

CGS 2545: Database Concepts Spring 2014

LAB #4

Includes Lab Assignment #4 – Due March 28th

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Lab #4 – The User Interface

- The objective of this lab is to introduce you to the navigation form in Access.
- The navigation form replaced the older style switchboard beginning with Access 2010. The navigation form is the component of Access which deals with the user interface.
- While you are becoming a proficient user of/and knowledgeable in the organization of Access, many potential users of the databases that you will develop are not.
- The user interface ties the various database objects together in such a manner that the database is easy to use for even a non-skilled user.

NOTE: In the slides that follow, if the call-out symbol is outlined in red, it means that there is something for you to try, if the call-out is outlined in blue, I am simply giving you some information about what is displayed on that page.



Lab #4 – The User Interface

- In lab #3 you examined forms that allowed a user to enter data into a database table without directly accessing the datasheet (raw table) view of the data.
- The navigation form is a special type of form that allows the user to navigate through the various database objects, e.g., queries, forms, and reports, that you would like them to be able to utilize.
- The navigation form provides a familiar Internet-style interface that allows you to access multiple objects in the database from one central location.
- The Northwind database that you've used in previous labs starts up initially with the Switchboard (old style) being displayed. We've turned this off immediately before.




Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Filter Refresh All Find Find Size to Fit Form Switch Windows Text Formatting

- All Access Objects
- Tables**
- Categories
 - Customers
 - Employees
 - Order Details
 - Orders
 - Products
 - Shippers**
 - Suppliers
- Queries**
- Quarterly Orders by Product
 - Alphabetical List of Products
 - Category Sales for 1997
 - Current Product List
 - Employee Sales by Country
 - Invoices
 - Invoices Filter
 - List of All Sales Managers
 - Order Details Extended
 - Order Subtotals

Main Switchboard



View Product and Order Information:

- Categories
- Suppliers
- Products
- Orders
- Print Sales Reports
- Display Database Window
- Exit Microsoft Access

The Northwind sample database switchboard



Creating A Navigation Form

- Since the navigation form provides a user with the ability to manipulate various objects in the database from a high-level perspective, it is required that you create a navigation form on an already created database. Preferably one with queries, forms, reports, and possibly other objects defined. In other words, you can't create the navigation form first.
- Although it is an older style interface, I would suggest that you look at the definitions for the switchboard that is defined in the Northwind sample database first, before you continue with this lab.
- The next couple of pages illustrate some of the switchboard components for the Northwind database.



Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Filter Refresh All Find Size to Fit Form Window

Views Clipboard Sort & Filter Records Find Window

Click on the Categories button on the main switchboard and you'll see this form appear. This is a form that lets the user see all of the categories maintained in the database.

All Access Objects

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers


Queries

- Quarterly Orders by Product
- Alphabetical List of Products
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers
- Order Details Extended
- Order Subtotals

Categories

Category Name: Beverages

Description: Soft drinks, coffees, teas, beers, and ales

Picture: 

Product Name:	Chai	<input type="checkbox"/> Discontinued
Quantity Per Unit:	10 boxes x 20 bags	Unit Price: \$18.00
Product Name:	Chang	<input type="checkbox"/> Discontinued
Quantity Per Unit:	24 - 12 oz bottles	Unit Price: \$19.00

Record: 1 of 8 No Filter Search



Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Filter Refresh All Find Size to Fit Form Window

Views Clipboard Sort & Filter Records Find Window Text Formatting

Notice that the form on the previous page appears as the first form in the listing of forms. The switchboard is simply providing a shortcut to the form.

- All Access Objects
- Products by Category
 - Quarterly Orders
 - Sales by Category
 - Sales by Year
 - Ten Most Expensive Products
 - Customers and Suppliers
 - Forms**
 - Categories
 - Customer Labels Dialog
 - Customer Orders
 - Customer Orders Subform1
 - Customer Orders Subform2
 - Customer Phone List
 - Customers
 - Employees
 - Main Switchboard
 - Orders
 - Orders Subform
 - Product List
 - Products

Categories

Category Name: Beverages

Picture:

Description: Soft drinks, coffees, teas, beers, and ales

Product Name:	Chai	<input type="checkbox"/> Discontinued
Quantity Per Unit:	10 boxes x 20 bags	Unit Price: \$18.00
Product Name:	Chang	<input type="checkbox"/> Discontinued
Quantity Per Unit:	24 - 12 oz bottles	Unit Price: \$19.00

Record: 1 of 8 No Filter Search



Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Filter Refresh All Find Find Size to Fit Form Switch Windows Text Formatting

The orders form as accessed from the main switchboard is again, just another form already created in the database.

All Access Objects

- Products by Category
- Quarterly Orders
- Sales by Category
- Sales by Year
- Ten Most Expensive Products
- Customers and Suppliers
- Forms**
 - Categories
 - Customer Labels Dialog
 - Customer Orders
 - Customer Orders Subform1
 - Customer Orders Subform2
 - Customer Phone List
 - Customers
 - Employees
 - Main Switchboard
 - Orders
 - Orders Subform
 - Product List
 - Products

Orders

Bill To: Alfreds Futterkiste
 Obere Str. 57
 Berlin 12209
 Germany

Ship To: Alfreds Futterkiste
 Obere Str. 57
 Berlin 12209
 Germany

Salesperson: Suyama, Michael

Ship Via: Speedy United Federal

Order ID: 10643 Order Date: 25-Aug-1997 Required Date: 22-Sep-1997 Shipped Date: 02-Sep-1997

Product	Unit Price	Quantity	Discount	Extended Price
Spegesild	\$12.00	2	25%	\$18.00
Chartreuse verte	\$18.00	21	25%	\$283.50
Rössle Sauerkraut	\$45.60	15	25%	\$513.00
*			0%	
Subtotal:				\$814.50
Freight:				\$29.46
Total:				\$843.96

Print Invoice

Record: 1 of 831 No Filter Search

Select or type a customer's name.

NUM LOCK



Creating A Navigation Form

- Having looked at the Northwind switchboard, lets now move on and look at the more current technique using the navigation form.
- To do this, download the `spaDB` database from either the course website, the database download section or the lab section (Lab 4) on WebCourses.
- This database has been created with a several different tables, forms, reports, and navigation forms already set-up.
- Once you download this database, open it in Access and you should see the following screen.



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS Sign in

View Paste Copy Format Painter Filter Sort & Filter Records Find Text Formatting

Ascending Descending Remove Sort Selection Advanced Toggle Filter New Save Delete Refresh All

Replace Go To Select

B I U A

All Access Objects

Search...

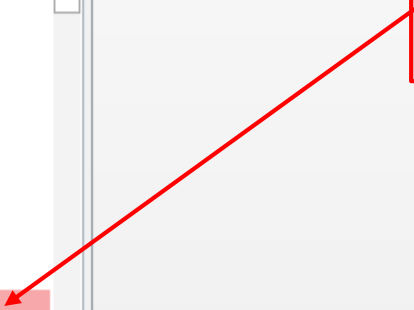
Tables

- tblCustomer
- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation**
- frmEmployeeSchedule
- frmEmployeeSubform

Click on the frmEmployeeNavigation and you'll see the form on the next page appear.



View Paste Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All New Save Delete

This form provides access to all the forms and reports related to the employees in the database. The blue navigation buttons on the left side represent forms, and the green navigation buttons represent reports.

All Access Objects

Search...

Tables

- tblCustomer
- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform

frmEmployeeNavigation

Employee Navigation

- Employee Information
- Employee Schedule
- Master Schedule
- Employee List
- Employee Schedule

Employee Information

Find Employee Add New Employee Next Employee Previous Employee

First Name:

Last Name:

Address:

City:

State:

Phone:



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Sort & Filter Records

Click the "Master Schedule" button to open the Master Schedule form.

Click the "Employee Schedule" button to open the Employee Schedule report.

Notice how the color and outline of the buttons change slightly when a button is selected. (See next two pages.)

All Access Objects

Search...

Tables

- tblCustomer
- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform

frmEmployeeNavigation

Employee Navigation

- Employee Information
- Employee Schedule
- Master Schedule
- Employee List
- Employee Schedule

Employee Information

Find Employee Add New Employee Next Employee Previous Employee

First Name:

Last Name:

Address:

City:

State:

Phone:

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh Save Delete Records

Notice how the color and outline of the buttons change slightly when a button is selected. This is the Master Schedule form.

All Access Objects

Search...

Tables

- tblCustomer
- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform

frmEmployeeNavigation

Employee Navigation

- Employee Information
- Employee Schedule
- Master Schedule**
- Employee List
- Employee Schedule

Master Schedule

Schedule ID	Customer	Service	Employee
S01	Emily	Eyebrow Waxing	Peter
S02	Guy	Gentlemen's Facial	Elizabeth
S03	Guy	Gentlemen's Manicure	Lauren
S04	Guy	Gentlemen's Pedicure	Lauren
S05	Genevieve	Lip Wax	Peter
S06	Lois	Back Treatment and Massage	Lucas
S07	Raja	Cut and Style	Mary
S08	Blaze	Back Treatment and Massage	Lauren
S09	Emily	Cut and Color	Alex
S010	Lavinia	Eye Zone Treatment	Joshua
S011	Lavinia	Chakra Body and Balancing Massage	Sarah
S012	Lavinia	Eyelash and Eyebrow Tinting	Amanda
S013	Mercedes	Cut and Color	Jessica



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Sort & Filter Records

Ascending Descending Remove Sort Selection Advanced Toggle Filter New Save Delete Refresh All

Notice how the color and outline of the buttons change slightly when a button is selected. This is the Employee Schedule report.

All Access Objects

Search...

Tables

- tblCustomer
- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform

frmEmployeeNavigation

Employee Navigation

- Employee Information
- Employee Schedule
- Master Schedule
- Employee List
- Employee Schedule

Employee Schedule

Date and Time	Service
Joseph Weaver	
Wednesday, January 14, 2015 10:00 AM	Swedish Massage
Saturday, January 17, 2015 10:00 AM	Swedish Massage
Monday, January 19, 2015 3:00 PM	Swedish Massage
Monday, January 19, 2015 1:00 PM	Back Treatment and Massage
Lauren Evans	
Tuesday, January 13, 2015 9:00 AM	Gentlemen's Manicure
Tuesday, January 13, 2015 10:00 AM	Gentlemen's Pedicure
Wednesday, January 14, 2015 8:00 AM	Back Treatment and Massage
Friday, January 16, 2015 1:00 PM	Gentlemen's Manicure
Saturday, January 17, 2015 8:00 AM	Parrafin Manicure
Sunday, January 18, 2015 10:15 AM	Gentlemen's Manicure

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Filter Sort & Filter Records

Clipboard

Ascending Descending Remove Sort Selection Advanced Toggle Filter

New Save Delete Refresh All

Close the frmEmployeeNavigation and open each of the other two navigation forms included in this database. They are the frmProductNavigation and frmServicesNavigation.

Notice the options and how the navigation forms are laid out in each case. See next few pages.

All Access Objects

Search...

Tables

- tblCustomer
- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation**
- frmEmployeeSchedule
- frmEmployeeSubform

frmEmployeeNavigation

Employee Navigation

- Employee Information
- Employee Schedule
- Master Schedule
- Employee List
- Employee Schedule

Employee Schedule

Date and Time		Service
Joseph	Weaver	
Wednesday, January 14, 2015	10:00 AM	Swedish Massage
Saturday, January 17, 2015	10:00 AM	Swedish Massage
Monday, January 19, 2015	3:00 PM	Swedish Massage
Monday, January 19, 2015	1:00 PM	Back Treatment and Massage
Lauren	Evans	
Tuesday, January 13, 2015	9:00 AM	Gentlemen's Manicure
Tuesday, January 13, 2015	10:00 AM	Gentlemen's Pedicure
Wednesday, January 14, 2015	8:00 AM	Back Treatment and Massage
Friday, January 16, 2015	1:00 PM	Gentlemen's Manicure
Saturday, January 17, 2015	8:00 AM	Parrafin Manicure
Sunday, January 18, 2015	10:15 AM	Gentlemen's Manicure

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Sort & Filter (Ascending, Descending, Selection, Advanced, Remove Sort, Toggle Filter) Refresh All New Save Delete

The frmProductNavigation navigation form. Notice this form contains links to one form and three reports. Look at each one of these.

- All Access Objects
- Search...
- frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation**
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable
 - frmServicesNavigation
 - frmServiceType
- Reports
- rptCustomerList
 - rptEmployeeList
 - rptEmployeeSchedule
 - rptProductByCategory
 - rptProducts

frmProductNavigation

Product Navigation

- Product Information
- Products by Category
- Product List
- Products Purchased

Product Information

Find Product Add Product Next Product Previous Product

ProductID	<input type="text" value="P001"/>
ProductDescription	<input type="text" value="New Mexico Mud Mask"/>
Category	<input type="text" value="Face"/>
QtyInStock	<input type="text" value="100"/>
Price	<input type="text" value="\$8.50"/>
Size (ounces)	<input type="text" value="6"/>



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Sort & Filter (Ascending, Descending, Selection, Advanced, Remove Sort, Toggle Filter) Refresh All Delete More Find Text Formatting

The Products by Category report.

All Access Objects

Search...

- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation**
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts

frmProductNavigation

Product Navigation

- Product Information
- Products by Category**
- Product List
- Products Purchased

Product List by Category

Category	ProductDescription	QtyInStock
Bath		
P012	Lavender Ylang Bath Salts	30
P024	Lavender Bath Oil	22
P004	Geranium Rose Bath Salts	40
P005	Cilantro Foot Bath Salts	30
P025	Pomegranate Bath Oil	26
Body		
P014	Lavender Dead Sea Salt Body Scrub	27
P015	Lavender Seaweed Dead Sea Salt Body Scrub	19
P016	Ginger Brown Sugar Scrub	34
P018	Cocoa Body Butter	29
P021	Lemon Body Butter	26
P013	Lavender Ylang Soap	25
P022	Dead Sea Black Mineral Mud Bar	44
Face		
P019	AHA Moisturizer Face Cream	13

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Sort & Filter Records Find Text Formatting

The Products Purchased report.

All Access Objects

Search...

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation**
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList

frmProductNavigation

Product Navigation

- Product Information
- Products by Category
- Product List
- Products Purchased

Purchases By Customer

ProductDescription	Last Name	Purchase Type
New Mexico Mud Mask	Berg	Online
	Mercedes	In Person
	Malone	In Person
Turquoise Oasis Exfoliator	Silva	In Person
Turquoise Oasis Face Moisturizer	Berg	Online
	Silva	In Person
Geranium Rose Bath Salts	Berg	Online
Cilantro Foot Bath Salts	Malone	In Person
	Hogan	In Person
Avocado Foot Care Cream	Hogan	In Person
Turquoise Oasis Foot Care Cream		

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Sort & Filter (Ascending, Descending, Selection, Advanced, Toggle Filter) Refresh All Delete More Spelling Find Text Formatting

The frmServicesNavigation navigation form contains two forms and one report.

All Access Objects

Search...

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation**
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList

frmServicesNavigation

Spa Services

- Services Information
- Service Type Information
- Services By Type

Services Information

Find Service Add Service Next Service Previous Service

Service ID	SVC01
Service Name	Moisture Immersion
Description	A hair treatment for up to 65% softer and healthier strands.
Length (minutes)	45
Fee	\$45.00
Service Type	Botanical Hair & Scalp Therapy



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Delete More Spelling Find Text Formatting

The Service By Type report.

All Access Objects

Search...

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation**
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList

frmServicesNavigation

Spa Services

- Services Information
- Service Type Information
- Services By Type**

Service List by Type

Service Type	Gender	Service ID	Service Name	Descript
Beauty	Men, Women	SVC020	Eyebrow Tinting	
		SVC021	Eyelash and Eyebrow Tinting	
		SVC031	Cut and Style	
Body Massage	Men, Women	SVC032	Cut and Color	
		SVC033	Cut and Perm	
		SVC019	Eyelash Tinting	



Creating A Navigation Form

- Access provides six different predefined layouts for navigation forms that are customizable – and they can be redesigned even after they have been created.
- The predefined layouts use a drag-and-drop method to add new objects to the navigation form.
- The **navigation control bar** is an area of a navigation form that allows for the addition of new forms, reports, or other database objects.
- All you do is drag a database object onto the navigation control bar and a new navigation button is added to the form.



Creating A Navigation Form

- As you've just seen, as you played around with the spaDB, when a button is clicked, the corresponding form or report will be displayed in the **subcontrol form**.
- A subform control embeds one form into another form.
- Of the six predefined layouts to choose from, three provide one level of navigation, either vertical or horizontal, and three provide two levels of navigation, either horizontal or a combination of both horizontal and vertical.
- You are about to create a new navigation form similar to those you've just viewed in the spaDB.



FILE HOME **CREATE** EXTERNAL DATA DATABASE TOOLS Sign in

Application Parts Templates Table Table Design Tables SharePoint Lists Queries Query Wizard Query Design Forms Form Design Blank Form Form Wizard Navigation More Forms Report Report Design Blank Report Labels Report Wizard Macro Module Class Module Visual Basic

All Access Objects

Search...

- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation

1. Click the CREATE tab.

2. Select the Navigation form option and click Vertical Tabs Left.
You should see the screen on the next page.

All Access Objects

Search...

- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation

Navigation Form

[Add New]

Field List

No fields available to be added to the view.

Show all tables

1. Close the Field List.

2. Drag the frmCustomer form from the navigation pane to the [Add New] Button on the navigation form.

1. Your form now looks like this.

Navigation Form

Customer Information

Customer ID	CU0-1
First Name	Raja
Last Name	Mercedes
Address	P.O. Box 875, 708 Suspendisse Street
City	Casper
State	ND
Phone	(701) 555-8217
Email	justo.eu@milorem.edu

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation

2. Continue to add elements to the navigation form by dragging the frmCustomerInvoices, frmCustomerInvoices, frmCustomerPurchases, rptCustomerList, and rptScheduleBySuctomer to the navigation form. When you are done your navigation form should look like the one on the next page.



All Access Objects

Search...

- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer
- rptScheduleByCustomer**
- rptScheduleByDate
- rptServiceByType

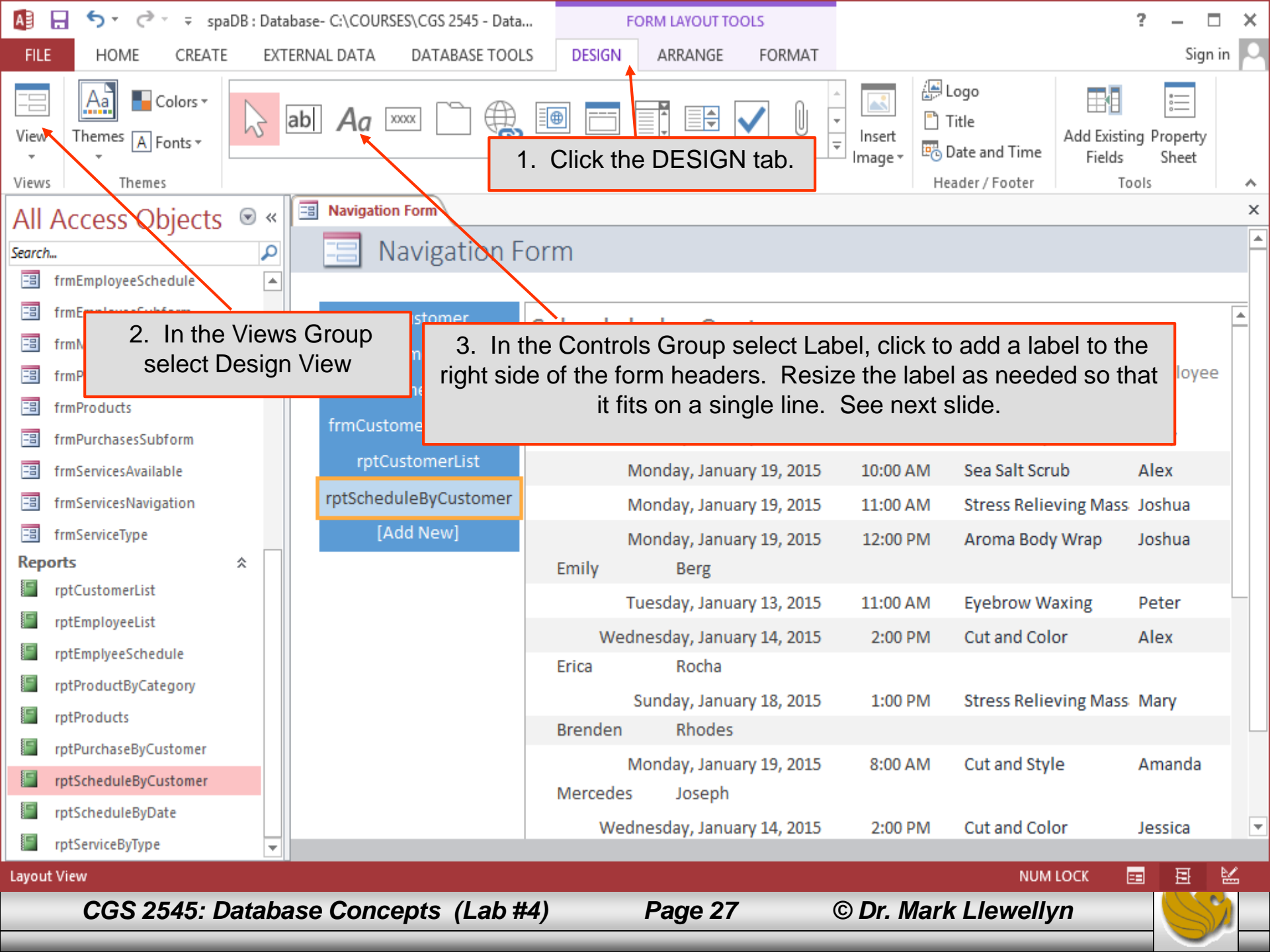
Navigation Form

- frmCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptCustomerList
- rptScheduleByCustomer**
- [Add New]

Schedule by Customer

Customer	Service	Employee
Raja Mercedes		
Wednesday, January 14, 2015	9:00 AM	Cut and Style Mary
Monday, January 19, 2015	10:00 AM	Sea Salt Scrub Alex
Monday, January 19, 2015	11:00 AM	Stress Relieving Mass Joshua
Monday, January 19, 2015	12:00 PM	Aroma Body Wrap Joshua
Emily Berg		
Tuesday, January 13, 2015	11:00 AM	Eyebrow Waxing Peter
Wednesday, January 14, 2015	2:00 PM	Cut and Color Alex
Erica Rocha		
Sunday, January 18, 2015	1:00 PM	Stress Relieving Mass Mary
Brenden Rhodes		
Monday, January 19, 2015	8:00 AM	Cut and Style Amanda
Mercedes Joseph		
Wednesday, January 14, 2015	2:00 PM	Cut and Color Jessica





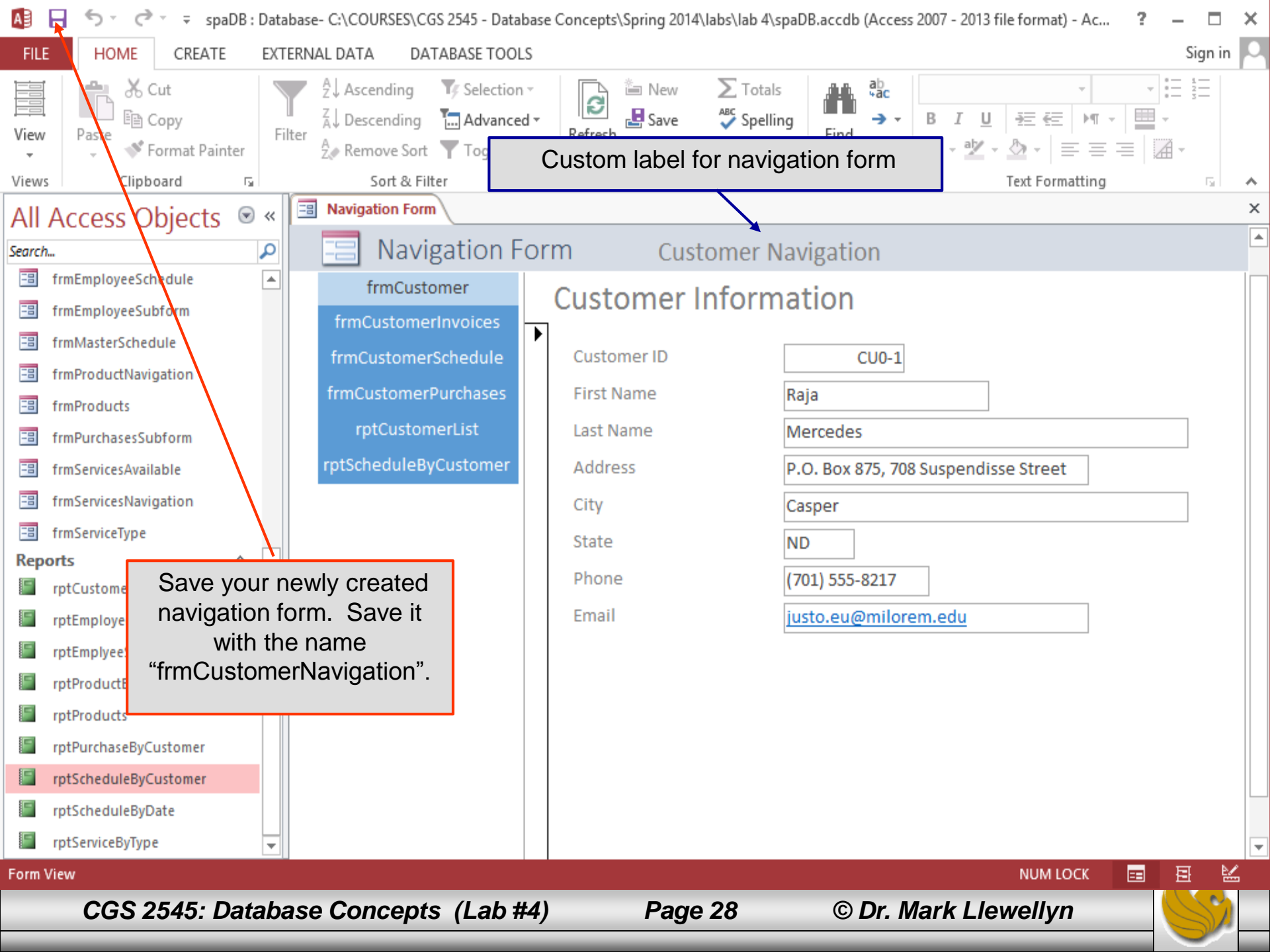
1. Click the DESIGN tab.

2. In the Views Group select Design View

3. In the Controls Group select Label, click to add a label to the right side of the form headers. Resize the label as needed so that it fits on a single line. See next slide.

Monday, January 19, 2015	10:00 AM	Sea Salt Scrub	Alex
Monday, January 19, 2015	11:00 AM	Stress Relieving Mass	Joshua
Monday, January 19, 2015	12:00 PM	Aroma Body Wrap	Joshua
Emily Berg			
Tuesday, January 13, 2015	11:00 AM	Eyebrow Waxing	Peter
Wednesday, January 14, 2015	2:00 PM	Cut and Color	Alex
Erica Rocha			
Sunday, January 18, 2015	1:00 PM	Stress Relieving Mass	Mary
Brenden Rhodes			
Monday, January 19, 2015	8:00 AM	Cut and Style	Amanda
Mercedes Joseph			
Wednesday, January 14, 2015	2:00 PM	Cut and Color	Jessica





Custom label for navigation form

All Access Objects

- frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable
 - frmServicesNavigation
 - frmServiceType
- Reports
- rptCustomer
 - rptEmployee
 - rptEmployee
 - rptProduct
 - rptProducts
 - rptPurchaseByCustomer
 - rptScheduleByCustomer
 - rptScheduleByDate
 - rptServiceByType

- frmCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptCustomerList
- rptScheduleByCustomer

Navigation Form Customer Navigation

Customer Information

Customer ID:

First Name:

Last Name:

Address:

City:

State:

Phone:

Email:

Save your newly created navigation form. Save it with the name "frmCustomerNavigation".



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS Sign in

View Paste Copy Format Painter Filter Sort & Filter (Ascending, Descending, Selection, Advanced, Remove Sort, Toggle Filter) Refresh All Delete More Records Find Find Text Formatting

All Access Objects

Search...

- tblService
- tblServiceType
- Forms**
 - frmCustomer
 - frmCustomerInvoices
 - frmCustomerNavigation
 - frmCustomerPurchases
 - frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable
 - frmServicesNavigation

frmCustomerNavigation

Navigation Form Customer Navigation

frmCustomer

- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptCustomerList
- rptScheduleByCustomer

Customer Information

Customer ID: CU0-1

First Name: Raja

Last Name: Mercedes

Address: P.O. Box 875, 708 Suspendisse Street

City: Casper

State: ND

Phone: (701) 555-8217

Email: justo.eu@milorem.edu

Your new form now appears in the Forms Object list



Modifying A Navigation Form

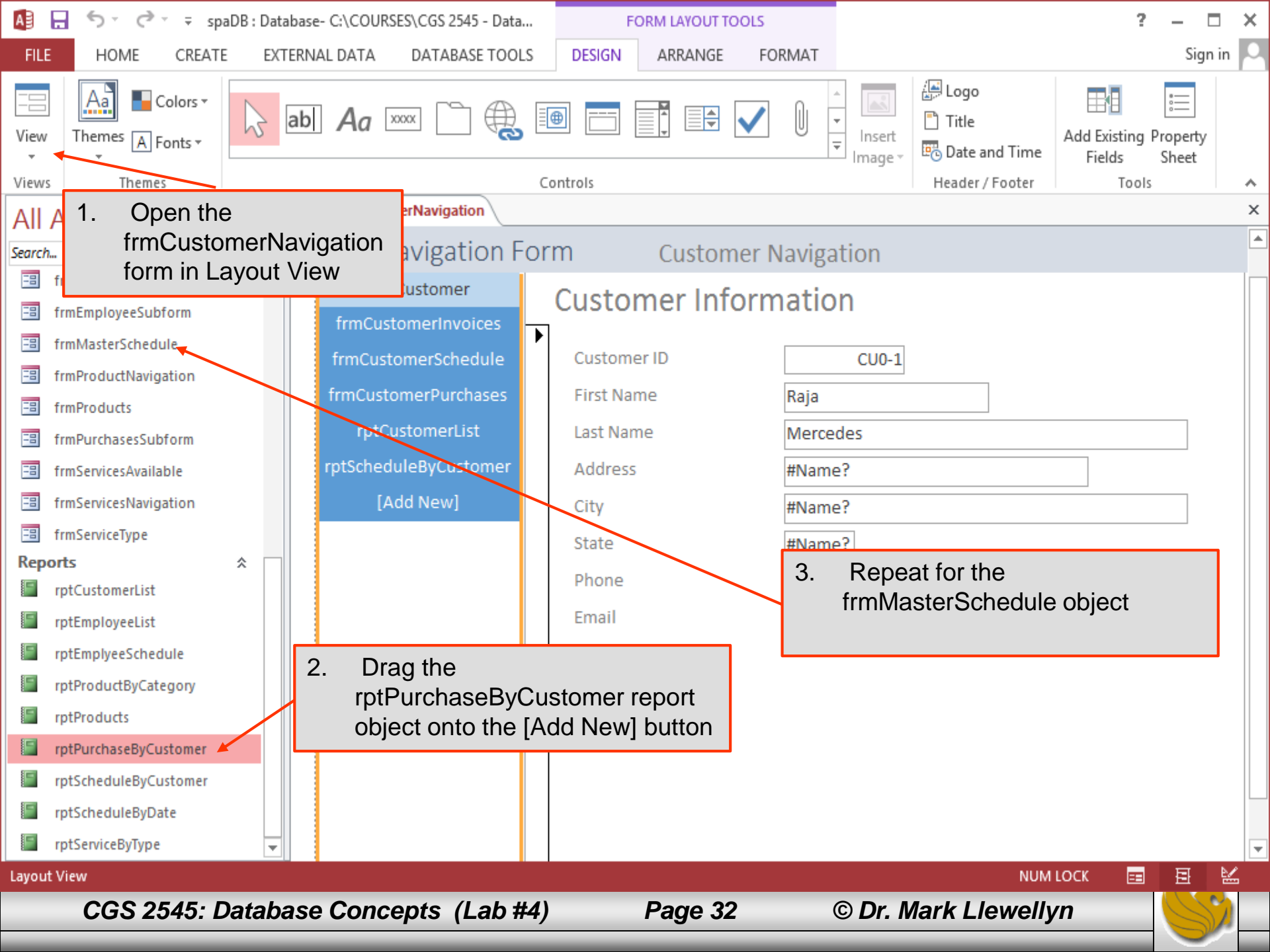
- Once a navigation form has been created, additional objects can be added to the form, deleted from the form, or rearranged on the form.
- Once buttons are added to the navigation form, the captions, or text can be changed or replaced with icons instead of the button caption to further customize the form.
- Many new shapes are available in Access 2013 that were specifically designed for use with navigation controls like Next, Previous, and Exit.



Modifying A Navigation Form

- Objects can be added to a navigation form simply by dragging the object from the Navigation Pane to the [Add New] button.
- To do this you obviously need to be able to see the navigation form, so you should open it in either the Layout View or the Design View. The Form View does not show the [Add New] button.
- On the next couple of pages, we'll add a new button to our frmCustomerNavigation form.





1. Open the frmCustomerNavigation form in Layout View

2. Drag the rptPurchaseByCustomer report object onto the [Add New] button

3. Repeat for the frmMasterSchedule object



View Paste Copy Format Painter
Views Clipboard

1. Switch back to the Form View and you should see the updated form.
2. Save the form

Totals Spelling More Find Text Formatting

All Access Objects

- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType
- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer
- rptScheduleByCustomer
- rptScheduleByDate
- rptServiceByType

Navigation Form

- frmCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptCustomerList
- rptScheduleByCustomer
- rptPurchaseByCustomer
- frmMasterSchedule

Customer Navigation

Master Schedule

Schedule ID	Customer	Service	Empl
S01	Emily	Eyebrow Waxing	Peter
S02	Guy	Gentlemen's Facial	Elizak
S03	Guy	Gentlemen's Manicure	Laure
S04	Guy	Gentlemen's Pedicure	Laure
S05	Genevieve	Lip Wax	Peter
S06	Lois	Back Treatment and Massage	Lucas
S07	Raja	Cut and Style	Mary
S08	Blaze	Back Treatment and Massage	Laure
S09	Emily	Cut and Color	Alex
S010	Lavinia	Eye Zone Treatment	Joshu
S011	Lavinia	Chakra Body and Balancing Massage	Sarah
S012	Lavinia	Eyelash and Eyebrow Tinting	Amar
S013	Mercedes	Cut and Color	Jessic



Modifying A Navigation Form

- Objects can be deleted from a navigation form very easily using one of two techniques:
 1. Click the form button to be deleted, then press the DELETE key on your keyboard.
 2. Select the form button to be deleted, then right click the mouse, then select Delete from the menu.
- The next page illustrates deleting a navigation form object.

Note:

When you delete a button, make sure the button is selected with an orange border around it. If you are in edit mode with the cursor blinking in the text instead of the button selected with the orange border, you will delete the text of the button rather than the button itself.



All Access Objects

Search...

- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule**
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer
- rptScheduleByCustomer
- rptScheduleByDate
- rptServiceByType

frmCustomerNavigation

Navigation Form Customer Navigation

Master Schedule

Schedule ID	Customer	Service	Employee
S01	Emily	Eyebrow	Peter
S02	Guy	Gentle	Elizak
S03	Guy	Gentle	Laure
S04	Guy	Gentle	Laure
S05	Genevieve	Lip Wax	Peter
S06	Lois	Back Treatment and Massage	Lucas
S07	Raja	Cut and Style	Mary
S08	Blaze	Back Treatment and Massage	Laure
S09	Emily	Cut and Color	Alex
S010	Lavinia	Eye Zone Treatment	Joshu
S011	Lavinia	Chakra Body and Balancing Massage	Sarah
S012	Lavinia	Eyelash and Eyebrow Tinting	Amar
S013	Mercedes	Cut and Color	Jessic

Once selected, either press the delete key on the keyboard or right click the mouse and select delete from the menu.



