**Guide to Accessing Useful Systems**

**Citrix**

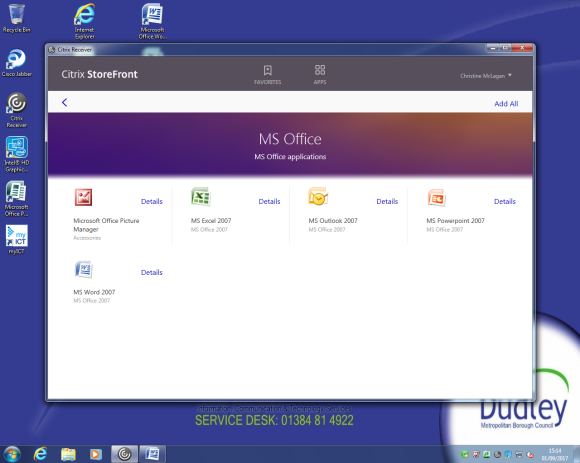
Citrix is a server that is used by Dudley Council and it can be found on your desk top

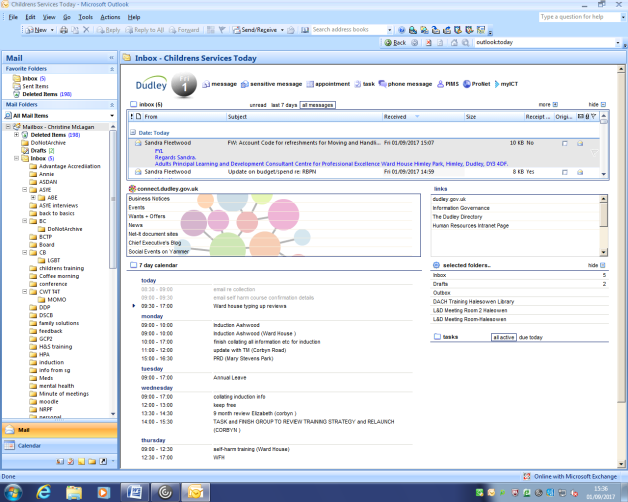
**Employer Warning System**

This is a tool to use to ensure your safety when making home visits etc.

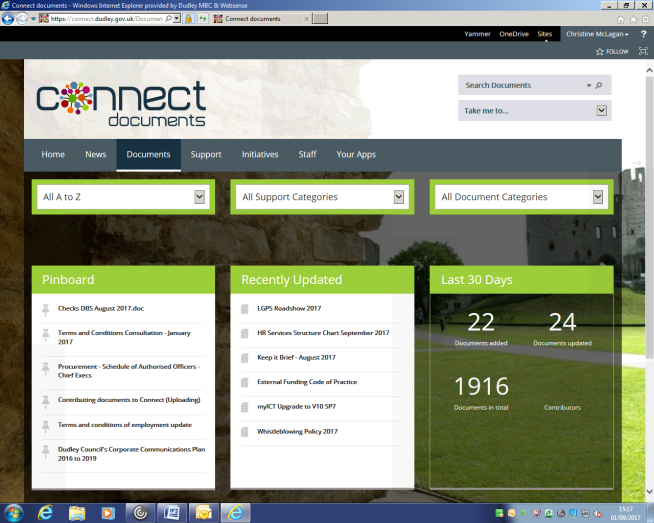
1/On your desk top double click to open the Citrix icon.

2/ Click to on the Outlook icon to open it

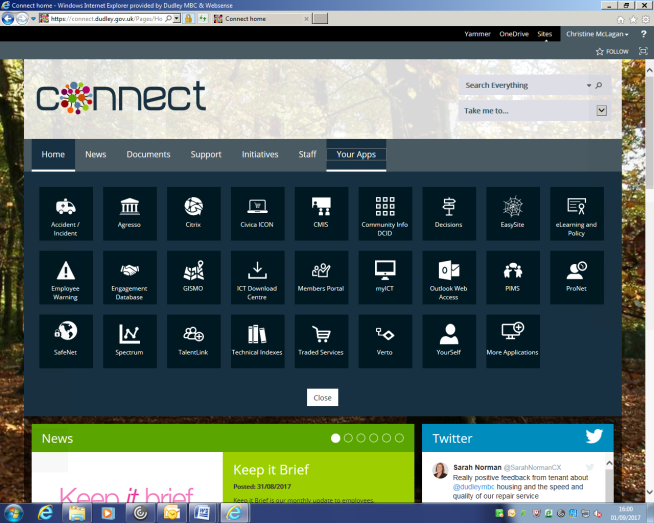


3/ Click onto the Mailbox then onto the Connect icon which is a 1/3 down on the screen

