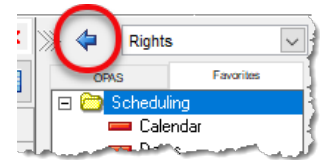


## OPAS – User Rights Basic Settings

This is not intended to be a comprehensive guide to user permissions. Instead it highlights those areas most clients ask about when they set up new users and it meant to help you quickly cover the most sensitive areas of OPAS.

These settings can be applied for **Groups** and/or **Individual Users**

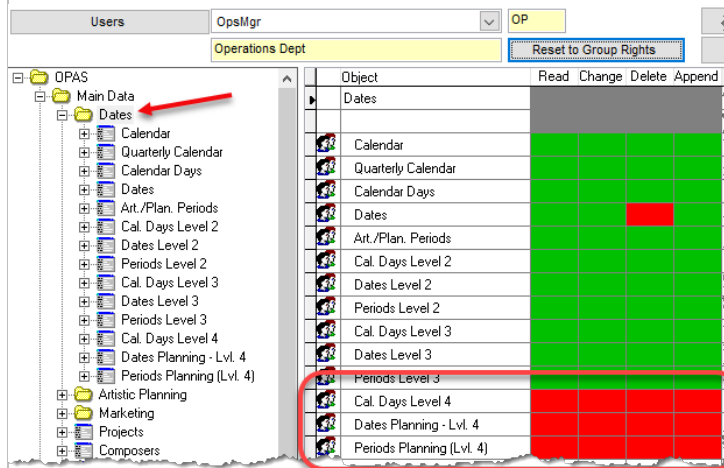
Log in to OPAS with your administrator password and open the Rights area



### For All OPAS Installations

#### Dates – Planning Level 4

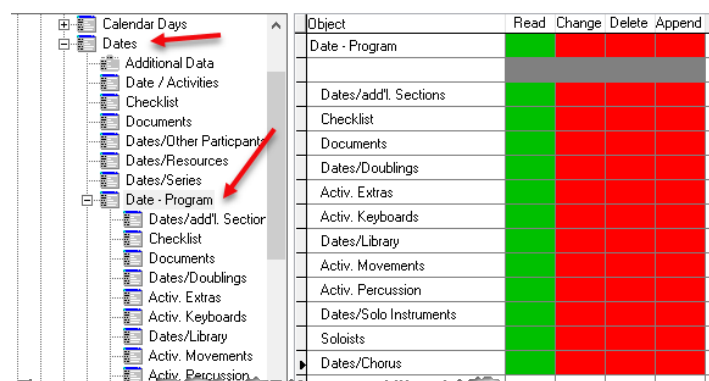
If your organization uses Planning Level 4 to enter future seasons, these settings will restrict access to those Level 4 events.



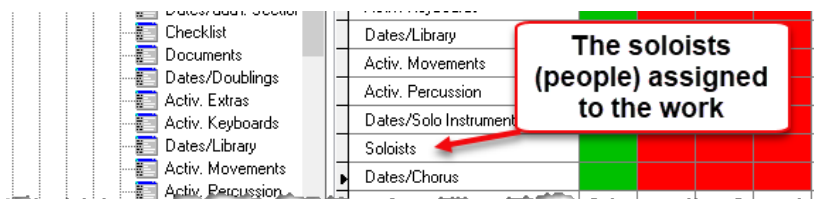
Expand the **Dates** area and turn off access to Level 4. Restricting access in the **Dates** area will automatically transfer to the **Calendar**

#### Dates – Program items

The **Date-Program** row makes it impossible for the User (or Group) to add or remove works from rehearsals or concerts. The other rows pertain to attributes of the programmed composition, such as instrumentation.



The "Soloists" row extends those restrictions to soloists

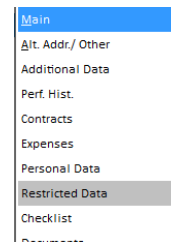


Remember to apply any program permission settings to other Date Planning Levels.

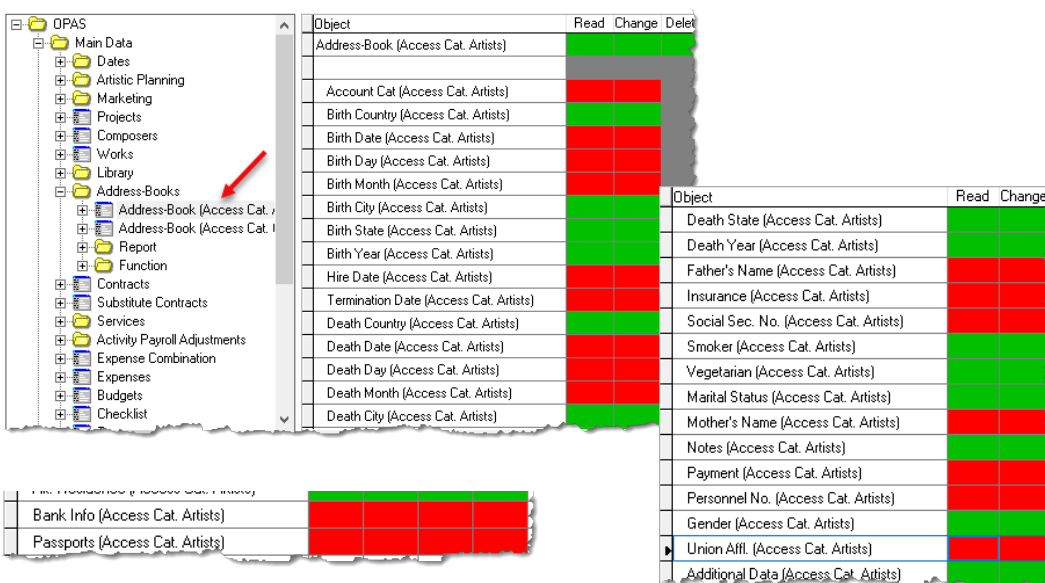
## Address Book – Restricted Data

The information on the **Restricted Data** screen is the most confidential within the Address Book. Data stored on the **Personal Data** screen is likewise sensitive but tends to be more publicly available.

