

# Appendix A: Input Masks and Validation Rules

## *Input Masks*

The following details are adapted from the Microsoft Access help screen on Input Masks.

Character	Description
0	Digit (0 to 9, entry required, plus [+] and minus [-] signs not allowed).
9	Digit or space (entry not required, plus and minus signs not allowed).
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus and minus signs allowed).
L	Letter (A to Z, entry required).
?	Letter (A to Z, entry optional).
A	Letter or digit (entry required).
a	Letter or digit (entry optional).
&	Any character or a space (entry required).
C	Any character or a space (entry optional).
. , : ; - /	Decimal placeholder and thousand, date, and time separators. (The actual character used depends on the settings in the Regional Settings Properties dialog box in Windows Control Panel)
.	
<	Causes all characters to be converted to lowercase.
>	Causes all characters to be converted to uppercase.



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		Notes
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask.	
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A).	

**Note** Setting the InputMask property to the word "Password" creates a password-entry control. Any character typed in the control is stored as the character but is displayed as an asterisk (\*). You use the Password input mask to prevent displaying the typed characters on the screen.



## Validation Rules

The following is part of the Microsoft help screen on validation rules, for more details refer to the on-line Access help documentation.

The following table contains expression examples for the ValidationRule and ValidationText properties.

ValidationRule property	ValidationText property
<> 0	Entry must be a nonzero value.
> 1000 Or Is Null	Entry must be blank or greater than 1000.
Like "A?????"	Entry must be 5 characters and begin with the letter "A".
>= #1/1/96# And <#1/1/97#	Entry must be a date in 1996.
DLookup("CustomerID", "Customers", "CustomerID = Forms!Customers!CustomerID") Is Null	Entry must be a unique CustomerID (domain aggregate functions are allowed only for form-level validation).

