

ASKOPAS

A SEARCH UTILITY FOR OPAS

ABOUT ASKOPAS	3
What AskOPAS Does	3
What AskOPAS Does Not Do	3
Other Important Notes about AskOPAS	3
INSTALLING ASKOPAS	4
Setting up the program	4
USING ASKOPAS	4
Dates	4
Wildcards	5
Categories and Dropdown Lists	6
Searching within Categories	6
Searching for Absence of Data	7
THE MAIN SCREEN	7
ACTIVITY SEARCHES	8
Setting Activity criteria	8
Searching Within Categories	10
Searching Among Categories	10
Search Examples	10
COMPOSITION SEARCHES	14
Setting Composition criteria	14
Searching Within Categories	16
Searching Among Categories	16
Instrumentation Criteria	16
Instrumentation Searches	16
Instrumentation Searches using Grids	19
Search Examples	20
ARTIST SEARCHES	23
Setting Artist criteria	23
Searching Within Categories	24
Searching Among Categories	24
Performance Parameters	24
Search Examples	25
VIEWING THE RESULTS OF ASKOPAS SEARCHES	28
Report Formats	28
Creating Grid Reports	28
Creating Standard HTML reports	31
Editing HTML reports	33
Creating 'Special' reports	33
ADJUSTING ASKOPAS SETTINGS	36
ASKOPAS TECHNICAL NOTE	36

ABOUT ASKOPAS

What AskOPAS Does AskOPAS is a stand-alone utility that supplements the built-in search engines of OPAS. It provides a 'plain language' way to ask the OPAS database complex questions much like the Advanced Search area of OPAS, but without selecting individual tables and fields.

AskOPAS incorporates the following three program areas of OPAS:

ACTIVITIES

AskOPAS makes it easier to ask questions such as:

- On which concerts - only on our main subscription series - between September 1, 1970 and September 1, 2000 did we perform works with solo piano?
- When did a certain artist perform with us during the past 10 years as either a conductor or soloist?
- How many premieres have we given in all cities other than our "home" city?

WORKS

AskOPAS makes it easier to ask questions such as:

- What works in our OPAS database are between 3 and 7 minutes long and do not exceed our core instrumentation?
- What works in our OPAS database use solo soprano but *not* chorus?
- What works in our OPAS database use solo violin and have not been performed?
- What 20th century compositions by American composers have we performed?

ARTISTS

AskOPAS makes it easier to ask questions such as:

- Who are the American soloists who have performed in the past 20 years?
- Who are the conductors that performed on our main subscription series in the past five years?

These represent but a few possibilities and the documentation that follows shows samples of related questions.

What AskOPAS Does Not Do AskOPAS is a "read-only" application. It makes no changes to your OPAS database.

AskOPAS does not replace any of the built-in OPAS search engines; it merely adds another option to the repertoire of searching possibilities. We expect that the majority of your OPAS searches will still be done through the "Green Screen" (or Basic Search) and Advanced Search functionality.

AskOPAS does not show the results of a search within OPAS itself (as does the Advanced Search). You can view/print the results of an AskOPAS search, but it does not load the results into OPAS

Other Important Notes about AskOPAS AskOPAS can be used on computers that do not have OPAS. AskOPAS uses the same connection to the OPAS database that is used by the Artifax (OPAS "Word") report writer. This means that staff who do not use OPAS directly, but who can benefit from access to the information therein can use AskOPAS.

AskOPAS is logical, thorough and accurate. However, it makes no claims to be fast. Throughout this document we make suggestions about how to speed up searches. However, especially with very large databases, expect AskOPAS to take a proportionate amount of time to answer complex queries.

INSTALLING ASKOPAS

Setting up the program

NOTE: As with all OPAS technical documentation, these instructions are provided as a guide only. The installation of *any* program *should be only undertaken by your IT department* and ensure you have consulted with your IT department before proceeding. If your organization does not have a full-time IT department, please feel free to contact Fine Arts Software for technical assistance.

Installation of AskOPAS is a straightforward process that should take five minutes or less.

AskOPAS is delivered in a single self-extracting archive (AskOPASpkg.exe) that contains all the files necessary for the program

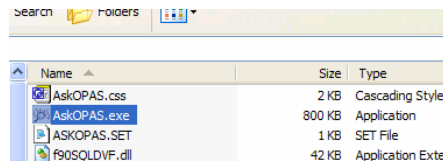
On your own computer - even if OPAS is not installed on your computer but is installed on a central Server - create a folder that will contain the files indicated above. This folder can be anywhere, but it's recommended that you create a logical destination such as:

C:\Program Files\AskOPAS

Double-click the AskOPASpkg.exe file to launch the Self-Extractor.

The self-extractor will assume you've chosen the folder and location indicated in the "Unzip to Folder..." field. If so, simply click the **Unzip** button in the upper right-hand corner.

If you've created a different folder, click the **Browse** button to locate it on your computer, and then click Unzip.



After the files are unzipped, launch Windows Explorer, or double-click **the My Computer** icon on your computer desktop and navigate to the folder in which the AskOPAS files have been placed.

Double-click the file called AskOPAS.exe. If the program launches and you see the title screen then the installation was successful.

At this point, it may be helpful to **right-click** the AskOPAS.exe file shown above and choose **Send To | Desktop** (create shortcut) to place the icon on your desktop.

In the unlikely event you see an error message about a missing dll, please note the name of the missing dll and contact Fine Arts Software.

USING ASKOPAS

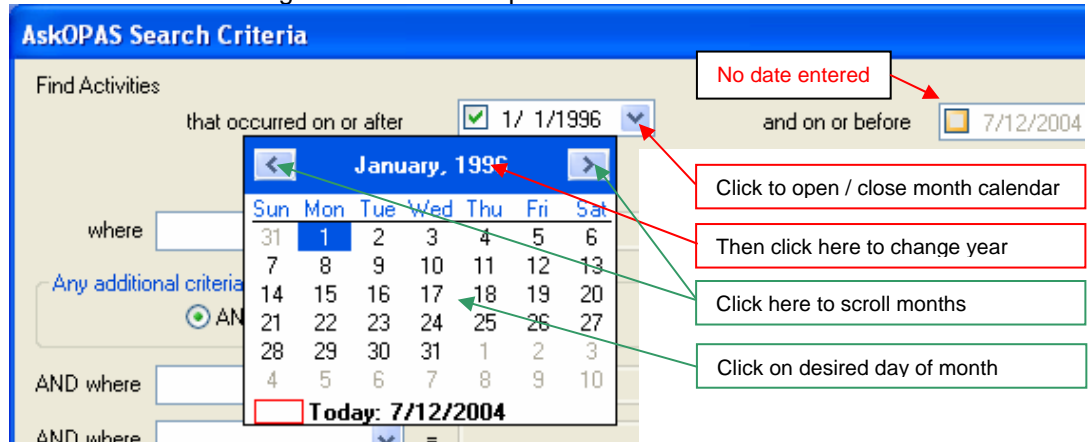
Here are some general conventions used within AskOPAS.

Dates

Dates are entered and reported in the format you've established in your Windows Regional Settings. For US users, this is typically the mm/dd/yyyy format, which is the format we'll use in the examples.

When entering dates (or a date range) in searches, AskOPAS provides two date fields to allow for easy entry in “From-To” order. Entering only the **left** (first) date will search from that date forward, including events that may take place in the future (provided such events are in OPAS at Planning Level 1). Giving only the **right** (second) date will search from that date as far back as your OPAS database goes. Filling in both dates searches within that date range.

Dates are entered using a Windows “date-picker”:



Note the small checkbox within the date entry field **must** be checked in order for the date to be entered. If the checkbox is clear, AskOPAS considers the date field blank.

You do not *have* to use the “date-picker” to input a date and can instead check the small checkbox and type the date directly into the field.

Wildcards

AskOPAS uses either the asterisk (*) or the percent sign (%) as a wildcard character. The wildcard character matches “any or all text characters”.

In AskOPAS, the position of the wildcard has meaning, just as it does in OPAS:

- Tour% means everything starting with the word ‘Tour’ and followed by anything else
- %Tour means everything starting with anything but ending with the word ‘Tour’
- %Tour% means everything with the word ‘Tour’ anywhere in the field

The wildcard character in AskOPAS is *not* implied. For example, this:

where =

Searches for all composers whose last name is exactly “Moz” (without the quotes) and will likely return nothing. Whereas this:

where =

Searches for all composers whose last name *begins* with “Moz”.

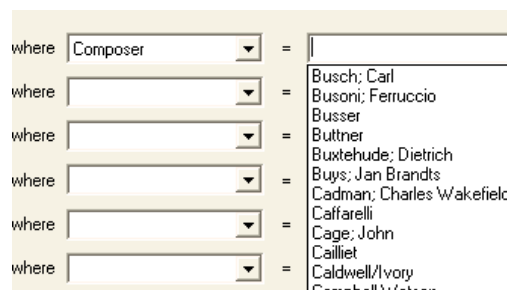
If your OPAS installation uses a FoxPro database, note that FoxPro is case-sensitive and considers the search strings “moz%” and “Moz%” to be different. However in SQL Server searches, those strings are equivalent since SQL Server will match both upper-case and lower-case letters, i.e., it performs case-blind comparisons.

Categories and Dropdown Lists

The bulk of the AskOPAS search criteria are specified in dropdown lists. These dropdown fields are always provided in pairs. The left dropdown field always contains the OPAS data type or category, and the right dropdown field always contains the corresponding data from your OPAS database.

Notes and Operation

Technically, the right field is not a dropdown but a 'combo-box' that allows you to type information directly into the field or to select from the list. We will use the more common term "dropdown" in this document, however. Changing the **category** (left dropdown) causes the selections in the **data** (right dropdown) to automatically change. If the category in question contains a great deal of data, e.g., compositions, this may take several seconds.



