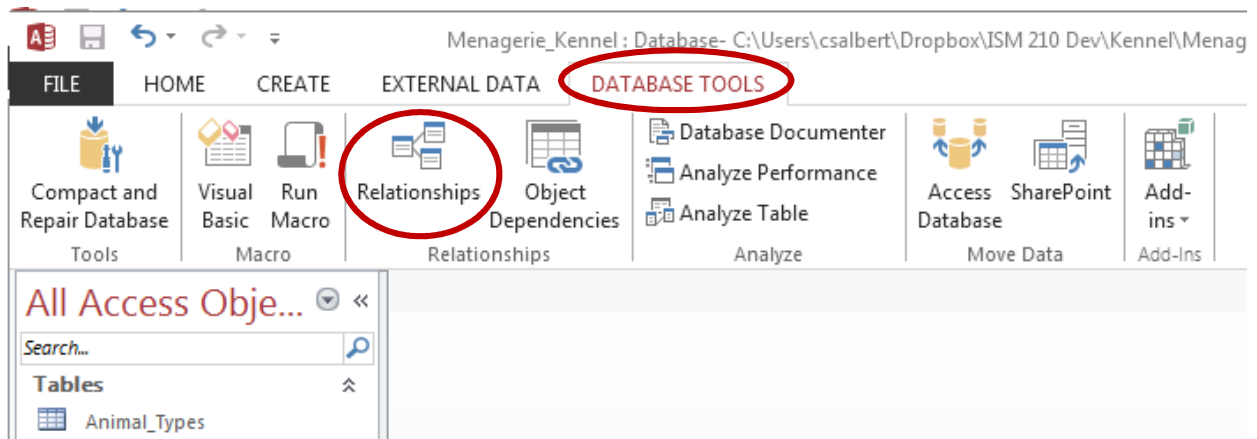
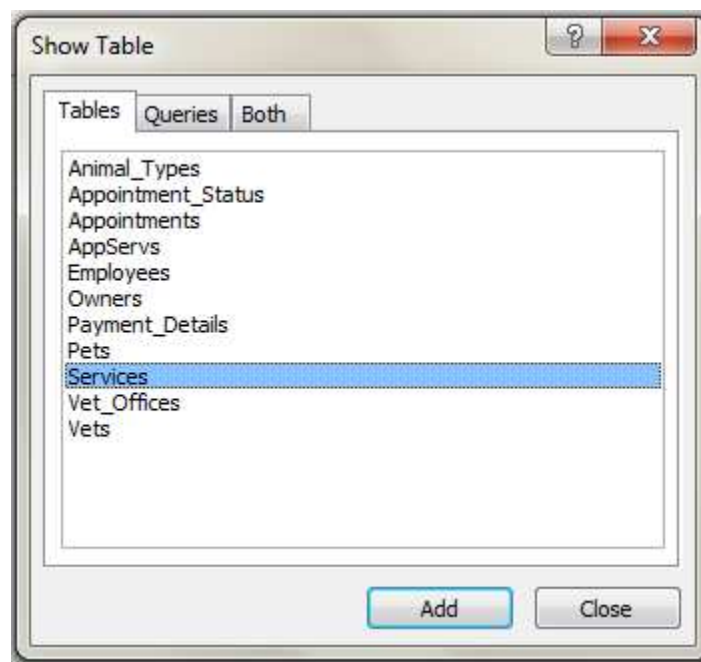


