

OPAS Feature List



Scheduling and Orchestra Activities

- All orchestral activities: Concerts, Rehearsals, Educational Activities, Administrative activities, Tours and more
- Separate planning and scheduling levels for future seasons
- Complete Logistical and Programming information for every activity
Unlimited numbers and types of soloists, works and performers
Automatic program timings
Program-specific repertoire changes
- Production Checklists
Search checklists by item, time period, etc
- Customizable data fields
- Customized reports track service limits, extra musician requirements and more
- Document linking
Link concert reviews, stage diagrams, House Manager reports, historical photos and more, directly from OPAS

Soloists, Conductors and Ensembles

- Complete contact information, including email and web links
Email and Web links directly from OPAS
"Bulk Email" ability - send email to multiple recipients at one time
Unlimited contact numbers, alternate addresses, instrument assignments, etc.
- Automatic and comprehensive performance histories for all soloists, choirs, ensembles and conductors
- Artist Agent Links
Indicate managers, publicists, contract processing, etc.
Complete management contact information
- Personnel information
Secure tax, social security, hire, passport and other information
- Customizable data fields
- Document linking
Link definitive artist bios, discographies, photos, sound clips and more, directly from OPAS

Composers and Repertoire

- Comprehensive Title, Instrumentation, Premiere, Performance Rights, and other information
- Equally suited for orchestra, choral, pops, chamber and recital repertoire
- Multiple composer types and work linking
Indicate any number or type of work arrangers, transcribers, lyricists, orchestrators, librettists, etc.
- Automatic and comprehensive performance histories of every work
- Comprehensive score publication information
- Search for compositions using virtually any combination or type of criteria
- Modifications to works (conductor timings, alternate movements, alternate instrumentation, etc.) for specific performances
- Document linking
Link definitive program texts and translations, program notes, sound clips, score scans and more, directly from OPAS



Score Management and Library Holdings

- Perusal scores
- Rental scores
 - Print rental agreements and fee requests*
 - Store rental costs and rental histories*
- Customized reports show the scores you have and the scores you need for any concert season
- Complete Library Management
 - Indicate the Catalog number, specific edition and purchase information for each score*
 - Indicate bowings and markings*
 - Link library records to specific performances*
- Document linking

Address Book

- Complete contact information for venues, publishers, personnel, hotels, vendors, and all other contacts
 - Email and Web links directly from OPAS*
 - "Bulk Email" ability - send email to multiple recipients at one time*
 - Unlimited number of contacts, contact types and contact numbers*
- Customizable data fields
- Document linking
 - Link stage diagrams, directions, photos and more directly from OPAS*

Checklists

- To-Do lists can be applied to a wide variety of program areas
- Customizable templates can be used to instantly create lists of any number of items
- Items can be further defined and found by the person responsible, the date due, the status, etc.
- Items can be linked to entities in the Address Book

Marketing

- An unlimited number of ticket categories and types can be utilized
- Ticket sales and Income linked to specific performances
- Non-ticketed attendance (such as for education concerts) can be tracked
- Customizable data fields
- Document linking
 - Link box office settlements, ticket stock orders, and more, directly from OPAS*

Expenses, Budgets and Finances

- Customizable expense types and categories
- Customizable account numbers
- Currency conversion
- Repeating expenses can be consolidated into templates and applied to activities
- Budgets for Projects and Expense types
- Consolidation and analysis of all orchestra expenses from all areas of operation
- A wide variety of customized reports and data export to Excel and other programs

THESE FEATURES ARE INCLUDED IN OPAS EXTENDED ONLY



Instruments, Insurance and Transport Cases

- Individual instruments owned by the orchestra, musicians or third parties
- Repair history for each instrument
- Insurance history and values for each instrument
- Dimensions, weights and serial numbers for instruments and cases
- Transport cases and contents
 - Print Carnet forms and manifests directly from OPAS*

