



Run in the Cloud on Different Devices

Property Management Solutions for Over 30 Years

Overview

The Professional Landlord TM hosted in the cloud can run on multiple devices. On the following pages you will find detailed Help documents showing how to get started.

Please note there are some features that may be limited in the hosted version of The Professional Landlord TM in comparison to being hosted on a workstation/server. **Please review these limitations below** and call the help desk with any questions at 800-397-1499.

Here is the link needed to access The Professional Landlord TM Hosted in the cloud on Windows <https://cloud.promas.com>

Here is the link needed to access The Professional Landlord Hosted in the cloud on the RD App <https://cloud.promas.com/rdweb/feed/webfeed.aspx>

Limited Features

- **Clicking “Send” button in Owner and Tenant Profiles** – when you click Send the email address will be copied to your clipboard. Simply go to your email program and in the send to column right click and paste or hold down the keys CTRL + V to paste the email.
- **Executing a Mail Merge** – Follow the directions for Mail Merge with Open Office instead of with Microsoft Word. Once the .AML file is created you can follow the directions with using Word, but the execution in Promas needs to be done using an .odt file.
- **Printing using Remote Desktop App** – On mobile devices such as a tablet or phone you will not be able to print from the program. Using a Mac or Windows machine will work.
- **Cloud Based Print Drivers**- There are certain printers that use cloud based print drivers which require the print driver to be installed locally. These printers will not work in the cloud as we cannot install any print drivers in the cloud environment. Here is a list of cloud based print drivers we are aware of: <http://www-01.ibm.com/support/docview.wss?uid=nas8N1019534>

Quick Reference Guide

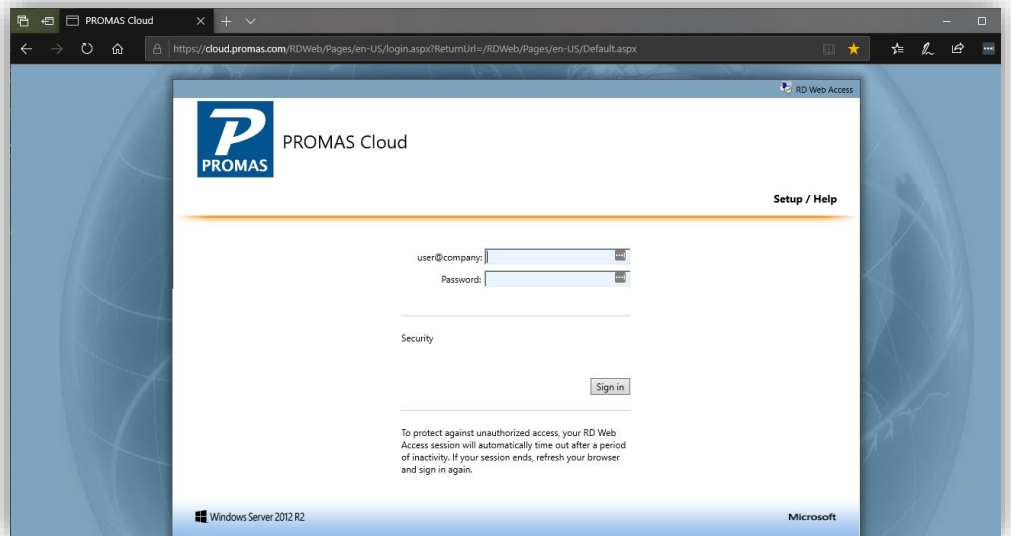
How To Use Microsoft Edge.....	3
How to Make Desktop Shortcut for Windows	6
How To Use Remote App on a Mac.....	7
How To Use Remote App on an iPad.....	10
How To Use Remote App on an Android Tablet	14

See also:

<https://cloud.promas.com/HowTo/Help/Topic?Category=Access%20and%20Signing%20In&Title=Windows>

