

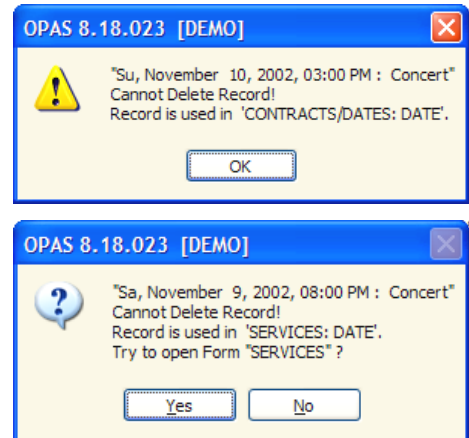
Deleting an activity when that activity is linked to Contracts and/or Musician Services

On occasion, you will need to delete an activity in OPAS, and will get either or both of these messages when attempting to do so:

Both messages refer to the same issue. The activity you are trying to delete is either referenced in a soloist or guest conductor contract (this is the top message) or is linked to a musician service (this is the bottom message).




In either case you can't delete the activity itself until the reference to the activity is removed in those two areas. Once the Contracts, Services, and Substitute Contracts area(s) are free of that activity, you can remove it in either the Dates area or Artistic Planning area.

There are two fundamental ways to break these links so you can delete the Activity:



Manually Remove the Activity and Delete the Services

Using this method, you would:

- Open the **Contracts** area of OPAS.
- Find the contracts(s) that reference the Project and Season
- On the **Main Screen** of each contract, click the Delete  icon at the top right of the **Dates** grid for any activity you wish to permanently remove
- Repeat that process in the **Substitute Contracts** area (in the event you have contracted subs to play for that activity)
- Open the **Services** area of OPAS
- At the "Green Screen" enter the Date of the activity in question (enter the date on the far left, just as you would in the Dates area), and press F8 or click the funnel icon
- This will bring up all services for that activity – note that if you have two services on the date in question, you may need to further filter down to get just those that pertain to the activity you wish to delete.
- On the **List** screen with all the service records showing, **right-click**  the Delete icon  in the lower right corner of the screen. Select "Delete Filtered Records" and click Yes at the prompt
- After it deletes all the service records, OPAS will ask if you wish to add a new record. Click No.

You should now be able to return to the **Dates** area and delete the activity in question

Advantages:

- Slow and Steady – you see each record as you delete it to ensure you're not deleting any critical information

Disadvantages:

- The primary disadvantage is that the person who wishes to delete the activity may not have the necessary permission in the **Contracts**, **Services** and/or **Substitute Contracts** area. This means that the


deletion(s) may have to be done by several staff members in several different departments which is inefficient and introduces a greater possibility of error

- Since the **Services** area is used, each activity to be deleted can have over 100 records to delete which can be time-consuming and annoying.

Automatically delete the Activity and all associated records

Using this method, you would:

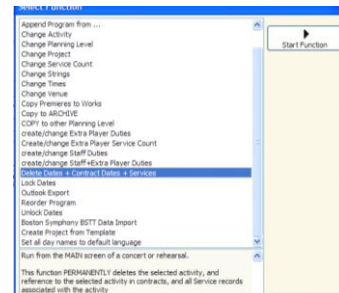
- Pull up the activity to be deleted in the **Dates** area of OPAS

- From the **Main** screen for that activity, click the **Function** icon 
- From the list of available functions, choose “Delete Dates + Contract Dates + Services” and click the **Start Function** button in the upper right-hand corner
- OPAS will display the dialog box shown here. **Important!** Make sure that the number of records indicated



(there is only “1 Records” in our example at the left) is the number of activities you wish to delete! If you mistakenly run this function from the **List** screen and have dozens or hundreds of records showing, you will permanently delete those dozens or hundreds of records.

- Click **Yes** at the prompt above. OPAS will automatically delete all the associated references in the Contracts area (it won't delete the whole contract, just the reference to this activity), delete the related services and then delete the activity itself.



Advantages:

- Saves the hassle of individually deleting all the records; the software finds all the relationships and deletes them

Disadvantages:

- Since it happens ‘within’ the program, you never get to see the items that are being deleted

Important Notes about the Function:

1. If you have Expenses linked to the Musician Service records, those Expenses are also deleted.
2. It is probably clear by now that this is a very powerful function! If you wish to shut off the function to most OPAS users:
 - Log in to OPAS as the System Administrator (or someone with Sys Admin rights)
 - Go to the **System > User Rights > Users** menu item along the top of the OPAS screen.
 - For each OPAS user or user group, select the Dates area and function folder.
 - Find the row that says “Dates: Delete Dates + Contract Dates + Services” and make the Read box red by clicking it one time. Save.
 - Repeat for other OPAS users as necessary.