

# Cloud Connection Test



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## Preliminary Connection Tests

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Test the CP-Suite Connection (RemoteApp)

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Test the Web Client & CP-Excel Connection (RemoteApp)

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Test the Microsoft Teams Connection

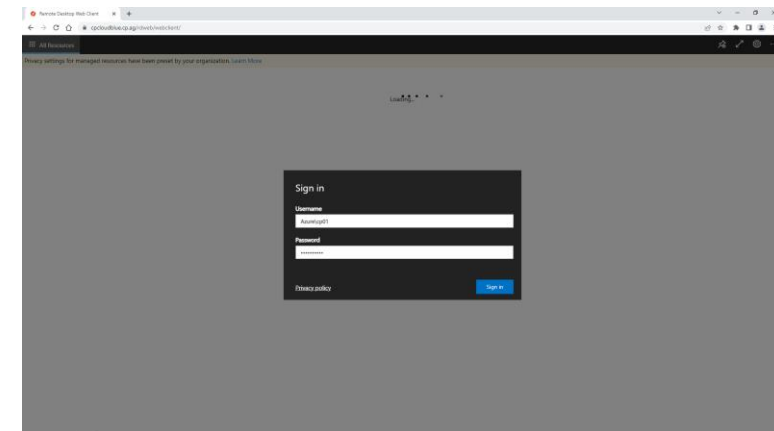
4

Training Cloud – Technical Data

# Step 1

- ✔ Test the connection to the CP Training Cloud
- ✔ CP-Suite client access

- ✔ Launch a current browser
  - Microsoft Edge (80.0.361.69)
  - Google Chrome (Version 80.0.3987.149)
  - Firefox (74.0)
- ✔ In the address bar of your browser, enter the URL you received in your e-mail to access "**Corporate Planner Suite and Microsoft Excel**".
- ✔ The following window opens:
  - Enter the username you received in your e-mail, e.g. Azure\cp01
  - Enter the password you received in your e-mail, e.g. First!Test (no spaces)
  - Click "Sign in".



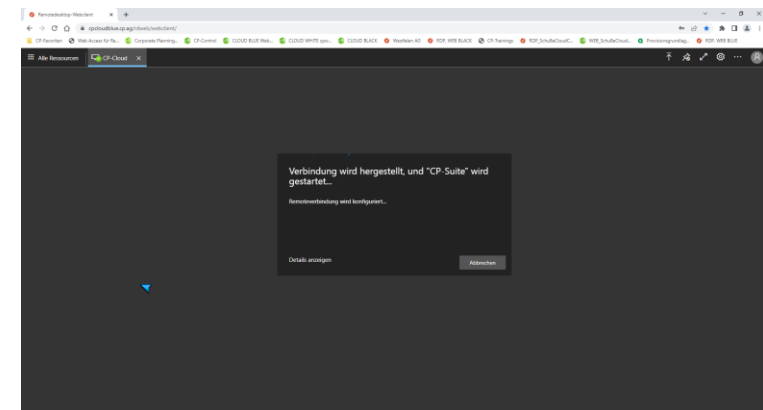
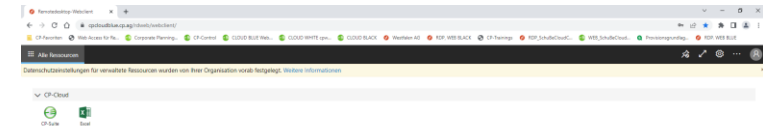
## Step 2

- ✓ Applications
- ✓ Establish RDP connection
- ✓ Start the RemoteApp

- ✓ When you have signed in, you will see the available applications:
  - CP-Suite
  - Excel with CP-Excel



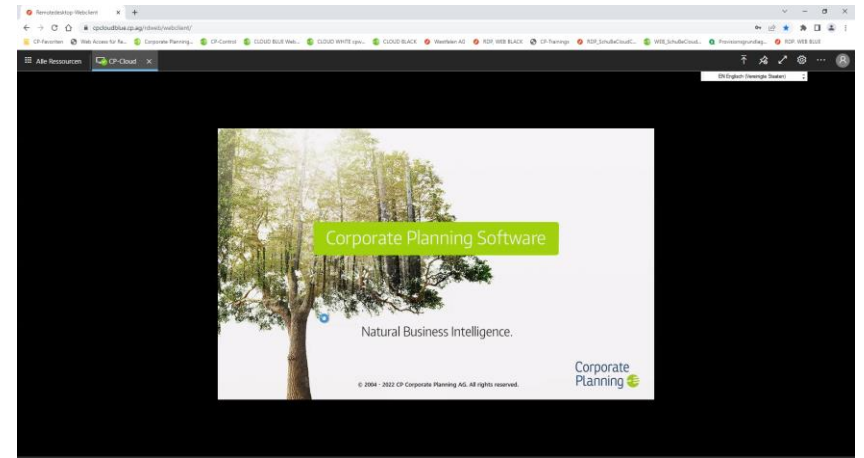
- ✓ Click the
  - CP-Suiteicon to start the application.