The screenshot shows a search interface with a dropdown menu labeled 'where' set to 'Composer'. To the right, a list of composer names is displayed, including Busch; Carl, Busoni; Ferruccio, Busser, Buttner, Buxtehude; Dietrich, Buys; Jan Brandts, Cadman; Charles Wakefield, Caffarelli, Cage; John, Cailliet, Caldwell/Ivory, and Campbell/Stone.

When selecting data in the right dropdown field, you can **first** type the first several letters of the data and **then** click the dropdown arrow. AskOPAS will automatically jump to that part of the list.

It's worth noting that if the item you seek does not appear in the data dropdown, it is not in the database.

Note that OPAS contains "memo" fields, e.g., text, notes, commission, etc. that are essentially limitless in extent. AskOPAS displays and performs wildcard searches on only the first 256 characters in each such field; however, the complete field will be output in the report

Names

The default separator between a last name and a first name within AskOPAS is a semicolon followed by a space (;) as shown above. To find composers whose first name is "Wolfgang", you would enter the string "%; Wolfgang%" (without the quotes). The first wildcard accepts any last name while the trailing wildcard will match any middle name. This semicolon+space pair is used only in your communication with AskOPAS. You can change this character pair if you wish; see the "Adjusting AskOPAS Settings" section at the end of this document. Note output reports generated by AskOPAS use the conventional comma-space as the name separator.

Searching within Categories

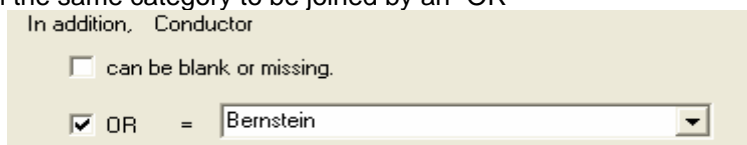
AskOPAS allows you to select multiple criteria or data (the right dropdown field) within the same category (left dropdown field). You can therefore search (for example) for all concerts conducted by Ormandy *or* Bernstein.

To add another data criterion to the same category, click the **more...** button at the right of the data dropdown.



The screenshot shows a search interface with a dropdown menu labeled 'Conductor' set to 'Ormandy'. A 'more...' button is circled in red, indicating it should be clicked to add additional criteria.

This will open an **Additional Criteria** window on which you can indicate other data elements within the same category to be joined by an "OR"



The screenshot shows the 'Additional Criteria' window. It has a title bar 'In addition, Conductor'. There is a checkbox 'can be blank or missing.' which is unchecked. Below that, there is a checked checkbox 'OR' followed by an equals sign and a dropdown menu containing 'Bernstein'.

You can employ the wildcard in either or both screens (the main screen or the Additional Criteria screen). When a wildcard is used on the main screen, it also activates the "But Not" category on the Additional Criteria screen.

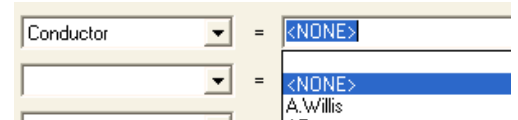
Searching for Absence of Data

This technique is covered in more detail in each program area of AskOPAS

AskOPAS allows you to search for empty or null fields (data fields that contain no data) in one of two ways, depending upon which is the most efficient and compliant with the rules of the OPAS database.

AskOPAS will *not* allow you to search for empty fields where such fields are meaningless or invalid in OPAS. For example, you cannot search for musical works without a composer as in OPAS each work must have a composer.

Method One – where the data criteria is logical or often requested, AskOPAS adds a data element called <NONE> at the top of the list. This is used exclusively in the Activities area of AskOPAS and is used to find concerts with no Conductor (or no Orchestra or no Soloist).



Method Two – when you select criteria in the data field (the right dropdown) and click the **more.** button, AskOPAS will often provide a check box that allows inclusion of blank or empty data where blank or empty is meaningful and valid in the OPAS database

In addition, Conductor

can be blank or missing.

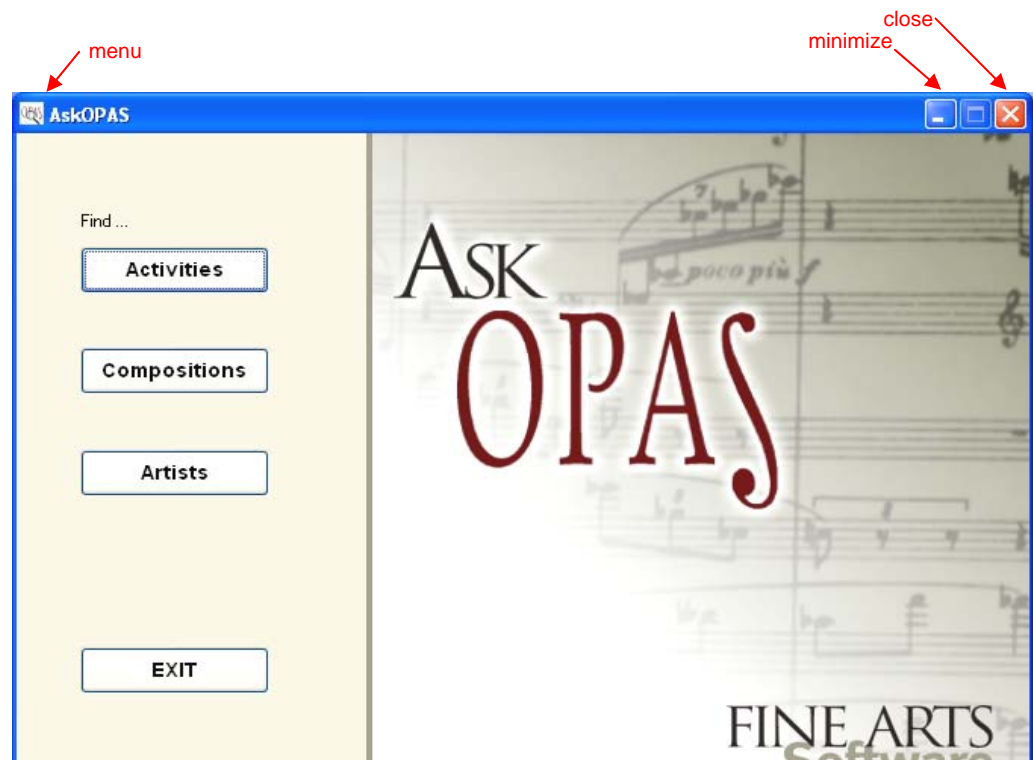
Note Leaving the data dropdown blank does *not* mean “search for blank data”. AskOPAS does not consider the criteria shown below at all since there is nothing in the data field and AskOPAS ignores the line if either the category or the data is blank.

where Conductor =

THE MAIN SCREEN

The main screen of AskOPAS is rather simple. It contains pushbuttons that allow you to set the context of the search. An **Activities** search considers works performed, participants, dates and venues. This is the most general search and is recommended whenever you're sure there's some performance history associated with the information you seek. **Composition** searches yield details (including instrumentation) of works that you may or may not have yet performed. **Artist** searches find people or groups that may or may not have appeared with you; artist agent data is output.

In addition to the obvious large pushbuttons, there are three small buttons in the title bar worth mentioning.



Of these, the “minimize” button may prove most useful. The subsequent dialogs of AskOPAS are arranged such that this minimize button is always visible. Pressing the minimize button removes the AskOPAS windows from view. Although AskOPAS is invisible when minimized, it is still running. Thus you can have AskOPAS start generation of a lengthy report, then minimize it and continue with other work while the report completes. If the report is a standard AskOPAS html report, your web browser will automatically pop-up and display the report as soon as it’s done. To “un-minimize” the program, click on the AskOPAS icon in the Windows taskbar, or right-click on the icon and select “restore” from the menu (or “close” if you have no other present work for AskOPAS).

The “close” button here is the same as the “EXIT” button. In all other dialogs, the “close” button is the same as the “Cancel” button. The “menu” button provides seldom-used alternate route to the “minimize” and “close” actions.

ACTIVITY SEARCHES

Activity searches in AskOPAS focus on the OPAS Dates area and incorporate the most common date, artistic personnel, logistic and repertoire elements of activities.

To start an AskOPAS Activities search, press the **Activites** pushbutton on the opening AskOPAS screen.

Setting Activity criteria

Date Parameters

The two date fields at the top of the screen indicate the date range to be utilized for the search.

Find Activities
 that occurred on or after 1/ 1/1995 and on or before 7/12/2004

Dates are entered using your Windows Regional Settings (here mm/dd/yyyy format). AskOPAS only searches for activities of Planning Level 1.

Filling in only the left date will search from that date forward, including events that may take place in the future (provided such events are in OPAS at Planning Level 1).

Filling in only the right date will search from that date as far back as your OPAS database contains data.

Filling in both dates searches within that date range.

Remember a date is filled in **only** if the leading checkbox is checked. The down arrow at the right of each date field opens (or closes) a dropdown calendar. See Page 4 for an example of the calendar.

Performance Parameters

The next two check boxes specify if AskOPAS should consider only performances or only non-performances. A check in *both* boxes, or a check in *neither* box tells AskOPAS to consider both performance *and* non-performance activities (in other words, when both boxes are checked or both are unchecked, AskOPAS ignores performance criteria).

Consider Performances Activities Other Than Performances

Other Parameters

The first search criteria or parameter is entered just below the Performance check boxes.

