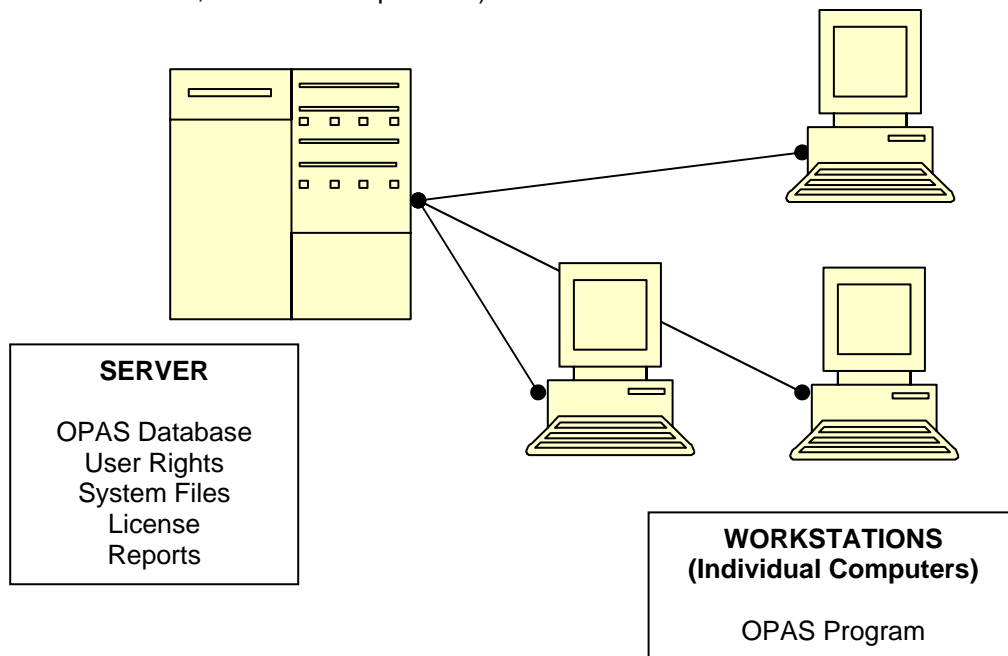


## INSTALLING OPAS ON A NEW WORKSTATION

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
- A mapped drive to the server on which OPAS is installed

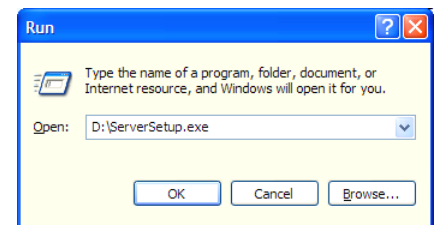
The procedure should take 10-15 minutes. The procedure assumes that you are going to install OPAS on the local workstation in its entirety, and then point the workstation installation to the server to obtain the necessary shared files (the OPAS database, license and report files).



## 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, OXC 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.

You are now ready to use OPAS!

## STEP THREE – SET UP THE ODBC CONNECTION SO OPAS CAN ‘TALK’ TO WORD AND EXCEL

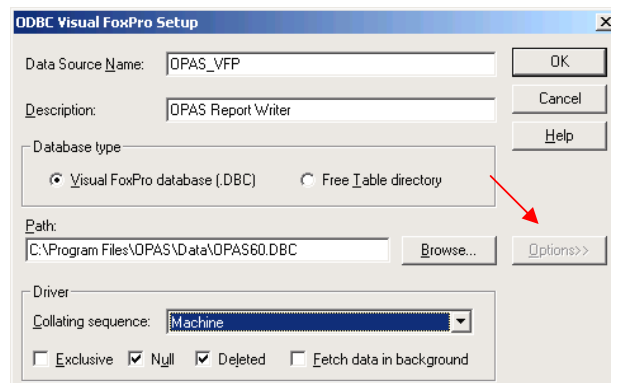
**NOTE** – this procedure only needs to be followed for OPAS installations using the standard FoxPro database. If your installation of OPAS uses a SQLServer database, then the ODBC connection for that SQLServer database also works for the Report Writer and you **need not** follow these instructions. Contact technical support for more information.

**NOTE** – *If you are running Windows XP, you will first need to copy the required Visual FoxPro DLL file into the Windows\System32 folder. This file is **VFPODBC.DLL** and is the proper version (version 6) of the ODBC Driver. Windows XP only ships with version 1 (for some reason) so you need to put version 6 in place first. Simply copy VFPODBC.DLL (provided by OPAS Technical Support) into the C:\Windows\System32 folder on the workstation (replacing the file of the same name already there) and proceed as follows.*

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 Windows 2000 and XP 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 Visual FoxPro Setup window exactly as shown here –

**Data Source Name** = OPAS\_VFP  
**Description** = OPAS Report Writer

Note that the **Path** will be the path to the main OPAS database, on the Server (that is, it will not be: “C:/Program



files...” as shown here) Use the **Browse** button to locate the database. Navigate first to the OPAS folder on the server (your mapped drive), then within the OPAS folder, open the **DATA** folder. And within the DATA folder select this single file **OPAS60.DBC**.

6. Finally, click the **Options** button in the lower right corner (shown by the red arrow on the previous page). 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 above.
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 (specifically an ‘Active X’ error), 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.