


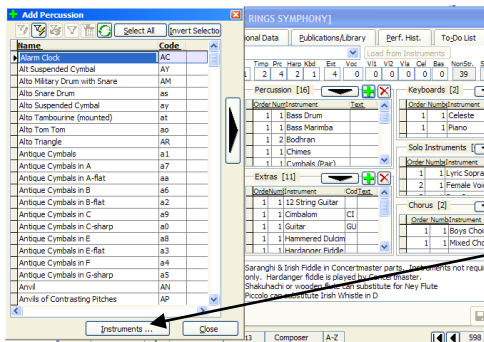
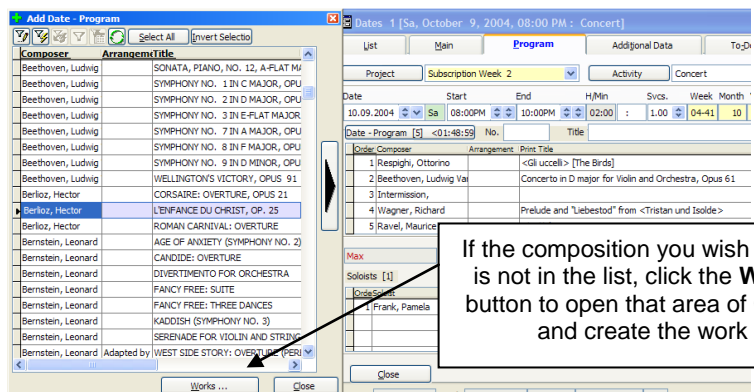
Using Grids in OPAS

Adding Items that aren't among the available choices

When you click the Add New icon  at the top right of a grid, OPAS displays a list of logical items that can be used to fill that grid. For example, if you are adding works to the program grid for a concert, OPAS will display a list of compositions and not venues.

On occasion the item you wish to add to the grid is not contained in the list. You can at this point create a new item simply by clicking the **associated button** at the **bottom** of the grid.

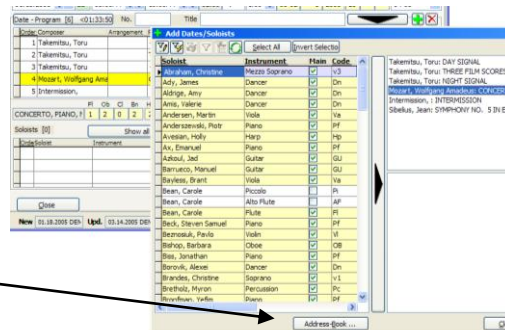
*Example:
Adding works to a concert program*



*Example
Adding percussion instruments to a composition*

If the instrument you wish to add is not in the list, click the **Instruments** button to open that area of OPAS and create the instrument

*Example:
Adding soloists to a work on a concert program*

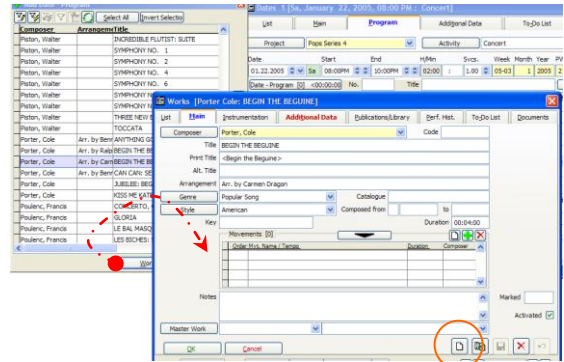


If the soloist you wish to add is not in the list, click the **Address Book** button to open that area of OPAS and create the artist

Click the associated Program Area button

Click the **associated button** at the bottom of the list, OPAS will open the program area where the items on the list are created and edited.

In the example here, a composition by Cole Porter was not in the list. Clicking the Works button opens the **Works** area of OPAS where it can be created.



⚠️ OPAS automatically loads whatever record in the list was selected or 'active'. This is because the software doesn't 'know' that the item you wanted wasn't originally in the list and therefore doesn't 'know' why you clicked that associated button (the **Works** area in the example above). It may be, for instance, that you simply wanted to check instrumentation, fix a typo, or take some other action. Therefore OPAS **does not** automatically create a new record.

