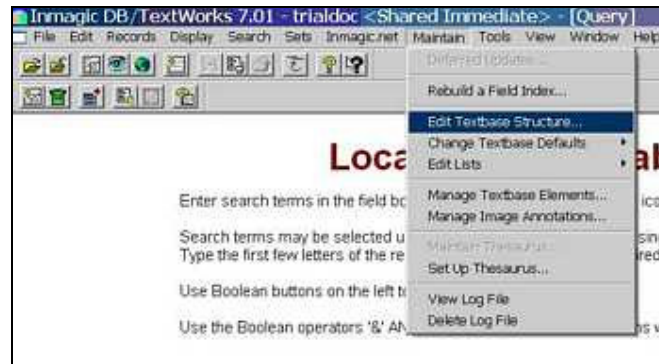


Creating or Changing a Validation List

Validation lists are used in the edit screen to ensure that only specified information is entered. Validation can be added to a field when the database is created or later.

Go to the Maintain Menu

Choose Edit Textbase Structure



Select Edit Fields

Select the Field requiring Validation

Click the Validation tab

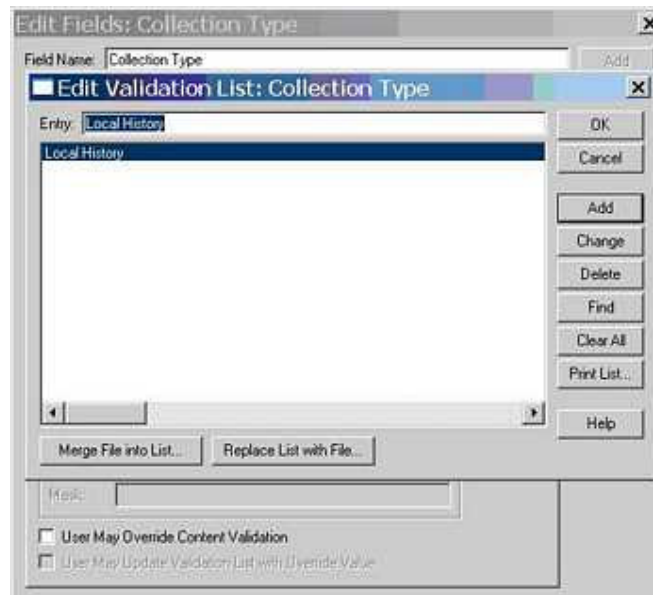
Choose type of validation required

eg Use Validation List

If this is a new list, click the Change button

Click Edit List





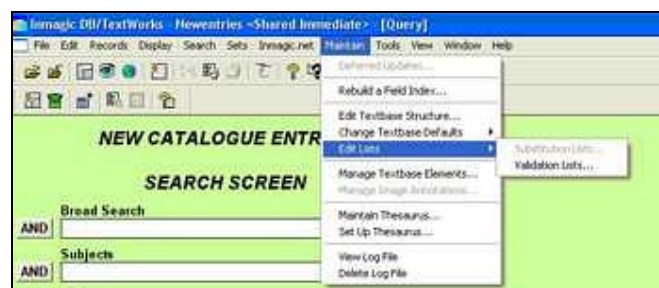
Type the required term in the Entry box
 Use the Add button
 Continue adding terms as required
 When complete click OK button

Altering Validation Lists in DB/TextWorks

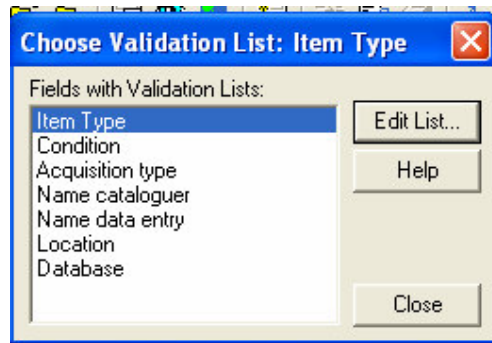
Sometimes you need to alter a term in a validation list

To locate the Validation List

Go to the Maintain Menu
 Choose Edit Lists – Validation



Select the list to be altered
 Click Edit List button



To add a new entry to the list

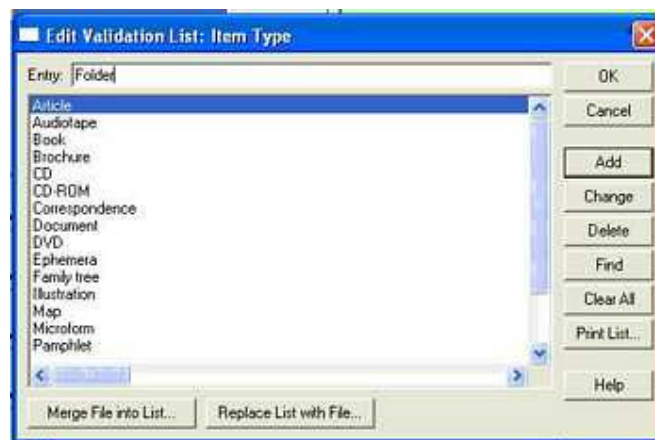
Type the new term in the Entry Box
Click Add button

To modify a term in the list

Select the term
Make the correction
Click Change button

To delete a term in the list

Select the term
Click Delete button



Click OK button to exit the box

NB.

You may need to alter validation lists in more than one data base when the validation list is used in multiple databases

For example: when adding or altering names in Name Cataloguer or Name Data Entry lists, remember to alter the lists in the New Entries Database and the Books Database.