**frmLogon**

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| No. | Object | Name | Appearance | Description |
| – | Form\_event | frmLogon | Control colour, no-resize | Initial form. Allows users to logon. Populates ‘lblAboutProgram’ on form load (see for details). |
|  | Label | lblTitleLogon | Geometos, 16pt, align centre, black | A heading displaying the title of the program. |
|  | Picture box\_event | picLogoOne | Mode: zoom | The Blue Dog Café’s company logo. Clicking displays program information. |
|  | Picture box\_event | picLogoTwo | Mode: zoom |
|  | Combination box | cmbUserLogon | Microsoft Sans Serif, 12pt, black/window, dropDownList (no type) | Allows log-on selection between the two user-groups. Default “Owner” user-group. |
|  | Text box | txtPinLogon | Microsoft Sans Serif, 12pt, black/window | Space for user to enter their user-group PIN. |
|  | Button\_event | btnLogon | Microsoft Sans Serif, 12pt, align centre, black/control | Clicking initiates log-on/password check subroutine (checks if provided PIN matches stored PIN). If no stored file exists, one is created, and the user is propted to create a PIN. If logon successful, shows ‘frmMain’ and closes itself. Else shows error message. |
|  | Label | lblUserLogon | Microsoft Sans Serif, 12pt, align right, black | No additional information. |
|  | Label | lblPinLogon | Microsoft Sans Serif, 12pt, align right, black | No additional information. |
|  | Label | lblAboutProgram | Microsoft Sans Serif, 10pt, align centre, black | Shows information about the program (version, author and year). Text set on form load. |

**frmMain**

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| No. | Object | Name | Appearance | Description |
| – | Form\_event | frmMain | Control colour, no-resize, no title bar, fullscreen, no minimise/maximise/close | Creates and sends rosters. Provides buttons for accessing other forms (is root). On form load… Checks if “chef/manager” is logged on; if so, enables/disables and hides/shows relevant buttons (see below). Checks if a suggested roster file exists; if so, enables ‘btnLoadSuggested’. Adds all combo boxes to a 2D collection structure on load. If database excel file exists… decrypts it using built in key and loads all data into internal variables upon load, then encrypts database again. Do same for shift datafile. |
|  | Label | lblTitleMain | Geometos, 22pt, align centre, black | A heading displaying the title of the program. |
|  | Picture box\_event | picLogoMain | Mode: zoom | The Blue Dog Café’s company logo. Clicking displays program information. |
|  | Button\_event | btnLoadLast | Microsoft Sans Serif, 12pt, align centre, bold, black/control | Retrieves data from most recently archived roster and populates all ‘cmbStaff[Weekday][#]’ and ‘cmbShift[Weekday][#]’, so the user can make modifications without starting from scratch. |
|  | Button\_event | btnLoadSuggested | Microsoft Sans Serif, 12pt, align centre, bold, black/control | Checks if a roster has been suggested by other user-groups. If yes, data is populated into all ‘cmbStaff[Weekday][#]’ and ‘cmbShift[Weekday][#]’. Visible only to “owner”. Disabled if no suggested file. |
|  | Button\_event | btnSearchArchive | Microsoft Sans Serif, 12pt, align centre, black/control | Shows ‘frmSearch’ (see for more details). Visible only to “owner”. |
|  | Button\_event | btnEditData | Microsoft Sans Serif, 12pt, align centre, black/control | Shows ‘frmData’ (see for more details). Visible only to “owner”. |
|  | Button\_event | btnEditShifts | Microsoft Sans Serif, 12pt, align centre, black/control | Shows ‘frmShifts’ (see for more details). Visible only to “owner”. |
|  | Button\_event | btnEditPin | Microsoft Sans Serif, 12pt, align centre, black/control | Opens input boxes requesting current and new PINs, and initiated password checking and changing code. If incorrect, show error. |
|  | Button\_event | btnCloseApp | Microsoft Sans Serif, 12pt, align centre, black/control | If “sent” is false (see below), they are prompted to save, then the entire application is closed. |
|  | Button\_event | btnSuggestRoster | Microsoft Sans Serif, 12pt, align centre, bold, black/control | Visible only to “chef/manager”. Saves data to file for retrieval by “owner”. Overwrite any existing file. If successful, shows success message box which also offers to close application. Sets “sent” status to true. |
|  | Button\_event | btnSendRoster | Microsoft Sans Serif, 12pt, align centre, bold, black/control | Saves data to excel file (incl. colour, formatting and a header), converts a copy to PDF, and sends the PDF roster to every employee via email address. Adds the Excel roster to the archive (named by week number and date). If there is already an archived roster within that week, it is overwritten. Displays a message box summarising procedure (who sent to, emails, archive actions) to user. Erases any suggested roster. Offers to close application in message box. If not “owner”, it is disabled unless a roster has already been archived in that week. Sets “sent” status to true. |
|  | Panel | pnlRoster | null | Container holding every element whose data is collected and used in the roster output. |
|  | Panel | pnl[Weekday] | null | Sub-container holding combination boxes for six employees to be rostered on. One for each day of the week (7 total). Name example: ‘pnlThursday’ |
|  | Combination box\_event | cmbStaff[Weekday][#] | Microsoft Sans Serif, 16pt, black/window, dropDownList (no type) | Selects a staff member to roster on. When a member is selected, their corresponding colour is looked up, and the combo box’s text colour is changed to match. One for each staff that can be added (6 total). Name example: ‘cmbStaffThursday1’ |
|  | Combination box | cmbShift[Weekday][#] | Microsoft Sans Serif, 16pt, black/window, dropDownList (no type) | Selects a shift-block for the corresponding staff member to be rostered onto. One for each staff that can be added (6 total). Name example: ‘cmbShiftThursday1’ |
|  | Context menu strip | ctxGlobal | null | Right-clicking anywhere on ‘frmMain’ shows the ‘btnAbout’ button in a menu for the user to click. |
|  | Button\_event | btnAbout | Segoe UI, 9pt, black/control | Displays program information (version, author, year). |
|  | Label | lbl[Weekday] | Microsoft Sans Serif, 16pt, align centre, black | Header for each corresponding weekday panel. One for each day of the week (7 total). Name example: ‘lblThursday’ |

