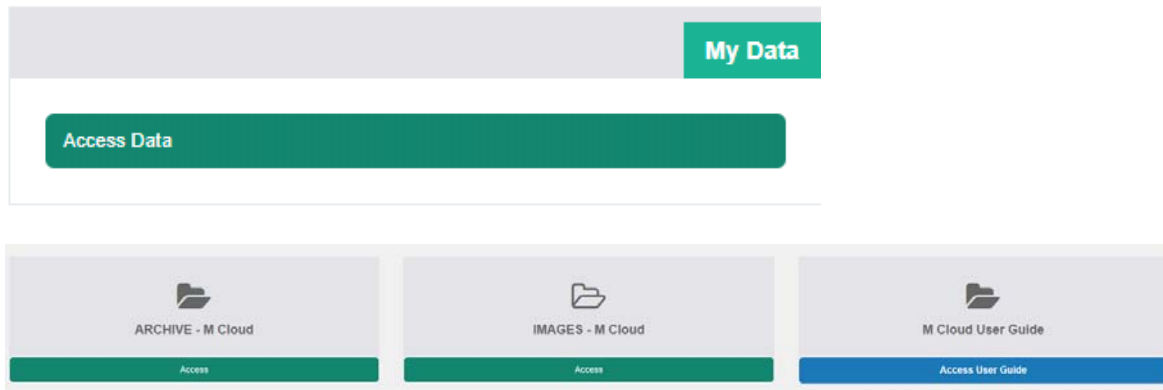# M Cloud User Guide

V1.0 25/07/2019

Overview

M Cloud provides the secured online remote data access, mainly download and upload for MWAC data service. Sign in ACLS to access M Cloud data service via My Data.
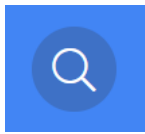

Navigation

The left pane is known as the Navigation Pane.

It shows you which folders you are currently accessing. It only displays folders, not files. You can click on a folder to display its contents in the main panel.

Folders are denoted by the folder symbol ( )

Search

Clicking the search icon will enable search mode. To go back to your files, click the search button again.

To search, you must ensure that 'Name' or 'Type' or 'Metadata' is selected.
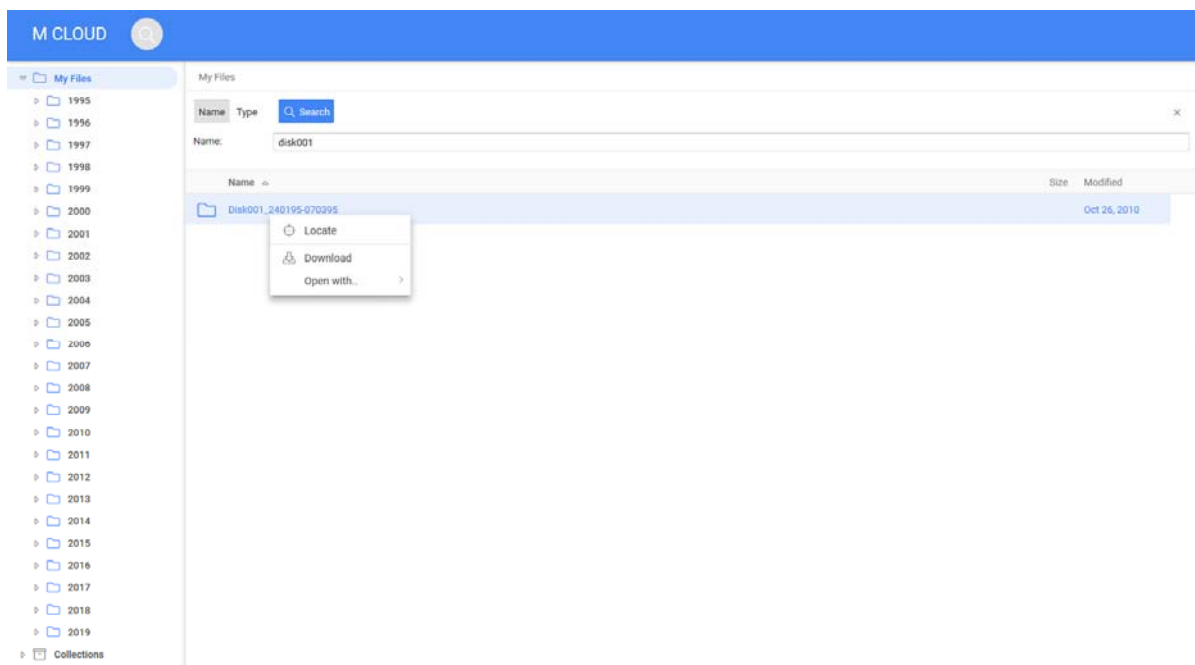

In this example, 'Name' is selected as it has a grey box around it. This searches by name. Selecting these fields will give you search boxes to customize your search.

This search will only be carried out in the folder that you were in when you selected the search button. If you wish to search every single directory, then make sure you are in the root directory before pressing the search button. You can change directories with the navigation pane, while still in search mode.

Downloading Files

Right click a folder or file and click on the 'Download' button.

If you download a folder, it will download as a zipped file. To access the folder contents after downloading, you will have to unzip it. On Windows, this can be done by right clicking the file and selecting 'Extract All'.
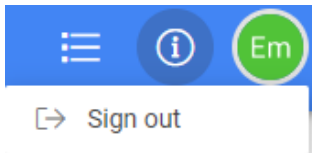
Uploading or Creating New Files

Uploading files or creating new files is reserved for special circumstances only. Contact ACLS support team if it is necessary.

Refresh Button

If new files have been added while the page is still open, then pressing the Refresh button will update your page with the new changes.

Sign Out

To access the different data drives on M Cloud, you must sign out the current account so to clear the browser session cache. If not, access always goes to the last drive entry.