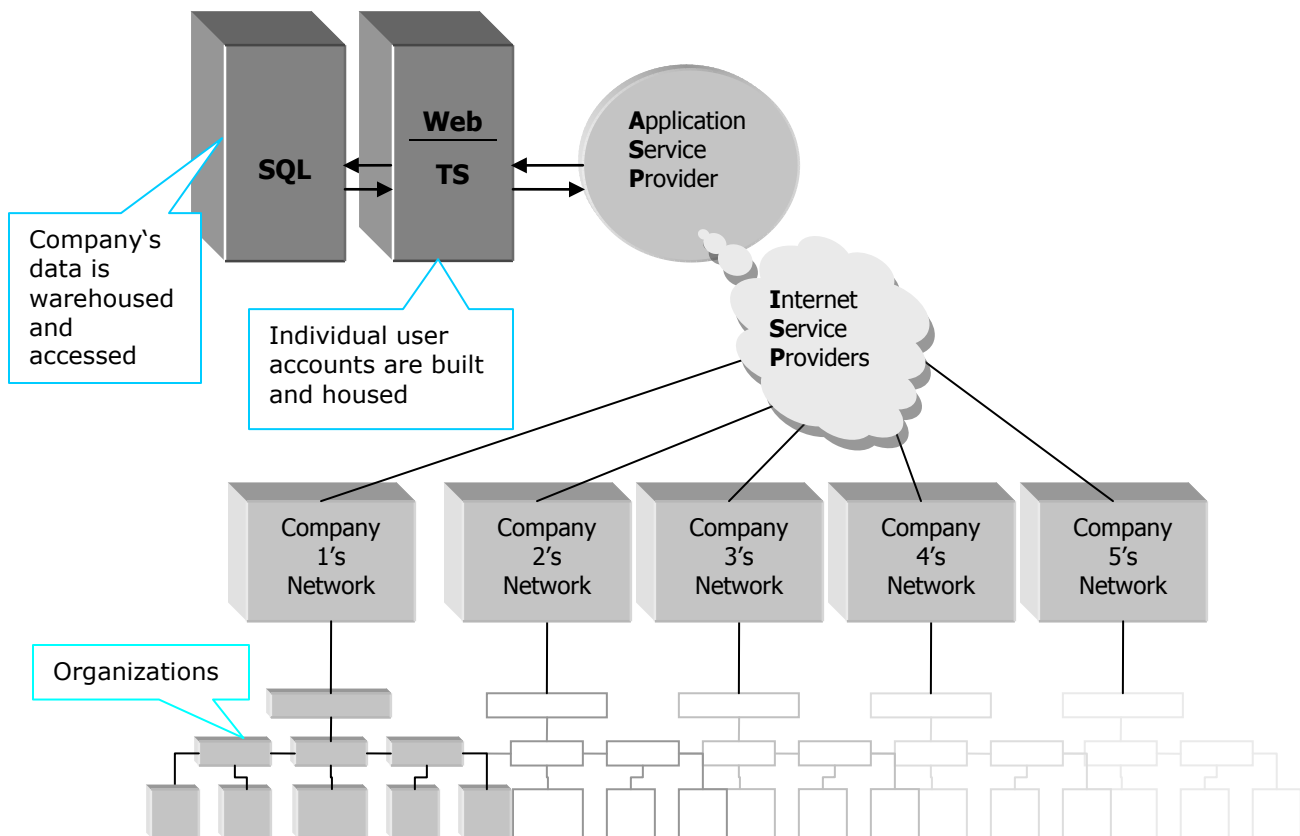


Using MyPowerFlow

Application Service Provider

MyPowerFlow uses an application service provider (ASP) to serve users with access to PowerFlow and their data, from anywhere in the world with Internet access. The ASP structure is diagrammed here:



Getting started

Starting at the organization level, make certain you have Internet access and then enter www.mypowerflow.com in the address bar of a Web browser window. This action displays a Web page, the "Web" portion of the "Web/TS" server (shown above).

- For detailed, step-by-step logon procedures, see **Logon step-by-step**, below.

To configure your system from this Web page, follow the prompts to select screen size and map local drives. When finished, click the **Connect** button to enter the "TS" portion of the "Web/TS" server.

- TS** stands for Terminal Services, which means one computer can be accessed anywhere in the world by many people at the same time to share the programs and applications that the computer supports.

Log in using an ID and Password given to you by your PowerFlow Administrator. Once the ID and Password is verified, the login process begins. In the background a profile is being created in the Web/TS server for that ID on the **C:** drive. In addition to the normal profile folders, PowerFlow adds another directory

Using MyPowerFlow

Application Service Provider

called **PF Setup** which contains four other directories (Email, FAX, Temp, and Transfer) and an **.ini** file:



PowerFlow is the main application you will see, other than the temporary applications (e.g., MS Office, Adobe Reader, and so forth) which are used via PowerFlow.

Access to the **C:** drive is otherwise blocked for security reasons and *no* company will know of any other company's existence.

- ❗ For a closer look and details of the hosting company's security approach, click [here](#).

Scanning, printing, email, and fax

There are two ways to scan from the PowerFlow online setup:

1. RemoteScan™ – Use 3rd-party software to scan directly into the hosting server.
2. Local Scan – Scan to a local machine or file server, map the drive, then import to the hosting server.

