

# Guide: Using Citrix for Home/ Office

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## Important Information about Logging Out of Citrix

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**Opposed to just closing your Internet Browser, always make sure you Disconnect from the application. If you close out of your browser this could cause errors when trying to reconnect in the future.**

# How to Access Citrix Site

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- To login into Citrix Remote Access Site, launch your web browser and type in the following in the address bar of your internet browser
  - <http://radio1net.com/>
- You will be taken to the Radio One Employee Site, select the Remote Access Sites tab and here you will find the link to direct you to the Citrix Remote Access Site

## **Citrix Remote Access Site**

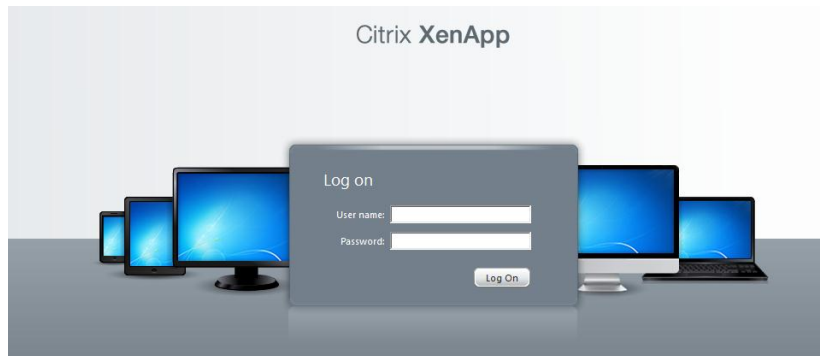
Link- [Click Here to access Citrix Site](#)

Username and password is the same and your network login credentials

To Download Citrix receiver for your home computer or device, select one of the following links:

[Mac OS](#)   [Linux OS](#)   [Windows](#)  
[Android OS](#)   [iPhone](#)   [Windows 8](#)

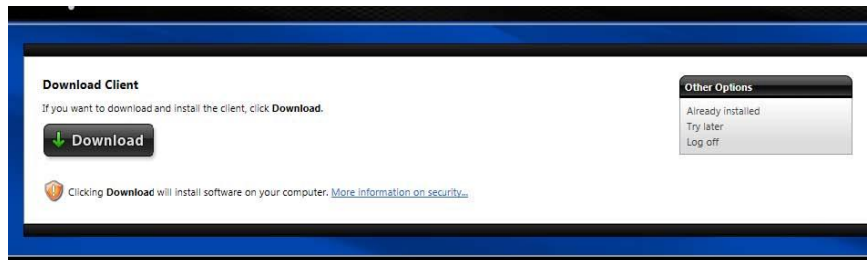
- After you select the link to the Citrix Remote Access Site you will be taken to the login page, which will prompt you to enter your username and password. Use your Radio One network credentials to login.



## How to install Citrix Receiver for Home/ Personal Device

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- If you login to the Citrix Remote Access Site and receive the following prompt due to it being your first time logging in, you will need to download the Citrix Receiver for your computer or device



- To install the Citrix Receiver for your computer or personal device, select the link below to go to the Radio One Employee page and click on the Remote Access Site Tab.
  - <http://radio1net.com/>
- Here you will find links for your device to take you to the Citrix download site that will allow you to install the necessary software for your computer or device.

Note: This will require you to have admin rights on you device in order to install.

