Utilizing Microsoft Access Forms and Reports

The 2014 SAIR Conference – Workshop #3

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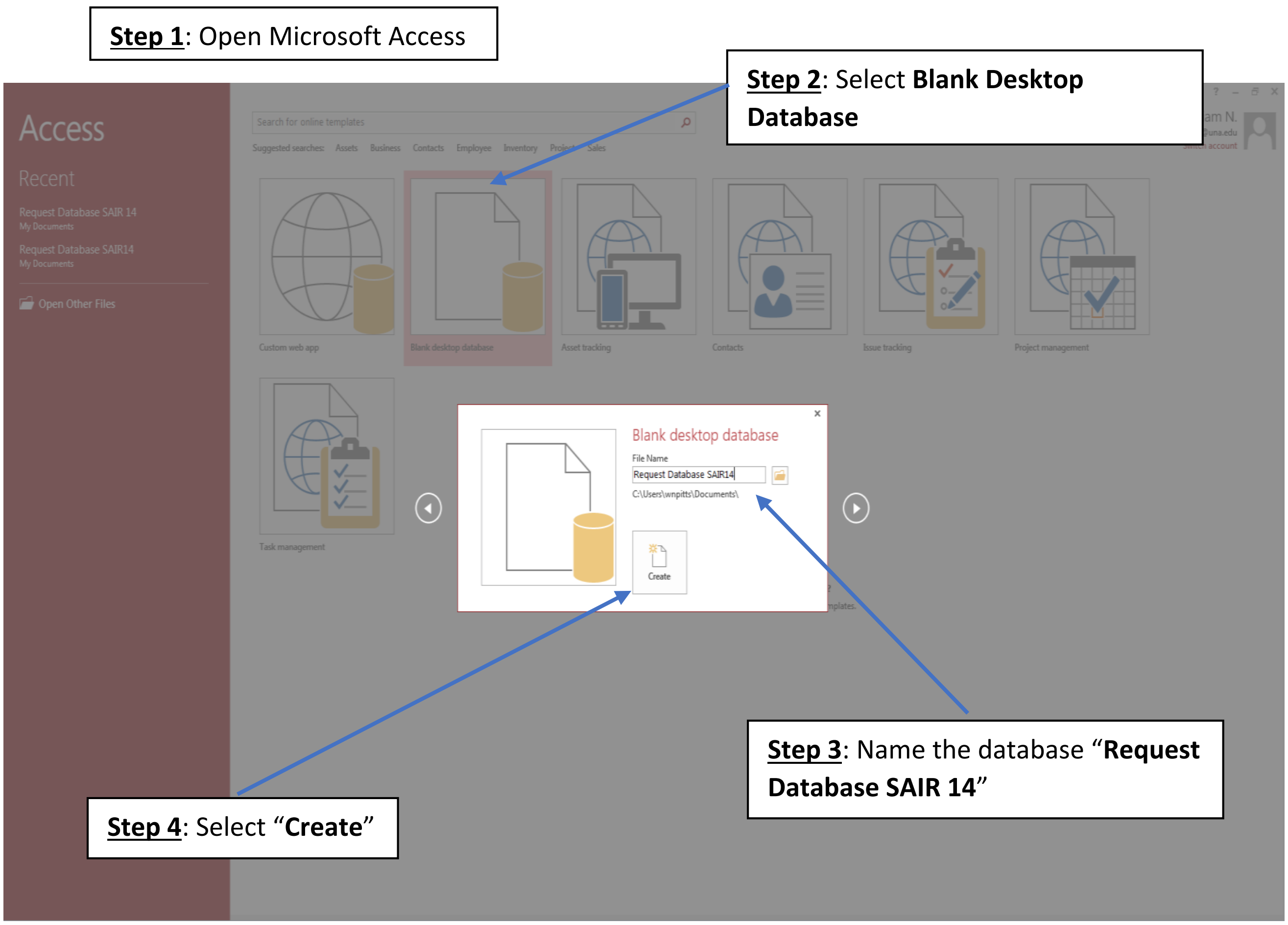
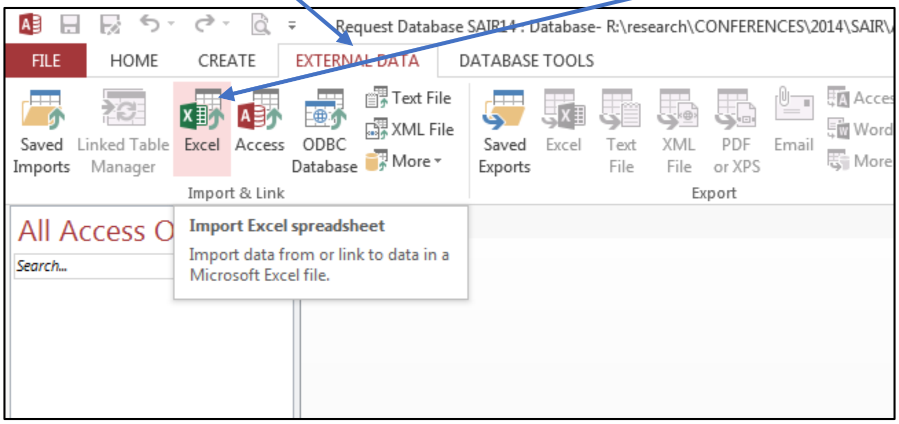
This workshop is designed to give an example of how to utilize Microsoft Access to create a Form that inputs data requests into a table. The workshop will also give a few examples of how to create reports that display selected information within a data request table. We will begin by importing a dummy set of data that we will use as our current request database.



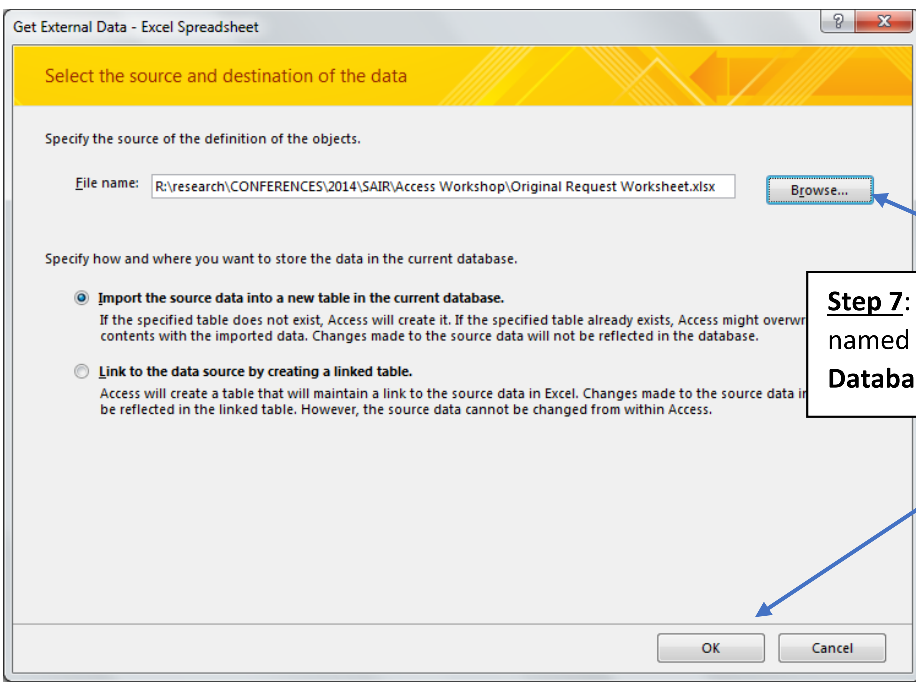
- A new database will be created.
- We will need to import an existing set of data that will serve as our data request log.

Step 5: Click on the **External Data** tab

Step 6: Select **Excel**

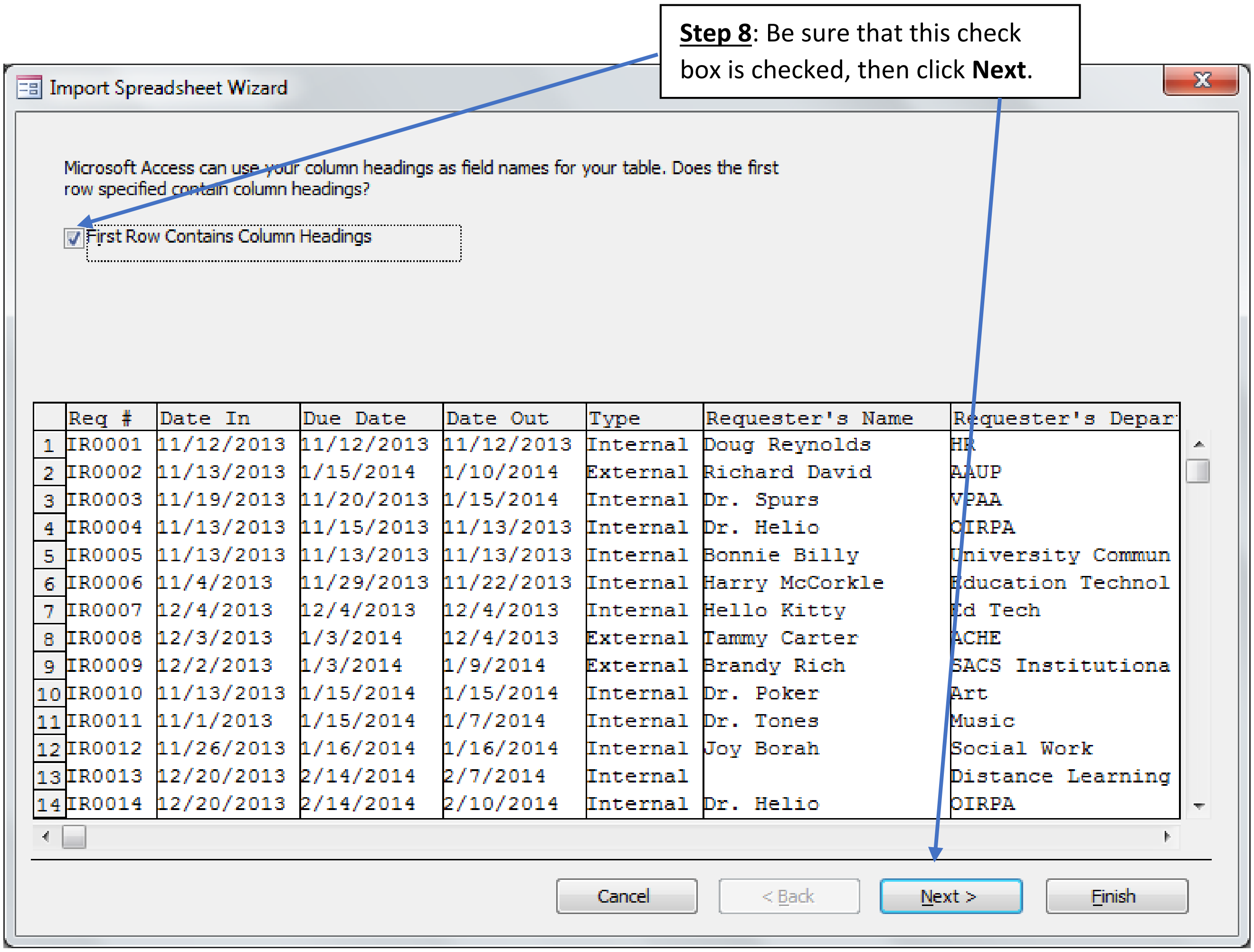


- This will bring up a window for you to browse and find your Excel spreadsheet, containing our request log. This document should be **saved** on your desktop and named "**Original Request Database**".



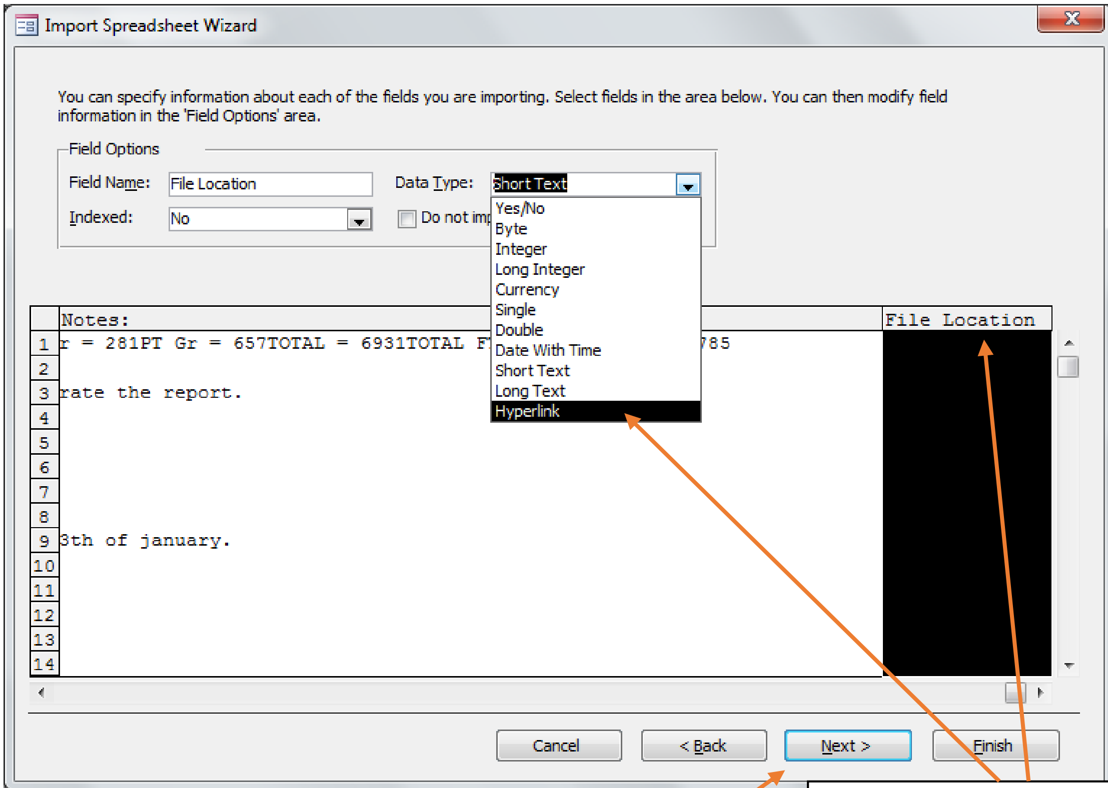
Step 7: Browse and find the file named "**Original Request Database**", then click **OK**.

- We will go through a few steps to import the spreadsheet.



- This step translates the first row of our spreadsheet into Column headers.
- If you are importing a spreadsheet into Access, it is important to ensure that you do not have more than one row of column headers.

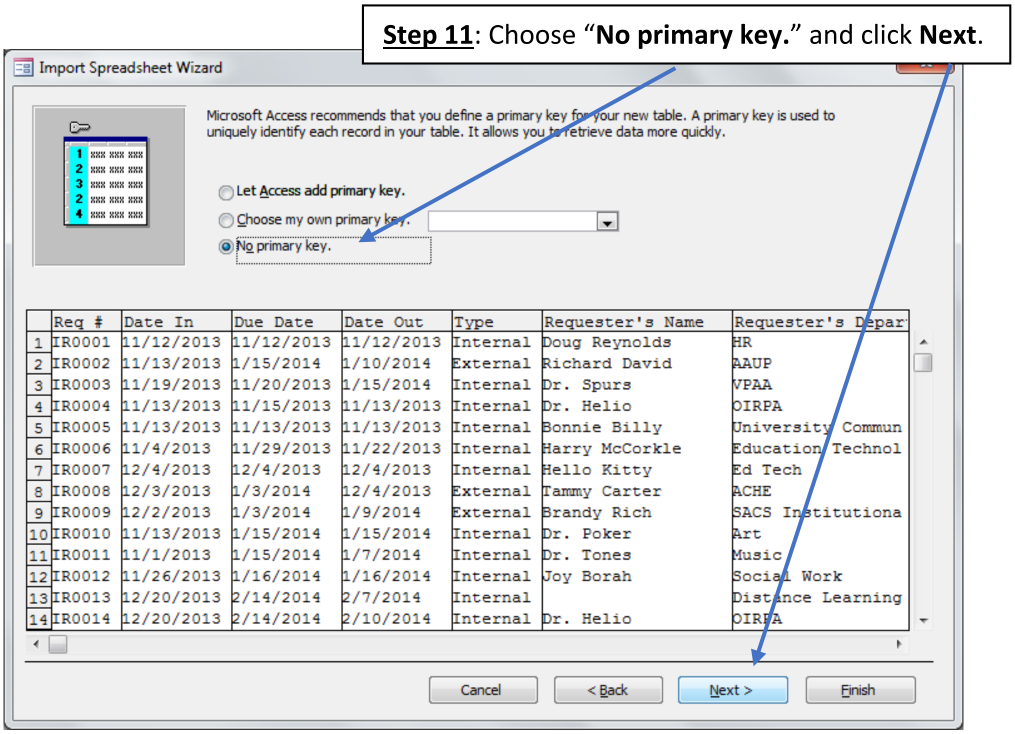
- The window below allows us to specify the data type for each field in our dataset, once we import them into access as a table. We will need to change 2 fields' data types.

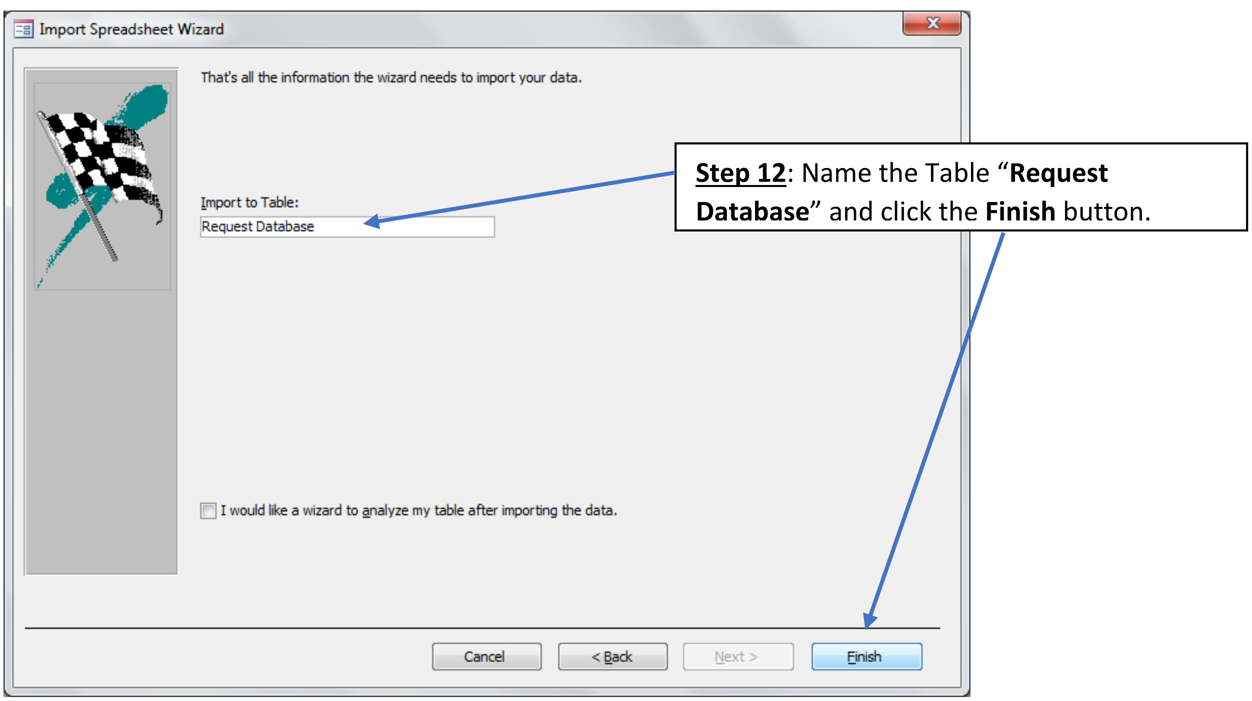


Step 9: Scroll over until you see the field "**File Location**" and change the Data Type to "**Hyperlink**". You may also change the field "Requester's Email" to Hyperlink.

Step 10: Select the first field "**Req#**" and under the "Indexed" option, **Select "Yes (no duplicates)"**. Then click **Next**.

- We want to index the field "**Req#**" because that field will be our unique identifier. Also, we do not want any duplicates for this field, for obvious reasons.
- We chose to change the field "File Location" to a hyperlink, because we will link our final report for each request (if possible) from where it is stored on our computer or shared drive to the database.



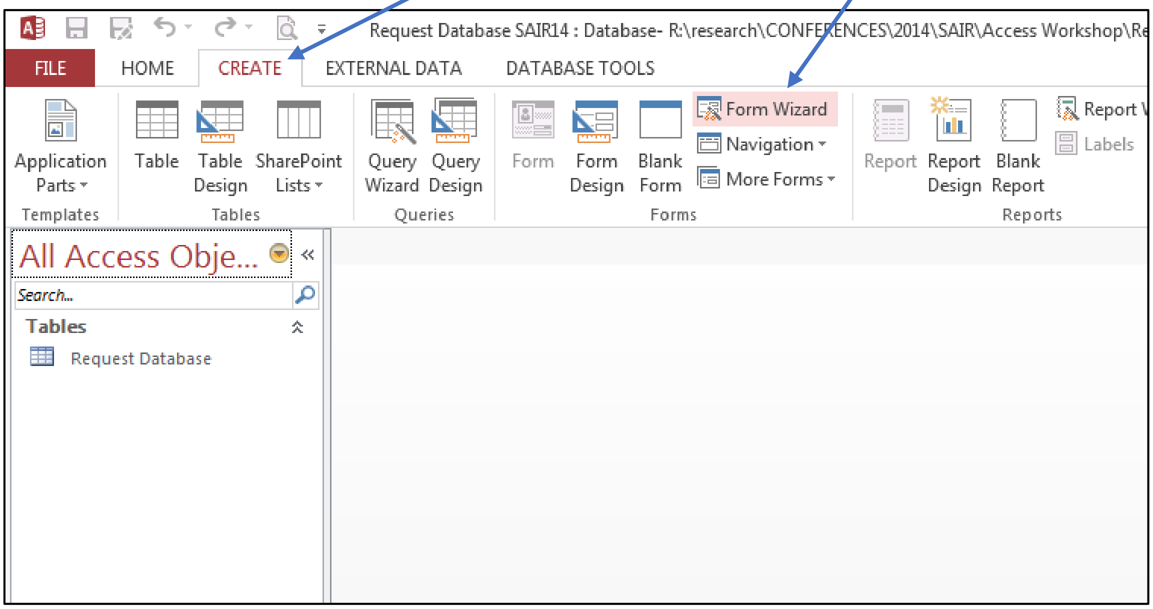


- Our dataset should now be imported and ready to use.

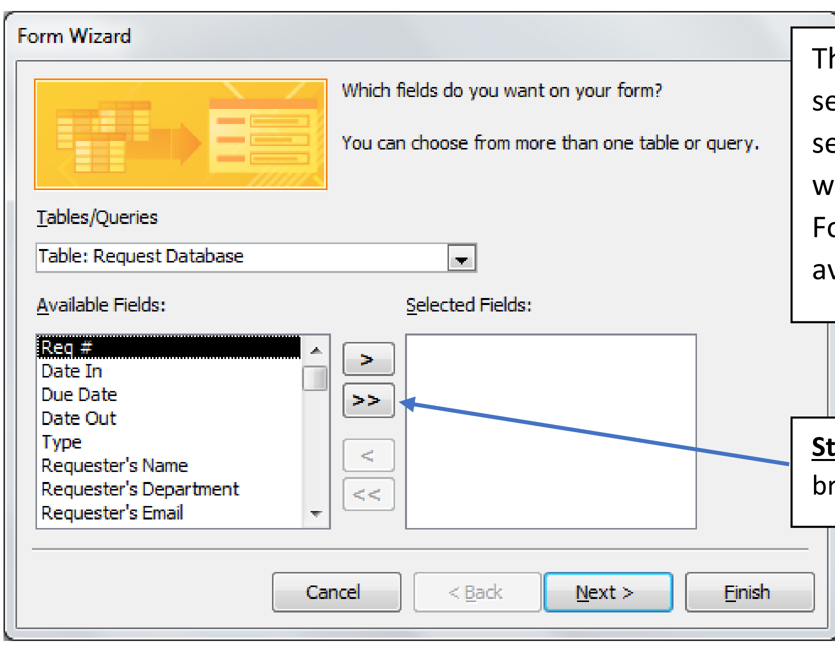
<u>**Creating a Form to Enter New Data Requests**</u>

- We need to create a form that will allow us to enter new data requests and edit information regarding all data requests as they are updated and completed.
- We will utilize the **Form Wizard** to create a Request Database Form.

<u>**Step 1**</u>: Select the **CREATE** tab and then select **Form Wizard**.

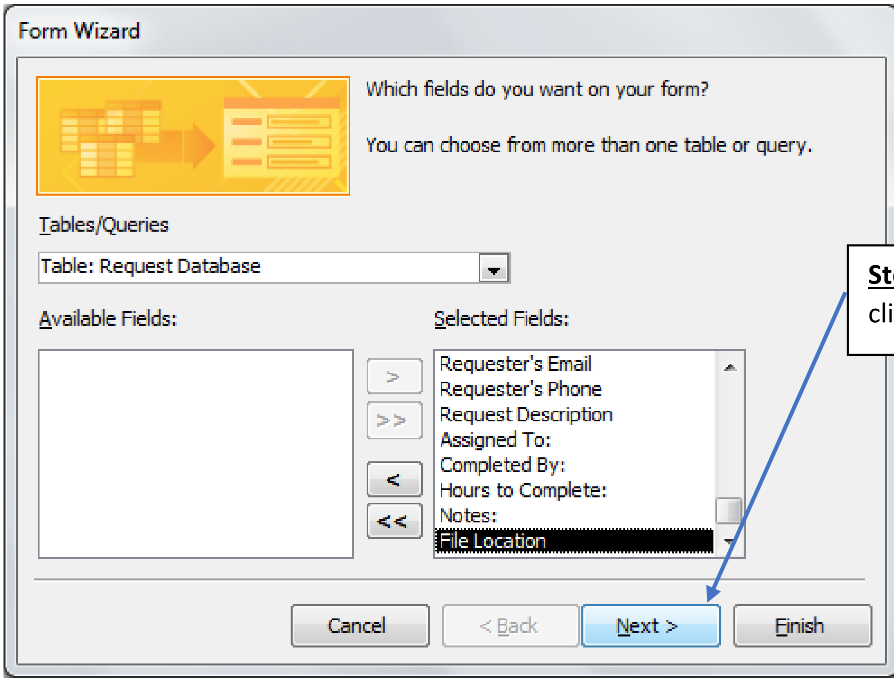


- The Form Wizard window will magically appear.

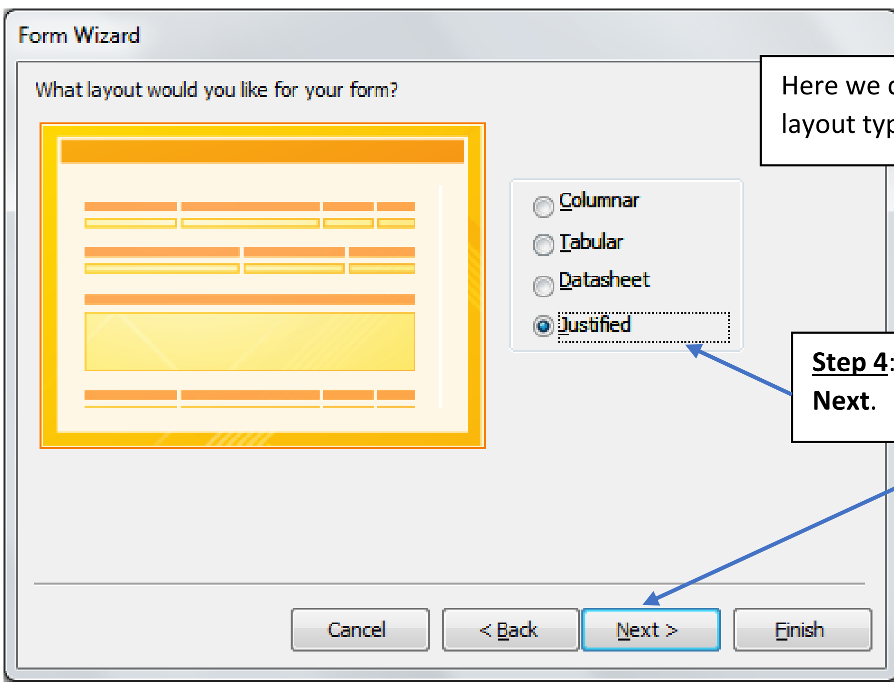


This first screen allows us to select which of the fields in the selected Table or Query that we would like to populate our Form. We want all of the available fields in our Form.

<u>**Step 2**</u>: Select the **>>** button to bring in all fields.

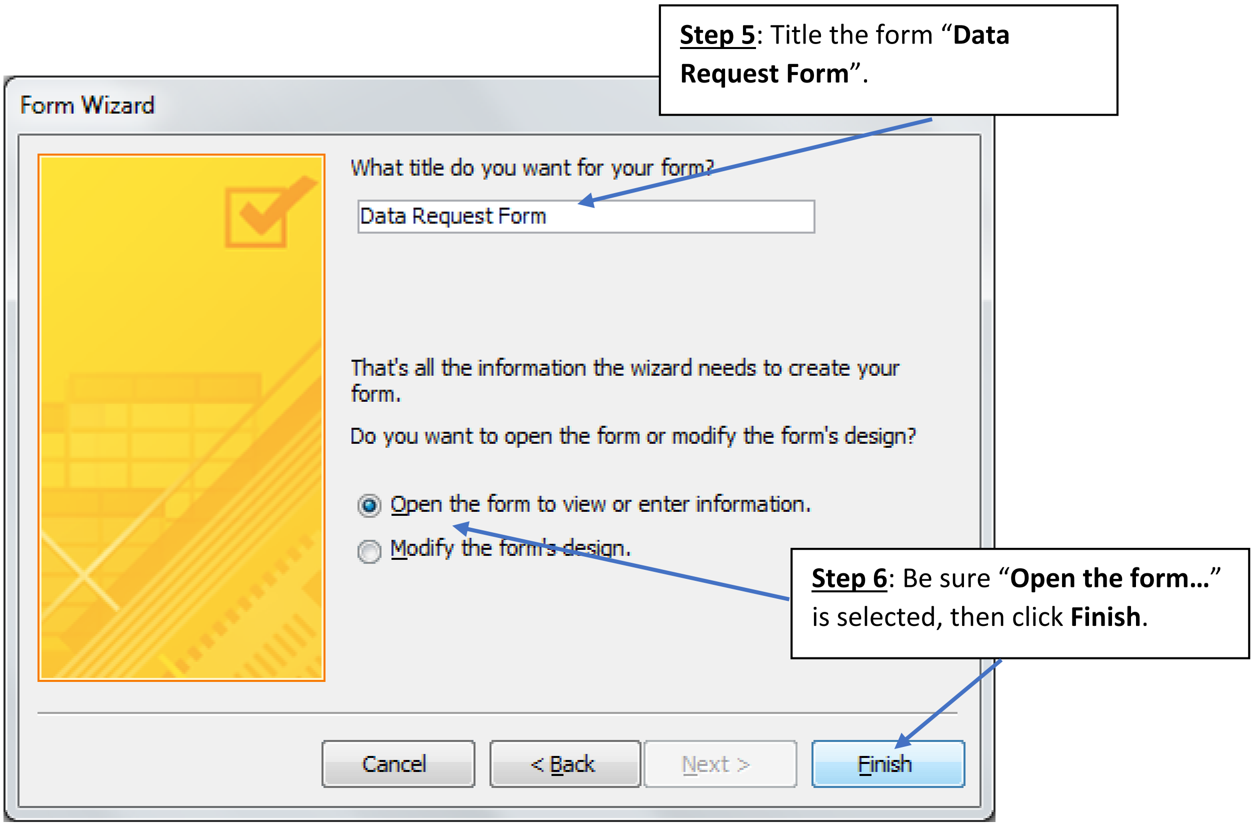


Step 3: Once all fields are selected, click **Next**.

