

## Pegasus Opera 3 - Detailed Installation Procedures

### Opera 3 2.96.00

**No CD's will be sent out, you must download the file from our website.**

You will receive an email containing a link to our website, where you can download the file.

Activation Keys will be included in the email

If you have Opera installed on a Network Server:

Either download the file to your PC and copy the file on to the server or download the file directly on to the server.

If you have Opera installed as a standalone PC, you can download the file to your PC.

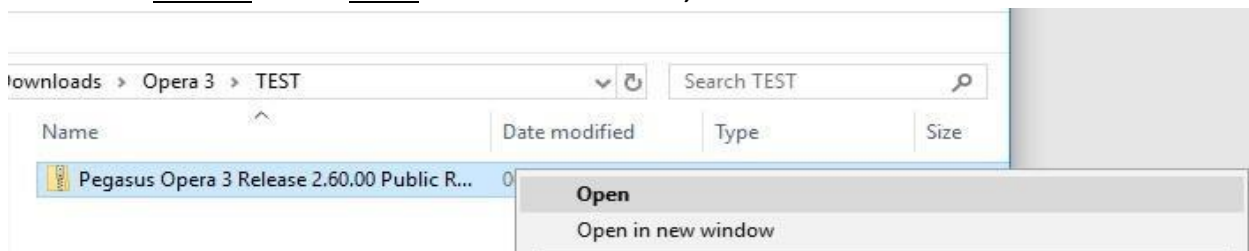
If you are unsure – **speak to your IT Department**

# IMPORTANT

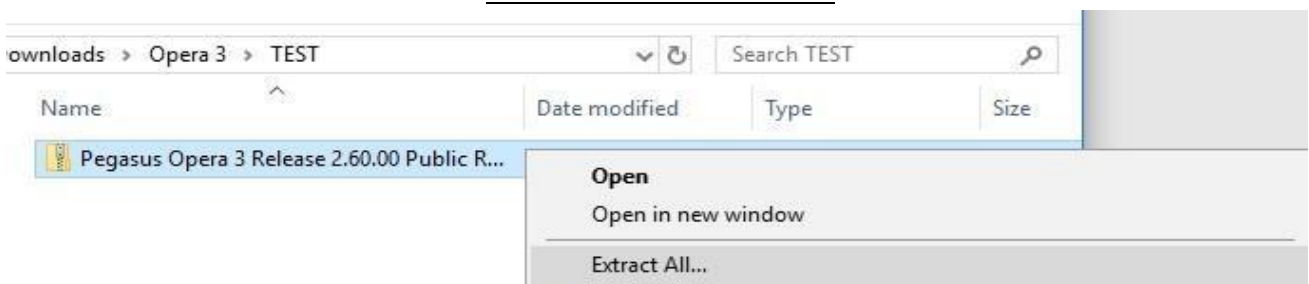
Once you have downloaded the file from our website, you **MUST** extract the zip file.

To extract the zip file, right mouse click on the file.

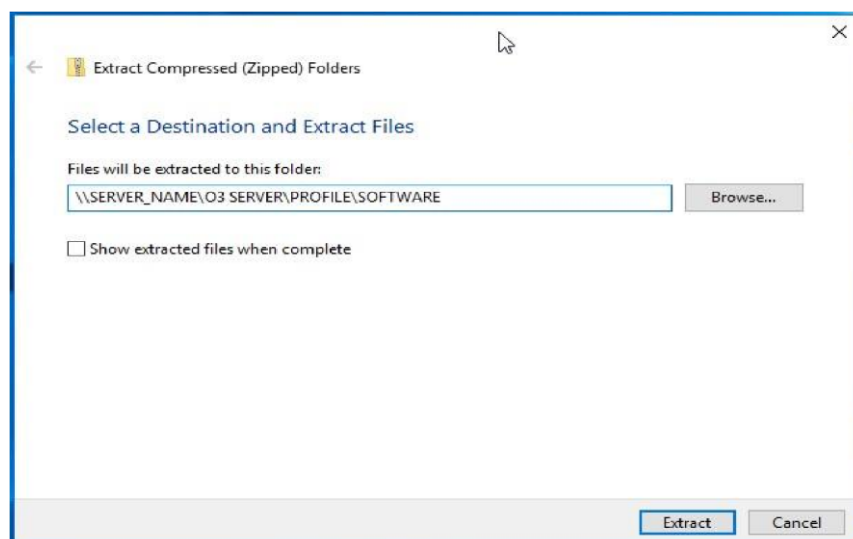
**DO NOT SELECT *OPEN* AND CLICK ON SETUP, IT WILL NOT INSTALL CORRECTLY.**



**YOU MUST *EXTRACT* THE FILE FIRST OTHERWISE THE SOFTWARE WILL NOT *INSTALL CORRECTLY* AND YOU WILL GET ERRORS.**



When you **EXTRACT** the file, this screen will appear and ask for the destination for the extraction. Enter your destination. We would suggest placing any files in the O3 Server\Profile\Software folder for ease of access.



If you are unsure – **please speak to your IT Department**

## Once you have *extracted* the download, please read these instructions carefully before carrying out your Payroll upgrade.

**You can install the Payroll Upgrade at any time before running the Payroll Year End.**

Check which version of Opera you are running, Opera 3 v2.95.00 or later. You can check which version you are running by logging in to Opera, it tells you the Release Number on the login screen, alternatively you can select Help > About from the menu bar at the top of the screen.

If you are not using Opera 3 v2.95.00 or later, please call the **Profile SystemCare Helpdesk Immediately - on 03450 660099**

Before you install the upgrade – **TAKE A BACKUP** – not just the data but **EVERYTHING** in the Opera Directory. Make sure no one is in the system before you start. If you have a server, check the tape backup was successful – this will be fine. Also if you have XRL installed or any other services that rely on Opera, please ensure all users are logged out and the services stopped.

