Opera 3 Report Designing
(Output to XLS Only)

Training Courseware

Pegasus Software Ltd
Accreditation Training Courseware

October 2010

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Manual published by:

Pegasus Software Limited
Orion House
Orion Way
Kettering
Northamptonshire
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Introduction

About Opera 3

Opera 3 is the most versatile and user-friendly accounting, supply chain management, payroll & HR, manufacturing and reporting solution from Pegasus Software. A modular solution, Opera 3 enables you to select the components that match your current business model, whilst making it possible to add further functionality as requirements change. This means that the capability or capacity of a system can be seamlessly expanded whilst safeguarding the investment.

For more information about Opera 3, select the Solutions link on the Pegasus web site.

About this Guide

This Accreditation Training Courseware offers an accompanying guide to the accreditation training course.

If you are new to Opera 3, read the Getting Started section of the Opera 3 Help that covers the application in more detail. You can access this from the Windows Start menu, or by using the F1 Key or Help menu when you have logged in to the product.

Opera 3 is available for both Visual FoxPro and SQL Server database platforms. This Accreditation Training Courseware applies to both database platforms, however, there are certain elements that are only included in one or the other database, and as such, the relevant sections or paragraphs are clearly identified with the following labels:

[SQL] – only relevant if you are running the application on an SQL Server database.

[VFP] – only relevant if you are running the application on a Visual FoxPro database.

Sections that are not identified with these labels are relevant to both database types.

For more information, see the section Functional Differences between Opera 3 Enterprise & Opera 3 Enterprise SQL section in the release guide.

Introducing the Training Course

This course has been designed to give you, the Partners an overview of setting up Pegasus Opera 3 Reports to Export to XLS The course will be run as a workshop, starting with an overview of the Document Designer itself then into a workshop of setting up reports, and configuring printers.

Feedback

Pegasus is interested to hear your views on the documents we provide. To give your feedback, send an email to training@pegasus.co.uk. Please type "O3Training_Accreditation_REP11ReportDesignXLSOnlyR1.2.docx Accreditation Training Courseware" in the subject box.

Please note that product support is not offered through the above email address.

Key

Icon	Meaning
Example – Examples	Useful Hint, Tip or Note. General Comments / Notes
	Useful Report obtained from clicking on the print icon while sitting on the form
	During the literature, some basic Question and Answer / Troubleshooting points are discussed. May include a few did you knows…
	Website link
	Exercises / Example solution
	Report to XLS
	Potential Report Enhanced from Opera II (more than simple field adjustments)
Question *Answer* FAQ	FAQs - Only

Training Literature Releases

Release	Added Information
R1.0	Originating document (Uplift)
R1.1	FAQs Added
R1.2	Uplift for V1.3x and Chapter Changes.

Agenda

- Course Start & Introductions
- Report Layouts Function
- Document Designer Environment
- Data Environment
- A4 Paper printing
- Why use Generic Text Printing
- Stationary Size Issues
- Working with Opera II / Opera 3 Text Designs

Notes

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The Functionality

The Opera 3 Document Designer is primarily intended for use of the Opera 3 Partners. It provides inbuilt functionality to customise all modular reports provided with Opera 3 and documents such as invoices, statements and payslips along with the ability to create additional report templates for use within the Reporter module.

About the Opera 3 Document Designer

Pegasus Opera 3 does not come with a standard Toolkit like prior versions of Opera for DOS or Opera for Windows. Instead it comes with, as standard a Document Design facility.

Logging in as the ADMIN user within Opera 3 accesses this. However, there is no indicator to show the user at this point that they have access to the report or document designs.

Running any report to printer or screen if available will instantly give you access to the report design template.

Use without an Activation Key

It is still possible to use the Document Designer within Opera 3 without an activation key.

Simply activate the system using EVAL or DEMO and logon to the software as ADMIN.

Who maintains the Designer Interface Tool

When using the Document Designer in Pegasus Opera 3 it is important to remember that the tool you are using is not a Pegasus product. The utility is part of the Visual FoxPro product, which we use as an interface.

Introduction to Report Files

Opera 3 report and stationery designs are stored within the REPORTS sub-directory. Each report design is held in two files.

For example

The ‘List of Invoices & Credits’ report is held in two files called SQSLINCR.FRX and SQSLINCR.FRT.

Every design will have an *.FRX and *.FRT file, both of which must be present in order for the report to work.

Notes

The FRX file contains a simple table of which fields are to printed and where then print, along with other information such as the expression associated with this item.

The FRT file is the Template file; this contains the view you will work with later in this document.

When Opera 3 is installed or upgraded a new set of default designs is copied into the REPORTS directory. These default report design filenames all start with 'SQ' for normal designs, G Generic Text Designs and C for Continuous Stationary designs. All company identifiers use these designs.

Preparation for Document Design

Having certain materials to hand whenever customising the Opera 3 report designs can save a lot of time and effort:

Obtain a copy of the Opera 3 Table Structures. These give you vital information about what the tables structures are and vital information of where to find particular fields and the data types and widths of these fields.

Obtain a Visual FoxPro "Commands & Functions" reference or "Language Reference" guides, or obtain a Visual FoxPro help file. These give a complete list of all Visual FoxPro functions, many of which are invaluable in report and document designs. In this courseware, you will find a basic list of the most common functions, but there are many more.

Plan what the finished design should look like before starting. This may save hours of amendments after you've designed the report.

Note: To ensure that a customised report design is not overwritten by the default design when an upgrade takes place it is a good idea to use the Report Layout screen to provide an alternative design for documents or use the company identifier and underscore method for report designs.

Company & Account Specific Designs

Company Designs

It is possible to create company specific designs. This is achieved by taking a copy of the relevant 'SQ*' file and replacing the SQ with *company identifier* and *underscore*.

For Example:

Rename SQININ.* to A_ININ.* Company A will use this new design. The publisher will not allow any other report to run for Company A SOP Invoice.

Z_SLINCR.FRX Z_SLINCR.FRT	The 'List of Invoices & Credits' report design used only by Company Z.
SQSLINCR.FRX SQSLINCR.FRT	The 'List of Invoices & Credits' report design used by all companies that do not have a company specific design.

Note: If a company design exists, the Report Layouts dropdown list box will not appear in the publisher, as the company design will take priority.

Second Systems

Notes

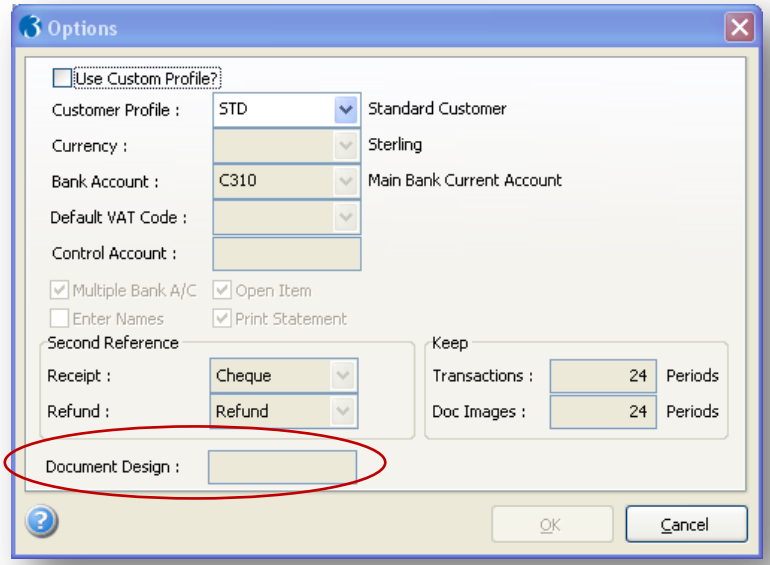
If using more than one system then reports that are company specific MUST be held within the reports directory beneath the new system directory.

For Example
…\system1\reports

This will allow all the usual functionality of creating company specific reports.
All other reports will be held beneath the Opera 3 reports directory

Account Designs

You can also take this process a step further, and create designs for particular customers, or group of customers by adding an additional two-digit code to the end of the report design, and then place this two digit code in the Document Design field on the Customers Terms Screen: Ensure the report is added in Report Layout Manager.



Document Design

A reference that identifies a set of SOP document designs that applies to customer records associated with the profile. This only applies if you have the SOP module installed and activated. Alternative document sets can be created for different requirements. For example, if you trade with customers within the EU, you may want to use different document designs to those used for customers outside the EU. To create the design you must use the last two characters of the report name which could be anything you choose.

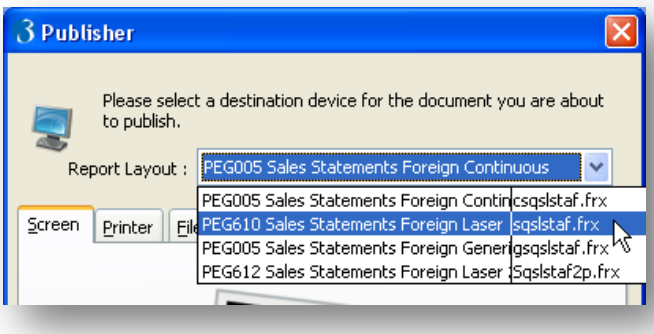
For example,

sqininak.frx and **sqininak.frt.**

Use the report layout within System to select your new design. These two characters are then used in the Profile. Note that the following document codes are not available: DA, DD, DS, SA, SC, SS and ST.

Publisher

The publisher allows more than one report to be considered when printing. The Report Layout will define all reports available and the Publisher will allow the printing of those reports.



Notes

The publisher is launched when there is a choice of print documents available. The printer allocated to the document is the printer selected. The number of copies can be overridden and the source (which tray is used) can be overridden.

If the printer is available in Windows Printers list, but not in the publisher then click the refresh button. This will repopulate from the list of windows printers.

Note: No settings changed in the publisher will be saved to the Report Layout.

FAQs

#	Question	Response
	Output to Excel	
1	How many reports can be output to Excel?	The most popular reports in each module these are listed in the Help
2	Can partners design reports to be output to Excel?	Yes. Information can be found in the relevant training manuals and basic information in the F1 help.
3	Can partners amend the reports designed to be output to Excel?	Amendments may be made through VFP (print to screen is not available)
4	What is the naming convention for the reports?	The standard name for the report is used with a suffix of "_xls"
5	Does it currently support Company Specific designs?	Yes it does - the same convention of replacing the first two characters
6	Does it cater for customer specific design to output to excel?	Yes, currently it does cater for this. Also the reports created as part of standard Opera 3 v1.0 do not include any transactional report designs (Sos, Invoices, statements etc)
7	Can we chained XLS Reports?	Although the system allows this, but it will not output the chained report. In essence it is not supported.
8	Has the report behaviour (80) changed (report engine)?	Opera 3 v1.0 Report engine has been uplifted to 90 (VFP9) though Opera II remains using 80 (VFP6).
9	"File name contains invalid character" message when launching the report (on publisher)	Workaround - enter a valid file name. It appears to linked to the order the report files were created and entered into O3 that may trigger this message. To try and resolve this, remove the files and repeat the steps to add the report files into the system.
10	Does it keep all formatting (like colours) when exporting to Excel?	Yes.
11	Can you write an output to XLS report for all existing report?	You should be able to create an XLS output report for all vfp reports (subject to testing & development), however some reports which are designed to print "sections" based on criteria may need to separate reports for exporting to XLS. For example, SL Debtors report - SQSLDEBT.frx handles with and without details, however there are two separate XLS reports (SQSLDEBT_SHOW_XLS & SQSLDEBT_NOSHOW_XLS) and some are unable to offer multiple (new) report designs as they are pre-coded to offer only the existing designs.

Notes

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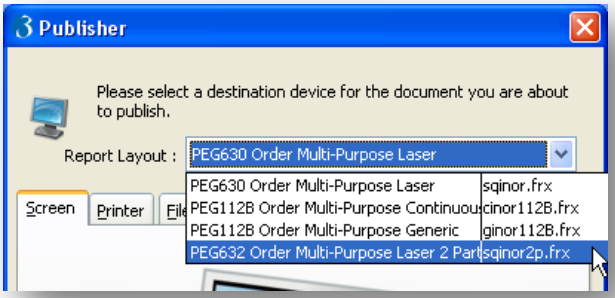
1 Report Layouts

1.1 Introduction to Report Layouts

Document Designs in Opera 3 provide more than one layout option to choose from, depending on the type of stationery you intend to use. For example, documents like Quotes, Orders and Invoices are available in continuous or laser format; Payroll Payslips in two or three part continuous, laser or data mailer formats, and so on. Where you have a choice, this is provided in the Report Layout list box on the Publisher form, which appears when you have completed and accepted any criteria for the document in question.



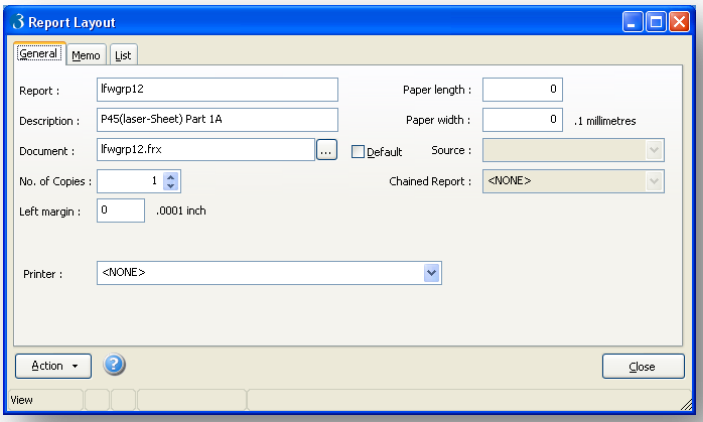
The purpose of the Report Layout command on the Maintenance submenu of the System module is to provide a means to control these list box options. Each layout has a report name and is associated with a file that contains the design. If you have an alternative design to the ones supplied with the software, you can identify the file to be used.

Other settings in Report Layouts control which of the designs associated with a particular document is the default Document layout.

You can define a default printer selection applicable to a given design and check the alignment of the stationery. You can control the left-hand position of the document using the left margin setting and the Align command on the Action menu to test the alignment on the printer.

1.2 How to change Report Layout settings

Open the System folder, click Maintenance and then click Report Layout.



Notes

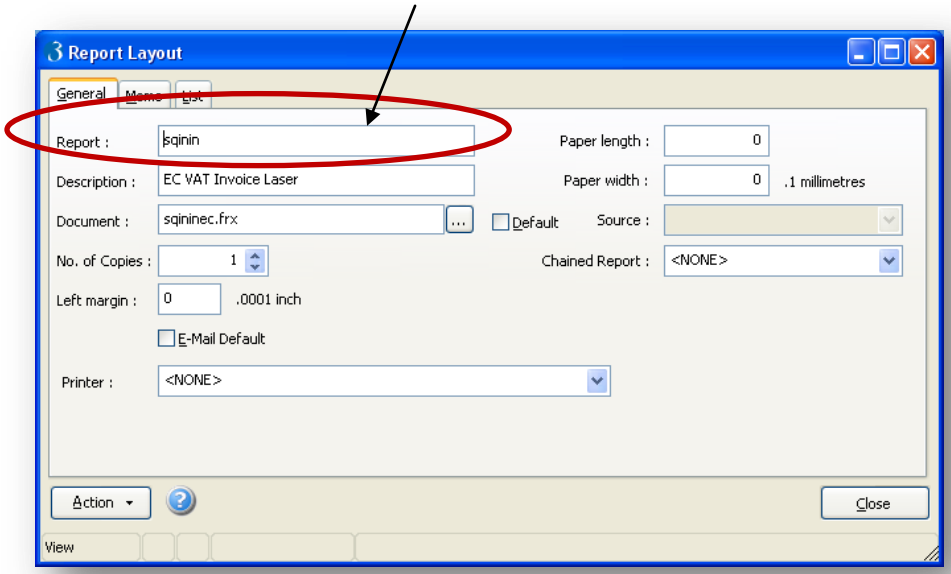
1. Locate the report for which you want to change settings.
2. In the boxes provided, enter the details required. You can change the description and browse to locate the file that contains the layout to be used.
3. To specify a particular document design file as the default, select the Default option.
4. To check the alignment of the stationery, click Action and then click Align. You can adjust the left margin position using the left margin box.
5. When printing to Generic Text driver, it is very important to set the Paper length and width on this screen.
6. Use the Printer list to select a default printer for the report.
7. To store the changes you have made, click the Save current changes toolbar button.

1.2.1 How to create a new Document in Report Layout

When a report is launched from within Opera 3 it is done via the Publisher. The publisher picks up a list of available reports from the Report Layout.

Report

The identifier field for this is the Report field.



Report Menu	Description
LFWGSR1	P14 Portrait
LFWGSR1L	P14 Landscape
LFWGSR1Y	P60
SQCBCHQREM	Cash Book Cheque Remittance
SQCBCQ	Cash Book Cheque
SQCBRA	Cash Book Remittance
SQHRLAB	Personnel Laser Labels 2 Across
SQINCR	SOP Credit Note
SQINDE	SOP Delivery Note

Notes

SQINDO	SOP Document
SQININ	SOP Invoice
SQINOR	SOP Order
SQINPR	SOP Proforma
SQINQU	SOP Quote
SQJCQUOT	Job Costing Quote
SQOPLAB	Order Processing Label
SQOPTLAB	Order Processing Label – Transaction
SQPLCHEQ	Purchase Ledger Cheques
SQPLCHQREMS	Purchase Ledger Combined Cheques and Remittance
SQPLLAB	Purchase Ledger Labels 2 Across
SQPLREMS	Purchase Remittance Advice
SQPOOR	Purchase Order Processing Order
SQPOORM	Purchase Order Processing Orders
SQSLLAB	Sales Ledger Labels
SQSLSTAF	Sales Ledger Foreign Statement
SQSLSTAT	Sales Ledger Statement
SQSTLABS	Stock Labels
SQSTRTVD	Stock Transaction Return To Vendor
SQWGRP1	Pay Slip
SQWGRP1B	P45
SQWGRP3	Pay Cheques
SQWGSR1B	P14 80 column
SQWGSR2	P35

Description

The description is a text field that will distinguish the report from another report. Fifty characters are available for the description.

Document

The document is the actual Visual FoxPro FRX file. This must be created before hand either through VFP document designer or a simple copy from an existing report. If it is a copied report then a browse button enables users to search for the file. This is usually held in the reports directory.

Default

If there is more than one type of report then a default can be specified. This will be the first report the Publisher shows. All other reports are available to select from the drop down box.

No of Copies

The number of copies can be specified against the report. This will override any copies set on the printer driver.

Left Margin

A margin can be specified for each report. This is measured in inches. This cannot be changed to the windows system default settings.

Notes

email Default

Some reports can be sent via email, such as statements. A report can be selected as the default report to be sent.

Printer

Each report should have a printer selected against this. It is most important that the printer selected is setup correctly for the paper size. (See section on Non A4 Printing).

Paper Length / Width

Any non A4 designs must have their size defined in these boxes. If there are any differences between those paper sizes set here and the document design size then errors may occur. The sizes are measured in mm.

Source

Once a printer has been selected then a source tray can be defined. The printer 's trays appear in the drop down box. When the document prints it will be forced to print from this tray.

Chained Report

When a document is called to print it can call another document at the same time.

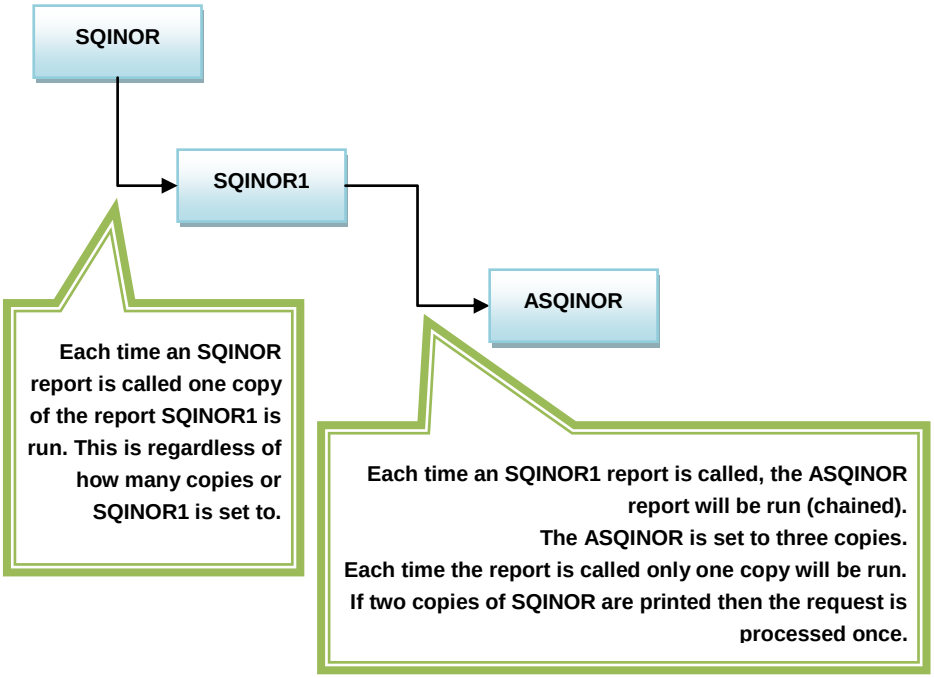
For Example:

SQINOR.FRX prints and calls SQINOR1
SQINOR1 print calls ASQINOR.FRX.

SQINOR.FRX prints to accounts printer.
SQINOR1.FRX prints to second tray of accounts printer
ASQINOR.FRX prints to the stores printer.

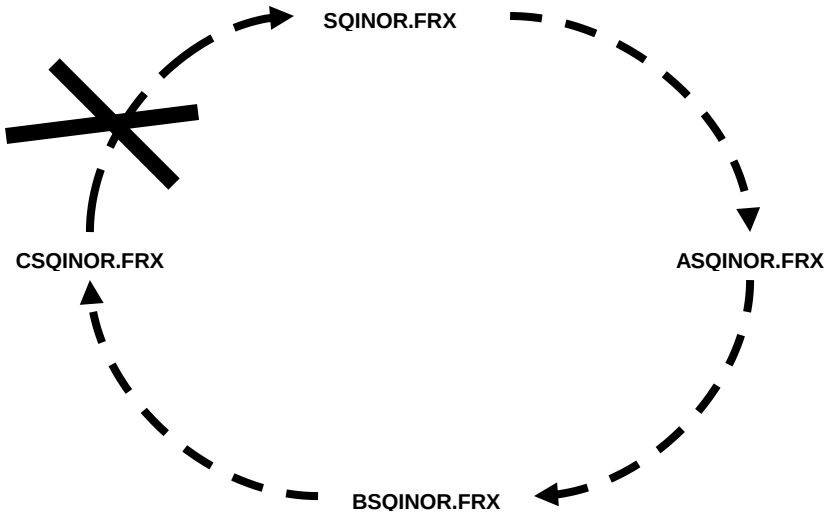
SQINOR.FRX prints 2 copies.
SQINOR1.FRX prints 1 copy
ASQINOR.FRX prints 1 copy.

As SQINOR will run twice, one copy of SQINOR1 and one of ASQINOR.FRX will print.

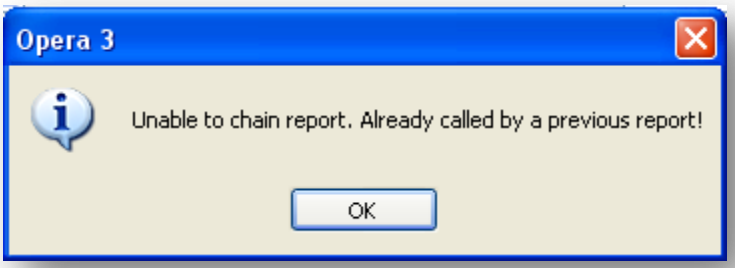


Notes

If a chained report is linked to another report resulting in a circular link ->



then the following dialogue appears:



Users will not be able to save a circular link

Notes

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2 Launching the Designer

2.1 Accessing Report Designs

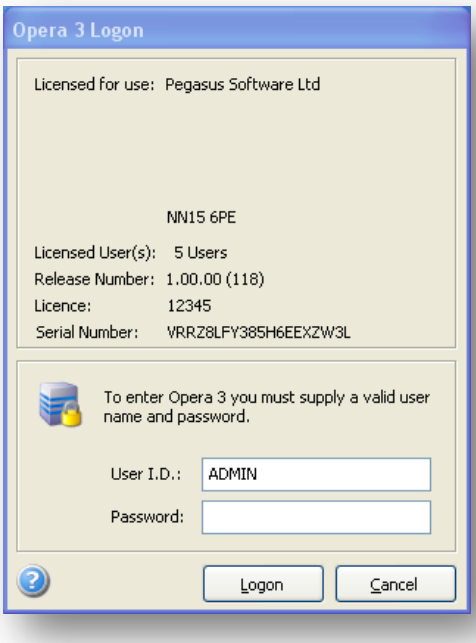
There are a number of methods you can access the report design screen. The most common way would be to either access it through Opera 3 (Log in as Admin) or using VFP (Modify Report command)

2.1.1 Opera

In previous versions of Opera for DOS or Opera for Windows, in order to access the Document Design functions, if you did not have the Toolkit feature activated, you were required to create a new user within User Profiles. This new user had to be called, whatever the first 8 digits of the Serial number is on that particular system. You then logon as that user, and this would give you access to the Document Design functions.

2.1.2 Accessing the Designs in Opera 3

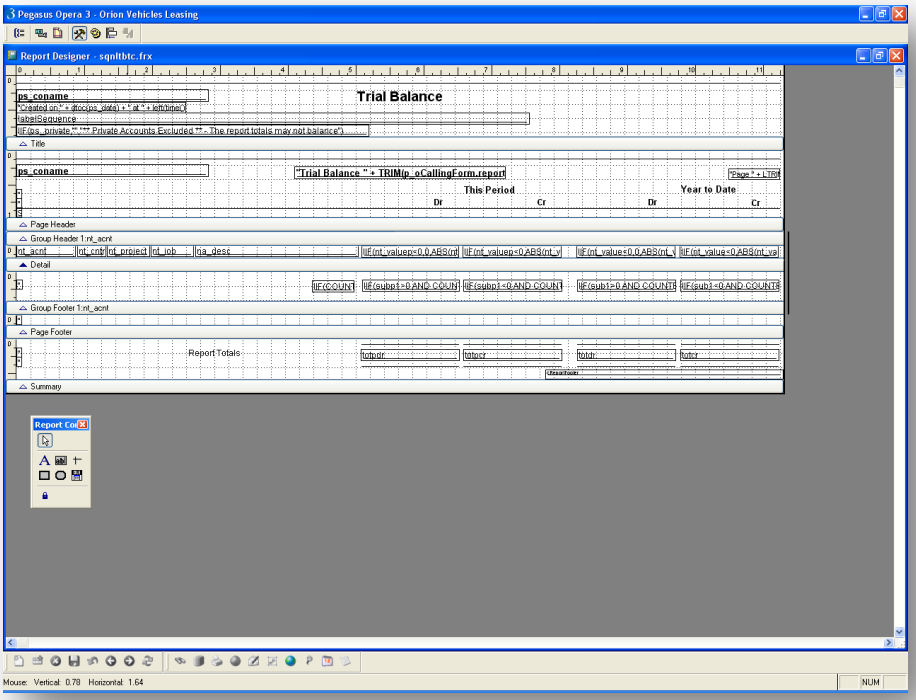
The method used in Opera is no longer the case for Opera 3, if you log into Opera 3 (and Opera II) as ADMIN then you will automatically activate the Document Design feature.



Now printing any report to screen or file will display the report template:

Launching the Designer

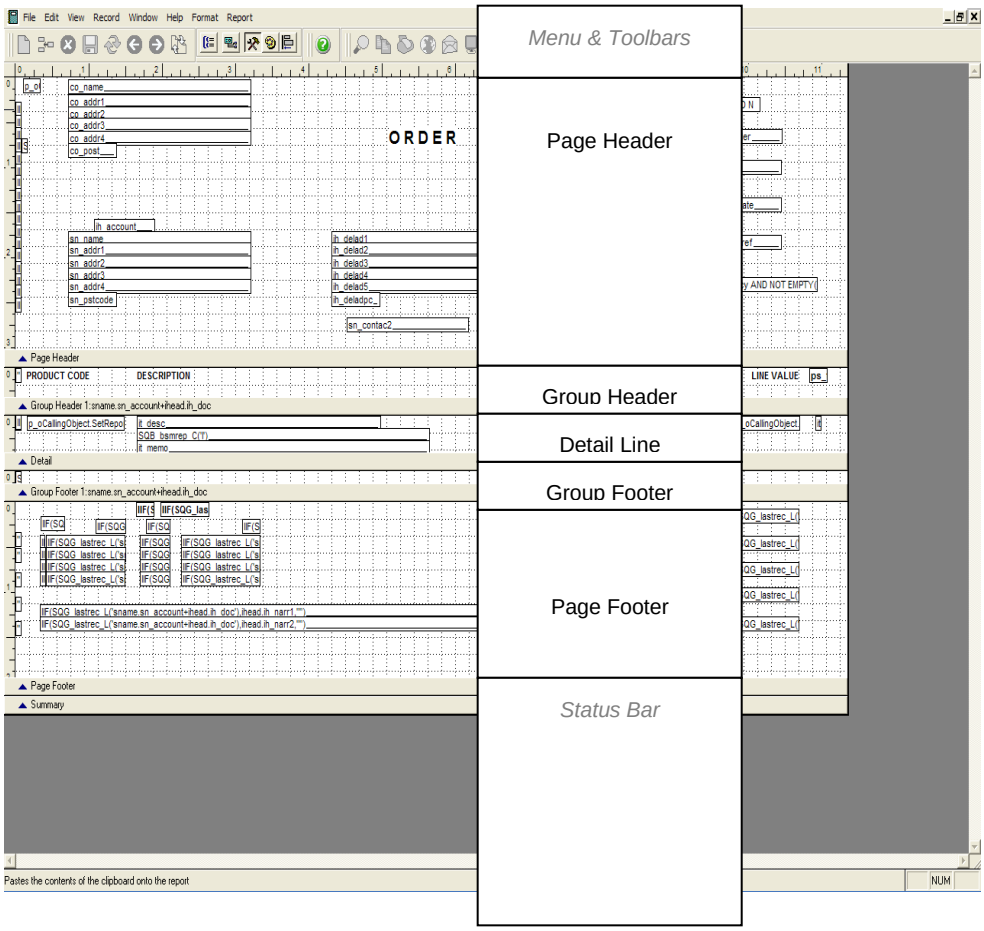
Notes



You can then maximise the Design Screen to enable you to work on the Document Design.

2.2 The Designer Environment

The Designer Interface



Reporting Layout concept

Notes

Section	Description
Report Header	Usually prints first and only on the first page
PAGE HEADER	Printed out once at the top of each page.
GROUP HEADER	A report is usually grouped on whatever the data is being sorted by. The group header will be printed immediately before the first record of a new group. E.g. If the report is sorted/grouped by account number, the group header is printed before records for each new account number. There may be two or more group footers.
DETAIL	Printed out once for every record sent to the report.
GROUP FOOTER	A report is usually grouped on whatever the data is being sorted by. The group footer will be printed immediately after the last record of a group. E.g. If the report is sorted/grouped by account number, the group footer is printed after the last record for each account number.
PAGE FOOTER	Printed out once at the bottom of each page.
Report Footer	Usually prints on the last page once.

Notes

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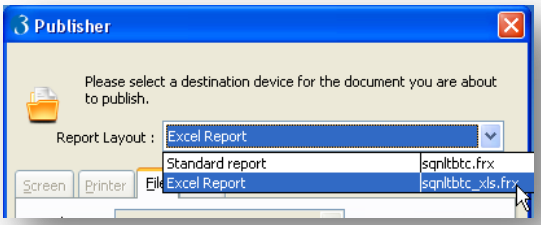
3 Output To Excel

You can save some reports as spreadsheets to view in Microsoft Excel. This option is available for some but not all reports. This facility puts the information in a report directly into the cells on the Excel spreadsheet and sets the height of the rows and width of the columns to achieve the desired layout. All numeric information can be used in calculations and you can modify the report as required.

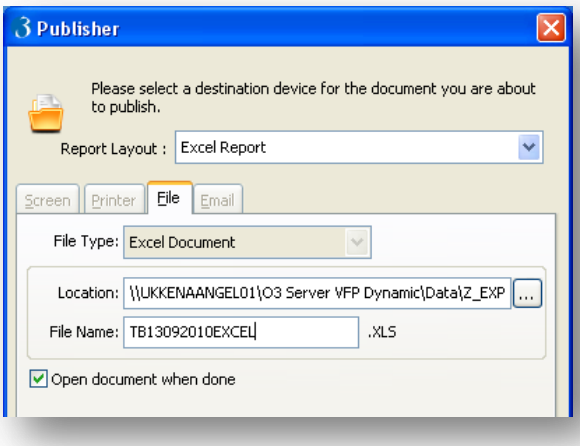
NB: Excel designs may vary slightly from the VFP designs

Microsoft Excel 2003, Microsoft Excel 2007 or Microsoft Excel 2010 must be installed on the computer to view the report as a spreadsheet.



There are advantages of saving a report as a spreadsheet rather than a PDF report or a spool file:

- It provides a report saved at a certain point in time but you can amend the information if required. You can change the information to do different calculations. The range of formulae that you can apply ranging from adding two numbers together to applying 'what if' scenarios.
- You can change the appearance of the information by using different fonts, colours, borders etc.
- You can change the order of the information by changing its sequence.
- You can protect the information in a spreadsheet by using a password
- You can use the charting facilities to display the information in a graph. Charts make numerical information understandable by presenting them as a graphic.



