

## INSTALLING THE OPAS PERSONNEL ASSIGNMENT UTILITY

### Setting up the program

**NOTE:** As with all OPAS technical documentation, these instructions are provided as a guide only. The installation of *any* program *should be only undertaken by your IT department* and ensure you have consulted with your IT department before proceeding. If your organization does not have a full-time IT department, please feel free to contact Fine Arts Software for technical assistance.



These instructions are for a standard installation; if you use OPAS exclusively in a Terminal Services environment, have your IT department follow these instructions *on the OPAS server* and then place a new TS icon for the OPAS\_PAU.EXE on your own computer. In this way you can access the utility on the server in the same way you access OPAS itself.

Installation of the OPAS Personnel Assignment Utility is a straightforward process that should take five minutes or less.

The utility is delivered in a single self-extracting archive (OPAS\_PAU\_Pkg.exe) that contains all the files necessary for the program. Nothing is written to your system folders.

On your own computer - even if OPAS is not installed on your computer but is installed on a central Server - create a folder that will contain the files indicated above. This folder can be anywhere, but it's recommended that you create a logical destination such as:

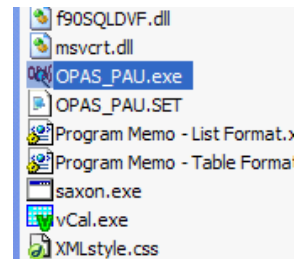
C:\Program Files\AskOPAS

Double-click the OPAS\_PAU\_Pkg.exe file to launch the Self-Extractor.

The self-extractor will assume you've chosen the folder and location indicated in the "Unzip to Folder..." field. If so, simply click the **Unzip** button in the upper right-hand corner.

If you've created a different folder, click the **Browse** button to locate it on your computer, and then click Unzip.

After the files are unzipped, launch Windows Explorer, or double-click **the My Computer** icon on your computer desktop and navigate to the folder in which the AskOPAS files have been placed.



Double-click the file called AskOPAS.exe. If the program launches and you see the title screen then the installation was successful.

At this point, it may be helpful to **right-click** the OPAS\_PAU.exe file shown above and choose **Send To | Desktop** (create shortcut) to place the icon on your desktop.

In the unlikely event you see an error message about a missing dll, please note the name of the missing dll and contact Fine Arts Software.