How To Use Microsoft Edge

1. Open Microsoft Edge



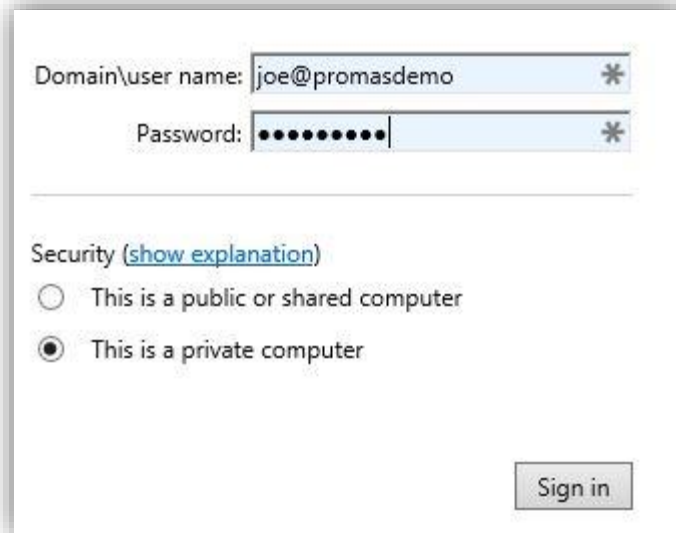
2. Copy/Paste the below URL into the URL box and hit enter.



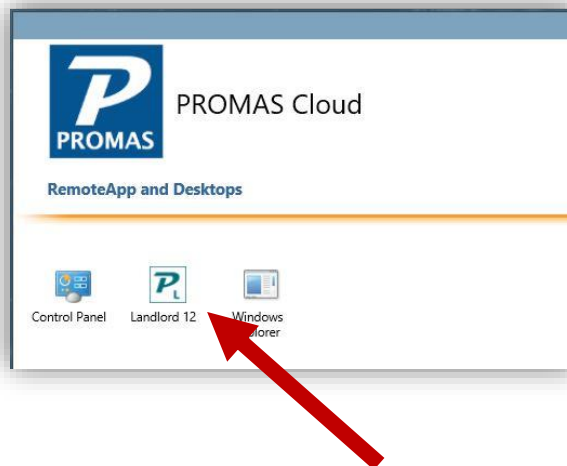
<https://cloud.promas.com>

3. Enter your username and password. Then click Sign In.

The username will be in the “yourname@yourcomp.anyname” format. If you have not set up your password yet, please refer to the Getting Started Guide.



4. You should see two Apps, one is Landlord 12 and the other is Windows Explorer. Click Landlord 12 to launch The Professional Landlord™.



****Windows 7 Users**** You may be prompted to enter your username and password again, use the same information as you did in step 3.

5. You will see a Remote Desktop connecting box followed by The Professional Landlord™ logon screen. To sign in, enter your username and password. If you do not have one or are not sure what it is, please contact the system administrator or call the Promas Help Desk at 800-397-1499 for assistance.



How to Make Desktop Shortcut for Windows

If you have Microsoft Edge as your default browser

1. Right click on your desktop
2. Hover over New and choose Short Cut
3. Use URL: <https://cloud.promas.com>
4. Click next and give the shortcut a name and click finish

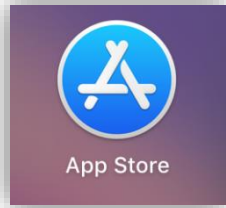
If you have another internet browser as your default browser

(IE Google Chrome or Mozilla Firefox)

1. Right click on your desktop
2. Hover over New and choose Short Cut
3. Use URL: %windir%\explorer.exe microsoft-edge:https://cloud.promas.com
4. Click next and give the shortcut a name and click finish

How To Use Remote App on a Mac

1. Open the Mac App Store



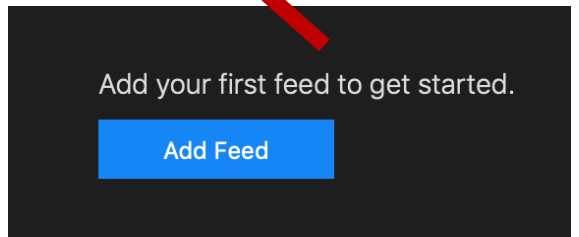
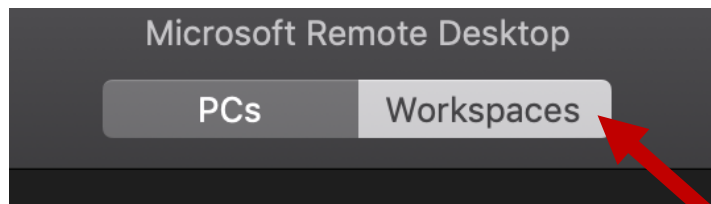
2. Install the Microsoft Remote Desktop 10 App



3. Open the Microsoft Remote Desktop App



4. First click Workspaces at top and then click Add Feed.



<https://cloud.promas.com/rdweb/feed/webfeed.aspx>

5. Copy/ Paste URL link above into first box.

Add Workspace

<https://cloud.promas.com/rdweb/feed/webfeed.aspx>

A workspace is associated with this URL.

