



## ***Creating a more detailed query with the use of Wildcards***

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### 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.

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## 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'.

1 of 0 Student (STU) records View Image 

Student no.	<input type="text"/>	Title	<input type="text"/>	
Known as	<input type="text"/>	Surname	SMITH	Letters <input type="text"/>
D.o.B.	<input type="text"/>	Previous Name	<input type="text"/>	Gender <input type="checkbox"/>
Forenames	T·?M	W*	<input type="text"/>	Initials <input type="text"/>
Official Name	<input type="text"/>			<input type="checkbox"/> Edit name?

### 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.

1 of 0 Student Enrolment (SCE) records						
SCJ code	<input type="text"/>	<input type="text"/>	Seq number	<input type="checkbox"/>	Gend / STU	
Programme	<input type="text" value="TMEH TMEC"/> MSC EC HIST		Block	<input type="checkbox"/>	Forename	
Acad year	<input type="text"/>		Occurrence	<input type="text"/>	D.o.B.	

### 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.

1 of 0 Student Enrolment (SCE) records						
SCJ code	<input type="text"/>	<input type="text"/>	Seq number	<input type="checkbox"/>	Gend / STU	
Programme	<input type="text" value="UBEC"/>		Block	<input type="checkbox"/>	Forename	
Acad year	<input type="text" value="2009/0"/>		Occurrence	<input type="text"/>	D.o.B.	
Department	<input type="text"/>		Batch	<input type="text"/>		
Prog status	<input type="text"/>		Last form printed	<input type="text"/>		
UDS code	<input type="text"/>		Start date	<input type="text"/>		
Faculty	<input type="text"/>		End date	<input type="text"/>		
Enrolment status	<input type="text" value="!R"/>		STA last modified	<input type="text"/>		
Next enrol status	<input type="text"/>		Start of Break (this session)	<input type="text"/>		

## 5. Equal to 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.

Entry year	2008/9	Forename	
SRS Programme code	UBEC	D.o.B.	
Block / Occl.	/	Age on entry	
Programme group		Ext reference	
Original cohort		Start date	
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		A level points	Not UCAS on crs
Entry status		Highers points	Scottish seq
RFT code		Welsh Bacc. Ad. Dip.	
Quals on entry		No. A/AS levels	
Destin. on completion		A/AS core subject(s)	
T-T indicator		No. Highers	
FE student flag		No. Voc. quals	
HESA instance		ITT outcome	
High Level Obtained	<input type="checkbox"/>	A levels obtained	<input type="checkbox"/>
No of Nat Certs	<input type="checkbox"/>	O levels gr 1-3	<input type="checkbox"/>
	<input type="checkbox"/>	Reg status? Y/N	<input type="checkbox"/>
	<input type="checkbox"/>	SQA cert period	<input type="checkbox"/>
	<input type="checkbox"/>	O levels gr 4-5	<input type="checkbox"/>
	<input type="checkbox"/>	SQA cand. category	<input type="checkbox"/>
Country of domicile	=	Home Post code	

## 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.

Student Join Code		SPR code		STU code	
Sort name		SCJ Seq no.	<input type="checkbox"/>	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	
Entry status		Highers points		Scottish seq	

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

**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