

TIP # DB3

“Setting up Field Validations” (for Administrator’s Plus users)

Scenario: You need a setup a list of data choices for fields.

- 1) Log in as SUPERVISOR
- 2) Click on DATABASE – ADDRESS
- 3) RIGHT CLICK on a field name
- 4) Choose VALIDATION
 - i) Supervisor only means that the list can only be edited by the supervisor
 - ii) ANYONE means that any user with ALL rights to the Database module can edit the list.
- 5) RIGHT CLICK again on the field name
- 6) Choose VALIDATION – EDIT ENTRIES
- 7) If you already have data in the field for students, just click on F5 GENERATE and a list of current entries will appear.
- 8) Click on F2 ADD to being to add entries to the list.
- 9) Type in the choice, press ENTER
- 10) Repeat
- 11) When finished, click on F10 ACCEPT and F10 SAVE