

Below you will find an example for form search based on the Department and Employee data -- i.e., selecting a department (main form) shows all employees (subform) in the Company DB (you can download it from the class website).

- 1) Make sure the one-to-many relationship between Department and Employee is built through Database Tools -> Relationships
- 2) Select the Department table and create a form by clicking Create -> Form. An Employee subform will also be included and linked.
- 3) Now you should have no problem navigating through departments and show employees in each associated department;
- 4) Now, switch to design view of the form (the main form, Department form) and add a combo box to it.
  - 4.1) When the wizard pops up, select "Find a record on my form based on value I selected in my combo box";
  - 4.2) Add both Dname and Dnumber in the next window (both will be shown in the search list);
  - 4.3) Name the labels as "Search Department" (so that you don't confuse the user if it is a search box or an updatable field)
  - 4.4) After done, when you switch to Form View, you can select a Department from the list and show related employees below (in the subform).

frmDepartment

## Department

Search Department:

Dname:

Dnumber:

Mgr\_SSN:

Mgr\_Start\_Date:

Fname	Minit	Lname	SSN	Edz
Franklin	T	Wong	333445555	12
Donna	kd	Edwards	939432432	1
*				

Record: 1 of 2 | No Filter | Search

Record: 3 of 4 | No Filter | Search

Property Sheet

Selection type: Combo Box

Combo9

Format | Data | **Event** | Other | All

On Click	
Before Update	
After Update	[Embedded Macro]
On Dirty	
On Change	
On Not in List	
On Got Focus	
On Lost Focus	
On Dbl Click	
On Mouse Down	
On Mouse Up	
On Mouse Move	
On Key Down	
On Key Up	
On Key Press	
On Enter	
On Exit	
On Undo	