**EVTMS - INSTRUCTIONS TO LOGIN**
Revised: 31-Jan-2013

1. Before starting please check the brand of antivirus and antispyware in your computer, that the antivirus is active and up to date, not to exceed 15 days. Verify that the brand of antivirus is listed below:

   a. ALWIL Software avast!
   b. AVG Technologies
   c. Avira GmbH
   d. Eset Software NOD32
   e. Kaspersky Labs

   f. McAfee, Inc.
   g. Microsoft Corp.
   h. Panda Software
   i. Symantec Corp.
   j. Trend Micro, Inc.

   For details of the versions of antivirus brand refer to the following link from Cisco:
   http://www.cisco.com/en/US/docs/security/vpn_client/anyconnect/anyconnect31/hostscan/hostscan_support_chart_3.0.11033_3.1.02016.xlsm

   If you do not have one of the antivirus brands listed or it has not been updated within the last 15 days, the system will not allow you to login and will display the following message:
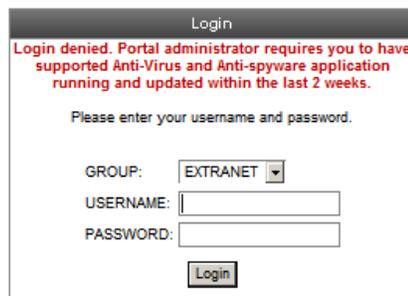

   Please contact ACP support if you have an antivirus brand not listed so it can be added to the VPN to allow access.

2. Before accessing the application, please add in the web browser the following URL´s to the Trusted sites in Security, Internet Options: https://vpn.pancanal.com, https://idms.canal.acp, https://csms.canal.acp
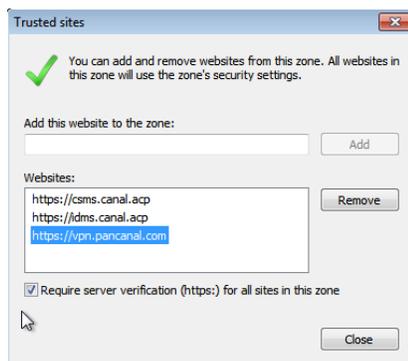
3. Select the LOGIN button from the EVTMS web site (https://www.pancanal.com/eng/op/evtms/index.html).   This will connect your browser to a VPN gateway where the EVTMS application is published. The following screen will be displayed to run an add-on ActiveX control. Follow the instructions to run the ActiveX control. It's necessary that the user logged in the computer have rights to install software.
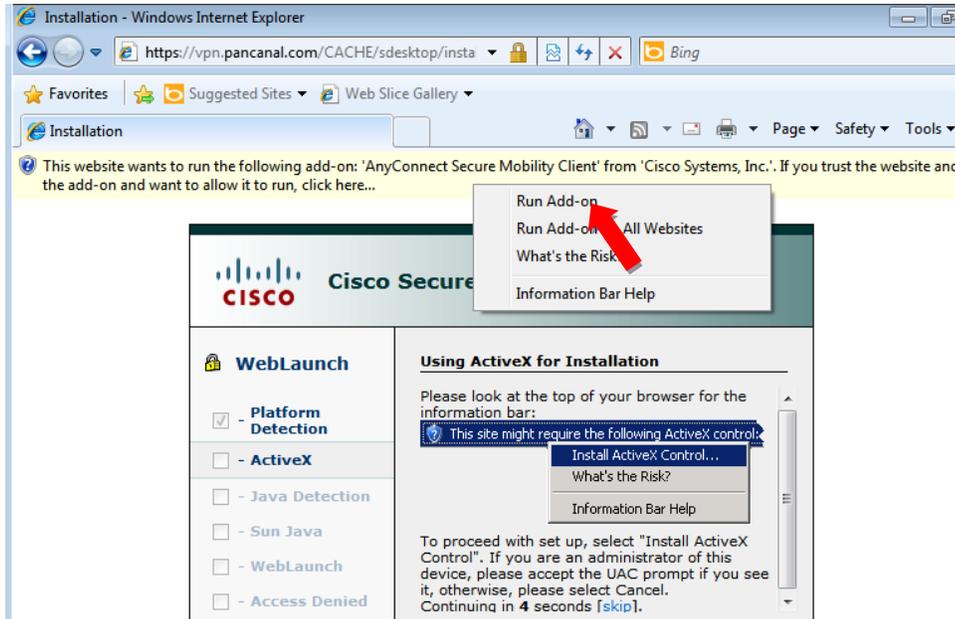
4. When the following message appears click on "Run" and the add-on will initiate.

