

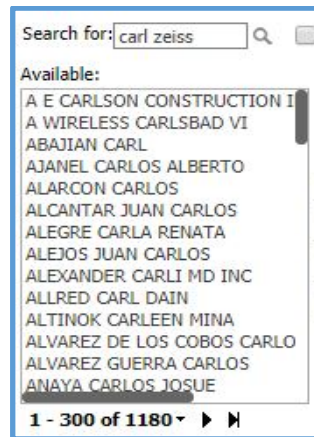
## Report Filter Search Criteria

This guide provides tips for using CalUsource's Analytical Reports search function, which operates differently than other search functions you may have used. Some CalUsource search filters, such as Suppliers, will bring up too many records to be relevant or useful. In these cases, use the **Search for** field to identify the record(s) you are looking for. **Note:** To begin a search, click the **Add View Filter Condition** (funnel shape) icon at the top of the screen and then select the search filter from the **Filter On** dropdown list.

### No symbols for broad results

Entering one or more search terms without asterisks brings up all records that include either search term.

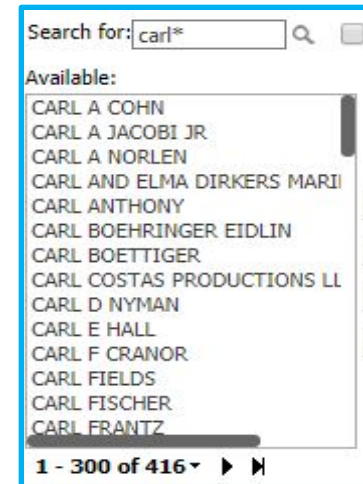
In this screen shot, entering *carl zeiss* without any symbols, returns all records that contain text “*carl*” or “*zeiss*”



### Asterisk after a search term

Entering an asterisk after the search term returns all records starting with that search term.

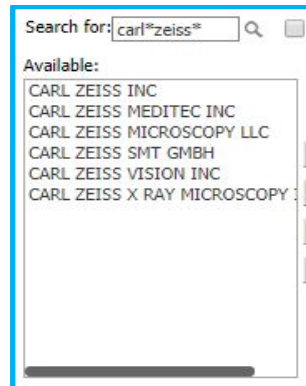
In this screen shot, entering *carl \** returns all records starting with *carl*.



### Asterisk before and after the second search term

Entering asterisks before and after the 2<sup>nd</sup> search term returns results starting with the 1<sup>st</sup> search term and containing the second search term.

In this screen shot, *carl \*zeiss\** returns all records starting with “*carl*” and containing “*zeiss*”.



### Quote marks before and after both search terms

Entering quote marks before and after two or more search terms returns records that contain the exact search term. In this screen shot, “*carl zeiss*” returns records with the exact search term “*carl zeiss inc*”. Repeat this search one at a time for each string you want to add to your report.

