**USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE USER GUIDE**



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4. **Marcos**
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Worksheets names

|  |  |
| --- | --- |
| Workbook | Name |
| Joe’s Diner | Homepage |
| Joe’s Diner | CusSearch (CustomerSearch) |
| Joe’s Diner | StaffSearch |
| Joe’s Diner | Booking System |
| Joe’s Diner | Customer’s Booking |
| Joe’s Diner | Temp Booking |
| Joe’s Diner | Order |
| Joe’s Diner | Menu |
| Joe’s Diner | StaffData |
| Joe’s Diner | CashFlow |
| Joe’s Diner | Staff Payment |
| Joe’s Diner | Cutlery Count |
| Joe’s Diner | Staff Scheduling |
| Joe’s Diner | New Staff |
| Joe’s Diner | Staff Details |
| Joe’s Diner | Staff News |

**Conditional formatting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field | Range | Formula | Condition | Formatting |
| Booking System | | | | |
| Booking customer | C15:G15  C16:G16  C18:G16  C22:G22  C24:G24  C25:G25 |  | Text hasn’t been added | Stays Grey |
| Text has been added | Changes to Yellow |
| Cutlery Count | | | | |
| Item | C7:C14  C20:C27  E7:E14  E2:E27  G7:G14  G20:G27  I7:I:14  I20:I27  K7:K14  K20:K27  M7:M14  M20:M27 |  | 44> It means that you don’t need to buy any yet. Still have enough for the customers | Stays Green |
| More than 40 less than 45 means you still have enough but you need to order them now | Turns Yellow |
| You don’t have enough for the customers | Turns Red |

Validation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field | Type | Validation | Rage | Validation formula example |
| Booking System | | | | |
| Table Number | List | Drop down menu showing numbers 0-10: You can also type the number down however any numbers in that range doesn’t work and get an error message | C22 |  |
| Order |  |  |  |  |
| Table Number | List | Drop down menu showing numbers 0-10: You can also type the number down however any numbers in that range doesn’t work and get an error message | D22 |  |
| QTY | List | Drop down list where staff knows how many are being ordered | N5:14 |  |
| Staff Scheduling | List | Drop down to show what are the staff are doing each hour. Can be cleaning cooking waiter. | Whole page |  |
| The whole page has a lock system where you cannot enter anything without unlocking it with a password |  |  |  |  |

Marco

|  |  |  |
| --- | --- | --- |
| Name | Purpose | Code |
| Homepage | | |
| LinkToOrder | This Marco takes you to the order work sheet | Sub LinkToOrder()  ' LinkToOrder Macro  Sheets("Order").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!LinkToBookingSystem | This Marco takes you to the booking system work sheet | Sub LinkToBookingSystem()  ' LinkToBookingSystem Macro  Sheets("Booking System").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!StaffData | This marco takes you do the staff data content page | Sub StaffData()  ' StaffData Macro'  ' Keyboard Shortcut: Ctrl+Shift+S  Sheets("Staff Data").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!Quit | This Marco is the only way to save the workbook and shuts down | Sub Quit()  Application.Quit  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!LinktoCustomerSearch | This Macro links you to the customer search worksheet | Sub LinkToStaffSearch()  ' LinkToStaffSearch Macro'  Sheets("StaffSearch").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!LinkToStaffSearch | This Macro links you to the staff search worksheet | Sub LinkToStaffSearch()  ' LinkToStaffSearch Macro  Sheets("StaffSearch").Select  End Sub |
| CusSearch | | |
