

FormSafe™ for Microsoft® Access™

Application Guide
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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 an installation prompt when you first open the database. Choose the option that applies to your situation, and locate the database you want to include FormSafe in.

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", Me
```

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.

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.

```
Private Sub Form_Open(Cancel As Integer)
    fFormSafe "frmEmployeeSummary", Me
End Sub
```

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.

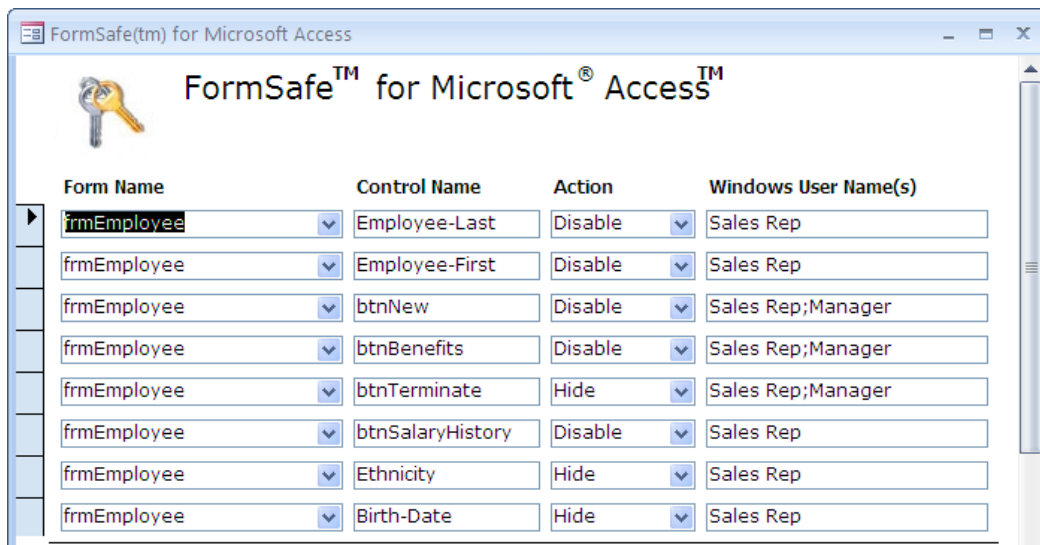


Figure 2: usysFormSafeAdmin Form

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.

4.1 APPLYING RULES TO ALL USERS

FormSafe allows you to apply a rule to all users, except any user that you have explicitly defined for the same form. To do so, add the following text to the Windows Username field (include the brackets):

[all users]

Important!
If you define one rule for a specific Windows Username and control on a form, then the [all users] rule will not apply for all controls on the form for that user. You will need to explicitly define any rules for that user for each control you want to hide/obscure/disable.

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.

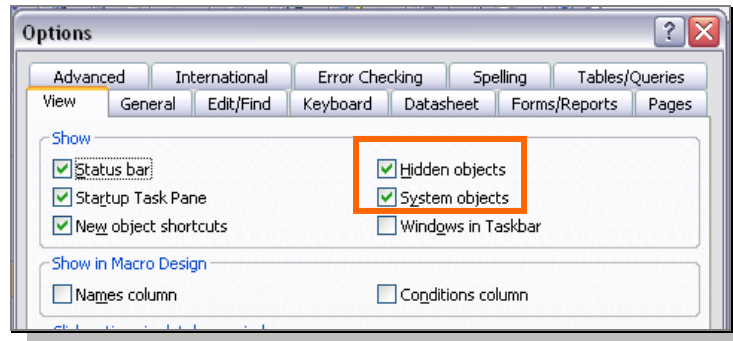
6 Manually Installing FormSafe

This section only applies if you wish to manually install FormSafe instead of using the packaged installation prompt.

6.1 MANUAL 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

**Exclude this module if you are incorporating FormSafe into another OpenGate database. It contains shared VB code that should not be duplicated to avoid errors.

8. Click **OK**.

6.2 MANUAL 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.

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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

**Exclude this module if you are incorporating FormSafe into another OpenGate database. It contains shared VB code that should not be duplicated to avoid errors.

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.

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>