

How to select a Week of Activities (to print a weekly schedule)

There are several different methods that can be used to isolate a week of activities in OPAS. Each method is demonstrated using this fictional orchestra week from November 4, 2002 through November 10, 2002. This is Week 10 of the orchestra's season.

Dates 1 [Sa, December 7, 2002, 08:00 PM : Concert]										
List	Main			Program		Additional Data		To-Do List		Doc
Date	WeekStart	End	PW	Project	Activity	Conductor	Venue	Orchestra		
10.27.2002	Su	01:00 PM	02:00 PM	8	Family Concerts 01	Concert	Miller, David Allan	Sunset Center, Carmel	Montere	
11.04.2002	Mo			10	Administrative	FREE DAY				
11.05.2002	Tu	01:00 PM	03:30 PM	10	Chamber Orchestra 1	Dress Rehearsal	Martin, David	Greenfield Hall	Montere	
11.05.2002	Tu	07:30 PM	09:30 PM	10	Chamber Orchestra 1	Concert	Martin, David	Greenfield Hall	Montere	
11.06.2002	We	10:00 AM	12:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Christop	Sunset Center, Carmel	Montere	
11.06.2002	We	01:30 PM	03:45 PM	10	Administrative	Orch. Committee		3rd Floor Boardroom		
11.07.2002	Th	10:00 AM	12:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Christop	Sunset Center, Carmel	Montere	
11.07.2002	Th	02:00 PM	04:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Christop	Sunset Center, Carmel	Montere	
11.08.2002	Fr	04:00 PM	06:30 PM	10	Subscription Set 2	Dress Rehearsal	Seaman, Christop	Sunset Center, Carmel	Montere	
11.09.2002	Sa	08:00 PM	10:00 PM	10	Subscription Set 2	Concert	Seaman, Christop	Sunset Center, Carmel	Montere	
11.10.2002	Su	03:00 PM	05:00 PM	10	Subscription Set 2	Concert	Seaman, Christop	Sunset Center, Carmel	Montere	
11.29.2002	Fr			13	Administrative	FREE DAY				
12.02.2002	Mo			14	Administrative	FREE DAY				

Method One Isolate the week using the PW value on the List screen and the F7 filter

Starting with an entire season (or other date range) showing on the **List** screen, **click the mouse one time in the PW cell** for the desired week ('PW' stands for Production Week or Performance Week). It doesn't matter which row is selected, just that the PW value is selected. Then **click this icon** at the



top of the OPAS screen:

OR press the **F7** key on your keyboard.

Either action will isolate the selected Production Week and take all other information away.

Dates 1 [Tu, November 5, 2002, 07:30 PM : Concert]										
List	Main			Program		Additional Data		To-Do List		Doc
Date	WeekStart	End	PW	Project	Activity	Conductor	Venue	Orchestra		
10.27.2002	Su	01:00 PM	02:00 PM	8	Family Concerts 01	Conc				
11.04.2002	Mo			10	Administrative	FREE				
11.05.2002	Tu	01:00 PM	03:30 PM	10	Chamber Orchestra 1	Dres				
11.05.2002	Tu	07:30 PM	09:30 PM	10	Chamber Orchestra 1	Conc				
11.06.2002	We	10:00 AM	12:30 PM	10	Subscription Set 2	Rehe				
11.06.2002	We	01:30 PM	03:45 PM	10	Administrative	Orch				
11.07.2002	Th	10:00 AM	12:30 PM	10	Subscription Set 2	Rehe				
11.07.2002	Th	02:00 PM	04:30 PM	10	Subscription Set 2	Rehe				
11.08.2002	Fr	04:00 PM	06:30 PM	10	Subscription Set 2	Dres				
11.09.2002	Sa	08:00 PM	10:00 PM	10	Subscription Set 2	Conc				
11.10.2002	Su	03:00 PM	05:00 PM	10	Subscription Set 2	Conc				
11.29.2002	Fr			13	Administrative	FREE				


FILTER: Dates 1 [Mo, November 4, 2002 : FREE DAY]										
List	Main			Program		Additional Data		To-Do List		Doc
Date	WeekStart	End	PW	Project	Activity	Conductor	Venue	Orchestra		
11.04.2002	Mo			10	Administrative	FREE DAY				
11.05.2002	Tu	01:00 PM	03:30 PM	10	Chamber Orchestra 1	Dress Rehearsal	Martin, David	Greenfield Hall		
11.05.2002	Tu	07:30 PM	09:30 PM	10	Chamber Orchestra 1	Concert	Martin, David	Greenfield Hall		
11.06.2002	We	10:00 AM	12:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Christop	Sunset Center		
11.06.2002	We	01:30 PM	03:45 PM	10	Administrative	Orch. Committee		3rd Floor Board		
11.07.2002	Th	10:00 AM	12:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Christop	Sunset Center		
11.07.2002	Th	02:00 PM	04:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Christop	Sunset Center		
11.08.2002	Fr	04:00 PM	06:30 PM	10	Subscription Set 2	Dress Rehearsal	Seaman, Christop	Sunset Center		
11.09.2002	Sa	08:00 PM	10:00 PM	10	Subscription Set 2	Concert	Seaman, Christop	Sunset Center		
11.10.2002	Su	03:00 PM	05:00 PM	10	Subscription Set 2	Concert	Seaman, Christop	Sunset Center		

With just the desired week showing, click the Report icon and select the desired week calendar.

To get the entire season back again (that is, to un-do this filter), click this icon at the top of the OPAS screen **OR** press the **SHIFT+F7** keys on your keyboard. Either action will restore the original set of activities.



Advantages:

- Very fast
- Very flexible - using the Shift+F7 functionality (or  icon) you can quickly "toggle" between looking at a single week and looking at an entire season

If you plan to use this method...

Drag the PW column so that it is easily found on the List screen

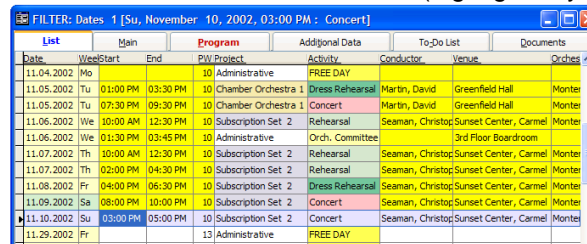
Variations on this method

Instead of using the PW value, you can use the **Week** value. This cell shows the Year followed by the Week of that Year and is the calendar week instead of the production week

Method Two Isolate the week selecting individual activities on the List screen.


Starting with an entire season (or other date range) showing on the **List** screen, hold down the **CTRL** key on your keyboard (it's in the lower left corner) and click in the row of *each* activity within the desired week. As each row is clicked, it will become highlighted yellow. It doesn't matter where in the row you click. If you select an activity by mistake, just keep the CTRL key down and click the activity again; this second click will un-select it.

Once all the activities are selected (highlighted yellow), **click this icon**  at the top of the OPAS screen **OR** press the **F7** key on your keyboard.




Date	WeekStart	End	PW	Project	Activity	Conductor	Venue	Orchestra
11.04.2002	Mo			10	Administrative			
11.05.2002	Tu	01:00 PM	03:30 PM	10	Chamber Orchestra 1	Dress Rehearsal	Martin, David	Greenfield Hall
11.05.2002	Tu	07:30 PM	09:30 PM	10	Chamber Orchestra 1	Concert	Martin, David	Greenfield Hall
11.06.2002	We	10:00 AM	12:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Christop	Sunset Center, Carmel
11.06.2002	We	01:30 PM	03:45 PM	10	Administrative	Orch. Committee		3rd Floor Boardroom
11.07.2002	Th	10:00 AM	12:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Christop	Sunset Center, Carmel
11.07.2002	Th	02:00 PM	04:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Christop	Sunset Center, Carmel
11.08.2002	Fr	04:00 PM	06:30 PM	10	Subscription Set 2	Dress Rehearsal	Seaman, Christop	Sunset Center, Carmel
11.08.2002	Fr	06:30 PM	09:00 PM	10	Subscription Set 2	Rehearsal	Seaman, Christop	Sunset Center, Carmel
11.09.2002	Sa	08:00 PM	10:00 PM	10	Subscription Set 2	Concert	Seaman, Christop	Sunset Center, Carmel
11.10.2002	Su	03:00 PM	05:00 PM	10	Subscription Set 2	Concert	Seaman, Christop	Sunset Center, Carmel
11.29.2002	Fr			13	Administrative	FREE DAY		

Either action will isolate the selected activities and take all other information away. With just the desired week showing, click the Report icon and select the desired week calendar.

To get the entire season back again (that is, to un-do this filter), click this icon  at the top of the OPAS screen **OR** press the **F7** key again on your keyboard. Either action will restore the original set of activities.

Advantages:

- Very flexible – Since individual activities are selected, you can opt to skip those that should not appear in the calendar or schedule. For example, if you would prefer to omit Administrative activities, simply skip those on the **List** screen.
- Using the **F7** functionality (or  icon) you can quickly “toggle” between looking at a single week and looking at an entire season

11.04.2002	Mo			10	Administrative	FREE DAY		
11.05.2002	Tu	01:00 PM	03:30 PM	10	Chamber Orchestra 1	Dress Rehearsal	Martin, Dav	
11.05.2002	Tu	07:30 PM	09:30 PM	10	Chamber Orchestra 1	Concert	Martin, Dav	
11.06.2002	We	10:00 AM	12:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Ch	
11.06.2002	We	01:30 PM	03:45 PM	10	Administrative	Orch. Committee		
11.07.2002	Th	10:00 AM	12:30 PM	10	Subscription Set 2	Rehearsal	Seaman, Ch	

Variations on this method

A block of activities can be quickly selected by holding down the **SHIFT** key and clicking the first activity in the week, and then (with the Shift key still held down), clicking the last activity in the week. All activities between the first and last (inclusive) will be highlighted.

If you plan to use this method...

Remember that when individually selecting rows with the CTRL or SHIFT keys held down, the **F7** key un-does the filter (the same key that activates the filter in the first place). When selecting the value in a single cell (the “PW” method above), **SHIFT+F7** un-does the filter.

Method Three Isolate the week in the “Green Screen” filter mode.

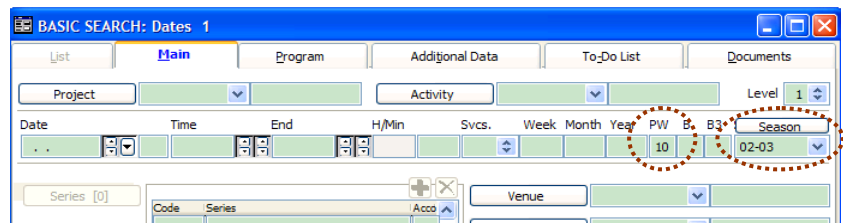
When the **Dates** area of OPAS opens, it does so in the “Green Screen” or “Basic Search” mode. If you know the desired week, simply enter it in the PW field on the Main screen.

Remember to also enter the Season!

Then **click this icon** along the top of the OPAS



screen:



OR press the **F6** key on your keyboard.

Either action will search the OPAS database for only the activities in that week and display them on the **List** screen. Click the Report icon and run your desired schedule