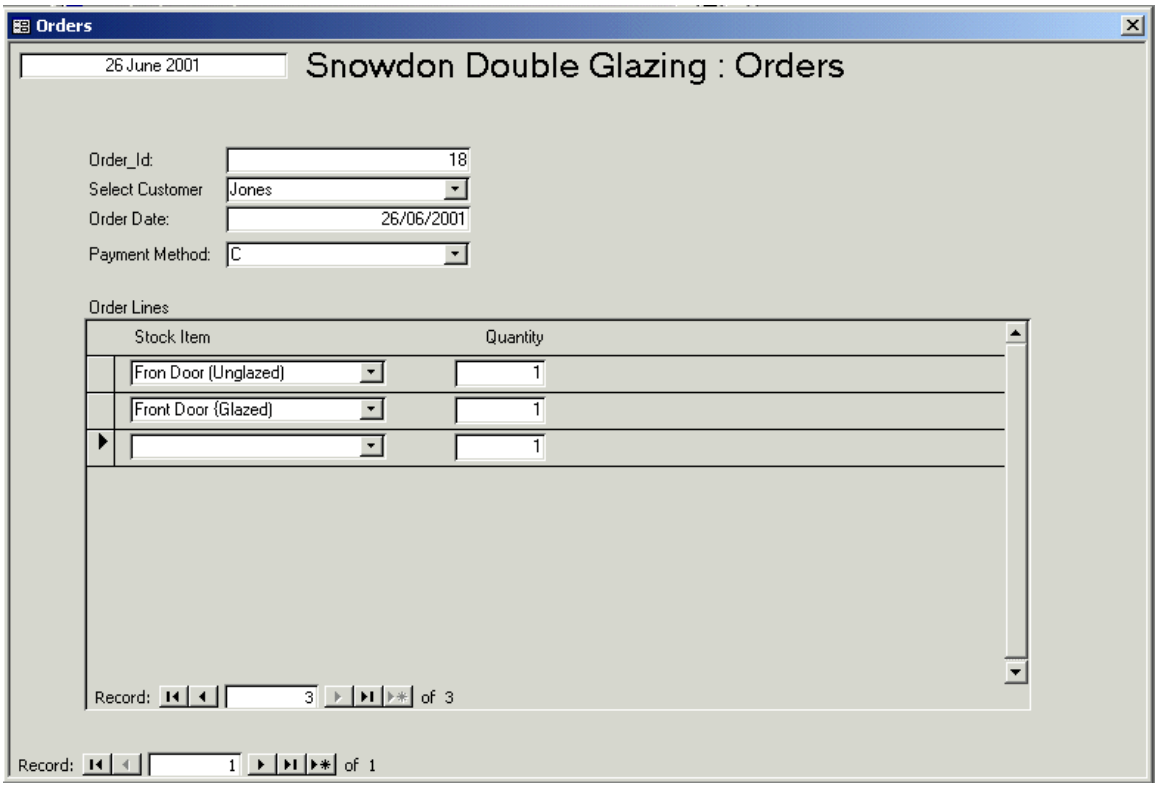
Lab 3

Master and SubForms

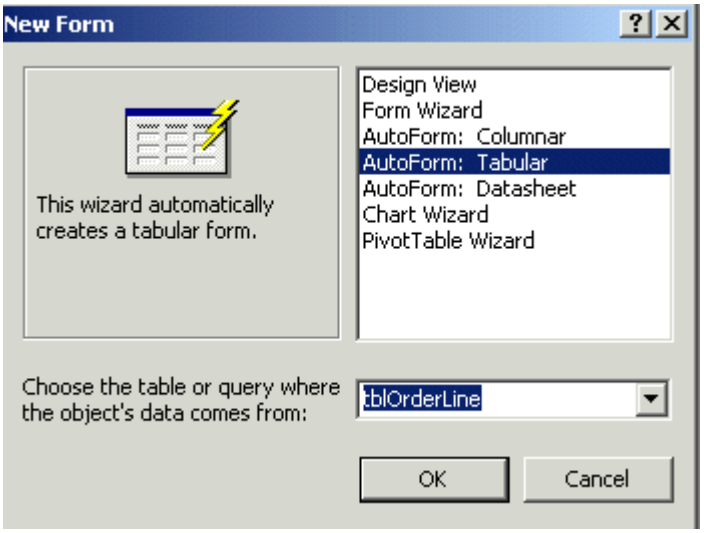
We want the finished Order Entry form to look something like this:



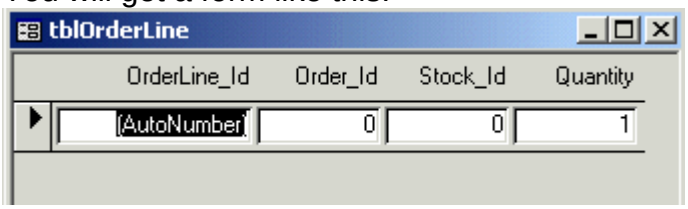
On this form, the user can enter an Order and also its related Order Lines. This involves creating another form to enter Order Lines, and making it a subform of the main Order Entry form.

Creating the Order Lines form

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



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

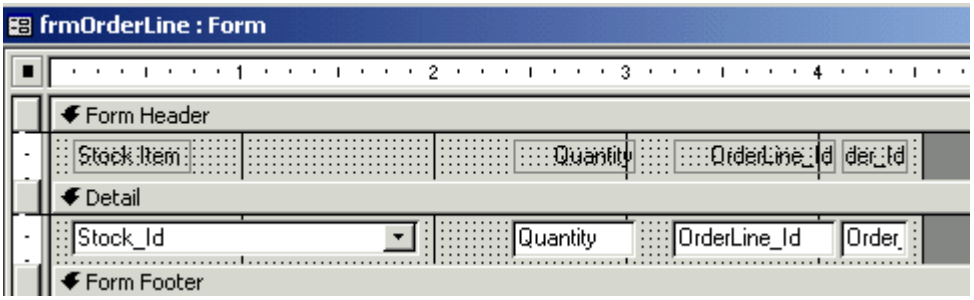
To do this, use the same technique you used on the Order form when you created a combo box to populate Customer_Id.

Your combo box should be:

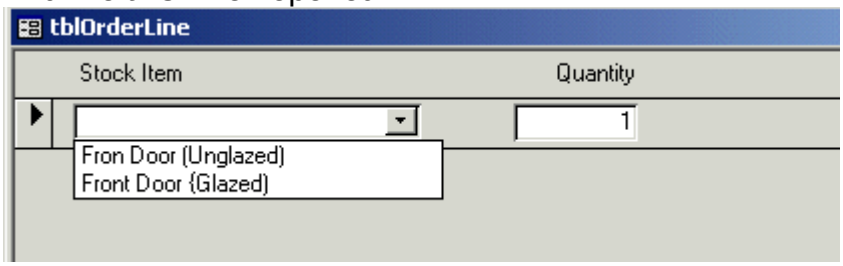
- **bound** *to the Stock_Id field in the tblOrderline table*
- *getting its values from the tblStock table*
- *showing the user the stock description*

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:



And like this when opened:

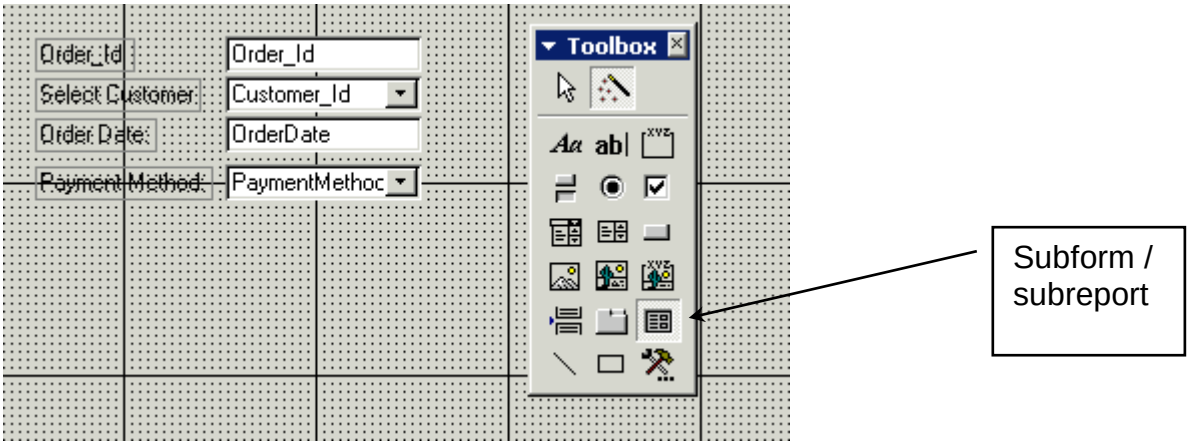


Creating a Main Form with a SubForm

Open the Order form in design mode.

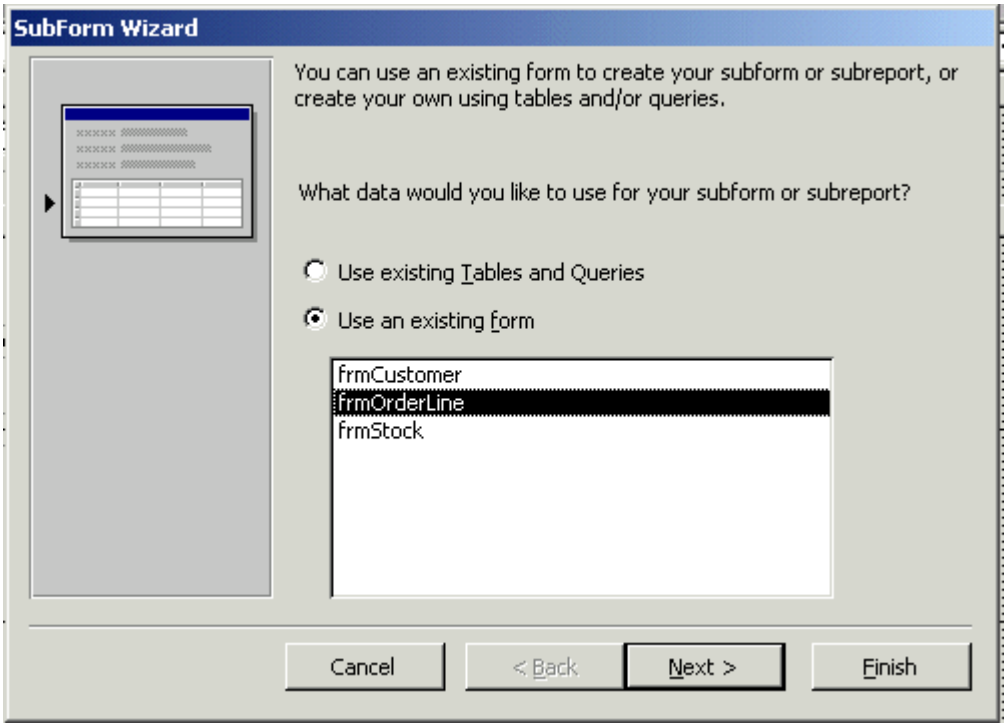
You are now going to put the OrderLine form as a subform onto the main form