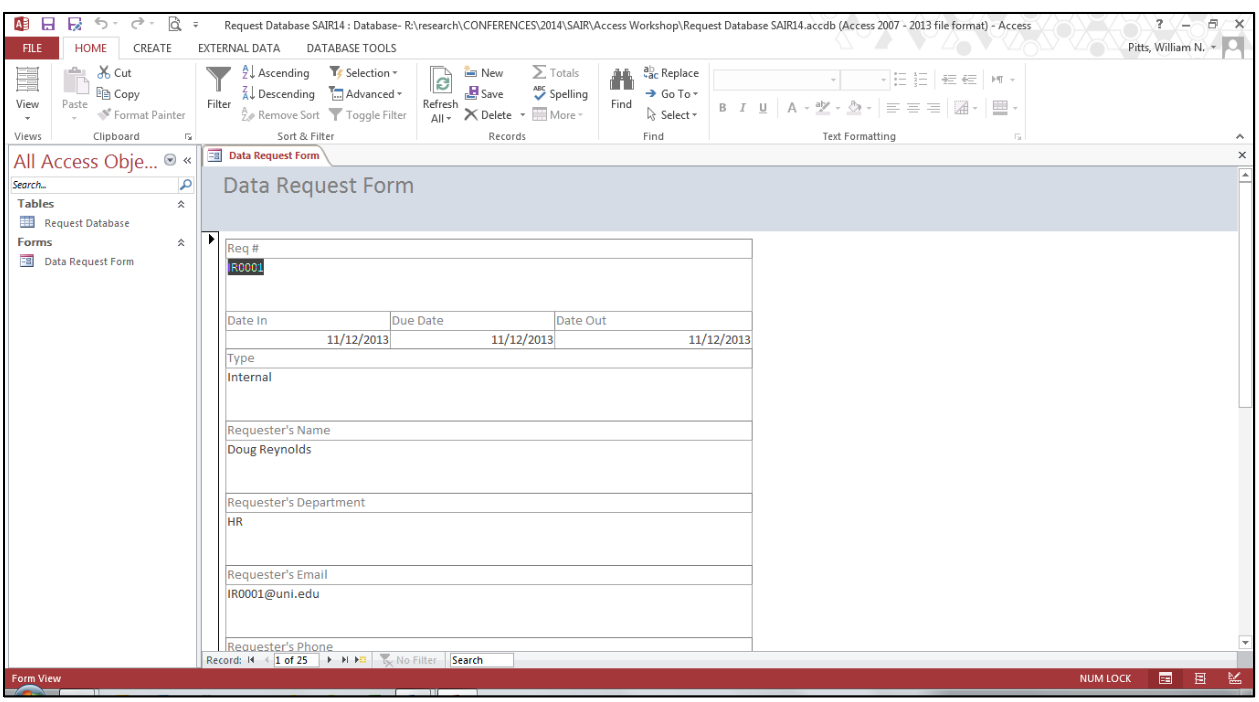


Here we can decide the basic layout type of our form.

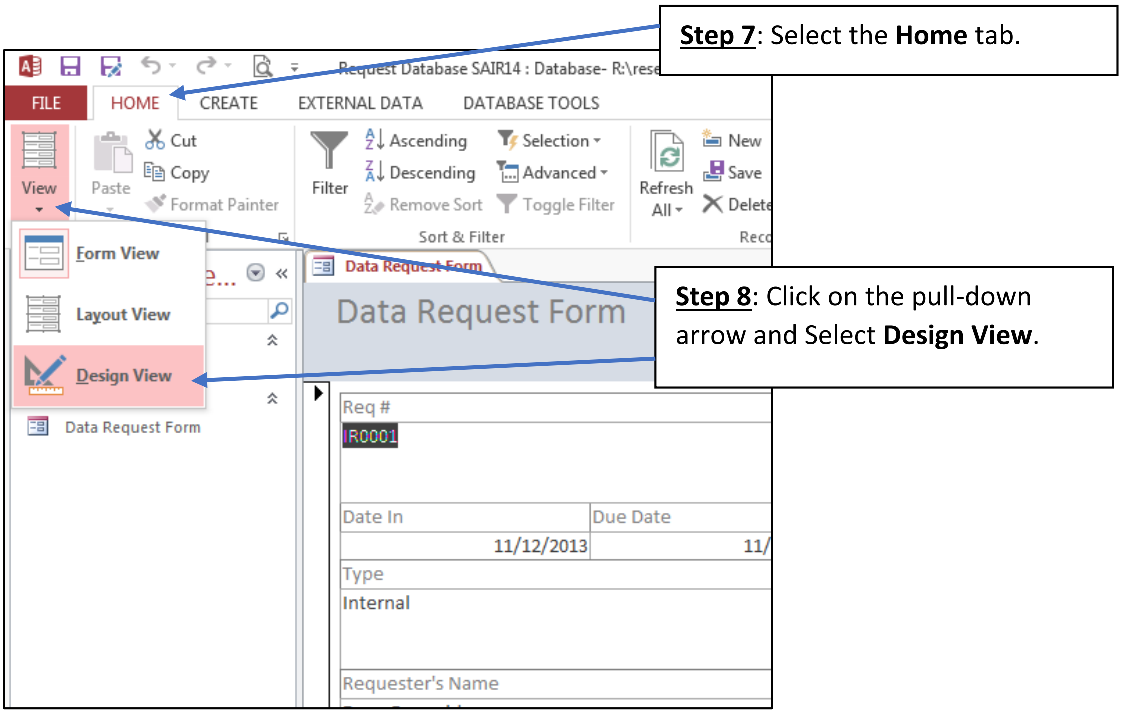
Step 4: Select **Justified**, then click **Next**.



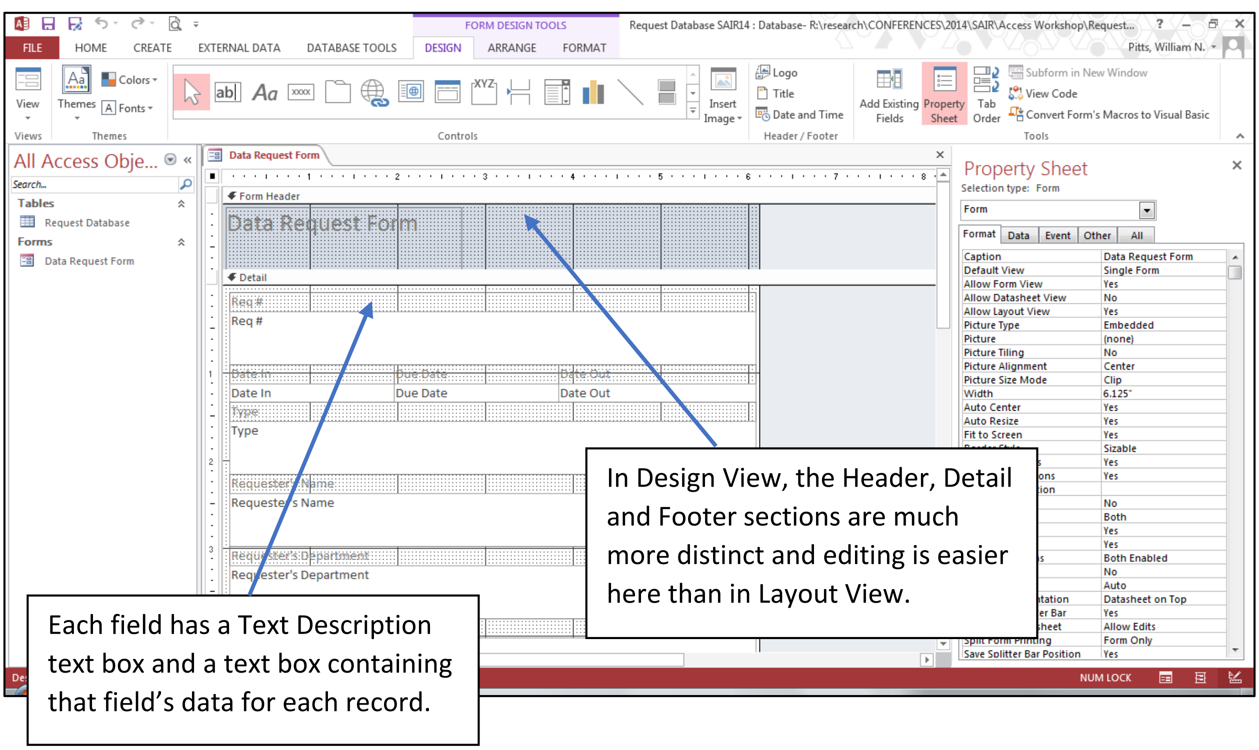
- Below is the form we have created. As you can see, there is a lot to be desired in terms of presentation i.e. formatting.



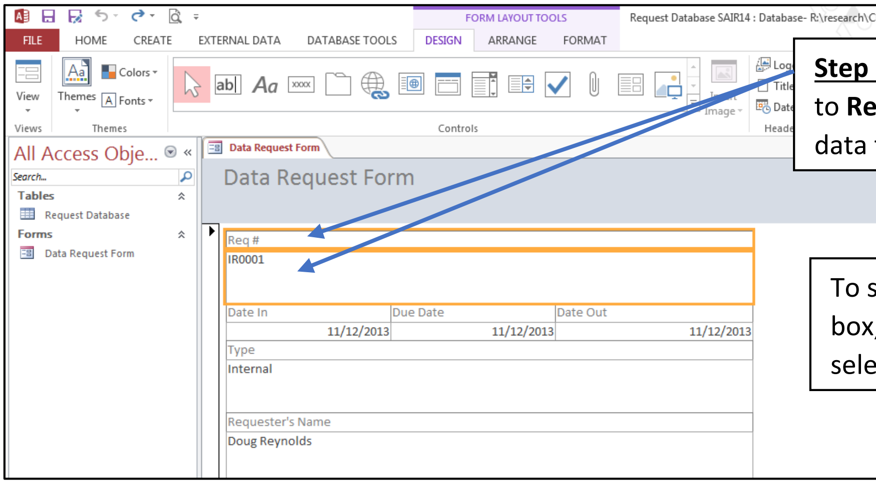
- The Form is currently in “Form View”. In order to make edits to the form’s design and general layout, we will be switching between these 3 Views.



- Below is the form in **Design View**.

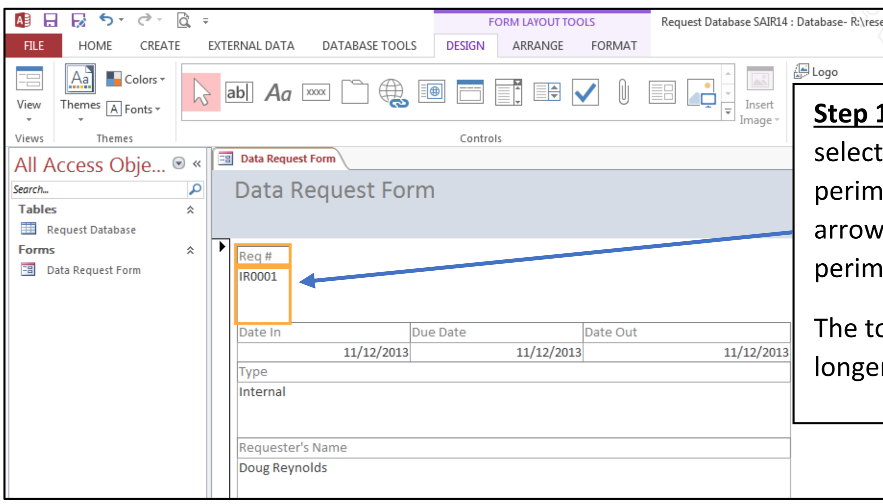


- Switch back to **Layout View**
- It is easier to adjust the width of text boxes when in the Layout View, since you can actually see an example of the data contained in each box.



Step 9: Select both boxes related to **Req#** (the field name and the data field below).

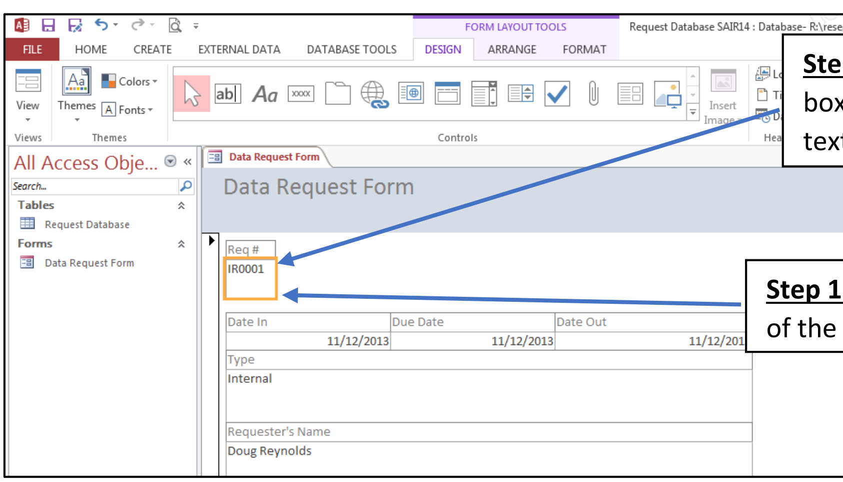
To select multiple objects, select a box, hold the Control key, and select additional boxes.



Step 10: With both boxes selected, hover over the right perimeter of the boxes until the arrow line appears. **Drag** the right perimeter to the left.

The total width should be just longer than the text within.

- Next, let's adjust the height of the data text box.



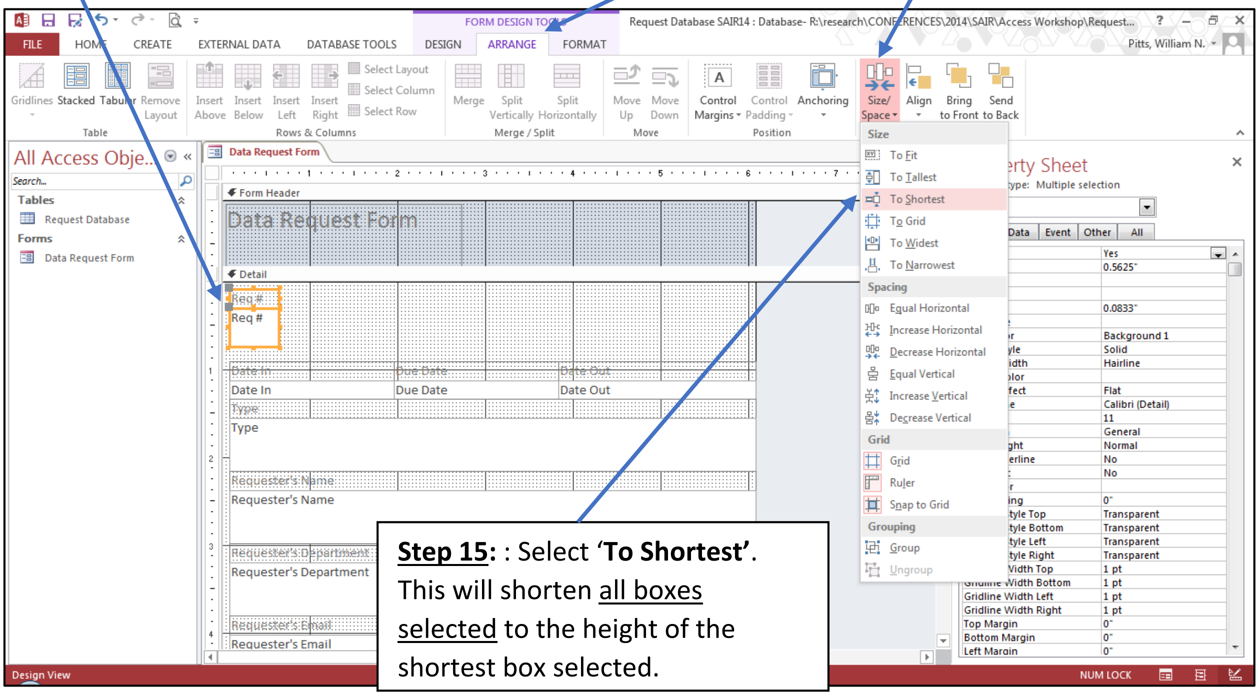
Step 11: Click off of the selected boxes and then select the bottom text box.

Step 12: Hover over the bottom of the text box and drag it up.

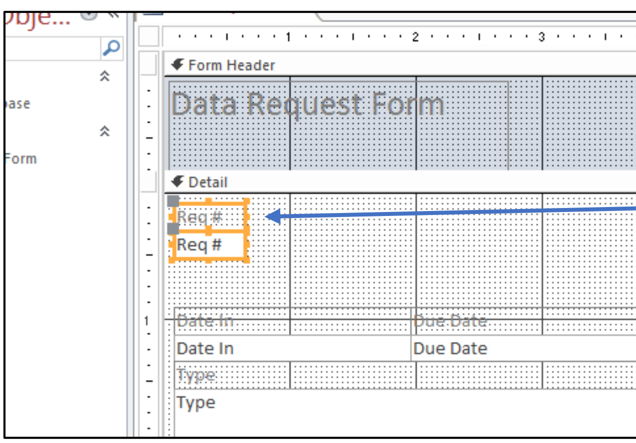
- If we want to make the data box the same height as the description box above it, we should switch over to design view, where there are tools that simplify this.

Step 13: Select both fields related to **Req#**

Step 14: Under the 'Arrange' tab select 'Size/Space'



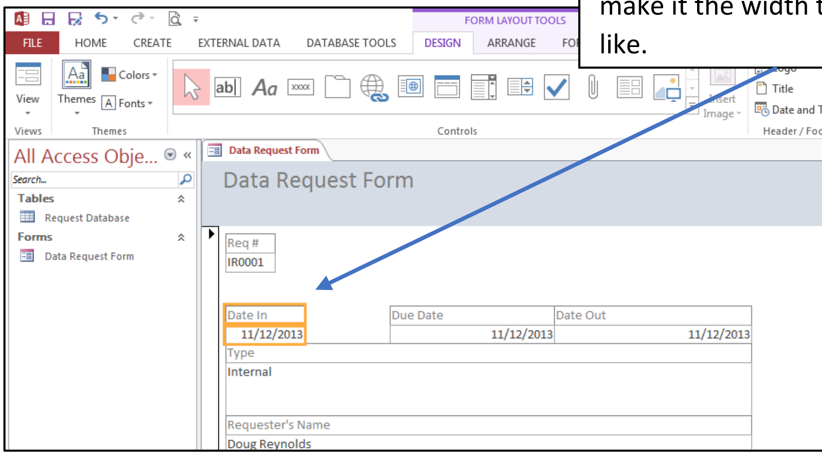
Step 15: : Select '**To Shortest**'. This will shorten all boxes selected to the height of the shortest box selected.

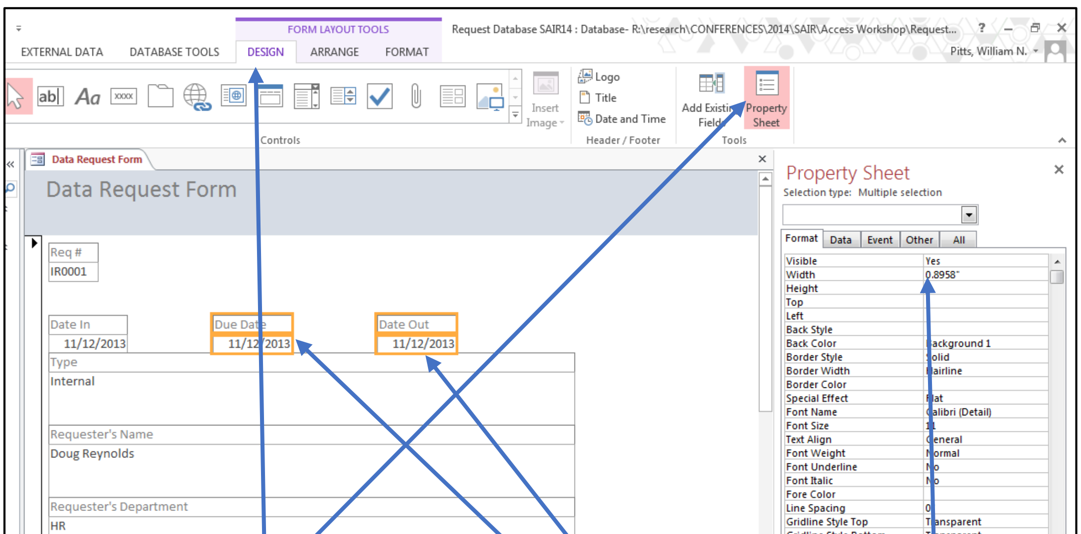


Now the boxes should be the same height.

- Switch back to **Layout View**.

Step 16: Select one of the date fields (name and data box) and make it the width that you would like.



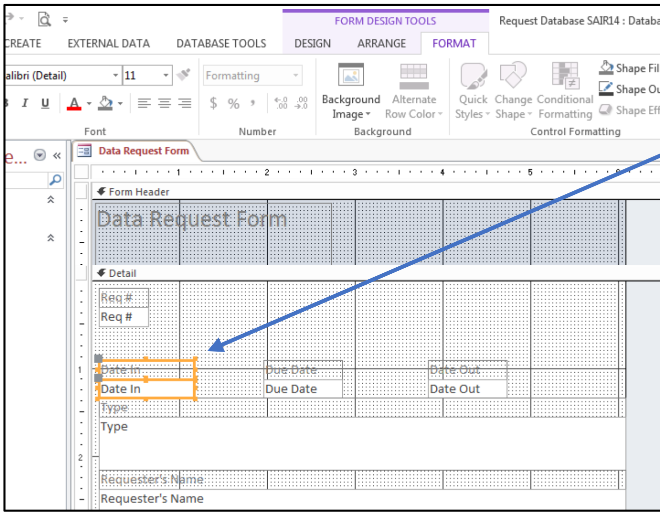


Step 17: Select the **Design** tab and open the **Property Sheet.**

Step 18: Select the date box you narrowed and **copy** the **width** value found in the **Property Sheet**.

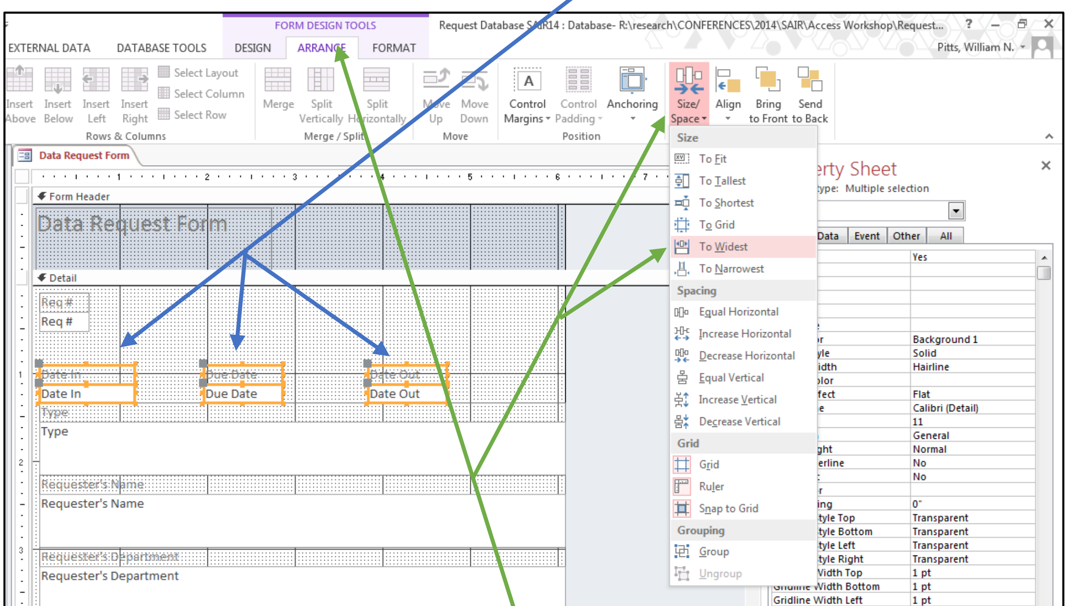
Step 19: Select the other four date boxes and **Paste** the width value in the width line of the **Property Sheet**. Then press **Enter.**

- This is one of several ways to ensure equally wide boxes. This may also be accomplished in the **Design View** by utilizing the **'Size/Space'** commands.
- Let's switch back over to the **Design View** (Home tab→View) to use this option.

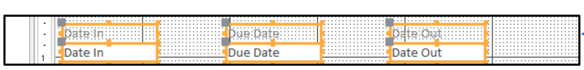


Step 20: Select the field name and the field data boxes for "Date In" and slightly increase their width by dragging their right border slightly to the right.

Step 21: Select all date related fields.

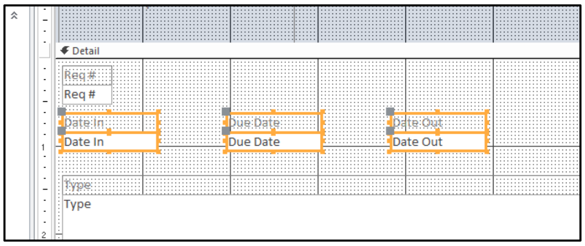


Step 22: Under the **Arrange** tab, Select **Size/Space** and then **To Widest**.



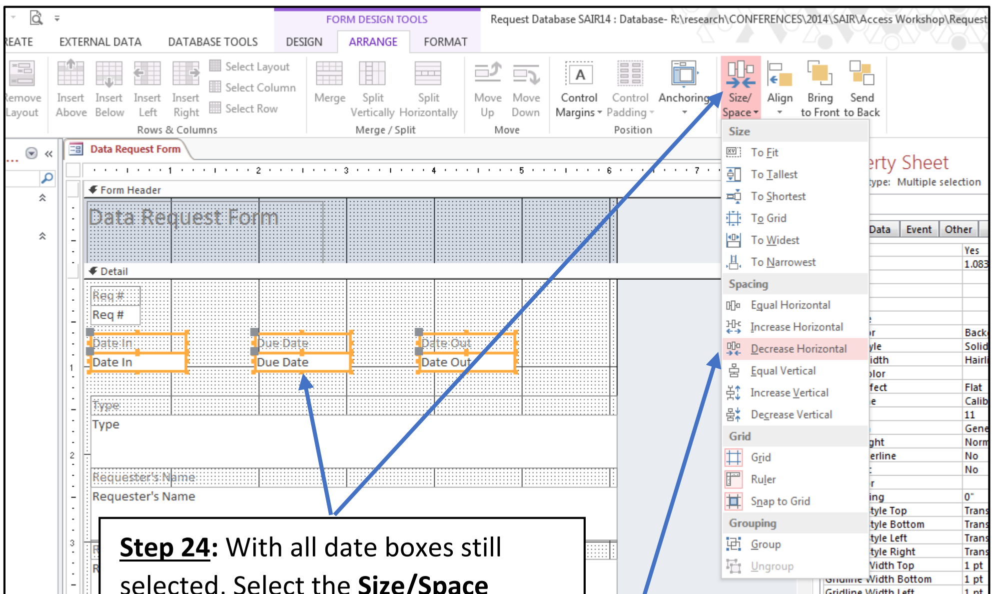
This will, of course, increase the width of the other date boxes to the width of the 'Date In' boxes.

- While they are all selected, we are going to move the date related boxes higher and closer to the Request # field.



<u>Step 23</u>: Left click in one of the boxes (*The double crossed arrows should be visible*), hold down and move boxes up to the desired position.

- Let's explore some other options within the **Size/Space** toolbox.

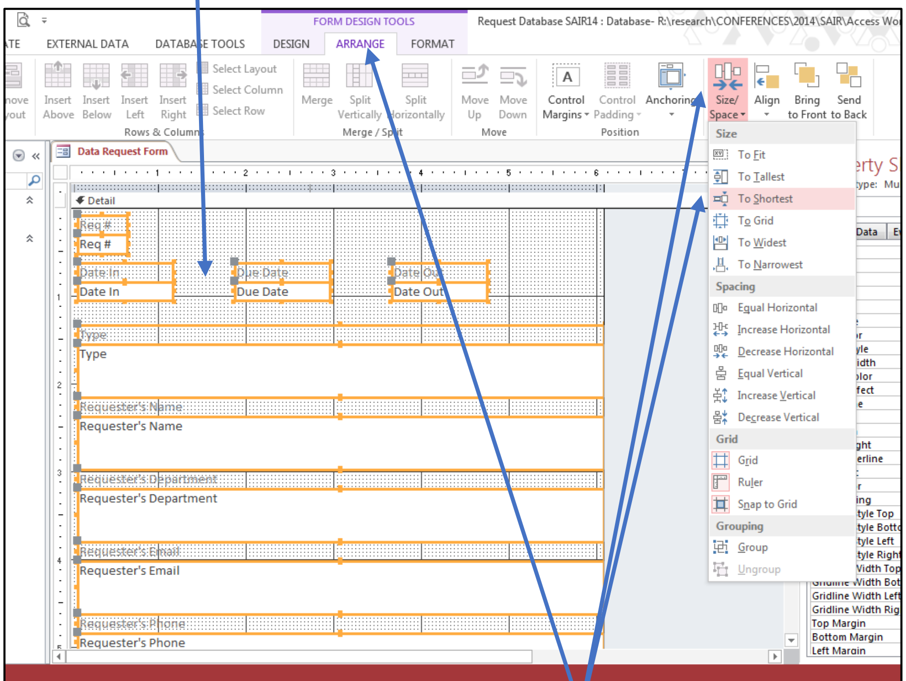


<u>Step 24</u>: With all date boxes still selected, Select the **Size/Space** option.

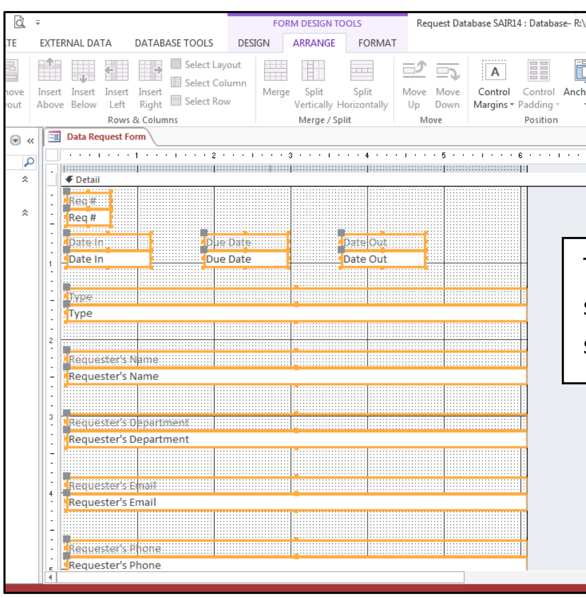
<u>Step 25</u>: Select **Decrease Horizontal**. This will decrease the horizontal distance between the selected boxes.

- Next, we need to decrease the height of several data text boxes.

<u>Step 26</u>: Select all boxes in the **Detail** section, except the **Request Description** and **Notes** fields.

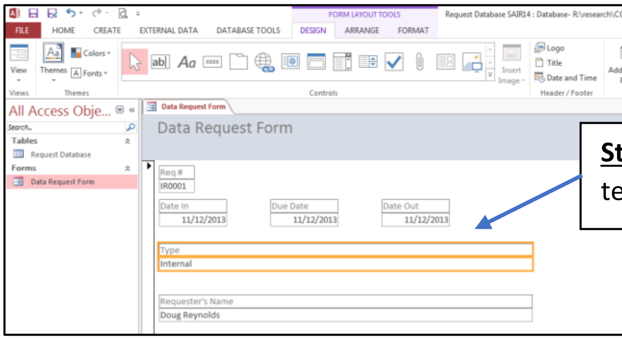


<u>Step 27</u>: Under the **Arrange** tab, select **Size/Space** and then select **To Shortest**.



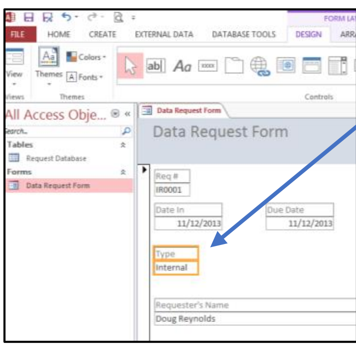
This will decrease the height of all selected boxes to the height of the shortest selected box.