Take a separate backup of your data – you can do this by logging in to Opera selecting Administration > System > Utilities > Backup

Make sure you select all companies (EXCEPT Company Z). The choice to include Additional Files is a User one, it will take longer if you include additional files.

<sup>?</sup> If you are happy that the standard network backup has been completed successfully and your Network Administrator has confirmed this, then you can un-select the 'Include Additional Files' option

<sup>?</sup> If you are unsure in anyway, then we would strongly recommend that this option is left ticked.

o NB This will increase the time need for the backup to complete. o NB Do not un-tick and then re-tick this option as this can cause the backup to fail.

### Before running the Opera 3 v2.96.00 upgrade, please check to see if you have any Bespoke.

Firstly Log in and within System-Preferences switch Menu Style to Navigation Pane, then Re-log in and select the select the Help option, OR there will be an option for Bespoke Activations.



If you have not received any updated bespoke and you know you have bespoke please call the **Profile SystemCare Helpdesk IMMEDIATELY on 03450 660099** When you are ready to upgrade your Opera System, ensure you are on the correct Opera server or the stand alone PC if not on a network, open the folder you extracted the files into:

Double click on Menu.exe

Name	Date modified	Type	Size
Documents	04/02/2019 11:55	File folder	
Fonts	04/02/2019 11:55	File folder	
menudata	04/02/2019 11:55	File folder	
Online Filing Manager	04/02/2019 11:55	File folder	
Pegasus Document Management	04/02/2019 11:56	File folder	
Pegasus Scheduler	04/02/2019 11:56	File folder	
Pegasus Stocktake	04/02/2019 11:56	File folder	
PIM	04/02/2019 11:56	File folder	
autorun.inf	30/01/2019 11:59	Setup Information	1 KB
cd.cbk	30/01/2019 12:47	CBK File	1 KB
Menu.exe	30/01/2019 11:59	Application	20 KB
menu.exe.manifest	30/01/2019 11:59	MANIFEST File	1 KB
Multiple.exe	30/01/2019 12:41	Application	32 KB
Pegasus Opera 3 Server Multiple.mst	30/01/2019 12:47	MST File	20 KB
Pegasus Opera 3 Server.msi	30/01/2019 16:07	Windows Installer ...	191,790 KB
Pegrel.Txt	30/01/2019 16:08	Text Document	1 KB
Setup.exe	30/01/2019 12:47	Application	32 KB

This will load the Pegasus Opera 3 Menu



Click on Opera 3



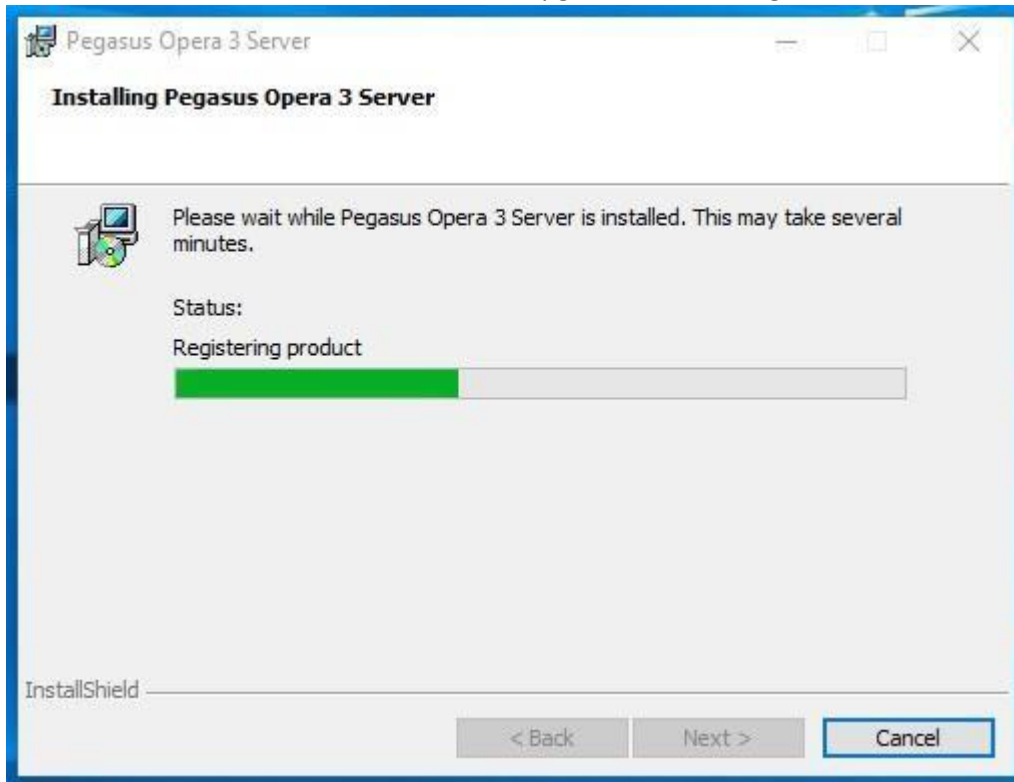
Click on Install Opera 3 – the system will ask if you allow changes to be made – say Yes

Please make sure it says 'Upgrading the Installation of Pegasus Opera 3 Server'



If it does not, do NOT click the Next button, leave this screen up on your PC and call Systemcare on 03450 660099 immediately.

