OPAL 8.0 – Installation and technical Administration

Readme_E.pdf	Product: Version: Date:	**OPAL** **8.0** - Public Beta Release from 3.3.2020 31.3.2020

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Hinweis:	Dieses Dokument ist auch in deutscher Sprache vorhanden. Sie können die deutsche Datei **Readme_D.pdf** direkt im OPAL Installationsverzeichnis öffnen, die deutsche Benutzeroberfläche im OPAL Menü «Extras/Optionen» oder die deutsche Webseite auf DolphinsDesign.org wählen.
Note:	This document is also available in German language. You can open the German file **Readme_D.pdf** directly in the OPAL installation folder, choose the German user interface in the OPAL menu "Tools/Options" or choose the German website on DolphinsDesign.org.

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1. Public Beta Release – Known Issues

This chapter describes known issues which apply to this new version of OPAL 8.0, Microsoft Windows or Microsoft Office Access 2016. Please note, that Dolphin's Design Wolfgang W. Rehfus has no influence on issues caused by underlying system software such as Microsoft Windows or Microsoft Office and is not responsible for any such issues. We kindly ask for general feedback about your experience with this new version of OPAL 8.0 and we do appreciate any feedback on the following and on any other issues which might be experienced with the new version OPAL 8.0. Thank you very much.

1.1. Ribbon menus

OPAL uses the Microsoft Office Access ribbon menus. There are situations in which the menu-tabs, if clicked by the user, do not display the associated ribbon menus. In such a situation please click the first menu-tab 'File', then return with a click on the top left arrow and try again to click the desired menu-tab. If the issue persists, please exit and restart OPAL

1.2. Display of tab controls

OPAL uses the Microsoft Access tab controls to provide a user-friendly presentation of information, data and options. There are situations in which the tabs in multi-pages tab controls are not displayed correctly, for example the font or the background colour (e.g. the tab font in white colour together with the light grey background, which is very difficult to be read). However, the functionality of the tab controls is not affected by this issue, only the visual presentation.

1.3. Display of sub-form scroll-bars

OPAL uses the Microsoft Access sub-form scroll-bars to provide a user-friendly functionality to scroll through list forms (e.g. activity lists, person lists, project lists). There are situations in which these sub-form scroll-bars are not displayed correctly and show a shine-through effect displaying content form a window which is positioned behind the active window within the OPAL application. However, this effect is only temporarily (e.g. during an actualisation resp. a «Refresh/Requery» of the sub form) and does not influence the functionality of the scroll-bars.

1.4. Display of rich text formatted text fields

OPAL uses the Microsoft Access rich text format in most large text fields (memo fields, long text fields), for example in the activity text field or in the note fields. Depending on the fonts and the characters used in such fields, the displayed text might be stretched horizontally each time the field is selected with the mouse, causing the text to appear wider. This effect may result in a flickering, when the user selects one field after the other.

1.5. Automatic Updates for Microsoft Office

As OPAL runs with Microsoft Office Access 2016, it is affected by automatic updates from Microsoft and any adverse effects of such updates might cause issues within OPAL. Please note, that Dolphin's Design Wolfgang W. Rehfus has no influence on issues and errors caused by underlying system software such

