

Lab 3

Master and SubForms

We want the finished Order Entry form to look something like this:

26 June 2001 Snowdon Double Glazing : Orders

Order_Id: 18
Select Customer: Jones
Order Date: 26/06/2001
Payment Method: C

Order Lines

Stock Item	Quantity
Front Door (Unglazed)	1
Front Door (Glazed)	1
	1

Record: 3 of 3

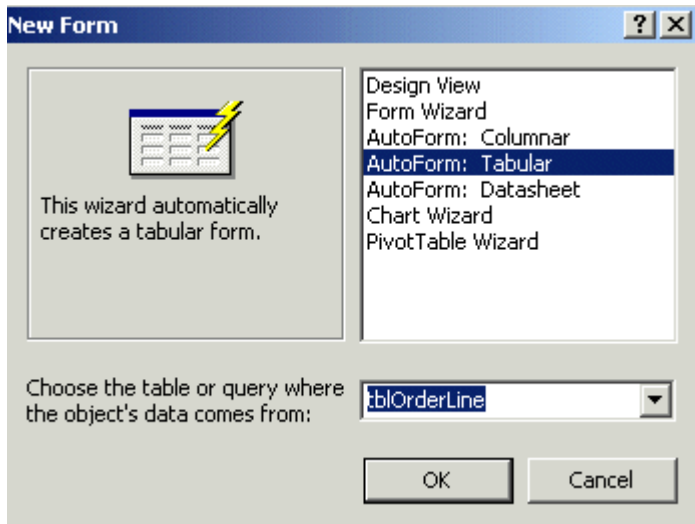
Record: 1 of 1

On this form, the user can enter an Order and also its related Order Lines. This involves creating another form to enter Order Lines, and making it a subform of the main Order Entry form.

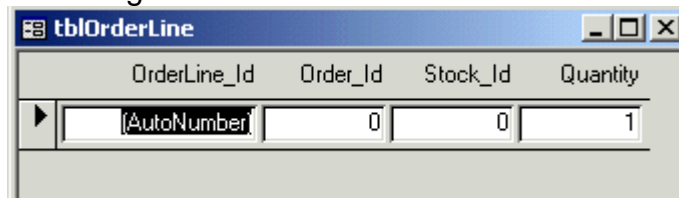
Creating the Order Lines form

Use the New Form/Autoform:Tabular form wizard to create a form *frmOrderLineEntry* based on table *tblOrderLine*:

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You will get a form like this:



Save the form with the name frmOrderline

Changing the look of frmOrderline

The form so far is pretty unusable.

- The user would have to know the primary key [Stock_Id] of the stock item required
- The primary keys, Orderline_Id, and the foreign key, Order_Id, do not need to be seen by the user.

Using a Combo Box to populate the Stock_Id

To do this, use the same technique you used on the Order form when you created a combo box to populate Customer_Id.

Your combo box should be:

- **bound** to the Stock_Id field in the tblOrderline table
- *getting its values from the tblStock table*
- *showing the user the stock description*

Next, move the positions of the Orderline_Id and Order_Id textboxes, and change their Visible property to False.

Your finished form should look like this in design view:

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The screenshot shows the 'frmOrderLine : Form' in design mode. It features a 'Form Header' section with fields for 'Stock Item', 'Quantity', 'OrderLine_Id', and 'der_id'. Below this is a 'Detail' section with a 'Stock_Id' dropdown, 'Quantity', 'OrderLine_Id', and 'Order' fields. A 'Form Footer' section is at the bottom.

And like this when opened:

The screenshot shows the 'tblOrderLine' form when opened. It displays a table with two columns: 'Stock Item' and 'Quantity'. The 'Stock Item' column has a dropdown menu with options 'Front Door (Unglazed)' and 'Front Door (Glazed)'. The 'Quantity' column has a text box with the value '1'.

Creating a Main Form with a SubForm

Open the Order form in design mode.

