

Access apps



Quick Start Guide

Access app experience

Access apps are easy to use and they automatically keep an attractive, consistent user experience. You add and edit data in the browser, but design the app in Access.

Take action

Click a button to add, edit, or delete an item. Save your changes as you go.

Customize in Access

Click Settings to customize an app in Access, if you have permissions to customize the app.

Choose a table

Different tables of data appear in the navigation of the app.

See what you want

Different views of the app appear across the top. Or use the search box to quickly filter the list.

Select items

Click an item to see details.

Autocomplete

Start typing and fields can offer suggestions based on relationships to other tables.

Related items

See related information in the database without changing screens.

The screenshot shows the 'Asset Tracking' app interface. At the top, there's a navigation bar with 'Back to Site' and 'Asset Tracking'. Below this is a navigation pane on the left with a star icon next to 'Assets', 'Categories', 'Employees' (highlighted with a blue star), and 'Regions'. The main content area is divided into two sections. The top section is titled 'List' and has tabs for 'List', 'Datasheet', and 'By Group'. It features a search box labeled 'Filter the list...' and a set of action buttons: '+', trash, edit, save, and 'x'. Below the search box is a list of employees from 'Fabrikam, Inc.', including Alberta Greene, Bobby Overby, Christa Knapp, Douglas Kohn (highlighted), Elaine Donaldson, Glen Rife, Grant McClure, Irwin Hume, and Katrina Hernandez. The bottom section is titled 'Assets' and contains a table with the following data:

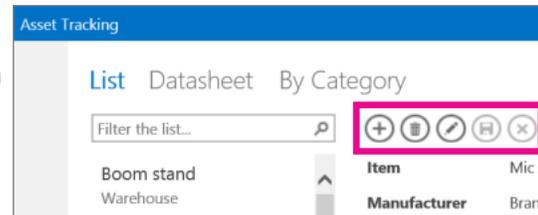
Item	Location	Current Value	Acquired Date
Boom stand	Warehouse	\$150.00	5/8/2013
Microphone	Seattle	\$200.00	1/1/2012

On the right side of the interface, there's a form for editing the selected employee, Douglas Kohn. The form includes fields for Employee Number (75643), Last Name (Kohn), Email (Douglas@fabrikam.com), Work Phone (425-555-0116), Mobile Phone (425-555-0123), Department (Sales), Group (Full-time), Office Location (Seattle), Region (Central Asia), First Name (Douglas), Company (Fabrikam, Inc.), Address 1 (123 Main Street), City (Seattle), State/Province (WA), Country/Region (USA), Job Title (Sales Associate), ZIP/Postal Code (98101), and Notes. A settings gear icon is located in the top right corner of the app.

Add or edit data in an app

To get started adding or editing data, use the action buttons across the top of the app.

- To add an item, click the plus button. 
- To edit, select the item on the left, and then click the pencil button. 
- When you're finished editing, click **Save**. 

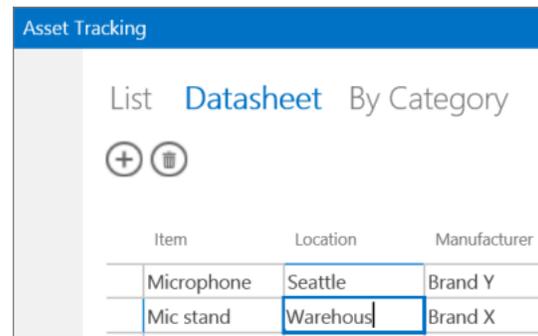


Add or edit multiple items

You can add multiple items from a spreadsheet or edit multiple items at once in Datasheet view.

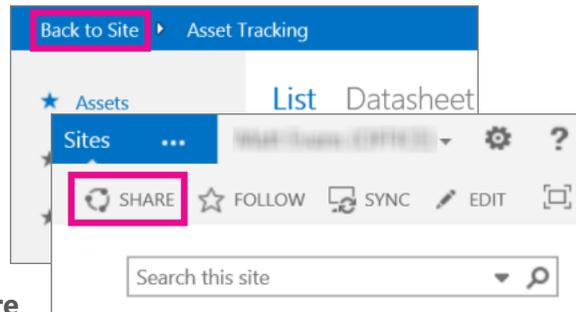
1. At the top of the app, click **Datasheet**.
2. Click in any cell to edit. Click in the blank cell at the bottom to add a new one, or paste multiple new cells in the last row.

Your edits save automatically when you leave the cell you're editing.



Share an app

1. At the top of the app, click **Back to Site**.
2. On the site where the app was created, click **Share**.
3. In the **Share** dialog box, type the names or email addresses of people you want to share the site with and then click **Share**.