It doesn't matter in which order search criteria are entered

Use the left dropdown field to select the data category to be searched. Once you have indicated the category in the left field, AskOPAS automatically refreshes the corresponding right dropdown field to display all the relevant data in your OPAS database.

where =

where =

where =

where =

where =

where =

where =

where =

where =

where =

where =

where =

where =

Note: if the left-hand field contains a category for which there are thousands of records in the OPAS database (for example works or address book entries) it may take AskOPAS several moments to display all that data.

With the category selected, in the right hand field, either:

Select the exact criteria to be searched

: =

OR

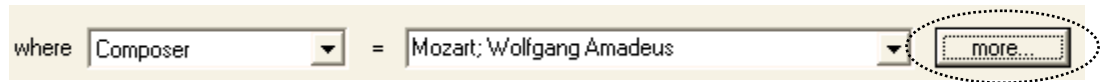
Type the criteria to be searched including a wildcard wherever applicable

: =

The wildcard character in AskOPAS is either the asterisk (*) or percent sign (%) See page 4 of this document for more information and tips regarding the wildcard

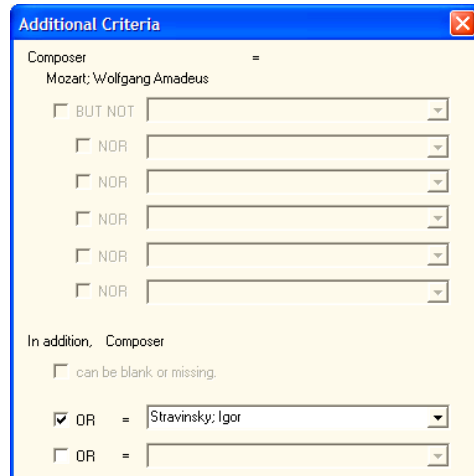
Searching Within Categories

Searching within categories means expanding the search criteria based upon the category in the left-hand field. For example, to search for activities that include compositions by Mozart *or* Stravinsky, you would first identify one of the composers on the AskOPAS main screen



where =

As soon as any criterion is entered in the right-hand field, the “more...” button becomes active. Clicking that “more...” button opens the “Additional Criteria” window



Additional Criteria

Composer =
Mozart; Wolfgang Amadeus

BUT NOT

NOR

NOR

NOR

NOR

NOR

In addition, Composer

can be blank or missing.

OR =

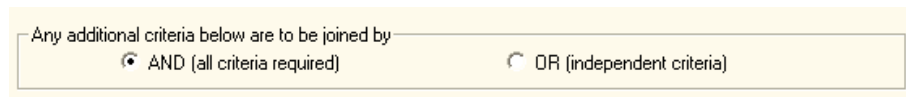
OR =

Note that AskOPAS “carries over” the data element being searched, places it at the top of the screen, and indicates that any criteria you enter next will be restricted to the same category (Composers, in this example). Simply click the “OR” check box on the left side of the screen and select the next criteria from the dropdown box.

Additional “OR” choices can be entered, one on each line. Click OK to save the criteria and return.

Searching Among Categories

To expand the search *across* different data categories, first decide if the categories should be joined by AND or OR as indicated at the top of the screen:



Any additional criteria below are to be joined by

AND (all criteria required) OR (independent criteria)

Then fill in subsequent categories and data just as you did the first one

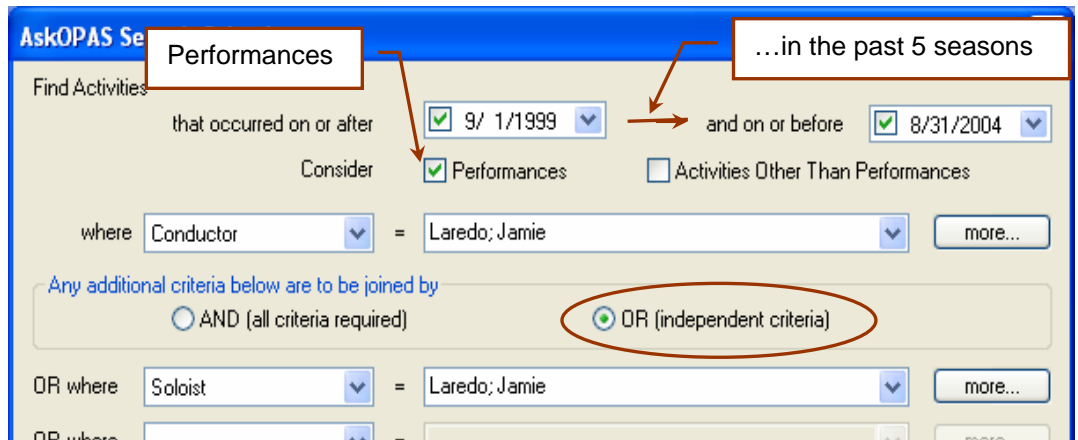
Note AskOPAS will not accept repeated categories. That is, unique selections are required in the left-column category dropdowns.

Search Examples

The following examples provide illustrations of how AskOPAS represents searches or queries in the Activities area

An example of a basic “This Or That...” search

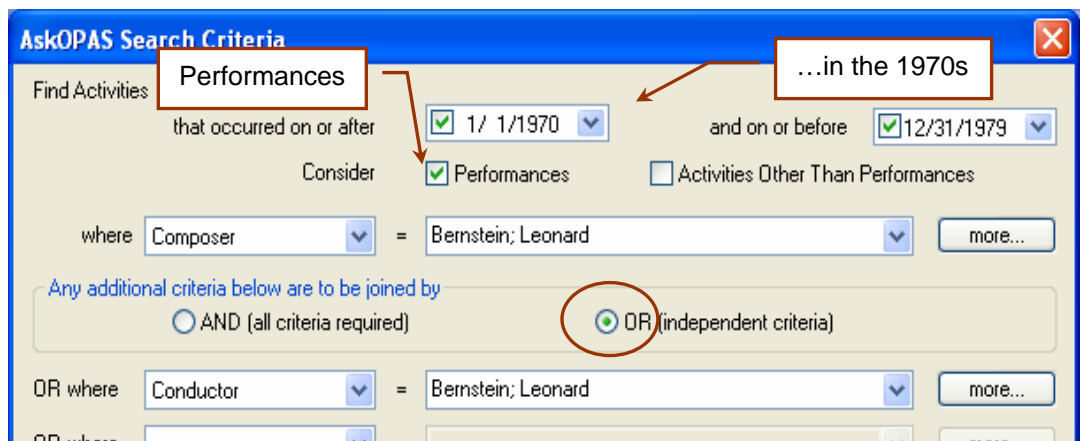
The task is to “Find all performances in the past 5 seasons where Jaime Laredo appeared as a Conductor *or* a Soloist”



Another example of a basic “This Or That...” search

This search also uses the “OR” across data categories instead of within data categories.

The task is to “Find all performances in the 1970s where Leonard Bernstein was the Conductor *or* a work by Bernstein was performed”



Note: If “AND” was chosen as the join in the above search, AskOPAS would return all performances where Leonard Bernstein conducted his own works.

An example of an “Anything Other Than...” search

In this example, suppose Jahja Ling is the music director for the orchestra and the task is to “Find all performances of Mozart by *all* conductors *other than* Jahja Ling in the past ten years”

The Activity screen would look like this and the top portion is self-explanatory:

The "... all conductors *other than* Jahja Ling ..." part of the criteria is input in exactly that order. The **Wildcard** character in the Conductor field is used to indicate "All Conductors."

Click the "more..." button and on the Additional Criteria screen, indicate that AskOPAS should consider any or all conductors (note that this is brought over from the previous screen and shown at the top) *But Not* the conductor specified (Jahja Ling in this example).

An example of an "Other Than This or That..." search

The task is to "Find all concertos performed since 1970, on all Projects *other than* Tour or Education Projects."

(This example assumes the relevant Projects have the name "Tour" or "Education" in them)

Click the “more...” button on the **Project** row and on the Additional Criteria screen,

Additional Criteria

Project =

%

BUT NOT %Tour%

NOR %Education%

NOR

brought over from the previous screen and shown at the top) *But Not* any Project(s) with the word “Tour” anywhere in the title, *Nor* any Project(s) with the word “Education” in the title

Note: Strictly speaking the query illustrated here told AskOPAS to find performances using “any solo instrument” and this would include choruses.

If you wish to omit choruses from the array of possible solo instruments, click the more... button in the **solo instrument** row on the main screen and specify the instrument should be anything *But Not* those with the word Chorus in the name, *Nor* choir, using the wildcard characters as above

COMPOSITION SEARCHES

Composition searches in AskOPAS focus on the OPAS Works area and incorporate the most common elements of musical compositions.

To start an AskOPAS Composition search, press the Compositions pushbutton on the opening AskOPAS screen to show

Setting Composition criteria

The first three elements at the top of the screen are check boxes that restrict the composition search to works in your organization's library; works you have performed or works you have *not* performed.

Work Duration parameters

You need not specify work durations; if both of the duration fields are empty, AskOPAS will ignore work durations when searching.

The minimum and/or maximum values, in minutes, are entered in their respective fields

AskOPAS applies a 30 second tolerance and thus rounds whole minutes down or up to the nearest half-minute. For example, if you specify a minimum work duration of 5 minutes, AskOPAS will return works that are 4:30 in duration or longer.

Enter minutes without punctuation - no colons, apostrophes or quote marks may appear. However, you can enter a decimal point; 4.5, for example, will be interpreted as four and a half minutes. (Because of the half-minute tolerance, 4.5 as a minimum becomes 4.00 minutes, while 4.5 as a maximum becomes 5.00 minutes.)

The checkbox specifies how AskOPAS should handle works with *unknown duration* when verifying duration. Suppose a candidate work meets all other criteria but its duration is not recorded in the OPAS database so its duration cannot be tested – should it be reported or not? If the checkbox is checked, it will be reported; if clear, it will not be reported (since AskOPAS cannot guarantee the duration falls within the given range). In general it's recommended that the checkbox be checked so you won't miss works of potential interest, as perhaps the work will prove satisfactory when the duration is known. Note this checkbox is ignored if both duration fields are blank.