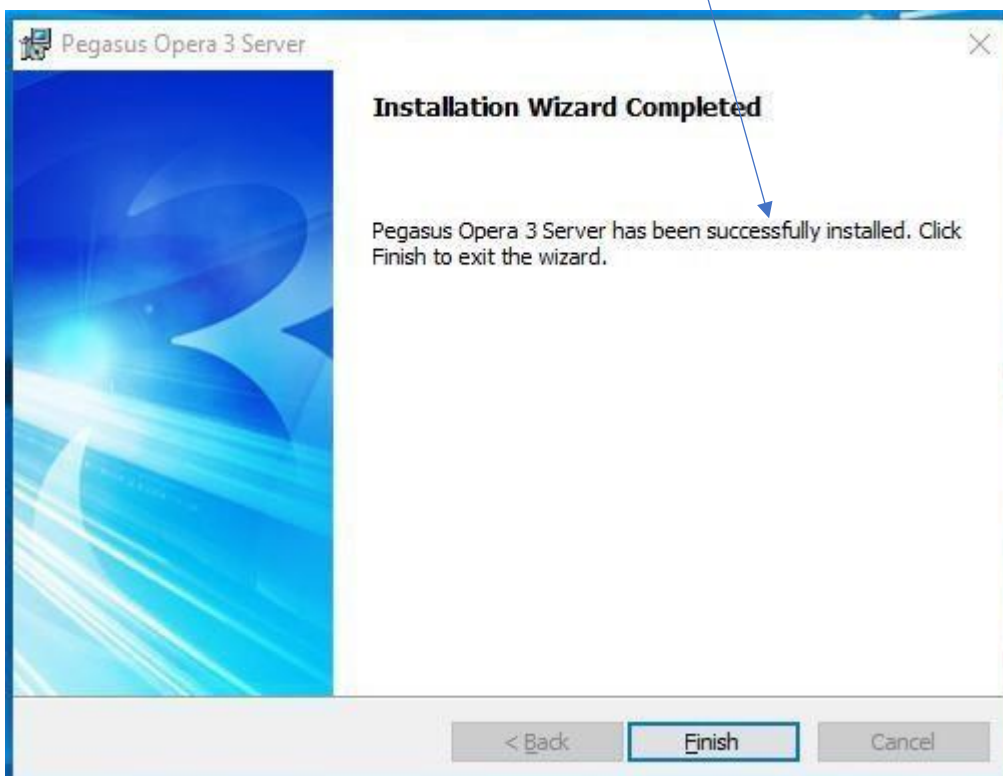
If it Does, then click on the Next button – the upgrade will now begin.



It may take some time, do not click the Cancel button even if you think it has stopped working

Once the upgrade is completed, it will tell you if it has been successful.

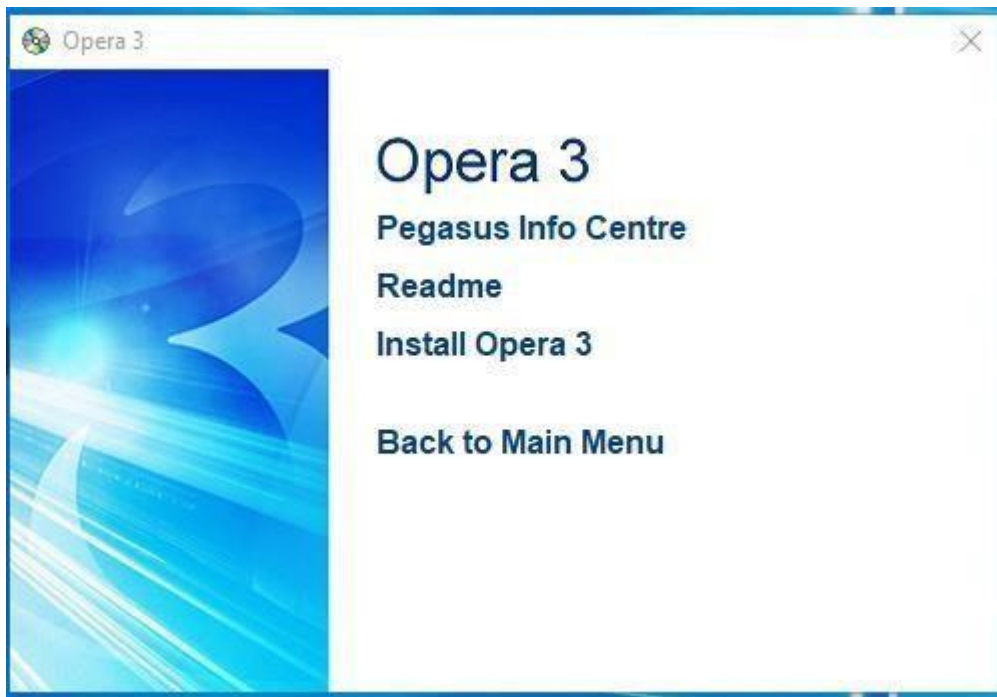
Click the Finish button.



Click Finish.



It will take you back to this screen



Click on Back to Main Menu


Now click the Exit Button



# Bespoke

If you have any Bespoke, and it needs an update, you must install this now. Download it by using the link in your email.

You will need to extract the file first, (see Page 2 how to do this) Open up the folder by double clicking on it.

