

## San Francisco Opera Exact Forms Plus Template Set-up

Step 1: Jarrod Bell (CIO) invited QBTools in the application **(Completed)**

Step 2: The information is going to be pulled from the **Contracts** table

Step 3: Data from the following fields on QuickBase should be pulled and should correspond with the following areas in the template:

- Whatever the value is in **Current Date** (Quickbase) should go where it says **«DATE»** in the template
- **ARTIST NAME : «ARTIST\_NAME»**
- **VOICE/POSITION : «VOICEPOSITION»**
- **SEASON : «SEASON»**
- **Casting - Sing/Cover : «SINGCOVER»**
- **New Performance Number 2.0 : «PERF\_NUM»**
- **ROLE : «ROLE»**
- **Casting - Production - Opera - Composer : «COMPOSER»**
- **TITLE : «TITLE»**
- **Casting - Production - Opera - Language : «LANGUAGE»**
- **Principal Compensation - Rate Type : «PPWKLY»**
- **FEE : «FEE»**
- **FLIGHTS : «FLIGHTS»**
- **ORIGIN : «ORIGIN»**
- **RETURN : «RETURN»**
- **CLASS : «CLASS»**
- **New Rehearsal Start 2.0 - «PERIOD\_START»**
- **New Performance End 2.0 - «PERIOD\_END»**
  
- **NOTE:** We would like all the data pulled to be bolded, with the data going in the **«SINGCOVER»** to be underlined as well