- Next, we need to decrease the width of most of the fields. To ensure we have the proper width for each field, we need to see that data displayed for each field.
- Switch back over to **Layout View**.

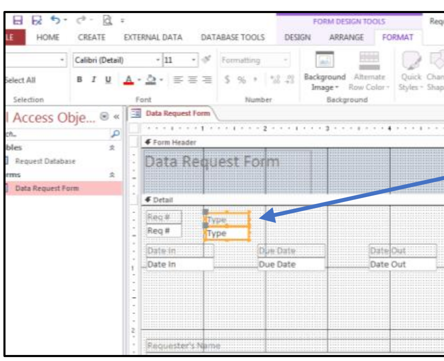


<u>Step 28</u>: Select the field name and data field text boxes related to ‘Type’.

<u>Step 29</u>: Decrease the width of these boxes to the appropriate size by hovering over the right perimeter and dragging it to the left.

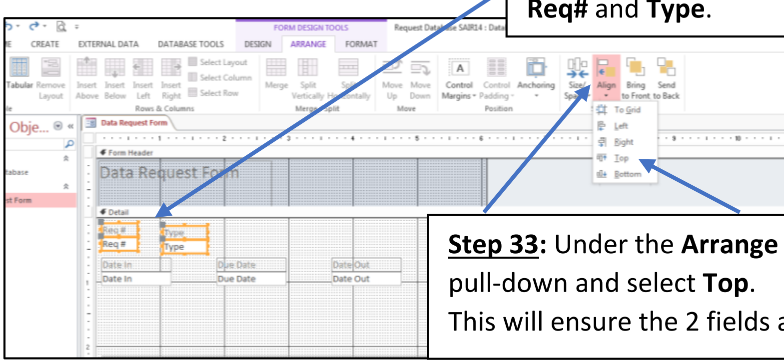


<u>Step 30</u>: Switch back to **Design View**

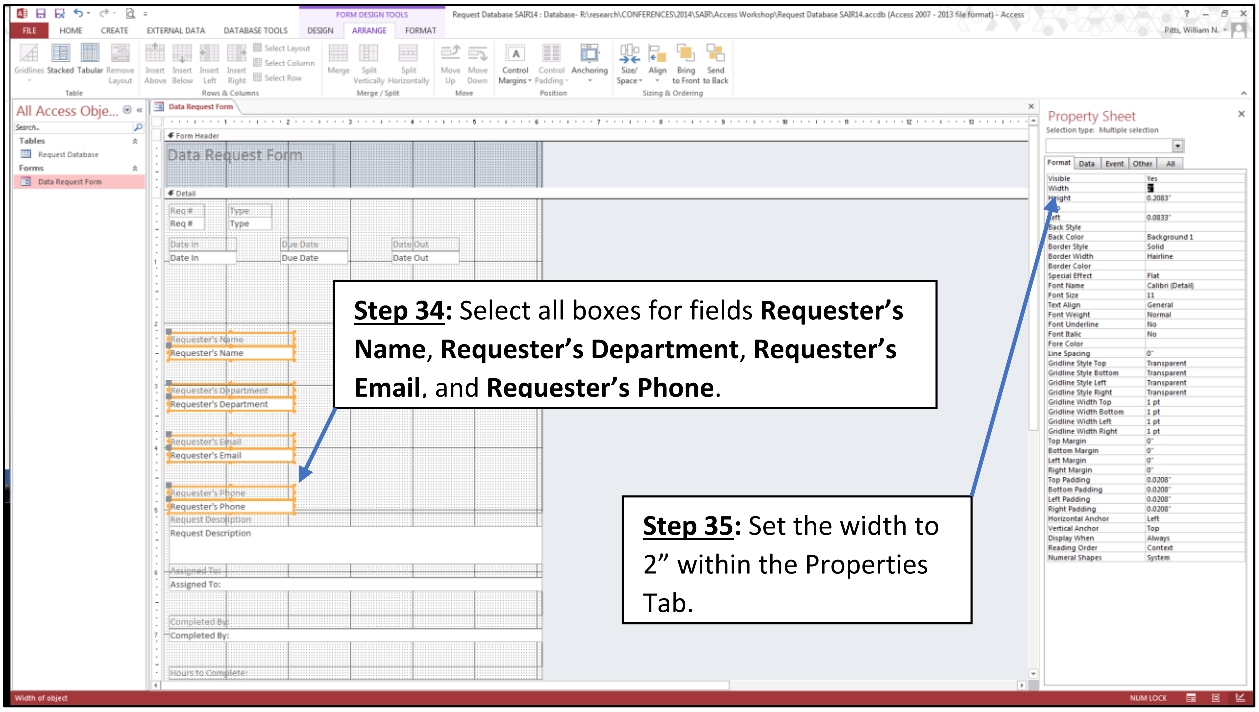


<u>Step 31</u>: With both **Type** boxes selected, drag these boxes up and to the right of the **Req#** boxes.

<u>Step 32</u>: Select all boxes related to **Req#** and **Type**.



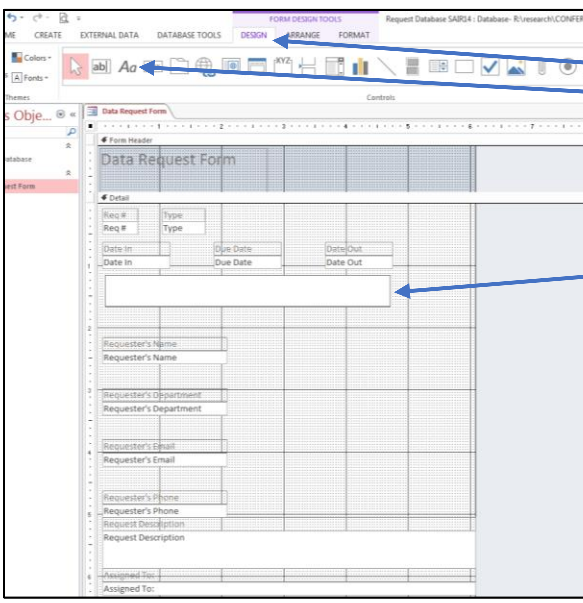
<u>Step 33</u>: Under the **Arrange** tab, select the **Align** pull-down and select **Top**.
This will ensure the 2 fields are at equal heights.



Step 34: Select all boxes for fields **Requester's Name**, **Requester's Department**, **Requester's Email**, and **Requester's Phone**.

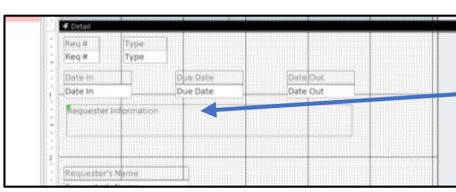
Step 35: Set the width to 2" within the Properties Tab.

- We would like to add text above the Requester related information and have it read "**Requester Information**", creatively enough.



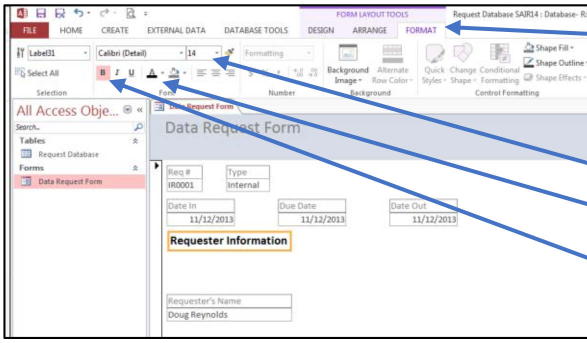
Step 36: Under the **Design** tab, select **Label**.

Step 37: Insert a box below the **Date** boxes by **dragging** open a box.



Step 38: Once the label box is in place, type "**Requester Information**".

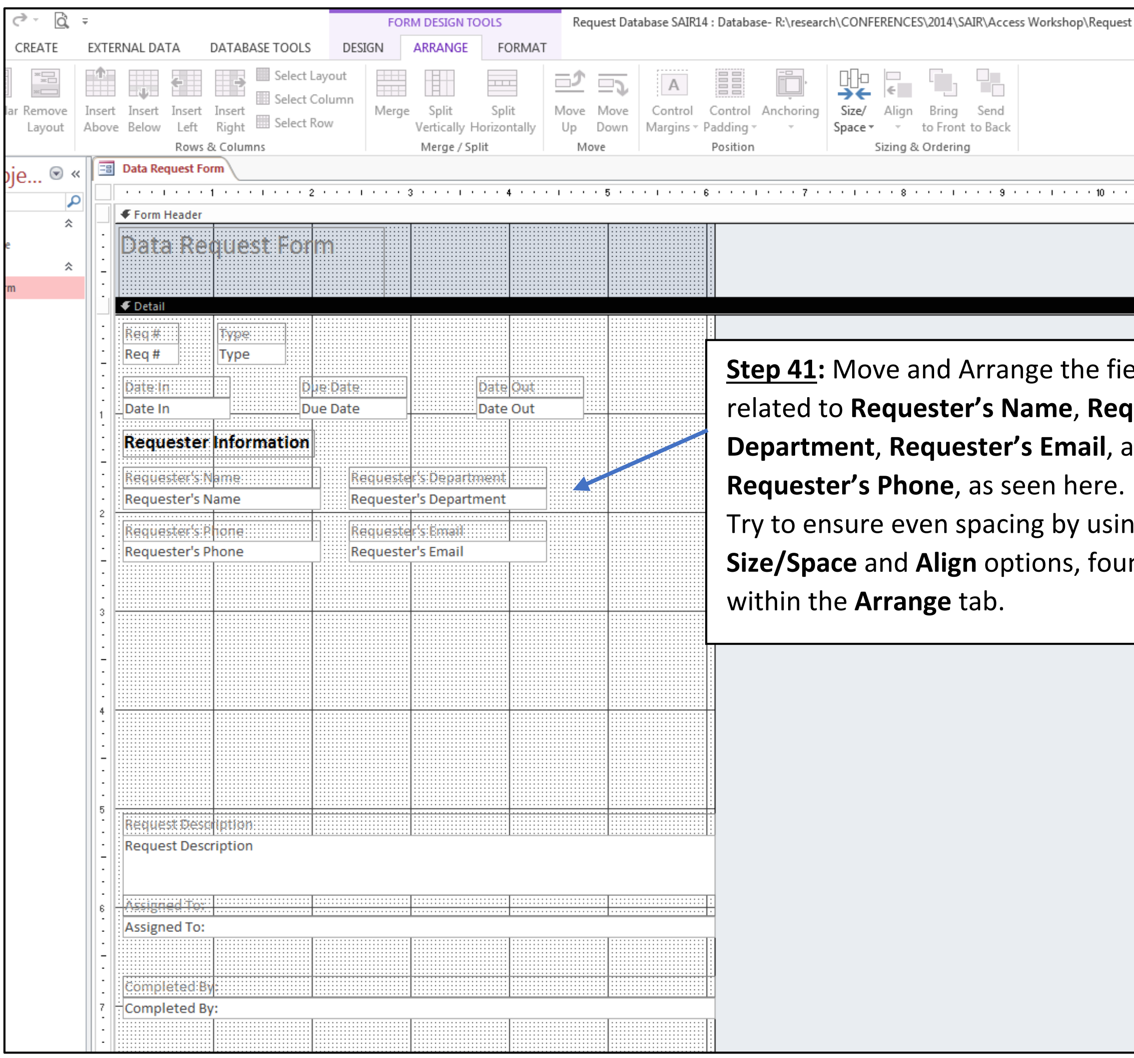
- We need to format the text that we just entered, so let's switch over to the **Layout View**.



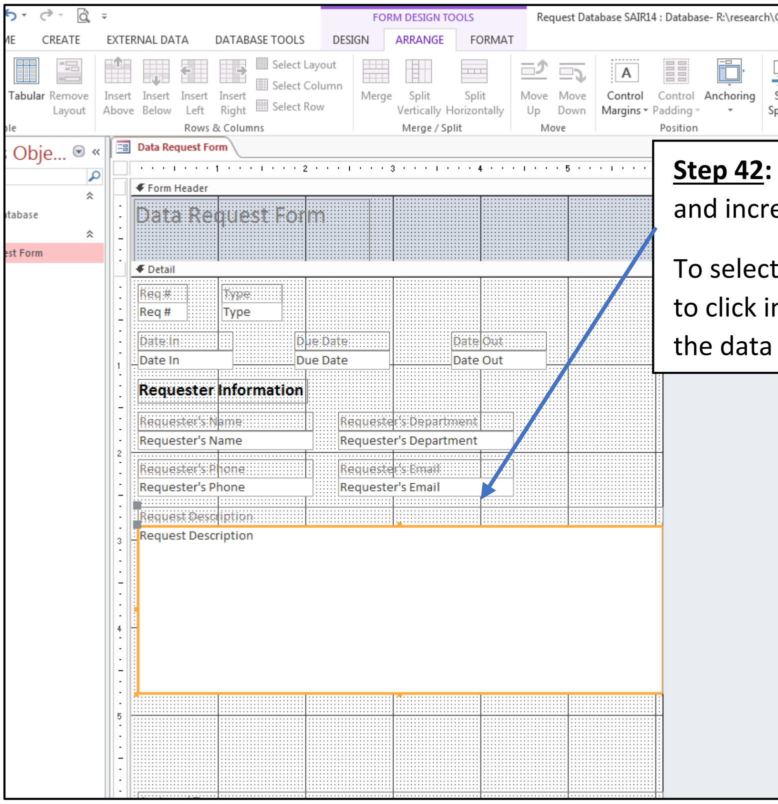
<u>Step 39</u>: Make sure the new text box is highlighted and select the **FORMAT** tab.

<u>Step 40</u>: Within the Font section of the FORMAT tab, change the **Font Size** to **14** and change the **Font Color** to **Black**. Also, **Bold** the text.

- We need to finish arranging the Request related text boxes. Let's **switch** over to **Design View** to do this.



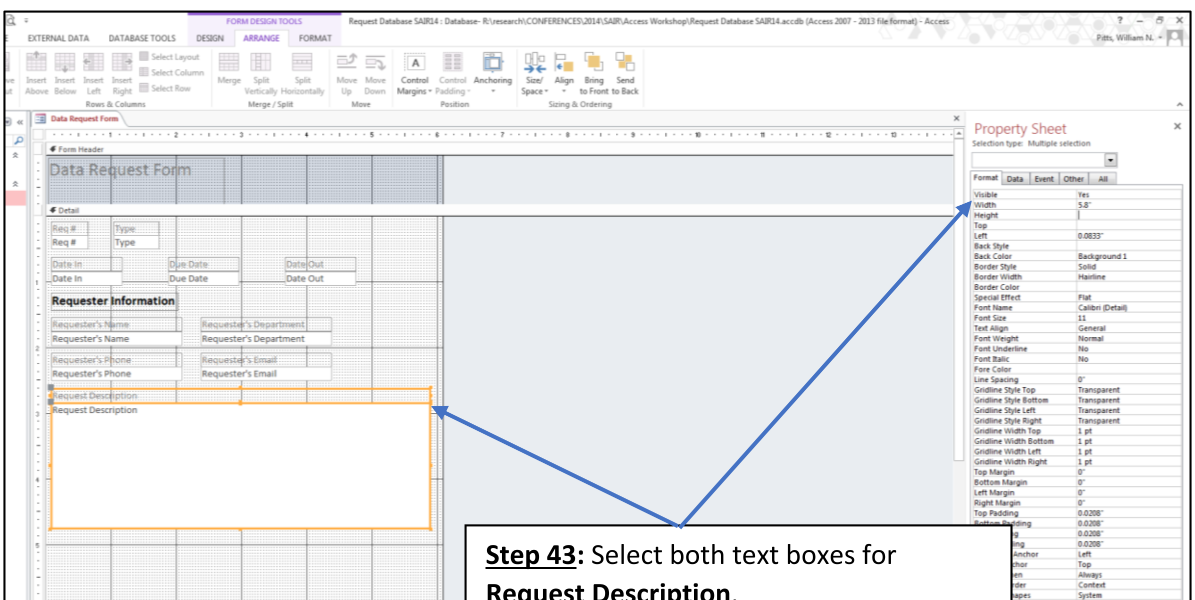
<u>Step 41</u>: Move and Arrange the fields related to **Requester's Name**, **Requester's Department**, **Requester's Email**, and **Requester's Phone**, as seen here.
Try to ensure even spacing by using the **Size/Space** and **Align** options, found within the **Arrange** tab.



Step 42: Move **Request Description** up and increase the **height** of the **data field**.

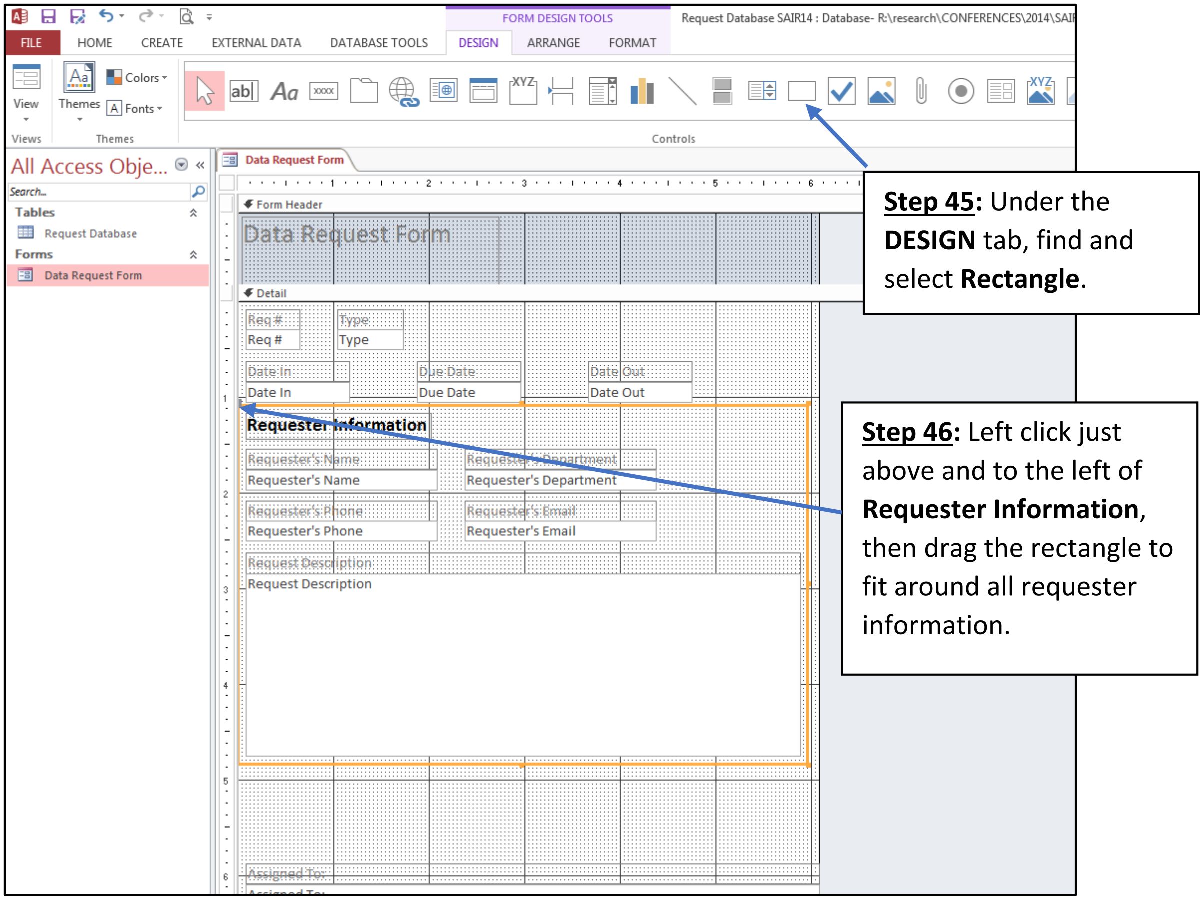
To select only the data field, you will need to click into the grid and then back onto the data field before you adjust the size.

- The text boxes for **Request Description** border the right edge of the page. We need to slightly reduce the width, in order to place a rectangle (in the following step) around all Requester Information.

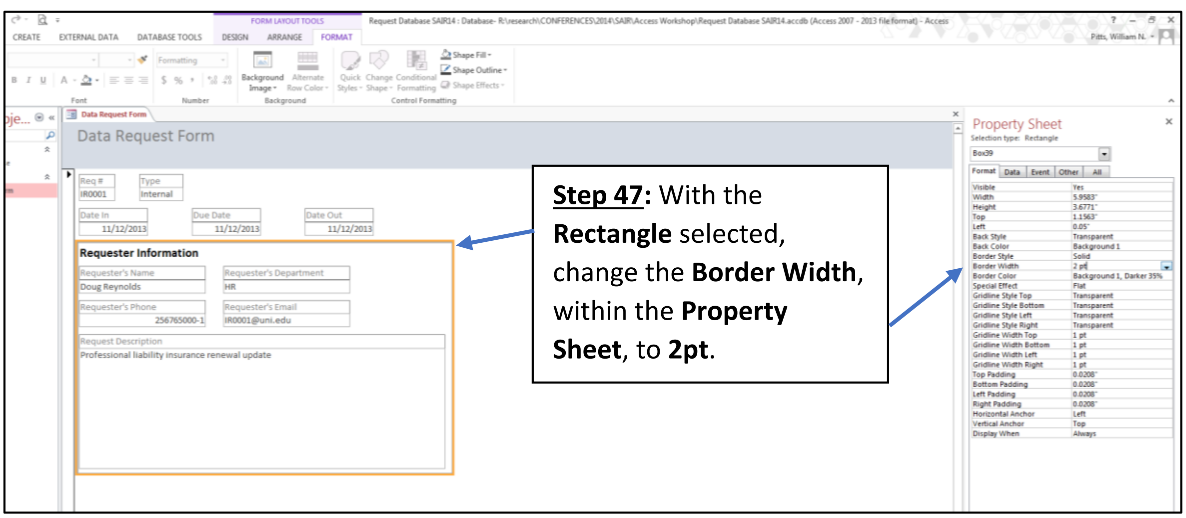


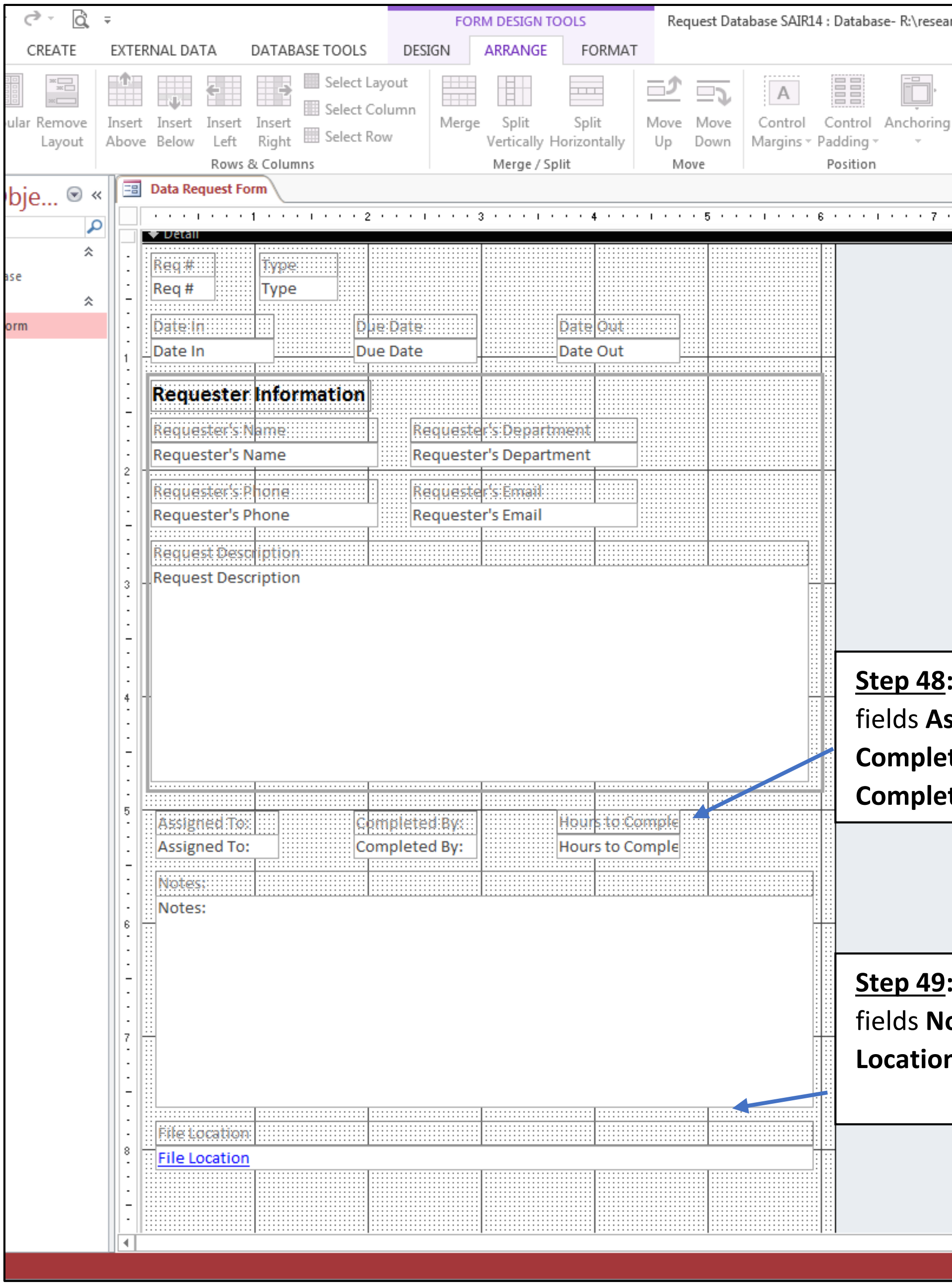
Step 43: Select both text boxes for **Request Description**.

Step 44: In the **Property Sheet** enter **5.8** as the width.



- Let's increase the **Border Width** of the **Rectangle** surrounding the requester's data.
- To do so, let's switch back over to **Layout View**, so that we can get a better perspective of the form's look.



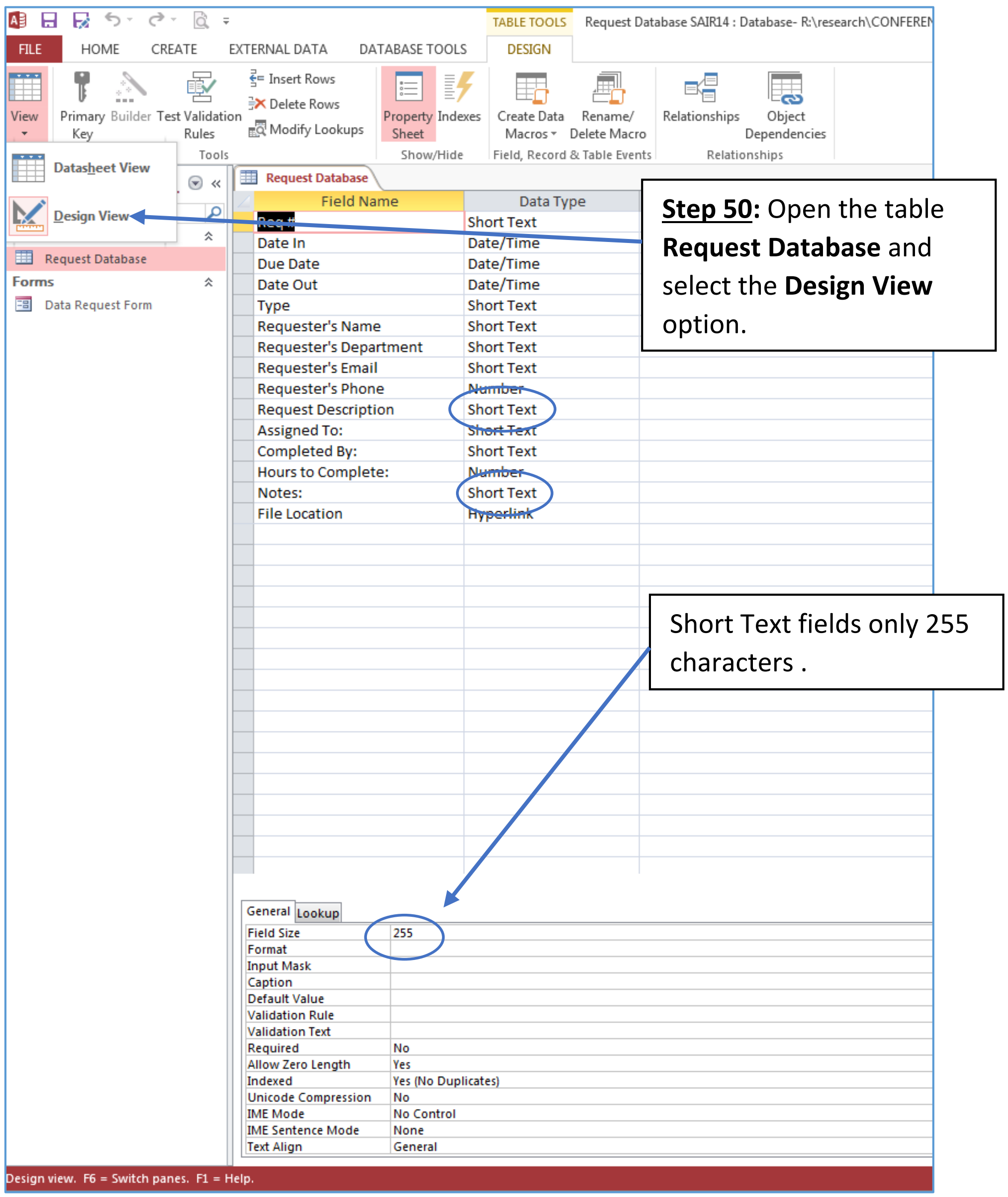


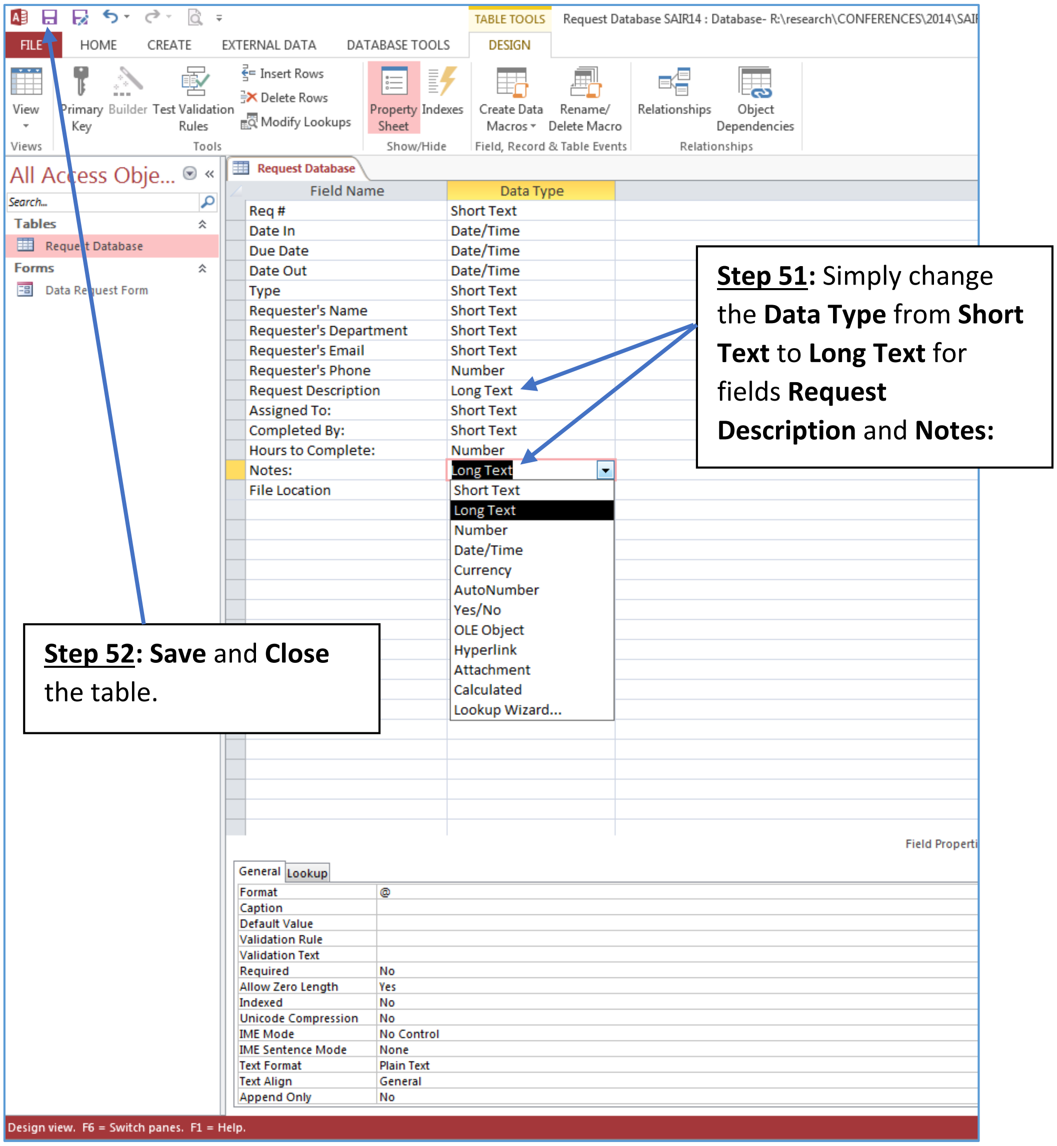
<u>Step 48</u>: Arrange the fields **Assigned To:**, **Completed By:**, **Hours to Complete**, as seen here.

