

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**.

Wesleyan University Student/Faculty Information System

PeopleSoft Query Reference

PeopleSoft 9.0; Query 8.52

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Choose Expression 2 Type

Constant
 Prompt

*Condition Type: like

Expression 1

Choose Record and Field

Record Alias.Fieldname:
A.ACAD_CAREER - Academic Caree

Expression 2

Define Prompt

Prompt: [Edit Prompt](#)

OK Cancel

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

Edit Prompt Properties

Field Name: ACAD_CAREER

*Type: Character

*Format: Upper

Length: 4

Decimals:

*Edit Type: No Table Edit

*Heading Type: Text

Heading Text: Enter Career (% to see all)

*Unique Prompt Name: BIND1

Prompt Table:

OK Cancel

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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).

