

Lesson 3 Forms and Multi-Table Relationship

Creating a form with Tabs for a Multi-Table Relationship

The following explains how to create a form with tabs for a multi-table relationship. Forms with tabs are necessary in the event that you need to enter data into a database with multiple tables.

1. Create the necessary tables for the database. In this example we will need tables for an insurance company database. The below picture illustrates a database that has tables for:

Customer Information

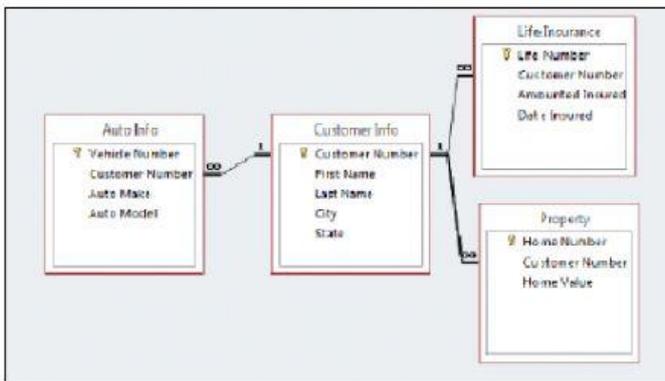
Auto Insurance

Life Insurance

Property Insurance.



2. Create a relationship for all of the tables in the database shows an example of relationship created for a database for an insurance company. **2**



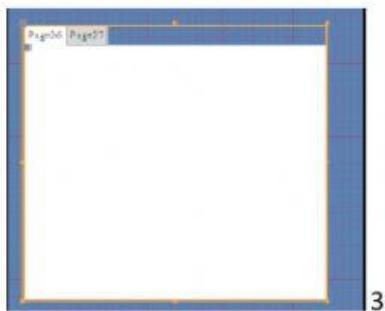
3. Create forms for all of the tables **EXCEPT** for the main table. For example, you would create forms for, **Auto, Property, and life.**

Create the Main Form for your **Customer info Table**.

1. Create a form for the *Customer info* table using the **Form Design** tool.
2. Apply any color, formatting to your form.
3. On the **Design** tab, click the *Tab Control* button. **3**



4. Draw the *Tab Control* onto the Form. **3**

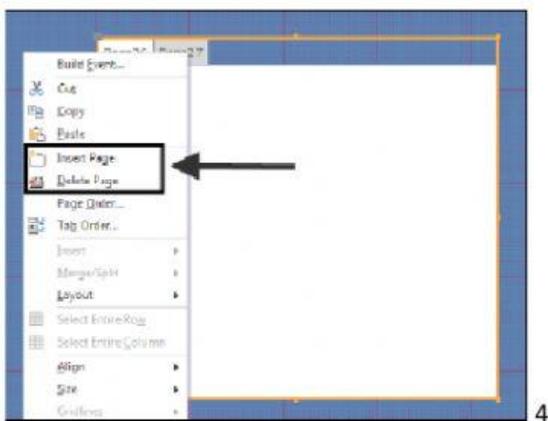


5. To add more tabs, right click over one of the tabs and click **Insert Page** from the menu. **4**

drop-down

6. To delete a tab, right-click over one of the tabs and click **Delete Page** from the menu. **4**

drop-down



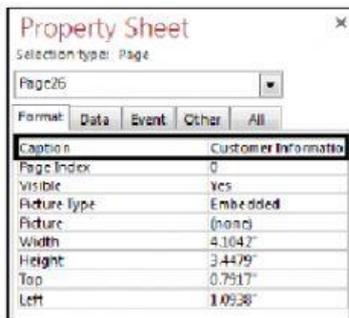
7. To rename the tab, click to select the tab.

8. From the **Design** tab, click the **Property Sheet**. **5**



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9. The *Property Sheet* will open. On the format tab in the **caption** category, enter the name of the tab. 6



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10. From the *Design* tab, click **Add Editing Fields** to add the fields onto the tab for this main form. 7



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11. In the *Field List* window that appears, click **Show all tables**. 8



