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# Handbook

## Sample Database

# FormsRepAccess2000

## Features in FormsRepAccess1997 Sample Database

### Forms



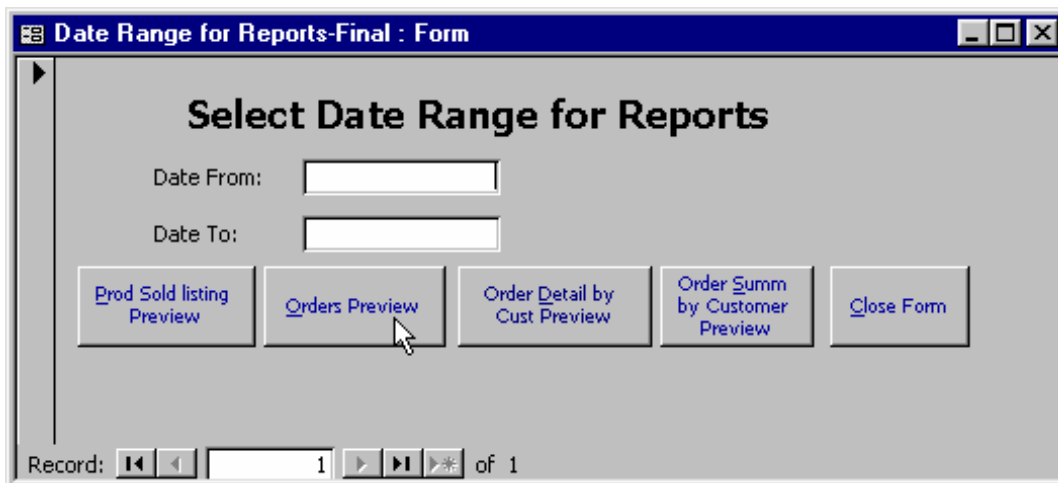
The screenshot shows a window titled "Customers" with a sub-header "Add/Edit Customer Records". The form contains several text input fields for customer information:

- Customer ID: [ ]
- Company Name: Kean University
- Street Address: 11 Morris Ave
- City: Union
- State Or Province: NJ
- Postal Code: 07083
- Phone Number: (908) 257-2492
- E-mail Address: jryder@turbo.kean.edu

At the bottom of the form, there are four buttons: "Find Record", "Save Record", "Delete Rec", and "Close Form". Below the buttons is a record navigation bar showing "Record: 1 of 7" with navigation icons.

### Customers-Final

- Sample Maintenance Form
- Create with AutoForm-Columnar
- Command Buttons



The screenshot shows a window titled "Date Range for Reports-Final : Form" with a sub-header "Select Date Range for Reports". The form contains two text input fields for date selection:

- Date From: [ ]
- Date To: [ ]

Below the date fields, there are five buttons: "Prod Sold listing Preview", "Orders Preview", "Order Detail by Cust Preview", "Order Summ by Customer Preview", and "Close Form". A mouse cursor is pointing at the "Orders Preview" button.

At the bottom of the form, there is a record navigation bar showing "Record: 1 of 1" with navigation icons.

## Date Range for Reports-Final

- Unbound Control – Input date range from user
- Allows selecting specific data for reports
- Selecting reports with command buttons

Order ID:	Product ID:	Quantity:	Unit Price:	Extended Price	Running Total
1	1	1	\$0.23	\$0.23	\$109.44
1	2	2	\$1.25	\$2.50	\$109.44
2	3	4	\$5.00	\$20.00	\$109.44
3	1	2	\$0.23	\$0.46	\$109.44

Record: 1 of 11

## Order Details Listing-Final

- Datasheet view form
- Calculated Control (field)
- Form to be used within another form

ORDER ENTRY

Order ID:  Add/Edit Customer Rec Rutgers

OrderDate:  2/2/00

Ship/Via  
 US Postal  Pick-Up  UPS

Order Details

Order ID:	Product ID:	Quantity:	Unit Price:	Extended Price	Order Total
1	1	1	\$0.23	\$0.23	\$22.73
1	2	2	\$1.25	\$2.50	\$22.73
1	4	2	\$10.00	\$20.00	\$22.73
*	1				\$22.73

Record: 1 of 6

Find Record Save Record Undo Record Delete Record Print Record Close Form

## Order Entry-Final

- Create in design with multiple tables
- Uses subform
- Object from clip gallery
- Invokes another form with command button
- Uses macro
- Input Masks on text boxes
- List box
- Command buttons