Setting up relationships in the Menagerie_Kennel database

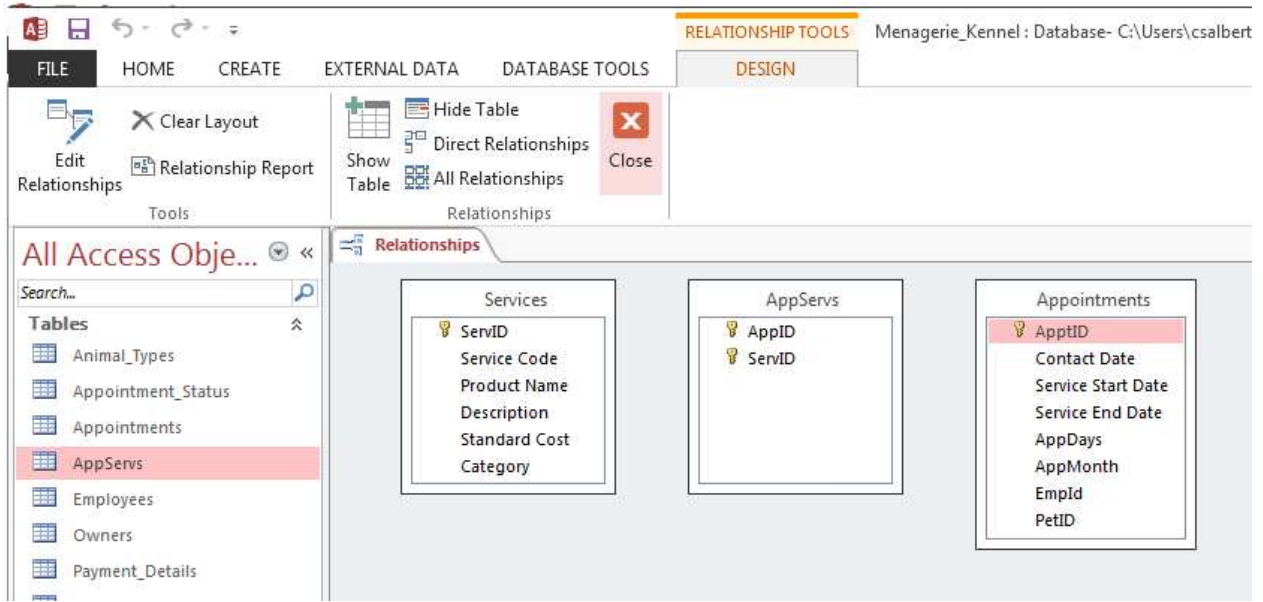
1. Click on the 'Database Tools' tab on the menu. Then click on 'Relationships'.



2. Select the 'Services' table from the list and click 'Add'.

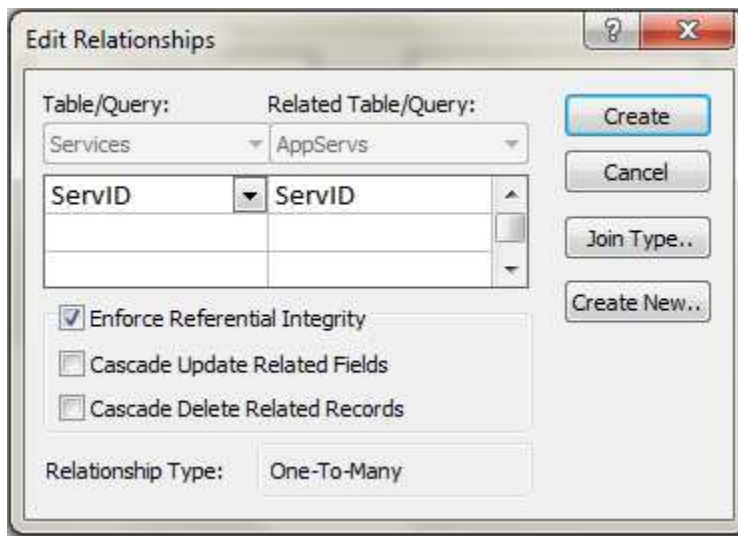


3. Select the 'AppServs' table from the list and click 'Add'. Select the 'Appointments' table from the list and click 'Add'.
4. Close the 'Show Table' box. The screen should now look like this:



If all of the fields do not show in the table list, you can resize the boxes by left clicking on the borders of each box and dragging them to the desired size.

