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 criterion.

1. The criterion will be based on ACAD_CAREER which will be prompted with a wildcard. 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 Choose Expression 2 Type from Constant to Prompt.
4. Change *Condition Type from equal to to like.
5. Click the **New Prompt** link under **Expression 2 – Define Prompt**.
6. 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. The **Edit Type** should be **No Table Edit**
   d. The **Prompt Table** should be unpopulated
7. 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.

2. **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, you can enter %G% to see all Careers containing a “G” (GRAD, GLSP, and UGRD).