

# Section 10



## Topics Covered

- Switchboard Manager ..... 10-2
- Modifying the switchboard ..... 10-7
- Startup options ..... 10-12

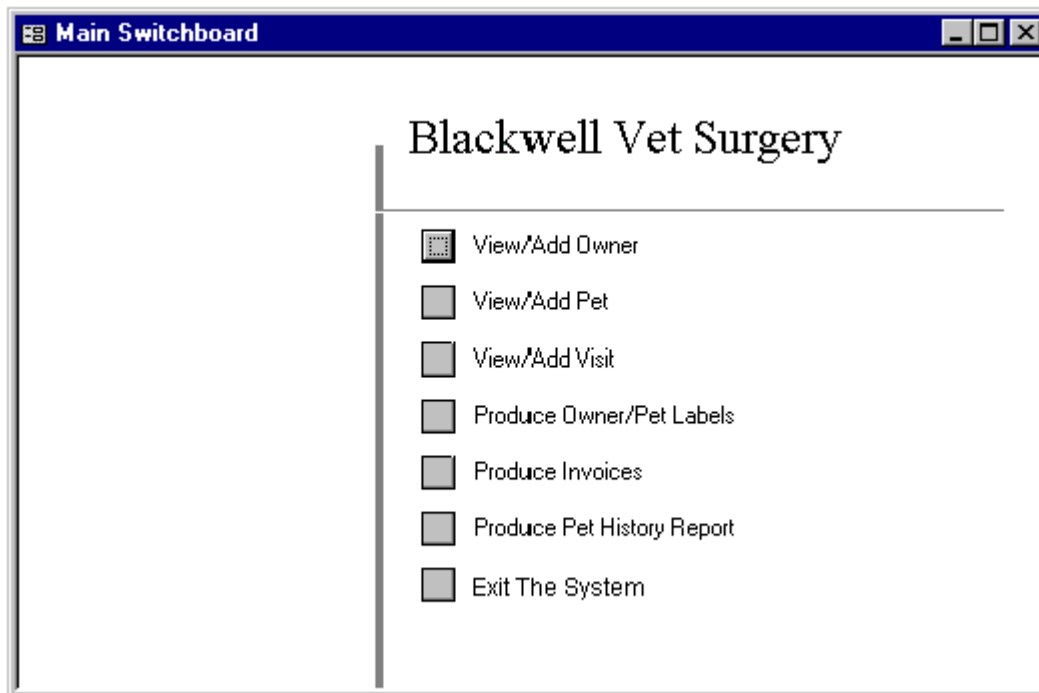


**Time Required: 40 Mins**



# Switchboard Manager

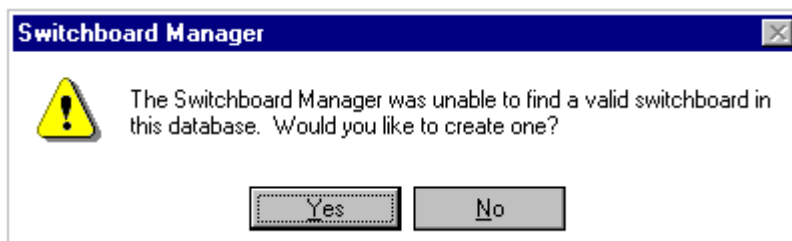
The switchboard is a form containing buttons which are used to work with the components of your database. Some of the buttons might open forms or reports, while others might display another switchboard giving the user further options to choose from.



## To Create a Switchboard

1. **Menu:** Select the **Tools, Database Utilities, Switchboard Manager** menu option.

If you haven't created a switchboard for this database before, Access will ask if you want to create one.



