

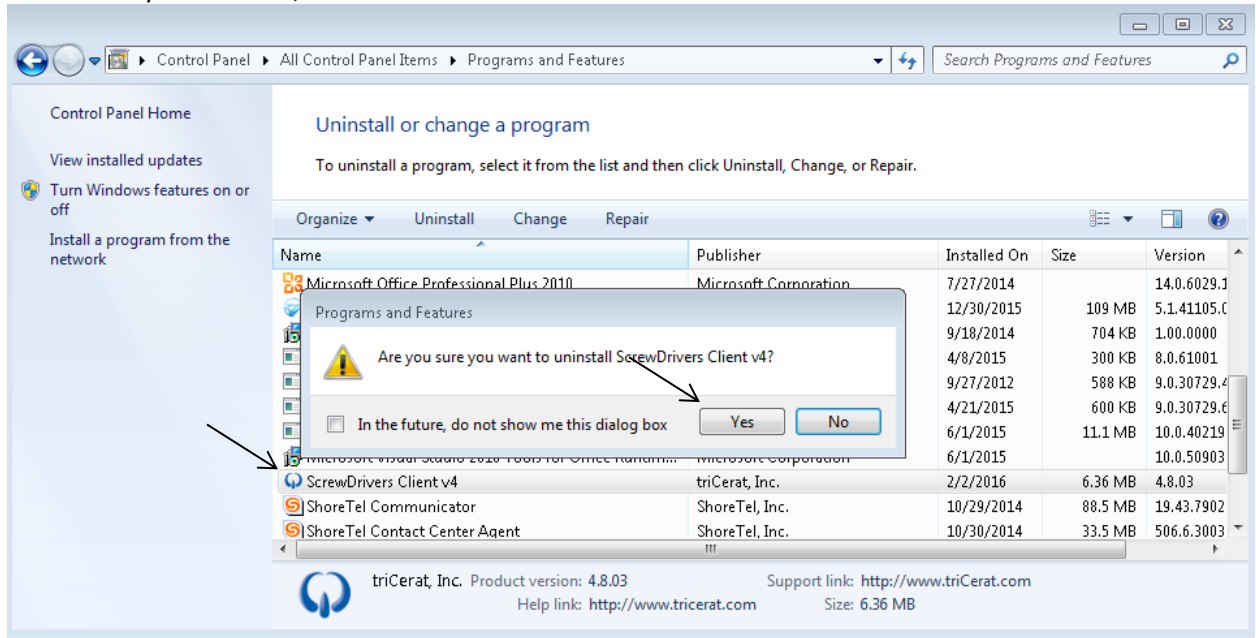
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# Citrix Receiver Client Installation and Setup Guide

## Uninstalling the triCerat Screwdrivers client

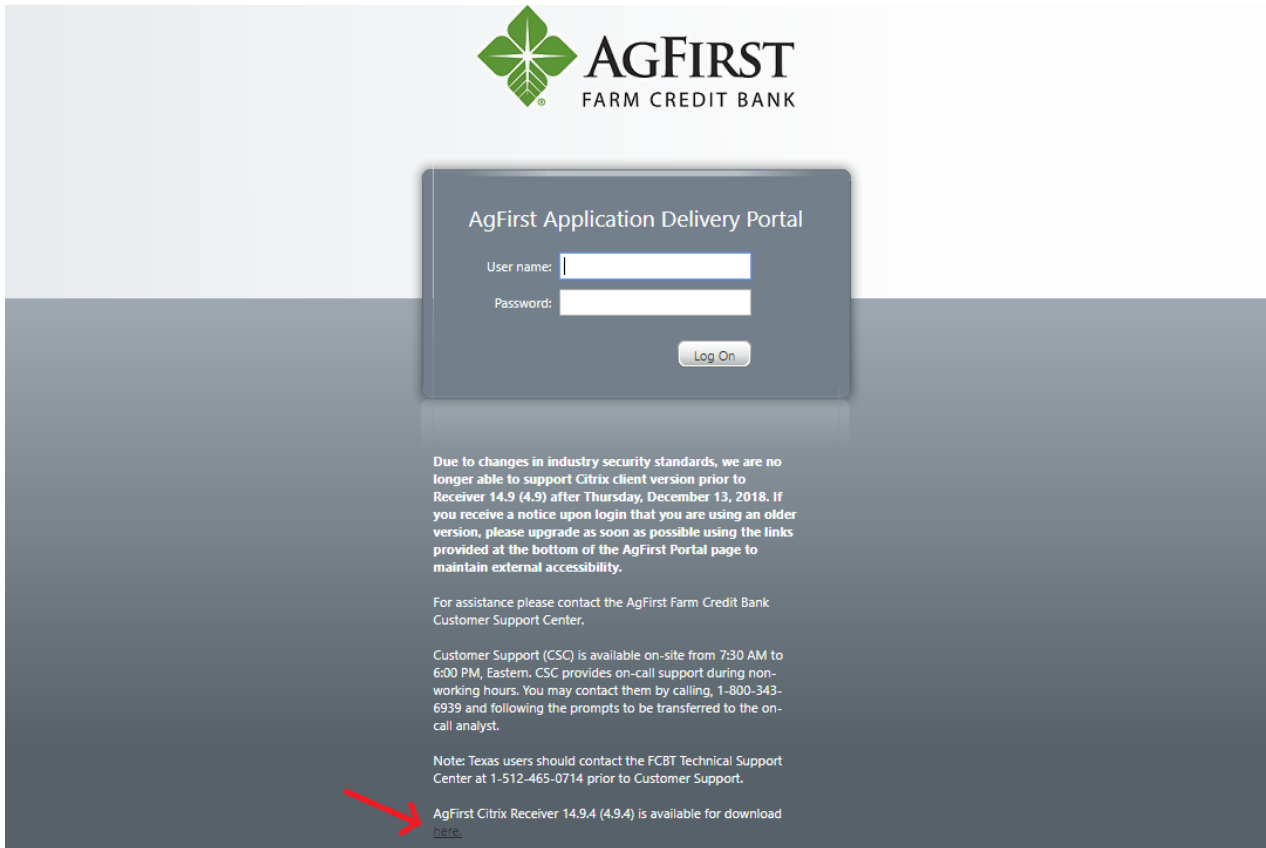
1. If you have a triCerat Screwdrivers client already installed, you can leave the Citrix Receiver client as-is but must uninstall the triCerat Screwdrivers client.
  - a. Open the Start menu and type in, Programs and Features, this will bring up the screen below.
  - b. Right click on Screwdriver v4 and click uninstall. A prompt will appear asking if you want to uninstall, click, "Yes". NOTE: You may get a User Account Control prompt to allow program to remove software in which case you will click, "Yes".



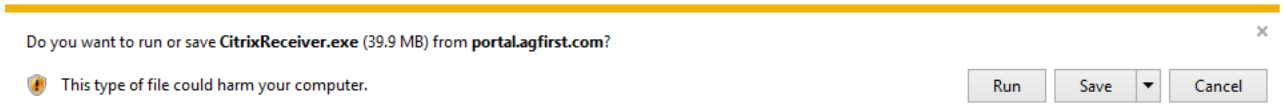
- c. When triCerat Screwdrivers has been uninstalled, reboot your machine and proceed to the next step for installation.

## Installing the Citrix Receiver Client

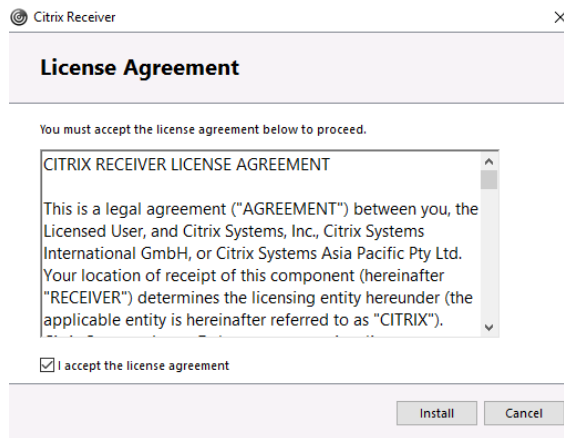
1. Access the **AgFirst Citrix Portal** by selecting the link on your desktop. If you do not have a link then simply open **Internet Explorer** and enter **PORTAL.AGFIRST.COM** in the address bar. **DO NOT** type HTTP or HTTPS prior to entering the address.
2. On the login page, click on the link provided for installing the client.



