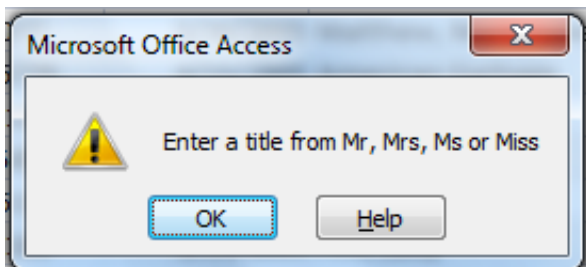# Validation Evidences

Field: First Name

As the customer title constitutes only Mr, Mrs, Ms and Miss, a validation rule has been entered that allows only these 4 items to be input by the user.

If any text other than the ones mentioned in the validation rule is entered, a message box is prompted displaying possible valid entries.

The 'First Name' field has been modified as a list box to make sure data input is error free and also easy for the user to choose / select an option.

Field Name	Data Type
Customer ID	AutoNumber
Order Number	Text
CD Number	Text
Order Date	Date/Time
CD_Title	Text
Artist	Text
NewCust_Title	Text
First Name	Text
Last Name	Memo
Address Line 1	Number
Town	Date/Time
County	Currency
Post Code	AutoNumber
	Yes/No
	OLE Object
	Hyperlink
	Attachment
	Lookup Wizard...

General Lookup

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	"Mr" Or "Ms" Or "Miss" Or "Mrs"

As the values were very few in number, they have been typed in.

Lookup Wizard

This wizard creates a lookup column, which displays a list of values you can choose from. How do you want your lookup column to get its values?

○ I want the lookup column to look up the values in a table or query.
◉ I will type in the values that I want.

Cancel   < Back   Next >   Finish

Lookup Wizard

What values do you want to see in your lookup column? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns: 1

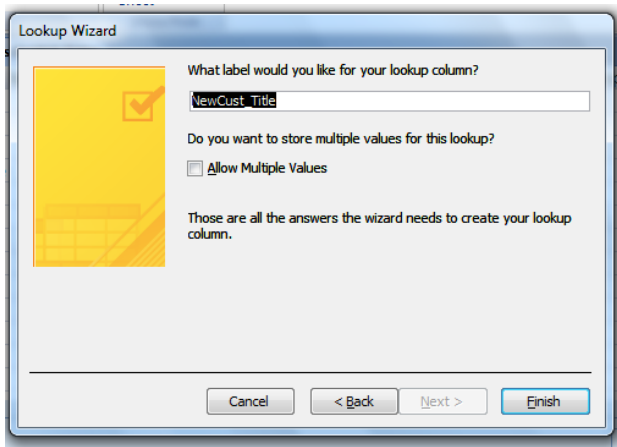| Col1 |
|---|
| Mr |
| Mrs |
| Ms |
| Miss |

Cancel   < Back   Next >   Finish

The wizard is then completed

In the datasheet view, lists of options that can be chosen are shown below:

Artist	NewCust_Title	First	Last Name	Address Line	Town	County	Post Code	Card Type
Blazing T'zun	Ms	Zara	Tribe	14 Wellington	Lingford	Worcestershire	LI9 8WI	VISTA
September Leaves	Ms	Zara	Underwood	23 Raven Dell	Lowmoor	Bedfordshire	LO6 6WH	Mister Car
Mindless	Ms	Zara	Upwood	46 Prospect Gro	Dansford	Middlesex	DA4 6TC	VISTA
Astro Trooper	Ms	Zara	Usher	47 Beech Park	Little Tonkton	Middlesex	LI4 9UK	Armenian
Deliverance	Ms	Zara	Waldon	7 Firethorn Ave	Torkston	Derbyshire	TO3 2GV	VISTA
Gorgon	Mrs	Zara	Whiting	6 Beech Close	Fincham	Surrey	FI9 9DO	Francard
Major League	Mrs	Zara	Winston	7 Woolmer Par	Barchington	Essex	BA2 6WB	VISTA
The Wolf Gang	Mrs	Zara	Yateman	74 Caesars Clos	Jesham	Norfolk	JE4 0YW	Mister Car
The Wolf Gang	Mrs	Zara	Young	75 Barry Close	Kings Manor	Northamptons	KI7 4YT	Mister Car
*								
	Mr							
	Mrs							
	Ms							
	Miss							

