

To install the Citrix Client on to your computer

If you are unable to connect to Citrix, you may need to open and install the Citrix plug-in onto your computer. You will need elevated privileges or Administrator rights to install.

- 1 Start your Internet browser, click **Tools**, and then click **Internet options**.
- 2 On the **Internet Options** dialog box, click the **Advanced** tab, scroll to **Security**, click to uncheck the **Do not save encrypted pages to disk** check box, and then click **OK**.

- 3 In the **Address** bar, type the following <http://www.citrix.com/downloads/citrix-receiver/windows/receiver-for-windows-42.html>
- 4 Click **Download**.
- 5 Save **CitrixReceiver4.2.100.exe** to your desktop or other location of your choice.
- 6 On your desktop, double-click the **CitrixReceiver4.2.100.exe** icon, and then complete the installation as instructed on your screen.

Screen captures

1 Internet Options dialog box, Security tab, unchecking 'Do not save encrypted pages to disk'.

2 Citrix website download page for Receiver 4.2.100 for Windows.

3 Internet Options dialog box, Security tab, unchecking 'Do not save encrypted pages to disk'.

4 Download dialog box for CitrixReceiver4.2.100.exe.

5 Security Warning dialog box for CitrixReceiver4.2.100.exe.

6 Security Warning dialog box for CitrixReceiver4.2.100.exe.

Using Citrix does not affect the ROSS client installed on your computer. Do not uninstall the ROSS client from your computer.

To setup drive access for your computer - perform this one time only!

Perform this task before attempting to save ROSS reports to your computer for the first time!

1 In WordPad or NotePad, type the following text

[Access]
GlobalSecurityAccess=405

2 Save as Text Document - MS-DOS Format (*.txt) in C:\Users\

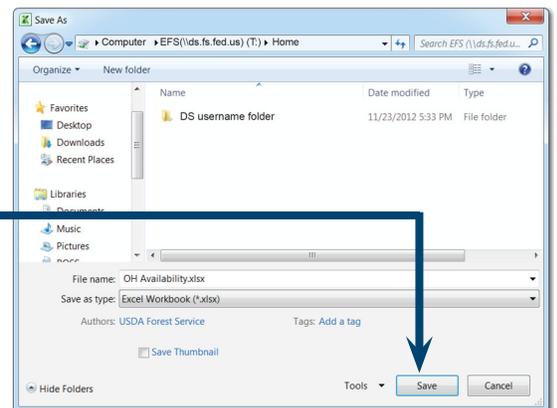
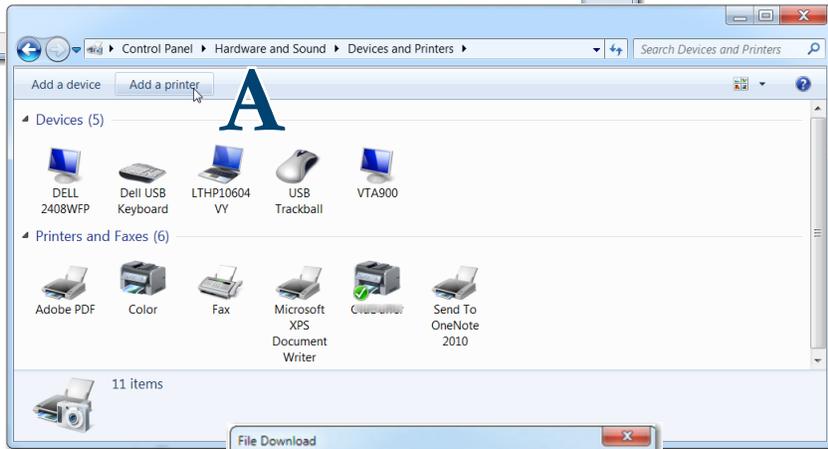
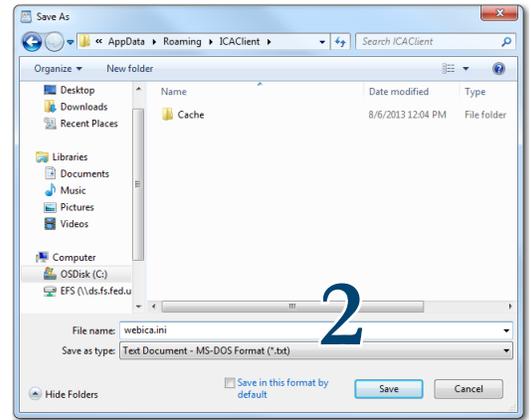
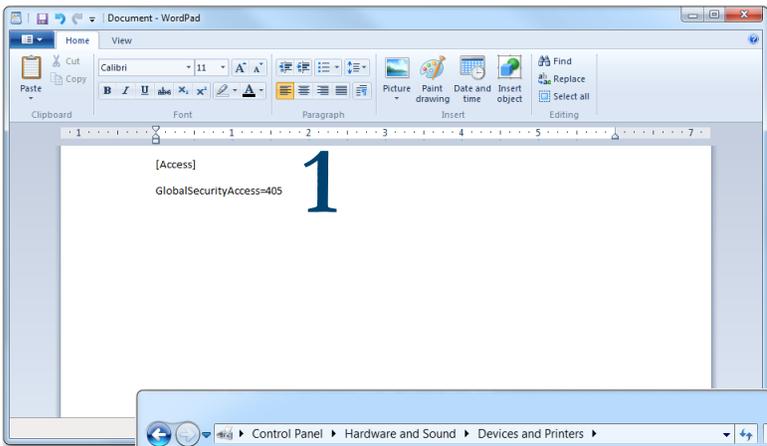
You cannot save/print directly to your Desktop. You must first navigate to EFS(\lds.fs.fed.us) (T:)\DataCenter\Citrix\

To print ROSS reports from Citrix

A Set up your network and local printers as usual.
B To print a Standard or User Community report, perform the following

- Create and save the **ROSS Report** of your choice.
By default, Standard reports generate PDF files. If you wish to save a Standard report as an Excel file, export the report as a .csv file.
- Navigate to **EFS(\lds.fs.fed.us)(T:)\DataCenter\Citrix**
- Download the **ROSS Report** to a **Folder** of your choice.
- Start Excel or other compatible application.
- Open the ROSS Report that was saved in the **EFS(\lds.fs.fed.us)(T:)\DataCenter...** directory.
- Print the file.

Screen captures



To log on to ROSS using Citrix

- 1 Start **Internet Explorer**, and then type <https://apps.fs.fed.us/Citrix/auth/login.aspx> in the **Address** bar.
- 2 On the **Enterprise Production Data Center Citrix Farm Kansas City** dialog box, complete the following information, and then click the **Log On** button
 - Active Directory Username
 - Active Directory Password.
- 3 On the **Citrix XenApp - Applications** tab, navigate to **National Applications > ROSS**, and then click the **ROSS** icon.
- 4 On the **ROSSHome** screen, click **Yes**.
- 5 Log in as usual, using your **NAP User Account** and **NAP Password**.

To exit ROSS Reports, ROSS, and the Citrix Farm

Skip step A if you are not running ROSS Reports!

- A On the ROSS Reports toolbar, click the **Log Off** link, and then click **Log Off**.
- B Exit **ROSS**.
- C On the **Citrix XenApp - Applications** screen, click the **LogOff** icon.
- D Close **Internet Explorer**.

Screen captures

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Helpdesk: 866-224-7677
email: IIA-Helpdesk@fs.fed.us