

Accessing Mesa County's OnBase VDI Pool System for Plan Reviews

Mesa County is providing external Review Agencies with the necessary tools to conduct plan reviews in the new OnBase Plan Review system as well as the legacy SIRE system until it is phased out.

Tools Overview -

- A user identity assigned to you for access into the Mesa County VDI Pool system.
- A virtual PC to use provided via the "VDI Pool" system.
- The OnBase Unity Client program provided via the virtual PC mentioned above
- The MS Internet Explorer web browser configured in the virtual PC mentioned above for our legacy SIRE system (SIRE WebCenter). This tool can be used for conducting plan reviews until the legacy SIRE system is phased out at a future date.
- An external self help password reset utility (uReset) for maintaining access to your Mesa County user account. Additional help information regarding this utility is located at the following webpage - <https://www.mesacounty.us/planning/electronic-permitting-system/technical-help-user-guides/>

Mesa County Customer Support (8 AM - 5 PM, Monday through Friday) -

- Technical questions or issues related to accessing your user account or using the tools should be directed to the Mesa County IT Help Desk
Email - help.desk@mesacounty.us --- Phone - 970-683-4200
- For general questions and help requests about Planning projects and reviews you are tasked with should be directed to one of the following Mesa County Planning department staff.
 - Email: MCcomdev@mesacounty.us
 - Phone: 970-244-1637

User Identity -

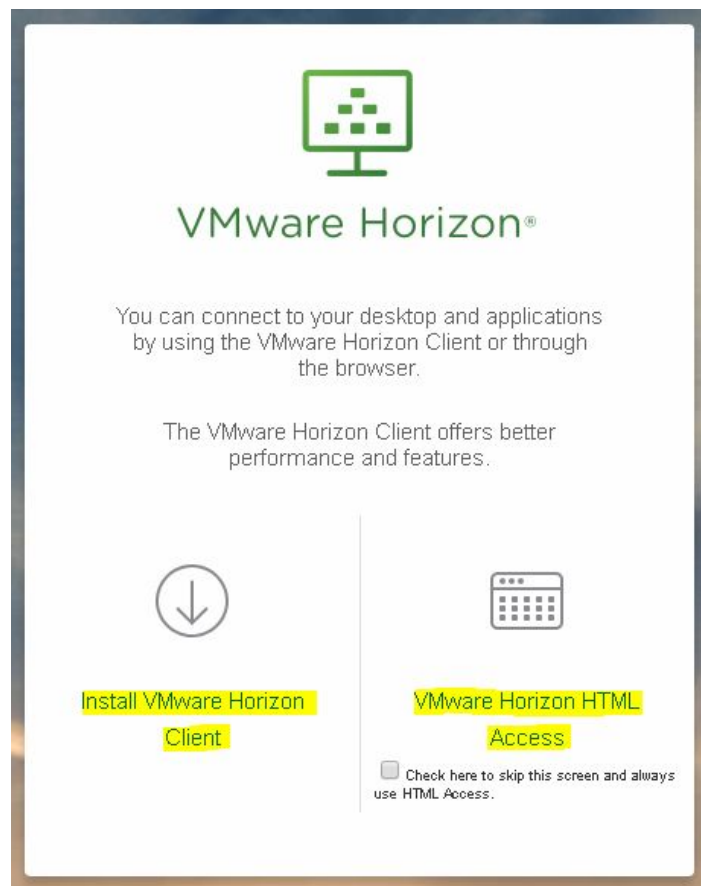
- A username and password are assigned to you to provide access to the Mesa County Virtual PC and OnBase systems (<https://vdi.mesacounty.us>). Use your existing credentials for accessing the SIRE system from within the virtual PC at - <https://sire.mesacounty.us/SIRE/>
- You will be required to change or personalize your password the first time you sign into your user account. The password must be at least 8 characters and cannot have the username in the password. It must also meet 3 of the 4 following criteria - Uppercase, Lowercase, Number or Special Character.

