



USER MANUAL

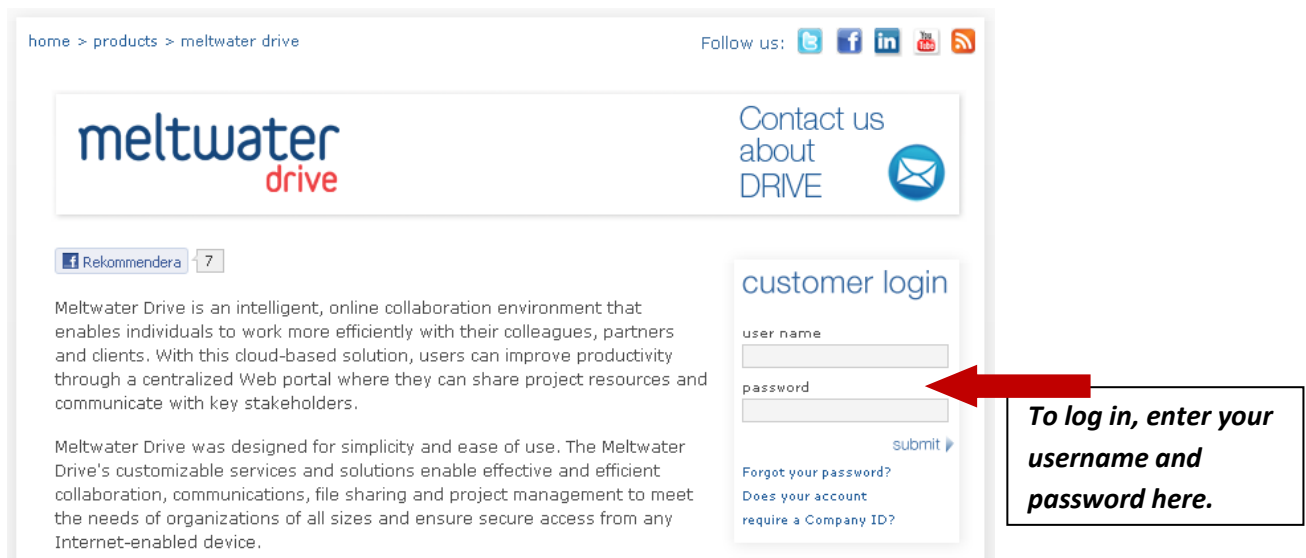


Platform

Welcome to Meltwater Drive's platform for file/document sharing and project administration. You can reach the platform from Meltwater Drive's website using any web-browser. No additional software is needed, you just log in. This manual helps you to get started.

1. LOG IN

Go to www.meltwaterdrive.com



home > products > meltwater drive

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Rekommendera 7

Meltwater Drive is an intelligent, online collaboration environment that enables individuals to work more efficiently with their colleagues, partners and clients. With this cloud-based solution, users can improve productivity through a centralized Web portal where they can share project resources and communicate with key stakeholders.

Meltwater Drive was designed for simplicity and ease of use. The Meltwater Drive's customizable services and solutions enable effective and efficient collaboration, communications, file sharing and project management to meet the needs of organizations of all sizes and ensure secure access from any Internet-enabled device.

customer login

user name

password

submit

[Forgot your password?](#)

[Does your account require a Company ID?](#)

