

Getting Started with RFMS in the Cloud

Getting Around

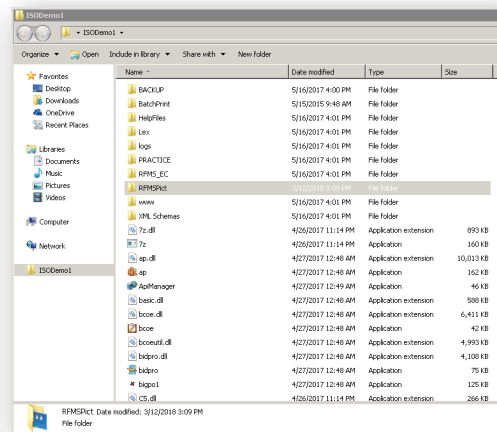
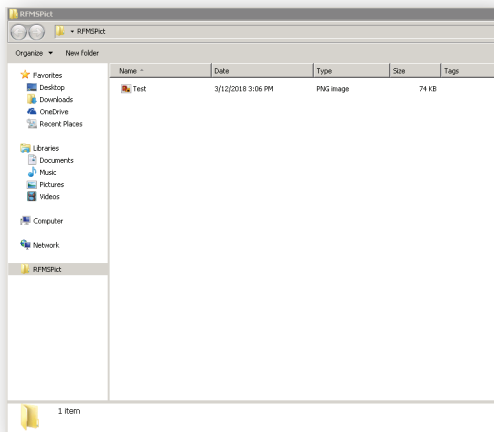
After RFMS has been set up on your system, you will notice a few new icons on your desktop. These shortcuts are the gateways to accessing RFMS.



To launch RFMS, click on the **RFMS** desktop icon. Your account credentials needed to login to RFMS are included in the **Cloud Login Information** document.



Depending on your RFMS setup, you will either have the **Attachments** or **Folder** shortcut. Both of these icons provide access to the RFMSPict folder, which is where you copy files to be uploaded into RFMS.



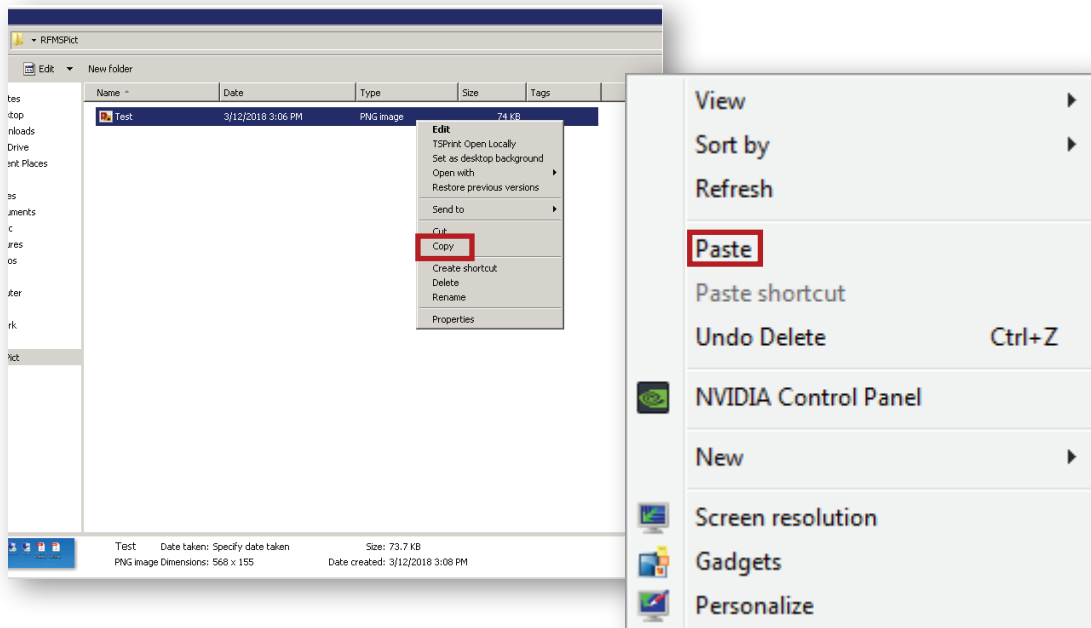
The Attachments shortcut launches the window on the left and the Folder shortcut launches the window on the right. The Attachments shortcut directly pulls up the RFMSPict folder while the Folder shortcut opens the folder that contains RFMSPict.

Moving Files

Unlike most software booted up locally on your computer, you cannot drag and drop files into and out of the RFMSPict folder. Instead, you have to use the copy and paste commands.

