

MS Access 2007 - Field Validation Rules



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Acknowledgement

This module is a sharing of information on Field Validation Rules for the beginners. It contains illustration which may guide the users along the practice sessions.

I would like to express my sincere thanks to all the IPGKTHO Educational Department Staff for giving me an opportunity to try out this module and had provided valuable feedback and suggestions, especially Dr. Tey Kien Huat, who had kindly and generously pointed out the mistakes and suggested way to do correction.

It's human to err. This module may contain errors and omission which were done unintentionally. A thousand apologies over the mistakes made and I am looking forwards to further comment and suggestion to improve on this module.

Thank you.

Sumitar Kan Fong Kuen 16th August 2012

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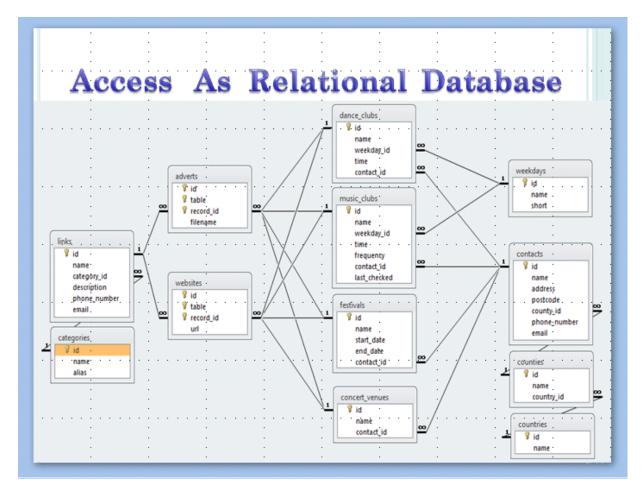
Learning Objectives

This sharing focuses on the field validation rules which restrict the type of data to be entered into a particular field.

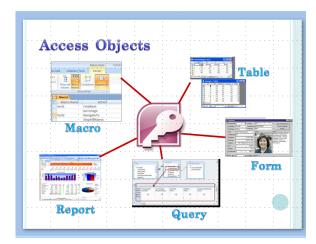
The exercise prepared for this sharing session focuses on adding validation rules in a field. We shall be creating a table and add validation rules that will restrict the type of data which may be entered into a particular field. A form shall be created to see how the validation rules affect the process of data entries.

Microsoft Access

It is a form of relational database which can store information in multiple related tables. If it is organized correctly, all these multiple tables can be treated as single storage area and pull information electronically from different tables in whatever order which meet your needs (Lambert, Lambert III, & Preppernau, 2007).



Access consists of several objects which help to store, organize and retrieve information, such as the table, form, query, report and macros.



The table object is the core database object which main purpose is to store information. The type of data which can be assigned appropriately to each field may include:

	Data type	Details
1	Text	Use for enter all types of data (number, special character, text, special characters such as &, %,= and?) for information such as like names, article titles, zip codes, short descriptions, etc. Its field size is 255 characters in one cell.
2	Memo	Use for enter all types of data (number, text, special character, etc) But its field size is 65535 characters in one cells include space. For instance, long texts like article body text, blog posts, long descriptions. (Data types in Access)
3	Number	Enter only number types (0 to 9) not include space, we can not types text special Characters. Example: Quantity, size, length, weight, speed, scores, percentages
4	Auto number	Its data type will be update automatically we can not add any number in this list and we can not enter deleted number. It is by default the Primary key field.
5	Currency	This data types accept only number type data with \$ Rs. sign. Example: Price.
6	Date and Time	We can enter only date and time type data, Time format is (HH:MM:SS am/ pm), Date format is (MM-DD-YY). Examples are Birth date, order date, expiration date, creation date, subscription date
7	Hyperlinks	Hyper link field use for link other file / web page.
8	Yes/No	A Logical field can be displayed as Yes/No, True/False, or On/Off. It appears as checkbox.
9	OLE Object	Insert any picture or any other objects (such as a spread sheet, audio file, or video file) its file size is 1 GB in one cell OLE (Object linking embedded.
10	Attachment	Use for insert multiples file (multiple file formats such as images or spreadsheet) in one cell its file size is 2 GB round about.
11	Lookup Wizard	Links between two tables / query / fields by relationship use option lookup wizard.

Restricting the type of data in a field

The data type settings restrict entries in a field to a specific type of data, such as text, numbers, or dates.

