

File Name	Using Wildcards.doc
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Using Wildcards

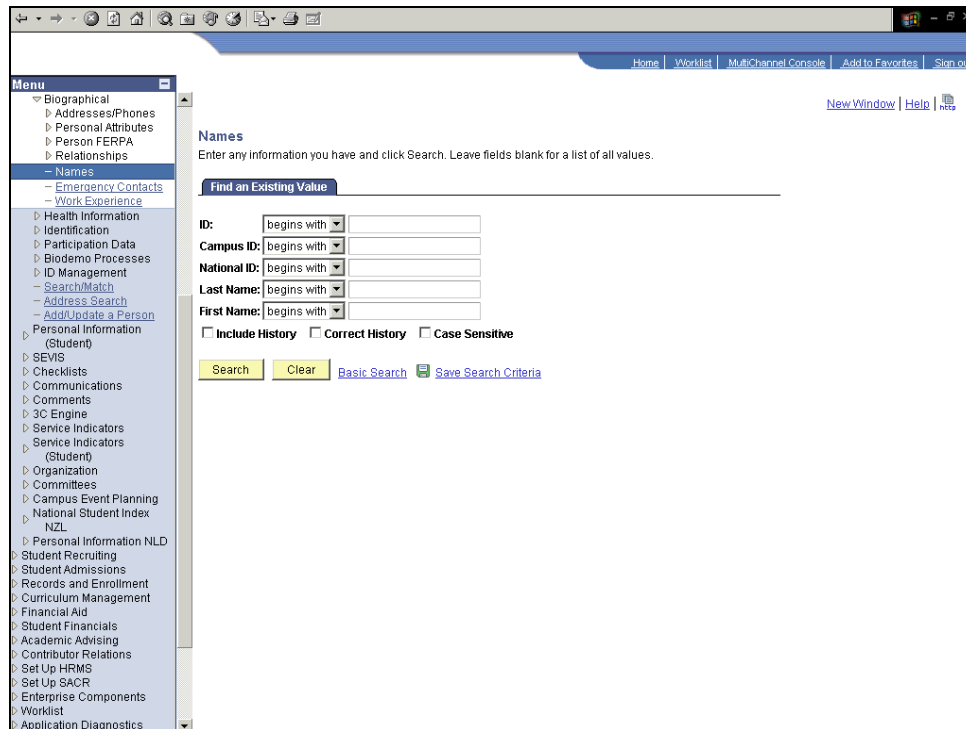
Concept

A **wildcard** is a special symbol that stands for one or more characters. This enables you to select multiple files with a single specification.


Procedure

Wildcard	Definition
% (percent sign)	Match one or more characters
_ (underscore)	Match any single character
\ (back slash)	Escape character—don't treat the next character as a wildcard.

Step	Action
1.	Three <i>wildcard</i> features are supported when searching for data in character fields. These wildcards can be helpful in finding the exact information you want to process. The table below displays the supported standard wildcard features.



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Names

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: begins with


Campus ID: begins with

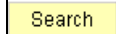
National ID: begins with

Last Name: begins with

First Name: begins with

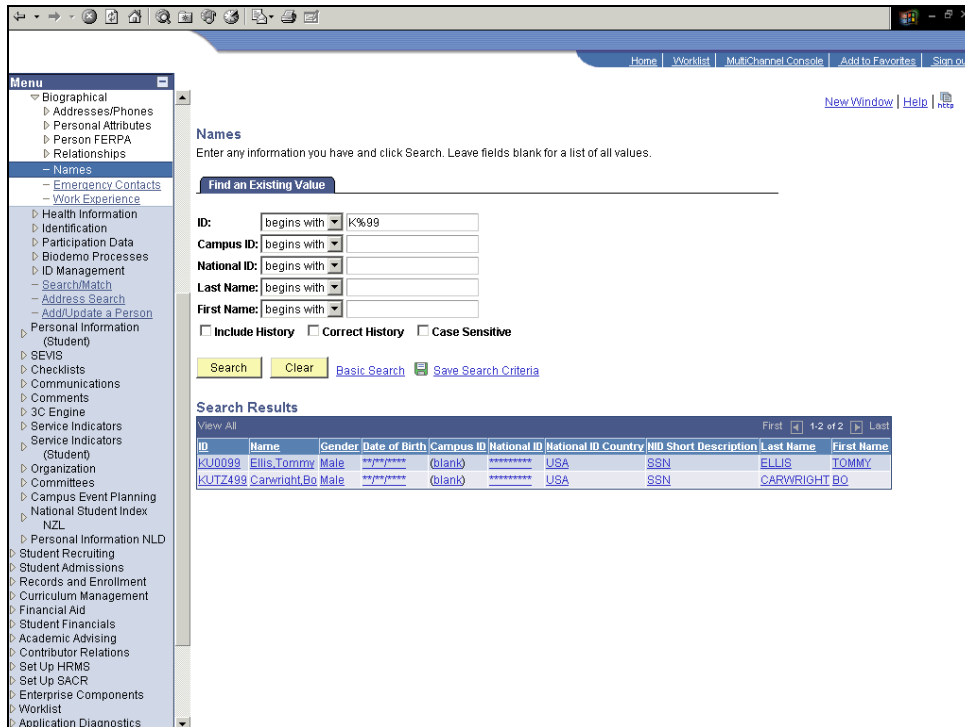
Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
2.	For example, suppose you are looking for a specific person but can't remember his ID. You know that the ID begins with "K" and contains the numbers 99. You can use the % wildcard to locate the person. Enter the desired information into the ID field. Enter " K%99 ".
3.	Click the Search button. 

Reference Guide

MaineStreet Fundamentals: Using Wildcards



The screenshot shows the 'Names' search section of the MaineStreet Fundamentals application. The search criteria are as follows:

- Find an Existing Value** (checked)
- ID:** begins with K%99
- Campus ID:** begins with
- National ID:** begins with
- Last Name:** begins with
- First Name:** begins with

Additional options include Include History, Correct History, and Case Sensitive. The search results table is shown below:

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
KU0099	Ellis, Tommy	Male	**/**/****	(blank)	*****	USA	SSN	ELLIS	TOMMY
KUT7499	Carwright, Bo	Male	**/**/****	(blank)	*****	USA	SSN	CARWRIGHT	BO

Step	Action
4.	There are two people that match this criterion.
5.	You have successfully searched for a record using a wildcard. End of Procedure.