EW facility services

Creating Hospitality

Manual

Working in the Cloud

Table of contents

1. Log in

Step-by-step plan logging into the Cloud
1. Visit the website: https://werkplek.ew.nl
2. Log in with your username and password.
3. Click on the desktop icon.
The Cloud environment is now being booted.

2. Log out

Step-by-step plan logging out of the Cloud
1. Click on start, see icon on the right.
2. Click on the arrow to the right.
3. Choose to unsubscribe or sign out.

3. RES Workspace Manager: new applications

When logging in, the window below may appear. Here it is indicated which new applications have been made available for you. You can run the application directly from this window or click 'OK' and later start the program from the start menu.
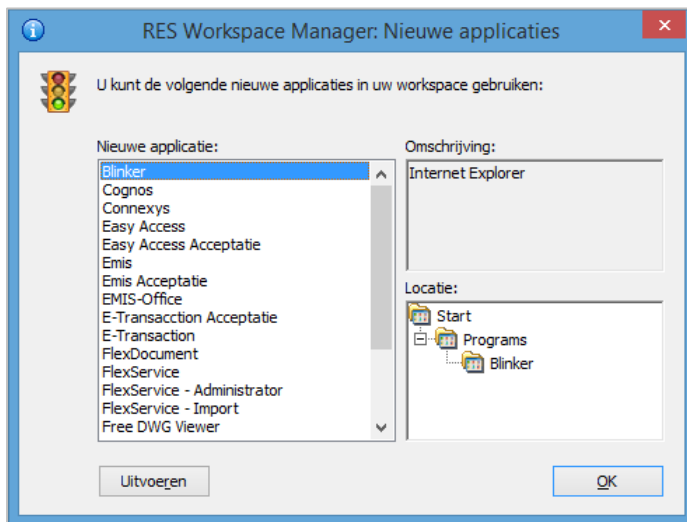
4. Change password

Do you get the message that your password is about to expire and you need to change it? In the step-by-step plan below we explain how to do this.

Step-by-step password change
1. At the top of your screen you'll see a black bar in the middle with a dot and an arrow, click on it.

2.	Click on the button 'Ctrl + Alt + Del', as shown below.

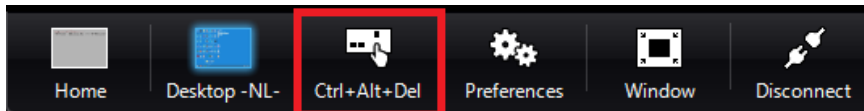|	
3.	Choose 'Wachtwoorden wijzigen'.
4.	The form below appears. You must enter your old password, enter a new password and confirm your new password.

5. Printers

The printers that are assigned to you depend on where you log in. If you log in to the head office in Arnhem, you will be assigned the printers that are available there. If the default printer you are assigned is not the right one and you want to change it, you can do this as follows:

Step-by-step plan adding printers
1. In the start menu there is a folder called 'RES Workspace Manager instellingen'. It contains an application called 'Printerinstellingen'. Open this application.

2. Right next to the available printers, select the printer you want to set as default and then click the 'Als standaard printer instellen'.
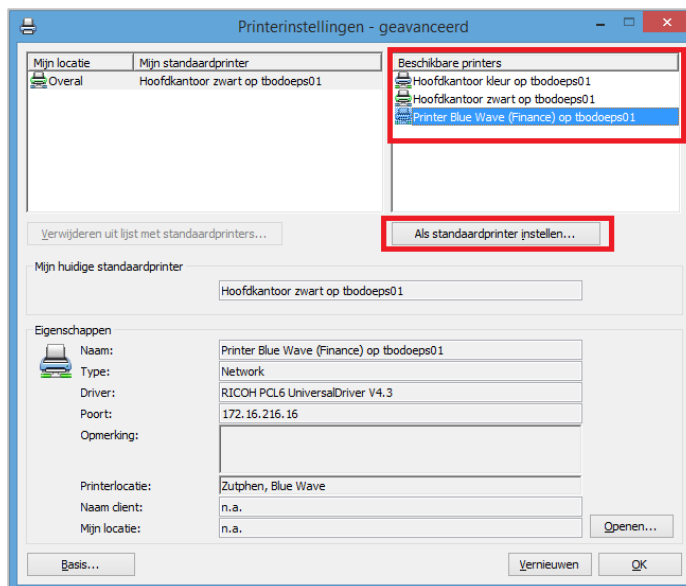
3. You will be asked whether you want to change it only for the current location or for all locations. Make your choice and click 'OK'. If you choose all locations (voor alle locaties onthouden) then that will be the default printer regardless of where you log in.