Select the subform button in the toolbox

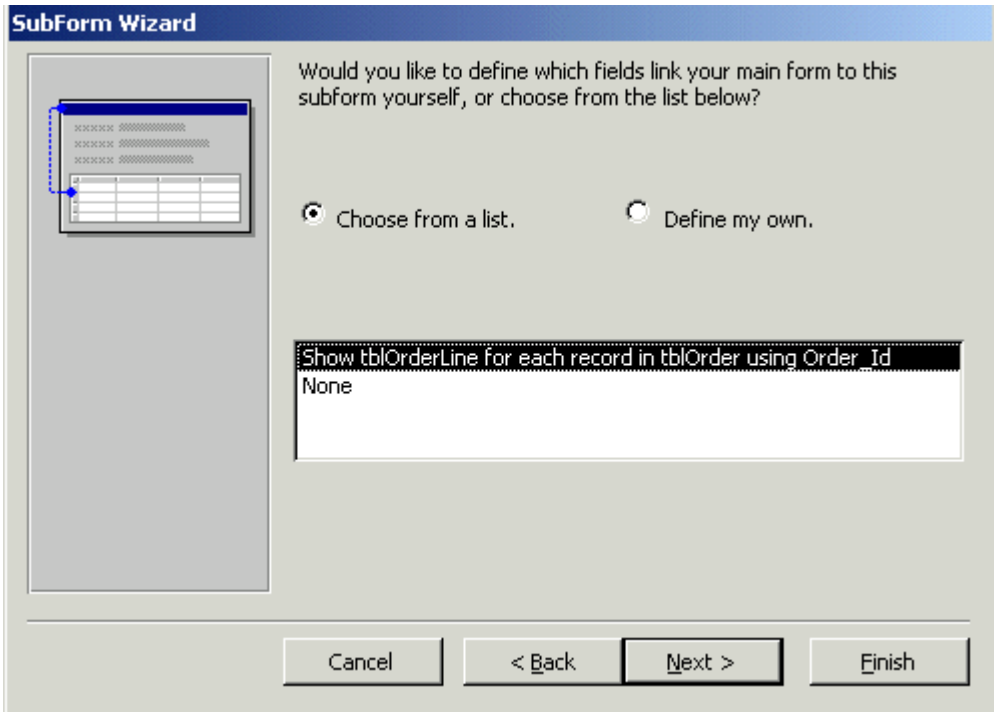


and place it on the form.

You will get this dialogue:

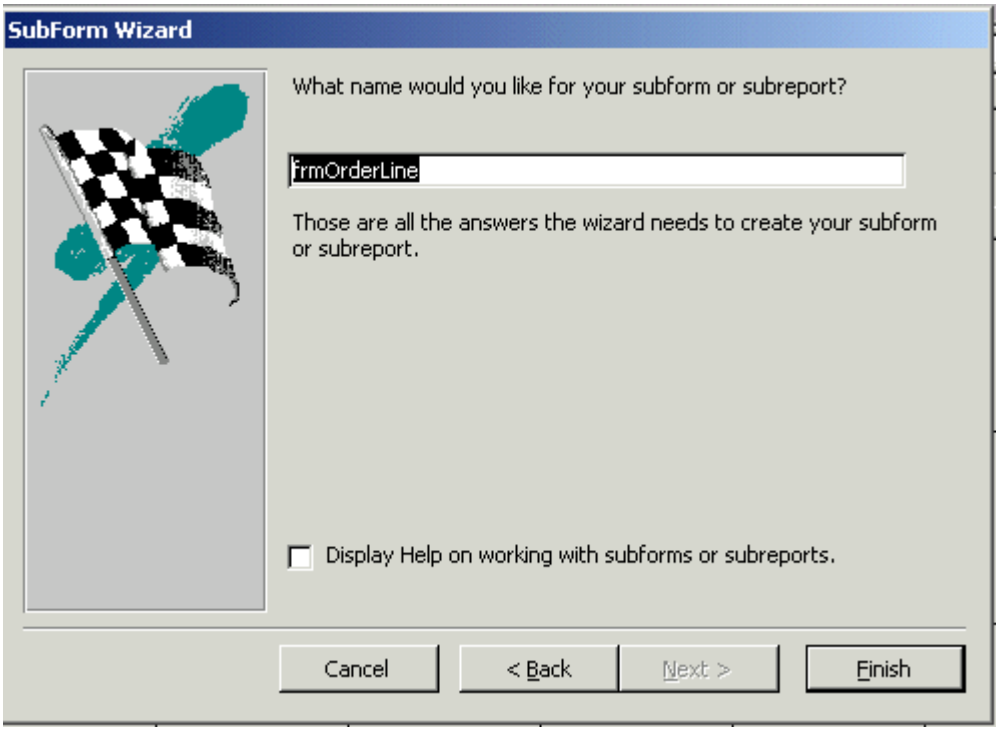


Select Next



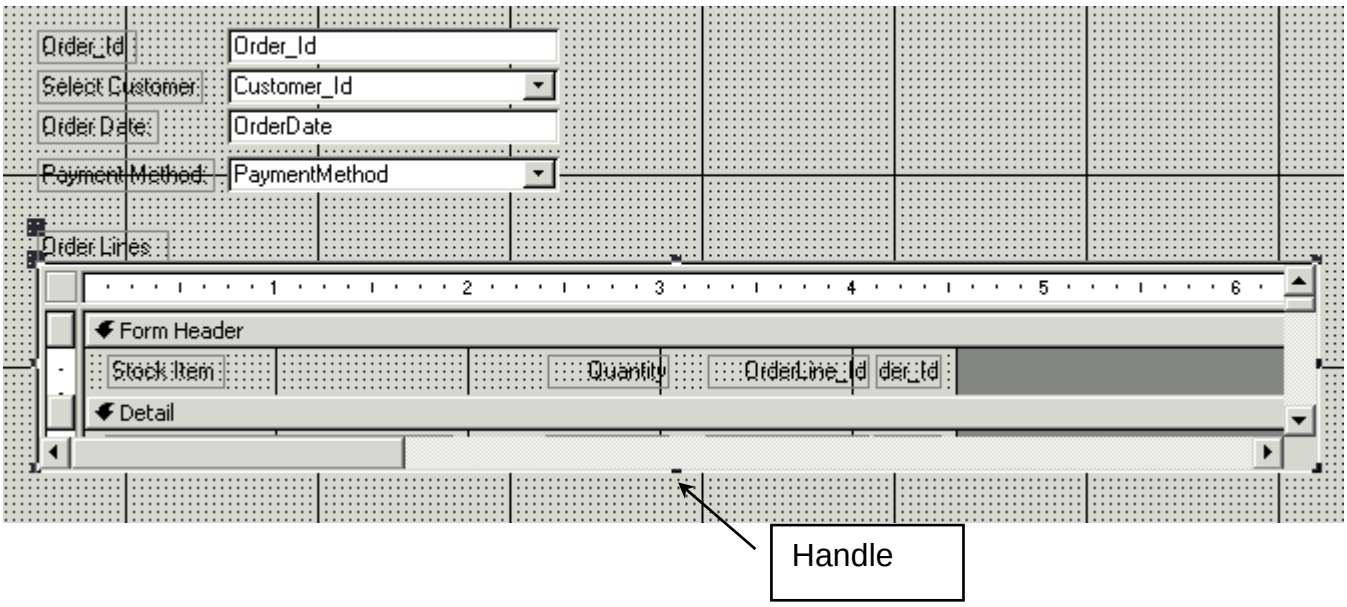
This dialogue is confirming how you want the sub form to link to the main form.