Output to Excel

Notes

These reports can be saved as a spreadsheet:

Module	Description
System	Summary VAT Audit Report
Cashbook	Cashbook Report
Costing	Transaction Report
Nominal Ledger	Trial Balance
Payroll	This Period Summary
Payroll	To Date Summary
Purchase Ledger	Creditors Report
Purchase Ledger	Invoice & Credit Note Listing
Purchase Ledger	PIR Invoices & Credit Note Listing
Purchase Ledger	Payments & Adjustment Listing
Purchase Order Processing	Orders Listing
Sales Ledger	Debtors Report
Sales Ledger	Invoice & Credit Note Listing
Sales Ledger	Receipts & Adjustments Listing
Sales Order Processing	Order Listing
Stock Control	Stock Movements report
Stock Control	Stock Valuation report

3.1 Design Requirements

There are several elements to creating a report to export to Excel within Opera 3, these include;

- Creating the appropriate FRX and FRT files
- Creating these within the Opera 3 Report Layout Table (SEQRPLAY)
- Abutting Fields
- Aligning Fields
- General tidy up routines.

The following sections are a guide to how to manipulate an existing report into a report for exporting to Excel.

3.1.1 Creating the appropriate FRX and FRT files

Take a copy of the existing reports and add _XLS to the end of them. This will use the code for instructing O3 this is an XLS export vfp report.

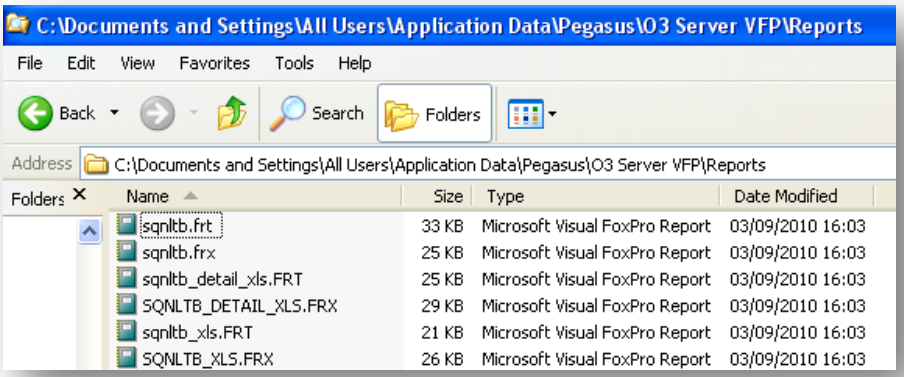
For example;

SQNLTB.FRT
SQNLTB.FRX

Notes

Copy and rename to;

SQNLTB_XLS.FRT
SQNLTB_XLS.FRX



The rules for company specific and record specific designs still apply. For company specific you would remove the first 2 characters and replace with Z_ (Z being the appropriate company ID) and the record identifier characters at the end of the file name but before the _XLS.

For example;

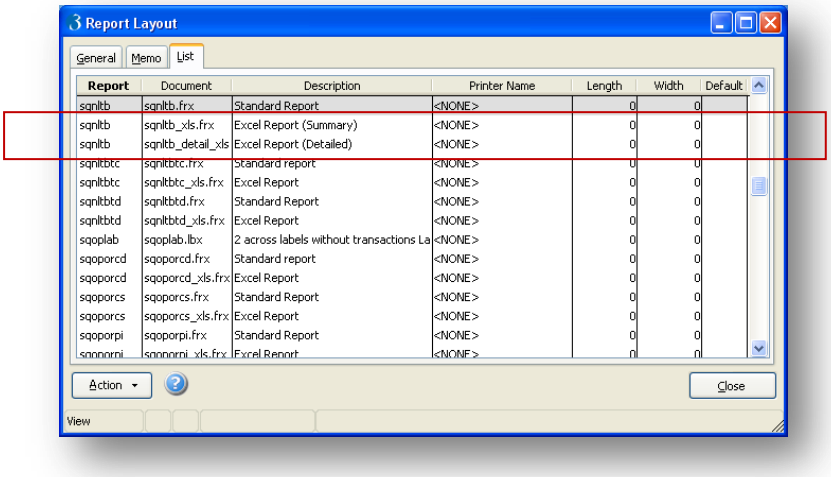
Z_ININ01_XLS.FRX etc.

Please note that currently no transactional reports or account specific type reports have an XLS version and this would be subject to testing and development.

NB: As long as the last characters of the report name are _XLS.FRX the report will invoke the XLS export code.

3.1.2 Creating these within the Opera 3 Report Layout Table (SEQRPLAY)

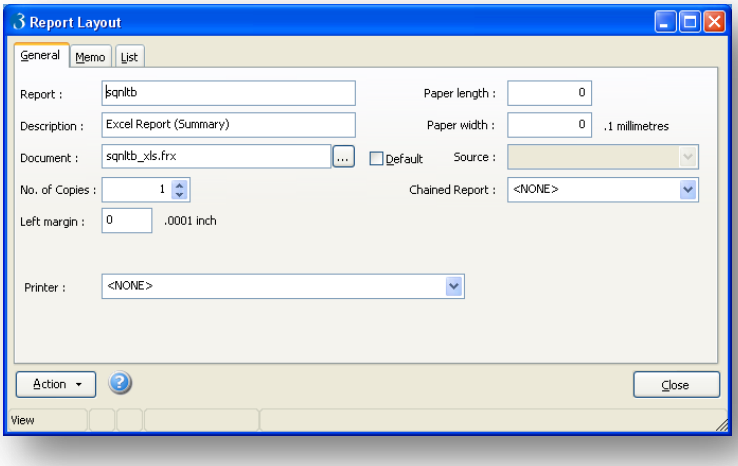
The user will need to create the appropriate records within the Report Layout table.



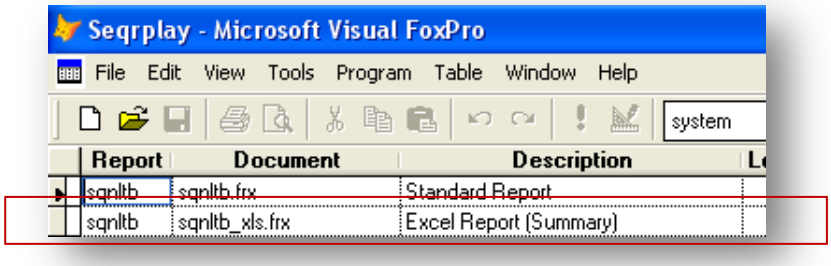
Notes

No other specific settings are required, though the report name must be correct and the “Report” name linked to the appropriate report type.

i.e. SQNLTB = Nominal Trial Balance



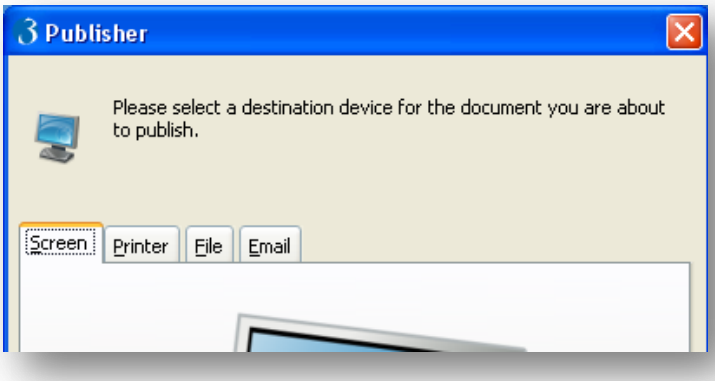
This will update the SEQRPLAY table.



NB: Now if you creating an XLS format of a report design which is not originating from SEQRPLAY, then both the VFP and new XLS designs need to be added (generally a non-transactional document – a standard report that is run from the Report section).

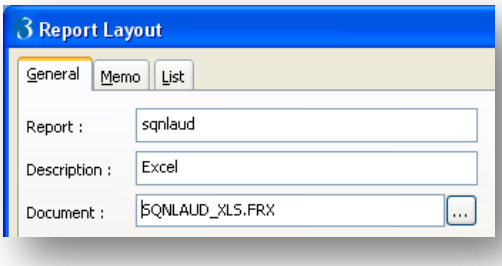
For example;

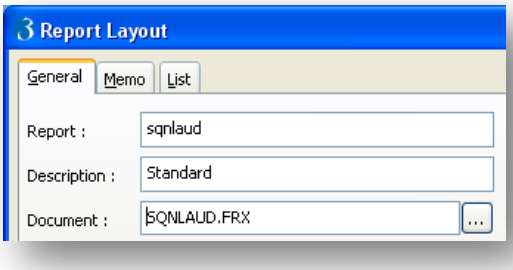
Take the sqnlaud.frx report (Nominal Audit Trail). Create an sqnlaud_xls.frx. By default when running the report from Nominal – Report Audit Trail, the publisher form will only recognise the single VFP design.

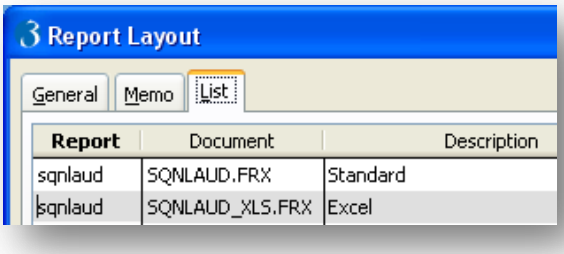


Notes

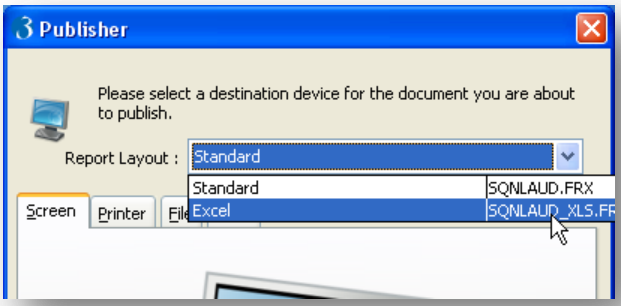
For the system to recognise different designs for the same report type, both will need to be entered into Report Layout (SEQRPLAY) with the “Report” name being the original FRX design name, excluding the FRX.







Adding both into the Report Layout Manager will then ensure the Publisher offers all flavours of the report designs.



3.1.2.1 Report Name Enhancement for Summary and Detail multiple reports

With the introduction of output to XLS reports in v1.x of Opera 3, it was found that in some instances multiple XLS reports would be required for a single VFP design. An example of this was the Debtors report, where there was a noshow_xls and show_xls report. The appropriate report was then offered dependant on the setting selected on the initial parameter screen (show transactions or not). This meant code was written to help allow these reports to work correctly and efficiently, however users at that point were unable to add their own SQSLDEBT reports into the system.

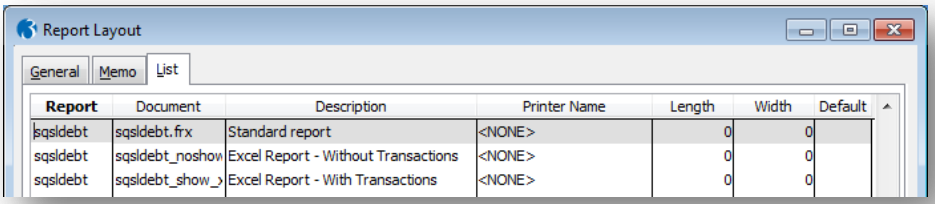
Notes

The V1.3x release enhanced this functionality my splitting out the SQSLDEBT report into 2 groups. One for Transactional reports – detail - (SQSLDEBT2) and one for Summary Reports (SQSLDEBT) – the grouping has been coded for all appropriate reports but may not necessarily use the number 2 to differentiate it.

NB: Please note that a number of these reports have had amendments made to offer this new functionality. Due to the Report name changes being introduced, there is code in the UDS that may replace custom added records depending on what names have been previously used. These would need to be manually catered for as these would be custom based reports.

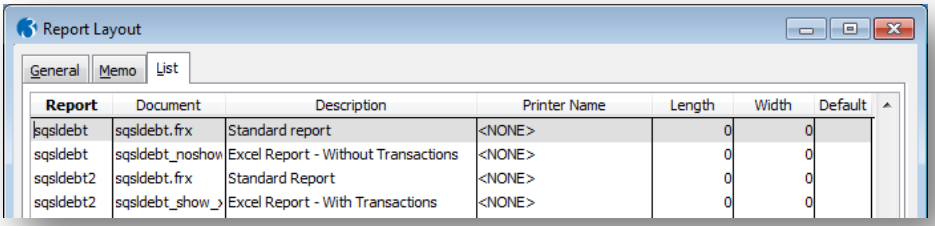
So the change is implemented as follows (using SQSLDEBT (Debtors report) as an example)

Report Layout (Before UDS in v1.3x)



Report	Document	Description	Printer Name	Length	Width	Default
sqsldebt	sqsldebt.frx	Standard report	<NONE>	0	0	
sqsldebt	sqsldebt_noshow	Excel Report - Without Transactions	<NONE>	0	0	
sqsldebt	sqsldebt_show_>	Excel Report - With Transactions	<NONE>	0	0	

Report Layout (After UDS in v1.3x)



Report	Document	Description	Printer Name	Length	Width	Default
sqsldebt	sqsldebt.frx	Standard report	<NONE>	0	0	
sqsldebt	sqsldebt_noshow	Excel Report - Without Transactions	<NONE>	0	0	
sqsldebt2	sqsldebt.frx	Standard Report	<NONE>	0	0	
sqsldebt2	sqsldebt_show_>	Excel Report - With Transactions	<NONE>	0	0	

Basically the original setup had 3 reports for the 1 “group”. For Sales Debtors you had a VFP report that handled Summary and Detail automatically, then two XLS reports to handle the Summary and Detail outputs respectively. With the way this was designed it was then unable to offer the ability to add more “designs” to the same group of SQSLDEBT.

In v1.3x this has been separated out into 2 “groups” for all similarly design reports. You now have 2 groups split into SQSLDEBT (Summary) and SQSLDEBT2 (Detail). There are still only 3 actual Report designs (RXs being linked to) but the Report Layout table now splits them out into 2 groups.

SQSLDEBT – Links to 1 VFP report that caters still for both Summary and Detailed output and the 1 XLS design for a summary output.

SQSLDEBT2– Links to the same 1 VFP report for *sqsldebt* and the 1 XLS design for a detailed output.

NB: This should work in theory for Company and Record specific designs – creating XLS output reports. The grouping may only be relevant to Standard and company specific designs.

Notes

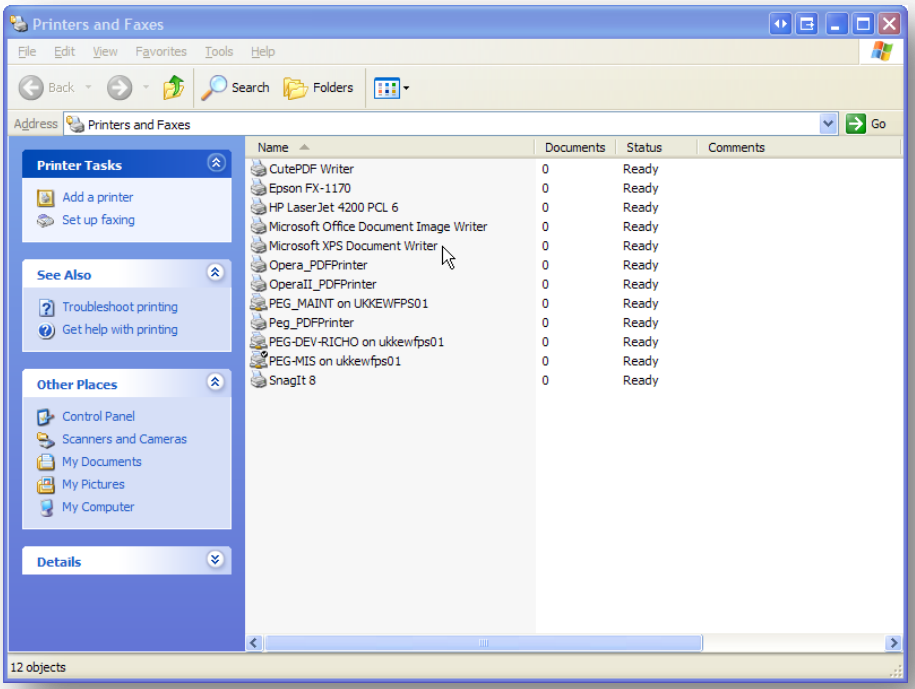
3.1.3 Installation and Configuration of the Microsoft XPS Document Writer

Some reports designed for output to Excel are much wider than the paper sizes available on most printers. For these reports it is recommended to install the Microsoft XPS Document Writer and to add a custom, extra-wide form/paper size. This is only necessary if the report is likely to be modified (for example when logged in to Opera as ADMIN)/

The XPS Document Writer is part of the Microsoft XML Paper Specification Essentials Pack which can be downloaded from here:

http://www.microsoft.com/downloads/en/details.aspx?FamilyID=b8dcffdd-e3a5-44cc-8021-7649fd37ffee&displaylang=en

