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Metropolitan Tribunal Advocate Program Startup Connection Instructions

1. Purpose

The purpose of this document is to step through the procedures of initially connecting to the Metropolitan Tribunal’s server and detail the environment that the Advocate will work under.

2. Scope

Currently, these procedures pertain only to those deemed “Advocates” in the Metropolitan Tribunal’s Case Management program. Also, once these initial installation steps have been performed on a given PC, the Advocate should no longer need to go through each step to connect.

3. Prerequisites

Prerequisites can be found on the agreement that the Metropolitan Tribunal requires all Advocates to acknowledge and sign. Also, these directions assume that the user is not accessing the Tribunal server from a public PC (i.e. library, hotel, etc.). Access should only be made from a private PC. Also, these procedures are specific to a Windows-based PC. If using a remote PC running on another operating system (i.e. Apple OS), the screens and steps within these directions may be a bit different.

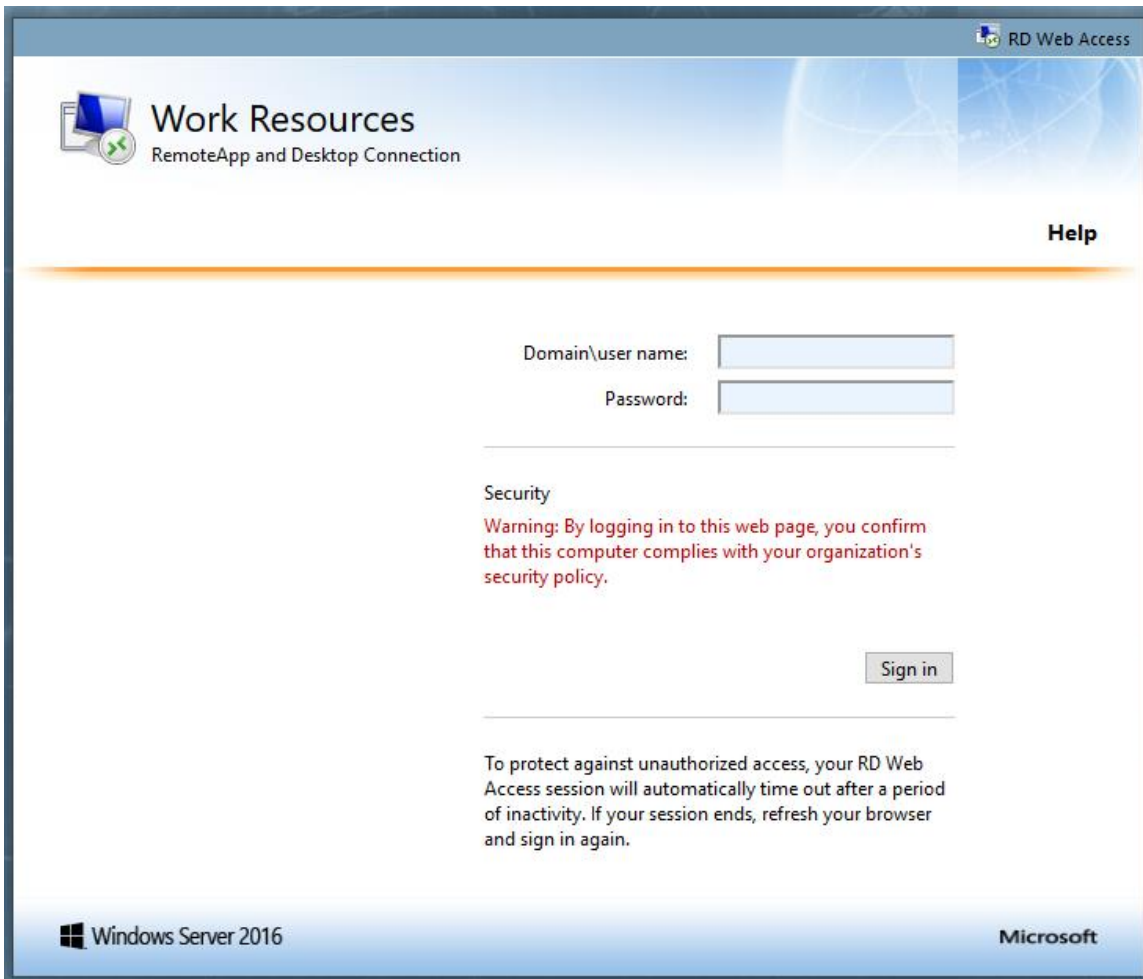
4. Responsibilities

It will be the responsibility of AoA’s Department of Information Technology to keep these directions updated. Should these procedures require an update, a modification, a correction, etc. – the IT department should be notified by way of the Advocate contacting his/her direct support person in the Metropolitan Tribunal – who will then contact the IT department to request the modifications be made.