<u>Step 49</u>: Arrange the fields **Notes:** and **File Location**, as seen here.

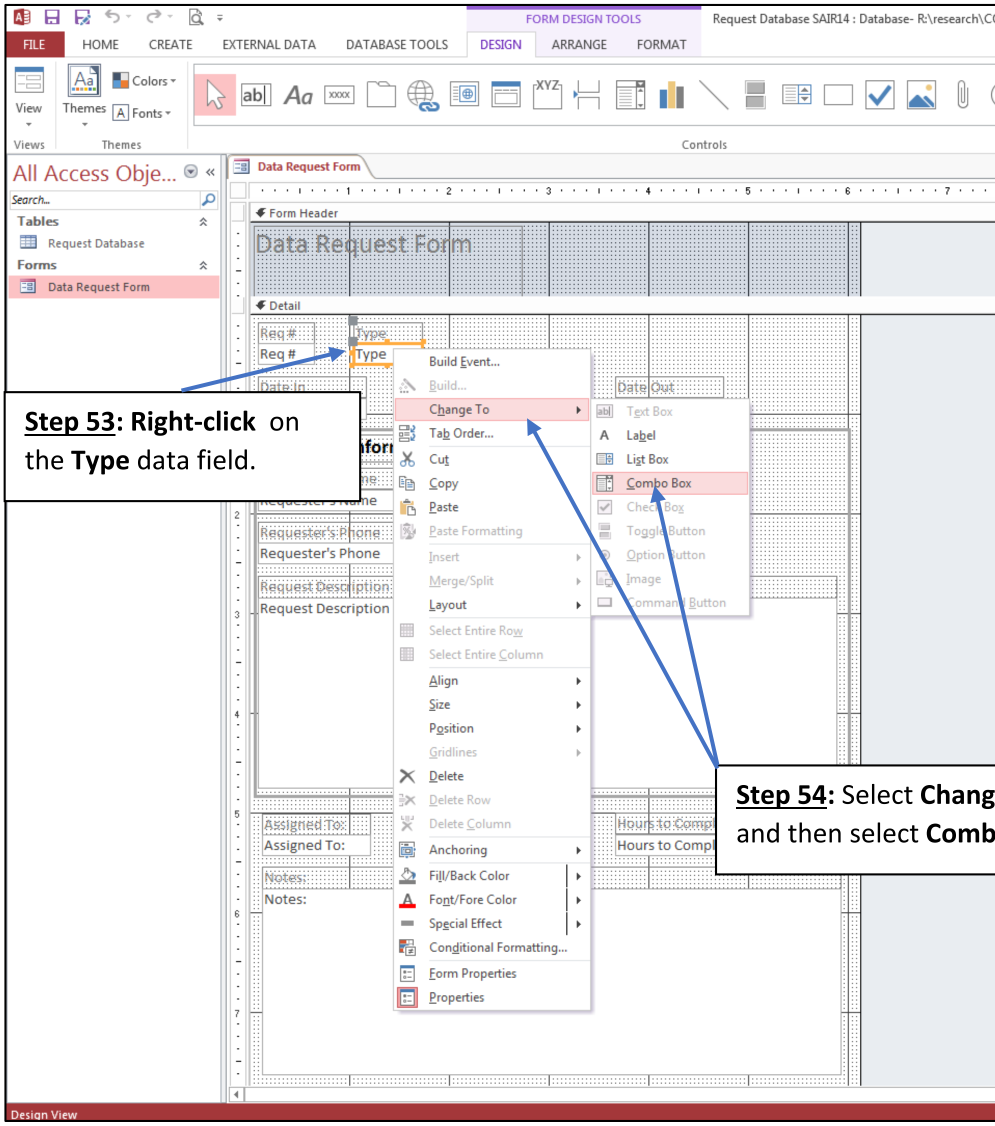
- **Save** and **Close** the form.

- We need the text boxes for **Request Description** and **Notes** to hold more information than they currently hold. We brought those fields in originally as "Short Text" data types, which only hold a maximum of 255 characters. These are the fields where we may have a lot to enter. We'll need to change their data type to "Long Text", which can hold up to 64,000 characters.



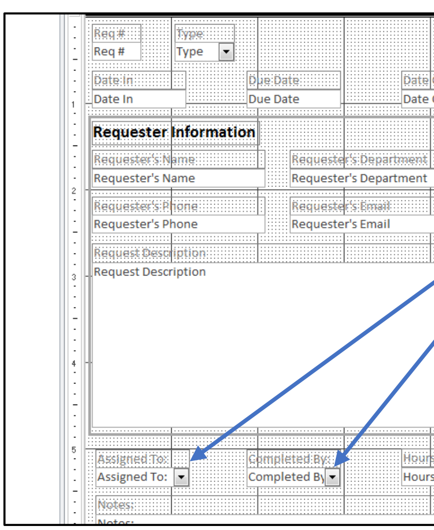


- We want the fields **Type**, **Assigned To:**, and **Completed By:** to be **Combo Boxes** that use drop down choices. This ensures data consistency for these fields. We need to change these fields' data boxes from simple text boxes to **combo boxes**, which will enable the drop-down choices feature.
- Let's open our **Data Request Form** and switch over to the **Design View**.



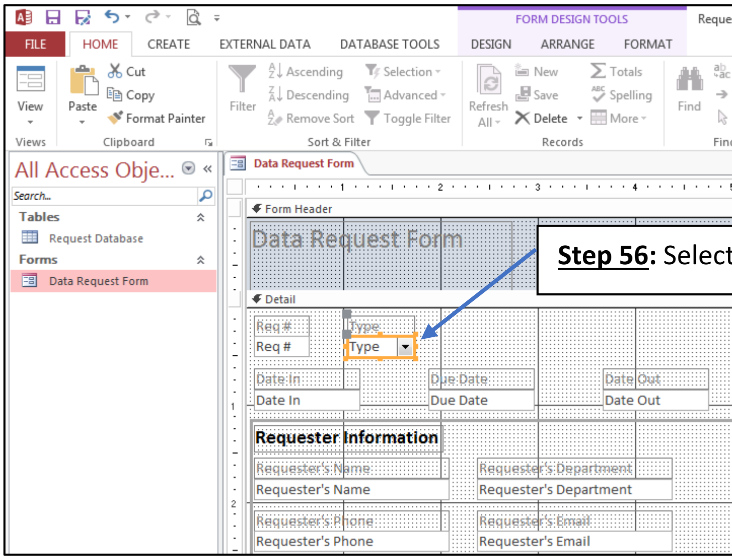
Step 53: **Right-click** on the **Type** data field.

Step 54: Select **Change To** and then select **Combo Box.**

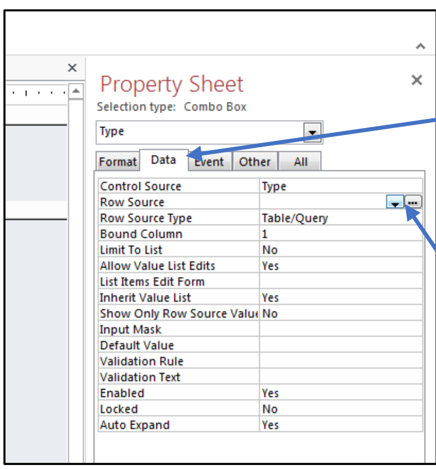


Step 55: Repeat Steps 53 and 54 for the fields **Assigned To** and **Completed By**.

- Now that we have turned these text boxes into combo boxes, we need to populate the drop-down choices with data previously used in these fields.
- To do this we will utilize a query function that groups by these fields' current data.
- Also, as we add new data requests that may be completed by a new person, we will add to the drop-down choices.

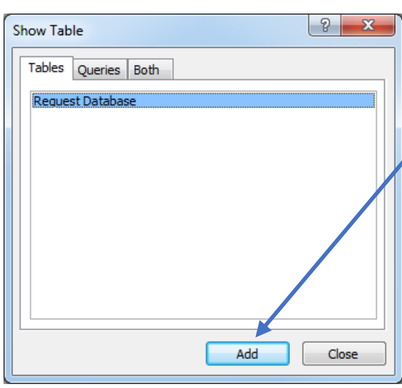


<u>Step 56</u>: Select the **Type** data field, alone.

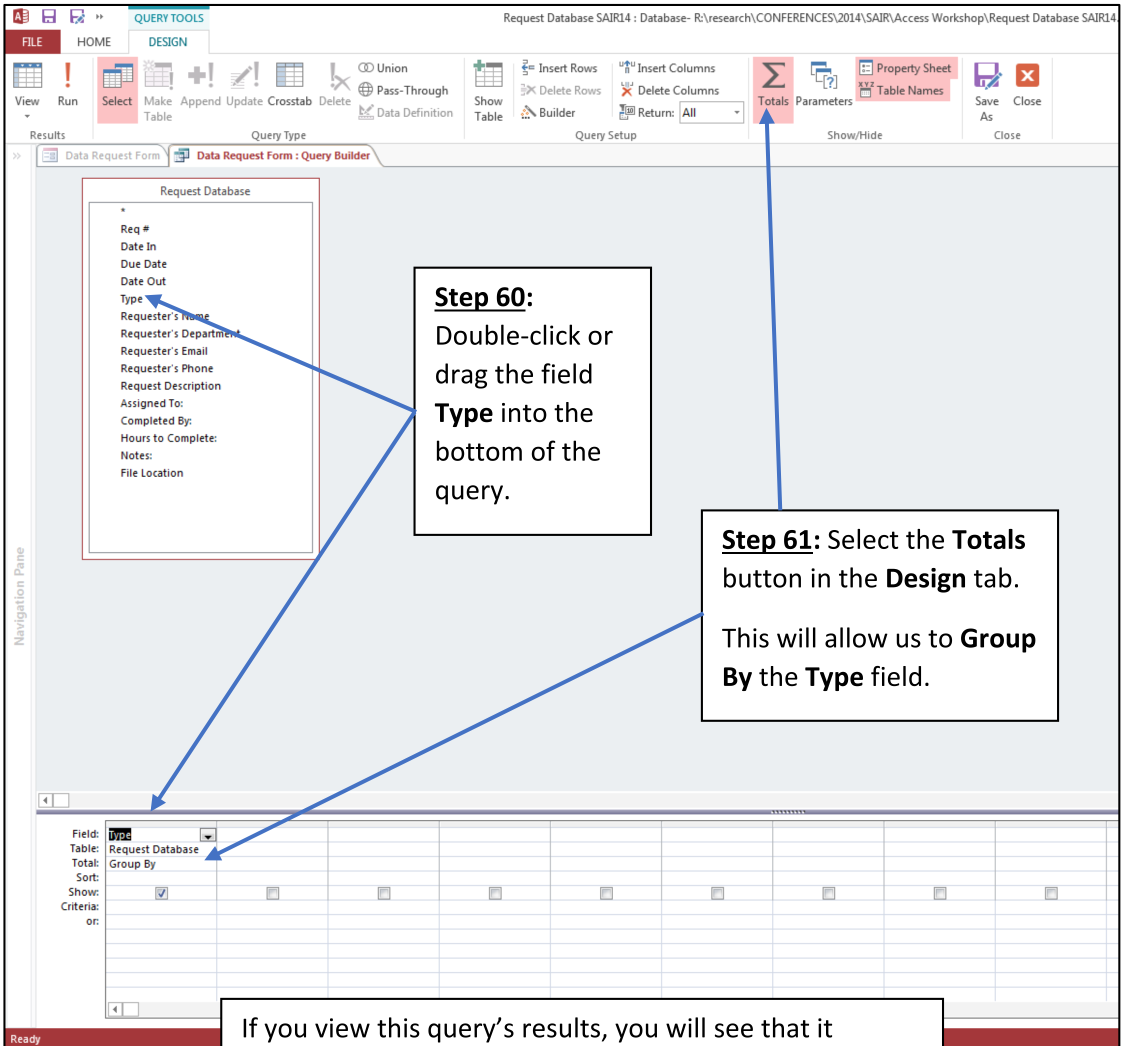


<u>Step 57</u>: Select the **Data Tab** in the **Property Sheet.**

<u>Step 58</u>: Click within the **Row Source** line. This will generate a Query.



<u>Step 59</u>: Add the Request Database table to the query.

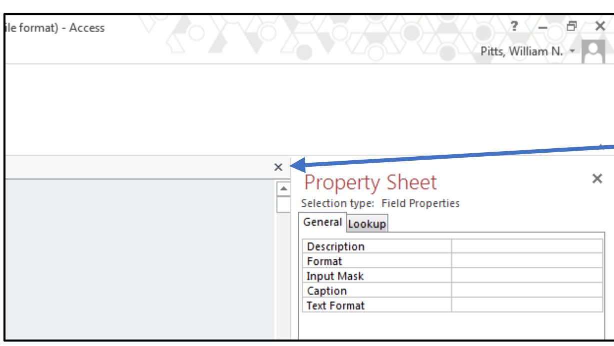


Step 60: Double-click or drag the field **Type** into the bottom of the query.

Step 61: Select the **Totals** button in the **Design** tab.

This will allow us to **Group By** the **Type** field.

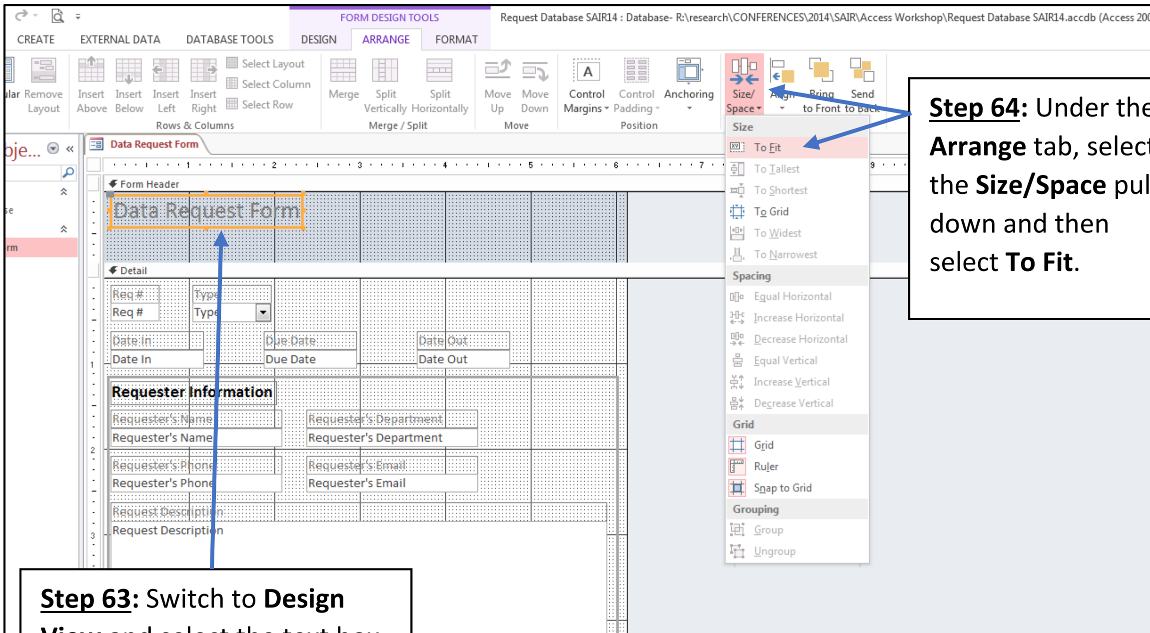
If you view this query's results, you will see that it returns two lines, **Internal** and **External**. These will be the available choices in our drop-down for the field **Type**.



Step 62: Close and **Save** this query by clicking the **Black X** in the top right and corner of the query box.

- **Repeat Step 56 – 62** for the fields **Assigned To** and **Completed By**.

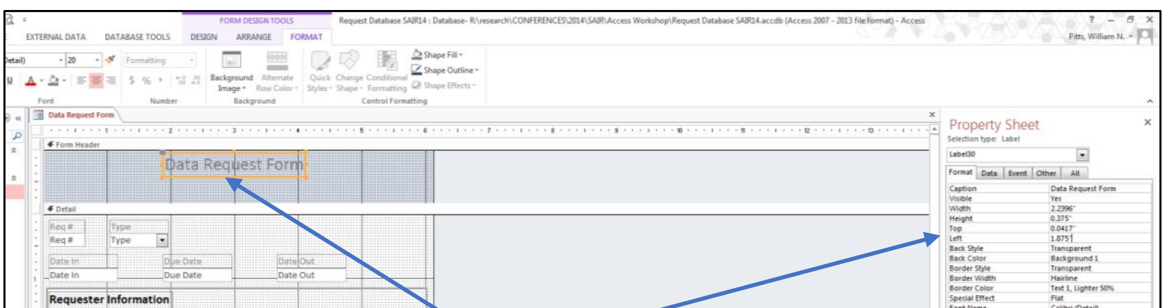
- Now let’s format the Header section



Step 64: Under the **Arrange** tab, select the **Size/Space** pull-down and then select **To Fit**.

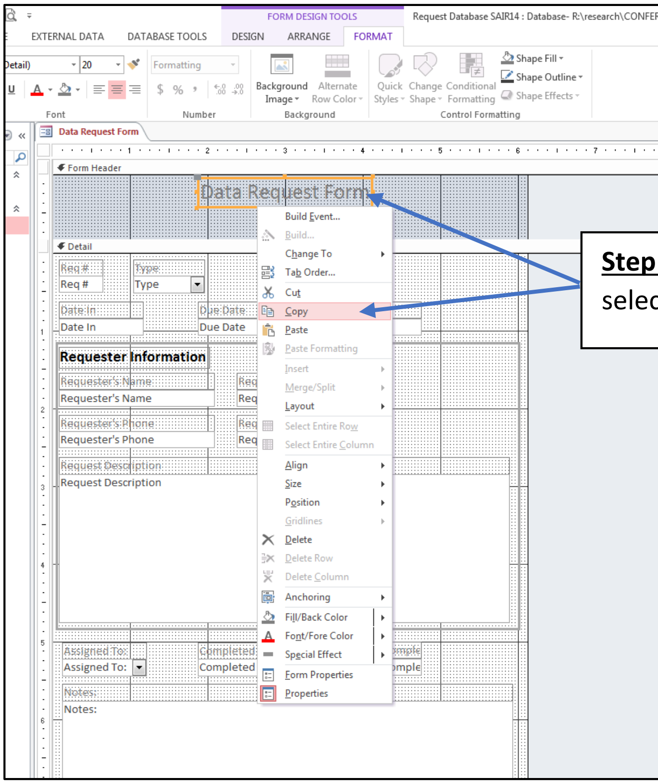
Step 63: Switch to **Design View** and select the text box found within the **Header**.

- Using the **To Fit** option fits the size of the text box surrounding the text.

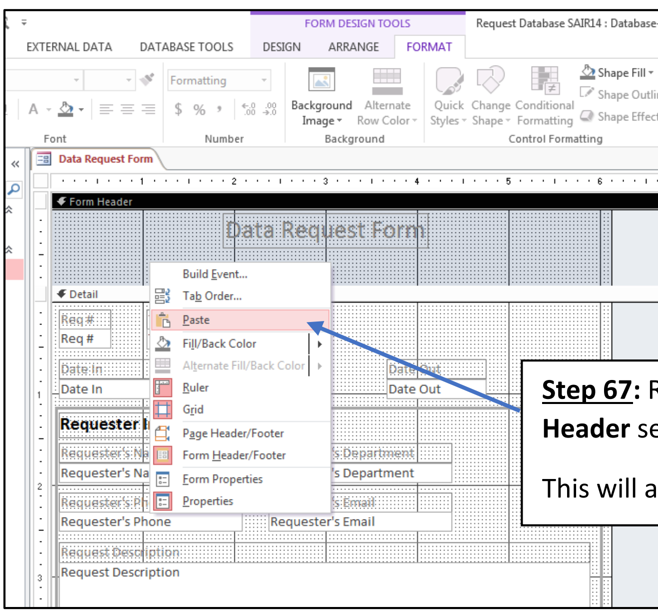


Step 65: Either manually center the text box or center it by entering **1.875** in the **Left** line of the **Property Sheet**.

- Next, let’s add a 2nd text that will read the name of your institution and have that text box placed above the text that reads **Data Request Form**.
- To do this, the easiest way will be to copy and paste the current text within the Header.
- Then we will place that text below the current text.
- Then we will alter the text on top to read the name of your institution.

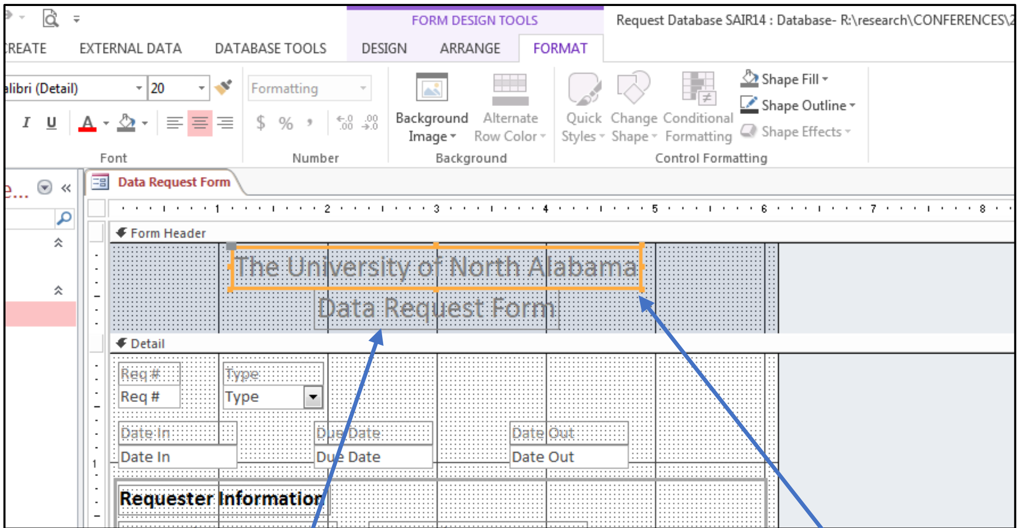


Step 66: Right-click on the text box and select **Copy**.



Step 67: Right-click anywhere within the **Header** section and select **Paste**.

This will add a 2nd Label to the header.

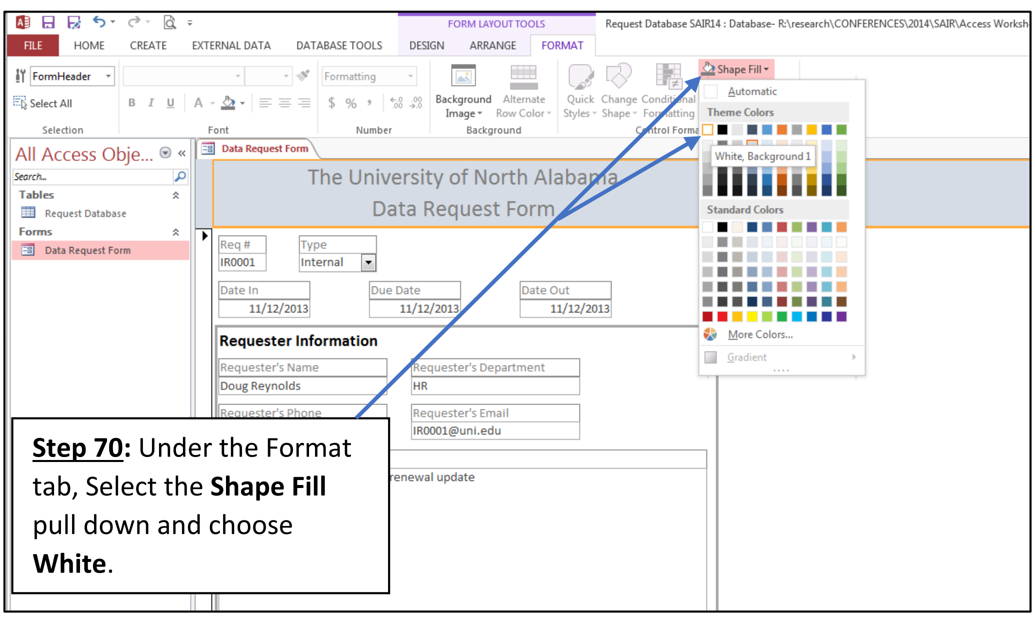


Step 68: Position the 2nd label box below the other.

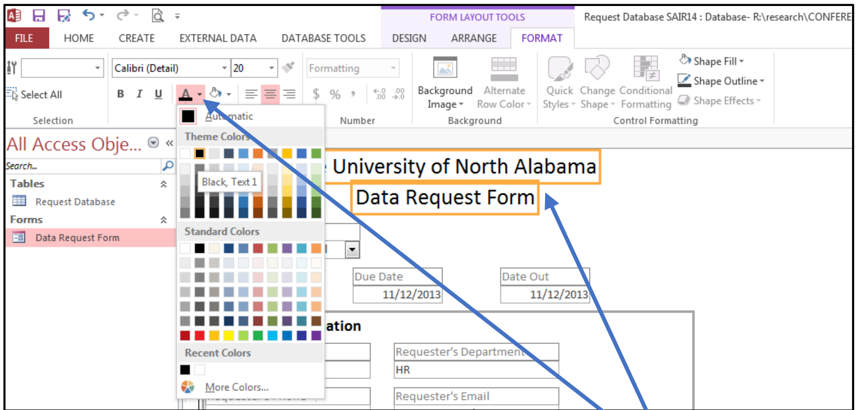
Feel free to use the **Arrange** options.

Step 69: Change the top text to read the name of your institution. You'll notice that the size of the box will adjust to fit your next text as you type.

- Let's switch back to **Layout View** to see how our changes look.
- I believe it would look better if the Header's background color was white and if the text within the Header was darker.

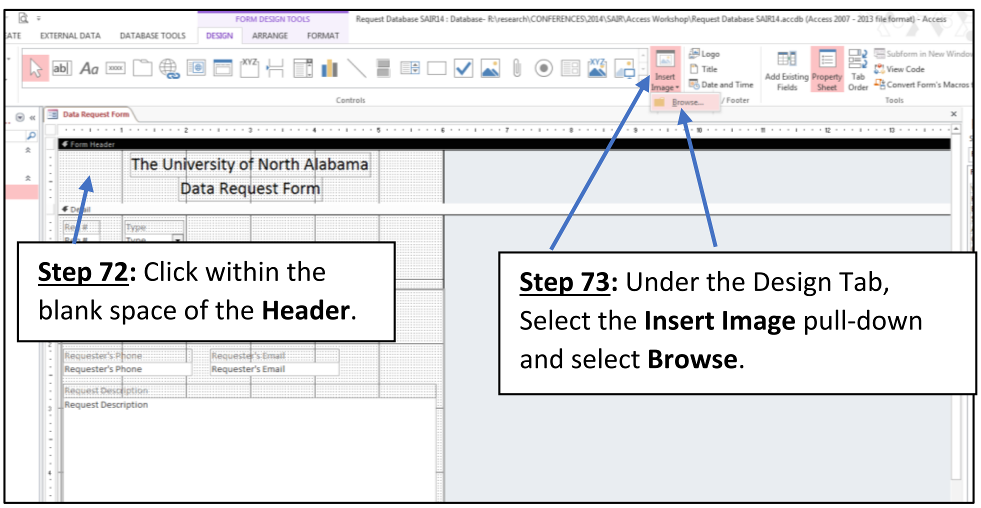


Step 70: Under the Format tab, Select the **Shape Fill** pull down and choose **White**.



<u>Step 71</u>: Select both boxes of text within the Header and select **Black** as the **Font Color**.

- Now let's spruce up this Header by adding a couple of images on both sides of the text. To do this, we'll need to **switch** back over to **Design View**.

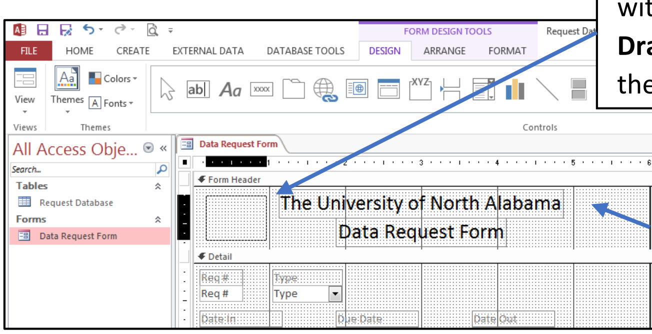


<u>Step 72</u>: Click within the blank space of the **Header**.

<u>Step 73</u>: Under the Design Tab, Select the **Insert Image** pull-down and select **Browse**.

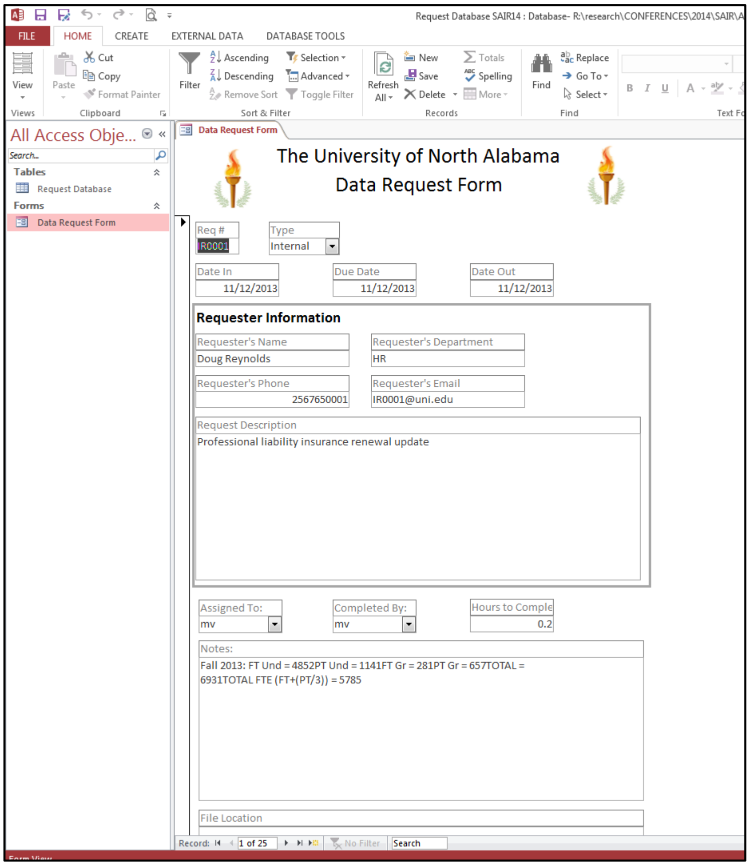
- Browse and find the file named **Torch.jpg**.

