



# DoubleTime<sup>®</sup>

## In The Cloud





**DoubleTime<sup>®</sup>**  
In The Cloud

Getting Started . . . . .	3
Logon . . . . .	3
Connecting . . . . .	4
Launch DoubleTime <sup>®</sup> . . . . .	6
Select User Profile . . . . .	6
File Storage . . . . .	7
Logging Out . . . . .	8
FundNet Credentials . . . . .	9
Printing . . . . .	9
On-Demand Videos . . . . .	10
Support Tools . . . . .	10
Exporting Excel Files . . . . .	10



**DoubleTime®**  
In The Cloud

# Getting Started

In order to access DoubleTime® in the Cloud, you must first have access to the internet.

**You will need your FundNet user name and password.**

For reference, the following screen shots are from Google Chrome web browser.

## Logon

Visit [thefundcloud.com](https://thefundcloud.com) and click “Cloud Login”.



The following display will appear:

Type your FundNet user name (with no spaces) and password.

Click “Sign In” or hit enter.

Your FundNet user name is the same user name that is used to access WebATIDS or WebCPL.

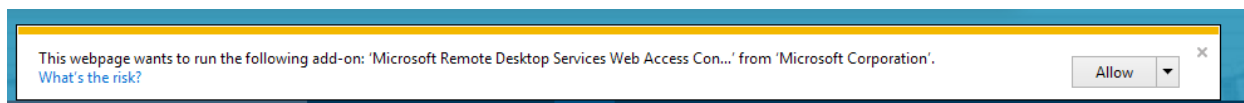


# DoubleTime®

## In The Cloud

**NOTE:** You may or may not see a pop up at the bottom of your screen.

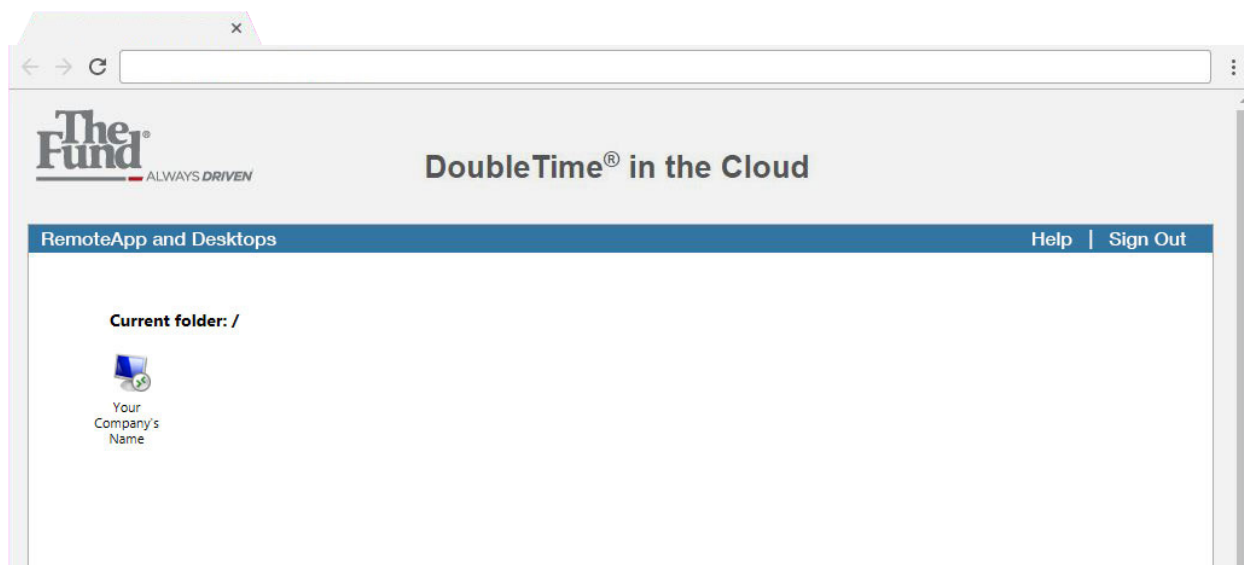
This webpage wants to run the following add-on 'Microsoft Remote Desktop Web Access Con..' from Microsoft Corporation



