Pattern match filters allow you to search by the full value or a part of the value. When you don’t know the exact name or account number to enter in a filter box, you can use a wildcard symbol, the percent sign (%), as a replacement for the missing characters. The records you retrieve will vary depending on the placement of the wildcard symbol as Data Miner matches the pattern you entered. See the examples below for details.

**Name Example**

- **When the percent sign follows the name**, records will be retrieved for entries that begin with the characters entered.
  - Entering Office% retrieves any supplier beginning with Office.

- **When the percent sign precedes the name**, records will be retrieved for entries that end with the characters entered.
  - Entering %Office retrieves any supplier ending in Office.

- **When two percent signs surround the name**, records will be retrieved for entries that contain the characters entered, regardless of the placement of the name.
  - Entering %Office% retrieves any supplier containing Office.
Number Example

- When the percent sign follows numbers, records will be retrieved for numbers that begin with the number(s) entered.
  - Entering 14% retrieves records for any DA beginning with 14.

- When the percent sign precedes numbers, records will be retrieved for numbers that end with the number(s) entered.
  - Entering %14 retrieves records for any DA ending in 14.

- When two percent signs surround numbers, records will be retrieved for numbers that contain the number(s) entered.
  - Entering %14% retrieves records for any DA containing 14.