

RANGE CHECK

General		Lookup	
Field Size	Long Integer		
Format			
Decimal Places	Auto		
Input Mask			
Caption			
Default Value			
Validation Rule	>=1000 And <=9999		
Validation Text	Invalid - Number is out of range		
Required	Yes		
Indexed	Yes (No Duplicates)		
Smart Tags			
Text Align	General		

Always include
Validation text

LENGTH CHECK

Len([field name]) = valid number of characters.

Example:

General Lookup	
Field Size	11
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	Len([contactnumber])=11
Validation Text	Numbers should be 11 characters long
Required	Yes
Allow Zero Length	No
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

Always include
Validation text

PRESENCE CHECK

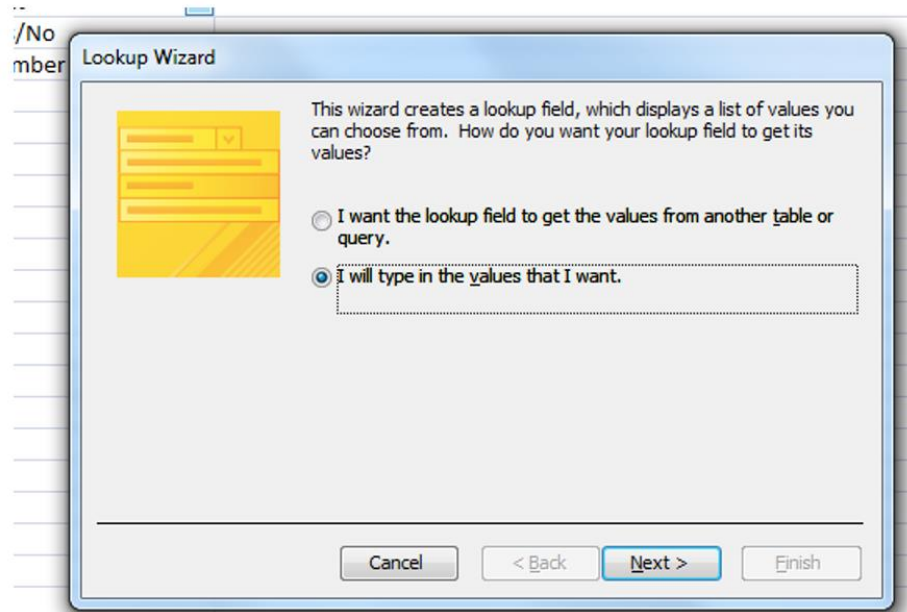
Presence Check – used when it is a required field.

General		Lookup
Field Size	255	
Format		
Input Mask		
Caption		
Default Value		
Validation Rule		
Validation Text		
Required	Yes	
Allow Zero Length	No	
Indexed	No	
Unicode Compression	No	
IME Mode	No Control	
IME Sentence Mode	None	
Smart Tags		

