Wildcards and Operators for Search

Get even more control over your search results with wildcards and operators. Here's how to use them and some of their limitations.

How to use search wildcards

✓ Use an asterisk (*) to find items that match zero or more characters at the middle or end of your query.
✓ Use a question mark (?) to find items that match only one character at the middle or end of your query.
✓ Stay focused with your wildcard search.
Your results will be returned faster and it's more likely that you'll find what you're looking for.
For example, search for all occurrences of "prospect" (or the plural "prospects") using "prospect*" instead of "prosp*" (it could return unintended matches, like matches for "prosperity")

Wildcard limitations

Leading wildcards (used at the beginning of a search term) are not supported, with the exception of standard lookups.
Asterisks and question marks used within a search phrase enclosed in question marks (or when the exact phrase is selected in the search scope) function as wildcards. For example, "fo?d" matches to "food" and "fold."

How to use search operators

✓ **AND** - search for items that match all of the search terms.
✓ **AND NOT** - search for items that don't contain the search term.
✓ **OR** - search for items containing at least one of the search terms.
✓ **Parenthesis ( )** - group search terms together (grouped search terms are evaluated before other terms in your string).
✓ **Quotation marks " "** - search for items that match all of the search terms in the order entered.
✓ You can combine multiple operators in a search string and they'll be evaluated in the following order:
    1. Parenthesis ( )
    2. AND or AND NOT (in order from right to left)
    3. OR