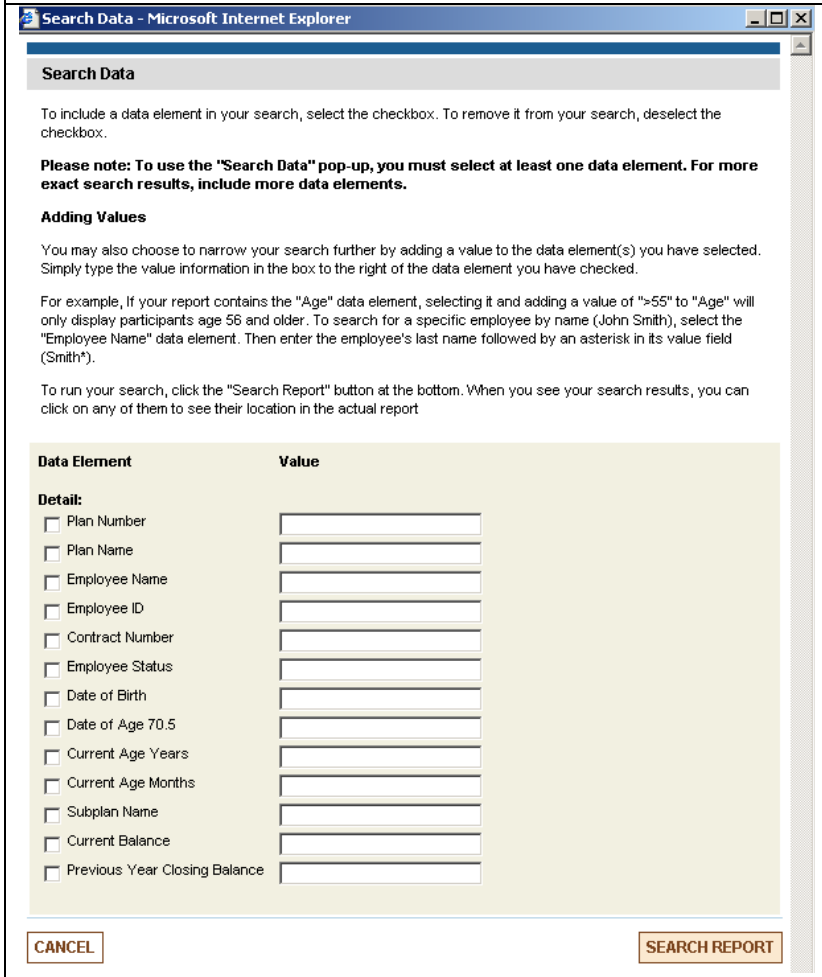
Using Search Terms in the Value Fields



Using Search Terms in the Value Fields

When you specify terms to search for in a Value field, you can type in specific information such as “Leslie Thompson” to search for one match. Typically, search terms are used to find a set of matches. For example, type in the search terms "*Thompson" to find all names that end with Thompson.

Efficient Searching Using Operators, Wildcards and Patterns

When using search terms you can use **Operators**, symbols that represent functions, and **Wildcards**, symbols that stand for one or more unspecified characters. You can create complex terms that use a combination of Operators and Wildcard characters for more efficient searching. **Patterns** allow searching for characters both in a range and the selection of specific special characters.

Using Operators

The following **Operators** can be used in the Value fields in the search window. Please also see below: Special Characters.

Operator	Description	Examples	Matches
=	Equals. By default, the = operator is implied.	=MR1500 MR 1500	MR1500 MR1500
>	Greater than or alphabetically after	>100 >Ace	101, 115, 200 Acer, Adobe
<	Less than or alphabetically before	<100 <Ace	10, 50, 99 Aamco, Abel
>=	Greater than or equal to	>=100 >=Ace	100, 101, 200 Ace, Adobe
<=	Less than or equal to	<=100 <=Ace	10, 50, 100 Aamco, Ace
-	Range. A hyphen separates upper and lower limits of the range. For strings, - can mean the following:	10 - 20 A - C -Ace	10, 15, 20 Ace, Bell, Core

	• b- is equivalent to >=b • -b is equivalent to <=b • - is equivalent to * (match all values)	Ace-	Aamco, Ace Ace, Adobe
,	Or. Comma separates two values.	1,2 Ace,Ford	1, 2 Ace, Ford
!	Not	!1000 !MA	998, 999, 1001 CA, NJ, OH

Using Wildcard Characters
Use **Wildcard** characters to match patterns of text and objects. The following Wildcard characters can be used in the Value fields in the search window.

Wildcard	Description	Example	Matches
?	Find any one character	M?1680	MR1680, MS1680
*	Find any number of characters	3M*	3M A1000, 3M B2000
#	Find any one ASCII numeric character (0 - 9)	MS##90	MS0490, MS3290

Using Patterns
Patterns can further qualify a search. Patterns allow searching for characters in a range and for specific characters. Use brackets around the search expression like this: [pattern] to indicate searching for a Pattern. The following examples describe patterns that can be used in the Value fields in the search window.

Pattern	Description	Example	Matches
[list of characters]	Match any one of the characters inside the brackets	M[PRS]16	MP16, MR16, MS16
[a-z]	Match any lowercase character	m[a-f]1800	ma1800, mc1800

[0-9]	Match any ASCII numeric character	MX150[1-5]	MX1502, MX1503, MX1505
[a-z0-9]	Match any lowercase character and ASCII numeric character	m[a-c1-3]	ma1, ma3, mb2, mc3
[a-z-]	Match any character or hyphen	m[a-z-]	ma, mb, m-
[^]	Match one caret	*[^]1650	a^1650, b^1650

Searching Specifically for Special Characters: ?, *, and #.
Because the following **Special Characters**: **?, *,** and #can be wildcards and have special meanings in search terms, you must indicate when you wish to search for the characters themselves. To search specifically for a special character use one of the following:

- Place the character inside brackets, like this: [?].
- Use the backslash (\) before any special character, and enclose both the backslash and the character in quotation marks, like this: “\?”.

NOTE: For characters that also act as Operators, see below: Searching for a String that Contains a Special Character.

The following examples describe searching for specific special characters. See also:

Special characters	Description	Examples	Matches
[?] or "\?"	Match one question mark	M[?]1600 M"\?"1600	M?1600
[#] or "\#"	Match one pound sign	M[#]1600 M"\#"1600	M#1600
[*] or "*"	Match one asterisk	M[*] 1600 M"*"1600	M*1600
[[] or "\["	Match one open bracket	M[[]A[]]6 M"\["A"\]"6	M[A]6
[]] or "\]"	Match one close bracket	M[[]A[]]6 M"\["A"\]"6	M[A]6
["\["-"\]"]	Match any ASCII character between [and]	M["\["-"\]"]	M[A] M[b]

	Searching for a String that Contains a Special Character If a **Search Text String** contains one or more special characters, you must type a backslash (\) before each special character. Special characters also include characters that act as Operators: • Comma (,) • Hyphen (-) • Exclamation point (!) • Less than sign (<) • Greater than sign (>) • Equal sign (=) • Backslash (\) **Example:** The string: Smith, John must contain a backslash (\) before the comma: Smith\, John If you do not type a backslash (\) before the comma, the comma is interpreted as an OR And the search would be for Smith OR John rather than for John Smith.