

InDepthRep Program Log-on Procedures: Windows XP w/ RDP Version 6 (optional version available via Windows Update website)

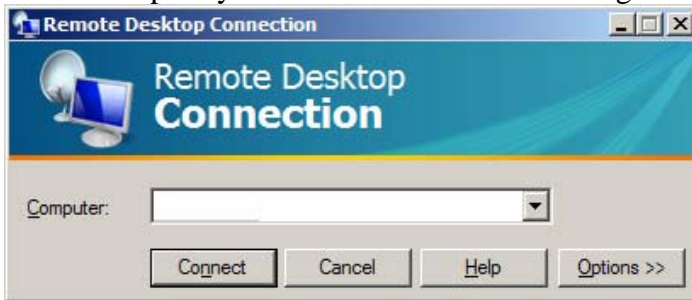
This document contains the information on how to log in to the InDepthRep program. You will log in using the Windows Remote Desktop Connection Program, which is built into Microsoft Windows XP.

You can find the program at the following location.

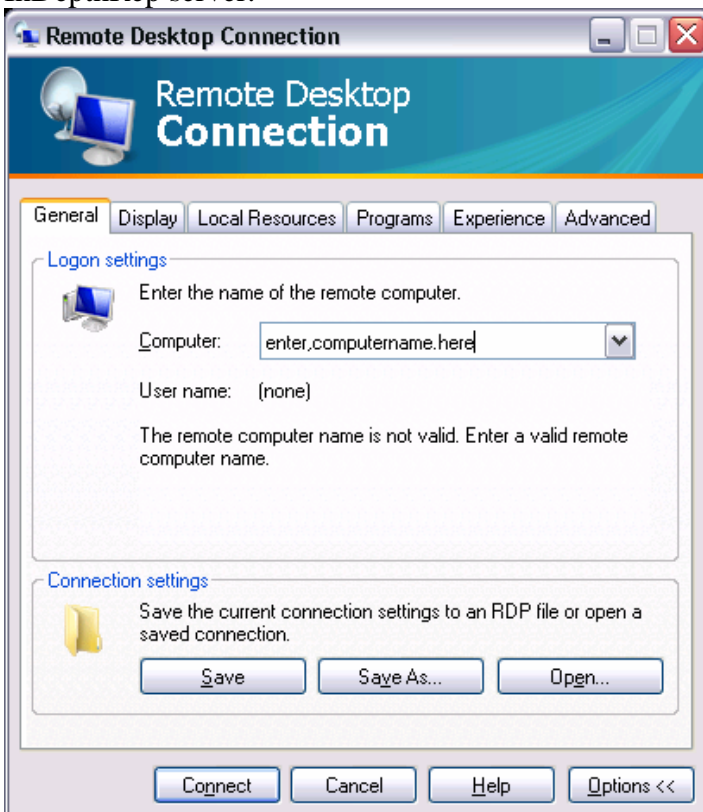


1. Click on "Start"
2. Select "All Programs"
3. Select "Accessories"
4. Select "Communications"
5. Select "Remote Desktop Connection"

Once this opens you should see a window asking for a computer name with buttons below it.



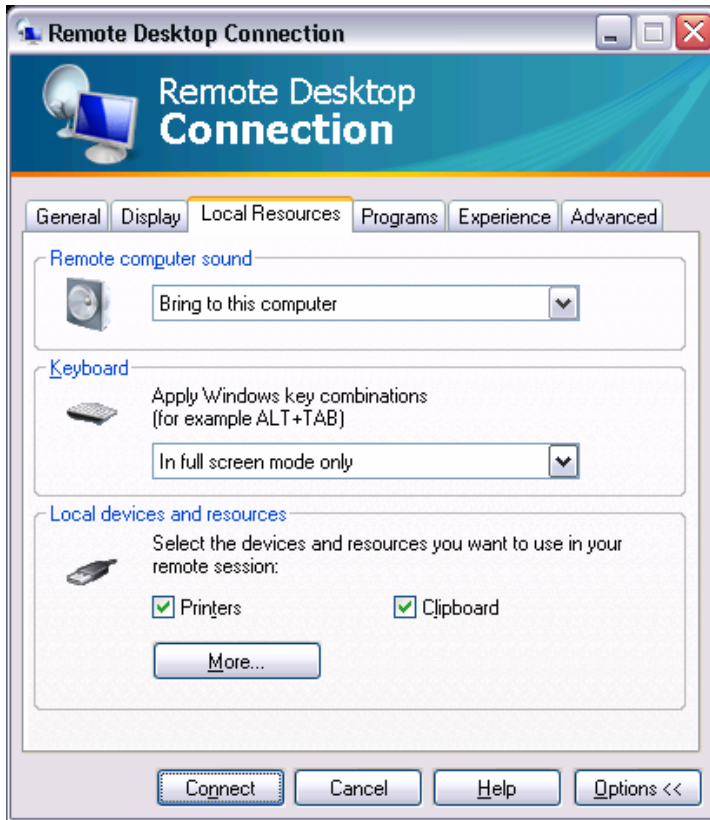
Please click on the "Options" button, so you can enter the following information to access the InDepthRep server.



