

Seating the Orchestra

Especially useful when using the Drag/Drop Seating utility

Default Seating Locations / Order Numbers

In the **Address Book**, each member of the orchestra (including subs and extras) has several different fields used to manage the order of musicians on OPAS screens and on reports. These fields are located at the bottom of the **Main** screen and are ...

1. The Primary or **Main Order** number (sometimes called "Order 1" on screens and in some documentation). This is the primary order number for the musician, and is used on all **List** screens within the program, and on the **Service Attendance** grid, to sort the orchestra. When we print reports and concert rosters, if you haven't moved the musician to a different location, we use this Order number to signify his/her seat.
2. A **Secondary Order** number. The use of this order number is intentionally ambiguous. Most clients use it when they need to store a separate Tour Number for a musician, a musician's order or seating in a secondary ensemble such as a Pops or Opera orchestra, etc. Many clients don't use it at all.
3. **Stand/Chair** (or Seat*). This is the physical seat occupied by the musician in the section. It is often the same as the primary order number.

Default Seating from Address Book to Services

The order fields translate directly to **Service** records. When you create a service record for a musician (using either the **Service Attendance** grid or a function), all three fields in the **Address Book** are automatically transferred to the **Services** area.

Date	PW	Time	Project	Activity	Artist	Presence	Type	Instrument	Address Group	Stand/Chair	Order 1	Service
11/15/2013	11	10:30 AM	Pops Series 2	Rehearsal	Peters, Karen	Present		Viola	Orchestra Member	1A	1A	1.0
11/15/2013	11	10:30 AM	Pops Series 2	Rehearsal	Fingel, Scott	Present		Double Bass	Orchestra Member	1A	1A	1.0
11/15/2013	11	10:30 AM	Pops Series 2	Rehearsal	Polonsky, Camie	Present		Violin 2	Orchestra Member	Z	Z	1.0
11/15/2013	11	10:30 AM	Pops Series 2	Rehearsal	Prince, Christine	Present - Move U		Viola	Orchestra Member	2B	2B	1.0
11/15/2013	11	10:30 AM	Pops Series 2	Rehearsal	Reed, Howard K.	Present		Tuba	Orchestra Member	1A	1	1.0
11/15/2013	11	10:30 AM	Pops Series 2	Rehearsal	Rizner, Dan	Present		Violin 2	Orchestra Member	Z	Z	1.0

Remember that OPAS never changes history – should you assign a musician to a service, *then* make a change to any of the order numbers in the **Address Book**, OPAS will *not* apply that change to services already created.

See the "Additional Notes" below for instructions on changing Seating or order numbers for service assignments already made.

Standard seating orders in Reports

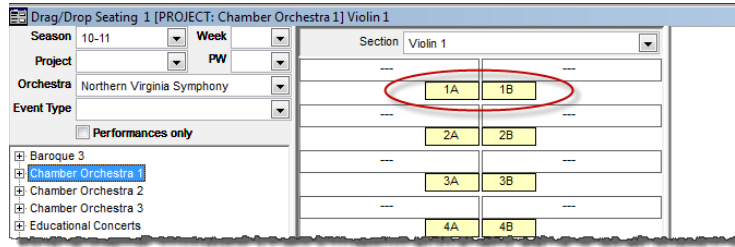
When printing reports and rosters, the seating logic used is:

1. If musicians are assigned to **specific works**, and the musician is seated for that work, use the sort order for that work
2. Otherwise, if the musician is assigned a specific **Stand/chair**, use that field
3. Otherwise, if the musician has an "Order 1" or **Primary order**, use that,
4. Otherwise, sort **alphabetically**

Note that the secondary order number is not used in *standard* reports, but can be invoked with custom reports. Some orchestras tweak that order by, for example, seating all core or staff musicians by that sequence, and then seating all substitutes.

Using the **Drag/Drop Seating**

The **Drag/Drop Seating** utility uses the **Stand/Chair** value from the **Address Book** (and subsequently the **Services** area).



Because **Drag/Drop Seating** uses the Stand/Chair number, it will read in any seat number already assigned, in effect pre-loading the utility's grid.

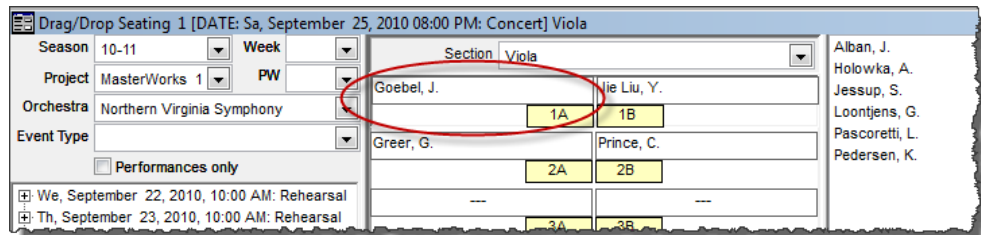


When you assign the **Stand/Chair** value to a musician in the **Address Book** (along with to the Primary Order)...

... that **Stand/Chair** value is inherited when **Service** assignments are made ...

Day	Date	Time	End	Project	Activity	Artist	Presence Type	Instrument	Address Group	Order	Stand/Chair
Th	09/23/2010	10:00 AM	12:30 PM	MasterWorks 1	Rehearsal	Goebel, Jessie	Present	Viola	Orchestra Member	1A	1A
Th	09/23/2010	10:00 AM	12:30 PM	MasterWorks 1	Rehearsal	Jie Liu, Yun	Present	Viola	Orchestra Member	1B	1B

... and are then automatically translated to the **Drag/Drop Seating** area so you do not need to "re-seat" musicians unless there is a change in their assignment

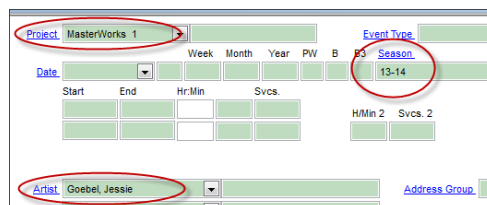


See the **Drag/Drop** documentation for more information.

Additional Notes

If you wish to make or change seating assignments for musicians that already have service assignments...

1. Open the **Services** area
2. Search for the **Artist** and the desired time period (for example by Project / month / Season , etc.)



3. At the resulting **List** Screen, click the **Function** icon and choose "**Assign Stand / Chair**"
4. Type in the desired stand/chair number. Typically this is in "1A" or "2B" format.

