

Access 2013 Web Apps

- How to convert a back end desktop database to a web app
- How to link to the web app from a desktop front end
- How to edit and make copies of the web app



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How to convert a back end desktop database to a web app

1. Check your data types – warnings will occur if importing unsupported types that cannot convert. Realize that total size of database will be limited to 1GB

Field types allowed in Web databases

Short Text	Hyperlink
Long Text	Yes/No
Number	Image
Currency	Calculated
AutoNumber	Lookup
Date/Time	



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How to convert a back end desktop database to a web app

2. Purchase an Office 365 plan and setup your site to host the database

Office 365 plans which can host the database

The site must be capable of hosting Access web databases, which means it must include an Intranet site and Access software. Current plans that meet this requirement include:

Office 365 Enterprise E3 \$20/user/month
Office 365 Enterprise E4 \$22/user/month
Office 365 Enterprise E5 coming by end of year



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How to convert a back end desktop database to a web app

3. Open Access on your desktop
4. Select "Custom web app"
5. Fill in new name for your app
6. Fill in your site name (copy and paste from site exclude /_layouts and after) for the Web Location
7. Down at the bottom of the screen choose "Create a table from an existing data source" Access.
8. Browse to your local copy of .accdb
9. Choose "Select All", then "OK"
10. When it is finished select Close button
11. May want to review types (back to Step 1)



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How to link to the web app from a desktop front end

1. Click on File tab.
2. Under info click on Manage (Connections).
3. Choose the "From Any Location" option.
4. Then under Manage again select "Enable Read-Write Connection".
5. Then under Manage again select View Read-Write Connection Information.
6. On the line of code that starts with "db.TableDefs(i).Connect =", move over to where it says SERVER=. Replace the existing server info with the info in your connection information field Server. You should be able to copy and paste the information. Make sure you leave the ; at the end.
7. Do the same for PWD (replace with Password) and DATABASE (replace with Database).
8. For UID replace the letters before the @ sign with the UserName. Replace the letters after the @ sign with the first letters in the SERVER (all the letters before the .)



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How to edit and make copies of the web app

1. To edit your web app
 - a. Use toolbar at top right of app
 - b. Customize in Access
 - c. Open
 - d. All saves push changes back to web
 - e. You cannot see them without refreshing by clicking on database name



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How to edit and make copies of the web app

2. To make a copy of the web app
 - a. File
 - b. Save as New App
 - c. After browse to where and fill in name – option to Include all Data
 - d. From your Site Contents
 - a. Select Add an app
 - b. Type Access in the Search package and hit Search
 - c. Select Access App
 - d. Click Upload an Access .app package
 - e. Browse to your .app package
 - f. Hit create



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Resources

Maria Barnes
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Book – Professional Access 2013 Programming
By – Teresa Hennig, Ben Clothier, George Hepworth, Dagi (Doug) Yudowich