5. If the browser security warning appears click on "Allow".
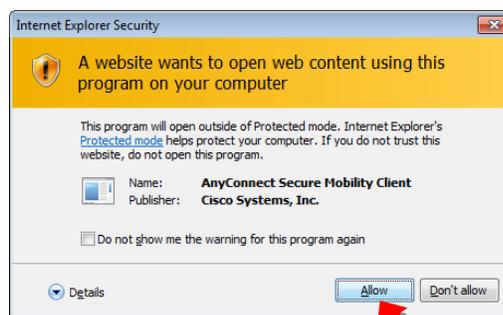
6. When the following Login window is displayed, select the group "IDMS" and enter the username and password. (you have up to five attempts before the account will be locked) This will log you onto the IDMS system from which you will access EVTMS.
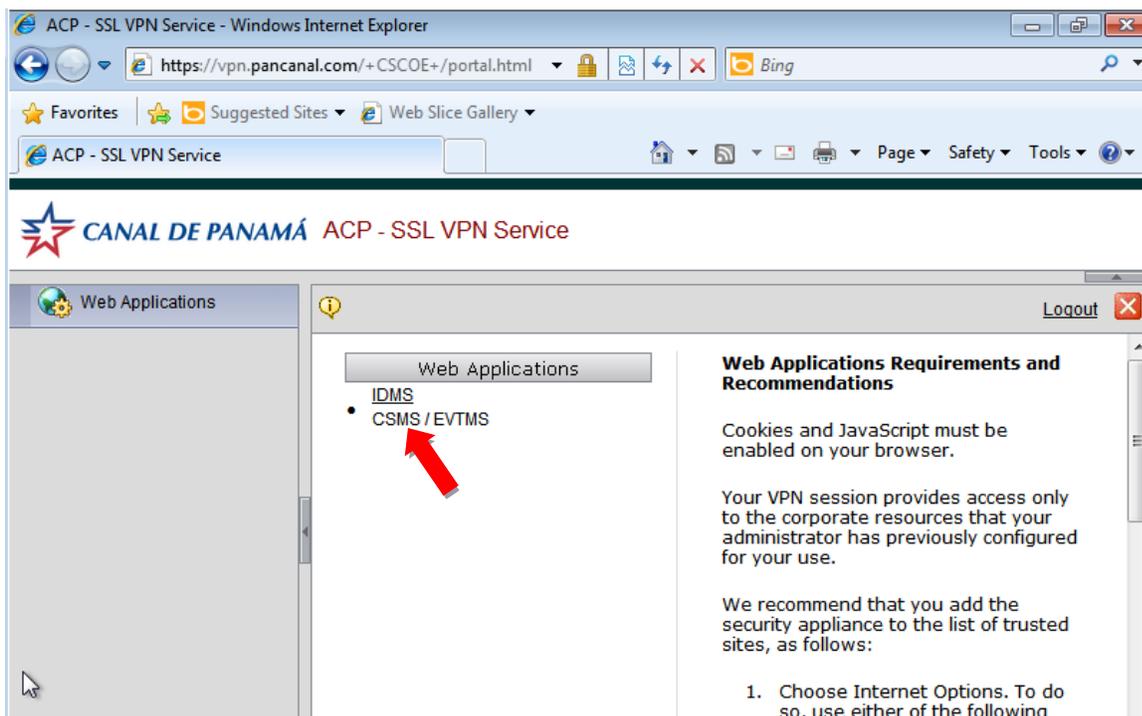

Note: please remember to install the previously sent digital certificate, so your computer will recognize the ACP VPN, therefore, no other security warning window is displayed.

