

Access 2013: Create web-based databases

Practical workbook

Aims and Learning Objectives

Access web apps can only be used via Microsoft's SharePoint. The easiest way to gain access to SharePoint is to subscribe to SharePoint Online, which is available from Microsoft for an annual fee. This then lets you host, use and share Access web apps from any Internet-enabled device. This document will be of no use if you do not have access to SharePoint Online.

This document assumes that you are experienced at designing and building Access databases so, rather than dwelling on these aspects, concentrates on the core building blocks – the 'must knows' – necessary for getting an Access web app online.

The core learning objectives for this document are to:

- Set up a new SharePoint Online Site to host your app
- Choose, 'launch' and use an Access web app from a template
- Modify your new Access web app

Note on versions of Access:

This document is only relevant to Access 2013 and will be of no use if using earlier versions of Access.

Document information

Course files

This document and any associated practice files (if needed) are available on the web. To find these, go to <http://www.bristol.ac.uk/it-services/learning/resources> and in the **Keyword** box, type the document code given in brackets at the top of this page.

Related documentation

Other related documents are available from the web at:

<http://www.bristol.ac.uk/it-services/learning/resources>



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Important: security information

Remember that if you store or otherwise process personal or restricted University data on a database, whether web-based or otherwise, you should be aware of your responsibilities toward keeping this data safe and secure, both from point of view of University regulations and the Data Protection Act.

See the Information Security website (www.bristol.ac.uk/infosec) for further information.

Important: prerequisites/support

1. You must have a SharePoint Online account before you can use this document.
2. You must determine in advance what Microsoft Services you need. You can compare options at <http://office.microsoft.com/en-gb/sharepoint/collaboration-tools-compare-sharepoint-plans-FX103789400.aspx>.
3. You may also need to buy further Microsoft Services, such as Office 365 to ensure that your version of Access is always up-to-date (SharePoint Online only lets you modify or launch new Access apps using the current version of Access).

Please note: IT Services does not provide support for any issues to do with creating, hosting, using or sharing Access web apps on SharePoint Online or for any problems in launching web apps. The SharePoint Online and Office 365 services are provided by Microsoft – for support you should go to <http://support.microsoft.com/ph/15834#tab6>.

Task 1 Create a new SharePoint Site

Objectives To login to your SharePoint Online account and create a new Site to host your Access web app.

Comments By creating a new Site you make it easier to control access to your Access web app if you intend to share your database with others and let them update it online.

1.1 To login to your SharePoint Online account and go to Sites:

- Open **Internet Explorer** and navigate to <https://login.microsoftonline.com/> and enter your SharePoint username (which is in the form of an email address) and password.

Note Chrome and other browsers do not work well (if at all) with SharePoint Online.



Figure 1 – select Sites from the menubar

- Select **Sites** in the **Menubar**.

1.2 To create a new Site to host one or more Access web apps:

- Click on the **new site** link to open the **Start a new site** dialogue.

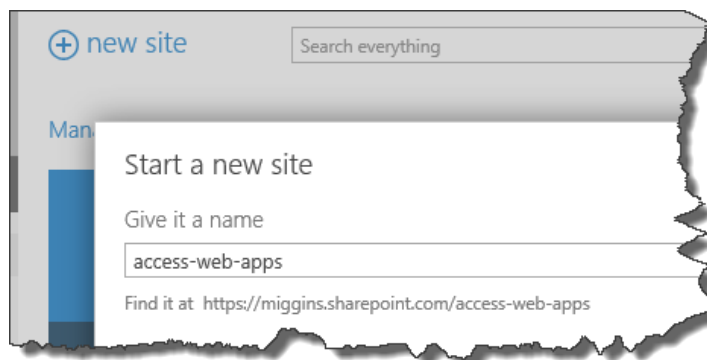


Figure 2 – don't include spaces when naming your new site

- Enter a name in the **Give it a name** field, e.g. **access-web-apps**.

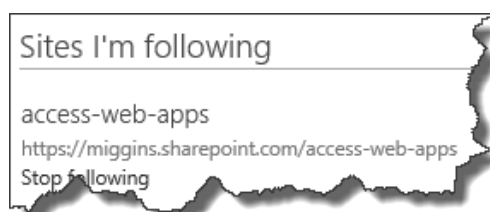


Figure 3 – all sites you create appear here

- Click **Create** and notice that your new site is now listed under **Sites I'm following**.

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