

LIFO-PRO Software Private Cloud Setup & Access Guide



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Table of Contents

Topic	Page(s)
Private Cloud Setup & Access Overview	3 - 5
First-time Setup	6 - 10
Private Cloud Access Steps	11 - 16
Adjusting Virtual Machine Connection Settings	17 - 20
Loading & Transferring Files From Your PC to VM	21 - 23
Troubleshooting	24



Private Cloud Overview

LIFOPro Private Cloud

- Located on LIFOPro's virtual private network (VPN)
- Houses dedicated virtual machines (VM) that have the LIFOPro software installed on them
- Users can access their client's LIFOPro software data files from their dedicated VM (files are stored on LIFOPro's server)
- Users access their dedicated VM by logging onto LIFOPro VPN & using remote desktop connection (RDP)



Private Cloud Overview

- **Benefits of using private cloud vs. on-premise version of LIFOPro software include:**
 - **Automatic BLS index file downloads:** no more having to manually download the BLS index files from the LIFOPro website because your VM will automatically do so
 - **Automatic LIFOPro software version updates:** LP releases new versions of the software on a weekly basis, and we all VMs have the latest version installed
 - **Access from any PC with an internet connection:** All you need to access your VM are your credentials & a PC with an internet connection, meaning no installation is required (must set up VPN connection, but no software is required)
 - **Easy access to review & support services:** Have LIFOPro review your calculation or troubleshoot any issues you're having without having to send us any data since it's all stored on our servers. Just email or call & we'll immediately review
 - **Automatic backups & versioning:** Your data is safe & secure since it's all stored on our private cloud. Multiple versions are also maintained, meaning LIFOPro can restore a previous version of your LIFOPro software data files in the event that a user makes an unintended change to a client's LIFOPro software data



Private Cloud Setup & Access Overview

- **Overview**

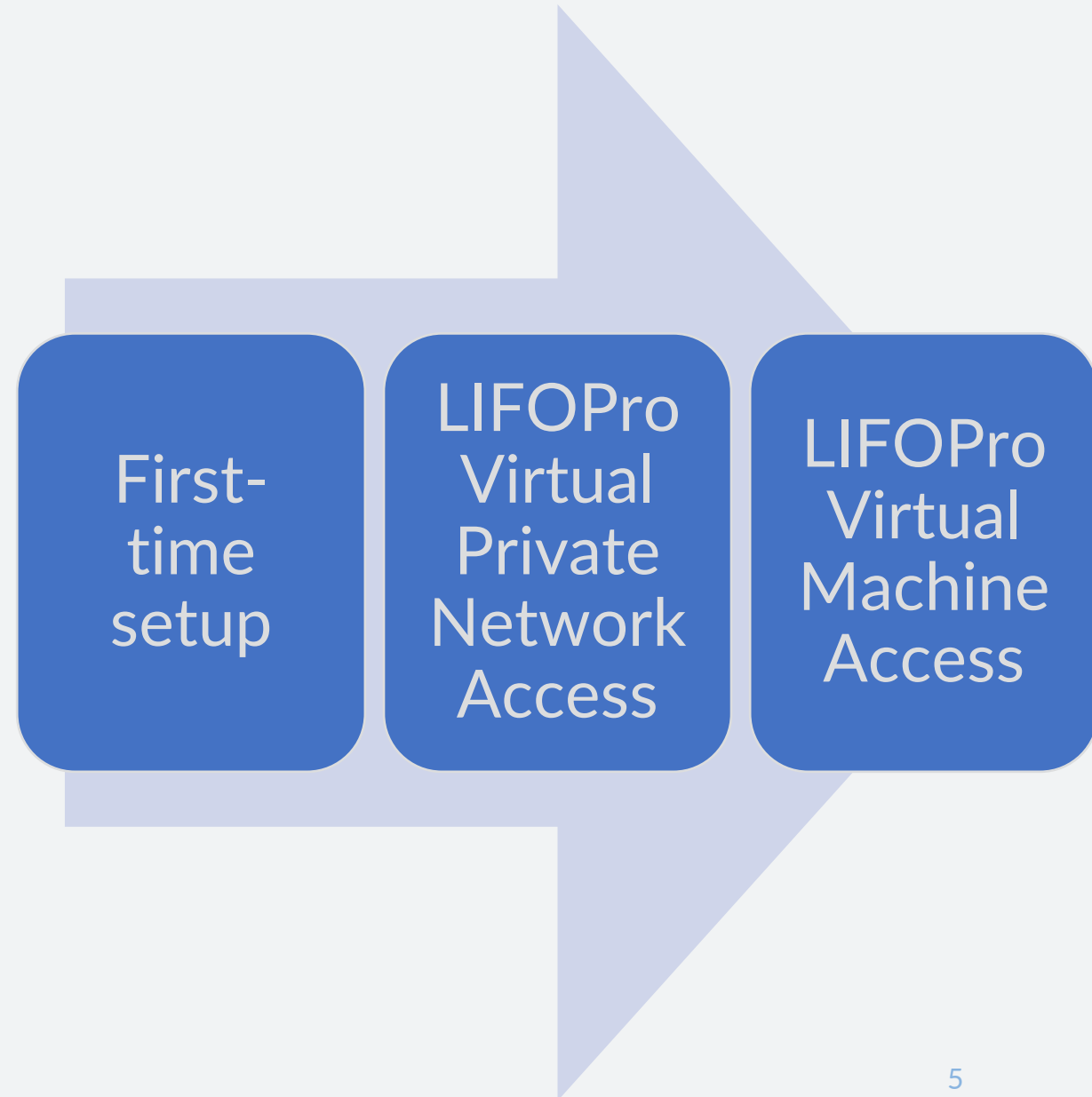
- Private Cloud consists of the following:
 - LIFOPro VPN
 - LIFOPro Virtual Machines (VMs)
 - Client LIFOPro Software Data Files
 - Client user profiles

- **Setup**

- One-time setup of LIFOPro's Virtual Private Network (VPN) required prior to connecting to Private Cloud
- Setup can be completed automatically using file provided to you by LIFOPro

- **Access**

- After completing one-time setup, connecting to Private Cloud requires a two-step process:
 - Connect to LIFOPro VPN
 - Connect to LIFOPro VM (can be completed automatically using file provided to you by LIFOPro or by creating VM Remote Desktop Connection Shortcut on your Desktop)



First-time Setup Summary

- One-time setup required to access LIFOPro private cloud & virtual machine
- VPN setup
 - One-time setup required to establish a virtual private network connection to the LIFOPro software private cloud
 - Email from LIFOPro contains both credentials & steps for completing one-time setup
 - Setup can be automatically completed using LIFOProSoftwareVPNSetup.ps1 file located in in LPPrivateCloudAutoSetup.zip file
- VM setup (optional)
 - Although this is optional, completing one-time setup will make it easier for future access to your LIFOPro software VM as it saves your user-specific connection settings
 - Setup can be automatically completed using LIFOPro software VM.rdp file located in in LPPrivateCloudAutoSetup.zip file



First-time Setup Steps: Automatic Setup

- Download LIFOPro Private Cloud Auto Setup File using link provided in email from LIFOPro
- Open File Explorer & navigate location of where the Auto Setup zip File was saved
- In File Explorer, select & right click Auto Setup File, select Extract All or unzip option, save folder to your desktop & select Extract button
- When prompted, enter the Private Cloud Auto Setup File password provided in your email from LIFOPro & select OK button

LIFOPro Software Private Cloud Client Setup, Access & Usage - Message (HTML)

Tue 5/12/2020 10:41 AM

LIFO-Pro, Inc. <lifopro@lifopro.com>
LIFOPro Software Private Cloud Client Setup, Access & Usage

To: robert@lifopro.com

LIFOPRO
Software & Turnkey Outsourcing Solutions

You have been granted access & usage rights to LIFOPro's Private Cloud. Provided below are all resources & credentials required to use the LIFOPro software on our Private Cloud. Please print or save this email for your records.

Private Cloud Automatic Setup & Access Files

Zip File Download Link:
<http://lifopro.com/SAAS/ABCMfg/LPPrivateCloudAutoSetup.zip>

Zip File Password: B1Rich@6780

Blank page

Save As

This PC > Desktop

File name: LPrivateCloudAutoSetup.zip
Save as type: Compressed (zipped) Folder (*.zip)

Save

What do you want to do with LPrivateCloudAutoSetup.zip (1.3 KB)?
From: lifopro.com

Extract

Desktop

Temp
LPrivateCloudAutoSetup.zip

Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:
C:\Users\B.Richardson\Desktop\LPrivateCloudAutoSetup

Show extracted files when complete

Password needed

File 'LIFOPro Software VM.rdp' is password protected. Please enter the password in the box below.

