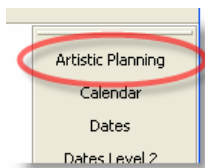
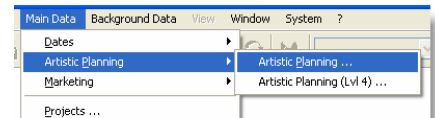


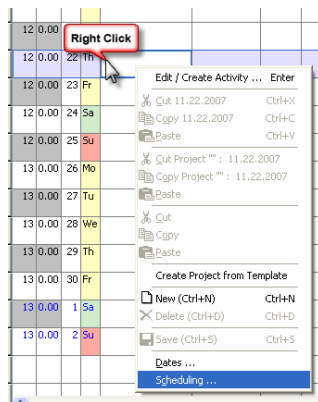
ARTISTIC PLANNING – OPERATION

The Artistic Planning area of OPAS presents a different interface or "window" on the Dates area combined with general calendar functionality. The Artistic Planning area is designed for efficient data entry and manipulation. You can also make general notes about artist availability and other important information alongside the Orchestra's schedule and program information. Everything you enter in the Artistic Planning area is immediately available in all other areas of OPAS.



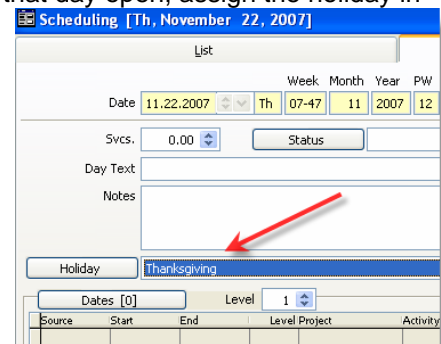
The Artistic Planning area can be found under the Main Data menu item, and can also be a button on your toolbar (click the Edit Toolbar button to add this program area to your personal toolbar).

Entering Holidays



A holiday is simply an attribute of any given calendar day. **Right-click** your mouse on any day and choose "Scheduling...".

When the details of that day open, assign the holiday in the drop-down, and click the green okay button to save and return.



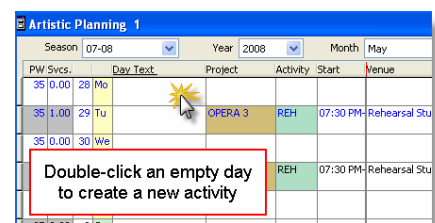
Back in the Artistic Planning area, the holiday will appear in its designated color (you can set and change holiday colors under edit | System Preferences).

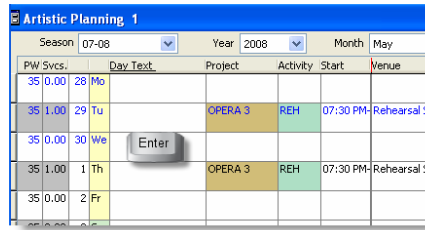
TIP: If the holiday you wish to assign isn't in the drop-down menu, click the **Holiday button** that labels the drop-down. In the Holidays program area, click the **NEW** icon and create the holiday.

Entering a Single Activity

Use any of the following methods to create a single activity:

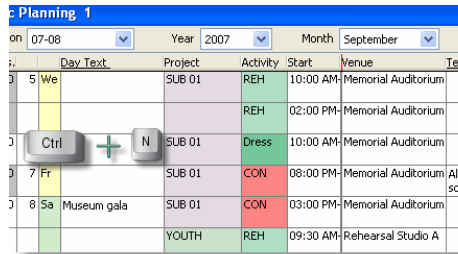
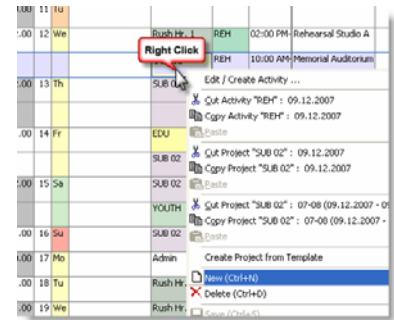
Double-click any *empty* day on the Artistic Planning screen





Select any *empty* day, and press the enter key on your keyboard.

