

Purpose

The purpose of this work instruction is to demonstrate the use of wildcards in MIDAS CRM data searches

Trigger

Perform this procedure when searching for data with incomplete or partial data or to broaden the results.

Helpful Hints

- "xxxx" within a document represents a variable, which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes may be used throughout this work instruction:

Note type	Icon	Description
A general note of information		This is the most commonly used note icon. It is the default icon in the uPerform system for all notes. Use this icon for general information that falls out of the scope of these other icons.
A cautionary note		Use this note to communicate to the end-user of something that MUST be completed or another trigger that should be started and is related to the procedure.
A critical note		Use this note to specify something that MUST NOT be done during the procedure.
Contact someone		Use this icon to specify to the end-user the need to initiate a communication within the organization due to an event in the

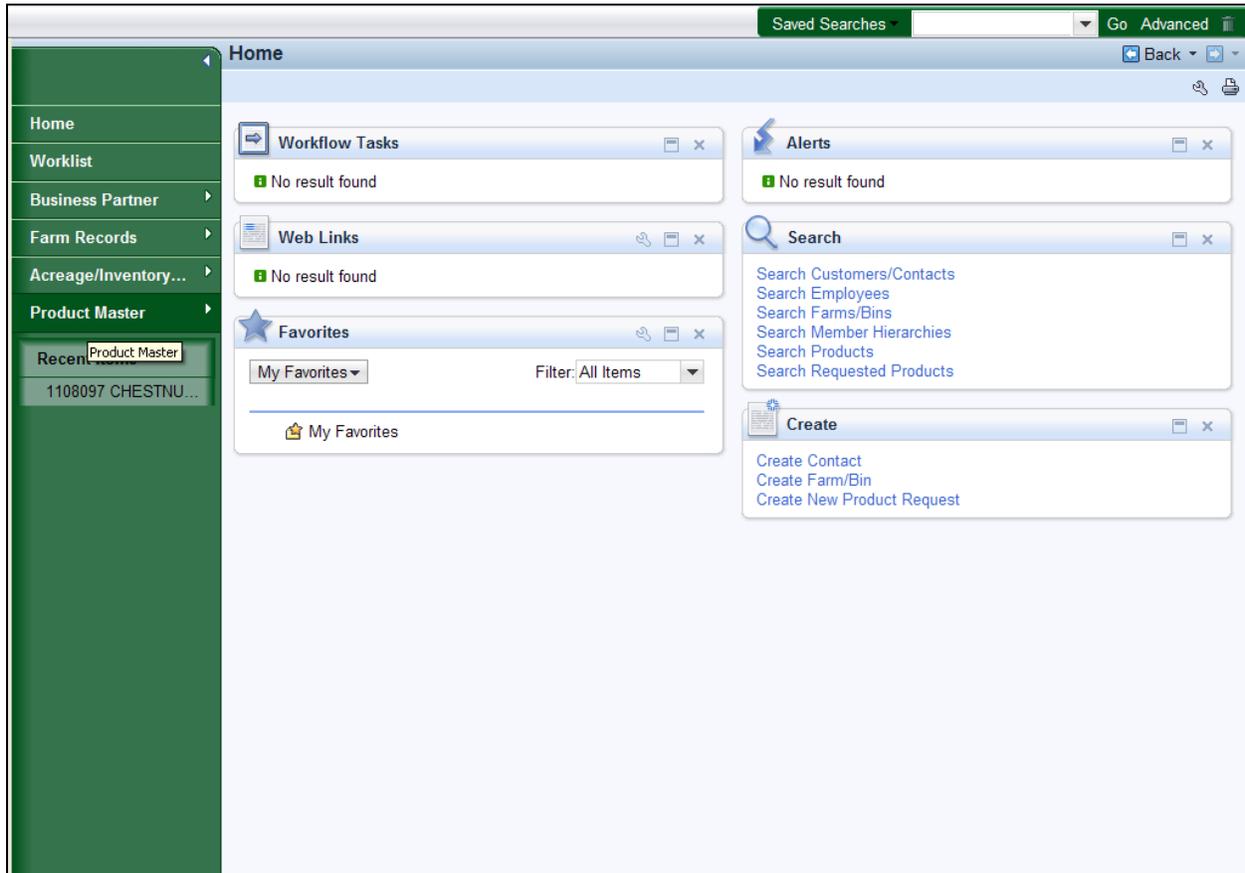


		procedure.
A reference is available		Use this note to specify that more information is available in another location. You may reference SOPs, another system, or document.

