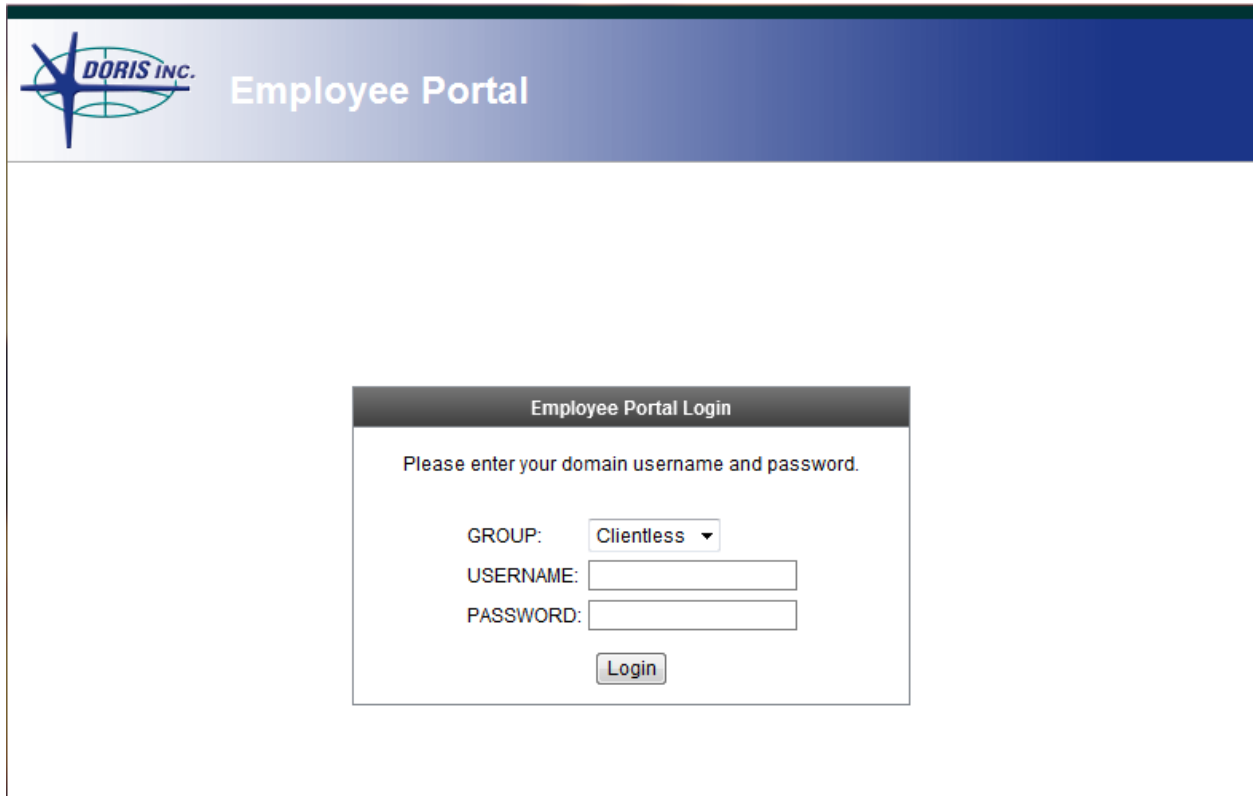
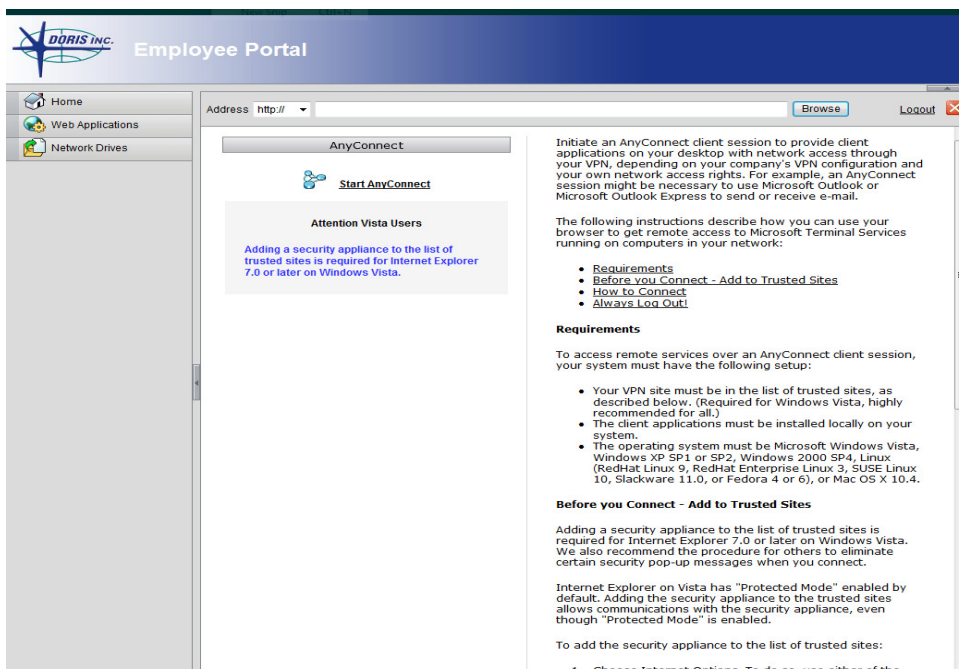


The Doris, Inc. VPN can be found at www.doris-inc.com on the TEAMDoris menu, and it is called Employee Portal. The link takes you to this page:

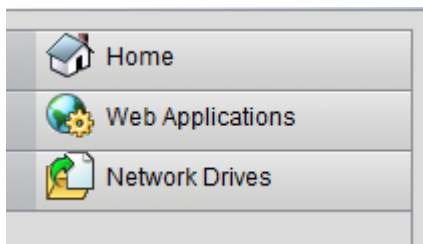


You log on here with the same username/password combination that you use when you are in the office. That then takes you to the following page:

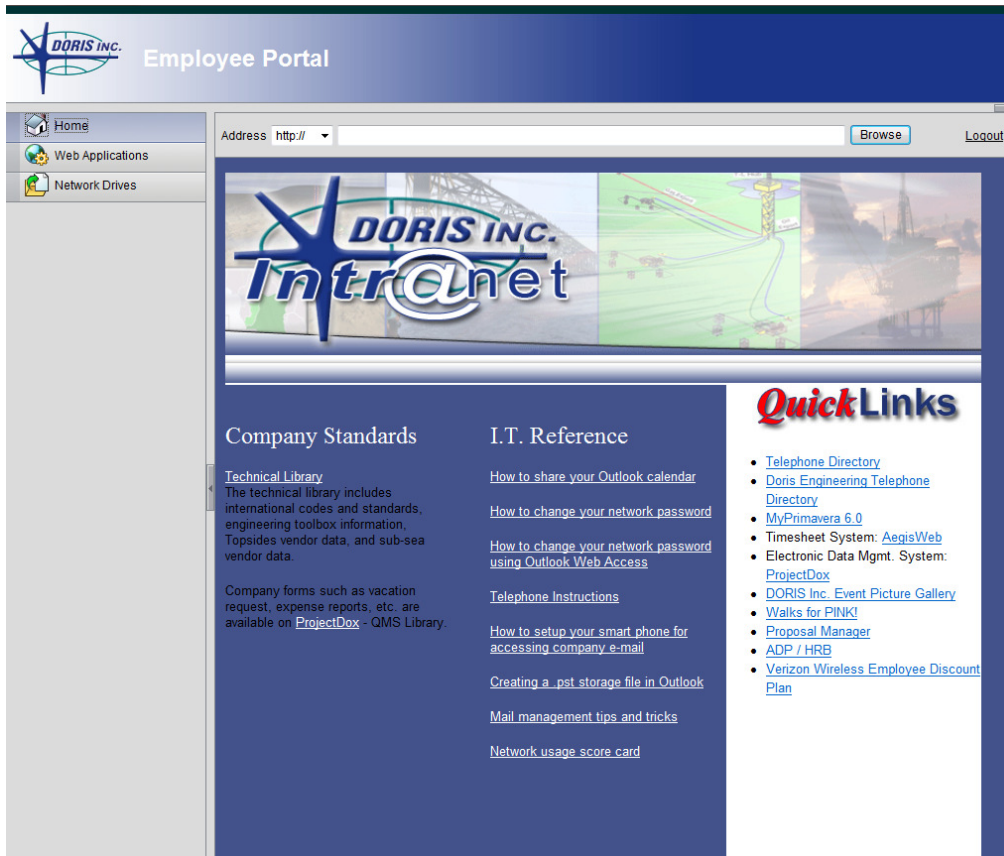


As you can see, there are detailed instructions on the right hand side on how to connect to the “tech” option of the VPN. Following those instructions will allow you to do more advanced functions like remote controlling your office desktop, opening Outlook with your company laptop from a remote site, or connecting to a license server in the office to run an application such as Abaqus or Olga. To connect to the “tech” option, you must add <https://vpn.doris-inc.com> to your list of trusted sites in Internet Explorer. You do so by clicking Tools/Internet Options/security tab/trusted sites icon and then type <https://vpn.doris-inc.com> into the top blank and click “add”. That will move it to the list of trusted sites. If you have any issues completing this step, call I.T. Support at 832-204-0707

