



June 12 2008

Ver. 1.5

## **KEMET Corporation**

# **Manufacturing Representative SSL VDM Login User's Guide**

This document is a guide to assist a Manufacturing Representative (MFG REP) to connect and login to the SSL VDM portal.

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## **Overview and Usage**

This user's guide is to assist in the process of a KEMET Manufacturing Representative (MFG REP) connecting and logging into the KEMET SSL VPN and logging into the Virtual Desktop.

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## **Disclaimer:**

Warning - You will have the capability to access Corporate systems which include Business Confidential Information. Unauthorized disclosure or other misuse of this information could result in disciplinary action, including termination and prosecution. By proceeding with following these instructions, you agree to these terms.

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# 1. Manufacturing Representative Login

## 1.1 Logging into SSL

In order to connect to the KEMET SSL VPN Virtual Desktop, you must first connect to KEMET SSL and authenticate through the VPN tunnel.

### 1.1.1 Authenticate to KEMET SSL

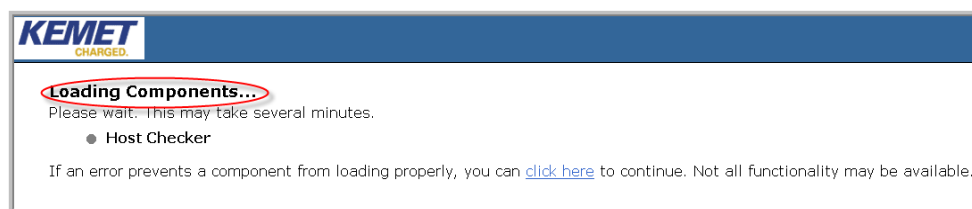
Launch Internet Explorer and enter the following URL

<http://employee.kemet.com/mfgrep>



### 1.1.1 SSL Site Initialization

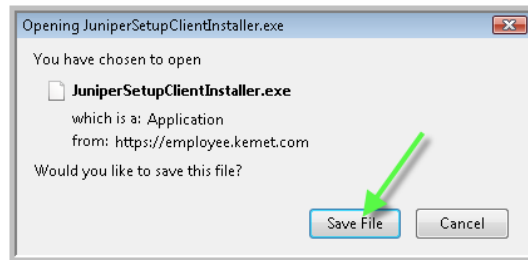
Once the site initializes, you should see the following on the header of the web page:



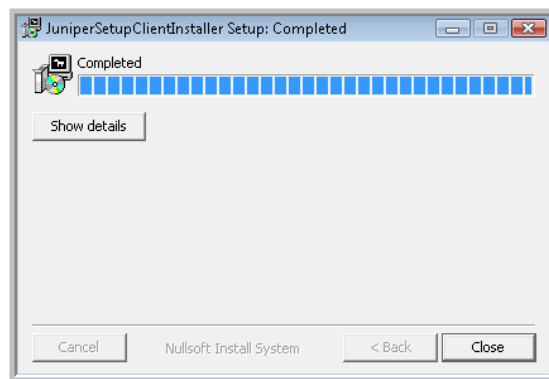
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If this is the first time that you are accessing this page on your PC, you will be prompted to download a file named “[JuniperSetupClientInstaller.exe](#).” Click Save File and save the file onto your desktop or other temporary location.

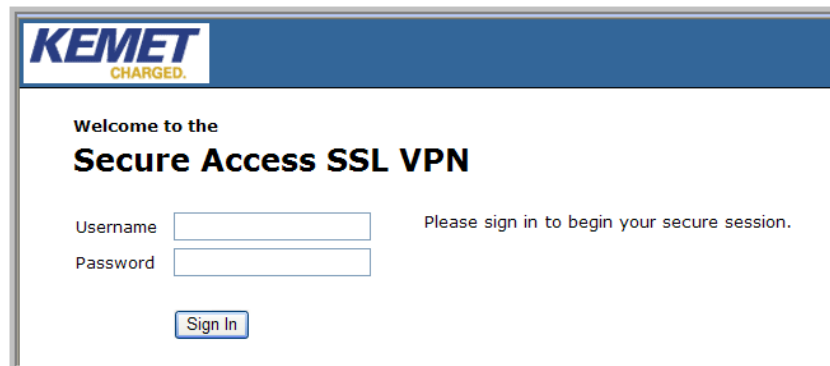
**Note:** You may have a prompt to Install instead of save, in this case, click Install.



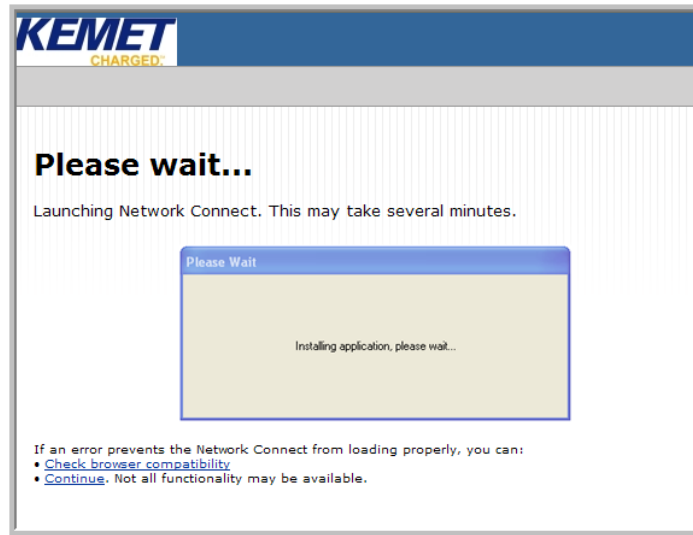
- a) Once the file is downloaded, navigate to the location that you saved the file and double click it to launch the installation. Follow the default prompts and when it is finished, click the Close button.