Example of Field Properties

The field properties set to control input are:

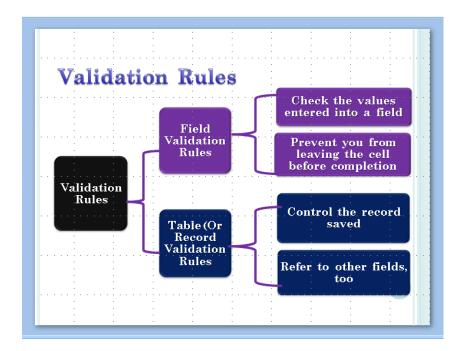
- Allow Zero Length when set to "No", the field cannot be blanked, i.e. no "" string value (Zero character).
- Field size Set the maximum size allowed.
- **Required** When set to "Yes", ensures that every record will have a value in this field. Access will show an error message and won't insert the new record if you try to insert a new record that has no value for a required field.
- Input mask It specifies that the field value must conform to the pattern set by the mask. *Example*:
- Validation rules The expression establishes criteria that any new or changed value must meet.

Validation rules

"A validation rule is an expression that can precisely define the information that will be accepted in one or several fields in a record." (Lambert, Lambert III, & Preppernau, 2007)

There are two basic validation rules:

- Field validation rules Use a field validation rule to check the value that you enter in a field when you leave the field.
- Record (or table) validation rules Use a record validation rule to control when you can save a record (a row in a table). Unlike field validation rules, record validation rules refer to other fields in the same table. You create record validation rules when you need to check the values in one field against the values in another (Microsoft Office, 2012).



You can enter validation rules for all data types except for the AutoNumber, OLE Object, and Attachment data types, and for Number fields set to ReplicationID (Microsoft Office, 2012).

Example of field validation rules:

- [Date2]>[Date1] means Date 2 must be later than Date 1.
- [Birth date]<=#01/01/2012# meaning that you cannot enter a date later than or equal to 01/01/2012.
- [Load amount]<=20,000 shall be imposing a control over the amount of loan which should be less than or equal to RM20,000.

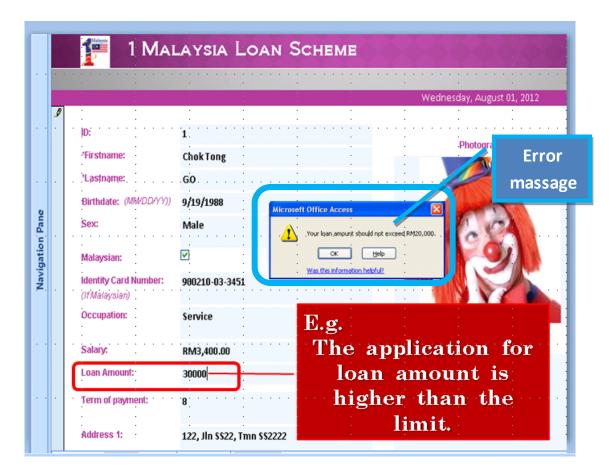
The validation text (validation message) serves as a reminder for the user over what are the conditions imposed on them for a particular situation.

You can add rules to the table or form in Design View. The exercise prepared for this sharing focuses on adding validation rules in a field.

Here is an example of validation rule applied to a field:

/ Field N	ame	Data Type			Description
Loan Amount	· · · · · · · · · · · · · · · · · · ·	Currency		· · · · · · · · · · · · · · · · · · ·	
Use RM as curn	ency unit.	Validation ru	le <=20,000). Display	text "Your
oan amount sl	hould not e	exceed RM20,	,000."	• •	: :
			Field Pro	perties	
General Lookup	· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·
Format	Currency			· · · ·	
Decimal Places	Auto				
Input Mask		1 1		:	:
Caption	a a a a tara a sa			• • • • • • • • •	<mark>.</mark> i
Default Value				<u>.</u>	
Validation Rule	<=20000	: : :			A field name
Validation Text	Your loan an	nount should not exc	eed RM20,000.		including s
Required	No				
Indexed	No		:	: :	:
Smart Tags	•••••••	· · · · · · · · · · · · · · · · · · ·			• • • • • • • • • •
Text Align	General	· ·	•		

Example of Validation Rule and Validation Text for a field named as [Loan Amount]



When the data input infringes the validation rule, an error message is displayed, showing the predetermined validation text (rule).

Exercise

- 1. Create a table and a form.
- 2. Testing on the data validation rules.

I. Building a table and specifies its data type as well as the field properties.

- 1. Start the MS Access program and create a new database in your desired directory and folder.
- 2. Choose a blank database.
- 3. Let's build the following table with the fields as suggested in design mode and accept its name as default:

Note:

You need not type the description into the description field.

