

Changing the Project for an Activity

The Project field for any Activity is a **key field** – the relationship between an Activity and its Project is critical to the proper operation of OPAS, and the relationship permeates so many different areas of the program that changing the Project should be done through the use of a special function.

Example: Suppose you wish to change the Project in this set of Activities from Subscription Week 7 to Subscription Week 8.

List		Main		Program		Additional Data		To-Do List	Documents
WeekDate	Start	End	PW	Project	Activity	Conductor	Venue		
Mo	02.14.2005			25	Administration		FREE DAY		
Tu	02.15.2005	02:00 PM	04:30 PM	25	Baroque 3		Rehearsal	McGegan, Nichol	First Presbyterian Cf
Tu	02.15.2005	07:00 PM	09:30 PM	25	Baroque 3		Chorus Rehearsal	McGegan, Nichol	Rehearsal Studio A
We	02.16.2005	02:00 PM	04:30 PM	25	Baroque 3		Rehearsal	McGegan, Nichol	First Presbyterian Cf
Th	02.17.2005	02:30 PM	04:30 PM	25	Baroque 3		Dress Rehearsal	McGegan, Nichol	First Presbyterian Cf
Th	02.17.2005	08:00 PM	09:30 PM	25	Baroque 3		Concert	McGegan, Nichol	First Presbyterian Cf
Fr	02.18.2005	07:30 PM	09:00 PM	25	Baroque 3		Concert	McGegan, Nichol	First Presbyterian Cf
Mo	02.21.2005			26	Administration		FREE DAY		
Tu	02.22.2005	10:00 AM	12:30 PM	26	Subscription Week 7		Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
We	02.23.2005	10:00 AM	12:30 PM	26	Subscription Week 7		Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
We	02.23.2005	02:00 PM	04:30 PM	26	Subscription Week 7		Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
Fr	02.25.2005	10:00 AM	12:30 PM	26	Subscription Week 7		Dress Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
Sa	02.26.2005	08:00 PM	10:00 PM	26	Subscription Week 7		Concert	Salonen, Esa-Pek	Memorial Auditorium
Su	02.27.2005	03:00 PM	05:00 PM	26	Subscription Week 7		Concert	Salonen, Esa-Pek	Memorial Auditorium
Mo	02.28.2005			27	Administration		FREE DAY		

1. Isolate the activities in the **Dates** area of OPAS. There are two recommended ways to do this:

[A] With a season or other set of activities showing on the **List** screen (as above), select each activity by holding down the CTRL key on your keyboard and clicking each row for the activity, then pressing the F7 key on your keyboard. Using the example above, you would hold down the CTRL key on your keyboard and click each of the activities (rehearsals, dress rehearsal and concerts) in Subscription Week 7. Note that as you click each row it becomes highlighted:

We	02.16.2005	02:00 PM	04:30 PM	25	Baroque 3		Rehearsal	McGegan, Nichol	First Presbyterian Cf
Th	02.17.2005	02:30 PM	04:30 PM	25	Baroque 3		Dress Rehearsal	McGegan, Nichol	First Presbyterian Cf
Th	02.17.2005	08:00 PM	09:30 PM	25	Baroque 3		Concert	McGegan, Nichol	First Presbyterian Cf
Fr	02.18.2005	07:30 PM	09:00 PM	25	Baroque 3		Concert	McGegan, Nichol	First Presbyterian Cf
Mo	02.21.2005			26	Administration		FREE DAY		
Tu	02.22.2005	10:00 AM	12:30 PM	26	Subscription Week 7		Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
We	02.23.2005	10:00 AM	12:30 PM	26	Subscription Week 7		Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
We	02.23.2005	02:00 PM	04:30 PM	26	Subscription Week 7		Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
Fr	02.25.2005	10:00 AM	12:30 PM	26	Subscription Week 7		Dress Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
Sa	02.26.2005	08:00 PM	10:00 PM	26	Subscription Week 7		Concert	Salonen, Esa-Pek	Memorial Auditorium
Su	02.27.2005	03:00 PM	05:00 PM	26	Subscription Week 7		Concert	Salonen, Esa-Pek	Memorial Auditorium
Mo	02.28.2005			27	Administration		FREE DAY		

