

Enabling / Configuring Reports

Report menus in every OPAS program area are linked to your user profile. Reports are enabled or disabled and can appear in any order you want.

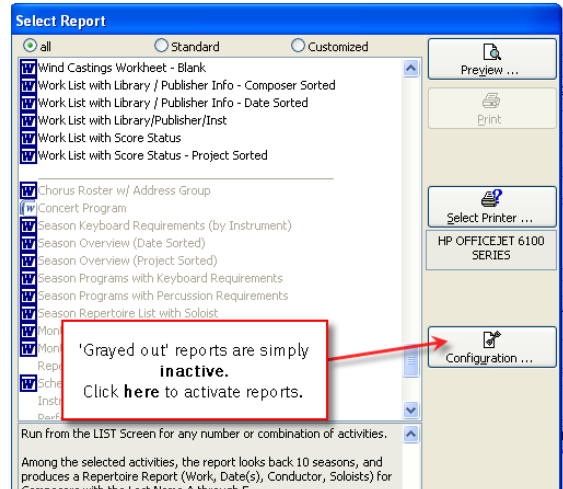
Enable / Activate a report

If a report is 'grayed out' in the list, it is part of OPAS, but just disabled for your OPAS profile. To enable the report, just click the big **Configuration** button at the right side of the report menu.

Order	Report Name	enabled
156	Work List with Score Status	<input checked="" type="checkbox"/>
157	Work List with Score Status - Project Sorted	<input checked="" type="checkbox"/>
158	Chorus Roster w/ Address Group	<input type="checkbox"/>
159	Concert Program	<input type="checkbox"/>
160	Season Keyboard Requirements (by Instrument)	<input checked="" type="checkbox"/>
161	Season Overview (Date Sorted)	<input type="checkbox"/>
162	Season Overview (Project Sorted)	<input type="checkbox"/>
163	Season Programs with Keyboard Requirements	<input type="checkbox"/>

Orders the report in your menu

Enables or Activates the report in your menu



Find the report you wish to activate and tick the box in the **Enable** column. Click the green **OK** and the report will now be available or enabled in your report menu.

Note: while activating the report, you may want to also order it so that it appears in the desired location in your report menu. See "Re-Order reports" below for instructions.

Disable / De-Activate a report

To disable a report you don't use, just reverse the process above. Click the large **Configuration** button and un-check the box in the **Enable** column. This doesn't remove the report from OPAS – it is still there for other OPAS users – it just becomes disabled for *your* profile.

Re-Order reports

In addition to enabling and disabling reports, you can dictate the order in which they appear on the menu (again, for your OPAS profile only). Reports that you use often should be given a low number so they appear at the top of the list.

Order	Report Name
156	Work List with Score Status
157	Work List with Score Status - Project Sorted
158	Chorus Roster w/ Address Group
159	Concert Program
42	Season Keyboard Requirements (by Instrument)
161	Season Overview (Date Sorted)
162	Season Overview (Project Sorted)
163	Season Programs with Keyboard Requirements

Swipe your mouse and type the new number

Re-order reports by clicking the big **Configuration** button, highlight the order number, type the new number and press the **TAB** or **Enter** key on your keyboard. OPAS will assign that new number and re-sort the other reports so they fall in to place.

When not numbered, reports will sort in alphabetical order.