

SuperSelect

A group of options that allow flexibility in defining which records are to be included on a report or listing. SuperSelect options can be used individually or in combination with one another. The SuperSelect icon displays adjacent to any field offering SuperSelect options. Click this icon to look up the SuperSelect options, which include Wildcard Match, Character Match, List, Range, Everything But, All, Exact Match, Contains, and Combination.

- **Wildcard Match** selects everything beginning with letters specified by using an asterisk (*) to stand in for any number of characters. This can be used to select records with a certain grouping of letters in common. For example, to select all customers beginning with the letter L, at a customer prompt type **L***. All customer codes beginning with L will be selected.
- **Character Match** uses question marks (?) to stand in for each character. To select all customers with six-character names, at a customer prompt type six question marks, for example, **??????**.
- **List** specifies exact records to be included. To use this option, type the names of each record; separate the records by commas, but no spaces.
- **Range** specifies a range of records to be included. To use this option, type the first and last record names, separated by a forward slash (/) and no spaces.
- **Everything But** selects all records except the one record specified. To use this option, type a number sign (#) followed by the name of the record to be excluded; to indicate additional exclusions, use a comma (excluding spaces) after each excluded record.
- **ALL** selects all records. To select all records, type **ALL** or an asterisk (*).
- **Exact Match** selects one record to be included. To use this option, type the name of the record to be included and press **Enter**.
- **Contains** selects every record that contains the specified combination of letters in the record name. For example, to include every record with the letters SMI, type ***SMI***.
- **Combination** selects records based on the combination of up to two SuperSelect options. Some combinations cannot be applied simultaneously; for example, you *cannot* use Everything But in combination with other search methods, and you cannot use the Wildcard match (*) in combination with the character match ? or when searching for a range (/) of records. Therefore, if you use departmentalized account codes 25505010, 43435011, 23245012, and so forth, with the first 4 digits being the department and the last 4 digits being the G/L cost code, you must enter ***5010,*5011,*5012** to conduct your search (instead of *5010/*5012).

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