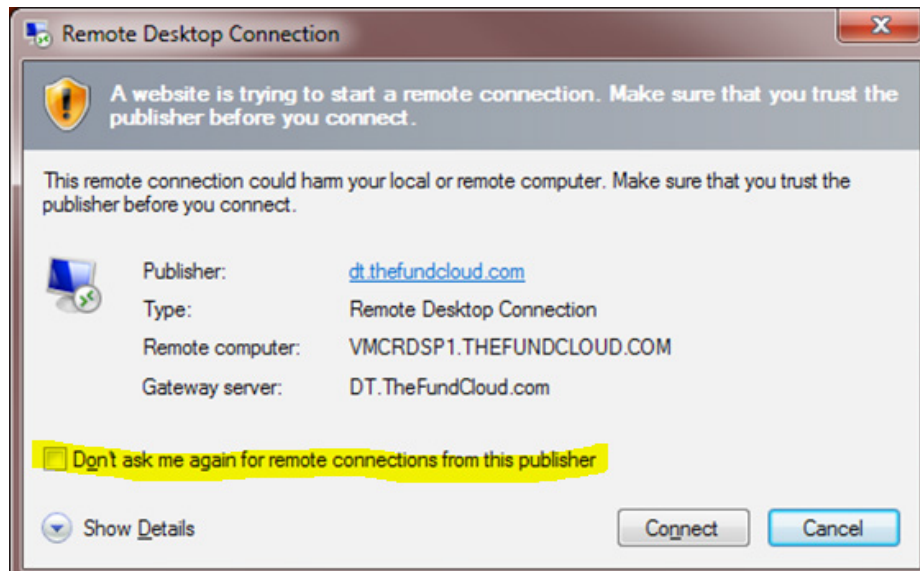
If you do, select "Allow". Once the Active X component is allowed, you should not see this popup again in the future. This prompt only appears when using Internet Explorer and not Chrome or Firefox.

## Connecting

The following screen will appear with an icon to connect to the DoubleTime® in the Cloud for your company. Click on the icon to start the connection process to the virtual DoubleTime® desktop.



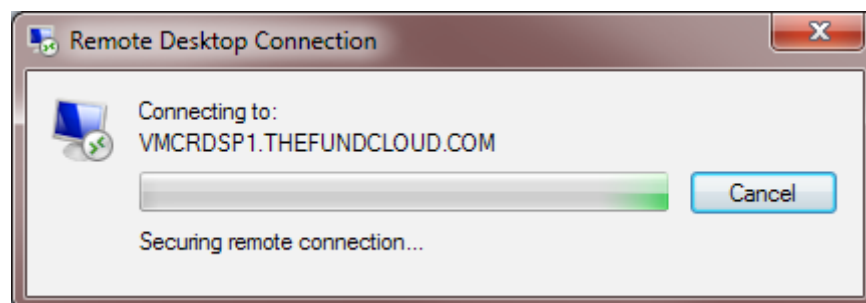
When initially logging in, the following screen may appear:



Click on the box stating “Don’t ask me again for remote connections from this publisher” so the message will not appear each time you launch the company icon.

Click “Connect”.

You will see this connection progress window for a few seconds as the connection is made.



