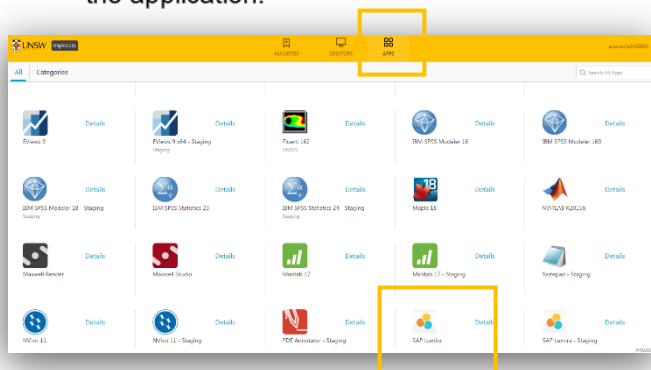




1. Open SAP Lumira for the first time

After logging into myAccess, applications will be available to you to add to your Citrix Receiver from the Apps button.

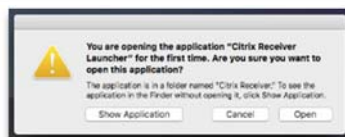
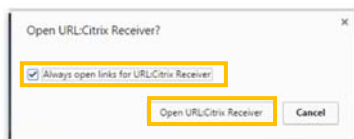
- Click on **Apps** and select **SAP Lumira** to open the application.



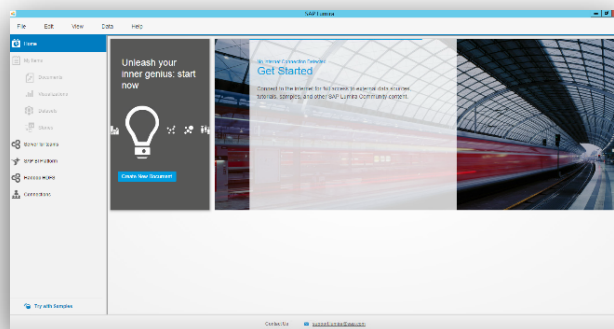
TIP: When launching your applications through Chrome, you may receive a one-off request to **Open URL Citrix Receiver**. Click **Always Open** followed by **Open URL: Citrix Receiver**.

You may also receive a one-off request to download and save a **.ica** file. Ensure to click on the small down arrow next to the **.ica** file and select **Always Open Files of This Type**.

Note: The following image is what Google Chrome will display, other browsers could vary in the message displayed.



- You have successfully opened **SAP Lumira**



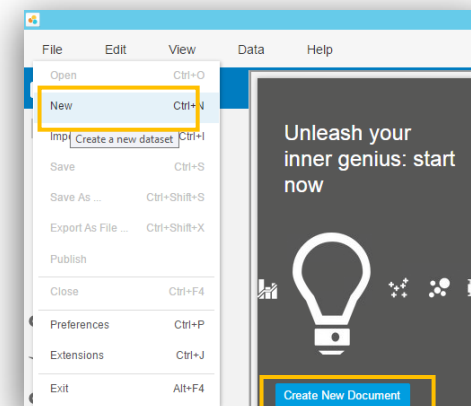
2. Creating a new document in SAP Lumira

The following steps assume that you will save your data to the **Cloud H:drive**, if you have saved elsewhere you will need to follow the same steps but look for the drive where your files are saved – see section 3.

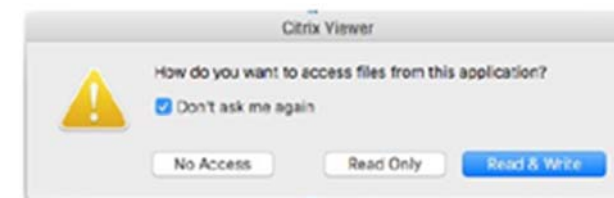
TIP: Larger file sizes will take up more time to load the data set (possibly 20 minutes to open a 100MB file). It is highly recommended that when loading larger datasets you save the dataset onto 'Cloud H: Drive' while on campus – this is the drive that starts with your zID.