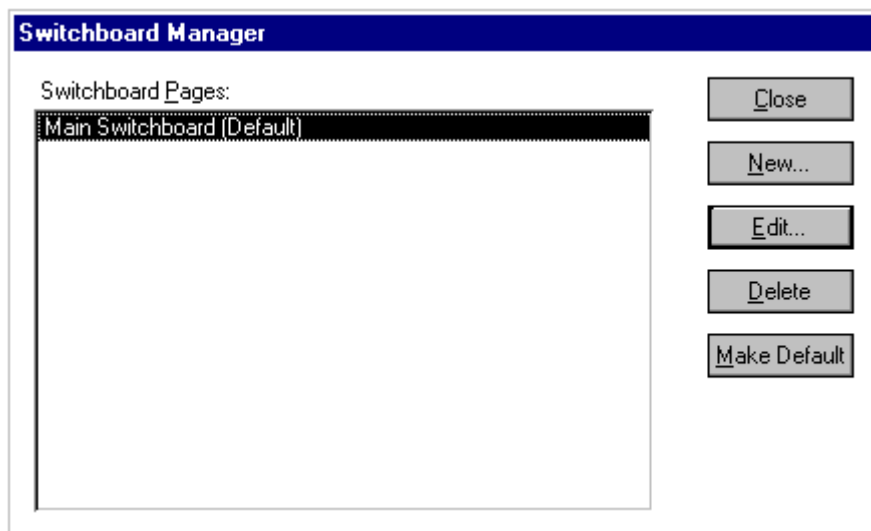
2. Select **Yes** to create the switchboard. /..



# Switchboard Manager

## ../ To Create a Switchboard

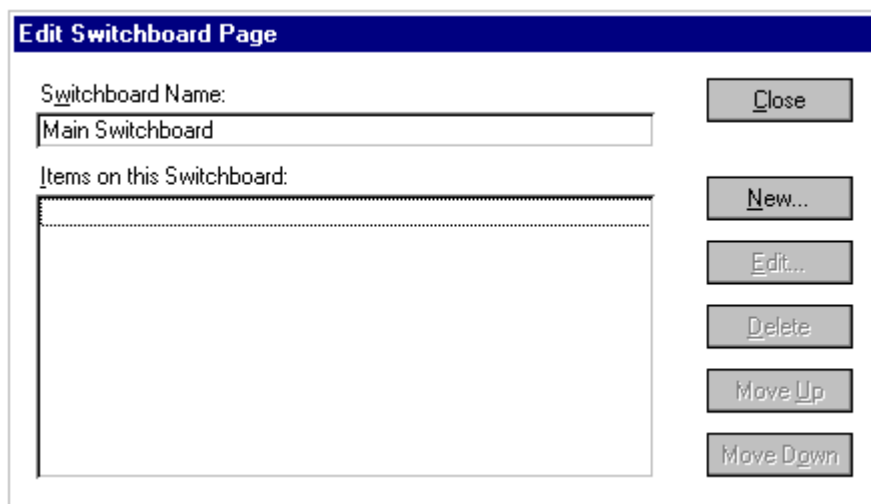
The **Switchboard Manager** dialogue box will be displayed.



3. Click the **Edit** button so you can edit the contents of the main switchboard.

**Note:** If you want to create another switchboard, click **New** instead of **Edit**.

The **Edit Switchboard Page** dialogue box will be displayed.



4. If necessary, type a name for the switchboard into the **Switchboard Name** text box.

5. Click the **New** button to add an item to the switchboard. /..



# Switchboard Manager

## ../ To Create a Switchboard

The **Edit Switchboard Item** dialogue box will be displayed.

**Edit Switchboard Item**

Text:

Command:

Switchboard:

6. In the **Text** text box, type the text you want to show in the switchboard, next to the button for this item.
7. From the **Command** drop-down list, select the command that you want the button to perform, e.g. **Open Report**.

**Note:** The selection you make from this drop-down list will determine the use of the third drop-down list in the dialogue box. For example, if you select **Open Report**, the third drop-down list will let you choose from the available reports. In some cases the third drop-down list is removed as no further details are required.

8. If necessary, from the third drop-down list, select the item to be displayed/run when the switchboard button is selected.

**Edit Switchboard Item**

Text:

Command:

Form:

9. Select **OK**.

The **Edit Switchboard Page** dialogue box is displayed. The item you've just added will appear in the **Items on this Switchboard** list box. /..

**Edit Switchboard Page**

Switchboard Name:

Items on this Switchboard:

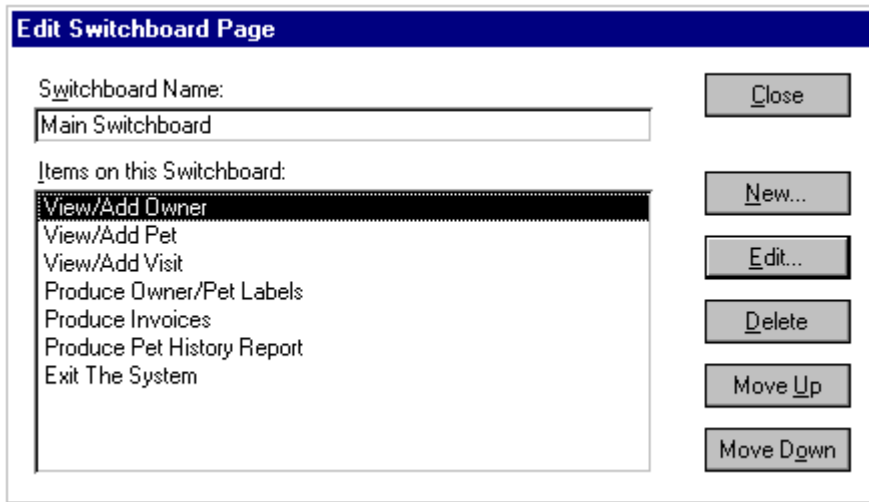
- View/Add Owner



# Switchboard Manager

## ../ To Create a Switchboard

10. Repeat steps 5 to 9 for any other options you want to appear in your switchboard.



11. If you want to change the order in which the items are listed, select the item to be moved and use the **Move Up** button to move the option up the list or the **Move Down** button to move the option down the list.
12. Select **Close** to close the **Edit Switchboard Page** dialogue box.
13. Select **Close** to close the **Switchboard Manager** dialogue box.

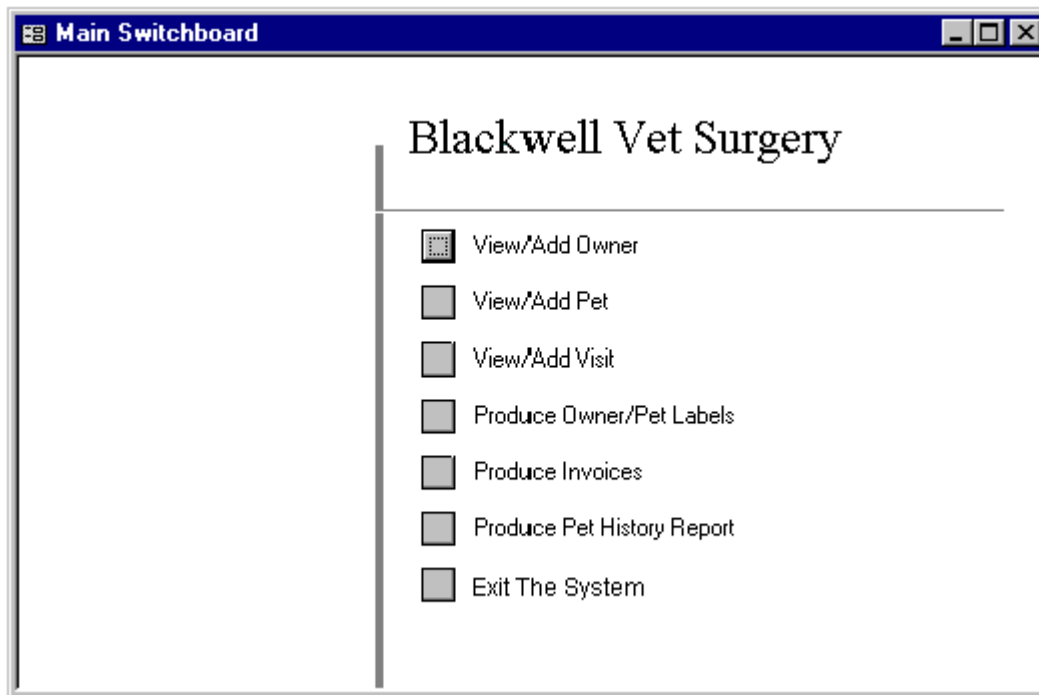
Access creates a table called **Switchboard Items** that contains details of the switchboard's buttons. It also creates an entry in the **Forms** property sheet, which you can use to display the switchboard.



# Switchboard Manager

## Displaying the Switchboard

To display a database's switchboard, select **Switchboard** from the **Forms** property sheet then click the **Open** button.



