



MatchMaker
FUNDRAISING SOFTWARE

Hosted Edition Setup Guide



**Hosted Edition
RemoteApp
Installation
Guide**

This guide will provide basic instruction for accessing MatchMaker FundRaising Software Hosted Edition and MatchMaker My Docs utilizing a RemoteApp desktop link.

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Access MatchMaker FundRaising Software Hosted Edition through a RemoteApp icon on your desktop

This section will provide the steps to download and install the MatchMaker FundRaising Software RemoteApp. The RemoteApp will provide a direct link from your desktop to the MatchMaker FundRaising Software Application.

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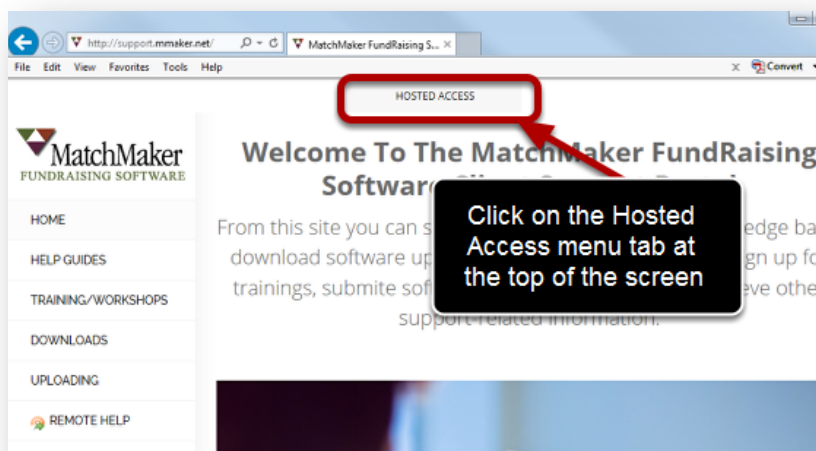
Access MatchMaker My Docs through a RemoteApp icon on your desktop

This section will provide the steps to download and install the MatchMaker My Docs RemoteApp. The RemoteApp will provide a direct link from your desktop to the MatchMaker My Docs Net Drive.

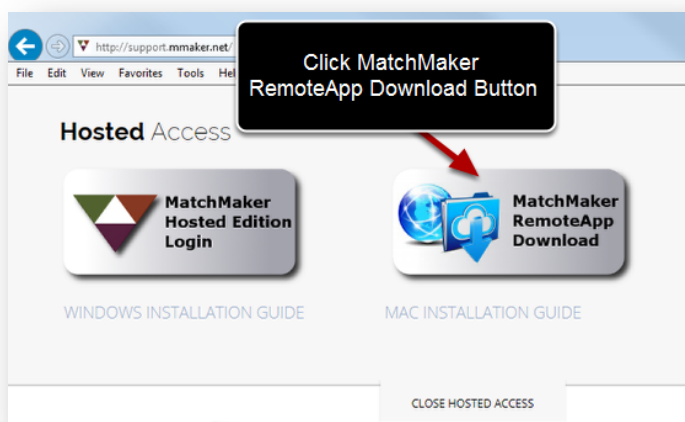
Adding MatchMaker FundRaising Software RemoteApp to Your Desktop

Access MatchMaker FundRaising Software Hosted Edition through a RemoteApp icon on your desktop. This guide will provide the steps to install the remoteapp icon.

