

Independent Project 4 – 4

AirTable Alternative

American River Cycling wants to add a report and form to their database. To ensure consistency, the starting file is provided for you. Create a form with the Form button. Edit the form in Layout view and add a button. Create a report using the Blank Report option. In Layout view, modify the layout and add a title and grouping. Preview the results.

Skills Covered in This Project

- Create a form using the Form button.
- Edit the form in Layout view.
- Add the current date to a form.
- Add buttons to a form.
- Set form properties.
- Create a blank report.
- Edit the report in Layout view.
- Add grouping to a report.
- Preview a report.

Instruction Steps

1. Accept my invitation to add the shared template database **AmericanRiver-04** to your catalog of databases. (You should have received an invitation from me with a link to the shared Airtable database.)
2. Right-click on the shared database and select 'Duplicate base' to create your own editable copy. (Leave all the settings as they are in the subsequent dialog.)
3. Right-click on the newly copied database and edit the name on the subsequent dialog by replacing the word 'copy' (at the end) with your first and last name. Press 'Return' to save this new name.
4. Click on your new database to open it - you should see a Members table and a Race Results table.
5. Select the **Race Results** table.
6. Create a new Form and name this view as **Member Race Results**. (AirTable Help: [Create a form](#))

7. With the form displayed, click the '+ Add a field to this table'. Name this field as 'Race Date' and set its type to 'Date'. Set the Date format as 'Local (5/7/2020)'. You should see a new corresponding 'Race Date' field appear at the bottom of the existing fields.
8. Towards the bottom of the form, you will see the 'After this form is submitted:' section. Update the 'Show this message' text to be: *Thank you for submitting the your race results!*
9. Enable the 'Email me at...' option so that a notification email is sent whenever a submission is made via the form.
10. Test your form by clicking the 'Open form' button in the menu bar and create a new entry. Once you click the 'Submit' button make sure that your new entry appears in the Race Results table data.

Submit Your Work

Once your database is ready for grading, click the *Share* button in the upper right and send an invitation to me (bruce.caraway@lonestar.edu) so that I can review your work.