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5. Procedure

5.1: From an internet browser, proceed to the following URL:
<https://portal.archatl.com/> where you should be presented with the following screen ...



5.2: Enter your credentials as they've been provided to you - such as:

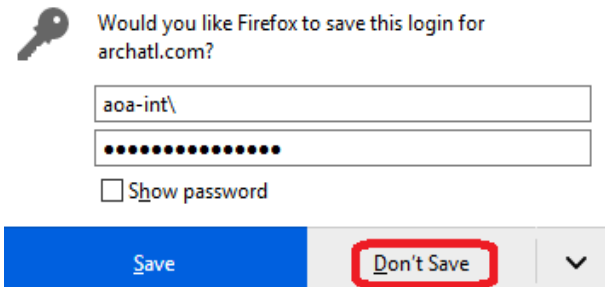
Domain\user name:

Password:

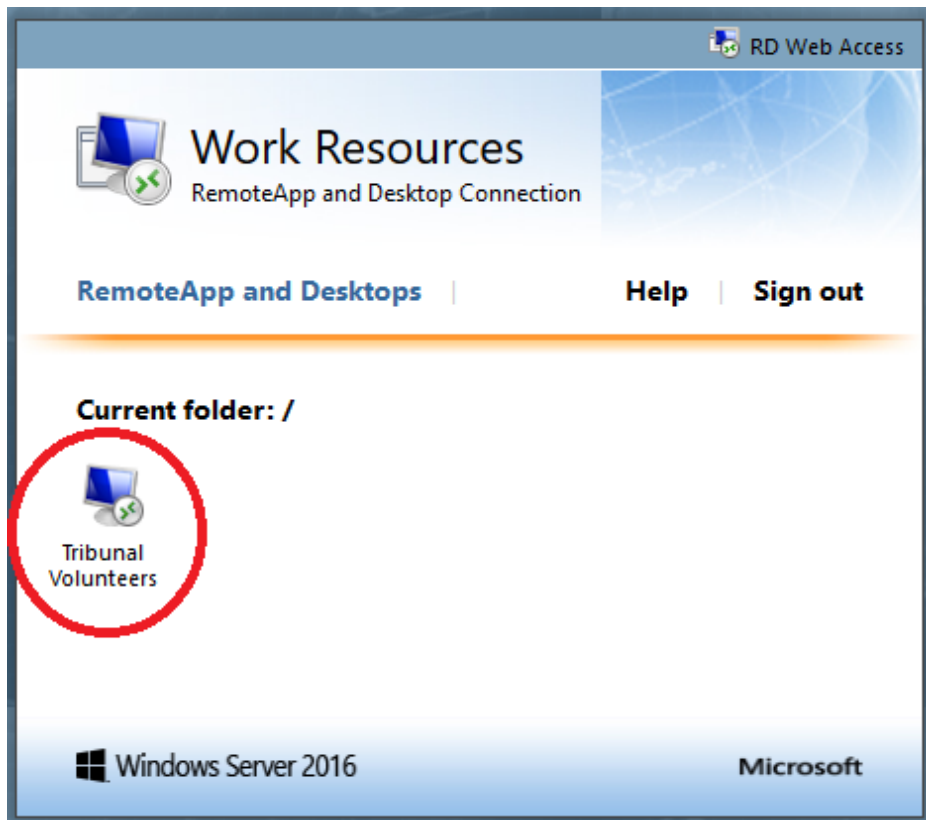
and click

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5.3: OPTIONAL: Your browser may ask whether/not you want to save your credentials on your system to streamline your login process (see below). For security reasons, we would advise NOT doing this

