

Metrel Cloud Storage

User Manual

Version 1.1.2
© 2023 METREL

Table of contents

- 1 Metrel Cloud description 4
 - 1.1. Security 4
 - 1.2. System Requirements..... 4
- 2 Registration and sign-in..... 5
 - 2.1. User account registration and first sign-in 5
 - 2.2. Sign-in from Desktop or Mobile application 6
- 3 User Account Profile..... 7
 - 3.1. Profile tab 7
 - 3.1.1. Edit Profile 8
 - 3.1.2. Reset/Change the Password 8
 - 3.2. Settings tab 9
 - 3.2.1. Privacy 10
 - 3.2.2. Customize Dashboard 10
 - 3.2.3. Customize Tables..... 10
 - 3.2.4. Web Reports settings 11
 - 3.3. Storage tab..... 11
 - 3.4. User API Keys tab..... 11
- 4 Licenses 13
 - 4.1. Types of licenses 13
 - 4.1.1. Demo license 14
 - 4.1.2. Instrument license for Metrel cloud 14
 - 4.1.3. Additional memory space licence 14
 - 4.1.4. WebReports license..... 14
 - 4.2. License Registration..... 15
 - 4.3. Licence on QR code 16
- 5 Header bar..... 17
- 6 Notifications 18
- 7 Main menus..... 19
- 8 Dashboard 20
 - 8.1. Products..... 20
 - 8.2. List of Licenses 22
 - 8.3. Recent list 22

9	Activity log	23
10	Data storage	24
10.1.	My Files	24
10.2.	Projects	24
10.3.	My Drive	25
10.4.	Options for data storage management	25
10.4.1.	Description of commands	26
10.4.2.	Sorting items	26
10.4.3.	Viewing details of storage item	27
10.4.4.	Viewing stored file content	28
11	Sharing	29
11.1.	Joined Users	29
11.1.1.	Manage Joins	29
11.1.2.	Joined users page	29
11.1.3.	Join new user	30
11.1.4.	Join User invitation confirmation	31
11.1.5.	Unjoin Cloud Workspace sharing	31
11.2.	Sharing Projects with Users	32
11.2.1.	Share project setup	32
11.2.2.	Managing sharing of projects	33
11.3.	Sharing Links	33
11.3.1.	Shared link generation	33
11.3.2.	Managing Shared Links	34
12	Favourites	35
13	Recycle Bin	36

1 Metrel Cloud description

Metrel Cloud is the central part of the Metrel Ecosystem. Metrel Ecosystem is a platform providing services for managing test projects and related data, measurements, and report documents of the test projects.

The services connected to the Metrel Ecosystem are:

- Metrel Electrical Safety Manager (MESM)
- Metrel Medical Electrical Safety Manager (MMESM)
- WebReports for creating Reports of Test project measurements
- MobileApp for connection of the Test instruments to the Cloud

Cloud main properties:

- It is a space for the secure storage of documents and files.
- Allows easy file transfer between Metrel instruments, mobile applications, and desktop applications (MESM, MMESM).
- It is directly related to WebReports, a tool for creating and editing professional test project reports
- Allows easy content sharing and group work.

Access to the cloud is directly enabled in several ways: from Metrel's desktop applications (MESM and MMESM), from Metrel's mobile application MobileApp and from a web browser

1.1. Security

Metrel Cloud is based on the Azure cloud platform, which guarantees the highest safety standards.

The main advantages are:

- Remote physical location
- Automatic backups
- Authentication upon registration and signing-in
- Document history saving

1.2. System Requirements

For Accessing Metrel Cloud services via the web interface:

- Actively supported Microsoft Windows operating systems.
- Modern web browser (Tested on Microsoft Edge, Google Chrome, and Mozilla Firefox).
- Other operating systems are supported (Linux, MacOS), but not tested.

2 Registration and sign-in

The user must register an account first to work with the Metrel Cloud.

Cloud is accessible on the address <https://dms.metrel-cloud.com>, where are found the following options, see **Figure 2.1**:

- Sign in with an existing Metrel cloud account – enter the Email address and Password.
- New Metrel cloud account registration.

Figure 2.1: Registration and sign-in page

2.1. User account registration and first sign-in

Non-registered users should choose the »[Sign up now](#)« command to register a new account. The user is redirected to the personal data entry form, see **Figure 2.2**.

A verification code must be obtained to proceed with the registration. Click on the command

Send verification code

and the verification code will be sent to the entered email address.

Password must contain at least 8 characters and meet at least 3 of the 4 required criteria:

- Lowercase letters
- Uppercase letters
- Symbols
- Numbers

Please provide the following details.

E-mail address verified. You can now continue.

Email Address*

example@basicinfo.com

Change e-mail

New Password*

New Password

Confirm New Password*

Confirm New Password

Given Name*

Given Name

Display Name*

Display Name

Street Address*

Street Address

City*

City

Phone*

Phone

Create

Cancel

Surname*

Surname

Company*

Company

Postal Code*

Postal Code

Country/Region*

Country/Region

Metrel Info Center


Subscribe to newsletter

Figure 2.2: Personal data entry form

After user data is entered, select the **Create** command to finish User account registration. The Dashboard screen of Metrel Cloud is opened after a successful registration.

2.2. Sign-in from Desktop or Mobile application


Metrel mobile or desktop application needs an API key to connect to Metrel Cloud. The API key is created in the Metrel Cloud, see the User API Keys tab of User Account profile settings.

There are links with further information on the Dashboard. Click  to hide or  unhide links.



Applications with valid API keys will connect to Metrel Cloud automatically.

3 User Account Profile

: Access to User account/profile data in the drop-down menu next to the username, see Figure 3.1.

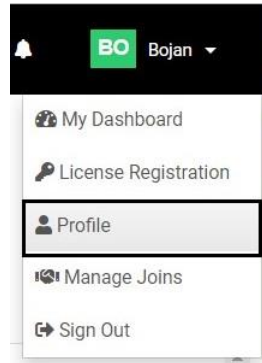




Figure 3.1: Profile page selection menu

The Profile page has multiple tabs, each providing specific data and managing options:

- Profile
- Settings
- Storage
- User Api Keys

3.1. Profile tab

Profile tab (Figure 3.2):

- **Basic information:** Email address, User name, and Display name.
- **Roles:** user role within the cloud: Licenced user, Joined user. User roles can be deleted.
-  enter page for editing Profile
-  enter page for changing Password

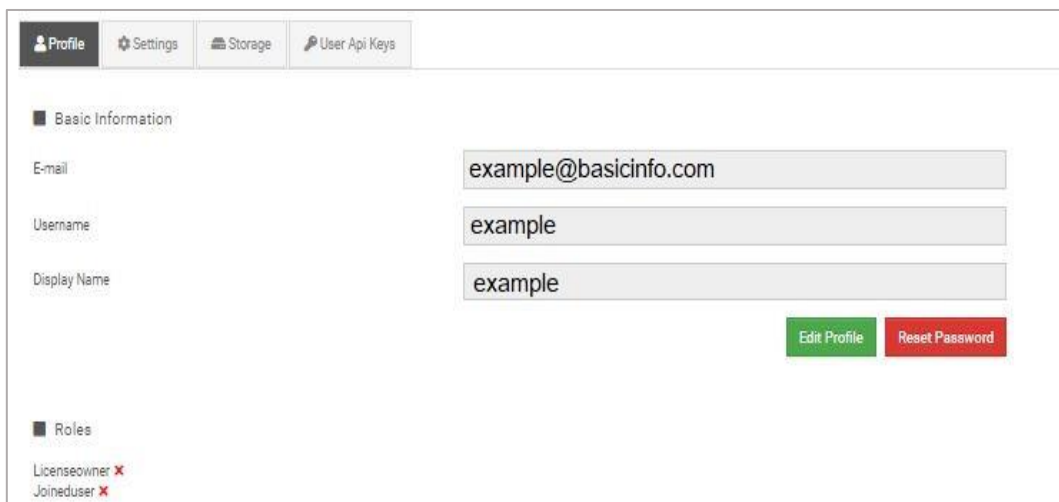


Figure 3.2: Profile page selection menu

3.1.1. Edit Profile

User data can be changed in the Edit Profile page.

3.1.2. Reset/Change the Password

Step one: get the verification code, see Figure 3.3. Enter E-mail address and click on the Send verification code command.

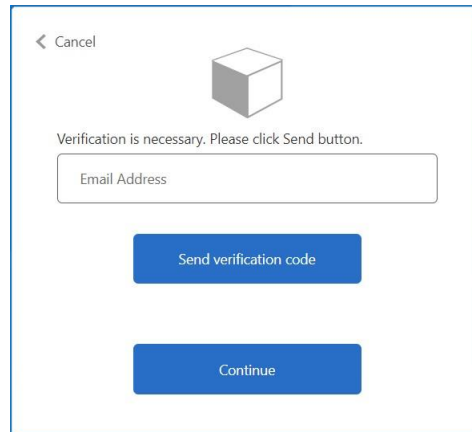


Figure 3.3: Get the verification code form

Step two: enter the received verification code, see Figure 3.4. Check your e-mail for the verification code, copy it to the Verification code field, and click on Verify code command.