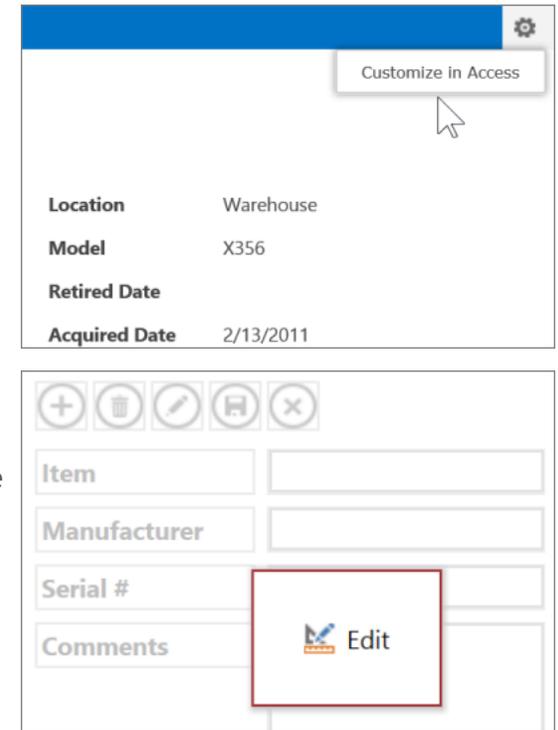
Modify an Access app

When you create an Access app from a template, or just by importing tables, the app's ready to use right away. But you'll probably want to make some changes. While you're using the app in the browser, make some notes about the changes you'd like to see, then:

1. Open your app in Access (from the browser, click **Settings**  > **Customize in Access**), then click **Home** > **Table**.
2. On the left side of the screen, click the table whose view you want to change, and then click the view that needs changing.
3. Click the **Edit** button in the middle of the view.

Now you can start changing the design of the view. Some things you can do here:

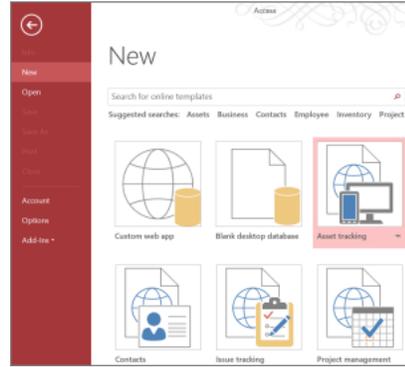
- Move, resize, or delete controls. (Deleting a control on a view doesn't delete the underlying data—just the view).
- Add controls from the ribbon: click a control in the **Controls** gallery and then click in the view to place it.
- Add controls from the **Field List**: double-click or drag a field into the view.
- Change the properties of a control by selecting it and clicking the **Data** or **Formatting** buttons that appear next to the control.
- Add a macro to a control by selecting it and clicking the **Actions** button that appears.
- Add buttons to the **Action Bar** at the top of the view.



Create an app from a template

It's faster to start with one of the app templates that come with Access.

1. Open Access, or if it's already open, click **File > New**.
2. Find a template with a globe icon to create an Access app.
(Templates with the word "desktop" in the title create traditional desktop databases.)
3. Click a template and enter a name in the **App Name** box.
4. Select a web location for the app and click **Create**.

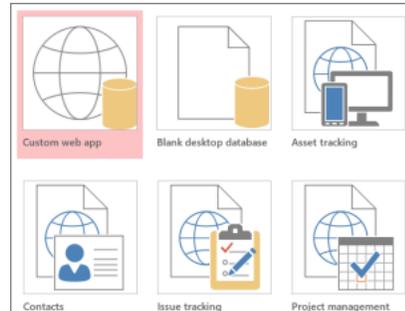


Create a custom app

If none of the templates fit your needs, you can create an app from scratch.

1. Open Access and click **Custom web app**.
2. Enter a name and the Web location for your app (or pick a location from the **Locations** list) and click **Create**.

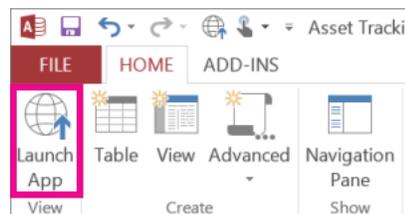
Regardless of whether you started with a template or a blank app you can always customize an Access app.



Launch an app in the browser

After an app is created, users add and edit data to the app in the browser. To test the app before sharing, launch it from Access:

- With the app open in Access, click **Launch App** (or you can open your browser to the URL for the app).

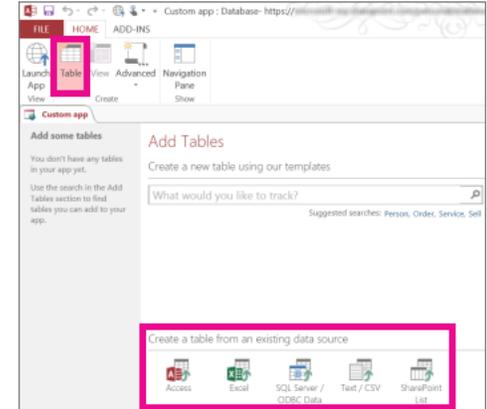


Import or link to data

After you've created your app, you'll want to add data. You can import data from other sources:

1. With the app open in Access, click **Home > Table**.
2. On the **Add Tables** page, pick your source from **Create a table from an existing data source**, and follow the steps in the **Get External Data** wizard.

To create relationships for the new table, you add lookup fields.



Add a table template to an app

Access comes with table templates that you can add to your apps. Some table templates, such as Orders, include a few linked tables, with fields, relationships, and rules predefined.

1. Click **Table**, and use the search box in the **Add Tables** section.
2. Choose a table template you like.

The icon and description show when a template includes multiple tables.

