Tip 009: Using Wildcards in Searching

Primary Audience: All Users

Purpose: A wildcard is a symbol that stands for one or more unspecified characters in a search. Use wildcards to create searches where there are unknown characters, multiple potential spellings, or various endings of words.

Refer to the Search Guide for greater detail on searching in EDRMS Content Manager.

In EDRMS Content Manager searches:

- * or % are used to represent any number of characters
- ? is used to represent a single character

The following examples show the results of the use of wildcard characters in EDRMS Content Manager searches for records containing the words 'cat', 'cart', and 'carrot':

- c*t returns all three words
- c?t returns cat
- c??t returns cart

A 'leading wildcard' is where the wildcard is at the front of the search word: *cat will find any record that has characters in front of 'cat', such as 'big cat' or 'wild cat'.

A 'trailing wildcard' is where the wildcard is at the end of the search word: cat* will find any record that has characters after the letters 'cat', such as 'catch' or 'catastrophic' or 'cat food'.