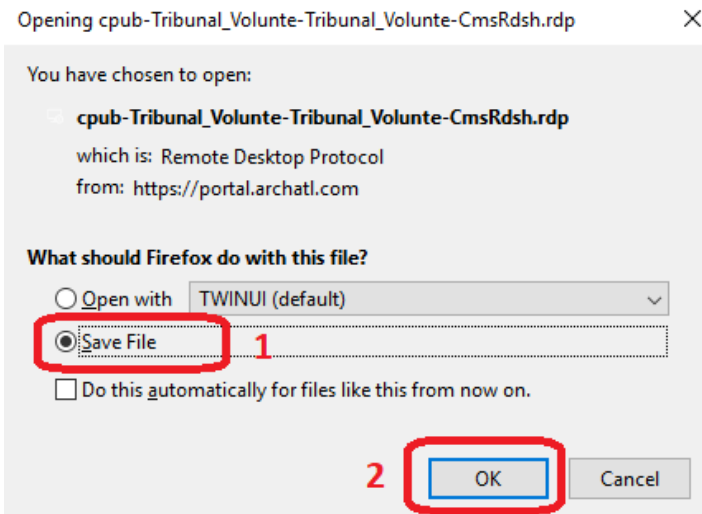


5.4: On the **Work Resources** screen, click on the Tribunal Volunteers icon ...

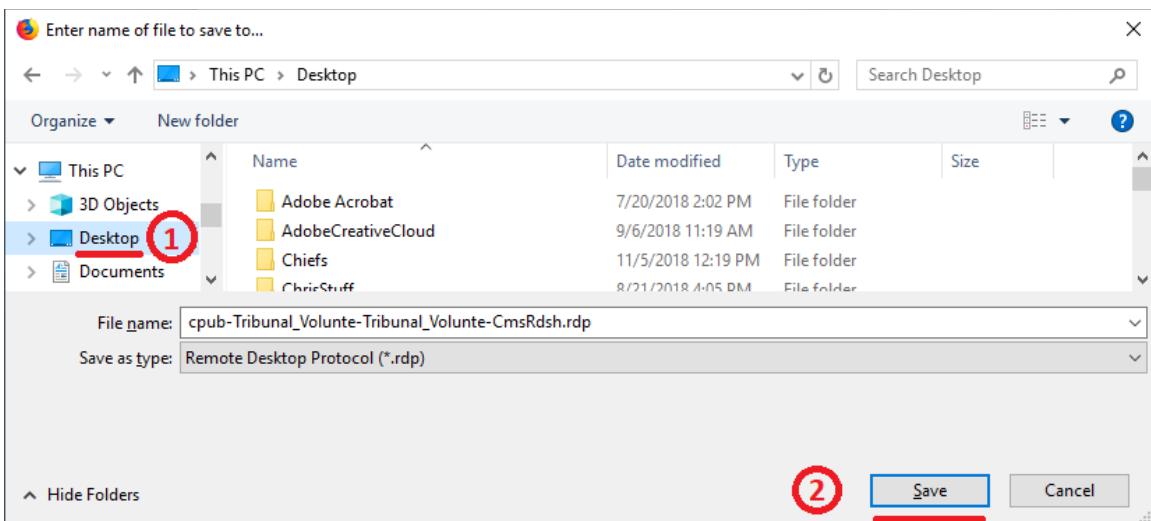


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... and you should be presented with a dialog pop-up similar to the one shown below. First choose the **Save File** option and then click **OK** ...



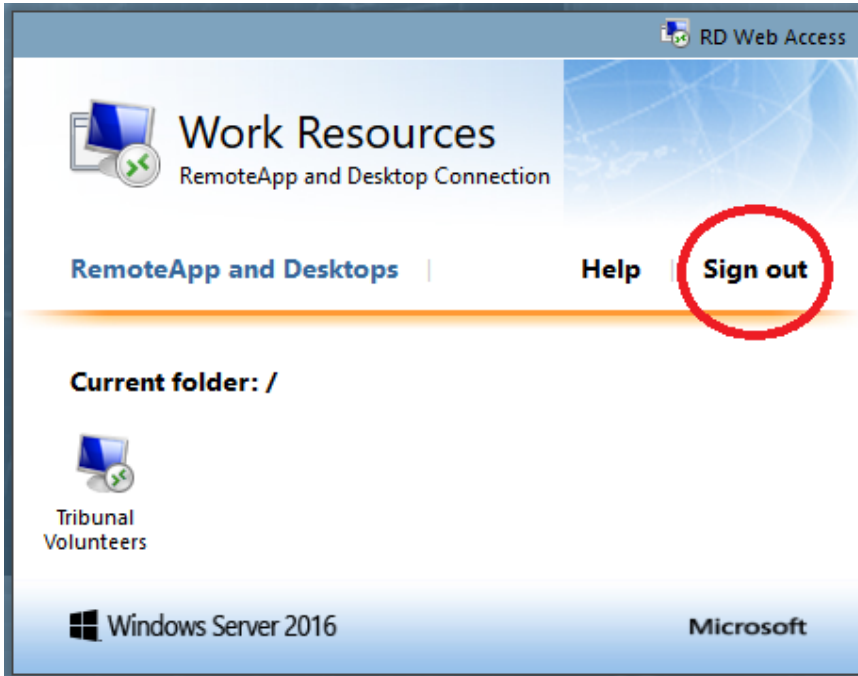
Direct the preconfigured remote desktop protocol (.RDP) file to be saved onto your system's desktop by first maneuvering to the **Desktop** directory and then clicking on the **Save** button



