Access Forms 2:
SubForms and Menus

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1.0 hours

Class Evaluation: https://ufl.qualtrics.com/jfe/form/SV_1Ojjkl6lRsKV3XT

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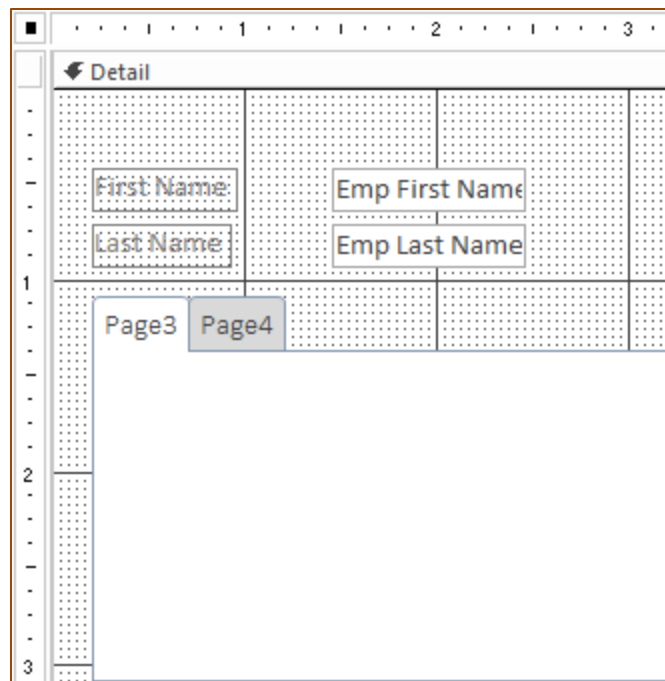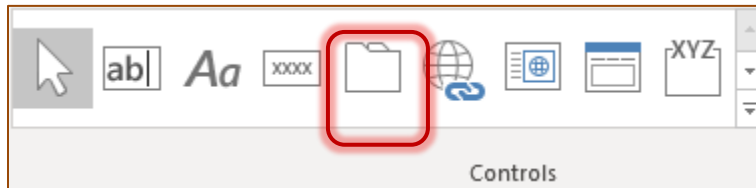
Employee Tabs – Tab Control

1. From the Create tab, click on Form Design

2. Open **Property Sheet** for the Form
    a. **Record Source** to *Employees*
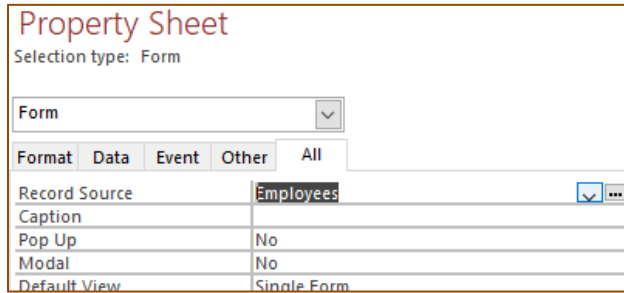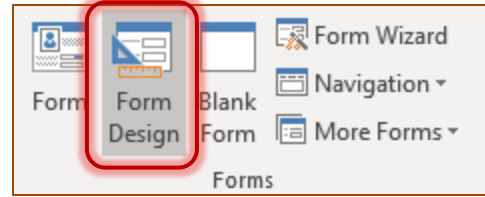
3. Open **Field List** – *Add Existing Fields*
    a. Add **Emp First Name** and **Emp Last Name**
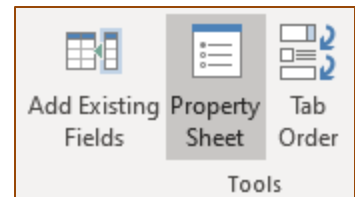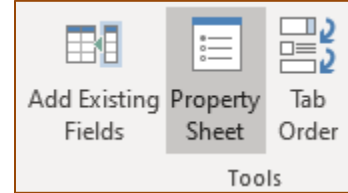
4. Create a **Tab Control** from the controls on the *Design* tab