| 'WorkBook- Joe diner Final.xlsm'!RefreshsearchCus | This Macro will refresh the customer’s search so you can type the name again | Sub Refresh\_staffSearch()  ' Refresh\_staffSearch Macro  Range("E7:H8").Select  Selection.ClearContents  Range("E10:H11").Select  Range("A6").Select  ActiveSheet.Shapes.Range(Array("Rectangle 2")).Select  Range("A13").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!Homepage | This Marco takes you back to the homepage | Sub Homepage()  ' Homepage Macro  Sheets("Homepage").Select  End Sub |
| Staff Search | | |
| 'WorkBook- Joe diner Final.xlsm'!Homepage | This Macro takes you back to the homepage | Sub Homepage()  ' Homepage Macro  Sheets("Homepage").Select |
| 'WorkBook- Joe diner Final.xlsm'!Refresh\_staffSearch | This Macro will refresh the search so that you will be able to enter the staff name again. | Sub Refresh\_staffSearch()  ' Refresh\_staffSearch  Range("E7:H8").Select  Selection.ClearContents  Range("E10:H11").Select  Range("A6").Select  ActiveSheet.Shapes.Range(Array("Rectangle 2")).Select  Range("A13").Select  End Sub |
| Booking System | | |
| 'WorkBook- Joe diner Final.xlsm'!BookingCustomer | This marco will help you book the customers. It works by seeing the details on the “temp booking” work sheet, copies and then goes to the customers booking worksheet and it makes a new row and then paste special the details. | Sub BookingCustomer()  ' BookingCustomer Macro  Sheets("customer booking").Select  Rows("2:2").Select  Selection.Insert Shift:=xlDown, CopyOrigin:=xlFormatFromLeftOrAbove  Range("A4").Select  Sheets("Temp Booking").Select  Range("A2:J2").Select  Selection.Copy  Sheets("Temp Booking").Select  Range("A3").Select  Sheets("customer booking").Select  Range("A2").Select  Selection.PasteSpecial Paste:=xlPasteValues, Operation:=xlNone, SkipBlanks \_  :=False, Transpose:=False  Range("L9").Select  ActiveSheet.Shapes.Range(Array("Group 5")).Select  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Selection.ShapeRange.IncrementTop -0.75  Range("L6").Select  End Sub |
| LinktoCustomerBooking | This marco takes you to see the all the bookings for the customers | Sub LinkToCustomerBooking()  ' LinkToCustomerBooking Macro  Sheets("customer booking").Select  End Sub |
| Customer Booking | | |
| LinkToCustomerBooking | This marco takes you back to the customer booking | Sub LinkToCustomerBooking()  ' LinkToCustomerBooking Macro  Sheets("customer booking").Select  End Sub |
| Order | | |
| 'WorkBook- Joe diner Final.xlsm'!Print\_Order | This marco prints out the order to be the customer’s receipt. It shows all the price and total price also the time when it prints. | Sub Print\_Order()  '  ' Print\_Order Macro  '  '  Range("I1:P17").Select  ActiveSheet.PageSetup.PrintArea = "$I$1:$P$17"  Application.PrintCommunication = False  With ActiveSheet.PageSetup  .PrintTitleRows = ""  .PrintTitleColumns = ""  End With  Application.PrintCommunication = True  ActiveSheet.PageSetup.PrintArea = "$I$1:$P$17"  Application.PrintCommunication = False  With ActiveSheet.PageSetup  .LeftHeader = ""  .CenterHeader = ""  .RightHeader = ""  .LeftFooter = ""  .CenterFooter = ""  .RightFooter = ""  .LeftMargin = Application.InchesToPoints(0.7)  .RightMargin = Application.InchesToPoints(0.7)  .TopMargin = Application.InchesToPoints(0.75)  .BottomMargin = Application.InchesToPoints(0.75)  .HeaderMargin = Application.InchesToPoints(0.3)  .FooterMargin = Application.InchesToPoints(0.3)  .PrintHeadings = False  .PrintGridlines = False  .PrintComments = xlPrintNoComments  .CenterHorizontally = False  .CenterVertically = False  .Orientation = xlLandscape  .Draft = False  .PaperSize = xlPaperA5  .FirstPageNumber = xlAutomatic  .Order = xlDownThenOver  .BlackAndWhite = False  .Zoom = 100  .PrintErrors = xlPrintErrorsDisplayed  .OddAndEvenPagesHeaderFooter = False  .DifferentFirstPageHeaderFooter = False  .ScaleWithDocHeaderFooter = True  .AlignMarginsHeaderFooter = True  .EvenPage.LeftHeader.Text = ""  .EvenPage.CenterHeader.Text = ""  .EvenPage.RightHeader.Text = ""  .EvenPage.LeftFooter.Text = ""  .EvenPage.CenterFooter.Text = ""  .EvenPage.RightFooter.Text = ""  .FirstPage.LeftHeader.Text = ""  .FirstPage.CenterHeader.Text = ""  .FirstPage.RightHeader.Text = ""  .FirstPage.LeftFooter.Text = ""  .FirstPage.CenterFooter.Text = ""  .FirstPage.RightFooter.Text = ""  End With  Application.PrintCommunication = True  ActiveWindow.SelectedSheets.PrintOut Copies:=1, Collate:=True, \_  IgnorePrintAreas:=False  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!LinktoMenu | This marco takes you to the menu page which has the food menu on it | Sub LinktoMenu()  ' LinktoMenu Macro  Sheets("Menu").Select  End Sub |
| Menu | | |
| LinkToOrder | This marco takes you back to the order worksheet. | Sub LinkToOrder()  '  ' LinkToOrder Macro  '  '  Sheets("Order").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!Print\_Menu | This Marco is for printing out the menu. | Sub Print\_Menu()  '  ' Print\_Menu Macro  '  '  Range("B3:L20").Select  ActiveSheet.PageSetup.PrintArea = "$B$3:$L$20"  Application.PrintCommunication = False  With ActiveSheet.PageSetup  .PrintTitleRows = ""  .PrintTitleColumns = ""  End With  Application.PrintCommunication = True  ActiveSheet.PageSetup.PrintArea = "$B$3:$L$20"  Application.PrintCommunication = False  With ActiveSheet.PageSetup  .LeftHeader = ""  .CenterHeader = ""  .RightHeader = ""  .LeftFooter = ""  .CenterFooter = ""  .RightFooter = ""  .LeftMargin = Application.InchesToPoints(0.7)  .RightMargin = Application.InchesToPoints(0.7)  .TopMargin = Application.InchesToPoints(0.75)  .BottomMargin = Application.InchesToPoints(0.75)  .HeaderMargin = Application.InchesToPoints(0.3)  .FooterMargin = Application.InchesToPoints(0.3)  .PrintHeadings = False  .PrintGridlines = False  .PrintComments = xlPrintNoComments  .CenterHorizontally = False  .CenterVertically = False  .Orientation = xlLandscape  .Draft = False  .PaperSize = xlPaperA5  .FirstPageNumber = xlAutomatic  .Order = xlDownThenOver  .BlackAndWhite = False  .Zoom = 100  .PrintErrors = xlPrintErrorsDisplayed  .OddAndEvenPagesHeaderFooter = False  .DifferentFirstPageHeaderFooter = False  .ScaleWithDocHeaderFooter = True  .AlignMarginsHeaderFooter = True  .EvenPage.LeftHeader.Text = ""  .EvenPage.CenterHeader.Text = ""  .EvenPage.RightHeader.Text = ""  .EvenPage.LeftFooter.Text = ""  .EvenPage.CenterFooter.Text = ""  .EvenPage.RightFooter.Text = ""  .FirstPage.LeftHeader.Text = ""  .FirstPage.CenterHeader.Text = ""  .FirstPage.RightHeader.Text = ""  .FirstPage.LeftFooter.Text = ""  .FirstPage.CenterFooter.Text = ""  .FirstPage.RightFooter.Text = ""  End With  Application.PrintCommunication = True  Application.PrintCommunication = False  With ActiveSheet.PageSetup  .PrintTitleRows = ""  .PrintTitleColumns = ""  End With  Application.PrintCommunication = True  ActiveSheet.PageSetup.PrintArea = "$B$3:$L$20"  Application.PrintCommunication = False  With ActiveSheet.PageSetup  .LeftHeader = ""  .CenterHeader = ""  .RightHeader = ""  .LeftFooter = ""  .CenterFooter = ""  .RightFooter = ""  .LeftMargin = Application.InchesToPoints(0.7)  .RightMargin = Application.InchesToPoints(0.7)  .TopMargin = Application.InchesToPoints(0.75)  .BottomMargin = Application.InchesToPoints(0.75)  .HeaderMargin = Application.InchesToPoints(0.3)  .FooterMargin = Application.InchesToPoints(0.3)  .PrintHeadings = False  .PrintGridlines = False  .PrintComments = xlPrintNoComments  .CenterHorizontally = False  .CenterVertically = False  .Orientation = xlLandscape  .Draft = False  .PaperSize = xlPaperA4  .FirstPageNumber = xlAutomatic  .Order = xlDownThenOver  .BlackAndWhite = False  .Zoom = 100  .PrintErrors = xlPrintErrorsDisplayed  .OddAndEvenPagesHeaderFooter = False  .DifferentFirstPageHeaderFooter = False  .ScaleWithDocHeaderFooter = True  .AlignMarginsHeaderFooter = True  .EvenPage.LeftHeader.Text = ""  .EvenPage.CenterHeader.Text = ""  .EvenPage.RightHeader.Text = ""  .EvenPage.LeftFooter.Text = ""  .EvenPage.CenterFooter.Text = ""  .EvenPage.RightFooter.Text = ""  .FirstPage.LeftHeader.Text = ""  .FirstPage.CenterHeader.Text = ""  .FirstPage.RightHeader.Text = ""  .FirstPage.LeftFooter.Text = ""  .FirstPage.CenterFooter.Text = ""  .FirstPage.RightFooter.Text = ""  End With  Application.PrintCommunication = True  ActiveWindow.SelectedSheets.PrintOut Copies:=1, Collate:=True, \_  IgnorePrintAreas:=False  End Sub |
| Staff Data | | |
| 'WorkBook- Joe diner Final.xlsm'!LinktoCashFlow | This Marco links to the cash flow worksheet | Sub LinktoCashFlow()  ' LinktoCashFlow Macro  Sheets("CashFlow").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!LinktoCutleryCount | This Marco links to the cutlery count worksheet | Sub LinktoCutleryCount()  LinktoCutleryCount Macro  Sheets("Cutlery Count").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!LinktoStaffNews | This Marco links to the staff news worksheet | Sub LinktoStaffNews()  ' LinktoStaffNews Macro  Sheets("StaffNews").Select  Range("A6").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!LinktoStaffDetails | This Marco links to the staff details worksheet | Sub LinktoStaffDetails()  ' LinktoStaffDetails Macro  ActiveWindow.SmallScroll ToRight:=0  ActiveWindow.ScrollWorkbookTabs Sheets:=1  ActiveWindow.ScrollWorkbookTabs Sheets:=1  ActiveWindow.ScrollWorkbookTabs Sheets:=1  ActiveWindow.ScrollWorkbookTabs Sheets:=1  ActiveWindow.ScrollWorkbookTabs Sheets:=1  ActiveWindow.ScrollWorkbookTabs Sheets:=1  Sheets("Staff details").Select  Range("C1").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!LinktoStaffPayment | This Marco links to the staff payment worksheet | Sub LinktoStaffPayment()  ' LinktoStaffPayment Macro  Sheets("Staff Payment").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!LinkToStaffScheduling | This Marco links to the staff scheduling worksheet | Sub LinkToStaffScheduling()  ' LinkToStaffScheduling Macro  Sheets("Staff scheduling").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!Linkto\_NewStaff | This Marco links to the new staff worksheet | Sub Linkto\_NewStaff()  ' Linkto\_NewStaff Macro  Sheets("New Staff").Select  ActiveWindow.ScrollColumn = 5  ActiveWindow.ScrollColumn = 4  ActiveWindow.ScrollColumn = 2  ActiveWindow.ScrollColumn = 1  Range("B1").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!Linkto\_Homepage | This Marco links to the homepage worksheet | Sub Linkto\_Homepage()  ' Linkto\_Homepage Macro'  Sheets("Homepage").Select  End Sub |
| Cash flow | | |
| 'WorkBook- Joe diner Final.xlsm'!Homepage | This marco links back to the homepage | Sub Homepage()  ' Homepage Macro  Sheets("Homepage").Select  End Sub |
| LinktoStaffDetails | This marco links back to the staff details menu page | Sub LinktoStaffDetails()  ' LinktoStaffDetails Macro  ActiveWindow.SmallScroll ToRight:=0  ActiveWindow.ScrollWorkbookTabs Sheets:=1  ActiveWindow.ScrollWorkbookTabs Sheets:=1  ActiveWindow.ScrollWorkbookTabs Sheets:=1  ActiveWindow.ScrollWorkbookTabs Sheets:=1  ActiveWindow.ScrollWorkbookTabs Sheets:=1  ActiveWindow.ScrollWorkbookTabs Sheets:=1  Sheets("Staff details").Select  Range("C1").Select  End Sub |
| Staff Payment |  |  |
