

COMP1111

Week 11

Hide Duplicate Values In Reports

- When pulling Access data together into a meaningful format, you may find that reports repeat data.
- Depending on how you're using the data, you may or may not want to display those duplicate values.
- Even properly normalized tables won't eliminate duplicates in a report, like this one:

Hide Duplicate Values In Reports

- Now, it's normal to display repetitive values on the *many* side of a relationship, but not on the *one* side, as this report does.
- Fortunately, hiding duplicates is just a control property away.
- With the report in Design view, double-click the control that's displaying duplicate values and set the Hide Duplicates property to Yes to hide duplicates.

Hide Duplicate Values In Reports

- The truth is that we had to force Access to display the duplicate values because the report wizards are so smart that they hide duplicate values on the *one* side of a one-to-many relationship for you.
- However, you won't always use a wizard; you'll want to know how to hide duplicates yourself.
- Perhaps more important, you'll want to know how to *unhide* duplicate values when you *don't* want them hidden.

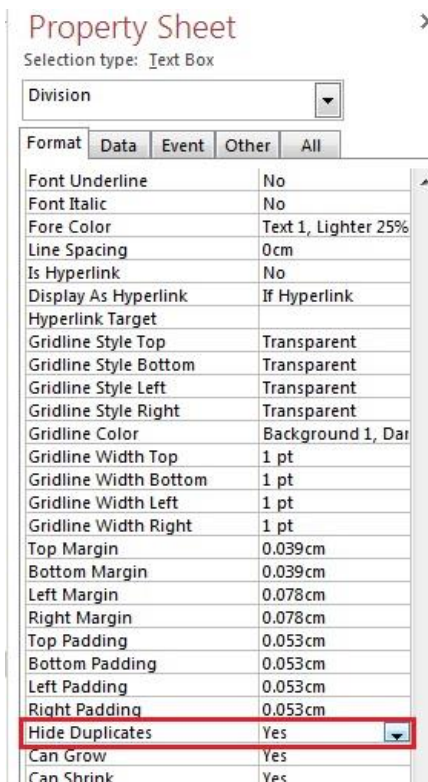
Hide Duplicate Values In Reports

- Access Field has a Property called “Hide Duplicates”, which removes all consecutive duplicates in a column.
- Suppose we have the following Report.
 - It is easiest to get it in this format by adding a SORT on the column(s)

Division	Department	Employee ID
Finance	Account	1
Finance	Admin	2
Finance	Admin	3
HR	Admin	4
HR	Payroll	5
IT	Admin	6
Security	Admin	7

Hide Duplicate Values In Reports

- Switch to Design View, click on Division text box in Detail section.
- In the Property Sheet, find the **Hide Duplicates** Property, set to **Yes** (default is No)



Hide Duplicate Values In Reports

- Now switch to Print Preview, you will find Division duplicates are removed.

Division	Department	Employee ID
Finance	Account	1
	Admin	2
	Admin	3
HR	Admin	4
	Payroll	5
IT	Admin	6
Security	Admin	7

Hide Duplicate Values In Reports

- If we add one more HR data at the bottom, you will see HR at the bottom is not removed, it is because the HR data are not consecutively repeated.
- Therefore it is very important that you have to sort the data first before applying Hide Duplicates.

Division	Department	Employee ID
Finance	Account	1
	Admin	2
	Admin	3
HR	Admin	4
	Payroll	5
IT	Admin	6
Security	Admin	7
HR	Admin	4

Hide Duplicate Values In Reports

- Using the above result, also change **Hide Duplicates** property of Department Text Box to **Yes**.
- We assume that Department is a branch of Division with **many to one** relationship.
- As you can see in the below result, some Departments are unexpectedly missing.
- The Admin Department of HR and IT are gone.
- This is because Hide Duplicates property would not consider the relationship between Division and Department, unlike Excel Pivot Table grouping.