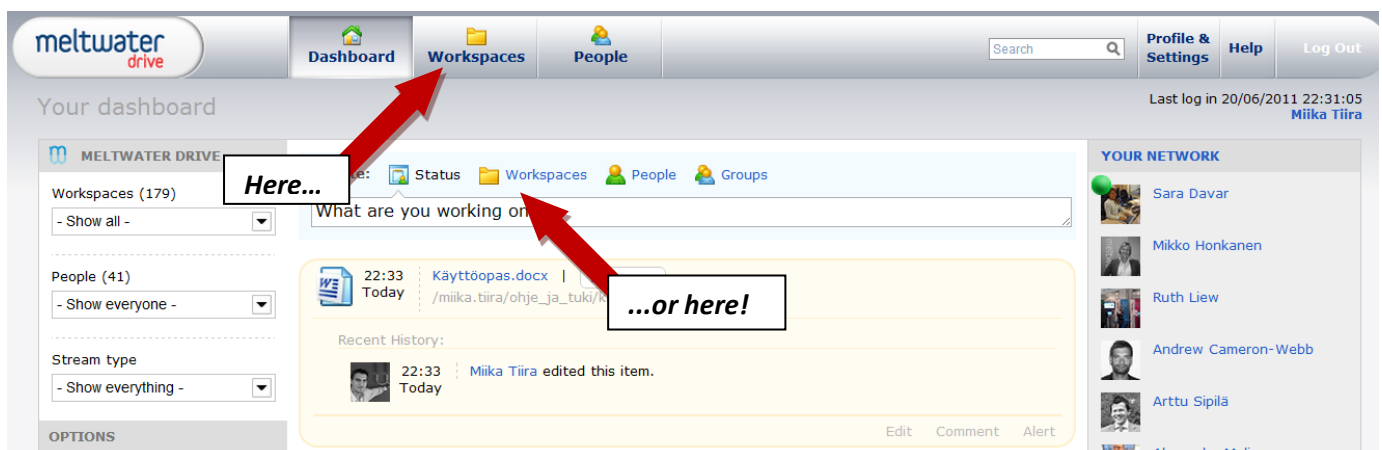
To log in, enter your username and password here.

2. THE DASHBOARD

When entering the platform you first reach your personal **Dashboard** which shows some of the information available to you. The dashboard view can be customized to fit your preferences. You can add, remove or change the position of the boxes and what sort of information to fill them with.

The most important box is called Workspaces, which shows the folder structure(s) you can access.

There is also a "classic view" for users who don't prefer to see streams with comments. It is possible



meltwater drive

Dashboard Workspaces People

Search

Profile & Settings Help Log Out

Your dashboard

Last log in 20/06/2011 22:31:05 Miika Tiira

MELTWATER DRIVE

Workspaces (179)

People (41)

Stream type

OPTIONS

What are you working on

Recent History:

22:33 Today Käyttöopas.docx | /miika.tiira/ohje_ja_tuki/

22:33 Today Miika Tiira edited this item.

YOUR NETWORK

Sara Davar

Mikko Honkanen

Ruth Liew

Andrew Cameron-Webb

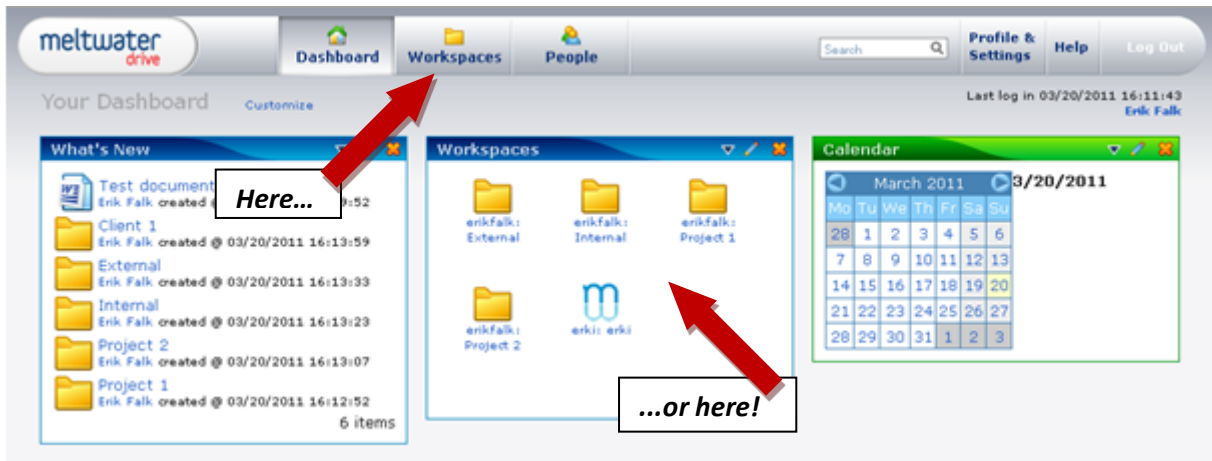
Arttu Sipilä

Alexander Molin

Here...

...or here!

