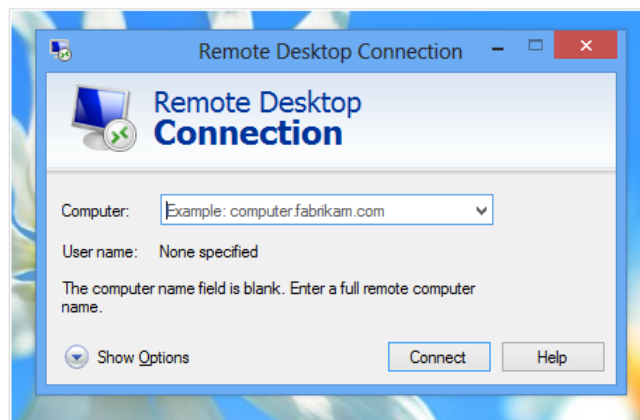
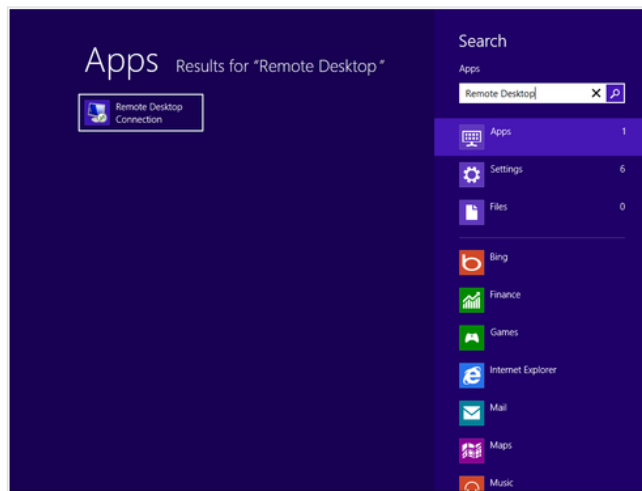


# CONNECTING TO COLLECTIFY CLOUD FROM WINDOWS

All of the following settings can be saved so you don't have to enter them again.

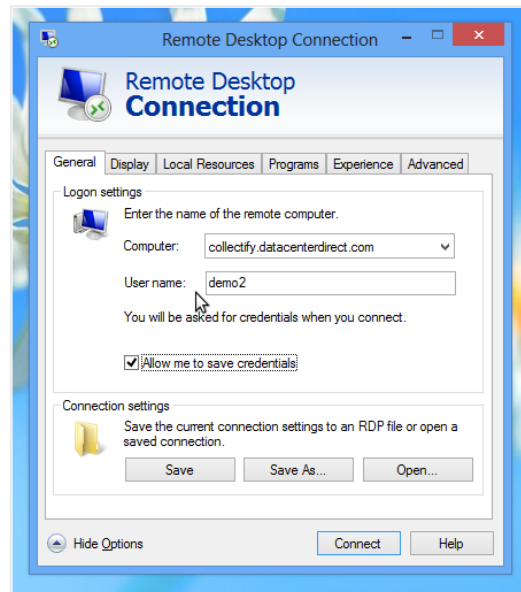
A. Start Microsoft Remote Desktop (this is from Windows 8) For Windows 7 click on Start, All Programs, Accessories, Remote Desktop Connection.



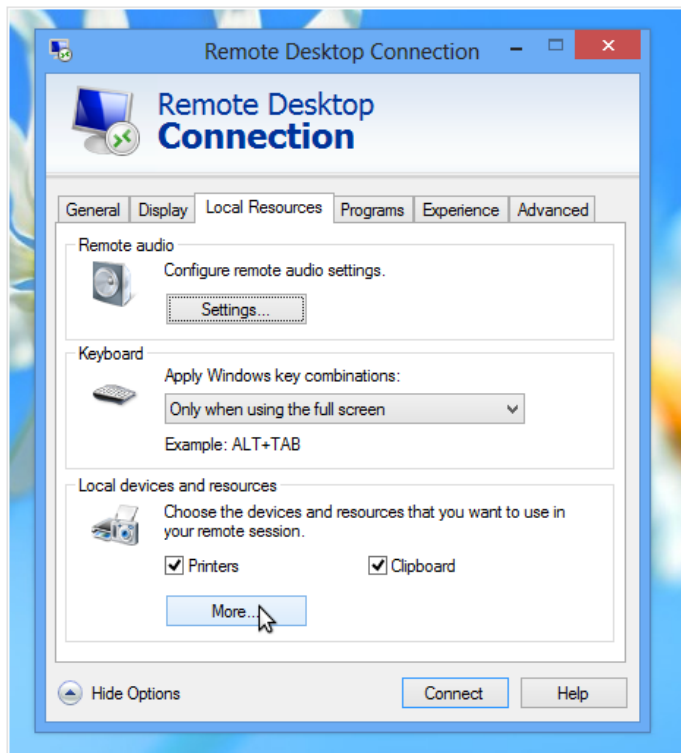
B. Click on Show Options and enter the connection details for Collectify Cloud Computer:

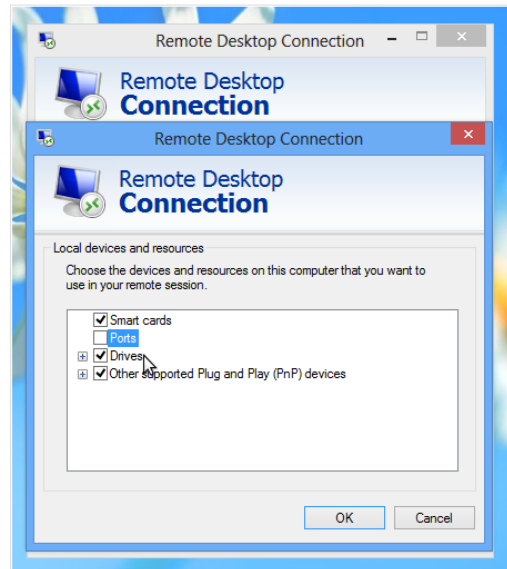
Computer: **collectify.datacenterdirect.com**

Username: **d21\your username**



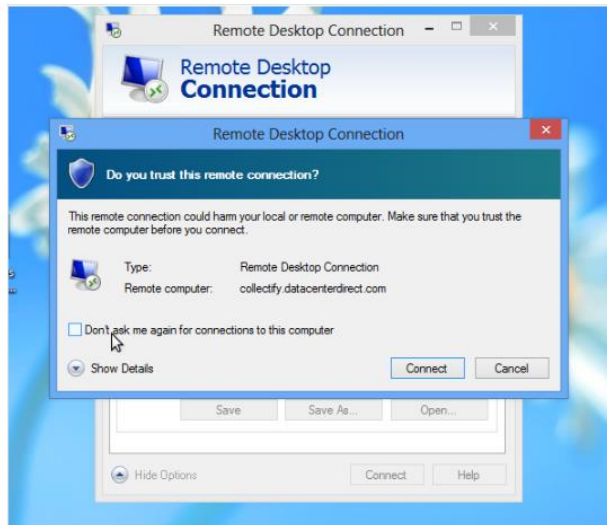
C. If you wish to have access to your local drive you will need to click on Local Resources, then click on More. Click on the drive(s) you wish to share when you connect. Click on OK.





D. Re-Select the General Tab and click on Save to save the settings to an RDP file. Your settings should be saved for the next time so that all you have to do is double click on the RDP file or open Remote Desktop Connection and click on Connect.

E. Click on Connect. You will be presented with a few security check screens. Check off "Don't ask me again for connections to this computer" if you don't want to see this message again.



F. After a few moments, you will be presented with your Collectify Cloud Desktop. From here you can run Collectify or Collectify Home Inventory, upload photos, download reports etc.

G. Your local drive can be accessed by clicking on the "Local Drive" icon on the desktop and then (usually) clicking on \\tsclient\C (you may need to click on Network and then "tsclient" first – especially if you have just connected.)

H. Collectify and Collectify Home Inventory should run as they do on a local PC. The only exception is that you cannot e-mail reports. You will need to save the to the local drive first and then e-mail from there.

I. If you need additional help getting starting with Collectify or Collectify Home Inventory, you may wish to watch a few introductory videos located on our website: [Click here for Collectify](#) or [Click here for Collectify Home Inventory](#)