Using Citrix to Access ROSS - *for non-FS users*

DATE: 11/21/12 VERSION 2.14

To log on to ROSS using Citrix

1 Start your Internet browser, and then type https://ross.fs.fed.us/XenApp in the **Address** bar.

*You must have an **Active Directory account** to use Citrix. For more information contact the ROSS Citrix coordinator for your geographic area.*

2 On the **Citrix Web Interface Login** screen under **Login**, complete the following information and then click Log In

- Active Directory user name
- Active Directory password.

3 On the Citrix Web Interface Applications screen, click ROSS 2_14

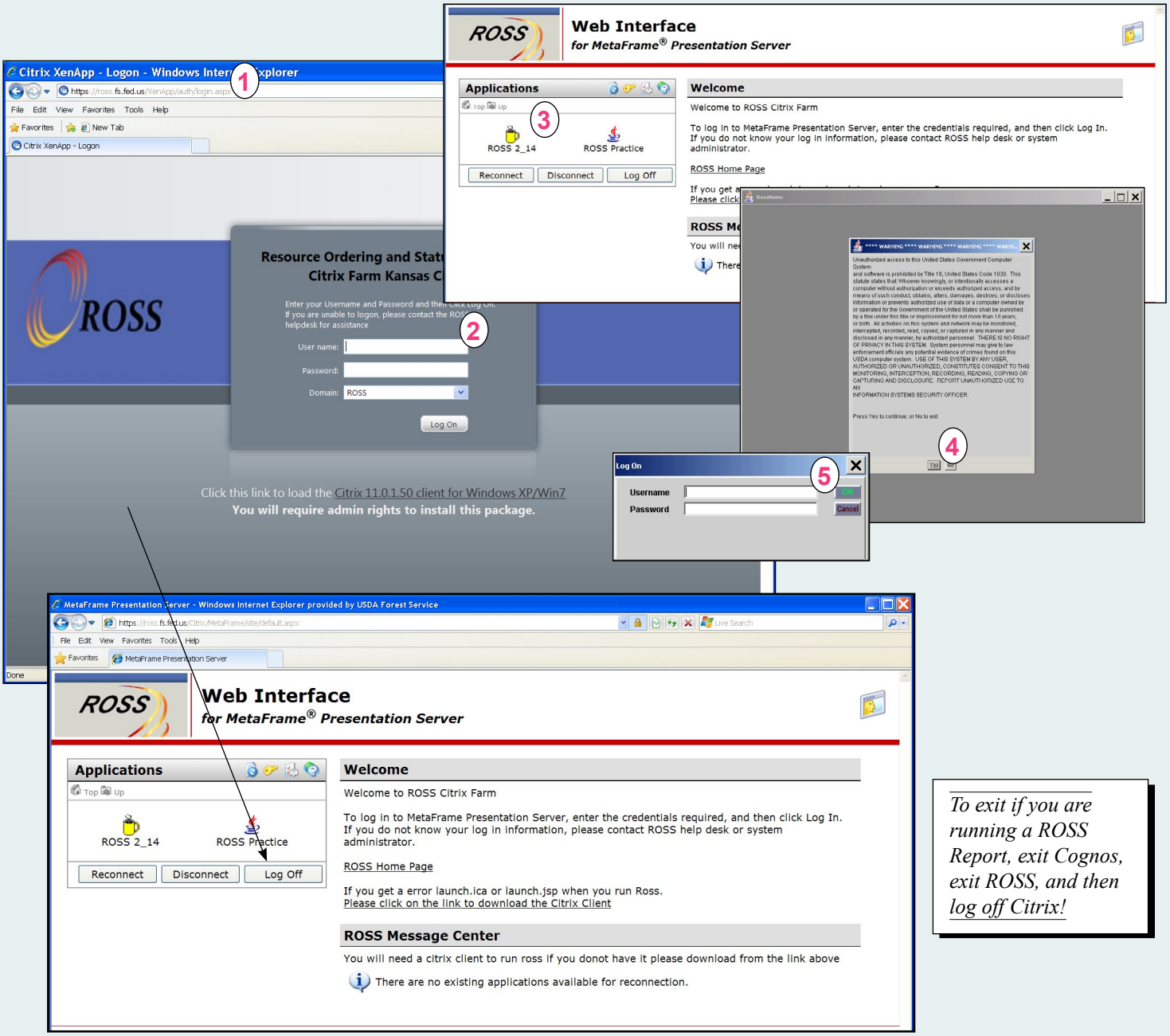
If you are having trouble logging in for the first time see the task, "To manually install the Citrix plug-in" on this quick reference card.