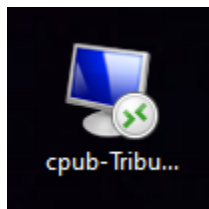
Note: Depending upon the browser, you're using, this step may happen automatically and the file will be automatically saved to your system's default downloads folder.

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5.5: Next, sign out of the **Work Resources** portal by clicking on the **Sign out** option ...



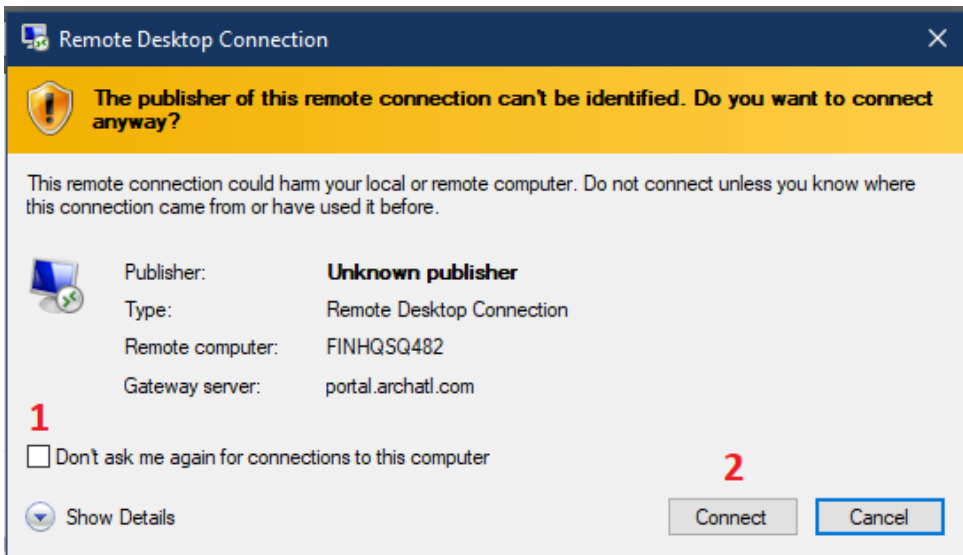
5.6: Close down your browser and return to your system's desktop. You should have a new .RDP icon on your desktop similar to the one shown below



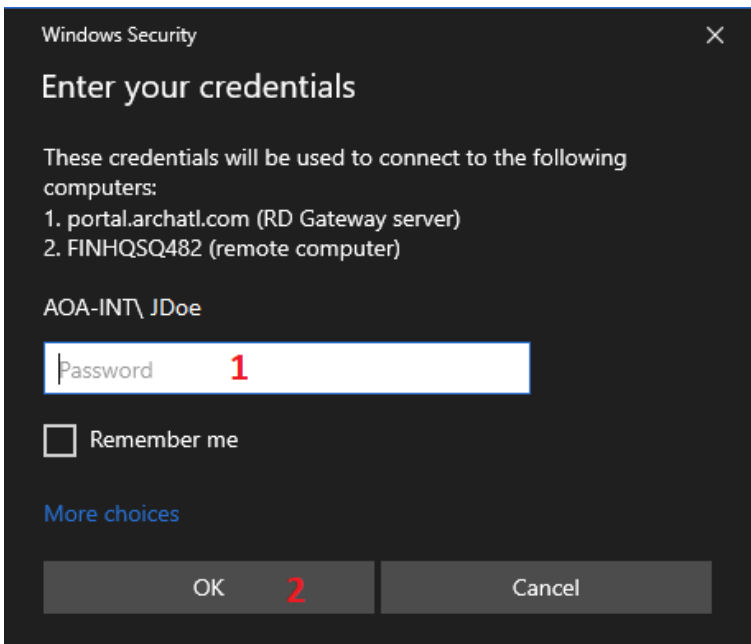
5.7: Double-click on the new desktop icon to start your remote connection to the Tribunal server

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..... You'll see a screen similar to that shown below. [1] Check the box for the “*Don't ask me again...*” option and then [2] click on the **Connect** button to continue