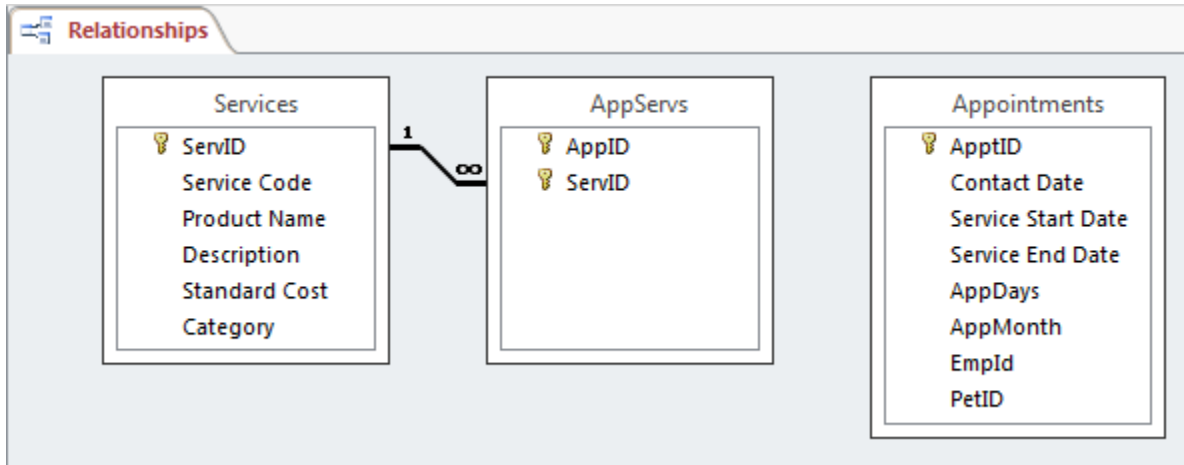
5. Left click and hold on the 'ServID' field in the Services table. Drag the field over to the 'ServID' field in the AppServ table. Release the left click to drop the field. **You must drop the field from the Services table on the field of the same name in the AppServs table.
6. In the 'Edit Relationships' box you are shown that you chose the ServID from the Services table and dropped it on the ServID in the related AppServs table. This is correct. You are also shown that this is a one-to-many relationship. To enforce referential integrity click the box next to it. Do not cascade updates or deletes.



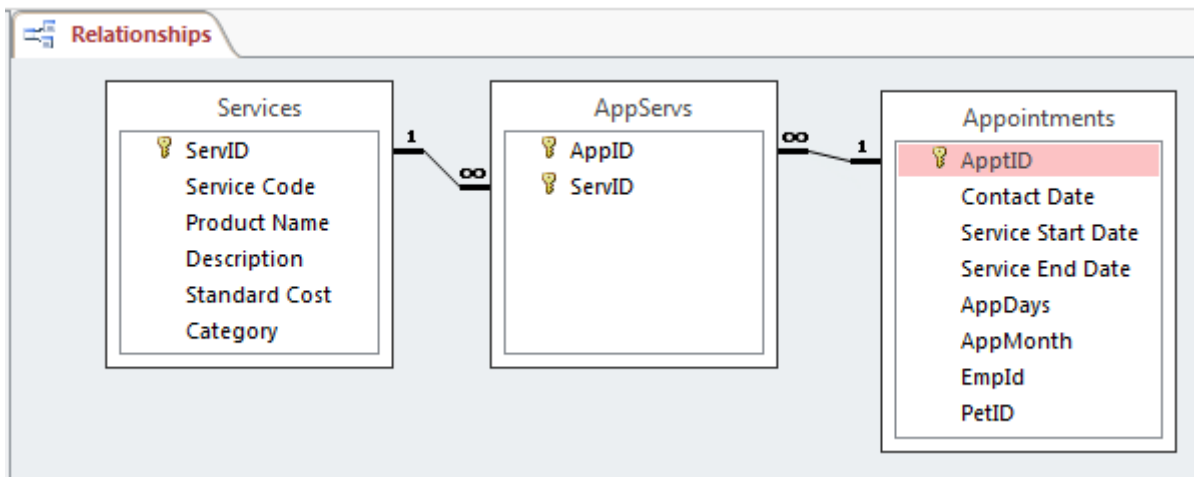
By clicking 'Enforce Referential Integrity', you give Access permission to make sure that

