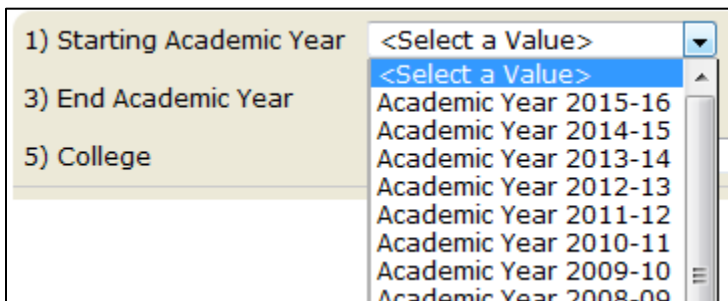


“How can I tell when a parameter allows wildcards?” or “How do I know when a parameter allows multiple entries?”, are two common questions asked by CORE users. People report receiving error messages when using Wildcards. One of the frequent causes is the use of the Wildcard option in fields that do not support them. How can you tell when a parameter is available in a report?

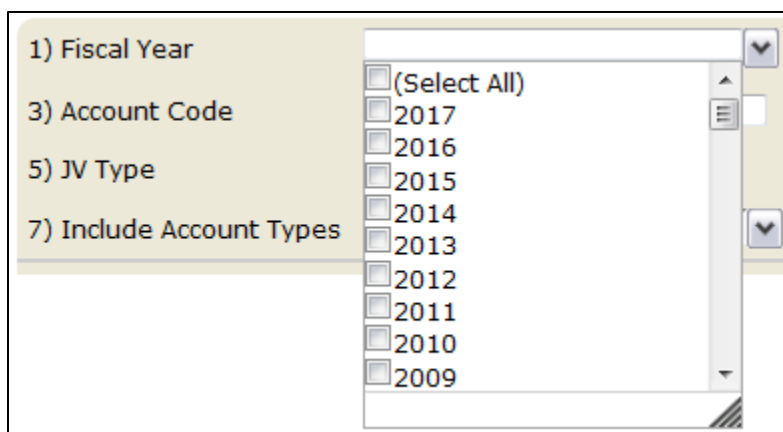
1. Carefully read the report description. If Parameters and/or Wildcards are available, the report description will include the applicable references.
2. If there is no indication in the report description as to the style of parameter, the default is a selectable dropdown list.
3. A single entry field is one which requires manual entry of a value and generally indicates, “typed entry”.
4. A field that allows manual entry of more than one value or the copying & pasting of multiple values will indicate, “multi entry”.
5. All fields that allow a Wildcard (%) will indicate, “allows wildcard” or “wildcard permitted” or “allows %”.

### Parameter Styles

Single Select Fields: The field is a dropdown list that allows/requires selection of a value.



Multi Select Fields: The field is dropdown list that allows selection of multiple values.



Single Value-Type Entry Field: The single value manual entry field does not include dropdown arrows, which indicate a dropdown list is available. You type into the field a value allowable, i.e. Index Field requires an OSU Index as the value. Copying and Pasting a value from another source is allowable.

Multi Entry Fields: This field is represented by a blank text box with a down arrow, like that of a dropdown list. The values can be individually typed into the text box (one per line, Enter in between values). Copying and Pasting a list of values (one per line) from another source is allowable.

Multi Field Types: This style allows selection of operators and provides much more flexibility than other standard parameters. There are two required fields and both must have values entered in order for the report to operate correctly. In some reports, value fields are *Optional* and noted as such or will autofill with no entry (based on other field selections).

- The first field (*Activity*) is your Operator Selection: Choose from *Equals*, *Begins With*, *Ends With*, *Contains*, *Null*, etc.
- The second field (*Activity Code Value*) is for a Value. There is no Wildcard option for the field.

### Wildcards (%) & Parameters

Fields **allowing Wildcards** will either have the *Wildcard Indicator/Symbol (%)* as a default or will say, "allows wildcard", "accepts wildcard" or "allows %" next to the field box. With a *Wildcard*, it is possible to enter as much or as little of the value known **plus the %**, i.e. QFA%, 201%, 4087%, Chol%, etc.

### Important Note about Parameters

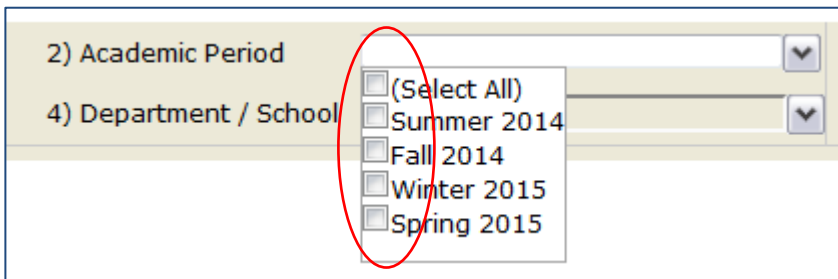
Many CORE report parameters are **cascading parameters**, meaning the values selected in one parameter drive the values allowed / presented in following parameters.

Examples

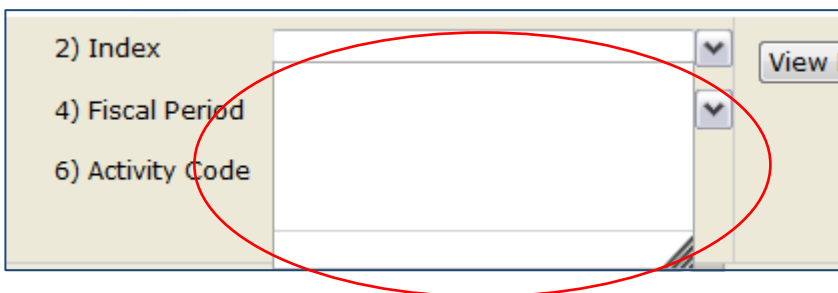
- Selection of *Academic Year* drives the values in *Academic Period*.
- *Multiple Parameters* drives the selection of the parameters that follow, i.e. *Fiscal Year* and *Index* may drive the selection of *Fiscal Period* and only when data is available (transactions) **for both** the *Fiscal Year* and *Index* selected.

## Using Multiple Value Parameters

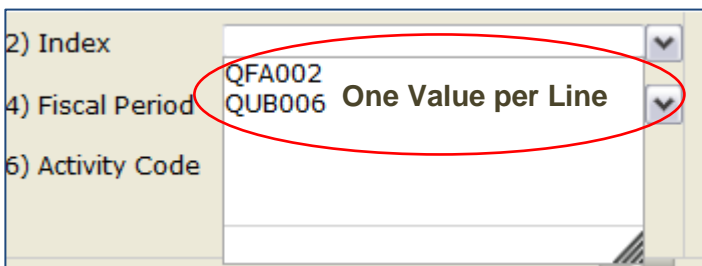
CORE allows users to select multiple values through the use of parameter boxes. The option to select multiple values is done by checking the box next to one or more values within a dropdown menu. The example below shows the multiple value dropdown list with the option to *Select All* or *check boxes for one or more Academic Periods*.



Other CORE reports have a parameter box where the user can enter multiple values to a drop down list. The list is a blank dropdown.



Multiple parameter values in the list form must contain only one value per line. To enter multiple values to a list, type in the value, enter, and type in the next value, repeating until complete.



A long list of values can be copied and pasted from another source, such as Excel, Word or Notepad. Select the values from the source list (Excel) using Copy or Ctrl-C, and paste into the CORE parameter list using Paste or Ctrl-V. Again, only one value per line.

## CORE Parameters Defined

- **No Filter:** Returns all results for that parameter. There is no filter in this field. Leave corresponding parameters blank.
- **Equal:** Returns results for items equal the value entered. Does not accept Wildcard (%).

- **Between:** Returns results between the entered *first* and *second values*. Must enter values with only a space in between on a single line, *value1 value2*.
- **One Of:** Returns results for all of the values entered. Enter a list of values, one per line. Option: Copy and paste list from another source but format must be one value per line.
- **Contains:** Returns all results for items that contain any part of the entered value. For example, partial text, partial index (*ABC* or *123*), etc. Does not accept the Wildcard (%).
- **Starts With:** Returns results for the partial/*beginning values*. For example, *QF* will return all indexes which begin with *QF*. Does not accept the Wildcard (%).
- **Ends With:** The opposite of *Starts With*. Returns results for the partial/*ending values*. For example, an index ending in *201* will return all indexes which end in *201*. Does not accept the Wildcard (%).
- **Not Begins With:** Returns results for values that do not *begin* with the entered value. Everything except the entered value.
- **Not Equal To:** Returns results for values that are not equal to the entered value. Everything except the entered value.
- **Not End With:** Returns results for values that do not end with the entered value. Everything except the entered value.
- **Not Contain:** Returns results for values that do not contain the entered value. Everything that does not contain the entered value.