

Standard wildcards ( \* and % ) are used to create *contains...*, *begins with...*, and *ends with...* searches. There are, however, plenty of other characters that you can use to refine your search.

Note that many of these search parameters only work in fields *without* a magnifying glass next to them.

Character	Function	Use with	Example
*	Match on any character or characters	Alphanumeric characters  <i>Works in magnifying glass fields</i>	103*  Matches on all account numbers that <b>start with</b> 103 (1030000, 1039765, etc.)
?	Match on any single character	Alphanumeric characters  <i>Works in magnifying glass fields</i>	103?490  Matches on all seven-digit account numbers that start with 103 and end with 490 (1030490, 1031490, etc.)
!	Not equal to	Alphanumeric characters	!*End*  In a Description/Title field, matches on all records that do not contain the word <i>End</i> . Wildcards (*) ensure that records containing <i>End</i> will be excluded no matter where the word falls in the field.
	Or	All types of data	*End* *end*  In a Description/Title field, matches on all records that contain <b>either</b> <i>End</i> or <i>end</i> . (Some search fields are case sensitive.) Note that the wildcards (*) ensure that the record will be included no matter where the word falls in the field.
&&	And	All types of data	*David*&&*Garcia*  In a Vendor Name field, will return records that contain <b>both</b> <i>David</i> and <i>Garcia</i> . In this example, it eliminates difficulty finding a vendor if you aren't sure exactly how their name is formatted in the system.  You could also combine search terms to <b>exclude two terms</b> , such as both <i>End</i> and <i>end</i> : !*End*&&!*end*
>	Greater than	Alphanumeric characters	>1000  Matches on all dollar amounts <b>greater than</b> 1000
<	Less than	Alphanumeric characters, numbers, dates	<100  Matches on all dollar amounts <b>less than</b> 100

Character	Function	Use with	Example
>=	Greater than or equal to	Alphanumeric characters, numbers, dates	>=1000  Matches on all dollar amounts <b>greater than or equal to</b> 1000
<=	Less than or equal to	Alphanumeric characters, numbers, dates	<=100  Matches on all dollar amounts <b>less than or equal to</b> 100
..	Between (inclusive range)	Alphanumeric characters, numbers, dates	1000..1500  Matches on dollar amounts <b>equal to or greater than</b> 1000 <b>and</b> on dollar amounts <b>less than or equal to</b> 1500