

Access Tables 4: Lookups using Tables and Queries



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1.0 hours

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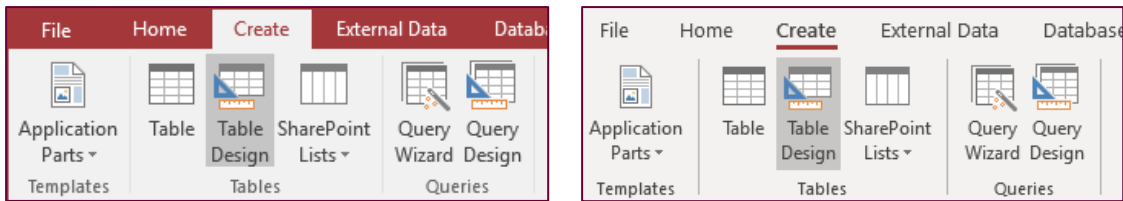
Create an Access database file

1. Open Access
2. Create a new database file
 - a. Name the file Access Combos
 - b. Save somewhere you can find it, like the desktop

Create tables

Patients Table

1. Create a Table in Design view
 - a. Different versions may have a different look to the buttons, but they behave the same.



2. Create the following fields
 - PatID AutoNumber (Primary key)
 - PatName Short Text
 - PatDOS Date/Time
 - PatCity Short Text
 - PatState Short Text
 - PatEyeColor Short Text

3. Save as **Patients**
4. Enter three people

Patients					
PatID	PatName	PatDOS	PatCity	PatState	PatEyeColor
1	Annie	1/10/2020	Gainesville	FL	Blue
2	Barbara	2/20/2020	Jacksonville	FL	Brown
3	Carl	3/30/2020	Gainesville	FL	Brown

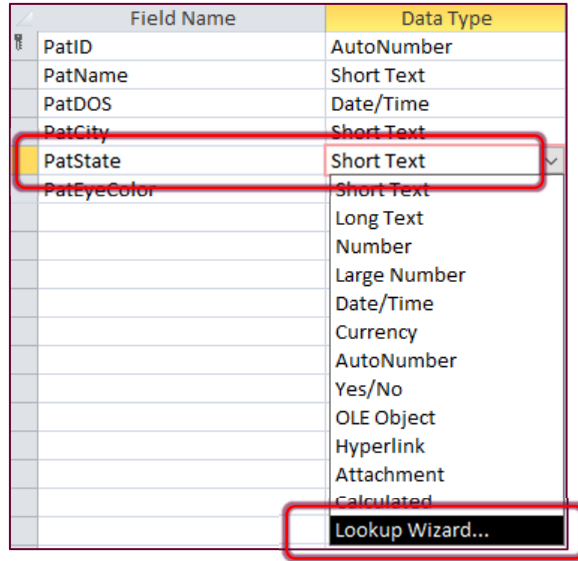
State Table

1. Create a Table
 - StateAbbr Short Text (Primary Key)
 - StateName Short Text
2. Save as **States**
3. Enter two states

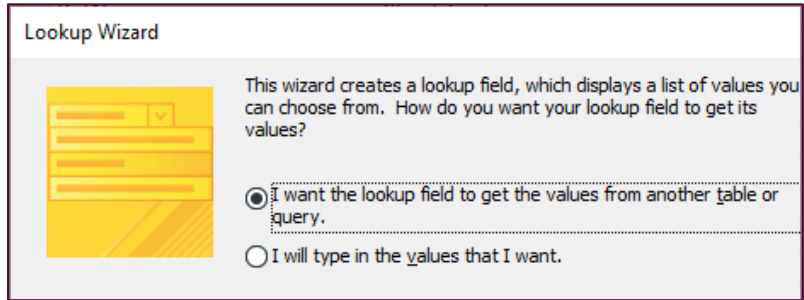
States	
StateAbbr	StateName
FL	Florida
GA	Georgia

Create a Set Lookup from the Table (*PatState*)

