

Importing a Saved Search

This guide shows you how to import an OPAS search and add it to your own personal OPAS screen. It assumes you downloaded the search from a web site, or it has been sent to you from OPAS Technical Support.

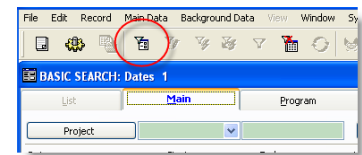
Save the file you downloaded or received sent

OPAS Technical Support will have sent the search definition to you in a small file or you will have downloaded it from the Internet. The file will have a .DEF extension. Save that file somewhere on your PC easy to find (it needn't go on the Server, but can; this is just a temporary location until the file is imported into OPAS.

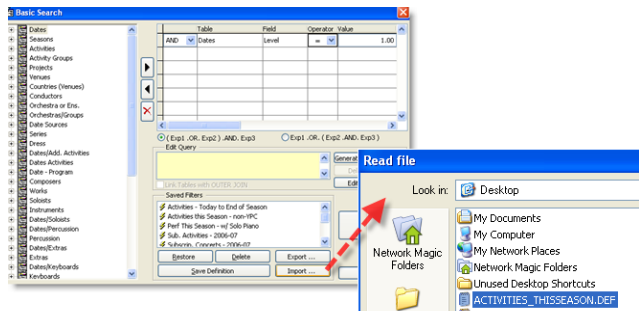
Open the appropriate OPAS area and click the **Advanced Search** icon

Open the area of OPAS for which the search was written. This guide uses the **Dates** area as an example.

While still in the 'green screen' mode, click the **Advanced Search** icon (or press the **F5** key on your keyboard.



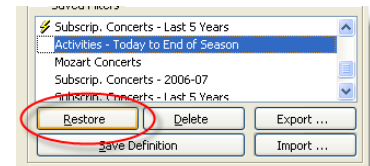
Click **Import** and locate the .DEF file



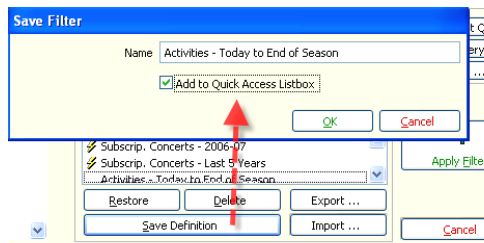
Click the **Import** button in the lower right-hand corner and navigate to the .DEF file you saved in Step One above. When you locate that file, click **OK**.

Restore the search you just imported

The actions above will add the Search to your OPAS system and place it in the **Saved Filters** box at the bottom of the screen. Select the search and click the **Restore** button – this will load the Search.



Save the search and add it to your "Quick Access" List



Finally, click the **Save Definition** button. You can, if you choose, give the Search a new name. Check the "Add to Quick Access Listbox" option and click **OK**.

Exit the Advanced Search screen by clicking **Cancel** in the very bottom right of the screen.

The search you just imported and saved will be at the top of the OPAS screen for this program area. Just select it and click the icon to invoke that search or filter.