5. Open Properties, Rename tabs/pages
    a. First Page (page 3)
        i. **Name** *PagePers;*
            Caption *Personal Info*

    b. Second Page (page 4)
        i. **Name** *PageDept;*
            Caption *Dept Info*
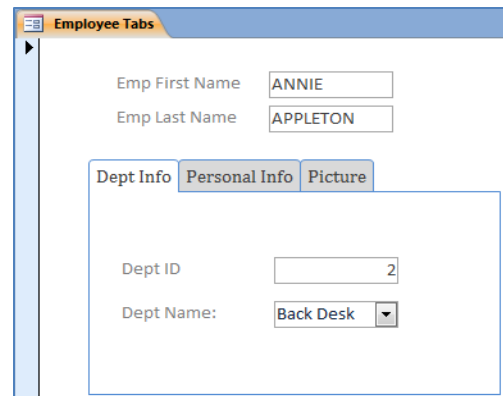
6. Open **Add Existing Fields**, Add fields to pages
    a. Drag Birthday and Celebrate to Personal Info

    b. Drag Dept ID to Dept Info

7. Right-click on page name and change **Page Order**
    a. Dept Info to the front

8. Right-click on page name and add Page
    a. **Name** *PagePict;* **Caption** *Picture*

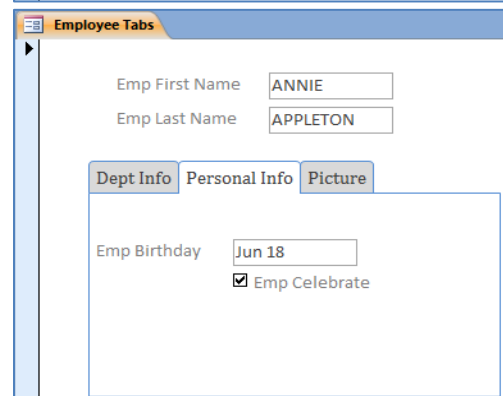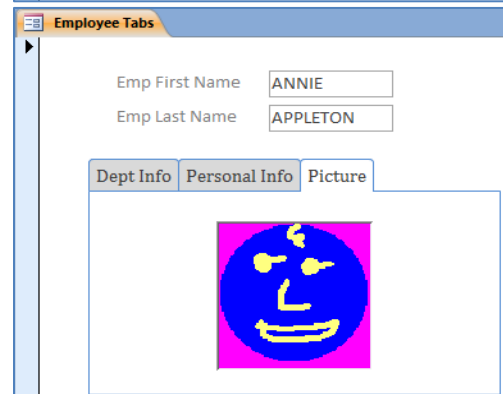   b. Drag in Picture field

    c. Delete Picture Label

9. Move to **Layout** view

10. Save Form as "Employee Tabs"

Notes about Tab Controls

−   Use Ctrl-Tab to switch between pages in the *Form* view

−   If you right-click on the tab control you will see options to add, delete and reorder the pages.

−   Each page in the tab control has its own tab order.

−   To select the tab control, click at the top of the control where the new pages would appear.

−   When you drag a field onto the page the page area will darken. Make sure the area is still dark when you drop your item to keep it in that page.

Patient Visits - SubForm

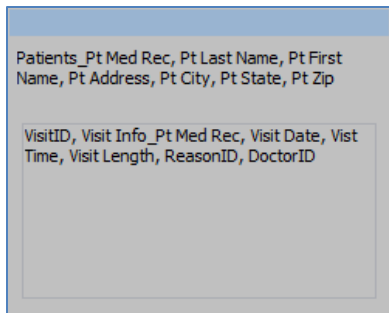1. From the Create tab, click the **Form Wizard** button

