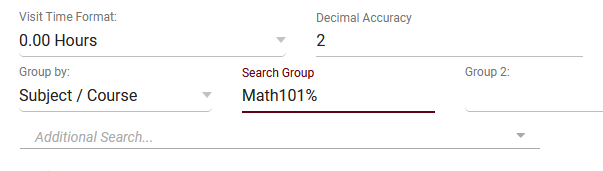
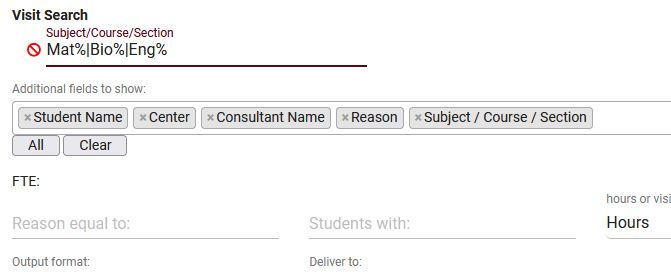
**Reporting Advanced**  
  
Symbols that can help you search when using reports.  
  
**Group By:**  
% or \* are wildcards  
Example  
When searching Subject/Course/Section you may want all BIO subjects and courses and sections.  
Using the Wildcard will return everything after BIO% the subject. Giving you all Bio Course and sections.  
  
MAT% - All Math subject Courses and sections  
MAT1% - All Math subject and courses that start with “1” – Math 101 – Math 103 Math 102 for example  
MAT101% All Math subject and courses and any section of Math 101  
  
  
  
**Additional Search:**  
| is an or  
Example: I want MAT, Eng and Bio  
Mat%|Bio%|Eng%  
  
  
  
To show all except the following  
so saying give me all subjects except for Math related and English Related visits.  
#Mat%&&#Eng%  
  
