

To Set Up Your Remote Desktop To Save Files On Your Computer

1. BEFORE you click on your Remote Desktop icon, do a right-click and select "EDIT"
2. Click on the "Local Resources" tab.
3. In the section for Local Devices, select "Disk Drive" with a check mark in the box.
4. Go back to the "General" tab.
5. Please note: while there is a place to save your user name and password, if you save that info your data security agreement with DHS is voided. Anyone would be able to use this remote desktop icon at any time to access Trauma One under your name. This is NOT allowed.
6. Select "Save as" to save these settings as the default for your Remote Desktop sign-in. Follow the prompts to replace the existing Remote Desktop file.
7. After saving, click on "Connect" down at the bottom to access Trauma One.
8. Once you have saved the changes, if you get a warning message, hit the check box to not see the message again.

With these settings, you can save your output via Excel in a local drive on your computer. (Note: saving reports in Word is not available at this time.)

9. When you run a report, go to "Output Options" and select "Save Report as a File" = Yes, then click on "Save As" at the bottom of the window.
10. Be sure that the "Save As Type" selected is the Excel format (*.xls), and locate your computer drive under the "Save In" pull-down menu (just like in Windows) for drives/computer locations.
11. You can choose whether or not to see the T1 output on your screen, and whether or not to open Excel directly or just save the file.
12. The final message is "Your report output has been saved." You can then access your saved file from your computer.