

Parameter Queries

Used For: Making a query as a question, then use the answer to that question to select items.

Prerequisite: Basic Queries

How To:

- Begin a query as usual, and use the query grid to show all the fields you want to show. Include the field the question will apply to (for example, if the query is going to ask "Enter the city to display", the City field needs to be included). Note that this field does not have to be shown, though it does have to be included.
- If you want, you may use the usual methods of sorting and selecting before moving on to adding the parameter.
- Click in the Criteria section of the query grid in the column of the field to which the question will apply and then:
 - If you want the query to find only exact matches for the answer given, type your question square brackets e.g., **[What city do you want to show?]**
 - If you want the query to find entries where the text is all or part of the match (for example, if you wanted to find all Street Addresses that were on a particular street), type **Like "*" & [What street do you want to see?] & "*"**
- Save the query.
- When the query is run, the question you typed will display first, with a text box underneath for the person running the query to type in their answer.

Can I have a drop-down box on my dialog instead of a text box?

Often there's a worry that users will not be able to remember appropriate things to type when the parameter box is displayed. A drop-down menu box showing the choices would help.

But as reasonable as this question is, surprisingly the answer is "No, not easily". Creating a parameter query like this involves both drawing a custom dialog box *and* using Visual Basic code. You've got a lot more to learn before you're ready for that!