**frmShifts**

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| No. | Object | Name | Appearance | Description |
| – | Form\_event | frmShifts | Control colour, no-resize, no minimise/maximise or close, top-most window | Add/remove shift blocks. Populates ‘lstShifts’ from shifts datafile on form load. If shifts datafile doesn’t exist, make a blank one. |
|  | Label | lblTitleShifts | Geometos, 12pt, align centre, black | Header for the form, summarising functionality. |
|  | Label | lblRemoveShift | Microsoft Sans Serif, 12pt, align centre, black | No additional information. |
|  | Button\_event | btnAddShift | Microsoft Sans Serif, 12pt, align centre, black/control | Opens input boxes to collect start and end times for a new shift. New shift record is added to the file and list box is repopulated. Each input box is validated for ‘time’ will display an error message if data violates this. End time cannot be earlier than start time. |
|  | Button\_event | btnRemoveShift | Microsoft Sans Serif, 12pt, align centre, black/control | Removes the selected shift-block record from the file. Only enabled after a list box element is selected. List box repopulated. |
|  | Button\_event | btnOkShifts | Microsoft Sans Serif, 12pt, align centre, black/control | Closes all files and closes this form. |
|  | List box\_event | lstShifts | Microsoft Sans Serif, 12pt, black/window | Populated with all shifts currently stored on form load. When an item is selected, ‘btnRemoveShift’ is enabled. |