4/ Click onto Your Apps



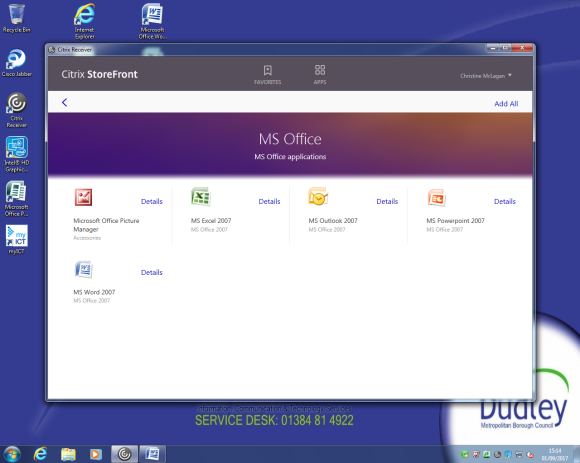
5/ Click on the EWS to access

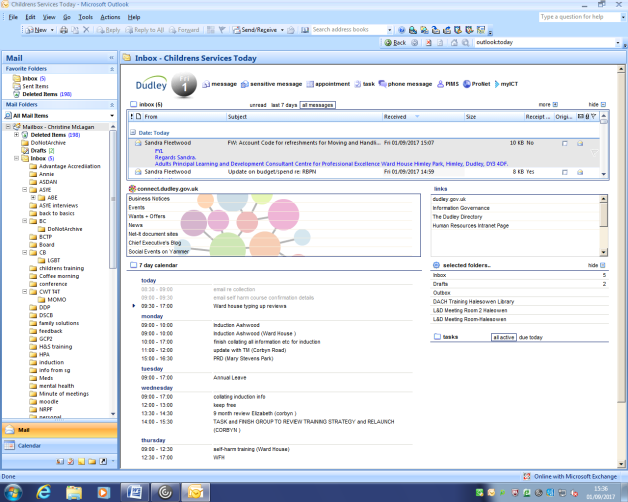


**PIMS (Personnel Information Management System)**

1/On your desk top double click to open the Citrix icon.

2/ Click to on the Outlook icon to open it

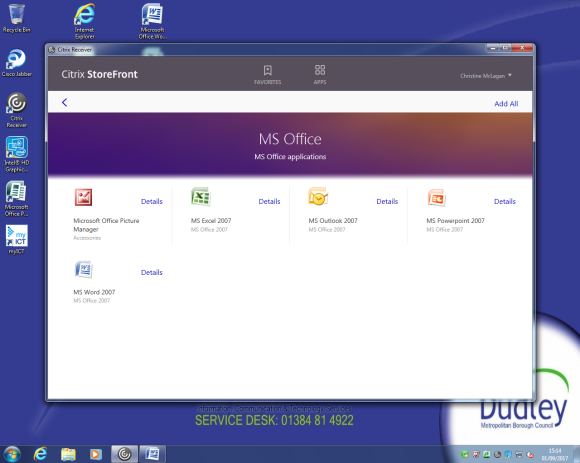


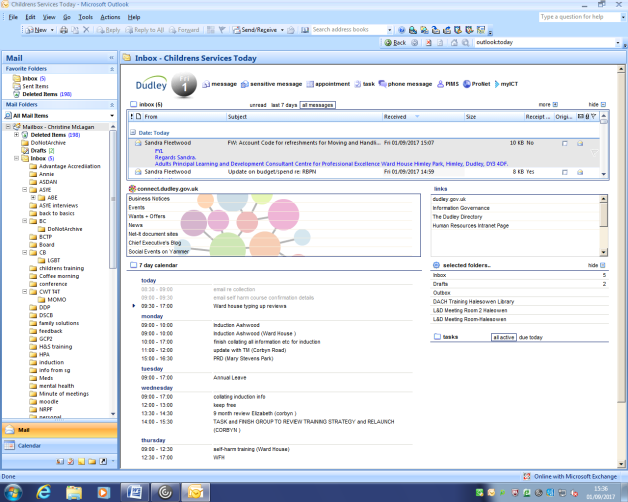
3/ Click onto the Mailbox then onto the PIMS icon which is on the top right hand of the screen

**PRONET**

1/On your desk top double click to open the Citrix icon.

2/ Click to on the Outlook icon to open it

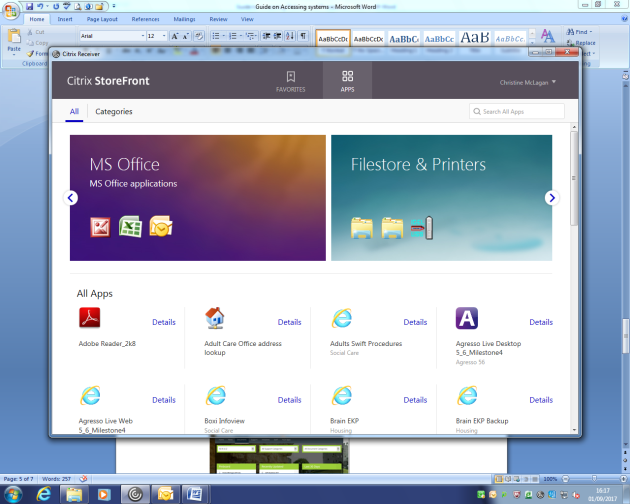


3/ Click onto the Mailbox then onto the Pronet icon which is a 1/3 down on the screen