	Field Name	Data Type	Description
₽	D	AutoNumber	Accept the default setting.
	Firstname	Text	Filed size=35, Required, Do not allow zero length.
	Lastname	Text	Field size=25, Required, Do not allow zero length.
	Birthdate	Date/Time	Short date, in your form please state that the format is "MM/DD/YY"."
	Sex	Text	Use Look up Wizard and type the values as "Male" and "Female" which allows the user to choose from the drop down list.
	Malaysian	Yes/No	Let the user click to check the box if he/she is a Malaysian.
	Identity_Card_Number	Text	Use Input mask to specify format as "000000-00-0000". Label="If Malaysian, please enter your Identitiy Card Number."
(Occupation	Text	1. Data Type=Text. 2. Create table named "Occupation" which provides options such as "Agricultural, Business, Education, Finance, Manufacturing, Medical, Military, Service, Others". 3. Lookup to table "Occupation".
	Salary	Currency	Use RM as currency unit
	Loan_Amount	Currency	Use RM as currency unit. Validation rule <=20,000. Display text "Your loan amount should not exceed RM20,000."

MS Access 2007 - Field Validation Rules

Field Name	Data Type	Description	4
Term_of_payment	Number	Validation rule <10. Display text " Your loan pay back period should be less than 10 years"	
Address 1	Text	Field size=100, Required.	[
Town	Text	Required. Field size =40	
State	Text	1. Data type="Text". 2. Create table named "States" which provide a drop down list that allows the user to choose from the Malaysian states. 3. Lookup to table "States".	_
Phone_number	Text	Required. Use Input mask to specify format as "000-0000000" You may also ignore the input mask so that the user may freely type any information as desired.	
Photograph	Attachment	Required. Set the data type as "Attachment so that the users may insert more than one photograph.	-
Attachment	Attachment	Set the data type as "Attachment so that the users may attach more than one document of folders. You may state in your form what are the type of document required.	•

Note:

The field name should not contain space, use underscore to separate 2 words or phrases if necessary.

Hints for setting of the field properties:

- Field name: ID, Data type: Autonumber. Accept the default settings.
- 2. Field name: FirstName, Data type: Text.

35
Yes
No
No
Yes
No Control
None

3. Field name: LastName, Data type: Text.

General Lookup	
Field Size	25
Format	>
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	No
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

Note:

in the "Format" properties, symbol " > " will print the characters in Uppercase, symbol " < " will result in Lowercases. Leaving it blank than it will accept the value as it is without any alteration.

4. Field name: **BirthDate**, Data type: Date & Time.

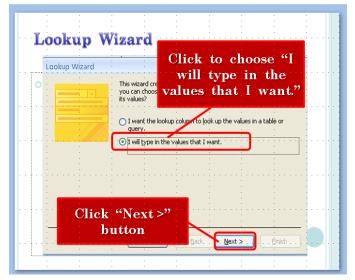
	Field Prop
General Lookup	
Format	Short Date
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	
Text Align	General
Show Date Picker	For dates

Later on, you need to state in the form that the input values shall be in the format of "MM/DD/YY".

- 5. Field name: **Sex**, Data type: Text/Lookup Wizard, type the inputs.
 - 5.1 Choose the data type as "Lookup Wizard".

Table2						
: :	Field Na	me		Data 1	ype	:
Sex	:	:	÷	Text	i.	*
				Text		
		:	-	Memo		÷
			•••••	Number		
				Date/Time		
				Currency		
		-	÷	AutoNumbe	er	
:		:		Yes/No		
				OLE Object		
• • • • • • • • • • • • • • • • • • •				Hyperlink		
			-	Attachment		1
: :	1	-		Lookup Wiz	ard	:
	•			Attachment		

5.2 When the Lookup Wizard dialog box is displayed, choose "I will type in the values that I want". After that, click the "Next >" button.