Moving a file from the desktop to RFMSPict (and vice versa):

1. Select the file you would like to move.
2. **Right-click the file** and choose **Copy** OR use the keyboard shortcut **CTRL+C**.
3. Navigate to the intended location of the file.
4. **Right-click** and choose **Paste** OR use the keyboard shortcut **CTRL+V**.



Example: To move the Test image to the desktop, you right-click and copy the file, then right-click the desktop and paste.

Printing From RFMS

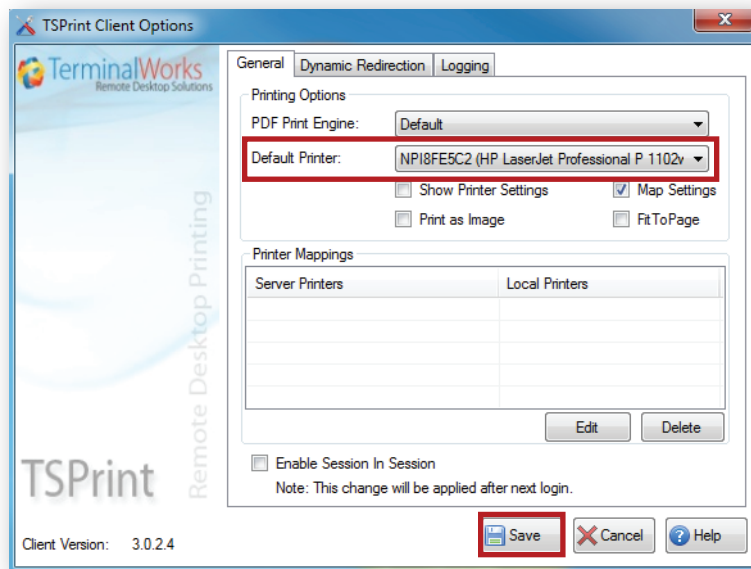
Printing from the cloud can be annoyingly slow, so Isogent has installed a software called TSPrint on each workstation to speed up the process. Not only does this make printing from the cloud much quicker, but also allows you to save PDFs from RFMS to the local system.

The TSPrint icon (pictured to the right) is pinned to each workstation's taskbar at the bottom of the screen. Clicking this icon launches the TSPrint Client Options window as seen below.



Changing the default printer:

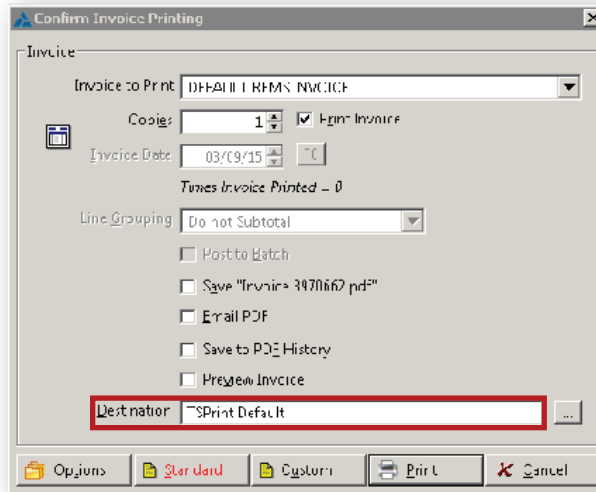
1. Launch TSPrint by clicking the icon pinned to the taskbar.
2. Click the dropdown next to Default Printer under Printing Options.
3. Choose which printer you would like to print to by default.
4. When done, click **Save**.



Example: To change the default printer, select a printer from the dropdown and then press Save.

Printing from RFMS:

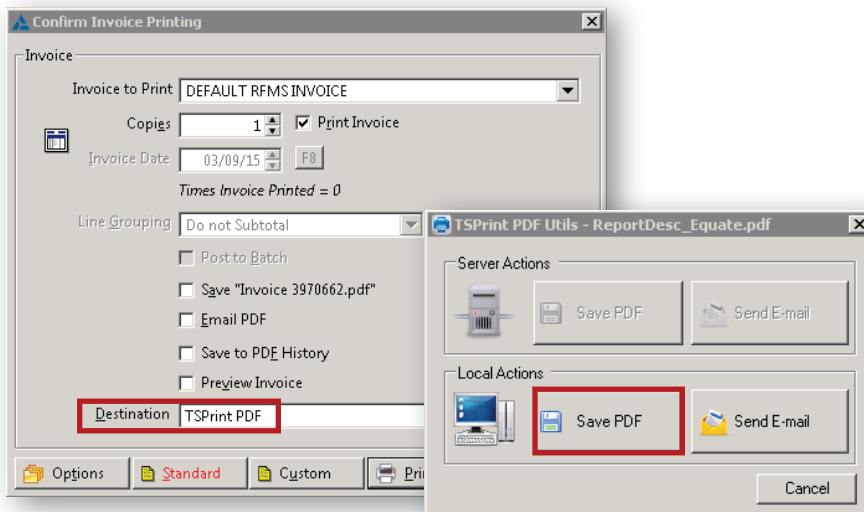
1. Select an item in RFMS to print and press the **Print** button.
2. In the dialog box that appears, set the destination to **TSPrint Default**.
3. Press **Print** when finished.