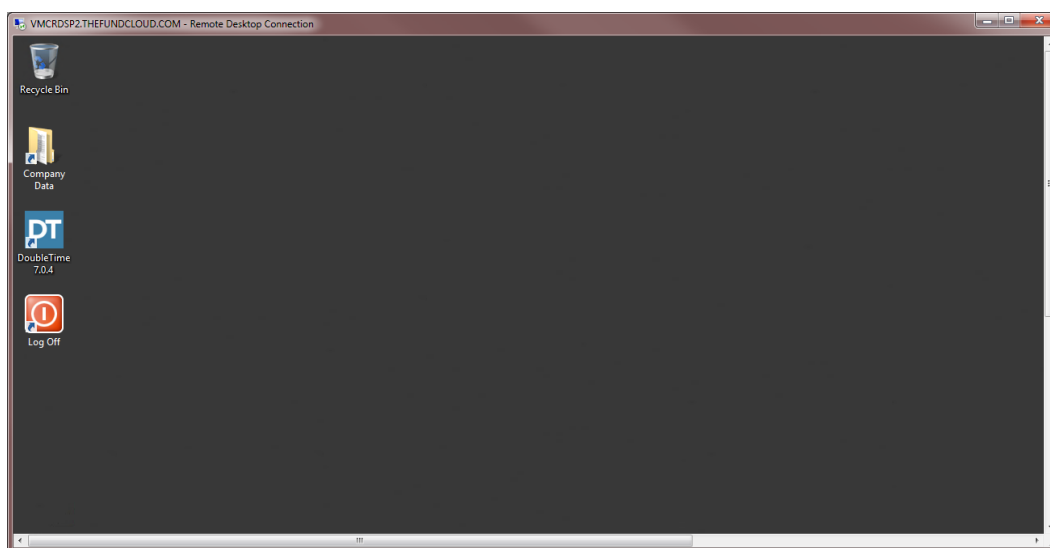


# DoubleTime®

In The Cloud

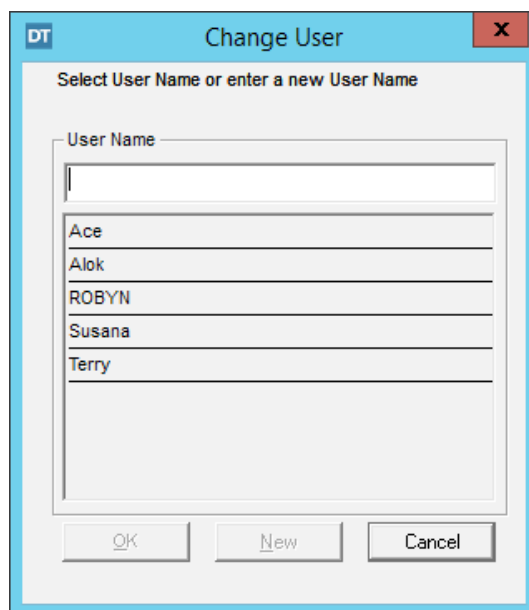
## Launch DoubleTime®

Once connected, the virtual DoubleTime® desktop will display. The DoubleTime® launch icon is displayed on the left side. Click on it to open the application.



## Select User Profile

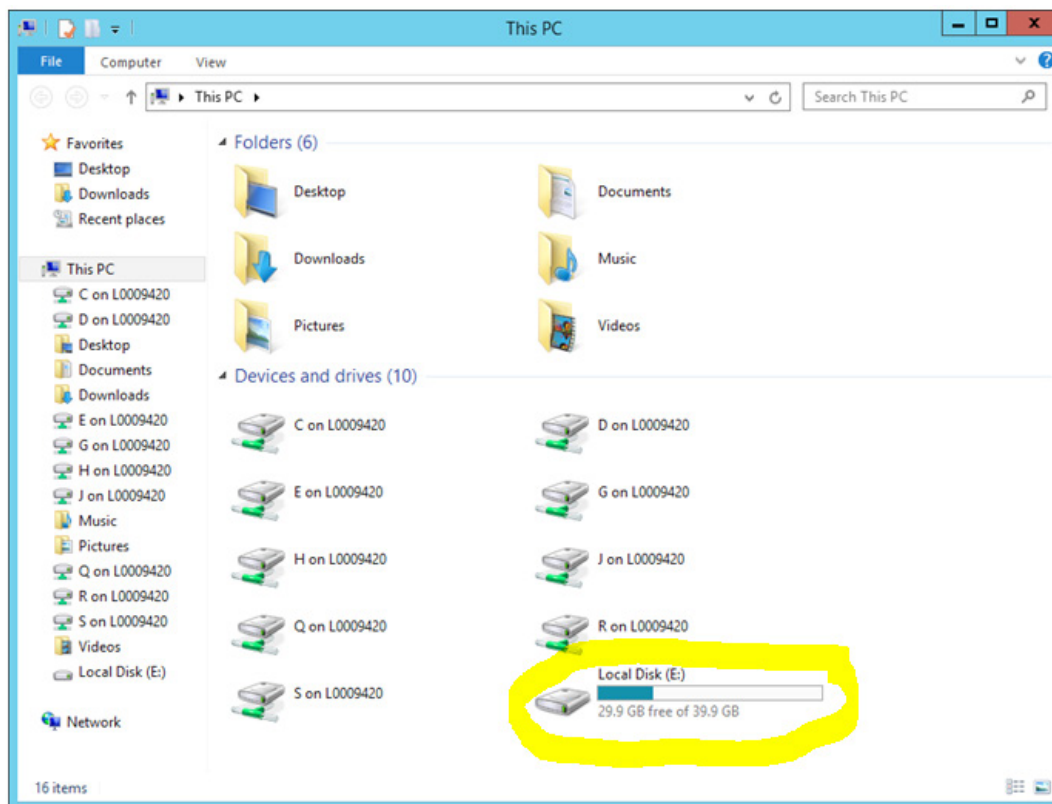
User settings will need to be selected every time DoubleTime® is launched. Click on the name of the user profile you wish to load and select "OK".