Refer to [Downloading files from Moodle](#) guide for more information.

- On the homescreen click on **Create new document** OR navigate to **File > New**



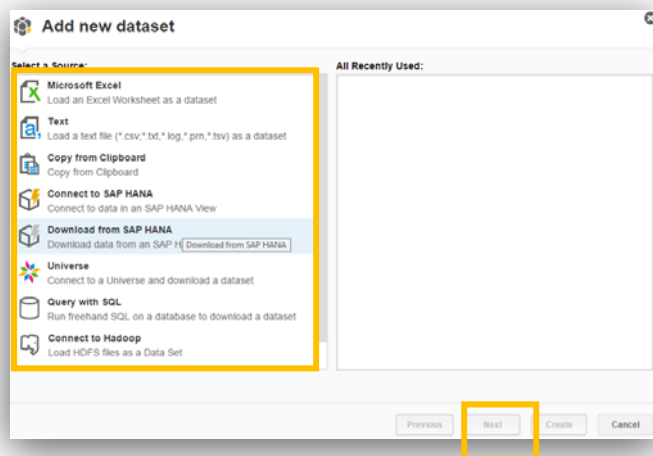
TIP: You may be asked to let Citrix access the Local Drives. Ensure you click on **Don't ask me again** and click on **Read and Write**.



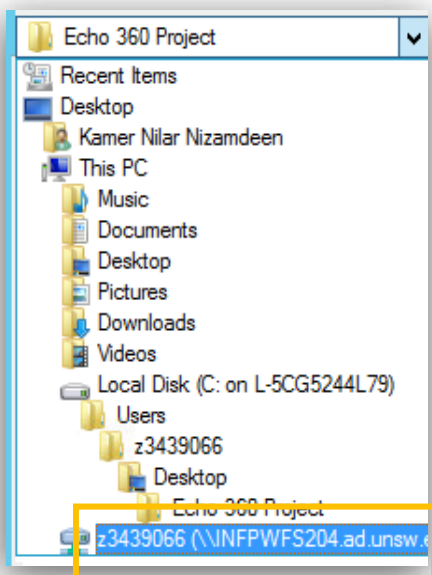
TIP: Remember to always save downloaded files straight to your **Cloud H:drive**



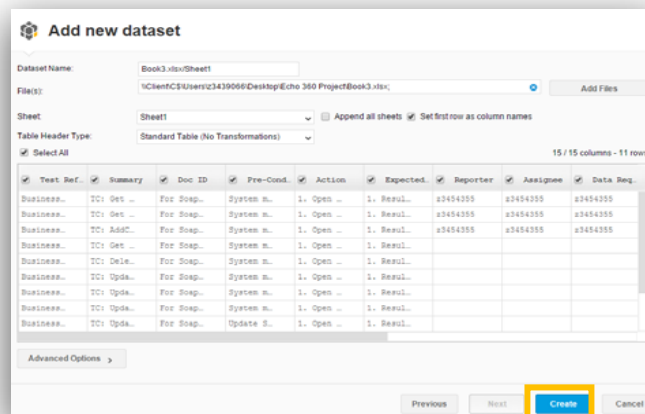
- ▶ On the **Add new dataset** page, select the type of data files you would like to open and click **Next** OR simply double click



- ▶ From the drop down menu find your **Cloud H:drive**



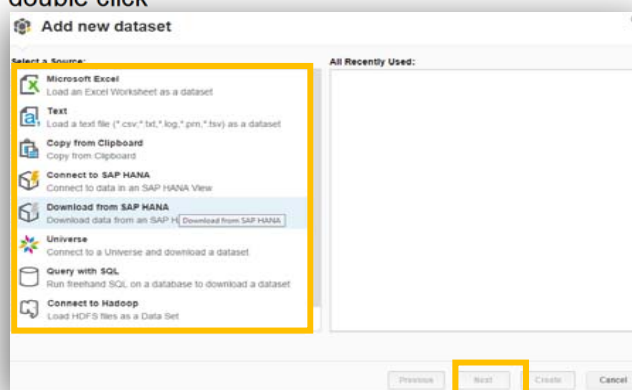
- ▶ Once you find your data files in the **Cloud H:drive** simply double click on them OR click **Create** and SAP Lumira will open your data files.