All Access Objects

Search...

- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer
- rptScheduleByCustomer
- rptScheduleByDate
- rptServiceByType

frmCustomerNavigation

Navigation Form

- frmCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptCustomerList
- rptScheduleByCustomer
- rptPurchaseByCustomer
- [Add New]

Customer Navigation

Purchases By Customer

ProductDescription	Last Name	Purchase Type	Purcha
New Mexico Mud Mask	Berg	Online	1/
	Mercedes	In Person	1/
	Malone	In Person	1/
Turquoise Oasis Exfoliator	Silva	In Person	1/
Turquoise Oasis Face Moisturizer	Berg	Online	1/
	Silva		1/
Geranium Rose Bath Salts	Berg	Online	1/
Cilantro Foot Bath Salts	Malone	In Person	1/
	Hogan	In Person	1/
Avocado Foot Care Cream	Hogan	In Person	1/
Turquoise Oasis Foot Care Cream			

Button gone!

Modifying A Navigation Form

- Navigation form buttons can also be easily rearranged on their level, or they can be moved from one level of the form to another.
- This is done by simply dragging the button to the new location. The next couple of pages illustrate the technique.



All Access Objects

Search...

- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer
- rptScheduleByCustomer
- rptScheduleByDate
- rptServiceByType

frmCustomerNavigation

Navigation Form Customer Navigation

- frmCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptCustomerList
- rptScheduleByCustomer
- rptPurchaseByCustomer
- [Add New]

From the Layout View or Design View, select the rptScheduleByCustomer button. (It will highlight in orange when selected.)

Schedule by Customer

Raja	Mercedes	Wednesday, January 14, 2015	Monday, January 19, 2015	Monday, January 19, 2015	11:00 AM	Stress Relieving Mass	Joshua
Emily	Berg	Tuesday, January 13, 2015	Wednesday, January 14, 2015	Monday, January 19, 2015	12:00 PM	Aroma Body Wrap	Joshua
Erica	Rocha	Sunday, January 18, 2015	Monday, January 19, 2015	Monday, January 19, 2015	11:00 AM	Eyebrow Waxing	Peter
Brenden	Rhodes	Monday, January 19, 2015	Monday, January 19, 2015	Monday, January 19, 2015	2:00 PM	Cut and Color	Alex
Mercedes	Joseph	Wednesday, January 14, 2015	Monday, January 19, 2015	Monday, January 19, 2015	1:00 PM	Stress Relieving Mass	Mary
Lois	Kinney	Tuesday, January 13, 2015	Monday, January 19, 2015	Monday, January 19, 2015	8:00 AM	Cut and Style	Amanda
		Wednesday, January 14, 2015	Monday, January 19, 2015	Monday, January 19, 2015	2:00 PM	Cut and Color	Jessica
		Tuesday, January 13, 2015	Monday, January 19, 2015	Monday, January 19, 2015	2:00 PM	Back Treatment and M...	Lucas



All Access Objects

Search...

- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer
- rptScheduleByCustomer
- rptScheduleByDate
- rptServiceByType

frmCustomerNavigation

Navigation Form Customer Navigation

- frmCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptCustomerList
- rptScheduleByCustomer
- rptPurchaseByCustomer
- [Add New]

Schedule by Customer

Raja	Mercedes	Wednesday, January 14, 2015
		Monday, January 19, 2015
		Monday, January 19, 2015
		Monday, January 19, 2015
Emily	Berg	Tuesday, January 13, 2015
		Wednesday, January 14, 2015
Erica	Rocha	Sunday, January 18, 2015
Brenden	Rhodes	Monday, January 19, 2015
Mercedes	Joseph	Wednesday, January 14, 2015
Lois	Kinney	Tuesday, January 13, 2015

Drag the rptScheduleByCustomer button up the navigation pane. As you move up, you'll see the orange line appear. When the line is above the button where you want to reposition the rptScheduleByCustomer button, release the mouse button.

In this case, let's put it above the frmCustomerInvoices button. (See next page.)

All Access Objects

Search...

- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer
- rptScheduleByCustomer
- rptScheduleByDate
- rptServiceByType

frmCustomerNavigation

Navigation Form Customer Navigation

- frmCustomer
- rptScheduleByCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptCustomerList
- rptPurchaseByCustomer
- [Add New]

Schedule by Customer

Raja	Mercedes	Wednesday, January 14, 2015
		Monday, January 19, 2015
		Monday, January 19, 2015
		Monday, January 19, 2015
Emily	Berg	Tuesday, January 13, 2015
		Wednesday, January 14, 2015
Erica	Rocha	Sunday, January 18, 2015
Brenden	Rhodes	Monday, January 19, 2015
Mercedes	Joseph	Wednesday, January 14, 2015
Lois	Kinney	Tuesday, January 13, 2015

The repositioned rptScheduleByCustomer button.

Next, move it back down to where the button sits just above the rptCustomerList button.

Save the navigation form.



All Access Objects

Search...

- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer
- rptScheduleByCustomer
- rptScheduleByDate
- rptServiceByType

frmCustomerNavigation

Navigation Form

- frmCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptScheduleByCustomer
- rptCustomerList
- rptPurchaseByCustomer
- [Add New]

Customer Navigation

Schedule by Customer

Raja	Mercedes	Wednesday, January 14, 2015	9:00 AM	Cut and Style	Mary
		Monday, January 19, 2015	10:00 AM	Sea Salt Scrub	Alex
		Monday, January 19, 2015	11:00 AM	Stress Relieving Mass	Joshua
		Monday, January 19, 2015	12:00 PM	Aroma Body Wrap	Joshua
Emily	Berg	Tuesday, January 13, 2015	11:00 AM	Eyebrow Waxing	Peter
		Wednesday, January 14, 2015	2:00 PM	Cut and Color	Alex
Erica	Rocha	Sunday, January 18, 2015	1:00 PM	Stress Relieving Mass	Mary
Brenden	Rhodes	Monday, January 19, 2015	8:00 AM	Cut and Style	Amanda
Mercedes	Joseph	Wednesday, January 14, 2015	2:00 PM	Cut and Color	Jessica
Lois	Kinney	Tuesday, January 13, 2015	2:00 PM	Back Treatment and N...	Lucas

The final position of the rptScheduleByCustomer button.



Assessment Point #1

- At this point, be sure that you can create a navigation form and add/remove objects from the navigation form.
- Once you're comfortable with these actions on a navigation form move on and we'll customize the navigation form a bit more.



Modifying the Appearance of Form Buttons

- Navigation buttons can be modified to customize the form.
- The button shape and color can be changed.
- A theme can be added to either the navigation form or to the whole database, including the navigation form.
- We'll illustrate this by adding a theme to the database and modifying the shape and color of buttons.
- First we'll look at customizing the buttons.



Customizing the Form Buttons

- In either the Layout View or the Design View, double-click the Navigation Form title text, and type Customer Navigation and then press ENTER.
- Select the icon to the left of the title and press the DELETE key.



All Access Objects

Search...

- tbISchedule
- tbIService
- tbIServiceType
- Forms**
 - frmCustomer
 - frmCustomerInvoices
 - frmCustomerNavigation**
 - frmCustomerPurchases
 - frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable

frmCustomerNavigation

- frmCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptScheduleByCustomer
- rptCustomerList
- rptPurchaseByCustomer
- [Add New]

Customer Information

Customer ID: CU0-1

First Name: Raja

Last Name: Mercedes

Box 875, 708 Suspendisse Street

er

555-8217

eu@milorem.edu

Notice that the title and the icon shown on the top of the previous form are now gone.

Enter the new navigation form title Customer Navigation.

All Access Objects

Search...

- tbISchedule
- tbIService
- tbIServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation**
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable

frmCustomerNavigation

- frmCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptScheduleByCustomer
- rptCustomerList
- rptPurchaseByCustomer
- [Add New]

Customer Information

Customer ID: CU0-1

First Name:

Last Name:

Address:

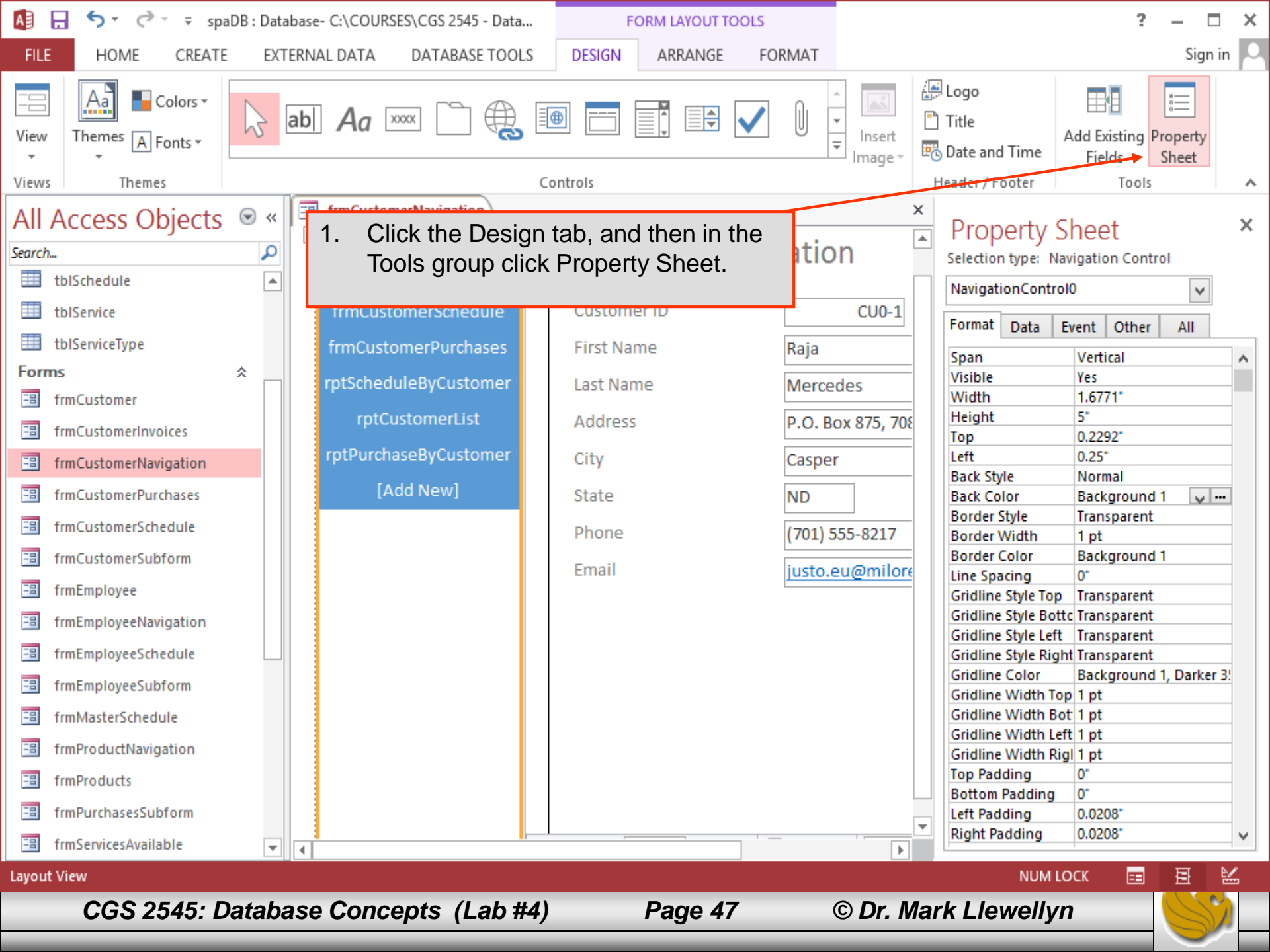
City:

State:

Phone:

Email:

1. Click the Design tab, and then in the Tools group click Property Sheet.
 2. Under Selection type, scroll down and then click FormHeader.
 3. Click the Format tab, and then locate Back Color.
 4. Click the Builder button and then select White, Background 1, the first row under Theme Colors.
- See next four pages:



1. Click the Design tab, and then in the Tools group click Property Sheet.

- frmCustomerschedule
- frmCustomerPurchases
- rptScheduleByCustomer
- rptCustomerList
- rptPurchaseByCustomer
- [Add New]

Customer ID	CU0-1
First Name	Raja
Last Name	Mercedes
Address	P.O. Box 875, 708
City	Casper
State	ND
Phone	(701) 555-8217
Email	justo.eu@milore

Property Sheet

Selection type: Navigation Control

NavigationControl0

Format	Data	Event	Other	All
Span			Vertical	
Visible			Yes	
Width			1.6771"	
Height			5"	
Top			0.2292"	
Left			0.25"	
Back Style			Normal	
Back Color			Background 1	
Border Style			Transparent	
Border Width			1 pt	
Border Color			Background 1	
Line Spacing			0"	
Gridline Style Top			Transparent	
Gridline Style Bottom			Transparent	
Gridline Style Left			Transparent	
Gridline Style Right			Transparent	
Gridline Color			Background 1, Darker 3%	
Gridline Width Top			1 pt	
Gridline Width Bottom			1 pt	
Gridline Width Left			1 pt	
Gridline Width Right			1 pt	
Top Padding			0"	
Bottom Padding			0"	
Left Padding			0.0208"	
Right Padding			0.0208"	



All Access Objects

Search...

- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation**
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable

Customer Information

Customer ID: CU0-1

Address: P.O. Box 875, 708

City: Casper

State: ND

Phone: (701) 555-8217

Email: justo.eu@milore

[Add New]

2. Under Selection type, scroll down and then click FormHeader.

Property Sheet

Selection type: Navigation Control

NavigationControl0

- Detail
- Form
- FormFooter
- FormHeader**
- NavigationButton1
- NavigationButton11
- NavigationButton13
- NavigationButton15
- NavigationButton17
- NavigationButton25
- NavigationButton7
- NavigationButton9
- NavigationControl0
- NavigationSubform

Border Color	Background 1
Line Spacing	0"
Gridline Style Top	Transparent
Gridline Style Bottom	Transparent
Gridline Style Left	Transparent
Gridline Style Right	Transparent
Gridline Color	Background 1, Darker 3%
Gridline Width Top	1 pt
Gridline Width Bottom	1 pt
Gridline Width Left	1 pt
Gridline Width Right	1 pt
Top Padding	0"
Bottom Padding	0"
Left Padding	0.0208"
Right Padding	0.0208"

All Access Objects

Search...

- tbISchedule
- tbIService
- tbIServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation**
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable

frmCustomerNavigation

- frmCustomer
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rotScheduleByCustomer

Customer Information

Customer ID: CU0-1

First Name: Raja

Last Name: Mercedes

P.O. Box 875, 708

Casper

ND

Phone: (701) 555-8217

Email: justo.eu@milore

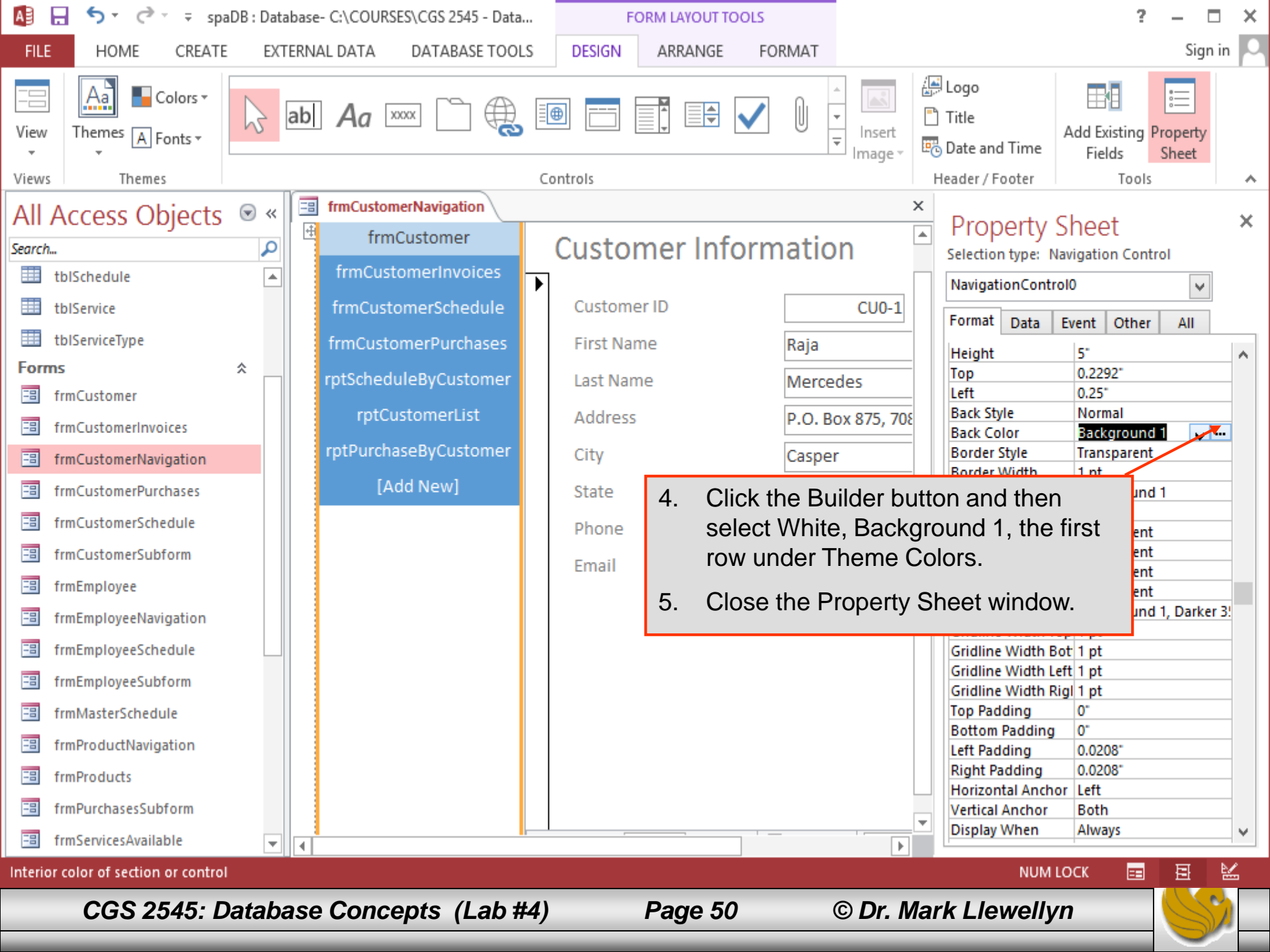
Property Sheet

Selection type: Section

FormHeader

Format	Data	Event	Other	All
Visible		Yes		
Height		0"		
Back Color		Text 2, Lighter 80%		
Special Effect		Flat		
Auto Height		Yes		
Can Grow		No		
Can Shrink		No		
Display When		Always		
Keep Together		No		
Force New Page		None		
New Row Or Col		None		

