

FilesAnywhere

USER GUIDE

ANDREW HARRISON

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I. Getting Started

i. Logging In

Need to know how to log in to your FilesAnywhere account? Having trouble logging in? Here you'll find step-by-step instructions for accessing your account, as well as some of the common problems you might encounter and how to solve them.

Personal accounts users should login to <https://www.FilesAnywhere.com>

Professional/Enterprise should login to the following:

Admin Site – <https://admin.FilesAnywhere.com/Company Code>

User Site – <https://private.FilesAnywhere.com/Company Code>

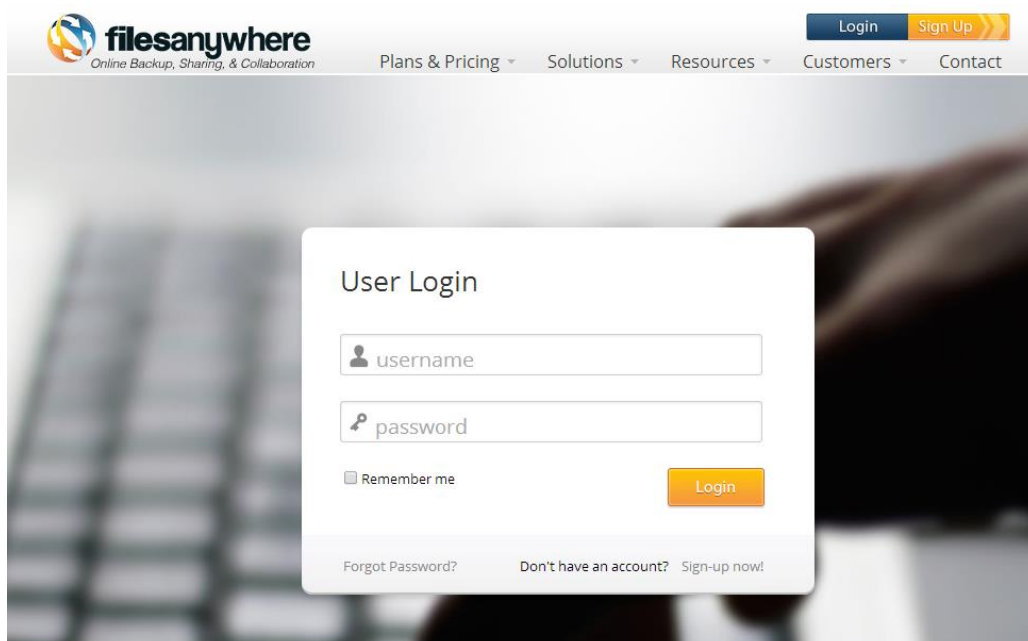
***Company Code** is unique to each **Professional/Enterprise** account. If you are unsure of what your Company Code is, please contact your administrator.

Let's Get Started:

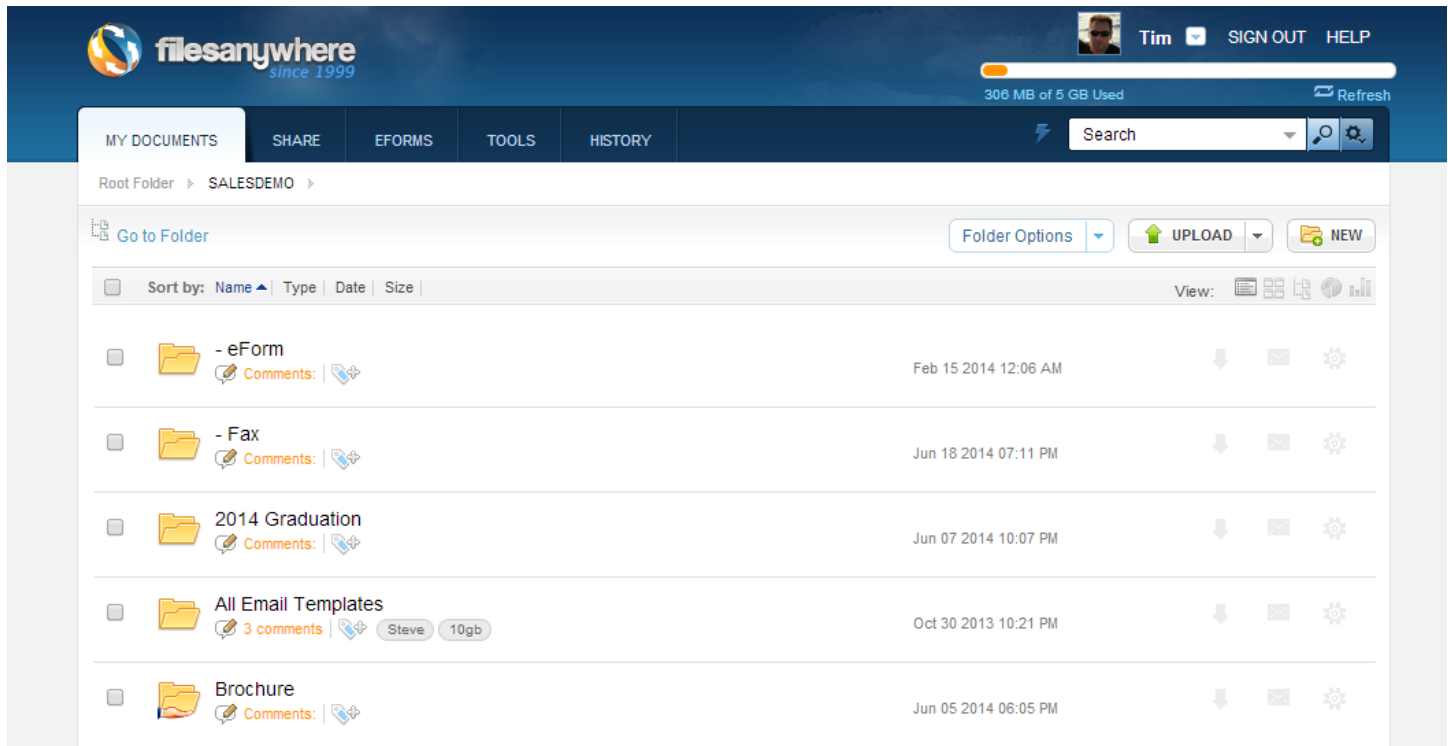
1. From the main page, click the blue "Login" button in the top right corner



2. Enter your Username and Password



3. The Main View page will displayed after logging in. The first time you open the web interface, it will take a moment to download the site content, but this shouldn't be a problem on future logins. Your browser will start caching this information to speed up the entire site dramatically during future visits.



Common Login Problems

Professional/Enterprise Accounts

Professional/Enterprise accounts have their own private home page. Please speak to your site administrator to obtain the correct web address for signing in.

Forgot Username/Password

Did you [forget or lose your username/password](#)? Don't worry, that happens to many customers. Simply click the Forgot Password link on the login screen. You'll be prompted to enter identifying information that allows us to recover your username/password and email you.

Problem with Password

Passwords ARE case-sensitive and must be alphanumeric, so please be sure follow the correct capitalization on passwords.

Session Timeout

The Timeout message appears normally after fifteen minutes of inactivity. If the Timeout message prevents you from logging in, it means that cookies or JavaScript are being blocked, or Content Filtering is enabled. [Click here](#) for instructions to resolve the Timeout message.

SSL Warning

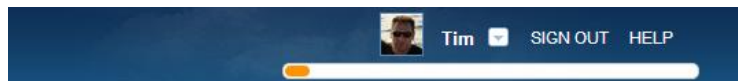
During the new user sign-up and in the user profile screen, you may choose the option to "Require SSL Login". This forces you to login using the SSL login option. This option may also be enforced by your designated administrator if you are part of a WorkGroup. To avoid this warning, bookmark the secure site <https://secure.FilesAnywhere.com>, and

always use this page when logging in. If you receive the warning about SSL from your Internet browser, *"You are about to view pages over a secure connection"*, you can avoid this in the future by checking the box *"In the future, do not show this warning"*.

ii. Logging Out

You've probably logged into an account somewhere on the web, then left the site without logging out. It's something that most Internet surfers don't give much thought. Did you know that when you login to a site, but don't logout, your session remains open in the background? This is true of your FilesAnywhere account as well. Even if you move on to visit other websites, you can return to FilesAnywhere using the **BACK** button on your browser and continue where you left off until you logout or shut down your web browser.

It's always best to logout of any session you begin on any site to protect your important information. If you do not logout and leave your computer unattended, it is possible for someone else to use the computer to return to your open FilesAnywhere session. You can find the SIGN OUT button in the top right-hand corner of your screen. Make this your friend!



Logging Out is Always Recommended

When you are finished with your current session, it's a good habit to logout. It only takes a second, but provides an added level of security. Logging out closes your open connection with the FilesAnywhere server, terminating the session connection to the FilesAnywhere web service. It prevents another user from accessing your account, especially if you are working on a computer shared with other users. This also clears resources reserved on our server to maintain your active session.

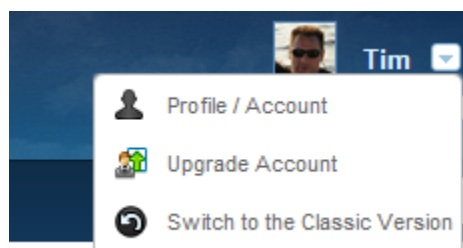
Automatic Logout Feature

In case you forget to logout, we have implemented an Automatic Logout security feature. After a long pause in activity, the Automatic Logout will close your session with FilesAnywhere. Then, any attempt to connect with the FilesAnywhere server from your earlier browser session will cause a Session Timeout warning to be displayed. After you press **OK** on the Session Timeout warning, the FilesAnywhere home page will be shown. You may login again to reopen the session with FilesAnywhere.

iii. Your Profile

Your profile stores lots of important information including your email address and contact information. That's why it's essential to keep it up-to-date. This article provides an overview of the Profile Options.

1. Click on your name in the top right corner to bring up the provided menu.
2. Select "**Profile/Account**"



Profile Options Tab

Need to [update your contact info](#)? Sure! The **Profile/Options** tab can assist you with just that. Make sure you save all changes made in your profile before navigating away!

Contact Info Section

Update or make changes to your contact information.

PROFILE OPTIONS



Name: Username

Primary Email: [cgibbs@filesanywhere.com](#) (change)

Secondary Email: [beaves05@aol.com](#) (change)

[Change Picture](#)

CONTACT INFO

First Name

Username

Last Name

Last Name

Company Name

Company Name

Job Title

Job Title

Phone

855syncnow

Cell Phone

Cell Phone

Address

Address

City

City

State

State

Zip Code

76021

Country

Country

[Update Information](#)

(i) Changing Contact Info

Need to update your contact information? We can certainly help you with that! It's a very simple procedure, but one that's important. Make sure that you make necessary changes to your contact information as soon as possible!

Let's Get Started:

1. Login to your FilesAnywhere account.
2. Click your account name in the top right and choose **Profile/Account**.



3. Proceed to the Contact Info section and make the appropriate changes.

PROFILE OPTIONS



Name: Dillon Spears
Primary Email: dspears@filesanywhere.com [\(change\)](#)
Secondary Email: [\(change\)](#)
[Change Picture](#)

CONTACT INFO

First Name	Last Name
<input type="text" value="Doug"/>	<input type="text" value="Smith"/>
Company Name	Job Title
<input type="text" value="Company Name"/>	<input type="text" value="Job Title"/>
Phone	Cell Phone
<input type="text" value="555-555-5555"/>	<input type="text"/>
Address	
<input type="text"/>	
City	State
<input type="text"/>	<input type="text"/>
Zip Code	Country
<input type="text"/>	<input type="text"/>

4. Click the **Update Information** button to save your new contact information to your account.

(ii) Changing Your Password

Whether for security reasons or easier access, it's fast and easy to change your password. You will need to know your current password in order to login, and after that, it's as simple as a few clicks. Just follow the steps below!

Let's Get Started:

Note: It's important to choose a strong password. FilesAnywhere recommends you select a password that contains seven or more alphanumeric characters, including at least one number. If you need more password security, consider a [Private Site](#).

1. Log into your FilesAnywhere account
2. Click your account name in the top right and choose **Profile/Account**



3. Choose **Password** on the left

A screenshot of the 'PASSWORD INFORMATION' form in the FilesAnywhere user interface. On the left is a vertical navigation menu with options: Profile, Password, User View Settings, Plan Information, Inbound Email Settings, FileShare Options, and Dropbox Options. The 'Password' option is selected. The main content area contains three input fields: '*Old Password', '*New Password', and '*Confirm Password'. A note next to the '*Old Password' field states 'Current password is required to change your password.' At the bottom of the form is a 'Save Changes' button.

4. Enter your old password
5. Enter you new password and confirm
6. Click **Save Changes**

Important Information About Password Changes

- Passwords are case sensitive.

- If you log out of your FilesAnywhere session immediately after a password change, please allow a few moments for the system to apply the new password. If you have any problems logging in with your new password, please [contact us](#).
- For security purposes, never give out your password and change your password at least every 90 days.
- **FilesAnywhere Private Sites** offer administrators the ability to set additional password requirements. If you're using a Personal plan and would like advanced password features, contact us to find out more about a [Private Site](#) today!

(iii) Changing Email Address

Well, this one is pretty self-explanatory! If you need to change the email address associated with your FilesAnywhere account, you can simply follow these instructions. Please note that Personal accounts may not make email changes.

Let's Get Started:

1. Login to your FilesAnywhere Account.
2. Click your account name in the top right and choose "**Profile/Account**"



3. Next to your Primary Email, click "**Change**".

PROFILE OPTIONS



Name: Dillon Spears

Primary Email: dspears@filesanywhere.com [\(change\)](#)

Secondary Email: [\(change\)](#)

[Change Picture](#)

CONTACT INFO

First Name

Doug

Last Name

Smith

Company Name

Company Name

Job Title

Job Title

Phone

555-555-5555

Cell Phone

Address

City

State

Zip Code

Country

[Update Information](#)

4. Enter your new email address and click the "**Change Email**" button.

Change Email Address ×

After entered your new email address, **go to that email account and click the link in the confirmation email** to complete this operation.

Enter a new email address

Primary Email ▼

[Change Email](#) [Cancel](#)

iv. Account Settings

Getting started with your FilesAnywhere account? How exciting! There's so much you can do with our feature-rich service, we know you're eager to begin sharing and collaborating. First we'd like to show you the Account Settings screen. It's a convenient place where you can review and update your billing information, make changes to your plan, and manage users. If you would like step-by-step instructions for changing information contained within the Account Settings screen, we also offer these tutorials:

- [Adding a Workgroup User](#)
- [Obtaining a Receipt](#)
- [Upgrading Your Account](#)
- [Updating Your Billing Information](#)

Account Details Section

PLAN INFORMATION

Current Plan
Advanced Plan

Storage Space
10 GB

Users
2

[Upgrade your Plan](#)

16.7 GB of 10 GB Used

Updated: Tuesday, January 15, 2013 6:48:06 PM [Refresh](#)

PLAN DETAILS

Account Type: Complimentary

Total Storage Space: **10 GB**

Account Status: Active

Fields within the Account Details Section:

- **Account Type:** Displays the type of account you have currently.
- **Drive Space:** Displays the total drive space available in your current plan.
- **Users:** Displays the total numbers of users in your current plan.
- **Upgrade you Plan:** Allows you to manually upgrade your storage space and amount of users.
- **Drive Space Utilized:** The bar is a graphic display of the space used/available in your account. Selecting the refresh button will recalculate storage and display the most current storage usage information. If you are over your allocated storage amount and would like to add more storage to your account, simply select the Upgrade your storage link in the Drive Space Utilized field.
- **Updated:** Displays the last time you refreshed your storage.
- **Account Type:** Displays the type of account you have currently.
- **Total Storage Space:** Displays the total amount of storage space your account covers.
- **Account Status:** Will display an active status for active accounts. If you have recently chosen to cancel your account and chosen to end your subscription at the end of the period, the pending cancellation date will be displayed.

Workgroup Details Section

Note: This section will only display if you have a multi-user account.

Account Settings

CGIBBS

ACCOUNT INFORMATION

Current Plan: **Advanced**

Workgroup Space: **10 GB**

Primary User / Space: **1/1** 8 GB

Sub Users / Space: **1/1** 2 GB

WORKGROUP USERS

Add WorkGroup Users

	Full Name	User Name	Email Address	Storage
<input type="checkbox"/>	USERNAME NAME	USERNAME01	charlie@filesanywhere.com	2 GB

Remove Selected Users Add Current User

Invite your Friends!
Enjoying your FilesAnywhere service? Simply click the button below and invite individuals to work the cloud.

Fields within the Workgroup Details Section:

- **WorkGroup Plan:** Display the account type and number of sub users allowed on the account.
- **Workgroup Space:** Displays the total storage space available to your account, including the primary and subaccounts.
- **Primary User Space:** Displays the number of primary accounts available to be assigned.
- **SubUsers Available:** Displays the number of subaccounts available to be assigned.
- **Add WorkGroup User Button:** Allows you to add a new Workgroup user.
- **Pencil Icon:** Allows you make changes to subaccounts, such as changing a password, permissions, or deleting a user.
- **Trashcan Icon:** Allows you to delete selected subaccounts.
- **Add Current User:** Add a user that already exists in the system. They should have been a part of your workgroup previously or should have the same Credit Card Details as yours.

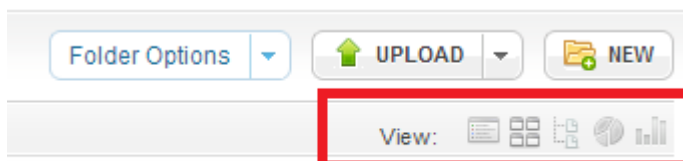
Important Information Regarding Account Settings

- One year, two year, and three year contracts are discounted.
- You may upgrade anytime by clicking **Upgrade Your Plan**.
- Upgrading from a free to a paid account with more than one user unlocks special features, including Media Streaming, full-text Search Index, Online Viewer, multiple user accounts are granted an inbound fax number, and .
- The Upgrade process is immediate; your account will reflect the new storage level when you log off and log in again.

v. Views

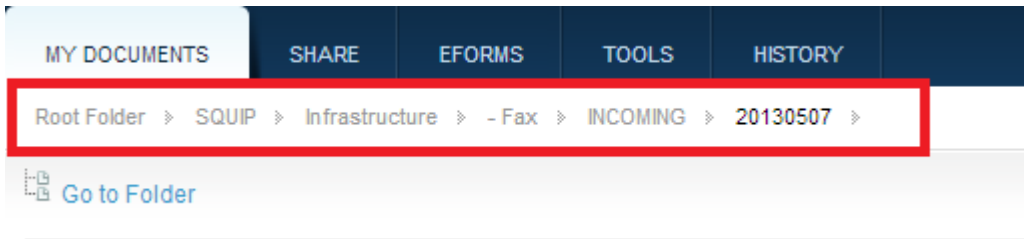
View Types

There are four different view types: List View, Icon View, Chart View, and Bar View. To switch between the views click on the icons below the Upload and New Folder buttons.



'Bread Crumbs'

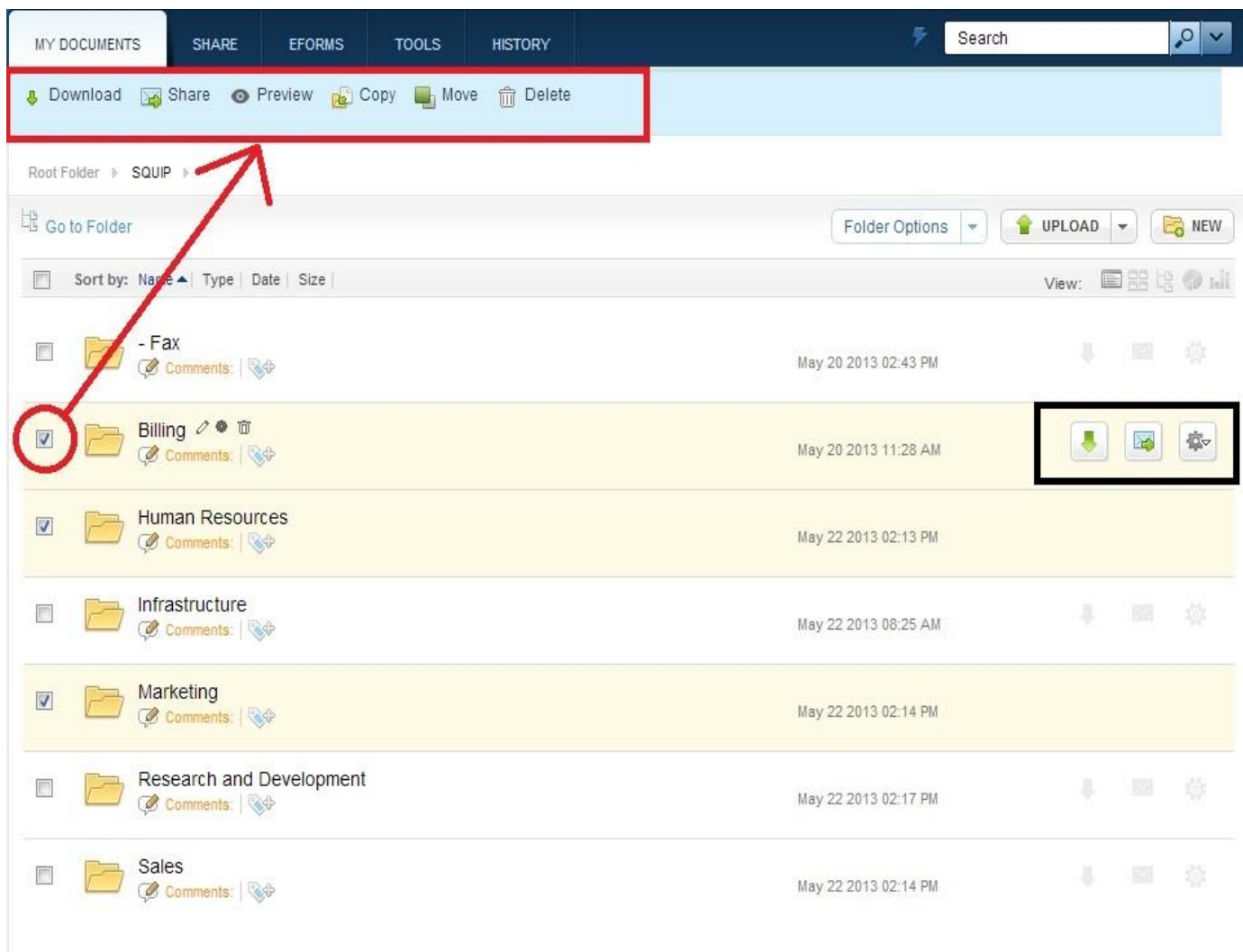
Each of the view types (excluding Tree View) contains a 'Bread Crumb' navigation bar. If you need to go back to another folder higher up in your directory, simply click on the folder you wish to return to.



List View

This view displays each of the folders within a selected directory in individual rows with boxes to their left (circled in red). When multiple boxes are checked, a light-blue bar will appear (see red arrow) with various actions available such as downloading the file or sharing it (see red box).

To the far right of the row, opposite the check box (bordered in black), are actions available to the folder just like above. From left to right they are Download, Share File/Folder, and Advanced Options.



Icon View

This view resembles the desktop of a computer in that each folder is represented by an icon. Click on a folder to view its contents. If you move the cursor over a folder a small arrow pointing down will appear (as circled in red). Clicking on this arrow will produce a dropdown menu with a series of options.

The screenshot displays a file management interface with a dark blue header. The header contains navigation tabs: "MY DOCUMENTS", "SHARE", "EFORMS", "TOOLS", and "HISTORY". A search bar with a magnifying glass icon and a dropdown arrow is located on the right side of the header. Below the header, the breadcrumb path "Root Folder > SQIP >" is visible. The main content area features a "Go to Folder" link, a "Folder Options" dropdown, an "UPLOAD" button with an upward arrow, and a "NEW" button with a folder icon. A sorting bar shows "Sort by: Name" with an upward arrow, and options for "Type", "Date", and "Size". The "View" section includes icons for list, grid, and other views. The main area displays seven folder icons in a row, each with a yellow folder icon and a label below it: "- Fax", "Billing", "Human Resources", "Infrastructure", "Marketing", "Research and Development", and "Sales".

Tree View

Possibly the most revealing view type, Tree View displays the Root folder and each directory within it. Click on the plus/minus boxes left of the folders to expand and shrink down the folder paths. Right click on the folders/files to select additional options, such as Preview, Download, and Sharing.

Sort by: Name ▲ | Type | Date | Size |

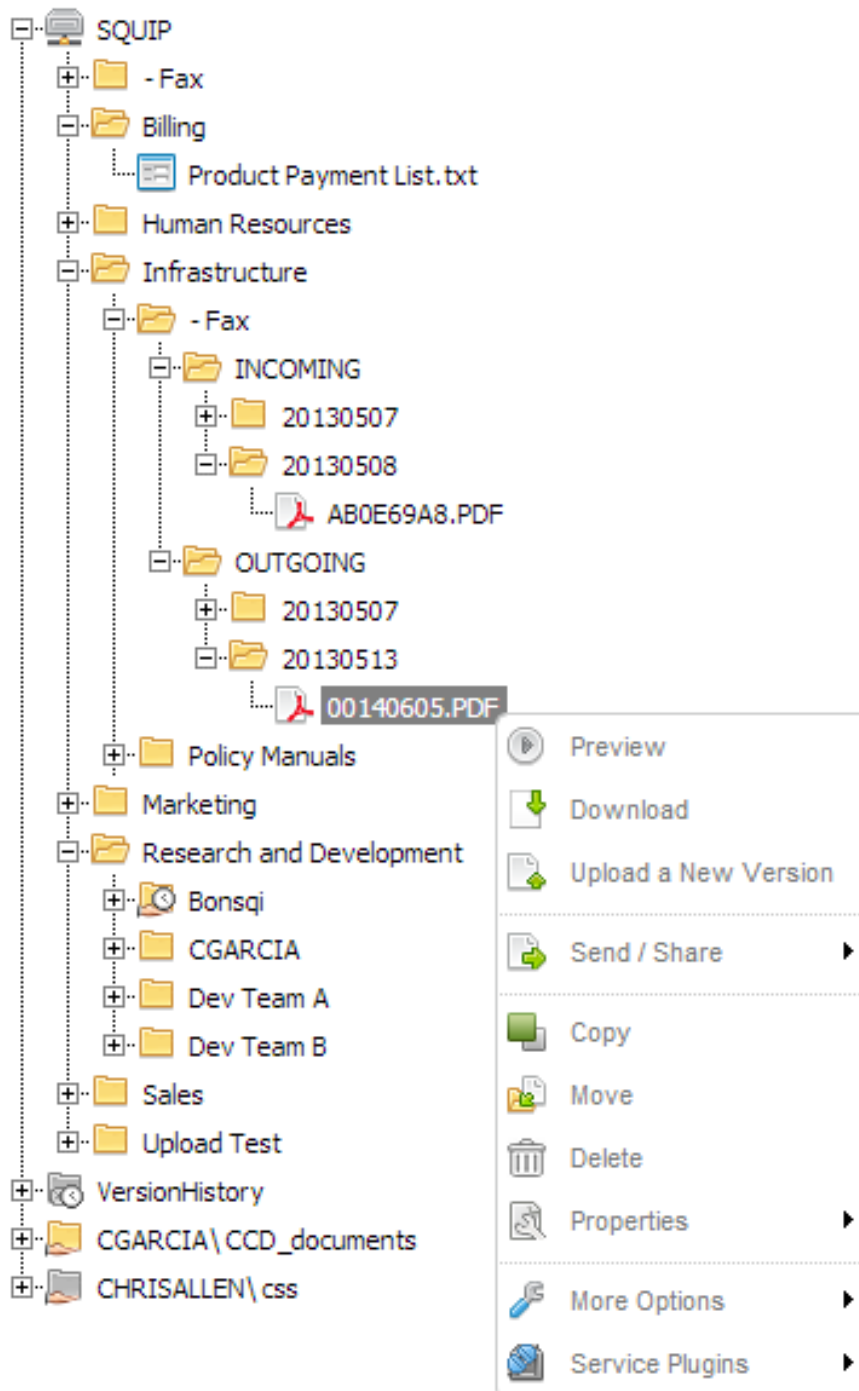


Chart View

Represented as a pie chart, this view provides a more visual representation of your folder size. When the cursor hovers over a slice of the pie (bottom red box) a small text box will appear and display the folder name, the number of files inside the folder, and the total size of the folder and its contents. Clicking on the slice will open the folder and a new pie chart will appear based on the contents of the selected folder. The current folder path is located the top right-hand corner (red box) of the Chart View.

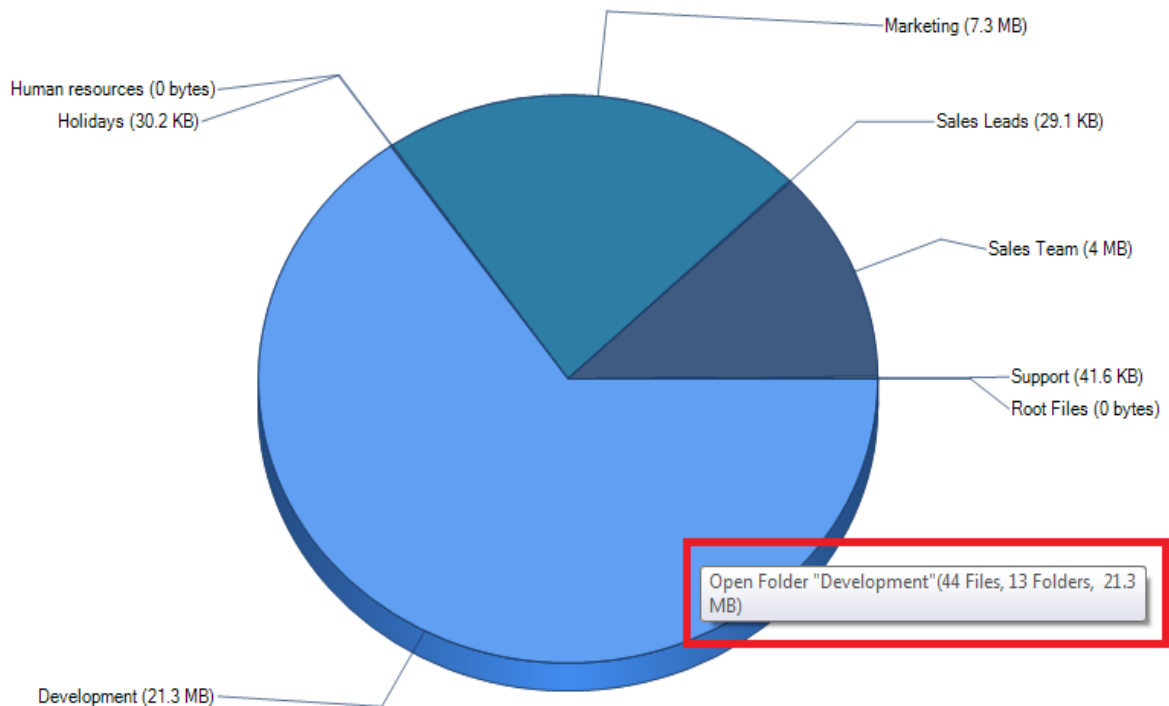
Pie Graph Files View

View your files inside a Chart/Graph View, click to open the list of files.

\\SQUIP\Development



Print Graph




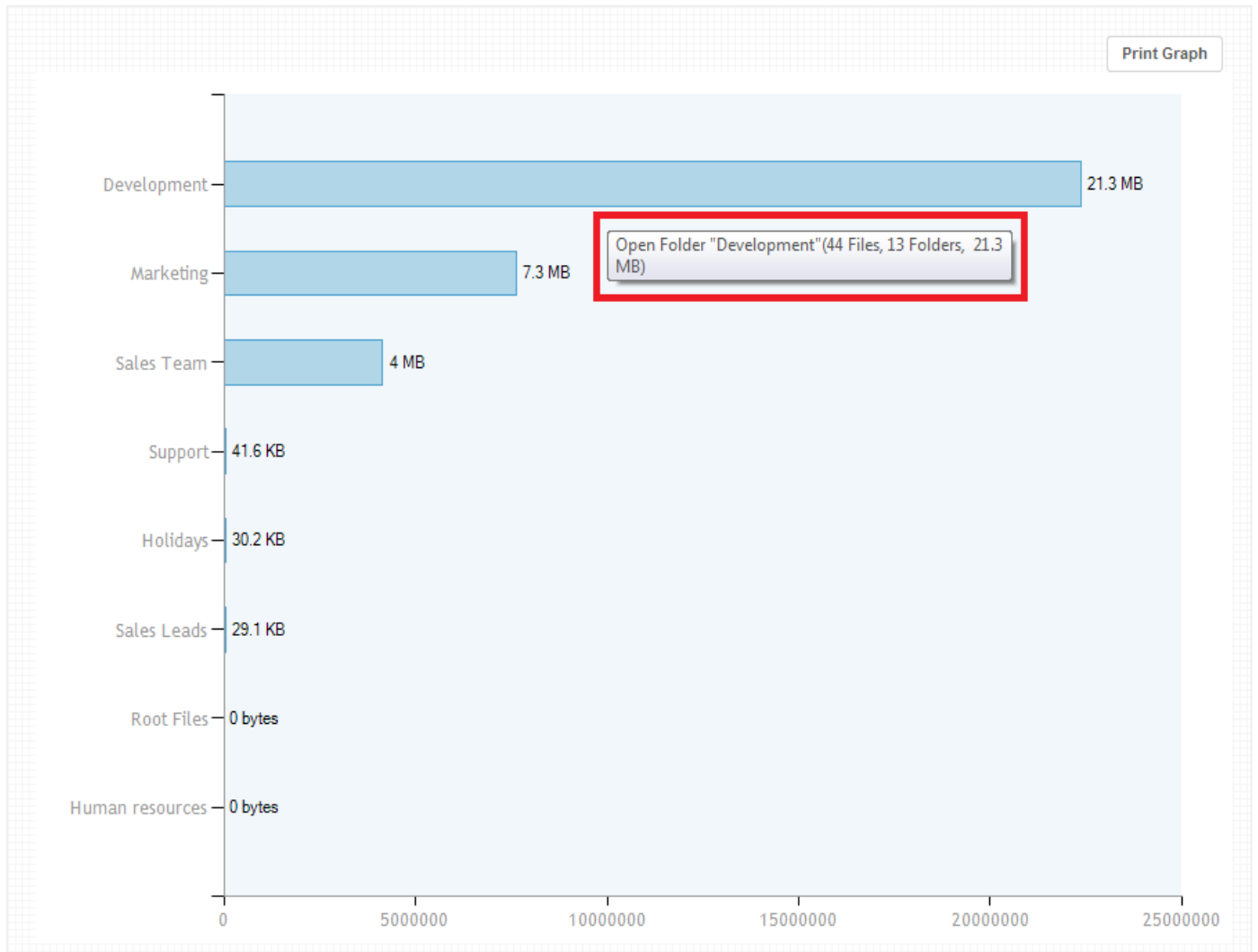
Bar View

Much like the Chart View, this view displays the folders in a selected directory and their sizes compared against one another. The top right hand corner (red box) displays the file path. If you hover your cursor over one of the bars a small window will appear with more information about that folder, such as number of files, folders, and the size.

Bar Graph Files View

View your files inside a Chart/Graph View, click to open the list of files.

\\SQUIP\Development 



vi. Compatibility

FilesAnywhere Takes Compatibility Seriously!

With FilesAnywhere, you can access, collaborate, edit, backup, share, and sync from wherever you are in the world, without worry about compatibility. Our developers and testers have taken considerable time and measure to ensure feature compatibility between Windows and Mac platforms, on mobile devices, and across software applications.

Windows and Mac

Feel free to choose your favorite platform and still enjoy a seamless experience! All FilesAnywhere accounts, whether Free, Web Basic, Web Advanced, or Corporate, are both Windows and Mac compatible. Additionally, all popular web browsers are supported. This means you can enjoy all the advanced features FilesAnywhere has to offer through Microsoft Internet Explorer, Mac Safari, Firefox, Chrome, Netscap, AOL, and Opera.

Mobile Devices

We understand that you are constantly on the go, and access to vital information from mobile devices isn't just a convenience- it's a must! Every FilesAnywhere account, including Personal, Professional and Enterprise, can access their account from any mobile device. In addition to apps for the [iPhone](#), [iPad](#), and [Android](#), FilesAnywhere [mobile site](#) provides access anywhere, anytime.

FTP, SFTP, and WebDAV

You've heard the saying, "Work smarter, not harder". FilesAnywhere makes it possible. Compatibility with all FTP, SFTP, and WebDAV software applications comes with FilesAnywhere Advanced and Corporate plans. Additionally, Professional and Enterprise accounts enjoy direct file access via webfolders or FTP on mobile devices.

vii. Supported File Types

FilesAnywhere supports any type of file in regards to storing them in your FilesAnywhere account. However, only certain files types can be viewed and/or edited directly from our website. Below is a list of supported filetypes for online interaction.

Image Files for online viewing

jpg, jpeg, jpe, jfif, gif, png, bmp, wmf, dib, tif, tiff, emf

Music Streaming

mp3, aac

Document Viewing

doc, ppt, xls, pdf, vsd, txt, rtf, wri, pub, dot, xlt, wq1, wks, wk3, wk4, docx, dotx, xlsx, xltx, xlsb, pptx, ppsx, docm, dotm, xlsx, xlsm, pptm, ppam, ppsm, lwp, ans, htm, html, wk5, wki, wku, wpd, psw, pwd, pab, olk, mcw, xlw, pps, log, dxf, svg, vdw, vdx, vss, vst, vsx, vtx, slk, odt, mpp, mpt, vsdm, vsdx, vssm, vssx, vstm, vstx

Video Streaming

avi, mpeg, mpg, qt, dv, aac, aif, aiff, mov, mp4, 3gz, 3gp, 3g2, m2v, wmv, asf, wma, m4v, wav, flv, m4v, webm, mpeg-1, asf, nsv, seq, mxp, cin, gxf, avs, wve, uv2, fli, flc, cin, wc3, mpeg4, vob, mpeg-4, dvb

Online Editing using Zoho

xls, csv, sxc, xlsx, ods, tsv, doc, docx, rtf, txt, odt, sxw, html, ppt, pps, odp, sxi, pptx

Online Image Editing

jpg, jpeg, jpe, jfif, gif, png, bmp, dib

Faxing

snp, doc, ppt, xls, pdf, tif, vsd, txt, rtf, wri, mpp, mdi, dot, xlt, xlw, wps, mcw, wq1, wks, wk3, wk4, csv, docx, dotx, xlsx, xltx, pptx, potx, ppsx, docm, dotm, xlsm, pptm, potm, ppsm, pps, rtf, htm, html, xml, bmp, gif, jpg, tif, png, jpeg

Autocad Viewer

dwf, dwfx

Flash File Viewer

swf

II. My Documents

i. My Documents Tab Overview

My Documents is the section of your account where all of your files are located. From here users can send documents, rearrange them, change the folder settings, and generally perform any action they need to inside this section. There are different views, each of which will be covered, though the difference between them is minimal.

List View

filesanywhere since 1999 Benjamin SIGN OUT HELP

89.1 MB of 1 GB Used Refresh

MY DOCUMENTS SHARE EFORMS TOOLS HISTORY Search

A Root Folder > SQUIP >

Go to Folder Folder Options UPLOAD NEW

Sort by: Name Type Date Size E View: G

Item	Comments	Date	Actions
- Fax	Comments	Feb 25 2014 02:30 PM	B
Bug Report	Comments	Jul 23 2013 02:58 PM	
C Development	Comments	Sep 04 2013 03:41 PM	
Human resources	Comments	Sep 04 2013 03:41 PM	
Marketing	Comments	Jun 13 2013 12:06 PM	
Sales Leads	Comments	May 23 2013 11:45 AM	
Sales Team	Comments	Jun 28 2013 09:44 AM	
D Support	Comments	Jun 28 2013 09:44 AM	
TEST.docx	Comments	Jan 17 2014 12:03 PM 11.1 KB	

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A: The folder pathway displays the location of the folder or file and each folder that users must navigate through to reach the location/file.

B: These three buttons are Download, Send, and Options.

C: This check box allows users to select multiple files to perform an action on multiple folders at once.

D: This date is the last date the folder was modified.

E: Click on one of these words to sort the files by a different parameter.

F: Click here to create a new folder.

G: Users can view My Documents in a different view, which you can learn more about [here](#).

Icon View

The screenshot shows the filesanywhere web interface in Icon View. The top navigation bar includes the user's name 'Benjamin', 'SIGN OUT', and 'HELP'. Below the navigation bar, there are tabs for 'MY DOCUMENTS', 'SHARE', 'EFORMS', 'TOOLS', and 'HISTORY'. A search bar is present. The main content area displays a grid of folders and files. A red box highlights a folder icon, and a context menu is open over it, showing options like 'Preview', 'Download Folder', 'Upload to Folder', 'Send / Share', 'Copy', 'Move', 'Delete', 'Properties', 'More Options', 'Service Plugins', and 'Group By'.

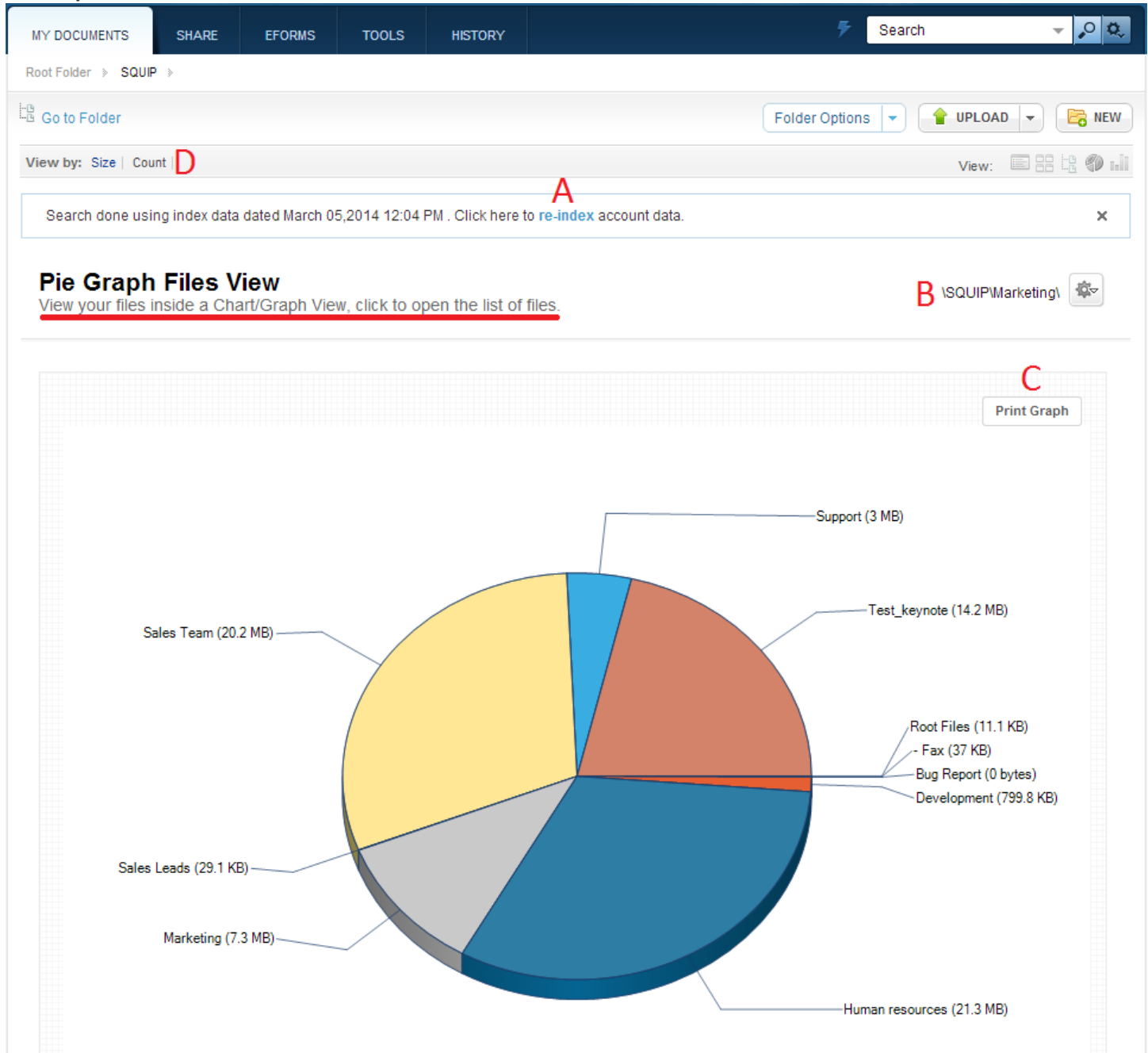
The main difference between List View and Icon view is how the folders are displayed. Each folder has a down arrow in the top right corner which users click on to access the folder options or actions related to a file or folder. Other than that, this view behaves almost identically to the List View.

Tree View

The screenshot displays the FilesAnywhere web interface in Tree View. The top navigation bar features the FilesAnywhere logo, user name 'Benjamin', and links for 'SIGN OUT' and 'HELP'. A search bar is located on the right. Below the navigation bar, there are tabs for 'MY DOCUMENTS', 'SHARE', 'EFORMS', 'TOOLS', and 'HISTORY'. The main content area shows a hierarchical folder structure on the left, with a context menu open over a file named '0017C13F'. The context menu includes options like 'Preview', 'Download', 'Upload a New Version', 'Send / Share', 'Copy', 'Move', 'Delete', 'Properties', 'More Options', and 'Service Plugins'. The 'Send / Share' option is highlighted, showing a sub-menu with 'File Share', 'FileReceive', 'Picture Link', 'Esend', 'Send Fax', and 'Send Local Files'. The right sidebar contains promotional banners for 'Get to Know Your Other Views!' and 'Enterprise Solutions'.

Tree View lists the file on top of one another with expandable folders (plus sign). Generally, this view is the simplest to use; right clicking on a folder displays all possible actions for a folder or file and the entire folder path is displayed. Users can even drag and drop files between the folders to rearrange their data.

Pie Graph Files View



Users can click a section of the chart to enter a folder where the chart is reformed to reflect that folder's contents. This view type is useful for locating which folders contain a lot of data or take up a lot of space.

