

InDepthRep Program Log-on Procedures: Windows Vista

Here is the information on how to login to the InDepthRep program.

You will login using the Windows Remote Desktop Connection Program, this is built into all versions of Microsoft Windows Vista.

You can find the program at the following location.

1. Click on "Windows" button (former start button).

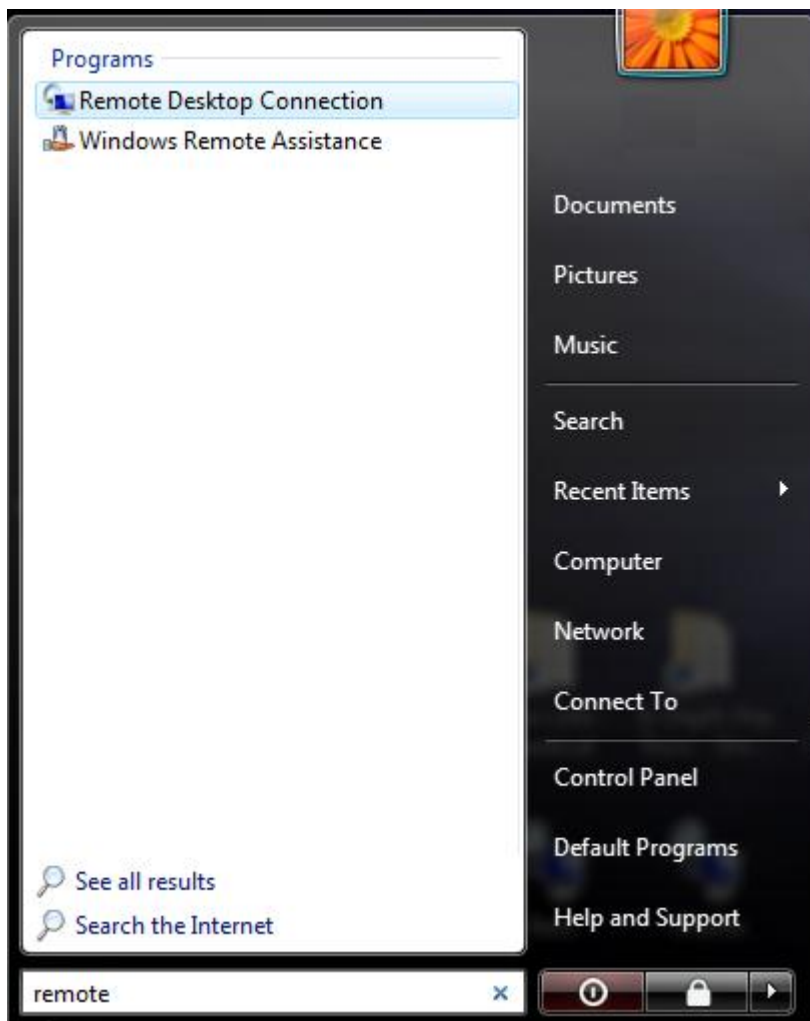


2. Select "All Programs"

3. Select "Accessories"

4. Select "Remote Desktop Connection"

****Alternatively you can type "remote" into the search field after clicking on the "Windows" button, and you will see the "Remote Desktop Connection" program displayed in your list of matches. Select this program by clicking on it.



Once this opens you should see a window asking for a computer name with buttons below it. Please click on the "Options" button in the lower right corner of the window.