## Reports

**Customer Listing-Final**

<i>ID</i>	<i>Name</i>	<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Phone Number</i>	<i>Email Address</i>
1	Kean Univer	11 Morris Ave	Union	NJ	07083	(908) 257-2492	jryder@turbo.kean.e
2	Rutgers	1 College Ave	NewBrun	newjersey	08855	(908) 732-2145	
4	Princeton U					(555) 555-5555	Princeton@Aol.com
5	ABC Co.	123 Main St	Mainville	NJ	09998	(888) 888-8888	dddk@aaa.com
6	123 Corp	999 Main St	Scotch PI	NJ	07077	(888) 888-7788	
7	Associated	909 ACE St	Westfield	NJ	09898	(880) 098-9988	
11	ZZZ Compa	P o box 2233				(888) 888-8888	

Page: 1

### Customer Listing-Final

- Create with AutoReport
- Simple Data Listing

**Order Summary by Customer-Final**

*From: 2/2/00 To: 2/7/00*

<i>Rutgers</i>	<i>Total Sold:</i>	\$56.44
<i>ABC Co.</i>	<i>Total Sold:</i>	\$49.00
<i>Grand Total Sold:</i>		\$105.44

Page: 1

### Order Summary by Customer-Final

- Summary Report
- Unbound fields-date ranges
- Query based report with criteria
- Data used that is created within the query

**Order Detail by Customer-Final**

*From: 2/2/00 To: 2/7/00*

<i>ABC Co.</i>		<i>Total Sold:</i>	\$49.00
<i>OrderDate</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total</i>
2/7/00	1	\$1.00	1
2/7/00	4	\$12.00	48
<i>Total Sold:</i>			\$49.00
<i>Rutgers</i>		<i>Total Sold:</i>	\$56.44
<i>OrderDate</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total</i>
2/2/00	2	\$12.00	24
2/7/00	3	\$1.00	3
2/2/00	5	\$1.25	6.25

Page: 1

## Order Summ/Detail by Customer-Final

- Detail Report
- Calculated Controls (Fields)
- Groupings
- Query based with criteria

The screenshot shows a window titled "Print Orders" with a blue header bar. The main content area displays order information for "ABC Inventory Corporation" and "Rutgers College of New Brunswick". A summary box on the right contains "Order ID: 1", "Order Date: 2/20/00", and "Ship Via: 1". Below this is a table with columns: Product ID, Quantity, Prod Name, Product Description, Unit Price, and Extended \$.

Product ID	Quantity	Prod Name	Product Description	Unit Price	Extended \$
1	2	Pens	600-Pen Set	\$12.66	\$25.32
2	2	Pencils - Pink Blk Pencil		\$12.56	\$25.12
3	1	Pencils	25-Less Pencils	\$6.21	\$6.21
				Order Total	\$56.65

At the bottom of the window, there is a page navigation bar showing "Page: 1" and navigation buttons.

## Print Orders

- Zoning
- Calculated Controls (fields)
- Grouping
- Multiple Tables

A dialog box titled "Enter Parameter Value" with a close button (X) in the top right corner. It contains a text input field labeled "QtyLevel" which is currently empty. Below the input field are two buttons: "OK" and "Cancel". A mouse cursor is pointing at the "OK" button.

User enters quantity level.

The "Products" window displays a table of products. The title bar shows "Products" and standard window controls. The main content area shows the text "Products w/Quantity below level of" followed by a text box containing "6 Units". Below this is a table with the following columns: Product ID, Product Name, Product Description, Qty On Hand, Unit Price, and Action. A single row is visible with the following data: 1, Pens, 600 - Per Set, 1, \$12.95, Yes. At the bottom of the window, there is a footer area with the date "Monday, February 21, 2000" on the left and "Page 1 of 1" on the right. A pagination bar at the very bottom shows "Page: 1" with navigation arrows.

Product ID	Product Name	Product Description	Qty On Hand	Unit Price	Action
1	Pens	600 - Per Set	1	\$12.95	Yes