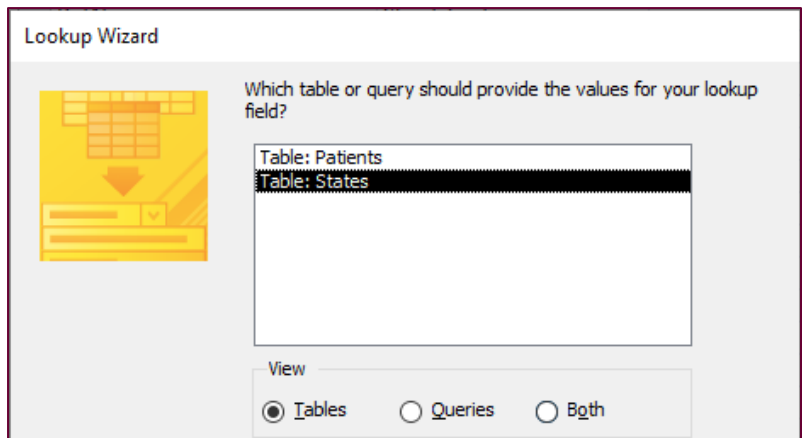
1. Go to the Design view of the table Patients
2. Change the Data Type of PatState to Lookup Wizard



3. Go to the Design view of the table Patients
 - a. I want the lookup field to get the values from another table or query.




- b. Choose table **States**



c. Select all the fields

Lookup Wizard

Which fields of States contain the values you want included in your lookup field? The fields you select become columns in your lookup field.



Available Fields:

Selected Fields:

StateAbbr
StateName

Cancel < Back Next > Finish

d. Sort by **StateName**

Lookup Wizard

What sort order do you want for the items in your list box?

You can sort records by up to four fields, in either ascending or descending order.

1 StateName Ascending

2 Ascending

3 Ascending

4 Ascending

e. Unhide Key Column

Lookup Wizard

How wide would you like the columns in your lookup field?

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Hide key column (recommended)

StateAbbr	StateName			
FL	Florida			
GA	Georgia			

f. Set **StateAbbr** as the Unique Value

Lookup Wizard

When you select a row in the lookup field, you can store a value from that row in your database, or you can use the value later to perform an action. Choose a field that uniquely identifies the row. Which column in your lookup field contains the value you want to store or use in your database?

Available Fields:

- StateAbbr
- StateName

Cancel < Back Next > Finish

g. Leave the label as **PatSate** and check the **Enable Data Integrity** option

- The Enable Data Integrity will allow us to change the values in the States table and cascade the change into this table.
- For example, is MI – Michigan, Minnesota, Mississippi, or Missouri?
- *MI, MN, MS, MO, respectively*

Lookup Wizard

What label would you like for your lookup field?

PatState

Do you want to enable data integrity between these tables?

Enable Data Integrity

Cascade Delete

Restrict Delete

Do you want to store multiple values for this lookup?

Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

Cancel < Back Next > Finish

h. Save the table to create the Relationship

Create a Set Lookup in the Table (*PatEyeColor*)

1. Go to the Design view of the table
2. Change the Data Type of PatEyeColor to Lookup Wizard
 - a. I will type in the values I want

Lookup Wizard

This wizard creates a lookup field, which displays a list of values you can choose from. How do you want your lookup field to get its values?

I want the lookup field to get the values from another table or query.

I will type in the values that I want.

- b. Enter **Blue, Brown, Green, Hazel, Other**

Lookup Wizard

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

Col1				
Blue				
Brown				
Green				
Hazel				
Other				
*				

- c. Do not check **Limit to List**. Do not check **Allow Multiple Values**.

Lookup Wizard

What label would you like for your lookup field?

PatEyeColor

Do you want to limit entries to the choices?

Limit To List

Do you want to store multiple values for this lookup?

