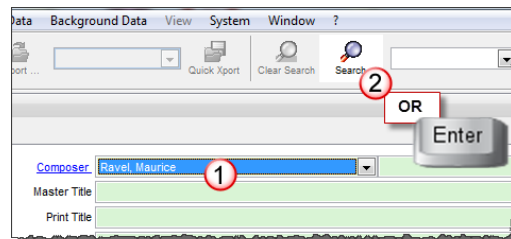


Drop-down fields and the “Green Screen” or Basic Search

 See the related OPAS How-To Guide entitled “**Green Screen or Basic Search - drop-down fields**” for further discussion of this topic and more examples.

Basic Operation – selecting data Drop-down fields are used extensively in OPAS to link any single item in the database to any other single item in the database.

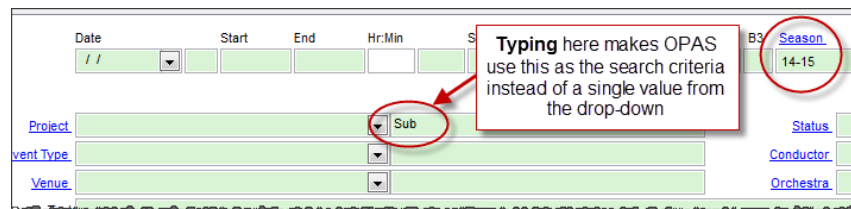
When in the “Green Screen” or Basic Search mode, select an item from the drop-down list and that item becomes the search criteria.



In the **Works** area, [1] selecting this item from the **Composer** drop-down, then [2] pressing the Enter key will reveal all compositions by Maurice Ravel.

Typing data Sometimes, however, a search requires more than one criterion from the same drop-down list. A good example is in the **Dates** area of OPAS – you may want to see *all* Subscription activities in a given season. If you click the drop-down arrow next to the **Project** field, you can select Subscription Week 1 or Subscription Week 2 or Subscription Week 3 but clearly you can’t select them all.

In these cases, instead of selecting, **type** ‘Sub’ or ‘Subscription’ (without the quotes) in the field *next* to the drop down. This tells OPAS “when I execute this search, look in the drop-down field just to the left of this text field (which, in this example, is the **Project** field) and



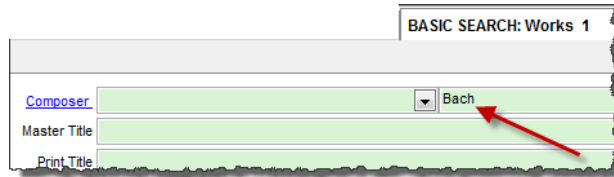
find any record where the contents of the drop-down field starts with ‘Sub’ “.

This will find all activities connected to any Subscription Project. It is equivalent to selecting all Subscription Projects in the drop-down list at the same time.

You can use the full array of wildcard features when typing into that field.

In the **Works** area this functionality can be demonstrated as follows:

This search at right will find all works where the **Composer** is Johann Sebastian Bach



Whereas this search at left will find all works where the **Composer's** last name is Bach. It will therefore also return works by J.C. Bach, C.P.E. Bach, etc.

Reminder



Remember that when in the “Green Screen” search, the function of the drop-down field **label** remains the same. The field label is actually a link that opens the area of OPAS in which the item is created and stored.

