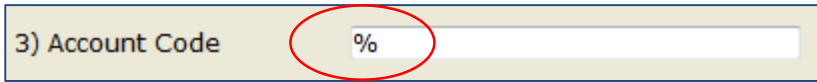
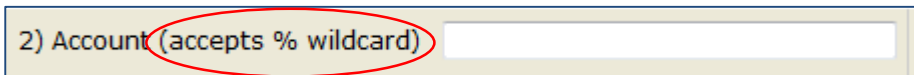


1. The CORE *Wildcard* symbol is the percent sign (%), and is used to replace unknown or missing letters or numbers in the search box or a report parameter field. If a report parameter field supports use of wildcards, the box will either *default to the %*



3) Account Code %

OR the *parameter text* will indicate wildcards are allowable.



2) Account (accepts % wildcard)

Either of these search functions will produce the same result.

Helpful Hits and Wildcard Cautions

- Users can enter the *wildcard symbol (%)* in the *parameter box* or leave as *default setting*. Search result will reflect **ALL** records for the field.
 - In the examples above, the *wildcard search* will populate **ALL** Accounts
 - Keep in mind, a *wildcard search* MAY cause a report to run long and not produce much data.
 - This type of search may also cause the report run to timeout or result in an error message. If this happens, please include additional characters ahead of the *wildcard symbol* to narrow the search, therefore limiting the result.
- Use of additional characters with the *wildcard (%)* makes it possible to narrow the search while still resulting in multiple values.
 - Account Search Examples:
 - 7 followed by the *wildcard symbol (%)*: 7%
 - Search Result: All accounts which begin with 7
 - 79 followed by the *wildcard symbol (%)*: 79%
 - Search Result: All accounts which begin with 79
 - 793 followed by the *wildcard symbol (%)*: 793%
 - Search Results: All accounts which begin with 793
 - The more characters followed by the *wildcard symbol* in the search box, fewer records will result.
- The full value can be entered, which results only in the exact matching record, if available.
- It is always recommended the user expand the parameter from the *wildcard symbol (%)* only, to include at least one character followed by the *wildcard symbol*.