2. Choose Table Patients from the drop-down menu
   a. Use >> button to Select all the fields from Patients

3. Choose Table Visit Info from the drop-down menu
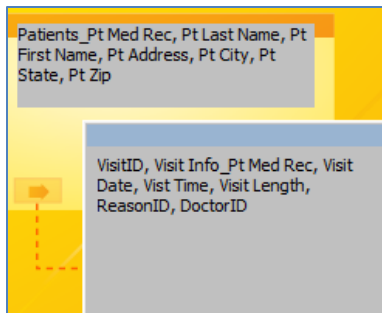   a. Bring over everything *except* the VisitID and Pt Med Rec fields
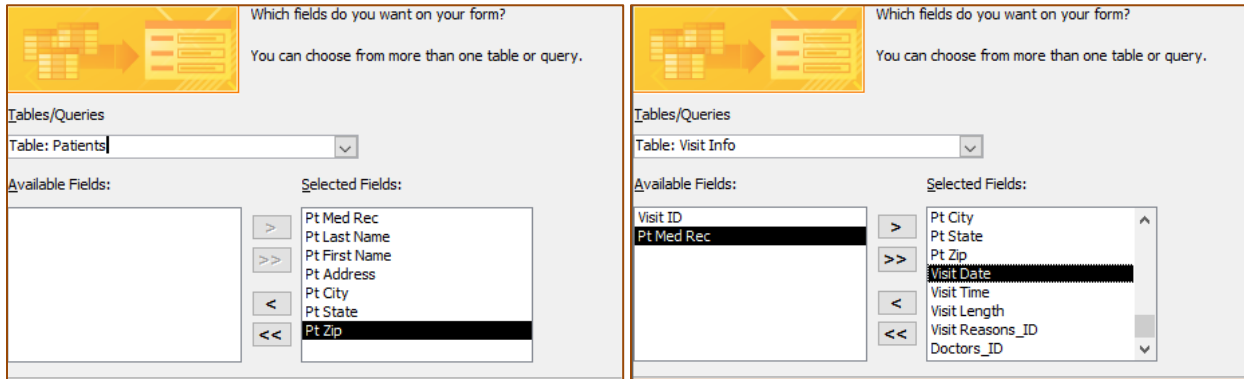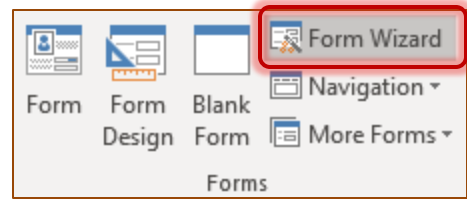
4. **Next** Step, view form options
   a. By Patients – Form with Subform(s)
      i. Creates two forms: a main Patient Form with an embedded Visit Info form that will display multiple visits for that one patient
   b. By Patients – Linked Forms
      i. Creates two forms: a main Patient Form and a separate Visit Info Form. The Patient Form will have a button that will open the Visit Info form that will only display the visits for the current Patient
   c. By Visit Info
      i. Creates one form – All Patient data and that one Visit data displayed on the same screen, i.e. a billing screen at the end of an appointment

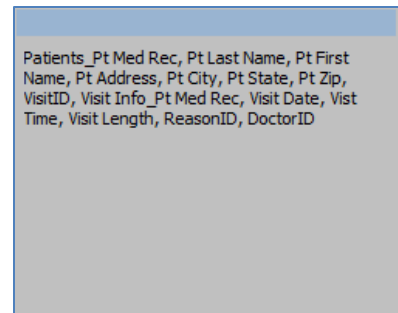5. Choose **by Patients** -- **Form with SubForm**

By Patients Form with Subform(s) *By Patients Linked Form* *By Visit Info*

Patients_Pt Med Rec, Pt Last Name, Pt First Name, Pt Address, Pt City, Pt State, Pt Zip

VisitID, Visit Info_Pt Med Rec, Visit Date, Vist Time, Visit Length, ReasonID, DoctorID

Patients_Pt Med Rec, Pt Last Name, Pt First Name, Pt Address, Pt City, Pt State, Pt Zip

VisitID, Visit Info_Pt Med Rec, Visit Date, Vist Time, Visit Length, ReasonID, DoctorID

Patients_Pt Med Rec, Pt Last Name, Pt First Name, Pt Address, Pt City, Pt State, Pt Zip, VisitID, Visit Info_Pt Med Rec, Visit Date, Vist Time, Visit Length, ReasonID, DoctorID

6. **Next** Choose **Datasheet** layout for the SubForm

What layout would you like for your subform?

○ Tabular
◉ Datasheet

7. **Next** Title forms

   a. Patient Visits

   b. Patient Visits SubForm

   c. Open to view the result

What titles do you want for your forms?

Form: Patient Visits

Subform: Patient Visits Subform

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

◉ Open the form to view or enter information.
○ Modify the form's design.

