PRS

User's Guide

For Release v 1.20

Table of Contents

How To Use This Manual

If you're like most users, you'd like to get started using PRS on your project sooner rather than later. If you have already worked with the demo version or an earlier version of PRS, you may be ready to skip the manual and 'go for it.'

We'd like to suggest, however, that as your first step, even if you think you're 'ready to go,' you install and look at the Sample Version of the program. This is different than the demo version because it is fully functional with all the menus and options of the Full Working Version you purchased, plus it has the advantage of having a great deal of data pre-entered for you to work with. A few minutes spent looking at various browses, update forms and reports can save you a great deal of time and frustration later.

On the other hand, if looking at the menu options in PRS and staring at the empty (or full in the sample) browse and update forms makes you feel queasy and disoriented, we highly recommend working through the tutorial. Though it doesn't teach you everything there is to learn about the program (since PRS is powerful and full of features, and we're sure that you don't want to spend *too* much time before you get to *your* production), the tutorial contains enough information to get well into setting up the program, breaking down the script, casting, and creating a rough rehearsal schedule.

We really recommend the tutorial for all users, since a quick perusal will serve as a refresher for the more experienced, and may even provide a few new tips and tricks. PRS is built so there are plenty of 'right ways' to accomplish most of your tasks. The tutorial tries to show you most of the standard ways of working, so you can choose the ones you like best.

If you have trouble with the basic concepts of how PRS works as a database, a look at the ***How the Program Works*** section may be in order.

The later parts of the manual provide descriptions of all the elements of the program, with explanations structured in the order in which items appear in the menu. This is intended to be reference reading if you have trouble understanding how something works, or are unsure what kind of entry is expected in a given field.

At the end of the manual are appendices, which will come in handy if you encounter error messages or want to know more about your specific work files. These are followed, of course, by the index – which has been manually generated to try to point you to the most relevant appearances of a topic, rather than listing every time a topic word is mentioned..

Above all else, we want PRS to be your most useful tool in creating and maintaining an organized production. As with any tool, safety is important, and in the world of computers safety means making backups.

PLEASE MAKE BACKUPS OF YOUR WORK ON A REGULAR BASIS!!!

Making Backups

This is probably the most important page you will skip over. Take a minute **NOW** and look at it; and then each day, after finishing your work and closing down PRS, spend a minute or two and **back up your work**.

How often should backups be made? Often enough that you will never lose a huge amount of work if your hard drive decides to take a month off in the repair shop, or if a power surge wipes out your machine. When you consider the amount of time and effort you put into creating your data (and the time and money you save by using the computer to manage the data) the costs of the computer and software become minor, and the time required to back up your work insignificantly small. Creating backups on a regular basis is like taking a vitamin every day - once you get in the habit, it's the easiest thing in the world. Get in the habit of making a daily backup of your data files. *Start today!!!* Remember, hard drives are mechanical, and as such **will eventually fail**. This is a fact -- the question is not *whether* they will fail, but *when* they will fail.

What you need to back up

You need on a regular basis to back up your data files. These are the files in your working directory that have a **.tps** file extension (the period and the three letters at the end of the filename.)

It is also a good idea to back up your **PRS.ini** file. This file keeps a record of some of your user settings, as well as your Global Preferences information.

Making a back up of your program files needs only be done when changes are made to the program itself, since the program can always be re-installed.

If you are using PRS to manage multiple productions simultaneously, and if you have done so by creating additional PRS installs, you will need to make a separate backup set for each working directory where your .tps and .ini files reside.

If you are using PRS to manage access to picture and other graphics files, we recommend that you also create and keep backups of these files. To keep yourself organized, we recommend keeping your picture and graphics files in an organized location. (PRS provides several sub-directories which can be used for this purpose.) If you are using multiple copies of PRS to help manage several productions simultaneously, and if the same picture files are accessed by the various productions, it may be more convenient to keep all your pictures in a separate directory of your making, thus making it easier to both find and create backups of the files.

The PrsBack Program

For your convenience, we've added a backup utility program **-- PrsBack.exe --** starting with Release Version 1.0 to make it even simpler for you to create backups of your .**tps** data files. There is one important proviso to remember when using PrsBack: You may only use PrsBack when PRS is not running. Ideally you should run it each time you finish working with PRS. If working in a network environment, make sure all users are logged out before running PrsBack. It allows you to quickly and easily back up your data files to a location you can select, such as a floppy disk. (Yes, the files are compact enough that most productions can fit their data onto a single floppy!! And PrsBack will prompt you for additional floppies if you need them.) It also helps manage a list of backups you have made. File compression can be turned on or off, and it is possible to select which files you wish to restore, and to restore files to an alternate location.

> *(**Note:** Certain precautions must be taken when backing up or restoring files -- see the PrsBack instructions in Appendix C for more details.)*

The program resides in your default PRS directory, and is started from the same start menu you use for PRS. More specifics and instructions for the PrsBack program can be found in Appendix C.

What PrsBack does not back up

PrsBack is customized to be quick, easy and efficient. It is our feeling that you should be running it and creating backups frequently. It is configured to back up all your .**tps** data files. ***It does not, however, back up any of your graphics or picture files (such as Actor Pictures or Blocking Diagrams.)*** These file types will tend to be larger, require significantly more storage to back up, and might slow down your daily backup process considerably. We recommend backing up these elements on a weekly basis, or whenever major changes have been made to the picture files, using a different backup method of your choosing. The default location for these files is in subdirectories under your main PRS working directory, but depending how you configure PRS and select these graphic images, they may reside elsewhere on your computer or network.

NOTE: PrsBack is not designed to format or burn to CD or DvD drives. If you want to back up to one of these media, either use a cd-enabled backup program, or use PrsBack to create a backup on your hard drive, and then use a separate disk-burning program to copy the backup file over to the CD or DvD media.

Other Backup Options

We're not going to insist on any specific way to make backups, since every user will have his or her own system which they favor. A number of very good backup programs are on the market, and you may already have one on your computer. Another possibility is to use a standard zip file creator, such as pkzip, and to zip the files or directories you wish to back up. We usually assign it a file name that has the date in it - such as *Midsummer20061023.zip*. We highly recommend using one of these alternate systems to create backups for your graphics files.

> ***NOTE: Backups of .tps files should be made only when PRS is not running. On networked installations make sure that there are no users accessing PRS when you make your backups!***

Introduction to PRS

PRS stands for Play Rehearsal Scheduler. It was originally designed as a play breakdown form to aid in scheduling and creating actor lists for dramatic theatrical productions. It has expanded significantly from its initial incarnation to encompass numerous other creative and management aspects of a theatrical production.

This manual provides descriptions of the various menu functions and related forms. It also includes a quick start tutorial. The program works on an intuitive level once you get used to the basic browse (viewing)/ input (data entry)/ report (printer output) structure on which it is built.

PRS is designed on a relational database model, working outward from the script scenes, and relating your various cast and production information to the scenes. The database is viewed using a series of "browse boxes" which act as windows for looking into the stored data lists. To enter new data or to change existing data, update forms are accessed from these browses, or in some cases new data can be entered directly into linked boxes in the browse forms. A variety of pre-designed reports can be previewed and printed through your default Windows printer. Even though PRS is a wide-reaching management tool with a great deal of depth, it has always been our goal to keep things as straightforward as possible for the individual user.

A printable .pdf copy of this manual (use Adobe Acrobat Reader, available as a free download from Adobe) is included as software with the registered version of the program. In cases in which the software version does not agree with a printed hard copy version, the software version is normally more recent and hence more reliable. In using the electronic version of the manual, you will notice that using the Acrobat 'bookmarks' feature displays a table of contents in the navigation pane available on the left side of your Acrobat window.

PRS works only under the Windows operating systems! We recommend using a Windows version at least as recent as Win98-SE. (The program works with all versions of Windows released since 1998, and may even work under Win95 as well – though we no longer have Win95 machines for testing it.)

PRS and the MAC

To run PRS on an **Intel-Processor** Mac computer (Apple started using these in 2006) <u>you need to have Windows installed</u> **--** and install and run PRS in the Windows partition. (At time of writing, users we have talked to seem to prefer the ***Parallels*** program over ***Boot Camp*** for operating system flexibility, but compatibility is rapidly improving and new Windows options are being offered by Apple.)

For older MAC computers (using the Power PC / G series processor) <u>you must use one of the Windows emulation programs</u> such as Virtual PC (now from Microsoft, formerly from Connectix.). Though we have not fully tested all versions of the emulation programs, users have reported that PRS runs well under Virtual PC 2004, Virtual PC 5.0 or Virtual PC 3.0/Win 98, as well as both earlier and more recent versions of the program.

NOTE: Virtual PC 4.0 has certain compatibility issues which keep it from running PRS and many other programs, so we are recommending either staying with v3.0, or moving up to v5.0 or more recent releases at this time. Virtual PC has also become part of certain of the more advanced Office suites for the Mac. Just to make things more confusing, Virtual PC is available in various versions. Please be aware that to run PRS on a Power PC Mac, you need Virtual PC <u>and a version of the Windows operating system (to be run by it)</u>. It is possible to buy Virtual PC without the Windows operating system (a reasonable option only if you already own a copy of Windows), so make sure that you have either the Virtual PC program with Windows included, or the separate version of Virtual PC and the Windows operating system, in order to run PRS on an older MAC.

Obtaining Help

Help for registered users can be obtained by sending e-mail questions to:

support@onsetsoftware.com

We will attempt to respond in a timely fashion. Responses will be sent to the e-mail address to which the program is registered. (Only one e-mail address is allowable per registered copy. Please let us know when your e-mail changes to avoid possible delays in your receiving help responses and update notifications.) Also be aware that our email addresses may change if the spam level for a certain address becomes untenable. If you have trouble reaching us via email, please use the contact form on the www.onsetsoftware.com website. If for some reason you don't get a response within 24 hours, please try again. (Our apologies, but spam filters do occasionally block valid emails.)

All users may report bugs through the bug report form on the **www.onsetsoftware.com** website.

Please include the version number of the PRS program which is experiencing the bug(s), as well as the serial number if you obtained PRS on a CD. The version number can be found on your CD, or can be viewed within the program from the **Help | About PRS** menu. If you purchased PRS directly from OnSet Software, we already have your name and email on file.

Also include information about your computer system -- operating system version, computer manufacturer, processor chip type, processor speed, installed ram, any unusual configurations, etc.

In order to minimize the quantity of spam email we receive, our email addresses may occasionally change. If an email address becomes invalid, please reach us through the contact form on our web site at www.onsetsoftware.com

You can access contextual help by pressing a screen's **Help** button, or by using your **F1** key. In certain cases the **F1** key will bring up different detail level of help than the **Help** button. A help contents menu is available from the Help menu item in the main menu.

> ***NOTE: The help system within the program is not as extensive or in depth as this manual. We recommend always having this manual available as a reference source, either as hard copy or in its electronic version.***

Known Help Issues

WARNING: Certain problems may occur if you use the 'square bracket' characters **[** or **]** in your entries, particularly as part of your scene numbers. **PLEASE AVOID THESE CHARACTERS!!!**

Installing PRS

Single-User Installation

The PRS installation CD, starting with v1.20, includes an auto-run function and selection menu to choose your installation tasks.

Another change started in v1.20 places the default install in a directory called c:\OnSetApps\PRS*xx*. This change has been made to simplify potential permission issues, particularly for non-technical users, which are anticipated in the new Windows Vista operating system. (The previous default install location, c:\Program Files\OnSet\PRS*xx* may become difficult for multi-user operation.)

If your computer is not set up to auto-run CDs, you can start either the installation menu or any of the setup programs manually. After placing it in your CD-rom drive, you must choose the install file you wish to use. Two versions of PRS are included on the installation CD. The standard program is in the file SetupPRSxxx.exe (The xxx refers to the version number, currently 120).

The single-user installation is the simplest and easiest way to install PRS. By running the basic installation program SetupPRSxxx.exe and accepting the defaults (including the license agreement) PRS will be installed on your hard drive. The standard installation places all files in the same directory, including the program file, associated .dll files, and any included data files.

A second install file is SetupPrsSample.exe which includes and installs sample data files to show you how the program works once data has been entered. It installs a sample version of PRS into a separate (sample) directory. *Note: This is not to be confused with the 'Demo' version of PRS, which has certain capabilitiesdisabled.*

To install either file, begin by closing any other programs you may be running. Insert the PRS CD into your CD drive. If your computer is set to auto-run a CD when inserted, the installation menu will open automatically. Select the version you wish to install, and follow the screen prompts.

If your computer does not auto-run and launch the installation program, you can start it manually. From the Windows Start menu, select **Run**. Use the **Browse** button and select your cd-rom drive (this usually requires using the *Look In* drop box near the top of the window.) Navigate into the Autoptn subdirectory, and select AUTOptn.exe. Running this program will open the installation selection menu.

Optionally you can select one of the SetupPRS___.exe programs as described above to bypass the installation menu and go directly to the setup program.

If you purchased PRS through internet/download, you will obviously not be auto-running a cd. Please follow the directions that came with your download passcodes.

When the appropriate installation program opens, follow the on-screen prompts to install. Use the same procedure for the other file when you are ready to install it.

If you intend to use PRS for more than one production simultaneously you will need to select different directories for each install.

SetupPRSxxx.exe also puts a shortcut to the user manual in the OnSet directory in the Start | Programs menu.

If you plan on using PRS for numerous plays, you may wish to install the .dll files in your Windows directory, or some other directory found in your PATH statement. This requires keeping all your OnSet programs at the same release level, and could be a problem if you wish to upgrade only some of your OnSet programs. If you wish to do this, please contact us for more information.

> ***NOTE:*** *If you move your .dll files, you must make sure the directory in which you place them is included in or added to your computer's PATH. This may require modifying your computer's PATH statement. If their directory is not included in the PATH, then PRS will not find them and*

will not be able to run. Additionally, having PRS and any other OnSet programs run from a shared set of .dll's requires keeping all your OnSet programs at the same release level, which could potentially be a problem if you wish to upgrade only some of your OnSet programs. If you wish to do this, please contact us for more information.

Adding a Desktop Shortcut Icon

A desktop icon can be a convenient way of starting PRS. Normally the installation program will add a desktop icon automatically. To add one manually, open Windows Explorer, making sure that it is not maximized (so some desktop is still visible) and navigate to your PRS working directory (default is c:\OnSetApps\PRS*xx*\ ). Locate the PRS*xx*.exe file. RIGHT-CLICK on the PRS*xx*.exe filename and, keeping your right mouse button depressed, drag it onto your desktop and release your right mouse button. From the popup menu that appears, select 'Create a Shortcut'. This places a shortcut icon on your desktop. You can re-name the shortcut if you wish to do so. (We highly recommend re-naming your icons if you are keeping more than one production on your computer)

Note: Starting in PRS v1.20, a shortcut icon will automatically be placed on your desktop as part of the installation process. If you install several copies of PRS to use for different shows, you will want to rename the shortcut description of each icon to reflect the name of the show.

Network Installations

There are two ways to install the program in a multi-user network environment. Either method should be set up by someone knowledgeable in networks, who also knows the ins and outs of your specific system.

The first way is to have the program and all its files reside on a single (server) computer, and to use shortcut pointers from the other computers to access the program and files on the server. This is by far the easiest system to set up, but leaves you open to slowdowns when the network is busy.

The second way is to have the data files reside on a server and to have the program installed on the computers of each user. When setting up a shortcut icon on a client computer, the 'start in' property should point to the network address where the data files reside. This should operate faster, but requires attention in keeping all instances of the installed program at the same version level, and stands a higher chance of data corruption if there are problems in the network.

Define a Printer (Important!!!)

PRS always needs to have a printer defined as the default printer on your computer! It doesn't make any difference to PRS whether that printer is actually on or connected, but you do need your operating system to have defined a printer as the default printer.

If you don't have a printer or printer drivers, you can make your fax driver your default printer, or default to a pdf-creation driver (such as Acrobat Distiller, if you have it).

You can normally choose a default printer using your windows **Start** menu, selecting **Control Panel**, then **Printers**, then RIGHT-CLICK on the desired printer and CLICK **Select as Default Printer** from the context menu. Various versions of Windows may have different ways of setting a default printer, so consult your Windows operating system manual or help system if you need assistance.

NOTE: Occasionally there may be a printer driver which doesn't interface properly with some PRS reports, particularly those that print memo fields. (We have seen this happen with the Win95 DOS-Text driver and certain old fax drivers.). Changing to a different driver seems to solve the problem.

Typeface and Keyboard Conventions

The conventions below describe the stylistic or keyboard method that you will come across in the content of this tutorial:

Typeface Conventions:

Italics	Indicates what to type at the keyboard, such as type *These Words*.
SMALL CAPS	Indicates keystrokes to enter at the keyboard, such as ENTER or TAB
Boldface	Indicates commands or options from a pulldown menu or text in a dialog window. Also used to indicate the heading name of a window
Menu | Sub-Menu | Sub-Sub-Menu	Menu items with vertical lines between them indicate the path to follow for navigating through the various levels of the menu structure.

Keyboard Conventions:

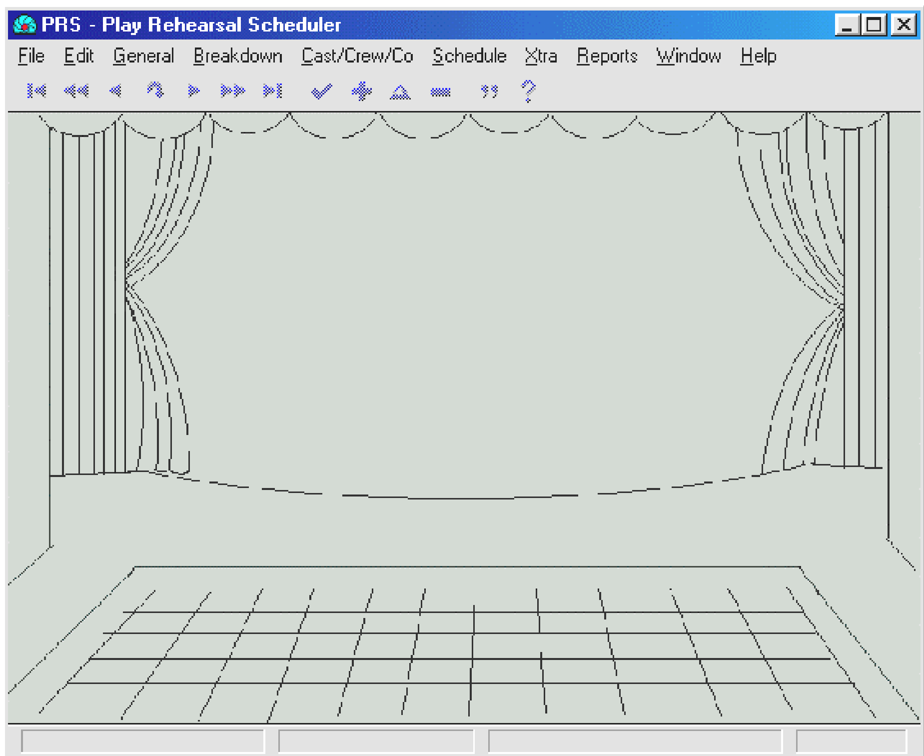
F1	Indicates a single keystroke. In this case, press and release the F1 key.
ALT-X	Indicates a combination of keystrokes. In this case, hold down the ALT key and the X key, then release both keys.

Quick Start Tutorial

Starting PRS

From your Windows Start menu, select **Programs**, go down to **OnSet** , and select **PRS** from the OnSet program group. (If you have placed a PRS icon on your desktop, starting PRS is as simple as DOUBLE-CLICKING to the PRS Icon.)

Either way starts PRS and opens the OnSet proscenium stage window with a main menu of functions atop the curtain.



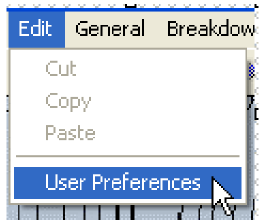
Notice the row of VCR Symbols below the menu. You will be using them later to streamline your data entry process.

> ***Note:*** *If you want to use PRS for your own production before and/or at the same time as using the tutorial, you might want to either clear out the data from the **PrsSample** program (and enter the tutorial data in the PrsSample application), or add an extra installation of PRS on your computer to be used exclusively for the tutorial.*
>
> *If you wish to keep a backup of your sample data (but remove it for using the sample program to run the tutorial) you can back up the sample data by following the directions for **PrsBack.exe** found in **Appendix C** at the end of this manual.*
>
> *To eliminate the sample data (but not the sample pix files) from the Sample version of the PRS program, follow the directions for using **CleanFil.exe** in **Appendix D** at the end of this manual.*
>
> *To create an additional install of PRS, use either method found in **Appendix E** at the end of this manual.*

Setting User (Global) Preferences

User (Global) preferences are individual elements and setup parameters that you use to customize your use of PRS.

CLICK on Edit, then User Preferences as we begin to add data for this tutorial



A Preferences window will appear on the screen. You will notice that this window contains three tabs: General, Reports, and Pictures.

We will be using the play A Midsummer Night's Dream by William Shakespeare as our tutorial play example.

The cursor starts out within a white rectangular entry field to the right of the Play Name prompt -- type in *A Midsummer Night's Dream*

Use the TAB to move to the next entry field ...

Author -- type in *William Shakespeare*

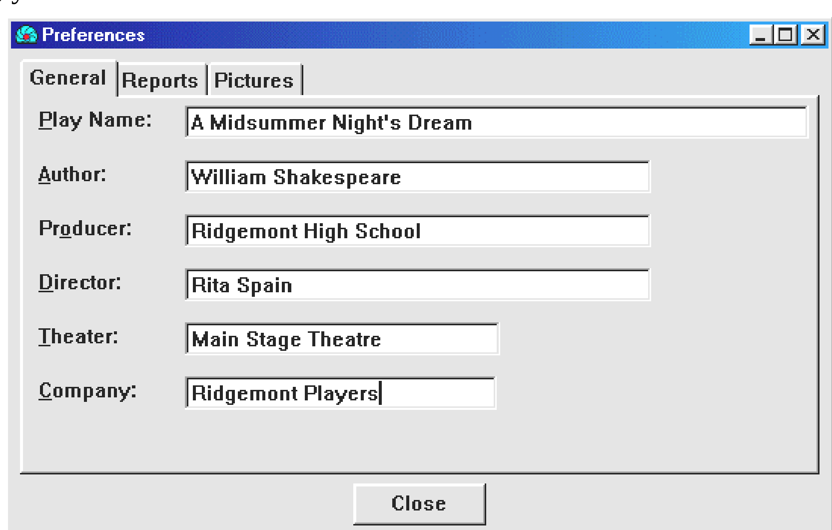
TAB to Producer -- type in *Ridgemont High School*

TAB to Director -- type in *Rita Spain*

TAB to Theatre -- type in *Main Stage Theatre*

TAB to Company-- type in *Ridgemont Players*

At this point, your screen should look like this:

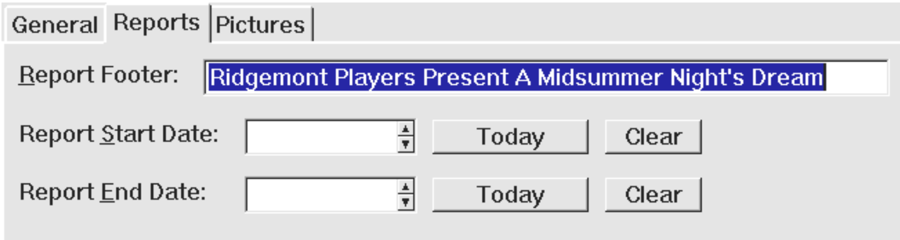


NOTE: If you've made a error, or wish to edit within the entry field, you could DOUBLE-CLICK to highlight the item and then retype. To move back to a previous entry field, use the SHIFT+TAB key combination.

Let's move to the next page on the form by clicking on the Reports tab.

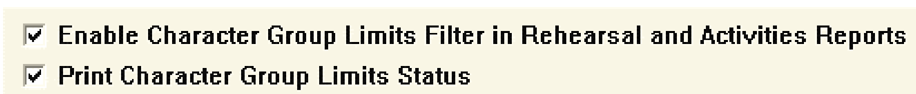
For Report Footer -- type in *Ridgemont Players Present A Midsummer Night's Dream*

This line will appear in the middle of the bottom (footer) line on your reports along with the page number and date printed.



Below the Report Footer line are Report Start Date and Report End Date fields (these dates are used when limiting certain schedule reports to events within a range a dates) and buttons to the right of each. Press the Today button next to Report Start Date and the current date (taken from your computer's settings) appears in the entry field. Click on the little up and down arrows next to the date and see the date change accordingly, one day at a time. When you see these arrows at the right of an entry field, you may use them to increase or decrease the number (or date) entered there. Click in the entry field and an edit cursor appears, allowing you to edit the date. You may also use your up and down arrow cursor keys to change a selected date. (Each up or down cursor key press functions in the same way as pressing one of the arrows at the right side of the entry field). Press the Clear button to remove the entry from the field.

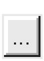
At the bottom of the window is a checkbox that turns on (or off) filtering or rehearsal and activity reports based on group character limits, and a second checkbox that causes a reminder line to be printed (or not) at the bottom of appropriate report page footers, indicating the filter status for the report. This is a new addition in PRS v1.20; but since we haven't talked about character limits yet, we'll leave it alone for now.



For now we will also leave Report Start Date and Report End Date blank, and move to the final page of the form by clicking the Pictures tab.

CLICK in the Auto-Display Pictures check box. This sets the program so that browses and forms which display pictures (and have a similar checkbox) will automatically have the box checked when their forms are opened, and thus automatically display pictures. If you are accessing data over a network, or have large picture or graphics files, you may wish to turn off this option, since opening numerous large picture files can slow your system performance considerably.

Let's also select a Logo Pix File to use as a logo for ID cards. You could enter the filename of an image file (accepted file types are .BMP, .GIF, .JPG, .PCX, or .WMF), including the full directory path to it, or you could press the little (file lookup) button with the three dots on it. (More file types have been added starting in PRS 1.20)



This opens a standard navigation window that allows you to search your drives for the appropriate image file. To help in your search, you may select which file type you are looking for, either a single graphics file type, all allowable graphics file types, or all files.

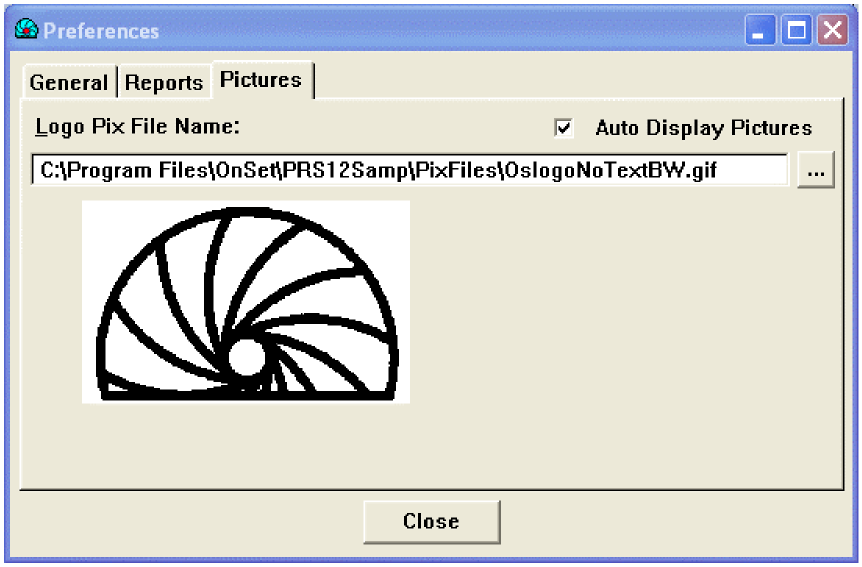
You will probably want to have a sense of what file(s) you are looking for before you start to navigate, since the navigation dialog boxes don't display file contents. If you don't already have a file in mind, you might try one of ours:

C:\OnSetApps\Prs12Samp\PixFiles\OslogoNoTextBW.gif

After selecting the file you will see its image displayed in the lower part of the window. (The image should appear regardless of whether or not you have the Auto-Display box checked.)

> ***NOTE:*** *If the program has trouble displaying an image here, it's a pretty good bet that it won't print very well from PRS either. (There are sometimes problems with different non-standard*

versions of .PCX files not displaying or printing properly, though on the computers here PRS seems to do at least as good a job displaying these file types as our Word processing program.)

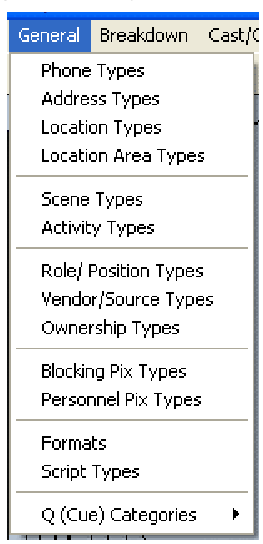


Close out the Preferences file by CLICKING the Close button at the bottom of the window.

Setting General Category Items

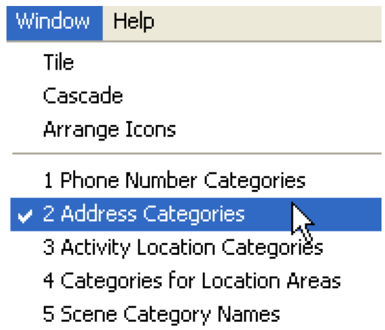
General category items are category names and other elements that can be accessed from various parts of the program. These are user and play specific, and provide lists that are used to simplify or eliminate re-entry of data.

CLICK on **General** in the main menu, and a drop-down menu will reveal fourteen menu items: **Phone Types, Address Types, Location Types, Location Area Types, Scene Types, Activity Types, Role/Position Types, Vendor/Source Types, Ownership Types, Blocking Pix Types, Personnel Pix Types, Formats, Script Types** and **Cue Categories**. As you have probably guessed by now, you will use this menu to set up the basic categories that you will be using throughout your production.



CLICK on one of the category types to take a look at the current lists of category names it contains. Selecting any of these menu options opens a 'browse' window – a window containing one or more list boxes that display the data residing in your files. Typically, the primary list in a browse window will contain one or more tabs that can be used to sort the order of (or otherwise limit) the data displayed.

Open several more browse windows to see how these category lists are similar (or different). If you haven't been closing windows after looking at them, you may have noticed that your screen is rapidly becoming cluttered. We suggest that - to avoid confusion – you should close windows after you have finished with them. If you feel the need to keep multiple windows on the screen simultaneously, you can use the **Window** menu to show you a list of all the windows that are open within PRS.



The one with the check next to it is currently active. You can select a different window from this menu, which will bring it to the front and make it active. This can be particularly useful if you have 'lost' or 'buried' a window behind many others.

It is possible to open the same list window more than once at the same time. This is convenient if you want to look at different aspects of a category simultaneously. However one point of warning is in order: *Opening more than one update form and simultaneously accessing the same data is a BAD IDEA. PRS will not allow editing a given record from more than one window (or more than one user) at the same time. (As an example – you can work on entry forms for two actors simultaneously, but you cannot use two forms to update data for the same actor at the same time.*

At this point close down whatever browse windows you have opened, but leave the PRS program window open.

Customizing Your Preset Selections

The next step will be to customize some of your preset selections. Preset selections define some of the categories of information you will be using in your PRS program.

The categories defined in these preset selections files will reappear to simplify the entry process in various drop-combo selection boxes elsewhere in the program, so customizing the lists to your needs can save you time later on. If there is a category you know you will need, it's recommended that you enter it initially. Likewise, if there's a category you won't need, removing it means you won't need to scroll past it each time you are making a selection from that category.

Don't worry about making a "wrong" decision at this point. You can always come back and change your selections; or new choices can be added to the drop-downs at the time of making entries in their respective forms.

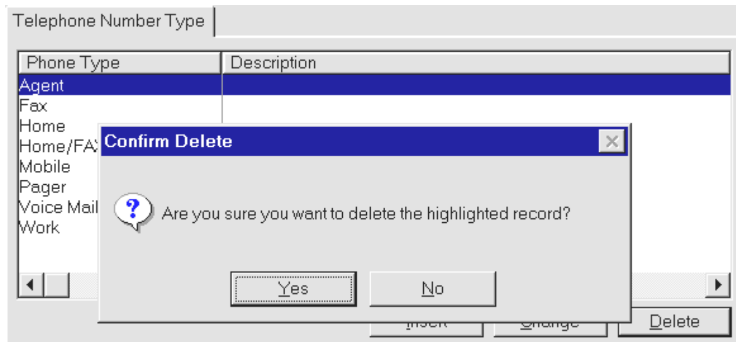
> ***Note:*** *One limit to changes that you can make later is that you won't be able to combine two categories into one. You may be able to eliminate categories, but not if you have data which uses that category name. These are called relational data constraints, are built into the program to keep you from losing data. You may, however, change a category name or mis-spelling, and all data in this category will automatically adopt the new name (or spelling.)*

Setting Up Phone Types

In the **Main Menu**, CLICK on **General**.

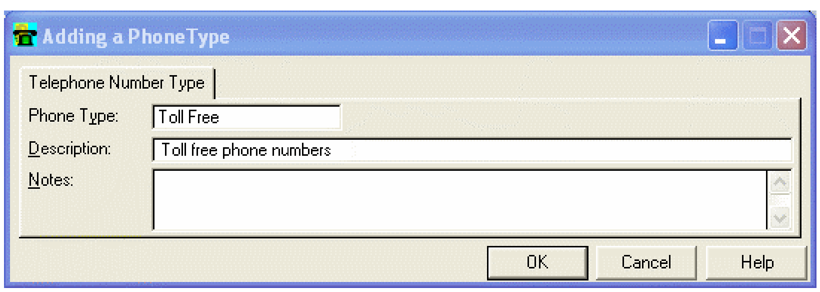
From the menu selections that appear, CLICK on **Phone Types** and the **Phone Number Types --** file browser will come up.

A list of phone types has been provided for your convenience. *Agent*, *Cell*, *Fax*, *Home*, *Pager*, *Voice Mail*, *Work* are examples of categories of phone numbers you will use to contact your cast, crew and vendors. You may modify, add to, or delete any of the categories. To DELETE an existing **Phone Type**, let's say *Agent*, CLICK to HIGHLIGHT it and then CLICK on the DELETE button at the bottom of the window.



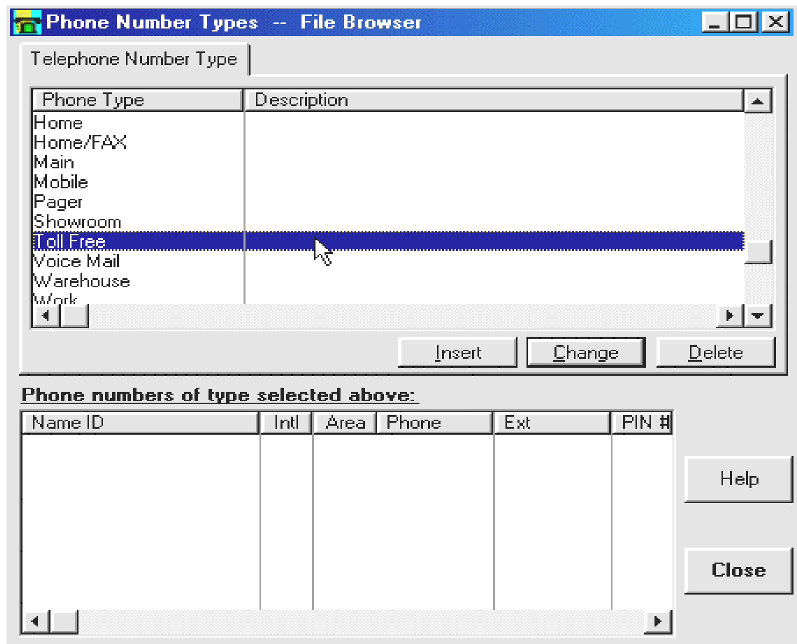
A **Confirm Delete** dialogue box will appear to confirm you wanted to delete this record. CLICK **Yes.** This eliminates the category *Agent*, the description and any notes that are associated with *Agent*.

If you wish to add another category, *Toll Free* for example, CLICK on INSERT and the **Adding a Phone Type** screen appears.



Type *Toll Free* in the **Phone Type** box. CLICK **OK** to add Toll Free as a phone type. It is optional to add either a description or any notes. If you wish to CHANGE a phone type**,** CLICK on the item you wish to change (or use your up and down cursor arrows) to HIGHLIGHT it and CLICK on the **Change** button**,** or DOUBLE CLICK on the type you wish to edit. Either method brings up the **Changing a Phone Type** edit window. Once you've edited, CLICK **OK** to accept your changes**.**

You'll notice below the listing of phone types is another list box, with the heading **Phone numbers of the type selected above**. We haven't yet entered any phone numbers so this box is empty; but this 'synchronized' second box is there to provide a list of phone numbers whose type match the type selected in the top box. Hence, if you have **Toll Free** selected in the top box, all the **Toll Free** telephone numbers will be shown in the bottom box (and only the toll free numbers.) This provides another view of information that you have input.

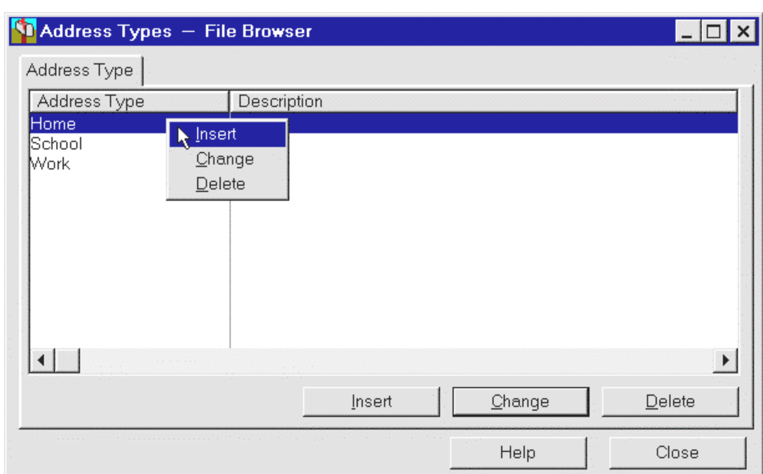


We have finished presetting **Phone Number Types** and may now close out the window, either by CLICKING on the **Close** button, hitting the ESCAPE key, or CLICKING on the small **x** button in the upper right of the **Phone Number Types - File Browser** window. We will continue to customize your selections.

Setting Up Address Types

Up at the **Main Menu**, CLICK on **General** again, and this time CLICK on **Address Types**...

Let's take a look at your presets. What address category options do you want to have on file for your cast/crew/vendors? *Home*, *School* and *Work* are currently listed in this File Browser for your convenience. To add, delete or change the **Address Types**, this time use your mouse to RIGHT-CLICK a selection. This calls a pop-up menu with **Insert**, **Change**, and **Delete** as options.



Use your left (normal) mouse button and CLICK on **Insert**. This opens the **Adding an Address Category** window, where you'll add *Mailing Address* to the preset selections that have been included in the program. As with phone types, these are the categories that will appear in a drop-down for you to HIGHLIGHT when you begin to enter address information.

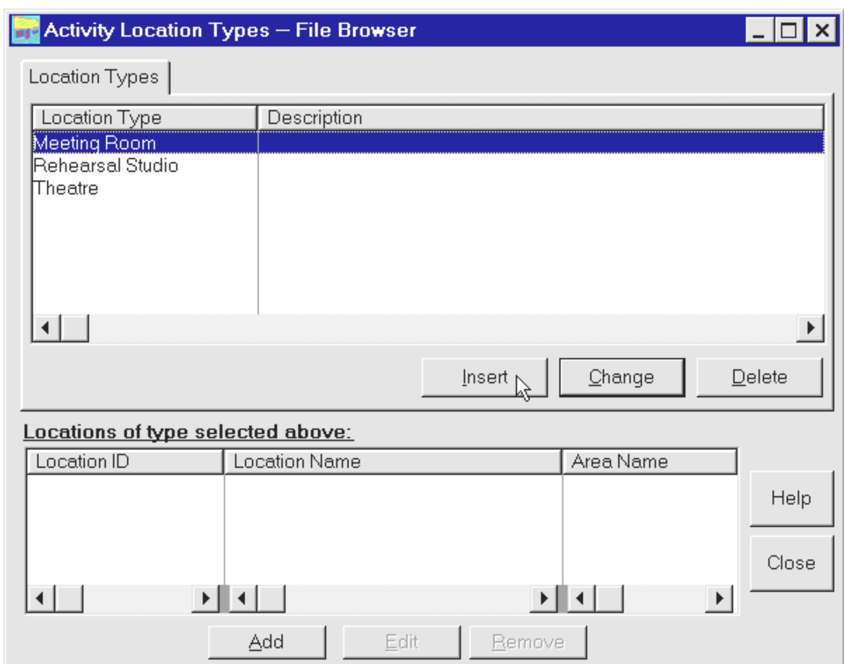
In the entry field to the right of **Address** type *Mailing Address*. Again, this category needs no further description, so close out of this form by hitting your ENTER key. Your new entry is now listed in the browse box. To CHANGE or DELETE one of the Address Types, CLICK either **Change** or **Delete**. To EXIT the screen CLICK **Close**.

Setting Up Location Types and Location Area Types

These two categories help organize the various locations where your activities will be held. While having two separate category types for your locations may seem a bit complex, category types are grouped in this manner to help organize touring productions, and have the additional ability to assign contact staff (location personnel) to groups of locations. As with most grouping concepts, this may be difficult to grasp in the abstract, but will hopefully become much clearer as we assign real-world examples. At this point the main thing to remember is that locations for your activities are specific (such as a room, rehearsal hall or stage), and location areas are general, such as a building, school, facility, theatre complex, or even city.

Select **General** from the **Main Menu** and this time CLICK on **Location Types**. This brings up the **Activity Location Categories** file browser. A few entries are already present in the list. We're staging our production at a school, so we know that we'll also be using classrooms for certain activities, so we'll add them to the list.

Press the **Insert** button



to bring up the **Adding a Location Type** window.

In the **Location Type** entry field, type *Classroom*

Since this doesn't need a description, we'll leave the **Description** and **Notes** fields blank.

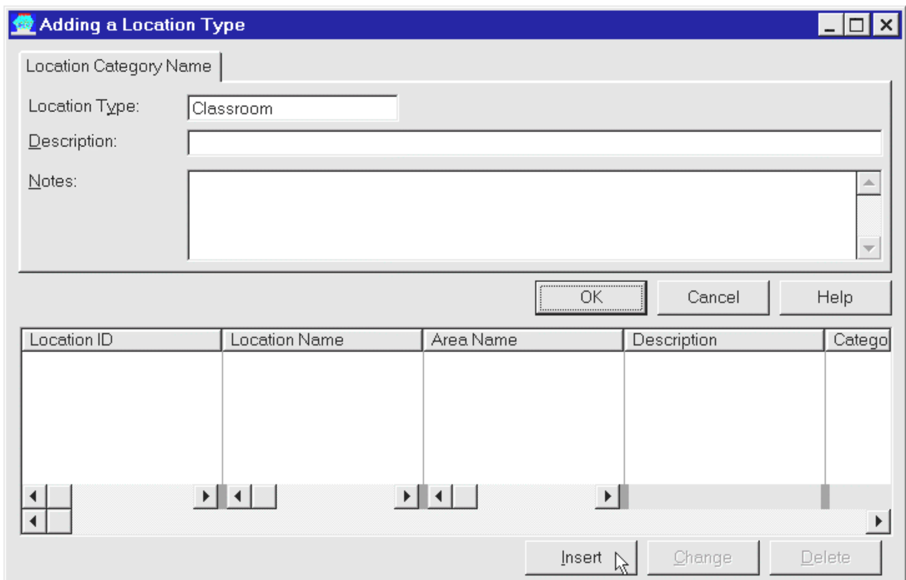
We could press **OK** and exit back to the browse form, but instead we'll get a little adventurous and actually add a location name directly from here.(and see what kind of trouble we can get into)

Cascading Entries

We're now going to get a little tricky, so make sure you have several uninterrupted minutes for the next part of the procedure. We are actually jumping forward to add location data before we have finished defining all the categories, and will therefore be creating additional categories and sub-categories on-the-fly as necessary.

> ***NOTE:*** *Even though we are showing you this advanced capability of PRS early in the tutorial, we don't really recommend that you enter data in this fashion. You should normally add information by first defining your categories and then going ahead and adding the individual pieces of related information. Jumping forward by using the cascading entries approach lends itself to not fully thinking through your organization system, which could produce complications later.*
>
> ***ADDITIONAL NOTE:*** *We anticipate that future versions of PRS will use a slightly different system for cascading entries. If this system becomes part of your workflow, please make sure to check for changes when upgrading to future PRS versions.*

As mentioned above, you should have already entered *Classroom* into the **Location Type** field. At the bottom of the **Adding a Location Type** window, below the empty list box that displays the names of related locations, press the **INSERT** button.



This brings up the **Add a Location for Activities** entry form.

We'll now start entering some information and see how far we get.

For **Location ID** type *Hedgeworm101*. This is the location ID name that will show up in the various reports.

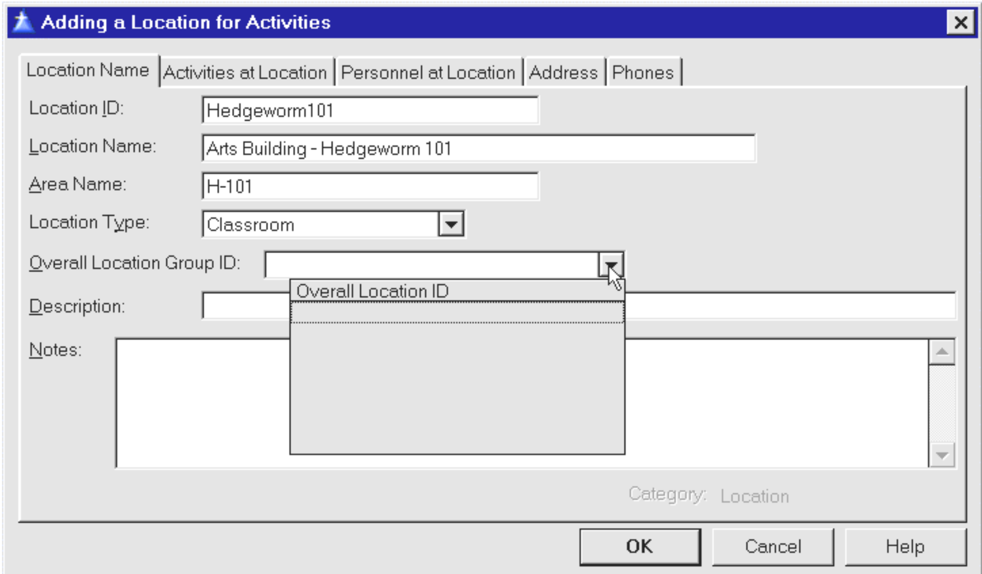
> This is the first time we have seen an 'ID' field, so a brief explanation may be in order. PRS often provides identifier key name fields to use throughout its data to maintain relationships with other data. For this purpose, ID fields have in certain instances been set up where you provide a unique name that will be used to denote a specific person, place, or company. These IDs can be considered mini-names, and should preferably be created in such a way that they make sense when sorted alphabetically. A more obvious use of IDs will be seen later in the case of the Name ID used for personnel. The main thing to remember about ID fields at this point is that <u>they must be unique</u> – PRS will not allow you to have two different locations with the same Location ID.

For **Location Name** type *Arts Building – Hedgeworm 101*. This is an optional general descriptive name that you may use to be more specific about the location (but which may be longer than you want to have printed on reports.)

For **Area Name** type *H-101*. In this case the location isn't broken up into areas, but this optional field is available if you need it.

Since we entered this form from the Location Type entry/update form, *Classroom* is already entered as the **Location Type**. <u>Do Not Change This!</u> If you make changes in the middle of a cascading entries process, a data integrity problem may occur!

Clicking the down arrow for **Overall Location Group ID** shows that there are no overall locations entered yet. We will go ahead and continue our cascading by entering a new **Overall Location Group ID** here.



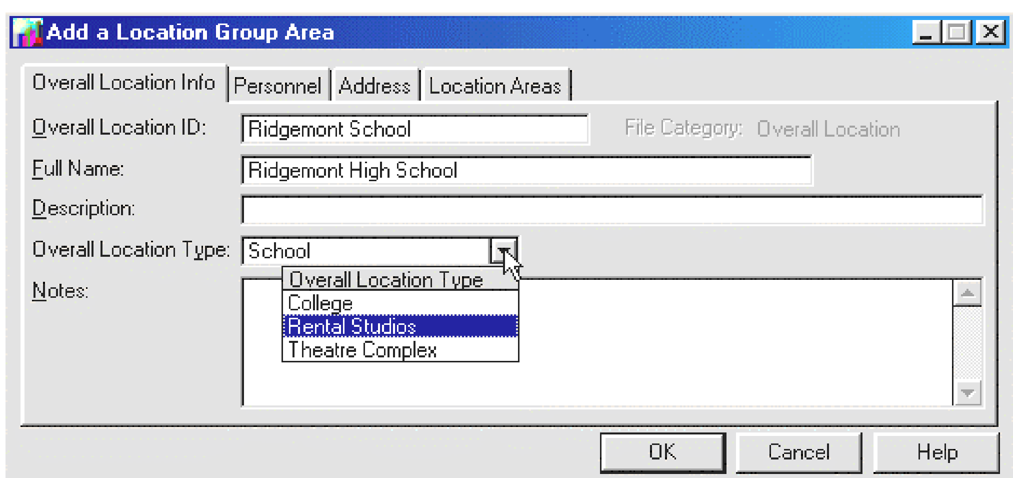
Type in *Ridgemont School* and press TAB

A new window opens, the **Add a Location Group Area** entry form. Here you can enter additional information about the area.

The **Overall Location ID**, *Ridgemont School*, is already entered.

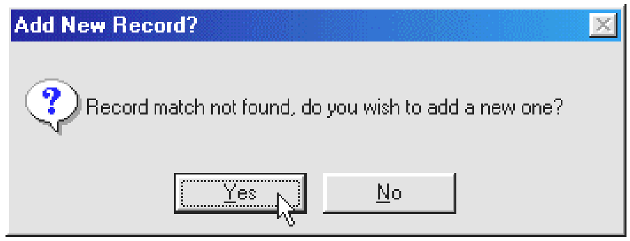
For the optional **Location Name**, type in *Ridgemont High School of Performing Arts and Magic* (No, you really don't need to enter this, and in this case it's a bit redundant. The Full Name field is here to allow you to put the full name of a location area in the program when you really only want to use a shortened Overall Location ID such as *RHS*, or when the ID you are using may be difficult for others to understand.)

