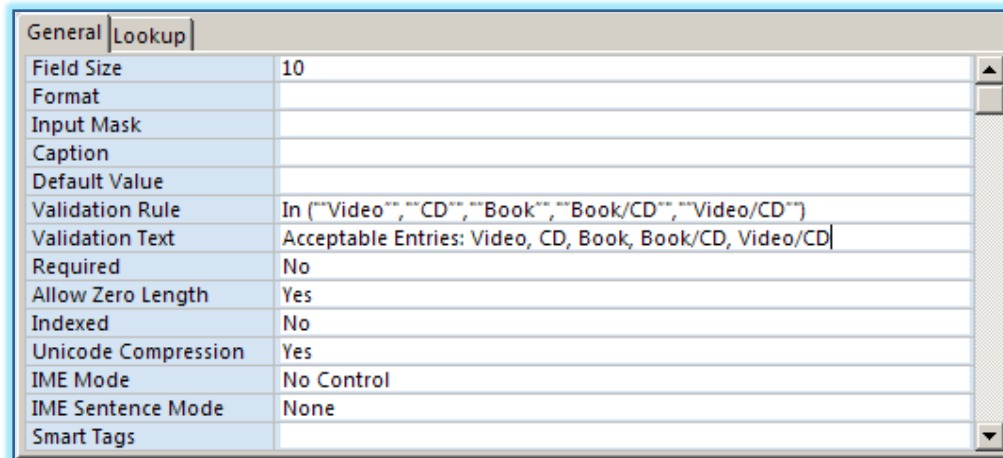


VALIDATION RULES

A Validation Rule is a field property that tests entries to ensure that only the correct types of information become part of a table. It is used to specify a condition for values that may be inserted into the field. Valid text will be displayed and the user will be prompted to enter a valid value.

- ❖ Open the **Final Sales Merchandise** table in the **Gaither Addresses Database**.
- ❖ Change to **Design View**.
- ❖ A **Validation Rule** needs to be added to the **Category** field.
- ❖ To do this, click anywhere in the **Category** row.
- ❖ Click the **Validation Rule** line in the **Field Properties** area (see illustration below).



- ❖ In this box enter the expression: **In ("Video", "CD", "Book", "Book/CD", "Video/CD")**.
 - This expression needs to be added with all the parentheses, quotation marks, and commas as shown.
 - These marks are used to separate each of the entries.
 - This expression will prevent the person entering data to a record from adding any other category names except those in the list.
- ❖ In the **Validation Text** box, input **Acceptable Entries: Video, CD, Book, Book/CD, Video/CD**.
 - This text will display when the Validation Rule is violated.
 - It will prompt the person who is inputting the information as to what the proper entries for this field are.
- ❖ Once the **Validation Rule** has been set up, click the **Save** button to save the table.