

# FORMSAFE™ FOR MICROSOFT® ACCESS™

## Application Guide

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## 1 Introduction

FormSafe for Access is a tool to help you quickly and efficiently secure controls (buttons, text boxes, labels, etc.) at a user level. It is intended to complement a thoughtful implementation of security in your Microsoft Access database. We recommend you ensure your overall database security is well planned and designed, as otherwise, the measures provided by FormSafe will be easily circumvented by knowledgeable individuals. Please refer to [Appendix A: Access Security Resources](#) for additional information about securing Access databases.

## 2 Installing FormSafe

To install FormSafe into one of your databases, open FormSafe. You will be prompted to add FormSafe to an existing database with or without UI Builder. For either option, FormSafe will add the appropriate modules, form, and table to your existing database. Once complete, open your existing database and launch the form "usysFormSafeAdmin" to begin configuration.

## 3 Integration With Your Forms

Integrating FormSafe with your forms requires a single line of VB code for each form where you want to activate field level control. You may add the code manually, or use the included VBA Code Assistant available via the **usysFormSafeAdmin** form. In either case, each form's "Form\_Open" even needs to include a new line of code:

```
fFormSafe "YOURFORMNAME", Me
```

*YOURFORMNAME* – Required. The name of the form you want to secure that will display to the user. You may also use the "Me.Name" method if desired.

### 3.1 ACCESSING THE FORM\_OPEN EVENT

If you are unfamiliar with Microsoft Access event procedures, the following steps are needed to add your line of code to your form's Form\_Open event:

1. Open your form in Design mode.
2. Double-click the small black square at the top left corner of your form.
3. In the Properties window, select the Event tab.
4. Select the line "On Open"
5. Click on the icon with three dots.
6. Select "Code Builder" from the dialog.
7. Add your line of VB code to the area highlighted on screen.

```
Private Sub Form_Open(Cancel As Integer)
    fFormSafe "frmEmployee", Me
End Sub
```

**Figure 1: Visual Basic Editor**

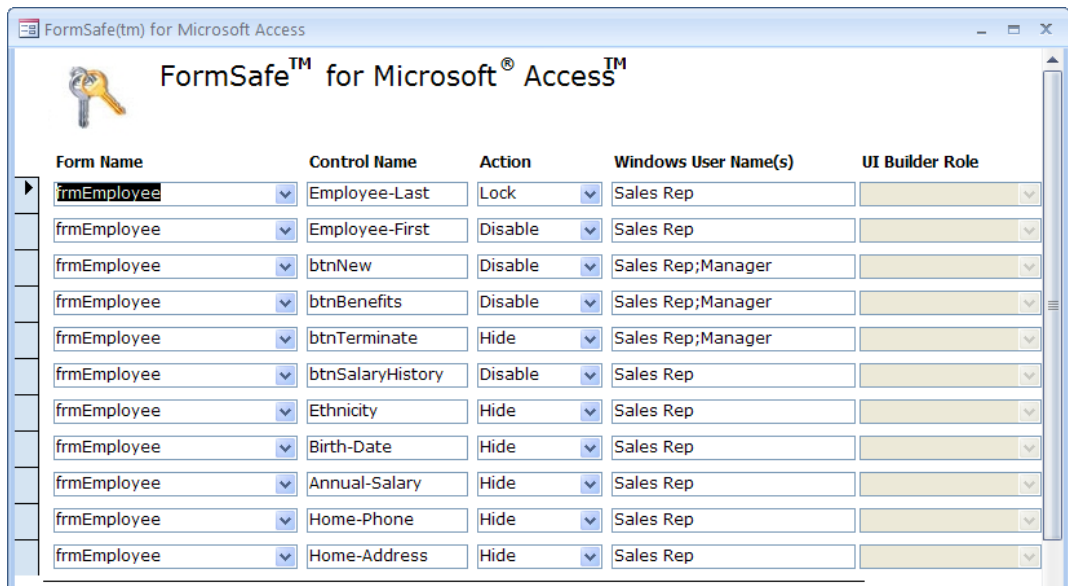
**Important!**

If you plan to hide or disable a field that also happens to be the first control on the form to take focus (i.e., when the form opens, the field is where the cursor displays), you must be sure to set focus on another control. You can do so by making a different control the first tab stop on the form, or adding a line before your fFormSafe function shown in Figure 1:

```
YOURFIELD.SetFocus
```

