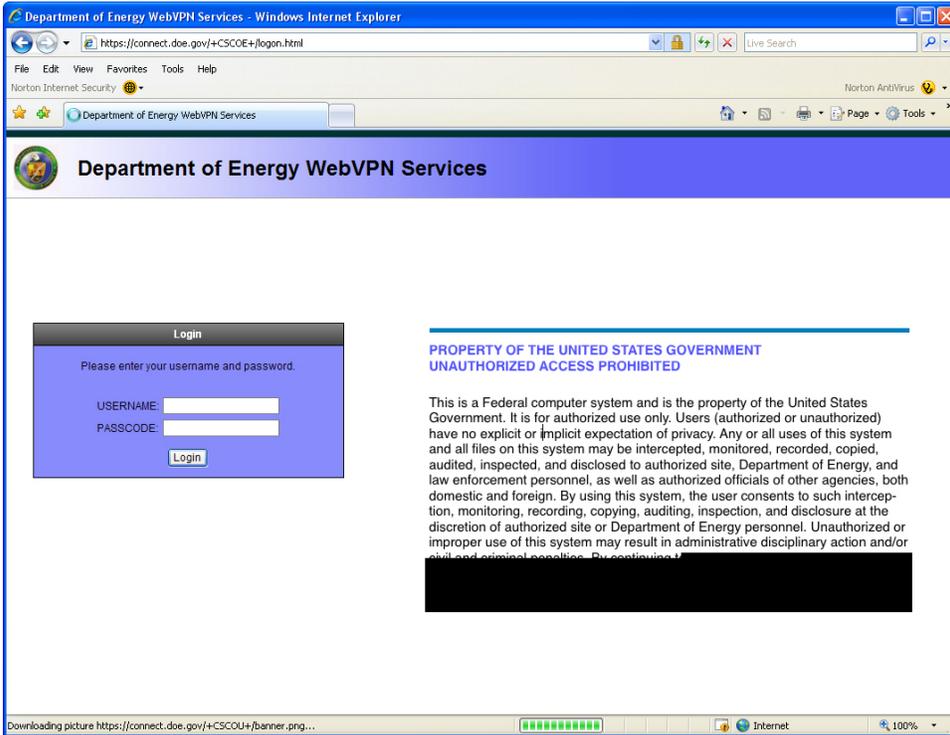
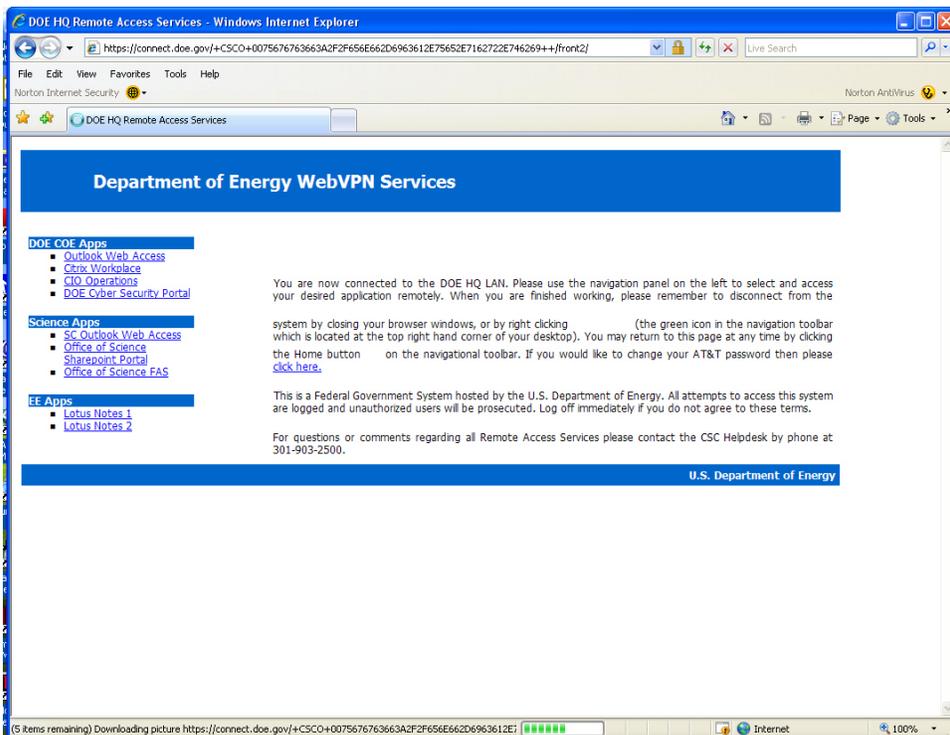