4 On the **ROSSHome** screen, click Yes

5 Log in as usual, using your **ROSS username** and **ROSS password.**

To exit ROSS and the Citrix server

- Exit ROSS, click Log Off on the **Citrix Web Interface Applications** screen, and then close your Internet browser.



To exit if you are running a ROSS Report, exit Cognos, exit ROSS, and then log off Citrix!

Installing Citrix

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The terminology and process for installing Citrix has changed for Citrix plug-in version 12.1.144. If you already have version 12.1.144 installed on your laptop or personal computer, you can skip this task!

To manually install the Citrix plug-in onto your laptop or personal computer

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

1 Start your Internet browser and then type the following in the address bar

http://www.citrix.com

2 On the **Citrix** screen, click **Downloads**.

3 On the **The downloads you need in one, easy place**, click the **Search Downloads by Product** drop-down arrow, and then click to select **XenApp**.

4 On the "**Find all downloads you need-fast"** screen, scroll to the bottom of the page.

5 Under **Legacy Clients**, click the **Online Plug-In 12.1.144 for Windows Internet Explorer 9 Support** download link.

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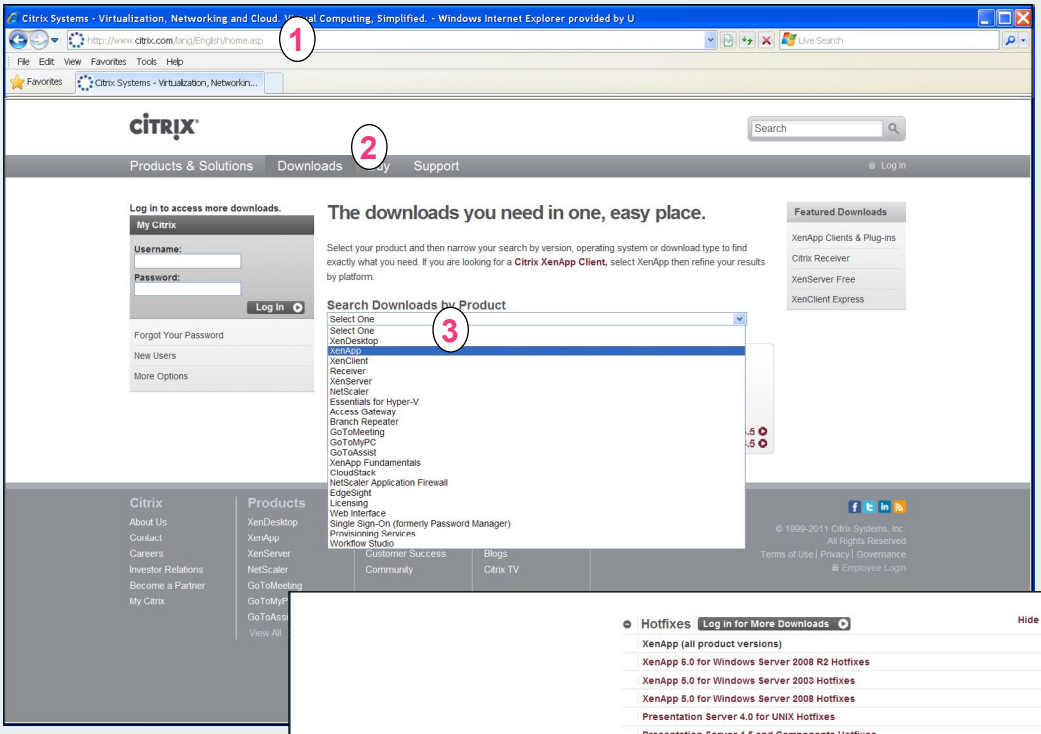