## 4 Configuration

Once you have added the one line of VB code to your forms' Form\_Open event, you will need to configure FormSafe to recognize users and which controls on a given form to secure. Open the form **usysFormSafeAdmin** from your database window.



**Figure 2: usysFormSafeAdmin Form**

In the field Form Name, select the form you want to secure. In the field Control Name, enter the name of the control you want to work with. You may enter any one of the following control types and set one of the corresponding actions from the dropdown:

Control Type(s)	Valid Actions
Text Field	Hide/Disable/Obscure/Enable/Show
Label Picture Graph	Hide/Show
Check Box Radio Button Combo Box List Box Button Tab Control Toggle Button	Hide/Disable/Enable/Show

### **Important!**

FormSafe will not validate that you have chosen a valid action for the control name you enter. If, for example, you attempt to disable or obscure a Label control, FormSafe will simply move on to the next control.

Finally, enter the username or usernames for which this action applies. If you are using UI Builder – Enterprise Edition from OpenGate Software, the Role dropdown will be enabled, and you may alternatively choose to secure form fields at a role level.

## **5 Advanced Configuration**

If you wish to show any errors that occur when FormSafe secures a form, set the value **blnHideErrors** in fFormSafe equal to true. For example, if you want to know when a configuration option is not working, such as an attempt to obscure a button. Additionally, if you wish to stop a form from loading if an error occurs, you may modify the fFormSafe function to return a Boolean False value on failure, which could then be used by your Form\_Open event to cancel the open action and alert the user.

### **5.1 INTEGRATING FORMSAFE WITH UI BUILDER OR WORKFLOW BUILDER FOR MICROSOFT ACCESS**

If you plan to use FormSafe with UI Builder – Enterprise Edition or Workflow Builder, please follow these steps:

1. Locate the module "modFormSafe"
2. Double-click to open the module.
3. In the function "fFormSafe", remove the apostrophe (comment indicator) from the line as shown in Figure 3 below.
4. Select the "Save" icon.

```

Function fFormSafe(strFormName As String, objForm As Form)
    Dim frmControls As Controls
    Dim frmControl As Control
    Dim rstFormSafe As ADODB.Recordset
    Dim blnHideErrors As Boolean
    Dim intRoleID As Long

    'to integrate with UI Builder - Enterprise Edition
    intRoleID = fgetuserrole

    'to troubleshoot, change this line to False
    blnHideErrors = True

```

Figure 3: UI Builder Integration

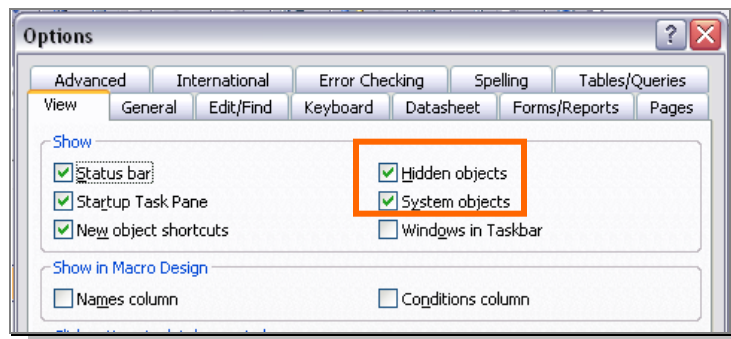
## 6 Installing FormSafe Manually

FormSafe has a relatively light footprint with two code modules, one form, and one database table. To install within your existing database, simply import the four objects into your existing database.