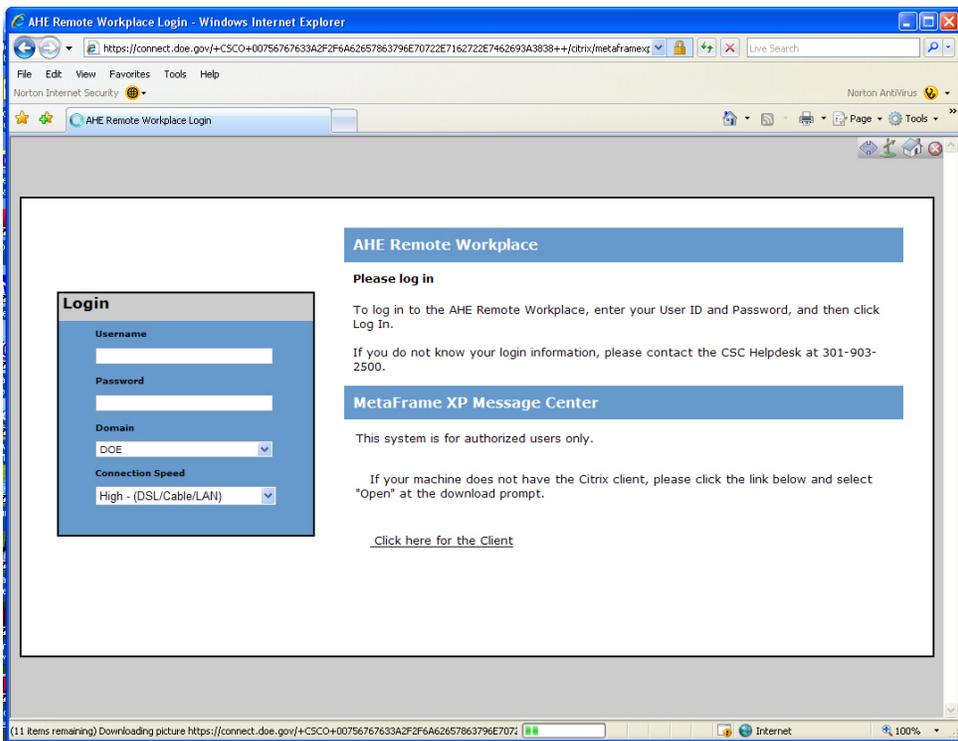
Access the HQFMSP Appendix Database via VPN.