**frmSearch**

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| No. | Object | Name | Appearance | Description |
| – | Form | frmSearch | Control colour, no-resize, no minimise/maximise/close, top-most window | Search and sort archived rosters for shifts by employee name. Get basic statistics on employee. Save results to file. |
|  | Label | lblTitleSearch | Geometos, 12pt, align centre, black | Header for the form, summarising functionality. |
|  | Label | lblShiftsWorked | Microsoft Sans Serif, 12pt, align centre, black | No additional information. |
|  | Label | lblEmployeeSearch | Microsoft Sans Serif, 12pt, align centre, black | No additional information. |
|  | List box | lstShiftsWorked | Microsoft Sans Serif, 12pt, black | Populated with all records of shifts under the name given by the user once the search subroutine is run. In the form ‘[dd/MM/yy] [h:mm tt]-[h:mm tt]’ where the time displayed in the starting and ending times. |
|  | Combination box | cmbEmployeeSearch | Microsoft Sans Serif, 12pt, black, dropDownList | Selects an employee form the database to search for. |
|  | Button\_event | btnSearch | Microsoft Sans Serif, 12pt, align centre, black/control | Searches archive for all records of a shift under the given employee name. Populates list box with results. Calculates statistics and displays them in the text boxes below. Enables ‘btnSortResults’ and ‘btnSaveResults’. |
|  | Button\_event | btnSortResults | Microsoft Sans Serif, 12pt, align centre, black/control | Sorts result by shift start time. Repopulates list box after sorting. |
|  | Label | lblStatistics | Microsoft Sans Serif, 12pt, align centre, black |  |
|  | Text box (read) | txtNameFirst | Microsoft Sans Serif, 12pt, black/control | Shows employee’s first name. Populated with search. |
|  | Text box (read) | txtTotalShifts | Microsoft Sans Serif, 12pt, black/control | Employee’s total shifts. Populated with search. |
|  | Text box (read) | txtTotalHours | Microsoft Sans Serif, 12pt, black/control | Employee’s total hours. Populated with search. |
|  | Text box (read) | txtEarliestTime | Microsoft Sans Serif, 12pt, black/control | Employee’s earliest shift start time. Populated with search. |
|  | Text box (read) | txtLatestTime | Microsoft Sans Serif, 12pt, black/control | Employee’s latest shift end time. Populated with search. |
|  | Label | lblNameFirst | Microsoft Sans Serif, 12pt, black | No additional information. |
|  | Label | lblTotalShifts | Microsoft Sans Serif, 12pt, black | No additional information. |
|  | Label | lblTotalHours | Microsoft Sans Serif, 12pt, black | No additional information. |
|  | Label | lblEarliestTime | Microsoft Sans Serif, 12pt, black | No additional information. |
|  | Label | lblLatestTime | Microsoft Sans Serif, 12pt, black | No additional information. |
|  | Button\_event | btnSaveResults | Microsoft Sans Serif, 12pt, align centre, black/control | Shows ‘dlgSaveResults’ and then writes out all contents displayed in the list box to a file with a header consisting of the current date/time, employee’s full name, and sorting criteria (date or start time). Also writes statistics at bottom of file. |
|  | Button\_event | btnOkSearch | Microsoft Sans Serif, 12pt, align centre, black/control | Closes this form. |
|  | Save file dialog | dlgSaveResults | null | Allows user to select file name and directory. |