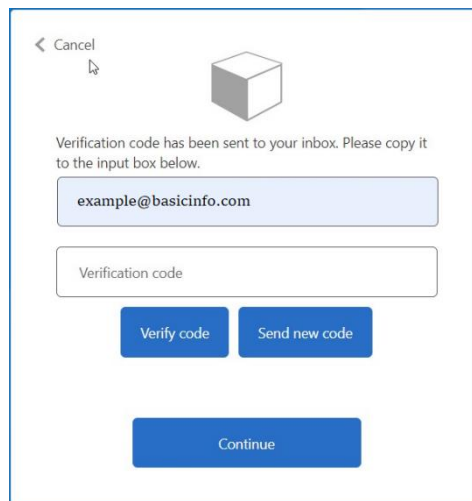


Figure 3.4: Verification code entry form

A verification confirmation message appears on the screen, see Figure 3.5.

- **Change e-mail:** button takes you to the previous step.
- **Continue:** Takes you to step three.

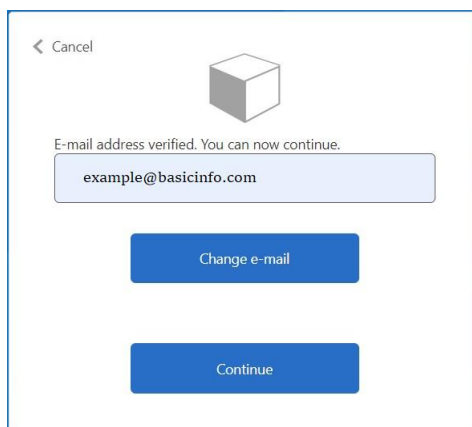


Figure 3.5: Verification message

Step three: enter a new password, see Figure 3.6: New password entry form.

- Enter a new password to New Password and Confirm New Password fields.
- **Continue:** password is changed, return to the Profile tab.

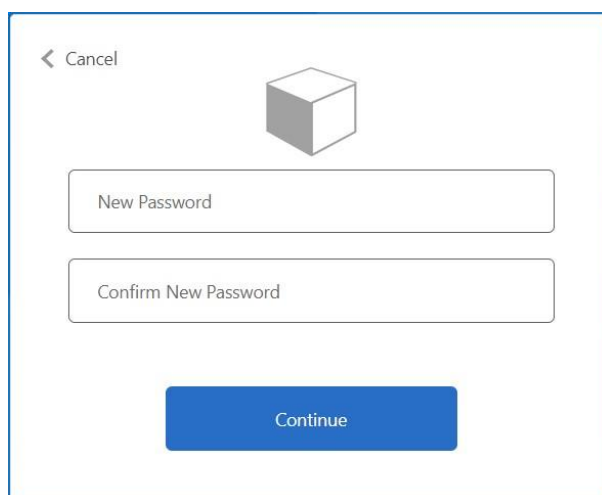


Figure 3.6: New password entry form

Note:

The Reset password procedure can be interrupted at any step with a click on the **< Cancel** command at the upper left corner of each entry form.

3.2. Settings tab

In the Settings tab privacy and presentation of data can be customized, see **Figure 3.7**.

If any setting is changed, the Settings tab is marked with an asterisk.



If the user leaves Profile & Settings page without saving changes, an appropriate warning message is displayed.

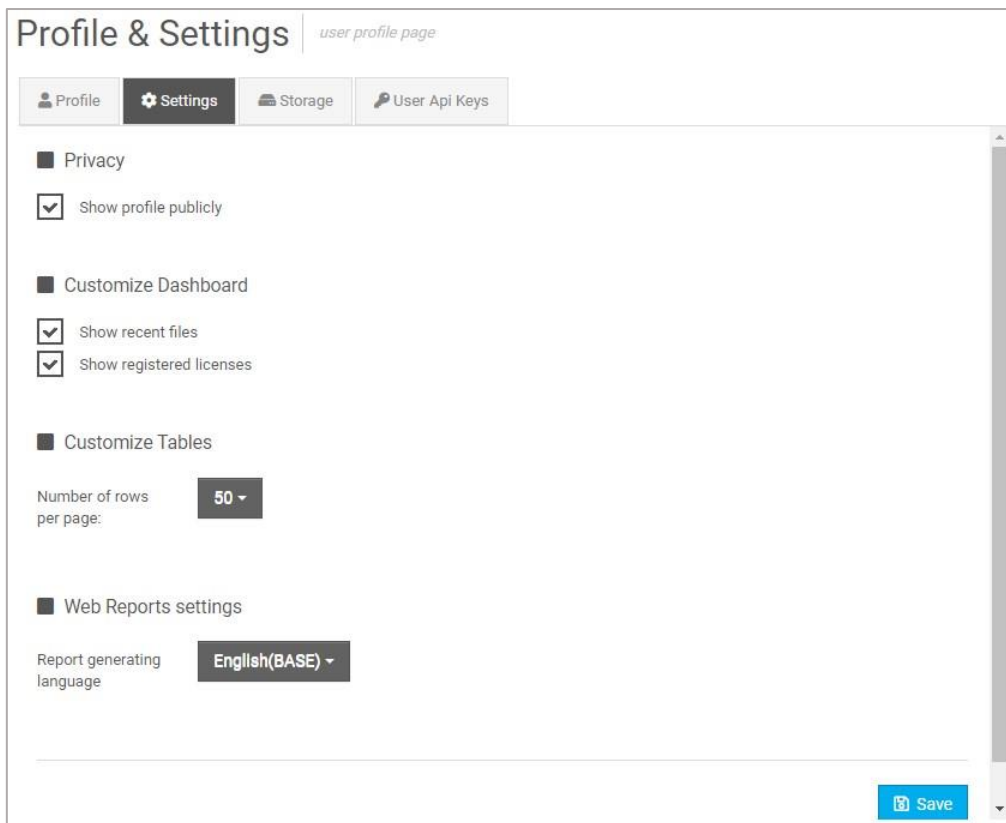


Figure 3.7: Profile Settings tab

3.2.1. Privacy

Set checkboxes to set profile privacy properties.

3.2.2. Customize Dashboard

Displayed content on the Dashboard can be customized (recent files, registered licenses).

3.2.3. Customize Tables

The number of rows on one page can be set, see Figure 3.8:

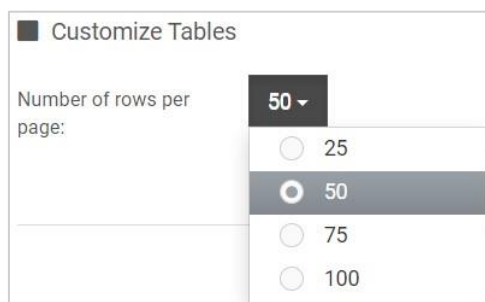


Figure 3.8: Table customization menu

3.2.4. Web Reports settings

Language of the Web Reports can be set, see Figure 3.8:

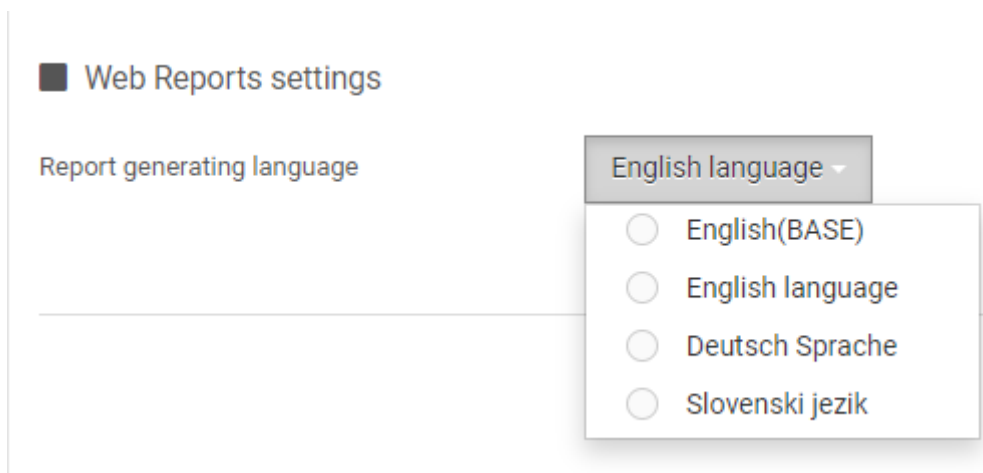


Figure 3.9: The Report generating language selection

3.3. Storage tab

In the Storage tab (**Figure 3.10**) the following information is displayed:

- **Used Space:** the total and used amount of storage space.
- **List of licenses:** List of registered licenses. See Chapter 4 **License** for more details.

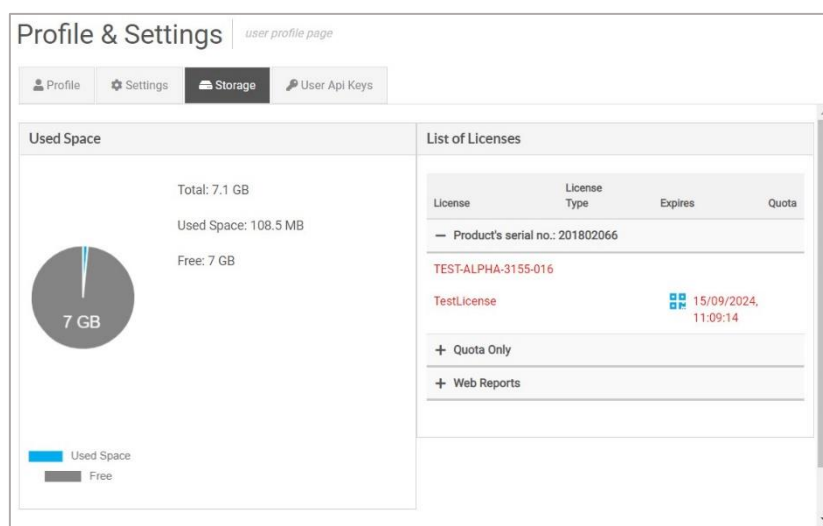


Figure 3.10: Storage tab

3.4. User API Keys tab

API keys are encrypted data that allow Metrel desktop and mobile applications to directly access the Metrel cloud without having to log in for each access.