Example: To print an invoice from RFMS, print the file with the destination set to TSPrint Default.

Saving a print job as a PDF:

1. Select an item in RFMS to print and press the **Print** button.
2. In the dialog box that appears, set the destination to **TSPrint PDF**.
3. Press **Print** when finished.
4. In the dialog box that appears, choose either to Save PDF or Send E-mail and follow the corresponding prompts.



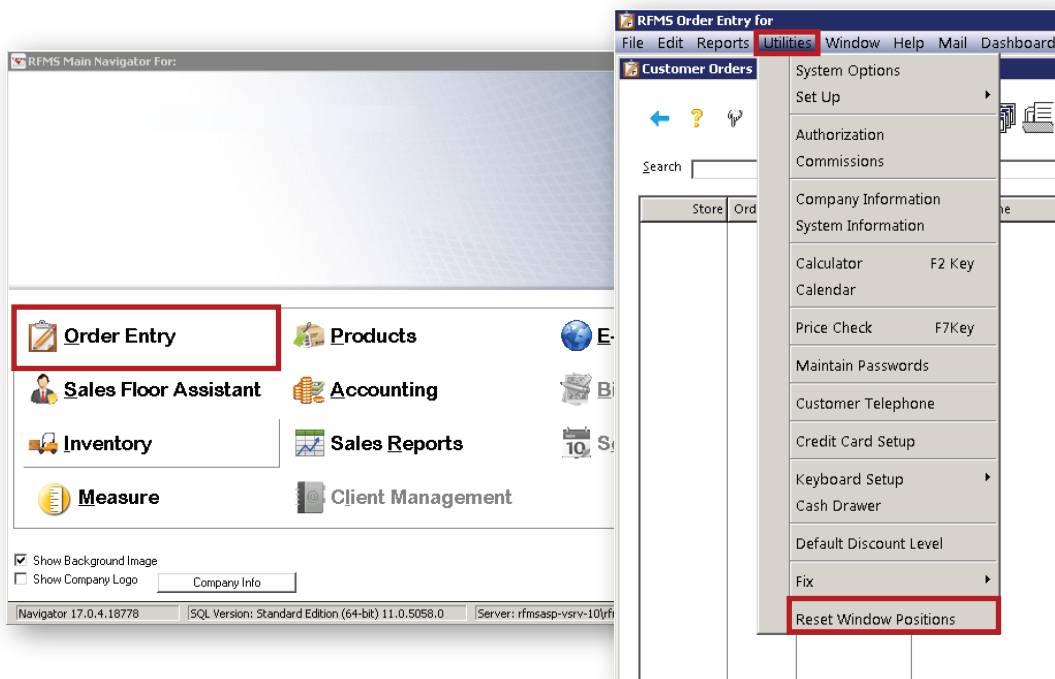
Example: To save a print job as a PDF, print the file with the destination set to TSPrint PDF. In the next dialog box, you choose Save PDF to save to the local machine.

Resetting & Fixing Windows

At some point, you might change the window size and position of RFMS. Everytime you open RFMS afterwards, RFMS will open up at the same size and position. In addition, if a Print Preview window disappears when attempting to print, no need to panic! RFMS offers options to help fix any window issues you may be having and prevent the common ones from occurring.

Resetting the window position:

1. From the RFMS Main Navigator, open up any of the modules (in the example below, we selected Order Entry).
2. Choose **Utilities** from the top navigation bar.
3. Click **Reset Window Positions** at the bottom of the dropdown.



Preventing the disappearing Print Preview window issue:

1. When printing, always make sure to **Maximize** the Print Preview window.
2. Once maximized, then you can select **Print**.

Recovering a missing Print Preview window:

1. Press **ALT+Spacebar**.
2. Press the **X keyboard button**.
3. Print as usual.
4. Reset the window positions (see steps above).