

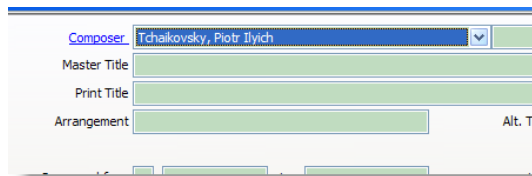
Top Changes in OPAS version 9

OPAS 9 has many changes and improvements intended to make the program easier to use and the interface more logical. Most alterations were made based upon clients' requests and suggestions.

Please feel free to contact OPAS Technical Support if you have any questions or would like more detail on any of these items

The **Enter** key will execute a search

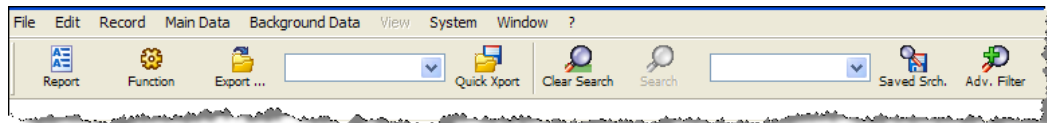
Press the Enter key on your keyboard to execute a Basic Search or "Green Screen" search.



The **Enter** key will now find all works by Tchaikovsky.
(This is in addition to the F8 key as in previous versions of OPAS)

Icons have changed

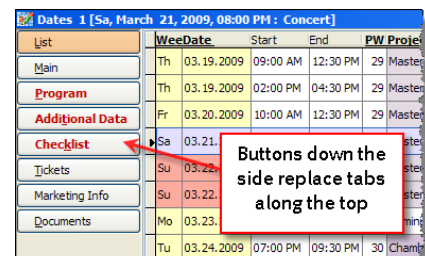
OPAS icons along the top of the application have changed. The icon pictures are more standard, have labels and are more logically grouped. See below for more information on customizing the toolbar.



Buttons are now buttons

Each OPAS program area is still divided into different screens – for example, the **Dates** area still has a **Main** screen, **Program** screen, etc. However you now access those screens via **buttons** on the left instead of **tabs** along the top.

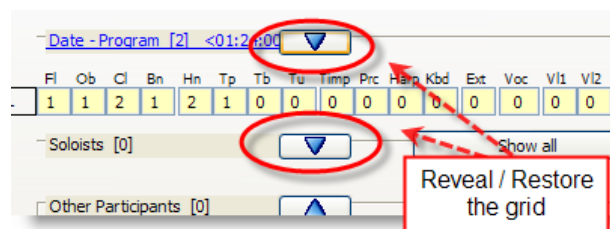
Background and system areas of OPAS use the original tab method.

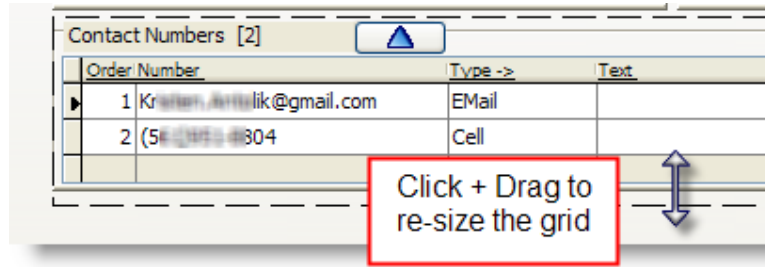


Grids can be resized and collapsed

All grids can be collapsed or, when open, set to any size.

If a grid seems to have disappeared, it's simply minimized or collapsed. Click the **"Show More"** icon to restore the grid.





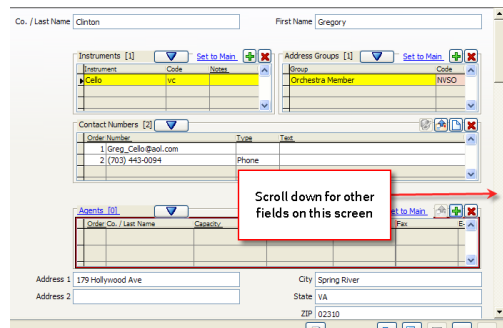
When open, grids can be dragged to any height you like. Click and drag the bottom border of the grid to expand it

OPAS remembers your settings and links them to your user name / password.

Screen layouts are different

Most screens have been rearranged to make them easier to read, to group similar data fields and to reduce screen clutter. While we anticipate the changes will be logical and self-explanatory, please feel free to contact OPAS Technical Support if you have any questions.

Screens can scroll



One feature of the new screen layouts is the ability to **scroll down** should a screen contain more information than will fit in its current dimensions.

Seldom-used fields or fields that are typically set once and rarely changed are typically tucked away in the bottom part of a screen.

Data links look like web links

All drop-down fields in OPAS still link to the program area in which that item is created or edited. To reduce screen clutter, these drop-down links have been redesigned to look more like Internet or web links.



