

# Forms Troubleshooting

(30 points, estimated time: 60 minutes)

## Overview

This assignment has you troubleshoot problems with an *Access* database. It draws from material covered in CIS117, the Entry Skills Boot Camp, and Callahan Chapters 1 & 2.

Users of this particular database have reported trouble with three of its *forms*. The solutions to the problems lie in form and control *properties*. No VBA code modifications are required.

## Setup

1. Use the link embedded in the Blackboard assignment to download **Forms Troubleshooting-yournamehere.mdb** to your **\CIS217 Data Files\Others** folder.
2. Rename your **Forms Troubleshooting-yournamehere.mdb** database file to include your own name.
3. Launch *Access* and open your **Forms Troubleshooting.mdb**. It contains two tables, one query, and five forms, one of which serves as a subform.
4. Take a few moments to open the Relationships Window and become familiar with the table names and fields. Close the Relationships window.
5. Launch *Word* (or another word processor) and create a new document with your name in the top line. Save your document in your **\CIS217 Data Files\Others** folder as **Forms Troubleshooting Answers- yournamehere.doc**. Keep *Word* open so you can type answers to the tasks in this assignment.

## Resolve Problems in *frmFirm*

6. Open *frmFirm* in Form View. Note there is a problem with the text box that *should* show the firm's name. Switch to Design View and find out what the trouble is. Adjust text box properties so it can display the firm's name. Switch back to Form View to confirm that the text box works correctly.  
  
Return to *Word* and start a new paragraph and type **Task 6**, then state the problem and how you fixed it. Cite the property(ies) causing the trouble and the new value of each property you changed.
7. Return to *Access*. Switch to Form View, if necessary. Notice that the controls that allow a user to move to the next record, the first record, etc. are missing. Switch to Design View and make the required change(s). Now switch to Form View to confirm that you have fixed the problem.  
  
Return to *Word* and start another paragraph. Type **Task 7**, then cite the property(ies) causing the trouble and the new value of each property you changed.
8. Users also complain that they cannot change/modify existing records. Confirm the problem, then switch to Design View and make the required change(s). Test that the form can be used to modify existing records.  
  
Return to *Word* and start a new paragraph. Type **Task 8**, then cite the property(ies) causing the trouble and the new value of each property you changed.
9. The final problem with *frmFirm* is that users complain it acts unexpectedly when they press [Tab] to move to the next control. Confirm this problem exists, then switch to Design View and make the required change(s). Test that the form works as expected.  
  
Return to *Word* and start a new paragraph. Type **Task 9**, then cite the property(ies) causing the trouble and the new value of each property you changed.
10. Close *frmFirm*, saving your changes.

## Resolve Problems in *frmPayment*

11. Return to *Access* and attempt to open *frmPayment* in Form View. You'll receive an error message. Read it carefully, and then click *OK*. Now open the form in Design View and modify the form so it can display payment information. To confirm that you've solved the problem, switch to Form View and view a few of the payments. [Note: You'll probably notice there is also a problem with the combo box. You'll troubleshoot that in Task 12 after you write up your solution to this task.]

Return to *Word* and begin a new paragraph. Type **Task 11**, and then state how you modified the form to be able to display payment information. Cite the property(ies) causing the trouble and the new value of each property you changed.

12. Return to *Access* and Form view. The third control is a combo box that is intended to identify which firm made the payment. Click the combo box's list arrow to see the rows listed. You'll receive an error message. Modify combo box properties so its rows can display firm names. Once you've solved the problem, switch into Form View to confirm that the combo box rows now displays firm names. Navigate to other records to confirm it works.

Return to *Word* and start a new paragraph. Type **Task 12**, and then describe the cause of the problem and how you fixed it. Cite the property(ies) causing the trouble and the new value of each property you changed.

13. Return to *Access* and modify the combo box so its rows display the list of firm names in alphabetical order. Switch into Form View to confirm that the combo box displays a sorted list of firm names.

Return to *Word* and begin a new paragraph. Type **Task 13**, and then describe how you modified the combo box to sort the firm names. Cite the property(ies) causing the trouble and the new value of each property you changed.

14. Close *frmPayment*, saving your changes.

## Resolve Problems in *frmFirmsAndPayments*

15. Return to *Access* and open *frmFirmsAndPayments*. It is a main form with an embedded subform. The main form shows fields from *tblFirm* and the subform shows fields from *tblPayment*. The problem is that the subform shows every payment, rather than showing only those payments made by the firm displayed on the main form. Confirm this by navigating to a different firm. Notice the same set of 104 payments is still displayed! Make whatever changes are necessary so the subform shows only those payments made by the firm displayed on the main form.

Return to *Word* and develop another paragraph. Type **Task 15**, and then describe the combo box's problem and how you fixed it. Cite the property(ies) causing the trouble and the new value of each property you changed.

16. Close *frmFirms and Payments*, saving your changes.

## Modify *frmHighBillingFirms*

17. Open *frmHighBillingFirms* in Form View. This form actually works fine. Users have requested that it show only those firms whose total payments exceed \$5,000 and have them appear in descending order of total payments. Make whatever changes are necessary, and then switch into Form View to verify that it works as requested.

Return to *Word* and begin a new paragraph. Enter **Task 17**, and then describe how you were able to make the form show only firms whose total payments exceed \$5,000 and in descending order of total payments.

## Wrap Up

18. Review each of your answers. Polish each so it is a concise explanation of the problem and your solution.
19. Save your answers and exit *Word*. Exit *Access* and backup your modified **Forms Troubleshooting.mdb** file and your **Forms Troubleshooting Answers.doc** file.