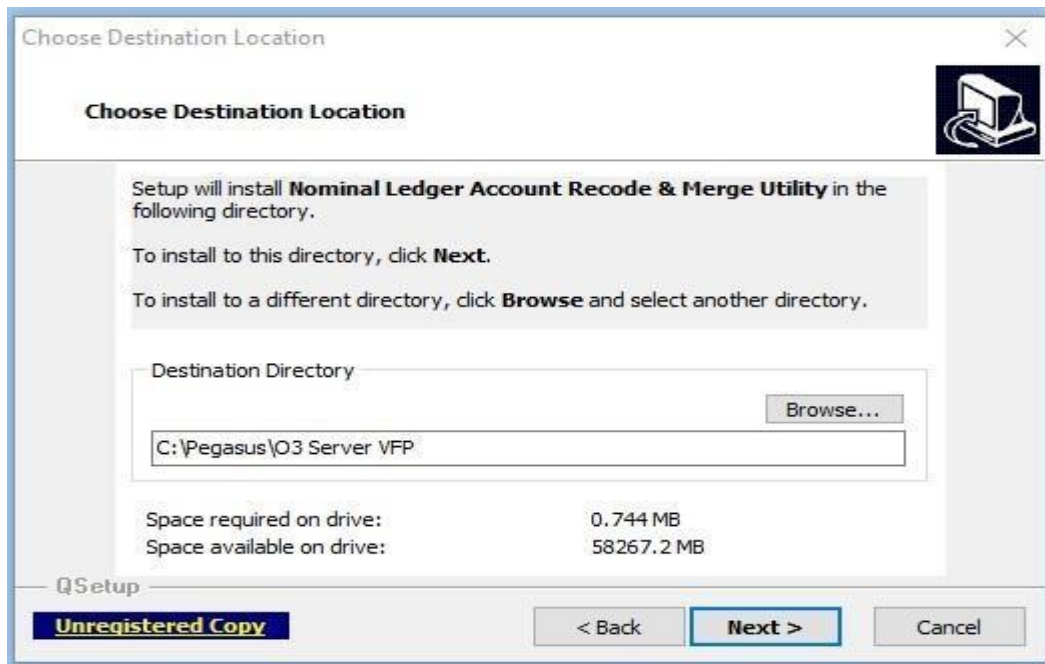
Name	Date modified	Type	Size
 PTAO0003_Setup.exe	01/02/2019 11:19	Application	712 KB

You may have more than one type of Bespoke, so you will have to do this for each version. Double click the .exe file and it will launch the installer

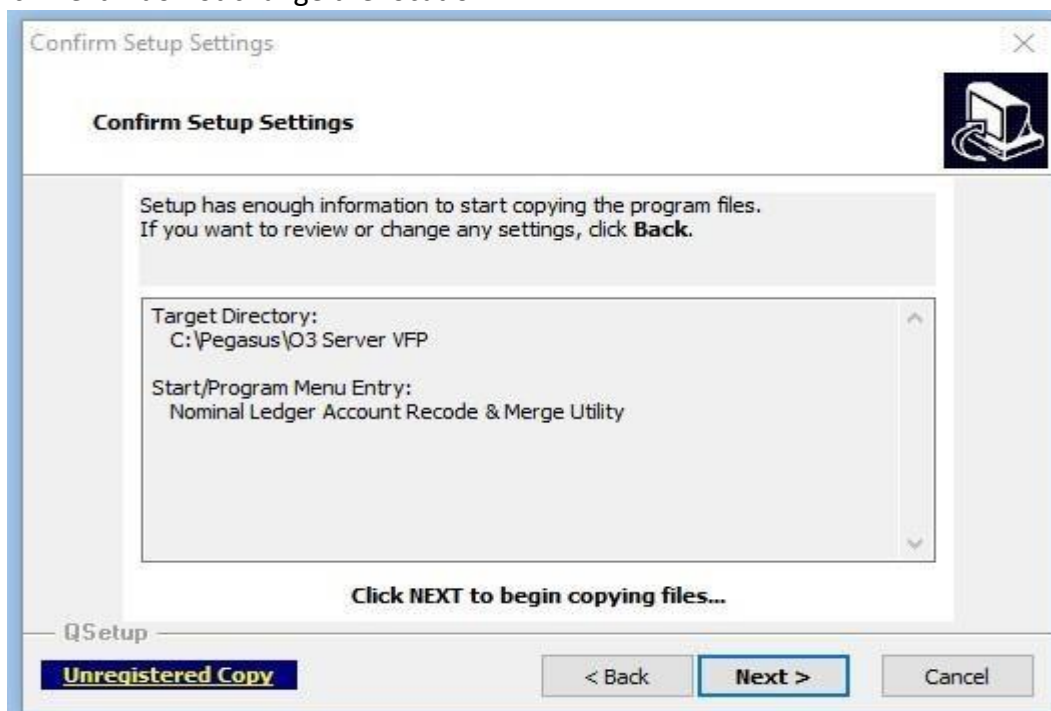


Click Next





Click Next – do not change the location.



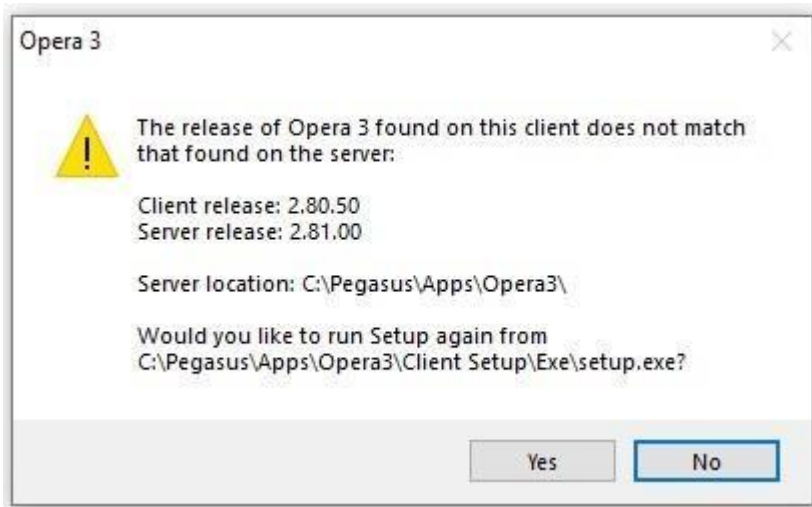
Click Next, Next then Finish

You must do this for all Bespoke that you have.



