Field and Matchcode Searches

What is a Field?

- A field is a single unit of information (e.g., material number, date, cost center, or personnel number).

- There are two types of fields in R/3:
  - An Input field (white) allows the user to enter a single value or possibly multiple values.
  - A Display field (gray) allows the user to view values only; no input is allowed.

- A question mark symbol (?) in an input field indicates a required field (not all required fields contain the “?” symbol).

- Some input fields have a recall feature that automatically lists similar values that were keyed in the past once you begin keying into the field (e.g. if you begin to key 157, a list will pop up below the field containing all values for that field that begin with 157 and have been entered in the past). A value can be chosen from the list to save keystrokes.

How Do I Enter Multiple Selections for a Field?

1. Enter a single value or range of values (if available) in the field input box(es) on the screen.
   
   Note: For some fields, at least one single value must be entered before using the Multiple Selection button to avoid an error message.

2. Click on the Multiple Selection button.

3. Enter additional single values and/or ranges in the appropriate tabs (see note below).
   
   Tips: Use the green and red tabs (where available) to include and exclude single values and ranges. Use the Next page button to display more input fields if needed.

4. Click on the Copy button to save the additional values selected as criteria.
   
   Note: The Multiple selection button will have a green shading to indicate multiple values are saved.
What is a Matchcode Search for a Field?

- A way to view a complete or partial list of all valid values for a field and to select a value for a field.
- A triangle in the lower right corner of a field usually indicates that a matchcode search is available.
- Searches can be done on numeric or text values, and allow the use of an asterisk (*) as a wildcard.

How Do I Perform a Matchcode Search?

1. Click in the desired field.

   Note: If a matchcode search is available, a Drop Down / Open button will appear.

2. Click on the Drop Down button or press F4 to display one of the following:

   1. A Hit List dialog box containing a complete list of valid values for the field. (Go to step 3)

   OR IF NUMEROUS VALUES ARE AVAILABLE…

   2. A Possible Entries via… or a Search Help Selection dialog box containing search options (displayed ONLY for some fields the first time a user searches for values). (Go to step 5 or 10)

   OR

3. A Restrict Value Range dialog box to search for a partial list of values (defaults to the last search help chosen for a field). (Go to Step 12)
Fields and Matchcode Searches (continued)

If the *Hit List* dialog box is displayed:

3. Double click on the desired value to both select and place the value in the field.

4. The search is complete.

If the *Possible Entries via...* dialog box is displayed (mainly in HR/PR for fields like Organizational unit):

5. Click on the radio button to select *either*:
   - **Structure search** – if available, provides all values in a hierarchy format.
   - **Search function** – provides all values in a list.
   - **Standard matchcode** – provides a search tool to narrow the list of valid values.

6. Click on the ✓ **Continue** button or press **Enter**.

7. If applicable, click on the + **folder icons** to open nodes and find the value needed in the hierarchy.
8. Double click on the line of the value desired to select and place that value in the field.
9. The search process is complete.

If the Search Help Selection dialog box is displayed:

10. Double click on a search option to display the Restrict Value Range dialog box.
    
    Note: Choose a search option based on what is known about the field value (e.g., if the cost center name is known, choose to search by Cost center name).

11. Continue to next step.

On the Restrict Value Range dialog box:

    To choose another search option, click on the Other Search Help button per Note below.

    Note: To choose another search option, click on the Other Search Help button and refer to Step 10. When a search option is chosen for a field by a user, that search option defaults each time the user uses the drop down for that field, until the search option is changed again.
Fields and Matchcode Searches (continued)

12. Enter either partial text (the main noun in a description) or a numeric value **ALONG WITH ASTERISKS** in the appropriate field. (See Guidelines for Using Asterisks in Searches).

   *Note:* A few text matchcode searches are case sensitive, such as material searches. The text must be entered in the correct upper and/or lower case.

13. Change or delete the numeric value in the **Restrict Display to** field, if desired.

   *Note:* This field limits the number of values listed on your search results. Leaving the field blank will allow all possible values to be listed.

14. Click on the **Enter** button to execute the search and display a **Hit List** of possible values.

15. Double click on the desired value to select it from the list and place it in the field.

16. If the desired value is not listed, then you may wish to try the search again with different text, values, or placement of the asterisks.
Guidelines for Using Asterisks in Searches

- A search requires an exact match in R/3, including spaces, if asterisks are not used (a few text searches are also case sensitive).

- An asterisk (*) is considered a wild card and replaces a string of alpha or numeric characters in a search.

- Using a single asterisk with no text or numbers, or leaving the search field blank, will provide a search for every value for a field with no restrictions.

- The placement of the asterisk determines the number of “hits” or items listed from the search.

- Place an asterisk before and after a string of characters (e.g., *radiology*) to list of description/text or numeric values containing that string of characters anywhere - beginning, middle, or end (such as Radiology Services, Department of Radiology, or DRH-Radiology-CT).

- Place one asterisk after a string of characters (e.g., radiology*) to list only descriptions/text or numeric values that begin with that string of characters (such as Radiology Services).

- Place one asterisk before a string of characters (e.g., *radiology) to list only descriptions/text or numeric values that end with that string of characters (such as Department of Radiology).

- For description/text searches, the recommended placement is before and after the main noun.