4.3 Accept the values provided and click the "Next >" button.



4.4 Accept the default value and click "Finish".

Lookup	Wizard	
Lookup Wizard		
0	What label would you like for your lookup column?	
	Do you want to store multiple values for this lookup?	
	Do you want to store multiple values for this lookup? Allow Multiple Values	
	Those are all the answers the wizard needs to create your lookup column.	
· · · · · · · · · // · / ///	<mark>.</mark>	
	Click "Finish" button	
	Einish	

4.5 Save table.

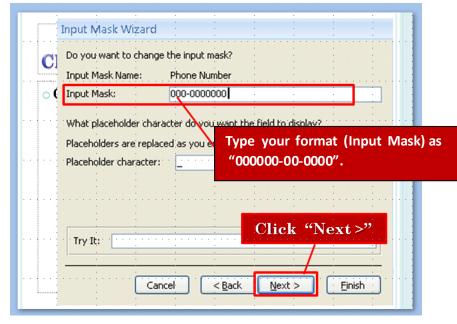
- 6. Field name: Malaysian, Data type: Yes/No.
- Field name: Identity_Card_Number, Data type: Text with input mask.
 6.1 On the Field Properties Panel, click on the build button at the end of the Input Mask field.

Table2				
Field	Vame	: [Data Type	
Identity_Card_N	umber	Text	· · · · · · · · · · · · · · · · · · ·	
			i i	F
General Lookup				
Field Size	255			•
Format	i i			
Input Mask	000000\-00\-0000;	0;		
Caption			- Click	b to
Default Value			set t	ha
Validation Rule	: :			
Validation Text			format	tin
Required	No	· · ·	100 C	
Allow Zero Length	Yes			
Indexed	No			•
Unicode Compression	Yes			
IME Mode	No Control			
IME Sentence Mode	None			
Smart Tags				

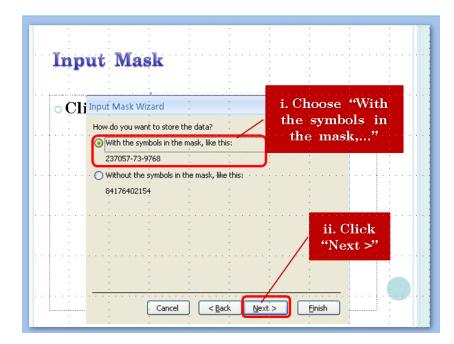
6.2 When the Input Mask Wizard dialog box appeared, click to choose "Social Security Number" and then click the "Next >" button.

· · · · · · · · · · · · · · · · · · ·	
Input 1	Mask
-	
1	Input Mask Wizard
	Which input mask matches how you want data to look?
	which input mask matches now you want data to look?
General Lookup	
Field Size	To see how a selected mask works, use the Try It box.
Format	To change the Input Mask list, click the Edit List button.
Input Mask	/ Input Mask: Data Look:
Caption	Click
Default Value	I Social Security Number 831-86-7160
Validation Rule	Extension 63215 Next >
Validation Text	Password ******* Long Time 1:12:00 PM
Required	
Allow Zero Length	Try It:
Indexed	
Unicode Compression	
IME Mode	Edit'List Cancel < Back Next'> Einish
IME Sentence Mode.	None
Smart Tags	

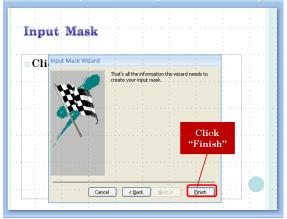
6.3 Type the format that you have specified into the space provided for Input Mask.



6.4 Click to choose the alternative where to format of the data is "with the symbols in the mask...".



6.5 Click the "Finish" button.



Note:

You may state in the form created later by using a label "If Malaysia" so that only our citizens will need to key in the information of their identity card.

8. Field name: **Occupation**, Data type: Text/Lookup Wizard, lookup a table named "Occupation" and then save the table

"Occupation" and then save the table.

- 8.1 Initially accept the data type as Text.
- 8.2 Create a new table named "Occupation"
- 8.3 In the design view, accept ID as the default setting.
- 8.4 Add a new field named Occupation.
- 8.5 Switch to Datasheet View, in the field named "Occupation", type the values:
 - Agriculture
 - Business
 - Education
 - Finance
 - Manufacturing

- Medical
- Military
- Service
- Others

the L	ookup W	ocess for sel izard by cre	
a new	r table "	Occupation"	
- T2: -1.1	Values:	-	
o r ieia	values:	nal Data 👘 Database Tools 👘	Add-Ins Acr
		Table2 Occupation	
	las es els es es	Occupation 👻	
		Agriculture	· · · ·
		Business	· · · · ·
asa as Ésa as	lies es als es ad	Education	ka a da a od a o
		Finance	
1		Manufacturing Medical	
na waji na waa		Military	
1	1	Others	
83.		Service	

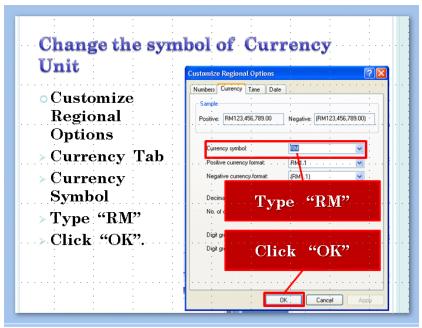
8.6 Save and close the new table.