7. Click on "Continue" in the next screen.
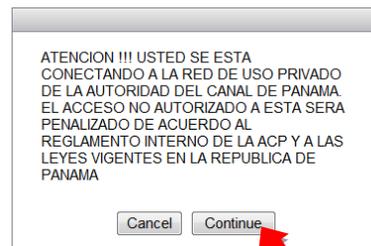
8. In the next Window, under WEB Applications, select the option "IDMS":

9. For users with Windows 7 and IE 8, in the following screen, select "Yes", then select "Run" and click "Always trust content from this publisher" (from: https://vpn.pancanal.com) on the Security Information warning screen, then select "Yes" to allow your data to pass through the VPN.
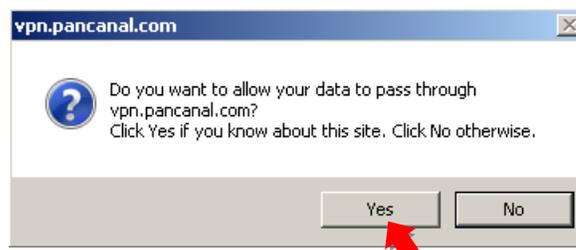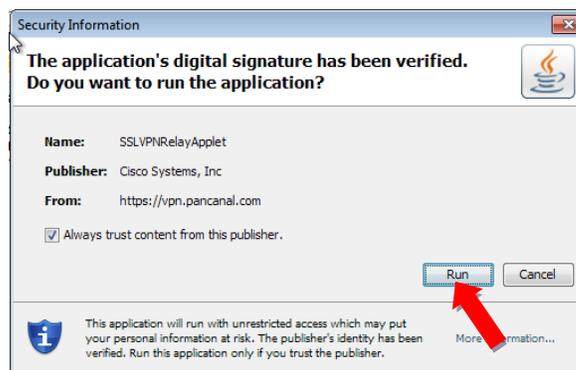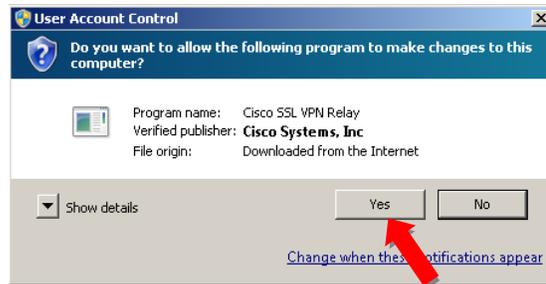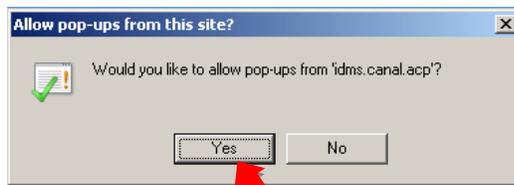

10. Then the following screen is displayed. Please enter the same username and password given.

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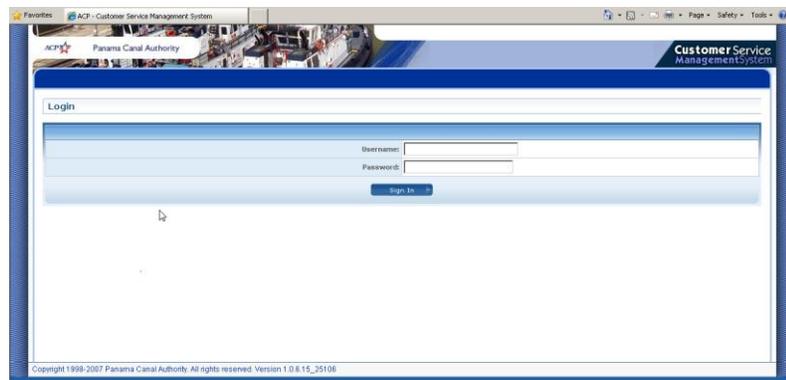
11. The first time you enter, your browser will block the IDMS application Pop-up; and the following screen is displayed. In this screen select the option "Always Allow Pop-ups from this site".
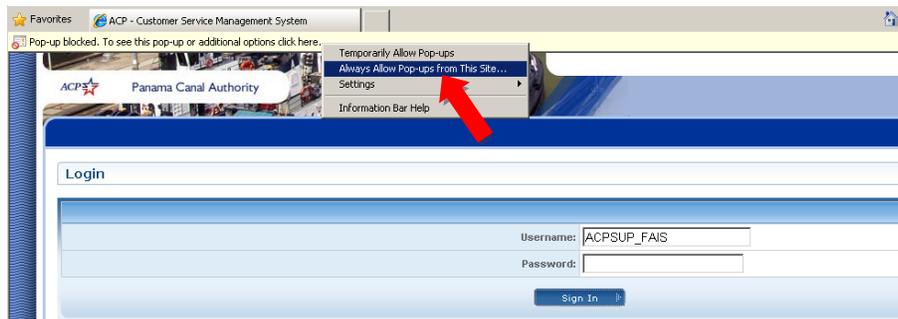
12. Thereafter, select "Yes" in the following screen.