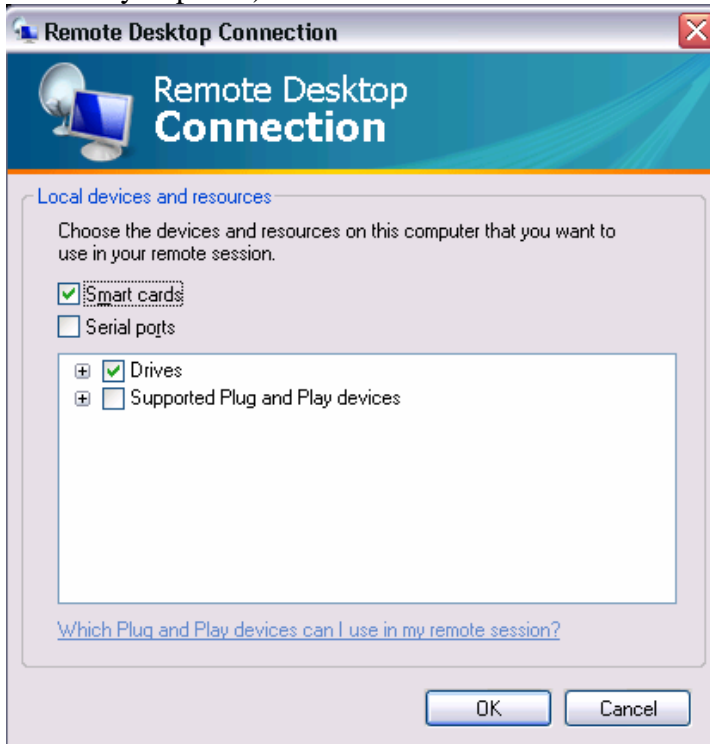
Enter the computer name supplied to you in the "Computer:" field.

Also at the top of the window, please select the tab labeled "Local Resources".

Under the portion labeled "Local devices and resources", ensure the "Printers" checkbox is selected.

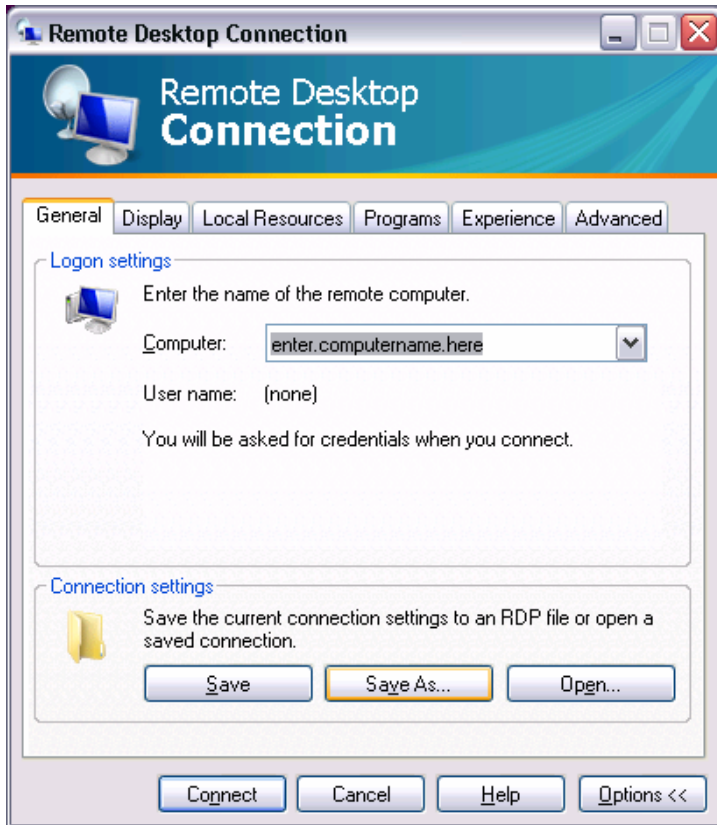


Next click on the "More" button, and check the box next to "Drives" (you may select only individual drives if you prefer).



This will allow you to print locally and access your local drives, which is necessary to use the Paperless filing portion of the program.

Return to the General Tab.
Click on the "Save As..." button



Name the shortcut and save it to your local desktop.

You can then use the shortcut to directly connect to the program, and once you have connected successfully, and have selected to remember your credentials (username and password), you can connect without needing to re-enter the username and password every time.

Once you have entered and saved your shortcut, click on the "Connect" button to connect to the InDepthRep Server. You will be prompted for your credentials.



Your individual information will be either emailed to you or provided by someone in your company to you.

You should receive the following:

Computer Name, Username, Password

The Domain to use is INDEPTHMARKETIN

Please enter your username in the form of "Domain\Username"

The example above indicates the proper form.

Ensure the "Remember my Password" checkbox is selected, and then click on "OK" to connect to the InDepthRep Server.

Please contact me directly if you have any problems logging in and I will gladly walk through the process with anyone over the phone.

Thank you for signing up with us, and please call or e-mail with any questions.

Michael Goettsch

InDepthRep

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