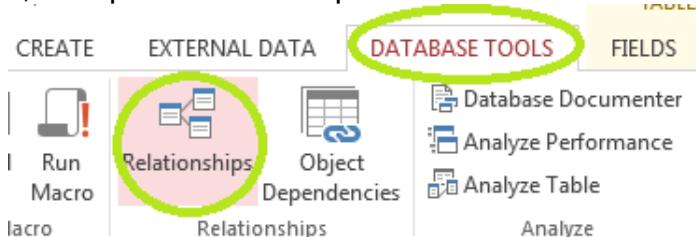


Data Validation

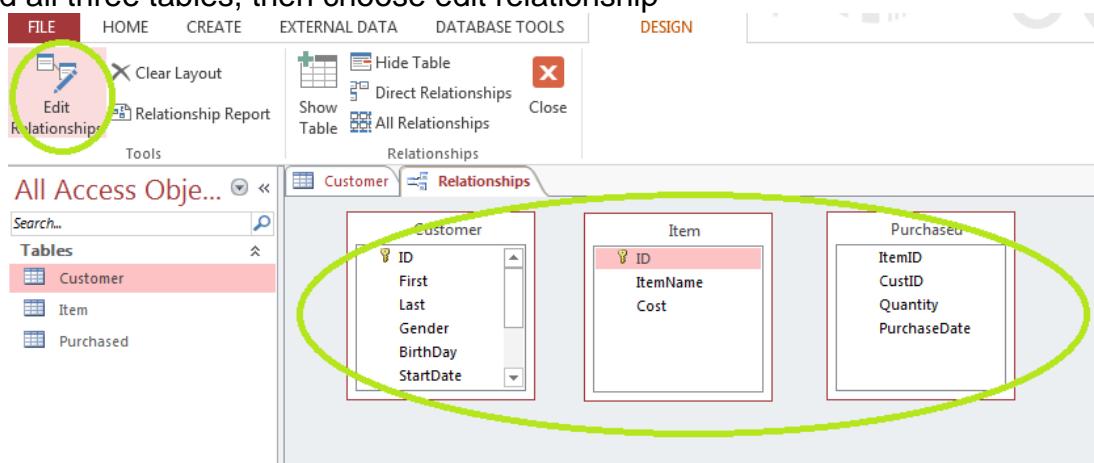
Customer Table: Field Length, Input Mask, Combo Box (Value List), Validation Rules

A. Relationship

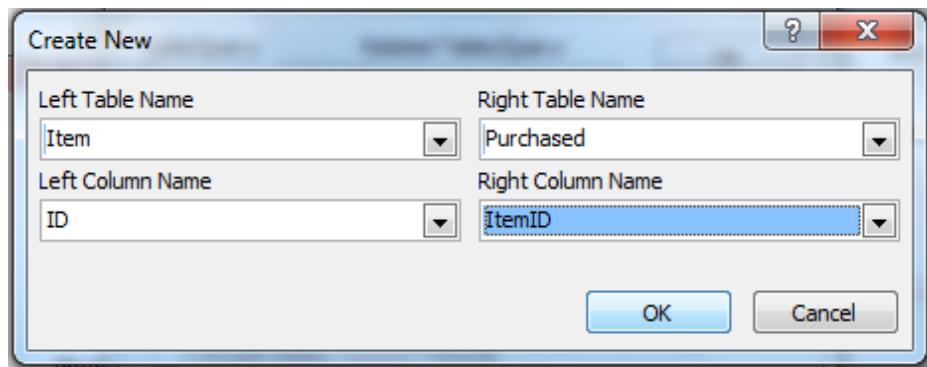
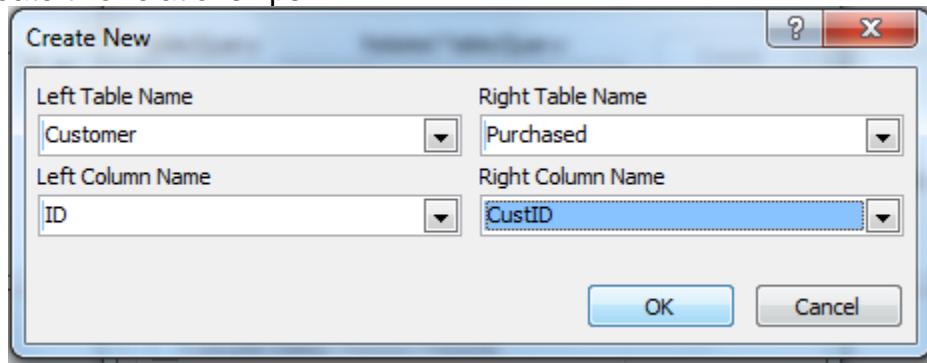
1. Get the ValidStore.acdb database from managebac.
2. First, set up the relationships.