### Products Qty below level-Final

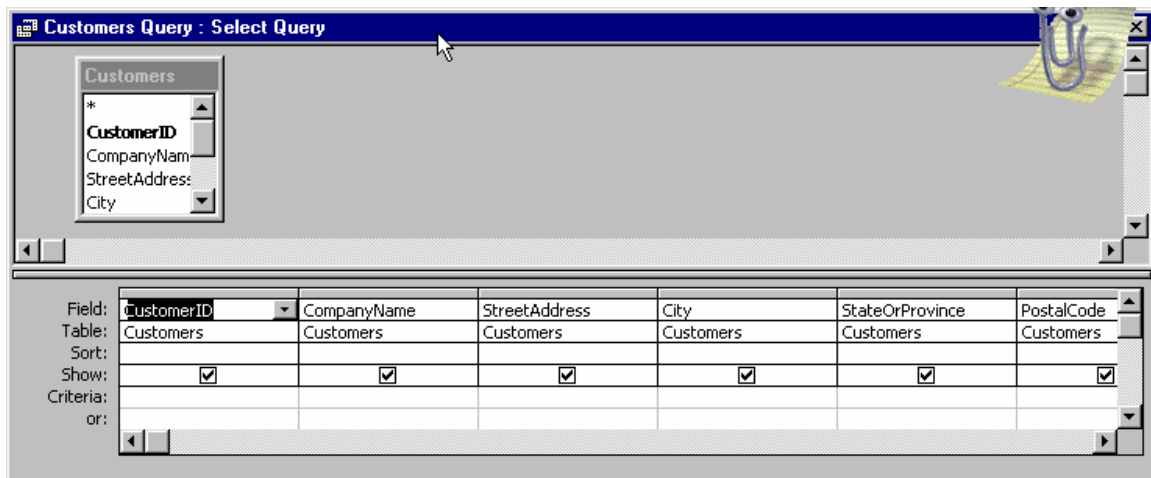
- Exception Report
- Parameter query example
- Query expression used as criteria
- Combining text w/totals in text control box

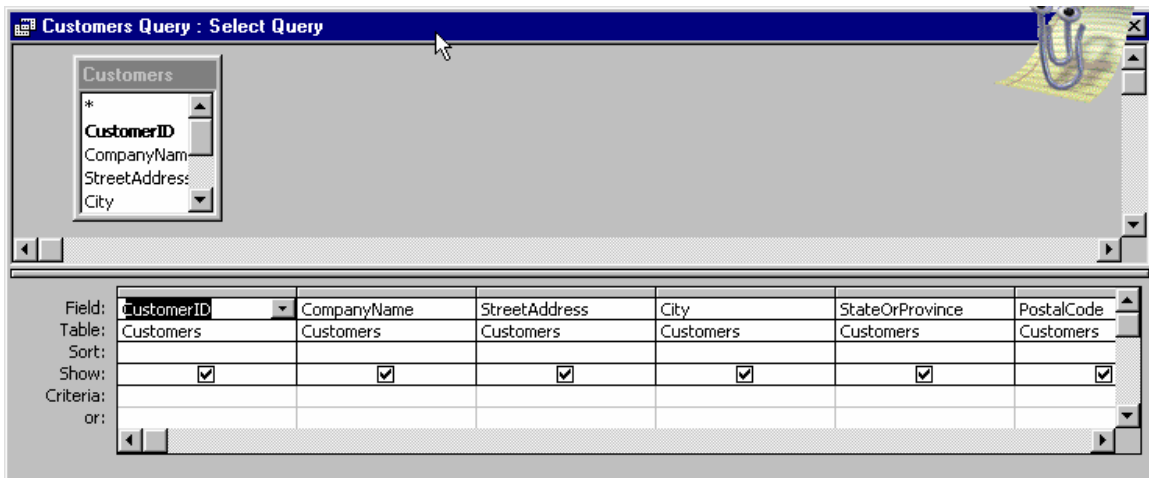


### Products sold listing detail-final

- Combining text w/totals in text control box
- Grouping
- Calculated controls (fields)
- No criteria

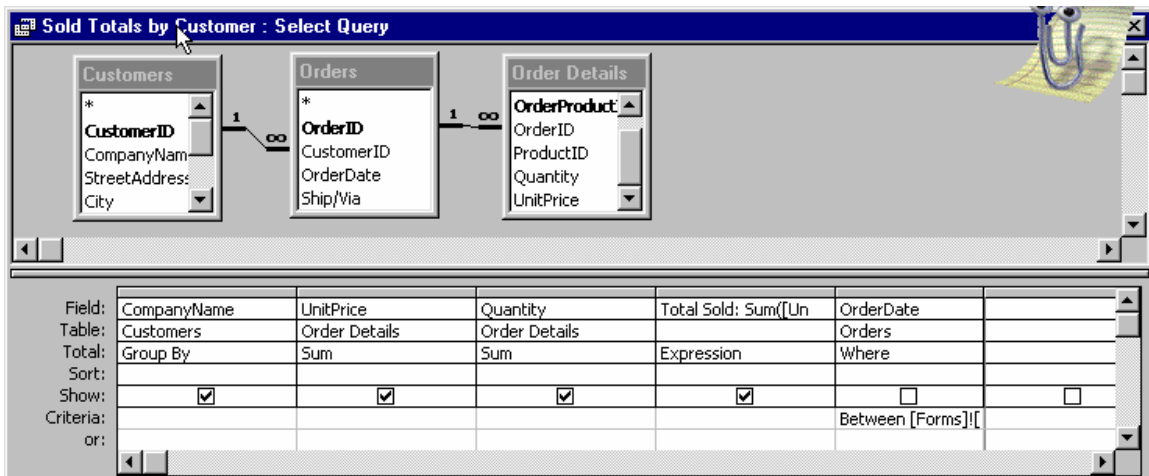
### Queries





### Customer Query

Takes all data from customer table and places into a query table. This query is needed to update data when a customer is added from Order Entry form.

