

OPAS LIST SCREEN icons & keyboard equivalents

The results of any OPAS search are displayed on the **List** screen of that program area. The **List** screen is **always** the left-most tab or screen in any program area:



The **List** screen operates like a big data grid and shares many of the same characteristics of an Excel spreadsheet. As the **List** screen can contain many hundred or thousand records (each row is a "record"), there are many ways to organize and filter the information on that screen to make it more manageable.

How To...

Move Columns to see what you want

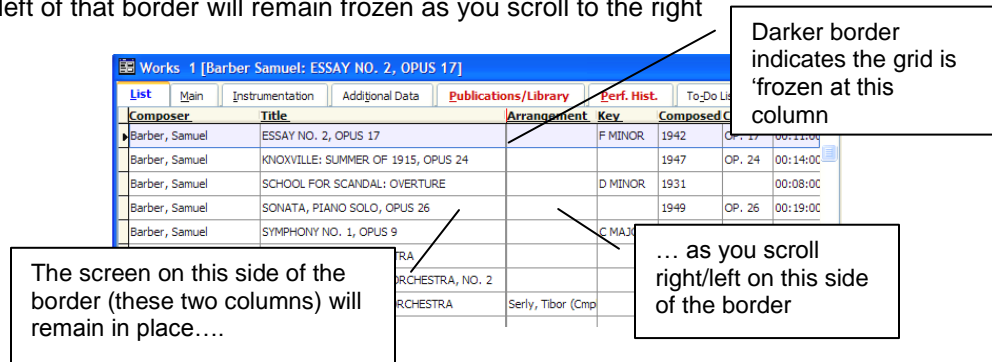
Click the **column heading** (the 'heading' is the label of the column). You'll know you have the column heading selected because (a) the column heading will become highlighted and (b) the mouse cursor will turn into a down-pointing arrow.

With your mouse button still held down, drag the column to its new location. As you drag the column to the left or right, it will appear "ghosted" in grey

When you have the column where you want it, release the mouse button and the column will stay put

Freeze columns

Right-click your mouse on the line **between two column headings** (the 'heading' is the label of the column). That vertical column border will turn a darker grey. Everything to the left of that border will remain frozen as you scroll to the right



Make columns wider or narrower

Columns on a **List** screen are resized exactly like they are in Excel. Float the mouse cursor over the line **between two column headings** (the 'heading' is the label of the column). When you reach the border between the columns, the mouse cursor will change from an arrow to a double-headed arrow similar to this: ↔ **Click and hold down** the mouse button and **drag** the double-headed arrow to the right or left. The column will become smaller when moving to the left and larger when moving to the right

To **Auto-Size** the column, double-click the column border. OPAS will resize the column so that it matches the largest cell in that column.

Make rows taller or shorter

Rows on a **List** screen are resized exactly like they are in Excel. Float the mouse cursor over the line **between** the first and second rows. When you reach the border between the rows, the mouse cursor will change from an arrow to a double-headed arrow similar to the one shown here (exaggerated in size).

WeeDate	Start	End	PW	Proj
Fr 12/07/2001	07:30 PM	10:00 PM	14	Sub:
Sa 12/08/2001	10:00 AM	12:30 PM	14	Sub:
Sa 12/08/2001	08:00 PM	10:00 PM	14	Sub:
Su 12/09/2001	03:00 PM	05:00 PM	14	Sub:

Click and hold down the mouse button and **drag** the double-headed arrow to the right or left. The column will become smaller when moving to the left and larger when moving to the right

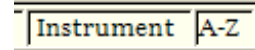
Sort the List screen

To **re-order** or **sort** the entire **List** screen, click your mouse one time on the desired column heading. For example, if looking at the **List** screen in the Artists area and you wish to sort by the instrument played, simply click the **Instrument** column heading.

List	Main	Contacts/Agents	Additional Data	Personal Data	Da
Co. / Last Name	First Name	Group	Instrument	Contact Number	Ad
Beaumont	Jennifer	Orchestra Substi	Alto Trombone	(701) 111-4456	87
Galvin	Eugene	Soloist	Bass		
James-Furlie	Rebecca	Orchestra Memb	Bass Clarinet	(703) 555-1212	50
Morton	Stephen	Orchestra Memb	Bass Trombone	(703) 451-8897	26
Sherrill	Donald	Soloist	Bass-Baritone		
Gifford	Clara	Orchestra Memb	Bassoon	(709) 555-1212	34

You can tell how the List screen is sorted by:

- a) The column heading that is highlighted in green (**Instrument** in the illustration above)
- b) At the bottom of the screen, OPAS will display the sort criteria (the column) and the order (Ascending or Alphabetical, represented by **A-Z**, or Descending represented by **Z-A**):



Change the contents of the List Screen



In many cases, the **List** screen grid contains a great deal of data, and you wish to refine, or **filter**, the contents of the grid before running a report or performing another action.

