

Setting OPAS screens – Rows and Columns

All OPAS Users can customize display elements such as Favorites menu, fonts, colors, and – perhaps most importantly – column size and order.

⚠ Note that while adjusting these settings is (strictly speaking) optional, OPAS places all such settings at their default values when a new user is created. These default settings can make OPAS screens much more confusing and harder to use than they need be, so you should consider these steps **mandatory**, particularly when creating new OPAS users/logins.

All of these settings need be made only once – OPAS remembers the settings and stores them with your User Name and Password.

Open the OPAS program area

Open any program area – this guide uses the **Dates** area as an example – and select any record or number of records. The idea here is simply to get information on the screen; it doesn't really matter what the information is.

When a new User account is created in OPAS and logs in for the first time, all **List** panes and grids within program areas will appear in a seemingly random order.

The **List** pane in the **Dates** area for a new account with no customization of rows and columns:

Date	Weekday	Start	End	Week	Month	Year	PW	B	B3	Svcs	Level	Season	Text	Project	Event Type	Performan	City
09/15/2014	Mo			14-38	9	2014	3			0.00	1	14-15		Administrat	DAY OFF		Arlingt
09/17/2014	We	10:00 AM	12:30 PM	14-38	9	2014	3			1.00	1	14-15		MasterWork	Rehearsal		Arlingt
09/18/2014	Th	10:00 AM	12:30 PM	14-38	9	2014	3			1.00	1	14-15	No soloist	MasterWork	Rehearsal		Arlingt
09/18/2014	Th	02:00 PM	04:30 PM	14-38	9	2014	3			1.00	1	14-15		MasterWork	Rehearsal		Arlingt
09/19/2014	Fr	10:00 AM	12:30 PM	14-38	9	2014	3			1.00	1	14-15		MasterWork	Dress Rehe		Arlingt
09/20/2014	Sa	08:00 PM	10:00 PM	14-38	9	2014	3			1.00	1	14-15		MasterWork	Concert	✓	Arlingt
09/21/2014	Su	03:00 PM	05:00 PM	14-38	9	2014	3			1.00	1	14-15		MasterWork	Concert	✓	Arlingt
09/22/2014	Mo			14-39	9	2014	4			0.00	1	14-15		Administrat	DAY OFF		Arlingt
09/23/2014	Tu	10:00 AM	01:00 PM	14-39	9	2014	4			0.00	1	14-15	Horn (2nd)	Administrat	Audition		Arlingt
09/26/2014	Fr	04:00 PM	06:30 PM	14-39	9	2014	4			1.00	1	14-15		Pops Series	Rehearsal		Arlingt
09/27/2014	Sa	10:30 AM	01:00 PM	14-39	9	2014	4			1.00	1	14-15		Pops Series	Rehearsal		Arlingt
09/27/2014	Sa	08:00 PM	10:00 PM	14-39	9	2014	4			1.00	1	14-15	Disney Sho	Pops Series	Concert	✓	Arlingt
09/28/2014	Su	03:00 PM	05:00 PM	14-39	9	2014	4			1.00	1	14-15		Pops Series	Concert	✓	Arlingt
09/29/2014	Mo			14-40	9	2014	5			0.00	1	14-15		Administrat	DAY OFF		Arlingt
09/30/2014	Tu	07:00 PM	09:30 PM	14-40	9	2014	5			1.00	1	14-15		Chamber Or	Rehearsal		Arlingt
10/01/2014	We	02:00 PM	04:30 PM	14-40	10	2014	5			1.00	1	14-15		Chamber Or	Rehearsal		Arlingt
10/02/2014	Th	02:00 PM	04:30 PM	14-40	10	2014	5			0.00	1	14-15		Administrat	Orch. Perfo		Arlingt

The same **List** pane in the **Dates** area once rows and columns have been customized:

PW	WeeDate	Start	End	Status	Project	Event Type	Venue	Conductor	Text	Instrumentation	Notes ...
3	Mo 09/15/2014				Administration	DAY OFF					
3	We 09/17/2014	10:00 AM	12:30 PM		MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington	Kalmar, Carlos		3.3.3.3 - 4.3.3.1 - 1.2.0.3.	
3	Th 09/18/2014	10:00 AM	12:30 PM		MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington	Kalmar, Carlos	No soloist	2.2.2.3 - 4.2.3.0 - 1.0.0.0.	
3	Th 09/18/2014	02:00 PM	04:30 PM		MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington	Kalmar, Carlos		3.3.3.3 - 4.3.3.1 - 1.2.0.3.	
3	Fr 09/19/2014	10:00 AM	12:30 PM		MasterWorks 1	Dress Rehearsal	Memorial Auditorium, Arlington	Kalmar, Carlos		3.3.3.3 - 4.3.3.1 - 1.2.0.3.	
3	Sa 09/20/2014	08:00 PM	10:00 PM		MasterWorks 1	Concert	Memorial Auditorium, Arlington	Kalmar, Carlos		3.3.3.7 - 4.3.3.1 - 1.2.0.3.	
3	Su 09/21/2014	03:00 PM	05:00 PM		MasterWorks 1	Concert	Memorial Auditorium, Arlington	Kalmar, Carlos		3.3.3.3 - 4.3.3.1 - 1.2.0.3.	
4	Mo 09/22/2014				Administration	DAY OFF					
4	Tu 09/23/2014	10:00 AM	01:00 PM		Administration	Audition	Memorial Auditorium, Arlington		Horn (2nd) and Timps		
4	Fr 09/26/2014	04:00 PM	06:30 PM		Pops Series 1	Rehearsal	Memorial Auditorium, Arlington	Everly, Jack		3.3.0.3 - 4.4.3.1 - 1.4.1.2.	
4	Sa 09/27/2014	10:30 AM	01:00 PM		Pops Series 1	Rehearsal	Memorial Auditorium, Arlington	Everly, Jack		3.3.0.3 - 4.4.3.1 - 1.4.1.2.	
4	Sa 09/27/2014	08:00 PM	10:00 PM		Pops Series 1	Concert	Memorial Auditorium, Arlington	Everly, Jack	Disney Show	3.3.0.3 - 4.4.3.1 - 1.4.1.2.	

Re-order and Re-size columns

Scroll to the right (there is a scroll bar along the very bottom of the window) to reveal the available columns. To **Re-order** columns, click any desired **column heading** (this is the word in grey at the top that labels each column).

The column heading will depress and the whole grid will become 'grayed-out'. Simply **drag** the column right or left to the desired location and **release** your mouse.

Click and Drag to the right or left

Column headings

Level	Season	Text	Project	Event Type	Performance
1	14-15		Administration	DAY OFF	
			MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington
			MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington
1	14-15		MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington

The column will snap to that new position.

To **Re-size** columns, **float** your mouse over the **border between any two column headings**. When the mouse cursor is between two column headings, its shape will change to a double-sided arrow (shown here in an exaggerated size).


While the cursor in this shape, **drag** your mouse to the right or left to increase/decrease the width of the column.

Project	Event Type	Venue
Administration	DAY OFF	
MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington
MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington

⚠ When the mouse cursor is in the 'double-arrow' state as shown above **double-click** the mouse to **auto-size** the column to the longest field.

Freeze / Lock columns

Once the columns have been re-sized and re-ordered, there will probably be more columns (reading left-to-right) you wish to see than the screen will comfortably display. To **freeze or lock** columns so that those on the left stay in place while you scroll to the right:

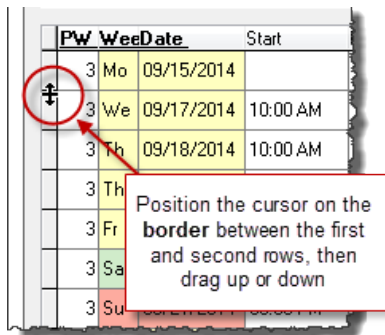
1. Click your mouse in any cell in the left-most column (you can only freeze columns when the first column is selected)
2. **Float** your mouse over the **border between any two column headings**. When the mouse cursor is between two column headings, its shape will change to a double-sided arrow (as in the previous illustration).
3. **Right-click** your mouse . When the mouse cursor is shaped as the double-sided arrow, right-clicking your mouse freezes the screen between the two selected columns. The screen is frozen when the vertical column border turns darker grey.