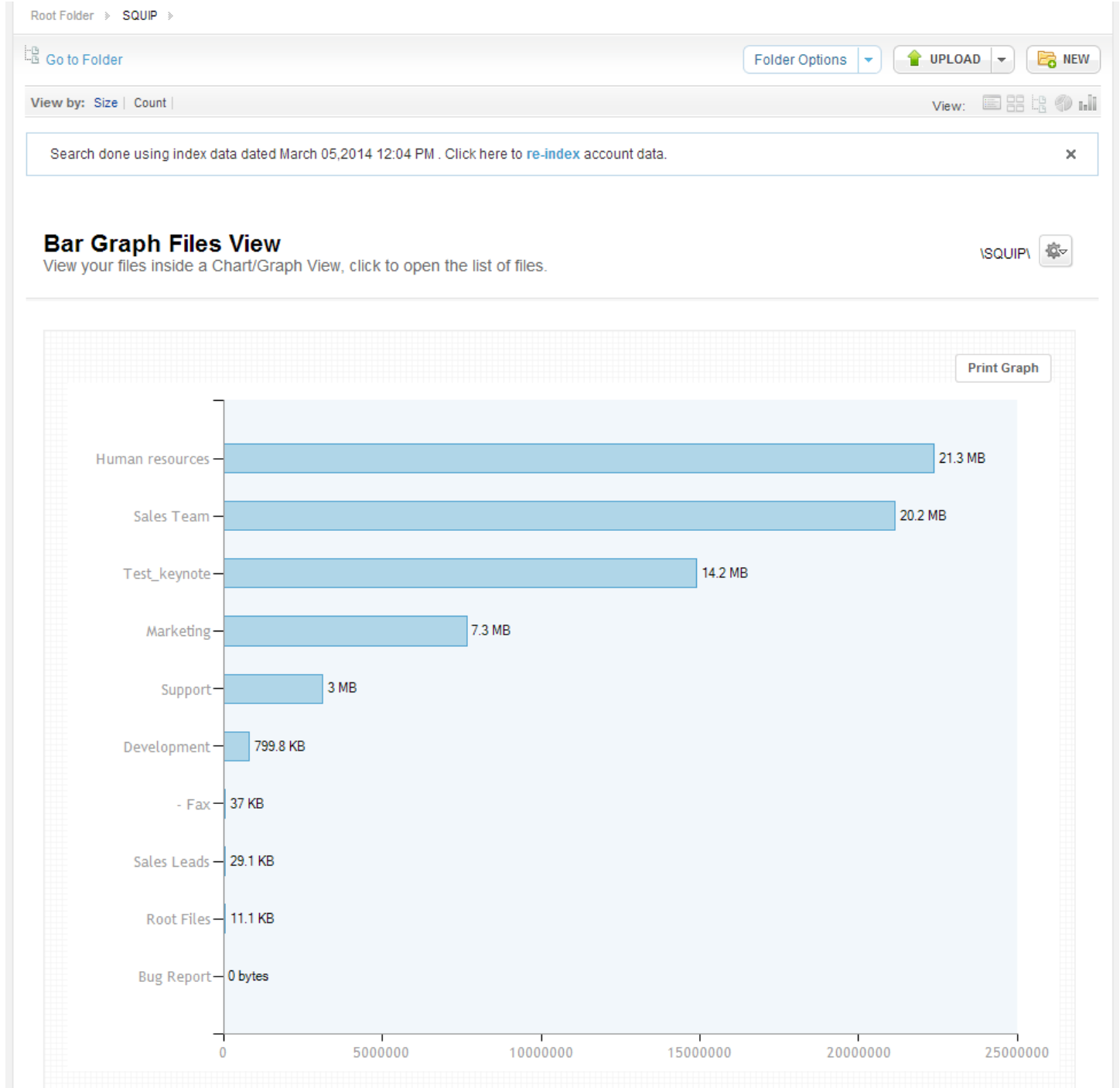
A: Re-indexing the account will update the graph to reflect any account (data) changes.

B: This is where users can access the folder options.

C: Users are able to print the graph.

D: View the pie chart by number of files or size of the files in each folder.

Bar Graph Files View



The bar graph view functions the same as the pie graph view; the only difference is how the view displays the data. Users may still click on a graph (instead of pie slice) to navigate inside the folder.

ii. Upload Methods

Standard Upload for Single Files

Root Folder > SQUIP >

Go to Folder Folder Options **UPLOAD** NEW

Upload a File

Add files Upload Clear

Drag and Drop files here.

Count of files: 0 (0 B)

Upload files to:
SQUIP\

Current Upload Method: *Classic Upload*

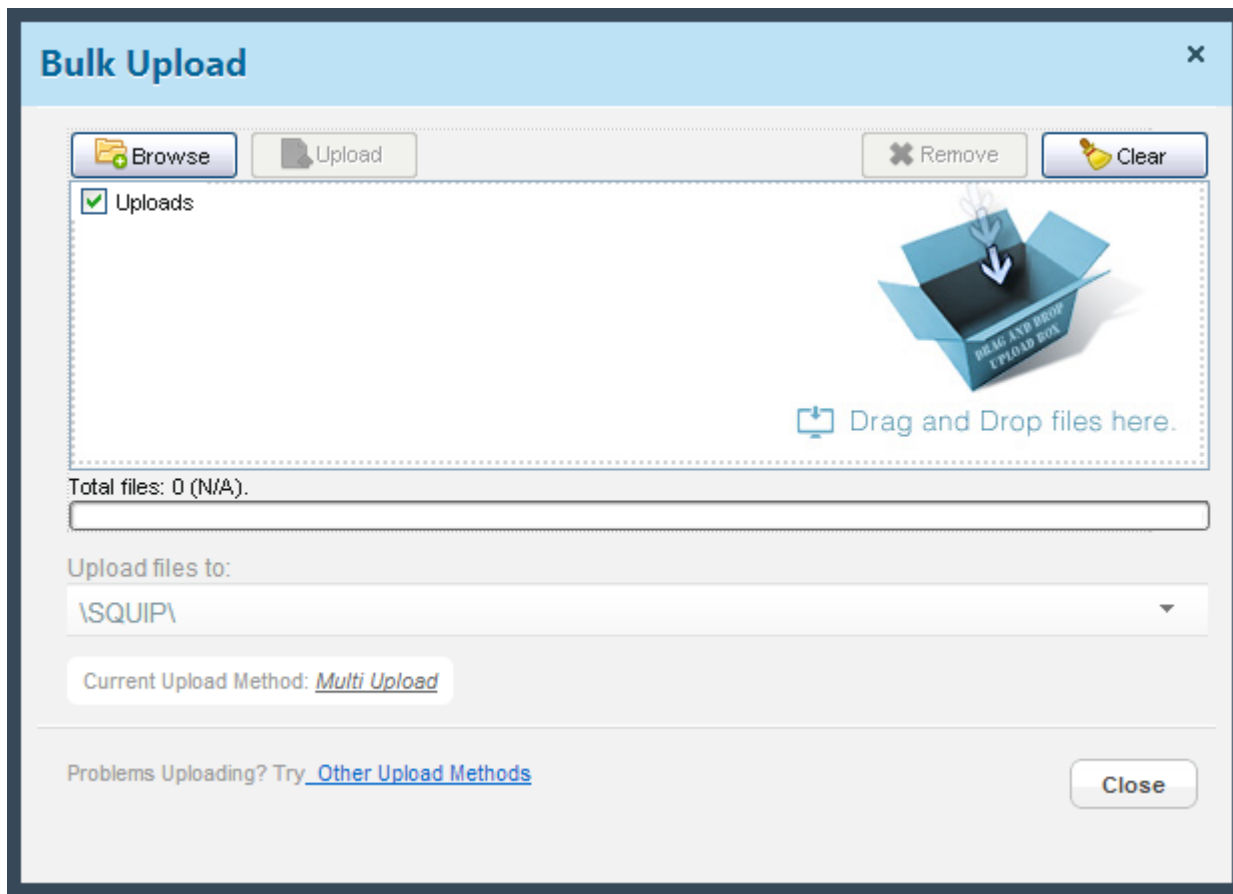
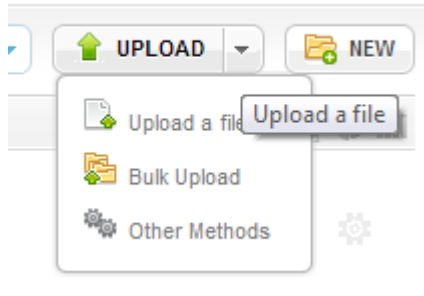
Problems Uploading? Try [Other Upload Methods](#) Close

- Available with all accounts, including Free, Basic, Advanced, and Corporate.
- Intuitive Flash interface.
- Fastest method to upload a single file or several individual files at once.
- Allows from 1-20 files at a time and up to 500 MB.
- Uses HTML, so no software or ActiveX required.
- SSL 128-bit encryption.

Multi-Upload for Folders

Need to upload more than just a few files? Upload an entire folder with the Multi-upload tool! Use the Upload Folders tab to drag and drop the folders you'd like to place in your account.

Note: You must have Java enabled in order to use the Multi-Upload for Folders.









- Available with all accounts, including Free, Basic, Advanced, and Corporate.
- Intuitive Java interface.
- Upload entire folders or an unlimited number of files, up to 1 GB.
- Convenient drag-and-drop capability, as well as multiple file/folder selection.
- Completely cross-platform compatible (Win/Mac/Unix) using any current web browser.
- SSL 128-bit encryption.

Other Upload Methods

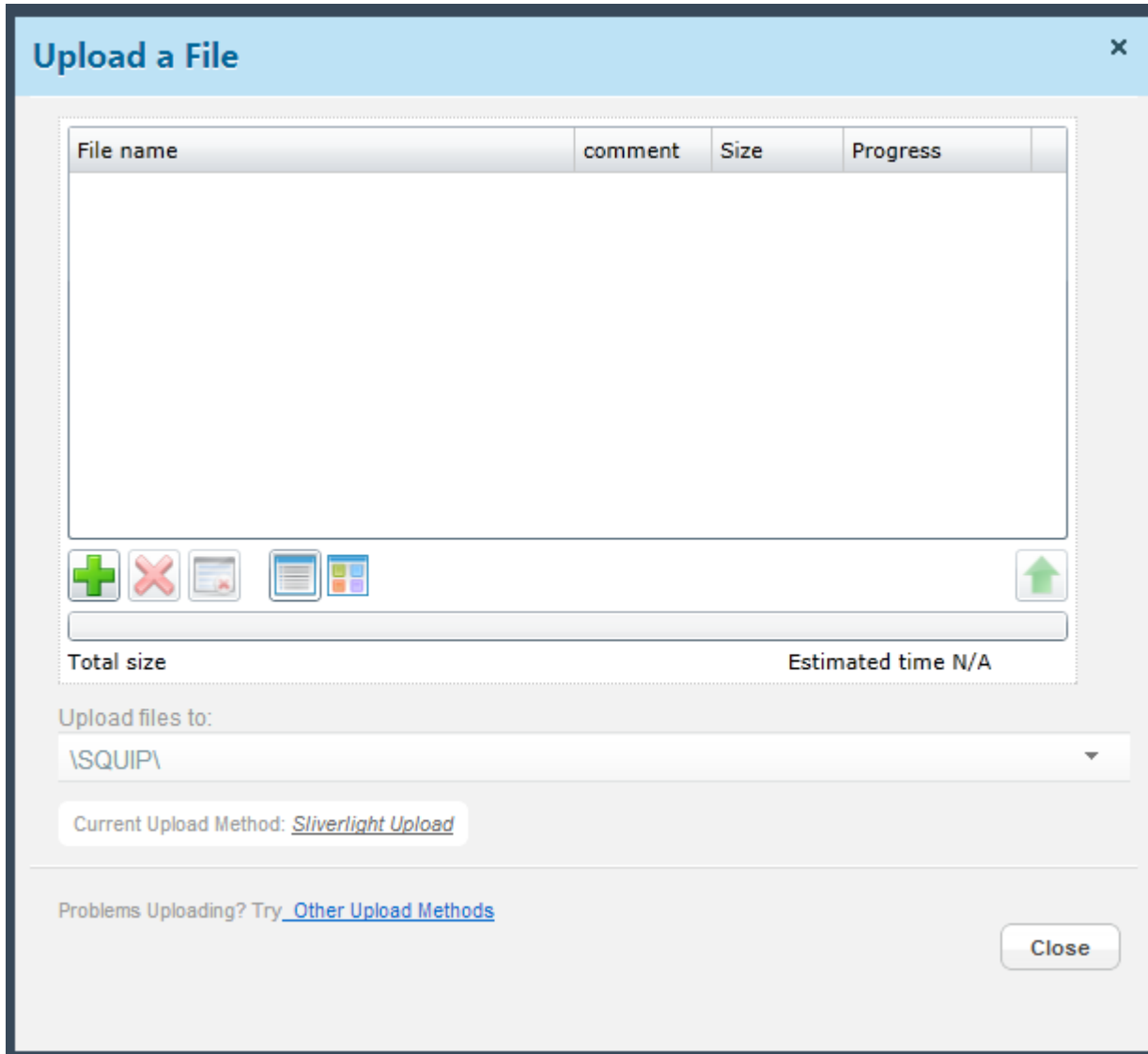
Other Upload Methods ×

Are you having problems uploading? Try a method listed below:

	Methods	Upload Limit	
<input type="radio"/>	 Classic Upload	Up to 2GB	Simple upload without use of any plugins.
<input type="radio"/>	 Silverlight	Unlimited	Unlimited and resumable uploads for files.
<input type="radio"/>	 Java Upload	Unlimited	Drag and drop files/folders from your local pc.
<input type="radio"/>	 Flash	Up to 2GB	Upload using flash plugin.
 Direct Web Folder Access		Up to 2GB	Web Folder access is disabled.
 FTP/SFTP Access		Unlimited	FTP/SFTP access is disabled.

Silverlight

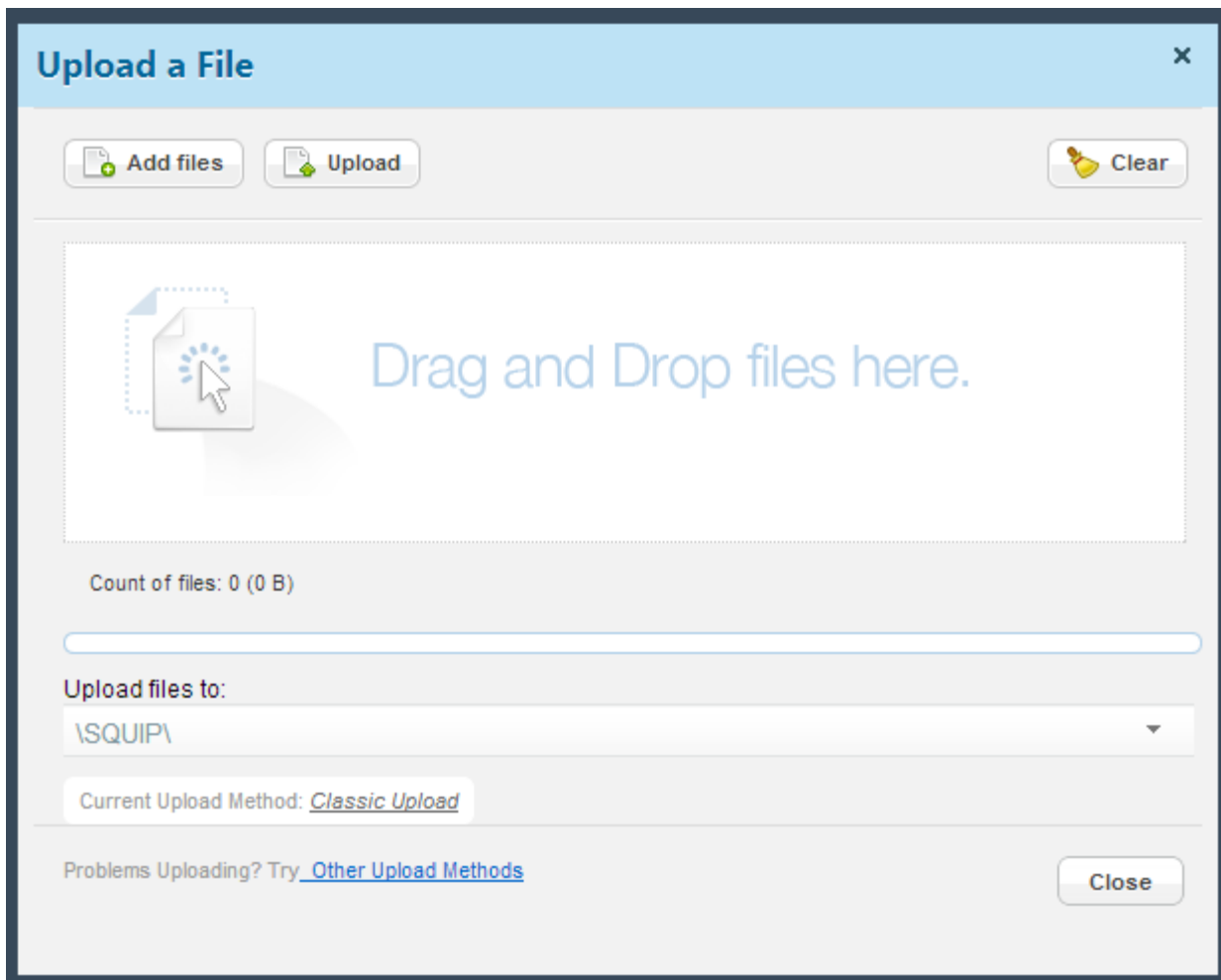
A Microsoft product, the Silverlight method is extremely similar to the Flash method and allows you to select multiple local files for upload to your FilesAnywhere account.



- Available with all accounts, including Personal, Professional and Enterprise.
- Intuitive Flash interface.
- Quick method to upload a single file or several individual files at once.
- Allows from 1-20 files at a time and up to 500 MB.
- Uses HTML, no software required.
- SSL 128-bit encryption.

Classic Upload

Like the traditional way of uploading files? Use the FilesAnywhere Classic Uploader!



- Available with all accounts, including Personal, Professional and Enterprise.
- Intuitive Flash interface.
- Upload a single file or several individual files at once.
- Allows from 1-20 files at a time and up to 500 MB.
- Uses HTML, no software required.
- SSL 128-bit encryption.

CoolBackup

The CoolBackup software comes free with Professional and Enterprise plans, and can be used to transfer content to your FilesAnywhere account through backup and synchronization jobs.

- Standard with Advanced/Corporate accounts. Also available for purchase.
- Repeats incrementally (only backs up/syncs changed files).
- Allows for job scheduling.
- Great for large number of files and/or folders.
- Restore option to download files from backup.
- Version time stamps and compression option
- SSL 128-bit encryption and optional Blowfish encryption prior to transfer.

Direct Web Folder Access (Mapped Drive)

Get direct access to remote files by creating a web folder mapped to FilesAnywhere account. This allows you to drag/drop or copy/paste files into the directory. To map a drive, follow these [step-by-step instructions](#).

- Available only with Advanced and Corporate plans.
- Useful for drag/drop, copy/paste, and editing directly to your FilesAnywhere account from your local drive.
- SSL 128-bit encryption.

File Transfer Protocol (FTP/SFTP)

Use any FTP/SFTP software to transfer large files directly to your account. Note that FTP is not encrypted, while SFTP is the secure method. More information is available in our [FTP/SFTP Overview](#).

- Available only with Advanced and Corporate plans.

Important Information About Uploads

- Though it depends upon your Internet connection, uploads typically take longer than downloads to complete. Uploads that take a long time to complete may trigger timeouts. Once the file transfer is interrupted, it cannot be resumed but must be restarted. For this reason, we suggest large files are uploaded through methods such as FTP/SFTP to minimize interruptions.
- If you wish to interrupt a file transfer, you may do so by clicking the refresh button in your browser or the F5 key. Close your browser if you need to be certain that the upload was completely canceled.
- If an upload depletes all remaining drive space, then downloads will cease to function until files are removed to bring the plan back within the storage limits or the plan is upgraded.

iii. Creating A Subfolder

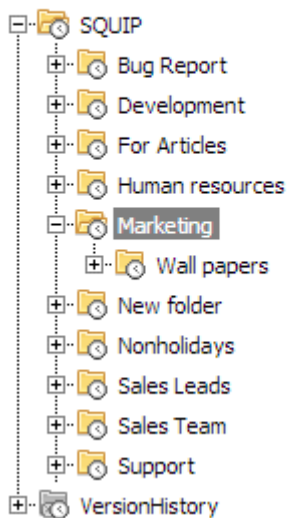
If you're like us, you have lots of files. What's a FilesAnywhere user to do? Neatly organize data into subfolders, of course! You can create any number of subfolders in any structure that you wish. Subfolders with subfolders? Sure, categorize away! It's easy to make new folders with our intuitive user interface and familiar functionality. In fact, it just takes a few clicks. Simply select the parent folder and then follow one of the two methods below.

Let's Get Started:

Create a New Folder Using the Toolbar

1. Select the parent folder.

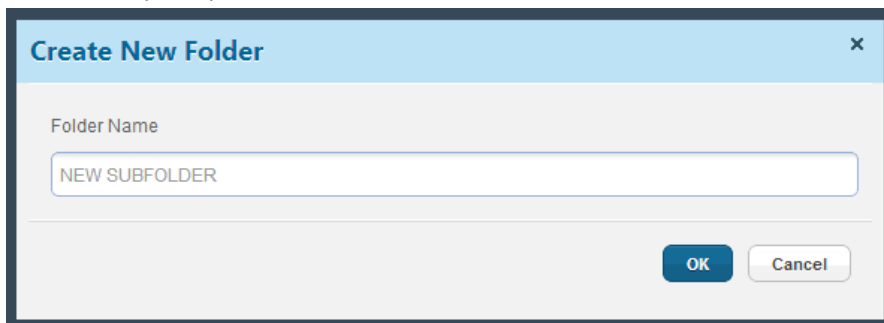
Sort by: Name ▲ | Type | Date | Size |



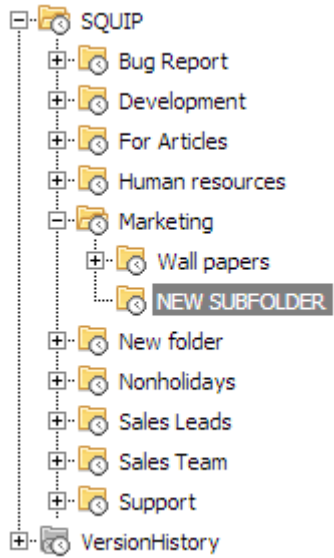
2. Click on **New Folder** in the toolbar.



3. You'll be prompted to enter the new folder name. Then click **OK**.

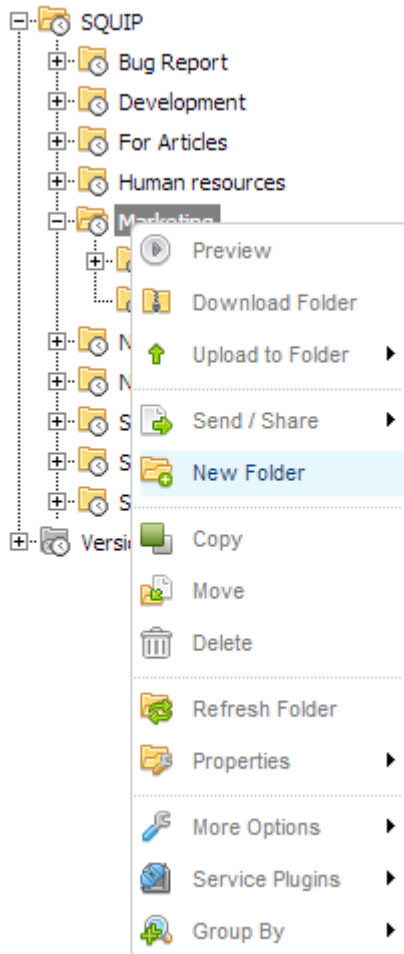


4. Your new folder will appear in the folder tree.

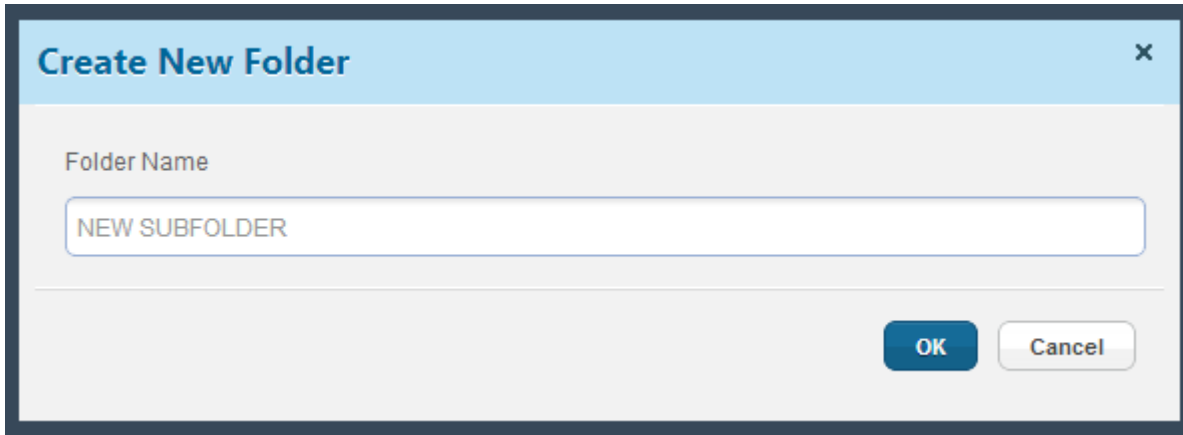


Create a New Folder by Right Clicking

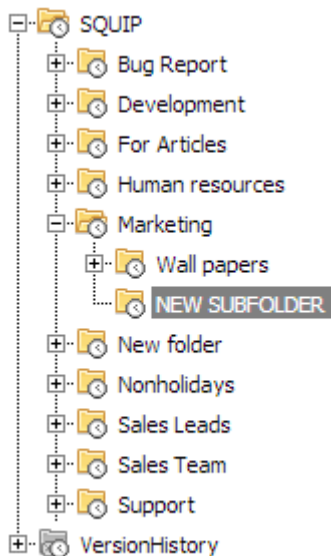
1. Right click on the parent folder and select **New Folder**.



2. You'll be prompted to enter the new folder name. Then click **OK**.



3. Your new folder will appear in the folder tree.



Important Information About Creating a Subfolder

- Once you have created a new folder, the screen will automatically refresh displaying the new folder in the folder tree. This may take a few moments.
- New folders may also be created in a **GroupShare™** in which you have full access.
- Try to use only alphanumeric characters and spaces in file and folder names to avoid problems.
- Certain special characters are not supported in the remote file or folder name, such as `\ / .. < > # % & " ' !`. Though your operating system may allow special characters, they may not be allowed by FilesAnywhere. Browsers might interpret some character combinations as executable codes, and for security reasons, should not be included in file or folder names.

iv. Special Characters And Naming Files And Folders

Naming files and folders is straightforward, right? Yes, for the most part, you can name your files and folders whatever you like. However, there are a few exceptions. Inserting some common special characters into file names can create potential errors, so it's important to avoid them.

Valid Special Characters for File and Folder Names

Special characters are symbols such as & (ampersand) or * (asterisk). Some require a shift key stroke, such as the special characters grouped in the number keys, while others do not, such as / (forward slash). Please note that there are only two special characters that should ever be used in file or folder names: _ (underscore) or - (dash).

Guidelines for Naming Files and Folders

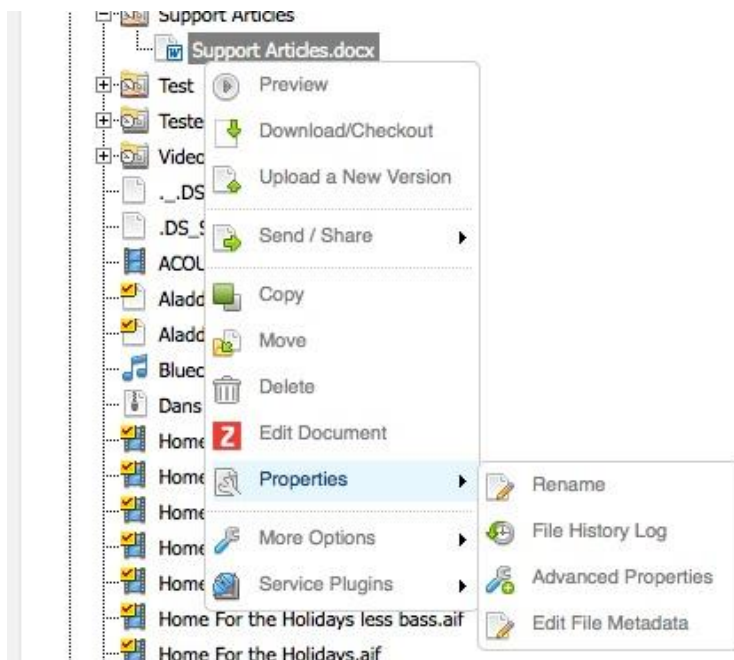
It's important to only use alphanumeric characters in your file and folder names. The FilesAnywhere system does not use warning pop-ups to alert you to incorrect character use so be sure to take extra care when naming files and folders. If you currently have files or folders that contain special characters, make sure to rename them before moving forward or uploading additional files. Although you may not have experienced problems in the past, it's possible that issues may occur in the future if corrections aren't made.

v. Renaming Files And Folders

Want to rename a file or folder in your FilesAnywhere account? Here we've provided an overview of how renaming a file works in **Tree View**, **List View** and **Icon View**.

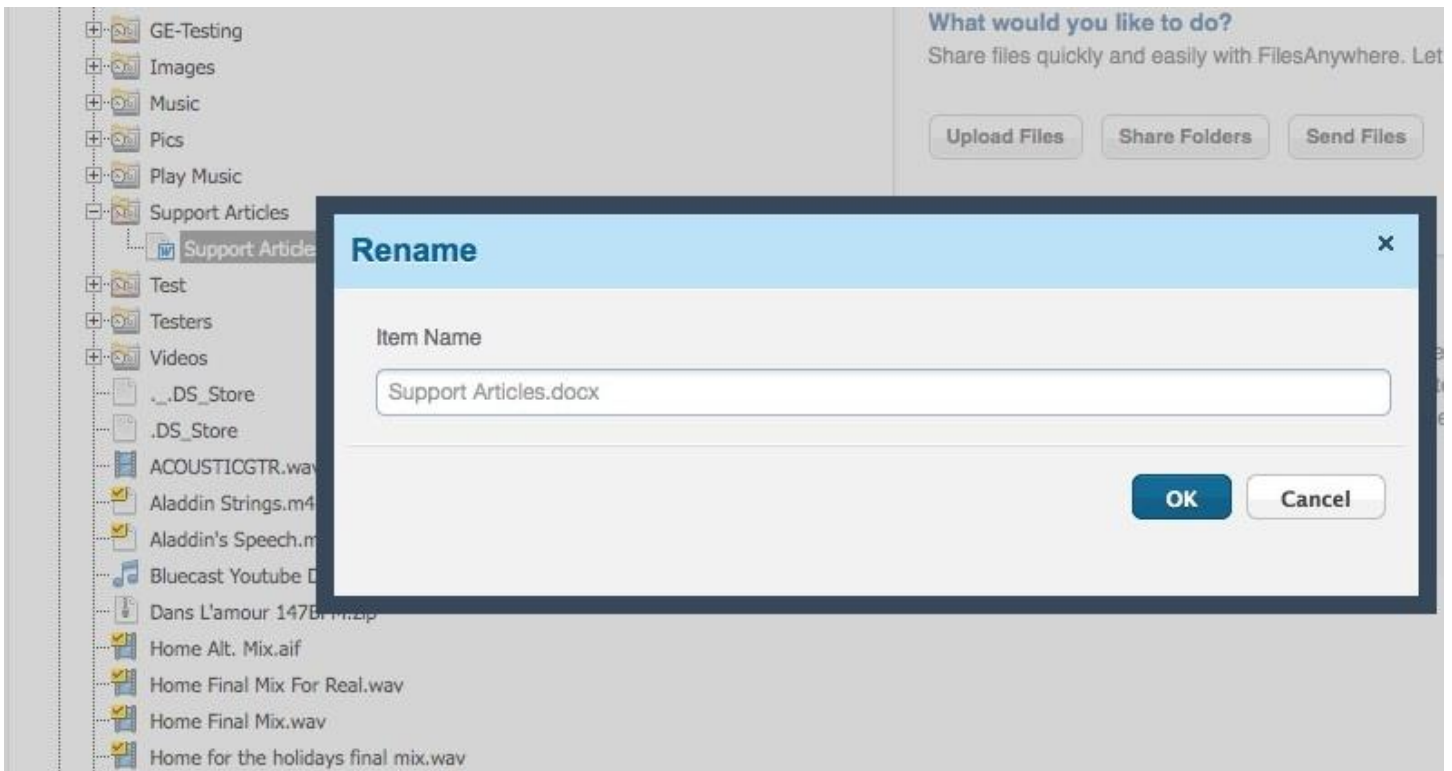
In Tree View:

1. Right click on the file or folder you wish to rename, select "properties" and then "rename".



2. You will be prompted to enter the new file or folder name, then click the **OK** button.

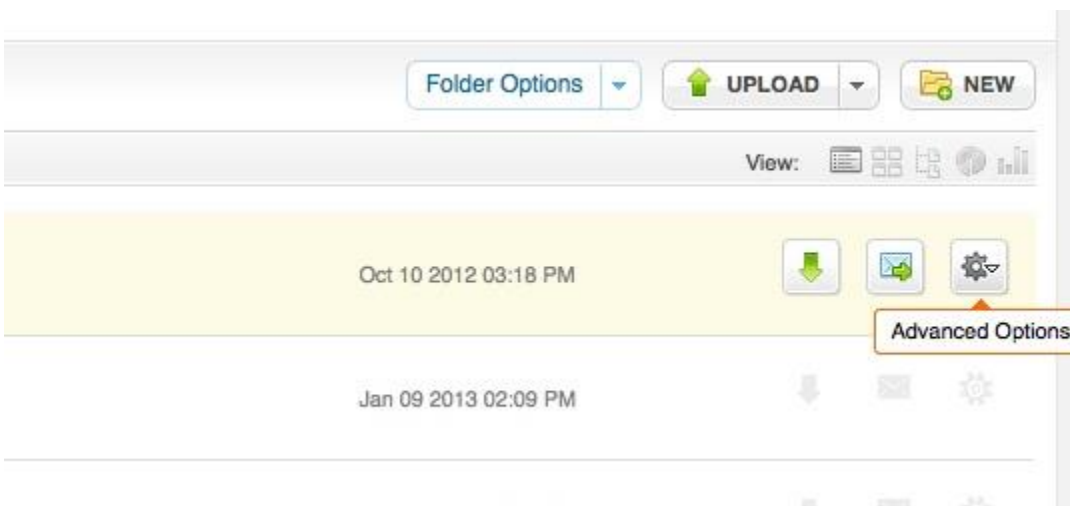
Note: Be sure to keep the file extension in the file name (e.g., .jpg, .doc, .xls, etc.). The system will allow you to save a file without the extension, but this could lead to future issues. It's best to always include the file extension.



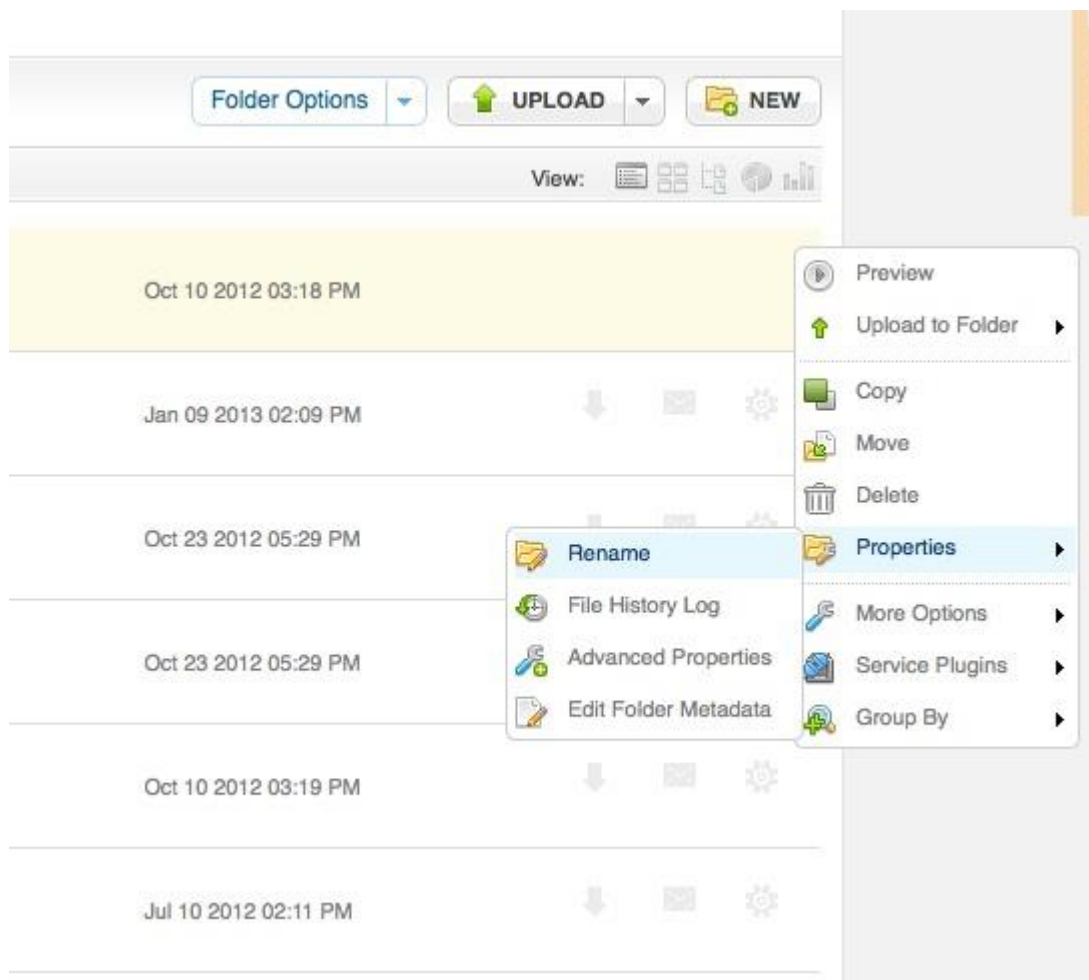
3. Your folder tree will automatically refresh showing the new file or folder name.

In List View:

1. Move your mouse over the file or folder you wish to rename and click the "gear" icon on the far right.



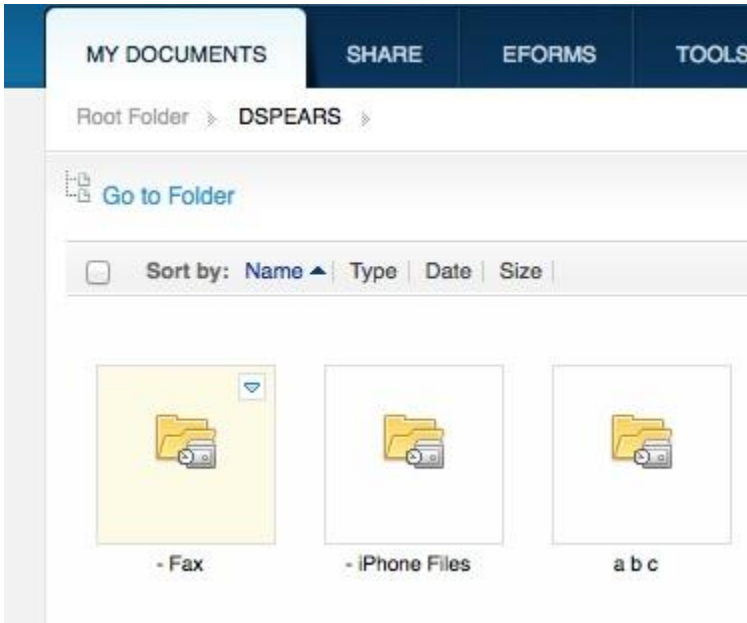
2. Choose "properties" and then "rename".



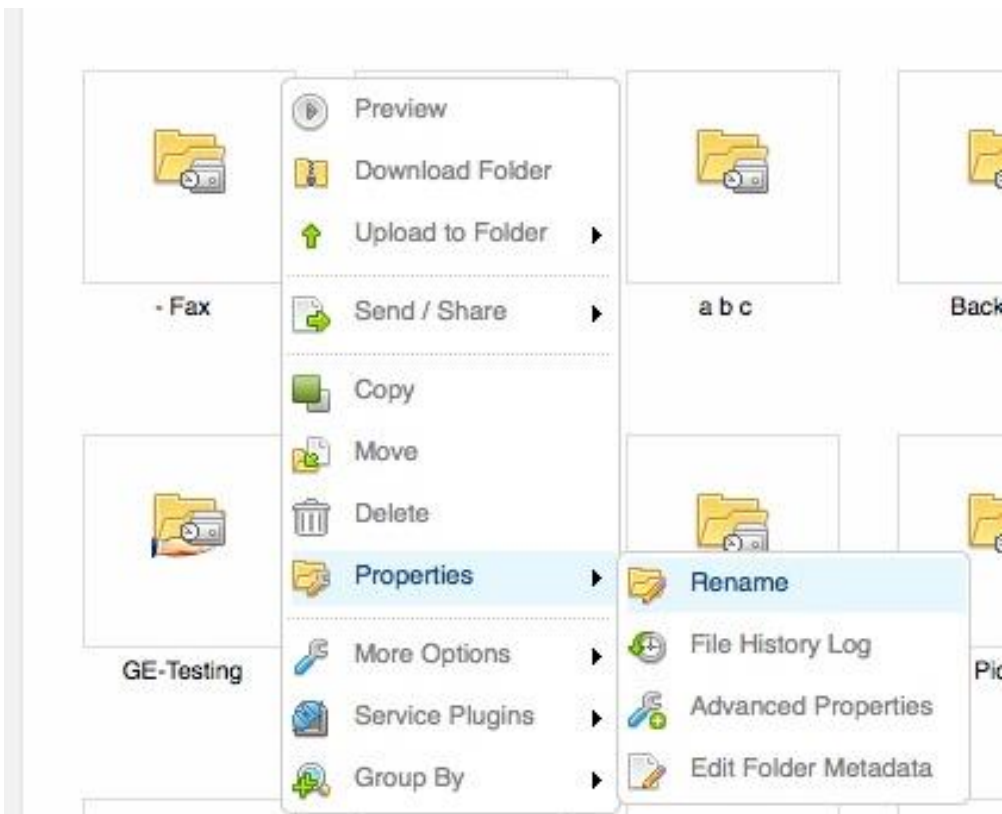
3. You will be prompted to enter the new file or folder name, then click the OK button.

In Icon View:

1. Move your mouse over the file or folder you wish to rename and click the small arrow in the top right had corner of the icon.



2. Choose "properties" and then "rename".



3. You will be prompted to enter the new file or folder name, then click the OK button.

Important Information About Renaming Files and Folders

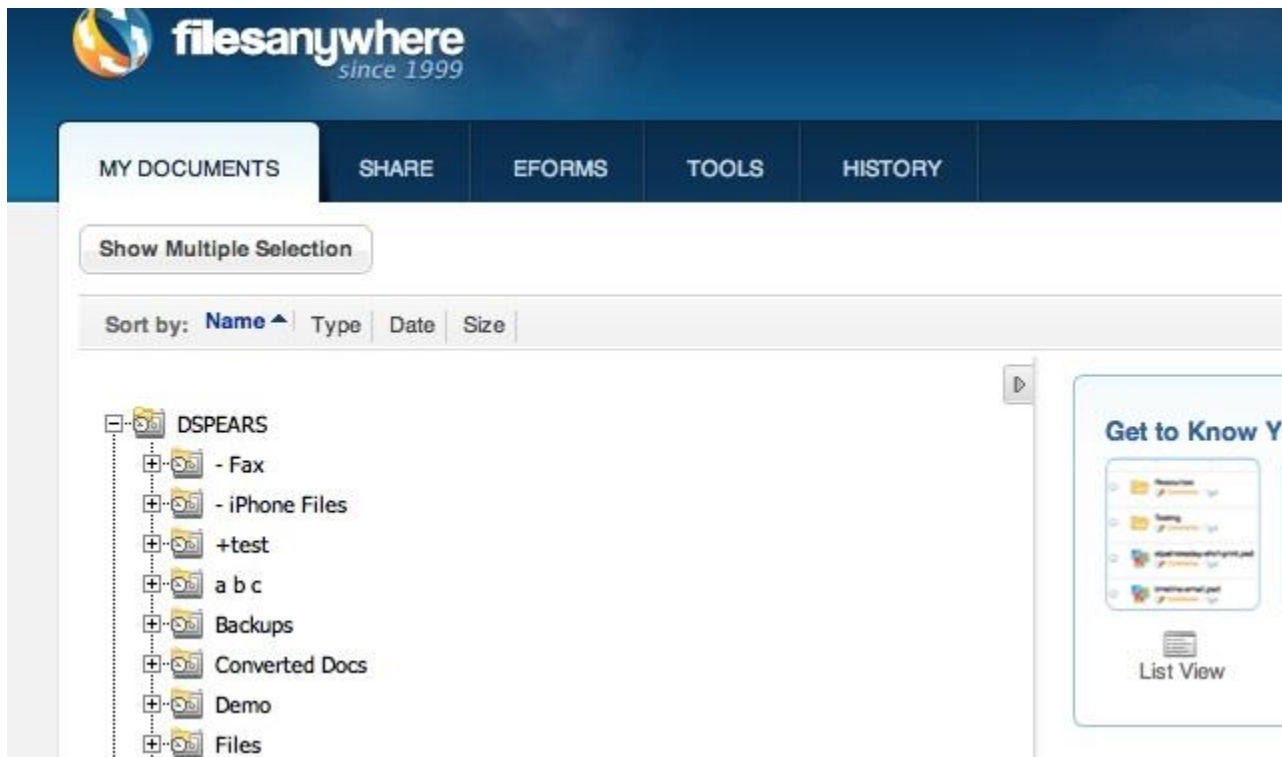
- **GroupShare™** users with full access are able to rename files and folders
- Certain characters are not supported in the remote file or folder name (such as "!" or "%"). It's best to use only alphanumeric characters in your file and folder names.

vi. Selecting Multiple Files/Folders

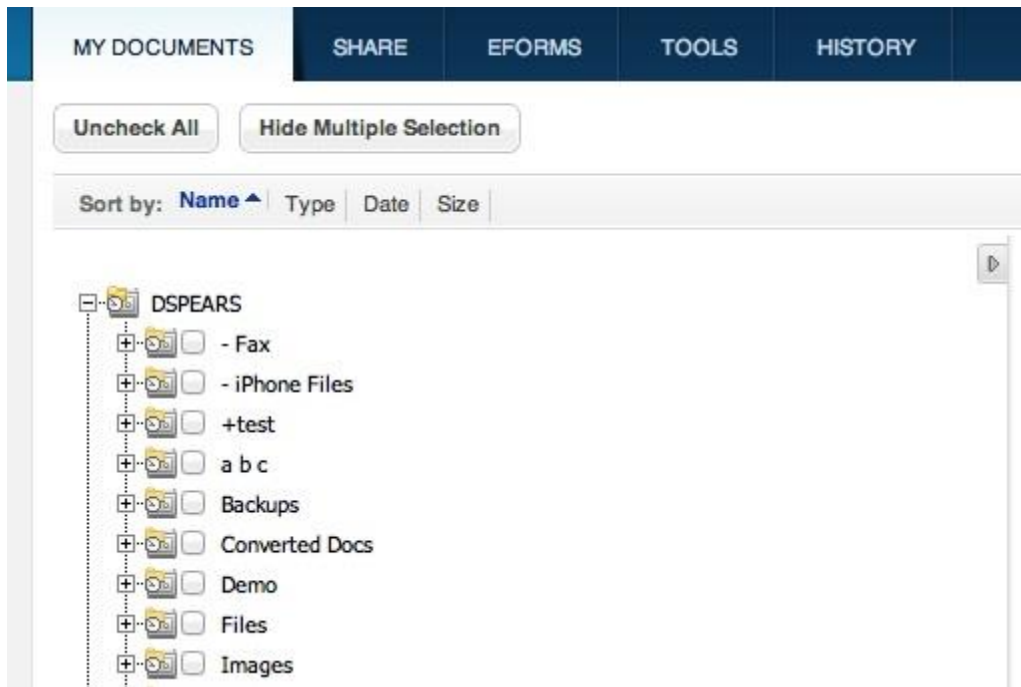
While working in your FilesAnywhere account you may need to select more than one file at a time. This can prove useful if you need to move, delete or share multiple files at once. To select multiple files or folders, follow the steps below.

