

USING GRIDS IN OPAS

OPAS employs grids extensively throughout the program. Grids are used whenever OPAS shows the relationship between one thing and many things. For example:

- a concert has many works on its program
- a work has many movements
- a musician has several phone numbers
- a soloists' itinerary has many entries, etc.

You will find grids of varying sizes throughout OPAS.

The left screenshot shows the 'Program' grid for a concert. The title bar reads 'Dates 1 [Sa, April 3, 2004, 08:00 PM : Concert]'. The grid lists works with columns for Order, Composer, Arrangement, Print Title, and Duration. The first row is Vivaldi, Antonio, Concerto in D major for Two Violins and Orchestra, R. 512, 00:10:00. Below the grid is a 'Soloists' section with a table listing Jaime Laredo and Barnabás Kelemen.

The right screenshot shows the 'Main' screen for an entry in the Address Book. The title bar reads 'Martin, Alexandria]. The grid lists contact numbers with columns for Order Number, Type, and Text. The first row is 1 martin_a@aol.com, EMail. Below the grid is an 'Instruments' section with a table listing a Viola.

Regardless of the position or size of a grid, the grid represents the items that make up the 'many' and the main record represents the 'one'. The 'one' or main record will always be in the blue title bar at the top of the window.

The left screenshot shows the 'Main' screen for a composition. The title bar reads 'Works 1 [Bartók Béla: CONCERTO, VIOLIN AND ORCHESTRA, NO. 1]'. The main area shows fields for Composer, Title, Print Title, and Arrangement. Below is a 'Movements' grid with columns for Order, Mvt. Name / Tempo, and Duration. The first row is I. Andante sostenuto, 00:09.

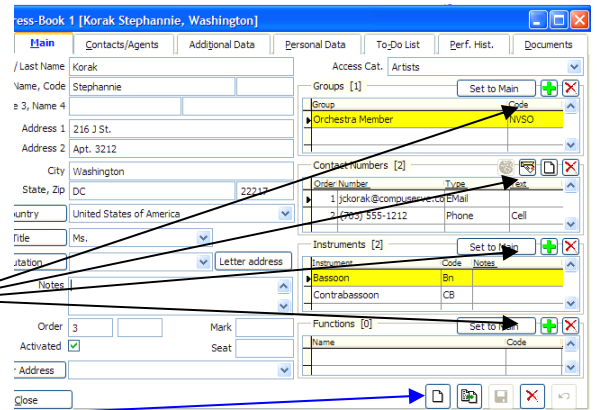
The right screenshot shows the 'Main' screen for an expense combination. The title bar reads 'Expense Combination 1 [Subscription Week 8 Sub Week 8 - Production]'. The main area shows fields for Season, Project, Title, and Date. Below is an 'Expenses' grid with columns for Order, Total, Type, and Duration. The first row is \$ 75.00 Piano Tuning.

Adding an item to a grid

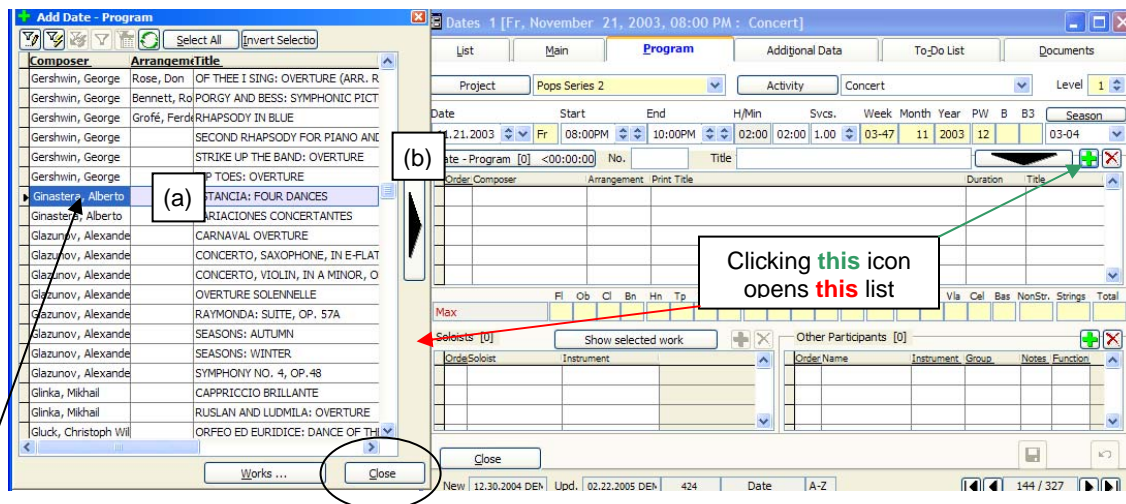
[1] Items are added to virtually every grid in OPAS by clicking the green '+' at the top right of that grid. Remember that these icons are separate from the icons at the bottom of the screen – the icons at the bottom of the screen are used for the main musician record.

These icons control items in the grid

These icons control the main musician record



[2] When you click the green '+' icon, OPAS displays a list (which is actually itself a grid) that contains all the logical options for that grid. For example when you are adding works to a program, OPAS will show you a list of compositions, not venues.