Then press the **F7** key on your keyboard or click this icon along the top of the OPAS screen:

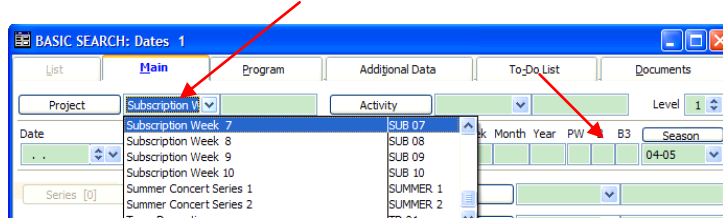


OPAS will take away everything else and leave behind the highlighted activities:

List		Main		Program		Additional Data		To-Do List	Documents
WeekDate	Start	End	PW	Project	Activity	Conductor	Venue		
Tu	02.22.2005	10:00 AM	12:30 PM	26	Subscription Week 7		Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
We	02.23.2005	10:00 AM	12:30 PM	26	Subscription Week 7		Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
We	02.23.2005	02:00 PM	04:30 PM	26	Subscription Week 7		Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
Fr	02.25.2005	10:00 AM	12:30 PM	26	Subscription Week 7		Dress Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
Sa	02.26.2005	08:00 PM	10:00 PM	26	Subscription Week 7		Concert	Salonen, Esa-Pek	Memorial Auditorium
Su	02.27.2005	03:00 PM	05:00 PM	26	Subscription Week 7		Concert	Salonen, Esa-Pek	Memorial Auditorium

OR

[B] From the Basic Search or “Green Screen” in the Dates area, specify the Project and Season you wish to change:



Then press the **F8** key on your keyboard or click this icon along the top of the OPAS screen:

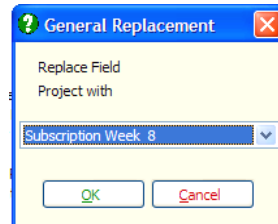
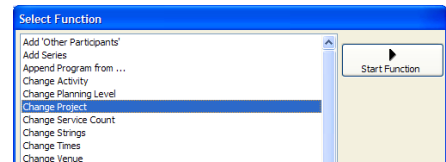


WeekDate	Start	End	PW	Project	Activity	Conductor	Venue
Tu 02.22.2005	10:00 AM	12:30 PM	26	Subscription Week 7	Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
We 02.23.2005	10:00 AM	12:30 PM	26	Subscription Week 7	Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
We 02.23.2005	02:00 PM	04:30 PM	26	Subscription Week 7	Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
Fr 02.25.2005	10:00 AM	12:30 PM	26	Subscription Week 7	Dress Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
Sa 02.26.2005	08:00 PM	10:00 PM	26	Subscription Week 7	Concert	Salonen, Esa-Pek	Memorial Auditorium
Su 02.27.2005	03:00 PM	05:00 PM	26	Subscription Week 7	Concert	Salonen, Esa-Pek	Memorial Auditorium

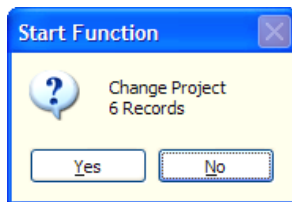
- In either case, you end up with the activities you wish to change (and *only* those activities) showing on the **List** screen. Now click the **Function** icon at the top left of the main OPAS screen. The function icon is the little gear wheel.



- From the list of available functions, select **Change Project** and click the large **Start Function** button.
- Select the **new** Project from the drop-down list – this is the Project to which you wish to change the activities – and click the green **OK**.



- OPAS will display this final notice: **NOTE** – at this point, take a moment to confirm that this is the number of records you indeed wish to change. Remember that the function will be executed on the number of records currently showing on the **List** screen.



OPAS will confirm the execution of the function, and the Project will be changed on all the activities at once.