## Using the Switchboard

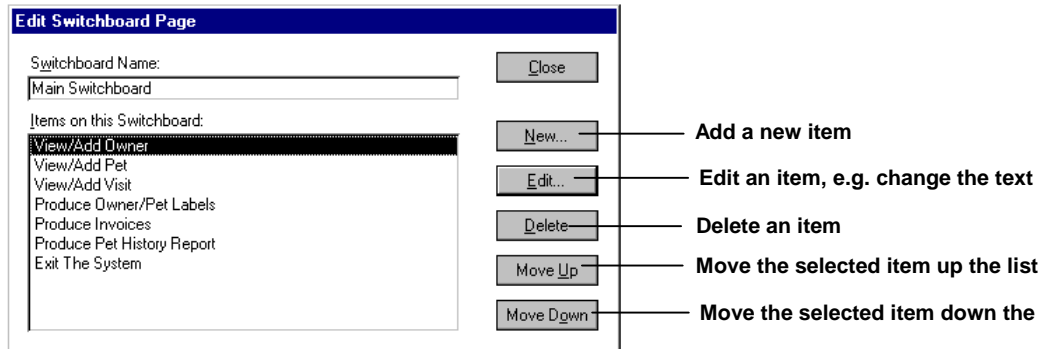
Once the switchboard's displayed, using it is easy. Just click the button that represents the task you want to carry out.



# Modifying the Switchboard

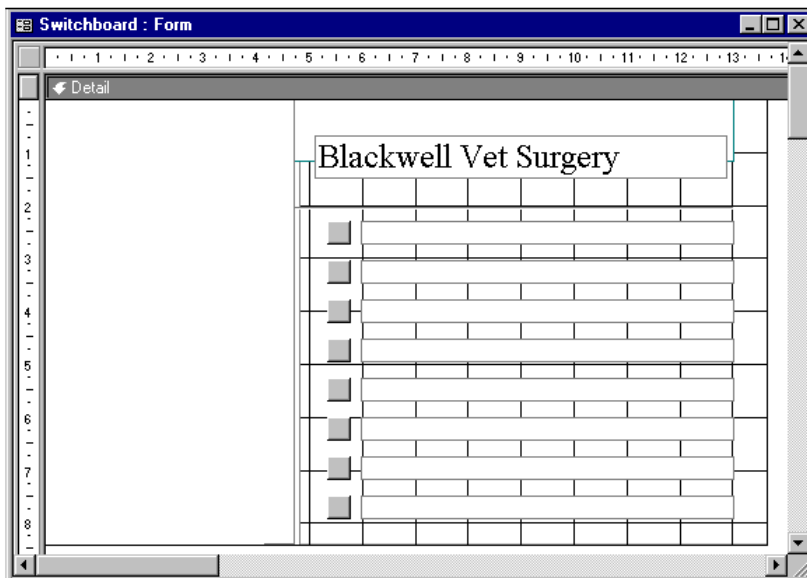
## Changing the Contents of the Switchboard

You can use the Switchboard Manager to add, remove and edit items in the switchboard. Select **Tools, Database Utilities, Switchboard Manager** to display the **Switchboard Manager** dialogue box. From there select the switchboard that you want to change then click the **Edit** button.



## Changing the Appearance of the Switchboard

By opening the switchboard in Design view you can modify its appearance in the same way that you modify the appearance of any other form. Just select **Switchboard** from the **Forms** property sheet then click the **Design** button.



**Troubleshooting Tip:** Design view should only be used to make cosmetic changes to the switchboard. If you make changes to the button controls you may find that the switchboard no longer works as it should.

