

Information engineering

ACCESS INPUT MASKS AND
VALIDATION RULES

Input Mask

- An input mask is used in fields (in tables and queries) and in text boxes and combo boxes (in forms) to format data and provide some control over what values can be entered.
- An input mask consists of literal characters (such as spaces, dots, dashes, and parentheses) that separate blanks to fill in.
- The Input Mask property setting consists of literal characters along with special characters that determine the kind of value that can be entered into the blank in that position.
- Input masks are primarily used in Text and Date/Time fields, but can also be used in Number or Currency fields.

Input Mask Characters

Character	Description	
0 allowed).	Digit (0 through 9, entry required; plus [+] and minus	[-] signs not
9 allowed).	Digit or space (entry not required; plus and minus	signs not
# spaces, plus and minus signs allowed).	Digit or space (entry not required; blank positions	converted to
L	Letter (A through Z, entry required).	
?	Letter (A through 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).	

Input Mask Characters

Character Description

- . , : ; - /Decimal placeholder and thousands, date, and time separators. (The actual character used depends on the regional settings specified by double-clicking Regional Settings in the Windows Control Panel.)
- < Causes all characters that follow to be converted to lowercase.
- > Causes all characters that follow to be converted to uppercase.
- ! 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.

Input Mask Characters

Character	Description
\	Causes the character that follows to be displayed as a literal character. Used to display any of the characters listed in this table as literal characters (for example, \A is displayed as just A).
Password	Setting the InputMask property to the word Password creates a password entry text box. Any character typed in the text box is stored as the character but is displayed as an asterisk (*).

Example of Input Masks

Input mask definition

(000) 000-0000

(999) 999-9999!

(000) AAA-AAAA

#999

>L????L?000LO

>LOL 0LO

00000-9999

Examples of values

(206) 555-0248

(206) 555-0248

() 555-0248

(206) 555-TELE

-20

2000

GREENGR339M3

MAY R 452B7

T2F 8M4

98115-98115-3007

Examples of Input Masks

>L<??????????????

Maria

Pierre

ISBN 0-&&&&&&&&-0

ISBN 1-55615-507-7

ISBN 0-13-964262-5

>LL00000-0000

DB51392-0493

Sample Format rules

Symbol Description

@Text character (either a character or a space) is required.

&Text character is not required.

<Force all characters to lowercase.

>Force all characters to uppercase

course		
Field Name	Data Type	
Course Description	Short Text	
Course mode	Short Text	
Faculty responsible	Short Text	
School_id	Short Text	
date	Date/Time	

Example

General Lookup

Format	Short Date
Input Mask	00/00/0000;0;_
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

Validation Rules

ValidationRule Setting ValidationText setting

<>0 Please enter a nonzero value

.0 or >100 Value must be either 0 or over 100.

<#1/1/2000# Enter a date before 2000.

>=#1/1/2000# and <#1/1/2001# Date must be in 2000.

StrComp(UCase([LastName]),[LastName],0) = 0

Data in the LastName field must be uppercase.

Example

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course Student

Field Name	Data Type
StudentID	Short Text
FirstName	Short Text
MiddleName	Short Text
LastName	Short Text
DOB	Date/Time
ParentsNames	Short Text
Address	Short Text
PostalCode	Short Text
EmailName	Short Text
Notes	Long Text
Course_id	Short Text
StudyMode	Short Text
registration data	Date/Time
Gender	Short Text

General Lookup

Field Size	2
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	"FT" Or "PT" Or "OS" Or "DL"
Validation Text	Please enter one of the following codes FT PT OS or DL
Required	Yes
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

Validation rule Expression builder

- Within the access table creation environment you are able to define the way in which a user will enter data.
- This is different to a mask and will give you more control i.e you will be able to build some simple code to provide a check on data entry

Example

