

Structure, Validation & Testing

Structure

Microsoft Access

File Edit View Insert Tools Window Help Adobe PDF Type a question for help

Table1 : Table

Field Name	Data Type	Description
ID	Number	Number used to identify Organisation
Name of Organisation	Text	
Type of Activity Offered	Text	Arts, Charity, Education, Environmental, Outdoor Pursuits, Sport, Uniformed Organisation, Youth Information, Youth Organisation
Main Purpose	Text	
Offers local Group	Yes/No	Whether the organisation offers local groups Yes/No
Location	Text	Town or Website
Postcode	Text	Postcode or blank
Telephone Number	Text	Telephone number or blank
Web Address	Hyperlink	
Notes	Text	

Field Properties

General Lookup

Field Size: Long Integer

Format: Auto

Decimal Places: Auto

Input Mask: Auto

Caption: Auto

Default Value: 0

Validation Rule: Auto

Validation Text: Auto

Required: No

Indexed: Yes (No Duplicates)

Smart Tags: Auto

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Validation Rule

Table1 : Table

Field Name	Data Type	Description
ID	Number	Number used to identify Organisation
Name of Organisation	Text	
Type of Activity Offered	Text	Arts, Charity, Education, Environmental, Outdoor Pursuits, Sport, Uniformed Organisation, Youth Information, Youth Organisation
Main Purpose	Text	
Offers local Group	Yes/No	Whether the organisation offers local groups Yes/No
Location	Text	Town or Website
Postcode	Text	Postcode or blank
Telephone Number	Text	Telephone number or blank
Web Address	Hyperlink	
Notes	Text	

Field Properties

General Lookup

Field Size: 50

Format: Auto

Input Mask: Auto

Caption: Auto

Default Value: Auto

Validation Rule: "AR" Or "CH" Or "ED" Or "EV" Or "OP" Or "SP" Or "L" Must be AR, CH, ED, EV, OP, SP, UO, YI or YO

Validation Text: Auto

Required: No

Allow Zero Length: Yes

Indexed: No

Unicode Compression: Yes

IME Mode: No Control

IME Sentence Mode: None

Smart Tags: Auto

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Testing My Validation Rule

The screenshot shows the Microsoft Access interface with a table named 'Table1'. A dialog box titled 'Microsoft Office Access' is displayed over the table, indicating a validation error. The dialog box contains a warning icon and the text: 'Must be AR, CH, ED, EV, OP, SP, UO, YI or YO'. The table data is as follows:

ID	Name of Organisation	Type of Activity	Main Purpose	Offers local Group	Location	Postcode	Telephone Num	Web Address
1941	Arrive Alive - Road Safety C	YI	ROAD SAFETY	<input type="checkbox"/>	Website			http://www.he
1944	British Amateur Gymnastic	SP	GYMNASTICS	<input checked="" type="checkbox"/>	Shropshire	TF10 9NB	01952 820330	http://www.ba
1953	Active Training and Educati	OP	ACTIVE	<input checked="" type="checkbox"/>	Worcestershire	WR14 3BD	01684 562400	http://www.ate
1956	Association of British Ridin	SP	RIDING	<input checked="" type="checkbox"/>	Cornwall	TR18 4BH	01736 369440	http://www.abr
2080	All England Netball Associ	SP	NETBALL	<input checked="" type="checkbox"/>	Hertfordshire	SG5 1EH	01462 442344	http://www.en
2240	Amateur Swimming Associ	SP	SWIMMING	<input type="checkbox"/>	Leicester	LE11 5AL	01509 618700	http://www.brit
2520	Army Cadet Force	UO	ACTIVE	<input type="checkbox"/>	London	SW3 4RR	020 7730 9733	http://www.ar
2550	Army Cadet Force Associa	UO	ACTIVE	<input type="checkbox"/>	LONDON	EC2A 4DW	020 7426 8377	http://www.ar
2990	British In-Line Skater Hock	SP	ROLLERSKATIN	<input checked="" type="checkbox"/>	Devon	TQ5 8BG	01803 850644	http://www.bis
3280	Arts Council of England	AR	INFORMATION	<input checked="" type="checkbox"/>	LONDON	SW1P 3NQ	020 7333 0100	http://www.art
3600	Badminton Association of E	SP	BADMINTON	<input checked="" type="checkbox"/>	Milton Keynes	MK8 9LA	01908 268400	http://www.ba
5565	Lisa Organisation	AR	Info	<input checked="" type="checkbox"/>	New Mills		0	
6290	Barnardo's	CH		<input type="checkbox"/>		IG6 1QG	020 8550 8822	http://www.ba
7000	Baseball Softball UK	SP		<input type="checkbox"/>		HU13 0YQ	01482 643551	http://www.bbf
7350	Basic Skills Agency	ED		<input type="checkbox"/>		WC1A 1NU	020 7405 4017	http://www.bas
8400	BBC Blast	AR		<input type="checkbox"/>			0800 011 011	http://www.bbc
8490	BBC First Aid Action	ED		<input type="checkbox"/>				http://www.bbc
9550	British Aikido Board	SP		<input type="checkbox"/>		SL3 7AT	01753 819086	http://www.bat
9551	English Bowling Associatio	SP	BOWLING	<input type="checkbox"/>	West Sussex	BN11 2AZ	0	www.bowleng
9552	Angling Projects	OP	FISHING	<input type="checkbox"/>	Berkshire	RG30 4TD	0	www.apex-wel
9553	British Hand Gliding Associ	SP	HAND GLIDING	<input checked="" type="checkbox"/>	Leicester	LE4 5JP	0	www.bhpa.oc
9554	UK Bungee Club	OP	BUNGEE	<input checked="" type="checkbox"/>	London	SW8 4NE	07000286433	
9555	Association of British Orche	AR	MUSIC	<input checked="" type="checkbox"/>	London	W1D SPJ	02072870333	www.abo.org.uk
7777	Lisa Richardson Organisati	AT		<input type="checkbox"/>			0	
0				<input type="checkbox"/>			0	