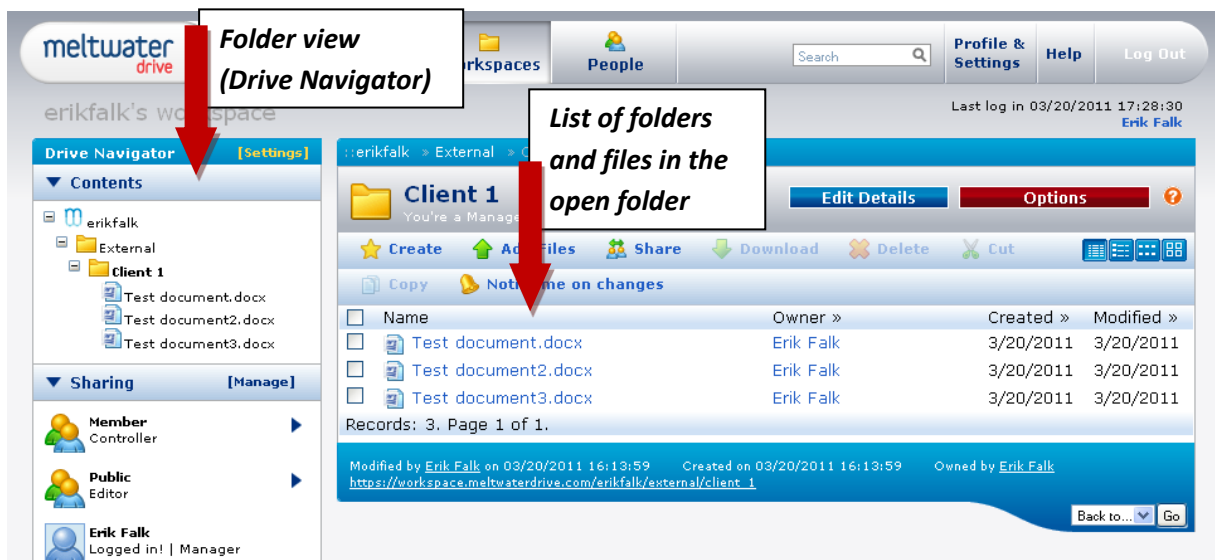
to change to this view in "Profile & Settings" and under "Edit Settings".



Click on Workspaces (or one of the folders on the Dashboard – Workspaces view) and you will reach the Workspace.

3. THE WORKSPACE & FILE VIEW

The workspace is the area where all the files/documents are located. The file view is similar to that of a personal computer.



4. VIEW AND DOWNLOAD

Click on a file to view or download it. A preview of the file will appear as well as a green download arrow. Click on the green arrow to download the latest version of the file.

The screenshot shows the Meltwater Drive interface for 'erikfalk's workspace'. The 'Drive Navigator' on the left shows a folder structure: erikfalk > External > Client 1 > Test document.docx. The main area displays the file 'Test document.docx' with a green download arrow and the text 'Download Latest Version (63.9 KB)'. Below this is a preview of the document, which is a Scribd document titled 'Test-Document' with the Meltwater Drive logo. Two red arrows point to the download arrow and the preview area, with callout boxes containing the text: 'Click on this green arrow to download the latest version.' and 'Preview of the file, document, picture etc.'

To go back to the folder view, click on the desired folder in the Drive Navigator (or use the backward arrow in the web browser).

5. UPLOAD A FILE

To upload a file, click on the Add Files icon.

The screenshot shows the Meltwater Drive interface for 'erikfalk's workspace'. The 'Drive Navigator' on the left shows a folder structure: erikfalk > External > Client 1 > Test document.docx. The main area displays the folder 'Client 1' with a list of files: Test document.docx, Test document2.docx, and Test document3.docx. A red arrow points to the 'Add Files' icon in the toolbar, with a callout box containing the text: 'To add a file, click on this icon'. Below the file list is a table with columns: Name, Owner, Created, and Modified. The table contains three rows of data for the test documents. At the bottom, there is a status bar with the text: 'Modified by Erik Falk on 03/20/2011 16:13:59 Created on 03/20/2011 16:13:59 Owned by Erik Falk' and a URL: 'https://workspace.meltwaterdrive.com/erikfalk/external/client_1'. There is also a 'Back to...' button and a 'Go' button.