3. Click the Format tab, and then locate Back Color.



Customer Information

Customer ID: CU0-1
First Name: Raja
Last Name: Mercedes
Address: P.O. Box 875, 708
City: Casper
State:
Phone:
Email:

Property Sheet

Selection type: Navigation Control

NavigationControl0

Format	Data	Event	Other	All
Height	5"			
Top	0.2292"			
Left	0.25"			
Back Style	Normal			
Back Color	Background 1			
Border Style	Transparent			
Border Width	1 pt			
Gridline Width Bot	1 pt			
Gridline Width Left	1 pt			
Gridline Width Rigi	1 pt			
Top Padding	0"			
Bottom Padding	0"			
Left Padding	0.0208"			
Right Padding	0.0208"			
Horizontal Anchor	Left			
Vertical Anchor	Both			
Display When	Always			

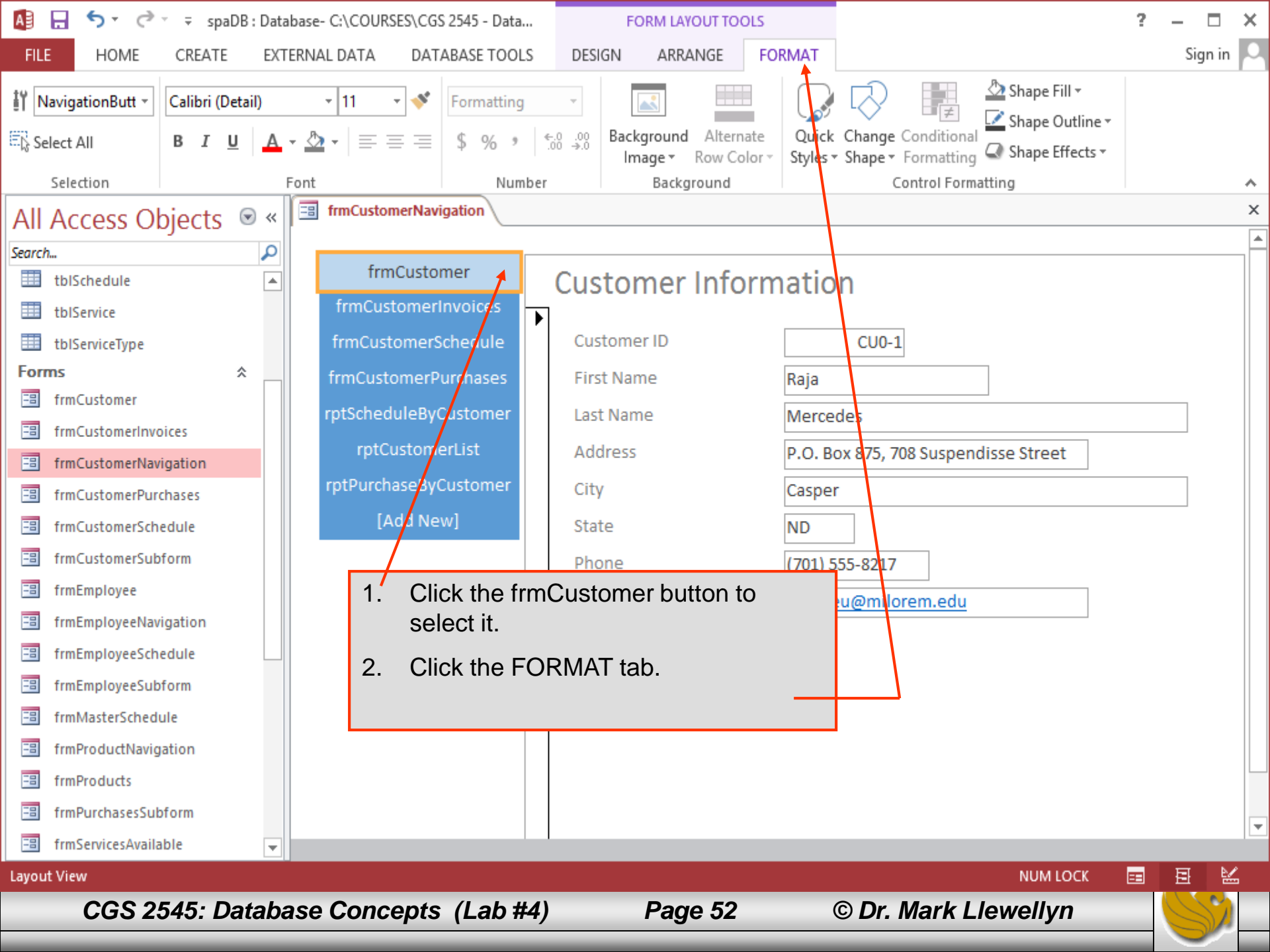
4. Click the Builder button and then select White, Background 1, the first row under Theme Colors.
5. Close the Property Sheet window.



Customizing the Form Buttons

- Now that the overall theme background color is set, let's modify the shape and color of the buttons on the form.





NavigationButtons: Calibri (Detail) 11

Font: B I U A [Color] [Background Color]

Number: \$ % ' ←.0 →.00 →.0

Background: Background Image, Alternate Row Color

Control Formatting: Quick Styles, Change Shape, Conditional Formatting, Shape Fill, Shape Outline, Shape Effects

All Access Objects

Search...

- tbISchedule
- tbIService
- tbIServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation**
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable

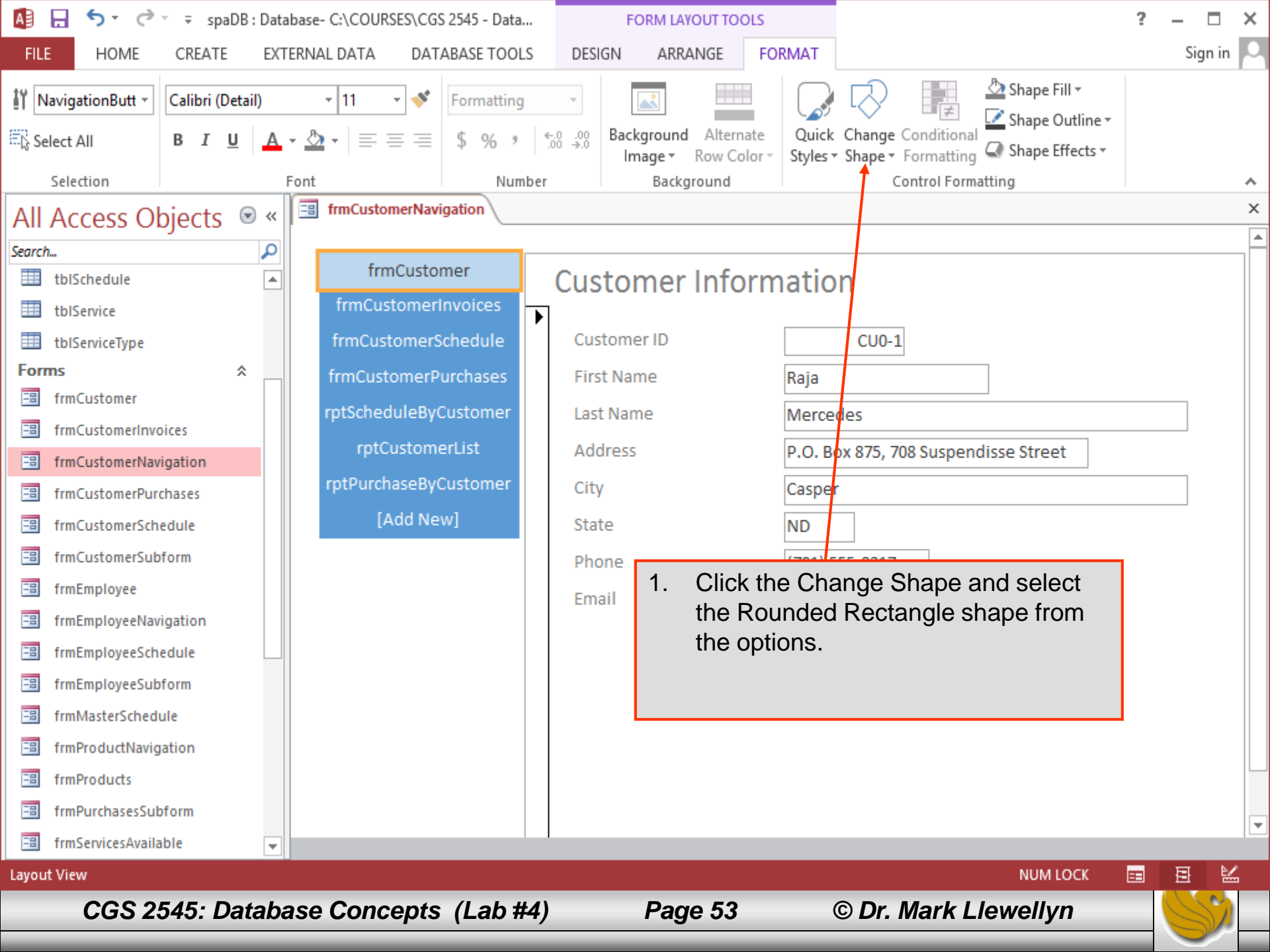
frmCustomerNavigation

Customer Information

Customer ID	<input type="text" value="CU0-1"/>
First Name	<input type="text" value="Raja"/>
Last Name	<input type="text" value="Mercedes"/>
Address	<input type="text" value="P.O. Box 875, 708 Suspendisse Street"/>
City	<input type="text" value="Casper"/>
State	<input type="text" value="ND"/>
Phone	<input type="text" value="(701) 555-8217"/>
	<input type="text" value="u@mlorem.edu"/>

1. Click the frmCustomer button to select it.
2. Click the FORMAT tab.





NavigationButtons | Calibri (Detail) | 11 | Formatting | Background Image | Alternate Row Color | Quick Styles | **Change Shape** | Conditional Formatting | Shape Fill | Shape Outline | Shape Effects

- All Access Objects
- Search...
- tbISchedule
 - tbIService
 - tbIServiceType
 - Forms**
 - frmCustomer
 - frmCustomerInvoices
 - frmCustomerNavigation**
 - frmCustomerPurchases
 - frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable

- frmCustomerNavigation
- frmCustomer
 - frmCustomerInvoices
 - frmCustomerSchedule
 - frmCustomerPurchases
 - rptScheduleByCustomer
 - rptCustomerList
 - rptPurchaseByCustomer
 - [Add New]

Customer Information

Customer ID:

First Name:

Last Name:

Address:

City:

State:

Phone:

Email:

1. Click the Change Shape and select the Rounded Rectangle shape from the options.



spaDB : Database- C:\COURSES\CGS 2545 - Data... FORM LAYOUT TOOLS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE **FORMAT** Sign in

NavigationButtons Calibri (Detail) 11 Formatting Background Image Alternate Row Color Quick Styles Change Shape Conditional Formatting Shape Fill Shape Outline Shape Effects

Selection Font Number Background Control Formatting

All Access Objects

Search...

- tbISchedule
- tbIService
- tbIServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation**
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable

frmCustomerNavigation

- frmCustomer**
- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptScheduleByCustomer
- rptCustomerList
- rptPurchaseByCustomer
- [Add New]

Customer Information

Customer ID	<input type="text" value="CU0-1"/>
First Name	<input type="text" value="Raja"/>
Last Name	<input type="text" value="Mercedes"/>
Address	<input type="text" value="P.O. Box 875, 708 Suspendsisse Street"/>
City	<input type="text" value="Casper"/>
State	<input type="text" value="ND"/>
Phone	<input type="text" value="(701) 555-8217"/>
Email	<input type="text"/>

1. Click Quick Styles and select Subtle Effect – Blue Accent 1 (fourth row, second column).

All Access Objects

Search...

- tbISchedule
- tbIService
- tbIServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation**
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable

frmCustomerNavigation

Customer

- frmCustomerInvoices
- frmCustomerSchedule
- frmCustomerPurchases
- rptScheduleByCustomer
- rptCustomerList
- rptPurchaseByCustomer
- [Add New]

Customer Information

Customer ID: CU0-1

First Name: Raja

Last Name: Mercedes

Address: P.O. Box 875, 708

City: Casper

State: ND

Phone: (701) 555-8217

Email: justo.eu@milore

Property Sheet

Selection type: Navigation Button

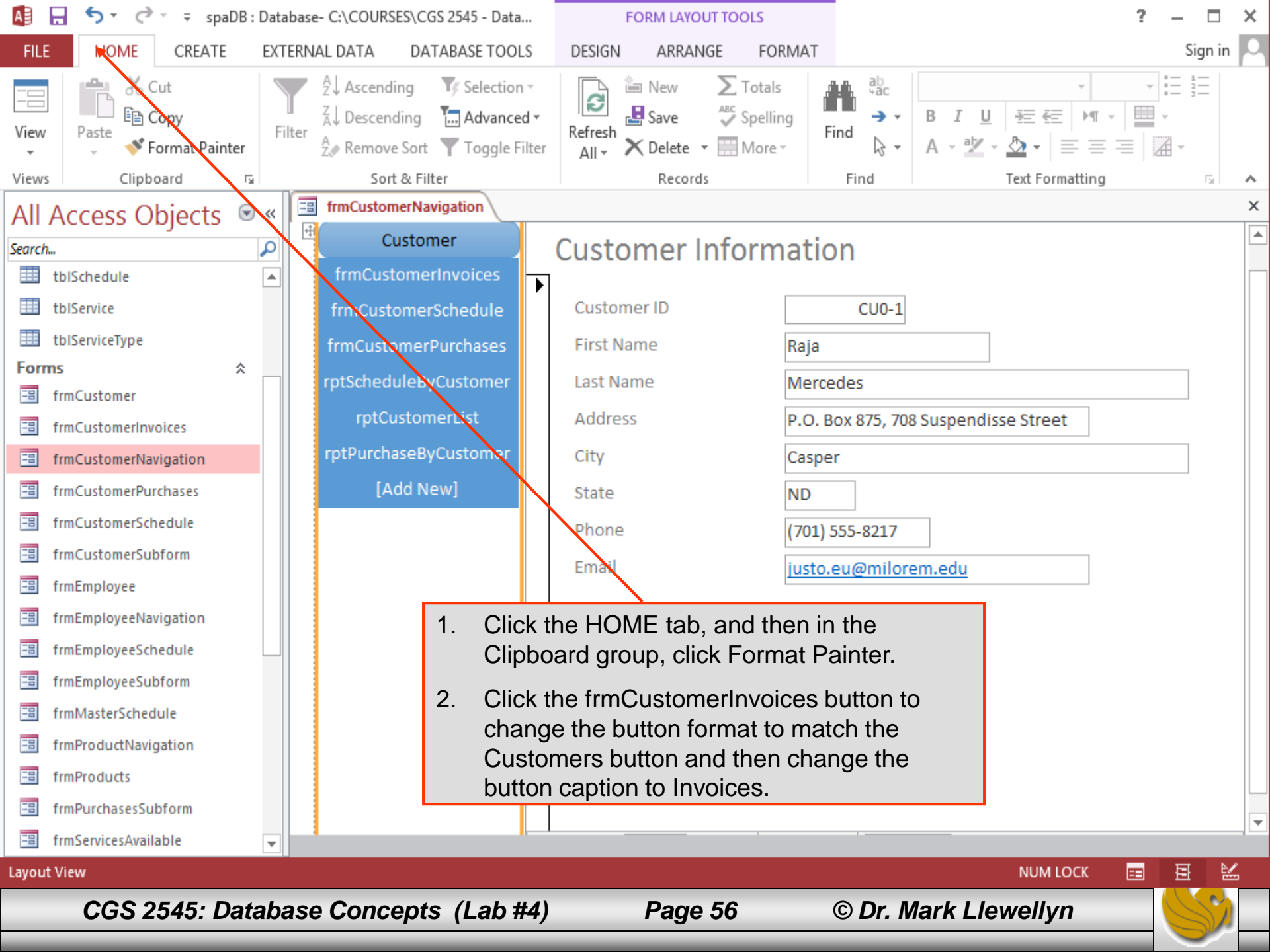
NavigationButton7

Format Data Event Other All

Caption	Customer
Picture Caption Arr	No Picture Caption
Visible	Yes
Picture Type	Embedded
Picture	(none)
Width	1.6771"
Height	0.2813"
Back Color	Quick Style
Border Style	
Border Width	
Border Color	Quick Style
Hover Color	Accent 1, Lighter 20%
Pressed Color	Accent 1, Darker 20%
Hover Fore Color	Text 1
Pressed Fore Color	Text 1
Font Name	Calibri (Detail)
Alignment	Center
Font Size	11
Font Weight	Normal
Font Underline	No
Font Italic	No
Fore Color	Quick Style
Back Style	Normal
Transparent	No
Gridline Style Top	Transparent

1. Form the Design tab, select the Property Sheet, then on the Caption row, type Customer (right now it will say frmCustomer). This will change the text of the button to read Customer.