Workspace URL:

<https://cloud.promas.com/rdweb/feed/webfeed.aspx>

Links to remote apps, PCs and files will be downloaded and automatically updated if you add the workspace.

User account:

If you continue, you will be asked for a user account that will be used to add the workspace.

Privacy settings for managed resources are preset by your organization. [Learn more](#)

6. Under User Account change “Ask me every time” to “Add User Account”.

Then type in your User Name and Password.

Click Add.

The username will be in the “*yourname@yourcompanyname*” format.

If you have not set up your password yet, please refer to the Getting Started Guide.

User account: Ask when required

Add User Account...

Add a User Account

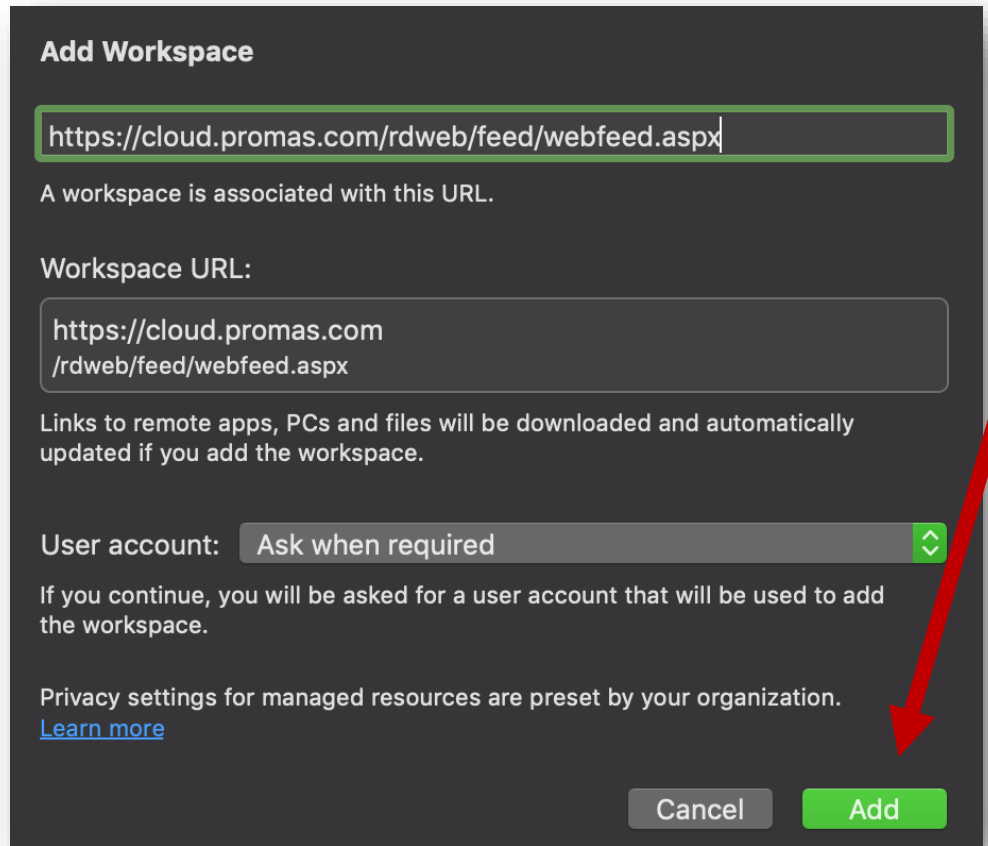
Username:

Password:

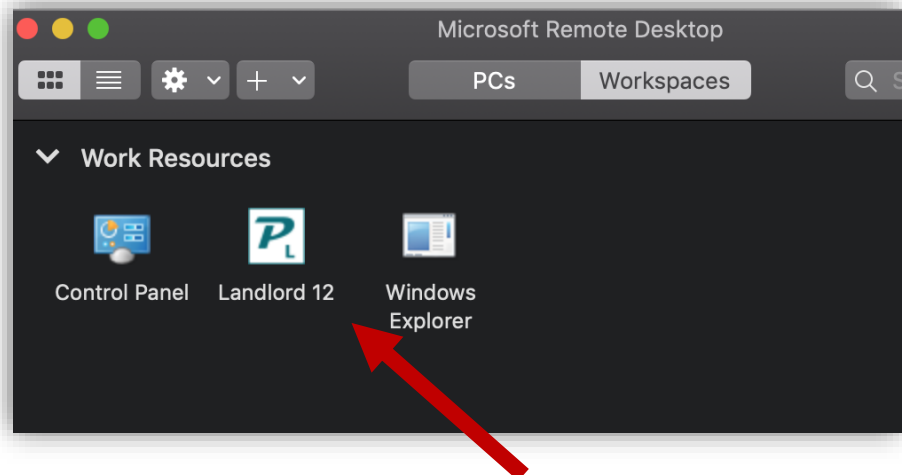
Show password

Friendly name:

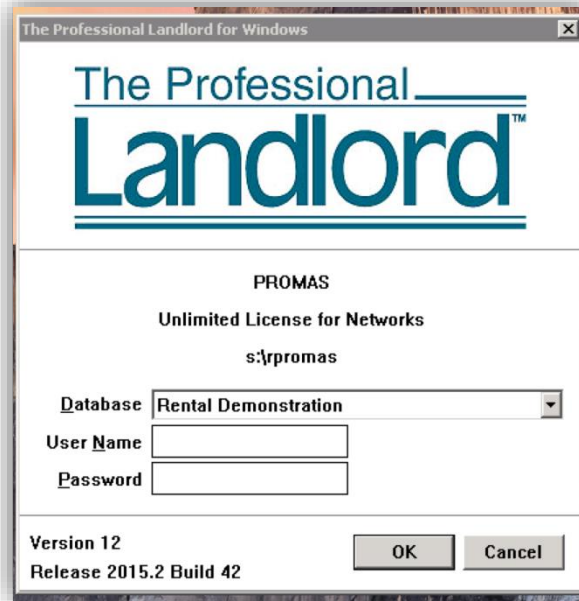
7. Click Add again.



8. You should see three Apps. The control panel will help you adjust font size, the Landlord 12 will launch Promas and Windows Explorer will show you files stored in the cloud.



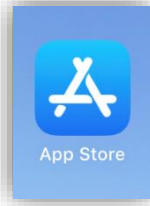
9. You will see a Remote Desktop connecting box followed by The Professional Landlord™ logon screen. To sign in, enter your username and password. If you do not have one or are not sure what it is, please contact the system administrator or call the Promas Help Desk at 800-397-1499 for assistance.



How To Use Remote App on an iPad*

*Must be able to run iOS 13 or later.

1. Open the App Store



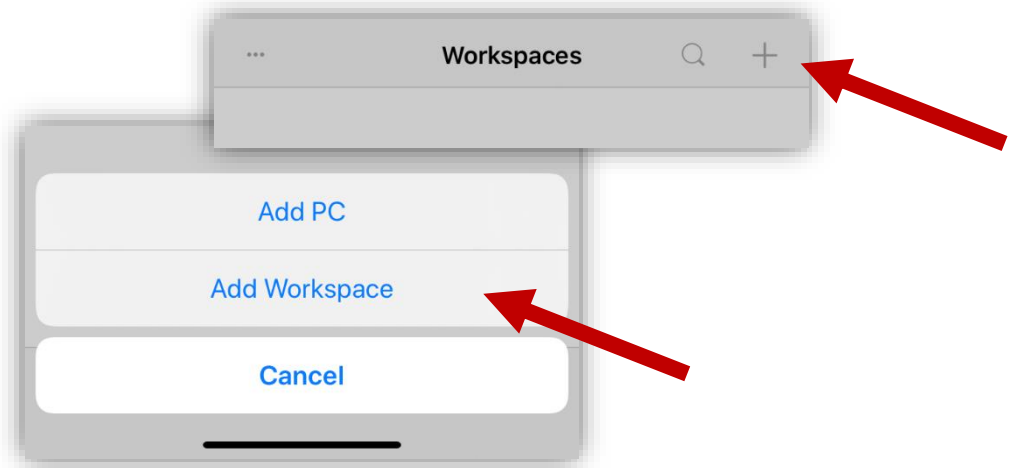
2. Install the Microsoft Remote Desktop App



