

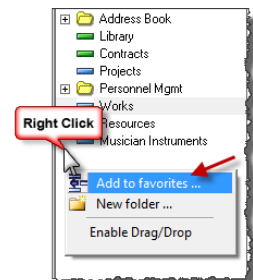
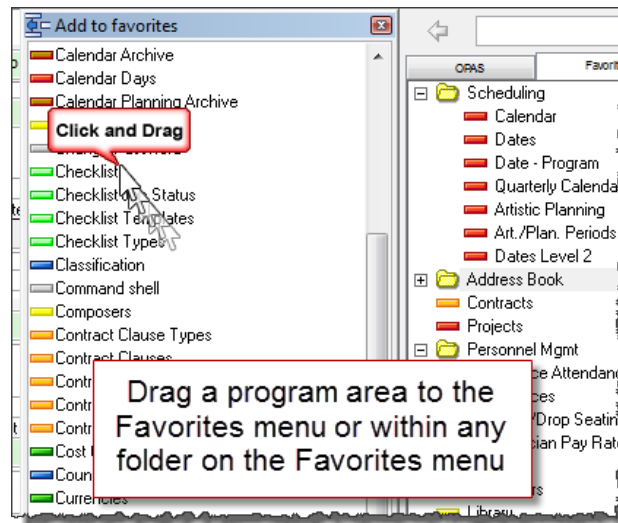
Favorites Menu

The **Toolbar** in previous versions of OPAS is now called “**Favorites**”. Its function is the same – it provides access to OPAS **Program Areas**; the specific program areas and their order can still be customized.

Adding Favorites

Right-click anywhere in the Favorites menu and select “Add to Favorites”.

OPAS will open an alphabetical list of program areas, both Background and Main Data areas.



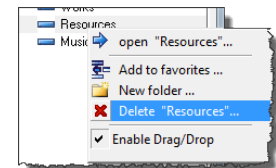
Select the **Program Area** you wish to have on your Favorites menu, then drag and drop it to the menu.

When you are finished, click the **Close** button at the bottom of the **Add to favorites** list.

Removing Favorites

Remove an item from your Favorites menu by **right-clicking** on it and selecting **Delete**.

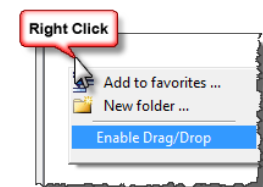
Note: even though the command says “Delete” the program area is not deleted from OPAS, it is just removed / deleted from the Favorites *menu*.



Moving Favorites

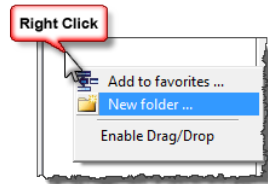
To re-arrange items in the favorites menu, first **right-click** and **enable** drag-and-drop.

Then **click and drag** a Favorites item to its new location. You can drag to anywhere on the Favorites menu, into a folder, or out of an existing folder.



Tip: When you are finished, remember to right-click the Favorites menu and turn drag-and-drop **off**. If drag-and-drop is on, when you click on an item in the Favorites menu, OPAS will not know if you want to move the item, or open the program area.

Creating Folders



Right-click anywhere in the Favorites menu and choose **“New Folder”**. Give the folder a name and it will be added to your Favorites menu.














Move any Favorite into a folder by...

- Right-clicking in the Favorites menu
- Turning drag/drop **on**
- **Dragging** the item(s) into the folder and releasing
- Then right-clicking and turning drag/drop **off**

Turn drag/drop **on** to move the folder, and to drag Favorites items in and out of the folder

Color Coding

Items in the **Favorites** menu are color-coded based on their respective OPAS areas:

 Scheduling areas	 Repertoire areas
 Address Book areas	 Contract areas
 Personnel areas	 Finance areas
 Tour areas	 Checklist areas
 Resource/Equipment areas	 Archive areas
 Admin / System areas	