Work Composition Year parameters

You need not specify work composition year(s); if both of the duration fields are empty,

AskOPAS will ignore composition year(s) when searching. Here AskOPAS expects each field to contain a four-digit number or be blank.

- Filling in only the “In or after” year will search from that year forward
- Filling in only the “In or before” year will search from that year as far back as your OPAS database specifies works.
- Filling in both years searches within that specific year range

When a work in OPAS is composed over the course of several years, AskOPAS will report works that were either started or completed within the specified year span. (This can sometimes lead to surprising results. For instance, suppose that in OPAS itself the composition years for a particular work have been poorly entered as 1772, 76. When AskOPAS is asked to find works composed since 1950, this work turns up since the 76 is interpreted as 1976. To avoid ambiguity, always use 4-digit years, especially within OPAS.)

The checkbox specifies how AskOPAS should handle works with year of composition is missing. Suppose a candidate work meets all other criteria but its year of composition is not recorded in the OPAS database so cannot be checked – should it be reported or not? If the checkbox is checked, it will be reported; if clear, it will not be reported (since AskOPAS cannot guarantee it falls within the given range). In general it’s recommended that the checkbox be checked so you won’t miss works of potential interest, as perhaps the work will prove satisfactory when the composition year is known. This checkbox is ignored when both year entry fields are blank.

Other Parameters

The four dropdown fields allow you to specify other work criteria in the search. It doesn’t matter in which order search criteria are entered

See page 4 for more information and general operation of these fields.

When searching for a composition title, AskOPAS examines the Title1 field in the OPAS database. If your OPAS installation uses a FoxPro database, note that Title1 is upper case and so when entering a wildcard search, uppercase letters must be typed. The Composition area of AskOPAS also supports searches for Title2 or Title3; these titles are typically mixed upper and lower case.

Use the left dropdown field to select the data category to be searched. Once you have indicated the category in the left field, AskOPAS automatically refreshes the corresponding right dropdown field to display all the relevant data in your OPAS database.

If the left-hand field contains a data element for which there are thousands of records in the OPAS database (for example, all work titles) it will take AskOPAS several moments to display all that data.

In the right hand field, either:

Select the exact criteria to be searched

: =

OR

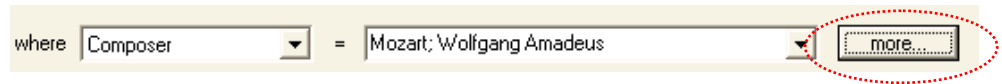
Type the criteria to be searched including a wildcard wherever applicable

: =

The wildcard character in AskOPAS is either the asterisk (*) or percent sign (%)
See page 4 of this document for more information and tips regarding the wildcard.

Searching Within Categories

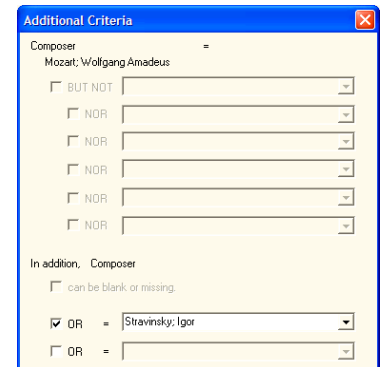
Searching within categories means expanding the search criteria based upon the category in the left-hand field. For example, to search for activities that include compositions by Mozart or Stravinsky, you would first identify one of the composers on the AskOPAS main screen



As soon as any criterion is entered in the right-hand field, the “more...” button becomes active. Clicking that “more...” button opens the “Additional Criteria” window

Note that AskOPAS “carries over” the data element being searched, places it at the top of the screen, and indicates that any criteria you enter next will be restricted to the same category (Composers, in this example). Simply click the “OR” check box on the left side of the screen and select the next criteria from the dropdown box.

This can be repeated six times, once on each line. Click OK to save the criteria and return.



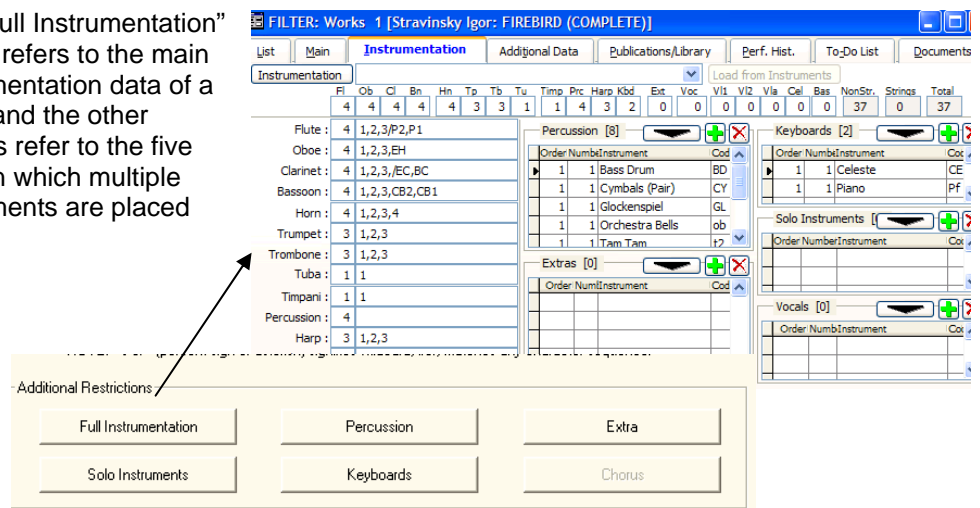
Searching Among Categories

To expand the search across different data categories, simply fill in subsequent categories and data just as you did the first one. In the Composition area of AskOPAS, categories are joined only by an “AND”.

Instrumentation Criteria

The bottom portion of the Composition screen contains six buttons, each of which leads to a separate screen that allows refined searches based upon a work’s instrumentation.

The “Full Instrumentation” button refers to the main instrumentation data of a work, and the other buttons refer to the five grids in which multiple instruments are placed



Instrumentation Searches

Clicking the **Full Instrumentation** button opens a screen on which you can instruct AskOPAS to refine a work search by any instrument criteria you manually enter on the screen, criteria relating to a stored instrumentation, whether to consider minimums, maximums or both, and how to consider doublings and auxiliary instruments.

Instrument Minimums/Maximums and Doublings

Each instrument field on this screen contains:

- A Check-Box to indicate it should be part of the search criteria
- An optional minimum number of instruments required
- An optional maximum number of instruments to allow
- Two check-boxes that instruct AskOPAS how to deal with Auxiliary Instruments and Doublings

When entering minimums and maximums, simply type in the desired numbers or use default numbers from a stored instrumentation (see “Using stored instrumentations” below).

If only entering a maximum number, you needn’t enter any minimum; it can be zero or blank.

Both **doubling** boxes are checked by default and this combination is the most inclusive search possibility.

The “**A**” box instructs AskOPAS to look in the **Text** field for the instrument for *anything that is NOT a number*. The existence of any letter(s) in that text field assumes that some kind of auxiliary or ‘similar’ instrument is used in that section.

The AskOPAS default is to include these auxiliary instruments

With this setting:

AskOPAS will return *both* of these works:

Rimsky-Korsakov : *Scheherazade*, Opus 35 FL: 1,2/P
 Rimsky-Korsakov : *Overture to May Night* FL: 1,2

With this setting:

AskOPAS will return only this work

As removing the check instructed the program to “Ignore any work that has any kind of auxiliary instrument.”

The “**B**” doubling box instructs AskOPAS to look at the *characters that separate the doubling instruments* to better ascertain if the work requires only an auxiliary instrument or if the work requires a musician to double. This is the difference between a work that uses English Horn for the second oboist and a work that requires the second oboist to play both oboe and English Horn.

With this setting:

Stored Instrumentation

A. = Allow similar instruments
B. = Musicians "double" (switch instruments)

Test	Min.	Max.	A.	B.
<input checked="" type="checkbox"/> Flute	<input type="checkbox"/>	<input type="text" value="3"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

AskOPAS will return *both* of these works:

Rimsky-Korsakov : *Capriccio espagnol*, Opus 34 FL: 1,2,P
Rimsky-Korsakov Suite from *Christmas Eve* FL: 1,2,3/P

With this setting:

Stored Instrumentation

A. = Allow similar instruments
B. = Musicians "double" (switch instruments)

Test	Min.	Max.	A.	B.
<input checked="" type="checkbox"/> Flute	<input type="checkbox"/>	<input type="text" value="3"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

AskOPAS will return only this work

Rimsky-Korsakov : *Capriccio espagnol*, Opus 34 FL: 1,2,P

As removing the check instructed the program to “Ignore any work that requires a musician to double an instrument”

AskOPAS makes this distinction through the use of the slash (/) character.

This: **1,2/EH** is interpreted as “the second player doubles English Horn.” With the “**B**” box un-checked this work would be skipped as it, by definition, requires doubling

This: **1,EH** is interpreted as “the second player plays only English Horn.” With the “**B**” box un-checked, this would be included because while it does require a doubling *instrument* (which is covered by the “**A**” box) it *does not* require a musician to double.

Using Stored Instrumentations

The dropdown field at the top of the screen can be used to automatically fill the maximum instrumentation field numbers with those specified by the stored instrumentation. In this way, you can quickly designate the maximum numbers to be that of your core orchestra, chamber orchestra, pops orchestra, etc.

Instrumentation Searches using Grids

Each of the five instrumentation grids in OPAS is given its own screen in AskOPAS. On each of these screens, you can specify the particular instruments that are to be included and any that are to be omitted.