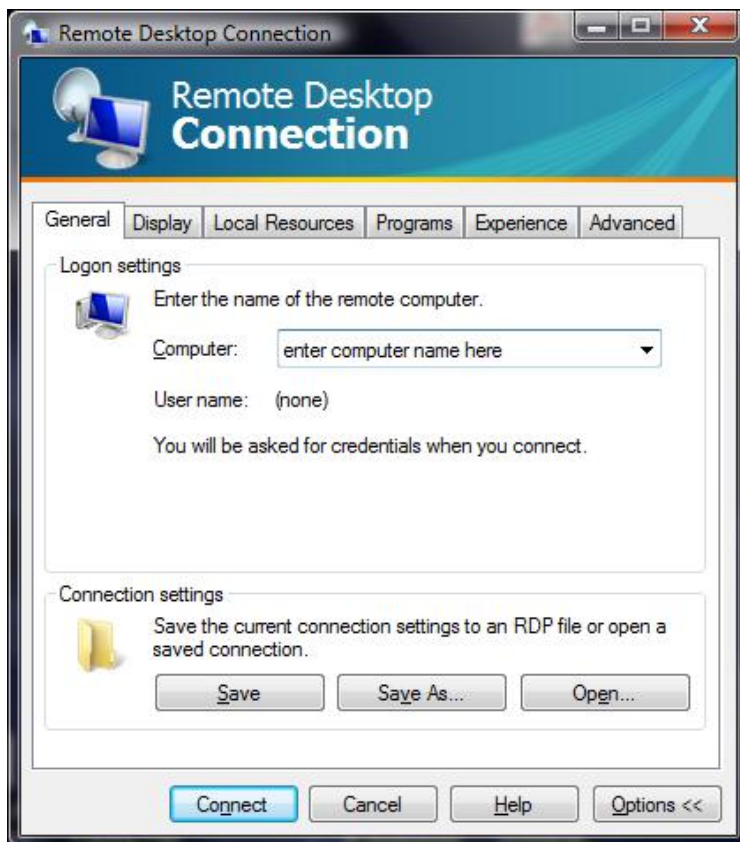


Once you click on the "Options" button, you can enter the following information to access the server.

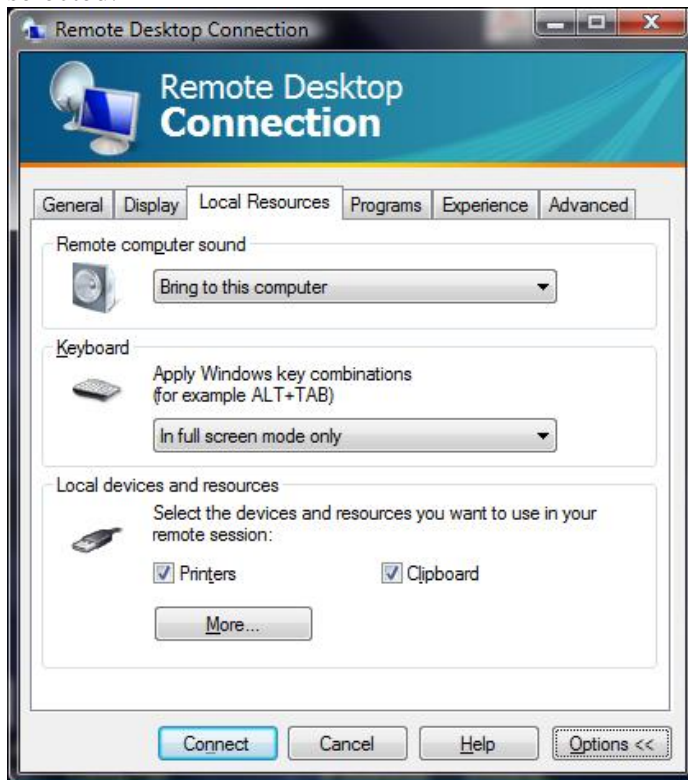
Type in the computer name in the following field:

Computer: insert computer name here

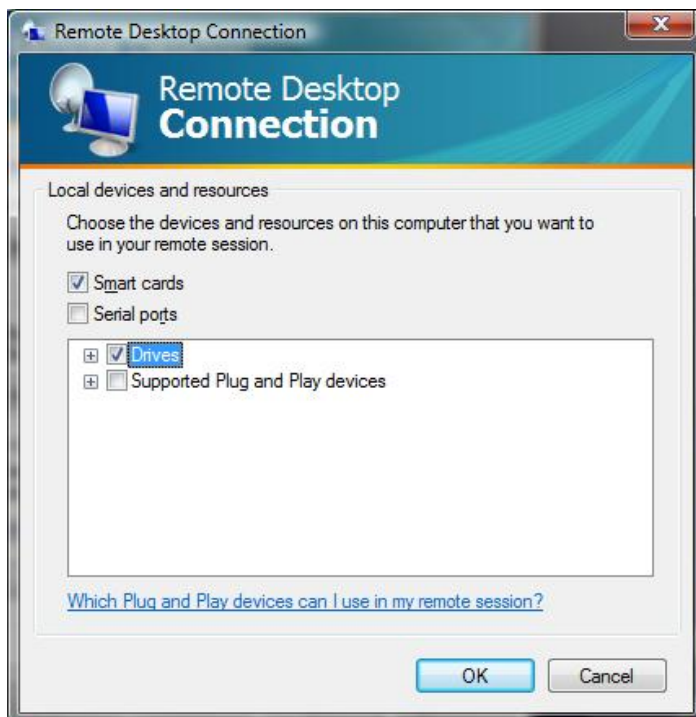
You will be prompted for your username and password when you connect to the server, and will have the opportunity to also save your credentials at the same time.