# Step 3

✔ Log in to the CP-Suite

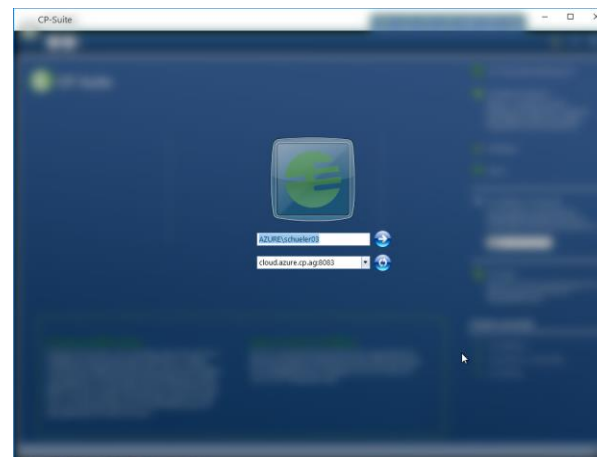
✔ The CP-Suite starts.



✔ Log in

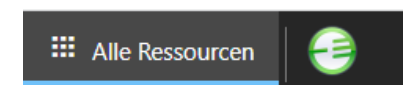
with your username **Azure\cpxx** and the server address  
"net.tcp://cloud.azure.cp.ag:8083/CP/CONTROL/ "

by clicking the  button or pressing ENTER.



If your username is not displayed in the login dialogue, press the ESC key and it will appear.

To return to the overview and test Excel, in the browser window click "All Resources".



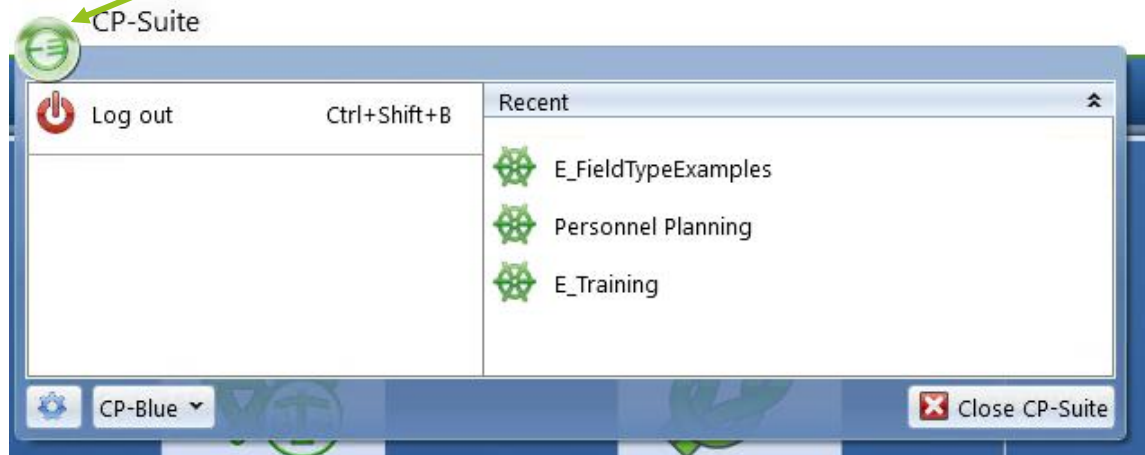
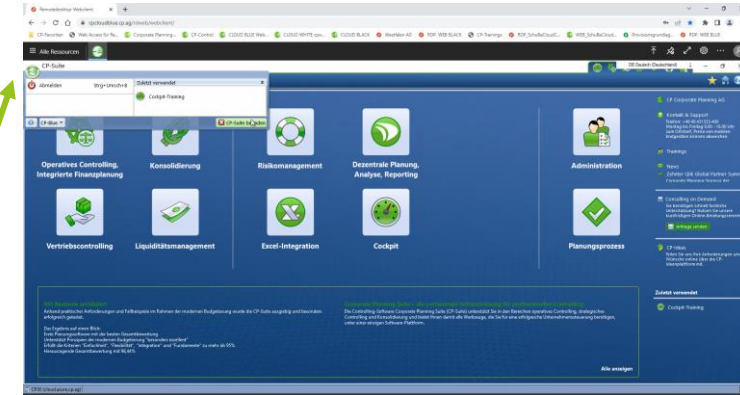
# Step 4

✔ Connection test successful

✔ Log out and close the CP-Suite


✔ If you can see the following screen, the connection test was successful.