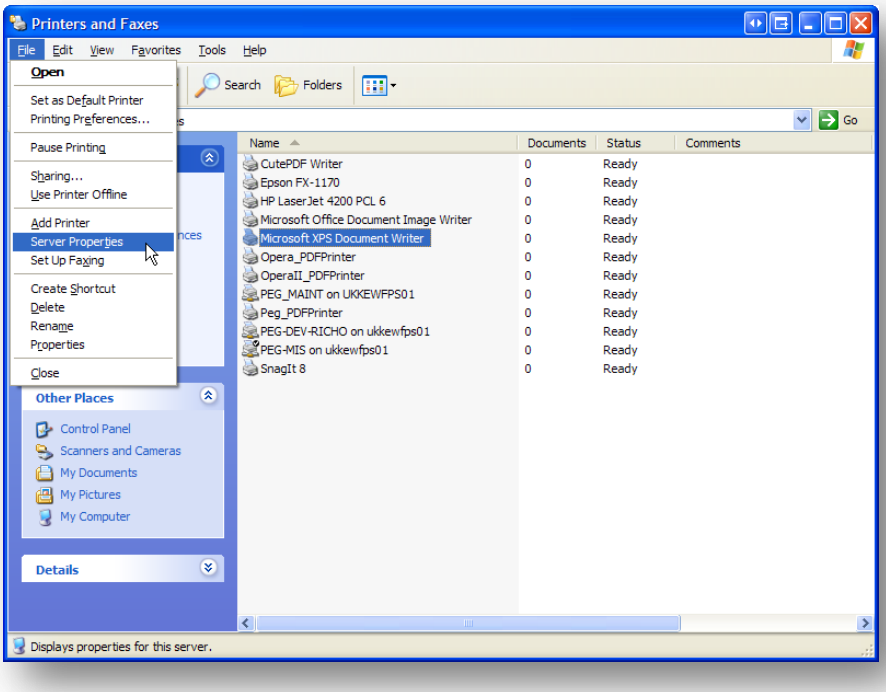
Once the XPS Document Writer has been installed it should appear in the "Printers and Faxes" folder as shown below:



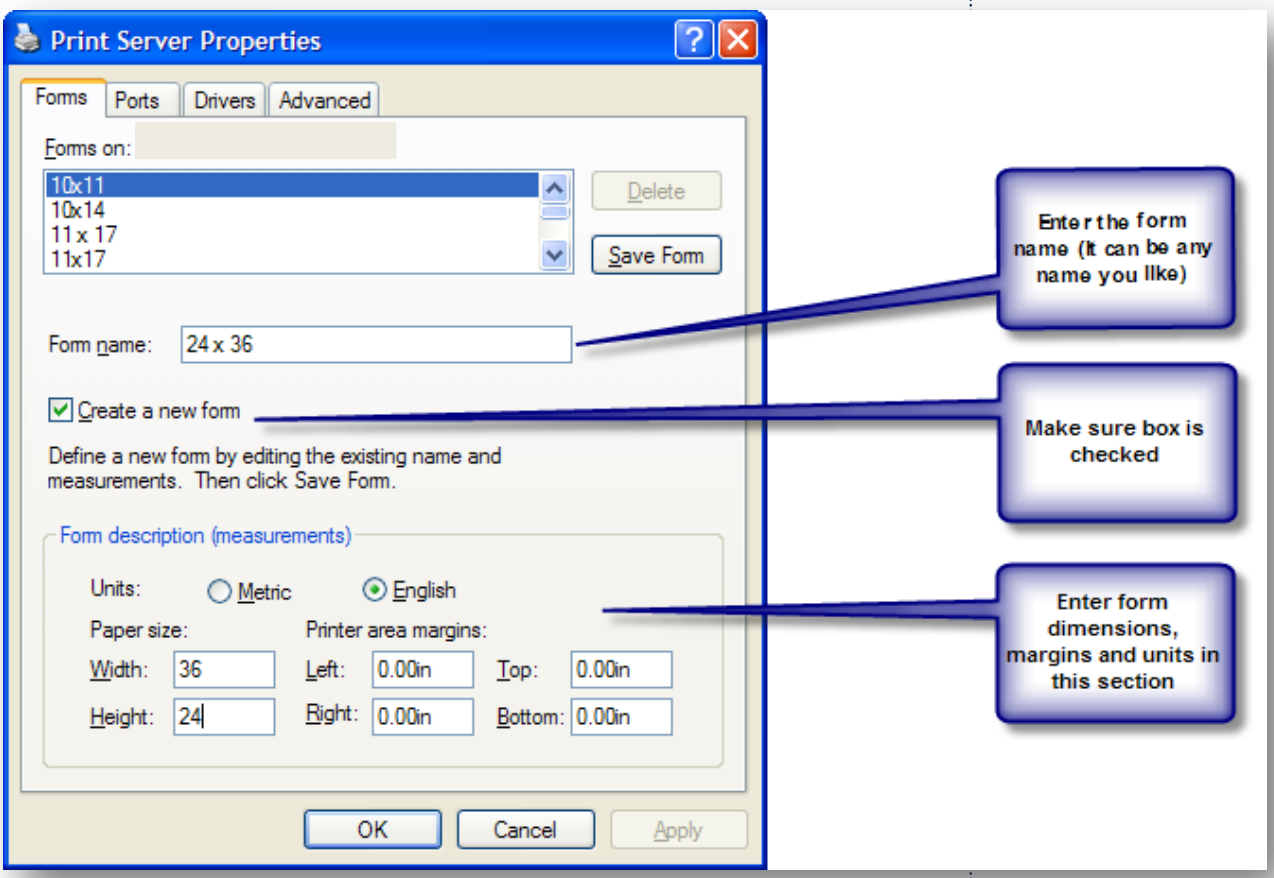
To set up a custom paper size (in this example 24" x 36") the following steps need to be followed.

In the Printers and Faxes folder highlight the XPS Document Writer and Select File … Server Properties from the menu tab:

Notes



The following dialog is shown (the items added/changed have been indicated in the screenshot shown below). Click on “Save Form” to save the new form.



3.2 Design Preparation

Notes

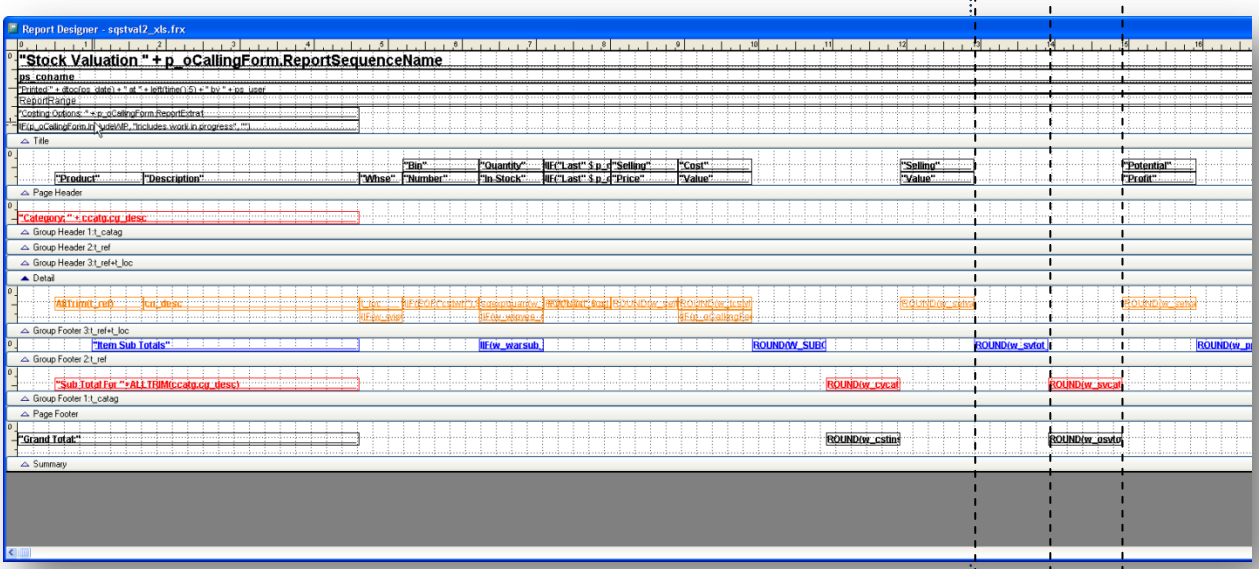
There are various steps to prepare the report ready for outputting to Excel, these include;

- Aligning details, subtotals and Grand totals adjacently as required
- Lengthening the Title fields and aligning to far left of report
- Remove blank space in Bands (Top/Bottom/Between)
- Adjust to same height
- All Labels to convert to Fields
- All Shapes removed
- Page Number and Label to be removed

Steps in more detail…

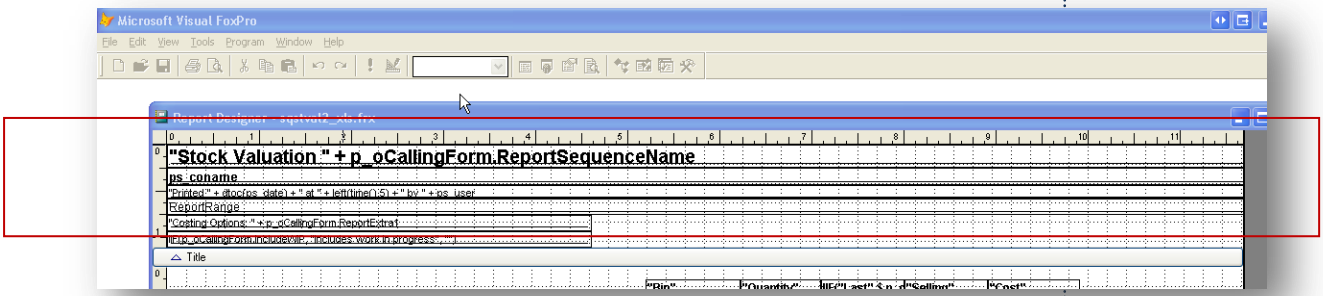
Aligning details, subtotals and Grand totals adjacently as required

Fields, Sub-Totals and Grand Totals are adjacent aligned to help allow easy "summing" in Excel.



Lengthening the Title fields and aligning to far left of report

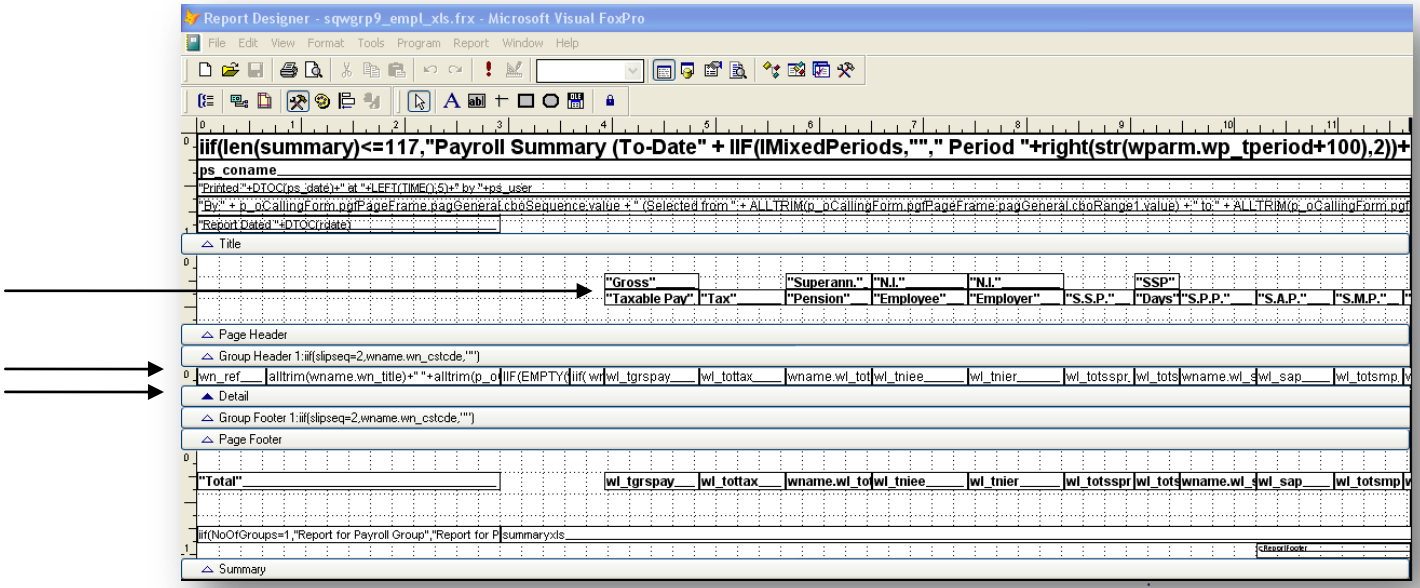
The title fields are lengthened and left aligned to help avoid un-necessary columns in the spreadsheet. It also may reduce the amount of further formatting and alignment to be carried out.



Remove blank space in Bands (Top/Bottom/Between)

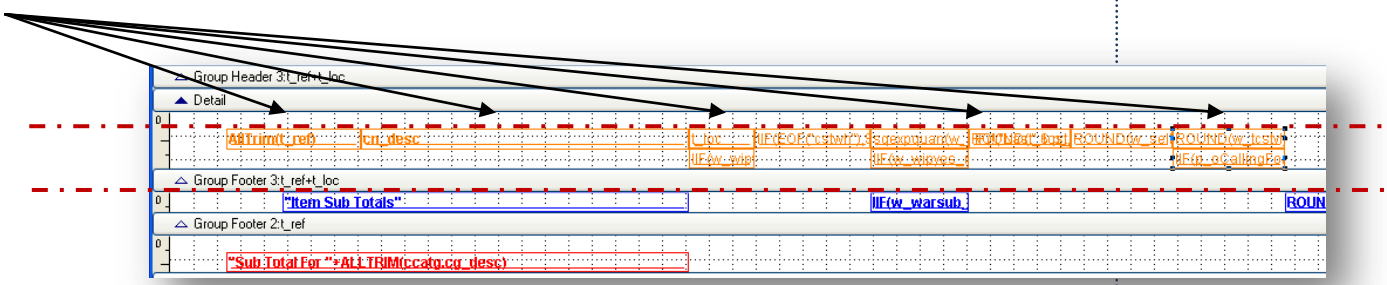
Notes

Removing blank space in bands will avoid unnecessary rows being created and allow for better lining up within the Spreadsheet.



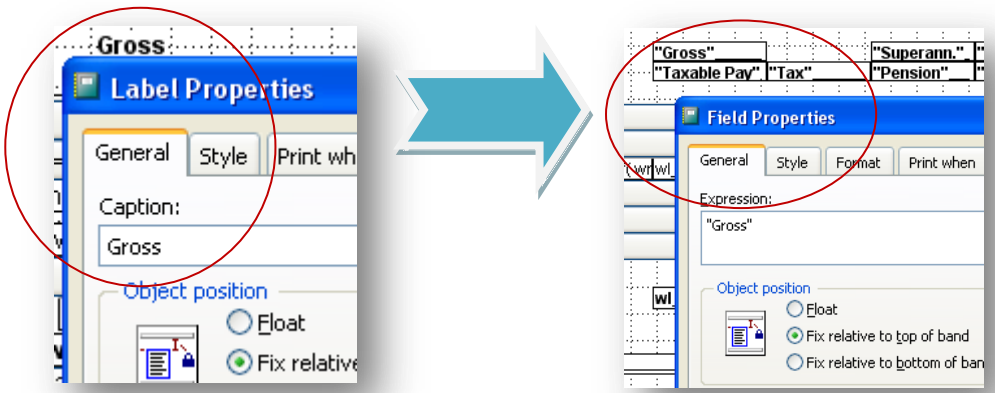
Adjust to same height

Ensuring fields that belong to the same row are the same height should ensure that they will output in the same row and should avoid creating un-necessary rows.



All Labels to convert to Fields

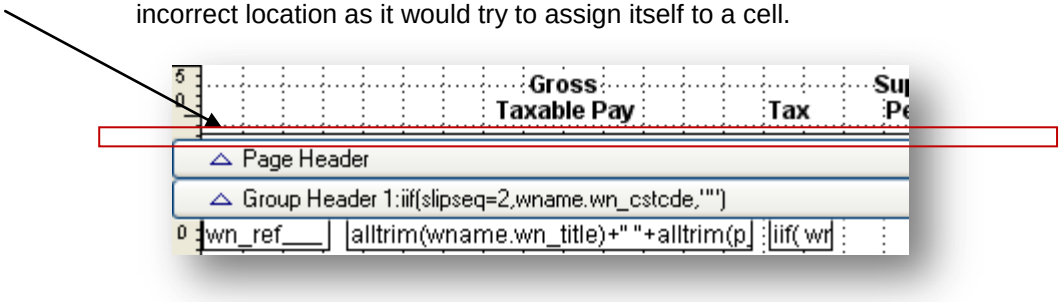
Convert labels to Fields as you cannot specify the height of the Label. You would want labels to be the same height for the row.