as Microsoft Windows or Microsoft Office or automatic updates for these software, therefore is not responsible for any such issues.
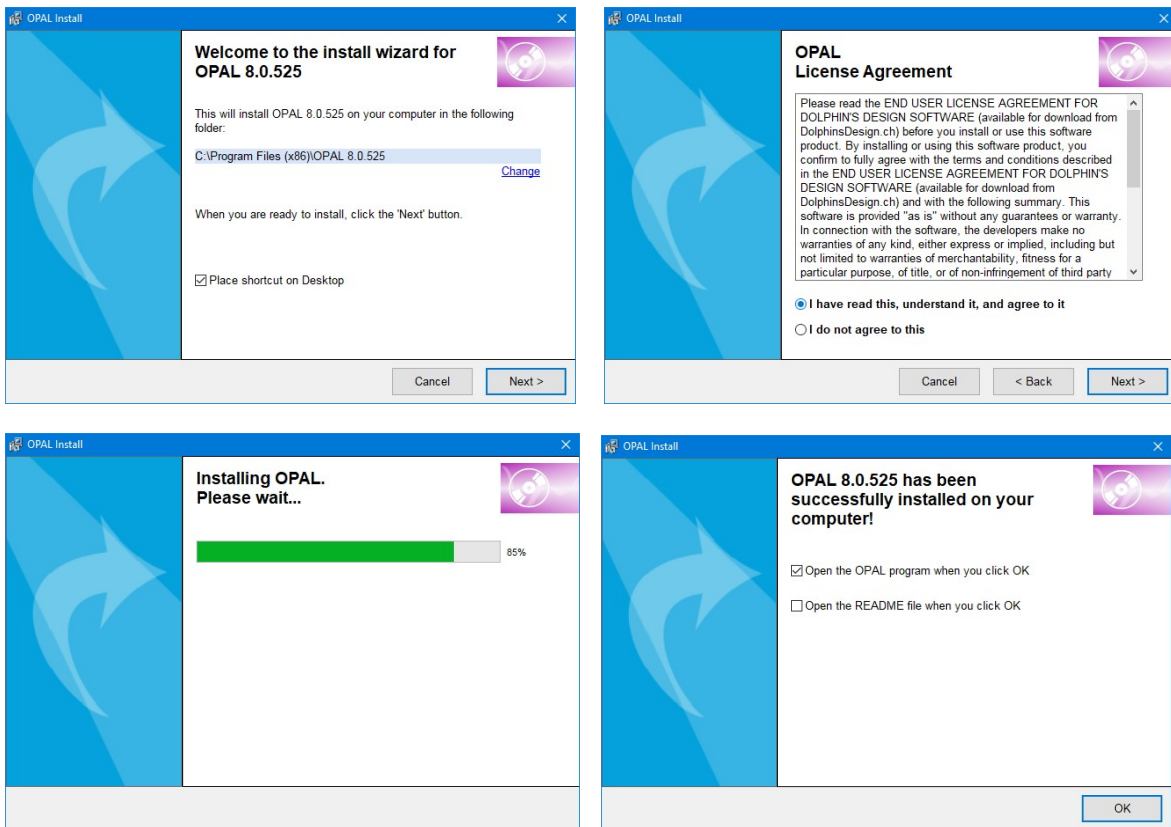
2. Installation

- ➢ Please use the in the information flyer **OPAL Installation – quick and simple!** from DolphinsDesign.org ... Downloads for a quick information with screenshots.

- ➢ To install OPAL, use a Microsoft Windows administrator user code.

Start the file, which you downloaded from DolphinsDesign.org (e.g. OPAL80525_Setup_E.exe).

- ➢ For a standard installation of OPAL press the [Enter] key to confirm each dialogue in the OPAL Setup-Program as shown here. Depending on the Windows installation on your Computer, the following dialogues of the OPAL Setup-Program might appear in your language.

The OPAL Setup-Program automatically displays the default folder for the installation of the downloaded OPAL version and sets the option "Place shortcut on Desktop". You can select a different installation folder with the button [Change].
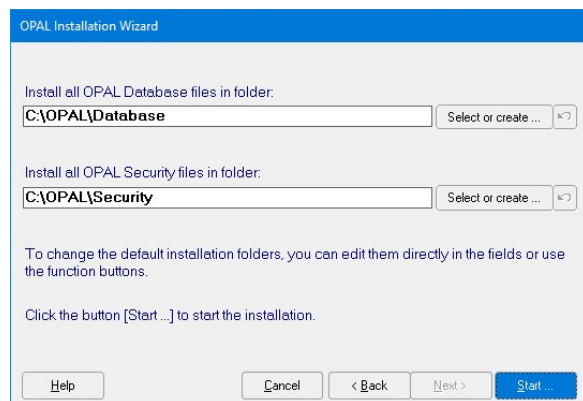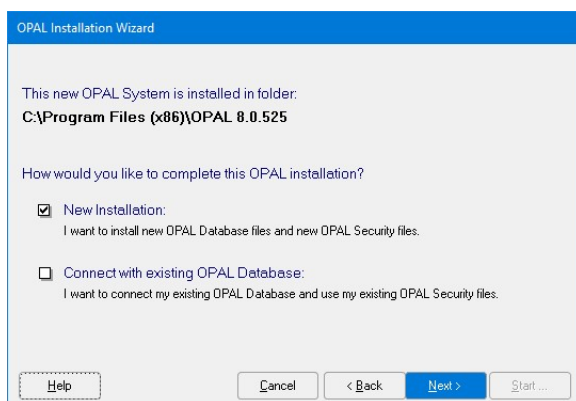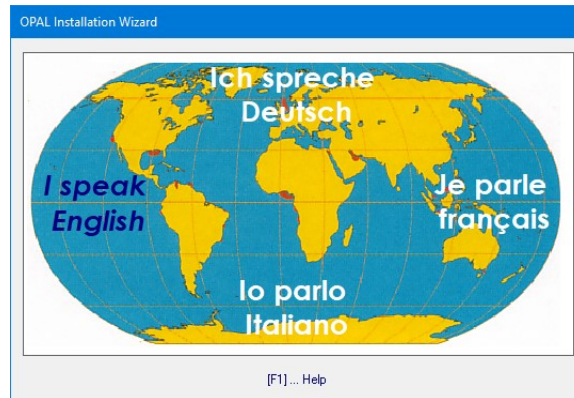