✔ Please log out and close the connection. To do so, in the top left corner, click the Suite Point, and then click "Close CP-Suite".

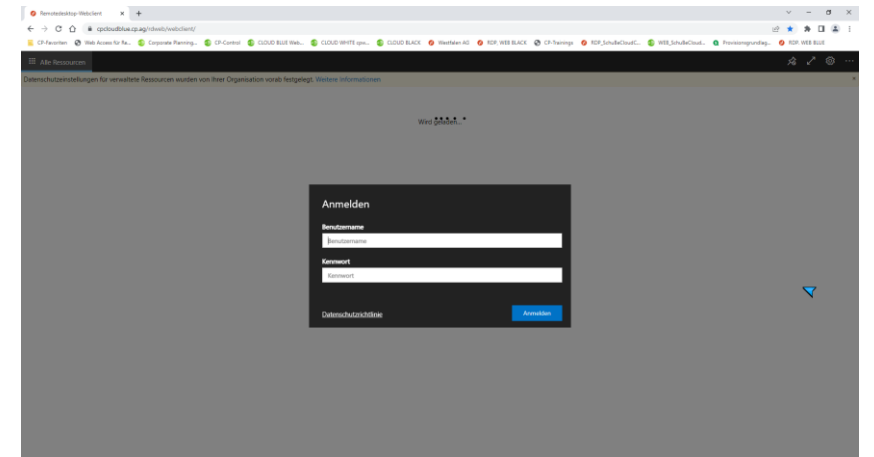
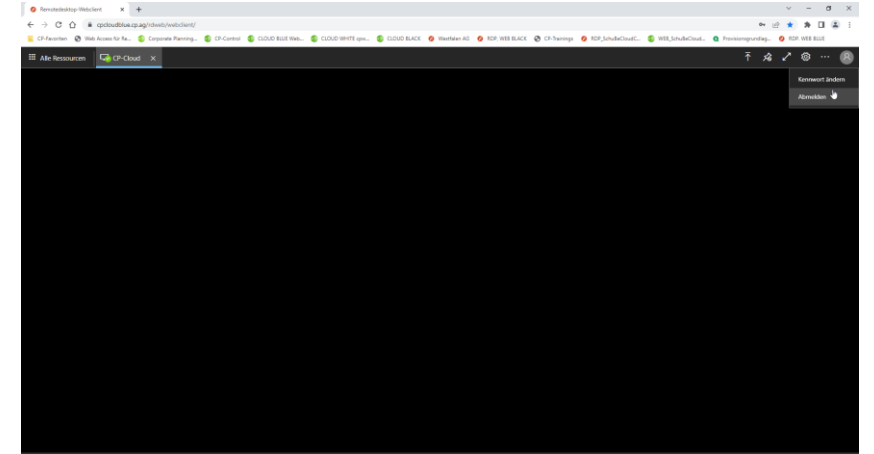


# Step 5

✔ Sign out and close the RemoteApp and Desktop connection

✔ In your browser, click the  icon and then click "Sign out".

✔ You can then close the browser.



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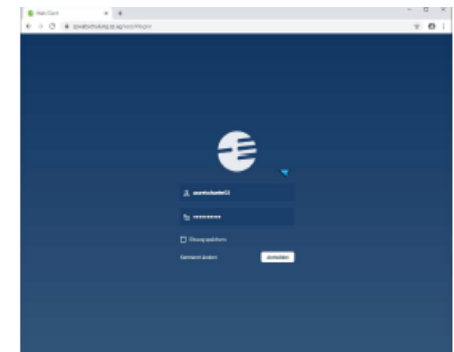
Training Cloud – Technical Data



