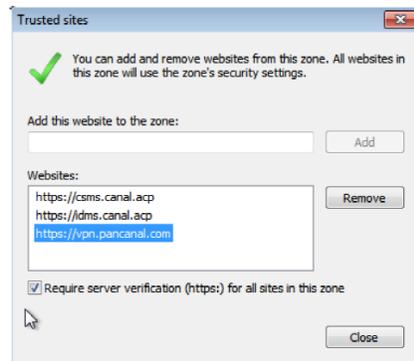


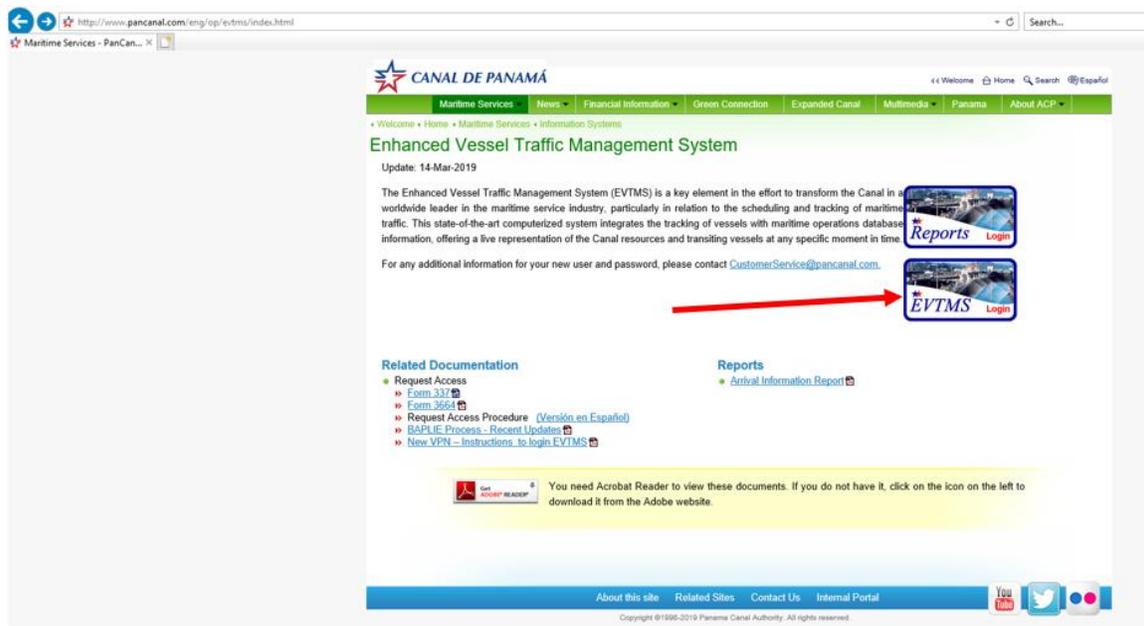
EVTMS - INSTRUCTIONS TO LOGIN

Revised: 25-Jun-2019

1. Before accessing the application, please add in the web browser the following URL's to the Trusted sites in Security, Internet Options: <https://idms.canal.acp> , <https://csms.canal.acp> , <https://vpn.pancanal.com>

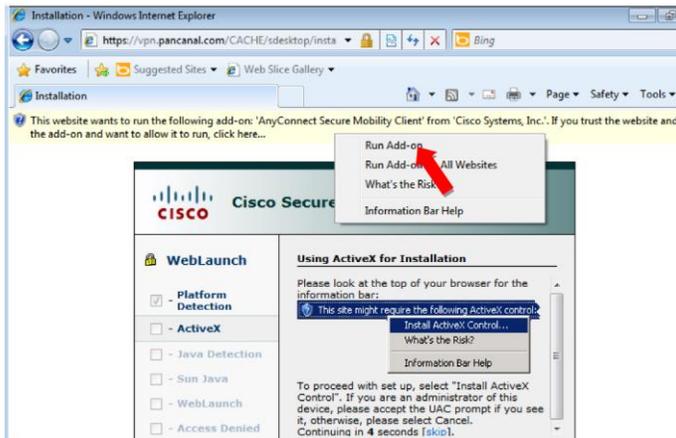


2. To access EVTMS, select the LOGIN button from the EVTMS web site:
<http://www.pancanal.com/eng/op/evtms/index.html>



Note: The application EVTMS works properly using Windows 10 Enterprise 1803.

