

A first simple database in Dexcel Form

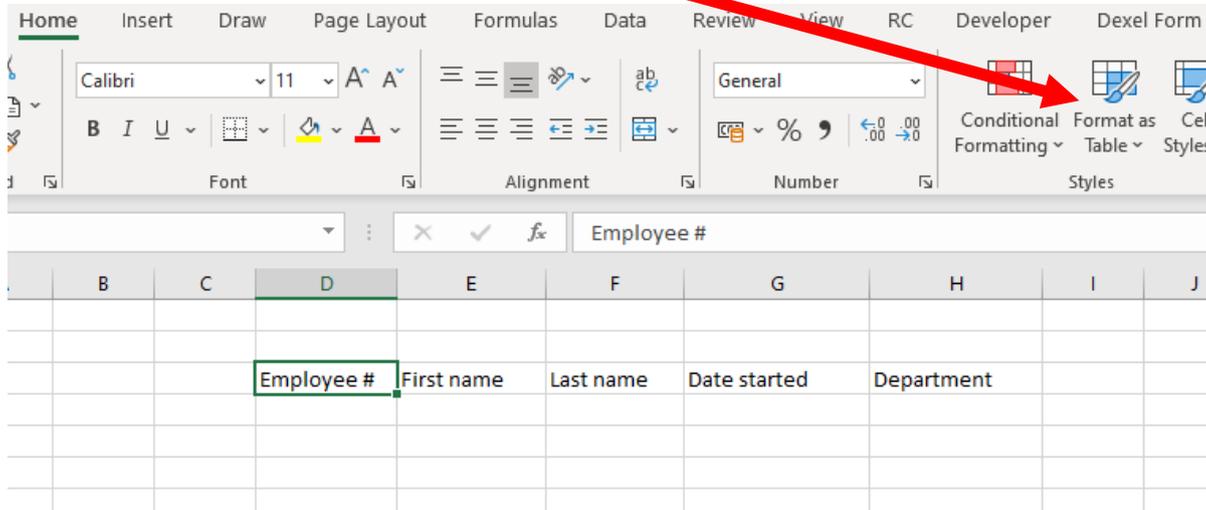
Start with a new blank spreadsheet.

Enter your column headings

Employee #, First name, Last name, Date started, Department

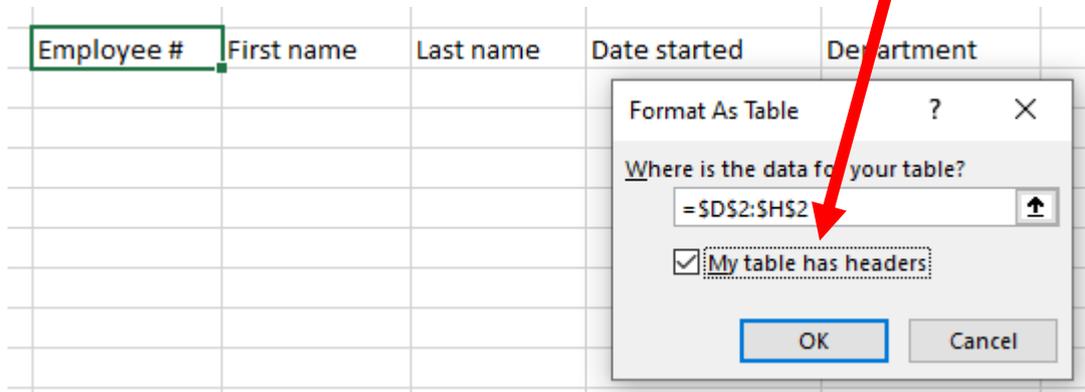
Click somewhere in the column headings you have just entered.

On the Home Ribbon, click on **Format as Table**.

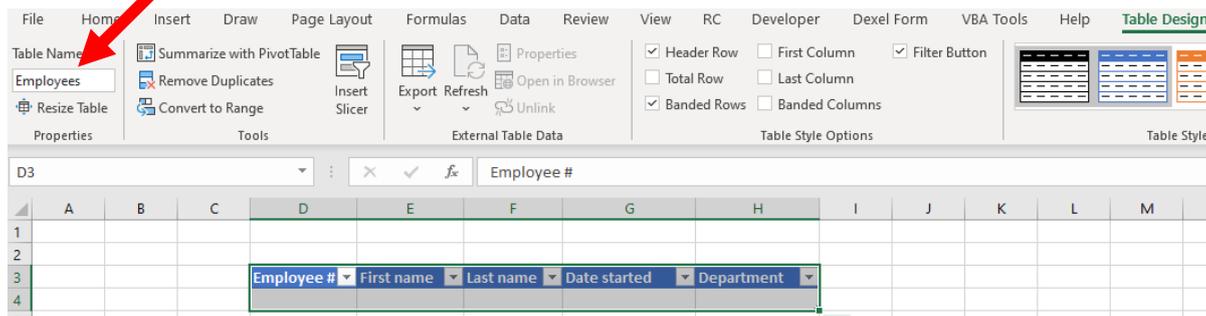


Choose a style (you can change this later).