<u>Step 74</u>: Once selected, a cross-hair with the image icon will appear. **Drag** this image across the space to the left of the titles in the **Header**.

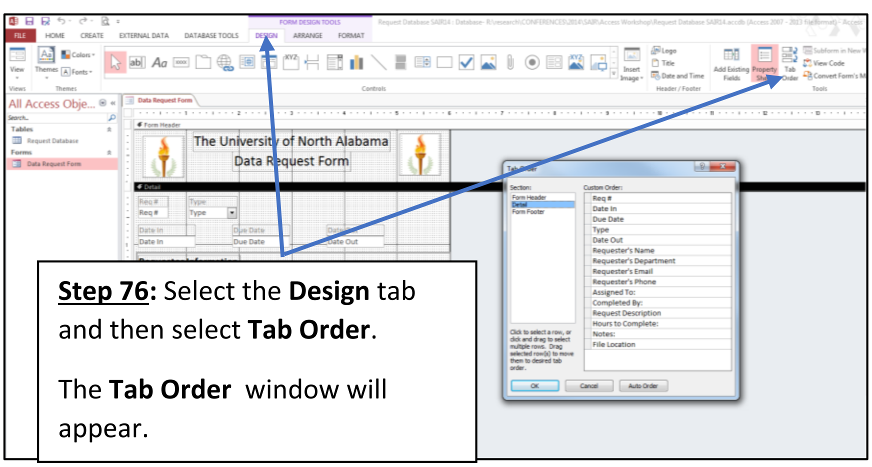


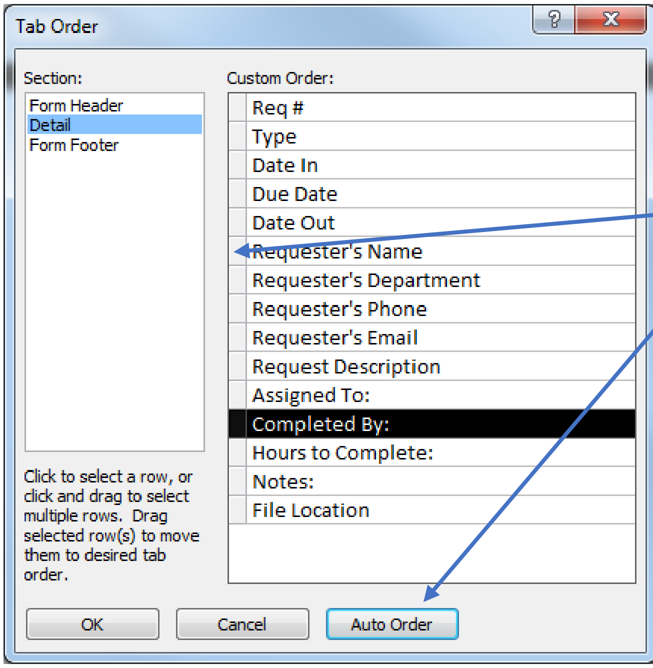
<u>Step 75</u>: **Copy** and **Paste** this image to the right of the header's text and **Arrange** these 2 images to be equal sizes and distances from the Header's text.

- Switch back over to **Form View** to see the changes we have made to the form.

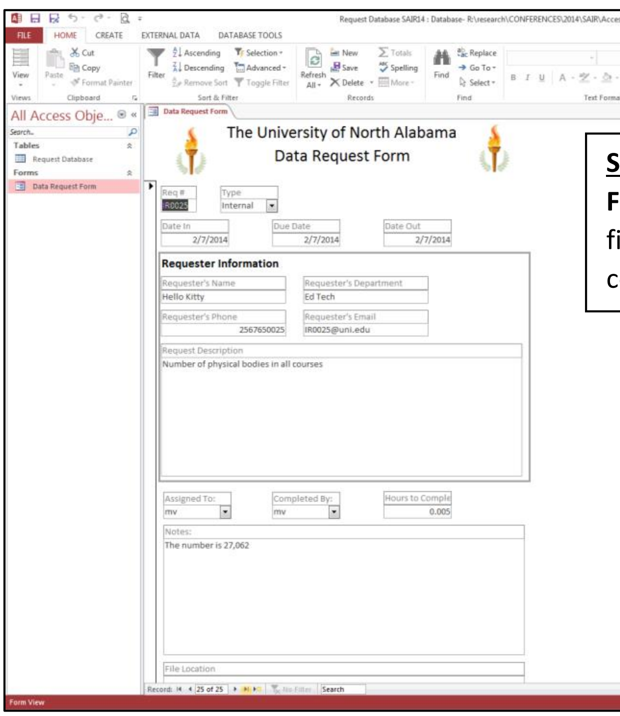


- If you click within the Req# data field and then TAB through you'll notice that the order is somewhat off.
- We can easily change the order that the form TABs through.
- Let's **switch** back over to **Design View** to make these **Tab Order** changes.





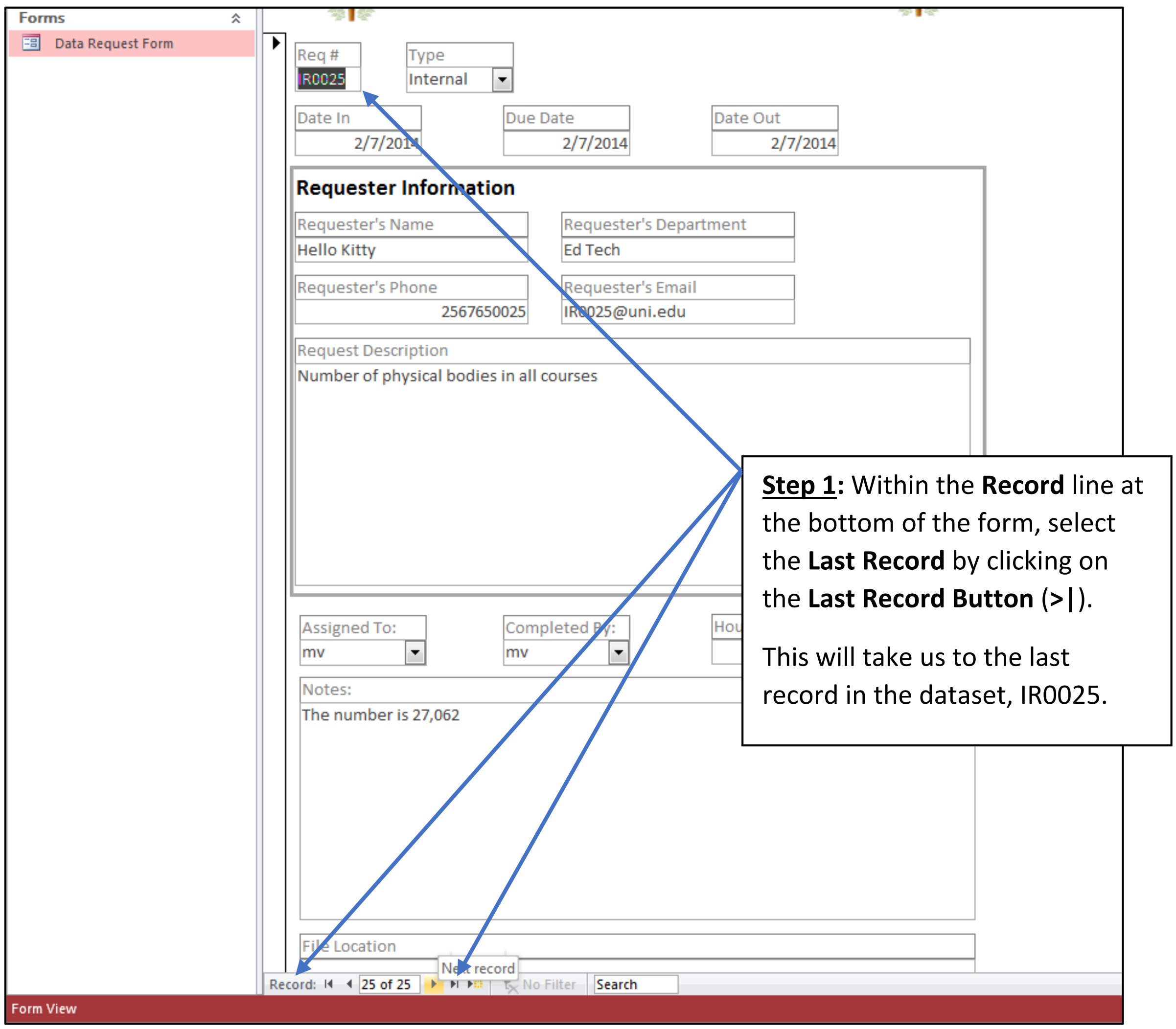
<u>Step 77</u>: Either manually adjust the order by left-clicking the box to the left of those fields out of order and dragging them to their correct position OR simply click **Auto Order**.



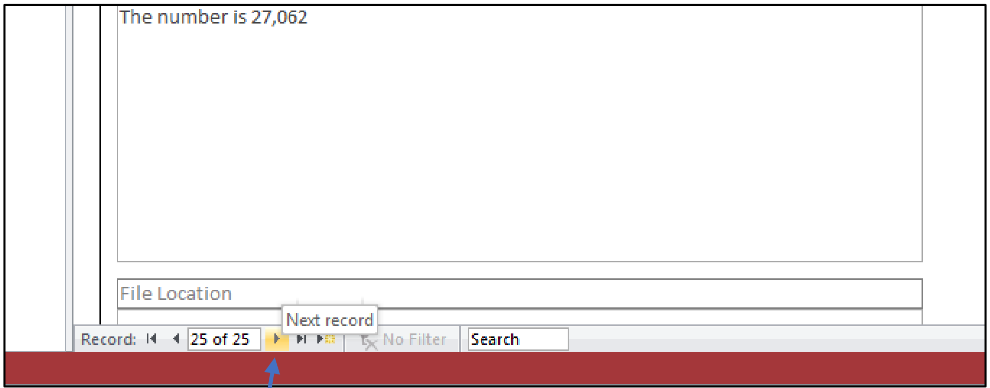
<u>Step 78</u>: Switch back over to **Form View** and Tab through the fields to ensure the order is correct.

ADDING A NEW DATA REQUEST

- Now that the Data Request Form is complete, let's go through the steps of adding a new data request.
- When we add the new request, this process will add a new record to the **Request Database** table.



- We want to keep the request numbers in Alpha-numeric order. Our next data request ID should be "**IR0026**".

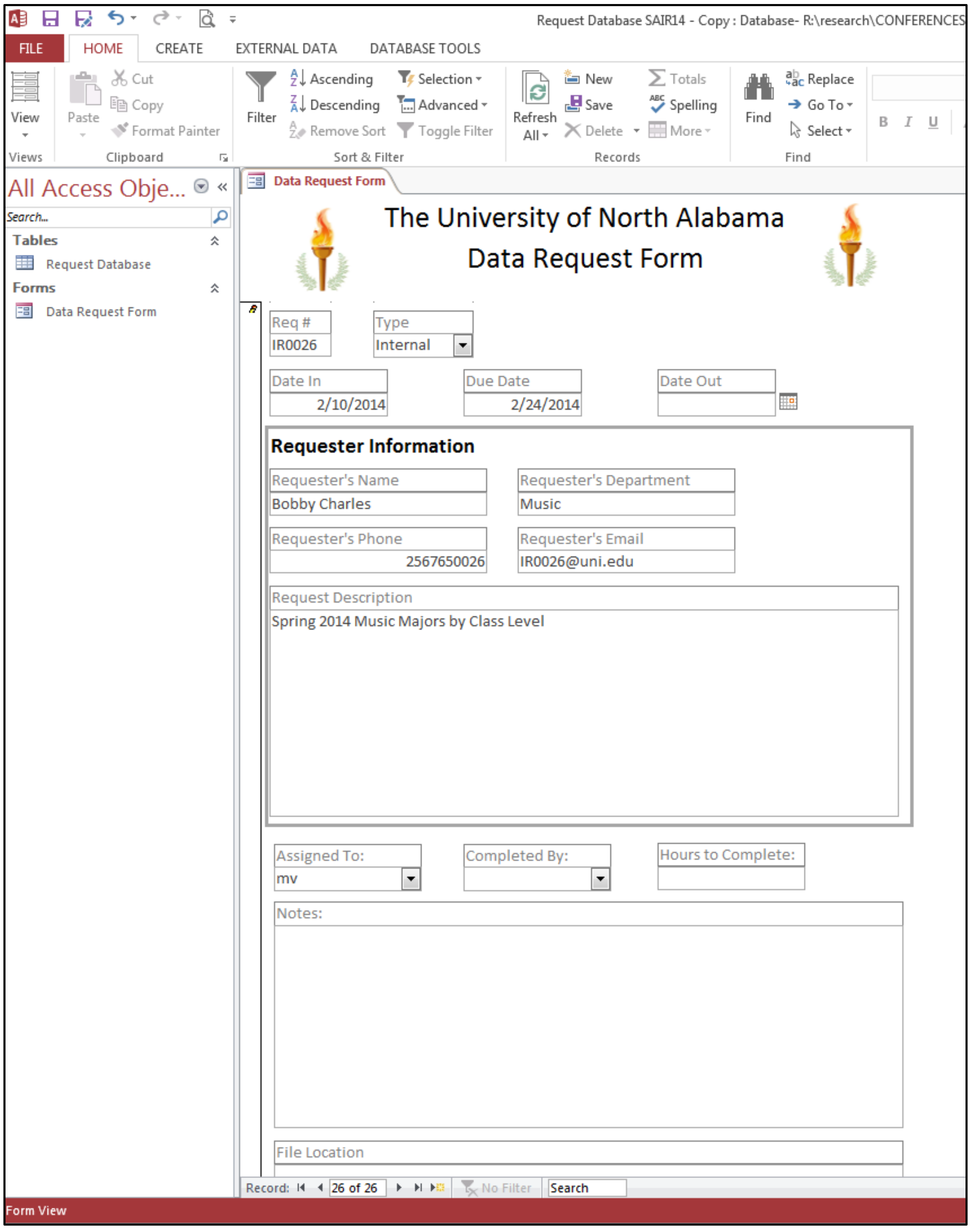


<u>Step 2</u>: Click the right arrow button(**Next Record**) to take us to a new record, where we will input the new data request.

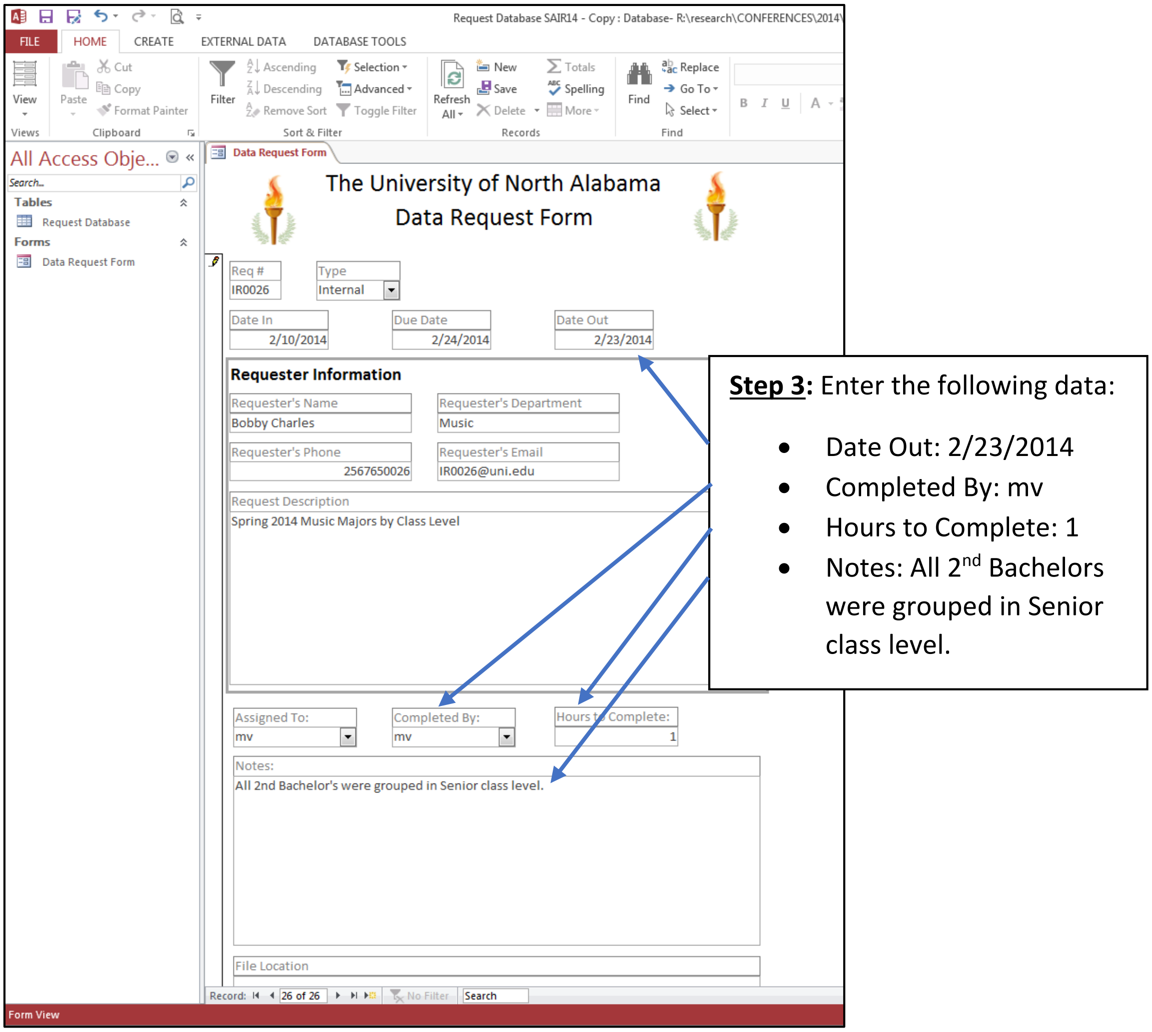
- Enter the following data into the blank record:

Field	Information to Input
Req#	IR0026
Type	Internal
Date In	2/10/2014
Due Date	2/24/2014
Date Out	Leave Null
Requester's Name	Bobby Charles
Requester's Department	Music
Requester's Phone	2567650026
Requester's Email	IR0026@uni.edu
Request Description	Spring 2014 Music Majors by Class Level
Assigned To:	mv
Completed By:	Leave Null
Hours to Complete	Leave Null
Notes:	Leave Null
File Location	Leave Null

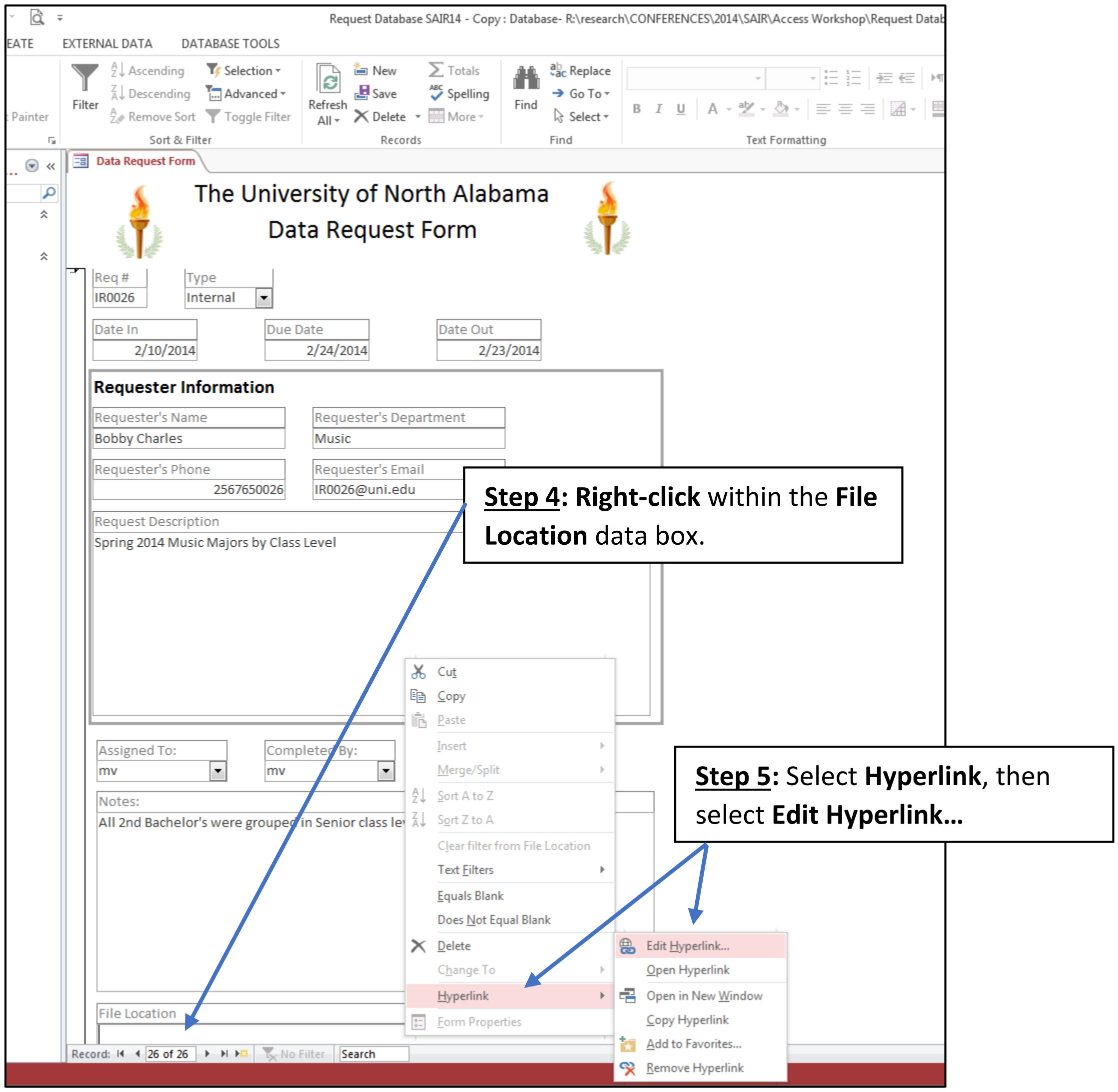
- The record should look like the image below:



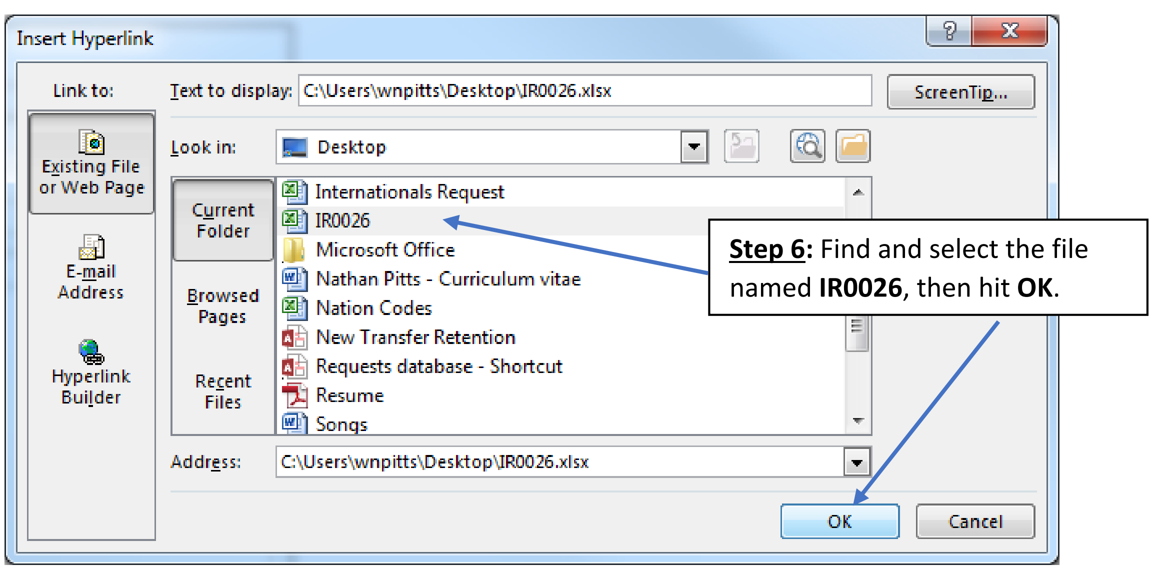
- Now we have entered a new data request and this request and that information is now saved in our **Data Request** table.
- Let's move forward in time, to the time when we have completed the request, so that we can go through the steps involved in logging out the request and mapping the final file serving as the completed request.

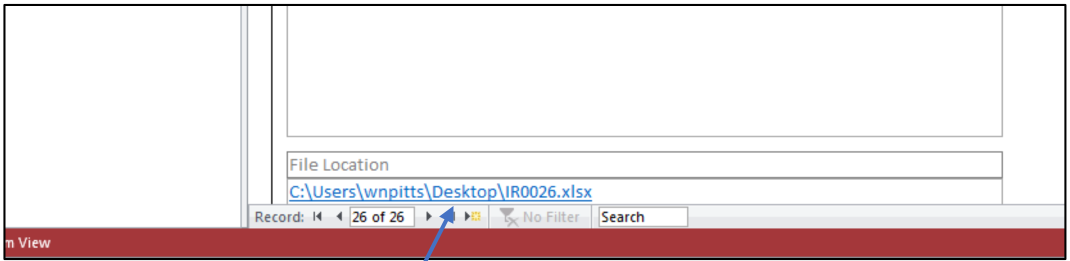


- Lastly, we need to map the completed file, within the **File Location** section.
- There is a file named **IR0026** (check your desktop) that we will use as our completed request.



- A browse window will appear.

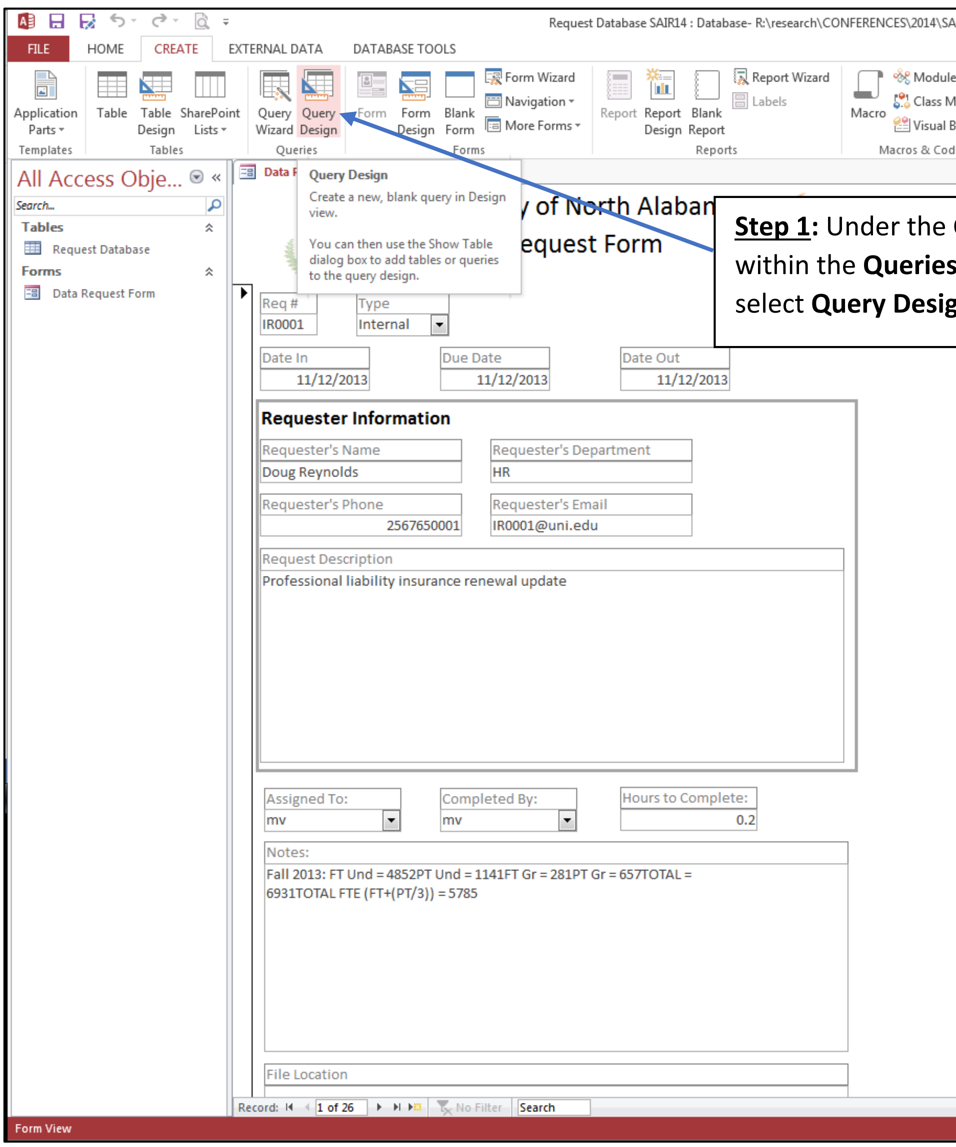




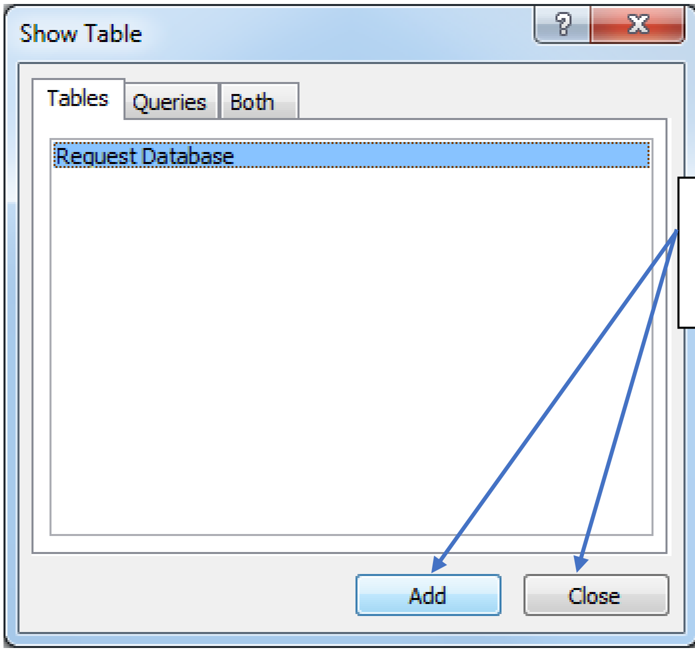
The file is now mapped to the data request.

