

TempWorks' Wild Card

The asterisk (*) serves as a **Wild Card** in TempWorks. (Shift 8)

If you have played cards you already know the concept of Wild Cards. The difference between Wild Cards in games and Wild Cards in TempWorks is that in games the Wild Card can replace any card. In TempWorks the Wild Card can replace any string of characters.

A Wild Card can be used in any search conducted in TempWorks.

You automatically receive a Wild Card **after** any criteria keyed into a search. For instance, if you key the letter **B** into a name lookup, the results of the search will include anyone whose last name begins with the letter **B**.

Wild Cards can also be used **anywhere** they are needed *within* the search criteria. For instance, if you are trying to lookup someone with a very long, complicated last name use what you do know of their name, inserting Wild Cards as they are needed. Try to look up Peter Janakowski. You may know the last name starts with a **J** and it ends with and **SKI**.... Key in: **J*ski**. This will return all whose last name begins with a **J** and has a **ski** in it (Remember that free Wild Card at the end).

Know that Wild Cards are available for use but use them cautiously as the search may be too broad. For instance, if you are trying to find all the **Accountants** in the database and you key in **Acc** the results will include everyone with an interest code that begins with Acc; Accountants, Accounts Receivable, Account Manager, Access, Accounts Payable, etc.