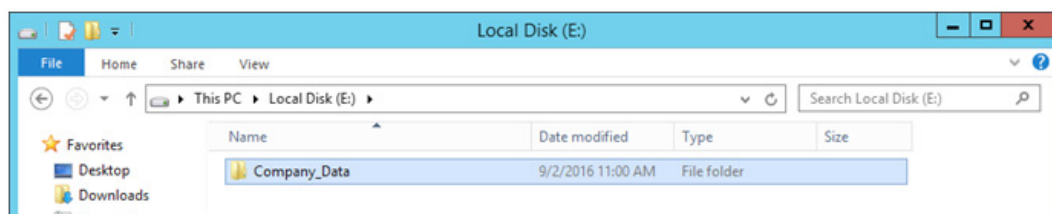
# File Storage

## Cloud Storage

Save documents outside DoubleTime® and on the virtual cloud location.



This location can be accessed on the Local E: drive. Inside the Local E: drive is the folder Company\_Data.





# DoubleTime®

In The Cloud

When saving to this virtual location, select This PC > Local Disk (E:) > Company\_Data folder for the item to be saved to the cloud. The path is E:\Company\_Data

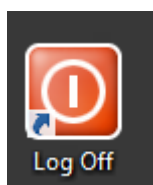
## Local Storage

Save documents outside DoubleTime® and on your own network or PC.

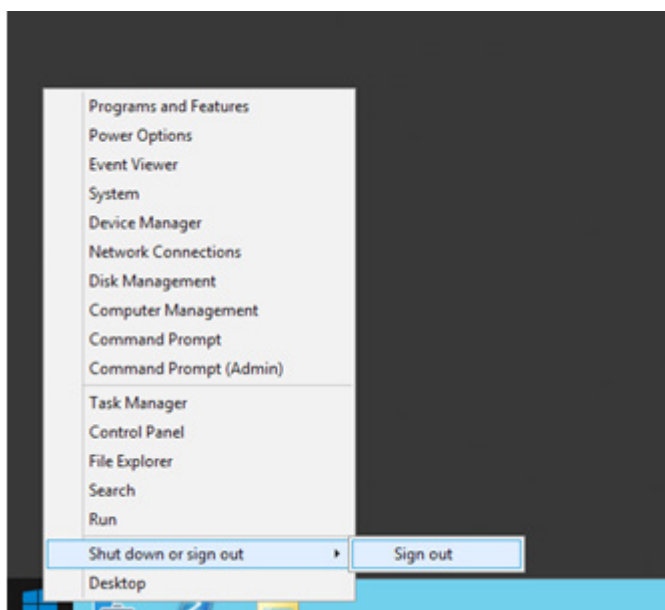
By selecting a different drive on your own network or PC, the item being saved will be saved to the path you choose and not in the cloud.

## Logging Out

To log out for the day, double-click on the “Log Off” icon on the desktop, or you can right-click on “Start”, hover over “Shut down or sign out” and click on “Sign out”.



or







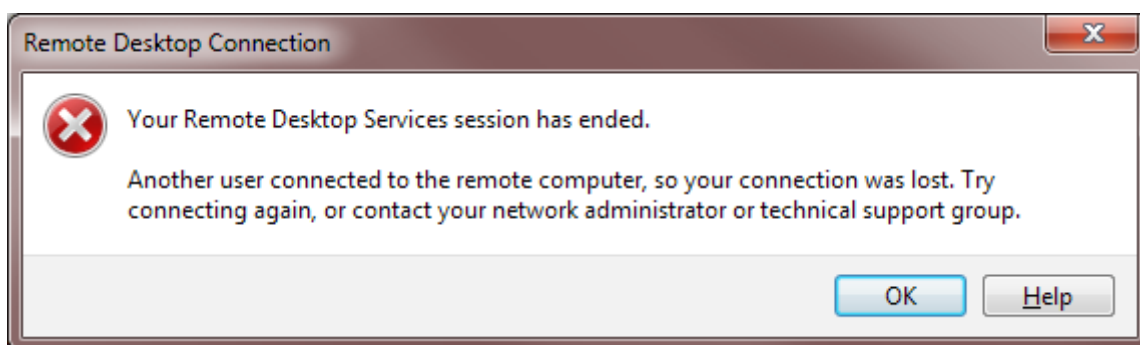
## FundNet Credentials

### USING THE SAME FUNDNET USER NAME

If one user is logged into DoubleTime® in the Cloud and second user on a different PC connects using the same user name and password, the first user will be disconnected.

