

MANUAL DMS

For board members

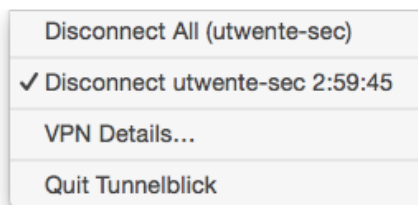
STUDENT UNION – Sports & Culture

2015 - 2016

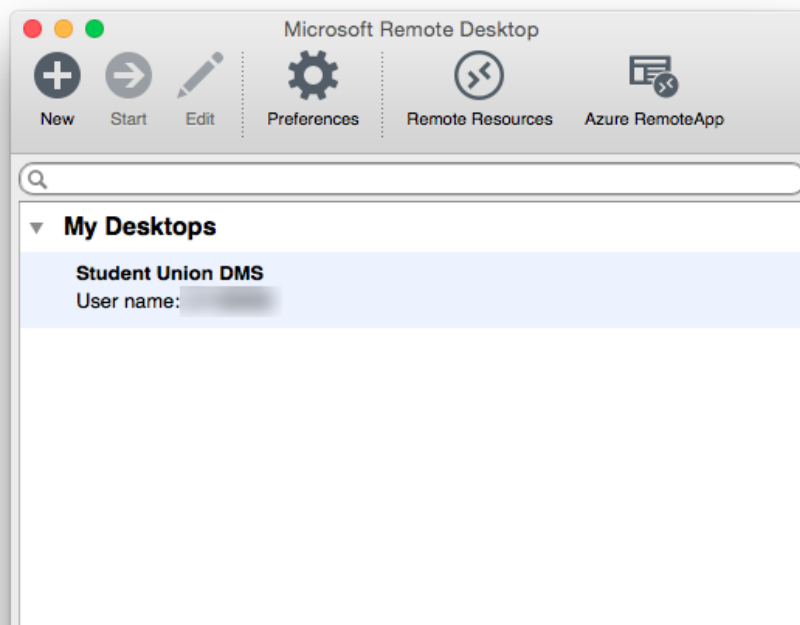
When working your way through the manual, you will frequently need to carry out certain actions. Whenever a task is at hand, this is indicated in the following manner: references to text and/or buttons on screens are printed in *italics*, data that you have to enter yourself is printed in **bold**.

Log in to DMS client

Step 1: Log in to remote desktop



- Connect to VPN Eduroam when not at the University.
- Start *Microsoft Remote Desktop*.
- Double click the connection to connect to the remote desktop.



Step 2: Log in to DMS

- Open *DMS* from *Start Menu*.



- Select your organization from the *Site* dropdown menu.
- In the field *Username*, select the *Secretaris* account.
- In the field *Password*, enter the corresponding password.
- Click OK.