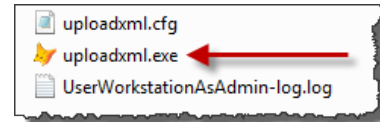


OPAS Online – Running the Upload Utility

The UploadXML utility resides in the OPAS Online folder, and manages the data transfer between OPAS and OPAS Online. **UploadXML.exe** ...

- Pulls information you have defined from OPAS
- Checks the OPAS Online settings
- Extracts information and places it in XML files
- Zips (compresses) the resulting XML files into one archive file
- Sends that archive file to your private OPAS Online folder



Run UploadXML manually

Run the manual upload of your OPAS data to OPAS Online at any time by **right-clicking** the UploadXML.exe file and choosing Run As Administrator.

After the utility is run, it can take 20-60 minutes before OPAS Online reflects the new information

Run UploadXML automatically

Use Windows™ **Task Scheduler** to run the OPAS Online upload each day.

Before you begin...

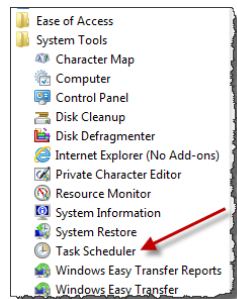
Perform these steps on the **server** on which OPAS resides. We recommend you *not* run the upload utility from a workstation

Make sure the OPAS Online folder is fully accessible to your network login; as you will probably undertake these steps as the system administrator this will already be the case.

The OPAS Online upload will send and receive files from the web server via ftp. it will also read and write files to the OPAS Online folder.

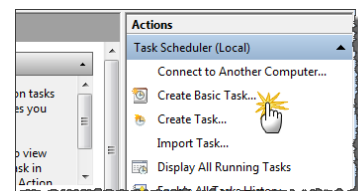
If necessary, make sure **UploadXML.exe** is allowed through the server firewall

Use Windows™ Task Scheduler

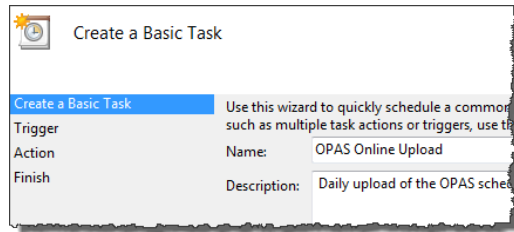


Launch **Task Scheduler** under System Tools

Create a **Basic Task**

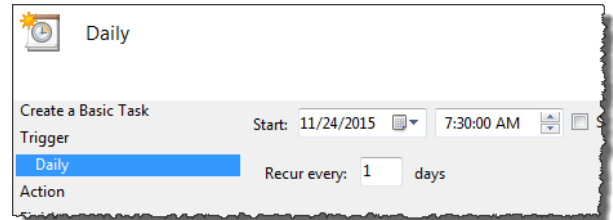


Before you begin

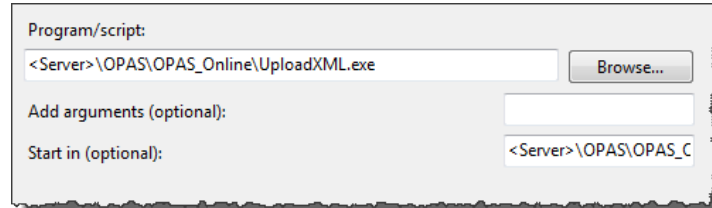


Give Task a Name

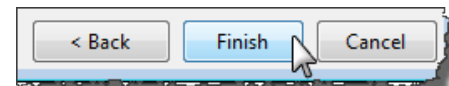
Set the **frequency** - we recommend the utility run each morning, just before the start of your work day.



Set the Task Scheduler to run a program
Select **UploadXML.exe** from the OPAS Online folder. Be sure to set the **start in** location as the OPAS Online folder



Click **Finish** to save the Scheduled Task



UploadXML configuration

The ftp credentials, connection string and other settings are stored in the **UploadXML.cfg** file. OPAS technical support will have created this file for your installation, but you are free to open it in Notepad to examine the settings. Do not, however, change anything in the Upload XML.cfg file.

