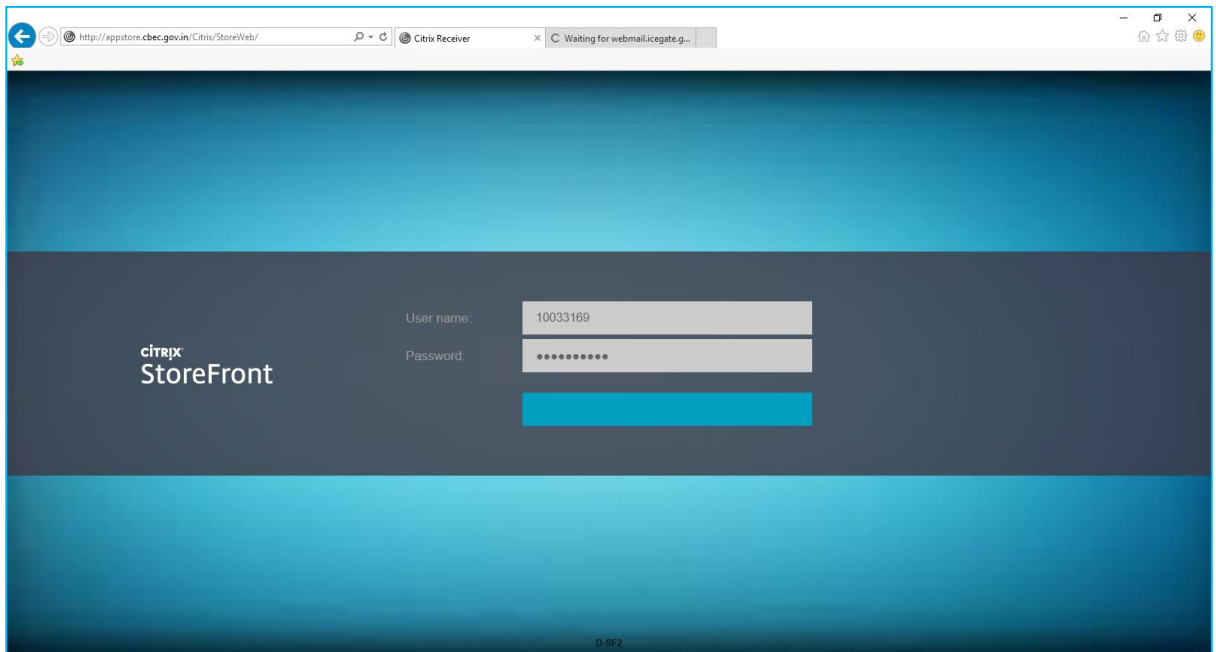
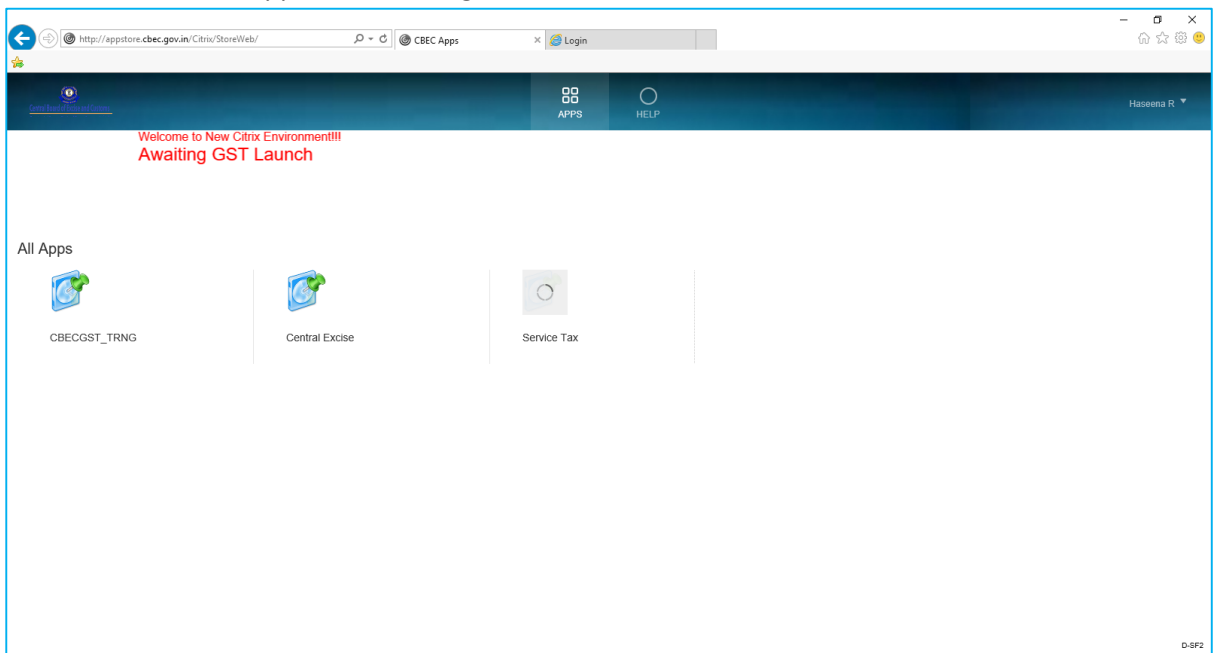