We	02.16.2005	02:00 PM	04:30 PM	25	Baroque 3		Rehearsal
Th	02.17.2005	02:30 PM	04:30 PM	25	Baroque 3		Dress Rehearsal
Th	02.17.2005	08:00 PM	09:30 PM	25	Baroque 3		Concert
Fr	02.18.2005	07:30 PM	09:00 PM	25	Baroque 3		Concert
Mo	02.21.2005			26	Administration		FREE L
Tu	02.22.2005	10:00 AM	12:30 PM	26	Subscription Week 8		Rehearsal
We	02.23.2005	10:00 AM	12:30 PM	26	Subscription Week 8		Rehearsal
We	02.23.2005	02:00 PM	04:30 PM	26	Subscription Week 8		Rehearsal
Fr	02.25.2005	10:00 AM	12:30 PM	26	Subscription Week 8		Dress Rehearsal
Sa	02.26.2005	08:00 PM	10:00 PM	26	Subscription Week 8		Concert
Su	02.27.2005	03:00 PM	05:00 PM	26	Subscription Week 8		Concert
Mo	02.28.2005			27	Administration		FREE L

Important Note about the Change Project Function

The only critical thing to remember when using this function is that it changes every activity that is showing on the **List** screen when the function is run.

Just be sure that the activities you wish to change are the only ones showing on the **List** screen. Remember that this can be different from those that are highlighted in yellow. If you select individual activities using CTRL+click, remember to press the **F7** key before you run the function.

We	02.16.2005	02:00 PM	04:30 PM	25	Baroque 3	Rehearsal	McGegan, Nichola	First Presbyterian Ch
Th	02.17.2005	02:30 PM	04:30 PM	25	Baroque 3	Dress Rehearsal	McGegan, Nichola	First Presbyterian Ch
Th	02.17.2005	08:00 PM	09:30 PM	25	Baroque 3	Concert	McGegan, Nichola	First Presbyterian Ch
Fr	02.18.2005	07:30 PM	09:00 PM	25	Baroque 3	Concert	McGegan, Nichola	First Presbyterian Ch
Mo	02.21.2005			26	Administration	FREE DAY		
Tu	02.22.2005	10:00 AM	12:30 PM	26	Subscription Week 7	Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
We	02.23.2005	10:00 AM	12:30 PM	26	Subscription Week 7	Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
We	02.23.2005	02:00 PM	04:30 PM	26	Subscription Week 7	Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
Fr	02.25.2005	10:00 AM	12:30 PM	26	Subscription Week 7	Dress Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
Sa	02.26.2005	08:00 PM	10:00 PM	26	Subscription Week 7	Concert	Salonen, Esa-Pek	Memorial Auditorium
Su	02.27.2005	03:00 PM	05:00 PM	26	Subscription Week 7	Concert	Salonen, Esa-Pek	Memorial Auditorium
Mo	02.28.2005			27	Administration	FREE DAY		

*These activities are merely selected – if you run the function now, **all** activities – including Baroque 3 and the Administration “Free Days” will be changed. You need to press the F7 key before you run the function.*

List		Main	Program	Additional Data	To-Do List	Documents			
Week	Date	Start	End	PW	Project	Activity	Conductor	Venue	
▶	Tu	02.22.2005	10:00 AM	12:30 PM	26	Subscription Week 7	Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
	We	02.23.2005	10:00 AM	12:30 PM	26	Subscription Week 7	Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
	We	02.23.2005	02:00 PM	04:30 PM	26	Subscription Week 7	Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
	Fr	02.25.2005	10:00 AM	12:30 PM	26	Subscription Week 7	Dress Rehearsal	Salonen, Esa-Pek	Memorial Auditorium
	Sa	02.26.2005	08:00 PM	10:00 PM	26	Subscription Week 7	Concert	Salonen, Esa-Pek	Memorial Auditorium
	Su	02.27.2005	03:00 PM	05:00 PM	26	Subscription Week 7	Concert	Salonen, Esa-Pek	Memorial Auditorium

Now the selected activities are the only ones showing on the List screen and so the function will properly run on only these 6 activities.