

The Basic Search – Part Two

This document illustrates additional methods and techniques commonly used in “Green Screen” or Basic searches. These methods are used in the “Telling OPAS what you wish to see” part of the search process; you will still press the **F8** key or click the funnel icon to execute the search.

Wildcards **Wildcards** help you expand a search and remove some of its specificity by in effect telling the computer to find “Something like this” instead of the default which is to find “Something *exactly* like this”

The wildcard symbol in OPAS is the **asterisk**: * (Shift + the number 8 on your keyboard)

Wildcards are used in **Text** fields and can be placed anywhere in the field. In fact, the placement of the wildcard takes affects its operation.

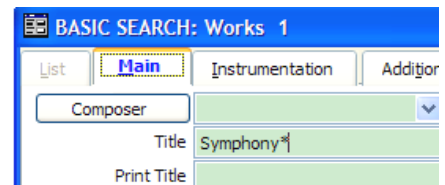
Trailing Wildcards

Trailing wildcards come at the end of a text string.

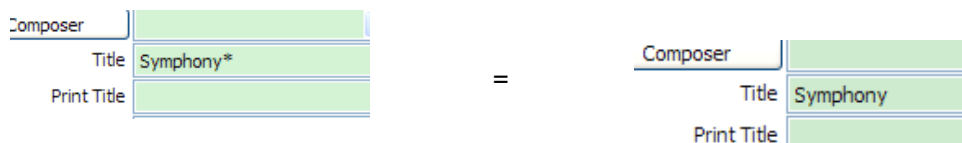
This search tells OPAS to find any work where the title starts with the word ‘Symphony’ and is then followed by anything else at all.

This search would return

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

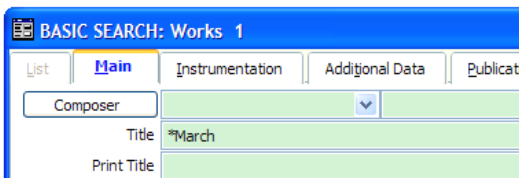


! Even when you do not specify it, the trailing wildcard is always implied in OPAS. The program interprets these two as exactly the same thing.



Leading Wildcards

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 anything at all and ends with ‘March’ and would return

- Liberty Bell March
- Rákóczy March, etc.

However, it 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’

Trailing and Leading Wildcards

You can, and often will, specify both Leading and Trailing Wildcards.

⚠ Remember that the trailing wildcard is implied when you don't use any wildcard at all (see above) but it is *not* implied when you use any other wildcard. So if you specifically want both wildcards, you need to type both wildcards.

OPAS interprets the search at right 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).

The screenshot shows the 'BASIC SEARCH: Works 1' window. The 'Title' field is highlighted in green and contains the text '*March*'. Other fields like 'Composer' and 'Print Title' are also visible.

Composer	Title	Arrang
Elgar, Edward	MILITARY MARCH NO. 1 IN D MAJOR, OP.39	
Elgar, Edward	MILITARY MARCH NO. 2 IN A MINOR, OP.39	
Ives, Charles	COUNTRY BAND MARCH	
Liszt, Franz	RAKOCZY MARCH	
Mozart, Wolfgang Amade	CLEMENZA DI TITO, K. 621: MARCH	
Prokofiev, Sergei	LOVE FOR THREE ORANGES: MARCH AND SCHE	
Purcell, Henry	MARCH AND CANZONA FOR QUEEN MARY'S FU	
Sousa, John Phillip	MANHATTAN BEACH MARCH	
Sousa, John Phillip	MARCH, "THE LIBERTY BELL"	

This search would return the following list of compositions – note how the word 'march' appears in various places in each title.

Wildcards without other data

Wildcards can also be used to find the existence of data within a field. This is used when you want to find database records that contain any information at all within a given field.

This wildcard is a question mark (?). This 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 some kind of performance. This also works to great effect in the **Address Book** area

The screenshot shows the 'BASIC SEARCH: Works 1' window with the 'Perf. Hist.' tab selected. The 'Project' field in the search criteria is highlighted with a red circle and contains a question mark '?'.

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 conductor, regardless of who the conductor is.

The screenshot shows the 'BASIC SEARCH: Works 1' window with the 'Dates' area. The 'Activity' dropdown is set to 'Concert' and the 'Conductor' field contains a question mark '?', both highlighted with red circles.