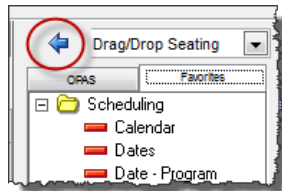


## Drag / Drop Seating add-on

The **Drag/Drop Seating** area allows you to quickly and intuitively roster musicians for a Project, event or even works within a concert. **Drag/Drop Seating** works in tandem with the **Service Attendance** area – assign musicians to events first, then use **Drag/Drop Seating** to arrange the seating assignments within each section.

Open the  
**Drag/Drop Seating**  
area



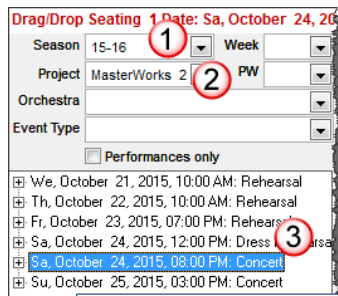
Open the **Drag/Drop Seating** area via the program area drop-down in the upper right-hand corner of OPAS (just above the **Favorites** menu).

Select the **Event**  
**criteria**

When the program area opens, select the activity criteria at the top left of the tab

Select the **Season**, to roster an entire Project at one time – this creates the same seating configuration for all rehearsals and concerts in the same Project. If you typically produce a single 'master roster' for a Project, use this option.

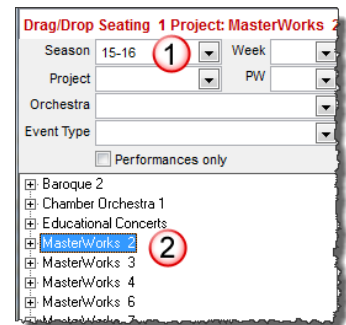
Select [1] the **Season** and then [2] the desired **Project**



Select the **Season, Project** and then the desired **Activity**

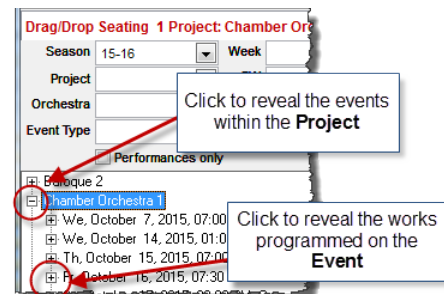
To assign seating for just one activity within a Project, select ...

- [1] the **Season**
- [2] the desired **Project**
- [3] the desired activity within the Project



The **Orchestra, Event Type, Week** and **Performance Week** drop-downs can also be used to tailor the Projects and Activities that appear in the lower portion of the screen.

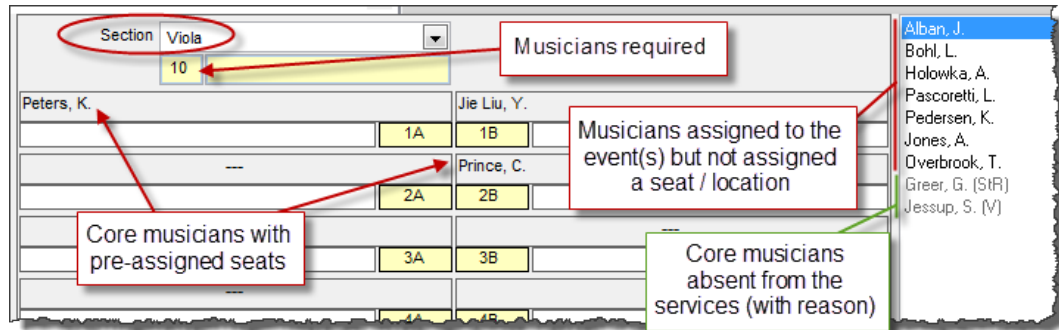
**Drag/Drop Seating** employs standard Windows® 'drill-down' functionality. When you select a Season, all Projects appear. Clicking the "+" next to any Project will display Activities within that Project. Clicking the "+" again will display all Works on the Activity.



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, when seating musicians to a Project, those assignments 'trickle down' to each Activity in the Project, and each work on each activity within the Project.

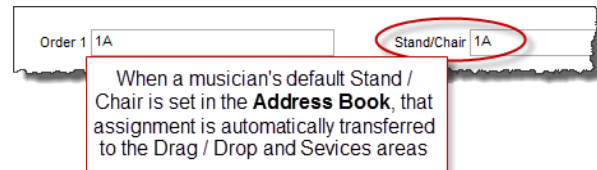
Select the **Section**

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.



Immediately under the **Section** will appear the number of musicians required for that section for the selected Project or Event.

