

Hi [FirstName],

Simply Access Tips

Issue 15 – 2007

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Welcome to the fifteenth edition of Simply Access Tips for 2007.

Housekeeping as usual is at the end of the Newsletter so, if you need to know how to unsubscribe, white-list etc., then scroll to the bottom.

Weekly Update

Hello [FirstName],

The rain is continuing here in Bendigo. We have had 62.5 mm so far for the month of May – 35 mm of that fell on the 18th May. The average rainfall for May is 54.8, for the first time in, I think, years we are actually above our average rainfall. We even have puddles! This is pretty exciting stuff, but still the tip of the iceberg. We still have a very long way to go, but better than no rain at all.

They have also completed a pipeline to fill up the local lake. So, hopefully, I will be back paddling my kayak within about a month or so.

See the related story here:

<http://www.abc.net.au/centralvic/stories/s1923549.htm>

My daughter who is at university studying primary school teaching is currently having placement at a local primary school. She is enjoying it, but finding the full-time load a bit tiring.

There's not a lot of other news to report. I am still working full-time and fitting everything else around it. So far, so good; it's all manageable (I hope this is not a case of 'famous last words'!).

Talk to you all next week.

Julie

Questions

Unfortunately, I am unable to answer individual questions, personally, via email. Purely due to the fact that all I would do is answer questions. You do, though, have three other options for me to answer your questions:

- 1) I can include them in an edition of Simply Access Tips (if you do not mind your question being shared). There may be a wait before they are included, depending on how many I have.
- 2) You can go to All Experts and post your question there; I answer one question per day from All Experts (this helps to keep control of the questions):

<http://www.allexperts.com/browse.cgi?catLvl=3&catID=1440>

If I am not available, there are many other experts.

- 3) Or, you can subscribe to my Question Subscription Service, \$23.95 AUD per month, for unlimited questions:

<http://www.simply-access.com/MicrosoftAccessQuestions.html>

Learn VBA

You may have noticed I have used VBA code in some of my answers. If you would like to learn this valuable skill to enable you to expand the flexibility of your Microsoft Access database, then click below to get your first lesson free, or cut and paste into your URL Address bar. You will need to scroll to the bottom of the page and enter your information into the form.

<http://www.simply-access.com/LearnVBA.html>

Tips

NOTE: If you are copying code from the tips and find it is not copying correctly – i.e. the html is also being copied, then copy them into NotePad first (not Microsoft Word, as Word keeps the formatting) then copy from NotePad into Microsoft Access.

Tip 1: *Being Prompted to Enter a Date into a Report*

Question

I need to write a summery report with 2 lines the first one is the date and the second one is order number but I need to input the date each time I run the report can this be done?

Answer

Try the following:

Add an unbound text box to your report.

Type the following:

= [Enter Date]

When you run the report you will be prompted to enter a date (it doesn't matter what you have in the square brackets, so change it so it makes sense to you).

This will then appear in the text box you have just created.

Tip 2: *Including a Report in the Body of an Email*

Question

I have created a simple participants/workshop database. There are many workshops (30) so in the Workshops table object I set up the field name with the workshop name (eg email) and the data type as a Yes/No format. In the Participants form object, I have a workshop subform where I tick the workshops that are applicable to the participant. That is all fine.

However to query/report on individual workshops, I find I have to set up an individual query for each workshop because the criteria for the workshop field is Email = Yes. Whereas in the past I have a field whereby I just type in a criteria parameter (eg. [Enter the workshop name]). I thought the Yes/No format was the best for this situation where one participant could be on many workshops. Is the Yes/No format restrictive in this way? I have 30 workshops and I wish to query how many participants are doing each one. I am doing this currently by setting up a query whereby I have the field specified with criteria Yes but I don't want to have to create 30 separate queries!

Answer

I have also fallen into the above trap. By listing all the workshops as separate fields, with a Yes/No option, you do need to set up an individual query for each one. So, be careful when setting up this sort of database.

To set your data up correctly, you needed to create two other tables - one table that contains the workshops for each person and one with just the workshop names.

The workshop table for each person would have the following:

WorkshopID AutoNumber
ParticipantFK Number (links to the participant table)
WorkshopName Lookup - (looks up the workshop names in the table above you have just created)

You would then build a form that contains your participants and workshop table by following the wizard and choosing to group by participants.

This will build a form with the participants and a subform with the workshops.

The subform will grow each time you chose a workshop, adding a new record, so you can endlessly add work groups.

You could then set up a query with the above two tables, and using the group and count function, count how many participants in each workshop.

Tip 3: Trouble with Sorting in a Report

This one is also a tip rather than a question, and one that I forget about from time. If you have set up a sort in a query, based the report on this query, but the report does not seem to be sorting as it is in the query, check out the sorting and grouping section in the report – the button to this section can be found on the toolbar. The sorting in this section of the report over-writes the sorting in the query. So, if you are having difficulties, this could be the problem.

Housekeeping

Once again, just a quick reminder: Please ensure the following email address is white-listed with your ISP:

jmisson@iprimus.com.au

This will ensure the weekly arrival of this Newsletter.

Unsubscribe

To unsubscribe to this Newsletter, just hit the REPLY button and type UNSUBSCRIBE in the subject section of the Email. I will remove you from my

emailing list. You will not receive any more Newsletters unless you re-apply via the website.