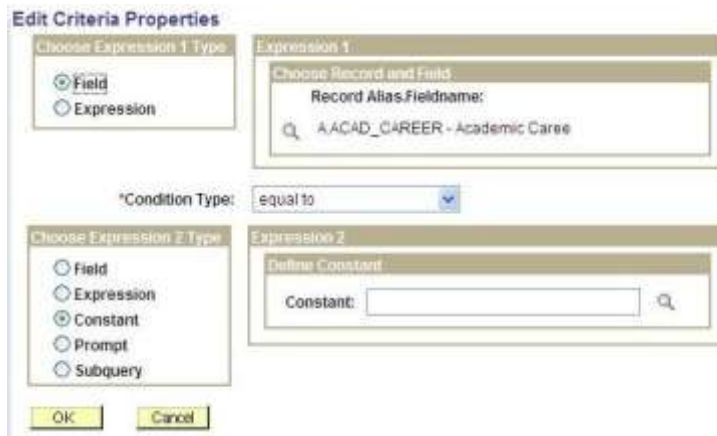


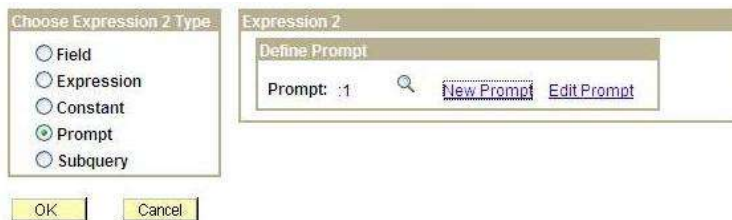
Using a Wildcard for Prompt Criteria

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

Page before changes	Page after changes
<p>Edit Prompt Properties</p> <p>Field Name: <input type="text" value="ACAD_CAREER"/></p> <p>*Heading Type: <input type="text" value="RFT Short"/></p> <p>*Type: <input type="text" value="Character"/></p> <p>Heading Text: <input type="text" value="Career"/></p> <p>*Format: <input type="text" value="Upper"/></p> <p>*Unique Prompt Name: <input type="text" value="BIND1"/></p> <p>Length: <input type="text" value="4"/></p> <p>Decimals: <input type="text" value=""/></p> <p>*Edit Type: <input type="text" value="Prompt Table"/></p> <p>Prompt Table: <input type="text" value="STDNT_CAREER"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	<p>Edit Prompt Properties</p> <p>Field Name: <input type="text" value="ACAD_CAREER"/></p> <p>*Heading Type: <input type="text" value="Text"/></p> <p>*Type: <input type="text" value="Character"/></p> <p>Heading Text: <input type="text" value="Enter Career (use % for all)"/></p> <p>*Format: <input type="text" value="Upper"/></p> <p>*Unique Prompt Name: <input type="text" value="BIND1"/></p> <p>Length: <input type="text" value="4"/></p> <p>Decimals: <input type="text" value=""/></p> <p>*Edit Type: <input type="text" value="No Table Edit"/></p> <p>Prompt Table: <input type="text" value="STDNT_CAREER"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>

- Back on the Criteria page, change the Condition Type from *equal to* to *like*

Edit Criteria Properties

Choose Expression 1 Type: Field Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

*Condition Type:

Choose Expression 2 Type: Constant Prompt

Expression 2

Define Prompt

Prompt: :1 [New Prompt](#) [Edit Prompt](#)

- 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.
- 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).