

Cheat Sheet for ARIS reports:

MODE CODE	NAME OF AREA	MODE CODE	NAME OF AREA
12	BELTSVILLE	54	NORTHERN PLAINS
19	NORTH ATLANTIC	62	SOUTHERN PLAINS
36	MIDWEST	64	MIDSOUTH
53	PACIFIC WEST	66	SOUTH ATLANTIC

SYMBOL	EXPLANATION
: (colon)	<p>Range/Between Example- 10/01/2001:09/30/2002 to retrieve records having any values between these two dates.</p> <p>Used as a separator between the start and end values in a range. Can be used for all types of data, including dates (see above example).</p>
; (semicolon)	<p>Or Example- potato;tomato retrieves any records with potato OR tomato.</p> <p>A line cannot end with a semicolon. Used as a separator in a list of search items in a single line.</p>
! (exclamation point)	<p>But Not Example- A:X!E;U to search for all projects except E (terminated) or U (unfunded)</p> <p>Used to narrow the search criteria. Can only be used in text fields (not LOV)</p>
% (percent)	<p>Wildcard Examples-</p> <p>germ% - The system retrieves all documents that contain germ, germplasm and others where germ is a prefix.</p> <p>The system retrieves all documents that contain germplasm, plasma, and others where plasm is in the word.</p> <p>%honey%bee% - when used like this, the % between the words works as an AND (&); the system retrieves all documents that contain honey and bee, in any order within the field.</p> <p>The % can be placed prior to the word or phrase (search criteria), after, or both.</p>