

Auditor Cloud

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Login to the web storage Auditor Cloud

You can log in at <https://cloud.auditor.eu>. You can use any Internet browser (Chrome, Firefox, Internet Explorer, Opera etc.).

At the web page please enter your username and password.

AUDITOR
Audit ▪ Tax ▪ Accounting

prihlasovaci_jmeno

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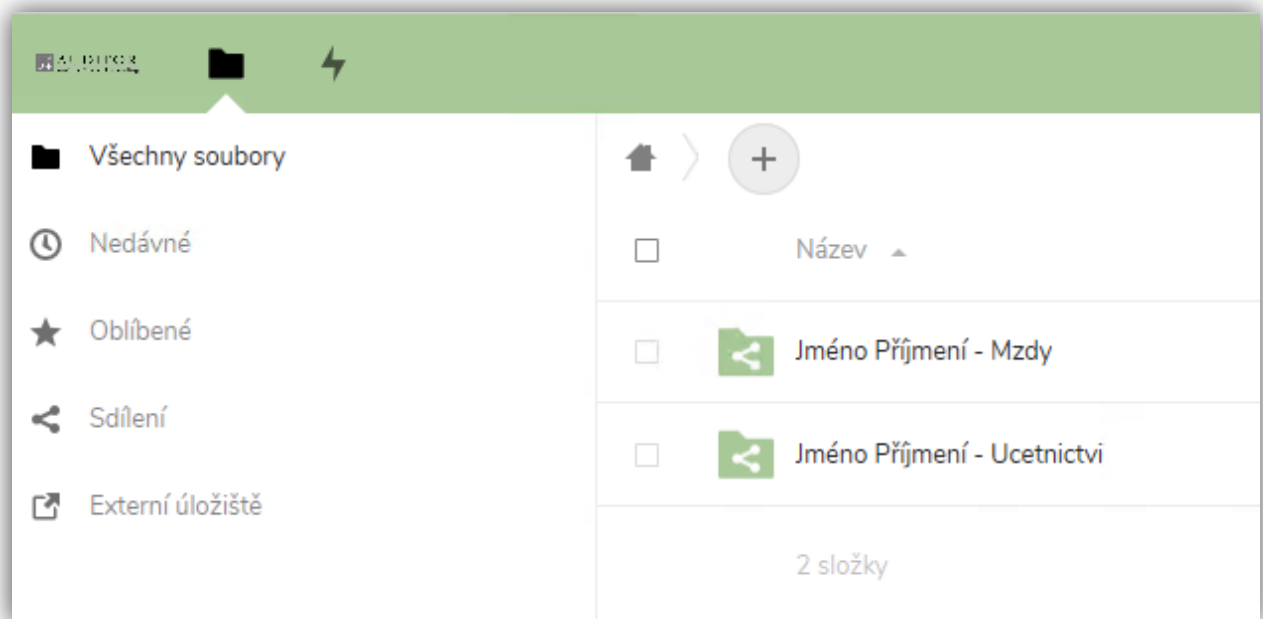
Přihlásit →

Zapomněli jste heslo?

After a successful login you will be redirected to the default data storage view.

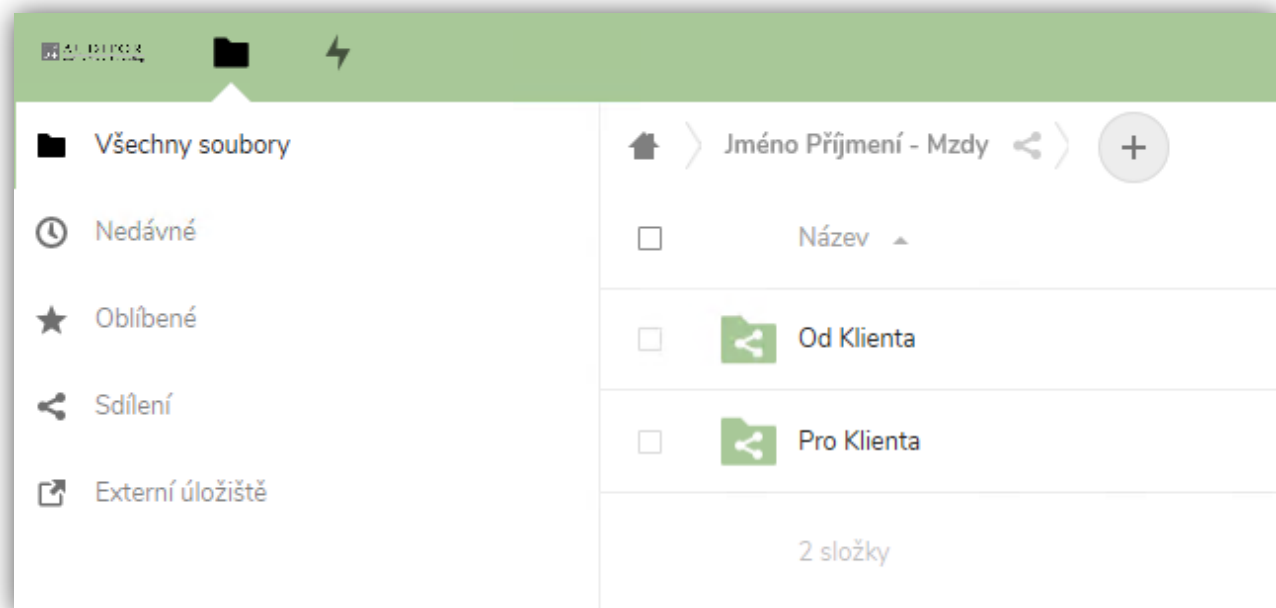
Depending on the data type you share through the Auditor Cloud, you will see folders in the following form:

“Name Surname – Payroll” or “Name Surname – Accounting”.



Each folder contains 2 additional subfolders. This is used to separate data:

- **From the Client** – in this folder you upload data for Auditor spol. s r.o.
- **For the Client** – here you find the data Auditor spol. s r.o. shares with you

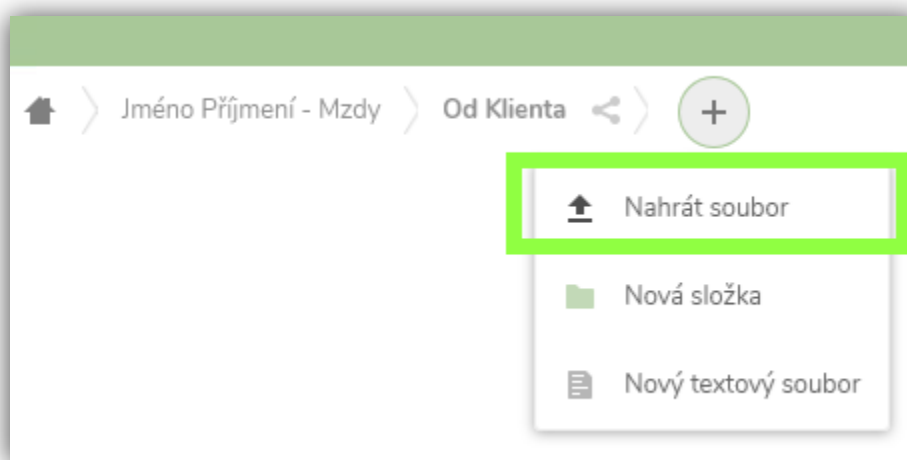


Uploading data

Please note that the uploaded data is available for download for 15 days.

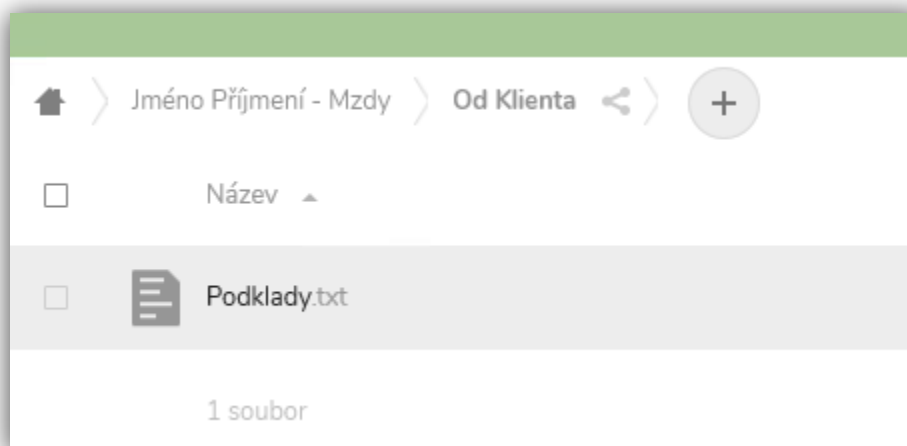
Please upload your data always into the folder "From the Client"; this is how we recognize the data from you to be processed by us.

For upload, go into the folder "From the Client" and click on "+", then choose "Download file".



There will be a dialog box shown where you choose files from your PC. Mark the respective files, and confirm by selecting "Open".

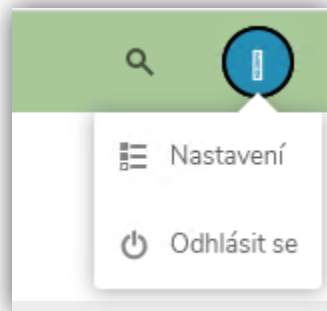
After a successful upload the file will be displayed.