OnBase VDI Pool Overview -

- Use a web browser and browse to "<https://vdi.mesacounty.us>"
- Chose to download and install the "VMware Horizon View Client" or
- Choose the "VMware Horizon HTML Access" method
- Provide your assigned username and password (reset your password the first time)
- Sign in and begin using the virtual PC
- Locate and use the OnBase Unity Client desktop shortcut to begin conducting reviews in the new Plan Review system.
- Locate and use MS Internet Explorer to sign into your SIRE WebCenter user account (<https://sire.mesacounty.us/SIRE/>) for conducting review in the old SIRE Active Review system until this system is phased out.
- Register for the "uReset" password reset utility as promoted onscreen within the virtual PC. Additional help information regarding this utility is located at the following website - <https://www.mesacounty.us/it/faq>

Step by Step Procedure -

1. Open a web browser and browse to "<https://vdi.mesacounty.us>".



2. Select “Install VMware Horizon Client” or “VMware Horizon HTML Access” (optional).

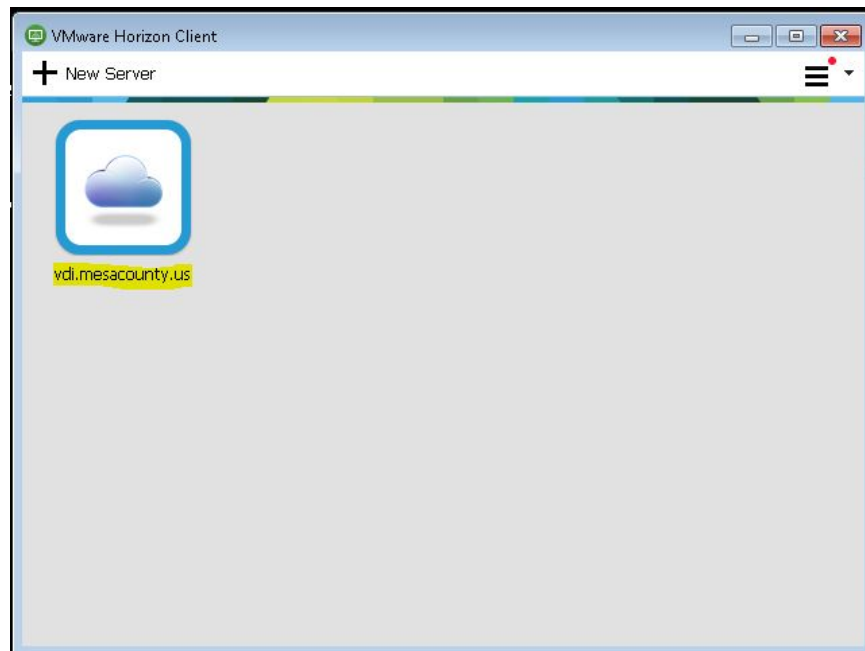
Downloading and installing the “VMware Horizon Client” is a one time event to be done the first time. Follow the onscreen instructions provided from VMware and *provide “vdi.mesacounty.us” as the connection server and “mesacounty” for the domain name.* Once installed the “VMware Horizon Client” program is used each time for access to the Mesa County provided system.

The optional “VMWare Horizon HTML Access” method provides access the the system and virtual PC but runs entirely within your PC’s web browser. It provides the same access and functionality as the “VMware Horizon Client” software program.

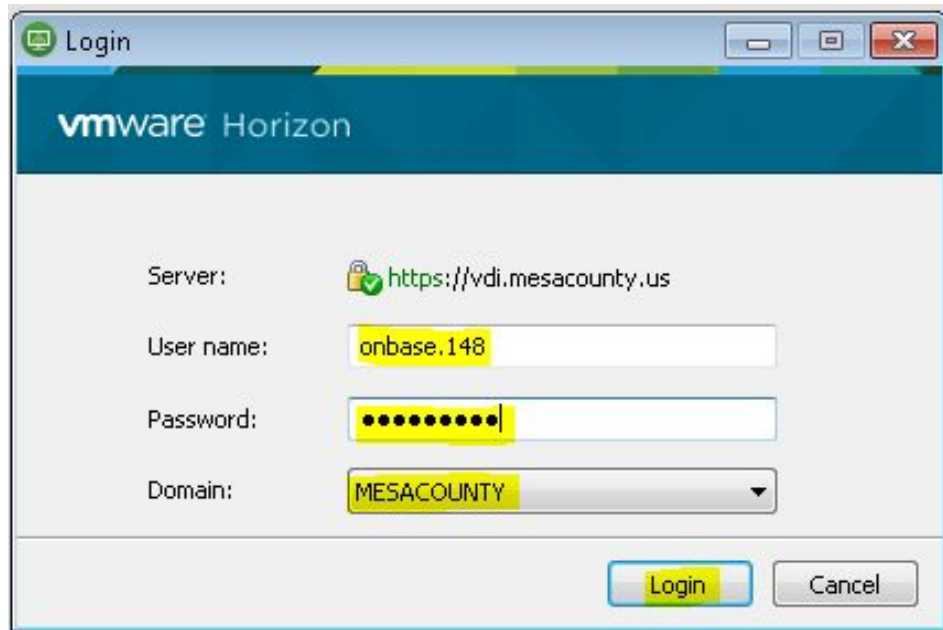
3. Locate and doubleclick on the “VMware Horizon Client” desktop shortcut.