CREATING REPORTS TO ANALYZE OUR DATA REQUESTS

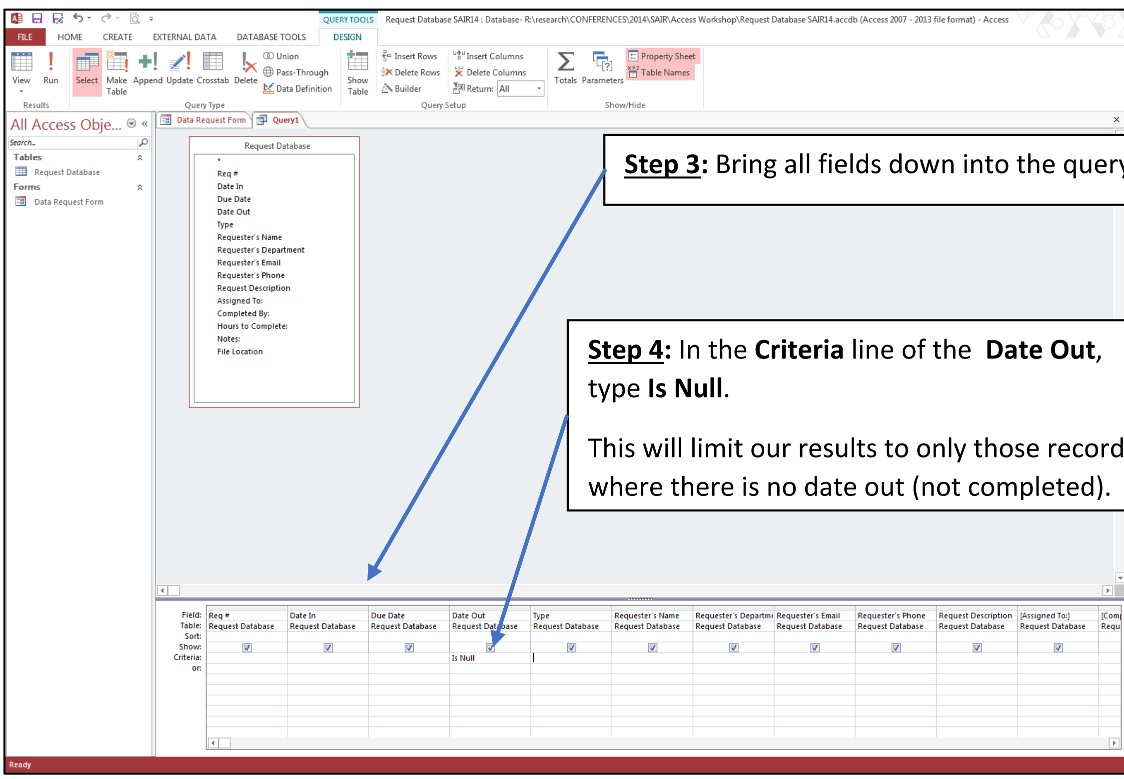
- Being able to create reports based on our Request Database table is a great tool. One very useful report is an **Outstanding Data Requests** report, which will allow you to view what data requests that have yet to be completed.
- You can also create reports that allow you to see what reports have been completed within certain time frames (i.e. within the past 2 weeks) or what reports have been completed by specific individuals.
- We will begin by creating the Outstanding Data Requests report.
- Reports may be built on Tables or Queries. Since we need to limit our report to only those requests that are outstanding, we will need to create a query that displays all of the data for only those requests yet to be fulfilled.



Step 1: Under the **Create** tab and within the **Queries** section, select **Query Design**.



<u>Step 2</u>: Click **Add** to add the Request Database table to the query, then hit **Close**.

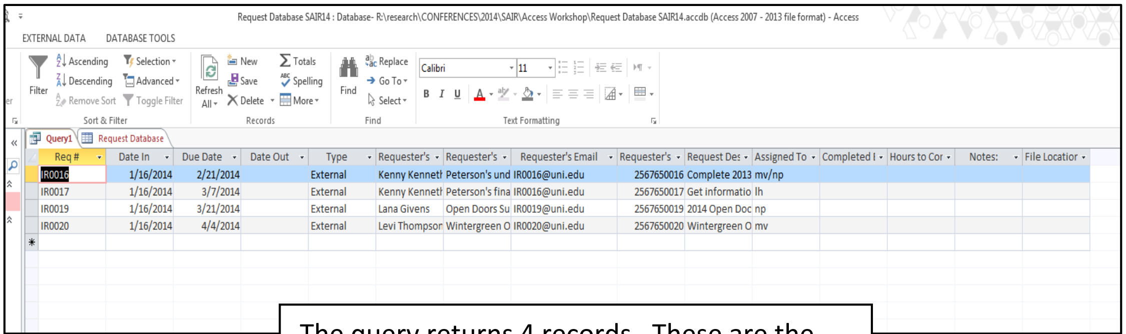


<u>Step 3</u>: Bring all fields down into the query.

<u>Step 4</u>: In the **Criteria** line of the **Date Out**, type **Is Null**.

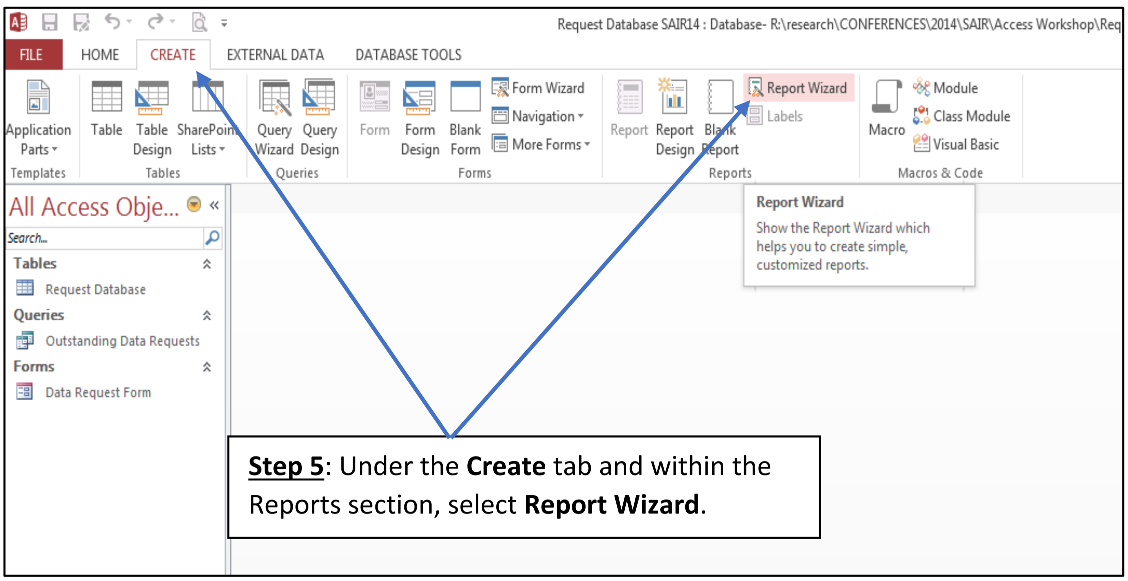
This will limit our results to only those records where there is no date out (not completed).

- Now run the query.



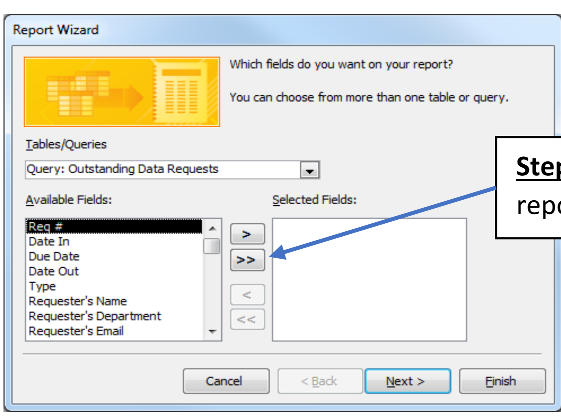
The query returns 4 records. These are the data requests that are yet to be completed. We will need to save this query and base our report on it.

- **Save** the query as **Outstanding Data Requests**, then close it.

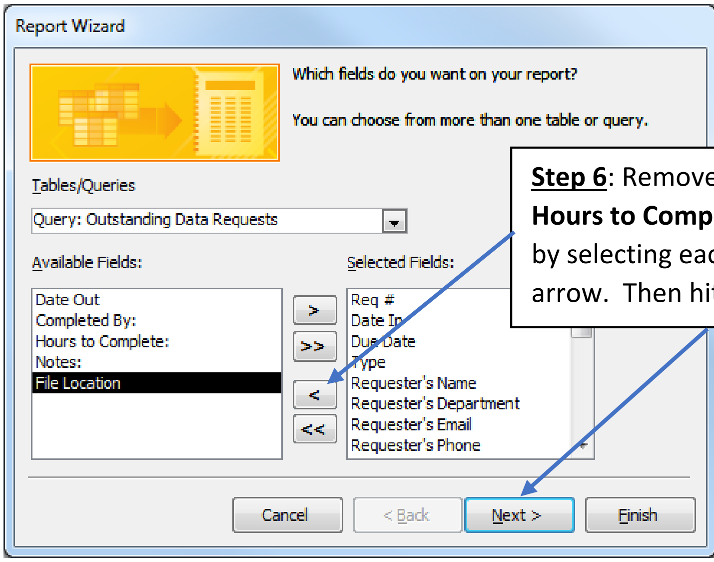


<u>Step 5</u>: Under the **Create** tab and within the Reports section, select **Report Wizard**.

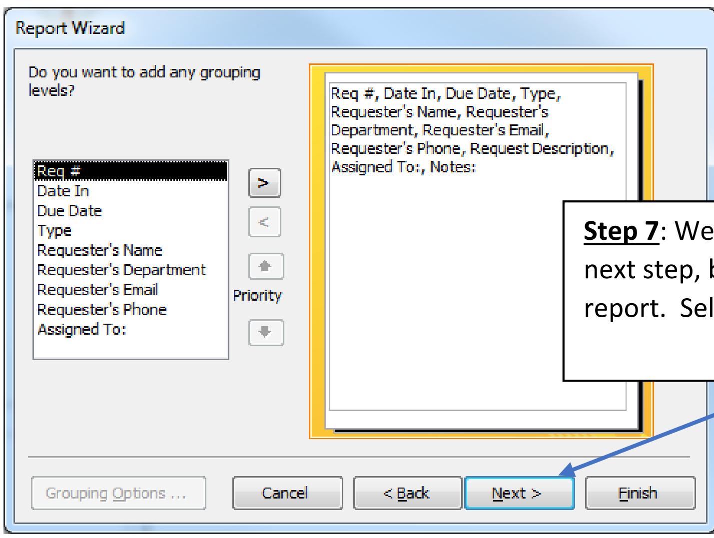
- This will open the **Report Wizard** window. Here we can select which fields we would like to populate the report.



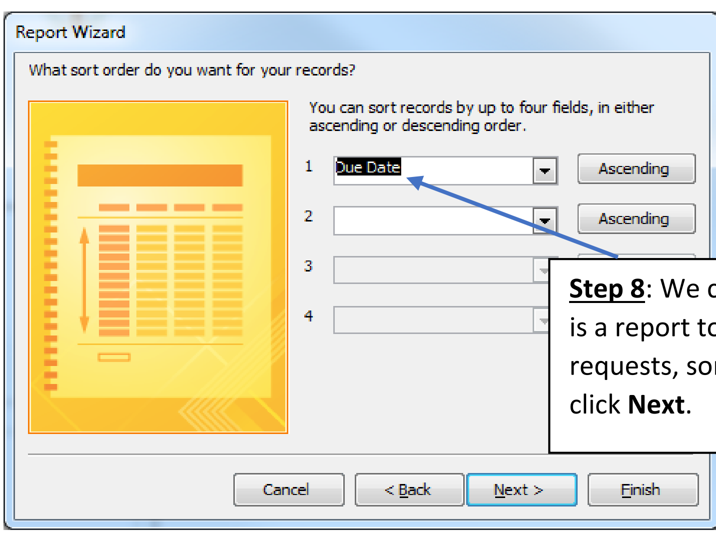
<u>Step 5</u>: To move all available fields into the report, hit the double arrow to the right.



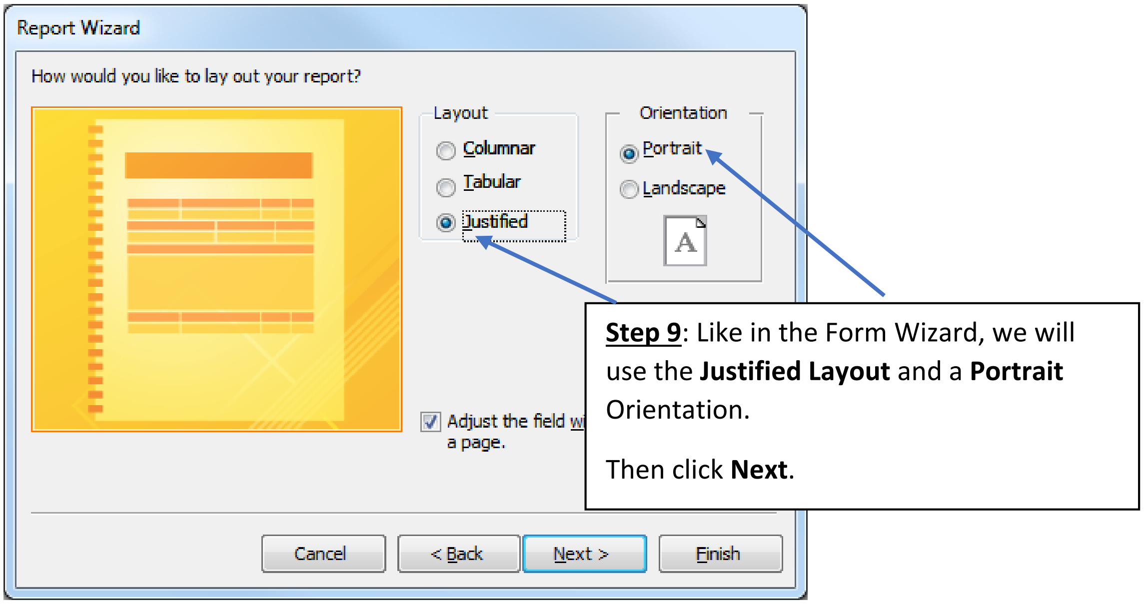
<u>Step 6</u>: Remove **Date Out**, **Completed By:**, **Hours to Complete:**, **Notes** and **File Location** by selecting each and hitting the single left arrow. Then hit **Next**.

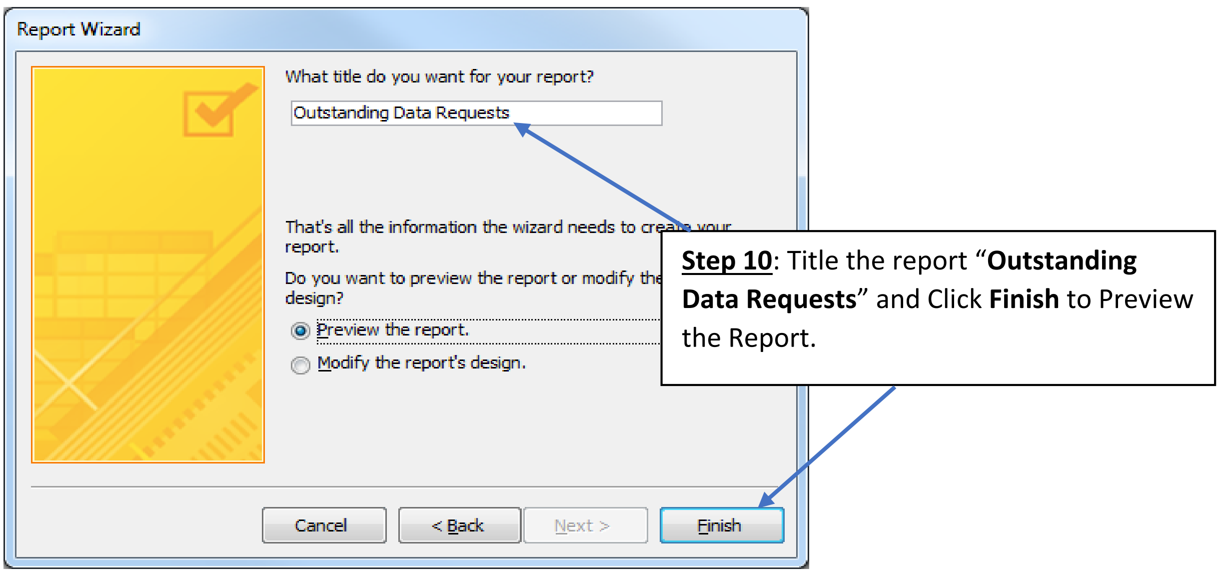


<u>Step 7</u>: We can group by specific fields in the next step, but we do not need to for this report. Select **Next** without grouping.

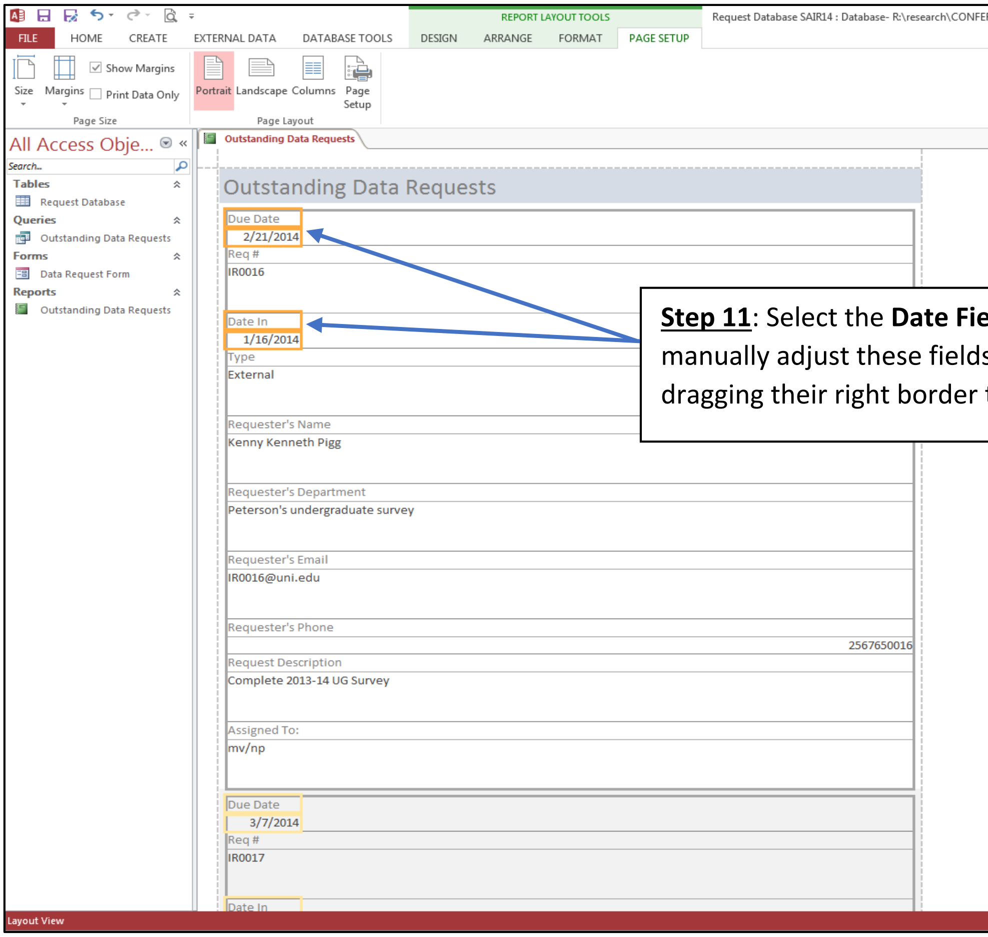


<u>Step 8</u>: We can sort by any field. Since this is a report to view our outstanding data requests, sort by **Due Date**, ascending, and click **Next**.

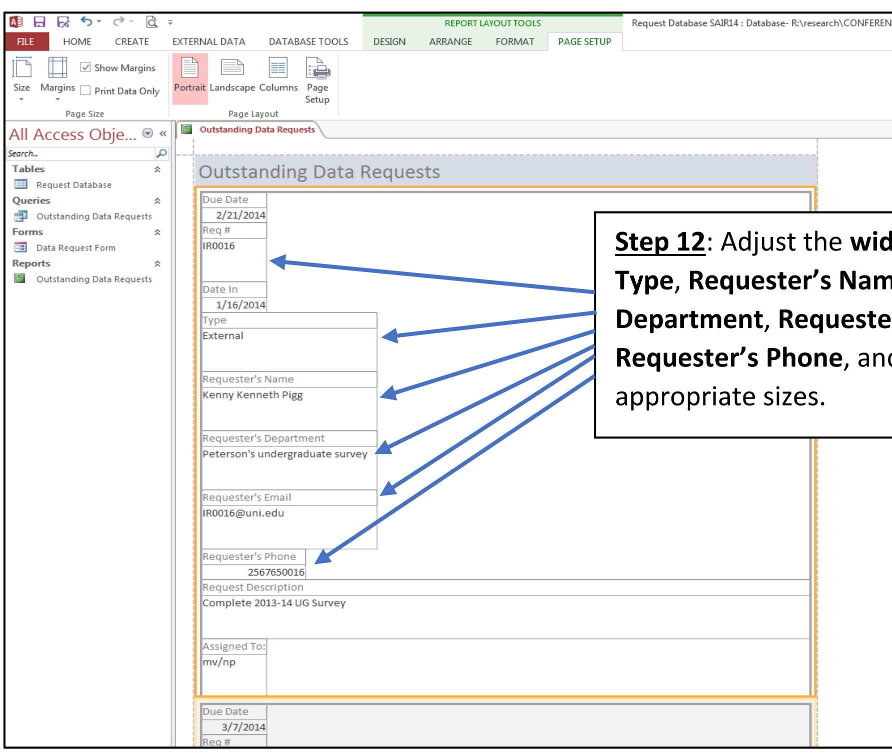




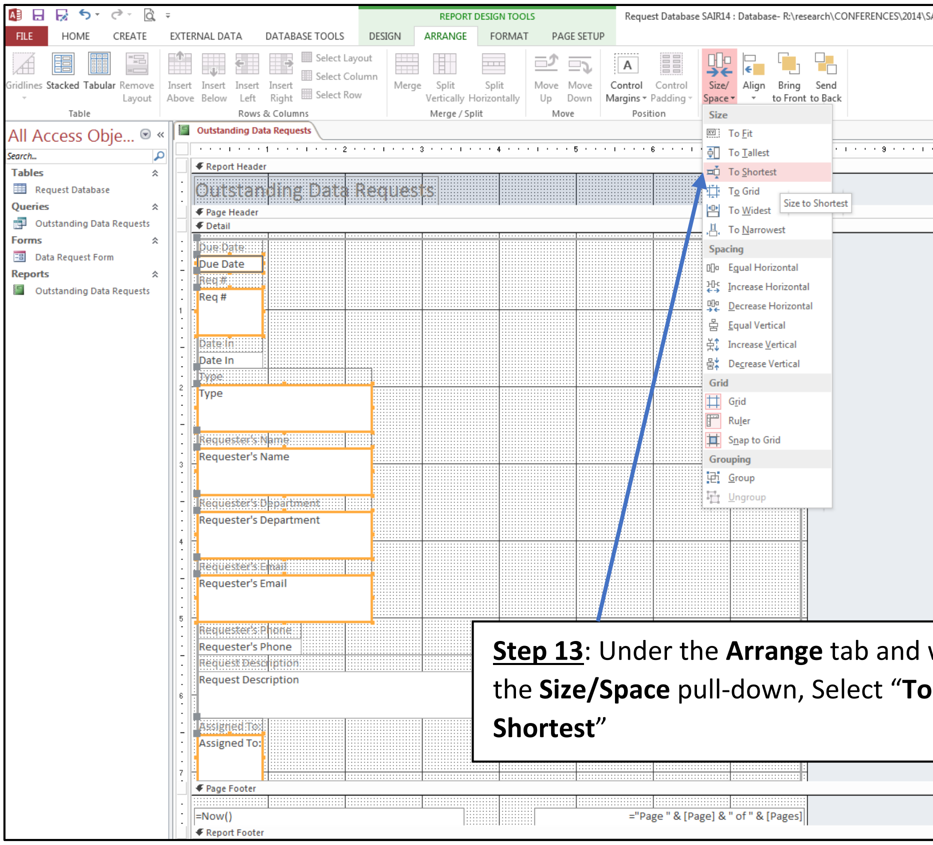
- There is a lot of wasted space in the report.
- We will need to format this report, like we formatted the Data Request Form.
- We will first adjust the width of the fields to the appropriate size.
- We will utilize the **Layout View** to do this, so let's switch over to that view.



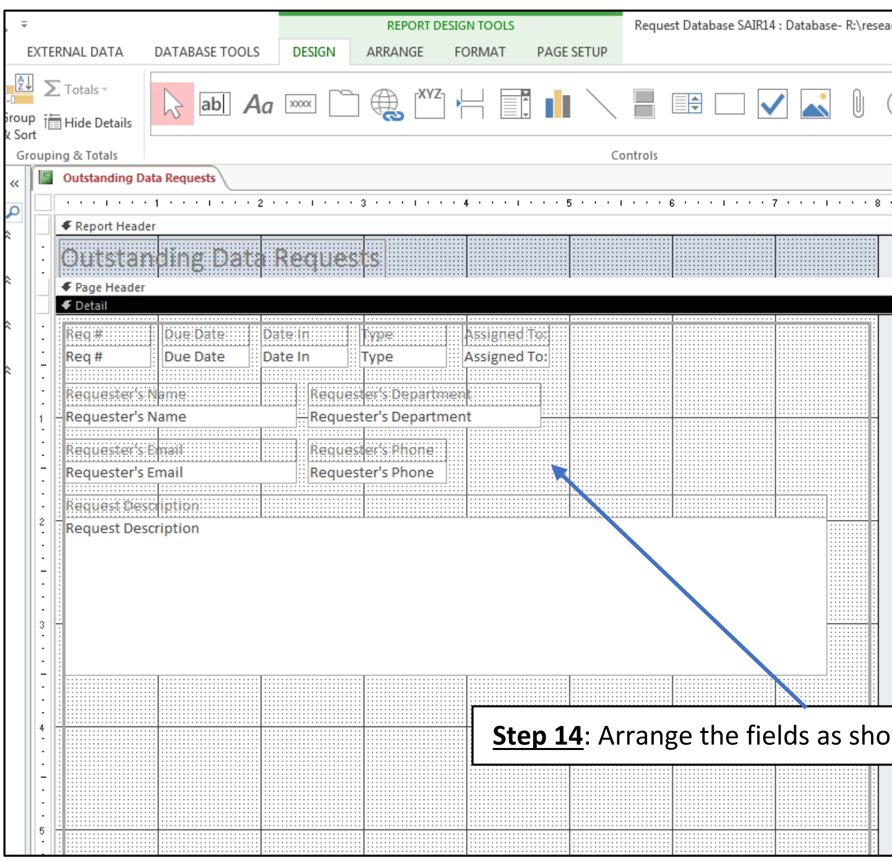
Step 11: Select the **Date Fields** and manually adjust these fields' **width** by dragging their right border to the left.



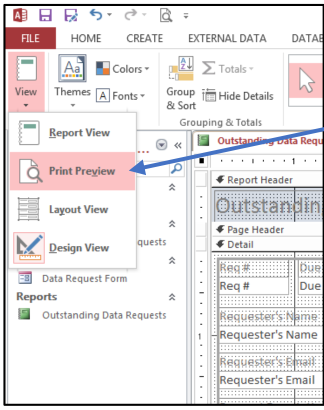
Step 12: Adjust the **width** of the fields **Req#, Type**, **Requester's Name**, **Requester's Department**, **Requester's Email**, **Requester's Phone**, and **Assigned To:** to appropriate sizes.



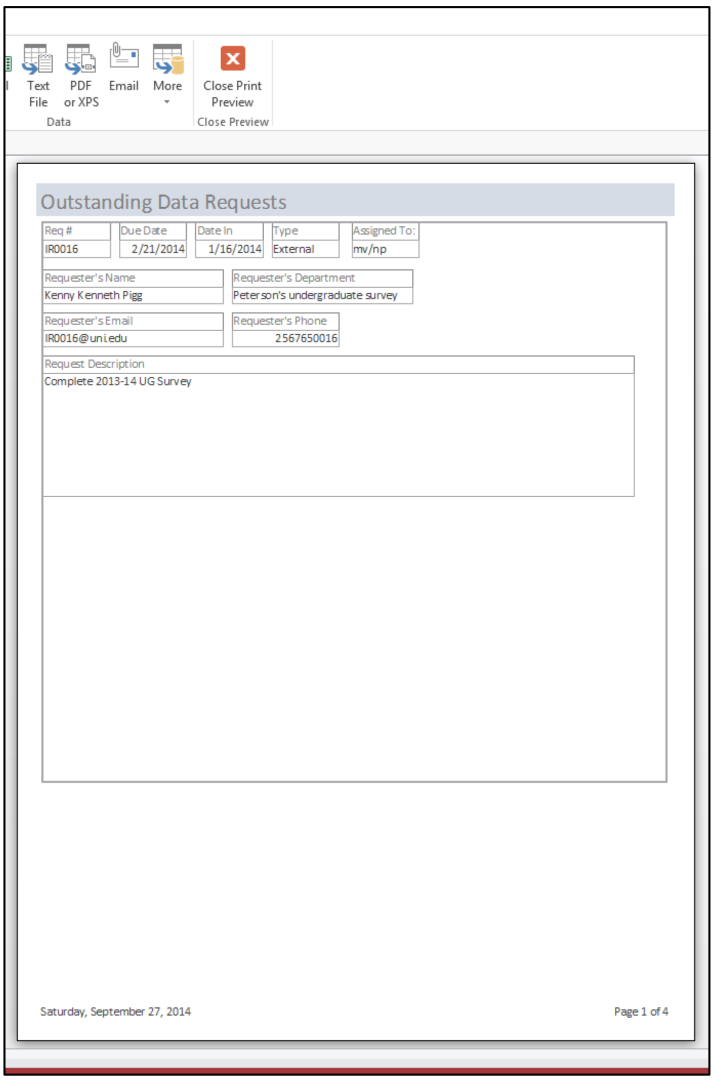
<u>Step 13</u>: Under the **Arrange** tab and within the **Size/Space** pull-down, Select "**To Shortest**"



<u>Step 14</u>: Arrange the fields as shown here.

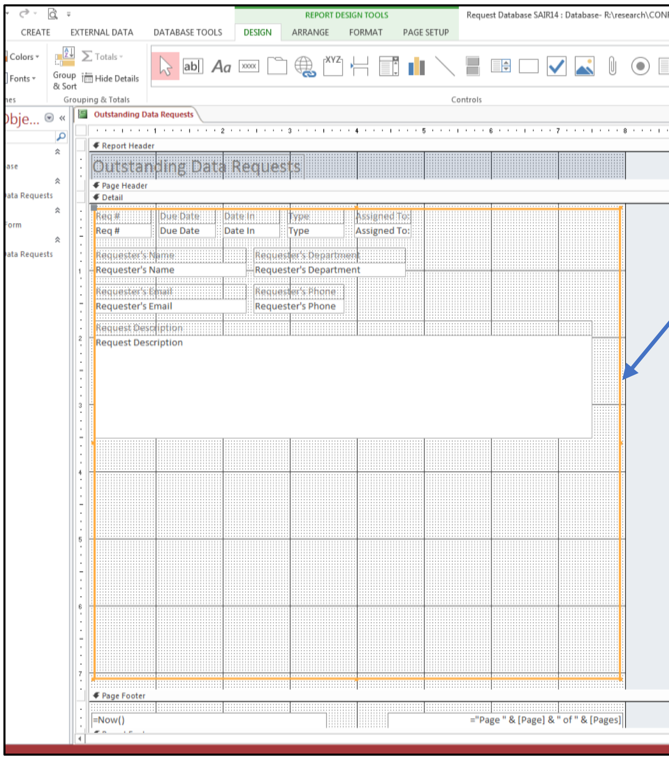


Step 15: Switch over to **Print Preview** to see the report as is.

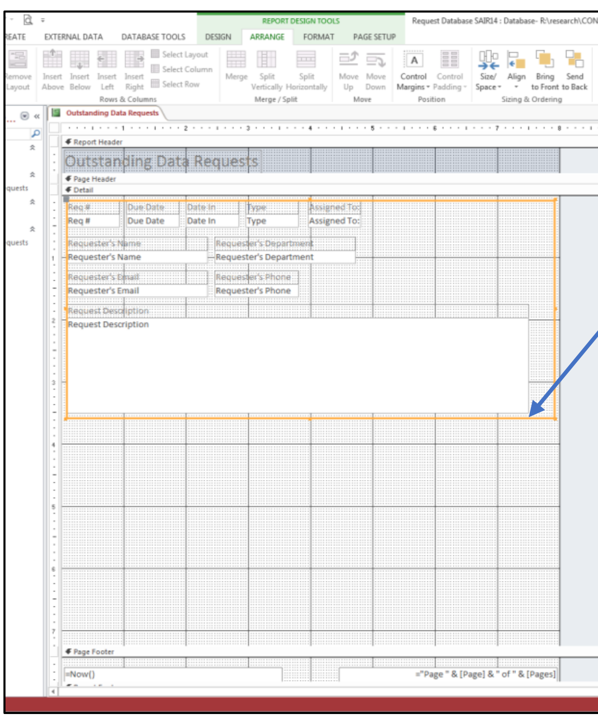


- There is still several areas that need formatting.
- To begin, we would like to have more than one outstanding request to be shown per page.
- Also, the header could be formatted to look better.
- We will work on this next. **Close the Print Preview**.

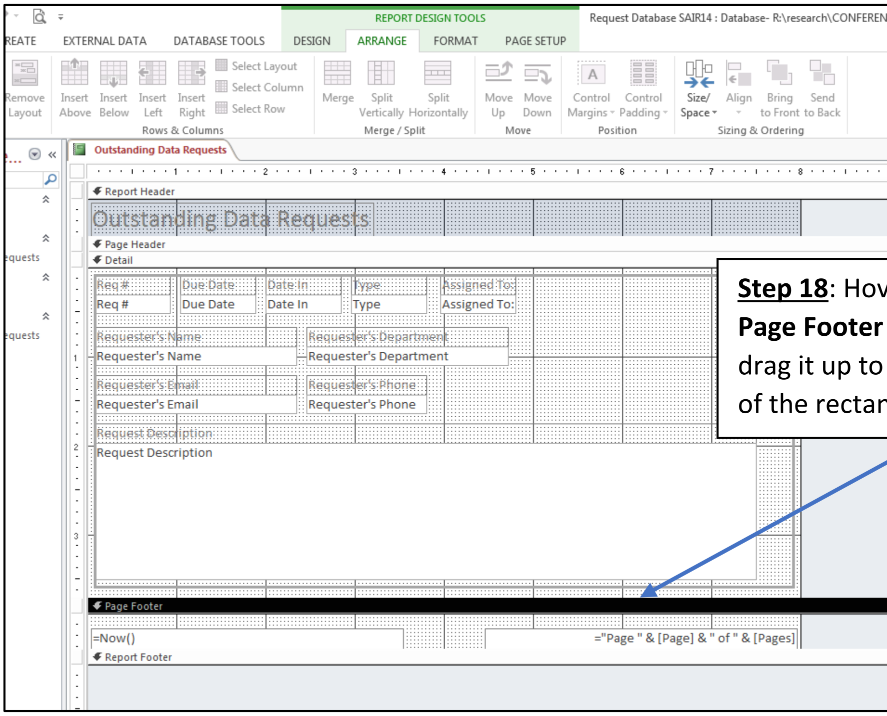
- To allow more than one request to display per page, we will need to reduce the size of the **Detail** section.



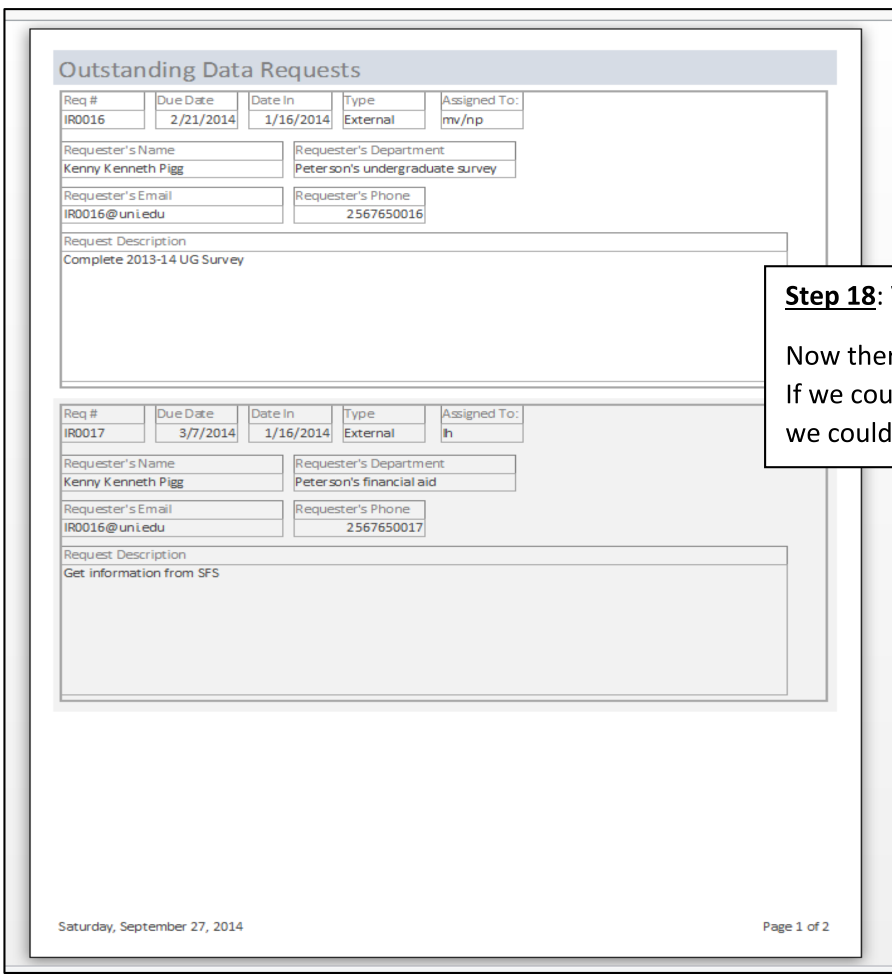
<u>Step 16</u>: Click on the **Rectangle** surrounding the detail fields.



<u>Step 17</u>: Pull up the bottom of the rectangle until it is close to the bottom of the **Request Description**.

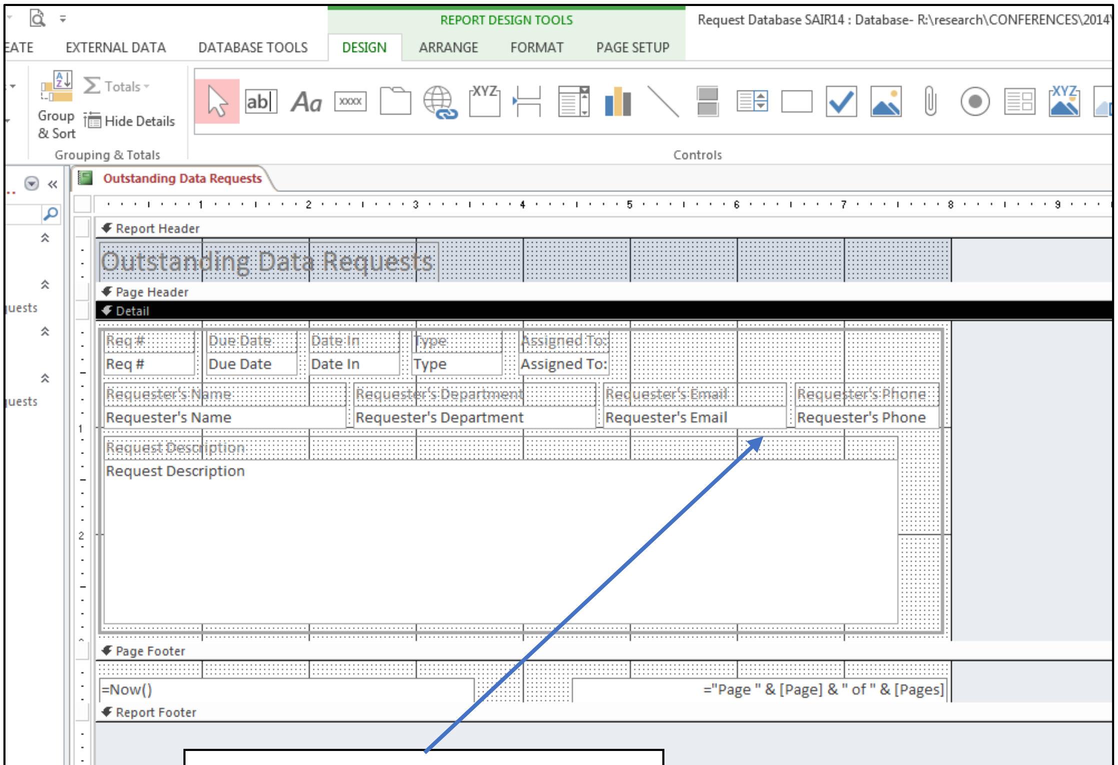


Step 18: Hover over the top of the **Page Footer** border, Left-click and drag it up to just below the bottom of the rectangle.



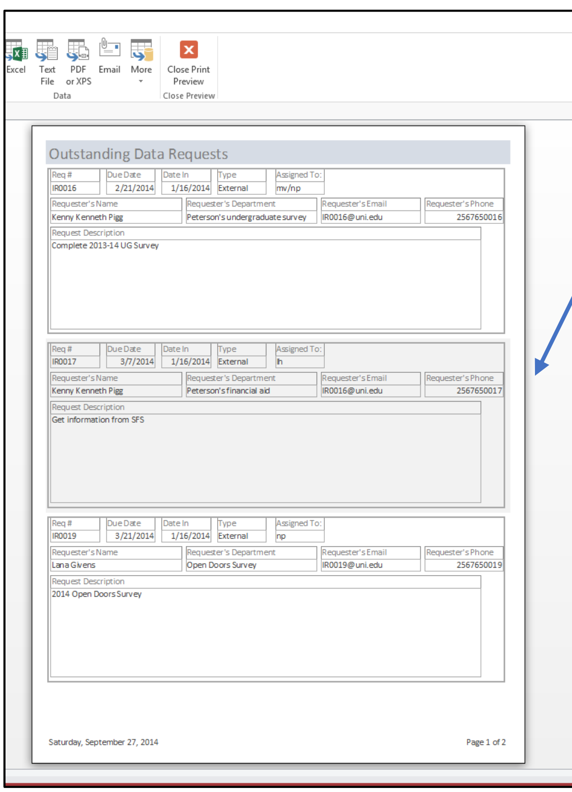
Step 18: View the **Print Preview**.

Now there are 2 requests per page. If we could create a bit more room, we could fit 3 requests per page.



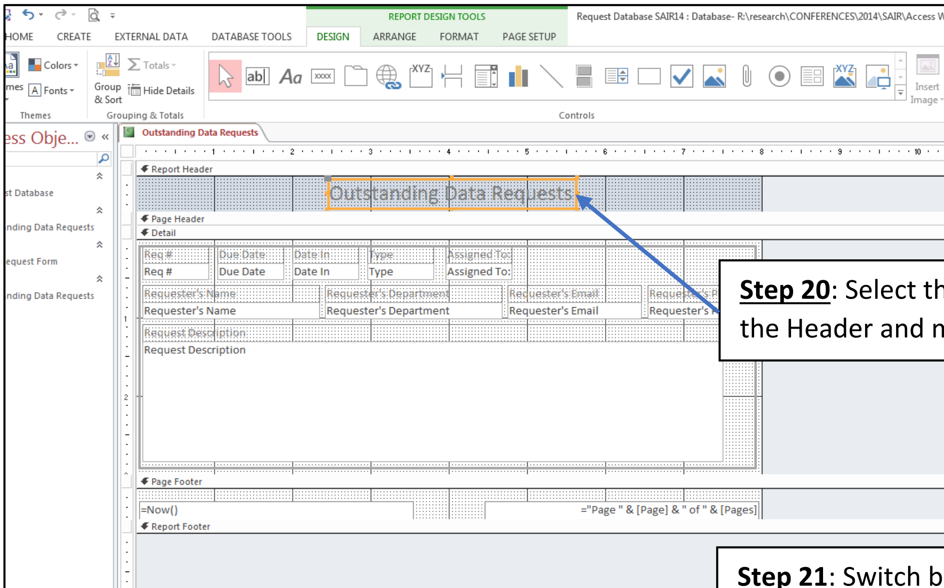
Step 19: Switch to **Design View** and arrange the fields as shown above.

- **Switch** back to **Print Preview**



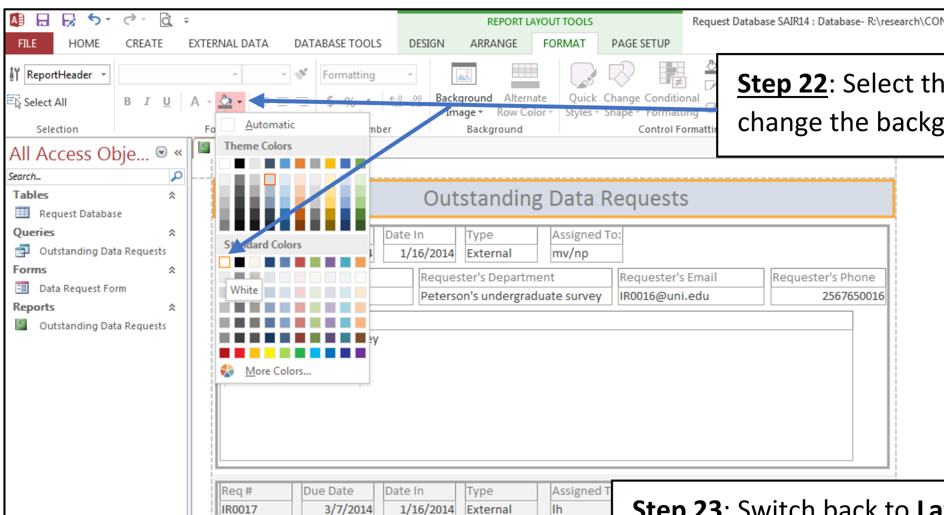
We now have 3 requests on page 1 and 1 remaining request on page 2.

- We now need to format the **Header**, so switch back to **Design View** again.



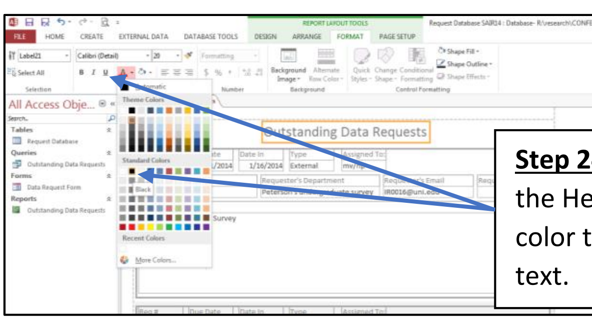
<u>Step 20</u>: Select the **Text Box** within the Header and manually center it.

<u>Step 21</u>: Switch back to **Layout View**.



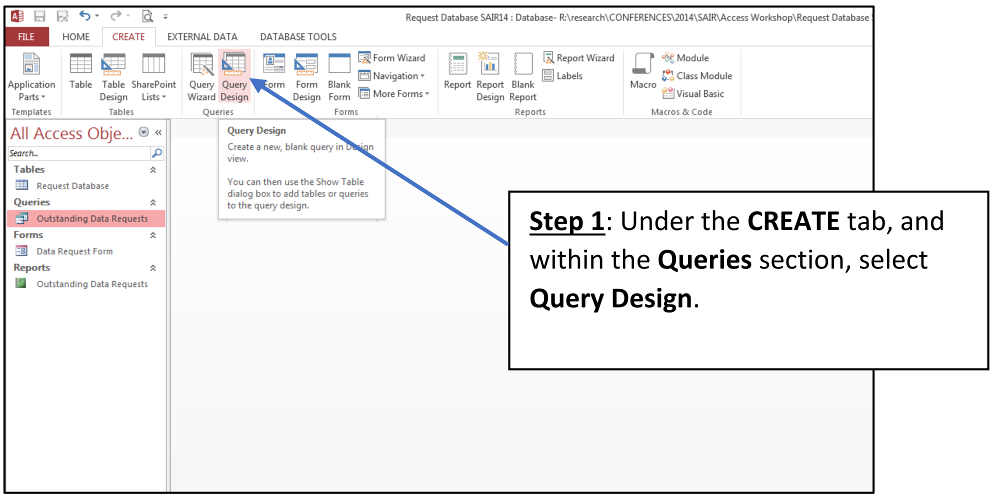
<u>Step 22</u>: Select the **Header** and change the background to **White**.

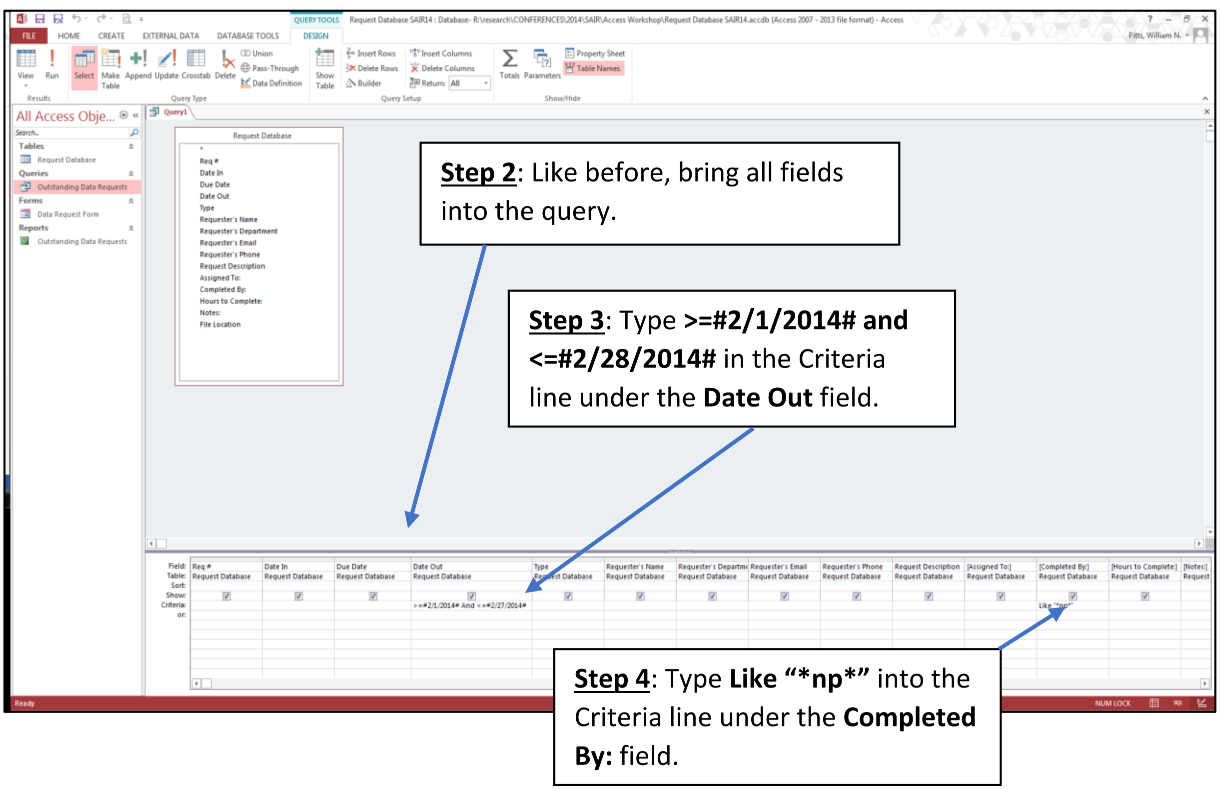
<u>Step 23</u>: Switch back to **Layout View**.

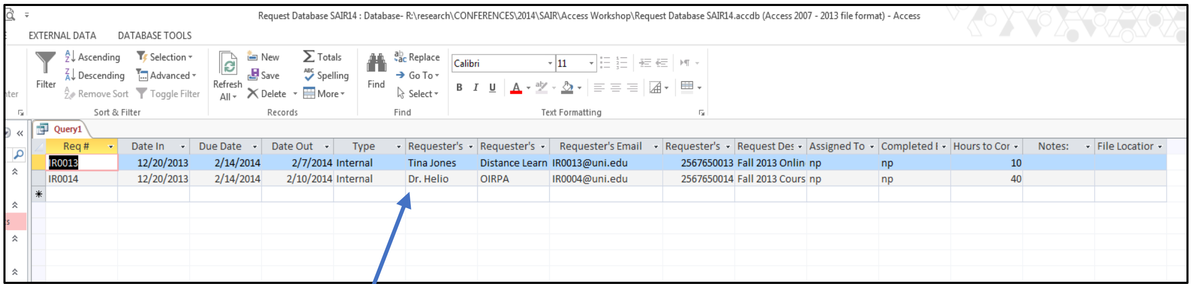


<u>Step 24</u>: Select the text box within the Header and change the font color to **Black** and **Underline** the text.

- Creating additional reports similar to the Outstanding Data Requests report is very simple.
- Let’s say that we want to create a report that looks at all of the reports completed by a certain user, labeled as “np”, within the month of February of this year.
- We can create a query with these parameters and modify the existing report to pull from that query.
- First, let’s create the query.

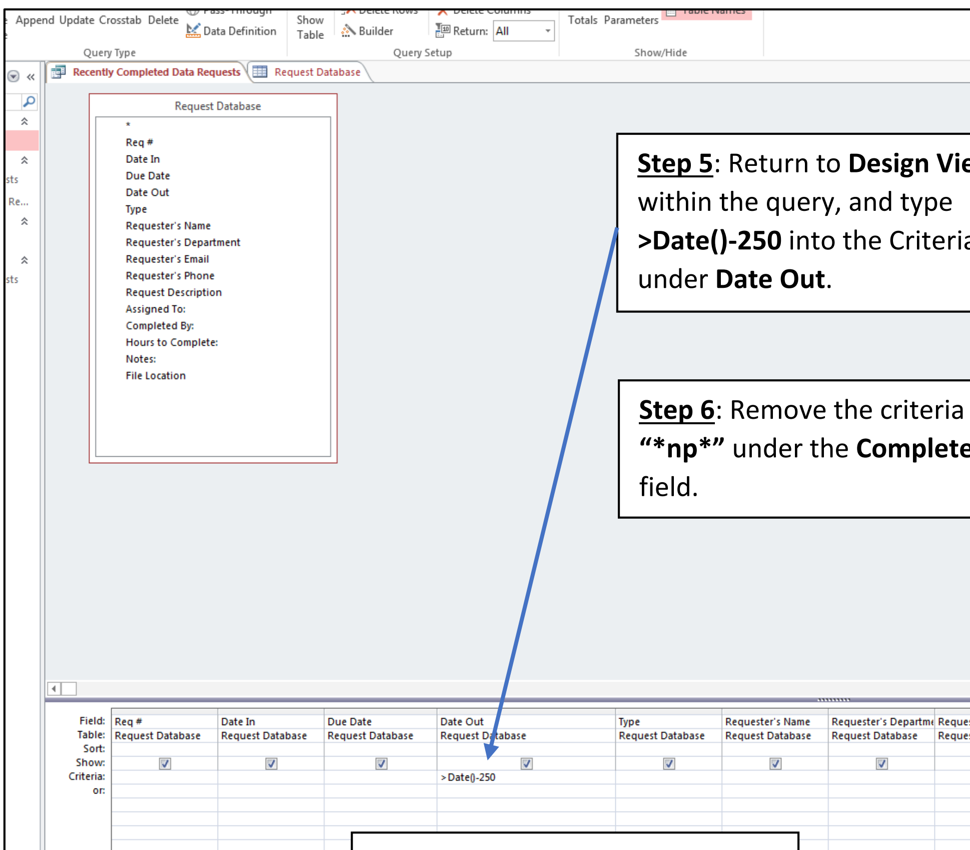






When you run the query, you'll see that there were 2 reports completed by "np" within the month of February.

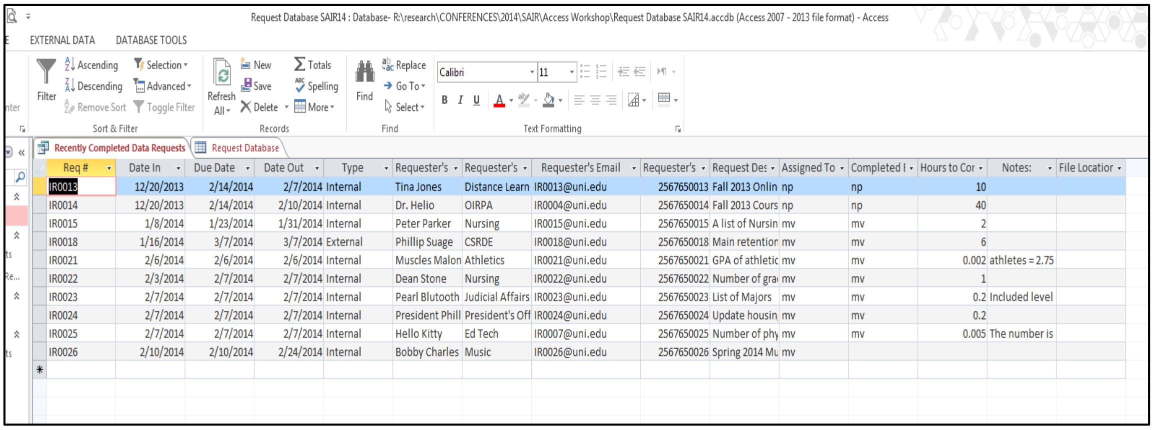
- This may be interesting data, however a more useful report may be to look at all reports completed in the past X number of days.
- We could create a report that looked at all requests completed in the past 30 days, for example. However, since our data set's dates out are between Nov. 2013 and February 2014, that query would return zero records.
- We will modify the formula to look at requests completed within the past 250 days.



Step 5: Return to **Design View**, within the query, and type **>Date()-250** into the Criteria line under **Date Out**.

Step 6: Remove the criteria **Like "*np*"** under the **Completed By:** field.

Step 7: Run the query to view the results.



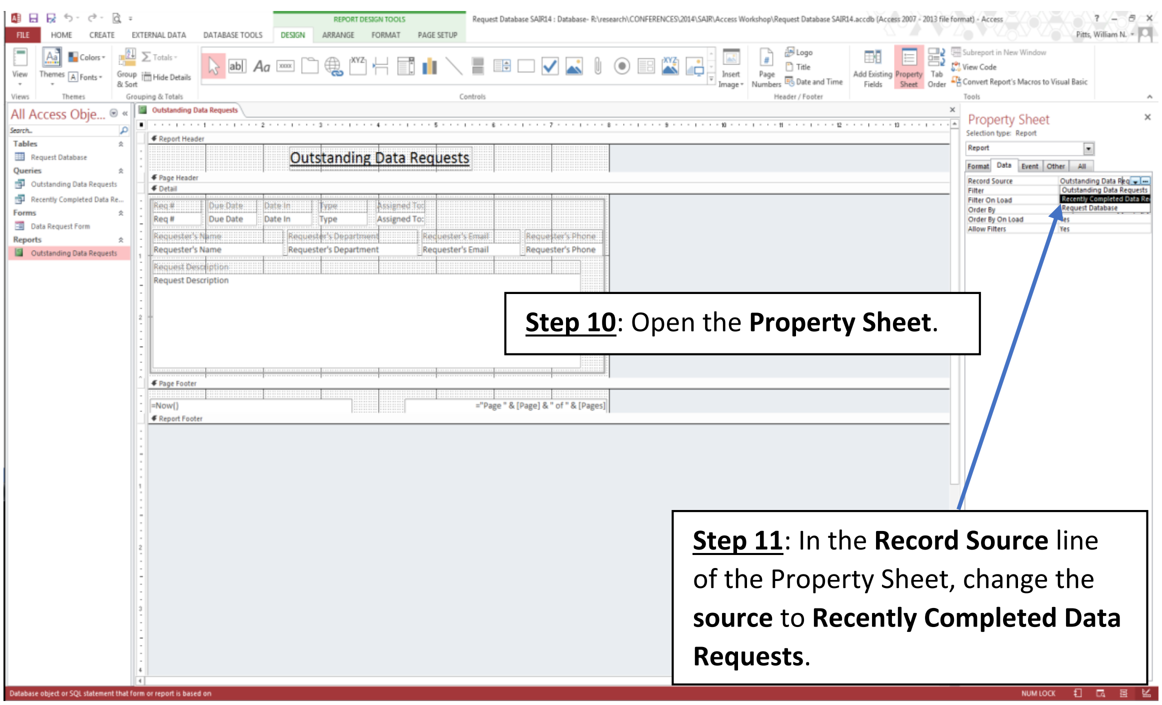
Req #	Date In	Due Date	Date Out	Type	Requester's	Requester's	Requester's Email	Requester's	Request Des	Assigned To	Completed I	Hours to Cor	Notes:	File Locatior
IR0013	12/20/2013	2/14/2014	2/7/2014	Internal	Tina Jones	Distance Learn	IR0013@uni.edu	2567650013	Fall 2013 Onlin	np	np	10		
IR0014	12/20/2013	2/14/2014	2/10/2014	Internal	Dr. Helio	OIRPA	IR0004@uni.edu	2567650014	Fall 2013 Cours	np	np	40		
IR0015	1/8/2014	1/23/2014	1/31/2014	Internal	Peter Parker	Nursing	IR0015@uni.edu	2567650015	A list of Nursin	mv	mv	2		
IR0018	1/16/2014	3/7/2014	3/7/2014	External	Phillip Suage	CSRDE	IR0018@uni.edu	2567650018	Main retention	mv	mv	6		
IR0021	2/6/2014	2/6/2014	2/6/2014	Internal	Muscles Malon	Athletics	IR0021@uni.edu	2567650021	GPA of athletic	mv	mv	0.002	athletes = 2.75	
IR0022	2/3/2014	2/7/2014	2/7/2014	Internal	Dean Stone	Nursing	IR0022@uni.edu	2567650022	Number of gra	mv	mv	1		
IR0023	2/7/2014	2/7/2014	2/7/2014	Internal	Pearl Blutooth	Judicial Affairs	IR0023@uni.edu	2567650023	List of Majors	mv	mv	0.2	Included level	
IR0024	2/7/2014	2/7/2014	2/7/2014	Internal	President Phill	President's Off	IR0024@uni.edu	2567650024	Update housin	mv	mv	0.2		
IR0025	2/7/2014	2/7/2014	2/7/2014	Internal	Hello Kitty	Ed Tech	IR0007@uni.edu	2567650025	Number of phy	mv	mv	0.005	The number is	
IR0026	2/10/2014	2/10/2014	2/24/2014	Internal	Bobby Charles	Music	IR0026@uni.edu	2567650026	Spring 2014 Mu	mv				

- All requests completed within the past 250 days are displayed.
- We should save this query and create a report based on this data.
- Keep in mind that if you utilized this query at your institution and wanted to look at the requests completed in the past 30 days, simply replace 250 with 30 in the formula above.

__Step 8__: Save the query as **Recently Completed Data Requests** and close the query.

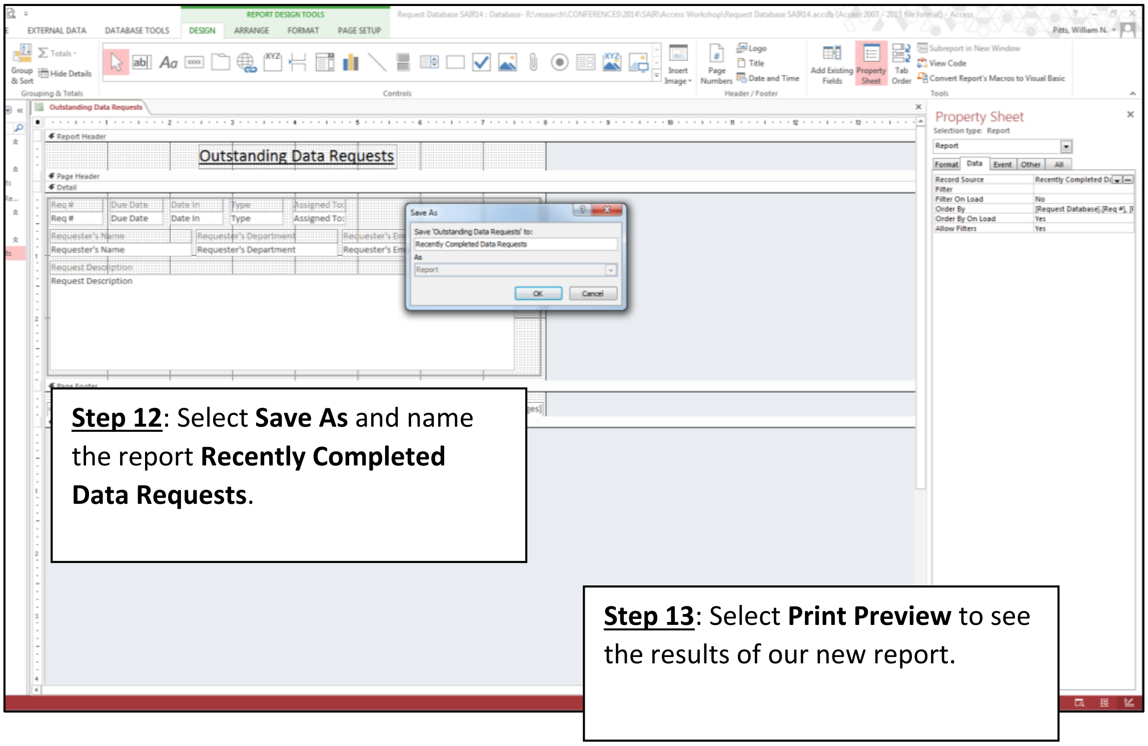
- Instead of creating a report from scratch, as we did before, let's modify the existing report to display our recently completed requests.