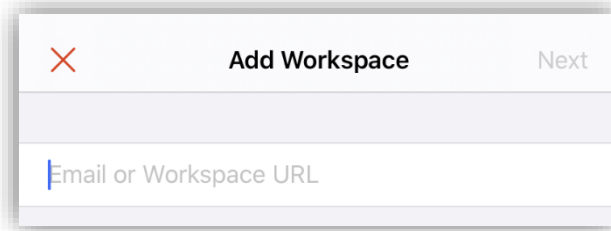
3. Open the app



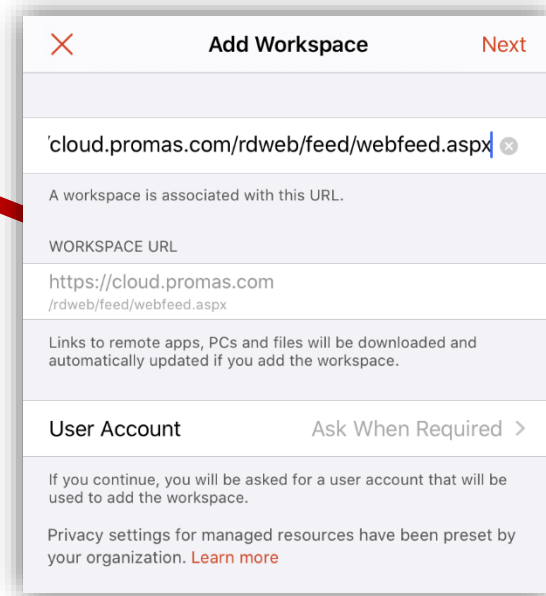
4. On the upper right, click on the plus sign (+) and tap Add Workspace



