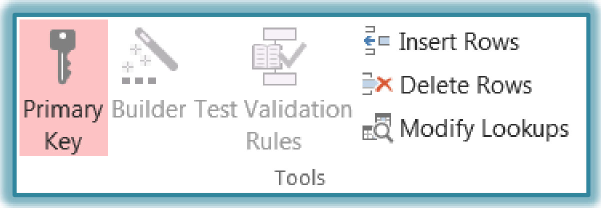
Define One-to-Many Table Relationships

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.

Create the Primary Key

(This step may have been completed if the lesson on Defining One-to-Many Table Relationships was completed earlier.)

- Open **Access Training: Database2** 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.

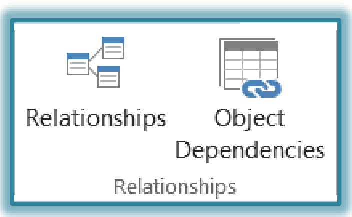


- Click the **View** button to open the table in **Datasheet View**.

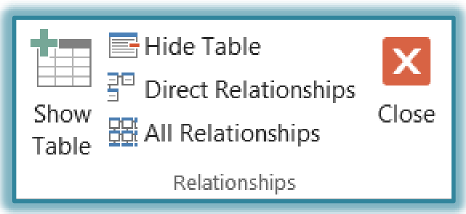
Open the Relationships Window

(This step may have been completed if the lesson on Defining One-to-Many Table Relationships was completed earlier.)

- Click the **Database Tools Tab**.
- In the **Show/Hide Group**, click the **Relationships** button.
- 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:

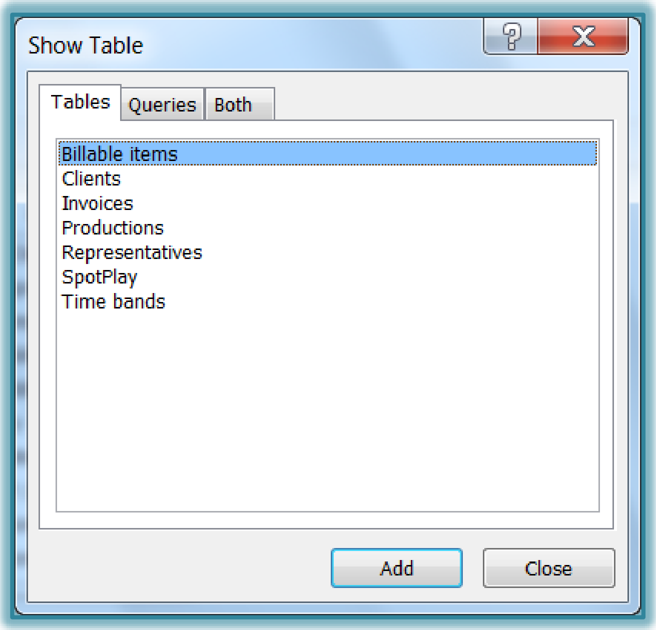


  - Click the **Relationship Tools Design Tab**, if necessary.
  - Click the **Show Table** button in the **Relationships Group** (see illustration below).



  - The **Show Tables** dialog box will appear (see illustration below). It will contain a list of all the tables in the database.

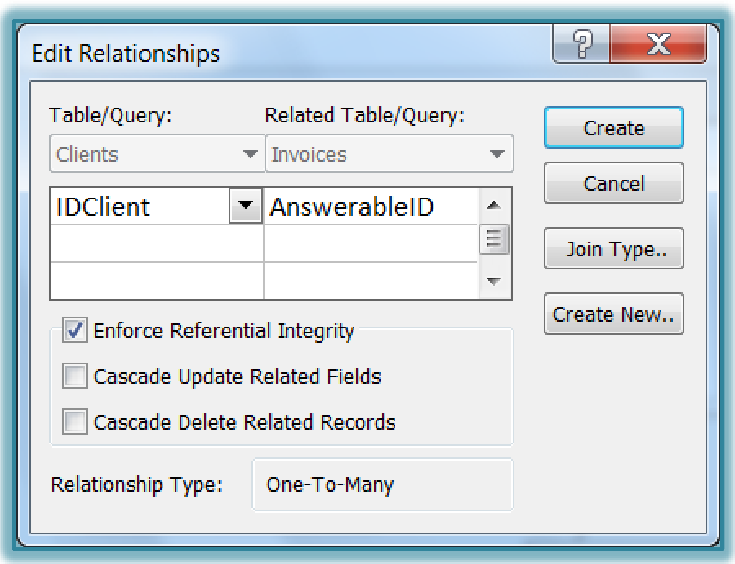
- Click the **Billable Items** table, hold down the **Ctrl** key and select the **Invoices**, **Productions**, **Spot Plays**, and **Time Bands** tables.



- 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.

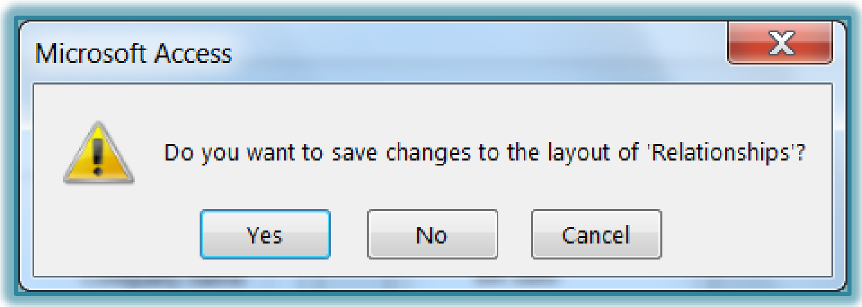
Establish the One-to-Many Table Relationship

- 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 in the illustration below will appear if the **Relationships** have not been saved.



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