

The Basic Search

Also known as the “**Green Screen**” search or the **F6** search (as you can tap the F6 key on your keyboard to enter this search mode), or the “Edit Filter” screen (only in earlier versions of OPAS).

This is the primary type of search you encounter in OPAS – in fact you cannot avoid it. Because an OPAS database tends to be so large, OPAS builds this search in by default (typically when you have more than 1,000 records in any one program area). OPAS opens virtually all areas in this “Green Screen” search mode, assuming that you would prefer to tell the software what you want to see, rather than waiting for the software to show you absolutely everything.

The “Green Screen” search is an easy two-step process:

1. Tell OPAS what you want to see
2. Tell OPAS to go and find it

This document illustrates the process using the **Works** area of OPAS, but the principle works the same in all OPAS areas.

Part One – tell OPAS what you want to see ...

Whenever a program area of OPAS is opened, the “Green Screen” search mode is enacted by default. The **Tab** label says “Basic Search: <name of program area>” at the top of the Window. All fields are tinted green (“fields” are the blanks or boxes on the screen).

This search mode indicates OPAS is ready for you to “tell” it what information you want to see. You tell OPAS by **filling in any data** in any of the fields.

... In drop-down fields

You can select information from any **drop-down** field. For example, this selection in the **Composer** drop-down tells OPAS you wish to see all works composed by Richard Strauss.

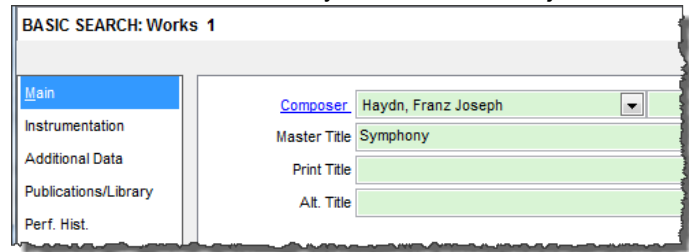
... In text fields

If the information you want is not in a drop-down field, then type the criteria directly into the field. This tells OPAS you want to see all works called “Nutcracker”. (See the document “More Basic Search techniques” for instructions on including wildcards in these text searches)

... In **several fields** at once

You can also put information into more than one field; when you do this, OPAS joins the criteria by the word “And”.

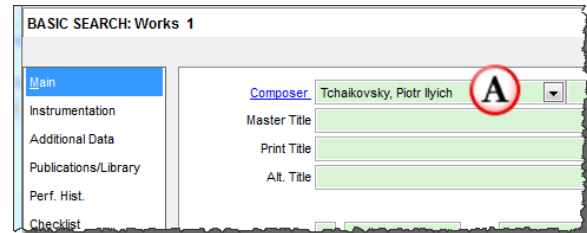
This search tells OPAS you wish to see all compositions by Haydn that start with the word “Symphony”.



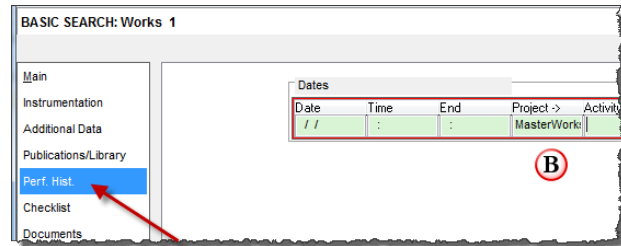
... In fields on **different screens**

Even though the “Green Screen” or “Basic Search” opens to the **Main** screen of the OPAS program area, you can tell OPAS what you want to see using any combination of data on any number of screens. Simply click the screen corresponds to the information you wish to enter.

This **Works** Basic Search is spread over two screens and tells OPAS to find [A] all works by Tchaikovsky (on the **Main** screen) ...

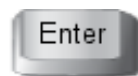


... [B] that has had a performance on any of the Orchestra’s MasterWorks projects (on the **Performance History** screen)

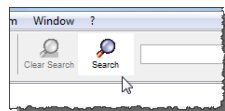


Part Two - tell OPAS to find the information

Having told OPAS what information to find, you need to tell the software to go and get it.



