**data
management
unit**

Creating a more detailed query with the use of Wildcards

Introduction

A query can be as simple or as complicated as you wish. Entering a student number is an example of a simple query. It is limited to one student through the use of the unique identifying number assigned to the student. It is, however, possible to generate more complicated queries, usually on groups of students, by creating a broad, yet specific search pattern.

Contents

1. Complete list of wildcards in SITS

To enter a wildcard right click on into the field in which you want the wildcard to appear and select Insert wildcard > followed by whichever wildcard you wish to input. I've included a separate column to indicate how the wildcard icon actually appears in SITS.

Name	Icon	How it appears in SITS
Any characters	*	·*
Any single character	?	·?
Or	¦	·|
And	&	·&
Not	!	·!
Equal too	=	·=
Not Equal	!=	·!·=
Greater Than	>	·>
Greater Than or Equal To	>=	·>·=
Less Than	<	·<
Less Than or Equal To	<=	·<·=

2. Any character (*) and single character (?)

The single character (?) wildcard works as a substitute for any individual character when searching in the database, whereas the any character (*) is a substitute for multiple characters. For instance in the example below it will return anyone with a 3 character first name in which the first character is 'T' and the last is 'M' (e.g. Tom, Tim etc) along with a surname beginning with the letter 'W'.

3. Or character (¦)

The Or (¦) character can be used to include multiple variables in one field. In the case below it will bring back students on both TMEH and TMEC.

4. Not character (¦)

The Not character (!) will omit any retrieval for the data that is entered after the wildcard character. In the case below it will return all students on UBEC for 2009/0 who are not enrolled.

5. Equal too character (=)

This allows you to specifically retrieve blank records. In the example below it will retrieve any students who started the UBEC programme in 2008/9 that do not have any entry in the Country of Domicile.

6. Greater than (>) and Less than (<) characters

The example below will return only students on UBEC who are currently unfinished and have a start date prior to 01/10/2007. This can be combined with the Greater than (>) wildcard to create a range between two dates.

7. Greater than or equal to (>=) and Less than or equal to (<=) characters

Similar to the previous example but this time the date is inclusive (i.e. this report will return unfinished students on UBEC with a start date prior to and including 01/10/2007)

Student Join Code		SPR code		STU code	
Sort name		SCJ Seq no.		Gender	
Entry year				Forename	
Programme	UBEC			D.o.B.	
Block / Occl.	/			Age on entry	
Programme group			Ext reference		
Original cohort			Start date	<=01/Oct/2007	
Current cohort			HESA start date		
Placements Cohort			End date		
Personal tutor			Earliest expected end		
Personal tutor 2			Expiry Date		
Mode of attendance		Length of study		Tariff points	
Student join status	U	A level points		Not UCAS on crs	

Revision History – *this document was amended on:*

Revised by	Summary of Changes	Revision Date	New Version
Tom Richey	Created document	27/09/2010	1.0