| 'WorkBook- Joe diner Final.xlsm'!DeleteDaysTaken | This marco is for refreshing the days been taken off. It resets it back to 0 | Sub DeleteDaysTaken()  ' DeleteDaysTaken Macro  Range("C17").Select  ActiveCell.FormulaR1C1 = "0"  Range("C17").Select  Selection.AutoFill Destination:=Range("C17:N17"), Type:=xlFillDefault  Range("C17:N17").Select  Range("C18").Select  ActiveCell.FormulaR1C1 = "0"  Range("C17").Select  Selection.AutoFill Destination:=Range("C17:C26"), Type:=xlFillDefault  Range("C17:C26").Select  Range("C18").Select  Selection.AutoFill Destination:=Range("C18:M18"), Type:=xlFillDefault  Range("C18:M18").Select  Selection.AutoFill Destination:=Range("C18:N18"), Type:=xlFillDefault  Range("C18:N18").Select  Range("C19").Select  Selection.AutoFill Destination:=Range("C19:N19"), Type:=xlFillDefault  Range("C19:N19").Select  Range("C20").Select  Selection.AutoFill Destination:=Range("C20:N20"), Type:=xlFillDefault  Range("C20:N20").Select  Range("C21").Select  Selection.AutoFill Destination:=Range("C21:N21"), Type:=xlFillDefault  Range("C21:N21").Select  Range("C22").Select  Selection.AutoFill Destination:=Range("C22:N22"), Type:=xlFillDefault  Range("C22:N22").Select  Range("C23").Select  Selection.AutoFill Destination:=Range("C23:N23"), Type:=xlFillDefault  Range("C23:N23").Select  Range("C24").Select  Selection.AutoFill Destination:=Range("C24:N24"), Type:=xlFillDefault  Range("C24:N24").Select  Range("N25").Select  Selection.AutoFill Destination:=Range("C25:N25"), Type:=xlFillDefault  Range("C25:N25").Select  Range("C26").Select  Selection.AutoFill Destination:=Range("C26:N26"), Type:=xlFillDefault  Range("C26:N26").Select  Range("Q27").Select  End Sub |
| Staff Scheduling | | |
| 'WorkBook- Joe diner Final.xlsm'!ClearAll | This is to clear every single scheduling for the whole week. When clicked it won’t come back | Sub ClearAll()  '  ' ClearAll Macro  Range("D6:P15").Select  Selection.ClearContents  Range("D18:P27").Select  ActiveWindow.ScrollRow = 2  ActiveWindow.ScrollRow = 4  ActiveWindow.ScrollRow = 8  ActiveWindow.ScrollRow = 9  ActiveWindow.ScrollRow = 11  ActiveWindow.ScrollRow = 13  ActiveWindow.ScrollRow = 14  ActiveWindow.ScrollRow = 15  ActiveWindow.ScrollRow = 17  ActiveWindow.ScrollRow = 18  ActiveWindow.ScrollRow = 19  ActiveWindow.ScrollRow = 20  ActiveWindow.ScrollRow = 21  Range("D18:P27,D30:P39").Select  Range("D30").Activate  ActiveWindow.ScrollRow = 22  ActiveWindow.ScrollRow = 24  ActiveWindow.ScrollRow = 27  ActiveWindow.ScrollRow = 30  ActiveWindow.ScrollRow = 31  ActiveWindow.ScrollRow = 32  Range("D53:P62").Select  ActiveWindow.ScrollRow = 39  ActiveWindow.ScrollRow = 40  ActiveWindow.ScrollRow = 43  ActiveWindow.ScrollRow = 44  ActiveWindow.ScrollRow = 47  ActiveWindow.ScrollRow = 48  ActiveWindow.ScrollRow = 49  ActiveWindow.ScrollRow = 50  ActiveWindow.ScrollRow = 51  ActiveWindow.ScrollRow = 52  Range("D53:P62,D65:Q74,D77:M86").Select  Range("D77").Activate  ActiveWindow.ScrollRow = 57  ActiveWindow.ScrollRow = 56  ActiveWindow.ScrollRow = 53  ActiveWindow.ScrollRow = 50  ActiveWindow.ScrollRow = 48  ActiveWindow.ScrollRow = 47  ActiveWindow.ScrollRow = 46  ActiveWindow.ScrollRow = 45  ActiveWindow.ScrollRow = 43  ActiveWindow.ScrollRow = 42  ActiveWindow.ScrollRow = 41  ActiveWindow.ScrollRow = 40  ActiveWindow.ScrollRow = 39  ActiveWindow.ScrollRow = 37  ActiveWindow.ScrollRow = 35  ActiveWindow.ScrollRow = 34  ActiveWindow.ScrollRow = 33  ActiveWindow.ScrollRow = 32  ActiveWindow.ScrollRow = 30  ActiveWindow.ScrollRow = 29  ActiveWindow.ScrollRow = 28  ActiveWindow.ScrollRow = 27  Range("D53:P62,D65:Q74,D77:M86,D41:P50,D30:P39").Select  Range("D30").Activate  ActiveWindow.ScrollRow = 26  ActiveWindow.ScrollRow = 25  ActiveWindow.ScrollRow = 24  ActiveWindow.ScrollRow = 23  ActiveWindow.ScrollRow = 22  ActiveWindow.ScrollRow = 21  ActiveWindow.ScrollRow = 20  ActiveWindow.ScrollRow = 19  ActiveWindow.ScrollRow = 18  ActiveWindow.ScrollRow = 17  ActiveWindow.ScrollRow = 16  ActiveWindow.ScrollRow = 15  ActiveWindow.ScrollRow = 14  Range("D53:P62,D65:Q74,D77:M86,D41:P50,D30:P39,D18:P27").Select  Range("P27").Activate  ActiveWindow.ScrollRow = 12  ActiveWindow.ScrollRow = 10  ActiveWindow.ScrollRow = 9  ActiveWindow.ScrollRow = 7  ActiveWindow.ScrollRow = 6  ActiveWindow.ScrollRow = 5  ActiveWindow.ScrollRow = 4  ActiveWindow.ScrollRow = 3  ActiveWindow.ScrollRow = 2  ActiveWindow.ScrollRow = 1  Selection.ClearContents  Range("B1").Select  End Sub |