Guest Artist and Conductor Contracts

- Create and print contracts for guest artists, conductors, choirs, and even venues
- Comprehensive fee history and expense itemization
- Artist Itineraries can be created and are automatically integrated with performance information
- Contract Logs can be created, printed and searched
- Customizable data fields
- Document linking

Orchestra Personnel / Attendance

- Unlimited and customizable attendance types to conform with your specific orchestra agreement
- Assign personnel for orchestras and choruses alike
- Service count and service limits can be configured for each musician
- Advanced and extended leaves
 - Comprehensive and archival attendance data for each musician*
- Point-and-Click attendance assignments
 - Assign orchestra members to any number of activities at one time*
- Seating rotation
 - Indicate different seating for specific activities*
 - Indicate specific work assignments*
- Substitute musician information
 - Create and print substitute musician contracts*
 - Indicate the orchestra member the substitute is replacing and the reason for the substitution*
- A variety of attendance and personnel rotation reports

Orchestra Payroll

- Salary or Service-based payroll configurations are supported
- Calculate payroll for orchestra and choral personnel alike
- Unlimited pay adjustments
 - Assign pay adjustments to the whole orchestra or selected musicians in any combination*
- "What-if" scenarios
- Payroll data is stored both as its sum and its individual components for extensive analysis possibilities
- A variety of expense and payroll reports plus data export to Excel and other programs

Tours

- Complete Tour itineraries including performance and non-performance activities
- Tours automatically integrate with OPAS schedule and artist areas so changes need only be made in one place
- Support for administrative staff, spouses, guests and other non-orchestra personnel
- Point-and-Click tour assignments
 - Room assignments, travel assignments, activity attendance, etc.*
- Automatic Instrument and Touring Case assignments, based upon assigned personnel
- Room lists, Carnet lists, and comprehensive tour itineraries can all be printed directly from OPAS
- Document linking

GENERAL PROGRAM CAPABILITIES (ALL VERSIONS OF OPAS)



- Comprehensive and Multi-Level Search functions
Searches can be saved and recalled at the click of a button
- Microsoft™ SQL Server or FoxPro database engine
- Stand-alone or network installations
- A wide variety of reporting options
Internal reporting engine
Output reports to Microsoft™ Word
Output reports and documents to Microsoft™ Excel, html and other formats
- Data Export to text, Excel, html and other digital formats
- Document linking
- Integration with other software systems – OPAS is an “open-end” database system and can import or export information to and from box office systems, accounting systems, other scheduling systems, etc.
- Multilingual and translatable
- Customizable screen fonts, toolbars and colors
- Customizable data exports, reports and program functions

TECHNICAL REQUIREMENTS AND INFORMATION

Hardware

Recommended server

IBM or compatible PC - Pentium III 1Ghz processor or better and at least 256 MB of RAM

Recommended client (workstation)

IBM or compatible PC -Pentium III processor or better and at least 128 MB of RAM

Minimum server

IBM or compatible PC - Pentium III 500 MHz processor and 128 MB of RAM

Minimum client (workstation)

IBM or compatible PC - Celeron processor and 64 MB of RAM

Video

VGA resolution of at least 800 x 600.
256 and high color supported; high color (16-bit) strongly recommended

Software

Operating System

Microsoft Windows98™ (second edition), Windows2000™ Windows XP™ or Windows NT (OPAS can also run on Novell Netware (with long file name support). NT4 or Windows2000 recommended

Other Software

Microsoft™ Word version 6.0 or above (or WordPerfect version 9 or above, or Lotus Ami-Pro).

Network

OPAS will run on any Windows™ - compatible Network protocol (for example, TCP/IP) TCP/IP required for SQL Server installations

With larger networks it is strongly recommended to have a 100Mbit LAN. OPAS will also run on 10Mbit LAN. OPAS will not operate over a Wide Area Network.

Database

Microsoft Visual Fox Pro 7.0 MS SQL Server 7.0 or 2000, MSDE, Sybase, Oracle 8.0