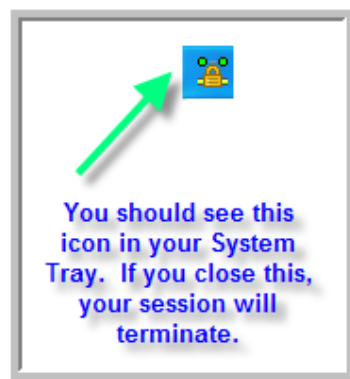
- b) The installer should bring you back to the web page and continue your login process. Enter your Username and Password.



- c) Once the page is re-loaded, you should see the dialog below:



- d) Once you have connected successfully, you should see a little icon in your **System Tray** that looks like the one below. Please do not close this icon because it will terminate your session.

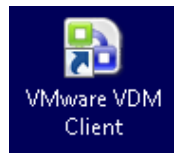


- e) Continue with "Logging into the Virtual Desktop Machine (VDM), page 8.

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## 1.2 Installing and Connecting WITH the VDM Client

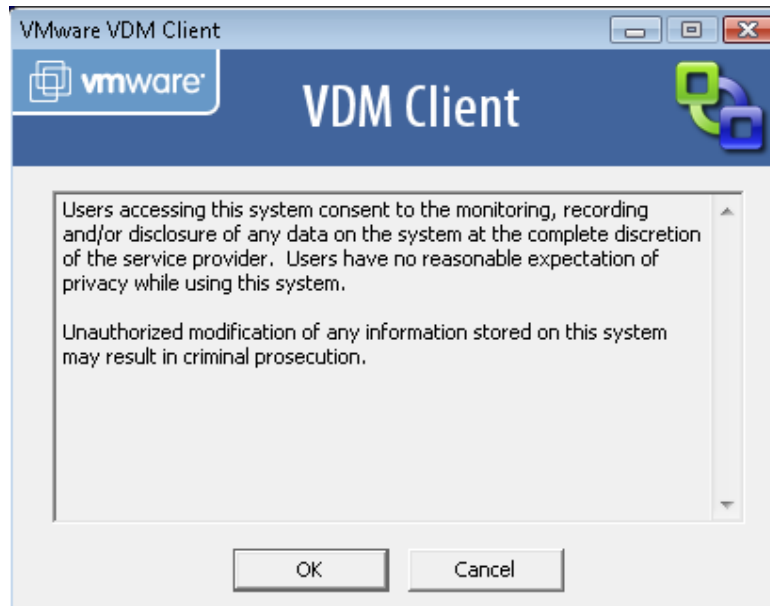
Once you have installed and authenticated via the KEMET SSL site, you will be re-directed to a KEMET web page that will give you further instructions. You will need to install the VDM client from the web page, then launch the client via a shortcut on your desktop that looks like the icon below.



### 1.2.1 Logging Into the VDM Client

#### 1.2.1.1 Accepting the Disclaimer

After you launch the client, you will be presented with a dialog box disclaimer like below:

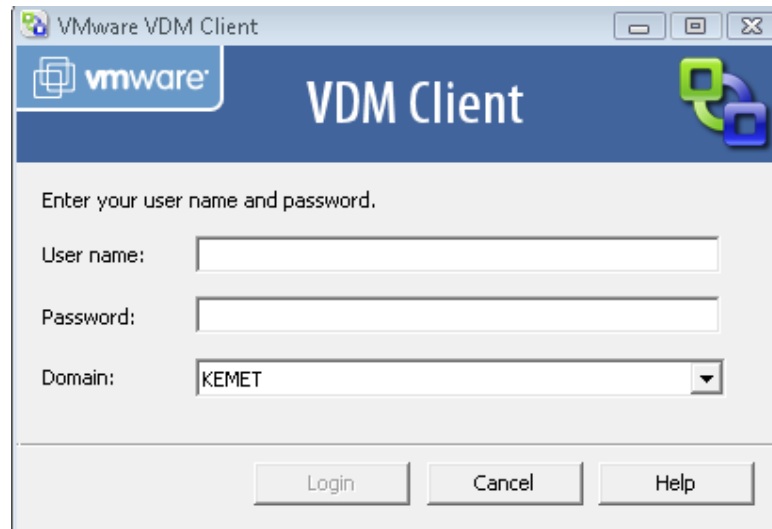


Click OK and continue

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### 1.2.1.2 Authenticating to the VDM Client

When you are prompted with the login dialog below, enter your user ID, password and make sure that the domain is set to KEMET.



