**Use case**

Create Forms

**Scope**

The scope of this use case is that the forms allows you to create a user interface in which you can enter and edit your data. Forms contain command buttons and other controls that perform various tasks. The database users can use forms for viewing, entering, and editing data in the tables. Forms also allow you to control how other users interact with the data in the database.

**Actors**

Company

**Description**

The use case describes the steps and the entire process creating a form.

**Flow description**

**Precondition**

**Activation**

The use case starts when the user selects the Create tab, locate the Forms group and click the Form command.

**Main flow**

1. In the Navigation Pane the user selects the table wanted to be used to create a form.
2. The user clicks Create tab in the Forms group and then clicks Form.
3. The form will be created and opened in Layout view.
4. The user can add command button (A1 – A6)
5. The user saves the form by clicking the Save command button on the quick access toolbar.
6. When prompted the user types a name for the form and then click ok.

**Alternate flow**

**A1**

1. The user adds a previous record button.
2. Resume at main flow point 5.

**A2**

1. The user adds next record button.
2. Resume at main flow point 5.

**A3**

1. The user adds a first record button
2. Resume at main flow point 5.

**A4**

1. The user adds a last record button.
2. Resume at main flow point 5.

**A5**

1. The user adds an add record button.
2. Resume at main flow point 5.

**A6**

1. The user adds print record button.
2. Resume at main flow point 5.

**Exceptional flow**

**Termination**

The use case terminates when user saves the form.

**Post condition**