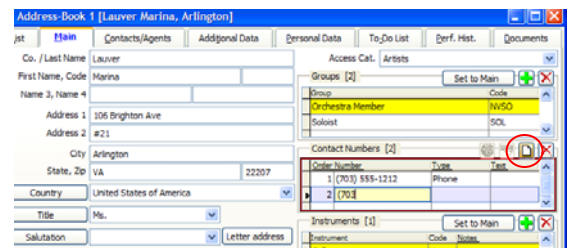
Select the item from the list that you wish to add to the grid by clicking on it. Then either....

- Double-click the **item** that you have selected
- Click the **large arrow** pointing to the grid
- Press the enter key on your keyboard

...and the item will be added to the grid. If there are other items to be added to the grid, simply select them in the list and repeat the process.

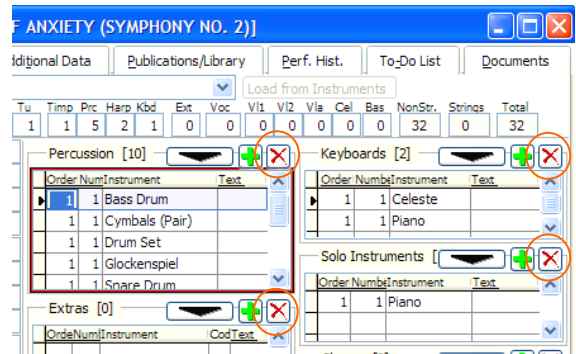
[3] When you are finished, either click the **Close** button or press the **Esc** key on your keyboard to close the list.

In some cases, a pre-existing or set list of logical options for the grid may not exist. The primary examples of this are phone numbers assigned to entries in the OPAS Address Book, and movements assigned to compositions. In these cases, OPAS replaces the green '+' with a **miniature white 'New' icon**. Simply click this icon and OPAS will automatically add a new row to the grid. You can then directly type information into the grid.



Removing an item from a grid

To remove any item in a grid, simply **select** its row within the grid - item will become highlighted – and then **click** the red “x” at the top right of the grid. OPAS will display a prompt and clicking **Yes** at the prompt will remove the item from the grid.

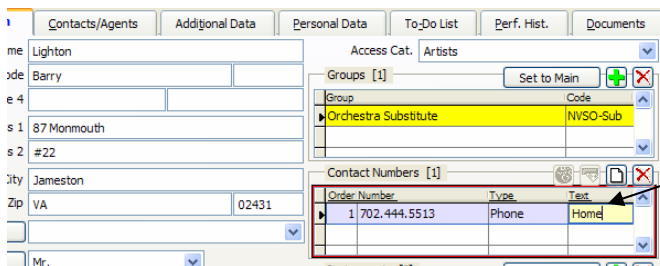


Entering or adding information directly in a grid

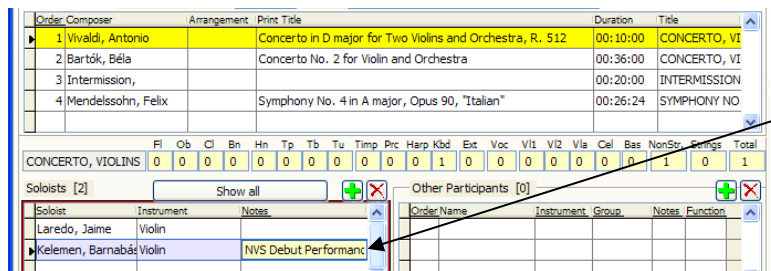
It is often possible to select or **directly type** information about *pre-existing* items directly in the grid itself. For example, in many grids, OPAS includes a **Text** or **Notes** field for each item. To enter text, simply click your mouse in the field and type.

Click the large **Save** icon in the lower right-hand corner of the screen, or press **CTRL+s** on your keyboard to save the text you enter.

Tip: if you double-click the field, it will often open in a separate, larger, window.

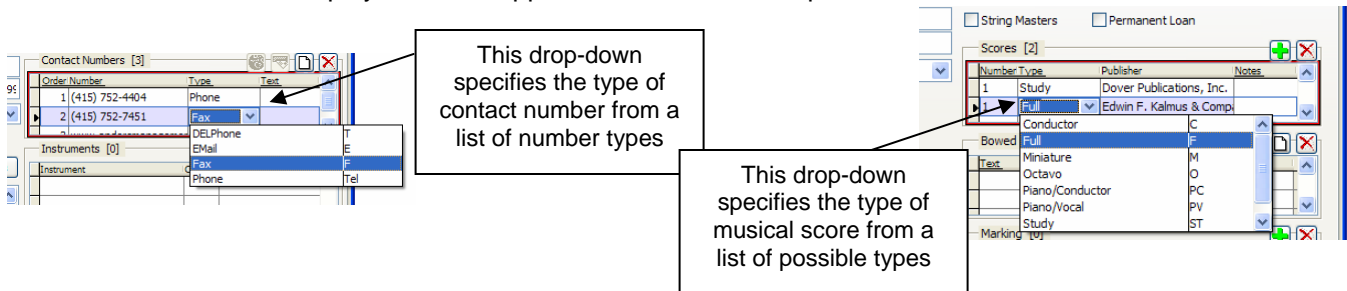


Once a phone number has been added to the grid, you can type directly in the **Text** field



Once a soloist has been added to any work on a program, you can type directly in the **Text** field

Some grids also contain **drop-down lists** for items within the grid. As with text, simply **click your mouse** on that field and OPAS will display the list of applicable items in the drop-down list



This drop-down specifies the type of contact number from a list of number types

This drop-down specifies the type of musical score from a list of possible types