Once you have completed installing any Bespoke, you can now login to Opera 3.

Double click your Opera icon to log in.

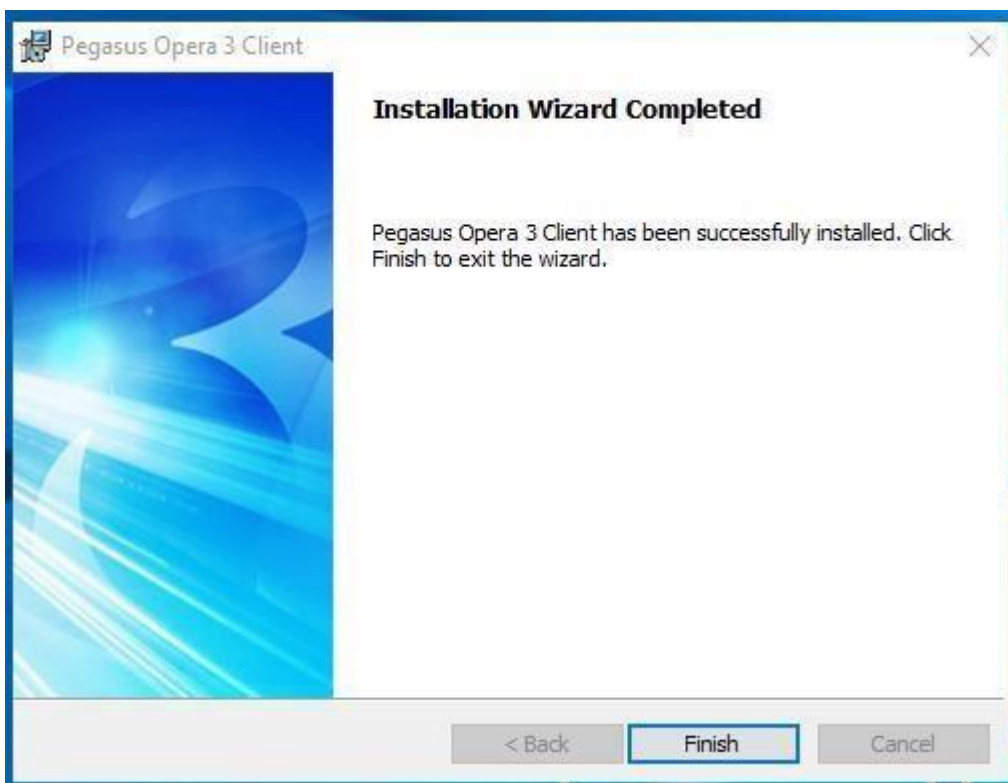
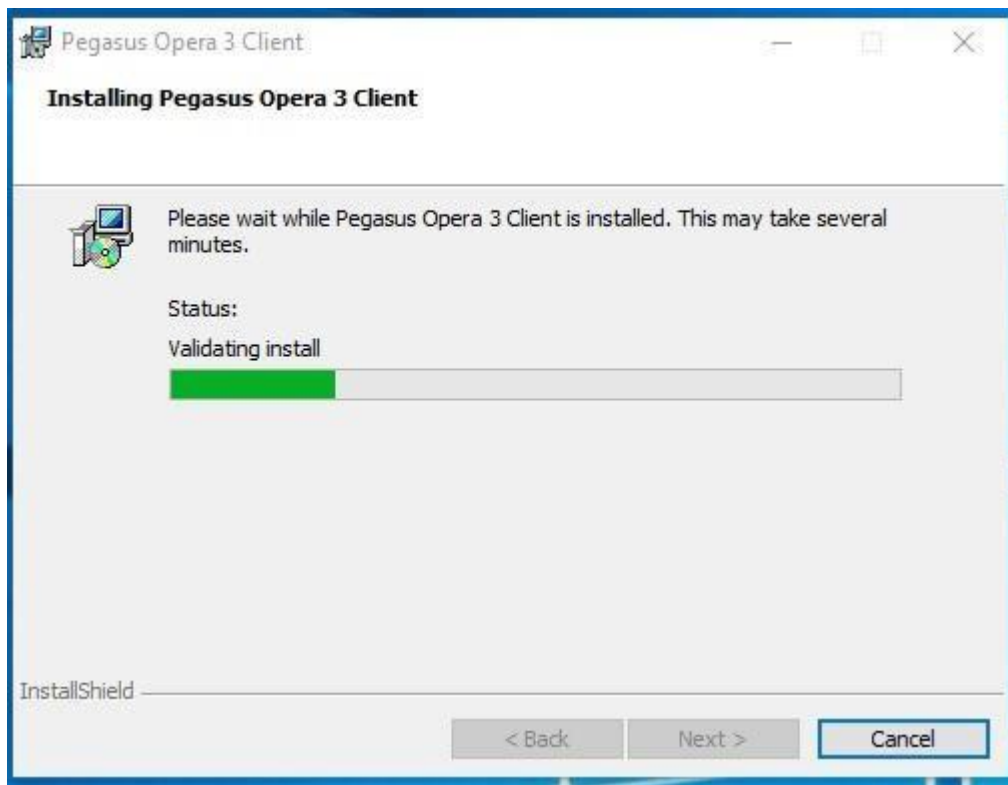


example

It will inform you the client version does not match the server version – Click YES



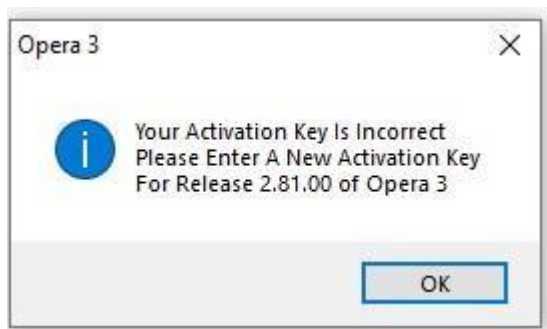
Click NEXT the system will now upgrade the client automatically.