4. Click 'OK' again to exit the printer settings.

6. Create desktop shortcuts

6.1 Shortcut to a program

It is not possible to create a desktop shortcut from the start menu. However, you can choose which programs you want on the desktop by executing the following steps:

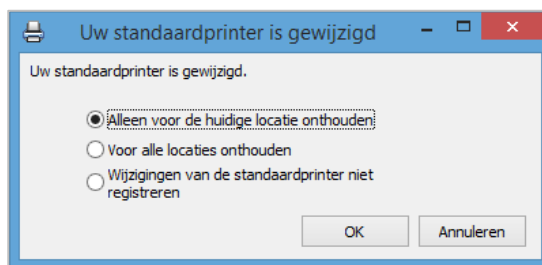| Step by Step plan creating shortcuts to a program |
|---|
| 1. In the start menu there is a folder called 'RES Workspace Manager-instellingen'. It contains an application called Workspace settings. Open this application.
 |
| 2. Choose the 'Bureaublad' tab at the top of the application. |
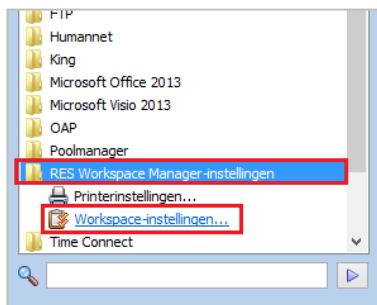
3. On the left you see all the applications you have in the start menu and on the right you see the applications you also have on the desktop. You can now add applications to the desktop by selecting the application on the left and pressing the '>' button.
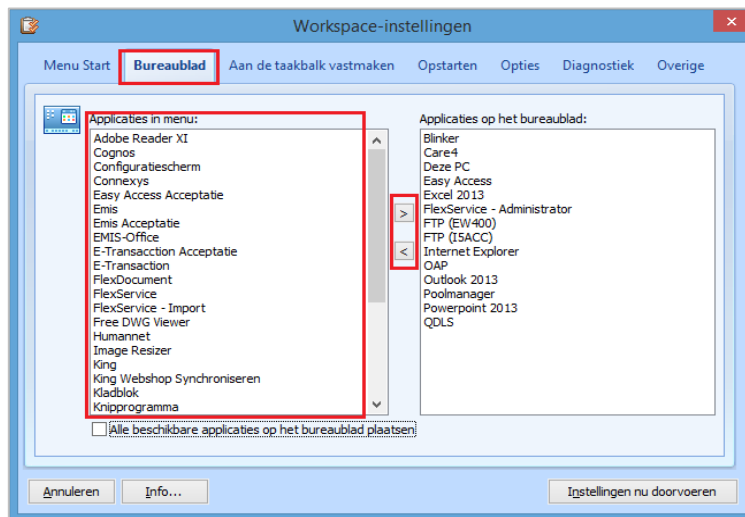
4. Have you finished adding or removing applications? Then you can choose to make the changes directly by clicking on the 'Instellingen nu doorvoeren' button. If you do not do this, the changes will only be applied the next time you log in.
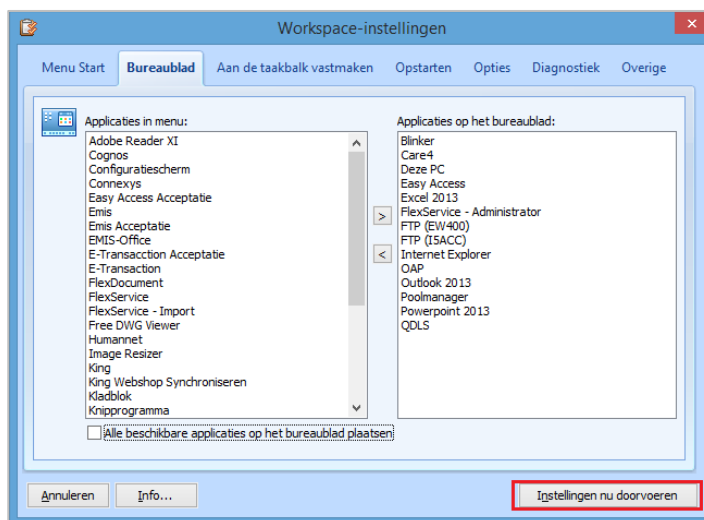
6.2 Shortcut to a file or folder

There are several ways to create shortcuts to various files and folders for the desktop. The easiest way to do this is described below.

