

# VBA SOURCE CODE BOOK

## EMPLOYEE MANAGER PT. 5 EVENTS, SEARCH & PAY PERIOD

Event Name	Event Type	Employee	Created On	At	Notes	Recurring	Every	Frequency	At
------------	------------	----------	------------	----	-------	-----------	-------	-----------	----

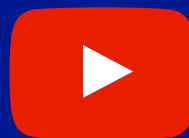


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Search By ID and TONS More  
[Employee Manager Part 5]**



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*by: Randy Austin*

# ABOUT THE AUTHOR

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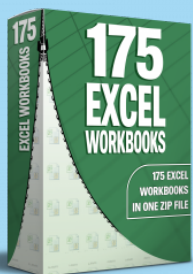
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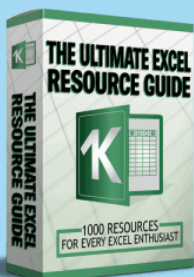
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## Option Explicit

```
Private Sub Worksheet_Change(ByVal Target As Range)
```

```
    Dim EmpRow As Long
```

```
    Dim PayPeriod As Range
```

```
    Dim FoundPayPeriod As Range
```

```
    'On Employee Name Change
```

```
    If Not Intersect(Target, Range("F2" )) Is Nothing Then
```

```
        If Range("F2" ).Value <> Empty And Range("B5" ).Value <> Empty Then Empl_Load
```

```
    End If
```

```
    'Employee ID Change
```

```
    If Not Intersect(Target, Range("J2" )) Is Nothing And Range("B1" ).Value = False Then 'On  
change of Employee ID but NOT on Employee Load
```

```
        If Range("J2" ).Value <> Empty And Range("B4" ).Value <> Empty Then 'Employee ID Found
```

```
            Range("F2" ).Value = Sheet2.Range("BC" & Range("B4" ).Value).Value
```

```
        Else: 'Employee ID Not Found, Return to original
```

```
            Range("F2" ).Value = Sheet2.Range("BC" & Range("B5" ).Value).Value 'Add Old
```

```
            Employee Name using Old Employee Name Row
```

```
            EmployIDNotFound 'Run Fade Out Message Alert
```

```
        End If
```

```
    End If
```

```
    'On Employee Information Change
```

```
    If Not Intersect(Target, Range("E6:K24,E65:K184" )) Is Nothing And Range("B1" ).Value =  
False Then 'On Cell change but not on Employee load
```

```
        If Range("B4" ).Value = Empty Or Cells(Target.Row, Target.Column + 22).Value = Empty Or  
IsNumeric(Cells(Target.Row, Target.Column + 22).Value) = False Then Exit Sub
```

```
        EmpRow = Range("B4" ).Value 'Employee Row
```

```
        Sheet2.Cells(EmpRow, Cells(Target.Row, Target.Column + 22).Value).Value = Target.Value
```

```
    End If
```

```
    'On Date Range History Change
```

```
    If Not Intersect(Target, Range("F26, F46" )) Is Nothing And Range("F" & Target.Row).Value  
<> Empty Then
```

```
        Set PayPeriod = Sheet4.Range("PayPeriod" )
```

```
        Set FoundPayPeriod = PayPeriod.Find(Target.Value, , xlValues, xlWhole)
```

```
        If Not FoundPayPeriod Is Nothing Then
```

```
            Target.Offset(0, 2).Value = Sheet4.Range("K" & FoundPayPeriod.Row).Value 'From  
Date
```

```
            Target.Offset(0, 4).Value = Sheet4.Range("L" & FoundPayPeriod.Row).Value 'To Date
```

```
        End If
```

```
    End If
```

```
End Sub
```

```
Private Sub Worksheet_SelectionChange(ByVal Target As Range)
```

```
    If Target.Count > 1 Then Exit Sub
```

```
    If Not Intersect(Target, Range("E4:K4" )) Is Nothing Then
```

```
        Range("B2" ).Value = Target.Column
```

```
        Range("F2" ).Select
```

```
        SwitchHorizontalTabs
```

```
    End If
```

```
    If Not Intersect(Target, Range("E66:E129" )) Is Nothing Then
```

```
        If Target.Value = Empty Or Target.Value = "Select Option" Then Exit Sub
```

```
        SwitchVerticalTabs
```

```
    End If
```

```
    If Not Intersect(Target, Range("E19:I24" )) Is Nothing Then
```

```
        Range("B7" ).Value = Target.Row
```

```
        If Range("J" & Target.Row).Value <> Empty Then Attach_DisplayThumbnail
```

```
    Else: Range("B7" ).ClearContents
```

```
55     1     End If  
56  
57     End Sub
```

