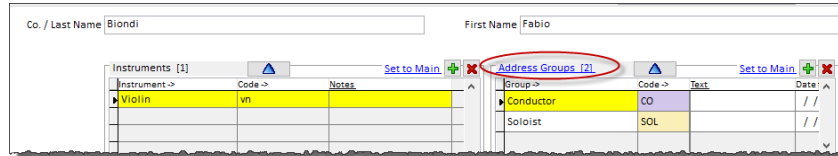


## Address Groups and System Groups

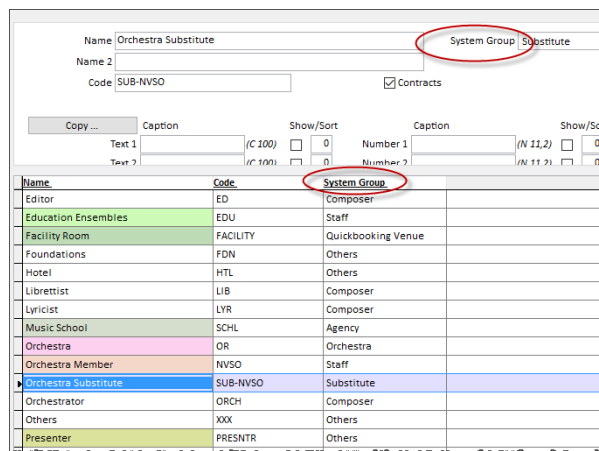
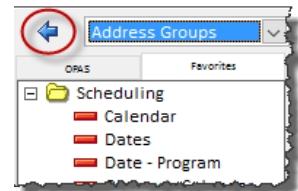
Entries in the OPAS **Address Book** must belong to at least one **Address Group**. The Address Group tells OPAS what this person or company does, and where it should appear throughout the software.



Your organization can have as many different Address Groups as you require. Each Address Group in turn belongs to a **SYSTEM GROUP**. System Groups are fixed in OPAS, and it is important that your Address Groups are properly configured with the appropriate System Group. Use this table as general guide and feel free to contact Technical Support for additional help.

When creating or editing Address Groups...

The **Address Groups** area can be opened via the small drop-down at the upper right-hand corner of the OPAS application (just above the **Favorites** menu)



In the **List Pane** at the bottom of the screen, you will see the **System Group** associated with each **Address Group**

When creating an **Address Group** for these types of **Address Book** entries...

... use this **System Group**

Artist Managers, Publishing Agents

**Agency**

Banks, Financial Institutions

**Bank**

Choirs that perform as the primary ensemble (i.e. not as part of an orchestral work)

**Choir**

Composers, Arrangers, Lyricists, Transcribers, Orchestrators, etc.

**Composer**

Conductors, Directors, Cover Conductors, Choral Directors	<b>Conductor</b>
Insurance agencies (used in Musician Instrument and Resource areas)	<b>Insurance</b>
Concert venues, meeting spaces, rehearsal spaces, schools, hotels, etc.	<b>Location</b>
Orchestras, Ensembles that perform as the primary group (i.e. <i>not</i> as part of an orchestral work)	<b>Orchestra</b>
Music Publishers	<b>Publisher</b>
Anyone who would check out a score in the Library or Rental Contracts area	<b>Requester</b>
Soloists, Choirs that perform on orchestral works, Ensembles (such as trios) that perform on orchestral works	<b>Soloist</b>
Members of your orchestra – primary salaried or contracted per-service players; administrative staff members	<b>Staff</b>
Substitute and Extra orchestra musicians	<b>Substitute</b>
All other entries	<b>Others</b>