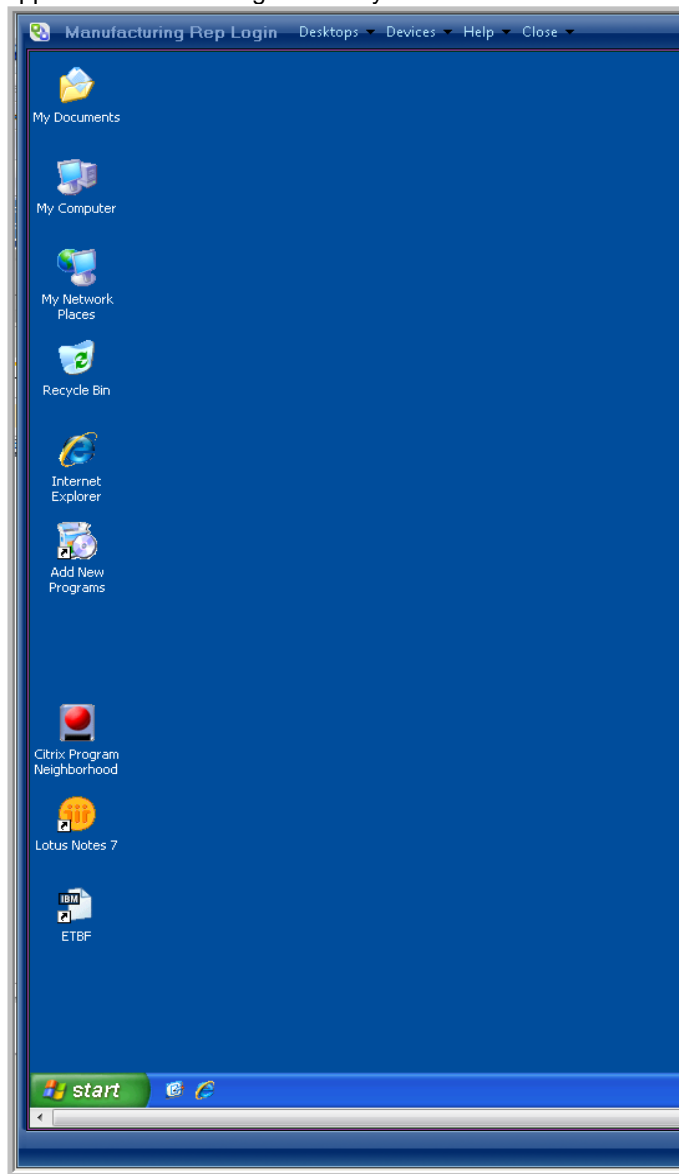
The image shows a screenshot of the VMware VDM Client login dialog box. The window title is "VMware VDM Client". The dialog has a blue header with the VMware logo and the text "VDM Client". Below the header, it says "Enter your user name and password." There are three input fields: "User name:" with an empty text box, "Password:" with an empty text box, and "Domain:" with a dropdown menu showing "KEMET". At the bottom, there are three buttons: "Login", "Cancel", and "Help".

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### 1.2.1.3 VDM Desktop

Please wait for the desktop to load as it may even take a couple of minutes to respond depending on the load at the time you are logging in. You should see a full screen PC desktop that looks like the one below.

From this desktop you should be able to access ETBF, Lotus Notes, Internet Explorer or any other application that is designated for your use.



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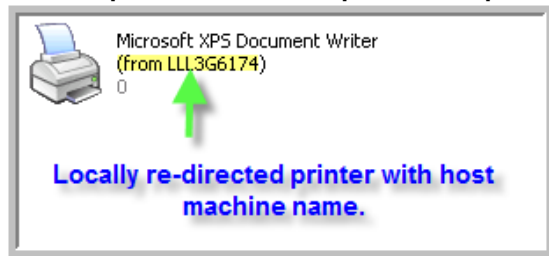
## 1.3 Printing from VDM PC

### 1.3.1 Local Printers

All of your printers that are installed on your local PC should be re-directed and available for use from within the Virtual Machine session.

### 1.3.2 Re-Directed Printers

An example of a re-directed printer is depicted below:



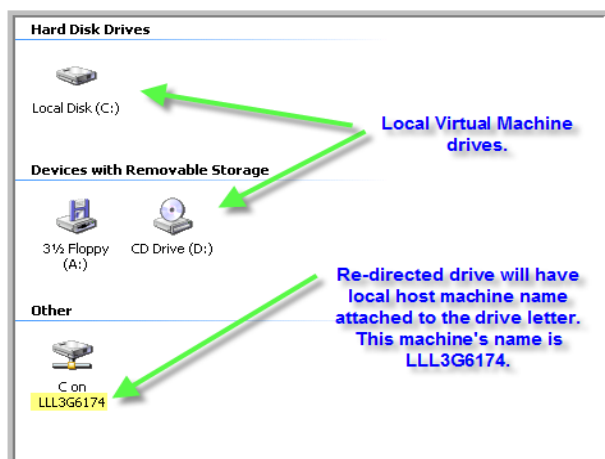
## 1.4 Copying and Saving Files

### 1.4.1 Saving to Your Local PC

You are able to save files to your local PC hard drive from within the Virtual Machine session. In order to do this, you must locate your local C: drive in the Windows Explorer when you are in the process of saving or copying a file.