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1 Option Explicit

2

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Explicit, 6

1 `Option Explicit`

2

3 `Private Sub Worksheet_Change(ByVal Target As Range)`

4 `If Not Intersect(Target, Range("D3:E3" )) Is Nothing And Range("B3" ).Value = False Then`

5 `Attach_Filter`

6 `End Sub`

6

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1 Option Explicit

2

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```
1 Option Explicit
2
3 Private Sub Worksheet_Change(ByVal Target As Range)
4     If Not Intersect(Target, Range("L13" )) Is Nothing Then
5         If Target.Value = "Yes" Then Range("14:21" ).EntireRow.Hidden = False Else: Range(
6             "14:21" ).EntireRow.Hidden = True
7     End If
8 End Sub
9
10 Private Sub Worksheet_SelectionChange(ByVal Target As Range)
11     If Target.Count > 1 Then Exit Sub
12     If Not Intersect(Target, Range("D11" )) Is Nothing Then
13         With ActiveCell
14             If .Value = "p Recurring" Then .Value = "o Recurring" Else: .Value = "p
15                 Recurring"
16             .Characters(Start:=1, Length:=1).Font.Name = "Wingdings"
17             .Characters(Start:=2, Length:=16).Font.Name = "Calibri"
18         End With
19         Range("F11" ).Select
20     End If
21     If Not Intersect(Target, Range("D13" )) Is Nothing Then
22         With ActiveCell
23             If .Value = "p Reminders" Then .Value = "o Reminders" Else: .Value = "p
24                 Reminders"
25             .Characters(Start:=1, Length:=1).Font.Name = "Wingdings"
26             .Characters(Start:=2, Length:=15).Font.Name = "Calibri"
27             If .Value = "p Reminders" Then Sheet5.Shapes("EventRemindIcons" ).Visible =
28                 msoCTrue Else: Sheet5.Shapes("EventRemindIcons" ).Visible = msoFalse
29         End With
30         Range("I13" ).Select
31     End If
32 End Sub
```

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1 Option Explicit

2

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1 Option Explicit  
2

**E**

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```
1  
2  
3 Option Explicit  
4  
5 Private Sub CancelBtn_Click()  
6     CreatePayPeriod.Hide  
7 End Sub  
8  
9 Private Sub ClsBtn_Click()  
10    CreatePayPeriod.Hide  
11 End Sub  
12  
13 Private Sub CreateBtn_Click()  
14    CreatePayPeriods  
15 End Sub  
16
```

## C

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CreatePayPeriod, [18](#)  
CreatePayPeriods, [18](#)

## E

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## H

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```

1 Option Explicit
2
3 Sub BrowseEmployeeFolder()
4     Dim EmpFldr As FileDialog
5     Dim strPath As String
6     Set EmpFldr = Application.FileDialog(msoFileDialogFolderPicker)
7     With EmpFldr
8         .Title = "Select a Folder"
9         .AllowMultiSelect = False
10        '.InitialFileName = strPath
11        If .Show <> -1 Then GoTo NoSelection
12        Sheet4.Range("EmplAttachFolder" ).Value = .SelectedItems(1)
13    End With
14    NoSelection:
15 End Sub
16 Sub CreatePayPeriods()
17     Dim PayrollQty As Long
18     Dim StartRow As Long
19     Dim FormulaRow As Long
20     Dim StartDate As Date
21     Dim NextDate As Date
22     Dim Frequency As String
23     With Sheet4
24         If .Range("B4" ).Value = Empty Or .Range("B5" ).Value = Empty Or .Range("B6" ).Value =
25             Empty Then
26             MsgBox "Please make sure that all fields have been filled in before Creating Pay
27                 Periods"
28             Exit Sub
29         End If
30         CreatePayPeriod.Hide
31         Frequency = .Range("B4" ).Value 'Frequency
32         StartDate = .Range("B5" ).Value 'Start Date
33         PayrollQty = .Range("B6" ).Value 'Payroll Qty
34
35         Select Case Frequency
36         Case Is = "Weekly"
37             FormulaRow = 15
38         Case Is = "Bi-Weekly"
39             FormulaRow = 17
40         Case Is = "Semi-Monthly"
41             FormulaRow = 19
42         Case Is = "Monthly"
43             FormulaRow = 21
44         End Select
45
46         If .Range("B7" ).Value = True Then 'New List
47             .Range("J5:L999" ).ClearContents
48             StartRow = 5
49         Else:
50             StartRow = .Range("J9999" ).End(xlUp).Row + 1 'First Available Row
51         End If
52         .Range("K" & StartRow).Value = StartDate
53
54         .Range("B" & FormulaRow).Copy
55         .Range("L" & StartRow & ":L" & StartRow + PayrollQty - 1).PasteSpecial
56         xlPasteFormulas
57         .Range("A" & FormulaRow + 1).Copy
58         .Range("K" & StartRow + 1 & ":K" & StartRow + PayrollQty - 1).PasteSpecial
59         xlPasteFormulas
60         .Range("B14" ).Copy
61         .Range("J" & StartRow & ":J" & StartRow + PayrollQty - 1).PasteSpecial

```