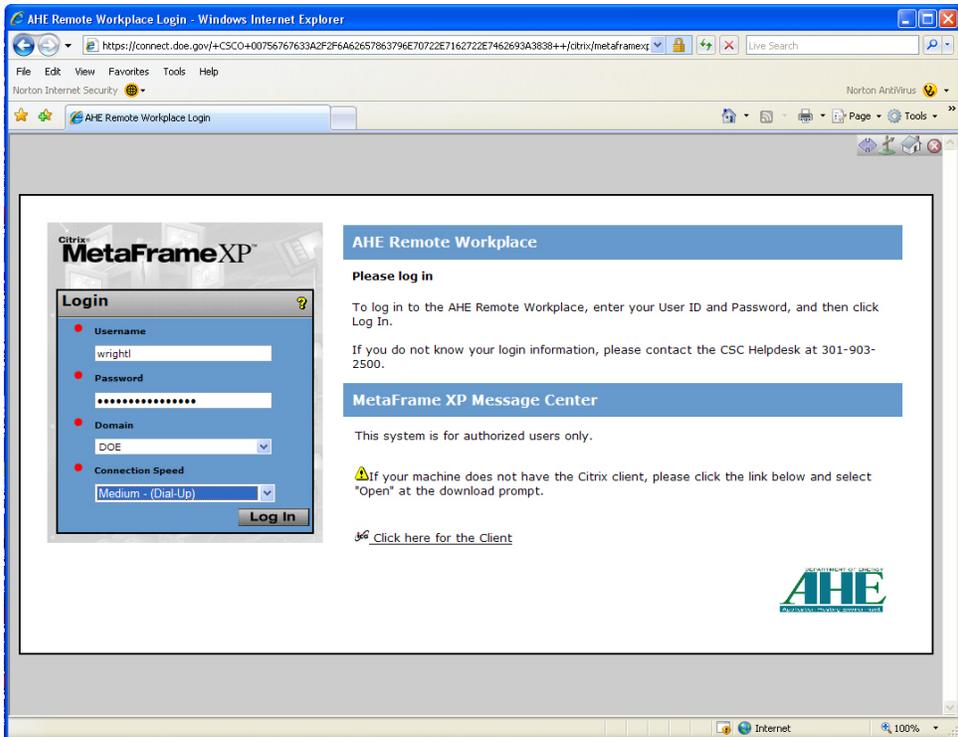
Enter you VPN UN number and Pin + Token Number.
This will get you through the DOE Firewall.



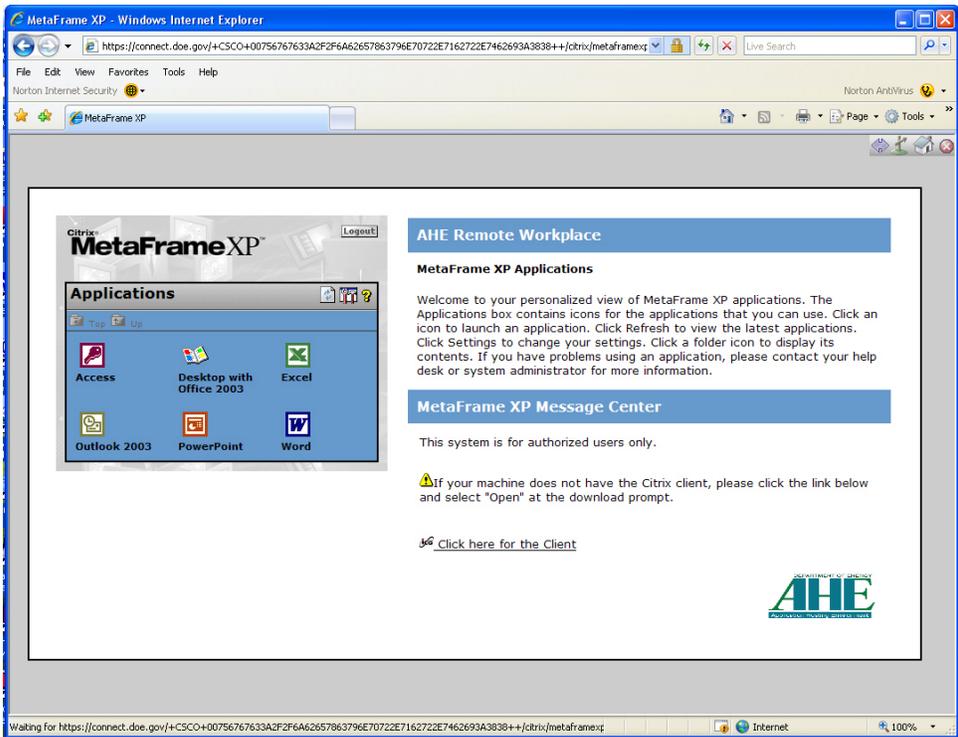
Select Citrix Workplace, second on the list at the left.



Enter your DOE Logon ID and Password.



If you are using Dial-Up MAKE SURE you select Dial-Up in the last drop down box.



Select Desktop with Office 2003.



You will get several messages that the Citrix MetaFrame is installing or check access.



Select Full Access and click OK.

