

Hi [FirstName],

Simply Access Tips

Issue 20 – 2007

July 25th 2007

Welcome to the twentieth 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

Hi [FirstName],

Just a reminder, back issues of Simply-Access Tips can be found at:

<http://www.simply-access.com/SimplyAccessTipsNewsletter1.html>

I have settled into my office and I am being a bit more productive, which is a good thing. I hope to get some more pages up on my website shortly. I have written some, but just have to load them. I use SiteSell as my website host - I really like them.

Site Sell – <http://passion.sitesell.com/products19.html>

I use this site to build my websites. What is so good about this host is that it is more than just a web site host, it is also a community where everyone shares ideas. It is not expensive, you can build the website yourself, and so there is no need to pay a website builder each time you wish to make a change. They also show you how to build a website that is full of content so you will rank well, thus get plenty of visitors and then you can monetize. They step you through how to do this with their ten day program. Be warned, if you want to do this properly, it does take time, but it is well worth it. If you haven't got a website and you are thinking about building one, then this site is truly worth a visit.

My exercise regime is still non-existent. A friend and I hope to do a reasonably long and hard walk in Tasmania next Easter (fly in with about 8 days of walking to walk out), so I had better get into the mode and get moving. Hopefully next week I will be able to report that I have started.

The rain is still good – 60.8 mm for July (greater than the monthly average of 58mm). Reservoirs remain low though, and we remain on level 4 water restrictions, which basically equates to no use of water at all outside.

I am off to Sydney this week. I have a conference on clinical risks in health care. I also hope to catch up with my brother, his wife and two children whilst I am there. So, there will be no Newsletter next week, but I will be back on deck the following week. I will talk to you then.

Cheers,

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): NOTE: I am on holidays from all All Experts – July 23rd to July 31st.

<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: Difference in weeks between two dates

Question

I am trying to get an output in weeks from two dates: DateReceived and a DateDue, both set up in short date format. There are no "time" issues involved, just dates.

Answer

Try using the datediff function.

Syntax:

```
Date("ww",DateReceived, DateDue)
```

Tip 2: Using VBA modules contained in another database

Question

I have created a database to be used to track and tally points earned from horse shows for year-end awards. I have four tables, 1 table has exhibitor # and name, 2nd table has horses registration # and name, 3rd table has show dates and locations. From these tables I want to have a form that will have all of these fields plus a place for entries in class, placing in class and points received. I have created a form with all the fields and you can manually enter data in all the fields - my goal is that when you type in the exhibitor # the exhibitor name would autofill in the appropriate field. I also want when the horse's registration # is entered the horse's name and owner populate and when you enter the class # the class name populate and when you enter the show # the show date and show location populate.

Answer

To achieve the above you will need to use a look up query.

First though, you will need to set up a fourth table with the following fields:

PointsID (AutoNumber Primary Key)

EntriesInClass
PlaceInClass
PointsReceived
Exhibitor#
Registration#
ShowID

The last 3 fields are in the original tables, but these are also the linking fields to the points table.

I am presuming you have a primary key for each of the tables and these are the fields as per above, i.e.:

Exhibitor#
Registration#
ShowID

Next, set up relationships between the first 3 tables and the 4th table (points table), linking on the above three fields.

Build the autofill query. Below is an example of an AutoFill query:

The AutoLookUp query automatically fills in data when a value is entered into a field. As an example, you may have a one-to-many relationship between the tables, 'Agent' and 'Properties'. What you wish to occur is that when you select the Agent ID/Surname, all the details about the agent, i.e. Name, Address, Phone #, Fax #, etc. are displayed.

To set this up:

Build the two tables and establish a relationship between the two tables using AgentID as the primary key in the 'Agent' table. Then add this field (AgentID) as the foreign key in the 'Properties' table.

Add some data to the Agent Table in order to test out the AutoLookUp Query. Test the AutoLookUp query after building the select query and after building the form and the combo box.

The relationship will be a one-to-many relationship – with an Agent being able to have many properties.

The next step is to build a simple select query, containing both the tables. Build this query, adding the fields you wish to display on the form (which we will be building a bit later on).

Note: For this question, you need to add the four tables, not just two

****NB: Make sure to include the 'join' field from the many side of the relationship. In this case, AgentID from the Property table. This is the key to an AutoLookUp query.

Note: In the case of the question above, the join fields are:

Exhibitor#
Registration#
ShowID

From the points table:

The AgentID from the Agent table is not required.

Add some data to the query to test it out – i.e., add an AgentID number to the AgentID field in the query and press TAB – all the agents details should be added to the query automatically.

Now it is time to build the form. Follow the ‘Create form by using Wizard’ and follow the steps and choose the select query you have just built, including all of the fields from the query.

Tip 3: Adding a control to form using VBA

Question

I want to add a check box to a form using VBA. I tried the following:

```
DoCmd.OpenForm Form_Questions.Name, acDesign
```

```
Dim ctrl As Control
```

```
Set ctrl = CreateControl(Form_Questions.Name, acCheckBox, acDetail, ,  
QuestionnaireName, 200, 200, 50, 20)
```

```
DoCmd.Close acForm, Form_Questions, acSaveYes
```

but I get an error message saying the "Could not find field 'Check14'"

Answer

I made some slight alterations and it worked when I tested it. Hope it works for you.

```
DoCmd.OpenForm "frmQuestions", acDesign
```

```
Dim ctrl As Control
```

```
Set ctrl = CreateControl("frmQuestions", acCheckBox, acDetail, ,  
QuestionnaireName, 200, 200, 50, 20)
```

```
DoCmd.Close acForm, "frmQuestions", acSaveYes
```

Housekeeping

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

julie@simply-access.com

This will ensure the weekly arrival of this Newsletter.

Unsubscribe