Excel will detect the range that you want to format as a table. Click **My table has headers** and click OK. You have now formatted the data as a table.

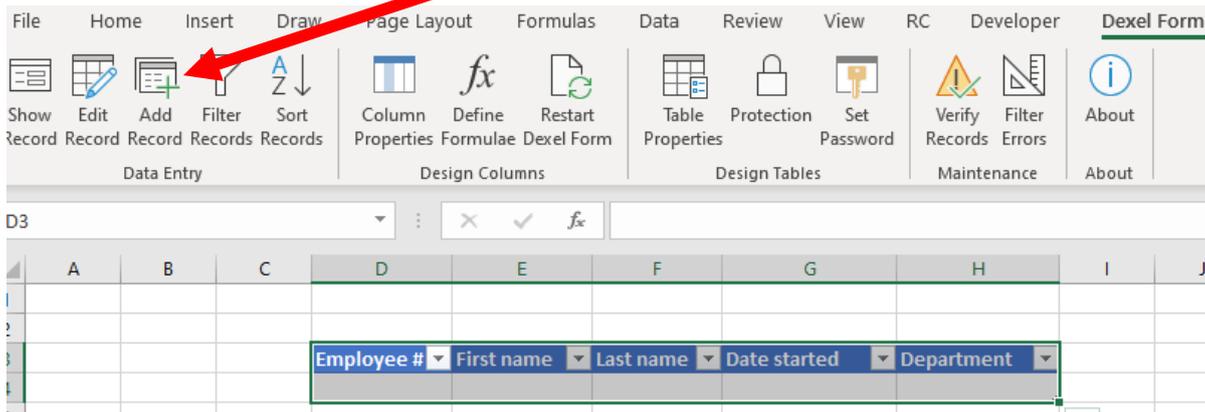


Set the **Table Name** to Employees.