There are two ways to select files for upload, either by finding the file on the computer by clicking **"File"** or by drag and drop it into the box, using the mouse.

erikfalk » External » Client 1 » Upload Files

Upload Files to Client 1

Files can be uploaded from your local hard disk using one of the following methods:

1. Click "File" and "Select file(s)" to select the files you want to upload of folder(s) you want to upload to the box below

Click on file here When you interact with the component below, you can add a single file by going back to the folder, click the "Create" button, followed by "File" and then "Standard File". You can disable this component permanently under your account settings page.

There is 49.992 GB remaining for file uploads.

File Help

Select or drag and drop file to upload

0%

Cancel

Maintain Structure Supports Versioning

Max size is: 2.0 GB

Drag and drop into this box

6. CREATE A FOLDER

To create a folder click on **"create"** next to the star shaped icon.

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Dashboard

erikfalk's workspace

Drive Navigator [Settings]

Contents

- erikfalk
 - External
 - Client 1
 - Test document.docx
 - Test document2.docx
 - Test document3.docx

Sharing [Manage]

- Member Controller
- Public Editor
- Erik Falk

Client 1

Create Add Files Share Download Delete Cut

Copy Notify me on changes

Name	Owner »	Created »	Modified »
Test document.docx	Erik Falk	3/20/2011	3/20/2011
Test document2.docx	Erik Falk	3/20/2011	3/20/2011
Test document3.docx	Erik Falk	3/20/2011	3/20/2011

Records: 3. Page 1 of 1.

Modified by Erik Falk on 03/20/2011 16:13:59 Created on 03/20/2011 16:13:59 Owned by Erik Falk

https://workspace.meltwaterdrive.com/erikfalk/external/client_1

Back to... Go

Click on create to create a folder

Click on "Folder" and then "Standard Folder", give the folder a title and press OK.

7. DELETE, COPY & MOVE

In order to **delete**, **copy** and **move (cut)** folders and files click on the checkbox next to the item. This activates more buttons for doing further operations. It is also possible to download this way.

The screenshot shows the Meltwater Drive interface. At the top, there are navigation tabs for 'Dashboard' and 'Workspaces'. The user is logged in as 'erikfalk' and is viewing a workspace named 'Client 1'. The interface includes a sidebar with a file tree and a sharing section. The main area displays a table of files within 'Client 1'. The first file, 'Test document.docx', has its checkbox selected. This selection has activated a set of action buttons: 'Download', 'Delete', 'Cut', and 'Copy'. A callout box points to the checkbox with the text 'Check this box to activate the action buttons'. Another callout box points to the action buttons with the text 'Action buttons, delete, cut, copy & download.' The table below shows the details of the files.

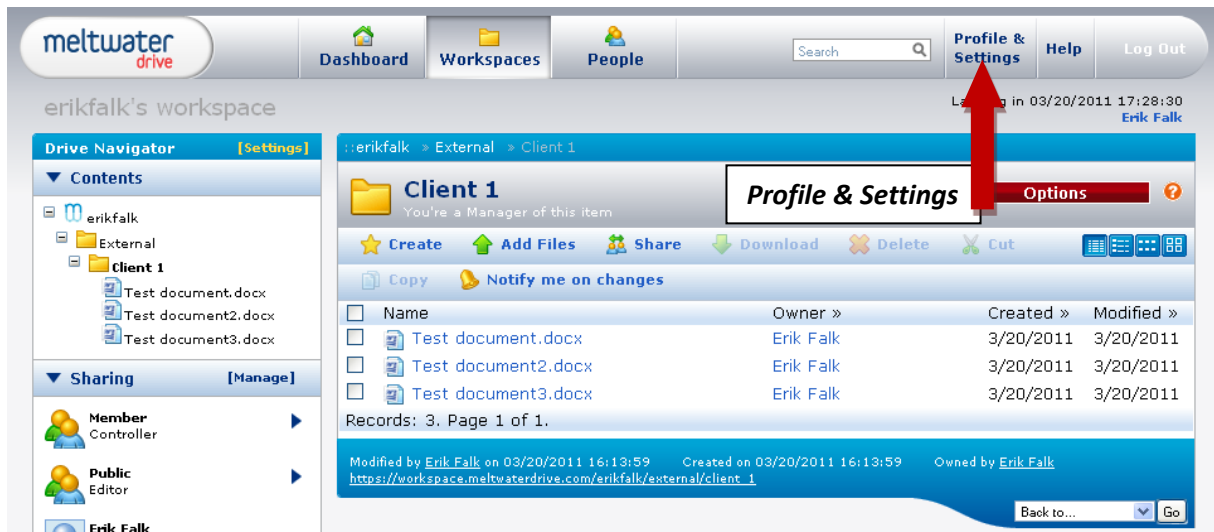
<input type="checkbox"/>	Name	Owner »	Created »	Modified »
<input checked="" type="checkbox"/>	Test document.docx	Erik Falk	3/20/2011	3/20/2011
<input type="checkbox"/>	Test document2.docx	Erik Falk	3/20/2011	3/20/2011
<input type="checkbox"/>	Test document3.docx	Erik Falk	3/20/2011	3/20/2011