__Step 9__: Open the report **Outstanding Data Requests** in design view.

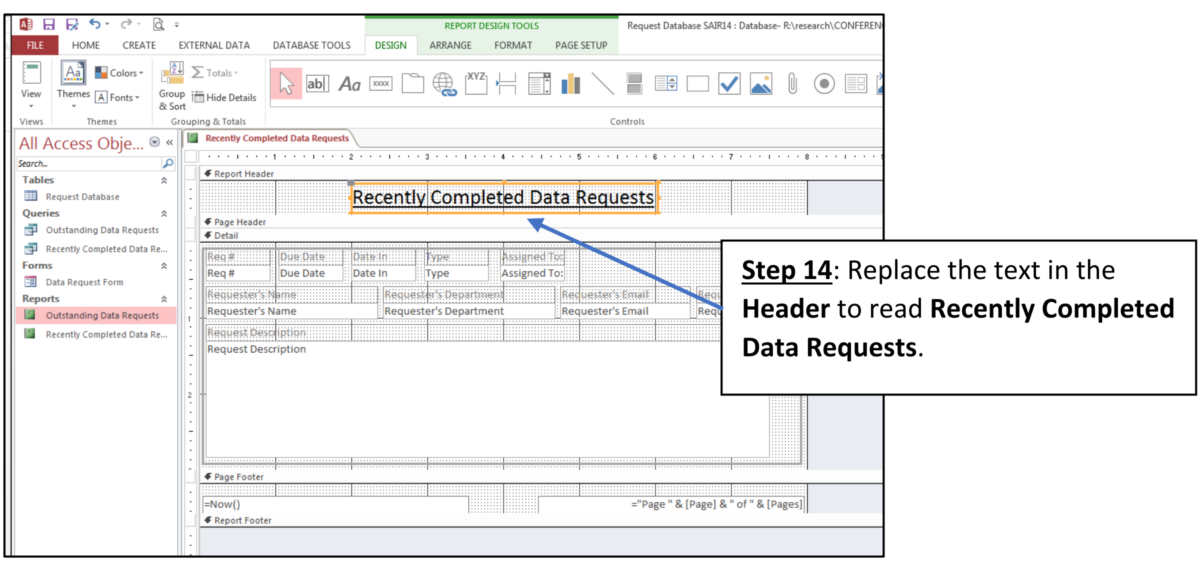


__Step 10__: Open the **Property Sheet**.

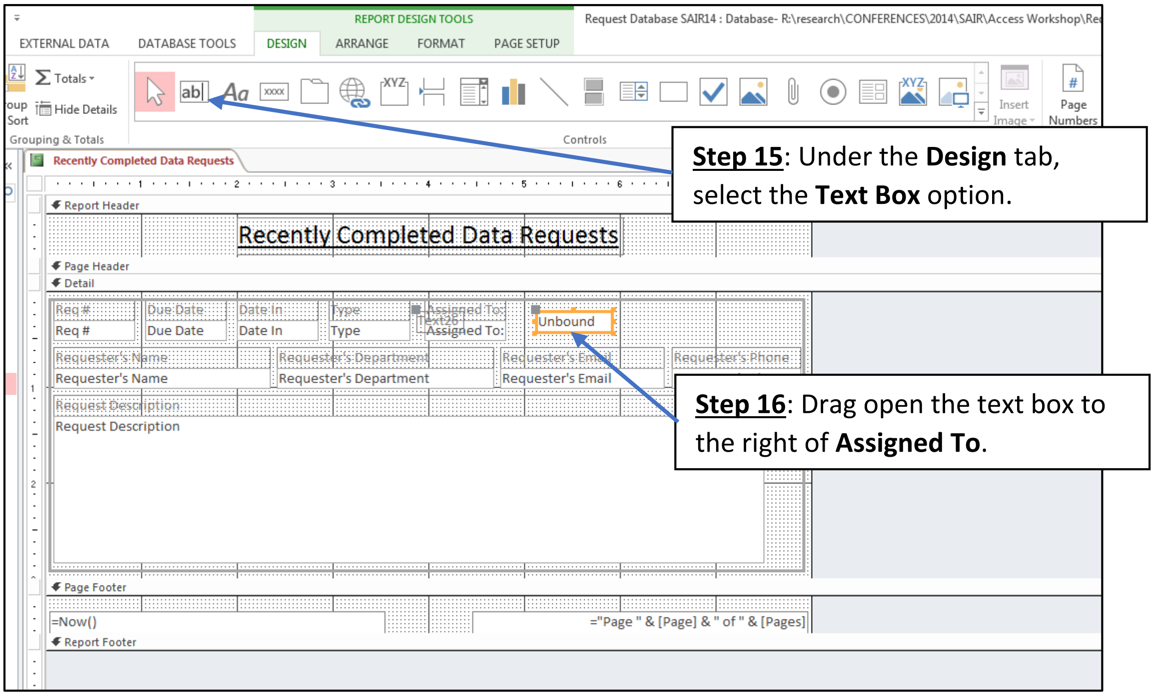
__Step 11__: In the **Record Source** line of the Property Sheet, change the **source** to **Recently Completed Data Requests**.



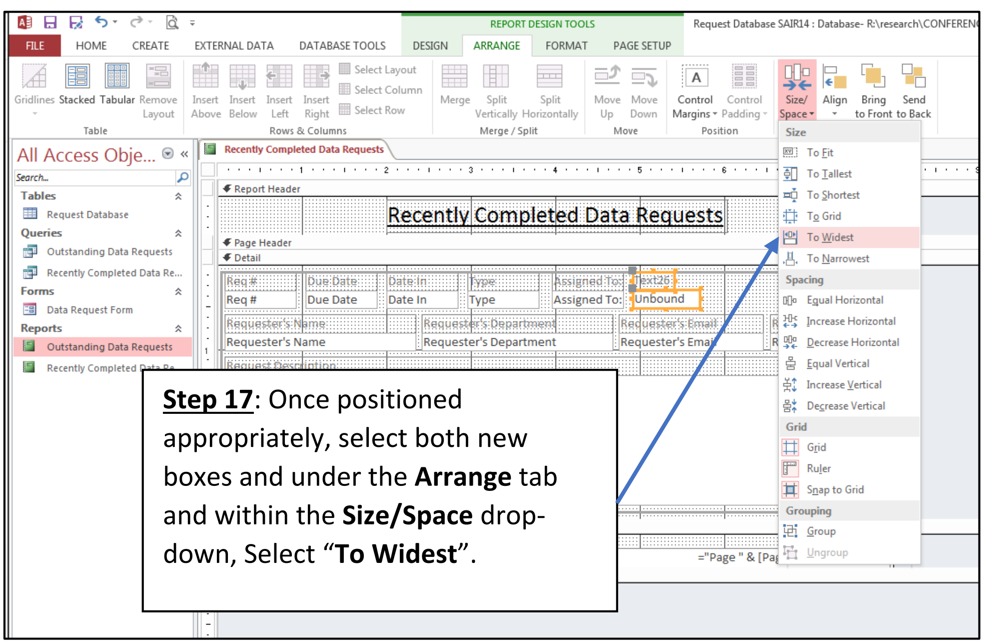
- There are a couple of changes that need to be made to the report, though most of the work is done.
- Of course, we need to change the **title** in the **Header**.
- We also need to include a couple of fields that were omitted from the Outstanding Data Requests report.
  - We need to include the fields **Completed By:** and **Hours to Complete**. We could also include the **Notes** field and **File Location** fields, if we would like.
- **Close** the **Print Preview** and switch over to **Design View**.

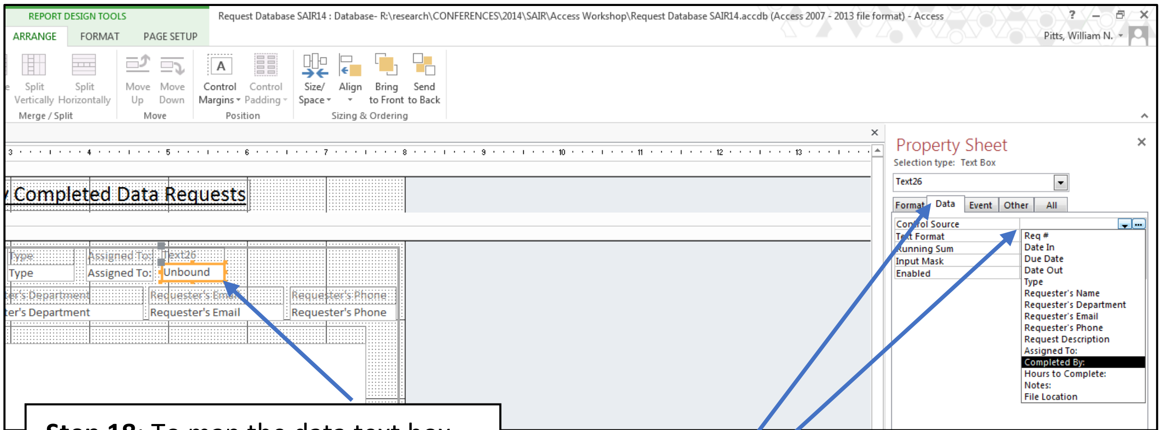


- To add the fields **Completed By** and **Hours to Complete**, follow the steps below.



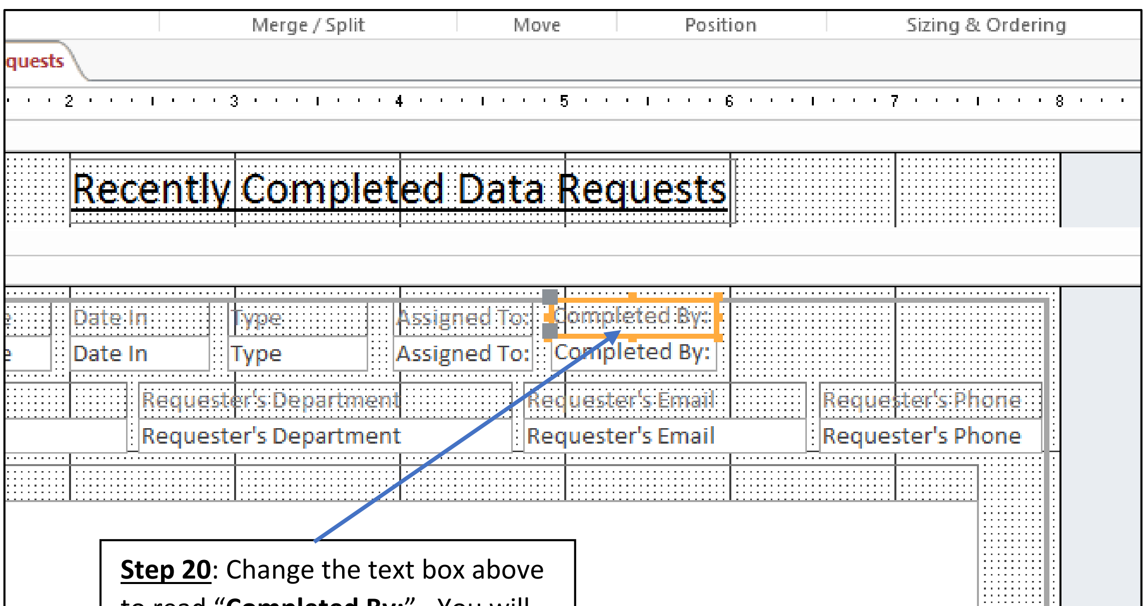
- You'll notice that the text box that reads "Text26" is to the left of the data text box you just created. To place the text box above the data box, grab the box in the top left corner of the text box and pull the text box over and above the data text box.





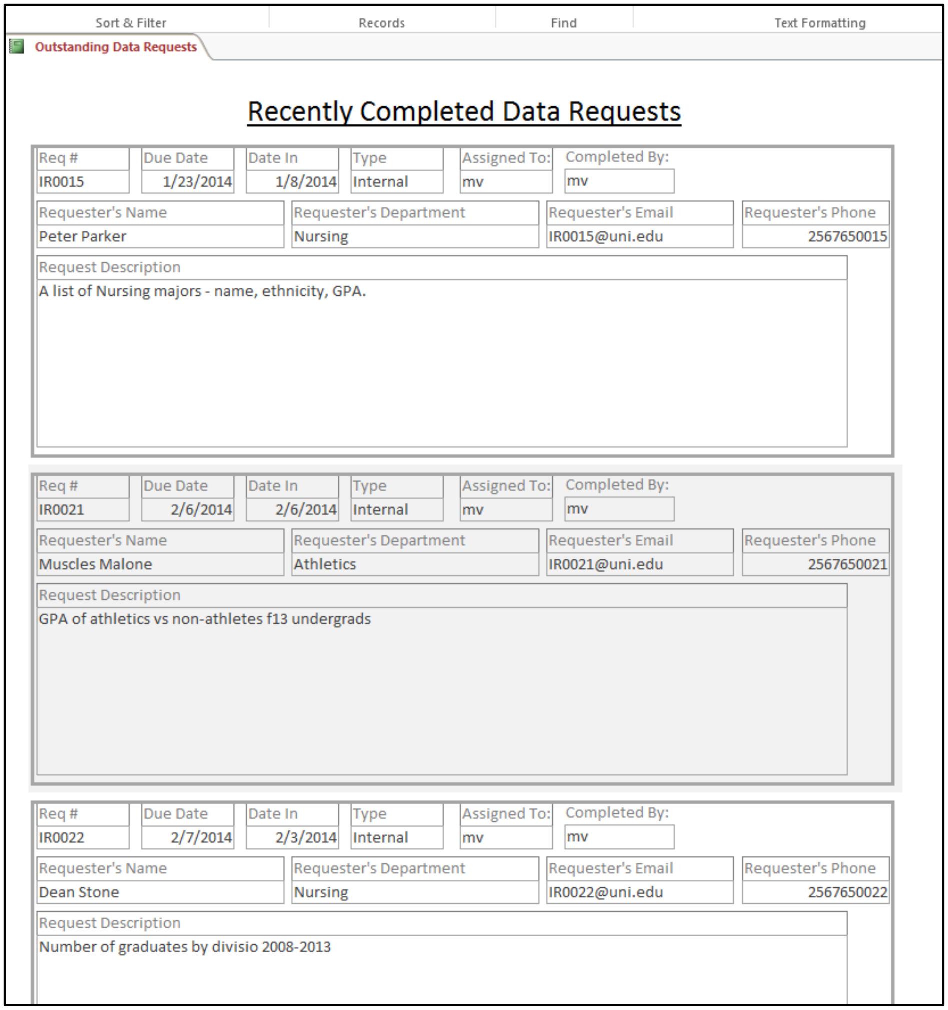
<u>Step 18</u>: To map the data text box to data found within the **Completed By** field, Click **only** on the **data text box**.

<u>Step 19</u>: In the **Data** tab, within the **Property Sheet**, pull down the options for **Control Source** and Select "**Completed By:**"

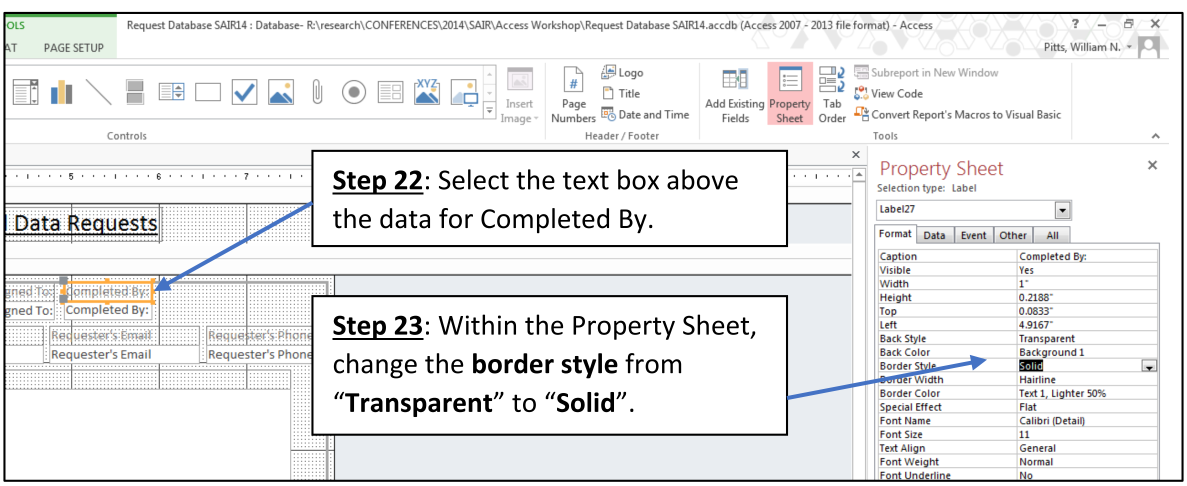


<u>Step 20</u>: Change the text box above to read "**Completed By:**". You will need to increase the width of these text boxes.

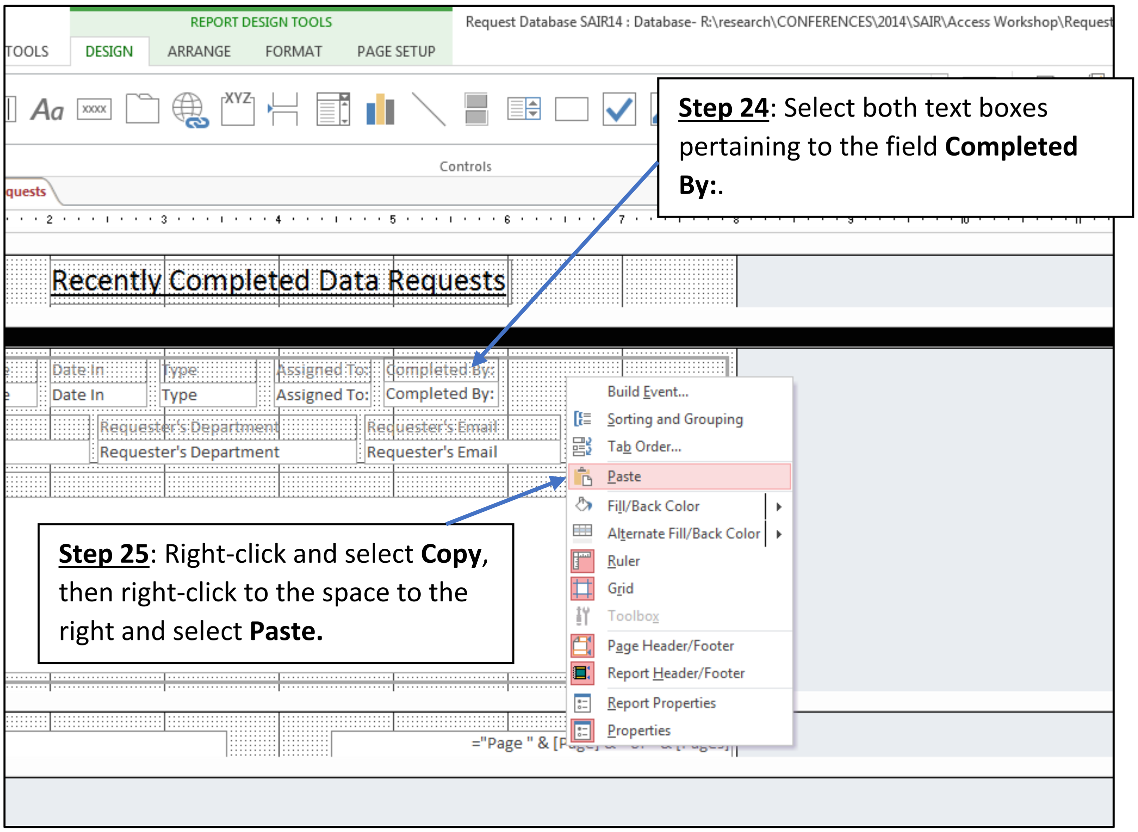
<u>Step 21</u>: View the Report

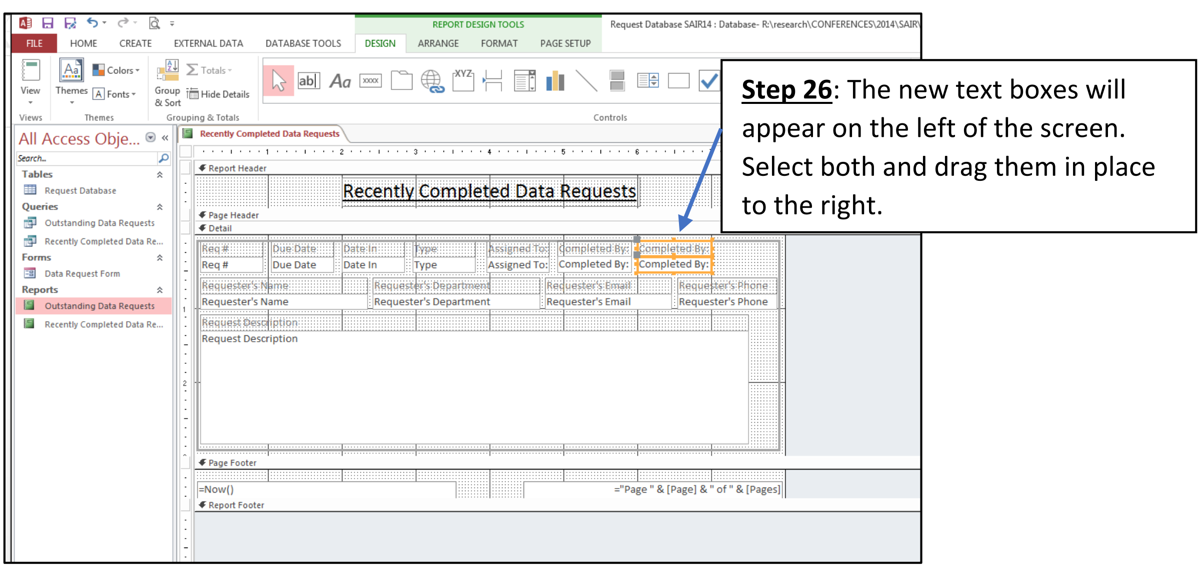


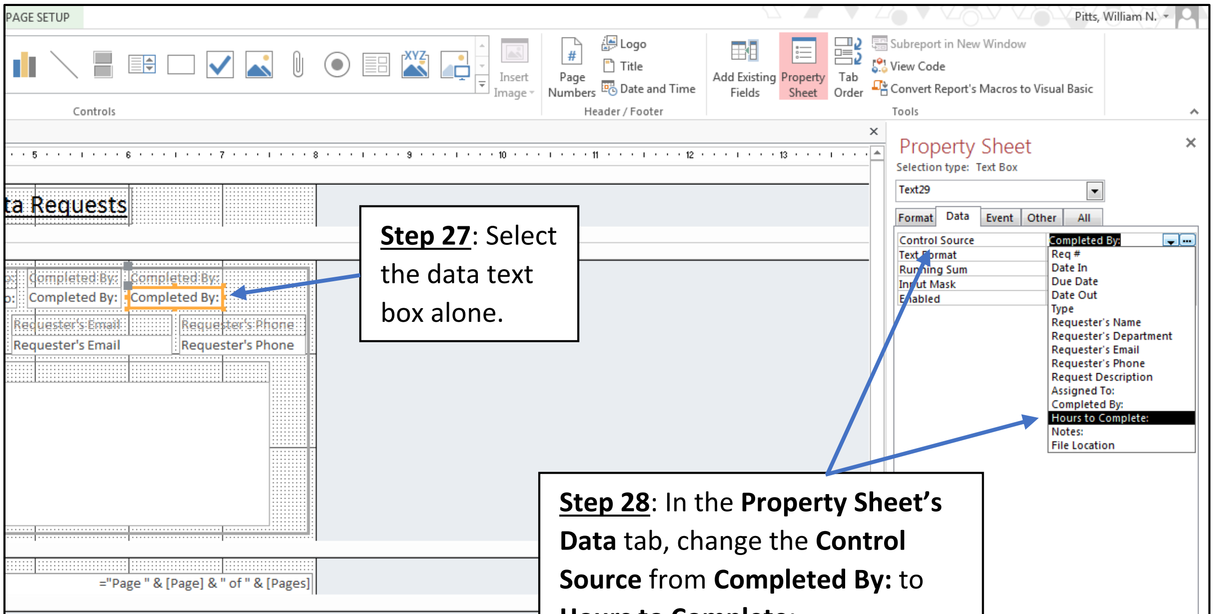
- We now see that the report contains the field displaying the person that completed the request. However, the text box above does not have a border surrounding it. We can change this in that text box's **property sheet**.
- Switch back to **Design View**.



- When you view the report now, the border for the text box will be visible.
- Lastly, we need to add a text box displaying the information for the field **Hours to Complete**.
- We will use another method to add this box.

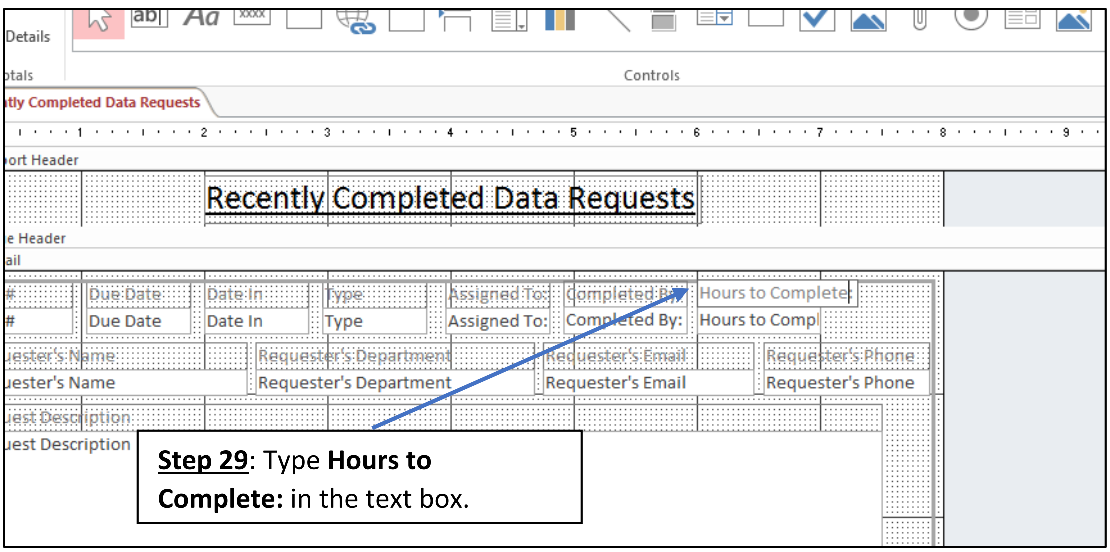




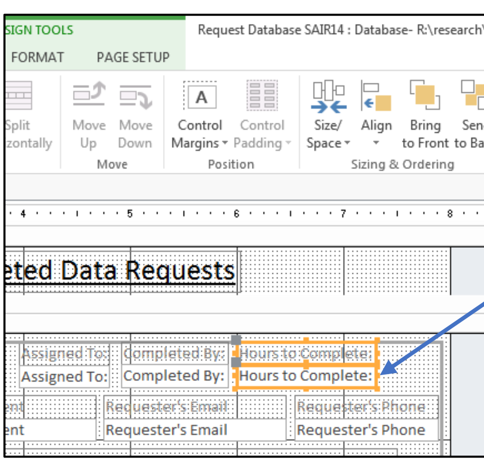


Step 27: Select the data text box alone.

Step 28: In the **Property Sheet's Data** tab, change the **Control Source** from **Completed By:** to **Hours to Complete:**

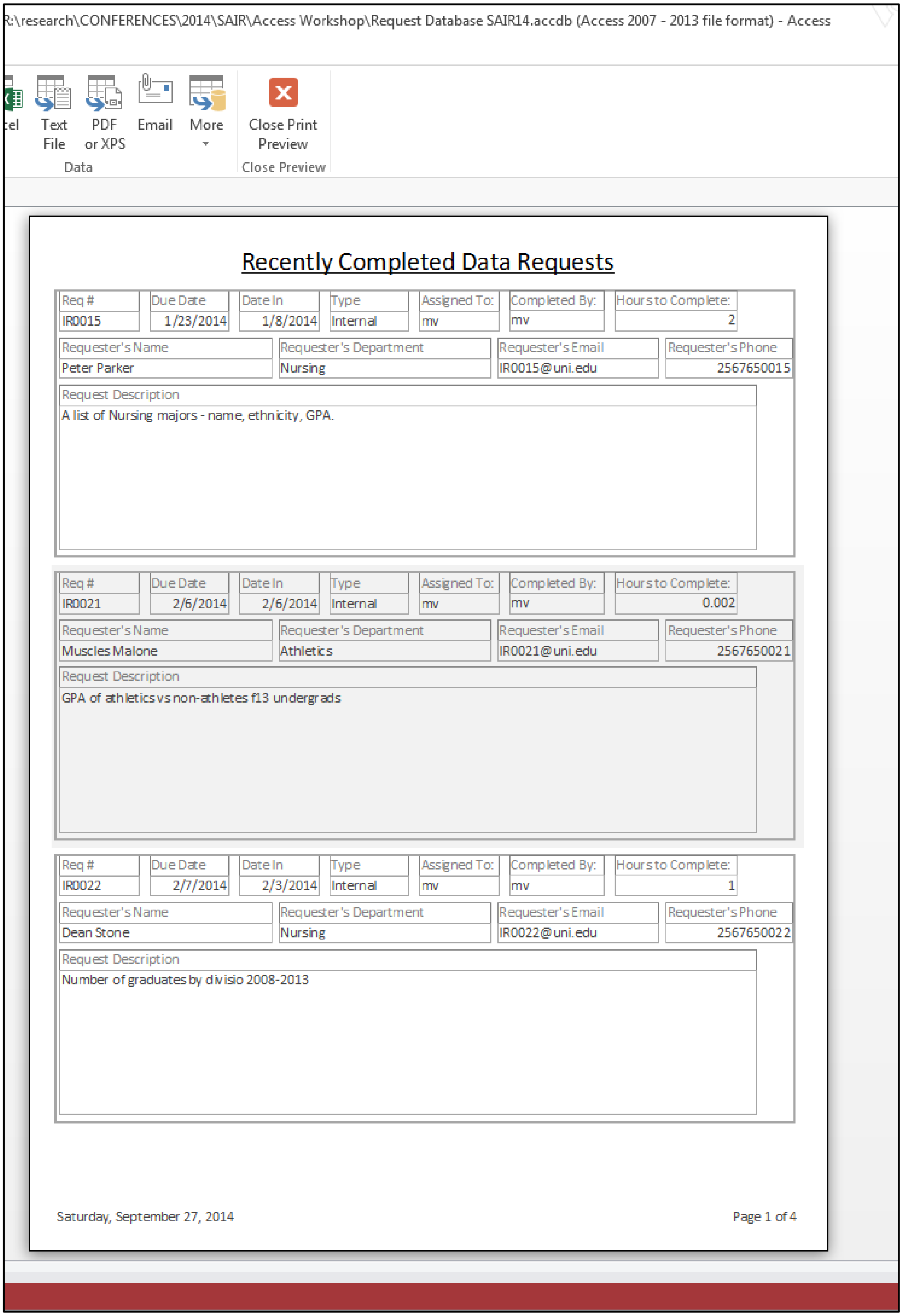


Step 29: Type **Hours to Complete:** in the text box.



Step 30: Increase the **Width** of the data text box to equal the text box above it.

- Save the report and view it in **Print Preview.**



Thank you for attending. If you need any additional information or help, please feel free to contact either of us:

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Molly Vaughn – mjmathis@una.edu; (256) 765-4343