Download Documents from AIO on new Citrix

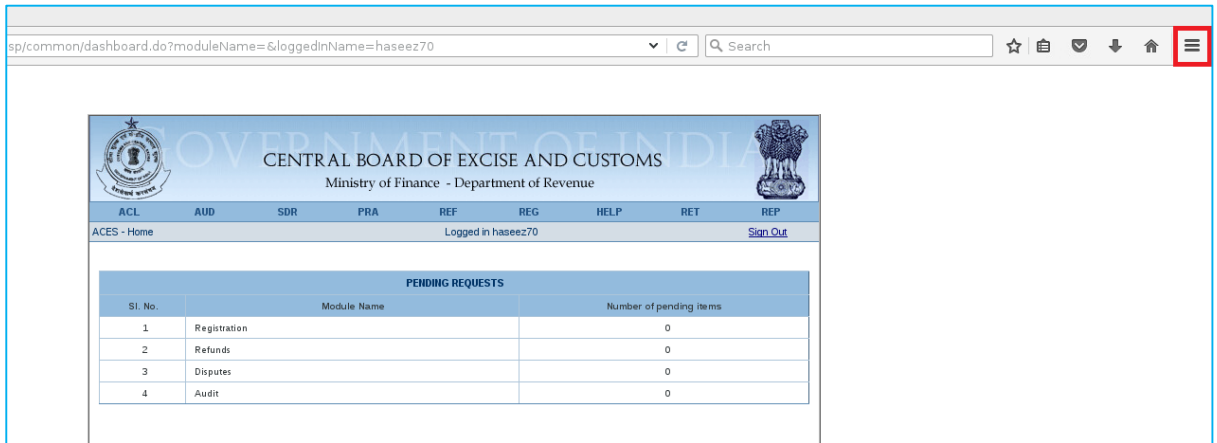
1. Open Internet Explorer and enter <http://appstore.cbec.gov.in>
2. Enter your username and password and click on Log On



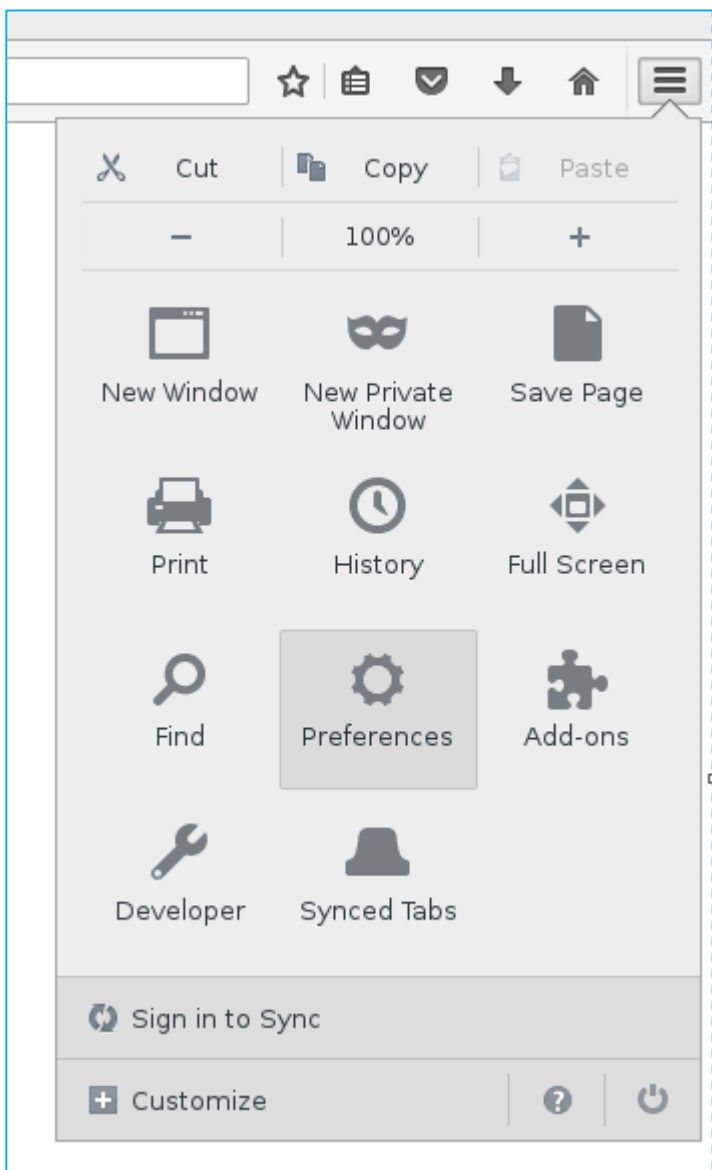
3. Click on the desired application, for e.g.: Service Tax