The filter on the **List** screen works in a similar manner to other filters in OPAS – you select the criteria you would like, and then take everything else away, leaving the desired information on the List screen.

Show only the selected data

When any item in **any cell** is selected, it becomes highlighted. Click the cell that represents the information you wish to isolate and press the **F7** key. All other information will be taken away. This example would isolate musicians who play piano.

Co. / Last Name	First Name	Group	Instrument	Cont
Alban	Judit	Orchestra Member	Viola	(703)
Aldrige	Amy	Soloist	Dancer	215.
Amis	Valerie	Soloist	Dancer	
Anderson	Lisa	Orchestra Member	Alto 1	
Anderszewski	Piotr	Soloist	Piano	
Ardan	Laura	Orchestra Substitute	Clarinet	(703)
Atkins	Jonathan	Orchestra Substitute	Bassoon	1514





Click this icon:  or press this key: 

Select individual rows

List	Main	Contacts/Agents	Additional Data
Co. / Last Name	First Name	Group	Instrument
Clark	Albert	Soloist	Piano
Solyom	Janos	Soloist	Piano
Renard	Bianca	Soloist	Piano
Rosenthal	Moriz	Soloist	Piano
Paik	Haesun	Soloist	Piano
Segal	Sheri	Soloist	Piano
Hodges	Lester	Soloist	Piano
Wehr	David Allen	Soloist	Piano
Urakabe	Shinji	Soloist	Piano

Hold down the **CTRL** key on your keyboard and click each desired row. The entire row will become highlighted in yellow:

Note that in the method above, you select only a **cell** within a row, and the contents of that **cell** become highlighted ('Piano' in the first example above). In this method, the **entire row** is highlighted.

 +  then click this icon:  or press this key: 

Select a **block of rows**

Click anywhere in the **first** row of your block (the row will NOT become highlighted as you do not have the CTRL key held down). Hold down the **SHIFT** key on your keyboard and click the **last** row. The entire block will become highlighted in yellow:



Composer	Title	Code
Mendelssohn, Felix	ATHALIE: OVERTURE	
Mendelssohn, Felix	ATHALIE: WAR MARCH OF THE PRIESTS	
Mendelssohn, Felix	CALM SEA AND PROSPEROUS VOYAGE	
Mendelssohn, Felix	CAPRICCIO BRILLANT IN B MINOR, OP.22	
Mendelssohn, Felix	CONCERTO, PIANO, NO. 1, G MINOR, OP.25	
Mendelssohn, Felix	CONCERTO, PIANO, NO. 2, D MINOR, OP.40	
Mendelssohn, Felix	CONCERTO, PIANOS (TWO), A-FLAT MAJOR	
Mendelssohn, Felix	CONCERTO, PIANOS (TWO), E MAJOR	
Mendelssohn, Felix	CONCERTO, VIOLIN, D MINOR	
Mendelssohn, Felix	CONCERTO, VIOLIN, E MINOR, OP.64	
Mendelssohn, Felix	FLUTAH OP.70	

then click this icon:



or press this key:



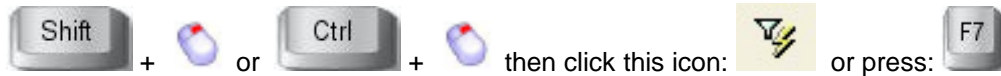
Select everything **except** a set of rows

Use either of the methods above – Shift+Click or CTRL+Click – to select a set of rows on the **List** screen.

Right-click the mouse anywhere in the block of yellow rows and click the “**Invert Selection**” button

Everything *except* the original rows will then be selected (will become yellow)

manuel	SINFONIA IN E MAJOR, W. 182, NO. 6	0-0-0-0 0-0-0-
gian	CONCERTO NO. 1 IN F MAJOR	0-3-0-1 2-0-0-
gian	BRANDENBURG CONCERTO NO. 1 IN F MAJOR	1-1-0-0 0-1-0-
gian	BRANDENBURG CONCERTO NO. 3 IN G MAJOR	0-0-0-0 0-0-0-
gian	BRANDENBURG CONCERTO NO. 4 IN G MAJOR	2-0-0-0 0-0-0-
gian	BRANDENBURG CONCERTO NO. 5 IN D MAJOR	1-0-0-0 0-0-0-
gian	BRANDENBURG CONCERTO NO. 6 IN B-FLAT MAJOR	0-0-0-0 0-0-0-
gian	CANTATA NO. 19	0-3-0-0 0-3-0-



Remove or Undo a filter

To remove the effects of a filter and restore the **List** screen to its prior state, click this icon:

