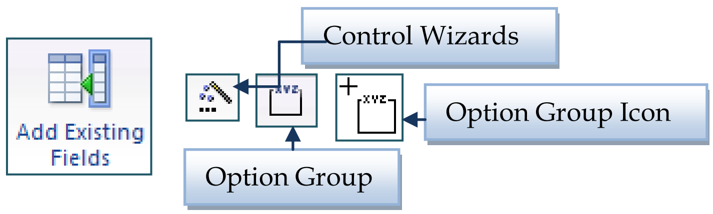
Option Groups

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

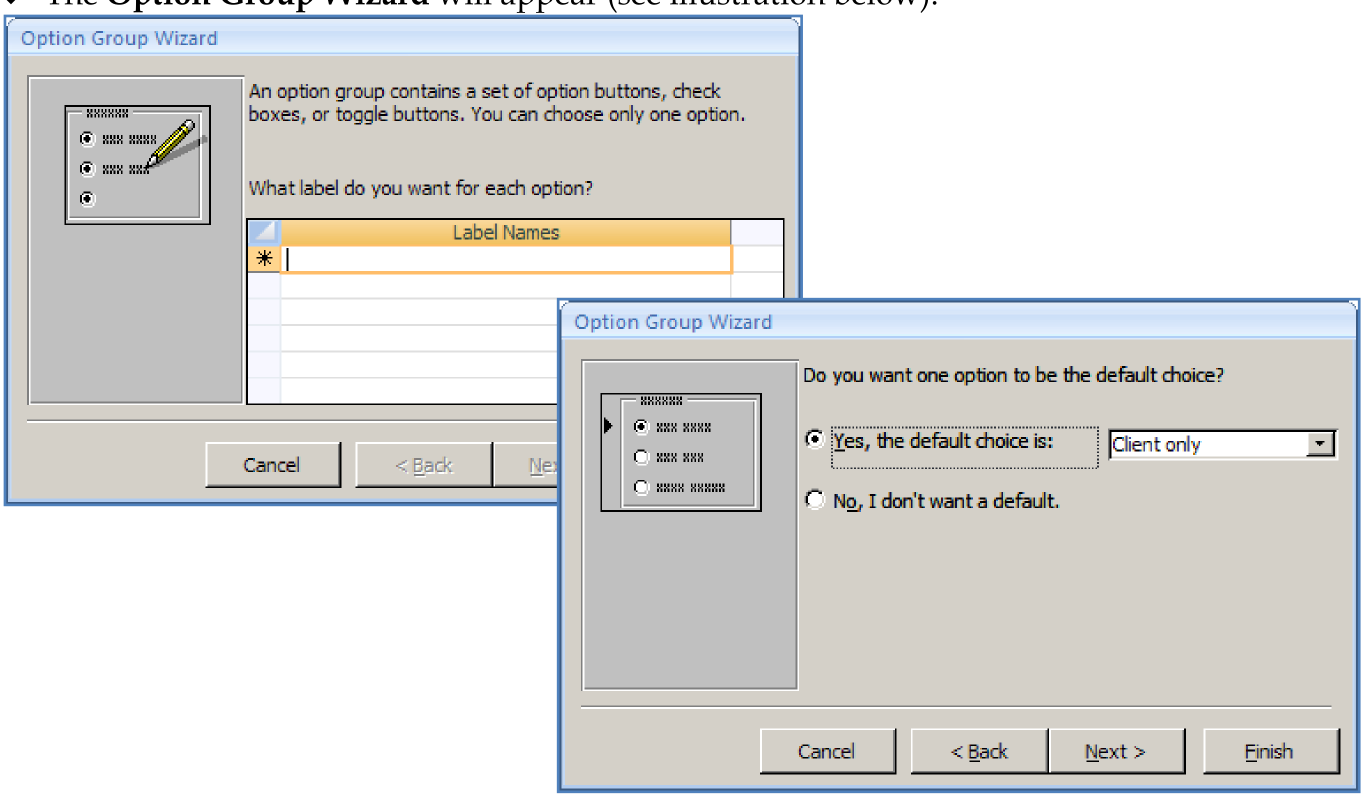
An Option Group is helpful when there are few choices to make for a field entry. This control shows all the options that are available for that particular field. When one option is clicked, the other option is automatically turned off. An Option Group can contain toggle buttons, option buttons, or check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

Creating an Option Group

- Open the **Invoices Form** in **Design View**.
- Click the **Design Tab**, if necessary.