Field: Postal Code

An input mask has been applied that makes it lot easier to know the format for the postal code.
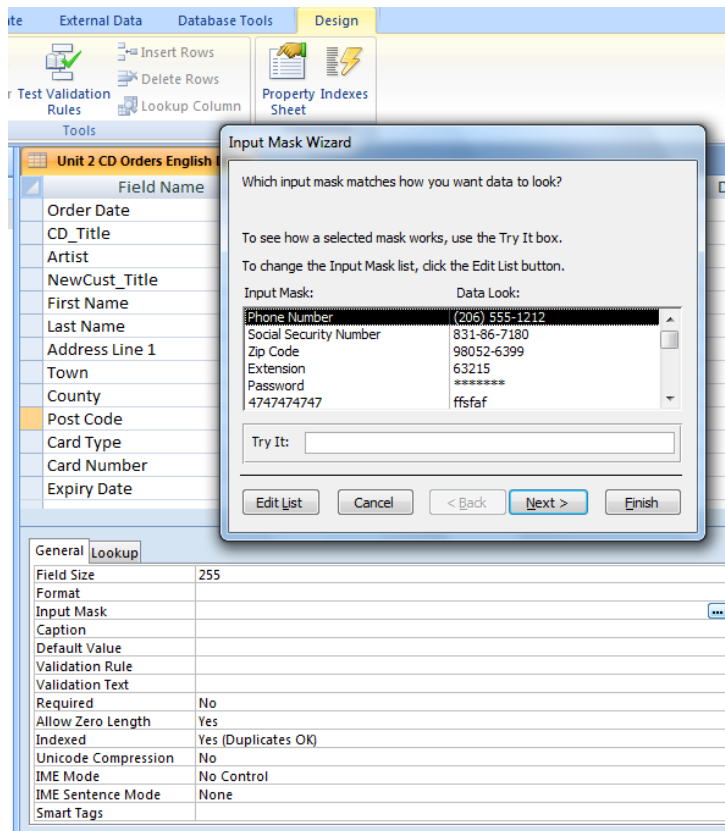
After clicking 'edit list', the placeholder is chosen and given some sample data
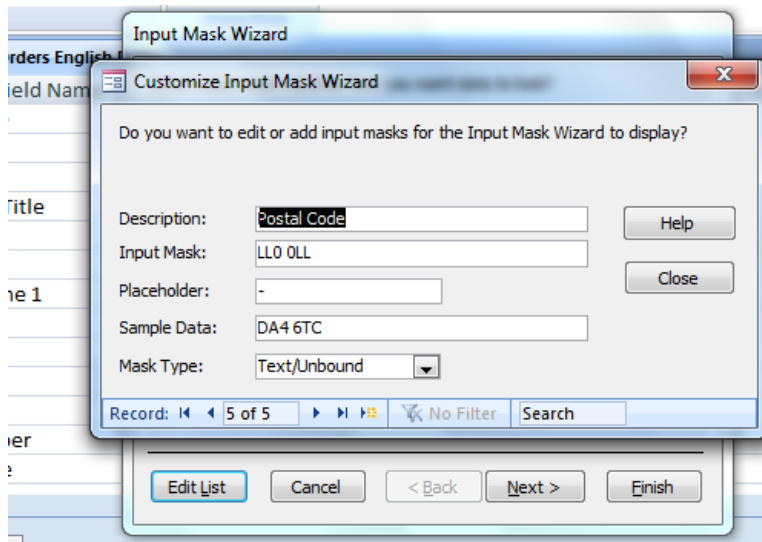
After defining the properties, the input mask looks like this:

The input mask can then be finalized.

The format is kept as it is.

Input Mask Wizard

How do you want to store the data?

