

FORMSAFE™ FOR MICROSOFT® ACCESS™

Application Guide

Version 04.07.2008

This document is copyright © 2007-2008 OpenGate Software. The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

FormSafe is a trademark of OpenGate Software Inc.

Microsoft and the Office logo are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries.

TABLE OF CONTENTS

1	INTRODUCTION.....	3
2	FORMSAFE INSTALLATION.....	3
2.1	IMPORT STEPS FOR ACCESS 2003 AND LOWER	3
2.2	IMPORT STEPS FOR ACCESS 2007	4
3	INTEGRATION WITH YOUR FORMS	4
3.1	ACCESSING THE FORM_OPEN EVENT.....	5
4	CONFIGURATION.....	5
5	ADVANCED CONFIGURATION	6
APPENDIX A: ACCESS SECURITY RESOURCES		7
	SECURITY CONSIDERATIONS AND GUIDANCE FOR ACCESS 2007	7
	MICROSOFT ACCESS USER-LEVEL SECURITY TUTORIAL.....	7

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.

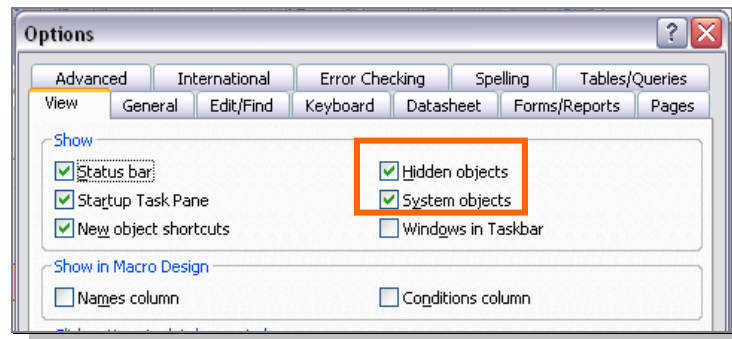
2 FormSafe Installation

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.

2.1 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
usysFormSafeAdmin	Form
modFormSafe	Module

modFormSafe2	Module
--------------	--------

8. Click **OK**.

2.2 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:

Object	Tab/Type
usysFormSafe	Table
usysFormSafeAdmin	Form
modFormSafe	Module
modFormSafe2	Module

10. 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.

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 forms' "Form_Open" even needs to include a new line of code:

fFormSafe "YOURFORMNAME", "PARENTFORM", "SUBFORMOBJECT"

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.

PARENTFORM – Optional. If the form will be a subform on another form, provide the name of the parent form. For example, if you want to protect content on a subform "Contacts," you would need to specify the parent form name, which might be "Companies."

SUBFORMOBJECT – Optional. If the form will be a subform on another form, provide the name of the subform object on the parent form. Note that the subform object is not the same as the subform name. Click on the subform area in the parent form's design mode, and look for the subform object's name in the Properties dialog box under the "Other" tab. Commonly the subform object is named something like Subform1.

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.

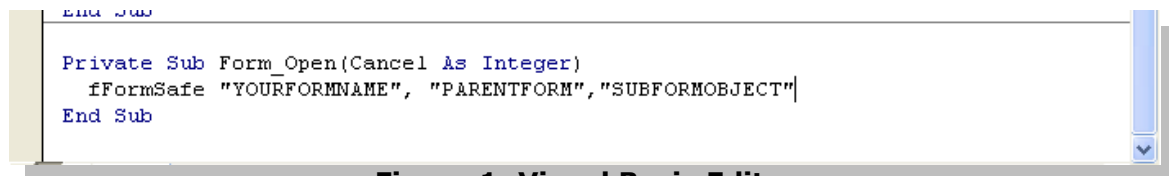


Figure 1: Visual Basic Editor

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.

Form Name	Control Name	Action	Windows User Name(s)
frmEmployee	Employee-Last	Disable	Sales Rep
frmEmployee	Employee-First	Disable	Sales Rep
frmEmployee	btnNew	Disable	Sales Rep;Manager
frmEmployee	btnBenefits	Disable	Sales Rep;Manager
frmEmployee	btnTerminate	Hide	Sales Rep;Manager
frmEmployee	btnSalaryHistory	Disable	Sales Rep
frmEmployee	Ethnicity	Hide	Sales Rep
frmEmployee	Birth-Date	Hide	Sales Rep

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.

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.

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>