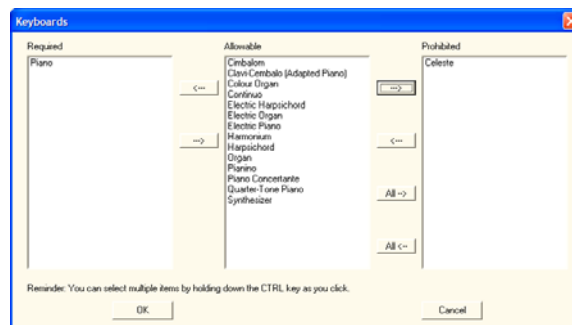
To specify instruments, simply **click the section** to which the instruments belong.

On the resulting screen, select any instrument(s) to be included in the search and click the left-arrow to move the instrument(s) into the “Required” box on the left. Then select any instruments to be prohibited and click the right-pointing arrow to move them to the “Prohibited” box on the right.

Note Either of the two large boxes – **Required** and **Prohibited** – can be left blank

Note You will notice that AskOPAS does not display every single instrument in your OPAS database. For example, your OPAS database likely contains more than 600 instruments, any of which are valid entries as a solo instrument. However, when you click the Solo Instruments button on the main Composition screen in AskOPAS you will see far fewer than 600 instruments. This is because AskOPAS takes the step of only displaying instruments that are actually used; this saves time scrolling through lists of instruments that would have no effect on the search as they are not used in your OPAS database.

Instruments that remain in the center box are simply ignored in the search



For example to search for works in the OPAS database that use orchestral piano *but not celeste*, click the Keyboards button on the main screen, then click Piano and the left pointing arrow to move piano to the “Required” box

Then click Celeste and the right pointing arrow to move it to the “Prohibited” box

IMPORTANT NOTE Your OPAS database contains many thousand compositions and as such, repertoire searches in AskOPAS can be the most time and resource-intensive. Many complex repertoire searches require that AskOPAS go through each work in the database one by one to test the criteria you have specified.

To speed searches, wherever possible include criteria from the Library check box and/or any dropdown fields on the main Composition page in conjunction with instrumentation, timing or other criteria. This will allow AskOPAS to first eliminate any number of compositions and speed up the remaining field-by-field search.

Search Examples

The following examples provide illustrations of how AskOPAS represents searches or queries in the Composition area

An example of a basic “This Or That...” search

An example of a basic search that uses only criteria on the main Composition screen.

The task is to: “Find all 20th-century works by American composers that our orchestra has performed”

Criteria for Finding Compositions

Find Compositions

In Library Have Performed Have Not Performed

Duration in Minutes

Minimum Maximum Incomplete duration

Year Composed

In or after and in or before Include works with unrecorded year of composition

where =

AND where =

Have performed

Composed in the 20th century

Composer was born in the United States (you could use Composer Nationality instead of Birth Country if you wish)

An example of an “Anything Other Than...” search

In this example, suppose you wish to fill out a program and want to “Find all works we own that are no longer than seven minutes and are in any key *other than* F Major”

Criteria for Finding Compositions

Find Compositions

In Library Have Performed Have Not Performed

Duration in Minutes

Minimum Maximum Incomplete duration

Year Composed

In or after and in or before Include works with unrecorded year of composition

where =

In our Library (we own them)

Maximum of 7 minutes

The “... any key *other than* F Major ...” part of the criteria is input in exactly that order. The Wildcard character in the Work Key field is used to indicate “any key at all.”

Click the “more...” button and on the **Additional Criteria** screen, indicate that AskOPAS should consider any or all key signatures (note that this is brought over from the previous screen and shown at the top) *But Not* the key specified (F Major in this example).

Work Key

%

BUT NOT

NOR

Note: You could also include in this search any compositions for which you have not specified the key signature by clicking the “Can be blank or missing” box in the middle of the screen

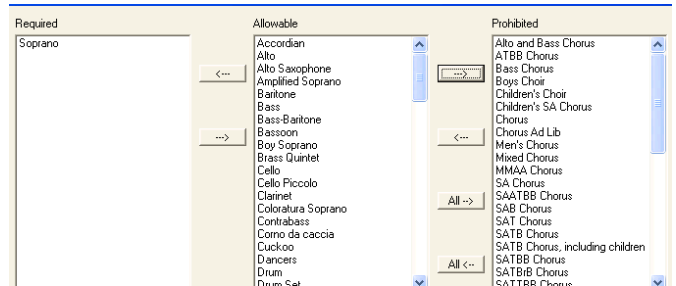
Example of a “This But Not That...” search

When creating searches that include work instrumentation, it is often helpful or necessary to include certain instruments and specifically exclude others. This results in a “This but not That” search.

For example, suppose the task is to “Find all works in OPAS that use Soprano soloist *but not* Chorus”

For this search, click the **Solo Instruments** button on the Composition main screen.

On the next screen, click Soprano and the left arrow to move soprano to the “Required” box.



Then click any or all applicable choruses and the right arrow to move them to the “Prohibited” box.

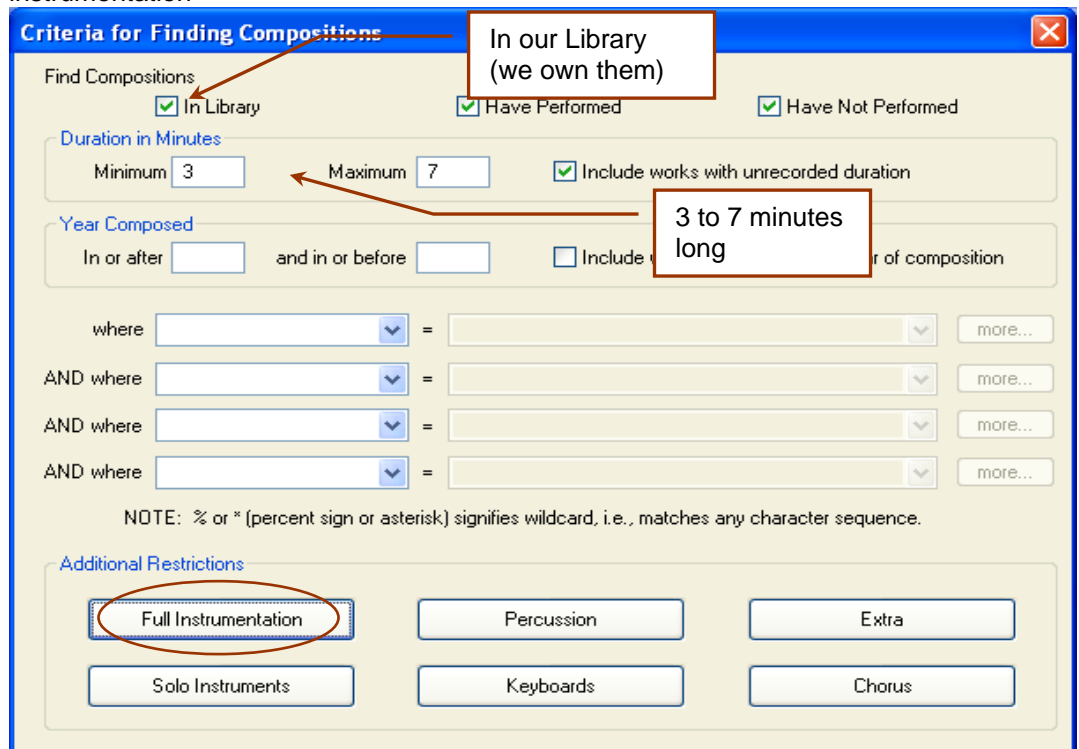
Click OK to return to the main Composition screen, and then Done to execute the search.

Note This is precisely the type of search that will take AskOPAS several minutes to run, as the program must look through each of the thousands of compositions in your database to isolate those that meet these criteria. This search can be sped up by including any of the following criteria on the main Composition screen:

- Library
- Have/Have Not performed
- Dropdown fields

Example of an Instrumentation search

In this example, suppose you wish to fill out a program and want to “Find all works we own that are between three and seven minutes and do not exceed our orchestra’s core instrumentation”



To indicate the instrumentation part of the query, click the **“Full Instrumentation”** button. At the top of the screen, click the **Stored Instrumentation** dropdown and choose that of your orchestra.

Test	Min.	Max.	A	B	Test	Min.	Max.
<input checked="" type="checkbox"/> Flute	0	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Percussion	0	3
<input checked="" type="checkbox"/> Oboe	0	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Harp	0	1
<input checked="" type="checkbox"/> Clarinet	0	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Keyboard	0	1
<input checked="" type="checkbox"/> Bassoon	0	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Extra	0	0
<input checked="" type="checkbox"/> Horn	0	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Violin 1	0	16
<input checked="" type="checkbox"/> Trumpet	0	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Violin 2	0	14
<input checked="" type="checkbox"/> Trombone	0	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Viola	0	10
<input checked="" type="checkbox"/> Tuba	0	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Cello	0	10
<input checked="" type="checkbox"/> Timpani	0	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Bass	0	8

AskOPAS will fill in your core orchestra personnel in the Maximum field for each instrument

Then simply

- Click each instrument you want to include in the search
- Indicate how AskOPAS should consider doublings when searching (see page 14 above for a discussion of the “A” and “B” doubling check boxes)

Click OK to return to the main screen and then Done to execute the search.

The search as indicated above would include works that utilize solo instruments, as we did not specifically tell AskOPAS to omit solo instruments. To omit any solo instruments, click the Solo Instruments button and the “All →” button to move *all* possible solo instruments to the “prohibited” box.

ARTIST SEARCHES

Artist searches in AskOPAS focus on the OPAS Artist area.

