

EXPORTING DATA

Exporting data from OPAS has been greatly refined and enhanced to the point that OPAS data exports approach customized reports.

Data Exports:

- Can now hide or 'Suppress' repeated information
- Can be sent to your computer's clipboard for easy pasting or data transfer to other programs
- Now have improved tools to sort and order the items in the Data Export grid
- Can be run from the main OPAS screen without opening the Export area

Hiding repeated information

By default, data exports in OPAS produce solid blocks of data. For example, if you were to export basic program information to Excel consisting of Date, Project, Conductor, Work for the two concerts shown at right...

List		Main		Program		Additional Data		To-Do	
WeeDate	Start	End	Project	Activity	Conductor				
Sa	10.21.2006	08:00 PM	10:00 PM	Subscription Week 4	Concert	Harth-Bedoya			
Su	10.22.2006	03:00 PM	05:00 PM	Subscription Week 4	Concert	Harth-Bedoya			

... the exported data would (by default) look like this:

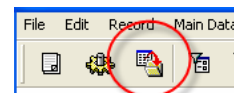
	A	B	C	D	E	F	G
1	date	weekday	project	conductor_last	conductor	last_name	work_title
2	10.21.2006	Sa	Subscription Week 4	Harth-Bedoya	Miguel	Brahms	ACADEMIC FESTIVAL OVER
3	10.21.2006	Sa	Subscription Week 4	Harth-Bedoya	Miguel	Tchaikovsky	CONCERTO, PIANO, NO. 1, C
4	10.21.2006	Sa	Subscription Week 4	Harth-Bedoya	Miguel	Intermission	INTERMISSION
5	10.21.2006	Sa	Subscription Week 4	Harth-Bedoya	Miguel	Stravinsky	SACRE DU PRINTEMPS
6	10.22.2006	Su	Subscription Week 4	Harth-Bedoya	Miguel	Brahms	ACADEMIC FESTIVAL OVER
7	10.22.2006	Su	Subscription Week 4	Harth-Bedoya	Miguel	Tchaikovsky	CONCERTO, PIANO, NO. 1, C
8	10.22.2006	Su	Subscription Week 4	Harth-Bedoya	Miguel	Intermission	INTERMISSION
9	10.22.2006	Su	Subscription Week 4	Harth-Bedoya	Miguel	Stravinsky	SACRE DU PRINTEMPS (VES

By hiding or suppressing repeating data, you have more control over the format and can produce a more logical output or report. Hiding or suppressing repeating data can be applied to any type of data export.

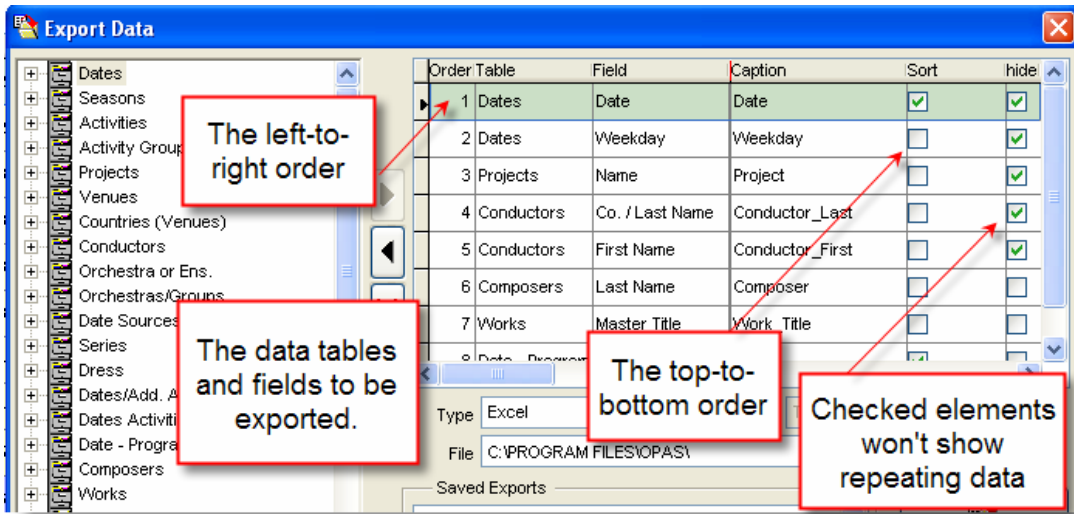
	A	B	C	D	E	F	G
1	date	weekday	project	conductor_last	conductor	composer	work_title
2	10.21.2006	Sa	Subscription Week 4	Harth-Bedoya	Miguel	Brahms	ACADEMIC FESTIVAL OVER
3						Tchaikovsky	CONCERTO, PIANO, NO. 1, C
4						Intermission	INTERMISSION
5						Stravinsky	SACRE DU PRINTEMPS (VES
6	10.22.2006	Su				Brahms	ACADEMIC FESTIVAL OVER
7						Tchaikovsky	CONCERTO, PIANO, NO. 1, C
8						Intermission	INTERMISSION
9						Stravinsky	SACRE DU PRINTEMPS (VES

