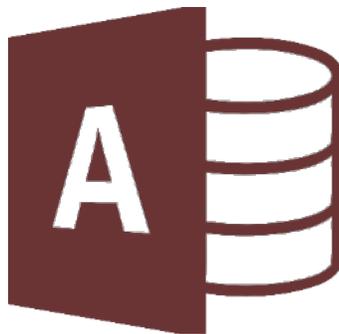


# Microsoft Access: Auto Created & Updated Date Fields



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1.0 hours

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## Class exercise

### **Create a new table in an Access database file**

1. Open Access
2. Create a new database file
3. Create a Table
  - EmpTableID          AutoNumber (Primary key)
  - EmpName             Short Text
  - EmpHireDate        Date/Time
  - RecordCreated      Date/Time
  - RecordUpdated     Date/Time

### **Record Created Date**

Setting a default value will automatically fill in a field with the creation of the record.

1. In the Design view choose the RecordCreated field
2. In the Default Property, put in the function for the current date

=Date() Returns a Variant of type Date containing the current system date.

=Now() Returns a Variant of type Date specifying the current system date and time.

Field Name	Data Type	
EmpID	AutoNumber	
EmpName	Short Text	
EmpHireDate	Date/Time	
RecordCreated	Date/Time	
RecordUpdated	Date/Time	

Field Properties

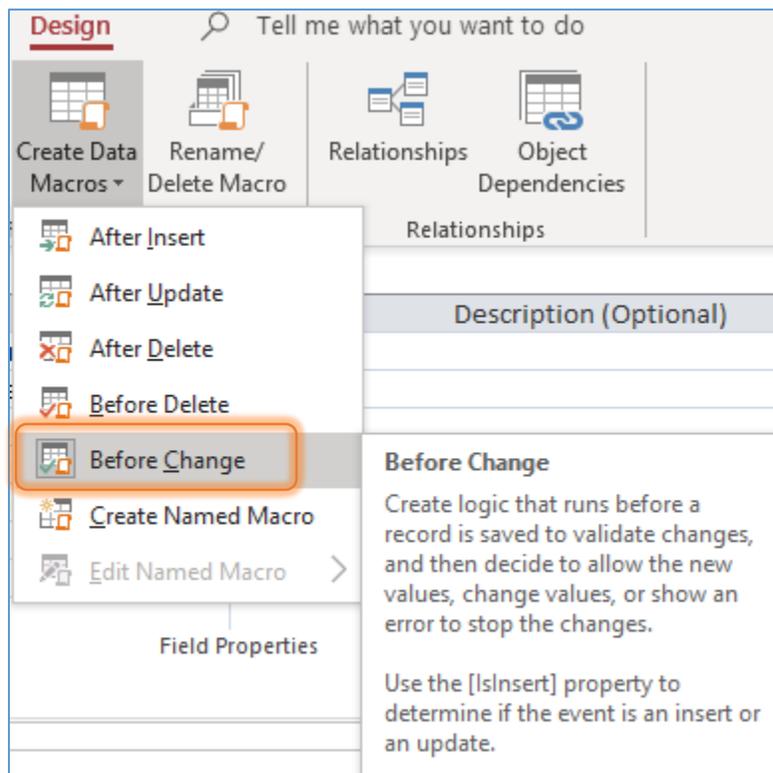
General		Lookup
Format		
Input Mask		
Caption		
Default Value	=Date()	...
Validation Rule		
Validation Text		
Required	No	
Indexed	No	
IME Mode	No Control	
IME Sentence Mode	None	
Text Align	General	
Show Date Picker	For dates	

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## Record Updated Date

Creation is a one-time instance, but the RecordUpdated needs to change every time a record is modified. This will need to be a macro tied to the table. If you enter a record and the pencil icon appears, the UpdateRecord will change, even if you did not change anything. To avoid changing the date press ESC to leave the record without saving it.

1. Click on Create Data Macros on the Design tab of the Design view
  - a. This can also be found on the Table tab in the Datasheet view
2. Choose **Before Change**

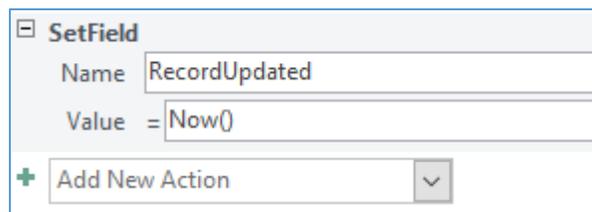


3. Add a new Action of **SetField**
  - a. Use your field **Name** RecordUpdated (Spelling counts!)
  - b. In the value put in the function for the current date, the equal sign is assumed

Date() Returns a Variant of type Date containing the current system date.

Now() Returns a Variant of type Date specifying the current system date and time.

- c. Close and Save the macro



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## Protecting the fields

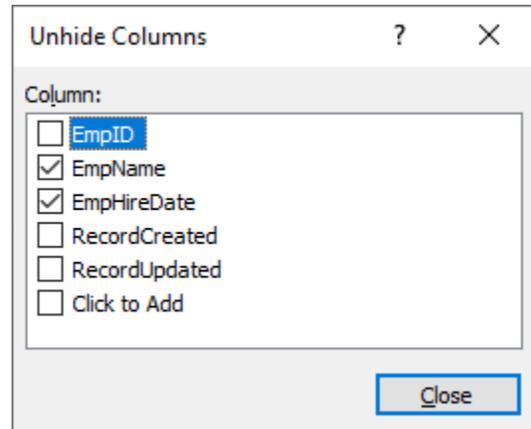
### ***In the Table***

The Created Date field can be changed by anyone, so I recommend hiding the column. The updated field will return to the current date even if you change it, as the record has been "modified".

If the fields are hidden they will still automatically add the created date field and modify the update date field.

### Hide Fields

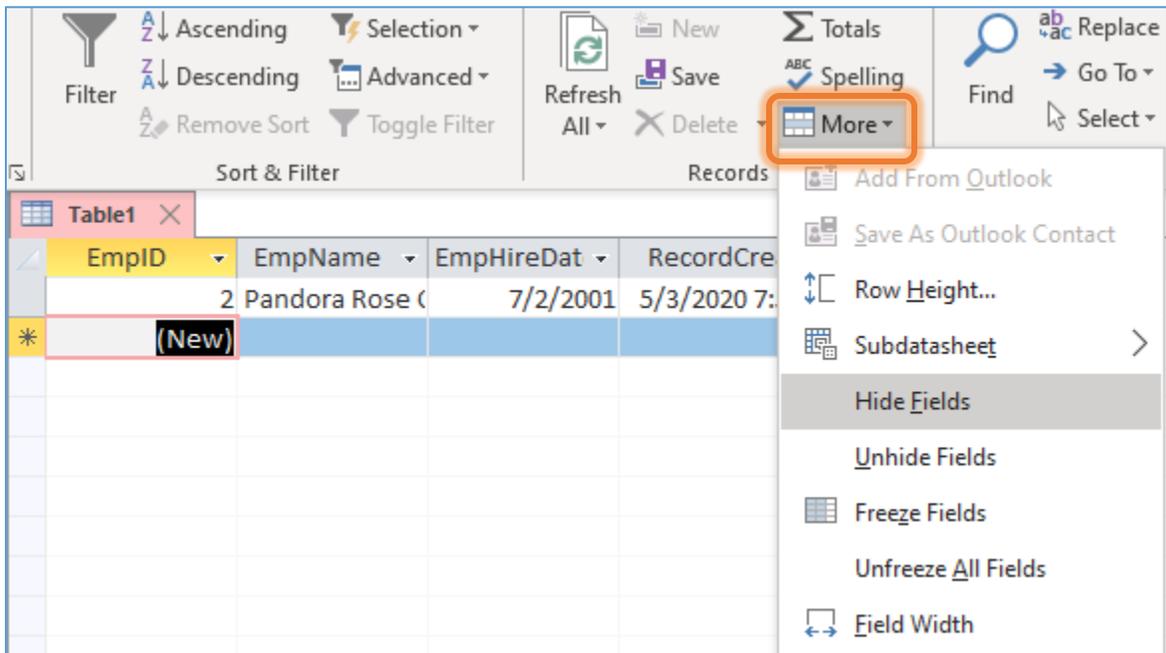
1. Turn to the datasheet view of the table
2. Right-click on the column heading
3. Choose Hide Field
  - a. To hide more than one column, choose **Unhide Fields**, this will offer a check list.