Records: 3. Page 1 of 1.

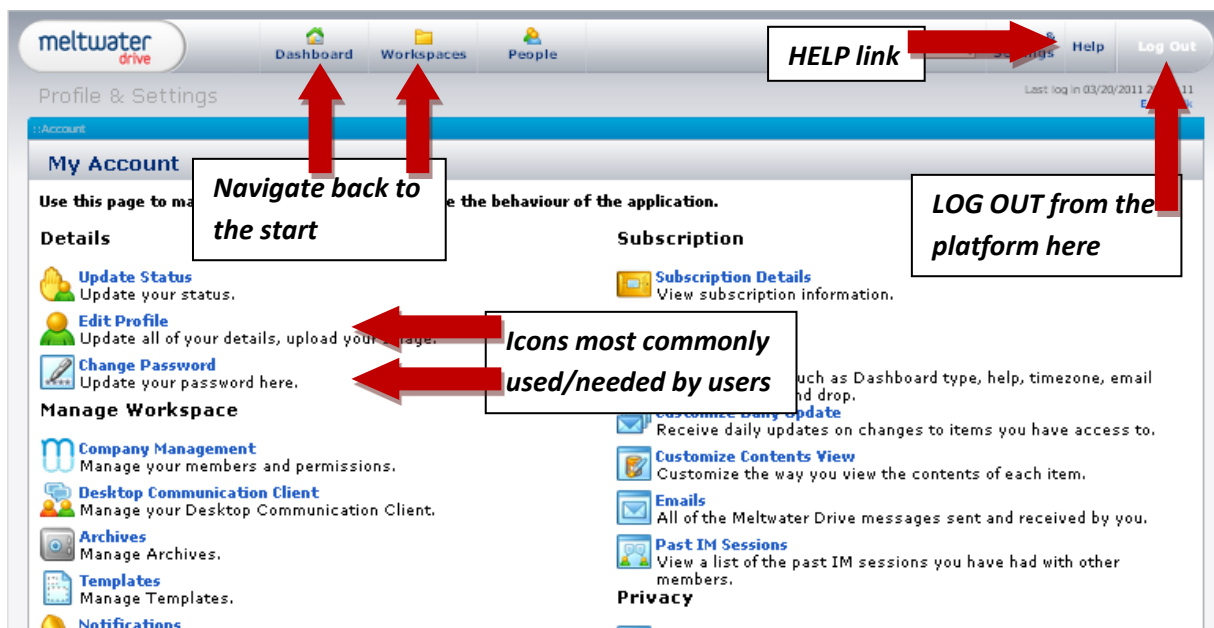
Modified by Erik Falk on 03/20/2011 16:13:59 Created on 03/20/2011 16:13:59 Owned by Erik Falk
https://workspace.meltwaterdrive.com/erikfalk/external/client_1

8. ADMINISTRATION & PERSONAL SETTINGS

Click “Profile & Settings” to change password, change the user profile and other administrative settings.



This page gives several options for adjustments, depending on your type of account. It is always possible to navigate back to the start using the buttons (Dashboard or Workspace) in the header.



9. ADDITIONAL INFORMATION

Further information, manuals and instructional videos can be reached from the Help link.

<http://workspace.meltwaterdrive.com/meltwater/help>

If you have any further questions, please contact your administrator or call the Meltwater Drive helpdesk.

Meltwater Drive Helpdesk: +46 (0)8 410 370 01

Your Meltwater Drive Contact: Astrid Lindholm +46 (0)768 55 82 71