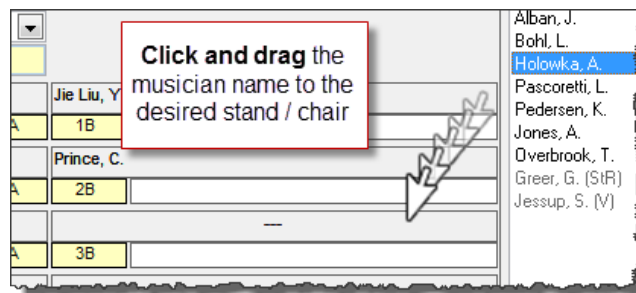
Musicians who have a default **Stand/Chair** set in the **Address Book** will be pre-filled in the Drag/Drop area



Musicians who are **present** for the Project / Activity but not yet assigned a stand/chair will appear on the right-hand pane of the screen. Core or staff musicians who are absent for the Project / Activity will appear in light-grey type with the attendance code in parenthesis.

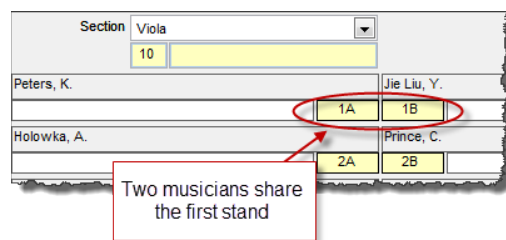
Seat the musicians

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 within the section.

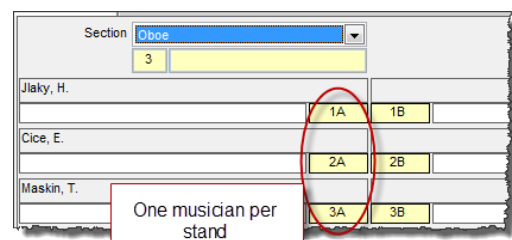


Click the **Save** icon (lower right) when finished. These settings are saved in the **Seat / Chair** field for these service records.

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



Strings

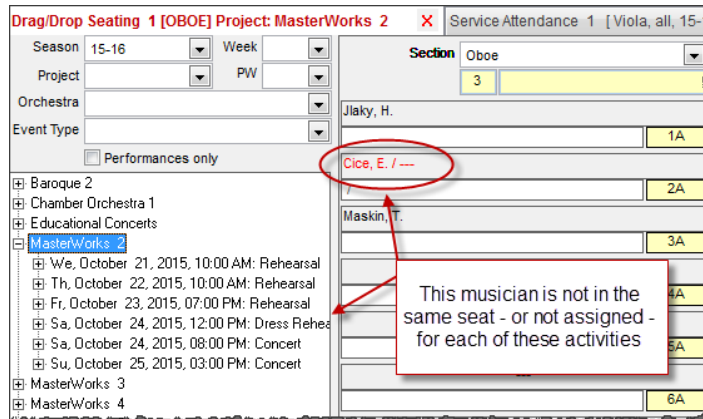


Winds / Brass / Percussion

## Other features / functionality

Names appear in red

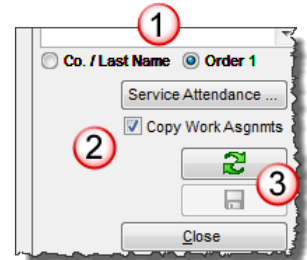
Musician names appear in **red** when their assignment is not consistent among the chosen event criteria. For example, when looking at the Oboe section for the Masterworks 2 Project, the second oboist name is in red.



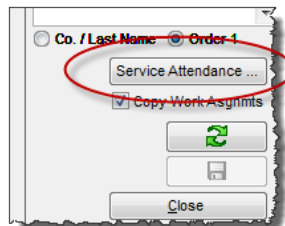
Settings / Links

**Drag/Drop Seating** settings are configured in the lower right-hand corner of the screen.

1. Order musician names in the right-hand pane (musicians present for the services but not yet assigned to a stand/chair) by either their primary order or by last name.
2. All stand/chair assignments made to events are also applied to all works on those events.
3. Refresh the seating grid

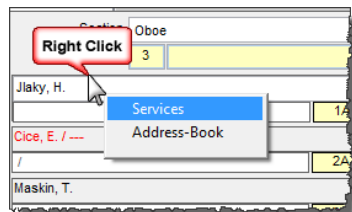
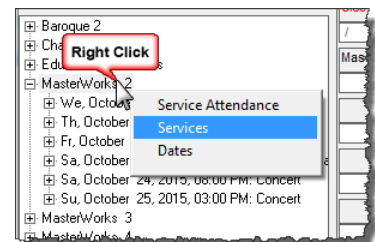


The **Drag/Drop Seating** area is fully integrated with the other OPAS Personnel areas.



Click to open the services selected in the left-hand pane in the **Service Attendance** grid

**Right-click** on an activity or Project to directly open the **Service Attendance**, **Services** area or the **Dates** area to print rosters



Right-click a musician's **name** to directly link to the **Services** or **Address Book** area.