

Switchboard Menu Structure

1. Open World29 Database

2. Database Tools→Switchboard Manager

The switchboard manager was unable to find a valid switchboard in this database. Would you like to create one? Answer yes

3. To create a single menu choose

Press the NEW Button

Switchboard Page Name: Forms→OK

Press the NEW Button

Switchboard Page Name: Reports→OK

4. To assign a Switchboard to Forms

Select: Forms

Choose Edit→New

Text: Customer Data Entry

Command: Open Form in Edit Mode

Form: Customer Data Entry

OK→Close

Select: Forms

Choose Edit→New

Text: Customer Sales

Command: Open Form in Edit Mode

Form: Customer Sales

OK→Close

Select: Forms

Choose Edit→New

Text: Customer Sales Information

Command: Open Form in Edit Mode

Form: Customer Sales Information

OK→Close

Select: Forms

Choose Edit→New

Text: Exit Menu

Command: Go To Switchboard

Switchboard: Main Switchboard

OK→Close

5. To assign a Switchboard to Reports

Select: Reports

Choose Edit→New

Text: Order Response

Command: Open Report

Form: Order Response

OK→Close

Select: Reports

Choose Edit→New

Text: Exit Menu

Command: Go To Switchboard

Switchboard: Main Switchboard

OK→Close

6. Add Forms & Reports to Switchboard Main

Select “Main Switchboard (Default)”

→Edit→New

Text: Forms

Command: Go To Switchboard

Switchboard: Forms

OK→Close

Select “Main Switchboard (Default)”

→Edit→New

Text: Reports

Command: Go To Switchboard

Switchboard: Reports

OK→Close→Close

7. To Activate at start up

Office→Access Options→Current Database

Display Form: Switchboard

How to add a switchboard or summary form screen?

Purpose: This document describes how to set up a summary form allowing you to choose different forms desired. You may have 2 or 3 forms to use and this will provide a menu of choices.

Open exercise file WSGoods- Finished.mdb.

Hold the shift key down when opening the database.

1. Review the switchboard items table.

SwitchboardID	ItemNumber	ItemText	Command	Argument
0	0	Main Switchboard		0 Default
1	1	View / Edit Customers		3 frmCustomers
1	2	View / Edit Orders		3 frmOrders
1	3	Preview Order Report		4 rptOrders
1	4	Preview Customer List		4 rptCustomerList
1	5	Preview Products		3 dlgPrintProducts
1	6	Export data to Excel		3 dlgExportToExcel
1	7	Quit		6
*	0	0		0

SwitchBoardID – Reference Number

Item Number - Refers to the switchboard form properties

Name: Option1

OnClick: =HandleButtonClick(1)

Item Text – Text that appears on the switchboard

Command – 3 = forms, 4=reports, 6=quit

Argument – The form or report name

2. The following is the form layout



3. Review the properties of the buttons in Design View

Events → OnClick → HandleButtonClick(2)

On Click =HandleButtonClick(1)