International Financial System

Cloud Client Configuration Guide

version 4.50 and later

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Prerequisites

Before you can access IFS Cloud, your workstation or mobile device must already have the required components and must be enrolled.

Workstation requirements

1. Install the **PTC Enroll Client** application and enroll your workstation by submitting a certificate request and downloading a valid certificate.
2. Ensure that your workstation has a compliant browser to access IFS Web.
3. If you are accessing the IFS Management Console, install the VMWare Horizon Client. See "Install VMware Horizon Client" on page 9.

Mobile device requirements

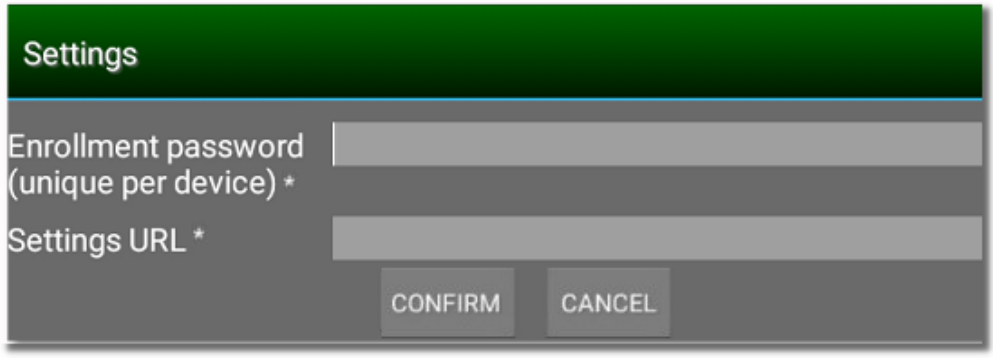
1. Install **PTC Enroll Mobile** and enroll your mobile device by submitting a certificate request and downloading a valid certificate.
2. Install IFS Mobile to access IFS from your device.

Install the PTC Enroll app and enroll your desktop or mobile device

If you are using a desktop to access IFS Cloud, refer to the PTC Enroll Client User Guide at: https://www.upu.int/en/Postal-Solutions/Technical-Solutions/Products/PTC-Enrollment for detailed information on installing PTC Enroll Client and enrolling your desktop workstation.

If you are using a tablet or a mobile device to access IFS Cloud, follow the procedure below to install the PTC Enroll app and enroll your mobile device.

1. On the Google Play Store, search for the PTC Enroll app and install it: https://-play.google.com/store/apps/details?id=ptc.enroll.
2. When the installation process ends, tap **OPEN**. The **Settings** window is displayed.



3. Specify values for the following:

   Enrollment password: Set a unique password for your device; this password is used to authorize installed PTC applications to access the certificate of the mobile device. The

password must be at least eight characters long, containing a combination of letters, numbers and special characters. Keep the password safe and secure, and do not share it with any unauthorized personnel.

Settings URL: Type or paste the URL provided to your organization by the PTC in this field. The pre-production settings URL has the format:

http://enroll.preprod.ptc.post/MobileXXX/settings.xml where XXX is the three-letter operator code, for example, FRA.

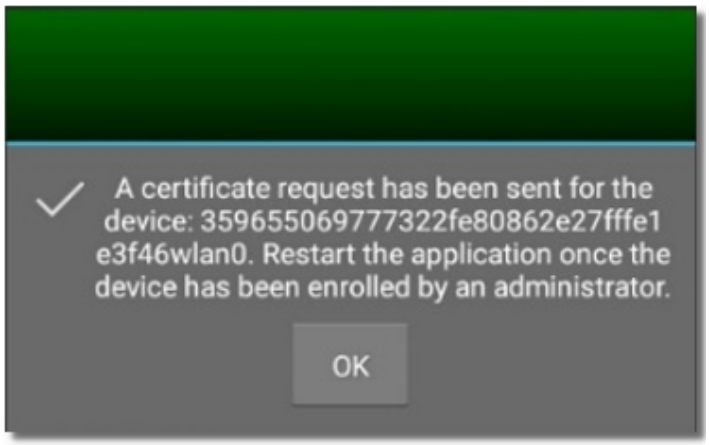
Similarly, the production settings URL for PTC Enroll would be http://enroll.ptc.post/MobileXXX/settings.xml

4. Tap **CONFIRM**. The Certificate Request window appears. The information collected in this screen helps the enrollment manager to identify the enrollment request. PTC Enroll Mobile displays the country based on the value defined in the Settings file. You must fill in values for all the fields in the screen, as follows.

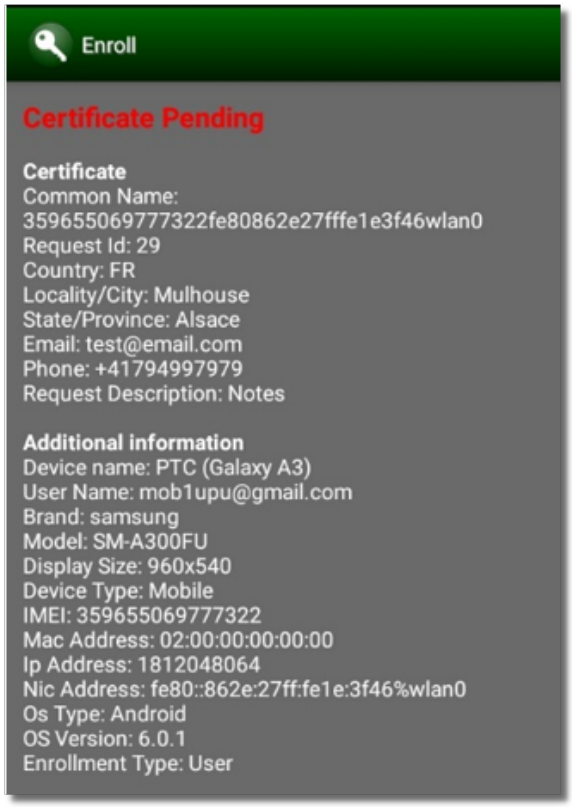
   - Country
   - State/Province
   - Locality/City
   - Email
   - Phone
   - Request Description (Enter information about the request to help the PTC Enrollment Manager identify and approve it easily.)



5. Click **SUBMIT**. PTC Enroll Mobile displays a confirmation message.

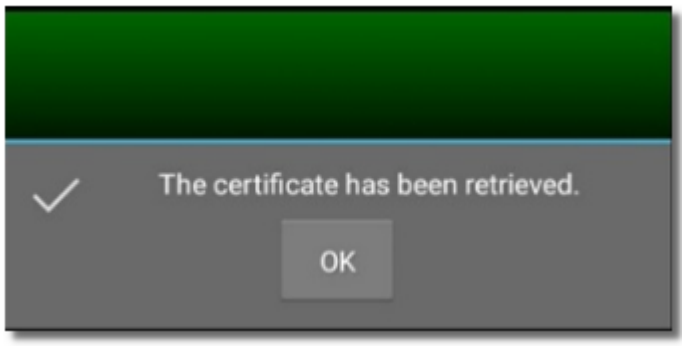


6. Click **OK**. Details of the certificate request submitted are displayed.



7. Communicate the **Request id** to the Enrollment Manager. Often, the enrollment manager for the web workstations and mobile devices is the same. It may take sometime for the Enrollment Manager to approve the request from the PTC Enrollment web application.

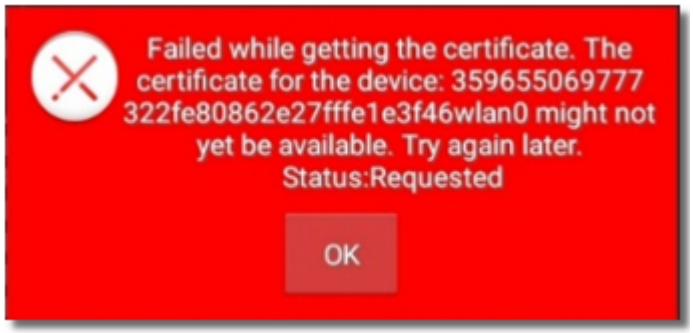
8. After the enrollment has been approved, launch PTC Enroll Mobile. PTC Enroll Mobile retrieves the certificate and installs it.



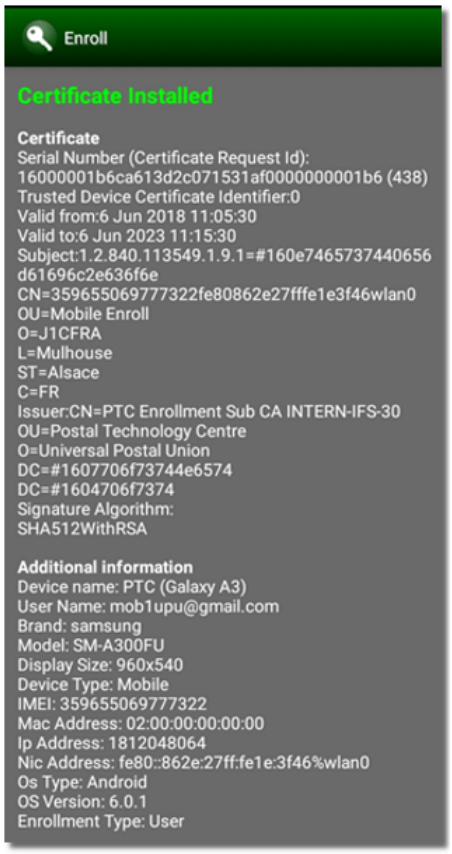
If the enrollment is rejected, PTC Enroll Mobile displays a rejection message.



