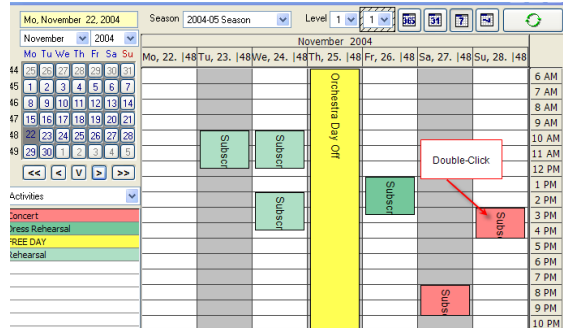


Re-Ordering works on a Program

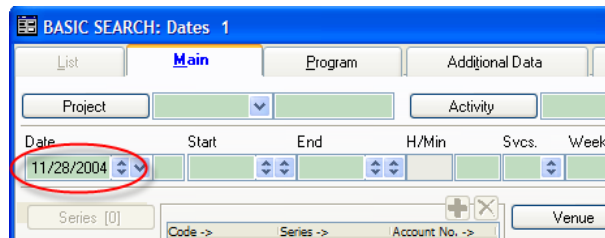
Select the Concert

Open the concert to be changed in the **Dates** area.

You can do this by double-clicking the concert in the **Calendar** area of OPAS:



OR



Perform a standard “green screen” search in the **Dates** area – search for the concert by **Date**, **Project** and/or **Season**:

Click the Program tab

Click the **Program** tab to reveal the works performed on the concert.

Type the new order number

Select the **Order Number** of the work to be changed (highlight or swipe it with your mouse cursor) and **type** the new order number for the work. For example, if this concert is to begin with the Rachmaninoff, highlight the “2”, type a “1” and press the **Enter** key on your keyboard.

Order	Composer	Title	Print Title
1	Bernstein, Leonard	WEST SIDE STORY: SELECTIONS (MASON)	Selections
2	Rachmaninoff, Sergei	RHAPSODY ON A THEME OF PAGANINI, OP.43	Rhapsody
3	Intermission,	INTERMISSION	
4	Prokofiev, Serg	ROMEO AND JULIET: SUITE NO. 1	Suite No.

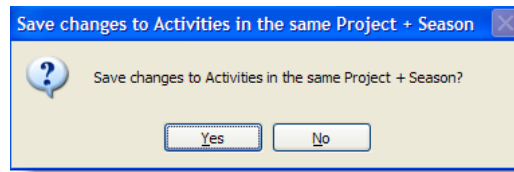
Just select and type the new order number

OPAS will re-sort the program, giving your work the desired new number and keeping the rest of the works in sequence:

Order	Composer	Title	Print Title
1	Rachmaninoff, Sergei	RHAPSODY ON A THEME OF PAGANINI, OP.43	Rhaps
2	Bernstein, Leonard	WEST SIDE STORY: SELECTIONS (MASON)	Select
3	Intermission,	INTERMISSION	
4	Prokofiev, Sergei	ROMEO AND JULIET: SUITE NO. 1	Suite M

Save Changes

Click the **Save** button  (or press the **CTRL+S** keys) and OPAS will display this prompt:



If this program-order change pertains to other performances or rehearsals within the Project Set, click **Yes** to specify which activities should share this change