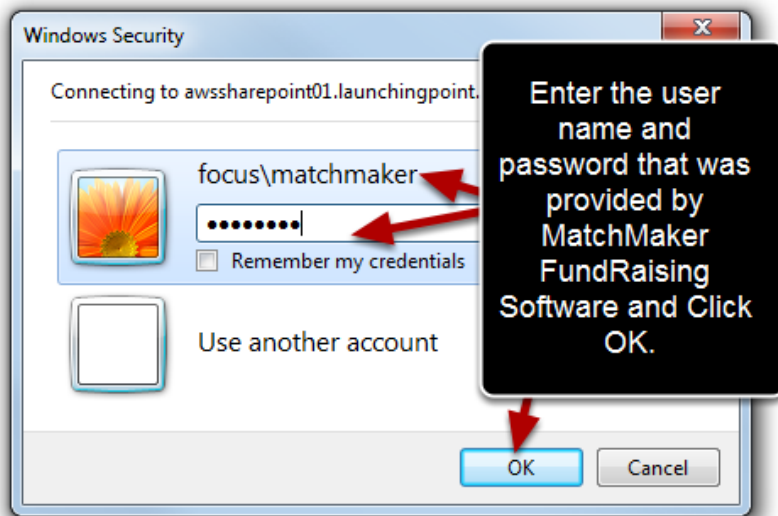
Open any internet browser (*Internet Explorer* is the browser used in this guide) and go to www.mmaker.net. Click on the **Hosted Access** menu button at the top of the screen.



Select MatchMaker RemoteApp Download



Enter Credentials to Access Your Client Web Page



When entering your credentials make sure to add **focus** to the beginning of your user name. *If you receive a warning that your credentials did not work, you will need to click the **"Use another account"** button and re-enter your credentials.

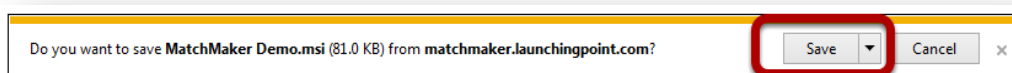
Hint: If you check the box **"Remember my credentials"** you will not need to re-enter your user name and password.

Choose the Installer Package



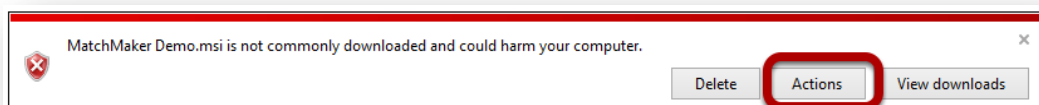
The RemoteApp installer will be labeled as "*MatchMaker (your organization's name)*". For example the XYZ Foundation will be listed as *MatchMaker XYZ Foundation*.

Save the Installer



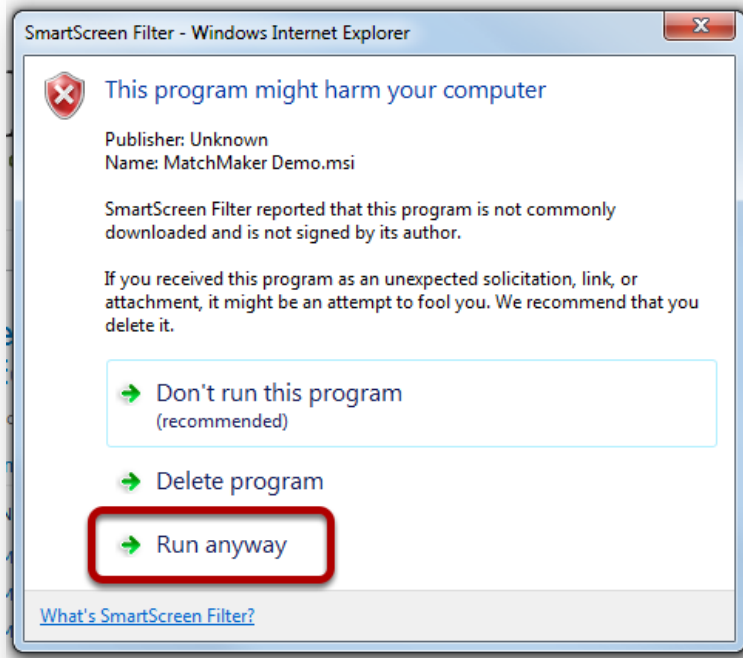
Click **Save**.