Notes

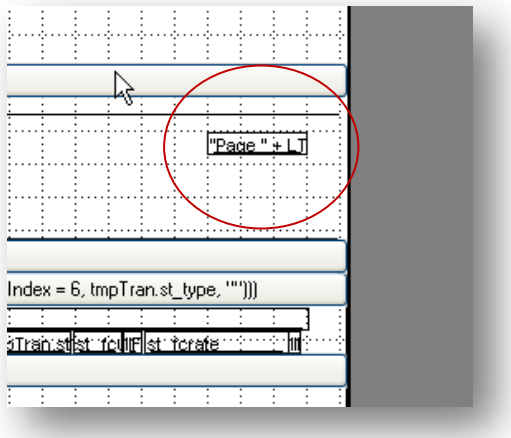
All Shapes removed

All shapes (i.e. lines and boxes) should be removed. Excel can be used to apply any formatting required. It may also avoid graphical objects displaying in the incorrect location as it would try to assign itself to a cell.



Page Number and Label to be removed

Page numbers and label cause extra rows etc and may not be required on the Excel worksheet. Headers and Footers can be created within Excel to cater for Page numbers and Labels.



3.2.1 Field Positions

Notes

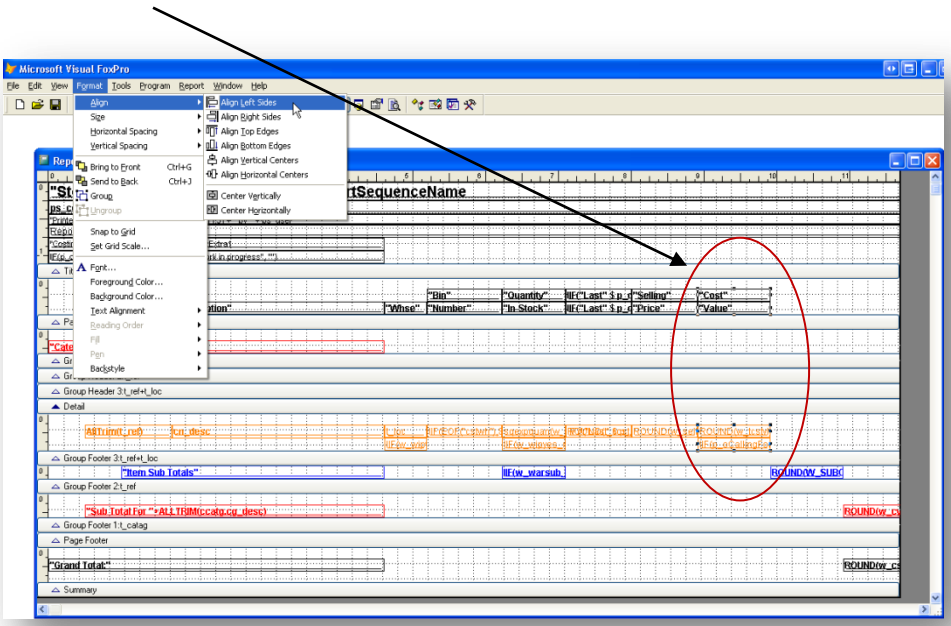
Careful consideration is required when design and manipulating the report to be XLS export compatible.

Most if not all report designs will require altering. The screenshot above shows a sample report and has been colour-coded for ease of understanding.

3.2.1.1 Aligning & Abutting Fields

Align Left Side

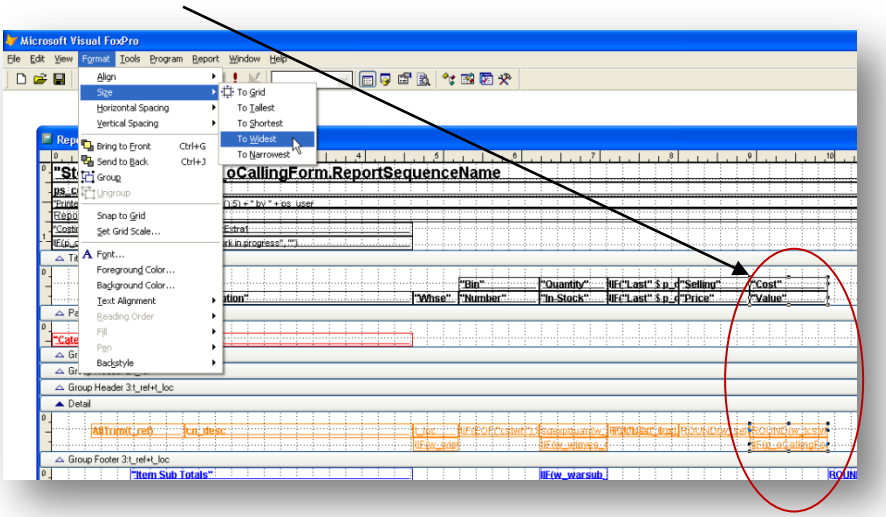
A fields will need to be Aligned to their left sides (abutting each other). This will ensure the correct number of columns are produced instead of potential blank empty columns.



Notes

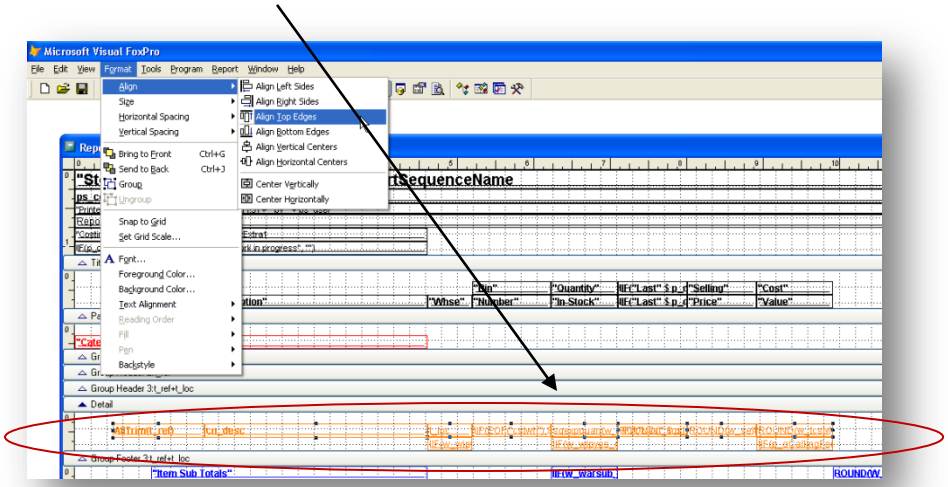
To Widest

Setting all the fields belonging to the same “column” to the widest field. This should ensure all fields are identical in width and aligned correctly. Works with the Align Left Side function.



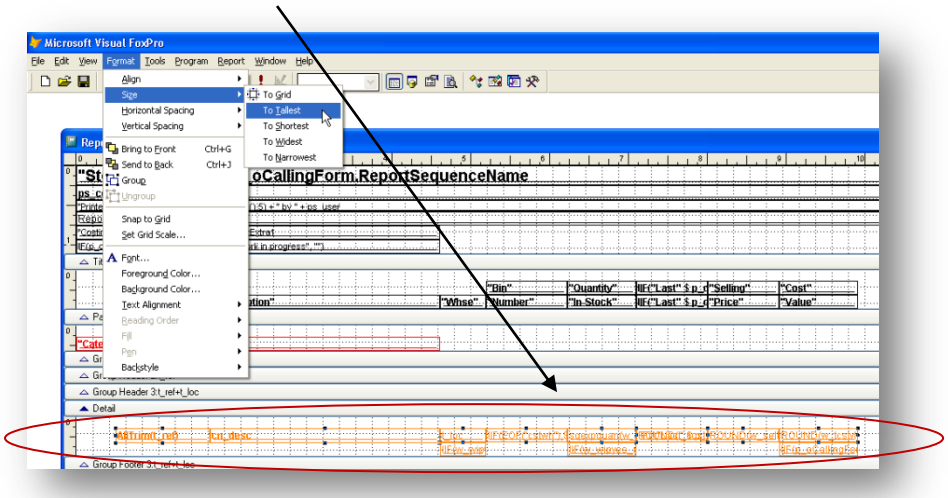
Align Top Edges

Selecting all the fields which will belong to the same row and aligning the Top Edges will ensure they all fit into the same row, rather than creating unwanted rows in the worksheet.



To Tallest

Ensuring all the fields of the same row are aligned and set to “tallest” height works with the Align Top edges to tidy up the conversion, helping to remove any unwanted potential rows.

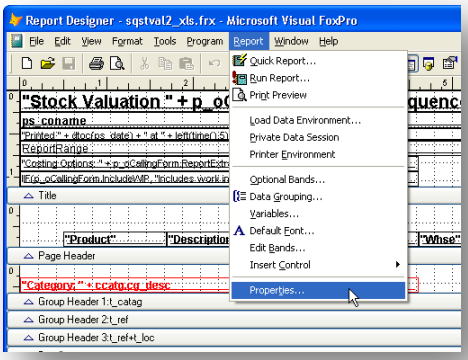


3.2.1.2 Missing Fields

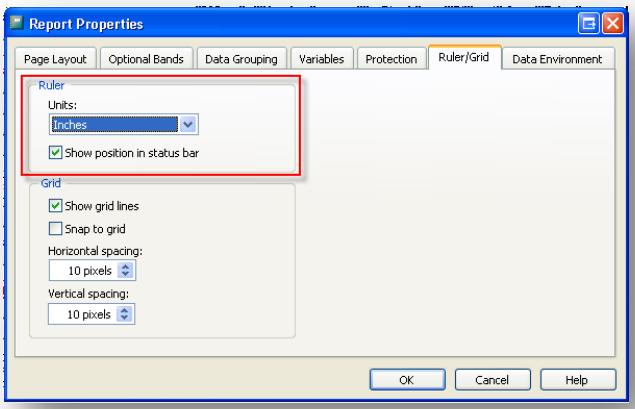
Notes

The report design may be a wide layout meaning fields could be missing from the display. When designing these reports you must ensure all fields are appropriately formatted and aligned etc for it to work successfully.

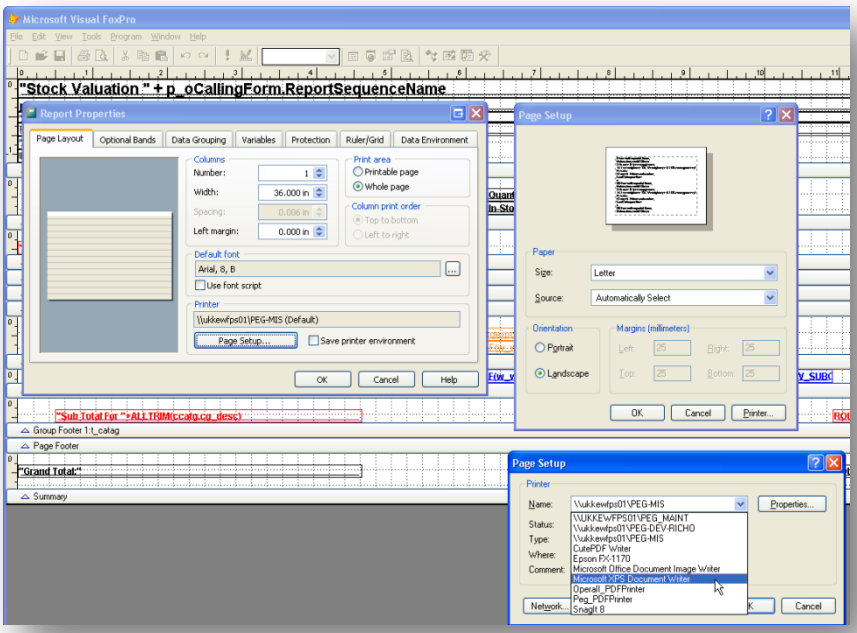
Access the report's properties



Ensure the units under the Ruler section is set to Inches.

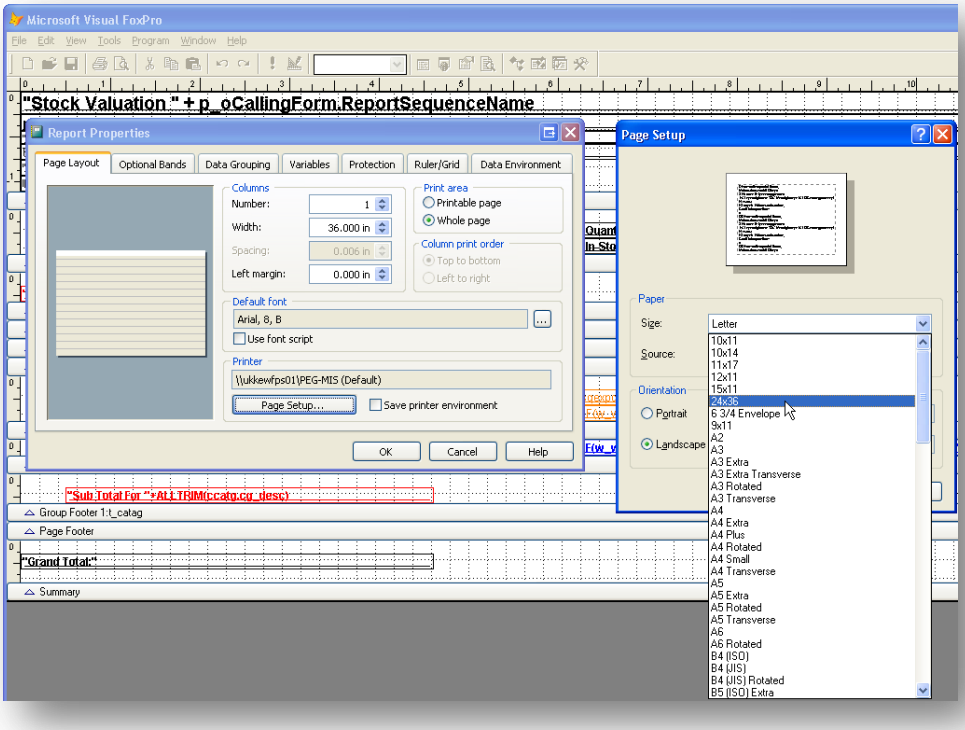


Access the Page Set-up and select the Microsoft XPS Document Writer Print driver (example driver that usually has common large page sizes).

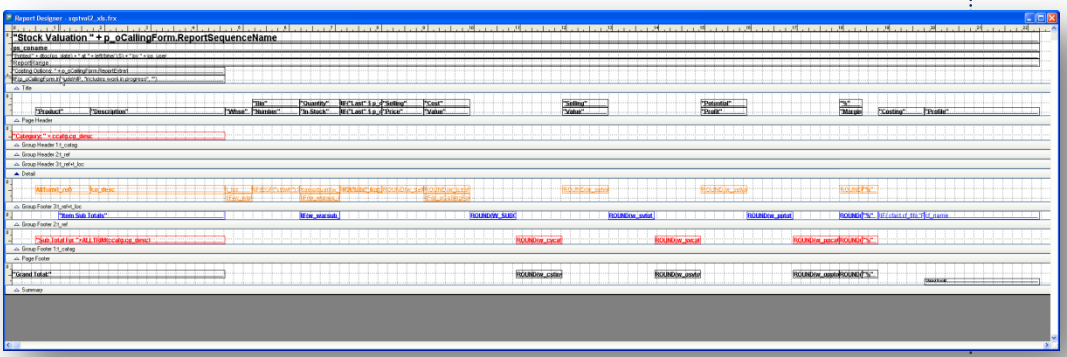


Select a Large Page Size

Notes

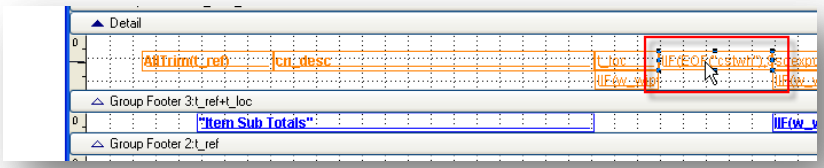


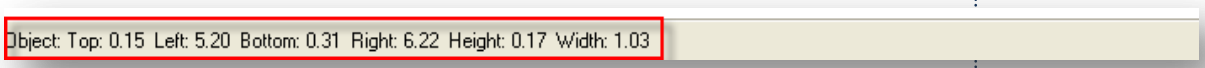
When saved, the report layout should change accordingly. All available fields must undergo the same design adjustments carried out earlier.



3.2.2 General checking routines

Check the fields by selecting them. The object position and dimensions are detailed in the status bar at the bottom of the design window.

