Using a Wildcard for Prompt Criteria

You can combine a wildcard with a prompt to enable the user to return some or all data for a given criteria.

1. The criteria will be based on ACAD_CAREER which will be prompted with a wild card. This will enable the user to select one career or all careers.
2. The prompt for ACAD_CAREER is started in the usual manner. From the Fields or Criteria page, navigate to the Edit Criteria Properties page with ACAD_CAREER as Expression 1.

3. Change the Expression 2 Type from Constant to Prompt and click New Prompt under Expression 2 – Define Prompt.

4. Once into the Edit Prompt Properties page, make the changes shown below:
   a. Change the Heading Type from RFT Short to Text
   b. Change the Heading Text from Career to Enter Career (use % for all)
   c. Change the Edit Type from Prompt Table to No Table Edit
   d. Leave the Prompt Table populated
5. Back on the Criteria page, change the Condition Type from *equal to* to *like*

6. Click OK to save, and navigate to the Run page and run the query. When prompted, you can either enter a valid Career or a %. If you enter nothing in the prompt box, no records will be returned.

7. Note: As with any other wildcard in Query, you can enter a portion of your criteria using wildcards on either side (or beginning or end as appropriate). For example, in a wildcard prompt for Majors, you can enter %ENGL% to see all English Majors, whether a single major (ENGL) or a double major (AMST-ENGL).