ACCESS EXPRESS TEMPLATE v2.1

for

MICROSOFT (R) ACCESS

(1.0 Upwards)

By

SELECTIVE SOFTWARE
169 Dalkeith Road
Edinburgh
EH16 5BY
(031) 447 8051

INTRODUCTION

The Access Express Template by Selective Software takes the pain out of creating an easy-to-use System in Microsoft Access. It is already being used in several major oil companies. This is a fully functional copy for you to try out and decide if it will suit your requirements. When you are satisfied that the system will benefit you please forward payment as follows:-

Single User Licence - Thirty Nine Pounds Sterling (£39.00) inclusive.
Site Licence - Four Hundred and Ninety Pounds (£490) inclusive.

UK - Cheques / Postal Orders Welcomed
Overseas - Eurocheque, Bankers Draft or Bank Notes (Recorded Delivery) Welcomed.

If you intend to distribute an application written using this template then please write for a quote. Shareware authors will not be charged any more than the standard Single User Licence fee, however you must (a) inform us and (b) allow us to distribute your product.

You will receive the latest version, full documentation and more Top Tips!

Some highlights include :-

FORM DESIGN

Create great looking forms in under 5 minutes!
Pre-designed forms with 3 easy ways to find your records.
Autosense pops up Store / Abandon buttons when data changes.
Capitalise ((C) Selective Software 1993/4) - Unique system which turns "jOHN mACDONALD" into "John MacDonald". Even handles addresses!
Professional, Attractive Screens with easy to use Pushbuttons.
Auto Return when screen closed - now users can't get lost!

REPORTING

Pre-constructed mechanism for Report / Criteria selection
Automatically warns user when no records match criteria
Allow users to Preview report or Print directly
Save hours of development time.

SECURITY

Keep track of who is allowed to use the system
Prevent selected users from deleting data.
Stop prying eyes looking at sensitive data.
No more unauthorised access.

Plus Much More Besides!

This manual assumes some experience of Access and has been kept short and to the point. If you have difficulty in understanding any aspect of the template then please get in touch.

We can't guarantee this release to be completely bug-free, however if you do discover any bugs please inform us. When you register you will receive the latest version with details of bug-fixes.

GUIDED TOUR

Important - Start Microsoft Access, load TEMPLATE.MDB and select OPTIONS from the Edit menu. Ensure that 'SHOW STATUS BAR' is Set to YES, 'SHOW SYSTEM OBJECTS' and 'SHOW TOOLBAR' are both set to NO to insure correct display. It has been created to run on 640x480 mode screen, but can be adapted for higher resolutions.

Now close TEMPLATE.MDB and Load up CONTACT.MDB. This is a simple contact manager program written using the template in less than 30 minutes! It will give you a good idea of how your application(s) will look.

When the application is loaded you will be asked to select a user. The default user is called 'New User (No Password)'. This can be deleted once you have created user accounts. Highlight and click on Login button. The 'Opening Screen' will be displayed.

Country maintenance is a simple screen which maintains a list of countries. It has been deliberately kept simple so as to make it as easy as possible for you to understand how it works.

At the bottom of the screen there are push buttons which allow you to create a New Record, Delete the current record, or exit the screen (which takes you back to the Opening Screen). There is also a box which lists all the countries stored in alphabetical order. By Click anywhere on the list and pressing 'S', will cause 'SWEDEN' to be highlighted, as this is the first country on the list which begins with S.

Try adding 'Finland' to the list. Click on New Record, Type 'FINLAND' in uppercase, press TAB key, and the Abandon / Store buttons will replace the Delete / Exit Screen buttons, and 'FINLAND' will now appear as 'Finland'.

Exit this screen and have a look at the 'Contact Maintenance' Screen. The format is similar to the 'Country Maintenance Screen' however, this time instead of having one simple list of records at the bottom of the screen, there are now 2 'pop-up' lists, one by name, the other by company. Click on the yellow square to bring up the list.

Create a new contact. Enter the address as :-

200 ohio way
california
ca123456

pressing F12 for each new line. When you tab out of the field it will change to :-

200 Ohio Way
California
CA123456

Users will find this feature a great timesaver!

You will notice that the 'Country' selection box opens automatically when you tab in to it, and you can select the one you want by typing enough letters to uniquely identify it.

Now try the Reports Screen. Criteria is given at the left of the screen, whilst the list of available reports is at the right of the screen. Incorporating these features into your own reports is incredibly easy!

Authorised Users is where you define the people who will be using the system. Individual Users can be prevented from deleting records, or accessing certain screens. For example a junior member of staff may be allowed to enter data but not be allowed to delete data or print reports.

Short-Cut Keys allows you to attach words / phrases to Function Keys / Shifted Function Keys. If for example most of your customers live in Massachusetts, you may like to attach it to F1.

Logout brings up the Login Screen so that another user can log in, or you can Exit the program.

The other screens speak for themselves. Play around with the application to get a feel for how it works. Have a look at what's 'behind the scenes'.