Procedure

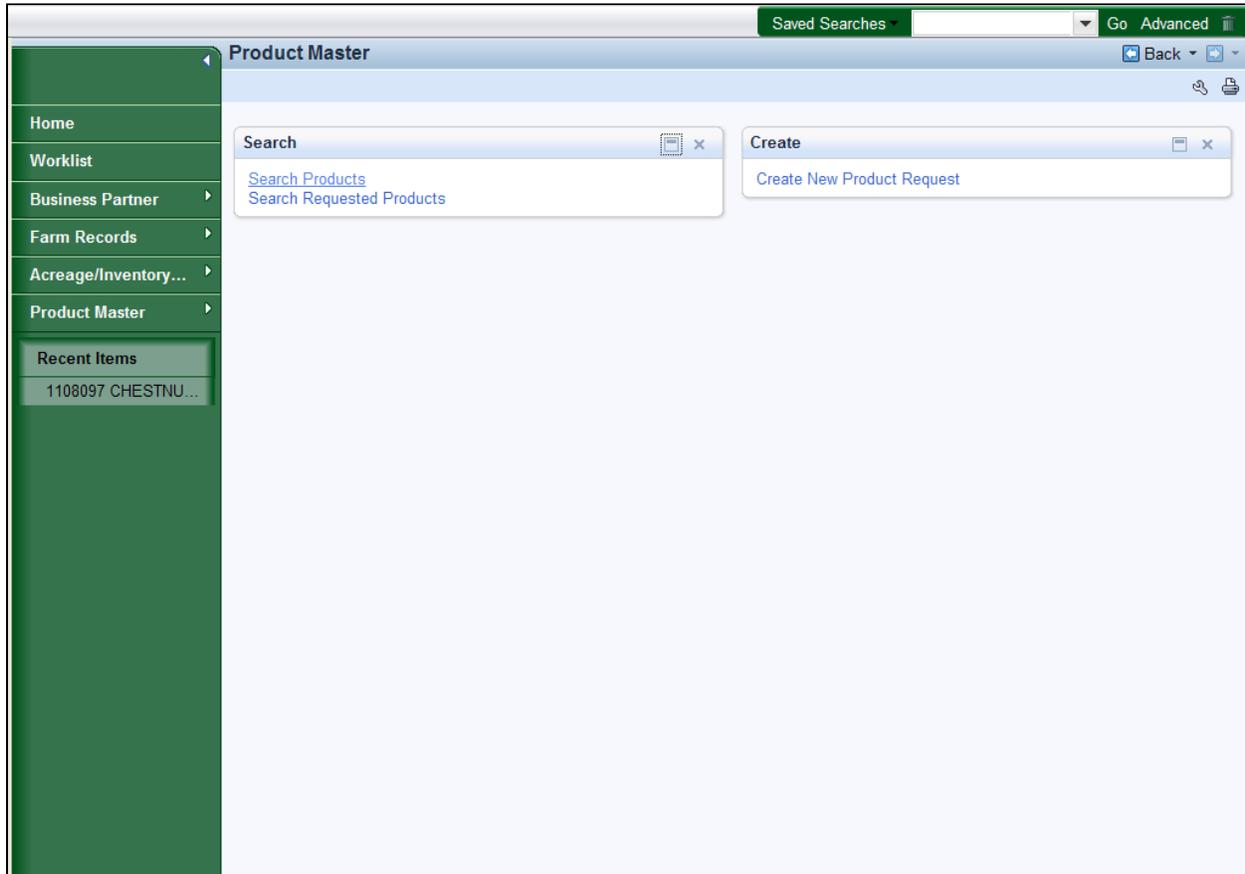
1. {Start the transaction from the MIDAS CRM Home Page.}

Home



2. Click Product Master **Product Master** button.

Product Master



3. Click Search Products [Search Products](#) link to go to the Search Products screen.



Search: Products

Saved Searches
Go Advanced

Search: Products
Back

- Home
- Worklist
- Business Partner
- Farm Records
- Acreage/Inventory...
- Product Master
- Recent Items
- 1108097 CHESTNU...