1. Click the HOME tab, and then in the Clipboard group, click Format Painter.
2. Click the frmCustomerInvoices button to change the button format to match the Customers button and then change the button caption to Invoices.



All Access Objects

Search...

- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation**
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable

frmCustomerNavigation

- Customer
- Invoices
- Appointments
- Purchases
- rptScheduleByCustomer
- rptCustomerList
- rptPurchaseByCustomer
- [Add New]

Customer Information

Customer ID	CU0-1
First Name	Raja
Last Name	Mercedes
Address	P.O. Box 875, 708 Suspensisse Street
City	Casper
State	ND
Phone	(701) 555-8217
Email	justo.eu@milorem.edu

1. Repeat the previous steps for each of the remaining "frm"-prefixed objects and change the captions to those shown here.

spaDB : Database- C:\COURSES\CGS 2545 - Data... **FORM LAYOUT TOOLS**

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE FORMAT

View Paste Copy Format Painter Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter Refresh All Delete Find Find Text Formatting

All Access Objects

Search...

- tblSchedule
- tblService
- tblServiceType
- Forms**
 - frmCustomer
 - frmCustomerInvoices
 - frmCustomerNavigation**
 - frmCustomerPurchases
 - frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable

frmCustomerNavigation

- Customer
- Invoices
- Appointments
- Purchases
- Appointment Report
- CustomerList
- Purchase Report**
- [Add New]

Purchases By Customer

ProductDescription	Last Name	Purchase Type
New Mexico Mud Mask	Berg	Online
	Mercedes	In Person
	Malone	In Person
Turquoise Oasis Exfoliator	Silva	In Person
Turquoise Oasis Face Moisturizer	Berg	Online
	Silva	In Person
Geranium Rose Bath Salts	Berg	Online
Cilantro Foot Bath Salts		

1. Repeat the steps you just did to style the “frm”-prefixed buttons on all of the “rpt” buttons. Make their Quick Styles be “Subtle Effect – Green, Accent 6” and change the button labels to be those shown here.

All Access Objects

Search...

- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation**
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable

frmCustomerNavigation

- Customer
- Invoices
- Appointments
- Purchases
- Appointment Report
- CustomerList
- Purchase Report
- [Add New]

Purchases By Customer

ProductDescription	Last Name	Purchase Type
New Mexico Mud Mask	Berg	Online
	Mercedes	In Person
	Malone	In Person
Turquoise Oasis Exfoliator		
	Silva	In Person
Turquoise Oasis Face Moisturizer	Berg	Online
	Mercedes	In Person

1. In the DESIGN tab, click Themes and select "Integral". This will change the theme for all object in the database, including the navigation form.
2. Return to Form View and your navigation form should look like the one on the next page. If it doesn't go back and repeat any steps necessary to make it look the same.

View Paste Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Delete Records Find Find Text Formatting

All Access Objects

Search...

- tblSchedule
- tblService
- tblServiceType
- Forms**
 - frmCustomer
 - frmCustomerInvoices
 - frmCustomerNavigation**
 - frmCustomerPurchases
 - frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable

frmCustomerNavigation

Customer Navigation

- Customer
- Invoices
- Appointments
- Purchases
- Appointment Report
- CustomerList
- Purchase Report

Customer Information

Customer ID:

First Name:

Last Name:

Address:

City:

State:

Phone:

Email:



Assessment Point #2

- At this point be sure you understand how to manipulate and style the buttons on a basic navigation form.
- If any topic covered up to this point is unclear, go back and redo that part of the lab until you understand the techniques.
- You should be able to style, relocate, add, delete, and modify navigation form objects at this point.



Refining The User Interface

- Navigation forms do not display data from a table; therefore, they are an unbound object. Because the user does not have to move from record to record or page to page, some of the form navigation properties can be removed.
- The navigation buttons and record selectors are often removed because they are not needed. The ability to access a shortcut menu can be disabled as well as the option to copy data and close the object.
- Essentially, any operation that would distract the user from the purpose of the navigation form should be disabled or removed.
- If you find that your navigation form is cluttered with too many objects, you can create multiple navigation forms and have one form open another.
- The key to making multiple navigation forms is to have them arranged in a way that makes intuitive sense. A navigation form with only reports and another with only forms may not simplify the navigation process through your database. It is in effect just replicating the navigation pane.
- Instead, you should consider grouping forms and reports by topic or function as shown on the next page.



Refining The User Interface

Service Tasks:

Enter/edit service information

Product tasks:

Enter/edit product information

Enter/edit customer purchases

Employee tasks:

Enter/edit employee information

Add/manage employee appointments

Customer tasks:

Enter/edit customer information

Add/manage customer appointment

Enter customer purchases

Invoice customers

Different task lists that a user might wish to perform



Refining The User Interface

- By grouping the different business functions, you create an intuitive and well-defined user interface.
- A user should be able to complete all related tasks under a single navigation form rather than having to move from one form to another form to find different tasks.
- In the spa database example we are using in this lab, you might want to have different pages to navigate service, product, employee, and customer tasks as illustrated on the previous page.
- To accomplish this you would have a main navigation form with four navigation buttons: Services, Products, Employees, and Customers. Clicking on one of the buttons would open another navigation form with additional objects related to the area you clicked.
- A well-defined user interface should make sense to any user, even one who has no Access experience. The user should be able to look at the navigation form and locate the form or report that they need.
- The remainder of this lab deals with creating a custom navigation form of this type for the spa database.



Creating A Main Menu Navigation Form

- Since the spa database will have four different navigation forms, we'll create a new navigation form to access each of the four individual navigation forms.
- We'll then add command buttons to navigate records within the four areas as well as a button to close the database.
- First, let's create the main navigation form.
- To start:
 1. Click the CREATE tab
 2. In the Forms group, click Navigation, and then click Horizontal Tabs
- You should see the form as shown on the next page.



spaDB : Database- C:\COURSES\CGS 2545 - Data... **FORM LAYOUT TOOLS** ? - □ ×

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **DESIGN** ARRANGE FORMAT Sign in

View Themes Colors Fonts Views Themes Controls Header / Footer Tools

Logo Title Date and Time Add Existing Fields Property Sheet

All Access Objects

Search...

- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation**
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable

Navigation Form

Navigation Form

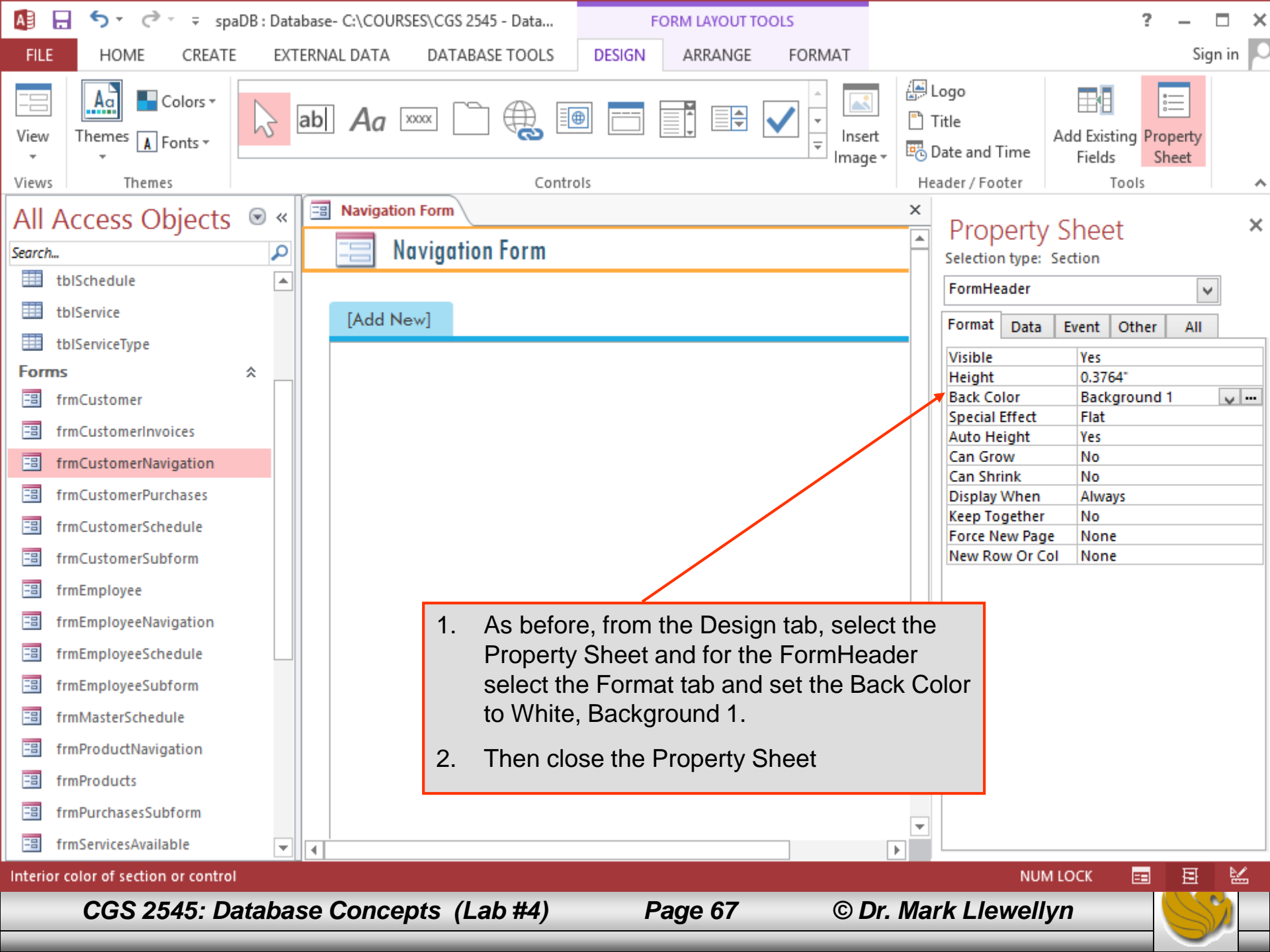
[Add New]

Field List

No fields available to be added to the current view.

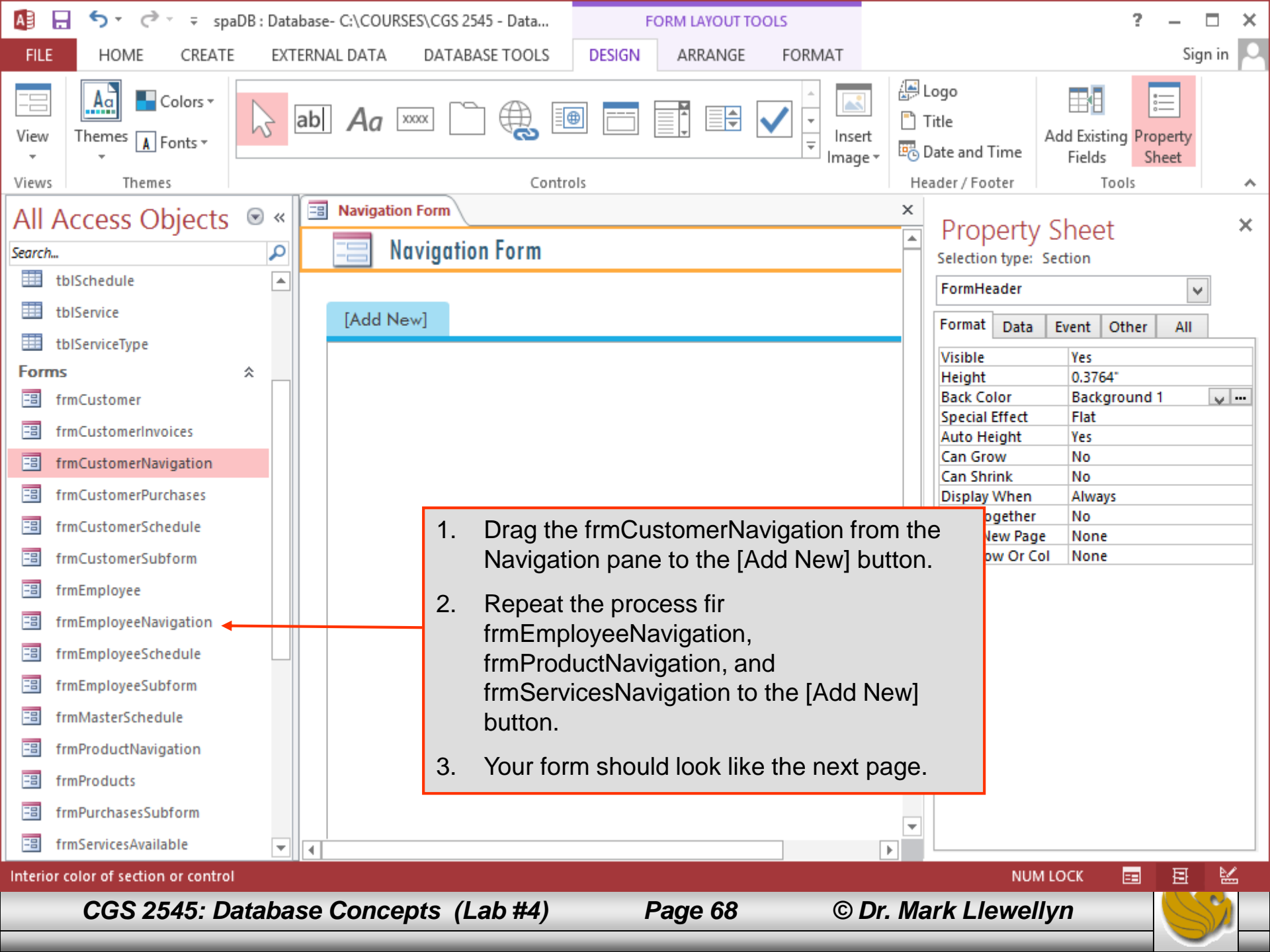
Show all tables





1. As before, from the Design tab, select the Property Sheet and for the FormHeader select the Format tab and set the Back Color to White, Background 1.
2. Then close the Property Sheet





Views Themes

View Themes Colors Fonts

Controls

ab| Aa XXXXX [Folder] [Globe] [Table] [List] [List with arrows] [Checkmark] [Image]

Header / Footer Tools

Logo Title Date and Time Add Existing Fields Property Sheet

All Access Objects

- Search...
- tblSchedule
 - tblService
 - tblServiceType
 - Forms**
 - frmCustomer
 - frmCustomerInvoices
 - frmCustomerNavigation**
 - frmCustomerPurchases
 - frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable

Navigation Form

Navigation Form

[Add New]

Property Sheet

Selection type: Section

FormHeader

Format Data Event Other All

Visible	Yes
Height	0.3764"
Back Color	Background 1
Special Effect	Flat
Auto Height	Yes
Can Grow	No
Can Shrink	No
Display When	Always
... together	No
... New Page	None
... Row Or Col	None

1. Drag the frmCustomerNavigation from the Navigation pane to the [Add New] button.
2. Repeat the process for frmEmployeeNavigation, frmProductNavigation, and frmServicesNavigation to the [Add New] button.
3. Your form should look like the next page.



All Access Objects

Search...

- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation**
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer

Navigation Form

frmCustomerNavigation | frmEmployeeNavigation | frmProductNavigation | **frmServicesNavigation** | [Add New]

Spa Services

Services Information

Service Type Information

Find Service | Add Service | Next Service | Previous Service

1. Double-click the frmCustomerNavigation tab, select the text and type Customers, press Enter.
2. Repeat for the remaining three tabs naming them Employees, Products, and Services.
3. You should wind up looking like the next page.

All Access Objects

Search...

- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer

Navigation Form

Customers Employees Products Services [Add New]

Customer Navigation

- Customer
- Invoices
- Appointments
- Purchases
- Appointment Report
- CustomerList
- Purchase Report
- [Add New]

Customer Information

Customer ID:

First Name:

Last Name:

Address:

City:

State:

Phone:

Email:

spaDB : Database- C:\COURSES\CGS 2545 - Data... FORM LAYOUT TOOLS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE **FORMAT** Sign in

Select All Tw Cen MT (Detail) 11 Formatting Background Image Alternate Row Color Quick Styles Change Shape Conditional Formatting Shape Fill Shape Outline Shape Effects

Selection Font Number Background Control Formatting

All Access Objects

Search...

- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation**
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rotPurchaseByCustomer

Navigation Form

Customers Employees Products Services [Add New]

Spa Services

Description: A hair treatment for up to 65% softer and healthier strands

1. Click the Customers tab on the navigation form. Press and Hold the Shift key and click on the Services tab. (All of the tabs should be included in the orange outline.)
2. Click the FORMAT tab, in the control formatting group, click Change Shape and the click Round Same Side Corner Rectangle.
3. Click the Quick Styles and select Subtle Effect – Dark Freen, Accent 5.
4. You should wind up looking like this page.

spaDB : Database- C:\COURSES\CGS 2545 - Data... FORM LAYOUT TOOLS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE **FORMAT** Sign in

Auto_Header0 Tw Cen MT Condenserc 18 Formatting

Select All B I U A Background Image Alternate Row Color Quick Styles Change Shape Conditional Formatting Shape Fill Shape Outline Shape Effects

Selection Font Number Background Control Formatting

All Access Objects

Search...

- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation**
- frmServiceType

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts
- rptPurchaseByCustomer

Navigation Form

Turquoise Oasis Spa Database

Customers Employees Products Services [Add New]

Spa Services

Services By Type [Add New]

Service ID	SVC01
Service Name	Moisture Immersion
Description	A hair treatment for up to 65% softer and healthier strands

1. Double click the Navigation form title and select the text, then type Turquoise Oasis Spa Database.
2. Save the form as frmTurquoiseSpa.



Creating A Main Menu Navigation Form

- As a final step in the main navigation form, let's add a logo image to the main form.
- Download the “TurquoiseOasisSpaLogo.jpg” file from the course website or WebCourses (under lab 4 files).



All Access Objects

Search...

- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType
- frmTurquoiseSpa**

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts

frmTurquoiseSpa

Turquoise Oasis Spa Database

Customers Employees Products Services [Add New]

Customer Navigation

Customer

Purchase Report [Add New]

City Casper
State ND
Phone (701) 555-8217
Email justo.eu@milorem.edu

1. Click the icon located next to the form title and then click the DESIGN tab.
2. In the Controls group, click Insert Image, Click browse and then select the TurquoiseOasisSpa.jpg file you downloaded.
3. Click ok to insert the new image

spaDB : Database- C:\COURSES\CGS 2545 - Data... FORM LAYOUT TOOLS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE FORMAT

View Themes Colors Fonts

Controls

Insert Image Logo Title Date and Time Header / Footer

Add Existing Fields Property Sheet Tools

All Access Objects

Search...

- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType
- frmTurquoiseSpa**

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts

frmTurquoiseSpa

Turquoise Oasis Spa Database

Customer Information

Customer Invoices Appointments Purchases

Customer ID: CU0-1
First Name: Raja
Last Name: Mercedes

pendisse Street

1. On the DESIGN tab, click the Property Sheet.
2. In the Property sheet pane, click the Format tab.
3. Click the Size Mode box arrow and then click Zoom.
4. Type 3 for the width and then type 0.8 for the height.
5. Save and close the form.

spaDB : Database- C:\COURSES\CGS 2545 - Data... FORM LAYOUT TOOLS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE FORMAT

View Themes Colors Fonts

ab Aa XXXX

Insert Image

Logo Title Date and Time

Add Existing Fields Property Sheet

Views Themes Controls Header / Footer Tools

All Access Objects

Search...

- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule
- frmEmployeeSubform
- frmMasterSchedule
- frmProductNavigation
- frmProducts
- frmPurchasesSubform
- frmServicesAvailable
- frmServicesNavigation
- frmServiceType
- frmTurquoiseSpa**

Reports

- rptCustomerList
- rptEmployeeList
- rptEmployeeSchedule
- rptProductByCategory
- rptProducts

frmTurquoiseSpa

Painted Paradise

Turquoise Oasis Spa

Turquoise Oasis Spa Database

Customer Navigation

- Customer
- Invoices
- Appointments
- Purchases
- Appointment Report
- CustomerList
- Purchase Report
- [Add New]

Customer Information

Customer ID	<input type="text" value="CU0-1"/>
First Name	<input type="text" value="Raja"/>
Last Name	<input type="text" value="Mercedes"/>
Address	<input type="text" value="P.O. Box 875, 708 Suspensisse Street"/>
City	<input type="text" value="Casper"/>
State	<input type="text" value="ND"/>
Phone	<input type="text" value="(701) 555-8217"/>
Email	<input type="text" value="justo.eu@milorem.edu"/>

Add Navigation Buttons To The Form

- The navigation forms help organize the user interface to the database. However, individual records are still navigated with the navigational bars. For users unfamiliar to Access, buttons near the top of forms are more intuitive than the navigational arrows at the bottom of a form.
- In this next part of the lab, you will add some buttons for navigation at the top of the form and turn off the navigation bar.
- Command buttons are available in several different categories. Record navigation buttons replicate most of the navigation tools on the navigation bar. You can create buttons to go to the first, next, last, and previous records.
- The table on the next page shows the available buttons for each category.



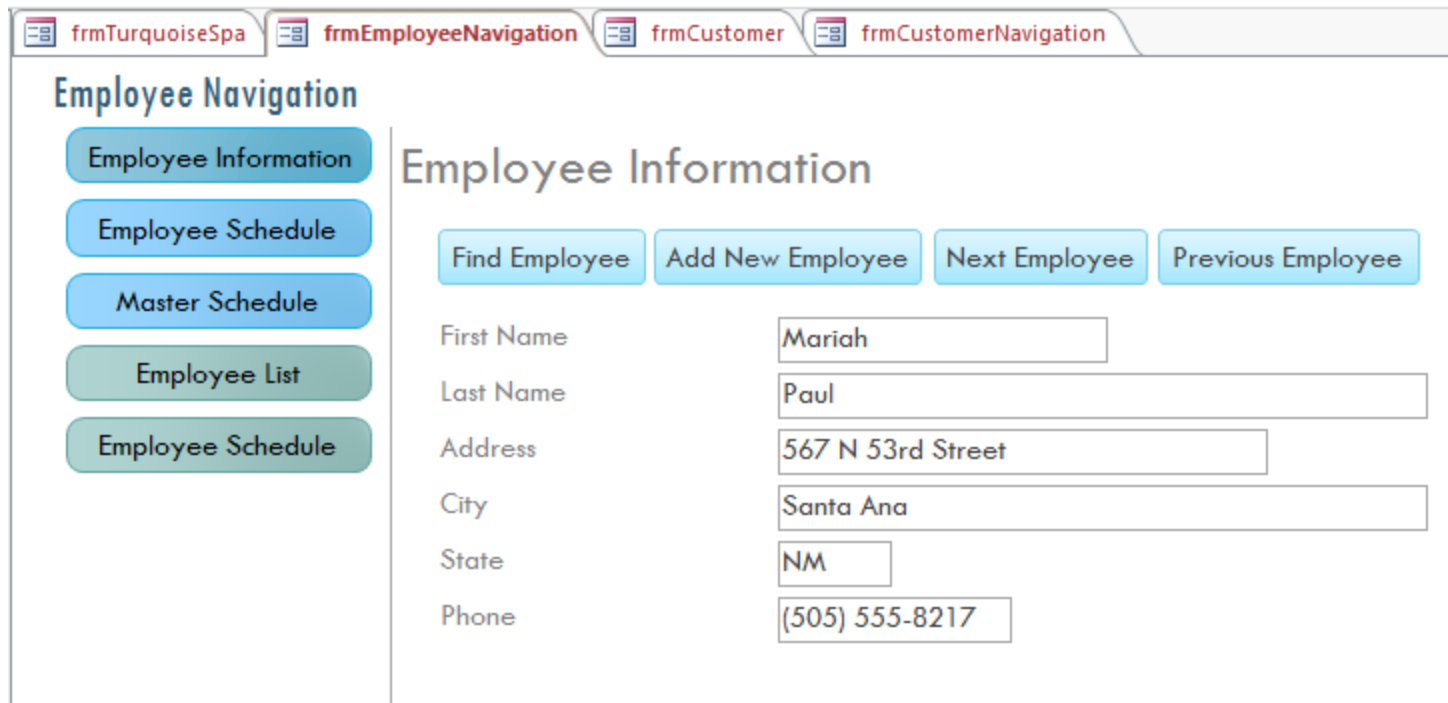
Add Navigation Buttons To The Form

QUICK REFERENCE	Form Command Buttons Available
Category	Actions
Record Navigation	Find Next Find Record Go To First Record Go To Last Record Go To Next Record Go To Previous Record
Record Operations	Add New Record Delete Record Duplicate Record Print Record Save Record Undo Record
Form Operations	Apply Form Filter Close Form Open Form Print a Form Print Current Form Refresh Form Data



Add Navigation Buttons To The Form

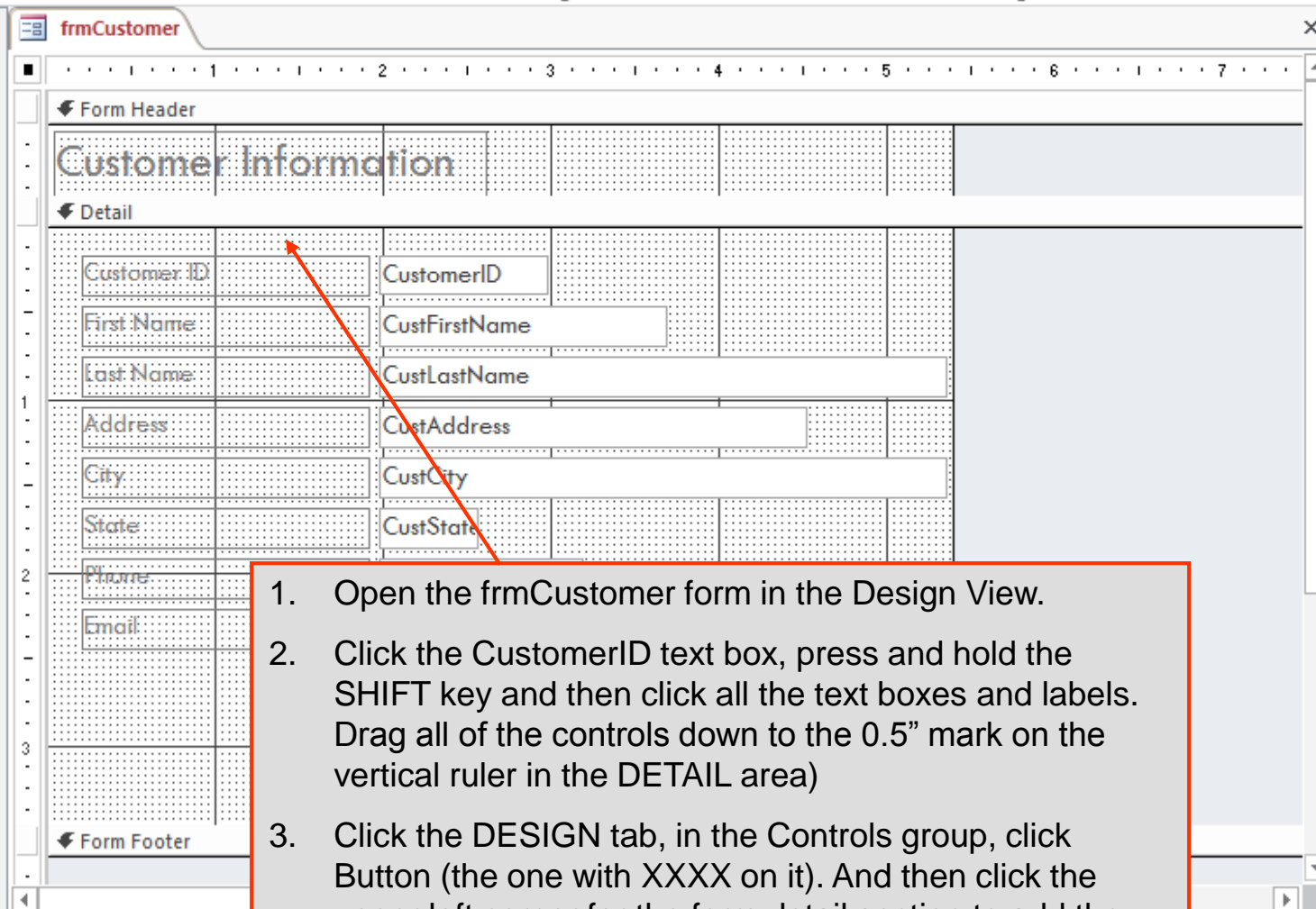
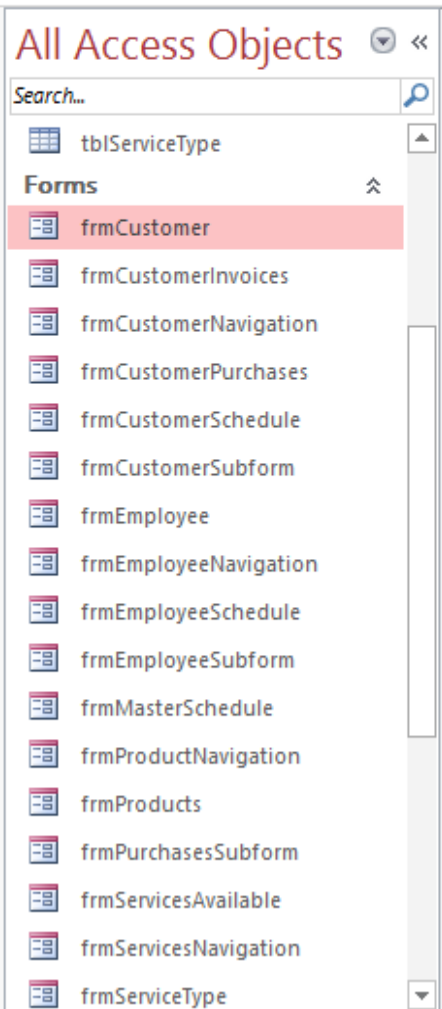
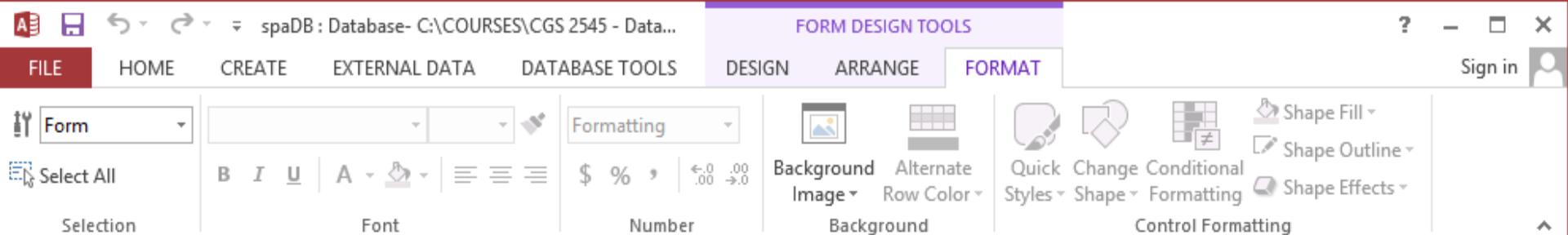
- If you look at the Employee Navigation form, the Product Navigation form, or the Service Navigation form, you will see that there are buttons on the navigation forms for the user to click to find a record, add a record, or go to the previous and next records.
- You are about to add these to the Customer navigation form.



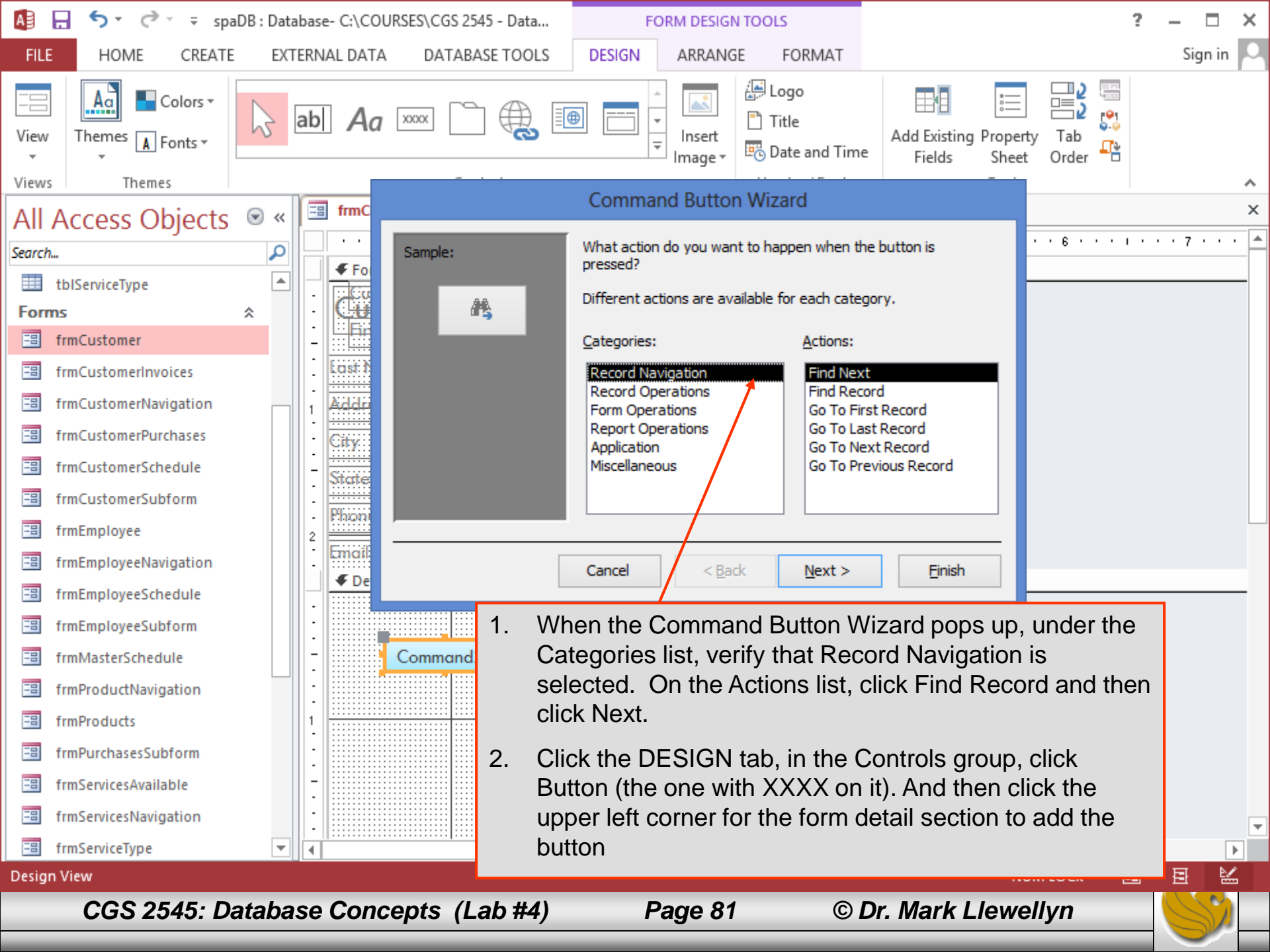
The screenshot shows a web application interface with a tabbed window. The active tab is 'frmEmployeeNavigation'. The main content area is titled 'Employee Information' and contains the following elements:

- A sidebar on the left with the title 'Employee Navigation' and five buttons: 'Employee Information', 'Employee Schedule', 'Master Schedule', 'Employee List', and 'Employee Schedule'.
- A main area with the title 'Employee Information' and four navigation buttons: 'Find Employee', 'Add New Employee', 'Next Employee', and 'Previous Employee'.
- A form with the following fields:
 - First Name: Mariah
 - Last Name: Paul
 - Address: 567 N 53rd Street
 - City: Santa Ana
 - State: NM
 - Phone: (505) 555-8217





1. Open the frmCustomer form in the Design View.
2. Click the CustomerID text box, press and hold the SHIFT key and then click all the text boxes and labels. Drag all of the controls down to the 0.5" mark on the vertical ruler in the DETAIL area)
3. Click the DESIGN tab, in the Controls group, click Button (the one with XXXX on it). And then click the upper left corner for the form detail section to add the button



Command Button Wizard

Sample:



What action do you want to happen when the button is pressed?