Step-by-step plan shortcut to file or folder
1. Go to the file or folder of which you would like a shortcut.
2. Right click on the file or folder.
3. Choose 'Kopiëren naar' and then 'Bureaublad (snelkoppeling maken)'. There is now a shortcut on your desktop to the corresponding file or folder.
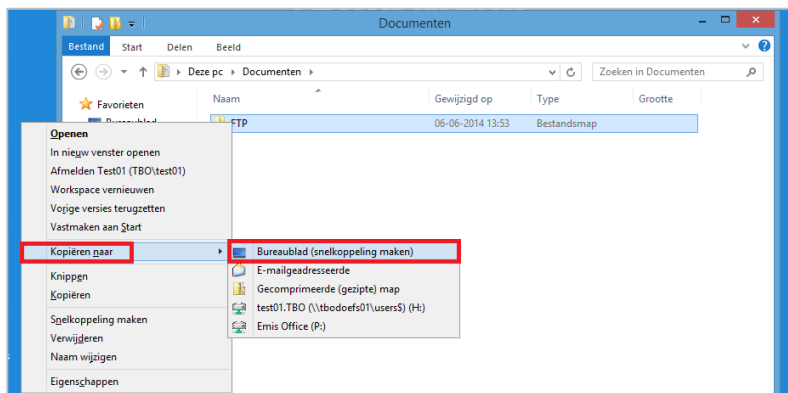
7. Copying files to and from the computer

It is no longer possible to copy and paste files from your computer locally to and from the new environment. To save files locally on your laptop or PC, go to 'Deze PC', as shown below. There you can open the local disks and any USB stick(s) you connect. Now you can copy to and from the local disk or usb stick.
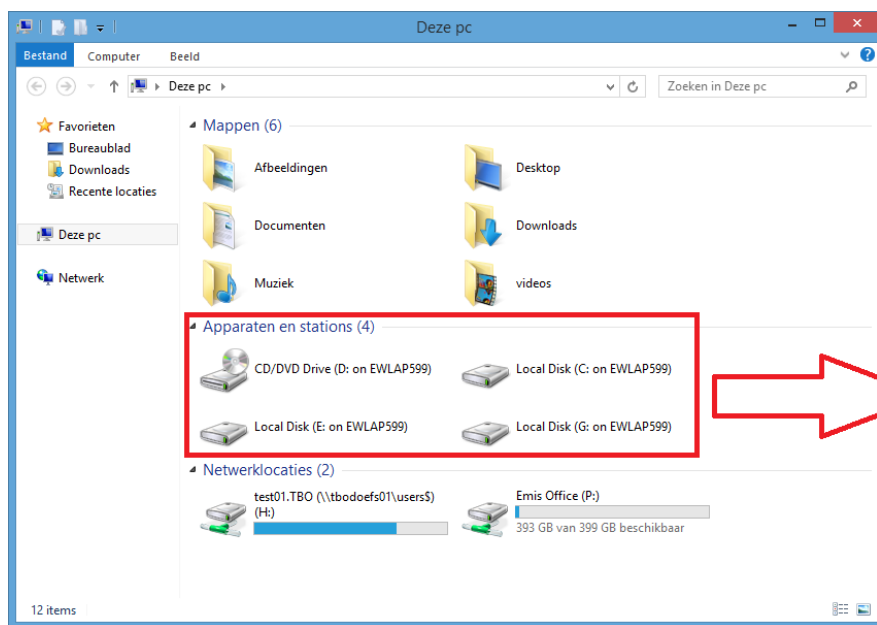
De cd speler, C , E en G schijf van de laptop of pc. **Dit is dus lokaal!**

8. View Desktop

If you have several applications open, you want to quickly return to your desktop and minimize all open programs, you can do this in the following two ways:

1. You can use the hotkey 'Window key + D'.
Or
2. You can click on the taskbar on the far right next to the time, see below.

9. RES Workspace manager: Other

The RES Workspace manager allows you to customise the start menu, desktop and taskbar. You can also indicate here which programs you want to start directly and automatically after logging in.

You can start the Workspace manager as follows.
1. From the start menu, click the 'RES Workspace Manager-Instellingen' folder and then click Workspace-instellingen.

