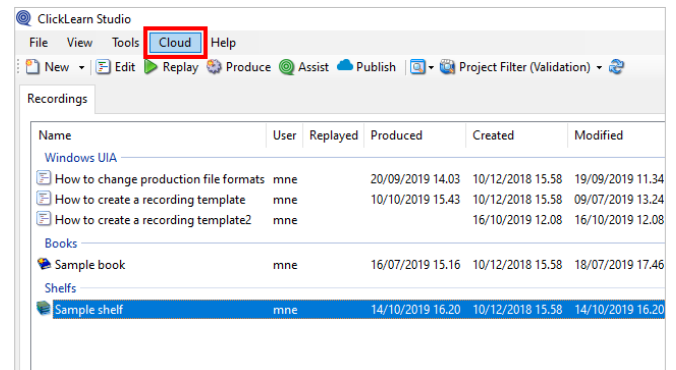


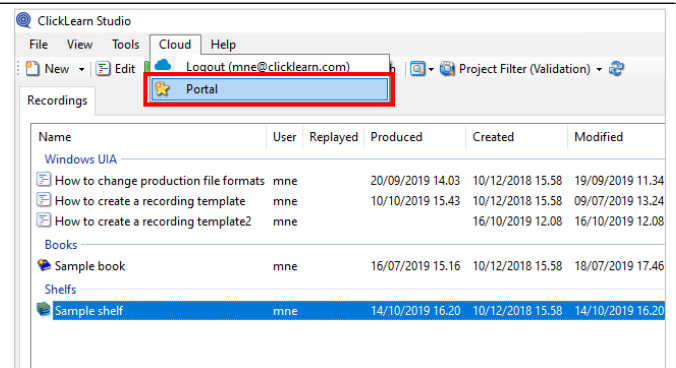
1. Create a Tracking ID 1
2. Apply a Tracking ID to a Shelf 3

1. Create a Tracking ID

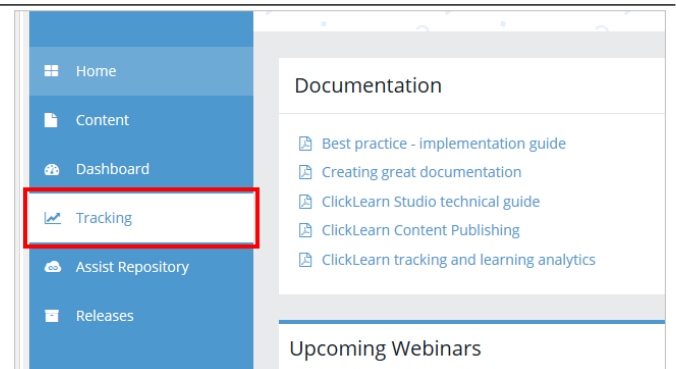
Click on the menu **Cloud**.
You may also press **Alt+C**.



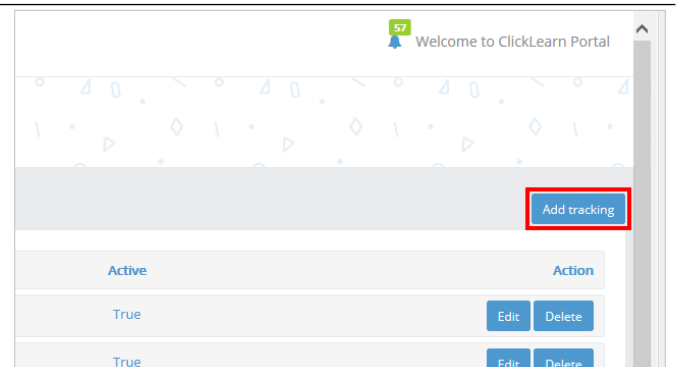
Click on the menu **Portal**.