4. In the window that opens up, locate and doubleclick on the vdi.mesacounty.us shortcut as shown below.

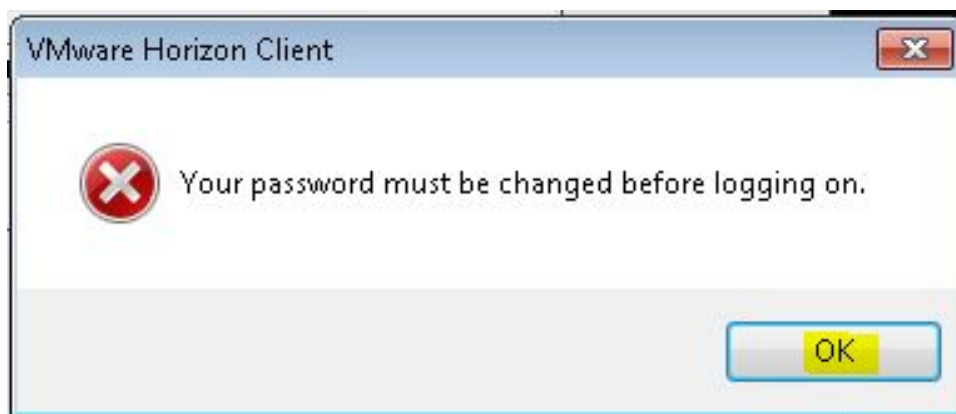


5. In the screen below, input your assigned username and password. Insure the domain value is set to "MESACOUNTY", then click on "Login".



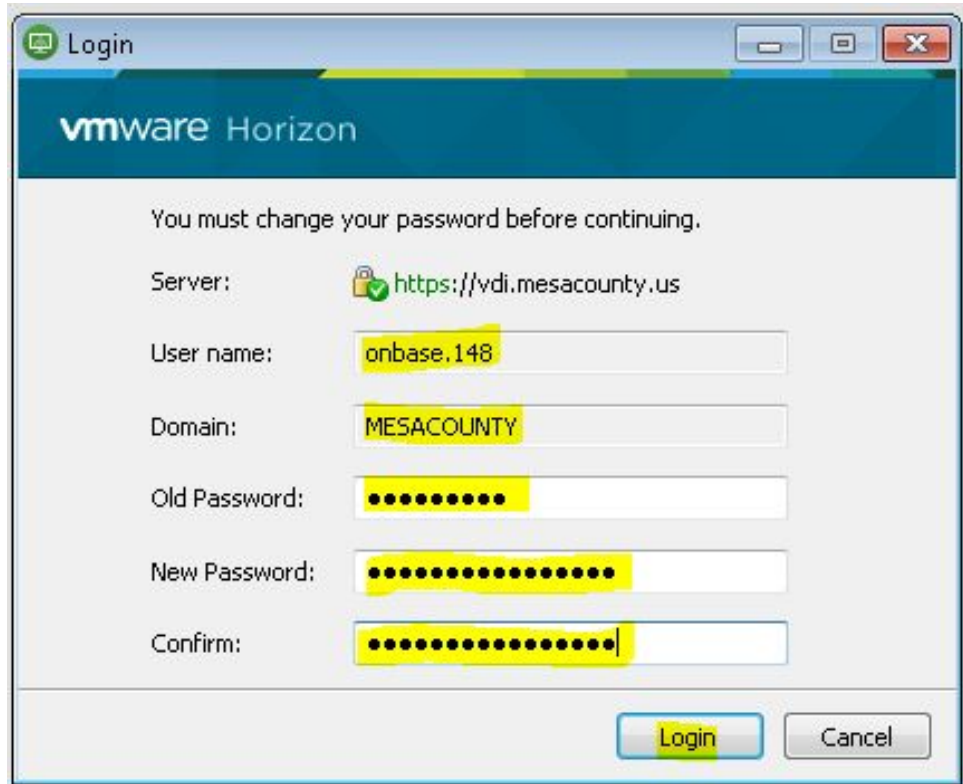
The screenshot shows a "Login" dialog box for VMware Horizon. The window title is "Login". The VMware Horizon logo is at the top. The "Server:" field contains "https://vdi.mesacounty.us" with a lock icon and a green checkmark. The "User name:" field contains "onbase.148". The "Password:" field is masked with yellow dots. The "Domain:" dropdown menu is set to "MESACOUNTY". At the bottom right, there are "Login" and "Cancel" buttons.

