
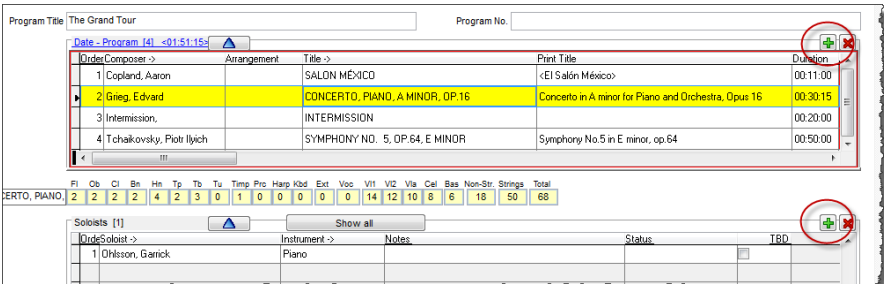


Using Grids in OPAS

Filling grids with items that do not come from a pre-defined list – opening new screens

Grids are used in OPAS to show many ‘things’ (the items in the grid) all linked to one ‘thing’ (the main record shown in the blue title bar). In the example used here, the Program grid stores the many compositions performed on one concert.

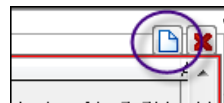
Add items to a grid by clicking the **Add New** icon  located at the top right of that grid. In most cases, OPAS will display a list of logical or applicable items to fill that grid (see the related OPAS how-to guides). Examples of this procedure include adding works to a program, adding solo instruments to a composition or adding an address group to an entry in the [Address Book](#).



In some cases, however, the items you need to add to the grid are not part of any logical pre-defined list *and* can require comprehensive details. In these cases you don't **select** an item to be placed into the grid; you **create** it – in effect filling the grid with an entirely new database record.

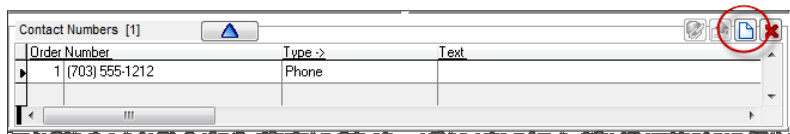


Add an item from a pre-defined list to the grid




Create a brand new item in the grid

Often this is a simple entry such as entering phone numbers in the [Address Book](#) and movements in the [Works](#) area. There is no logical comprehensive list of phone numbers or email addresses, so to create an entry in the **Contact Numbers** grid, you click the **New** icon and enter the number directly:

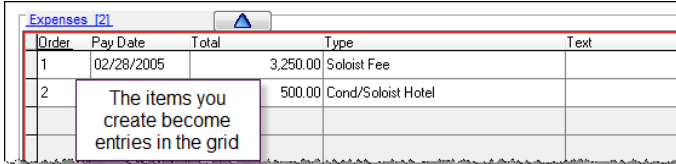


Sometimes these direct entries are more complex. This happens most often with [Expenses](#) and [Checklist](#) items. When adding expenses to an artist contract, concert, score rental contract, musician service or anything else, you do not fill the Expenses grid from a list of fixed pre-defined costs; rather you are create an entirely new expense record (item) that is connected to the main record. Similarly, with **checklist** items, you often require more information, notes and other database links, so selecting something from a pre-defined list is not practical.

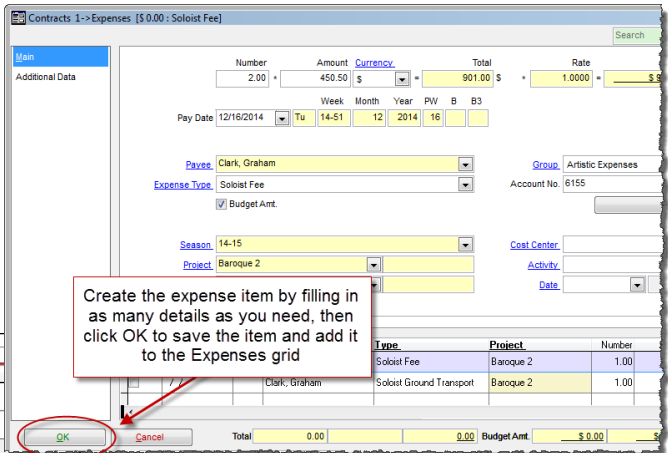
Using the Expenses grid of the **Contracts** area as an example, click the New icon  at the top right of the grid to create a new expense item.