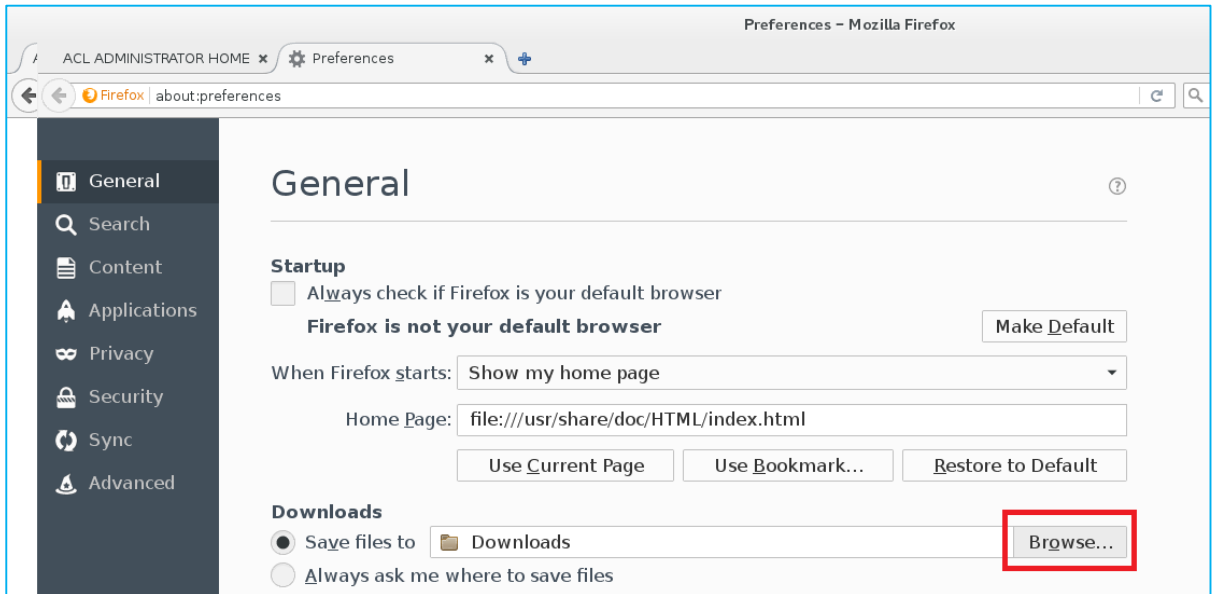
4. Once the application has launched, click on the Settings icon as highlighted below