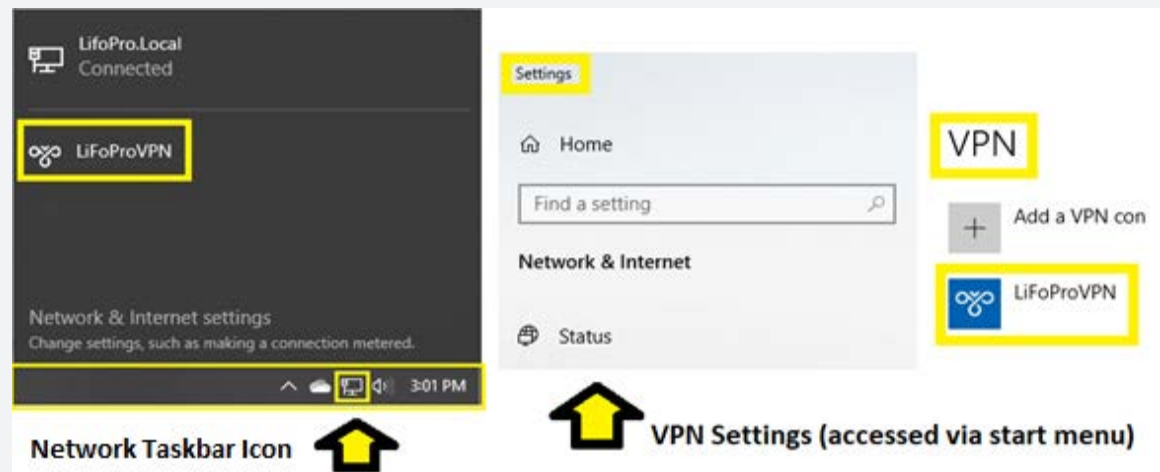
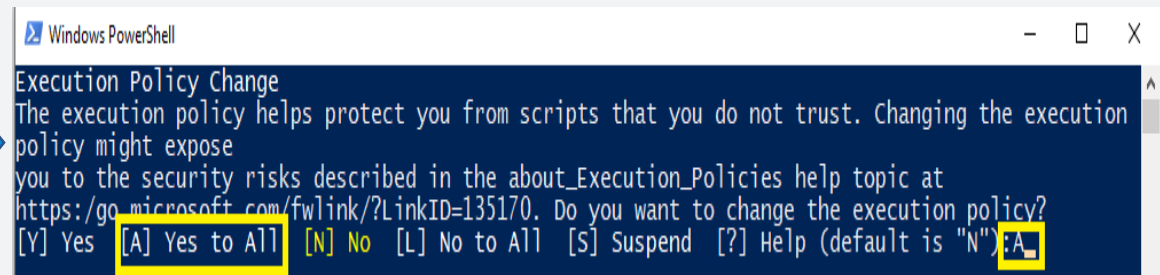
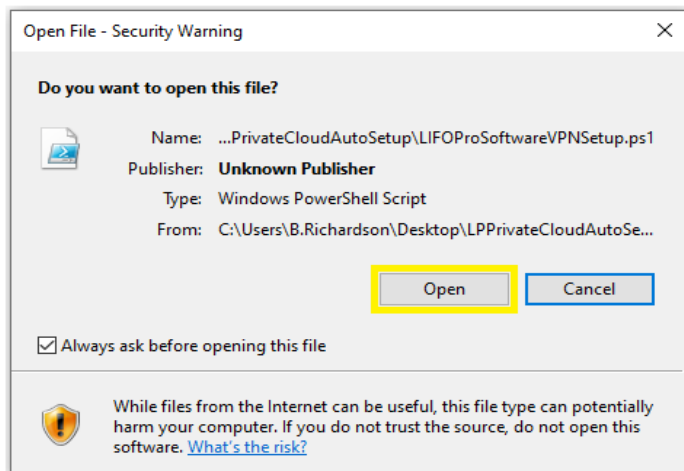
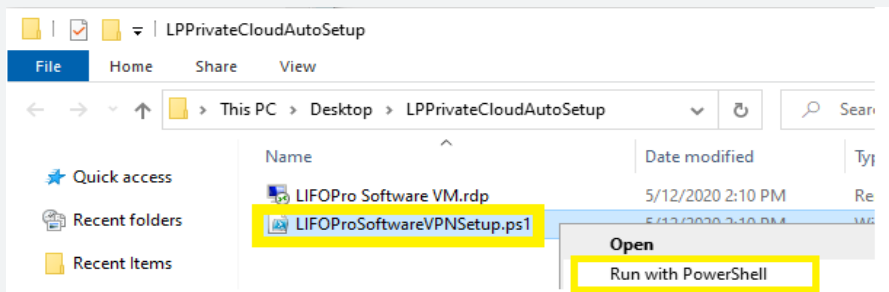
Password: [REDACTED]

Extract



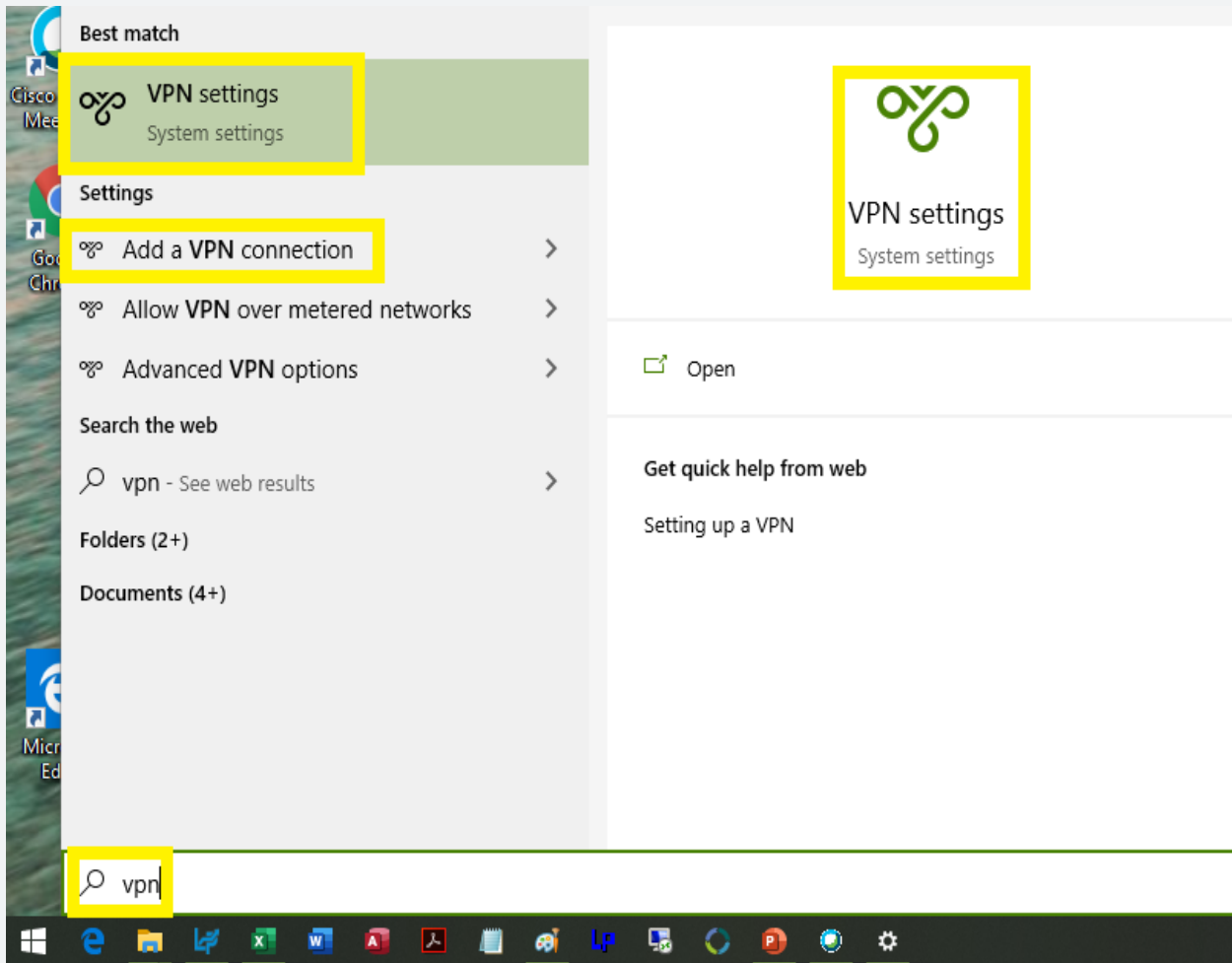
First-time Setup Steps: Automatic Setup

- In File Explorer, open Auto Setup File Folder, select the LIFOProSoftwareVPNSetup.ps1 file, perform a right click on file name & select “Run with PowerShell” option
- When Open file prompt box appears, select Open button to confirm that you’d like to open the VPN Setup File
- If Windows PowerShell prompt appears, type “A” & select enter on keyboard
- VPN one-time setup complete (you can find the VPN connection just created in either your Network Taskbar icon or in VPN settings by typing “VPN” into start menu)