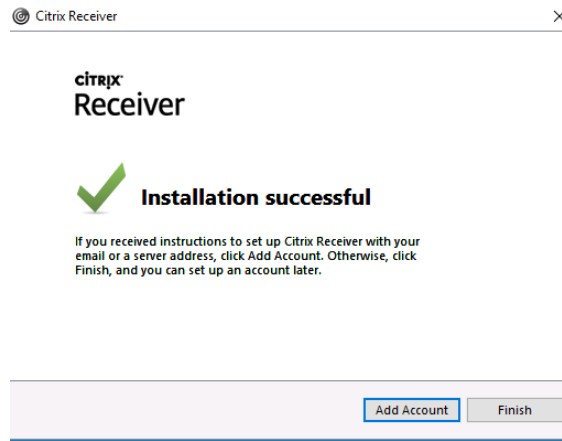
3. Choose to **RUN** the setup.



4. Click **START** in the installation pop-up window.
5. Check the box labeled "I accept the license agreement" then click **INSTALL**



6. The previous Citrix Receiver client will be uninstalled during this process. When it's complete, click **FINISH**



## Installing the triCerat Screwdrivers client

**\*\*Once you have completed the Citrix Receiver client installation and prior to launching any applications, you will need to install the triCerat Screwdrivers client.\*\***

1. Access the **AgFirst Citrix Portal** by selecting the link on your desktop. If you do not have a link then simply open **Internet Explorer** and enter **PORTAL.AGFIRST.COM** in the address bar. **DO NOT** type HTTP or HTTPS prior to entering the address.
2. Login to be able to access the triCerat Screwdrivers installation links
3. Click the download link for the version you require:

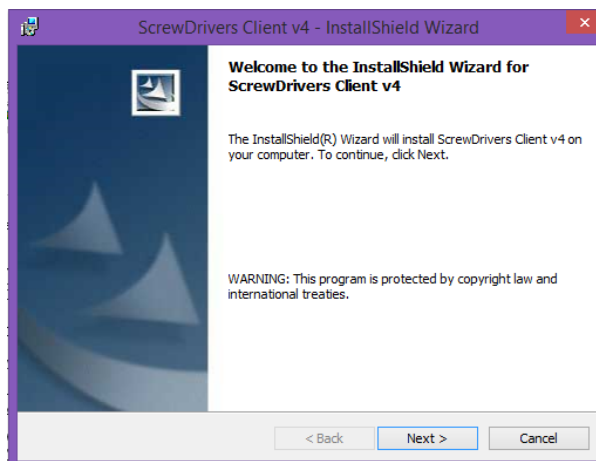
The triCerat ScrewDrivers Client 4.8.03 (Windows 32-bit) is available for download [here](#).

The triCerat ScrewDrivers Client 4.8.03 (Windows 64-bit) is available for download [here](#).

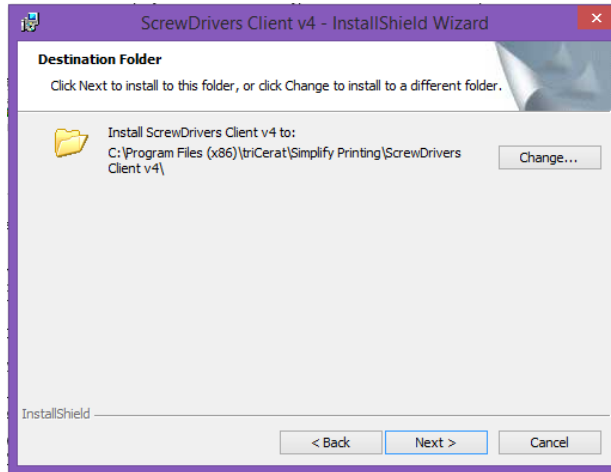
4. When asked if you'd like to Run or Save be sure to select **RUN**.