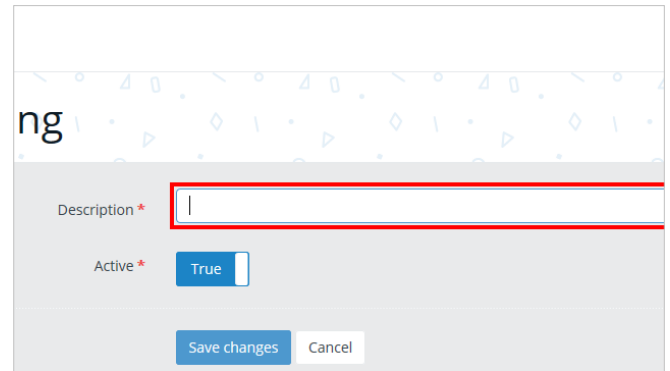
Click on the link **Tracking**



Click on the link **Add tracking**

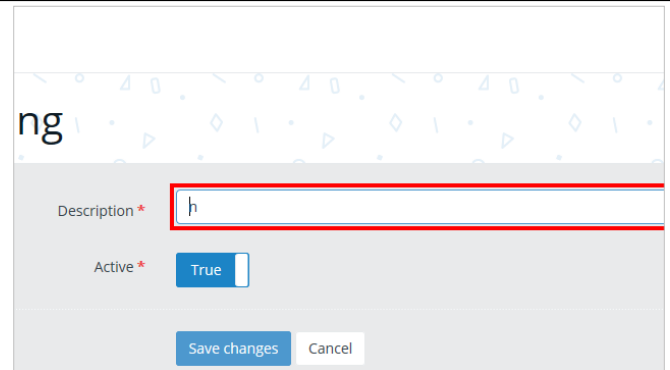


Click on the input field **Description***



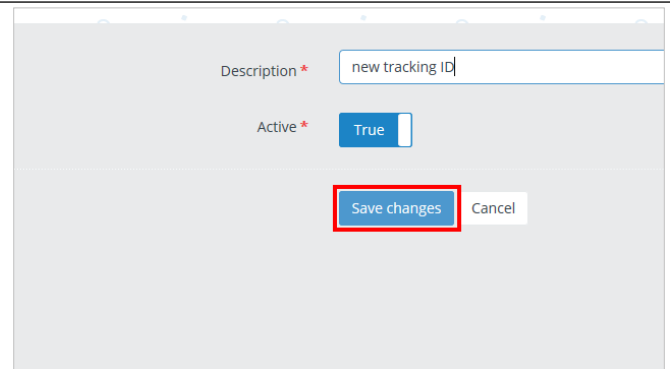
The screenshot shows a form with a 'Description*' input field, an 'Active*' toggle switch set to 'True', and 'Save changes' and 'Cancel' buttons. The 'Description*' field is highlighted with a red border.

Enter the text **new tracking ID**.



The screenshot shows the same form as before, but the 'Description*' input field now contains the text 'new tracking ID'. The 'Active*' toggle switch remains set to 'True'.

Click on the button **Save changes**



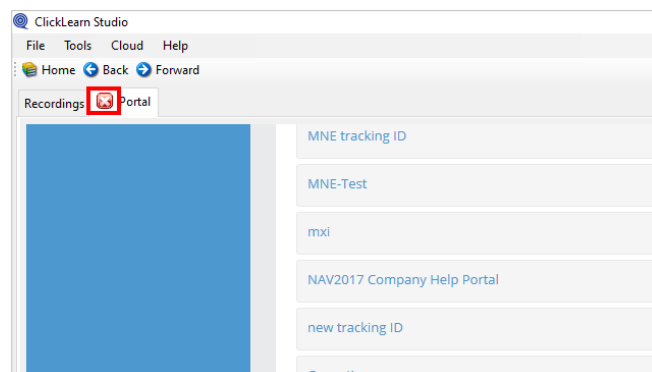
The screenshot shows the same form, but the 'Save changes' button is now highlighted with a red border. The 'Description*' field still contains 'new tracking ID'.

Click on **Copy link**



The screenshot shows a list of tracking IDs. The first ID, 'CL-JSV_04480d31-9d21-4100-a07e-47104aa30030', has a 'Copy link' button next to it, which is highlighted with a red border.