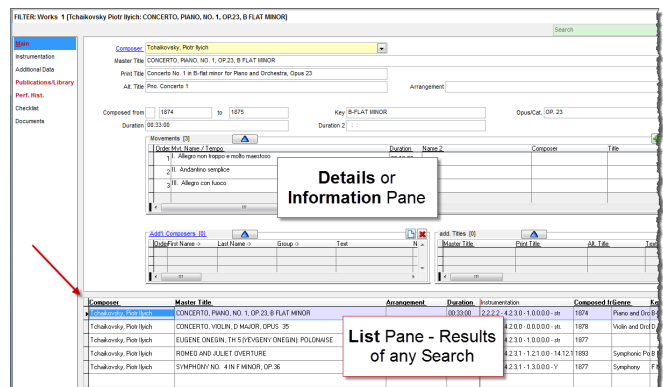
Do this by pressing the **Enter** key on your keyboard as you would with any Internet search

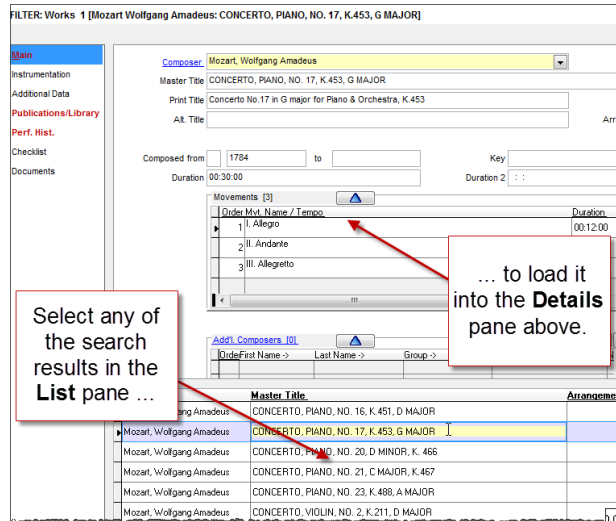


Or, if you prefer, click the **Search** button along the top of the OPAS screen.

Viewing the results

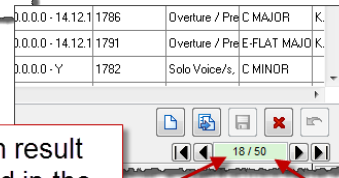
Unless there is nothing in the database that meets the criteria you selected (in which case OPAS will say “No Records Found”), OPAS **always** shows you the results of a Basic Search on the **List** pane at the bottom of that program area – whether the results are one item or several thousand.





As individual search results are selected in the **List** pane, they are loaded into the Details pane above it.

The lower right-hand corner of each **List** pane shows the number of search results found, and the currently selected item.



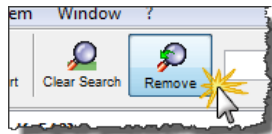
Search result selected in the **List** pane

Total number of search results

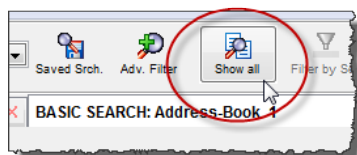
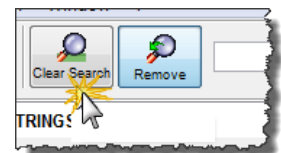
See the various “List Pane” how-to guides for instructions on how to further refine or work with the contents of the **List** pane.

Other techniques and functions

To return to the Basic Search mode – that is, to perform another search within the same program area, click the **Remove** button at the top of the screen: This will clear your search criteria and return OPAS to the Basic Search or “Green Screen” mode.



Clicking the **Clear Search** button will *retain* your prior search criteria and return OPAS to the Basic Search or “Green Screen” mode.



To **bypass** the Basic Search entirely and see all items within the program area, click the **Show all** button at the top of the screen. OPAS will display a message / warning about the number of records (items) in that program area. Click

Yes to the prompt and all items within that program area will be loaded into the **List** pane below.