Possible Security Warning



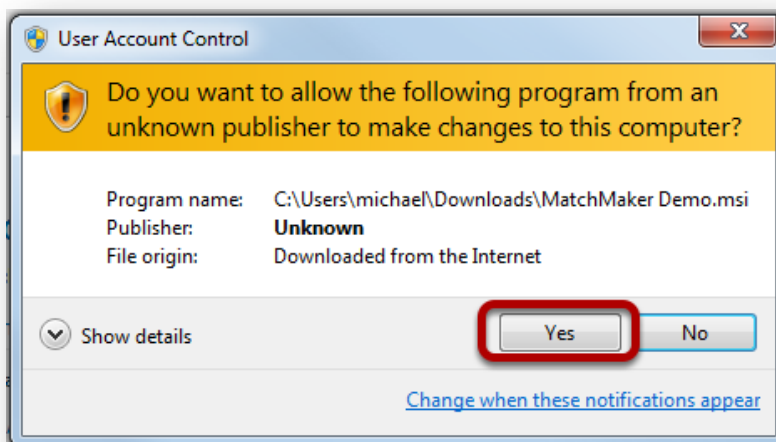
Click the **Actions** button to continue the installation.

Continue the Installation



Select the option to **Run anyway**.

User Account Control Popup



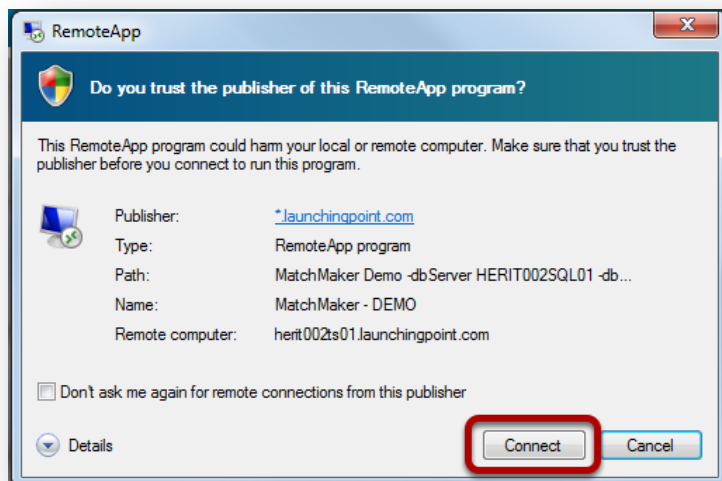
Depending on your operating system and your computer security settings you may encounter this popup. Click **Yes** to continue with the installation.

Launching the RemoteApp



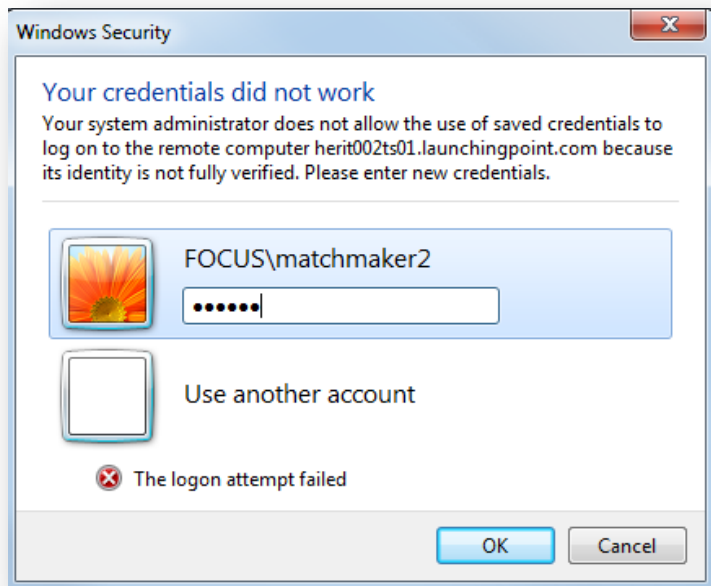
Double click on the MatchMaker Icon on your desktop to launch the application.