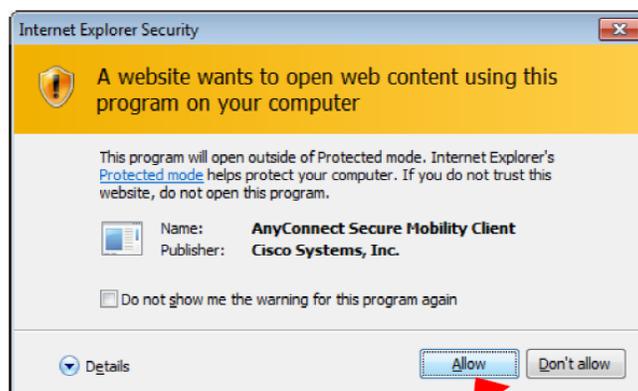
- This will connect your browser to a VPN gateway where the EVTMS application is published. The following screen will be displayed to run an add-on ActiveX control. Follow the instructions to run the ActiveX control. It's necessary that the user logged in the computer have rights to install software.



- When the following message appears click on "Run" and the add-on will initiate.



- If the browser security warning appears click on "Allow".

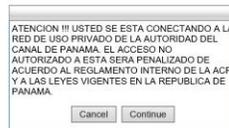




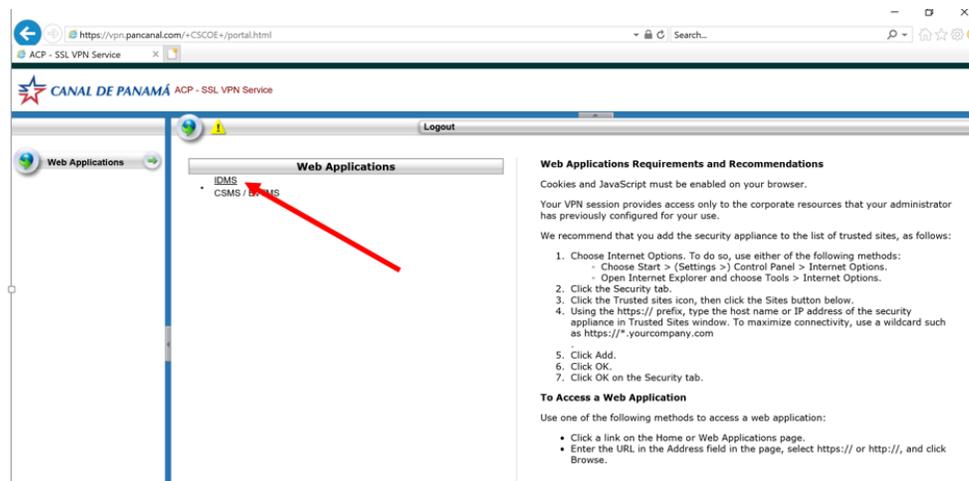
- When the following Login window is displayed, select the group “IDMS” and enter the username and password. (you have up to five attempts before the account will be locked) This will log you onto the IDMS system from which you will access EVTMS.



- Press the button “Continue”

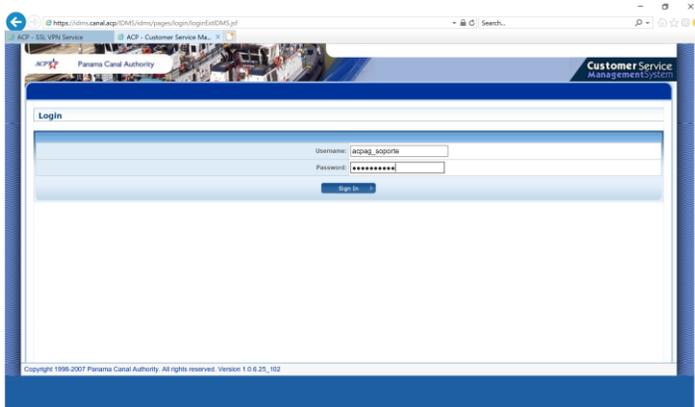


- In the next Window, under WEB Applications, select the option “IDMS”:

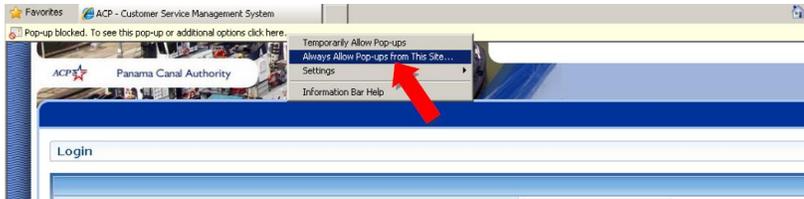




- Then the following screen is displayed. Please enter the same username and password given. And press “Sign In”.