Allow Multiple Values

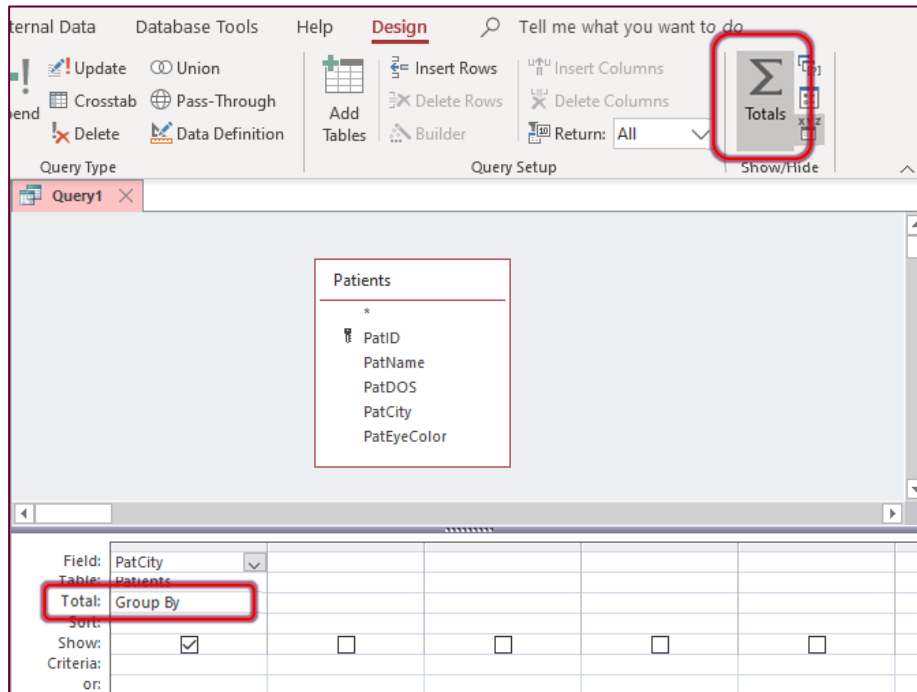
Those are all the answers the wizard needs to create your lookup field.

Cancel < Back Next > Finish

Create an Updatable Lookup in the Table (*PatCity*)

Create a Query for the Unique Values (*Cities*)

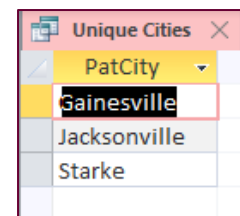
1. Create a query in Design view, based on the Patients table
2. Add **Patient City**
3. Turn on the **Totals** Option
 - a. From the **Design** tab, or right-click in the bottom half of the query



4. The Datasheet view should only show Gainesville and Jacksonville
5. Save as **Unique Cities**
6. Open the Patients table and add a new Patient

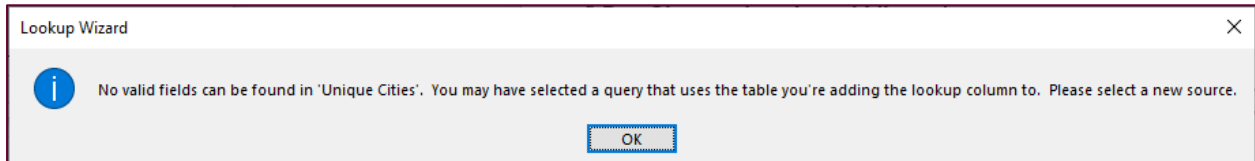
Patients					
PatID	PatName	PatDOS	PatCity	PatState	PatEyeColor
4	David	4/4/2020	Starke	FL	Green

7. **Refresh** the Unique Cities query to see Starke appear on the list
 - a. Click the **Refresh All** button on the **Home** tab, or press F5 on the keyboard
 - b. If it does not update, close the Patients table, and try again

