

The Basic Search



Also known as the “**Green Screen**” search or the **F6** search (as you can tap the F6 key on your keyboard to enter this search mode).

This is the main type of search you encounter in OPAS – in fact you can’t avoid it. Because an OPAS database tends to be so large, OPAS builds this search in by default (typically when you have more than 1,000 records in any one program area). OPAS opens virtually all areas in this “Green Screen” search mode, assuming that you would prefer to tell the software what you want to see, rather than waiting for the software to show you absolutely everything.

The “Green Screen” search is a two-step process:

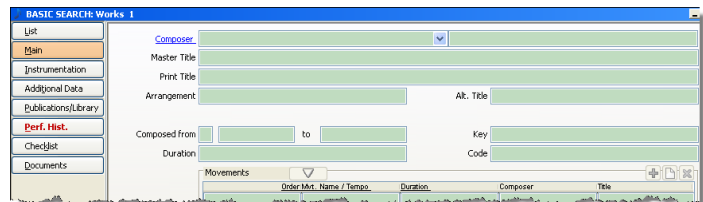
- Tell OPAS what you want to see
- Tell OPAS to go and find it

This document illustrates the process using the **Works** area of OPAS, but the principle works the same in all OPAS areas.

Part One – tell OPAS what you want to see

Whenever a program area of OPAS is opened, the “Green Screen” search mode is enacted by default. You can tell this because:

1. The screen says “Basic Search: <name of program area>” at the top of the Window (earlier versions of OPAS may say “Edit Filter”)
2. All fields are tinted green (“fields” are the blanks or boxes on the screen)



This search mode indicates OPAS is ready for you to tell it what you want to see. You tell OPAS by **filling in any data** in any of the fields.

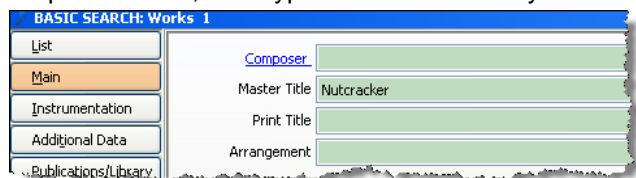
In drop-down fields



You can select information from any drop-down field. For example, this selection in the **Composer** drop-down tells OPAS you wish to see all works composed by Sergei Rachmaninoff.

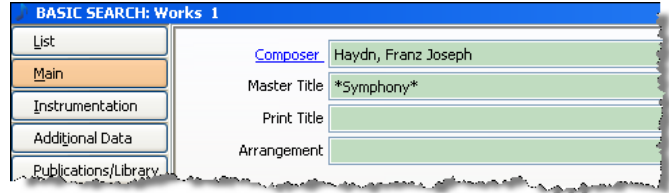
In Text fields

If the information you want is not in a drop-down field, then type the criteria directly into the field. This tells OPAS you want to see all works called “Nutcracker”. (See the document “More Basic Search techniques” for instructions on including **wildcards** in these text searches)



In Several Fields at once

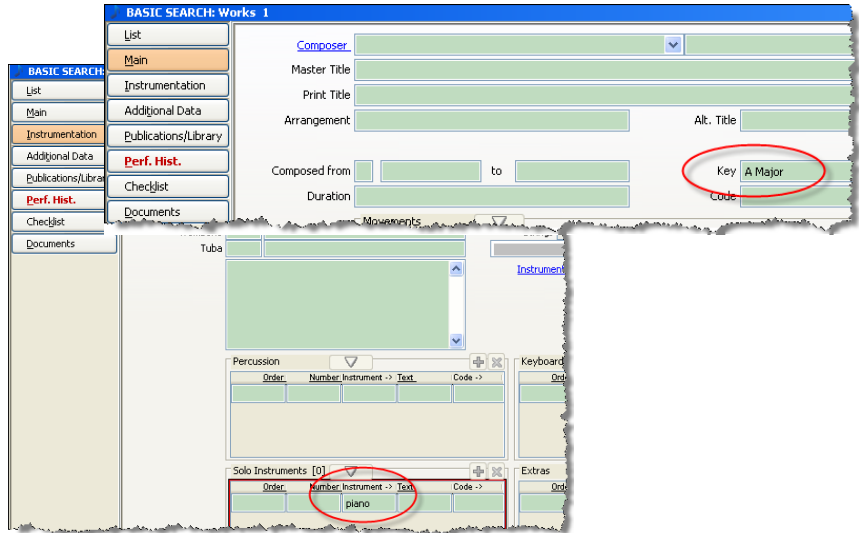
You can also put information into more than one field; when you do this, OPAS joins the criteria by the word “And”. This screen tells OPAS you wish to see all compositions by Haydn with the word “Symphony” in the title.



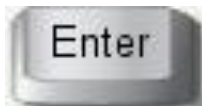
In Fields on Different Screens

Even though the “Green Screen” or “Basic Search” opens to the **Main** screen of the OPAS program area, you can tell OPAS what you want to see using any combination of data on any number of screens. Simply click the tab along the top of the window that corresponds to the information you wish to enter.

This combination of the **Main** and **Instrumentation** screens tells OPAS you want to see all works in the **key of A Major** that use **piano** as a solo instrument:

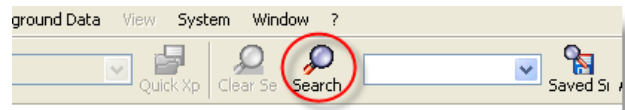


Part Two - tell OPAS to find the information



Having told OPAS what you want to see, you need to tell the software to **go and get it** by pressing the **Enter** key on your keyboard

You can also click the **Search** icon along the top of the OPAS screen.