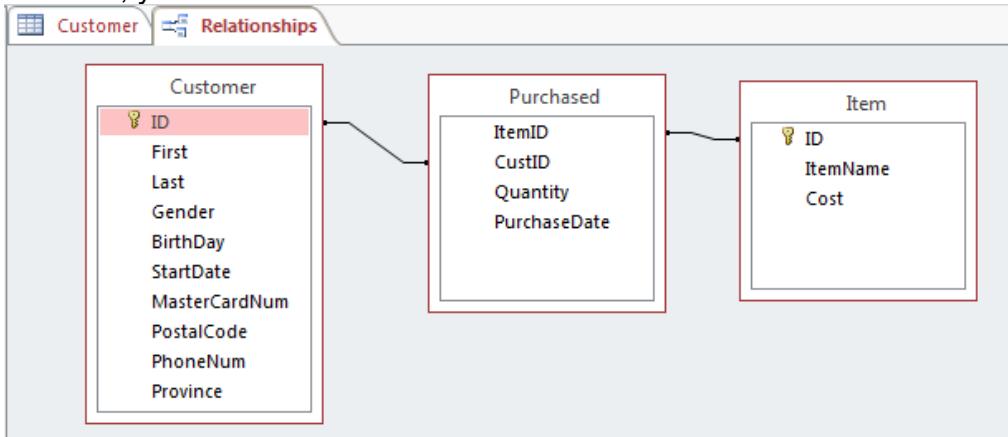
3. Add all three tables, then choose edit relationship



4. Create two relationships



5. When done, you should have this:



6. Save the relationship.

B. Validation Rules

7. Open the customer table and choose design view.

8. Select the First Field.

a. Enter the following validation rule:

`StrComp(UCase(Mid([First],1,1)),Mid([First],1,1),0)=0`

b. Enter the following error message: First Name Must Begin with a Capital Letter

Field Name	Data Type
ID	Number
First	Short Text
Last	Short Text
Gender	Short Text
BirthDay	Date/Time
StartDate	Date/Time
MasterCardNum	Short Text
PostalCode	Short Text
PhoneNum	Short Text
Province	Short Text

Field Properties

General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default value	
Validation Rule	<code>StrComp(UCase([First]),[First],0)=0</code>
Validation Text	First Name Must Begin with a Capital Letter
Required	No
Allow Zero Length	Yes
Indexed	No

9. Enter the other validation rules

Table.Field	Validation Rule	Error Message
Customer.FirstName	StrComp(UCase(Mid([First],1,1)),Mid([First],1,1),0)=0	First Name Must Begin with a Capital Letter
Customer.LastName	StrComp(UCase(Mid([Last],1,1)),Mid([Last],1,1),0)=0	Last Name Must Begin with a Capital Letter
Customer.BirthDay	< Date()	A Birthdate cannot be in the future.
Customer.StartDate	>#1/1/2007#	Customer is too young.

C. Field Sizes

10. We can also adjust the field sizes to limit characters. Set the Field Size for the MasterCardNum to 10 characters.

The screenshot shows the Microsoft Access 'Field Properties' dialog for the 'MasterCardNum' field in the 'Customer' table. The 'Field Size' property is set to 10, which is highlighted with a green circle. Other properties shown include 'General', 'Format', 'Input Mask', 'Caption', and 'Default Value'.

