Wildcard Characters

Permissions

You will require an Access Role with the following permissions:

- Reports

Certain report criteria will allow you to use wildcard characters in order to search for text, numbers or codes which begin with specific characters or that match a certain pattern.

1. Select a **Report Criteria** which allows you to choose **Like** or **Not Like** as a Criteria Filter.

2. Enter the relevant wildcard character along with the appropriate information into the **Value** field. The wildcard characters and their uses are listed below:

% (percent)	Use % to match any string of zero or more characters.
For example:	Entering S% to filter the Surname report column will return Smith, Stephens etc. St% will return Stephens, Stott, Stuart, etc.

_ (underscore)	Use _ to match a single character in the same position in a word or text string with the same number of characters.
For example:	_ake returns fake, make, take etc.

[ ] (dot)	Use [ ] to match a single character in a given range.
For example:	[F-M]ake returns 'fake', 'make'. This will not return results such as 'take'.

[^] (hat)	Use [^] as per the previous example [ ], but to NOT include the characters in the given range.
For example:	[^F-M]ake returns 'take'.
	This will not return results such as 'fake' or 'make'.

3. Once you have specified your Filter Criteria, click Save.