Project	Event Type	Venue
Administration	DAY OFF	
MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington
MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington
MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington
MasterWorks 1	Rehearsal	Memorial Auditorium, Arlington
MasterWorks 1	Concert	Memorial Auditorium, Arlington

To **un-freeze** the columns, simply right-click between the column headings again.

Re-size rows

Rows can be **resized** for ease of viewing by clicking the row **border** (the gray part at the left) **between rows one and two**. When the mouse cursor is between the first and second row, its shape will change to a double-sided arrow (shown in red an exaggerated size here).

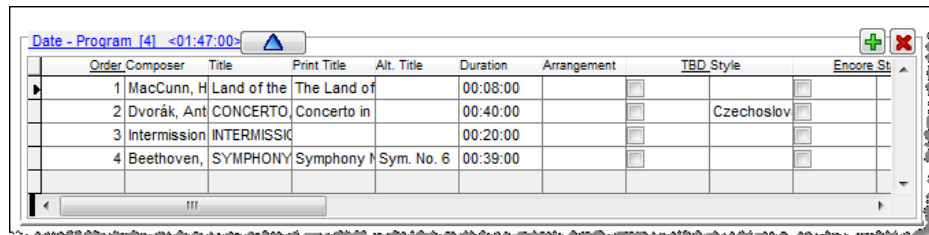


Drag up or down to make the rows taller or shorter. Release your mouse when the row is at the desired height.

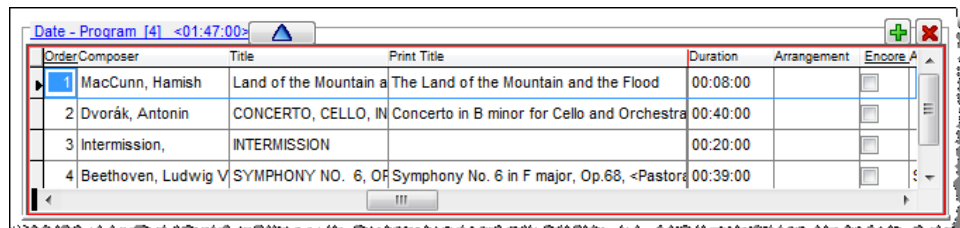
Other Notes and Suggestions

[1] **Grids** within OPAS screens can be formatted using the same technique as those shown above for **List** screens.

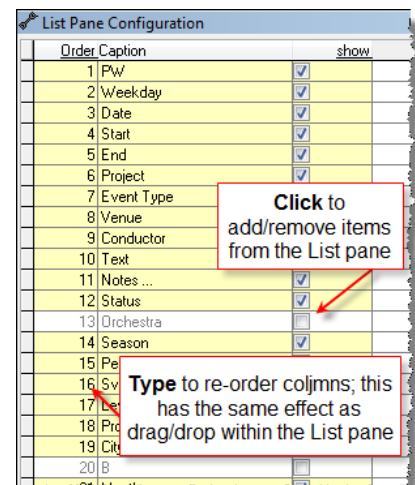
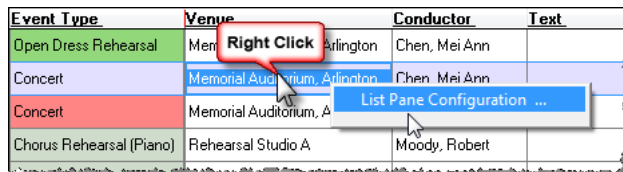
For example, the **Program** screen in the **Dates** area may look like this when a new User first opens it:



But can be re-arranged and made more legible using the techniques above:




[2] **Select** the columns to be shown in the **List** pane by **right-clicking** in the pane and choosing **List Pane Configuration**.



The **List Pane Configuration** grid will appear -- enable/disable the columns to be displayed in the **List** pane by ticking the **Show** box.

Change the order of columns by typing a number in the Order column – this has the same effect as dragging/dropping columns within the **List** pane itself.

[3] When a screen has been 'frozen', columns can be re-sized but *not* re-ordered. You must un-freeze columns (right-click  between the column headings) before re-ordering them.