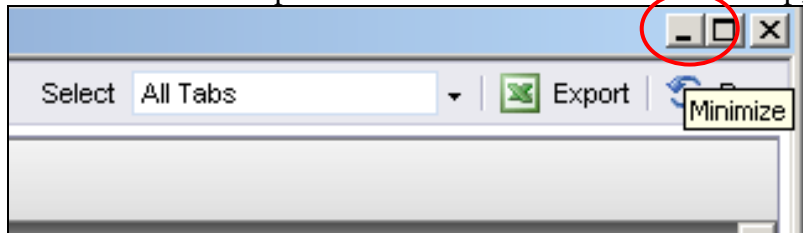# Navigating in ReportMart3 via Citrix/Connect on a Mac
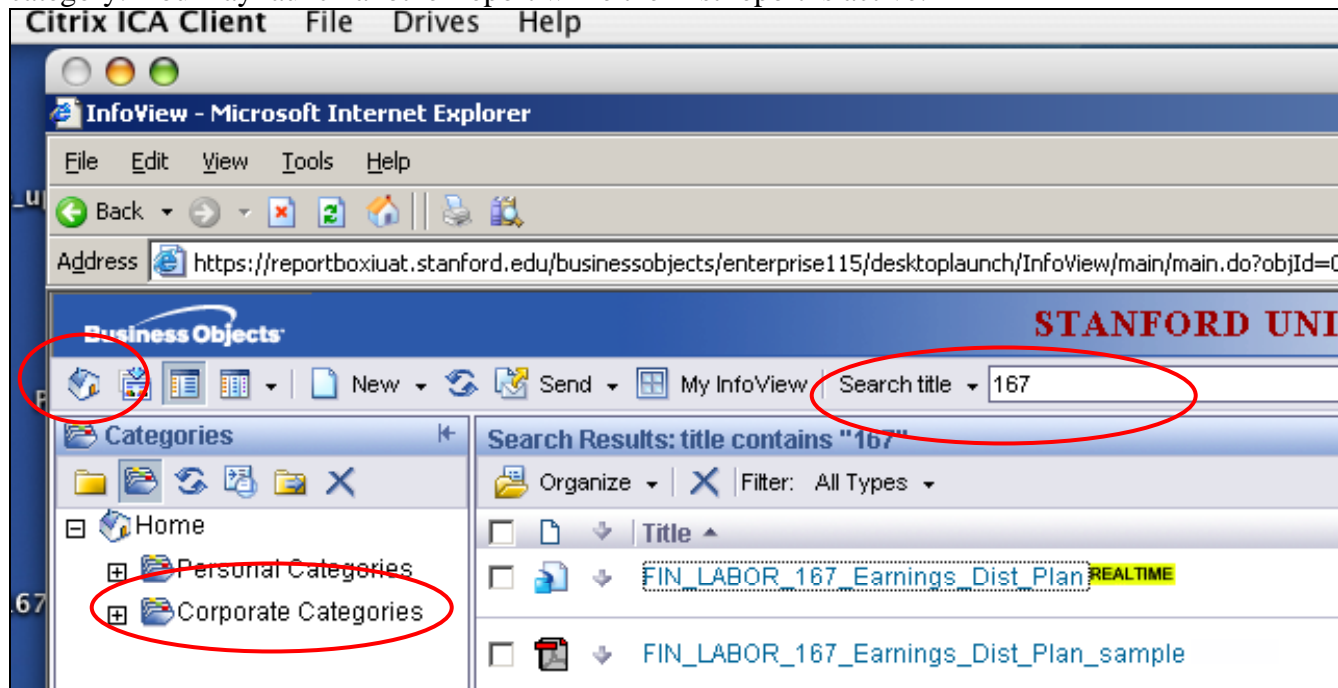
Purpose: To provide instructions about navigating within the Citrix/Connect interface – minimizing, maximizing, selecting an active window, and logging off.
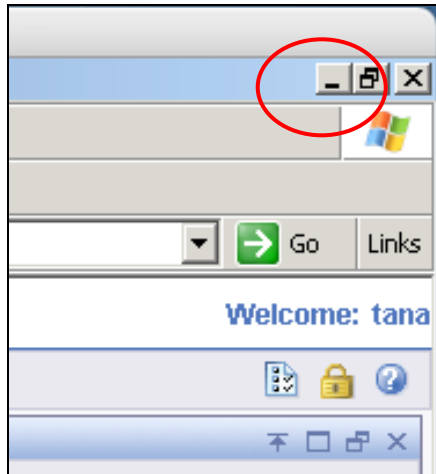
Step-by-Step Instructions:

1 – To minimize a report click the "minimize" icon on the top, right hand side of the page:
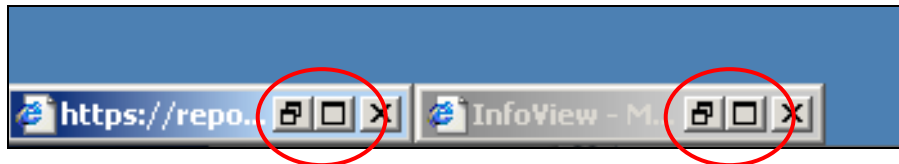

2 – The active report will be minimized and you will be returned to the main ReportMart3 portal which was open in the background. From there you can click on the Home icon to go back to the main home page or search for a new report title by number, title or category. You may launch another report while the first report is active:
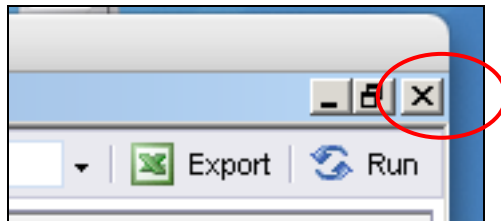
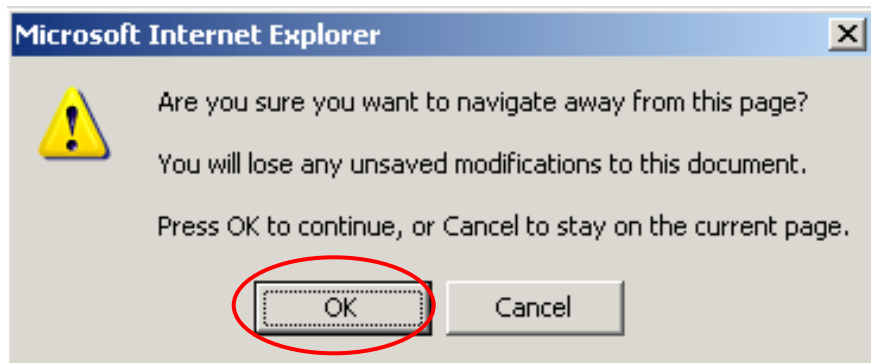3 – Minimize the portal to return to the first report:

4 – The minimized report and portal both appear at the bottom of the Citrix iCA window. Click on one or the other to maximize it and access it again:

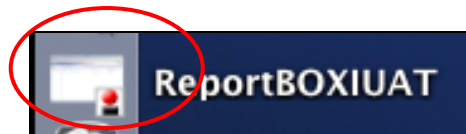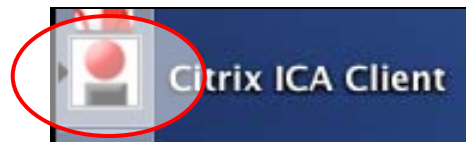5 – To completely close a report click the X icon:

6 – You may get a warning message that you are about to navigate away from the page – if so, click "OK":
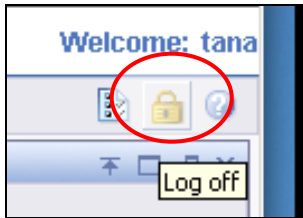

7 – Minimize the ReportMart3 portal by clicking the yellow minimize button as for any Mac application:

8 – To restore ReportMart3, do not click on the browser icon that you initially launched with (Firefox or Safari) – that would return you to the Citrix launch page. Instead click on the Citrix iCA Client icon or the iCA ReportMart icon in your dock:
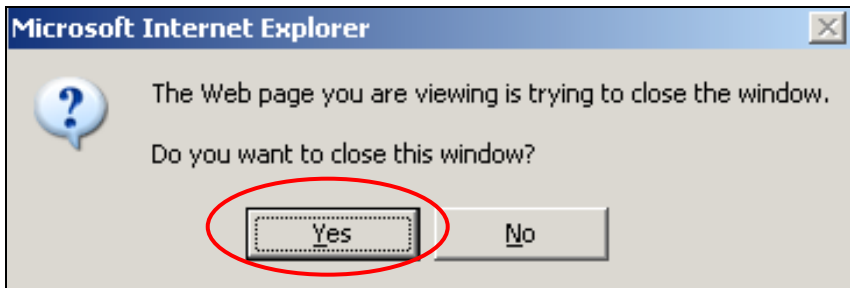
9 – When you are ready to log off ReportMart3 click the "lock" Log off icon to make a clean exit:

10 – You will get a message that you have been logged off. Click on the "Close Browser" button:

11 – Confirm that you want to close the window by clicking "Yes":

12 – Your Citrix ReportMart3 session is ended. You may launch another by again logging in to the Citrix/Connect site. Throw the "launch.ica" icon away if it remains on your desktop: