

## Using the e-expenses system from an IfA linux account

The key issues are:

- The e-expenses website will only work with Internet Explorer
- The website is restricted to UoE computers
- You need to be able to print from rdesktop.

The major benefit of the system is that you get paid quickly.

## Accessing the UoE website from ROE

To use Internet Explorer, you have to be able to use windows. Submit a helpdesk request for an account on ifa19w.roe.ac.uk – this is a virtual machine which is apparently only available to IfA members. Once this account has been set up use the command

```
rdesktop -ken-gb ifa19w.roe.ac.uk
```

This will open up a login window on a virtual desktop on your display. It may not work on alphas – log into a linux box if this is the case. The system is often quite slow to start up, but it gets going after a minute or two.

You then need to run internet explorer (Blue ‘e’ button on the bottom) and configure it to use the University proxy rather than the standard ROE one. To do this, go through Tools... Internet Options... and in the Connections tab click ‘LAN Settings...’. Check that ‘Use automatic configuration script’ is ticked and in the box below change the proxy configuration to

<http://www.roe.ac.uk/atc/computing/ifaconfig.pac>

Internet explorer is now configured to allow you to access the e-expenses pages from ROE. You will also need to be able to print: go to ‘Printers and Faxes’ from the Start... button and install et\_ir3300 or uni\_hp if they are not present. Drivers should be ‘staged’ on the machine.

## Getting an e-expenses account

In order to register for e-expenses you need to fill out a form and post it through internal mail. The form can be downloaded from

<http://www.finance.ed.ac.uk/finweb/systems/eExpenses/reg.cfm>

...but, just to be troublesome, only by a computer on the university system. You can download it using the rdesktop account that you set up above, then print it from that system. Make sure that you state very clearly that your expenses approval group is **Astronomy**, not Physics, or claims will not go through. The e-expenses people will email you a username and password, and give you further information on filling out claims.