

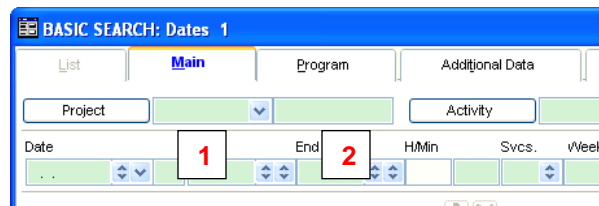
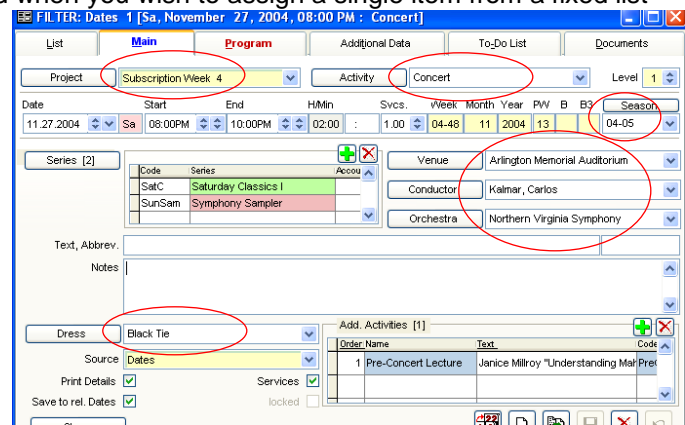
The Basic Search – Part Three

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.

Drop-down list options

Drop-Down Lists in OPAS are used when you wish to assign a single item from a fixed list of values. For example, a concert ‘belongs’ to a single Project and season; it takes place in a single venue; it has a single conductor, etc. and so you assign these various elements from their respective drop-down lists.

These drop-down lists contain all the applicable and logical values that can be stored in that field. So, for example, when you click the Conductor drop-down field you see only a list of conductors and not publishers, venues, etc.



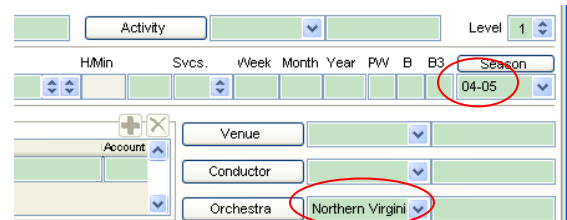
When in the “Green Screen” or Basic Search mode, OPAS **splits** these drop-down lists into **two fields** and gives you two options for searches, as shown here in the Project field.

Select a single value from the list

For most searches, simply click the arrow for the drop-down field and select any value from the list. This tells OPAS to find all records that match that field exactly.

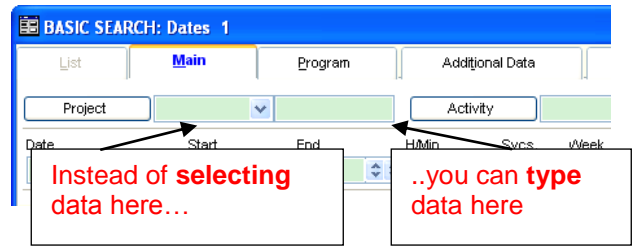
This search would return

- All activities in the 2004-05 season...
- ...for which the Northern Virginia Symphony is the orchestra

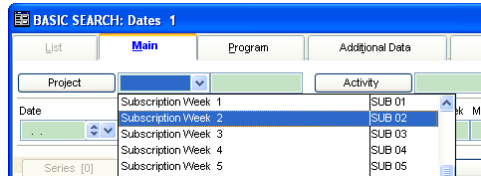


Type something to match the associated field

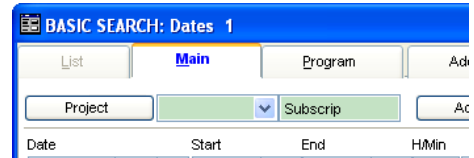
When in the “Green Screen” or Basic Search mode, OPAS splits these drop-down lists into two fields. You can use the field on the right as a type of wildcard search on the drop-down field itself.



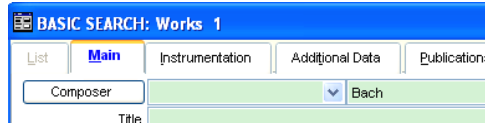
For example, what if you wish to find all Subscription Concerts in a particular season? If you click the drop-down arrow next to the Project field, you can select Subscription Week 1 or Subscription Week 2 or Subscription Week 3 but clearly you can't select them all.



Instead, type 'Sub' or 'Subscription' (without the quotes) in the field next to the drop down. This tells OPAS “when I press F8 or click the funnel icon to execute this search, look in the drop-down field just to the left of this one (which, in this example, is the Project field) and find any record where the contents of the drop-down field start with 'Subscrip' “. This will find all activities connected to any Subscription Project.

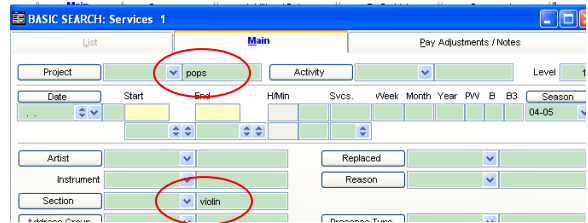


Other examples:



In the **Works** area, this search would find all compositions by any composer whose last name starts with Bach (meaning J.S. Bach, J.C. Bach, W.F. Bach, etc)

In the **Services** area, this search would find all musician service records in the 2004-05 season for any Pops project where the musician is in any 'violin' section – meaning all violin 1 and all violin 2 musicians.



Using Wildcards

When typing information in the fields next to these drop-down lists, you have the full array of Wildcard options at your disposal. Please refer to the how-to document “Basic Search – Part Two” for a full discussion of these wildcard options.

Using drop-down fields in combination

Within the “Green Screen” or Basic Search, you can use drop-down fields in any combination – you can type data into some and select data in others. This search, for example would return all concerts in the 2004-05 season belonging to any Subscription project.