- The first time you enter, your browser will block the IDMS application Pop-up; and the following screen is displayed. In this screen select the option “Always Allow Pop-ups from this site”.



- Thereafter, select “Yes” in the following screen



- The system then prompts you to enter your user and password again (this is only needed the first time, you have up to three attempts before the account will be locked).
- The first time you log-in, the system shall also request to change your password. In order to do so, on the following screen enter the Reference number (printed in the email sent to you when your account and password were created), new password and confirm new password. The new password must be a minimum of 10 characters for administrators and 8 characters for other users, and must contain 3 of the following security rules:
 - Uppercase characters



- b. Lowercase characters
- c. Numeric digits
- d. Special characters (\$, #, etc.)

NOTE: The password entered must NOT include the username.

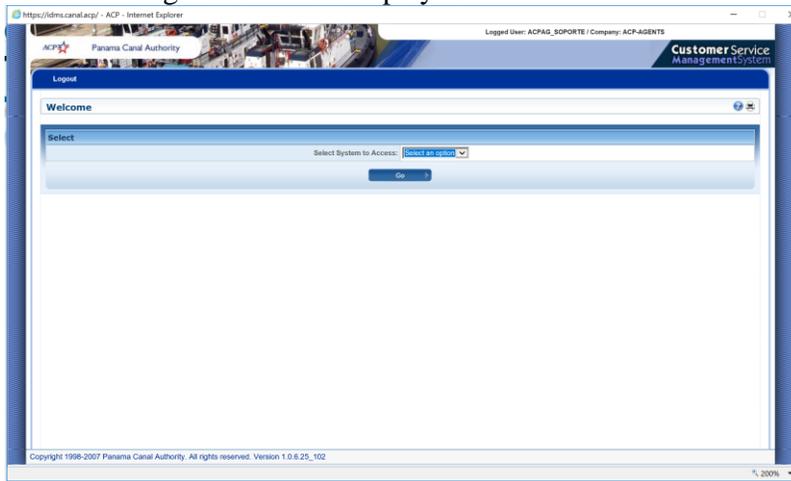
Reference Number:

New Password:

Confirm New Password:

Confirm Cancel

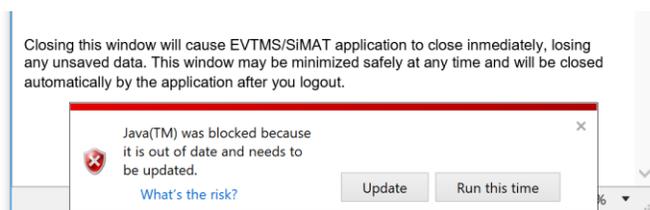
13. The following window will displayed.



14. Select the option EVTMS. Press the button “Go”.



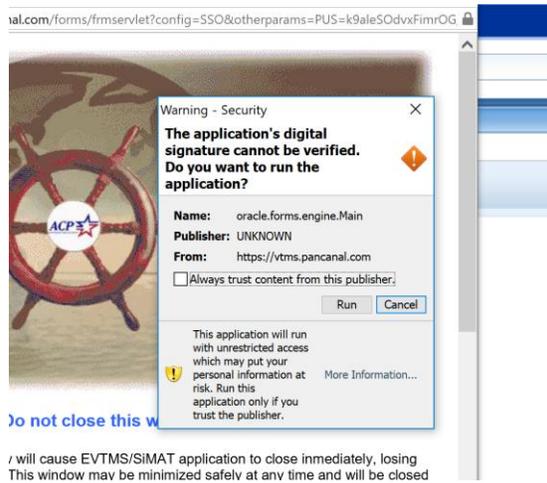
15. Until the process to access EVTMS, the application could displayed a warning to install a new version of JAVA.