Tree View

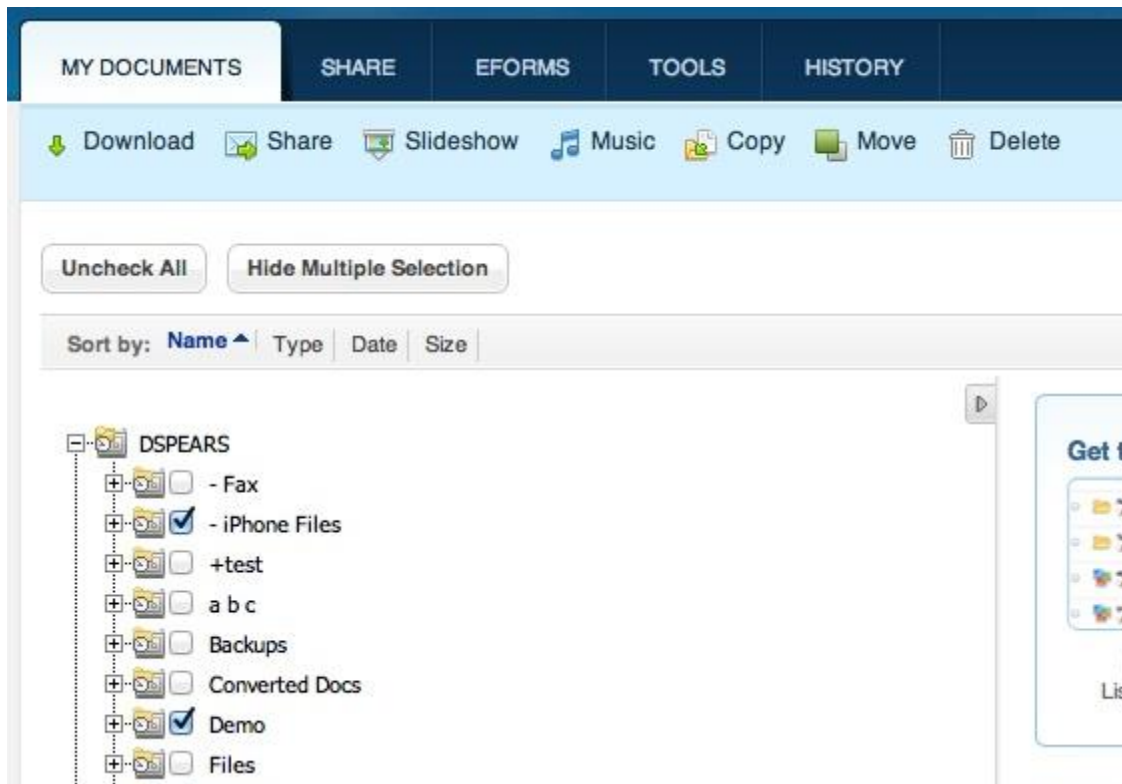
1. Click the "show multiple selection" button near the top left of the page. This is directly underneath the "My Documents" tab.



2. Once that button has been clicked the page will reload and all of your files and folders will have a checkbox next to them.



3. After checking two or more of those boxes a blue toolbar will appear across the top of the page. This toolbar will have several options including "move", "delete", "share" and "download".



4. Once the appropriate action has been selected it will apply to all of the selected files and folders.

In **List View** the steps are identical. The only difference is that the checkboxes are already there.

The screenshot shows a file management interface with a dark blue header containing tabs: MY DOCUMENTS, SHARE, EFORMS, TOOLS, and HISTORY. Below the header, the breadcrumb path is 'Root Folder > CHRISALLEN >'. A 'Go to Folder' search bar is visible on the right. The main content area displays a list of folders, each with a checkbox, a folder icon, a name, a 'Comments' link, and a date. The folders listed are: - eForm (Feb 01 2012), - Fax (Aug 17 2012), - FileShare (Aug 16 2012), - INBOUND EMAIL (Jun 06 2012), - iPhone Files (May 14 2012), BLAMEDCAT (Jan 06 2012), and BOBSAID (May 15 2012).

<input type="checkbox"/>	Sort by: Name	Type	Date	Size
<input type="checkbox"/>	- eForm	Folder	Feb 01 2012	
<input type="checkbox"/>	- Fax	Folder	Aug 17 2012	
<input type="checkbox"/>	- FileShare	Folder	Aug 16 2012	
<input type="checkbox"/>	- INBOUND EMAIL	Folder	Jun 06 2012	
<input type="checkbox"/>	- iPhone Files	Folder	May 14 2012	
<input type="checkbox"/>	BLAMEDCAT	Folder	Jan 06 2012	
<input type="checkbox"/>	BOBSAID	Folder	May 15 2012	

vii. Copying Files And Folders

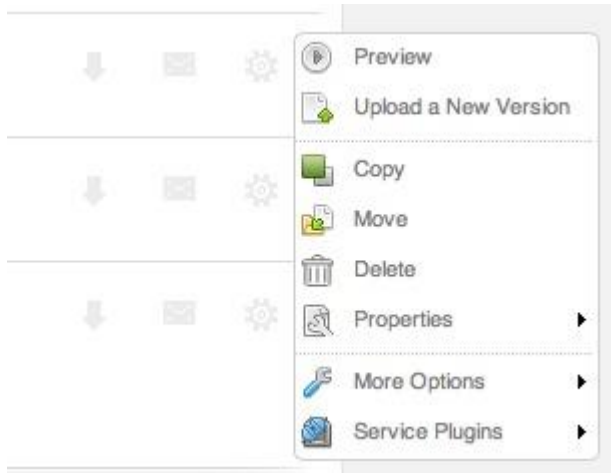
In List View:

1. Hover over the file or folder you wish to copy and click the "gear" icon.

The screenshot shows a file management interface with a yellow background. The file 'Success.mp3' is displayed with a music icon, a 'Comments' link, and a date of 'Oct 23 2012 07:43 PM' and a size of '706.6 KB'. On the right side, there are three icons: a green download arrow, a blue folder icon, and a gear icon. An 'Advanced Options' dropdown menu is visible above the gear icon.

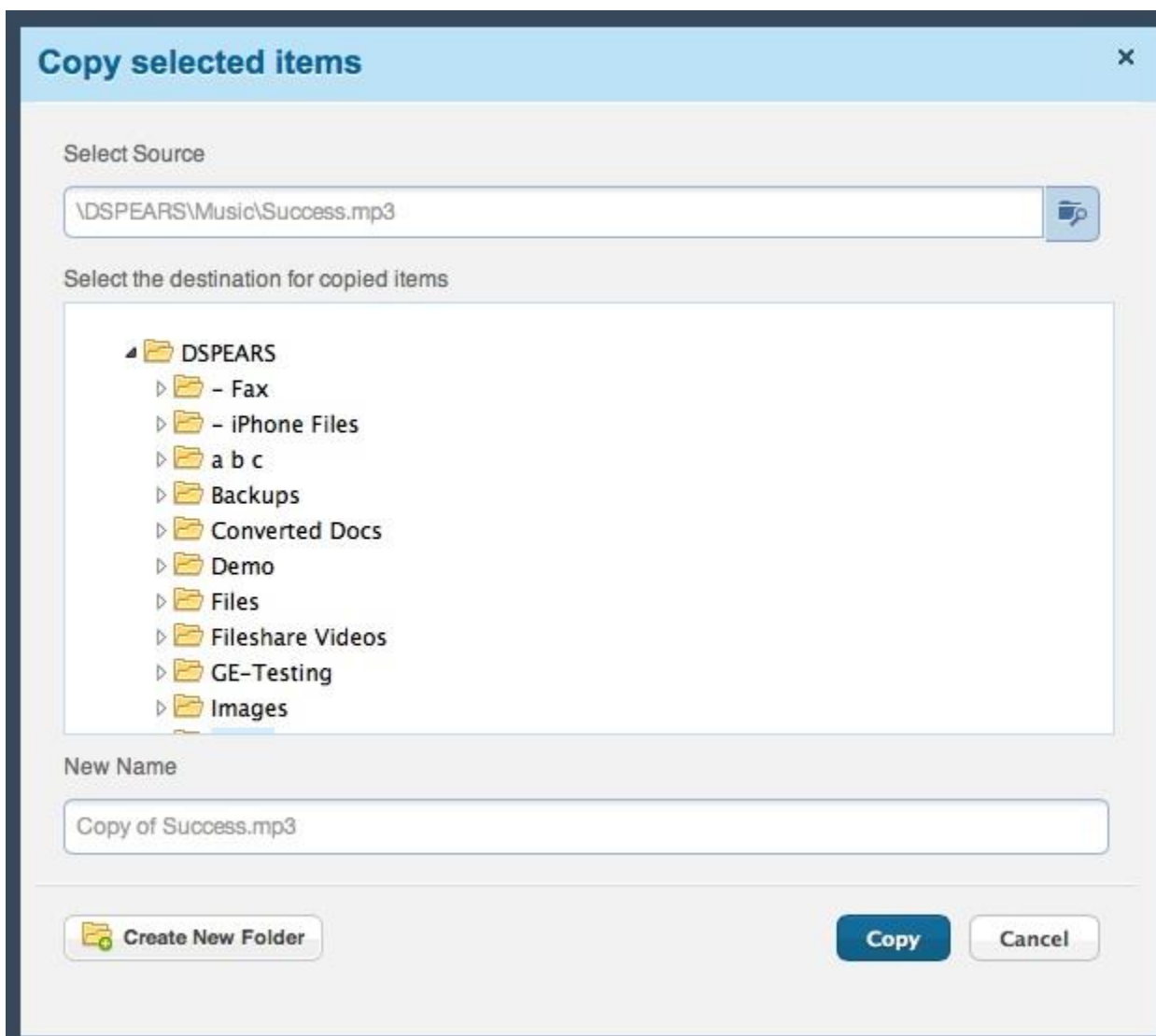
Success.mp3	Comments	Date	Size	Advanced Options
		Oct 23 2012 07:43 PM	706.6 KB	

2. Choose "Copy"



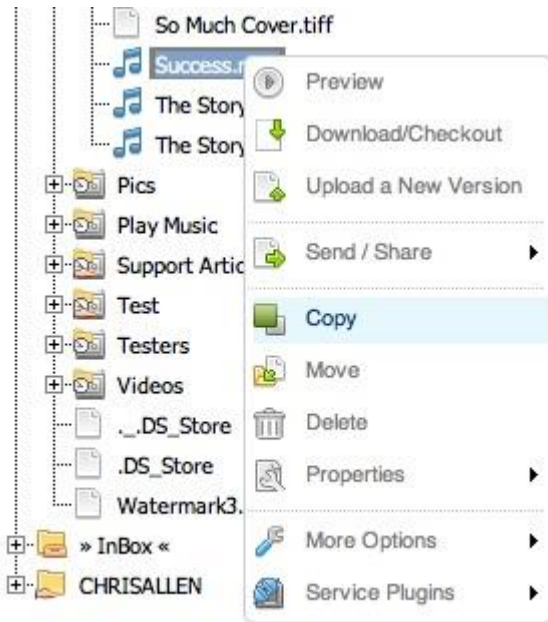
3. Choose an existing folder or create a new folder that you wish to copy the file to, then name the copy.

4. Click "Copy"



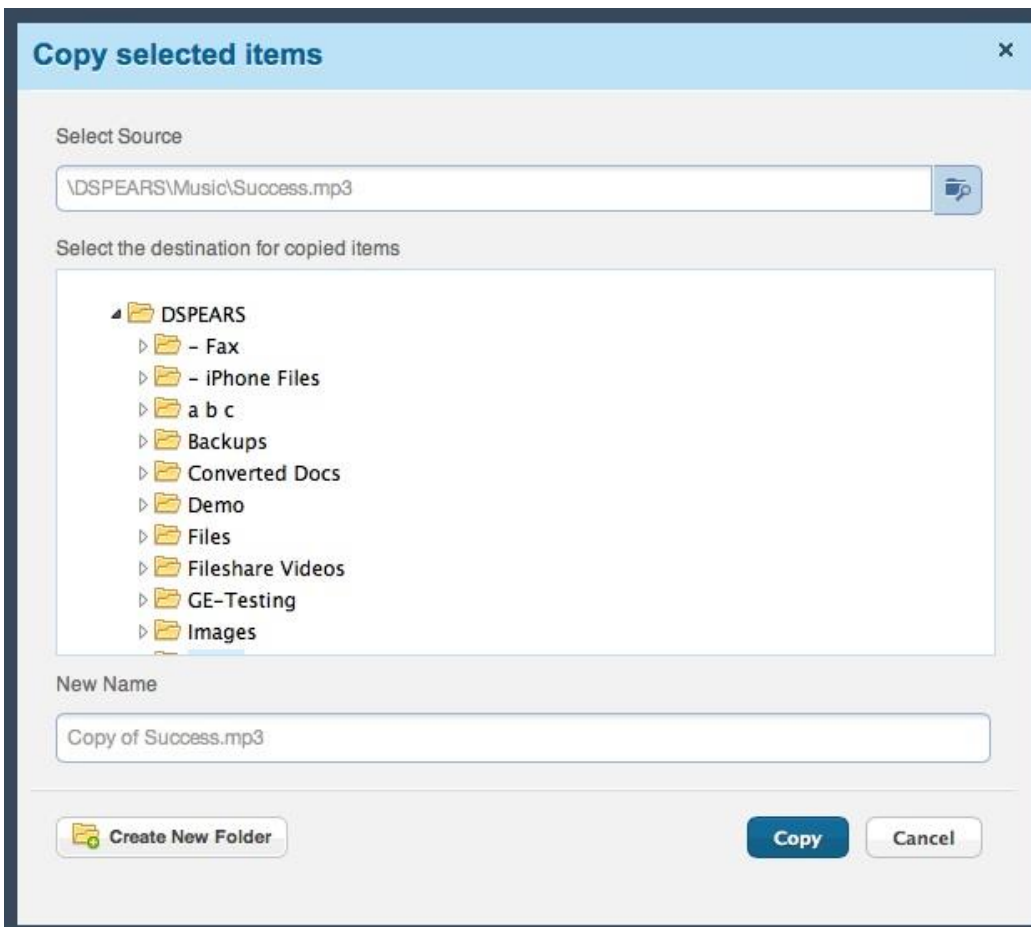
In Tree View:

1. Select the file or folder by right clicking, then select "copy".



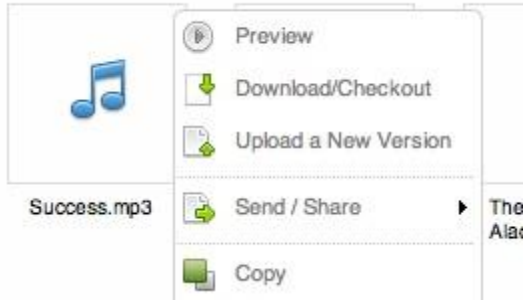
2. You will be prompted for the new destination for the copied file/folder, as well as a name for the copy.

3. Click "Copy"

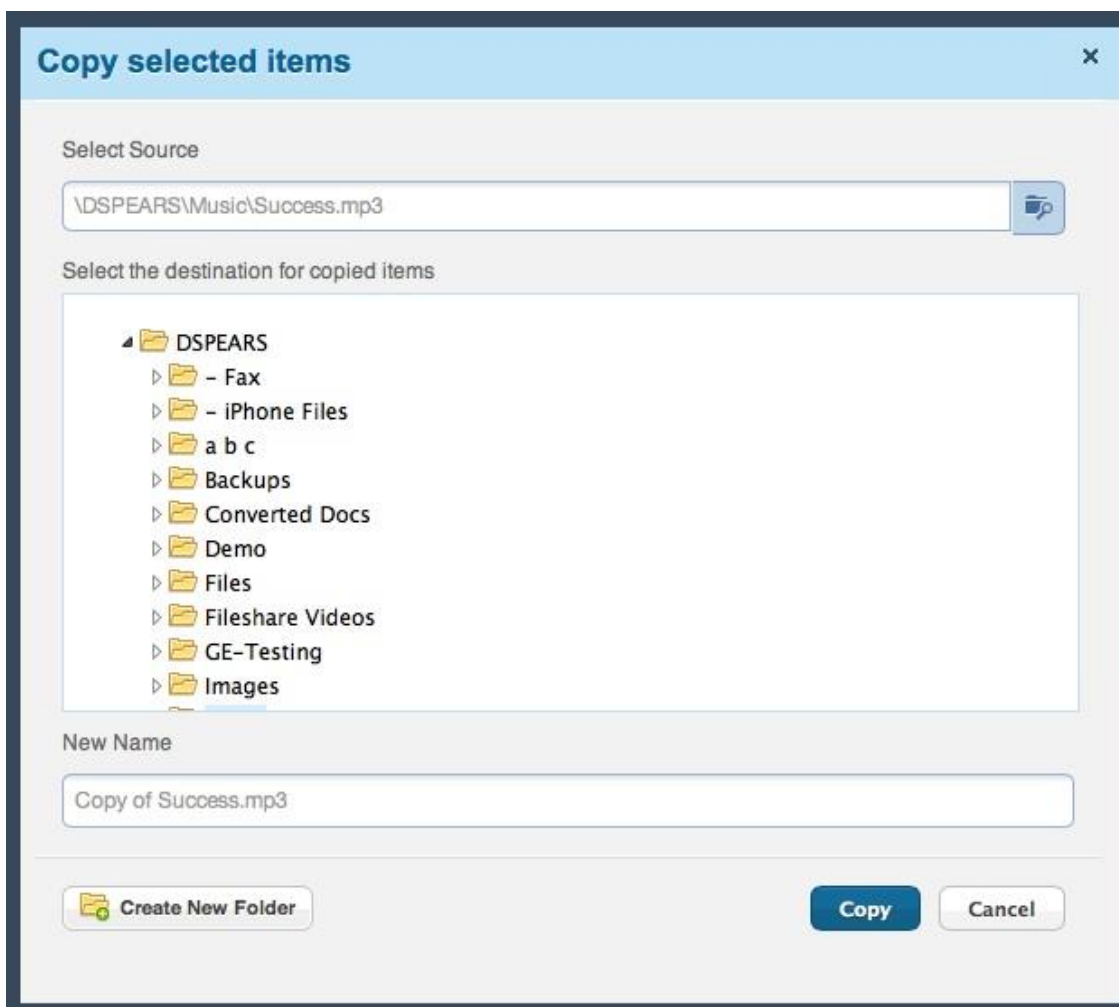


In Icon View:

1. Move your mouse over the file or folder icon and click the small "arrow" in the top right corner of the icon.
2. Choose "Copy"



3. You will be prompted for the new destination for the copied file/folder, as well as a name for the copy.
4. Click "Copy"

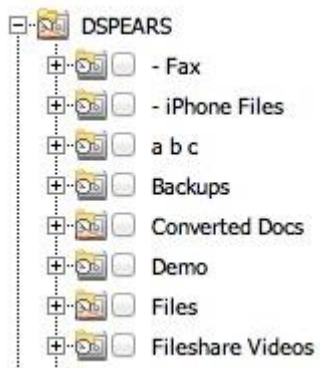


Copying Multiple Files

1. In **Tree View** click the "show multiple selection" button underneath the "My Documents" tab.



2. The tree will reload with checkboxes to the right of all files and folders

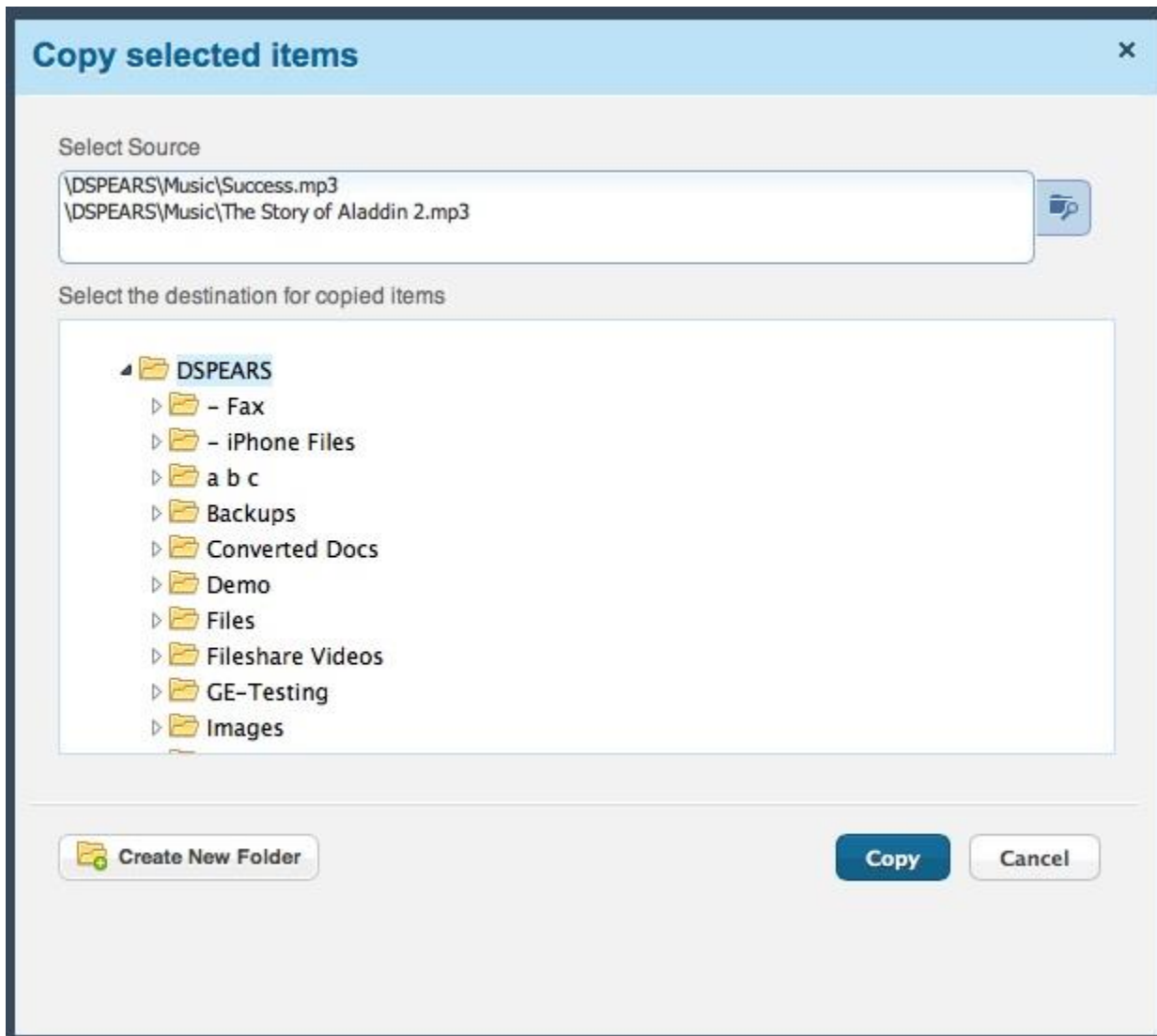


3. Upon selecting more than one of these checkboxes, a blue toolbar will appear with several options.



4. Choose "Copy"

5. Select a Destination for the files and choose "Copy"



6. In **List View** and **Icon View** the checkboxes are already next to each file and folder.

viii. Downloading Files And Folders

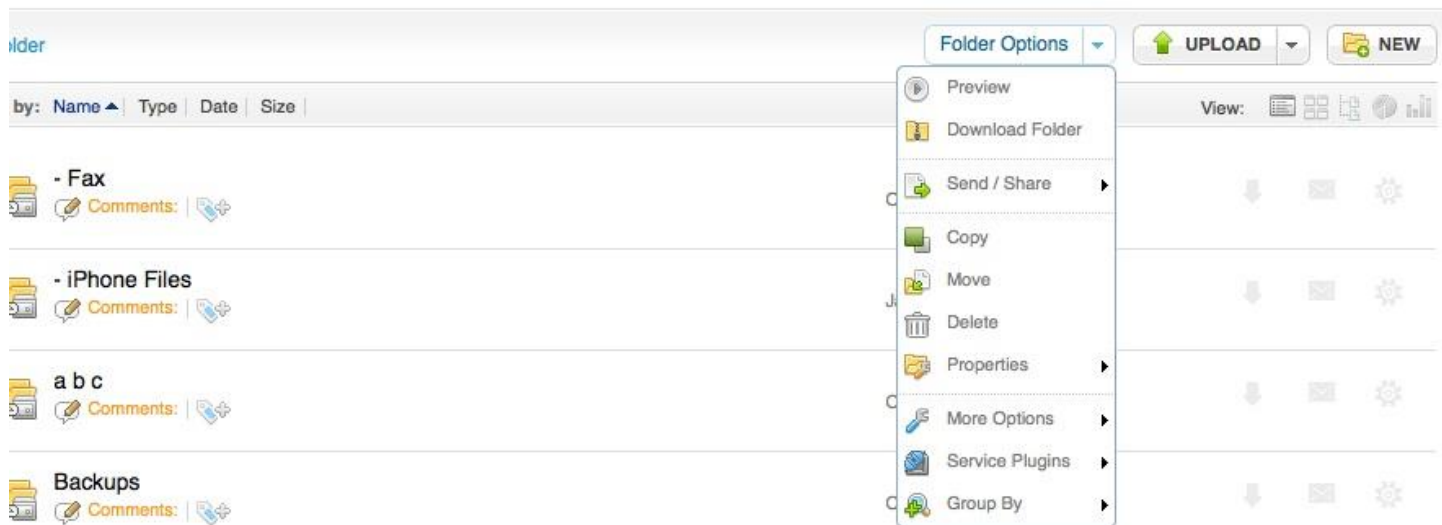
NOTE: In most cases, you can download an individual file simply by double clicking the file icon. However, there are many different ways you can download files and folders from your FilesAnywhere account.

Downloading Files and Folders in List View

Move your mouse over the file or folder that you wish to download and click the green "download" arrow. This will download the file or folder to your computer.

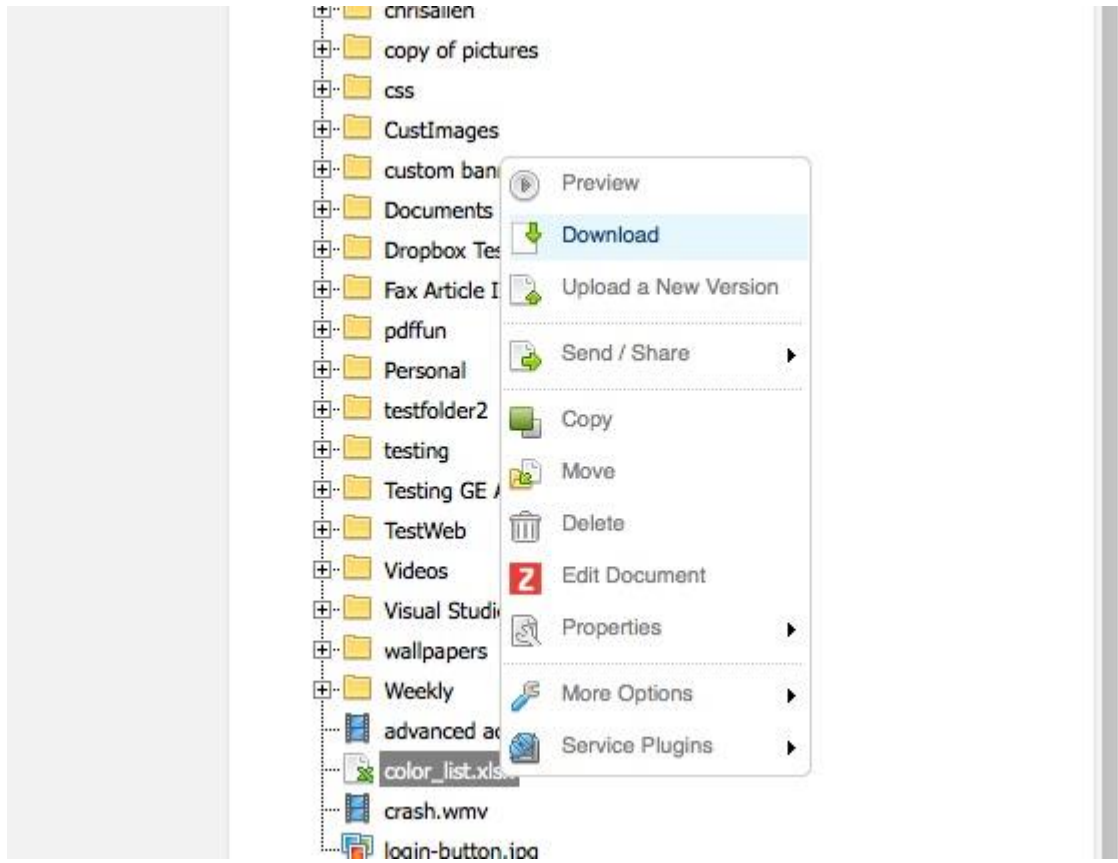


You can also download the contents of the folder you are in by clicking the "folder options" button near the top right of the screen and choosing "Download Folder".



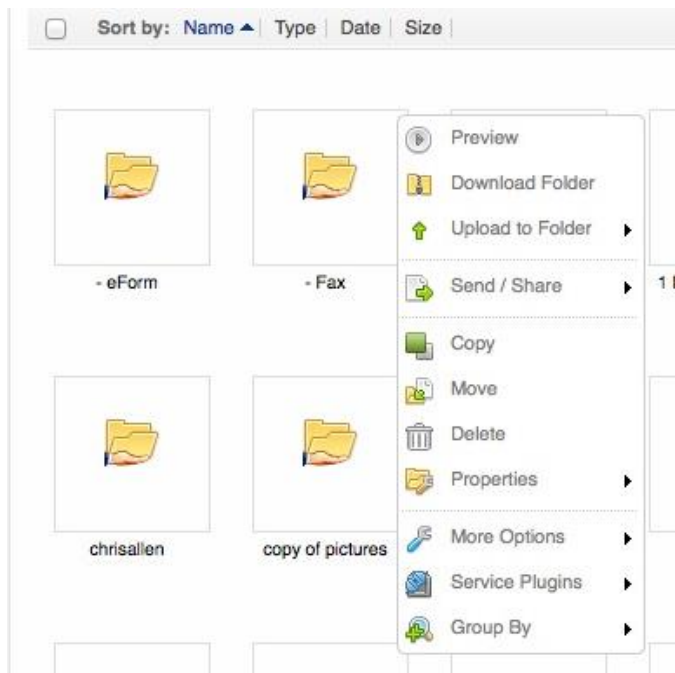
Downloading Files and Folders in Tree View

Right click on the file or folder that you wish to download and click "download". This will download the file or folder to your computer.



Downloading Files and Folders in Icon View

Move your mouse over the file that you wish to download and click the small arrow in the top right hand corner of the icon.



Choose "Download" or "Download Folder" (Depending on whether you are downloading an individual file or an entire folder)

Important Information About Downloading Files and Folders

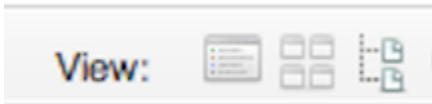
- If after downloading a file, you alter the file and need to save the new version to your FilesAnywhere account, the file cannot be saved back to your remote drive from inside the application. To update the version on your FilesAnywhere account, you need to save it first locally and then upload the file to your account (you may overwrite the existing file or save it using a different name).
- The time needed to finish the transfer is completely dependent on your bandwidth to the Internet and the level of server activity. Because our remote server has an extremely high-capacity connection to the Internet, transfer rates will not normally be affected by other users. For cable modem, DSL, or other broadband users, downloading a 1MB file will typically take 10 seconds or less. If you are using a modem, please be extremely patient since file transfers can take a long time over slow connections.
- Folder downloads (zipped downloads) are limited to 25 GB. You may use an FTP client to download folders larger than 25 GB.

ix. Deleting Files And Folders

Do you need to delete a file or folder? There are a few ways to accomplish this action and you'll find a discussion of each method in this article.

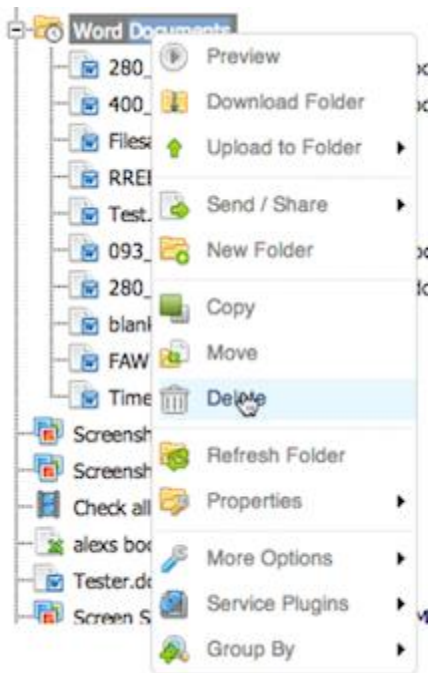
Let's Get Started:

There are 3 different views that you can cycle between for deleting documents **list, icon, and tree.**



Deleting Files/Folders in Tree View

1. Login to your FilesAnywhere account.
2. Locate the file or folder you wish to delete and right click it to pull up the drop down menu.
3. Select **Delete** from the drop down menu.

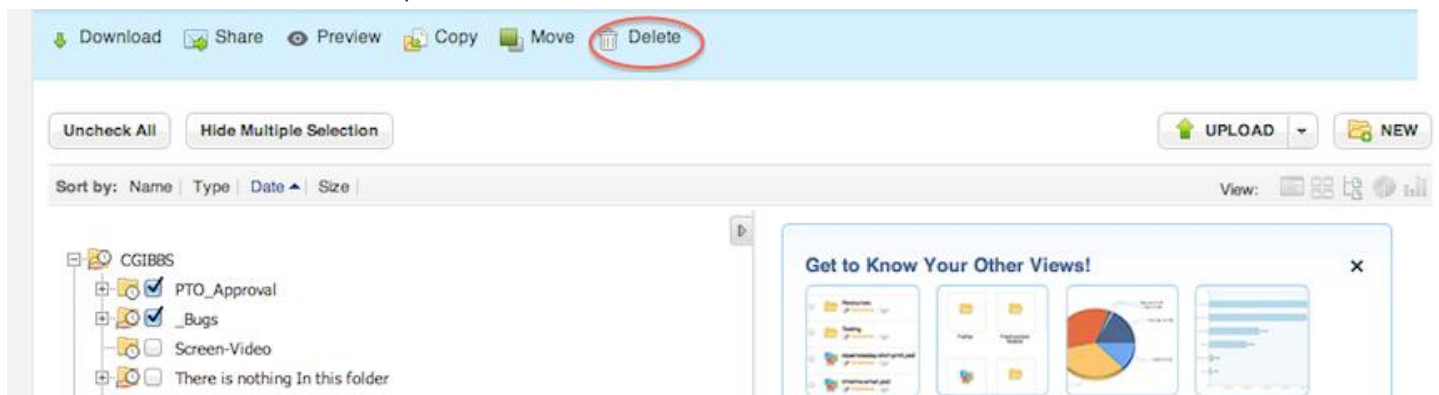


4. After a deletion your account will refresh which automatically removes the deleted files/folders from your tree. You may also click the Refresh button on your browser to manually refresh your FilesAnywhere content.

Delete Multiple Files/Folders in Tree View

If you need to delete multiple files from a folder, but not the entire folder itself, you can use the Select Multiple feature.

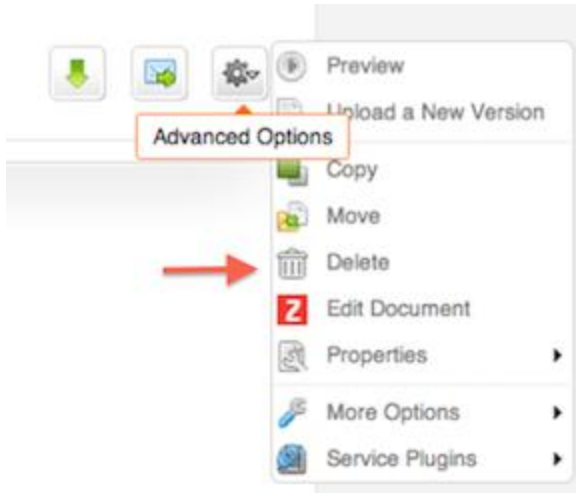
1. Log in to your FilesAnywhere account.
2. Select **Show Multiple Selection** above the **Sort by** function. This will bring up check boxes next to all the files/folders in tree view.
3. Once you check two or more files/folders a menu will appear at the top of the page.
4. Select **Delete** from the menu option.



5. Your account will refresh automatically removing the deleted files/folders from your tree. You may also click the Refresh button on your browser to manually refresh your FilesAnywhere content.

Delete Files/Folders in List View

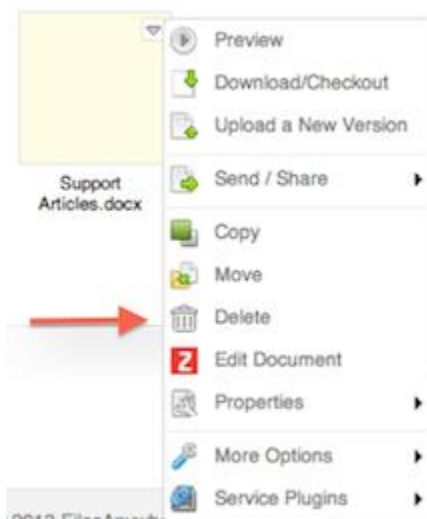
1. Login to your FilesAnywhere account.
2. Click the down arrow under **Advanced Options** and a menu will appear.
3. Select **Delete** from the menu option.



4. Your account will refresh automatically removing the deleted files/folders from your tree. You may also click the Refresh button on your browser to manually refresh your FilesAnywhere content.

Delete Files/Folders in Icon View

1. Login to your FilesAnywhere account.
2. Click the down arrow located in the top right corner of the File/Folder and a menu will appear
3. Select **Delete** from the menu.



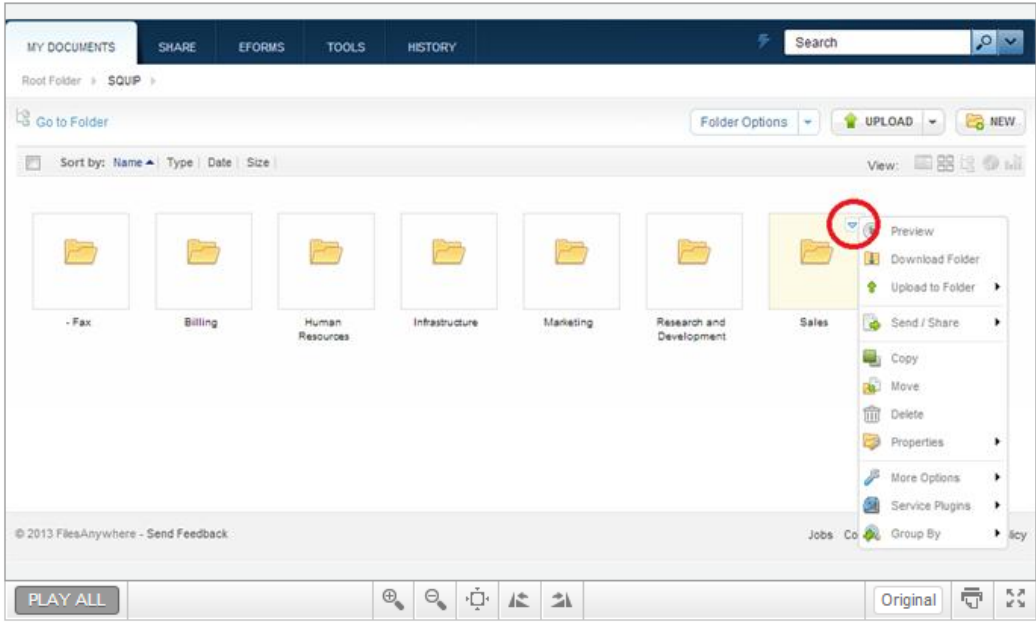
4. Your account will refresh automatically removing the deleted files/folders from your tree. You may also click the Refresh button on your browser to manually refresh your FilesAnywhere content.

Important Information About Deleting Files and Folders

- Please be cautious when deleting files and folders from your account. All deleted data is permanently removed from your account.
- Each day at 5:00 a.m., FilesAnywhere creates a snapshot of your account and retains the data for 30 days. Documents deleted accidentally may be restored if the file was not created and then deleted after 5:00 a.m. See the [Restoring Data](#) article for instructions on retrieving deleted files and folders.

x. Previewing Files And Folders

FilesAnywhere's Preview feature allows user and recipients of FileShare links to view documents, videos, listen to songs, and see the contents of folders. Previewing a folder is as simple as selecting the folder, opening the options, and selecting preview. The Preview mode displays options on the right hand side and allows the user to navigate between multiple files. An image of the feature is directly below and instructions to Preview a file or folder are below the Preview example.



The screenshot shows the FilesAnywhere interface in 'Icon View with drop down.PNG' mode. The main area displays a grid of folders: '- Fax', 'Billing', 'Human Resources', 'Infrastructure', 'Marketing', 'Research and Development', and 'Sales'. The 'Sales' folder is selected, and a context menu is open over it. The 'Preview' option in the menu is circled in red. Other options include 'Download Folder', 'Upload to Folder', 'Send / Share', 'Copy', 'Move', 'Delete', 'Properties', 'More Options', 'Service Plugins', and 'Group By'. The right sidebar shows a list of files in the folder, with '3. Icon View with drop down.PNG' highlighted. Below the main interface, there is a 'Comments' section with a text input field and an 'Add Comment' button.

Icon View with drop down.PNG

3 of 5

Download Share

Expand All

File Details

Tags

Files in This Folder (5)

Sort by: Name | Date | Size | Random

1. Bug Report.docx
Updated: Jun 13 2013 11 KB
2. Bug Report.txt
Updated: Jun 13 2013 318 B
3. Icon View with drop down.PNG
Updated: May 23 2013 42 KB
4. Red Line.PNG
Updated: May 28 2013 3 KB
5. Tentative Fix.wmv
Updated: Jun 13 2013 3 MB

Settings

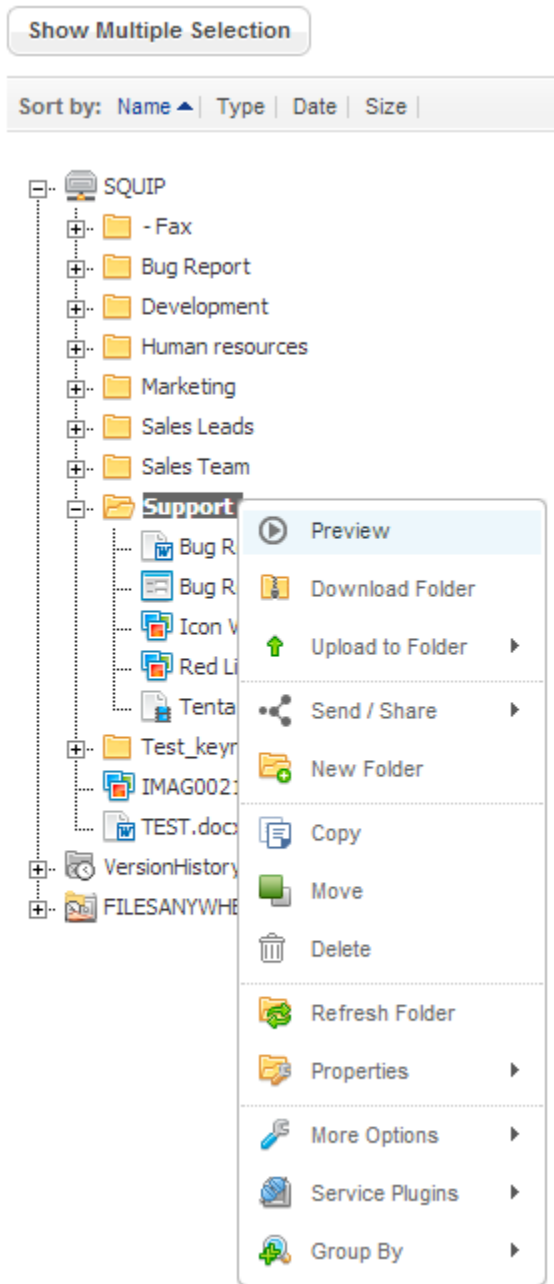
Comments (0) Versions Text In File

Comments
Add the first comment below to get this discussion started

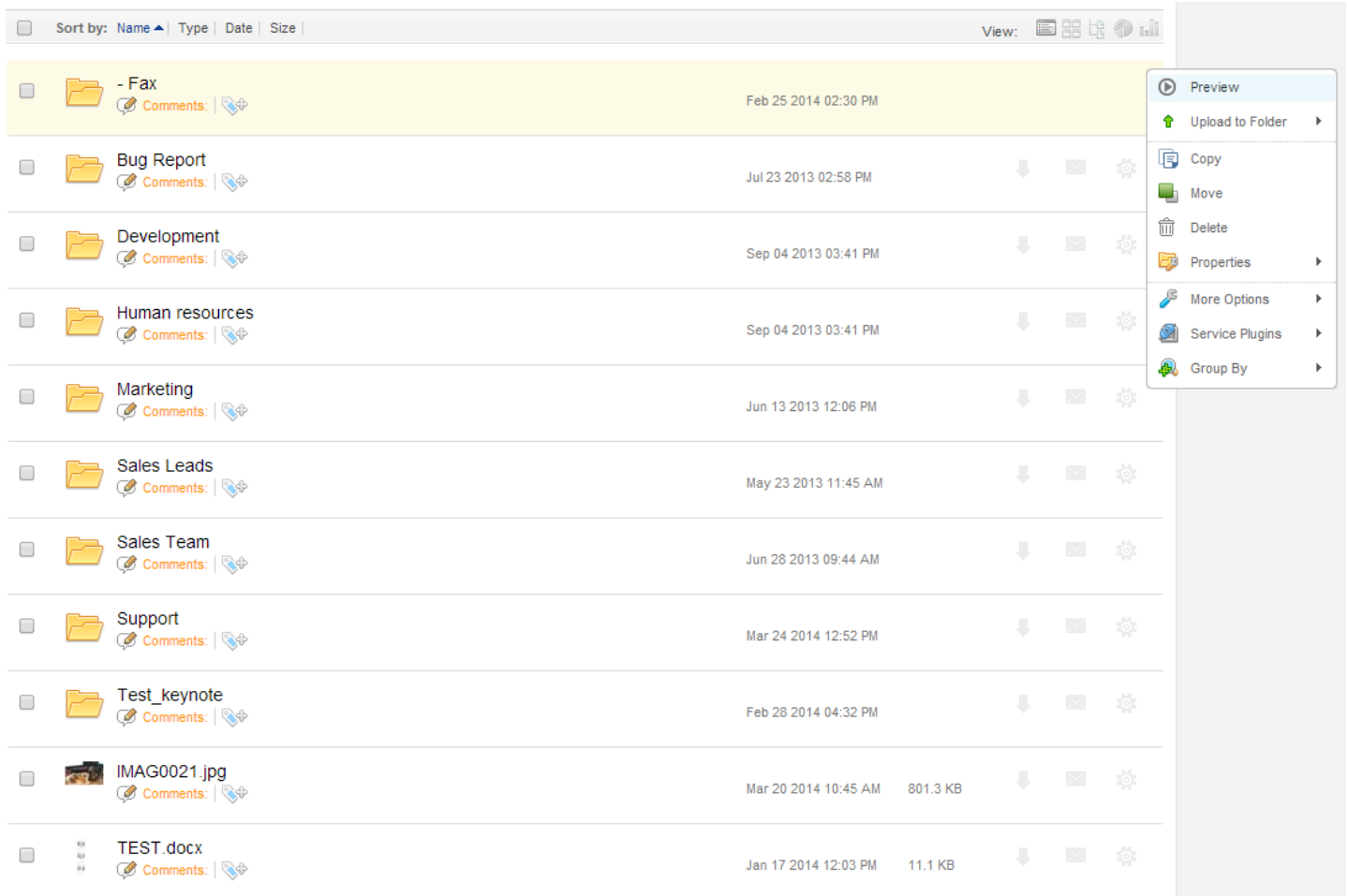
Enter your comment

Add Comment

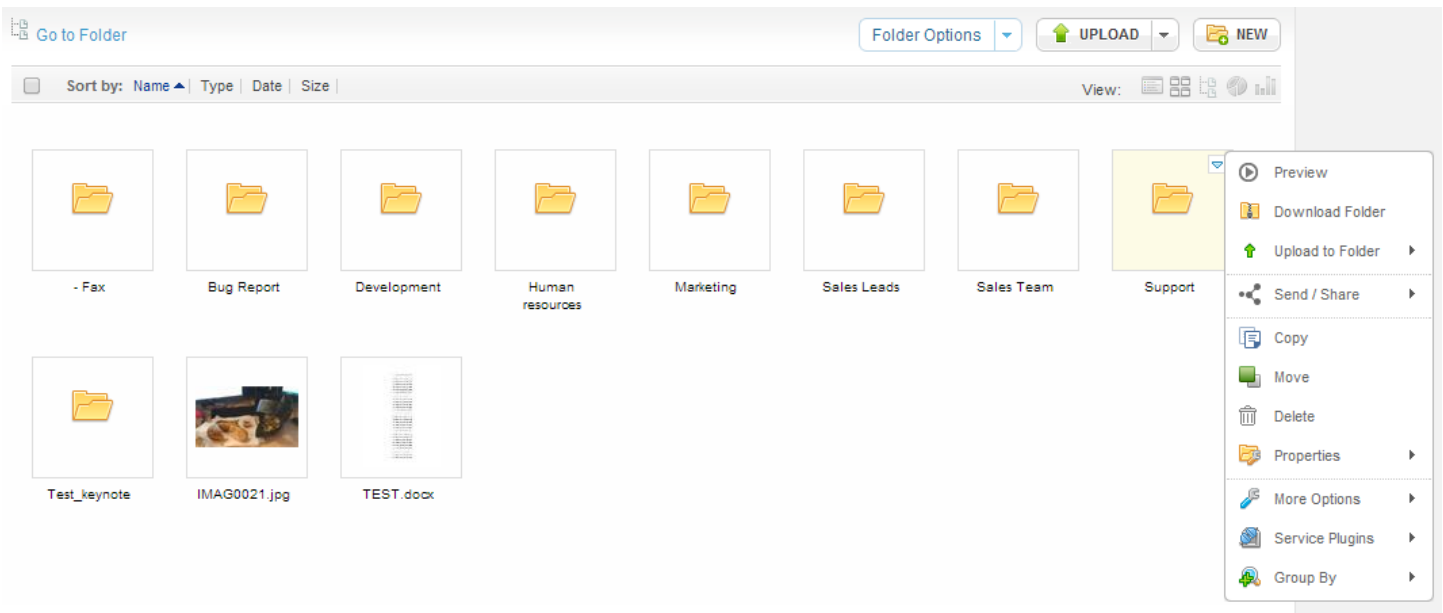
In **Tree View** right click on a folder or file and click Preview.