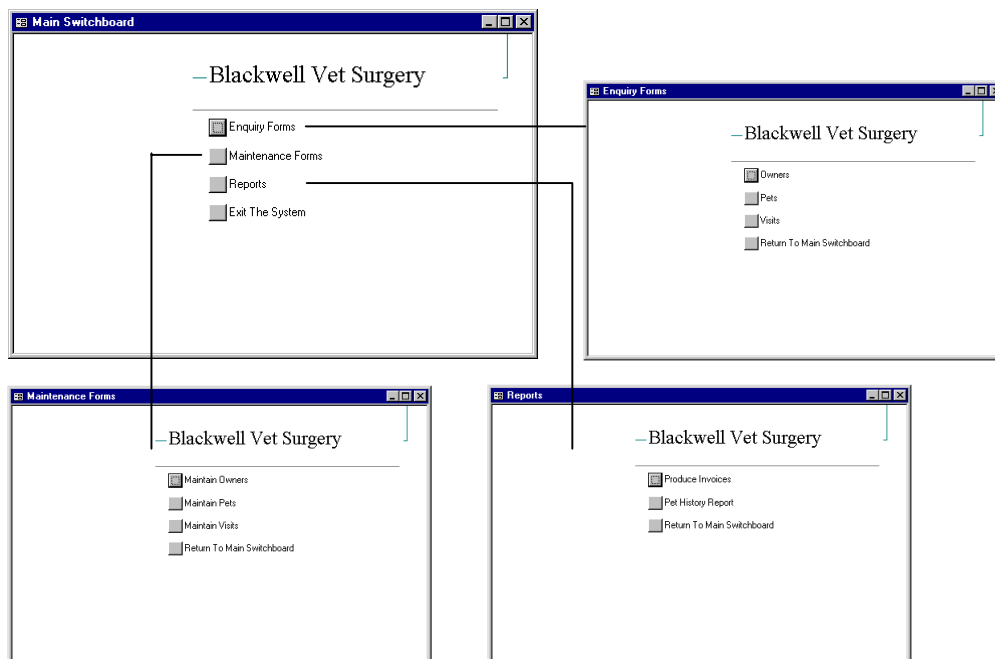


# Modifying the Switchboard

## Accessing One Switchboard From Another

Where your database has many components you may find it preferable to set up several switchboards. Making a selection in one switchboard would give access to another switchboard. This would help you keep the entries on each down to a minimum, easing clutter and making it easier for the user to work with.

## Example of multiple switchboards





## Exercise 10-1

In this exercise you will create a switchboard for the **Vets** database.

1. Select the **Tools, Database Utilities, Switchboard Manager** menu option and choose **Yes** to confirm you want to create a new switchboard.
2. In the **Switchboard Manager** dialogue box click the **Edit** button.
3. The switchboard is to be called **Main Switchboard** so make sure that this appears in the **Switchboard Name** text box.
4. Click the **New** button to add the first item.
5. Complete the **Edit Switchboard Item** dialogue box as shown below.

The screenshot shows a dialog box titled "Edit Switchboard Item". It has three input fields: "Text" with the value "View/Add Owners", "Command" with a dropdown menu set to "Open Form in Edit Mode", and "Form" with a dropdown menu set to "View/Add Owners". To the right of these fields are two buttons: "OK" and "Cancel".

6. Click **OK** to return to the **Edit Switchboard Page** dialogue box.
7. Repeat steps **4** to **6** above to add each of the following items:

<b>Text</b>	<b>Command</b>	<b>Form/Report</b>
View/Add Pets	Open Form in Edit Mode	View/Add Pets
View/Add Visits	Open Form in Edit Mode	View/Add Visit Main Form
View Owners and Their Pets	Open Form in Edit Mode	View Owners and their Pets Main Form
View Revenue By Vet Chart	Open Form in Edit Mode	Revenue by Vet Chart
Update Inoculations Table	Open Form in Edit Mode	Inoculations

8. Click **Close** to return to the **Switchboard Manager** dialogue box.

You will now create another switchboard that will allow the user to preview the reports in the database.



## Exercise 10-1

9. Follow the instructions below to create the new switchboard.
  - In the **Switchboard Manager** dialogue box, click the **New** button.
  - Type **Reports** as the name for the switchboard and then click **OK**.
  - Select the new switchboard and then click **Edit**.
  - Create the following items on the switchboard.

<b>Text</b>	<b>Command</b>	<b>Form/Report</b>
Preview Pets Listing	Open Report	Pets
Produce Invoices	Open Report	Invoices
Return To Main Switchboard	Go to Switchboard	Main Switchboard

- Click **Close** to return to the **Switchboard Manager** dialogue box.

10. Edit the **Main Switchboard** to add an item that displays the **Reports** switchboard.

The text should read **Preview Reports...**

11. Add a final item to the **Main Switchboard** to exit the application.

The text should read **Exit This System**

12. Return to the database window.

13. Follow the instructions below to display your switchboard form in design view so that you can change the titles on the switchboards.

- Display the **Switchboard** form in Design view.
- Change the switchboard heading so it reads **Blackwell Veterinary Surgery**.

