





OPAS “Basic/Green Screen” Search icons & keyboard equivalents

How do I....?	Click this Icon	or	Press this Key
<p>Tell OPAS to go find what I want from the “Green Screen” mode?</p> <p><i>Use this when you have filled in information on the “Green Screen” and now you want OPAS to go find that information.</i></p> <p><i>This is also called “executing a search”</i></p>			F8
<p>Go back into the Green Screen mode? Option 1</p> <p><i>Use this when you are looking at information or entering new information. The fields on the screen are tinted white (not green), and you wish to get back into the “Green Screen” mode so you can find something else in that program area.</i></p> <p>NOTE – this method retains any criteria that may already be in place for the Green Screen search</p>			F6
<p>Go back into the Green Screen mode? Option 2</p> <p><i>Use this when you are looking at information or entering new information. The fields on the screen are tinted white (not green), and you wish to get back into the “Green Screen” mode so you can find something else in that program area.</i></p> <p>NOTE – this method clears any criteria that may already be in place for the Green Screen search (all fields in the Green Screen become empty)</p>		<p><i>Note that the icon is “depressed” or pushed in</i></p>	F8
<p>Ignore the Green Screen mode and display everything in that OPAS area?</p> <p><i>Use this when you are not sure of the criteria to enter on the “Green Screen” or when you want to see all records in that area of OPAS.</i></p> <p><i>Note that OPAS will let you know how many records you’re about to display; if there are several thousand records in that program area, it can take some time to display them all.</i></p>			F9