

## How to Record Program Timings

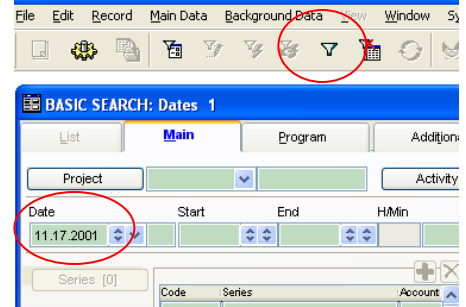
Following a concert, you may wish to record performance timings. These timings are permanently stored in the OPAS database as an historical record of the concert, and of the conductor who performed.

### Open 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 timings should be recorded.

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	WeeStart	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, 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:

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

### Open the Date-Program area for that Concert

Date	Start	End	HMin	Svcs.	Week	Month
11.17.2001	Sa 08:00PM	10:00PM	02:00	02:00	01-46	11

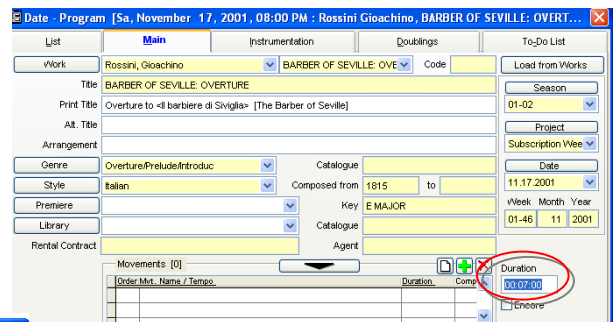
On the **Program** screen click the **Date-Program** button at the top left of the Program grid.

This will open the **Date-Works** or **Date-Program** area of OPAS. This area stores information about the *performance* of each composition. On this screen you can alter the Print Title,

Movements, Premiere, Score and Timing information.

The level of detail stored about timings will vary by the work and the practices of your organization.


You can either **enter a new timing** in the Duration field by **highlighting the field** circled at right and retyping the duration...

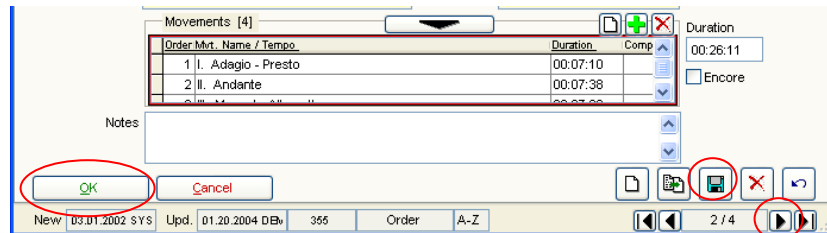


... or you can **enter the timing for each movement** in the **movement duration** field by **highlighting the field** and retyping the duration for that movement. OPAS will then automatically recalculate the duration of the entire work based upon the movement timings you enter.

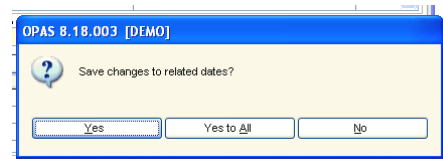
Order	Mvt. Name / Tempo	Duration	Comp
1	Allegro - Presto	00:26:40	
2	Andante	00:07:45	

In either case, remember to **enter the duration in hh:mm:ss format** (hours:minutes:seconds). So a 7-minute work is entered as 00:07:00. You do not need to type the colons; OPAS will automatically put those in and advance the cursor as you type. If you have a work more than an hour long, enter the duration in minutes. OPAS will automatically convert 00:65:00 to 01:05:00.

**Save** each new work timing by **clicking the Save icon**  in the lower right of the screen (or you can press **CTRL+S** on your keyboard).



As you save each timing, OPAS will display the dialogue shown at right. Click **No** at the prompt as the timings you have entered pertain only to this performance of the work.



**Move** to the **Next Work** in the program by clicking the little **Forward** icon in the lower right of the screen, circled in the picture above.

When all works are **finished**, click the green **OK** button to return to the [Date-Program](#) screen.