```
1 2  
58     xlPasteFormulas 'Create Pay Period Names  
59     End With  
59     Application.CutCopyMode = False  
60     End Sub  
61  
62     Sub ShowPayPeriodForm()  
63         CreatePayPeriod.Show  
64     End Sub
```



## A

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```
1 Option Explicit
2 Sub ResetCalc()
3     With Application
4         .EnableEvents = True
5         .Calculation = xlCalculationAutomatic
6         .ScreenUpdating = True
7     End With
8 End Sub
9
10
11 Sub StopCalc()
12     With Application
13         .EnableEvents = False
14         .Calculation = xlCalculationManual
15         .ScreenUpdating = False
16     End With
17 End Sub
```

**A**

Application, [23](#)

**C**

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**E**

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**R**

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**S**

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**X**

xlCalculationAutomatic, [23](#)

xlCalculationManual, [23](#)

```

1  Option Explicit
2
3  Sub Attach_Add()
4      Dim FileFldr As FileDialog
5      Dim FileName, OrigFilePath, FileType, DestFileFolder, DestFilePath, EmpID, EmpName As String
6      Dim LastAttRow As Long
7      DestFileFolder = Sheet4.Range("EmplAttachFolder").Value
8      If DestFileFolder = "" Then 'If user has not added a main folder yet
9          MsgBox "Before attaching any files for this Employee, please select a dedicated" &
10             vbCrLf & "folder to store the individual Employee Attachments"
11         Exit Sub
12     End If
13     EmpID = Sheet1.Range("J2").Value 'Employee ID
14     EmpName = Replace(Replace(Sheet1.Range("F2").Value, ",", "_"), " ", "") 'Employee Name
15     Set FileFldr = Application.FileDialog(msoFileDialogFilePicker)
16     With FileFldr
17         .Title = "Select file to attach"
18         .Filters.Add "All Files", "*.*"
19         If .Show <> -1 Then GoTo NoSelection
20         OrigFilePath = .SelectedItems(1)
21         FileName = Dir(OrigFilePath)
22
23         FileType = Right(FileName, 5 - InStr(1, Right(FileName, 5), "."))
24     End With
25
26     'Check if Employee Folder exists, if not, add it.
27     If Len(Dir(DestFileFolder & "\" & EmpName, vbDirectory)) = 0 Then
28         On Error GoTo BadFolder
29         MkDir DestFileFolder & "\" & EmpName
30     End If
31     DestFilePath = DestFileFolder & "\" & EmpName & "\" & FileName
32     FileCopy OrigFilePath, DestFilePath 'Copy user selected file into appropriate Employee folder
33     'Kill (OrigFilePath) 'If you want to delete the original file in the original location
34
35     With Sheet3
36         LastAttRow = .Range("D9999").End(xlUp).Row + 1 'First Avail. Attachment Row
37         .Range("D" & LastAttRow).Value = EmpID 'EmployeeID
38         .Range("E" & LastAttRow).Value = Sheet1.Range("F2").Value 'Employee Name
39         .Range("F" & LastAttRow).Value = FileName
40         .Range("G" & LastAttRow).Value = FileType
41         .Range("H" & LastAttRow).Value = DestFilePath
42         .Range("I" & LastAttRow).Value = Application.UserName
43         .Range("J" & LastAttRow).Value = Now
44         .Range("K" & LastAttRow).Value = "=Row()"
45     End With
46
47     Attach_Refresh 'Refresh List To Display New Attachment
48     Sheet1.Range("E19").Select 'Select First Item to Display Thumbnail (if any)
49     Attach_DisplayThumbnail
50     NoSelection:
51     Exit Sub
52     BadFolder:
53     MsgBox "Please select a correct folder to add attachments"
54     Sheet4.Activate
55     BrowseEmployeeFolder
56 End Sub
57 Sub Attach_Delete()

```

1

```

1
58 Dim EmpID, AttRow As Long
59 If Sheet1.Range("J" & ActiveCell.Row).Value = Empty Then
60     MsgBox "Please select an Attachment to delete first"
61     Exit Sub
62 End If
63 On Error Resume Next
64 Sheet1.Shapes("AttachThumb" ).Delete
65 On Error GoTo 0
66
67 AttRow = Sheet1.Range("J" & ActiveCell.Row).Value 'Attachement Row
68 Sheet3.Range(AttRow & ":" & AttRow).EntireRow.Delete
69 Attach_Refresh
70 Sheet1.Range("E19" ).Select
71 Attach_DisplayThumbnail
72 End Sub
73
74 Sub Attach_DisplayThumbnail()
75     Dim AttRow As Long
76     Dim AttTableRow As Long
77     Dim FileType, FilePath, ThumbType As String
78     With Sheet1
79         On Error Resume Next
80         .Shapes("AttachThumb" ).Delete
81         On Error GoTo 0
82         If .Range("B7" ).Value = Empty Then Exit Sub 'Exit on No AttachmentRow
83         AttRow = .Range("B7" ).Value 'Set Attachment Row
84         FileType = LCase(.Range("F" & AttRow).Value)
85         AttTableRow = .Range("J" & AttRow).Value 'Attachement Table Row
86         FilePath = .Range("G" & AttRow).Value 'Full File Path
87         If FileType = "jpg" Or FileType = "png" Or FileType = "gif" Or FileType = "jpeg" Or
88             FileType = "bmp" Then 'Picture Types
89             On Error GoTo NoAttach
90             .Pictures.Insert(FilePath).Name = "AttachThumb"
91             With .Shapes("AttachThumb" )
92                 .Visible = msoCTrue
93                 .LockAspectRatio = True
94                 .Left = Sheet1.Range("J19" ).Left
95                 .Top = Sheet1.Range("J19" ).Top
96                 If .Width > .Height Then .Width = 90 Else: .Height = 80
97                 .IncrementLeft 30
98                 .IncrementTop 2
99             End With
100             'On Word, Excel or PDF Section
101         ElseIf FileType = "docx" Or FileType = "pdf" Or FileType = "doc" Then
102             On Error Resume Next
103             .OLEObjects.Add(FileName:=FilePath, Link:=False, DisplayAsIcon:=False).Name =
104                 "AttachThumb"
105             On Error GoTo NoAttach
106             With .Shapes("AttachThumb" )
107                 .LockAspectRatio = True
108                 .Left = Sheet1.Range("L4" ).Left
109                 .Top = Sheet1.Range("L4" ).Top
110                 If .Width > .Height Then .Width = 300 Else: .Height = 500
111                 .IncrementLeft 35
112                 .IncrementTop 2
113                 .Visible = msoCTrue
114             End With
115         End If
116     End With

```

```

1
117 NoAttach:
118 End Sub
119 Sub Attach_Filter()
120 Dim LastAttRow As Long
121 With Sheet3
122 .Activate
123 .Range("AA2:AH2").ClearContents 'Clear Old Criteria
124 If .Range("D3").Value <> "Enter ID:" And .Range("D3").Value <> Empty Then .Range(
125 "AA2").Value = .Range("D3").Value Else: .Range("AA2").ClearContents 'Employee ID
126 If .Range("E3").Value <> "Enter Name:" And .Range("E3").Value <> Empty Then .Range(
127 "AB2").Value = "*" & .Range("E3").Value & "*" Else: .Range("AB2").ClearContents
128 'Employee Name
129 LastAttRow = .Range("D9999").End(xlUp).Row
130 If LastAttRow < 5 Then GoTo NoData
131 .Range("D4:K" & LastAttRow).AdvancedFilter xlFilterInPlace, CriteriaRange:=.Range(
132 "AA1:AH2"), Unique:=True
133 NoData:
134 End With
135 End Sub
136
137 Sub Attach_FilterClear()
138 With Sheet3
139 On Error Resume Next
140 .ShowAllData
141 On Error GoTo 0
142 .Range("B3").Value = True 'Set Filter to True
143 .Range("D3").Value = "Enter ID:"
144 .Range("E3").Value = "Enter Name:"
145 .Range("B3").Value = False 'Set Filter to False
146 .Range("D5:D9999").EntireRow.Hidden = False
147 End With
148 End Sub
149
150 Sub Attach_Open()
151 With Sheet1
152 Dim AttRow As Long
153 If .Range("B7").Value = Empty Then
154 MsgBox "Please select an attachment to open"
155 Exit Sub
156 End If
157 AttRow = .Range("B7").Value 'Attachment Row
158 ThisWorkbook.FollowHyperlink (.Range("G" & AttRow).Value)
159 End With
160 End Sub
161
162 Sub Attach_Refresh()
163 Dim EmpID, AttRow, LastAttRow, LastFiltRow, FiltRow As Long
164
165 EmpID = Sheet1.Range("J2").Value 'Empoyee ID
166 Sheet1.Range("E19:J24").ClearContents 'Clear Old Attachemets
167 AttRow = 19 'Set Starting Attachments Row
168 With Sheet3
169 .Range("AA2:AH2,AA4:AH9999").ClearContents 'Clear Prev Adv. Filter
170 .Range("AA2").Value = EmpID 'Set Empl. ID as Filter
171 LastAttRow = .Range("D9999").End(xlUp).Row
172 If LastAttRow < 5 Then GoTo NoData
173 .Range("D4:K" & LastAttRow).AdvancedFilter xlFilterCopy, CriteriaRange:=.Range(
174 "AA1:AH2"), CopyToRange:=.Range("AA3:AG3"), Unique:=True
175 LastFiltRow = .Range("AA9999").End(xlUp).Row 'Last Filtered Row
176 If LastFiltRow < 4 Then Exit Sub 'If no Attach. found then Exit
177 For FiltRow = LastFiltRow To 4 Step -1 'Use Reverse For next to put most recent
178 Attach. First

```

1 2 3

```
172      1 2 3      Sheet1.Range("E" & AttRow & ":J" & AttRow).Value = .Range("AB" & FiltRow & ":AG"  
      & FiltRow).Value 'Copy Over Attachment Info  
173      AttRow = AttRow + 1  
174      If AttRow = 25 Then Exit Sub 'Exit If Table is Full  
175      Next FiltRow  
176      End With  
177      NoData:  
178  
179      End Sub  
180  
181  
182      Sub Attach_ShowAll()  
183      Sheet3.Range("D3" ).Value = Sheet1.Range("J2" ).Value 'Employee ID  
184      End Sub
```

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```

1 Option Explicit
2
3 Sub Emp_SaveNew()
4     Dim EmpRow As Long
5     Dim EmpCol As Long
6     With Sheet1
7         If .Range("F6").Value = Empty Then
8             MsgBox "Please enter a Last Name for the Employee"
9             .Range("F6").Select
10            Exit Sub
11        End If
12        EmpRow = Sheet2.Range("A99999").End(xlUp).Row + 1 'First Avail Row
13        Sheet2.Range("A" & EmpRow).Value = Application.WorksheetFunction.Max(Sheet2.Range(
14            "EmployeeID" )) + 1
15        For EmpCol = 2 To 28
16            Sheet2.Cells(EmpRow, EmpCol).Value = .Range(Sheet2.Cells(1, EmpCol).Value).Value
17        Next EmpCol
18        .Range("F2").Value = .Range("F6").Value & ", " & .Range("I6").Value 'Add in Last
19        Name, First Name
20
21        .Shapes("NewEmpGrp").Visible = msoFalse
22        .Shapes("ExistEmpGrp").Visible = msoCTrue
23        .Range("B1").Value = False 'Set Empl Load To False
24        .Range("B6").Value = False 'Set New Employee To False
25    End With
26    'Sort Employee List
27    With Sheet2
28        .Sort.SortFields.Clear
29        .Sort.SortFields.Add Key:=.Range("B4"), SortOn:=xlSortOnValues, Order:=xlAscending,
30        DataOption:=xlSortNormal
31        With .Sort
32            .SetRange Range("A4:AB" & EmpRow)
33            .Apply
34        End With
35    End With
36 End Sub
37
38 Sub Empl_Archive()
39     Dim EmplRow As Long
40     Dim ArchiveRow As Long
41     Dim EmplName As String
42     If MsgBox("Are you sure you want to Archive this employee?" & vbCrLf & "Their name will
43     no longer be available in the drop down list", vbYesNo, "Archive Employee") = vbNo Then
44     Exit Sub
45     With Sheet1
46         If .Range("B4").Value = Empty Then
47             MsgBox "Please select an employee to Archive"
48             Exit Sub
49         End If
50         EmplName = .Range("F2").Value 'Employee Name
51         EmplRow = .Range("B4").Value 'Employee Row
52         ArchiveRow = Sheet6.Range("A99999").End(xlUp).Row + 1 'First Available Archive Row
53         .Range("H14").Value = "Inactive" 'You can change this to whatever you want
54         Sheet6.Range("A" & ArchiveRow & ":AC" & ArchiveRow).Value = Sheet2.Range("A" &
55         EmplRow & ":AC" & EmplRow).Value 'Copy Over Employee Data
56         Sheet2.Range(EmplRow & ":" & EmplRow).EntireRow.Delete
57         Sheet1.Range("F2").Value = Sheet2.Range("BC4").Value 'Reset to display First
58         Employee
59         MsgBox EmplName & " has been archived"
60     End With
61 End Sub

```