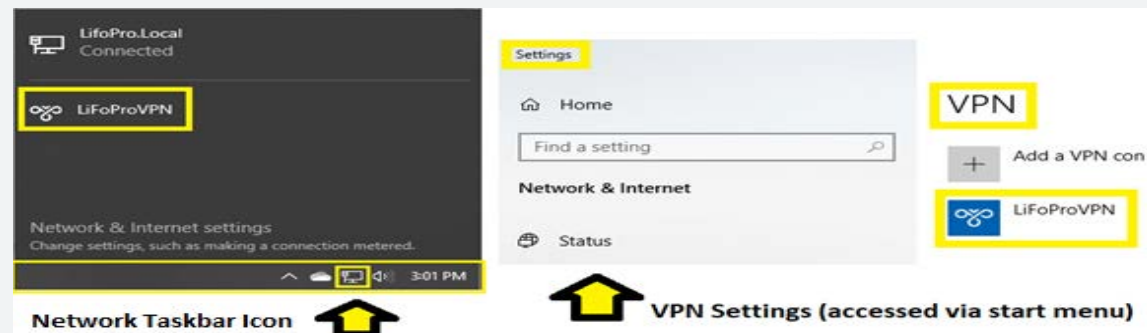
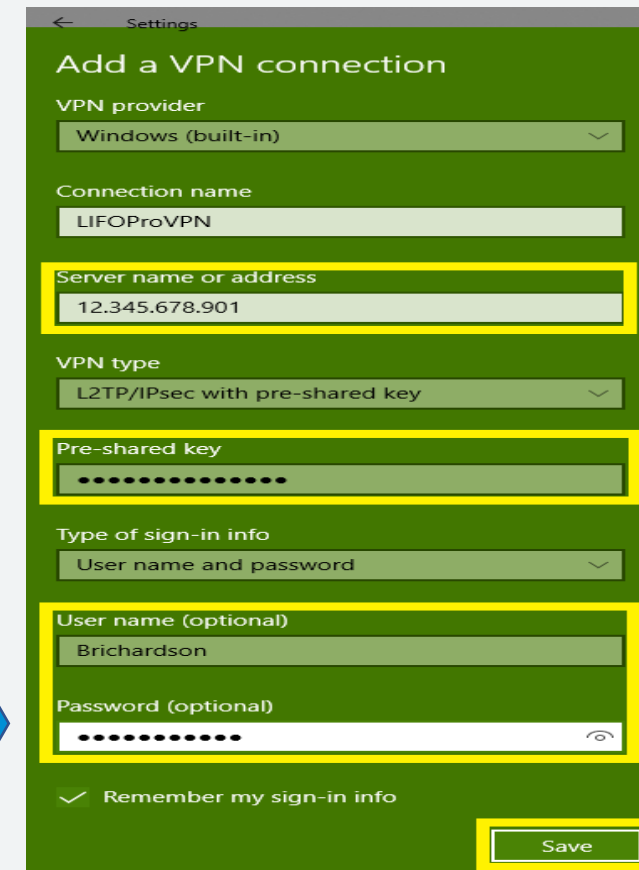
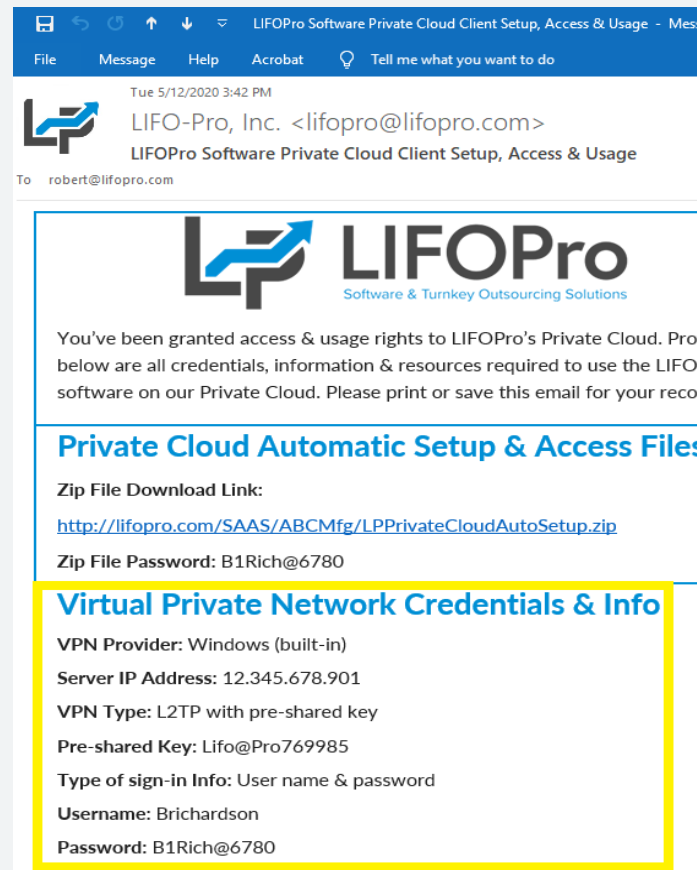
First-time Setup Steps: Manual Setup

- From the Start Menu (windows key), type VPN & select the “VPN Settings” option
- In the VPN settings screen, select the “Add a VPN connection” option



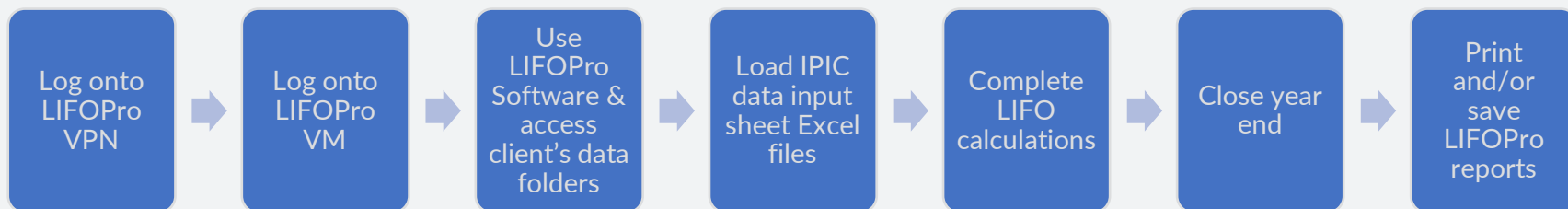
First-time Setup Steps: Manual Setup

- In the Add a VPN connection screen, fill in the required fields as follows using the credentials & info provided in your email from LIFOPro:
 - **VPN provider:** Windows (built-in)
 - **Connection name:** Choose your own (i.e. LIFOPro VPN, LIFOPro Cloud etc.)
 - **Server IP address:** shown in email
 - **VPN type:** L2TP/IPsec w/ pre-shared key
 - **Pre-shared key:** shown in email
 - **Type of sign-in info:** Username & password
 - **User name:** shown in email
 - **Password:** shown in email
 - **Remember my sign-in info:** optional (user name & password is saved & auto-filled each time you connect to LIFOPro's VPN if checked)
- VPN one-time setup complete (VPN connection created can be found in Network Taskbar icon or in VPN settings)



Private Cloud Access & Usage Summary

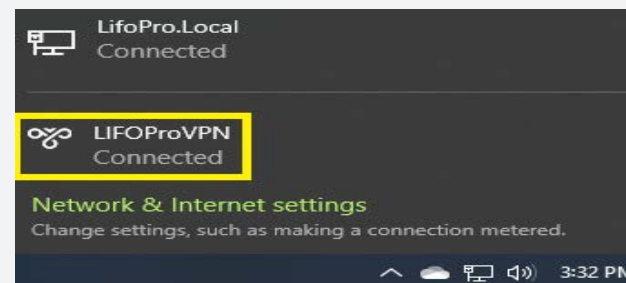
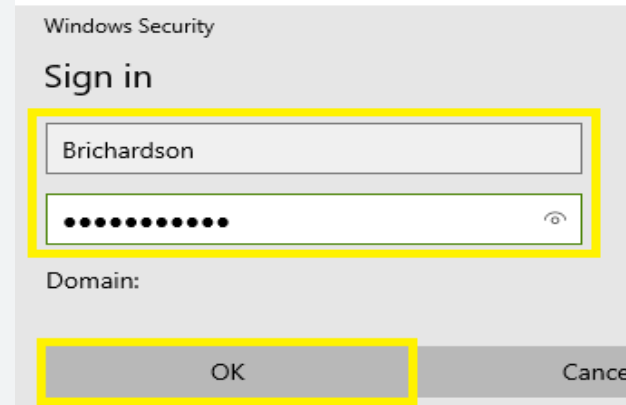
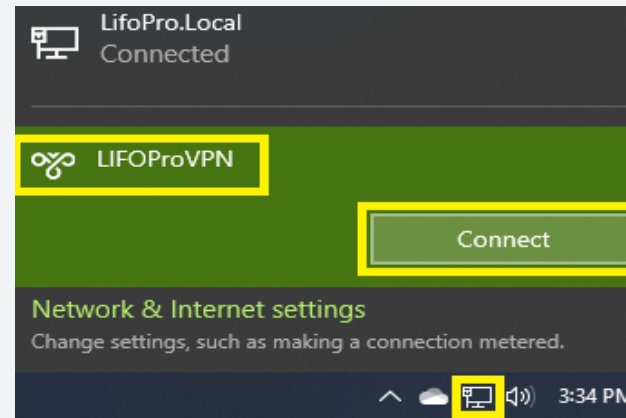
- Accessing LIFOPro software private cloud & VM requires two steps after one-time setup:
 - Log onto LIFOPro VPN
 - Can be accessed by clicking network taskbar icon, selecting LIFOPro software VPN & connect button
 - Can also be accessed via start menu by typing VPN, selecting LIFOPro software VPN & connect button
 - Log onto LIFOPro VM
 - VM is accessed using remote desktop connection tool (RDP)
 - Can be accessed by using desktop shortcut provided with auto setup zip file
 - Can also be accessed via start menu by typing RDP & selecting Remote Desktop Connection app
 - Use LIFOPro software & access client's data folders
 - Can be accessed by any of the following options:
 - Selecting LIFOPro software desktop shortcut located on your VM
 - Selecting LIFOPro software taskbar icon located on your VM
 - Via start menu by typing Lifopro into start menu search box & selecting LIFO-PRO app
 - Load IPIC data input sheet Excel files
 - Complete LIFO calculations
 - Close year end
 - Print and/or save LIFOPro reports



