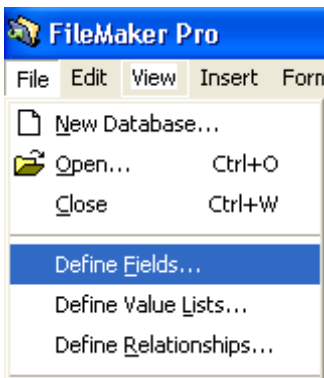


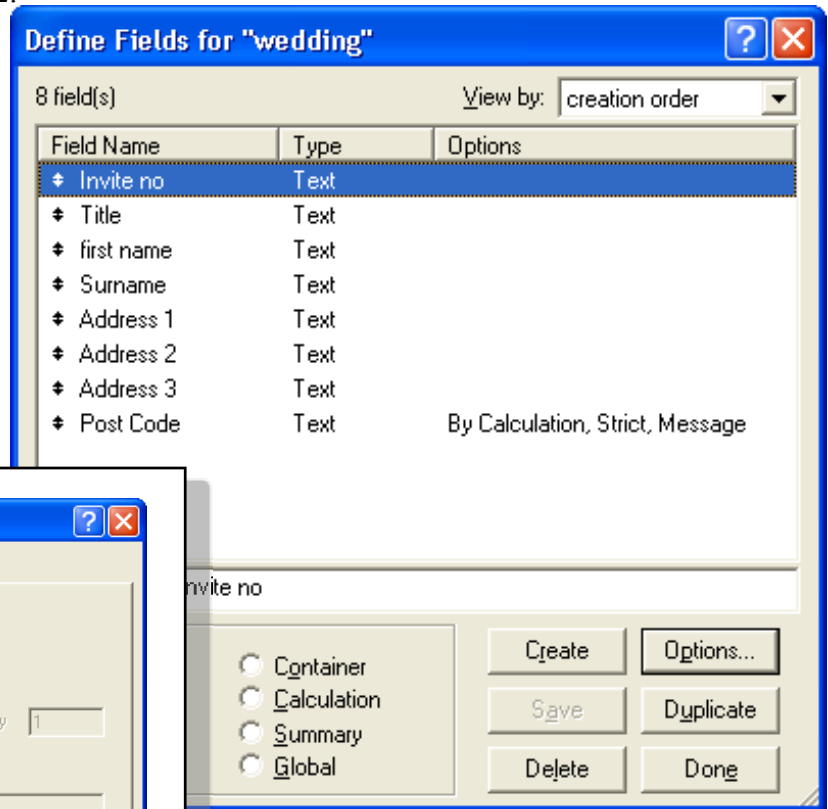


Each file should have a key field. A key field contains data that is unique to that record and can be used to identify each record. In this case the field “**Invite Number**” is the key field. We can set up FileMaker to automatically enter the serial number, and we can set it up so that it continuously validates the field to prevent a user from changing the number into a number that already exists

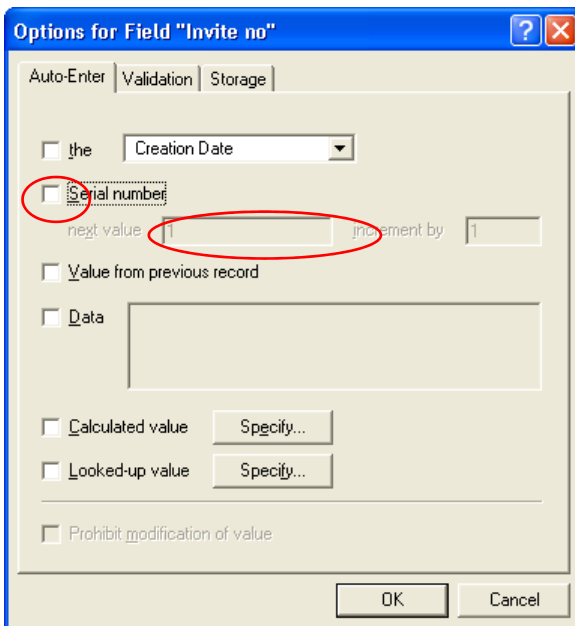
1. After fields have been defined you can still access the field definition window by opening the **File** menu and selecting **Define Fields**



2.



3.



Click on the Field you wish to work on to select it. In this case “**Invite No**”. Now click the **Options...** button

Click in the serial number check box to activate this facility, and enter the format of the next number to be created.

4.

Options for Field "Invite no"

Auto-Enter | Validation | Storage

Creation Date

Serial number

next value increment by

Value from previous record

Data

Calculated value Specify...

Looked-up value Specify...

Prohibit modification of value

OK Cancel

In this example the next value is set to INV-01 and the **increment by** is left at 1. The next record created will have INV-01 as an entry in the key field followed by INV-02 for the second record etc.

5.

Options for Field "Invite no"

Auto-Enter | Validation | Storage

Strict data type Numeric Only

Not empty Unique Existing

Member of value list <unknown>

In range to

Validated by calculation Specify...

Strict: Do not allow user to override validation

Display custom message if validation fails

OK Cancel

Now click on the validation tab to display this window. Click the **unique** check box to implement the validation.

6.

Options for Field "Invite no"

Auto-Enter | Validation | Storage

Strict data type Numeric Only

Not empty Unique Existing

Member of value list <unknown>

In range to

Validated by calculation Specify...

Strict: Do not allow user to override validation

Display custom message if validation fails

You can not use that number as it already exists.

OK Cancel

If the validation fails you can display your own custom message. Click the bottom check box and enter your message in the text box beneath it.

Note

If during the testing you need to delete some records and you wish to continue numbering from a different point, you can always repeat these stages to reset the next value.