## Step 6

### ✔ Test the connection for Corporate Planner Web Client access

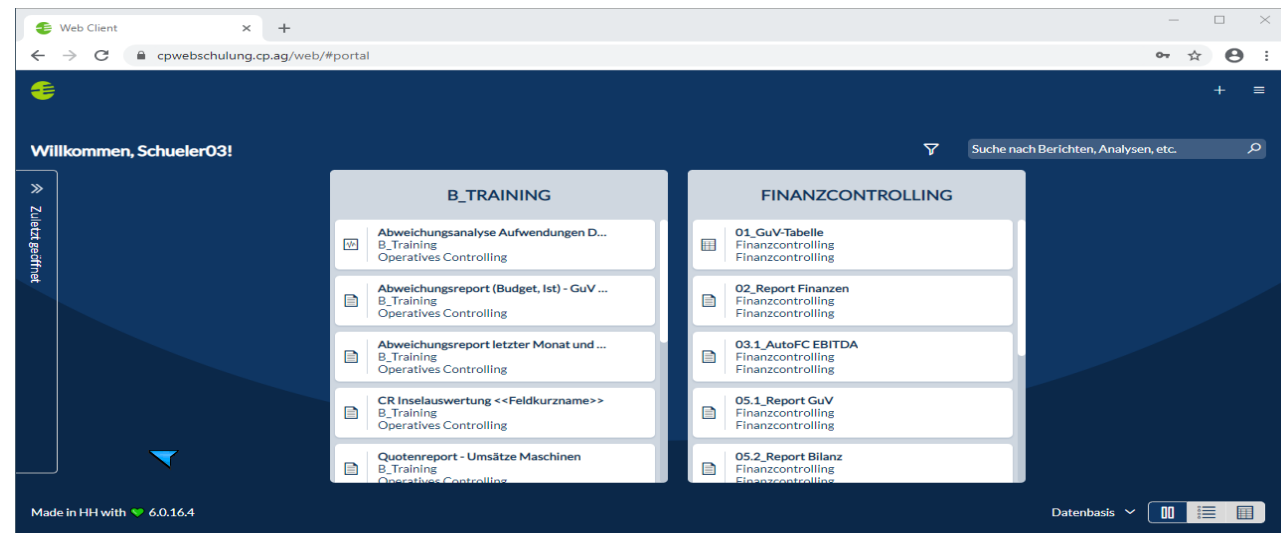
- ✔ Launch a current browser
  - Microsoft Edge (80.0.361.69)
  - Google Chrome (Version 80.0.3987.149)
  - Firefox (74.0)
- ✔ In the address bar of your browser, enter the URL you received in your e-mail to access "**Corporate Planner Web Client**".
- ✔ The following window opens:
  - Enter the username you received in your e-mail, e.g. azure\cp01
  - Enter the password you received in your e-mail, e.g. First!Test (no spaces)
  - Click "Login".



# Step 7

- ✔ Connection test successful
- ✔ Log out and close the Web Client

- ✔ When you have logged in, you will find yourself in the Web Client portal.
- ✔ If you can see the following screen or one that is similar, the connection test was successful and you can log out and close the browser.



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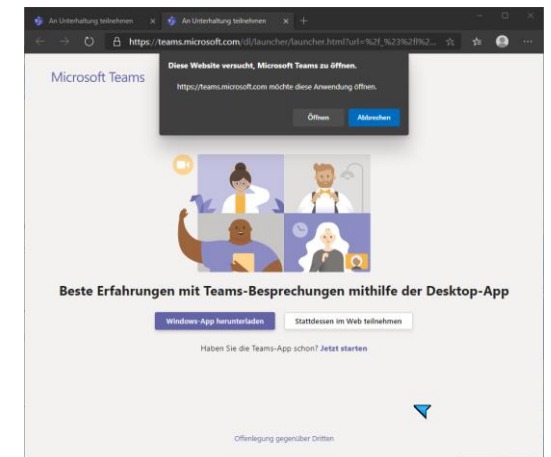
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# Step 8

## ✔ Test the Microsoft Teams connection

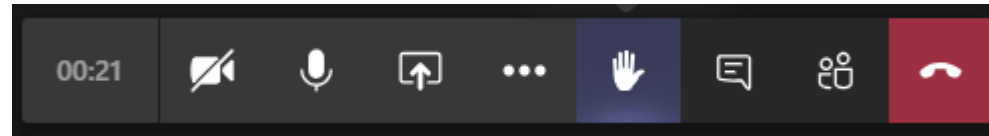
- ✔ Launch a current browser
  - Microsoft Edge (80.0.361.69)
  - Google Chrome (Version 80.0.3987.149)
  - Firefox (74.0)
- ✔ Click the **link** in your invitation.
- ✔ The following window opens:
  - If you have not installed Microsoft Teams, click "Cancel" and select "Join on the web instead".
  - In the window that follows, enter your name and click "Join now" to go online.



## Step 9

### ✔ Recommendations for using Microsoft Teams

- ✔ We recommend using the app instead of the browser. With the app, more settings are available and you can also share your screen.
- ✔ Functions: webcam, mute, screen sharing arrow, more actions, raise your hand, chat, show participants.



- ✔ In the interests of everyone, please use a headset.
- ✔ In the Microsoft Teams settings, under Devices, you can make a test call to check the audio quality beforehand.
- ✔ You don't need a webcam, but it would be nice if you used one during the introductions.
- ✔ If you don't have a second monitor, you can use Microsoft Teams on an iPad instead.

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# Technical Data

✔ **Technical details**

✔ **Access modes**

✔ **Contact**

- ✔ Access to the CP-Cloud website: https 443 TCP outbound
- ✔ Access to the RDP RemoteApp: port 3389 outbound
- ✔ Optional: access to SFTP, port 22 outbound
  
- ✔ If you have any technical issues, please contact:

[cloud-services@corporate-planning.com](mailto:cloud-services@corporate-planning.com)