To build the data export above, we would:

- Click the Data Export icon (third from the left)
- Build the Export by expanding the data 'trees' on the left side of the window and selecting the items that comprise the export. You can double-click an item, or click the right-pointing arrow to add items to the grid
- Within the grid, order the items (how they should appear right-to-left) and indicate how they should be sorted (top to bottom) in the output (see below for more information)



- Check the “Hide Redundancy” box for those items that will not show repeating data. In our example, this is the Date, Project and Conductor:



When OPAS exports the data, each time it comes to a new record (or row), it looks at the record that came “just before this one” and does not output any of the repeating items for which the “Hide Redundancy” box is checked.

Re-Ordering Exported Data

The 'hide redundancy' feature may affect the manner in which you order fields for output. For example, suppose you have isolated several different concerts all belonging to the “Classical” subscription sets:

If you output the data in this order: Date, Project, Conductor, Work, the results may be more confusing...

WeekDate	Start	End	Project	Activity	Conductor
Sa 11.27.2004	08:00 PM	10:00 PM	Subscription Week 4	Concert	Kalmar
Su 11.28.2004	03:00 PM	05:00 PM	Subscription Week 4	Concert	Kalmar
Sa 01.15.2005	08:00 PM	10:00 PM	Subscription Week 5	Concert	Ling
Su 01.16.2005	03:00 PM	05:00 PM	Subscription Week 5	Concert	Ling
Sa 02.05.2005	08:00 PM	10:00 PM	Subscription Week 6	Concert	Falletta
Su 02.06.2005	03:00 PM	05:00 PM	Subscription Week 6	Concert	Falletta
Sa 02.12.2005	08:00 PM	10:00 PM	Subscription Week 7	Concert	Seaman
Su 02.13.2005	03:00 PM	05:00 PM	Subscription Week 7	Concert	Seaman

A	B	C	D	E	F
date	project	conductor	conductor	composer	work_title
01.15.2005	Subscription Week 5	Ling	Jahja	Takemitsu	DAY SIGNAL
				Takemitsu	THREE FILM SCORES
				Takemitsu	NIGHT SIGNAL
				Mozart	CONCERTO, P
				Intermission	INTERMISSION
				Sibelius	SYMPHONY NO.
01.16.2005				Takemitsu	DAY SIGNAL
				Takemitsu	THREE FILM S
				Takemitsu	NIGHT SIGNAL
				Mozart	CONCERTO, P
				Intermission	INTERMISSION
				Sibelius	SYMPHONY N
02.05.2005	Subscription Week 6	Falletta	JoAnn	Verdi	REQUIEM
02.06.2005	Subscription Week 7	Seaman	Christopher	Verdi	REQUIEM
02.12.2005				Schoenberg	VERKLÄRTE N
				Rachmaninoff	RHAPSODY ON
				Intermission	INTERMISSION
				Ravel	DAPHNIS AND
02.13.2005	Subscription Week 7	Seaman	Christopher		
03.05.2005	Subscription Week 8	Kalmar	Carlos	Ginastera	VARIACIONES
				Ravel	RAPSODIE ES
				Intermission	INTERMISSION
				Falla	THREE-CORNE

