CORE: Wildcard Search

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 %

OR the parameter text will indicate wildcards are allowable.

Either search action will produce the same result.

Helpful Hits and Wildcard Cautions:

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