

D.A.V.E. Tips and Tricks

Using the “Wildcard” function

In the DAVE system the % is also known as the Wildcard. The % will allow you to open search results when only partial information is known.

The % can be used anywhere a Magnifying Glass icon is shown.



Using the Wildcard to find a Facility or Certifier

1. Click on the Magnifying Glass icon to open the Lookup window.
2. In the Facility Name or Certifier Name field enter at least three letters of the information you are searching for then enter %.



Facility Name ▶ Ari% Search

Last Name ▶ Ste% First Name Search

3. This will pull back a list of all items that start with the 3 letters you have entered.

Facility Name

Facility Name	Address	City	
Arivaca Cemetery	1-19 Frontage Rd, 2 Miles N. Of Arivaca Junction	Arivaca	select
Arivaca Junction Cemetery	1-19 Frontage Rd, 2 Miles N. Of Arivaca Junction	Arivaca Junction	select
Arizona Pioneers' Home Cemetery	300 S McCormick Street	Prescott	select
Arizona Veterans Memorial Cemetery At Marana	15960 N Luckett Road	Marana	select

Total Records : 4

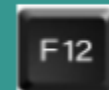
4. After the information appears choose the select link for the option you would like.

Eraser Option



This icon is located to the right of the Magnifying Glass icon. The eraser option will clear any information previously entered in the address or facility fields.

Using the F12 Key



If you would like to add the current date into any date field simply press F12 while in that field and it will auto-populate.