This must be done on every workstation and every Remote Server that uses Opera.

Once the client has been upgraded, log in to Opera as normal.

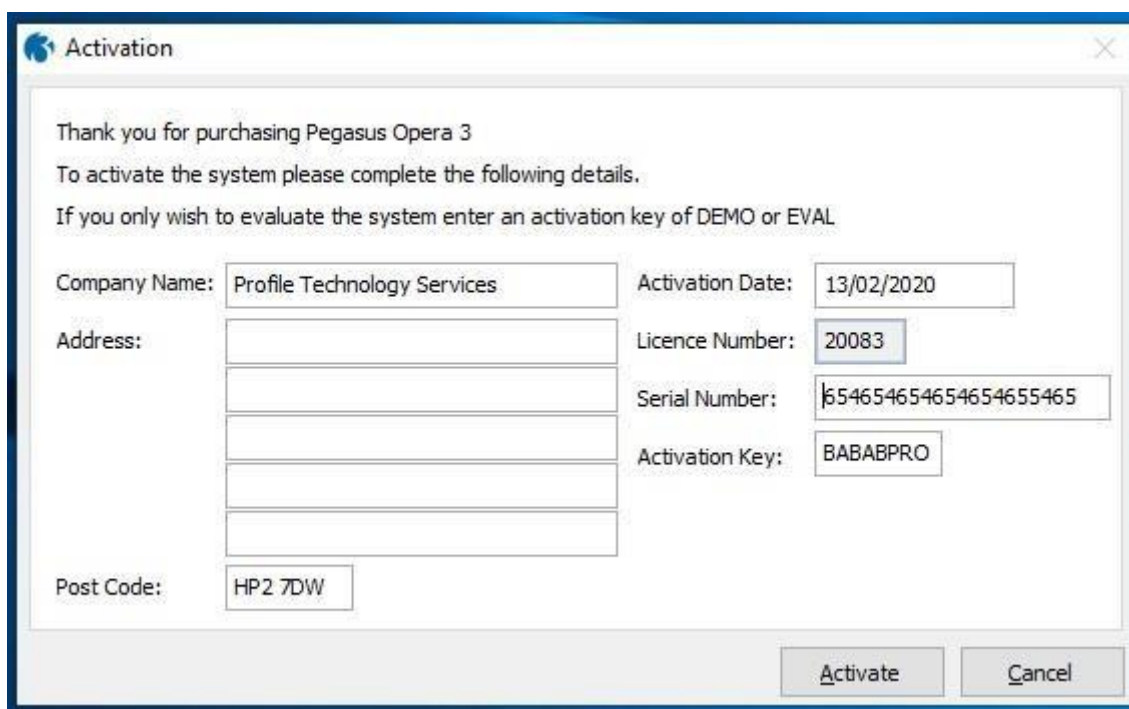
You will now get a message that tells you your Activation Key is incorrect. Click the OK button.



example

Click OK

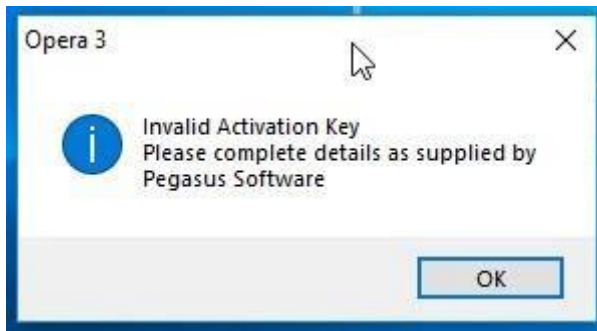
The Activation screen appears – please enter the DATE, SERIAL NUMBER and ACTIVATION KEY exactly as supplied on the email you received.

A screenshot of a software activation window titled "Activation". It contains the following text: "Thank you for purchasing Pegasus Opera 3", "To activate the system please complete the following details.", and "If you only wish to evaluate the system enter an activation key of DEMO or EVAL". The form has several input fields: "Company Name:" with "Profile Technology Services", "Address:" with four empty lines, "Post Code:" with "HP2 7DW", "Activation Date:" with "13/02/2020", "Licence Number:" with "20083", "Serial Number:" with "65465465465465465465", and "Activation Key:" with "BABABPRO". At the bottom right are "Activate" and "Cancel" buttons.

example

Please do not change the Company Name or the Postcode even if they are incorrect, as your activation is based on these details.