Search Criteria Hide Search Fields

Product Description	is		⊕ ⊖
Product ID	is		⊕ ⊖
Intended Use	is		⊕ ⊖
CVS Crop & Type	is		⊕ ⊖
Land Use (FAV Status)	is		⊕ ⊖

Maximum Number of Results:

Save Search As:

Result List ⊞ ⊞ ⊞

Product ID	Product Description	Product Type	Base Category

4. As required, complete/review the following fields:

Field	R/O/C	Description
Product Description	R	Example: corn*

Using a wildcard (*) at the end of a search term displays results where the term (corn) is the first word.

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Search: Products

Search: Products

Saved Searches [dropdown] Go Advanced [dropdown]

Back [dropdown]

Search Criteria Hide Search Fields

Product Description	is	com*	[icon]	[icon]
Product ID	is		[icon]	[icon]
Intended Use	is		[icon]	[icon]
CVS Crop & Type	is		[icon]	[icon]
Land Use (FAV Status)	is		[icon]	[icon]

Maximum Number of Results: 100

Search Clear Save Search As: [input] Save

Result List [icon] [icon] [icon]

Product ID	Product Description	Product Type	Base Category
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5. Click the Search button.

Search: Products

Saved Searches
Go Advanced

Search: Products
Back

Search Criteria Hide Search Fields

Product Description is corn*

Product ID is

Intended Use is

CVS Crop & Type is

Land Use (FAV Status) is

Maximum Number of Results: 100

Search Clear

Save Search As: Save

Result List: 13 Products Found

Product ID	Product Description	Product Type	Base Category
1107272	CORN, SWEET	Material	Gov Material
1107273	CORN, YELLOW	Material	Gov Material
1107274	CORN, WAXY	Material	Gov Material
1107275	CORN, WHITE	Material	Gov Material
1107276	CORN, TROPICAL	Material	Gov Material
1107277	CORN, RED	Material	Gov Material
1107278	CORN, STRAWBERRY POP...	Material	Gov Material
1107279	CORN, POPCORN	Material	Gov Material
1107280	CORN, ORNAMENTAL	Material	Gov Material
1107281	CORN, CORN NUTS	Material	Gov Material

◀ Back 1 **2** Forward ▶

6. Click the page [2](#) link to navigate to additional records.

 The results of your search will appear in the Result List below.

Search: Products

Saved Searches
Go Advanced

Search: Products
Back

- Home
- Worklist
- Business Partner
- Farm Records
- Acreage/Inventory...
- Product Master
- Recent Items
- 1108097 CHESTNU...

Search Criteria
Hide Search Fields

Product Description	is	corn*
Product ID	is	
Intended Use	is	
CVS Crop & Type	is	
Land Use (FAV Status)	is	

Maximum Number of Results:

Search Clear
Save Search As: Save

Result List: 13 Products Found
Print Copy Refresh

Product ID	Product Description	Product Type	Base Category
1107282	CORN, GRAINLESS FORAGE	Material	Gov Material
1107283	CORN, BLUE	Material	Gov Material
1107284	CORN, AMYLOSE	Material	Gov Material

◀ Back 1 2 Forward ▶

- Click the [1107282](#) link in the Product ID field to go to the Product XXXX page.

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Product: 1107282, CORN, GRAINLESS FORAGE

Product: 1107282, CORN, GRAINLESS FORAGE

Base Category: MAT_ZWET Gov Material
Base Unit: LB US pound

Processing Data
Item Category Group: NORM Sales Item Configurable:

Intended Use | Program Eligibility | Irrigation Practice | Organic Practice

Intended Use	Description	Valid To	Valid From	Land Use (FAV Status)	Description
FG	Forage	12/31/9999 23:59:59	11/06/2012 15:04:18		
GZ	Grazing	12/31/9999 23:59:59	11/06/2012 15:04:18		

Crop Status | Planting Status | Experimental Status | Volunteer Status | Concurrent Planting Status

Crop Status*	Description
R	Repeat - planting of the same crop/acreage

County Product Data | Double Cropping | Planting Periods

No result found

8. As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example:



Product: 1107282, CORN, GRAINLESS FORAGE

Product: 1107282, CORN, GRAINLESS FORAGE

Save | Cancel | New

Product Details | Legacy Product Codes | General Attributes

Edit

General Data		Status	
Product ID:	1107282	Current Status:	
Product:	CORN, GRAINLESS FORAGE	New Status:	
Base Category:	MAT_ZWET Gov Material		
Base Unit:	LB US pound		

