

Searching for Empty Fields or the Absence of Data

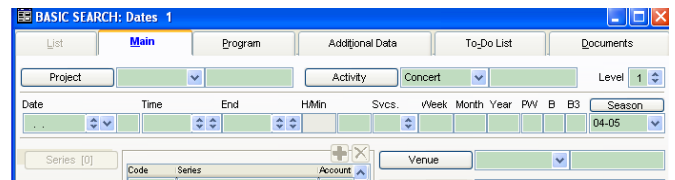
To search for empty data fields in OPAS, you must use the **Advanced Filter** (the **F5** filter) and the “Not Equal To” sign: **#**. To find empty fields, the Advanced Filter looks for instances where the field in question is “Not Equal to Anything” which is represented by the not-equal-to sign and the wildcard: **# *?***

If you are unfamiliar with the Advanced Filter, please refer to the OPAS User Manual or contact OPAS technical support for the associated “How To” documents.

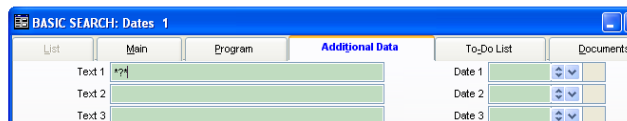
This technique works for all program areas of OPAS. This example uses the **Dates** area.

To find all concerts in which the Text 1 field on the **Additional Data** tab is empty:

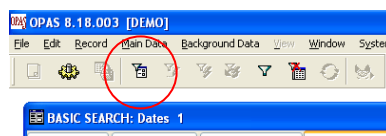
1. Open the **Dates** area of OPAS
2. It will open in the Basic Search or ‘Green Screen’ mode
3. Enter the season, and (for the purposes of this example) indicate ‘Concert’ in the Activity field



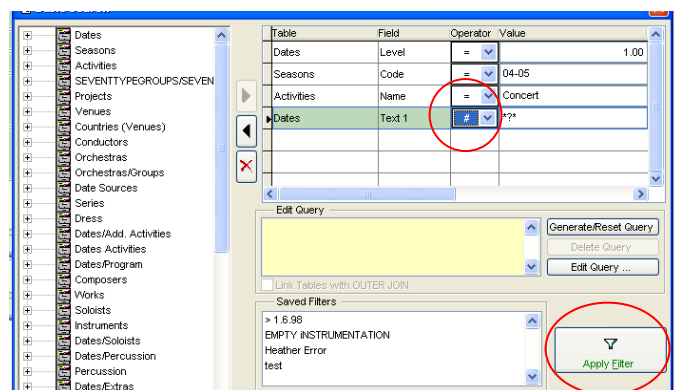
4. Now click the **Additional Data** tab and type a question mark (?) into the Text 1 field. This tells OPAS ‘any date record in this season that is a Concert and contains anything at all in the Text 1 field’.



5. DO NOT execute this search. Instead, click the **Advanced Filter** icon or press the **F5** key on your keyboard



6. The OPAS Advanced Search window will open and the criteria you have already entered will be in the large grid on the right
7. Now, simply change the **Operator** in the Text 1 line from equals (=) to Not Equal (**#**). This tells OPAS to search by empty data by finding “all records in which the designated field does not equal (or contain, if you will) anything at all”



Click the large **Apply Filter** button to execute this filter.