Connect with the RemoteApp



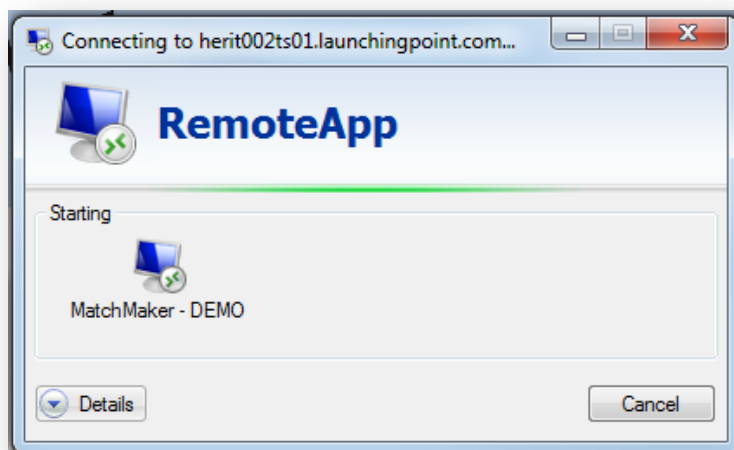
Click the **Connect** button to continue. If you do not want this dialogue box to popup in the future, put a check mark in the box to the left of ***"Don't ask me again for remote connections from this publisher"***.

Enter Your Hosted Access Credentials



Depending on your computer setting you may need to re-enter your credentials. When entering your credentials make sure to add **focus** to the beginning of your user name.

Launch Connection Screen



This process might take a few moments to initialize the hosted environment.

Enter MatchMaker FundRaising Software Credentials



The image shows the MatchMaker FundRaising Software login interface. At the top left is a logo consisting of four triangles (green, red, purple, and white) arranged in a larger triangle. To the right of the logo, the text "MatchMaker" is displayed in a large, serif font, with "FUNDRAISING" in a smaller, green, sans-serif font below it. Below the logo and text is a login form with two input fields: "User" and "Password". The "User" field contains the text "mlp". The "Password" field contains six asterisks "*****". Below the input fields are two buttons: "Log Off" and "Exit MatchMaker". To the right of the login form, there is a black box with white text that reads: "Login to MatchMaker Hosted Edition using your regular user name and password." Below this box, the text "Application is Initializing..." is displayed in a cursive font. Two red arrows point from the black box to the "User" and "Password" input fields.

MatchMaker
FUNDRAISING

User
mlp

Password

Log Off

Exit MatchMaker

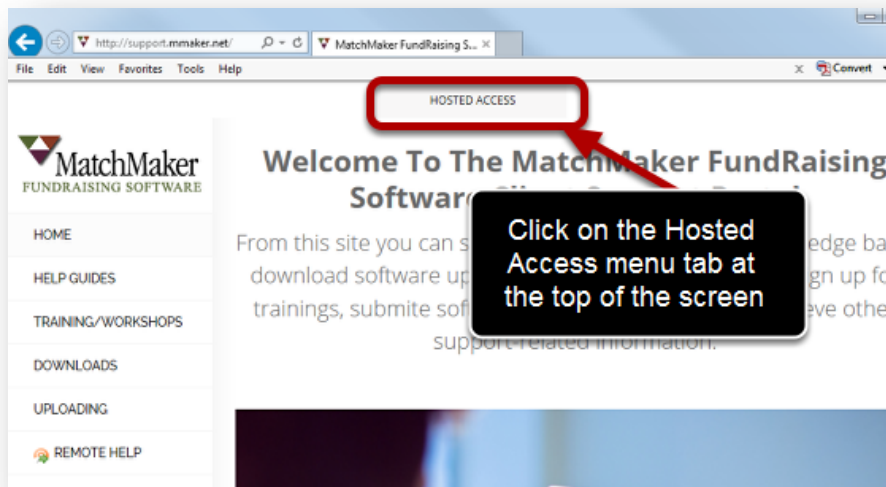
Login to MatchMaker Hosted Edition using your regular user name and password.

