Introduction

Description

Searches for a particular value or set of values commonly come into play when one needs to specify a variable required to run a report or when applying a filter to data after the report has run. This document describes how to use wild card characters in searches to quickly find the values you need.

Prerequisites

The user should be familiar with navigating the Business Warehouse environment.

Search Strings and Wild Card Characters

When using wild card characters, here are the basics:

1. **Using a trailing wild card**
   
   Entering `buw*` indicates the text must begin with `buw`. The wild card ("*") indicates any characters or numbers may follow the initial text you entered. Valid results would include:
   
   - `buw` (or BUW; the search is not case-sensitive)
   - `buw123`
   - `buworks BW reporting`

   See [Example 1](#)

2. **Using a leading wild card**

   Entering `*buw` indicates the text must end with `buw`. The wild card indicates any characters or numbers may precede the text you entered. Valid results would include:

   - `123buw`
   - `This is buw`

   See [Example 2](#)

3. **Using a leading and trailing wild cards**

   Entering `*buw*` indicates the text must contain `buw`, but it may appear anywhere within the text. The letters you are searching for might appear at the beginning, at the end, or somewhere in the middle. Valid results would include:

   - `123buworks`
   - `buw123`
   - `123buw`

   See [Example 3](#)
Examples

Example 1: Searching a numeric field by using a trailing wild card

In this example, a user wants to identify all ISR and FSR activity in their financial report.

The **GL/Commitment Item** numbers for ISRs and FSRs all start with “89.” Therefore, the search string to use is this:

\[89^*\]

(indicated by 1 in the image on left)

Pressing the Refresh button (2) starts the search.

This is the result of the search.

Example 2: Searching a text field by using a leading wild card

In this example, a user is searching for a specific employee, **Bill Stewart**, in the **Employee Text** field. However, it isn’t clear whether this person’s first name will be listed as “Bill”, “William”, “W”, or some other way. For that reason, we will use a wild card character to represent the employee’s first name.

Note that names are listed by first name followed by the employee last name (1). This suggests using a search string with a leading wild card.

In this example, the entire list of employees we will search is quite large. As the informational message (2) indicates, the list is longer than 1,000 entries. For that reason, the **Maximum Records** search parameter (3) should be increased from the default value of 1,000.
This is what the search screen might look like after we enter our search parameters.

4. The name we are searching for has been specified as *stewart*

5. The Maximum Records parameter was increased by clicking in the field and adding two zeros.

Here is the result of the search (after highlighting the employee name we sought).

Example 3: Searching a text field by using leading and trailing wild cards

In this example, a user wants to search the text portion of the Vendor Characteristic to find Fisher Scientific.

Unsure how this vendor name appears in the system, she enters the text “fisher” bracketed by wild card characters, like this:

*fisher*

(indicated by 1 in the image on left)

Click the Refresh button to start the search (2).
Two vendor names match. She clicks on the line containing *Fisher Scientific* to select this vendor (3), then clicks the Add button (4) and the OK button (5).