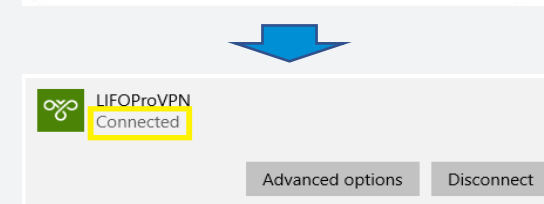
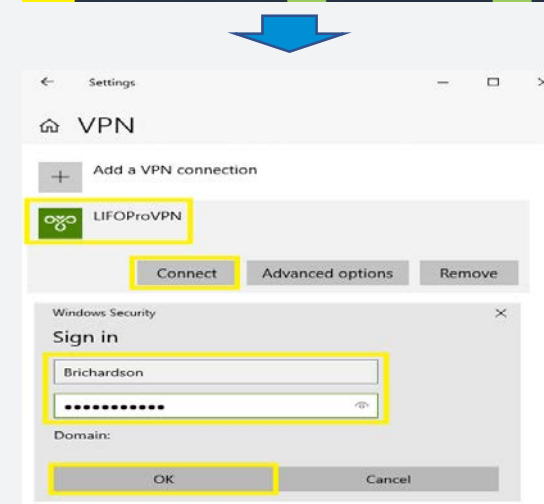
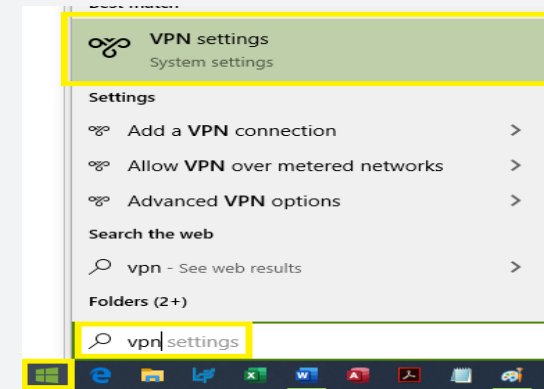
Private Cloud Access Steps: Connect to VPN

- Use one of the following options to connect to LIFOPro's VPN:
 - **Network Taskbar Icon** – located on the bottom right side of your computer's taskbar:
 - In taskbar, select Network icon to open the network menu
 - In taskbar Network menu, select LIFOPro VPN icon or text & select Connect button
 - **Start Menu**
 - Open Start Menu, type "VPN" & select "VPN Settings" option
 - In VPN settings screen, locate & select LIFOPro VPN icon or text & select Connect button
- If prompted to do so, enter VPN credentials provided in email from LIFOPro
- You're now connected to LIFOPro's VPN. You may now proceed to connecting to a LIFOPro virtual machine on the next page.

Network Taskbar Icon



Start Menu



Private Cloud Access Steps: Automatically Connect to VM

- Open file explorer, navigate to & open the location of where the Auto Setup File folder was saved
- In file explorer, select the LIFOPro Software VM.rdp file & copy it to your desktop
- Double-click the LIFO Pro Software VM.rdp file desktop icon
- If prompted to do so, enter your virtual machine credentials provided in email from LIFOPro
- You are now connected to a LIFOPro virtual machine

Move LIFOPro Software VM.rdp file to desktop

Double-click LIFOPro software VM desktop icon

Enter your credentials

Enter virtual machine password provided in email

LIFOPro Software Virtual Machine



Private Cloud Access Steps: Manually Connect to VM

- Open Start Menu, type “Remote” & select the Remote Desktop Connection option
- In the Remote Desktop Connection Screen, select the down-facing arrow to the left of the “Show Options” text
- In the General tab of the Remote Desktop Connection screen, enter the following credentials into Logon settings boxes:
 - **Computer:** VM IP address provided in LIFOPro Software Private Cloud Client Setup & Access email
 - **User name:** VM User Name provided in LIFOPro Software Private Cloud Client Setup & Access email
- Select the “Allow me to save credentials” checkbox to autofill this info the next time you access the VM (optional)

1. Open Start Menu (windows icon or keyboard button)

2. Type "Remote"

3. Select one of the Remote Desktop Connection Options shown above or to the right

Remote Desktop Connection App

Apps

Chrome Remote Desktop

Settings

Remote Desktop settings

Remote Desktop sleep settings

Remote Desktop hibernation settings

Remote Desktop Developer Settings

Allow remote connections to this computer

Search the web

remote - See web results

remote

Remote Desktop Connection

Computer: Example: computer.fabrikam.com

User name: None specified

The computer name field is blank. Enter a full remote computer name.

Show Options

Connect

Help

Select Down Arrow next to "Show Options" text

Remote Desktop Connection

General Display Local Resources Experience Advanced

Logon settings

Enter the name of the remote computer.

Computer: 192.168.99.01

User name: B.Richardson@lifopro.local

You will be asked for credentials when you connect.

Allow me to save credentials

1. Enter VM IP address into Computer text box & VM User Name into User Name check box (provided in LIFOPro Software Private Cloud Setup & Access Email)

2. Select "Allow me to save credentials" checkbox to autofill this information the next time you access VM



Private Cloud Access Steps: Manually Connect to VM

- In the Remote Desktop Connection screen, select the Display Tab & check the “Use all my monitors for the remote session” if you have multiple screens & would like the LIFOPro Software VM to show on all screens (optional)
- In the Remote Desktop Connection screen, select the Local Resources Tab, select the More button listed underneath the Local Devices & resources area, select the Drives & Ports check boxes & select OK button (required to load files from your PC into the LIFOPro software VM & for saving LIFOPro software report files from your VM to your PC)
- In the General tab of the Remote Desktop Connection screen, select the “Save As” button underneath the Connection settings area to save all configured settings & to create a LIFOPro Software VM connection desktop shortcut (optional)

Select if you have multiple screens & want the LIFOPro Software VM to show on all screens

1. Select More button

2. Select Drives & Ports buttons above & select OK button below

In the General tab of the Remote Desktop Connection screen, select the “Save As” button underneath the Connection settings area to save all configured settings & to create a LIFOPro Software VM connection desktop shortcut

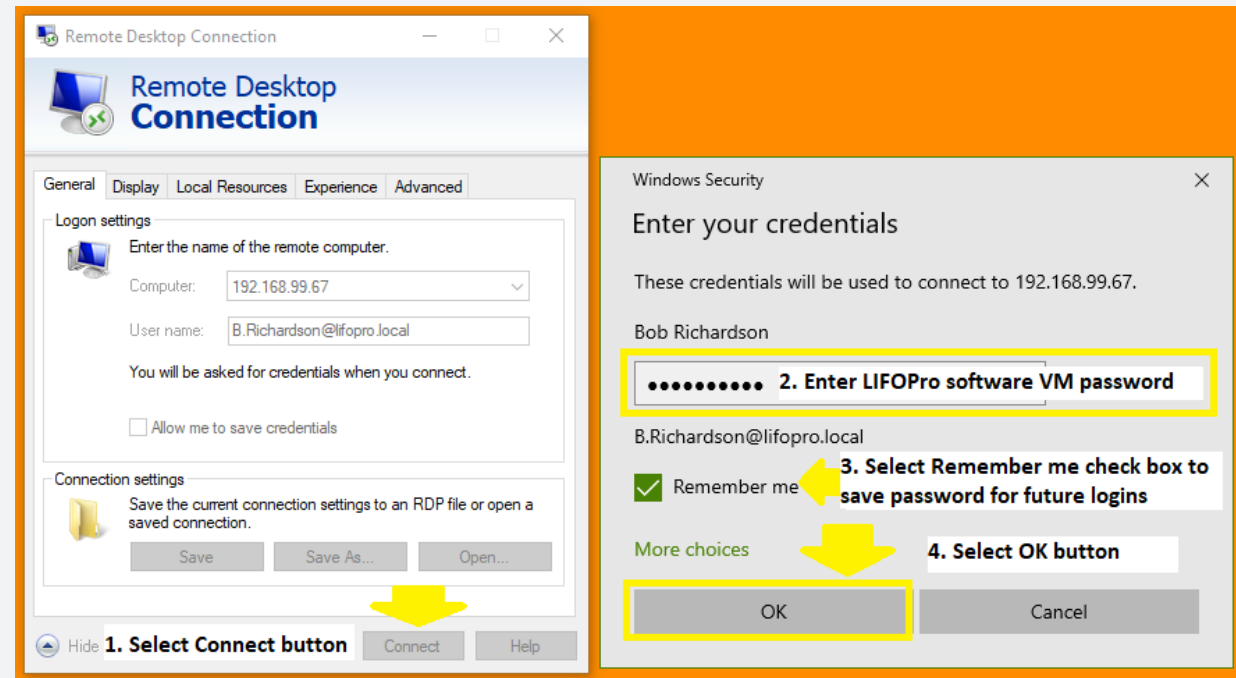
LIFOPro software VM Desktop Shortcut created/saved from Remote Desktop Connection screen



