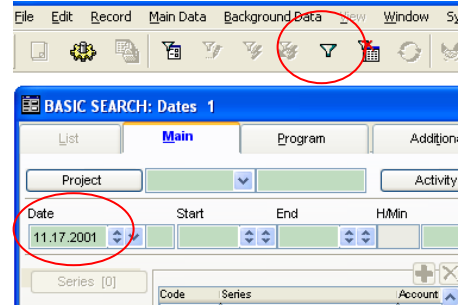


Changing a Work on a Program

Locate the Concert
Open the **Dates** area of OPAS

At the 'Green Screen', use any filter(s) you wish to find the concert on which the program change should take place.

Suggestion: If you know the date of the concert, you can just type that into the **Date** field and then click the funnel icon (or press the **F8**) key on your keyboard:




| Date | WegStart | End | Project | Activity | PW | Perf | Cond |
|------------|-------------|----------|---------------------|-----------------|----|------|---------|
| 11.15.2001 | Th 07:30 PM | 10:00 PM | Subscription Week 2 | Rehearsal | 11 | | Fallett |
| 11.16.2001 | Fr 07:30 PM | 10:00 PM | Subscription Week 2 | Rehearsal | 11 | | Fallett |
| 11.17.2001 | Sa 10:30 AM | 01:00 PM | Subscription Week 2 | Dress Rehearsal | 12 | | Fallett |
| 11.17.2001 | Sa 08:00 PM | 10:00 PM | Subscription Week 2 | Concert | 11 | ✓ | Fallett |
| 11.18.2001 | Su 03:00 PM | 05:00 PM | Subscription Week 2 | Concert | 11 | ✓ | Fallett |

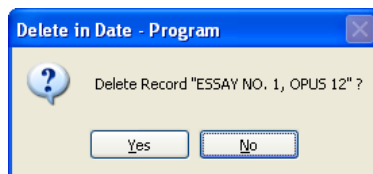
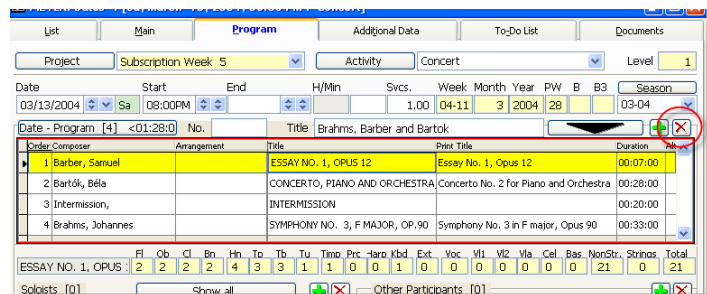
Or, you can pull up the entire season by selecting it from the **Season** drop-down, then clicking the funnel icon (or pressing the **F8**) key on your keyboard, and then selecting the concert from the resulting list of activities:

Go to the Program screen and remove the work

Once you have the concert selected, go the **Program** screen for that concert.


On the **Program** screen highlight the **work that is to be removed**. It will become highlighted in yellow.

Then the Delete  icon at the top right of the Program grid.

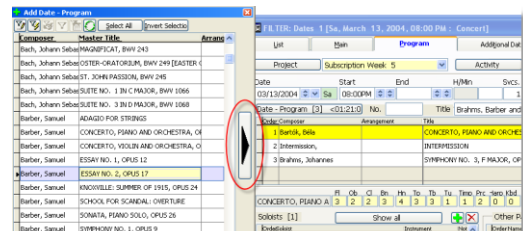


OPAS will confirm that you wish to remove the work from the program. Click Yes at the dialogue shown here. If you are removing a work with a soloist, the soloist(s) will automatically be deleted as well; you don't need to remove them separately.

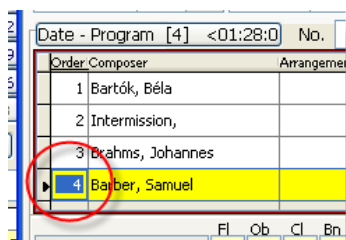
Add the new work

Click the Add New  icon at the top right of the Program Grid to add the new work to the program. OPAS will display a list of compositions in your database; select the composition you want and click the big right-pointing arrow to add the work to the program (or you can double-click the work in the List and it will be added)

Click the **Close** button at the bottom right of the list of compositions to close that window.




Put the work in the proper order



Back on the **Program** screen, note that OPAS has by default put the work at the end of the program. To **put the work in the proper program order**, simply highlight the number (drag your mouse over it) and type the new number.

Then press the Enter or TAB key on your keyboard. OPAS will automatically reorder the program.

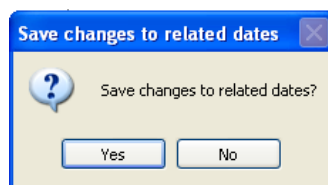
 Remember to add the string complement, soloist(s) if required or any other specific elements of this work performance.

Save the change to other concerts and rehearsals

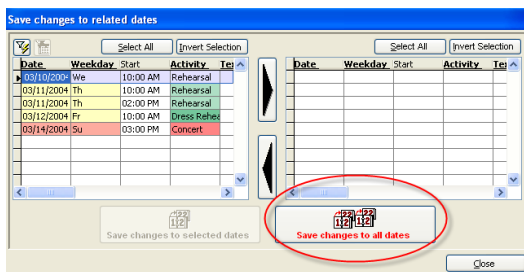
Finally, save this program change to all concerts and rehearsals in the Project.



To do this, click the Save icon in the lower right hand corner of the OPAS Program screen (or, you can press the CTRL+S keys on your keyboard). OPAS will display this dialogue:



Click **Yes** and OPAS will display a list of applicable activities. Click the large **Save Changes to all Dates** button in the lower right and OPAS will automatically save the...



- Removal of the old work (and any soloist(s) that may have been attached)
- Addition of the new work
- Program order of the new work

...to all rehearsals, concerts and any other applicable activities.