11. In the same way, limit the PostalCode to 6 characters.

D. Setting up the Fields for the Form

12. You want to do three things to the Gender Field.

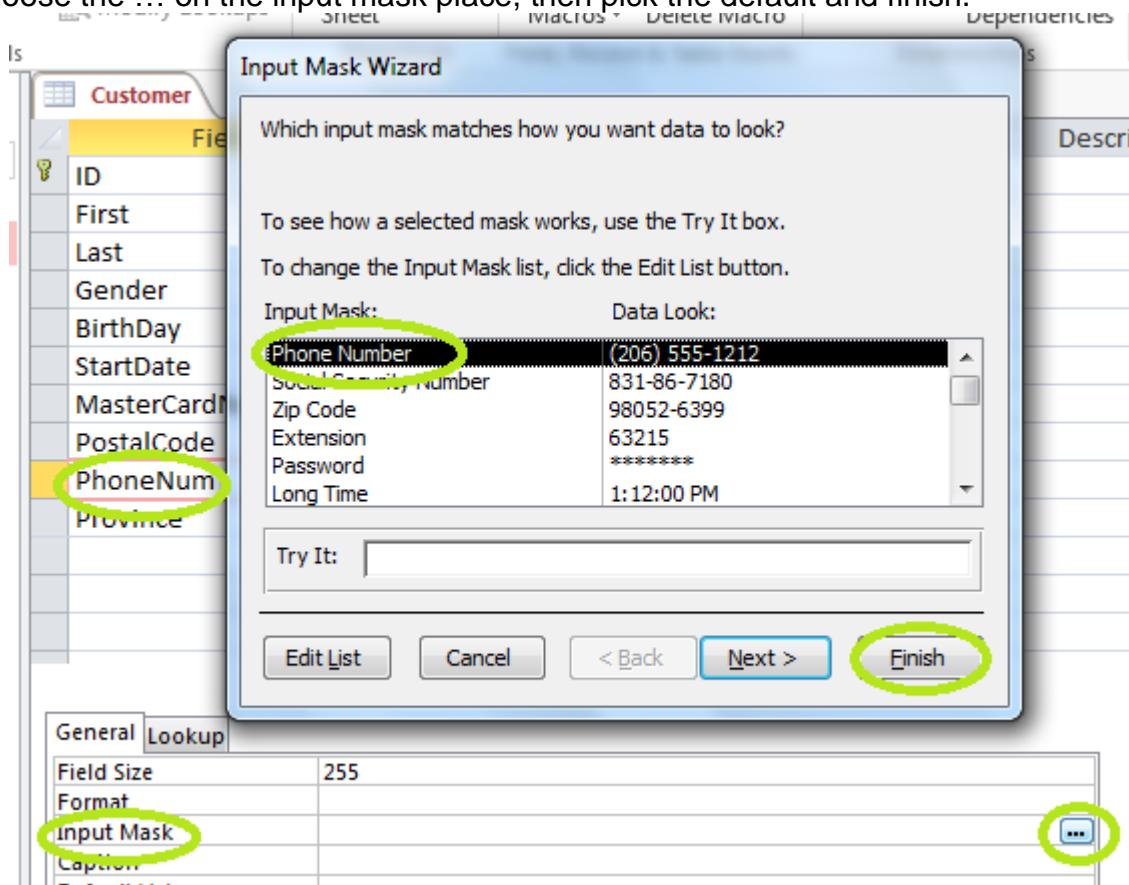
- Go to the lookup tab at the bottom.
- Set the Display Control to Combo Box
- Set the Row Source Type to Value List
- Set the Row Source to the actual values you want – M and F. Type it in this way: M;F

The screenshot shows the Microsoft Access 'Field Properties' dialog for the 'Gender' field in the 'Customer' table. The 'General' tab is selected, showing the 'Display Control' as 'Combo Box', 'Row Source Type' as 'Value List', and 'Row Source' as 'M;F'. Other properties shown include 'Format', 'Input Mask', 'Caption', and 'Default Value'. The 'Field Properties' tab is also visible at the bottom.

13. Repeat for the Province. The value list will be AB;BC;MB;NB;NL;NS;NT;NU;ON;PE;QC;SK;YT
 14. Save. Dialog boxes will appear. Click OK.