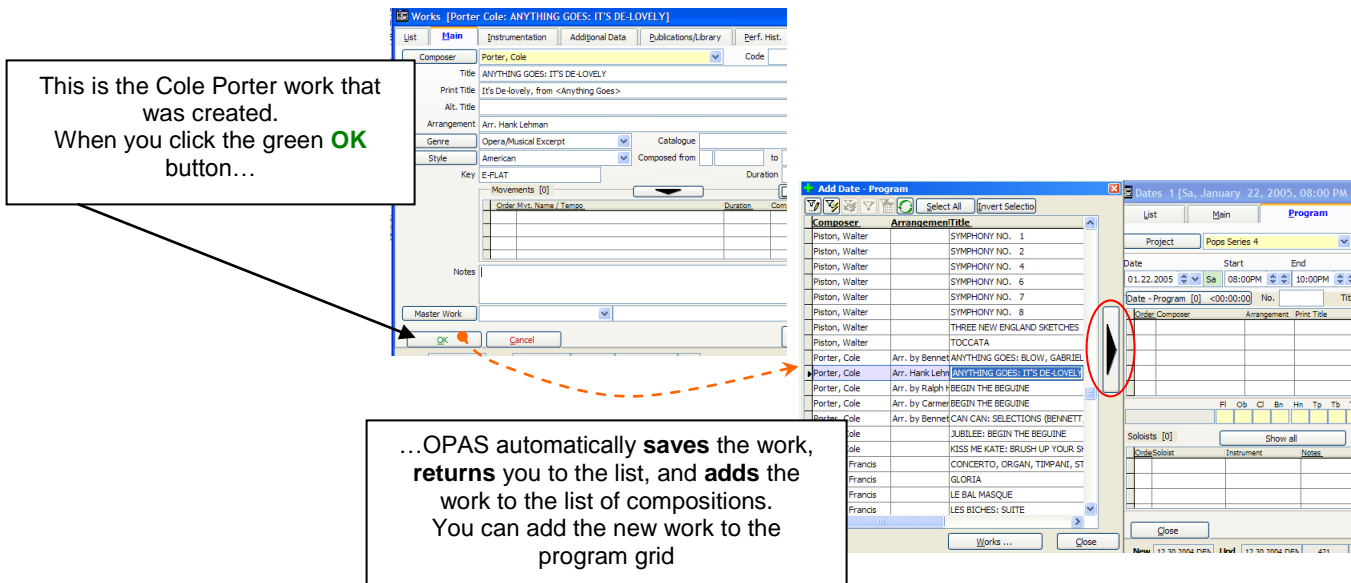
Click the **New** button

Click the **New icon** in the lower right of the screen (circled above), or press **CTRL+N** on your keyboard, and create the new item (composition, artist, instrument, expense type, etc).


⚠️ At this point, you must take OPAS security settings into account. For example, if you wish to add a composition to a concert and that composition is not in the list, you would click the Works button to open the **Works** area of OPAS and create the composition. OPAS will check, however, to see if you have the proper user rights to create compositions in the database. If you do not, you won't be able to create a new work.

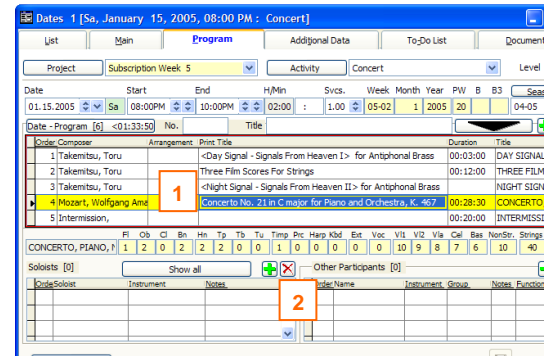
Click **OK** to save/return

When you are finished, click the **green OK** button in the lower left of the screen. OPAS will save the new record you created and return you to the original selection list. The item you just created will now be in the list and you can add it to the grid.

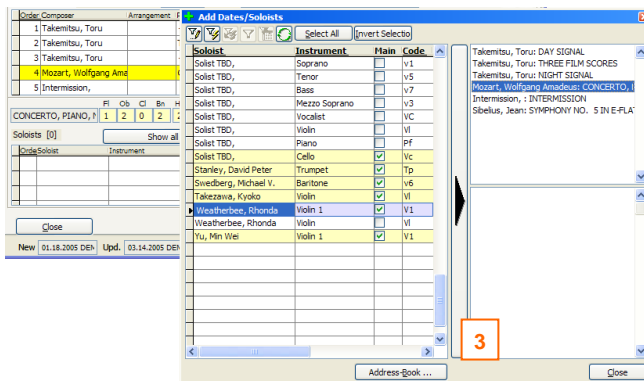


Additional Example Adding a soloist to a work on a program

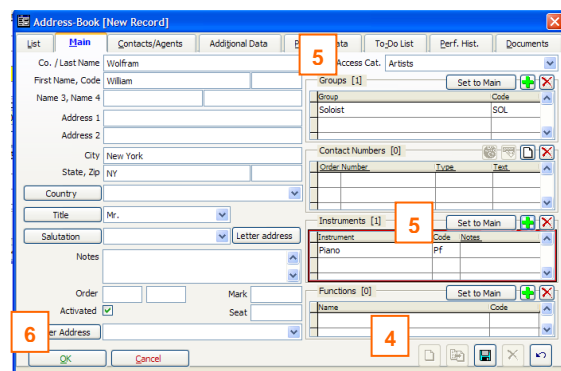
1. Select the work in the program to which the artist should be assigned
2. Click the Add New icon  at the top right of the Soloists grid



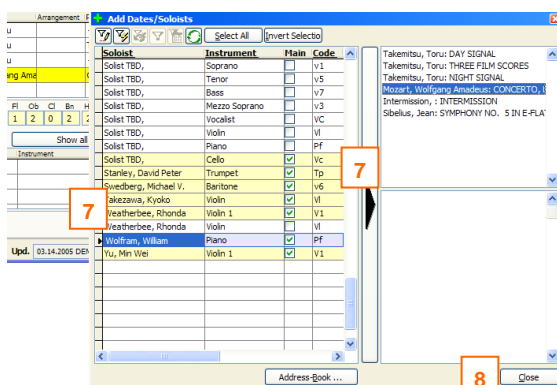
3. The "Add Soloists" list or sub-grid appears. The soloist you wish to add is not among those listed. Click the Address-Book button at the bottom of the list.



4. This opens the Address Book area of OPAS. Click the New icon at the bottom right of the screen (or press the CTRL+n keys on your keyboard). Remember that OPAS doesn't know that you entered the Address Book specifically to create a new record – you could have clicked that Address Book button to check a spelling, add an instrument, look up the agent, etc., so you must specifically tell the program you wish to create a new record.



5. Type in the information about the new soloist. Remember to assign the Access Category of **Artists**, the Address Group "**Soloist**" and indicate the **Instrument(s)** that he/she plays.
6. Click the green **OK** button to return



7. OPAS will automatically save the new soloist and add him/her to the list. Now just click the large **Add item** arrow to assign this new soloist to the work.
8. Click the **Close** button to return to the Program grid