Making changes to these will cause an Invalid Activation

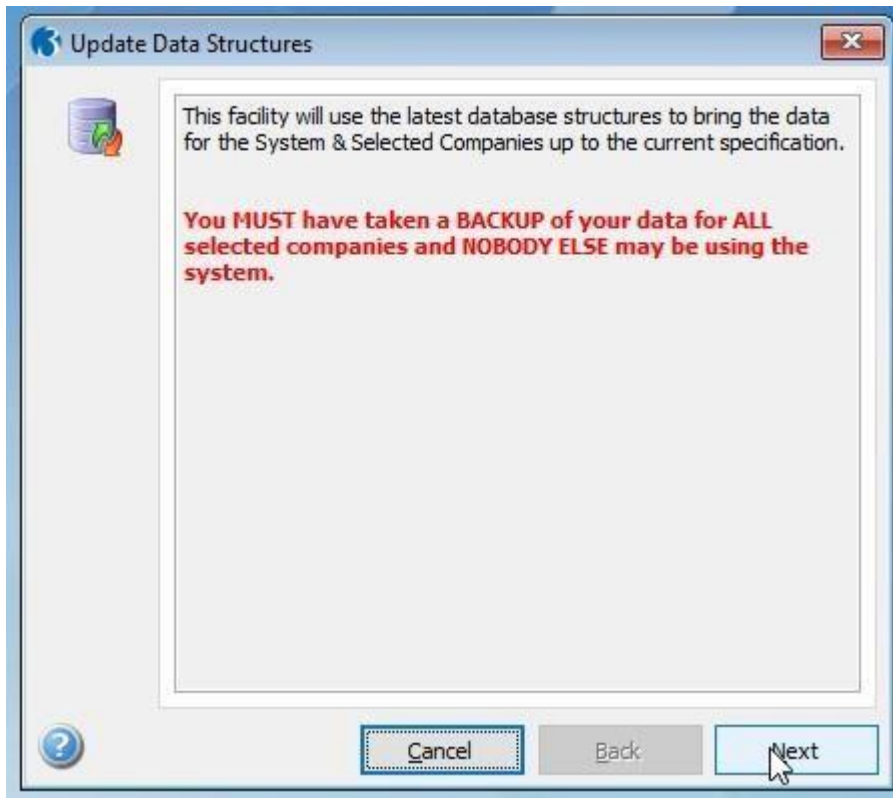


Once you have applied the correct details, it will accept the activation and open the Opera 3 login screen.

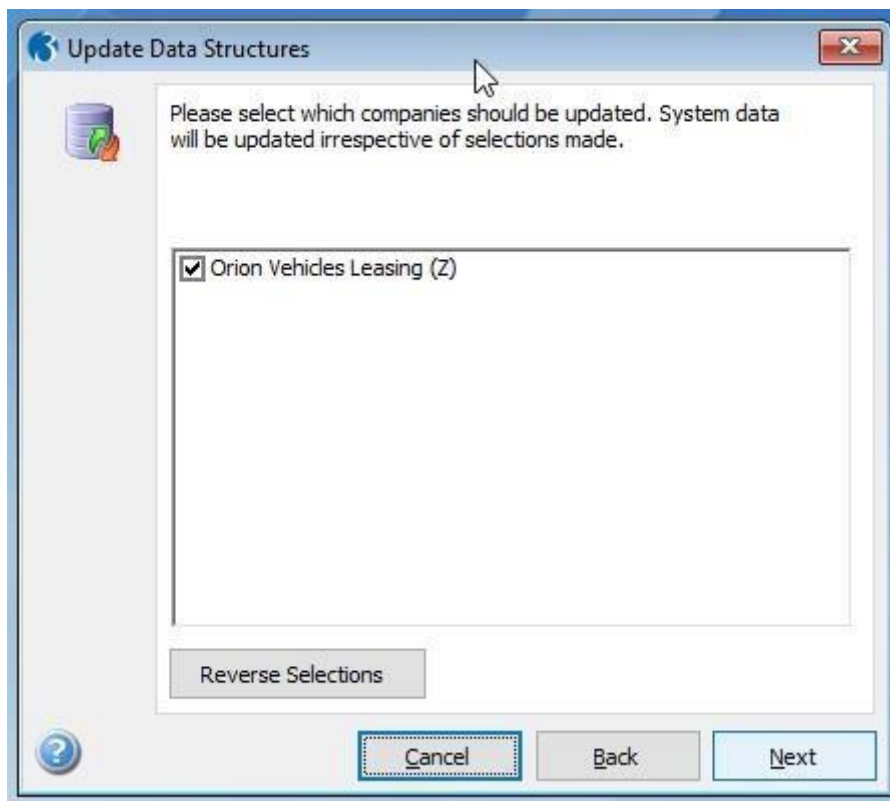
Login as the ADMIN User. Select Administration tab > Utilities > Update Data Structures