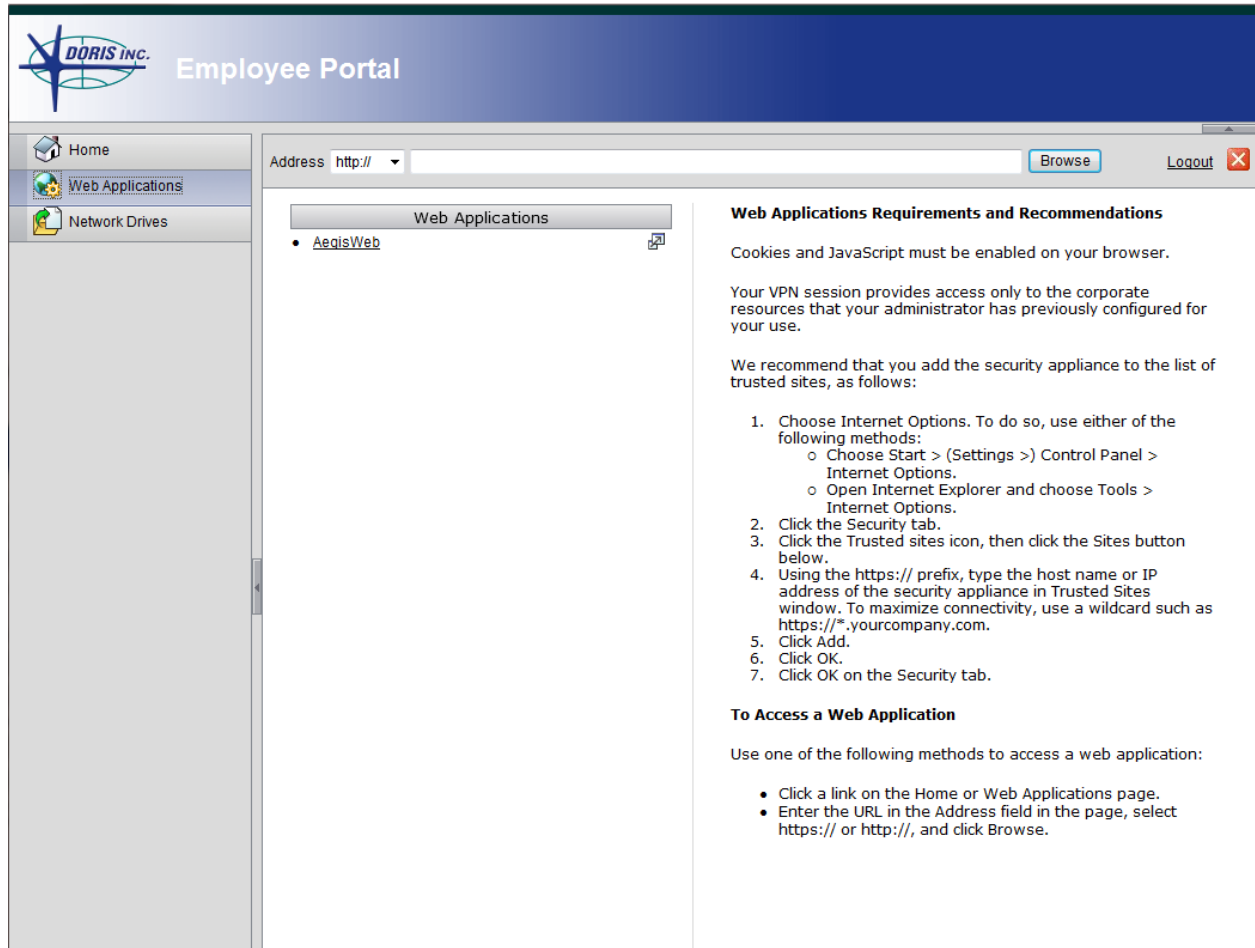
For most users, the basic site you see here will provide you with what you need to work remotely.



This menu is where you find the most commonly needed Vpn functions. Clicking home takes you to the company intranet:

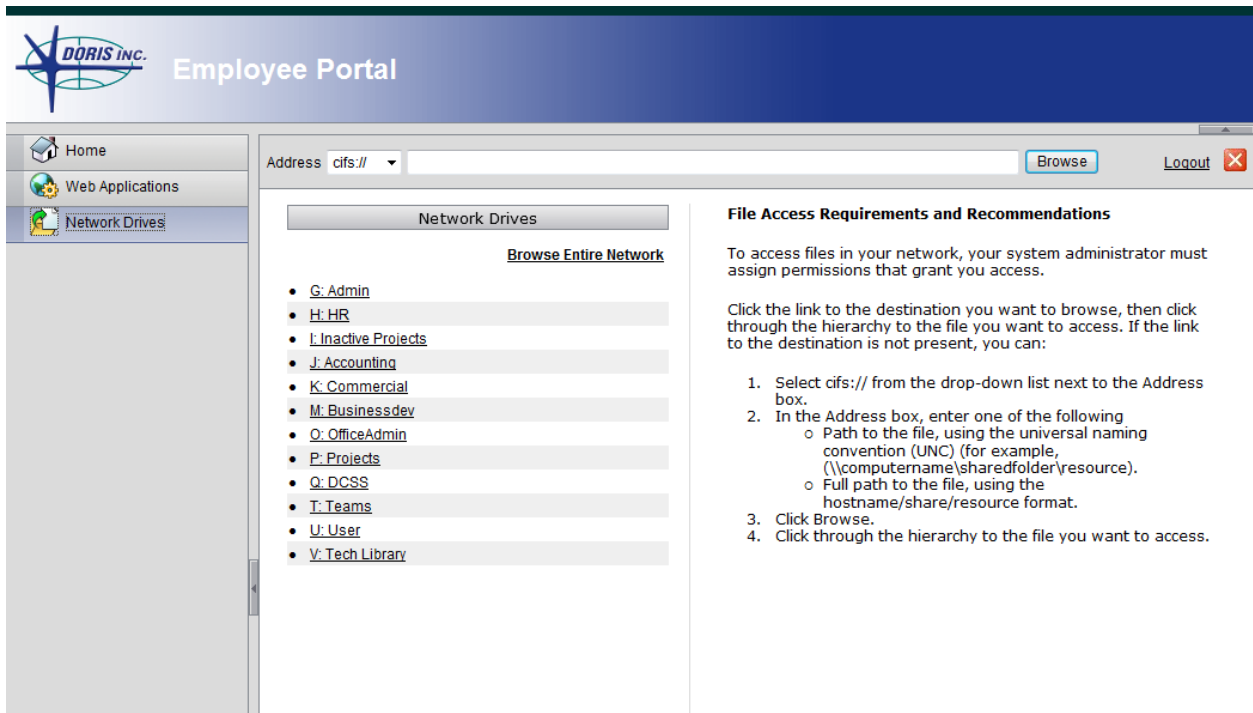


Clicking web applications, takes you to the page that accesses AegisWeb:



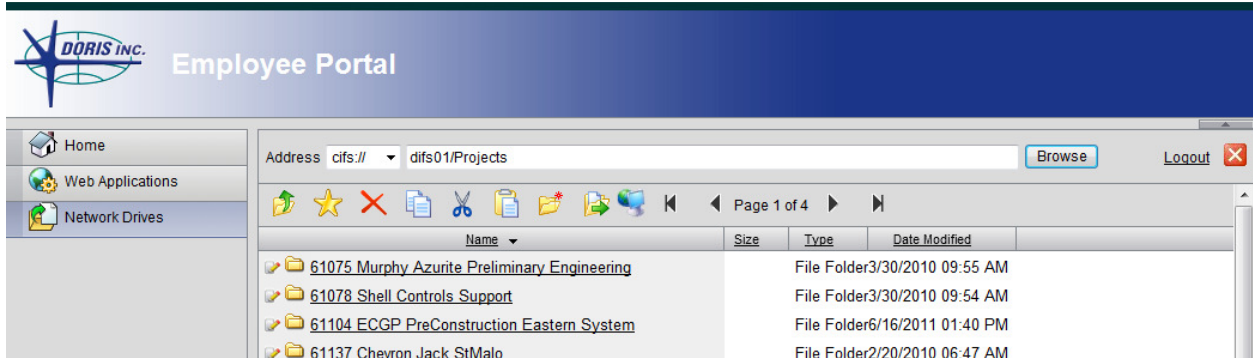
Keep in mind that Aegis web will want to make some modifications to your computer, so pay close attention to any pop-ups that might appear on your desktop, or in Internet Explorer. It will NOT run under any web browser other than Internet Explorer 8 or below. If you do not have administrative rights to the machine you are trying to log on to, the components will also not load correctly.

Clicking network drives will take you to the following page:



When clicking network drives BE PATIENT!!! Depending on the speed of your connection, it can take up to five minutes for the machine to load all the necessary drives. It will look like your machine is not doing anything at that time. Clicking the link again will only restart the process and make it take longer.

When you select a drive, you will see the following toolbar at the top of the frame:



Hover over each icon to see its function. Since this is a web based interface, you can't just drag a document into a folder. You must click the upload icon to select a local file to place on the network. Clicking on a file will download it to your local machine for editing. You can also see arrows at the top and a page number indicator. If you don't see the folder you are looking for, you may need to page over to the next set of folders.

When you are done, you should ALWAYS click the logout button in the upper right hand of the page.

If you have any questions, or need further clarification on when to use the tech option on the VPN, please e-mail tsupport@doris-inc.com or call I.T. support at 832-204-0707.