Manual for Mett-users

1   Mett : Online Project Management Tool

Mett is an online tool to share documents, discuss topics and plan activities. It is a replacement of ProjectPlace. The tool is hosted by Uniresearch.

Online meetings organised by Uniresearch will be planned via GoToMeeting.
Good to know:
- Documents can be downloaded, uploaded, commented, shared and new versions can be processed. Please note that editing documents online is not (yet) possible.
- Use @<name> to address a file/topic to someone or a group

In case of any questions, please contact Uniresearch at:
projectsupport@uniresearch.com
+31 15 275 4000

In this manual the following topics are explained:

2   Contents

Please note: after clicking on a page/document, the page first needs to reload before jumping to next page/document.

3   How to log in

You can find Mett on https://uniresearch.mett.nl/.

If you do not have an account yet: please create a new password with your e-mail address used for correspondence with Uniresearch.

For some, an invitation has been sent with a link (valid for 24 hours) to set up your password. When this link has expired, you can click on 'create new password' to resend a new valid link.

To make life easier: after you logged in, please: change the settings for the password expiration time to 180 days instead of 30 days (Name > Settings > Security > Password expiration date)

a. Profile

Next to your name you can click on the arrow and go to your profile.
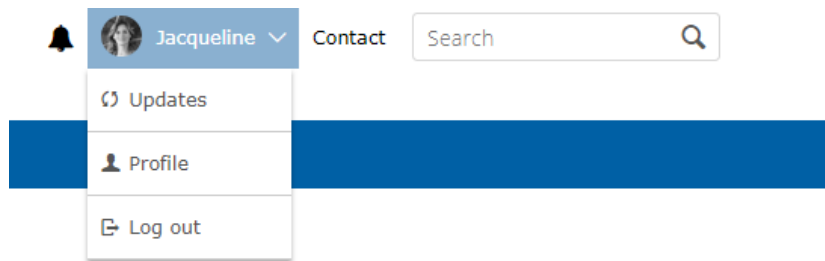
1. In *edit profile* you can change your personal information when necessary as well as your login credentials. Please do not forget to save when finished! (scroll all the way down)

2. Under *settings* you can change your language in Mett to Dutch, English, French or Spanish. Currently, all profiles are in English as this makes it easier to communicate. We advise not to change the language.

   When preferred, you can upload a personal profile picture in Mett.

4   The different roles

<u>Please note</u>: for each individual group it has been selected by the project manager which permissions should be available for this group. Therefore, it could occur that you are only able to add files and are unable to delete a file. Whereas, your partner from the same project but in a different group could delete a file.

Every page / document has different permissions:

a.   Permission to view

b.   Permission to add (documents):

Contact list
👤 Wieteke van Balen   📅 10-01-2019 09:57   ⬇ 51 kB   📄 2   💬 0   ♡ 0

⚙

+ Add
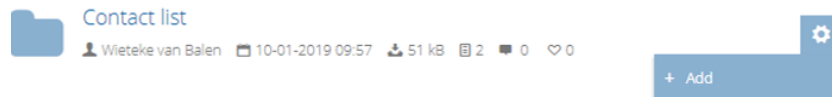
c.   Permission to edit (documents):

To edit a document, you first have to download the versions you would like to edit. When finished editing the document, please save it on your server. To put it on Mett:

1)   Please click on '+ new version' of the document (as seen below) you have now edited

Contact list
👤 Wieteke van Balen   📅 10-01-2019 09:57   ⬇ 51 kB   📄 2   💬 0   ♡ 0   ⚙

REDIFUEL_Holiday Schedule_Summer 2018.xlsx
👤 Irene Lamme   📅 24-01-2019 om 14:18:29   ⬇ 28 kB   🕐 v1   💬 0   ♡ 0   ⚙

+ New version

REDIFUEL_Project_Contactlist.xlsx
👤 Mette Blom   📅 06-02-2019 om 16:14:11   ⬇ 23 kB   🕐 v4   💬 0   ♡ 0

🔗 Copy link

⬇ Download

2)   Go to 'Add version' and drag the edited document from your server (or click on the middle part) - Don't forget to save!

Add version

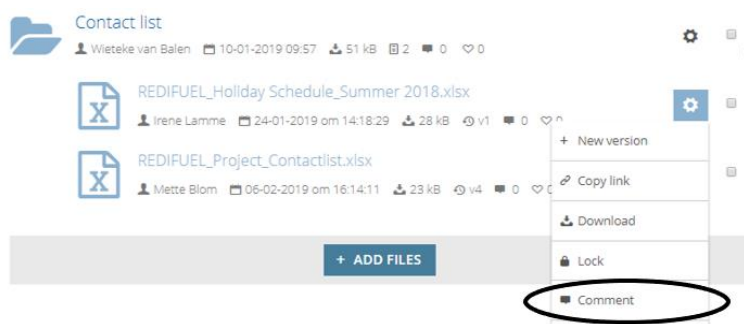| Filename	Size	Status
Klik hier of sleep je bestand hierheen.		

