

CemeteryPro Cloud Instructions

Logging Onto the Cloud

The software resides on the cloud server at apps.CemeteryProweb.com 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.

Using your favorite browser (Chrome works really well!), go to the website apps.CemeteryProweb.com

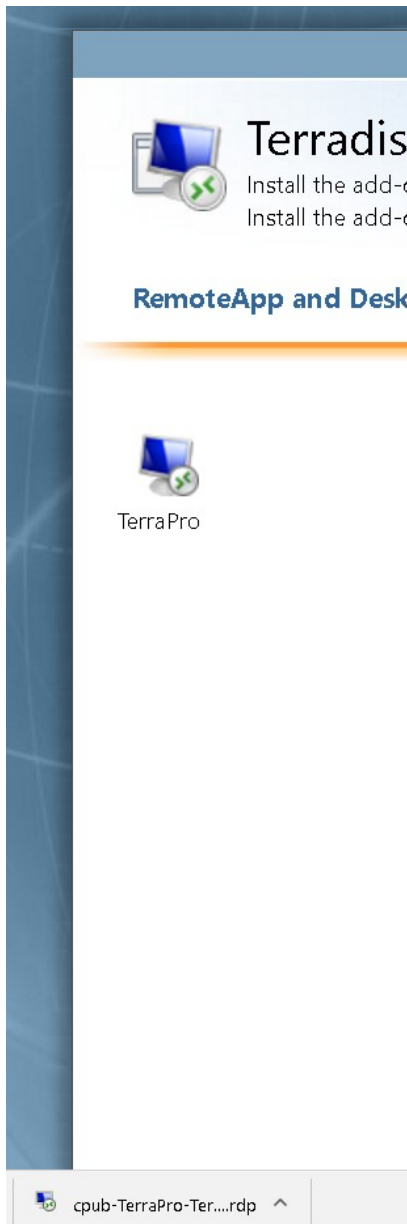
Log in using the user name and password assigned to you. Write them here for future reference:

user name

password

You will be required to change your password if this is the first time you have logged in.

Click on the [here](#) button and enter a new password. It must be at least 8 characters, with mixed case and numbers and/or symbols. Once you have logged in successfully, write the new password down above or memorize it.



The screen at left will appear once you have logged in. You may download the CemeteryPro icon by dbl-clicking it. Once downloaded, it can be moved to your desktop to provide a shortcut the next time you want to log on. We suggest renaming it to *CemeteryPro Cloud*

You will need to return to apps.CemeteryProweb.com to change your password or to log in from a different computer.

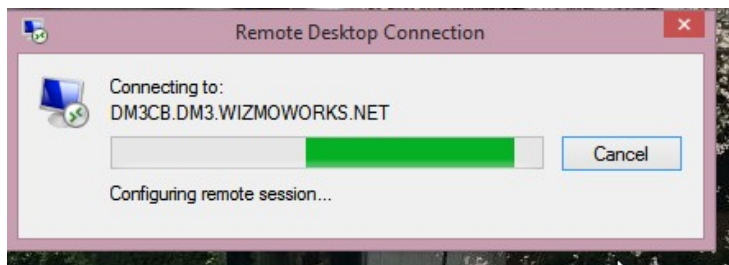
Use the icon to log in one more time with the username you were given and new password you just created.

Your Remote Desktop connection should look like this:



Check the box that says *Don't ask me again* and then click *Connect*

The Remote Desktop Connection will start:



Once you are on the cloud desktop, just click the CemeteryPro icon.


Using CemeteryPro Cloud

CemeteryPro in the Cloud is hosted on the internet using a Remote Desktop Connection. You can access CemeteryPro from any device which supports RDP, including Windows computers, Android and Apple iPhone and iPad and some others. For smart devices, you will need to download an app. We recommend Mocha RDP for the iPhone and iPad. Feel free to use these instructions to access CemeteryPro from your office and home computers.