### Citrix Remote Access Site

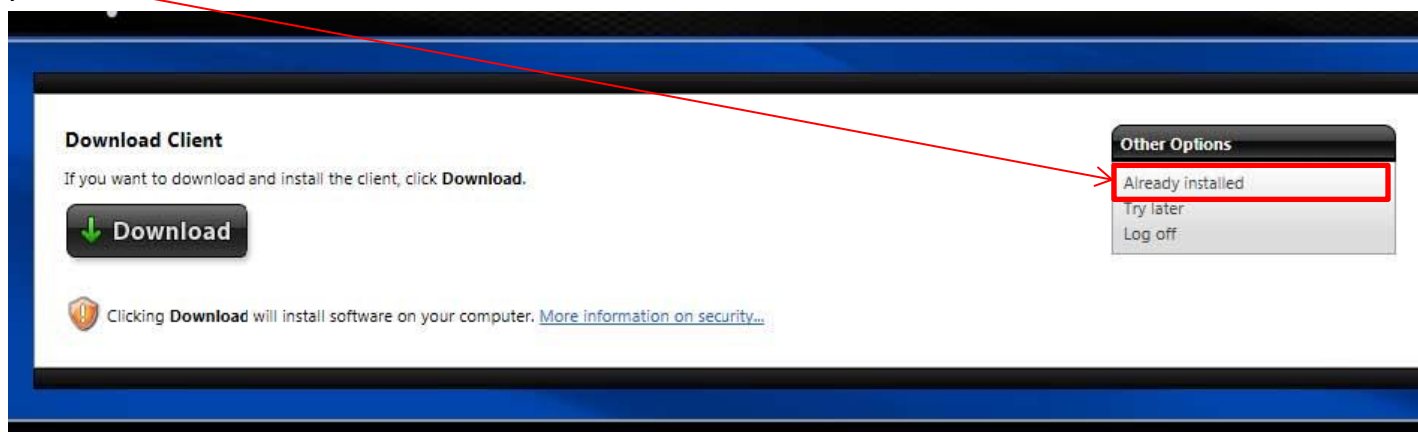
Link- [Click Here to access Citrix Site](#)

Username and password is the same and your network login credentials

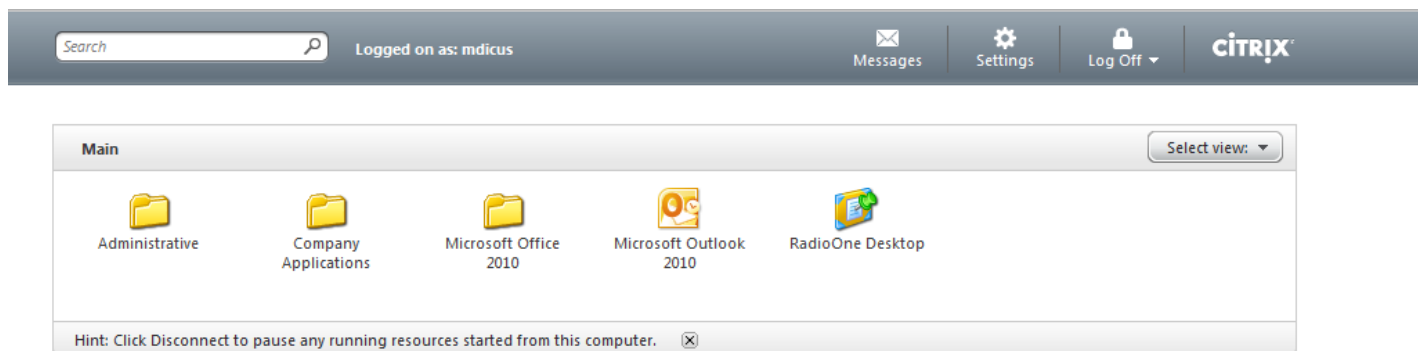
To Download Citrix receiver for your home computer or device, select one of the following links:

<a href="#">Mac OS</a>	<a href="#">Linux OS</a>	<a href="#">Windows</a>
<a href="#">Android OS</a>	<a href="#">iPhone</a>	<a href="#">Windows 8</a>

- Once you have installed the Citrix Receiver for your device or computer, login to the Citrix Remote access site. If you get the same download prompt, select the option that says Already installed on the right hand panel



- You should now be directed to the home page which looks similar to the below image (page options may vary based on user permissions)