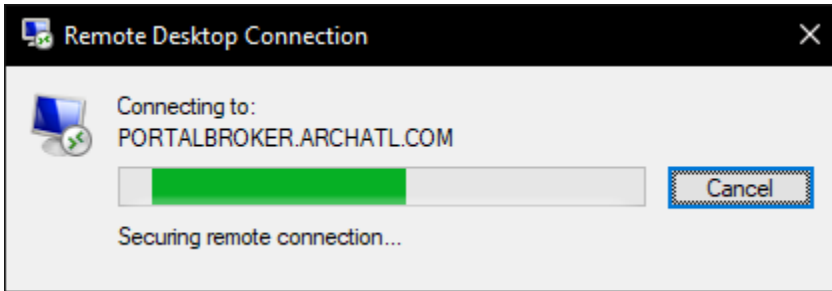


5.8: You'll then be presented with the login screen where you will [1] Enter your password and then [2] Click the **OK** button ...



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5.9: Upon correctly completing step 5.8, the connection to the server will begin ...



5.10: Once connected, you'll see the desktop of the remote server which should look similar to that shown below



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5.11: You will find all of the tools you need in under the **CASE FILES AND REFERENCE** shortcut of the remote desktop ...

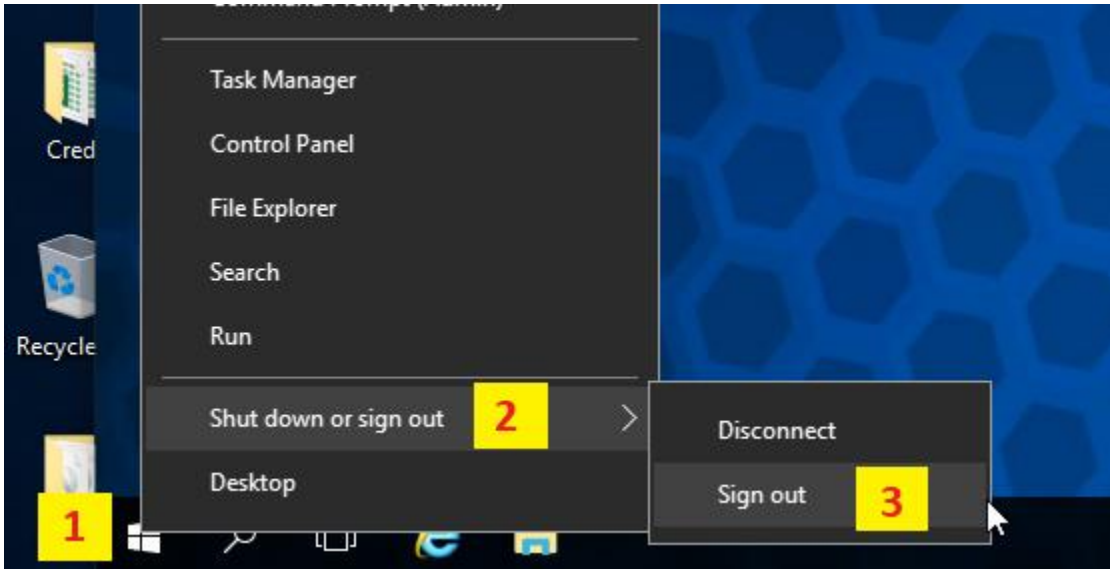


5.12: To maneuver back and forth from your remote connection window to your local desktop or to manipulate your remote desktop connection window, use the menu icons found at the top of the remote connection window



5.13: Lastly, always remember to close out your remote connection session when you have finished. To do so, **[1]** *right click* on the **Windows icon** (of the remote session's window) in the lower-left corner of the screen to bring up the menu. Then **[2]** Click on the **Shut down or sign out option** and **[3]** Click the Sign out option ...

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6. References

A library of procedures such as this may be found at AOA IT Dept.'s Knowledgebase page at: <https://support.archatl.com/index.php?Knowledgebase/List>

7. Definitions

Remote Desktop Connection – A Remote Desktop Connection (RDC, also called Remote Desktop, formerly Microsoft Terminal Services Client, mstsc or tsclient) is the client application for RDS. It allows a user to remotely log into a networked computer running the terminal services server.

QUESTIONS / COMMENTS / REQUESTS

Advocates: If you are seeking any information not covered in these directions, your first point of contact should be to Christine DiMartino in the Metropolitan Tribunal – Phone: 404.920.7509 / E-Mail: cdimartino@archatl.com