

# A RETAILER'S BEST FRIEND.



## Wildcard Lookup

### Retail Pro Version 9

<https://youtu.be/6dPyWf-fs8M>

Using Retail Pro Version 9, you can use a wildcard (\*) in Filter, Quick Filter, and Lookup fields to help locate records. The placement of the wildcard determines where the entered text falls within a string. For example, if you are searching for a receipt that ends in "555," you can enter \*555 in the Receipt # Quick Filter field, and the system will return all receipts that end in "555." If you are searching for a receipt that begins with "555," you can enter 555\*. If you are searching for a receipt that contains "555" anywhere in the field, you can enter \*555\*.

We'll use searching Description 1 Quick Filter in inventory as an example:

1. In inventory list view enter the wildcard and text to search for:

ALLU	DCS	Vend Code	Desc1	Desc2	Size	Attr	Cost	Price	Str	DH Qty	Case Qty	Units/Case	Orderable Date
100002	AAABBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	RASPBERRY	1.00	2.00	0	0.00	0	0	
100003	AAABBCC	BIGHD1	CHAPSTICK	V12345	LARGE	RASPBERRY	1.00	2.00	0	0.00	0	0	
100006	AAABBCC	BIGHD1	CHAPSTICK	V12345	LARGE	APPLE	1.00	2.00	0	0.00	0	0	
100009	AAABBCC	BIGHD1	CHAPSTICK	V12345	LARGE	MINT	1.00	2.00	0	0.00	0	0	
100012	AAABBCC	BIGHD1	CHAPSTICK	V12345	LARGE	CHERRY	1.00	2.00	0	0.00	0	0	
100011	AAABBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	CHERRY	1.00	2.00	0	0.00	0	0	
100008	AAABBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	MINT	1.00	2.00	0	0.00	0	0	
100005	AAABBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	APPLE	1.00	2.00	0	0.00	0	0	
100004	AAABBCC	BIGHD1	CHAPSTICK	V12345	SMALL	APPLE	1.00	2.00	0	0.00	0	0	
100007	AAABBCC	BIGHD1	CHAPSTICK	V12345	SMALL	MINT	1.00	2.00	0	0.00	0	0	
100010	AAABBCC	BIGHD1	CHAPSTICK	V12345	SMALL	CHERRY	1.00	2.00	0	0.00	0	0	
100014	AAABBCC	BIGHD1	LIPSTICK	GENERIC	SMALL	RED	2.00	4.00	0	0.00	0	0	
100015	AAABBCC	BIGHD1	LIPSTICK	GENERIC	MEDIUM	RED	2.00	4.00	0	0.00	0	0	
100016	AAABBCC	BIGHD1	LIPSTICK	GENERIC	LARGE	RED	2.00	4.00	0	0.00	0	0	
100019	AAABBCC	BIGHD1	LIPSTICK	GENERIC	LARGE	PINK	2.00	4.00	0	0.00	0	0	
100022	AAABBCC	BIGHD1	LIPSTICK	GENERIC	LARGE	BLACK	2.00	4.00	0	0.00	0	0	
100021	AAABBCC	BIGHD1	LIPSTICK	GENERIC	MEDIUM	BLACK	2.00	4.00	0	0.00	0	0	
100020	AAABBCC	BIGHD1	LIPSTICK	GENERIC	SMALL	BLACK	2.00	4.00	0	0.00	0	0	
100017	AAABBCC	BIGHD1	LIPSTICK	GENERIC	SMALL	PINK	2.00	4.00	0	0.00	0	0	
100018	AAABBCC	BIGHD1	LIPSTICK	GENERIC	MEDIUM	PINK	2.00	4.00	0	0.00	0	0	
100023	AAABBCC	BIGHD1	SUNSCREEN	802	305PF	5.00	10.00	0	0.00	0	0	0	
100030	AAABBCC	BIGHD1	SUNSCREEN	802	305PF	5.00	10.00	0	0.00	0	0	0	
100034	AAABBCC	BIGHD1	SUNSCREEN	802	505PF	5.00	10.00	0	0.00	0	0	0	
100038	AAABBCC	BIGHD1	SUNSCREEN	802	805PF	5.00	10.00	0	0.00	0	0	0	
100027	AAABBCC	BIGHD1	SUNSCREEN	802	1005PF	5.00	10.00	0	0.00	0	0	0	
100024	AAABBCC	BIGHD1	SUNSCREEN	1002	1005PF	5.00	10.00	0	0.00	0	0	0	
100031	AAABBCC	BIGHD1	SUNSCREEN	1002	505PF	5.00	10.00	0	0.00	0	0	0	
100035	AAABBCC	BIGHD1	SUNSCREEN	1002	805PF	5.00	10.00	0	0.00	0	0	0	
100028	AAABBCC	BIGHD1	SUNSCREEN	1002	305PF	5.00	10.00	0	0.00	0	0	0	
100029	AAABBCC	BIGHD1	SUNSCREEN	1202	305PF	5.00	10.00	0	0.00	0	0	0	
100032	AAABBCC	BIGHD1	SUNSCREEN	1202	505PF	5.00	10.00	0	0.00	0	0	0	
100036	AAABBCC	BIGHD1	SUNSCREEN	1202	805PF	5.00	10.00	0	0.00	0	0	0	



