

INSTALLING THE OPAS DEMO

This procedure will install a fully-functioning copy of OPAS – the Orchestra Planning and Administration System. Please take a moment to read these instructions before installing the program and contact OPAS Technical Support at 919.380.0172 if you have any questions.

These instructions assume you are installing OPAS on a single computer (or several computers) and not on a central server. If you wish to install OPAS in a server-workstation environment, please contact Fine Arts Software for alternate instructions.

What you need:

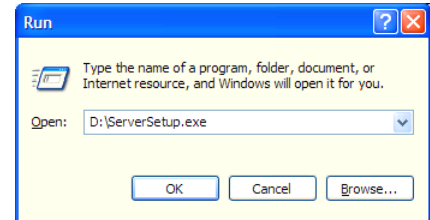
- A Windows® PC running Windows 98, 2000 or XP (Windows ME is not recommended)
- If running Windows 2000 or XP, you may need to log in to the computer as Administrator or a user that has program installation rights
- 50 MB of hard-disk space

The procedure should take 10-15 minutes

STEP ONE – INSTALL THE OPAS PROGRAM FILES

The OPAS program files are installed by running **ServerSetup.exe**. To do this:

1. Make sure the OPAS CD-ROM is in your computer's CD-ROM Drive
2. Click **Start** in the lower left-hand corner of your computer screen and then **Run**
3. In the **Run** field, type D:\ServerSetup.exe *where "D" is the drive letter of your CD-ROM Drive*. For example, if your CD-ROM Drive is letter "H", you would type: H:\ServerSetup.exe. Then click **OK**.
4. At the Welcome screen, click **Next**
5. At the Select Destination Directory screen, accept the default directory of C:\Program Files\OPAS and click **Next**
6. At the Ready to Install screen, click **Next**.



The core OPAS program files will be installed to your computer

STEP TWO – INSTALL THE OPAS WINDOWS FILES

You must next install the Windows 'Support' files that allow OPAS to run. These are standard OPAS DLL, OCX and other files.

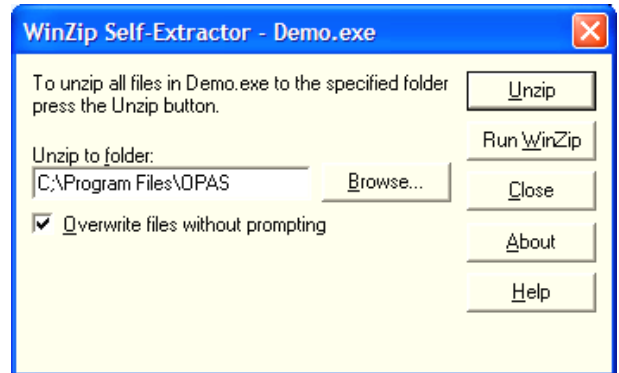
1. Make sure the OPAS CD-ROM is in your computer's CD-ROM Drive
2. Click **Start** in the lower left-hand corner of your computer screen and then **Run**
3. In the **Run** field, type D:\WorkstationSetup.exe *where "D" is the drive letter of your CD-ROM Drive*. For example, if your CD-ROM Drive is letter "H", you would type: H:\WorkstationSetup.exe. Then click **OK**.
4. At the Welcome screen, click **Next**
5. At the Choose Destination Location screen, accept the default directory of C:\Program Files\OPAS and click **Next**

6. At the Ready to Install screen, click **Next**.
7. The Workstation Setup routine will copy the necessary files to your computer's Window directory. When finished, you may be prompted to restart or reboot your computer, and should do so.

STEP THREE – INSTALL THE DEMONSTRATION DATABASE AND OTHER SYSTEM FILES

Finally, you simply need to install the OPAS Demonstration database and other OPAS system files that accompany this packet. A demonstration database will have been created for you, and this step will also ensure that when you start OPAS, screen settings and permissions are set for optimal use.

1. Make sure the OPAS CD-ROM is in your computer's CD-ROM Drive
2. Click **Start** in the lower left-hand corner of your computer screen and then **Run**
3. In the **Run** field, type D:\ Demo.exe *where "D" is the drive letter of your CD-ROM Drive*. For example, if your CD-ROM Drive is letter H:, you would type H:\ Demo.exe
4. This action will bring up the window shown here. Assuming you've installed OPAS to the default C:\Program Files\OPAS folder, simply click the Unzip button in the top right of the window to place the temporary database and other files in the designated directory.



You are now ready to use OPAS!

Simply double-click the OPAS desktop icon to start the program. When you see the login screen, the Login Name will be DEMO. Simply type the password "demo" (without the quotes) into the password field and click OK.