Please confirm the installation with a click on the button [OK]. OPAL will now be installed completely. All necessary permissions for the OPAL installation folder and the OPAL entries in the Windows Registry are set automatically by the OPAL Setup Program.

➢ If the **Microsoft Windows Program Compatibility Assistant** appears (Windows 10, Windows 8 and Windows 7), please choose the option "**The program was installed correctly**".

Once the OPAL Setup Program is completed, you will find the new menu group 'OPAL' in the Windows menu 'Start / Programs' and the OPAL shortcut Icon on your Desktop to start OPAL.

When you start OPAL for the first time the «**OPAL Installation Wizard**» will appear. Select your language and then select the option «**New Installation**».

By default, the wizard suggests the folder **C:\OPAL\Database** for the database files and the folder **C:\OPAL\Security** for the security files. You can change the installation folders.

The wizard will install all necessary files, connect the database with the OPAL application and register the security workgroup information file. Read the help provided in the «OPAL Installation Wizard».

After the successful completion of the «OPAL Installation Wizard» you are prompted to restart OPAL.

3. Network-Installation

3.1. Client-Server Installation

Install OPAL completely as described in the previous chapter '2. Installation'.

➢ If the **Microsoft Windows Program Compatibility Assistant** appears (Windows 10, Windows 8 and Windows 7), please choose the option "**The program was installed correctly**.

Once the OPAL Setup Program is completed, you will find the new menu group 'OPAL' in the Windows menu 'Start / Programs' and the OPAL shortcut Icon on your Desktop to start OPAL

When you start OPAL for the first time the «OPAL Installation Wizard» will appear. Select your language and then select the option «**New Installation**».

By default, the wizard suggests the folder **C:\OPAL\Database** for the database files and the folder **C:\OPAL\Security** for the security files. Please change these folders for the installation on your server computer.

➢ The wizard enables you to select or create installations folders for the OPAL database and security files on the network server computer.
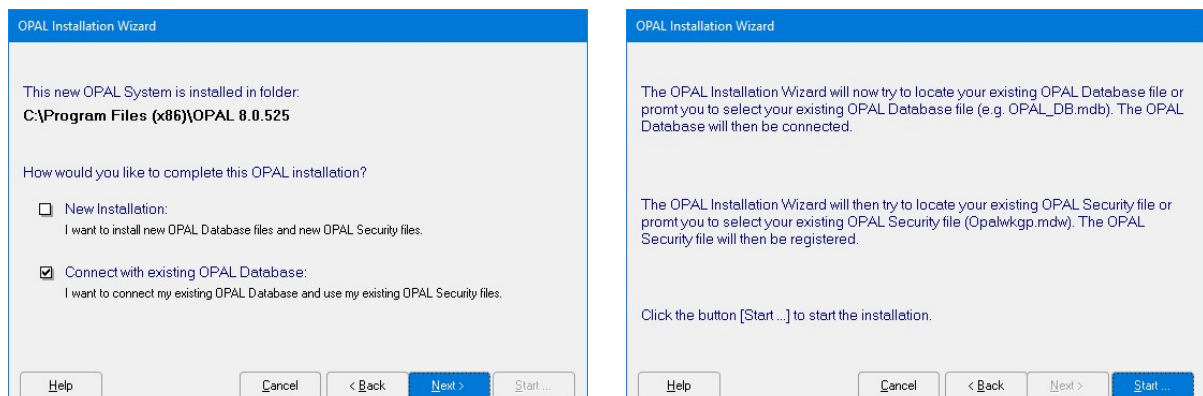
The wizard will install all necessary files on your server, connect the OPAL database with the client OPAL application and register the security files. Read the help provided by the «OPAL Installation Wizard».