Select any day, **right-click** your mouse, and choose **New**



Select any day, and press the **CTRL+n** keys on your keyboard

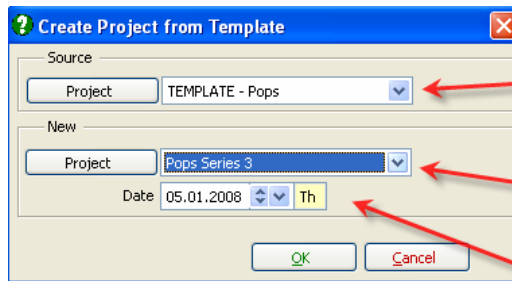
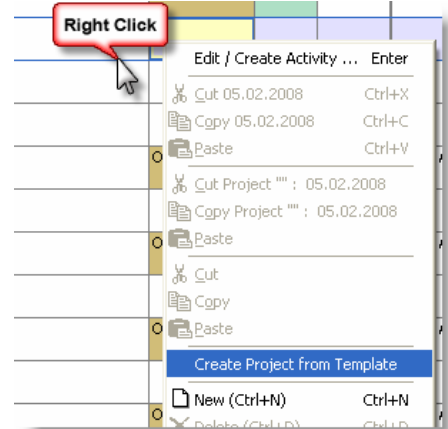
The entry screen for the Artistic Planning area is virtually identical to the Program screen in the Dates area. Fill in as much information as you wish, and click the green **OK** (lower left-hand corner) to save and return.

Entering an entire Project

Project **templates** make it quick and easy to drop in an entire set of rehearsals and concerts. Please refer to the Project template how-to guide, or contact OPAS technical support for more information on creating Projects templates.

To apply a Project template in the Artistic Planning area, **right** click your mouse on any day and choose "Create Project from Template":

At the next screen select the template and indicate the project is to become. The artistic planning module assumes you want the Project to begin on the selected date, but you can change this if necessary.



- Use this pattern or template ...
- ... to create this Project ...
- ... starting on this date.

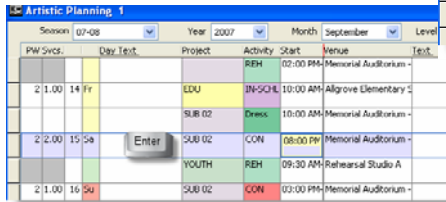
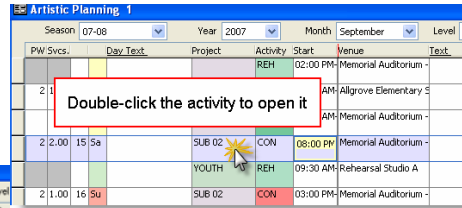
35	2.00	1	Th	OPERA 3	REH	07:30 PM	Rehearsal Studio A
				POPS 03	REH	02:00 PM	Memorial Auditorium
35	2.00	2	Fr	POPS 03	Dress	02:00 PM	Memorial Auditorium
					CON <td>08:00 PM</td> <td>Memorial Auditorium</td>	08:00 PM	Memorial Auditorium
35	1.00	3	Sa	POPS 03	CON	08:00 PM	Memorial Auditorium
35	1.00	4	Su	POPS 03	CON	03:00 PM	Memorial Auditorium
36	1.00	5	Mo	OPERA 3	SITZ	07:30 PM	Lisner Auditorium - V

Click **OK**, and the entire pattern of rehearsals and concerts will be put into the Artistic Planning module.