Hide Duplicate Values In Reports

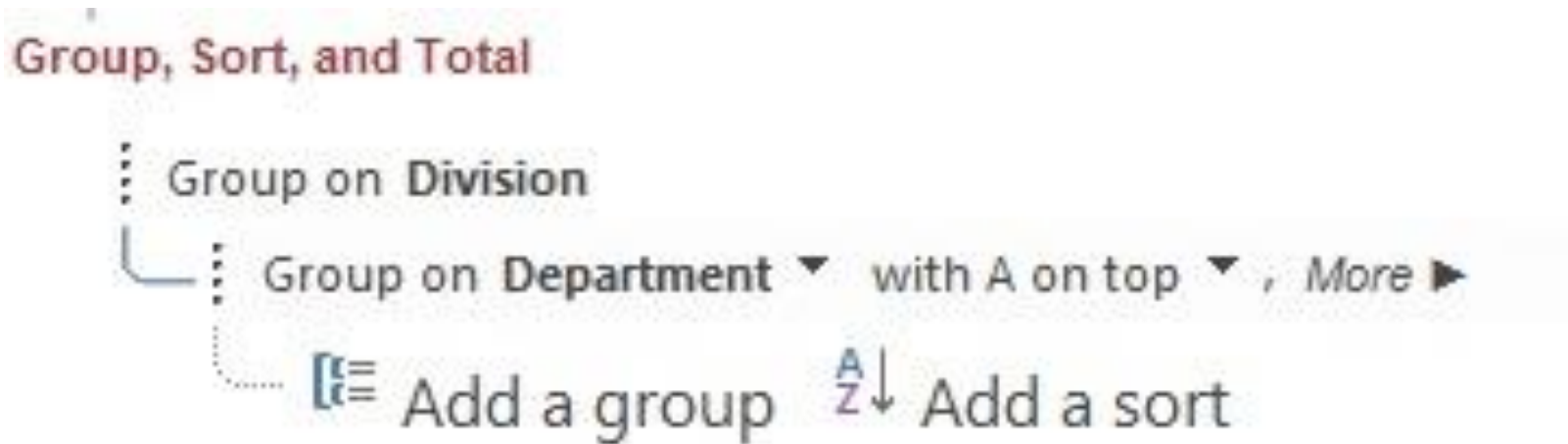
Division	Department	Employee ID
Finance	Account	1
	Admin	2
		3
HR		4
	Payroll	5
IT	Admin	6
Security		7

Hide Duplicate Values In Reports

- **Hide Duplicates** Property is a very rough tool to remove duplicates, it may not provide result you expected.
- Some people suggest to use **isVisible** Property on **Department Text Box** to check the visibility of **Division Text Box** in order to avoid Null value in the first Department value of each Division.
- For example, =IIF(Division.isVisible,Department,Null)
- This solution only works if you only have one Department for each Division, this still has not resolved the issue of the above example to simulate the tabular format of Excel Pivot Table.
- The only solution to remove duplicates in Access Report is to use Group at the bottom of Design View to tell Excel the level of grouping.

Hide Duplicate Values In Reports

- As you group Division and Department as below, you will be using Group Header/Footer Sections to show unique value, however the layout is slightly different from the conventional Excel tabular format.



Conditional Formatting

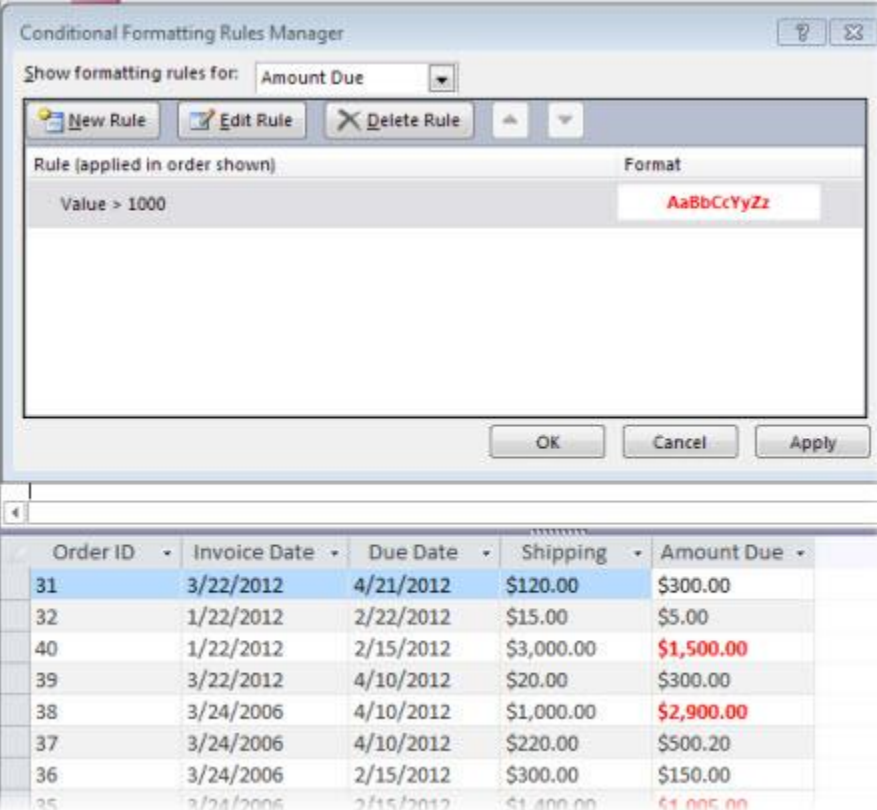
- Data on forms or reports in Access desktop databases can sometimes appear easier to read especially when you highlight the really important areas.
- That's where conditional formatting can help.
- In an Access desktop database, you can set rules to controls so that the values are automatically highlighted.