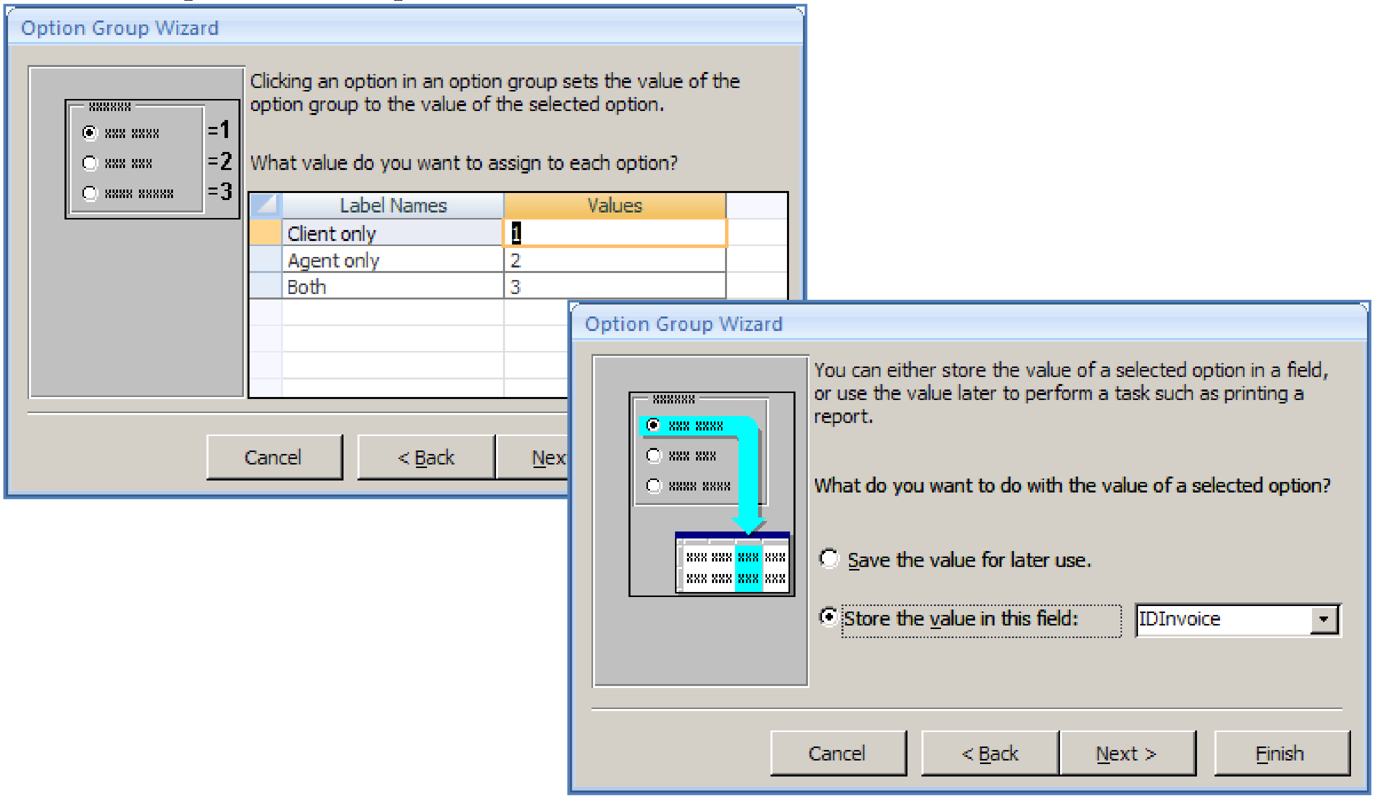


- In the **Tools Group**, click the **Add Existing Fields** button (see illustration above).
- In the **Controls Group**, click the **Control Wizards** button (see illustration above).
- Click the **Option Group** button (see illustration above).
- The mouse pointer will change to show the **Option Group** icon (see illustration above).
- 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 (see illustration below).