USING THE TEMPLATE

Make a copy of TEMPLATE.MDB and give it a suitable filename. If you have already started to create an application then import all the formats into this file.

Ensure that all tables have a counter field called ID.

For each form you require, copy one of the 3 standard forms (Simple Table - Similar to 'Country Maintenance' Screen, Multi Key - Similar to 'Contact Maintenance' screen, and TextBox if you are likely to be storing a large number of records). Give the new form a suitable name. Create a query which sorts the underlying tables records into a suitable order. Ensure that the first field in the query is the ID field.

If you are using the multi-key screen, create additional queries for each key. Look at 'People by Company' and 'People by Name' queries in CONTACT.MDB, Note that although access displays 'sorted' fields first when viewing an existing query, the ID field is still the first field when the query is run.

The text box screen allows you to enter text and only records that begin with this string are listed in the box. This is essential when there are tens of thousands of records in your database. There is a special query that actions this called TX. Instructions are given in the query.

Whichever form type you are using, set the Record Source property to the query you have created, and set the caption to a suitable heading. Ensure that your first field has the control name set to 'First', and ensure that all fields follow this one. When you check the tab order you should find that there is a field called 'B4FIRST' before it. This prevents the user from reverse tabbing into another record accidentally.

The 'On Exit' property of each field should be set to '=MODIFY( )' and for the fields that you wish to capitalise, set the 'After Update' property to '=Capitalise( )'. If you set the 'Format ' property to '>' then the field will be converted into All Capitals.

To automatically open list boxes whenever they are tabbed into, set the 'On Enter' property to either '=OpenBox("NO FIND")' or '=OpenBox("FIND")'. If set to 'NO FIND' then the box will only open when you are adding a new record, if set to 'FIND' then the box will open whenever you tab into it.

If the 'Status Bar Text' ends with '(Mandatory)' then you will not be able to exit the field if it is left blank.

If using the MultiKey screen, ensure to delete any listboxes you are not using.

The 'On Menu' options should be self explanatory.

Using the Report Mechanism is very easy. Ensure that each query that is the basis for a report has a field called 'COUNT:1' which is used to identify that no records match the criteria. See the 'List People by Country' and 'List People by Company' Queries in the sample database for an example of how to use criteria.

On the 'Report Selection' form, ensure that the first criteria field is called 'FIRST' and the rest are named 'A', 'B' and so on. This ensures that the 'Clear Criteria' button will work properly.

The names of the reports should be stored in the 'Reports' table, the Number field refers to the order that the reports will be listed in.

You will have to make a small modification to the 'Preview' and 'PrintRep' functions in 'USER MODULES' module in order to complete the operation.

```
Select Case A
Case 1
   Recs = DCount("COUNT", "NAME OF QUERY", "")
   Rep$ = "REPORT NAME"
Case 2
   Recs = DCount("COUNT", "DITTO", "")
   Rep$ = "DITTO"
Case 3
```

The number after 'Case' refers to the report number (as specified in the report table), the name of the underlying query for the report should be specified within the quotation marks, (COUNT refers to the field which is normally set to 1) and the report name specified for Rep$.

Ensure that you rename the AUTOEXEC macro.

Short Cut Function Keys

The template allows the user to define Function Keys / Shift + Function Key as any piece of regularly used text. This feature can be removed by renaming the AutoKeys macro. Bear in mind that whilst the Autokeys Macro is in use the function keys will not perform their normal function. Any of the keys can be disabled by removing the associated line from the AUTOKEYS macro.

Opening Screen

The system has been designed to have a central screen which is displayed when you login and when you exit a screen. You could if you prefer use menus by changing the 'On Menu' property of each screen, and by modifying the MM (Main Menu) function which is called whenever you close a screen and opens the 'Opening Screen'.

If you decide to stick with the standard system then the 'On Push' setting in each button should be set to =OpenScreen("formname"). When the button is pushed the screen will be displayed.

To add Icons do the following :-

1. Go to program manager and click on any Icon.
2. Select 'Properties' from File Menu, and click 'Change Icon' button.
3. Type in the path of Icon files including wildcard e.g. A:*.ICO
4. Press Return, Browse through Icons.
5. When you find the Icon you require press CTRL+Print Screen.
6. Load PaintBrush and select 'Paste' from Edit menu.
7. Cast net around the Icon and select 'Cut' from Edit menu.
8. Select 'Image Attributes' from Options menu. Enter the desired size.
9. Paste the Icon and position accordingly. Add text description.
10. Save (ensure you select 16 colour format).
11. Change 'Picture' setting to the full path and file name of the Icon.
12. The Icon will be saved with your form, so you can delete the BMP file if required. However, you will require the BMP file if you wish to edit it at a later date. It is therefore worthwhile keeping all your Icons safely on a disk.

Queries and comments regarding this software should be addressed to :- Selective Software, 169 Dalkeith Road, Edinburgh, EH16 5BY.