

ADDING A SUBREPORT TO THE REPORT'S DETAIL SECTION

The **Potential Income Report** in the **Jobs** database will be used for this exercise.

A subreport is a report that is inserted into another report. When reports are combined, one of the reports must be the main report. The subreport is then embedded into the main report. The subreport will be linked to the main report.

- ❖ Open the **Potential Income Report** from the **Jobs** database.
- ❖ Make sure the **Control Wizard** button on the **Toolbox** has been selected. The button will be orange when it is selected.
- ❖ Click the **Subform/Subreport** tool on the **Toolbox**.
- ❖ Position the plus (+) portion of the pointer near the left edge of the **Detail** section, just below the **2-inch mark** on the vertical ruler and horizontal rulers. The information should start in the **third** column of grid dots.
- ❖ Click the mouse button.
- ❖ Access will place a **subreport** control in the **Detail** section.
- ❖ The **first Subreport** dialog box will open.
- ❖ Make sure the **Use existing Tables and Queries** option button is selected.
- ❖ Click the **Next** button.
- ❖ Access will open the next **Subreport Wizard** dialog box.
- ❖ Click the **Tables/Queries** list arrow to display the list of tables and queries in the **Jobs** database.
- ❖ Click **Query: Potential Placement Fees**.
- ❖ Click the double right pointing arrows to select all the fields from the query.
- ❖ Click the **Next** button to open the next **Subreport Wizard** dialog box. This dialog box is used to select the link between the main report and the subreport.
- ❖ For this lesson, you will use the default, which uses the **Employer ID** field as the common field between the two queries.
- ❖ Make sure the **Choose from a list** option box is selected.
- ❖ Make sure the **first link** is highlighted.
- ❖ Click the **Next** button to display the next **Subreport Wizard** dialog box.
- ❖ Type **Potential Income Subreport** as the name for this subreport.
- ❖ Click the **Finish** button.
- ❖ Access will insert a subreport control, which is where an employer's position records will appear in the **Detail** section of the main report.
- ❖ Save the changes to the report.
- ❖ Maximize the **Report** window.
- ❖ Close the **Field List**.
- ❖ Switch to **Print Preview** to review the report.