

ACT! Knowledgebase - Special characters and operators you can use in Sage ACT! Search

Special character or operator	Description	Example	Search finds...
*	Match any number of characters	gre*	All items containing at least the letters "gre"
?	Match any character	gre?	All items containing four-lettered words with "gre".
=	Match any single digit	15=	All items containing at least the numbers 1 and 5.
~~	Numeric range	10~~150	All items that have a data of the numeric range from 10 to 150.
and	Must match both terms	green and plastic	All items containing green and plastic.
or	Must match either term	green or plastic	All items containing green or plastic.
w/[x]	Second term must appear within X words of first term	green w/10 plastic	All items containing the term "plastic" within 10 words of the term "green".
not w/[x]	Second term must not appear within X words of first term	green not w/2 plastic	All items containing the term "plastic" not within 2 words of the term "green".
and not	Only first term must be present	green and not plastic	All items containing the term "green" but not the term "plastic".
w/[x]xfirst word	Term must occur within the first [x]number of words	green w/5 xfirstword	All items that have the term "green" within the first five words.
w/[x]xlast word	Term must occur within the last [x]number of words	green w/5xlastword	All items that have the term "green" within the last five words.