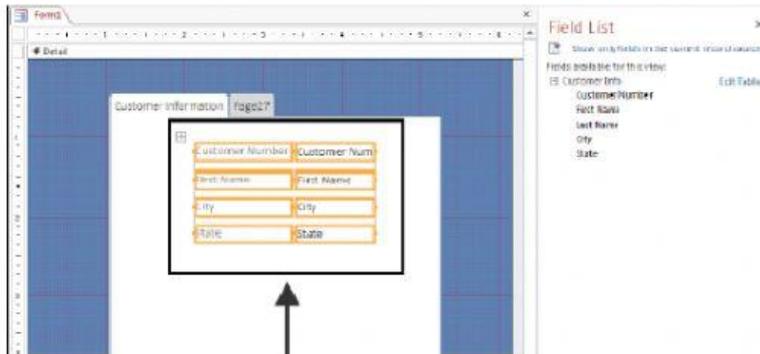
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12. Click the ******* for the name of the *main table* containing the fields that you want to add. For this example you would click the ******* for **Customer Info**. 9



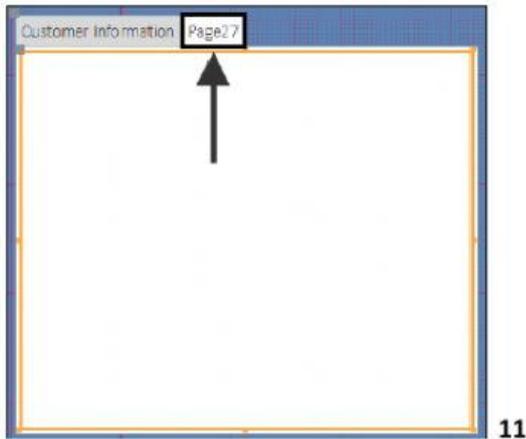
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13. Drag the fields from the *Field List* onto the tab that you have selected. 10



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14. You are now ready to add the forms that you created earlier to the other tabs. Click to Select the tab where you want to add your form. 11



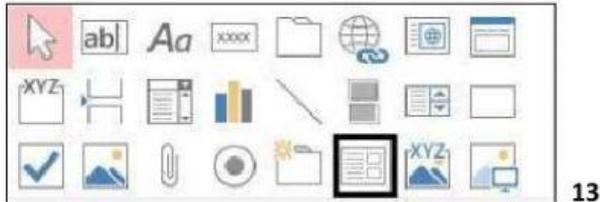
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15. From the *Design* tab, click *More*. 12



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16. Select the *Subform/Subreport* control 13

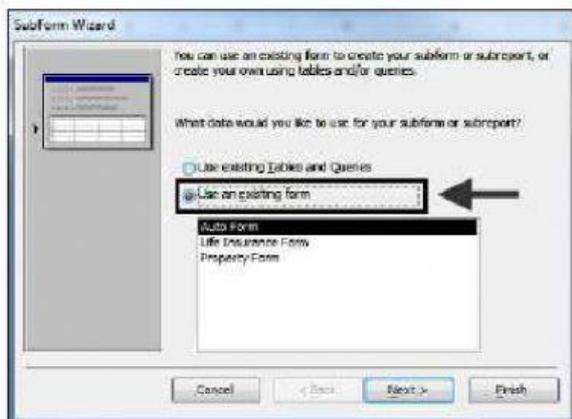


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17. Draw a box on the form for the selected tab.

18. The *Subform Wizard dialog* box will appear. Select the options. Use an existing form. 14

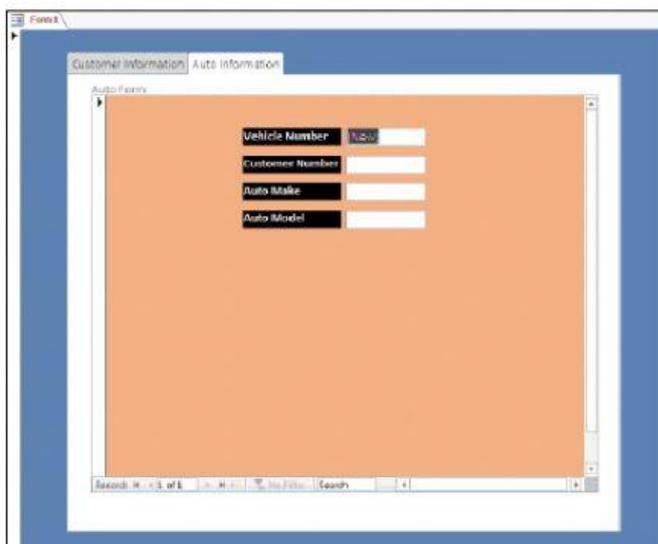
19. A list of forms in your **database** will appear. Select the form of your *choice*.14



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20. Click the **Finish** button.

21. The *Auto Form* will be added inside the **Tab control**. Use the sizing handles around the form to adjust the size.15



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22 Repeat steps 14-21 to add the remaining *subforms*.

Questions

1. Explain the step in detail to add tabs to a multi-table relationship.