There are two ways to print from the PowerFlow online setup:

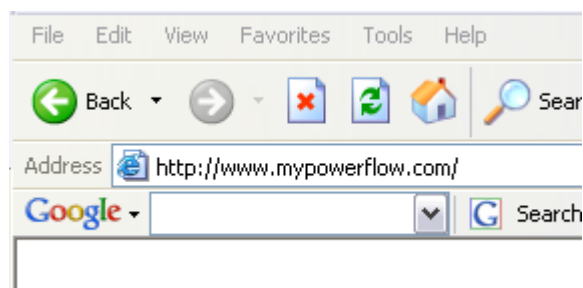
1. ThinPrint™ - Use 3rd-party software to print directly to your default printer or printer of choice.
2. Local Print – Just like Local Scan, but in reverse: save the item to your designated folder on your local workstation, print to default or printer of choice.

For email, companies must use their own email server's SMTP/POP3 protocols to send and receive.

Fax service is not available as of yet for the ASP model.

Logon step-by-step

1. Enter www.mypowerflow.com in address bar of your Web browser.

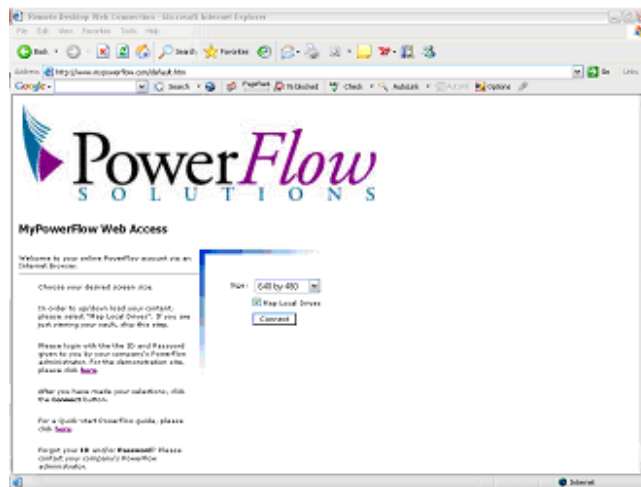


- ❗ If you are connecting for the first time, you will be asked to install an ActiveX component. Click **Install** to proceed.

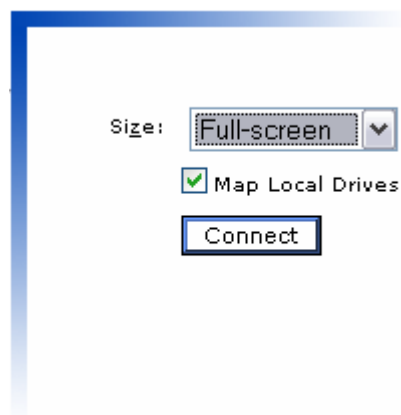
Using MyPowerFlow

Application Service Provider

2. This page displays:



3. Select a screen size and checkmark **Map Local Drives**.



4. Click **Connect** to display the security warning dialog:



5. Click **OK**.

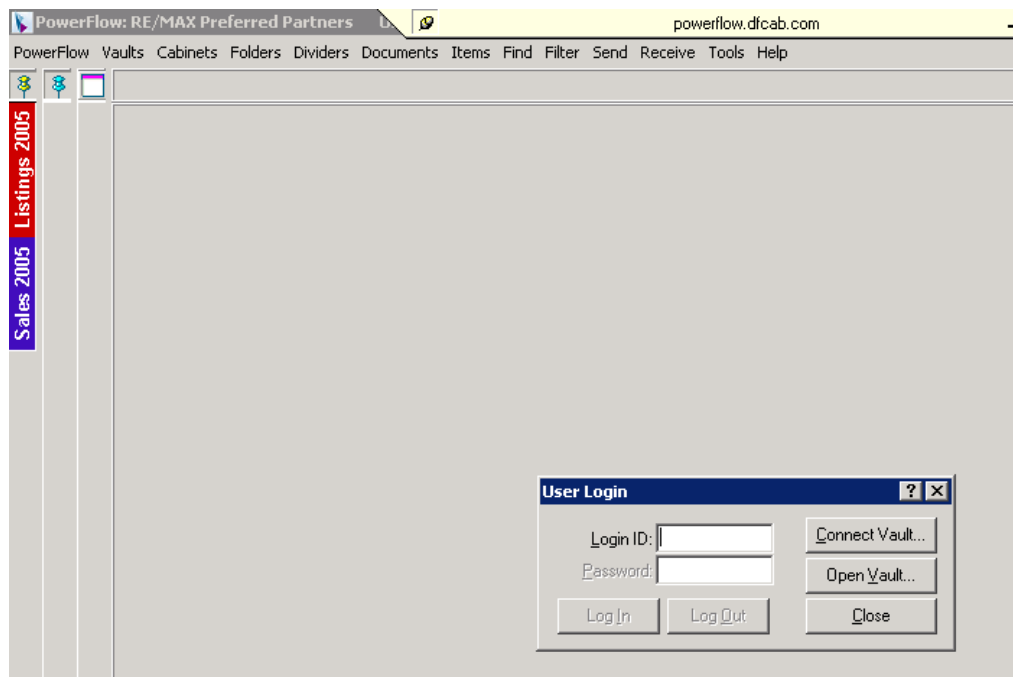
Using MyPowerFlow

Application Service Provider

- At the Windows log on dialog, enter your **User Name** and **Password** to access the ASP server.



- The PowerFlow login dialog displays:



- Enter your **Login ID** and **Password** and click .

Using MyPowerFlow

Application Service Provider

9. If your vault is not shown, click and select the **.pfl** you need.
10. Enter your **Login ID** and **Password** and click .
11. You are now connected to MyPowerFlow.