

Standard Operating Procedures for:
Setting Up Remote Desktop Connection

Revisions:

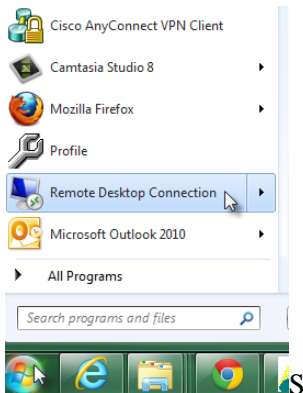
Date	Author	Description
02/19/2013	Andy McGarry	Creation of document

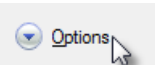
Summary/Overview:

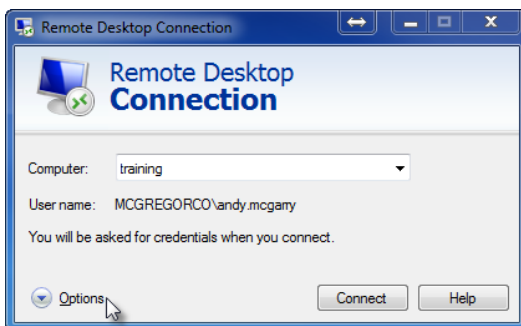
These instructions will set-up a Remote Desktop Connection on your local machine to allow access to your AgWorks server.

Procedures on your local machine:

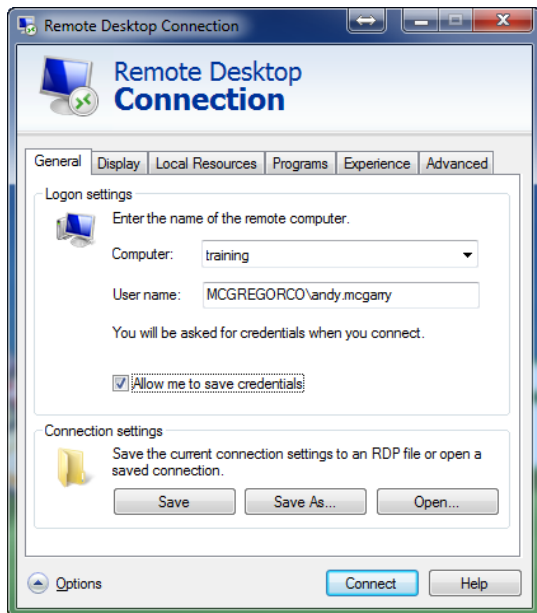
1. Navigate to the following: **START > ALL PROGRAMS > ACCESSORIES > REMOTE DESKTOP CONNECTION**



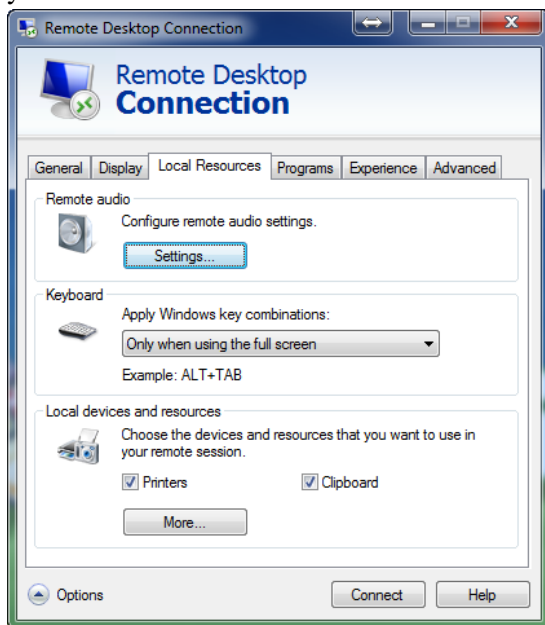
2. The following window will be displayed. Enter the IP Address or Name of the server that you wish to connect to.
 - a. Example of IP Address: **training**
 - b. Click on the  button

