

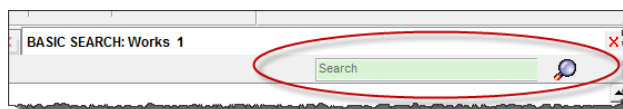
## Metasearch

Beginning in OPAS 9.24, a new search method has been introduced.

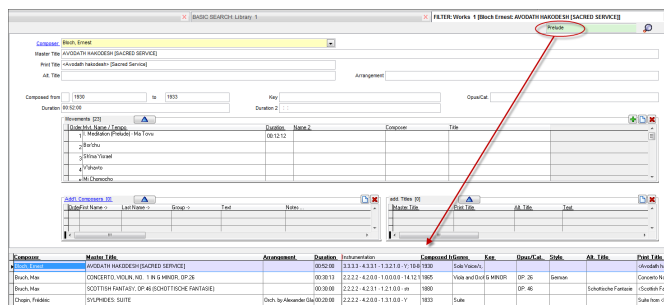
**What it is** The OPAS Metasearch provides the ability to enter general text search terms, and have OPAS find that term across many fields at the same time. The Metasearch operates independently from other OPAS search mechanisms. It is closer in nature to a true Internet search in that:

- It looks in many different places at the same time, including in linked **Program Areas**
- It finds every mention of your term no matter where it appears in the field (beginning, middle or end)
- It (typically) produces a large number of results, many of which may be accurate, but not useful

**How it works** The Metasearch field resides at the top right of the Tab within each **Program Area**:

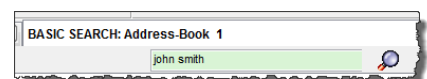


When a **Program Area** opens in a Tab, type the term you want (also referred to as a text “string”) into the Metasearch field and either press the **Enter** key on your keyboard or click the Search icon.



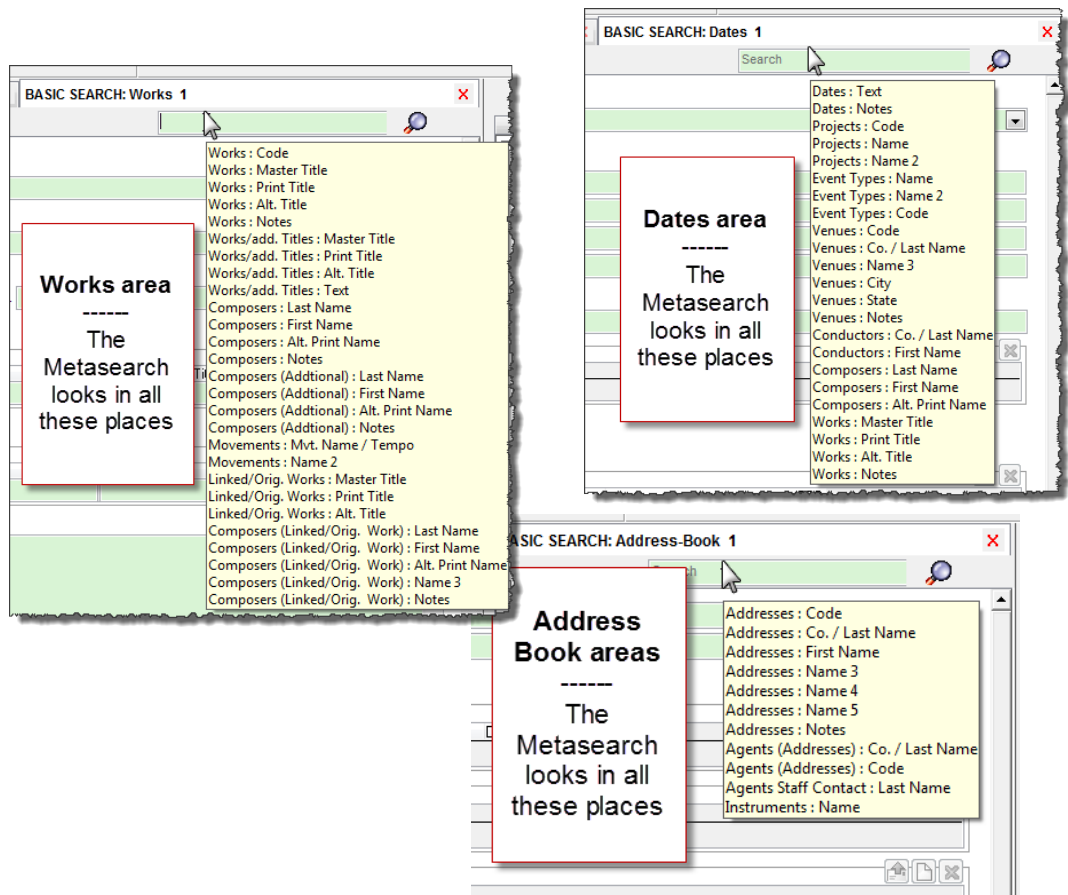
As with other searches in OPAS, your results are shown in the **List** pane at the bottom of the screen. Selecting any item from your search results loads that item into the **Main** pane above.