You will receive an email confirmation of a successful upload. We will receive the confirmation as well, so you don't need to inform us.

This also works the other way around. When we upload a file for your, you instantly get an email informing about new files to be downloaded.

If you do not want to be notified by an email, you can disable this option in settings in the upper right corner.



Pošta	Proud	
<input type="checkbox"/>	<input type="checkbox"/>	Byl vytvořen nový soubor nebo složka
<input type="checkbox"/>	<input type="checkbox"/>	Soubor nebo adresář byl změněn nebo přejmenován

In settings, select "Activity" on the left side and deselect the following options.

You don't need to confirm the settings, as these are automatically saved.

Downloading data

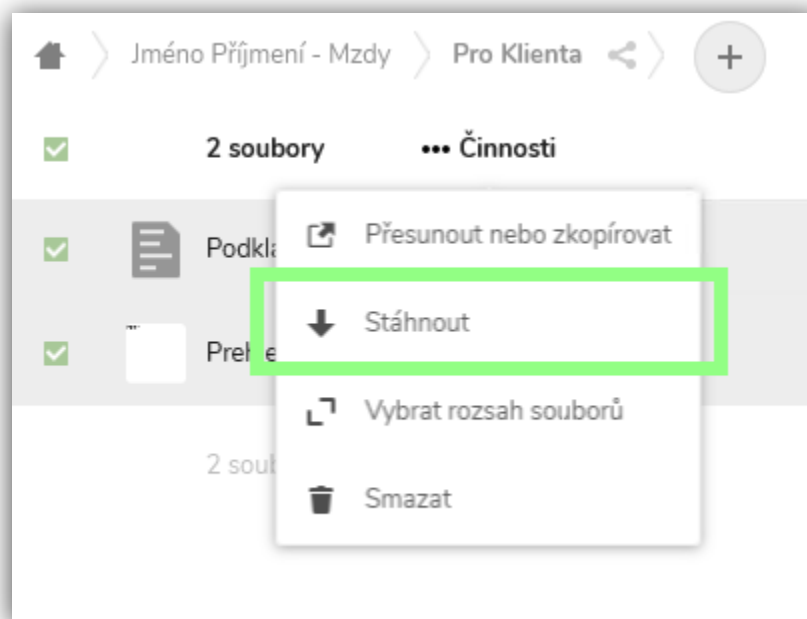
Please note that the uploaded data is available for download for 15 days.

When you receive an email about new data in the folder “For the Client”, please follow these steps:

Log in to the web storage (see the first tutorial section).

Then go to the folder “**For the Client**”.

Select files you want to download and choose **Activity->Download**



History of the uploaded files

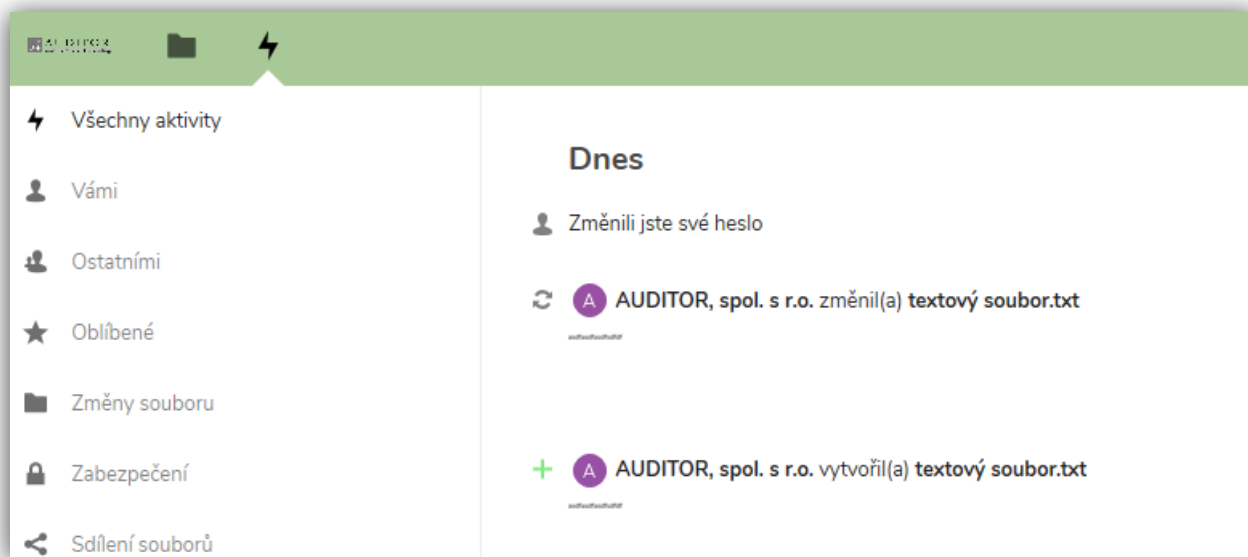
The data storage keeps track of the change history. To view it, please follow these steps:

After logging into the web storage, choose the option Activity in the upper right corner.