2. Using \*STICK as our search criteria filters for anything that ends in “STICK”:

Inventory > Sub: 001 Str: 000 Active Only

Subsidiary: 001

DCS Code: Vendor Code: Description 1: \*Stick Global UPC:

ALU	DCS	Vend Code	Desc1	Desc2	Size	Attr	Cost	Price	Str OH Qty	Case Qty
▶ 100001	AAABBBCC	BIGHD1	CHAPSTICK	V12345	SMALL	RASPBRRY	1.00	2.00	0	0.00
100002	AAABBBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	RASPBRRY	1.00	2.00	0	0.00
100003	AAABBBCC	BIGHD1	CHAPSTICK	V12345	LARGE	RASPBRRY	1.00	2.00	0	0.00
100006	AAABBBCC	BIGHD1	CHAPSTICK	V12345	LARGE	APPLE	1.00	2.00	0	0.00
100009	AAABBBCC	BIGHD1	CHAPSTICK	V12345	LARGE	MINT	1.00	2.00	0	0.00
100012	AAABBBCC	BIGHD1	CHAPSTICK	V12345	LARGE	CHERRY	1.00	2.00	0	0.00
100011	AAABBBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	CHERRY	1.00	2.00	0	0.00
100008	AAABBBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	MINT	1.00	2.00	0	0.00
100005	AAABBBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	APPLE	1.00	2.00	0	0.00
100004	AAABBBCC	BIGHD1	CHAPSTICK	V12345	SMALL	APPLE	1.00	2.00	0	0.00
100007	AAABBBCC	BIGHD1	CHAPSTICK	V12345	SMALL	MINT	1.00	2.00	0	0.00
100010	AAABBBCC	BIGHD1	CHAPSTICK	V12345	SMALL	CHERRY	1.00	2.00	0	0.00
100014	AAABBBCC	BIGHD1	LIPSTICK	GENERIC	SMALL	RED	2.00	4.00	0	0.00
100015	AAABBBCC	BIGHD1	LIPSTICK	GENERIC	MEDIUM	RED	2.00	4.00	0	0.00
100016	AAABBBCC	BIGHD1	LIPSTICK	GENERIC	LARGE	RED	2.00	4.00	0	0.00
100019	AAABBBCC	BIGHD1	LIPSTICK	GENERIC	LARGE	PINK	2.00	4.00	0	0.00
100022	AAABBBCC	BIGHD1	LIPSTICK	GENERIC	LARGE	BLACK	2.00	4.00	0	0.00
100021	AAABBBCC	BIGHD1	LIPSTICK	GENERIC	MEDIUM	BLACK	2.00	4.00	0	0.00
100020	AAABBBCC	BIGHD1	LIPSTICK	GENERIC	SMALL	BLACK	2.00	4.00	0	0.00
100017	AAABBBCC	BIGHD1	LIPSTICK	GENERIC	SMALL	PINK	2.00	4.00	0	0.00
100018	AAABBBCC	BIGHD1	LIPSTICK	GENERIC	MEDIUM	PINK	2.00	4.00	0	0.00

3. Using CHAP\* as our search criteria filters for anything that starts with “CHAP”:

Inventory > Sub: 001 Str: 000 Active Only

Subsidiary: 001

DCS Code: Vendor Code: Description 1: CHAP\* Global UPC:

ALU	DCS	Vend Code	Desc1	Desc2	Size	Attr	Cost	Price	Str OH Qty	Case Qty
▶ 100001	AAABBBCC	BIGHD1	CHAPSTICK	V12345	SMALL	RASPBRRY	1.00	2.00	0	0.00
100002	AAABBBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	RASPBRRY	1.00	2.00	0	0.00
100003	AAABBBCC	BIGHD1	CHAPSTICK	V12345	LARGE	RASPBRRY	1.00	2.00	0	0.00
100006	AAABBBCC	BIGHD1	CHAPSTICK	V12345	LARGE	APPLE	1.00	2.00	0	0.00
100009	AAABBBCC	BIGHD1	CHAPSTICK	V12345	LARGE	MINT	1.00	2.00	0	0.00
100012	AAABBBCC	BIGHD1	CHAPSTICK	V12345	LARGE	CHERRY	1.00	2.00	0	0.00
100011	AAABBBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	CHERRY	1.00	2.00	0	0.00
100008	AAABBBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	MINT	1.00	2.00	0	0.00
100005	AAABBBCC	BIGHD1	CHAPSTICK	V12345	MEDIUM	APPLE	1.00	2.00	0	0.00
100004	AAABBBCC	BIGHD1	CHAPSTICK	V12345	SMALL	APPLE	1.00	2.00	0	0.00
100007	AAABBBCC	BIGHD1	CHAPSTICK	V12345	SMALL	MINT	1.00	2.00	0	0.00
100010	AAABBBCC	BIGHD1	CHAPSTICK	V12345	SMALL	CHERRY	1.00	2.00	0	0.00