Skip the description field and click on the **Overall Location Type** down arrow.

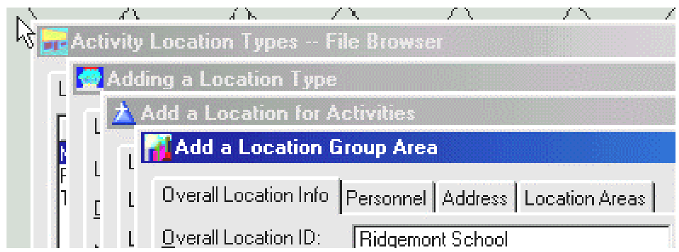


Since none of the selections are appropriate, type *School* and press TAB

A small dialog box appears asking whether you want to add a new entry.



Press **Yes**. You have now successfully added several related entries to a number of different files. There are a series of windows open.

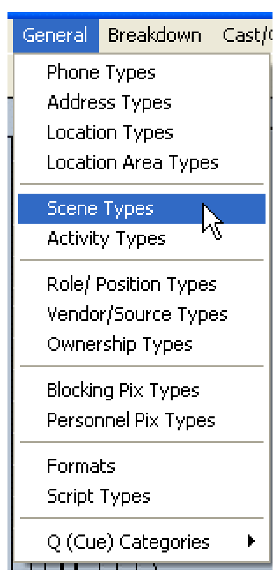


Move back through them and close them using their respective **OK** buttons. This step finalizes your entries.

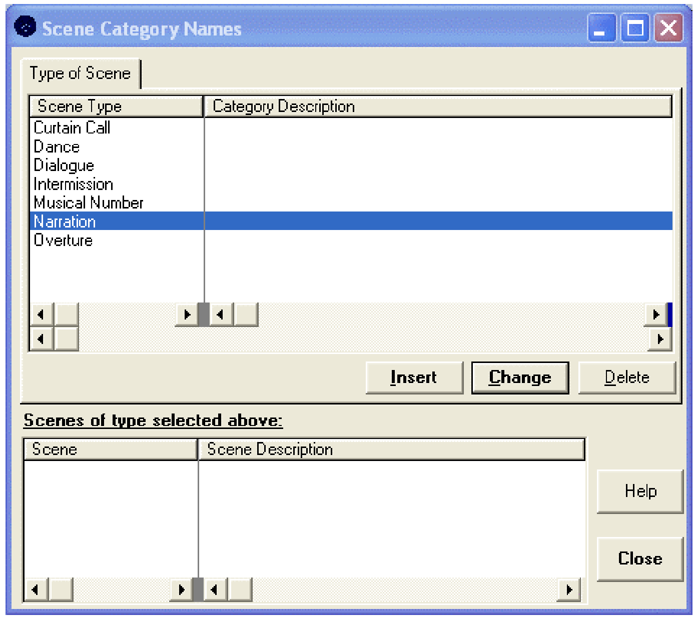
This may have seemed like a lot of complicated entry for not much result, but what you have really done is set up several presets and entries on a number of levels – which you won't need to do again for these entries – and entered a great deal of information only once. Setting up your database in this manner helps make your future use of PRS easier, faster and simpler.

Setting Up Scene Types

Select **General** from the **Main Menu** and this time CLICK on **Scene Types**.



The **Scene Types File Browser** is where you keep "definitions" for the various types of scenes that will make up your performance. You will use these categories as a quick way to label and organize your scenes. For a drama, you won't be doing much with these categories, since most of them will be dialogue, but the categories will come in very useful if you do a musical or a theatrical event. PRS treats intermissions, overtures and curtain calls as scene categories as well.



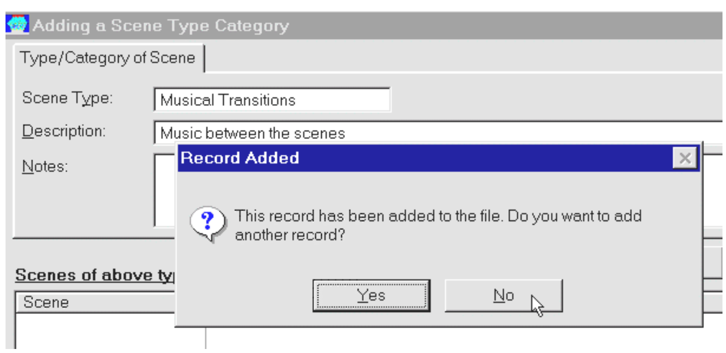
You can see that this **Browser** has a second list box, which will show all the scenes of the selected scene type. This is a useful way of organizing the script so that you can call up similar types of scenes for rehearsal. Currently the box is empty because the scenes will be entered later.

For your convenience, we have listed several **Types/Categories of Scenes**: *Curtain Call, Dance, Dialogue, Intermission, Musical Number, Narration, Overture*. We will now add another category, *Musical Transitions***.**

Place the pointer anywhere in the **Type of Scenes** list box, and CLICK the right mouse button. A menu pops up with **Insert**, **Change, Delete**.

Use the left mouse button to CLICK on **Insert**. The **Adding a Scene Type Category** entry window appears. Type *Musical Transitions*.

TAB to **Description**. Type *Music between the Scenes*.



CLICK OK and then NO to Do you want to add another record? to go back to the **Scene Types File Browser**.

Had you pressed **Yes** (or your ENTER key), you would have gotten a new, blank **Adding a Scene Type Category** entry screen, waiting for your input.

To **Change** or **Delete** a scene type, you can do so by using the **CHANGE** or **DELETE** buttons, or by RIGHT CLICKING on the scene type and picking the appropriate action from the pop-up menu.

Remember, you can change or delete a category easily before other information has been entered relating to it. However, if you change a scene type after having assigned it to a number of scenes, those related scenes will take on the new scene type after it has changed. Furthermore, once scenes are assigned to a category name, the category name cannot be deleted as long as there are scenes associated with it. This is an example of a Referential Integrity Constraint which has been programmed into PRS. If you wish to delete a category name, you need to first reassign the category name for any scenes currently using it. Once there are no longer any scenes using the category name, the deletion process will go smoothly.

EXIT the form by pressing the **CLOSE** button.

Setting Up Vendor/Source Categories

By now you've gotten the hang of adding and eliminating category names; but before moving on, it would be good to take a quick look at Vendor/Source Types.

In the **Main Menu**, CLICK on **General**. From the menu selections that appear, CLICK on **Vendor/Source Types** and the **Vendor/Source/Supplier Types** screen will open. This is much like the other category types browsers in that it contains two browse boxes, the top one for category names, the bottom one for vendors/sources of the selected type.

Depending on your show, its budget, and style of production, you may have widely varying requirements for this category. This is where your experience comes into play. Based on your production needs, you will want to insert or delete category names in this list.

Setting Up Files for Other Category Types

There are several other category type files which you may wish to browse and customize. These files allow you to define your categories for activities, character roles/positions, personnel pictures, and blocking pictures. Take a quick look at them and add to or edit them if you wish.

Breaking Down The Script

Now that we've gotten our feet wet with the operation of basic browse and update forms, it's time to start making the program useful by entering details about the play's setup, scenes, cast and production items. This process is known as breaking down the script.

PRS assists the director in accomplishing this major task by providing a framework for collecting script information, and by providing the ability to view or print out the details of each scene in a number of different ways. You will no doubt develop your own method of scene breakdown, but an explanation about the methods used in this tutorial follows. As mentioned before, we consider all sections of the production -- i.e. the overture, curtain calls, musical transitions, etc. -- as scenes.

In a traditional script, each Act contains the playwright's own breakdown of action into scenes (Act 1: Scene 1, Act 1: Scene 2, Act 2: Scene 1, etc.) *For the purposes of a practical rehearsal process, a director usually divides the action within the scene even further to assure that each segment of the play is well rehearsed*.

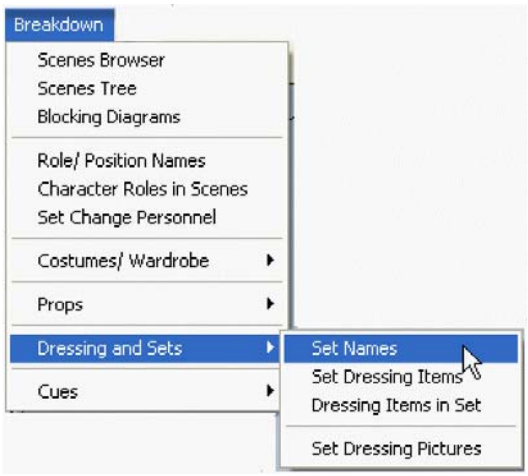
One method for script division is known as the "French Scene" which begins when a character enters the stage and ends when a character exits (it doesn't have to be the same character! -- anyone entering or leaving defines a French scene). Another way to break down the script is to find the emotional "beat" of each moment in the script. We have combined these two methods in the sample breakdown of the play A Midsummer Night's Dream, which we find effective, but you will ultimately do it in your own way.

So now you're thinking that you are about to start entering specific information about each scene. Not so fast! In following our general practice of trying to enter general data first, followed by specific data, we will start by entering our set names.

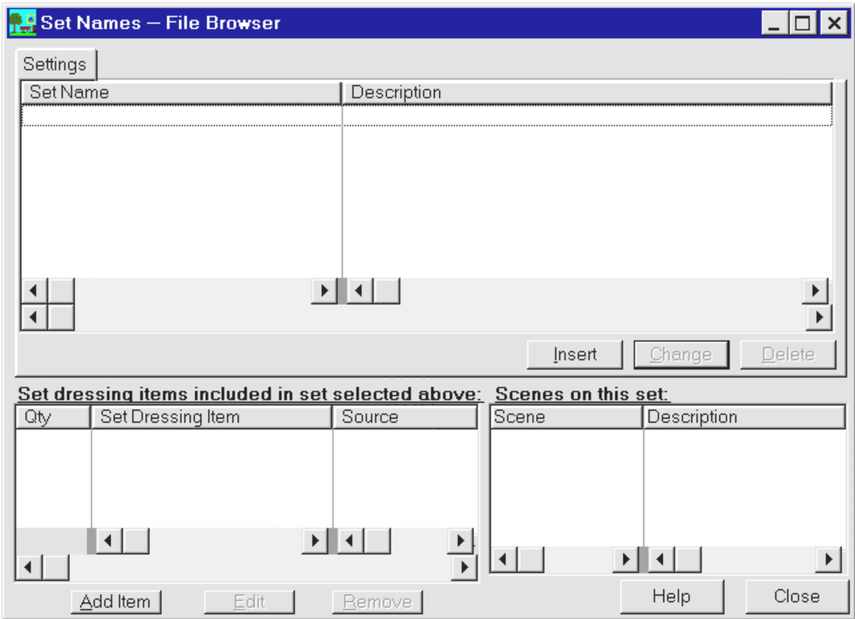
Set Names

You will most likely have several set changes in your play. We will begin by entering the settings used in our staged version of Midsummer.

In the Main Menu, CLICK on **Breakdown**, move down the drop-down menu and CLICK on **Dressing and Sets**. (The small arrow to the right of the menu item indicates that there is a submenu for the item.) In the pop-up submenu which appears, CLICK on **Set Names**.

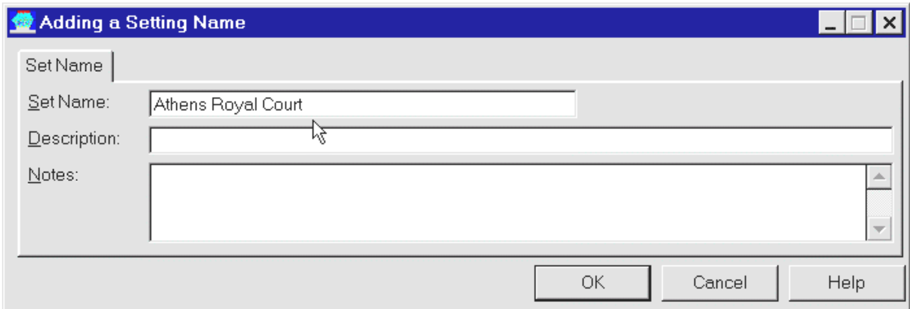


This brings up the **Set Names File Browser**. The column headers in the main browse are labeled Set Name and Description. Two additional browse boxes are poised to display a list of set dressing items used as part of the set, and a list of the scenes that take place on the set.



An empty screen doesn't do us any good, so let's start entering some data. MOVE CURSOR just to the right of the center of the window and CLICK on Insert to bring up the **Adding a Setting Name** entry/update window.

To the right of **Set Name** type *Athens Royal Court*. We will leave the Description and Notes fields blank for now.



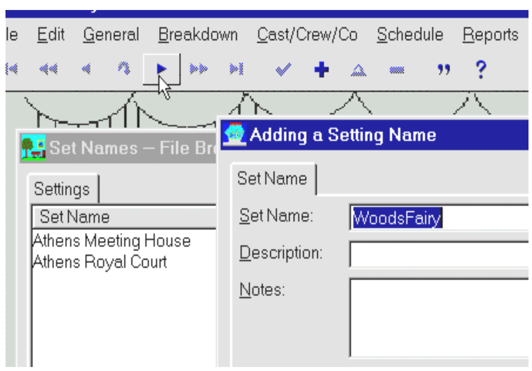
MOVE THE CURSOR to the row of symbols just below the menu. These are referred to as the *VCR Controls*, because they resemble the icons on a VCR remote.

Place your cursor over the symbol that looks like (VCR Play) a single triangle pointing to the right.  After a second or so a pop-up message box will appear saying Save Record and Add Another. CLICK on the (VCR Play) symbol and this will save the *Athens Royal Court* entry and then clear the entry window for you to add another setting name for the show. Let's add some more Setting Names for Midsummer...

MOVE CURSOR to select the entry field for **Set Name** and type *Athens Meeting House*

CLICK again on the same (VCR Play) symbol. 

Again at blank entry screen, MOVE CURSOR to **Set Name** and type *Woods-Fairy* CLICK yet again on the same symbol. 

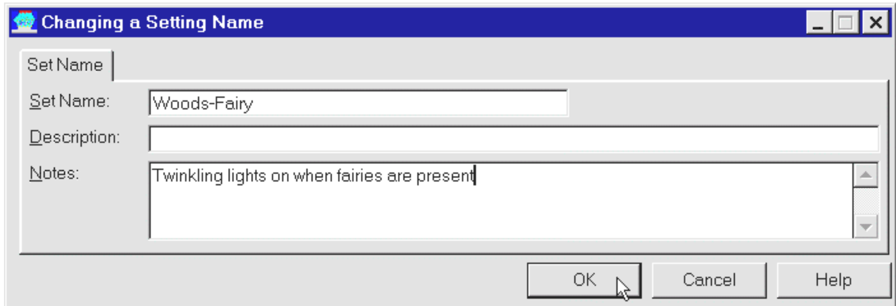


MOVE CURSOR to right of **Set Name** and type *Woods-Human*. You have now entered four set names without having to return to the browser screen. Since this is the last set name we are presently entering, CLICK OK to exit the **Adding a Setting Name** window and return to the **Set Names -- File Browser** window. You see that the set names you added are now displayed in the list box.

We have now accounted for four settings of the play. *Athens Royal Court* is an interior. *Athens Meeting House* is also an interior. *Woods-Fairy* (which reflects the director's decision to make the woods have twinkling lights in the woods when the fairies are present) and *Woods-Human* (similar woods, but the twinkling ceases when the humans are about in the wood) are exterior.

As you have just discovered, it might be useful to mention twinkling lights in the notes field for *Woods-Fairy*. To do this we will edit the *Woods-Fairy* entry.

HIGHLIGHT *Woods-Fairy* in the **Set Names Browser** and CLICK Change to call up the **Changing a Setting Name** window for that item. In the **Notes** field type *Twinkling lights on when fairies are present* and press OK to save this addition and exit back to the **Set Names Browser**.



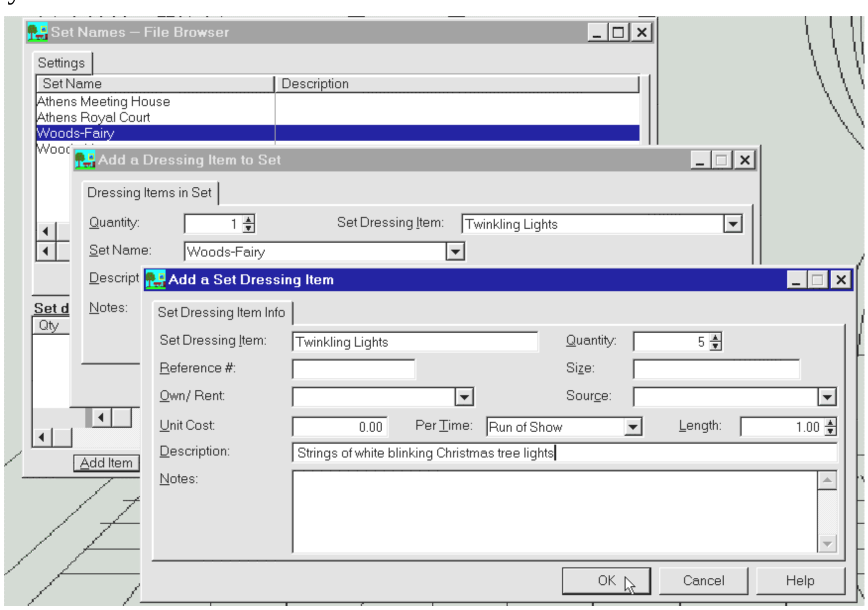
NOTE: We placed the twinkling lights reminder in the **Notes** field. You might have placed it in the **Description** field instead, since it would then have displayed in the **Set Names Browser** and been printed on most reports. This is a matter of personal preference, and you will develop your own methodology for what you want as a **Description** and what to keep in **Notes**. One thing to remember is that most **Description** fields have a length limit of about 100 keystrokes, whereas **Notes** fields can contain text up to 20 times that length.

If you wish to DELETE an entry, HIGHLIGHT the item to be removed in the list box, and CLICK Delete and then Yes to Confirm Delete.

In the window's lower left is a box containing a list of set dressing items used for the selected setting (set) name. There are columns for Quantity (Qty), Set Dressing Item, Source, and Description. This information is usually compiled during the course of the pre-production process as the sets are designed and constructed; and the form becomes particularly useful for the stage crew responsible for the stage during production. However, as mentioned above, we know that Woods-Fairy will have twinkling lights, so let's add them now.

In the upper list box CLICK on *Woods-Fairy* to select it. Below the lower left list box, CLICK on Add Item. This brings up the **Adding a Set Dressing Item to Set** entry screen. In the **Set Dressing Item** entry field, type *Twinkling Lights* and use your TAB key to move to the next field.

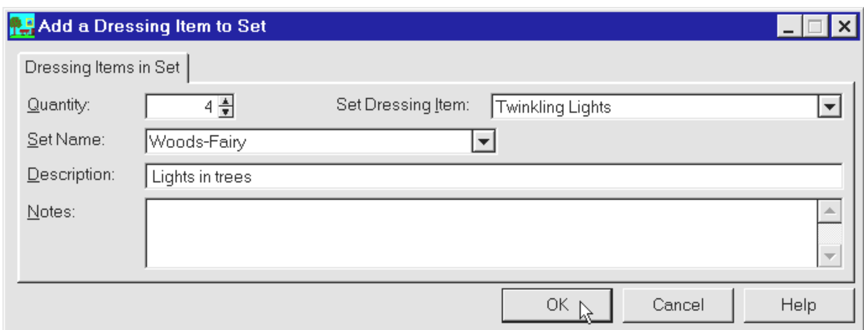
Surprise! Another window just opened with **Add a Set Dressing Item** for its title. As you see, the **Set Dressing Item** field is already filled in with *Twinkling Lights*, and you see a variety of other fields where you can put more information about the lights, none of which you know yet. You can come back to them later as you know more.



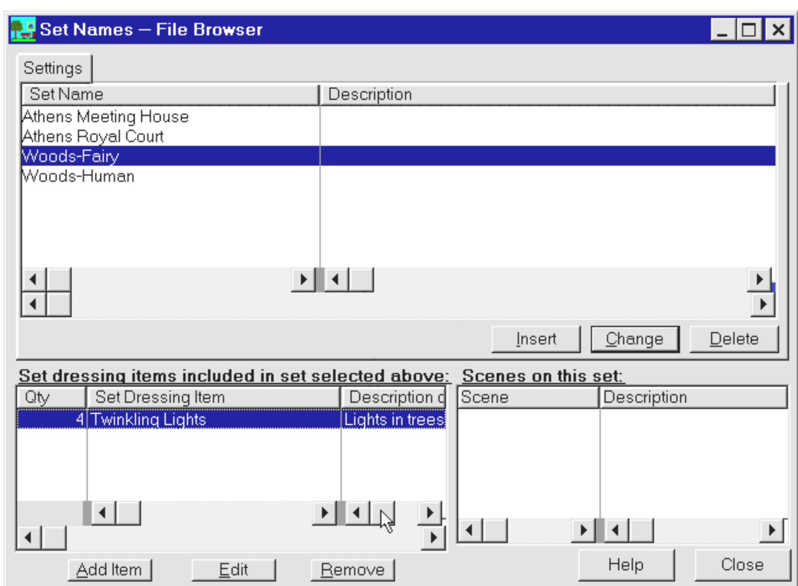
For now, set the Quantity field to 5, and move to the Description field and type *Strings of white blinking Christmas tree lights* and leave the other entries blank. (This Description field is a description of the item itself, not of its use, which could theoretically change from scene to scene.) Hit ENTER to return to the previous window.

> ***NOTE:*** *If you're wondering why these forms seem to be redundant, it's because you are actually creating two lists simultaneously -- one lists set dressing items to be included as part of a specific set, and the other is a master list of all set dressing items used in the production. Having the two lists gives you a number of extra options, such as using the same set piece in several sets, or creating an inventory of set dressing items, including ones either not used or not yet assigned to a set. Of course an item only needs to be entered into the master list once, after which it is readily available in creating dressing lists for each set variation*

Back in **Adding a Set Dressing Item to Set**, use the up arrow in the **Quantity** spin box to set it to *4*. (Note that you can enter a different quantity here than in the previous entry window. This number refers to how many of this item are used in dressing *this* set, while the quantity in the **Adding a Set Dressing Item** form represents the total number of the item used or held by the production.) The Set Name *Woods-Fairy* is already entered for you; so move to the **Description** field and type *Lights in trees* and leave the other entries blank. (This Description field can be used as the place to indicate the item's use in the set.)



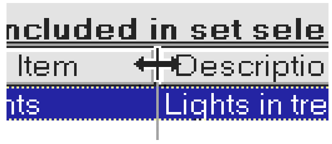
CLICK on OK to exit this screen. You now see "Twinkling Lights" in the lower list box. By now you may have noticed that some of the list boxes have more than one set of horizontal scroll bars. As you can see, your Description column does not display the entire description you entered. You could use the bottom scroll bar to move all the contents of the lower list box to be able to see more of the description, but then you would lose the Quantity column from view.



As an alternative try using the smaller scroll bar at the bottom of the Description column. Only the contents of the Description column move!

Resizing a list box column

While you're at it, place your pointer in the heading line of the lower list box, on the small vertical divider between the **Set Dressing Item** and **Description** columns. When your cursor turns into a double-arrow, you can click and drag the right edge of the Source column to change its width. In this case, since the **Set Dressing Item** column is wider than the entry in it, you might make it narrower to see more of the **Description** column.



NOTE: Feature introduced in PRS v1.20**: Any column re-sizing you do in this fashion will now be "remembered" by PRS. If you close the window and reopen it the columns will return to their new widths. **In addition, again beginning with v1.20, PRS now remembers which tab you last selected, so that tab will again be selected when you re-open a window.

CLICK on *Woods-Humans* in the upper list box, and you see *Twinkling Lights* has disappeared in the lower box. Use your cursor keys to MOVE up to *Woods-Fairy* and you see *Twinkling Lights* reappear. The lower list box only shows those items related to the set selected in the upper list box. If you wish, add some other set dressing items for the various sets, and see how this works.

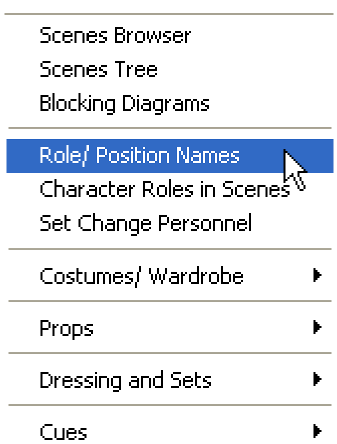
You may have noticed that we have been ignoring the third (lower right) list box, since this displays a list of the scenes that take place in the selected set. Since we haven't defined any scenes yet, this list is empty.

EXIT from the **Set Names File Browser** by pressing your ESCAPE key.

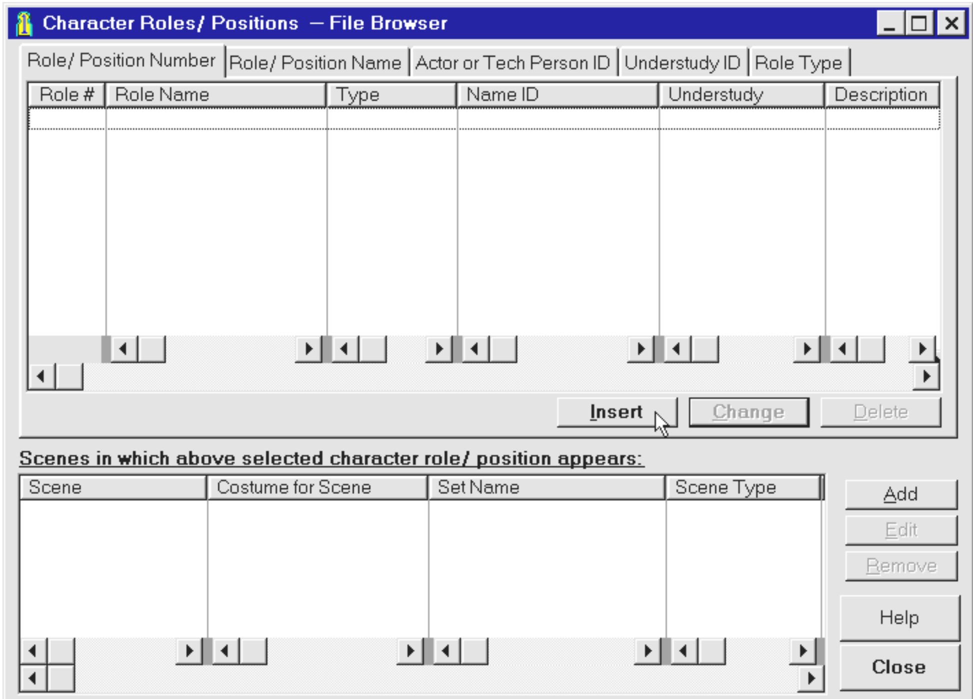
Before moving on, take a quick look at the **Set Dressing Items File Browser**. You will note that for each dressing item you can see the names of the sets in which it is used. You also have the option of assigning a filename of a still picture to the item and having the browser display a thumbnail of the appropriate picture.

Role/Position Numbers and Names

In the Main Menu under Breakdown, HIGHLIGHT **Roles/ Position Names**, and CLICK to open the **Character Roles/Positions File Browser**.



Here the various character roles and position names will be identified by a Role/ Position Number (#). It is up to the director or stage manager to assign numbers, but it is normally easiest to group the cast together, followed by musicians, and then group crew/production together. These numeric identifications are used by PRS to link the various pieces of information about the cast and crew throughout the program, and are required for all roles/ positions. Normally, characters with the largest parts are given the lowest numbers, etc. A little time may be required to get used to this numbering system. We have adopted it based on the way that film and television scripts are broken down; and as you will discover later it can save you time and keystrokes in entering data.



In the **Character Roles/Positions File Browser**, the sorting tabs on top of the screen are Role/Position Number, Role/Position Name, Actor or Tech Person ID, and Understudy ID. There are columns for Role #, Role Name, Type, Name ID, Understudy, Description, and Default Costume ID. A second list box shows the scenes in which the character appears.

> ***Note:*** *We will now add 5 sample character role numbers. We are going on the assumption that you will select your play before you have your actors selected, and hence you will want to input your role names before you select the actors to play the roles. If you are working with an ensemble troupe (and have your actors before your play) you may want to enter names for the cast and crew first, as demonstrated later in* ***Adding Cast and Crew Members****. Since actors and roles are kept separate, you can make changes to either group an any time without affecting the other. We recommend waiting until you have created your character roles and positions list before starting to assign cast members to the roles, since going back and forth may become confusing.*

MOVE CURSOR to the bottom of the top list box to CLICK the Insert button to call up the **Add a Character Role or Position** update form.

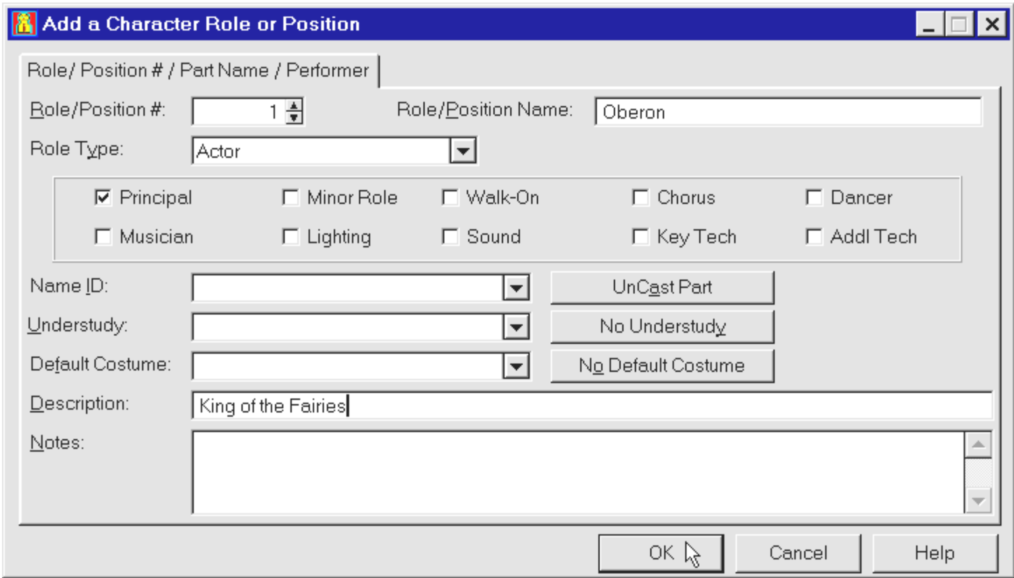
MOVE CURSOR to **Role/Position #** and CLICK on the little up arrow on the right of the entry field to make the entry a *1*.

TAB to **Part Name** and type in *Oberon.*

TAB to **Type** and type in *Actor* (or use drop-down box to select *Actor*) if it is not already there as a default initial entry.

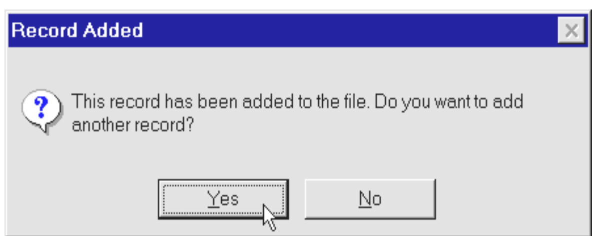
In the multiple check boxes, check **Principal** (since Oberon is a principal role). We have not yet created a database of Cast and Crewmembers, so for now we will skip over the casting part of the entry form.

TAB to **Description** and type in *King of the Fairies.*



There are obviously some additional elements here which we are skipping over. We are not yet casting either our actor or understudy for the role. We are also not entering a default costume name, an element which when entered here shows up as the costume worn by the character in a given scene -- more on this later. In this part of the tutorial we won't be dealing with wardrobe items or costumes. There are also three additional buttons, UnCast Part, No Understudy and No Default Costume. (These are used to clear the entries in the Name ID, Understudy ID, or in the Default Costume field, respectively, which may otherwise have been automatically filled in.)

CLICK OK and CLICK YES to Record added, do you want to add another record?



You are now in a fresh **Add a Character Role or Position** update form. **Role/Position #** should already be highlighted, and this time hit your UP ARROW KEY twice so that *2* shows in the entry field.

TAB to **Part Name** and type in *Titania*.

TAB to **Type** and verify that it says *Actor*.

Select **Principal** and MOVE to **Description** and type in *Queen of the Fairies*, CLICK OK and CLICK YES to Record added, do you want to add another record?

MOVE CURSOR to **Role/Position #** and type in *3*. TAB to **Part Name** and type in *Puck*. TAB to **Type** and verify that it says *Actor* . Again, check the Principal box.

We haven't entered any cast names yet, but let's use the cascading entries system to assign an actor for this role. Darcy Morely, an actor who hasn't yet been listed in the cast and crew database, is playing Puck; so we'll add him here and now. Move to **Name ID** and type in *Morely, Darcy*. (PRS defaults to use a combination of last, first, middle names to create a unique Name ID for each person. Since we're adding a name through this 'back door', we're starting with the Name ID in the appropriate format. We'll look at Name ID's further when we get to the tutorial section on adding cast and crew names.)

Press TAB and the **Add Personnel** entry window appears. It gets a bit tricky here because as you enter his name, the Name ID changes accordingly (when the Derive Name ID box is checked). You must enter his name to recreate the Name ID you typed in the **Add Character** window.

CLICK in **Last Name** and type *Morely*. TAB to **First Name** and type *Darcy*. (You may have noticed that after you left the Last Name field, the Name ID changed to contain only the last name. It is therefore essential that you add the first/middle name). Press TAB and check that the Name ID is now *Morely, Darcy* (as you originally entered).

NOTE: It's not really quite as critical as the above made it sound, since if you type in a different spelling (or name for that matter) the Name ID field in the Add a Character Role or Position update form adjusts to your modified entry accordingly.

CLICK OK to close this form and return to the **Add a Character Role or Position** form. TAB to **Description** and type in *Oberon's Helper*, CLICK OK and CLICK YES to Record added, do you want to add another record?

MOVE CURSOR to **Role/Position #** and type in *4*. TAB to **Part Name** and type in *Theseus*. TAB to **Type** and verify that it says *Actor*. Again, check the **Principal** box. Move to **Name ID** and since we haven't cast him yet, if you need to clear the entry field. CLICK on the UnCast Part button to make the Name ID field blank, and TAB to Description and type in *The Duke of Athens*. CLICK OK and CLICK YES to Record added, do you want to add another record?

MOVE CURSOR to **Role/Position #** and type in *5*. TAB to **Part Name** and type in *Hippolyta*. TAB to **Type** and verify that it says *Actor*. Again, check the **Principal** box. Move to **Description** and type in *The Duke's Betrothed*. CLICK OK and CLICK YES to Record added, do you want to add another record?

You may assign numbers to the following characters in the manner of above:

Role #	Part Name	Group	Description
6	*Lysander*	*Principal*	*Youth in love with Hermia*
7	*Demetrius*	*Principal*	*Youth in love with Helena*
8	*Hermia*	*Principal*	*Girl in love with Lysander*
9	*Helena*	*Principal*	*Girl in love with Demetrius*
10	*Egeus*	*Minor Role*	*Hermia's Father*
11	*Philostrate*	*Minor Role*	*The Duke's Steward*
12	*Peter Quince*	*Principal*	*Leader of the Workmen*
13	*Nick Bottom*	*Principal*	*Workman/Actor*
14	*Francis Flute*	*Principal*	*Workman/Actor*
15	*Tom Snout*	*Principal*	*Workman/Actor*
16	*Robin Starveling*	*Principal*	*Workman/Actor*
17	*Snug*	*Principal*	*Workman/Actor*

> **NOTE:** When you get to the Description entry field for characters 14-17 above, you will notice that the character description is the same as it was for character 13. When sequentially entering data, instead of retyping the same field over and over, you can use a shortcut and press **CTRL-"** (Depress the Control key and the quote/double-quote key simultaneously) and the previous record's entry for the selected field will be duplicated.

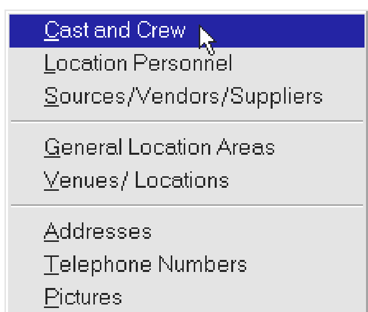
As you doubtless know, there are more parts in *A Midsummer Night's Dream* than have been entered here. We are stopping at this point to simplify your data entry and keep the tutorial moving. The Roles list box in the **Characters File Browser** should now look something like this (depending on your screen resolution, and whether you've reset any column widths):

Role #	Role Name	Type	Name ID	Understudy	Description
1	Oberon	Actor			King of the Fairies
2	Titania	Actor			Queen of the Fairies
3	Puck	Actor	Morely, Darcy		Oberon's Helper
4	Theseus	Actor			The Duke of Athens
5	Hippolyta	Actor			The Duke's Betrothed
6	Lysander	Actor			Youth in love with Hermia
7	Demetrius	Actor			Youth in love with Helena
8	Hermia	Actor			Girl in love with Lysander
9	Helena	Actor			Girl in love with Demetrius
10	Egeus	Actor			Hermia's Father
11	Philostrate	Actor			The Duke's Steward
12	Peter Quince	Actor			Leader of the Workmen
13	Nick Bottom	Actor			Workman/Actor
14	Francis Flute	Actor			Workman/Actor
15	Tom Snout	Actor			Workman/Actor
16	Robin Starveling	Actor			Workman/Actor
17	Snug	Actor			Workman/Actor

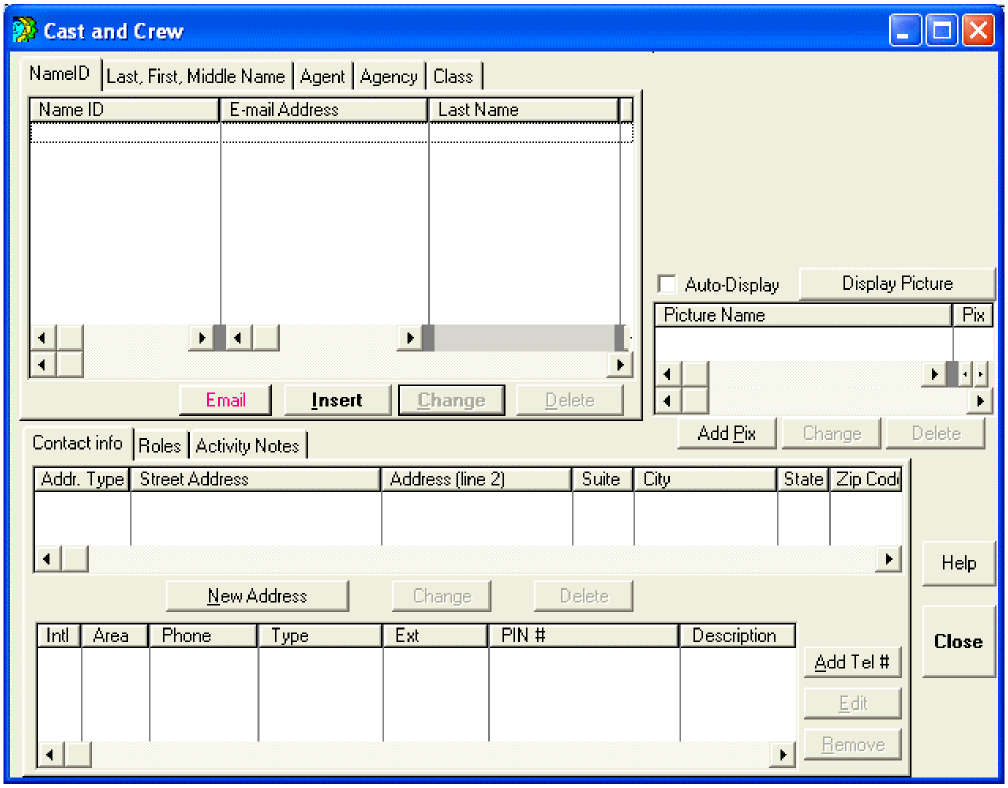
Adding Cast and Crew Members

Let's now enter some members of our cast and crew. As we add the names of the individuals that work in the show we can also enter their addresses and phone numbers. After adding these names we will go back and cast the character roles with these actors.

Choose **Cast/Crew/Co** in the Main Menu and then CLICK on **Cast and Crew** in the menu that drops down.



This opens the **Cast and Crew File Browser**, which contains several list boxes, as well as an area for displaying a thumbnail picture of the cast or crew member; but otherwise the window functions in the same way as all the other browse windows you have seen: the various list boxes are all linked to the primary one to display address, phone, role, and photo filename info related to the selected person.



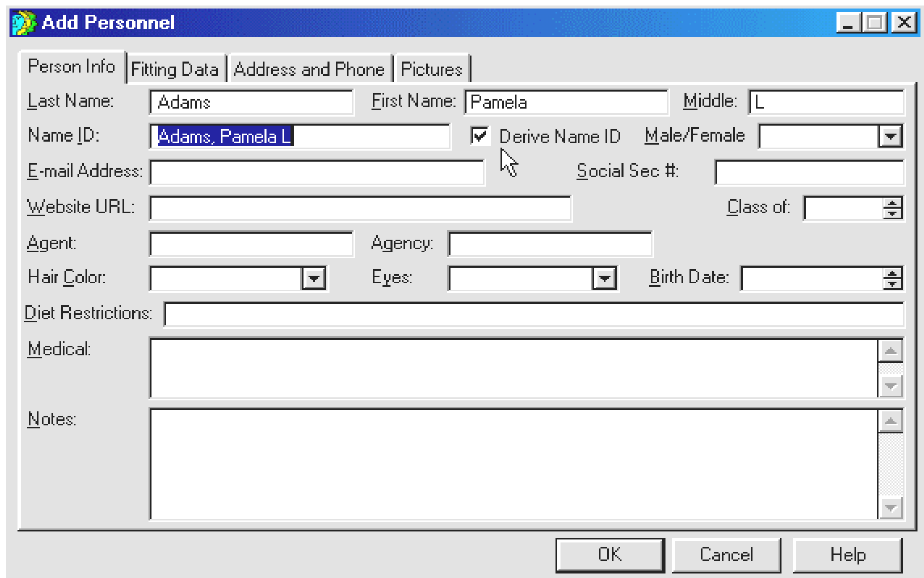
The tabs on top of the primary list are Name ID, Last-First-Middle Name, Agent, Agency, or Class.. There are several heading columns in the list box, but as you will see shortly, far more information is accessible through the entry/update form. Additional tabs contain lists of contact info, roles played, and notes related to the person for specific activities.

MOVE CURSOR to the bottom of the names list to CLICK Insert to open the Add Personnel entry/update form. We will add 6 sample names of actors and production crew -- but before we do, a few words about the Name ID field. You may have noticed that many computer systems use "ID Codes" to reference people or companies, and this program is no different in that respect. Using an ID Code, or in this case a 'Name ID' eliminates the problem of duplicate names. In using the Name ID we found that instead of using some complex code to derive the ID, the simplest approach is to combine the last and first name, with a middle initial if necessary. This has the added advantage of creating lists alphabetized by last name, and this is the approach we'll take here.

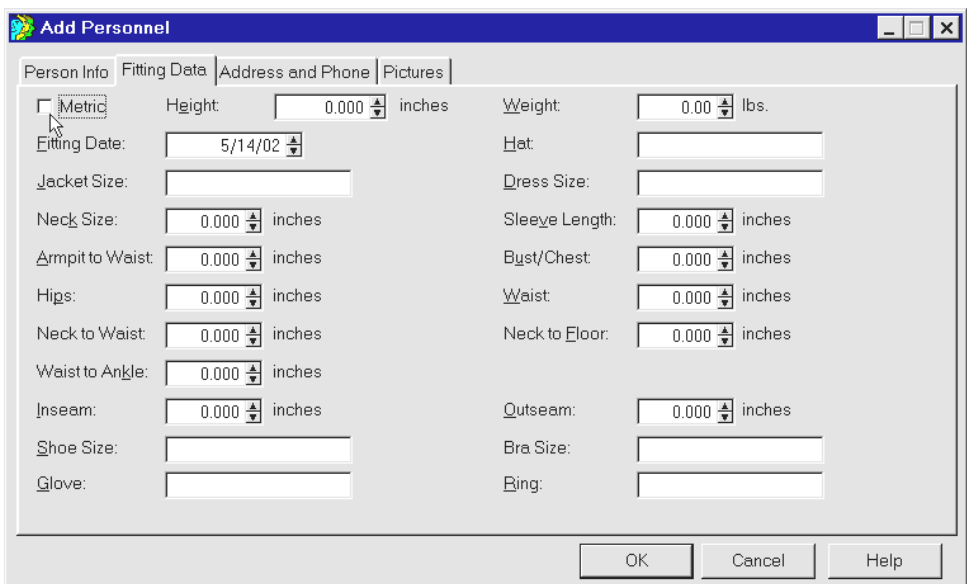
Check and verify that the Derive Name ID box is checked. If it is not, CLICK on it to check it.

MOVE CURSOR to the entry field at the right of Last Name: Type *Adams*. TAB to First Name and type *Pamela*. TAB to Middle and type *L*.

You've probably noticed by now that the Name ID field has auto-entered *Adams, Pamela L* so you don't have to. If you want to turn this feature off for an individual, just un-check the Derive Name ID box.



You may TAB to E-Mail Address, Agent, Agency and the various other fields in the window and type any information you wish to record. You will also note that in addition to the Person Info tab, the window has tabs for Fitting Data, Address and Phone, and Pictures. CLICK on the Fitting Data tab to reveal an entire second sheet of information fields for the individual.



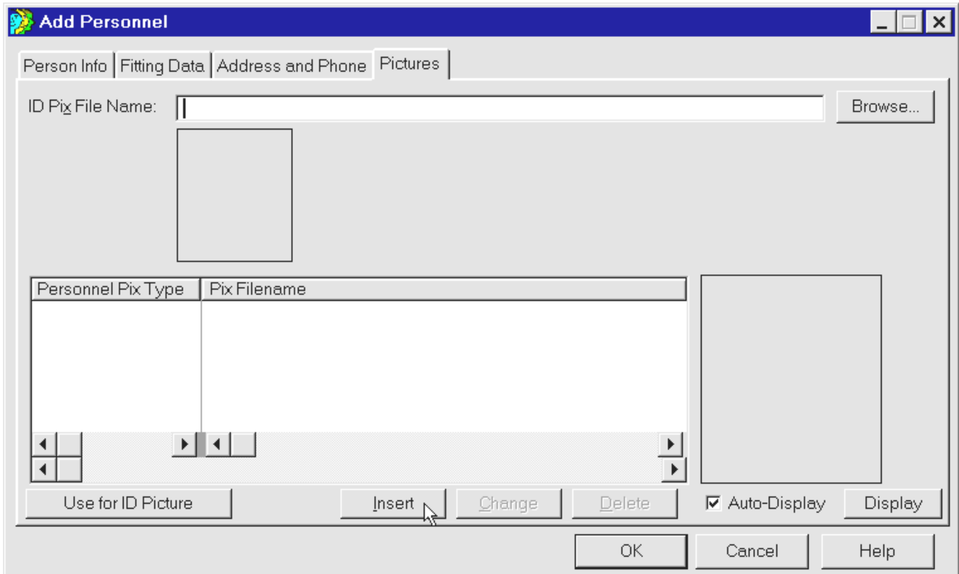
As you can see, there are numerous entry fields here to keep track of all your fitting measurements for a cast member.

> ***NOTE***: *The **Metric** check box allows you to enter measurements in either inches or centimeters. Each time you check (or un-check) it, all your measurements are converted from one to the other.*

If you wish, you can try entering some fitting information at this point just to become more familiar with it.

The next tab contains list boxes for addresses and phone numbers. You can view or edit these items here as well as from the browse form.

The fourth and final tab contains Picture File information. It allows you to link various picture files to the person; and one of these files can be chosen for use as an ID picture.



Adding a Link to a Picture File

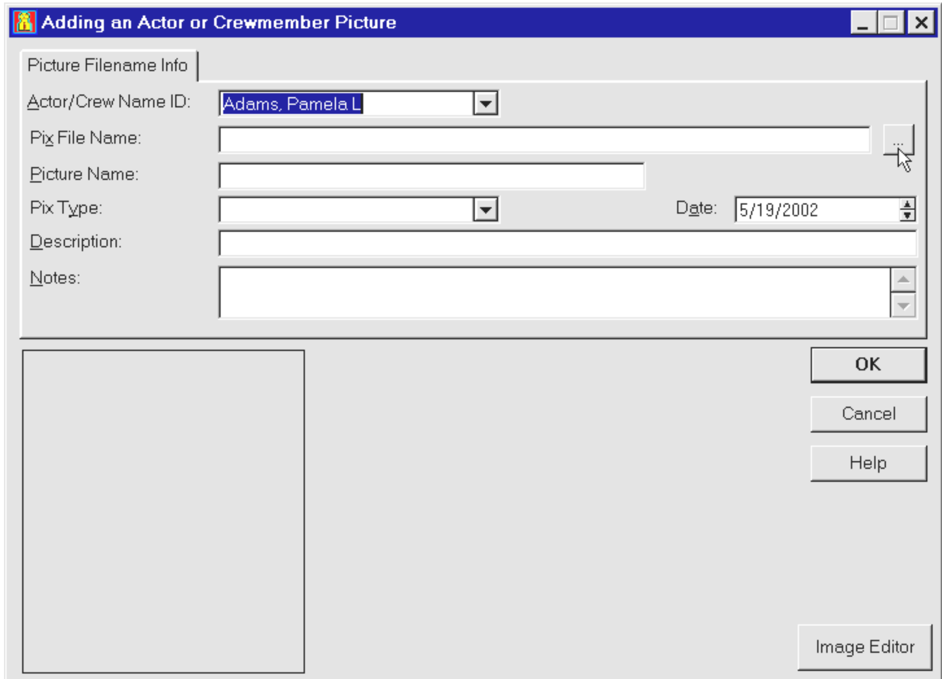
While we're here, let's add a picture. CLICK on the **Insert** button near the bottom of the window (below the list box).

This opens the **Add an Actor or Crewmember Picture** window. Of course, Pamela's **Name ID** is already entered in the appropriate field.

What we are now going to do is choose a picture filename to link to Pamela.

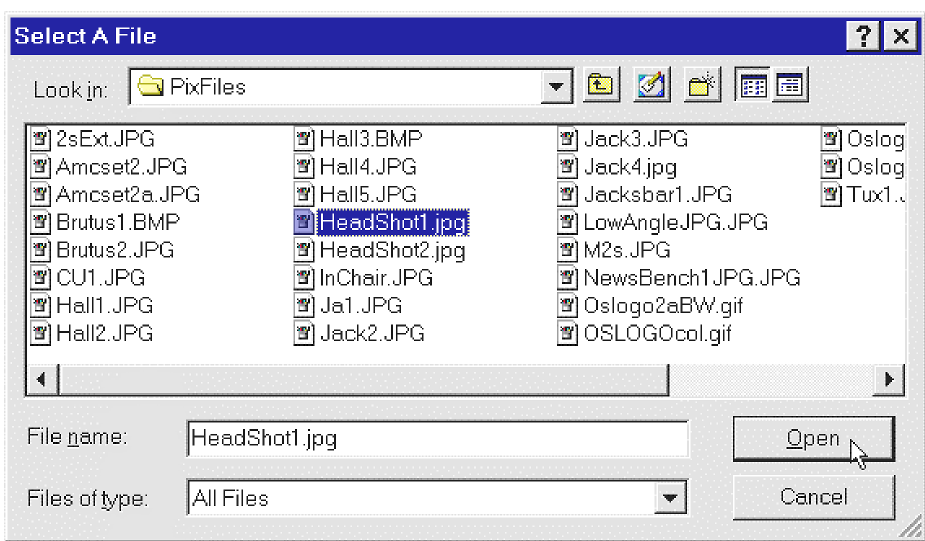
> ***Note:*** *PRS neither captures nor stores pictures. You must use other image acquisition cameras and programs to do this. Once you have your images in .bmp, .gif, .jpg, .pcx, or .wmf format, you can use PRS to link your images to cast or crewmembers, as well as props, wardrobe, etc.*
>
> *When PRS is installed, several subdirectory folders are created for you to use for storing your picture files. Though you are not required to use these folders for your pictures, we recommend that you place copies of your pictures in them because this will help keep the picture files organized and manageable, as well as more easily accessible from the program.*

Press the small button to the right of the **Pix File Name** entry field.



Note: We are not adding this picture file itself to our database. Instead we are saving the exact location and name of the picture of Pamela. Therefore, if you move your picture files to a new location, you will have to establish a new link to them in order for them to be displayed by PRS.

This opens a **Select A File** window. This is a standard Windows navigation and selection window, which allows you to navigate to (and then select) the file you want. In this case we have included some sample picture files, so navigate to the ***PixFiles*** directory, which is a subdirectory of the ***Prs12Samp*** directory. The default address of the file is *c:\OnSetApps\Prs12Samp\PixFiles\HeadShot1.jpg*. When you have navigated to this file, CLICK on it to highlight it (which also places it in the File Name entry area), and then CLICK **Open** to select it. (You could alternately DOUBLE-CLICK on the filename in the list to select it directly.)



*Note: At this point you are probably wondering about all the navigation you may have had to perform in order to get to this file. By default, PRS looks for a **PixFiles** subdirectory under the working directory for your files. Since you are (probably) using the full install of PRS rather than the sample data install to run this tutorial, the program starts out looking in a **PixFiles** folder which is empty, from which you then* *have to navigate to get to the **PixFiles** folder located under the **Prs12Samp** subdirectory.*

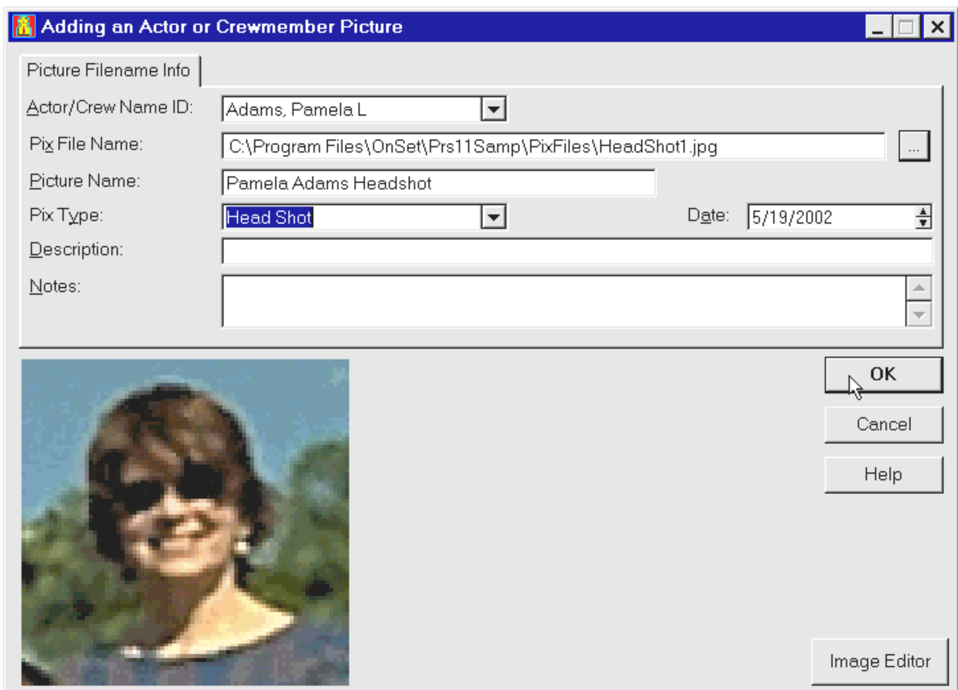
What this all means is that when you store your pictures, you should save them in the PixFiles directory which is a subdirectory of your working directory.

*To check this for yourself, go into Windows Explorer or My Computer, and Copy the files HeadShot1.jpg and HeadShot2.jpg into the **PixFiles** subdirectory of your working directory. (Default address is **C:\OnSetApps\PRSxx\PixFiles**). Then press the small file lookup button and note that the **Select A File** window opens into the appropriate directory.*

You have now returned to the **Adding an Actor or Crewmember Picture** window, where the picture should be displayed. You may give the picture a name, in this case *Pamela Adams Headshot*

Tab to the **Pix Type** drop-down and select *Head Shot*

The **Date** field already contains the current date. This field can be used as a reference if you want to keep track of when pictures were added, or how old they are. If you are using an old picture, you might want to change this date to the date of the picture.



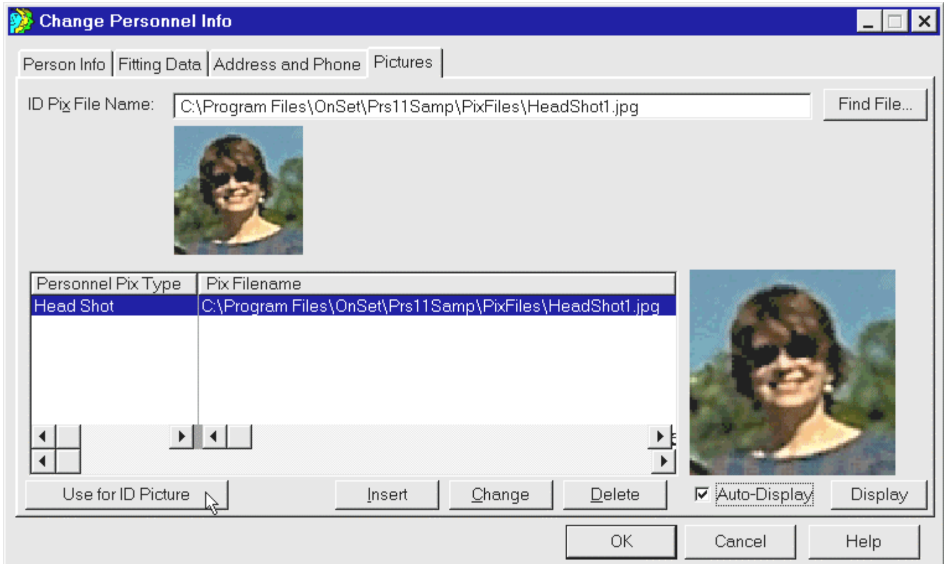
CLICK **OK** to return to the **Pictures** tab of the **Add Personnel** window. You see the filename in the list box and the picture displayed to its right. (If the picture is not displayed, either CHECK the **Auto-Display** checkbox, or CLICK on the **Display** button.)

CLICK **OK** to return to the **Cast and Crew File Browser**, where you should see the picture displayed in the upper right of the window if the **Auto-Display** checkbox is checked.

Selecting a Photo ID Picture File

We will now perform one more picture operation. DOUBLE-CLICK on *Adams, Pamela L* in the list box at the upper left of the **Cast and Crew File Browser**. This brings you back to the same form in which you entered her information originally, but now it is configured to make changes. CLICK on the **Pictures** tab to return to the picture filenames entry screen. Near the top of the tab is an entry field for ID picture file name, and to the right of it is a **Find File…** button. Only one ID

Picture may be assigned per person. We could again navigate to find an ID picture. However, to use a picture from the list box, CLICK on a picture filename in the list box, and then CLICK on the **Use For ID Picture** button. This makes the filename the selected one to be used as the ID picture. You will see its filename appear in the **ID Pix File Name** entry field, and the picture will appear as well.



If you have more pictures you would like to try, go ahead and do so now.

When you are satisfied it's time to move on, press **OK** to return to the file browser. Then press **Insert** to enter some more names

Adding More Names

For entering the next name, again MOVE CURSOR to the entry field at the right of **Last Name**: Type *Samuels*. TAB to **First Name** and type *Mark*. TAB to **Middle** and type *A*.

You may TAB to **E-Mail Address, Agent, Agency** and **Notes,** and type the information you wish to record. Close out of the screen by MOVING CURSOR to the bottom and CLICKING **OK** or CLICK the (VCR Play) forward triangle control ► to get a fresh entry form to enter the next name.

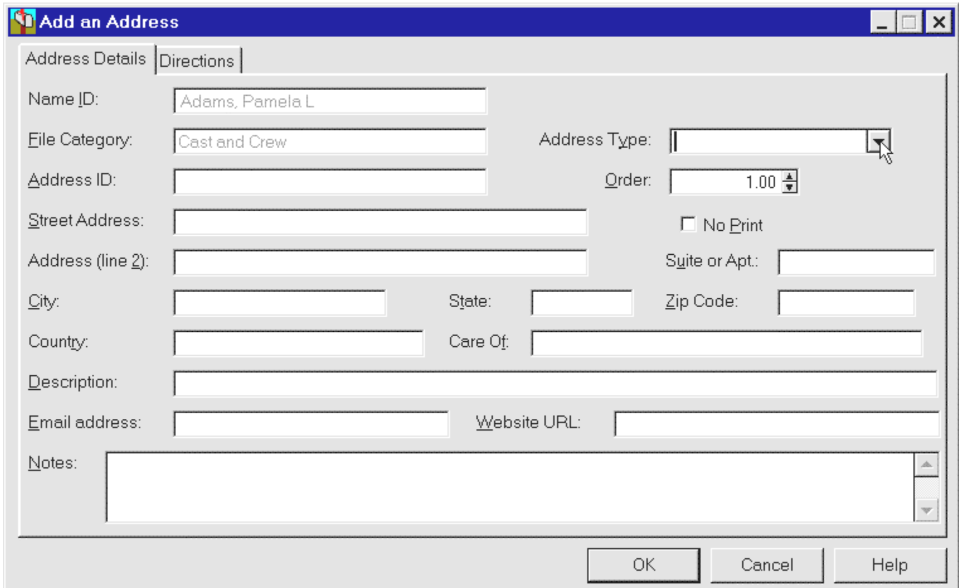
Add six more names:

Last Name	First Name	Middle
Siran	*B.D.*	
Charles	*Jason*	B
Workman	*Sarah*	*E*
Daniel	*Carrie*	
Grumman	*Irene*	
Spain	*Rita*	

You've now entered eight members of the cast and crew, the beginnings of a Cast & Crew List**.** Let's enter a few **Addresses** and **Phone Numbers**

Adding an Address

Stay in the **Cast and Crew File Browser** and HIGHLIGHT *Adams*, *Pamela L*. Make sure that the Contact Info tab is selected, showing address and phone info. MOVE CURSOR below the Addresses list box and CLICK on the **New Address** button. This opens the **Add an Address** entry form, ready for you to enter address information.



The first two fields in the form are **Name ID** and **File Category**. Both of these fields are 'dimmed out', which means that they may not be edited. The Name ID is the related Name ID of the Cast or Crewmember selected in the Browse, and the File Category field indicates that Pamela Adams is from the Cast and Crew file.

> ***Note:*** *PRS uses the File Category field to help it keep track of the file in which a person's or a company's name is stored. If a person (or company) appears in more than one file, address and phone number information will be specific to the file from which they were entered. i.e. – If a person is both a performer and a source of props or wardrobe, addresses which show up when browsing the Cast and Crew file will not show up when browsing the Vendors/Sources file unless they are entered again from the Vendors/Sources browser.*

Begin to Type *Home* for the **Address Type**. As you can see, the **Address Type** field auto-completes with *Home* before you finish typing. You could also click on the down arrow at the right side of the entry field box to have a list of Address Types drop down.

Skip **Address ID** and leave the **Order** field set to 1 (since this will be the first address we want listed for her if she has several addresses), TAB to **Street Address**, type *114 Miller Court***,** TAB to **City,** type *Mystic*, TAB to **State,** type *NY*, TAB to **Zip Code,** type *10089***,** TAB to **Country** and type *USA***.** There are a number of additional entry fields, but we will skip over them for now.

MOVE CURSOR to bottom of window and CLICK **OK**. When the entry/update window closes you will see the address you just entered is visible in the **Addresses** list box.

For our second entry, CLICK on *Siran, B.D.* to highlight this line in the upper Cast and Crew list box. Move the mouse pointer down and RIGHT-CLICK anywhere in the **Addresses** list box and CLICK **New Address** in the pop-up menu to call the **Adding an Address** entry/update window.

At **Name ID** you will see that *Siran, B.D*. has already been entered. TAB to **Address Type** and type or use drop-down for *School*

TAB to **Street Address** and *type Art Department, Ridgemont School*, TAB to **Address** (**line 2**) type *27 Halcyon Way*, TAB to **City** type *Mystic*, TAB to **State** type *NY*, TAB to **Zip Code** type *10088*

CLICK **OK** to accept the address and return to the **Cast and Crew File Browser**. Check to see that the new address appears properly, and then close the **Cast And Crew -- File Browser** window.

Take a look at the **Addresses File Browser** by selecting **Cast/Crew/Co** from the main menu and then CLICKING on **Addresses**.

> ***NOTE:*** *You can also get to the **Adding an Address** entry/update window by* CLICKING *on the **Insert** button in the **Addresses File Browser,** which you can reach from **Cast/Crew/Co** in the main menu. Here you must first select the appropriate File Category for the person, after which a drop-combo box will appear listing names from the file being referenced.. We recommend adding addresses and phone numbers (below) from the **Cast and Crew** screens to eliminate possible errors.*

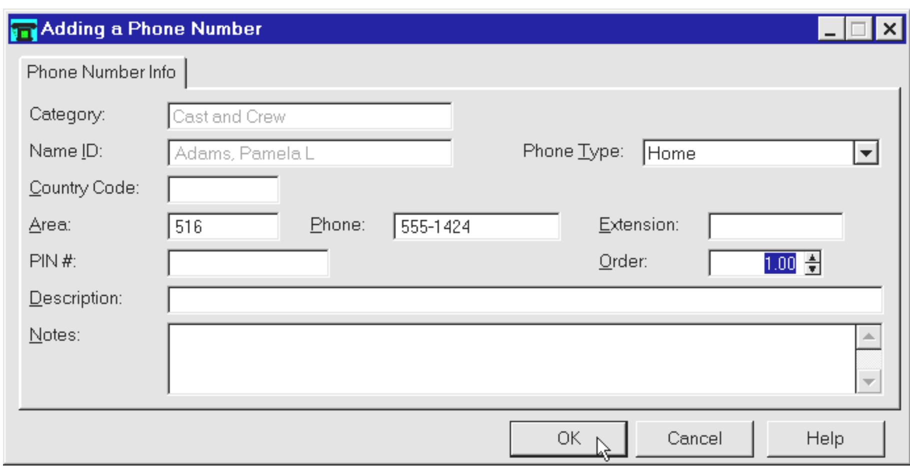
Try adding some more addresses for these two individuals or for any of the others in your Cast & Crew list. Try adding different Zip Codes, Cities, States, etc. and see how selecting different sort tabs in the **Addresses File Browser** changes the sorting order of the addresses. Remember, since PRS allows you to open numerous windows simultaneously, you don't need to close the **Addresses File Browser** while using the **Cast and Crew File Browser** as your source of names for adding addresses.

> ***NOTE:*** *If you have both the **Cast and Crew File Browser** and **Addresses File Browser** windows open simultaneously, and if you add or edit an address through the **Cast and Crew File Browser**, changes will not be visible in the **Addresses File Browser** until you* CLICK *in the window to make it active.*

Adding Phone Numbers

We'll now enter a few phone numbers. If you're not currently in the **Cast and Crew File Browser** get there from the main menu by CLICKING ALT-C to open the **Cast/Crew/Co** menu and then typing *C* to select the **Cast and Crew File Browser**.

In the Cast and Crew list box, select *Adams, Pamela L.* On the lower right of this screen CLICK the **Add Tel #** button to bring up the **Adding a Phone Number** entry form. As was the case in the addresses entry form, her Name ID and category are already entered in the form (and are 'grayed-out' so they can't be changed.) TAB to Area type *516*, TAB to Phone type *555-1424*, TAB to Phone Type type *Home*. You will probably see Home appear before you finish typing. This happens because the drop-down entry field uses smart-fill, and it looks for the phone types that you preset at the beginning of the tutorial. Skip over the Extension and PIN# fields, and use your UP CURSOR KEY to give the Order spin box a value of *1*.



CLICK **OK** to get back to back to **Cast and Crew File Browser**.

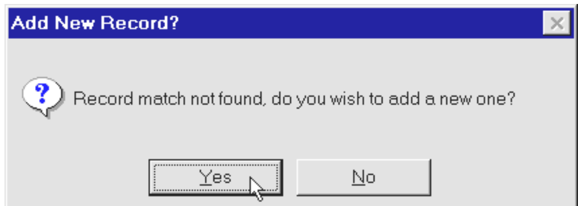
HIGHLIGHT *Spain, Rita* and MOVE CURSOR to the bottom box of phone numbers. RIGHT-CLICK in the list box and select **Add #** from the pop-up menu to open the **Adding a Phone Number** entry form. MOVE CURSOR to **Area** and type 201, TAB to **Phone** and type 555-4148, TAB to **Phone Type** drop-down and select *Work*. In the **Order** field type a *1*. (This sets the order in which this phone number will be displayed relative to other phone numbers for the same person. If no order number is selected, this entry defaults to zero, meaning that these numbers will be displayed first, in the order they were originally entered into the database). We want to add Rita's Home and Pager

Numbers as well so this time instead of clicking OK, go up to the VCR controls just under the menu and press the forward (VCR Play) triangle to save and get a fresh screen. Continue until you have entered two more numbers, then MOVE CURSOR to bottom and CLICK **OK**.

Area	Phone	Phone Type	Pin	Order
201	555-7760	Home		0
262	555-9999	Pager 20396		2

You will note that the telephone numbers are now listed in the order of your Order field value, rather than either alphabetically or by the order in which they were entered.

So what happens if you need to add a new phone category? With ***Spain, Rita*** still selected in the upper list box, DOUBLE-CLICK on the *(262) 555-9999 | Pager* line in the phone numbers list box. This brings back the entry form, but this time it is already filled in and waiting for you to edit. DOUBLE-CLICK on the **Phone Type** *Pager* to highlight it. Type in *Alpha Pager* and CLICK **OK**. A dialog box pops up asking if you want to add a new record.



CLICK **Yes** and *Alpha Pager* will become an additional category in your standard Phone Type drop-down list.

> ***NOTE:*** *You could just as easily have entered the new category name when first adding the Phone #.*
>
> ***NOTE****: If you enter a new category by mistake, you can delete it by going back to the* ***Phone Types File Browser****, selecting the offending item and hitting* ***Delete****.*
>
> ***NOTE****: You may also enter new phone numbers by pressing* ***Insert*** *from the* ***Phones File Browser****. As with adding new addresses, you must select a file category for the person/company before you can select a name.*

CLICK **OK** to save the record and return to your **Cast and Crew Browser** window. **CLOSE** the window and take a few minutes to stretch or relax.

Casting the Character Roles and Positions

Now that we have both character roles and actors to perform them, let's do a little casting.

Open the **Character Roles/Positions File Browser** window by selecting **Breakdown** | **Roles/Position Names** from the main menu.

The various character roles are listed, but only the role of Puck has a cast member assigned.

DOUBLE-CLICK on Oberon to allow you to edit information for the character role. Move directly to the Name ID field and press the down arrow at the right side of the entry field box to display a drop-down list of potential performers.

Find *Samuels, Mark A* and CLICK to ENTER.

CLICK the VCR-Forward button  and the entry form moves to the next character, Titania.

CLICK in the **Name ID** field entry box and use your DOWN ARROW KEY to drop-down and HIGHLIGHT *Daniel, Carrie*. TAB to accept, and move on to the next role(s).

Press the VCR-Forward button  three times to move past Puck (who has already been cast) and Theseus (a role we are not yet casting) to get to Hippolyta.

CLICK in the **Name ID** field entry box and begin to type *Adams, Pamela.*

As you begin to type you see that her entire name is automatically filled in, so stop typing and press TAB to accept the name entry and move to the next field.

Go ahead and cast the following roles in the manner outlined above, assuming most have not yet been cast (un-casting roles as necessary):

Role #	Part Name	Group	Name ID	Description
6	*Lysander*	*Principal*		*Youth in love with Hermia*
7	*Demetrius*	*Principal*		*Youth in love with Helena*
8	*Hermia*	*Principal*	*Grumman, Irene*	*Girl in love with Lysander*
9	*Helena*	*Principal*	*Workman, Sarah*	*Girl in love with Demetrius*
10	*Egeus*	*Minor Role*	*Charles, Jason*	*Hermia's Father*
11	*Philostrate*	*Minor Role*		*The Duke's Steward*
12	*Peter Quince*	*Principal*		*Leader of the Workmen*
13	*Nick Bottom*	*Principal*		*Workman/Actor*
14	*Francis Flute*	*Principal*		*Workman/Actor*
15	*Tom Snout*	*Principal*		*Workman/Actor*
16	*Robin Starveling*	*Principal*		*Workman/Actor*
17	*Snug*	*Principal*		*Workman/Actor*

Printing a Character Roles and Positions List

We are now going to print a list of the characters and cast we've just entered. These lists are useful not only in keeping track of casting status and creating a postable cast list, but they also come in handy as a quick reference when entering **Character Roles in Scene** information later in the tutorial.

Selecting a Printer

Before doing any printing, you need to make sure that the printer you want to use is selected. To do this, select **File | Print Setup** in the Main Menu. In the **Print Setup** window, check that the selected printer is the one you want to use, and change it if necessary. Now would also be a good time to verify that the printer is connected and powered on. Exit the **Print Setup** window by pressing **OK**.

(Remember, you ***must*** have a printer selected – even if you are only going to preview a report.)

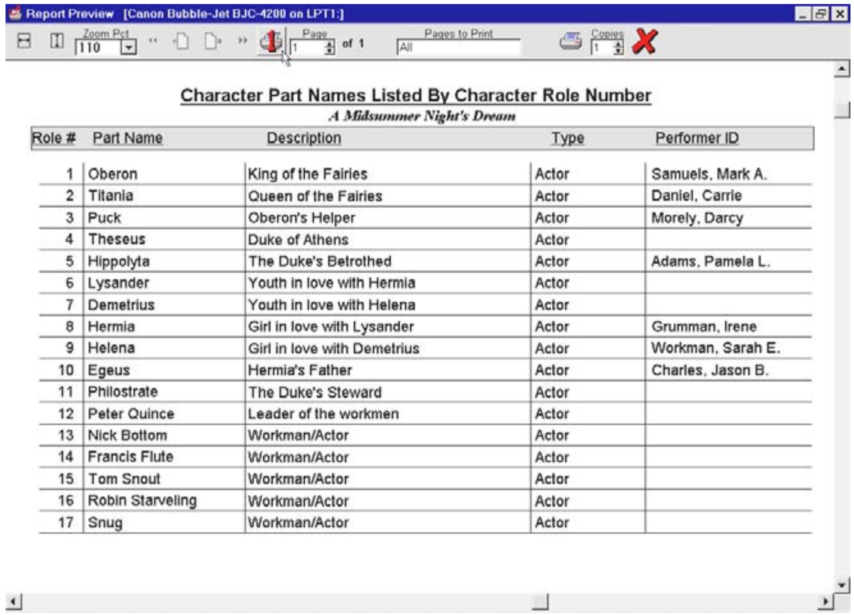
Previewing and Printing a Report

In the Main Menu select Reports | Role/Position Name Lists | by Role Number.

When the Preview dialog box appears, select YES to create an on-screen preview of the report.

NOTE: *If you press* ***NO****, the report is sent directly to your printer; so don't press* ***NO*** *if what you really want to do is* ***CANCEL****!*

After a few seconds, the preview of your character roles list will appear, in role number order, formatted to print. You will notice that in the far right column are displayed the ID names of the cast members who have been cast in the parts.



Character Part Names Listed By Character Role Number

A Midsummer Night's Dream

Role #	Part Name	Description	Type	Performer ID
1	Oberon	King of the Fairies	Actor	Samuels, Mark A.
2	Titania	Queen of the Fairies	Actor	Daniel, Carrie
3	Puck	Oberon's Helper	Actor	Morely, Darcy
4	Theseus	Duke of Athens	Actor	
5	Hippolyta	The Duke's Betrothed	Actor	Adams, Pamela L.
6	Lysander	Youth in love with Hermia	Actor	
7	Demetrius	Youth in love with Helena	Actor	
8	Hermia	Girl in love with Lysander	Actor	Grumman, Irene
9	Helena	Girl in love with Demetrius	Actor	Workman, Sarah E.
10	Egeus	Hermia's Father	Actor	Charles, Jason B.
11	Philostrate	The Duke's Steward	Actor	
12	Peter Quince	Leader of the workmen	Actor	
13	Nick Bottom	Workman/Actor	Actor	
14	Francis Flute	Workman/Actor	Actor	
15	Tom Snout	Workman/Actor	Actor	
16	Robin Starveling	Workman/Actor	Actor	
17	Snug	Workman/Actor	Actor	

The preview header bar along the top of your screen gives you a number of preview viewing and printing options. They are described later in the manual. For now, we are just interested in printing the page. CLICK on the printer icon with the red **1** over it, near the center of the preview header bar (just to the left of "page"). A **Select Printer** dialog box appears. (We checked and selected a printer earlier because changing the printer here could create formatting problems). CLICK on **OK** and your character list prints out. There should be enough room to the left of the text to three hole punch it and place it in your binder for later reference.

NOTE: *If you don't want to print this page yet, you can exit from the preview by CLICKING on the red* ***X.***

Adding Scene Breakdown Information

As the saying goes, "If it's not on the page it's not on the stage," and this is where you start putting the play onto the PRS page. Everything in your production in one way or another directly relates to the play's script, and so the most important task in PRS is organizing the script information by "breaking it down" into its component parts. PRS bases scene relationships on the scene numbering system you create for the play, and in the **Adding Scene Information** form, among other things, we are going to assign numbers to the scenes in chronological order.

> ***NOTE:*** *It is not required that you enter scene information in any specific order. We are using chronological order since it provides a logical way to look at the flow of the show.*

If you follow the tutorial keystroke-by-keystroke, you may think that the process of breaking down the play is time consuming and tedious. Though it is not a process that is completed 'in a snap', once you start breaking down your own productions you will find that, when you are familiar with the script and creating your own descriptions rather than copying them, the breakdown can not only be completed swiftly, but also gives you a few extra moments to think about the production as a whole.

> ***NOTE****: In this tutorial we are entering all our scenes first, then adding cast members to them. This works well for making you familiar with the entry processes; however, once you are comfortable with the entry process, you may find that listing your characters and other production*

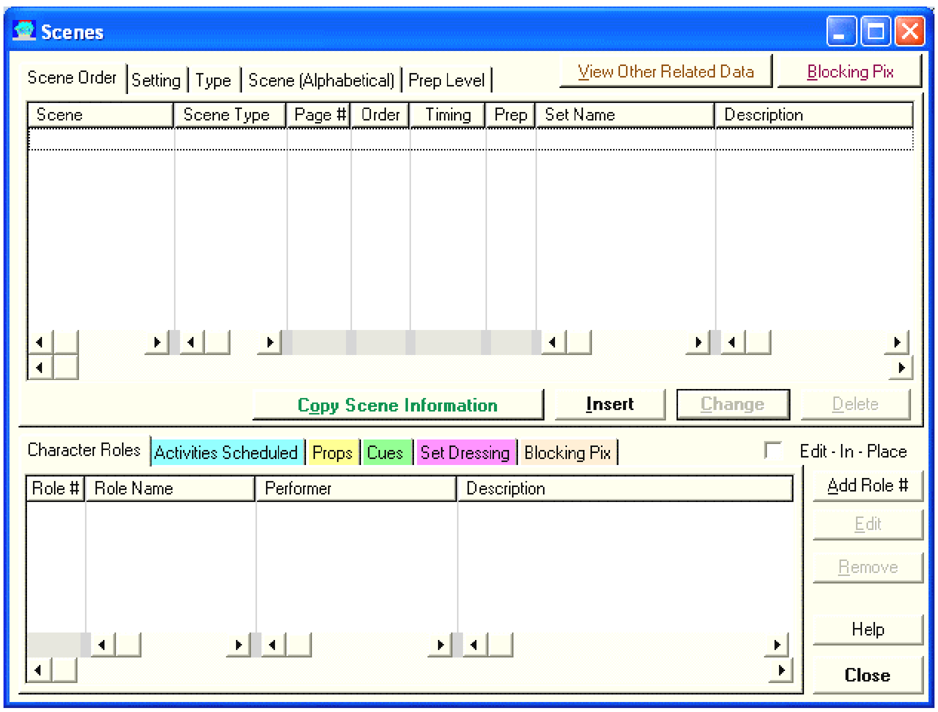
items as you enter scene information streamlines the entry process, since it maximizes the effectiveness of the **Copy Scene Information** *button.*

As mentioned above in *Breaking Down the Script*, the scenes are usually divided into sections by the director. In entering this data, you will see a sample of how this Midsummer script was broken down. You'll notice that **Description** is a "title" or "one-line description" given to the scene. This title is a mini-descriptive and helps to quickly identify the individual scenes. In preparation for your own productions, you should read through the play and decide where your scenes will begin and end.

In the Main Menu CLICK **Breakdown**. From the drop-down selections that appear CLICK on **Scenes Browser** to open the **Scenes** window.

Four tabs are listed: Scene Order, Setting, Type, and Scene (Alpha). The column headings are, Scene, Scene Type, Page #, Scene Order, Timing, Set Name and Description. We will enter the scenes in chronological order from the beginning of the play; and remember -- we are including overture, intermission, and curtain call as scenes.

The lower part of the window contains tabs allowing you so select lists of roles/actors present in each scene (once they have been assigned), and the times at which activities have been scheduled for the selected scene, props, cues, set dressing and blocking picture link information. The main thing to remember here is that these lists change dynamically to remain synchronized to the scene selected in the upper list box.

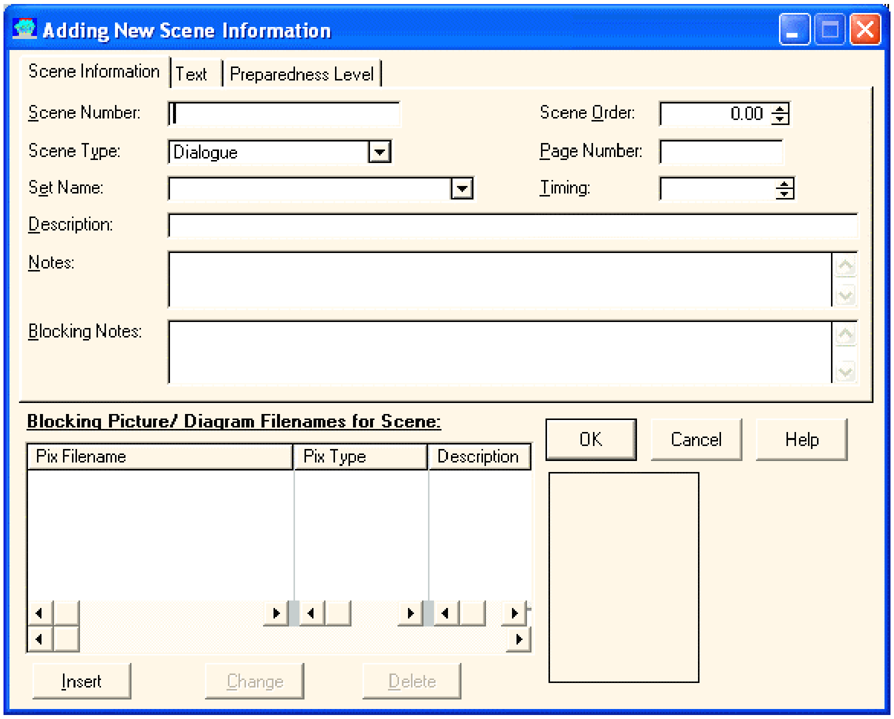


There are two additional buttons near the top of the window. **View Other Related Data** brings up a screen that displays a wide variety of additional information for the selected scene. **Blocking Pix** opens a window that displays a list of any blocking diagram files which have been linked to the selected scene, and allows you to view them. (Viewable file formats are .BMP, .GIF, .JPG, .PCX, and .WMF.)

At the bottom of the upper list box is one other additional button, **Copy Scene Information**. This button allows rapid "cloning" of scene information (including characters and props related to the scene) to assist in creating breakdowns quickly. It can be used most effectively when cast and related information are entered on a scene-by-scene basis, and when elements in several scenes are similar. (An example of this would be when a play uses partial blackouts to go back and forth between action scenes with opposing groups of characters on opposite sides of the stage.)

Adding a New Scene

To begin our data entry, MOVE CURSOR to **Insert** and CLICK. This opens the **Adding New Scene** window.



In the entry box next to **Scene**, as the first scene, type in *Pre-Set* (No, Pre-Set is not an actual scene in the play, but it is a part of the performance, like an overture, intermission, or curtain call, and as such we are using it as a scene definition.)

TAB to **Scene Order** and type *0.00* (or leave it alone if it is blank),

> ***NOTE:*** *Scene Order is very important in PRS, because it lets the program know the order in which the scenes are performed, starting with the lowest and moving to the highest, and thus allows PRS to list them in their proper order. Because nothing occurs before the Pre-Set, we are leaving it at zero. If anything else needs to be listed earlier, we would give Pre-Set a scene order value of 1 or higher.*

TAB to **Scene Type** CLICK on the drop-down arrow, MOVE CURSOR to HIGHLIGHT desired type, in this case, *Overture*

TAB to **Page Number** leave blank (this overture is not in the script, but consists of a custom made CD)

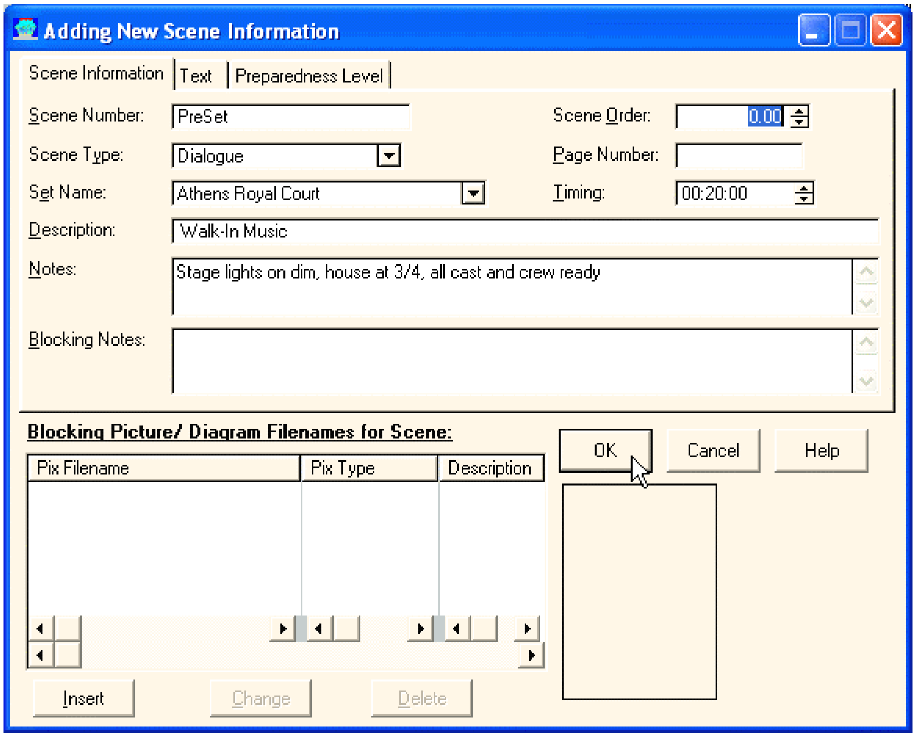
TAB to **Set Name** and use drop-downs to HIGHLIGHT *Athens Royal Court* (which describes how the set looks as the audience enters the theatre).

TAB to **Timing** and type in the approximate length of the overture period (twenty minutes) in hours, minutes and seconds ***00:20:00***

TAB to **Description** and type *Walk-in music*

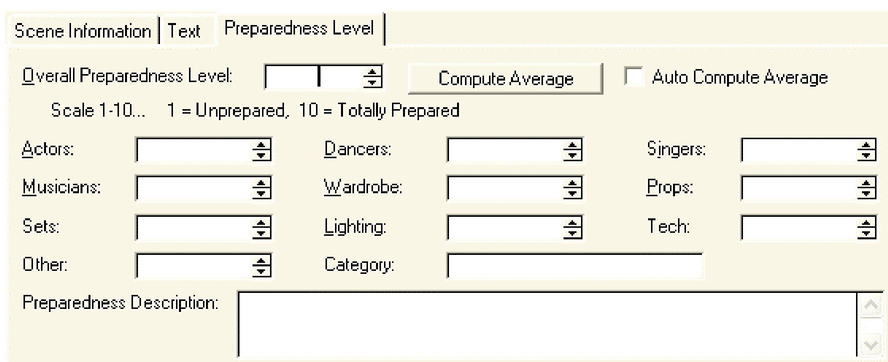
TAB to **Notes**, type in Stage lights on dim, house at ¾, all cast and crew ready.

The bottom area of the window allows you to link filenames of blocking pictures to the current scene. (The pictures should be in .bmp, .gif, .jpg, .pcx or .wmf format for PRS to be able to display thumbnails of them.)



You will notice two other tabs at the top of the form. The first says **Text** and the second is for **Preparedness Level**. The **Text** tab contains a memo field into which you can import plain text (such as bits of the script) if you wish.

The **Preparedness Level** tab contains a number of categories that can help you judge the readiness of the scene for performance.



You have the choice of assigning an overall preparedness factor for the scene, or of assigning prep level values to a number of categories, and then either manually or automatically computing their average. Only the overall value appears in the Scenes browser, and it is color-coded to indicate overall prep level.

MOVE CURSOR to right center of screen and CLICK **OK** to return to the **Scenes File Browser**. You will see your information displayed in the top browse box.

CLICK **Insert** to return to the **Adding New Scene Information** window, and for **Scene Number** and type in *Act 1: Scene 1*

TAB to **Scene Order** and type *11.00*

> ***NOTE:*** *We found it a convenient system to combine 10 times the act number plus the scene number, since most plays have acts with fewer than ten overall scenes. Sub-scene breakouts use the decimal place. This method also gives you room to number events which come before the first scripted scene. You can use any system that suits your needs,*

as long as each scene is given an order number for the program to use to keep the scenes listed in the proper order.

TAB to **Scene Type** CLICK on the drop-down and HIGHLIGHT *Dialogue*,

TAB to **Page Number** and type *20*

TAB to **Set Name** and CLICK on drop-down *and* HIGHLIGHT *Athens Royal Court*

TAB to **Timing**-" and ENTER the scene length in hours, minutes and seconds *00:03:00*

NOTE: *During your initial breakdown of the script, you will probably not yet have determined an accurate scene timing. You can leave the field blank or enter an estimate, and update the information later.*

TAB to **Description** and type The Royals plan their wedding

MOVE CURSOR to bottom of screen to CLICK **OK**.

We will now add some additional scenes to provide data to work with. Back in the **Scenes File Browser**, CLICK Insert and next to **Scene**, type in *Act 1: Scene 1.1* (or you could use CTRL+" to put *Act 1: Scene 1* in the entry field, CLICK to the right of it and enter *.1* to turn it into *Act 1: Scene 1.1*).

In either case TAB to **Scene Order** and type *11.10,*

TAB to **Scene Type** and CLICK the drop-down and HIGHLIGHT *Dialogue*

TAB to Page Number type *22*

TAB to **Set Name** and CLICK on drop-down *and* HIGHLIGHT *Athens Royal Court*

TAB to **Timing** and type *0004* (Note that you are not entering a colon, but you do need to include zeroes for 'empty' hours and minutes)

When you hit the TAB key you will see the field convert to the proper hour, minutes and seconds *00:04:00*

In **Description** type *Father enters with Hermia and Youths*. MOVE CURSOR up to the (VCR Play) forward arrow to save this data and move to a fresh entry screen.

For **Scene**, type in Act 1: Scene 1.2

TAB to **Scene Order** and type *11.20*

TAB to **Scene Type** CLICK on drop-down and HIGHLIGHT *Dialogue*

TAB to **Page Number** *type 28*

TAB to **Set Name** and CLICK on drop-down *and* HIGHLIGHT *Athens Royal Court*

TAB to **Timing** and type *000330* which will convert to *00:03:30*

TAB to **Description** and type *Hermia and Lysander plan to elope*. MOVE CURSOR up to the (VCR Play) forward arrow to save this data and move to a fresh entry screen.

Enter five more scenes of information the same way:

Scene	*Act 1: Scene 1.3*
Scene Order	*11.30*
Scene Type	*Dialogue*
Page Number	*32*
Set Name	*Athens Royal Court*
Timing	*00:02:00*
Description	*Helena's plan to win Demetrius*

Scene	*Act 1: Scene 2*
Scene Order	12.00

Scene Type	*Dialogue*
Page Number	*38*
Set Name	*Athens Meeting House*
Timing	*00:06:00*
Description	*The acting company assembles*

Scene	*Act 2: Scene 1*
Scene Order	*21.00*
Scene Type	*Dialogue*
Page Number	*46*
Set Name	*Woods-Fairy*
Timing	*00:04:15*
Description	*Puck introduces himself*

Scene	*Act 2: Scene 1.1*
Scene Order	*21.10*
Scene Type	*Dialogue*
Page Number	*50*
Set Name	*Woods-Fairy*
Timing	*00:03:30*
Description	*Titania & Oberon fight / Oberon sends Puck for fairy juice*

Scene	*Act 2: Scene 1.2*
Scene Order	*21.20*
Scene Type	*Dialogue*
Page Number	*54*
Set Name	*Woods-Human*
Timing	*00:02:45*
Description	*Helena chases Demetrius into the woods*

MOVE CURSOR to bottom of screen to CLICK OK.

We have now entered 9 "scenes". There's now enough data to reasonably take a look at the **Scenes Browser**. Click the tabs and see how the scene information re-sorts to match the criteria on the tab.

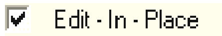
You will notice that when you select the Scene Number tab, the order changes and "Pre-Set" comes last. This occurs because *Scene Number* is an alphabetical listing, so "Pre-Set" comes after "Act". This is convenient for grouping other scene types (Intermissions, Pre-sets, Curtain Calls, etc.) while leaving all performance scenes grouped together. You now understand why entering a *Scene Order* for every scene is so important - so you can view and print the scenes in their performance order.

Character Roles in Scene

Our last basic data entry before we start scheduling rehearsals for the above 7 scenes will be to list the cast members in each scene. If you are not currently in the **Scenes File Browser**, open it (ALT-B followed by *S*).

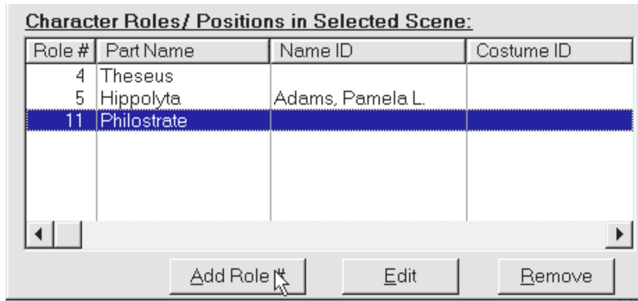
The first scene is the Pre-Set, for which we won't yet define any character roles, so CLICK on and highlight *Act 1: Scene 1* in the scenes list box. We know that this scene contains Theseus (#4), Hippolyta (#5), and Philostrate (#11). We will enter them using a quick entry technique, which assigns characters to the scenes but doesn't allow for other input.

We will be using the Edit-In-Place technique for adding these characters. To the upper right of the Character Roles list box is the Edit-In-Place check box.



If this is not already checked, CLICK on it to do so. This will allow you to enter character numbers directly into the list.

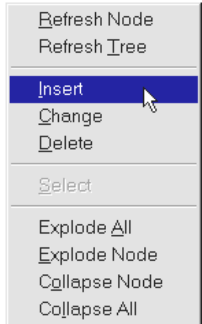
To the right of the Character Roles/ Positions in Selected Scene list box, CLICK on the **Add Role #** button. This places your cursor in the upper left corner of this list box for you to make some edit-in-place entries. Type *4*, hit your DOWN key, type *5*, hit your DOWN key, type *11*, hit ENTER.

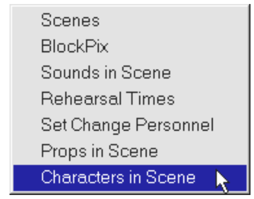


That's it, time to move to the next scene! Before you do, you'll notice that the character names have appeared, but only one actor ID. That's because these parts have yet to be cast. We'll do another scene this way later, but first let's look at a different method. Exit the **Scenes File Browser**.

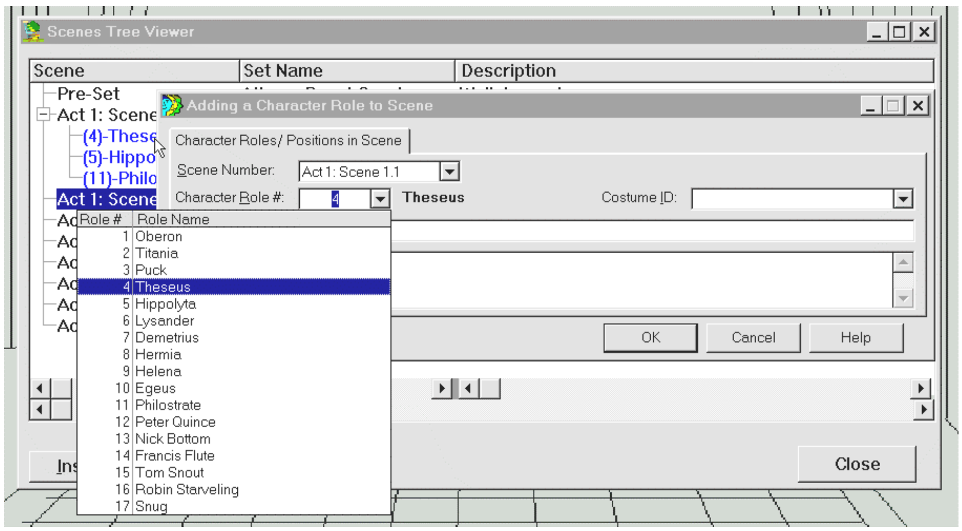
In the main menu, select **Breakdown**, and below that select **Scenes Tree**. A scenes list appears which looks a little different than the Scenes File Browser we were just in. At this point Act 1: Scene 1 has a little plus sign (+) to it's left, while the rest of the scenes don't. If you press the plus sign the list expands to show you elements in the scene, including the cast members.

For now, we are more interested in entering characters for the scenes, so RIGHT-CLICK on *Act 1: Scene 1.1*, choose *Insert* from the popup menu, and Select *Characters In Scene* from the next popup menu.





This opens the Adding a Character Role to Scene entry form. Already in Scene # is *Act 1: Scene 1.1* TAB to Character Role # and CLICK on the small down arrow and select #4 Theseus.



This form also gives you the opportunity to enter costume and other information about the character's activity in the scene, but we will move forward. At the bottom CLICK OK. CLICK Yes to the Record Added Message, to add the next record - the screen Adding a Character to Scene comes back for you. Continue to Character # and CLICK to ENTER the following characters for this scene:

Scene Number		**Character #**
Act 1: Scene 1.1	*5*	Hippolyta
Act 1: Scene 1.1	*6*	Lysander
Act 1: Scene 1.1	*7*	Demetrius
Act 1: Scene 1.1	*8*	Hermia
Act 1: Scene 1.1	*10*	Egeus

After entering the last character, CLICK NO as a response to the Record Added message. This will return you to the **Scenes Tree**. As you may have guessed, the Scenes Tree can be your gateway to a great deal of data, but we will leave it now to look at another way to add characters to scenes. Press CLOSE to exit the Scenes Tree Viewer.

Incidentally, had you un-checked the Edit-In-Place check box on the Character Roles tab of the Scenes Browser, adding or editing a role for the scene would have brought you to this same entry form, thus allowing you to enter or edit wardrobe link information from the Scenes Browser as well.

From the main menu, select **Breakdown**, then **Character Roles In Scenes**. This list box shows you details of each character in each scene, and can be sorted either by character or scene. (After looking at it you will probably realize that most of the time you will be more likely to get this information either from the Characters or from the Scenes file browsers, but this view is available as well.)

Press the INSERT button below the list box, and the same **Adding a Character Role to Scene** entry form we were just using appears, only this time there is no information pre-entered in any of its fields.

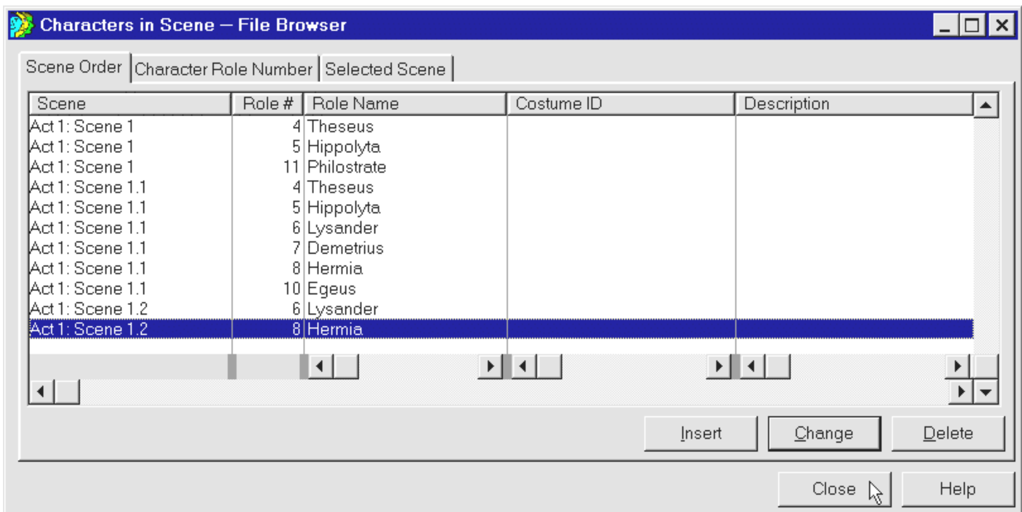
CLICK on the drop-down next to **Scene Number**, the scenes list will appear. SELECT *Act 1: Scene 1.2* "Hermia and Lysander Plan to Elope".

Add Characters 6 and 8 as above, so your characters for the scene are:

Scene Number	Character #	
Act 1: Scene 1.2	*6*	Lysander
Act 1: Scene 1.2	*8*	Hermia

You have now added Characters to Act 1: Scene 1.2

NOTE: You probably noticed that when the form re-set for your next entry, the **Scene Number** entry box displayed ‘**Pre-Set**’. This occurred because the drop list defaults to the first entry in the list. What you wanted, however, was your last entry, Act 1: Scene 1.2. This is a good time to use the **CONTROL+’ -”** key combination to enter the previous value in the field.



Close out of the **Characters in Scene File Browser**, and go back to **Breakdown | Scenes Browser**, and enter the rest of the cast for the scenes the quick edit-in-place way. (Select the scene in the top list box, click on **Add Role #**, and enter the character numbers using your down arrow key after each. If you get stuck, ESCAPE out.)

HIGHLIGHT Act 1: Scene 1.3, "Helena's Plan to win Demetrius", and add the following character numbers. (The part name and Name ID will appear automatically if they have been assigned.)

Char #	**Part Name**	**Name ID**
6	Lysander	
8	Hermia	Grumman, Irene
9	Helena	Workman, Sarah E

HIGHLIGHT Act 1: Scene 2, "The Acting Company Assembles", and add the following character numbers. (The part name and Name ID will appear automatically if they have been assigned, but no actor names should appear here because these parts have not yet been cast.)

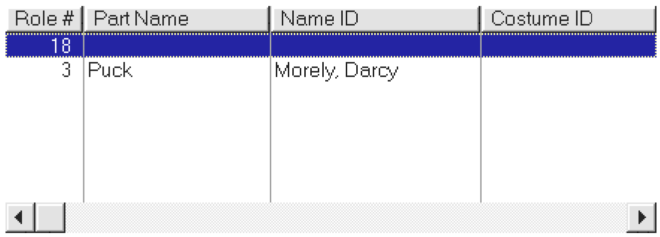
Char #	**Part Name**	**Name ID**
12	Peter Quince	
13	Nick Bottom	
14	Francis Flute	
15	Tom Snout	

16	Robin Starveling
17	Snug

HIGHLIGHT Act 2: Scene 1, "Puck Introduces Himself", and add the following character numbers. (The part name and Name ID will appear automatically if they have been assigned.)

Char #	Part Name	Name ID
3	Puck	Morley, Darcy
18	Fairy	

Whoops! You just entered character 18 and Fairy didn’t show up to the right of it. Not only that, but 18 is now on top of the list, before 3. What happened?

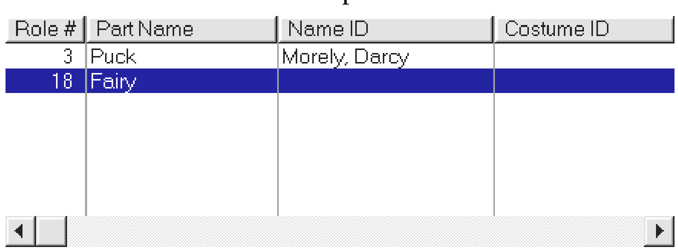


We haven’t defined a character 18 yet, so there’s no character name associated with the number. Let’s define it now. From the Main Menu, Breakdown | Role/Position Names brings up the **Character Roles/ Positions File Browser**. INSERT brings up the **Add Character** window. As we know, we need Character *18* to be *Fairy*. CHECK the Walk-On box. We can add a Description later.

If you haven’t already added the new character, do so now and CLICK OK and then NO to get out of the **Add a Character Role or Position** window. In the **Character Roles/ Positions File Browser** you now see *Act 2: Scene 1* in the lower list box associated with Character *18* in the upper list box. CLICK on various character names and check to see in which scenes they appear.

CLOSE the **Character Roles/ Positions File Browser** and look at the bottom list box in the **Scenes File Browser**, which should still be open on your screen. The problem still exists. What happened?

The **Scenes File Browser** Window still tools the same; in fact, it hasn’t changed yet to reflect the latest adjustments. We haven’t done anything to make the Scenes File Browser reread the character information. Click on a different scene, and then click on *Act 2: Scene 1*. Character *18* now is listed in the correct order, with *Fairy* as the character name. All we had to do was look at a different scene and come back in order to have the window read the updated information.



Let’s add characters for two more scenes:

Act 2: Scene 1.1 ----

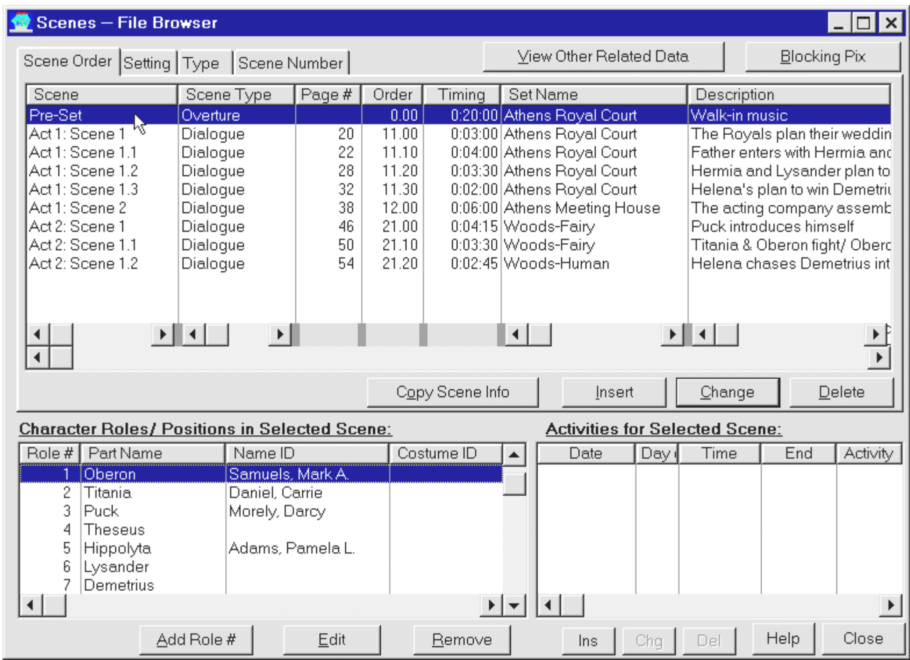
Char #	Part Name	Name ID
1	Oberon	Samuels, Mark A
2	Titania	Daniel, Carrie
3	Puck	Morley, Darcy

Act 2: Scene 1.2 ----

Char #	Part Name	Name ID
1	Oberon	Samuels, Mark A
7	Demetrius	
9	Helena	Workman, Sarah E

At the beginning of the section we said we wouldn't define any characters for "Pre-Set" -- yet. As it happens, defining the entire cast for our pre-set not only reminds us that the entire cast should be in place before the play begins, it also provides us with a scene which we can later use for scheduling all cast to come to cast meetings, dress rehearsals, etc.

Go ahead and select Pre-Set, and using the lower list box quickly add character role numbers: *1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18*



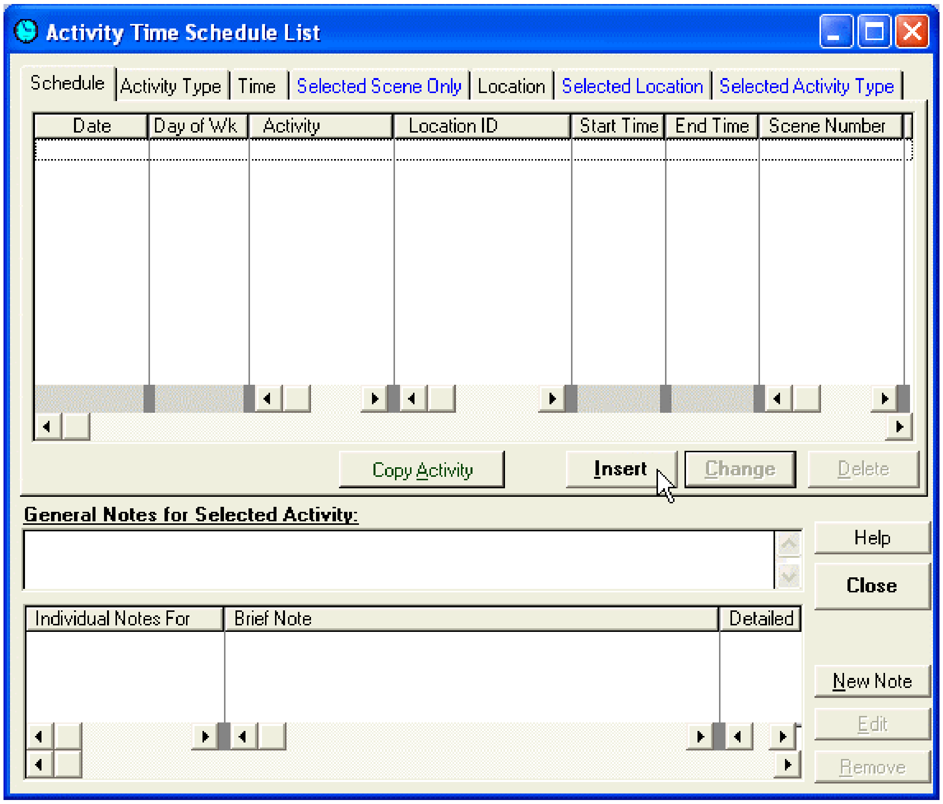
After checking your work, close out of the **Scenes File Browser**.

You have now entered the characters into 9 of the scenes. We are ready to schedule a rehearsal!

> **NOTE:** If an actor is playing several parts, you will only want to place the initial role number in 'Pre-Set'.
>
> Also, you may want to define "group" scene numbers that represent an entire section of the play for longer rehearsals, such as 'All Act 1'. The program is flexible enough to meet your scheduling needs.

Scheduling an Activity

Now we will schedule the first rehearsal week. In the main menu, CLICK on **Schedule** and then CLICK to **Activity Times**. The **Activity Time Schedule List** comes up empty (nothing has been scheduled yet) with sorting tabs for Schedule, Activity Type, Time, Selected Scene Only, Location, Selected Location, and Selected Activity Type. There is also a text box at the bottom of the window that displays the Notes field for the selected activity. Plus a list of individual personnel notes related to the selected activity.



MOVE THE CURSOR to the bottom of the activities list box and CLICK Insert.

In **Adding an Activity Time**, MOVE CURSOR to **Date** and type in *9/28/02*.

> ***Note:*** *If your computer is set up for a country other than the United States, you should enter dates in the same way that your computer normally displays them. Thus if your computer is set up to display European dd/mm/yy date formats, you should type 28/9/02.*

TAB to **Activity**, and as you do so you see the Day of Week *Friday* appears as a reference. Type *Meeting* in the **Activity Type** entry field.

> If *Meeting* is already defined as one of your **Activity Types**, then your entry will smart-fill before you finish typing. If *Meeting* is not yet listed as an **Activity Type**, then as you TAB to move to the next entry field, the **Adding an Activity Type** window will appear, in which case you can accept *Meeting* as an **Activity Type** by CLICKING on **OK**. This saves *Meeting* in your **Activity Types** file so it will smart-fill or be accessible via the drop-down in the future.

For **Scene Number** use the drop-down to select *Pre-Set*. (As you recall, we just defined the Pre-Set scene to include all characters, so this meeting will show up on each character's overall schedule, though not on 'rehearsal' schedules since our Activity is a *Meeting*, not a *Rehearsal*.)

TAB to **Start Time** and type *3:30 PM*

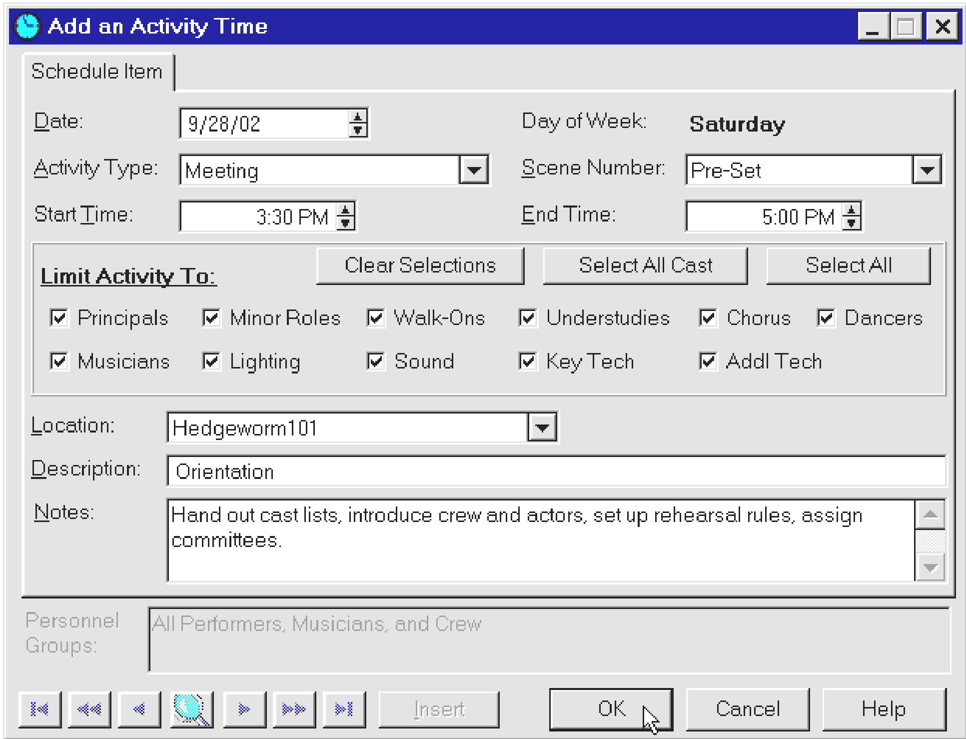
TAB to **End Time** and type *5:00 PM*

In the **Limit Activity To** area, CLICK on the **Select All** button. Check marks will appear in all the boxes

MOVE CURSOR to **Location** and use the down arrow to open the drop-list. There is currently only one item in the list, so select *Hedgeworm101* by clicking on it.

TAB to **Description** and type *Orientation*

TAB to **Notes** and type *Hand out cast lists, introduce crew and actors, set up rehearsal rules, assign committees.*



CLICK OK.

Press YES in the Record added, do you want to add another record? dialog box to bring up an empty **Add an Activity Time** entry form.

Select **Date** and type in *1001* and press TAB.

> **NOTE**: This time we didn’t bother with the slashes (/) because the form reads the numbers fine without them (as long as a single digit month has a zero before it) and the program assumes you want the current year (this was written in 2002). For 10/11/2000 we could type **101100**, but for 9/4/2000 we would need to fill in the extra zeroes and type **090400 --** or **9/4/00** . This shorthand can speed your entry process, and if you wish to use it you’ll quickly become accustomed to it.

This activity will be a rehearsal (which is pre-entered in the form), so TAB past it to the **Scene Number**.

For the **Scene Number**, use the drop-down to select *Act 1: Scene 1*

TAB to the **Start Time**. Enter the start and end times as *0330p* and *4p* respectively. You will see the program convert these to standard time formats.

> ***NOTE:*** *330p, without the leading zero, will not convert properly. If there are minutes involved, four digits must be entered for the number to read properly.*
>
> ***NOTE:*** *As with dates, the format for entry and display of time fields is determined by your international defaults settings for you computer within your Windows operating system. However, you may use 24-hour clock times for entry even if your standard display is an AM/PM format. Thus if you type 16 in a time entry field, PRS automatically converts your entry to 4:00 PM.*

In the **Limit Activity To** area, CLICK on the **Select All Cast** button. Check marks will appear in the top row of boxes

We’ll now add a new location (on the fly). For **Location** type *Bostwick Stage*. And press TAB. The **Add a Location for Activities** entry form appears (we’ve seen this one before) with Bostwick Stage already entered for Location ID.

> TAB to **Location Name** and type *Bostwick Theatre Cent*er
>
> TAB to **Area Name** and type *Main Stage*

TAB to **Location Type** and use the drop-down to select *Theatre*

TAB to **Location Group ID** and use the drop-down to select *Ridgemont School*

PRESS **OK** to return to the **Add an Activity Time** entry form.

For **Description** type *Blocking Rehearsal*. Press OK and No. This returns us to the **Activity Time Schedule List**.

Because we wish to add another rehearsal for the same date we will use the **Copy Activity** button to add a rehearsal for *Act 1: Scene 1.1* from *4:00pm* to *4:30pm*.

> ***NOTE:*** *The* ***Copy Activity*** *button does not necessarily copy all entries exactly. Because the form is set to default to 'Rehearsal' as an activity type, the* ***Activity Type*** *field will be filled with 'Rehearsal' no matter what kind of activity is being copied*

With the most recently created activity highlighted, CLICK the **Copy Activity** Button. This reopens the **Add an Activity Time** entry window, except now all the fields are already filled with the data we just entered. We only need to change three items -- Scene Number, Start Time, and End Time.

CLICK the **Scene Number** drop-box arrow and select Act 1: Scene 1.1 from the list.

TAB to **Start Time** and hit your UP CURSOR ARROW six times (each click adds 5 minutes)

TAB to **End Time** and hit your UP CURSOR ARROW six times (each click adds 5 minutes)

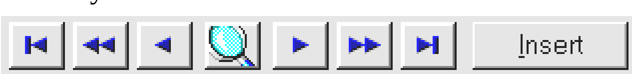
PRESS OK

So that we'll have enough scenes to make a schedule printout meaningful, please continue to add rehearsals for the next few days, using whichever method you prefer:

Date	**Scene Number**	**Start Time**	**End Time**	**Location**
10/02/02	*Act 1: Scene1.2*	*4:00 pm*	*4:45 pm*	*Hedgeworm101*
10/02/02	*Act 1: Scene 1.3*	*5:00 pm*	*5:25 pm*	*Hedgeworm101*
10/03/02	*Act 2: Scene 1*	*4:00 pm*	*4:45 pm*	*Bostwick Stage*
10/03/02	*Act 2: Scene 1.1*	*4:50 pm*	*5:30 pm*	*Bostwick Stage*
10/04/02	*Act 2: Scene 1.2*	*4:15 pm*	*4:45 pm*	*Hedgeworm101*
10/04/02	*Act 1: Scene 1*	*5:00 pm*	*5:45 pm*	*Hedgeworm101*
10/07/02	*Act 1: Scene 1.1*	*4:00 pm*	*5:00 pm*	*Bostwick Stage*

Go back to the **Activity Time Schedule List** and you see the list of rehearsals you've entered.

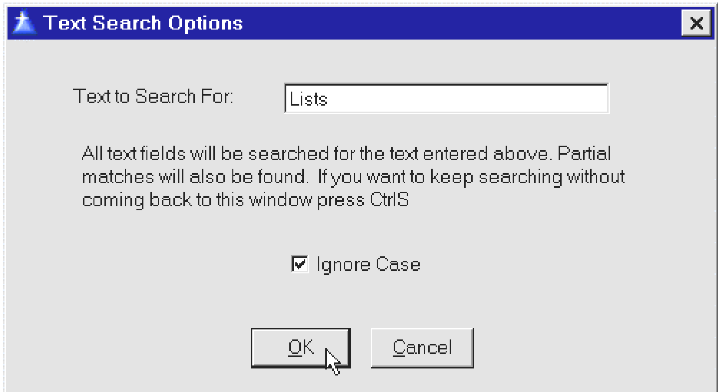
Now that a number of activities have been entered, let's take a look at those VCR buttons that are part of the entry form.



These buttons are similar to the ones on the toolbar below the menu, but the Insert button to the right of them allows you to move straight to a blank entry form from an edit form. In addition, the small magnifying glass button in the center of the VCR buttons row provides you with a basic text search feature for your activities when you're in the Change an Activity Time edit/update form. Let's try it now.

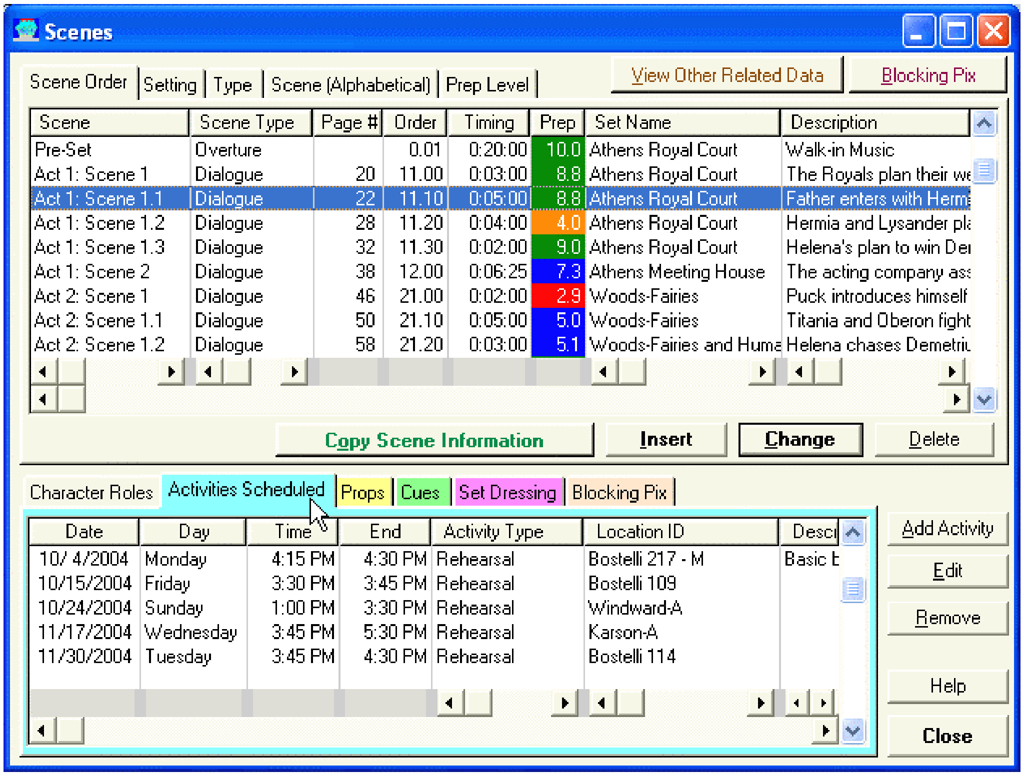
If you're not in the **Activity Time Schedule List** go there now.

In the activities list box, DOUBLE-CLICK on the *10/04/02* *Act 1: Scene 1* *5:00 pm* entry. This opens the **Change an Activity Time** edit/update form, filled in with the information from the specified activity. Now CLICK on the Magnifying Glass Button.  A **Text Search Options** dialog box opens with brief instructions on how to perform a search. We remember that at one of the meetings we wanted to hand out lists, but aren't sure which one, so type *Lists* into the **Text to Search For** entry field.



Make sure that Ignore Case is checked, and press the OK button. Our edit form changes to show the first activity which contains the word 'Lists' in any of its fields. Press CONTROL-S to search for the next occurrence of 'Lists', and a No Match Found window appears to inform us that there are no further matches.

Press OK to clear the **No Match Found** window, and exit the **Change an Activity Time** and **Activity Time Schedule List** windows. We're finished entering new activities for now, but before moving on we'll take a look at the **Scenes File Browser** and see how the rehearsals list box changes as you select different scenes. From the main menu select **Breakdown** | **Scenes Browser** to open the window. Select the **Activities Scheduled** tab in the lower part of the window. Use your mouse to select various scenes in the upper list box, and see how the scheduled activities list box changes. To change information for an activity, or to view it in its update form, just DOUBLE-CLICK on the activity, use the **Edit** button, or select **Edit** from the RIGHT-CLICK menu.

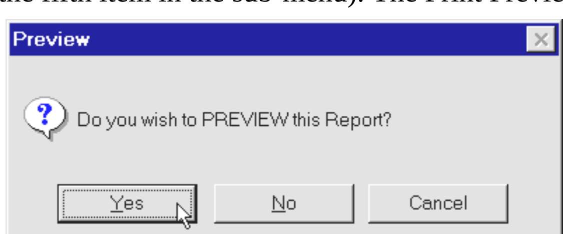


Printing Activity and Rehearsal Schedules

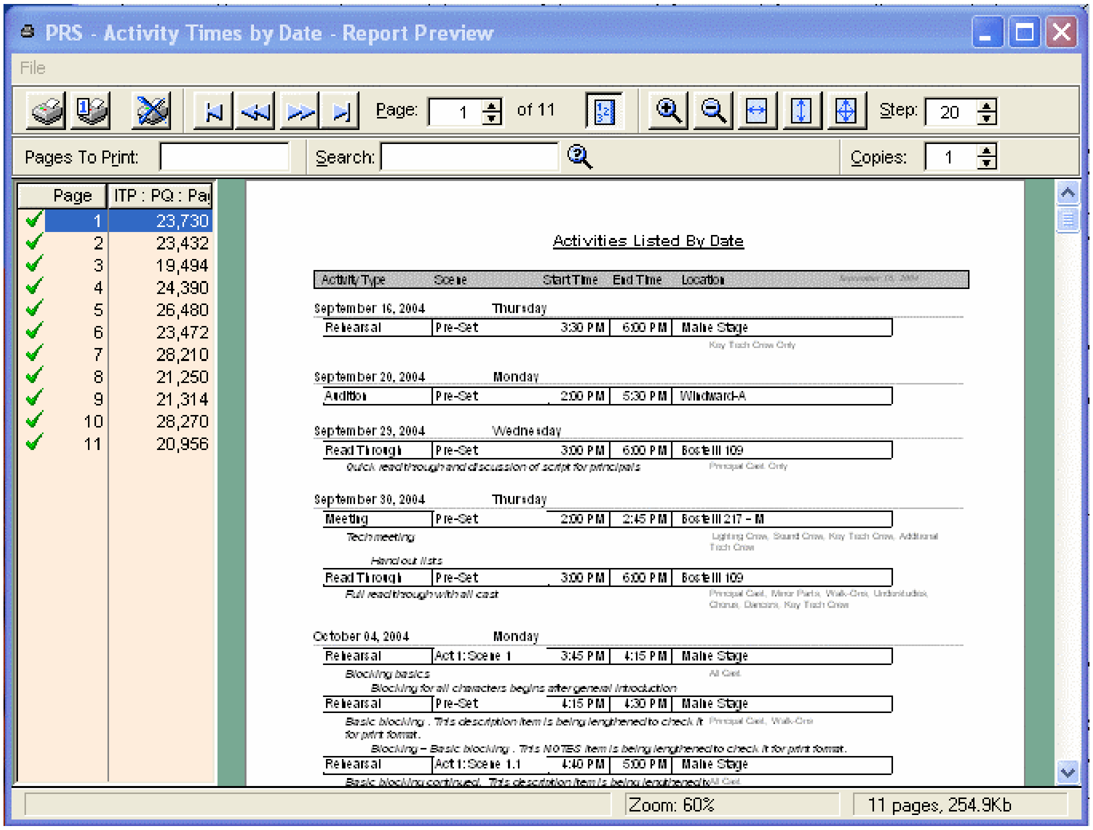
Activity schedules and rehearsal schedules are similar -- they both draw from the same pool of scheduling information and data you have just entered. In most cases, rehearsal schedules are actually a subset of activities schedules, and many of their reports have similar designs. The major difference is that activities schedules create reports for all scheduled activities (including meetings, performances, etc.) while rehearsal schedules create reports only for those items which have *'Rehearsal'* as their Activity Type.

> **NOTE:** In creating rehearsal schedules, PRS looks in the field for an exact match with the word **Rehearsal.** If you change the **Activity Type** name to '**Reh**' or anything else, PRS will not recognize a match and will therefore be unable to print a rehearsal schedule report, and may even give you a **Nothing to Preview** message.
>
> **REMINDER**: If you wish to use other than your default printer, you must make your selection **<u>before</u>** you create the report preview. You can do this from the **File** | **Print Setup** menu.

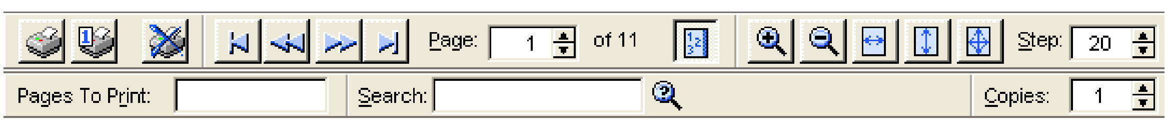
In the Main Menu, CLICK on **Reports** and select the **Activity Schedules** sub-menu. Pick **Quick Activities List by Date** (about the fifth item in the sub-menu). The Print Preview dialog box appears.



Choose Yes to preview the report on your screen (Selecting NO from the Preview this report? dialog sends the report directly to your printer, and selecting Cancel gets you out of the report without either previewing or printing.); and shortly (depending on your computer's speed) the preview will appear.



The print preview selections band which is displayed above the report at the top of the window gives you various viewing and navigation options, as well as allowing you to select the pages you wish to print or search the report for a word or phrase. To the left of the preview display area is a list of pages generated for the report. CLICK on a page number in the list to make the preview display that page. The green checks indicate pages to print; a red 'x' indicates a page not to be printed. DOUBLE-CLICK on a page number to switch its selection status. Further information on your printing options can be found in the Report Preview section of this manual.



Select the computer with a '1' over it to print what is on the current page only, or use the plain computer icon to the far left to print the parts of the report specified in the *Pages to Print* selection box. After being printed, these pages can be posted on your customary bulletin board for rehearsal schedules.

For a slightly more complex report, which lists character roles for each activity, based on the groups you have selected, use Reports | Activity Schedules | by Date - Limit by Character Groups. This again provides you with a list of activities in chronological order, but this time it adds all character role names for each activity - if their group matches one of the role groups selected for the activity.

Character Appearances List For Activities - Limited by Group

A Midsummer Night's Dream

Role # | Part Name | Performer | Understudy | 10/ 2/02

4:00 PM Wednesday October 02, 2002

Act 1: Scene 1.2 4:00 PM to 4:45 PM Hedgeworm101 (All Cast)

Hermia and Lysander plan to elope Pg. 28

Role #	Part Name	Performer	Understudy
6	Lysander		
8	Hermia	Grumman, Irene	

5:00 PM Wednesday October 02, 2002

Act 1: Scene 1.3 5:00 PM to 5:25 PM Hedgeworm101 (All Cast)

Helena's plan to win Demetrius Pg. 32

Role #	Part Name	Performer	Understudy
6	Lysander		
8	Hermia	Grumman, Irene	
9	Helena	Workman, Sarah E	

October 03, 2002 **Thursday**

4:00 PM Thursday October 03, 2002

Act 2: Scene 1 4:00 PM to 4:45 PM Bostwick Stage (All Cast)

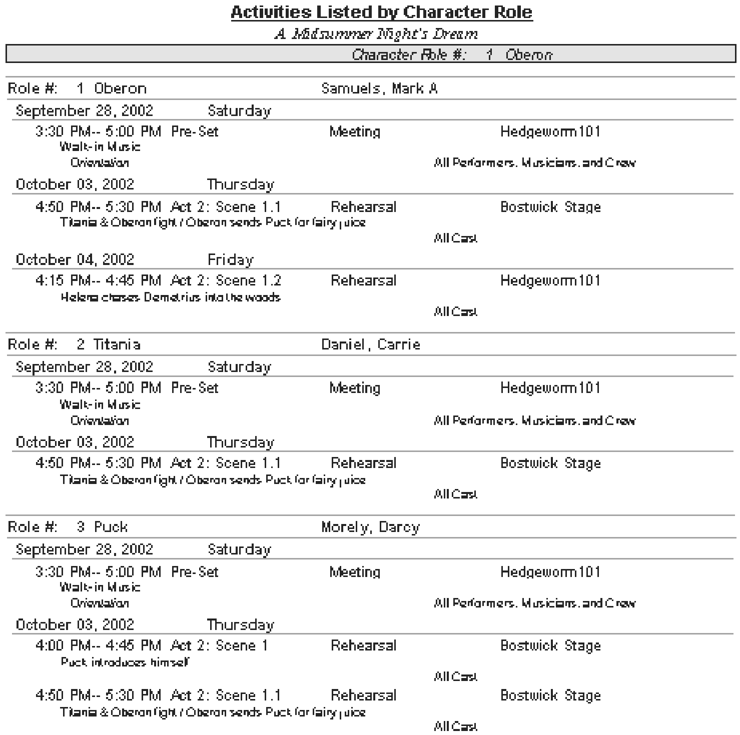
Puck introduces himself Pg. 46

Role #	Part Name	Performer	Understudy
3	Puck	Morely, Darcy	
18	Fairy		

This list also includes the Name ID’s of cast members playing or understudying the roles, as well as the one-line description of each scene. As you may have noticed, the preview screen shown above is not the first page of the preview. Including the character list for the initial meeting fills much of the first page with the opening *Pre-Set* meeting, and so we are showing you the top of the second page to get a better picture of the output.

By the way, the little magnifying glass cursor button makes the preview larger, while the one with the minus sign makes the preview image smaller. When the cursor is positioned over the preview area, it becomes a magnifying glass with a combined +- sign. This allows you to enlarge or reduce the preview image by LEFT or RIGHT CLICKING . CLICK on the full-height icon to display the entire page height on screen.

To get a listing by character, choose **Reports | Activities Schedules | by Character Number-Continuous List**.


Activities Listed by Character Role
A Midsummer Night's Dream
Character Role #: 1 Oberon

Role #: 1 Oberon — Samuels, Mark A

September 28, 2002 Saturday
3:30 PM-- 5:00 PM Pre-Set — Meeting — Hedgeworm101
Walk-in Music
Orientation — All Performers, Musicians, and Crew

October 03, 2002 Thursday
4:50 PM-- 5:30 PM Act 2: Scene 1.1 — Rehearsal — Bostwick Stage
Titania & Oberon fight / Oberon sends Puck for fairy juice
All Cast

October 04, 2002 Friday
4:15 PM-- 4:45 PM Act 2: Scene 1.2 — Rehearsal — Hedgeworm101
Helena chases Demetrius into the woods
All Cast

Role #: 2 Titania — Daniel, Carrie

September 28, 2002 Saturday
3:30 PM-- 5:00 PM Pre-Set — Meeting — Hedgeworm101
Walk-in Music
Orientation — All Performers, Musicians, and Crew

October 03, 2002 Thursday
4:50 PM-- 5:30 PM Act 2: Scene 1.1 — Rehearsal — Bostwick Stage
Titania & Oberon fight / Oberon sends Puck for fairy juice
All Cast

Role #: 3 Puck — Morely, Darcy

September 28, 2002 Saturday
3:30 PM-- 5:00 PM Pre-Set — Meeting — Hedgeworm101
Walk-in Music
Orientation — All Performers, Musicians, and Crew

October 03, 2002 Thursday
4:00 PM-- 4:45 PM Act 2: Scene 1 — Rehearsal — Bostwick Stage
Puck introduces himself
All Cast
4:50 PM-- 5:30 PM Act 2: Scene 1.1 — Rehearsal — Bostwick Stage
Titania & Oberon fight / Oberon sends Puck for fairy juice
All Cast

If you had wanted to print a separate activity schedule page for each member of your cast you would have chosen Reports | Activities Schedules | by Character Number- Indiv Pages.

By now you should be realizing just how much time the program can save you if you've been doing your lists manually.

If you have succeeded in breaking down your script in terms of Character Roles in Scenes before rehearsals start, you may want to have each individual character role's scene list available for your cast members. To do this, CLICK onto Reports and choose Scenes, sub-menu Role Appearances in Scene by: and further sub-menu, Role Number (Separate Pages). Preview the report, and then select the pages you wish to print. This report is particularly useful for actors to know the page numbers of scenes to study their parts early on.

To print out your Cast/List for the first Orientation Rehearsal, go to Main Menu and CLICK on Reports. HIGHLIGHT Cast and Crew Lists and CLICK. In the sub-menu that appears choose by Name ID and you get a phone list for your cast and crew members...

When you become more venturesome, you can explore the 'Date Limited' reports, which print schedules only for the period of time defined by Report Start Date and Report End Date on your General | Preferences window.

If you haven't printed any of these reports yet, you should try at least one. Be sure your printer is turned on and SELECT the printer symbol with the '1' over it  to print only the page visible on the screen, or use the normal printer button  to print the whole or selected parts of a report.

Adding Some Cues for the Production

PRS 1.20 adds better control over a variety of different types of cues for your production. Currently supported categories are cues for lighting, action, sound, special effects, sets, and other. Cue management within PRS uses a two-level system, in which cues are assigned names, and the cue name can be assigned to an instance (of use) of the cue.

This is best understood using a lighting analogy – the 'Blackout' cue is normally used many times during a show. You shouldn't need to call it 'Blackout1', 'Blackout2', etc. since the cue name always means the same thing. Similarly, you may revisit some of the other cues in your production. By giving each cue its own name, the cue name can be linked into the overall cue list whenever it occurs. You are thus building a database of 'cue names' as well as a database of 'cue occurrences.' In the Cue Lists browser you are able to view either an overall list of all cues, or limit the list to a single cue category.

One of the benefits of this approach is that if you are considering changing a lighting cue, you can immediately see all the times that cue is used, so you can evaluate whether it's better to change it or to create a new cue.

Let's take a practical look at building a bit of the cue list.

The Cues List window

From the main menu, select **Breakdown | Cues | Cue Lists** to open a window showing all cues specifically assigned to scenes for the production.

CLICK the **Insert** button to open the **Adding Cue to Scene** window.

From the **Cue Type** drop list, select *Lighting*. (You may have noticed that when you made your selection, a new entry field – **Cue Name** – suddenly appeared. Cue names for different cue types are kept in their own files, since different types of cues will have different related fields to describe them.)

From the **Scene Number** drop list, select *Pre-Set*.

In the **Cue Name** drop list field, type *Walk-in Lighting*. This is the name we are assigning for the lighting cue that will be used before and after the performance, as well as during intermissions.

Since this cue has not yet been created, when you press TAB to move to the next field the **Adding a Lighting Cue** window opens to allow you to add any information about specifics for the cue:

It is not required to give the cue a number, but you may assign one if you wish. Since this is our first lighting cue, let's give it **Lighting Cue Number** *001*

For **Lighting Cue Type** select *Preset* (since this is not a dynamically changing cue.)

There is no preset **Length** for the cue, so make no entry here.

Transition Type refers to any transition that may be built into the cue. In other words, when you select the cue on your board, does it automatically fade in, build or cut? Normally we will want this cue to fade in, so select *Fade In*

In **Description** type *House lights at full plus crossing lekos on curtain* to describe the cue.

You may have noticed that this form does not contain an **Order** field. This is because you may wish to re-use cues throughout your show, so assigning an order as part of the cue description would only confuse things.

Press OK to return to the **Adding a Cue to Scene** window

Since this cue is not tied to a cue line, we will skip over the next couple of fields.

For **Description** type *Pre-show lighting for audience walk-in*. (You may note that we have given this a different description than the cue details description – this is because cues that are re-used should be able to have descriptions available for each use.)

Press OK to save your cue.

Creating cues without assigning them to a scene.

Occasionally you may want to create your cues list, and then later assign these cues to specific scenes. Perhaps you know that there are certain sound effect or music selections you want to use, but are not ready to assign them to specific cue spots.

From the main menu, select **Breakdown | Cues | Names of Cues | Music and Sound Fx Cues** to open a window showing all audio cues currently described for the production.

Press INSERT to open the **Adding a Sound** entry form.

For **Sound Name** type *Light Rain*

For **Sound Cue Type** select *Sound Effect*

For **Perform** select *CD* to indicate where the sound is coming from.

For **Length** enter *0005* – this converts to 5 minutes

Enter the **Track Number** from the CD –in this case type *3*

For **Description** type Light rain – no thunder to better describe the sound.

Press OK to return to the **Sounds** list window

If you wish, you can now assign the sound to one or more scenes using the ADD button next to the lower (**Scenes in which selected sound is used**) list box.

At this point add some additional cues on your own to get a better feel for how the process works. Then go back and look at them in the **Cues Listed by Scene** browse window. Be sure and try the **Selected Cue Type** tab to limit your view. (Remember, you may have to select a cue category with the SELECT CUE TYPE button before the list will display.

Continuing From Here

Other extremely useful reports for the production are Costume and Prop lists, and Sound Effects and Music. Data entered for these categories creates useful organizers for the tech crew. Obviously, the greater the depth to which you enter your data, the more comprehensive your reports will be. As a basic minimum, we recommend entering all scenes, character roles, character roles in scenes, and actors. PRS will help you keep organized based on just these items. If your production is more complex, we recommend also entering as much prop, set dressing, wardrobe, and music information as you can. Linking this with vendor names will help you be organized in creating pickup and drop-off lists, as well as knowing what item needs to go back to whom. PRS does not yet create costing reports, but future releases may venture into that realm.

We hope that through this tutorial you have gotten a basic idea how PRS works and can be helpful to you in your production. The scope of the programs capabilities far exceed what you have done so far, and we encourage you to look at the rest of this manual, as well as spending a little time playing with the sample data provided with the PRS Sample Application. If you want to remove the tutorial data you have created from your system, use the CleanFil.exe utility provided with PRS. More information can be found in Appendix D.

Break a Leg!

How the Program Works

Opening The Program

The PRS installation program places a PRS group in the OnSet program group of your Windows Start | Programs menu.

From the Windows Start | Programs menu, you can select the program from the OnSet program group. If you wish to add a direct shortcut icon on your desktop, find the program - filename PRSxx.exe - in Windows Explorer or through My Computer (default installation puts it in the *c:\onsetapps\prsxxx* directory), right click on it and, keeping the right mouse button down, drag it onto the desktop. In the popup menu that appears, select "make a shortcut". You can also right-click and drag the shortcut from the Start | Programs | OnSet | PRS menu group to your desktop.

Un-Installing

If you want to keep any of your data files, **you must back them up before running the uninstall program**. Your data files live in the same directory as the program and have a .TPS file extension. (There are normally more than 50 of them)

To run the uninstall program: From the Windows Start menu click on Settings and then on Control Panel. (In XP the Start menu gives you direct access to Control Panel.) Double-click on Add/Remove Programs. In the list box select PRS and hit the Add/Remove button. This will start the uninstall program. Follow the prompts. After removing the program, you may wish to remove additional database files the program has created. You can do so by removing the PRSxx sub-directory in c:\OnsetApps\. If you have no other OnSet programs installed, you may wish to remove the OnSet subdirectory as well (which at this point should be empty.) If you have placed an icon on your desktop this can be deleted as well (select the icon and hit your Delete key.)

Database Concepts

PRS is a database designed specifically to meet the needs of theatre productions. It allows you to enter many different types of information, grouped by different categories, and then quickly and easily retrieve the information and see relationships among the various aspects of your production. The PRS database is set up as a standard relational database, which means there are numerous files defined and structured in such a way that relationships are determined between various elements. In most cases, several items in one file will relate to a single item in another file. The database contains numerous files, each containing a number of records (entries). Within each record the individual categories are called fields.

You don't need to know much about database structure to use PRS; the program is pre-built and does all the heavy lifting for you. The main thing to know and understand in using PRS is that the database functions are based primarily on three actions: browsing, updating, and reporting. This manual will go into more detail about these later, but the quick overview is that you normally begin by browsing (looking at) the contents of a file. To add new information or to change current information about a record you use an update form. When you exit an update form the new information you have added or changed is automatically saved into the appropriate file(s) - unless you hit Cancel, in which case you exit from the form without saving your changes. To print information in a pre-designed form you use the report function. Numerous reports have been predefined and can be previewed on your screen before printing.

You may occasionally feel that the database creates additional work for you because you need to enter data about various aspects of an item in several different forms in order to input all its related information. The program is structured this way in order to give you more options. Entering a person's address, for instance, requires bringing up an additional form instead of having address entry fields for one or two addresses on the personnel entry form. Addresses (and likewise phone numbers) have been separated into different files so that you can enter a virtually unlimited number of addresses (and phone numbers) for a person. Why would you need this? Well, typically a person may have a home address; many will also have a separate mailing address, or perhaps for the run of the play they are staying in a hotel or at a friend's house. Likewise we are all experiencing a proliferation of telephone numbers: home, home fax, cell, office, pager, office fax, and often many more.

Program Basics

What follows are descriptions of a number of the basic building blocks you will use in operating the PRS program. A basic understanding of how browses, update forms, and reports work will allow you to make the most of the PRS program with minimal need for further assistance.

Browse Lists

Each basic browse window starts with a list box which displays one line for each record in the data file. The various columns in the browse box show the contents of the fields for each record. Depending on the number of fields in the data file, not all fields will necessarily be included in the browse box. Notes fields and other long descriptive fields are normally not displayed in the browse box.

Double clicking on a record in the primary browse box will call the update form for the specified record, allowing you to view and edit information in any of its fields. (see Update Forms)

Browse list boxes will typically have both a horizontal and a vertical scroll bar. These scroll bars perform in much the same way as scroll bars in other Windows applications. In certain browse list boxes there may be additional scroll bars for individual columns. These have been specially programmed to provide an easy way of viewing data which may be wider than the column without adjusting the column width and thereby limiting the number of columns viewable within the box at a specific time.

The columns in the browse box have been assigned preset widths. You may want to adjust the column widths for easier viewing. To do so, place the cursor between two columns, either in the title header or data areas. The cursor will change to a double arrow. While the cursor is a double arrow, you can click and drag the boundary line to adjust the width of the column to the left of the boundary.

> ***NOTE:*** *Starting in PRS v1.20, when you close a browse window, any changes you have made to the column widths will be saved. When the window is next opened the column widths will return to their default settings. In addition, PRS will 'remember' which tab(s) were selected, and will initially select the same tabs when you re-open the window. (This is different from earlier PRS versions, in which browse formats return to their default settings each time the window is opened.)*

Browse Tabs

The primary browse list box in any given browse window will often have several tabs at the top of it. These are sorting / limiting tabs. When you select a tab you are selecting a sort order for the display of the data in the browse list box, .

In certain browse windows, one or more of the sorting tabs may have a different color (blue), and most often start with the word 'Selected.' These are limiting tabs, and will display only those records which contain the selected value in a specific field. This can provide a convenient way to 'un-clutter' a list so you only see the related items that interest you. When you choose one of these tabs, most often the browse list will become empty (until you have made your selection) and you will see that a selection button appears just below the list box, which will normally be labeled 'Select (*item to select*)'. When you press this button a selection browse will open, allowing you to select the value for the limiting field. After making your selection, the selection list will close and your browse list will display the items that match your selection.

NOTE: *In certain cases selecting a browse tab may result in a browse box display which is blank. This sometimes occurs when a tab has been selected which creates a limited key sort for a field in which you have no data entered. For instance, if you did a key sort by Zip Code and had not input zip code information for any of your addresses, you might not see any records listed. Likewise, if only some of your addresses had zip codes, those would be the only ones shown.*

NOTE: *After selecting a tab you may need to select a record within the browse box in order for the locator function to operate.*

Insert / Change / Delete Buttons

The **Insert** button is your standard way of adding a new record to the current data file. It will bring up an entry/update form which you can use to enter information for the new record.

The **Change** button brings up the same entry/update form as the insert button, but its fields are filled in with the existing information from the currently selected record. You can edit these entries to change the contents of the record.

The **Delete** button removes the currently selected record. In cases in which related information exists in other files, this related information may be deleted as well.

From within most browse boxes, the **Insert**, **Change** and **Delete** functions can also be accessed by using the RIGHT-CLICK button on your mouse. A pop-up menu will appear, and you use the normal LEFT-CLICK button of the mouse to select the desired menu item.

In windows which have a number of browse boxes, the **Insert**/**Change**/**Delete** buttons may in certain cases have been changed to **Add**/**Edit**/**Remove**, or other descriptive words. The functionality of these buttons has stayed the same, but the words on them have changed in order to facilitate the possibility of using keyboard shortcuts.

Keyboard Shortcuts

As with most windows programs, many menus and screens feature the option of using keyboard shortcuts instead of accessing commands and navigation only by using the mouse. In many cases these shortcuts can save you time by keeping your fingers on the keyboard.

When a keyboard shortcut exists for a menu or form item, it is denoted by the shortcut letter being underlined.

Keyboard shortcuts can be accessed by pressing the ALT key simultaneously with the underlined shortcut key.

NOTE*: Once you have entered the menu structure (either through a keyboard shortcut or by CLICKING on one of the menu items) you should use your keys directly to access sub-menu items, without having to depress the ALT key again. In menus, you may also navigate using your arrow cursor keys.*

Synchronized List Boxes

Many of the browse forms have two or more browse boxes in them. The primary browse box, usually located at the top of the window, shows information contained in the main file being browsed. The additional browse boxes contain information related to the selected record in the main browse box. As you change to a different selected record, you will see the related/ synchronized list boxes change to show you the appropriate related lists. In this way you are provided access to a great deal of information simultaneously, without having to move to another screen.

Entry/Update Forms

List boxes, synchronized or otherwise, aren't going to do you much good if you can't get your data into them. This is where the Entry/Update forms come in. The entry/update form for a browse can be accessed by pressing the Insert button (sometimes labeled Add). The entry form that appears is a "child" form, which means that you have no access to the "parent" browse form until you have closed the entry form.

