**Applicant Lookup with Wildcards**

Use Wildcards to find Applications when you don’t have exact information.

In a single field where you have only partial information, add a wildcard to improve your search results.

*See examples in table below.*

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
</table>
| *        | Means xero or more characters; can be used at the beginning, middle or the end of a group of letters | Joh* finds Johnston, Johnstone, Johnson
                                                      *son finds Hanson, Johnson and Pearson
                                                      M*m*d finds Muhammad, Mohamed and Mohammed
                                                      *1245 finds 0000001245                                                                 |
| ?        | Any single alphabetic character                                            | Sm?th finds Smyth and Smith                                                                 |
| I        | Means ‘or’; use to search for two different values in the same field       | Irene|Li finds all records with Irene or Li
                                                      M*|J* finds all records beginning with either M or J                                               |
| <        | Less than a specified value                                                | <D* finds all records beginning with A, B or C                                              |
| >        | Greater than a specified value                                              | >D* finds all records beginning with D and above, including D itself.                        |

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