- 8.7 Go back to Table1 in design view. In the field named Occupation, click on the data type to select Lookup Wizard. Repeat the process until completion.
- 9. Field name: Salary, Data type: Currency, use RM as currency unit.

Table2 Table3			· · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·
Field Name		Data Type		· · ·
Salary	Curre	ncy	Use RM a	s currency unit
:		· · ·	F	ield Properties
		: :	:	: :
Seneral Lookup				
Format	Currency			Y
Decimal Places	General Nu			
nput Mask	Currency	RM3,-	456.79	
Caption	Euro	€3,45	6.79	
Default Value	Fixed	3456.	79	
alidation Rule	Standard	3,456	.79	
alidation Text	Percent	123.0	0%	
Required	Scien			
ndexed	No Cli	ck on th	ie laund	cher to
Smart Tags		oose "C		
ext Align	General	oose C	urrenc	y IVIVI
				· · ·

Note: If the "RM" currency unit is not available, you need to set the currency unit in "RM", by carrying out the following steps:

9.1 Control Panel > Regional and Language Options > "Regional Option" Tab > Click on the "Customize" button.



9.2 Type the "RM" symbol into the "Currency symbol" option.9.3 Click the "OK" button.

Table1 Table1						
Field Name	Data Type	•		Description		
ID.	AutoNumber					
Firstname	Text	Filed size=35	. Required. D	o not allow zero	length	
Lastname	Text	Field size=25	. Required. D	o not allow zero	length	
Birthdate	Date/Time			message (text) " i		r vour hirthdate
Sex	Text			ws the user to ch		
Malaysian .	Yes/No			the box if he/she		
Identity Card Number	Text			format as "00000		
'	14074					
Occupation	Text			ovide drop down	list such as	"Agricultural, B
Salary ·	Currency	Use RM as cu				•
Loan Amount	Currency			/alidation rule <=		
Term of payment	Text .			ay text ".Your loar	n payment s	hould be less th
Address 1	Text	Field size=10	0. Required.			
Town	Text	Requ				
State	· · · Text · · · · · · ·	Com	Curre	ency u	nit	aysian state
Phone number	Text	Requ	Juire	mey u		00"
Photograph	Attachment	Recy	66 E	M? is		
Attachment	Attachment	Lett 1	· · ·	un is		
	, and the second second		6374	ailable		
			ava	manie	• 12 1 1 1	
		Field	<u></u>			
			•			
eneral Lookup		<u>.</u>		-	:	÷
ormat Curre	ncy ral Number 3456.779			🍝		
ecimal Places Gene nput Mask Curre				- ·		
aption Euro	03,456.79			- 		
efault Value Fixed		•		•	•	•
alidation Rule Stan	dard 3,456,79			The displace		field. Select a pre-
alidation Text Perce	nt 123.00%					custom format
lequired Scier	tific 3.46E+03				F1 for help o	
				-		
ndexed No						

The currency unit in "RM" should be available.

Table2					
1 Field	Name		Data	Гуре	
Loan_Amount		Curre	ncy		U
· · · · ·		·····		Fiel	d Prop
Company	: : :	:	:	:	
General Lookup	· · · · · · · · · · · · · · · · · · ·	- Vali	datio	n rule	
Format	Currency				1
Decimal Places	Auto		& te	xt	
Input Mask					
Caption				•	•
Default Value					
Validation Rule	<=20000		• • • • • •	•	· · · ·
Validation Text	Your loan amo	ount should	not excee	d RM20,00	0.
Required	No				
Indexed	No				
Smart Tags					
Text Align	General		•		•
1 SUST SUBILI					
		:		:	:

10. Field name: Loan_Amount, Data type: Currency. Impose validation rule.

In the Field Properties panel, type in the validation rule and the validation text.

11. Field name: Term_of_payment, Data type: Numbers. Impose validation rule

Table2				
🖊 👘 Field	Name	Data	а Туре	
Term of payme	nt	Text		Va
			Field Pro	pertie
General Lookup				
Field Size	255	Validati	on rule	
Format	1 1	🖌 🔅 & t	ext	
Input Mask				
Caption			: :	
Default Value		· · · · · · · · · · · · · · · · · · ·	: :	
Validation Rule	<10			
Validation Text	Your loan paym	ent should be less ti	han 10 years.	
Required	NO			
Allow Zero Length	Yes			
Indexed	No		: :	
Unicode Compression	Yes	: :		
IME Mode	No Control			
IME Sentence Mode	None			
Smart Tags				

In the Field Properties panel, type in the validation rule and the validation text.