After the successful completion of the «OPAL Installation Wizard» you are prompted to restart OPAL.

3.2. Additional Client Installations

Start the OPAL Setup Program as described in the previous chapter '2. Installation' for each additional client installation to install OPAL completely.

In the «**OPAL Installation Wizard**» select the option «**Connect with existing OPAL database**».

This option will prompt you to select the already existing OPAL database on your network server. The wizard will then connect the selected server database with the client OPAL application and register the security files.

Please note that you need one license for each installation of OPAL. Upon each start of each OPAL installation, the license will be checked to ensure the number of installations does not exceed your license. For an extended license and additional installations, you need a corresponding license file. Please contact Dolphin's Design Wolfgang W. Rehfus for an extended license file.

3.3. Security - Definition of User Codes and AES 256 encryption

In the OPAL menu **'Tools / Security'** choose the function **'Users and Installations'**. Read the information provided by the button 'Help' in this window and the related chapters in the online help provided in the menu 'Help / Help'.

To start OPAL with valid user codes and passwords for each user, the logon dialogue must be activated. To activate the logon dialogue, you need to assign a password for the default user code 'Admin'. Click the button **'Change / Set Password …'** to assign a password for the default user code 'Admin'.

On the page **'User'** in the window 'Users and Installations' you can define all necessary user codes with the function **'New User ...'**. Define at least one new user code with administrator rights. Read the information provided by the button 'Help'.

Close the window 'Users and Installations' with a click on the [**x**] in the top right corner of the window.

Exit OPAL with the menu function **'File / Exit'** and restart OPAL. The **'Logon dialogue'** appears and you are prompted to enter a valid user code / password. Enter a user code, which you had defined with administrator rights. Do not use the default user code 'Admin'.

In the OPAL menu **'Tools / Security'** choose the function **'Users and Installations'**. Select the user code **'Admin'** in the list of users and click the button **'Disable'**. Disabled user codes can not start OPAL and do not count as a used license.

- **Note:**

For complete security against unauthorised use or theft of your data in the OPAL database, you need to define access rights for the Microsoft Windows User Codes. Don't mix up the Windows user codes with the OPAL user codes, as they are separate user codes. However, for simplicity you could define the same user codes for the Windows logon and for the OPAL logon.

- **Security architecture:**

The security to access your OPAL database is controlled by three security elements:

(a) by your exclusive **OPAL license file**,

(b) by the **OPAL user codes and passwords**, which you define, and

(c) as your OPAL database is being compacted and encrypted by default with **AES 256 encryption** (AES = Advanced Encryption Standard).

Above that, security is controlled by the Windows user codes and also by the physical access to your computers.

4. Update Installation

To upgrade an existing OPAL installation to the latest version of OPAL, start the OPAL Setup Program as described in the previous chapter '2. Installation' for each existing client installation.

If the OPAL Setup Program prompts you to first uninstall the existing installation, please confirm this uninstallation. This uninstallation does not affect your installed OPAL database, as your OPAL database is always installed in a different folder or on your server computer.

In the «**OPAL Installation Wizard**» select the option «**Connect with existing OPAL database**».
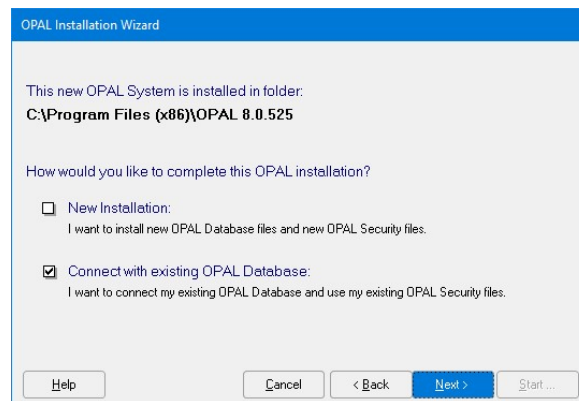
If you start the new OPAL version the first time, your existing and now connected OPAL database file will automatically be updated to the new version of OPAL.