However, if the certificate has not been issued yet, PTC Enroll Mobile displays a message asking you to check again later.



9. Click **OK**. PTC Enroll Mobile displays the details of the retrieved certificate.



Your certificate is now installed. You are now ready to install or use PTC mobile applications from this device.

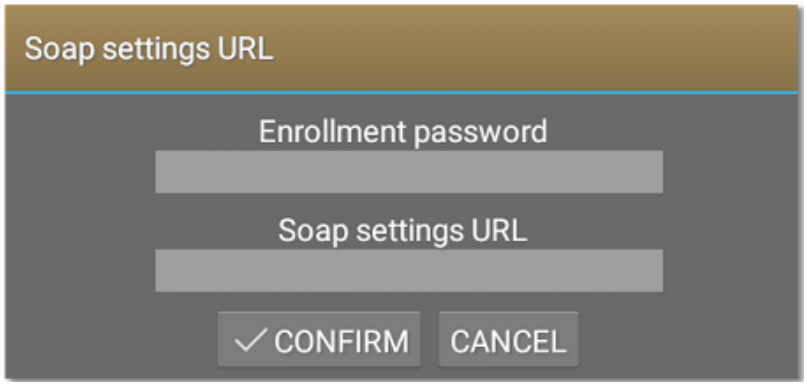
Install IFS Mobile

1. Download the IFS Mobile app (test or production copy) from the Google Play Store.

   Test: https://play.google.com/store/apps/details?id=org.universalpostalunion.ifs.preprod

   Production: https://play.google.com/store/apps/details?id=org.universalpostalunion.ifs.prod

2. When the installation process ends, launch the IFS Mobile app. You will be prompted to enter enrollment information.



3. Specify values for the following:

   Enrollment password - Type the password you created during the PTC Enroll set up.

Soap settings URL - Type or paste the URL provided to your organization by the PTC in this field. For the pre-production environment, an example is: http://XXX.-preprod.ifs.post/J1CXXX_IFSMobile/soap_settings.xml, where XXX is your operator code, for example, FRA.

Similarly, for the production environment, the settings URL to be typed should have the format http://XXX.ifs.post/J1CXXX_IFSMobile/soap_settings.xml.

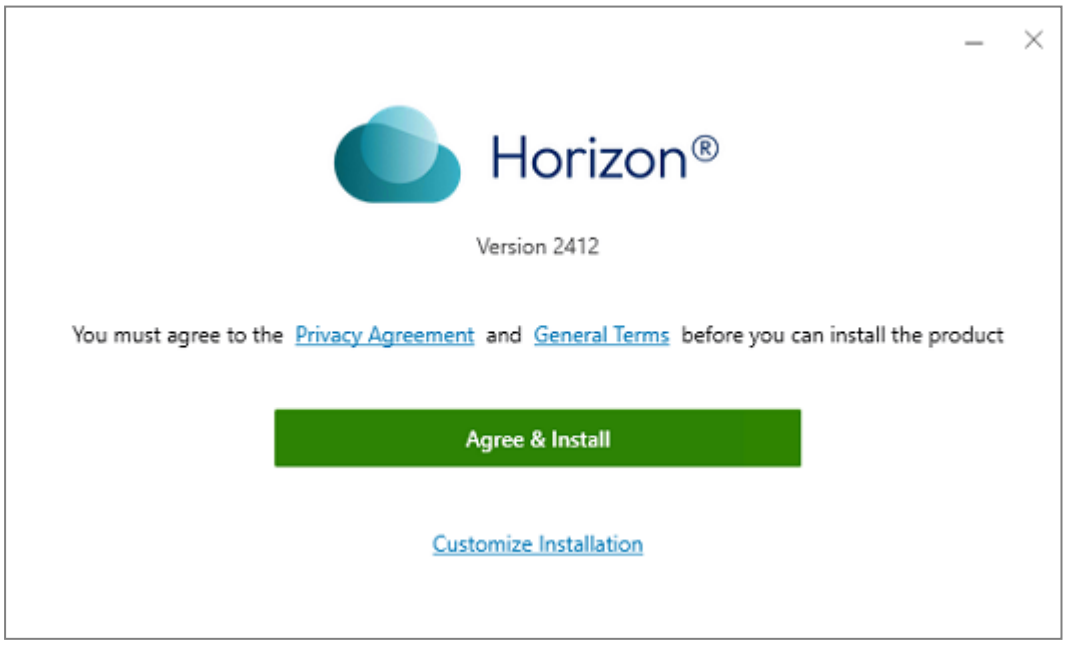
4. Tap **CONFIRM**. You have just completed the installation and configuration of IFS Mobile on the enrolled device.