AskOPAS incorporates both general characteristics of musicians (the instrument they play, birth country, etc) and performance criteria. This allows refined queries about general information, artistic-planning queries based upon what artists have performed and when, and performance history queries.

To start an AskOPAS artist search, press the Artists pushbutton on the opening AskOPAS screen to display

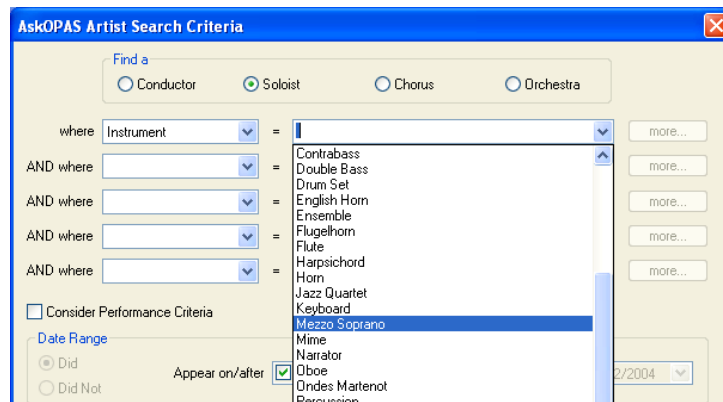
Setting Artist criteria

The first elements at the top of the screen are buttons that restrict the search to Conductors, Soloists, Chorus(es) and Orchestras.

Other Parameters

The top part of the screen contains five dropdown boxes that employ general criteria about the artist (or chorus/orchestra), independent of any performance criteria. It doesn't matter in which order search criteria are entered

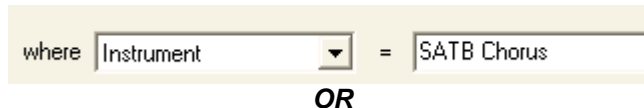
Use the left dropdown field to select the data category to be searched. Once you have indicated the category in the left field, AskOPAS automatically refreshes the corresponding right dropdown field to display all the relevant data in your OPAS database.



If the left-hand field contains a data element for which there are thousands of records in the OPAS database (for example the artist's name) it may take AskOPAS several moments to display all that data.

In the right hand field, either:

Select the exact criteria to be searched



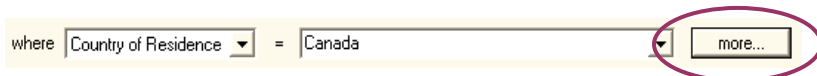
Type the criteria to be searched including a wildcard wherever applicable



The wildcard character in AskOPAS is either the asterisk (*) or percent sign (%) See page 4 of this document for more information and tips regarding the wildcard.

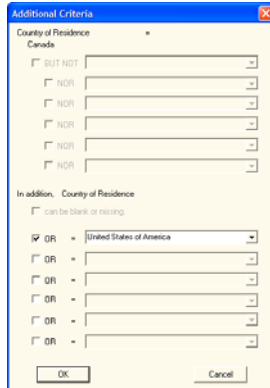
Searching Within Categories

Searching within categories means expanding upon the category in the left-hand field. For example, to search for artists who live in Canada *or* the United States, first identify one of the countries on the AskOPAS main screen



where Country of Residence = Canada more...

As soon as any criterion is entered in the right-hand field, the “more...” button becomes active. Clicking that “more...” button opens the “Additional Criteria” window



Additional Criteria
Country of Residence
Canada
 BUT NOT
 NOR
 NOR
 NOR
 NOR
 NOR

In addition, Country of Residence
 can be blank or missing
 OR = United States of America
 OR =
 OR =
 OR =
 OR =
 OR =
OK Cancel

Note that AskOPAS “carries over” the data element being searched, places it at the top of the screen, and indicates that any criteria you enter next will be restricted to the same category (countries, in this example). Simply click the “OR” check box on the left side of the screen and select the next criteria from the dropdown box.

This can be repeated six times (for additional countries), one on each line. Click OK to save the criteria and return.

Searching Among Categories

To expand the search across different data categories, simply fill in subsequent categories and data just as you did the first one. In the Artist area of AskOPAS, categories are joined only by an “AND”

Performance Parameters

The bottom portion of the screen incorporates performance criteria in the artist search. Check the “Consider Performance Criteria” box to activate the performance fields and fill in the appropriate criteria.

Date Criteria

The first line of performance criteria indicates the date range in which the artist (or chorus/orchestra) performed. Note that AskOPAS also allows you to also indicate a time period in which the artist did *not* perform.

- Filling in only the left (first) date will search from that date forward, including events that may take place in the future
- Filling in only the right (second) date will search from that date as far back as your OPAS database goes
- Filling in both dates searches within that date range
- AskOPAS will only search for activities in OPAS that are set to Planning Level 1.

Remember a date is filled in **only** if the leading checkbox is checked. The down arrow at the right of each date field opens (or closes) a dropdown calendar. See Page 4 for an example of the calendar.

Other performance criteria

Just as with the general criteria at the top of this screen, AskOPAS provides dropdown lists that specify the criteria to be used with performances.

Use the left dropdown field to select the data category to be searched. Once you have

indicated the category in the left field, AskOPAS automatically refreshes the corresponding right dropdown field to display all the relevant data in your OPAS database.

In the right hand field, either:

Select the exact criteria to be searched

where Project = Classical 3
OR

Type the criteria to be searched including a wildcard wherever applicable

where Project = Classical%

See page 4 for notes regarding the wildcard character.

As with the general criteria above, AskOPAS can expand the search within a data category by clicking the “more...” button at the end of the line.

Searches can also be expanded among different categories simply by entering those categories on subsequent lines.

See page 5 above for examples.

Search Examples

The following examples provide illustrations of how AskOPAS represents searches or queries in the Artists area

Example of a basic “This or That” artist search (that does not include performance criteria)

The task is to “Find all sopranos and mezzo-sopranos in our OPAS database”

Soloist Find a
Conductor Soloist Chorus Orchestra
where Instrument = Soprano more...
AND where more...
AND where more...
AND where more...

The voice type is indicated by selecting one of the voice types on the main screen, then clicking the “more...” button at the end of the row. On the **Additional Criteria** screen,

Additional Criteria
Instrument = Soprano
 BUT NOT
 NOR
 NOR
 NOR
 NOR
 NOR
In addition, Instrument
 can be blank or missing.
 OR = Mezzo Soprano
 OR =

note that AskOPAS brought over the criteria from the previous main screen (shown at the top). Simply click one of the OR check boxes at the bottom of the screen and select the other instrument (voice type, in this example).

Example of a basic artist search that incorporates performance criteria

The task is to “Find the American soloists who have performed with us in the past 20 years”

AskOPAS Artist Search Criteria

Find a

Conductor Soloist Chorus Orchestra

where Country of Birth = United States of America more...

AND where = American* more...

AND where = Have Performed more...

AND where = In the past 20 years more...

Consider Performance Criteria

Date Range

Did Did Not

Appear on/after 1/ 1/1984 and on/before 7/12/2004

*Note – the definition of “American” (or indeed any other nationality) will be based upon the configuration of your OPAS database and the extent to which you’ve entered this data. AskOPAS allows for any combination of these data fields:

- **Birth Country** – found on the Artist’s Personal Data screen
- **Country of Residency** – found on the Artist’s Main screen
- **Nationality** – found on the Artist’s Personal Data screen in the Passport grid (even if there is no formal passport for the artist, the nationality is stored there)

Example of a basic artist search that incorporates performance criteria

The task is to “Find all conductors that performed on our main subscription series in the past five years”

AskOPAS Artist Search Criteria

Find a

Conductor Soloist Chorus Orchestra

where = more...

AND where = more...

AND where = more...

AND where = Have Performed more...

AND where = In the past 5 years more...

Consider Performance Criteria

Date Range

Did Did Not

Appear on/after 1/ 1/1999 and on/before 7/12/2004

AND where Project = Subscription% more...

To indicate the main subscription series, select the data **category** on the left, and then employ the wildcard character in the data field on the right.

This example uses an OPAS database in which main subscription concerts are all under the Project Name "Subscription Week 1, Subscription Week 2, etc.", but you would obviously substitute the name of your main classical series.

An example of a "But Not..." (or "Anything Other Than...") artist search using performance criteria

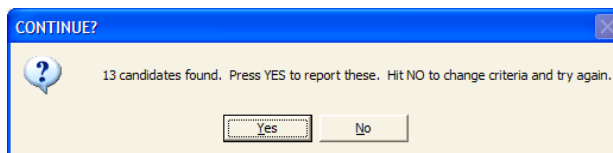
The task is to "Find all pianists that have performed with us in the past ten years, *but not* with our music director (that is, pianists who have appeared with guest conductors)"

The "... but not our music director ..." part of the criteria is input in exactly that order. The Wildcard character in the Conductor field is used to indicate "All Conductors."

Click the "more..." button and on the **Additional Criteria** screen, indicate that AskOPAS should consider any or all conductors (note that this is brought over from the previous screen and shown at the top) *But Not* the conductor specified who will be your music director (Carlos Kalmar in this example)

VIEWING THE RESULTS OF ASKOPAS SEARCHES

When you have entered the search criteria, press the Done pushbutton to commence the search. As soon as AskOPAS has completed a search, it will tell you how many records it found that meet your criteria:



Clicking **No** on the above screen returns you to the previous AskOPAS search screen (this feature is provided so that if the search results contain many more records than you care to see, you can immediately return to the search and refine it).

Click **Yes** brings up the AskOPAS output screen. The output or report specification screen is slightly different for each area of AskOPAS and contains both the data elements that will appear in the report, and the format of the report itself.

Report Formats

AskOPAS is structured to accommodate a wide range of formatted reports and to allow for custom reports.