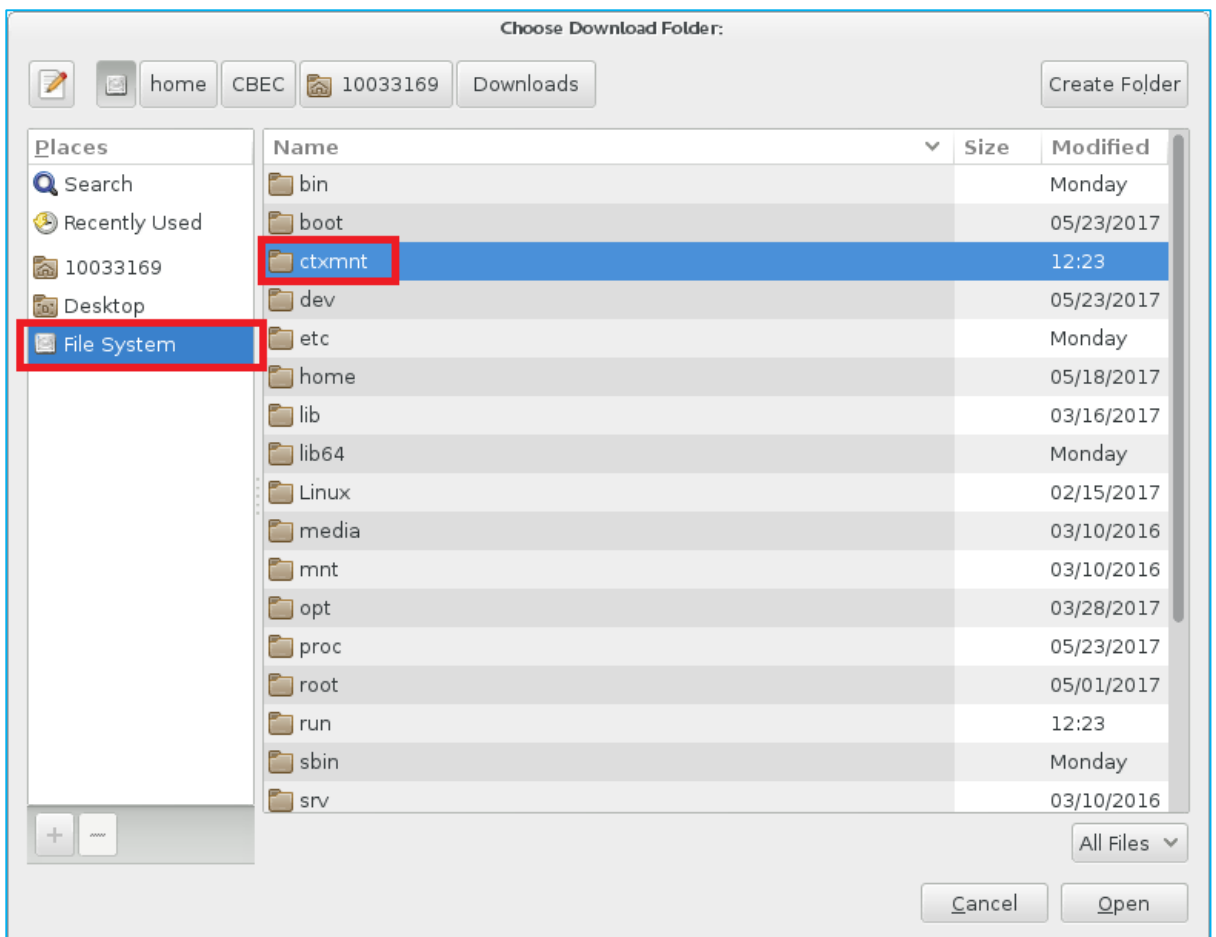
5. Select Preferences



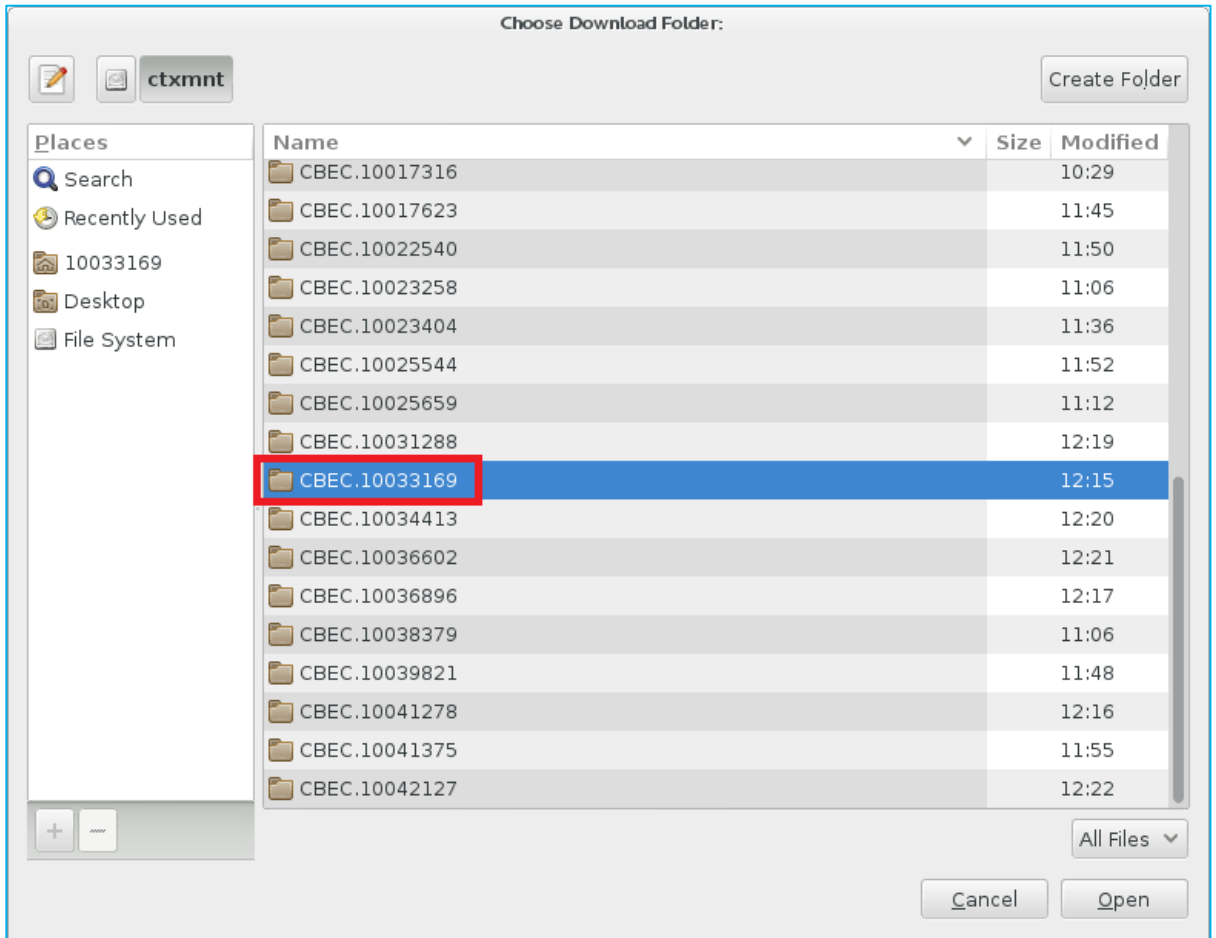
6. In the Preferences page, under the Downloads section, click on Browse



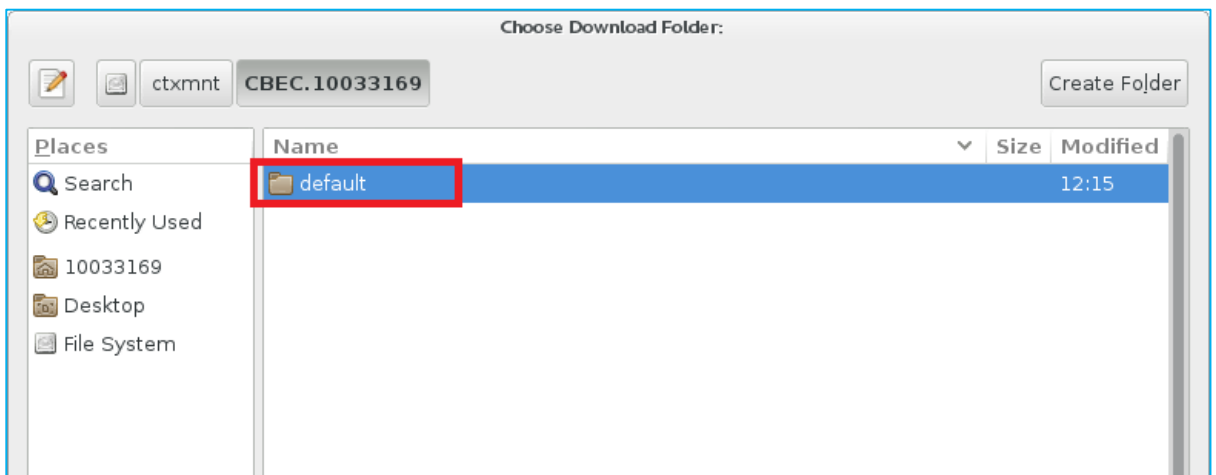
7. Then in the Choose Download Folder dialog box, click on File System and open ctxmnt folder.