Application is Initializing...

Adding MatchMaker My Docs RemoteApp to Your Desktop

Access MatchMaker My Docs through a RemoteApp icon on your desktop. This guide will provide the steps to install the remoteapp icon on your desktop.

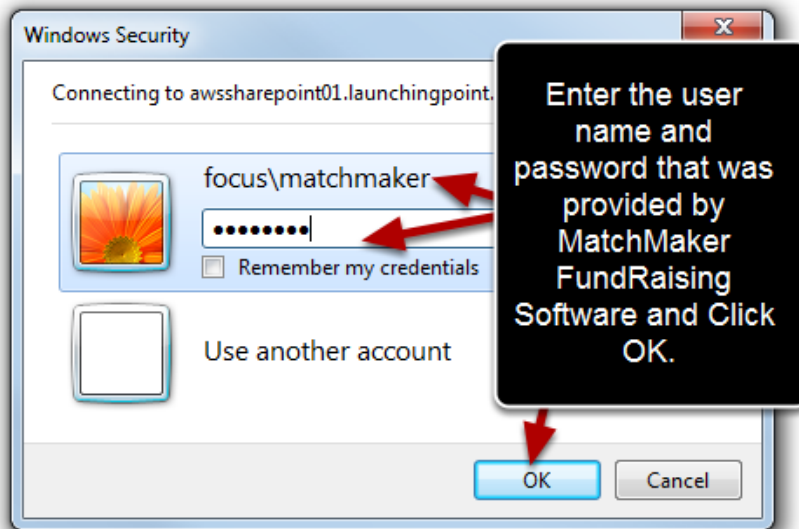
Open any internet browser (Internet Explorer is browser used in this guide) and go to www.mmaker.net. Click on the **Hosted Access** menu button at the top of the screen.



Select MatchMaker RemoteApp Download



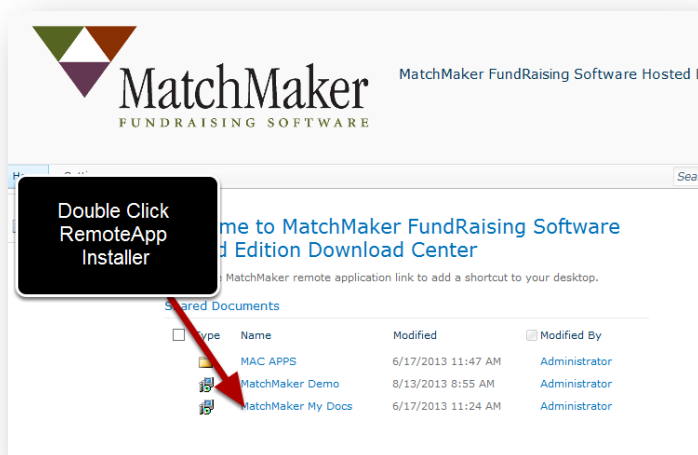
Enter Credentials to Access Your Client Web Page



When entering your credentials make sure to add **focus** to the beginning of your user name. *If you receive a warning that your credentials did not work, you will need to click the **“Use another account”** button and re-enter your credentials.

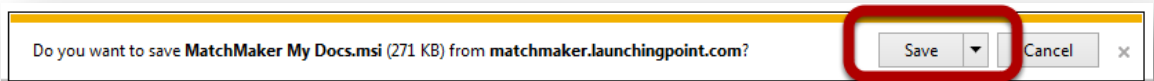
Hint: If you check the box **“Remember my credentials”** you will not need to re-enter your user name and password.

Choose the Installer Package



The RemoteApp installer will be labeled as **MatchMaker My Docs**.

