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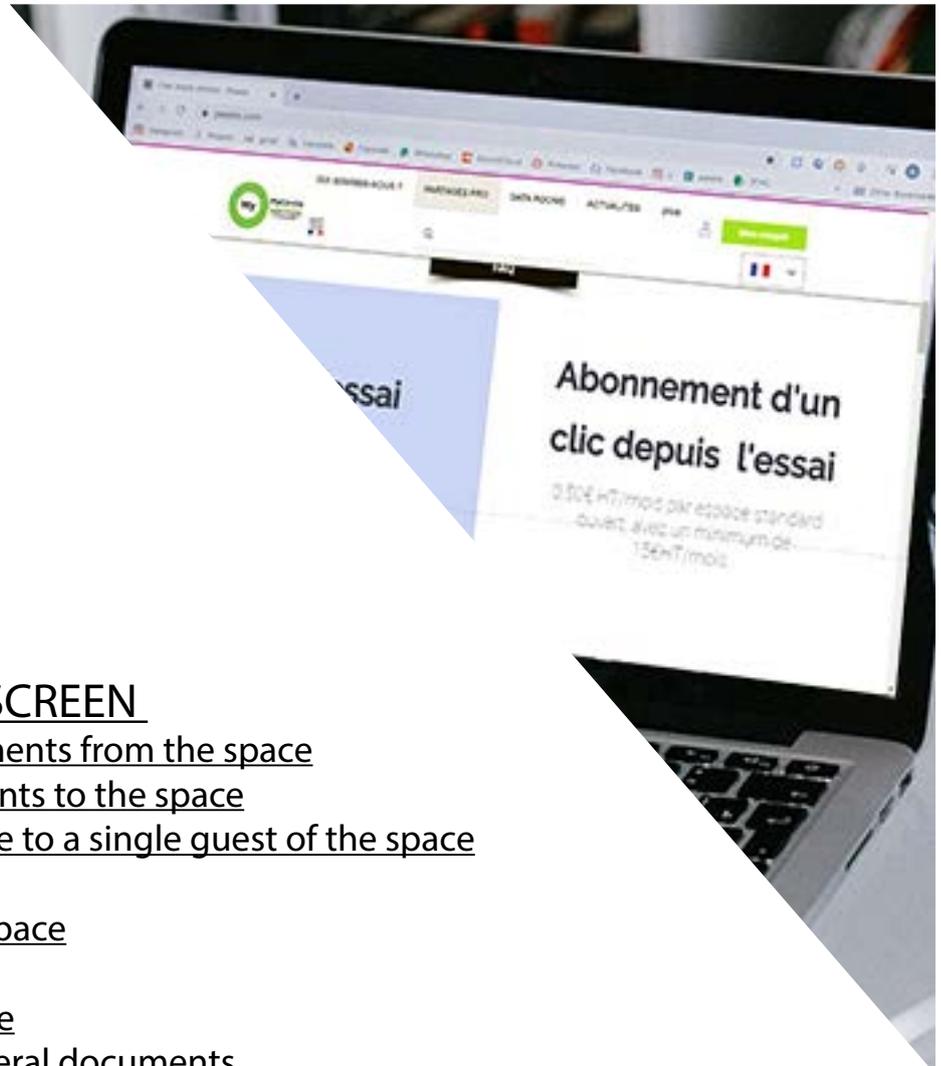
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- **If you haven't already done so, organize your set-up meeting with MyCercle.**
- **For security reasons, a session is interrupted after 2 hours of inactivity. However, remember to log out after use.**

By subscribing, you arrive on your dashboard to which you return by clicking on the HOUSE pictogram to the left of the top banner.

DASHBOARD

Customize

Click CUSTOMIZE to: choose the sender of the subscription messages, enable or disable alerts on your messaging system, add your logo, define the welcome on each guest screen (a text and a photo). Save.

Add a space

Click + 1 SPACE. Indicate the name of the space, duplicate from another space if necessary the titles of the folders in the new space (with or without their contents). Choose the rights of the guests of this space:

- Minimal rights: consult and download the content of the space (except blocked documents).
- Intermediate duties: minimum duties + asking you questions
- Extended rights: intermediary rights + loading documents

You can unfold the advanced functions to specify the type of addition made by a guest: shared collection (the addition is visible to the other guests) or partitioned collection (the addition is invisible to the other guests). Decide if the space is a classic space or a Space + to add a watermark or block the download of documents (possibly modify the text of the watermark block). Validate.

My subscription

Allows you to :

- Modify your subscription information (email, first and last name of the subscriber, billing email and address), change the payment method or change your credit card, change your password, consult the general terms and conditions, cancel your subscription.
- Follow your consumption with a summary of the use of the subscription. Click on COLLECT ALL USERS to get the list of users of the subscription (guest(s) and administrator(s)) with their space(s).
- View the next billing date and the applicable scale.

Search for a space

Allows you to display the management screen of any space in your subscription.

List of spaces

Displays the list of spaces in chronological order. For each one, click on the pencil to change its name, on the trashcan to delete the space(s). Click on the button of each space to access its management screen.

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SPACE MANAGEMENT SCREEN

Create folders for filing documents from the space

Click DOCUMENT FILING FILES to create one or more top-level folders. Validate. The folders appear on the space management screen with a CREATE SUB-FOLDER button to click to create sub-folders to this folder (then sub-sub-folders, etc...). You can change the order in which the folders are classified by clicking DOCUMENT FILING FILES: drag and drop the folder concerned then validate the moves.

