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.

✛ Open the **Invoices Form** that you created in the **Create List Box** lesson.
✛ Click the **More** button in the **Controls Gallery** of the **Controls Group**.
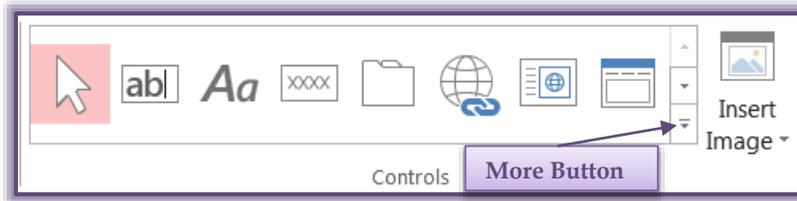
✛ Make sure the **Control Wizards** option is selected. An orange box will appear to the left of the option.
✛ Click the **Option Group** button in the **Controls Group** (see illustration below).
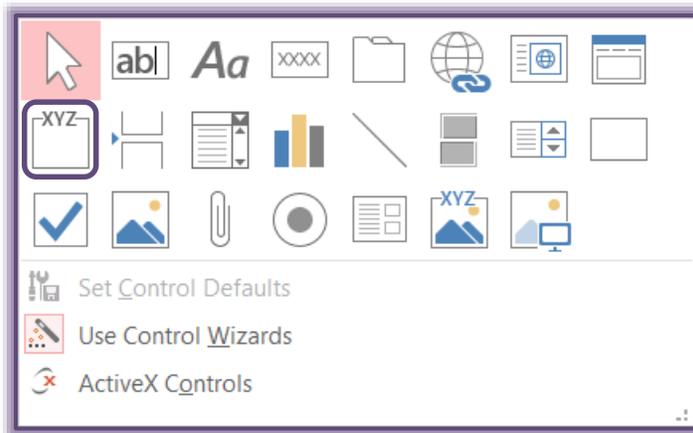
✛ Choose the **Client ID Field** from the **Field List**. This is the field that the **Option** button is to be created for.
✛ The mouse pointer will change to show the **Option Group** icon.
✛ Place the mouse pointer at the **four-inch (4) horizontal mark** in the form.
✛ This is where the **Option Group** is to appear.
✛ Release the mouse pointer.
✛ The **Option Group Wizard** will appear (see illustration on next page).
✛ In this window, 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.