5. Tap on Email or Workspace URL

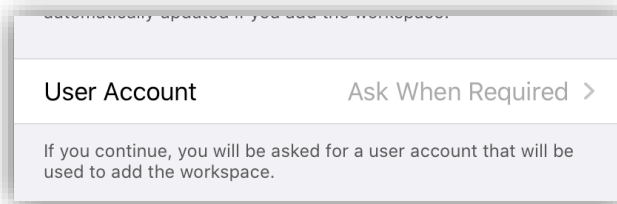


6. Copy/ Paste (or type) URL link below and tap done or return.

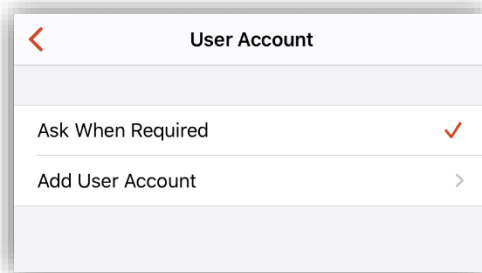


<https://cloud.promas.com/rdweb/feed/webfeed.aspx>

7. Tap on User Account (Ask When Required)

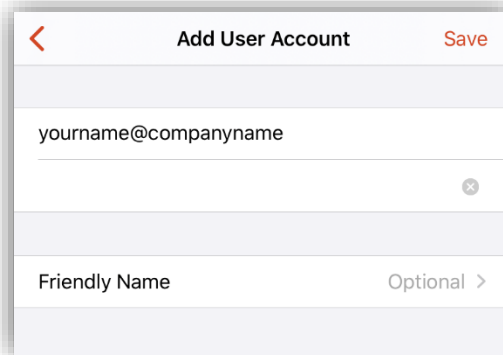


8. Tap on Add User Account

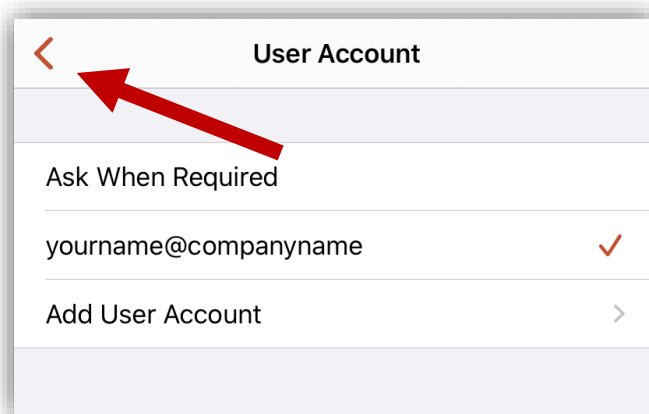


9. Enter your username and password and tap save.

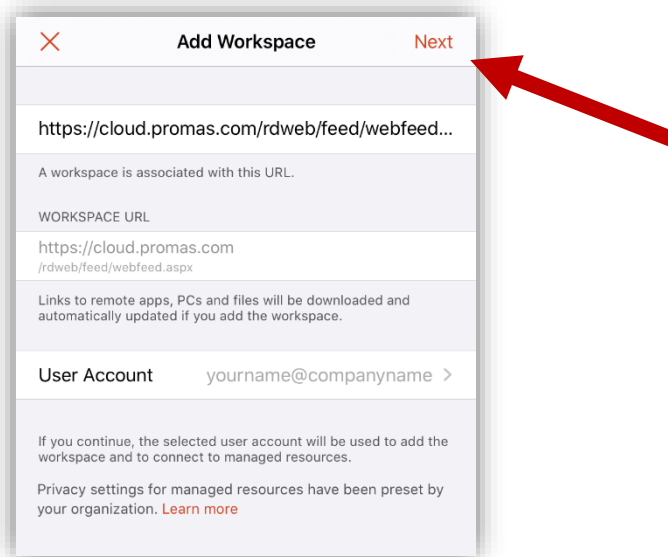
The username will be in the “yourname@yourcompanyname” format. If you have not set up your password yet, please refer to the Getting Started Guide.



