

Drop-Down Fields in OPAS

Overview and basic operation

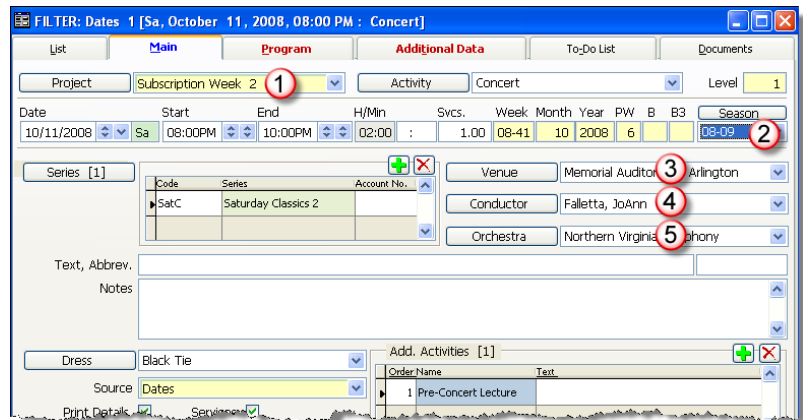
Drop-down lists are used extensively in OPAS. They provide the most efficient and intuitive way to link any single item in the database to any other single item in the database. All drop-down lists operate in the same manner, regardless of the program area in which they are used.

Common Examples of Drop-Down Lists

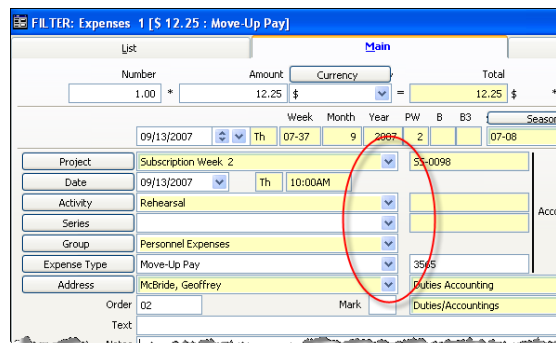
Dates area of
OPAS

This single database record is an activity – a concert in October 2008. It is linked to (and defined by):

- 1) A single Project
- 2) A single season
- 3) A single venue
- 4) A single conductor
- 5) A single ensemble



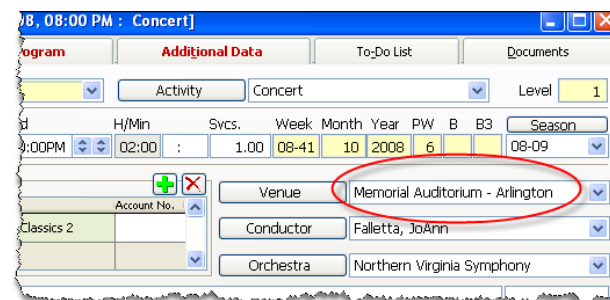
Expenses area of
OPAS



These drop-down fields are discreet attributes, linked to this single cost or expense item and helping to define and identify it.

Drop-Down List Operation

**Contents of the
drop-down list**



OPAS takes care to show you only those items in the database that are logical or valid choices for a drop-down field.

For example, OPAS displays only venues when you click the drop-down list circled at left.

Operation of the drop-down list Drop-down lists in OPAS function in the same way as they do for all Windows™ programs, and you have several options **when selecting an item** from a drop-down list:

Method one: Expand the list and select the item

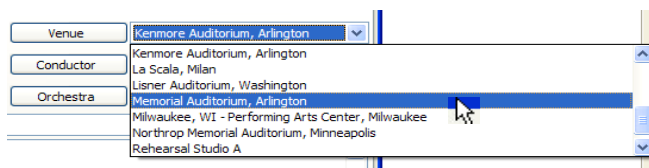
If you click the little down-pointing arrow on the right side of the list, the list will expand (drop down) to reveal the choices at your disposal.

At this point you can...

1. Use the **navigation bar** on the right to scroll up and down the list, and then click your mouse on the desired item. Click your mouse on the **up/down arrows** to scroll, or click and drag the scroll button
2. **Type the first few letters of the item you wish to select.** For example, typing 'ra' (without the quotes) 'jumps down' on the list to composers whose last name starts with 'ra' Note that as you type, the list 'keeps up' with your keystrokes and highlights the item in the list that best matches your typing.
3. **Use the up and down arrows on the keyboard** to scroll up and down the list. After you click the arrow to expand the list, you can switch to your keyboard and use the up/down arrows to scroll up and down the list. Pressing and holding either of the up/down arrows will scroll through the list quickly. Once you have found the item, press either the Enter or the Tab key on your keyboard to enter that item into the field.
4. **Use the 'Page Up' and 'Page Down' keys** to hop one screen at a time. After you click the arrow to expand the list, you can switch to your keyboard and use the Page Up and Page Down keys (usually located on the right of your keyboard near the number pad) to 'hop' up and down the list one "section" at a time. Once you have found the item, press either the Enter or the Tab key on your keyboard to enter that item into the field.



When using the techniques above, Windows pays special attention to the location of your mouse – if your mouse cursor stays floating over the drop-down list, OPAS will not be able to scroll up or down.

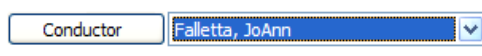


Method Two: Click directly into the drop-down field and type or navigate to the desired item

If you click your mouse anywhere in the drop-down field but *not* on the arrow that expands the field, you can:

- a) **Type the first few letters of the item** you wish to select. Note that as you type, the list 'keeps up' with your keystrokes and highlights the item in the list that best matches your typing. Press either the Enter or the Tab key on your keyboard to enter that item into the field.

- b) **Use the up and down arrows on the keyboard** to scroll up and down the list one item at a time. Pressing and holding either of the up/down arrows will scroll through the list quickly. Once you have found the item, press either the Enter or the Tab key on your keyboard to enter that item into the field.
- c) **Use the 'Page Up' and 'Page Down' keys** to hop up or down 7 items at a time.. Once you have found the item, press either the Enter or the Tab key on your keyboard to enter that item into the field.



This drop-down field is selected (because it's highlighted in blue) even though the arrow has not been clicked.

Simply type or 'arrow-up' / 'arrow-down' to select the item you wish.