CemeteryPro Cloud Instructions

Logging Onto the Cloud

The software resides on the cloud server at terraproweb.net and is accessible from any computer, anywhere, connected to the internet. Although connections can be made on a tablet, most functions work best when using a mouse.

On a PC, you can access Remote Desktop Connection by using the search function on your taskbar. Type Remote and you should see Remote Desktop come up.

Enter the connection information as shown below and uncheck the box labeled "Always ask for credentials" if you would like to save your password.

Log in using the user name and password assigned to you. Write them here for future reference:

USER NAME ______ PASSWORD _____

Nemote Desktop Connection				—		\times	
	Remote Conne	e Desk ectio	top n				
General [Logon se	Display Local F	Resources	Experience	Advanced			
	Computer: terraproweb.net						
	User name: [yourusemame]						
	You will be asked for credentials when you connect. To use saved credentials, clear the following check box.						
Connectio	on settings						
	Save the current connection settings to an RDP file or open a saved connection.						
	<u>S</u> ave		Sa <u>v</u> e As		Op <u>e</u> n		
Hide Og	otions			Co <u>n</u> nect	He	lp	

You will also want to allow the cloud connection to see your local computer hard drives, printers and scanners, so click on the Local Resources tab and make the following changes:

Nemote Desktop Connection -		×					
Remote Desktop Connection							
General Display Local Resources Experience Advance	d						
Nemote Desktop Connection		×					
Remote Desktop Connection							
Local devices and resources Choose the devices and resources on this computer that you want to use in your remote session.							
 Smart cards or Windows Hello for Business WebAuthn (Windows Hello or security keys) Ports Location Drives Video capture devices Other supported Plug and Play (PnP) devices 							
ОК	Car	ncel					

Once you are finished with the changes, switch back to the General tab and choose Save As and save it to your desktop and call it CemeteryPro Cloud.

Close the Remote Desktop interface and use the shortcut you just created to connect to CemeteryPro Cloud Desktop.