Wildcards for searching for records

%	Finds all records. For example: **%International** Finds all Client records that have something before International i their company name. **International%** Finds all Client records that have something after International in their company name.
?	Finds a single unknown character. For example: **SM?THJ** Finds John Smith, James Smith, John Smyth, and Jane Smith.
*	Finds one or more unknown character. For example: **SM*THJ** Finds John Smith, James Smith, John Smyth, Jane Smith, and Jar Smeath. Enter * on its own to display all the items in the database.
[...]	The area within a set of square brackets represents one characte The database matches anything within the square brackets. For example: NE1[ ] looks for postcode NE1 only and not NE11 or NE12 becaus the 4th character must be a space. NE1[12] looks for postcodes NE11 and NE12 only because the 4th character must be a 1 or a 2. This can be very useful for controlled postcode lookup.

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Last update: **2017/11/16 21:55**