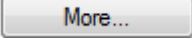


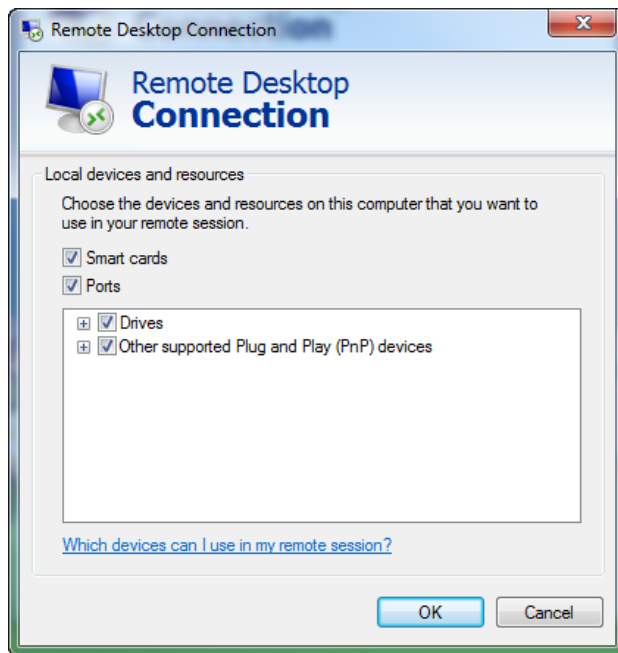
3. The window will expand, displaying several tabs – General, Display, Local Resources, Programs, Experience, and Advanced
 - a. On the **General** tab, you can store a username and password. Enter your Username, and then enable the “**Allow me to save credentials**”

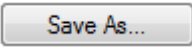


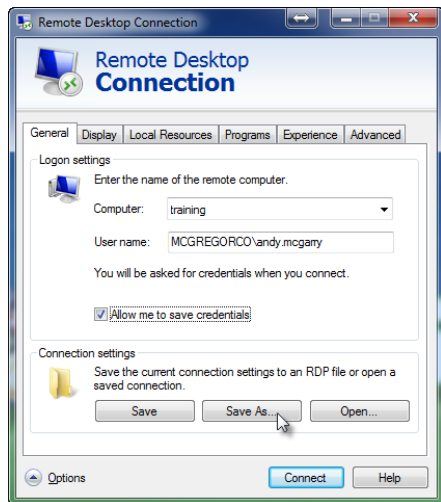
- b. On the **Local Resources** Tab, select the local devices and resources you want to use in your remote session. Place a check mark next to Printers and Clipboard



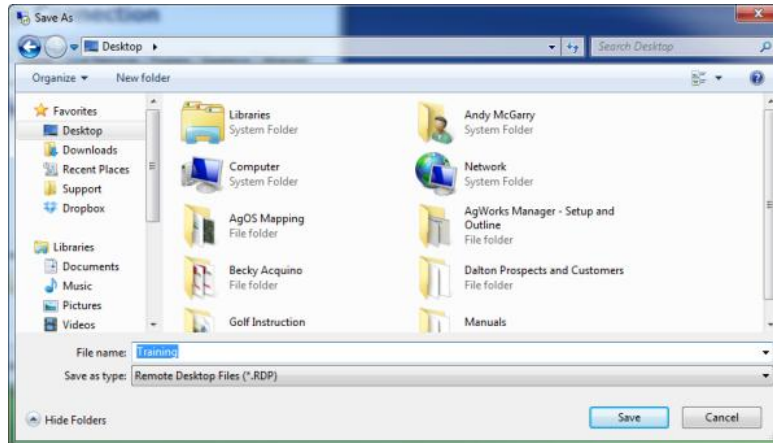
- c. Click on the  button to access additional items. Place a check mark by Smart Cards, Ports, Drives, & Other supported Plug and Play (PnP) devices



- d. **Display, Programs, Experience, and Advanced** tabs can be left with their current/default settings.
4. When you have finished and are ready to save, return to the **General Tab**
- a. Click on the  button



- b. The File Browser will appear. Navigate through the browser to the Desktop so that an icon can be placed there for easy access.



- c. Rename the icon – you will want to name yours “**AgWorks**”
(This example it’s Training)
- d. When you are ready, click **Save** and it will create the icon on your desktop



5. To open your connection, simply click on the saved icon on your desktop.

Note: If you have enabled “Allow me to save credentials”, then you should only be prompted to enter your password the first time you use the shortcut. The will only store your password to access the server, not your AgWorks username and password.