



Charis Alexandra Training Ltd

Validation Rule

The validation rule allows you to set up any rules that the data has to follow. It is a way of controlling the input of data. Using the field property will only allow you to set up a rule that applies to that field. It cannot be used as a way of comparing data in different fields.

You can enter rules such as the employee cannot have a start date of before the company creation date.

```
>=#01/01/1980#
```

The required date cannot be before today's date.

```
>=date()
```

The quantity ordered must be between a particular range.

```
>=1 and <=500
```

or

```
between 1 and 500
```

Where key words such as between, and, date() or any other functions are being used, type them in lower case, Access will automatically capitalise the first letter if it has understood it as a key word.

Validation Text

Validation text is where you type in the error message of a validation rule. It will be displayed if data is entered that does not follow the rule.