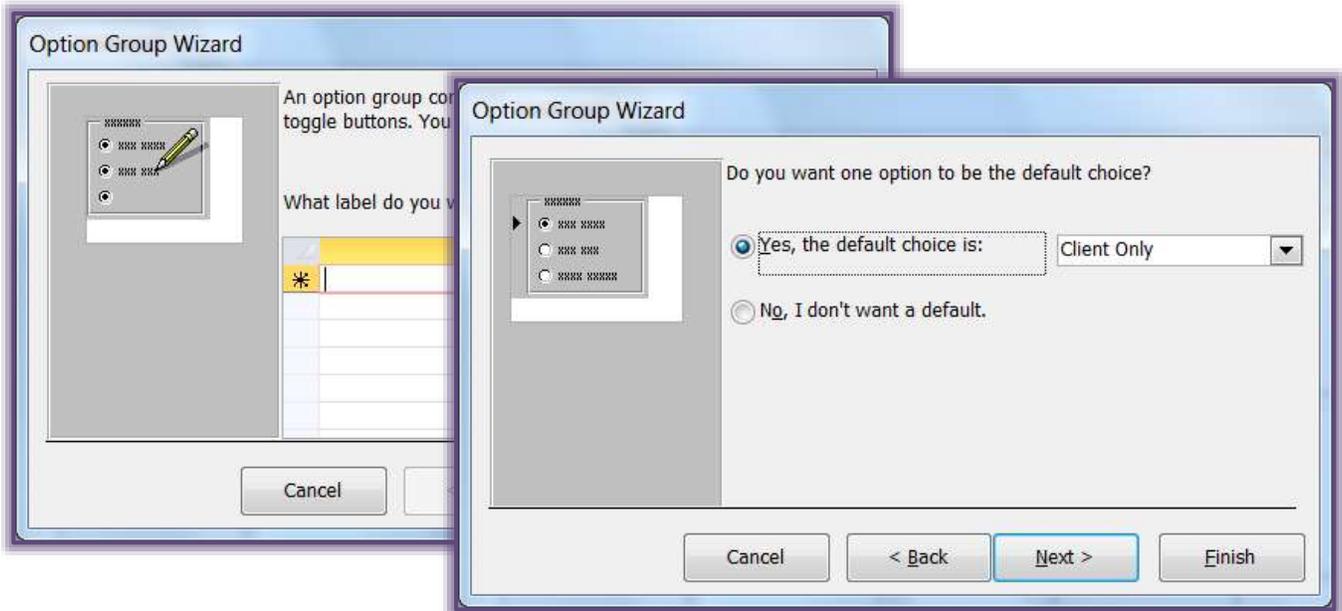
✟ Click **Next** to move to the fourth step in the wizard
✟ In the **fourth step**, choose the option to **Store the value in this field**.
✟ Select **Client ID** as the field where the data is to be stored.
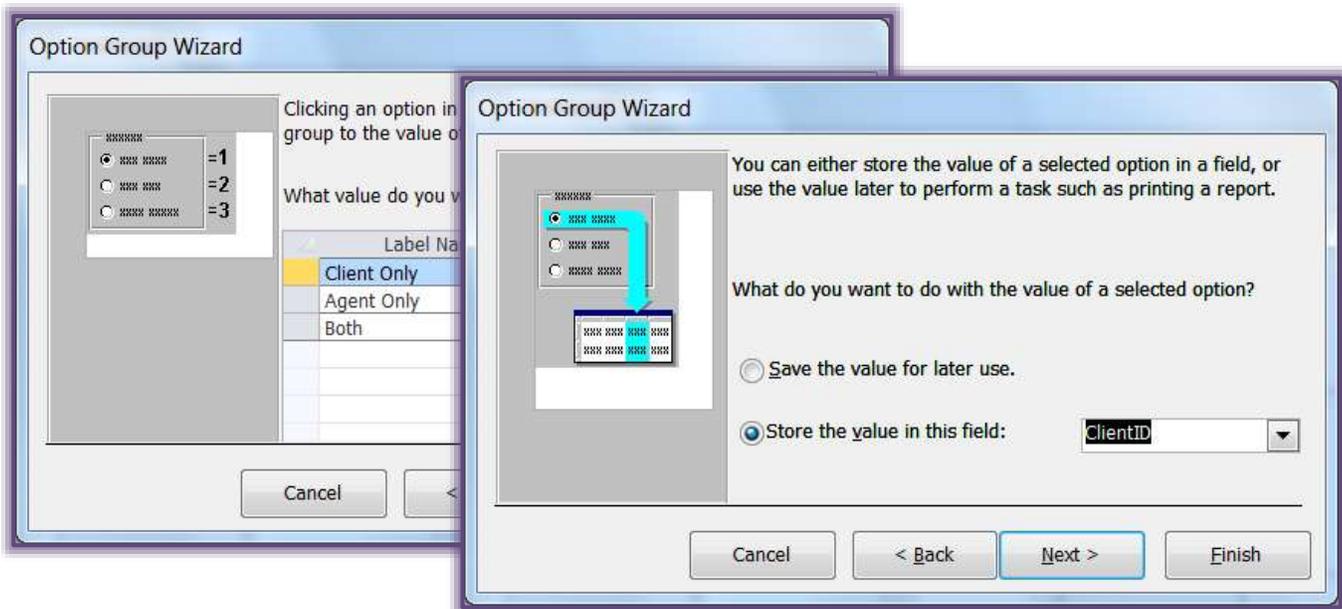
✟ Click **Next** to move to the **fifth step** in the wizard.
✟ Take a couple of minutes to look at the different options available.
✟ Choose any of the options you would like and then click **Next**.
✟ The **Caption** for this part of the form is going to be **Client Options**.
✟ **Close** and **Save** the **Form**.

Option Group Wizard

Sample
- ⦿ Client Only
- ○ Agent Only
- ○ Both

What type of controls do you want in the option group?

What

Cancel

Option Group Wizard

What caption do you want for the option group?

Client Options

That's all the information the wizard needs to create your option group.

Cancel   < Back   Next >   Finish