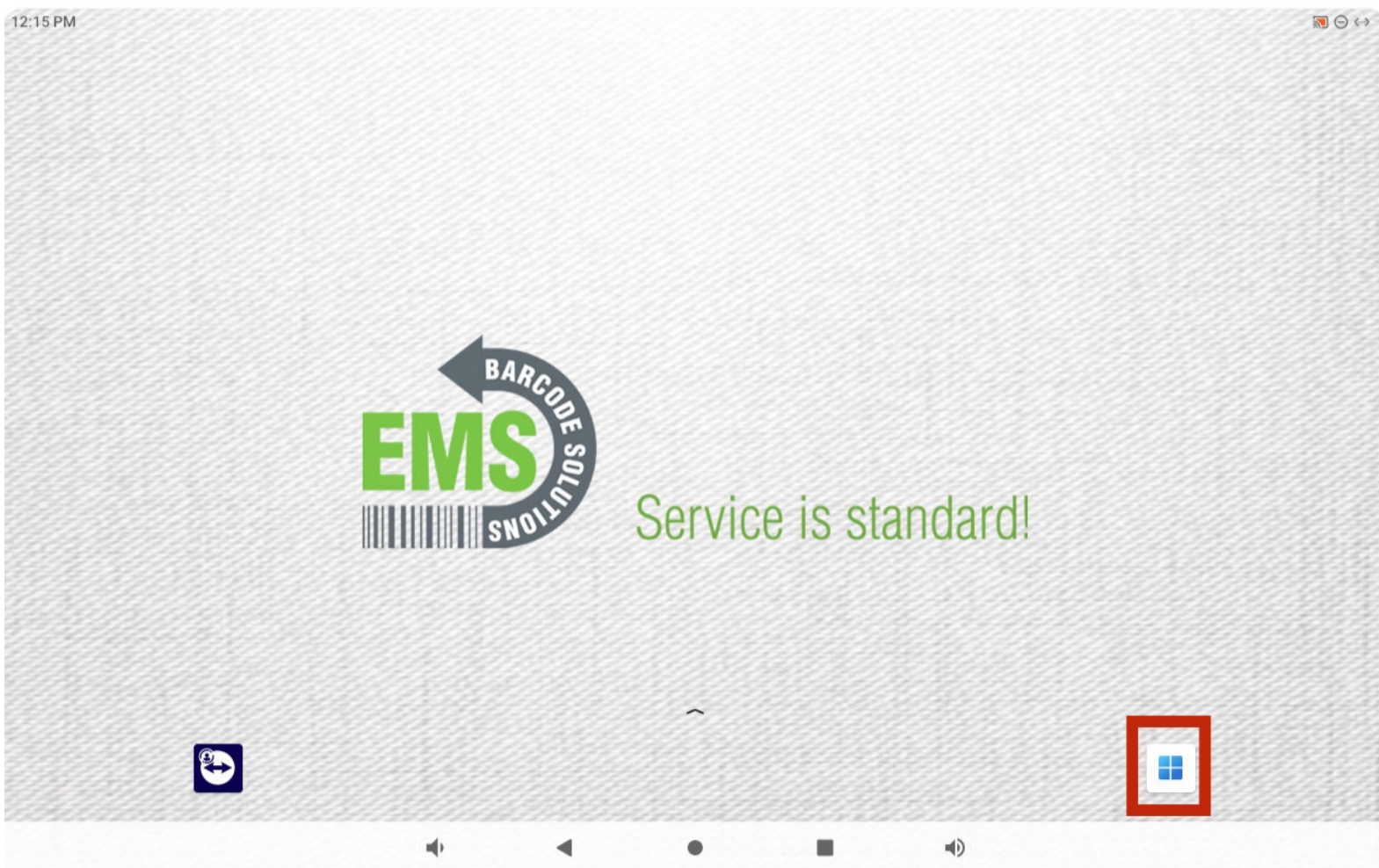


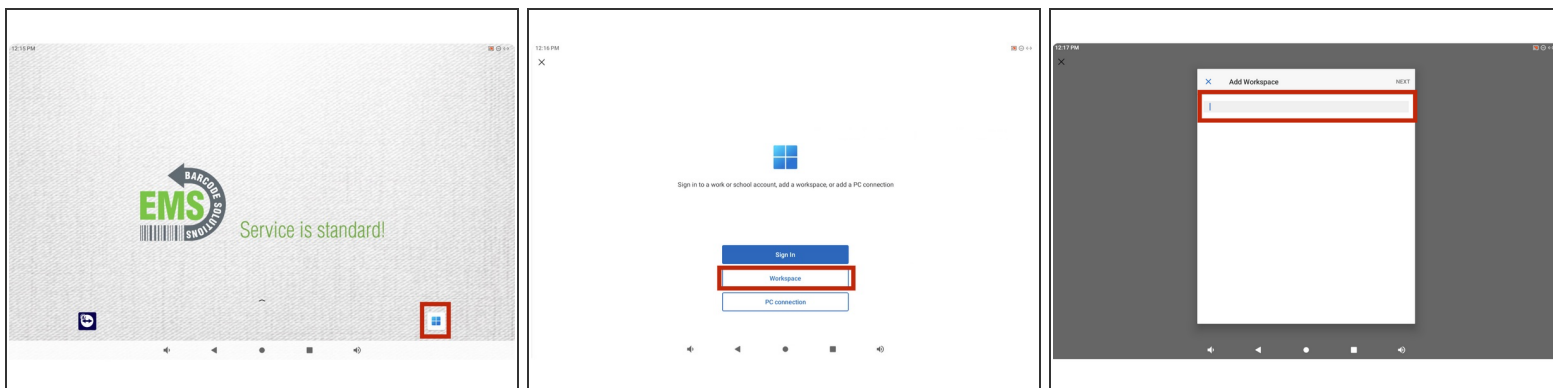


06 - Connecting to Global Shop

Written By: Eric Sutter

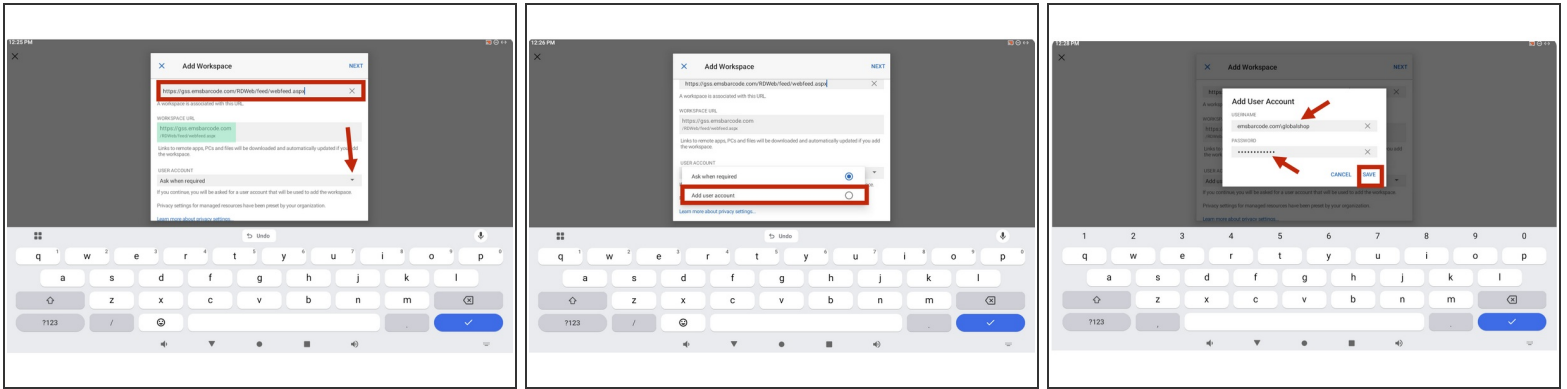


Step 1 — Initializing Windows Workstation



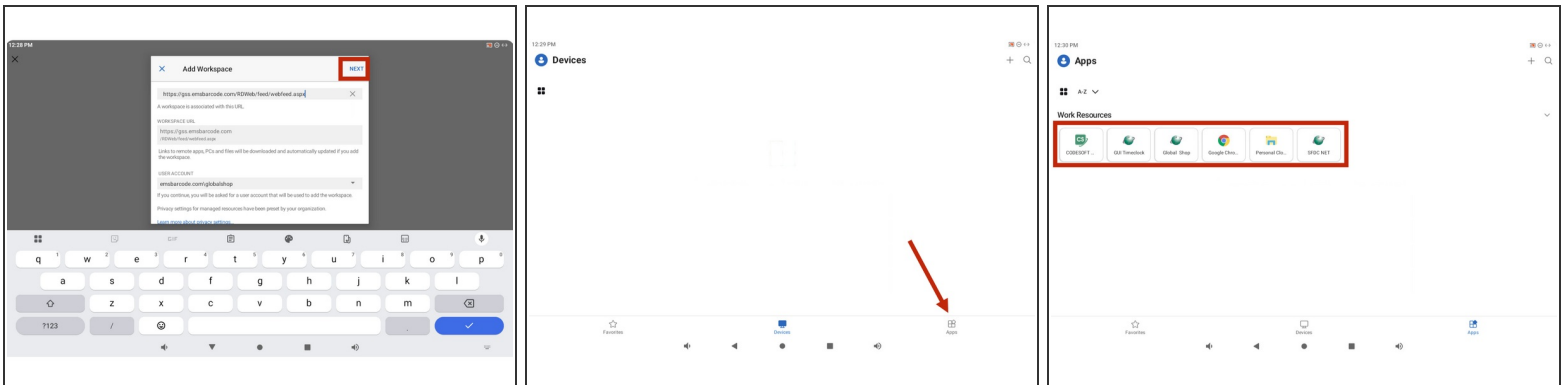
- Open "Windows App" highlighted in red box
- Choose " Workstation" Highlighted in red box
- Confirm the input box is empty, it is shown in the red box
