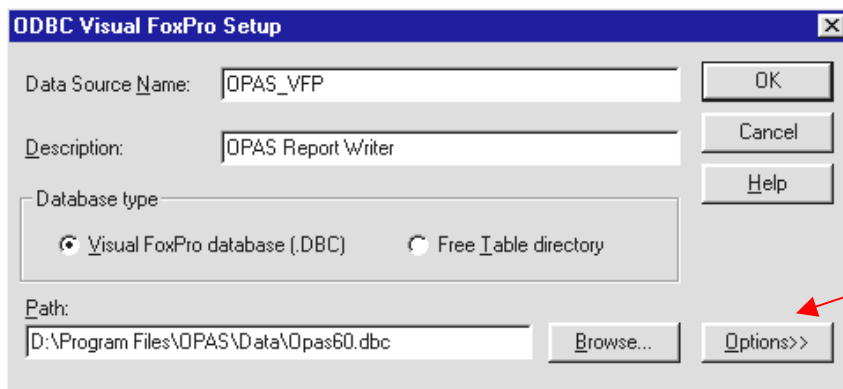


## SETTING UP AN ODBC CONNECTION SO OPAS CAN “TALK” TO THE WORD REPORT WRITER

This procedure should be repeated on *each* computer that needs to generate reports from OPAS that will output in Microsoft Word. **NOTE** – this procedure only needs to be followed for OPAS installations using the standard FoxPro database. If your installation of OPAS uses a SQLServer database, then the ODBC connection for that SQLServer database also works for the Report Writer and you need not follow these instructions. Contact technical support for more information.

1. From the desktop, launch the Control Panel. (Start | Settings | Control Panel)
2. In Control Panel, double-click on the **32bitODBC** icon (on some computers, this might read “ODBC Data Sources (32bit)” and on Windows2000 computers this will be in the “Administrative Tools” area)
3. On the next screen, click the **System DNS** tab (the second one from the left). At the System DNS screen, click **Add**.
4. Choose the **Microsoft Visual Fox Pro Driver** version **6.01.....** There may be more than one Visual FoxPro or FoxPro driver(s) on your computer, depending upon what other program(s) are installed. You only need be sure you select the one that is version 6.01 or above. You may need to scroll to the right to see the version number. Click **Finish**



5. Fill out the next window exactly as shown here – note that the Path will be the path to the main OPAS database, either on your hard drive, or on the Server (that is, it will not be: “D:/Program files...”. Use the **Browse** button to locate the database.
6. Click the Options button in the lower right corner. Then **un-check** the box that reads, “Fetch data in Background”. Leave all other settings

just as they are. The screen should look like the one shown below.

7. Click **OK** and then **OK** again to exit the 32bit ODBC Setup.

**NOTE:** If, after following these instructions, you still get an error when generating Word reports from OPAS, then it is likely you are simply missing a Windows support file required by the Report Writer. Contact Fine Arts Software and the proper file will be sent.