| New Staff | | |
| 'WorkBook- Joe diner Final.xlsm'!RefreshNewSTAFF | This marco is for refreshing the cells where you can enter the details for the staff | Sub RefreshNewSTAFF()  '  ' RefreshNewSTAFF Macro  '  '  Range("D5:H5").Select  ActiveCell.FormulaR1C1 = ""  Range("D6:H6").Select  ActiveCell.FormulaR1C1 = ""  Range("E9:G9").Select  ActiveCell.FormulaR1C1 = ""  Range("E10:G10").Select  ActiveCell.FormulaR1C1 = ""  Range("E11:G11").Select  ActiveCell.FormulaR1C1 = ""  Range("D13:H13").Select  ActiveCell.FormulaR1C1 = ""  Range("D14:H14").Select  ActiveCell.FormulaR1C1 = ""  Range("D15:H15").Select  ActiveCell.FormulaR1C1 = ""  Range("D17:H17").Select  ActiveCell.FormulaR1C1 = ""  Range("D18:H18").Select  ActiveCell.FormulaR1C1 = ""  Range("E20").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!AddNewStaff | This marco is the same as where u add the customer’s booking. Enter the details, press “add Staff” and then it goes to the temp new staff and it copies to the staff details and makes a new row and will paste on top. | Sub AddNewStaff()  '  ' AddNewStaff Macro  '  '  Sheets("Staff details").Select  Rows("3:3").Select  Selection.Insert Shift:=xlDown, CopyOrigin:=xlFormatFromLeftOrAbove  Range("A3").Select  Sheets("Temp Staff").Select  Range("B3:N3").Select  Selection.Copy  Sheets("Staff details").Select  Range("A3").Select  Selection.PasteSpecial Paste:=xlPasteValues, Operation:=xlNone, SkipBlanks \_  :=False, Transpose:=False  Range("K3").Select  ActiveWindow.SmallScroll ToRight:=3  Range("K3,L3").Select  Range("L3").Activate  Application.CutCopyMode = False  Selection.NumberFormat = "0##-####-####"  ActiveWindow.ScrollColumn = 3  ActiveWindow.ScrollColumn = 1  Range("A3:M3").Select  Selection.Font.Bold = True  Range("C1").Select  End Sub |
| Staff Details | | |
| 'WorkBook- Joe diner Final.xlsm'!DeleteRow3 | This marco is to delete the first row. This is for if you made a mistake and you can enter it again | Sub DeleteRow3()  ' DeleteRow3 Macro  Range("A3:M3").Select  Range("M3").Activate  Selection.ClearContents  Range("A4:M14").Select  Selection.Cut Destination:=Range("A3:M13")  Range("N3").Select  End Sub  Sub DeleteRow4()  ' DeleteRow4 Macro  Range("A4:M4").Select  Range("M4").Activate  Selection.ClearContents  Range("A5:M16").Select  Selection.Cut Destination:=Range("A4:M15")  Range("O2").Select  End Sub |
| 'WorkBook- Joe diner Final.xlsm'!Homepage | This marco is takes you back to the homepage worksheet. | Sub Homepage()  '  ' Homepage Macro  '  '  Sheets("Homepage").Select  End Sub |

Formula

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field | Description | Range | Example Formula | |
| Joes Diner |  |  |  | |
| Homepage | | | | |
| Time | This formula shows the date and time (GMT). | A1 | =NOW() | |
| New text | This merged cell has a formula which copy’s from the “StaffNews” worksheet. This is the only way to enter text. | B19 | =StaffNews!B3 | |
| Customer Search | | | | |
| Surname | The Vlookup formula shows the name surname of the customer when entering their name in the cell E7 | E10 | =VLOOKUP(E7,'customer booking'!B1:J2097,2,0) | |
| Timing | Another Vlookup formula shows the timing of when the customer is coming in the day. Morning, Afternoon or Evening. | E12 | =VLOOKUP(E7,'customer booking'!B1:J2097,2,0) | |
| How many people | Shows how many people are coming to the diner. This is worked by the vlookup is looking in the “CustomerBooking” worksheet | E14 | =VLOOKUP(E7,'customer booking'!B3:J750,6,0) | |