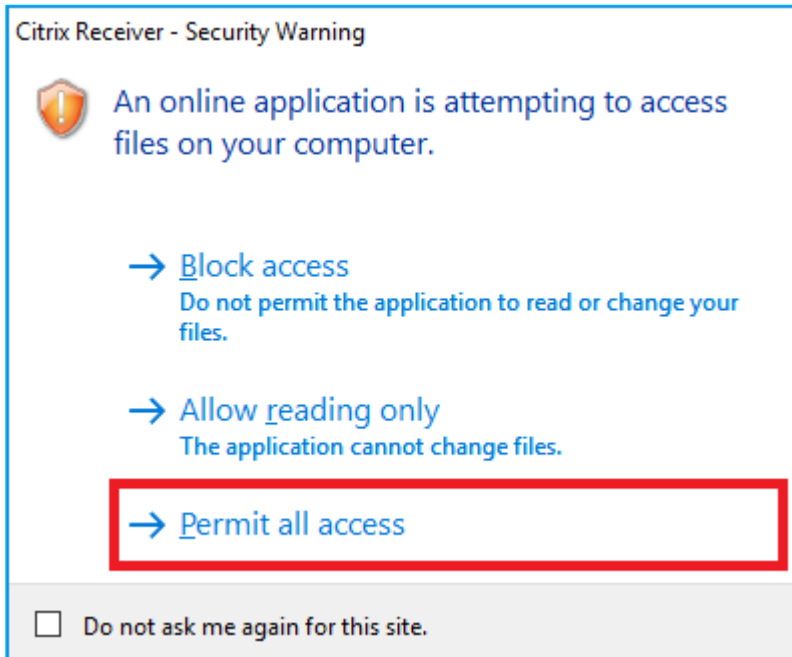
8. Open the folder that is your username e.g.: In this case it is 10033169