In **List View** click the cog wheel icon on the far right side.



In **Icon View** click on the down arrow icon in the top right corner of the file or folder icon and then click Preview.



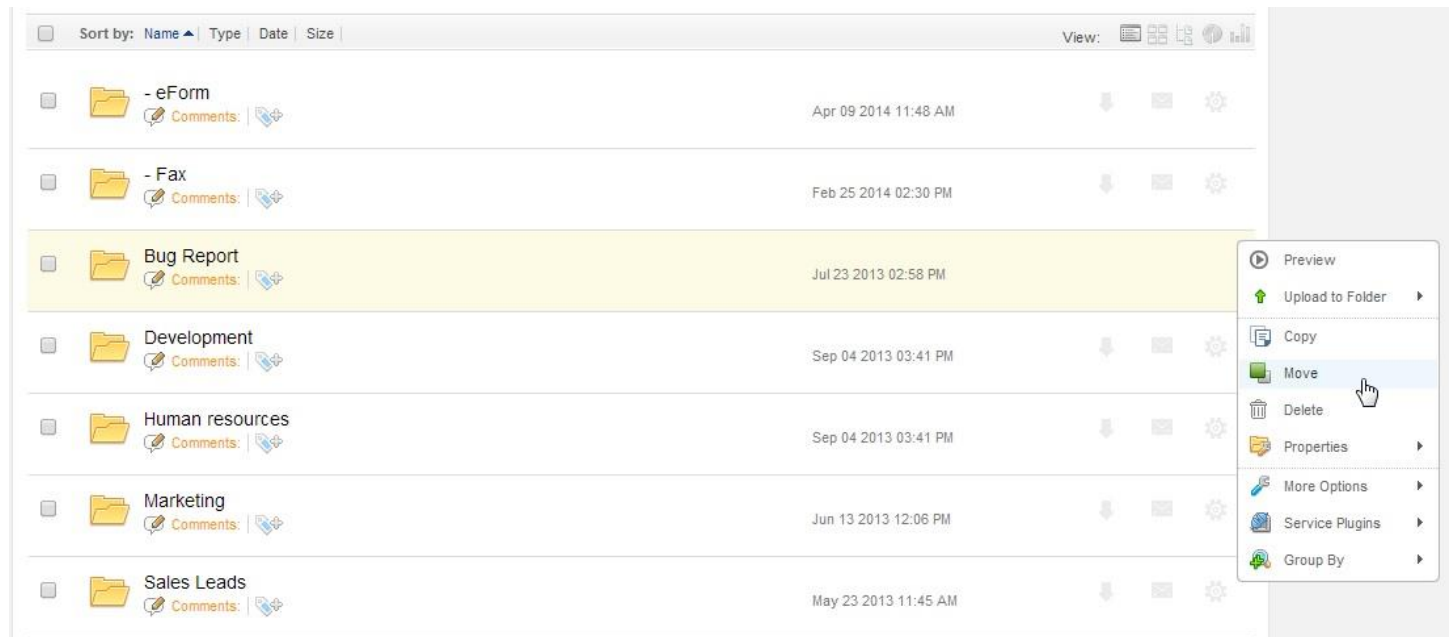
xi. Moving Files And Folders

Organization is an important part of FilesAnywhere. If you accidentally upload a file or folder to the wrong location, or you need to move something, to another directory, we make it easy for you. There's a few ways to move your files and folders and they're all listed below.

Move Command

To move folders and files in List, Icon, and Tree View select Options (usually a gear icon) and then click Move. Then select the destination and the file will relocate itself. That's it!

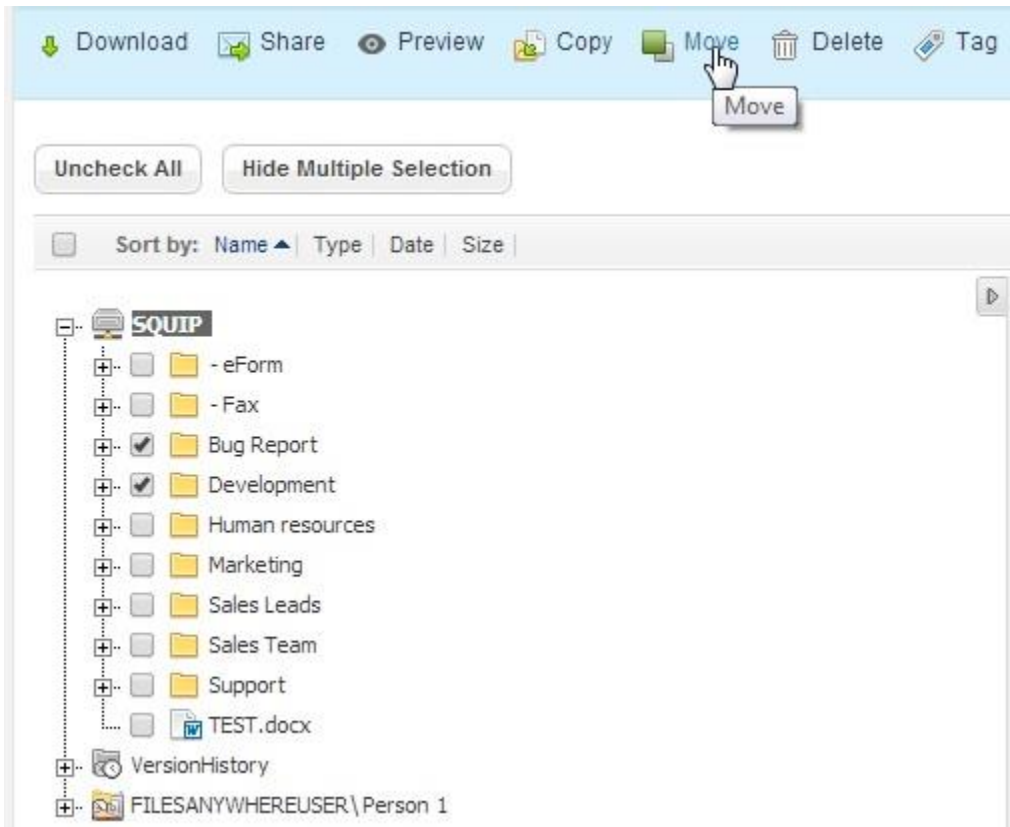
List View



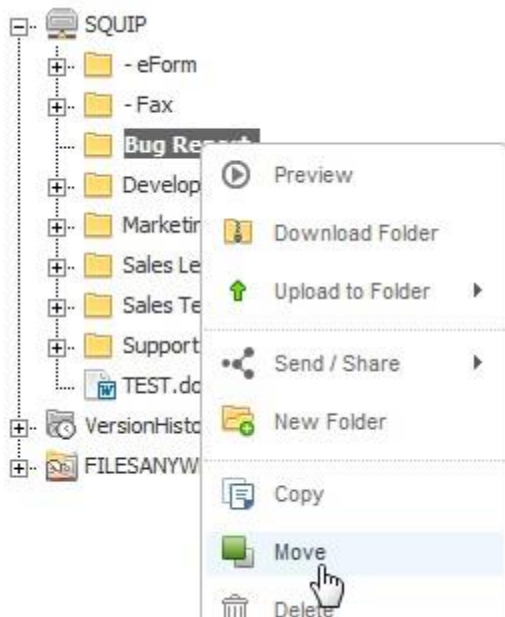
The screenshot displays the FilesAnywhere interface in List View. At the top, there is a header with 'Sort by: Name', 'Type', 'Date', and 'Size' options, and a 'View:' dropdown menu. Below the header is a list of folders. The 'Bug Report' folder is highlighted in yellow. A context menu is open over the 'Bug Report' folder, showing options: Preview, Upload to Folder, Copy, Move (highlighted with a mouse cursor), Delete, Properties, More Options, Service Plugins, and Group By. The list of folders includes: - eForm (Apr 09 2014 11:48 AM), - Fax (Feb 25 2014 02:30 PM), Bug Report (Jul 23 2013 02:58 PM), Development (Sep 04 2013 03:41 PM), Human resources (Sep 04 2013 03:41 PM), Marketing (Jun 13 2013 12:06 PM), and Sales Leads (May 23 2013 11:45 AM).

Folder Name	Comments	Date	Actions
- eForm	Comments: [icon]	Apr 09 2014 11:48 AM	[down arrow] [envelope] [gear]
- Fax	Comments: [icon]	Feb 25 2014 02:30 PM	[down arrow] [envelope] [gear]
Bug Report	Comments: [icon]	Jul 23 2013 02:58 PM	[down arrow] [envelope] [gear]
Development	Comments: [icon]	Sep 04 2013 03:41 PM	[down arrow] [envelope] [gear]
Human resources	Comments: [icon]	Sep 04 2013 03:41 PM	[down arrow] [envelope] [gear]
Marketing	Comments: [icon]	Jun 13 2013 12:06 PM	[down arrow] [envelope] [gear]
Sales Leads	Comments: [icon]	May 23 2013 11:45 AM	[down arrow] [envelope] [gear]

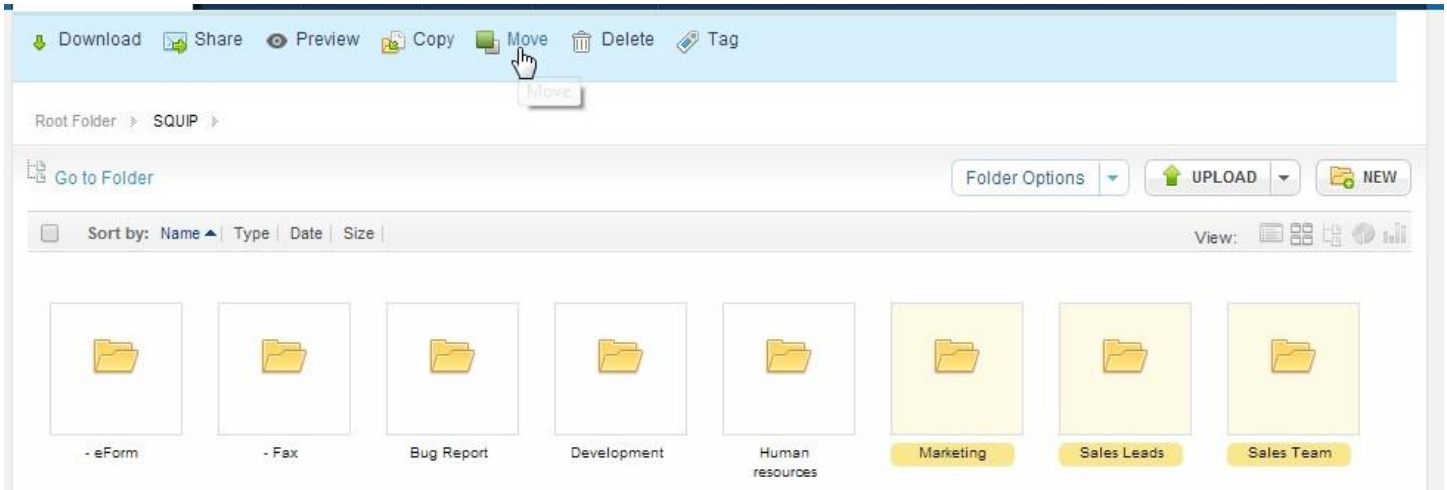
Tree View



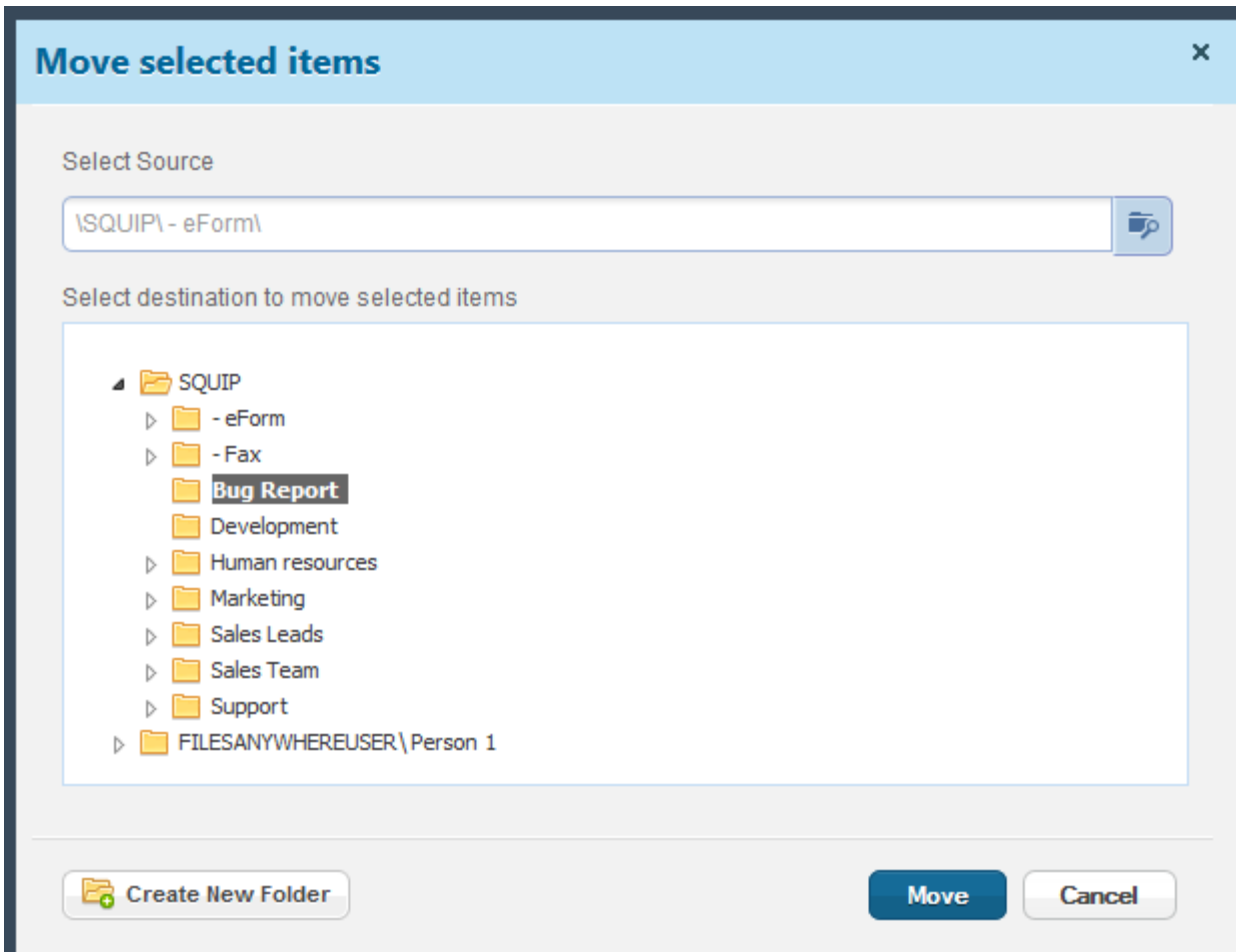
Or right click and select Move



Icon View



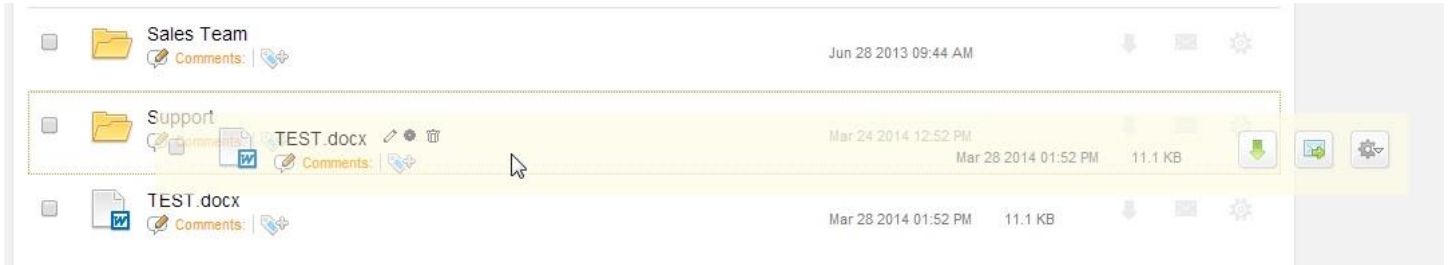
Move Command Window



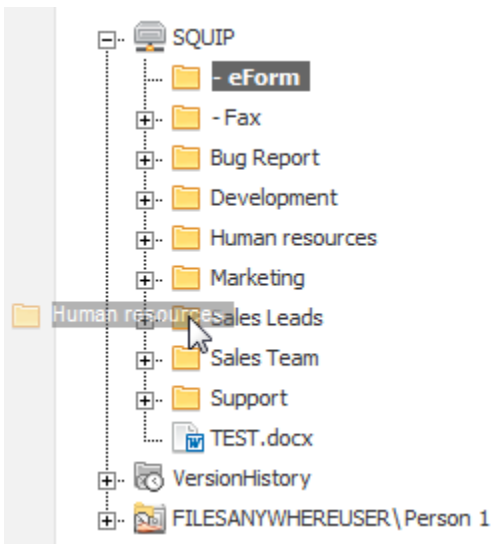
Dragging and Dropping

Click and hold a file/folder and drag it onto another folder. This feature works in the List View and Tree View.

List View



Tree View



xii. Folder Properties

We live in a world full of information. Wouldn't it be nice if it was centrally located and easy to find? For FilesAnywhere users, it is! The Folder Properties screen provides all the important details of the selected folder so that you can review it at a glance and manage your data with a few clicks. The Folder Properties screen contains six tabs: General, File Tracking, Email Options, Sharing, File Lifecycle, and Activity History Log. Here we've provided an overview of how to access Folder Properties and the features available in each tab. If you would like step-by-step instructions for changing properties and settings contained within the Account Settings screen, you may choose one of the following tutorials:

- [File History Log](#)
- [File Lifecycle](#)
- [GroupShare™](#)
- [Upgrading Your Account](#)
- [Version Control](#)

To access Folder Properties click the “Gear” icon next to the folder you wish to review, or right click the folder in Tree View, select Properties, and then Advanced Properties.



From here you will have access to the Folder Properties window.

General Tab

The screenshot shows a dialog box titled "Folder Properties for 'TestFolder'". It has a light blue header with a close button (X) in the top right corner. Below the header is a horizontal row of six tabs: "General", "File Tracking", "Email Options", "Sharing", "File Lifecycle", and "Activity History Log". The "General" tab is selected. The main content area displays the following information:

- Folder Owner: FILESANYWHEREUSER
- Size: 0 bytes [Refresh](#)
- Created: Jan 17 2013 12:50 PM
- Contains: 0 files , 0 folders
- Folder Location: \FILESANYWHEREUSER\TestFolder\

Below this information, there are two sections:

- Name:** A text input field containing "TestFolder".
- Description:** A large, empty text area for entering a description.

At the bottom of the dialog, there are three buttons: "Folder Contents Report" (with a small bar chart icon), "Save", and "Close".

Fields within the General Tab:

- **Folder Owner:** Name of the user or sub user with ownership of the selected folder.
- **Size:** Displays the combined size of all files in selected folder, including all subfolders.
- **Created:** Displays the date the folder was created.
- **Contains:** Displays the combined number of all files in selected folder, including all subfolders.
- **Folder Location:** Displays the complete file path of selected folder.
- **Name:** Displays name of selected folder. Also allows user to change name of selected folder.
- **Description:** Allows user to input a description of selected folder.

File Tracking Tab

Folder Properties for 'TestFolder'

General | **File Tracking** | Email Options | Sharing | File Lifecycle | Activity History Log

Folder Owner: FILESANYPHEREUSER Parent Folder: \FILESANYPHEREUSER\

File Tracking Properties: ?

File History Logging Versions: **Keep** 1

Checkin / CheckOut

Disable Delete ?

Folder Contents Report **Save** Close

Fields within the File Tracking Tab:

- **Folder Owner:** Name of the user or sub user with ownership of selected folder.
- **Parent Folder:** Shows the path of the parent folder from which properties of the selected folder are inherited.
- **File History Logging Check Box:** Enables/disabled File History. With File History enabled, a backup copy of every file version uploaded to the selected folder (and subfolders inheriting properties from the selected folder) is stored in the folder owner's Version History Repository folder.
- **Versions:** When File History Logging is enabled, you can set the number of versions the system will retain as backup for each file. If you only want to use the File History Log feature without retaining any backup versions, select 0 (zero) from the Keep dropdown menu. [Data Restore](#) feature that takes a snapshot of every account at 5:00 a.m. Eastern Time, and keeps those snapshots up to 30 days, including the number of file versions you have chosen to keep.
- **Checkin/Checkout Check Box:** A **Groupshare** feature, this check box enables/disables the enforcement of Checkin/Checkout Version Control rules on the selected folder. With this feature enabled, all downloads and uploads are automatically tracked using Checkin/Checkout
- **Disable Delete:** Completely disables all deletion capability within the selected folder and subfolders. When turned on in the parent (root) folder, prevents deletion of files in all folders associated with the account. This prevents accidental deletion for important files. This feature can be used with File History and Checkout for complete version protection.

Email Options Tab

Folder Properties for 'TestFolder'

General | File Tracking | **Email Options** | Sharing | File Lifecycle | Activity History Log

Daily Activity Report

File Upload

File Checkout Report

Always send Email to all Users ?

Standard Recipients:

Folder Owner Groupshare Users

Additional recipients:

Folder Contents Report

Save Close

Fields within Email Options Tab:

- **Daily Activity Report Check Box:** Enables an emailed daily report displaying all file updates done during a 24-hour period.
- **File Upload Check Box:** Enables a real-time email notification for every file upload. This feature is not recommended for large directories with high volume file activity since an email is generated with every file action.
- **File Checkout Report Check Box:** Automatically email a notification of every file checkout at the time of the download.
- **Always send Email to all Users Check Box:** When enabled, all members of the **GroupShare** for a selected folder will be included in email distributions.
- **Standard Recipients, Folder Owner Check Box:** Enables the folder owner to receive the specified reports and notifications.
- **Standard Recipients, Groupshare Users Check Box:** Enables **GroupShare** participants to receive the specified reports and notifications.
- **Additional Recipients:** A free form field, you may specify other email addresses to be included in the distribution, even if they are not **GroupShare** users. Any valid email address is acceptable. Separate multiple email aliases with semi-colons (e.g., user1@domain.com; user2@domain.com).

Sharing Tab

Folder Properties for 'TestFolder' ×

General | File Tracking | Email Options | **Sharing** | File Lifecycle | Activity History Log

Select User/Group

Select Permission Select Permission

Add User/Group

No shared users found.

Remove Selected User/Group

Notify the user by email when adding them to the share Stop Share

Folder Contents Report Save Close

Fields within Sharing Tab:

- **Select User/Group:** Allows you to specify the user/group with whom the selected folder will be shared.
- **Select Permission:** Allows you to set the user/group permission level for the selected folder. Available settings are: Full Access, Create and Update, Read Only, and Master Access.
- **Notify the user by email Check Box:** Enables the user/group to receive email notification when they added to share.
- **Stop Share:** This button will cease all sharing activities with this folder.

File Lifecycle Tab

Folder Properties for 'TestFolder'

General File Tracking Email Options Sharing **File Lifecycle** Activity History Log

File Lifecycle Management File Lifecycle Rules allow you to expire content in folders, by automatically deleting files and subfolders using a Retention Time Period.

Content deleted by a Lifecycle Rule is permanently purged from the account , so please use caution when setting up these rules!

Add Lifecycle Rule Delete

No records found. Click [Add](#) to create a new Rule.

Folder Contents Report Save Close

Fields within File Lifecycle Tab:

- **Add Lifecycle Rule:** Allows user to add a rule set for life cycle of selected folder.
- **Delete:** Remove selected Lifecycle Rules.
- **NOTE:** Adding a rule will enable the deletion of files/folder using a Retention Time Period.

Activity History Log

Folder Properties for 'TestFolder'

General | File Tracking | Email Options | Sharing | File Lifecycle | **Activity History Log**

Choose Activity:

Folder:

Include All Subfolders

Show Default | Select a Filter

No Record found.

Fields within Activity History Log:

- **Choose Activity:** Allows user to select what activity is reported in the history log. Available options are: File History/Link Tracking, Checkin/Checkout History, Currently Check Out Files.
- **Folder:** Allows user to specify which folder will receive an Activity History Log.
- **Include All Subfolders Check Box:** Enables the inclusion of all subfolders. Activity for subfolders will be include in history log.

xiii. Searching Files And Folders

Need to find a file with your account and can't remember exactly where it is? No problem! Use the search bar to instantly search files or folders through your entire account! An Index feature rapidly indexes all readable file content in the account, making word searches lightning-fast! You can create your own keywords and then "tag" files to easily search by keyword. Search by file or folder names, text in files, meta tags, or even comments.

Let's Get Started:

1. Login to your FilesAnywhere account.
2. On the top right-hand side, click on the search box.



3. Type what you need to search for and press enter on your keyboard or click the **search** button (magnifying glass) on the right side of the search box.
4. To expand or close additional search options, select the down arrow to the right of the **search** button.



4. Enter your search criteria in the appropriate fields, then click search.

Note: You may select a different folder to search in by clicking the **Browse** button. A * denotes a wildcard search, which means you may replace parts of your keyword with the asterisk to allow a full search (e.g., mark* as a search criteria will return all results within files or folders that contain the word mark, such as marketing, market, marksman, markup, etc.)

5. Files matching your search criteria will be returned in the bottom window. From here you may export to an Excel or text file, or access the selected files accordingly.

Search results for "Advanced options"

[RETURN TO ROOT](#)[EXPORT RESULT](#)

Sort by: Name | Type | Date | Size



Search done using index data dated December 09, 09:23 PM . Click here to [re-index](#) account data.
[Learn more](#) about how this methods works or what other options you have for your searches.



		Fax Image (1).PDF Comments:	Oct 11 2013 08:07 AM	95.8 KB			
\squip\many file types\							
		Fax Image.PDF Comments:	Oct 11 2013 08:07 AM	95.8 KB			
\squip\many file types\							

Important Information Regarding Search

- The search feature is an intensive process on the server and for this reason we limit the time taken by this process to support a very large number of users accessing this feature. The search feature is extremely fast, so all practical searches can be performed within the time allowed.
- If you receive a Timeout error message, try limiting the folders you are searching, specify the file types (i.e.: *.doc), or try a more exact search phrase.

(i) Advanced Text Search

Search Text in File Commands

Search text in files is only available to Private sites.

- Phrase search: " "
- E.g.: "Fall 2007 Tax Records"
- Multi character wildcard: *
- E.g.: 2007 Tax*
- Single character wildcard: ?, ??, ???, etc.
- E.g.: ?ame (this will search for *Name, Fame, etc.*)
- Boolean operators: AND, OR, NOT
- E.g.: file AND storage AND NOT space
- This e.g. searches for file text containing 'file' and 'storage' and doesn't contain 'space'

Advanced search features for File Name, Comment and Tag Search

Available to all accounts.

- Phrase search: " "
- E.g.: "Fall 2007 Tax Records"
- Multi character wildcard: *
- E.g.: 2007 Tax*
- Single character wildcard: ?, ??, ???, etc.

- E.g.: ?ame (this will search for *Name, Fame, etc.*)
- Boolean operator: OR
- E.g.: file AND storage
- Will return search results containing both search words

(ii) How To Use Optical Character Recognition (OCR)

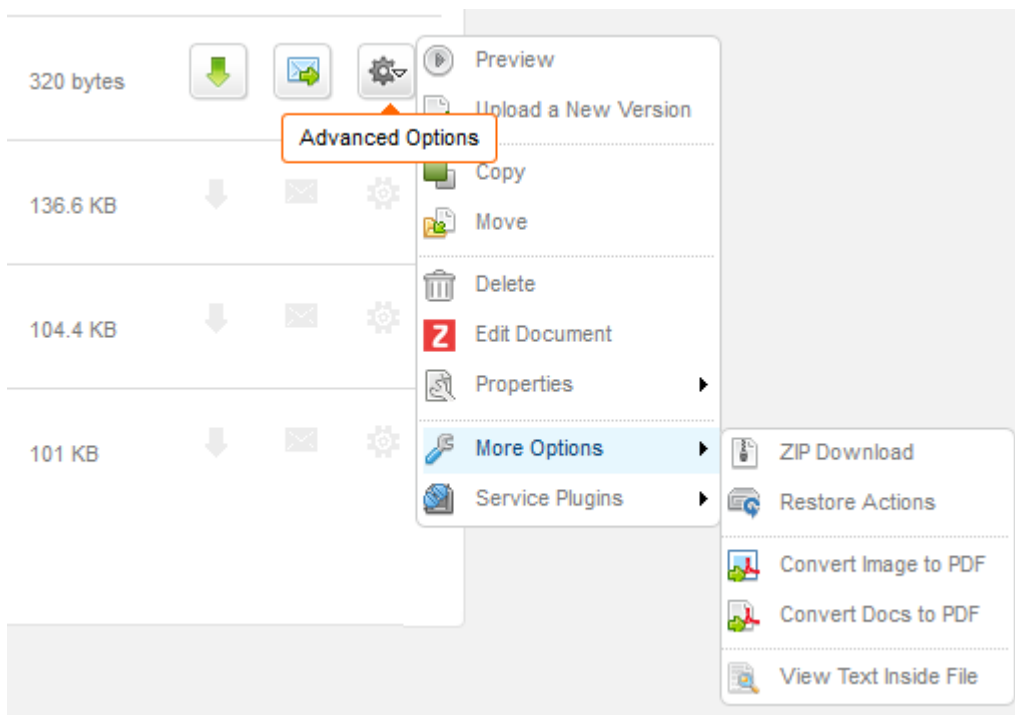
Optical character recognition is a powerful tool available to all Private Site clients. OCR, for short, processes the text in image files (.jpeg, .tiff, .bmp, .png, .raw) and PDFs, like bank statements, receipts, mail, or any other printed records.

When a document is uploaded the FilesAnywhere OCR system will automatically index the file. The OCR technology also allows users to view the text in file directly in the FilesAnywhere web interface, search text in file using the advanced search features, or even view the text in file.

Beyond the basic functionality provided by the OCR system, it also allows users to use the text in file search with Boolean operators, combinations, and other key commands to better control searches. To learn more about Advanced Text Searches [click here](#).

To get started using these features follow the steps outlined below:

Upload any files to user account. Click on **Advanced Options** of file. Click on **More Options** and select **View Text Inside File**.



Then click **View Text Inside File** to view the text.

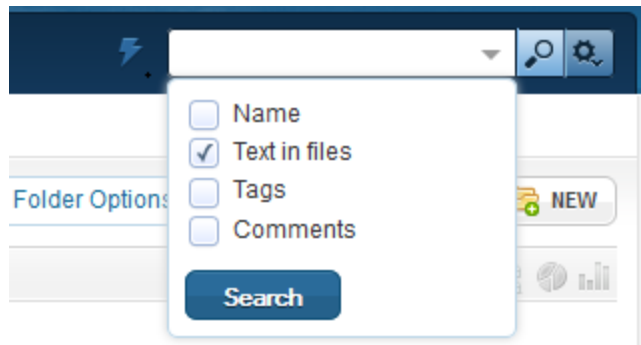
Folder report issue.txt Jul 12 2013 05:45 AM 320 bytes

View a bigger version of text

filesize
special character
time difference in web/ rept upload time
change header to File Size
no data for copy
no data for move
Working fine for upload but issue with the time being displayed.
for rename file, action is display as blank with time difference.
display horizontal scroll and paging label move right.

SST00000268.TIF Jul 12 2013 05:49 AM 136.6 KB

You can also use the search for look for specific strings of **Text In Files**.
























Type in the word or phrase and then click Search.

MY DOCUMENTS SHARE EFORMS TOOLS HISTORY thakurwar

Search results for "thakurwar" RETURN TO ROOT EXPORT RESULT

Sort by: Name | Type | Date | Size

Search done using index data dated July 10, 11:23 AM . Click here to [re-index](#) account data. [Learn more](#) about how this methods works or what other options you have for your searches.

	 3.JPG View text inside  Comments: 	Jul 12 2013 05:37 AM	64.8 KB			
ISAGAR007Test1						
	 3.JPG View text inside  Comments: 	Jul 12 2013 06:06 AM	64.8 KB			
ISAGAR007123\						
	 UnTitle.ppt View text inside  Comments: 	Jul 12 2013 05:51 AM	101 KB			
ISAGAR007Test1						

Click on the View Text Inside link display the text inside the file. Searched text is highlighted inside the file content.

MY DOCUMENTS SHARE EFORMS TOOLS HISTORY thakurwar 🔍 ⚙️

Search results for "thakurwar" [RETURN TO ROOT](#) [EXPORT RESULT](#)

Sort by: Name | Type | Date | Size

Search done using index data dated July 10, 11:23 AM . Click here to [re-index](#) account data. [Learn more](#) about how this methods works or what other options you have for your searches.

	3.JPG View text inside Comments:	Jul 12 2013 05:37 AM	64.8 KB			
↳SAGAR007\Test\						
	3.JPG View text inside Comments:	Jul 12 2013 06:06 AM	64.8 KB			
↳SAGAR007\123\						
	UnTitle.ppt View text inside Comments:	Jul 12 2013 05:51 AM	101 KB			
↳SAGAR007\Test\						

[View a bigger version of text](#) ✕

Sachin
Thakurwar

Dwitish
• Thakurwar

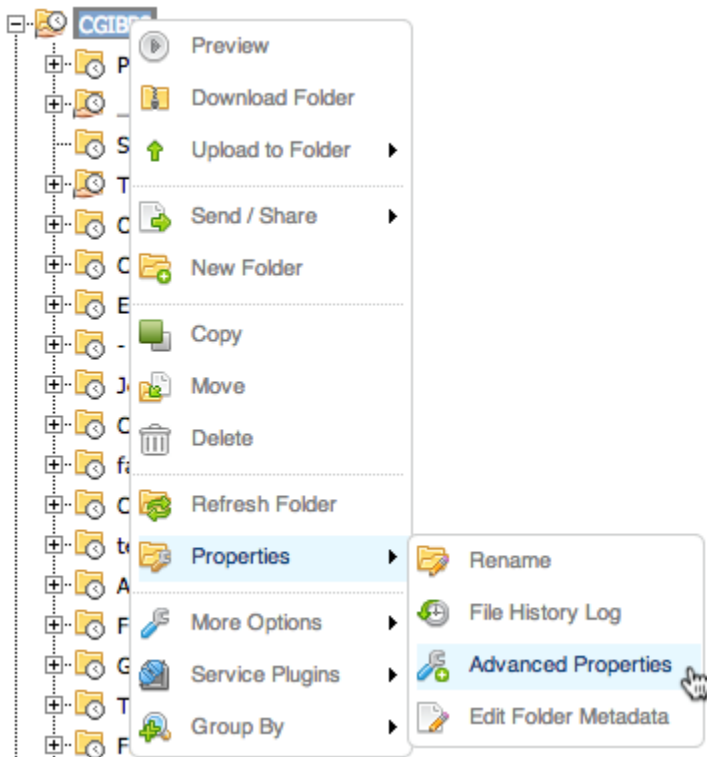
xiv. File Lifecycle

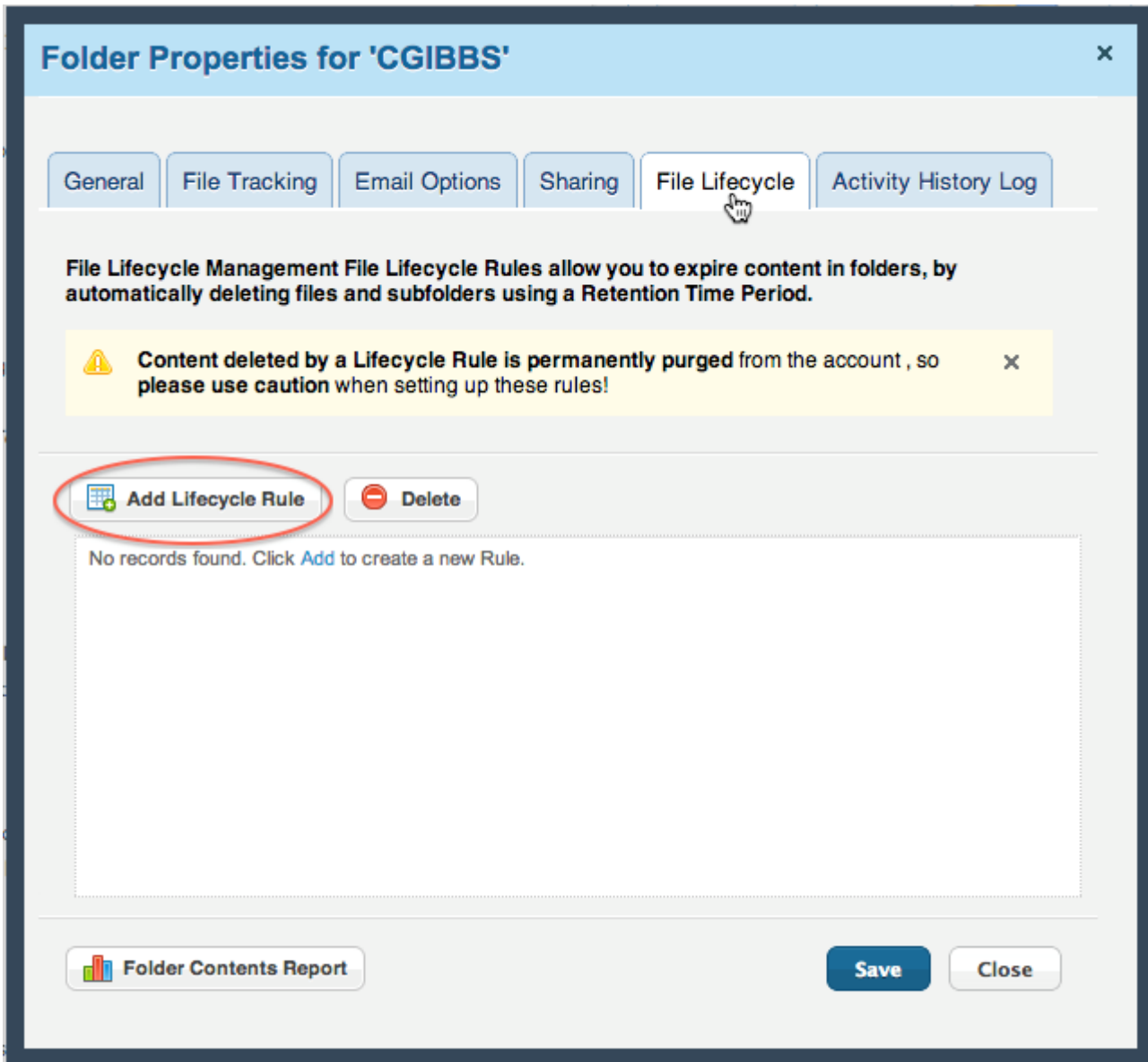
Need a way to do a little spring cleaning inside your FilesAnywhere account? No problem! With this feature, you can automate the task of deleting older files and folders. With **File Lifecycle** feature, you can set rules regarding the expiration and automatic deletion of files and sub-folders by designating a retention time period.

Let's Get Started:

After Logging into your FilesAnywhere account you may access File Lifecycle in one of two ways:

1. Right click the folder for which you wish to define a **File Lifecycle**, highlight **Properties**, and then click **Advance Properties**. When the Folder properties screen appears, click the **File Lifecycle** tab.







OR


2. You may click the tools tab located at the top, when the Account Tools screen appears, select the **Manage File Lifecycle** button.





Services


 **Data Restore**
Recover files and folders to previous versions


 **Convert Docs to PDF**
Convert any docs files into PDF document


 **Convert Images to PDF**
Convert any Image into PDF document

 **Upload Backup Estimator**
Estimate file transfer times with this handy tool


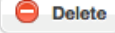
 **Manage File Lifecycle**
Manage lifecycle rules on folders


 **Index Files**
Re-Index all files in your account

 **Virtual Folders**
Organize and share documents in a whole new way!

 **Service Plugins**
Add or remove optional Service Plugins

3. The **File Lifecycle** Management screen will appear. From here you can set rules to allow content to be deleted depending on the criteria you select. If this is the first time to assign a File Lifecycle, you must begin by adding a rule. Options are discussed below.

 **Add Lifecycle Rule**  **Delete**

<input type="checkbox"/>	Rule Name ▼	Status	Period Date	Folder Path	File Mask	Folder Option
<input type="checkbox"/>	 First Rule	DISABLED	1 days	\\CGIBBS\ iPhone Files\		Delete Empty Folders

Adding a Rule

To add a rule, click the "add" button adjust the settings below and then click save.

Caution: Files and folders governed by File Lifecycle rules will be permanently deleted.

Add New Lifecycle Rule ✕

Lifecycle Rule Name:

Folder Location :

Delete Empty Subfolders

Folder View

Days

File Names to Include:

Additional Recipients:

Enable This Rule Email report to the folder owner

Important: All matching files within the selected folder and in subfolders will be deleted. Please be extra careful when adding any lifecycle rule, since the rules **PERMANENTLY DELETE FILES AND FOLDERS !!**

If you have any questions about these Settings, please call: 1 (855) 796 2669 for Technical Support.

- **Lifecycle Rule Name** - You can name the rule something easy to remember.
- **Folder Path** - This is the folder path that will be affected by this rule.
- **Delete empty Subfolders** - If you want to keep empty sub-folders, leave this unchecked.
- **Retention Time Period** - This is how long you want to keep the files/sub-folders in question.
- **File Names to Include** - Just like in a search box, put in the criteria you wish to include in the purge. For instance, if you wanted to erase all document files that are left in the folder after a week, then you'd do a search for "*.doc" (All matching files within the selected folder and in subfolders will be deleted.)
- **Additional Recipients** - If you'd like to send the notification emails to other addresses, this is where you would add them and separate them with a comma (,).
- **Enable this Rule** - Leave this checked if you want the rule enabled. Otherwise, you can disable the rule by un-checking this option.
- **Email Report** - This will send an email notification of the purged files/folders to the email address on file associated with the account.

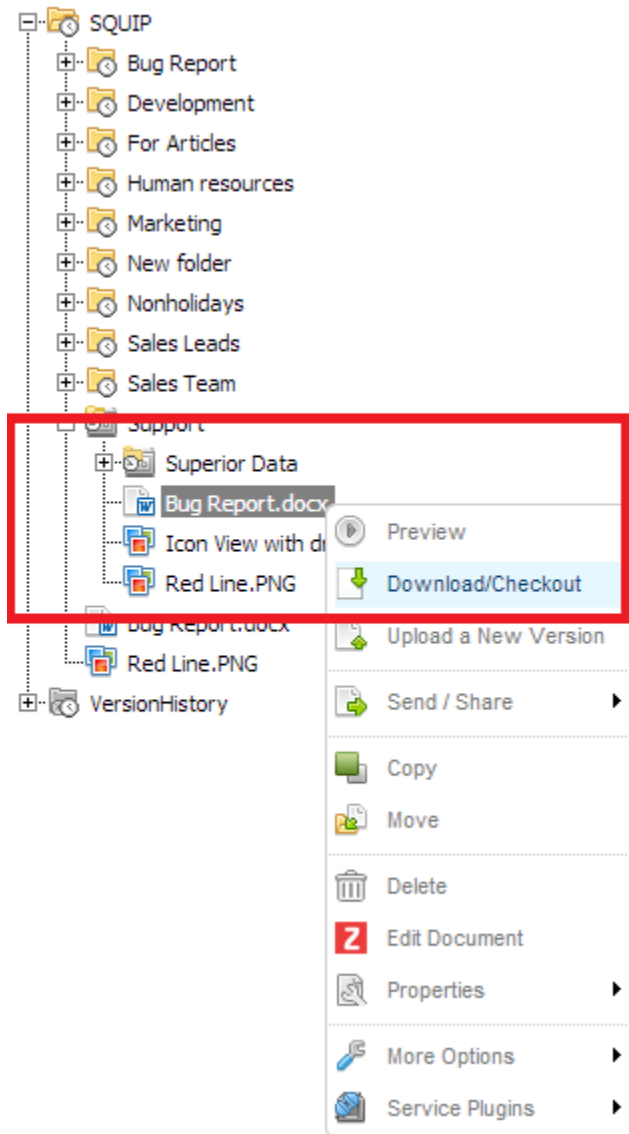
xv. Checkin/Checkout

Ever checked out a library book? The Checkin/Checkout feature follows the same concept. On enabled folders, you may check out a file to download and then edit. The Checkout locks the file, keeping others from downloading and making changes to the file at the same time. This allows for a collaborative environment with strict version control. You might also like more information on:

- [Version Control Overview](#)
- [Enabling and Using Version Control](#)


Let's Get Started:


1. Login to your account.
2. Locate the file you want to checkout in the folder tree.
3. Right click on the file and select Checkout.