Editing Activities

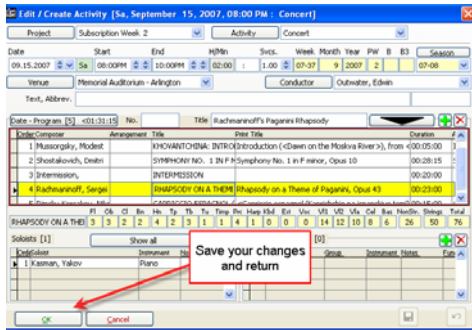
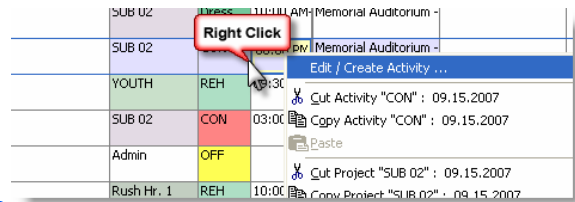
After any activity has been entered in the Artistic Planning area, use any of the following methods to open and edit it:

Double-click the entry



Selecting the entry (click at one time) and pressing the **Enter** key on your keyboard

Right-clicking the activity and choosing **Edit/Create Activity...**



These actions open the "Edit/Create Activity" screen which is very similar to the program screen in the Dates area.

Here you can add program and artist information. Click the green okay to save your changes and return.

You do not need to open the activity to add text or notes to it. These fields accept direct input, and you can just click your mouse and type directly into the Artistic Planning grid.

TIP: When entering program information in the Text of Notes field, you do not need to enter it on each service in a Project. It's often easier to enter all information on the First Performance in a Project set (as shown in the illustration above).

Year	2008	Month	May	Level	1
Project	Activity	Start	Venue	Text	Notes
POPS 03	REH	02:00 PM	Memorial Auditorium		
POPS 03	Dress	02:00 PM	Memorial Auditorium		
	CON	08:00 PM	Memorial Auditorium	Big Band Show	
POPS 03	CON	08:00 PM	Memorial Auditorium		
POPS 03	CON	03:00 PM	Memorial Auditorium		

Click and Type directly into these fields

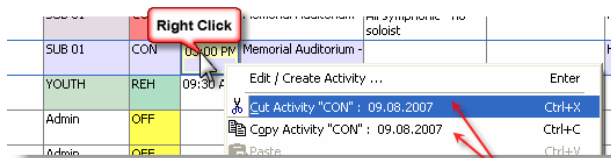
Remember to click the **Save** icon (lower part of the screen) or press CTRL+s on your keyboard to save any text you enter.

Moving, Copying and Pasting Activities

Right-clicking your mouse on any activity will bring up the context menu which allows you to cut/copy/paste a single activity, all activities within a given Project on a single day, or an entire set of activities within a Project.

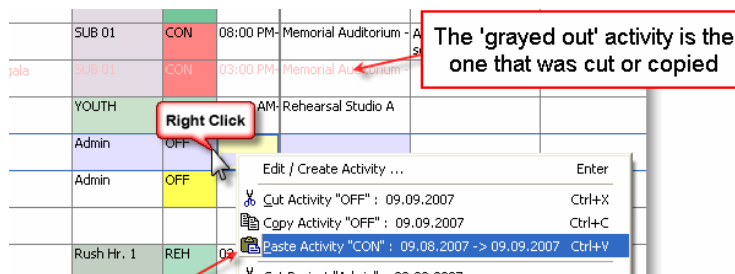
To cut/copy/paste a **single** activity

Right-click your mouse on the desired activity and choose either Cut or Copy **Activity**.



These two options will affect the **single activity** you selected

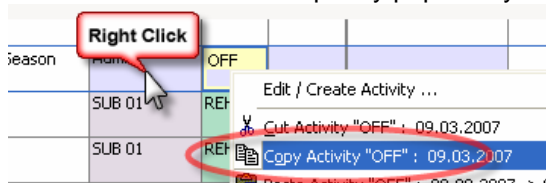
Then go to the desired new date for the activity, right click your mouse again, and this time choose Paste Activity. Note that the "target" date does not need to be empty; you can paste an activity on a day that already has concerts or rehearsals.