```

55
56
57
58 Sub Empl_CancelNew()
59     Sheet1.Range("F2").Value = Sheet2.Range("BC4").Value 'Reset to display First Employee
60 End Sub
61
62 Sub Empl_Load()
63     Dim EmpRow As Long
64     Dim EmpCol As Long
65     With Sheet1
66         If .Range("B5").Value = Empty Then
67             MsgBox "Please enter a valid Employee from the drop down list"
68             Exit Sub
69         End If
70         StopCalc
71         .Range("B1").Value = True 'Set Employee Load To True
72         EmpRow = .Range("B5").Value
73         .Range(
74             "J2:F6:G6,I6,F8:I8,F10:G10,I10,K10,F12,H12:I12,F14,H14:I14,K14,F16,H16:I16,K16,G66,J66,G
75             68,J68,G70,J70,G86,J86,G88,J88,G182,I182,K182,E183").ClearContents
76         .Range(
77             "F26:G26,I26,K26,E19:K24,E28:L44,F46:G46,I46,K46,E48:L64,G93:K104,G108:K119,G128:K139,F1
78             48:J154,L148:L154,E168:H179,L168:HL179").ClearContents
79         For EmpCol = 1 To 29
80             .Range(Sheet2.Cells(1, EmpCol).Value).Value = Sheet2.Cells(EmpRow, EmpCol).Value
81         Next EmpCol
82         .Shapes("NewEmpGrp").Visible = msoFalse
83         .Shapes("ExistEmpGrp").Visible = msoTrue
84
85         .Range("B6").Value = False 'Set New Employee To False
86         .Range("E4").Select 'Load General Info Tab
87         Show_EmplPic
88         Attach_Refresh
89         .Range("B1").Value = False 'Set Employee Load To False
90     End With
91     ResetCalc
92 End Sub
93
94 Sub Empl_New()
95     With Sheet1
96         .Range("B1").Value = True 'Set Employee Load To False
97         .Shapes("NewEmpGrp").Visible = msoTrue
98         .Shapes("ExistEmpGrp").Visible = msoFalse
99         .Shapes("DefaultPicture").Visible = msoTrue
100        On Error Resume Next
101        .Shapes("EmplPic").Delete
102        On Error GoTo 0
103        .Range(
104            "F2:G2,J2,F6:G6,I6,F8:I8,F10:G10,I10,K10,F12,H12:I12,F14,H14:I14,K14,F16,H16:I16,K16,G66
105            ,J66,G68,J68,G70,J70,G86,J86,G88,J88,G182,I182,K182,E183").ClearContents
106        .Range(
107            "F26:G26,I26,K26,E19:K24,E28:L44,F46:G46,I46,K46,E48:L64,G93:K104,G108:K119,G128:K139,F1
108            48:J154,L148:L154,E168:H179,L168:HL179").ClearContents
109        .Range("B6").Value = True 'Set New Employee To True
110        .Range("E4").Select 'Selects General Info Tab
111        .Range("F6").Select 'Select Last Name Field
112
113        .Range("B1").Value = False 'Set Employee Load To False
114    End With

```

108

1

End Sub

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```

1  Option Explicit
2
3  Sub Add_EmplPic()
4      Dim PicFile As FileDialog
5      Dim FileName, OrigFilePath, DestFileFolder, DestFilePath, EmpName As String
6      With Sheet1
7          EmpName = Replace(Replace(.Range("F2").Value, ",", "_"), " ", "" ) 'Get Clean
            Employee Name without commas or spaces
8          Set PicFile = Application.FileDialog(msoFileDialogFilePicker) 'Open File Dialog
9          With PicFile
10             .Title = "Select an Employee Picture"
11             .Filters.Add "All Picture Files", "*.jpg,*jpeg,*gif*.png,*gif*.bmp*.tiff"
12             If .Show <> -1 Then GoTo NoSelection
13             OrigFilePath = .SelectedItems(1)
14         End With
15         DestFileFolder = Sheet4.Range("EmplAttachFolder").Value 'Get Main Folder for Employee
            pictuers and attachments
16         If DestFileFolder = "" Then 'If user has not added a main folder yet
17             MsgBox "Before adding an Employee Picture, please select a dedicated" & vbCrLf &
                "folder to store the individual Employee Attachments"
18             Exit Sub
19         End If
20         FileName = Dir(OrigFilePath)
21         'Check if Employee Folder exists, if not, add it.
22         If Len(Dir(DestFileFolder & "\ " & EmpName, vbDirectory)) = 0 Then
23             MkDir DestFileFolder & "\ " & EmpName 'Create Directory if it does not exist
24         End If
25         DestFilePath = DestFileFolder & "\ " & EmpName & "\ " & FileName
26         FileCopy OrigFilePath, DestFilePath 'Copy user selected file into appropriate
            Employee folder
27         'Kill (OrigFilePath) 'If you want to delete the original file in the original location
28         Sheet1.Range("K10").Value = DestFilePath 'Put File Name in K10
29         Show_EmplPic
30         NoSelection:
31     End With
32 End Sub
33
34
35 Sub Show_EmplPic()
36     Dim PicPath As String
37     With Sheet1
38         On Error Resume Next
39         .Shapes("EmplPic").Delete 'Delete Picture if it exists
40         On Error GoTo 0
41         PicPath = .Range("K10").Value 'Path of the picture
42         If PicPath = Empty Then
43             .Shapes("DefaultPicture").Visible = msoCTrue
44             Exit Sub
45         End If
46         .Shapes("DefaultPicture").Visible = msoFalse
47         On Error GoTo DefaultPic
48         With .Pictures.Insert(PicPath)
49             With .ShapeRange
50                 .LockAspectRatio = msoTrue
51                 .Height = 95
52                 .Name = "EmplPic"
53             End With 'Shape Range
54         End With 'Pictures
55
56         With .Shapes("EmplPic")