Your new version will appear as the most recent one. Older versions can be seen in 'Versions (underneath 'add version'.).

d.   Permission to delete (documents):
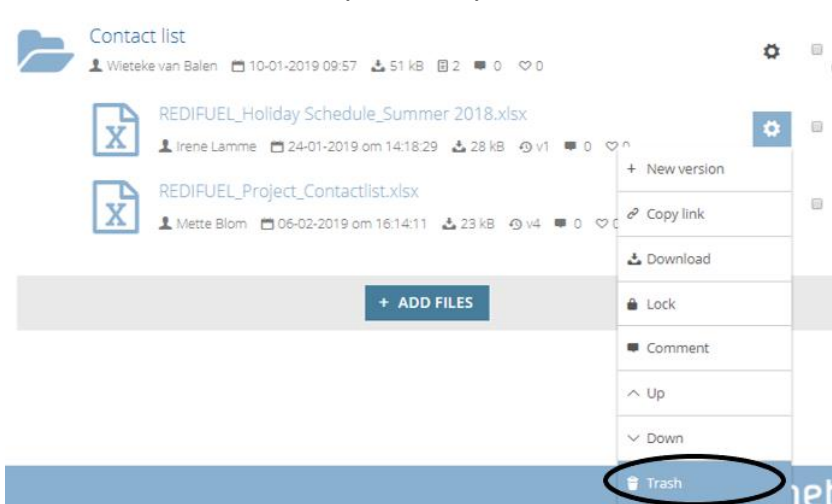
e.   Permission to comment (on documents):

5   How to upload documents

It is not possible to create folders within folders. When uploaded, the documents/files will appear in the folder underneath each other.

- When you want to **add** a document: go to the <u>folder</u> you would like to change, click on the wheel as seen below and click on '+ Add'.

Documents
👤 Irene Lamme 📅 21-01-2019 om 14:04:27 ⬇ 5 MB 📄 2 💬 0 ♡ 0

- When you want to **change** a document in a folder: Please download the current document first. After editing the document, save it on your server. Then:
  1. Go to the current document you would like to change.
  2. Click on the wheel > + New version > drag the new document from your server to 'Add version'.
  3. Click on save.

Under 'Versions' you can see how many versions exist, when they were uploaded and by whom. The most recent version will appear in the folder.

5.1   Sending documents/files:

Please click on the wheel on the right of a document when you would like to send it via email to another person in the group.
To send a file: please click on the box on the right of the wheel and go to share as seen below.

Search	🔍 SEARCH

Documents
👤 Irene Lamme 📅 21-01-2019 om 14:04:27 ⬇ 5 MB 📄 2 💬 0 ♡ 0
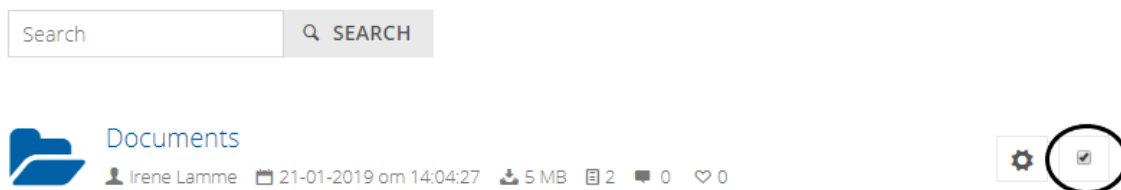
<u>Please note</u>: if the option to add is missing, you do not have the right permissions to do so.

5.2   Add files:

Optional – only the right permissions (Coordination Group).
  1) First create a folder by clicking on '+add files' as seen below.

01-Contractual
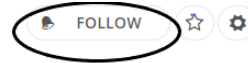
Search	🔍 SEARCH

+ ADD FILES

  2) Click on 'create new folder' and choose a name. It is not necessary to add a description or tags. Click on 'Next'. Now you can drag/upload documents/files into the folder.

6   Mett – extra options

1. In your profile you can find the option '**my notifications**'. For all documents in your project you can follow its activities (click on 'follow' on the right corner on the page of the document) and quickly find the documents with its files.

Under 'my notifications' in your profile you can find the documents you follow.

2. In your profile you can also find the option '**my favorites**'. For pages and/or items you can click on the star on the right corner and make it a favorite. By doing so, you can quickly find your favorite/regularly used pages in your profile.

7   Project structure
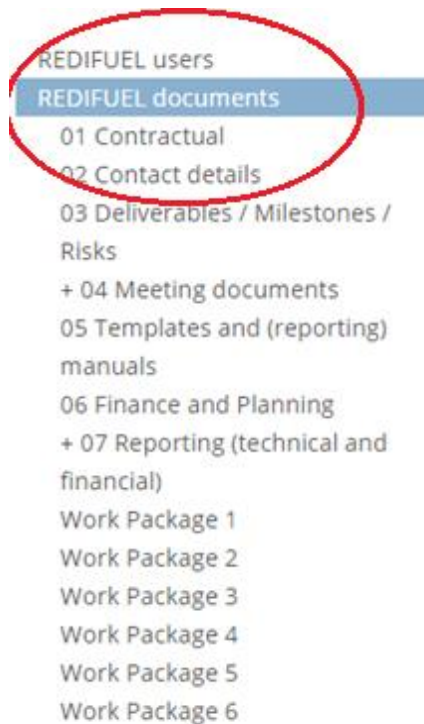
All members for the project can be found under 'PROJECT users/Consortium/members'.
To find the complete project structure: please use the 'PROJECT documents'-page to navigate through all documents as seen on the left.

1. In 'PROJECT users' you can find all the members in this project. In 'PROJECT groups' (this will appear on the same panel under 'PROJECT users' when on the users-page) you can find you different the groups with its members.

2. In 'PROJECT documents' the project structure is visible with its pages. Click on the page you need (e.g. Contact details) to excess the file with the contact list. If a + is placed in front of the page name, it means that the page is divided in subpages (with its own files).

3. In 'PROJECT Tasks' different tasks can be scheduled by users with the right permissions. For each task, a start date and deadline can be set; its status can be updated; its progress can be tracked, and how high its priority is can be chosen.

8   How to invite a partner

Uniresearch has invited the current users via E-mail. We can also invite users individually. Please contact Uniresearch when this is required at:
projectsupport@uniresearch.com
+31 15 275 4000