13. 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)

14. 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:

    a. Uppercase characters
    b. Lowercase characters
    c. Numeric digits
    d. Special characters ($, #, etc.)

    NOTE: The password entered must NOT include the user_name.

15. Thereafter, in the following screen, select "EVTMS" and click "Go".

16. The first time the EVTMS application is selected it will prompt you to run a Java Add-on. Click on the security warning banner and select "Run Add-on".

Note: Java version 6 update 22 minimum required and Adobe Acrobat Reader version 7 minimum is required for the reports.

17. Thereafter, in the following screen click the "Run" button to run the ActiveX control.


18. Thereafter, in the following screen accept the security warning about the digital signature for the application by checking the box marked "Always trust content from the publisher" (From: http://arcoiris.canal.acp:8166) and click the "Run" button. (only needed the first time)

19. 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.
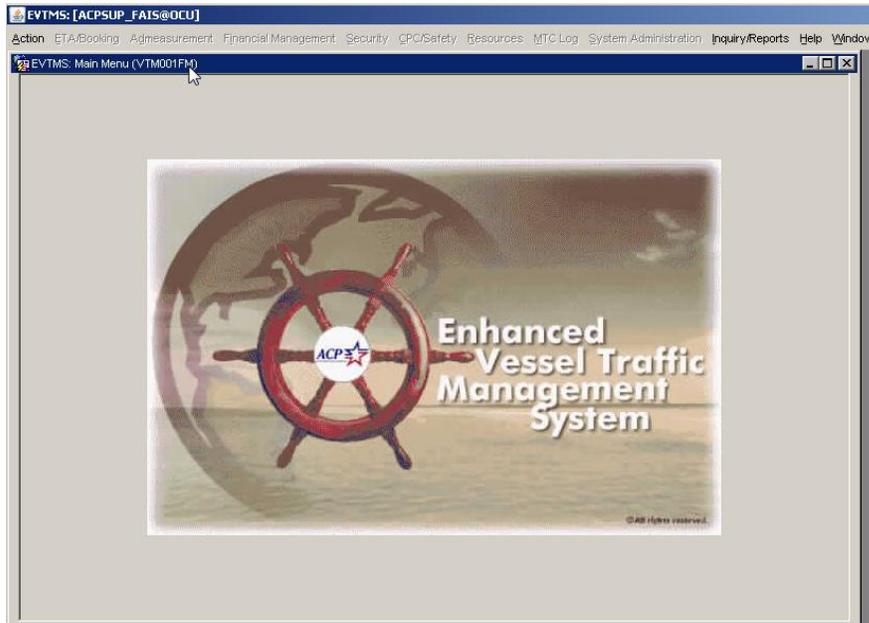

20. To properly exit the EVTMS application you need to also exit the IDMS system and then the VPN connection. First in EVTMS select, Action, Exit.
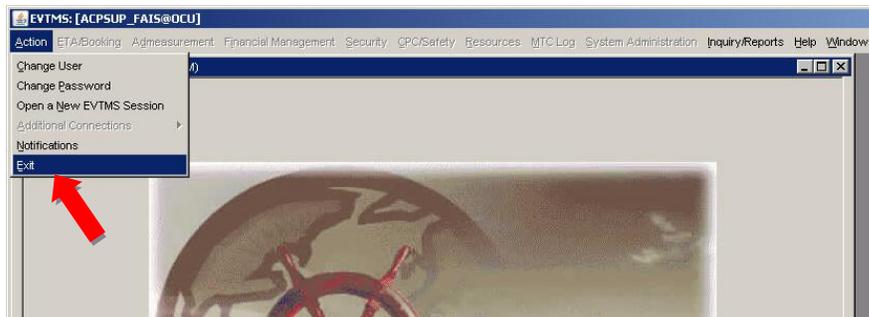