### 1.4.2 Locally Mapped Drives

You should see your locally mapped drives in Explorer. You will know that they are your local PCs because they will have the name of your local PCs machine (NETBIOS Name) next to the drive letter.



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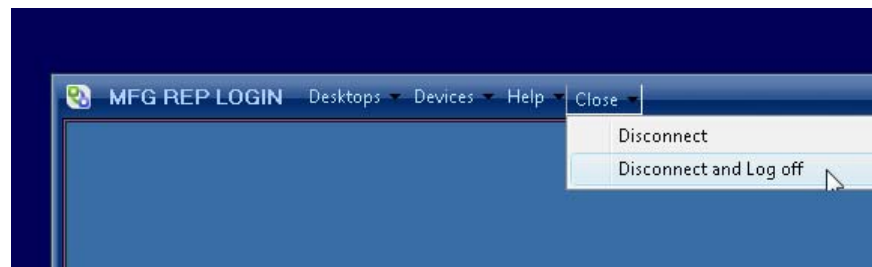
## 1.5 Disconnecting and Logging out of VDM

### 1.5.1 When you are finished working

When you are finished on the Virtual Machine, Please follow the procedures below to disconnect and logout.

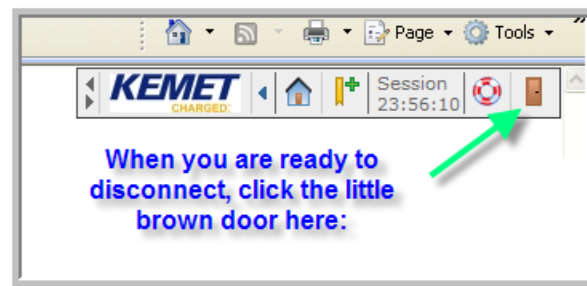
#### 1.5.1.1 Logout and close any open applications.

#### 1.5.1.2 From the top bar menu on the virtual machine, click the Close menu and select “Disconnect and logoff” as below:



## 1.6 Disconnecting from SSL VPN

- a) To disconnect from the SSL VPN, do the following: Locate the SSL VPN session bar in the upper right hand corner of your browser window and click the brown door as shown below.



## 1.7 Finished

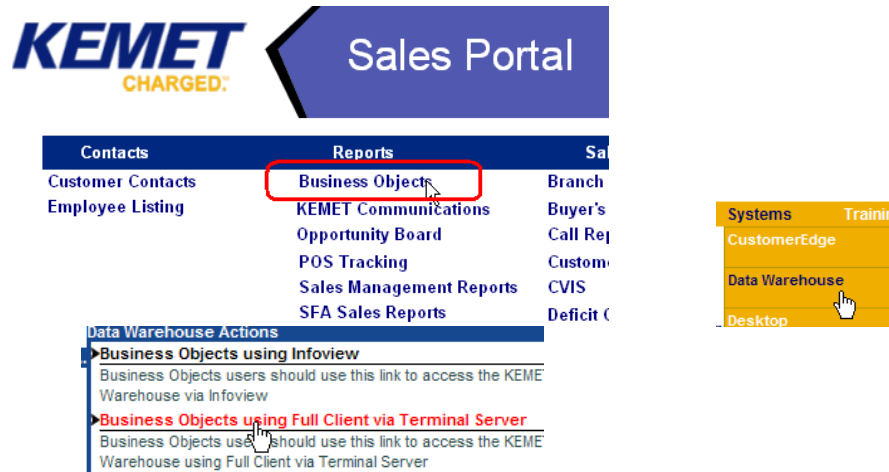
At this point, you are finished with connecting and authenticating to the KEMET MFG REP site. The instructions in section 3 are for connecting to the VDM when you do not have the VDM client installed on the computer you are accessing the site from.

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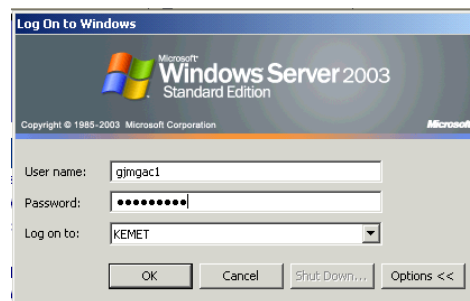
## 2. Instructions for accessing and viewing POS and Direct Sales

### 2.1 Access POS from within Lotus Notes

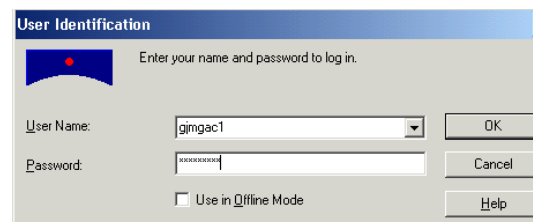
#### 2.1.1 Select the MFG Rep Portal tab. From there you can access the POS and Direct Sales Report (DW370).



