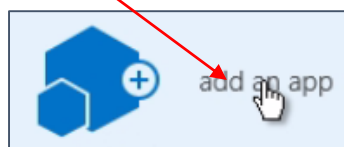
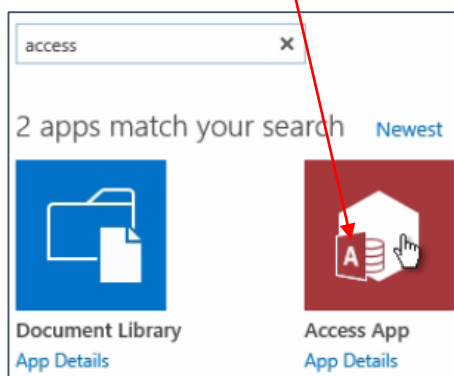
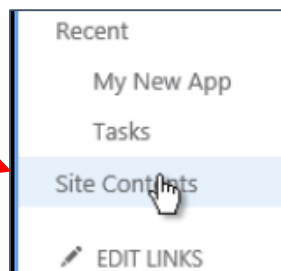


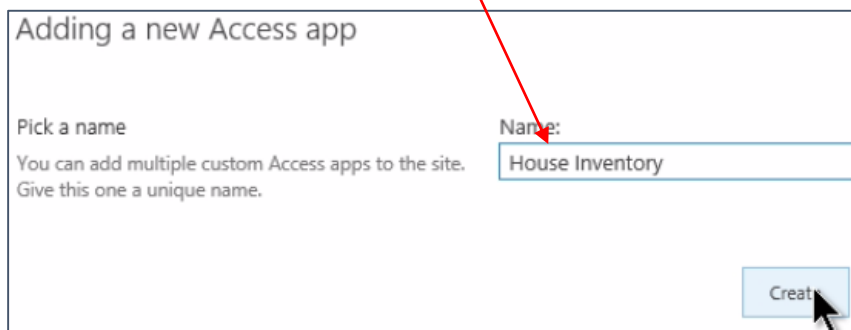
## Create An Access 2013 Inventory App

## ● Step 1, add an Access app to a SharePoint 2013 Team Site

- 1) Go to the **SharePoint 2013 site**
- 2) Click on "Site Contents"
- 3) Click on "add an app"
- 4) Search an app: "access"
- 5) Click on the app "Access App"



- 6) Enter the name: "House Inventory"
- 7) Click on the Create button



● **Step 2, add tables to the app in Access**

1) Click on the newly created **"House Inventory"**

Recent

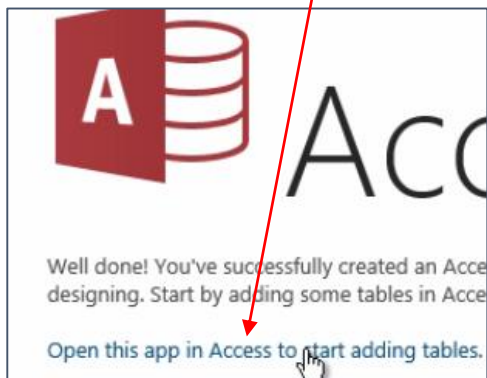
House Inventory

My New App

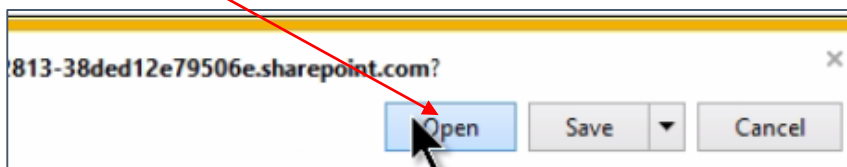
Tasks

Site Contents

2) Click on the link "Open this app in Access to start adding tables"



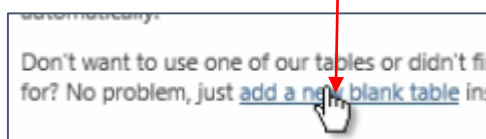
3) Click "Open"



