

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 (in earlier versions of OPAS) the “Edit Filter” screen.

This is the main type of search you encounter in OPAS – in fact you can’t 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 a two-step process:

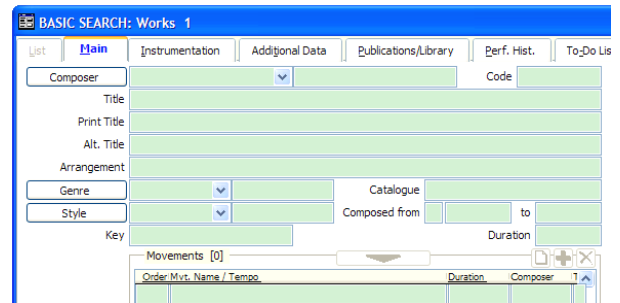
- Tell OPAS what you want to see
- Tell OPAS to go and find it

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. You can tell this because:

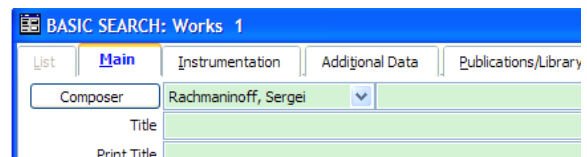
1. The screen says “Basic Search: <name of program area>” at the top of the Window (earlier versions of OPAS may say “Edit Filter”)
2. All fields are tinted green (“fields” are the blanks or boxes on the screen)



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

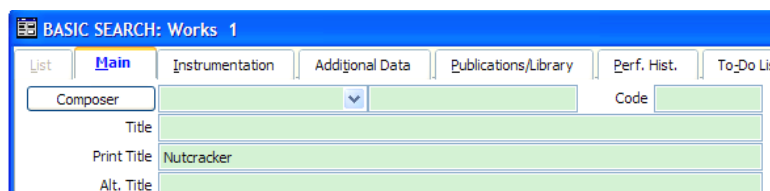
In drop-down fields

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 Sergei Rachmaninoff.



In Text fields

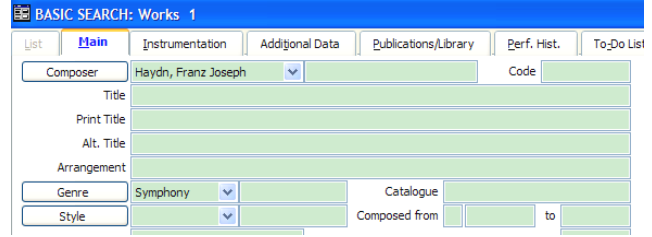
If the information you want is not in a drop-down field, then type the criteria directly into the field. This tells OPAS you want to see all works called “Nutcracker”.



“More Basic Search techniques” for instructions on including **wildcards** in these text searches)

In Several Fields at once

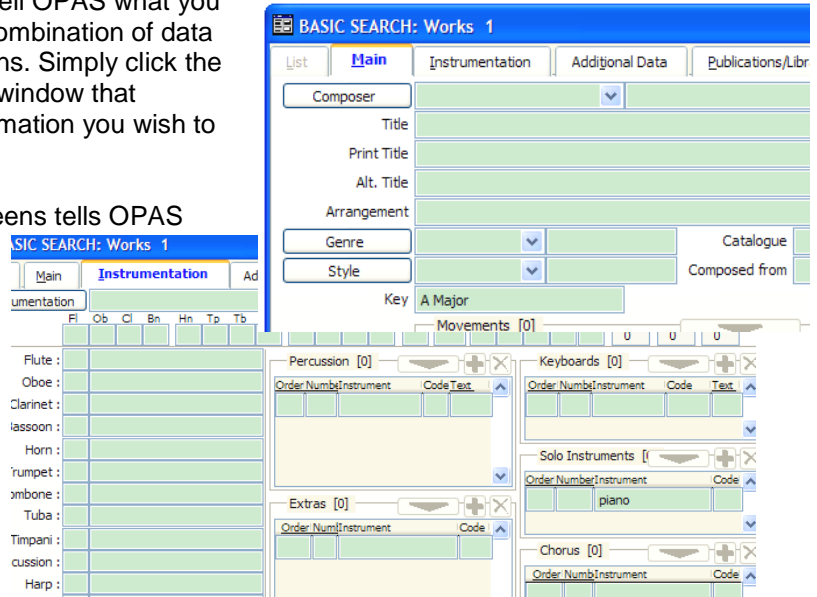
You can also put information into more than one field; when you do this, OPAS joins the criteria by the word "And". This screen tells OPAS you wish to see all Symphonies by Haydn



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 tab along the top of the window that corresponds to the information you wish to enter.