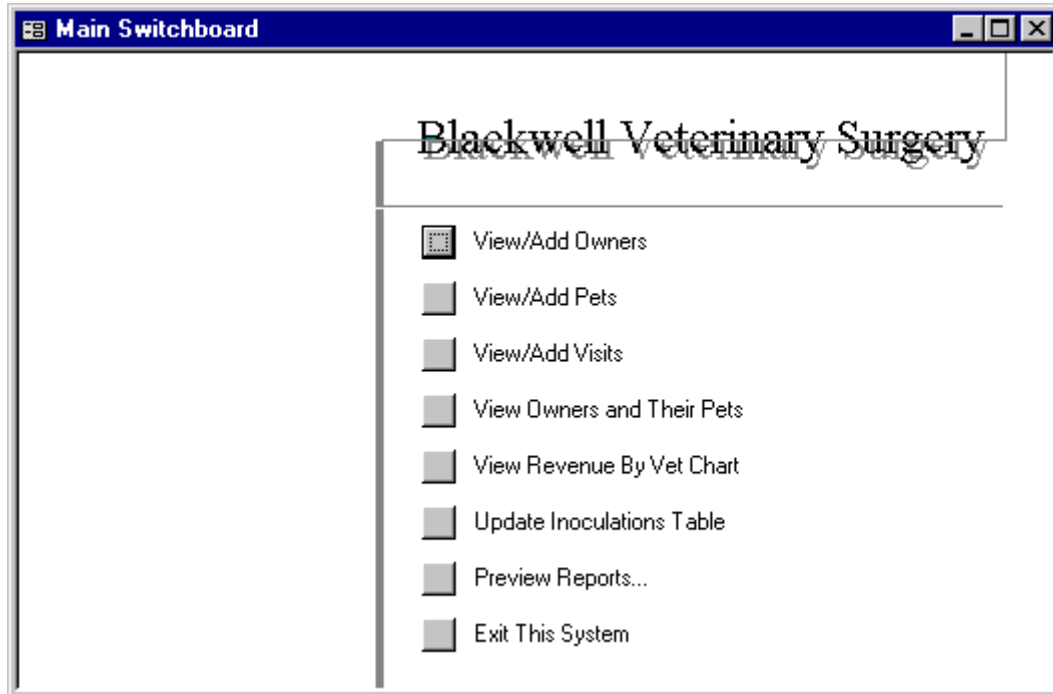
**Note:** The easiest way to do this is to select the heading and then change its **Caption** property.

- Edit the shadow copy of the heading to match.



## Exercise 10-1

14. Display the switchboard in Form view.



15. Try using each of the options to display the forms and reports in your database.

Remember that, since the **Invoice** report is based on a parameter query, you'll be prompted for start and end dates.



# Startup Options

## Displaying a Form at Startup


To display the main switchboard (or any other form) each time the database is opened, select its name from the **Display Form** drop-down list in the **Startup** dialogue box. You can display this box by choosing the **Tools, Startup** command.

The screenshot shows the 'Startup' dialog box with the following settings:

- Application Title: (empty text box)
- Application Icon: (empty text box with browse button)
- Menu Bar: (default)
- Display Form/Page: (none)
- Shortcut Menu Bar: (default)
- Allow Full Menus:
- Allow Default Shortcut Menus:
- Display Database Window:
- Display Status Bar:
- Allow Built-in Toolbars:
- Allow Toolbar/Menu Changes:

## Specifying Other Startup Options

As you can see, this dialogue box contains a range of options that can affect the way your system behaves when it's loaded.

- **Application Title:** To display your own text in the title bar when this database is open, type the text in this text box.
- **Application Icon:** To display your choice of icon at the left of the title bar, in place of the Access icon, specify the full pathname of the bitmap (**.bmp**) or icon (**.ico**) file containing the image you want to use.
- **Menu Bar:** Access allows you to create your own customised menu bar. To use one that you've created, select its name from the drop-down list.
- **Allow Full Menus:** To allow the user access to all the menu options that Access provides, activate this check box.
- **Allow Default Shortcut Menus:** To allow the user access to all the shortcut menus provided by Access, activate this check box.
- **Display Form/Page:** From this drop-down list choose the form that's to be displayed when the database is opened.
- **Display Database Window:** If this check box is activated, the database window will be shown. Otherwise, the database window can be displayed using the  **Database Window** button.
- **Display Status Bar:** To display the status bar, ensure that this check box is activated.  
/..



# Startup Options

## ../ Specifying Other Startup Options

- **Shortcut Menu Bar:** To use one of your own menu bars as a shortcut menu bar, select its name from this drop-down list.
- **Allow Built-In Toolbars:** To allow the user access to all the toolbars provided by Access, ensure that this check box is activated.
- **Allow Toolbar/Menu Changes:** To allow the user to make changes to the toolbars and menus, make sure that this check box is activated.