| Table Number | This shows what table number they will be sitting. This is all done with the vlookup formula. | E16 | =VLOOKUP(E7,'customer booking'!B2:J519,7,0) | |
| Staff Search | | | | |
| Job role | By adding the Vlookup formula you can see what Job role the Staff has by entering in the cell E7 | E10 | =VLOOKUP(E7,'Staff details'!B2:M19,12,0) | |
| Address | Also using the Vlookup formula you can search the Staff’s Address | E12 | =VLOOKUP(E7,'Staff details'!B2:M19,7,0) | |
| Mobile Number | Using the Vlookup formula you can search the Staff’s Mobile Number | E14 | =VLOOKUP(E7,'Staff details'!B2:M19,11,0) | |
| Date of Birth | Using the Vlookup formula you can search the Staff’s Date of Birth | E16:G16 | =VLOOKUP(E7,'Staff details'!B2:M19,4,0) =VLOOKUP(E7,'Staff details'!B2:M19,5,0) =VLOOKUP(E7,'Staff details'!B2:M19,6,0) | |
| Booking System | | | | |
| Title | This is an IF statement which linked up with the Form Control. If the Title changes also the title from the Cell L11 will do as well. | L11 | =IF(Q14=1,"Mr",IF(Q14=2,"Mrs",IF(Q14=3,"Miss"))) | |
| First Name | This formula is so to link to a different cell. Whatever you typed it will show in cell L12 | L12 | =C15 | |
| Last Name | This formula is so to link to a different cell. Whatever you typed it will show in cell L13 | L13 | =C16 | |
| Phone Number | This formula is so to link to a different cell. Whatever you typed it will show in cell L14 | L14 | =C18 | |
| E-mail | This formula is so to link to a different cell. Whatever you typed it will show in cell L15 | L15 | =C19 | |
| Preferred time | This formula is a nested if statement where if you choose a time of day it will change on cell L16 so it will be able to book it, | L16 | =IF(Q22=1,"DayTime",IF(Q22=2,"Lunchtime",IF(Q22=3,"Evening"))) | |
| How many people | Same as for how many people. This formula is quicker than typing the numbers. | L17 | =IF(Q23=1,"1",IF(Q23=2,"2",IF(Q23=3,"3",IF(Q23=4,"4",IF(Q23=5,"5",IF(Q23=6,"6")))))) | |
| Table Number | This formula is so to link to a different cell. Whatever you typed it will show in cell L18 | L18 | =C22 | |
| Address | This formula is so to link to a different cell. Whatever you typed it will show in cell L19 | L19 | =C24 | |
| Post Code | This formula is so to link to a different cell. Whatever you typed it will show in cell L20 | L20 | =C25 | |
| Order | | | | |
| Starter | This is a nested IF statement where there is more than one IF statement in the formula. This’s works by choosing the starter 1 and starter 2 as it will changes automatically so you don’t need to type it out with no spelling mistake. | L5:L6 | =IF(F5=1,"-",IF(F5=2,"Beef Soup",IF(F5=3,"Chicken Kebab with Salad",IF(F5=4,"Chicken Soup",IF(F5=5,"Chicken Wings",IF(F5=6,"Crips",IF(F5=7,"Noodle Soup",IF(F5=8,"Papadoms",IF(F5=9,"Salad",IF(F5=10,"Stuff Mushroom Bread",IF(F5=11,"Sweet and Sour Chicken",IF(F5=12,"Veggie Samosa",IF(F5=13,"Veggie Soup"))))))))))))) | |
| Main Course | Same as the Starter this also have a nested IF statement. This is used also for printing out the payment. | L7:L9 | =IF(F9=1,"-",IF(F9=2,"Buttermilk Fried Chicken",IF(F9=3,"Chicken Fajits",IF(F9=4,"Crab Sticks",IF(F9=5,"Egg Fried Rice",IF(F9=6,"English Dinner",IF(F9=7,"Fish and Chips",IF(F9=8,"Jacket Potoato with Cheese",IF(F9=9,"King Prawns",IF(F9=10,"Mixed Seafood",IF(F9=11,"Pain Rice",IF(F9=12,"Veggie Sausage Roll",IF(F9=13,"Veegie Burger",))))))))))))) | |
| Dessert | Same as the Starter and Main Course I used the Nested If statement for the form control | L10:12 | =IF(F14=1,"-",IF(F14=2,"Apple Pie",IF(F14=3,"Blueberry Pie",IF(F14=4,"Cookie Dough Ice Cream",IF(F14=5,"Lemon Meringue Pie",IF(F14=6,"Fudge Cake",IF(F14=7,"Strawberry K14Cake",IF(F14=8,"Strawberry Ice Cream",IF(F14=9,"Vanilla Ice Cream",))))))))) | |