Save the Installer



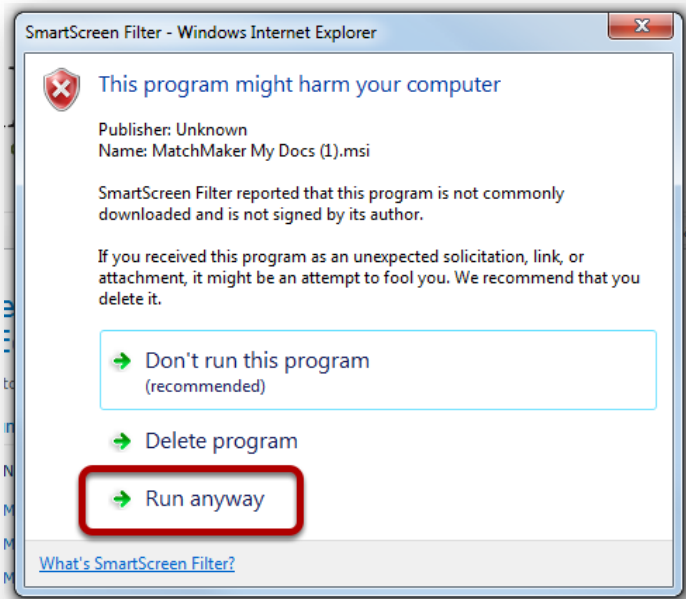
Click **Save**.

Possible Security Warning



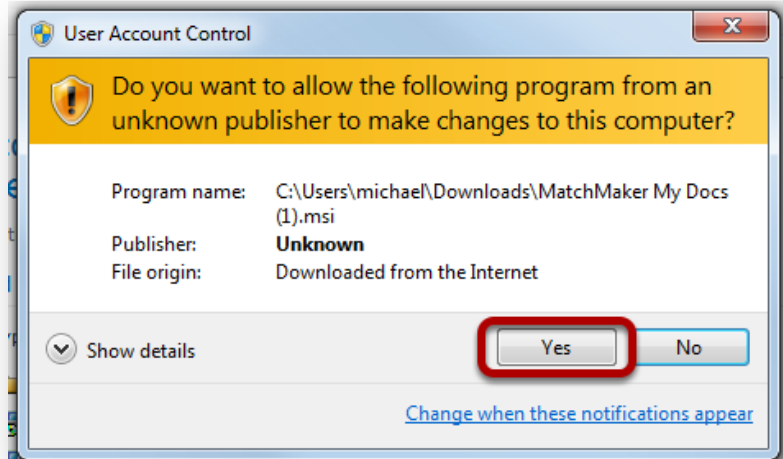
Click the **Actions** button to continue the installation.

Continue the Installation



Select the option to **Run anyway**.