.. than if you place the Project first (in the left-most column):

A	B	C	D	E	F
project	date	conductor	conductor	composer	work_title
Subscription Week 5	01.15.2005	Ling	Jahja	Takemitsu	DAY SIGNAL
				Takemitsu	THREE FILM SCORES
				Takemitsu	NIGHT SIGNAL
				Mozart	CONCERTO, PIANO, NO.
				Intermission	INTERMISSION
				Sibelius	SYMPHONY NO. 5 IN E-
				Takemitsu	DAY SIGNAL
				Takemitsu	THREE FILM SCORES
				Takemitsu	NIGHT SIGNAL
				Mozart	CONCERTO, PIANO, NO.
				Intermission	INTERMISSION
				Sibelius	SYMPHONY NO. 5 IN E-
Subscription Week 6	02.05.2005	Falletta	JoAnn	Verdi	REQUIEM
	02.06.2005			Verdi	REQUIEM
Subscription Week 7	02.12.2005	Seaman	Christopher	Schoenberg	VERKLÄRTE NACHT (TR
				Rachmaninoff	RHAPSODY ON A THEM
				Intermission	INTERMISSION
				Ravel	DAPHNIS AND CHLOÉ: S

Because of this, OPAS gives you more control over the left-to-right **order** in which data fields are exported. The **Order** field (left-most in the grid) can be edited. This data grid is different from other grids in OPAS - it does *not* automatically re-number itself based upon the numbers you type.

In our example above, to switch the left-to-right order of the Date field and the Project field, first type a “2” for the Date field and press Enter or the Tab key.

Order Table	Field
2	Dates
2	Projects
3	Conductors
4	Conductors

OPAS stores the new number (2) for the Date field, but it does not automatically assign new numbers for the other items in the grid.

When you type a “1” for the Project Name, OPAS will re-order the grid as expected:

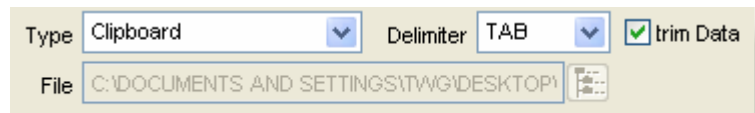
Order Table	Field
1	Projects
2	Dates
3	Conductors
4	Conductors
5	Composers

The grid is re-ordered automatically, however it is not re-numbered automatically.

Exporting to the Clipboard

The **Clipboard** is the name Microsoft® gives to the place data is held when you copy or cut it from an application. Exporting Data from OPAS to the Clipboard is akin to copying it from OPAS to then paste into Word.

- Set the **type** to Clipboard for any OPAS export. Note that the field is grayed out as you won't be exporting to a pre-defined file.
- Run the export – OPAS will display the “Export Succeeded!” message. This is your only indication that the information is on your computer's clipboard; note that the OPAS screen does not appear any different
- In the application of your choosing, press **CTRL+v** or click **Edit | Paste** to paste the OPAS information.

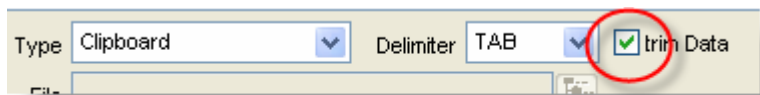


When exporting data to your computer's clipboard, each element within a record (a single line or row) is separated from its neighbor by a “delimiter.” This delimiter can be chosen from the drop-down list.

Delimiter	Using Microsoft Word as an example...
TAB	<p>Bach→Johann·Sebastian → SUITE·NO·..1·IN·C·MAJOR,·BWV·1066 →</p> <p>Bach→Johann·Sebastian → SUITE·NO·..3·IN·D·MAJOR,·BWV·1068 →</p> <p>Barber·SamuelADAGIO·FOR·STRINGS → 00:07:00 → ¶</p> <p>Barber·SamuelCONCERTO·PIANO·AND·ORCHESTRA·OPUS·38 →</p>
COMMA COMMA + SPACE	<p>Bach,Johann Sebastian,SUITE NO. 1 IN C MAJOR, BW</p> <p>Bach,Johann Sebastian,SUITE NO. 3 IN D MAJOR, BW</p> <p>Barber,Samuel,ADAGIO FOR STRINGS</p> <p>Barber,Samuel,CONCERTO,PIANO AND ORCHESTR</p> <p>Note – take care when using the Comma as a delimiter. Many fields in OPAS will themselves contain a comma (“Johann Strauss, Jr.” for example) and this can produce unexpected results if you try to regulate the data into Excel or other programs</p>

