

# YOUR BUSINESS WITHIN REACH

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# Welcome to BrilCloud

BrilCloud is your very own online storage on the go. Keep all your important data, music, videos, photos and documents in one place and have the freedom to access your files wherever you go. Utilising a network of online storage where data is securely kept, BrilCloud gives you the ability to store your files without the need to install additional storage space on your electronic devices.

BrilCloud is always there for you – with web-based technology, you can access your files anywhere in the world with Internet connection. Computers, tablets and smartphones with any operating system can access BrilCloud using a web browser or native applications (Android and iOS).<sup>1</sup>

#### HG892854 New 🛉 Trash Size Modified Name -0 B 3 days ago Pictures 0 B 3 days ago Л 662.7 kB 3 days ago photos 3 folders 662.7 kB/50GB

#### <sup>[1]</sup>Mobile apps are subject to availability.



# Overview

After logging into BrilCloud through your Virtual Office, you will be redirected to BrilCloud's main web interface:



The web interface comprises of the following items:

- 1. **Navigation bar**: Allows navigation between different parts of BrilCloud, categorised by application.
- 2. **Application view**: This is where contents in each application are listed. By default, this will show all your files and directory (file view).
- 3. **New/Upload button**: This allows you to create new files or upload existing ones from your device.
- 4. Search/Settings: Allows you to look for files and directories.

# **Your Profile**





As a user, you can change your personal settings by clicking on your username on the topright of BrilCloud and choose *Personal*.

• In the beginning of the page, you will see your usage and available quota and the download links for the BrilCloud Mobile and Desktop App.

• You can change your password. For that, you need to enter your current and new password in the field named *Password*. If you would like to be able to recover your password via email, fill the email field with the one that you are currently using.

• By default, your image will have the initial of your username. This image is currently used in editing documents. You can either upload a new image or choose one from the existing images on your BrilCloud photo galleries.

# Files & Synchronisation

#### Accessing your Files (Web Interface)

Your BrilCloud files can be accessed from anywhere by using the BrilCloud web interface. You can easily view, move, rename, download, share and delete your files. If *Version Control* is enabled, you can also revert a file back to specific versions. See *Version Control* for details.

photos					662.7 kB	3 days ago	
BrilCloud brochure.pdf	🖋 Rename	Download	Versions	< Share	206.9 kB	seconds ago	×
3 folders and 1 file					869.6 kB		

By hovering your cursor over a file, you will be provided with some file operation options. You can rename, download and share your file.

#### Navigating inside your BrilCloud

To navigate through folders in your BrilCloud, you can simply click on a folder name. The navigation bar will show your current directory:



You can click on one of the upper directories to navigate up or use home icon to navigate to your home folder.



### **Creating/uploading files**

You can create files by simply clicking on the *New* button. You will be presented with three options to choose from:



- Text file will create a simple text file.
- *Folder* will create a folder in the current folder.
- *From link* will download the file from the provided link and place it into the current folder.

#### **Selecting files**

You can select one or more files by clicking on the small thumbnails or file icons. To select all files in the current directory, use the checkbox just above the first file/folder in the list.

If you select multiple files, selected files can be deleted or downloaded as ZIP files.

#### **Viewing files**

BrilCloud can display uncompressed text files, PDFs, and image files by simply clicking on the file name. If the file cannot be displayed, the download process will start.

#### **Moving files**

In BrilCloud web interface, file(s) can be moved by dragging and dropping them into a sub-directory. If you would like to move a directory to an upper directory, drag the file(s) into one of the folders shown in the navigation bar.

#### **Sharing files**

Any file/folder on BrilCloud can be shared with and downloaded by a local user, group or any person online with the file's public link. Shared files/folders will show a *Shared* text next to their names.

To share a file/folder, hover your cursor on the item in the files app and click *Share*. You will be provided with some options:



Share with user	
Share link	
http://brilcloud.com/public.ph	p?service=files&t=fbc
Password protect	
Password	
Email link to person	Send
Set expiration date	
Expiration date	

Share dialogue-

- The first field is to share this file/folder with BrilCloud Users. This is very useful if you want to create a quick share with another BrilCloud User.
- If you click on *Share link*, the other options will be visible. Since this link allows everyone to download this file/folder, you may want to protect the share file with a password. To do that, click on *Password protect* and set a password.
- If this share is a folder, you will also have the option to enable uploads into this folder using the provided link. You can give multiple users the permission to upload the file into this folder.
- You can share the files with multiple users by separating the email addresses with space when sending the link.
- You also have the option to set the expiry date to your shared links.

If you type a user to the *share with* field, you will be given extra sharing options such as informing via email, letting users edit (create, update, delete, re-share) the share. To revoke permissions from users, simply click on *delete* icon on the user's name.

#### **Version Control**

BrilCloud supports simple version control for files. Version control creates backups of files which are accessible via the Versions link. This link contains the history of the file where you can roll back a file to any previous version. Changes made at intervals greater than two minutes are saved in data/ [user]/versions, and made accessible using the above pages.

To restore a specific version of a file, hover your cursor on a file and click *Versions* link. If any version is available, you should see a list like the image below:



Clicking on Restore next to any version will revert the file to that version.

The version control automatically expires old versions to make sure that the user doesn't run out of space.

Version control feature will never use more that 50% of the user's currently available space.