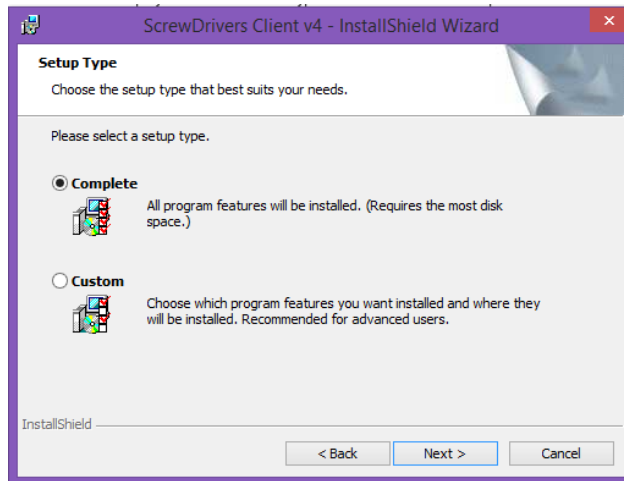
5. When prompted with the **Screw Drivers v4.8.03 InstallShield Wizard** select **NEXT**.



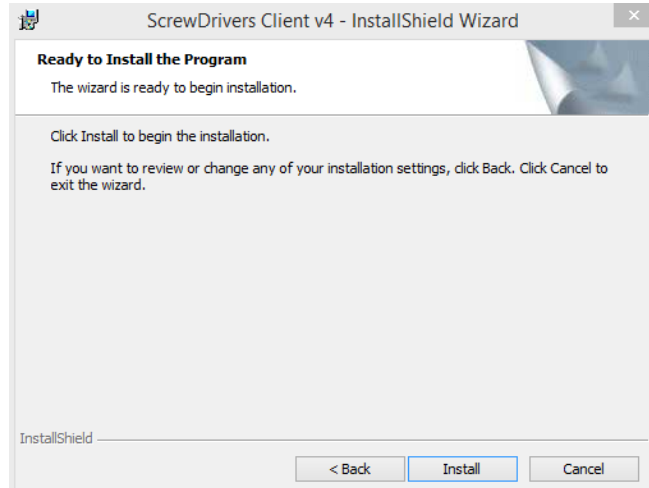
6. Select the default destination folder by selecting **NEXT** in the **Destination Folder** window.



