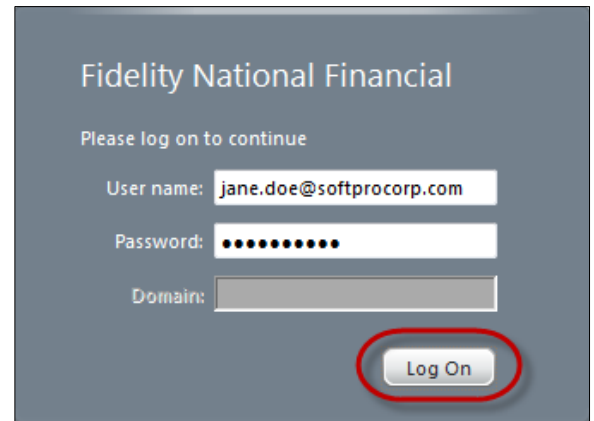


Follow these steps to use Citrix to open and close SoftPro Select.

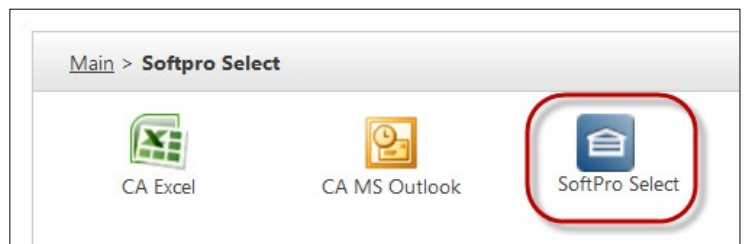
Logging On to Citrix

1. From your desktop, double-click the SoftPro Select icon
2. Enter your credentials
 - a. **User Name** = email address
 - b. **Password** = network password
 - c. Click **Log On**



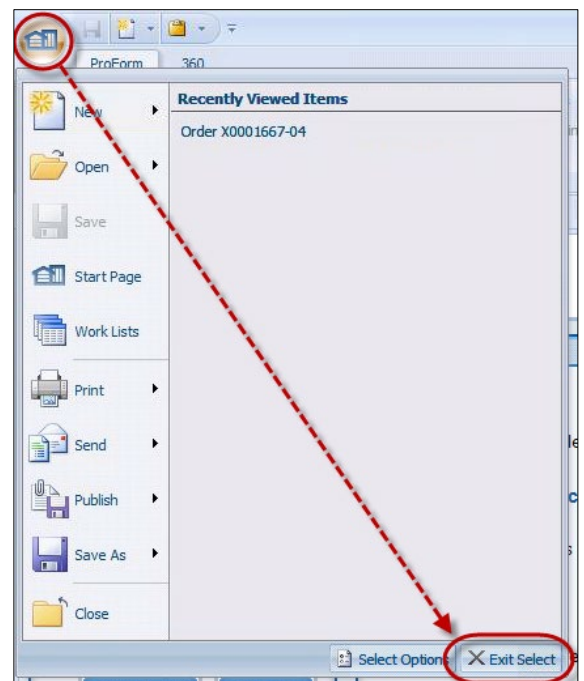
Opening SoftPro Select

3. Click the **SoftPro Select** button for your Operation



Closing SoftPro Select

1. Save and exit your order
2. Click the **SoftPro** icon in the upper left-hand corner
3. Click **Exit Select** in the lower, right-hand corner



Logging Off Citrix

Click the **Log Off** button to disconnect from Citrix.

NOTE: Your Citrix session automatically ends after a period of time. It is only necessary to be logged on to Citrix when first opening SoftPro Select.

