

New BAT Login Access Procedures

Follow these steps to Login to the BAT System

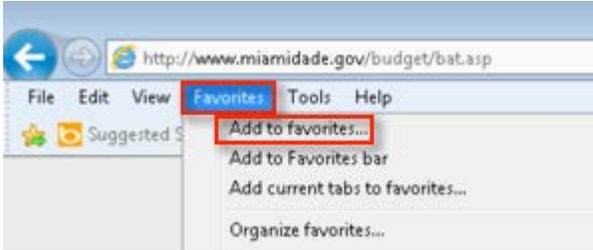
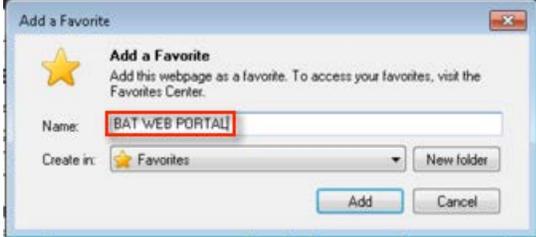
This job aide will guide you through the steps to open BAT Web Portal, log into the Virtual BAT Desktop and complete BAT related activities.

Since many Budget Liaisons are experiencing problems connecting to the BAT system (Smart View and the BAT Workspace) using their local office computers, a new login procedure has been developed that will streamline your access to the system.

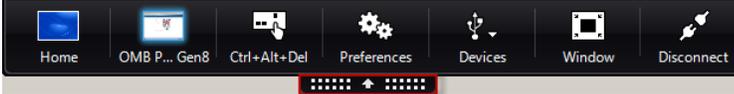
The primary method to access and login to the BAT Virtual Desktop is via the BAT Web Portal. When you login to the Virtual Desktop, you will be connecting your local PC to a centralized BAT computer that contains all of the BAT software. When connected to the Virtual Desktop, you will have all of the access that you have on your local machine – but without the connection problems.

The steps below outline the steps to access the BAT Web Portal – and login to the BAT Virtual Desktop:

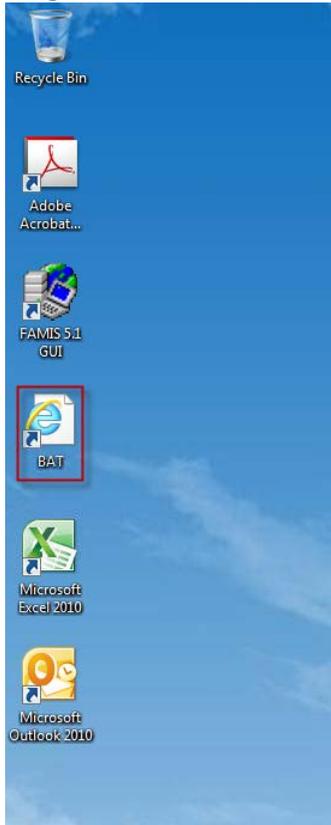
Step	Action	Notes
1.	On your local desktop, open Internet Explorer. 	
2.	In the URL bar, type: http://www.miamidade.gov/budget/bat.asp 	

Step	Action	Notes
3.	<p>Add this URL to your Favorites. Click Favorites > Add to Favorites.</p> 	
4.	<p>In the Name Field type the desired description, then click Add.</p>  <p>The item is now saved in your Favorites list.</p>	<p>To access the saved Favorite, simply click Favorites and select the BAT WEB PORTAL item.</p>
5.	<p>On the BAT Web Portal screen, click the BAT (log In) link.</p> 	

6.	<p>On the login screen type your Miami-Dade network User Name and Password.</p> <p>Click Log On.</p> 	
7.	<p>Click the BAT Prod Win7X64 icon.</p> 	<p>You will be connected to the BAT Virtual Desktop in a separate window.</p>

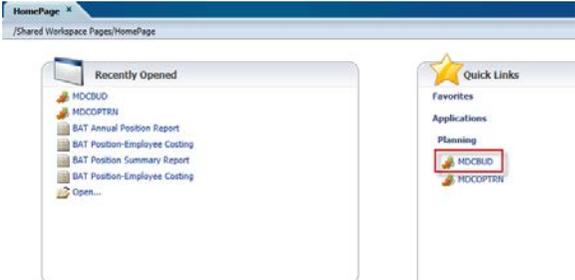
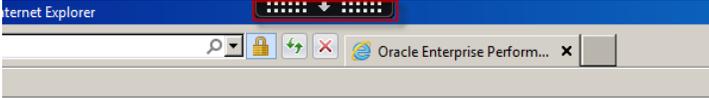
<p>8.</p>	<p>Located at the top of the screen you will see the Control Panel icons. To display the icons, click the Arrow icon.</p>  <p>Below is a list of each Control Panel icon and its function.</p> <ul style="list-style-type: none"> • Home Icon: Click this icon to return to your local PC Desktop. • OBM P..Gen8: Click this icon to return to the Virtual Desktop. • Ctr+Alt+Del: When the Virtual Desktop times out, you will click this icon to return to the Virtual Desktop • Preferences: These items are preset for you. Do not change. • Devices: Do not change Devices. • Window: Do not use the Window function. • Disconnect: When you are finished working in the BAT system, click this icon to disconnect from the Virtual Desktop. 	<p>When you are connected to the Virtual Desktop, you will always see the Control Panel Arrow icon located at the center, top of the screen.</p> 
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9. From the Virtual Desktop, double-click the BAT Login (Internet Explorer) icon.



10. At the BAT login screen, enter your User Name and Password. Click Log On.



<p>11.</p>	<p>From the BAT home page, click the MDCBUD application</p> 	
<p>12.</p>	<p>Refer to the Training Manual for the procedures relating to entering HCP and Operating Plan Data.</p>	
<p>13.</p>	<p>If you need to return to your local PC Desktop (for email or local Microsoft Office documents), click the Control Panel Arrow icon at the top of your screen.</p> 	
<p>14.</p>	<p>Click the Home icon.</p> 	
<p>15.</p>	<p>Your local PC Desktop will display.</p>	
<p>16.</p>	<p>To return to the Virtual Desktop, click the BAT Prod Win 7X64 icon (located in the icon tray located at the bottom of your Desktop).</p> 	

17.

After 20 minutes of no activity on the Virtual Desktop, the screen will display as follows:



DO NOT press these keys on your keyboard!

Click the Control Panel Arrow to display the icons.

Click the Ctl+Alt+Del icon.

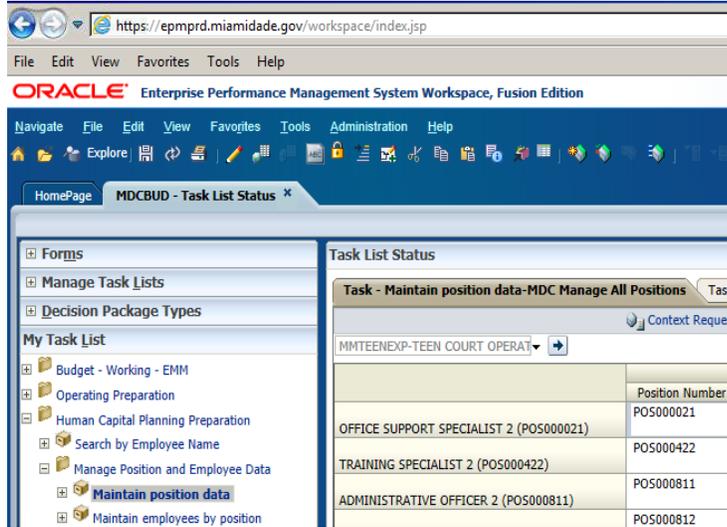


18.

Type your network Password and click the Go arrow.