Next, 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.

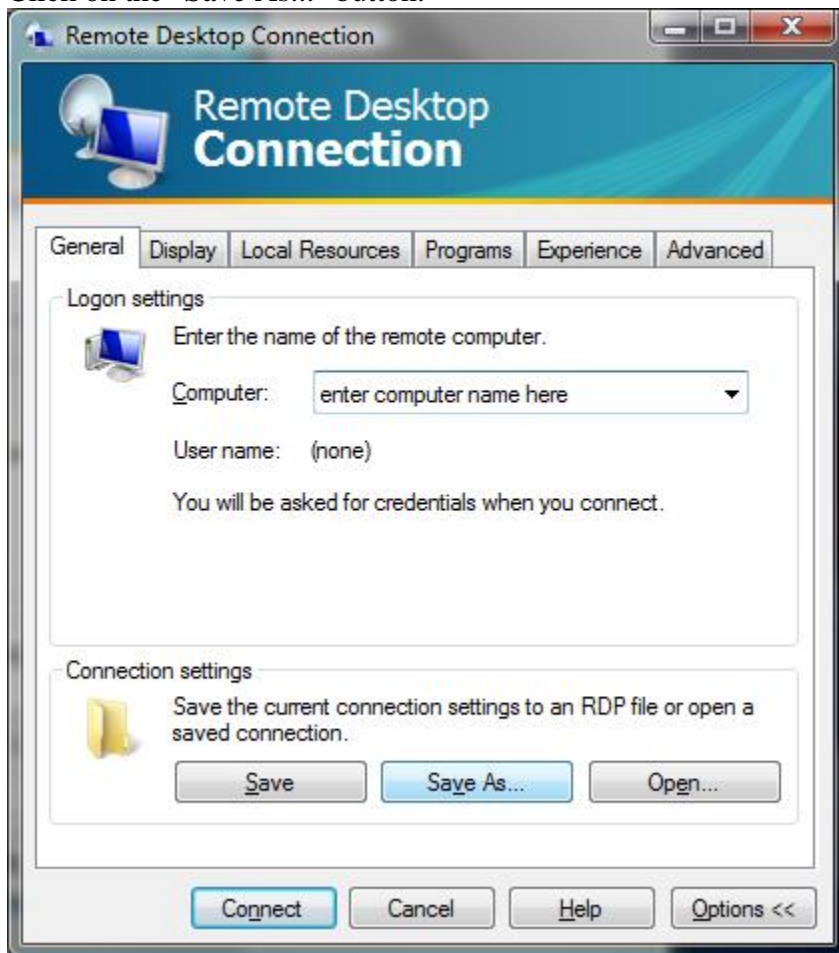


Next click on the "More" button, and check the box next to "Drives" (you may select only individual drives if you desire).



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.

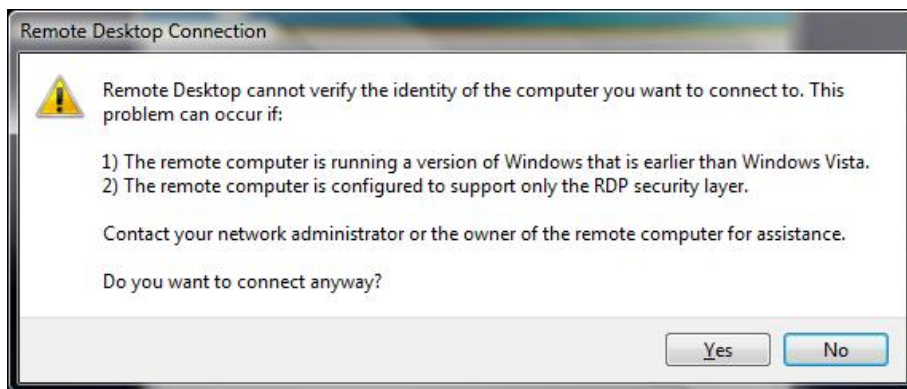


Enter your username and password into the correct fields and check the “remember my credentials” checkbox if you do not want to be prompted for them each time you attempt to connect.



Once the username and password have been entered, click on the “OK” button to connect to the InDepthRep Server.

You may receive a message that says the following:



This is because currently, the Windows Server OS’s do not support the elevated level of Security that the Windows Vista clients do. This should change with the next release of the Windows Server OS. You must answer “Yes” to connect to the server.

If you wish to no longer see this message displayed, it can be disabled under the advanced tab of the Remote Desktop Program window.

This should now log you onto the InDepthRep server and automatically start the InDepthRep Program for all but full desktop users.

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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