Select Next

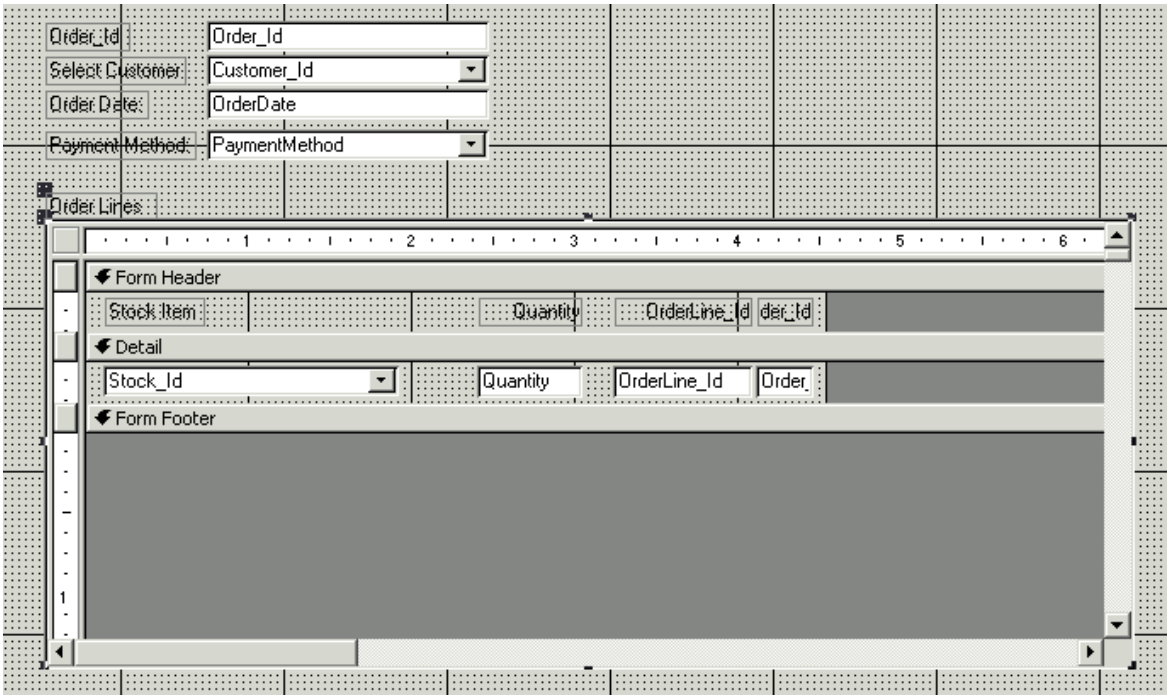


This dialogue confirms the name of the subform. Select Finish.

The end result will look something like this:

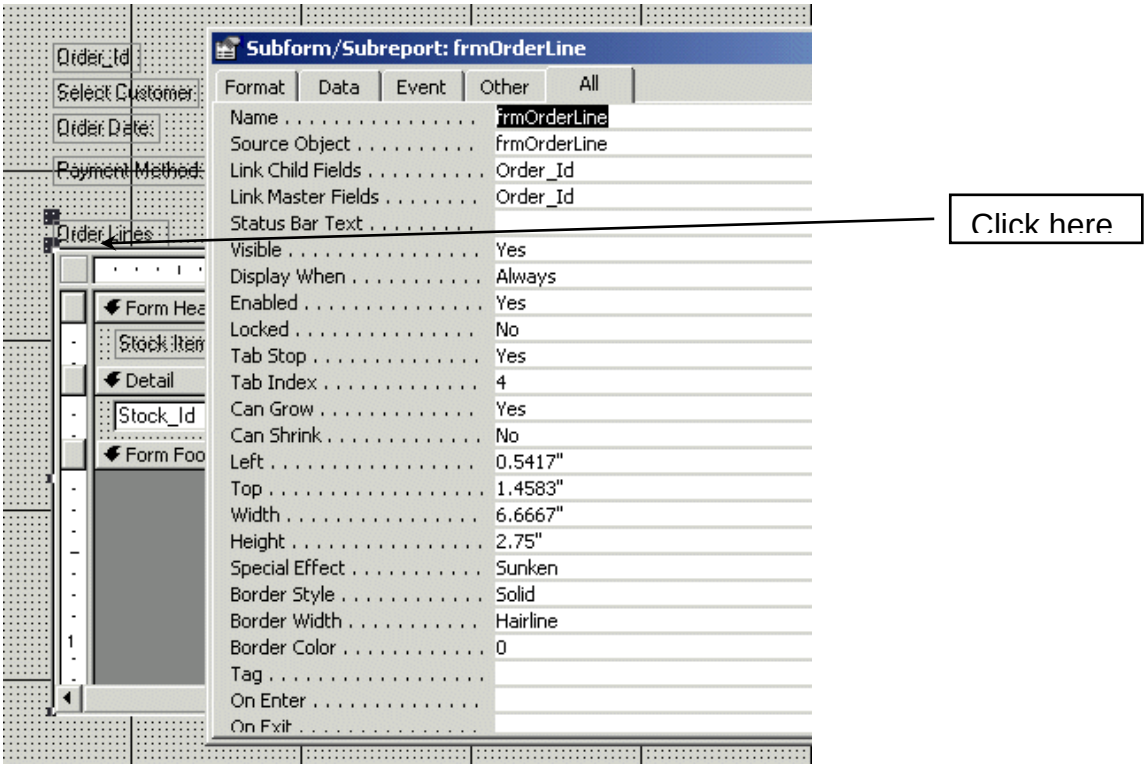


You can now enlarge the subform by moving its handles, and change its label:



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.



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.

CHECKPOINT SDGCheck3