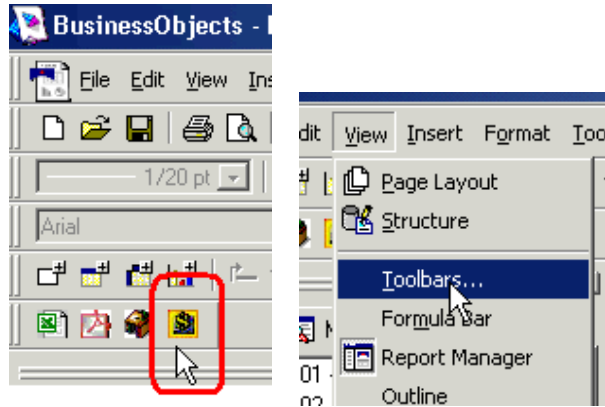
1. Terminal Server authentication: You will be prompted to log in using your Windows login and password as below.



2. You will then be prompted to log on to Business Objects using your Business Objects password.

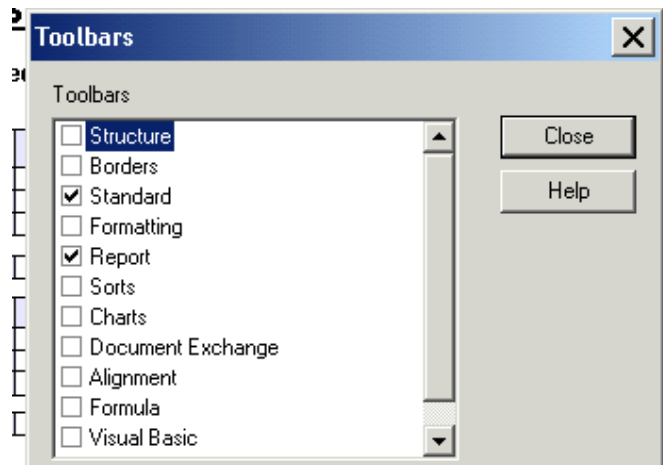


3. Click on the “yellow” \$\$ button – this will open up the POS and Direct Sales Report (DW370). Once the report opens, make sure that you have the Standard and Report toolbars available to you. Go to the top menu and select “View”, “Toolbars...”



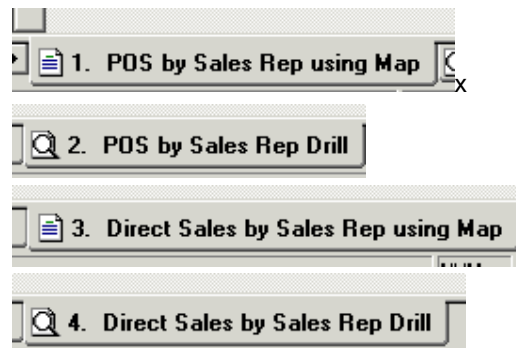
4. Check the **Standard** and **Report** options as shown below

*Note: You will only have to do this for the first time. Next time you access the POS and Direct Sales Portal, your “Toolbars” should be available to you.*

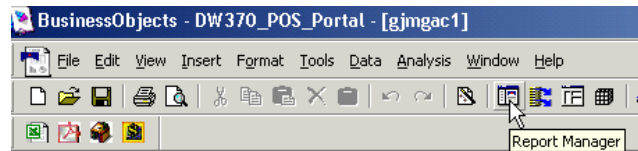


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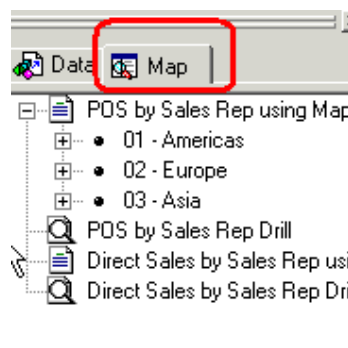
## 2.1.2 Four Report Tabs – bottom of the page



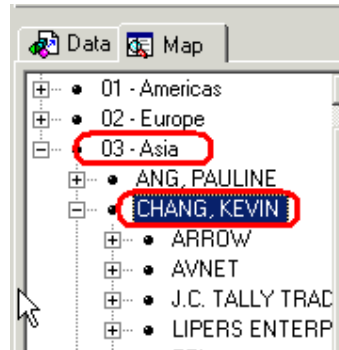
2.1.2.1 “Map/Data” view does not automatically open up with the report, you’ll need to click on the “Report Manager” in the toolbar to open it up.



2.1.2.2 There are two options each for viewing this data. One is using the “Map” view which is similar to the view that you currently use in the SFA Sales Report database and the POS Database in NOTES. The other view is a “Drill” view. The advantage of the Drill view is that you can drill to a specific subset of data for exporting to Excel. Using the Map view, you will have to “filter” on your data first before exporting to Excel.



- a. Click on Map Tab.