Because a pre-defined list of possible expenses is illogical, OPAS opens the standard **screen** on which expenses are created. From here, you simply fill in the desired information, including as much detail as is appropriate.

When finished, click the green **OK** button in the lower left-hand corner of the screen. OPAS will save this item and return to the grid.



Order	Pay Date	Total	Type	Text
1	02/28/2005	3,250.00	Soloist Fee	
2		500.00	Cond/Soloist Hotel	



Contracts 1->Expenses: \$0.00: Soloist Fee

Number: 2.00 Amount: 450.50 Currency: \$ Total: 901.00 Rate: 1.0000

Pay Date: 12/16/2014 Week: 14-51 Month: 12 Year: 2014 PW: B B3

Payee: Clark, Graham Expense Type: Soloist Fee Budget Amt.

Season: 14-15 Project: Baroque 2

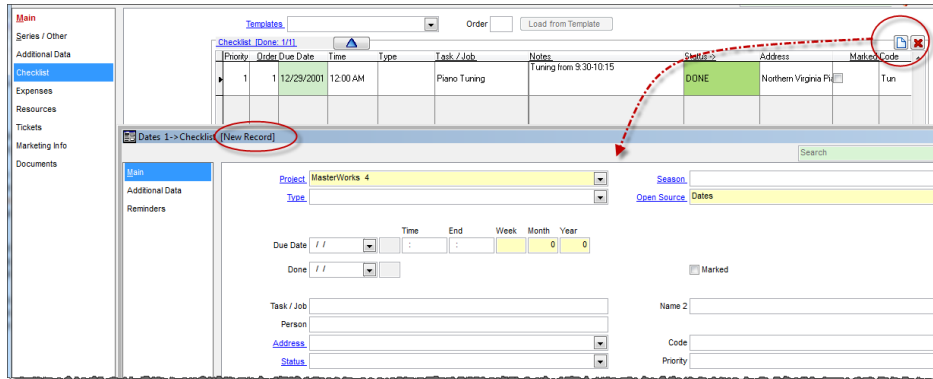
Group: Artistic Expenses Account No: 6155

Cost Center: Activity: Date:

OK Cancel Total: 0.00 Budget Amt: \$0.00

Similarly, when adding items to the **Checklist** screen in any program area, selecting items from a pre-defined is not logical.

While you can fill the grid with a pre-defined template, each item in a **Checklist** grid, by definition, contains unique information.



Checklist [Done: 1/11]

Priority	Order	Due Date	Time	Type	Task / Job	Notes	Done	Address	Mailing Code
	1	12/29/2001	12:00 AM		Piano Tuning	Tuning from 9:30-10:15		Northern Virginia Pl	Tun


Project: MasterWorks 4 Season: Open Source Dates

Due Date: / / Time: End: Week: Month: Year: 0

Done: / /

Task / Job: Person: Name 2: Code: Priority:

Address: Status:

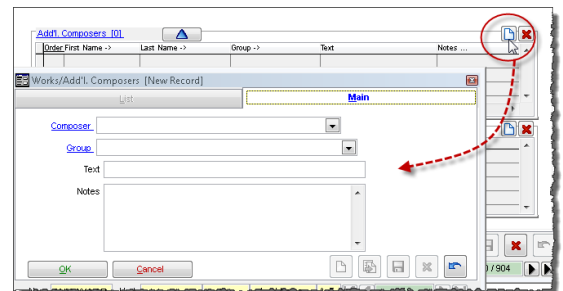
Therefore, clicking the New icon , displays the **Main** screen on which checklist items are created.

This screen is filled out with the required information and this then becomes the contents of the grid.

Other examples

Additional Composers

Similarly, lining additional composers to compositions in the Works area requires a small screen to be filled in.:

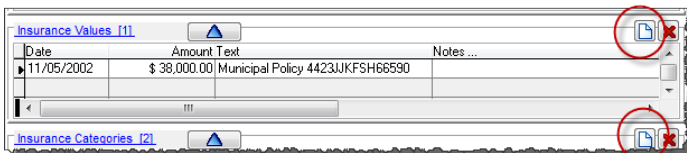


Works/Add'l. Composers [New Record]

Composer: Group: Text: Notes:

OK Cancel

Musician Instruments



Date	Amount	Text	Notes...
11/05/2002	\$ 38,000.00	Municipal Policy 4423JKFSH66590	

Filling the grids for repair, insurance and appraisal information associated with instruments and orchestra inventory is done on separate screens. Clicking the New icon at the top right of each grid opens those screens.