Lesson 3 Error Traps and Descriptions

Error Traps

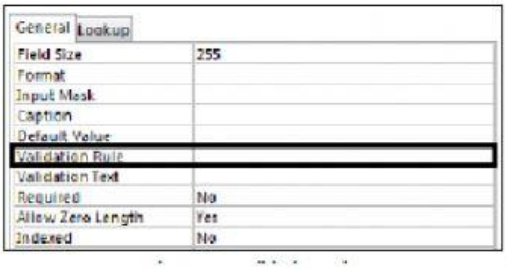
Error traps help to make certain that correct data is entered into the database by users. With an error trap, we can have an error message appear in the event that incorrect data is entered. For example, for the field Campus, perhaps the only two campuses that should be entered are East and West Campus. The following explains how to create an error trap for this field.

1. Click to select the field **Campus 1**

Field Name	Data Type
Student ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Hometown	Short Text
Campus	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No

1

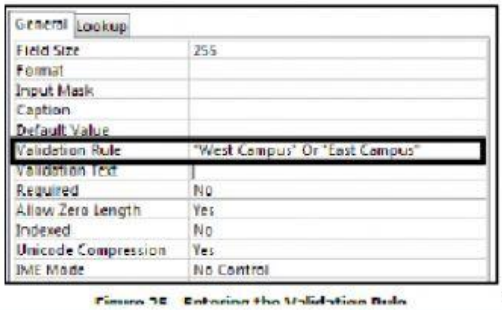
2. Click **Validation Rule,** located under the *Field Properties section*.



General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No

2

3. To make certain that the user enters only West Campus or East Campus, **enter the following "West Campus" or "East Campus."3**



General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	"West Campus" Or "East Campus"
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control

3

Note: If you working with numbers , you could also enter a formula to make certain that only a specific range of numbers re entered. For example, if you canted to make sure that only numbers from 0 to 100 are entered, you would enter the following >>0 and >>100.

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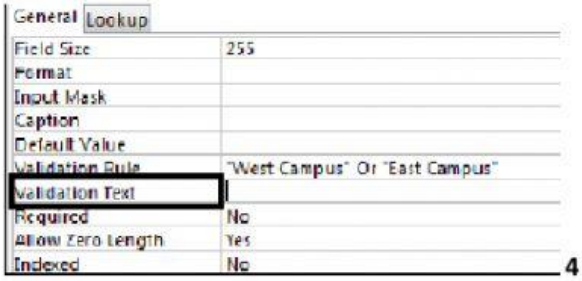
4. Select **Validation Text.**



General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	"West Campus" Or "East Campus"
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No

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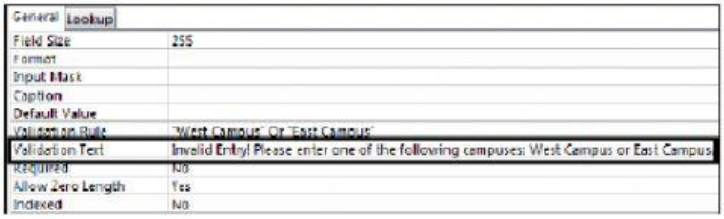
5. Whatever appears in the *Validation Text* field is the message that will appear if a user attempts to enter data that violates the *Validation Rule* that was entered in Step 3. For example, the following is an example of a message that could be entered **invalid Entry**!.Please enter one of the following campuses: **West Campus or East Campus.**5



General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	"West Campus" Or "East Campus"
Validation Text	Invalid Entry! Please enter one of the following campuses: West Campus or East Campus
Required	No
Allow Zero Length	Yes
Indexed	No

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Descriptions

The **Description column** is a place where you can provide instruction to users who will be entering data into the table .**6**

Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
Hometown	Short Text	
Campus	Short Text	
Date of Birth	Date/Time	
Application Received	Yes/No	
Account Balance Due	Currency	

6

The following explains how to create a description for a field.

1. Place you cursor in the Description column next to the field of your choice **7**
2. Enter a **description 7**

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Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
Hometown	Short Text	Please indicate City as well as State.
Campus	Short Text	
Date of Birth	Date/Time	
Application Received	Yes/No	
Account Balance Due	Currency	

7

Questions

1. **What are Error Traps and explain the steps?**

2. **What is "descriptions"? Explain the steps.**

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