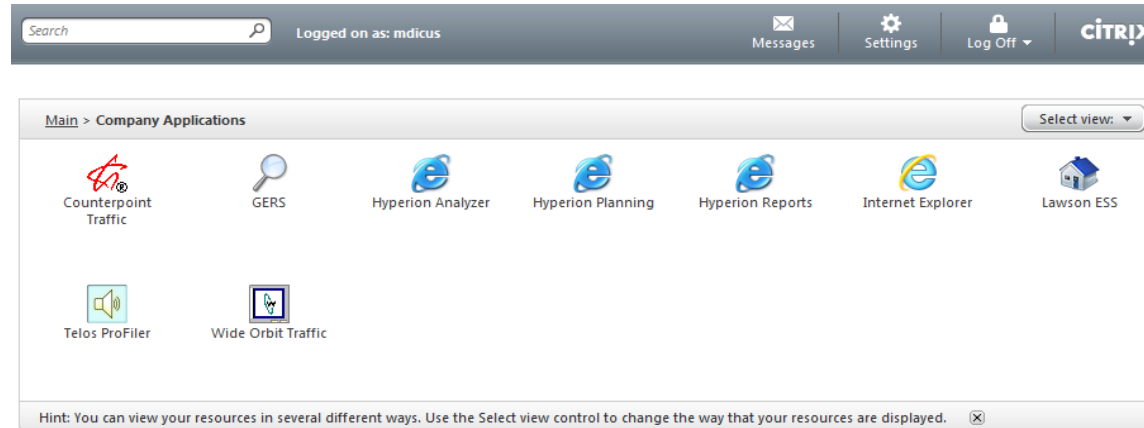


## How to access Hyperion from Citrix Site

- Once logged into the Citrix home page, click on the folder called Company Applications



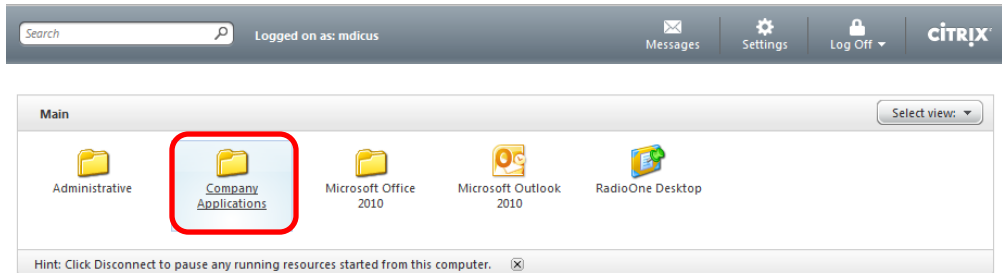
- Here you will find links to Hyperion Planning, Reports and Analyzer



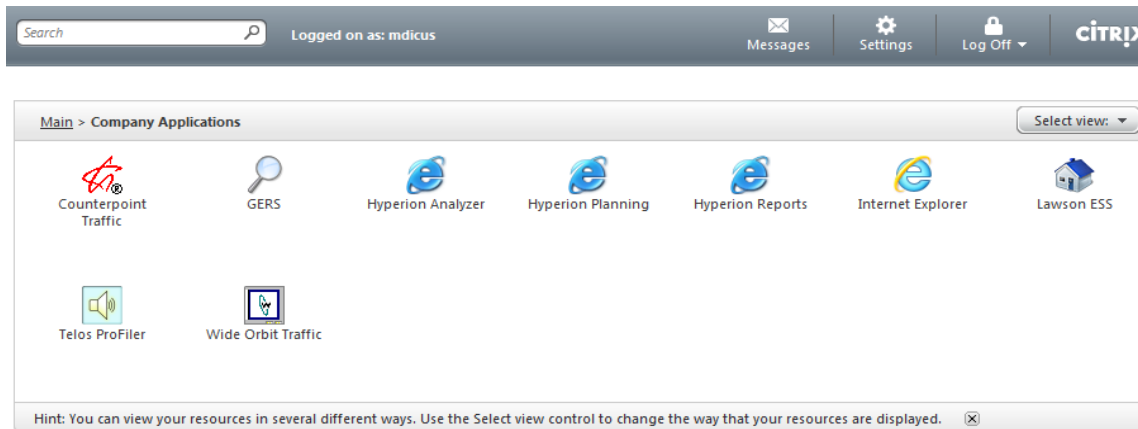
**Note: If you need to access the Hyperion links but do not see them in your Company Applications folders, send an email to the [helpdesk@radio-one.com](mailto:helpdesk@radio-one.com) to have yourself added to the Hyperion Users Distribution List (this is the group that allows you access to the application)**

