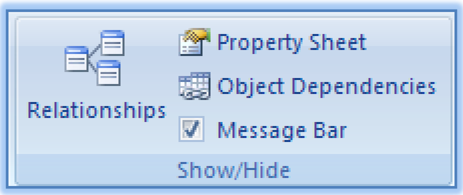
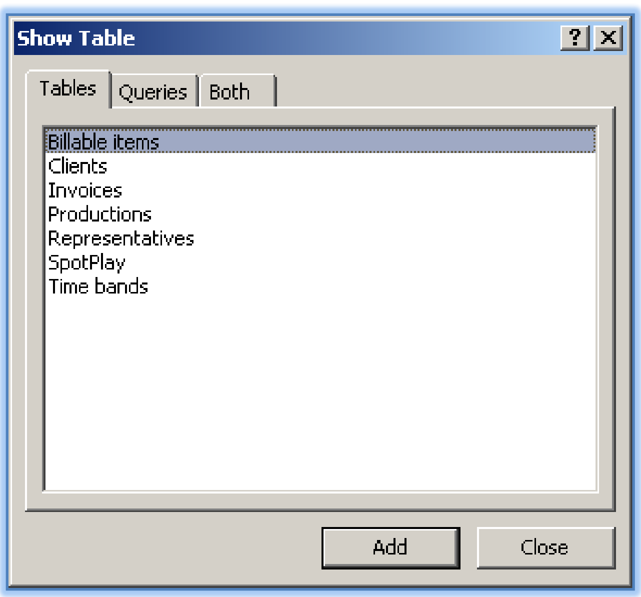
DEFINING ONE-TO-MANY TABLE RELATIONSHIPS

There are several different ways to define Table Relationships. Relationships can be defined in the Database window or in Design view. The last method provides more control over the Table Relationships. It also displays a quick snapshot of all the relationships for the database.

- Open the file **Chamber Access Training** from the area where it was stored.
- In the **Navigation Pane**, right-click the **Productions** table.
- Click **Design View**.
- Once the table is in **Design View**, click the **Row Selector** for the **ID Show** field.
- Click the **Primary Key** button in the **Tools Group**, if necessary.
- Click the **View** button to open the table in **Datasheet View**.
- Click the **Database Tools Tab**.
- In the **Show/Hide Group**, click the **Relationships** button (see illustration below).

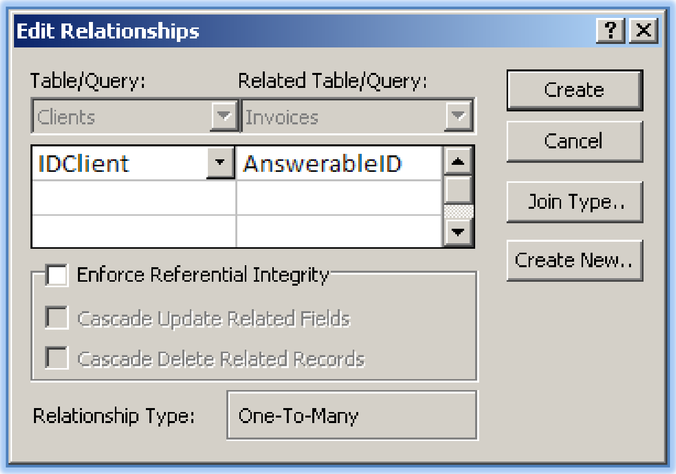


- The **Representatives** and **Clients** tables should appear in the grid with a join line between them.
- To select the rest of the tables in the database:
  - Click the **Relationship Tools Design Tab**, if necessary.
  - Click the **Show Tables** button in the **Relationships Group**.
  - The **Show Tables** dialog box will appear (see illustration below). It will contain a list of all the tables in the database.

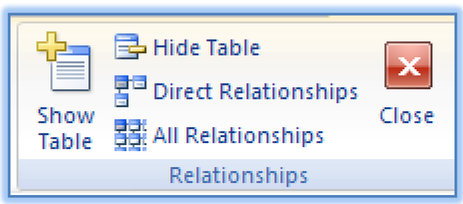


  - Click the **Billable Items** table, hold down the **Ctrl** key and select the **Invoices**, **Productions**, **Spot Plays**, and **Time Bands** tables.
- Click the **Add** button to add them to the **Design Grid**.
- This will add all the tables to the relationships window.
- Click the **Close** button to close the **Show Table** dialog box.
- Rearrange the tables in the grid so that the **Invoices** table appears next to the **Clients** table.

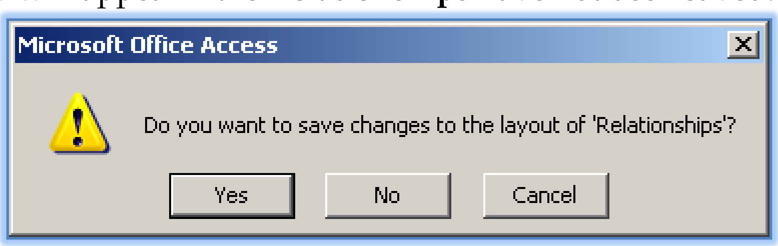
- In the **Relationships** window, in the **Clients** box, click and hold the pointer over the **IDClient** field. The mouse pointer will turn into a little rectangle.
- Drag the mouse pointer to the **AnswerableID** field in the **Invoices** table box.
- Release the mouse button.
- The **Edit Relationships** dialog box will appear (see illustration below).



- In the **Edit Relationships** dialog box, click **Create**.
- This will create a **Relationship** between the **Clients** and **Invoices** tables.
- Continue this process to establish a relationship between the following fields.
  - Invoices Table – **IDInvoice** to Billable Items Table - **InvoiceID**
  - Clients Table – **IDClient** to Spot Play Table – **ClientID**
  - Time Bands Table – **IDTime Band** to Spot Play Table – **Time BandID**
  - Productions Table – **IDShow** to Billable Items Table – **PlayID**
- Close the **Relationships** window by clicking the **Close** button in the **Relationships Group** (see illustration below).



- The message below will appear if the **Relationships** have not been saved.



- Click **Yes** to save the changes.