8. Go to Design view to edit

Patient Visits

Med Rec	D15-695
Last Name	Jacobsen
First Name	Jeffery
Address	1398 NE 8th Ave, #1245
City	Gainesville
ST	FL
Zip	32567

Patient Visits

Visit Date	Visit Time	Visit Length	Reason
4/5/2017	9:15 AM	15	Followup
5/1/2016	2:15 PM	45	Sore Throat
*			

Record: 1 of 2

Form Header

Patient Visits

Detail

Med Rec	Pt Med Rec
Last Name	Pt Last Name
First Name	Pt First Name
Address	Pt Address
City	Pt City
ST	Pt State
Zip	Pt Zip

Patient Visits

Form Header

Detail

Visit Date	Visit Date
Visit Time	Visit Time
Visit Length	Visit Length
Reason	Visit Reasons_ID
Doctor	Doctors_ID

Form Footer

Form Footer

Reformat Form w/SubForm

1. Select all Pt fields and from the Arrange tab...
   a. **Size** to **Shortest**
   b. **Stacked** table
   c. **Control Padding** to **Narrow**
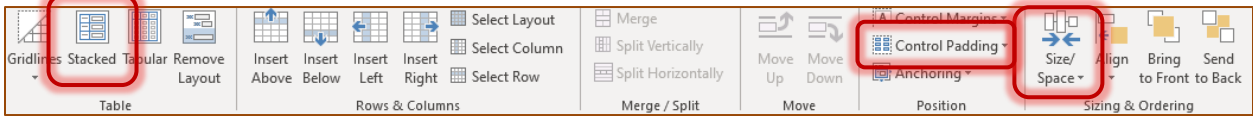
2. Resize using the sizing handles
   a. Or use Shift Arrows to grow/shrink

3. In the Form Header, delete Patient Visits label
   a. Right-click in the empty grid and turn off the Form Header/Footer

4. Go to the Form view to adjust column widths in SubForm

5. Center the Visit Length

6. Close and save both forms

Main Menu – Navigation Form

Now that we have multiple forms navigation menu. We will not use this form to modify our data, so there will be no record source.

1. From the Create tab, click on the **Form Design** button

2. Create **Command Buttons** by using the controls on the Design tab
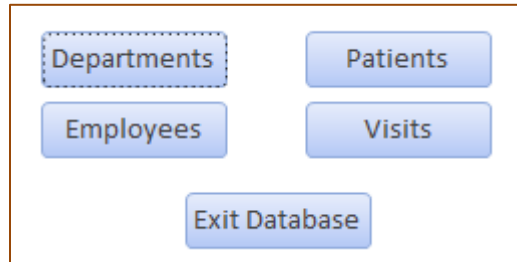   a. Be sure to give the buttons unique names

