All About Actions
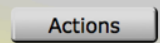
"The To Do List"

The Event Actions window lists a set of actions that need to be performed for the current event.

The actions to do are sorted chronologically with the earliest actions to do at the top. All of the actions that need to be performed for the current event are listed no matter what the date. The date is the earliest time that the action needs to be performed (according to the actions definition that you've created in preferences.)

Every event has a to do list (actions to be performed.) The list will only appear if one of four buttons are pressed:

Actions   Click the 'Actions' button on the Events form view layout. The Event Actions window will display without re-calculating action definitions. This means that there will be no search for new action definitions for the current event. This is done to save time because, in most cases, there will not be new definitions so there's no need to check every time that the actions window is opened.

Status ○ Booked ○ Pending ● No ○ Prospect

Every time that a status button is clicked, MBP will search for any new action definitions for that booking status.

This warning flag indicates that a new definition has been created for the current booking status. Click it to clear the warning and update the current event actions.
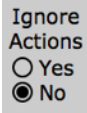
There are some events that you may not want to have an active list of actions, such as long past events, or repeating gigs like restaurant shows. Clicking 'Yes' opens the Event Actions window and marks the checkbox for every action. These checked-off actions will not appear in the pop-up reminders window. Clicking 'No' will not un-check actions. Manually un-check any actions that you want to be reminded of.

Use color coding for Event Actions

Red - Click the 'Priority Red' to mark high priority actions. Click 'Priority Black' to change it back.

Blue - Any changes to an action description will change it to blue to show that its been edited from the standard definition. The number of days may also be changed, and will be listed in blue.

[+] - Click the **+** button to add an action that is specific to the current event only. The new action will be listed in blue letters and there will be no booking status listed to demonstrate that it is an action unique to the current event.

The Relationship between Actions and Reminders

Each event has its own set of actions to do. But the reminders window displays actions to do for many events. Event Actions feeds the Reminders list. While the Event Actions window will display all actions to do at all times, the reminders window will only display actions that are due and haven't been checked off yet. Actions that are set to red or blue will display red or blue in the Reminders window.