User Account Control Popup



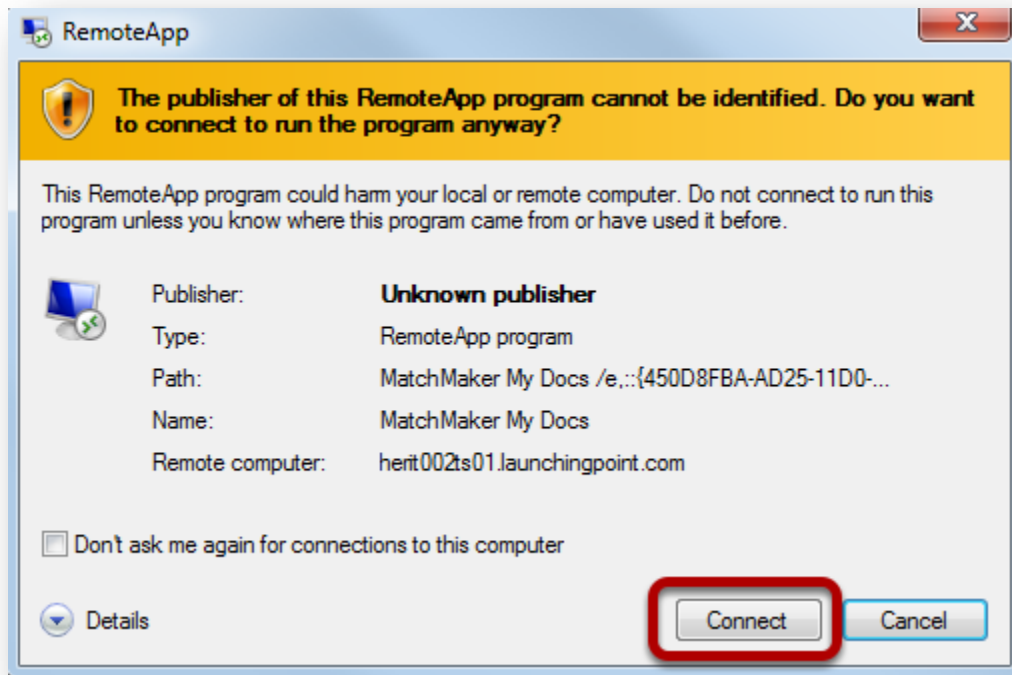
Depending on your operating system and your computer security settings you may encounter this popup. Click **Yes** to continue with the installation.

Launching the RemoteApp



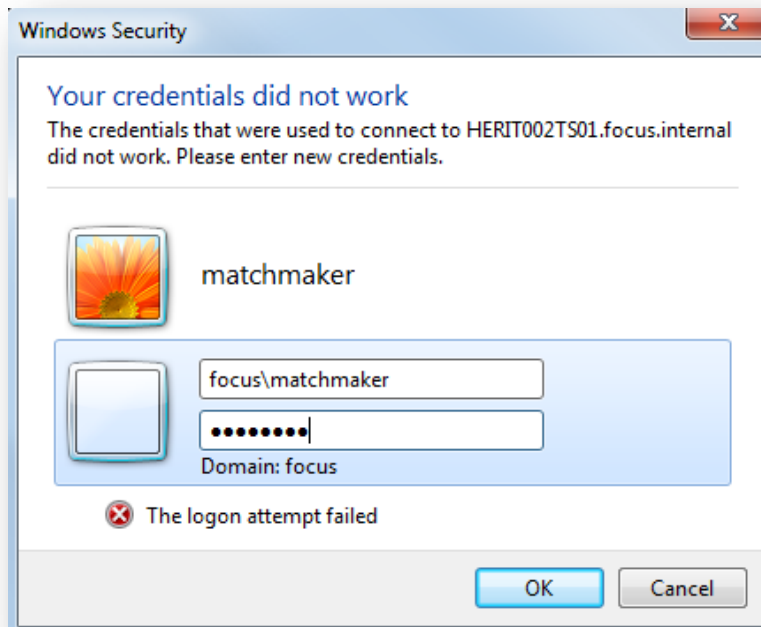
Double click on the MatchMaker My Docs icon on your desktop

Connect with the RemoteApp



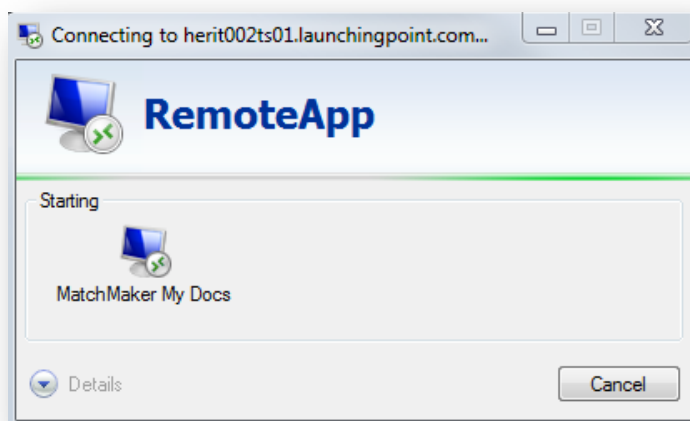
Click the **Connect** button to continue. If you do not want this dialogue box to popup in the future, put a check mark in the box to the left of ***"Don't ask me again for remote connections from this publisher"***.