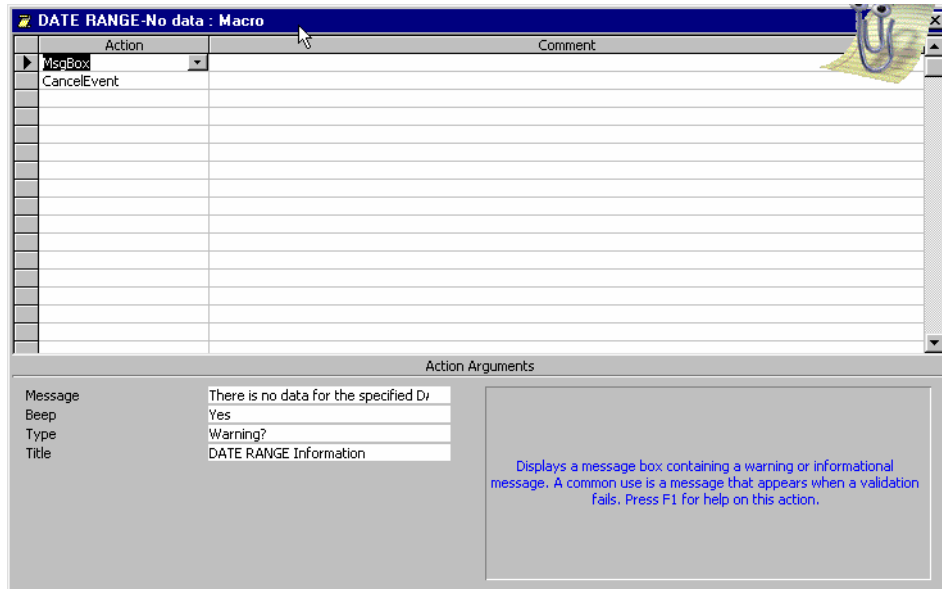
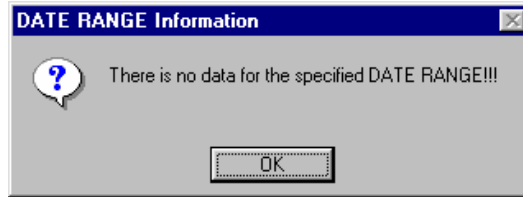


### Sold Totals by Customer

Totals amounts sold by customer for a specified period of time.

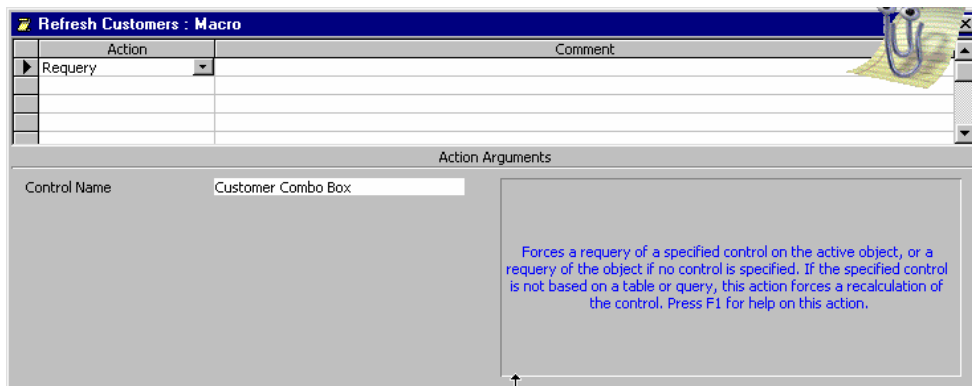
Criteria for OrderDate → Between [Forms]![Date Range for Reports-Final]![Date From] And [Forms]![Date Range for Reports-Final]![Date To]

## Macros



### Date Range-No data

Alerts the user that no data was found for the specified date range



### Refresh Customers

Requeries customer table when focus is placed on the customer list box in the order entry form. Ensures that any changes made to the customer file with the command button are reflected in the customer name list box.