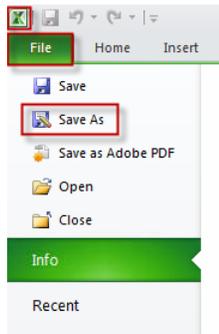


19. You are returned to the Virtual Desktop where you may continue analyzing and entering HCP and Operating Plan data.



20. You may save files (i.e. Smart View (Excel files)) on the Virtual Desktop as desired.

21. From the Excel file, click File > Save As.

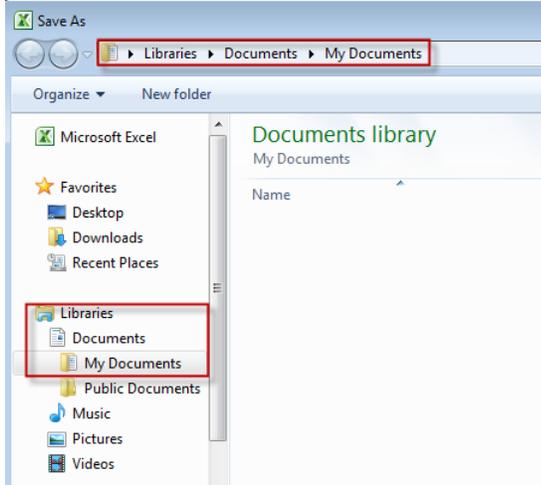


22.

In order to save and obtain access to saved files on the Virtual Desktop and your local machine, files must be saved to:

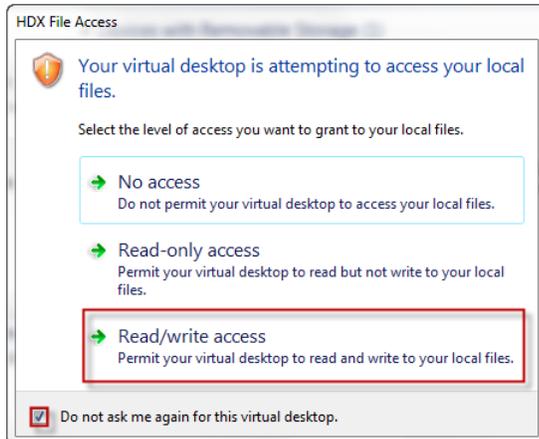
Libraries > Documents > My Documents

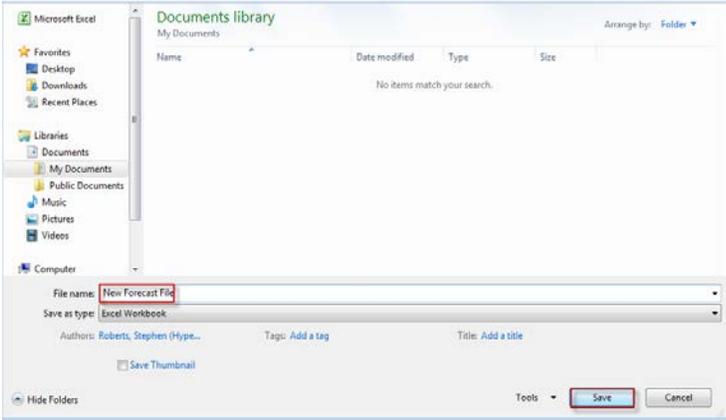
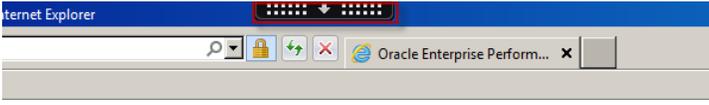
You may create sub-folders in the My Documents folder as desired.



23.

If you receive the following message, click Read/write access. Also, check the box for Do not ask me again for this virtual desktop:



<p>24.</p>	<p>Type the new file name and click Save.</p>  <p>The file is saved to the My Documents folder on the Virtual Desktop.</p>	<p>You may access all files in the Libraries > Documents > My Documents folder while connected to the Virtual Desktop.</p>
<p>25.</p>	<p>Once you are finished working on the Virtual Desktop, you need to terminate the connection. To disconnect from the Virtual Desktop click the Control Panel Arrow.</p> 	
<p>26.</p>	<p>Click the Disconnect icon.</p>  <p>Your connection to the Virtual Desktop will be terminated.</p>	

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