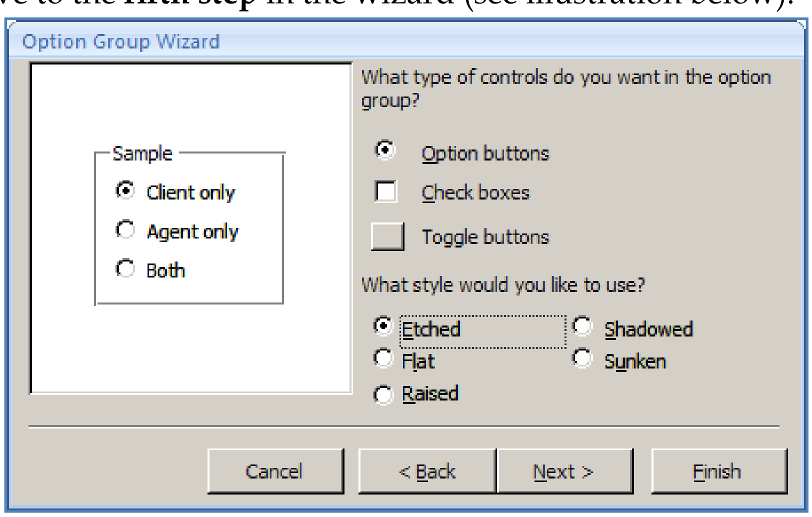


- On the first screen of the wizard, type the labels that will appear next to each button. These labels are: **Client only, Agent only,** and **Both**.

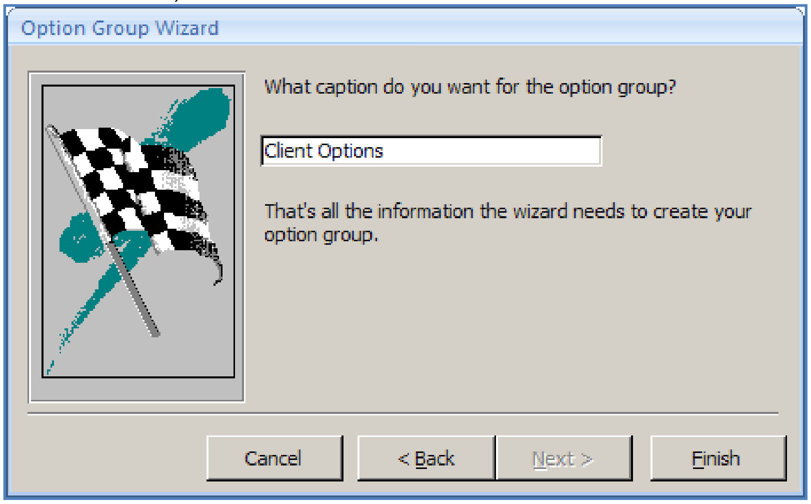
- ❖ Choose **Next** to move to the second step in the wizard (see illustration on previous page).
- ❖ In this step, choose the option **Yes, the default choice is ___.**



- ❖ In the drop-down list, choose **Client only**.
- ❖ Click **Next** to move to the third step in the wizard (see illustration above).
- ❖ 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** (see illustration above).
- ❖ Select **Client ID** as the field where the data is to be stored.
- ❖ Click **Next** to move to the **fifth step** in the wizard (see illustration below).



- Take a couple of minutes to look at the different options available.
- Choose any of the options you would like and then click **Next** to move to the last step in the wizard (see illustration below).



- The **Caption** for this part of the form is going to be **Client Options**.
- **Close** and **Save** the **Form**.