5. Administration

5.1. Compact the Database

The OPAL database file needs to be compacted periodically, because the size of a relational database is growing by using the database. Start OPAL with an OPAL administrator user code and select in the OPAL menu **'Tools / Database'** the function **Compact Database** or set the option 'Compact Database' when you exit OPAL. This function will compact the OPAL database file OPAL_DB.accdb and minimise its size. This function will also create a backup copy of the OPAL database file.

The OPAL program file OPAL.accde is by default being compacted automatically each time you exit OPAL, to minimise its size and to maximise its performance.

To compact the OPAL database and the OPAL application ensures a continued optimal performance of the OPAL system. Please read the help provided by the function **Compact Database**.

OPAL uses the Microsoft Jet database engine, which supports files up to a maximum of 2 gigabyte in size (1 GB = 1'000 MB). It is recommended to keep the OPAL database file (OPAL_DB.accdb) at a size well below this limit.

Depending on the stored data, the OPAL database enables the administration of far more than 50'000 activities and more than 50'000 persons. If your database file needs more than 1'000 MB, please contact Dolphin's Design Wolfgang W. Rehfus (DolphinsDesign.org). Databases with capacities larger than 2 GB might be available upon request.

In addition, please note chapter «5.3. Archive the Database», to use archive copies of the database in order to reduce the file size of the productive database, to create additional storage capacity and to optimise the performance.

5.2. Backup the Files

To backup the database is the most important and periodically necessary task to service the OPAL system. By default, the OPAL database files are stored in the folder 'C:\OPAL\Database' and all linked document files are stored in the sub folder 'C:\OPAL\Database\Documents'. All data are stored in the OPAL database file **'OPAL_DB.accdb'**. These files must be secured periodically in a backup copy. Best is to backup every day, depending on your operation. If this file gets lost or corrupt, and no backup copy exists, all data stored in the OPAL database are lost.

The security workgroup file **'Opalwkgp.mdw'** must also be secured in a backup copy together with the OPAL database. By default, this file is stored in the folder 'C:\OPAL\Security' together with the OPAL license file **'Opalwklc.oll'**. Without these two files it is not possible to use OPAL and access your OPAL database. Please keep a copy of these important files in a secure place.

5.3. Archive the Database

After some time of working with OPAL many activities (documents) might be stored in an OPAL database and the database file (e.g. OPAL_DB.accdb) might be largely increased in size. If it becomes necessary to reduce the size of the database file (e.g. OPAL_DB.accdb) in order to optimise the performance (response time) and to create additional storage space, you can create an archiving copy of the OPAL database.

Please use menu **'Tools / Database / Archive the database'** to create an Archives-Database. This wizard enables to delete all data (e.g. activities) which are no longer needed in the active OPAL database (e.g. C:\OPAL\ Database\OPAL_DB.accdb), because these data are now stored in the new created archives database. Finally, the wizard can compact the active OPAL database to reduce its size and optimise performance. For example, the name of an archives database with all the data from 1994 until 2014 could be: **C:\OPAL\Database\ARCHIVES_1994_2014_OPAL_DB.accdb**. Please note the help provided in this wizard.

To access the data in the archive database, use the function **'Connect to Database'** in the menu **'Tools / Database'** and select the folder and the file name of the archives database (e.g. C:\OPAL\Database\ARCHIVES_1994_2014_OPAL_DB.accdb). Once you finished working with the archives database, use the function **'Connect to Database'** in the menu **'Tools / Database'** to re-connect OPAL with your active OPAL database.

5.4. Extend the OPAL License

New installations of OPAL include a test license for 99 days of free testing. This test license allows to install up to three OPAL client installations and to define up to three user codes.

An extended license can be ordered and installed at any time to enable additional client installations and/or to define additional user codes. It is also possible to change the license from one OPAL product to another (e.g. OPAL Professional). Use the menu 'Tools / Security / Install License ...' to install an extended OPAL license.

Please use the form **OPAL License Order**, to order a license. This form is downloadable from DolphinsDesign.org ... Downloads.

6. System Requirements

Operating System:	Microsoft Windows 10, 8.1, 8 (or e.g. Windows 7 Service Pack 1)
Processor:	2.5 GHz
Memory (RAM):	4.0 GB
Disk capacity:	1 GB free memory on hard disc
a) Application:	100 MB
b) Database:	200 MB (depending on your data up to 1 GB). Please note the information in chapter «**5. Administration**» and «**5.3. Archive the Database**».
Monitor:	1024 x 768 pixels or larger (minimum 800 x 600)
Pointer:	Mouse, Trackpoint or similar device

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