There are three fundamental reporting methods:

- **Grids** that display information in a concise grid for viewing or exporting to Excel
- **Straight-to-HTML** reports in Table and List format
- **Special** reports that use XML to display formatted reports in HTML

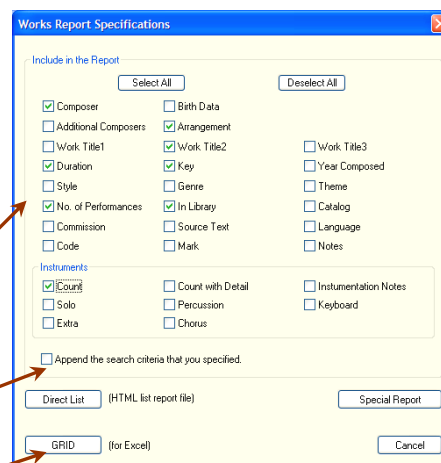
Creating Grid Reports

Grids offer the most direct method of creating reports and in many cases can serve as the most efficient method to see, print and/or edit the results of an AskOPAS search.

Grid reports are particularly suited to Composition and Artist searches.

To generate a Grid (and export the grid to Excel):

1. When AskOPAS has completed a search, it shows the "Continue?" window shown at the top of this page.
2. Clicking **Yes** brings up the Report Specification screen. The screen for a Composition report is used in this example.
3. At the top portion of the screen, select the **Items** or **Elements** to be included in the grid. You can select or de-select all items using the labeled buttons at the top of the screen.
4. If you wish the Excel report to include your search criteria on the Excel document itself, check this box.
5. Finally, click the **Grid** button at the bottom left of the window.



AskOPAS will produce a data grid similar to the one shown here:

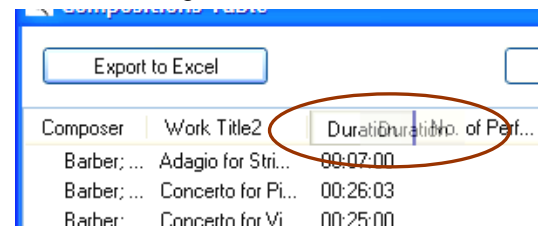
Composer	Work Title2	Duration	No. of Perf...	In Libr...	Key	Arrang...	Count	Omit ->
Barber;...	Adagio for Stri...	00:07:00	0	Yes	B-FLAT ...		0 0 0 0 - 0...	◆
Barber;...	Concerto for Pi...	00:26:03	0	No			3 3 3 2 - 4 ...	◆
Barber;...	Concerto for Vi...	00:25:00	0	No			2 2 2 2 - 2 ...	◆
Barber;...	Essay No. 1, D...	00:07:00	4	Yes	A MINOR		2 2 2 2 - 4 ...	◆
Barber;...	Essay No. 2, D...	00:11:00	2	Yes	F MINOR		3 3 2 2 - 4 ...	◆
Barber;...	<Knoxville: Su...	00:14:00	0	No			1 1 1 1 - 2 ...	◆
Barber;...	Quintet for T...	00:09:00	0	No	D MINOR		2 2 2 2 - 4 ...	▲

You can re-position this window by dragging its top title bar. You can also re-size this window by dragging any of its borders or corners. In addition, you can maximize/restore the grid window by clicking the maximize/restore button which is in the upper right corner next to the red close [X] button.

Columns on the grid screen

Re-Size any column by clicking your mouse and dragging the **right** Column Heading border either to the right (to increase the column width) or to the left (to decrease width). To auto-size a column, double-click the right Column Heading border.

Re-Order columns by dragging the column heading text (the label at the top of the column), to the right or left. When dragging a column, the heading will become 'ghosted' as shown at right.



To **restrict the columns that are sent to Excel**, drag unwanted columns to the right of the "OMIT ->" column (which always starts at the far right of the Data Grid). Only columns to the **left** of the "OMIT ->" column are output.

Compo...	Work ...	Duration	In Library	Count	Omit ->	Key	No. of ...	Arran
Barb...	Adagio f...	00:07:00	Yes	0 0 0 0 - ...	◆	B-FLAT ...	0	
Barb...	Concert...	00:26:03	No	3 3 3 2 - ...	◆		0	
Barb...	Concert...	00:25:00	No	2 2 2 2 - ...	◆		0	

These three columns will **not** be sent to Excel

Sort the entire Data Grid by clicking a heading. Clicking any column heading sorts the grid by the contents of that column in ascending order. Clicking the same column heading again will sort the grid in a descending order.

Rows on the grid screen

By default, all rows in the Data Grid (left of the OMIT -> column) are sent to Excel unless some rows are "selected" in which case only the selected rows are output.

To **select individual rows**, hold down the CTRL key on your keyboard and click each row that is to be sent to Excel. As you click rows, they become highlighted. To De-Select a row hold down the CTRL key as you re-click the highlighted row. Note that if you were to release the CTRL key and click, then all previous selections would be discarded.

Ask Compositions Table

Export to Excel Cancel

Compo...	Work ...	Duration	In Library	Count	Omit ->	Key	No. of ...	An
Barb...	Adagio f...	00:07:00	Yes	0 0 0 0 ...		B-FLAT ...	0	
Barb...	Concert...	00:26:03	No	3 3 3 2 ...			0	
Barb...	Concert...	00:25:00	No	2 2 2 2 ...			0	
Barb...	Essay N...	00:07:00	Yes	2 2 2 2 ...		A MINOR	4	
Barb...	Essay N...	00:11:00	Yes	3 3 2 2 ...		F MINOR	2	
Barb...	<Knoxvi...	00:14:00	No	1 1 1 1 ...			0	

To select a contiguous block of rows, click the top row of the block, and hold the keyboard SHIFT key down as you click the bottom row of the block.

Note that you can combine these two operations, so long as you keep the CTRL key held down. That is, you can select two different contiguous blocks, or a block plus an extra row, or any other combination.

Cell size limit

Data in any single cell is limited to 255 characters. This is both a grid limit and an Excel limit. Therefore, long fields such as Notes may be truncated.

Sending the Grid to Excel

To export the grid to Excel, simply click the **Export to Excel** button at the top left of the screen.

AskOPAS will launch Excel and place the grid contents into a blank worksheet. Only columns to the left of the **Omit** column will be included. The columns and rows will be in the same order as which they appear in AskOPAS, but of course can be re-arranged and edited once in Excel.

	A	B	C	D
1	Composer	Work Title2	Duration	No. of
2	Barber, Samuel	Adagio for Strings	0:07:00	
3	Barber, Samuel	Concerto for Piano and Orchestra, O	0:26:03	
4	Barber, Samuel	Concerto for Violin and Orchestra, O	0:25:00	
5	Barber, Samuel	Essay No. 1, Opus 12	0:07:00	
6	Barber, Samuel	Essay No. 2, Opus 17	0:11:00	
7	Barber, Samuel	<Knoxville: Summer of 1915>, Opus	0:14:00	
8	Barber, Samuel	Overture to <The School for Scandal	0:08:00	
9	Barber, Samuel	Sonata for Piano, Opus 26	0:19:00	
10	Barber, Samuel	Symphony No. 1, Opus 9	0:20:00	
11				
12	AskOPAS Search Criteria			
13	Find Works: where Composer = Barber, Samuel			
14				

Search criteria was included

Creating Standard HTML reports

“Direct to HTML” offers another efficient method of creating reports, and is especially useful for viewing and printing the results of an Activity search.

To generate a Standard HTML report

1. When AskOPAS has completed a search, it shows the “Continue?” window shown at the top of page 28.
2. Clicking **Yes** brings up the Report Specification screen. The screen for an Activity report is used in this example.
3. At the top portion of the screen, select the **Items** or **Elements** to be included in the report. You can select or de-select all items using the labeled buttons at the top of the screen. Sorting information in the report.
4. Activities reports in AskOPAS allow for sorting of the data by a primary and a secondary criterion. Simply select these criteria from the dropdown lists. The secondary sort criterion is used to order those records whose primary criterion is equal. For instance, if Project is are chosen as the primary sort, you may wish to specify date as the secondary sort since it is likely each Project involves multiple events.

Composition reports automatically sort by Composer Last Name and Work Title

Artist reports automatically sort by Artist Last Name

5. If you wish the report to include your search criteria at the bottom check the indicated box.
6. Finally, click the either of the two buttons labeled **Direct List** or **Direct Table** at the bottom left of the window.

After clicking either of those buttons, AskOPAS will display a prompt for the name and location of the HTML report. AskOPAS will create the HTML file. This process could take minutes for a very large report as the data is compiled and formatted. If it is taking too long, click the “**Stop**” button to halt the routine. If you stop report generation prematurely, a partial report is generally available.

When the report is compiled, it will automatically be opened in your default web browser (typically Internet Explorer). The report can be viewed/printed as you would any other document or web page. The report, like all HTML files, can also be opened and edited in Microsoft Word as discussed below.

More about HTML report formats

The Activities area of AskOPAS provides two different HTML formats

- **List** – each record starts with the values corresponding to the primary and secondary sort keys, respectively. All other information that has been requested is presented as label and value pairs, one item per line. If a record contains no value for a particular item, the line is omitted. This format is well suited to presenting many different items for a few records.
- **Table** – the information is presented in a grid/table format. The primary and secondary sort items occupy the first two columns of the table. This tabular

format is ideal when many records need to be reported and only a few items are requested for each record.

Composition and Artist reports output using the Formatted List format.

Notes regarding Activities Reports

When an AskOPAS activities search is based on a particular composer or work, the subsequent report is focused on that composer or work.

Conversely, if the search does not mention a particular composer or work, but instead is based upon other criteria such as conductor, project, series, etc., the resulting report can contain all composers and works involved in the activities that were found.