   b. Each Open Form button should return ALL the records
      i. Departments
      ii. Employees
      iii. Patients
      iv. Patient Visits
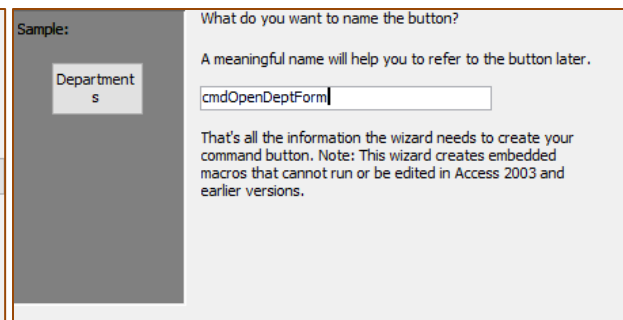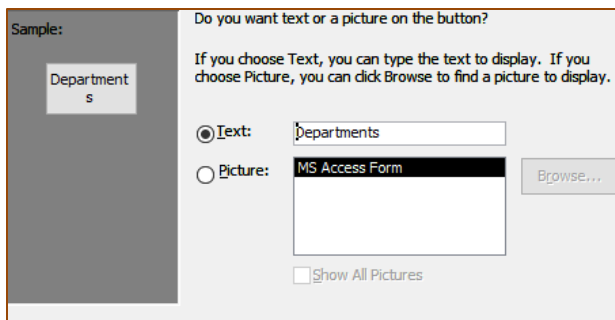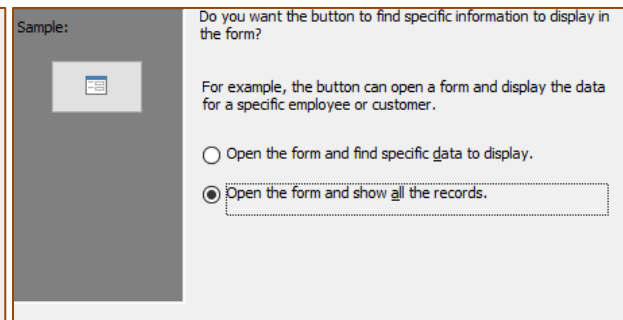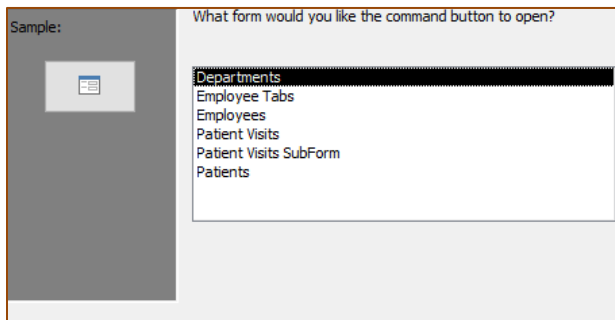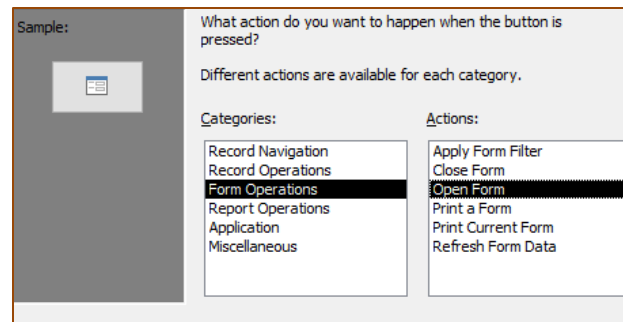
   c. Create a button to Exit Access
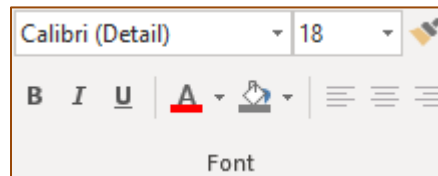   i. Application category -> Quit Application

3. Test each of the buttons to make sure they are opening the forms you wanted

4. Format as you'd like. Some suggestions:
    a. Add Controls from the *Design* tab
        i. Create a Label to make a title
        ii. Use a Line or Rectangle to separate your buttons