This combination of screens tells OPAS you want to see all works in the **key of A Major** that use **piano** as a solo instrument:

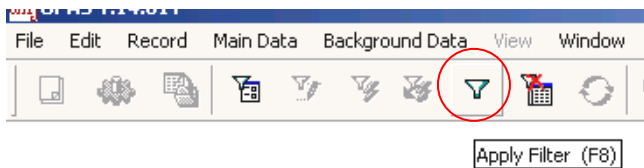


Part Two - tell OPAS to find the information

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



Do this by either pressing the **F8** key on your keyboard (it will be along the very top of your keyboard) or clicking the **Apply Filter** icon along the top of the OPAS screen.



This is sometimes referred to as "Applying" or "Executing" the filter.

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 “Green Screen” search on the **List** screen of that program area – whether the results are one record or several thousand.

Here are the results of a search for all works by Beethoven. Note that the results are on the **List** screen and that OPAS tells you how many records it found in the lower right-hand corner.

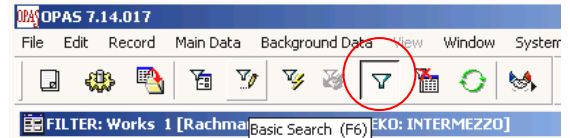
See the “List Screen” how-to guide for instructions on how to further refine or work with the contents of the List screen

Composer	Title	Arrangement	Key	Composed	Catalog	Duration
Beethoven, Ludwig Van	AH, PERFIDO!, SCENE AND ARIA, OPUS 65		E-FLAT MAJ	1795		00:15:00
Beethoven, Ludwig Van	CHRIST ON THE MOUNT OF OLIVES, OPUS 85			1803		00:56:00
Beethoven, Ludwig Van	CONCERTO, PIANO, NO. 1 IN C MAJOR, OPUS		C MAJOR	1795		00:37:00
Beethoven, Ludwig Van	CONCERTO, PIANO, NO. 3 IN C MINOR, OPUS		C MINOR	1800		00:34:00
Beethoven, Ludwig Van	CONCERTO, PIANO, NO. 4, G MAJOR, OP.58		G MAJOR	1805	OP. 58	00:34:25
Beethoven, Ludwig Van	CONCERTO, PIANO, NO. 5 IN E-FLAT MAJOR,		E-FLAT MAJ	1809		00:38:00
Beethoven, Ludwig Van	CONCERTO, PIANO, VIOLIN, CELLO, C MAJOR,		C MAJOR	1803	OP.56	00:35:00
Beethoven, Ludwig Van	CONCERTO, VIOLIN, IN D MAJOR, OPUS 61		D MAJOR	1806		00:42:00
Beethoven, Ludwig Van	CORIOLAN: OVERTURE, OPUS 62		C MINOR	1807		00:08:00
Beethoven, Ludwig Van	CREATURES OF PROMETHEUS: OVERTURE, OPU		C MAJOR	1800		00:05:00
Beethoven, Ludwig Van	FANTASIA IN C MINOR, PIANO, CHORUS, ORCH		C MINOR	1808		00:18:00
Beethoven, Ludwig Van	FIDELIO: OVERTURE, OPUS 72		E MAJOR	1804		00:06:00
Beethoven, Ludwig Van	LEONORE OVERTURE NO. 3, OPUS 72A		C MAJOR	1805		00:13:00
Beethoven, Ludwig Van	MASS IN D MAJOR, OPUS 123 "MISSA SOLEMNI		D MAJOR	1819		01:21:00

Other techniques and functions

When on the **List** screen, or any other screen, if you wish to **go back** in to the “Green Screen” or Basic Search mode, you don’t have to close the OPAS program area and then re-open it. Simply:

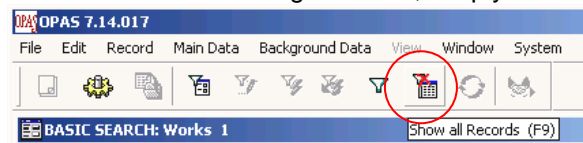
- Press the **F6** key on your keyboard, or
- Click this **icon** at the top of the OPAS screen:



Either of these will put you back into the “Green Screen” search mode and you can proceed as above.

To **bypass** the “Green Screen” and see all records in the OPAS Program Area, simply:

- Press the **F9** key on your keyboard, or
- Click this **icon** at the top of the OPAS screen:



OPAS will display a message about the number of records. Click Yes to display them all on the **List** screen. This is another way of telling the “Green Screen” search to “ignore any criteria and show me everything in this program area”.