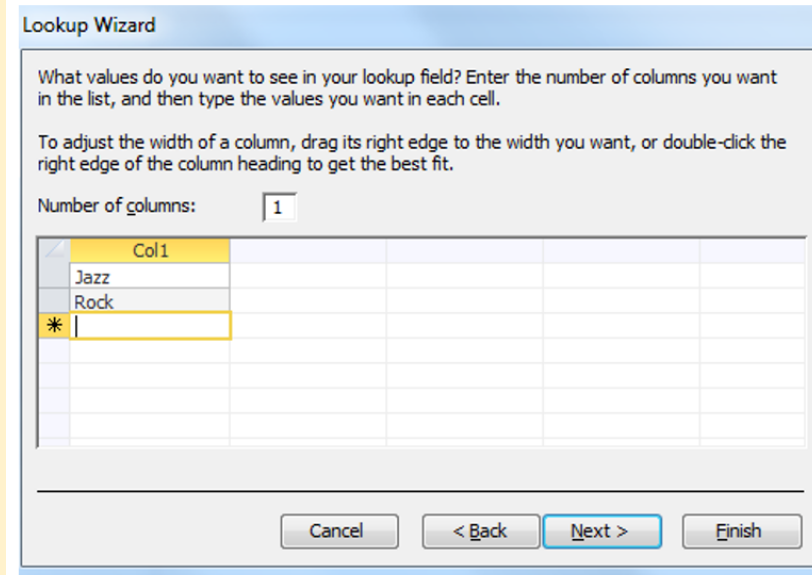
RESTRICTED CHOICE – 1. Lookup Method

i) for the restricted choice field, set the data type to Lookup Wizard

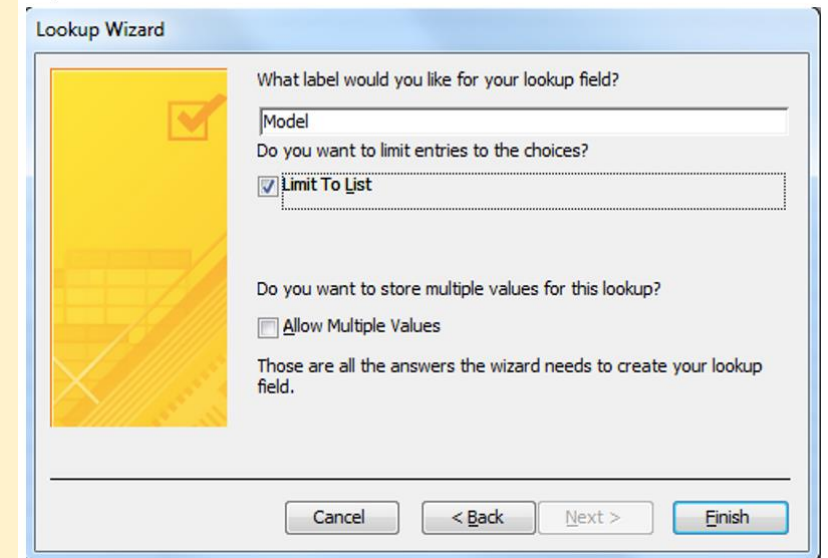
ii) Select 'I will type in the values that I want'



iii) type in the values that you need and click Next



iv) ensure Limit to List is ticked and click Finish



RESTRICTED CHOICE – 2. Type in method

Order Item

Field Name	Data Type
Order No	Number
Product Code	Text
Size	Text
Quantity	Number

Field Properties

General

Lookup

Display Control	Combo Box
Row Source Type	Value List
Row Source	"XS";"S";"M";"L";"XL";"XXL";6;8;10;12;14;16;18;26;28;32;34;36;38;40;42;44;46;48
Bound Column	1
Column Count	1
Column Heads	No
Column Widths	2.54cm
List Rows	8
List Width	2.54cm
Limit To List	Yes
Allow Value List Edits	No
List Items Edit Form	
Show Only Row Source V	No

Lookup values for Size

LOOKUP FOREIGN KEY

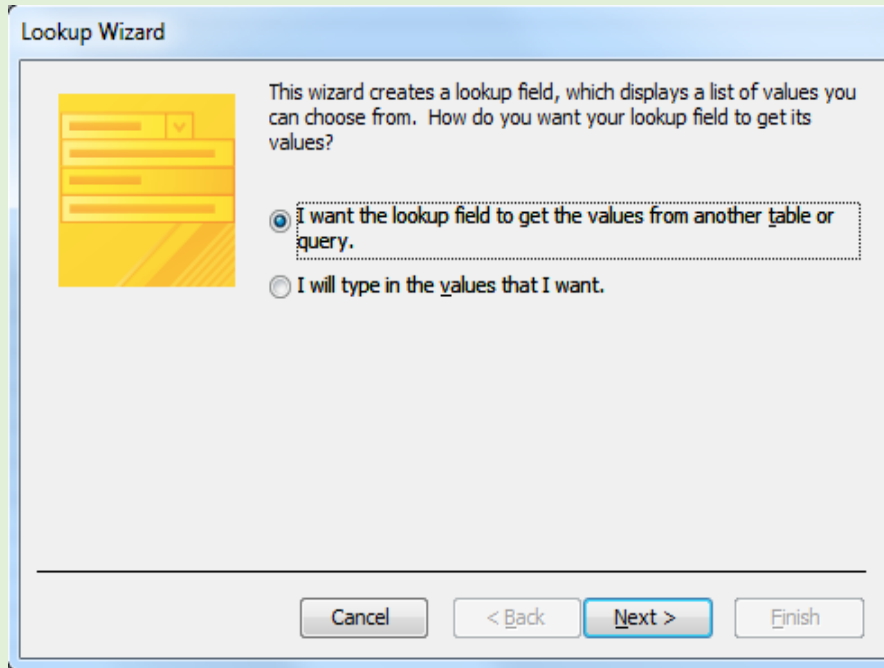
When creating a relationship the foreign key has to be restricted to the values contained in the primary key for the linked table.

This is the same principle as a restricted choice field, but you would like to restrict the values to another field.

2 methods – Use Lookup Wizard or SQL Statement.

Method 1 – Look up wizard, this time select another table field or query

LOOKUP FOREIGN KEY - Wizard



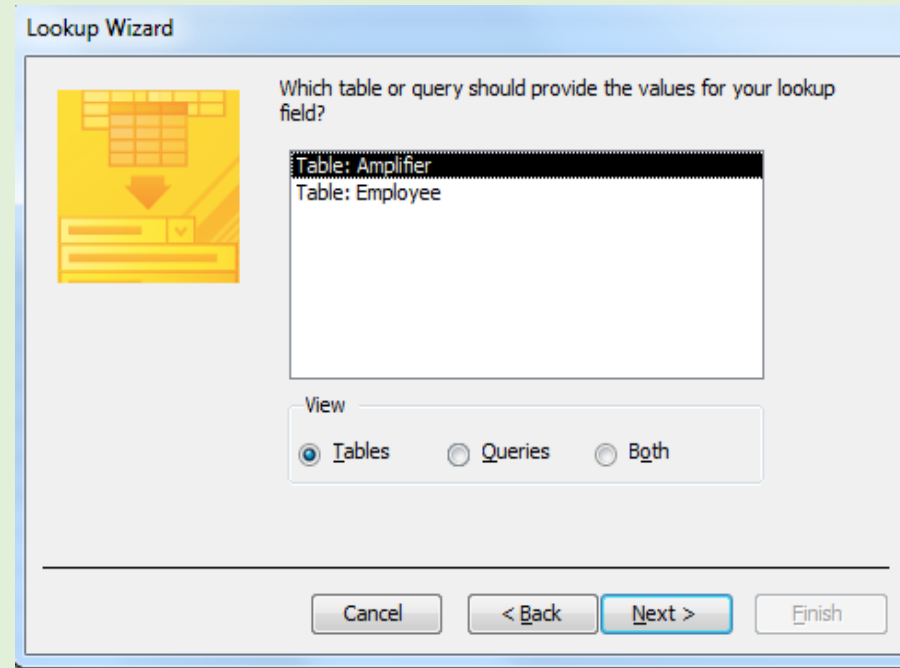
Lookup Wizard

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

☒ I want the lookup field to get the values from another table or query.

☐ I will type in the values that I want.

Cancel < Back Next > Finish



Lookup Wizard

Which table or query should provide the values for your lookup field?

Table: Amplifier
Table: Employee

View

☒ Tables ☐ Queries ☐ Both

Cancel < Back Next > Finish

Select the field from the correct table. Follow the wizard and click finish.

Tick 'Enable Data Integrity'

LOOKUP FOREIGN KEY – SQL Statement

General		Lookup	
Display Control		Combo Box	
Row Source Type		Table/Query	
Row Source		SELECT [Employee].[employeenumber] FROM Employee;	
Bound Column		1	
Column Count		1	
Column Heads		No	
Column Widths		2.54 cm	
List Rows		16	
List Width		2.54 cm	
Limit To List		Yes	
Allow Multiple Values		No	
Allow Value List Edits		Yes	
List Items Edit Form			
Show Only Row Source Values		No	

This would select the employee number field from the Employee table. Make sure Limit to List and Allow Multiple Values are set correctly as above.