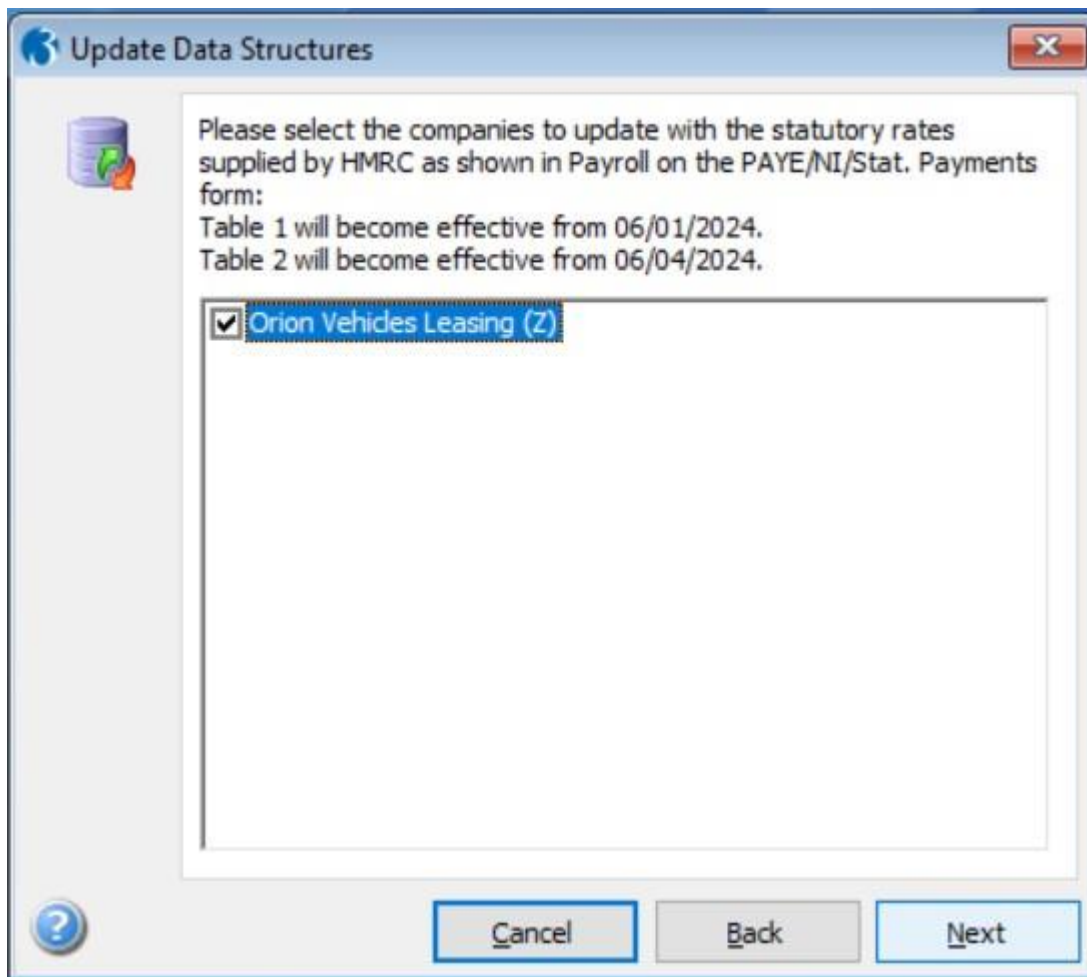




Click Next



You must run the Update Data Structures on EVERY Company. Select one company at a time Click Next.

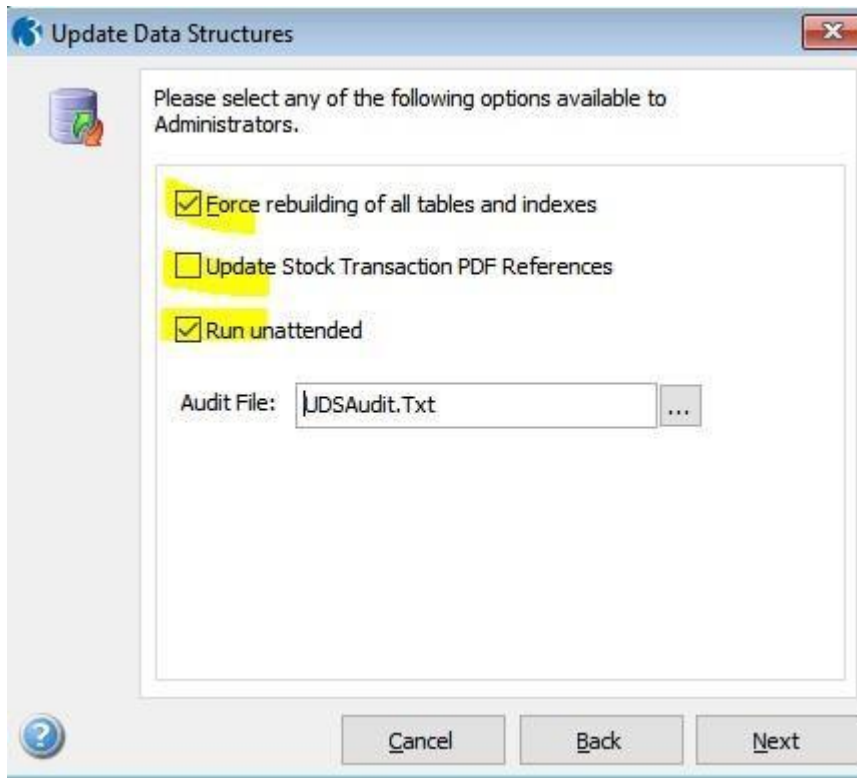


Remember to tick the box on this screen. This will update the PAYE / NI / Statutory tables for each company.

Note: This will change the settings back to PAYE/NI/Statutory defaults, so if you have over-ridden any settings remember to reapply these after the upgrade. E.g. Apprenticeship Levy and Employment Allowance.

Please also remember to tick “Force Rebuilding” and “Run Unattended” boxes & Untick the Update Stock Transaction PDF References

You do not need to change the location of the Audit File.



Click Next. The Update Data Structures will begin.

Once the Update Data Structures has been run on each individual company and has completed successfully, you can begin processing in the normal manner.

If you get any errors during the Update Data Structures, make a note of the error, and call the **Profile SystemCare Helpdesk IMMEDIATELY on 03450 660099 – DO NOT CONTINUE**

## **Data Provisioning Service & Making Tax Digital Pegasus Scheduler Upgrade**

If you are on Opera 3 Version 2.95.00 and above you don't need to upgrade scheduler

### **Please note the following important information:**

If you opt to undertake this upgrade yourself, (not recommended), and you experience installation or configuration issues resulting from this upgrade, please log a call through the support desk on 03450 66 00 99 or email [support@profile.co.uk](mailto:support@profile.co.uk)

Your call will be logged, and then passed over to your Sales Account Manager who will quote to have work completed for you on a chargeable basis, installations of software (including version upgrades) are not covered by your Pegasus telephone software support agreement.