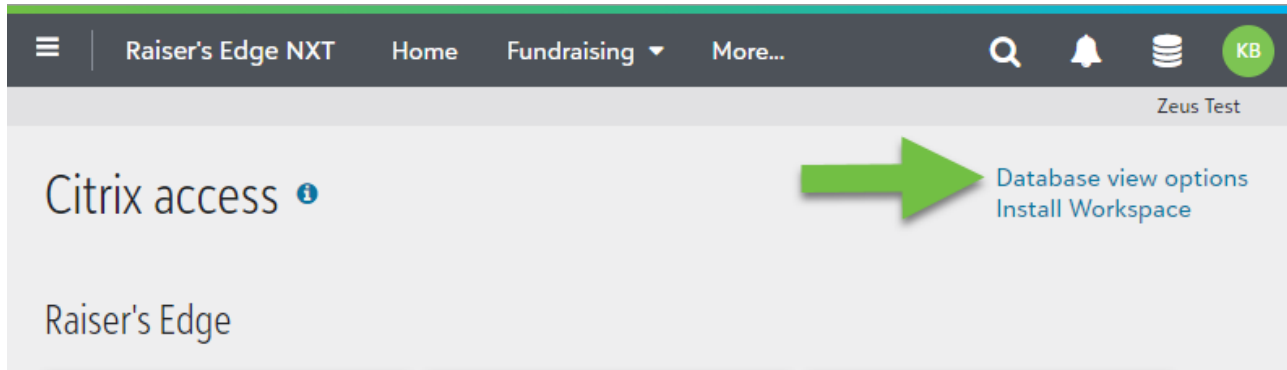


Files Folder

Instead of using your Blackbaud Hosting Services credentials to log into the Files Folder, users will log in with new automatically generated login credentials. To view the credentials, select **Database view options** from top right corner of the Citrix access page. Use the username and password in the Account information section to log into their Files Folder.

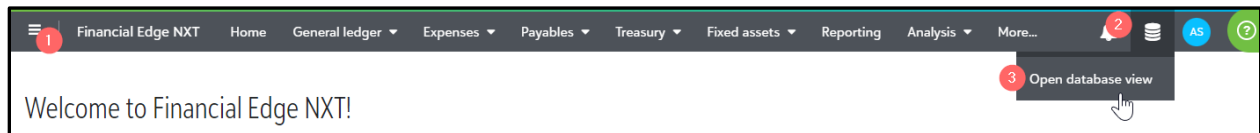
Install Citrix

To download Citrix Workspace, such as before a user opens the database view for the first time on a new computer, select **Install Workspace**. If you already have Citrix Workspace installed, no change is required.



*** To open database view going forward you will:

1. Click the hamburger menu in the top left corner
2. Choose your solution: Financial Edge NXT, Raiser's Edge NXT etc
3. Click the round stack close to your initials in the top right corner
4. Click open database view



5. This should direct you to the new Citrix page

