

Setting up a Data Validation Rule in Access 2003

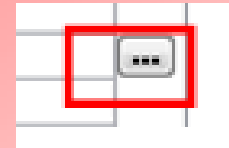
Introduction to Validation Rule

In Access a Validation Rule is an expression that is used to restrict the data entered into a database field. This is to ensure it meets a set criteria defined when the database is designed.

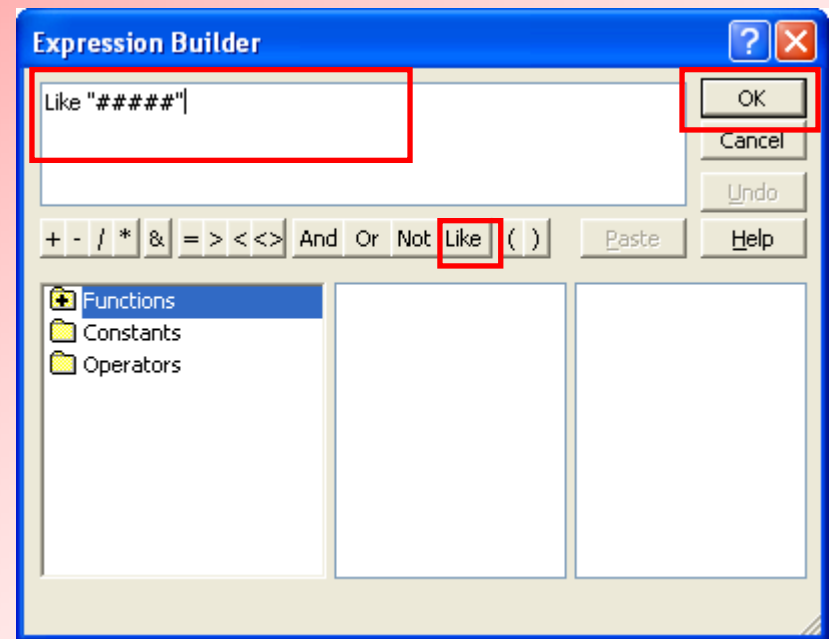
A Validation rule can be created by either typing directly into the Validation Rule property field or by using the Expression Builder.

Step 2

3. Click on the **Builder** button (right side of Validation Rule field) to open the **Expression Builder**.



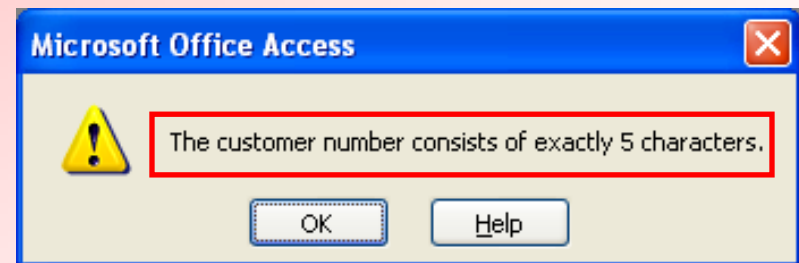
4. Type the required Validation Rule (e.g., **Like "#####"**) in the Validation Rule box > **OK**.



Step 3

5. Click in the **Validation Text** field > Enter appropriate text that will inform the user value of the correct value to be entered.
6. If incorrect data is entered, the Validation Text message box will display the correct value to be entered.

General	Lookup
Field Size	5
Format	
Input Mask	>LL<}-000
Caption	Customer ID
Default Value	
Validation Rule	Like "####"
Validation Text	The customer number consists of exactly 5 charact
Required	No
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	



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