

Enter Criteria - "Like"

Ston	Action
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1.	Click the Reporting Tools link. Reporting Tools
2.	Click the Query link. Query
3.	Click the Query Manager link. Query Manager
4.	Click the Advanced Search link. Advanced Search
5.	Enter the desired information into the Description field.
6.	Click the Search button. Search
7.	Click the Edit link of the desired query. Edit
8.	Click the Add Criteria button for the field on which you want to put the criteria.
9.	Click the Condition Type dropdown list. equal to ▼
10.	Click the like list item.
11.	You will use the '%' sign and the '-' to indicate the format of the value on which you want to match. Both of these characters are wildcards.
	'%' represents a sequence of characters of any length.
	'C%' will return all rows where the value of the specified field starts with a 'C'.
	'%C%' will returns all rows where the value of the specified field has a 'C' in it. '%C' will return all rows where the specified field's value ends with a 'C'.
	The '-' sign represents a single character. The format '-ones' will return all rows in which the specified field's value is five characters long and ends in the string 'ones', example, (Jones, cones, bones).
12.	Enter the desired information into the Constant field.
13.	Click the OK button.
14.	Click the Criteria tab.
15.	After running the query, the query results are displayed on the screen.
16.	End of Procedure.