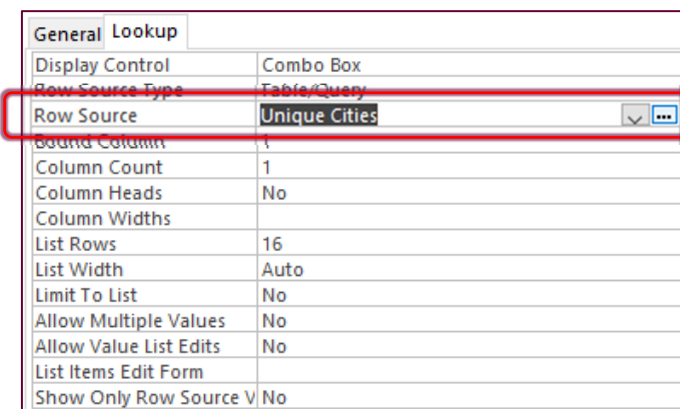
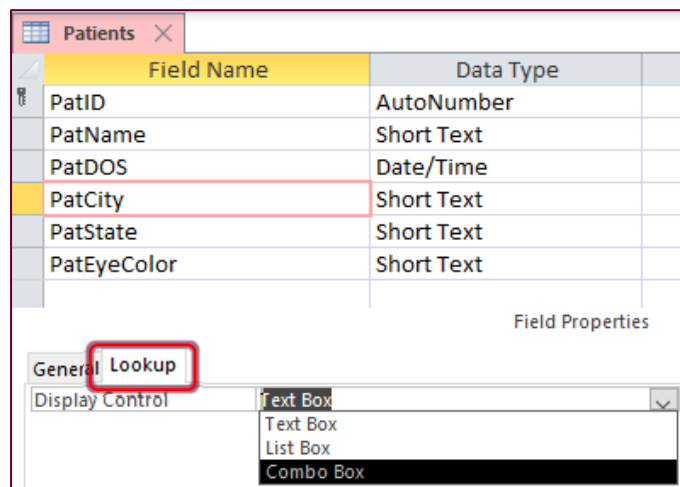


Modify the Table to use the Query as a Lookup

1. Open the table **Patients** in Design view
 - a. We cannot use the Lookup Wizard for this tool, because we end up with a circular reference. It cannot find any fields. In order to run the query, it has to use the Patient table, but the Patient table is in Design view, so it can't access it.



2. Change the field properties for the PatCity to the **Lookup** properties.
 - a. Change the **Display Control** property from **Text box** to **Combo Box**



- b. Change the **Row Source** property to Unique Cities
3. Save the table

Test our creations!

PatID*	PatName	PatDOS	PatCity	PatState	PatEyeColor
1	Annie	1/10/2020	Gainesville	FL	Blue
2	Barbara	2/20/2020	Jacksonville	FL	Brown
3	Carl	3/30/2020	Gainesville	FL	Brown
4	David	4/4/2020	Starke	FL	Gold
5	Edward	5/5/2020	Waldo	GA	Green
6	Francine	6/6/2020	Gainesville	FL	Brown
7	George	1/11/2020	Jax	FL	Brown
8	Harriet	2/22/2020	Waldo	FL	Blue
9	Ivy	12/12/2019	Jacksonville	MI	Grey

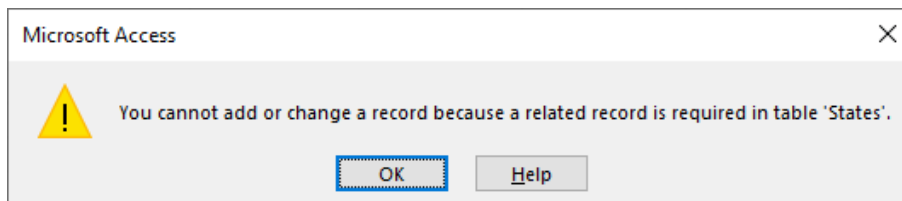
**Note: It's okay if your PatID numbers don't match the table.*

PatCity Field

1. No limit on what you type in the field
2. You have to click the Refresh button on the Home tab or push F5 on the keyboard to instantly update the list
 - a. The list will automatically update when you close the table
 - b. Once Jax is on the list, fix it to Jacksonville and update again. Jax will be removed from the list automatically.

PatState Field

1. Limited to the values in the **States** table
2. If you try to enter **MI** in the state, you'll get an error when you try to save the record



3. To add a state not on the list:
 - a. Open the **States** table
 - b. Add: MI, Michigan
 - c. Close the **States** table
 - d. Refresh the **Patients** table

PatEyeColor Field

1. No limit on what you type in the field
2. List will not AutoUpdate, but you can click on the pencil, if the property: **Allow Value List Edits** is set to **Yes**