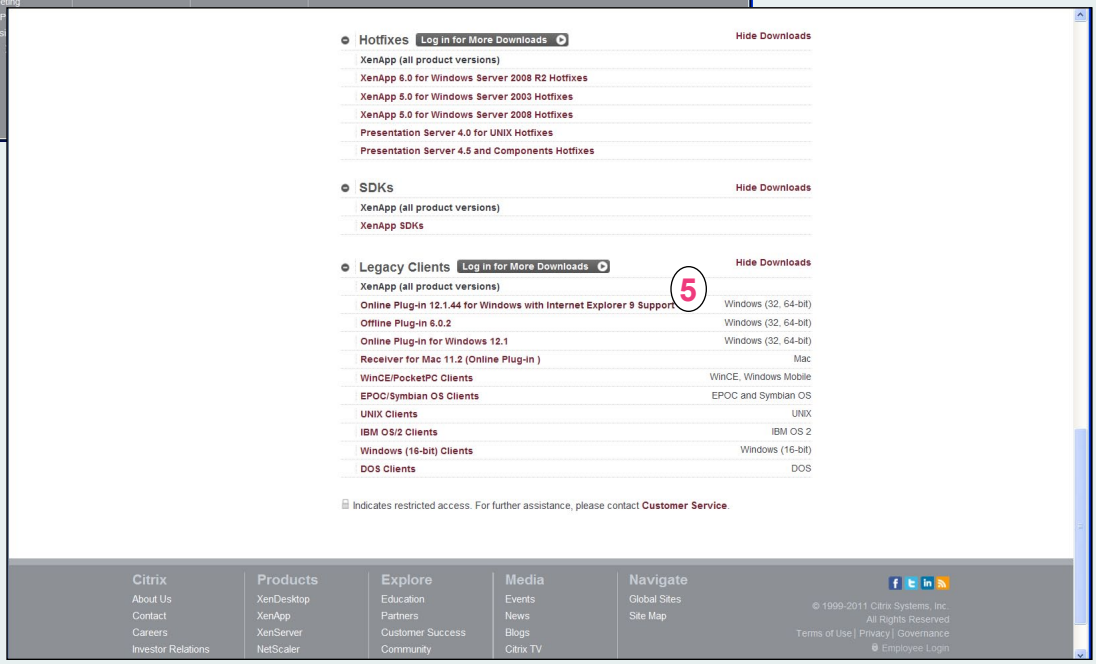

Installing Citrix

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To manually install the Citrix plug-in onto your laptop or personal computer - *continued*

6 On the **Online Plug-In 12.1.144 for Windows Internet Explorer 9 Support** screen, click Download and download **Citrix Online Plugin - Web**.

7 On the **Download Manager** dialog box, click the **Download your file manually** link.

8 On the **File Download** dialog box, click Save and then save **CitrixOnlinePluginWeb.exe** to your desktop.

9 On your desktop, double-click CitrixOnlinePluginWeb.exe

10 Complete the installation as instructed on your screen.

To identify your local drive, client files, and printers to Citrix

You'll need to perform this task only once.

A Log into **ROSS** using **Citrix**.

