

## Caution

If you created a database in LibreOffice Base and your Primary Key field had Auto Value set to Yes, that field does not need to be part of the form. If Auto Value was set to **No**, you will have to include it and users will need to enter a unique value into that field whenever they make a new entry—not something that is recommended.

## Entering data into a form

Once you have created a form and tied it to a database, use it to enter data into the database or modify data already there:

- 1) Make sure that the form is **not** in design mode. (In the Form Controls toolbar, click the **Design Mode** icon. When design mode is off, most of the buttons on the toolbar will be grayed out.)
- 2) Make sure that the Form Navigation toolbar is on (**View > Toolbars > Form Navigation**). This toolbar normally appears at the bottom of the workspace.



Figure 425: Form Navigation toolbar

- 3) If there is existing data in the data source, use the control buttons on the Form Navigation toolbar to look at different records. To amend data in a record, edit the values in the form. To submit the changes, press *Enter* with the cursor in the last field. The record is saved and the next record is displayed.
- 4) If there is no data in the form, enter information by typing into the fields of the form. To submit the new record, press *Enter* with the cursor in the last field.
- 5) Other functions can be performed from the Form Navigation toolbar, including deleting a record and adding a new record.

## Note

If a user tries to fill in the form and receives the error “Attempt to insert null into a non-nullable column”, then the form designer should go back to the database and confirm that the Primary Key field has the Auto Value set to Yes. This error will prevent the form user from saving the records.

## Advanced form customization

### Linking a macro to a form control

You can set any form control (for example, text box or button) to perform an action when triggered by some event.

To assign a macro to an event:

- 1) Create the macro. See Chapter 13, Getting Started with Macros, in the *Getting Started Guide*.
- 2) Be sure the form is in design mode. Right-click the form control, select **Control Properties** in the context menu, and click the *Events* tab (Figure 426).