Private Cloud Access Steps: Manually Connect to VM

- In the General tab of the Remote Desktop Connection screen, select the Connect button
- In the Windows Security prompt screen, enter your LIFOPro software VM password (provided in LIFOPro Software Private Cloud Client Setup & Access email)
- Select the Remember me check box to enable your password to be auto-filled for future logons (optional)
- If prompted to connect again, select the Yes button
- You are now connected to your company's LIFOPro Software VM

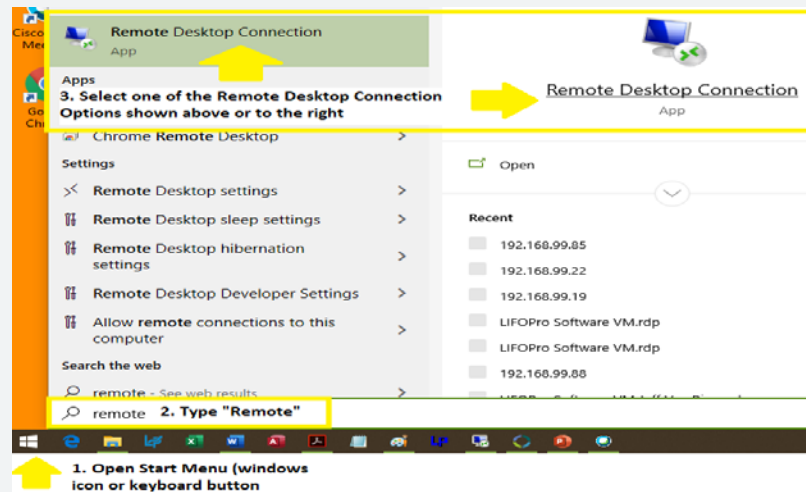
LIFOPro Software Virtual Machine



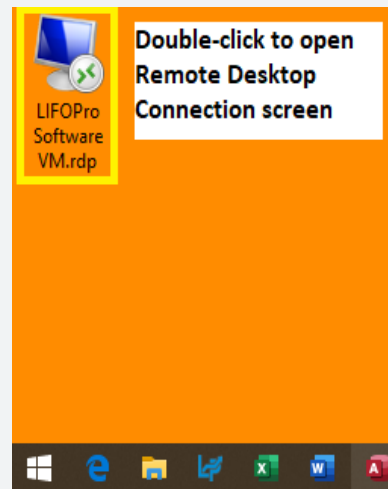
VM Settings: Adjusting VM settings

- Use the Remote Desktop Connection (RDC) screen to modify the following VM settings (detailed steps on next page):
 - **Local Resources:**
 - Enable your PC's local/network drives & folders, printers & clipboard to be accessed from your LIFOPro VM
 - VM audio settings
 - Enable VM Keyboard shortcuts (i.e. alt + tab)
 - **Display:**
 - VM screen size
 - Number of local monitors that the virtual machine will be displayed on (if your PC has multiple monitors)
 - VM color quality
 - Create LIFOPro software VM desktop shortcut icon (creates/saves an .RDP file containing configuration settings)

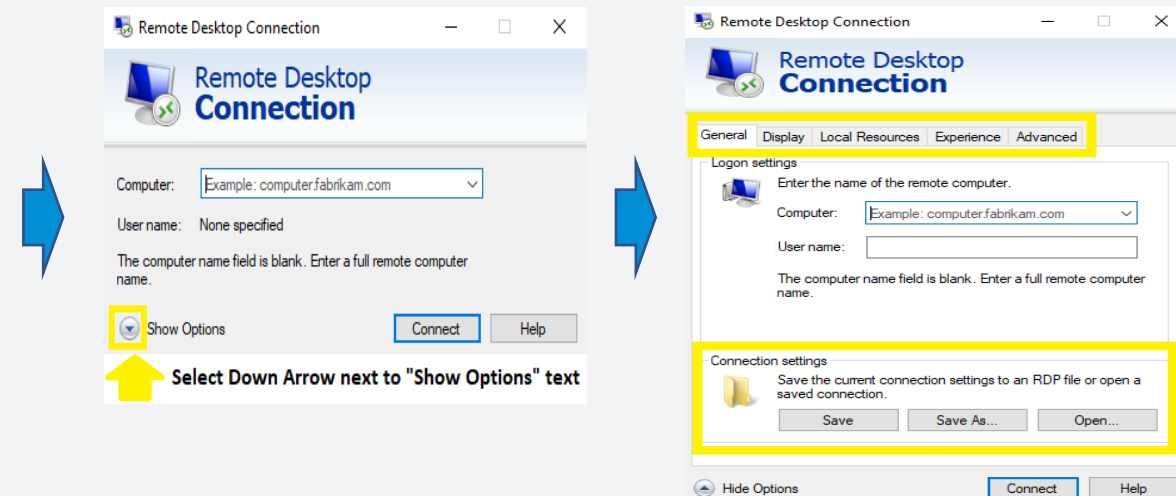
1. Open RDC Using Start Menu or Desktop Shortcut



OR



2. Select Show Options Down Arrow



VM Settings: Local Resources

- Use the Local Resources Tab of the Remote Desktop Connection screen to modify the following settings:
 - Enable local/network drives & folders, printers & clipboard access from your PC on your LIFOPro software VM
 - VM audio settings
 - Enable VM Keyboard shortcuts (i.e. alt + tab)

Check the Drives box in the Local devices and resources screen below to:

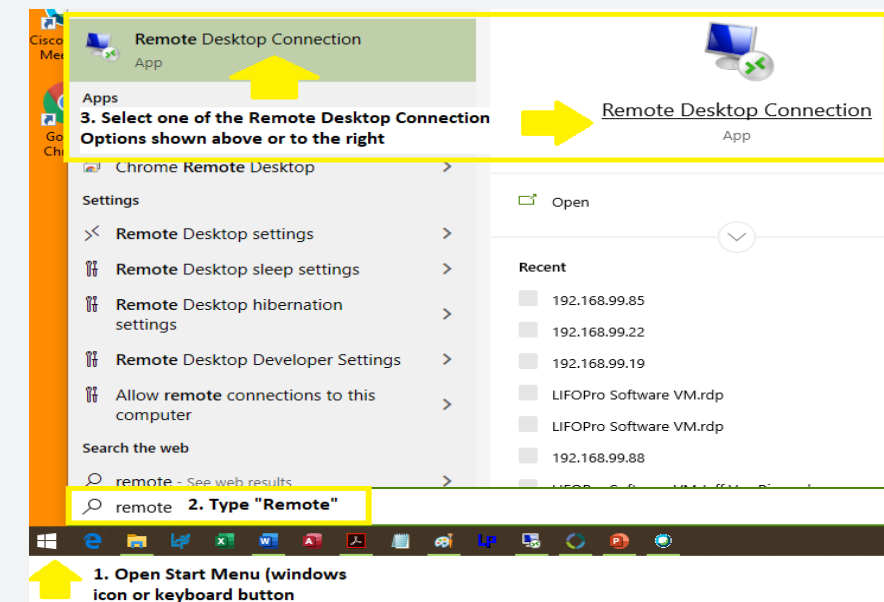
1. Load files from your PC/network drives to LIFOPro VM
2. Save LIFOPro report files from VM to PC/network drives

The image displays two screenshots of the Windows Remote Desktop Connection dialog box. The left screenshot shows the 'Local Resources' tab selected. The 'Remote audio' section has a 'Settings...' button. The 'Keyboard' section has a dropdown menu set to 'Only when using the full screen'. The 'Local devices and resources' section has 'Printers' and 'Clipboard' checked, and a yellow arrow points to the 'More...' button. The right screenshot shows the 'Local devices and resources' section expanded. The 'Drives' checkbox is checked and expanded to show a list of drives: 'OS (C:)', 'DVD RW Drive (D:)', 'LIFOPRO-Y-Drive (\\pprodserverwin) (Y:)', and 'Drives that I plug in later'. The 'Smart cards or Windows Hello for Business' checkbox is also checked. The 'Ports' checkbox is unchecked. The 'Video capture devices' and 'Other supported Plug and Play (PnP) devices' checkboxes are unchecked. The 'OK' and 'Cancel' buttons are visible at the bottom right.