| Drinks | Same as the Starter, Main Course and Dessert. I used the Nested If statement for the form control | L13:L14 | =IF(F19=1,"-",IF(F19=2,"Coffee",IF(F19=3,"Fanta",IF(F19=4,"J2O",IF(F19=5,"Pepsi",IF(F19=6,"Sprite",IF(F19=7,"Tango",IF(F19=8,"Tea",IF(F19=9,"Water"))))))))) | |
| Prices | For each meal there is a price which shows when choosing the food. This is done by VLookUp Formula as it looks at the name of the cell and then looks like on the Menu page. | M5:M14 | =VLOOKUP(L5,Menu!B4:I16,2,0) | |
| Total | Is the total of the Price x quantity | O5:O14 | =(M5\*N5) | |
| Whole Total | Is the full total of the food. With this I use the Sum formula which adds up the totals. | O15 | =SUM(O5:O14) | |
| Table | So that the staff knows what table the payment goes to. So I linked the cell from D22 | K16 | =D22 | |
| Cash Flow | | | | |
| Total Cash Available (before cash out) | This adds the entire total item for each cash you get. | O11 | =(O5+O10) | |
| Total Item | The Total item works as all the month by month adds up. | O5 – O35 | =SUM(C6:N6) | |
| Staff Payment | | | | |
| Week | This formula works by adding up the hours and then timings it by the Price they get paid per hour | L4:L13 | =SUM(E4:K4)\*D4 | |
| Month | There are 12 months so for each formula. I get the amount they get paid times buy how may weeks in the month and take away any day off they took in that month | M4:X13 | =($L$4\*4.34812)-(($D$4\*$F$4)\*C17) | |
| Year | By using the Sum formula by adding all the months together. | Y4:Y13 | =SUM(M4:X4) | |
| Surname/ Forename | As you don’t need to keep adding the names by using this formula it automatically add the names. | A17:A26 | =A4 to =B13 | |
| Days Taken | The Sum formula is added to add all the days taken in the whole 12 month | P17:P26 | =SUM(C17:N17) | |
| Days Left | It shows for each staff how many days they can take off | Q17:Q26 | =O17-P17 | |
| Cutlery Count | | | | |
| How many are left | This is the sum by taking away from the start and the month. This shows how many are left which in good conditional | All the Different row | | =SUM(C7-B7) |
| New Staff | | | | |
| Title | There is only ¾ possibly of being the same so I used the nested if statement for this cell | M6 | =IF(Q6=1,"Mr", IF(Q6=2,"Mrs", IF(Q6=3,"Miss"))) | |
| Surname | This formula is so to link to a different cell. Whatever you typed it will show in cell M7. | M7 | =D5 | |
| Forenames | This formula is so to link to a different cell. Whatever you typed it will show in cell M8 | M8 | =D6 | |
| Sex | There is only 2 sex (Gender) so it will be easy to make a Nested If statement. If entered the wrong one, the cell wouldn’t accepted it. | M9 | =IF(Q9=1,"Male",IF(Q9=2,"Female",)) | |
| Day | This formula is so to link to a different cell. Whatever you typed it will show in cell M10 | M10 | =E9 | |
| Month | This formula is so to link to a different cell. Whatever you typed it will show in cell M11 | M11 | =E10 | |
| Year | This formula is so to link to a different cell. Whatever you typed it will show in cell M12 | M12 | =E11 | |
| Address | This formula is so to link to a different cell. Whatever you typed it will show in cell M13 | M13 | =D13 | |
| City/Town | This formula is so to link to a different cell. Whatever you typed it will show in cell M14 | M14 | =D14 | |
| Post Code | This formula is so to link to a different cell. Whatever you typed it will show in cell M15 | M15 | =D15 | |
| House Number | This formula is so to link to a different cell. Whatever you typed it will show in cell M16 | M16 | =D17 | |
| Mobile | This formula is so to link to a different cell. Whatever you typed it will show in cell M17 | M17 | =D18 | |
| Job Role | Same this is also nested if statement. | M18 | = IF(Q20=1,"N/A",IF(Q20=2,"Chef",IF('New Staff'!Q20=3,"Cleaner",IF('New Staff'!Q20=4,"Waiter/Cleaner")))) | |