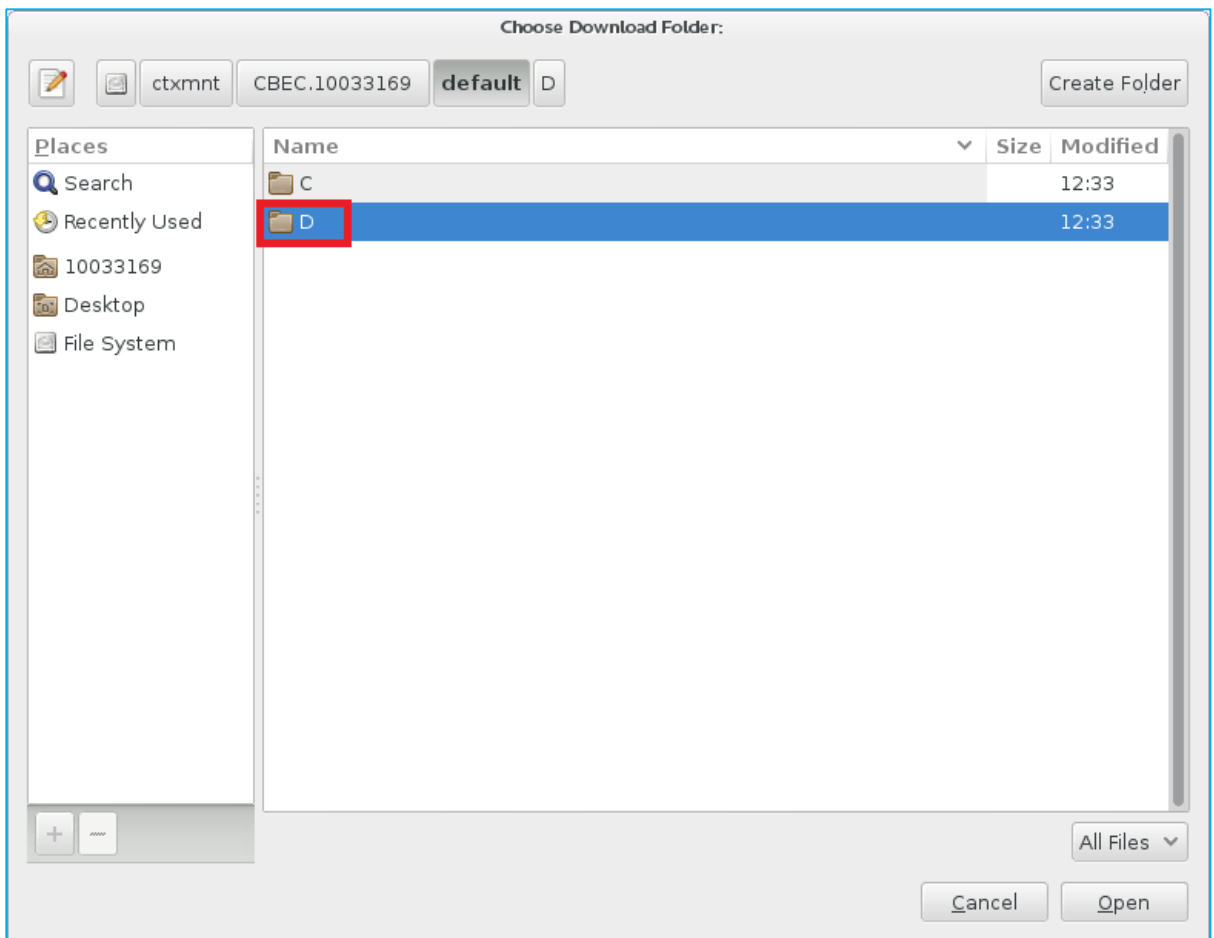
9. Then click on default folder



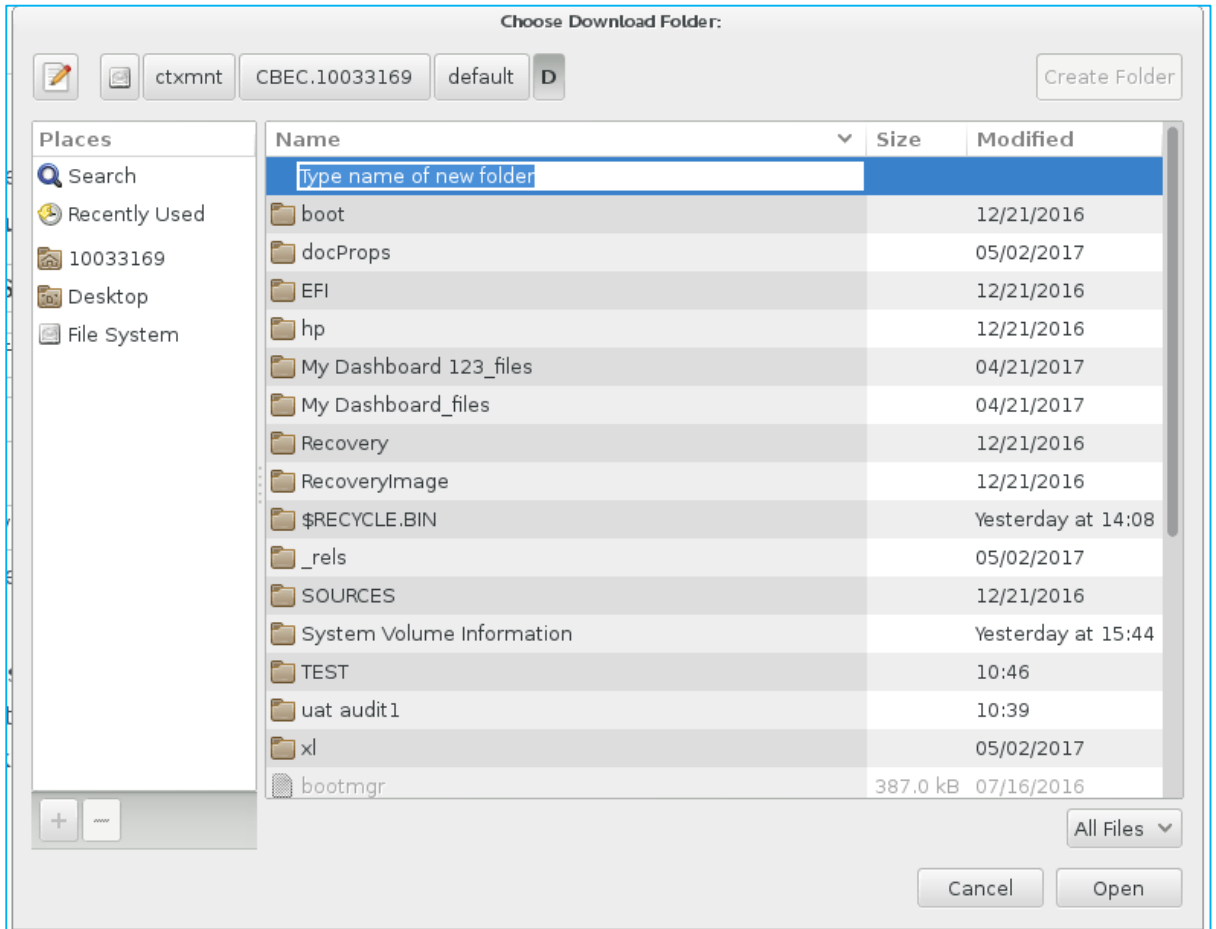
10. Now click on Permit all Access



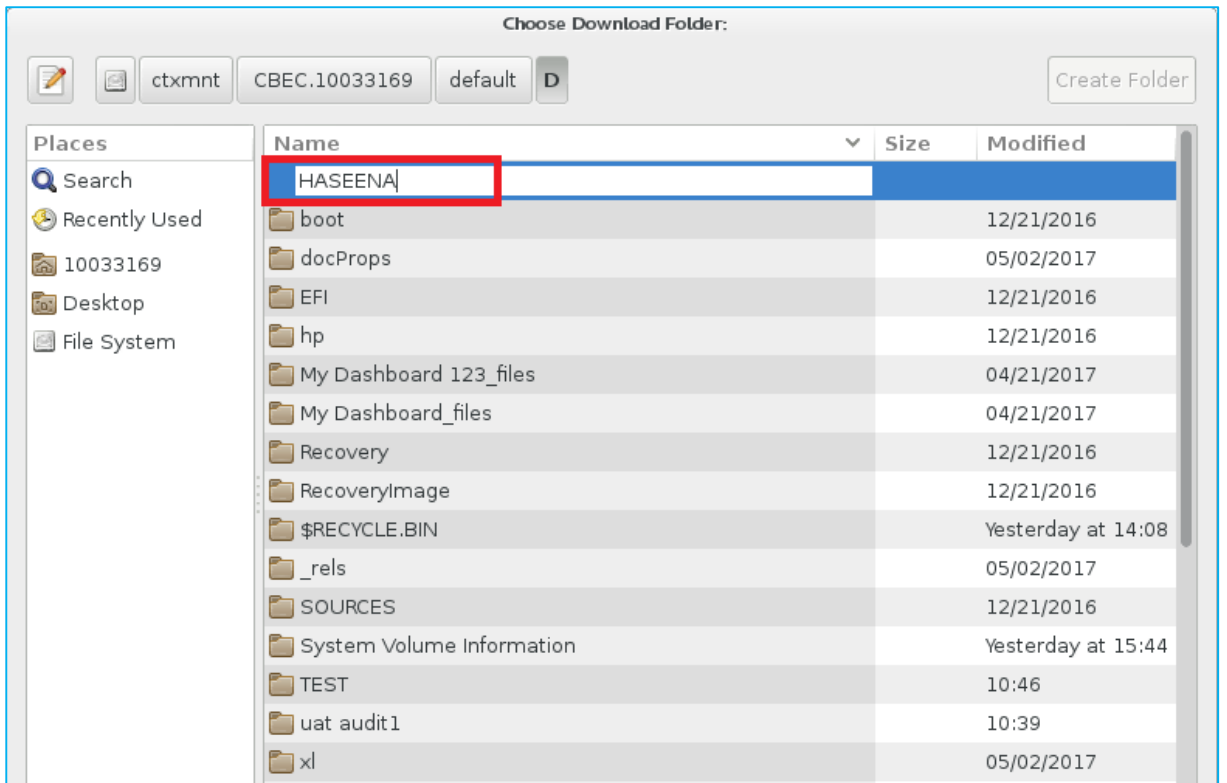
11. Now click on the D Drive



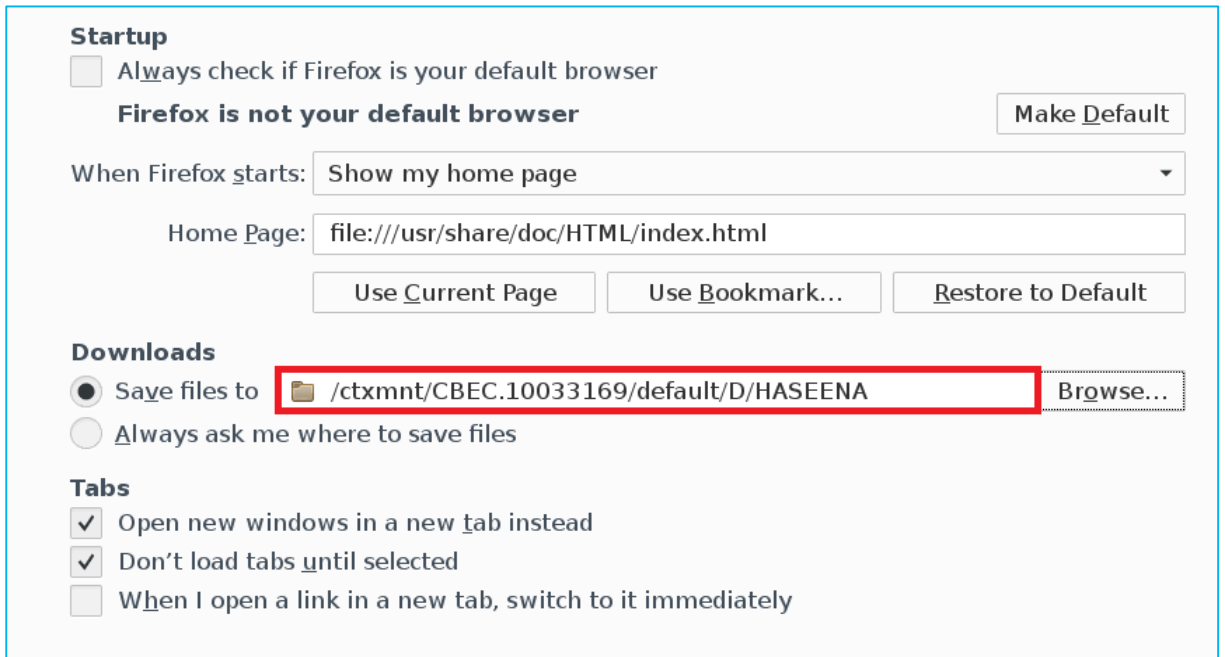
12. Click on Create Folder



13. Enter your name as the Folder Name for easy identification and then press Enter on your keyboard

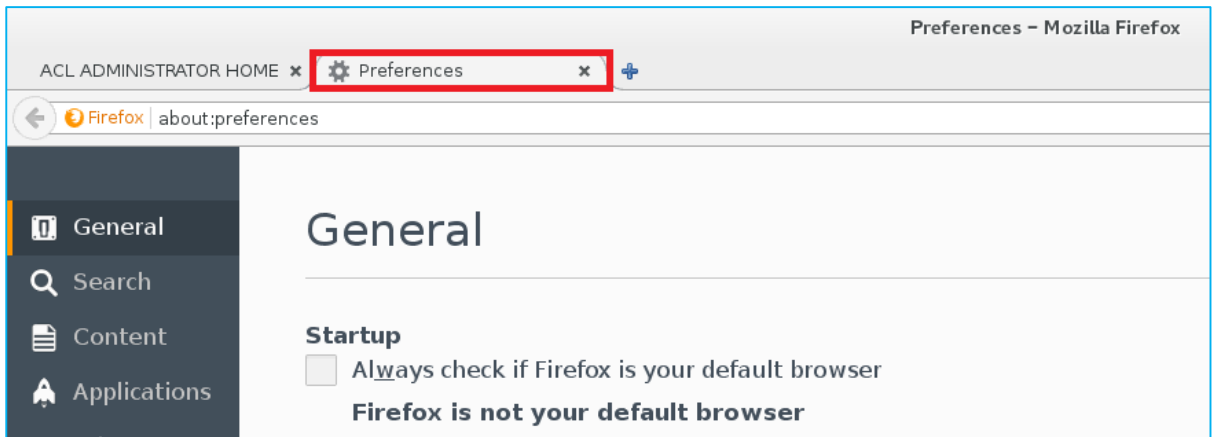


14. Now click on Open and the Dialog box will close. The Downloads page should now show similar to below with the username you entered earlier.

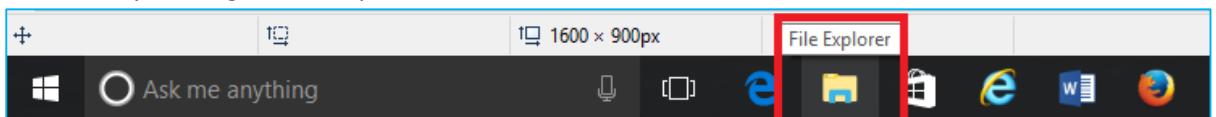