7. On the Setup Type screen make sure **Complete** is selected and click **NEXT**

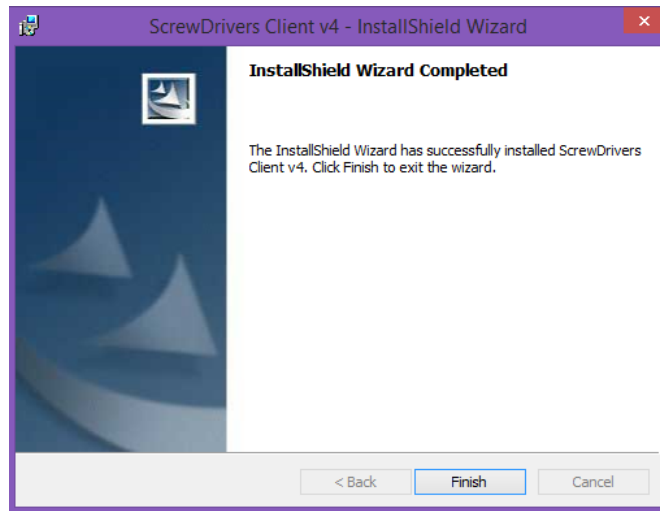


8. On the **Ready to Install the Program** screen click **INSTALL**

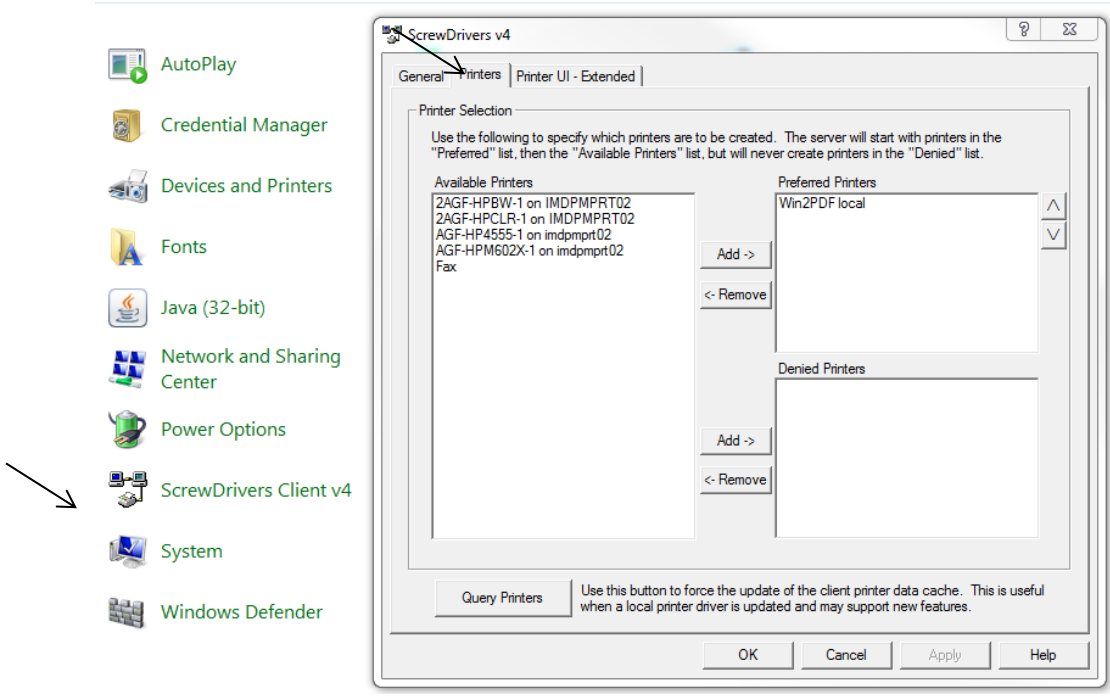


9. If prompted with a **User Access Control** window select **YES**

10. Once installation begins you will see a progress window. At the completion of the triCerat client installation click **FINISH**.



11. Next go to Start Menu and click on Control Panel. Change the view in the upper right to Small or Large icons. Find and open Screwdriver Client v4. Click on the Printers tab and at the bottom click on, Query Printers. Once the Query completes select Apply and okay.



# Accessing Citrix XenApp Based Applications

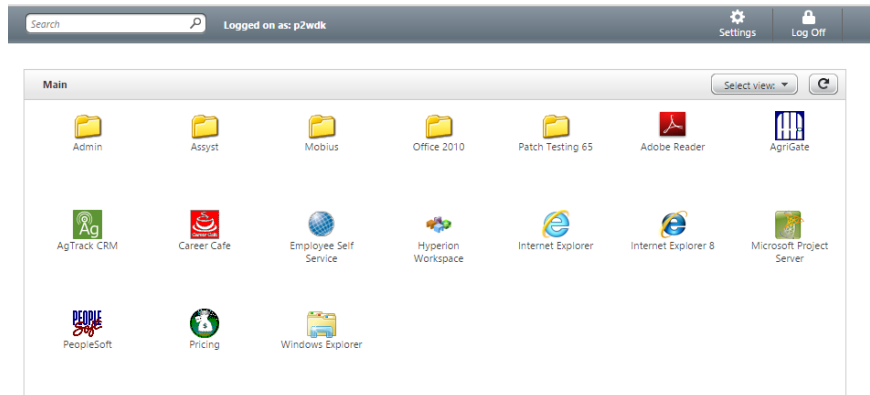
Following the installation of the Citrix Receiver and triCerat clients you will have two options for launching applications.

## Citrix Web Portal: PORTAL.AGFIRST.COM

The first method is the more tradition way of accessing applications. This begins with accessing the portal via **Internet Explorer** you logged into while installing the clients. **PORTAL.AGFIRST.COM**

If you've closed the portal window, just open **Internet Explorer** and type in **PORTAL.AGFIRST.COM**. When prompted for you user name and password enter your AgFirst provided credentials.

If you still have the AgFirst Citrix Portal still open just bring up the window that looks similar to the one below:



To log in to the application portal, enter your credentials and click Log In. If you do not know your login information or encounter any problems, please follow the instructions below:

1. To reset your AgFirst network account credentials, access the AGF Password Manager Self Service Portal [here](#).
2. To reset your EnTrust IdentityGuard credentials, access the EnTrust IdentityGuard Self Service Portal [here](#).
3. If problems persist, contact the AgFirst Customer Support Center (CSC) at 1-800-343-6939.

Note: Texas users should contact the FCBT Technical Support Center at 1-512-465-0714 prior to Customer Support.

CSC normal working hours are: Monday - Friday from 7:30 AM to 6:00 PM, Eastern.

