Accessing Basware Admin and Research Master from Citrix Workspace on Windows

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](https://staff.flinders.edu.au/workplace-support/digital-services/virtualapps) for more information.

Procedure

1. Open the **Citrix Workspace App** from the Start Menu.

2. In the top right corner of the Citrix Workspace App window click the arrow next to your name and select **Accounts**.

3. Click **Add**
4. Enter xenapp.flinders.edu.au then click Add

![Add Account](image1.png)

5. Enter your FAN and password when prompted (you will be prompted twice)

![Log On](image2.png)

6. Ensure both accounts are enabled and click OK

![Add or Remove Accounts](image3.png)

7. To ensure all applications are accessible, click the arrow next to your name and select **Switch Account**. Then select **All Accounts**.

![Switch Account](image4.png)