



TOMAX
L O G I S T I C S

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Remote Working Survival Pack

Staff Member:

This document will help you survive in the case you have to work from home.

Your key details:

Work Computer Username:	
Work Computer Password:	
WiseCloud Username:	
WiseCloud Password:	

Connecting to the Tomax Logistics VPN – Melbourne

To connect to the VPN, the following steps must be completed to install the Watchguard SSL Client, this is a one-time setup:

1. Install the necessary software on your laptop/computer at home, this can be downloaded from the following link:
www.tomax.com.au/uploads/WG.zip
2. Open the ZIP folder to extract the files within.
3. To install on a Windows computer, double click on the [WG.exe](#) file, to install on a Mac double click on the [WG.dmg](#) file.
4. Run the installer, accepting ALL default settings, simply select NEXT all the way through the installation.
5. At the end of the installation the VPN client window will appear, the VPN client software is now installed and does not need to be installed again from this point.

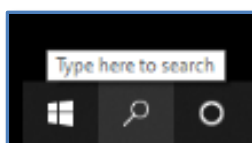
6. Use your login details as follows to connect to the VPN.

Firebox SSL Login Details:

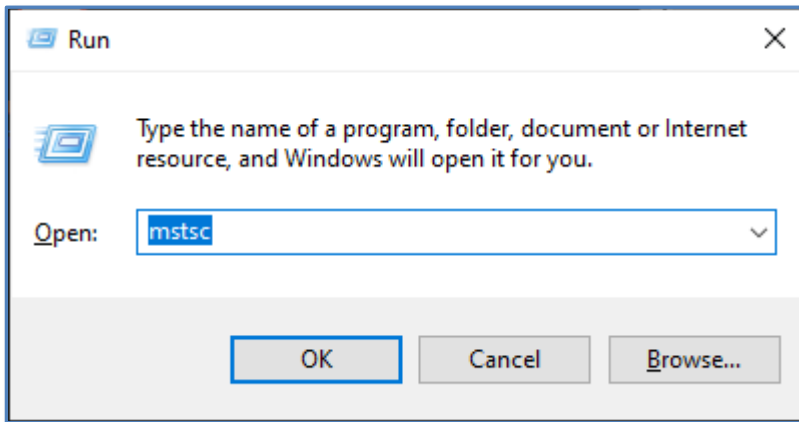
Server:	mail.tomax.com.au:445
User name:	
Password:	



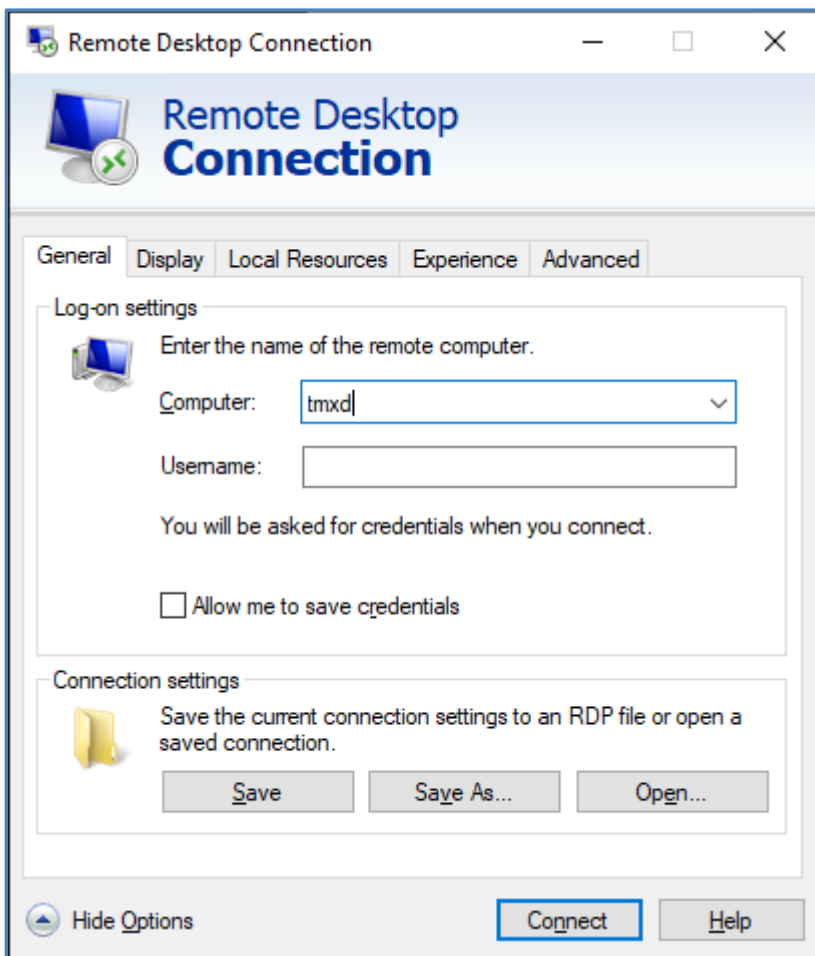
7. Tick the REMEMBER PASSWORD box.
8. Click CONNECT
9. You might be prompted for your logon password once again.
10. You will now see a **connected** icon.
11. You are now in a position to be able to remotely connect to your work computer
12. To connect to your work computer use your search button (usually next to your START button) and type RUN.



13. The RUN dialogue box will open up, and here you need to type “mstsc” as per the screen shot below.



14. The Remote Desktop Connection screen will now show. You should see the screen as it appears below, if not, click on the SHOW OPTIONS button at the bottom of the screen.



15. Use your work computer login details as follows to connect:

Computer:	
Username:	

16. Click the CONNECT button and you will now be logged in to your work computer and able to operate as if you were in the office with full access to the server network, G:, WiseCloud/CargoWiseOne, Outlook emails, and the ICS (if applicable).

17. For any emergencies or queries you can call the following people:

- a. Chris Chalmers – 0405 500 480
- b. Steven Cole (CUE IT external support) – 0438 888 127
- c. Your manager – Name:
 Mobile: