

## Downloading and Installing OPAS reports

All reports that output to your Word Processor are downloaded and installed in the same manner. Each report consists of several different files: the report **script**, the report **template** and the report **definition file**. These files are bundled into what is called a "Self-Extracting Archive" which compresses them (so that they take less time to download) and combines into a single file (so that they are easier to install).

The procedure that follows here need only be done **once** for each OPAS installation -- reports do *not* have to be installed on each computer that uses OPAS.

### Download the self-extracting archive

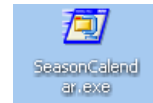
Download the self-extracting archive for the report you wish and save it to your computer. This is done in different ways, depending upon your browser and its version:

- **right-click** on the link from the web page, and choose "Save Target as..." (or depending on the type and version of your web browser, "Save Link as..." or even "Save As...")
- **click directly** on the report link (that is, left-click); later versions of Internet Explorer and FireFox will provide a message window that will give you the option of saving to your hard drive.

When saving the file, choose a convenient spot as this is only a temporary location; it can be your computer desktop or "My Documents" folder.

### Launch the self-extractor

The step above will result have a new icon on your desktop similar to the one shown here. The name of the report will be followed by an ".exe". Double-click this icon to launch the self-extractor.

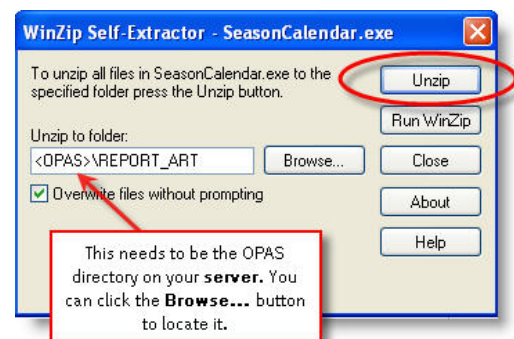


### Locate the main OPAS directory on the server

When you double-click the icon, the resulting window will say "WinZip Self-Extractor" and include the name of the report as shown below.

The middle of the window will indicate the folder within the main OPAS directory on the **server** into which the files should be extracted. Remember that the files are always extracted to the main OPAS folder on the server, not to individual workstations. Either type the name of the path to OPAS on the server, or use the browse button to locate it.

For example, if OPAS is installed on your organization's "O" drive, you would type or browse to O:\OPAS\REPORT\_ART. Check with your IT department or Fine Arts Software if you have any questions about this step, as placing report files in the wrong location will cause them to not run properly. When the proper path is displayed in the field, click the Unzip button at the top right of the window.



⚠ If this report already exists in an earlier version this process will overwrite that existing report. So, if the original or existing report has been customized either by you or by Fine Arts Software, don't install the version from the web site without first contacting technical support.

If you are installing a **new** report, you will need to **restart** OPAS before OPAS can recognize that new report; OPAS reads all report definition files when it starts. There is never any need to restart or reboot any computer itself, just the OPAS application.