The 'grayed out' activity is the one that was cut or copied

This option *pastes* the single activity on the selected date. This has the effect of moving the concert from the 8th to the 9th

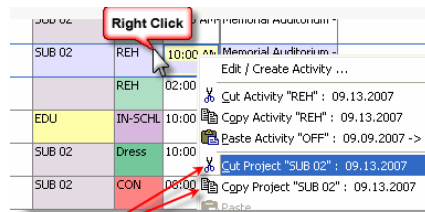
TIP: use this method to quickly populate your calendar with days off, vacation days, and other off repeating events. For example, copy this "Day Off" and paste it to each subsequent Monday.



To cut/copy/paste **all activities** on a single day

Right click your mouse on any activity and choose either Cut or Copy **Project**.

Then go to the desired new date for the activities, right click your mouse again, and this time choose Paste **Project**. All activities belonging to the Project (on that single day) will

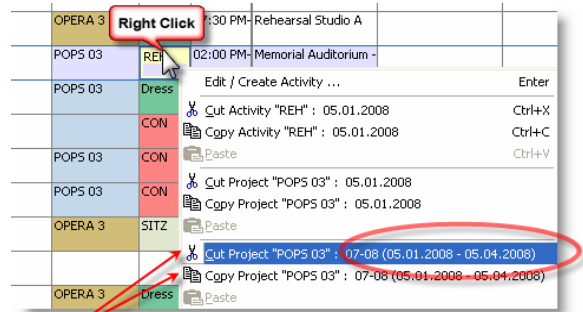


These two options will affect *all activities within the same Project* on this day (in this example, both rehearsals would be copied or cut)

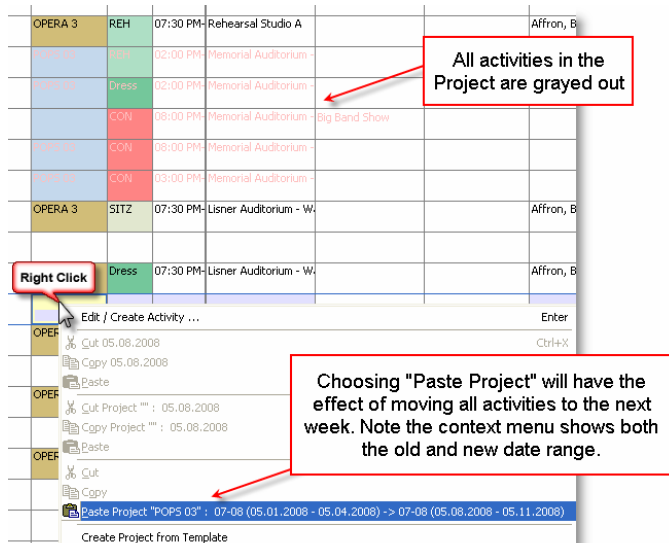
be moved or copied to the new date. Note that this "target" date need not be empty; you can paste activities on a day that already has concerts or rehearsals.

To cut or copy an entire Project

Use this method when you need to move an entire Project to a new week. **Right** click your mouse on the first day of the Project. Choose either Cut or Copy **Project** and ensure that the entire date range of the Project is shown.



These two options will affect every activity in the Project - note the date range in the context menu covers the entire Project.

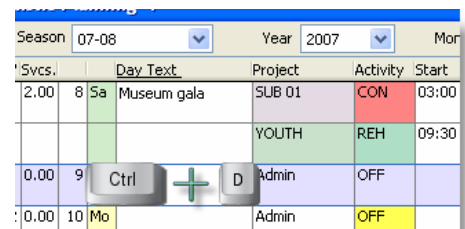
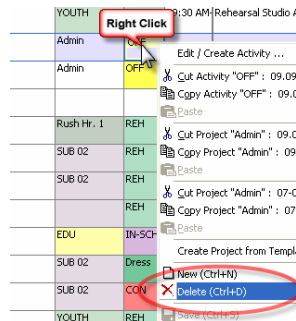


Then go to the desired new date for the start of the Project, **right** click your mouse again, and this time choose Paste Project. The entire project will be copied (or moved) to the new date range.

Deleting Activities

Use any of these methods to delete an activity:

Click the activity one time and press **CTRL+d** on your keyboard



Right-click the activity and choose **Delete** from the context menu.