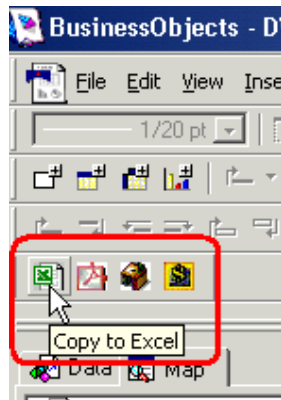
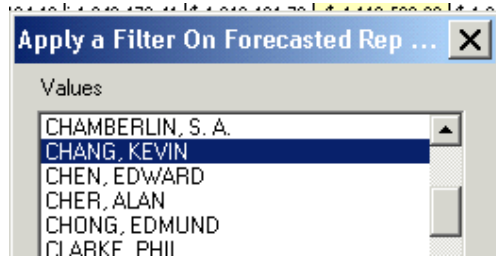
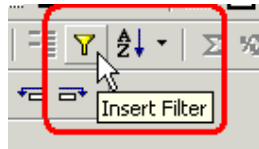
- b. Click on the VP Area, then open up to the Rep View by clicking the “+” sign next to it. This will then open up the Rep View, showing the list of accountZZs. Drill down further by clicking “+” sign at various level, etc.

	Curr USD	APR	MAY
<b>Fcst</b>		\$942,292.31	\$942,292.31
<b>Actual</b>		\$ 1,155,194.12	1,342,176.00
<b>Variance</b>		\$ 212,901.81	\$ 399,884.00
<b>Plan %</b>		122.6 %	142.4 %

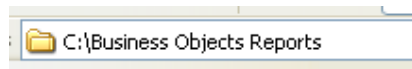
  

	Mkt Bskt USD	APR	MAY
<b>Fcst</b>		\$ 942,292.31	\$ 942,292.31
<b>Actual</b>		\$ 1,155,194.12	1,342,176.00
<b>Variance</b>		\$ 212,901.81	\$ 399,884.00
<b>Plan %</b>		122.6 %	142.4 %

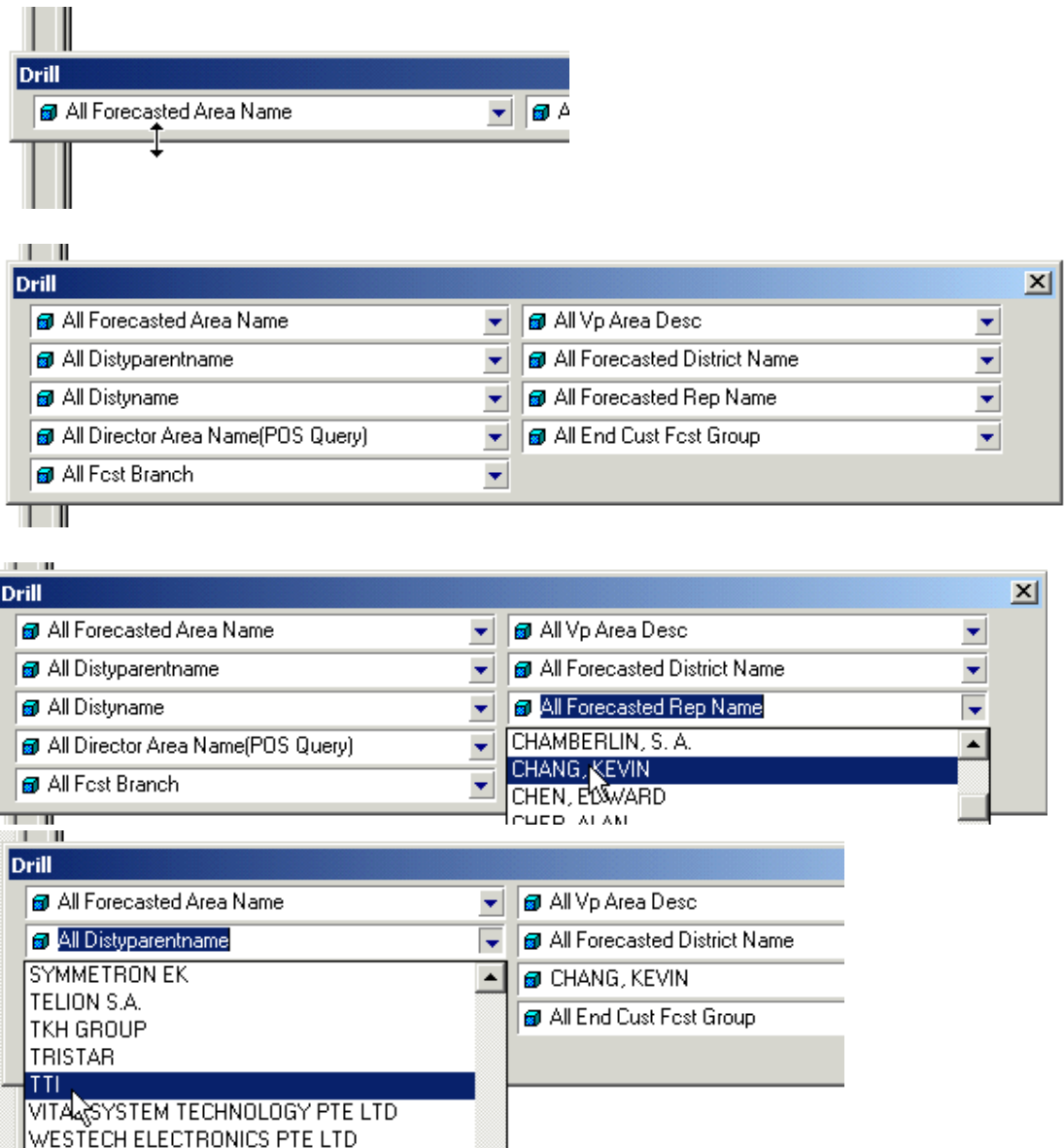
- c. In order to export any or all of your own data from this view, you need to click on rep name in the report – then use the filter icon to show your data only.



