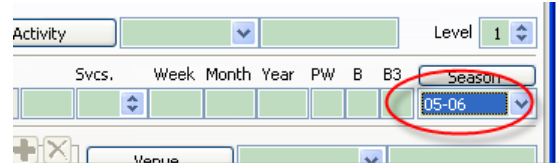


Finding all Main Subscription activities in a Season

Your main subscription concerts in OPAS are united by their **Project Name**. In this example, those names are "Subscription 1, Subscription 2" etc. If your orchestra's main subscription concerts are instead titled "Masterworks" or "Classical" or "Orchestra Week", substitute the appropriate text in the instructions below.

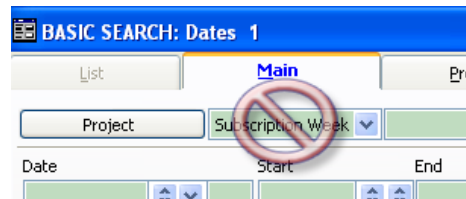
Open the Dates area

Open the **Dates** area of OPAS and at the 'green screen' select the desired **season** from the drop-down list at the right of the screen.



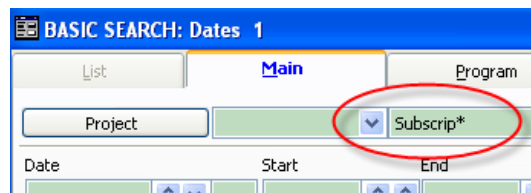
Type the Project name

Because you wish to display *all* Subscription concerts, you can't simply select one from the Project drop-down list as OPAS would return only that single Subscription set.



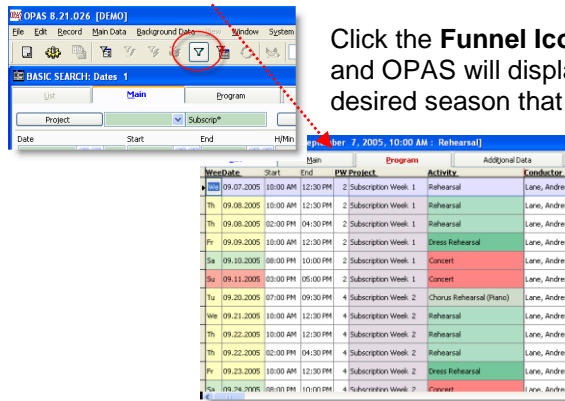
*Selecting a Project in the drop-down restricts the search to **just** that project*

Instead, type the name of the Project in the field *next* to the drop-down. When you type in this field, OPAS uses that text instead of anything that might be in the drop-down field. You can incorporate the wildcard character (an asterisk " * ") if needed.



OPAS interprets this search as "any activity in which the Project name starts with 'Subscrip'".

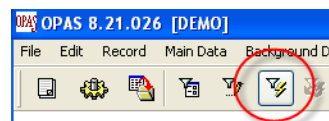
Press **F8**



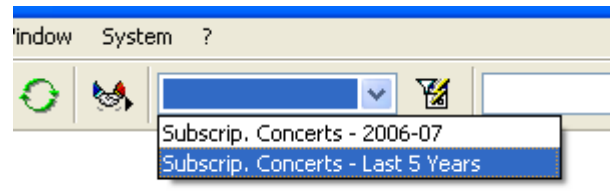
Click the **Funnel Icon** or press the **F8** key on your keyboard and OPAS will display on the **List** screen all activities in the desired season that belong to any Project with the word “Subscription” in its title.

Notes and Suggestions

After OPAS has displayed all the activities on the **List** Screen, you can execute further filters - **F7** key or the icon circled below – to refine the data set.



If you need to view all Subscription activities on a regular basis, you can create the search, save it and add it to the drop-down list at the top of the **Dates** area. It can then be instantly recalled. You can of course create variations on this search for different needs.



Contact OPAS Technical Support if you need help with creating and saving searches – we can create the search and email it to you for easy import into OPAS.

If you are searching for all Subscription activities in order to print a performance history of some kind, you do *not* need to isolate ‘performances only’ – the report will do that step for you.