⦿ With the symbols in the mask, like this:

ke7 2fi

○ Without the symbols in the mask, like this:

lt14vp

| Cancel | < Back | Next > | Finish |
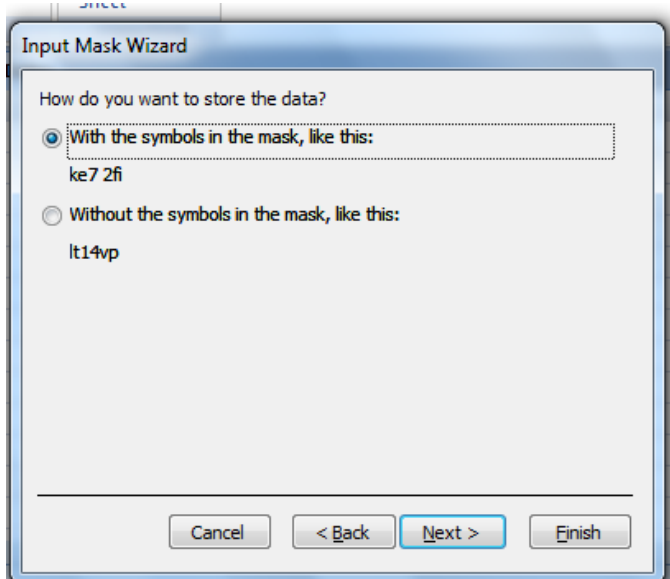
The details are then saved

Input Mask Wizard

That's all the information the wizard needs to create your input mask.

| Cancel | < Back | Next > | Finish |
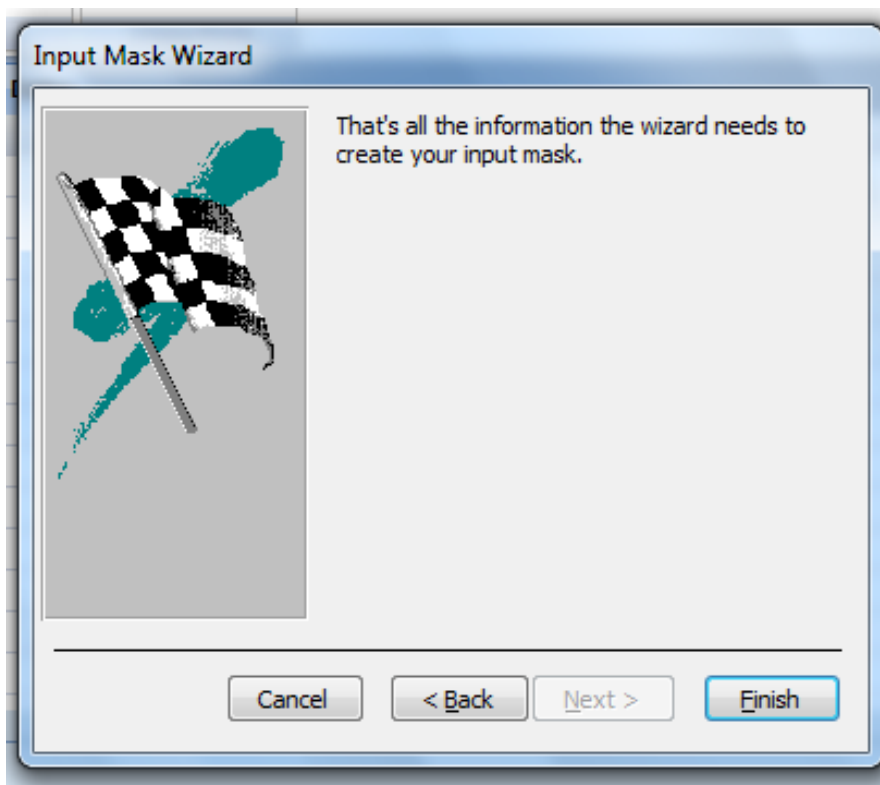
During data input, invalid data is not allowed. (e.g character in place of number or vice versa)

