Database

Table

Description automatically generated

Here is an overview of the database. In the left column, the tables, queries, forms and reports are listed. In the main column, any one of these can be opened and viewed.

Creating/Updating Records

For any form named directly after a table, users can edit the contents of the form or even add new records and the table contents will be updated as a result.

Test data has been added here in the Customers form for example:

Table, calendar

Description automatically generated

Next the user can click on the Home tab then Refresh All button:

Graphical user interface

Description automatically generated with medium confidence

And the contents of the table are updated:

Table

Description automatically generated

For any form preceded by CreateNew, the procedure is a bit different. Here in the CreateNewSales form, a new record has been added:

Table

Description automatically generated

Then, users can double click on the corresponding update query in the left pane. In this case, the UpdateSales query needs to be clicked. Next, the following message will pop up:

Graphical user interface, application

Description automatically generated

Click “Yes” to update, then another message will pop up:

Graphical user interface, application

Description automatically generated

Click “Yes” again to accept the changes. Finally, the user can click on the Home tab then Refresh All button:

Graphical user interface

Description automatically generated with medium confidence

And the contents of the table are updated:

A picture containing table

Description automatically generated

Deleting Records

To delete a record, simply open the corresponding table and right click on the cell to the left of the record to be deleted:

Graphical user interface, table

Description automatically generated

Click on Delete Record, then Yes in the follow up message:Graphical user interface, table

Description automatically generated

And the record is immediately deleted:

Table

Description automatically generated

Viewing Reports

To view a report, simply double click on the corresponding report name in the left pane:

Chart

Description automatically generated with low confidence

And the report loads:Table

Description automatically generated