**frmData**

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| No. | Object | Name | Appearance | Description |
| – | Form\_event | frmData | Control colour, no-resize, no minimise/maximise/close, top-most window | Add/edit/remove employee data from the database (incl. availability). Populates relevant list boxes on form load. Create blank employee database sheet if it doesn’t exist. |
|  | Label | lblTitleData | Geometos, 12pt, align centre, black | Header for the form, summarising functionality. |
|  | Button\_event | btnAddData | Microsoft Sans Serif, 12pt, align centre, black/control | Shows input boxes which prompt the user for first name, last name, phone number, email address, whether they can open/close the café, and their colour. Adds the given data to a new record in the database and repopulates list boxes. Each input box has the appropriate validation and will display an error message if data violates this. Sets “Availability?” field in employee’s record to “missing”. |
|  | Button\_event | btnEditInfo | Microsoft Sans Serif, 12pt, align centre, black/control | Enabled when an employee is selected. Shows input boxes which prompt the user for phone number, email address, whether they can open/close the café, and their colour. Overwrites this data in the existing record and repopulates list boxes. Each input box has the appropriate validation and will display an error message if data violates this. Each input box shows the field’s existing data in the prompt. |
|  | Button\_event | btnEditAvailability | Microsoft Sans Serif, 12pt, align centre, black/control | Enabled when an employee’s first name is selected. Shows ‘frmAvailability’ (see for more details). |
|  | Button\_event | btnRemoveData | Microsoft Sans Serif, 12pt, align centre, black/control | Enabled when an employee is selected. Asks for user confirmation; if yes, removes the record from the database and repopulates the list. |
|  | Button\_event | btnOkData | Microsoft Sans Serif, 12pt, align centre, black/control | Closes the form. |
|  | Label | lblSelectData | Microsoft Sans Serif, 12pt, black | No additional information. |
|  | List box | lstNameFirst | Microsoft Sans Serif, 12pt, black/window | Contains first name of employee. Populated with existing values on form load. |
|  | List box | lstNameLast | Microsoft Sans Serif, 12pt, black/window, unselectable | Contains last name of employee. Populated with existing values on form load. |
|  | List box | lstPhoneNumber | Microsoft Sans Serif, 12pt, black/window, unselectable | Contains phone number of employee. Populated with existing values on form load. |
|  | List box | lstEmailAddress | Microsoft Sans Serif, 12pt, black/window, unselectable | Contains email address of employee. Populated with existing values on form load. |
|  | List box | lstOpenClose | Microsoft Sans Serif, 12pt, black/window, unselectable | Can the employee open/close the café? (“yes”/”no”) Populated with existing values on form load. |
|  | List box | lstAvailabilityStored | Microsoft Sans Serif, 12pt, black/window, unselectable | Is the employee’s availability stored in the system? (“submitted”/”missing”). Populated with existing values on form load. |
|  | Label | lblNameFirst | Microsoft Sans Serif, 12pt, align centre, black | No additional information. |
|  | Label | lblNameLast | Microsoft Sans Serif, 12pt, align centre, black | No additional information. |
|  | Label | lblPhoneNumber | Microsoft Sans Serif, 12pt, align centre, black | No additional information. |
|  | Label | lblEmailAddress | Microsoft Sans Serif, 12pt, align centre, black | No additional information. |
|  | Label | lblOpenClose | Microsoft Sans Serif, 12pt, align centre, black | No additional information. |
|  | Label | lblAvailabilityStored | Microsoft Sans Serif, 12pt, align centre, black | No additional information. |

**frmAvailability**

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| No. | Object | Name | Appearance | Description |
| – | Form\_event | frmAvailability | Control colour, no-resize, no minimise/maximise/close, top-most window | Edit employee availability. Reassigns ‘lblTitleAvailability’ text on form load (see for details). Populates relevant text boxes with stored data on form load (see below). |
|  | Label | lblTitleAvailability | Geometos, 12pt, align centre, black | Header for the form. ‘[Employee]’ is substituted for employee’s full name upon form load. |
|  | Button\_event | btnCancelAvailability | Microsoft Sans Serif, 12pt, align centre, black/control | Closes form without saving any changes. |
|  | Button\_event | btnOkAvailability | Microsoft Sans Serif, 12pt, align centre, black/control | Saves all entered times to internal records and the database (overwriting). Closes the form. Sets “availability?” field to “submitted”. |
|  | Label | lblStartTime | Microsoft Sans Serif, 12pt, align right, black | No additional information. |
|  | Label | lblEndTime | Microsoft Sans Serif, 12pt, align right, black | No additional information. |
|  | Label | lbl[Weekday] | Microsoft Sans Serif, 12pt, align centre, black | Shows the day of the week corresponding to the text boxes below. One for each day of the week (7 total). Name example: ‘lblThursday’ |
|  | Text box | txt[Weekday]Start | Microsoft Sans Serif, 12pt, black/window | Enter a time (validated) which the employee can start working. Populated with existing values on form load. One for each day of the week (7 total). Name example: ‘txtThursdayStart’. |
|  | Text box | txt[Weekday]End | Microsoft Sans Serif, 12pt, black/window | Enter a time (validated) which the employee must stop working by. Times past 12AM will be autocorrected to ‘close’. Populated with existing values on form load. One for each day of the week (7 total). Name example: ‘txtThursdayEnd’. |