'Convert time between readable string format and computable integer format

Public Function convertTime

    if mode = "integer" then

        return time as number of minutes since midnight

    else

        return time as digital time 'eg 3:00 PM

End Function

'Close form upon cancel

Private Sub when cancel is clicked

close Availability form

End Sub

'Populate textboxes and labels upon load

Private Sub when Availability form loads

Insert employees name into the title label

populate all textboxes from internal record

End Sub

'Save new availability internally and to file

Private Sub when ok button is clicked

populate employeeData internal datastore from start/finish textboxes

if validaton of every item succeeds then

write all items to EMPLOYEEDATA sheet cells

availabilityStored = "Submitted"

close this form

else

show error message

end if

End Sub