
Using MLXchange™ 3.0 through the Citrix® Server:

A Guide for Macintosh Users

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Version: 2.1

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Minimum System Requirements

To access MLXchange through the Citrix server, your Macintosh must have:

- An internet connection
- 128MB of RAM
- 4MB of free disk space
- A Power PC processor
- A Mac OS X operating system, v10.1 or greater

Printing through Citrix

When you print, Citrix will always use your default printer. If you want to use a different printer, simply make it your default printer. You may also change your print margins on a per-session basis. At the time of this writing, Citrix's default print settings are as follows:

- Header: Includes report name, page number, and date
- Left margin: 0.25
- Right margin: 0.25
- Bottom margin: 0.25 (No footer)

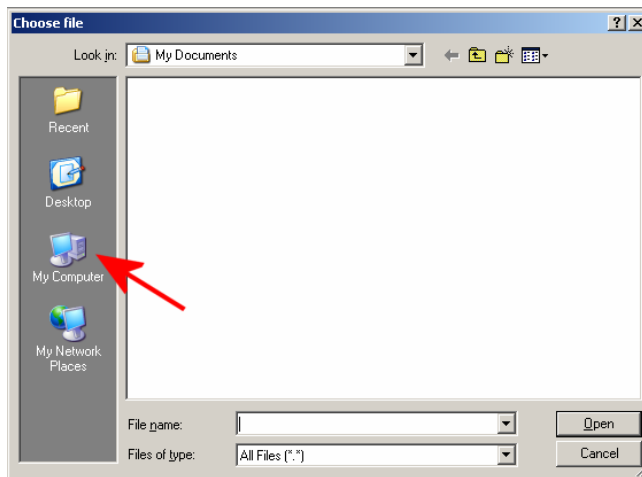
If you want to change these settings, you can do so through your browser's print options. However, Citrix will restore the default print settings each time you log in.

Note: If you cannot print, please contact your MLS and verify that your printer driver is installed on the Citrix server. If it is not, they should be able to have it installed for you.

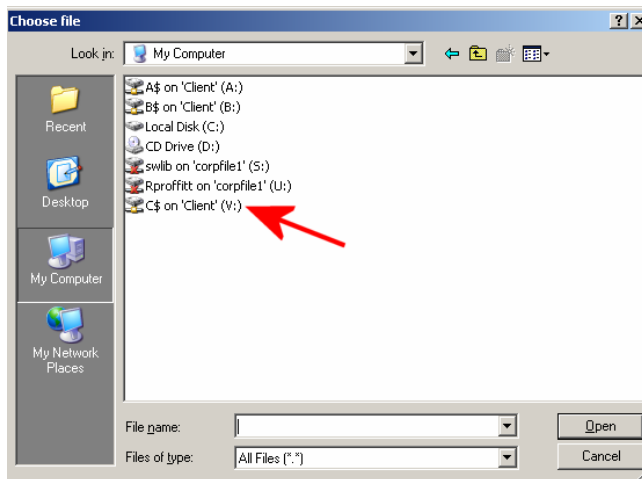
Uploading Pictures through Citrix®

Note: Be sure that your pictures are saved to your Desktop *before* you begin...

1. When you are ready to upload your picture, click the *Browse* button on the MLXchange™ screen. The following screen will appear.
2. Click the *My Computer* icon.

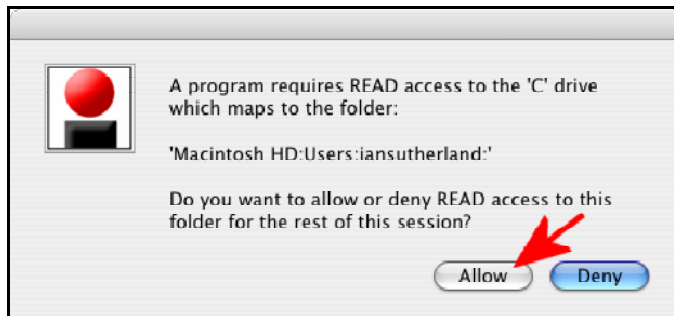


3. Double-Click *C\$* on 'Client'.



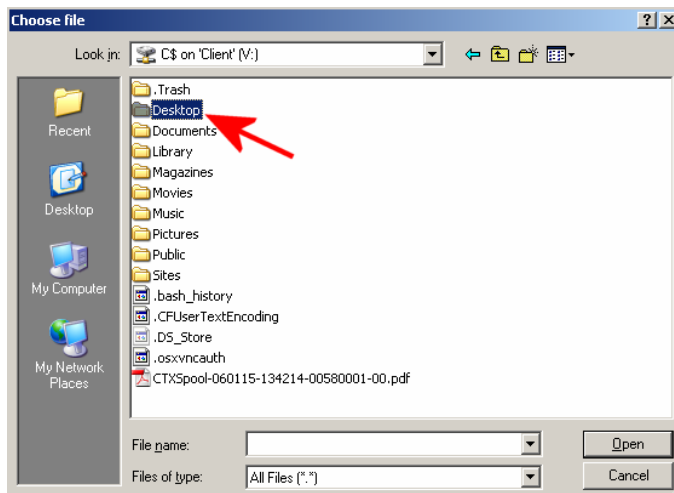
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4. Click *Allow* when the following prompt appears.