Install VMware Horizon Client

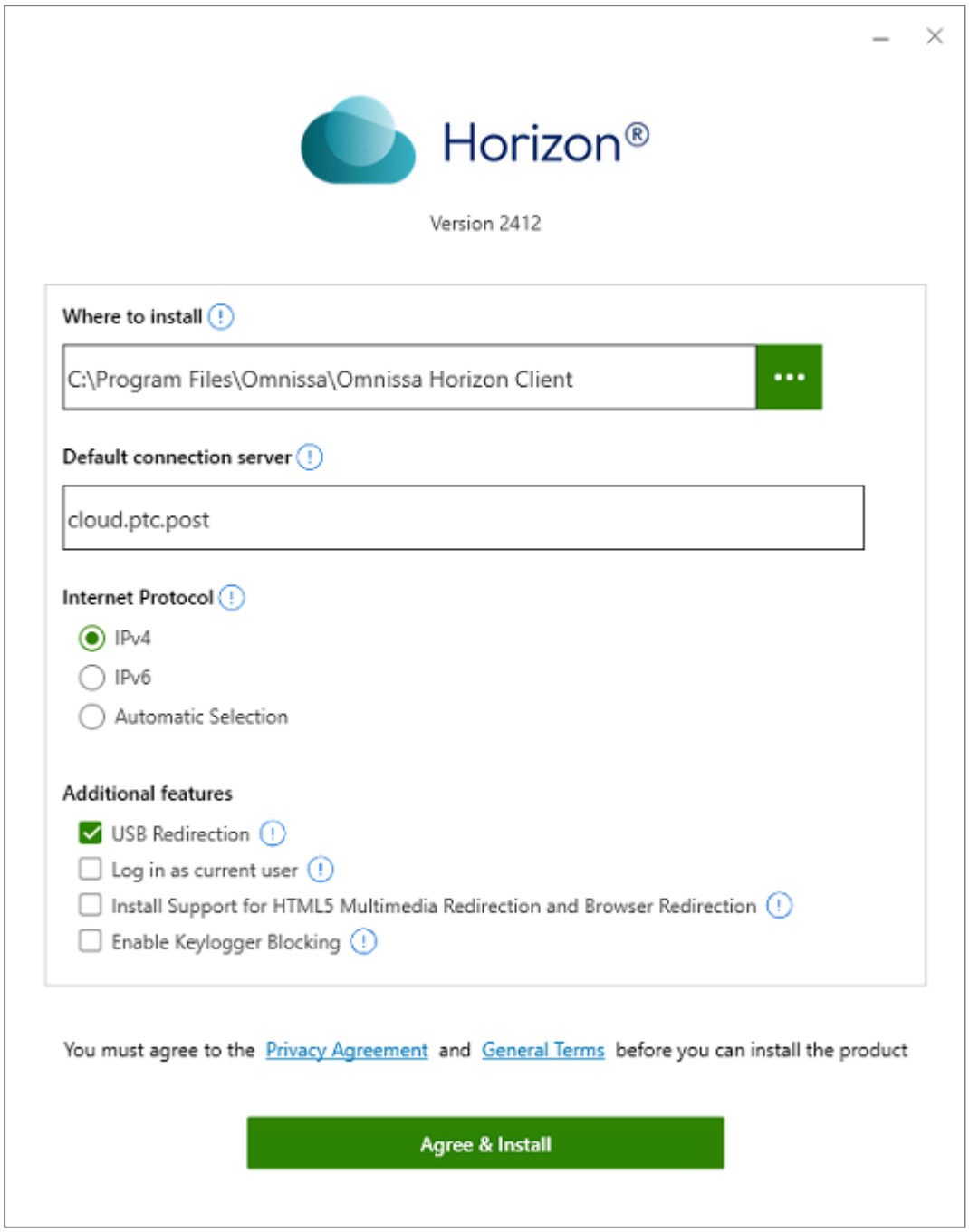
Install VMware Horizon Client only if you are accessing the IFS Management Console component from your workstation.