### Unhide Fields

1. Turn to the datasheet view of the table
2. Right-click on any column heading
3. Choose Unhide field

You'll also find the Hide/Unhide options option under **More** button on the **Home** tab.



### In the Form

You don't have to put all the fields from the table on the form, but if you choose to keep the created and updated fields displayed, you can change their data properties. Again, the Created field can be modified at any time, but the macro behind the Updated field will continue to change to the current date.

#### Disable/Lock fields

1. Turn to the Design view of the Form
2. Select the fields you want to protect
3. Open the properties and change the Enabled and Locked values on the Data or All tab

Enabled	Locked	Result
Yes	No	This is the default option. You can change the contents of the fields. The Created field will keep the new entry, the Updated field will change to the current date upon saving the record.
Yes	Yes	You will be able to click in the field, but not make changes. This is good if you want to search or filter this field.
No	Yes	This option will make the field appear as a label; you will not be able to click inside the field. You will not be able to search nor filter by the contents.
No	No	This option will grey the fields and they will appear as a label where you will not be able to click inside the field.

The screenshot shows the Design view of a form with four fields: EmpID, EmpName, EmpHireDate, and RecordCreated. The RecordCreated field is highlighted with an orange box. To the right, the Properties window is open to the 'Data' tab. The 'Filter Lookup' property is set to 'Database Default'. The 'Enabled' property is set to 'No' and the 'Locked' property is set to 'Yes', both of which are highlighted with orange boxes.

#### Tab Order

I would also remove these from the tab order

1. Turn to the Design view of the Form
2. Select the fields you want to protect
3. Open the properties the Other tab and change the **Tab Stop** property to **No**

The fields will still show in the Tab Order window, but in the Form view they will be skipped when you use the tab, enter, or arrow keys to move through the fields.

The screenshot shows the Properties window for the RecordCreated field, with the 'Other' tab selected. The 'Tab Index' property is set to 3 and the 'Tab Stop' property is set to 'Yes', both of which are highlighted with orange boxes.

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## **Table Events (modified from Access Help)**

### ***Data macros***

Data macros in Access enable you to add logic to events that occur in tables, such as adding, updating, or deleting data. These macros are managed from the **Table** tab while viewing a table in Datasheet view, and do not appear under **Macros** in the Navigation Pane. Among other things, you can use data macros to validate and ensure the accuracy of data in a table. There are two main types of data macros—those that are triggered by table events (also called "event-driven" data macros), and those that run in response to being called by name (also known as "named" data macros).

Data macros do not appear in the Navigation Pane under **Macros**. You must use the ribbon commands in Table Datasheet view or Table Design view to create, edit, rename, and delete data macros.

### ***Create an event-driven data macro***

Table events occur whenever you add, update, or delete data within a table. You can program a data macro to run immediately after any of these three events, or immediately before a delete or change event. Use the following procedure to attach a data macro to a table event:

1. On the **Table** tab, in the **Before Events** group or the **After Events** group, click the event to which you want to add the macro. For example, to create a data macro that runs after you delete a record from the table, click **After Delete**.
2. Access opens the Macro Builder. If a macro was previously created for this event, Access displays the existing macro.
3. Add the actions that you want the macro to perform.
4. Save and close the macro.

**Note:** If an event already has a macro associated with it, its icon appears highlighted on the ribbon.

### ***Edit an event-driven data macro***

1. On the **Table** tab, in the **Before Events** group or the **After Events** group, click the event for the macro that you want to edit. For example, to edit the data macro that runs after you delete a record from the table, click **After Delete**.
2. Access opens the Macro Builder, and you can begin editing the macro.

**Note:** If an event does not have a macro associated with it, its icon is not highlighted on the menu.

### ***Delete a data macro***

1. Use this procedure to delete any named or event-driven data macro:
2. On the **Table** tab, in the **Named Macros** group, click **Named Macro**, and then click **Rename/Delete Macro**.
3. In the **Data Macro Manager** dialog box, click **Delete** next to the data macro that you want to rename.

**Note:** You can also delete an event-driven macro by deleting all of its actions.