The screenshot shows the Firefox Preferences dialog box. The 'Startup' section has an unchecked checkbox for 'Always check if Firefox is your default browser'. Below it, it says 'Firefox is not your default browser' with a 'Make Default' button. The 'When Firefox starts:' dropdown is set to 'Show my home page'. The 'Home Page:' field contains 'file:///usr/share/doc/HTML/index.html', with buttons for 'Use Current Page', 'Use Bookmark...', and 'Restore to Default'. The 'Downloads' section has a selected radio button for 'Save files to' with the path '/ctxmnt/CBEC.10033169/default/D/HASEENA' highlighted in a red box, and a 'Browse...' button. The 'Always ask me where to save files' radio button is unselected. The 'Tabs' section has three checkboxes: 'Open new windows in a new tab instead' (checked), 'Don't load tabs until selected' (checked), and 'When I open a link in a new tab, switch to it immediately' (unchecked).

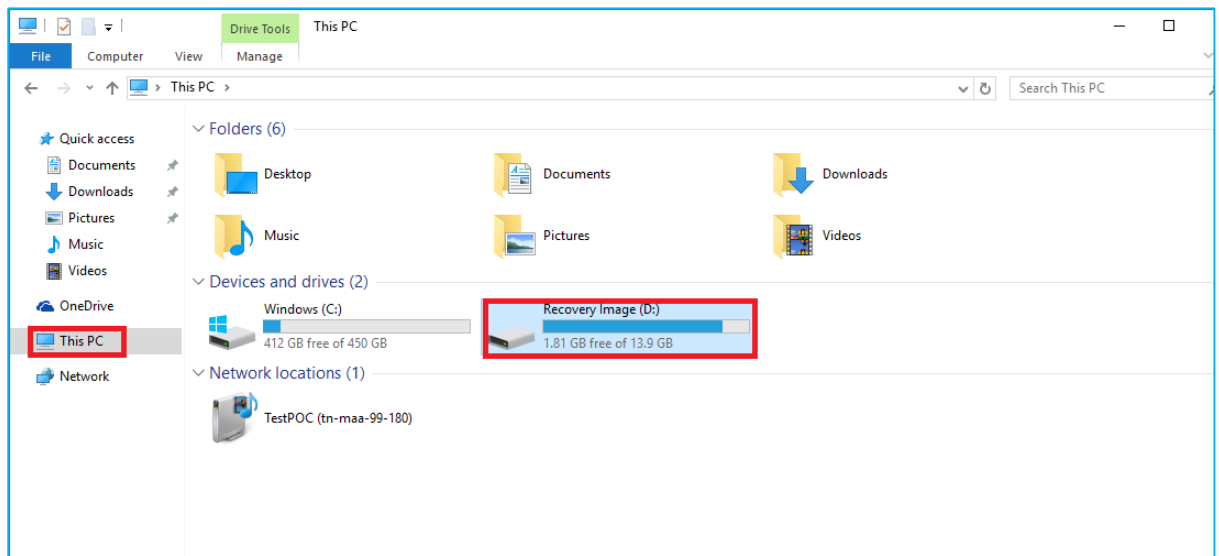
15. Close the current tab by clicking on the x icon on the Preferences tab



16. Now, when a document is saved, the file gets downloaded to the AIO's D Drive, which can be accessed by clicking on File Explorer on the task bar



17. Open This PC and then open the D Drive.



18. Select the folder that you created and your files will be saved in the folder.

19. Use the same process when you want to upload files to ACES

20. For any queries, please contact Saksham Seva at 1800 226 2232 or saksham.seva@icegate.gov.in