

OPTION GROUPS

For this exercise, you will be using the **Access Training (Chamber)** database.

An Option Group is helpful when there are few choices to make for a field entry. This control shows all the options that are available for that particular field. When one option is clicked, the other option is automatically turned off. An Option Group can contain toggle buttons, option buttons, or check boxes. These buttons are simply different styles; they all do the same thing.

Creating an Option Group

- ❖ Open the **Invoices Form** in **Design View**.
- ❖ Display the **Toolbox**, if necessary.
- ❖ Make sure the **Control Wizards** button is selected (see illustration top right).
- ❖ Click the **Option Group** button (see illustration middle right).
- ❖ The mouse pointer will change to show the **Option Group** icon (see illustration bottom right).
- ❖ Choose the **Client ID Field** from the **Field List**. This is the field that the **Option** button is to be created for.
- ❖ Drag the **Field Name** to the **four-inch (4) horizontal mark** in the form. This is where the **Option Group** is to appear.
- ❖ The **Option Group Wizard** will appear.
- ❖ On the first screen of the wizard, type the labels that will appear next to each button. These labels are: **Client only**, **Agent only**, and **Both**.
- ❖ Choose **Next** to move to the second step in the wizard.
- ❖ In this step, choose the option **Yes, the default choice is ____**.
- ❖ In the drop-down list, choose **Client only**.
- ❖ Click **Next** to move to the third step in the wizard.
- ❖ In this dialog box, leave the Values as they are since these are the values in the table.
 - Numbers starting with one are automatically assigned when creating the Option Group. These values do not have to be changed.
 - The values can be changed. It is important, however, to remember these restrictions:
 - These values have to be integers.
 - The values have to correspond with the values entered in the field.
- ❖ Click **Next** to move to the fourth step in the wizard
- ❖ In the **fourth step**, choose the option to **Store the value in this field**.
- ❖ Select **Client ID** as the field where the data is to be stored.
- ❖ Click **Next** to move to the **fifth step** in the wizard.
- ❖ Take a couple of minutes to look at the different options available.
- ❖ Choose any of the options you would like and then click **Next**.
- ❖ The **Caption** for this part of the form is going to be **Client Options**.
- ❖ **Close** and **Save** the **Form**.