AgFirst Citrix Receiver 4.1 (Windows 32-bit and 64-bit) is available for Download here:  
<https://portal.agfirst.net/Citrix/XenApp/clients/AgFirstCitrixReceiver.exe>

The triCerat ScrewDrivers Client 4.7.02 (Windows 32-bit and 64-bit) is available for Download here:  
<https://portal.agfirst.net/Citrix/XenApp/clients/ScrewDriversClientv4.ms>

The triCerat ScrewDrivers Installation Instructions are available for Download here:  
[https://portal.agfirst.net/Citrix/XenApp/clients/Instructions\\_for\\_Screwdrivers\\_Client\\_Install.doc](https://portal.agfirst.net/Citrix/XenApp/clients/Instructions_for_Screwdrivers_Client_Install.doc)

The Office Communicator (OCS) client is available for Download here:  
<https://portal.agfirst.net/citrix/portal/clients/MSOCS2007R2/Communicator.ms>

The Office Communicator (OCS) client installation instructions are available for Download here:  
[https://portal.agfirst.net/citrix/portal/clients/MSOCS2007R2/Client\\_Install\\_Guide.pdf](https://portal.agfirst.net/citrix/portal/clients/MSOCS2007R2/Client_Install_Guide.pdf)

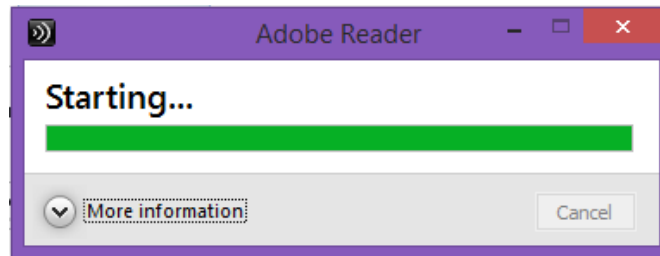
THE AGFIRST NETWORK IS RESTRICTED TO AUTHORIZED USERS. UNAUTHORIZED ACCESS MAY VIOLATE STATE AND FEDERAL LAWS AND WILL BE PROSECUTED. IF UNAUTHORIZED, TERMINATE ACCESS NOW. LOGGING ON INDICATES YOUR ACCEPTANCE OF THIS INFORMATION.

**NOTE: Your applications may be different than the ones pictured.**

1. Using the default view navigate the folder structure to locate the appropriate icon for the application you want to launch.



2. Single click on the application you wish to launch. It may take a few seconds before you see the progress bar or the progress bar may be hidden behind other running applications so please be patient.



3. Once the application has launched you can begin using as if it's installed on your local workstation.
4. When finished, simply save your work and close the application as you normally would.

## **Please skip the steps below if you are using a home computer**

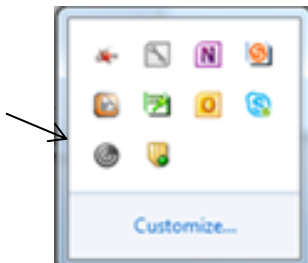
**This feature will be added on at a later time for home use.**

### **Citrix Receiver Application Window**

The second method for accessing applications is by using the Citrix Receiver application window.

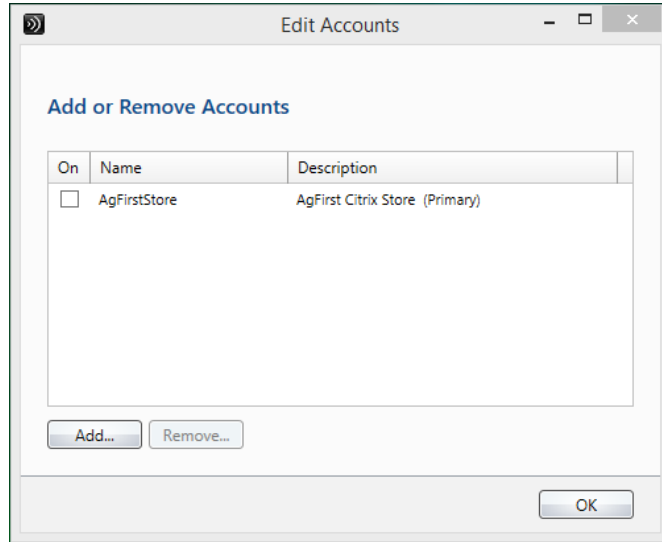
This method will allow you to only see the applications you wish to see and provide the additional functionality of placing applications within your start bar.

