Using Search Operators for Better Results

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> This guide explains how to use various operators to improve your searches. It is intended for general users.

When you search *without* any operator, aACE searches for matches that *begin with* the same value. For example, searching for "Educat" would find "Education", but searching for "tion" would not.

You can use the following Boolean operators to search more efficiently:

Operator Name & Symbol	Definition	Example Scenario...	...Example Criteria & Field Selection
Less than <	Finds values less than the criteria	If you are searching for invoices totaling $1499.99 and below...	...then enter **<1500** for the **Balance** field.
Less than or equal to ≤ or <=	Finds values less than or equal to the criteria	If you are searching for all timesheets created on or before 3/1/2007...	...then enter **<=3/1/2007** for the **Date** field.
Greater than >	Finds values greater than what you enter	If you are searching for timesheets with hours greater than 3...	...then enter **>3** for the **Hours** field.

Greater than or equal to ≥ or >=	Finds values greater than or equal to what you enter	If you are searching for invoices totaling $1500.00 and more...	...then enter **>=1500** for the **Balance** field.
Equals =	Exact match of whole word or number (or match Empty)	If you are searching for a line item code with the word "Market" in the title or for invoices equal to $1500.00...	...then enter **=market** for the **Line Item Code Name** field or enter **=1500** for the **Balance** field. (Note: This example would find "*Market Research*" and "*General Market*", but not "*Marketing*".)
Double equals ==	Exact match in the field	If you are searching for a company named "Auto Zone", but not "Custom Auto"...	...then enter **==Auto Zone** for the **Company** field.
Ellipsis ...	Finds records within a range	If you are searching for records on or between two dates or matching or between two invoice numbers...	...then enter **1/1/2007... 1/31/2007** for the **Date** field or enter **10000...10009** for the **Invoice #** field.
Exclamation point !	Finds records with duplicate field values	If you are searching for all duplicate company records...	...then enter **!** for the **Company Name** field.

Double forward slash //	Finds records with today's date	If you are searching for all Company records entered today...	...then enter // for the **Creation Date** field.
Single character variable @	Replaces a single unknown or variable character	If you are searching for a contact, but unsure of the exact spelling (e.g. "Gray" or "Grey")...	...then enter **Gr@y** for the **Name** field.
Asterisk *	Replaces an unlimited number of unknown characters	If you are searching for a name, but unsure of the spelling...	...then enter **sch*** for the **Name** field to return all names starting with "Sch", like "Schwartz" and "Schwin". Likewise, enter ***son*** for the **Name** field to return all variations containing "son", like "Richardson" and "Sonamaker".
Quotation marks ""	Finds the exact criteria entered between the quotation marks; often used for spaces and punctuation	If you are searching for a company with a comma in the company name, such as "Smith, Webster, and Jones"...	...enter **","** for the **Last Name** field to return all records with a comma in the name. Likewise, enter **", LTD"** for the **Company Name** to find all companies with that abbreviation.

Searching with Dates

aACE includes robust search features for Date fields. Examples of the types of searches you can perform include:

- Search for all records from a specific day — Enter a full date (e.g. 1/2/2021).
- Search for a specific month's records — Enter a month and year (e.g. 3/2021) to display

all records within that month.
- Search for a specific year's records — Enter a year (e.g. 2021) to display all records within that calendar year.
- Search for records in a date range — Enter a month/day/year set using an ellipses (e.g. "4/15/2021...5/07/2021") to display all records within that range.
- Search for records in a range of months — Enter a month/year set using an ellipses (e.g. "1/2021...2/2021") to display all records in those months.

Note: Depending on the module you are viewing and the current sorting settings, the records in the results list may be sequenced in an order other than by date.