A list of generated API Keys is displayed (**Figure 3.11**).

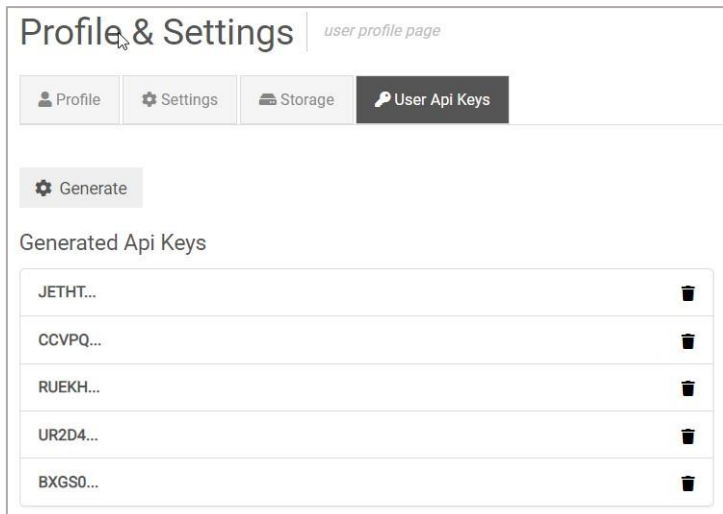
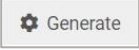
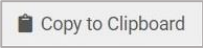




Figure 3.11: User Api Keys tab

Generating new API keys:

-  : generates and shows a new API key, **Figure 3.12**. The new Api key is automatically added to the Generated Api keys table.
-  : copy the key to the clipboard.
-  : QR code with key
-  : discard new Api key generation or, after Copying to the clipboard, close the Generated Api key window.

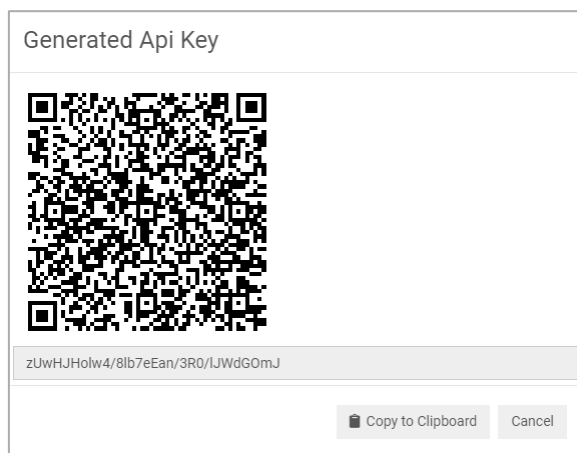



Figure 3.12: Generated API Key window

To delete existing API key:

-  API key is deleted and removed from the list.

4 Licenses





To use the Metrel Cloud, at least one or more appropriate licenses are required. A free demo license with limited storage space is obtained during user registration and has no expiration date. Other licenses could be purchased in a package together with Metrel instrument or later on request.

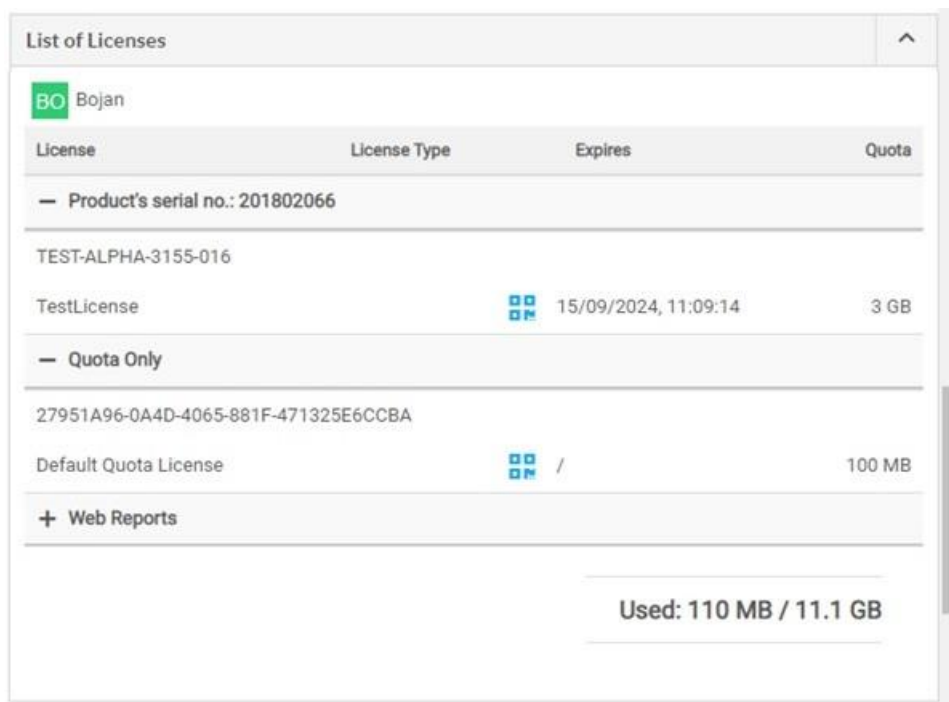
4.1. Types of licenses

Free and various chargeable licenses are available:

- Demo license
- Instrument license for Cloud registration
- Additional memory space license
- Web Reports license
- Other applications licenses

Metrel cloud registered licenses are listed in the List of Licenses (**Figure 4.1**) on the Home Dashboard.

-  or  : Expand or hide the list
-  or  : Expand or collapse Licence data





License	License Type	Expires	Quota
Product's serial no.: 201802066			
TEST-ALPHA-3155-016			
TestLicense		15/09/2024, 11:09:14	3 GB
Quota Only			
27951A96-0A4D-4065-881F-471325E6CCBA			
Default Quota License		/	100 MB
+ Web Reports			
			Used: 110 MB / 11.1 GB

Figure 4.1: Table List of Licenses

For each license, the following information is given:

- License: License with product description
- License Type: Type of License
- Expires: License expiration date

- Quota: Licence-associated storage space

4.1.1. Demo license

Upon registration, each user obtains a free license, which allows unlimited work with Metrel cloud, except that work with WebReports is not enabled. The license type is Quota Only and provides 100 MB of storage space.

— Quota Only			
27951A96-0A4D-4065-881F-471325E6CCBA			
Default Quota License		/	100 MB

Figure 4.2: Demo License data

4.1.2. Instrument license for Metrel cloud

The instrument license is associated with the serial number of the purchased product, see **Figure 4.3**. The size of the storage space and the duration of the license vary depending on the product.


— Product's serial no.: 201802066			
TEST-ALPHA-3155-016			
TestLicense		15/09/2024, 11:09:14	3 GB

Figure 4.3: Product License data

4.1.3. Additional memory space licence

With a Quota license (**Figure 4.4**), additional storage space in the Metrel cloud for a limited time duration is obtained.

— Quota Only			
27951A96-0A4D-4065-881F-471325E6CCBA			
Default Quota License		15/09/2024, 11:09:14	3 GB

Figure 4.4: Additional memory space License data

4.1.4. WebReports license

For using WebReports a separate license must be obtained, Figure 4.5.


— Web Reports			
TEST-WR-2022-03-OVCU3B-0024			
WebReports License		07/12/2025, 11:44:32	4 GB

Figure 4.5: WebReports License data

4.2. License Registration

New licenses can be registered in the License key registration menu.

Options to enter the License key registration menu are (**Figure 4.6**):

- Select **Enter License Key** on the Dashboard
- Select License registration in the User dropdown menu

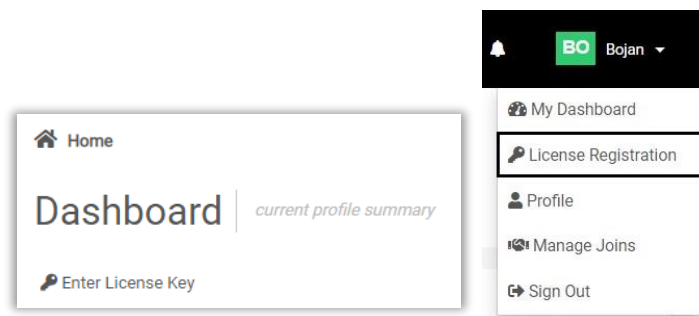


Figure 4.6: License key registration commands

To register a new License key (**Figure 4.7**):

- Enter the new Licence key in the License Key field **(1)**, and confirm **(2)**

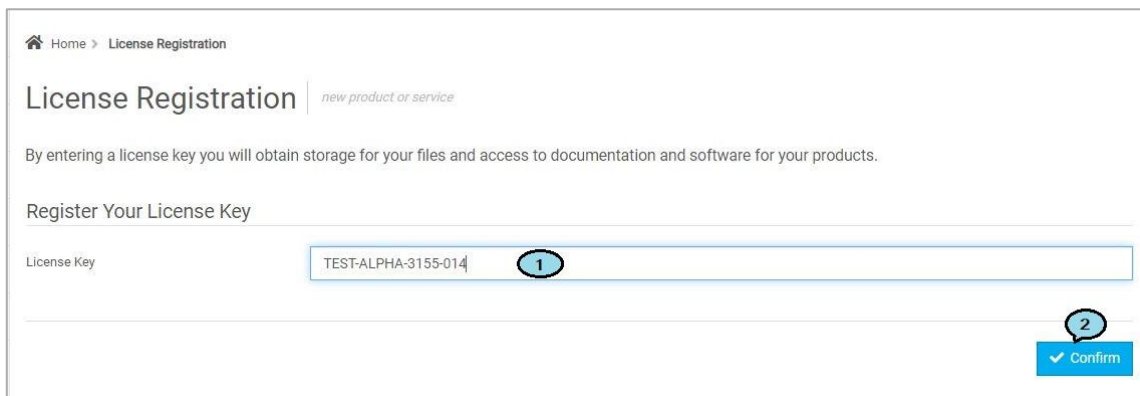
The image shows the 'License Registration' form. At the top, it says 'License Registration | new product or service'. Below that is a descriptive sentence: 'By entering a license key you will obtain storage for your files and access to documentation and software for your products.' The main section is titled 'Register Your License Key' and contains a 'License Key' input field with the text 'TEST-ALPHA-3155-014' and a circled '1' next to it. At the bottom right of the form is a blue 'Confirm' button with a checkmark and a circled '2' above it.

Figure 4.7: License key registration menu

If the license key is valid, a confirmation window (**Figure 4.8**) will appear. The entry is recorded in the Activity log.

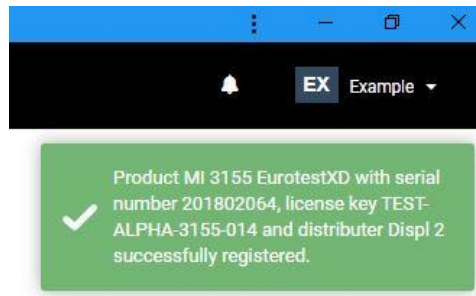


Figure 4.8: Successful License key registration confirmation

In case of unsuccessful registration, a message window (**Figure 4.9**) with relevant information (1) or (2) will appear in the upper right corner.




Figure 4.9: Unsuccessful License key registration message

The list of successfully registered licenses can be checked in the *List of Licenses* table on the Dashboard page.

4.3. Licence on QR code

QR code with the license can be used to transfer the License to Metrel Mobile applications. A QR code with the license can be generated at any time for any active license in the List of Licenses:

- Open license details, see **Figure 4.10**.
-  display the QR code window on the screen.
- The QR code is ready to be scanned.

License	Expires	Quota
— Product's serial no.: 201802066		
TEST-ALPHA-3155-016	 15/09/2024, 11:09:14	3 GB

Figure 4.10: License details with QR code command icon

5 Header bar

Options in the Header bar (**Figure 5.1**):



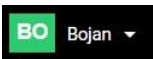

-  Show or hide the Main menu.
-  Entry field for searching within Cloud.
-  User profile data.
-  Notifications.



Figure 5.1: Header bar

6 Notifications

User-related and joined user-related events are collected and presented under the Notification list, see **Figure 6.1**.

Notifications play an essential role in connecting accounts with other registered users and sharing projects and other content of Data storage.

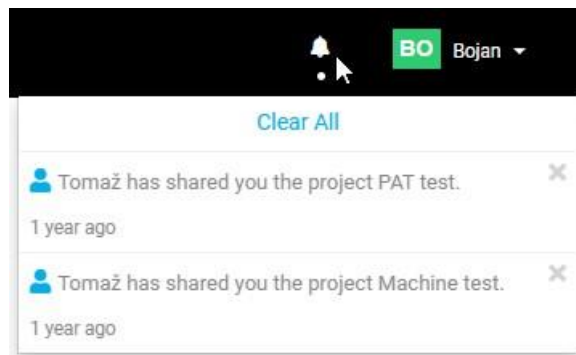


Figure 6.1: Notifications list

7 Main menus

The list of main menus is on the left side of the cloud window, see **Figure 7.1**.

-  Hide/ unhide the main menu.

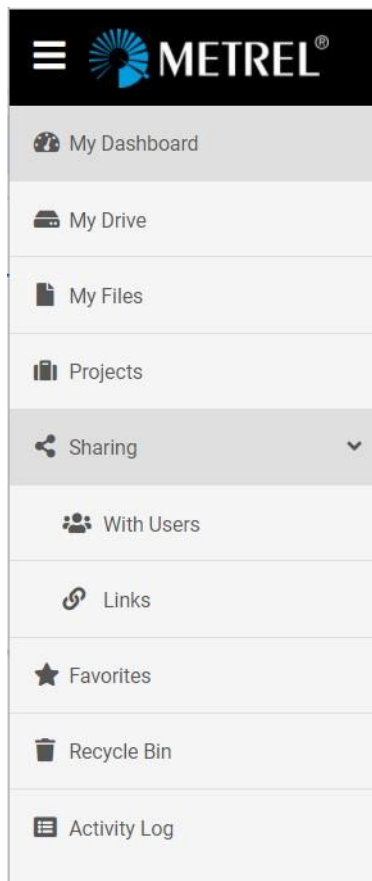


Figure 7.1: List of Main menus

8 Dashboard

On the Dashboard, Figure 8.1, the following lists are displayed:

- **Products (1)**: List of products registered in the Cloud
- **List of Licenses (2)**: List of valid Licenses
- **Recent (3)**: List of user's recent activities.

The screenshot shows the Metrel Cloud Dashboard interface. At the top, there is a 'Dashboard' header with a sub-header 'current profile summary' and a search icon. Below the header is a search bar labeled 'Enter License Key'. The main content area is divided into three sections:

- Products - list of all registered products (1)**: A table listing registered products. The table has columns for Product, Owner, Product No., and Serial No. Two products are listed: MI 3155 EurotestXD (owned by Bojan) and MI 3360 OmegaGT XA (owned by peter_gab).
- Recent (3)**: A list of recent activities, showing four entries for 'Test_patient monitor' with different graphic templates (gtp1).
- List of Licenses (2)**: A table showing licenses for the user 'peter_gab'. It includes columns for License, License Type, Expires, and Quota. Two licenses are listed for product serial numbers 201802140 and 201802126.

Figure 8.1: Dashboard


8.1. Products

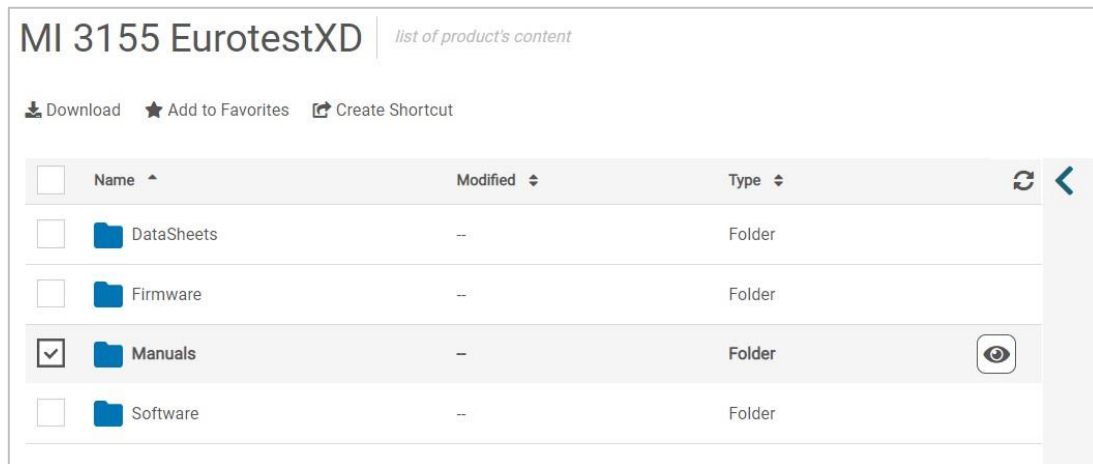
Information on the registered products is displayed in its Products list line, **Figure 8.2**.



The screenshot shows the 'Products' list in the Metrel Cloud interface. The list has columns for Product, Owner, Product No., and Serial No. The product 'MI 3155 EurotestXD' is highlighted in blue, indicating it is selected. The product details for this item are: Owner: Bojan, Product No.: 20180204003, Serial No.: 201802066. Below it, the product 'MI 3360 OmegaGT XA' is listed with Owner: peter_gab, Product No.: 20180204005, and Serial No.: 201802126.

Figure 8.2: List of Products

Options:

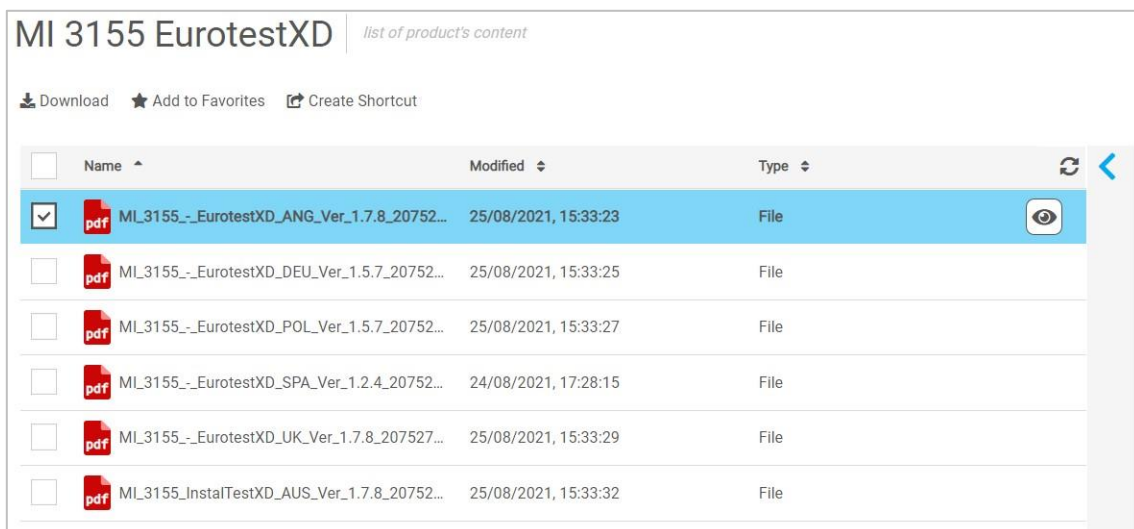
-  Open the folder list associated with the selected product, **Figure 8.3**.

**Figure 8.3: Product folders list**

Files within product folders are promptly updated by the system. Click on  to open or  to close the Information data and Activity log window associated with the selected folder.

Selected folder options:

-  Open the list of available files in the selected folder, **Figure 8.4**.

**Figure 8.4: Folder content list****Selected file options:**

-  : View content/operations on the selected file.

Notes:

- Only standard file formats can be opened within the Metrel Cloud window.

8.2. List of Licenses

In the List of Licenses, details of all active License keys are displayed. In the case that Joined users are sharing the cloud content, their active licenses are presented too, see **Figure 8.5**.

The screenshot displays the 'List of Licenses' interface. It is divided into two sections, one for user 'peter_gab' (PE) and one for user 'Bojan' (BO). Each section contains a table of licenses and a usage bar.

License	License Type	Expires	Quota
- Product's serial no.: 201802140			
TEST-ALPHA-3360-25A-020			
TestLicense		25/08/2025, 16:42:57	6 GB
+ Product's serial no.: 201802126			
+ Quota Only			
+ Web Reports			
			Used: 63.9 MB / 16.1 GB

License	License Type	Expires	Quota
+ Product's serial no.: 201802066			
+ Quota Only			
+ Web Reports			
			Used: 110 MB / 11.1 GB

Figure 8.5: List of Licenses

Details on navigation within the List of Licenses, types of licenses, registration of licenses, and license QR code generation can be found in Chapter **4 Licenses**.

Details on Joined users can be found in Chapter **11.1 Joined Users**.

8.3. Recent list

In the Recent list recently opened files and folders are displayed. They can be selected and reopened.

9 Activity log

All activities of the users, joined users, and system changes (for example data of registered products) are recorded.

To enter the Activity Log page (**Figure 9.1**) select **Activity Log** in the Main menu.

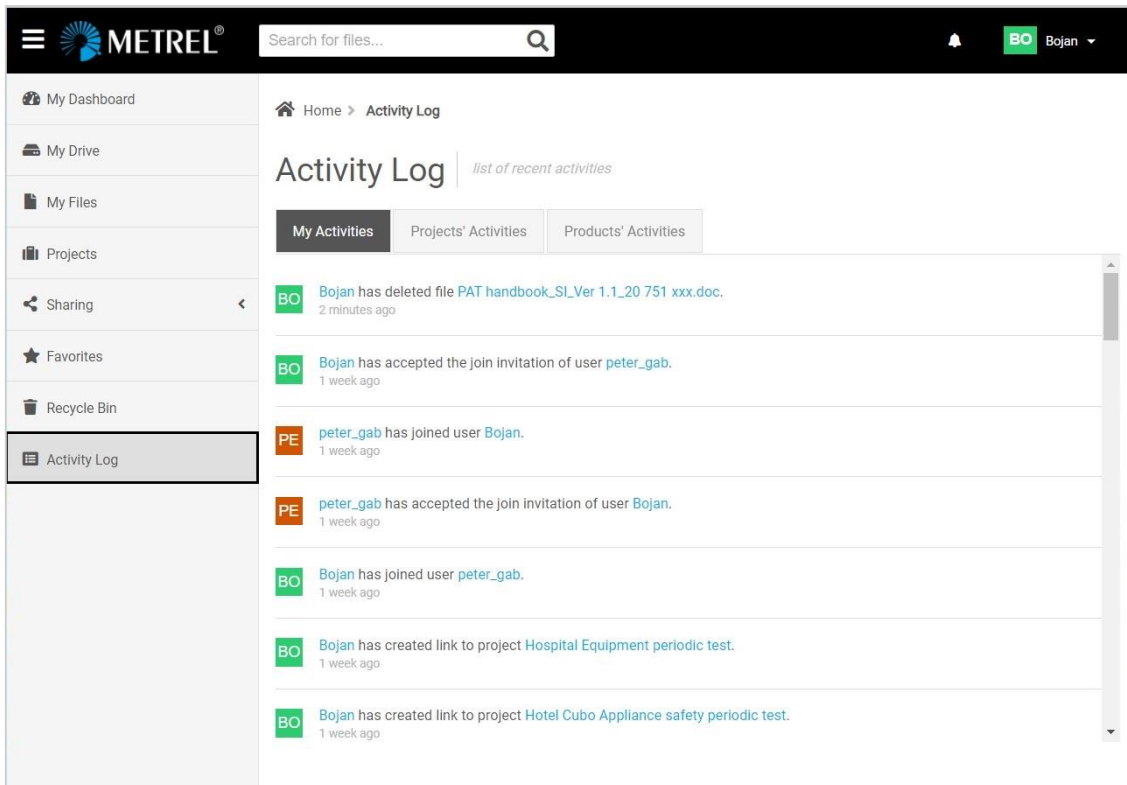


Figure 9.1: Activity Log page – My Activities tab active

Tabs:

- **My Activities:** Actions on files and folders, acceptance of users' joins, and license key registrations are logged.
- **Projects' Activities:** Actions on files within Projects are logged – for the user and all other users sharing project activities.
- **Products' Activities:** Additions of licenses, changes on system files, documents, and updates related to registered products are logged.

10 Data storage

Data stored in Metrel Cloud can be accessed via different data storage pages:

- My Drive
- My Files
- Projects

Data storage pages can be selected in the Main Menu window, see Chapter 7 **Main menus** for details.

10.1. My Files

My Files storage (**Figure 10.1**) is intended for storing and managing private content. Folders and files can be organized in a multi-level tree structure.

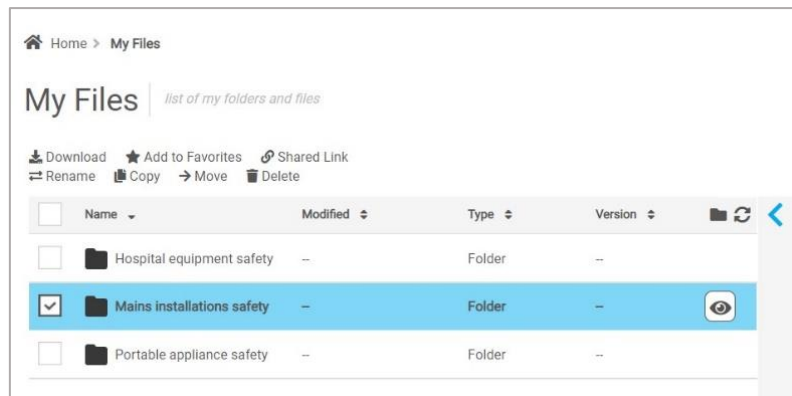


Figure 10.1: My files page

10.2. Projects

Projects storage (**Figure 10.2**) offers different options to share content with other users. User's and joined users' projects are displayed in the same list. Folders and files can be organized in a multi-level tree structure.

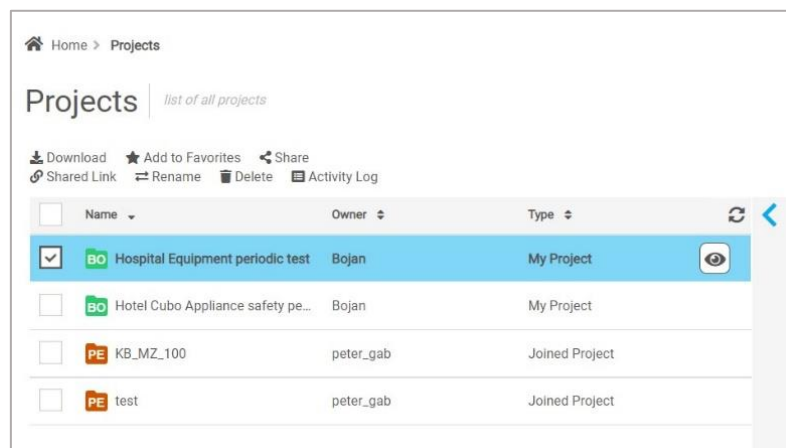


Figure 10.2: Projects page

10.3. My Drive

My Drive storage (**Figure 10.3**) combines My Files and Projects storage. Both can be managed simultaneously.