## How to access GERS, CounterPoint Traffic, Lawson ESS, ProFiler and Wide Orbit (for home users or Mac users)

- Once logged into the Citrix home page, click on the folder called Company Applications



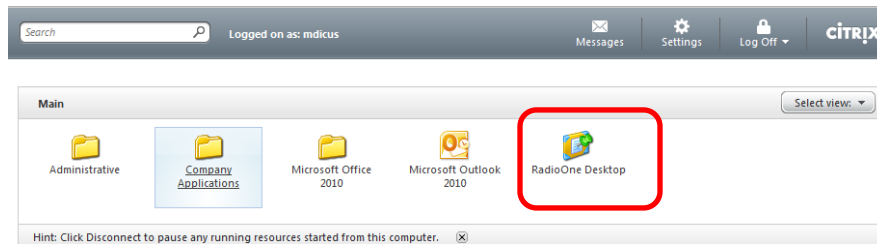
- Here you will find links to GERS, CounterPoint Traffic, Lawson ESS, ProFiler, and Wide Orbit



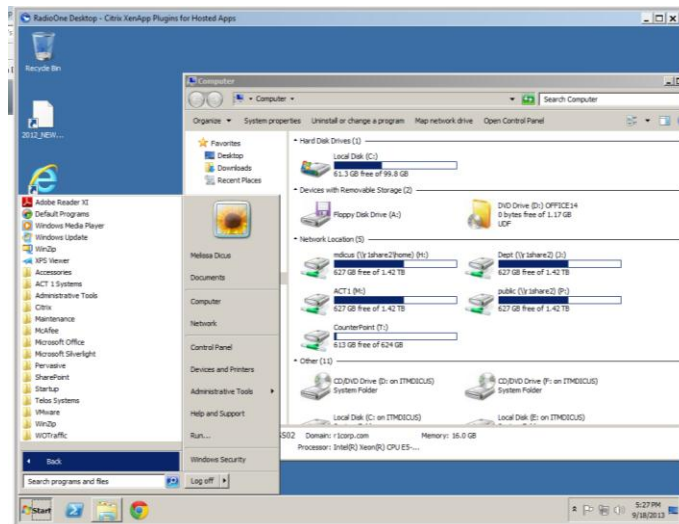
**Note: Each of these applications required access and a separate login. Lawson ESS login would be the same as your Radio One network Credentials.**

## How to access Virtual Desktop in Citrix

- Once logged into the Citrix home page, click on the icon for the Radio One Desktop



- Radio One desktop will launch and you can now access all the application that are available under the Company Applications folder, Outlook (full version), Office 2010 and even access documents available on your network drives. This will allow you to access everything from one screen.

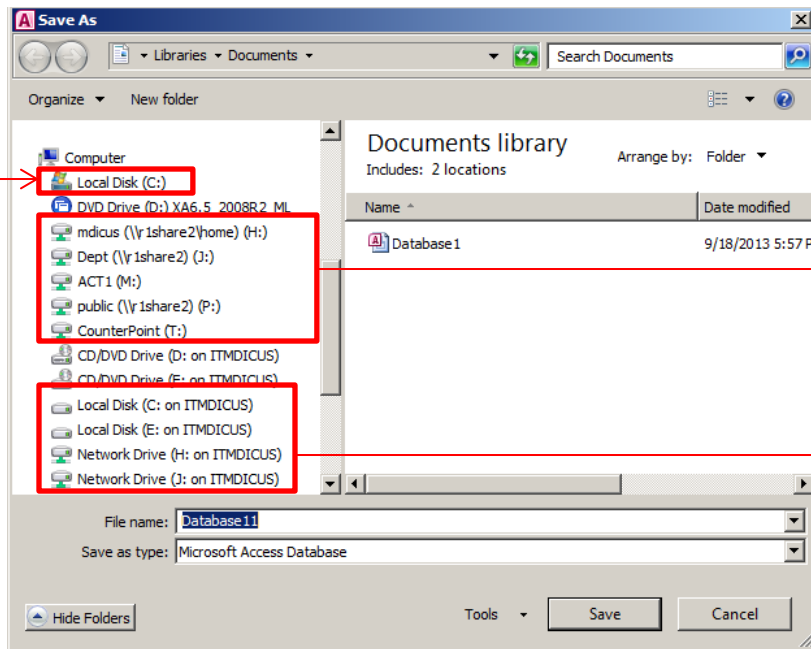


**Note: Any documents that you would like to save, should be saved to your network drives for later access. Any documents saved on the desktop or C Drive may get deleted during cleaning, troubleshooting or maintenance.**