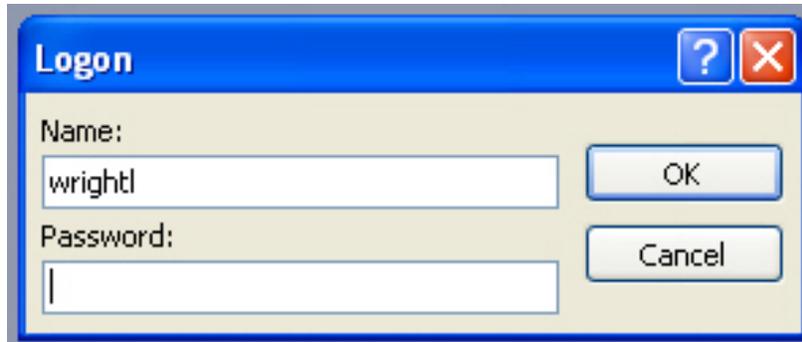
How to put the Appendix Database Icon on your desktop

1. Minimize all open applications on your desktop, so you can see you're desktop.
2. Left Click on **"Start"** at Lower left hand corner of the window's screen.
3. Left Click on **"My Computer"** **NOTE:** make sure you can see part of your desktop.
4. Left Click on the word **"Folders"** on the Tool Bar at the top of the My Computer screen. On the left panel will be a list of all your drives.
5. Left Click on the + sign for your **"P"** drive. It should start with **"Sp on"**
A list of folders will expand on the left panel.
6. Scroll down to the folder **"Appendix Database"**.
7. Left Click on the word **"Appendix Database"**.
On the right panel you will see the shortcut called **"Appendix"**. The shortcut will have an Icon with a small arrow in the lower left hand corner.

- Place your mouse pointer on the word “**Appendix**” and with the **right** mouse button click and select the word “**Copy**”, move your mouse pointer to your desktop and with the **right** mouse button click and select the word “**Paste**”, the shortcut will be copied to your desktop.

How to Access the Appendix Database from Desktop Icon

- With the left mouse button Double Click on the **Appendix** icon

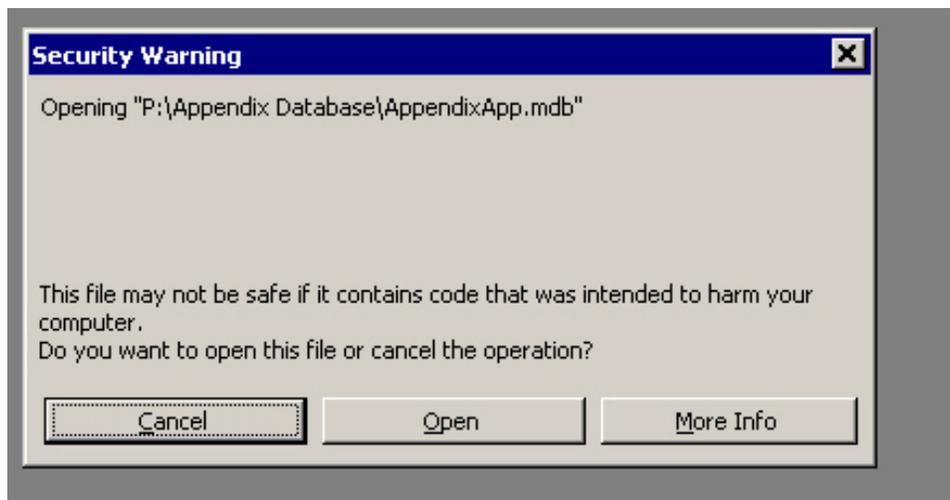


- At the **logon** screen put in **user name** and leave the **password** blank

If you get this message select NO to continue.



When you get this message click OPEN.



3. You will get a message you need to change your password click **OK**
4. At the change password screen leave **old password** blank

NOTE:

If you enter the Access database for the first time your password will be BLANK (no characters). When you are asked to change you password make sure your OLD PASSWORD is BLANK.

5. Click on the new password field and enter **new password** tab and enter the **password** a second time **Hit enter**.
6. You will get a message successfully changed **password**
Next time you logon to the system you will use that password.

Go to the HQFMSP Appendix Database User Manual for Instructions on how to use the Database.