# MUNIS Wildcard Characters

Wildcard characters are symbols you can type in boxes to refine your search criteria or to substitute for unknown values. You can include wildcard characters in boxes where you can type characters or numerals. You must include the correct capitalization in your search criteria. For example, if you type Smit*, records with the value SMITH are not found.

| Symbol | Description |
|---|---|
| = | is null<br>Use to find records that have a NULL in a field. |
| = or == | equal to<br>Use to find records that are equal to the value typed in the box.<br>For example, typing =WI in the State box finds records where the value equals WI. |
| < | less than<br>Use to find records with a value less than the data typed in the box.<br>For example, typing <L finds data from A–K. |
| <= | less than or equal to<br>Use to find records with a value less than or equal to the data typed in the box.<br>For example, typing <=L finds data from A–L. |
| > | greater than<br>Use to find records with a value greater than the data typed in the box.<br>For example, typing >L finds data from M–Z. |
| >= | greater than or equal to<br>Use to find records with a value greater than or equal to the data typed in the box.<br>For example, typing >=L finds data from L–Z. |
| <> or != | not equal<br>Use to find records with values not equal to the data typed in the box.<br>For example, typing <>1 finds all records where the value is not equal to 1. |
| <! | less than<br>Use to find records that have a space in a field. |
| : or .. | range<br>Use to find records based on data between and including two limiting characters.<br>For example, typing A:C finds Alabama, Bermuda, California. Typing a:c finds account, barcode, customer. |
| \| | or<br>Use to find records with this value or that value.<br>For example, typing Cash\|Charge finds all records where the value equals Cash, if it exists, and all records where the value equals Charge, if it exists. |
| * | wildcard<br>Use to find all records with the same sequential character string that begins, includes, or ends with an asterisk (*).<br>For example, typing ARL* finds all records starting with ARL, such as ARLBERG, ARLINGTON, ARLON, and so on. Typing *H finds all records ending with H such as SMITH, WORTH, and so on. |

| Symbol | Description |
|---|---|
| ? | single-character wildcard<br>Use to finds all records with the same sequential character string where only a single-character differs.<br>For example, typing A?C finds all records where the value equals ABC, ADC, ACC, AEC, and so on. |
| [c] | a set of characters<br>Use to find all codes, as follows:<br>Start with N or T: [NT]*<br>Start in lowercase: [a-z]*<br>Start in uppercase: [A-Z]*<br>Use to find all two-character codes, as follows:<br>Start in lowercase: [a-z]?<br>Start in uppercase: [A-Z]? |