Processing Data

Item Category Group: NORM Sales Item Configurable:

Intended Use | Program Eligibility | Irrigation Practice | Organic Practice

Intended Use	Description	Valid To	Valid From	Land Use (FAV Status)	Description
FG	Forage	12/31/9999 23:59:59	11/06/2012 15:04:18		
GZ	Grazing	12/31/9999 23:59:59	11/06/2012 15:04:18		

Crop Status | Planting Status | Experimental Status | Volunteer Status | Concurrent Planting Status

Crop Status*	Description
R	Repeat - planting of the same crop/acreage

County Product Data | Double Cropping | Planting Periods

9. Click the Back Back button to return to the Search Products page.

Search: Products

Saved Searches
Go Advanced

- Home
- Worklist
- Business Partner
- Farm Records
- Acreage/Inventory...
- Product Master
- Recent Items
- 1107282 CORN, GR...

Back

Search: Products

Hide Search Fields

Product Description	is	▼	corn*	⊕ ⊖
Product ID	is	▼		⊕ ⊖
Intended Use	is	▼		⊕ ⊖
CVS Crop & Type	is	▼		⊕ ⊖
Land Use (FAV Status)	is	▼		⊕ ⊖

Maximum Number of Results:

Search
Clear
Save Search As:
Save

Result List: 13 Products Found

Product ID	Product Description	Product Type	Base Category
1107282	CORN, GRAINLESS FORAGE	Material	Gov Material
1107283	CORN, BLUE	Material	Gov Material
1107284	CORN, AMYLOSE	Material	Gov Material

◀ Back 1 2 Forward ▶

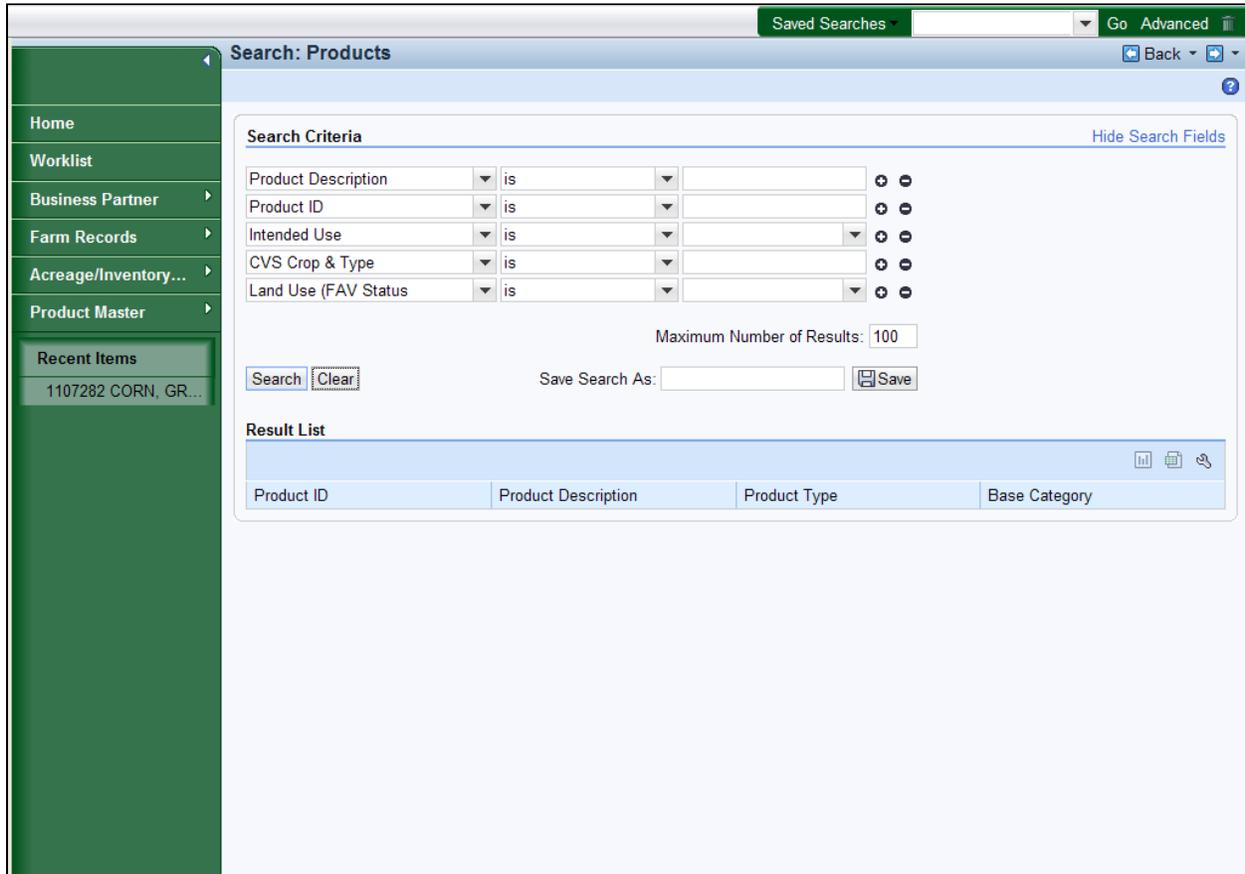
10. Click the Clear Clear button to erase the search parameters.