You are now going to put the OrderLine form as a subform onto the main form

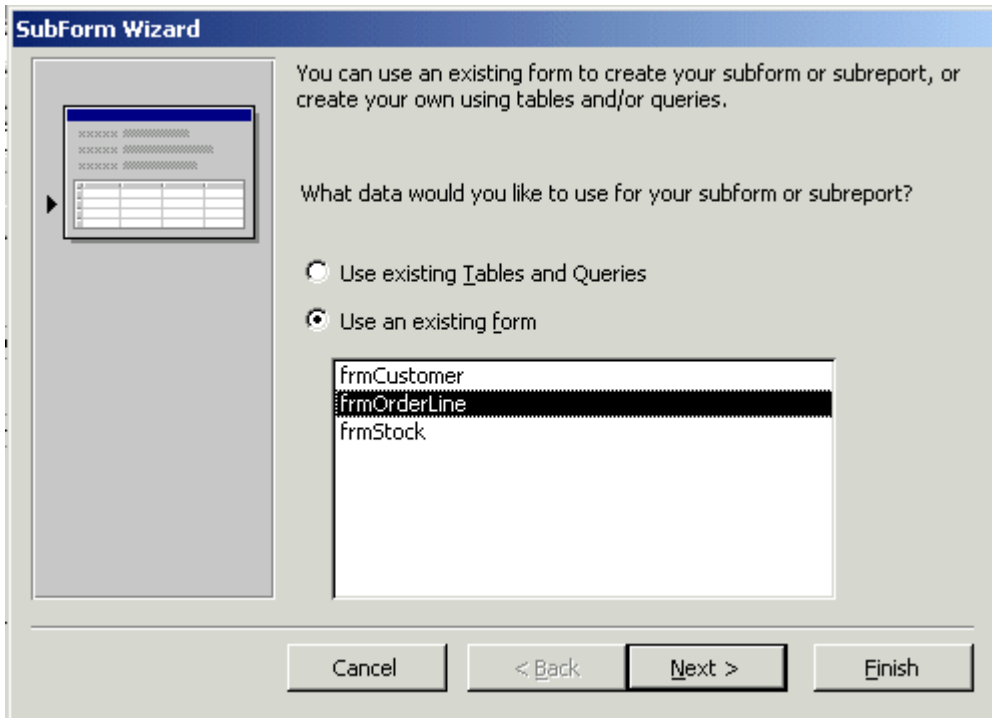
Select the subform button in the toolbox

The screenshot shows the Microsoft Access toolbox. The 'Subform / subreport' button is highlighted with a red box and an arrow. The button is labeled 'Subform / subreport'.

and place it on the form.

You will get this dialogue:

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SubForm Wizard

You can use an existing form to create your subform or subreport, or create your own using tables and/or queries.

What data would you like to use for your subform or subreport?

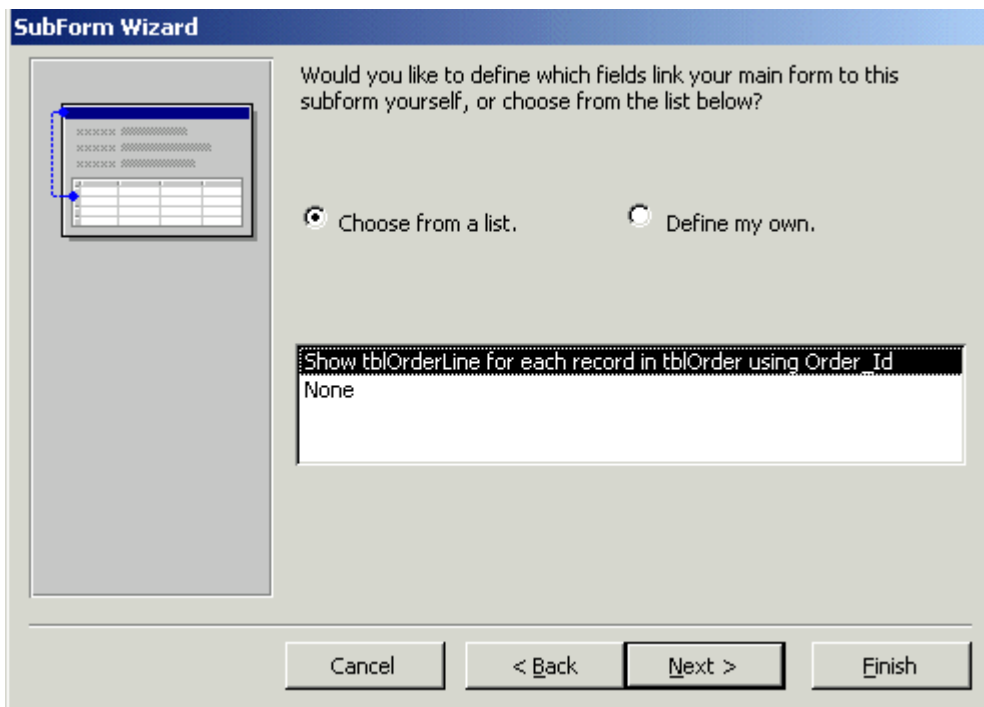
☐ Use existing Tables and Queries

☒ Use an existing form

frmCustomer
frmOrderLine
frmStock

Cancel < Back Next > Finish

Select Next



SubForm Wizard

Would you like to define which fields link your main form to this subform yourself, or choose from the list below?

