

Portal

Introduction

A similar word for portal is virtual office computer, it gives you the flexibility to work anywhere.

The 2 main conditions are:

- there must be an internet connection available
- software must be installed with the appropriate settings

More info at (http://www.flamco.nl/content/template_simple.php?content=body_portal)

The main purposes of the portal are:

- Publish applications
- Save storage of documents
- Sharing information

Starting the portal

Click on the 2x icon on the desktop or if it doesn't exist go to start/programs/2x/2X Client/2X Client and type in the computer field: g-portal.flamco.nl.

Login to the portal

You can login on the portal with your v-number, the introduction password is "flamco". Please change this password right away (see section "changing password") for security reasons!

Purposes of drives

When you click the "My Computer" icon on the desktop you will get a window that look like the picture on the right.

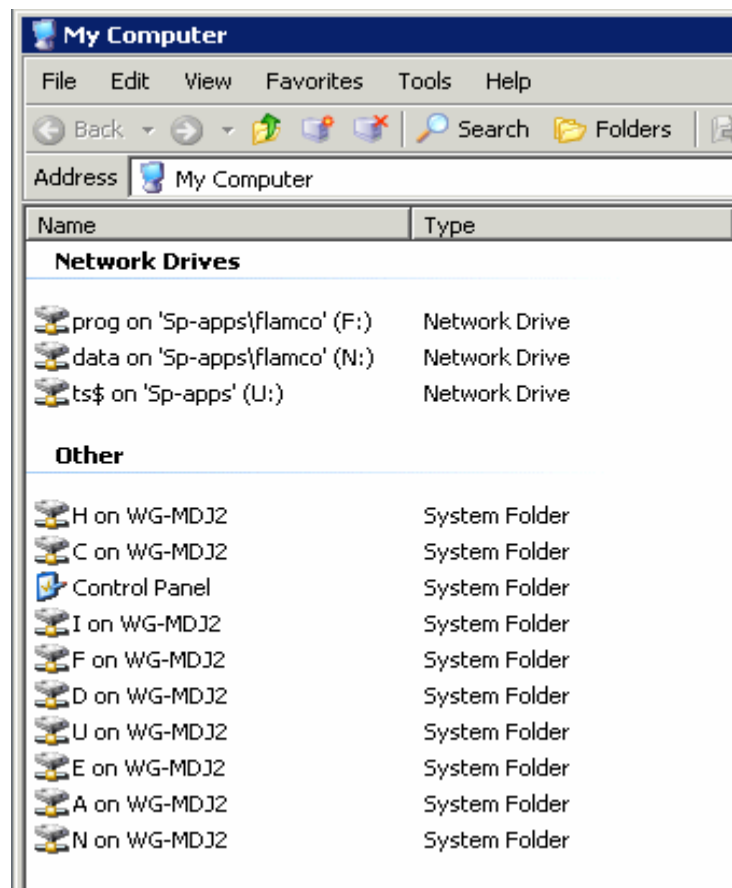
Explaining of drive letters.

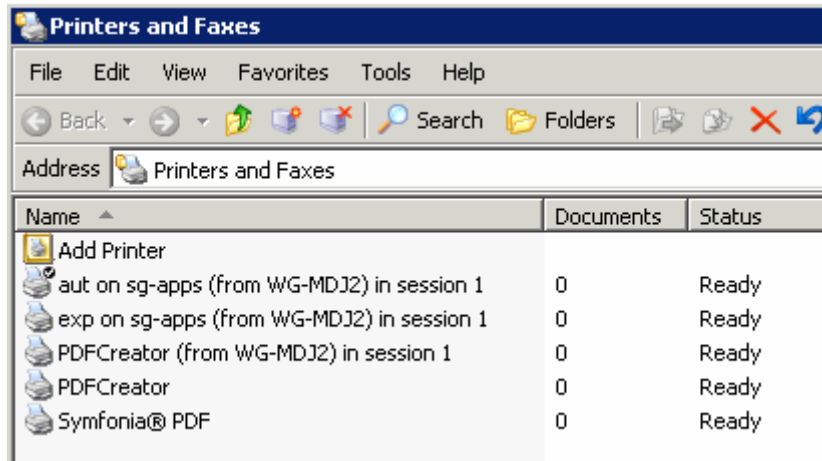
F drive is used for published applications. For example the program Symfonia is installed on this drive.

N drive is used for sharing information with colleagues. For example a directory that can only be used by the sales representatives.

U drive is used for personal/private documents. For example this manual.

C on WG-MDJ2 is a mapping to the local hard drive of the laptop/desktop. So copying files/directory's from/to the portal/local drive is possible.





Printing

There are 2 types of printers:

- Normal printers

For example "PDFCreator" see example above.

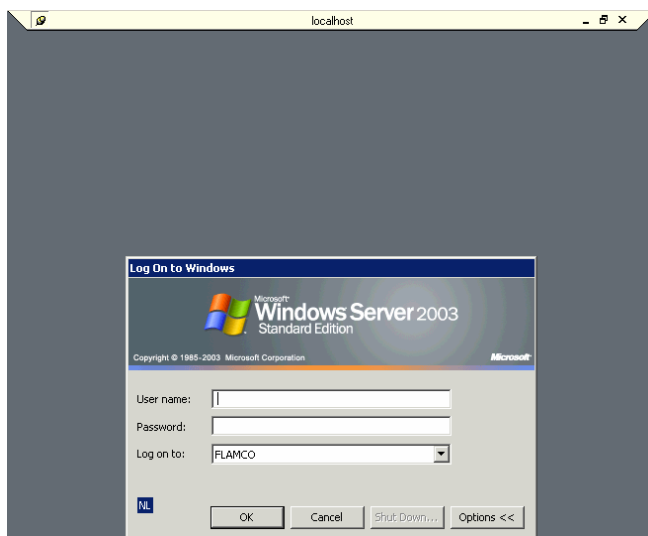
- Mapped printers

For example "aut on sg-apps (from WG-MDJ2) in session 1" is a mapped printer.

It is a local installed printer on a laptop/desktop that is available on the portal.


Portal vs. Local display


In this section we will try to explain the portal display.




In the upper corner you will see 3 buttons




The  is used to minimize the portal-window and go back to the local-desktop.

The  is used to make the portal-window resizable easy for creating local-desktop and portal-window overview.

The  is used to disconnect the portal-session. Please **do not use** this button it will keep the portal-session active!

Exit the Portal

When you want to exit the portal please do not use the  to exit the portal! It will keep the portal-session open and that takes unnecessary resources on the portal-server.
The right procedure to exit the portal is to go to Start/Log Off "username" and click Log Off.

Changing password

You can change your password for the portal only when you have logged in.
The changing password option can be found at start/settings/Windows Security/Change Password.

Internet

For performance reasons it is strongly recommend not to use internet explorer on the portal.
Of course this does not apply for flamco intranet/phonebook as it is the only way to access the intranet.

Ideas

If there are any ideas of sharing applications, documents in the portal please contact us and we will try to find a solution.