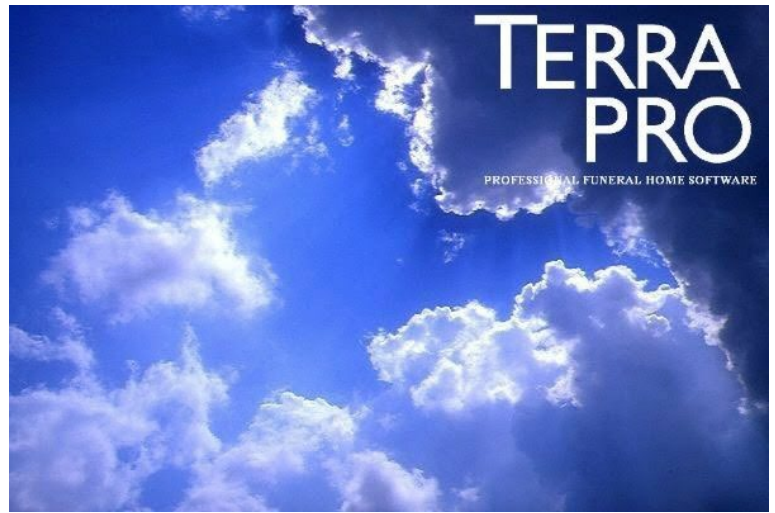


TerraPro Cloud User Guide



TerraPro Cloud is the same FoxPro 9 application as the desktop version, so if you have used it in the past, you will notice no differences in the user interface or functionality.

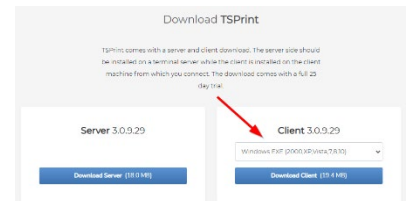
You can access TerraPro Cloud from any computer or device connected to the internet.

Getting on the Cloud - First Time

WINDOWS OR MAC COMPUTERS

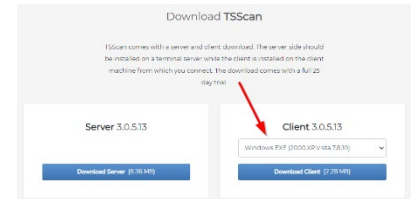
1. IF YOU WISH TO PRINT FROM THIS COMPUTER:

Go to <https://www.terminalworks.com/remote-desktop-printing/downloads> and download and install the Client Software for Remote Desktop Printing:

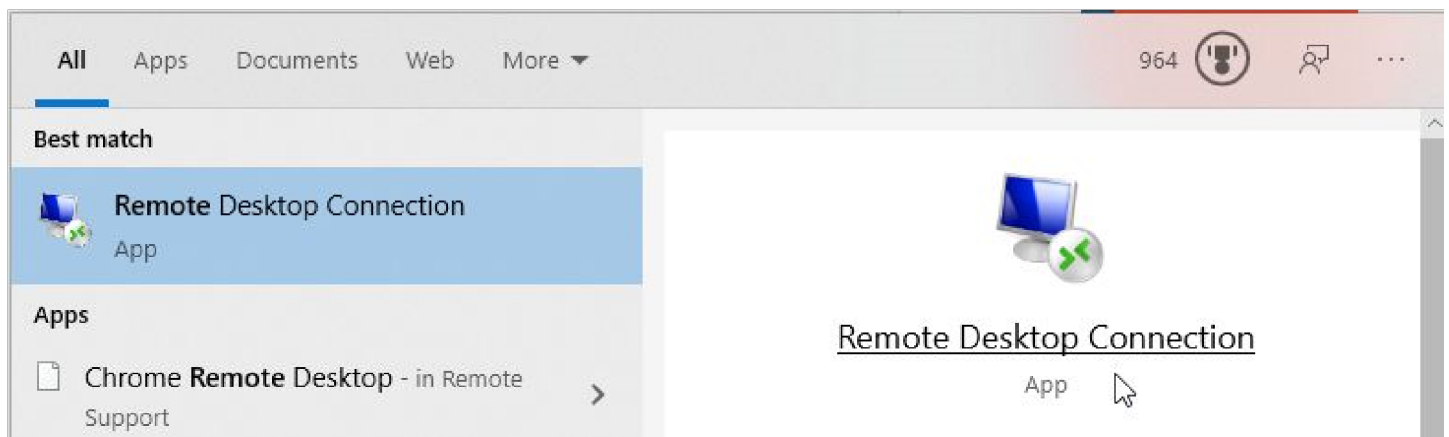


2. IF YOU HAVE A SCANNER ATTACHED TO YOUR COMPUTER:

Go to <https://www.terminalworks.com/remote-desktop-scanning/downloads> and download and install the Client Software for Remote Desktop Scanning:



3. On the search box, type Remote Desktop and open the built-in Remote Desktop Software for Windows:



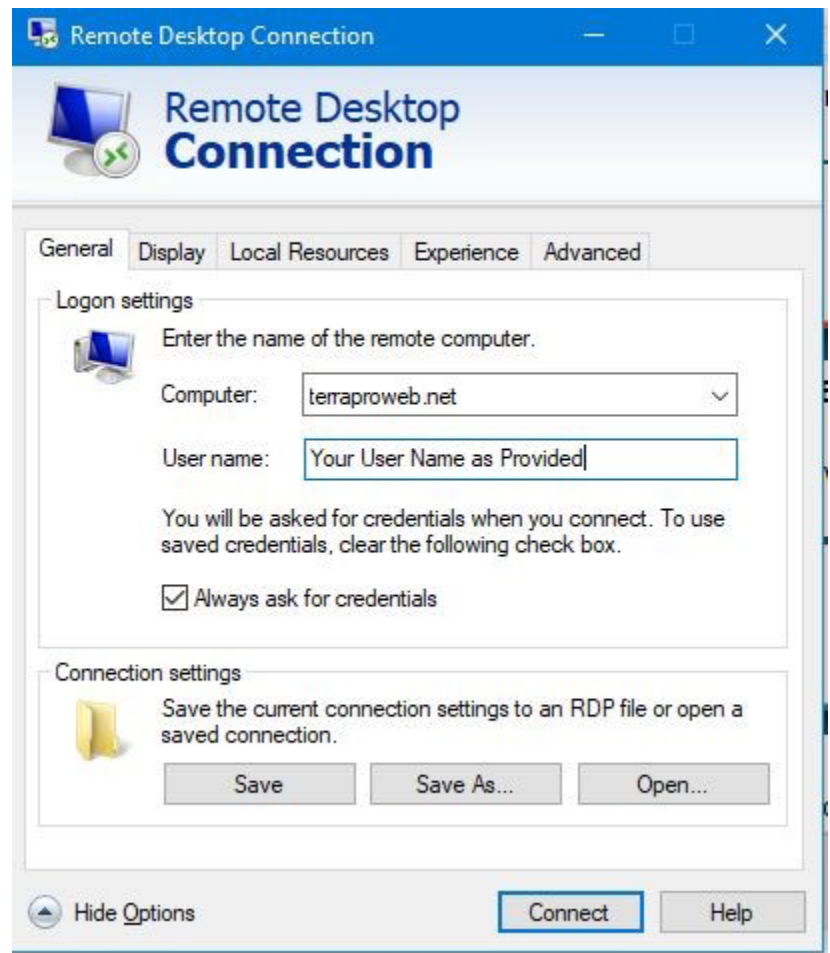
Once you have the Remote Desktop Application open, click on Show Options and fill it in as shown at right:

You will have been given a user name and password, PLEASE write it down and keep it in a safe, accessible place. If you wish to NOT be prompted for your password each time you log in, UNCHECK the box that says Always ask for credentials.

MY USER NAME: _____

MY PASSWORD: _____

SAVE AS to your desktop - suggested name is TerraPro Cloud.



iPAD, iPHONE, ANDROID

1. Go to the App Store or Google Play, and download the Microsoft Remote Desktop App (Free).



Remote Desktop Mobile ⁽⁴⁺⁾

Work from anywhere
Microsoft Corporation

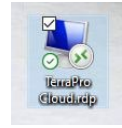
★★★★★ 3.9 • 4K Ratings

Free

2. Setup the App Connection using **terraproweb.net** as the host name or IP address, and your user name and password as the login information. You may want to take a look at other settings such as saving the password so you don't have to enter it each time.
3. Save the connection and call it TerraPro Cloud.

Getting on the Cloud - Daily Use

1. Windows/Mac: Click on the Remote Desktop Icon you created for this computer/device:

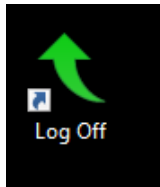
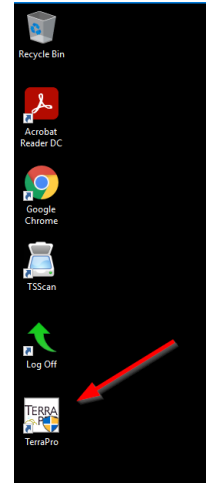


(iPad/ iPhone/ Android Phone:

Use the Remote Desktop App and choose TerraPro Cloud)

2. Sign in with your user name and password, if prompted.
3. You will see the Remote Desktop Server Desktop, and you can use the TerraPro icon to start TerraPro:

4. **VERY IMPORTANT: When you are through for the day (or session), Quit TerraPro and MAKE SURE TO USE THE LOGOFF BUTTON TO END YOUR REMOTE DESKTOP SESSION.**



USE THIS, NOT THE BLUE X AT THE TOP CENTER OF THE SCREEN