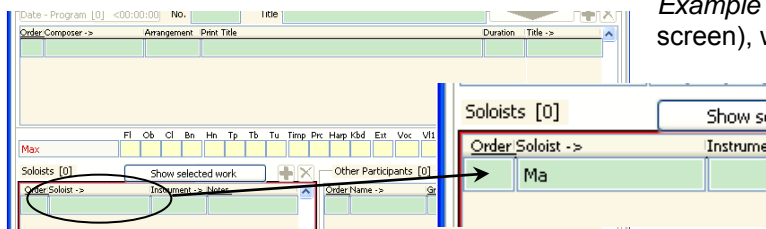


## The Basic Search – Part Four

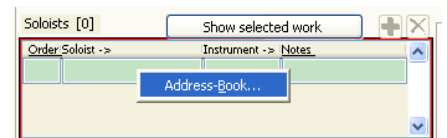
This document illustrates additional methods and techniques commonly used in “Green Screen” or **Basci** searches. These methods are used in the “Telling OPAS what you wish to see” part of the search process; you will still press the **F8** key or click the **Funnel Icon** to execute the search.

When in the “Green Screen” or Basic Search mode, **grid fields** that are marked with “→” provide a direct link to the related data in OPAS. This link can be used to **select a specific item** that is to be the basis of the search instead of typing search criteria. This feature is particularly helpful when you are either uncertain of the precise data to be used for the search, wish to remove any ambiguity, or wish to avoid an implied wildcard in the search criteria.



*Example* – In the **Dates** area of OPAS (on the **Program** screen), when in the Green Screen mode, you can type “Ma” in the **Soloist** field to find all concerts on which Yo-Yo Ma appeared as soloist. However, since a wildcard is implied at the end of the search, typing “Ma” would return all soloists whose last name is Ma, Matthews, Martin, Marshall, Masters or any other last name that *begins* with “Ma.”

Note, however, that the **label** of the **Soloist** grid field has a small “→” arrow. To select Yo-Yo Ma specifically, **right click** your mouse in the **Soloist** field and click **Address Book** from the resulting pop-up menu. This will **open the Address Book** area of OPAS – also in the “Green Screen” mode\*.

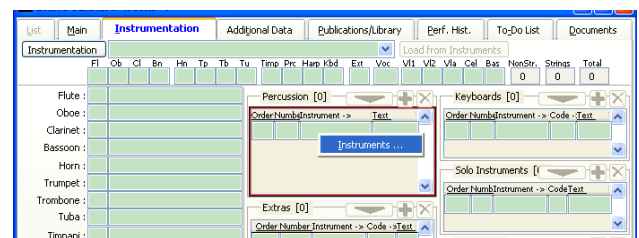


Now search for the desired artist (type his or her last name into the Company/Last Name field and click the funnel icon), and then **click the Green OK button** in the lower left corner. **OPAS will load** this specific record into the **Dates** area and it will become the basis of the search.

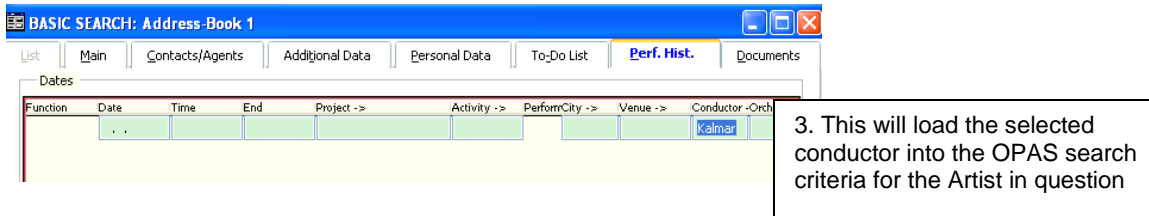
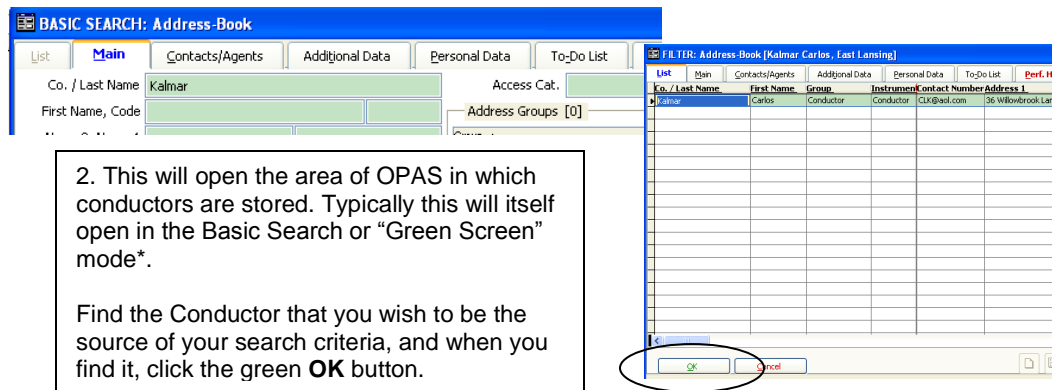
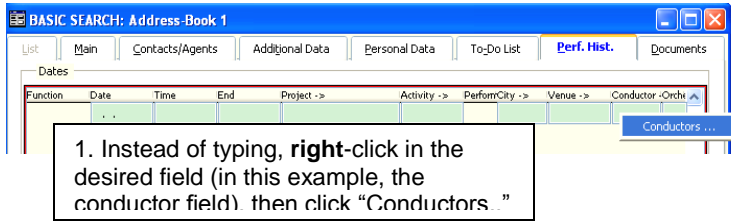
This action changes the search criteria (in our example) from “any soloist whose last name begins with the letters ‘ma’” to “the specific address book entry ‘Yo-Yo Ma’”.

## Additional Examples

In the **Works** area, Instrument grids also display this new link when in the “Green Screen” or Basic Search mode. Instead of typing the name of an instrument, right click the mouse in the **Instrument** field, choose **Instruments**, select the desired instrument and click the green OK to load this specific instrument as the search criteria.



In the **Address Book**, when searching for an artist based upon performance history criteria, you can right-click in any of the **Project**, **Activity**, **City**, **Venue**, **Conductor** or **Orchestra** fields to select specific data fields.



\* In the event your OPAS database contains fewer than 1,000 conductors, OPAS will open automatically on the **List** screen instead of the “Green Screen” at this step. Simply scroll down the list, click the desired conductor and click the green **OK** button.