

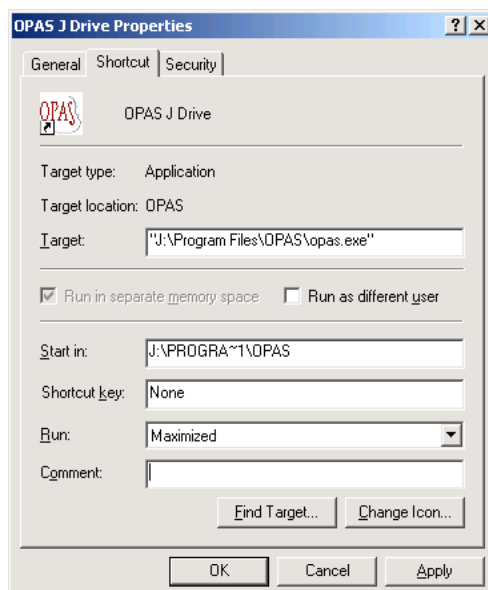


WORKSTATION Installation

The OPAS setup routine must be run on each computer that uses OPAS in order to enable that computer to see OPAS on the server. Since OPAS and the database are both accessed on the central server, far fewer files need to be installed and the process is much faster.

1. Close all programs that are running on the computer, even those that run in the background, such as e-mail or scheduling programs.
2. In the lower left-hand corner of the computer screen, click "Start" and then "Run"
3. A dialog box will ask for the name of the program that you wish to run. Type "D:\setup.exe" where *D*: represents the letter of your CD-ROM drive; if your CD-ROM drive is *K*, for example, you would type "K:\setup.exe" In some cases, the Setup.exe file will not be on a CD-ROM but will instead be on the server. Click the Browse button to find the Setup.exe file on the server.
4. The first screen will welcome you to the OPAS setup and verify the version of OPAS that is to be installed. Click **Next** to continue
5. The next screen outlines the license agreement for OPAS. Read this agreement and click **Yes** to continue
6. The next screen requires you to select the destination directory. Click the **Browse** button to locate the mapped drive on the server. Do not run the Workstation install to your local C:\Program Files drive. Once the proper location has been found, click the **Next** button to continue
7. The next step in the installation process is to specify which components of OPAS are to be installed. Since this is a workstation-only installation, **check only the first box** – "Workstation Support Files" - and click the **Next** button to proceed.
8. The next screen verifies that you are ready to proceed with the actual installation. Click the **Next** button and the necessary OPAS will be installed to the workstation.

When the installation is complete, you may be prompted to reboot your computer



You will see that OPAS has placed an Icon on the computer desktop. To finalize the configuration of this workstation, right-click the mouse on the icon and choose the **Properties** menu. This will open the following window, on which you can verify the settings:

- The Target field should point to the shared directory on the server. If it does not, click the Find Target button at the bottom of the window and locate it.
- The Start In field should likewise be set to the shared directory on the server.
- The Shortcut Key should be "None"
- The Run field should say "Maximized"

Click the OK button at the bottom of the screen when all these settings are accurate.

You are now ready to use OPAS on this workstation!