21. Thereafter, in the next screen (IDMS system) click on the "Logout" button (the mouse cursor will change to a hand icon when over the word "Logout"). Accept the prompt to logout that appears by clicking "OK".
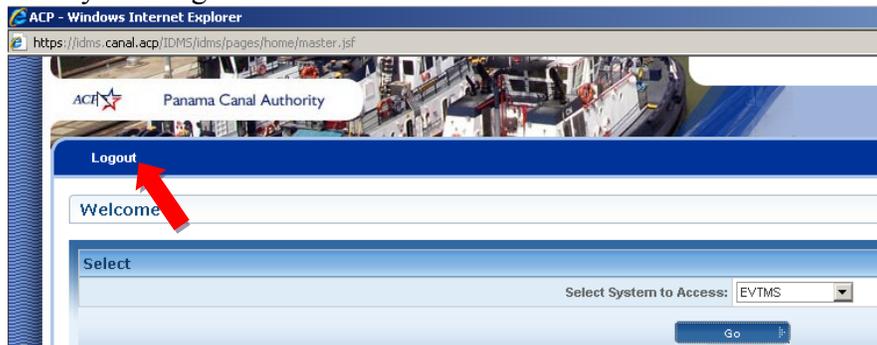
22. An information screen will display showing that the session was properly closed. This can then be closed by clicking the "X" button in the upper right corner.
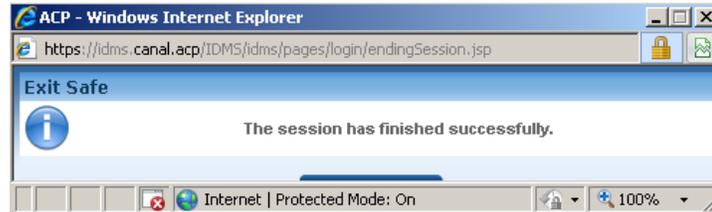
23. Thereafter, on the next screen close theVPN connection by clicking on the Logout link in the upper right of the screen.
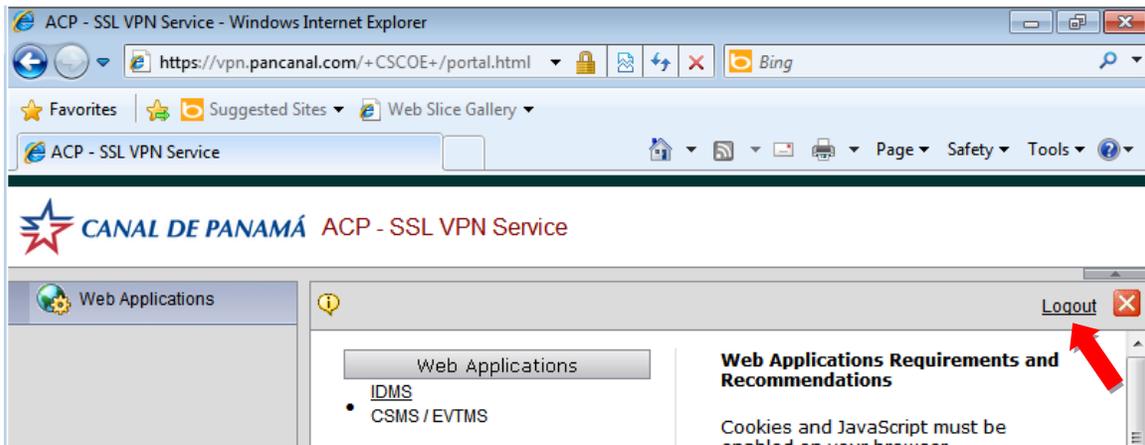
24. Thereafter, a Logout message will be displayed with a button to Logon again if desired. Otherwise, you may close the browser to finish the session. Your browser can now be used to access other Internet sites.