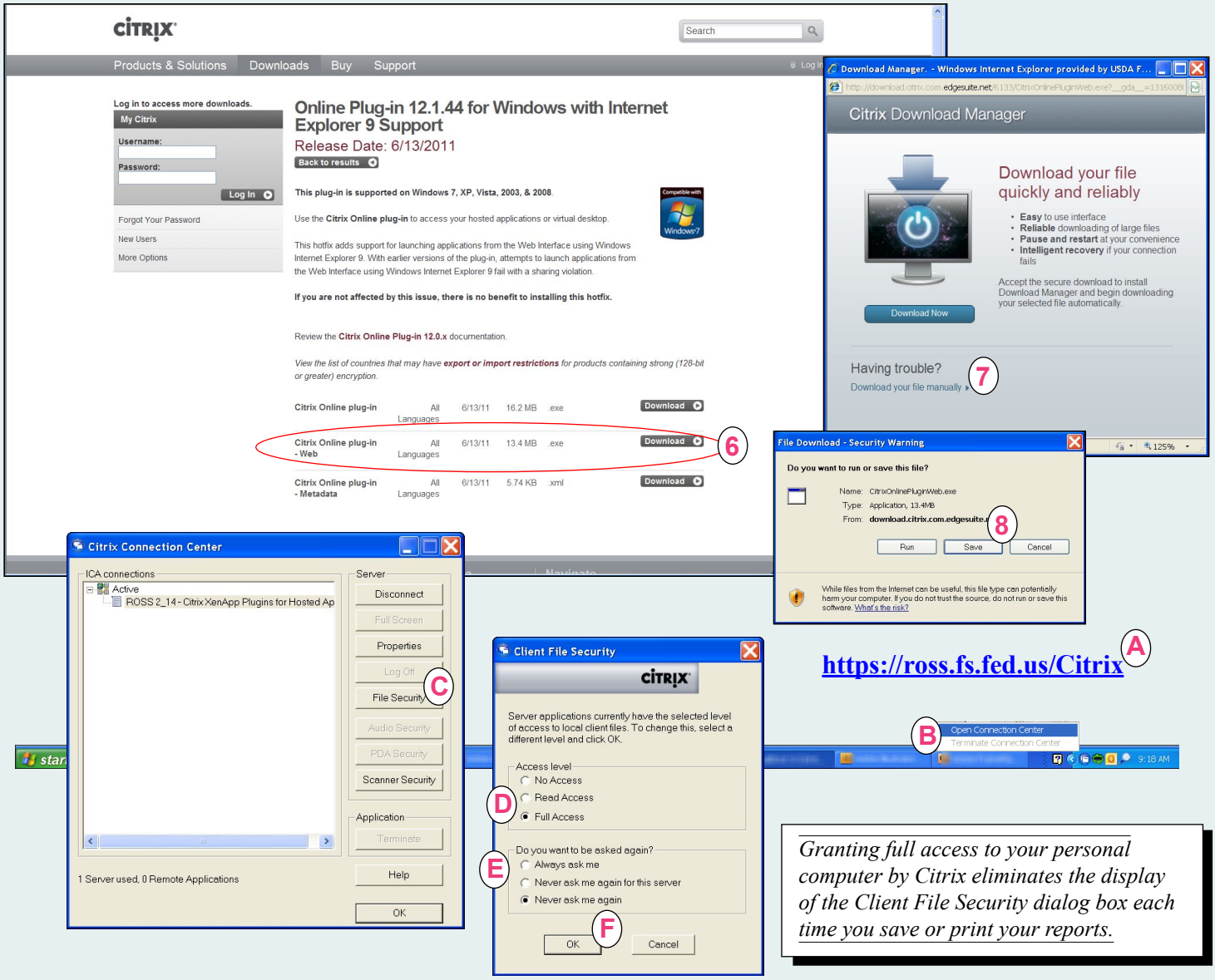
B On the right-hand side of the **Windows taskbar**, right-click the **Citrix Connection Center** icon, and then click **Open Connection Center**.

C On the **Citrix Connection Center** dialog box, click File Security

D On the **Client File Security** dialog box under **Access level**, click to select **Full Access**.

E Under **Do you want to be asked again?**, click **Never ask me again**.

F Click OK and then click OK on the **Citrix Connection Center** dialog box.



Granting full access to your personal computer by Citrix eliminates the display of the Client File Security dialog box each time you save or print your reports.