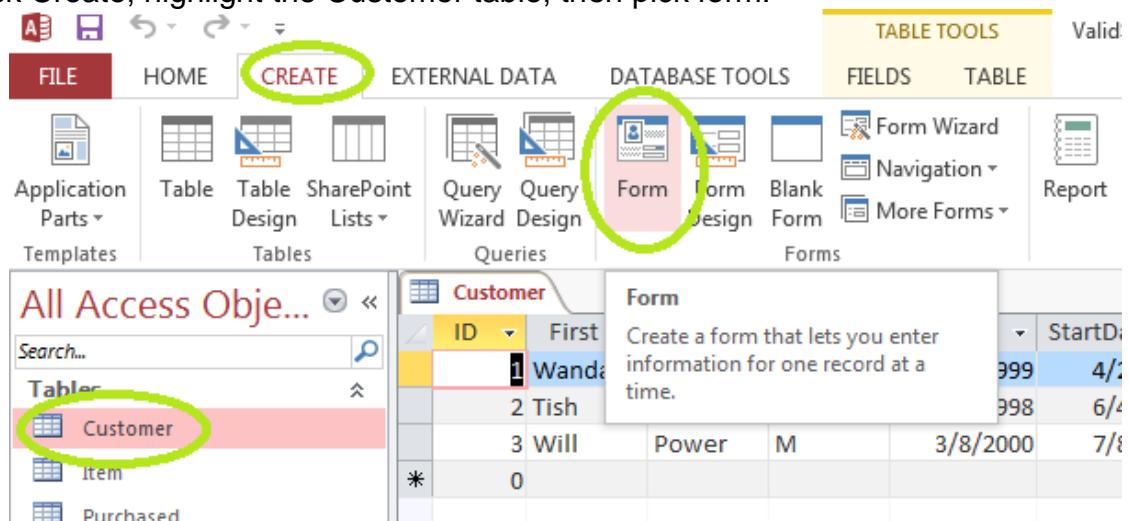
E. Entry Mask

15. An input mask guides the user to enter the data correctly. Set one up for the phone number.
 16. Choose the ... on the input mask place, then pick the default and finish.

