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**.

PeopleSoft Query Reference   PeopleSoft 9.0; Query 8.52

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

PeopleSoft Query Reference   PeopleSoft 9.0; Query 8.52

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).