Entry/Update forms contain entry fields where you can add data, and sometimes contain browse list boxes as well. Navigation around the form is normally accomplished by moving from field to field with the TAB key, and backwards using the SHIFT-TAB combination, though you may also jump around the form by MOUSE CLICKING in the entry field where you wish to enter data. The ENTER key is normally set to trigger the OK button and thereby accept your data and exit the form. Browse list boxes, if there are any, will normally display information related to the selected record, and are more important during the edit/update process, since during initial entry they will stay blank until the new record has been saved. They can also play an important role in performing cascading entries, as demonstrated in the tutorial.

VCR Controls

The row of buttons found just below the menu line are called VCR buttons. They perform various functions in moving amongst and selecting records for the currently selected form. Each button has a help reminder which becomes visible when the mouse pointer hovers over it. A given button will produce different results depending on the type of form currently selected. A button will be "grayed out" when it can not be used to perform a function from the current form.

Edit - In - Place List Boxes

Most inputting of data is done through the update forms. However, in certain instances, for speed of entry, secondary browse boxes have been set up as edit-in-place boxes. What that means is that when you go into Insert or Edit mode, either by pressing the appropriate button or by using the right mouse button on a selection or by double clicking on the selection, instead of bringing up an entry form the browse box goes into an edit-in-place mode. In these cases you enter information directly into the appropriate places in the browse box.

Tree Windows

Tree windows use an Explorer-style tree display to provide an expandable/collapsible view of related data. They are used as an alternate way of showing certain data which may contain relationships several levels deep, or which may be easier to understand in tree form.

Typically, clicking on the [+] box to the left of an item will expand the branch beneath it. Clicking on a [-] box collapses the branch

Expansion and contraction of the various levels can be affected by using the right mouse click pop-up menu. For many tree levels this menu will also provide the option to call the forms to insert or edit a record.

> ***NOTE:*** *Though a tree window is an excellent way to enter numerous types of information from a single form, it will not serve as the starting point for data entry until there is already some data in it. This occurs because it 'senses' which entry forms to access based on the currently selected type of data; and can not do this until there is data in it to read.*

Drop-Down Combo Boxes

A drop-down combo box is an entry/selection field usually found in an update screen. It resembles a standard entry field, but with a down arrow on the right side of it. You can make a selection either by typing in the box (which will smart-fill if there is an existing matching entry) or by pressing the down arrow and selecting an entry from the drop-down box that appears. Drop combos are used for entries which will often be repeated, or which are related to other elements, or for which it makes it easier to have a preset group of selections to choose from. In many cases, if you make an entry in a drop combo which doesn't match an existing entry (such as a new type of phone number) the program will prompt and add your entry as a new preset for that category.

Reports

Reports are a predefined way to output data in a viewable and printable form. After selecting a report to generate, you are prompted to see a preview of the report. At the top of the print preview screen is a print preview selections band. Here you can specify how to view the report (page width as screen width, or page height as screen height, or based on a size percentage.) You are also given various printing options, and can select to print only the currently viewed page, all pages, or selected pages (by entering page numbers separated by commas.) The program comes with numerous predefined report forms, allowing for many different approaches for viewing and printing your data. They vary in degrees of complexity, from simple lists to complex breakdown forms. This manual contains brief descriptions of each report, but you will probably want to look at the various previews to see how they best fit your needs.

Reports are also one of the areas in which we particularly welcome user suggestions and input. You may find that you have different needs in your production, and we welcome your suggestions (the more specific the better) on what other reports you would find most valuable. We plan on designing more report forms for incremental releases of PRS, and would be happy to hear what other forms you feel would be most useful.

Menu Items

File Menu

Print Setup

Print Setup allows you to choose your windows printer, whether the default printer or another printer on the system, select paper orientation, and allows you to access your Windows printer driver options. ***It is important that you have a default printer selected on your computer, even if there is no printer currently connected to it. If you don't have a printer, please select a fax driver or other generic printer as your default printer. Under certain conditions PRS may not operate properly if there is no printer selected***.

If you plan on printing reports, you must make sure that you have selected the printer you wish to use before you access the report from the reports menu.

If you want to create Adobe PDF format files of your reports, select Acrobat Distiller or other PDF-creation driver as your default printer. (You must own Adobe Distiller or other pdf-creation program to do this. These are neither provided nor licensed through PRS or OnSet Software.)

Exit

Exit gets you out of the program. You don't have to perform a separate save function before exiting because PRS automatically saves all your data as you enter it. You can also exit from PRS by using the Window Close "X" box on the title line of the program.

We highly recommend making a backup of your data files (the ones that end with .tps) after you exit from PRS. Make backups often and store them in a safe place! The data files produced by PRS are not overly large. A complete backup of most productions can fit on a single high density floppy disk, and obviously higher capacity storage media should have plenty of room for the files. ***Backups should be made when PRS is not running. On networked installations make sure that there are no users accessing PRS when you make your backups!***

You must exit from PRS before you shut down your computer! In fact, Windows will not shut down properly while PRS is running.

Edit Menu

Cut/Copy/Paste

These are the standard Windows edit commands. They allow you to cut or copy text from entry fields. (You may also use the standard windows commands **CONTROL-C** to copy text to clipboard and **CONTROL-V** to paste it from the clipboard.)

User Preferences

These are your global user preferences. The information you enter on this screen is referenced from various areas of the program. The Preferences form is different than your other update forms in that as soon as you enter something in it, that item is changed. There is no cancel function to go back to previous settings.

NOTE: *If you are running PRS on a network and the program is installed on a single computer accessed via shortcut pointers from a number of other computers, any changes made in the User Preferences window may affect all users. (Setups in which multiple users with the PRS program installed on their individual machines are accessing a unified dataset elsewhere on the network will not affect each other if they change their individual User Preferences.)*

General Tab

Here you enter general information about the production. Much of this information is not currently used elsewhere, but may be in future releases. - -

- Play Name – The name of the play. This appears extensively in the reports.

NOTE: Most reports use this as their second 'header' line at the top of each page. If you wish to have a different second header, you will have to enter that here instead of the name of the play.

- Author – Author's name or names.
- Producer – Producer's name or names.
- Director – Director's name or names.
- Theatre – Theatre where performances are/ will be held.
- Company – Name of company putting on the show. This appears occasionally in reports.

NOTE: This company name is used the reports which create badges.

Reports Tab

Entries on this tab relate specifically to reports.

- Report Footer – Enter a general footer line you want to be printed on the bottom of your reports. You are limited to 70 characters in length, though even this length may become clipped in certain reports.
- Report Start Date – The date you wish to use as the beginning date for reports which are date limited. Standard entry format is your 'Windows Short Date' format as determined in your International Settings for your Windows operating system.
- Report End Date – The date you wish to use as the final date to be included in reports which are date limited. Standard entry format is your 'Windows Short Date' format as determined in your International Settings for your Windows operating system.

The two date fields, Report Start Date and Report End Date, are used to limit certain schedule reports. In order for this feature to work properly, dates must be present in both of them. Each of them has a Today button associated with it, which will enter your computer's current date into the appropriate field. There is also a button which can be used to clear the field entry.

Standard entry format for the dates is your windows short date format. PRS will, however, accept a number of options for date entry, based on certain assumptions, and automatically convert them into this format.

- Enable Character Group Limits Filter in Activities and Rehearsals Reports – When this box is checked, the group limits filter is enabled in certain activities and rehearsal reports where it is applicable. Enabling the filter means that those characters whose groups are not selected for a given scene are filtered out of the reports (and thus not printed.) Many users do not want to be bothered with character groups and specifying them for each activity. ***<u>If you don't use the limits, do not check this box, or your resulting reports will be unpredictable.</u>*** (See more about Character Groups and Character Group Limits under Rehearsal and Activities Schedules.)
- Print Character Group Limits Status – When this box is checked, the status of the group limits filter is printed as a bottom footer line in reports where it is applicable.

Pictures Tab

Here you can select the normal opening status of the Auto-display check box found on various browses and update forms throughout PRS, as well as specify a logo picture to be used as needed..

- Auto-Display Picture – The Auto-Display Picture check box sets the default opening status of this checkbox found throughout PRS on windows that include a picture display. In other words, when the checkbox is checked here, any window which contains an auto-display check box will have the box automatically checked when its window opens. When the **Auto-Display Picture** box is checked in a window, the selected picture automatically displays.

NOTE: Keeping this box checked means that each time a list box item is selected which relates to a picture filenames, the computer will retrieve that picture. When working in a single user setup -- with a fast computer and hard drive, and with compressed image files -- keeping the Auto-Display box checked is normally not a problem. It will provide you the luxury of being able to view the appropriate picture as you move through the browse file.

However, when working in a network setting, or if picture files are large and/or uncompressed, the disk access and network traffic involved in trying to keep your picture display up-to-date can seriously slow down your computer and network. In these cases we recommend keeping the Auto-Display box unchecked and using the manual Display Picture button found in these windows when you want to view a picture.

- Logo Picture Filename – Enter the full filename (including PATH information) of the file you wish to use as a logo for those reports in which a logo is included in a printout.
- File Selection Button – Press this button to browse your file structure to find the filename of your logo.

The area at the bottom of the Pictures tab displays the logo picture when a filename has been entered..

General (Categories) Menu

This menu section is where you will find most of the items used to 'set up' PRS. Here you gain access to the various browse forms in which you can view the categories that will appear in selection boxes throughout the program. Many of these browses also provide lists of related items for the selected type. Based on the logic built into the program, changes made in this section will tend to 'ripple' through both the program and your data.

Phone Types

This file holds names of categories for the telephone numbers you will use in the database. You can be as specific or vague as you wish with these names. Typical categories might be: Home, Work, Fax, Beeper, Mobile, Toll-Free, etc.

(You are restricted from deleting a phone type that is currently being used to describe a phone number.)

The Phone Number Types Browser contains two list boxes. Phone Types lists your phone type categories and their related descriptions. A second list box shows all phone numbers of the type currently selected in the first list box.

- Phone Type -- Category name for a type of phone number.
- Description -- A brief description of the phone number category
- Notes -- A longer descriptive field for notes about this type of phone number. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Address Types

This file holds names of categories for the addresses you will use in the database. You can be as specific or generic as you wish with these names. Typical categories might be: Home, Work, Vacation House, Location Hotel, etc.

(You are restricted from deleting an address type which is currently being used to describe an address entry.)

- Address Type -- Category name for a type of address.
- Description -- A brief description of the phone number category
- Notes -- A longer descriptive field for notes about this type of address. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Location Types

This file holds names of categories for the specific locations at which you will be scheduling your activities. You can set up these categories in any way that will be convenient for you in keeping your locations organized. Typical categories might be stage, rehearsal hall, or classroom.

Locations are set up in a two-tier structure, in which Specific Locations (such as rooms or buildings) are linked as parts of larger Location Areas (such as a school or theatre complex, or even a city.) While this may not be necessary for many productions, this approach can be helpful when organizing a production which is spread out across several overall locations, or which has a road tour aspect.

The location types file browser contains a synchronized list box displaying the names of the specific locations of the type selected in the main browse box.

- Location Type -- Category name for a type of location.
- Description -- A brief description of the location type category.
- Notes -- A longer descriptive field for notes about this type of location. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Location Area Types

This file holds names of categories for the general location areas at which you will be scheduling your activities. You can set up these categories in any way that will be convenient for you in keeping your locations organized. Typical categories might be theatre complex, college, or city name.

(See Location Types above for further description of the difference between a location and a location area.)

The location area categories file browser contains a synchronized list box displaying the overall location areas of the type selected in the main browse box.

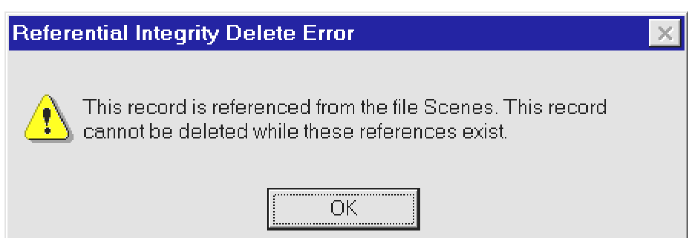
- Location Area Type -- Category name for a type of location area.
- Description -- A brief description of the location area category
- Notes -- A longer descriptive field for notes about this location area category. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Scene Categories

This file holds names of categories for the scenes you will be breaking down in the database. You can be as specific or generic as you wish with these names. Typical categories might be: Dramatic, Musical Dance, Overture, Curtain Call, etc.

The Scene Types Browser contains two list boxes. The Scene Types list box displays scene types and their related descriptions. A second list box shows all scene numbers of the type currently selected in the first list box, along with their one-line description.

You are restricted from deleting a scene type that is currently being used to describe a scene.



If you attempt to do so, you get a **Referential Integrity Delete Error**. If you get this message, you must first CLICK **OK** to clear the error message. If you still want to delete this scene type, you must change the type category of those scenes that are currently using the scene type you wish to eliminate.

NOTE: *When creating your scene breakdown it is often convenient to assign scene names/ numbers to transitions, overtures, etc.*

- Scene Type -- Category name for a type of scene.
- Description -- A brief description of what the scene type name represents.

- Notes -- A longer descriptive field for notes about this type of scene. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Activity Types

Activity Types are the category names for the activities you will be scheduling. Typical activity types are Rehearsal, Tech Rehearsal, Dress Rehearsal, Performance, Meeting, etc. You may add, edit or delete activity categories. However, as mentioned in the tutorial, it is advisable to keep the category ame 'Rehearsal' intact – since many scheduler reports may look for this name. The Activity Types file browser contains a list box showing activity type, order, and description. The entries in this browse box can be sorted either by activity type name or by the contents of the order field.

A synchronized list box shows a basic activity information list, featuring date, day of week, start and end times, scene number, and event description, for events of the type selected in the primary browse. These events are listed in chronological order.

- Activity Type -- Category name for a type of activity, such as rehearsal, meeting, performance, etc..
- Order -- Sort order (optional) in which this activity type will appear in drop-down selection boxes and browse lists.
- Description -- A brief description of the what the activity type name represents.
- Notes -- A longer descriptive field for notes about this type of activity. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Character Role/ Position Types

The Character Role/ Position Types Browser contains two list boxes. The Character Role Types list box holds character role types and their related descriptions. It's normal sort order is alphabetical. An additional tab changes the sort order to follow the value of the Order field. A second list box lists all character role/ position names of the type currently selected in the first list box.

- Character Role/ Position Type -- Category name for a type of character role or position. These categories will appear as a drop-down selection when adding Character Role names. Since we recommend that all performers and crew be given role/ position names, we also recommend having a full range of categories, including actor, musician, tech, management, etc. Default value is '*Actor*' – which means that if you don't fill in this field, it is automatically filled in with '*Actor*'.

  NOTE*: Though your character role/ position types may seem similar to the* ***Limit Activity To*** *categories found in the* ***Character Role Update*** *and* ***Activities Update*** *windows, they serve separate purposes. Whereas the* ***Limit Activity To*** *categories break your cast into rehearsal groupings,* ***Character Role/ Position Type*** *categories are logical groupings for creating personnel lists. In creating your* ***Character Role/ Position*** *categories, keep in mind how you want your phone and address lists organized.*

- Order -- Sort order (optional) in which this character role/ position type will appear in drop-down selection boxes. This is provided to make it possible for you to group entries in a list the way you want.
- Description -- A brief (optional) description of the character role category

- Notes -- A longer descriptive field for notes about this type of character role. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Vendor/Source Types

Vendor/Source Types are the category names for the vendor/suppliers/sources who will be providing you with your props, sets, and wardrobe. You should choose category names to help you group vendors so that it will be easier to find an appropriate vendor when needed. Remember, however, that only one category type can be associated with any vendor name.

The Vendor/Source Types file browser contains a list box showing category name and description. A second, synchronized list box displays names of vendors/sources of the type selected in the primary browse box.

- Source Type -- Category name for a type of vendor/supplier/source.
- Description -- A brief description of what the source type name represents.
- Notes -- A longer descriptive field for notes about this type of vendor/ supplier/ source. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Ownership Types

Ownership Types help you keep track of what production items are already owned or are being rented, borrowed, bought or constructed. In earlier versions of PRS the ownership type found in the prop, wardrobe item and set dressing item files was based on a drop-down box that could not be modified by the user. You may now use this field to create whatever descriptive types you like. Certain browses provide an ownership type sorting tab to make this entry more useful.

The Ownership Types entry/update form includes tabs that allow you to view script types, props, wardrobe items, and set dressing items of the type selected.

- Ownership Type -- Category name you will use to describe the type of ownership for production items and scripts. Typically these categories will be *owned*, *rented*, or *borrowed*, but you may change these or add your own categories.
- Description -- A brief description of what the ownership type name represents.
- Notes -- A longer descriptive field for notes about this type of ownership. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Blocking Pix Types

The **Blocking Pix Types Browser** contains two list boxes. The first lists blocking drawing/ pix types and their related descriptions. A second list box displays file names of all blocking drawing/ pix of the type currently selected in the first list box.

The browse window also contains an area where the blocking picture selected in the lower (blocking picture filenames) list box can be displayed.

- When the **Auto-Display Picture** box is checked, the selected picture should automatically display. The status of this check box on opening the form is determined in the ***Pictures*** tab of the **General | User Preferences** window. Changes of the checkbox status in this window only remain in effect as long as the window is open. (Keeping auto-display selected can slow system performance. See the **General | User Preferences** section of the manual for more information.)

- A **Display Picture** button is also provided, which allows you to manually cause the selected picture to display. You may wish to use this when the auto-display is not selected. It is also useful in redisplaying the image after the window has been re-sized.

NOTE: Re-sizing the window will not make the picture area larger.

- Blocking Pix Type -- Category name for a type of blocking drawing/ pix.
- Order -- Sort order (optional) in which this blocking drawing/ pix type will appear in drop-down selection boxes.
- Description -- A brief description of the blocking drawing/ pix category
- Notes -- A longer descriptive field for notes about this type of blocking drawing/ pix. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Personnel Pix Types

The Personnel Pix Types Browser contains two list boxes. The Personnel Pix Types list box contains cast and crew picture types and their related descriptions. A second list box lists all cast and crew pix filenames of the type currently selected in the first list box.

The browse window also contains an area where the Personnel picture selected in the lower (personnel picture filenames) list box can be displayed.

- When the **Auto-Display Picture** box is checked, the selected picture should automatically display. The status of this check box on opening the form is determined on the ***Pictures*** tab of the **General | User Preferences** window. Changes of the checkbox status in this window only remain in effect as long as the window is open. (Keeping auto-display selected can slow system performance. See the **General | User Preferences** section of the manual for more information.)
- A **Display Picture** button is also provided, which allows you to manually cause the selected picture to display. You may wish to use this when the auto-display is not selected. It is also useful in redisplaying the image after the window has been re-sized.

NOTE: Re-sizing the window will not make the picture area larger.

- Personnel Pix Type -- Category name for a type of cast and crew pix.
- Order -- Sort order (optional) in which this cast and crew pix type will appear in drop-down selection boxes.
- Description -- A brief description of the cast and crew pix category
- Notes -- A longer descriptive field for notes about this type of cast and crew pix. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Formats

Name and define technical specifications for the various formats which may be used for filming, videotaping, projecting and/or viewing your images. The measurements you enter here are used as a basis for calculations by the Lens/ Projection Calculator. PRS comes to you with the image format specifications already provided for many of the commonly used formats (and some of the not-so-often-used ones as well.) You may not need to enter additional format data, but if you do, this file allows you to add new formats as needed.

We have attempted to be as accurate as possible in providing format information. You can obtain technical information from various standards organizations (such as SMPTE) or from manufacturers as they introduce new equipment.

If you are dealing with wide screen video, particular care must be taken, since different video equipment manufacturers seem to deal with the 16:9 aspect ratio in different ways. You may wish to verify our numbers with the manufacturer of your equipment before making any production decisions based solely on your computations here.

The format list box can be sorted by Format ID, Medium, Stock Size, or optional Sort Order by selecting the appropriate tab.

- Format -- A short, general format name used to describe the format. This name should be specific enough to be easily identifiable. Remember, when you shoot a film (or video) there may be a number of different release formats to consider; and since each of these release formats has its own characteristic technical specifications, the format name must be specific enough to keep them from being confused.
- Medium -- Select film, video or other. This is a reference field included to provide a sorting option, but has no direct effect on computations.
- Aspect Ratio -- This is a general reference selection for the ratio of the horizontal with of the frame to the vertical height of the frame. This number is not used in computations, since the exact computations will be based on the aperture size measurements.
- Stock Size -- The overall size of the film stock or video chip/tube used in capturing the image. This size includes areas of the film, chip or tube not actually used as part of the image. (In the case of 35mm film, for instance, the 35mm width refers to the entire width of the film, including the sprocket holes and the sound track area.)
- Horizontal Aperture -- The exact horizontal width measurement of the area of the film, chip, or video tube actually used to create the image. This measurement must be entered in inches, and can contain four decimal places of accuracy (1/10,000 of an inch).

***NOTE**: In the case of an anamorphic format (one which has been squeezed horizontally) the Horizontal Aperture measurement is not the width of the squeezed picture area, but the <u>effective width of the unsqueezed picture area</u>. For instance, if an image is squeezed 1.5:1 and the actual image width of the squeezed image is one inch, the effective unsqueezed image width would be 1.5 inches, which is what you would enter as the Horizontal Aperture.*

- Vertical Aperture -- The exact vertical height measurement of the area of the film, chip, or video tube actually used to create the image. This measurement must be entered in inches, and can contain four decimal places of accuracy (1/10,000 of an inch).
- Circle of Confusion -- A strange name for a difficult concept, this is basically a way of quantifying the point at which an image begins to look 'out of focus.' The circle of confusion for most formats has been determined by standards organizations based on what seems 'acceptably sharp.' This measurement must be entered in inches, and can contain four decimal places of accuracy (1/10,000 of an inch). A smaller circle of confusion means that there is less depth of field for the format, meaning that focus is more critical.
- Order -- The order (optional) in which you would like the format to appear in drop lists for Format selection elsewhere in the program.
- Description -- You may enter a short (one line) description of the Format for clarification purposes.
- Tech Notes -- Enter any technical notes you may wish to record about the Format.
- Notes -- You may enter notes relating to the Format. Notes fields are capable of holding

much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Script Types

The Script Types file is where you define the characteristics of the various categories of scripts you will be using during the production. These categories are used primarily in organizing the script copies that have been checked in or out by cast, crew and musicians.

- Script Copy Type – The category names you will use to group or organize your script type. For dramatic productions most of your scripts will be the same type. For musicals you will have a variety of categories, such as libretto, vocal score, conductor's score, and instrumental parts. You can be as detailed and as general as you want with the categories, though creating a category for every instrument will force you to do a great deal of extra data entry if you are using PRS to track script shipments. However, you should definitely have different category names for scripts with different values.
- Value – Replacement cost of this type of script.
- Return By – Use this date as a reminder to keep track of the date by which the scripts of this type are supposed to be returned. This is currently only a reminder, and does not link within the program.
- Ownership Type – Select the ownership type of the script (rented, owned, etc.)
- Description -- You may enter a short (one line) description of the Script Type for clarification purposes.
- Notes -- You may enter notes relating to the Script Type. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Person Types

- The Person Types file contains the various categories of personnel working on the production. These names are used internally for PRS. **At this point, these settings should not be changed, added or deleted by users!!!** This file may be accessible at some times during beta testing, but is planned to be hidden for release versions of PRS.

Cue Types

The Cue Types file is where the various categories of cues for the production are defined. You may not add categories of cues; however, you can re-name the cue category name to be something more appropriate for your production.

- Cue Type ID – This is the name PRS uses internally to reference your cues. **The contents of this field cannot be changed!!!**
- Cue Type Name – This is a descriptive name for the cue category. You may, within reason, change this name to better reflect the cues for your production. Certain cue categories have their own setup, so changing 'lighting' to a different category type, such as 'water effects,' would produce confusing results.
- Description -- You may enter a short (one line) description of the Cue Type for clarification purposes.
- Column – This is for an intended future feature, whereby certain cue sheet reports will be available in multi-column mode. The column location will be based on this selection.

Cue Transitions

The Cue Transitions file is where the various general categories of cue transitions for the production are kept. These transition names can be added or altered at your discretion.

- Cue Transition – Short, descriptive name for cue transition. Remember, these are category names that can be used as general descriptors for all cues.
- Description -- You may enter a short (one line) description of the Cue Transition for clarification purposes.
- Notes -- You may enter notes relating to the Cue Transition Type. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Light Cue Types

The Light Cue Types file is where you define the various categories of lighting cues used in the production.

These are intended to be cue types specific to lighting cues, and would typically be used when there is a cue

- Lighting Cue Type – Short, descriptive name for lighting cue type.
- Description -- You may enter a short (one line) description of the Lighting Cue Category for clarification purposes.
- Notes -- You may enter notes relating to the Lighting Cue Type. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Light Transition Types

The Light Transition Types file is where you define the various categories of lighting transitions used in the production.

- Lighting Transition Type – Short, descriptive name for lighting transition. Remember, these are category names that can be used as general descriptors for all cues.
- Description -- You may enter a short (one line) description of the Lighting Transition for clarification purposes.
- Notes -- You may enter notes relating to the Lighting Transition Type. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Action Cue Types

The Action Cue Types file is where you define the various categories of action cues used in the production. This list provides the category names found in the drop-list on the Action Cues Entry/Update Form.

- Action Cue Type – Short, descriptive name for action cue category.
- Description -- You may enter a short (one line) description of the Action Cue Category for clarification purposes.
- Notes -- You may enter notes relating to the Action Cue Type. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Effects Cue Types

The Effects Cue Types file is where you define the various categories of effects cues used in the production. This list provides the category names found in the drop-list on the Effects Cues Entry/Update Form.

A secondary list displays the various cue names that have been categorized using the currently selected cue type.

- Effects Cue Type – Short, descriptive name for effects cue category.
- Description -- You may enter a short (one line) description of the Effects Cue Category for clarification purposes.
- Notes -- You may enter notes relating to the Effects Cue Type. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Other Cue Types

The Other Cue Types file is where you define the various categories of other cues used in the production. This list provides the category names found in the drop-list on the Other Cues Entry/Update Form.

- Other Cue Type – Short, descriptive name for other cue category.
- Description -- You may enter a short (one line) description of the Other Cue Category for clarification purposes.
- Notes -- You may enter notes relating to the Action Cue Type. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Set Cue Types

The Set Cue Types file is where you define the various categories of set cues used in the production. This list provides the category names found in the drop-list on the Set Cues Entry/Update Form.

- Set Cue Type – Short, descriptive name for set cue category.
- Description -- You may enter a short (one line) description of the Set Cue Category for clarification purposes.
- Notes -- You may enter notes relating to the Set Cue Type. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Sound Cue Types

The Sound Cue Types file is where you define the various categories of sound cues used in the production. This list provides the category names found in the drop-list on the Sound Cues Entry/Update Form.

- Sound Cue Type – Short, descriptive name for sound cue category.
- Description -- You may enter a short (one line) description of the Sound Cue Category for clarification purposes.
- Notes -- You may enter notes relating to the Sound Cue Type. Notes fields are capable of holding much more information than the description fields, but are normally neither displayed in browse forms nor printed in most reports.

Breakdown

Scenes

The Scenes file is the cornerstone of your breakdown, and the key to maximizing the functionality of PRS. This is the file that contains the information for the basic breakdown skeleton of the play. All elements of your breakdown will relate in some way to a specific scene or scenes.

Selecting **Scenes** from the **Breakdown** drop-down of the menu opens the **Scenes File Browser** window. This window contains a primary list box displaying a list of scenes and their basic information, as well as a number of tabs containing related lists of character roles, activities (rehearsals), props, cues, and set dressing. These secondary list boxes are synchronized to the scenes list box, so they display the appropriate information only for the scene number currently selected in the primary (scenes) list box.

The Scenes list box contains four sorting tabs, allowing you to quickly sort the list based on Scene Order, Setting Name, Scene Type, or Scene Number (alphabetical).

The columns in the list box display scene number, type, page number, order, timing, set name, and brief scene description.

View Other Related Data Button

Pressing this button opens the **Items Related to Selected Scene** browse window. This window is unlike the other browse windows you will see elsewhere in the program, because it is a 'child' browse based on the scene currently selected. This means that it can only be accessed from the Scenes File Browser, and that the data that appears in its browse window relates only to the scene currently selected in the **Scenes File Browser**.

The window contains five lists to allow you to view on a single screen most other production information directly related to the scene:

- Props in Scene shows a list of the props associated with the current scene.
- Set Dressing Items shows a list of the set dressing items associated with the set name selected for the current scene
- Character Roles/Costumes/Wardrobe Items shows all character roles in the scene, but unlike the browse on the Scenes File Browser, this list shows all wardrobe items associated with the costume ID of each character in the scene. At times this can make for a long list, if numerous characters have complex costumes each comprised of many items. The role number and name will appear on as many lines as there are wardrobe items for that role's costume.
- Sounds in Scene shows a list of the sound elements associated with the current scene
- Set Change Personnel shows a list of personnel (both cast and crew) involved in any set changes for the selected scene.

Blocking Pix Button

Pressing this button opens the **Blocking Pictures and Diagrams for the Currently Selected Scene** browse window. This is a large window, so that you can view your blocking diagrams larger than in their other browse or update windows, and as such may be larger than your screen if you are running 800x600 or lower screen resolution. This window is like the **Items Related to Selected Scene** browse window because it is a 'child' browse based on the scenes browser. This means that it can only be accessed from the **Scenes File Browser**, and that the data that appears in its browse window relates only to the scene currently selected in the **Scenes File Browser**.

Copy Scene Information Button

The **Copy Scene Info** button is used for rapidly entering information for new scenes which are similar to another scene already entered. It is most useful when entering all scene information on a scene-by-scene basis. In addition to copying the information shown in the Scene Update Form, it also copies related information (Characters in Scene.)

To use the Copy Button, select the scene you wish to (roughly) copy by CLICKING on the scene number in the upper list box. Then CLICK on the **Copy Scene Info** button.

The **Adding New Scene Information** entry form appears, filled in with the information from the scene you are copying. You must change the Scene Number to a different scene number for the new scene. (You will probably also want to change the Scene Order and Page Number.) When you are happy with the new entry data, press OK to go back to the Scenes Browser.

At this point you will notice that the scene you have just created already has the characters from the copied scene assigned to it! Edit these if there are any differences in the characters in this scene.

The **Copy Scene Info** button can prove extremely useful if the play you are breaking down goes back and forth between two character groupings, or if numerous scenes have similar characters.

If you use a Pre-Set for the play and have it defined to include all your cast members, you can copy this to include everyone in the curtain calls.

NOTE: *It is a good idea to have at least one scene which includes all cast members (such as Pre-Set), since you can use this scene number to automatically include all cast when scheduling cast meetings or full-play rehearsals.*

The Scene Information Update Form is used to add or edit scene information. It also contains an additional browse box which shows the file names of the blocking pix files associated with the scene.

- Scene Number – You may enter a number here, but this entry will normally be more useful when expressed as a combination of Act and Scene numbers (at least for plays with more than one act.) We recommend using a standard entry format for this - such as Act 1: Scene 1. Also use for non-script events such as Intermission, Curtain Call, etc.

  NOTE: *Please do not use the square bracket symbols* **[** *or* **]** *as part of the scene number. Doing so can result in your browse box (and possibly program) freezing.*

- Scene Order -- This is the order in which scenes occur in the play. It is a decimal number and is used to keep scenes in order for reports, or if additional scenes are added in the middle of the script. <u>You should always give every scene a scene order number.</u> By assigning scene numbers and order numbers to additional elements of the production (overtures, intermissions, curtain calls, etc.) you are ensuring that they will appear in the appropriate places in your paperwork. Because Scene Order is formatted as a decimal number, it should be easy to insert a number between other numbers if necessary. (For more information about scene order, refer to the Adding a Scene section of the tutorial in this manual.)

- Scene Type -- Select a category of scene from the drop-combo list box (which looks at the contents of the Scene Types file.) Typical categories might be: Dramatic, Musical, Dance, Overture, Curtain Call, etc. If you enter a new scene type the new entry will be added to the scene types file, and an OK/Cancel box will appear to make sure that you wish to add a new record.

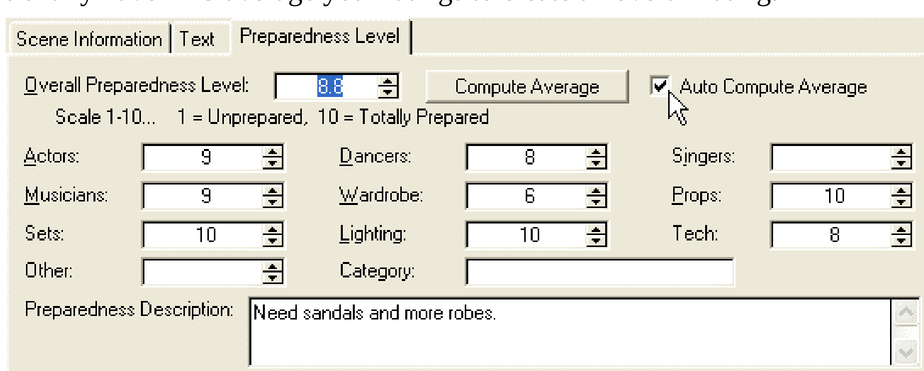
- Page Number -- The page number of the beginning of the scene in the version of the script you are using. Certain reports will display this page number as a convenient reference for your cast and crew.
- Set Name -- The name used to identify the set/setting (set dressing, furniture, etc.) for each scene. Select a setting name from the drop-down list, or add a new setting name bu typing it here. (This opens the Setting Name Update form, where you can add additional information related to the setting name.)
- Timing -- The length of the scene (hh:mm:ss). The up/down arrows in the entry field change the timing value in one second increments
- Description -- A brief description of the scene (up to 120 characters). This is used as a 'one-line' scene description in many reports and forms.
- Notes -- Notes about the scene (up to 2000 characters). Notes fields provide additional space for scene-related information, but are not displayed in browse lists, and because they can take up a significant amount of space, are seldom printed in reports.
- Blocking Notes -- Use this field for general notes about blocking for the scene (up to 2000 characters). If you are using PRS to manage blocking diagrams, you may wish to use this field for only the most general notes, and use the fields of the Blocking Pix file for more specific blocking information.

Text Tab --

If you want to keep a copy of the text for the scene, paste it onto the database on this tab. It is here to provide you a reference only. You cannot print a script from the text tab contents (as this would probably violate script copyright restrictions.)

Preparedness Level Tab (New in PRS v1.20) --

Preparedness Level provides a system for recording the status of your scenes in terms of their readiness for performance. Using a scale of 1-10 (1 for least prepared, 10 is totally prepared) you can enter preparedness ratings for each scene. You can enter an overall rating, or enter individual ratings for up to 10 preset aspects of the production and optionally have PRS average your ratings to create an overall rating.



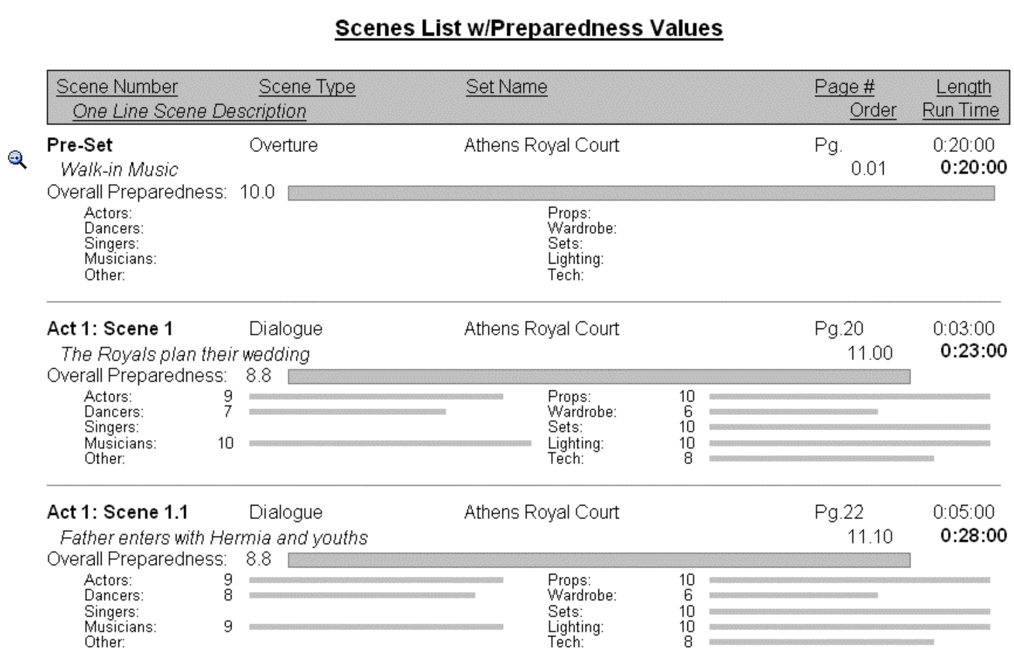
NOTE: *In the averaging process to create an overall rating, only categories with entries are averaged. Therefore, if you don't have dancers in a scene, don't enter a rating for them. PRS will know to ignore blank (or zero) entries in creating its average. Do not think that because there are no dancers and that category is therefore 'ready to go,' that they should get a '10' – this would throw off the automatic computations.*

- Overall Preparedness Level -- Enter a rating between 1 (least prepared) and 10 (most prepared) to describe the readiness of the scene as a whole if you don't want to 'itemize and average' based on individual category ratings.
- Compute Average Button – This button manually computes an average of the individual category ratings when pressed, and places that average in the Overall Preparedness Level. Please note that any changes made to individual ratings after the computation is made will not automatically re-compute unless the 'Auto-Compute' box is checked.
- Auto-Compute Average Check Box – When this box is checked, the average of the individual ratings will automatically be recomputed and entered for the Overall Preparedness Level. If this box is checked before any individual ratings are entered, the Overall average will revert to zero.
- Actors – Actor preparedness level (1=least prepared, 10=totally ready)
- Dancers – Dancer preparedness level (1=least prepared, 10=totally ready)
- Singers – Singer preparedness level (1=least prepared, 10=totally ready)
- Musicians – Musicians/ music preparedness level (1=least, 10=totally ready)
- Wardrobe – Wardrobe preparedness level (1=least prepared, 10=totally ready)
- Props – Prop preparedness level (1=least prepared, 10=totally ready)
- Sets – Sets preparedness level (1=least prepared, 10=totally ready)
- Lighting – Lighting preparedness level (1=least prepared, 10=totally ready)
- Tech – Tech preparedness level (1=least prepared, 10=totally ready)
- Other – Other preparedness level (1=least prepared, 10=totally ready) If you wish, you can enter a category name for this item.

The results from these ratings are found in two places in PRS:

In the **Scenes Browser** list box, the 'Prep' column displays the Overall Preparedness Ratings for the scene, and is color-coded to quickly point out the problem scenes (red) and the most-prepared scenes (green).

In the **Scene Reports | Scene Lists | w/Prep Status** the report features a bar graph layout encompassing both the overall and individual ratings.


Scenes List w/Preparedness Values

Scene Number | Scene Type | Set Name | Page # | Length
One Line Scene Description | Order | Run Time

Pre-Set Overture Athens Royal Court Pg. 0:20:00
Walk-in Music 0.01 **0:20:00**
Overall Preparedness: 10.0
Actors: Props:
Dancers: Wardrobe:
Singers: Sets:
Musicians: Lighting:
Other: Tech:

Act 1: Scene 1 Dialogue Athens Royal Court Pg.20 0:03:00
The Royals plan their wedding 11.00 **0:23:00**
Overall Preparedness: 8.8
Actors: 9 Props: 10
Dancers: 7 Wardrobe: 6
Singers: Sets: 10
Musicians: 10 Lighting: 10
Other: Tech: 8

Act 1: Scene 1.1 Dialogue Athens Royal Court Pg.22 0:05:00
Father enters with Hermia and youths 11.10 **0:28:00**
Overall Preparedness: 8.8
Actors: 9 Props: 10
Dancers: 8 Wardrobe: 6
Singers: Sets: 10
Musicians: 9 Lighting: 10
Other: Tech: 8
Need sandals and more robes

Scenes Tree

The Scenes Tree viewer provides another convenient way of looking at (and/or updating) much of the information related to the various scenes in your breakdown. The basic tree display shows a list of scene numbers in the first column, set names in the second column, and scene descriptions in the third column. To the left of each scene number may appear a small box which contains a small plus sign (+) or dash/minus sign (-). If no box is present, there is no additional information about the scene available to the viewer. The plus sign indicates that there is related information that can be viewed, and pressing the plus sign expands the tree for that scene to reveal roles, music, props, etc. Once a tree branch has been expanded, the plus sign becomes a dash. Clicking on the dash collapses that branch of the tree back to its previous root state.

For certain items there may be more than one level of expansion possible. For instance, if a cast member’s costume has been broken down into individual wardrobe items, these can be viewed by ‘opening’ the line for that role.

Using your mouse’s right-click will give you access to editing and adding numerous layers of information through the scenes tree viewer.

Blocking Diagrams

PRS does not provide a utility for drawing blocking diagrams. It does, however, provide a way to keep track of pictures and drawings created with other tools, by linking the blocking pix filenames to specific scenes, and allowing you to add text blocking descriptions and notes.

NOTE: *In order for PRS to be able to view a picture/diagram file it must be in one of these formats: .BMP, .GIF, .JPG, .PCX, or .WMF (More formats are added in PRS v1.20.)*

The list box in the Blocking Pix File Browser can be sorted by scene name, picture name or picture type. It also provides the option of viewing only the blocking pictures associated with a specific scene by choosing the ‘Selected Scene Only’ tab and then using the Select Scene button to choose a scene.

A text area below the list box displays the contents of the Notes field for the picture selected in the list box. (You can copy text *from* this box, but cannot add, edit or delete text in it.)

The Browse window also includes an Auto-Display checkbox (whose initial setting is taken from your User Preferences), a Manual Pix Display button to manually display the selected picture or redisplay after a window resize, and an Image Editor button to open the image editor on your computer associated with the image’s file type.

NOTE: Resizing the window will not affect the size of the displayed picture.

- Scene Number -- The scene number of the scene as found in the Scenes file.
- Pix File Name -- The filename of the blocking diagram’s picture file. This filename includes the entire directory file path.
- Filename Lookup Button -- -- Press this small button (found just to the right of the Pix File Name field in the Blocking Pix entry/update form) to launch a standard windows style file selection window to move through your file structure and select the appropriate file to enter into the Pix File Name field. (The lookup opens in the BlockPix subdirectory under the current PRS program directory.)
- Pix Type -- Diagram, drawing, picture, or rendering. You can add new category names as you need them.
- Order -- Use the order field to determine the order in which the blocking diagram filenames appear in list boxes. This order is normally used to set the sort order within a scene.

- Date -- Use this date field as a reference to keep track of when a diagram was created. The initial value of the field defaults to the current date when you add a record. If you want to change the date you must do so manually.
- Description -- An optional brief description of the blocking Diagram.
- Notes -- Longer notes related to the blocking picture/ diagram.

Character Roles/ Position Names

The Character Roles/Positions browse window provides a list of the names of all your characters, and also where you assign character numbers to each character name. Character numbers are the element that the other related files use as a reference, and as such are necessary for the program to work properly. Typically you should assign principal parts the lowest numbers, with the rest of the cast receiving higher numbers. You can also enter crew positions and other performers (Director, lighting designer, musicians, stagehands, etc. into this list.)

Sorting tabs are provided in the browse window to sort by Role/Position number, Role/Position Name, Name ID of performer, Understudy ID, or Role Type.

A synchronized list box is provided which shows the scenes in which the selected role appears.

- Character Role/ Position # -- This is the reference number that the rest of the program uses in referring to each character role (part). Normally the characters with the most scenes will be assigned the lowest numbers. Every character must be given a number in order to be included in the breakdown. Crew members may also be given character numbers if they are to be associated with specific scenes (for set changes, etc.) You might start with a different number group (such as 101, 102, etc.) for crew members.
- Role Name -- This is the name of the character's role as written in the script. If different actors are playing the part, each should get a different part name. Likewise, chorus members should get names such as Chorus01, Chorus02, etc.; or they might be given more descriptive names such as Chorus_Bob, Chorus_Angela, etc. Crew members should be given a unique position name in this field.
- Type -- Actor, tech, musician, etc. These categories are for your reference, and are not designed to trigger other aspects of the program.
- Grouping Selection Boxes -- These check boxes allow you to select in which group(s) you wish to include this character or crew member in certain scheduling activities and in report printouts. Most rehearsal and activity reports are now enabled to be able to filter their output depending on which categories you have selected. You can determine the effect that these check boxes will have by going to the ***Reports*** tab of the **User Preferences** window. You cannot add to or change these categories.
    - Principals -- Main character roles
    - Minor Roles -- Smaller speaking roles, which may require only minimal rehearsal.
    - Walk-Ons -- Non-speaking or minimal speaking roles.
    - Chorus -- Roles which appear on stage as a group.
    - Dancers -- Performers in dance numbers
    - Musicians -- Musicians who will perform live during show.
    - Lighting -- Lighting crew.
    - Sound -- Member of sound crew.
    - Key Tech -- Indicates primary tech crew member.

- Additional Tech -- Indicates additional tech crew member.

Remember – If you wish to use the group selection feature, you MUST have the appropriate groups specified for each of your activities. Otherwise you will get inaccurate schedules!!!

- Name ID -- This is the reference name code of the person cast as the character (or filling this position). Only one person can be linked to any given character number.
- Un-Cast Part -- Press this button to clear the Name ID field for casting the part.
- Understudy -- This is the reference name code of the person cast as understudy for the character (or filling this position). Only one person can be linked as understudy to any given character number.
- No Understudy -- Press this button to clear the Understudy field for casting the understudy for the part.
- Default Costume ID -- Use this field to assign a 'normal' costume ID name to the role. If you add cast members using the **Character Roles in Scene** entry form the roles default costume is automatically assigned to the character for that scene. (If you use the quicker edit-in-place option for adding role numbers to scenes, the Default Costume ID is not automatically added.)
- No Default Costume -- Press this button to clear the Default Costume ID field
- Description -- Enter a brief description of the character if you wish. You have a maximum of one line (80 letters and spaces) in this field.
- Notes -- Longer descriptions and a variety of notes can be entered here. You have significantly more room in this field than in the description field.

Character Roles in Scene

Character roles in scene is a way of linking character role numbers to scene numbers to create your breakdown of who appears in which scene. (You will most likely want to enter this information from the scenes browser, where role numbers for the scene can be quickly entered in succession.)

- Scene Number -- Use a scene number (name) which has been used in the scene breakdown.
- Character Role Number -- This is the character role number as defined in the character roles/ positions list. Each record relates a single role number to a scene.
- Costume ID -- We are working on the assumption that any character will wear only one costume during a particular scene. Therefore the ID code for the costume is entered into this file for each character/scene assignment. For productions in which the characters do not make costume changes, this field may not need to be filled in at all. For more complex productions, this provides a handy reminder of who is wearing what when.
- Description -- This field is for descriptions relating to a character's activity (or presence) in the selected scene. Description fields have a length limit and can be viewed in browse boxes.
- Notes -- This field is for notes relating to a character's activity (or presence) in the selected scene. Notes fields can be very large and but can not normally be viewed in browse boxes. (Notes can be viewed by bringing up the edit/update form for the selected record)

Set Change Personnel

Use the set change personnel file to keep track of who does what during your set changes. Select personnel and scene numbers, and add descriptions and notes about what that person has to do.

NOTE: *This only works if the persons performing the set changes have been assigned role numbers. Also, inclusion in set changes for a scene does not automatically include a person in that scene's rehearsal lists.*

The Set Change Personnel browse box can be sorted by scene order (default), role number, or limited to show only those set change assignments for a specific role number.

- Scene Number -- Use a scene number (name) which has been entered in the scene breakdown.
- Character Role Number -- This is the character role ID number as defined in the character roles/ positions list. Each entry relates a single character to a scene.
- Description -- This field is for descriptions relating to a character's activity performed in the set change the selected scene. Description fields have a length limit of approximately one line and can be viewed in browse boxes.
- Notes -- This field is for notes relating to a character's activity performed in the set change for the selected scene. Notes fields can be very large and can not normally be viewed in browse boxes. (Notes can be viewed by bringing up the edit/update form for the selected record)

Costume Names

A costume name is the overall name for an outfit worn by a character. Rather than list each item of wardrobe for each character in each scene, use this name to group together all the wardrobe items worn as part of an outfit into a single costume name.

For plays in which the characters do not make wardrobe changes, you might want to keep the costume names simple. For more costume-intensive productions, descriptive costume names are more helpful.

The Costume Names File browser window contains several list boxes. The primary list shows the costume name, related role number and name, and a brief description of the costume. Tabs are provided to sort this list by costume ID, role # or part name, or to limit the display to a single role. Synchronized list boxes provide lists of wardrobe items included as parts of the selected costume, and scene appearances and picture files for the costume. The initial status of the Auto-Display checkbox for the pictures is taken from its setting in User Preferences.

- Costume ID -- This is a unique name you assign to the costume. You may want to use the character's name as part of the costume name, so that when looking at an alphabetically sorted list of costumes, those for any given character are easy to locate.
- Character Number -- The character number of the role for which the costume is worn.
- Description -- Normally a brief general description of the costume. If you are not breaking your costumes down into items, this field can be used to identify the costume's elements.
- Notes -- General notes related to the costume. These notes are not normally printed on reports.

Wardrobe Items

Each individual piece of wardrobe is considered a wardrobe item. In addition to giving each item a name and other descriptive specifics, you can specify a vendor (source) who is providing the item.

The wardrobe Items File Browser provides a list of all your wardrobe item names, which can be sorted by name, source (vendor) or ownership type, with the option of displaying only those from a selected source (vendor).

Synchronized list boxes provide lists of picture files and outfits containing the selected wardrobe item. The initial status of the Auto-Display checkbox for the pictures is taken from its setting in User Preferences.

Wardrobe items are linked to costume names through the Wardrobe Items in Costume file. In this way a wardrobe item may appear in more than one costume (such as a hat which may be worn by different characters at different times.)

- Wardrobe Item -- Ideally you should give each wardrobe item an identifying name. The name should be specific.

