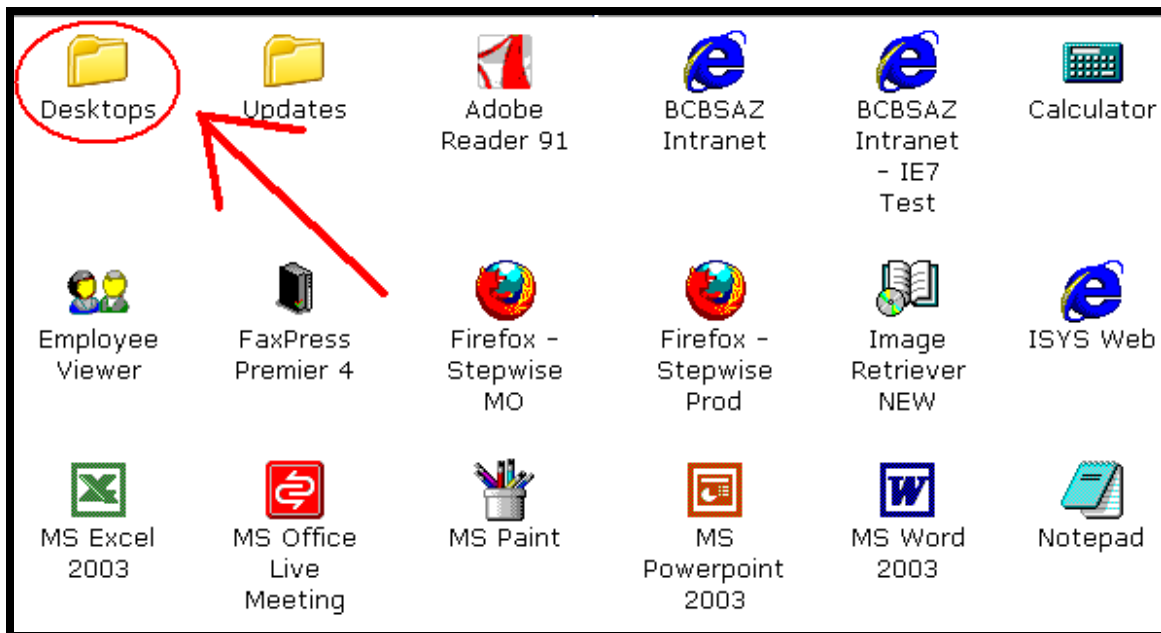


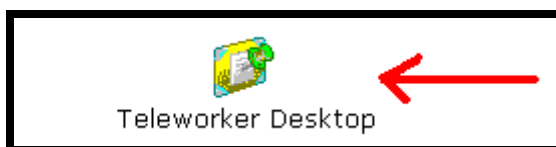
Teleworker Desktop User Guide

Step 1: Launch Teleworker Desktop Icon

The icon will be located in the “Desktops” folder after you login to Citrix:



Inside of the Desktops folder launch the “Teleworker Desktop” icon:



****You may get “hotkeys” message when logging on, click OK to get past it.****

**** Please ignore the “Unable to connect all network drives” message. ****

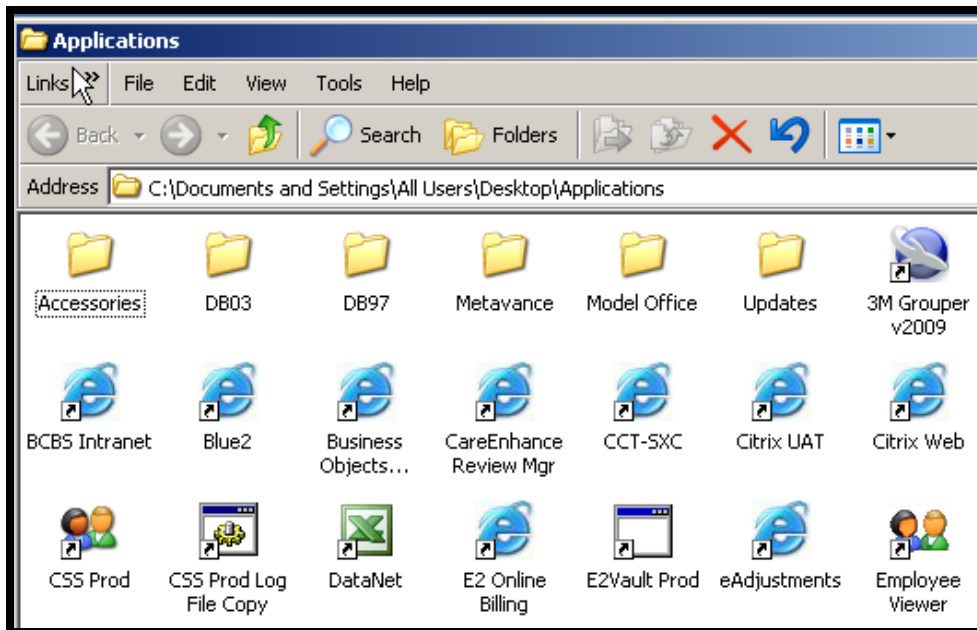
Step 2: Using the Desktop

Once you login you should see the below 3 icons to start:

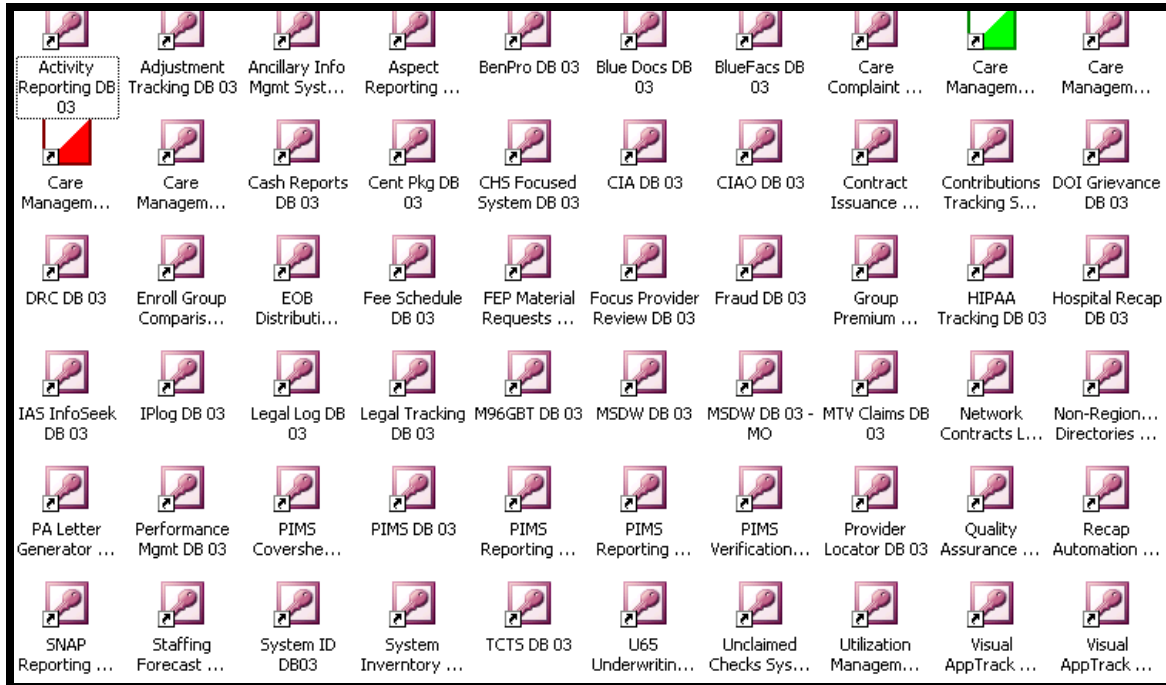


(if additional icons show up feel free to delete them to clean up the space)

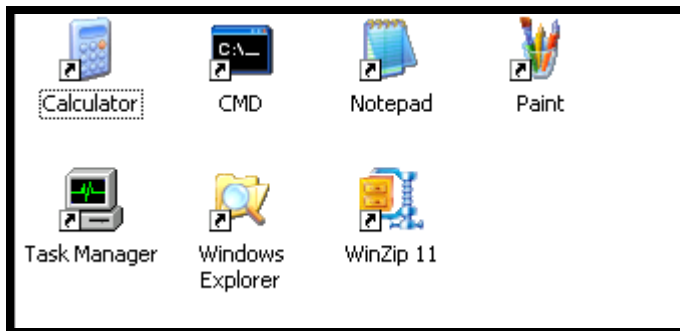
Open the “**Applications**” folder to find your familiar list of applications:



****Important Note: Database apps are located in the “DB03” and “DB97” folders****

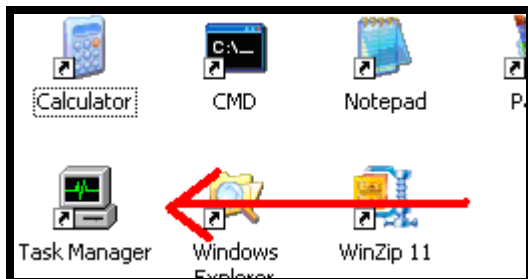


Accessories folder contains the standard Windows tools:

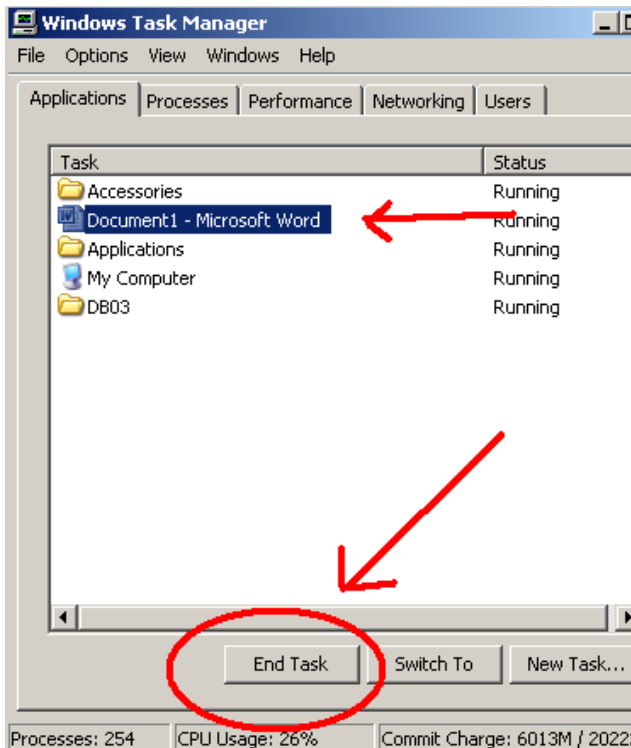


Closing/Terminating Hung Applications

To terminate/close a non-responsive application use Task Manager located in the Accessories folder:



In Task Manager, highlight the problem app and press the “End Task” button:



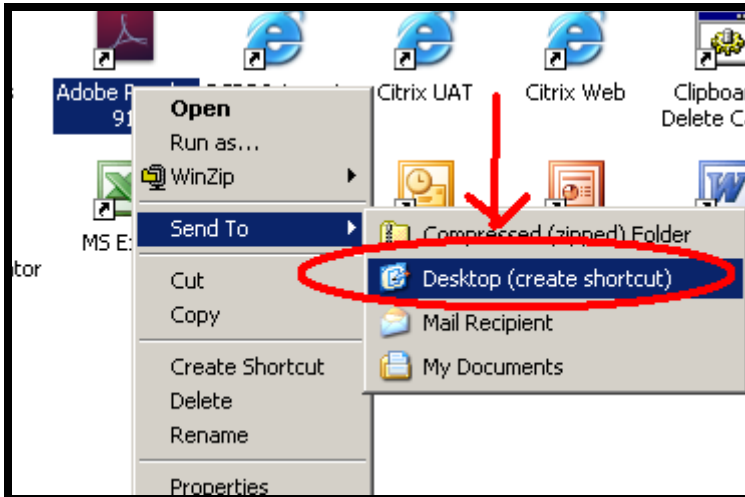
Locking Your Screen

To lock your screen press the “Lock Your Computer” icon”. To unlock use your network ID and current password:



Creating Icons on the Desktop

If you would like to copy your applications to the desktop to make them easier to access simply **right-click** on the icon > Send To > Desktop:



Logging Off

To close out of the Teleworker Desktop, simply click on the start button and press logoff:

