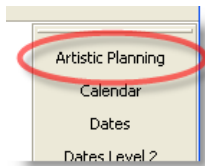
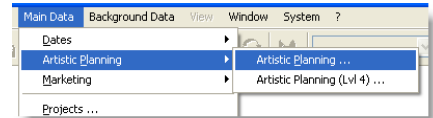


Artistic Planning – Overview and Layout

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.

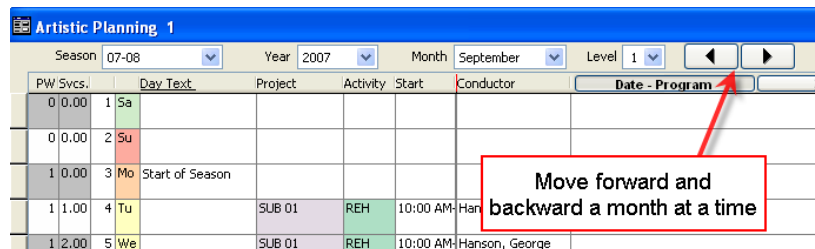


The **Artistic Planning** area can be found under the Main Data menu item, and can also be a button on your toolbar (click the Edit Toolbar button to add this program area to your personal toolbar).

Views and Navigation

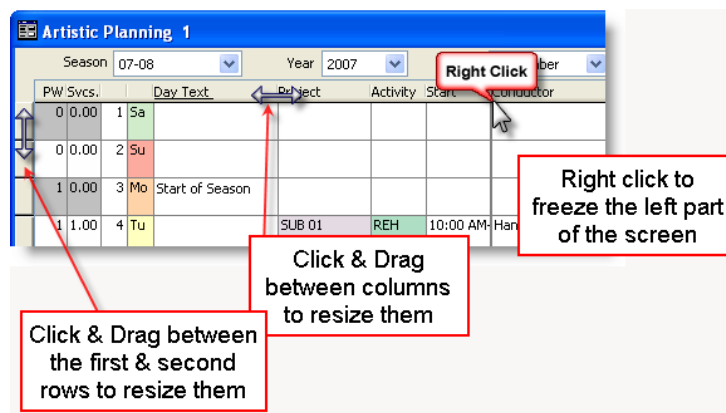
The **Artistic Planning** area shows a single month at a time.

Navigate by selecting the season, year, or month from the drop-down fields at the top of the screen. The arrows move the view forward and back one month at a time.



Note that the **Artistic Planning** area was designed for a screen resolution of at least 1024 x 768 – the more of this screen you can see at one time, the better. Drag the Artistic Planning window until it fills the entire screen.

Artistic Planning Columns



Columns in the Artistic Planning area can be resized and rearranged just as columns elsewhere in OPAS.

Likewise, you can make the rows narrower or wider by dragging the border between the first and second rows.

From left to right, the columns in the **Artistic Planning** area are as follows:

PW Svcs.	Day	Text	Project	Activity	Start
1 1.00	6 Th		SUB 01	Dress	10:00 A
1 1.00	7 Fr		SUB 01	CON	08:00 PM
1 2.00	8 Sa	Museum gala	SUB 01	CON	03:00 PM

[1] Performance or Production Week (the numbers appear in blue when the week spills into the previous or next month)

[2] The number of Services in the given day. The first day of your week will also show the number of services in that week (expand the column to see both sets of numbers).

[3] The Day and Weekday of the month (these columns appear in blue when the week spills into the previous or next month). The color of the weekday column corresponds to the colors you've set under the System > Edit Preferences... menu item.

[4] A Text field associated with this calendar **day**. Note that the text entered here is a link to the day of the **year**, and is independent of any activity you may (or may not) have on that day. This field is ideal for indicating artist availabilities, venue issues, and other happenings that impact your organization's schedule, but are not orchestra activities. Just click and type to enter information into this field.

Project	Activity	Start	Venue	Text
SUB 01	Dress	10:00 AM	Memorial Auditorium	
SUB 01	CON	08:00 PM	Memorial Auditorium	All sym soloist
SUB 01	CON	03:00 PM	Memorial Auditorium	
YOUTH	RFH	09:30 AM	Rehearsal Studio A	

[5] The Project code

[6] The Activity code

[7] The Start and (when the column is expanded) End Time of the activity

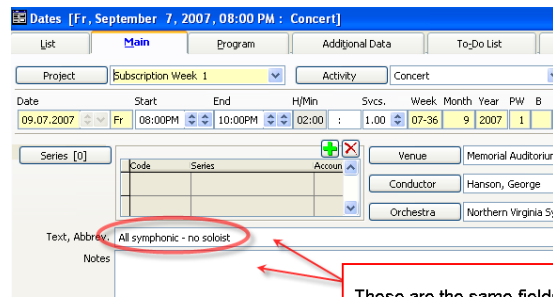
[8] The Venue (note that this column can be interchanged with the venue code, which appears by default at the end of the row)

When more than one activity appears on a single day, the Artistic Planning area will group them alphabetically by Project, then chronologically within each Project.

	Text	Notes	Conductor
al Auditorium			Hanson, George
al Auditorium	All symphonic - no soloist		Hanson, George
al Auditorium			Hanson, George
sal Studio A			

Just click and type in these fields. Click Save (or press CTRL+s when you are done)

[9] A **Text** field associated with the specific activity -- this is the same text field found on the **Main** screen in the **Dates** area. Anything you enter here will move with the activity. When planning future seasons, this is a good place to enter notes about the nature of the concert, potential artists and repertoire, etc.



These are the same fields that appear in the Artistic Planning module

[10] A **Note** field associated with a specific activity -- this is the same note field found on the **Main** screen in the **Dates** area. Anything you enter here will move with the activity. Again, a good place for programming or other notes about this concert.

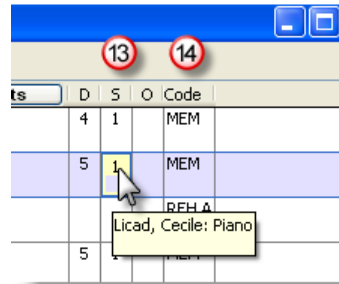
Tip: You can just click and type directly into these fields. After you've entered text, be sure to click the Save icon (lower part of the screen) or press CTRL+s

[11] **Conductor**

	Date - Program	2 Soloists	3 Other Participants	D	S
George	Schubert, Franz: ROSAMUNDE: OVERTURE Vanhal, Johann Baptist (Jan Krt.): CONCERTO, DOUBLE BASS			4	
er, Edwin	Mussorgsky, Modest: KHOVANTCHINA: INTRODUCTION (DAWN ON THE MOSKVA RIVER) (RIMSKY-KORSAKOV)			5	
er, Edwin	Mussorgsky, Modest: KHOVANTCHINA: INTRODUCTION (DAWN ON THE MOSKVA RIVER) (RIMSKY-KORSAKOV)			5	

[12] This column **toggles** between three states. It shows either the (1) **Program** (including title), (2) **Soloists**, or (3) **Other Participants**. (*Tip:* make this column as wide as it will comfortably fit on your monitor).

Toggling between the three different views gives you the ability to see upcoming seasons from the point of view of repertoire / soloist or other linked entities.



[13] The next three columns work in tandem with the program column. Each of these shows the number of scheduled works, soloists, and other participants. Float your mouse over any of the numbers in the relevant information will pop up. This way, you can have the program column set to one view, and supplement the information with these tools is.

[14] The Venue Code -- in the default view of the artistic planning module, the event code is here. You can switch this column with the venue name.