4. The Download screen will appear. Enter any necessary comments or additional email notification recipients, then click **Download and Checkout**. The folder tree will reflect the checkout.

Version Control / Download ×

 **This File is available for Checkout**

Download File Read-Only (Do not checkout) 


Checkout File Now 

Comments

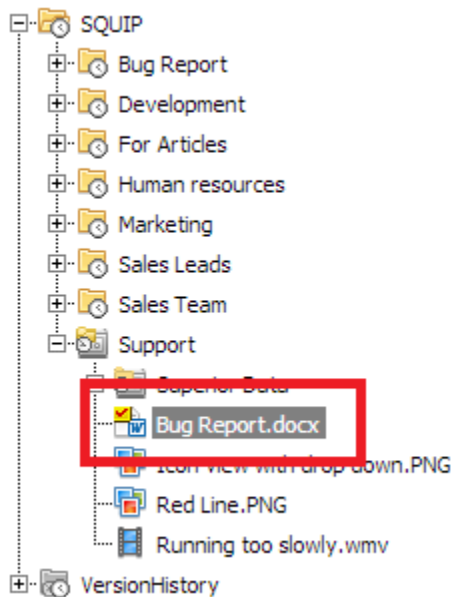
Proofreading for spelling and grammar.

Email Notification

Send Email to default recipients

Enter additional recipient email addresses here 

Download and checkout Cancel




5. You'll be prompted to open the file or save it to your local machine. Once you've viewed/edited the file you may check it back in by uploading it. The checkin is automatic and the account holder will receive notification that the file has been checked in.

Upload a File



 Add files

 Upload

 Clear

 Bug Report.docx

0% 11 KB



Count of files: 1 (11 KB)

Upload files to:

\\SQUIP\Support\

Current Upload Method: *Classic Upload*

Problems Uploading? Try [Other Upload Methods](#)

Close

Checkin Record



Comments

Spelling and grammar are fine. Greg needs to look at the formatting.

Email Notification

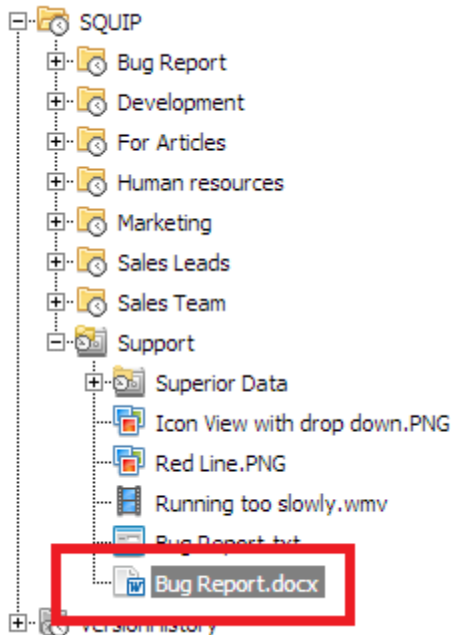
Send Email to default recipients

Enter additional recipient email address here



Continue with Checkin

Cancel



xvi. Version Control

What do you get when you put together multiple folders, multiple users, and lots and lots of files? The potential for a document version mess! Good thing we put measures in place that allow you better control over your files and how they are accessed or updated. Version Control allows multiple people to collaborate as a group automatically creating a backup copy of each file updated, protects against unintended, simultaneous edits to the same file(s), and tracks each new file version so there is a complete history of changes.

What is Version Control?

Version Control provides a structure for working on files in a team, along with detailed tracking, alerts, and the ability to open any prior version of a file. Best of all, Version Control features are accessible by opening the Properties tab of any folder as outlined in these [step-by-step instructions](#).

When to use Version Control

Version Control is a great tool for any of the following situations:

- When two or more people are adding files or changing files to a shared set of files.
- When one or more users are making changes to files and each version of a changed file needs to be stored for historical, accounting, or legal reasons, or to rollback/refer to earlier versions in case of errors in more recent updates.
- When you are sharing files with others and wish to be notified of any file change.
- When you are sharing files with others in a group and wish to track user downloads.

Version Control Options

Version Control is a collection of features. There are four main Version Control options available:

- Checkin/Checkout
- Version History
- Disable Delete
- Email Notifications

(i) Enabling And Using Version Control

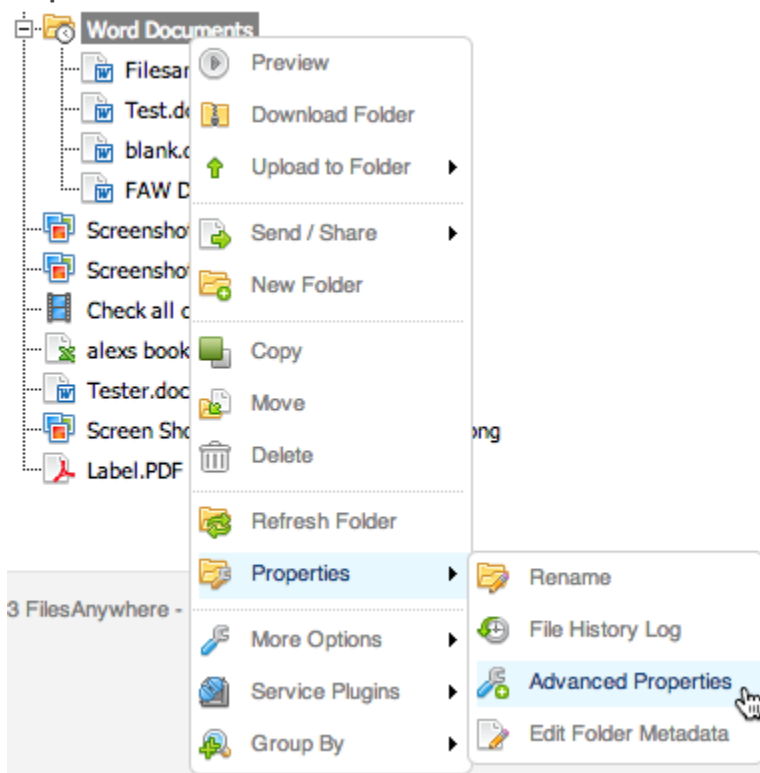
Need to work on documents with someone who's in another location, or even another city? Cloud collaboration is one of the fastest, most convenient ways to work with another individual or team, even when that team is spread out. To help streamline the cooperative process, FilesAnywhere offers Version Control as built-in features perfect for multi-user editing.

This group of version control features includes checkin/checkout, version history, disable delete, and email notifications. Keep in mind that if you normally use WebDAV to access your files, you'll need to login to the FilesAnywhere web interface to use Version Control features. You might also be interested in:

- [Step-by-Step Instructions: Using Checkin/Checkout](#)

Let's Get Started:

1. Login to your account.
2. Select the folder you want to add version control to, right click, highlight **Properties**, and then select **Advanced Properties**.



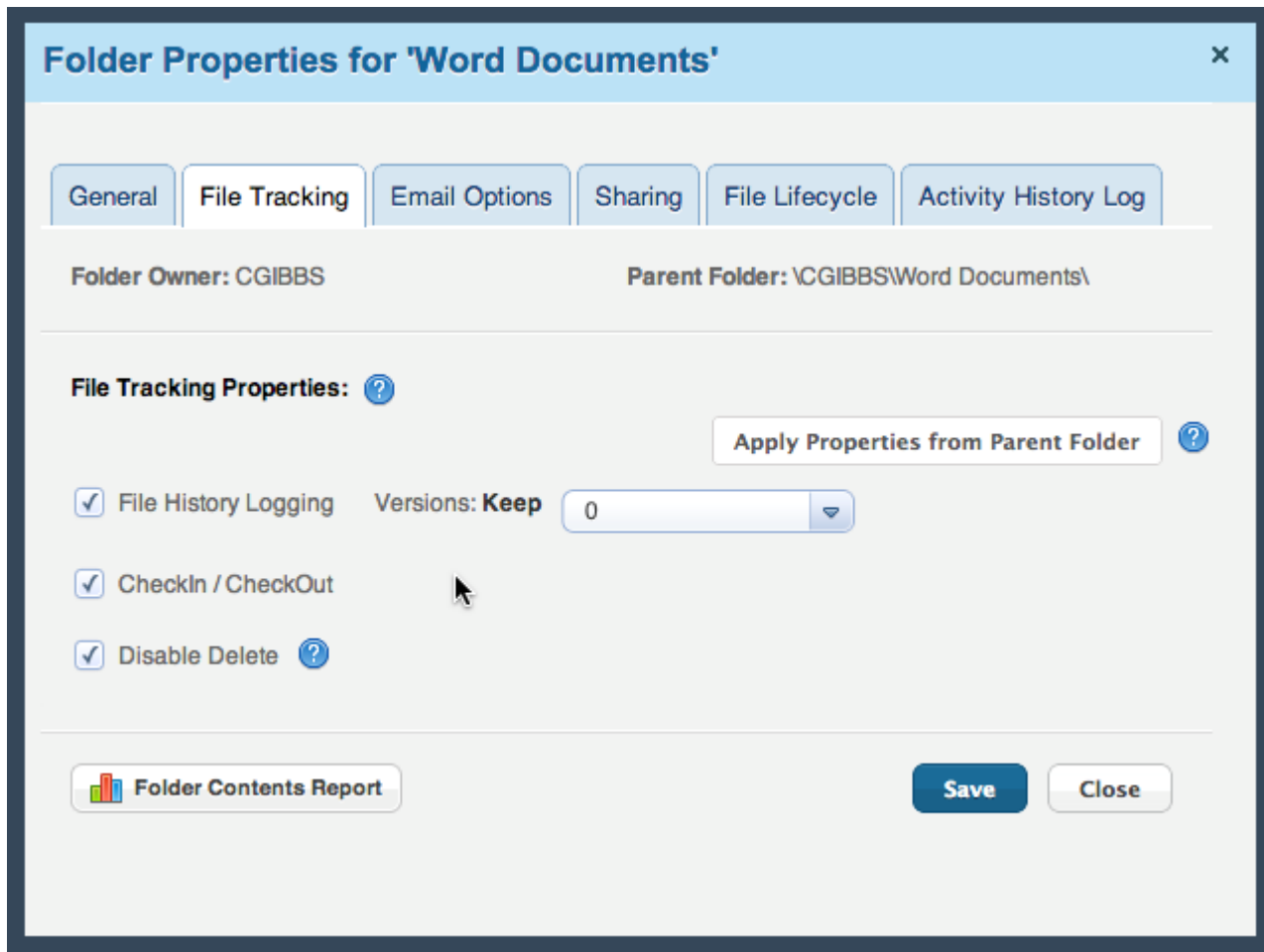
3. When the Folder Properties screen displays, click the File Tracking tab. Here you can enable the Version Control Features, below.

File Tracking Section

File History Logging Check Box- When enabled, file history logging allows you to keep the number of versions you designate in the Keep dropdown menu. Options are 0-10 and All. You can view file version in the [File History Log](#) by clicking the View File History Log button in this screen.

Checkin/Checkout Check Box- When enabled, Checkin/Checkout requires other users to "check out" a file to view, edit, or collaborate. This locks the file from being downloaded by another user at the same time. Once a user has completed viewing, editing, or collaborating on a document, it must then be "checked in" to upload it to the account. The Undo Checkouts button allows the account owner to remove the Checkout status of files, unlocking them for other users to download. The View Checkout Log button takes you to the [File History Log](#) that lists the details of files checked into and out of the designated folders.

Disable Delete Check Box- When enabled, the Disable Delete feature stops any other user from deleting files from the account. Even subaccounts with full access to the designated folder cannot delete files once enabled.



Important Information About Checkin/Checkout

- Because Version Control keeps multiple file versions within your account, additional storage is used to retain each version.
- Enabling Version Control for the parent folder causes all subfolders to inherit those settings.
- When enabling Version Control, no files are changed.
- You may change or remove Version Control settings at any time.

III. Share

i. Share Tab Overview

From the Share tab you can send, receive, and manage your links.

Share and Receive Files

Click a button below to get started.

Send and Receive



Create FileShare™ Link

Share files with anyone by emailing a simple link.



Create FileReceive Link

Receive files from anyone by emailing a simple link.



Create Picture Link

Create links to share pictures in your account.



Send Local Files

Upload a file and send a FileShare™ link in just one step.



Send Fax

Fax files from your account to any fax machine in the world.



Create GroupShare

Create groups and share folders with other users.



Esend

Instantly send files to another user.

Manage



FileShare™ Links

Manage your FileShare™ Links.



FileReceive Links

Manage your FileReceive links



View Picture Links

View picture links to share pictures in your account.



Fax Log

View all sent/received faxes from one screen



Folder Access Keys

Manage secure Folder Access Keys that allow file uploads into a designated folder via automated programs using API.

Send and Receive

- Create FileShare Link - Send files and folders to an email address.
- Create FileReceive Link - Send a link via email to let someone upload files and folders into the account.
- Create Picture Link - Create's a link to share images.
- Send Local Files - Uploads files to the account and sends them with one simple process.
- Send Fax - Allows users to send faxes.
- Create GroupShare - Share folders with different users with permission levels suited to every occasion.
- Esend - Instantly send files to another user.
-

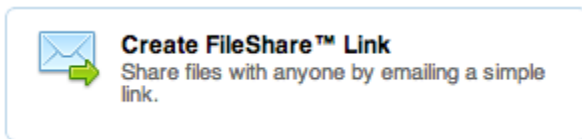
Manage

- FileShare Links - Review, edit, and update settings on the links.
- FileReceive Links - Review, edit, and update settings on the links.
- View Picture Links - Review, edit, and update settings on the links.
- Fax Log - Review sent faxes.
- Folder Access Keys - Manage keys that allow uploads via automated programs utilizing API.

i. Send And Receive

(i) FileShare™ Links

FileShare™



FileShare™ allows you to share files with anyone, even if the recipient isn't a FilesAnywhere user. Select the file(s) you would like to send, choose the **FileShare™** button, and enter your recipients' email address(es). A link is generated that can then be emailed or copied/pasted to your desired location. Recipients just click the link to download the files you shared. **FileShare™** also comes with enhanced features, such as permissions, tracking, and history, giving you the ability to control your data.

a. Creating A FileShare™ Link

Want to share your files easily and instantly. You bet! Send anyone (including non-members) the document(s) of your choice anytime, anywhere with **FileShare™**. Add as many files as you wish, and each file shared can be any size up to the full storage size of your account using a simple web-based link. Your recipient is notified with an email that contains the **FileShare™** link. Just follow the step-by-step instructions on creating a **FileShare™** link, or watch this helpful [video tutorial](#).

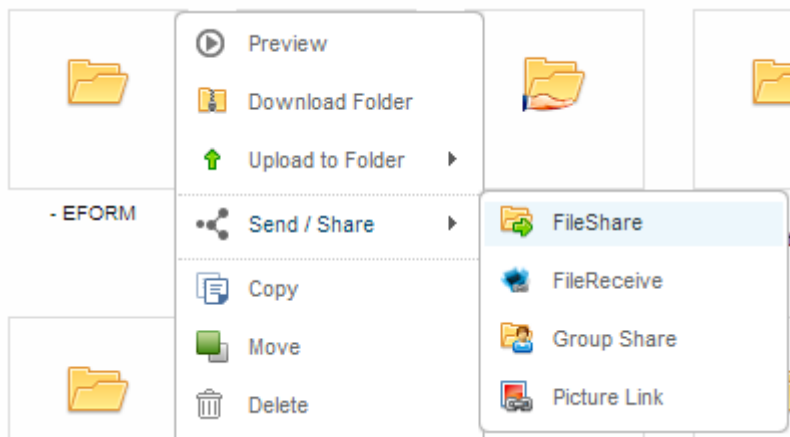
List View

Click the mail icon with a small green arrow as shown in red below. Click the **FileShare™** tab that appears below.



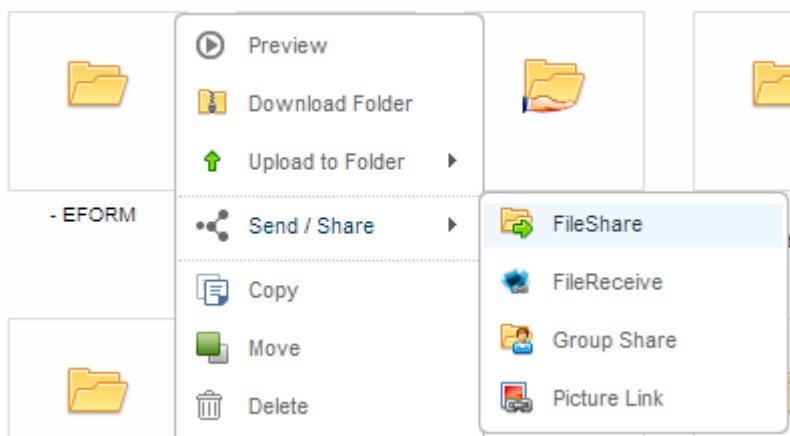
Icon View

Hover over a file icon and click the downward facing arrow that appears in the top right hand corner. Scroll down to Send/Share, and select GroupShare.



Tree View

Right click on a file, scroll down to Send/Share and click FileShare™.

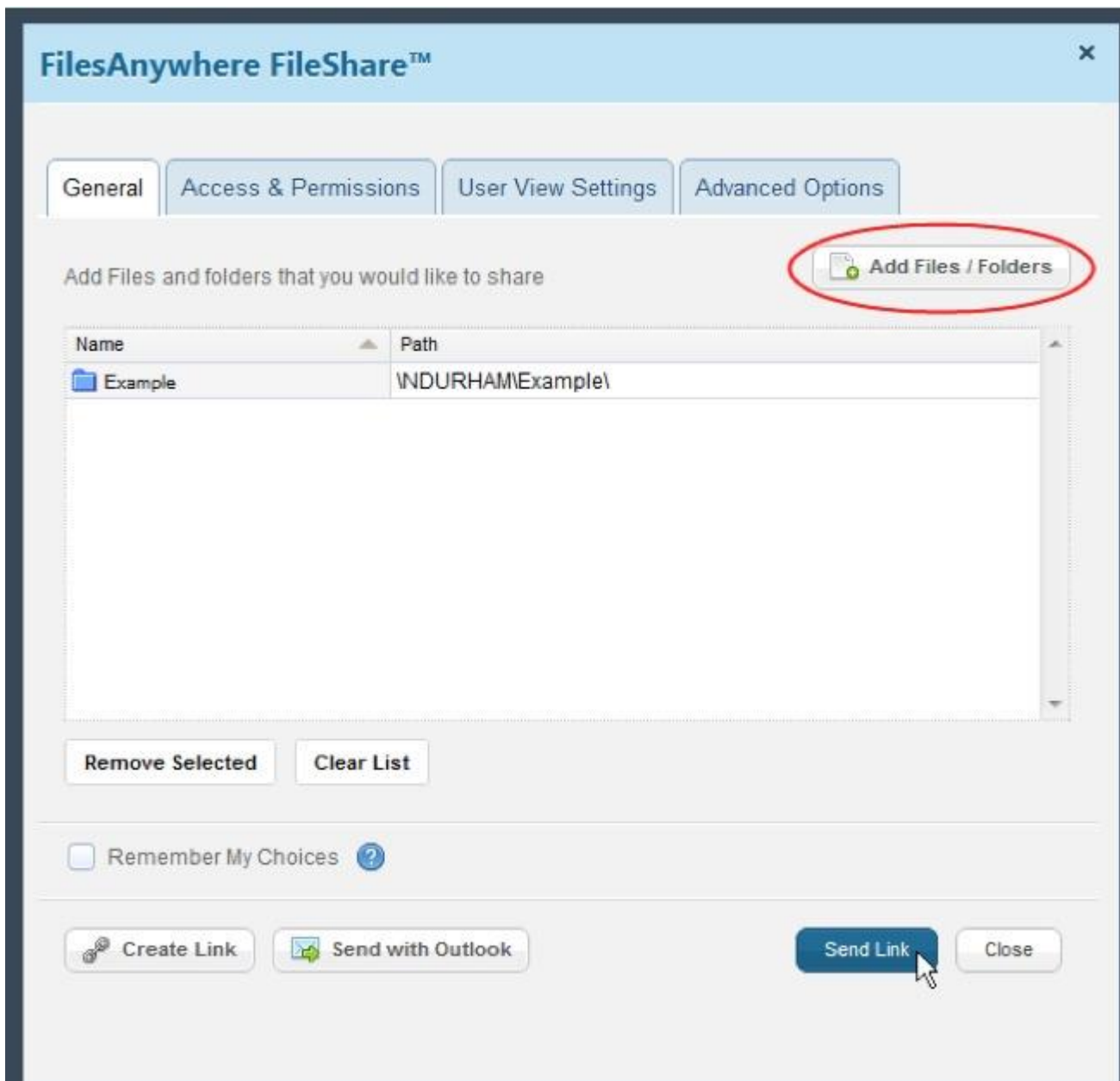


From the Share Tab

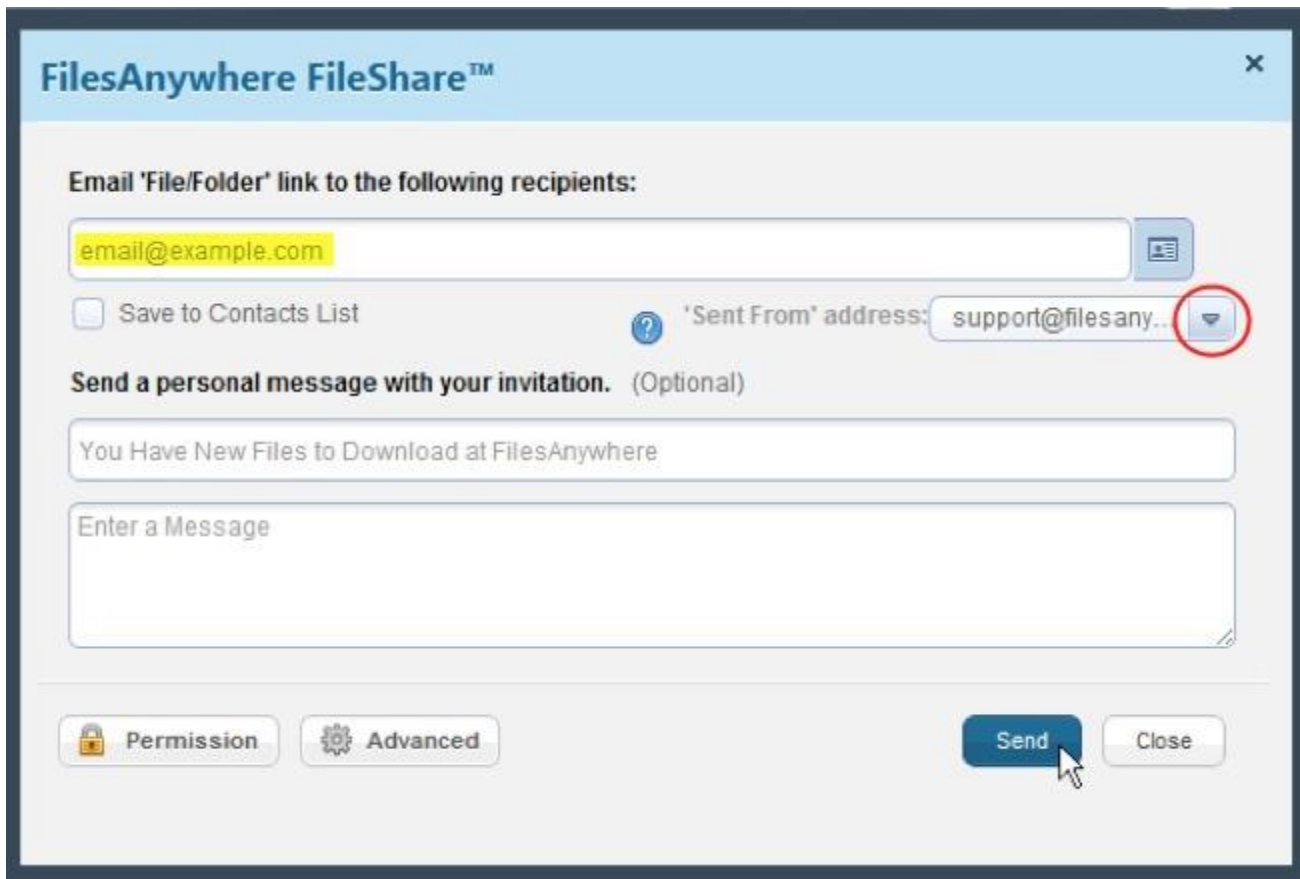
Open the Share Tab and click **Create FileShare™ Link**

A screenshot of a web application interface. At the top, there is a dark blue navigation bar with five tabs: 'MY DOCUMENTS', 'SHARE', 'EFORMS', 'TOOLS', and 'HISTORY'. The 'SHARE' tab is selected. Below the navigation bar, the main content area has the heading 'Share and Receive Files' and the text 'Click a button below to get started.' Underneath, there is a section titled 'Send and Receive' containing four buttons in a 2x2 grid. The top-left button is 'Create FileShare™ Link' with an envelope icon and the text 'Share files with anyone by emailing a simple link.' The top-right button is 'Create FileReceive Link' with a blue folder icon and the text 'Receive files from anyone by emailing a simple link.' The bottom-left button is 'Send Local Files' with a document icon and the text 'Upload a file and send a FileShare™ link in just one step.' The bottom-right button is 'Send Fax' with a fax machine icon and the text 'Fax files from your account to any fax machine in the world.'

2. Click **Add Files/Folder** and select a file or folder from your account, then click **Send Link**.



3. Enter the e-mail address(es) you wish to send the link to, select a "Sent From" address, and click **Send**.



- The Send Link feature does not send a notification email to the creator of the **FileShare™** link. If you wish to receive and view the **FileShare™** link notification that your recipients will see, you must include your email address with the other recipient email addresses where prompted.
- If your email server doesn't use SSL to send emails, you may want to use either the Send Link or Password Protect feature. Send Link uses FilesAnywhere built-in, secure email system. Password protect allows link access via 128-bit SSL encryption.
- For existing File Share links, you can change the notification settings, cancel the link, or extend the link by modifying the properties. For more information, view the step-by-step instructions for [Modifying a FileShare™ link](#).

b. Advanced FileShare™ Link Features

Access and Permissions Tab

Permission Section

A. *Password Protect* Field: Allows you to encrypt your documents with a password. Recipients who follow the **FileShare™** link will be asked to provide the password before accessing the files.

B. *Link Expiration* Field: Allows you to set an expiration date for the **FileShare™** link. You may also select "Never Expires"

C. Allow recipients to view the file online only, not download or save the files.

D. Limits the number of downloads per recipient, or allow unlimited access.

E. Select this option to provide a comment box for recipients to add comments to your files.

F. You may select a **Do not display** option to hide your name or email address.

Tracking Section

G. Request a receipt for opened emails.

H. Elect to receive an email when notification when recipients access **FileShare™** link.

I. Elect to keep a File History Log and record all **FileShare™** links and details associated with them.

The screenshot shows the 'FilesAnywhere FileShare™' interface. At the top, there are four tabs: 'General', 'Access & Permissions', 'User View Settings', and 'Advanced Options'. The 'User View Settings' tab is selected. Below the tabs, there are several sections:

- Password Protection:** A text input field labeled 'A'.
- Link Expiration:** A dropdown menu labeled 'B' set to '30 days from now'.
- Permissions:** A section with two options: 'C' (radio button) for 'Allow File Downloads' and 'View Online Only'.
- Limit Downloads to:** A dropdown menu labeled 'D' set to 'Unlimited'.
- Always allow guests to add comments to your file:** A checkbox labeled 'E'.
- Do not display:** Two checkboxes labeled 'F' for 'My Name' and 'My Email Adress'.
- Tracking:** A section with three checkboxes: 'G' (checkbox) for 'Email me when the files are downloaded', 'H' (checkbox) for 'Email me when this weblink is accessed', and 'I' (checkbox) for 'Record each file downloaded in the File History Log'.
- Remember My Choices:** A checkbox labeled 'Remember My Choices' with a help icon.

At the bottom, there are four buttons: 'Create Link', 'Send with Outlook', 'Send Link', and 'Close'.

User View Settings Tab

Folder View Section

A. *This field* allows you to change the view your recipients will see. Options include a Detailed View (list of items), Icon View (thumbnails), Comments View (same as Icon View with addition of comments box), and Play Slideshow/Media (automatically begins the slideshow/video/media upon download).

if you wish to leave the link open indefinitely.

Language Section

B. Use Recipients Default Settings recipients will see the page in their chosen language.

C. Select a language for recipients to view in.

General

Access & Permissions

User View Settings

Advanced Options

Folder View

A Show this View Detail View Plain list of items (no media features)

Language

B Use recipient's default language settings [?](#)

C Language

English

[?](#) To suggest a language translation [click here](#)

Remember My Choices [?](#)

 Create Link

 Send with Outlook

Send Link

Close

FilesAnywhere FileShare™ x

General
Access & Permissions
User View Settings
Advanced Options

Cover Page

A Display Page Title ?

Enter the title of your cover page

B Display Page Message ?

Enter a message for your cover page

C Checkbox Approval

D Verification Text ?

E Graphical Signature

(Signature requires Flash on client computers)

F Add a Return button ?

Display a custom Return URL

http://

Remember My Choices ?

🔗 Create Link

✉️ Send with Outlook

Send Link

Close

Advanced Options Tab

By selecting options under this tab, you may add a cover page to display before recipients access files.

A. Elect to add a title to the cover page by clicking the check box and typing the title in the field below.

B. Elect to add a message to the body of your cover page and type it in the field below.

C. Elect to require that recipients read and agree to your terms and conditions before viewing a **FileShare™** link. The auto fill text will default to "I Agree", but you may enter your own content in the field below.

D. You may elect to require recipients confirm that they are, in fact, the recipient of your **FileShare™** link. The auto fill verification text defaults to "Enter your name", but you may enter your own verification content in the field below.

E. If selected, the Handwritten Graphical Signature requires flash on the recipients computer in order to complete. Recipients use their mouse or finger pad to "sign for" the **FileShare™** link.

Return URL section

F. Elect to redirect a recipient to a specific website upon logout. Enter the URL in the Button URL field. This feature will display as the **Logout** button on the **FileShare™** link page, and when clicked, will redirect the recipient to the indicated web address.

At the Bottom of Every Tab

The Remember my choices check box appears at the bottom of every tab, however it is not specific to each page. If you elect to save your preferences, it will save the selected preferences from every tab and assign these preferences to future links. Additionally, you have three options for **FileShare™** [Link Distribution](#), including **Create Link**, **Send with Outlook**, and **Send Link**.

c. FileShare™ Link Distribution Features

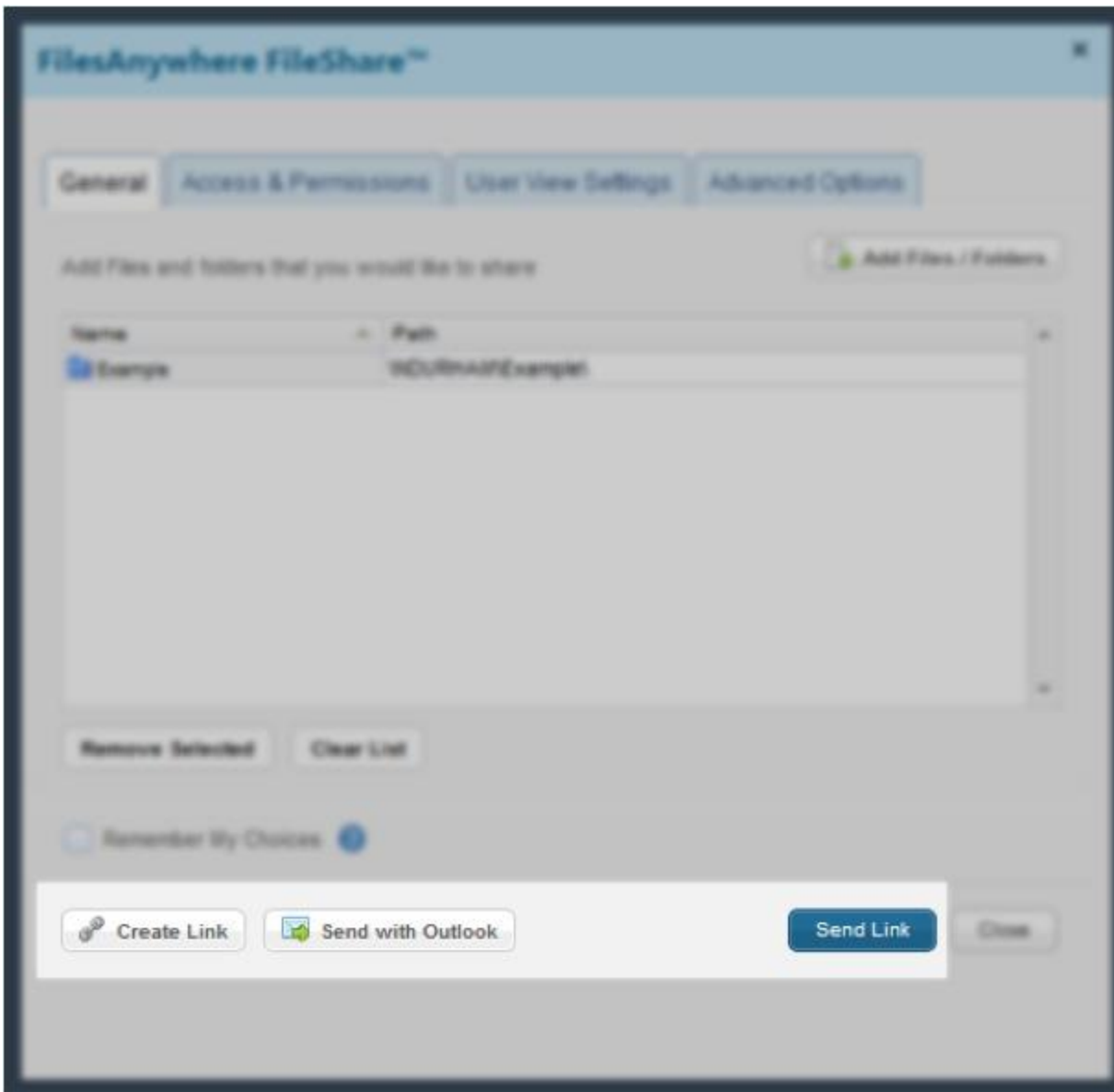
Once you've chosen the files you'd like to share and created the permission that will govern your **FileShare™** link, you have several options for distribution.

Options for Sending a FileShare™ Link:

Create Link- Selecting the **Create Link** button prompts the **FileShare™** Link window.

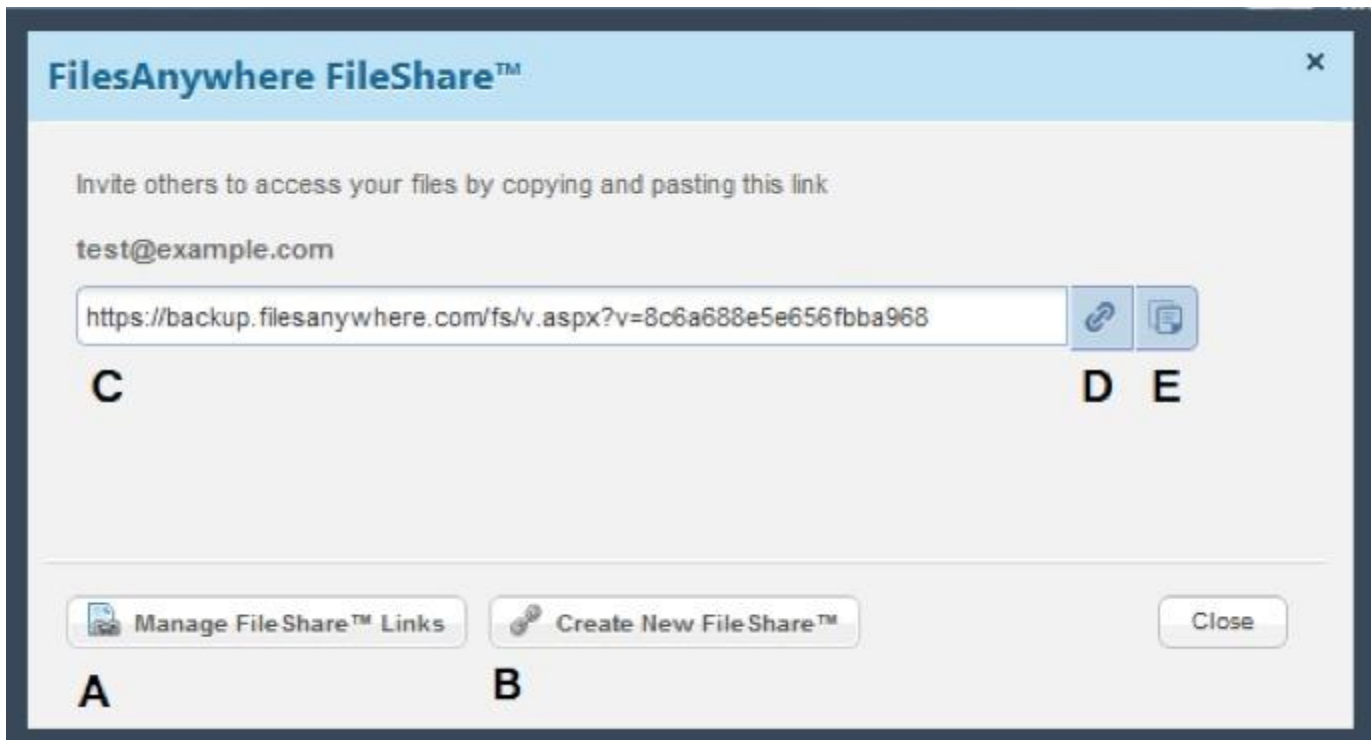
Send with Outlook- Selecting the Send with Outlook button prompts an Outlook email window containing the **FileShare™** link. Additionally, the **FileShare™** Link window will open underneath the Outlook email window.

Send Link- Selecting the **Send Link** button prompts the email window. See the Send Link email screen below.



Send FileShare™ Link Screen

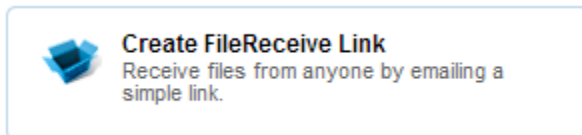
- A. Manage FileShare™ links takes you to the FileShare™ History Log.
- B. Create New FileShare™ link takes you back to the FileShare™ main screen where you may create a new FileShare™ link.
- C. The *General Link* field provides you with the link URL that may be copied/pasted.
- D. The Try Link Now button opens a new tab with the link to review what was sent.
- E. The Copy button will copy the link and place it on your clipboard.



- The Send Link feature does not send a notification email to the creator of the **FileShare™** link. If you wish to receive and view the **FileShare™** link notification that your recipients will see, you must include your email address with the other recipient email addresses where prompted.
- If your email server doesn't use SSL to send emails, you may want to use either the Send Link or Password Protect feature. Send Link uses FilesAnywhere built-in, secure email system. Password protect allows link access via 128-bit SSL encryption.
- For existing File Share links, you can change the notification settings, cancel the link, or extend the link by modifying the properties. For more information, view the step-by-step instructions for [Modifying a FileShare™ link](#).

(ii) FileReceive Links

Filereceive Links



You can designate a folder to receive files from anyone, even if the sender isn't a FilesAnywhere user. **Filereceive** Links can be emailed, or copied/pasted to your desired location. The sender clicks the link, adds the file(s), and sends them straight to your account. **Filereceive** Links also come with advanced elements, such as individually designated folders, password protection, and link tracking, giving you the ability to manage incoming information.

More Information on **Filereceive** Links:

a. Creating A FileReceive Link

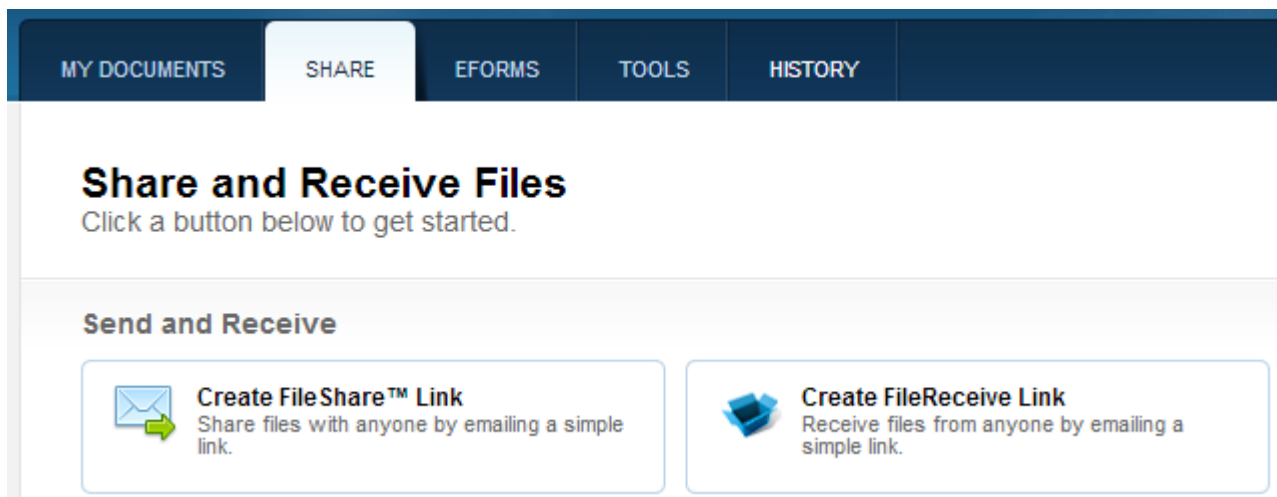
FileReceive Links allow anyone to share files with a FilesAnywhere user, even files that are too big to be sent via email. Once created, you can share FileReceive Links with friends, family, coworkers, and anyone else, even those without a FilesAnywhere account. All you need to share almost anything, from media to photographs and documents, is an email address. How convenient! You might also be interested in more information on:

- [Accessing FileReceive Folders and Files](#)
- [Advanced FileReceive Folder and Link Features](#)
- [Sharing Files with FileReceive Links](#)
- [Modifying FileReceive Links](#)
- [Active FileReceive Link Log](#)
- [FileReceive Link Distribution Options](#)
- [Using FileReceive Folders and Links Video Tutorial](#)

Let's Get Started:

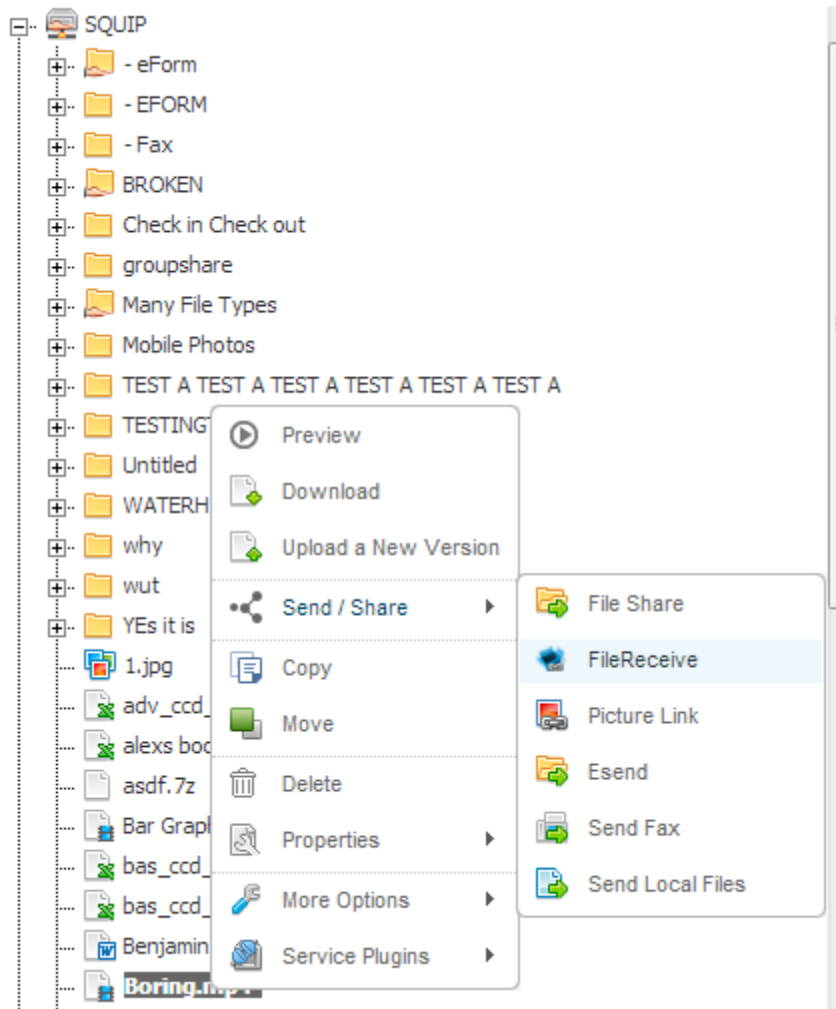
First, login to your FilesAnywhere account. Then you may either:

Click the Send tab on your FilesAnywhere toolbar, near the top left corner of the screen.



OR

Right click in the Folder Tree section and select Create a File FileReceive.



Once you've selected Create a File **FileReceive** as your function, a new screen will appear.

FileReceive Folders and Link ×

General | Access & Permissions | Advanced Options

Choose a FileReceive folder

🔍

Create a subfolder for each recipient ?

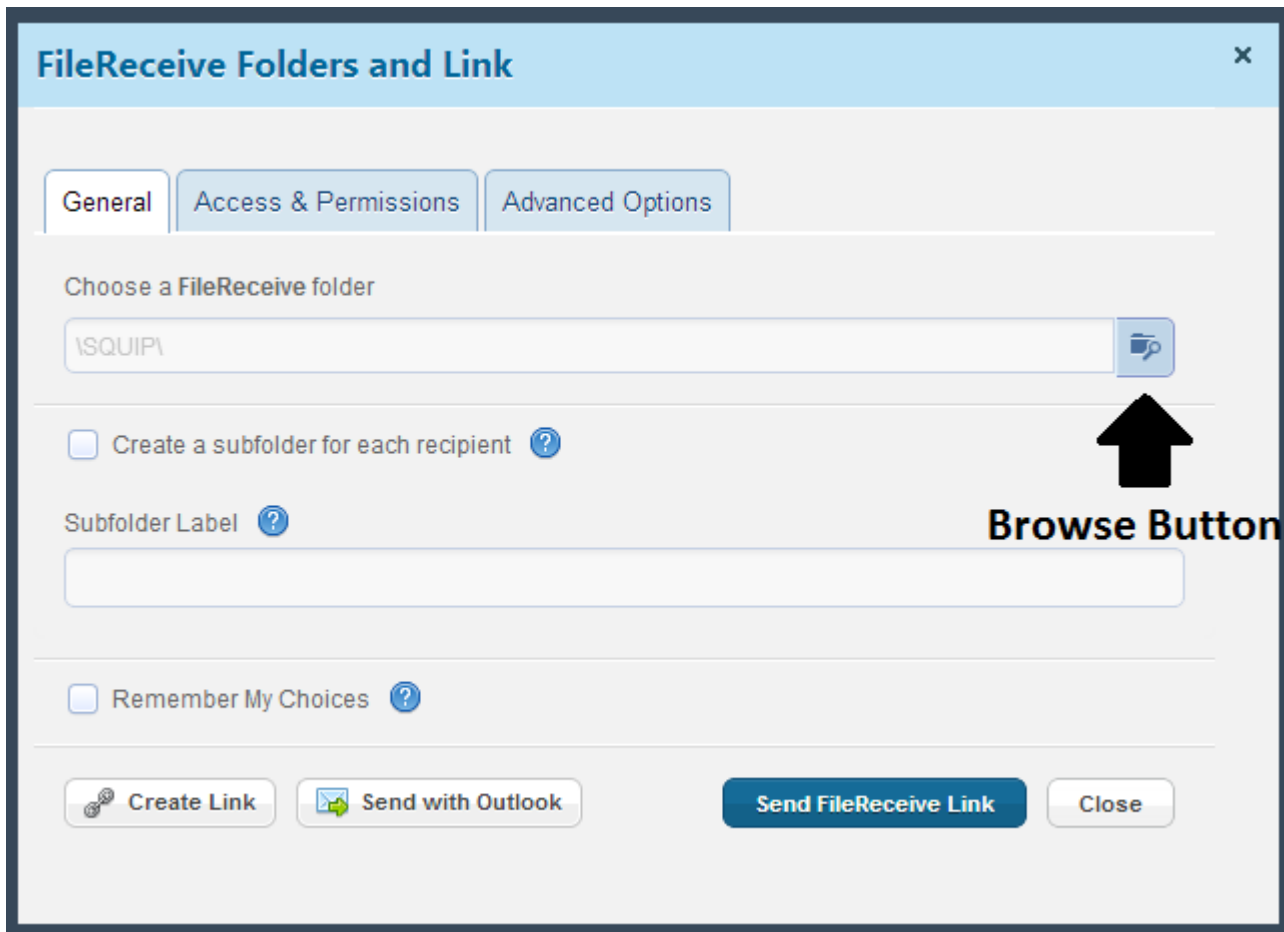
Subfolder Label ?

