

Appendix P: Clarity Installation Instructions

Overview

Clarity is a web-based application that is accessible through any web browser. There is no installation required for the application. All OC/IT staff are granted access as part of the **IT Staffing.Add IT Employee** and **IT Staffing.Add IT Contractor** change category. *Clarity* can be accessed by the link on the *Okta Application Dashboard* or by entering <https://clarity.oakgov.com> in the URL address. Users will single sign on with their IAM username and password.

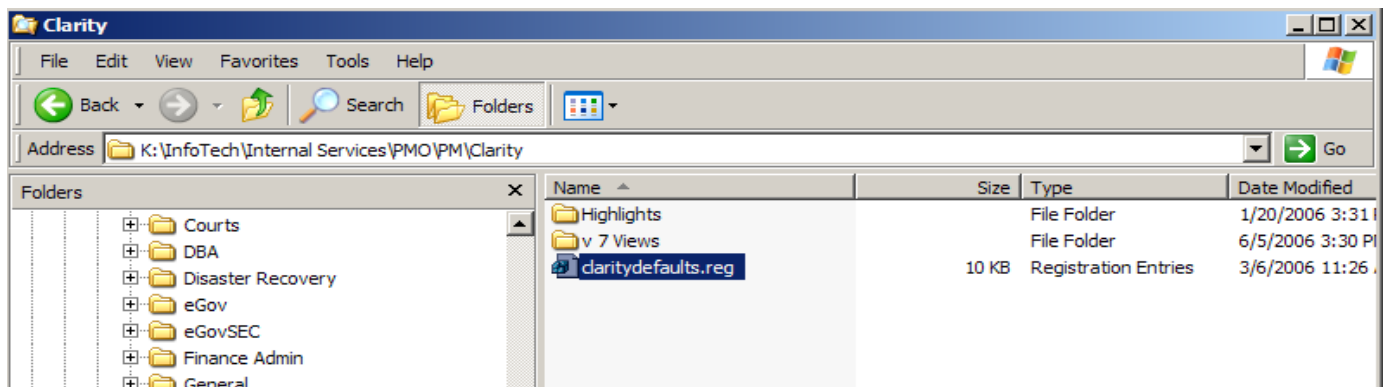
Open Workbench is a desktop application used primarily by Project Managers, Supervisors, and Managers for project management and scheduling. *Open Workbench* must be installed on each workstation. If *Open Workbench* is needed on your desktop, create a change order in the IT Service Center application using the change category **Add Personal Computing.Software IT Acquired**.

It is recommended that *Clarity* is accessed by first connecting to the *County* network. However, it can be accessed externally through the url above. *Open Workbench* is a desktop application and can only be accessed when the user is connected to the network either by *GoToMyPC*, by *VPN*, or if the user is physically on campus.

Setting Open Workbench Registry Defaults

Every *Open Workbench* user must run the *Default Registry* (a.k.a. Registry Bomb) on each workstation being used in order to access the *Standard View Library* and *Highlights* files. The *Open Workbench* defaults are set by userid within each specific workstation registry.

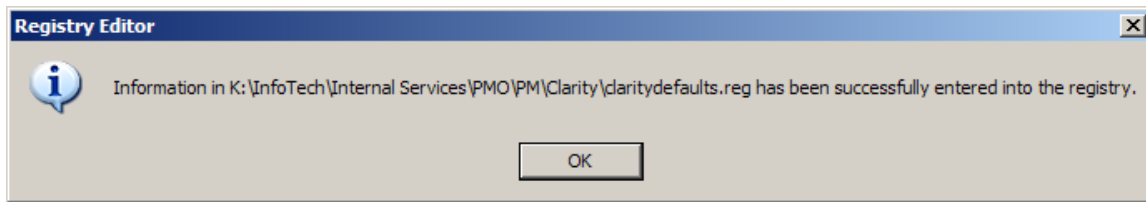
1. From **Windows Explorer**, click **K:\InfoTech\Internal Services\PMO\PM\Clarity\claritydefaults.reg**.



2. From the **Registry Editor** message box, click the **Yes** button.



3. From the **Registry Editor** message box, click the **OK** button.



Accessing Open Workbench

When using *Open Workbench* for the first time, users must access it by first going through *Clarity* in order to establish connection information between *Clarity* and *Open Workbench*:

1. Log in to *Clarity*.
2. Select a project from the **Home, Portfolio Management, Projects** menu, or from the **My Projects** dashboard.
3. From the **Projects, Properties, General** tab, select **Open in Scheduler, Workbench**.
4. *Open Workbench* will open automatically. Depending on the browser being used for *Clarity*, the user may be prompted to save a copy of *sched.nikusl*:
 - a. On the **Save As** window, navigate to your **Downloads** directory and click the **Save** button.
 - b. If prompted that the file already exists, click the **Yes** button to replace it.
 - c. In the download window at the bottom of the browser, expand the menu next to *sched.nikusl*:
 - i. Select **Always open files of this type**.
 - ii. Then select **Open**.

Once **Always open files of this type** is selected the user should no longer see the download window when opening *Open Workbench* from *Clarity*.

Once the first connection is established, *Open Workbench* can also be accessed from the *Windows* menu. However, it is recommended that all projects be opened from *Clarity* and saved back to the *Clarity* repository.

It is possible to save a copy of a project offline. Refer to Appendix Q: Clarity Tips and Tricks for more information.