# **Deleted** Files

BrilCloud keeps a copy of your deleted files in case you need them again. To make sure that the user doesn't run out of memory, the Deleted Files feature manages the size of the deleted files for the user. The app takes care to never use more that 50% of your currently available free space. If your deleted files exceed this limit, BrilCloud deletes the oldest versions until it meets the memory usage limit again.

Deleted files can be found by clicking on the *Deleted files* button on *Files* feature of the web interface. You can either restore or permanently delete using appropriate buttons.

BrilCloud also checks the age of deleted files every time new files are added to the deleted files. By default, deleted files stay in the trash bin for 180 days. Additionally, BrilCloud calculates the maximum available space every time a new file is added. If the deleted files exceed the new maximum allowed space, BrilCloud will expire old deleted files until the limit is met once again.

## Desktop Synchronisation <sup>[2]</sup>

For synchronising files with your desktop computer, we recommend using the `BrilCloud Client` for Windows and Mac OS X.

The BrilCloud Desktop Client enables you to connect to your private BrilCloud Server. You can create folders in your home directory, and keep the contents of those folders synced with your BrilCloud server. Simply copy a file into the directory and the BrilCloud desktop client does the rest. Make a change to the files on one computer, and it will sync with your other computers that are connected with BrilCloud. Always have your latest files with you wherever you are.

<sup>[2]</sup> Desktop Synchronisation is subject to availability



## Storage Quota

BrilCloud makes it possible to specify a storage quota for users which is the **maximum space** a user is allowed to use for files located in their individual home storage.

#### Checking the available space

You can check your available space by going to the *Personal* page from the top-right menu.

#### Sharing

When sharing files or directories, their used space is counted in the owner's quota.

#### **Shared files**

If user A shares a file with user B, the size of the file will be counted towards the user A's storage quote, even if the file is modified or its size is increased by user B.

#### **Shared directories**

If user A shares a directory with user B, any file that is modified or uploaded by user B inside of the directory will be counted towards user A's used space.

#### Resharing

When resharing a file or a directory, the used space is still counted in the quota of the owner who shared it initially.

#### Excluded from quota

#### Metadata and cache

Application metadata and cached information are excluded from the total used space.

Such data could be thumbnails (icon previews, pictures app), temporary files, encryption keys, etc.

Some features also store information directly in the database (not as files) like the Calendar and Contacts feature. This data is also excluded from the total used space.

#### **Deleted files**

When deleting files, the files will be moved to the Trash bin. These files will not be counted in the user's used space.



# **Contacts & Calendar**

#### **Using the Contacts Feature**

The contacts feature of BrilCloud is like any other mobile contact feature but with more functionality. When you access your account, you will get the default address book.

#### **Adding contacts**

There are two ways you can add contacts:

- 1. Adding by VCF file
- 2. Manual adding

#### Importing

Click on the gear button at the bottom:

~			
-			

#### Contact settings icon-

Once you've clicked it, an up arrow button which lets you upload files will be shown:

0	
Address books	<∔®≠×
+ Add Address Book	
Import	
	+

Contact file upload icon -

After choosing an address book to import into, click on the arrow. The upload window will open and let you choose your files. You can upload the files one by one or upload all of them at one go.





Picking VCF files -

After upload, the interface will automatically place your contacts into BrilCloud.

#### **Create contacts manually**

On the left side of contacts feature, you will see the new contact button. Click on it and add all information about the contact: the name, the address, the email, the telephone, etc.

Just click on a field and start typing the information. You can use the *Add Fiel*d button to add other types of information for this contact.

+ New Contact			Notes go here	
+ New Group	Name Sologia			
All 0	Nickname	¢		
Not grouped	Title			
	Organization			
	Birthday	06.03.2014		
	Cancel			

Empty contact view –

When you want to remove your contact information, just click on little *delete* icon at the right of the field you want to remove.



#### Adding picture to the contact

There are two methods in which you can give a picture ID to the specific contact:



Contact picture options -

#### 1. Direct upload

#### 2. From BrilCloud photo galleries

After you have selected the picture for the contact, you will get an option to crop the picture to suit your requirements.



Cropping contact picture -

You can crop the picture however you wish and then press OK.

As you can see, it is really easy to set things right in contact feature. It automatically picks up the first name, middle name (if any) and the last name You may add or delete any section you want at your own convenience.



#### Creating new address books

When you click on *settings* button situated at the bottom, you will have access to the application's settings. Then, you will be shown all available address books to access the options.

0		
Address books	<+®∮×	
Display name	Add	
Import		
	<b>+</b>	

Address book options -

There, you have the ability to add, delete, download or share your address books. Hover your cursor on every icon to see what they mean.

# **Using the Calendar Feature**

### **Creating a calendar**



Calendar view -

When using the calendar feature for the first time, the Default calendar. You can manage your calendars with a click on the *Calendar* button in the top right corner. In the dialogue box, which will appear, you can add, edit, export, enable, disable and/or delete your calendars.



## **Creating events**

To create an event just click, on the date in the month view or choose the time frame in the week view. In the dialogue which will appear, you can enter the necessary information.

Create a new eve	nt			×
Eventinfo Re	peating			
Title of the	Event			
from 30-03-2014	17:00			
All Day Event	to	30-03-2014	17:00	
Advanced options	3			
				Create event

With *Advanced* options, you can set the description, the location and the repetition of an event. You can choose to repeat your event every weekday or bi-weekly.