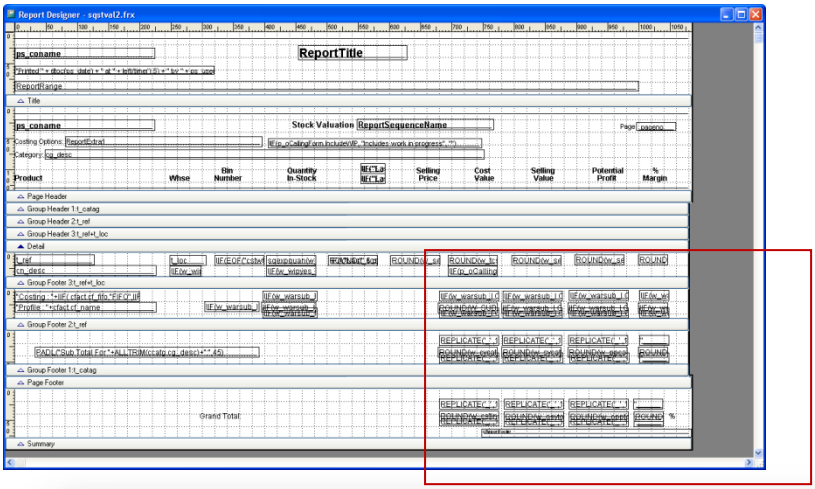


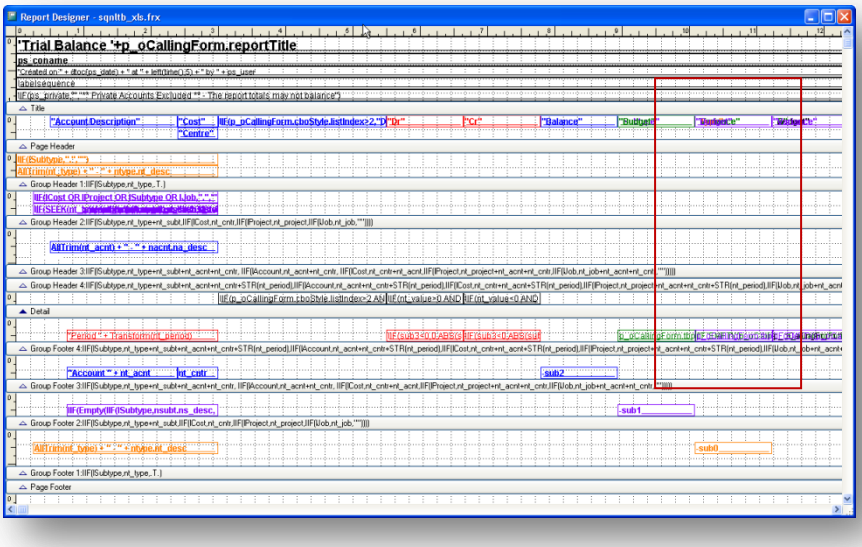


3.2.3 General tidy up routines.

Notes

Reports may have overlapped objects.





Move them to manipulation of the design and ensuring an overlapped fields does not cause unwanted formatting with Rows and Columns etc.

Practical Exercise 1

Notes

(Time Allowed 30-60 Minutes)

Objectives

At the end of this practical assignment you will be able to:

- *Set up a new XLS report to be used and selected in Opera 3*
- *Design the new report to export to XLS as clean as possible*

Exercise Details

You are required to create a new XLS output report based on the Sales - "Revenue Forecast" Report (SQSLFCST):-

Note: Test the Export to see the results in Excel at every step to see the effects of the editing down.

Example Steps for designing;

Step Guide	☑
1. Create the XLS Report files (frx & frt)	❑
2. Add into Opera 3 (test)	❑
3. Tidy up the design;	❑
a. Ensure All fields visible	❑
b. Aligning details, subtotals and Grand totals adjacently as required	❑
c. Lengthening the Title fields and aligning to far left of report	❑
d. Remove blank space in Bands (Top/Bottom/Between)	❑
e. Adjust to same height	❑
f. All Labels to convert to Fields	❑
g. All Shapes removed	❑
h. Page Number and Label to be removed	❑
i. Aligning & Abutting Fields	❑
j. General Check	❑
k. General Tidy Up	❑

Accreditation Training Courseware

Appendix

Appendix A – Visual FoxPro and Technical Information

Why the Visual FoxPro development environment?

In 1993 Pegasus Software Ltd. launched Pegasus Opera, which was developed under the FoxPro Relational Database Management System (RDMS). This offered several advantages over standard programming languages such as Quick Basic.

These advantages included:

- The fact that it is an RDMS means that programs, screens, menus and tables are all generated by one application meaning no compatibility issues will arise
- Simple, easy to use interface
- Easy to generate data tables
- Easy to generate and use indexes
- Rushmore record searching for greater speed with locating information
- Data Integrity Improvements
- Fast access of the data

Development tools such as Visual Basic and SQL Server are together a very powerful environment. Visual FoxPro however offers similar flexibility and technical specifications as these two products combined allowing the developer to make use of Stored Procedures, Triggers and Views all stored with the database rather than having to be written into the program.

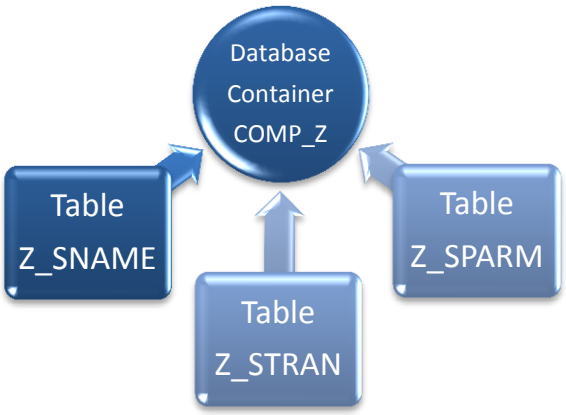
The Data Dictionary

The data dictionary is held in a folder called datadict. The database container for the dictionary is called Datadict.dbc. Default location being C:\Documents and Settings\All Users\Application Data\Pegasus\Server VFP\DataDictCore.

The tables with in the container can be used in a reporting product such as Crystal Reports to create a document detailing what the tables are, what the fields are within the table, rules that are applied to a field, and the fields proper name and description. Basically creating a Database Schema.

table.dbc and field.dbc

Data Container



Pegasus Opera 3 now uses a Visual FoxPro Database Container. This is a file located within the data directory. This is a key difference between Opera 16 and Opera 3, where O16 had free standing tables, OII uses a DBC.

There are three files named:

Database Container:	COMP_Z.DBC
Data Dictionary	COMP_Z.DCT
Database Index	COMP_Z.DCX

The purpose of the database container is to hold information about all the tables,

- the number of records in each table
- when it was last updated,
- who updated it.

It is for this reason that you can not just replace a table without some extensive work. The container will assume that the data is corrupt if it does not match its criteria. (See Free Tables)

Links and Relationships

There are no table relationships maintained by Opera 3. There are several reasons why this is but the major reason is that Companies do not always purchase all the modules and not all tables are required. Thus links do not always have to exist.

This makes Opera 3 more flexible in hooking in Third Party Applications. (No links to deal with.)

Free Tables

There are some rare circumstances where free tables must be used. Freeing a table will allow the table to be altered without the container having to know. This is not a recommended procedure and cannot be supported by Pegasus.

Data Types

There are five data types within the Opera 3 tables:-

- Date
- Time
- String
- Numeric
- Logical
- Memo

There are no currency fields.

Update Data Structures

What does it do?

The standard Update Data Structures or UDS basically carries out the following functions:

- Checks the Structure of the Tables within each Database Container based upon a standard Database.
- Checks the indexes within the tables
- If any problems with invalid fields or indexes are discovered then these will be corrected, and set according to the Standard databases.

It is normally used when updating from one version of Opera 3 to another. Any tables or fields that do not exist are created or altered according to our data structures.

The Data Validation Tool (DVT)

When you are logged into Opera 3 as ADMIN, and only ADMIN a function called the Data Validation Tool will automatically run when UDS is selected. This will verify the contents of each field within each table of the Database container. This does take longer than a simple Update Data Structures (UDS) due to the more intense work involved.

- Should the DVT find what it suspects to be corruption, it will stop the UDS process and prompt the user to correct the contents of the suspected field. Once this has been altered and the User clicks ok the UDS will continue.
    - If this is run unattended then an exceptions report is created
- The DVT is NOT a replacement for the File Checker in Opera.
    - For Example whilst checking SNAME, it will check sn_current the field that holds the balance. This is a numeric field therefore if it contains a numeric - the DVT would assume this is correct. Of course it might actually be holding 10.34e20 which Opera 3 may see as corruption.
- It will reference the Data Dictionary to ensure all the database rules are adhered to i.e. mandatory.

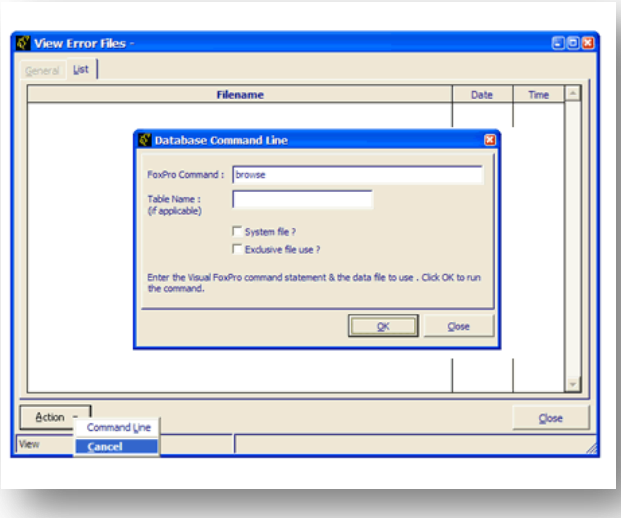
Database Command Line

CAUTION:- Commands that flout the database rules will cause Opera 3 to crash and an error log written. It is possible to cause serious problems with data.

It is therefore with the utmost caution that this option is used and should not be used by any one who is unsure of what they are doing. It should also be the final solution when all other options have been exhausted.

In Opera 3 2.25 and above there is a Database Command Line Tool. This is a function that allows users to enter Visual FoxPro commands to interrogate the Opera 3 data from within Opera 3.

- To use the function you must be logged onto Opera 3 as ADMIN.
- Open the System Module and open Utilities Menu then select View Error Files.
- On the Action button there is a function Database Command Line.



Enter a Visual FoxPro command –

i.e. Browse

This will allow you to select the table required. If you select OK with out selecting a table then a table selector will appear. Users can select any table.

If you want to view another database then a dropdown box will list all containers available for every company added to Opera 3. The system database container will also be available to select.

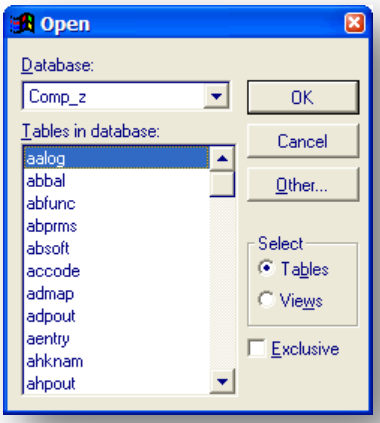
Tick the box marked Exclusive if the file you wish to interrogate requires exclusivity.

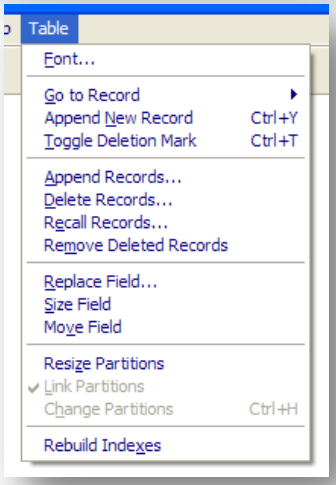
Click OK to run your command

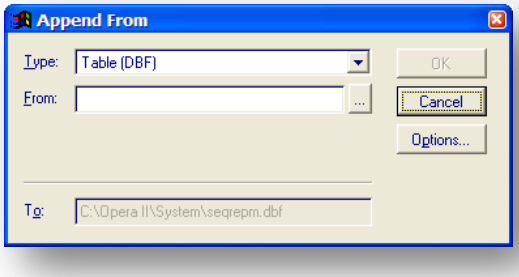
When the command is executed users can move around the table and examine the data.

Depending on the rules of the table then the Table menu will have different options available.

If selecting options append then dialog box appears







Other tables can be selected.

Examples

These functions will be used through out Opera 3.

Command	Result
Browse	This will allow editing and browsing of data
Append	Adding a cursor to allow you to enter a new record – only the mandatory fields will need entering
Append Blank	This function will not work if the table that the append is using is a key table. If there is a mandatory field on a table and append blank is used the instruction will fail. Use append to rectify this
Use	'Use' will close any open tables. This would be ideal to type in first before using any other commands.
Select * from tablename where 1 = 1	This will give table with proper table field names
Exclusive	Using the Exclusive command will allow certain functions on the table menu to be used.
Do	this allows FoxPro functions to be called from the Opera 3 root directory

Visual FoxPro commands

All the above can be used in VFP. In addition the following can be used:-

SQOPEN("S","TABLENAME")
This should be used in conjunction with USE. This allows tables to be opened and then sql select statement used.

The Data

Table Structures

Pegasus Opera 3 data tables have the same naming convention as Pegasus Opera data tables. Each table is prefixed by a Company Letter i.e. Z_SNAME.DBF. Each table may have three extensions – DBF, CDX, FPT

- DBF – Database
- CDX – Index
- FPT – Memo (Only if a memo exists in the table)

The tables' name relate to specific modules. Some of the tables may not be in use yet.

Code	Module
A	Cashbook
B	BACS
C	Stock, Traceability & Bill of Materials
D	Purchase Order Processing
E	
F	Fixed Assets
G	
H	History, Personnel
I	Invoicing SOP
J	Job Costing
K	
L	EDI - Redundant
M	
N	Nominal Ledger
O	
P	Purchase Ledger
Q	
R	
S	Sales Ledger
T	
U	
V	VAT
W	Payroll
X	
Y	
Z	System, Currency, Notes, Spooler
SEQ	System
DM	SPM & Service Management Inc Helpdesk

Temporary Tables (Cursors)

A temporary table is created as you open a form with data in it Opera 3.

- A record set is created (copied from the data tables) and held in a temporary table each time a form with data in it is opened.
- The temporary table remains until the form is closed.
- The temporary table is saved to various locations.
  - VFP
    Beneath the windows directory
  - Opera 3
    Saved in the location specified in the opera.ini file. (Usually Opera 3\temp)
  - Reports
    Beneath the Opera 3 root directory.
- It is given a random name then deleted as the table is closed.
- Users can change the data but this is not committed to the table until the save button is clicked.
- When the save button is clicked the Temporary table is flushed then deleted.

TITRAN – IHEADQ

TITRAN and IHEADQ are two temporary tables that are created when posting documents in SOP. These tables only exist at the time of posting – they are cleared when the routine ends.

NEXTID

The NEXTID table is used all over Opera 3 and gives the next unique number available to a record.

F1 Help - Report Layout

Some reporting commands provide more than one layout option to choose from, depending on the type of stationery you intend to use. For example, some documents are available in continuous or laser format, and so on. Where you have a choice, this is provided in the **Report Layout** list box on the **Publisher** form which appears when you have completed and accepted any criteria for the document in question. The purpose of the **Report Layout** command on the **Maintenance** submenu of the System module is to provide a means to control these list box options. Each layout has a report name and is associated with a file that contains the design. If you have an alternative design to the ones supplied with the software, you can identify the file to be used. Other settings control which of the designs associated with a particular document is the default. You can define a default printer selection applicable to a given design and check the alignment of the stationery. You can control the paper length and width in tenths of a millimetre. You also specify the left-hand position of the document using the **Left margin** setting and the **Align** command on the **Action** menu to test the alignment on the printer.

All laser stationery is defined as A4 size paper, while continuous-form stationery is dependent on the document. By changing the value in the **No. of Copies** box, you can determine the default number of copies of the report that should be printed. This value is automatically transferred to the Windows Print Manager whenever the report is produced. Unless otherwise changed here, the default number of copies for all reports is 1.

Chained Reports

For some reports, you might want to print different information on different copies. For example, while printing an invoice, you might also want to produce a delivery note that excludes the invoice values. This can be achieved by 'chaining' one report to run straight after another. To do this, you identify the report to follow in the **Chained Report** list box.

The list only shows documents that have the same report name (for example, sqinin) but different file names. The report you select in the **Chained Report** list box can also be chained to another report; so you can chain multiple reports. However, the application will make validation checks to ensure you do not inadvertently chain reports that would cause a loop back to another report in the same chain (for example, the application will prevent a situation in which report A chains report B, which chains report C, which chains to report A and therefore loops back on itself).

When you select the output destination for chained reports using the **Publisher** form, selecting the **Screen** option will direct all chained reports to the screen. If you select the **File** or **E-Mail** options, all chained reports will be directed to the same spooler or PDF file. If you select the **Printer** option, all chained reports are sent to the same printer unless the report layout definition for one or more of the chained reports identifies a different printer, in which case, the chained reports will be directed to different printers accordingly. The same condition applies to number of copies specified on the report layout record.

Defining the Paper Source

If a report layout definition identifies a printer in the **Printer** list box, the **Source** list box becomes available. This enables you to determine the paper source for multi-tray printers. This might be helpful where you have a multi-tray printer holding different stationery for different reports. Where a source has been identified in the report layout record, you can override this on the **Publisher** form when you subsequently print reports in the system.