  NOTE *- If you have a generic item (such as 'Green Hat') which many cast members are wearing, you may wish to use this name for all the different green hats in the production. This works well if all hats are basically the same and come from the same source; but if each actor is providing his/her own hat, or if they are different sizes or shapes, you may want separate entries for each hat (Green Hat-Robin, Green Hat - Little John, Green Hat - Marian, etc.) so you can keep better track of who is supplying what. Then when you create lists of items by their source/supplier, the items will be listed properly.)*
- Quantity -- The total number of this wardrobe item being used by the production. This is used as a reference, and is not automatically generated from the number of a wardrobe item used in any given costume. This is particularly useful for more generic items which you may not wish to list separately.
- Reference Number -- If you have numerous wardrobe items and keep track of them using a reference number, or if they are rental items that came with a reference number, you can keep track of that here.
- Size -- Can be general or specific.
- Ownership Type -- A quick reference as to whether the item is owned, rented, borrowed, etc.
- Source -- The vendor or supplier of the item. This is the reference name as stored in the vendors/sources database. If you are entering a new name here, it will be added to the sources database file.
- Unit Cost -- This is currently included if you want to keep track of item costs. Currently PRS has no budgeting functions, so cost figures are for reference value only.
- Per Time -- Period of time to which the unit cost refers.
- Length – Length (in time periods) that the item will be required.
- Description -- A brief (up to 100 characters) description of the wardrobe item which will be printed with the item name in certain reports.
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Wardrobe Items/Costume

This file describes the elements which make up each costume by linking the costume name to its related wardrobe elements. Though additions and edits may be made from this browse, it is recommended to add wardrobe items to costumes using the lower list box in the **Costumes File Browser**.

The list may be sorted by wardrobe item name or by costume, and cam be limited to only those wardrobe items which are part of a specific costume.

NOTE: The same wardrobe element may be used at different times in different costumes.

- Wardrobe Item -- Name of the wardrobe item as found in the wardrobe items file.
- Quantity -- How many of this item are included within this specific costume ID.
- Costume ID -- Costume outfit ID name as found in the costumes database.
- Use in Costume -- A brief (up to 100 characters) optional description of how the wardrobe item is used as part of the costume, which will be printed with the item name in certain reports. If the item were a scarf, for instance, the Use in Costume entry might be *Tied over head* or *Loose around neck* or even *Around waist*
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Costume Outfit Pictures

PRS does not provide a utility for photographing, capturing, scanning or drawing pictures. It does, however, provide a way to keep track of pictures and drawings created with other tools, by relating picture files to costume names and allowing you to view them and add descriptions and notes.

***NOTE:** In order for PRS to be able to view a picture/diagram file it must be in one of these formats: .BMP, .GIF, .JPG, .PCX, or .WMF*

The list box in the Costume Pictures File Browser can be sorted by costume name or picture filename. It also provides the option of viewing only the pictures associated with a specific costume by choosing the 'Selected Costume Outfit' tab and then using the Select Costume button to make your choice.

The Browse window also includes an Auto-Display checkbox (whose initial setting is taken from your User Preferences), a Display Picture button to manually display the selected picture or redisplay after a window resize, and an Image Editor button to open the image editor on your computer associated with the image's file type.

NOTE: Resizing the window will not affect the size of the displayed picture.

- Costume ID -- The costume ID name as found in the Costumes file.
- Pix File Name -- The filename of the picture or drawing's picture file. This filename includes the entire directory file path.
- Filename Lookup Button -- -- Press this small button (found just to the right of the Pix File Name field in the Costume Pix entry/update form) to launch a standard windows style file selection window to move through your file structure and select the appropriate file to enter into the Pix File Name field. (The lookup opens in the CostumePix subdirectory under the current PRS program directory.)
- Order -- Use the order field to determine the order in which the filenames appear in list boxes.
- Date -- Use this date field as a reference to keep track of when a picture or drawing was created. The initial value of the field defaults to the current date when you add a record. If you want to change the date you must do so manually.
- Description -- An optional brief description of the picture or drawing.
- Notes -- Longer notes related to the picture or drawing.

Wardrobe Item Pictures

PRS does not provide a utility for photographing, capturing, scanning or drawing pictures. It does, however, provide a way to keep track of pictures and drawings created with other tools, by relating picture files to wardrobe items and allowing you to view them and add descriptions and notes.

NOTE: *In order for PRS to be able to view a picture/diagram file it should be in one of these formats: .BMP, .GIF, .JPG, .PCX, or .WMF*

The list box in the Wardrobe Item Pix File Browser can be sorted by wardrobe item name or picture filename. It also provides the option of viewing only the pictures associated with a specific costume by choosing the ‘Selected Wardrobe Item’ tab and then using the Select Wardrobe Item button to make your choice.

The Browse window also includes an Auto-Display checkbox (whose initial setting is taken from your User Preferences), a Display Picture button to manually display the selected picture or redisplay after a window resize, and an Image Editor button to open the image editor on your computer associated with the image’s file type.

NOTE: Resizing the window will not affect the size of the displayed picture.

- Wardrobe Item -- The wardrobe item name as found in the wardrobe items file.
- Pix File Name -- The filename of the picture or drawing’s picture file. This filename includes the entire directory file path.
- Filename Lookup Button -- -- Press this small button (found just to the right of the Pix File Name field in the Wardrobe Item Pix entry/update form) to launch a standard windows style file selection window to move through your file structure and select the appropriate file to enter into the Pix File Name field. (The lookup opens in the CostumePix subdirectory under the current PRS program directory.)
- Order -- Use the order field to determine the order in which the filenames appear in list boxes.
- Date -- Use this date field as a reference to keep track of when a picture or drawing was created. The initial value of the field defaults to the current date when you add a record. If you want to change the date you must do so manually.
- Description -- An optional brief description of the picture or drawing.
- Notes -- Longer notes related to the picture or drawing.

Prop List

Create a list of all the props you will be using for the production. For each prop you can define a source (vendor or other person or company providing the prop). Listing the prop source serves not only as a reference for pickups and drop-offs, but also provides an easy way of determining which props have yet to be found.

- Prop Name -- The identifying name for the prop.
- Quantity -- The total number of this prop being used by the production. This is used as a reference, and is not automatically generated from the number of this prop used in any given costume. This is particularly useful for more generic items which you may not wish to list separately.
- Reference Number -- If you have numerous props and keep track of them using a reference number, or if they are rental items that came with a reference number, you can keep track of that here.
- Own/Rent -- A quick reference as to whether the item is owned, rented, borrowed, etc.

- Source -- The vendor or supplier of the prop. This is the reference name as stored in the sources database. If you are entering a new name here, it will be added to the sources database file.
- Unit Cost -- This is currently included if you want to keep track of prop costs. Currently PRS has no budgeting functions, so cost figures are for reference value only.
- Per Time -- Period of time to which the unit cost refers.
- Description -- A brief (up to 100 characters) description of the prop which will be printed with the prop name in certain reports.
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Props in Scene

Relating props to the scenes where they will be used provides additional information for the overall script breakdowns. If your play has simple prop usage, you may decide that you don't need to break prop usage down to this level. However, if you have numerous props to keep track of, this can prove invaluable in helping manage them.

- Scene Number -- Use a scene number (name) which has been entered in the scene breakdown.
- Name of Prop -- The identifying name for the prop.
- Quantity -- How many of this prop are used in the scene.
- Prop Location -- This was originally intended to keep track of where the prop is stored backstage, but it could be used equally well to note where the prop should appear on stage.
- Description -- A brief (up to 100 characters) description of the prop's usage in the scene which will be printed in certain reports.
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Prop Pictures

PRS does not provide a utility for photographing, capturing, scanning or drawing pictures. It does, however, provide a way to keep track of pictures and drawings created with other tools, by relating picture files to props and allowing you to view them and add descriptions and notes.

NOTE: *In order for PRS to be able to view a picture/diagram file it must be in one of these formats: .BMP, .GIF, .JPG, .PCX, or .WMF*

The list box in the Prop Pictures File Browser can be sorted by prop name or picture filename. It also provides the option of viewing only the pictures associated with a specific costume by choosing the 'Selected Prop Only' tab and then using the Select a Prop button to make your choice.

The Browse window also includes an Auto-Display checkbox (whose initial setting is taken from your User Preferences), a Display Picture button to manually display the selected picture or redisplay after a window resize, and an Image Editor button to open the image editor on your computer associated with the image's file type.

NOTE: Resizing the window will not affect the size of the displayed picture.

- Prop Name -- The prop name as found in the Props file.
- Pix File Name -- The filename of the picture or drawing's picture file. This filename includes the entire directory file path.

- Filename Lookup Button --  -- Press this small button (found just to the right of the Pix File Name field in the Prop Pictures entry/update form) to launch a standard windows style file selection window to move through your file structure and select the appropriate file to enter into the Pix File Name field. (The lookup opens in the PropPix subdirectory under the current PRS program directory.)
- Order -- Use the order field to determine the order in which the filenames appear in list boxes.
- Date -- Use this date field as a reference to keep track of when a picture or drawing was created. The initial value of the field defaults to the current date when you add a record. If you want to change the date you must do so manually.
- Description -- An optional brief description of the picture or drawing.
- Notes -- Longer notes related to the picture or drawing.

Set Names

These are the overall names for your set "locations". Your set dressing item names are linked to these set names.

- Set Name -- This name identifies each set you use for your production. Even minor changes usually warrant a new set name to eliminate any possible ambiguities.
- Description -- A brief (up to 100 characters) description of the set which will be printed with the set name in certain reports.
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Set Dressing Items

Set dressing items are the various elements that make up a set. Typically they are the elements that are always included for a given set name. You may find that certain set dressing items make more sense as props, or vice-versa. Set dressing items are automatically included every time there is a scene for their associated set name (defined through Set Dressing In Set), whereas props must be defined for each scene in which they appear.

- Set Dressing Item -- The name you give to identify the set dressing item. (There may be multiples of this item used in a given set.)
- Quantity -- How many of this item are included within this setting name.
- Reference Number -- If you have numerous set dressing items and keep track of them using a reference number, or if they are rental items that came with a reference number, you can keep track of that here.
- Size -- Size, if applicable.
- Ownership Type -- A quick reference as to whether the item is owned, rented, borrowed, etc.
- Source -- The vendor or supplier of the set dressing item. This is the reference name as stored in the sources database. If you are entering a new name here, it will be added to the sources database file.
- Unit Cost -- This is currently included if you want to keep track of costs of set dressing items. Currently PRS has no budgeting functions, so cost figures are for reference value only.
- Per Time -- Period of time to which the unit cost refers.

- Description -- A brief (up to 100 characters) description of the set dressing item, which will be printed with the item name in certain reports.
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Dressing Items Included in Set

Set dressing items are the various elements that make up a set. Typically they are the elements that are always included for a given set name. You may find that certain set dressing items make more sense as props, or vice-versa. Set dressing items are automatically included every time there is a scene for their associated set name, whereas props must be defined for each scene in which they appear.

- Set Dressing Item -- The name you have given to identify the set dressing item. (There may be multiples of this item used in a given set.)
- Quantity -- How many of this item are included within this setting name.
- Set Name -- The name give to identify the set as defined in the Set Names file.
- Use in Set -- A brief (up to 100 characters) description of how the set dressing item is used or relates to the set as a whole, which will be printed with the item name in certain reports.
- Notes -- A memo field in which to put longer notes about how the set dressing item is used as part of the set. The notes field is seldom printed in reports.

Set Dressing Pictures

PRS does not provide a utility for photographing, capturing, scanning or drawing pictures. It does, however, provide a way to keep track of pictures and drawings created with other tools, by relating picture files to props and allowing you to view them and add descriptions and notes.

NOTE: *In order for PRS to be able to view a picture/diagram file it must be in one of these formats: .BMP, .GIF, .JPG, .PCX, or .WMF*

The list box in the Set Dressing Pictures File Browser can be sorted by set dressing item name or picture filename. It also provides the option of viewing only the pictures associated with a specific costume by choosing the 'Selected Set Dressing Item' tab and then using the Select Set Dressing Item button to make your choice.

The Browse window also includes an Auto-Display checkbox (whose initial setting is taken from your User Preferences), a Display Picture button to manually display the selected picture or redisplay after a window resize, and an Image Editor button to open the image editor on your computer associated with the image's file type.

NOTE: Resizing the window will not affect the size of the displayed picture.

- Set Dressing Item -- The set dressing item name as found in the Set Dressing file.
- Pix File Name -- The filename of the picture or drawing's picture file. This filename includes the entire directory file path.
- Filename Lookup Button -- ... -- Press this small button (found just to the right of the Pix File Name field in the Set Dressing PicturesPictures entry/update form) to launch a standard windows style file selection window to move through your file structure and select the appropriate file to enter into the Pix File Name field. (The lookup opens in the SetPix subdirectory under the current PRS program directory.)
- Order -- Use the order field to determine the order in which the filenames appear in list boxes.

- Date -- Use this date field as a reference to keep track of when a picture or drawing was created. The initial value of the field defaults to the current date when you add a record. If you want to change the date you must do so manually.
- Description -- An optional brief description of the picture or drawing.
- Notes -- Longer notes related to the picture or drawing.

Cues List

The various cues for the production can be viewed in this browse list. Cues of all types are displayed here – their default is to be sorted in scene order. Tabs are also provided to sort cues by name of cue or by the value of the cue order.

Use the 'Selected Cue Type' tab to limit the list to cues of a certain type (light cues, music cues, etc.).

The Cue List combines the cue names specifically created in various categories with a scene number and various other reference information. In order to add a cue for your production, it must be linked to a specific scene.

- Cue Type -- A short name given as a title for each piece of sound
- Scene Number – Select a scene from the drop-down list.
- Cue Number – You may, if you wish, assign a cue number for the cue.
- Cue Order – Enter a sorting order number for the cue.
- Cue Name – Select a cue name from the drop-down list, or add a new cue name by entering it here. The cue name drop list does not become visible until a cue category has been selected (thus allowing you to access the appropriate list of cue names.)
- Count – A short field for count info.
- Cue Line –The script line(or action) when the cue should take place.
- Pre/Post – Select whether the cue takes place in the beginning / middle / or end of the scene (or of the cue line, if you wish.)
- Cue Transition – Select a cue transition type from the drop-down list, or add a new transition type by entering it here.
- Transition Time – Cue transition time (length of transition into cue) in seconds. Use the up/down arrows (or your up/down cursor keys) to increase or decrease the transition time value.
- Description – An optional brief description of the cue.
- Notes – Longer notes related to the cue.

Action Cues

Details relating to each action cue are contained in this file. You should list all action cues here.

Cues can be sorted by name, type, or performance source..

- Action Cue Name -- A short descriptive name used to identify the action cue.
- Action Cue Number – If you assign numbers for each of your cues, here is the place to enter it.
- Action Cue Type – Select an action cue category from the drop-down list, or add a new category name by typing it here. (An add/update form will open for your new entry).

- Length – Length of cue (hh:mm:ss).
- Description – Description of cue
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Effects Cues

Details relating to each effects cue are contained in this file. You should list all effects cues here.

- Effects Cue Name -- A short descriptive name used to identify the action cue.
- Effects Cue Number – If you assign numbers to your cues, here is the place to enter it.
- Effects Cue Type – Select an effects cue category from the drop-down list, or add a new category name by typing it here. (An add/update form will open for your new entry).
- Length – Length of cue (hh:mm:ss).
- Description – Description of cue
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Lighting Cues

Details relating to each lighting cue are contained in this file. You should list all lighting cues here.

- Light Cue Name -- A short descriptive name used to identify the lighting cue.
- Light Cue Number – If you assign numbers to your cues, here is the place to enter it.
- Cue Type – Select a cue category.
- Length – Length of cue (hh:mm:ss).
- Description – Description of cue
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Music and Sound Fx Cues List

The various general aspects of your audio elements are contained in this file. You should list all sounds which are not created by the actors on stage.

Sounds can be sorted by name, type, or performance source. A second list box displays the scenes in which sound cues appear.

- Sound Name -- A short name given as a title for each piece of sound
- Sound Type -- Music, Sound Fx, Voice. A sound type other than those shown in the drop-down may be selected.
- Track Number – If the sound is on a CD or record, you can put the track number here.
- Perform -- Who or what is creating the sound (Live, CD Cassette, etc.) A performance type other than those shown in the drop-down may be entered.
- Length -- Length of the sound being used. Standard display format is *hh:mm:ss*, but times can be entered in a number of different ways (such as *hhmmss*, *hhmm*, or *hh*) and will be automatically be converted to the standard format.
- Description -- A brief description of the sound element.

- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Sound Cue Lists

This breaks down your audio elements into their actual usage by scene. The list can be sorted by scene order, cue order, or cue name.

Note: In future versions of PRS, it is likely that this file will also contain lighting or other cue information. Cue Type currently should display ‘Sound.’

- Scene Number -- Use a scene number (name) which has been entered in the scene breakdown.
- Cue Number -- Assign a reference number (or letter) to identify the cue.
- Cue Order -- Order in which this sound occurs. This field is used for sorting order within the entire performance.
- Sound Cue Name -- The short name given as a title for each piece of sound as defined in the Music and Sound Effects file.
- Count -- Duration or time reference.
- Description -- A brief description of the sound element’s use in the scene.
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Other Cues

Details relating to each ‘other’ cue are contained in this file. You should list all such cues here.

- Other Cue Name -- A short descriptive name used to identify the other cue.
- Other Cue Number – If you assign numbers to your cues, here is the place to enter it.
- Cue Type – Select a cue category.
- Length – Length of cue (hh:mm:ss).
- Description – Description of cue
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Set Cues

The various general aspects of your set cues are contained in this file. Tabs are provided to sort your list by name or category.

- Set Cue Name -- A short descriptive name used to identify the set cue.
- Set Cue Number – If you assign numbers for each of your cues, here is the place to enter it.
- Set Cue Type – Select an action cue category from the drop-down list, or add a new category name by typing it here. (An add/update form will open for your new entry).
- Length – Length of cue (hh:mm:ss).
- Description – Description of cue
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Cast/Crew

Cast and Crew

This is where you enter personal information for the various members of your company. Cast and crew are grouped together because on smaller productions the dividing line between the categories is often blurred or nonexistent. The primary browse list can be sorted by name ID, full name (last, first, middle), agent, agency, or class. Phone and address files are linked to the reference names you create here, as well as a list of roles performed. You must create Personnel ID's for your cast and crew before you can enter address or phone information for them. The browse form also lists and displays related pictures, and includes an Auto-Display checkbox (whose initial setting is taken from your User Preferences), and a Display Picture button to manually display the selected picture or redisplay after a window resize.

NOTE: Resizing the window will not affect the size of the displayed picture.

The update form for Cast and Crew is called **Add Personnel**.

- Last Name -- Last name of the person.
- First Name -- First name of the person. If you wish to use Mr., Mrs., or Ms. These should be entered before the name here.
- Middle -- Middle name or initial of the person.
- Name ID -- Normally combines the last, first and middle names into a single Name ID which is used throughout PRS to identify an individual. Two persons may not have the same Name ID, so in cases of duplicate names, add a letter or number to the end of the last name to differentiate them. (**Smith, Greg** and **Smith2, Greg** would be an example) The Name ID is limited in length to 30 characters (combination of letters, spaces, and punctuation) so a long name may be cut short.
- Derive Name ID -- This check box indicates whether the Name ID should be derived automatically (as described above) from the person's last, first, and middle names. (Default value is checked). If you wish to use a different style of Name ID and do not wish to have it automatically derived, you must un-check this box.
- Male/Female -- Select whether the individual is male or female.
- E-mail Address -- The person's e-mail address. (If an e-mail address is specific to an address rather than a person, you can enter it with the appropriate address - in the addresses file - rather than here.)
- Social Security Number -- Enter the person's social security number, or other identifying number if desired.
- Website URL -- Website address.
- Class -- If this is a student production, you can enter the graduating class of the student. This field will accept only numbers for entries. (Whole numbers only - no decimals.)
- Agent -- This field can contain an agent's name for reference. The field is not currently linked to anything else in the program, though the browse box can use this entry as a sort field.
- Agency -- This field can contain an agency's name for reference. The field is not currently linked to anything else in the program, though the browse box can use this entry as a sort field.

- Hair Color -- A few possible hair colors are included to simplify entry. You may either pick a color from the drop-down list, or type in a new color. (This is not a smart-fill field.)
- Eyes -- A few possible eye colors are included to simplify entry. You may either pick a color from the drop-down list, or type in a new color. (This is not a smart-fill field.)
- Birth Date -- Date of birth. This is displayed in the standard 'windows short date' setting style which is defined on your computer. You can make entries in that format, or use shortcut versions of the date for your entry (such s typing only mmddyy instead of mm/dd/yyyy.)
- Diet Restrictions -- Keep notes about any dietary restrictions the individual may have.
- Medical -- Keep notes about any medical conditions the individual may have.
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Cast & Crew -- Fitting Data Tab

These input fields have been added to provide fitting information for cast members. In the interest of not using different forms for male and female cast members, certain measurements may not be necessary (or appropriate) for one or the other group.

- Metric Check Box -- This check box switches the measurements back and forth between inches / lbs. and centimeters / kg. Any measurements which have been entered as inches / lbs. are converted to centimeters / kg. when the metric box is checked; and measurements which have been entered as centimeters / kg. are converted to inches / lbs. when the metric box is un-checked. By switching back and forth you are able to enter data using either measurement system.
- Height -- Height measurement must be in either inches or centimeters.
- Weight -- Weight measurement may be in either pounds or kilograms.
- Fitting Date -- The date when the fitting measurements were taken. (You wouldn't want to depend on out-of-date fitting data.) This is displayed in the standard 'windows short date' setting style which is defined on your computer. You can make entries in that format, or use shortcut versions of the date for your entry (such s typing only mmdd instead of mm/dd/yyyy.)
- Hat -- Hat size (up 20 characters)
- Ring -- Ring size (up 20 characters)
- Jacket Size -- Jacket size (up 20 characters)
- Dress Size -- Dress size (up 20 characters)
- Neck Size -- Neck circumference in inches or centimeters.
- Sleeve Length -- Sleeve length measurement in inches or centimeters.
- Armpit to Waist -- Measurement in inches or centimeters.
- Bust/Chest -- Measurement in inches or centimeters.
- Hips -- Measurement in inches or centimeters.
- Waist -- Measurement in inches or centimeters.
- Neck to Waist -- Measurement in inches or centimeters.
- Neck to Floor -- Measurement in inches or centimeters.

- Waist to Ankle -- Measurement in inches or centimeters.
- Inseam -- Measurement in inches or centimeters.
- Outseam -- Measurement in inches or centimeters.
- Shoe Size -- Shoe size - note size & country (up to 20 characters)
- Bra Size -- Bra size if applicable (up to 20 characters)
- Glove -- Glove size (up to 20 characters)
- Ring -- Ring size (up to 20 characters)

Address and Phone Tab

This tab contains browse boxes with address and phone number information for the cast or crew member. You may call the appropriate edit/update forms from these browses.

Pictures Tab

In addition to featuring a list of photo files linked to the cast or crew member and a small picture viewing area, this tab allows you to select an ID picture file for the person, either by using the Find File lookup button and selecting a picture file from the directory tree, or by using the Use for ID Picture selection button to choose the currently selected picture file from the lower listbox and make it the ID Picture File.

NOTE: *In order for PRS to be able to view a picture/diagram file it must be in one of these formats: .BMP, .GIF, .JPG, .PCX, or .WMF*

Only one picture file can be the current ID picture for a person. This picture is displayed just below the ID Pix File Name entry field.

The ID picture file is used, along with the logo file selected in User Preferences, in creating ID Cards (ID Labels) for cast and crew members.

Location Personnel

Location Personnel are the people who work at the locations where your rehearsals or performances are scheduled to take place. For a small school production, in which cast and crewmembers perform virtually all functions, this entire category may be unnecessary, or used only to keep building maintenance staff information. For larger scale or touring productions - where locations come with their own staffs - and rehearsals, meetings and performances are scheduled in numerous places, keeping location personnel separate helps maintain an uncluttered cast and crew list for the production.

The location personnel browse window features a personnel list which can be sorted by name ID, name (last, first, middle), job title, social security number, or optional sort order. It can also display personnel lists limited by either general or specific location area. The browse window also contains address and phone number info, as well as showing the currently selected ID picture file of the currently selected person. Location personnel can have only one ID picture linked to their file.

The update form for location personnel is called **Add Location Personnel**. It is similar to the Cast & Crew update form, but without the sizing data and much of the personal info.

- First Name -- First name of the person. If you wish to use Mr., Mrs., or Ms. these should be entered before the name here.
- Middle -- Middle name or initial of the person.
- Last Name -- Last name of the person.
- Derive Name ID -- This check box indicates whether the Name ID should be derived automatically from the person's last, first, and middle names. (Default value is checked).

If you wish to use a different style of Name ID and do not wish to have it automatically derived, you must un-check this box.

- Name ID -- Normally combines the last, first and middle names into a single Name ID which is used throughout PRS to identify an individual. Two persons may not have the same Name ID in the same file, so in cases of duplicate names, add a letter or number to the end of the last name to differentiate them. (**Smith, Greg** and **Smith2, Greg** would be an example) The Name ID is limited in length to 30 characters (combination of letters, spaces, and punctuation) so a long name may be cut short.
- Order – A sorting reference number used to determine the order of appearance in certain lists. (Lower order numbers appear earlier)
- Title – The job title is included for reference.
- Social Security Number -- Enter the person's social security number, or other identifying number if desired.
- Location Area ID – Since location personnel are related to specific 'locations,' you must choose the general location area that the person belongs in. This entry is more important than the specific location ID (below) because personnel are tracked based on the general area rather than specific space. As an example, a theatre complex may have two or three stages and half a dozen rehearsal spaces, plus offices and dressing rooms. You may be scheduling events (performances, rehearsals, meetings, fittings, etc.) in five or six of these spaces. When entering information into the program, you don't want to have to enter the same management, security and custodial staff information for each of these half-dozen spaces. You want to enter the information only once, linked to the theatre complex name (the location area).You may select an entry from the drop-combo list, start typing and have it smart-fill your entry, or – if you enter a new Location Area ID – you can add a new area to the list.
- Clear Location Area – Press this button to remove the contents of the Location Area field (and the Specific Location field as well if there is a location entered there).
- Specific Location ID – After selecting a location area, you may also select a specific location, if the person is limited to only the one specific location within the area. The Specific Location ID must be one already related to the currently selected Location Area. only related entries are allowed. If there is no entry in the Location Area field, you will not have access to this field. The drop-combo list shows the possible related selections.
- Clear Location Name – Press this button to remove the contents of the Location Name ID.
- E-mail Address -- The person's e-mail address. (If an e-mail address is specific to an address rather than a person, you can enter it with the appropriate address - in the addresses file - rather than here.)
- Website URL -- Website address.
- Description – A brief description of the person's responsibilities, abilities, etc.
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Additional tabs in the update form show address and phone number info, or allow for the selection of an ID picture file for the person.

Sources/Vendors/Suppliers (of props, wardrobe, etc.)

Use this file to keep track of the names of anyone providing elements for the play. If items are coming from your cast or crew, you should use the same reference name here which you created in the Cast and Crew file.

Note: Addresses and telephone numbers displayed here are no longer automatically linked from names in other files.

The Vendors/Sources File Browser provides tabs to sort by Vendor/Source Name, Contact Person, or Vendor Category. Additional list boxes display address and phone number information for the selected Vendor/Source.

A View Items Provided button opens a window which displays lists of props, wardrobe and set dressing items obtained from the selected vendor/source.

- Source (Vendor) -- Within PRS, the terms 'Source' and 'Vendor' tend to be used interchangeable to indicate a company or person that provides items used in the production. This can be either a company name or a Name ID of a cast or crew member. If it is a Name ID from another category the Address and Phone Number information will not automatically be linked. Because a Name ID entered here does not automatically link to the cast and crew file, if you change the spelling of a person's name (and hence their Name ID) or delete a name here, it has no effect on the other file.
- Type -- Category of source, such as rental house, cast member, etc. You may select an entry from the drop-combo list, start typing and have it smart-fill your entry, or – if you enter a new category name – you can add your new entry to the list.
- Contact Name -- This field can contain a contact person's name for reference. The field is not currently linked to anything else in the program.
- E-mail Address -- General e-mail address. (If the e-mail is location specific, you may want to enter it with the appropriate address instead.)
- Website URL -- Web address.
- Description -- A brief description of the vendor, particularly in the case of a company.
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

General Location Areas

The General Location Areas file is used to keep track of the general areas where your activities will be scheduled. Each location area name is used to represent the potentially numerous specific locations which are linked to it. The location area name also is used as the main reference point for location personnel. If you are using PRS to keep track of location personnel, you must assign general location area names to which to link your specific locations.

Tabs on the main browse sort the General Location Areas by Area ID or their category or area type, with a third tab restricting viewable entries in the browse to those of the currently selected area type. If no areas are shown or if you wish to change the currently selected category, a new location area type can be chosen by pressing the **Select Category** button and choosing an area type from the selection list.

A second list box on the main browse window shows the specific locations included within the location area. A selection tab also allows for viewing a list of personnel associated with this location area.

The insert/update form contains entry fields for:

- Overall Location ID – A unique ID name for the general location area. This ID name should be short but easily recognizable, preferably something which will easily sort alphabetically.

- Full Name – This longer field can hold the full name of the location area.
- Description – A brief description of the location area.
- Overall Location Area Type – You may assign a category for the type of general location area. Typical categories might be City, University, Theatre Complex, etc. Location area types which have already been defined are found in the drop-down list. You nay use an area type from the drop-down list, or type in a new category name to add it to the list.
- Notes – Additional notes related to the Overall Location Area.

Additional tabs on the entry/update form provide access to related personnel, addresses, and specific location info.

Specific Locations

The Specific Locations file is used to keep track of the individual exact places where your activities will take place. Each rehearsal room or classroom is therefore a different specific location. It is best to link each specific location to a general location area name.

The Locations for Activities file browser includes tabs to sort specific locations based on Location ID code, Location Name, or Location Type. A Selected Location Type tab limits the contents of the browse box to those with the currently selected Location Type. If no locations are shown or if you wish to change the currently selected category, a new location type can be chosen by pressing the **Select Location Type** button and choosing a category from the selection list.

A second list box in the browse window displays activities scheduled for the location selected in the main browse list.

The locations entry/update form contains entries for:

- Location ID – A unique ID name for the specific location. This ID name should be short but easily recognizable, preferably something which will easily sort alphabetically.
- Location Name – This longer field can hold the full name of the specific location.
- Room/Area Name – If there is a specific area or room name or number which specifies the area, enter it here.
- Location Type – Select a category from the drop list of specific categories for locations.
- Overall Location Area – Select the overall location area that this specific location is part of. Choose a location area from the drop-down list, or type a new name to call the Location Areas Update Form.
- Description – A brief description of the specific location.
- Notes – Additional notes relating to the specific location.

Additional tabs provide lists of activities, personnel, addresses and phone numbers for the location.

Addresses

This is the file containing all addresses - for cast and crew as well as for vendors/sources and location personnel. Normally you would have input addresses from the browse or update forms of the associated person or company, but this is another way to enter addresses directly. You must be careful to enter the Name field exactly as the Name ID field is entered in the Cast & Crew, Location Personnel, or Vendors/Sources files, etc.

The Addresses File Browser features sorting tabs for Name ID, Address Reference ID, City, State, Zip Code, Country, and Address Type.

The Addresses File Browser uses a double-line address display format to simplify viewing.

- File Category – This entry lets the program know which file the person, company or place belongs in. If you are adding a new entry, you must first select the file category. This then loads the appropriate file list from which to make your selection for the Name ID. If you are editing an existing entry, you are locked out from changing either the File Category or Name ID.
- Name ID -- A name ID as found in the associated file (see File Category above).
- Address Type -- Category name for a type of address (home, work, etc.) As listed in the Address Types file.
- Address ID -- This is an extra field which can be used for a nickname for an address, if want to have another way to remember it other than through the Name ID.
- Order -- Here you can set the order in which the address appears in reports and in certain display screens. It refers to the display order of addresses related to the same Name ID, not an arbitrary sorting order for all addresses.
- Street Address -- Put the street address here.
- No Print check box -- This box is checked if the address should not appear in printed reports.
- Address (line 2) -- This field is here in case of a long address, or if an address is broken into two parts.
- Suite or Apartment -- Suite number or apartment number. If you want tow word 'suite' to appear on reports, you must type it in as part of your entry.
- City -- City
- State -- State or Province
- Zip Code – Zip or postal code.
- Country -- Country
- Care Of -- If the address is "care of" place that person's name here.
- Description -- Short description if desired.
- E-mail Address -- This e-mail address should be used if the e-mail is specific to this address. Normally you should enter the e-mail address with the Cast/Crew or Source/Vendor name entry.
- Website URL -- Web site address (use this entry field only if web site is specific to this particular address, and not to the vendor/source in general. Normally you should enter the web site address with the Cast/Crew or Source/Vendor name entry.
- Notes -- A longer field for notes about the address. The notes field is seldom printed in reports.

A separate tab provides a large text-box area where you can keep directions if desired.

Telephone Numbers

This is the file containing all telephone numbers - for cast and crew as well as for sources. Normally you would have input phone numbers from the browse or update forms of the associated person or company, but this is another way to enter telephone numbers directly. You must be careful to enter the Name field exactly as the Name ID field is entered in the Cast & Crew or Sources files.

- File Category – This entry lets the program know which file the person, company or place belongs in. If you are adding a new entry, you must first select the file category. This then loads the appropriate file list from which to make your selection for the Name ID. If you are editing an existing entry, you are locked out from changing either the File Category or Name ID.
- Name ID -- A name ID as found in the associated file (see File Category above).
- Phone Type -- Category name for a type of phone number (home, work, fax, etc.) as listed in the Phone Number Types file.
- Country Code -- Country Code (international code) dialing prefix if necessary or appropriate.
- Area -- Area Code
- Phone -- Telephone number. The phone number field is not formatted for any specific number groupings or length, so it can handle international numbers.
- Extension -- Extension (if applicable). If you want reports to print with a leading 'x' or 'ext' you should include it in your entry.
- PIN # -- Beeper PIN or other code number (if applicable).
- Order -- Here you can set the order in which the phone number appears in reports and in certain display screens. It refers to the display order of phone numbers related to the same Name ID, not an arbitrary sorting order for all phone numbers.
- Description -- Short (optional) description of phone number.
- Notes -- A memo field in which to put longer notes. The notes field is seldom printed in reports.

Pictures – Cast & Crew

Picture files can be associated with members of cast and crew to provide quick access to reference snapshots. The Cast & Crew Pictures file browser includes tabs to sort picture files by the Name ID, Picture File Name and Picture Name, or will limit the list to only a selected person's pictures.

NOTE: In order for PRS to be able to view a picture file it must be in one of these formats: .BMP, .GIF, .JPG, .PCX, or .WMF

The Browse window also includes an Auto-Display checkbox (whose initial setting is taken from your User Preferences), a Display Picture button to manually display the selected picture or redisplay after a window resize, and an Image Editor button to open the image editor on your computer associated with the image's file type.

NOTE: Resizing the window will not affect the size of the displayed picture.

- Actor/ Crew Name ID -- Select a Name ID as entered in your Cast and Crew file. If you need to, you can add an Actor/ Crew member by entering a new Name ID in the entry form.
- Pix File Name -- The filename of the picture file. This filename includes the entire directory file path.
- Filename Lookup Button -- -- Press this small button (found just to the right of the Pix File Name field in the Personnel Pix entry/update form) to launch a standard windows style file selection window to move through the file structure of your computer

and select the appropriate file to enter into the Pix File Name field. (The lookup opens in the PixFiles subdirectory under the current PRS program directory.)

- Picture Name -- A short (40 characters max) descriptive name which can be used to identify the picture, such as *'Bob Smith Head Shot'*.
- Order -- Here you can set the order in which the picture filename appears in reports and in certain display screens. It refers to the display order of pictures related to the same Name ID, not an arbitrary sorting order for all pictures.
- Pix Type -- Head shot, full shot, publicity still, wardrobe reference, etc. You can add new type names as you need them.
- Date -- Use this date field as a reference to keep track of when the picture was taken or received. The initial value of the field defaults to the current date when you add a record. If you want to change the date you must do so manually.
- Description -- An optional brief description of the picture.
- Notes -- Longer notes related to the picture.

The update window also features an Image Editor button to open the image editor on your computer associated with the image's file type.

Schedule

Activity Times

Activity Times give you a place to keep track of all scheduled activities, with a primary focus placed on rehearsals. These listings keep track of dates, start and end times, scene numbers, and descriptions for all activities.

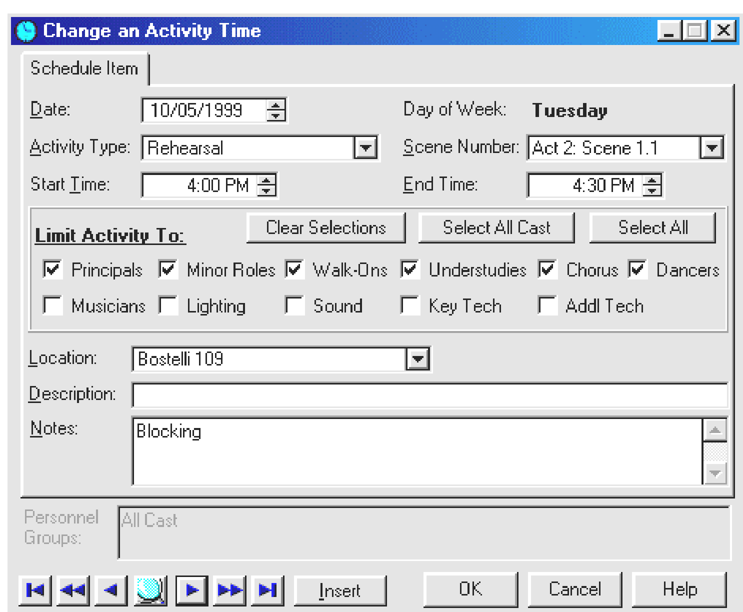
Several tabs allow you to sort your activities in a number of ways:

- Schedule (default) – Activities are sorted by date and time.
- Activity Type – Activities are sorted by activity type.
- Time – Activities are sorted by start time.
- Selected Scene Number (Alphabetical) – This tab limits the activities list to those for the currently selected scene. If no scene is selected, or to change the scene, use the **Select Scene** button which appears below the browse list when this tab is selected.
- Location – Activities are sorted by location.
- Selected Location – This tab limits the activities list to those at the currently selected location. If no location is selected, or to change to a different location, use the **Select Location** button which appears below the browse list when this tab is selected.
- Selected Activity Type – This tab limits the activities list to those of the currently selected activity type. If no activity type is selected, or to change the type, use the **Select Activity Type** button which appears below the browse list when this tab is selected.

A Copy Activity button allows you to quickly copy an activity by placing the currently selected activity data in a new entry form, from which you can make the modifications for the new activity.

Just below the activities browse list is a read-only box which displays the contents of the (general) notes field for the activity.

At the bottom of the browse window are two tab-selectable lists synchronized to the selected activity: the first displays any individual notes for the activity, the second shows a list of all characters/performers for the activity's scene. NOTE: All character numbers for the scene are listed, regardless of 'selected groups' settings. If you are using the 'group' options, a check icon appears in the list to indicate the character role is in a group included for the activity.



- Date **--** Date when activity is to take place. This is displayed in the standard 'windows short date' setting style which is defined on your computer. You can make entries in that format, or use shortcut versions of the date for your entry (such s typing only mmddyy instead of mm/dd/yyyy.)
- Day of Week **--** This field auto-computes based on the date. (If you started using PRS before this field was added, you should cycle through your events - using the 'vcr forward' button in the Activities Update window- to have PRS compute the day of week. Otherwise your reports will not have the proper day of week.)
- Activity Type **--** Rehearsal, meeting, performance, etc.
- Scene Number **--** Scene number for activity. (As mentioned in the Tutorial, it is often useful to enter a scene number such as Pre-Set, when defined to include all character numbers, for overall events such as dress rehearsals, meetings or performances.)
- Start Time **--** Time when activity is scheduled to begin. (hh:mm Xm)
- End Time **--** Time when activity is scheduled to end. (hh:mm Xm)

Limit Activity To -- These check boxes will allow you to select which group(s) you wish to include in this scheduled activity. This function is particularly convenient for larger productions for which several rehearsals or other activities may be taking place simultaneously but in different locations for different groups. (Principals working on lines, musicians rehearsing score, dancers working out a routine, etc.) The selections you make here are reflected in only certain activity and rehearsal reports. See descriptions of reports for more information.

> ***NOTE****: In order to use the 'limit activity to' functionality of the program, the selection boxes must be set for all cast and crewmembers, as well as for all activities. If you forget to make these selections, or if you make incorrect selections, your cast and crew lists for activities will not be accurate. Because we are not sure how many users wish to utilize this function, most reports are set up without this limiting 'filter'.*

- **Clear Selections** Button **--** Eliminate selection checks from all check boxes.
- **Select All Cast** Button **--** Places selection checks in the Principals, Minor Roles, Walk-Ons, Chorus, and Dancers check boxes.
- **Select All** Button **--** Places selection checks in all check boxes.
- Check Boxes:
    - ❑ Principals -- Main character roles
    - ❑ Minor Roles -- Smaller speaking roles, which may require only minimal rehearsal.
    - ❑ Walk-Ons -- Non-speaking or minimal speaking roles.
    - ❑ Chorus -- Roles which appear on stage as a group.
    - ❑ Dancers -- Performers in dance numbers
    - ❑ Musicians -- Musicians who will perform live during show.
    - ❑ Lighting -- Lighting crew.
    - ❑ Sound -- Member of sound crew.
    - ❑ Key Tech -- Indicates primary tech crew member.
    - ❑ Additional Tech -- Indicates additional tech crew member.
- Description **--** Brief description of activity, if desired.
- Notes **--** A memo field in which to put longer notes. The notes field is seldom printed in reports.

The VCR button set in the lower left of the form allows movement to different records in the order in which they appear in the selected browse. The magnifying glass button allows you to search for a word or phrase in any of the text entry fields. After you have initiated a search, you can search for the next instance by pressing CONTROL-S. The insert button allows for adding new records without returning to the browse, even if the form was originally called to edit/update a record.

Activity Trees

Activity Trees provide you with a convenient way to look at a great deal of data related to each of your activities in a logical tree-based structure. The basic level of the activity trees features the days for which activities are scheduled, along with the day of the week. Saturdays and Sundays are a different color than weekdays. Details for any date can be opened one level at a time by clicking on the 'plus sign' to the left of the item. The first level opens to show the various activities scheduled for the day; the next level beyond that displays the various categories of items which can be viewed for each activity (cast & crew, props, sound cues, location info, related blocking pictures), and so on… Viewing a great deal of information can be done in a very intuitive manner using the tree forms.

Many tree functions may also be accessed using the right-click button on your mouse. It is possible to use the right click to expand or contract either a node (branch) or the entire tree.

> ***NOTE:*** *If you have a great deal of data to view, as well as a large number of activities scheduled, expanding the entire tree can take some time, depending on your processor speed, hard disk access speed, and quantity of data. For lengthy expansions a progress bar will appear at the top of the tree window.*

It is also possible to use the right-click menu to access certain insert and edit functions (which may also be accessed using the Insert / Change / Delete buttons.)

> ***NOTE:*** *Remember that if you make changes to any of the sub-categories in the tree, such as characters in scene, sounds in scene, props in scene, etc., the changes you make are not specific to the current event, but to all instances of the scene. In other words, do not remove a character from a scene on a certain day because that actor can't make it to rehearsal. Removing the character from the scene would remove the role from the scene everywhere in the database. (You would instead make a note in the description or notes fields of the activity schedule indicating that the person is not expected that day.)*

No Role Limits

This tree is valuable for productions which do not use the 'groups to include' selection boxes, or to provide a quick reference of all scene-related roles. All character roles are listed for each scene scheduled as an activity, regardless of whether they are in a selected 'include group' for the activity. This is convenient if you have not been using the 'groups to include' check boxes when creating your cast, crew and activity data.

Limited by Character Groups

This version of the activities tree lists only those character roles that belong to categories selected in the 'groups to include' selection boxes for the activity. If you have fully implemented your 'groups to include' selections, this tree view is for you.

Activity / Person Notes

Activity /Person Notes provides a way of keeping track of notes specific to individual performers during rehearsals, performances or other activities. It features two note fields – one for brief notes and another for longer memos.

The browse list uses activity data/time for its default sort order. Additional tabs are provided to sort the list by name or script (scene) order, or to limit the displayed list to a single individual or activity. (These limited lists normallyappear empty until a person / activity is selected using the SELECT button to the lower left of the browse list area.

At the bottom of the browse form a box displays the contents of the 'long note' field for the selected activity/person note. This is a read-only field, and cannot be used for updating note information. (However, you can cut-and-paste text from this box.)

When adding a new note, start by using the button to select an activity, then choose a person. The notes you record are then linked to both the activity and to the person.

Note: The list of persons that you choose from contains all those in your cast and crew personnel file – and is not limited to those who are specifically in the scene.

Xtra

Script Check-In/Out

The Script Check-In/Out browse provides a convenient way to keep track of the various scripts copies being used by your production. Each time an actor, musician, or crewmember receives a copy of the script, you check it out to them – just as you would a library book. When you receive the script back from them you check it back in. At any point you can check and see who still has scripts outstanding, and even figure out the dollar value of those scripts still needing to be returned.

The browse window shows the Name ID of the person who checked the script out, the script reference number, Script type, Received (checked out) date, a Returned OK reference field, Return Date, and Description. There are several sorting/-limiting tabs to help you quickly find the information you are looking for:

❖ Actor/Crewmember Name ID – (Default) Sorts the list by the Actor /Crewmember's Name ID.

❖ Script Reference ID – Sorts by the Script Reference ID number.

❖ Date Received – Sorts by the contents of the Date Received field.

❖ Date Returned – Sorts by the contents of the Date Returned field.

❖ Selected Actor or Crewmember ID – Limits the list to scripts checked out or in by the currently selected Actor or Crewmember. If none has been selected, or to change to a different selection, press the **Select Personnel** button and select a person from the list box.

❖ Returned Scripts – Limits the list to display only those scripts which have been returned.

❖ Not Yet Returned – Limits the list to display only those scripts which have been returned.

❖ Script Type – Sorts the list by script category.

❖ Selected Script Type Only – – Limits the list to scripts of the currently selected script type. If none has been selected, or to change to a different selection, press the **Select Script Type** button and select a category from the list box.

The entry/update form is where you actually check scripts in and out.

- Name ID – The unique reference ID of the cast or crewmember who is checking the script out (or in)
- Script Reference Number – You may assign each script it's own reference number, or if the scripts are already numbered you may use the existing number. Since these numbers are used to identify individual scripts, make sure that no reference number is used more than once.
- Script Type – Select a category for the script from the drop-down list, or add a new category name by entering it here.
- Date Received – The date when the script was checked out. This is displayed in the standard 'windows short date' setting style which is defined on your computer. You can make entries in that format, or use shortcut versions of the date for your entry (such s typing only mmddyy instead of mm/dd/yyyy.)
- Returned (check box) – Use this check box as a reference to note that this copy of the script has been returned.
- Date Returned – You can use this date field to note the date when the script was returned.
- Description – Brief description of the individual script if helpful in differentiating it from other scripts. If, for instance, you are using musical parts as a script category, the

individual instrument might be a good thing to enter here.

- Notes – Additional notes relating to the individual script copy and it's being checked out or in.

Script Shipments

The Script Shipments file provides a place to keep track of the shipments of script copies either received from or returned to the publisher (or other owner) by the production as a whole. Shipments are comprised of a number of entries, one for each script type being shipped. A value of '1' in the Rcv column indicates that the scripts are being received, while a value of '–1' indicates they are being returned.

You may use the tabs to sort script shipments by:

- ❖ Date – Records are sorted by the date when the shipment took place – earlier dates are listed first; most recent shipments appear at the end of the list.
- ❖ Script Type – This tab sorts the list by script type.
- ❖ Selected Publisher/ Script Owner – This tab limits the viewable list to scripts which come from the currently selected publisher or script owner. To select (or change selection of) a publisher/ script owner, press the **Select Publisher/ Owner** button which appears just below the browse list on this tab. From the list of publishers/ script owners which appears, double-click on an entry to select it, or highlight your selection and press the **Select** button. This closes the form and makes your selection current.
- ❖ Purchase Order – This sorts the list by purchase order. Since purchase order numbers may contain non-numeric characters, this is an alphabetical sort. (Hence, keeping an appropriate number of leading zeroes in a purchase order number may be a good idea, since A020 sorts before A10, etc.)
- ❖ Waybill Reference – This sorts the list by waybill reference. Since waybill numbers often contain non-numeric characters, this is an alphabetical sort

The Adding Scripts Received or Returned entry/ update form:

You use this form to enter information about shipments of scripts which you receive as well as shipments you make to return scripts to their publisher/owner.

- Date – Use this date to help keep track of shipments. You may set your own convention as to whether this is the shipping date or the received date for received shipments. When returning items, you will normally use this to keep track of your actual shipping date.
- Received/ Returned (radio buttons) – Select whether the shipment is one in which you are receiving scripts, or whether you are returning scripts,
- Quantity – The number of the specific script type included in the shipment.
- Script Type – This script category is used to differentiate the various kinds of scripts you receive. You can be as detailed as you want in this category; however, each category needs to have its information entered separately. As a rule of thumb, all scripts within a category should have the same value.
- PO Number – While this is not a required field, you may find it useful in keeping track of shipments.
- No PO# button – The program currently assumes that you will enter a PO Number, and may default to the first number on the drop list. To clear the contents of the PO Number field, press this button.
- Waybill Number – This field is not required, but may prove helpful in keeping track of

shipments.

- Owner or Publisher – The owner or publisher of the script. In other words, the source from whom you are renting the scripts, and to whom you must return them.
- Clear Owner button – The program currently assumes that you will enter an owner/ publisher, and may default to the first owner on the drop list. To clear the contents of the owner field, press this button.
- Description – A brief description relating to the shipment of this group of scripts. (This might be a good place to make a note if this script group is incomplete.)
- Notes – A longer field for additional notes.

Purchase Order Numbers

Though PRS does not yet have a PO generation system, the addition of script tracking has moved it in the direction of at least beginning to keep track of purchase orders. To this end (and to allow for later expansion) a PO Numbers file has been added, allowing you to keep track of PO Numbers as you use them along with their basic header information.

The PO Numbers file browser includes a number of tabs for sorting the listed PO's:

❖ PO Number -- (default) Sorts alphabetically by the PO number.

❖ Vendor – Sorts by vendor ID name.

❖ PO Date – Sorts by the date the PO's were created.

❖ Crewmember – Sorts by the name ID from the 'ordered by' field.

❖ Source Address ID – Sorts by the vendor's Address ID.

❖ Country – Sorts by the vendor's country

The PO Numbers entry update form contains two tabs for entering information, along with a tab which displays a list of script shipments related to this purchase order.