Different actions are available for each category.

Categories:

- Record Navigation
- Record Operations
- Form Operations
- Report Operations
- Application
- Miscellaneous

Actions:

- Find Next
- Find Record
- Go To First Record
- Go To Last Record
- Go To Next Record
- Go To Previous Record

Cancel

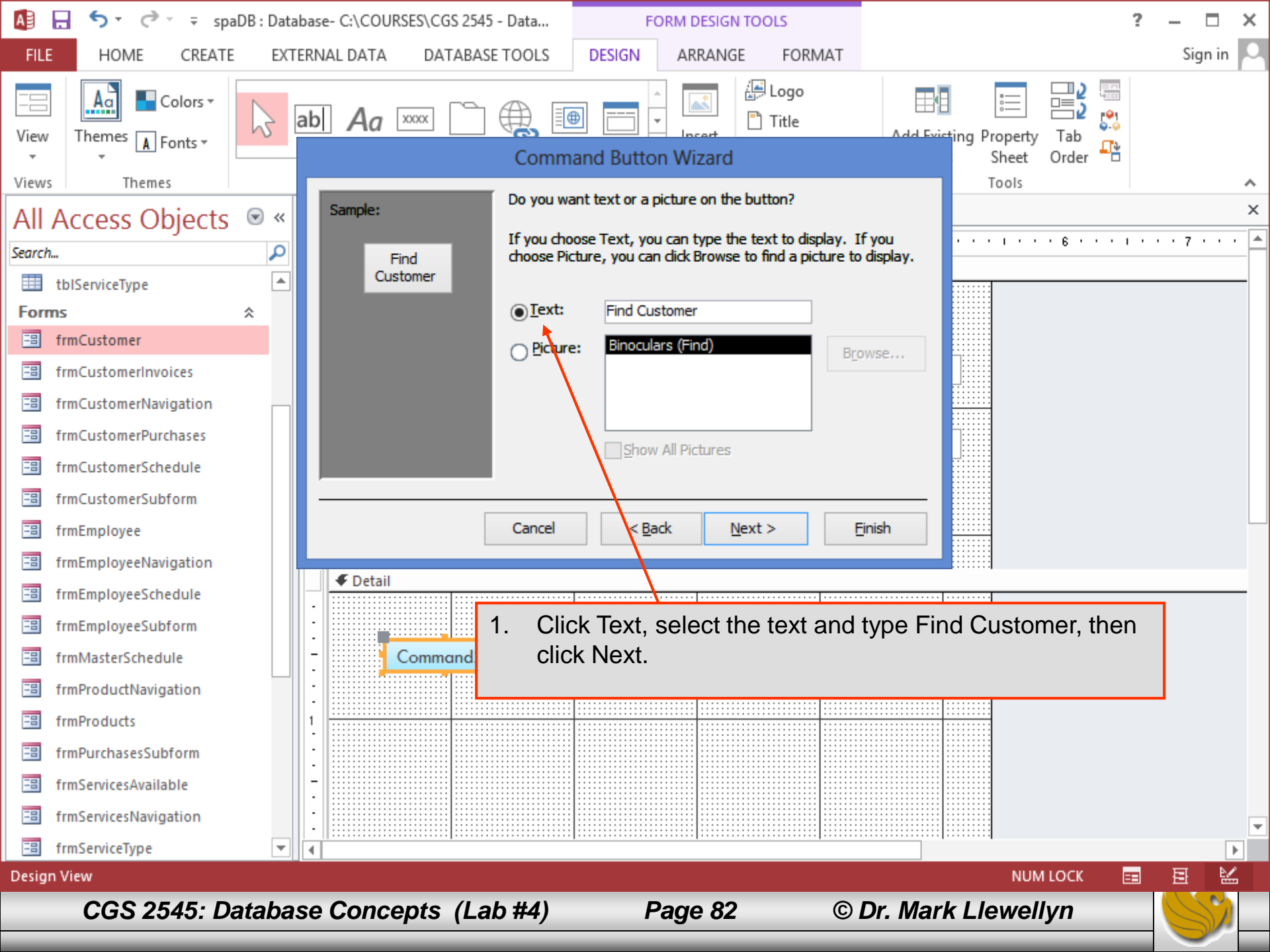
< Back

Next >

Finish

1. When the Command Button Wizard pops up, under the Categories list, verify that Record Navigation is selected. On the Actions list, click Find Record and then click Next.
2. Click the DESIGN tab, in the Controls group, click Button (the one with XXXX on it). And then click the upper left corner for the form detail section to add the button





Command Button Wizard

Do you want text or a picture on the button?

If you choose Text, you can type the text to display. If you choose Picture, you can click Browse to find a picture to display.

Text: Find Customer

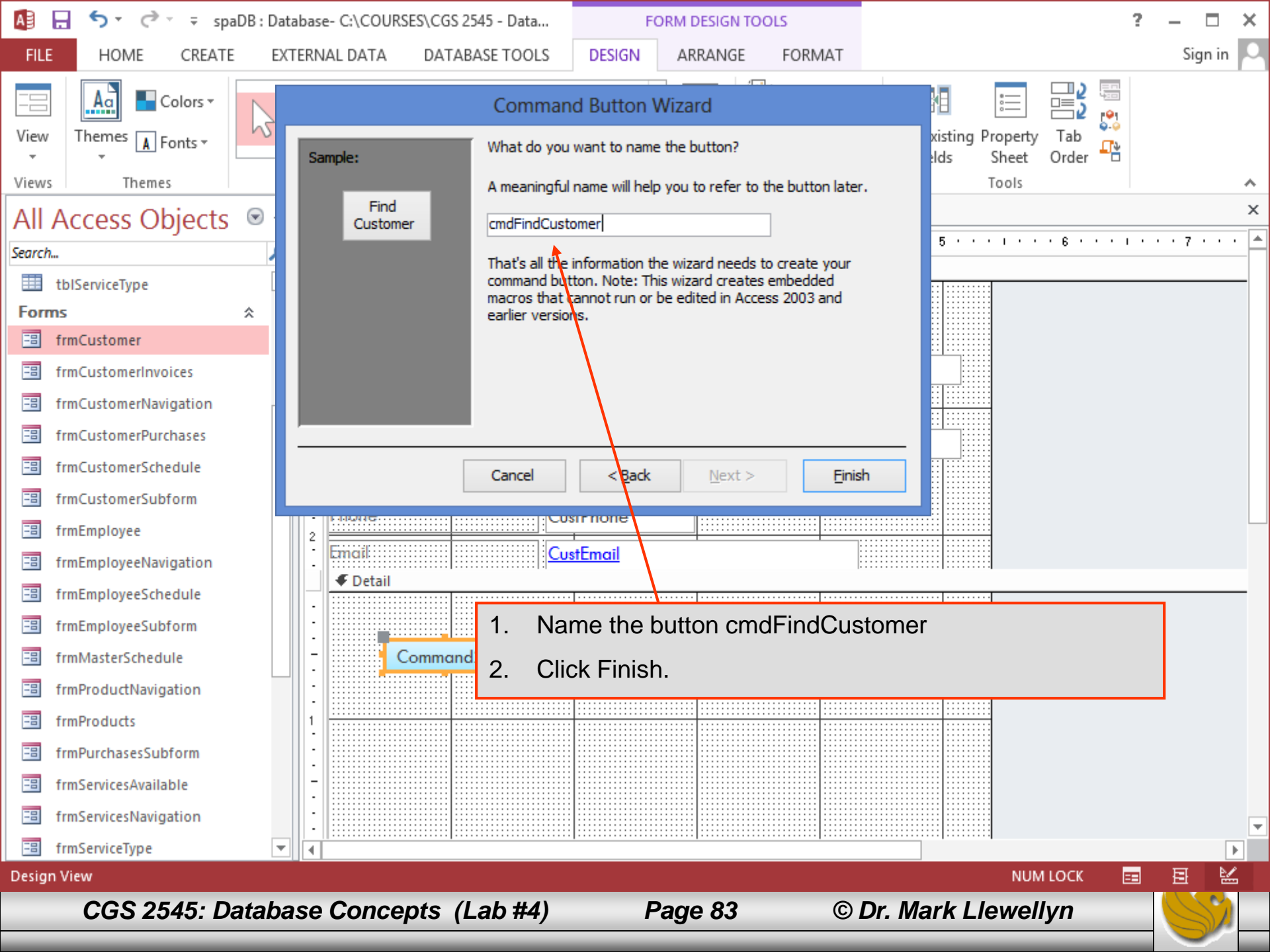
Picture: Binoculars (Find) Browse...

Show All Pictures

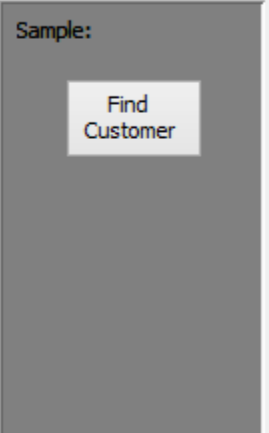
Cancel < Back Next > Finish

1. Click Text, select the text and type Find Customer, then click Next.





Command Button Wizard



What do you want to name the button?
A meaningful name will help you to refer to the button later.

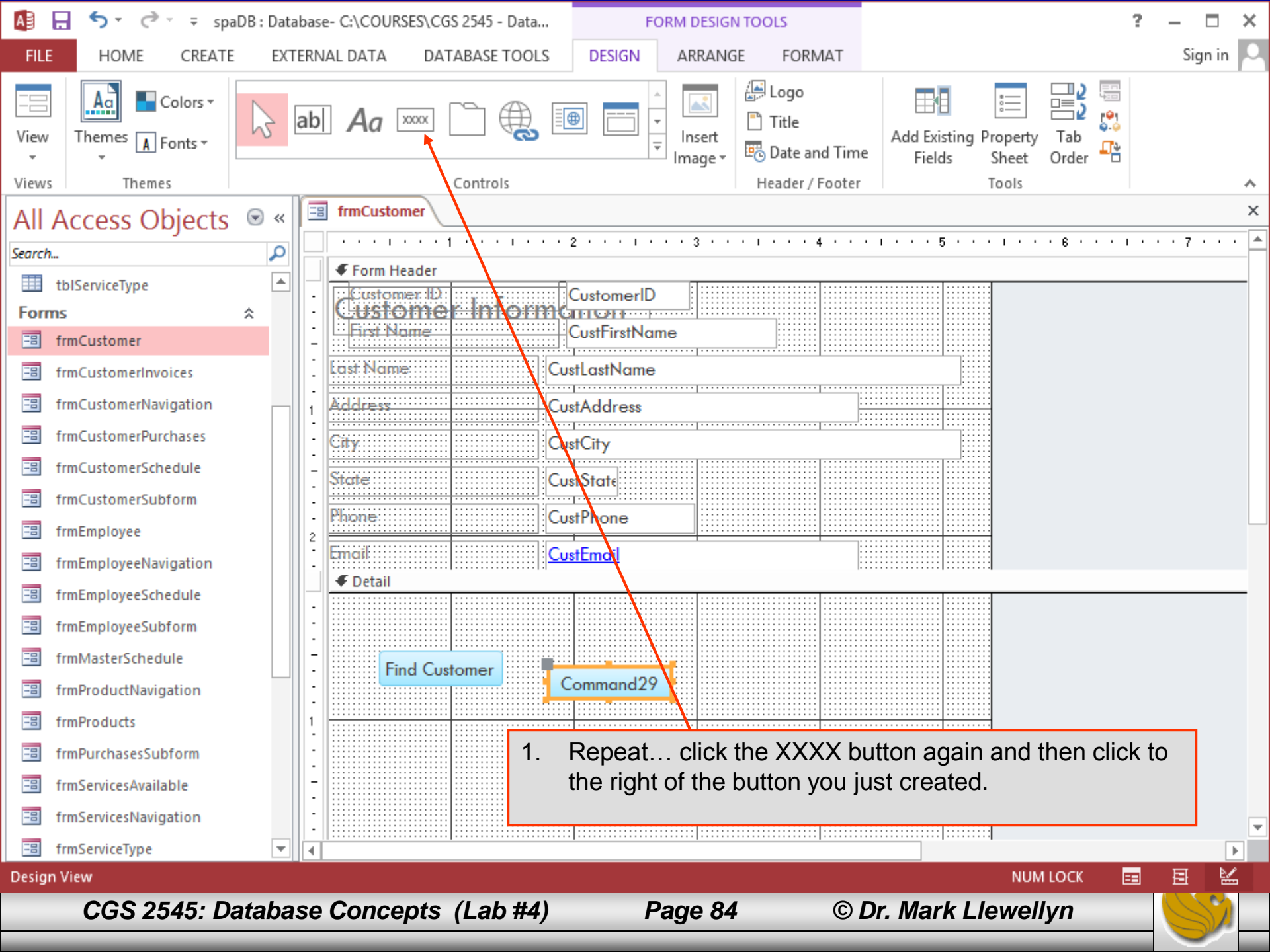
cmdFindCustomer

That's all the information the wizard needs to create your command button. Note: This wizard creates embedded macros that cannot run or be edited in Access 2003 and earlier versions.

Cancel < Back Next > Finish

1. Name the button cmdFindCustomer
2. Click Finish.





Views Themes

Colors ▾
Fonts ▾

Controls

ab | Aa | XXXX

Header / Footer

Insert Image ▾
Logo
Title
Date and Time

Tools

Add Existing Fields
Property Sheet
Tab Order

All Access Objects

Search...

tblServiceType

Forms

frmCustomer

frmCustomerInvoices

frmCustomerNavigation

frmCustomerPurchases

frmCustomerSchedule

frmCustomerSubform

frmEmployee

frmEmployeeNavigation

frmEmployeeSchedule

frmEmployeeSubform

frmMasterSchedule

frmProductNavigation

frmProducts

frmPurchasesSubform

frmServicesAvailable

frmServicesNavigation

frmServiceType

frmCustomer

Form Header

Customer ID	CustomerID
First Name	CustFirstName
Last Name	CustLastName
Address	CustAddress
City	CustCity
State	CustState
Phone	CustPhone
Email	CustEmail

Detail

Find Customer

Command29

1. Repeat... click the XXXX button again and then click to the right of the button you just created.



All Access Objects

Search...

- tblServiceType
- Forms
 - frmCustomer
 - frmCustomerInvoices
 - frmCustomerNavigation
 - frmCustomerPurchases
 - frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable
 - frmServicesNavigation
 - frmServiceType

frmCustomer

Command Button Wizard

Sample:

What action do you want to happen when the button is pressed?

Different actions are available for each category.

Categories:

- Record Navigation
- Record Operations**
- Form Operations
- Report Operations
- Application
- Miscellaneous

Actions:

- Add New Record**
- Delete Record
- Duplicate Record
- Print Record
- Save Record
- Undo Record

Buttons: Cancel, < Back, Next >, Finish

1. This time select Record Operations in the Command Button Wizard and make the Action Add New Record. Then click Next.

- All Access Objects
- tblServiceType
- Forms
- frmCustomer
 - frmCustomerInvoices
 - frmCustomerNavigation
 - frmCustomerPurchases
 - frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable
 - frmServicesNavigation
 - frmServiceType

frmCustomer

Command Button Wizard

Do you want text or a picture on the button?

If you choose Text, you can type the text to display. If you choose Picture, you can click Browse to find a picture to display.

Text: Add New Customer

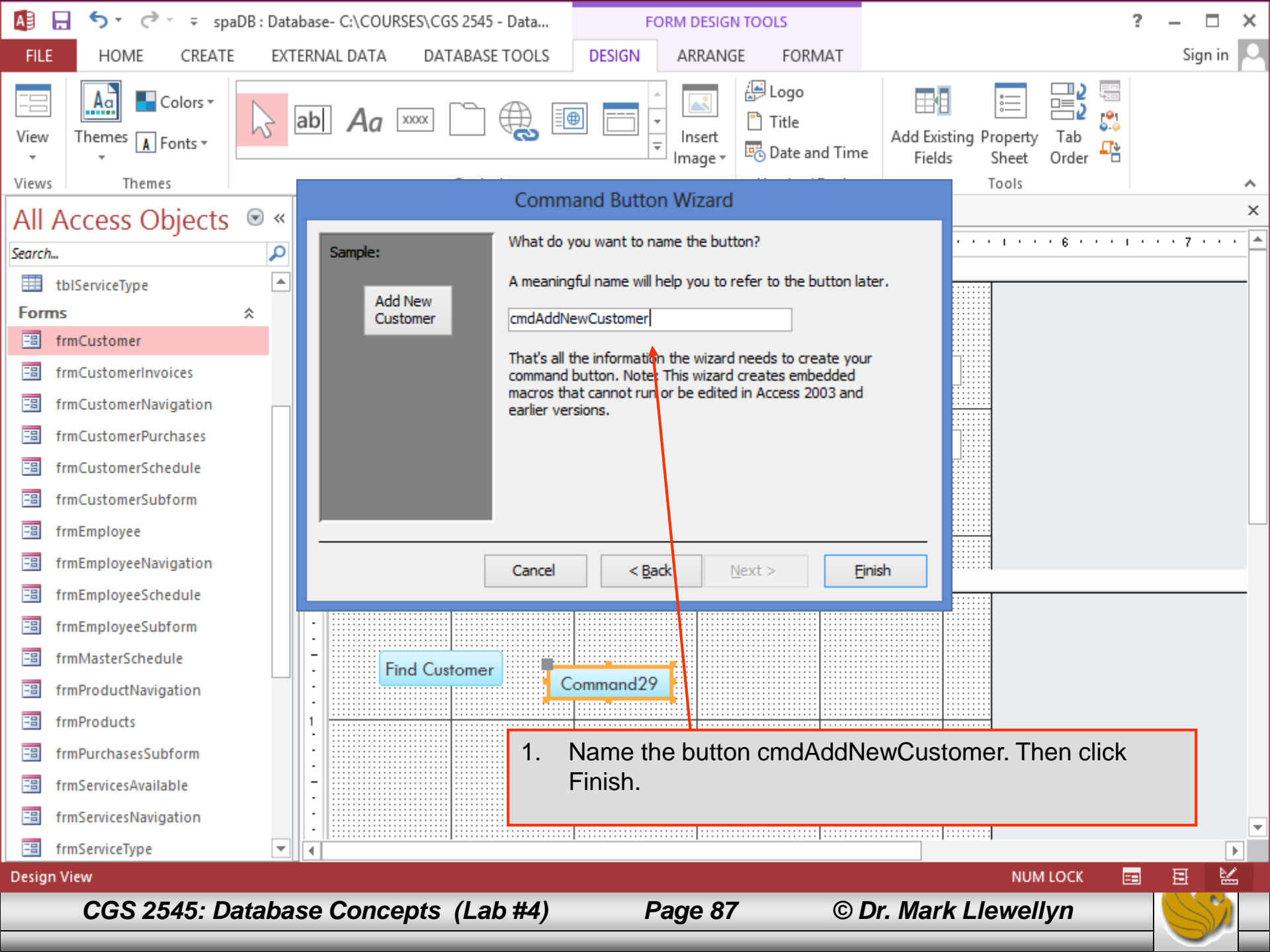
Picture: Go To New Pencil (Edit) Browse...