Paper Sizes and Continuous Form Stationery

It is important that paper sizes are correctly specified when printing continuous stationery reports. On the **Report Layouts** form, the paper length and paper width for a particular layout is specified in 10ths of a millimetre. For standard layouts supplied with the system, these are predefined. As well as defining paper sizes on the **Report Layouts** form, the paper size for the printer must be compatible. This means ensuring that any printers identified in the **Printer** list box that will be used to print continuous-form documents, have their paper sizes set to the layout's dimensions.

Company-specific Report Layouts

You can add company-specific reports to the **Report Layout** form. Company-specific reports are identified by the inclusion of the company identifier at the beginning of the **Report Code** (for example a_inin for an invoice layout for company A). Where no company-specific report exists, the application uses the default. If the company-specific report (for example, a_inin.frx) exists only in the **Reports** folder and there is no entry in the **Report Layout** table, this report will always be used. Entering the company-specific report in the **Report Layout** table will enable you to have a generic company-specific report as the details can be entered in the memo. It will also enable you to have multiple designs for the same company-specific report by simply entering the required document references against the same **Report Code**.

Note: If you have created additional systems using the **Additional Systems** command in the System module, you can copy company-specific reports from the main system to the other system(s). You will need to copy the relevant report files to the **Reports** subfolder of the **System**x folder (where x is the system number).

To Change Report Layout Settings

1. Open the **System** folder and click Maintenance or click the Administration tab on the Ribbon Bar and then click Maintenance.
2. Click **Report Layout**.
3. Locate the report for which you want to change settings. In the boxes provided, enter the details required. You can change the description and browse to locate the file that contains the layout to be used.
4. To specify a particular file as the default, select the **Default** option. In the case of layouts, you can also identify the default design used for e-mailed documents by selecting the **E-Mail Default** option. This only applies to records set up to use e-mail profiles.
5. To set the default number of copies to be printed to more than 1, change the value in the **No. of Copies** box accordingly.
6. To check the alignment of the stationery, click **Action** and then click **Align**. You can adjust the left margin position using the **Left margin** box.
7. Use the **Printer** list to select a default printer for the report.
8. To save the record, click the icon on the toolbar or press CTRL+S.

Notes: For continuous form stationery, you can change the default length and width of the report design using the **Paper length** and **Paper width** boxes. These dimensions are in tenths of a millimetre. These dimensions must be compatible with the paper settings associated with the printer's properties.

For certain special reports where you want one or more reports printed in succession after the current one, identify the next report to be printed in the **Chained Report** list box.

If you select a printer in the **Printer** list box, you can use the **Source** list box to identify the paper source if you are using a multi-tray printer.

Appendix B – Components and Notes

VFPOLEDBSetup.msi & VFPOLEDB.dll

Required for the Dashboards and other components including Opera II and Opera 3 Client to work correctly and render as required. The component should already be installed and working as part of the Opera II / Opera 3 Client installation, however re-installing this may cure any issues encountered with Dashboards or clients themselves.

http://www.microsoft.com/downloads/details.aspx?FamilyID=E1A87D8F-2D58-491F-A0FA-95A3289C5FD4&displaylang=en

The Visual FoxPro OLE DB Provider (VfpOleDB.dll) exposes OLE DB interfaces that you can use to access Visual FoxPro databases and tables from other programming languages and applications.

The MSI installs appropriate files/folders as required.

If there is no internet connection there is a potential workaround which could be attempted. The user would have to re-register the VFPOLEDB.dll file.

1. Browse to C:\Program Files\Common Files\System\Ole DB
2. Start-Run
3. Type in “regsvr32 C:\Program Files\Common Files\System\Ole DB\vfpoledb.dll” *(or type in regsvr32 and drag the file into the run box)*
4. Click OK
5. Ensure the dll registers successfully and try running Dashboards again.

.Net Framework

.Net Framework (v2)

This MS component is provided on the DVD ROM but alternatively may be downloaded from the MS Download centre Website. Recommend to search or try the following link as a guide - http://www.microsoft.com/downloads/details.aspx?FamilyID=0856eacb-4362-4b0d-8edd-aab15c5e04f5&DisplayLang=en

.Net Framework (v3.5 sp1)

This MS component is not provided on the DVD ROM but alternatively may be downloaded from the MS Download centre Website. 3.5 is required for Dashboard version 2.6+. Recommend to search or try the following link as a guide - http://www.microsoft.com/net/Download.aspx

.Net Framework (v4.0)

This MS component is not provided on the DVD ROM but alternatively may be downloaded from the MS Download centre Website. 4.0 is required for Scheduler. Recommend to search or try the following link as a guide - http://www.microsoft.com/net/Download.aspx

Loopback Adapter

On standalone systems which run Windows XP or lower, a MS Loopback Adapter may be required. This allows UNC paths to be resolved (pretend it is on a Network). The current Loopback Adapter provided by MS runs at 10Mbs. Windows Vista has this pre-installed but be aware this can be turned off.

There are several articles on the MS website to install the Loopback Adapter – suggest a Google search is done to find the appropriate steps (www.google.co.uk).

As an example the XP steps are found here - http://support.microsoft.com/kb/839013

1. Click Start, and then click Control Panel.
2. If you are in Classic view, click Switch to Category View under Control Panel in the left pane.
3. Double-click Printers and Other Hardware, and then click Next.
4. Under See Also in the left pane, click Add Hardware, and then click Next.
5. Click Yes, I have already connected the hardware, and then click Next.
6. At the bottom of the list, click Add a new hardware device, and then click Next.
7. Click Install the hardware that I manually select from a list, and then click Next.
8. Click Network adapters, and then click Next.
9. In the Manufacturer box, click Microsoft.
10. In the Network Adapter box, click Microsoft Loopback Adapter, and then click Next.
11. Click Finish.

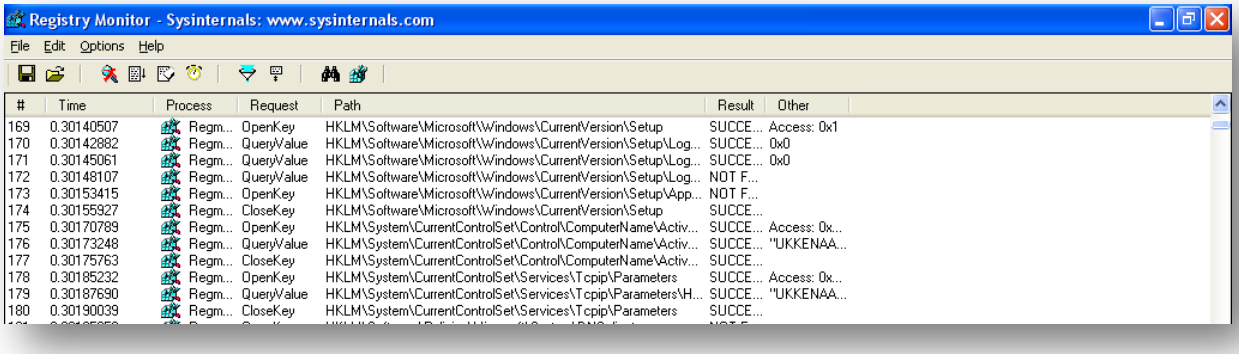
SYSINTERNALS Utility Suite

The Sysinternals Troubleshooting Utilities have been rolled up into a single Suite of tools. This file contains the individual troubleshooting tools and help files. It does not contain non-troubleshooting tools like the BSOD Screen Saver or NotMyFault.

It contains FileMon and RegMon with respective help files on how to use them. These two utilities are invaluable when checking permissions and access rights to files, folders and registry keys.

http://technet.microsoft.com/en-us/sysinternals/0e18b180-9b7a-4c49-8120-c47c5a693683.aspx is the latest link and was updated in March 2009. This is the complete Sysinternals suite that has several useful utilities. To ensure you have the most up-to-date suite, please ensure you search the Microsoft Technet site thoroughly, however we endeavour to keep the most updated link in the courseware.

A sample screenshot of the Registry Monitor is illustrated below;



Appendix C – Data Structures & Technical Information

The following pages contain the Database Structures & Technical Information of the System Module. This is just for reference only. Scheduler data is held external to system files and folders.

Table Break-down

Table	Process
SEQAORT	Attachment Order rates and details used by the Payroll module. These are set and governed by the HMCS.
SEQCO	Company Profile information is held in these tables.
SEQEFLD	List of report e-mail fields
SEQEGRP	Report e-mail groups
SEQERPT	Report e-mail details
SEQFAVES	User favourite functions and processes
SEQFORMS	If remember form size and positions is switched on, each form altered is saved in this table as the user has left it.
SEQLOCK	The user lock table. This is the table that will contain records if a user is illegally locked in the system.
SEQNAVGRPS	Navigational Groups
SEQPEOPLE	List of the People profiles as set up in the system module
SEQREPM	Reporter reports created in the system
SEQRPLAY	List of all report layout records with respective setting and property information.
SEQSYS	System preferences
SEQUSER	User preferences

Joins Information

TABLE	JOIN
seqpeopl	LEFT JOIN seqpeopl ON dname.dn_ref =seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jsctr.ju_subcnt=seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jchead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jcntr.jc_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jehead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jehead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jchead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jchead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jchead.jh_leader = seqpeopl.pe_ref
seqpeopl	LEFT JOIN seqpeopl ON jscon.js_subcnt = seqpeopl.pe_ref

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures (Listed SEQ Tables only)

Table : **SEQAORT** Table Description : **Payroll AO Rates**

Field Name	Description	Type	Length	DPs	Further information
WAR_TYPE	Attach. Order Type	N	2	0	Attachment Order Type
WAR_FROMDT	Date From Which Rate Applies	D	8	0	Date From Which the Rate Applies
WAR_TODT	Date To Which Rate Applies	D	8	0	Date Up To Which the Rate Applies
WAR_PAYFRQ	Pay Frequency	C	1	0	Pay Frequency applicable for this bandwidth and rate
WAR_BAND	Upper Bandwidth Amount	N	10	2	Upper Bandwidth Amount
WAR_RATE	Rate	N	10	2	Rate
WAR_RTPERC	Rate Percent Ind	L	1	0	Is rate figure a percent or value (indicator)
WAR_RMDR	Remainder for Bandwidth	N	10	2	Percentage Remainder for bandwidth (set against last bandwidth)
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQCO** Table Description : **Company Controls**

Field Name	Description	Type	Length	DPs	Further information
CO_CODE	Company Id	C	1	0	Id code of the company. Company database names areprefixed with this code.
				Rule :	"Company ID cannot be blank"
				Rule Expression :	.NOT.EMPTY(co_code)
CO_NAME	Company Name	C	40	0	Company title - used as heading on reports etc..
				Rule :	"Company Name cannot be blank"
				Rule Expression :	.NOT.EMPTY(co_name)
CO_ADDR1	Address Line 1	C	30	0	First line of company address.
CO_ADDR2	Address Line 2	C	30	0	Second line of company address.
CO_ADDR3	Address Line 3	C	30	0	Third line of company address.
CO_ADDR4	Address Line 4	C	30	0	Fourth line of company address.
CO_POST	Post Code	C	8	0	Company post code.
CO_TEL	Telephone Number	C	20	0	Company telephone number.
CO_FAX	Fax Number	C	20	0	Company's facsimile number.
CO_CONTACT	Contact	C	20	0	Contact name within company (useful for bureauservices).
CO_VAT	Sales VAT Reg.Number	C	20	0	Company's sales tax (VAT in EEC) registrationnumber.
CO_SUBDIR	Data Path	C	254	0	Pathname for the company's data files. This may beanywhere on the system.
CO_SL2NL	Sales Linked NL	L	1	0	Is Sales ledger linked to Nominal?. Only allowedto be set if Nominal is available.
CO_PL2NL	Purchase Linked NL	L	1	0	Is Purchase ledger linked to Nominal?. Onlyallowed to be set if Nominal is available.
CO_CURRNCY	Multi Currency	C	20	0	Operate company with multi-currency? Y or N.
CO_COSTON	Cost Centres	L	1	0	Cost Centres Used ?, Y or N.
CO_TAX	Tax Description	C	3	0	Tax description. e.g. VAT or GST or TVA.
				Rule :	"Tax description cannot be blank"
				Rule Expression :	.NOT.EMPTY(co_tax)
				Default Value :	"VAT"
CO_DEBTORS	Debtors Balance	N	13	2	Company's debtors balance.
CO_CRDTORS	Creditors Balance	N	13	2	Company's creditors balance.
CO_STOCKV	Stock Valuation	N	13	2	Company's stock valuation.
CO_ORDRBAL	Sales Order Book	N	13	2	Company's order book value (sales).
CO_WG2NL	Payroll Linked NL	L	1	0	Is Payroll linked to Nominal?,. Only allowed to beset if Nominal is available.

CO_DESPSSD	EC Despatch SD's	L	1	0	EC Despatch SD's required?
CO_ARRVSSD	EC Arrivals SD's	L	1	0	EC Arrivals SD's required ?
CO_SALELST	EC Sales Lists	L	1	0	EC Sales Lists required ?
CO_LASTVRN	Last VAT Return Date	D	8	0	Last 'to date' used on a committed VAT ReturnReport
CO_LASTESL	Last ESL Date	D	8	0	Last 'to date' used on a committed ESL Report
CO_LASTSSD	Last SD Date	D	8	0	Last 'to date' used on a committed SD Report
CO_ESLNAME	ESL Signatory	C	40	0	ESL Signatory
CO_ESLCONT	ESL Contact	C	30	0	ESL Contact name
CO_ESLTEL	ESL Telephone No.	C	20	0	ESL Telephone No
CO_ESLBRAN	ESL Branch Id	C	3	0	ESL Branch Id
CO_ESLFAX	ESL Fax No.	C	20	0	ESL Fax No.
CO_SSDPLAC	SD Place of Signing	C	30	0	SD Place of Signing
CO_ST2NL	Link Stock - Nominal	L	1	0	
CO_JC2WG	Costing/Payroll	L	1	0	Set to true if integrated to payroll.References to Labour Items and Timesheets will berequired to be part of the Payroll module.
CO_PIR2JC	PIR/Costing	L	1	0	Set to true if PIR integrated to Costing.PIR will be able to post Job Details to theCosting Module.
CO_SL2JC	S/L to Costing	L	1	0	If true, S/L is Linked to Costing
CO_ST2JC	Stock/Costing	L	1	0	If true, Stock is linked to Costing
CO_PO2JC	POP/Costing	L	1	0	If true, POP is linked to Costing
CO_ANA	Company ANA/EDI Ref.	C	20	0	Companies ANA or EDI Reference Number.
CO_EAN1	EDI Enabling Prod. 1	C	15	0	Name of EDI Enabling Product 1 in use.
CO_EAN2	EDI Enabling Prod. 2	C	15	0	Name of EDI Enabling Product 2 in use.
CO_EAN3	EDI Enabling Prod. 3	C	15	0	Name of EDI Enabling Product 3 in use.
CO_EAN4	EDI Enabling Prod. 4	C	15	0	Name of EDI Enabling Product 4 in use.
CO_E1P	Enabler 1 Command	C	60	0	Command use to invoke EDI Enabling product 1.
CO_E2P	Enabler 2 Command	C	60	0	Command use to invoke EDI Enabling product 2.
CO_E3P	Enabler 3 Command	C	60	0	Command use to invoke EDI Enabling product 3.
CO_E4P	Enabler 4 Command	C	60	0	Command use to invoke EDI Enabling product 4.
CO_BARC	Bar Code Validation	C	1	0	Barcode validation method. N - NoneE - EAN13
CO_MRN	Manufacturers Ref.No	C	7	0	Manufacturers Reference No. as allocated by body(Usually ANA) for Bar Codes designated by thiscompany.
CO_BANKBAL	Bank Balance	N	13	2	Company's Overall Bank balance.
			Default Value :		0.00
CO_CASHB	Enable Cashbook	L	1	0	Is Cashbook Being Used?,. Only allowed to be setif Cashbook is available.
CO_WG2CB	Payroll To Cashbook	L	1	0	Is Payroll linked to Cashbook?,. Only allowed tobe set if Payroll is available.
CO_SNRF	Transmission Ref	C	6	0	Last Transmission Reference
CO_OPERTN	Operations Path	C	60	0	Path to Pegasus Operations for Edition forOperations
CO_SLNLCO	Sales - Nominal Link	C	1	0	Nominal Analysis Company Identifier
CO_PLNLCO	Purch - Nominal Link	C	1	0	Nominal Analysis Company Identifier
CO_FA2NL	FA Linked NL	L	1	0	Is Fixed Assets linked to Nominal? Only allowed tobe set if Nominal is available.
CO_FANLCO	FA - NL Company	C	1	0	Nominal Analysis Company Identifier
CO_BM2JC	BOM to Costing	L	1	0	If true, BOM is Linked to Costing
CO_BM2SOP	BOM to SOP	L	1	0	If true, BOM is Linked to SOP
CO_WWWPAGE	Company web Site	C	40	0	Company web Site
CO_EMAIL	Company E-Mail Address	C	40	0	Company E-Mail Address
CO_SDDESPDEL	SD Desp Include Delivery Terms	L	1	0	SD Despatches Include Delivery Terms
CO_SDARRDEL	SD Arr Include Delivery Terms	L	1	0	SD Arrival Include Delivery Terms
CO_USEPIR	Use PIR	L	1	0	
CO_KEEPNTS	Notes Months to Keep	N	3	0	
CO_TRACE	Stock Traceability	L	1	0	Stock Traceablity
			Default Value :		.T.
CO_WHSE	Stock Warehouses	L	1	0	
			Default Value :		.T.
co_ecgate	Gateway	L	1	0	
			Default Value :		.F.
CO_ADVPROJ	Advance Nominal Project	L	1	0	

