



Tech Tip #24: Did you know the asterisk * can be used as a wildcard for searches?



Can't find what you are searching for in 2020DOC or idocVAULT? Try using the * symbol, this is a wildcard.

Perhaps you are looking for a member but you do not know the complete spelling of their last name, you can enter the first few characters with the *. For example: Ber* will return any names that begin with Ber in the last name field.

The * can be used in any fields with the exception of date fields for searching.

A screenshot of the eDOC search interface. The top navigation bar includes links for ACCOUNTS, STATEMENTS, REPORTS, DOCUMENTS, PRODOC PACKAGES, EDOCSIGNATURE, ITEM PROC, EUPDATE, ADMIN, and SIGN OUT. Below this, a sub-navigation bar shows OTHER, ALL DOCS, and LEADS. The main search area is divided into two sections: TABLES and SEARCH. The TABLES section contains a search input field with an asterisk, a date range selector for End Report Date, a text input for Text Notes, a date range selector for Start Created On, a date range selector for End Created On, and a text input for Created By. The SEARCH section contains a checkbox for Save Search and a SEARCH button. The background of the search area is a solid tan color.