

## Activating / Locking Projects and Activities

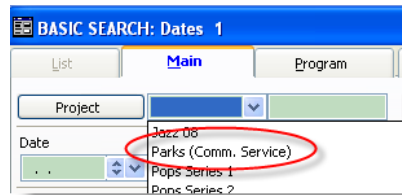
### Activating / De-Activating Projects

Projects can be marked as **Active** or **Inactive**. Inactive Projects remain in the database, but are not shown when creating new activities. Inactive Projects are primarily those of an historical nature and not part of current programming. Inactive Projects *will* appear when in the search mode.

Name	Code	Account
Jazz 08	JAZZ 8	
Parks (Comm. Service)	PARK	CS0099
Pops Series 1	POPS 01	PS0096
Pops Series 2	POPS 02	PS0096

*"Inactive" Projects (such as the Parks Project in this example...*

*... appear when executing searches...*

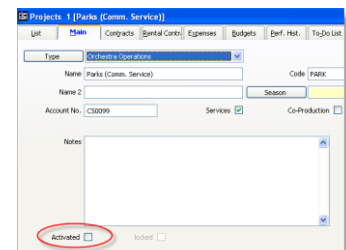


*...but not when creating new activities.*



To make a Project inactive...

1. Open the **Projects** area
2. If necessary, perform a basic search for the Project
3. Go to the **Main** screen for the Project in question
4. Un-Check the **Activated** box




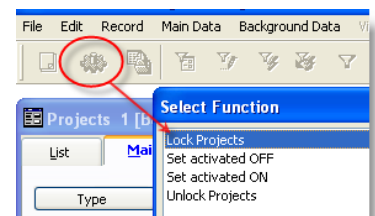
(NOTE: The concept of Active/Inactive entries extends to the Address Book and Works area of OPAS. Contact Technical Support if you have any questions)

### Locking / Unlocking Projects

Projects can also be **Locked**. When a Project is locked, all data - Activities, Contracts, Personnel Records, Rental scores, Expenses - associated with that Project are locked against accidental or intentional deletion or editing.

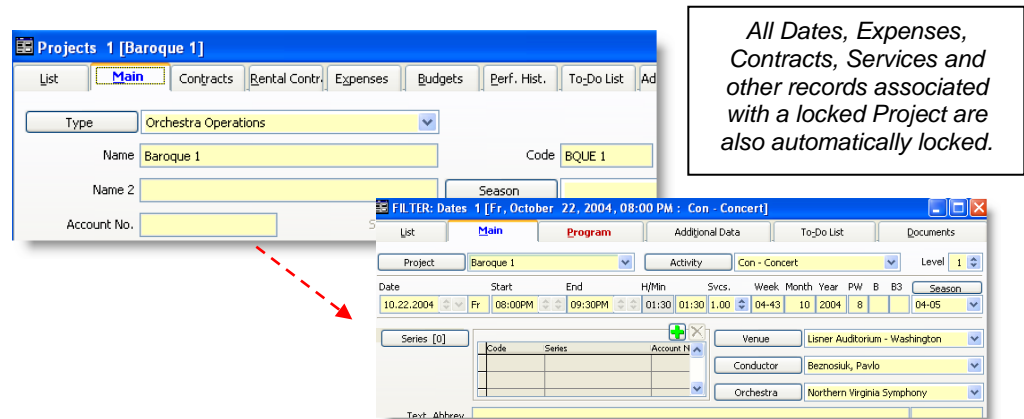
To Lock a Project

1. Open the **Projects** area
2. If necessary, perform a basic search for the Project
3. Go to the **Main** screen
4. Click the **Function** icon 
5. Select **Lock Project** and click the Start Function button
6. Confirm the number of Projects to be locked.



When a Project is locked, all fields are shown as 'un-editable'. In addition, all

associated areas of OPAS are also Locked and cannot be changed or deleted, regardless of the date of the activity:



To delete or edit information related to a locked Project, you must first **unlock** the Project by following the steps above, substituting the Unlock function in step 5.