☒ Choose from a list. ☐ Define my own.

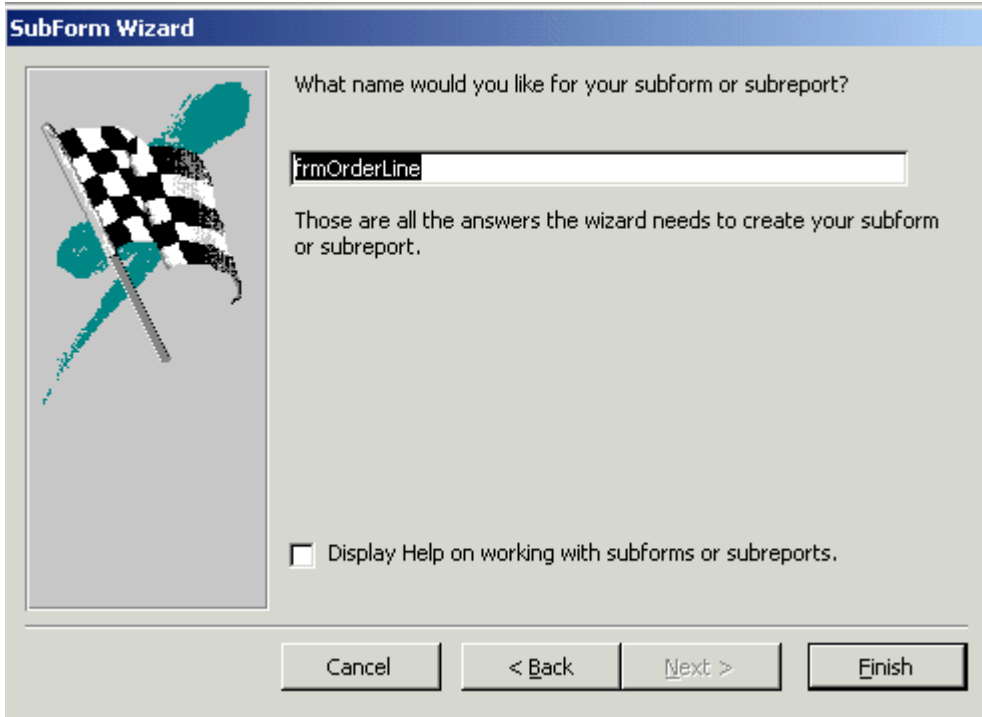
Show tblOrderLine for each record in tblOrder using Order_Id
None

Cancel < Back Next > Finish

This dialogue is confirming how you want the sub form to link to the main form.

Select Next

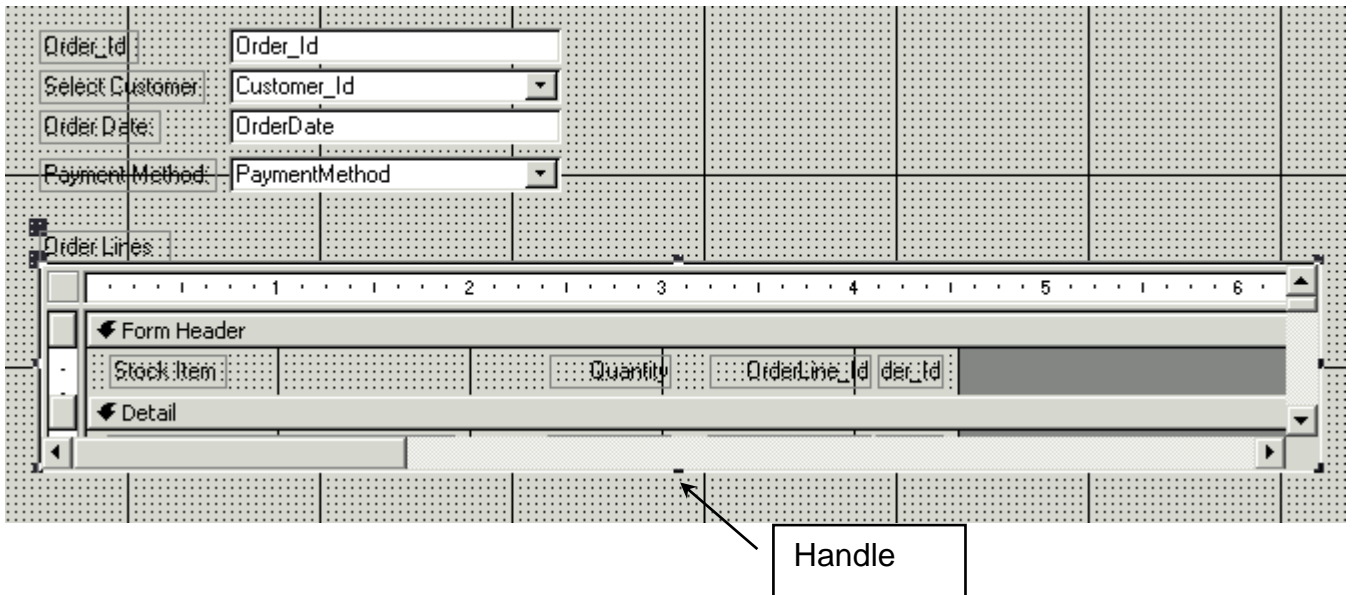
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The SubForm Wizard dialog box is shown. It has a blue title bar with the text 'SubForm Wizard'. On the left is a graphic of a checkered flag. The main text asks 'What name would you like for your subform or subreport?'. Below this is a text box containing 'frmOrderLine'. A note states: 'Those are all the answers the wizard needs to create your subform or subreport.' There is a checkbox labeled 'Display Help on working with subforms or subreports.' which is currently unchecked. At the bottom are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