Upon first access only, you will be prompted to change your password as shown below.



6. As show below, fill in the required information to change your password and select “Login”. Use the username and initial password provided to you in the first two fields as shown below.

New Password Criteria - The new password must be at least 8 characters and cannot have the username in the password. It must also meet 3 of the 4 following criteria - Uppercase, Lowercase, Number, Special Character.

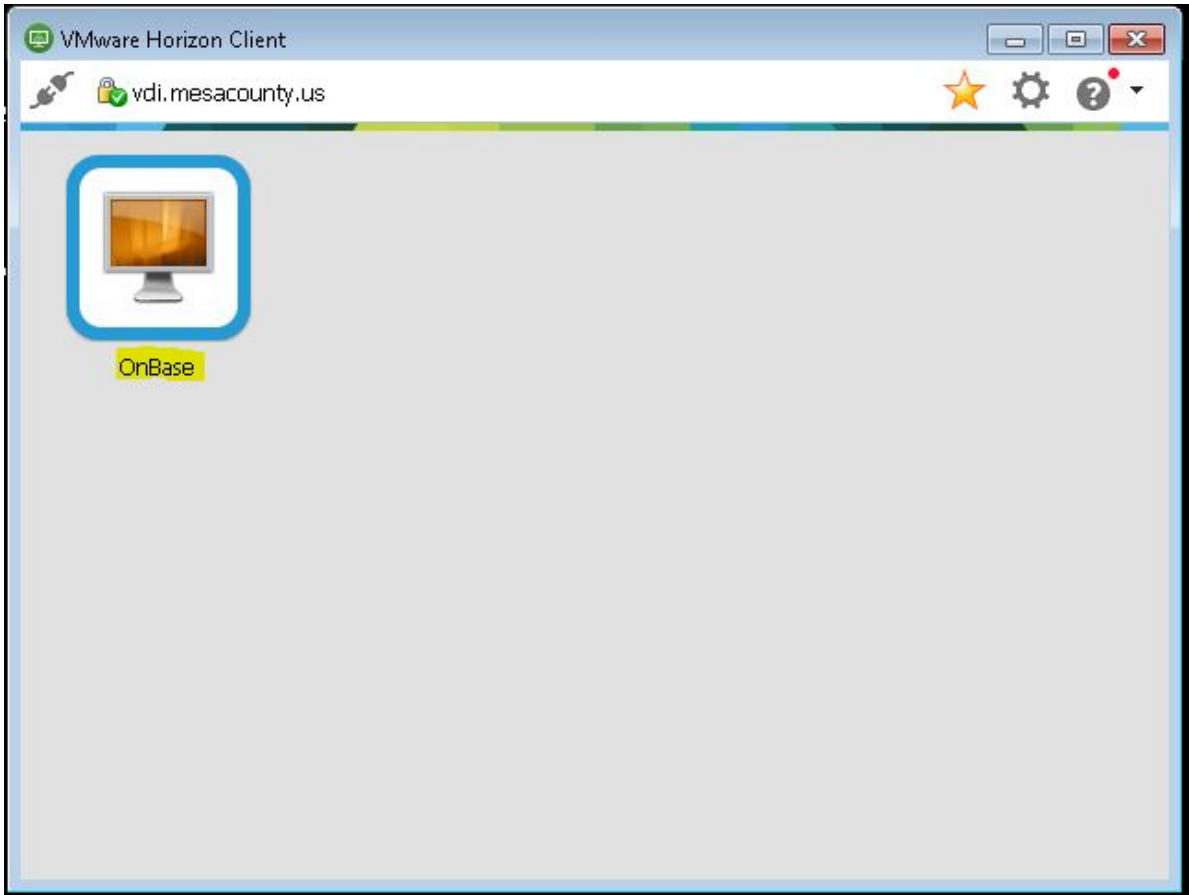


The screenshot shows a window titled "Login" with the VMware Horizon logo. The message "You must change your password before continuing." is displayed. The form contains the following fields:

- Server: <https://vdi.mesacounty.us>
- User name: onbase.148
- Domain: MESACOUNTY
- Old Password: [Redacted]
- New Password: [Redacted]
- Confirm: [Redacted]

At the bottom right, there are "Login" and "Cancel" buttons.

7. In the screen below, doubleclick on the “OnBase” shortcut. Allow time for the virtual PC to be created and rendered to your PC screen.



8. Once the virtual PC rendering is complete, start using the virtual PC like any regular Windows 7 PC. You can control the virtual PC like any other program on your physical PC by using the window controls in the blue control bar at the top of the virtual PC window.

General Usage Tips -

- The virtual PC will stay active for several hours so you don't have to constantly log out and back in or reconnect to the Mesa County system.
- You can minimize the virtual PC window and use your physical PC for other work throughout the work day.
- Data you store on the virtual PC desktop or C: drive is not stored permanently and will be discarded when you logoff or shutdown the virtual PC. Data entered into OnBase and SIRE during your user session is saved within each of those systems.

Logging out of the virtual PC - (recommended steps)