**Each user should have their own FundNet user name and password.**

See your FundNet administrator for your user name.



## Printing

### IMPROVE THE RESPONSE TIME IN THE CLOSING DISCLOSURE.

With the many different types of printers available to the user, it was found that some printer drivers do not work in an expedient fashion. To remedy this, there is an app that users can install and configure that will make their response time much better.

- Browse to the TSPRINT download page: [TSPRINT DOWNLOAD](#)
- Next to CLIENT DOWNLOAD ensure that your Operating System is listed on the drop-down menu.
- Click the DOWNLOAD button.
- Install the downloaded TSPrint client.
- From your Applications installed on your workstation, Launch the Options application within the TerminalWorks -> TSPrint application group.
- Select the print that you would like to be your default printer in DoubleTime® in the Cloud and select Map Settings.
- Click Save and Launch DoubleTime® in the Cloud.
- To Print within DoubleTime®, select the TSPrint Default printer in the Print dialog box upon initiating a Print job.



# DoubleTime®

In The Cloud

## On-Demand Videos

Under the menu item of Help there is a choice for On-Demand Videos.

**These are not accessible from the cloud.**

You can view them visiting the On-Demand Training Library on [thefund.com/ondemand](http://thefund.com/ondemand).

## Support Tools

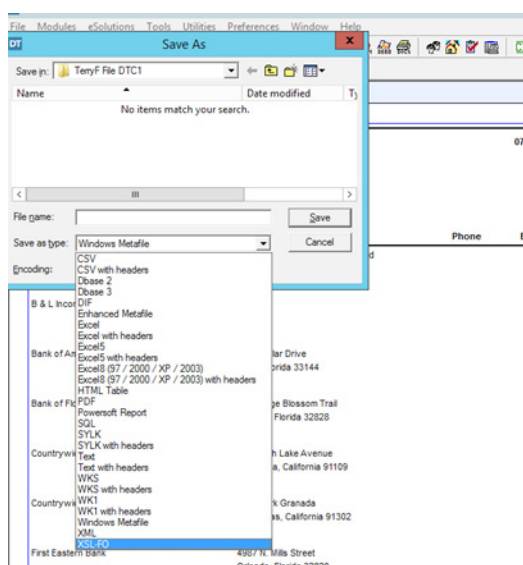
There are two tools for DoubleTime® support that are installed with the program. They can be found by clicking on the start button, then the down arrow to view the installed applications. Items are in alphabetical order and can be found under “The Fund”.

- 1. Reregister the DoubleTime® Components** This tool will open a CMD view and processes the steps needed and then closes.
- 2. Reregister the Single Rating Engine** when selected opens a window asking for Admin user ID and password which users will not have. For assistance with this tool please contact second level support.

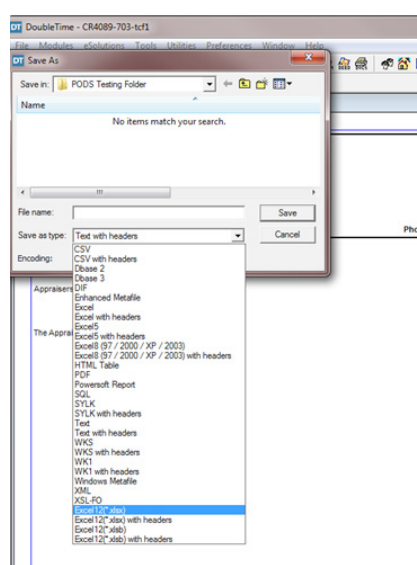
## Export an Excel File

Microsoft Excel reports can be exported. Select the compatible version of Excel.

**Excel 8 is shown below:**



**Excel 12 is shown below:**





## **DoubleTime® in the Cloud**

For additional assistance with DoubleTime®  
please visit [thefund.com/dt](http://thefund.com/dt)