

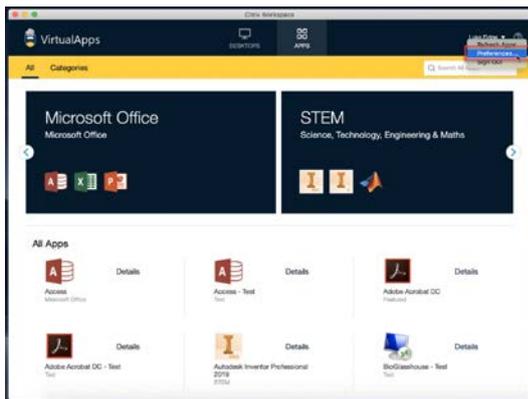
### Accessing Basware Admin and Research Master from Citrix Workspace on macOS

#### Introduction

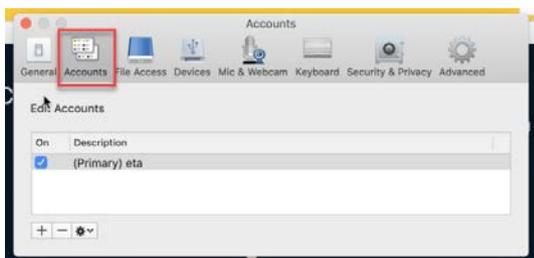
This guide will assist you in accessing Basware Admin and Research Master via the Citrix Workspace App. You will need the Citrix Workspace App installed, please refer to the Quick Links on the Citrix Workspace webpage - <https://staff.flinders.edu.au/workplace-support/digital-services/virtualapps> for more information.

#### Procedure

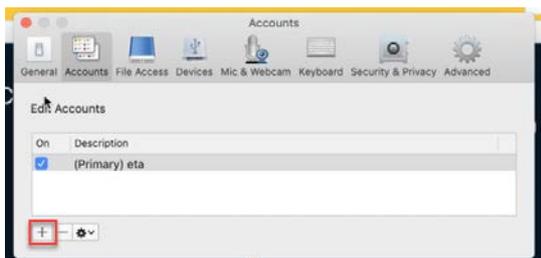
1. Open **Citrix Workspace** from Applications.
2. In the top right corner of the Citrix Workspace App window click the arrow next to your name and select **Preferences**.



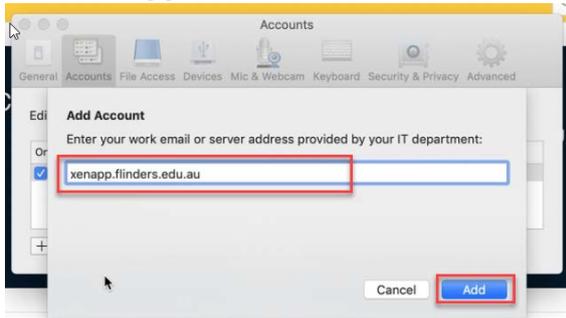
3. Click on the **Accounts** tab



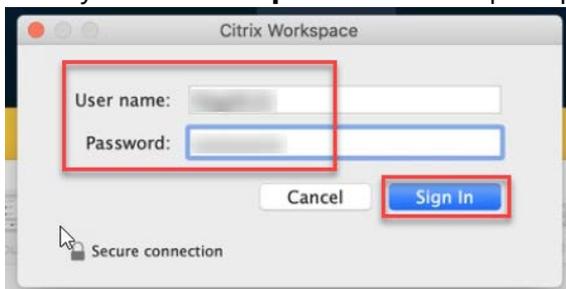
4. Click the + button below the list of accounts



5. Enter **xenapp.flinders.edu.au** then click **Add**



6. Enter your **FAN** and **password** when prompted (you may be prompted twice)



7. Ensure both accounts are enabled and close **Preferences**
8. To ensure all applications are accessible, click the arrow next to your name and select **Switch Account**. Then select **All Accounts**.