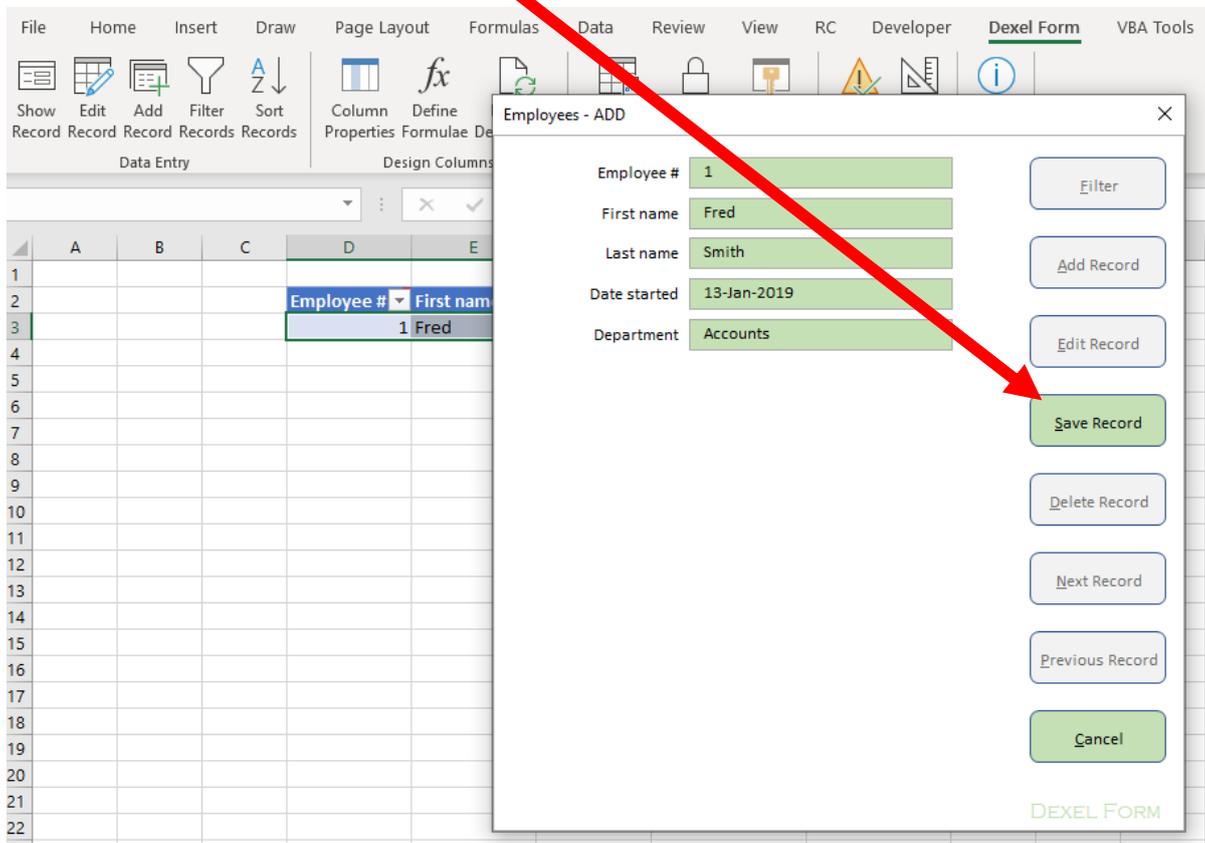


You are now ready to use Dixel Form.

On the Dixel Form Ribbon, click on **Add Record**



Enter some data and click on **Save Record**



Dixel Form saves the record to the table and moves on to add another record. Click **Cancel** and then click **Quit** to take you back to the spreadsheet.

Let's now make this into a real database by adding some validations:

- The **Employee #** should be:
 - o Required - you can't leave it blank
 - o Numeric - an integer to be more precise
 - o Unique – you can't have more than one employee record with the same Employee #
- The **First name** and **Last name** should both be required
- The **Date started** should be required and should be a valid date
- The **Department** should be selected from a list of departments

Before we start setting up the validation rules, let's prepare a list of departments in a new sheet.

A8

	A	B	C
1	Department		
2	Accounts		
3	Projects		
4	Sales		
5	Finance		
6	Production		
7	Logistics		
8			

Include the header **Department** because we are going to format this data as a table too.

Table Name: Departments

Resize Table

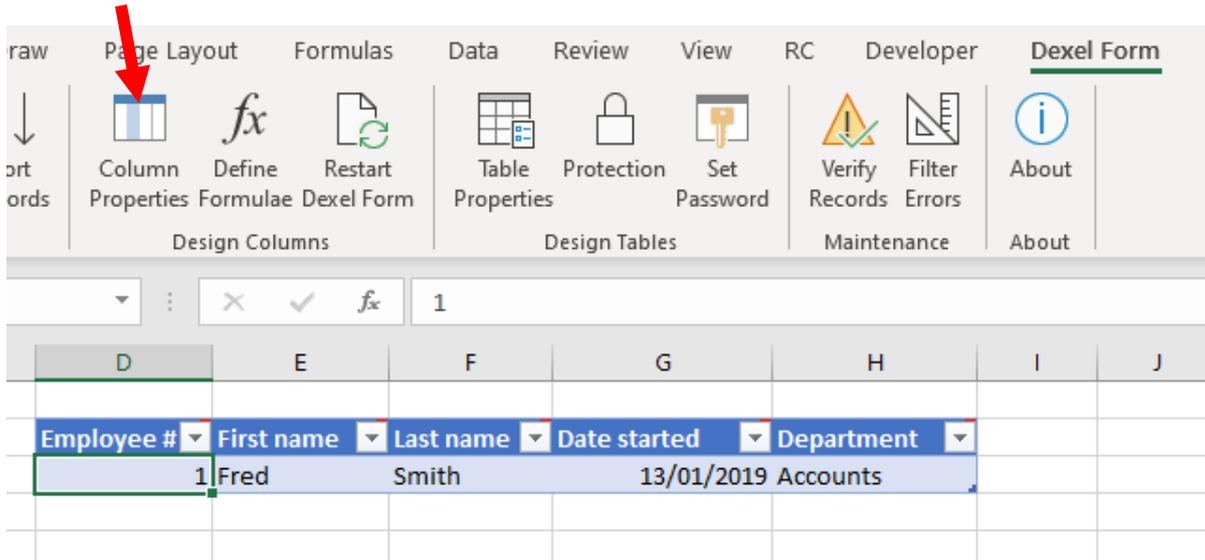
Properties

A1

	A
1	Department
2	Accounts
3	Projects
4	Sales
5	Finance
6	Production
7	Logistics
8	

As before, on the **Home** ribbon click on **Format as table**, click **My table has headers** and name the table **Departments**.

Now let's add the data validations. Click anywhere on the first column of the **Employees** table and click on **Column Properties** in the **Dexel Form** ribbon.



This opens the Column Properties form. There are a lot of different properties that can be set.

Employees Column Definition - EDIT

We want the **Employee #** to be required, numeric and unique.