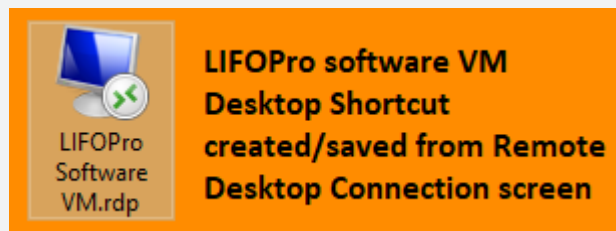
VM Settings: Display & Monitor Settings

- Use the Display Tab of the Remote Desktop Connection screen to modify the following settings:
 - Screen size
 - Number of monitors to display your virtual machine on
 - Color quality

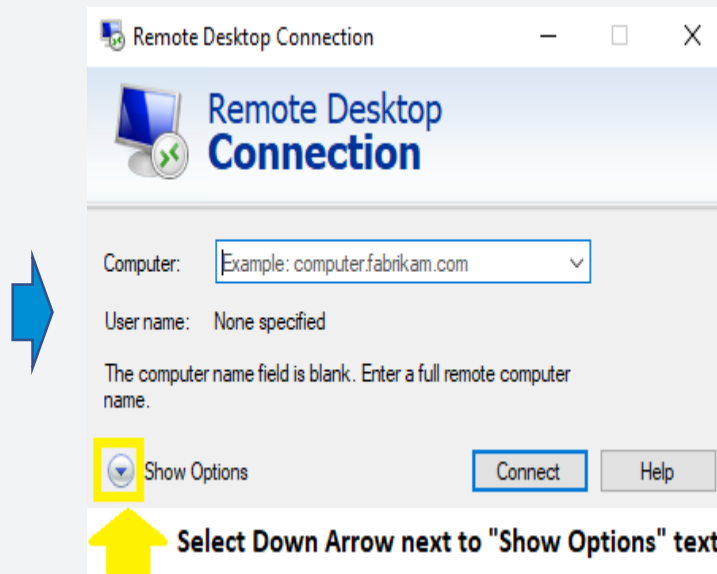
1. Open Remote Desktop Connection



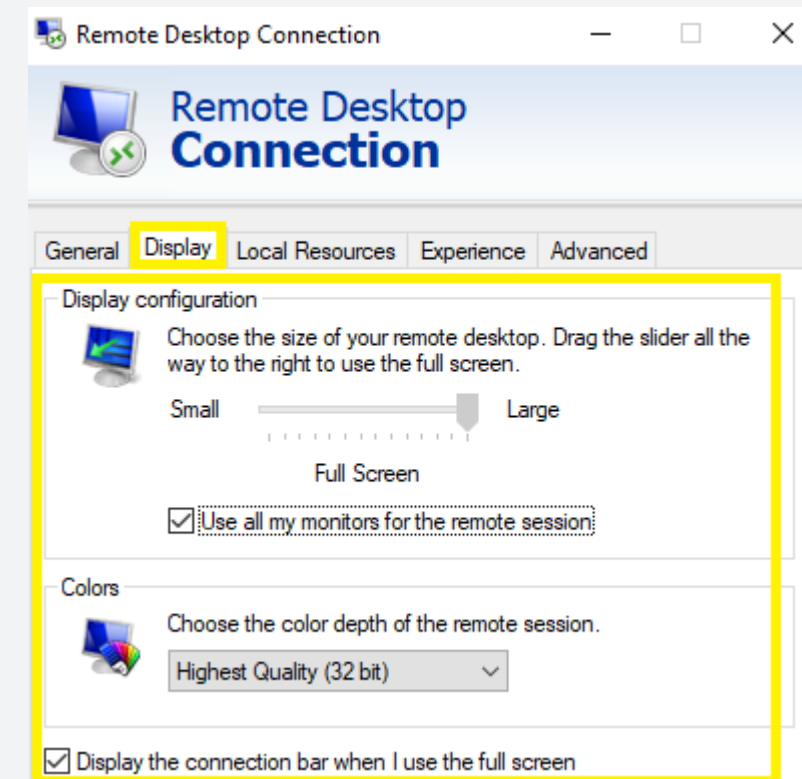
OR



2. Select Show Options Arrow

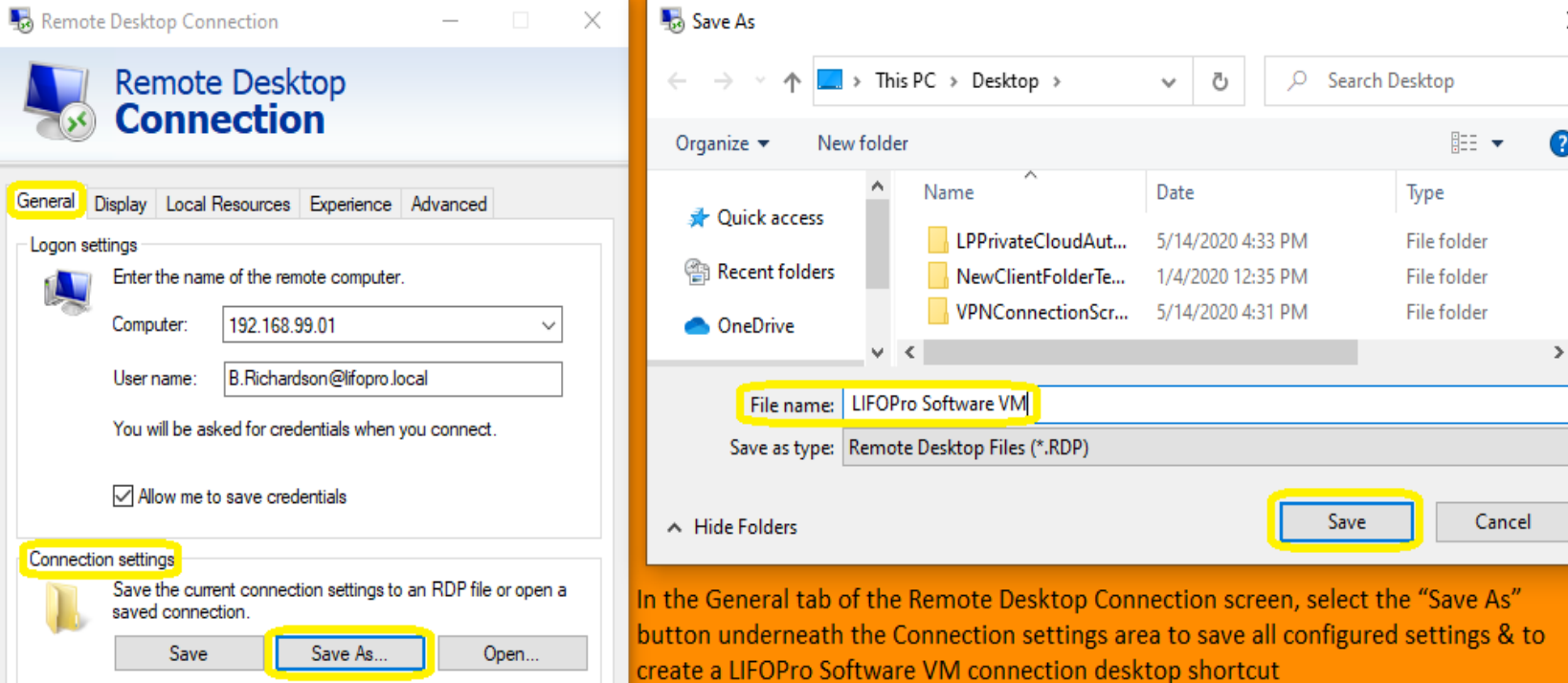


3. Select Display Tab



VM Settings: LIFOPro Software VM Desktop Shortcut

- Create a LIFOPro software VM desktop shortcut to:
 - Save all previously configured connection settings
 - Maintain quick & easy access to your LIFOPro software VM



The image shows two overlapping windows. On the left is the 'Remote Desktop Connection' window, with the 'General' tab selected. The 'Ligon settings' section shows 'Computer: 192.168.99.01' and 'User name: B.Richardson@lifopro.local'. The 'Connection settings' section at the bottom has a 'Save As...' button highlighted with a yellow box. On the right is a 'Save As' dialog box showing the 'Desktop' location. The 'File name' field contains 'LIFOPro Software VM' and the 'Save as type' is 'Remote Desktop Files (*.RDP)'. The 'Save' button is also highlighted with a yellow box. A blue arrow points from the 'Save As' dialog towards the right.