Or, press the **F8** key along the very top of your keyboard



Any of these actions will cause OPAS to fetch the data you requested. This is often referred to as “Applying the Filter” or “Executing the Search”.

Viewing the results

Unless there is nothing in the database that meets the criteria you selected (in which case OPAS will say “No Records Found”), OPAS **always** shows you the results of a “Green Screen” search on the **List** screen of that program area – whether the results are one record or several thousand.

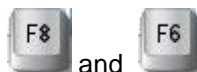
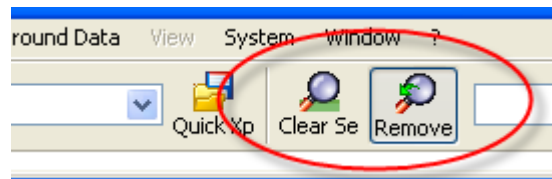
Shown here are the results of a search for all works by Beethoven. Note that the results are on the **List** screen and that OPAS tells you how many records it found in the lower right-hand corner.

See the “List Screen” how-to guide for instructions on how to further refine or work with the contents of the List screen

Composer	Master Title	Arrangement	Instrumentation	Duration	Compos. Key
Beethoven, Ludwig Van	CANTATA ON THE DEATH OF EMPEROR JOSEPH		2-2-2-2 2-0-0-0 0-0-0-0-0	00:33:00	1790
Beethoven, Ludwig Van	CHRISTUS AM ÖLBERG, OP.85		2-2-2-2 2-2-3-0 1-0-0-0-0	00:52:00	1803
Beethoven, Ludwig Van	CONCERTO, PIANO, NO. 1, OP.15, C MAJOR		1-2-2-2 2-2-0-0 1-0-0-0-0	00:36:00	1795
Beethoven, Ludwig Van	CONCERTO, PIANO, NO. 2, OP.19, B-FLAT MAJ		1-2-0-2 2-0-0-0 0-0-0-0-0	00:28:00	1793
Beethoven, Ludwig Van	CONCERTO, PIANO, NO. 3, OP.37, C MINOR		2-2-2-2 2-2-0-0 1-0-0-0-0	00:34:00	1800
Beethoven, Ludwig Van	CONCERTO, PIANO, NO. 4, OP.58, G MAJOR		1-2-2-2 2-2-0-0 1-0-0-0-0	00:34:00	1805
Beethoven, Ludwig Van	CONCERTO, PIANO, NO. 5, OP.73, E-FLAT MAJ		2-2-2-2 2-2-0-0 1-0-0-0-0	00:38:00	1809
Beethoven, Ludwig Van	CONCERTO, PIANO, NO. 6, OP.61, D MAJOR		1-2-2-2 2-2-0-0 1-0-0-0-0	00:42:00	1806
Beethoven, Ludwig Van	CONCERTO, VIOLIN, OP.61, D MAJOR		1-2-2-2 2-2-0-0 1-0-0-0-0	00:42:00	1806
Beethoven, Ludwig Van	CONCERTO, VIOLIN, VIOLONCELLO & PIANO, OF		1-2-2-2 2-2-0-0 1-0-0-0-0	00:33:00	1803
Beethoven, Ludwig Van	CONSECRATION OF THE HOUSE (S-REF)		0-0-0-0 0-0-0-0 0-0-0-0-0	00:00:00	
Beethoven, Ludwig Van	CONTRADANCES, WOO 14		1-2-2-2 2-0-0-0 0-1-0-0-0	00:12:00	1802
Beethoven, Ludwig Van	COROLIAN OVERTURE, OP.62		2-2-2-2 2-2-0-0 1-0-0-0-0	00:08:00	1807
Beethoven, Ludwig Van	CREATURES OF PROMETHEUS (S-REF)		0-0-0-0 0-0-0-0 0-0-0-0-0	00:00:00	
Beethoven, Ludwig Van	DEUTSCHE TÄNZE (S-REF)		0-0-0-0 0-0-0-0 0-0-0-0-0	00:00:00	
Beethoven, Ludwig Van	FRONTON (INCIPENTAI) MIFSCI, OP.84		2-2-2-2 4-2-0-0 1-0-0-0-0	00:40:00	1809

Other techniques and functions

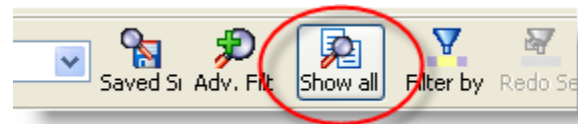
When on the **List** screen, or any other screen, if you wish to **go back** in to the “Green Screen” or Basic Search mode, you don’t have to close the OPAS program area and then re-open it. Simply click the **Remove** search icon to clear your criteria and go back in to the search mode, or click the **Clear Search** icon to go back into the search mode, yet keep your criteria.



You can also press the **F8** and **F6** keys respectively to go back into the search mode, clearing or retaining your criteria.

To **bypass** the “Green Screen” and see all records in the OPAS Program Area, simply:

- Click the **Show All** icon at the top of the OPAS screen
- Or press the **F9** key on your keyboard



OPAS will display a message about the number of records you are about to reveal. Click **Yes** to display them all on the **List** screen. This is another way of telling the “Green Screen” search to “ignore any criteria and show me everything in this program area”.