Instructions for Installing and Using Winflector
To Access CJAM's Database

Introduction: Winflector is software which permits one to run an app, such as our database, on a remote computer as though it were running on one's local computer. (Winflector virtualizes only the programs, not the remote computer's desktop.) CJAM has a computer dedicated to remote access (named Cjam4). Running our database via Winflector, one can print to a local printer and save a PDF file on your local computer.

Installation and Use:

1. To install the Winflector Client (the app on the local computer), download and run Client for Windows (3.9.4.4)(or newer). For Apple computers, download Test client for Mac OSX (3.9.4.4)(or newer). (If those links do not work, go to http://www.winflector.com/english/download.html .) The install is VERY fast. There will be a Winflector Client icon on your desktop which can be pinned to your task bar.

2. Run the Client; click on Advanced Menu; click the Printers tab, and check "Set terminal default printer on the server". This makes the printer on your local PC available when using the database via Winflector. At the bottom, select Print via bitmaps using 2 colors. Click on Simplified menu. Enter the IP address included in the cover note sending you these instructions. Your username and password. Username is your first name (with capital letter) plus CJAM's zip code, 47404. Your password is:

    your first name (with capital letter)@the street number of your home as listed on the Mediator Roster.

    Check the Save password box, and you will not need to enter your username and password again.

    Click on Log in or on the Applications tab, and the window will show the applications available for you to run on Cjam4. For most that will be CRS mgt. Double click on "CRS mgt" to start the database. Case managers will have general access to the data base, but lead mediators will be limited to seeing and entering data only for their assigned cases. (You may see a popup black window with white text. This is a Windows BAT file copying the latest version of the database front end so that you always run with the latest changes.)

3. With Winflector, you can print reports on your local printer.
    a. With the report you wish to print displayed in the database, type Ctrl-P.
    b. The drop down menu in the Printer Name field will have all the printers available to you locally with the added suffix "@WFC."
    c. If the printer you use is not shown as the default named printer, go to Devices and Printers in Control Panel and re-select your printer as default. It will now show as the default for you in Winflector as well as in your local programs. You may have to restart Winflector to see the change.

4. You can also save reports or documents from the database to your local computer as .pdf files.
    a. If you wish to save a report as a .pdf file, proceed as in printing, above, but select Adobe PDF@WFC (if available) or Winflector PDF@WFC (if not) as the printer. When you click Print, you will be able to save the .pdf to a location of your choice on your local computer. (Do not attempt to save reports or documents in other formats.)
    b. If you want to e-mail the document consistently with our confidentiality policies (e.g., to a co-mediator), save as a .pdf on your local computer and send as an attachment using the e-mail program on your local Computer. Do not try to send directly from the database, as this option in Access, when used via Winflector, does not work.

If you have questions or problems, contact Ed Greenebaum, greeneba@indiana.edu. The Winflector server may occasionally be unavailable either because cjam4 has shut down or because the IP address has changed (as it does occasionally).