Click on the button **Close**

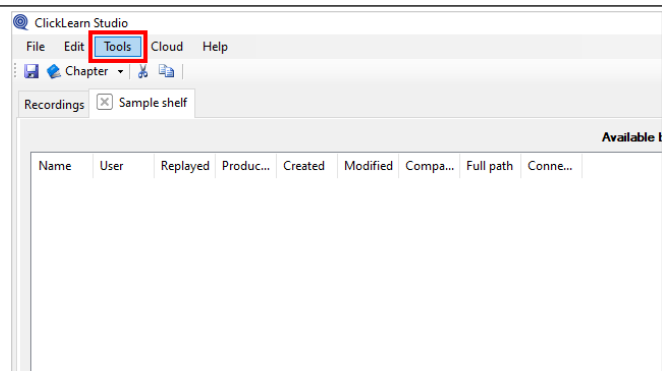


2. Apply a Tracking ID to a Shelf

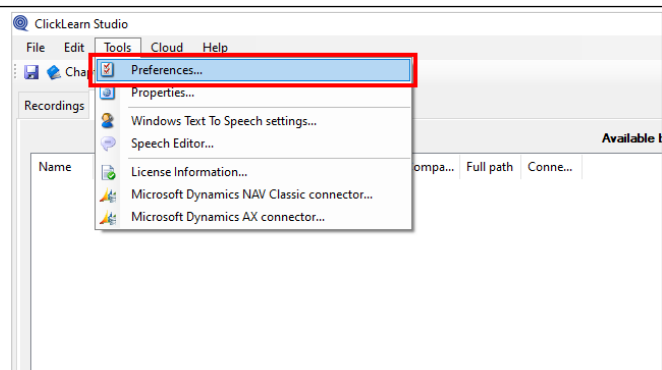
Double click on the list element **Sample shelf**.

Name	User	Replayed	Produced	Created	Modified
Windows UIA					
How to change production file formats	mne		20/09/2019 14.03	10/12/2018 15.58	19/09/2019 11.34
How to create a recording template	mne		10/10/2019 15.43	10/12/2018 15.58	09/07/2019 13.24
How to create a recording template2	mne			16/10/2019 12.08	16/10/2019 12.08
Books					
Sample book	mne		16/07/2019 15.16	10/12/2018 15.58	18/07/2019 17.46
Shelfs					
Sample shelf	mne		14/10/2019 16.20	10/12/2018 15.58	14/10/2019 16.20

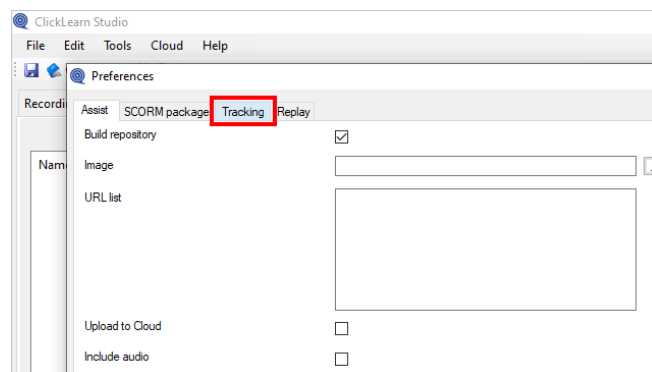
Click on the menu **Tools**.