Below are the recommended settings to hide this information.

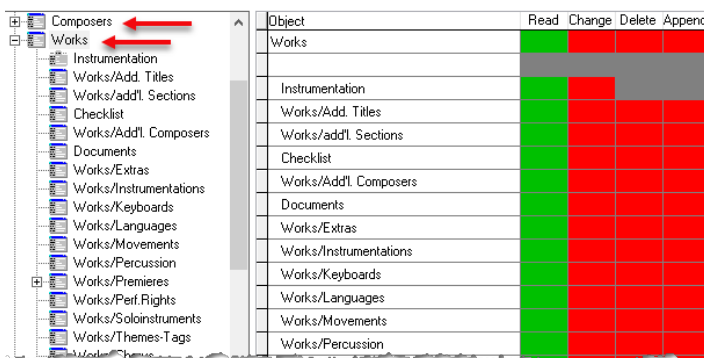


Remember to apply these settings to the **Address Book (Artists)** and **Address Book (General)**



## Works / Repertoire

Many clients wish to have all departments outside the Library and Artistic to have read-only access to the **Works** area. Staff can see information about Repertoire, but not add, delete or edit works. You may want to make similar restrictions in the **Composers** area.



## Library

Most clients will restrict access outside Library staff to read-only

Object	Read	Change	Delete	Append
Library				
Library	Green	Red	Red	Red
Library/Loans		Red	Red	Red
Publications		Red	Red	Red
Perusals		Red	Red	Red
Rental Contracts	Green	Red	Red	Red

## If your organization uses OPAS Extended with the Contract, Personnel and Touring modules

### Contracts

This recommended setting shuts off **Contracts** for the User (or Group).

Object	Read	Change	Delete	Append
Contracts	Red	Red	Red	Red
Additional Data				
Contracts/Accountings	Red	Red	Red	Red
Checklist				
Contract/Clauses	Red	Red	Red	Red
Contracts/Dates	Red	Red	Red	Red
Documents				
Contracts/Expenses	Red	Red	Red	Red
Contracts/Itinerary	Red	Red	Red	Red

If you have staff that need to see or manage Artist Itineraries but no other contract details, enable the bottom row:

Documents	Red	Red	Red	Red
Contracts/Expenses	Red	Red	Red	Red
Contracts/Itinerary	Green	Green	Green	Green

### Personnel

These are the recommended settings to restrict the personnel areas. Set **Substitute Contracts**, **Services** and all its sub-menus and **Activity Payroll Adjustments** to red.

The **Musician Pay Rates** area is particularly important to hide service guarantees and pay rates for core musicians.

See illustration next page

Object	Read	Change	Delete	Append
Services				
Services				
Service Attendance				
Service Level 2				
Service Attendance Level 2				
Service Level 3				
Service Attendance Level 3				
Services - Planning Lvl 4				
Svc Attendance Planning Lvl 4				
Service Attendance (Read-Only)				
Service Attendance Level 2 (Read-Only)				
Service Attendance Level 3 (Read-Only)				
Svc Attendance Planning Lvl 4 (Read-Only)				
Drag/Drop Seating				
Drag/Drop Seating Level 2				
Drag/Drop Seating Level 3				
Drag/Drop Seating Planning				

If staff can see musician absences and attendance, but *not* affect them, these **Read-Only** areas of Service Attendance in green below will grant that permission.

Object	Read	Change	Delete	Append
Services				
Services				
Service Attendance				
Service Level 2				
Service Attendance Level 2				
Service Level 3				
Service Attendance Level 3				
Services - Planning Lvl 4				
Svc Attendance Planning Lvl 4				
Service Attendance (Read-Only)				
Service Attendance Level 2 (Read-Only)				
Service Attendance Level 3 (Read-Only)				
Svc Attendance Planning Lvl 4 (Read-Only)				
Drag/Drop Seating				

But remember this will allow staff to see the reason musicians missed a service (which may be considered confidential information if the absence is due to a medical reason)

**Background Data - Personnel rates**

Particularly if you use the OPAS Personnel areas, it is recommended that the **Fixed Amounts** area under the **Background Data 2** menu item be restricted as it can contain pay rates for musicians.

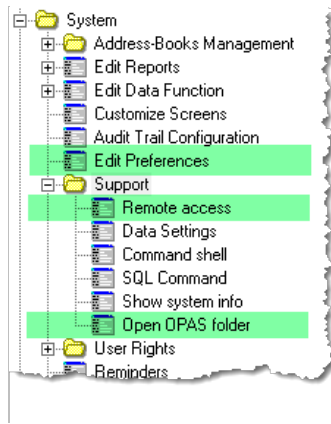
Object	Read	Change	Delete	Append
Fixed Amounts				
Fixed Amounts				

**System**

As with all permissions, setting of **System** permissions is at the discretion of your organization's OPAS Administrator and many OPAS Admins turn all System items off. The items marked on the next page are those we suggest/request keeping **available** as they make some Technical Support chores easier.

**Edit Preferences** - allows the User to set his/her own column/row/font/start screen and other preferences

**Remote access** - allows the User to launch TeamViewer from with OPAS for remote support / training



**Open OPAS folder** – allows the user to open the OPAS folder on the **server** which is primarily needed to drop in new reports.