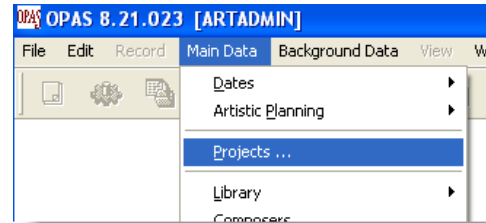


Creating a New Project

Open the Projects area

Open the OPAS **Projects** area by either clicking the Projects button on your OPAS toolbar, or by selecting the **Main Data | Projects** menu item.



Click the New icon and fill in the appropriate information

The **Projects** area may open to the 'Green Screen' or the **List** screen, depending upon how many Projects you have in the database. Regardless, click the **New** icon at the lower right of the screen (or press the CTRL+n keys on your keyboard).

Fill in the appropriate information for the new Project:

1. **Type** (optional) – the Project Type is used to help organize and collate Projects. Types are the broad categories into which your organization's operations fall, for example "Core Orchestra Operations", "Education and Outreach", "Administrative" etc.
2. **Name** – the Name of the Project as it will appear on all OPAS screens and in reports
3. **Code** – the Short-hand Code of the Project as it will appear on OPAS screens (the Artistic Planning area uses the Project Code exclusively) and in reports.
4. **Name 2** – an optional name used in report printing
5. **Account No** – your organization's general ledger or chart of accounts number for this Project
6. **Services** – a check in this box indicates that activities joined to this Project are those which could have orchestra musicians assigned. Strictly speaking, the check box means "make activities belonging to this Project appear in the OPAS Personnel areas."
7. Select the **color** that will accompany the Project on all OPAS screens.
8. **Notes**

Click the **Save** button in the lower right-hand corner (or press the CTRL+s keys on your keyboard) to save this Project for future use.

