
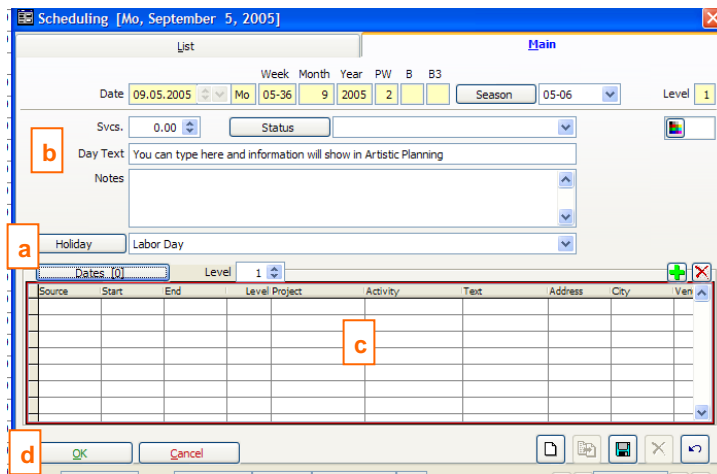
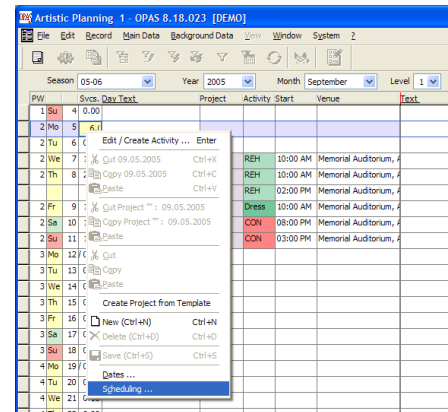


## Entering Holidays and Orchestra “Free Days” in OPAS

### Entering Holidays

Holidays are entered in OPAS in the **Scheduling** area of OPAS. You can get to the **Scheduling** area several different ways – the most efficient method is often through the **Artistic Planning** area. That is the method shown here, and alternate methods are shown at the end of this document.

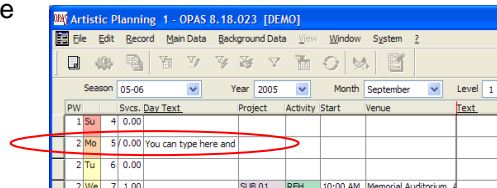
1. **Right-click** your mouse  on any day in the **Artistic Planning** area of OPAS
2. From the resulting pop-up menu, select **Scheduling**, the last item on the list
3. This will open the **Scheduling** area of OPAS and display the calendar day from which you right-clicked:



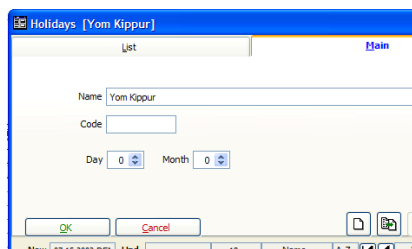
- a) Select the holiday that falls on this day from the drop-down list. *Note:* if the holiday is not there, follow the instructions in the next section of this document.
- b) Optional – you can also type any text in this field and it will appear in the **Artistic Planning** area.

Alternately, any text that may have already been in the **Artistic Planning** area will appear here

- c) If you have scheduled any activities on this day, they will appear here
- d) Click the green **OK** button to save and return. The day will be color-coded to that of a holiday



### Entering Holidays when the Holiday isn't in the list



If the holiday you need isn't among the choices in the drop-down field (step **a)** above, then simply click the **Holiday** button.

This will open the area of OPAS in which holidays are created. Click the **New** icon and give the holiday a name. If the holiday is 'repeating' – New Year's Day is always January 1<sup>st</sup> – enter the day and month. Whenever you create a new year or season in OPAS, this holiday will be automatically entered. If 'non-repeating' – Thanksgiving is the fourth

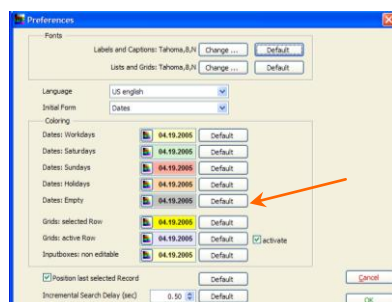
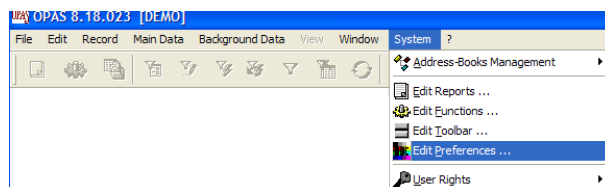


Thursday of November – you'll need to manually enter the holiday each year. Click the green **OK** button to save the holiday and return.

## Changing the color of Holidays in OPAS

Holidays are signified by a distinct color in the **Dates** areas, **Artistic Planning** areas and **Scheduling** areas of OPAS. The color used can be any color you wish, and is linked to your OPAS User Name and Login (so the color is unique to you).

To set the Holiday color, click the **System > Edit Preferences** menu item along the top of the OPAS screen.



On the resulting screen, **select the color** you wish for **Holidays** and click the green **OK** button in the lower right-hand corner to save.

## Entering Orchestra “Free Days” or “Days Off”

Many orchestras have a **contractual day off** or free day in each week of a season. This contractual free day can be entered as a Holiday (using the techniques above) or can be entered as a discreet activity, just as are rehearsals and concerts.