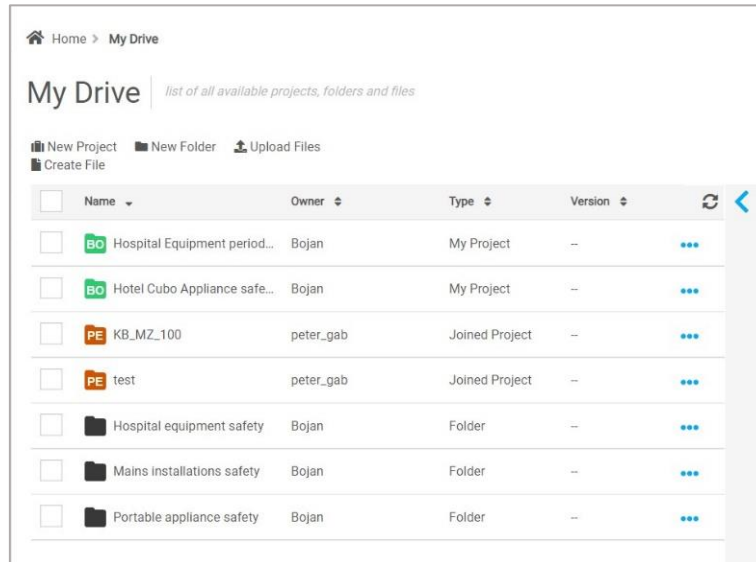


Figure 10.3: My Drive page

10.4. Options for data storage management

Options for managing storage content depend on the selected storage page and selected content (Project, Folder, File).

Options can be selected from (see **Figure 10.4**):

- Command row at the top of item list (1),
- Drop-down menu (2).

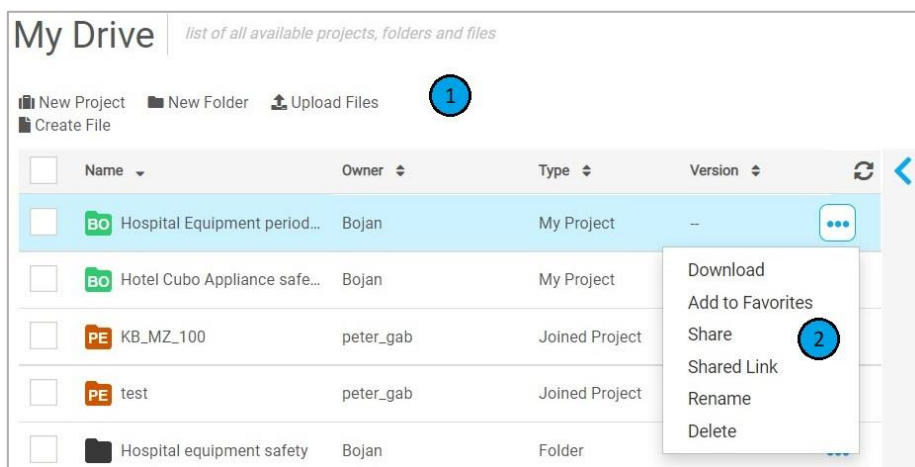


Figure 10.4: Data storage command options

Management options for the selected item (see **Figure 10.5**):

-  View the content of the selected item

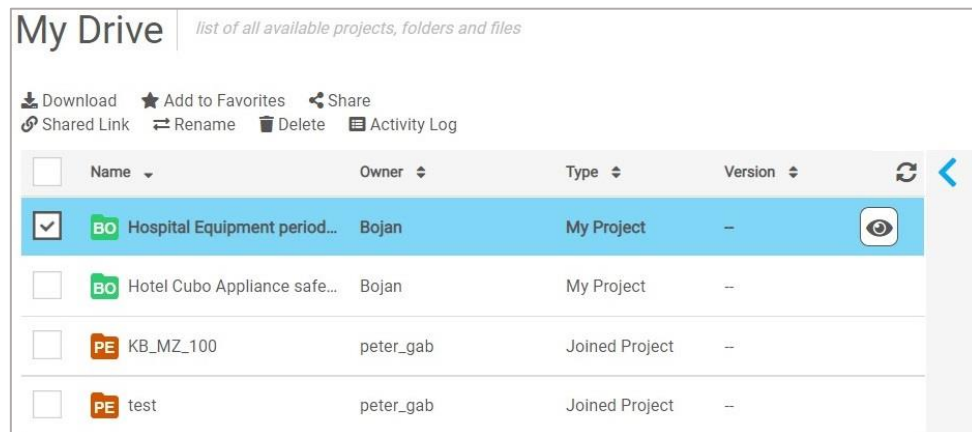


Figure 10.5: Command row options for the selected item

Besides storage management commands, there are additional options:

- sorting of items list with column filters, viewing of details, properties, and activities for the selected item.
- Selected files can be opened and viewed within the View window if the file format is supported.

10.4.1. Description of commands

- **New Project:** Create a new Project.
- **New Folder:** Create a new Folder.
- **Upload Files:** Upload the selected file to the selected Cloud location.
- **Create Files:** Create a new file in the selected Cloud location.
- **Download:** Download the selected item from the Cloud to the computer.
- **Add to Favorites:** Add to Favorites page for quick access.
- **Share:** Enables sharing of the selected item with selected users. See Chapter **11 Sharing** for details.
- **Shared link:** Create a link to the selected item. See Chapter **11 Sharing** for details.
- **Rename:** Rename the selected item.
- **Move:** Move the selected item to another location in the Cloud.
- **Copy:** Copy the selected item to another location in the Cloud.
- **Delete:** Move the selected item to the Recycle Bin.
- **Version history:** List of all versions of the selected file stored in the Cloud. In addition to the current version, older versions of the selected file are stored in the Cloud, if they exist. With the Restore command, any of the older versions can be recalled from memory and saved as the new current version.

10.4.2. Sorting items

Data of items are organized in columns and can be sorted by Name, Owner, Type, Version, and Modified date.

Displayed columns depend on the selected storage page and item, see **Figure 10.6**.

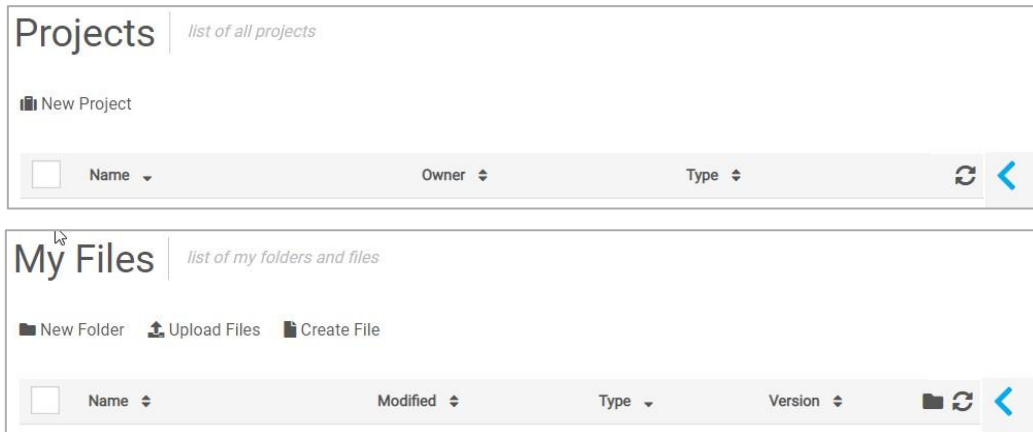




Figure 10.6: Projects and My files lists with column filters

10.4.3. Viewing details of storage item

Detailed information and activity log for the selected item can be viewed.

-  Opens Details window, Figure 10.7.
- **Information** Details window Information tab; click on the header to collapse/open it.
- **Activity log** Details window Activity log tab; click on the header to collapse/open it.
-  Closes Details window.

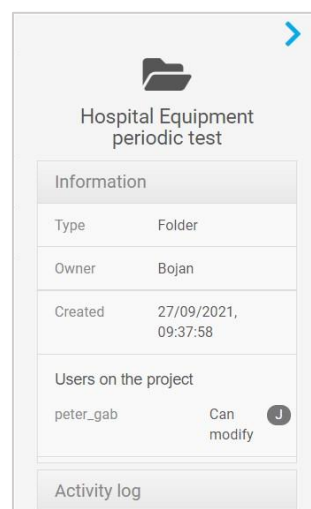





Figure 10.7: Detailed view of the selected project

10.4.4. Viewing stored file content

Preview of files is possible for supported file formats, see **Figure 10.8**.