Using Input Mask

The screenshot shows the Microsoft Access interface with the 'Table1' table. The 'Field Properties' dialog box is open, showing the 'General' tab. The 'Input Mask' property is set to 'aaaaaaaa', which is a pattern for all data to be entered in this field. The 'Field Properties' dialog box is as follows:

Field Name	Data Type	Description
ID	Number	Number used to identify Organisation
Name of Organisation	Text	
Type of Activity Offered	Text	Arts, Charity, Education, Environmental, Outdoor Pursuits, Sport, Uniformed Organisation, Youth Information, Youth Organisation
Main Purpose	Text	
Offers local Group	Yes/No	Whether the organisation offers local groups Yes/No
Location	Text	Town or Website
Postcode	Text	Postcode or blank
Telephone Number	Text	Telephone number or blank
Web Address	Hyperlink	
Notes	Text	

Field Properties

General Lookup

Field Size: 50

Format:

Input Mask: aaaaaaaaa

Validation Rule:

Validation Text:

Required: No

Allow Zero Length: Yes

Indexed: Yes (Duplicates OK)

Unicode Compression: Yes

IME Mode: No Control

IME Sentence Mode: None

Smart Tags:

A pattern for all data to be entered in this field

Testing Input Mask

The screenshot shows the Microsoft Access interface with a table named 'Table1'. The table has the following columns: ID, Name of Organisation, Type of Activity, Main Purpose, Offers local Group, Location, Postcode, Telephone Num, and Web Address. The 'Postcode' column has an input mask of 'a1234_'. A red circle highlights the 'Postcode' field for the record with ID 7777, which contains the text 'a1234_'. A red arrow points from this field to a text box on the right.

ID	Name of Organisation	Type of Activity	Main Purpose	Offers local Group	Location	Postcode	Telephone Num	Web Address
1941	Arrive Alive - Road Safety C	YI	ROAD SAFETY	<input type="checkbox"/>	Website			http://www.he
1944	British Amateur Gymnastic	SP	GYMNASTICS	<input checked="" type="checkbox"/>	Shropshire	TF10 9NB	01952 820330	http://www.ba
1953	Active Training and Educati	OP	ACTIVE	<input checked="" type="checkbox"/>	Worcestershire	WR14 3BD	01684 562400	http://www.ate
1956	Association of British Ridin	SP	RIDING	<input checked="" type="checkbox"/>	Cornwall	TR18 4BH	01736 369440	http://www.abr
2080	All England Netball Associ	SP	NETBALL	<input checked="" type="checkbox"/>	Hertfordshire	SG5 1EH	01462 442344	http://www.en
2240	Amateur Swimming Associ	SP	SWIMMING	<input type="checkbox"/>	Leicester	LE11 5AL	01509 618700	http://www.brit
2520	Army Cadet Force	UO	ACTIVE	<input type="checkbox"/>	London	SW3 4RR	020 7730 9733	http://www.am
2550	Army Cadet Force Associa	UO	ACTIVE	<input type="checkbox"/>	LONDON	EC2A 4DW	020 7426 8377	http://www.am
2990	British In-Line Skater Hock	SP	ROLLERSKATIN	<input checked="" type="checkbox"/>	Devon	TQ5 8BG	01803 850644	http://www.bis
3280	Arts Council of England	AR	INFORMATION	<input type="checkbox"/>	LONDON	SW1P 3NQ	020 7333 0100	http://www.art
3600	Badminton Association of E	SP	BADMINTON	<input checked="" type="checkbox"/>	Milton Keynes	MK8 9LA	01908 268400	http://www.ba
5565	Lisa Organisation	AR	Info	<input checked="" type="checkbox"/>	New Mills		0	
6290	Barnardo's	CH	FUNDRAISING	<input checked="" type="checkbox"/>	ILFORD	IG6 1QG	020 8550 8822	http://www.ba
7000	Baseball Softball UK	SP	BASEBALL	<input checked="" type="checkbox"/>	East Yorkshire	HU13 0YQ	01482 643551	http://www.bbf
7350	Basic Skills Agency	ED	INFORMATION	<input checked="" type="checkbox"/>	London	WC1A 1NU	020 7405 4017	http://www.ba
8400	BBC Blast	AR	MUSIC	<input type="checkbox"/>	Website		0800 011 011	http://www.bbr
8490	BBC First Aid Action	ED	FIRST AID	<input type="checkbox"/>	Website			http://www.bbr
9550	British Aikido Board	SP	AIKIDO	<input checked="" type="checkbox"/>	Slough	SL3 7AT	01753 819086	http://www.bai
9551	English Bowling Associatio	SP	BOWLING	<input type="checkbox"/>	West Sussex	BN11 2AZ	0	www.bowlengl
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9553	British Hand Gliding Associ	SP	HAND GLIDING	<input checked="" type="checkbox"/>	Leicester	LE4 5JP	0	www.bhpa.oc
9554	UK Bungee Club	OP	BUNGEE	<input checked="" type="checkbox"/>	London	SW8 4NE	07900286433	
9555	Association of British Orche	AR	MUSIC	<input checked="" type="checkbox"/>	London	W1D 5PJ	02072870333	www.abo.org.u
7777	Lisa Richardson Organisati	AR		<input type="checkbox"/>		a1234_	0	
*				<input type="checkbox"/>			0	

It would only let me enter 8 letters or digits. I could not enter symbols. I also had the option to leave it blank.