1. To begin, double click on the Citrix icon in your system tray (next to the clock). If you have the Citrix Client installed and don't see the client within your system tray, select the up arrow that says **Show More Icons** and then select the Citrix icon.
  - a. If you have selected Show More Icons and you still don't see the Citrix Icon then reboot your workstation.
  - b. After rebooting your workstation, if you're still unable to see the icon please contact Customer Support for assistance.

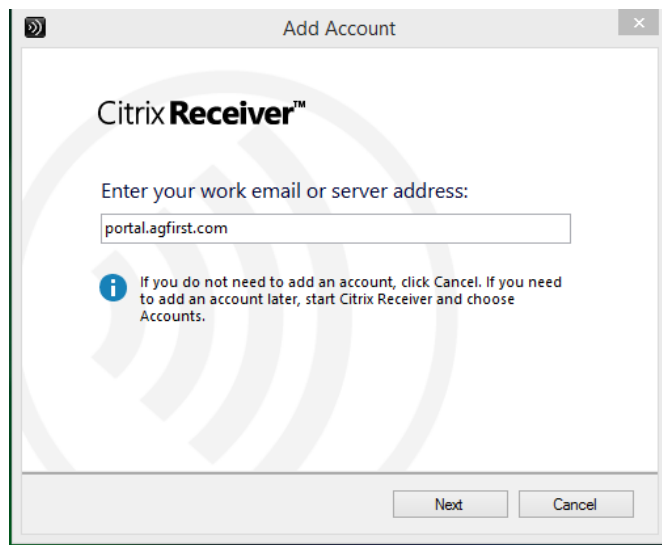


2. When you run the receiver for the first time you may be prompted for a server. If so enter **PORTAL.AGFIRST.COM**
3. If not prompted for a server select the down arrow at the top of the Citrix Receiver window and the select **ACCOUNTS**

4. In the **Edit Accounts** window click **ADD**

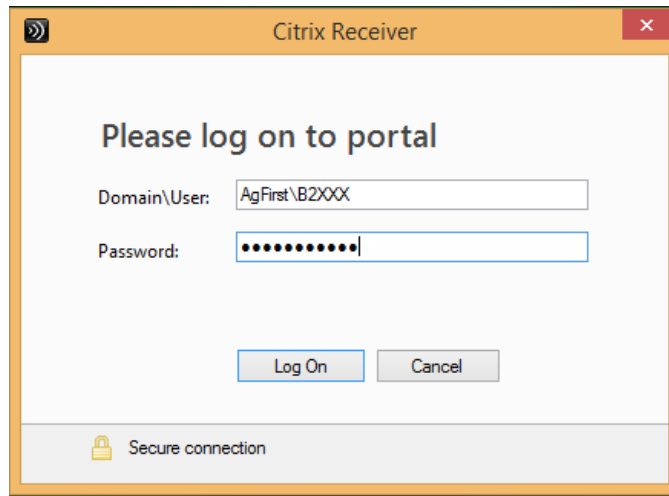


5. When prompted for your work email or server address enter **PORTAL.AGFIRST.COM** and click **NEXT**  
NOTE: This is not case sensitive