    b. Use the **Font** group on the *Format* or *Home* tab to modify the text

    c. Use the Quick Styles and Change Shape on the Format tab
    d. Use Align and Size tools on the *Align* tab
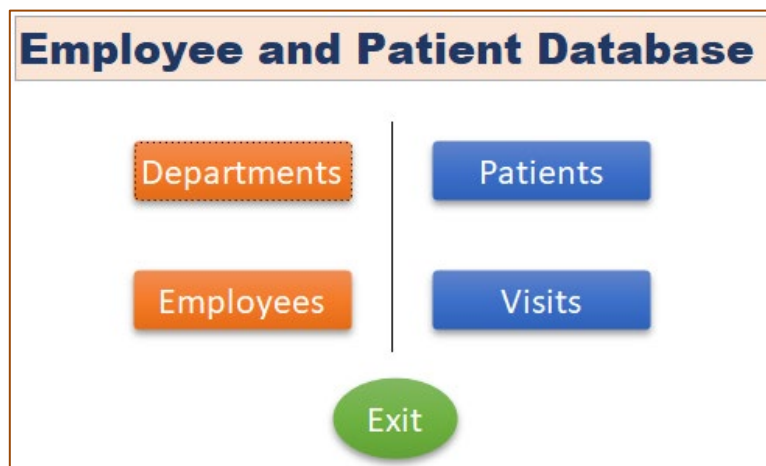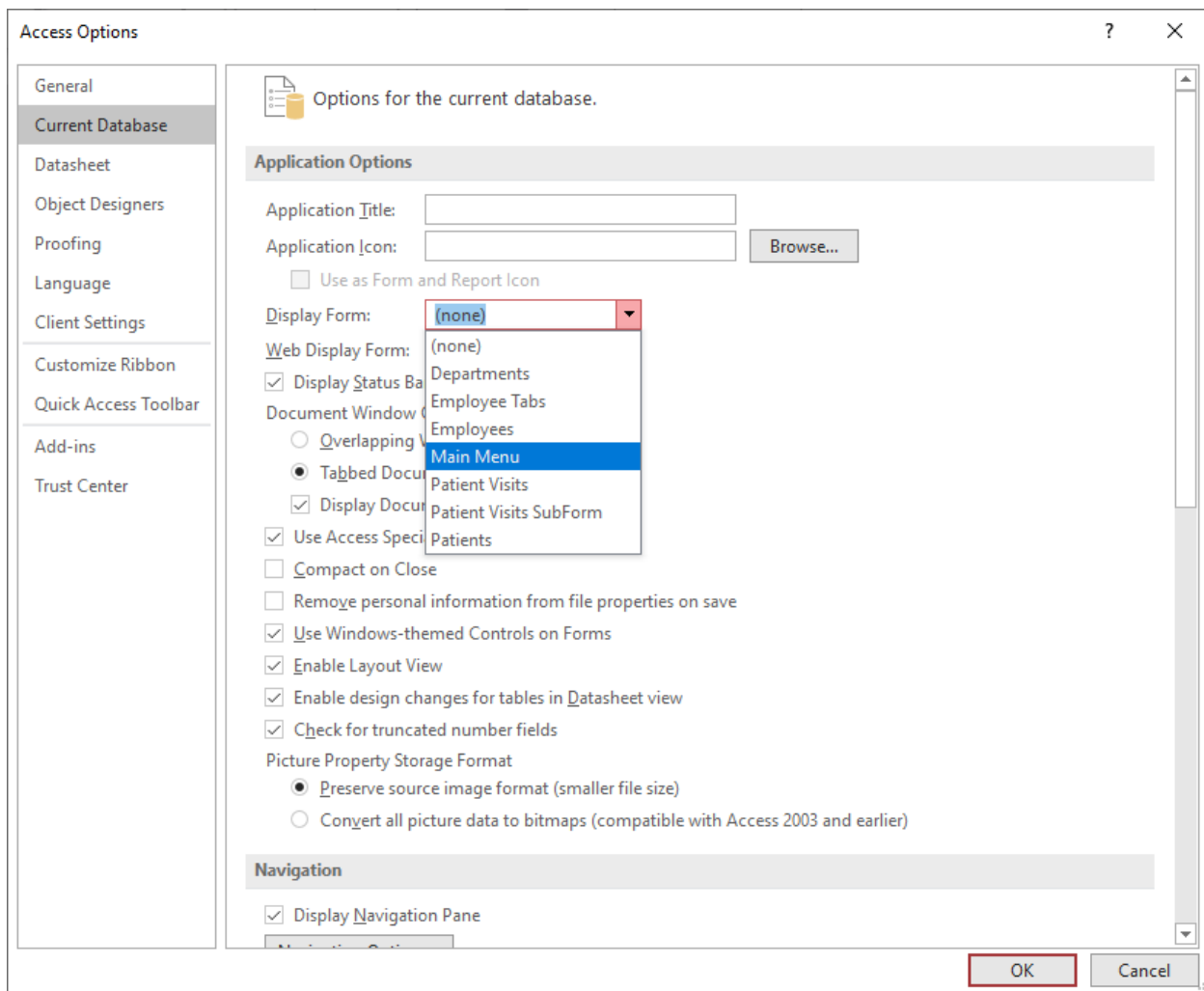

5. Save Form as "Main Menu"

Auto Open Start Up Options

When we first start this database, it would be helpful if the Main Menu form opened automatically.

1. Open the **File** menu

2. Choose **Options** near the bottom of the menu

3. Choose **Current Database** from the pane on the left

4. In the **Application Options** –
    a. Change the **Display Form** to *Main Menu*

Hide Navigation Pane

1. In the **Navigation** options Uncheck the **Display Navigation Pane**
    a. Remember F11 will always make the pane reappear