# How to save files in Citrix for Hyperion, Virtual Desktop and other Company Applications

- To save documents from Citrix, whether it is in Hyperion, GERS, Virtual Desktop or any other application they would be saved the same way you would do so in the office but the locations you would save to would differ.
- For example, I have created an Access 2010 document in Radio One Desktop (virtual desktop) and I want to save it so I can access it when I get back in the office or I want to save it to the my home PC which I am using to access the Citrix site. I would do as normal and go to File and Save As...
- Name the file and select one of the following locations to save to under Computer/ My Computer



**Do Not Save to the Local Disk (C :) here, this is the Citrix Server not your computer**

**Network Drives that are auto mapped for you**

**Local Disk(C :) and Network Drives on my local computer which I am using to access the Citrix site**

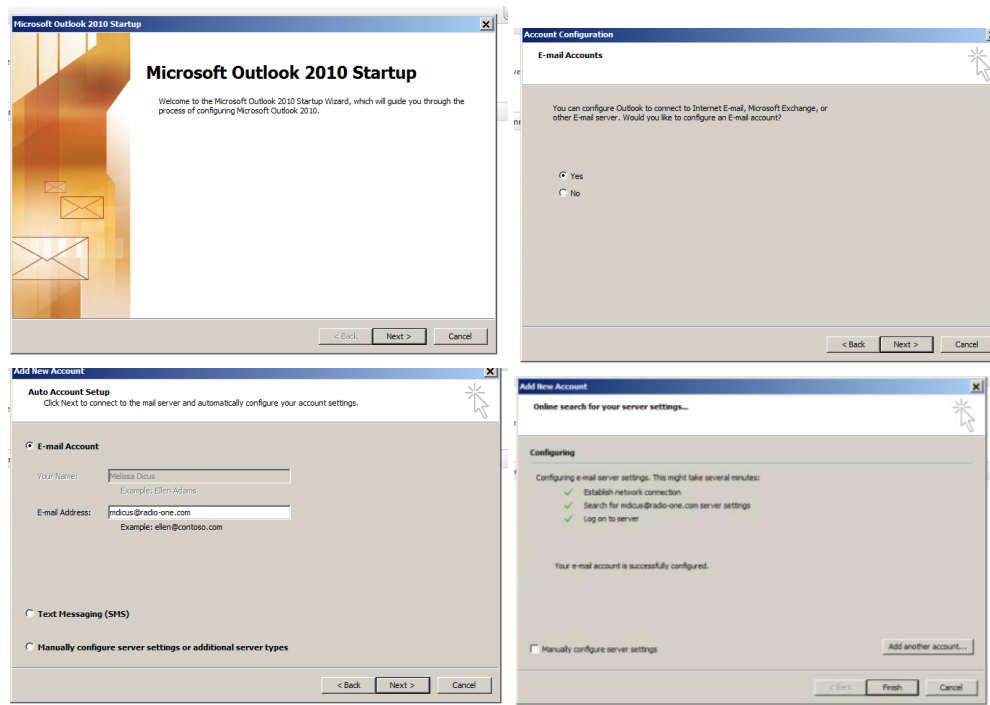
**Note: Any documents that you would like to save, should be saved to your network drives for later access. Any documents saved on the desktop or C Drive may get deleted during cleaning, troubleshooting or maintenance.**

## How to access and build profile for Outlook (full version)

- Once logged into the Citrix home page, click on the icon for Microsoft Outlook 2010



- Outlook 2010 Startup will launch. All you will need to do is click next once the information auto populates based on the credentials used to login into Citrix



**Note: You may need to setup your profile twice in Outlook, since we have 2 Citrix servers for redundancy.**