10. Your username should have a red check mark next to it. Click the back arrow to return.

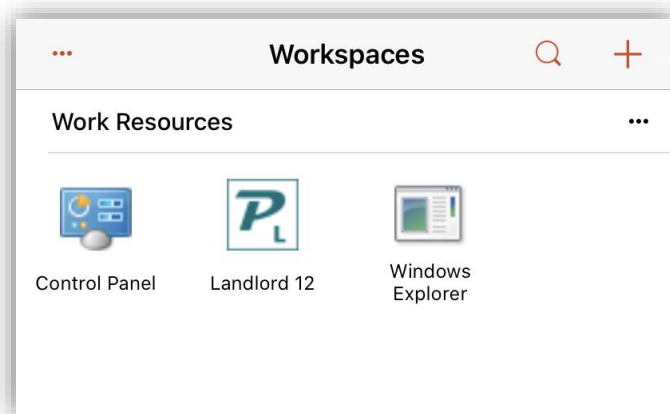


11. With the URL filled in and your user account added, click Next in the upper right.

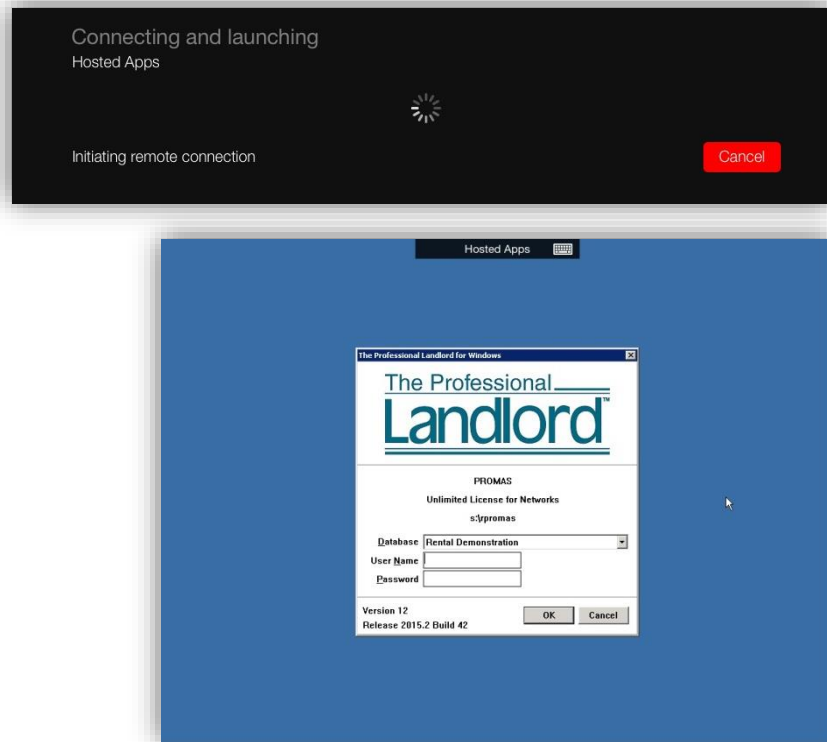


12. You should see three Apps:
a. Landlord 12
b. Windows Explorer
c. Control Panel

Tap Landlord 12 to launch The Professional Landlord™.

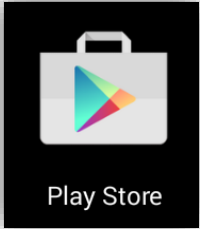


13. You will see a Connecting and launching box followed by The Professional Landlord™ logon screen. To sign in, enter your username and password. If you do not have one or are not sure what it is, please contact the system administrator call the Promas Help Desk at 800-397-1499 for assistance.

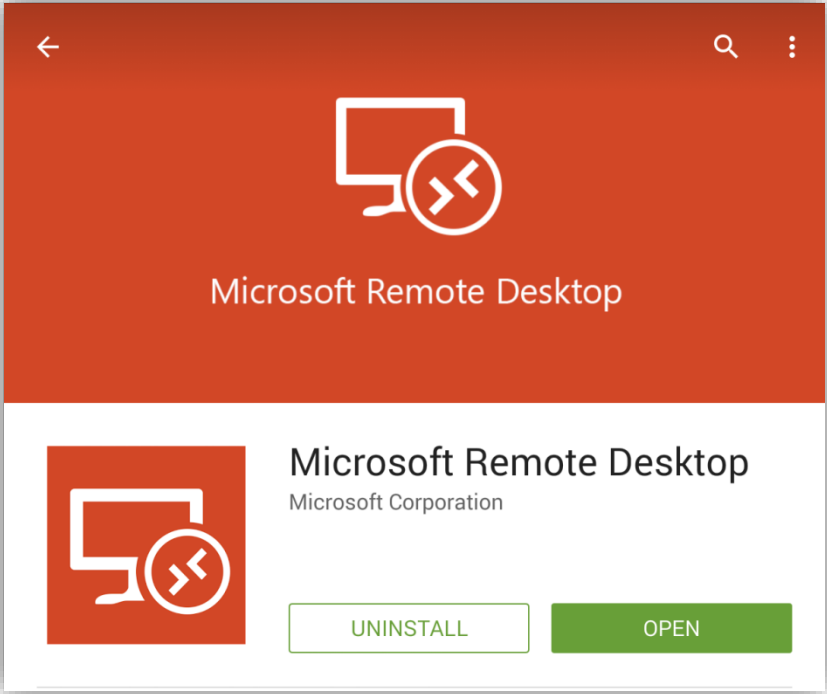


How To Use Remote App on an Android Tablet

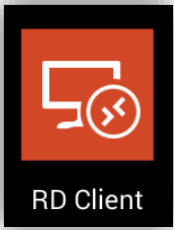
1. Go to the Play Store



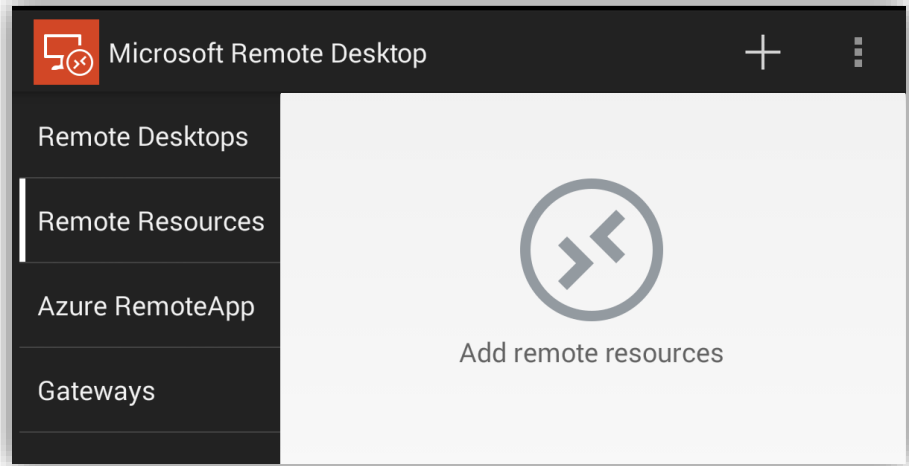
2. Install the Microsoft Remote Desktop App