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Search: Products



Search: Products

Search Criteria

Product Description is

Product ID is

Intended Use is

CVS Crop & Type is

Land Use (FAV Status) is

Maximum Number of Results: 100

Search Clear Save Search As: Save

Result List

Product ID	Product Description	Product Type	Base Category
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11. As required, complete/review the following fields:

Field	R/O/C	Description
Product Description	R	Example: *soy*

 Wildcards before and after the search term displays results that contain the term (soy) anywhere in the name.



Search: Products

Search: Products

Search Criteria Hide Search Fields

Product Description	is	*soy*	⊕	⊖
Product ID	is		⊕	⊖
Intended Use	is		⊕	⊖
CVS Crop & Type	is		⊕	⊖
Land Use (FAV Status)	is		⊕	⊖

Maximum Number of Results: 100

Search Clear Save Search As: Save

Result List Print Copy Refresh

Product ID	Product Description	Product Type	Base Category
------------	---------------------	--------------	---------------

12. Click the Search button.

Search: Products

Saved Searches
Go Advanced

Search: Products
Back

- Home
- Worklist
- Business Partner
- Farm Records
- Acreage/Inventory...
- Product Master
- Recent Items
- 1107282 CORN, GR...

Search Criteria
Hide Search Fields

Product Description	is	*soy*	<input type="checkbox"/>	<input type="checkbox"/>
Product ID	is		<input type="checkbox"/>	<input type="checkbox"/>
Intended Use	is		<input type="checkbox"/>	<input type="checkbox"/>
CVS Crop & Type	is		<input type="checkbox"/>	<input type="checkbox"/>
Land Use (FAV Status)	is		<input type="checkbox"/>	<input type="checkbox"/>

Maximum Number of Results:

Save Search As:

Result List: 7 Products Found

Product ID	Product Description	Product Type	Base Category
1107626	SOYBEANS, VERNAL	Material	Gov Material
1107627	SOYBEANS, LOW LINOLENI...	Material	Gov Material
1107628	SOYBEANS, LERADO	Material	Gov Material
1107629	SOYBEANS, QUAIL HAVEN	Material	Gov Material
1107630	SOYBEANS, COMMON	Material	Gov Material
1107631	SOYBEANS, EDAMAME SO...	Material	Gov Material
1107897	FORAGE SOYBEAN/SORGH...	Material	Gov Material

13. Click the 1107897 [1107897](#) link to go to the Product page.

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Product: 1107897, FORAGE SOYBEAN/SORGHUM,

Product: 1107897, FORAGE SOYBEAN/SORGHUM, Back

Save | Cancel | New

Product Details | Legacy Product Codes | General Attributes

[Edit](#)

General Data		Status
Product ID:	1107897	Current Status:
Product:	FORAGE SOYBEAN/SORGHUM,	New Status:
Base Category:	MAT_ZWET Gov Material	
Base Unit:	LB US pound	

Processing Data

Item Category Group:	NORM	Sales Item	Configurable: <input type="checkbox"/>
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Intended Use | Program Eligibility | Irrigation Practice | Organic Practice

Intended Use	Description	Valid To	Valid From	Land Use (FAV Status)	Description
FG	Forage	12/31/9999 23:59:59	11/06/2012 15:07:15		
GZ	Grazing	12/31/9999 23:59:59	11/06/2012 15:07:15		

Crop Status | Planting Status | Experimental Status | Volunteer Status | Concurrent Planting Status

Crop Status*	Description
I	Initial - first crop planted on acreage
N	Subsequent - Non CC followed by FAV
P	Subsequent - NonCC/NonFAV followed by NonCC/NonFAV
R	Repeat - planting of the same crop/acreage

14. Click the Back Back button to return to the Search Products page.

Search: Products

Saved Searches
Go Advanced

Search: Products
Back

Home

Worklist

Business Partner

Farm Records

Acreage/Inventory...

