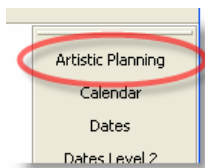
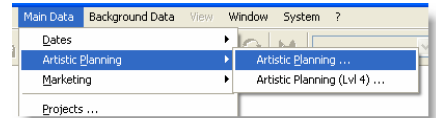


ARTISTIC PLANNING – OVERVIEW AND LAYOUT

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.

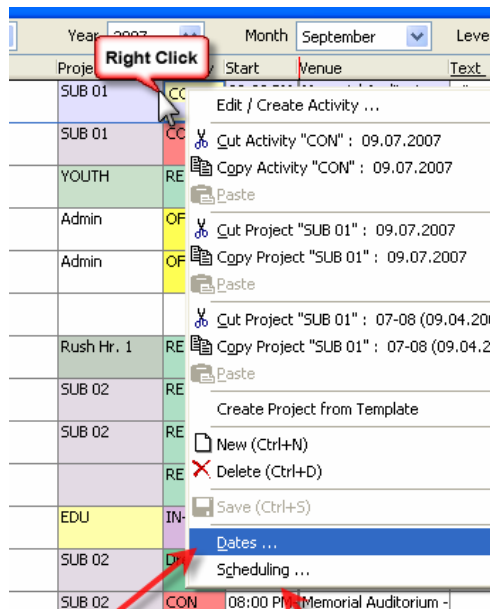


The Artistic Planning area can be found under the Main Data menu item, and can also be a button on your toolbar (click the Edit Toolbar button to add this program area to your personal toolbar).

Program area links

The Artistic Planning area links to other OPAS program areas on both its main screen and in the "Edit / Create Activity" window.

From the main screen, **right** click any activity and choose either of the last two items on the menu to either open the activity in the Dates area, or open the calendar day.



Opens the selected event in the Dates area

Opens the *calendar* day (for example, to assign a holiday)

