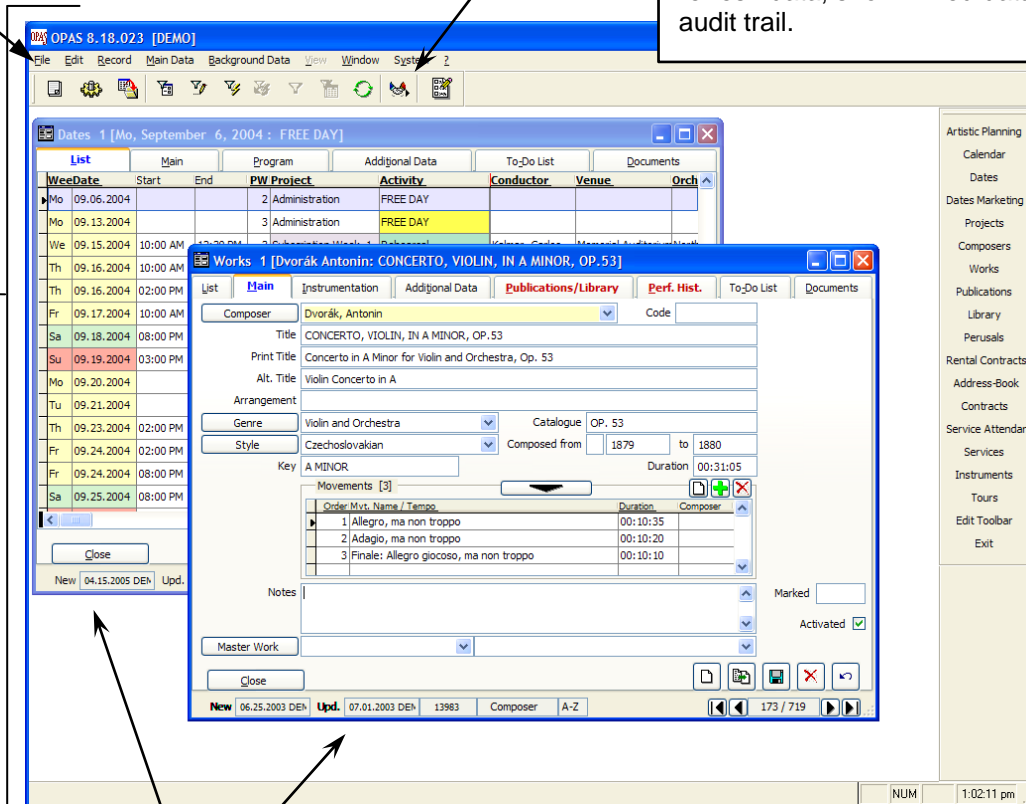


Screens in OPAS

These (the top line) are **menu** items and are the same in all OPAS installations. They are used primarily to access the 'Main Data' program areas, 'Background Data' program areas and System items.

These **icons** (the second line) perform **actions** and are the same in all OPAS installations. They are used to (from left to right) print reports, run data functions, export data, perform advanced searches, execute basic searches and list screen searches, show all data in a program area (bypass searches), refresh data, show linked data and access the audit trail.

This is the OPAS screen



These are **Windows**

This is the OPAS **Toolbar**. The toolbar contains the **program** areas of OPAS that you access most. The toolbar can be customized for each user. To dictate the program areas of OPAS that appear on your toolbar, click the **Edit Toolbar** button.