🔗 Create Link 📧 Send with Outlook Send FileReceive Link Close

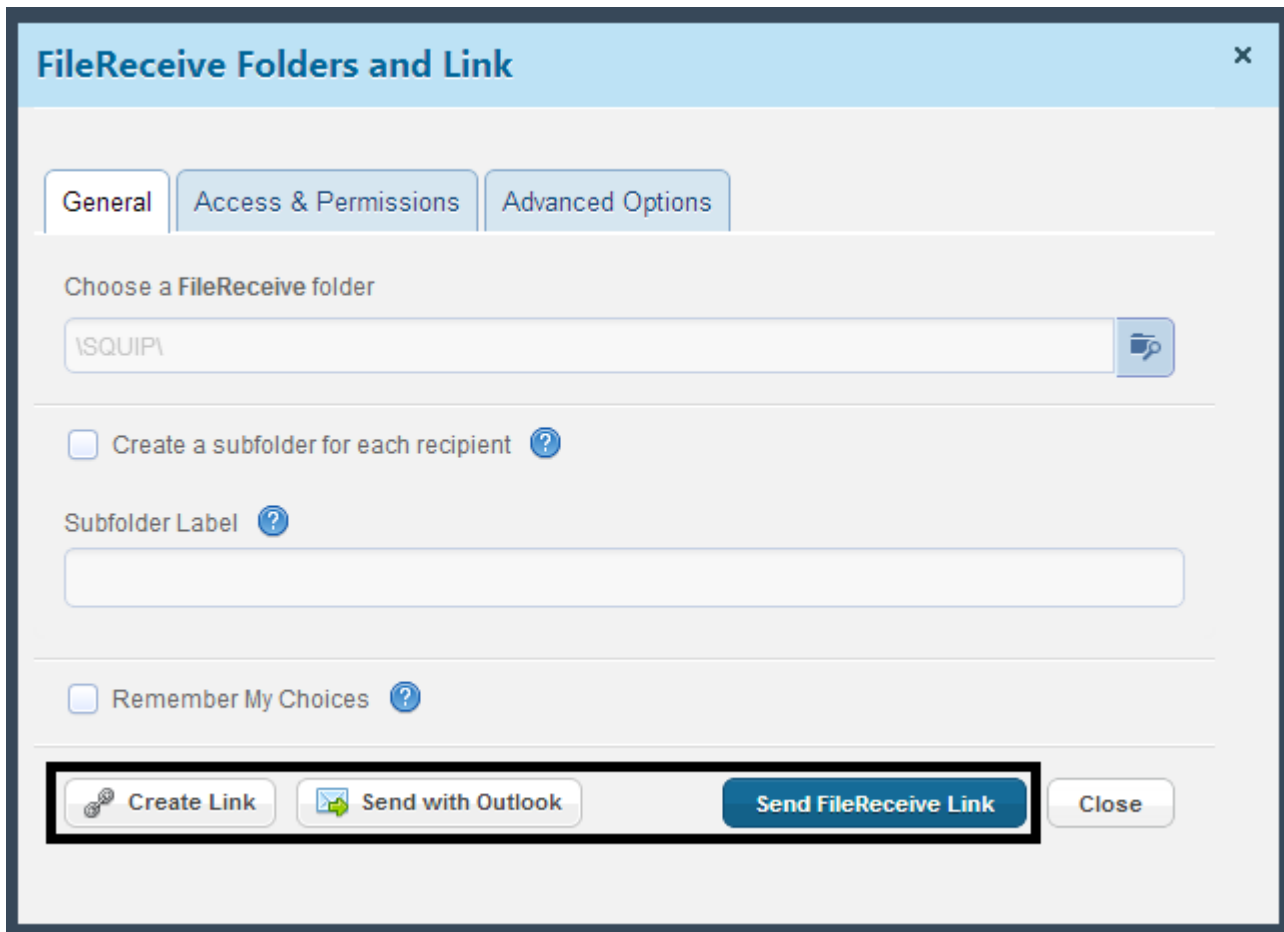
Now, let's go over the steps to create the FileReceive Link.

1. Decide which folder you wish to designate as FileReceive Folder, or you may create a new folder in the tree to designate as your FileReceive Folder. The default setting is your root folder in your FilesAnywhere account. If you wish to change the folder, select the browse button.

Note: When creating a new FileReceive Folder, you may name it whatever you wish. However, we suggest naming the folder FileReceive Files to avoid confusion.



2. The Browse Folder prompt will appear and you may select a folder the tree.
3. Once you select the folder you wish to use, select the permissions and rules you wish to assign the FileReceive Link. The [Advanced FileReceive Folder and Link Features](#) article provides a complete explanation of the permissions and rules.
4. Select the distribution method for your FileReceive Link. For a complete explanation of each distribution method, refer to the [Advanced FileReceive Folder and Link Features](#) article.



5. If you selected Send Link, a pop-up confirmation lets you know your FileReceive Link is successfully sent.

Important Information About the **FileReceive** Service

- There is no limit on the number of files that may be uploaded to FileReceive Folders, and each file that is shared or uploaded can be up to 2GB, up to the full storage size of your account.
- Only designated email contacts that you specify can send you files.
- SSL 128-bit encryption during the transfer for complete security.
- Files sent to you are already organized into the folder structure you have setup for storage.
- Guest senders are not required to sign up. The **FileReceive** Service is free for the guest sender and included in your FilesAnywhere plan at no extra charge.

b. Advanced FileReceive Folder And Link Features

Filereceive Folder and Link features give you the ability to control the way data is shared with you. Track links, enable the overwrite feature, designate a return URL, and more. Easy? Totally! And it just takes a few clicks to customize Filereceive Folders and Links just the way you want.

Access and Permissions Tab

FileReceive Folders and Link ×

General

Access & Permissions

Advanced Options

Password Protection ?

A

Link Expiration ?

B 10 days from now ▼

C Permissions

Allow new uploads to overwrite files with the same name ?

Allow users to upload entire folders ?

Do Not Display:

D My Name My Email Address

Tracking ?

E Record each file uploaded in the File History Log

F Email me when files are uploaded

G Email me when **FileReceive** Links are accessed for the first time

Remember My Choices ?

Create Link

Send with Outlook

Send FileReceive Link

Close

Permissions Section

A. *Password Protect* Field: Allows you to encrypt your documents with a password. Recipients who follow the **FileShare™** link will be asked to provide the password before accessing the files.

B. *Link Expiration* Field: Allows you to set an expiration date for the **FileShare™** link. You may also select "Never Expires"

C. When enabled, new files uploaded to your **Filereceive** Folder will overwrite older files of the same name. *If you need to retain versions of different files, then do not enable the overwrite function.*

D. You may select a **Do not display** option to hide your name or email address.

Tracking Section

E. Enable the "Keep File History Log of each file upload" to keep a history of uploaded Filereceive Files.

F. Enable the "Send Email on each file upload" to receive an email notification when a sender uploads files to your Filereceive Folder.

G. Enable the "Send Email when web link is accessed" to receive an email notification each time Filereceive Links are accessed by recipients.

Advanced Options Tab

FileReceive Folders and Link

General Access & Permissions **Advanced Options**

Language

A Use recipient's default language settings [?](#)

B Language

English [To include your language click here](#)

C **Return Button** [?](#)

Display a custom return button

Button Label: Welcome to the jungle!

Button Url: http://www.amazon.com

Remember My Choices [?](#)

Create Link Send with Outlook **Send FileReceive Link** Close

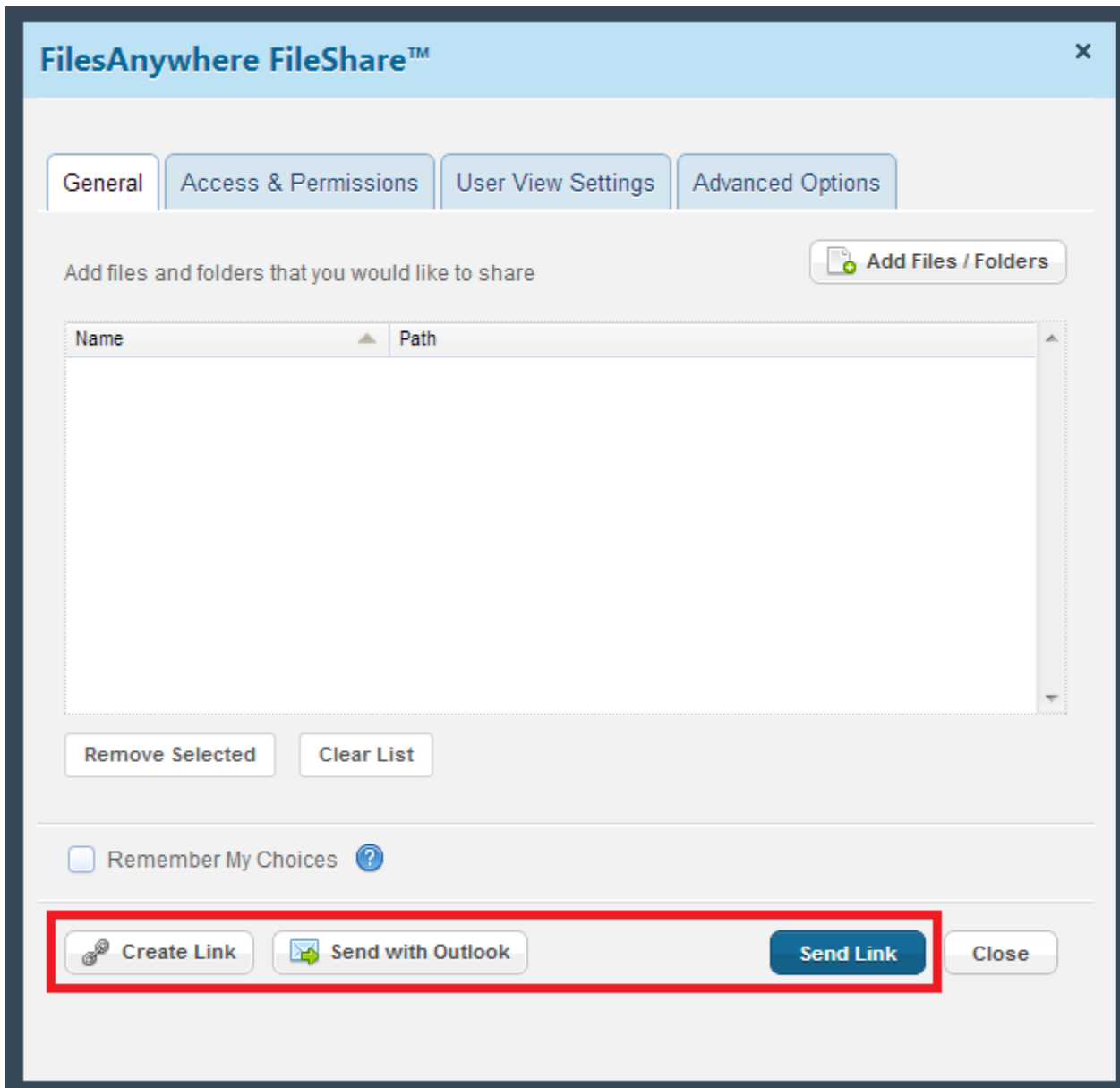
Select Language Section

- A. The default selection allows Filereceive Link recipients to view windows in their own language selection.
- B. You may also choose to enable a different language from the dropdown menu.
- C. The "Display a custom Return Button" allows you to create a custom button and designate a return URL. When Filereceive Link recipients click the button, they are automatically directed to the URL you designate.

c. FileReceive Link Distribution Options

Choices are a great thing! FilesAnywhere gives you lots of options to share and receive data, including multiple ways to distribute FileReceive Links. Here you'll find a quick overview of FileReceive Link distribution methods.

After selecting the options and permissions to govern your FileReceive Link, you have three options for sending the link to recipients: Create Link, Send with Outlook, and Send Link.



1. The **Create Link** button provides a link you may copy and paste to your desired location, including email, social networking sites, forums, etc.
2. The **Send with Outlook** button prompts an Outlook email window containing your FileReceive Link.
3. The **Send Link** button prompts the FilesAnywhere email system giving you additional options.

The screenshot shows a web interface for sending an email invitation. At the top, it says "FilesAnywhere FileShare™" with a close button (X). Below that, there's a heading "Email 'file/folder' link to the following recipients:" with a help icon (?). There's a text input field for email addresses and a "Search Contacts" icon. A checkbox labeled "Save to Contacts List" is present. The "'Sent From' Address:" is set to "bwilbur@filesany...". Below this, there's another heading "Send a personal message with your invitation. (Optional)" with a help icon (?). There's a text input field for the subject line containing "You Have New Files to Download" and a larger text area for the message body containing "Enter a Message". At the bottom, there are two tabs: "Permission" (with a lock icon) and "Advanced" (with a gear icon). To the right are "Send" and "Close" buttons.

Manually enter email recipient email addresses or select the "Search Contacts" link to add email addresses saved in your contacts list.

Select the "Save to Contacts" check box to add manually entered email addresses to your contacts list.

You may elect to display your email or the FilesAnywhere support email as the "Sent From" address for your recipient's email notifications.

The Subject line contains default text that may be personalized if you wish

You may enter an optional message for your FileReceive Link recipients in the Message: field.

Once complete, selecting the **Send** button distributes your FileReceive Link.

Note: FilesAnywhere does not save the email addresses or messages entered when creating FileReceive Links. If you need to create a record of the message, please make sure to send yourself a copy of the email. You may view FileReceive Link recipients in the [Active FileReceive Link Log](#).

d. Accessing FileReceive Folders And Files

Did you receive notification that you've received files in your FileReceive Folder? Great! Accessing your FileReceive Folders and Files is so easy, you won't want to receive files any other way. You might also be interested in more information on:

- [Creating FileReceive Links](#)
- [Sharing Files with FileReceive Links](#)
- [Advanced FileReceive Folder and Link Features](#)

- [Modifying FileReceive Links](#)
- [Active FileReceive Link Log](#)
- [FileReceive Link Distribution Options](#)
- [Using FileReceive Folders and Links Video Tutorial](#)

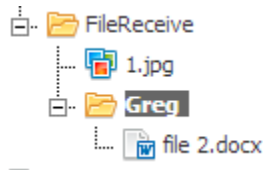
Let's Get Started:

1. Login to your FilesAnywhere account.

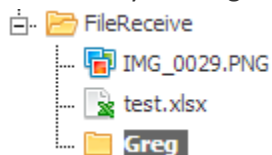
Note: If you are already logged into your account, you may need to refresh the page in order to see new files uploaded to your FileReceive Folder.

2. Depending on the settings you chose for your FileReceive Folder, you may access your files one of two ways:

a. If you chose to create subfolders for each sender, select the folder associated with the sender.



b. If you did not choose to create subfolders for each sender, documents shared with FileReceive Links will appear under the folder you designated.



e. Sharing Files With FileReceive Links

Ready to start using FileReceive Links? Awesome! FileReceive Links are simple, instant, and can handle the large files that email can't, all of which makes your online life easier. If you've been invited by a FilesAnywhere user to send files with FileReceive Links, get ready to be amazed as you simply click, add files, and share in a snap. Not a FilesAnywhere customer? No problem! Guests are welcome to use FileReceive Links free of charge. If you enjoy the service, be sure to sign up at FilesAnywhere.com and take advantage of our enhanced and customer-to-customer features! You might also be interested in more information on:

- [Creating FileReceive Links](#)
- [Accessing FileReceive Folders and Files](#)
- [Advanced FileReceive Folder and Link Features](#)
- [Modifying FileReceive Links](#)
- [Active FileReceive Link Log](#)
- [FileReceive Link Distribution Methods](#)
- [Using FileReceive Folders and Links Video Tutorial](#)

Let's Get Started:

1. Click the link in the notification email to access the FileReceive Link.

FilesAnywhere™

FileReceive Notification

Hello Your Name,

Your have new files in your FileReceive folder :

File List:	\SQUIP\Folder.wmv (1.5 MB)
Dropped by:	GENERALLINK
Upload Time:	Dec.09.2013.04:28.PM (Eastern Standard Time)

This email is being sent to you since you opted for file access notification when creating this FileReceive Link. To view tracking details online: [Login Here](#) >> right-click the drop folder >> click "File History Log".

Thank you for using FilesAnywhere.

FilesAnywhere Customer Service
support@filesanywhere.com
<https://backup.filesanywhere.com/>

2. A page will open in a new browser tab. The top of the page displays the FileReceive Link owner and his or her email address. To begin sharing files, click the **Add Files** button. A new window will open allowing you to select files from your local drive.
3. Once you chosen all the files you'd like to upload via the FileReceive Link, you may add a message for the recipient. The message will appear in a notification email to the FileReceive Link owner that they have received new files from you.
4. Finally, click the UPLOAD button. A progress bar will show how quickly your files are loading.



FileReceive Folder


Just follow a few simple steps and upload your files easily!


1

Add a Message (Optional):

2

Select Files to Upload:

 Add files

 Clear

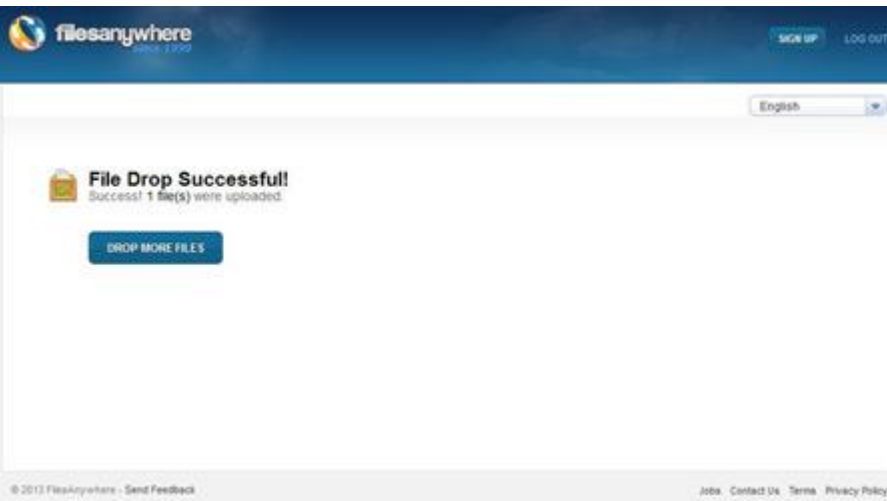


Drag and Drop files here.

Problems Uploading? Try [Other Upload Methods](#)

UPLOAD

5. A confirmation lets you know that your files uploaded successfully.



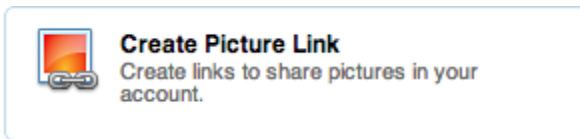
The screenshot shows the 'File Drop Successful!' confirmation message. It includes the filesanywhere logo, 'SIGN UP' and 'LOG OUT' buttons, and a language dropdown set to 'English'. The main message reads 'File Drop Successful! Success! 1 file(s) were uploaded.' Below this is a blue button labeled 'DROP MORE FILES'. At the bottom, there is a footer with '© 2013 FilesAnywhere - Send Feedback' and links for 'Jobs', 'Contact Us', 'Terms', and 'Privacy Policy'.

Important Information About Using the FileReceive Service

- There is no limit on the number of files that may be uploaded via FileReceive Links, and each file that is shared or uploaded can be of any size, up to the full storage size of the recipient's account.
- File transfers are secured with 128-bit encryption.
- Guests are not required to sign up in order to share files through FileReceive Links.

(iii) Picture Links

Picture Links



Sharing pictures has never been easier! From personal photographs to professional albums, Picture Link allows you to share as many photos as you like without the size limitations of email attachments. You can add photographs, create individual links, and then share the link with friends, family, clients, or post in forums you like to visit. FilesAnywhere also generates HTML code for your photo, giving you additional options for embedding your picture in HTML documents.

a. Creating A Picture Link

Now that you've created an online library of photos, you can use picture links to share images with friends, family, clients, or colleagues. Upload entire folders or just a single file, then use the enhanced functionality to create custom water marks or embed your photos in forums, websites, and more. As long as the link is being accessed, it remains active for your recipients to enjoy. High-resolution photos and other large picture files are no match for Picture Links! You can literally share photos of any size in an instant! Don't forget, you can also send data and documents with:


- [FileShare™ Links](#)
- [FileReceive Links](#)
- [Cloud Faxes](#)
- [E-Send](#)
- [GroupShare™](#)

Let's Get Started:

1. Login to your FilesAnywhere account.
2. Select the **Share** tab from the toolbar.



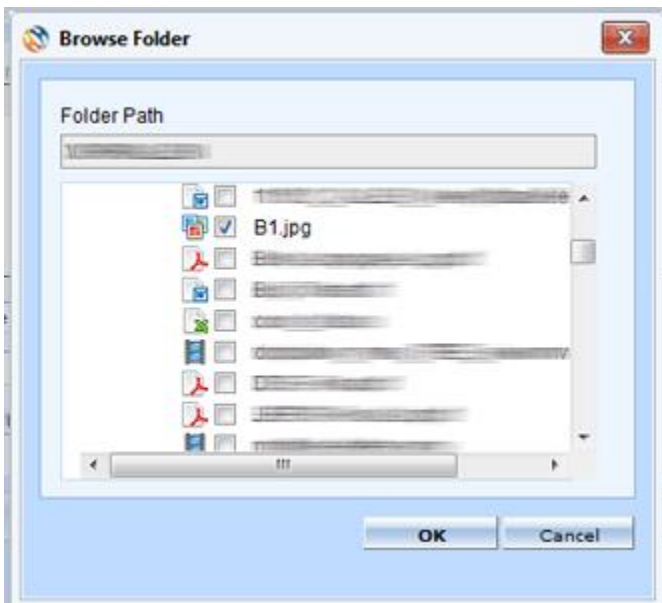
3. Click the **Create Picture Links** button in the Send and Receive section.

 **Create Picture Link**
Create links to share pictures in your account.

4. The Picture Link screen will display. Click the **Browse files** button, select the folder or file from the tree, then click **OK**.



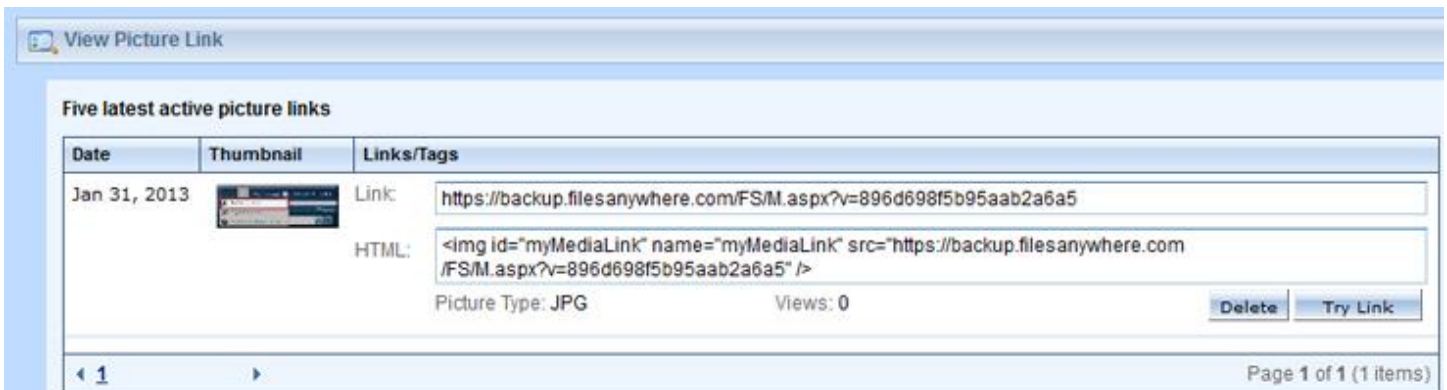
Supported picture formats are: bmp, gif, jpg, jpeg, jpe, jif, png and wmf




5. Choose the display size from the Select Display Size dropdown menu.

6. You may add a custom watermark in the text box. Custom watermarks may be whatever alphanumeric text you wish.

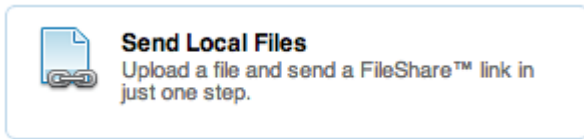
7. Click the **Create Picture Link** button. The picture links as well as image code for embedding will display. You may choose to try the link before copying and distributing by clicking the **Try Link** button.



Date	Thumbnail	Links/Tags
Jan 31, 2013		Link: https://backup.filesanywhere.com/FS/M.aspx?v=896d698f5b95aab2a6a5 HTML: <code></code> Picture Type: JPG Views: 0

(iv) Send Local Files

Send Local Files



You can also upload and email local files in one screen. Click the Send Local Files button, select your destination folder, click the Add Files button, and choose the file(s) you wish to upload and send. The final step is adding recipient(s) email addresses. When you click Send, FilesAnywhere takes care of uploading the file and emailing the **FileShare™** link in just one step. Once complete, click the destination folder to view your uploaded file.

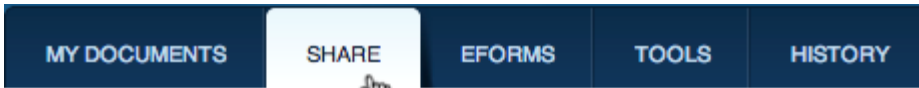
a. Sending A Local File

Want a quick way to send a local file and upload it to your FilesAnywhere account? Use the Send Local Files feature! In just a few clicks, you can select a file on your local machine, create a **FileShare™** link, and safely store your data in the cloud. Just follow the instructions below, or find more information on sharing files in one of these helpful articles:

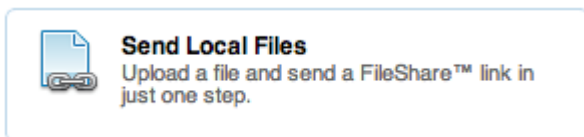
- [Creating a FileShare™ Link](#)
- [Creating a FileReceive Link](#)
- [E-Send](#)
- [Picture Links](#)
- [Creating a GroupShare™](#)
- [Sending a Fax](#)

Let's Get Started:

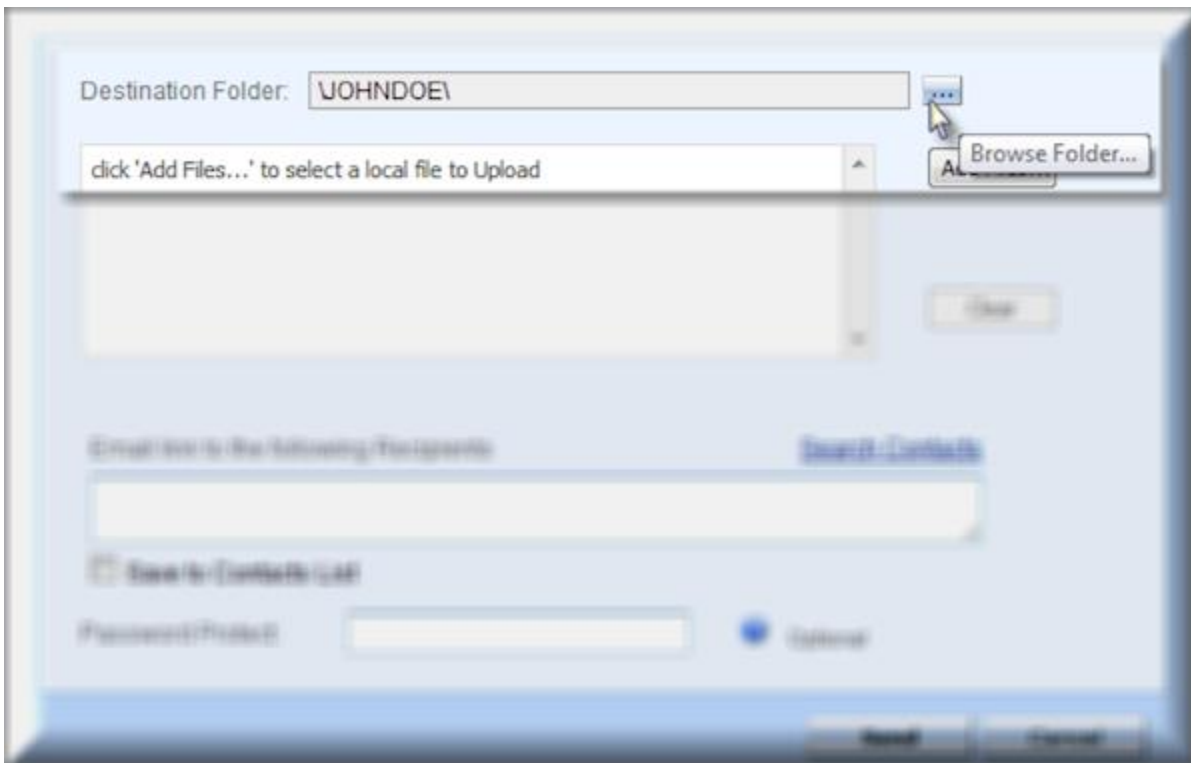
1. Login to your account and open the **Share** tab.



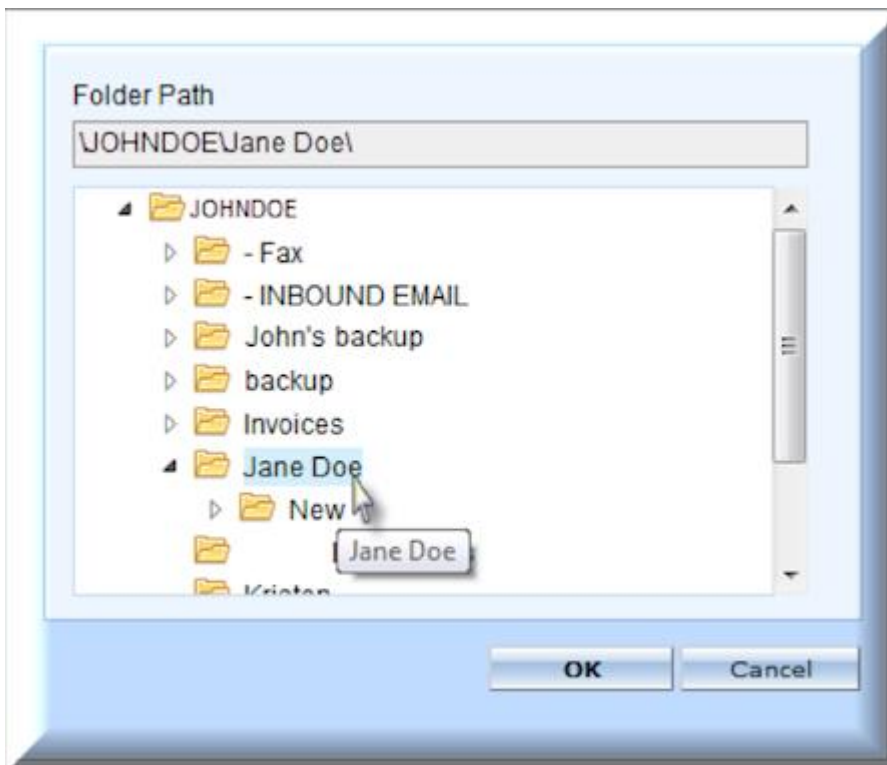
2. Click the **Send Local Files** button in the Send and Receive section



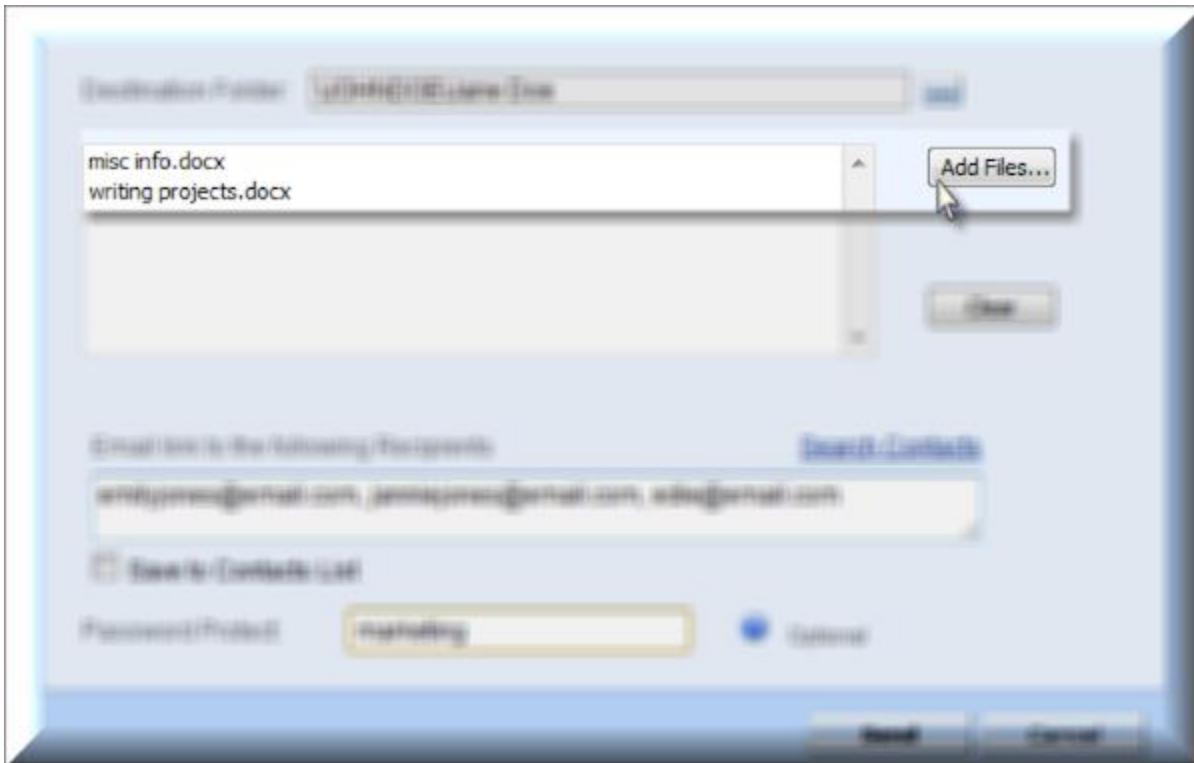
3. The Share a Local File screen will display. Select the destination folder for your local file by clicking the Browse button.



4. Click the destination folder and then click OK.

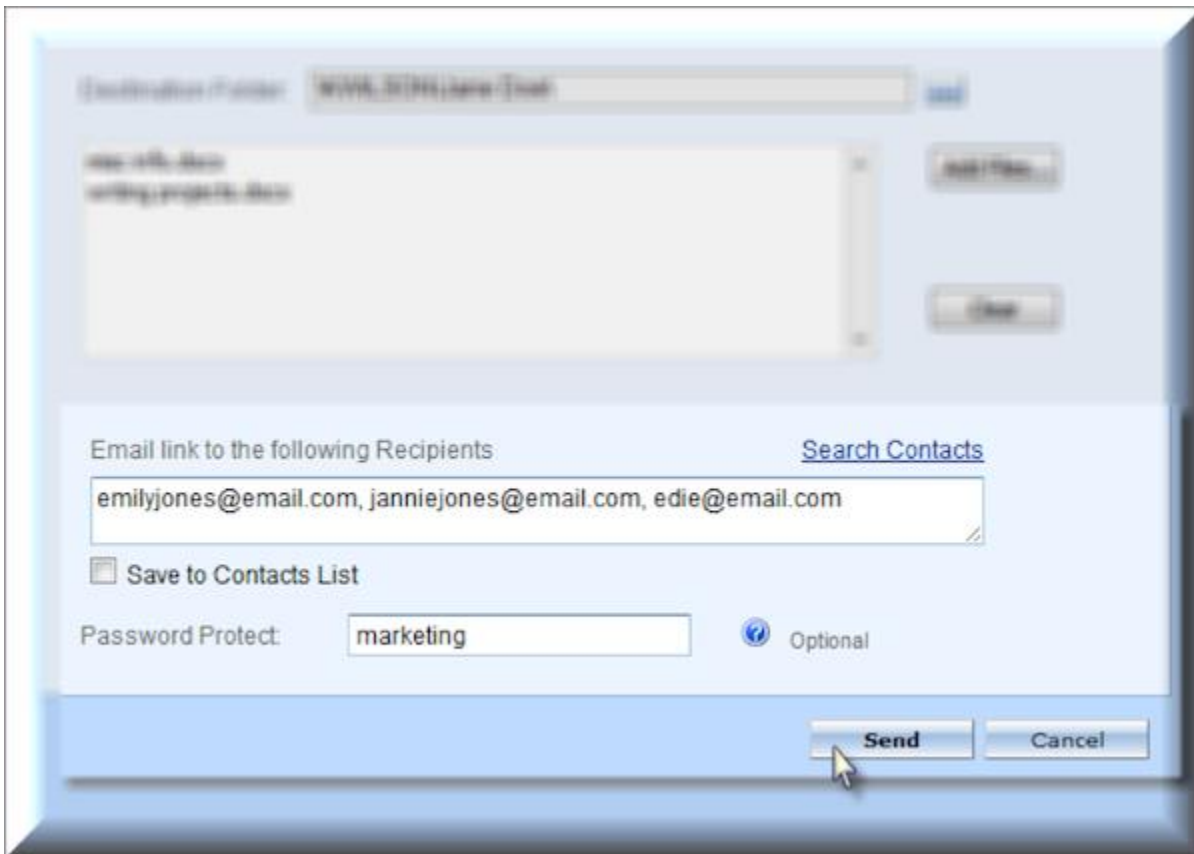


5. Now click the Add Files... button to begin adding the local file(s) you wish to upload and share.

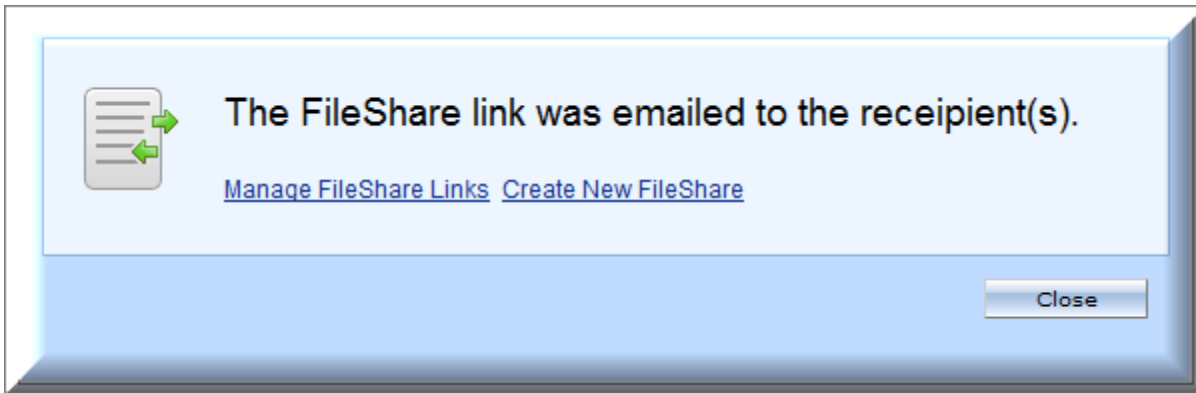


6. Enter the email address(es) of the **FileShare™** link recipients. You may choose to save the email address(es) for future use by clicking the Save to Contacts check box.

7. Enter a password if you wish to password protect the **FileShare™** link and then click the Send button.

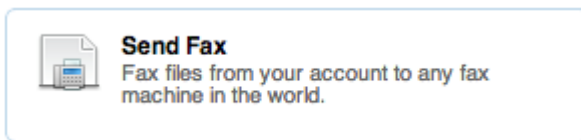


8. You'll receive confirmation that your **FileShare™** link was email to the recipients.



(v) Faxing

Faxing



All FilesAnywhere accounts have the ability to fax documents via the web to anywhere in the world. Like other FilesAnywhere features, faxing is simple and intuitive. Select the file you'd like to fax, click the SendFax button, and then fill in the requested fields. You can elect to send a cover page and even save copies of all sent faxes. A fax viewer allows you to access a complete fax history with more options to search, resend, forward, or delete selected files for easy organization.

a. Locating Your Fax Number









If you have a paid FilesAnywhere account with more than one user, you have access to our convenient cloud faxing feature! This allows you to send faxes from any computer or mobile device quickly and safely, as well as receive faxes to your FilesAnywhere account. To locate your incoming fax number, follow the instructions below.

1. Login to your FilesAnywhere.com account.
2. Click the "Tools" tab




3. Under "Services" choose "Service Plugins"

Services

 <p>Data Restore Recover files and folders to previous versions</p>	 <p>Convert Docs to PDF Convert any docs files into PDF document</p>	
 <p>Upload Backup Estimator Estimate file transfer times with this handy tool</p>	 <p>Manage File Lifecycle Manage lifecycle rules on folders</p>	
 <p>Virtual Folders Organize and share documents in a whole new way!</p>	 <p>Service Plugins Add or remove optional Service Plugins</p>	

4. Under "FilesAnywhere Fax Service" check the box that says "Receive Faxes". Your FilesAnywhere Fax number will show up next to the box once it's checked.



FilesAnywhere Fax Service
Send and receive faxes through the cloud. Fax any file, receive faxes to your dedicated number, or view faxes online.

Your fax number is: **(972) 616-5107** [Settings](#)

Send Fax Receive Faxes [Disable](#)

- Free FilesAnywhere accounts may send up to 10 faxes per month.
- Only paid accounts may receive faxes.
- Paid FilesAnywhere accounts may send up to 500 local faxes or 100 international faxes per month. You may receive unlimited incoming faxes.
- Regardless of geographic location, the fax number assigned will have a Dallas/Fort Worth area code.
- Existing phone numbers can not be forwarded to your new fax number

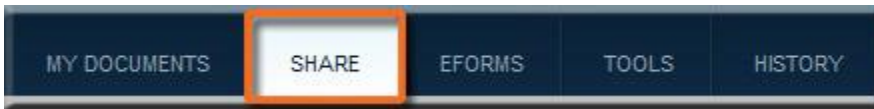
b. Sending A Fax

Need to send a fax, but don't have a fax machine? No problem! Every paid FilesAnywhere account is able to send outbound faxes. It's simple, efficient, secure, and free!

Let's Get Started:





1. Login to FilesAnywhere.

2. Select the **Share** tab next to My Documents.

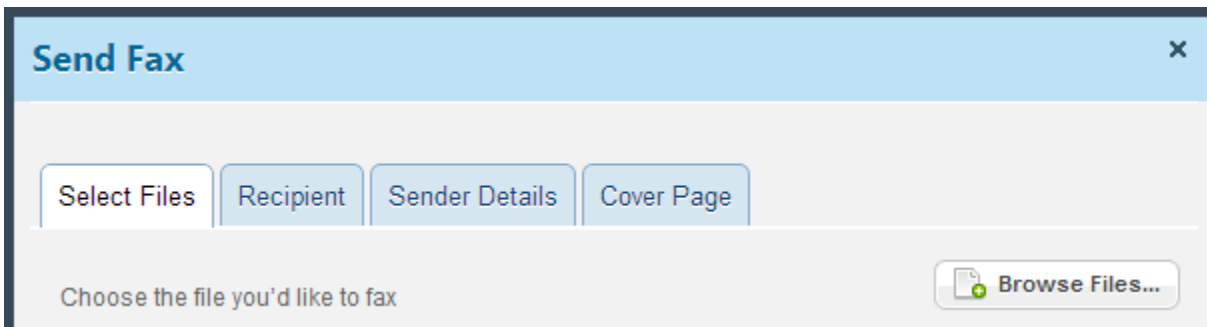


3. Click the **Send Fax** option under the Send and Receive section.

Send and Receive

 Create FileShare™ Link Share files with anyone by emailing a simple link.	 Create FileReceive Link Receive files from anyone by emailing a simple link.
 Send Local Files Upload a file and send a FileShare™ link in just one step.	 Send Fax Fax files from your account to any fax machine in the world.

4. Use the **Browse Files** button to select files.



5. Fill in the appropriate fields within the Recipient, Senders Details, and Cover Page tabs.

The 'Send Fax' dialog box with the 'Recipient' tab selected. The form contains the following fields and options:

- Name:** Input field with placeholder 'Enter recipient user' and a contact icon.
- Fax Number:** Input field with placeholder 'Enter a Fax number' and a help icon. A link 'View Dialing Code' is to the right.
- Alternate Fax Number:** Input field with placeholder 'Enter a Fax number' and a help icon.
- Email Address:** Input field with placeholder 'Enter email addresses here' and a help icon.
- Company Name:** Input field with placeholder 'Enter company name number'.
- Voicemail Number:** Input field with placeholder 'Enter voicemail here'.
- Save as Default Recipient
- Save Sent Fax (with a help icon)

At the bottom, there are three buttons: 'View Sent Faxes' (with a document icon), 'Send Fax' (in a dark blue box), and 'Close'.

Select Files Recipient Sender Details Cover Page

This information will also appear on the Cover Page and Email

Name: Fax Number:

Email Address: Company Name:

Voicemail Number:

Save as Default Sender

View Sent Faxes Send Fax Close

Select Files Recipient Sender Details Cover Page

Display Page Title

Fax Code #: Type:

Save as Default Cover Page

View Sent Faxes Send Fax Close

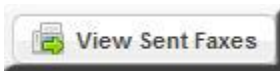
6. Click the **Send Fax** button.



7. A prompt then lets you know your fax is being sent, and you'll receive an email with confirmation of your fax status.

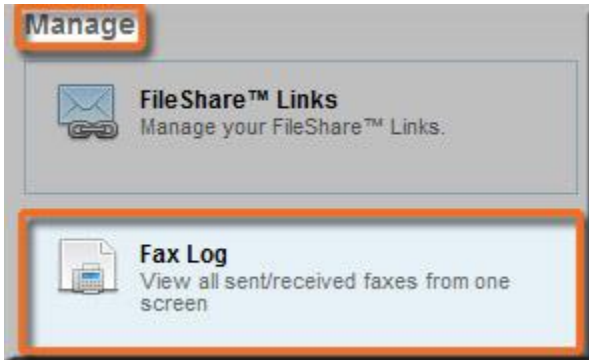
8. To view the Fax History log:

A. Press the **View Sent Faxes** button on the bottom left of the current screen.

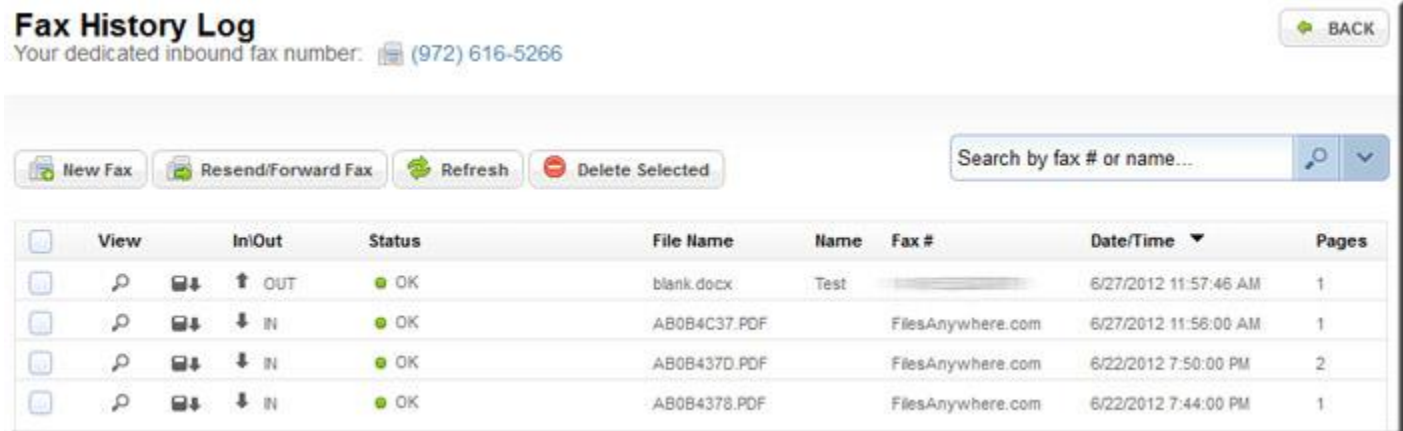


or

B. Click on the Share tab at the top next to My Documents, and under the Manage section, press **Fax Log**.



9. The Fax History Log will display a list of all sent and received faxes.



Important Information About Faxing with Your FilesAnywhere Account:

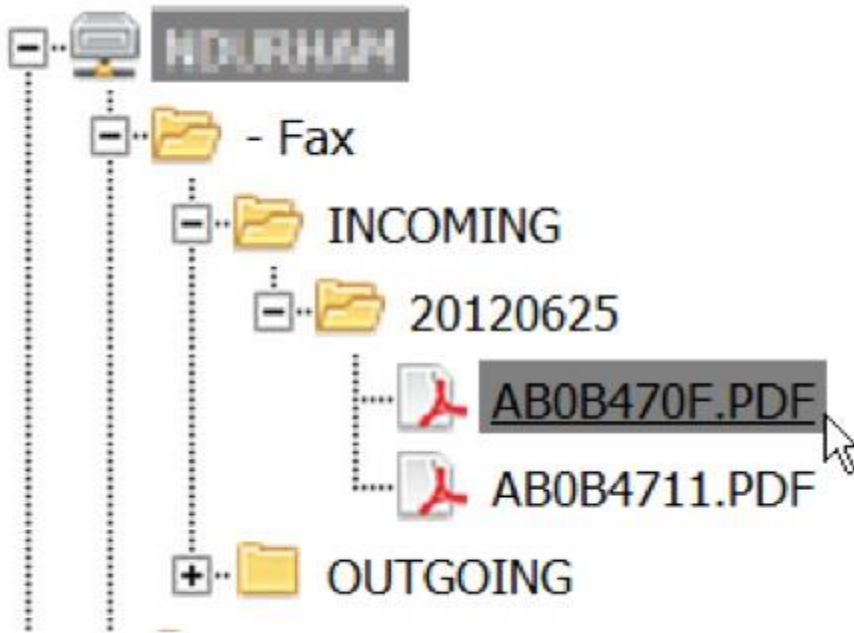
- Free accounts are allowed a maximum of 10 outbound faxes a month.
- Professional and Enterprise plans are allowed up to 500 outbound domestic faxes, or 100 outbound international faxes per month

c. Receiving A Fax

Need to receive a fax and don't have a fax machine? No problem! Every paid FilesAnywhere account with more than one user may receive an unlimited number of faxes. It's simple, efficient, secure, and free! If you don't have more than one user on your account, just [upgrade](#) and you'll have access to a dedicated fax number and incoming faxes!

Note: If you have not yet received a fax, you will not have a Fax folder in your My Documents tab. When you receive a fax, the folder will automatically be created for you.

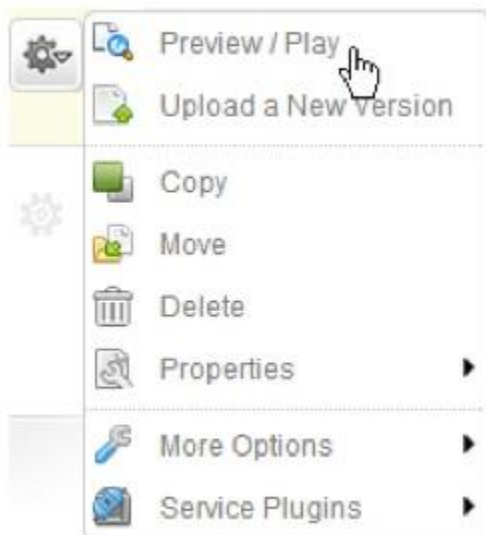
1. Select the **Fax** folder from within the My Documents Tab, select the **INCOMING** folder and find the fax you would like to view.



2. You may download the file, or preview it with a method below:

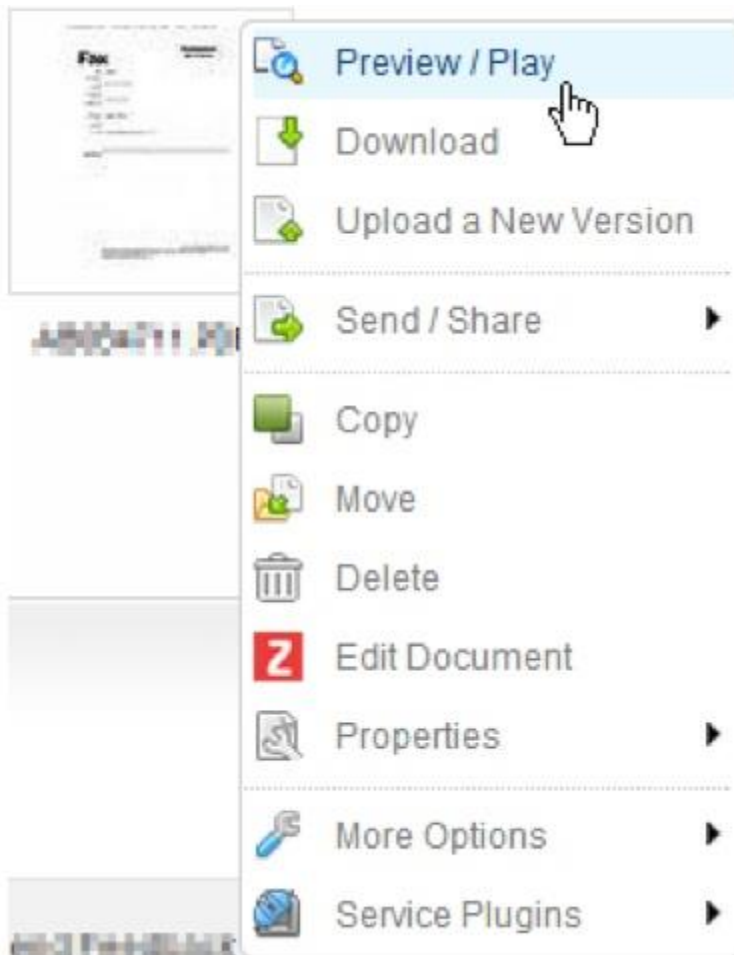
List View

Click the gear icon and select **Preview/Play** from the menu.



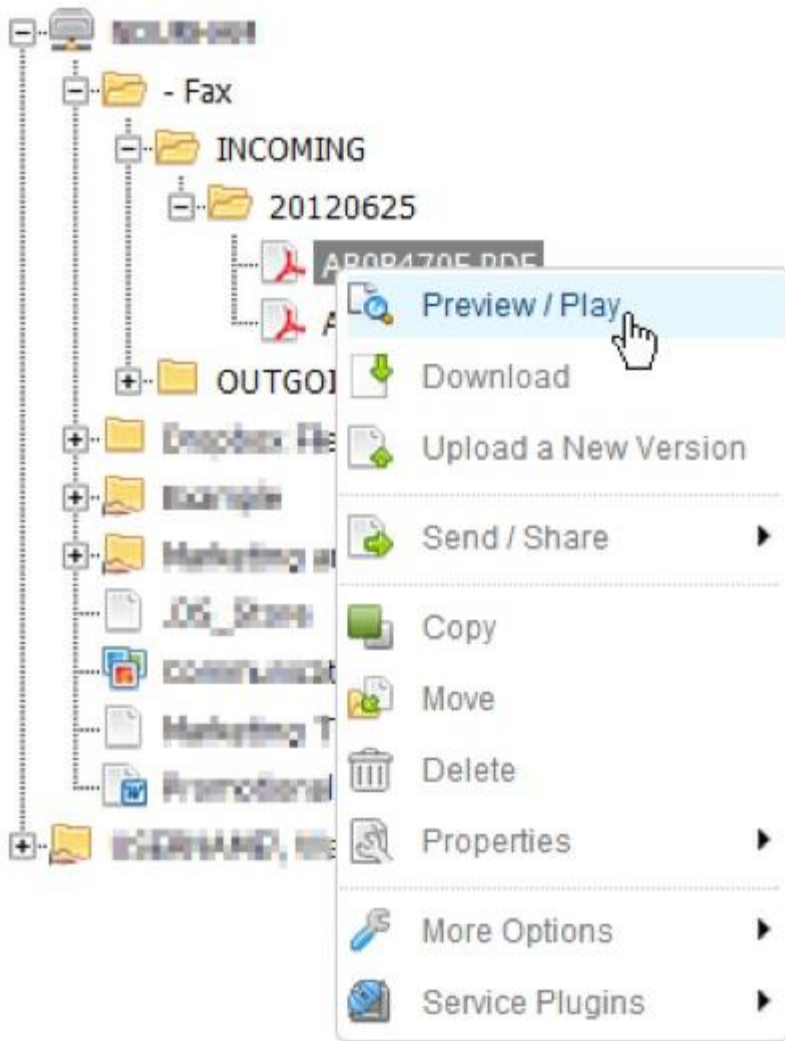
Icon View

Hover over an icon and click the downward facing arrow that appears in the top right hand corner. Scroll down to Send/Share, and select **Preview/Play**.



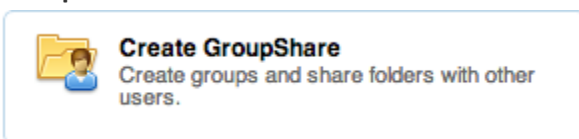
Tree View

Right click on a file, scroll down to Send/Share and select **Preview/Play**.



(vi) GroupShare

GroupShare™



GroupShare is a powerful tool that allows you to share folders and collaborate with other FilesAnywhere users. Available on Personal, Professional and Enterprise accounts, simply select the folder you wish to share and click the **GroupShare** button. A prompt allows you to add users and individually assign permissions so that you can regulate the way data is shared. You may also change these settings at any time to allow more or less access to shared folders.

a. Creating A GroupShare

Features. You want them. We have them! And one of the coolest is the **GroupShare** feature. By creating a **GroupShare**, you can provide access to the contents of entire folder(s) with other users. With options that allow you to control the way your data is shared, you can create just the right collaborative environment. Need more information on **GroupShare**? You got it!

- [Adding and Managing WorkGroup Users](#)

- [GroupShare on iPhone/Android](#)
- [Viewing a GroupShare on iPhone/Android](#)
- [GroupShare Video Tutorial](#)
- [Mobile Apps](#)

Let's Get Started:


You can access the **GroupShare** feature one of three ways.

Click Share tab in the toolbar and then select the **GroupShare** button.


Share and Receive Files

Click a button below to get started.


Send and Receive




Create FileShare™ Link
Share files with anyone by emailing a simple link.




Create FileReceive Link
Receive files from anyone by emailing a simple link.




Create Picture Link
Create links to share pictures in your account.




Send Local Files
Upload a file and send a FileShare™ link in just one step.



Send Fax
Fax files from your account to any fax machine in the world.



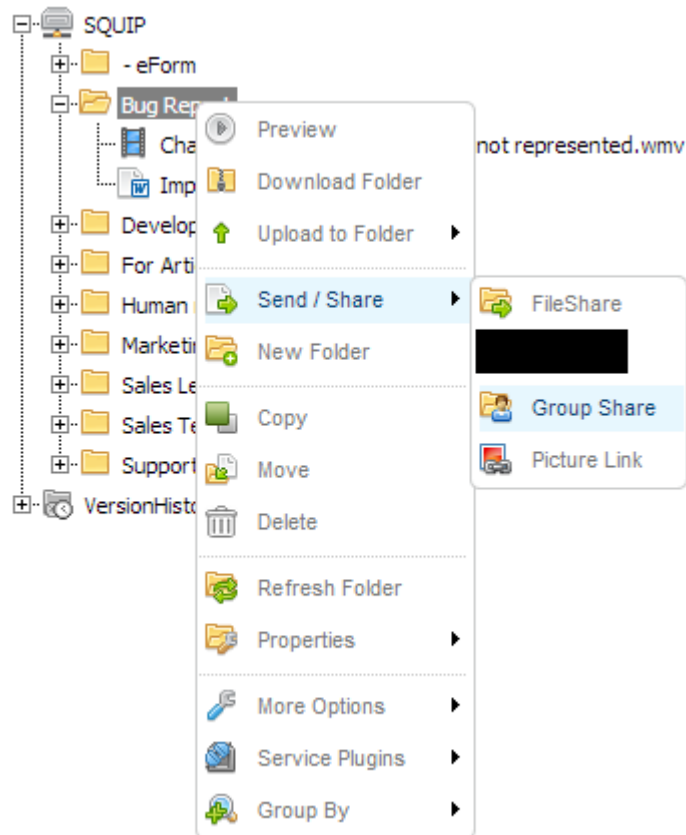
Create GroupShare
Create groups and share folders with other users.



Esend
Instantly send files to another user.

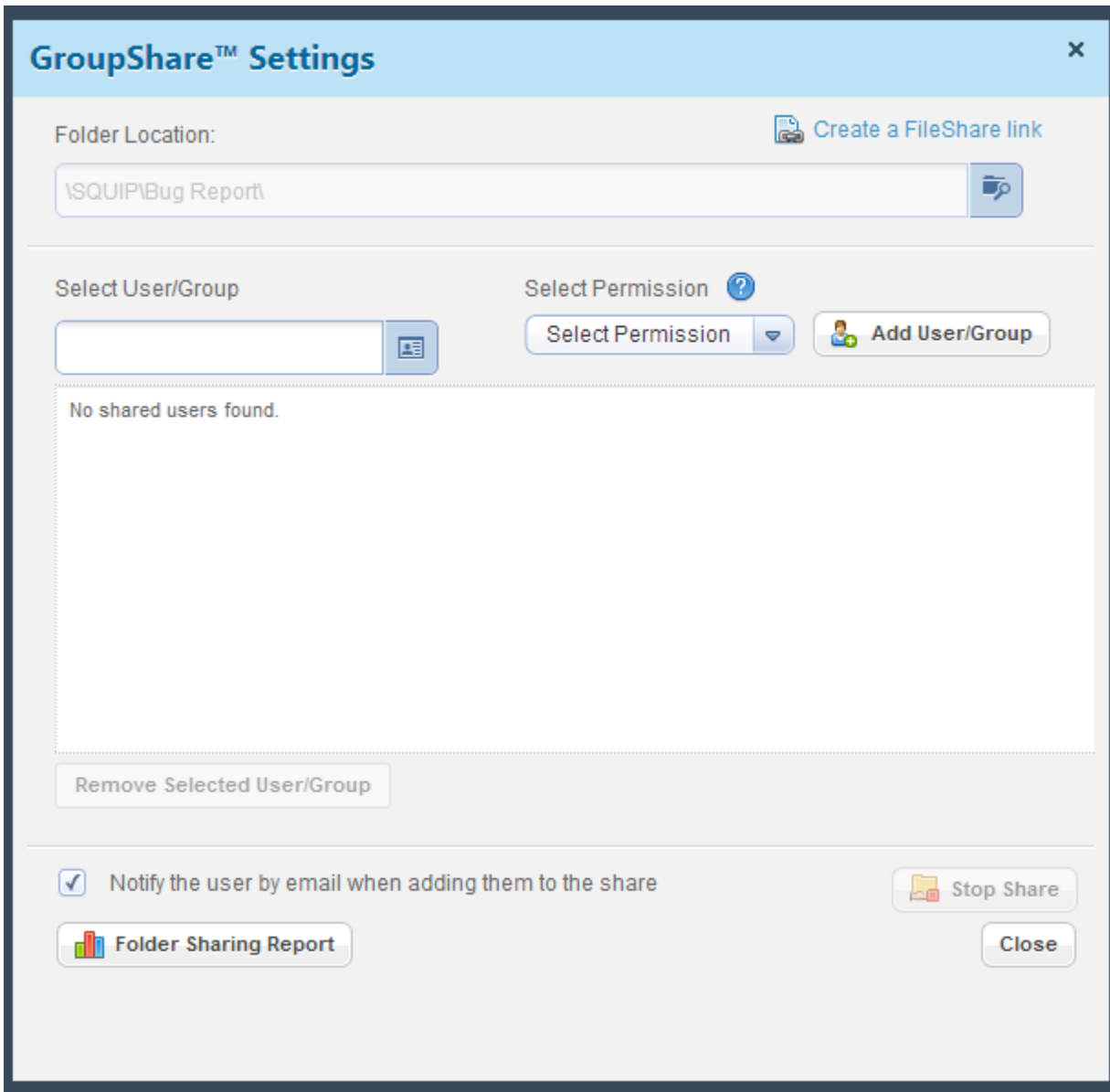
OR

Click on the folder you'd like to share, right click, and select "Group Share".



1. Any of the above methods will prompt the FilesAnywhere **GroupShare** screen (fields in this screen are discussed in detail below).

2. Select the user(s) you wish to grant access by either entering the username in the *Share to* field or using the Search Users function.
3. Assign the appropriate permission level, then click the Add User button.



FilesAnywhere GroupShare Screen Field Descriptions

"Create a FileShare Link": Prompts the Create a FileShare link screen.

Share Folder field: Displays the folder highlighted to share.

GroupShare Notes Field: Optional open field. **GroupShare** notes appears in the Folder Sharing Report.

Search Users Button: Opens your contact list to choose

Share to field: Displays the user(s) the selected folder is shared with, or will be shared with.

Select Permission Menu: Dropdown menu that allows you to assign permission to the user(s) sharing the selected folder. Selections are:

- Full Access allows user to view, create, update, and delete files in the shared folder.
- Create and Update allows users to view, create, and update files in the shared folder
- Read Only allows the user to only view files in the shared folder.

"Remove Selected Users" Link: Once a user is highlighted in the table, click the "Remove Selected Users" to remove them from the **GroupShare**.

Notify the user by email when adding them to the share Check Box: Enable this feature by clicking in the check box and the user added to the **GroupShare** will receive a notification email.

Stop Sharing Folder Button: Clicking the **Stop Sharing Folder** button stops sharing the selected folder with all user(s) associated with the **GroupShare**

Folder Sharing Report button: Exports Excel spreadsheet to your local machine.

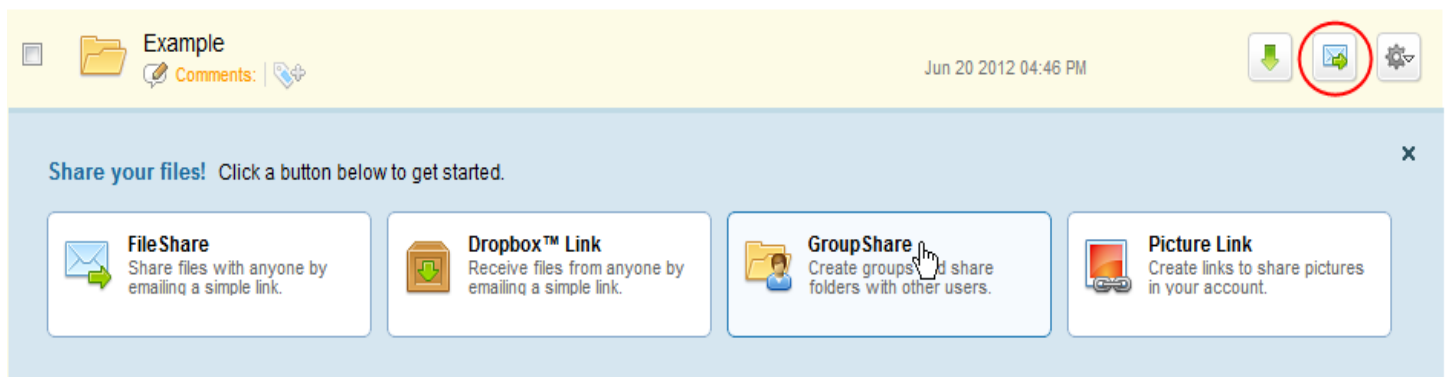
b. Creating A GroupShare In Different Views

From the **My Documents Tab**

1. Select a method from the list below:

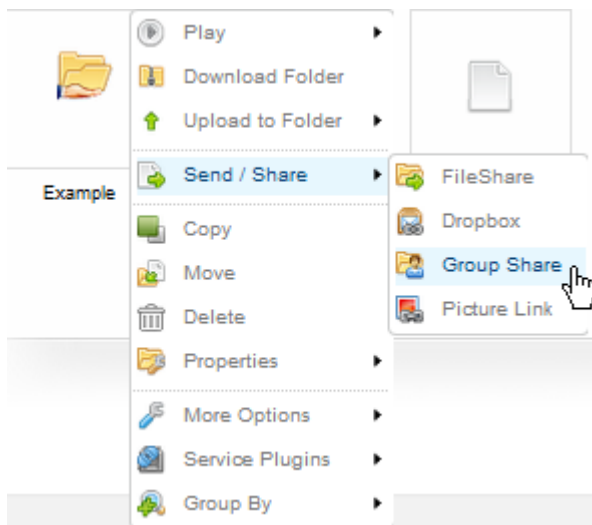
List View

Click the mail icon with a small green arrow as shown in red below. Click the GroupShare tab that appears below.



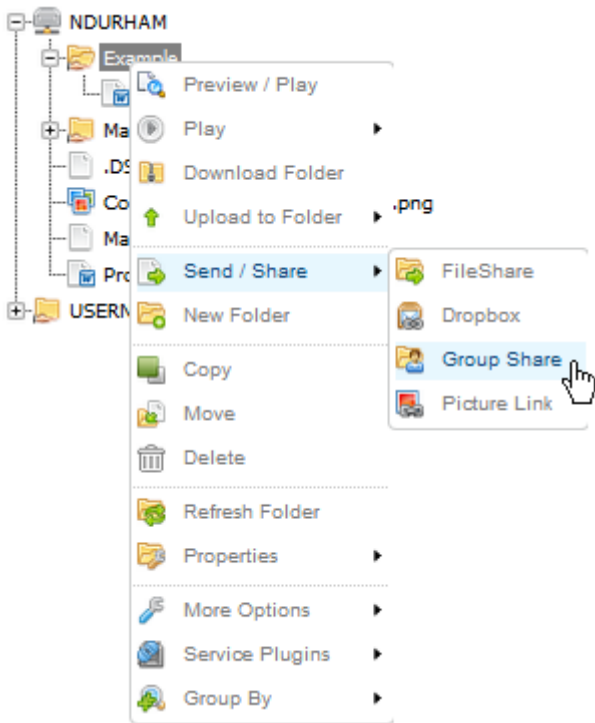
Icon View

Hover over a folder icon and click the downward facing arrow that appears in the top right hand corner. Scroll down to Send/Share, and select GroupShare.



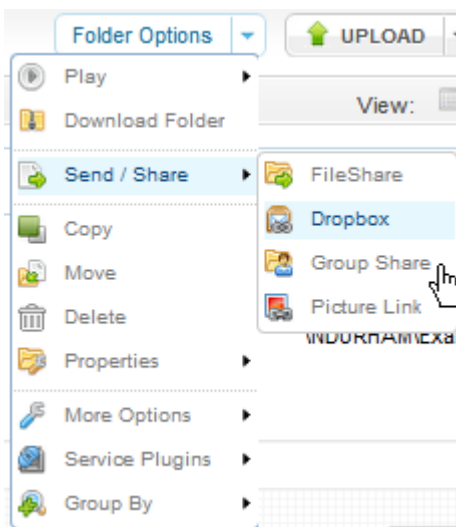
Tree View

Right click on a folder, scroll down to Send/Share and click Group Share.



Chart/Bar View

Click the Folder Options menu, scroll down to Send/Share, and click Group Share.



From the **Share Tab**

Open the **Share Tab** and click **Create GroupShare**

Share and Receive Files

Click a button below to get started.

Send and Receive



Create FileShare™ Link

Share files with anyone by emailing a simple link.



Create Dropbox™ Link

Receive files from anyone by emailing a simple link.



Create Picture Link

Create links to share pictures in your account.



Send Local Files

Upload a file and send a FileShare™ link in just one step.



Send Fax

Fax files from your account to any fax machine in the world.



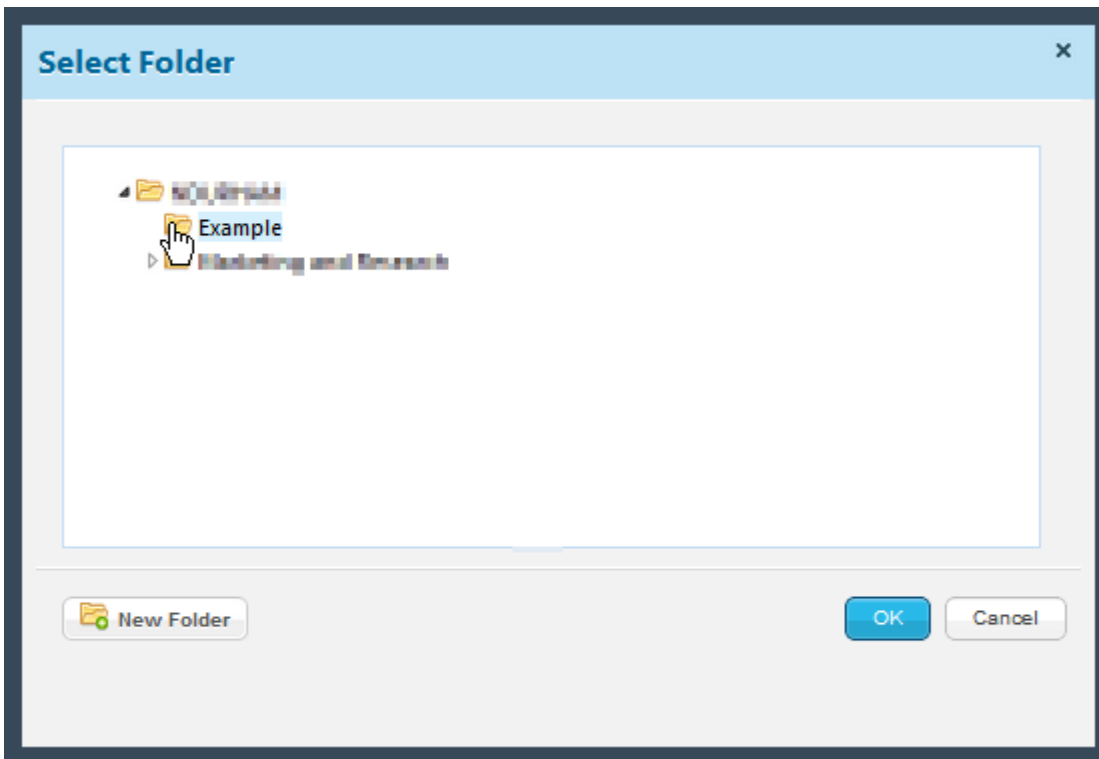
Create GroupShare

Create groups and share folders with other users.

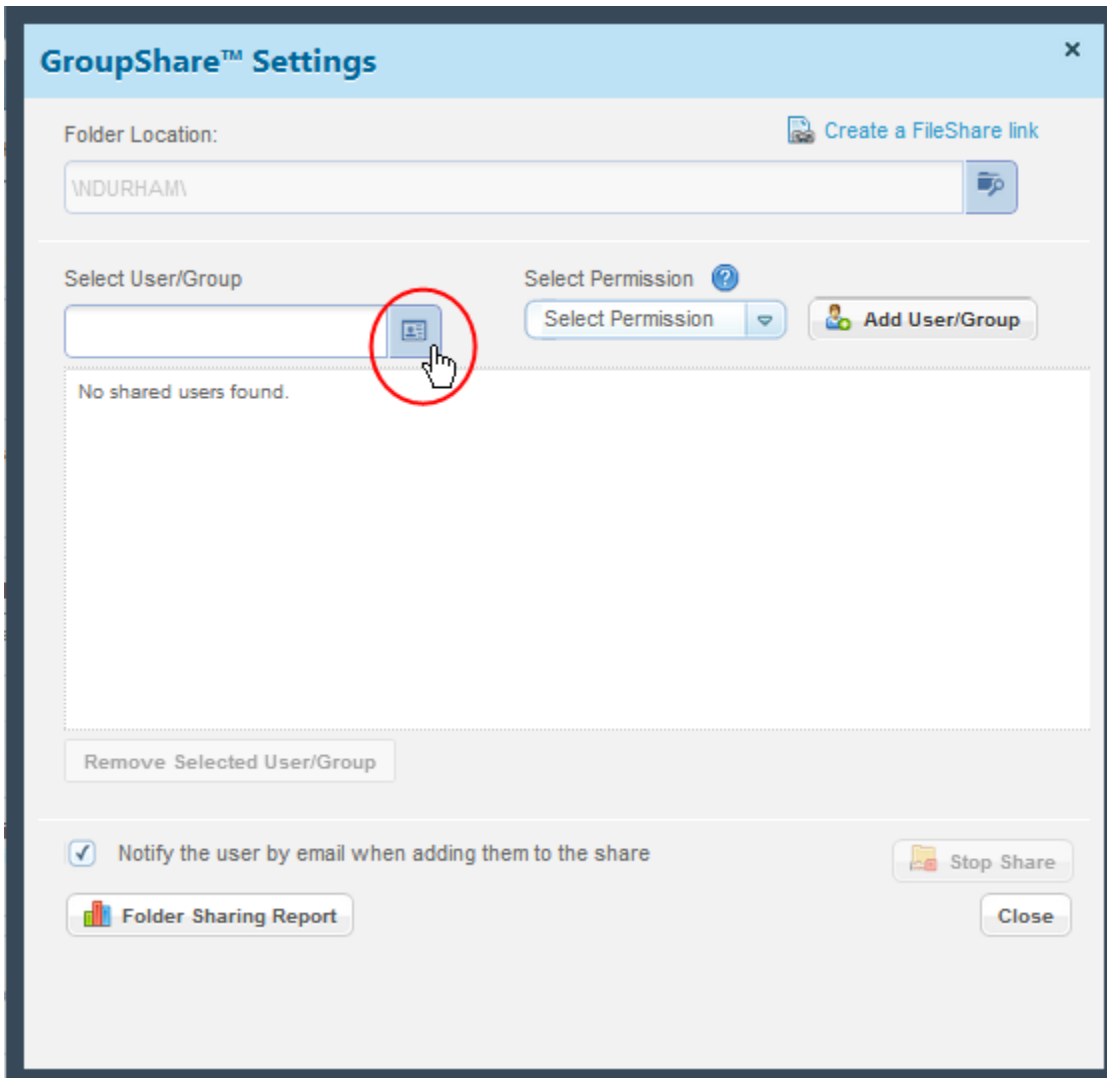
2. Click the Search Folder icon circled in red below to select a folder to GroupShare.

The screenshot shows the 'GroupShare™ Settings' dialog box. The 'Folder Location' field contains 'NDURHAM'. A red circle highlights a search folder icon (a folder with a magnifying glass) in the top right corner of the dialog. Below the folder location, there are fields for 'Select User/Group' and 'Select Permission'. The 'Select User/Group' field is empty and has a search icon. The 'Select Permission' field is set to 'Select Permission'. There is an 'Add User/Group' button. Below these fields, it says 'No shared users found.' At the bottom, there is a 'Remove Selected User/Group' button, a checked checkbox for 'Notify the user by email when adding them to the share', a 'Folder Sharing Report' button, a 'Stop Share' button, and a 'Close' button.

3. Select a folder from the list in the window that appears and click **OK**.



4. Click the Contacts icon circled in red below to select user(s) to send a GroupShare.



5. Check the empty box next to all user(s) you wish to add to the GroupShare list, then Click **Add Selected Users & Close**.

Search Users [Close]

Search

<input type="checkbox"/>	User Name	First Name	Last Name	Email Address	Company Name
<input checked="" type="checkbox"/>	EXAMPLE	EXAMPLE	CONTACT	example@example.com	

Below your selected users from the list:

EXAMPLE;

Add Selected Users & Close Cancel

6. Select a permission level for the user(s).

Full Access – User has full access to GroupShare; FileShare and GroupSharing not allowed

Create and Update – User only has create and update privileges; deletion is restricted

Read Only – User may only view files

Master Access – User has equal access to folder as owner; FileShare and GroupSharing allowed

GroupShare™ Settings

Folder Location: [Create a FileShare link](#)

Select User/Group: [Add User/Group](#)

Select Permission [?]

- Select Permission
- Full Access**
- Create and Update
- Read Only
- Master Access
- Select Permission

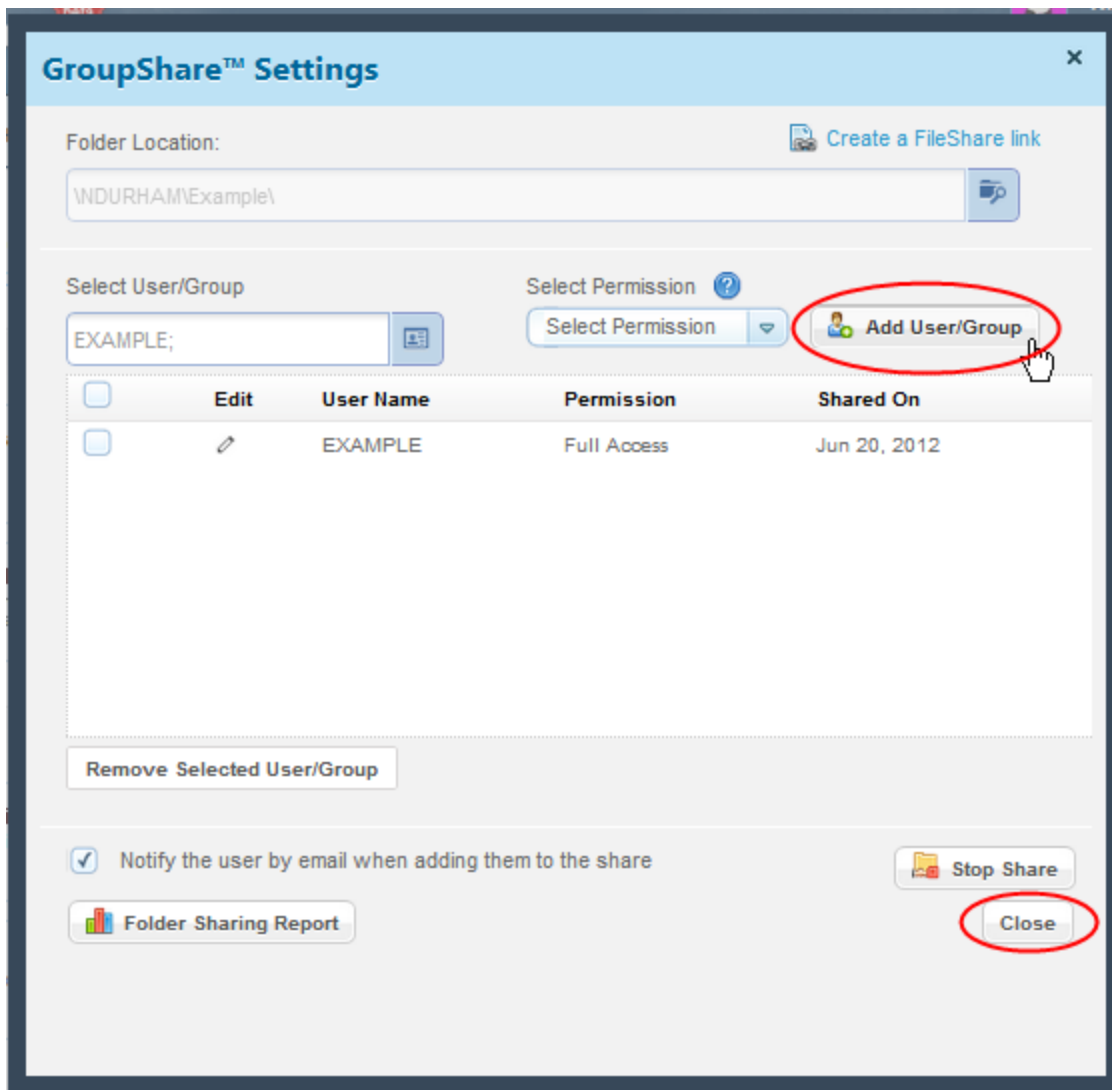
<input type="checkbox"/>	Edit	User Name	Shared On
<input type="checkbox"/>		EXAMPLE	Jun 20, 2012

[Remove Selected User/Group](#)

Notify the user by email when adding them to the share

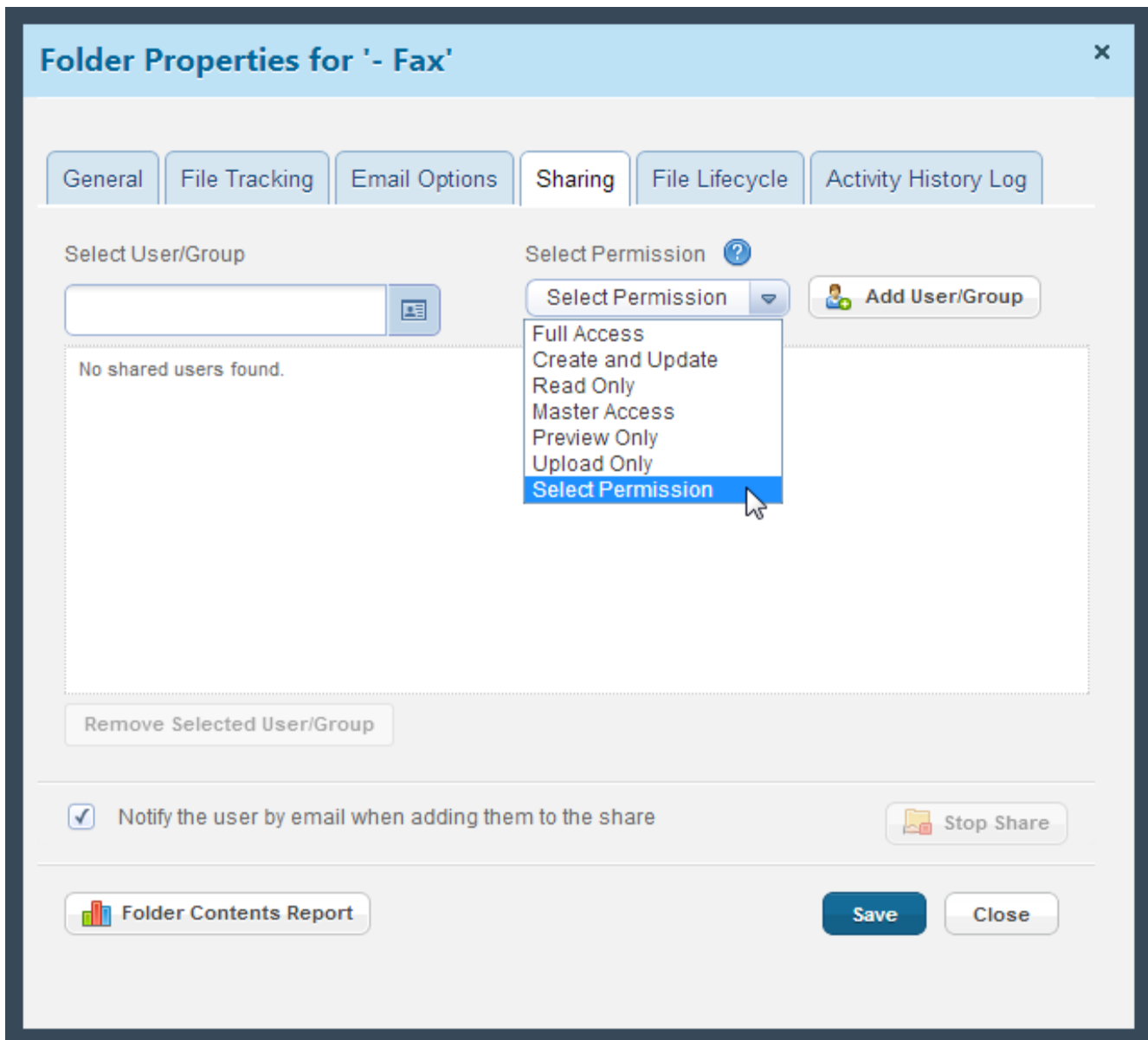
[Folder Sharing Report](#) [Stop Share](#) [Close](#)

7. Click Add User/Group to send the GroupShare, then click Close.



c. GroupShare Access Permissions

When [creating GroupShares](#) the folder owner may denote varying levels of access to more efficiently guide the company's workflow or the user's needs while simultaneously protecting their data. There are six levels of permission which are explained in detail below.



Full Access - Allows users to view, create, update, and delete files in the shared folder. This provides general access and usability of the folder, though it prevents the folder itself from being shared and the recipient is unable to modify the folder settings.

Create and Update - Allows users to view, create, and update or edit files in the shared folder. The recipient is unable to download files (modifications are done through the Zoho Editor).

Read Only - Allows users to view files in the shared folder and download the files. Users are unable to upload, edit, or modify the folder or its contents.

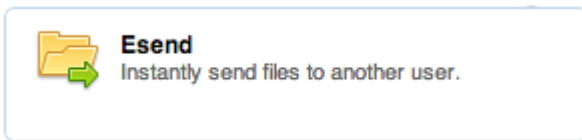
Master Access - Grants the users access equivalent to the folder owner's; able to share the folder themselves and modify the folder settings.

Preview Only - Prevents users from downloading any type of the file, though they are able to view them using the FilesAnywhere previewer.

Upload Only - Only allows users to upload the files. They are unable to preview, download, or edit them.

(vii) Esend

E-Send



The Esend option is a highly secure data transfer between FilesAnywhere user accounts. No data is transferred over the Internet, but rather behind our firewall. All that's required is the selection of files and the recipient's FilesAnywhere username. The selected files are copied to the recipient's Inbox and an email notification lets them know that new files have arrived. Esend delivery is instant and supports any file size (as long it does not exceed the recipient's maximum storage available).

Note: Files may only be transferred to accounts of the same type, e.g. free to free or personal paid to personal paid.

a. Sending Files With Esend

Esend allows a user to directly send files from one account to another account without requiring any downloading or uploading. (Note: You can only Esend files to another account of the same type; personal to personal or professional to professional, but not personal to professional/enterprise.)

Let's get started!

Log in to your account, click Share, and select Esend.

Share and Receive Files

Click a button below to get started.

Send and Receive



Create FileShare™ Link

Share files with anyone by emailing a simple link.



Create FileReceive Link

Receive files from anyone by emailing a simple link.



Create Picture Link

Create links to share pictures in your account.



Send Local Files

Upload a file and send a FileShare™ link in just one step.



Send Fax

Fax files from your account to any fax machine in the world.



Create GroupShare

Create groups and share folders with other users.



Esend

Instantly send files to another user.

Manage



FileShare™ Links

Manage your FileShare™ Links.



FileReceive Links

Manage your FileReceive links



View Picture Links

View picture links to share pictures in your account.



Fax Log

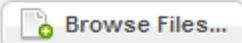
View all sent/received faxes from one screen

A popup window will appear. Click Browse Files in the top right hand corner.

Esend


×

Add Files that you would like to Esend


 Browse Files...