Procedure:

-  opens a Preview window
- Depending on the file type there are some additional options in the Preview window (navigate, resize, download, print....)
-  ,  open/close file details

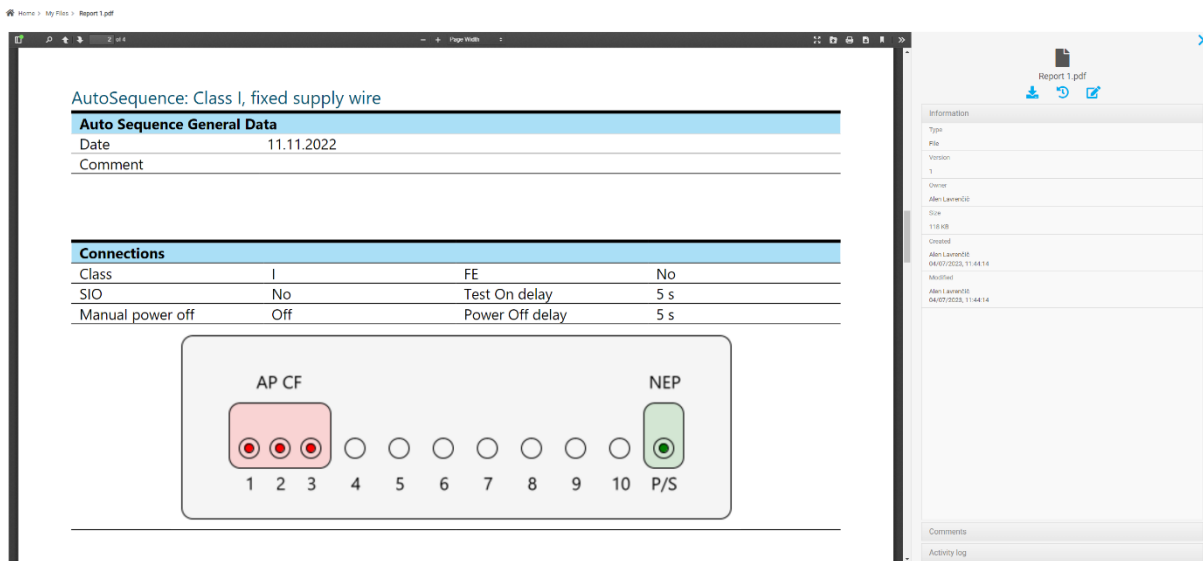


Figure 10.8: File Preview window and File Details window

11 Sharing

Metrel Cloud supports different types of collaboration between users.

11.1. Joined Users

Joined users must have registered their own accounts at Metrel Cloud. Joined users get access to Projects storage, registered products, and registered licenses. They have the right to view and edit content.

Users do not have access to the Cloud account data of a Joined user, and vice versa.

11.1.1. Manage Joins

Users can manage their sharing of space with other Cloud users in Joined Users menu. To enter Joined Users menu select Manage Joins in the User dropdown menu see **Figure 11.1**.

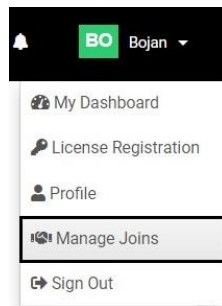




Figure 11.1: Manage Joins

11.1.2. Joined users page

Joined users page (**Figure 11.2**) contains a list of users and joint users that are sharing content:

-  **Join New**: start the procedure to join a new user.
- **My joins**: List of users joined to the user's Cloud account.
- **Joined to**: List of Cloud account users the user has joined.

User's data presented in the row of the list are:

- **Full name**: User full name entered at account registration.
- **Username**: Display name the user has selected.
- **Accepted date**: date of joining.
- **Status**: join status.
-  **Unjoin**: Remove joined user.

Full Name	Username	Accepted Date	Status	
PE peter_gab	petgab	27/09/2021, 15:23:30	Joined	...
TO Tomaž	tomaz	08/10/2021, 09:38:04	Joined	...

Figure 11.2: Joined users page

11.1.3. Join new user

The procedure to join new users to Cloud Workspace is:

- Join New Open the Join Users search window, Figure 11.3.



Figure 11.3: Join users search window


- Search for Cloud user to be joined (Search field)
- Select the user to be joined (from the list of found users)
- **Confirm**: send a notification to the selected user
- Username of the invited user is added to the My Joins list together with the Invitation Pending status. A successfully sent invitation is confirmed with a **notification**, see Figure 11.4.

Full Name	Username	Accepted Date	Status	
PE peter_gab	petgab	27/09/2021, 15:23:30	Joined	...
TO Tomaž	tomaz	--	Invitation Pending	...

Figure 11.4: My Joins list with user invitation pending

11.1.4. Join User invitation confirmation

The procedure to confirm the Join User invitation is:

- : The invited user receives a notification.
- Click the Notification icon to open the notification window, **Figure 11.5**.
- **Accept**: accept the Join User invitation.
- **Reject**: reject the invitation.

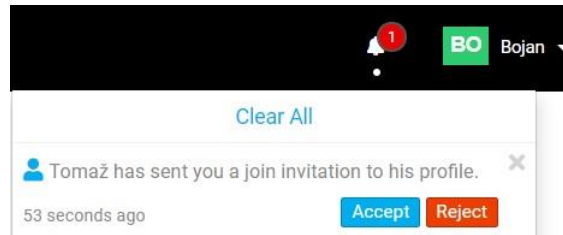



Figure 11.5: Notification with Join User confirmation commands

11.1.5. Unjoin Cloud Workspace sharing

Users can remove Joins from *My Joins* and *Joined to* users list:

- Select the list (*My joins* or *Joined to*) and the user
-  Unjoin the selected user.

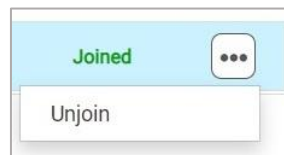


Figure 11.6: Unjoin command window

- Unjoin confirmation window appears on the screen, Figure 11.7.
- Successfully unjoined users will receive a notification.

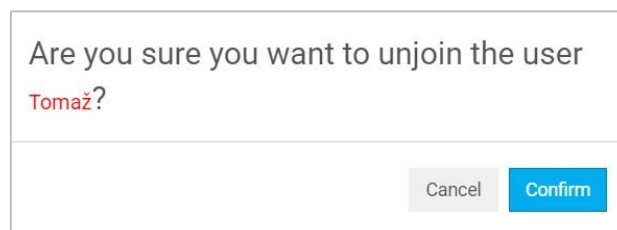



Figure 11.7: Unjoin confirmation window

11.2. Sharing Projects with Users

Users can share Projects with other users with a registered Cloud account.

11.2.1. Share project setup

The setup procedure for project sharing with other users:

- Open the Projects storage page
- Select the Project to be shared with users.
-  : Open the Share setup window, **Figure 11.8**.
- Search for Cloud user

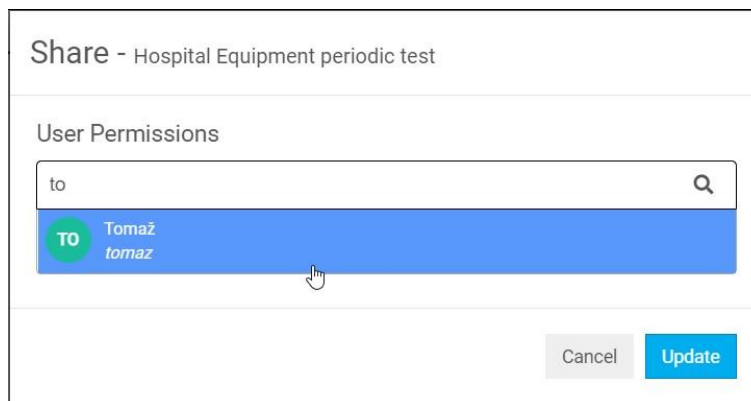


Figure 11.8: Project Share setup window

- Set permissions for shared users:
 - **Can modify** ticker **checked**: permission to edit content.
 - **Can modify** ticker **unchecked**: permission for viewing content only.
 - In any case, shared users can download project files.
- Repeat the procedure if you want to share a project with multiple users.
- **Update**: finish project sharing, a notification will be sent to the shared user.

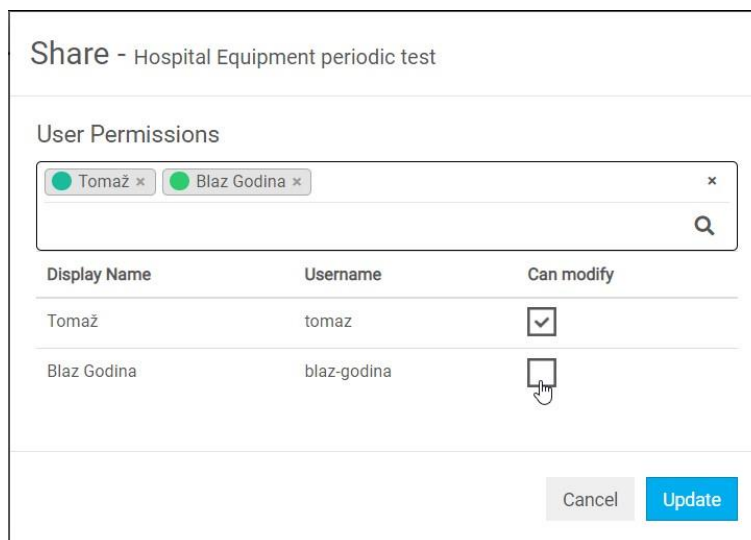


Figure 11.9: Share permissions setup window

11.2.2. Managing sharing of projects

A list of projects shared with other users is shown on the *Sharing With Users* page. To open it, select *Sharing* → *With Users* command from the Main menu, see **Figure 11.10**.

If there are no shared projects, the list is empty.

