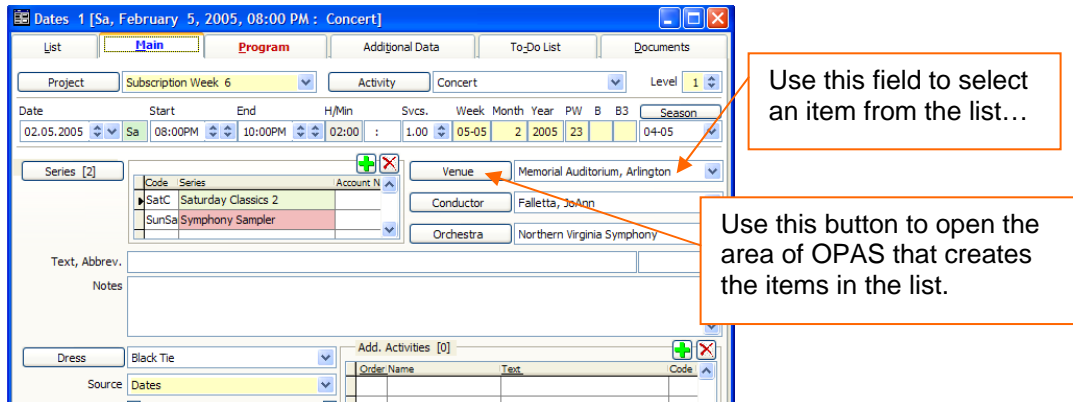


Drop-Down field labels and Linked Data

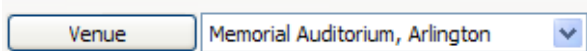
Drop-down lists are used extensively in OPAS to link any single item in the database to any other single item in the database.

OPAS gives you the ability to see information 'behind' any linked item through the use of the **drop-down field label**. Each drop-down field has a label that indicates the contents of the field. In almost every instance, this label is to the **left** of the field. Where space does not permit, the label is **above** the field.

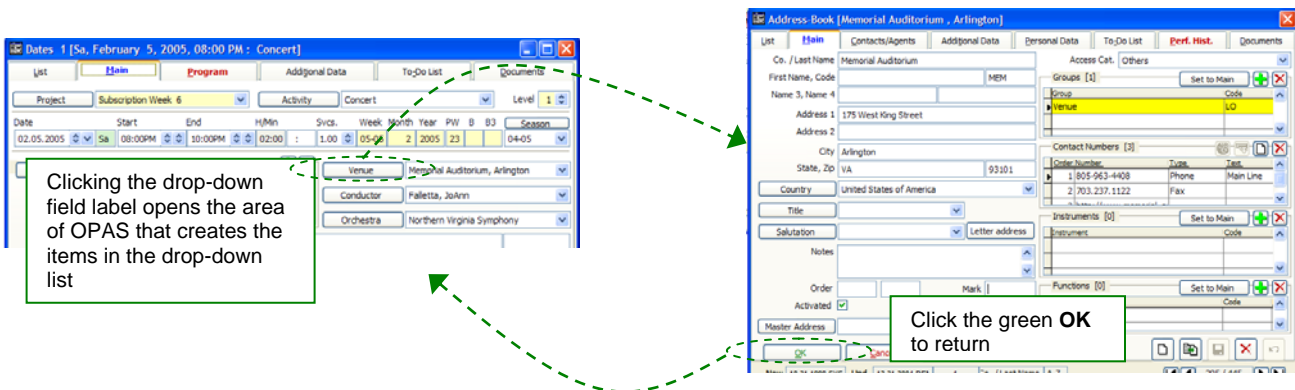


The **label** for the drop-down field is in almost every instance **actually a button**. This button will **link** you to the **area of OPAS that creates** the items in the drop-down list.

Using the venue drop-down field in the **Dates** area as an example...



A **venue** is linked to an activity. That venue is stored in the **Address Book** and has its own set of information such as an address, phone numbers, staff, etc. The **button that labels the venue** drop-down field **links** to all that information – if the button is clicked, OPAS opens the **Address Book** and loads the information for the venue. Once the **Address Book** is opened, you can view information, add or enter information (provided your OPAS permission allows this), and even print reports. Then click the green **OK** button to return to the **Dates** area.



Example 2 – Works area of OPAS

In working with drop-down fields in OPAS, the most important thing to remember is that **this selects** the item for the drop-down field.

Clicking this does *not* select the item – **this opens** the area of OPAS that creates and stores the item.

The screenshot shows the OPAS 'Works' area for 'Tchaikovsky Piotr Ilyich: SYMPHONY NO. 6 IN B MINOR, OP.74 (PATHÉTIQUE)'. The interface includes tabs for 'List', 'Main', 'Instrumentation', 'Additional Data', 'Publications/Library', 'Perf. Hist.', and 'To-Do Li'. The 'Composer' field is set to 'Tchaikovsky, Piotr Ilyich'. The 'Title' is 'SYMPHONY NO. 6 IN B MINOR, OP.74 (PATHÉTIQUE)'. The 'Print Title' is 'Symphony No. 6 in B minor, Opus 74, "Pathétique"'. The 'Alt. Title' is 'Sym. No. 6'. The 'Genre' is 'Symphony' and the 'Style' is 'Russian'. The 'Key' is 'B MINOR' and the 'Duration' is '00:44:55'. The 'Movements' section contains a table with 4 movements:

Order	Mvt. Name / Tempo	Duration	Composer
1	I. Adagio - Allegro non troppo	00:18:10	
2	II. Allegro con grazia	00:07:45	
3	III. Allegro molto vivace	00:09:05	
4	IV. Finale: Adagio lamentoso	00:09:55	