The PTC recommends installing VMware Horizon Client version 2412.

1. Access the VMWare Horizon Client Downloads page using the following link: https://-customerconnect.omnissa.com/downloads/info/slug/virtual_desktop_and_apps/omnissa_horizon_clients/8.
2. Click on the **Select Version** field and select **2412** from the drop-down list. The PTC recommends installing this version.
3. Double-click the downloaded file to start the installation process.
4. Click **Agree & Install** to install the application with default settings or click **Customize Installation**.
   a. If you choose **Agree & Install**, skip steps 5 to 6.
   b. If you choose **Customize Installation**, proceed to step 5.



5. If you choose **Customize Installation**, set the following values:
   a. **Default connection server** - type cloud.ptc.post for the Production server, cloud-pre-prod.ptc.post for the Pre-production server
   b. **Internet Protocol** - leave the default selection IPv4 as is
   c. **Additional features** - choose only USB Redirection



6. Click **Agree & Install** to start the installation process.
7. Click **Launch** to launch the application.
8. Click **Finish** to complete the installation. You are prompted to restart your computer for the changes to take effect.

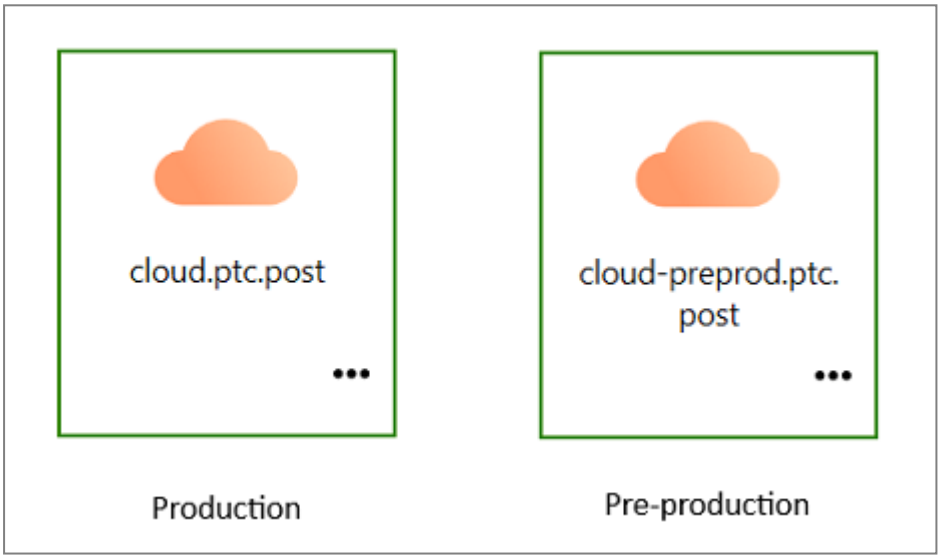
Accessing IFS Cloud

Access IFS Cloud from a workstation

You must have already enrolled your workstation before accessing IFS Management Console or IFS Web. See the PCT Enroll Client User Guide, accessible at https://www.upu.int/en/Postal-Solutions/Technical-Solutions/Products/PTC-Enrollment for details.

Access IFS Management Console

1. Start the VMware Horizon Client and double-click the relevant server icon: cloud.ptc.post for Production or cloud-preprod.ptc.post for Pre-production.



2. The application prompts you to log in. Enter the credentials below:
   - User name: XXX-UserName (where *XXX* is your operator code)
   - Password: your existing IFS Cloud password
   - Domain: Depending on the environment you are accessing, this field displays CLOUD for the Production environment, PPROD for the Pre-production environment



3. To perform administrative functions in IFS Cloud Management Console, double-click the icon below and enter your login credentials. IFS may request you to change your password if it is your first time to log in, or if your password does not comply with the password settings defined for your organization. You can change your password by logging in to IFS Web and selecting the **Change password** function from the **Administration and configuration** menu.



Access IFS Web

1. Open your browser and enter the IFS Cloud URL provided to you by the PTC.
2. Log into IFS. IFS redirects you to the **Change password** screen if it is your first time to log in, or if your password does not comply with the password settings defined for your organization. You must change your password to access IFS.

Access IFS Mobile

You must have already enrolled your mobile device to use IFS. See the PTC Enroll Mobile User Guide, accessible at https://www.upu.int/en/Postal-Solutions/Technical-Solutions/Products/PTC-Enrollment for details.

1. Open the IFS Mobile app on your mobile device.
2. Log into IFS. IFS prompts you to change your password if it is your first time to log in, or if your password does not comply with the password settings defined for your organization.