5. Select your picture as follows:

a. Double-click the Desktop folder.



b. Select the file that you want to upload from the contents of your Desktop.

c. Click the *Open* button.

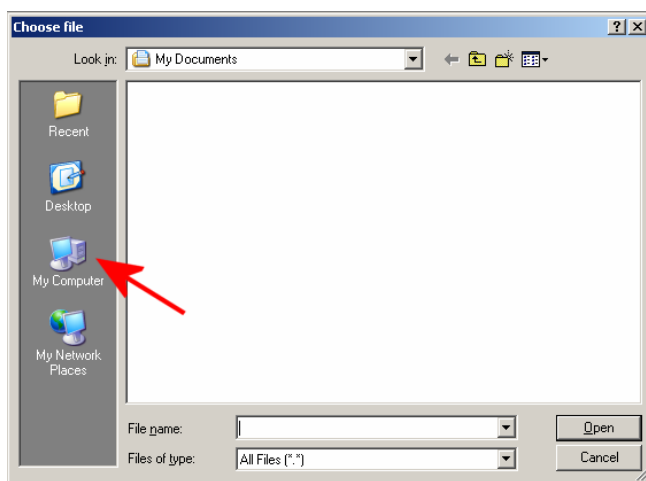
The file will now upload to MLXchange™.

Downloading through Citrix

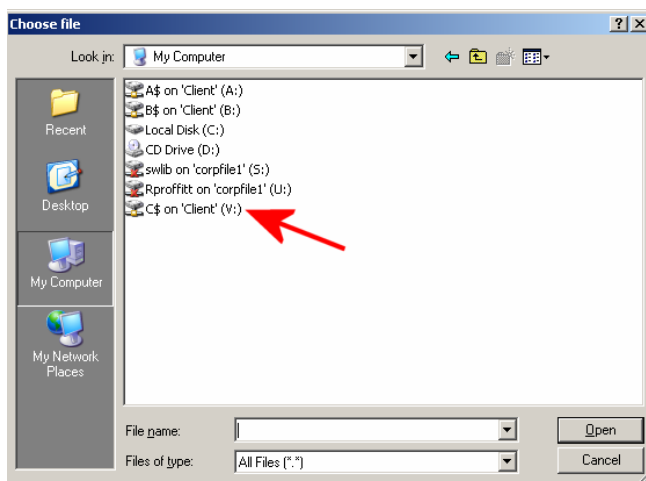
MLXchange allows you to download or export information from various points within its interface. Please refer to the **MLXchange** documentation to learn more about these features.

Whenever **MLXchange** prompts you to save data, follow these steps:

1. Click **Save** when you are prompted to save the data. The following screen will appear.
2. Click the **My Computer** icon.

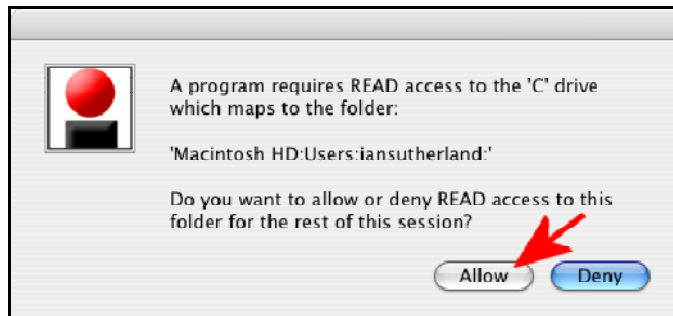


3. Double-click **C\$ on 'Client'**.

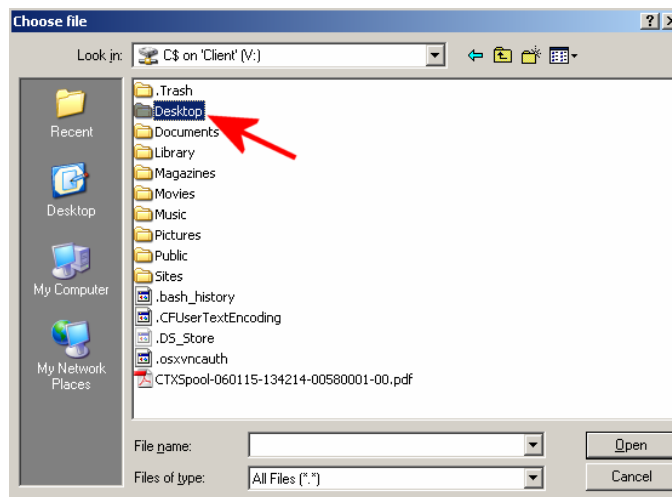


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4. Click **Allow** if the following prompt appears.



5. Open the folder where you want to save the file, then click **Save**.



6. Click **Allow** if a prompt appears. The file will now download to the location that you have selected.

Note: Each time you download a PDF from MLXchange, a second file will download with it. These files serve no purpose and can be deleted safely. To identify them, look for file names like this:

`{filename}.pdf zone identifier`

Designing Reports

If you want to design a custom report, go to **Reports > Report Manager**. However, the downloadable Designer Tool is not available for Macintosh.