```

1 2 3

```
57     1 2 3 .Left = Sheet1.Range("J5" ).Left
58     .Top = Sheet1.Range("J5" ).Top
59     .IncrementLeft 40
60     .IncrementTop 10
61     End With
62     Exit Sub:
63     DefaultPic:
64     .Shapes("DefaultPicture" ).Visible = msoCTrue
65     End With 'Sheet 1
66
67     End Sub
```

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```
1 Option Explicit
```

```
3 Sub SwitchHorizontalTabs()
```

```
4 Dim SelCol As Long
```

```
5 Dim FirstRow As Long
```

```
6 StopCalc
```

```
7 With Sheet1
```

```
8 SelCol = .Range("B2" ).Value
```

```
9 If SelCol > 8 Then SelCol = SelCol + 3
```

```
10 .Range("5:204" ).EntireRow.Hidden = True
```

```
11 FirstRow = 5 + ((SelCol - 5) * 20)
```

```
12 .Range(FirstRow & ":" & FirstRow + 19).EntireRow.Hidden = False
```

```
13 If SelCol <> 5 Then
```

```
14 On Error Resume Next
```

```
15 .Shapes("GenInfoGrp" ).Visible = msoFalse
```

```
16 On Error GoTo 0
```

```
17 .Shapes("DefaultPicture" ).Visible = msoFalse
```

```
18 On Error Resume Next
```

```
19 .Shapes("EmplPic" ).Visible = msoFalse
```

```
20 On Error GoTo 0
```

```
21 On Error Resume Next
```

```
22 .Shapes("AttachThumb" ).Visible = msoFalse
```

```
23 On Error GoTo 0
```

```
24 Else:
```

```
25 On Error Resume Next
```

```
26 .Shapes("GenInfoGrp" ).Visible = msoCTrue
```

```
27 On Error GoTo 0
```

```
28 If .Range("K10" ).Value = Empty Then .Shapes("DefaultPicture" ).Visible = msoCTrue
```

```
Else: Show_EmplPic
```

```
29 End If
```

```
30 If SelCol = 8 Then .Range("B3" ).Value = 66
```

```
31 End With
```

```
32 ResetCalc
```

```
33 End Sub
```

```
36 Sub SwitchVerticalTabs()
```

```
37 Dim SelRow As Long
```

```
38 Dim FirstRow As Long
```

```
39 SelRow = Right(ActiveCell.Row, 1) - 5
```

```
40 With Sheet1
```

```
41 .Range("65:144" ).EntireRow.Hidden = True
```

```
42 FirstRow = 65 + ((SelRow - 1) * 20)
```

```
43 .Range(FirstRow & ":" & FirstRow + 19).EntireRow.Hidden = False
```

```
44 .Range("B3" ).Value = SelRow + FirstRow
```

```
45 .Range("F2" ).Select
```

```
46 End With
```

```
47 End Sub
```



## A

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```
1  Option Explicit
2
3
4  Sub EmployIDNotFound()
5      Dim i As Integer
6      Dim delay As Double
7      Dim StartTime As Double
8      With ActiveSheet.Shapes("IDNotFound" )
9          .Visible = True
10         For i = 1 To 150
11             .Fill.Transparency = i / 150
12             delay = 0.009
13             StartTime = Timer
14             Do
15                 DoEvents
16                 Loop While Timer - StartTime < delay
17             Next i
18             .Visible = False
19         End With
20     End Sub
21
```

