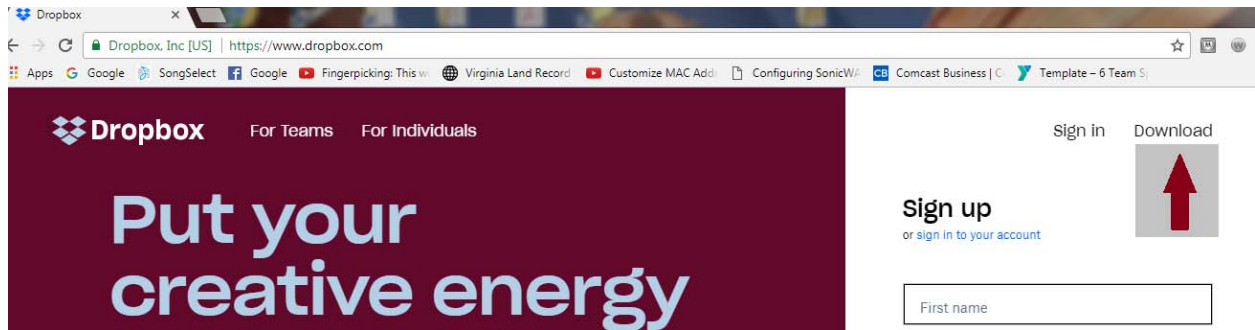


Working on the Cloud

How to Access ChurchKeeper on the Cloud from other computers once it is on the Cloud.

- 1) **Once ChurchKeeper is on the Cloud from the previous instructions, it can be accessed from any computer that has internet access. You will need to install the DropBox application on each computer you wish to access ChurchKeeper. To do this, navigate to DropBox.com and in the upper right hand corner is an option to “Download”. Do NOT CREATE A NEW ACCOUNT.**



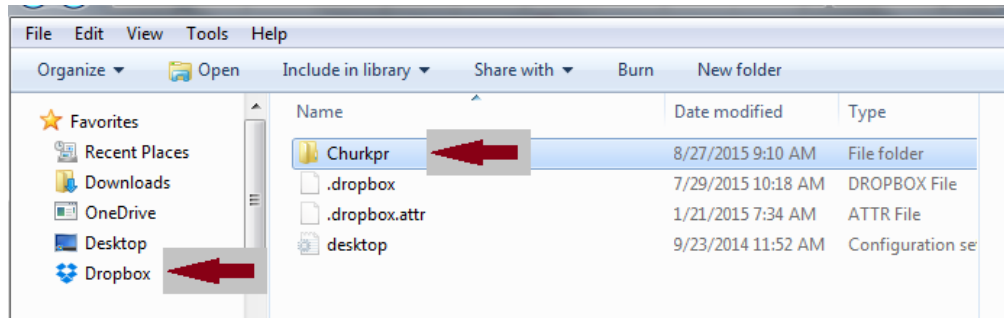
You will be prompted for an email and password. Use the one you established from the initial setup on the host computer in the instructions above.

DropBox will install with the same account as your initial install. PLEASE WAIT 15 MINUTES FOR DROPBOX TO SYNC THE FILES ON THE NEW COMPUTER, THEN CONTINUE WITH THE NEXT STEP.

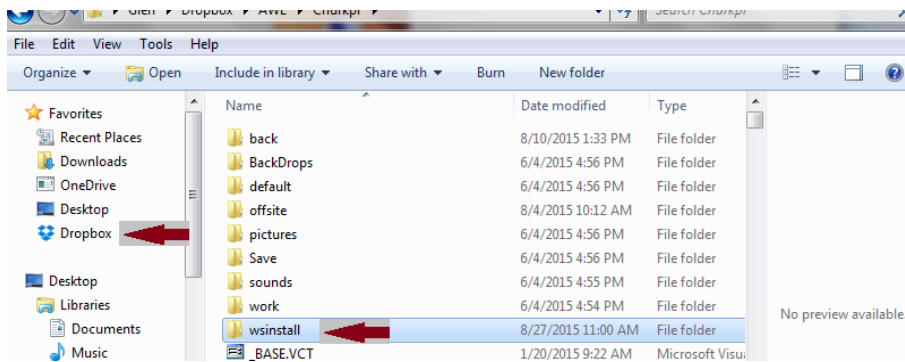
- 2) After you have installed the DropBox app on your computer, you will need to perform a workstation install as follow:
 - a) Navigate to “This PC” or My Computer from the desktop of this computer by double clicking the icon on your desktop.



b) Locate your DropBox in the left panel of your computer and open it.

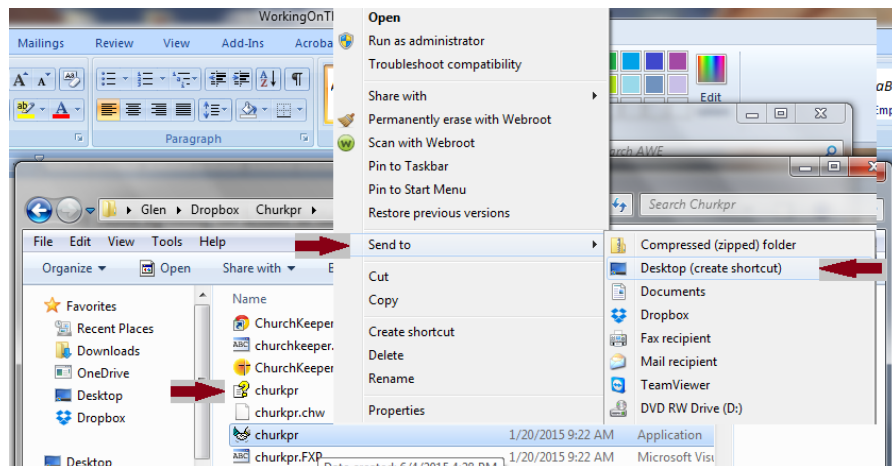


c) Open the Churkpr folder and locate a folder called “wsinstall”.



d) Open this folder and run the program “WSInstall”. This will prime the windows registry for the application to run.

- e) From your computer, go back to the “Churkpr” folder in your Dropbox and create a shortcut to ChurchKeeper on the Cloud as follows. Position your mouse pointer over the ChurchKeeper application as in the illustration below and right click your mouse. A menu will be displayed. Select “Send To” and another menu will be displayed and then select “Desktop (Create Shortcut)”. (See Illustration below).



- f) A shortcut called “churkpr” will be displayed on your desktop and you can now access ChurchKeeper on the Cloud from this workstation.



You are now setup to run on the Cloud. Additional computers can be added as necessary. **Special Note Running on the Cloud is only available with ChurchKeeper Ultimate.**