Enter Your Hosted Access Credentials



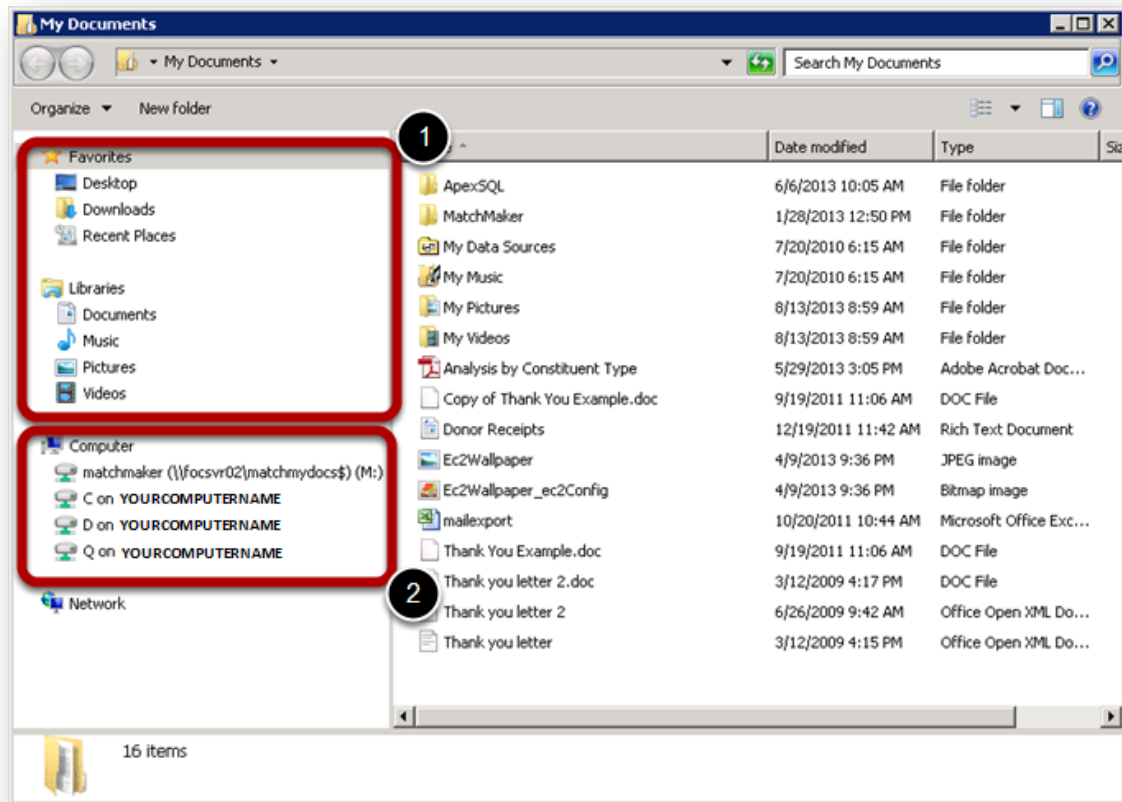
Depending on your computer setting you may need to re-enter your credentials. When entering your credentials make sure to add **focus** to the beginning of your user name.

Launch Connection Screen



This process might take a few moments to initialize the hosted environment.

Access to MatchMaker My Docs



1. Any document saved under the Favorites or Libraries reside on the Net Drive and not on your local computer.
2. Documents on your local computer can be accessed by MatchMaker My Docs by clicking on the appropriate drive label with "*Your Computer Name*". In the example above the local computer name is "YOURCOMPUTERNAME". By double-clicking on the C on YOURCOMPUTERNAME, you will be able to view your local computer C drive.