We achieve that by setting

- **Required** to Yes
- **Unique** to Yes
- **Format** to Numeric(0)

Table	Employees	
Field Name	Employee #	
AutoIncr	<input type="text"/>	
Required	Yes	
Unique	Yes	
Composite Key	<input type="text"/>	
Hidden	<input type="text"/>	
ReadOnly	<input type="text"/>	
WriteOnce	<input type="text"/>	
Format	Numeric(0)	
CustomFormat	<input type="text"/>	
Multiline	<input type="text"/>	
Min	<input type="text"/>	
Max	<input type="text"/>	
FormBreak	<input type="text"/>	

Click on **Save and Next**

That moves us on to the **First name** column

Set it to be required (**Required** to Yes)

Save and Next

Same again for the **Last name** column

Save and Next

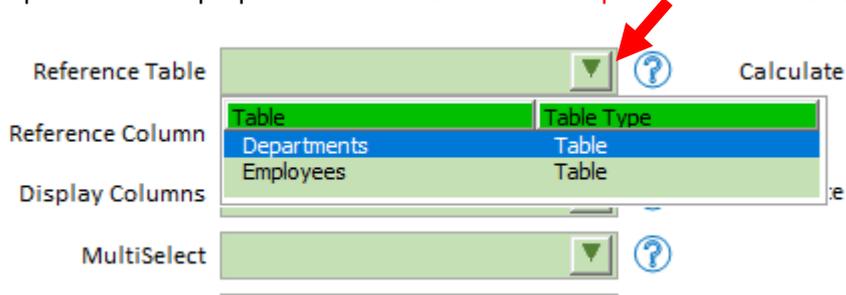
For the **Date started** column, set it to be required and set

Format to Date(dd-mmm-yyyy)

Save and Next brings us to the last column which is

Department

Again, set it to be required and then in the second column of the properties we are going to point this at the list of Departments we prepared earlier. Click on the **dropdown button** at **Reference Table** and select Departments.



Reference Table Calculate

Reference Column	Table	Table Type
Departments	Table	Table
Employees	Table	Table

Display Columns

MultiSelect

The Departments table only has one column, so select it as **Reference Column**



Reference Table

Reference Column

Department		
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Display Columns

MultiSelect

Click on **Save Column** and then on **Quit**

This takes us back to the spreadsheet. If we now click on **Add Record** in the Dixel Form ribbon, we can see the validations we have just defined being applied.

The screenshot shows a window titled "Employees - ADD" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Employee #**: A text input field containing the value "1". The field is highlighted with a red background, and a red-bordered box is drawn around it. A validation error message is displayed over the field: "Employee #: Value of Employee # must be unique".
- First name**: A text input field.
- Last name**: A text input field.
- Date started**: A date picker field.
- Department**: A dropdown menu.

On the right side of the form, there is a vertical stack of buttons:

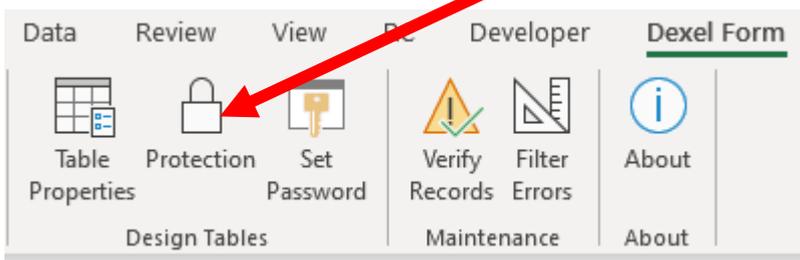
- Filter
- Add Record
- Edit Record
- Save Record
- Delete Record
- Next Record
- Previous Record
- Cancel

The text "DEXEL FORM" is visible in the bottom right corner of the window.

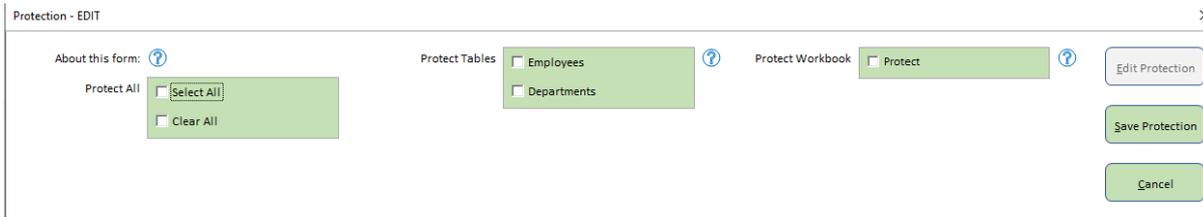
Try adding a few records.

We now want to make sure that the database does not get messed up by someone just entering data directly into the sheet. To achieve that we enable protection.

On the Dixel Form ribbon, click on **Protection**



This gives us the following form



Click on **Select All** and then on **Save Protection**

We now can only update the data using Dixel Form

You now have a working robust database in Excel.

More advanced options are described in the user manual and in the help text for Column Properties and Table Properties.