3. Open the Microsoft Remote Desktop App from the apps screen.



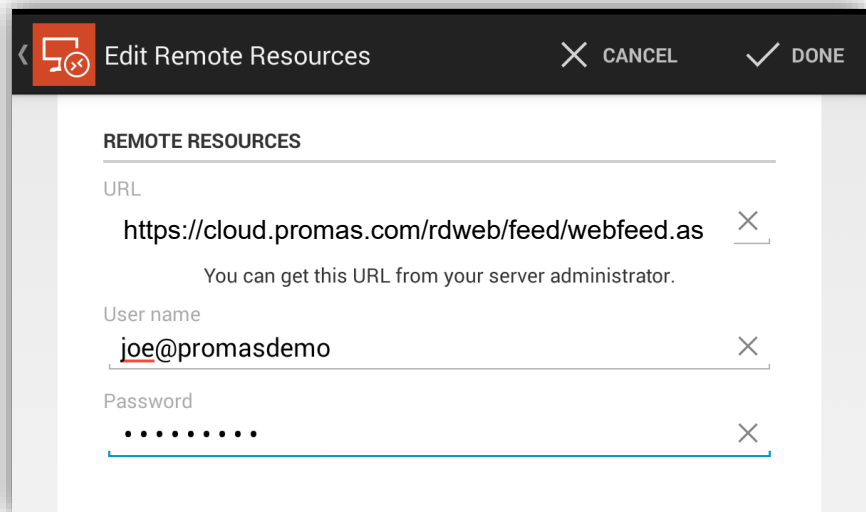
4. Tap on Remote Resources and then the plus sign (+).



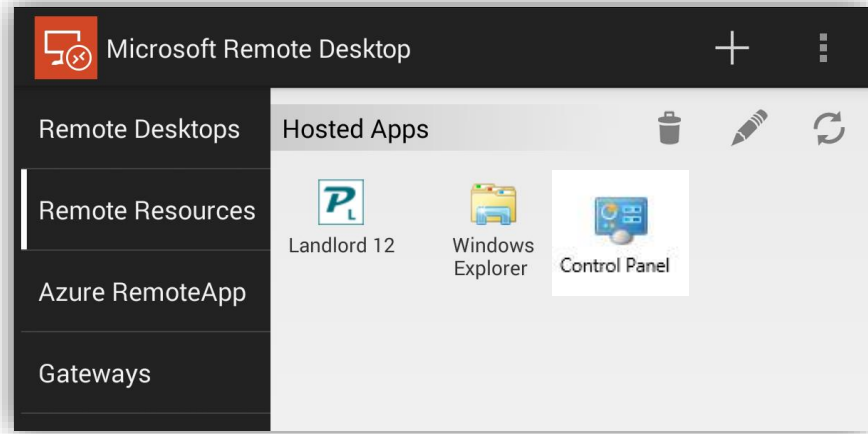
<https://cloud.promas.com/rdweb/feed/webfeed.aspx>

5. Copy/ Paste (or type) URL link above underneath Remote Resources URL

6. Enter your username and password and tap Done. The username will be in the “yourname@yourcompanyname” format. If you have not set up your password yet, please refer to the Getting Started Guide.



7. You should see two Apps, one is Landlord 12 and the other is Windows Explorer. Tap Landlord 12 to launch The Professional Landlord™.



8. You will see a connecting screen followed by The Professional Landlord™ logon screen. To sign in, enter your username and password. If you do not have one or are not sure what it is, please contact the system administrator or call the Promas Help Desk at 800-397-1499 for assistance.