The Metasearch treats all terms equally. Should you enter more than one term, OPAS joins them together into one text string. For example, the Metasearch in the Address Book shown here will look for the words ‘john smith’ together in exactly that order (not “john’ and ‘smith” nor “john’ or ‘smith”). Because most of the fields being searched contain only one thing, your Metasearch will work best if you type only one word.



Where it looks

The Metasearch is driven by a definition file that tells it exactly where in each **Program Area** to look. Float the mouse cursor over any Metasearch field – the areas searched in that **Program Area** will pop up. For example:



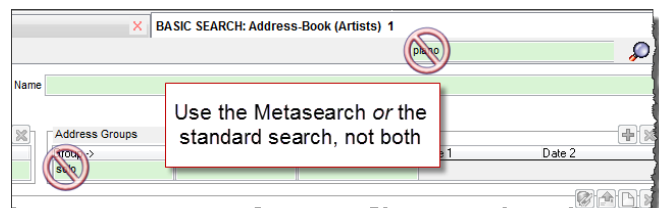
These definition files can be easily customized so each Metasearch can be tailored to the individual needs of your orchestra. One organization may, for example, prefer the Metasearch in the **Works** area to search composer name and title fields; another may want the Metasearch to instead focus on instrument names or themes/genres.

See the appendix of this document and contact Technical Support for more information regarding custom Metasearch definition files

## Rules and Regulations

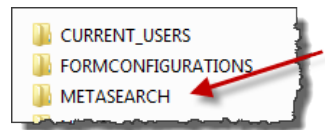
The Metasearch operates independently of all other search mechanisms in OPAS. You cannot incorporate a Metasearch alongside a standard green screen search. Should you enter a term in the Metasearch field *and* a standard “Green Screen” field, OPAS will ignore the Metasearch term.

In addition, the results of a Metasearch cannot be filtered in the **List** pane.

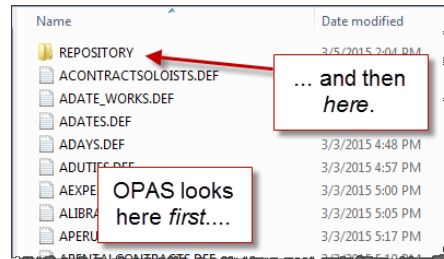


## Customizing Metasearches

Each **Program Area** refers to a separate definition file that tells OPAS where in that **Program Area** the Metasearch should look.



These definition files are stored in the **USERDATA** folder within the main OPAS directory. Within the METASEARCH folder, default definition files are stored in the **REPOSITORY** folder. Should you customize a Metasearch file, place it in the main METASEARCH folder. When OPAS references a Metasearch, it looks first in the main METASEARCH folder – should there be a definition



for that **Program Area**, it is used. If there is no definition, OPAS then looks in the REPOSITORY folder for the default definition for that **Program Area**.

The name of the definition file refers to the OPAS **Program Area** where it is used. Definition files open in Notepad and are edited as simple text files following a TABLE: FIELD construct.



**NOTE:** it is our intention that Technical Support will customize Metasearch definition files for you and have you place the customized Metasearch file in the proper location. While you certainly *can* customize Metasearch files on your own, they do require an advanced knowledge of the OPAS database structure – as such it is beyond reasonable expectation for users to do this on their own.