**A**

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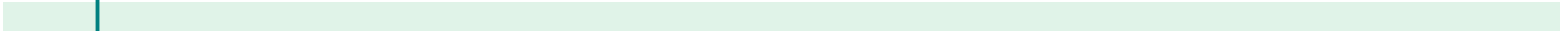
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## Option Explicit

```

1  Option Explicit
2
3
4  Sub DocumentPreview()
5      Dim FileName As String
6      Dim wmp As Object
7      StopCalc
8      With Sheet1
9          With .WindowsMediaPlayer1
10             .Visible = False
11             .Left = Sheet1.Range("AC9" ).Left
12             .Top = Sheet1.Range("AC9" ).Top
13             .Width = 300
14             .Height = 218
15         End With
16         On Error Resume Next
17         .Shapes("PreviewFile" ).Delete 'Clear Any Previous Shape Preview (if any)
18         On Error GoTo 0
19         FileName = .Range("X" & ActiveCell.Row).Value
20         'On Word, Excel or PDF Section
21         If .Range("R" & ActiveCell.Row).Value = Sheet2.Range("WordIcon" ).Value Or _
22             .Range("R" & ActiveCell.Row).Value = Sheet2.Range("ExcelIcon" ).Value Or _
23             .Range("R" & ActiveCell.Row).Value = Sheet2.Range("PDFIcon" ).Value Then
24             On Error Resume Next
25             .OLEObjects.Add(FileName:=FileName, Link:=False, DisplayAsIcon:=False).Name =
                "PreviewFile"
26             On Error GoTo 0
27             If .Range("R" & ActiveCell.Row).Value = Sheet2.Range("ExcelIcon" ).Value Then
                Workbooks(Dir(FileName)).Close SaveChanges:=False
28             If .Range("R" & ActiveCell.Row).Value = Sheet2.Range("ExcelIcon" ).Value Then
                Workbooks(2).Close SaveChanges:=False
29         End If
30         'On Picture Selection
31         If .Range("R" & ActiveCell.Row).Value = Sheet2.Range("PicIcon" ).Value Then
32             .Pictures.Insert(FileName).Name = "PreviewFile"
33             With .Shapes("PreviewFile" )
34                 If .Width > .Height Then .Width = 200 Else: .Height = 300
35             End With
36         End If
37         'On Video or Audio Selection
38         If .Range("R" & ActiveCell.Row).Value = Sheet2.Range("VideoIcon" ).Value Or _
39             .Range("R" & ActiveCell.Row).Value = Sheet2.Range("AudioIcon" ).Value Then
40             With .WindowsMediaPlayer1
41                 .URL = FileName
42                 .Left = Sheet1.Range("AC9" ).Left
43                 .Top = Sheet1.Range("AC9" ).Top
44                 .Width = 300
45                 .Height = 218
46                 .Visible = True
47             End With
48         Else:
49             With .Shapes("PreviewFile" )
50                 .Left = Sheet1.Range("AC9" ).Left + 15
51                 .Top = Sheet1.Range("AC9" ).Top + 10
52                 .IncrementLeft 10
53                 .IncrementTop 10
54             End With
55         End If
56         ResetCalc
57     End With
58 End Sub

```



—  
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```
1 Option Explicit
2 Sub GetFolder()
3     Dim PDFFldr As FileDialog
4     Dim sItem As String
5     Dim strPath As String
6     Set PDFFldr = Application.FileDialog(msoFileDialogFolderPicker)
7     With PDFFldr
8         .Title = "Select a Folder"
9         .AllowMultiSelect = False
10        .InitialFileName = strPath
11        If .Show <> -1 Then GoTo NextCode
12        sItem = .SelectedItems(1)
13    End With
14    Sheet1.Range("S3").Value = sItem
15    NextCode:
16    'GetFolder = sItem
17    Set PDFFldr = Nothing
18 End Sub
19
```

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# Thank You!

This source code was created and made available to help you gain a better understanding of how VBA is used to create amazing Excel-based applications.

Thank you so much for your continued shares, likes and support. It really helps.



*Excel For Freelancers*