When a window opens, under “All activities” you will see changes from all users who have



access to your data.

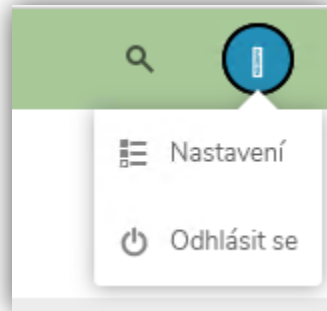


Password change

If necessary, you can change your password as follows:

Log in to the web storage (see the first tutorial section).

In the upper right corner click on “**Settings**”.



Then select **Security** to see the option to change your password. Fill in the existing password first and then the new password. Click on “change password” to confirm.

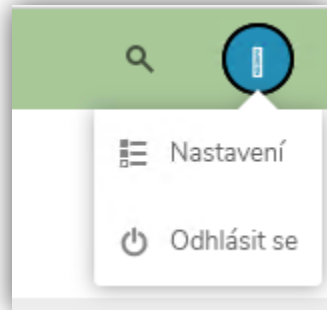
Once you have changed your password, log out from the web storage and try again with a new password. This will test if the new password is valid.

<p>i Osobní informace</p> <p>🔒 Zabezpečení</p> <p>⚡ Aktivita</p>	<h3>Heslo</h3> <p>stávající heslo</p> <p>Nové heslo</p> <p>Změnit heslo</p>
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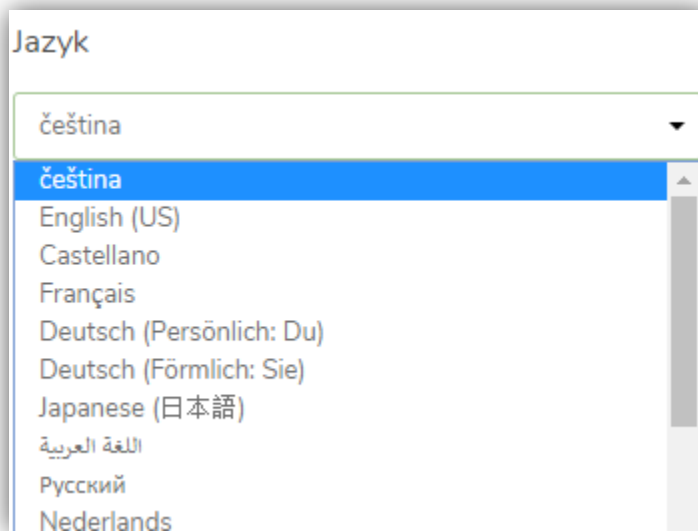
Language change

If the Auditor Cloud displays in a language you don't need, you can change the view.

After logging in go into **Settings**, here you can find the option **"Language"** and by clicking on the drop-down menu choose the language. You don't need to confirm the settings, as the language changes



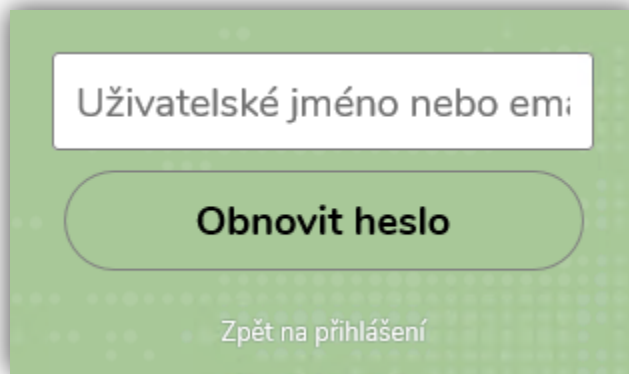
automatically.



Forgotten password

If you forgot your password, there's a possibility to reset it. You must have access to the email you have registered for the data storage.

On the login screen, select option "**Forgotten Password?**" Following table will be displayed:



The image shows a rectangular form with a light green background and a white border. At the top, there is a white rectangular input field containing the text "Uživatelské jméno nebo em:". Below this field is a large, rounded green button with the text "Obnovit heslo" in white. At the bottom of the form, there is a link that says "Zpět na přihlášení" in a smaller, lighter green font.

After filling in your **username or email**, choose "**Reset Password**" and, you will receive a link for a single password change to your email address.

If you have any questions please feel free to contact us.