Manipulate data with action buttons

When you create or use a Microsoft Access app, you use the action buttons on the Action Bar to perform various tasks such as adding, modifying or deleting records. Action buttons are somewhat like the controls on a view. Some action buttons are predefined which cannot be changed but you can add custom action buttons to the Action Bar to suit your app needs. Each view in an Access app displays specific predefined action buttons in the Action Bar that can be performed from that view. This article gives you an overview of the predefined action buttons and explains how you can add custom action buttons to a view. If the Action Bar is hidden by the app developer, the action buttons are not visible. If the record source of the view is set as read only, the action buttons will also not be available as you will only be able to view the data.

This article doesn't apply to Access desktop databases. For information concerning forms and navigation in desktop databases, see **create an Access form.**

Overview

The type of action buttons displayed on the Action Bar depend on the view that you are using. The predefined actions automatically perform specific tasks. If you hover over an action button, its functionality is displayed. The following image is a sample of actions on an Action Bar, and their respective functionality:

Actions:	
Functionality:	Add Delete Edit Save

Actions:	
	Cancel

Actions such as Add, Delete and Save are predefined by Access and these can be performed in the context in which they appear. If you remove a predefined action from a view, you can't add it back. Predefined actions can't be modified from any of the view types. You can add custom actions to most views and we'll see how later in this article. In the next section, let's take a look at how you can use the predefined actions.

Datasheet views include a Download in Excel action button.

Views and actions

Access displays specific predefined action buttons in the Action Bar with views based on tasks that you can perform from that view. This following table lists the availability of the predefined action buttons for various views and when they are enabled.

List : This view displays the most number of actions. Add, Delete, Edit, Save, and Cancel action buttons are available from the List view.

Condition	Actions enabled
When adding the first record	Save and Cancel
When adding records when other records already exist	Save and Cancel
When reading updatable data	Add, Delete, and Edit
When reading non-updatable data	None
When editing a record but you have not made any record changes	Cancel

Condition	Actions enabled
When editing a record and you have uncommitted changes	Save and Cancel

Datasheet view : Add, Delete, and Download in Excel action buttons are available from the Datasheet view. Add and Delete are enabled at all times except when entering data on a new record. The Download in Excel action button is enabled at all times in Datasheet views.

Summary view : None of the action buttons are available from the Summary view.

Blank view : Action buttons only appear in the Action Bar for Blank views when the record source property is set. The action buttons that appear In Blank views are inherited from the List view.

Predefined actions

Access apps provide six predefined action buttons that are displayed on the Action Bar based on the view type you select. The number of predefined actions shown depends on the view type. While you cannot edit predefined action buttons, you can change the order in which they appear on the Action Bar or hide the entire Action Bar in a view.

The following table includes the predefined action buttons, their functionality and keyboard shortcuts:

Using predefined actions

Add a record

The Add new record action button is available in List and Datasheet views if the view has a record source that is updateable. The Add new record action button is also available in Blank views if the view has a defined record source and is updateable. Use the

Add action button to add a new record to a table. To use the action, complete the following steps from an opened Access app:

1. Click the List view. (You can also add records from Datasheet and Blank views.)
2. Click the property button and click **Open in Browser**.

3. After the list view opens in your web browser,

   click **Add** and the fields are displayed.

   Note: Only the **Save** and **Cancel** actions are available at this point.

4. Add the information for the new record and click **Save** .

Repeat step 3 and step 4 to add more records.

Delete a record

The Delete record action button is available in the List, Blank and Datasheet views if the view has a record source that is updateable.

1. To delete a record, open the table in either Datasheet, Blank or List view.

2. Select the record, and then click the **Delete** action.
3. When Access asks you to confirm the delete action, select one of the following options:
   - To cancel the delete action, click **No.**
   - To continue with the delete action, click **Yes**.

When you delete a record, the record no longer appears in the view and you'll see the following changes:

- The record immediately after the deleted record is highlighted.
- The previous record is highlighted, if you deleted the last record in a table,

- The remaining record in a table is displayed, if it is the only remaining record, the view switches to display the no-records view.

Edit a record

The **Edit** record action button is available only in List and Blank views when the view has a record source that is updateable. When you open the List or Blank view, the Edit, Add and Delete action buttons are available.

1. To edit an existing record, open the table in **List** view in your web browser and click the **Edit** record action button.
2. Make the required changes and then click the **Save** action button.
   As you start modifying data in a field,
   the **Cancel** and **Save** actions become available.

Save a record

The Save record action button becomes available after you modify information for a record in a List or Blank view. When you click the Save record action button in an Access app, the modified data is sent to the server. If there is a save conflict, Access displays an error message.

Cancel changes to a record

You can cancel any data modification from List and Blank views if, a record has unsaved changes and if the view has a record source that is updatable.

To cancel any changes to a record soon after you made it:

- Click the **Cancel** action button. The recently edited fields display the values stored in the database.
  The Save and Cancel action buttons become unavailable after you perform a cancel action and the fields change to the read only mode.

Create and use custom actions

If you have permissions to change the design of an Access app, you can add new actions to the Action Bar and customize it to run on click by using macros. You can also change existing macro actions from the Access app designer.

You can add up to seven custom actions to a view. When you reach the maximum limit, Access displays a message indicating that the limit has been reached. If you see this message, you can delete existing custom actions and add more actions.

Unlike predefined actions, custom actions can be created and modified. You also can select the icon for a custom action and its position on the Action Bar.

- To change the order in which a custom action is displayed, click on the custom action button and drag it to a new position on the Action Bar. The tab order automatically changes to reflect the new order.

Add a custom action

1. Open the Access app, from the Navigation Pane right-click the view where you want to add the action, and then click **Open**.
2. Click **Add custom action** button.
3. Click to select the custom action and then click the Data property button.
4. To customize the action, make changes to the following properties:
    - **Control Name**: Type a name for the action.
    - **Icon**: Click the arrow next to the default icon and pick an icon from the gallery. Make sure that you pick one that is not already on the Action Bar or you will have duplicate icons displayed.

    - **Tooltip**: You can add a brief description of the action. Adding a tooltip is optional but it can be helpful to others if they are able to see a description of what action is performed upon clicking the button.
5. Click **On Click** and add a macro action for the button.
6. Right-click the macro tab, save and then close it.

Learn how to customize a view with a user interface macro.

Edit a custom action

1. Click to select the action.
2. Click the **Data** property button, and then make your changes.

Delete a custom action

- Select the action and press Delete on your keyboard.

You can also select and delete multiple custom actions at the same time. When you delete an action, the icon is removed from the Action Bar but not from the icon gallery.

Undo a deleted custom action

- Click the undo button  on the Quick Access Toolbar.
  Move a custom action button on the Action Bar
- Click and hold the button and drag it to a new position on the Action Bar.