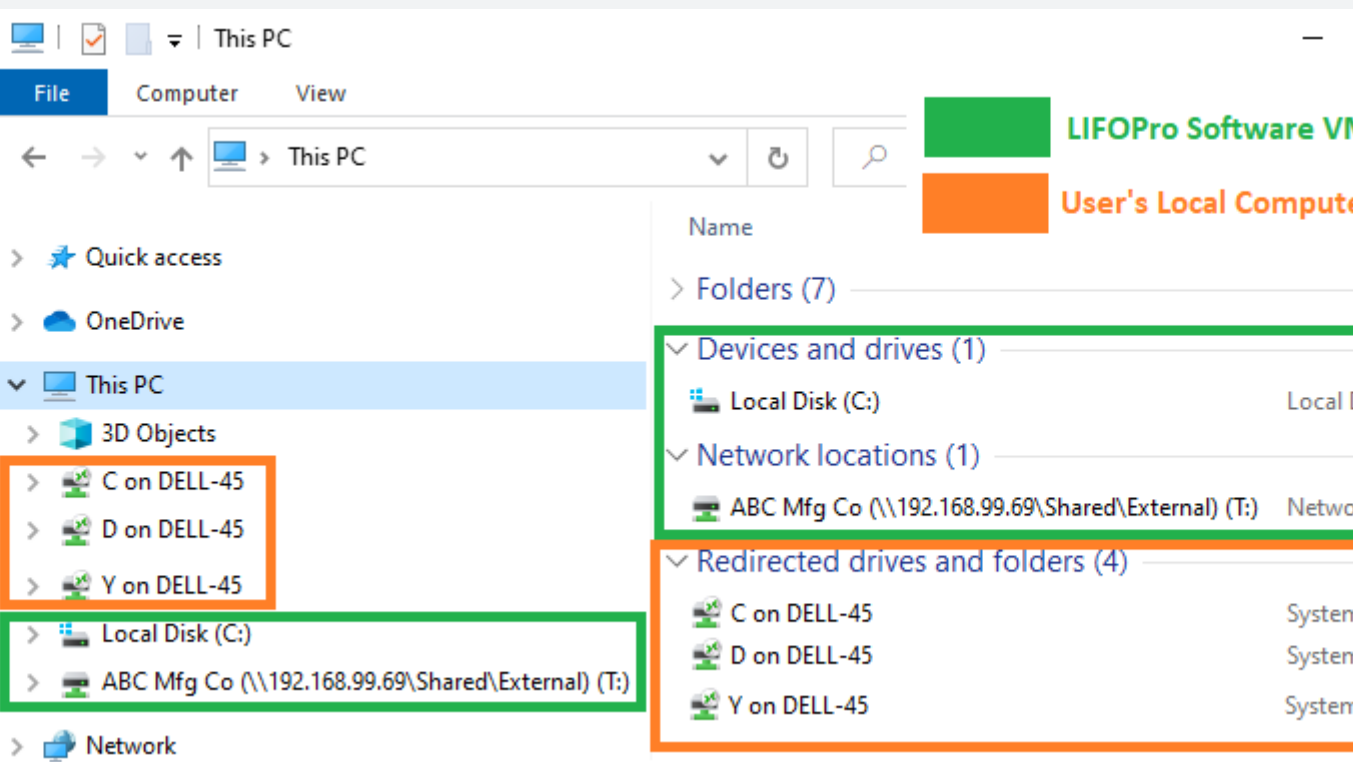
In the General tab of the Remote Desktop Connection screen, select the "Save As" button underneath the Connection settings area to save all configured settings & to create a LIFOPro Software VM connection desktop shortcut



Loading & Transferring Files on your VM

- All files & folders located on your PC's local/network drives are viewable & accessible from the LIFOPro software VM upon configuring your Remote Desktop Connection settings accordingly (see VM Settings)
- LIFOPro software VM & your PC's local/network drives are distinguishable by locating the drives with the word "on" & your computer's name after the drive name (for example, if your computer's name is "Dell-45", your local PC's C drive will appear as "C on Dell-45" within File Explorer on your LIFOPro software VM)

LIFOPro Software VM's File Explorer Screen



A screenshot of the Windows File Explorer interface within a LIFOPro software VM. The window title is "This PC". The left sidebar shows the navigation pane with "This PC" selected. Under "This PC", there are three drives listed: "C on DELL-45", "D on DELL-45", and "Y on DELL-45", which are highlighted with an orange box. Below these are "Local Disk (C:)" and "ABC Mfg Co (\\192.168.99.69\Shared\External) (T:)", highlighted with a green box. The right pane shows a list of drives and folders. Under "Devices and drives (1)", "Local Disk (C:)" is listed as a "Local Disk", highlighted with a green box. Under "Network locations (1)", "ABC Mfg Co (\\192.168.99.69\Shared\External) (T:)" is listed as a "Network Drive", highlighted with a green box. Under "Redirected drives and folders (4)", "C on DELL-45", "D on DELL-45", and "Y on DELL-45" are listed as "System Folder"s, highlighted with an orange box. A yellow arrow points from the text "LIFOPro Software VM's File Explorer Screen" to the "This PC" folder in the navigation pane. A legend in the top right corner identifies the green box as "LIFOPro Software VM Drives/Folders" and the orange box as "User's Local Computer Drives/Folders".

LIFOPro Software VM Drives/Folders

User's Local Computer Drives/Folders

Name	Type
Local Disk (C:)	Local Disk
ABC Mfg Co (\\192.168.99.69\Shared\External) (T:)	Network Drive
C on DELL-45	System Folder
D on DELL-45	System Folder
Y on DELL-45	System Folder



Loading & Transferring Files on your VM

- All files located on your LIFOPro software VM drive can be transferred to your PC's local/network drives
- To do so, double-click on your LIFOPro Files desktop shortcut in the LIFOPro software VM & navigate to the folder and/or files that you'd like to transfer to your PC's local/network drives
- In the LIFOPro software VM, open a second File Explorer screen & navigate to your PC's local/network drive folder
- Drag & drop the files/folders from the LIFOPro software VM File Explorer screen to your PC's local/network drive File Explorer screen

The image shows two side-by-side screenshots of Windows File Explorer windows, illustrating the process of transferring files from a VM to a PC.

