


Using Grids in OPAS

Adding Items that are not among the available choices

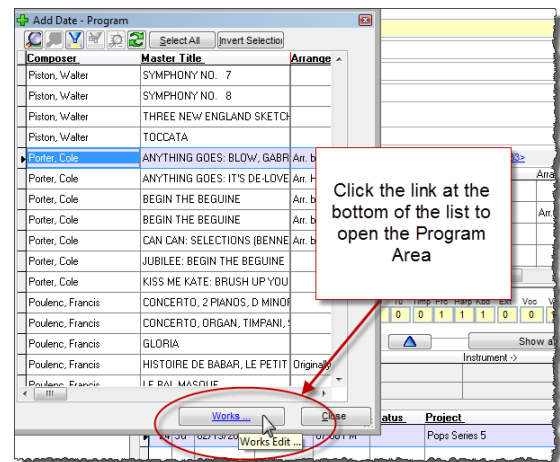
When the Add New icon  at the top right of a grid is clicked, OPAS displays a list of logical/appropriate items that can be used to fill that grid. For example, if you are adding works to the program grid for a concert, OPAS will display a list of compositions (and not venues, conductors, instruments, etc.). Sometimes, the item you wish to add to the grid is not already a part of the list that opens. You can at this point create a new item simply by clicking the **associated link** at the **bottom** of the grid.

Click the associated Program Area link

Click the **associated link** at the bottom of each list. OPAS will open the program area where the items on the list are created and edited.

In the example shown here, a composition by Cole Porter to be put on the concert program is not in the list.

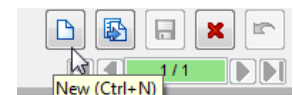
Clicking the **Works** link opens the **Works** area of OPAS where it can be created.



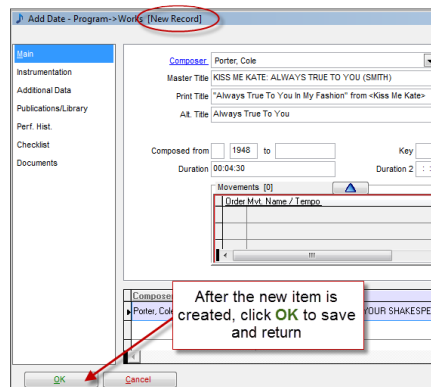
OPAS does **NOT** automatically create a new item you need – it loads whatever record was selected or ‘active’ in the sub-grid. This is because the software doesn’t ‘know’ that the item you wanted wasn’t originally in the list, and therefore doesn’t ‘know’ why you clicked that associated button (the **Works** area in the example above). It may be, for instance, that you simply wanted to check instrumentation, fix a typo, or take some other action. Therefore OPAS **does not** automatically create a new record.

Click the **New** icon

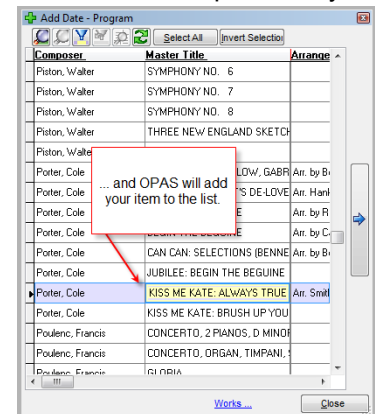
Click the **New icon** in the lower right of the screen, or press **CTRL+N** on your keyboard, and create the new item (composition, artist, instrument, expense type, etc).



Click **OK** to save/return



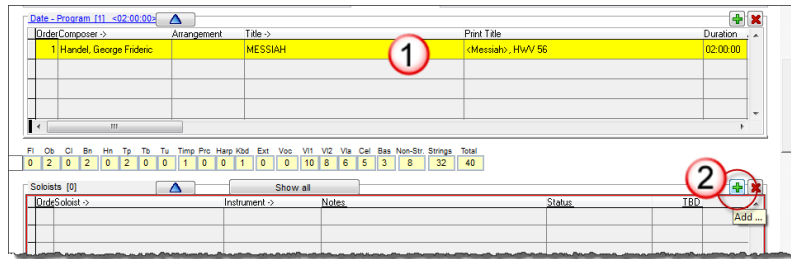
After the new item is created (shown at left), click the **green OK** button in the lower left of the screen. In this example, we created a new composition by Cole Porter.