To access CemeteryPro, do the following:

1. In your web browser (Internet Explorer, Chrome, Firefox, etc.), type *apps.terraproweb.com* into the website address at the TOP of your browser.
2. You should see the CemeteryPro Web login screen:

RD Web Access

 **Terradise TerraPro Web Access**
Install the add-on to support printing: [64-bit Windows](#) or [32-bit Windows](#)
Install the add-on to support scanning: [32-bit/64-bit Windows](#)

[Setup / Help](#)

user@company:

Password:

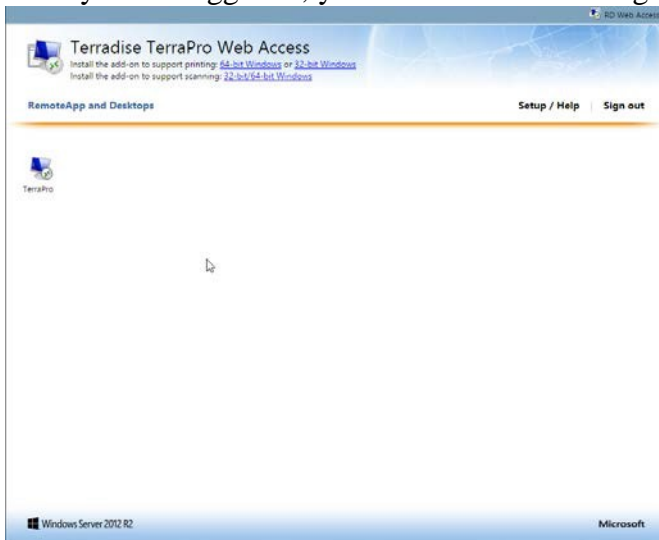
Security

To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

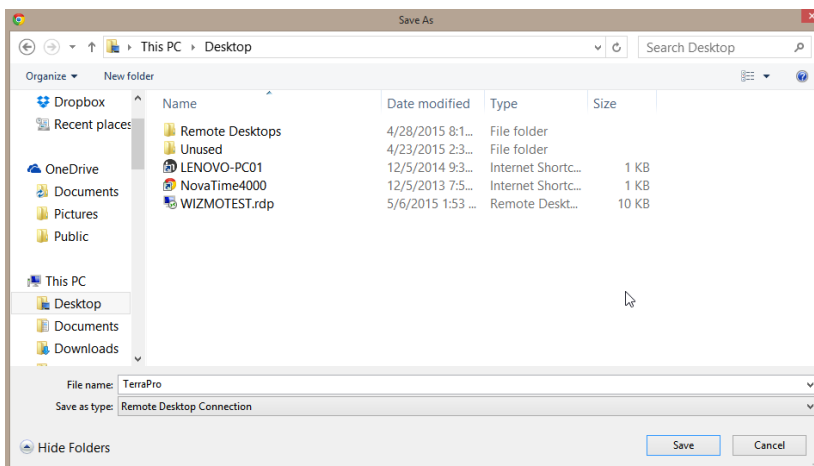
Windows Server 2012 R2 Microsoft

3. First time you visit this site, install the add-on to support printing (choose 64 bit or 32 bit depending on your computer.) Also install the scanning add-on if you have a scanner attached to your computer.
4. Enter your user name as supplied to you by CemeteryPro personnel. (case not important) (Additional user names are available at \$50 per month)
5. Enter the temporary password you were given. (case important)
6. You will be asked to change your password. It must be at least 8 characters, with mixed upper and lower case, and include one number and one special character (!@#\$\$%^&*)

7. You will need to type your password again to confirm it. PLEASE REMEMBER YOUR PASSWORD.
8. In 90 days, you will be asked to change your password for security reasons.
9. Once you are logged in, you will see the following screen:



10. Click the TerraPro icon, and you will be asked to save it. Rename it to CemeteryPro, then save to your desktop.



11. Minimize your browser, and use the newly created shortcut to connect to CemeteryPro. From now until you need to change your password, you can use the CemeteryPro shortcut on your desktop to connect.
12. Login again with your user name and newly created password.
13. Click the CemeteryPro icon on the Cloud Server Desktop.
14. Please keep these instructions for future reference.

More help is available using the Setup / Help topic at the top right of the login screen.