

Creating / Assigning Contract Clauses

Off-repeating contract clauses such as those regarding travel, piano, complementary tickets, conductor meetings, fee stipulations and the like can be quickly added to OPAS contracts. These clauses can then be printed on any soloist, conductor or other contract

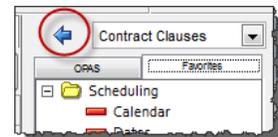
Setting the Background Data

Create the appropriate Contract Clauses (do this one time)

To set or create contract clauses:

Create the Types or Groups by which these Contract Clauses will be organized. This step is optional, but is recommended and can help organize and manage clauses if you administer many different types of contracts in OPAS.

Select **Contract Clause Types** from the drop-down menu of OPAS Program Areas (upper right-hand corner of OPAS).

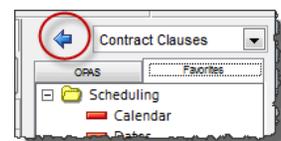


Click the **New** icon  in the lower right-hand corner and create as many or as few **Clause Types** as you require. These will often correspond to the types of contracts created in OPAS (for example: 'Artist Travel' 'Standard Fee Clauses' 'Comp Tickets')

Click **Save**  to save this clause type

Create the Contract Clauses themselves

Select **Contract Clauses** from the drop-down menu of OPAS Program Areas (upper right-hand corner of OPAS).

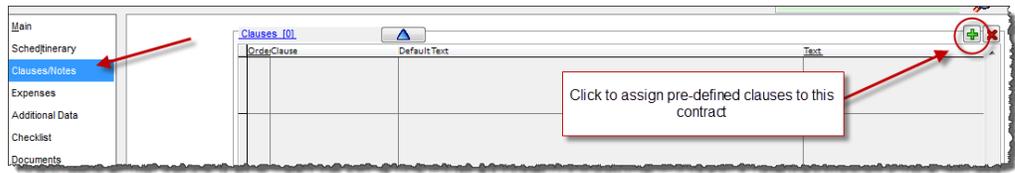


Click the **New** icon  in the lower right-hand corner and create the contract clause by indicating the Clause Type (if you created Contract Clause Types in the previous step), typing the **Name** and entering the actual **Text** of the Clause itself. The Text field will contain the default or standard wording used in contracts; this wording can change after it has been assigned to a contract (see the next step).

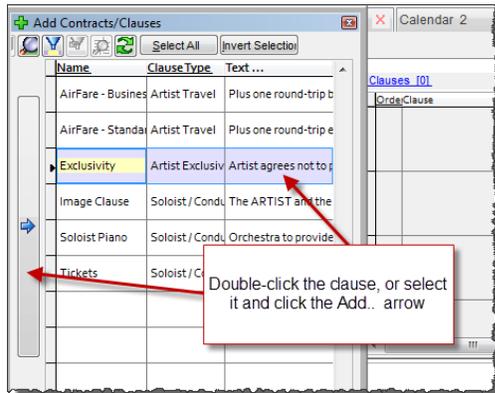
Click **Save**  to save this contract clause

Assign Clauses to Contracts

Attach any Clause to a **Contract** on its **Clauses/Notes** screen. Click the green “Add...” icon at the top right of the grid.



Click to assign pre-defined clauses to this contract



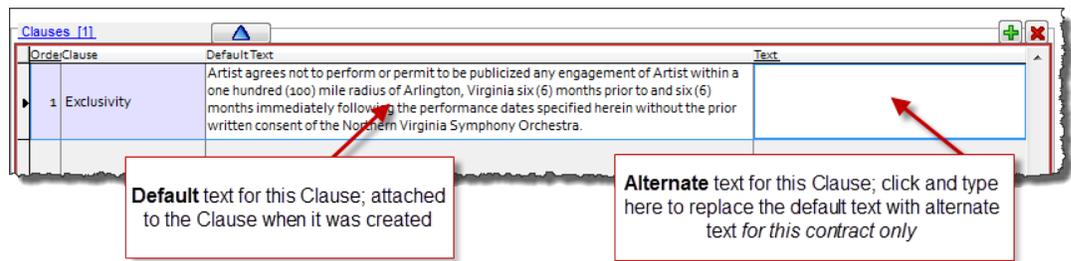
Double-click the clause, or select it and click the Add.. arrow

This will display a list of all the different clauses that have been created (as per the previous steps).

Select the desired articles and either click the large **Add...** arrow, or press the **Enter** key on your keyboard to assign the article to the contract.

As many clauses as are required for a contract can be added at the same time.

Once the clause has been added to the contract, its **Default Text** is displayed. This can be replaced with custom information by typing in the **Text** field. When the contract prints, it will use any typed Text if that text exists. If not, the Default text is output.



Default text for this Clause; attached to the Clause when it was created

Alternate text for this Clause; click and type here to replace the default text with alternate text for this contract only

NOTE: Clauses can be added to Contract Templates so they automatically become part of contracts auto-generated through the **Dates** area. See the related “Auto-Generating Contracts” guide.