### 6.1 IMPORT STEPS FOR ACCESS 2003 AND LOWER

To import FormSafe objects into your existing database file, follow these steps in Access 2000 through 2003:

1. Select **Tools>>Options** from the File menu.
2. In the Options dialog, select the View tab.
3. At the top right, make certain the “Hidden objects” and “System objects” check boxes are checked as shown below.



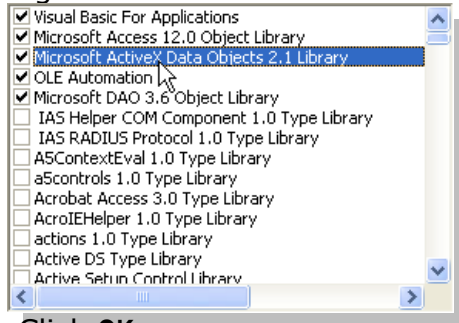
4. Select **OK**.
5. Select **File>>Get External Data>>Import...** from the File menu.
6. Select the FormSafe file you have downloaded or received in the File Open dialog.
7. In the Import Objects dialog, select the following objects from their corresponding tab:

Object	Tab/Type
usysFormSafe	Table

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usysFormSafeAdmin	Form
modFormSafe	Module
modFormSafe2	Module

8. Click **OK**.
9. Select **Ctrl+G**
10. Select **Tools>>References** from the Visual Basic editor menu.
11. At the top, make sure the library “Microsoft ActiveX Data Objects 2.x Library” is selected. If not, scroll down until you find the highest 2.x version and check the box.



12. Click **OK**.

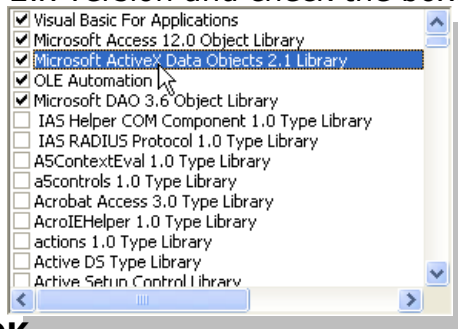
### 6.2 IMPORT STEPS FOR ACCESS 2007

1. Select the Office button from the top left corner of Access.
2. Select the “Access Options...” button
3. Select the “Current Database” menu option from the left side of the screen.
4. Select the “Navigation Options...” button.
5. In the “Display Options” box, make certain the “Show Hidden objects” and “Show System objects” check boxes are checked as shown below.
6. Click **OK**.
7. Select **External Data>>Access...** from the Ribbon menu.
8. Select the FormSafe file you have downloaded or received in the File Open dialog.
9. In the Import Objects dialog, select the following objects from their corresponding tab:

<b>Object</b>	<b>Tab/Type</b>
usysFormSafe	Table
usysFormSafeAdmin	Form
modFormSafe	Module
modFormSafe2	Module

10. Click **OK**.
11. Select **Ctrl+G**
12. Select **Tools>>References** from the Visual Basic editor menu.

13. At the top, make sure the library “Microsoft ActiveX Data Objects 2.x Library” is selected. If not, scroll down until you find the highest 2.x version and check the box.



14. Click **OK**.

**Note**

The FormSafe form and table are named “usys” to make them system objects, which makes them hidden by default. This is primarily to make it more difficult for a user to locate them.

## Appendix A: Access Security Resources

### ***SECURITY CONSIDERATIONS AND GUIDANCE FOR ACCESS 2007***

By Garry Robinson, Office Access MVP and Editor of vb123.com. Find out how you can use Access 2007 to protect the information in your databases. Learn about encrypting files, administering passwords, converting databases to the new ACCDB and ACCDE formats, and using other security options such as SQL Server.

<http://msdn2.microsoft.com/en-us/library/bb421308.aspx>

### ***MICROSOFT ACCESS USER-LEVEL SECURITY TUTORIAL***

Article from About.com on securing Microsoft Access 2003 and lower databases with workgroup security.

<http://databases.about.com/od/tutorials/ss/usersecurity.htm>