Scheduled Maintenance Outage

Thomson Reuters, the company our firm partners with to provide the platform for NetClient portals, is migrating from their current Citrix® environment to a new Microsoft® Azure Virtual Desktop (**AVD**) environment.

> **This migration will occur between 11p.m. ET on Friday, July 26 and 11p.m. ET on Sunday, July 28.**

What does this mean?

- Our firm's portal environment (NetClient CS) will be unavailable throughout the migration window noted above.
- As a client that accesses this portal environment, you <u>will</u> be required to take some form of action to ensure uninterrupted access.

What actions do you need to take on Monday, July 29th, after the migration?

1st: Download & install the Azure Virtual Desktop (**AVD**) installation package.

2nd: Set up your default printer settings.

3rd: Access your applications in AVD**.**

Step-by-Step instructions for the actions listed above are available on this website or you via this link: [Azure Virtual Desktop Migration Instructions](#). Additionally, a video tutorial and interactive guide is available on Thomson Reuters' website. Here's a link to the site: [Client Interactive Guide](#).

If you need help with the migration process, please contact Monica Mullins at mmullins@cpadbb.com or (620)223-4300 x1134.