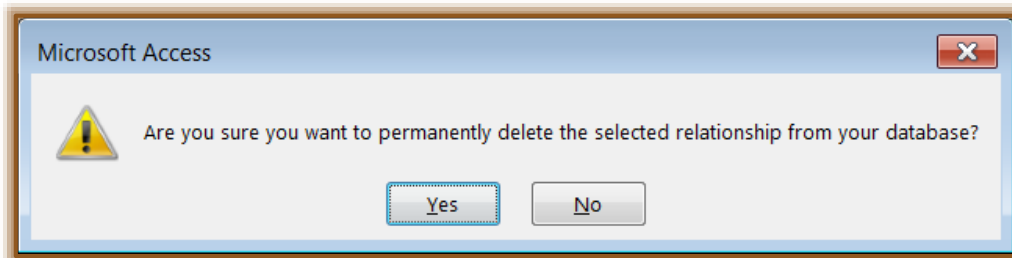
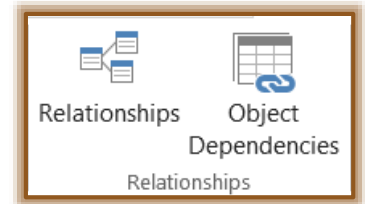


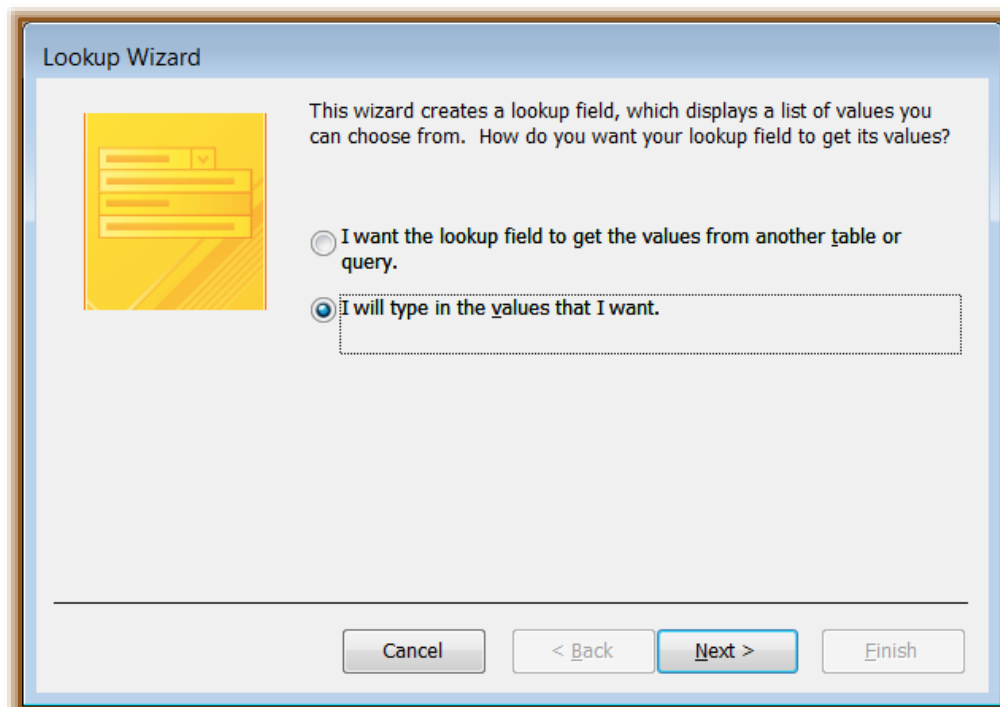
To create this form, you need to use Access Training Database1.

This type of field is used to limit the type of data that can be entered into a field. The user is provided with a list of acceptable items that may be used. To create this list, complete the following steps:

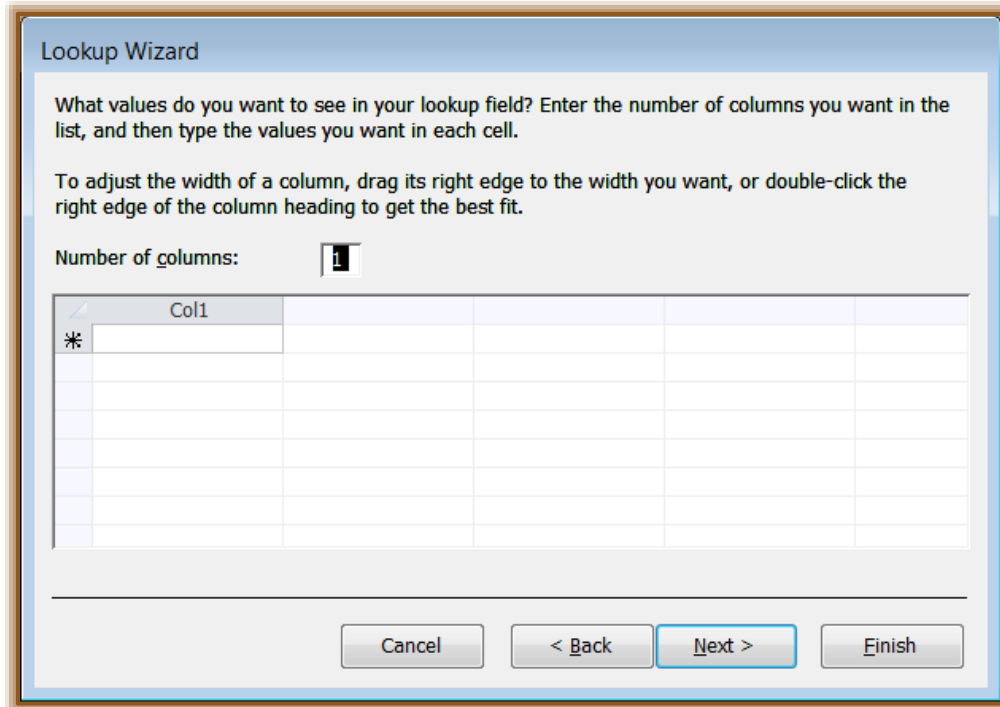
- ✦ Click the **Database Tools Tab**.
- ✦ Click the **Relationships** button in the **Relationships Group** (see illustration).
- ✦ Remove the relationship for **Client ID** between the **Invoices** table (if necessary) and the **Clients** table. To do this:
 - ✧ Click the line that appears between the two tables.
 - ✧ Press the **Delete** key on the keyboard.
 - ✧ The message in the illustration below will appear. Click **Yes**.



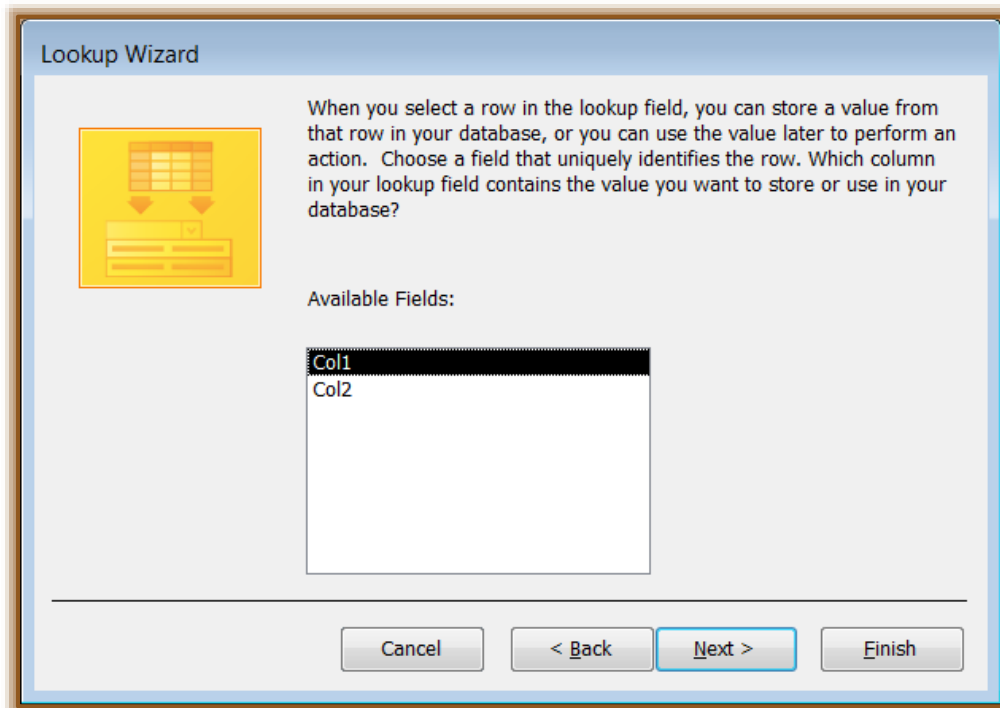
- ✦ Close the **Relationships** window, saving the changes when you do.
- ✦ Open the **Invoices** table in **Design View**.
- ✦ Click the **Field Type** list for the **Client ID** field.
- ✦ Choose **Lookup Wizard** from the list of field names.
- ✦ The **Lookup Wizard** will display.



- ✚ Click the option button for; **I will type the values that I want.**
- ✚ Click **Next** to move to the second step in the wizard.



- ✚ In the **Number of Columns** box, input the number **2**.
- ✚ Input the following information:
 - ✚ Col 1 = **1, 2, 3**
 - ✚ Col 2 = **Client Only, Agent Only, Both**
- ✚ Click **Next** to move to the third step in the wizard.



- ✦ In this box, read the information at the top of the box and then make sure that **Col1** is selected. This is the information that will appear in the table field.
- ✦ Click **Next** to move to the last step in the wizard.

Lookup Wizard

What label would you like for your lookup field?

ClientID

Do you want to limit entries to the choices?

Limit To List

Do you want to store multiple values for this lookup?

Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

Cancel < Back Next > Finish

- ✦ In the **Name** box, input **Client ID**.
- ✦ Select one of the other options or none of the options.
- ✦ Click the **Finish** button.
- ✦ Close the table, saving the changes.