4) Click OK to the dialog box

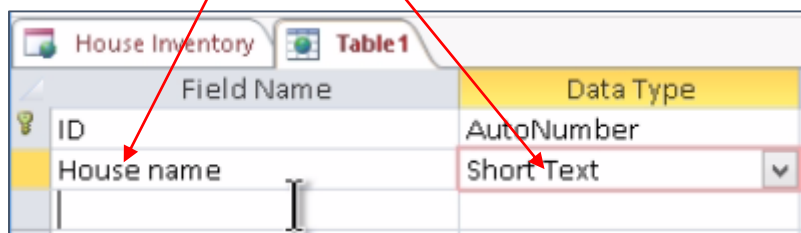
**5) Add a table for "Houses"**

a) Click on the "add a new blank table"

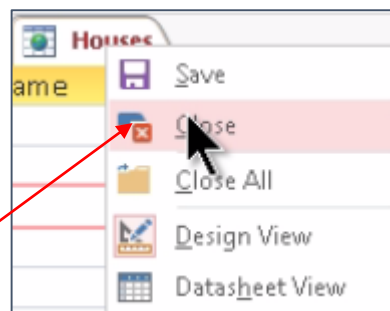
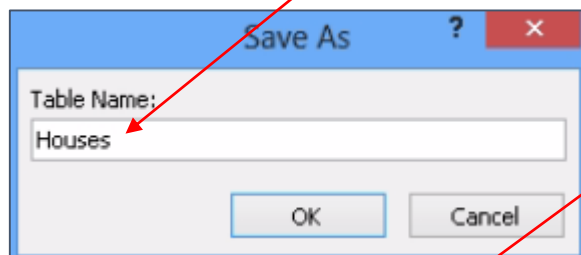


b) Enter the ID: "House name"

c) AutoNumber: "Short Text"



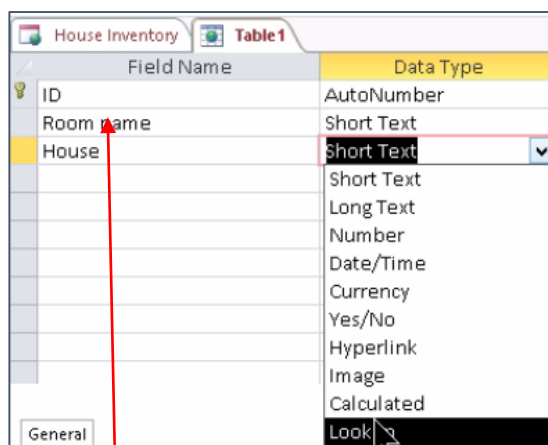
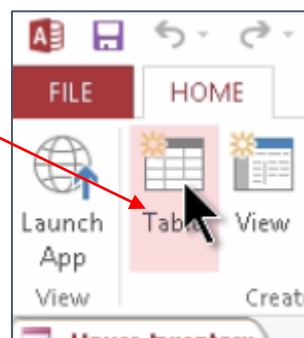
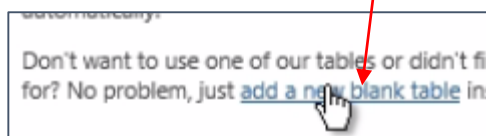
- d) Click on the "Save" icon at the top
- e) Enter the Table Name: "Houses"
- f) Click OK



- g) Right click on the "Houses" tab
- h) Select the Close option

## 6) Add a table for "Rooms"

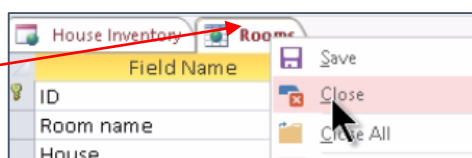
- a) Open the "HOME" tab
- b) Click on the "Table" button
- c) Click on "add a new blank table"



- d) Enter the ID and Data Type
  - i) Room name: "Short Text"
  - ii) House: "Look up"