This dialogue confirms the name of the subform. Select Finish.

The end result will look something like this:



The screenshot shows the Access form design view. At the top are four controls: 'Order_Id' (text box), 'Select Customer' (dropdown menu with 'Customer_Id' selected), 'Order Date' (text box), and 'Payment Method' (dropdown menu with 'PaymentMethod' selected). Below these is a subform control labeled 'Order Lines'. The subform has a 'Form Header' section with a 'Stock Item' label and a 'Detail' section with a 'Quantity' label. The subform's data source is set to 'OrderLine_id der_id'. A small square handle is visible on the bottom edge of the subform control, with an arrow pointing to it from a box labeled 'Handle'.

You can now enlarge the subform by moving its handles, and change its label:

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The screenshot shows a Microsoft Access form design view. At the top, there are four controls: a text box for 'Order_Id', a dropdown for 'Select Customer' with 'Customer_Id' selected, a text box for 'Order Date' with 'OrderDate' selected, and a dropdown for 'Payment Method' with 'PaymentMethod' selected. Below these is a subform control named 'OrderLines'. The subform has a header section with 'Stock Item', 'Quantity', 'OrderLine_Id', and 'Order_Id'. The detail section contains a 'Stock_Id' dropdown, 'Quantity', 'OrderLine_Id', and 'Order'. The footer section is empty. The subform is currently set to 'Form Header' view.

It is a good idea to check that the link between the main form and sub form has been correctly achieved.

Click with the RIGHT mouse button in the square where indicated on the subform, and select Properties.

The screenshot shows the same form design view as before, but with the right mouse button context menu open over the 'OrderLines' subform. The 'Properties' tab is selected. The 'Name' property is set to 'frmOrderLine'. The 'Source Object' is 'frmOrderLine'. The 'Link Child Fields' and 'Link Master Fields' are both set to 'Order_Id'. The 'Status Bar Text' is empty. The 'Visible' property is 'Yes', 'Display When' is 'Always', 'Enabled' is 'Yes', 'Locked' is 'No', 'Tab Stop' is 'Yes', 'Tab Index' is '4', 'Can Grow' is 'Yes', 'Can Shrink' is 'No', 'Left' is '0.5417"', 'Top' is '1.4583"', 'Width' is '6.6667"', 'Height' is '2.75"', 'Special Effect' is 'Sunken', 'Border Style' is 'Solid', 'Border Width' is 'Hairline', 'Border Color' is '0', 'Tag' is empty, 'On Enter' is empty, and 'On Exit' is empty. A callout box with the text 'Click here' points to the 'OrderLines' subform control.

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You can now see the properties of the subform in relation to the master form.

Be careful NOT to double click on the square. If it has a black insert, you will get the properties of the form itself.

Access has automatically created the link between the main form and the sub form. This is achieved through the Link Child Fields and Link Master Fields properties.

The Link Master Field property shows Order_Id from the Order table [on which the main form is based].

The Link Child Field property shows Order_Id from the OrderLine table [on which the subform is based].

If the link has not been successfully created by Access, you can manually add Order_Id to the Link Master Field and Link Child Field properties.

Now you can use the Order Form to add Orders and their associated Order Lines.

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