Product Master

Recent Items

1107897 FORAGE...

Search Criteria Hide Search Fields

Product Description	is	*	soy*	⊕ ⊖
Product ID	is			⊕ ⊖
Intended Use	is			⊕ ⊖
CVS Crop & Type	is			⊕ ⊖
Land Use (FAV Status)	is			⊕ ⊖

Maximum Number of Results:

Search
Clear
Save Search As:
Save

Result List: 7 Products Found

Product ID	Product Description	Product Type	Base Category
1107626	SOYBEANS, VERNAL	Material	Gov Material
1107627	SOYBEANS, LOW LINOLENI...	Material	Gov Material
1107628	SOYBEANS, LERADO	Material	Gov Material
1107629	SOYBEANS, QUAIL HAVEN	Material	Gov Material
1107630	SOYBEANS, COMMON	Material	Gov Material
1107631	SOYBEANS, EDAMAME SO...	Material	Gov Material
1107897	FORAGE SOYBEAN/SORGH...	Material	Gov Material

15. Click the Clear Clear button to erase the previous search parameters.



Search: Products

Saved Searches
Go Advanced

- Home
- Worklist
- Business Partner
- Farm Records
- Acreage/Inventory...
- Product Master
- Recent Items
- 1107897 FORAGE...

Back

Search Criteria Hide Search Fields

Product Description	is		⊕ ⊖
Product ID	is		⊕ ⊖
Intended Use	is		⊕ ⊖
CVS Crop & Type	is		⊕ ⊖
Land Use (FAV Status)	is		⊕ ⊖

Maximum Number of Results:

Save Search As:

Result List ⊞ ⊞ ⊞

Product ID	Product Description	Product Type	Base Category

16. As required, complete/review the following fields:

Field	R/O/C	Description
Product Description	R	<p>Example: *beans</p>

Wildcards before the search term displays results where the term (beans) is not the first word - unless the term is the only word.

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Search: Products

Saved Searches Go Advanced 

Search: Products Back  

Search Criteria Hide Search Fields

Product Description	is	<input type="text" value="*beans"/>		
Product ID	is	<input type="text"/>		
Intended Use	is	<input type="text"/>		
CVS Crop & Type	is	<input type="text"/>		
Land Use (FAV Status)	is	<input type="text"/>		

Maximum Number of Results:

Save Search As:

Result List   

Product ID	Product Description	Product Type	Base Category
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17. Click the Search button.

Search: Products

Saved Searches
Go Advanced

Search: Products
Back

- Home
- Worklist
- Business Partner
- Farm Records
- Acreage/Inventory...
- Product Master
- Recent Items
- 1107897 FORAGE...

Search Criteria
Hide Search Fields

Product Description	is	*beans
Product ID	is	
Intended Use	is	
CVS Crop & Type	is	
Land Use (FAV Status)	is	

Maximum Number of Results: 100

Save Search As:

Result List: 1 Product Found

Product ID	Product Description	Product Type	Base Category
1107631	SOYBEANS, EDAMAME SO...	Material	Gov Material

