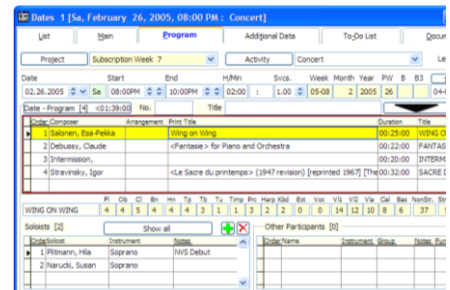



Using Grids in OPAS

Filling grids with items that do not come from a pre-defined list

Grids are used in OPAS to show 'many things' (the items in the grid) all linked to 'one thing' (the main record shown in the blue title bar). In the example shown here, the many compositions on this one concert are shown in the Program grid.




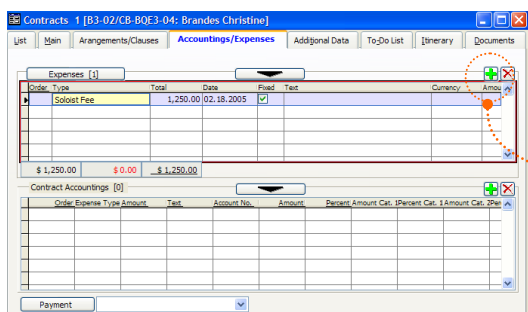
Add any item to a grid by clicking the Add New icon  located at the top right of that grid. In most cases, OPAS will display a list of logical or applicable items to fill that grid (this technique is covered in parts one and two of this series). Examples of this procedure include adding works to a program, or adding solo instruments to a composition or adding an address group to an entry in the [Address Book](#).

In some cases, however, the item you wish add to the grid would not logically be part of any pre-defined list and you instead fill the grid with an **entirely new record**. Therefore you don't **select** an item to be placed into the grid, you **create** it. This method also allows you to enter the detailed information these items often require.

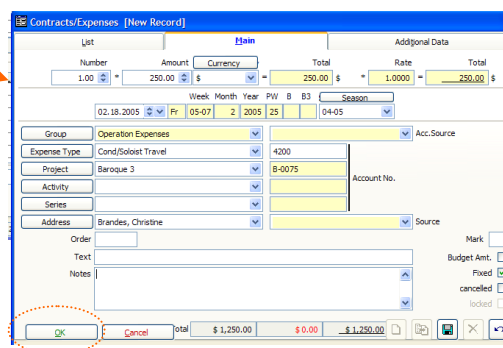
Two primary examples are the entering of **Expenses** and items on the **To-Do List** in OPAS. When adding expenses to an artist contract, score rental contract, musician service or anything else, you are not filling the expenses grid using a list of fixed pre-defined expenses; rather you are creating an entirely new expense record (item) that is connected to the main record. Similarly, with **checklist** or To-Do List items, you often fill in much information, notes and other database links, and selecting something from a pre-defined list is not practical.

The **procedure**, however, **is the same**. Using the Expenses grid of the [Contracts](#) area as an example, click the

Add New icon  to add an item to this grid




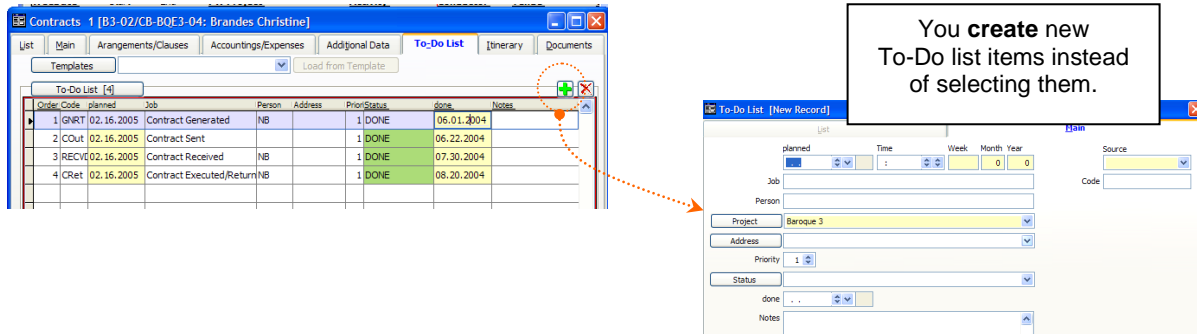
Instead of displaying a pre-defined list of expenses, OPAS opens the standard **screen** on which **expenses are created**. From here, you simply fill in the desired information on the screen.



When finished, click the green **OK** button in the lower left-hand corner of the screen.

OPAS will save this item and return to the grid.

Similarly, when filling in a **To-Do List screen**, selecting items from a pre-defined is not logical. While you can fill the grid with a pre-defined template, each item in the grid by definition contains unique information. Therefore, when clicking the Add New icon , OPAS displays the Main screen on which checklist items are created.



Another prominent example of this kind of grid activity is the **linking of Additional Composers** to a composition. While you *could* simply select a composer from a list of existing composers in the database, this method would not allow you to attach the proper level of detail.

So instead of the standard list of items from which you can select OPAS displays the screen shown below.

On this screen, you select:

1. The **Composer** from a drop-down list
2. *And* the **Group** or **Role** of the composer from a second drop-down list
3. Add any notes about the composer's role as orchestrator, lyricist, arranger, etc.
4. When finished, you still click the green **OK** button to save and return.