In other words, in the Activities area of AskOPAS, searching for composition(s) or composer(s) and then producing an HTML report will in effect produce a performance history for those composition(s) – only works that meet your criteria will be produced. However, if no composer or composition is part of the criteria, then AskOPAS prints the entire program in an HTML report.

Editing HTML reports

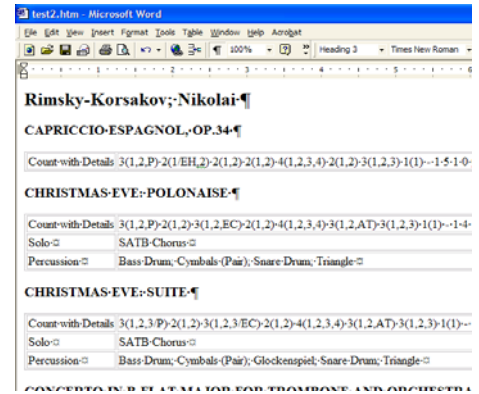
While we are all used to primarily viewing HTML documents in a web browser, Microsoft has so thoroughly incorporated HTML in later versions of its Office suite that HTML can in fact be viewed and edited in a variety of programs.

For example, the HTML document that AskOPAS created can be opened in Microsoft Word or Excel, just as any other document.

1. Open Word or Excel
2. Choose **File | Open**
3. Navigate to the folder in which you placed the HTML report from AskOPAS
4. Change the bottom "Files of type.." field to read html
5. Open the document

You can now edit this document just as you would any Word document and in fact save it as a Word document (.doc file).

Excel will automatically convert the HTML tables to cells



Alternate Method

Your Internet Explorer title bar will have an Edit Icon. This icon may already be that of Microsoft Word, and if not, Microsoft Word should be among the choices when the drop-down to that icon is clicked

Other HTML Notes

AskOPAS formats its HTML reports based upon the styles dictated in the AskOPAS.css style sheet. This style sheet can be modified to change the appearance of AskOPAS HTML reports, but such changes will affect *all* AskOPAS HTML reports.

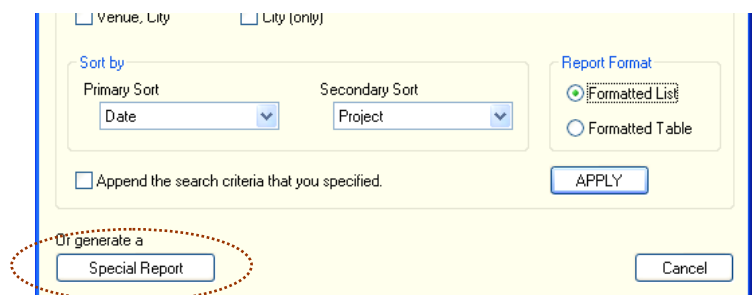
Creating 'Special' reports

'Special' reports in AskOPAS also output to HTML, but by a different means. The method of producing 'Special' reports allows for grouping and formatting of data similar to the standard "Word" reports produced by OPAS itself, and for a greater degree of flexibility in producing customized reports.

Generating the Report

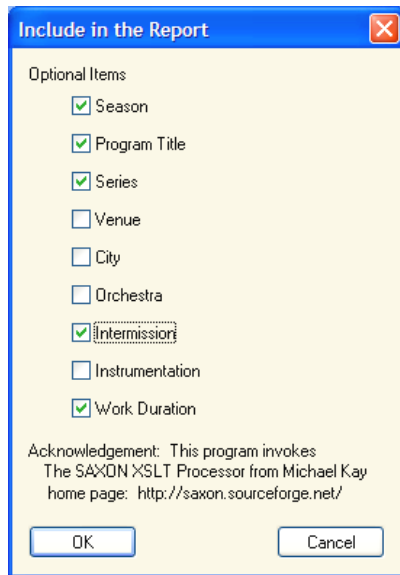
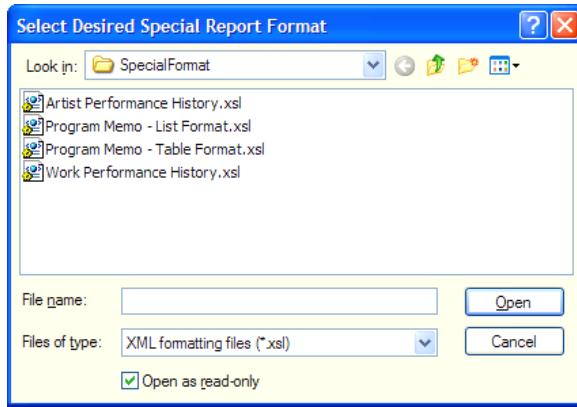
To create a "Special" report in AskOPAS, ignore the criteria at the top of the report window and instead click the **Special Report** button at the lower left of the screen:

AskOPAS will first produce the XML file that serves as the data source for the report.



XML files are basically text data dumps from the OPAS database and as such can be very large in size and can take several minutes to generate.

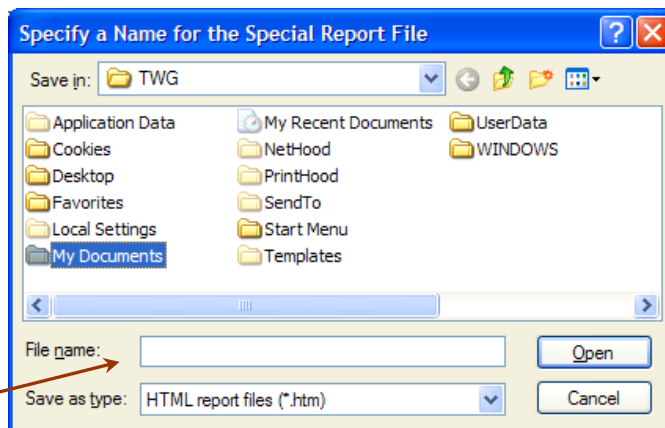
Once the XML file is generated, AskOPAS will ask the format of the report to be used. Select the desired output and click **Open**.



On the next screen, AskOPAS will allow you to select the elements to be included in the report. Simply check the items to be included and click **OK** at the bottom of the report.

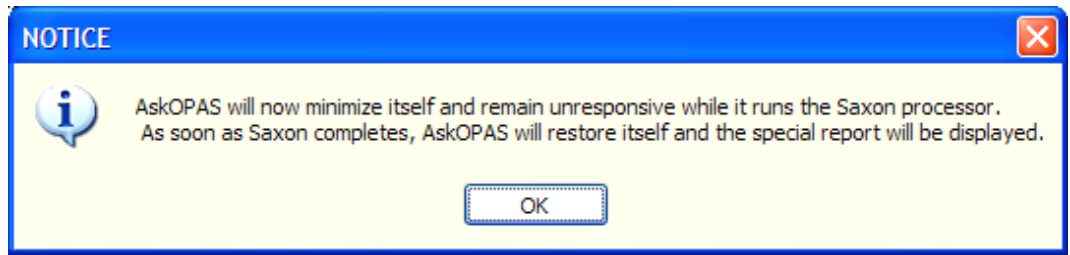
AskOPAS will then display the standard Windows **Save As...** dialog window into which you will specify the location and name of the report/.

The default location for reports is your personal **root directory**. That is, the root directory linked to your username and password when you log on to the computer. From this location you will typically navigate to your **My Documents...** folder or another folder.



Give the file a descriptive name and click **Open**

AskOPAS will then display this message:



The above message simply indicates that the parsing/formatting of the XML file may take several moments. During that time, AskOPAS itself will be unresponsive (and so it minimizes itself) but you can work on other programs on your computer.

When the Saxon processor is finished creating the report, it will open your default HTML program (typically Internet Explorer) and reveal the report.

Once the report is finished/open it can be saved, printed, or opened in Microsoft Word. See "Editing HTML Reports" on page 30 of this document for more information.

Technical explanation of Special Reports

AskOPAS produces 'Special' reports through the use of XML. AskOPAS produces an XML data file that contains the results of the search, and then 'parses' that data into a formatted report.

The parsing of the XML file is done by the Saxon XSLT parser, from Michael Kay:

<http://saxon.sourceforge.net/>

The XML file itself is saved to your %Temp% folder and is called AskOPAS_XMLoutput.xml. A large XML file can be several MB in size, and AskOPAS always over-writes the previous file when a new XML report is created.

ADJUSTING ASKOPAS SETTINGS

In the main AskOPAS folder is a file called AskOPAS.Set . This file is used to adjust the program settings of AskOPAS and in most cases will never need to be accessed. AskOPAS.Set should be opened in NotePad.

AskOPAS.Set contains two lines. The first dictates the connection to your OPAS database and should not be altered without specific instructions from Fine Arts Software

The second line indicates the symbols that will separate Last Name from First Name in AskOPAS dropdown fields. These symbols are by default a semi-colon and a space (;), so that names will appear in AskOPAS like this:

Bach; Johann Sebastian

The standard comma + space (Bach, Johann Sebastian) is often not a good choice as your OPAS database invariably contains commas within Name Fields already. For example if you were to include John Smith, Jr. in an AskOPAS search, the 'comma+space' delineator will display:

Smith, Jr., John

This would instruct AskOPAS to search for entities with the Last Name "Smith" and the First Name "Jr."

ASKOPAS TECHNICAL NOTE

Upon encountering an error that prevents further execution, AskOPAS displays a traceback that tells us what the program was trying to do when the error occurred. This same traceback information is written to a plain text file named AskOPAS.TRC in the %TEMP% folder. Such errors are usually due to a peculiarity in your database that we failed to consider. Should this happen, please send us the AskOPAS.TRC file along with a copy of your database so we can reconstruct and repair the problem. Thank you.