Conditional Formatting

- Open the form or report in Layout view, and select the control where you want to apply the conditional formatting.
- On the **Format** tab, click **Conditional Formatting**.
- In the **Conditional Formatting Rules Manager** dialog box, click **New Rule** and select a rule type.
- Select an option from **Edit the rule description**.
- Select the formatting that you want to apply and click **OK**.
- To add a new rule to the same field(s), click **New Rule** and repeat this procedure from step 4.

Conditional Formatting

- In the following example, the top portion shows the Conditional Formatting Rules Manager set to show any item with amount due exceeding \$1000 in red text. The portion below shows how the conditional formatting appears.



The screenshot displays the 'Conditional Formatting Rules Manager' dialog box. The 'Show formatting rules for:' dropdown is set to 'Amount Due'. The 'New Rule' button is selected. The rule list shows a rule 'Value > 1000' with the format 'AaBbCcYyZz' (red text). Below the dialog, a table shows the application of this rule to a dataset.

Order ID	Invoice Date	Due Date	Shipping	Amount Due
31	3/22/2012	4/21/2012	\$120.00	\$300.00
32	1/22/2012	2/22/2012	\$15.00	\$5.00
40	1/22/2012	2/15/2012	\$3,000.00	\$1,500.00
39	3/22/2012	4/10/2012	\$20.00	\$300.00
38	3/24/2006	4/10/2012	\$1,000.00	\$2,900.00
37	3/24/2006	4/10/2012	\$220.00	\$500.20
36	3/24/2006	2/15/2012	\$300.00	\$150.00
35	3/24/2006	2/15/2012	\$1,400.00	\$1,005.00

Conditional Formatting

- Example with multiple criteria on a single field

Conditional Formatting

Default Formatting
This format will be used if no conditions are met: AaBbCcYyZz

Condition 1
Field Value Is between 100 and 1000
Preview of format to use when condition is true: AaBbCcYyZz

Condition 2
Field Value Is greater than 1000
Preview of format to use when condition is true: AaBbCcYyZz

Add >> Delete... OK Cancel

Order ID	Product	Quantity	Unit Price	Extended
30	Northwind Traders Cake Mix	100	\$14.00	\$1,400.00
30	Northwind Traders Dried Plums	30	\$3.50	\$105.00
31	Northwind Traders Dried Pears	10	\$30.00	\$300.00
31	Northwind Traders Dried Apples	10	\$53.00	\$530.00
31	Northwind Traders Dried Plums	10	\$3.50	\$35.00
32	Northwind Traders Coffee	20	\$46.00	\$920.00
32	Northwind Traders Chai	15	\$18.00	\$270.00
33	Northwind Traders Chocolate Biscuits Mix	30	\$9.20	\$276.00
34	Northwind Traders Chocolate Biscuits Mix	20	\$9.20	\$184.00
35	Northwind Traders Chocolate	10	\$12.75	\$127.50
36	Northwind Traders Clam Chowder	200	\$9.65	\$1,930.00
37	Northwind Traders Curry Sauce	17	\$40.00	\$680.00
38	Northwind Traders Coffee	300	\$46.00	\$13,800.00