Field: Card Type

A list box has been applied to the card type too, since this only has 5 different values.
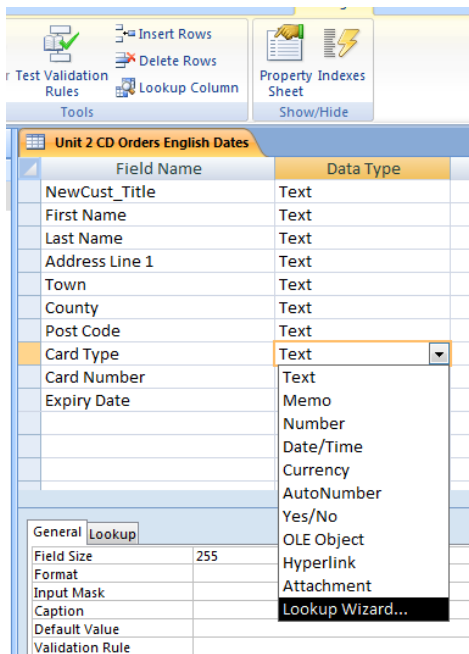
I repeated the same procedure for this field:
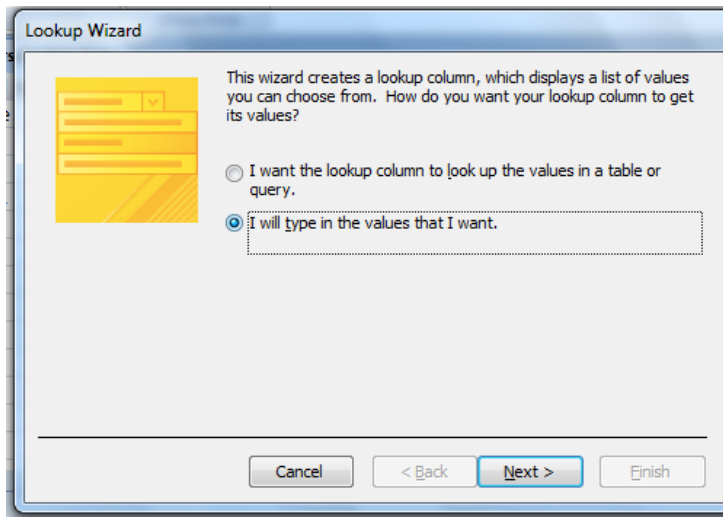
Lookup Wizard

What values do you want to see in your lookup column? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns: 1

Col1
Socket
Mister Card
Francard
Armenian Express
VISTA

Cancel   < Back   Next >   Finish

Lookup Wizard

What label would you like for your lookup column?

Card Type

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.

Cancel   < Back   Next >   Finish

Evidence of list box:

Unit 2 CD Orders English Dates

First	Last Name	Address Line	Town	County	Post Code	Card Type	Card Numbe	Expiry Date	Add
Zara	Ohara	76 Woolmer Av	Mansham	Devon	MA6 6CS	VISTA	037717727170	7/31/2009	
Zara	Older	20 Cedar Bank	Deercastle	Middlesex	DE4 4TX	VISTA	063481428264	10/31/2010	
Zara	Ormerod	71 Cedar Grove	Porham	Yorkshire	PO7 7YT	Armenian Expr	824019694353	2/28/2009	
Zara	Orr	71 St Peters Pa	Porham	Yorkshire	PO3 4ZB	Mister Card	618417034549	12/31/2007	
Zara	Paul	34 Burnside Pa	Graceford	Hampshire	GR8 5RT	VISTA	059138451838	3/31/2006	
Zara	Parris	90 Connaught S	Caterham	Kent	CA1 4TL	Francard	481763489898	1/31/2009	
Zara	Peart	91 Sheep Grove	Oakridge	Bedfordshire	OA8 6HV	Mister Card	028914692107	2/28/2007	
Zara	Rayner	49 Paterson Av	Crowbridge	Nottinghamshi	CR0 3KL	VISTA	590190383019	5/31/2010	
Zara	Rideout	17 Westfield R	Borham	Durham	BO2 1YM	VISTA	321564849668	10/31/2008	
Zara	Spriggs	8 Firmont Close	West Wycomb	Northamptons	WE6 0LE	VISTA	560910852419	4/30/2009	
Zara	Spooner	64 Firmont Del	Rodington	Nottinghamshi	RO5 3NT	VISTA	989987911194	1/31/2008	
Zara	Taylor	31 Badger Clos	Caterham	Somerset	CA9 4JI	Mister Card	688980904824	7/31/2009	
Zara	Thomas	78 Kestral Ave	Marchester	Bedfordshire	MA0 8UJ	Socket	971065642274	1/31/2010	
Zara	Theobald	33 Rosehim Clc	Coling	Cheshire	CO0 7WG	Mister Card	310516779594	12/31/2009	
Zara	Theobald	33 Exeter Stree	Coling	Cheshire	CO3 0RA	VISTA	193941897737	8/31/2008	
Zara	Tribe	14 Wellington I	Lingford	Worcestershire	LI9 8WI	VISTA	599732442709	9/30/2008	
Zara	Underwood	23 Raven Dell	Lowmoor	Bedfordshire	LO6 6WH	Mister Card	090007373387	9/30/2008	
Zara	Upwood	46 Prospect Gr	Dansford	Middlesex	DA4 6TC	VISTA	074608426517	9/30/2010	
Zara	Usher	47 Beech Park	Little Tonkton	Middlesex	LI4 9UK	Armenian Expr	355301774928	11/30/2007	
Zara	Waldon	7 Firethorn Ave	Torkston	Derbyshire	TO3 2GV	Socket	69336830860	1/31/2008	
Zara	Whiting	6 Beech Close	Fincham	Surrey	FI9 9DO	Mister Card	12188791095	12/31/2009	
Zara	Winston	7 Woolmer Par	Barchington	Essex	BA2 6WB	Francard	23475287577	8/31/2008	
Zara	Yateman	74 Caesars Clos	Jesham	Norfolk	JE4 0YW	Armenian Expr	34413916662	2/28/2008	
Zara	Young	75 Barry Close	Kings Manor	Northamptons	KI7 4YT	VISTA	27908903025	1/31/2008	

Record: 4 5530 of 5530 ▶ ▶▶ No Filter Search

I included a validation to make sure only these 5 types of cards can be entered
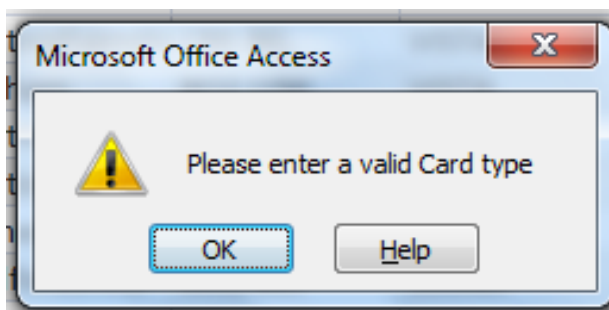
Unit 2 CD Orders English Dates		
Field Name	Data Type	Descr
NewCust_Title	Text	
First Name	Text	
Last Name	Text	
Address Line 1	Text	
Town	Text	
County	Text	
Post Code	Text	
Card Type	Text	
Card Number	Text	
Expiry Date	Date/Time	

Field Properties

General Lookup

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	"Francard" Or "Mister Card" Or "Socket" Or "Armenian Express" Or "VISTA"
Validation Text	Please enter a valid Card type
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

When invalid data is entered

Microsoft Office Access

⚠ Please enter a valid Card type

OK   Help

Field: Card Details

The card number must only be for 12 digits

Field Name	Data Type	
NewCust_Title	Text	
First Name	Text	
Last Name	Text	
Address Line 1	Text	
Town	Text	
County	Text	
Post Code	Text	
Card Type	Text	
Card Number	Text	▾
Expiry Date	Date/Time	

Unit 2 CD Orders English Dates

General | Lookup

Field Size	12
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	