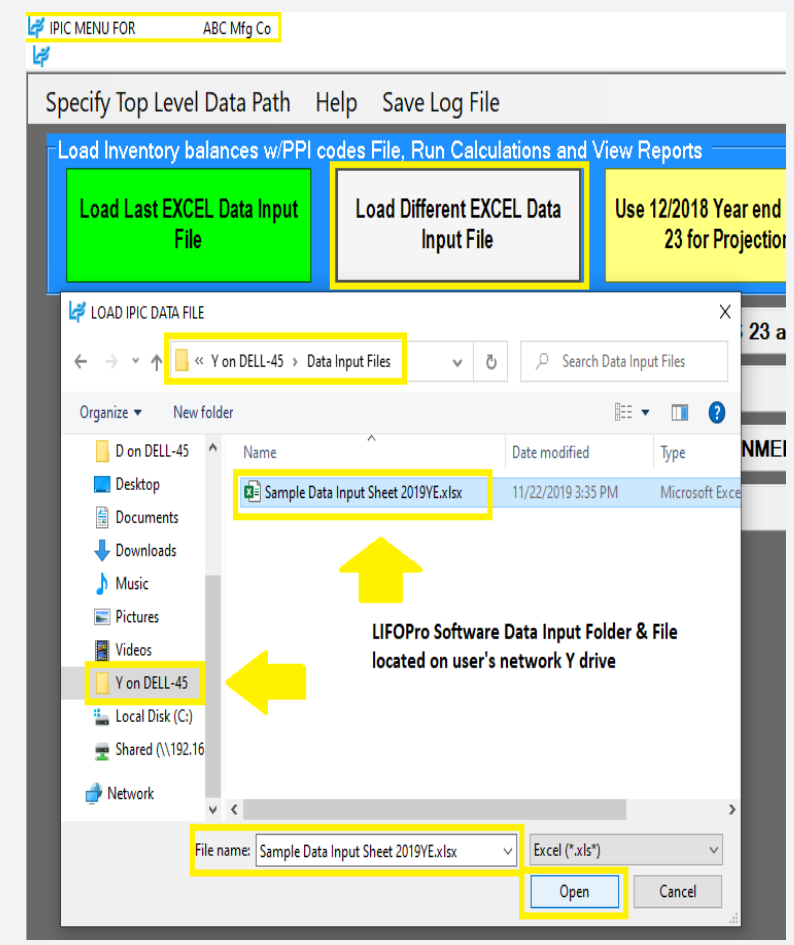
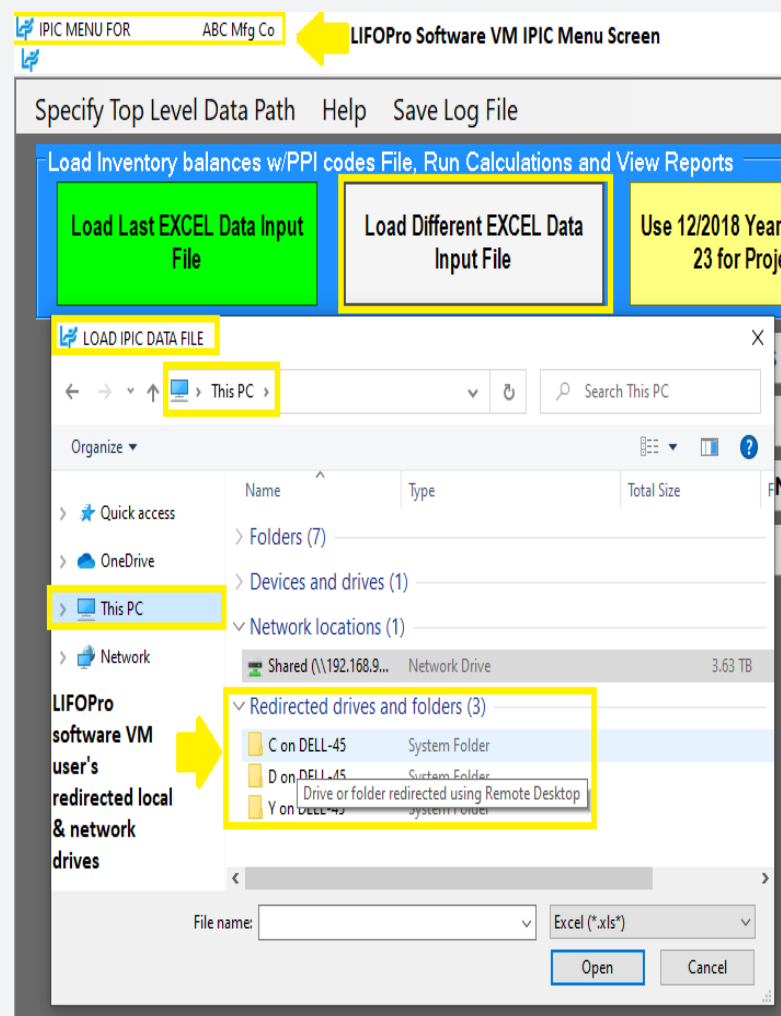
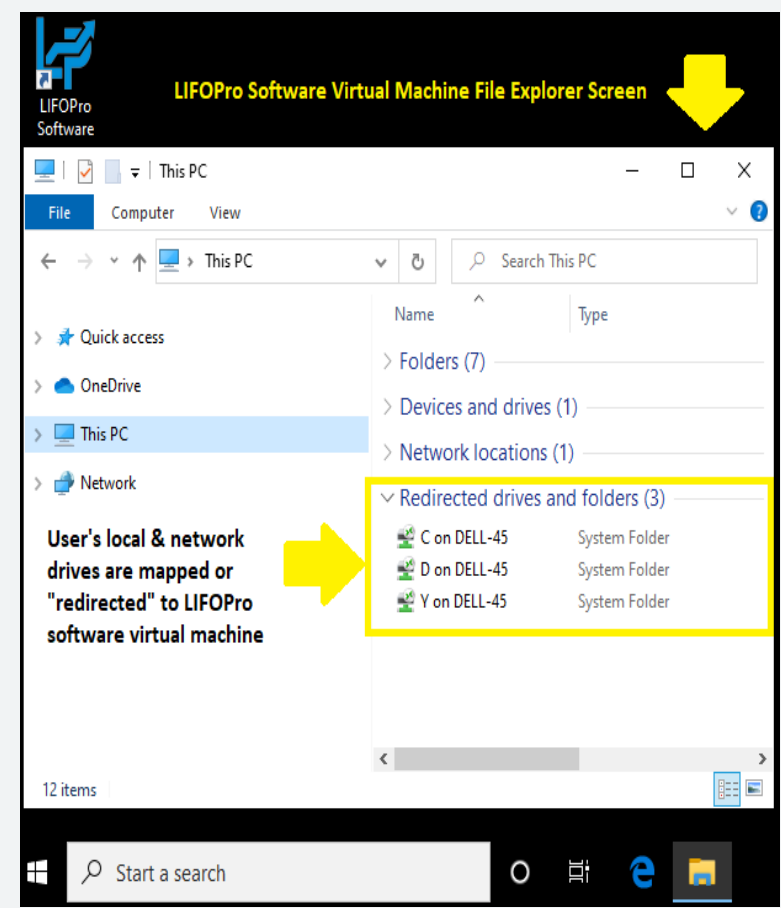
Left Screenshot (Step 1): The File Explorer window is titled "ABC Mfg Co (\\192.168.99.69\Shared\External) (T:)". The address bar shows "This PC > ABC Mfg Co (\\192.168.99.69\Shared\External) (T:)", which is highlighted with a green box. The main pane shows a list of folders: "LIFOPro Software Resources", "LIFOProReports", "LIFOProSoftwareDataFiles", and "LIFOProSoftwareInputFiles". A green box highlights these folders. A green arrow points from this window to the right window. Below the list, a green box contains the text: "1. Double-click on your LIFOPro Files desktop shortcut to open your LIFOPro software VM drive in File Explorer & select the desired folder or file that you'd like to transfer to your PC's local/network drive". A green box labeled "LIFOPro software VM drive" is positioned below the text.

Right Screenshot (Step 2): The File Explorer window is titled "LIFOPRO". The address bar shows "This PC > C on DELL-45 > LIFOPRO", which is highlighted with an orange box. The main pane shows a list of files and folders, including "BLS", "Input Files", "LIFOPro Reports", and various log files. A yellow folder icon is being dragged from the "LIFOPro Reports" folder to the "C on DELL-45" drive. An orange box highlights the "C on DELL-45" drive in the left sidebar. Below the list, an orange box contains the text: "2. Drag & drop the file/folder from your LIFOPro software VM drive to your PC's local/network drive". An orange box labeled "User PC's local/network drives" is positioned below the text.

On the far left, there is a vertical sidebar with icons for "LIFO-PRO Software", "Microsoft Edge", and "LIFOPro Files". A yellow arrow points from the "LIFOPro Files" icon to the left File Explorer window.

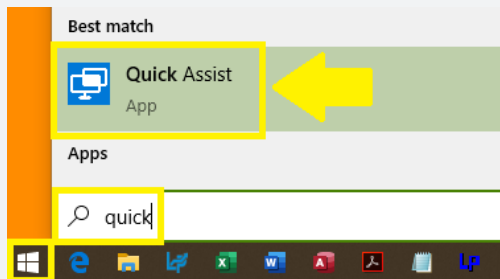
Loading & Transferring Files on your VM

- Files located on your PC or company's network drive can be loaded into the LIFOPro software on your VM using the same steps to load them when using an on-premise version of the software (must have Drives enabled within Remote Desktop Connection settings -> Local Resources Tab -> Local Devices and Resources -> More -> "Drives" checkbox)
- Use load file dialogue box to navigate to the appropriate local/network folder containing Excel data file



Software Troubleshooting: Support Options

- The following resources are available for issues that users experience while operating the LIFOPro software:
 - **Quick Assist** – Remote support app that is installed on all PCs with Windows 10 operating systems. Allows LIFOPro support staff to view and/or take control of your PC (accessed via start menu); contact LIFOPro at 402-330-8573 M –F 8am – 5PM CST in order to initiate remote support session & be provided Quick Assist code.
 - [LIFOPro Software Support Page](#) – Contains a complete set of resources for LIFOPro software users
 - [Submit a support ticket](https://www.lifopro.com/support) – Available on the [LIFOPro Software Support Page \(https://www.lifopro.com/support\)](#)



Quick Assist

Microsoft Quick Assist enables two people to share a computer over a remote connection so that one person can help solve problems on the other person's computer.

Get assistance

Allow someone you trust to assist you by taking control of your computer. Please enter the 6-digit security code that was provided to you.

Code from assistant

Share screen

Give assistance

Assist another person over a remote connection.

Assist another person

A screenshot of the LIFOPro Software Support page. The page features a blue header with navigation links: 'Schedule Call or Demo', 'Trial, Analysis, Review or Estimate', 'Blog', and 'Software Support'. The main content area has a large 'Software Support' heading and a sub-heading: 'Find LIFO-PRO software downloads, guides, instructions & resources. Submit a support ticket using the request form below for technical support with software issues.' Below this is a yellow banner with an exclamation mark icon and the text: 'LIFO-PRO Software BLS Index Files Release Update'. The banner includes details about the release of May 2020 CPI & PPI LIFO-PRO software data files, with release dates for June 2020 PPI (Friday, July 10 @ 10am CST) and June 2020 CPI (Tuesday, July 14 @ 10am CST). The latest software version is listed as 6.0.26 - 06/18/2020. At the bottom, there are links for 'Link-chain External Indexes (PIC CRAPP)', 'Link-chain Internal Indexes', 'Double-extension Internal Indexes', 'Submit Support Ticket', and 'Software Installation & Update File Downloads'.

A screenshot of the LIFOPro 'Submit Support Ticket' form. The form includes fields for 'Full Name', 'Company', and 'Email'. It also has a section for 'What operating system are you using?' with radio buttons for 'Windows 10', 'Windows 7', 'Windows 8', 'Other', and 'Not Sure'. Below that is a section for 'What version of the software are you using (version # located on the bottom right part of the LIFO-PRO software's Main Menu screen)?'. The form also has a text area for 'Explain the issue you are experiencing' with the example text: 'I am getting an error message when loading my data input sheet for IPCR LIFO calculations'. At the bottom, there is a section for 'Select the method(s) that you want to troubleshoot this issue' with radio buttons for 'Phone', 'Email', 'Remote support (provided using Cisco WebEx screen-share while on the phone)', and 'Any method'. There are also three 'File Upload' sections (File 1, File 2, File 3) with 'Browse...' buttons. A 'Submit' button is at the bottom right.