9.1 Start menu

When you start the Workspace manager, it will be on the Menu Start tab by default. By default, the option 'Alle beschikbare applicaties in menu Start weergeven' is also checked. You can only change your stat menu if you uncheck this option.

| Step by step plan start menu adjustment |
|---|
| 1. Make sure the RES-Workspace manager is in front of you. |
| 2. Uncheck the option 'Alle beschikbare applicaties in menu Start weergeven'. |
| 3. In the list of available applications on the left, choose the application you want in your start menu and then click the '>' button. The application is now on the right side of the list of applications in the Start menu.
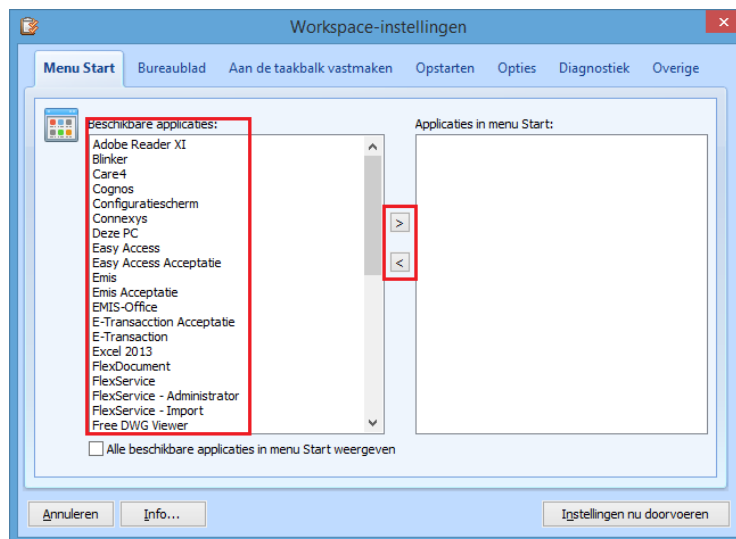
 |
| 4. When you have finished adding or removing applications, click on 'Instellingen nu doorvoeren' or close the program and the changes will be made the next time you log in. |

9.2 Attaching programs to the taskbar

You can pin programs to the taskbar. This ensures that when you close a program, it still remains in the taskbar and you can quickly start the program. Here is an example of what this looks like for PowerPoint, Word, Excel and Outlook.

Step-by-step plan program attachment to taskbar
1. Make sure the RES-Workspace manager is in front of you.
2. Go to the 'Aan de taakbalk vastmaken' tab.
3. You can now choose an application on the left and add it to the applications that are attached to the taskbar by clicking the '>' button.
4. When you have finished adding or removing the desired applications, click on 'Instellingen nu doorvoeren' or close the program and the changes will be made the next time you log in.
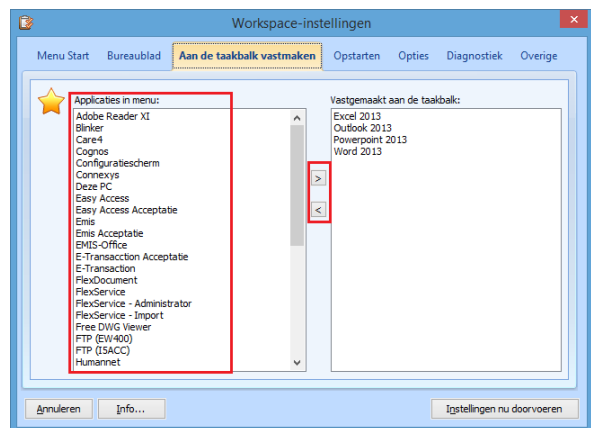
9.3 Start application at login

You can choose to have one or more applications start immediately at login. For example, you can have Outlook start up directly and automatically when logging in.

Step by step plan start applications automatically
1. Make sure the RES-Workspace manager is in front of you.
2. Go to the 'Opstarten' tab.
3. You can now choose an application on the left and by clicking the '>' button you can add it to the applications that will be launched immediately at login.
4. When you have finished adding or removing applications, click on 'Instellingen nu doorvoeren' or close the program and the changes will be made the next time you log in.

9.4 Switch left and right mouse button

Step-by-step plan change mouse buttons	
1. Make sure the RES-Workspace manager is in front of you.	
2. Go to the 'Opties' tab.	
3. Check the option 'Linker- en rechtermuisknop verwisselen' if you want to switch the buttons or off if you don't want to anymore.	
4. Click on 'Instellingen nu doorvoeren' to make the change.	