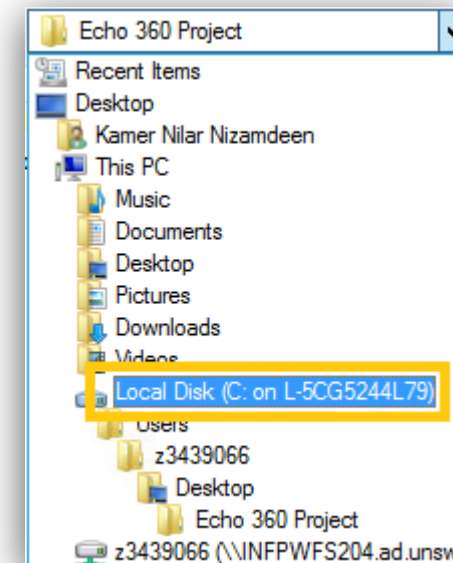
TIP: If you can't find the Cloud H: Drive call the IT Service Centre on (02) 9385 1333

3. Manually locating your files

On the **Add new dataset** page, select the type of data files you would like to open and click **Next** OR simply double click



- ▶ If prompted, select **Permit all access** when the **Citrix Receiver- Security Warning** appears.
- ▶ Select your Local **C:drive** from the drop down menu.

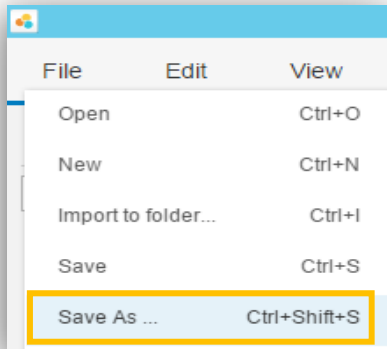


- ▶ Once you find your data files in the **C:drive**, double click on them OR click **Open** and SAP Lumira will open your data files.

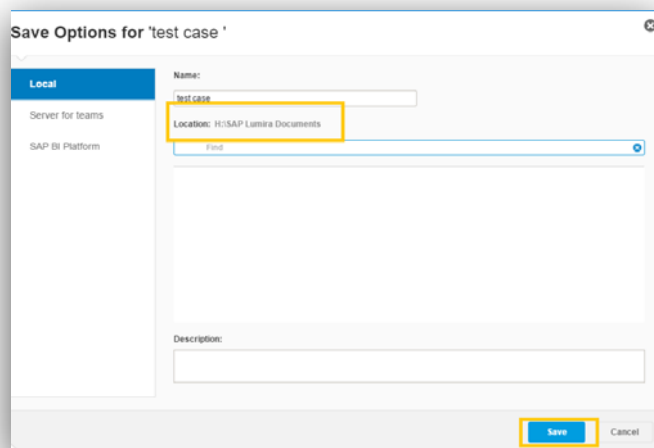


4. Saving your data set

- ▶ To save navigate to **File > Save As**



- ▶ SAP Lumira will automatically save to your **Cloud H:drive**. Please ensure you do not save to the **Temporary Storage D:drive** as your data will be lost if you do so.



5. Printing from SAP Lumira

- ▶ You can send charts to a printer from your computer or save them in PDF
- ▶ Choose the printer you want to print to in the **Print window** then click **OK**

Note: Printing is only available for charts that have been saved in the Visualize tab. Tables are not available for printing. Your tutor will be able to assist you further in this matter.