- 12. Field name: Address1, Data type: Text. Field properties: Required. Field size: 100.
- Field name: Town, Data type: Text.
 Field properties: Required. Field size: 40.

- 14. Field name: **State**, Data type: Text/ Lookup Wizard, lookup a table named "State".
 - 14.1 Let the field name "State" with the default data type as "text". Create a new table named "State".
 - 14.2 In the Design View, accept field named ID as default and add a new field named "State".
 - 😋 💽 🗧 nal Data Database Tools Add-Ins Acri Key in the 🔲 Table1 🛄 Table2 🛄 States State Add New Field name of the Johor states Kedah Kelantan Melaka Negeri Sembilan Pahang Perak Perlis Putrajaya Sabah Sarawak Selangor Terengganu Wilayah Persekuti Wilayah Persekuti *
- 14.3 In the Datasheet View, key in the details.

14.4	Save	and	close	the	table.

14.5 Back Table 1, in the data type column, choose "Lookup Wizard" to lookup to the table named "States".

15. Field name: Phone_number, Data type: Text with input mask

Note: You may ignore the input mask properties so that the users may key in data in any format.

15.1 In the Field Properties panel, click on the row besides the field "Input Mask".

Table2 Table3							
Field Nar	ne	Data Type			Description	•	
Phone numbe	er	Text	Required. Use I	nput mask	to specify forma	t as "000-00	00000*
		Attachment	Required. Let the user insert photograph(s)				
Attachment		Attachment			ents and other fi		rs ·
	•	· · ·		•			•
			Field Properties				÷
			•	•			
General Lookup				•••••			
Field Size	255		•	·	· ·		•
Enmat							
Input Mask	000000000	00;0;	•				
Caption							
Default Value	•	· ·		· ·	•	•	•
Validation Rule					A field name	can be up to (64 characters long,
Validation Text	·	· ·	•		including sp	aces: Press F	1 for help on field
Required	Yes					names.	
Allow Zero Length	Yes	· ·		Cliv	ek to	ant .	tha
Indexed	No			QIII	K UU	Ser	une
Unicode Compression	Yes	· · ·		· · ·	form	of	1.1
IME Mode	No Control				TOFIL		
IME Sentence Mode	None				•		
Smart Tags							

15.2 Select "Phone_Number" and dick the "Next >" button.

Which input mask matches ho	w you want data to look?
<u> </u>	
To see how a selected mask w To change the Input Mask list	Click "Control
Input Mask:	Data Look:
Phone Number	(206) 555-1212
Social Security Number	831-86-7180
Zip Code	98052-6399
Extension	63215
Password	
Long Time	1:12:00 PM
Try It:	Click "Next>"
	······································
Edit List Cancel	<back< td=""></back<>

15.3 Type the format required in the field of "Input Mask".

C	Do you want to change the input mask?
	Input Mask Name: Phone Number
) ہ	Input Mask: 000-0000000
	What placeholder character dowou want the field to display?
	Placeholders are replaced as you Type in your
	Placeholder character:
	Try It: Click "Next >"
	Cancel < Back Next > Finish

15.4 Select "...to store data ... with the symbols in the mask.."

C	How do you want to store the data?
	With the symbols in the mask, like this:
0	348-4764985
	O Without the symbols in the mask, like this:
	2574836833 Click to choose "With the symbols in the mask"
	In the mask
	Click "Next>"

15.5 Click the "Finish" button.



16. Field name: **Photograph**, Data type: Attachment.

Z Field Name	Data Type	Descripti	bni i
Photograph	Attachment	Required. Let the user insert photogra	oh(s)
	Text Memo Number Date/Time Currency AutoNumber Yes/No	Click to choose "Attachment".	
	OLE Object Hyperlink Attachment Lookup Wizard		

Choose the data type as "Attachment".

17. Field name: **Attachment**, Data type: Attachment. Repeat the same procedure as above.

II. Create a Form

Let's choose the automated-form creation tool to create a simple form.

