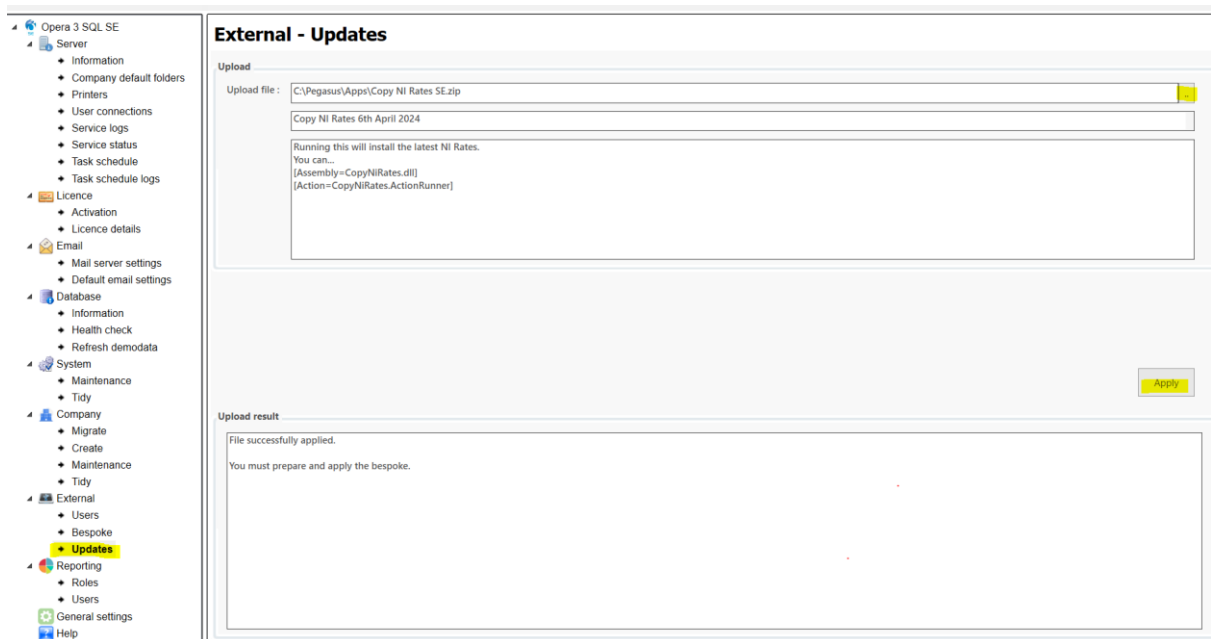


COPY NI RATES UTILITY FOR OPERA 3 SQL SE

1. Download the zip file into a folder on the server. Do not unzip it.
2. Log into SAM and select External – Updates. Eg.

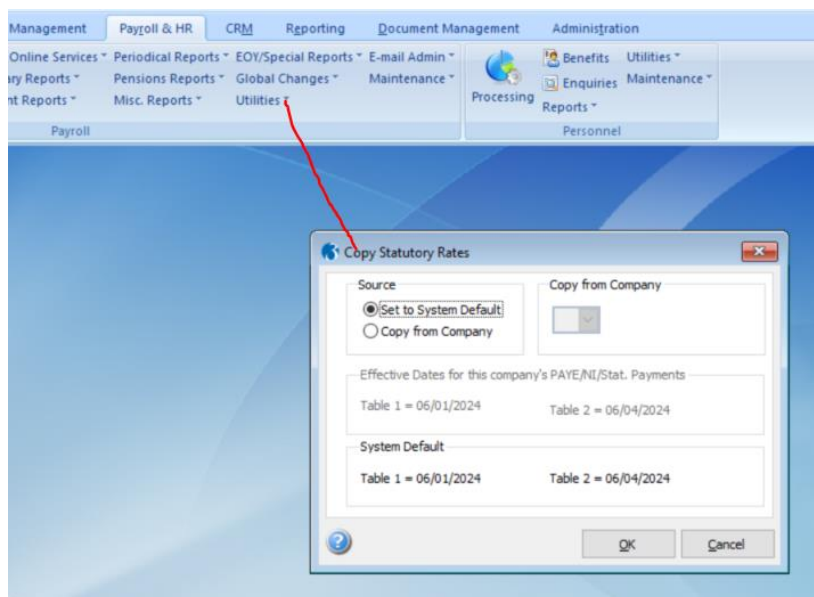


The screenshot shows the 'External - Updates' window in the Opera 3 SQL SE application. On the left is a navigation tree with categories like Server, Licence, Email, Database, System, Company, External, Reporting, and General settings. The 'Updates' option under the 'External' category is highlighted. The main area is titled 'External - Updates' and contains an 'Upload' section. In the 'Upload' section, the 'Upload file' field shows the path 'C:\Pegasus\Apps\Copy NI Rates SE.zip'. Below this, a text box contains the following information: 'Copy NI Rates 6th April 2024', 'Running this will install the latest NI Rates.', 'You can...', '[Assembly=CopyNIRates.dll]', and '[Action=CopyNIRates.ActionRunner]'. An 'Apply' button is located to the right of this text box. Below the 'Upload' section is an 'Upload result' section, which currently displays the message: 'File successfully applied. You must prepare and apply the bespoke.'

From Upload file: select the file 'Copy NI Rates SE.Zip'
Press Apply.

If successfully uploaded. Follow the instructions below

3. If you have bespoke you will have to Prepare & Apply your bespoke.
4. Restart Pegasus Opera Service from services
5. Once the service has been restarted please log in to an Opera 3 SQL SE client, open the Copy Statutory Rates form on the Payroll - Utilities menu, and click OK to update the statutory rates for the company you are currently logged in to. (as per screenshot below)



6. Please then repeat this process for each SE company that requires the latest rates.