On PO Number / Vendor Tab:

- PO Number – Purchase Order Number. This must be unique. (Two different purchase orders may not have the same number.)
- PO Date – Date when purchase order was created. The default entry value for this is the current date as retrieved from the computer.
- Ordered By – The crewmember (or other person in the Personnel file) who is requesting the item(s).
- Date Required – Date when the items are required.
- Description – Brief description of the PO which can be used to help differentiate it from others.
- Vendor – Name ID of Vendor
- Attn – If the PO goes to someone's attention at the vendor's location, enter that here. This entry is not based on a drop-down or pulled from another file.
- Address ID – You may select the address ID of one of the vendor's addresses (if they have been defined). Once a vendor has been selected (above) the entries in this list box are limited to those related to the selected vendor.
- Street Address – First line of vendor's street address.
- Address Line 2 – Second line of vendor's street address.

- Suite – Suite, office or apartment number for vendor's address. Since this field may be used for a variety of address types, you should type '*Suite 1605*' or '*Apt.* 1605' rather than '*1605'* so that the address will read properly.
- City – Vendor's City.
- State – Vendor's State (abbreviation)
- Zip Code – Vendor's Zip Code
- Country – Vendor's Country

On Shipping Address Tab:

- Shipment Address ID – Address ID for address to which shipment should be made.
- Shipping Address – First address line of shipping address.
- Shipping Address 2 – Second address line of shipping address.
- Shipping City – City to which shipment is being sent.
- Shipping State – State to which shipment is being sent.
- Shipping Zip Code – Zip Code to which shipment is being sent.
- Shipping Country – Country to which shipment is being sent.
- Notes – Notes relating to the purchase order.

Lens/ Projection Calculator

The lens calculator allows you to compute what any focal length lens will do for virtually all image formats. Format information is stored in the Format Specifications database accessed as part of the general setup menu. You may change format information or add new formats to provide the calculator a greater range of flexibility.

The lens calculator is organized in a logical fashion. You select your format before making any calculations, and then move on to the Projection Distance/Size tab to compute the image size for a given lens and distance. If you don't know what length lens to use, move to the second tab and fill in the desired subject size and distance, and it will compute the required lens. A third tab features the more complex computations that relate to the actual filming, videotaping or photography. You enter your lens, f/stop and subject distance, and it computes the image size at that distance as well as the depth of field and near and far focus points.

Many aspects of the lens calculator have been designed to make your life simpler. Though lenses are always entered in millimeters, you may wish to enter your distances and sizes in meters rather than feet. To do so just click on the 'meters' radio button, and all existing entries and sizes will be converted automatically to meters. To go back to feet, just click on the 'feet' radio button, and everything is converted back.

There is never a need to enter both horizontal and vertical image sizes, since the program reads the aspect ratio from the formats file, and changes the complementary measurement appropriately.

You may notice that on the **Projection Distance/ Size** tab it is possible to change the horizontal or vertical image size. If you do so, the distance measurement changes accordingly to show how close (or far) from the subject you need the camera to provide the desired image dimensions.

NOTE*: If you want to change image size by zooming or changing the lens, select the second tab before changing your image dimensions. Then it is the lens focal length which will be recomputed based on your changes.*

- Format **--** Select the short, general format name used to describe the format from the drop-down list as found in the **Formats** file.

- Measurements in Feet / Meters -- Select whether you want to enter your distances and image sizes in feet or meters. When you switch from one to the other, the program automatically converts any measurements you have already entered. (Lens focal lengths are always stated in Millimeters, and Circle of Confusion measurements are always stated in (thousandths of) inches.)

Projection/ Distance Size Tab

The items on this tab compute the horizontal and vertical image sizes based on a specific lens length and projection throw distance (or object distance.)

- Lens Focal Length -- Enter the focal length of the lens you wish to use. Focal lengths must always be entered in millimeters. (The feet/ meters radio button has no effect on this field.)
- Object Distance -- Distance from the film plane (or video chip) to the object (subject). If you change a computed image size (either **vertical** or **horizontal**) the **Object Distance** will change accordingly. This is also the distance for which the lens focus is set for computational purposes.
- Vertical -- The vertical image size as computed based on the format, lens, and distance. Changing the value in the ***Vertical Image Size*** field re-computes the ***Horizontal Image Size*** and computes the ***Object Distance*** necessary for the selected lens to provide this image size.
- Horizontal -- The horizontal image size as computed based on the format, lens, and distance. Changing the value in the ***Horizontal Image Size*** field re-computes the ***Vertical Image Size*** and computes the ***Object Distance*** necessary for the selected lens to provide this image size.

Projection: Required Lens Tab

The items on this tab compute the lens focal length required to have an image with a specified object size at a certain object distance. Changing any of these elements automatically triggers a re-compute. If you have already been doing computations in the **Projection Distance/ Size** Tab, the image sizes and object distance are already set with their values from your computations on the other tab.

- Distance -- Distance from the film plane (or video chip) to the object (subject). This is also the distance for which the lens focus is set for computational purposes.
- Vertical Image Size -- If you enter a ***Vertical Image Size*** the form automatically computes the corresponding ***Horizontal Image Size***. If an Object Distance has been entered, the ***Lens Focal Length*** needed to produce this size image at this distance is then computed.
- Horizontal Image Size -- If you enter a ***Horizontal Image Size*** the form automatically computes the corresponding ***Vertical Image Size***. If an Object Distance has been entered, the ***Lens Focal Length*** needed to produce this size image at this distance is then computed.
- Lens Focal Length Required: -- This field is computed based on image sizes and lens focal length. You cannot make any entries in or changes to this field.

Photo Calculations Tab

The items on this tab compute the image size and depth of field based on lens focal length, f/stop, and object distance. Changing any of these elements automatically triggers a re-compute.

- Circle of Confusion -- A measurement used for quantifying the point at which an image begins to look 'out of focus.' The circle of confusion for most formats has been determined by standards organizations based on what seems 'acceptably sharp.' This measurement must be entered in inches, and can contain four decimal places of accuracy (1/10,000 of an inch). When you select a ***Format***, the value of the ***Circle of Confusion*** associated with it (in the **Formats** file) is automatically entered in this field. If you wish to see the effect of changing the ***Circle of Confusion*** value, you may do so. Changes you make here are not saved in the **Formats** file.

- Lens Focal Length **--** Enter the focal length of the lens you wish to use. Focal lengths must always be entered in millimeters. (The feet/ meters radio button has no effect on this field.)
- F/stop Aperture **--** Enter the f/stop to which you are setting the lens. **NOTE**: This really is the f/stop, not the T/stop. T/stops are used for setting exposure, whereas f/stops are used for computing depth of field. If the lens is set at a given T/stop, its corresponding f/stop will normally be a bit lower.
- Object Distance **--** Distance from the film plane (or video chip) to the object (subject). If you change a computed image size (either **vertical** or **horizontal**) the **Object Distance** will change accordingly. This is also the distance for which the lens focus is set for computational purposes.
- Hyperfocal Distance **--** The distance to which to set your lens focus in order to make everything in focus from near focus distance to infinity. This is computed based on lens focal length and f/stop. (This is not an entry field)
- Vertical **--** The vertical image size as computed based on the format, lens, and distance. Changing the value in the ***Vertical Image Size*** field recomputes the ***Horizontal Image Size*** and computes the ***Object Distance*** necessary for the selected lens to provide this image size.
- Horizontal **--** The horizontal image size as computed based on the format, lens, and distance. Changing the value in the ***Horizontal Image Size*** field recomputes the ***Vertical Image Size*** and computes the ***Object Distance*** necessary for the selected lens to provide this image size.

Additional Image Computations at Object Distance **--**

- ➢ Near Focus **--** The closest distance (from the film plane) at which a subject will be acceptably in focus based on the lens, focal length, f/stop, and object distance.
- ➢ Far Focus **--** The furthest distance (From the film plane) at which a subject will be acceptably in focus based on the lens, focal length, f/stop, and object distance. When the ***Object Distance*** (lens focus distance) is greater than the ***Hyperfocal Distance***, the ***Far Focus*** will be Infinity
- ➢ Depth of Field **--** The difference between the ***Near Focus*** and the ***Far Focus***. This gives you a sense of how much will be in focus, though it is not as informative as referring to the ***Near Focus*** and ***Far Focus*** distances. As a general rule, more of the depth of field is beyond the focus point than in front of it.
- ➢ Near Depth of Focus – The distance before the lens focus plane within which objects remain in focus.
- ➢ Far Depth of Focus – The distance beyond the lens focus plane within which objects remain in focus.

Stop Watch

Certainly a stopwatch is not a critical feature for your computer – however, it can be rather useful if you happen not to have one when you need it. It is designed to be simple, without a lot of extra features. Each button starts with a different letter, to simplify using keyboard shortcuts for operation.

- Go – Starts the stopwatch timer running. The time of day when the stopwatch was started is also displayed.
- Read – Displays a 'frozen' version of the stopwatch elapsed time when this button is pressed.
- Lap – The first time the lap button is pressed it displays the time elapsed since the start button was pressed. The next time(s) it is pressed the time elapsed since the previous time the lap button was pressed is displayed.
- Stop – Freezes the main display with the total elapsed time. The time of day when the Stop button was pressed is also displayed.

  ***NOTE**: Even after **Stop** is pressed, an 'invisible clock' continues counting. If you press **Stop** again a new total elapsed time will be displayed, still based on the original **Start** time. You can thus still get an accurate total elapsed time even if you have pressed the **Stop** button inadvertently.*

- Clear – Resets all numbers in the stopwatch.
- Exit – Closes the stopwatch window. If the window is closed and re-opened, all times return to zero.

Reports

Reports are the printouts of information from your various files. The reports in PRS have been designed to provide you with ways to look at your data in various organized ways. The design of the reports is not dynamic - you cannot alter the predefined report structures. Some are simple, others more complex. As of this writing there are more than 100 reports included in PRS. Hopefully all the reports you will need are already here in the program. If there are other forms that you feel are essential, please let us know. If enough users ask for a given report we will definitely look into creating it for our next release.

Certain other options may be available should you wish to generate your own reports.

> **NOTE:** To do so you would need to purchase third party software products such as report design programs and/or ODBC drivers. OnSet Software makes no representations as to the usability of these outside products, nor can we provide technical support for them.

Print Preview

When you select a report from the menu, a dialog box will pop up with three options asking you whether you want to preview the report. We highly recommend previewing reports before printing, since this is a good way of checking to make sure you have selected the proper report and that your printout will be correct.

Yes -- PRS will create a preview of the selected report. It will appear shortly (depending on the speed of your computer / network and the number of records needed to be read. During the preview creation process a progress bar appears. This progress bar is not representative of the entire preview process, and tends to reach completion shortly before your report is ready to preview. For most reports this discrepancy is minimal; but if the bar reaches its endpoint and nothing seems to be happening for several seconds, do not panic, the computer is doing its final stage of preparation to display the preview, and this stage may take time if the report and/or data is complex.

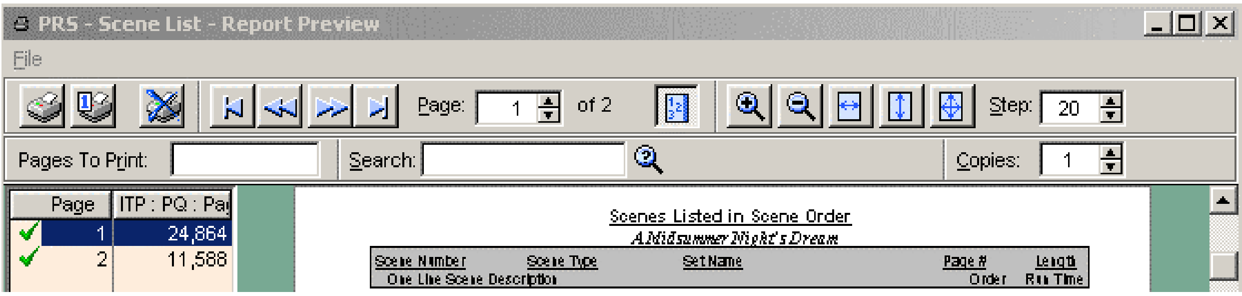
> ***NOTE:*** *You can preview a report without having to print it.*

No – This means NO Preview – Send the report to the printer without previewing! If you make this selection, PRS skips the preview stage entirely and creates and sends the report directly to the printer. Obviously this is NOT the selection to make if you don’t want to print the report!!! The progress bar which appears at this point is not necessarily representative of the entire printing process, and depending on your system the progress bar may reach its completion point significantly before your printing has started.

Cancel -- Neither creates a preview of the report nor prints it. Use this button to get out if you have reached that point in error.

> ***NOTE:*** *You can preview a report without having to print it.*

Print Preview Selection Controls (new in v1.20)



PRS includes a comprehensive report preview system which allows you to both view the pages in various sizes and select pages you wish to print in a number of ways.

Printing Options

Print Report

Press this button to send the all report pages selected in the page list (with green checks) to the printer.

Print Current Page Only

Press this button to send only the currently displayed report page to the printer.

Exit Without Printing

Exits the preview without printing the report. Note that if ASCII output was requested, it will NOT be created if the report is exited without printing.

Previewer Navigation

First Page Button

Displays the first page of the report.

Previous Page Button

Displays the previous page of the report.

Next Page Button

Displays the next page of the report.

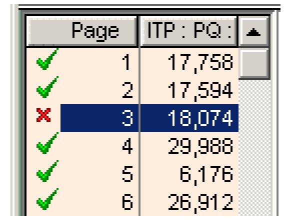
Last Page Button

Displays the last page of the report.

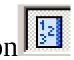
Page Number

Allows you to select the page number to be displayed. You my either enter a page number, or use the spin box (by clicking on the appropriate arrows, or using your cursor keys) to move from page to page.

Page List



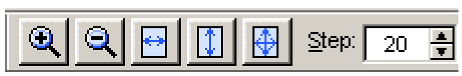
The Page List is a narrow column listing all the pages in the report as well as thedata size of each page. To the left of each page number is either a green check mark (print page) or a red X (do not print page.) When a report is first generated, all pages are slated to be printed (and will each therefor have a green check next to it.) You may change the status of any page by double-clicking on its check or X.

Hide/Show Page List button 

The Hide/Show Page List button toggles whether to hide or display the Page List column to the left of the Preview Image..

NOTE: When the Page List is hidden. A small icon (green check or red X) appears in the upper left portion of the preview area indicating the printing status for that page. Placing the mouse cursor over the icon turns it into an active button, allowing selection/deselection of the page to take place with a singlr mouse click (button depress.)

Preview Image Size

Zoom In/Out 

You can zoom into or out of the document preview (make the preview larger or smaller within its viewing area) by using the 'Plus Magnifying Glass' button to zoom in (make the image larger) or . by using the 'Minus Magnifying Glass' button to zoom out (make the image smaller)

In addition to using the buttons for resizing the image, you can use the mouse directly. When the cursor hovers over the preview image, you will notice that the cursor appears as a magnifying glass with both a plus and minus sign. When in this mode, clicking the left mouse button zooms in on the image, and clicking the right mouse button zooms out of the image.

Zoom to Full Width, Height, or 100%

The next three buttons to the right of the zoom in/out buttons zoom the preview image to page width, page height, or 100% zoom respectively.

Zoom Step

The 'Step' field to the right of the five sizing buttons allows you to select the percentage by which the image zooms each time one of the magnifying glass buttons is used.

Pages to Print

Used to specify the pages to be printed if/when the Print button is pressed. Enter the desired page number(s) to be printed using the syntax: 1-3, 5, 7, 10-15, all, etc. You will notice that when you move from this field, the field goes blank while the page list now reflects your selections.

Search Functions

Search the report for text you will specify in the Search text area. Press the 'Question Mark Magnifying Glass' icon to start the search. When a match is found, a drop list appears to the right of the search field. Press the down arrow to reveal all the pages where the match occurs. If you select a page, the display moves directly to that page.

To the right of this drop list, a green 'check' and a red 'x' icon appear. Use these if you want to select-with the 'check' (or deselect with the 'x') the pages which match the current search criteria. The icons in the page list will change accordingly.

Number of Copies

Indicate the number of copies to be printed when either of the print options above are selected. Enter the desired number of copies or use the up and down arrows in the spin box.

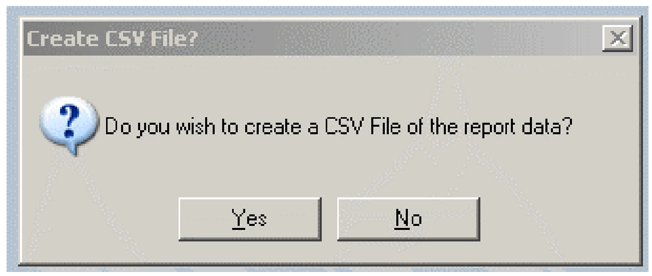
Creating a .CSV File

Certain reports (only those noted in the reports menus with a (*.csv) as the end of the menu item title) give you the option to send the report data to a .csv (comma-separated values) file. This can provide an easy way to transfer the report data into another program, (such as Excel, which reads .csv files. In fact, many computers are set to open .csv files directly into Excel.)

At this point only a few reports have been modified for this output.

If the option is available to a report, run the previewer in the normal way to view the document. When you close the previewer a dialog box will appear asking whether you want to save to a .csv file. If you select YES, the file automatically saves in your current working directory using a filename based on the current report name.

NOTE: If you have previously saved a .csv file for the report, the existing file will be overwritten by the new one!



Pre-Defined Reports

Following is a quick rundown of the various pre-designed reports in PRS. If there are additional reports you feel would be helpful to you, or other items which you would like to see included in the report design, please let us know.

The standard report design has a report title at the top of the page, and directly below it is the name of the play. The footer line contains the date printed, your footer line information, and the page of pages number. The play name and footer line information can be input through the General | Preferences entry/update window.

Scenes

Scene Lists

Simple List in Scene Order

Creates a list of all scenes (including overtures, intermissions, curtain calls, etc.) with their one-line description, set name, type of scene, running time of the scene, and cumulative running time of the show. The list is sorted based on the content of the Scene Order field.

List w/Notes

This report creates a slightly more in-depth version of the simple scene list. It generates a list of all scenes (including overtures, intermissions, curtain calls, etc.) displaying the scene number, scene type, set name, page number, scene length, one line description, cumulative running time, notes and blocking notes. This report is particularly useful to provide rapid access to blocking and other notes which are not displayed in other reports. The list is sorted based on the content of the Scene Order field.

w/ Larger Notes

This report is virtually the same as the scene list w/notes (described above) , except the notes and blocking notes are displayed in a larger font. This report was requested to provide "reminder" printouts which were posted backstage as a reference for cast and crew. The larger size of the notes made it that much easier for everyone to read. (These printouts are also particularly useful when photocopied onto larger paper.)

by Setting Name

Basic scene information (scene number, scene type, page number, scene timing, and one line description) is listed for each scene, with scenes grouped by set name.

by Type of Scene

Basic scene information (scene number, set name, page number, scene timing, and one line description) is listed for each scene, with scenes grouped by Type of Scene.

by Scene Number (Alphabetical)

This report creates a list of scenes sorted by the contents of the scene number field. Basic scene information (scene number, set name, scene type, page number, scene timing, and one line description) is listed for each scene. Scenes are sorted alphabetically by scene number rather than by scene order, thus you may get a list with a seemingly strange order (Numbers starting with '1', such as 11, 12, or 19, are sorted before numbers beginning with 2, such as 2. Thus a sort of 1,10,11,12,13,14,2,20,21,22 would be the normal order.)

Character Role Appearances in Scenes

by Scene Number

Provides a list of characters appearing in each scene. Scenes in which there are no characters are not included in the list. Included in the list are the one line scene descriptions, character number and character name as well as the description field from the characters in scene file. Actor names for characters are not included in this list.

by Character Role Number

This report provides a quick list of scenes in which each character appears. It is sorted by character number. Actor names are included, as well as the costume and description fields from character / scenes file. The one-line scene descriptions are not included in this list.

by Role Number (separate pages)

This report provides a list of scenes in which each character appears, starting each character's scene list on a separate page. Costume outfit name, description of character in scene, page number and one line description are included. This is particularly useful if you wish to give each actor a copy of his or her scene assignments. It also simplifies creating a printout for an individual character, which can easily be accomplished using the print selection band at the top of the preview page.

Scene Items

Props by Scene

This report shows each scene which has props used in it, and provides a list of props for each of these scenes. Each scene header displays the scene number and one-line description, and each prop line indicates the prop name, quantity used in the scene, and any description of its usage in the scene.

Set Change Personnel

by Scene

This report shows the characters involved in set change activities in scene-by-scene order.

by Role/ Position Number

This report shows information on character involvement in set change activities on a character-by-character basis.

Breakdowns

Breakdown - Continuous

This report combines virtually all of the numerous pieces of scene-related information and compiles them on a scene-by-scene basis. Scene information, characters in scene, what they wear, props, music, etc. are all included. This report can be lengthy if a great deal of data has been entered. It prints as a continuous list

Breakdown – Individual Pages

This report is the same as the continuous breakdown report above, except that it starts a new page each time the scene changes. This is particularly useful if you only want to print selected scene(s).

Blocking Notes and Diagrams

This report creates a list of blocking notes and diagrams, sorted in scene order, and displays the related diagrams/pictures/drawings. Both general blocking descriptions included with the scene and those specific ones entered with individual diagrams are show.

Role/ Position Name Lists

by Role/ Position Name

This report creates a list containing character part name, character number, character description, character type, and performer ID. The list is sorted alphabetically by character part name.

NOTE: *This list includes any crew members who have been given character names (such as Director, Stage Manager, etc.)*

by Role Number

This report creates a list containing character role number, role name, description of role, role/ position type, and performer ID. The list is sorted by character part number.

> ***NOTE:*** *This list includes any crew members who have been given character numbers (such as Director, Stage Manager, etc.)*

by Type/ Role Number

This report creates a list of role/position names for each role/position category (personnel group). In addition to the role/position name, the list includes the name ID's of the person filling the role and the understudy for the role. No character descriptions are included in the list. Lists are only created for those groups which have roles associated with them, and the list is printed continuously (each new role/ position type does not start on a fresh page.)

by Actor or Tech Person

This report creates a list showing all performers who have at least one associated character number. The list is sorted by performer ID, and for each performer includes their full name as well. For each performer the character part name, character number, character description, and character type are listed. If a performer plays more than one role, all the roles will be listed with them here.

> ***NOTE:*** *This list includes any crew members who have been given character numbers (such as Director, Stage Manager, etc.)*

Cast, Crew and Vendor Lists

Basic Lists

Personnel Info -- Individual Pages

This report prints all personnel info including fitting data, thumbnails of pictures, addresses, phone numbers, and notes for cast and crew members, starting a new sheet of paper for each person.

Personnel Activity Notes

This report prints all activity notes, including both brief notes and memos, , organized by performer ID.

ID Labels

Cast/Crew Picture ID – 4 Vertical

This report creates 4 vertical ID labels. per page for cast and crew members, including the person's name, picture (if defined) the play and company name.

Cast/Crew Picture ID – 8 Horizontal

This report creates 8 horizontal ID labels. per page (for standard Avery form) for cast and crew members, including the person's name, picture (if defined) the play and company name, as well as any logo specified in User Preferences.

Location Personnel Picture ID – 8 Horizontal

This report creates 8 horizontal ID labels. per page (for standard Avery form) for location personnel, including the person's name and title, picture (if defined) the play and company name, as well as any logo specified in User Preferences.

Contact Lists

Contact Lists .feature both address. and telephone. number information.

All Cast and Crew

This report creates a cast and crew contact list sorted by the performer's name. Addresses and phone numbers for each performer are also displayed.

(Cast and Crew) by City

This report creates a list of all cast and crew sorted by the performer's city. Addresses and phone numbers for each performer are also displayed.

(Cast and Crew) by State

This report creates a list of all cast and crew sorted by the performer's state. Addresses and phone numbers for each performer are also displayed.

(Cast and Crew) by Zip Code

This report creates a list of all cast and crew sorted by the performer's zip code. Addresses and phone numbers for each performer are also displayed.

Vendors/ Sources

This report generates a list of sources - people or companies who supply (rent, lend, own, or otherwise provide) production items such as props, set dressing, and wardrobe. The report includes contact name and description of the supplier, as well as phone and address info.

(Vendors/ Sources) by City

This report generates a list of vendors (sources / suppliers) sorted by country and city. The report includes contact name and description of the supplier, as well as phone and address info.

(Vendors/ Sources) by State

This report generates a list of vendors (sources / suppliers) sorted by country and state. The report includes contact name and description of the supplier, as well as phone and address info.

NOTE: *It is important to include the country name in the address, since otherwise entries from the same country may be separated by whether or not a country is entered in the Country field.*

(Vendors/ Sources) by Zip Code

This report generates a list of vendors (sources / suppliers) sorted by country and zip code. The report includes contact name and description of the supplier, as well as phone and address info.

Location Personnel

This report generates a separate contact list for location personnel..

Phone Lists – Cast and Crew..

All Cast and Crew

This report creates a list of all cast and crew sorted by the performer's full name. This report is particularly useful if you do not used the derived Name ID's. Phone numbers for each performer are also displayed.

by Name ID

This report creates a list of all cast and crew sorted by performer ID. Each performer's full name is also displayed, as well as phone numbers for each performer.

Only Cast and Crew w/ Phones

This report prints a cast and crew telephone list sorted by the person's Name ID. This is a phone list only, and does not include address information.

NOTE: This list includes only those cast and crewmembers who have phones, so if someone doesn't have a phone (or if you forget to enter a phone number for them) they don't show up on this list!

Cast and Crew by Type

This report creates cast and crew telephone lists for each personnel group category, sorted by the person's Name ID. This is a phone list only, and does not include address information.

Telephone Lists. - All

Basic Phone List

This report prints list of all telephone numbers, sorted by Name ID (/source ID.) This is a phone list only, and does not include address information. It lists only those persons/companies which have phone numbers listed, and includes extension and description.

by Name ID

This report prints list of all telephone numbers, sorted by Name ID (/source ID.) This is a phone list only, and does not include address information. It lists only those persons/companies which have phone numbers listed, and includes extension and description. It contains information similar to the report above, but prints with a slightly different format.

by Area Code

This report prints list of all telephone numbers, grouped by area code. This is a phone list only, and does not include address information. It lists only those persons/companies which have phone numbers listed.

Vendor and Supplier Lists

Vendor and Source Phone List

This report prints a Source (vendor/supplier) telephone list sorted by the person or company's Source ID. This is a phone list only, and does not include address information. It lists all source ID names, including those without phone numbers.

by Contact Person

This report generates a simple list of vendors/suppliers sorted by contact person’s name ID. Vendors without a contact person are listed at the beginning of the report.

Vendor Source Items

This report produces lists of props, set dressing items, and wardrobe items for each source/ (vendor/ supplier). All source/ (vendor/ supplier) names are included in the list, even if they are not providing anything for the production. This is printed as a continuous list.

Vendor Source Items - Individual Pages

This report produces lists of props, set dressing items, and wardrobe items for each source/ (vendor/ supplier). All source/ (vendor/ supplier) names are included in the list, even if they are not providing anything for the production. This list begins a new page for each source/ (vendor/ supplier) name, and is particularly convenient when organizing pickups and returns.

Costume Lists

Costume Names List

This report displays a list of your costume ID names, the character number and name associated with each, and any description you have given for the costume name.

NOTE: This list does not show the wardrobe items associated with each costume.

Costume Names w/ Notes

This report displays a list of your costume ID names, the character role number and name associated with each, and any description you have given for the costume name, as well as any notes you have entered for the costume.

NOTE: This list does not display a list of wardrobe items associated with each costume.

by Character Role Number

This report displays a list of your costume ID names for each character role number. Character roles are listed in role number order. Role name and cast member are also displayed, as well as a truncated version of the description field for each outfit.

Costume Pix

This report displays a list of your costume ID names and includes thumbnails of any costume pictures which are linked to the costume

Wardrobe Items Lists

Wardrobe Items List

This report creates an alphabetical list of wardrobe items, showing the size, source (vendor), whether owned or rented, and unit cost. The notes field is also printed.

by Costume Name

This report groups wardrobe items by their associated Costume ID Name, including the general costume description, character and actor who wears the costume, and all general item-specific information. Only costumes which have wardrobe items associated with them are included in this list.

by Costume Quick List

This report creates a list of all costume ID names and descriptions and includes sub-lists of wardrobe items included in costumes.

by Costume w/Notes

This report groups wardrobe items by their associated Costume ID Name, including the general costume description, character and actor who wears the costume, and all general item-specific information. Only costumes which have wardrobe items associated with them are included in this list. Notes information is also included in this report.

by Source or Owner

This report creates a list of wardrobe items, showing the associated Costume ID, Size, whether owned or rented, and unit cost, for each source (vendor or supplier). Wardrobe items which are not yet associated with a source are listed at the beginning of the report. This report is particularly good for creating return lists for the end of a production.

by Ownership Type

This report creates a list of wardrobe items, showing the associated Costume ID, Size, source (vendor or supplier) and unit cost for each, grouped by ownership type (rented, bought, borrowed, etc.) Wardrobe items which have not yet been assigned a type are listed at the beginning of the report. This report is particularly convenient for quickly determining what items still need to be obtained.

Wardrobe Items Pix

This report displays a list of your wardrobe item names and includes thumbnails of any pictures which are linked to the item

Prop Lists

List Props by Name

Creates a list of all props in database. Props are listed alphabetically. Prop Description, supplier and unit cost are included in the report.

List Props by Source Name

Prints a list of props provided by each vendor (/supplier/source). This report is particularly good for creating return lists for the end of a production.

Prop Info w/Pix

This report displays a list of your prop names and includes thumbnails of any pictures which are linked to the prop

Props in Scene - by Scene Number

This report shows each scene which has props used in it, and provides a list of props for each of these scenes. Each scene header displays the scene number and one-line description, and each prop line indicates the prop name, quantity used in the scene, and any description of its usage in the scene.

Prop Scene Appearances - by Prop Name

Creates a listing of scenes in which each prop is used.

Setting Names List

Prints a list of the setting names (sets) for the play, including the description field for each.

Set Dressing Items

Dressing Items List

This report creates a list of all set dressing items. All details from the data, including descriptions and notes, are printed.

by Set Name

This report creates a list of set dressing items for each of your sets. If an item appears in more than one set it will be listed for each set in which it appears.

by Owner or Source

This report creates a list the set dressing items associated with each vendor (item's owner / source of item). These lists are particularly good for helping plan pickups and returns.

by Ownership Type

This report creates lists of set dressing items based on whether they are owned, rented, borrowed, etc.

w/Pix

This report displays a list of your set dressing item names and includes thumbnails of any pictures which are linked to an item.

Sound Effects and Music Lists

Sound Names w/ Notes

This report creates a list of all sound elements in alphabetical order, and includes any note information entered for the sounds.

by Type of Sound

This report creates a list the names of all sound elements grouped by the type of sound.

by Performance Source

This report creates a list the names of all sound elements, along with sound type, length, and description, grouped by the performance source (tape, cd, live orchestra, offstage microphone, etc.) of the sounds.

Sounds in Scene - by Scene Number

This report creates lists of sound occurring in each scene, sorted by scene number.

Sounds in Scene - by Sound Name

This report creates a list of scenes in which each sound occurs.

Activity Schedules

Itemized by Date

This report creates a list of activity days, grouped by date and activity type, including all items in the activities file. Contents of the activities notes field are included. Character roles are not listed in this report.

by Activity Type

This report creates lists of days and times for each scheduled activity, grouped by activity type. Scene numbers are included. Character roles are not listed in this report. This is a continuous report and does not start a new page for each activity type.

By Location

This report creates a list of all activities scheduled for each specific location. Locations are grouped by their overall location area, and each specific location's list begins a new page. This report includes all items in the activities file, and activities not yet assigned to a specific location are printed first. Contents of the activities description field are included. Character roles are not listed in this report.

Activity Types by Day

This report creates a simple list of activities by day, including only the activity type and no descriptions or itemized details. Neither scene numbers nor character roles are listed in this report.

Activity Date Schedule w/ Notes

This report creates a list of activities by day, including scene number, page number, one line scene description, and the contents of the activity times - notes field for each activity. Character roles are not listed in this report.

Quick Activities List by Date

This report creates a compact list of activities by day, including activity type, scene number, start and end time, and contents of the activity description field. Neither activity notes, scene descriptions, page numbers, nor character roles are listed in this report.

Quick Activities List by Date / Location

This report creates a compact list of activities sorted by day and location, including activity type, scene number, start and end time, and contents of the activity description field. Neither activity notes, scene descriptions, page numbers nor character roles are listed in this report.

New Page Daily w/Character Roles

This report creates a daily report of character role lists for each scene in each scheduled activity, sorted by day and start time. For each activity, the scene number, start and end times, page number and scene description are displayed, as well as character role number, role name, actor ID, and understudy ID for each role in the scene. A new page begins for each new day of activities.

> ***NOTE****: If an activity is scheduled without a scene number, the activity is still listed, but with an empty box for the role information. Because character roles are defined relative to scene numbers, an activity with no scene number will not generate a character roles list.*

by Date - Limit by Character Groups

This report creates character lists for each scene in each activity, sorted by day and start time. For each scene being rehearsed the scene number, start and end times, page number and scene description are displayed, as well as role number, part name, actor ID, and understudy ID for each character role/ position attached to the scene. Character roles are listed only if one of the their limiting groups is a group selected for the activity.

> ***NOTE****: If an activity is scheduled without a scene number, the activity will not be listed, since activities in this list only appear if at least one role/ position must be present at the activity. However, an activity's being listed is not dependent on whether any of the roles have been cast.*

Characters by Day

This report creates a list of character roles included for each time of day for which activities are scheduled. Cast and understudy names are listed for each role, and each day is printed on its own page. This list is not activity-specific

by Scene Order

This report creates a list of scheduled activities for each scene. This serves as a cross-reference list to determine when a scene will be (or was) rehearsed, etc. Activities scheduled without a scene number are listed at the beginning of the report.

by Time

This report creates a list of activities for each time of day for which one is scheduled. This report is not typically used very often, but may be useful for statistical reasons.

by Character Role Number - Continuous List

This report creates an activity schedule list for each character in the play. This is composed and printed as a continuous list, so a new report page does not start with each character role.

> ***NOTE:*** *If an actor is playing several parts, the character role schedule for each of the parts must be consulted. Tech crew and other non-actors who have been assigned character role/ position numbers will have schedules only if their role numbers have been related to specific scenes.*

by Character Role Number - Individual Pages

This report creates an activity schedule list for each character in the play. A new report page starts with each character so these reports can be distributed to individual cast and crew members.

> ***NOTE:*** *If an actor is playing several parts, the character role schedule for each of the parts must be consulted. Tech crew and other non-actors who have been assigned character role/ position numbers will have schedules only if their role numbers have*

been related to specific scenes. To print out the report for an individual character, preview the report, find the page(s) for that character, and use the print selection area at the top of the preview screen to limit your print selection.

Date Limited Activity Schedule Reports

To simplify creating activity reports for specific periods during your production, certain reports have been created to limit their output to only those dates within the range of dates specified on the Reports tab of the User Preferences window. If you have not specified report beginning and ending dates, no records will be read and the program will return a 'Nothing To Preview' message.

Activities by Date (Date Limited)

This report creates a list of activities by day, including scene number, page number, one line scene description, and the contents of the activity times - notes field for each activity. Character roles are not listed in this report. This report is limited to the time period specified on the Reports tab of the User Preferences window.

By Location (Date Limited)

This report creates a list of all activities scheduled for each specific location within the time period specified on the Reports tab of the User Preferences window. Locations are grouped by their overall location area, and each specific location's list begins a new page. This report includes all items in the activities file, and activities not yet assigned to a specific location are printed first. Contents of the activities description field are included. Character roles are not listed in this report.

by Character - Individual Pages (Date Limited)

This report creates an activity schedule list for each character in the play. A new report page starts with each character so these reports can be distributed to individual cast and crew members. This report is limited to the time period specified on the Reports tab of the User Preferences window.

NOTE: If an actor is playing several parts, the character role schedule for each of the parts must be consulted. Tech crew and other non-actors who have been assigned character role/ position numbers will have schedules only if their role numbers have been related to specific scenes. To print out the report for an individual character, preview the report, find the page(s) for that character, and use the print selection area at the top of the preview screen to limit your print selection.

Daily Activities w/Characters (Date Limited)

This report creates a daily report of character role lists for each scene in each scheduled activity, sorted by day and start time. For each activity, the scene number, start and end times, page number and scene description are displayed, as well as character role number, role name, actor ID, and understudy ID for each role in the scene. A new page begins for each new day of activities. This report is limited to the time period specified on the Reports tab of the User Preferences window.

NOTE: If an activity is scheduled without a scene number, the activity is still listed, but with an empty box for the role information. Because character roles are defined relative to scene numbers, an activity with no scene number will not generate an entry in this list.

Rehearsals Only

Activities schedules and rehearsal schedules are similar -- they both draw from the same pool of scheduling information and data you have just entered. In most cases, rehearsal schedules are actually a subset of activities schedules, and many of their reports have similar designs. The major difference is that activities schedules create reports for all scheduled activities (including meetings, performances, etc.) while rehearsal schedules create reports only for those items which have *'Rehearsal'* as their Activity Type.

> ***NOTE:*** *In creating rehearsal schedules, PRS looks in the field for an exact match with the word* ***Rehearsal.*** *If you change the* ***Activity Type*** *name to '****Reh****' or anything else, PRS will not recognize a match and will therefore be unable to print a rehearsal schedule report, and may even give you a* ***No Records Found*** *message.*

Rehearsal Date Schedule w/ Notes

This report creates a general list of scenes scheduled for rehearsal for each day, including start and end times, scene number, script page number, one-line scene description, and any notes related directly to that scene/rehearsal day.

Quick List by Date

This report creates a simple list of scene numbers, rehearsal times and notes for each day that rehearsals are held.

w/ Character Roles in Scene

New Page Each Day

This report creates character lists for each scene in each rehearsal, sorted by day and rehearsal time. For each scene being rehearsed the scene number, rehearsal times, page number and scene description are displayed, as well as character number, part name, and actor ID code for each character in the scene. A new page begins for each day of rehearsals.

Full List Print

This report creates character lists for each scene in each rehearsal, sorted by day and rehearsal time. For each scene being rehearsed the scene number, rehearsal times, page number and scene description are displayed, as well as character number, part name, and actor ID code for each character in the scene.

Limited to Character Groups

This report creates character lists for each scene in each rehearsal, sorted by day and rehearsal time. For each scene being rehearsed the scene number, rehearsal times, page number and scene description are displayed, as well as role number, part name, actor ID, and understudy ID for each character role/ position attached to the scene. Character roles are listed only if one of the their limiting groups is a group selected for the rehearsal.

NOTE*: If a rehearsal is scheduled without a scene number it will not be listed, since activities in this list only appear if at least one role/ position must be present at the rehearsal. However, a rehearsal's being listed is not dependent on whether any of the roles have been cast.*

Group and Date Limited

Character roles are listed only if one of the their limiting groups is a group selected for the rehearsal, and if the rehearsal is scheduled within the date limits set in your **General | Preferences** screen.

This report creates character lists for each scene in each rehearsal which meets the above criteria, sorted by day and rehearsal time. For each scene being rehearsed the scene number, rehearsal times, page number and scene description are displayed, as well as role number, part name, actor ID, and understudy ID for each character role/ position attached to the scene.

NOTE*: If a rehearsal is scheduled without a scene number it will not be listed, since activities in this list only appear if at least one role/ position must be present at the rehearsal. However, a rehearsal's being listed is not dependent on whether any of the roles have been cast.*

by Scene Number

This report creates a list of rehearsals for each scene. This serves as a cross-reference list to determine when a scene will be (or was) rehearsed. Rehearsals scheduled without a scene number are listed at the beginning of the report.

by Time

This report creates a list of rehearsal scenes for each time of day for which one is scheduled. This report is not typically used very often, but may be useful for statistical reasons.

Rehearsals by Character Role - Individual Pages

This report creates a rehearsal schedule list for each character in the play. A new report page starts with each character so these reports can be distributed to individual cast members.

NOTE: *If an actor is playing several parts, the character role schedule for each of the parts must be consulted. Tech crew and other non-actors who have been assigned character role/ position numbers will have schedules only if their role numbers have been related to specific scenes. To print out the report for an individual character, preview the report, find the page(s) for that character, and use the print selection area at the top of the preview screen to limit your print selection.*

by Role Single List

This report creates a rehearsal schedule list for each character in the play. This is composed and printed as a continuous list, so a new report page does not start with each new character role.

NOTE: *If an actor is playing several parts, the character role schedule for each of the parts must be consulted. Tech crew and other non-actors who have been assigned character role/ position numbers will have schedules only if their role numbers have been related to specific scenes.*

by Role Small List

This report creates an abbreviated rehearsal schedule list for each character in the play. It includes only the start time and scene number for each rehearsal, and lists three rehearsals per line. This is composed and printed as a continuous list, so a new report page does not start with each new character role. This list is designed to minimize paper usage, though it does so at the expense of ease of readability.

NOTE: *If an actor is playing several parts, the character role schedule for each of the parts must be consulted. Tech crew and other non-actors who have been assigned* *character role/ position numbers will have schedules only if their role numbers have been related to specific scenes.*

for Range of Dates

by Date

This report creates a simple list of scene numbers, rehearsal times and notes for each day that rehearsals are held. The report is limited to the period defined on the preferences screen by Report Start Date and Report End Date.

NOTE: *If no report dates are defined in preferences, there will be nothing to preview or print.*

by Role - Individual Pages

This report creates a rehearsal schedule list for each character in the play. The report is limited to the period defined on the preferences screen by Report Start Date and Report End Date. A new report page starts with each character so these reports can be distributed to individual cast members.

NOTE: *If no report dates are defined in preferences, there will be nothing to preview or print. If an actor is playing several parts, the character schedule for each of the parts must be consulted. Tech crew and other non-actors who have been assigned character numbers will have schedules only if their character numbers have been related to specific scenes. To print out the report for an individual character, preview the report, find the page(s) for that character, and use the print selection area at the top of the preview screen to limit your print selection.*

Locations Lists

by Group and General Area

This report generates a list of specific locations for each general location area. General location areas are grouped by their location area type. This report provides only location names and descriptions, not addresses or telephone numbers. It provides a convenient non-detailed view of your location options.

Overall and Specific Location Names

This report generates a list of specific locations for each general location area. Addresses and phone numbers for the locations are included as available.

Specific Locations

This report generates a list of the individual (specific) locations where activities may be held. These locations are sorted by their location ID. Location addresses and phone numbers are included as available.

Location Types

This report generates a simple list of the category types you have used to describe your activity locations.

Overall Location Area Types

This report generates a simple list of the category names you have used to describe your general location areas.

Script Tracking

by Person

This report generates a list of scripts checked out (and/or in) for each cast or crew member. The report is sorted by cast or crew member's name ID, and lists the script type, check out and check in dates.

by Script Reference Number (ID)

This report generates a list of all scripts which have been checked out or in, sorted alphabetically by script reference number (ID), and lists script type, check out and check in date, as well as the cast or crewmember ID. Scripts which have been checked out, in , and out again will be listed a second time (for the second check-out).

Totals are provided for number of different script ID's, number checked in, and the number still needing to be checked in. Because a script can be checked out and in more than once, the total number of scripts may not equal the scripts checked in plus those still needing to be checked in.

Not Yet Returned

This report generates a list of scripts not returned, sorted by the name ID of the cast or crewmember who checked the script out. In addition to showing the script ID, type, and check-out date, this report shows the source (publisher) of the script and its value. Totals are generated for the number of scripts not returned, as well as for their dollar value.

by Script Type

This report generates lists of scripts checked out or in, grouped by script type and sorted within each group by the name id of the cast or crewmember who checked them out. Scripts which have been returned and then checked back out are listed more than once.

General Lists

Scene Types List

This report lists the categories of scene types. The contents of the description field are included.

Address Types List

This report lists the categories of address types. The contents of the description field are included.

Phone Types List

This report lists the categories of telephone number types. The contents of the description field are included.

User Preferences

This report gives you a one-page list of the current settings of your global user preferences.

Window

These are the basic window controls as found in most window programs.

Tile

Divides your screen among your open windows by placing them side-by-side. Because some windows, particularly the update entry forms, have preset limits to how narrow they can be displayed, this often proves a less-than-pleasing option.

NOTE: If you tile the windows on your screen and then close them, the next time you call them they will appear in the same place and size as their tiled position.

Cascade

Places your open windows one on top of the next in a slightly offset fashion, so their title bars are initially displayed. This function also tends to normalize the sizes of your windows. Because of the variety of sizes and shapes of the PRS windows, owing to the various list boxes they contain, the cascade option may prove more frustrating than it is worth because of its auto-resizing feature.

NOTE: If you cascade the windows on your screen and then close them, the next time you call them they will appear in the same place and size as their cascaded position.

Arrange Icons

When you minimize a window it becomes a small icon bar on the bottom of the main PRS window. These bars may be moved around, or for that matter closed. If they begin to be scattered all over the screen, or if resizing the screen has made them cluttered, hard to find, or hidden, use the Arrange Icons function to make the icon bars line up in an orderly row across the bottom of your window.

The Active Windows List

(There is no menu item with this name, but the list appears automatically as you begin to open windows.)

Any window which is active (either open or running minimized in an icon bar) is listed at the bottom of the Window Menu. The currently selected window name is displayed with a check mark next to it. Here you can switch your active window by selecting a different one, or bring up a minimized window and select it.

> ***NOTE:*** *If you have called an update form from a browse window, you won't have access to that browse window until the update form is closed. Therefore the Active Windows list will show you only the name of the update form and not the parent browse it is updating. As soon as you finish your update and close the update window, the name on the Active Windows list again show the name of the browse window.*

This list is particularly useful if you have a number of windows open simultaneously and have hidden one behind another. It is also good practice, if many windows are open, to check for duplicates of the same window to make sure you don't have duplicates open (since in many cases this can create confusion.)

Help

Contents

This brings up the help contents screen for PRS. You can get basic help descriptions by clicking on a topic.

Search For Help On

Here you can have your computer build an index to the help system.

How To Use Help

This brings up your standard Windows operating system help system.

Register PRS

This item should only be accessible if you are using an unregistered demo version of PRS. It contains information about how to register, receive technical support, etc.

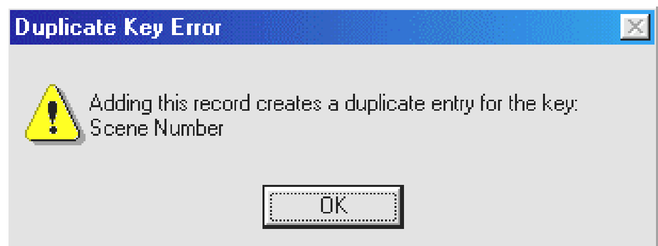
About PRS

This lets you know what version of PRS you are using.

Appendix A - Troubleshooting and Error Messages

Duplicate Key Error

You receive a Duplicate Key Error message if you attempt to add an entry which duplicates the contents of a field which PRS requires to have a unique value. The message will indicate in which field the duplicate occurs, but in certain cases this indication may be difficult to understand because it lists the program's internal name for the field rather than the name which appears in the update form.

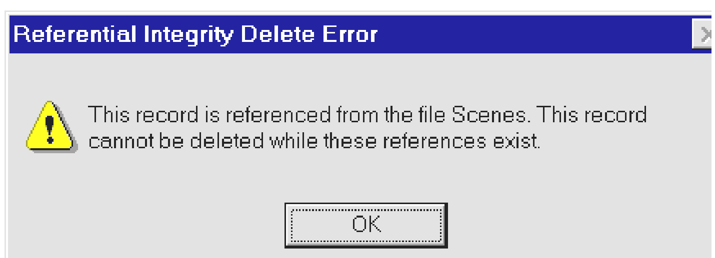


In the above case it is obvious that the error refers to the fact that two scenes may not have the same number.

Solution: *Press the OK button, and in the entry form change your entry to a new (unique) value. (In this case, change the scene number you are entering to one which has not yet been used.)*

Referential Integrity Delete Error

Certain items in PRS cannot be deleted unless there are no entries directly related to them. An example of this is the **Scene Types** category, which will not allow the delete of a category which has scene numbers associated with it.



If you attempt to perform such a delete, you get a **Referential Integrity Delete Error**.

Solution: *If you get this message, you must first click* ***OK*** *to clear the error message. If you still want to delete this scene type, you must switch the category of those related scenes to a different category before the you can eliminate the scene type.*

Nothing to Preview

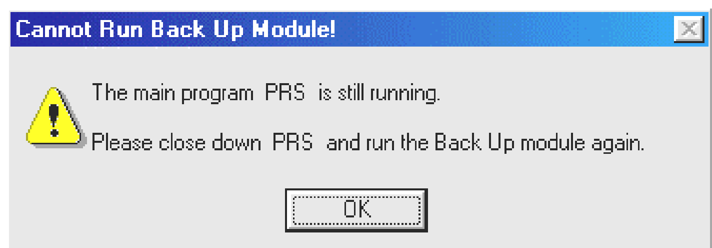
This is not an error message as such. This message occurs after you have selected **Print Preview** for a report if PRS can't find any records matching the criteria of the type you are trying to print.

***Solution**: Check the browse for the file you want to print and make sure there are items entered in it. Then check the **General | Preferences** screen to see whether you have defined date limits different than your data. If your dates present an impossible condition (start date is after the end date) no date limited reports will print.*

*Also review the settings of your various check boxes in your **Character Role/ Position Update** and **Activity Update** screens.*

Cannot Run PrsBack Back Up Module

The PrsBack program should not be run while you have PRS running. If PrsBack senses an open PRS program on your computer, it will not open, and you will get a warning that PRS is open.



***Note:** This is not foolproof. On networked systems PrsBack will not sense PRS running on other machines.*

***Solution:** Close down PRS on all networked machines before running PrsBack.*

Error 47

This error message occurs if PRS attempts to open a file with a different file structure than it needs. This might occur if you have copied files from one working directory to another without including the UPG.TPS file among the ones you copied or if you copied files from a more recent directory to an older one.

You should try to re-copy the files, remembering to include the UPG.TPS file.

Remember, files can only be 'upgraded' to work with more recent versions of PRS, not vice versa.

If you have experienced this error for other reasons, please contact us at support@onsetsoftware.com.

Error 801 – No Bind on Variable

This error message indicates an internal error in program logic that hasn't been caught in testing.

If you have experienced this error, please send us full details including version number, what you were doing, and which screens were open at the time of the error. Please send the report to bugreport@onsetsoftware.com.

Appendix B - What the Data Filenames Represent

.TPS Filenames

The .tps files created and used by PRS are your data files. PRS is traditionally set up so that all the data files reside in the same directory as the program files. In this way, if you are working on several plays simultaneously, you can create a new directory for each one, and thereby be able to run several different plays simultaneously and independently. (See installation section for more information on this.)