- e) Allow "I want the lookup field to get the values from another table or query"
- f) Select the option "Table: Houses"

- g) Click OK
- h) Click on the "Save" icon at the top
- i) Enter the Table name: Rooms
- j) Click OK
- k) Right click on the "Rooms" tab
- l) Select the "Close" option



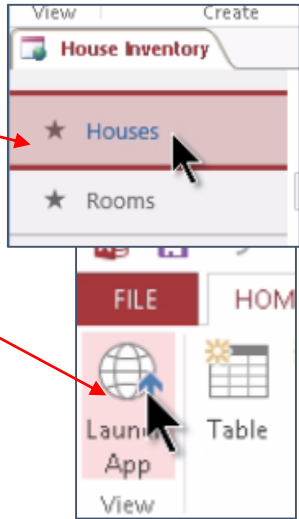
## 7) Add a table for "Computers"

- a) Click on the "Table" button under the HOME tab
- b) Click on "add a new blank table"
- c) Enter the ID and Data Type
  - i. Computer name: "Short Text"
  - ii. Room: "Lookup"
- d) Allow "I want the lookup field to get the values from another table or query"
- e) Select "Table: Rooms"

- f) Click OK
- g) Right click on the "Table1"
- h) Select the "Close" option
- i) Click "Yes" to the dialog box
- j) Enter the Table name: Computers
- k) Click OK

● **Step 3, add houses to the app in SharePoint**

- 1) Click on "Houses"
- 2) Click on the "Launch App" button under the "HOME" tab
- 3) Add the House name: **"White"**
  - a) Enter the House name: "White"
  - b) Click on the "Save" icon



The screenshot shows the 'House Inventory' app interface. At the top, there are 'View' and 'Create' tabs. Below them, there's a list with 'Houses' and 'Rooms'. A red arrow points from the 'Houses' item to the 'Launch App' button in the 'HOME' tab. Another red arrow points from the 'Launch App' button to the 'Add new' icon in the 'House name' form below.

House name:

Rooms

- 4) Add the House name: **"Brown"**
  - a) Click on the "Add new" icon
  - b) Enter the House name: "Brown"
  - c) Click on the "Save" icon
- 5) Add the House name: **"Yellow"**
  - a) Click on the "Add new" icon
  - b) Enter the House name: "Yellow"
  - c) Click on the "Save" icon



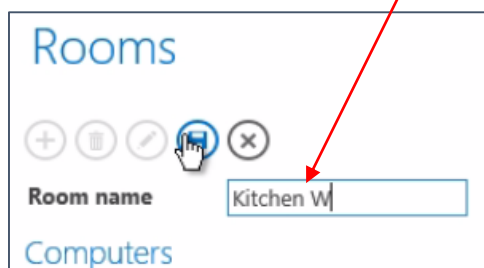
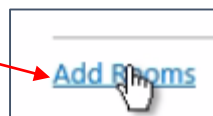
The screenshot shows the 'House name' form with three icons: a plus sign (Add new), a trash can (Delete), and a pencil (Edit). A red arrow points from the 'Add new' icon to the 'House name' input field below it.

House name:

● **Step 4, add rooms to the houses**

- 1) Select the **"White House"**
- 2) Click on the **"Add Rooms"**
- 3) Add the Room name: **"Kitchen W"**

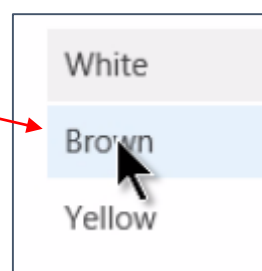
- a) Enter the Room name: **Kitchen W**
- b) Click Save



- 4) Add the Room name: **"Cellar W"**
  - a) Click on the "Add new" icon
  - b) Enter the Room name: **Cellar W**
  - c) Click Save
- 5) Add the Room name: **"Living Room W"**
  - a) Click on the "Add new" icon
  - b) Enter the Room name: **Living Room W**
  - c) Click on the "Save" icon

- 6) Go to the **"Brown House"**
- 7) Click on **"Add Rooms"**
- 8) Add the Room name: **"Cellar B"**

- a) Enter the Room name: **Cellar B**
- b) Click Save

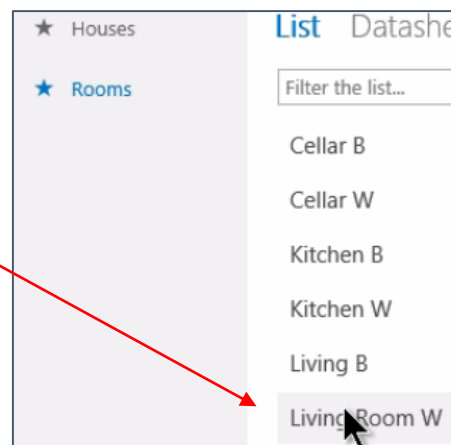


- 9) Add the Room name: **"Living Room B"**
  - a) Click on the "Add new" icon
  - b) Enter the Room name: **Living Room B**
  - c) Click Save
- 10) Add the Room name: **"Kitchen B"**
  - a) Click on the "Add new" icon
  - b) Enter the Room name: **Kitchen B**

c) Click on the "Save" icon

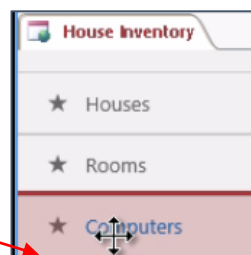
### ● Step 5, add computers to a room

- 1) Go to "Rooms"
- 2) Click on the "Living Room W"
- 3) Click on "Add Computers"
  - a) Enter the Computer name: "Computer 1"
  - b) Click on the Save icon
  - c) Click on the "Add new" icon
  - d) Enter the Computer name: "Computer 2"
  - e) Click on the Save icon"

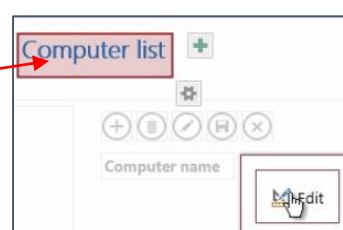


### ● Step 6, create a view that shows all the computers with Computer, Houses and Rooms

- 1) Go back to **Access**
- 2) Click on "Computers"
- 3) Open the "HOME" tab
- 4) Click on the "View" button
- 5) Enter the View Name: "Computer list"
- 6) Click on the "Add New View" button



- 7) Click on the "Computer list"
- 8) Click "Edit"



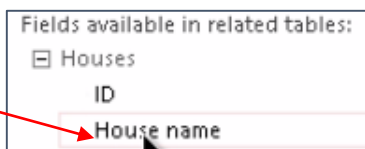
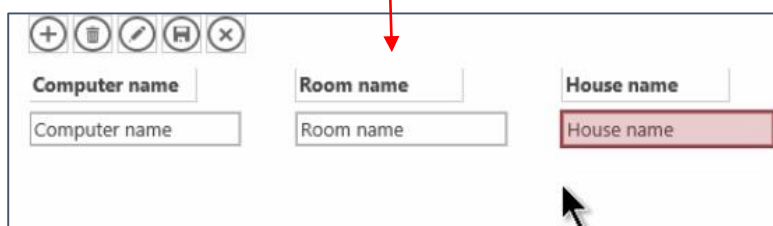
9) Drag the Computer and Room fields

10)



11) Drag and drop the House field to the table

12) Arrange the fields as shown in the image



13) Click on the Save icon at the top

14) Click on the "Launch App" button

15) Go to the **SharePoint site** and check that it works

### ● Step 7, save your app as an .app file

1) Go to **Access**

2) Click on the "FILE" tab

3) Click on "Save as"

4) Click on the "Save as Package" button

5) Enter the Title: "House Inventory App"

6) Click OK

7) Save as: **House Inventory App.app**

8) Click OK