SEMI-COLON SEMI-COLON + SPACE	Bach;Johann Sebastian;SUITE NO. 1 IN C MAJOR, BWV 1004 Bach;Johann Sebastian;SUITE NO. 3 IN D MAJOR, BWV 1005 Barber;Samuel;ADAGIO FOR STRINGS Barber;Samuel;CONCERTO PIANO AND ORCHESTRA
LINE	Bach Johann Sebastian SUITE NO. 1 IN C MAJOR, BWV 1004 Bach Johann Sebastian SUITE NO. 3 IN D MAJOR, BWV 1005
SPACE	Bach·Johann·Sebastian·SUITE·NO.·1·IN·C·MAJOR,·BWV·1004 Bach·Johann·Sebastian·SUITE·NO.·3·IN·D·MAJOR,·BWV·1005 Barber·Samuel·ADAGIO·FOR·STRINGS

Note – take care when using Spaces as a delimiter. Many fields in OPAS will themselves contain a space (“Johann Sebastian”, for example) and this may produce unexpected results if you try to regulate the output in Excel or other programs.

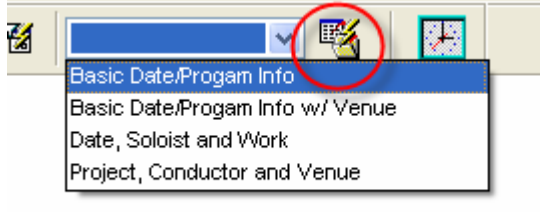


The “Trim data” check box just to the right of the delimiter option removes any leading or trailing empty spaces from text fields. This option should remain checked.

When exporting data to a TEXT file, the same Delimiter and Trim Data options apply. Exports to other data formats do not allow for user-defined delimiters.

Quick access to exports in the Main OPAS screen

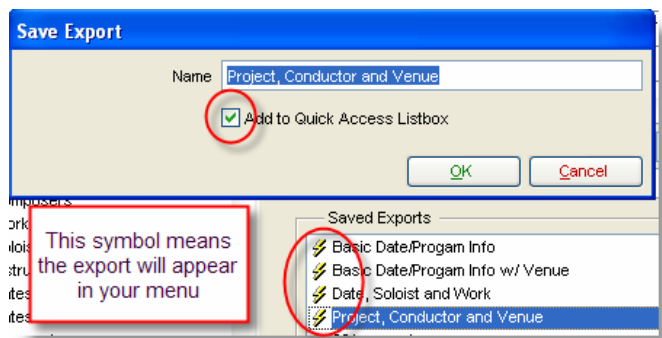
Named and saved data exports can now be placed within a special drop-down list on the OPAS main screen so they can be run with a click of the mouse. These exports are specific to each OPAS area, and are linked to your username and password, so each user can have his/her own library of oft-used exports.



The right-most drop-down list (shown here) will have a list of the Exports you’ve saved. Just pull up the data you wish to export, select the export from the list and click the button.

To **create** your list of saved exports:

1. Open the Data Export area
2. Either build a data export, or select a saved export from the list and click the **Save Definition** button
3. When Saving/Naming a data export, simply check the “Add to Quick Access List” box. (Un-checking this box will remove the export from your list)



Saved exports will appear in your drop-down list in alphabetical order

To run a saved export, simply select it from the list and click the icon to the right of the drop-down. When the export is finished, OPAS will display a confirmation window including the path and name of the file. Click Yes to open your exported file. If you click No, OPAS will have saved the file to the location and you can manually open it from that location to.

If your saved export copies to the clipboard, you will just see the "Export Succeed" message. You can then open the program of your choice and paste the data from OPAS.