- Insert your URL provided to you by GSS into the input box EXAMPLE: XYZ.gss-cloud.net/RDwed/feed/webfeed.aspx
- It will be formatted where XYZ is your company name/abbreviation:

Step 2 — Setting up a Workspace



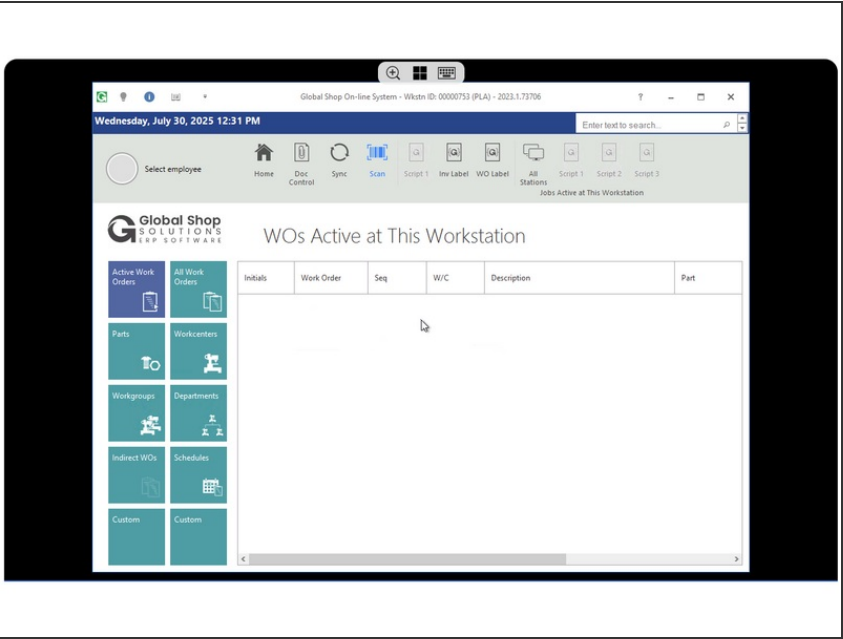
- After entering your URL it will look like image 1 shown in the red box
- The info highlighted in green will auto populate shown in image 1
- On the dropdown menu pointed to by the red arrow
 - Select add user account shown in the red box
- Insert the username and password provided to you from Global Shop into the corresponding input boxes
- Then hit save

Step 3 — Connecting to Workspace



- Confirm all the information populated correctly then tap save in the red box on image 1
- Image 2 shows the opening screen. It opens on devices, select apps shown by the red arrow
- Image 3 will show you your GSS apps

Step 4 — Global Shop



- You have now connected to your global shop server