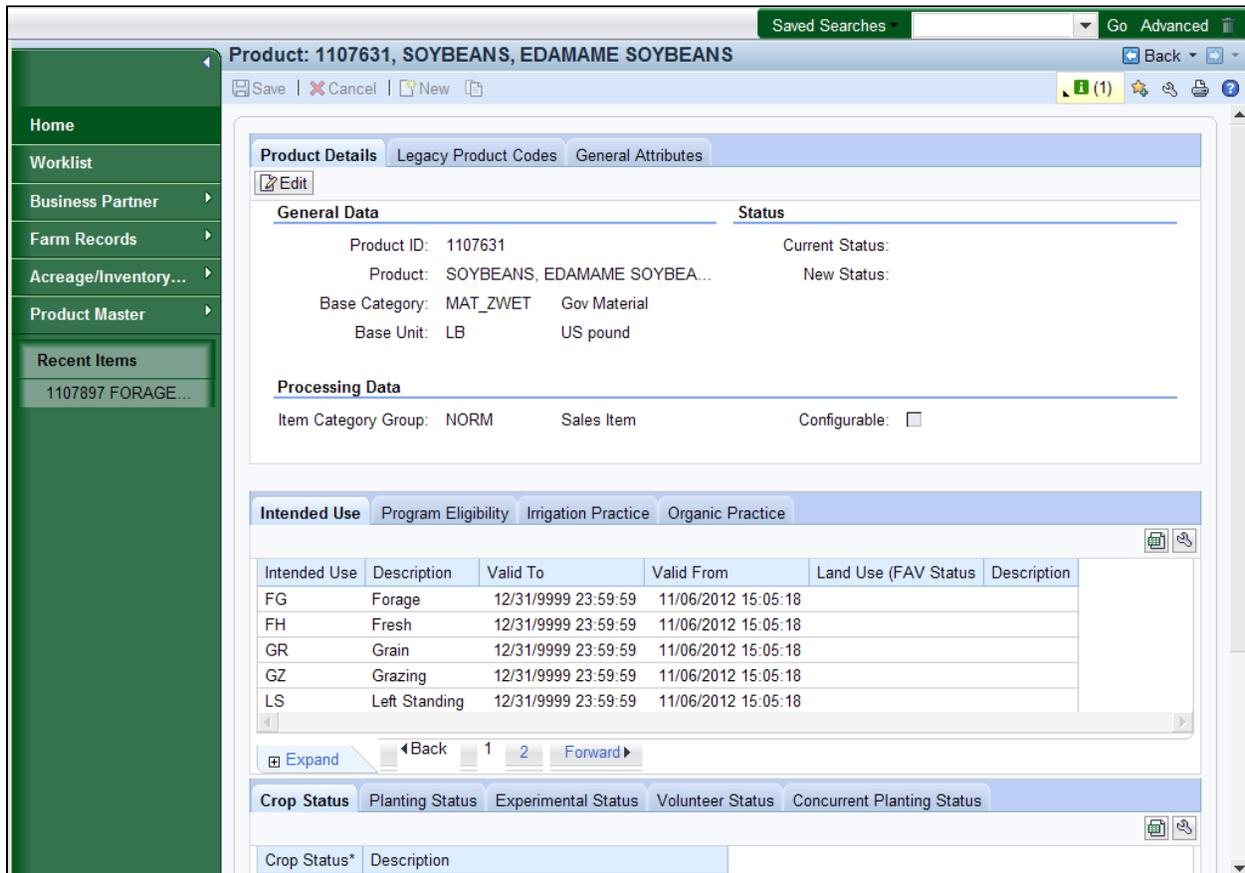
18. Click the 1107631 [1107631](#) link to go to the Products page.

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Product: 1107631, SOYBEANS, EDAMAME SOYBEANS



Product: 1107631, SOYBEANS, EDAMAME SOYBEANS

Save | Cancel | New

Product Details | Legacy Product Codes | General Attributes

General Data

Product ID: 1107631
 Product: SOYBEANS, EDAMAME SOYBEA...
 Base Category: MAT_ZWET Gov Material
 Base Unit: LB US pound

Status

Current Status:
 New Status:

Processing Data

Item Category Group: NORM Sales Item Configurable:

Intended Use | Program Eligibility | Irrigation Practice | Organic Practice

Intended Use	Description	Valid To	Valid From	Land Use (FAV Status)	Description
FG	Forage	12/31/9999 23:59:59	11/06/2012 15:05:18		
FH	Fresh	12/31/9999 23:59:59	11/06/2012 15:05:18		
GR	Grain	12/31/9999 23:59:59	11/06/2012 15:05:18		
GZ	Grazing	12/31/9999 23:59:59	11/06/2012 15:05:18		
LS	Left Standing	12/31/9999 23:59:59	11/06/2012 15:05:18		

Expand | Back | 1 | 2 | Forward

Crop Status | Planting Status | Experimental Status | Volunteer Status | Concurrent Planting Status

Crop Status* | Description

19. Click the Home **Home** button.

 You now know how to use wildcards (*) when performing searches.



Result

You have successfully searched for data in CRM using wildcards.



Next Steps

You have %s.