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.