Saving User Community Reports for Citrix - *for non-FS users only*

DATE: 11/21/12 VERSION 2.14

To save a User Community report when using Citrix to access ROSS

1 Create the **User Community report** of your choice.

2 On the **Cognos Viewer** toolbar, click and then click to select the **View in...** of your choice.

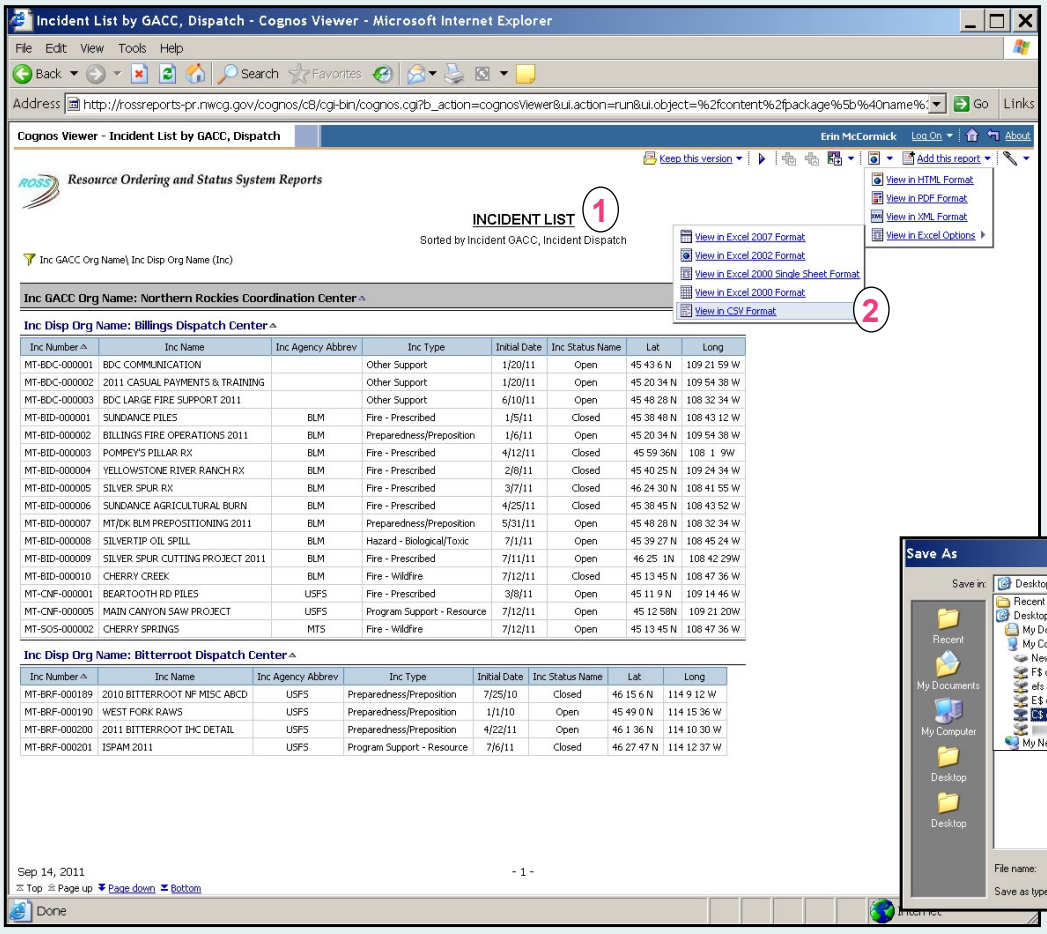
In this example, the report is saved in .CSV format.

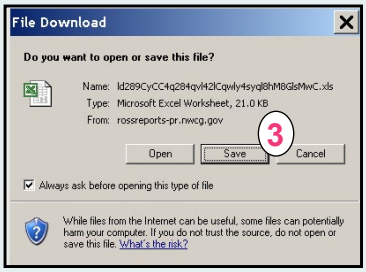
3 On the **File download** dialog box, click

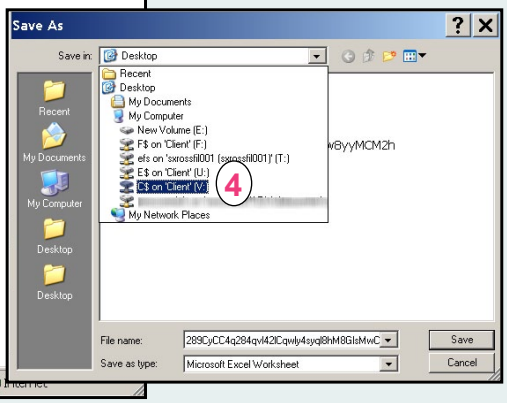
4 On the **Save As** dialog box, click the **Save in** drop-down arrow, and then click to select **C$ on Client (V:)**.

5 Navigate to the **folder** of your choice, and then save the report to the folder and file location of your choice.

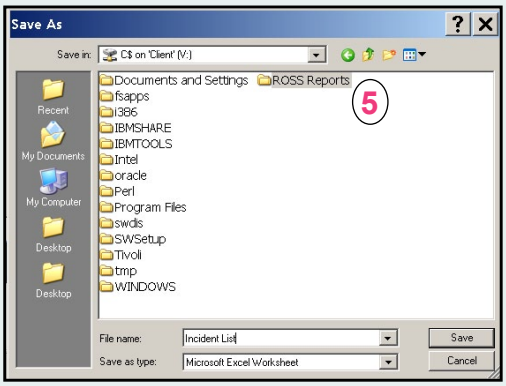
*Before printing a spreadsheet saved to your Citrix farm shortcut, you **must save it in the CSV format**. Saving it in XLS (Excel 2003) causes an error when you try to open it!*







*To print a saved User Community report when using Citrix to access ROSS, click to open the **User Community** report of your choice that you saved on your personal computer, click **Print** on the **File** menu, and then complete the **Print** dialog box as appropriate!*



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