1. The CORE \textit{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 \textit{default to the} %

\begin{center}
3) Account Code
\end{center}

\textbf{OR} the \textit{parameter text} will indicate wildcards are allowable.

\begin{center}
2) Account (accepts % wildcard)
\end{center}

Either of these search functions will produce the same result.

\textbf{Helpful Hits and Wildcard Cautions}

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