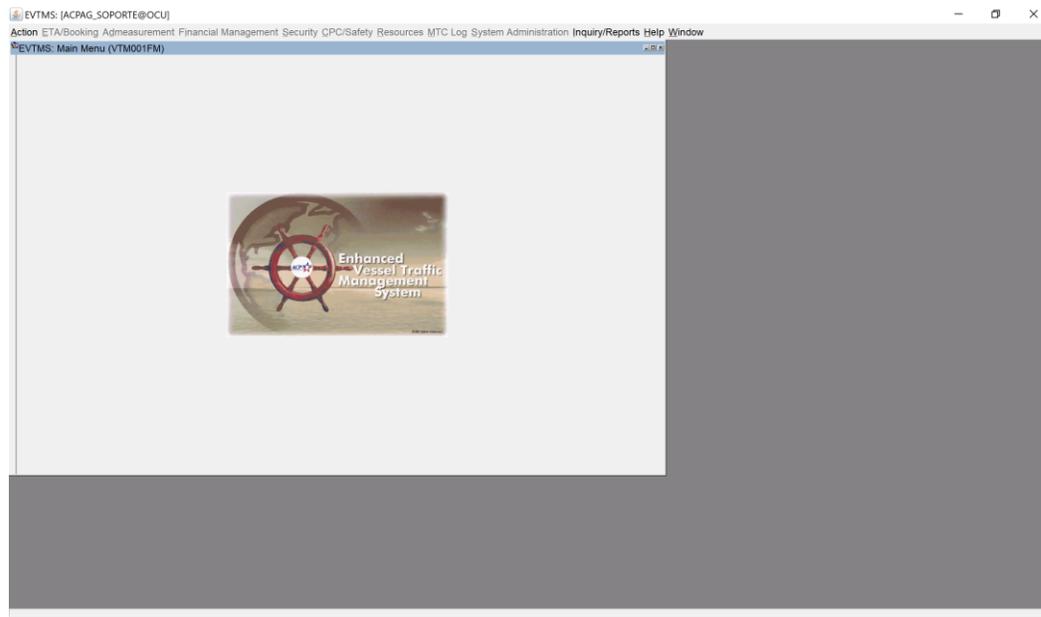
Attention: **DO NOT UPDATE** the version of **JAVA**. Press the button “Run this time”

Note: The correct JAVA version is 6.43

16. Press “Run” for the next warnings.



17. Thereafter, the EVTMS application main page will be displayed and you may use the system as normally. Note that with this new connection you will only be able to use EVTMS. Other Internet access via the same browser will not be available.





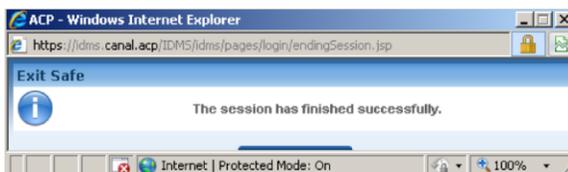
18. To properly exit the EVTMS application you need to also exit the IDMS system and then the VPN connection. First in EVTMS select, Action, Exit.



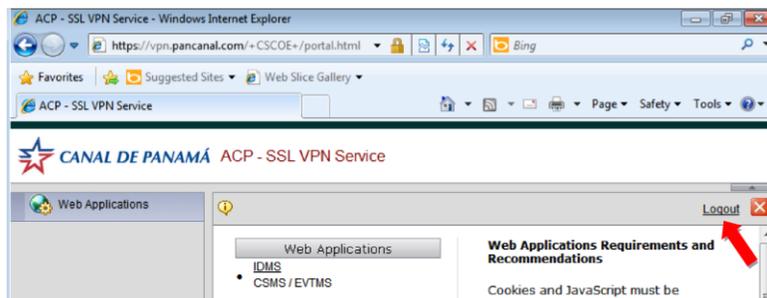
19. Thereafter, in the next screen (IDMS system) click on the “Logout” button (the mouse cursor will change to a hand icon when over the word “Logout”). Accept the prompt to logout that appears by clicking “OK”.



20. An information screen will display showing that the session was properly closed. This can then be closed by clicking the “X” button in the upper right corner.



21. Thereafter, on the next screen close the VPN connection by clicking on the Logout link in the upper right of the screen.





22. Thereafter, a Logout message will be displayed with a button to Logon again if desired. Otherwise, you may close the browser to finish the session. Your browser can now be used to access other Internet sites.

