

Employees
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Field Name	Data Type	Description (Optional)
EmpId	Short Text	
Last Name	Short Text	
First Name	Short Text	
E-mail Address	Short Text	
Job Title	Short Text	
Business Phone	Short Text	
Home Phone	Short Text	
Mobile Phone	Short Text	
Address	Long Text	
City	Short Text	
State/Province	Short Text	
ZIP/Postal Code	Short Text	
Country/Region	Short Text	
Web Page	Hyperlink	
Notes	Long Text	
Wage per Hour	Currency	

Field Properties

General

Lookup

Field Size	50
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	No
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	Phrase Predict
Text Align	General

The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form.  
Press F1 for help on descriptions.