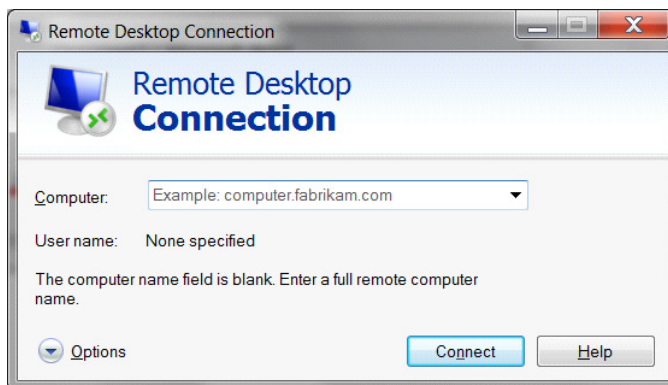KIDSMART
SOFTWARE COMPANY

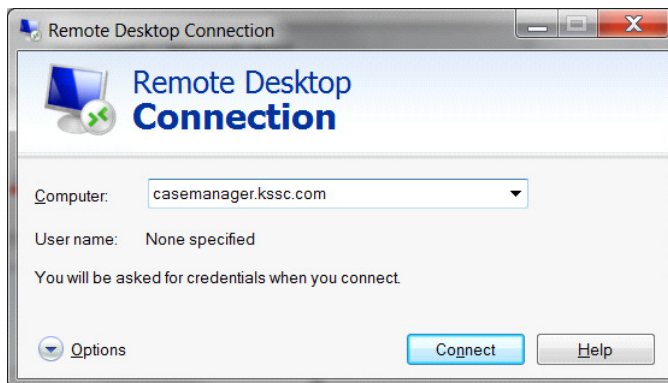## Configuring the Remote Desktop Connection for CaseManager

Revised March 26, 2010

NOTE – These instructions were prepared using Remote Desktop Connection version 7 on Windows 7. The screens may appear slightly differently in earlier versions but the basic configuration steps are the same.
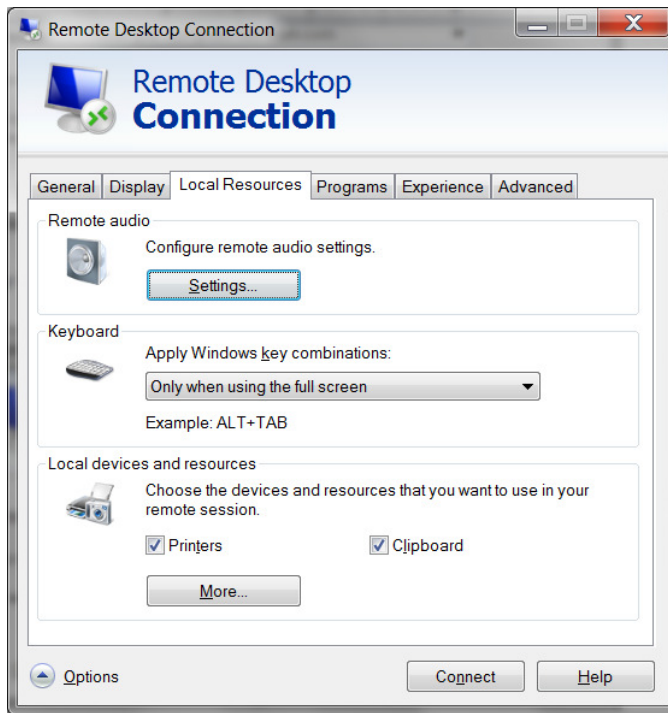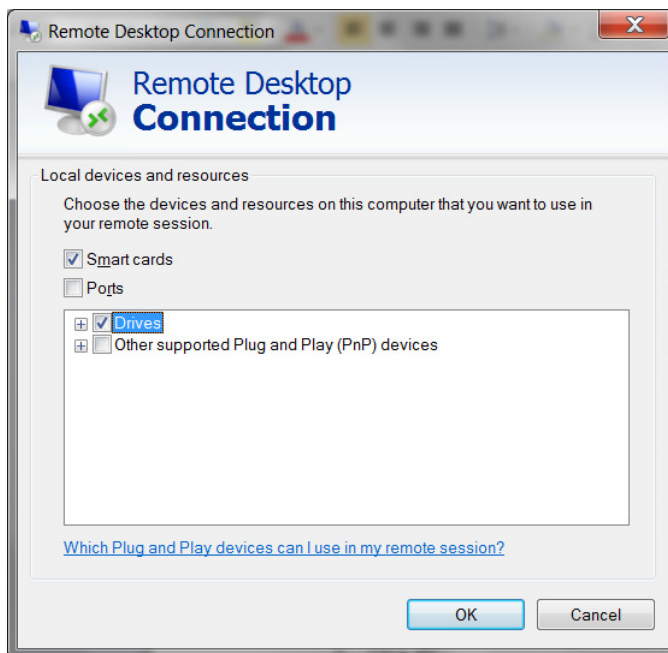
1. Open Remote Desktop Connection.

2. Specify Computer: **casemanager.kssc.com**

3. Click **Options**, then the **Local Resources** tab.

4. Click **More**, then ensure that **Drives** is selected.

5. Click **OK**, then **Connect**.

6. Optionally, to save the connection so you don't have to type **casemanager.kssc.com** again, click **Options** then **Save As**, then save a connection called **CaseManager** to your desktop or location of your choice.