

## New Folder on the Citrix Desktop

The OCFS Data Warehouse Team is pleased to announce a new **User Tools** folder on the Citrix desktop. This folder contains reference materials to assist Data Warehouse users with the Cognos Impromptu and PowerPlay applications. The following files can be found in the User Tools folder:

- Predefined Reports Guide
- Predefined Report List
- Step-by-Step Guide for PowerPlay
- Step-by-Step Guide for Impromptu
- Mastering PowerPlay
- Mastering Impromptu
- Region, District, & Agency codes
- Data Definitions for Impromptu catalogs
- CCRS Coding Guide

Access to this folder is through the OCFS Data Warehouse:

1. Open **Internet Explorer** by double-clicking the icon on your desktop.
2. In the Address window, type **OCFSDATAWAREHOUSE** and hit the Enter key on your keyboard.
3. Once a login box appears, type in your **NT userid and password**. [This is the same userid and password that you enter every morning to login to your computer.]
4. Make sure the **domain** listed in the login box is the same one you use every morning to login to your computer.
5. Click the **Logon** button to continue.
6. A confidentiality warning will appear. Read the warning and **click OK**.
7. You should now be at the **Citrix desktop**, which is also known as the Data Warehouse welcome screen.
8. Locate the **User Tools** folder on the Citrix desktop and double click the folder icon to open it.