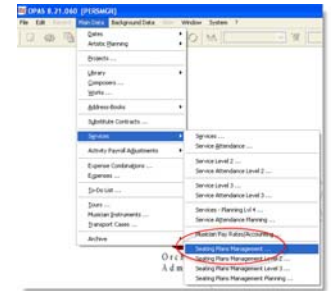


## USING THE DRAG / DROP SEATING ASSIGNMENT

The **Seating Management** area can be found under the Services menu item along the top of the OPAS screen, and it can be added to your OPAS toolbar.

When the program area opens, select the activity criteria at the top left of the screen (shown below). You must select at least the Season, but can incorporate as many additional criteria as you like.

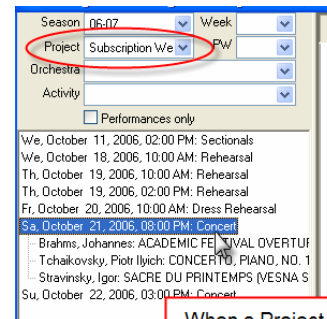


The utility employs standard Windows® 'drill-down' functionality. When you select a Season, all Projects appear. Clicking the "+" next to any Project will display Activities within that Project. Clicking the "+" again will display all Works on the Activity.



Whenever a Project or Activity is incorporated in the filter at the top, the left-hand pane will display the list of appropriate activities.

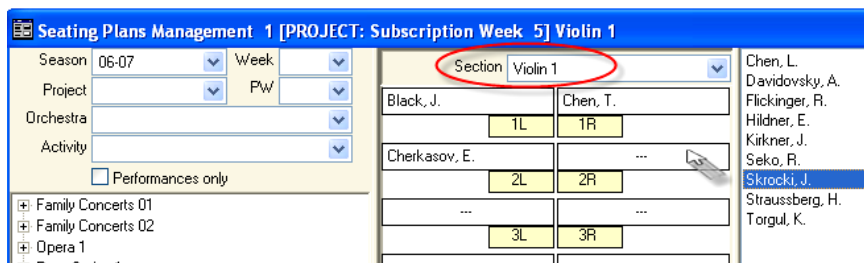
Double-clicking a service in the list on the left will reveal the program.



When a Project or Activity is selected among the top criteria, double-clicking an activity will reveal the program.

Regardless of the screen setting, seating assignments are applied to each 'lower' branch of the tree from the one on which they are made. For example, if you seat musicians on a Project, those assignments 'trickle down' to each Activity in the Project.

Select the Section for which you wish to assign seating or rotation (circled below). Once the section has been selected, the right side of the screen will display all musicians assigned in that section. Unless a musician is already assigned and 'Present' for the Project / Activities you've indicated, his/her name will not appear.



Simply **click a musician's name and drag** the name to the appropriate seat in the section. You can also drag musicians off the section and back into the list if you like (to 'un-seat' them), and drag them up and down the section.

Click the **Save** icon (lower right) when finished. These settings are saved in the Seat / Chair field for these service records.

When seating string sections, musicians share a stand when seated side by side. Wind and brass sections are seated top-to-bottom.

Subscription Week 5] Bassoon

Section Bassoon	
Owens, C.	1L
Korak, S.	2L

Subscription Week 5] Violin 1

Section Violin 1	
Black, J.	1L
Chen, T.	1R
Cherkasov, E.	2L
Skrocki, J.	2R

Second Desk, Inside/Outside or Left/Right

Musician Names appear in red when their assignment is not consistent among the criteria you've chosen. For example, when looking at the Clarinet section for the entire Project of Subscription Week 5, the third clarinetist name appears in red:

Seating Plans Management 1 [PROJECT: Subscription Week 5] Clarinet

Section Clarinet	
Hawthorne, G.	1L
Pauley, M.	2L
Kanter, D. / ...	3L
...	4L
...	5L
...	6L
...	7L
...	8L

This is because the musician is not consistently sitting in that seat for each service within the Project. If you click down on each service, the discrepancy is revealed on the second rehearsal, for which the clarinetist is not needed (and therefore not assigned).

Seating Plans Management 1 [DATE: Th, November 2, 2006 10:00 AM: Rehearsal]

Section Clarinet	
Hawthorne, G.	1L
Pauley, M.	2L
Kanter, D. / ...	3L
...	4L
...	5L
...	6L
...	7L

The Seating Management area is integrated with the other OPAS Personnel areas. You can

1. Click to open the services you've selected here in the Service Attendance grid
2. **Right-click** on an activity or Project to open the Services area or the Dates area to print rosters

Seating Plans Management 1 [PROJECT: Subscription Week 5] Bass

Section Bass	
...	1L
...	1R
...	...
...	5L
...	5R
...	6L
...	6R
...	7L
...	7R
...	8L
...	8R
...	9L
...	9R
...	10L
...	10R

Right-click to jump to the Service areas or the Dates area to quickly print a Roster for the selected Activity or Project

The main Seating Management screen can be customized to show sections in top-down order and to use any seat naming convention you desire (for example, you may want to see "1A" and "1B", not "1L" and "1R"). These customizations are made in the **System | Edit Preferences** area of OPAS: