

Operator Name & Symbol	Definition	Example Scenario	Field Selection & Search For Entry
Less than <	Finds values less than what you enter	If you were searching for invoices totaling "less than" \$1500.00	Enter <1500.00 for the Balance field.
Less than or equal to ≤ or <=	Finds values less than or equal to what you enter.	If you were searching for all timesheets with a date older than or equal to 3/1/2007	Enter <=3/1/2007 for the Date field.
Greater than >	Finds values greater than what you enter	If you were searching for timesheets with hours greater than 3	Enter >3 for the Hours field.
Greater than or equal to ≥ or >=	Finds values greater than or equal to what you enter	If you were searching for invoices totaling \$1500.00 or more	Enter ≥ 1500.00 for the Balance field.
Exact match of word. =	Match whole word (or match Empty).	If you were searching for a category with the word Market in the title. Or, if you were searching for all invoices equal to \$1500.00	Enter =market for the Category Name field to find records such as <i>Market Research</i> , <i>General Market</i> , but not <i>Marketing</i> . Enter =1500.00 for the Balance field.
Exact match of entire field ==	Match the field exactly.	If you want to find an exact match to the field.	Enter ==Auto Zone Inc to find a record that matches as Auto Zone Inc, but not Auto Zone or just Auto.
Ellipse ...	Finds records within a range.	If you were searching for records between two dates. Or, if you were searching for invoices numbered 10000 through 10003	Enter 1/1/2007...1/31/2007 for the Date field to find all records between and including those dates Enter 10000...10003 for the Invoice # field to find all invoices between and including the value range.
Duplicates !	Finds records with duplicate field values	If you think there might be duplicate company records.	Enter ! for the Company Name field to search for all duplicate records.

<p>Today's date //</p>	<p>Finds records with today's date.</p>	<p>If you were searching for all Company records entered today</p>	<p>Enter // for the Creation Date field</p>
<p>Single character variable @</p>	<p>Replaces a single unknown or variable character</p>	<p>If you were searching for a name, but unsure of the exact spelling – such as Gray or Grey.</p>	<p>Enter Gr@y for the Name field</p>
<p>Unlimited character variable *</p>	<p>Replaces unlimited number of unknown characters</p>	<p>If you were searching for a name, but unsure of the spelling. For example, searching for Schwartzsomething</p>	<p>Enter sch* for the Name field to return all names starting with Sch. Enter *son* for the Name field to return all variations containing son such as Richardson or Sonamaker</p>
<p>Literal entry "criteria"</p>	<p>Finds all criteria entered between the quotation marks, often used for spaces and punctuation</p>	<p>If you were searching for a company with a comma in the company name such as Smith, Webster and Jones</p>	<p>Enter “,” for the Last Name field to return all records with a comma in the name Or enter “, LTD” to find all companies ending in “, LTD”.</p>