The labels on the drop-down fields above still link to the Projects, Event Type, Venue, Conductor and Orchestra areas of OPAS, but the links are no longer buttons.

Terminology Changes

Many fields and even some program areas have name changes to reduce confusion and formally recognize the general names by which they have come to be known. Key changes are:

This...

Scheduling program area
To-Do List areas
Activities (background data)

... is/are now

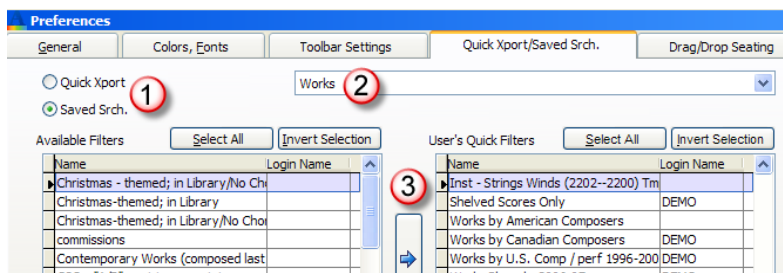
Calendar Days program area
Checklist
Event Types (to avoid confusion with actual rehearsal or concert activities)

Saved Searches and Exports are easier to manage

It is now much easier to add saved searches and saved exports to your OPAS user profile. Choose the **System > Edit Preferences** menu item and select the **Quick Xport / Saved Search** tab.

Then...

- [1] Choose either saved exports or saved searches
- [2] Choose the desired program area
- [3] Select the searches or exports in your OPAS system (the left side of the screen) and click the arrow to move them to your OPAS profile so they will appear in your own drop-down menus



New columns on the Address Book List screen

In addition to the existing Contact Number, a **Cell Phone** column and **Email** column have been added to the **List** screen in the **Address Book**.

Co. / Last Name	First Name	Group	Instrument	Contact Number	Cell Phone	Email	Address
Kirshner	Claudia	Orchestra Substitute	Cello	(703) 444-6547			79 Kemp
Kobler	Raymond		Violin 1	(703) 555-1212	(703) 555-3220	RayKob32@a	85 Ranc
Korak	Stephanie		Bassoon	(603) 555-1414	(703) 555-1212	jckorak@com	216 J St
Krensing	David	Soloist	Dancer	(215) 443-4421		dkrensing@hc	220 Loc
Kulb	Judith	Orchestra Member	English Horn	(703) 555-1212	(997) 555-1234	Rusell42@intr	435 Clar
Lackey	John	Soloist	Teno				
Lane	Andrew	Conductor					
Lang			Mezz				
Laredo			Violin				
Lewis	Alice	Orchestra Member	Soprano 2				
Lewis	Keith	Soloist	Tenor				

You will need to re-order the **List** screen to see these columns (they will be off to the far right when OPAS 9 first starts). Just click-and-drag them into place as you would in Excel.

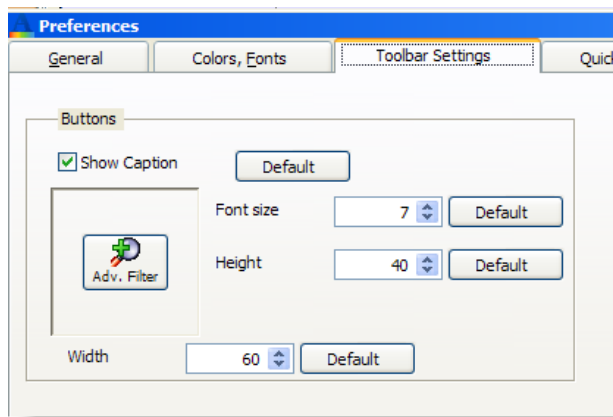
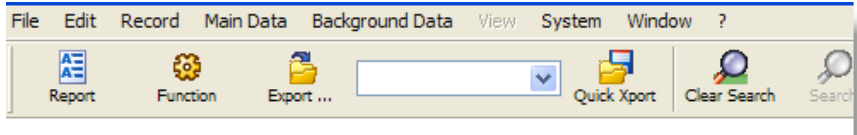
If you don't see the numbers on the List screen even though they are in the proper place in the Contact numbers grid, choose the **Background Data 1 > Phone Number Types** menu item and make sure the phone number types are properly configured.

Setting the Icon Bar

When you first start OPAS 9 you may need to **check and/or set the icon bar** that runs along the top of the application.

At least until you are comfortable with the new icon layout, you will probably want labels to appear under each icon. Since OPAS is run on so many different types of computers with so many different sizes of screens, there is no 'one size fits all' setting and you may need to adjust the icon bar.

If OPAS does **not** look like this when you start it ...



Then select the **System > Edit Preferences** menu item along the top of the screen and click the **Toolbar Settings** tab. Set the icons as shown at left

*These settings are recommended for most monitors.
You may need or want to reduce the width value to 55*