

**Primary Audience:** All users

A Wildcard is a symbol that can stand for one or more unspecified characters. Use the following wildcard symbols to search for variations of words in title, notes, or retrieval code fields.

\* or % = any number of characters

? or \_ = a single character [the ?

The Following examples show the results of the use of wildcard characters in TRIM for records containing the words “cat”, “cart”, and “carrot”:

c\*t = returns all three words

c?t = returns cat

c??t = returns cart