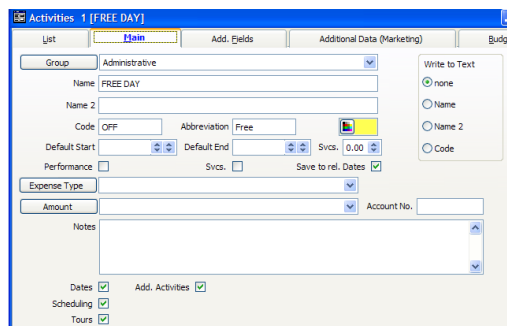
There is no strictly right or wrong way to enter “Free Days”, and the method used is primarily a matter of taste. However, the second method – entering Free Days as activities – is preferred for the following reasons:

- In the event that a contractual day off falls on a holiday (for example, Monday, September 5, 2005 is both a contractual day off *and* Labor Day), you can clearly see both in OPAS
- Using the copy/paste features of the Artistic Planning area, and the copy feature of the Dates area, it's much faster to fill a season with 'Free Day' activities than it is to fill a season with holidays
- Similarly, it's easier to move 'Free Day' activities and in cases where required, to 'double-up' free days in any week
- Because you can assign any color to these Free Days, they will be prominent in the Artistic Planning, Dates, and Calendar areas
- It's easy to add explanatory text to 'Free Day' activities where circumstances require
- It's much easier to count and analyze 'Free Days' when they are entered as activities

### To create a 'Free Day' activity:

1. First, ensure that there is a suitable Project – typically this is the Project called “Administration” but some organizations create a specific Project called “Free Time” or “Vacation” or the like. Contact OPAS Technical Support if you have questions or problems with this step

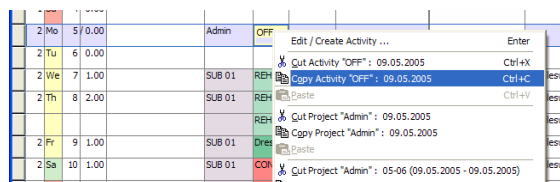
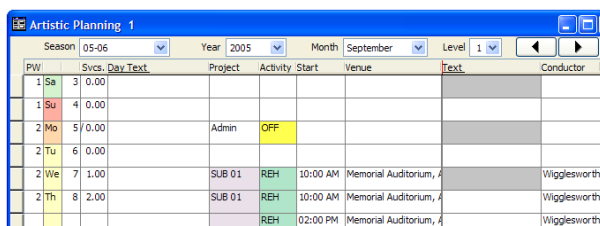
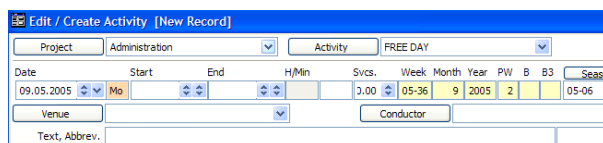
- Second, ensure that there is a suitable Activity – typically, this is called ‘Free Day’ or ‘Day Off’. Activities are created by selecting Background Data 1 > Activities from the menu along the top of your OPAS screen. Make sure your Free Day ‘activity’ has a zero services assigned to it, is not a performance and does not have a default start or end time. Also, it’s very helpful if this activity has a bright color associated with it (so that it’s easy to see on the various OPAS screens).



### To quickly fill a season with ‘Free Days’:

Using the **Artistic Planning** area

- Click (single-click) your mouse on the first such contractual free day of the season to select that day
- Press the **Enter** key on your keyboard
- This will open the **Edit / Create Activity** window
- Select the Project and Activity. Leave all other fields blank.
- Click the green **OK** button in the lower left corner to save and return. The Day Off will appear in the Artistic Planning area:




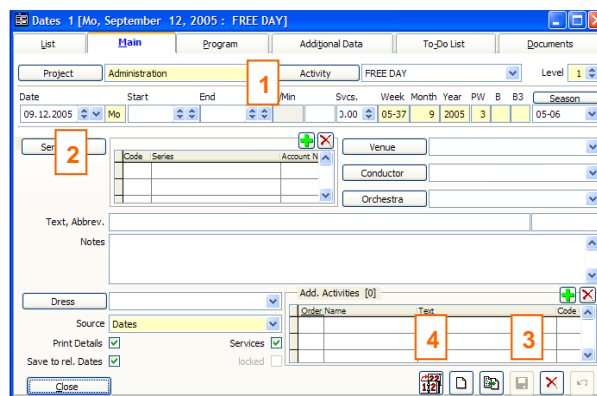
- Now **right-click** the Free Day you just created
- Click (regular single-click) **Copy Activity**
- Click the next day off in the season (typically this is the next Monday or Sunday of the next week).
- Right-click** your mouse on that day and choose

**Paste** activity or just **press the CTRL+v** keys on your keyboard to paste the Day Off activity on the new day.

- Repeat steps 8 and 9 for each contractual day off in the season. That is, simply click each free day and press CTRL+v to copy in the proper activity.

Using the **Dates** area

- Click the **New** icon  to create a new activity
- Enter the **Date** of the first contractual day off and Select the Project and Activity. Leave all other fields blank.
- Click the **Save** icon
- Now click the **Copy** icon – the far left icon at the bottom of the screen
- This action will open the **Copy Date** window as shown on the next page. Simply use the date-picker, or type in the date of each subsequent Free Day. After each date is selected, click the large right-pointing arrow to add the date to the right-hand window labeled ‘copy to’ (Note – you can



select as many or as few dates as you like to move to the right side of the screen and into the “copy to” box. It can help keep things straight, however, to do only a few months at a time.

6. Finally, click the large **Copy Date** button in the middle of the screen
7. OPAS will copy the Day Off to the selected dates
8. Repeat steps 5 and 6 until the contractual days off are entered for the season in question, then click the **Close** button in the lower right-hand corner