Adding a message or documents to the space

Click ADD MESSAGE/Documents. Fill in (optionally) a title, the content of the message. Add the document (or up to 100 documents, by holding down the CTRL key on the keyboard, or the CMD key on Mac) with possibly a dynamic confidential watermark and/or the blocking of the download if it is a Space +. Choose the folder where the documents will be filed. Send only to administrators or validate and make it visible to everyone (you also have the possibility to save as a draft). Choose the type of email alert: none, the title and content of the message, the message and the documents attached to the email (the space access button is always at the bottom of your guest's alert email) .

Adding a confidential message to a single guest of the space

Select the recipient of the confidential message, optionally add a title, the content of the message and possibly documents. Validate (or save as a draft). Choose the type of mail alert: none, the title and content of the message, the message and documents attached to the mail (the space access button is always at the bottom of the alert mail of your guest).

Add a guest to the space

Click INVITES then ADD GUEST(S) to open access to the space. Indicate his email and optionally his first name, last name and organization. Click ADD ANOTHER GUEST to add several guests. Choose if your guest will have screens in French or in English. Enter his invitation message and save it as a standard welcome email for future guest invitations in your subscription. Invite.

Add an Administrator to the space

Click ADMINISTRATORS then ADD ADMINISTRATOR to create an administrator to the space. The space administrator has access to all space control buttons. Indicate his or her name/name/e-mail, optionally the organization. Enter his invitation message and save it as a sample email for future administrator invitations in your subscription. Invite.

View/edit/delete a message

The messages exchanged are classified in chronological order and each addition is signed and time-stamped. To visualize the messages, click on the green arrow then on the green arrow of the concerned message to visualize the detail of the message and to access the attached documents. To resume a Draft message, click on B. To delete a message, select the concerned message then click on the trash can.

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View / edit a document

A document can be accessed by unfolding its file folder or by entering letters of its title in SEARCH A DOCUMENT. Its addition is signed and time-stamped. To view a document, click on the picto  and to download it on . To modify a document, click on its name or a characteristic and modify: its title, its visibility, its level of protection for a + Space (green padlock, yellow for watermark or red for watermark and blocked download), its classification folder (which you can also modify by drag and drop).

View/modify/delete a message

The messages exchanged are classified in chronological order and each addition is signed and time-stamped. To visualize the messages, click on the green arrow then on the green arrow of the concerned message to visualize the detail of the message and to access the attached documents. To resume a Draft message, click on B. To delete a message, select the concerned message then click on the trash can.

Delete/Download/Modify several documents

Select the documents concerned, click on the picto  and then, Click DELETE and then Deletion Confirmed to delete the documents. Click DOWNLOAD to download multiple documents. Click MODIFY to modify the titles, visibility, protection level for a Space +, the filing folder of several documents. (Only the download function will be accessible to your guests).

Recover all the content of the space by protected zipped file

Click COLLECT ALL SPACE to send all messages and documents from the space as a password-protected zipped file (useful before deleting a space).

Modify the space

Click on EDIT to change the name of the group or space, guest rights, advanced features with the type of addition made by a guest (shared or partitioned collection) and the watermark text.

Create a linked space

A linked space is a space whose management is grouped with one or more other spaces. These linked spaces have their specific name and share a group name (it is automatically the name of the first space to which the others have been linked - you can change it). Linked spaces share the same top banner with their specific names to easily switch from one to the other (the order can be changed by dragging). The management of their accesses is integrated (from the INVITES button); their accesses can be different. Create a linked space by clicking + 1 SPACE. You indicate its name. You decide if you duplicate in this new space a space of the same group or a space of your subscription: the title of the folders only or also their contents, and then if the author of the addition of each document is visible or not. You choose the rights of the guests. You may define advanced functions (type of addition made by a guest and Space +). Validate.

Create a linked space

A linked space is a space whose management is grouped with one or more other spaces. These linked spaces have their specific name and share a group name (it is automatically the name of the first space to which the others have been linked - you can change it). Linked spaces share the same top banner with their specific names to easily switch from one to the other (the order can be changed by dragging). The management of their accesses is integrated (from the INVITES button); their accesses can be different. Create a linked space by clicking + 1 SPACE. You indicate its name. You decide if you duplicate in this new space a space of the same group or a space of your subscription: the title of the folders only or also their contents, and then if the author of the addition of each document is visible or not. You choose the rights of the guests. You may define advanced functions (type of addition made by a guest and Space +). Validate.

Managing your guests

Click INVITES. Pilot the guest accesses with the pictograms: clicking on the red picto turns it to green and gives the guest access to the space concerned (the reverse deletes the existing access), but only after SAVE MODIFICATIONS. You send an invitation message (click ADD WITH MESSAGE) or you invite without a new invitation message (click ADD WITHOUT MESSAGE). A green picto tells you if your guest has logged in or not. Click on the pencil to change his name, first name or organization and on the trash can to delete a guest on all the spaces of the subscription.

Managing your administrators

Click ADMINISTRATORS. Pilot the administrator accesses with the pictograms: clicking on the red picto turns it to green and gives the administrator access to the concerned space (the reverse removes the existing access), but only after SAVE MODIFICATIONS. Click on the pencil to modify the name, first name, organization or e-mail of an administrator on all the spaces he administers. Click on the trash can to delete an administrator on all spaces of the subscription.

Delete a space

Click DELETE SPACE to permanently delete an entire space. The deletion is guaranteed and there is no possibility to recover its content.

