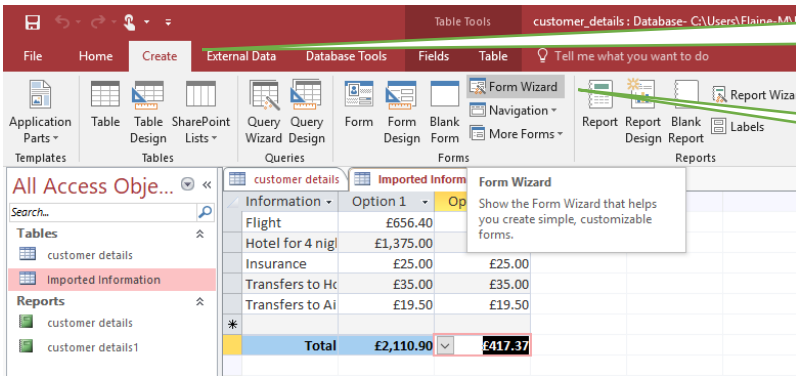
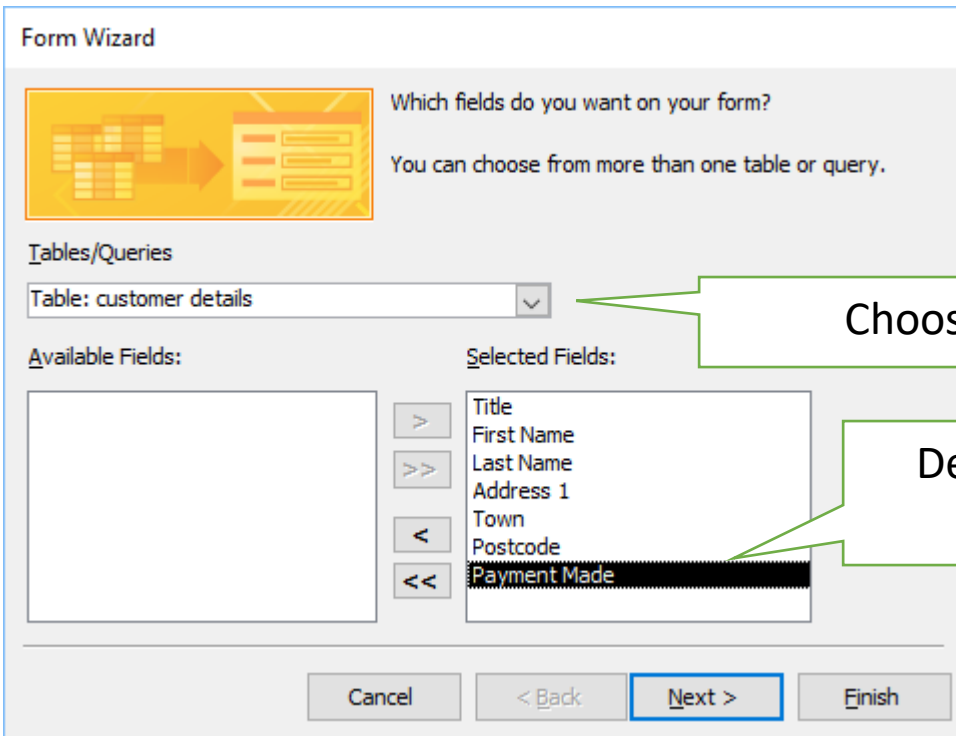


Create an INPUT FORM in ACCESS



CREATE

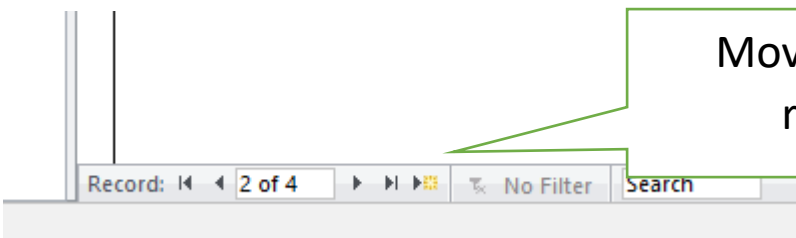
FORM WIZARD



Choose Table

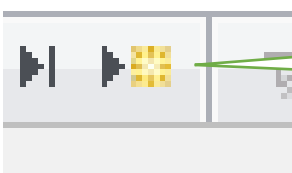
Decide on fields required

NEXT, NEXT, FINISH



Move through records

MAKE A NEW RECORD



Click to make NEW (Blank) record

customer details

Title	Mrs
First Name	Gemma
Last Name	Walsh
Address 1	16 Huss Street
Town	Belfast
Postcode	BT15 7GH
Payment Made	£345.00

Add NEW information

Title	First Name	Last Name	Address 1	Town	Postcode	Payment Made
Miss	Susan	Bradly	23, Pound Street	Belfast	BT14 6DR	£456.00
Mrs	Gemma	Walsh	16 Huss Street	Belfast	BT15 7GH	£345.00
Mrs	Laura	Huet	34, Dover Street	Bangor	BT20 8KL	£345.00
Mr	David	Stephens	44, Apple Street	Bangor	BT20 9UJ	£234.00
Mrs	Tara	Dunn	12, Happy Street	Newtownards	BT22 5RT	£456.00
Mrs	Maureen	Munn	12 Beverley Park	Carrmoney	BT36 6DS	£234.00
*						£0.00
Total						£2,070.00

The customer Details Table will automatically update