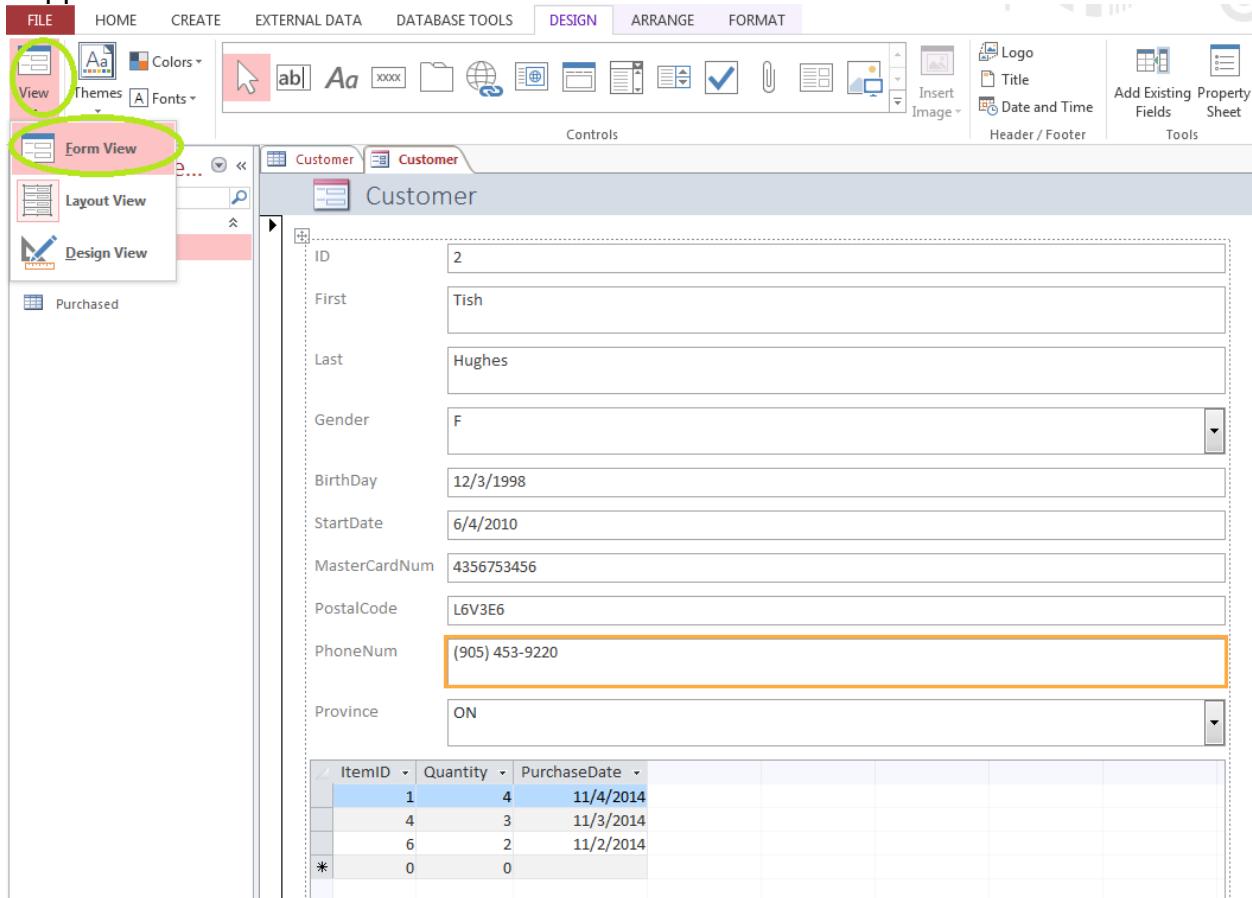


F. Make An Entry Form for the Customer Table.

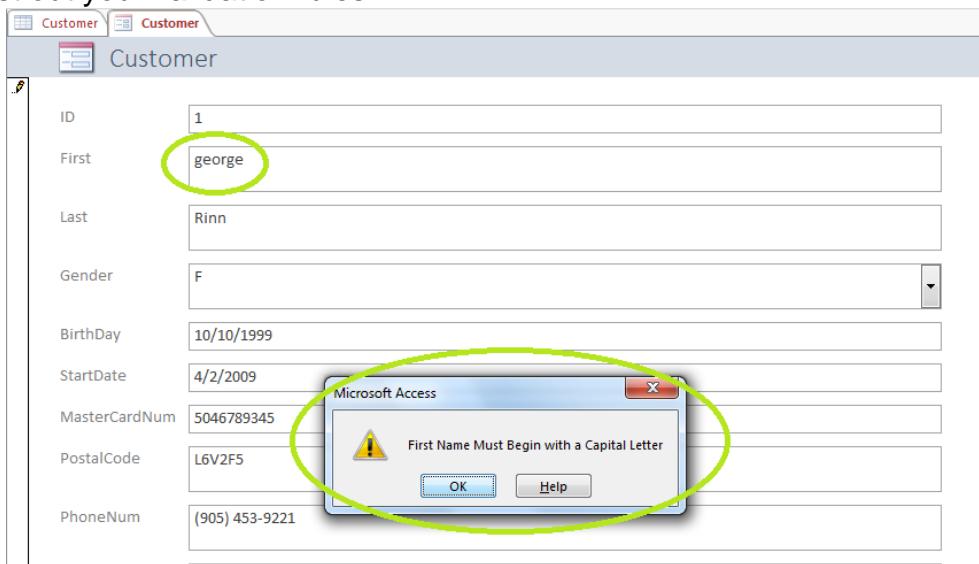
17. Pick Create, highlight the Customer table, then pick form.



18. This appears. Switch to Form View.



19. Test out your validation rules.



Customer Customer

Customer

ID	1
First	Wanda
Last	Rinn
Gender	F
BirthDay	10/10/1999
StartDate	4/2/2008
MasterCardNum	5046789345
PostalCode	L6V2F5
PhoneNum	(1) ____-____