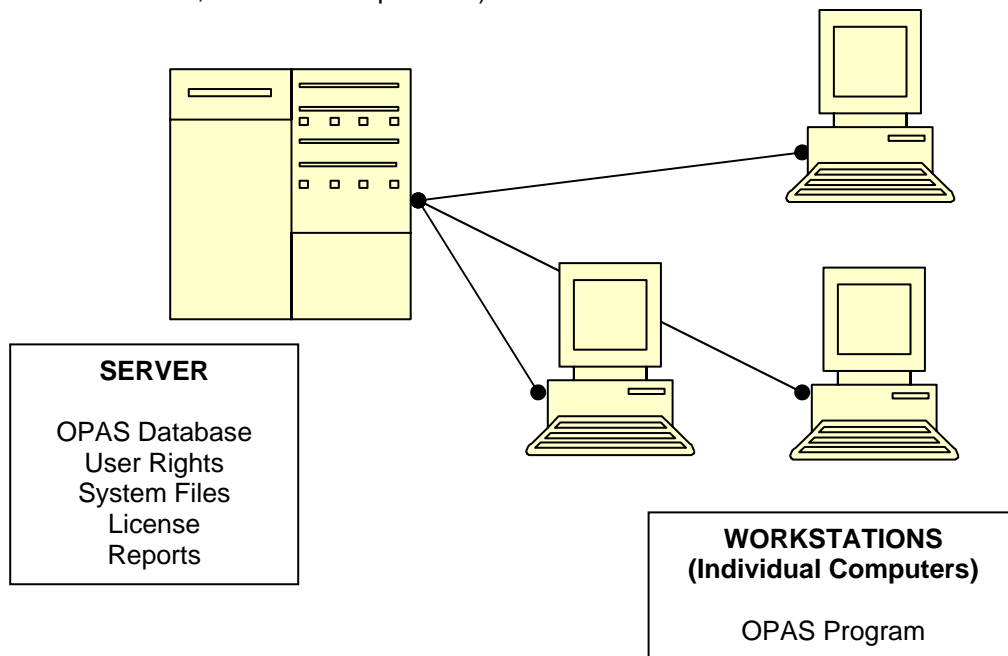


INSTALLING OPAS ON A NEW WORKSTATION – SQL SERVER ENVIRONMENT

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

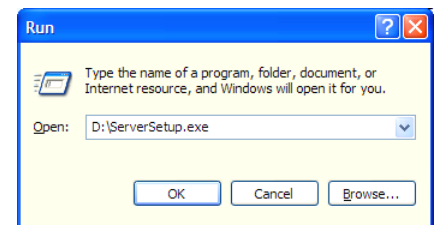
The procedure should take 10-15 minutes. The procedure assumes that you are going to install OPAS on the local workstation in its entirety, and then point the workstation installation to the server to obtain the necessary shared files (the OPAS database, license and report files).



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, OCX 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.

STEP THREE – SET UP THE ODBC CONNECTION SO OPAS CAN SEE THE SQL SERVER DATABASE

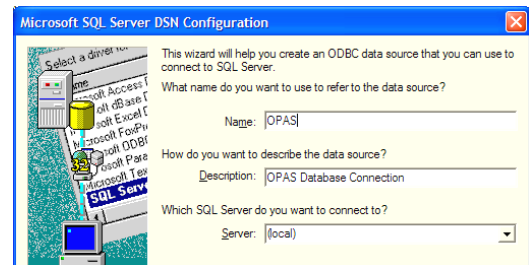
1. From the desktop, launch the Control Panel. (Start | Settings | Control Panel)
2. In Control Panel, double-click on the **32bitODBC** icon (on some computers, this might read “ODBC Data Sources (32bit)” and on Windows 2000 and XP computers this will be in the “Administrative Tools” area)
3. On the next screen, click the **System DNS** tab (the second one from the left). At the System DNS screen, click **Add**.
4. Choose the **Microsoft SQL Server Driver** (it’s often the last one on the list. Click **Finish**
5. Fill out the SQL Server DSN Configuration screen as follows–

Name = OPAS

Description = OPAS Database

Server = the Server on your network that houses the SQL Server Dtabase (it won’t be ‘local’ as shown here)

6. On the next screen you can indicate either **NT** or SQLServer authentication. Contact Fine Arts Software for more information regarding the characteristics/benefits of each. For the purposes of these installation instructions, NT authentication (the recommended method) is used.



- Select **With Windows NT** authentication using the **network login ID**
- Leave the bottom item - **Connect to SQL Server to obtain...** checked
- Click **Next**

7. On the next screen Change the **default database** to OPAS. All other settings can be left at their default values. Click **Next**
8. On the next screen, leave all settings as they appear and click **Finish**.
9. On the next screen, click **Test Data Source**. Save this ODBC Connection and exit the ODBC Administrator.

You are now ready to use OPAS!