These are the .tps files normally created and their descriptions:

ACPRNOT.TPS	Activity / Personnel Notes
ACQTYP.TPS	Action Cue Categories
ACTIONQ.TPS	Action Cue Names/ Descriptions
ACTIVITY.TPS	Activity Categories
ACTORPIX.TPS	Cast and Crew Picture Filenames
ADDRESS.TPS	All Addresses (Cast, Crew, Suppliers)
ADDRID.TPS	Address IDs
ADDRTYP.TPS	Address Categories
APIXTYP.TPS	Cast and Crew Picture Types
BFLOG.TPS	Used internally by PrsBack backup program (should not be copied)
BFLSELS.TPS	Used internally by PrsBack backup program (should not be copied)
BLOCKPIX.TPS	Blocking Diagram/ Picture Filenames
BPIXTYP.TPS	Blocking Picture Categories
CFG.TPS	Used internally by PrsBack backup program (should not be copied)
CHARNAM.TPS	Character Role/Position Names
CHARTYP.TPS	Character Role/Position Categories
CHSETCHG.TPS	Role numbers associated with set change events
COSPIX.TPS	Costume Picture Filenames
COSTUME.TPS	Costume ID Names
CTBOXCTL.TPS	(Internal Use – Report Grids)
CTPAPERS.TPS	(Internal Use – Report Grids)
CTRPTS.TPS	(Internal Use – Report Grids)
CTSTYCTL.TPS	(Internal Use – Report Grids)
CTSTYLES.TPS	(Internal Use – Report Grids)
CTTITLES.TPS	(Internal Use – Report Grids)
DAYS.TPS	(Internal Use)
DYNALBLS.TPS	(Internal Use)
EFXQ.TPS	Effects Cue Names/ Descriptions
EFXQTYP.TPS	Effects Cue Categories
FORMAT.TPS	Format data for Lens/Projection Calculator
GENERAL.TPS	(Internal Use)
LIGHTQ.TPS	Lighting Cue Names

LITQTYP.TPS	Lighting Cue Categories
LTRANTYP.TPS	Lighting Transition Category Names
O1QTYP.TPS	'Other' Cue Categories
O1THERQ.TPS	'Other' Cue Names / Descriptions
OWNTYP.TPS	Ownership Categories
PEOPLE.TPS	Cast and Crew members
PERSTYPE.TPS	(Internal Use)
PHONES.TPS	Telephone Numbers
PHONETYP.TPS	Telephone Number Categories
PONUMS.TPS	Purchase Order Numbers
PROPPIX.TPS	Prop Picture Filenames
PROPS.TPS	Names of Prop Items
QTRANS.TPS	Cue Transitions
QTYP.TPS	Cue Categories
REHTIME.TPS	Activities Schedule Items
RPTSETUP.TPS	(Internal Use)
SCCHAR.TPS	Character Roles associated with Scenes
SCCOSTUM.TPS	(Internal Use)
SCENES.TPS	Scene Numbers
SCENETYP.TPS	Scene Type Categories
SCOPSHIP.TPS	Shipment Records for Copies of Script
SCOPTYP.TPS	Categories for Script Copied
SCOPY.TPS	Script Check-in/out Records
SCPROP.TPS	Props Associated with Scenes
SCSOUND.TPS	Sounds Associated with Scenes
SDPIX.TPS	Set Dressing Picture Filenames
SETDRESS.TPS	Set Dressing Items
SETITEM.TPS	Set Dressing Items associated with Set Names
SETNAME.TPS	Set Names
SETQ.TPS	Set Cue Names/ Descriptions
SETQTYP.TPS	Set Cue Categories
SOUNDQTY.TPS	Sound Cue Categories
SOUNDS.TPS	Sound and Music Cue Names
SOURCES.TPS	Sources/ Vendors/ Suppliers
SOURCTYP.TPS	Source (vendor/supplier) Types
UPG.TPS	(Internal Use - keeps track of file versions and enables automatic file definition updates.) MUST BE COPIED!
VENUE.TPS	Locations for Activities
VENUETYP.TPS	Categories of Specific Locations
VENUGRP.TPS	General Location Areas
VENUPERS.TPS	Location Personnel

VGTYP.TPS	Categories for General Location Areas
WARDINCO.TPS	Wardrobe Item Names associated with Costume ID Names
WARDPIX.TPS	Wardrobe Item Picture Filenames
WARDITEM.TPS	Wardrobe Item Names

.INI Filenames

The .INI files in your data hold information about how the program was set up (and changed). It keeps track of housekeeping chores such as remembering the positions and sizes of your various windows, and remembering the values of some of the items you have defined in your Global Preferences page.

.INI files are saved in standard ASCII and can be viewed or edited in Notepad.

PRS12.INI	Configuration settings info for PRS 1.20

Appendix C - The PrsBack Backup Program

Beginning with PRS release version 1.0, we're including a simple backup utility program to make it quick and easy to back up your data files. It is similar to other backup programs you may have in that you can select where you want the backup to be stored, and whether or not to use compression. However, the PrsBack program is different in that it pre-defines the files to be backed up, thus making it quicker and easier for you to use in creating backups of your data files.

You may only use PrsBack when PRS is not running. Ideally you should run it each time you finish working with PRS. If working in a network environment, make sure all users are logged out before running PrsBack. It allows you to quickly and easily back up your data files to a location you can select, such as a floppy disk. (Yes, the files are compact enough that most productions can fit their data onto a single floppy; and PrsBack will prompt you for additional floppies if you need them.) It also helps manage a list of backups you have made. File compression can be turned on or off, and it is possible to restore files to an alternate location. The program resides in your default PRS directory, and is started from the same start menu you use for PRS.

PrsBack contains elements licensed from Sterling Data in the UK, and its 4.6 version number refers to their version which has been used as a starting point for the utility.

Installing PrsBack

PrsBack installs automatically when you install a full registered version of PRS. The install program places PrsBack.exe in the same working directory as your PRSxx.exe file and *.tps data files.

Adding a Desktop Shortcut Icon

A desktop icon can be a convenient way of starting PrsBack. To add one, open Windows Explorer, making sure that it is not maximized (so some desktop is still visible) and navigate to your PRS working directory (default is c:\OnSetApps\PRSxx\ ). Locate the PrsBack.exe file. RIGHT-CLICK on the PrsBack.exe filename and, keeping your right mouse button depressed, drag it onto your desktop and release your right mouse button. From the popup menu which appears, select 'Create a Shortcut'. This places a shortcut icon on your desktop. You can re-name the shortcut if you wish to do so.

Starting PrsBack

Before you start PrsBack, make sure that PRS is not currently running. If you are on a network, make sure no one on the network is currently accessing PRS. You may only use PrsBack when PRS is not running. Attempting to run PrsBack while PRS is running on a single-user system will normally bring up an error message, in which case, after clearing the error message, close PRS and start PrsBack again.

From the Windows Start Menu select Programs. From the OnSet program group select PrsBack to start the program.

If you have placed a shortcut icon on your desktop, you can start PrsBack directly by DOUBLE-CLICKING that icon.

You will notice that the header line at the top of the PrsBack program window contains a reminder of the last time you made a backup.

Creating A Backup

CLICK on the BACKUP button, or from the menu select File | Backup Data.

This opens the Back Up Data window. Select the location where you want the backup to go. If you are selecting your floppy drive, you must select the disk size you are using (normal is 1.4MB).

You may select a path location if you want the backup to go to a specific directory.

If you don't want your backup files to use compression, uncheck the Compress Data Files box.

CLICK on the Start button to continue, or use the Cancel button to exit without making a backup.

Data Backup Check Window

If you are backing up to floppy disks, the **Data Backup Check** window opens to let you know approximately how many pre-formatted floppy disks you will need for the backup.

Any .BKP (backup) files on the disk will be overwritten by the new backup. Files of other types which are already on the disk will not be overwritten. (though they will take up space on your disk and therefore potentially require that you use additional disks.)

Press **Continue** to begin the backup process. You will see your various filenames appear briefly as they are being backed up. The filenames which appear in red are the ones being compressed. Those which appear in black are small enough that compression is not justified (under 5k in size.)

When the backup process has finished, a **Backup Completed** window will appear. CLICK **OK** to clear the window(s).

Managing Multiple Backup Sets

We highly suggest standardizing your backup process, both by doing a backup every day and by keeping your backups organized. A suggested system would be to keep a set of disks pre-labeled with the days of the week, and to use the appropriate disk for each day. Thus when writing over an old backup, it is a week old, and you have several more recent backups.

In addition, we recommend that you keep an 'archive' backup set, with the backup performed weekly, at an entirely different location. By having four 'archive' backup sets, these disks will be cycled monthly, and provide extra security in case of a disaster (fire, flood, sprinkler system, errant refrigerator magnet, etc.)

You should develop your own system for organizing your backups, one which feels both comfortable and secure for your needs. Please don't wait for disaster to strike before realizing you still haven't backed anything up.

Backup Log

The backup log is a utility to help you keep track of your backups. It makes an entry each time you perform a backup, and keeps track of which files are included in it. To open the Log File Browser, either CLICK on the Log File button, or select Backup Log | Browse Log File from the menu.

> ***NOTE:*** *The backup log does not delete an entry when you overwrite a .BAK file on a disk. To eliminate log entries you must manually purge them from the list.*

Purging the Log File

Before purging the log file, you should browse the backup log and check the backup set numbers you wish to eliminate.

From the menu select **Backup Log | Browse Log File** to open the **Purge Backup Log** window, select the first and last backup set numbers you wish to purge from the file (all numbers between them will be purged as well) and CLICK the **Start Deleting** button. These records will be eliminated from the log file.

Restoring from a backup

Hopefully you will never need to utilize the restore function, but for your peace of mind you should try it and verify that it is working properly, and that you know how to do it..

CLICK on the RESTORE button, or from the menu select File | Restore Data. This opens the Restoring Data window. Here you select where the backup file is by selecting the drive and PATH directory. The button to the right of the PATH entry field opens a navigation window to allow you to select a directory.

Optionally, you may enable the Select which files to restore check box. When this option is selected, CLICKING the Start button sends you to a selection window that allows you to select or de-select the individual files from your backup that you wish to restore.

If you want to restore your data to a location different than the location from which the backup had been created, CLICK on the Restore To tab to select the location where you want the restore to go.

> ***NOTE:*** *If you are restoring files to their original location****, PRS will DELETE and replace the files currently at that location as part of the restore process***

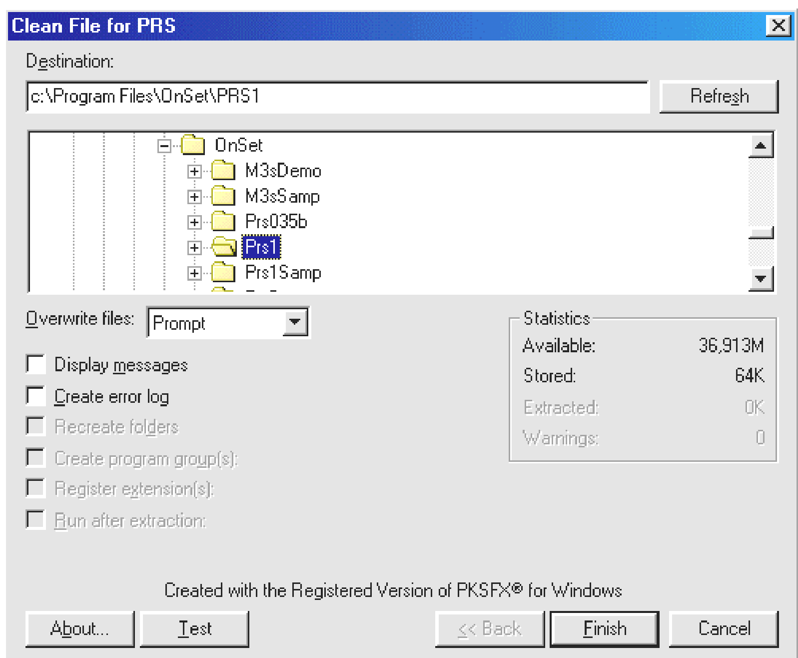
CLICK the Start button to begin the restore process. A message window will pop up when the process is complete.

Appendix D – Using CleanFil.exe to remove your data files

Most if the time you will doubtless be more interested in saving data than eliminating it; but at the end of a production, or after doing the tutorial, you may want to clear out all your data files to start over with an empty program template in which to enter new data.

While it would be possible to eliminate your data by erasing the various .tps files in which it resides, this approach has a couple of potential drawbacks. First of all, this would eliminate all preset category descriptions, such as phone and address types. Other files which you might want to keep, such as your backup log file, could be deleted in this process. In addition, because PRS looks for empty versions of the files at certain times and creates new versions if it can't find them, the program could potentially experience a couple of GPF errors until it has rebuilt all the required files. (Though this problem has been virtually eliminated in PRS v1.10 and more recent versions.)

In order to eliminate these possible drawbacks, PRS includes a utility called CleanFil.exe (Clean File), so named because its purpose is to provide you with clean versions of the files. To keep you from running it by mistake (and thereby potentially removing your current data), it has not been installed as part of your start menu. You will, however, find it in your PRS program directory, where you can run it from Windows Explorer or from the File Run command.



Before running the Clean File program you should make one or more backups of your data files. (The first backup becomes your master data file for the production you are clearing; and so *the second backup becomes the only true backup of your data*.)

What Clean File does is expand a collection of empty data files and replace your existing files with them. It also contains default versions of the various 'category type' files used by PRS, complete with their original category data. When you start Clean File a standard PkUnzip expand screen opens (this part is licensed from PKware), which you may use to select the destination for the files you are expanding. The default destination directory is C:\OnSetApps\PRS*xx*\.

Because the utility eliminates your existing data files, we have instituted a password starting with PRS v1.20 to help make sure that you want to perform this function.

The password is: **EatMyData**

(Please note use of upper and lowercase text, since passwords are case-sensitive)

Appendix E - Using several installs of PRS to simultaneously manage more than one production.

Our preferred method of using PRS to manage several productions on the same computer involves creating a separate directory for each production, and installing PRS separately into each directory.

To do so, begin by creating the new folder (directory) in which you wish the program to reside. (Creating a new folder/directory is a Windows function which must be performed before beginning the new install. For more specifics, see your Windows manual or Windows help system under *folders, creating*. At some point, the DOS term *directories* transitioned into Windows term *folder*. In this manual they are used interchangeably.) Start your install program in the normal fashion, but when you get to the Choose Destination Location screen, CLICK the Browse button and select the new directory from the Select Destination Directory window.

You may continue the new installation process in either of two fashions, each with its own advantages and disadvantages:

New Program Group Method

As you continue the installation process, you will come to a screen which prompts you to select the program group into which to install the program. Do not accept the default program group, but instead type in a new program group name (keep it short and simple -- such as a short version of the play title – no punctuation symbols please!) and the install program will create a program group with this name for your Start | Programs menu. This will help eliminate possible confusion in finding the correct install to start, and it has the advantage of being a quick and easy method. However, if you are going to install on a network, you may wish to change the program name as well (see below) to avoid possible confusion later.

Change Filename Method

One of the first things you may notice is that each time you install the program, you get another PRS listed in your Start | Programs | OnSet menu. This could potentially become quite confusing after a couple of installs. The install program does not allow you to change the program name during installation. You may, however, change either the program or shortcut names in windows at a later time with no ill effect. You can rename the PRSxxx.exe program in Windows Explorer. (It must, of course, keep the .exe file extension). Remember that if you rename the program, you will need to recreate or edit all shortcuts to it, including changing the target filename found in the properties of the start menu shortcut in your Windows\Start Menu\Programs\Onset\PRSxxx folder. If all this seems too complicated for you, we recommend that you stick with the *'New Program Group'* method in the previous paragraph.

> *NOTE: If you change the program filename after setting up PRS on a network, you will need to edit any shortcut information on other computers to reflect the change of filename.*

Appendix F – Transferring your data files from one computer to another

We have received a number of questions from users about transferring their data files from one computer to another to work in more than one place. While we don't feel that this is a particularly good idea (for reasons we will go into next), we do feel that we should provide some guidance in this respect.

Transferring of data should really only be done when using PRS in single-user configuration (not over a network) and when the program is basically just being used by one person.

Potential Problems

A number of potential problems may occur when transferring data files from one computer to another. Most of these exist because the process opens up a number of possibilities for user confusion or error, resulting in potential loss of critical information, or the possibility that your files may become unreadable by one or more of your computers.

Wiping out or losing critical data

Don't like the sound of this? When you replace data on a computer by copying over it, the data that is being replaced ***<u>No Longer Exists!</u>*** If you make a mistake and overwrite the wrong files, you will lose your data – end of story. Have you ever made a mistake and 'lost' a letter or a memo that you had to re-create? Think about needing to re-create your database if you make a mistake. Always create backups of your work <u>before</u> moving files!

Don't do this late at night or when you are rushed

These, of course, are the two times that you will undoubtedly 'need' to move your data. These are also the two times you are most likely to make a mistake, or overlook an important step. If you are going to move data, make sure that you have enough time and alertness to make backups and then do the job in a methodical manner.

Check your media regularly

When copying files, one of the most likely physical problems is with bad sectors on media – floppy disks, etc. Your floppy disks are 'lifetime guaranteed' – so if one goes bad you can send it to the manufacturer and get a new one. Big deal. This doesn't help you much in retrieving data you can't read.

Remember which data set is really your master

If you are constantly 'bringing work home' and transferring data back and forth, or interchanging data between a desktop and a notebook, it is amazingly easy to lose track of which computer has the most recent version of your data. I've done it myself. You get distracted by something major, come back a day later, look at the file dates and times, and forget (or don't know) which version is most recent, or that someone was looking at the 'old data' computer and made a change – so the 'old data' has the most recent file dates/times. You then update your 'new data' by replacing it with the 'old data.' Easy enough to do…

Of course this can occur even more easily if one of your computers doesn't have the correct time/date set…

Don't use a computer that doesn't have access to the current master files

A likely problem can occur if more than one person is entering data into PRS. The second person may not be aware that the master data is currently located elsewhere, and may choose some quiet time to 'really get a jump on the data entry.' This can produce a variety of results, most of them negative. In the best case, no work would have been done to the master files during the intervening time, so the original files could again become the master files (as long as you find out before transferring over them.) Middle ground would require a decision as to which ‘updated files’ would become the master set, with data changes made by the other person written off as having to be re-done.

DO NOT TRY TO MIX AND MATCH BETWEEN DATA SETS!!!

You may think that person ‘A’ changed only the personnel files, and person ‘B’ changed only the schedule files. Couldn’t we just combine the two file sets with the most recent files? **ABSOLUTELY NOT!!!** Doing so could compromise all the work you have done, not just the most recent updates. It also could be compromised in a way that you might not discover for several days, making things even worse. If you make a mistake, accept that you will have to re-enter data.

Same version of PRS on all computers

While this should go without saying, it is also very important. Since PRS automatically updates data files to the latest release version’s format, older PRS versions cannot read these files.

Set up the same drive/directory structure on both computers

Since certain graphics and breakdown files are not placed in PRS data (only pointers using the filenames and a file addresses), PRS will only find them if they have exactly the same Drive / Directory / File Name address on both computers. This is particularly important for picture files for which you are saving the address of the graphics file rather than the picture file itself.

Backup, backup, backup!

Have we said this before? Well now we mean it three times as much. Before you start moving files around make a backup of your files. Then make a backup of the files on the machine you wish to transfer to. If you are the cautious type – or the not-so-cautious type (who will be more likely to actually need the backup) - make another backup, or a different kind of backup (such as copying your data to a temporary backup file on your hard drive). We aren’t joking, and certainly don’t want to have to say ‘we told you so’ if you data becomes lost or unreadable. Remember, when you replace data on a computer by copying over it, the data that is being replaced No Longer Exists! Therefore any backup you have made is now the ‘original’ of that data. If there is a problem with the backup disk, you need to have a backup of the backup!

Make sure that the PRS versions on both computers are the same.

This may seem like a ‘no-brainer’ but is easy enough to forget. PRS ‘forward-converts’ data files from earlier versions to match the file structure of your latest version. There is no conversion tool to ‘backward-convert’ the data to be read by earlier versions of the program. If the PRS versions on the two computers are different, then at some point your data will not be readable – since it is automatically converted to the latest version and then can no longer be read on the computer with the earlier version of the program.

Close PRS if it is running (anywhere on your network)

Whenever dealing with files, it is most important that no-one is running PRS and therefore possibly accessing the data files during the process. (This same warning is made with respect to making backups.) Since any file copy or backup process takes place one file at a time (even if it does all seem to happen in the blink of an eye) it is possible that another PRS user could make changes to one or more of the files during this process. This could potentially create referential problems between the files which might result in some information becoming unreadable or lost.

Using PrsBack to move your files

The PrsBack program provided to make it easy for you to back up your files is also the easiest way to transfer files between standalone computers. The backup made on the source computer can later be restored on the destination computer.

Make a standard backup onto removable media (such as a floppy disk). Bring this to your other computer and open PrsBack on that computer. Select Restore and choose the removable media as the source of the data to restore. Specify your PRS working directory as your destination directory. PrsBack will restore the files by rewriting over the files on your destination computer. Close PrsBack and run PRS to verify that the proper files are now installed.

> ***NOTE:*** *PrsBack works only on your basic data files. If you have picture files or diagrams they will have to be copied separately.*
>
> ***NOTE:*** *Picture files, blocking diagrams and drawings databases rely on the exact address of the file, including the drive and path information. If you are moving data to another computer with different drive names or directory information, PRS may not be able to find these files, or you may need to edit the drive/directory path information of these files.*

Copying data files method

You may also use Windows Explorer (or other program with copying abilities) to copy your data files. Essentially, the files you want to copy are all the ones that have the .tps file extension. You will find these files in your working PRS directory.

There are a few exceptions. <u>DO NOT COPY THESE FILES:</u>

BFLOG.TPS	Used internally by PrsBack backup program (should not be copied)
BFLsels.TPS	Used internally by PrsBack backup program (should not be copied)
CFG.TPS	Used internally by PrsBack backup program (should not be copied)

Copy everything method

While this may seem like a lot of unnecessary work, in certain cases this could be the easiest method of moving PRS. Because all the files needed to run PRS are included in your PRS directory, making a copy of everything in your PRS directory (and sub-directories) can be a fairly simple process, and PRS should run properly on the destination computer with these files. This system works best if you have numerous picture and diagram files in subdirectories below the main working PRS directory.

It is recommended that in copying to the destination computer you use the same directory and path structure that was on the source machine. Thus, if your source computer used the directory c:\OnSetApps\PRS12\ you should copy to this directory in the destination machine (after creating it if need be). Be sure to specify that you want to create subdirectories if this is necessary.

Of course you won't want to try this process with a standard floppy drive, since that wouldn't be nearly large enough. Use a zip drive or other larger capacity storage media.

If you use a CD-R to hold your copy, you will need to eliminate the write protection (read-only attribute) on the files after transferring them from your CD to the destination computer. Otherwise you will receive (numerous) file access errors when trying to add or update data.

Appendix G – Network System Notes

This topic contains sections created by, and reprinted with the permission of, Mark Riffey, Granite Bear Development. Thanks, Mark.

Resolving network and other file problems

Network / file problems, such as those with symptoms like error 1477 and 2172, can take many forms.

They can be caused by one or more of the following:

- Kinked or damaged cable - just because it looks ok doesn't mean it is - test it or swap it out for another one you may have.
- Cable running close to a fluorescent light ballast (fixture)
- Loose connector/plug on cable
- Old "worn out" cables, particularly coax cables that have been around for years
- Out of date drivers
- Bad hub or a bad port on a hub
- Failed/failing network card
- Power problems (PLEASE protect your systems with a UPS, power problems are one of the biggest troublemakers we know of. Yes, a UPS might cost $79 to $450 depending on how big a unit you buy, but how much is your computer and a day's worth of business worth? Consider it much less than the time to fix a power-caused mess.
- Network setup and/or configuration problems.
- Inadvertent shutdowns
- Shutting down servers while workstations are still in the program
- Out of date network drivers (even those right out of the box are sometimes a problem)
- Improper or less than desirable network bindings/settings

NOTE: Remember that having backups is a saving grace in the face of file/network problems. Network problems can corrupt your files in a heartbeat. If you have no backups, you are in big trouble (future or present - trouble will occur). Having backups is a responsibility you must take VERY seriously.

Drivers up to date? Windows networking is subject to a number of problems, MANY of which can be solved simply by installing updated driver software from the manufacturer or (more often) Microsoft. The link below will go to a web page that describes just ONE of the problems in Windows peer-to-peer networking, yet there are several other problems referenced at the bottom of that page. In particular, anyone on Windows 95 needs to get their network drivers and "requestor" updated. http://support.microsoft.com/support/kb/articles/q174/3/71.asp and http://support.microsoft.com/support/kb/articles/q148/3/67.asp in particular note some problems that can burn you.

Windows NT users - Are you on service pack 6 instead of service pack 6a or another service pack? If so, expect lots of problems. Microsoft has acknowledged that service pack 6 broke a lot of things network-wise. You can get service pack 6a at their site or you can go back to service pack 5, either of which is stable. In addition, do NOT mix service packs on different NT machines on your network. In other words, run all your NT machines on service pack 5 or on service pack 6a, but not a mix of both service packs.

Is your network slow when using a mapped drive letter? The reason is this: The computer has both TCP/IP and NetBEUI (network protocols, similar to different spoken languages). TCP/IP for the Internet and NetBEUI for the local network. TCP/IP is the default protocol. When connecting to a mapped drive after some idle time, the computer tries to connect first over TCP/IP and times out. Then and only then it tries the NetBEUI connection. Go to the Control Panel > Networks > Bindings. Make NetBEUI as the default protocol.

Is your network slow when using a mapped drive letter? (part 2) Is the drive mapped to the main computer's drive or to a folder? If it is mapped to a folder, you will likely see a decrease in performance, often a quite noticeable decrease.

We are not sure why this happens, but mapping directly to the drive has been proven time and time again to be faster. We have not discovered the reason for this, despite extended searches of Microsoft's tech database (http://msdn.microsoft.com).

Is your network slow?

Recently, we have noticed that the "Windows Indexing Service" has a seriously negative effect on network performance. Turn it off. The indexing service scans your hard disk and indexes the files so that the next time you do a file search, Windows can find the files more quickly. Turn it off. Think about how often you do searches vs how much time you waste waiting on your network. Do a search and do other work while waiting for it. Its just not worth waiting 99% of the time to speed up 1% of your work.

Why is my network slow after mapping a drive letter?

The reason might be this: The computer has both TCP/IP and NetBEUI (network protocols, similar to different spoken languages). TCP/IP for the Internet and NetBEUI for the local network. TCP/IP is the default protocol. When connecting to a mapped drive after some idle time, the computer tries to connect first over TCP/IP and times out. Then and only then it tries the NetBEUI connection. Go to the Control Panel > Networks > Bindings. Make NetBEUI as the default protocol.
We have also seen significant slowdowns at customer sites that mapped a drive letter to a shared FOLDER, rather than to a shared DRIVE.

See also http://www.911networks.com , where there is a great amount of network debugging information.

Is your Windows 2003 network slow?

#1 - Get all the Windows 98 machines off of the network. Not just out of PRS, but OFF THE NETWORK.

#2 - Get all XP machines on Service Pack 2.

#3 - Get Windows 2003 on Service Pack 2.

#4 - Disable SMB
On the Windows 2003 Small Business Server, run "gpmc.msc" and make sure the following policies (10 in total) are all 'Disabled' (instead of 'Not defined') in BOTH 'Default Domain Security Policy' and 'Default Domain Controller Security Policy':

NOTE: The polices are under 'Windows Settings' -> 'Security Settings' -> 'Local Policies' -> 'Security Options'.

1) Microsoft network client: Digitally sign communications (always): Disabled
2) Microsoft network client: Digitally sign communications (if server agrees): Disabled
3) Microsoft network server: Digitally sign communications (always): Disabled
4) Microsoft network server: Digitally sign communications (if client agrees): Disabled
5) Network security: LAN Manager authentication level: Send LM & NTLM - use NTLMv2 session security if negotiated

B. Restart the DC and client computer to take effect.

Do some or all computers on your network randomly "die", "go to sleep" or "hang"?

Usually, this is caused by power management being active on the workstation and possibly the server. Power management is a fancy computer geek word for "*Windows has settings that turns stuff off when it hasn't been used in a while*". Power management is a bad thing on a network. It's great on a laptop at 37,000 feet with 3 hours remaining of your flight, but it's far more trouble than it is worth otherwise. Bottom line issue: You dont want network cards turning off because you haven't moved your mouse for 20 minutes. You dont want your server's hard drive turning off because no one has touched the server keyboard in the last 30 minutes (this might make your workstations just a little bit cranky when they are trying to read stuff on that server's drive). This is exactly what Power Management is supposed to do, but you don't want this to happen when using a networked database.

To investigate, go to Start, settings, control panel (XP in "ugly mode" or Windows 2000) or Start, Control Panel (XP in "pretty mode") and double click the Network Connections icon (if that doesnt exist on your computer, you need to find the place where you can change settings on your network cards). Find your network adapter on this screen. Usually it will say something like "Local Area Connection" or "Wireless Connection 1" (if you are ignoring our advice and using wireless). Right click that icon, click properties. When the screen opens, you'll see the name of the network card up near the top, just below the tabs. To the right of that, there is a Configure button. Click it. When the next screen opens, there will almost certainly be a Power Management tab. On that tab, chances are you will see a checkbox that says something like "Allow the computer to turn off this device to save power". Uncheck the box and click OK until you dont have to look at all these network settings anymore. Reboot your PC, hope for the best.

Windows 98 networking

Here is Microsoft's "best place to start" page for dealing with Windows98 issues, including networking issues.
http://support.microsoft.com/highlights/w98.asp

Windows ME (Millennium) networking

Here is Microsoft's "best place to start" page for dealing with Windows ME/Millennium issues, including networking issues.
http://support.microsoft.com/highlights/winme.asp

Windows 2000 networking

Here is Microsoft's "best place to start" page for dealing with Windows 2000 issues, including networking issues.
http://support.microsoft.com/highlights/Win2000.asp

Windows XP networking

Here is Microsoft's "best place to start" page for dealing with Windows XP issues, including networking issues.
http://support.microsoft.com/highlights/winxp.asp

Windows 2003 Server networking

http://support.microsoft.com/default.aspx?scid=fh;EN-US;winsvr2003

Need Netbeui on your XP systems and can't find it?

Click here to find out how to install it. http://support.microsoft.com/search/preview.aspx?scid=kb;en-us;Q301041

Workstation drive letters "getting the red X" (disconnecting from the main computer)

You can disable this by issuing this command from the DOS command line: net config server /autodisconnect:-1
Before using this command, we suggest you read the Microsoft article that discusses autodisconnect. You can find it here:
http://support.microsoft.com/default.aspx?scid=kb;en-us;138365.

Windows 2000 or Windows XP mapped drives disconnecting for no apparent reason? (showing the red X over the drive in explorer)

http://support.microsoft.com/default.aspx?scid=kb;en-us;138365

Novell Netware problems?

The problem could be your Novell Opportunistic Locking setting. Contact your network person for further details. How to turn it off? Goto Control Panel -> Networks -> Novell Client Properties -> Advanced Settings Tab -> Opportunistic Locking and make sure this is switched off on all client Machines - ALSO Make sure True Commit is ON at each client PC (This should help stop data corruption)

Performance issues are often caused by network protocol "bindings"

Check the following Network protocols basics:

- Make sure that your default network protocol has no bindings to a virtual device (dialup.....).
- If you are using TCP/IP and you have dialup on this workstation, try NetBEUI.
- Try to avoid using IPX and NetBEUI together. IPX gets confused when you have a "chatty" NetBEUI. Removing IPX (if you can) is strongly advised.
- If you need to examine the network further, check out http://www.sysinternals.com/Utilities/TdiMon.html to get a bird's eye view of what's going on.

Does the system work on some machines but seems to "think about it" and then do nothing on others? Sometimes your network "times out" when loading Photo One across a network. It's a big program, with a memory "footprint" of about 20 meg. You could try making a c:\p6 folder on the workstation, then copy the .exe and .dll files from the server's \p6 folder to the workstation's \p6 folder. Next, change the shortcut so that the target points to c:\p6\p1w.exe instead of serverdriveletter\p6\p1w.exe - BUT leave the "Start in" alone.

Does the system work on some machines but seems to "think about it" and then do nothing on others? Sometimes your Windows doesn't have enough "files" set in your config.sys. Try 100 or 125. If this isn't descriptive enough, you need to have your consultant do this for you. Sometimes having full-time virus scanning turned on does this. Ask your virus software vendor how to work around this OR exclude our program from your scanner if you can.

Power management - Do you have Energy Star features on your computers? Probably so. Power management and networking DO NOT MIX. You can have your computers' power management features turn off and/or dim the monitor, but DO NOT have them turn off the hard drive, network cards etc. This will definitely cause you grief when computers are networked. Grief = lost data

Database corruptions, timeouts and other troubles

Another issue is the various ways that Windows9x and NT try to improve performance, often at the price of stability. Sometimes these things work, other times they cause network timeouts because they force additional file operations behind the scenes and those file operations time out (fail). One way to turn one of these items off is to turn off "Synchronous buffer commits". To do this, click Control Panel, System, Performance, File System, Troubleshooting and check the "Disable synchronous buffer commits" checkbox.

Database corruptions, timeouts and other troubles, part II

Further, Windows NT users face issues caused by some performance improvements that NT tries to implement with network applications by 'faking' multiple use of files. Unfortunately, some users experience file corruption because of this. This article is a bit of nerd-speak, but your network person should take a look at it if you are seeing "Access denied" errors on network files when they *know* that the network permissions are set properly. http://support.microsoft.com/support/kb/articles/Q129/2/02.asp The topic of this article can also be the cause of database corruption and network timeouts (drive not available messages and the like).

Win9x/Me users - Turn off write caching

You need to disable the "write-behind cache". When the program ask to save the data, the data is kept in cache on the local machine [until the cache is flushed] instead of being on the server.
START > SETTINGS > CONTROL PANEL
System
Performance tab
Troubleshooting
Performance
Disable the write-behind cache
Restart the computer

Windows 2000 and Windows XP users - Turn off write caching

You need to disable the "write-behind cache". When the program ask to save the data, the data is kept in cache on the local machine [until the cache is flushed] instead of being on the server.
Right Click MY Computer > Properties > Hardware > Device Manager
Right Click Disk Drive > Properties
Disable: Write Cache Enabled
Restart the computer

Opportunistic locking (oplocks) and performance- This white paper discusses issues related to opportunistic locking - something that can seriously impact performance on ISAM databases (which ours are). This site is related to a product (DataFlex) that we do NOT use, but the same issues can impact your Photo One databases, usually causing error 530 or other error 5XXs. http://www.dataaccess.com/whitepapers/opportunlockingreadcaching.html

More Microsoft articles related to opportunistic locking

Now you see why we suggest keeping up to date on Microsoft fixes...
http://support.microsoft.com/default.aspx?scid=kb;en-us;q124916
Some Client Applications Fail when writing to Windows NT

http://support.microsoft.com/default.aspx?scid=kb;en-us;q129202
PC EXT: Explanation of Opportunistic locking in Windows NT

http://support.microsoft.com/default.aspx?scid=kb;en-us;q130922
Event error 2022: Server unable to find a free connection

http://support.microsoft.com/default.aspx?scid=kb;en-us;q138365
How the autodisconnect works in Windows NT

http://support.microsoft.com/default.aspx?scid=kb;en-us;q142803
Locking error or Computer hangs Accessing network database files

http://support.microsoft.com/default.aspx?scid=kb;en-us;q148367
Possible network file damage with redirector caching

http://support.microsoft.com/default.aspx?scid=kb;en-us;q152186
Possible network data corruption if locking not used

http://support.microsoft.com/default.aspx?scid=kb;en-us;q163401
How to disable network redirector file caching

http://support.microsoft.com/default.aspx?scid=kb;en-us;q174371
Possible database file damage when data is appended

http://support.microsoft.com/default.aspx?scid=kb;en-us;q219022
Improving performance of MS-DOS database applications (ours arent DOS, but its good reading anyhow)

http://support.microsoft.com/default.aspx?scid=kb;en-us;q296264
Configuring opportunistic locking in Windows 2000

http://support.microsoft.com/default.aspx?scid=kb;en-us;q290757
Write caching settings for hard disk may not persist after you restart your computer

Tune up your network

Many of the aforementioned settings are automatically checked/corrected via a utility program called "Network Tune Up". The program is free. Note that it does change internal network settings and requires a reboot afterwards. The settings changed include oplocks (on Windows NT and Windows 2000) and the Windows9x/WindowsMe buffering settings noted above. It also checks Windows9x/WindowsMe machines to be sure they dont have a buggy version of the Microsoft network driver installed. Click here to download Network Tune Up. We got it from Bytemasters (http://www.bytemasters.com).

Another NT issue re: slow network performance with Service Pack 4, 5, 6, or 6a (Q249799)
http://www.microsoft.com/technet/support/kb.asp?ID=249799

Fix that leaky hose

While it is certainly possible, don't automatically assume network errors are a program problem. These products are being used in many, many networked systems and by as many as 130 people simultaneously on ONE network. Do other multi-user applications work ok? Can you save a text file into our application's directory using Windows Notepad? If not, the problem is more than likely with the network setup. Just one little thing related to sharing or "permissions" can mess things up. Keep in mind that our programs have many (as many as 80 or more) files open across your network at once, where Notepad only has one. Like a leaky hose where you dont see the leaks till lots of water is going through the hose under pressure, a network can exhibit similar behavior and not fail until it is under a heavy load.

Getting a TPSBT 1477 and/or 2172?

The 1477 and 2172 errors are caused by improperly "closed" files. Kind of like a file cabinet whose drawer or file wasnt closed. Improper closing can be caused by rebooting the server while the workstation is in the program, rebooting a workstation while it is in the program, logging out while you are in the program, having a power outage or even a "burp" in the power, and so on. The items noted above can help this situation as well. Our programs have anywhere from 30-80 files open at once. Most other programs that you use on the network dont "push" the network anywhere near this hard. Sometimes a network is like a bad garden hose. Turning the water on slow doesnt expose a leak. Turning it on full force and putting your thumb over the end does.

Appendix H – Upgrading from an earlier version of PRS

Installing to a New Directory

By default, PRS v1.10 will install to a different directory than your PRS v1.00 install(s). This means that if you are starting a new production with this new version, you don't have to worry about overwriting your data from previous productions.

If you are installing into a number of directories because you are running several shows simultaneously, make sure that these are new directories.

Upgrading your existing PRS files to the new version

If you have been using PRS v1.00 for a production and would like to continue working with your existing data files, you may do so by copying them to the new PRS v1.10 directory. If you are interested in just moving your personnel/location/vendors files to start a new show, see **Appendix I** for more information.

PRS v1.10 will convert your files to a new file structure. <u>This is a one-way process. Once the files have been converted they can no longer be read or accessed by PRS v1.00</u>. This is one of the reasons why backing up your files is so important.

Backup your data files before you start

Before you start this process, make a backup of your data files. (Refer to Appendix C for information on using the PRSback program to create backups.)

Copy your TPS files to the new directory.

Your data files are the ones with a .TPS file extension. When you copy them, make sure that you copy them all. Because data in a file is often related to data in other files, failing to copy a file may compromise the integrity of your data. Particularly important is the UPG.TPS file. Without it, your files will not convert to their new format, and you will get error messages in PRS v1.10.

There are three files you should not copy. <u>*DO NOT COPY THESE FILES:*</u>

BFLOG.TPS	*Used internally by PrsBack backup program (should not be copied)*
BFLsels.TPS	*Used internally by PrsBack backup program (should not be copied)*
CFG.TPS	*Used internally by PrsBack backup program (should not be copied)*

If you wish to keep your old configuration information, also copy the PRS32.ini file from your old directory. (You will have to rename it PRS12.ini in the new directory.)

Updating Cast and Crew Names, Vendors, and Music files.

Because PRS 1.20 has added numerous features beyond v1.10, many of your existing files will need to go through a conversion process in order to function properly with the new version. In most cased the program will deal with the program automatically. There are a few instances, however, in which you will need to deal with these conversions yourself.

(Until you go through this upgrade process, the related browses for these three files may perform erratically, so we recommend doing this as soon as possible.)

If you have copied the PRS11.INI file, you will have to rename it to be recognized by PRS 1.20.

The three data files you will be upgrading are Music, Vendors (Sources), and Cast&Crew. Without becomingly overly technical, each entry in these files needs to be updated with an identifier indicating the file it belongs in. These identifiers are required in newly added features, and involve their relationships with 'child' files such as addresses and phone numbers. After looking at ways of possibly automating the upgrade, we decided that the most foolproof (error-resistant) way to perform the update would be a manual process.

The good news is that the process should be both easy and fairly painless, and should take only a few minutes to perform.

Re-Naming the PRS32.INI or PRS11.INI File.

PRS 1.00 used a file called PRS32.ini to save its configuration information. PRS v1.10 uses a similar file, but it is called PRS11.ini. If you want to keep your old configuration information, you need to re-name the file to PRS12.ini.

If you have already run your new PRS installation, the program has created a PRS12.ini file. If this file already exists, delete it. Then you will be able to rename PRS32.ini.

Updating Vendors (Sources), and Cast&Crew files.

Open the browse form for the appropriate file with Cast/Crew/Co | Cast and Crew or Cast/Crew/Co | Sources/Vendors/Suppliers.

DOUBLE- CLICK on the first name (or company) in the list to open the appropriate update form.

Once the update form has opened, CLICK the Forward-VCR ► button (just below the main menu). This saves the category name for the entry, and moves you to the next person (or company). Continue pressing the Forward-VCR ► button to move from entry to entry until you have cycled through all your entries. Press OK when you have reached the last new entry.

Perform this routine for both the Vendors (Sources), and Cast&Crew files for each file group you are upgrading.

Updating the Music and Sound Effects file.

Open the browse form for the Music and Sound Effects file with **Breakdown | Music and Sound Effects**.

DOUBLE- CLICK on the last sound name (at the bottom of the list) to open the update form.

Once the update form has opened, CLICK the Backward-VCR ◄ button (just below the main menu). This saves the category name for the entry, and moves you to the next person (or company). Continue pressing the Backward-VCR ◄ button to move from entry to entry until you have cycled through all your entries. Press OK when you have reached the last new entry (the beginning of your list).

Perform this routine for the Music and Sound Effects file for each production you are upgrading.

Check and double-check.

At this point you should be ready to start working with your new version of PRS. Before you do, open a few browse forms, check some entry/update forms, and look at a few reports. Make sure that your data is there and that you've transferred the right data. If you have any problems at all contact us immediately at support@onsetsoftware.com.

We hope you enjoy the enhancements found in PRS v1.10, and we look forward to hearing your comments and suggestions.

Appendix I – Bringing Old Data to a New Production

The one question we hear the most is "How can I keep from having to enter the same cast and crew data over again on my next production?"

Though we're currently working on some alternate solution possibilities for a future release, the only way to do it right now is to copy the files you need from the directory of your previous production, and paste them into the directory of your new one.

Before You Start

If you've gotten this far, you have doubtless already installed at least one copy of PRS, and most likely you have already created another install for a new production.

Step 1: Make Backups

If you've read anything at all in this manual, you probably already knew that this would be the first step. It's like having 'put a foot on the floor' as the first instruction for getting out of bed in the morning. You've probably heard all the reasons by now, but lest we forget: a backup is the only way to save yourself after that little 'oops' happens.

Make separate backups (to different directories or different floppies) of all the .TPS files in both the OLD directory and the NEW directory. Make sure they are labeled (with no confusion as to which one came from what directory) and stored in a safe place. Do not touch them until this process is completed!

Copying Groups of Related Files

The .tps files created and used by PRS are your data files.

Because data in certain files is referenced by data in other files, you must copy all these files as a group in order to maintain the references properly. For this reason, we have assembled lists of files which should be copied as groups.

Which Files to Copy

***NOTE**: If you are copying data files from a directory where PRS v1.00 has been running, not all of these files will be present. Obviously, if a file isn't there you can't copy it. If it is there, however, please include it in the group being copied.*

If you want to copy your personnel, location and company info, then copy these 17 files:

ACTORPIX.TPS	Cast and Crew Picture Filenames
ADDRESS.TPS	All Addresses (Cast, Crew, Suppliers, etc)
ADDRID.TPS	Address IDs
ADDRTYP.TPS	Address Categories
APIXTYP.TPS	Cast and Crew Picture Types
PEOPLE.TPS	Cast and Crew members
PHONES.TPS	Telephone Numbers
PHONETYP.TPS	Telephone Number Categories
SOURCES.TPS	Sources/ Vendors/ Suppliers
SOURCTYP.TPS	Source (vendor/supplier) Types
UPG.TPS	(Internal Use - keeps track of file versions and enables automatic file definition updates.) MUST BE COPIED!

VENUE.TPS	Locations for Activities
VENUETYP.TPS	Categories of Specific Locations
VENUGRP.TPS	General Location Areas
VENUPERS.TPS	Location Personnel
VGTYP.TPS	Categories for General Location Areas

Other files which you might want to copy, since they represent categories and presets which you may have customized to your liking:

ACTIVITY.TPS	Activity Categories
BPIXTYP.TPS	Blocking Picture Categories
CHARTYP.TPS	Character Role/Position Categories
FORMAT.TPS	Format data for Lens/Projection Calculator
OWNTYP.TPS	Ownership Categories
SCENETYP.TPS	Scene Type Categories
SCOPTYP.TPS	Categories for Script Copied
UPG.TPS	(Internal Use - keeps track of file versions and enables automatic file definition updates.) MUST BE COPIED!
PRS11.INI or PRS32.INI	Configuration settings info for PRS (see instructions above)

After Copying

After copying your old files you should make sure that everything works. Open the program and then open the scenes browser. The program will make automatic file conversions at this point if necessary.

If you are copying from PRS 1.00 files, you will need to update your Cast & Crew and Vendor/Source files as outlined in Appendix H.

If you copied a PRS32.INI file for your window settings, you must rename it to PRS12.INI (after deleting the current PRS12.INI if it exists.)

Double-check and make sure that your data is now correct.

Glossary and Index

Glossary of Terms

This section is provided to give quick explanations of some of the computer and theatre terms used in the program and manual. It is neither intended to be comprehensive nor is it a replacement for reading the manual; but it should be helpful in providing quick descriptions of some of the terms with which you may be less familiar.

Backup -- Make a copy (or the actual copy) of computer files. These should be kept in a secure place separate from the originals (or computer) and held in case any problems occur with the originals.

Browse -- A method of viewing information from data files. A typical browse form contains a list box with rows and columns, and may include pre-defined sorting/ limiting tabs.

Check Box -- A small box which can be used for selecting or de-selecting named items. Clicking on the box or its description selects (or de-selects) the item.

Cursor -- A vertical line or pointer indicating the position on the screen where editing or other keyboard activity will occur.

Cursor Keys -- The keyboard keys with arrows on them: Left, right, up, and down. These keys can be used, for example, in positioning the cursor for editing and for navigating through menus or moving through drop boxes.

Directory -- A part of the computer's file system, basically the same as a 'Folder.' Directories can be created and named by users, and can hold either files or other directories.

Drop-Box (Drop-down list box) -- An entry or selection field box, normally with a down-facing arrow at its far right. Clicking on the arrow makes a list of selections appear, any one of which can be selected by clicking on it.

Drop-Combo -- A drop down list box which, in addition to being used to select an item from the list, also allows the user to type in new or existing data. In most cases, 'smart-fill' functionality auto-completes what you are typing based on the contents of the drop-combo box. Additionally, some Drop-combo boxes are programmed to allow for adding a new entry if no matching value is found.

Edit -- The act of changing information which has already been entered.

Edit-In-Place -- The ability to edit information directly in a browse box instead of using an Entry/Update screen.

Entry Field -- An area in an entry/update form where data may be entered.

Entry Form -- A form (window) which is used to add new data to a file. In most cases this is the same as the update form used to edit, view and change data in a file.

File -- The data structure which allows information to be grouped under a single file name. In the case of a data file, it may also be known as a table.

File Browser -- A window which allows you to view records (rows) and fields (columns) from a file (table).

Filter (program/report) -- a word or expression used to limit what information is viewed in a browse or printed in a report.

Folder -- A part of the computer's file system, basically the same as a Directory. Folders can be created and named by users, and can hold either files or other folders.

Grayed-Out – When an item cannot be accessed by the user, it is often displayed in a menu or entry form in a light gray color.

ID -- A reference name or number that PRS uses to differentiate persons, places, things, etc. An ID is normally used when a unique entry name is required as a reference for a combination of fields (such as last, first and middle names) or to simplify or provide an alphabetical sort for a longer field.

Key -- A field (column) in a data file (table) which has been predefined to be used for rapid sorting, or to which similar fields in other data files may be related. Primary key fields are those that have been set up so that no duplicate entries are allowed.

List Box -- An area of a window that displays a list of items. List boxes are used in a variety of ways and displayed in a number of formats.

Location -- PRS uses 'Location' to denote the name for a place where activities are scheduled. These locations can be theatres, rehearsal studios, meeting places, or any other kind of place. You should be specific with these locations, since you can use this feature to denote specific rooms or areas within a general location.

Location Area – PRS uses 'Location Area' to denote a general name which can be used to describe a grouping of a number of locations.

One-Line Schedule -- A standard scheduling format that includes one-line descriptions of the scenes and vary basic scene information.

Radio Button -- A small round button which may be used to select a named item. When an item is selected the radio button is dark. Radio buttons typically appear in a group for which only one selection is allowed, and selecting a new button will de-select the one currently selected.

Range Limit -- A method of filtering data based on setting a range of acceptable criteria. Range Limits are often applied to Key fields and work faster than standard filters.

Referential Integrity -- An aspect of some data which requires that it be related to certain other data in a specific way, or which limits your selection choices to predefined data. Referential integrity constraints are designed to keep you from entering invalid or duplicate information.

Sort Order -- The order in which data is displayed in a list. In certain cases lowercase words may be sorted before or after uppercase ones.

String -- Data which can be any combination of alphanumeric letters, numbers and punctuation. All data in a string is treated alphanumerically, and as such will always be sorted alphabetically. Thus, a field that has been defined as a String data type will never sort numerically, even if it contains only numbers.

Synchronized List Box -- A browsing list box which is filtered in such a way that it displays only records which match criteria with another (primary) list box, normally on the same window.

Tree -- A way of displaying data with a 'Windows Explorer' style display structure, in which branches of related data can be displayed or hidden.

Update Form -- A form (window) which opens to allow you to view and edit data. In most cases it is similar to the original Entry Form for the same data.

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