

## Using Wildcard Characters in Data Searches

Ranges and/or logical search characters can be used when you are searching for records. The following is a list of wildcard characters and examples of their use. Not all these characters can be used in all fields. For example, you cannot use the wildcard character (\*) in a date field. Note: Munis is case-sensitive, so a name entered as John Doe in Munis would not be found if you enter JOHN DOE in the name field when doing a search.

Symbol	Description	Example of Use
*	Wildcard. Use this with any combination of letters or numbers before or after the symbol.	Office* returns any names that begin with Office (Office Max, Office Depot). *Office* returns any names that contain the word "Office" (Staples Office Supply, ION Office Equipment, Office Max).
>	Greater Than	>1/16/07 returns all dates greater than the specified date.
>=	Greater Than or Equal To	>=1/16/07 returns the specified date and all dates greater than the date specified.
<	Less Than	<\$10,000.00 returns all amounts less than the amount specified.
<=	Less Than or Equal To	<=1/16/07 returns the specified date and all dates less than or equal to the date specified.
<> or !=	Not Equal To	<>135 or !=135 used in Dept/Loc returns all departments except 135.
: or ..	Range	500:599 returns all amounts including the beginning and ending amounts.
	Pipe symbol, used as "and". (Located above the backslash)	Finds the named data items, regardless of the range. For example 1/1/06 1/10/06 1/31/06 returns only the three dates.