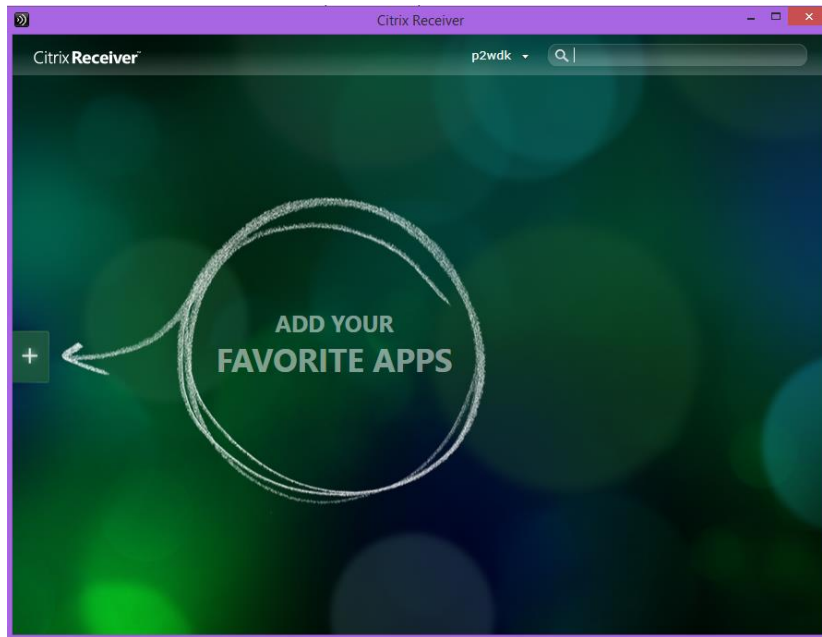


6. Once the account has been added select **OK**

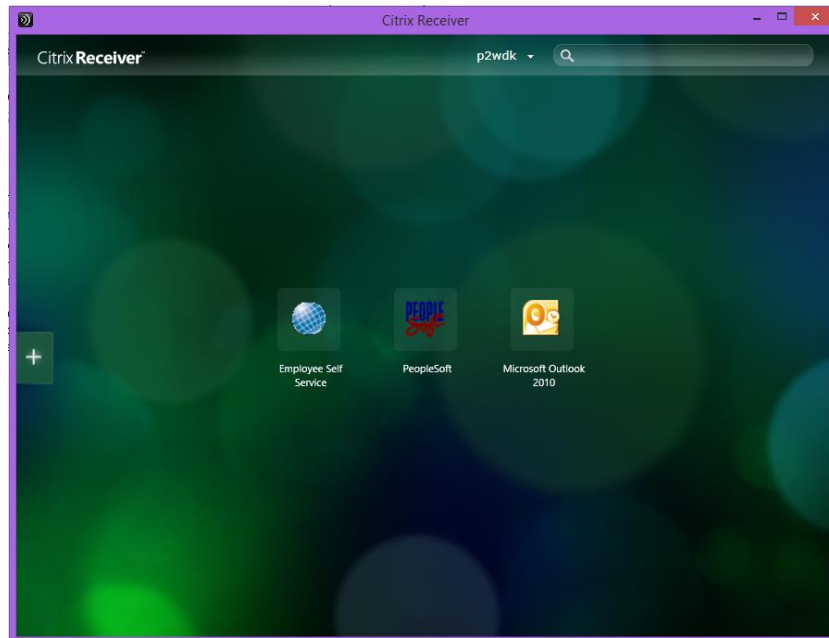
7. You will be prompted to enter your user ID as **DOMAIN\USER**. The domain is **AGFIRST**



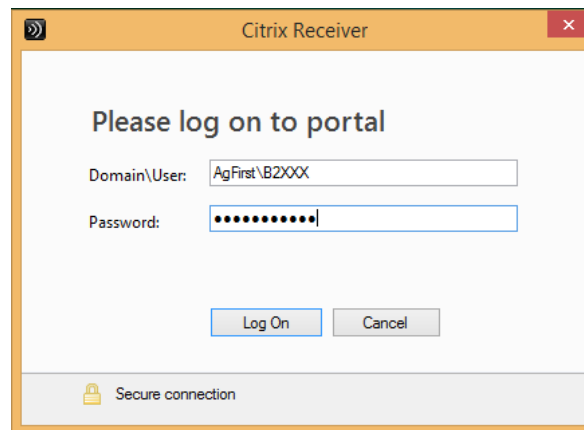
8. Once logged in for the first time your Citrix Receiver window will ask you to add you favorite applications by selecting the plus (+) symbol on the left side of the window.



9. The advantage of using the Citrix Receiver window is that you only have to see the applications you access on a regular basis. You may also notice that any applications you add as a favorite will also show up in your Start Menu under Citrix.



10. When you select the Citrix hosted application when you begin your workday you will be prompted with the same login as when you configured your Receiver Client. Once you've completed the first login of the day there is no need to login again, as long as you haven't logged off or rebooted your workstation.



If you're unable to find the application you're looking for, please note the search bar in the up right hand corner of the Citrix Receiver window. You can type the name of an application and it will return all applications you have access to that match your search criteria.