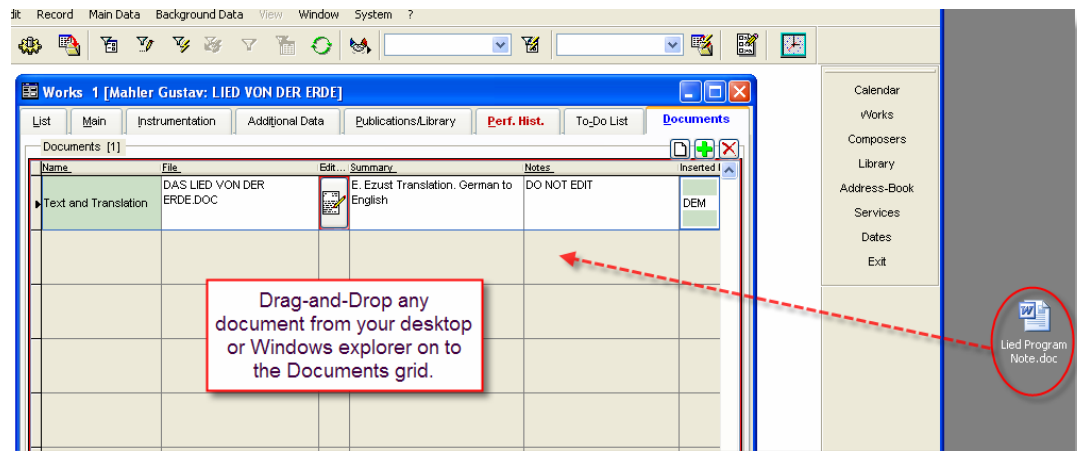


DOCUMENT LINKING – CHANGES IN OPAS 8.2

All Documents screens in OPAS now support the following functionality:

Drag-and-Drop documents

Instead of clicking the green “+” icon to add a document to the OPAS screen, you can drag the document from your computer desktop or Windows Explorer. When you release your mouse on the Documents screen, OPAS will display the “Copy File to Documents Folder?” message.

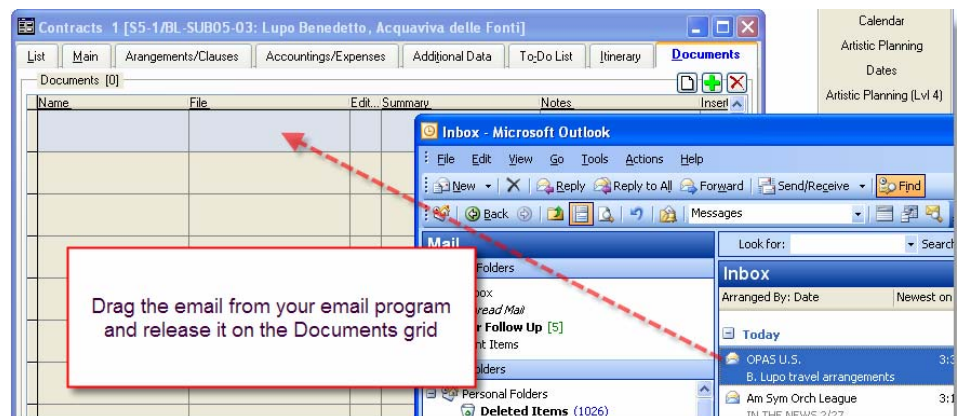


Drag-and-Drop Email

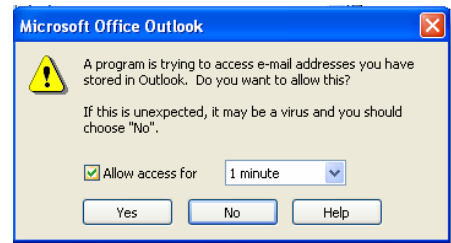
Email messages can be stored in all Document screens simply by dragging and dropping the email from your email program into the OPAS documents tab. OPAS will store the email in the native format of the program that created it (if you use Outlook, the file will be a .msg file. Some email programs will use an .eml extension).

Note that unlike standard documents, OPAS will *not* display the “Copy to Documents Folder” prompt when linking email. OPAS *extracts* the message from the email program and places it in the Document folder on the server - it cannot keep the message in its original location as that original location is embedded in your email program.

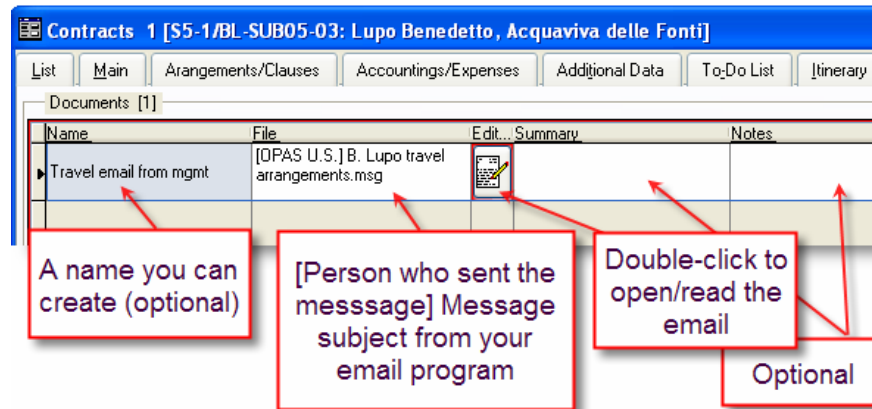
For this reason, do not link confidential email messages because they will be available to all OPAS users via the Edit button.



If Microsoft Outlook is your email program, you may see a warning similar to the one shown here as Outlook will try to protect you from unauthorized access to your email. It is safe to allow OPAS access to Outlook for 1 minute.

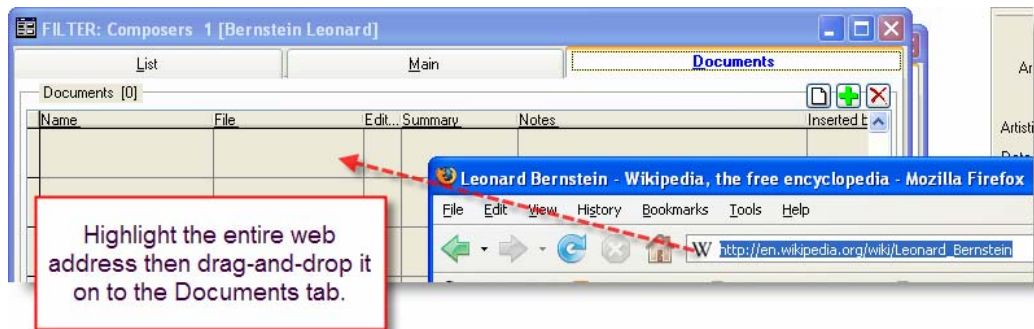


Once the email has been linked...



Drag-and-Drop URLs

Web Addresses can likewise be dragged and released on the Documents tab to establish a link to the web site.



Once the web site address has been linked...