Every time you use a value in a foreign key field, it has a matching value in the primary key field of the related table. So, for example, in the box above Access has permission to ensure that every time data is entered into the ServID field in the AppServs table (where it is a foreign key) there is already a matching value in the ServID field in the Services table (where it is a primary key). You can't provide a service if that service doesn't exist in the subject table.

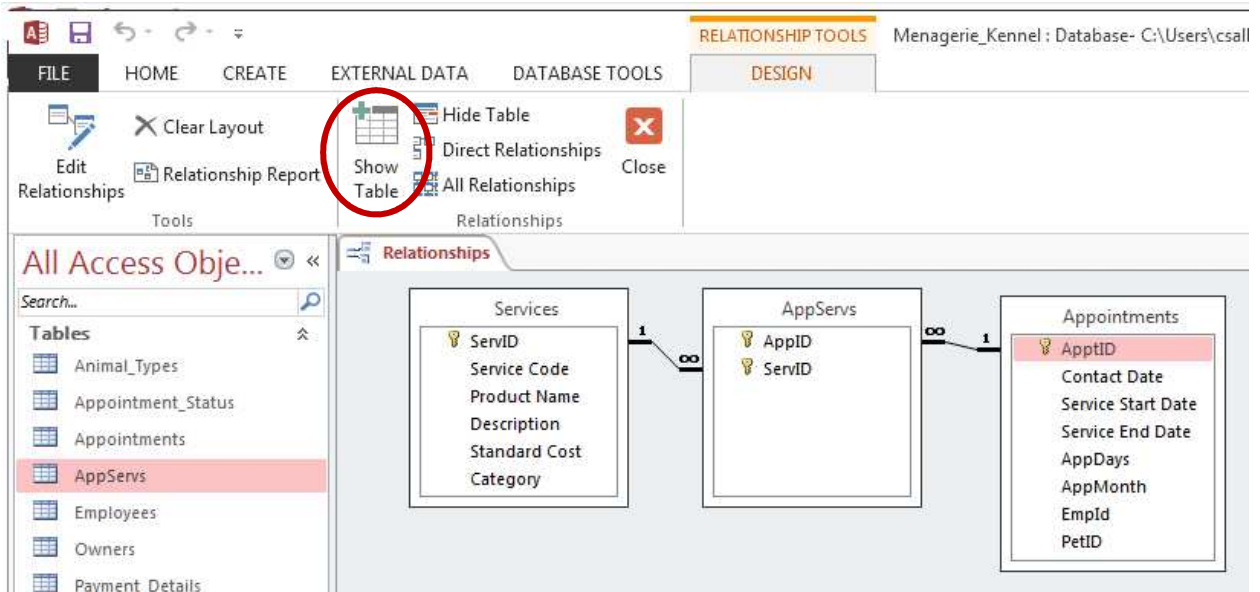
7. Click 'Create'. You now have a one-to-many relationship between the Services and AppServs tables. It should look like this:



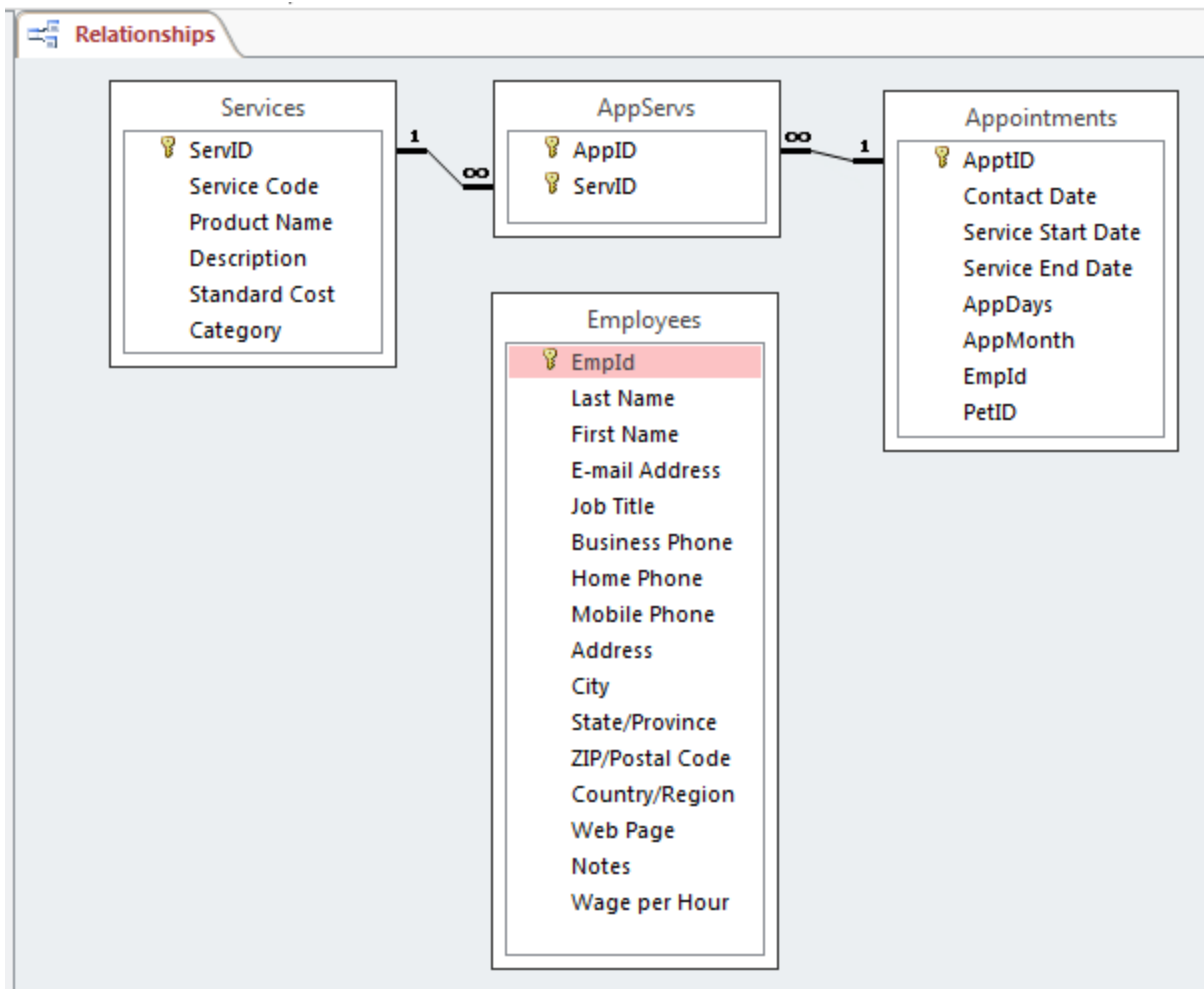
8. Repeat the above steps to create the relationship between the Appointments and AppServs tables. The screen will look like this:



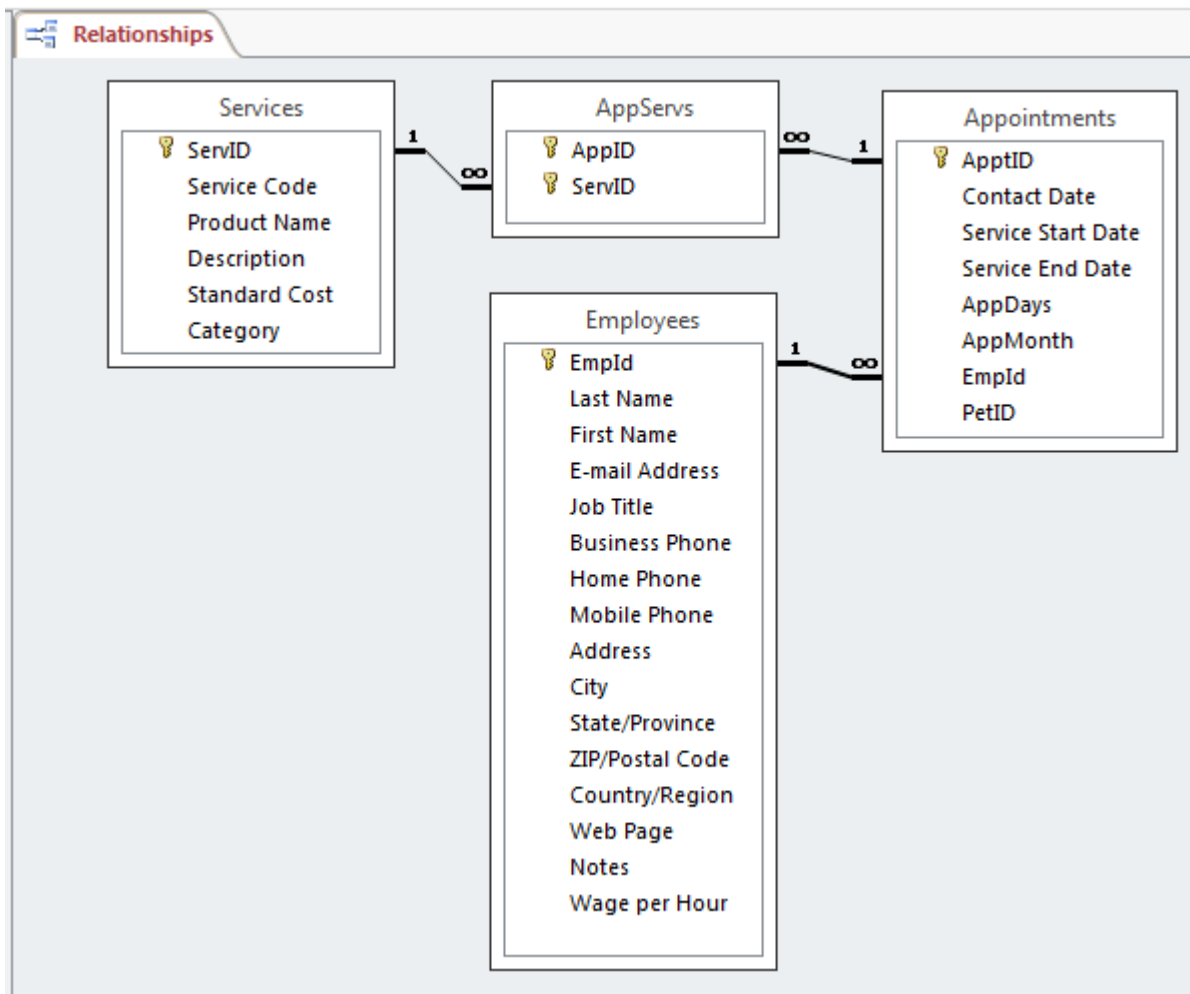
9. On the ribbon, click on the 'Show Table' button.



10. Select the 'Employee' table and arrange the tables until the screen look like this:



11. When establishing relationship between tables that DO NOT use a junction table, you always drag the primary key from its table and drop it over the foreign key in the related table. So, the 'Employee' table is related to the 'Appointments' table via the 'EmpID' field. Drag the 'EmpID' field from the 'Employee' table where it is a primary key and drop it over the 'EmpID' field in the 'Appointments' table where it is a foreign key. When provided the 'Edit Relationships' box be sure to enforce referential integrity. The screen should now look like this:



12. Continue these steps until the relationships are set up for the remainder of the tables. All relationships are one-to-many. Enforce referential integrity on all relationships.