Show All Pictures

Cancel < Back Next > Finish

Find Customer Command29

1. Make the text on the button read Add New Customer. Then click Next.



Views Themes

Colors ▾
Fonts ▾

ab| Aa XXXX

Insert Image ▾

Logo
Title
Date and Time

Add Existing Fields
Property Sheet
Tab Order

All Access Objects

- tblServiceType
- Forms**
- frmCustomer
 - frmCustomerInvoices
 - frmCustomerNavigation
 - frmCustomerPurchases
 - frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable
 - frmServicesNavigation
 - frmServiceType

Command Button Wizard

What do you want to name the button?

A meaningful name will help you to refer to the button later.

cmdAddNewCustomer

That's all the information the wizard needs to create your command button. Note: This wizard creates embedded macros that cannot run or be edited in Access 2003 and earlier versions.

Cancel < Back Next > Finish

Find Customer

Command29

1. Name the button cmdAddNewCustomer. Then click Finish.



All Access Objects

Search...

- tblServiceType
- Forms**
 - frmCustomer
 - frmCustomerInvoices
 - frmCustomerNavigation
 - frmCustomerPurchases
 - frmCustomerSchedule
 - frmCustomerSubform
 - frmEmployee
 - frmEmployeeNavigation
 - frmEmployeeSchedule
 - frmEmployeeSubform
 - frmMasterSchedule
 - frmProductNavigation
 - frmProducts
 - frmPurchasesSubform
 - frmServicesAvailable
 - frmServicesNavigation
 - frmServiceType

frmCustomer

Address	CustAddress		
City	CustCity		
State	CustState		
Phone	CustPhone		
Email	CustEmail		
Detail			
Find Customer	Add New Customer	Next Customer	Previous Customer

1. Repeat the process for two more buttons for finding the next customer and the previous customer. Use the same naming conventions we've been using.

spaDB : Database- C:\COURSES\CGS 2545 - Data... FORM DESIGN TOOLS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE FORMAT

Gridlines Table Rows & Columns Merge / Split Move Position Sizing & Ordering

Insert Below Select Layout Merge Control Margins
 Insert Left Select Column Split Vertically Control Padding
 Insert Above Insert Right Select Row Split Horizontally Anchoring
 Move Up Move Down Size/Space Align Bring Send
 to Front to Back

All Access Objects

Search...

tblServiceType

Forms

frmCustomer

frmCustomerInvoices

frmCustomerNavigation

frmCustomerPurchases

frmCustomerSchedule

frmCustomerSubform

frmEmployee

frmEmployeeNavigation

frmEmployeeSchedule

frmEmployeeSubform

frmMasterSchedule

frmProductNavigation

frmProducts

frmPurchasesSubform

frmServicesAvailable

frmServicesNavigation

frmServiceType

frmCustomer

Address: CustAddress

City: CustCity

State: CustState

Phone: CustPhone

Email: CustEmail

Detail

Find Customer Add New Customer Next Customer Previous Customer

1. Click the first button and then hold down the SHIFT key and click the remaining three buttons so that all four are highlighted.
2. Click the ARRANGE tab, in the Sizing and Ordering group, click Align the click Top.
3. In the Sizing and Ordering group, click Size/Space and click Equal Horizontal.
4. Close the form and save changes.



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS Sign in

View Paste Cut Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Delete Records Find Find Text Formatting

All Access Objects

Search...

Tables

- tblCustomer
- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule

frmCustomer

Customer Information

Find Customer Add New Customer Next Customer Previous Customer

Customer ID: CU0-1

First Name: Raja

Last Name: Mercedes

Address: P.O. Box 875, 708 Suspensisse Street

City: Casper

State: ND

Phone: (701) 555-8217

Email: justo.eu@milorem.edu

Record: 1 of 25 No Filter Search

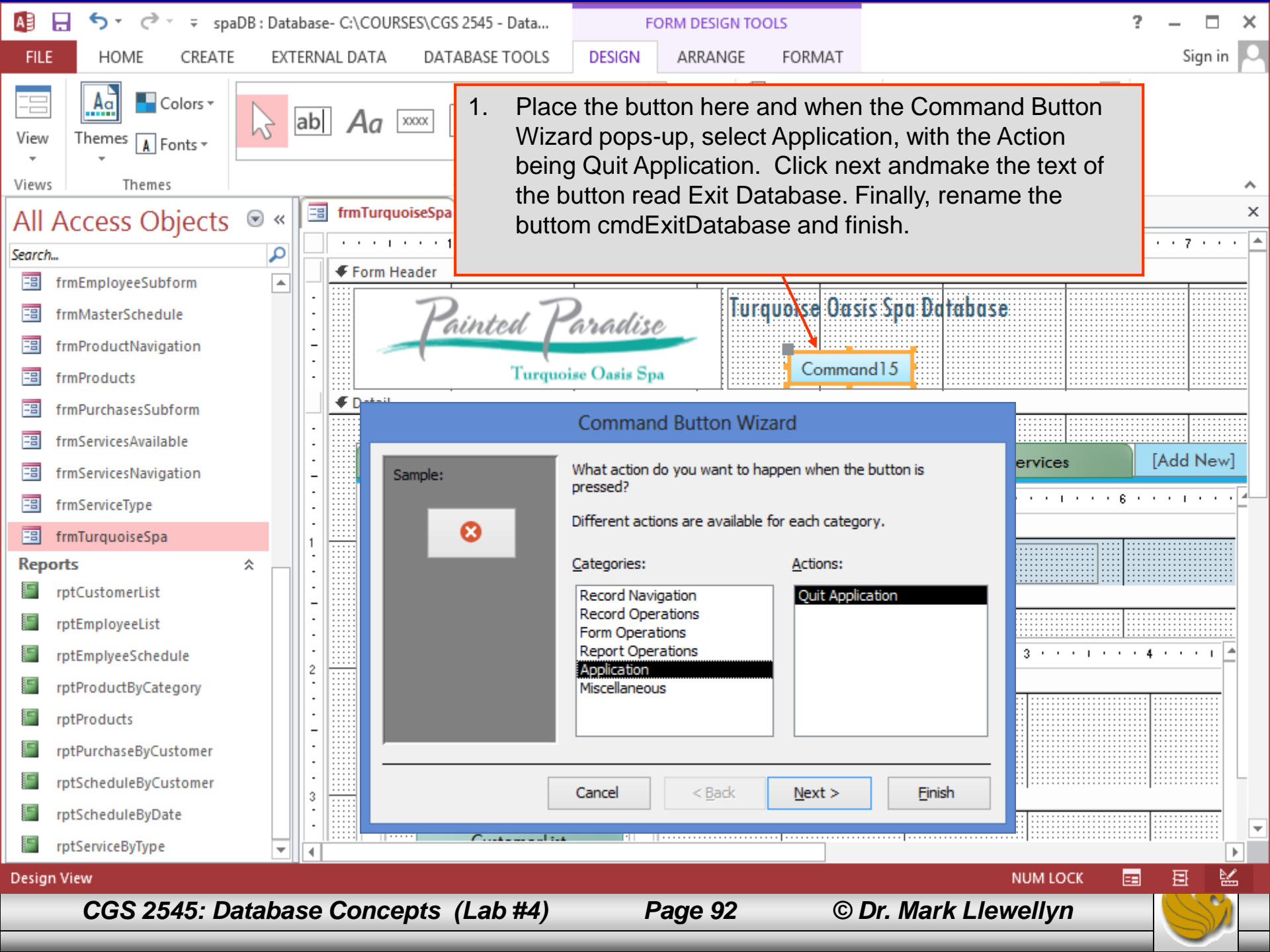
1. View of the modified Customer navigation form completed in form view.



Add Navigation Buttons To The Form

- Only a few more things to do before we are done.
- Next, we want to add an exit button to the main navigational form.
- Open the frmTurquoiseSpa navigational form, switch to the design view, click the DESIGN tab, and in the controls group click the BUTTON label (the XXXX one), then click under the title of the main form header.






1. Place the button here and when the Command Button Wizard pops-up, select Application, with the Action being Quit Application. Click next and make the text of the button read Exit Database. Finally, rename the button cmdExitDatabase and finish.

Command Button Wizard

Sample:



What action do you want to happen when the button is pressed?
Different actions are available for each category.

Categories:

- Record Navigation
- Record Operations
- Form Operations
- Report Operations
- Application**
- Miscellaneous

Actions:

- Quit Application**

Buttons: Cancel, < Back, Next >, Finish



Removing Navigation Arrows and Selectors

- Look at the forms such as frmEmployeeNavigation and you will see that the navigation arrows and record selectors have all been removed.
- This forces the user to use the buttons to manage the records.
- With the addition of the navigation buttons, the navigation arrows and record selectors create duplicate functionality.
- Our next step is to remove the navigation arrows and record selectors from the Customer form.



View Paste Copy Format Painter Filter Ascending Descending Remove Sort

Views Clipboard Sort & Filter

We want to get rid of these arrows and record selectors on our forms and force the user to use the buttons we've provided.

All Access Objects

Search...

Tables

- tblCustomer
- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule

frmCustomer

Customer

Find Customer Add New Customer Next Customer Previous Customer

Customer ID

First Name

Last Name

Address

City

State

Phone

Email

Record: 1 of 25 No Filter Search



View Paste Copy Format Painter Filter Ascending Descending Remove Sort

We want to get rid of these arrows and record selectors on our forms and force the user to use the buttons we've provided.

All Access Objects

Search...

Tables

- tblCustomer
- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule

frmCustomer

Customer

Find Customer Add New Customer Next Customer Previous Customer

Customer ID: CU0-1

First Name: Raja

Last Name: Mercedes

Address: P.O. Box 875, 708 Suspensisse Street

City: Casper

State: ND

Phone: (701) 555-8217

Email: justo.eu@milorem.edu

Record: 1 of 25 No Filter Search



1. Open the customer form and switch to the layout view, click the DESIGN tab and then in the Tools group click the Property Sheet.
2. On the Selection type, locate Form and select it.

The screenshot shows Microsoft Access in Design view. The main window displays a form titled "Customer Information" with fields for Customer ID (CU0-1), First Name (Raja), Last Name (Mercedes), Address (P.O. Box 875, 708 Suspensisse Street), City (Casper), State (ND), Phone ((701) 555-8217), and Email (justo.eu@milorem.edu). Navigation buttons are visible at the top of the form. The left-hand pane shows the "All Access Objects" list, with "frmCustomer" selected under the "Forms" section. The right-hand pane shows the "Property Sheet" for the selected form, with the "Selection type" set to "Form". The "Format" tab is active, showing various properties such as Caption (frmCustomer), Default View (Single Form), and Width (5.9792").



Customer Information

Find Customer Add New Customer Next Customer Previous Customer

State ND
Phone (701) 555-8217
Email justo.eu@milorem.edu

Property Sheet
Selection type: Form
Form
Format Data Event Other All
Allow Datasheet Vi No
Allow Layout View Yes
Picture Type Embedded
Picture (none)
Picture Tiling No
Picture Alignment Center
Picture Size Mode Clip
Width 5.9792"
Auto Center Yes
Auto Resize Yes
Fit to Screen Yes
Border Style Sizable
Record Selectors No
Navigation Buttons No
Navigation Caption
Dividing Lines No
Scroll Bars Both
Control Box Yes
Close Button Yes
Min Max Buttons Both Enabled
Moveable No
Split Form Size Auto
Split Form Orientat Datasheet on Top
Split Form Splitter Yes
Split Form Datashe Allow Edits

1. Scroll down until you find Record Selector and select No.
2. Scroll down until you find Navigation Buttons and select No.
3. Close the property sheet and save the form changes.

All Access Objects

Search...

Tables

- tblCustomer
- tblEmployee
- tblInvoice
- tblProduct
- tblPurchase
- tblSchedule
- tblService
- tblServiceType

Forms

- frmCustomer
- frmCustomerInvoices
- frmCustomerNavigation
- frmCustomerPurchases
- frmCustomerSchedule
- frmCustomerSubform
- frmEmployee
- frmEmployeeNavigation
- frmEmployeeSchedule

frmCustomer

Customer Information

Find Customer Add New Customer Next Customer Previous Customer

Customer ID

First Name

Last Name

Address

City

State

Phone

Email

The navigational arrows and record selectors are gone.



Setting Start-up Display Options

- Once your database is designed, the forms and reports have been created, and a navigation system and user interface in place, you'll have an application that others can use.
- To make your application as user-friendly as possible, you can name the application and remove options available to database designers. By doing this you reduce the probability of changes being made to the data or database structure, either intentionally or accidentally by the end user.
- These options include removing access to certain applications options such as the Navigation Pane, the ribbon, and various toolbar options.
- Optional commands, such as those that compact and repair the database when it is closed, may be set to run automatically so that the user does not need to worry about maintenance tasks.



Setting Start-up Display Options

- Changing the application title helps to better identify the application and give it an identity separate from the actual database.
- Selecting a start-up form will determine which form opens when the application is started. Restricting access to the Navigation Pane require the user to use the interface you have developed.
- The final part of this lab will show you how to set the application title and designate the main navigation form you just created to become the start-up form.
- To start this process, click the FILE tab , then click Options, and select Current Database. You'll see the pop-up shown on the next page.



Options for the current database.

Application Options

Application Title: For the Application Title enter Turquoise Oasis Spa.

Application Icon:

Use as Form and Report Icon

Display Form: For the Display Form enter/select frmTurquoiseSpa.

Web Display Form:

Display Status Bar

Document Window Options

Overlapping Windows

Tabbed Documents

Display Document Tabs

Use Access Special Keys Check the Compact on Close box

Compact on Close

Remove personal information from file properties on save

Use Windows-themed Controls on Forms

Enable Layout View

Enable design changes for tables in Datasheet view

Check for truncated number fields

Picture Property Storage Format

Preserve source image format (smaller file size)

Convert all picture data to bitmaps (c)

Navigation

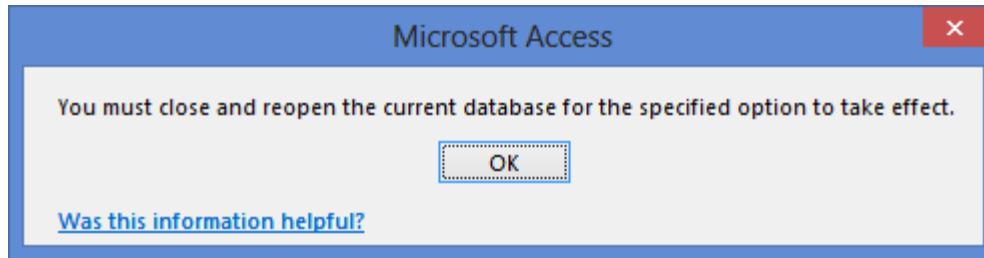
Display Navigation Pane Uncheck the Display Navigation Pane box

OK Cancel



Setting Start-up Display Options

- When you click OK, Access will pop-up the following message.



- Click OK and restart the database.
- When the database restarts, you'll see the main navigation form appear and no Navigation Pane will be present. It should look like the next page.
- Notice too, that the application title is now different.



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Views Clipboard Sort & Filter Records Find Text Formatting

Cut Copy Paste Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All New Save Delete Find

B I U A

frmTurquoiseSpa



Turquoise Oasis Spa Database

Exit Database

- Customers
- Employees
- Products
- Services

Customer Navigation

- Customer
- Invoices
- Appointments
- Purchases
- Appointment Report
- CustomerList
- Purchase Report

Customer Information

Find Customer Add New Customer Next Customer Previous Customer

Customer ID

First Name

Last Name

Address

City



Setting Start-up Display Options

- To be able to return to, and access the original database, simply undo the previous steps:
 - From the FILE tab, click Options.
 - Select Current Database.
 - Check the Display Navigation Pane check box to restore the navigation pane. You can also reset the display form to None if you'd like.
 - Click OK twice and restart the database.



Lab Assignment #4

Lab Assignment #4 – Due March 28th by 11:59 pm (WebCourses time) – 50 points

Create a new (different from the one we just created in this lab) main navigation form that includes a different set of at least three tabs that lead to subforms other than those we used in this lab. Your navigation form must have at least three tabs at the top level and within those three tabs the subnavigation forms should have at least four tabs each. Name this main form “MainNavigation”

You can mix and match the different design layouts, we won't impose a uniform look across all of the various navigation levels as we did in this lab. This way you can play around a bit with the different options that are available.

For this lab you will be uploaded your modified database, not taking screen shots.

Name your database using this style: LastNameFirstNameLab4.accdb.