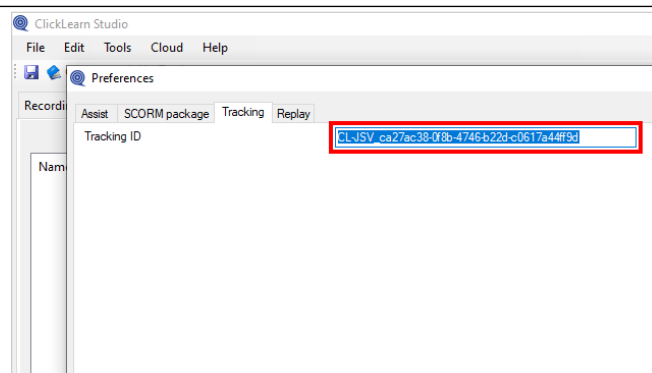
Click on the menu **Preferences...**



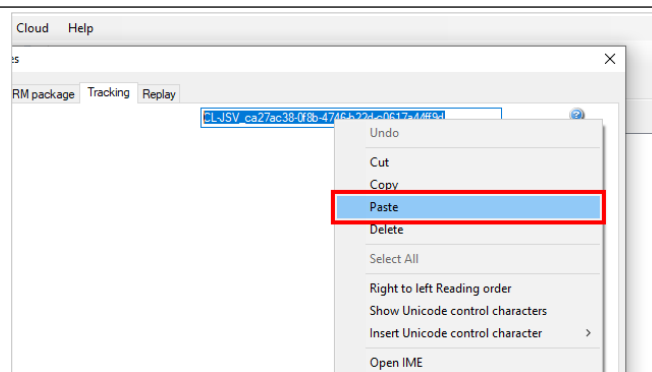
Click on the tab **Tracking**.



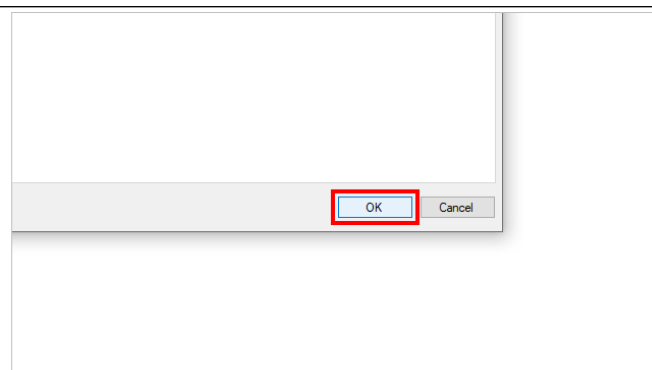
Right click on **Tracking ID**.



Click on the menu **Paste**.



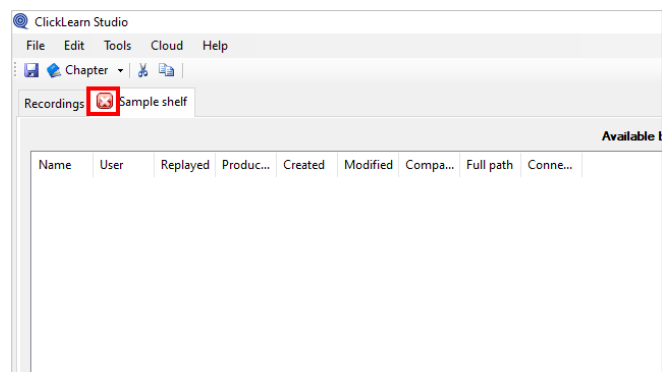
Click on the button **OK**.
You may also press **Alt+O**.



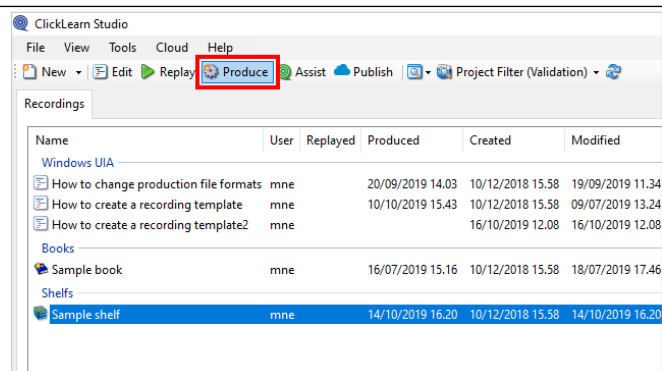
Click save if prompted

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Click on the button **Close**



Click on the button **Produce**.
You may also press **Alt+U**.



You can exchange this step with your preferred method of content deployment

Click on the button **Publish**.
You may also press **Alt+H**.

