

## The Basic Search - Wildcards

This document illustrates the use of **wildcards** when employing the **Basic Search** in text fields. Wildcards only work in Text fields. Our examples primarily use the **Works** area of OPAS, but the procedure works the same throughout the program.

**Wildcard character** The wildcard character in OPAS is the **asterisk**: \* (Shift key + the number **8** on your keyboard).

Wildcards broaden the search in any text field by telling OPAS to “Find something like this,” instead of “Find something *exactly* like this” which is the default operation.

The wildcard character can be placed anywhere in a text field, and in fact the location of the wildcard character greatly affects its operation.

### Trailing wildcard

Trailing wildcards come at the **end** of a text field. The search shown here tells OPAS to find any work where the title starts with the word “Symphony” and is then followed by any text at all.

This search would return compositions like:

- Symphony No. 1 in C
- Symphony In B-Flat
- Symphony For Strings and Timpani

The screenshot shows a search form with the following fields: Composer (dropdown), Master Title (text field containing 'Symphony\*'), Print Title (text field), Alt. Title (text field), Composed from (text field), to (text field), and Duration (text field). A red arrow points to the asterisk in the Master Title field, which is enclosed in a red box labeled 'Wildcard character'.

 Note that the trailing wildcard is always implied and is the OPAS default operation. You need not type “Symphony\*” as OPAS interprets “Symphony” and “Symphony\*” as the same entry:

The image shows two side-by-side search result tables. The left table has 'Symphony' in the Master Title field. The right table has 'Symphony\*' in the Master Title field. A red double-headed arrow indicates that both searches return the same results.

The trailing wildcard *is* needed when you wish this functionality **and** a leading or middle wildcard is employed.

### Leading wildcard

Leading wildcards come at the beginning of a text string, and imply that anything can come *before* the text you have specified.

This wildcard search tells OPAS to find any work that starts with text at all but ends with the word “March”. It would return:

- Liberty Bell March
- Rákóczy March,
- and so on....

The screenshot shows a search form with the following fields: Composer (dropdown), Master Title (text field containing '\*March'), Print Title (text field), and Alt. Title (text field).

However, the wildcard search “\*March” would *not* find “March, The Stars and Stripes Forever” as that title *begins* with the word “March” and your wildcard specifically told OPAS that *something* had to be in front of the word “March”.

## Middle wildcards

Middle wildcards are seldom used on their own, but rather in conjunction with a trailing or leading wildcard. Their functionality, however, is exactly the same.

The search shown here will find all compositions that start with the word “Symphony” and end with the words “G Major”. The search will produce (among others) Dvorak’s Symphony No. 8, Op. 88 in G Major and Haydn’s Symphony No. 18 in G Major.

Composer

Master Title

Print Title

## Trailing and Leading wildcards together

There is often a need to specify *both* Leading and Trailing Wildcards and this is the most broad and general of all OPAS basic searches.



Remember as stated on the previous page that the trailing wildcard is implied when you don’t use any wildcard at all, but it is *not* implied when you use any other wildcard. So if both wildcards, you need to type both wildcards.

Composer

Master Title

Print Title

OPAS interprets the search shown here as “Any composition that has the word ‘March’ in the Title”. (In a more technical manner: “Any composition in which any character at all is followed by ‘march’ and then followed by any other character at all”).

Among other results, that search would return the following list of compositions – note how the word ‘march’ appears in various places in each title.

Composer	Master Title
Mozart, Wolfgang Amadeus	CLEMENZA DI TITO, K. 621: MARCH
Prokofiev, Sergei	LOVE FOR THREE ORANGES: MARCH AND SCHERZO
Purcell, Henry	MARCH AND CANZONA FOR QUEEN MARY’S FUNERAL
Sousa, John Phillip	MANHATTAN BEACH MARCH
...	...

In the **Dates** area, this type of wildcard search is particularly effective when used in the **Project** drop-down. This search would find all concerts for Christmas programs – Projects with names like “Christmas Pops” and “Magic of Christmas”

Project

Event Type

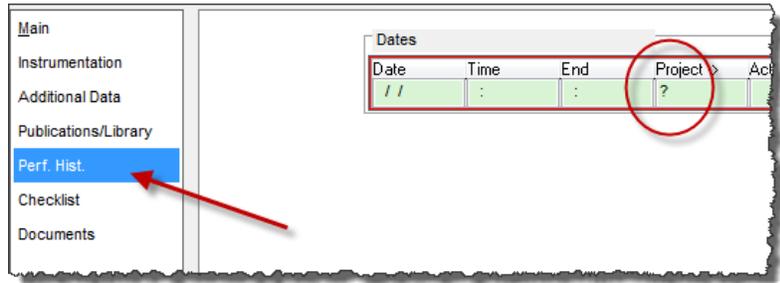
Venue

## Wildcards on their own

Wildcards can also be used to find the existence of any data within a text field. This is used when to find database records that contain any information at all (numbers or letters) within a given field.

This wildcard is a question mark ( ? ). It tells OPAS to find “any record in which the field in question contains any kind of data at all”.

In the **Works** area for example, use the wildcard on the **Performance History** screen to find all Works that have had any kind of performance. This also works to great effect in the **Address Book** area **Performance History** screen to find all musicians who have a performance history with the organization.



In the **Dates** area, this use of the wildcard would find all concerts that have a program title, regardless of what that title is.