The settings that you specify in this dialogue box will take effect immediately. This means that, for example, if you've entered an **Application Title**, it will appear in the title bar as soon as you close the **Startup** dialogue box. If you've chosen to open a form at startup, or to hide the database window, this will become apparent next time you open this database.

## Redisplaying the Database Window

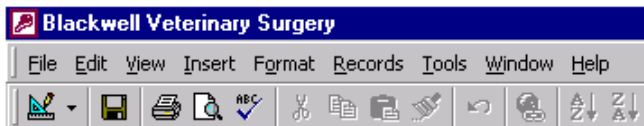
If you have selected to automatically hide the Database Window when your database application is opened, you can choose to redisplay it at any time by pressing [**F11**] or by holding down the [**SHIFT**] key as you select the **File, Open** command to open the database file.



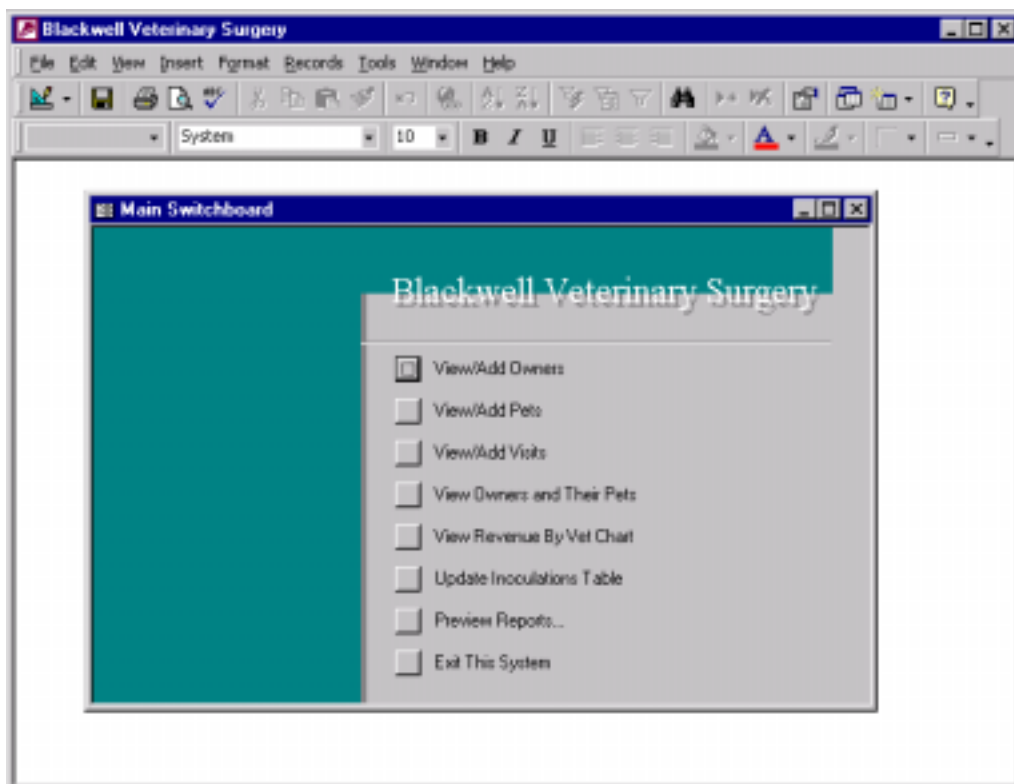
## Exercise 10-1

16. Following the instructions below, set the startup options for the **Vets** database.
  - Select the **Tools, Startup** command to display the startup options.
  - Select **Switchboard** from the **Display Form/Page** drop-down list.
  - To hide the database window and the status bar, deactivate the **Display Database Window** and **Display Status Bar** check boxes.
  - Type **Blackwell Veterinary Surgery** into the **Application Title** text box then select **OK** to close the **Startup** dialogue box.

The title at the top of the Access window has changed from **Microsoft Access** to the text you entered.



17. Click on the **Exit This System** button in the switchboard to close the **Vets** database, then open it again from the **File** menu.



18. Close the database again.



## Questions and Answers

1. What command is used to display the **Switchboard Manager** dialogue box?

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2. Which button(s) in the **Edit Switchboard Page** dialogue box would you use to change the order of the items in the switchboard?

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3. In which dialogue box will you find the **Application Title** text box?

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4. Which startup option controls the display of the status bar?

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