			Default Value :		.F.
CO_ADVJOB	Advance Nominal Job	L	1	0	
			Default Value :		.F.
CO_BACKDROP	Desktop Image	C	254	0	This Field is used in Company Profiles. Allows the user to specify a background image for the desktop.
CO_BACKDROPS	Desktop Style	N	1	0	This Field is used in Company Profiles. Allows the user to specify a background image style for the desktop. 0 = Centred. 1 = Tiled. 2 = Streched.
			Default Value :		0
CO_RTUPDNL	Real Time Update of Nominal	L	1	0	Real Time Update of Nominal.
			Default Value :		.F.
CO_STNLCO	Stock - Nominal Link	C	1	0	Nominal Analysis Company Identifier
CO_LCALC	Last Calculate Company Balance	D	8	0	Last Calculation of Company Balances
CO_P11D	P11D Required	L	1	0	P11D Required
CO_SERVERNAM	Server Name	C	128	0	
CO_DATABASEN	Database Name	C	128	0	
CO_OPST2NL	Operations II Stock to Nominal	L	1	0	
			Default Value :		.F.
CO_APOP	Advanced POP Flag	L	1	0	Field to indicate whether advanced POP is switched ON or OFF
			Default Value :		.F.
CO_REVCHRG	Reverse Charge Indicator	L	1	0	
			Default Value :		.F.
CO_SPM2CST	SPM/Service to Job Costing	L	1	0	SPM/Service linked to Job Costing
CO_SRV2STK	Service Management to Stock	L	1	0	Service Management to Stock Module
CO_SRV2SOP	Service Management to SOP	L	1	0	Service management to SOP module
CO_PL2FA	PL to Fixed Assets	L	1	0	Purchase Ledger to Fixed Assets link.
CO_POP2FA	POP to Fixed Assets	L	1	0	POP to Fixed Assets link.
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
CO_LSTESL2	Submit date for Services ESL	D	8	0	The last submit date for Services ESL

Table : **SEQEFLD** Table Description : **Report email fields**

Field Name	Description	Type	Length	DPs	Further information
EF_GROUP	Field group	C	40	0	Email field group
EF_FLDNAME	Field name	C	20	0	Email field name
EF_FLDTEXT	Field caption	C	40	0	Email field caption
EF_DEFEXPR	Field default expression	M	10	0	Email field default expression
EF_FLDNO	Group field number	N	3	0	Field sort order number within the group
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQEGRP** Table Description : **Report email groups**

Field Name	Description	Type	Length	DPs	Further information
EG_REPTID	Report	C	30	0	Report Identifier
EG_GROUP	Field group	C	40	0	Email field group
EG_GRPTEXT	Group text	C	40	0	Email field group text
EG_ORDER	Group Order	N	3	0	Email field group order
EG_MODULES	Modules	C	5	0	Modules in activation
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQERPT** Table Description : **Report email details**

Field Name	Description	Type	Length	DPs	Further information
ER_REPTID	Report	C	30	0	Report Identifier
ER_MODULES	Modules	C	5	0	Modules, one of which needs to be active, to activate the email report details
ER_RECPNT	Recipient	C	254	0	Email recipient

ER_SUBJECT	Subject	C	254	0	Email subject
ER_BODY	Body	M	10	0	Email body
ER_ATTNAME	Attachment Filename	C	254	0	Email attachment filename
ER_VERDGTS	Attachment file version digits	N	1	0	Number of digits to append to the end of the attachment filename in case of duplication
			Default Value :		0
ER_REPTNAM	Report name	C	50	0	Report name
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQFAVES** Table Description : **User favourites**

Field Name	Description	Type	Length	DPs	Further information
FAV_USER	User ID	C	8	0	
FAV_GROUP	Favourites group ID	C	30	0	
FAV_COMMAND	Command ID / EXE	C	240	0	
FAV_CAPTION	Caption to use in favourites	C	60	0	
FAV_IMAGE	Path to image file	M	4	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQFORMS** Table Description : **Persistence info**

Field Name	Description	Type	Length	DPs	Further information
PER_USER	User ID	C	8	0	
PER_RESOURCEID	Resource ID	C	60	0	
PER_TOP	Item Y pos	N	5	0	
PER_LEFT	Item X pos	N	5	0	
PER_HEIGHT	Item height	N	5	0	
PER_WIDTH	Item width	N	5	0	
PER_DOCKPOS	Dock position (for toolbars)	N	5	0	
PER_CARGO	Misc information	M	4	0	
LASTUSED	Datetime resource last used	T	8	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQLOCK** Table Description : **User locks**

Field Name	Description	Type	Length	DPs	Further information
LK_USERID	User Id	C	8	0	User Id Code
LK_CODE	Lock Code	C	30	0	
LK_PROCESS	Lock Process	C	30	0	
LK_CO	Lock Company	C	30	0	
LK_CRASH	System Crash User Id	L	1	0	
LK_TIDY	System Tidy Ref	C	1	0	
LK_SESSIONID	LK_SESSIONID	C	10	0	

Table : **SEQNAVGRP** Table Description :

Field Name	Description	Type	Length	DPs	Further information
COMMANDID	COMMANDID	C	60	0	
ORDER	ORDER	N	10	0	
USER	User	C	8	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQPEOPL** Table Description : **People Table**

Field Name	Description	Type	Length	DPs	Further information
PE_REF	Reference	C	10	0	
PE_TITLE	Title	C	5	0	
PE_SURNAM	Surname	C	25	0	
PE_FSTNAM	Forename(s)	C	30	0	
PE_ADDR1	Address Line 1	C	30	0	
PE_ADDR2	Address Line 2	C	30	0	

PE_ADDR3	Address Line 3	C	30	0	
PE_ADDR4	Address Line 4	C	30	0	
PE_PSTCDE	Post Code	C	8	0	
SQ_MEMO	Comments	M	10	0	
PE_PHONE	Telephone	C	20	0	
PE_FAX	Fax	C	20	0	
PE_MOBILE	Mobile	C	20	0	
PE_EMAIL	E-Mail	C	40	0	
PE_EMP	Employee	L	1	0	
PE_SUBC	Sub-Contracter	L	1	0	
PE_PROJL	Project Leader	L	1	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQREPM** Table Description : **Report Manager**

Field Name	Description	Type	Length	DPs	Further information
RP_FILE	Report Name	C	8	0	Report File Name
RP_DESC	Report Description	C	30	0	Description / Title of Report
RP_MODULE	Module	C	1	0	Module Identifier
RP_BASETAB	Main Database	C	6	0	Main Controlling Database.
RP_FIELDS	Field Descriptors	M	10	0	Descriptors for the fields to be reported on.Contains type, length etc.
RP_TEMPLT	Report Template	C	8	0	Which report template being used .
RP_TYPE	Report Type	N	1	0	Style of report 1 = list, 2 = summary.
RP_CONTROL	Sequence Control	M	10	0	Control descriptors of sequence and controlbreaks.
RP_FILTER	Filter Control	M	10	0	
RP_OUTPUT	Output Control	M	10	0	
RP_DELETE	Show Deleted Records	L	1	0	Show Deleted Records On Report Indicator
RP_ORIENT	Orientation	N	1	0	Orientation
			Default Value :		0
RP_HOTKEY	Hot Key	C	1	0	Hot Key
RP_SQL	SQL	M	10	0	SQL
RP_BASENAM	Main Table Name	C	100	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQRPLAY** Table Description : **Report Printer Table**

Field Name	Description	Type	Length	DPs	Further information
DO_REPTID	Report	C	30	0	Report Identifier
DO_DOCID	Document	C	150	0	Document Name
DO_REPDESC	Description	C	50	0	Report Description
DO_MARGIN	Left Margin	N	10	0	Orerride setting for the left margin of the report
			Default Value :		0
DO_PRINTERNAM	Printer Name	C	120	0	
			Default Value :		"<NONE>"
DO_DEFAULT	Default Report	L	1	0	Logical Value Indicating If This IS The Default Printer For This Report...
			Default Value :		.F.
DO_REPFUNC	Report Functions	M	10	0	Holds Foxpro code for impact printer reports
DO_PSIZE	Paper Size Code	I	4	0	
DO_PWIDTH	Paper Width (.1 millimetre)	I	4	0	
DO_PLENGTH	Paper Length	I	4	0	
DO_YRES	YResolution	I	4	0	
			Default Value :		600
DO_MAILDEF	Default E-Mail Report	L	1	0	Logical value indicating If this is the default report when emailing.
			Default Value :		.F.
SQ_DATE	Date	D	8	0	
SQ_TIME	Time	T	8	0	
DO_NCOPIES	No of Copies	N	4	0	
			Default Value :		1
DO_CHAIN	Chained Report	C	150	0	
DO_SOURCE	Paper Source	N	3	0	

DO_QUALITY	Print Quality	N	4	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQSYS** Table Description : **System Preferences**

Field Name	Description	Type	Length	DPs	Further information
SY_IN_USE	System In Use	L	1	0	
SY_LOGUSER	Log User	L	1	0	
SY_JCCNT	Contract Description	C	15	0	
			Default Value :		"Contract"
SY_JCJOB	Job Description	C	15	0	
			Default Value :		"Job"
SY_JCPHS	Phase Description	C	15	0	
			Default Value :		"Phase"
SY_TXTREP	Text Report Images	L	1	0	
			Default Value :		.F.
SY_FUNDEC	Foreign Unit Decimal	L	1	0	True or False, Operating Foreign Unit Number ofDecimals
			Default Value :		.F.
SY_WWWDEF	Web site default	C	40	0	
			Default Value :		"www.pegasus.co.uk"
SY_RESULTS	Maximum Search Results	N	10	0	
			Default Value :		100
SY_JCDEPT	Department Description	C	15	0	Label For Deprtment Description.
			Default Value :		"Department"
SY_USELOGS	Use User & Event Logs	L	1	0	
SY_PDFDRV	PDF Printer Flag	L	1	0	PDF Printer Persistance Flag.
SY_NLPROJ	AdvNL Project Description	C	15	0	
			Default Value :		"Project"
SY_NLJOB	AdvNL Dept Description	C	15	0	
			Default Value :		"Department"
SY_UPDBALS	Update Balances	L	1	0	
			Default Value :		.T.
SY_PDFFONT	PDF Font Full Embedding	L	1	0	
			Default Value :		.T.
SY_PDFFVAL	PDF Printer-Set File Name Opt.	N	12	0	
			Default Value :		512
SY_RCLIMIT	De-minimis level	N	10	0	States the de-minimis level for items subject to reverse charge
			Default Value :		5000
SY_RCDATE	Reverse Charge Applicable	D	8	0	States the date that Reverse Charge becomes applicable.
			Default Value :		{^2007-06-01}
SY_PWDAYS	Password Expiry Days	N	3	0	Number of days after which a password expires. 0 implies non-expiring passwords.
			Default Value :		0
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **SEQUSER** Table Description : **User Controls**

Field Name	Description	Type	Length	DPs	Further information
USER	User ID	C	8	0	User ID
				Rule :	"The user names 'MANAGER' and 'ADMIN' cannot be changed"
			Rule Expression :		PreventUsernameChange()
COUNT1	COUNT1	N	5	0	
BELLSET	BELLSET	L	1	0	
CONFIRMSET	CONFIRMSET	L	1	0	
AUTOCLEAR	AUTOCLEAR	L	1	0	
CRUISE	CRUISE	L	1	0	
COS	COS	C	36	0	
COUNT2	COUNT2	N	5	0	
ACCESS	ACCESS	M	4	0	

MENUTYPE	MENUTYPE	C	1	0	
MANAGER	MANAGER	L	1	0	
PREFCOMP	PREFCOMP	C	1	0	
PRIVACC	PRIVACC	L	1	0	
USERNAME	User Name	C	40	0	User Name
O16MENUS	O16MENUS	L	1	0	
SOPSTATUS	SOP Status	C	1	0	SOP Status
HOTKEYS	Hotkey window	L	1	0	
PERSISTENCE	Desktop persistence	L	1	0	
HIDEBAR	Hide favourites in Navigator	L	1	0	
HIDETREE	Hide folders in Navigator	L	1	0	
AUTOHIDE	Auto hide Navigator	L	1	0	
DEFGRID	Default Grid	L	1	0	This Field is used in system Preference. Wether to use default grid or Grey and White grid.
			Default Value :		.F.
ANYWORD	Match Any Word	L	1	0	This Field is used in system Preference. To display Match any Word check box in search form with the user's preference
			Default Value :		.F.
IGNCASE	Ignore Case	L	1	0	This Field is used in system Preference. To display Ignore Case check box in search form with the user's preference
			Default Value :		.T.
INCDELETED	Include Deleted	L	1	0	This Field is used in system Preference. To display Include Deleted check box in search form with the user's preference
			Default Value :		.F.
BACKDROP	Desktop Image	C	254	0	This Field is used in system Preference. Allows the user to specify a background image for the desktop.
BACKDROPS	Desktop Image Style	N	1	0	This Field is used in system Preference. Allows the user to specify a background image style for the desktop. 0 = Centred. 1 = Tiled. 2 = Streched.
			Default Value :		0
BACKDROPV	Desktop Image Default	N	1	0	This Field is used in system Preference. Allows the user to specify the default behaviour for the background image. 0 = Default. 1 = Enabled. 2 = Disabled.
			Default Value :		0
DSKSCREENS	Desktop Images	M	4	0	This Field is used in system Preference. Allows the user to specify the background image for Difference Company.
ADVSEARCH	Use Advanced Searching	L	1	0	Use Fuzzy Searching Flag
NAVSTYLE	Navigator Style	C	1	0	
			Input guide :		X
			Format :		!
			Default Value :		'S'
NAVEXPANDED	Nav Num. of Expanded Bars	N	2	0	
			Input guide :		99
			Default Value :		8
TOOLBARSIZE		N	1	0	Field implemented as part of the UI Enhancements for the Toolbar. This field contains the toolbar size the user wants to use: 1 = Small, by default 2 = Large
			Default Value :		1
VERCHECK	Version Checking	N	1	0	Version checking regularity
			Default Value :		3
LASTVERCH	Last Version check	D	8	0	Last version check date

SPMACCESS	SPM Access Rights	N	2	0	SPM Access Rights
				Input guide :	99
				Default Value :	1
PDMUSER	PDM Access Rights	L	1	0	Should user have access to PDM ?
				Default Value :	.T.
PWEXPDATE	Password Expiry Date	D	8	0	Date on which current password expires, {^2099-12-31} implies non-expring password
				Default Value :	{^2099-12-31}
ID	Unique ID	N	10	0	
				Default Value :	NEWID(ALIAS())

Accreditation Training Courseware

Other Guides and Help

The following user documents are also provided with the respective software. Guides are available from various sources including Answerlink, the Opera 3 CD and from the Opera 3 Client installation's main folder, normally *C:\Program Files\Pegasus\O3 Client XXX\User documents (where XXX is either VFP or SQL)*. Some guides are also available from the Opera 3 Help menu or respective software Help menu.

Readme File

The Readme file is an HTML document. It contains late breaking news and any other release specific important information.

Note: This file can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Release Guide

When new versions are released such as Opera 3, they are normally accompanied by a Release Guide that contains information such as What's New in this Release, Release History, and Functional Differences between versions.

Note: This guide can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Installation Guide

The Installation Guide is provided to help you install the application in your chosen Windows environment. It contains technical information and advice to ensure the installation process is successful.

Demonstration Data Guide

This guide is provided to assist the use of the demonstration data and contains pertinent information that is not contained elsewhere in the product documentation. It is recommended that the Help be used at the same time.

Implementation Guide

The Implementation Guide provides a high-level view of an application such as Opera 3 and how to approach an implementation. It details how the modules are integrated, and recommends the order in which elements should be set up.

System Requirements Guide

The System Requirements Guide details the minimum and recommended computer hardware and software requirements that are required to install and use software such as Opera 3 Enterprise and Opera 3 Enterprise SQL.

It also includes guidance on using Opera 3 Enterprise and Opera 3 Enterprise SQL in a Terminal Services environment run in Windows Server 2003 and Windows Server 2008 (32-bit & 64-bit).

Help

F1 Help provides details of all the functions available in the application.

Document Management & Executive Dashboards Guides

Installation Guides are available for both Document Management and Executive Dashboards. A user guide is also available for Executive Dashboards. Help for Document Management is in the Opera 3 Help.

Note: The guides are in the respective folders on the Opera 3 CD and can be accessed from the Opera 3 CD Installation Menu.