

Citrix XenApp Portal

ABOUT

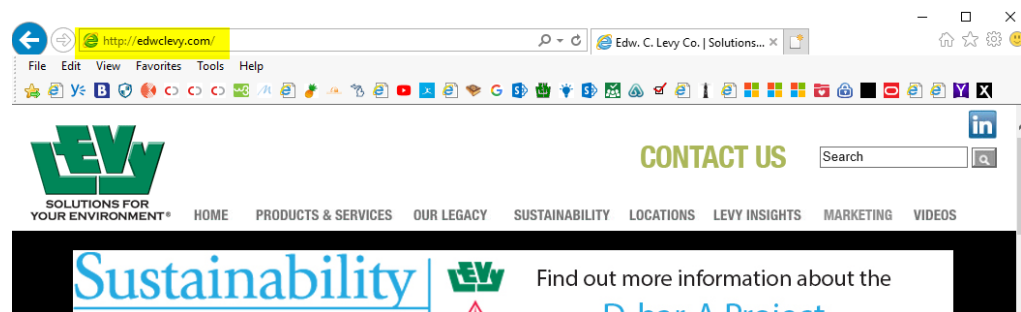
This job aid covers how to access the applications you use at work from any computer by connecting to them via the Citrix XenApp Portal

ACCESS THE CITRIX XENAPP PORTAL

Open an Internet Browser

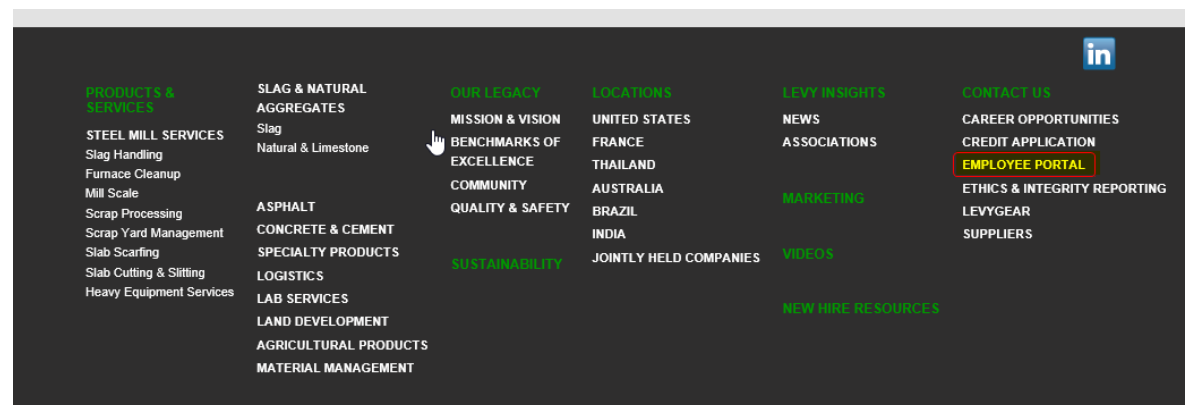
Enter the URL for the Edw. C. Levy Co website

- www.edwclevy.com



Scroll down to the bottom of the Edw. C. Levy Co. website home page

Click on the 'Employee Portal' hyperlink



Citrix XenApp Portal

Click on the Citrix XenApp icon



CITRIX XENAPP PORTAL *

The following applications will be available only if you have access to them:

- ACL Desktop
- AX Core
- Bid2Win
- Command Desktop
- COMMAND Series

Enter your Windows User Name and Password

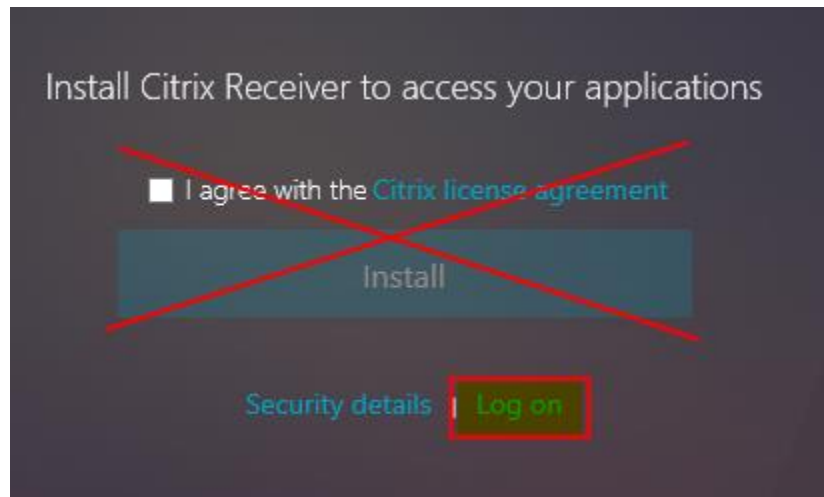
Click the 'Log On' button

A screenshot of the NetScaler login interface. The top bar reads "NetScaler with Unified Gateway". Below it, a login form is displayed with a blue padlock icon and the text "Please log on to continue." The form contains two input fields: "User name" with the text "jsmith" and "Password" with masked characters. A "Log On" button is located below the password field. The entire login form is highlighted with a red border.

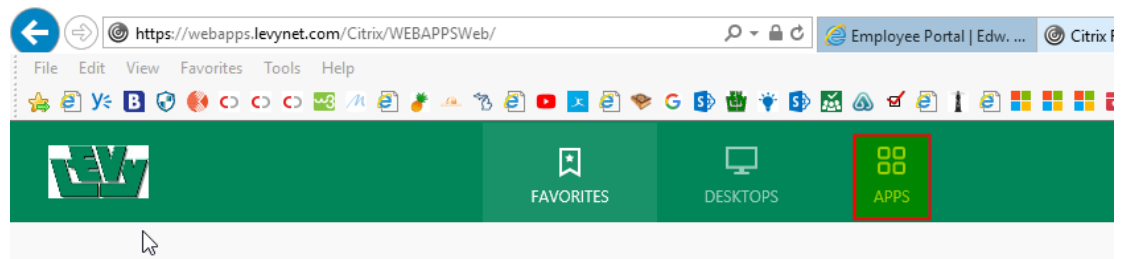
Citrix XenApp Portal

Click the 'Log on' hyperlink

NOTE: Citrix Receiver DOES NOT need to be installed



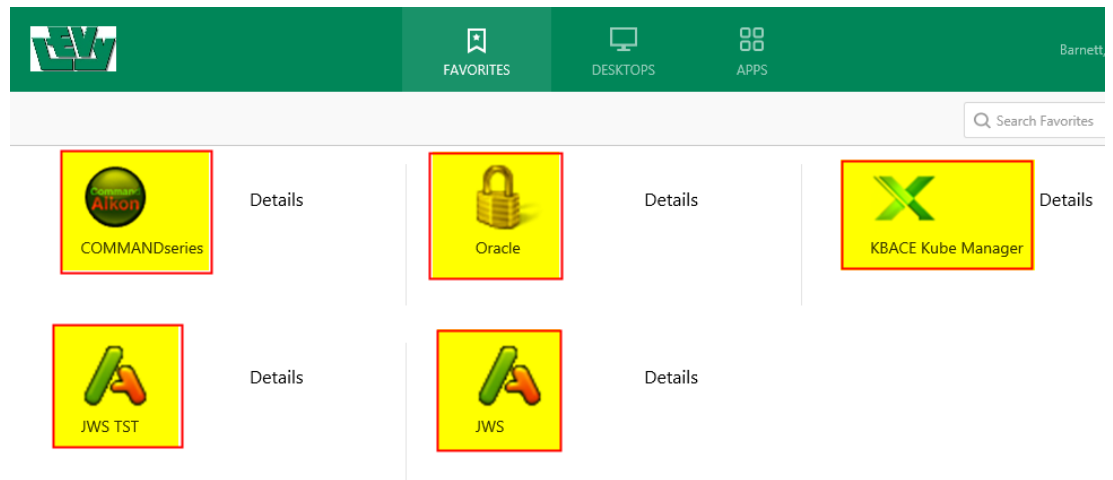
Click on the 'APPS' icon



Citrix XenApp Portal

Click on the application icon that you would like to access

NOTE: The applications are the same as the ones available to you at work



The screenshot shows the Citrix XenApp Portal interface. At the top is a green navigation bar with the Edw C. Levy Co. logo on the left, and 'FAVORITES', 'DESKTOPS', and 'APPS' in the center. The user name 'Barnett' is on the right. Below the navigation bar is a search bar labeled 'Search Favorites'. The main content area displays five application icons, each with a 'Details' link to its right:

- COMMANDseries**: Icon featuring the Aikon logo.
- Oracle**: Icon featuring a padlock.
- KBACE Kube Manager**: Icon featuring a green 'X'.
- JWS TST**: Icon featuring a green pencil and an orange eraser.
- JWS**: Icon featuring a green pencil and an orange eraser.