OPAS will save the new record you created and return to the original selection list. The item you just created will now be in the list (shown at right) and you can add it to the grid.

Select the work and add a soloist

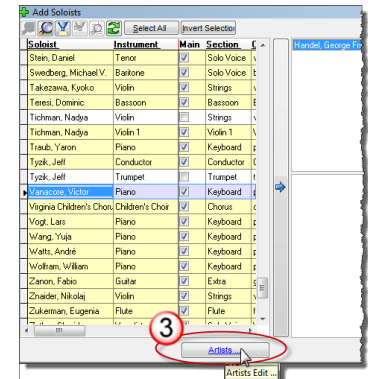
Select the work in the program to which the artist should be assigned.



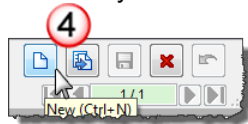
Click the **Add New** icon  at the top right of the **Soloists** grid

Click the Artists link and create the soloist

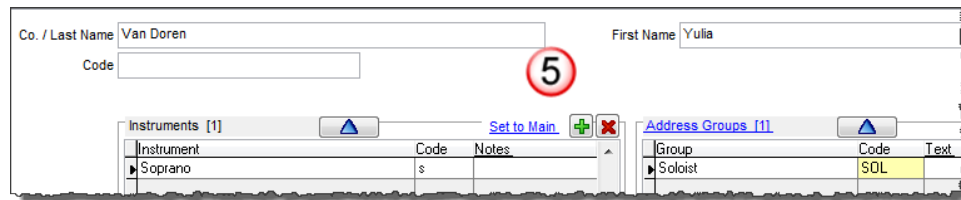
The "Add Soloists" list or sub-grid appears. The soloist for this work is not among those listed. Click the **Artists** link at the bottom of the list.



This opens the **Address Book** area of OPAS. Click the **New** icon at the bottom right of the screen (or press the **CTRL+N** keys on your keyboard). Remember, OPAS doesn't know the **Address Book** was opened specifically to create a new record – you could have clicked that Artists link to fix a spelling error, add an instrument, look up an agent, etc. So you must specifically tell the software you wish to create a new record.



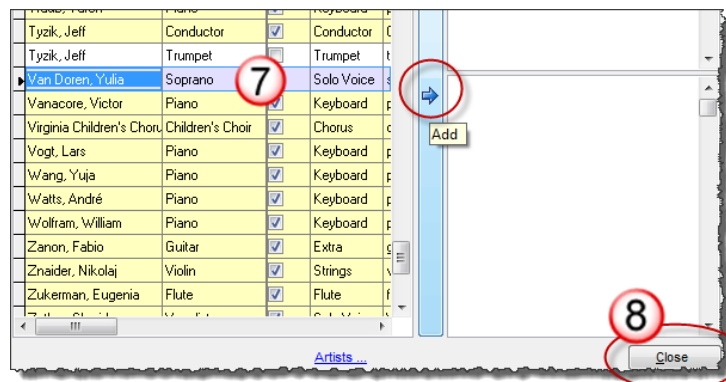
Type in the information about the new soloist. Remember to the Address Group "**Soloist**" and indicate the **Instrument(s)** that he/she plays. If you intend to create a contract for this soloist you may want to include the Agent or other contact information.



TIP: Instead of typing information, you can drag/drop a contact from Outlook to create the soloist (see related OPAS how-to guides for more information on the Outlook drag/drop)

Return and assign the soloist

Click the green **OK** button in the lower left-hand corner of the Address Book to **save** this new soloist and return.



OPAS will automatically save the new soloist and add him/her to the list. Now just click the large **Add item** arrow to assign this new soloist to the work.

Click the **Close** button to return to the Program grid