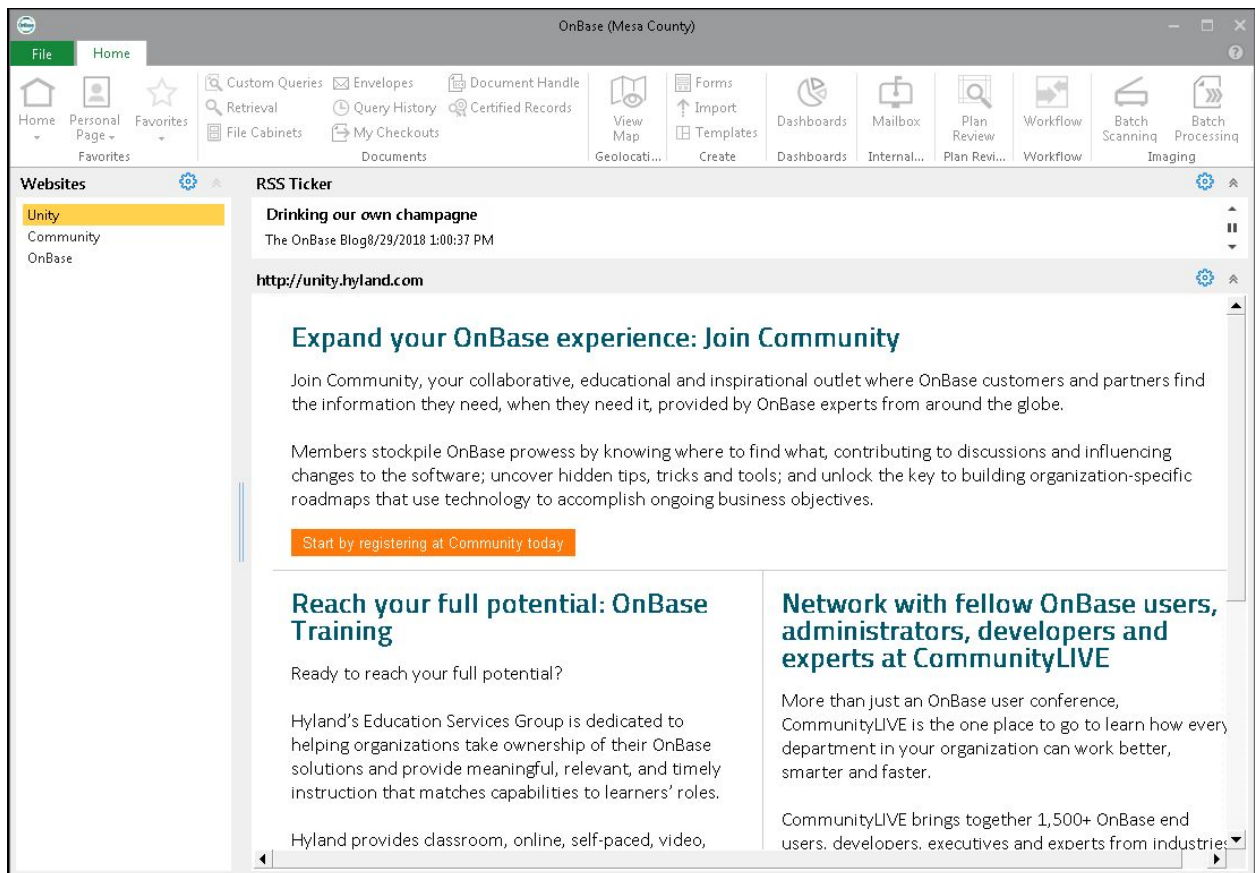
- a. Unity Client - Save your work, then close the OnBase Unity Client program by "X"ing out of the program window.
- b. SIRE WebCenter - Save your work, then use the "Logout" link in the upper righthand corner to properly close and end your SIRE user session. Then close the MS Internet Explorer web browser.
- c. In the virtual PC select the Windows "Start" button, then select "Shutdown" or from the virtual PC control bar, select the "Options" menu then select "Disconnect and Loff Off".



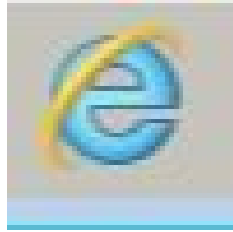
9. OnBase Unity Client - From within the virtual PC, locate and doubleclick on the “OnBase Unity Client” desktop shortcut to open the “Unity Client”. The Unity Client program will recognize your network identity assigned to you for authentication and will open without requiring you to enter your username and password. Use this program for conducting plan reviews and project research in the new OnBase Plan Review system.



Logging out of the Unity Client - to properly close your OnBase Unity Client user session, you can “X” out of the Unity Client program. No special logout steps are required.



10. SIRE WebCenter (<https://sire.mesacounty.us/SIRE/>) - From within the virtual PC, locate and click on the MS Internet Explorer shortcut on the Windows taskbar to open Internet Explorer. The web browser home page is set to the SIRE WebCenter login screen. Sign into your SIRE WebCenter user account with your existing SIRE user account credentials. Use this program to conduct reviews and project research in the legacy SIRE Active Review system until this system is phased out at a future date.



Logging out of SIRE WebCenter- Save your work, then use the “Logout” link in the upper righthand corner to properly close and end your SIRE user session. Then close the MS Internet Explorer web browser.

The image shows the SIRE WebCenter login screen. It features a blue shield-shaped logo with the word 'SIRE' in white on the left. To the right, the text 'WebCenter Login' is displayed in orange. Below this, there are two input fields: 'Username:' and 'Password:'. A blue 'Login' button is positioned below the password field. At the bottom, there are two checkboxes: 'Remember Me On This Computer' and 'Auto Login On This Computer', both of which are currently unchecked.

SIRE WebCenter Login

Username:

Password:

Login

Remember Me On This Computer

Auto Login On This Computer

11. "uReset" Password Reset Utility - While using the virtual PC, you will see on screen prompts to sign up for the password reset utility. The prompts will repeat periodically until you have registered. Follow the enrollment wizard steps to complete the process. Additional help information regarding this utility is located at the following website - <https://www.mesacounty.us/it/faq>

