



# Wildcards for searching for records

| Key   | Action                                                                                                                         | Example                                                                                                                                                                                                                                                                       |
|-------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| %     | Find all records                                                                                                               | <b>%International</b> finds all records that have something before International in their name.<br><b>International%</b> finds all records that have something after International in their name.                                                                             |
| ?     | Finds a single unknown character                                                                                               | <b>SM?THJ</b> finds John Smith, James Smith, John Smyth and Jane Smith.                                                                                                                                                                                                       |
| *     | Finds one or more unknown character(s)                                                                                         | <b>SM*THJ</b> finds John Smith, James Smith, John Smyth, Jane Smith and Jane Smeath<br>Enter * on its own to display all the items in the database                                                                                                                            |
| [...] | The area within a set of square brackets represents one character.<br>The database matches anything within the square brackets | <b>NE1[ ]</b> looks for postcode NE1 only and not NE11 or NE12 because the 4th character must be a space.<br><b>NE1[12]</b> looks for postcodes NE11 and NE12 because the 4th character must either be a 1 or a 2.<br>This can be very useful for controlled postcode lookup. |

Go back to [Hints, tips and shortcuts](#)

From:

<https://iqxusers.co.uk/iqxhelp/> - **iqx**

Permanent link:

[https://iqxusers.co.uk/iqxhelp/doku.php?id=9\\_wildcards\\_for\\_searching&rev=1364915511](https://iqxusers.co.uk/iqxhelp/doku.php?id=9_wildcards_for_searching&rev=1364915511)

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