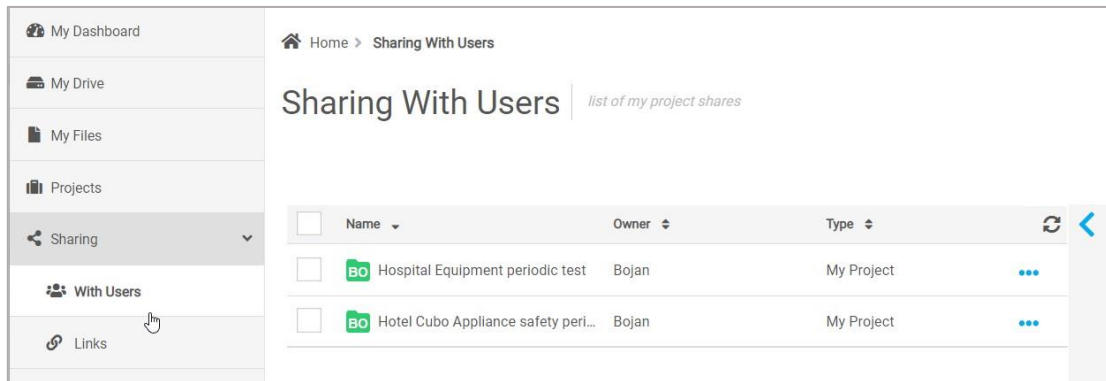





Figure 11.10: Sharing With Users – list of project shares

To manage project share select it and:





- : open project details (Users, Activity log).
- : open the Share menu window (see **Figure 11.9**) with options:
 - set new user share
 - set existing user permissions
 -  Tomaž ×: remove a user from project sharing.

11.3. Sharing Links

Sharing link is a simple option to allow access to selected content in Cloud, with view and download permissions. It is not mandatory to be a registered Metrel Cloud user to get access via the sharing link.

11.3.1. Shared link generation

Procedure to generate a shared link:

- Select the items to be shared.
-  **Shared Link**: Open the Shared link generation window, **Figure 11.11**.
- : activate the Shared link.
-  **Copy to Clipboard**: Copy the link to the clipboard for further use.
-  **Close**: Close the Shared link generation window; the link is added to the Shared links list.

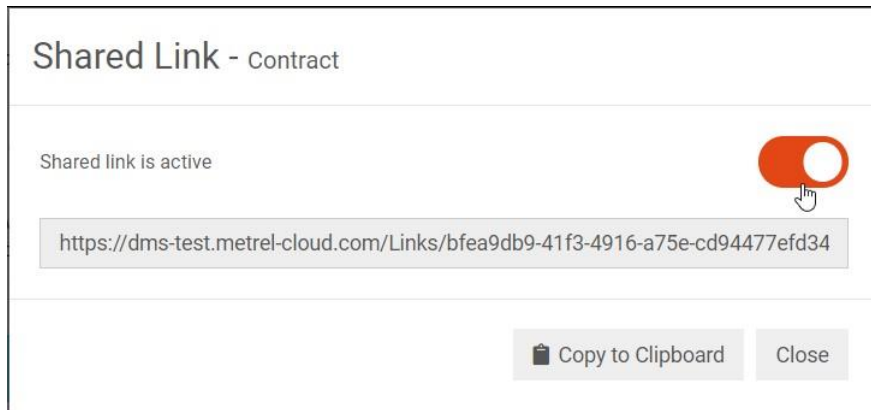


Figure 11.11: Shared Link generation window

11.3.2. Managing Shared Links

A list of shared content links is presented on the *Shared Links* page. To open it, select *Sharing/Links* from the Main menu, see **Figure 11.12**.

If there are no shared links, the list is empty.

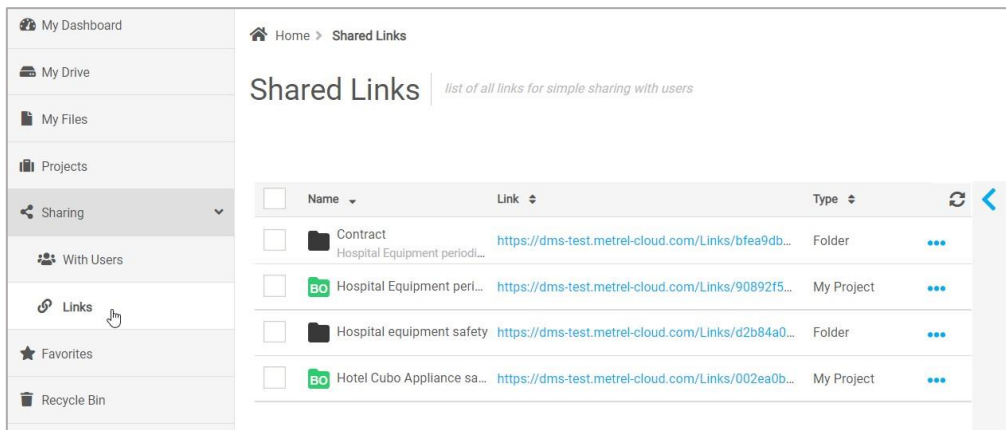







Figure 11.12: Shared Links list

To manage Shared Links:

- : Open link details with the Users list.
-  Link QR: QR code of the link
-  Copy Link to Clipboard: Copy the link to the clipboard.
-  Delete Link: Delete Shared link.
- : Options

12 Favourites

The Favourites page (**Figure 12.1**) allows quick access to items stored in Cloud Data storage. Any important or frequently accessed file, folder, or project in progress can be assigned to the Favourites list.

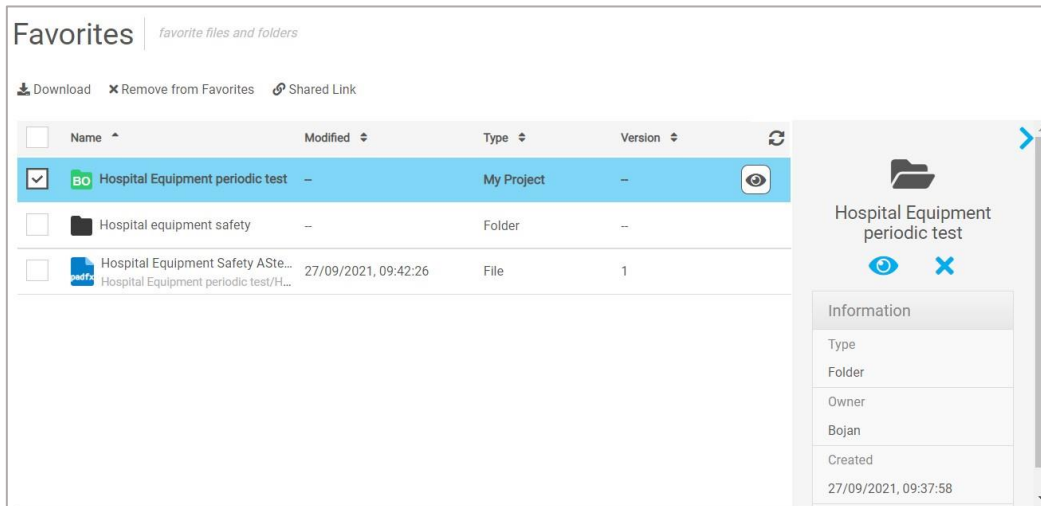


Figure 12.1: Favourites page

A limited set of management commands within the Favourites page are provided for the item selected on the list and have the same effect as the commands within Cloud Data storage pages.

Options:

- **Remove from Favorites**: Remove the selected item from the Favourites list.

Note:

Item removed from Favourites list remains unchanged stored on originate location within Cloud Data storage pages.

13 Recycle Bin

Items deleted in Storage pages are moved to Recycle Bin and can be restored **Figure 13.1**.

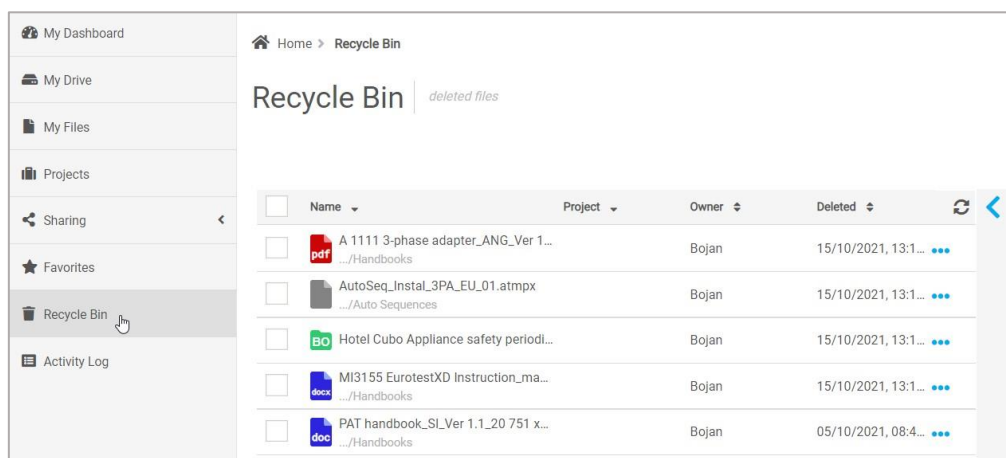







Figure 13.1: Recycle Bin list

Options in Recycle Bin:

- : Open deleted item details window.
-  or : Restore the selected item; a confirmation window will appear on the screen to confirm or cancel restoration.
- : Permanently delete the selected item from Cloud storage.
- : Options.