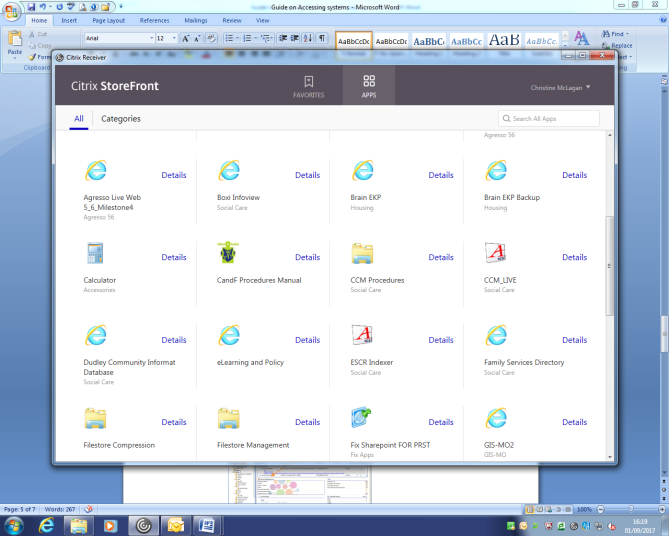
**CCM – Children Case Management**

This is a tool to use to ensure your safety when making home visits etc.

1/On your desk top double click to open the Citrix icon.

2/ Click to on the Outlook icon to open it then scroll down until you find the CCM icon

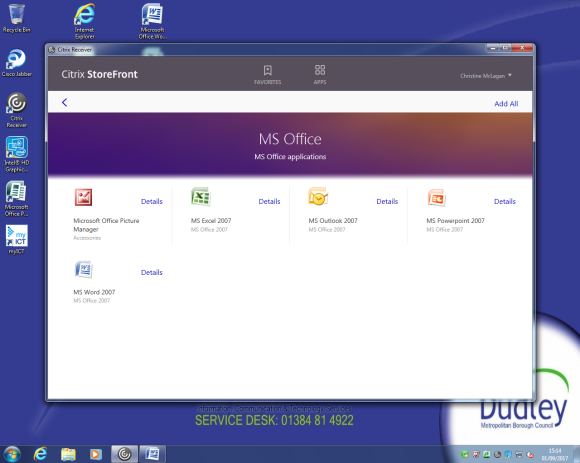
3/ CCM live icon CCM procedures icon click to open

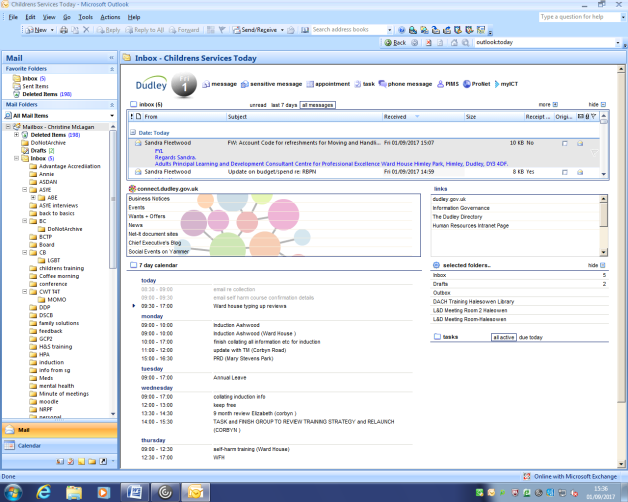


**Policies and Procedures**

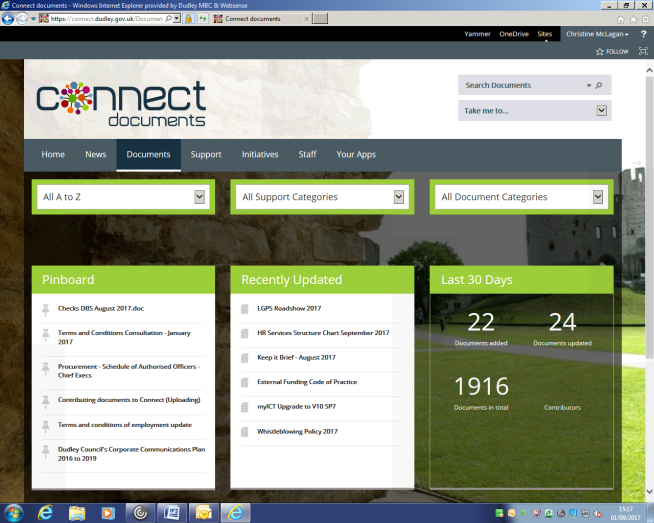
1/On your desk top double click to open the Citrix icon.

2/ Click to on the Outlook icon to open it



3/ Click onto the Mailbox then onto the Connect icon which is a 1/3 down on the screen

4/ Click onto Documents



5/ You can use the tabs to find the document that you are looking for or by A to Z