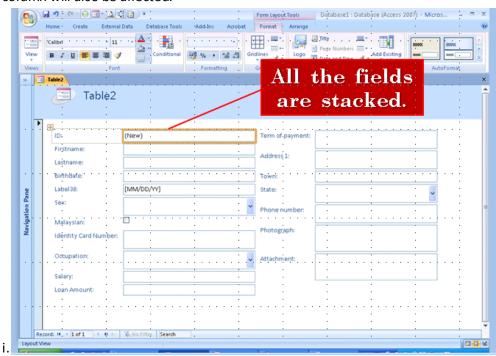
- 1. In the navigation panel on the left, highlight the main table which contains all the fields which you have created.
- 2. On the menu bar, "Create" Tab > "Forms" group tools > click "Form".
- 3. Change the formatting and add **labels** to clarify the required some of the fields such as the format for the BirthDate, Term_of_payment in years, etc.

~ 7				'		
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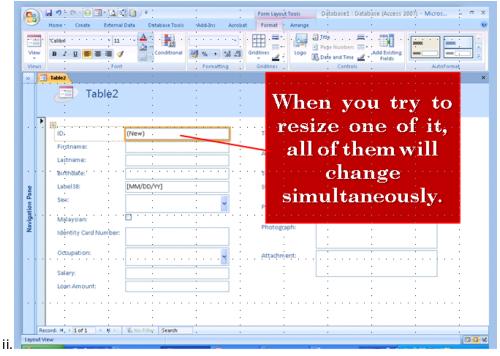
3a. Alternative 1: In Layout View

The simplest way to alter the layout is to switch to Layout View.

By default, all the fields are stacked as a single unit. If you try to resize one column, the other column will also be affected.



The "stacked effect" means that all the fields are group collectively a one unit.



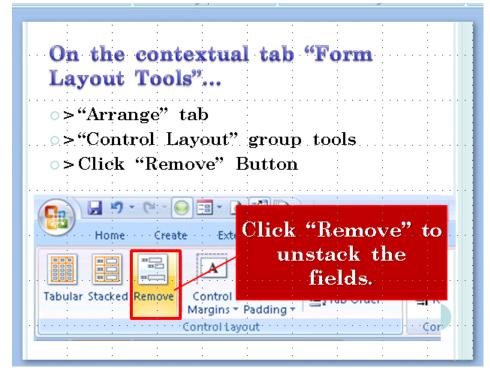
When you try to resize any field, the sizes of all the other fields will be changed, too.

You may have remove the "stacked" effect through the following steps:

1. Click on the handle of the form to select the fields which were stacked as a single unit.

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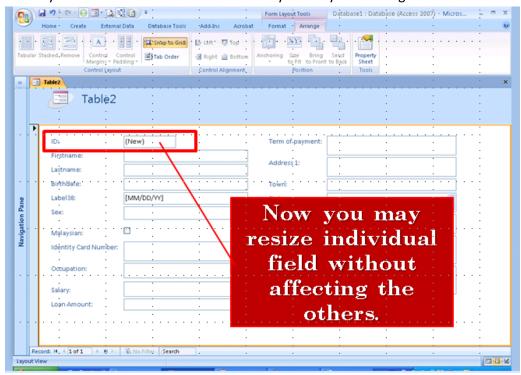
2. On the contextual tab "Form Layout Tools", under the "Control Layout" group tools, click to choose the "Remove" button.



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The yellow colour (highlight) indicates that the fields are selected.

You may move and resize individual field freely for they are no longer bound as one unit.



3b. Alternative 2: In Design View

Another alternative is to do the alteration in the Design View. Do include explanation to assist the users for keying in the required information.

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Note:

You may use the "Label" button to create a label (to include a statement or guide in the form).

 Procedure: Form Design Tools > Design Tab > Controls Group Tool > Click "Label" button.

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• Place the label on the desired location and type your text.

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Save the form. Close the form object.

III. Testing the Validation Rules

A. Testing the field validation rules in Design View.

Condition: You need to open the table in Design View and it had already contained multiple records.

- 1. Open the table that contains your validation rules in Design View.
- 2. On the Design tab, in the Tools group, click Test Validation Rules.

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View Property Indexes Tools View Delete Rows Tools Property Indexes Show/Hide Name Evaluation Rules Evaluation Rules View View Delete Rows Tools Delete Rows Show/Hide Name Evaluation Rules Evaluation Rules View View Delete Rows Tools Delete Rows Show/Hide Table1 User spon feasing data violates svalidation rule or the Required or AutoNumber Filed size=35, Required, Do not allow zero length Table1 Lastname Text Filed size=25, Required, Do not allow zero length Occupation Rable Date: Trable Burthdate Date: Trable Occupation Rable Date: Trable Same Text Use combo box which allow due to use or long the user or choose from the due Sex Table2 Malaysian Yes/No Let the user ol choose from the due Sex Text Use combo box which allow due drop down list such as "Agin" State: Table Salary Currency Use RM as currency unit. Validation rule <20,000. Display text Your loan payment should Address 1 Table3 Text Field size=40 State Text Required. Field size =40	C
Bit Data Type Description Table1: Table AutoNumber Field size=35, Required, Do not allow zero length Table1: Table Ext Field size=25, Required, Do not allow zero length Occupation Birthdate Date/Time Short date, Display input message (text) "Please enter you Occupation: Table Birthdate Date/Time Short date, Display input message (text) "Please enter you Sex Text Field size=25, Required, Do not allow zero length Sex Text Use combo box which allows the user to choose from the display input message (text) "Please enter you Sex Text Use combo box which allows the user to choose from the display input message (text) "Please enter you Sex Text Use combo box which allows the user to choose from the display input message (text) "Please enter you Sex Text Use combo box which allows the user to choose from the display input message (text) "Please enter you Table2 Aldentity Card Number Text Use combo box which allows the user to choose from the display input message (text) "Please enter you States Salary Currency Use RM as currency unit. States: Table Text Field size=10, Required. Town Text Field size=40 State Text Combo box which allows the user to choose from the Malay Field Roperties<	
Table 1: Table a validation rule or the Required or AllowZeroLength settings. AutoNumber Filed size=35, Required, Do not allow zero length Table 1 Lastname Text Filed size=25, Required, Do not allow zero length Decupation a Birthdate Date/Time Short date, Display input message (text) " Please enter your obcupation: Table Occupation Sex Text Use combo bow which allow sero length State2 Malaysian Yes/No Let the user dick to check the box if he/she is a Malaysian. I dentity Card Number Text Use nput mask to specify format as "00000"-0000". Lable Table2 Salary Currency Use RM as currency unit States: Table Salary Currency Use RM as currency unit. Validation rule <=20,000. Display text	:
a Table 1 Lastname Text Field size=25, Required, Do not allow zero length Decupation Birthdate Date/Time Short date, Display input message (text) "Please enter you Gocupation : Table Sex Text Use combo box which allows the user to choose from the dialysian Table2 Malaysian Yes/No Let the user click to check the box if he/she is a Malaysian Table2 Identity Card Number Text Use input mask to specify format as "00000-00-0000", Label Table2 Occupation Text Use input mask to specify format as "00000-00-0000", Label States A States : Table Currency Use RM as currency unit States : Table Term of payment Text Validation rule <10. Display text "Your loan payment should	
Securation A Birthdate Date/Time Short date, Display input message (text) " Please enter you Sex Text Use combo box which allows the user to choose from the divide Shale2 A Malaysian Yes/No Let the user dick to check the box if he/she is a Malaysian. Table2: Table Identity Card Number Text Use input mask to specify format as "00000-00-0000". Lable Table2: Table Occupation Text Provide combox which provide drop down list such as "Agri States Salary Currency Use RM as currency unit. States : Table Loan Amount Currency Use RM as currency unit. Table3: Table Text Validation rule <10. Display text " Your loan payment should address 1	
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Table 2: Table Indentity Card Number Text Use find as currency unit Salary Currency Use RM as currency unit Salary Currency Use RM as currency unit Validation rule <=20,000. Display text	
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Table3 : Table Town Text Required. Field size =40 State Town Text Combo box which allows the user to choose from the Malay Field Properties	nodia beress tri
Table3 State Text Combo box which allows the user to choose from the Malay Field Size Long Integer New Values Increment Format Caption Indexed Yes (No Duplicates) Smart Tags Text Align General For h names.	
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3. Click **Yes** to dose the alert message and start the test.



- 4. If prompted to save your table, Click Yes.
- 5. You might see a variety of other alert messages as you proceed. Read the instructions in each message, and then click **Yes** or **No**, as appropriate, to complete or stop the testing.

Microsof	t Office Access 🛛 🔀
♪	This expression is typed incorrectly, or it is too complex to be evaluated. For example, a numeric expression may contain too many complicated elements. Try simplifying the expression by assigning parts of the expression to variables.
	ОК Нер
	Was this information helpful?

- B. Testing the validation rules while entering the data
 - 1. Reopen the form.
 - 2. Try keying in the data, and do try to enter the wrong data type or format and see the effect of validation rules and the display of the validation text.

"A man's errors are his portals of discovery."

James Joyce

May you enjoy this sharing session.

Thank you!

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