

Data checkpoint – validation cards

1

A check where the software forces the user to enter the data value twice – for comparison

For example, changing your network password.

2

A text value must contain a certain number of characters.

For example, surname is a maximum of 20 characters or a product code is always exactly six characters long.

3

**A data value must always have the same format:
<letter><followed by three digit characters>**

For example, E032, and Y149 are two valid codes for staff employed at Exeter and Yeovil.

4

The data value must be present; for example the employee code attribute cannot be left blank.

What different term does Access software use for this type of check .

5

Data values must lie within certain limits

For example, the date of birth must be before 1/1/89 (that is aged over 16).

6

Primary keys must each have a different value.

For example, every key must have a different staff ID value.

7

Attribute may be required to have one of specific options.

For example, title can only be Mr or Mrs or Miss or Dr or Rev.