- d. You can export your data to Excel by using the Excel button in the toolbar. This will copy the data to a spreadsheet. Depending on how your laptop is set up the file will be located either on your C: drive or D: drive. You can access it by going to the drive, clicking on Business Objects Reports



- e. Using the “drill” feature, you need to click on the selection bar until you get the up and down arrows, then drag down to see all of the selection. This is a floating bar so you can move it around. Select your name from the drop down arrow under “Rep Name” and it will bring up only your data. You can then use the Excel feature as described above to export to an Excel spreadsheet.

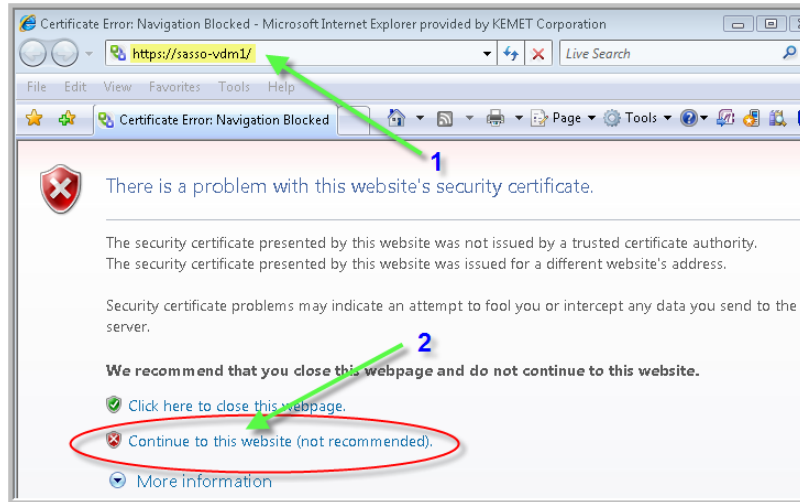


### 3. Connecting WITHOUT the Client Installed

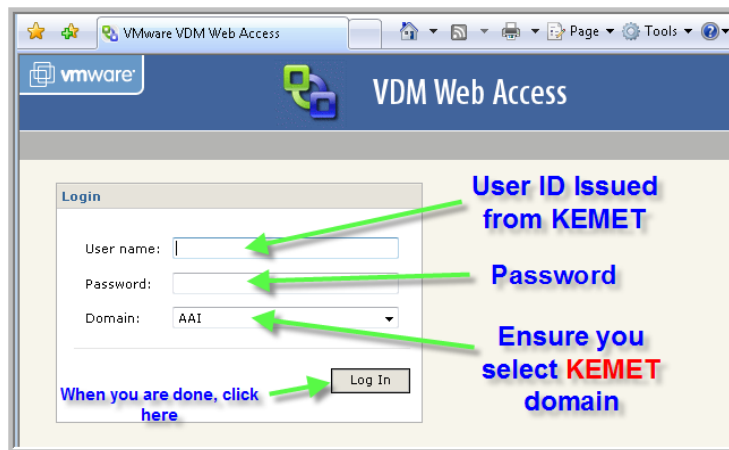
You do not need to follow these instructions if you already have installed the full VDM client using the instructions above. The instructions below are used to connect to the VDM client when you do not have a copy of the client or you are not able to install the client onto the computer you are using.

#### 3.1 Logging Into the Virtual Desktop Machine

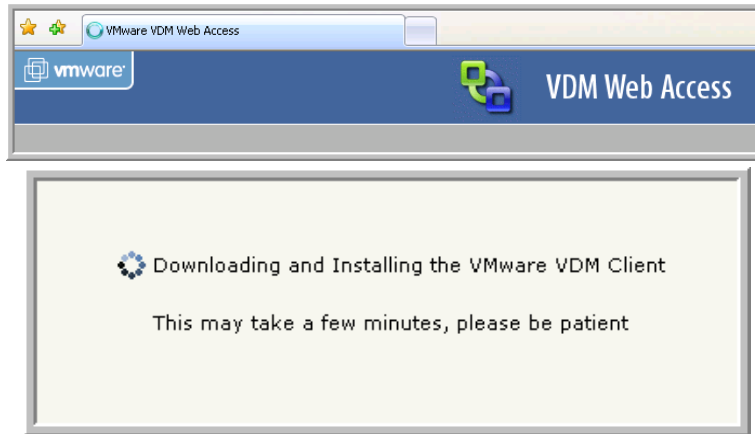
- a) Once you have connected and authenticated to the KEMET SSL VPN tunnel, you may now connect and login to the KEMET Virtual Desktop Machine.
- b) To login, do the following:
  1. IF you see the screen below you should continue by clicking the "Continue to this website (not recommended)."
  2. IF you do NOT see the screen below, continue with step 3.



3. Next, you should be prompted to login to the VDM portal as shown below:



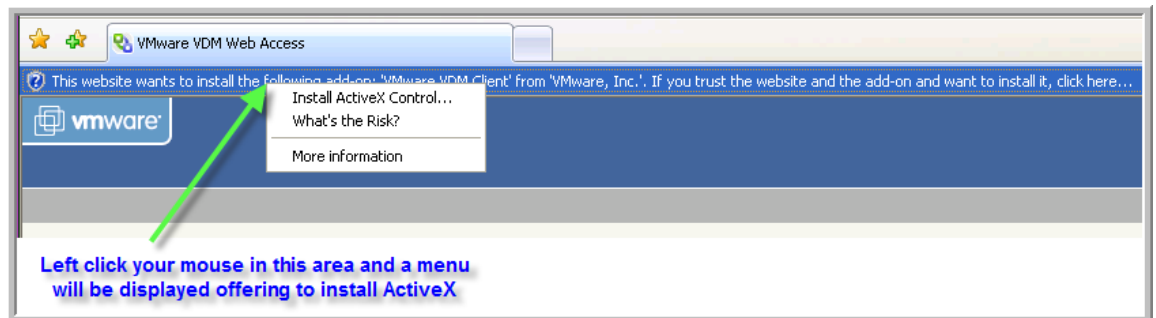
4. The first time you connect, you will be prompted to install the VDM Client. You will only have to do this once. Perform the following:
5. After you login in step 3 above, you should see the following banner on Internet Explorer with the following message about downloading and installing the VMware VDM Client.



6. Once the client finishes downloading, you will be prompted to install an ActiveX application to your browser. Do the following:
  - a) Close the information prompt below



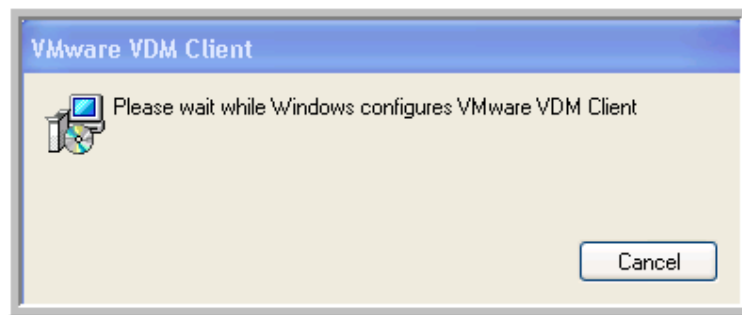
- b) Install the ActiveX control as indicated below:



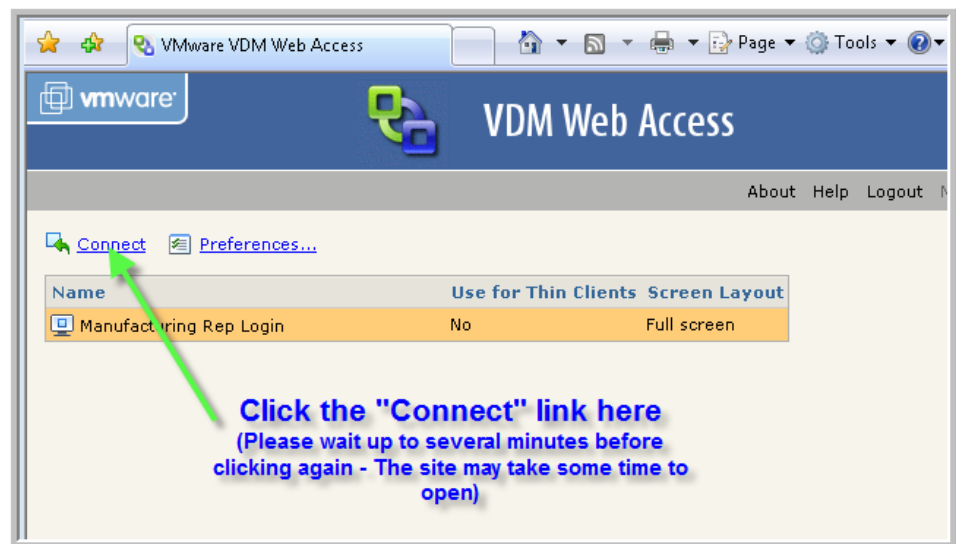
- c) Once you allow the ActiveX control to be installed, you should be prompted to install the client as below:



- d) When you click the Install above, you should see the following:



7. When the client is fully installed, you should see the screen below:  
(follow the instructions in blue in the figure below)



- 
8. Once you click connect, please wait for the desktop to load as it may even take a couple of minutes to respond depending on the load at the time you are logging in.

You should see a full screen PC desktop that looks like the one below. From this desktop you should be able to access ETBF, Lotus Notes, Internet Explorer or any other application that is designated for your use.

