

Hi [FirstName],

Simply Access Tips

Issue 22 – 2007

October 9th 2007

Welcome to the twenty-second 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 am a few editions behind, but hope to catch up this week.)

First of all, welcome to all the new subscribers. Some of you may have waited a while for your first Newsletter – please accept my apology.

For my regular subscribers, put up your hand if you thought I had dropped off the face of the earth. Well I haven't (thank goodness), I have just been extremely busy. I could not believe that almost six weeks had passed since my last newsletter.

A quick update as to where I am up to:

For those of you who do not know, I have bought into a hairdressing salon with my sister and her daughter – so I have spent a lot of time getting that up and running. There was a lot more involved than originally thought, which is usually the case, but it is bubbling along quite nicely now.

Our black Labrador now has days where he has trouble walking, so I think his days with us are numbered; which is very sad.

I am back at work, at the hospital, 3 days a week (hooray) where I work as a Quality Improvement Manager for Psychiatric Services. I can now concentrate on my business (Microsoft Access Databases). There has been movement at work, my boss

has left and we are a couple of other positions down, so it has been quite hectic there as well.

My family is all well.

My exercise regime has been non-existent; although I will be getting back into doing some walking as from today.

I think that's it. Thanks for being patient with the delay of this Newsletter.

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):

<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: *Using Access (Sum) for an Excel Table*

Question

I have an excel worksheet containing telephone expenses of my company having fields last name, first name, project team, mobile no, expense etc. I need to convert this spreadsheet into an Access database and produce a single report containing the sum of expenses for different project team first separately and finally the total expense.

Answer

First import the Excel file:

File > Get External data > Import

Then, follow the wizard, choosing Excel when prompted, and ensure the first row contains Field Names.

Then create a report following the Wizard, adding the above table.

Choose to group on Project Team.

Once the report has been created, go to Design view and the Project Team footer. You may need to make this visible by clicking on the Sorting and Grouping button on the toolbar and selecting Project team. Select 'Yes' in the section Footer.

In the newly created footer, add an unbound text box, including the following:

=Sum(Expense)

This will sum the expense just for that project team.

Then do the same in the report footer. This will sum the expenses for the entire report.

Tip 2: *Invalid Argument Error (2) – Response from Newsletter Subscriber*

Question

This was a question I had in Newsletter 21.

Our database has been working fine until yesterday. When I search using the binoculars, Access finds the first record but then throws up the 'invalid argument' box. As far as I'm aware nothing has been changed.

Answer

Thanks to Gersh for sending in a possible reason for the cause of this, and a solution, as he has a similar problem with the same error message:

The answer is very simple: Database exceeds 2GB size. The only thing that needs to be done is to compact the database.

Tip 3: *Form Password Protection*

Question

I am new to Access and I am designing a database for a nursing home. I have a form called user menu where the user can access other forms such as employees, patients and care plan by using a command button which runs a macro. I want to restrict access to the form care plan from the user menu to nurse only. How can I do this?

Answer

Microsoft Access has inbuilt security - type in security in the help file and this will explain how to implement this.

This can be a bit complicated though, and might be a bit of overkill for what you want. The easiest thing would be to add a bit of code to the command button:

Right-click on the command button, click on properties, then the Event tab.

Place your cursor where you see [Event Procedure], then click on the '...' button. This will open the code for the command button and will look similar to the following:

```
Private Sub Command7_Click()  
On Error GoTo Err_Command7_Click
```

```
    Dim stDocName As String
```

```
Dim stLinkCriteria As String

stDocName = "Information 2007"
DoCmd.OpenForm stDocName, , , stLinkCriteria
```

```
Exit_Command7_Click:
Exit Sub
Err_Command7_Click:
MsgBox Err.Description
Resume Exit_Command7_Click
```

```
End Sub
```

Add the following code below this line of code: 'Dim stLinkCriteria As String':

```
Dim str As String

str = InputBox("Enter Password")

If str = "Nurse" Then
```

The above code is an IF statement, you therefore have to add an End if. Put the End if after 'DoCmd.OpenForm stDocName, , , stLinkCriteria'.

Your code should now look similar to below:

```
Private Sub Command7_Click()
On Error GoTo Err_Command7_Click

Dim stDocName As String
Dim stLinkCriteria As String
Dim str As String

str = InputBox("Enter Password")

If str = "Nurse" Then
stDocName = "Information 2007"
DoCmd.OpenForm stDocName, , , stLinkCriteria
End If

Exit_Command7_Click:
Exit Sub

Err_Command7_Click:
MsgBox Err.Description
Resume Exit_Command7_Click

End Sub
```

This will just prompt for a password to enter the form. If the password is incorrect, nothing will happen. Change the password by changing "Nurse" to whatever you want.

This is a simple method for protecting forms. It is by no way foolproof, but will solve many instances where you need low-level security.

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