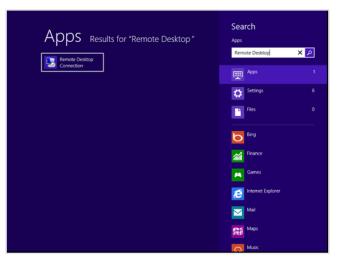
CONNECTING TO COLLECTIFY CLOUD FROM WINDOWS

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

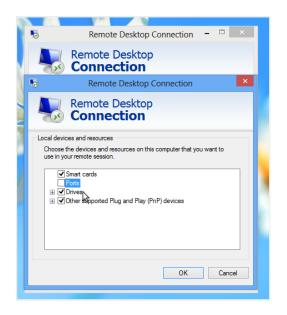
2

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	Remote Desktop Connection
General	Display Local Resources Programs Experience Advanced ettings Enter the name of the remote computer. Computer: collectify datacenterdirect.com v User name: demo2 You will be asked for credentials when you connect.
- Connect	✓ Allow me to save credentials ion settings Save the current connection settings to an RDP file or open a saved connection. Save Save As Open

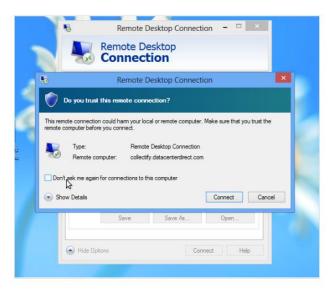
C. If you wish to have access to your local drive you will need to click on Local Resources, then click on More. Click on the drive(s) you wish to share when you connect. Click on OK.

	Remote Deskto	p Connection	- □ ×
3	Sonnection		
Gener	al Display Local Resources Pr	ograms Experience	Advanced
Rem	ote audio Configure remote audio setti Settings	ngs.	
Keyt			
4	Apply Windows key combination		
	Only when using the full sci Example: ALT+TAB	reen V	·
Loca	devices and resources		
	Choose the devices and res your remote session.	ources that you want to	o use in
	 Printers 	 Clipboard 	
	More		
) Hi	e Options	Connect	Help



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