Name	Path
------	------

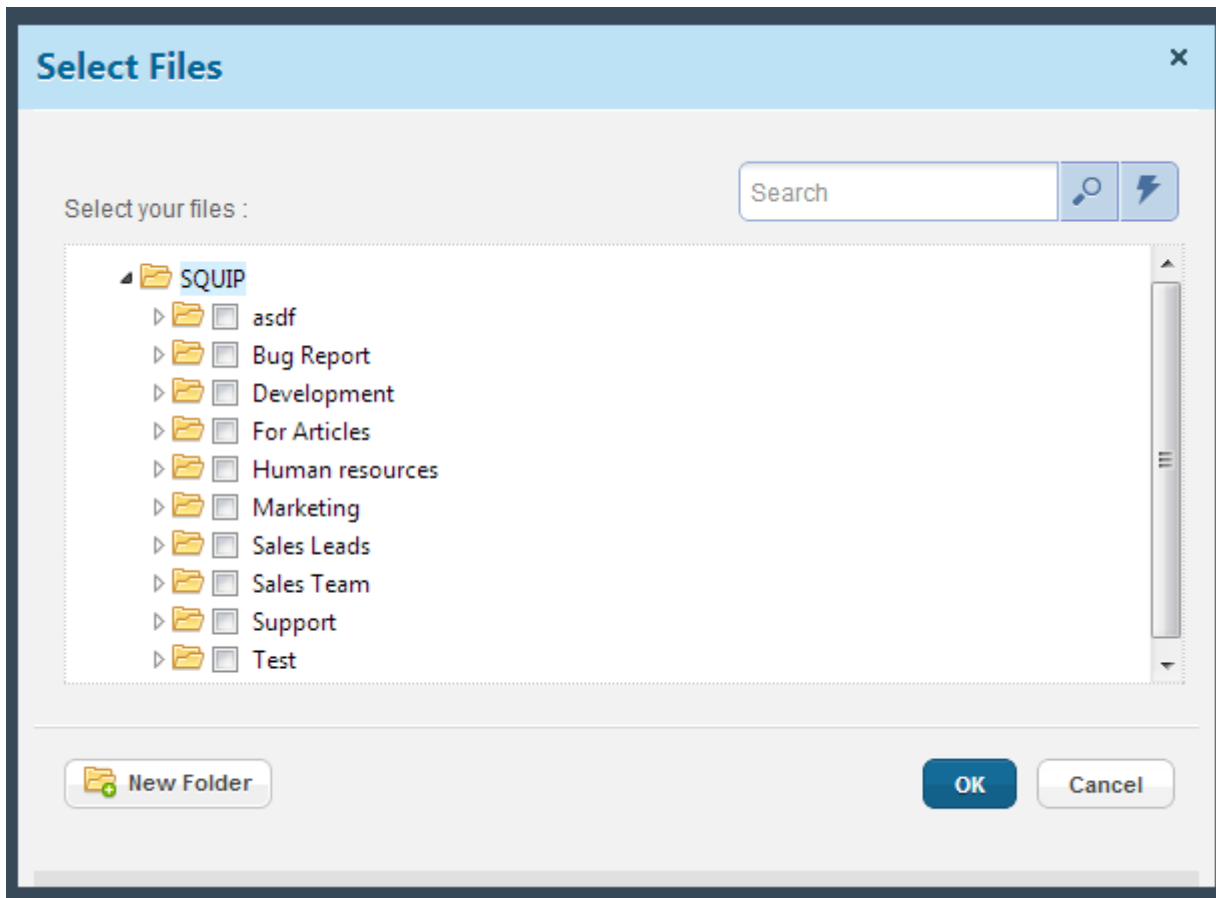
Select Recipient(s)



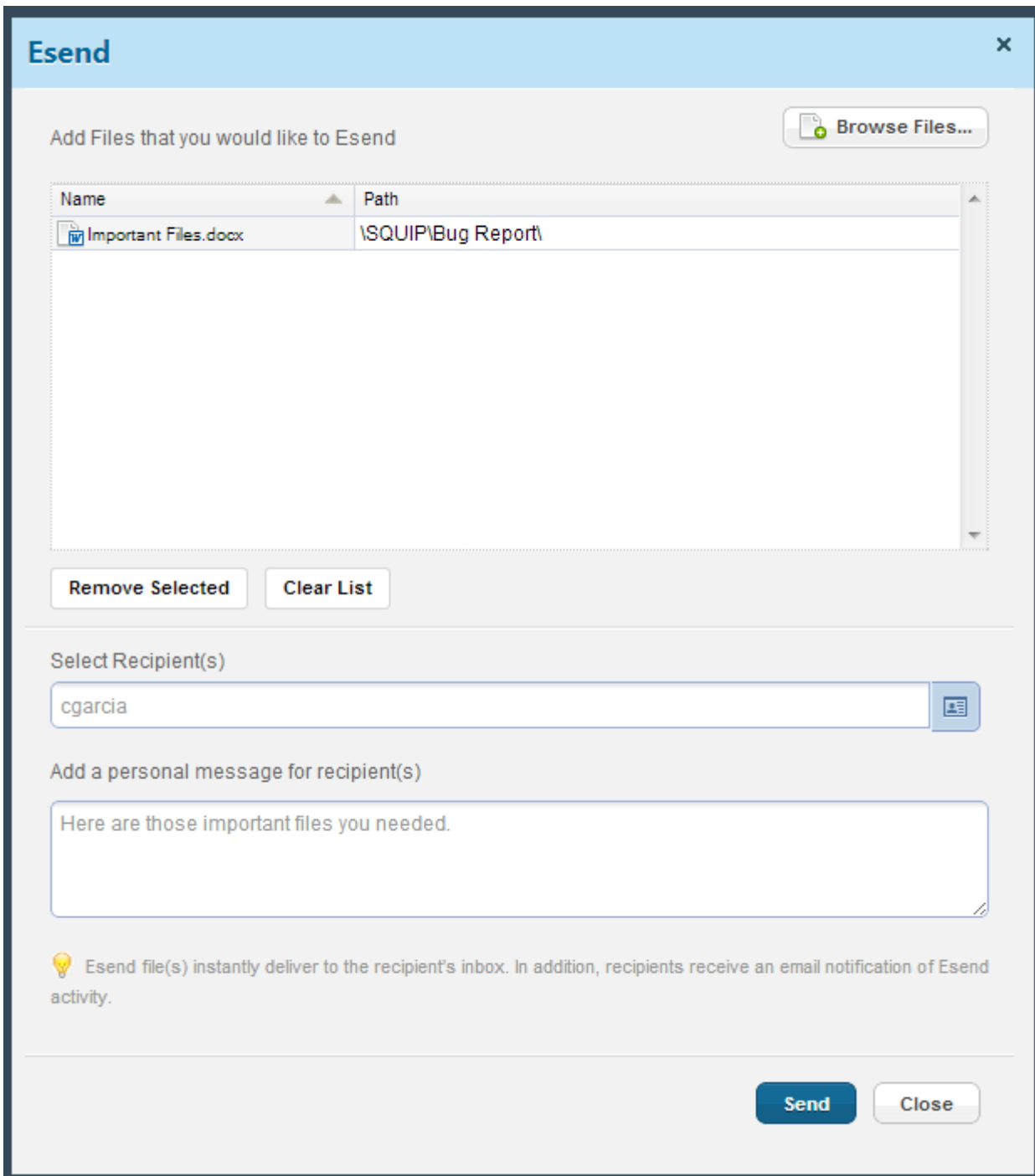
Add a personal message for recipient(s)

 Esend file(s) instantly deliver to the recipient's inbox. In addition, recipients receive an email notification of Esend activity.

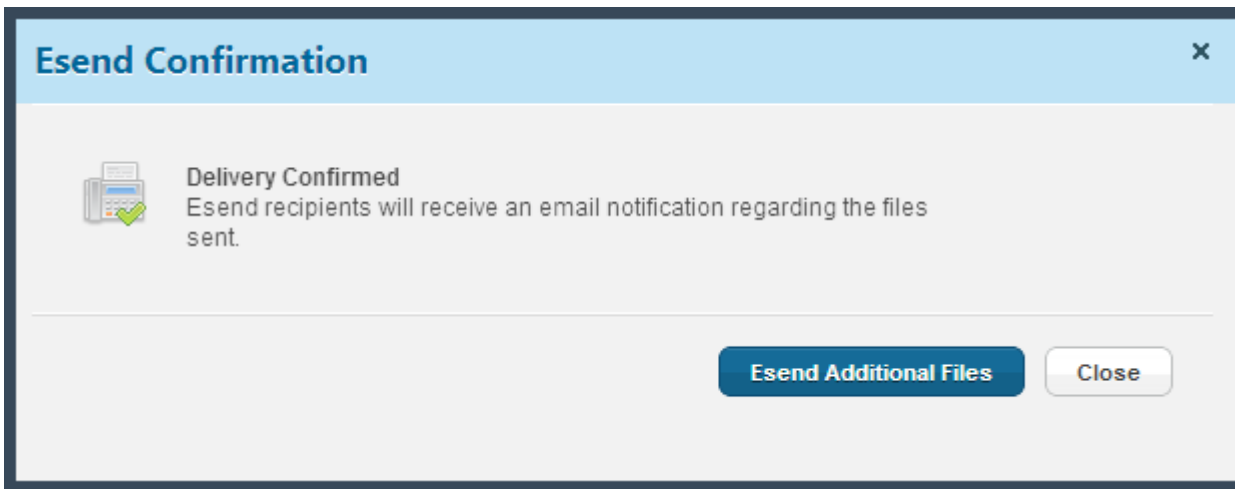
Select the files you would like to send to another account.



Type in or use the contacts button to select the recipient(s) and add a personal message for the recipients if you want.



Once you hit send you will receive a confirmation message. You can send additional files or you can close the window.



iii. Manage

(i) FileShare™ Links

a. Active FileShare™ Link Log

Your FilesAnywhere account gives you the ability to share an almost endless number of files. That's a lot to keep up with! Luckily, we thought of that and provided a **FileShare™** History log that neatly sorts all your active **FileShare™** links. In addition, the log allows you to edit, view, generate, and check link history all from a single screen.

You may also be interested in more information on:

- [Creating a FileShare™ with Your iPhone/Android](#)
- [Creating a FileShare™ Link](#)
- [FileShare™ Link Distribution Methods](#)
- [Advanced FileShare™ Link Features](#)
- [Modifying a FileShare™ Link](#)
- [Receiving a FileShare™ Link](#)
- [File History Log](#)

View and Manage Active FileShare™ Links



The FileShare log organizes all active **FileShare™** links, and allows you to edit, view, generate, and check link history all from a single screen. To access the log:

1. From the main screen of the User Interface click the **Share** tab.



2. Click **FileShare™ Links** under the **Manage** section.

Manage



 **FileShare™ Links**
Manage your FileShare™ Links. 



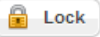

Toolbar and Field Descriptions in the Active FileShare™ Log



















































Active FileShare™ Links


Manage Your Links

Link Type: FileShare™ FileReceive Link

Enter file / folder name to filter  

<input type="checkbox"/>	Shared Folder	To	Lock/Unlock	View Links	Link Generator	File History	Created Date	Expires	
<input type="checkbox"/>	 \PATNIDEV\ - eForm\1050595...	GENERALLINK					Dec 09, 2013	Dec 14, 2013	4
<input type="checkbox"/>	 \WATERH2OH\Test Document.d...	GENERALLINK					Dec 09, 2013	Dec 14, 2013	4
<input type="checkbox"/>	 \TESTINGTEST\ - Fax\mjgjh\T...	GENERALLINK					Dec 09, 2013	Dec 14, 2013	4
<input type="checkbox"/>	 \PATNIDEV\AmitRestore\Test...	GENERALLINK					Dec 09, 2013	Dec 14, 2013	4
<input type="checkbox"/>	 \LVL5THIEF1 FileShare Tes...	GENERALLINK					Dec 09, 2013	Dec 14, 2013	4
<input type="checkbox"/>	 \CHRISALLEN\pdffun-fullacc...	GENERALLINK					Dec 09, 2013	Dec 14, 2013	4
<input type="checkbox"/>	 \CGIBBS\Screen-Video\folde...	GENERALLINK					Dec 09, 2013	Dec 14, 2013	4
<input type="checkbox"/>	 \CGARCIA\Wajam\Updater\tmp...	GENERALLINK					Dec 09, 2013	Dec 14, 2013	4
<input type="checkbox"/>	 \CGARCIA\Common Stuff peop...	GENERALLINK					Dec 09, 2013	Dec 14, 2013	4
<input type="checkbox"/>	 \CGARCIA\CCD_documents\Tes...	GENERALLINK					Dec 09, 2013	Dec 14, 2013	4

Prev 1 2 3 Next Page 1 of 3 (61 Items) 

Toolbar

Delete Button- Deletes the files selected in the table.

Create New FileShare™ Button- Gives you the FileShare™ screen to create a new FileShare™ link.

Lock Button- Immediately locks the selected link and prevents access by link recipients.

Unlock Button- Immediately unlocks the selected link and allows access by link recipients.

Fields

Check Boxes- Clicking in a check box selects the FileShare™ link and all fields associated with it. The top check box acts as a "select all" feature and will select all FileShare links and their associated fields with just one click.

Link Type- Choose from FileShare™ links, FileReceive links, or filter your results by entering criteria in the Filter by File/Folder Name.Ex: field.Edit

Shared Folder- Provides the file path to the folder from which the file was shared.

To- Provides a description of link recipients.

View Links- Prompts a FileShare™ link screen and displays the associated recipient(s)/FileShare™ link(s)

Link Generator- Gives you the option to send the associated FileShare™ link to additional recipients without going through the FileShare™ link process again.

File History- Prompts the File History Log for the associated FileShare™ link.

Created Date- Sortable field that displays the date the link is created.

Expires- Sortable field that displays the date the link is set to expire.

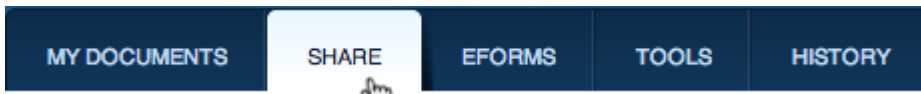
b. Modifying A FileShare™ Link

Did you recently create a **FileShare™** link, then find that you need to change it? No problem! **FileShare™** links can be modified if you need to extend an expiration date, send it to additional folks, or even lock the file from further access. Just follow these simple instructions. You may also be interested in reading more about:

- [Creating a FileShare™ with Your iPhone/Android](#)
- [Creating a FileShare™ Link](#)
- [FileShare™ Link Distribution Methods](#)
- [Advanced FileShare™ Link Features](#)
- [Receiving a FileShare™ Link](#)
- [Active FileShare™ Link Log](#)

Let's Get Started

1. From the main screen of the User Interface click the **Share** tab.

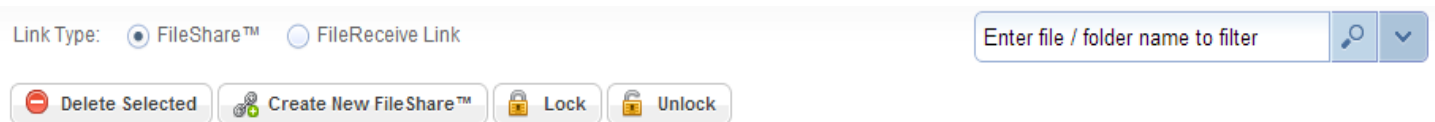


2. Click **FileShare™ Links** under the **Manage** section.



Toolbar and Field Descriptions in the Active FileShare™ Log

Toolbar



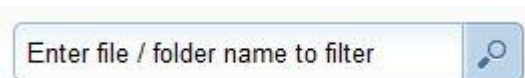
Link Type- Choose from FileShare links, FileReceive links, or filter your results by entering criteria in the Filter by File/Folder. Ex: Name: field.Edit

Delete Selected Button- Deletes the files selected in the table.

Create New FileShare™ Button- Gives you the **FileShare™** screen to create a new **FileShare™** link.

Lock Button- Immediately locks the selected link and prevents access by link recipients.

Unlock Button- Immediately unlocks the selected link and allows access by link recipients.



Search/Filter- Use this box to filter or search for links associated with particular files or folders.

Fields

<input type="checkbox"/>	Shared Folder	To
<input type="checkbox"/>	 XXXXXXXXXXXX Fax\	GENERALLINK

Check Boxes- Clicking in a check box selects the **FileShare™** link and all fields associated with it. The top check box acts as a "select all" feature and will select all FileShare links and their associated fields with just one click.

Pencil Icon- Clicking on this icon will edit that specific link.

Shared Folder- Provides the file path to the folder from which the file was shared.

To- Provides a description of link recipients.

Lock/Unlock	View Links	Link Generator	File History
			

Lock/Unlock- Clicking on this allows you to lock and unlock the **FileShare™** link at will. Locking a **FileShare™** link will effectively disable it until you unlock it.

View Links- Prompts a **FileShare™** link screen and displays the associated recipient(s)/**FileShare™** link(s)

Link Generator- Gives you the option to send the associated **FileShare™** link to additional recipients without going through the **FileShare™** link process again.

File History- Prompts the File History Log for the associated **FileShare™** link.

Created Date	Expires	Days Left	Log Activity	Email Notification
Jan 16, 2013	Mar 07, 2095	29981		N

Created Date- Sortable field that displays the date the link is created.

Expires- Sortable field that displays the date the link is set to expire.

Days Left- Sortable field that displays the number of days remaining before the link expires.

Log Activity- Displays a green circle when File History is enabled and displays a red circle when File History is not enabled.

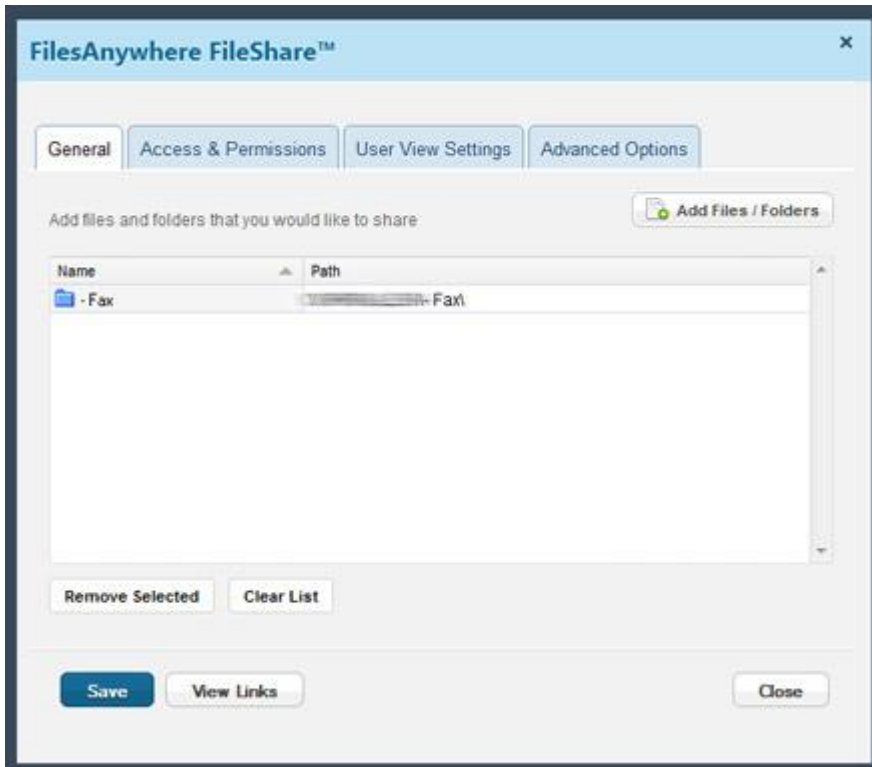
Email Notification- Displays a "Y" when an email notification has been sent to the recipient(s), and an "N" when an email notification has not been sent to the recipient(s).

Editing an existing FileShare™ link

1. Click on the **pencil** icon of the link you wish to edit. This prompts the **FileShare™** screen and provides you with multiple options for modifying the **FileShare™** link. Select the changes you wish to make to the link and then click the **Save** button. An explanation of each tab, appears below.

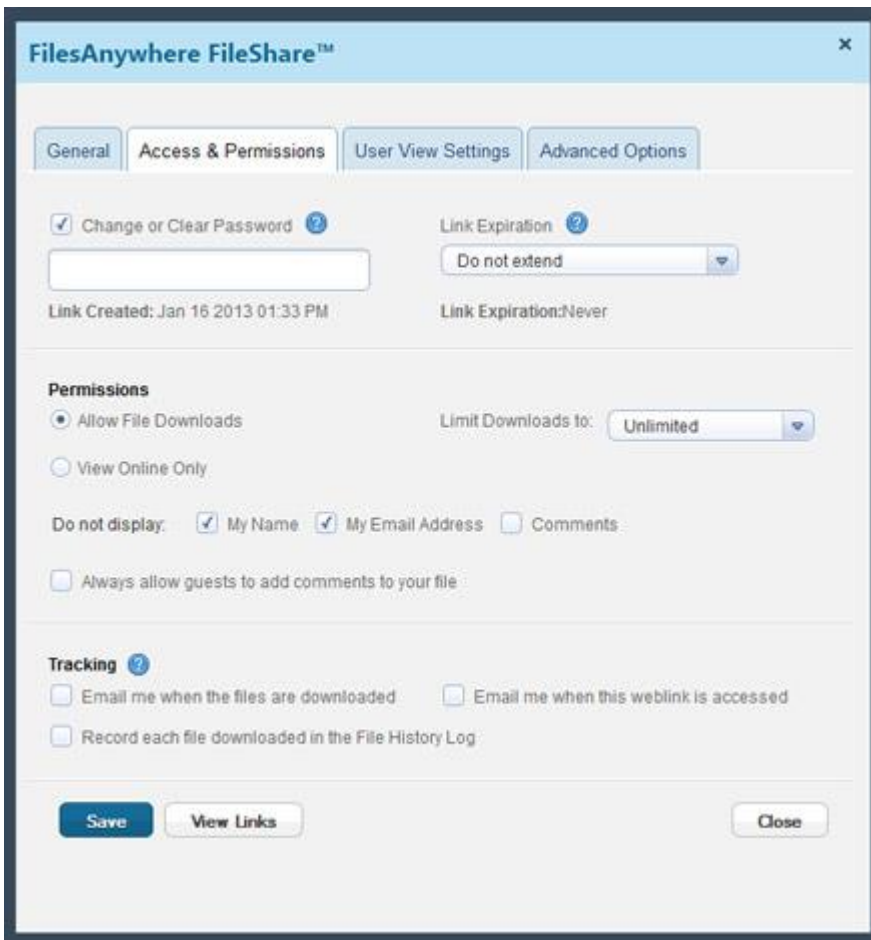
Basic Tab

The Basic tab provides you with the option to add/remove files and/or folders that are being shared.



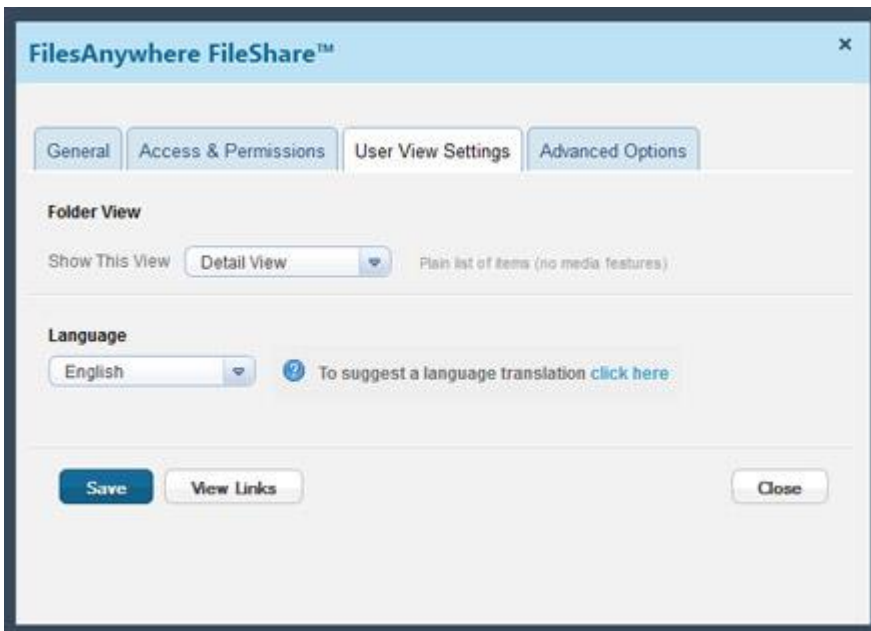
Access & Permissions Tab

With the Access & Permissions tab, you have the options to edit the View, enable or disable password protection on the link, and modify link expiration dates. You may also limit the number of file downloads per recipient, disable downloads of files by selecting View Online Only, change the way the link notification displays your information, or enable tracking features.



User View Settings Tab

This tab allows you to change the default view and language of the FileShare link.



Advanced Options Tab

This tab allows you to designate a cover page to display a message, require verification from the recipient, or require a signature. It also allows you to apply a return URL. If enabled, the **Logout** button will take the recipient to the designated URL.

Important Information About FileShare™ Links

- The Send Link feature does not send a notification email to the creator of the **FileShare™** link. If you wish to receive and view the **FileShare™** link notification that your recipients will see, you must include your email address with the other recipient email addresses where prompted.
- If your email server doesn't use SSL to send emails, you may want to use either the Send Link or Password Protect feature. Send Link uses FilesAnywhere built-in, secure email system. Password protect allows link access via 128-bit SSL encryption.

(ii) FileReceive Links

a. Active FileReceive Links Log

It so easy for friends, family, and associates to share files of any size using FileReceive Links, you'll probably find yourself using it a lot! But that's a lot of links to keep up with! Good thing we thought of that and created the Active FileReceive Link Log. With the ability to view, manage, and edit FileReceive Links, the Active FileReceive Link Log just might become your BFF! Here you'll find instructions to use the log, and you might also be interested in more information on:

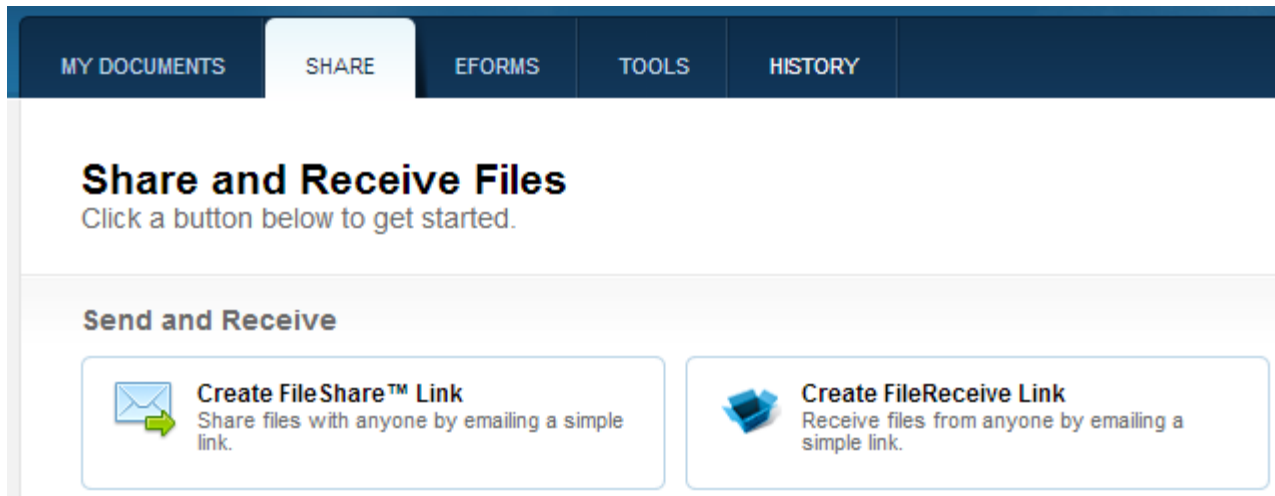
- [Creating FileReceive Links](#)
- [Sharing Files with FileReceive Links](#)
- [Accessing FileReceive Folders and Files](#)
- [Advanced FileReceive Folder and Link Features](#)
- [Modifying FileReceive Links](#)

- [FileReceive Link Distribution Options](#)
- [Using FileReceive Folders and Links Video Tutorial](#)

View and Manage Active FileReceive Links:

The FileReceive Links tab organizes all active FileReceive links, and allows you to edit, view, generate, and check link history all from a single screen. To access the log:

From the main screen of the User Interface click the **Share** tab and then click Create FileReceive Link



Toolbar and Field Descriptions in the Active FileReceive Log

Active FileReceive Links

Manage Your Links

Link Type: FileShare™ FileReceive Link

Enter file / folder name to filter

<input type="checkbox"/>	Shared Folder	To	Lock/Unlock	View Links	Link Generator	File History	Created Date	Expires	Days Left	Loc
<input type="checkbox"/>	/SQUIP/	GENERALLINK					Dec 04, 2013	Dec 14, 2013	10	
<input type="checkbox"/>	/SQUIP/	GENERALLINK					Dec 03, 2013	Dec 13, 2013	9	
<input type="checkbox"/>	/SQUIP/	GENERALLINK					Dec 03, 2013	Dec 13, 2013	9	
<input type="checkbox"/>	/SQUIP/	GENERALLINK					Nov 15, 2013	Nov 25, 2013	0	
<input type="checkbox"/>	/SQUIP/	GENERALLINK					Oct 23, 2013	Nov 02, 2013	0	
<input type="checkbox"/>	/SQUIP/	GENERALLINK					Oct 09, 2013	Oct 19, 2013	0	
<input type="checkbox"/>	/SQUIP/	GENERALLINK					Oct 09, 2013	Oct 19, 2013	0	
<input type="checkbox"/>	/SQUIP/	cgibbs@filesanywhere.com					Sep 19, 2013	Nov 08, 2095	29924	
<input type="checkbox"/>	/SQUIP/	GENERALLINK					Sep 06, 2013	Oct 26, 2095	29911	
<input type="checkbox"/>	/SQUIP/	GENERALLINK					Sep 05, 2013	Sep 15, 2013	0	

Toolbar

Link Type- Choose from FileShare links, FileReceive Links, or filter your results by entering criteria in the Filter by File/Folder Name: field.

Delete Button-Deletes the files selected in the table.

Create New FileReceive Button- Gives you the screen to create a new FileReceive Link.

Lock Button- Immediately locks the selected link and prevents access by link recipients.

Unlock Button- Immediately unlocks the selected link and allows access by link recipients.

Fields

Check Boxes- Clicking in a check box selects the FileReceive Link and all fields associated with it. The top check box acts as a "select all" feature and will select all FileReceive Links and their associated fields with just one click.

Edit- Allows you to edit the associated FileReceive Link.

Shared Folder- Provides the file path to the folder from which the file was shared.

To- Provides a description of link recipients.

View Links- Prompts a FileReceive Link screen and displays the associated recipient(s)/FileReceive Link(s).

Link Generator- Gives you the option to send the associated FileReceive Link to additional recipients without going through the FileReceive Link process again.

File History- Prompts the FileReceive History Log for the associated FileReceive Link.

Created Date- Sortable field that displays the date the link is created.

Expires- Sortable field that displays the date the link is set to expire.

Days Left- Sortable field that displays the number of days remaining before the link expires.

Log Activity- Displays a "Y" when File History is enabled and displays a "N" when File History is not enabled.

Email Notification- Displays a "Y" when an email notification has been sent to the recipient(s), and an "N" when an email notification has not been sent to the recipient(s).

b. Modifying FileReceive Links

Did you recently create a FileReceive Link, then find that you need to change it? No problem! FileReceive Links can be modified if you need to extend an expiration date, send it to additional recipients, or even lock the file from further access. Just follow these simple instructions. You may also be interested in reading more about:

- [Creating FileReceive Links](#)
- [Sharing Files with FileReceive Links](#)
- [Accessing FileReceive Folders and Files](#)
- [Advanced FileReceive Folder and Link Features](#)
- [Active FileReceive Links Log](#)
- [FileReceive Link Distribution Options](#)
- [Using FileReceive Folders and Links Video Tutorial](#)

Let's Get Started:


From the main screen of the User Interface click the **Share** tab, then click the FileReceive **Links** button under the Manage section.


MY DOCUMENTS SHARE EFORMS TOOLS HISTORY

Share and Receive Files

Click a button below to get started.

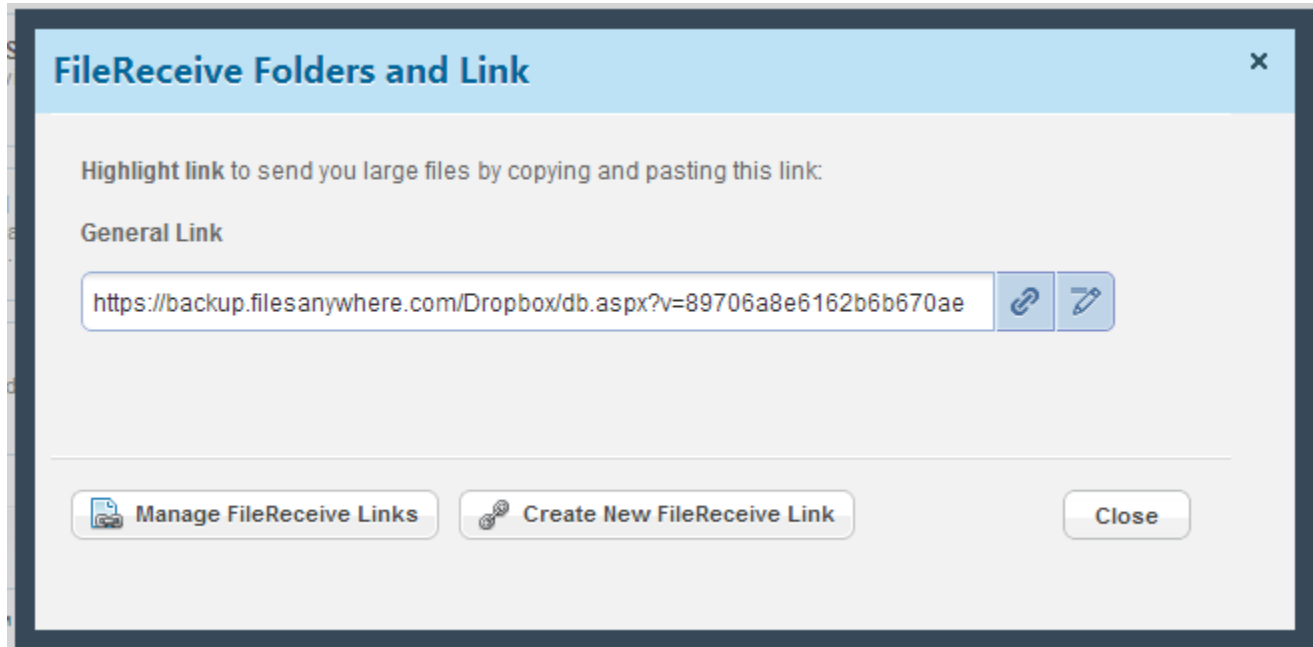
Send and Receive

 **Create FileShare™ Link**
Share files with anyone by emailing a simple link.

 **Create FileReceive Link**
Receive files from anyone by emailing a simple link.

OR

From the FileReceive Links screen, click the **Manage FileReceive Links** button to access the Active FileReceive Links Log.



1. Select the FileReceive Link you wish to modify by clicking the **Edit** button (pencil icon).

A screenshot of a table titled "Active FileReceive Links Log". The table has several columns: "Shared Folder", "To", "Lock/Unlock", "View Links", "Link Generator", "File History", "Created Date", "Expires", and "Days". The first row is highlighted, and a yellow box highlights the pencil icon in the "View Links" column of that row. The table contains three rows of data, each with a checkbox in the "Shared Folder" column and various icons in the other columns.

<input type="checkbox"/>	Shared Folder	To	Lock/Unlock	View Links	Link Generator	File History	Created Date	Expires	Days
<input type="checkbox"/>	Feb 25, 2012	Apr 11, 2009	2009
<input type="checkbox"/>	Feb 25, 2012	Dec 12, 2009	2009
<input type="checkbox"/>	Feb 17, 2012	Dec 26, 2009	2009

2. A window will appear giving you options for editing the **FileReceive** Link.

3. Make sure to click the Save button after making your changes.

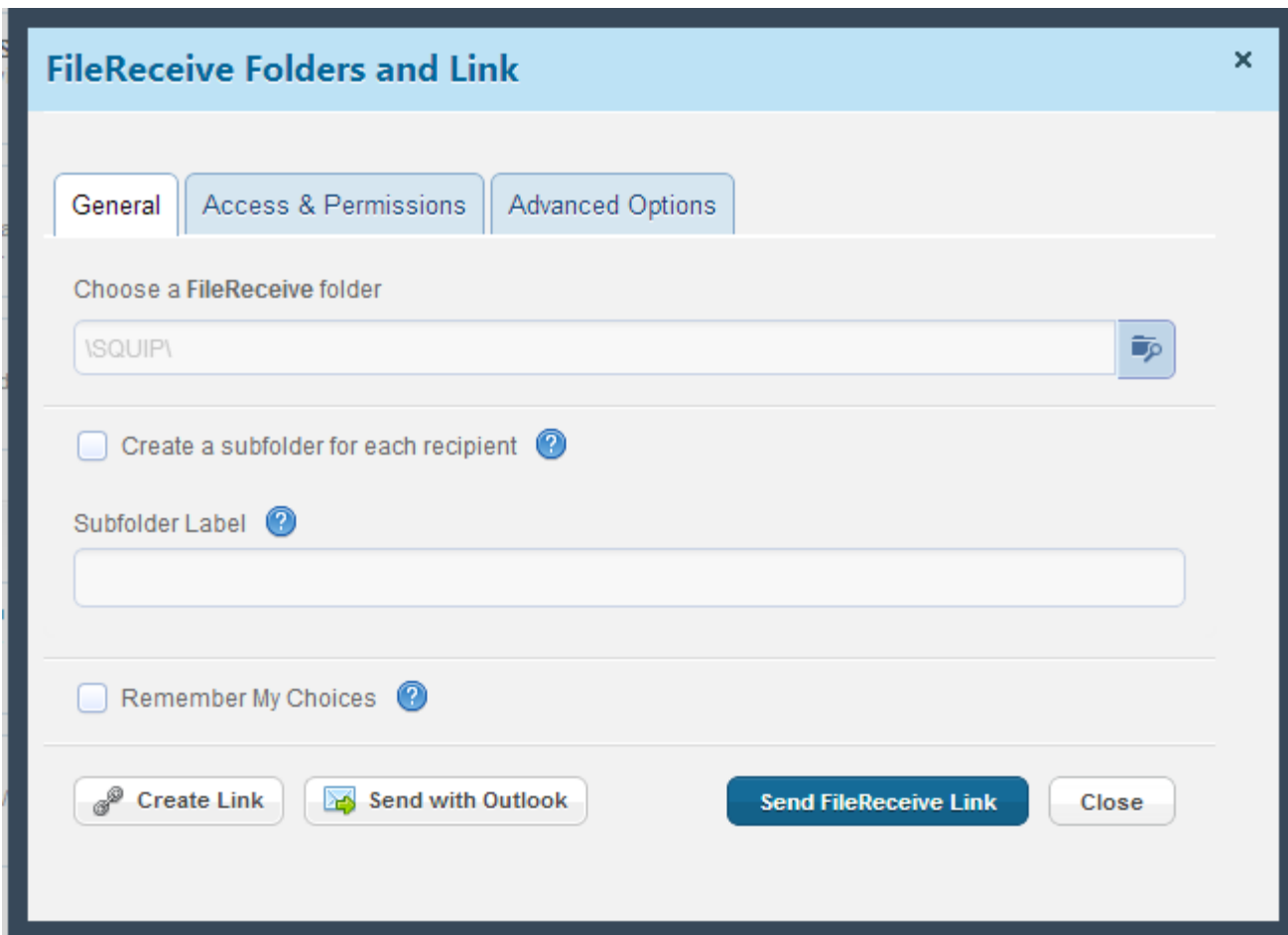
Options for Editing FileReceive Links by Tab

General Tab

Choose a Drop Folder Field- Displays the designated FileReceive Folder.

Create a subfolder for each recipient Check Box- To enable, click the check box. When enabled, dedicated folders will be created for each file sender. Or disable to let senders place files into your FileReceive folder.

Display this label: Field- Allows you to create instructions for file sender's to name dedicated folders when the "Create a Subfolder for each recipient" is enabled. The default label is "Please Enter Your Name" but may be changed as you feel appropriate. (The second screen shot shows the content designated in the *Display this label:* field.)



Access & Permissions Tab

Change or Clear Password check box- Allows you to enable or disable a password associated with the link you are editing.

Link Expiration Dropdown Menu- Allows you to extend or shorten an expiration date on the link you are editing.

Permission Section

When enabled, new files uploaded to the FileReceive Folder will overwrite older files of the same name. *If you need to retain versions of different files, then do not enable the overwrite function.*

When enabled, *allow users to upload entire folders*, allows them to do just that through our bulk java uploader.

When the *Do not display* options are enabled, the information is removed from the "FileReceive Send by" field of your recipient's FileReceive Link notification email.

Tracking Section

Enable the "Keep File History Log of each file upload" to keep a history of files uploaded via FileReceive Links.

Enable the "Send Email on each file upload" to receive an email notification when files are uploaded to your FileReceive Folder.

FileReceive Folders and Link ✕

General | **Access & Permissions** | Advanced Options

Password Protection ?

Link Expiration ?

Permissions

Allow new uploads to overwrite files with the same name ?

Allow users to upload entire folders ?

Do Not Display:

My Name My Email Address

Tracking ?

Record each file uploaded in the File History Log

Email me when files are uploaded

Additional recipients:

Email me when **FileReceive** Links are accessed for the first time

Remember My Choices ?

Advanced Tab

Select Language Section

The default selection allows FileReceive Link recipients to view windows in their language selection. You may also choose to enable a different language from the dropdown menu.

Return Button Section

The "Display a custom Return Button" allows you to create a custom button and designate a return URL. When FileReceive Link recipients click the button, they are automatically directed to the URL you designate.

FileReceive Folders and Link ✕

General | Access & Permissions | Advanced Options

Language

Use recipient's default language settings ?

Language

English ▼ ? To include your language click here

Return Button ?

Display a custom return button

Button Label:

Button Url:

Remember My Choices ?

[Create Link](#) [Send with Outlook](#) [Send FileReceive Link](#) [Close](#)



File Drop Successful!

Success! 1 file(s) were uploaded.

[DROP MORE FILES](#)

[FILE ANYWHERE HOMEPAGE](#)

Important Information About the FileReceive Service

- Receive files of any size (up to the maximum free space on your account), allow email notifications to tell you when a file is dropped, and access received files instantly.
- There is no limit on the number of files that may be uploaded via FileReceive Links, and each file that is shared or uploaded can be of any size, up to the full storage size of your account.
- Only designated email contacts that you specify can send you files.
- SSL 128-bit encryption during the transfer for complete security.
- Files sent to you are already organized into the folder structure you have setup for storage.
- Guest senders are not required to sign up. The FileReceive Service is free for the guest sender and included in your FilesAnywhere plan at no extra charge.

(iii) View/Edit Picture Links

To view and [edit](#) existing picture links click on the Tools tab and then click View Picture Links in the bottom right corner, as seen in the picture below.

Share and Receive Files

Click a button below to get started.

Send and Receive



Create FileShare™ Link

Share files with anyone by emailing a simple link.



Create FileReceive Link

Receive files from anyone by emailing a simple link.



Create Picture Link

Create links to share pictures in your account.



Send Local Files

Upload a file and send a FileShare™ link in just one step.



Send Fax

Fax files from your account to any fax machine in the world.



Create GroupShare

Create groups and share folders with other users.



Esend

Instantly send files to another user.

Manage



FileShare™ Links

Manage your FileShare™ Links.



FileReceive Links

Manage your FileReceive links



View Picture Links

View picture links to share pictures in your account.



Fax Log

View all sent/received faxes from one screen



Folder Access Keys

Manage secure Folder Access Keys that allow file uploads into a designated folder via automated programs using API.






This will open a new window with a list of the different picture links created, their thumbnails, links for sharing, and of course a Create New Picture Link button at the top of the window.

Picture Link

Create New Picture Link

View Picture Link

Five latest active picture links

Date	Thumbnail	Links/Tags
Apr 14, 2014		Link: <input type="text" value="https://www.filesanywhere.com/FS/M.aspx?v=8c6c678f5967b1776c99"/> HTML: <input type="text" value=""/> Picture Type: PNG Views: 0 <input type="button" value="Delete"/> <input type="button" value="Try Link"/>
Aug 21, 2013		Link: <input type="text" value="https://www.filesanywhere.com/FS/M.aspx?v=8c6968885ca4b0afb3a7"/> HTML: <input type="text" value=""/> Picture Type: PNG Views: 5 <input type="button" value="Delete"/> <input type="button" value="Try Link"/>
Apr 08, 2013		Link: <input type="text" value="https://www.filesanywhere.com/FS/M.aspx?v=8b6f638e5aa476b26bac"/> HTML: <input type="text" value=""/> Picture Type: JPG Views: 0 <input type="button" value="Delete"/> <input type="button" value="Try Link"/>
Apr 08, 2013		Link: <input type="text" value="https://www.filesanywhere.com/FS/M.aspx?v=8b6f638e598fa5b2a56a"/> HTML: <input type="text" value=""/> Picture Type: JPG Views: 0 <input type="button" value="Delete"/> <input type="button" value="Try Link"/>
Apr 08, 2013		Link: <input type="text" value="https://www.filesanywhere.com/FS/M.aspx?v=8b6f638e589ab1ba70a0"/> HTML: <input type="text" value="

Click Try Link to view the image and Delete to remove the image. The links are available to share the image or embed it in HTML.

(iv) Fax Log

FilesAnywhere has a log that tracks all of your incoming and outbound faxes and it shows you the status of the fax in real time. To reach the Fax Log log in to your account and click the share tab. Then click the Send Fax icon in the center of the Send and Receive icons.

Share and Receive Files

Click a button below to get started.

Send and Receive



Create FileShare™ Link

Share files with anyone by emailing a simple link.



Create Dropbox™ Link

Receive files from anyone by emailing a simple link.



Create Picture Link

Create links to share pictures in your account.



Send Local Files

Upload a file and send a FileShare™ link in just one step.



Send Fax

Fax files from your account to any fax machine in the world.



Create GroupShare

Create groups and share folders with other users.



Esend

Instantly send files to another user.

Manage



FileShare™ Links

Manage your FileShare™ Links.



Dropbox™ Links

Manage your Dropbox links



View Picture Links

View picture links to share pictures in your account.




Fax Log


View all sent/received faxes from one screen

The Fax History Log displays all of the faxes sent, recieved, and failed. Here you also have some other options:



You can send a new fax, resend/forward faxes, refresh the page, and delete selected log entries*. You can search by fax number or name, conveniently download faxes (that have not been moved) by clicking on the icon with the down arrow to the right of the magnifying glass, and track the time and date of incoming and outgoing faxes.











Fax History Log

Your dedicated inbound fax number:  (214) 716-2447

 BACK

 New Fax  Resend/Forward Fax  Refresh  Delete Selected

Search by fax # or name...  

<input type="checkbox"/>	View	In/Out	Status	File Name	Name	Fax #	Date/Time	Pages
<input type="checkbox"/>		↑ OUT	● Sending	TEST.txt	test	1 (877) 732-3018	7/12/2013 9:24:59 AM	1
<input type="checkbox"/>		↑ OUT	● OK	I am renaming.pdf	callen	(972) 616-5266	7/8/2013 8:51:54 AM	6
<input type="checkbox"/>		↓ IN	● OK	AB0EF050.PDF		FilesAnywhere.com	7/5/2013 8:18:04 AM	6
<input type="checkbox"/>		↓ IN	● OK	AB0EEC1B.PDF		FilesAnywhere.com	7/2/2013 4:23:07 PM	1
<input type="checkbox"/>		↑ OUT	● OK	TEST.txt	TEST	1 (866) 270-0620	7/1/2013 4:18:51 PM	1
<input type="checkbox"/>		↑ OUT	● OK	picture019 - copy (4).jpg	CHRIS	(972) 616-5266	7/1/2013 1:56:50 PM	1
<input type="checkbox"/>		↑ OUT	● OK	TEST.txt	TEST	1 (804) 863-1332	6/28/2013 9:25:18 AM	1
<input type="checkbox"/>		↓ IN	● OK	AB0EE314.PDF		FilesAnywhere.com	6/28/2013 9:21:00 AM	2
<input type="checkbox"/>		↓ IN	● OK	AB0ED8FF.PDF		FilesAnywhere.com	6/24/2013 4:19:00 PM	3
<input type="checkbox"/>		↑ OUT	● OK	AB0E6439.PDF	Yolo	(972) 616-5266	6/24/2013 3:58:35 PM	8
<input type="checkbox"/>		↓ IN	● OK	AB0E6550.PDF		FilesAnywhere.com	6/17/2013 2:55:00 PM	2

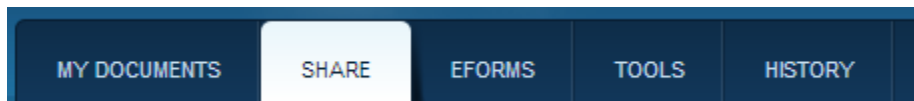
Prev 1 2 Next Page 1 of 2 (33 Items) 

Note: The Delete Selected button removes the log from the history log. It does not stop an outgoing fax or delete the fax mid-process.

(v) Folder Access Keys


Folder Access Keys are useful for companies that use automated programs to upload data, like files or reports to a FilesAnywhere account. These folders do not require a username or password because they are assigned a special key. This allows the automated program to reach out to this destination folder with the key and upload the files without requiring manual username and password entry. For example, employees may upload weekly reports directly into a FilesAnywhere user account (specific folder) without needing or ever being prompted for a username and password.


To set up a Folder Access Key follow these instructions. Click the Share tab.





Then click the Folder Access Keys button.


Manage

**FileShare™ Links**
Manage your FileShare™ Links.

**FileReceive Links**
Manage your FileReceive links

**View Picture Links**
View picture links to share pictures in your account.

**Fax Log**
View all sent/received faxes from one screen

**Folder Access Keys**
Manage secure Folder Access Keys that allow file uploads into a designated folder via automated programs using API.

Then click Create New Folder Access Key, select the folder, and click Generate Key. This screen will display the folders that have Folder Access Keys, who they are Shared By, whether they are Locked or Unlocked, and when they were created. Users can filter searchers and also delete old or unused Access Keys from this screen.

Delete Selected Create New Folder Access Key Lock Unlock 🔍 ▼

<input type="checkbox"/>	Folder Path	Shared By	Access Key	Lock/Unlock	Created Date
<input type="checkbox"/>	\SQUIP\Sales Leads\	SQUIP	60P6UR6PVGQSQGYOSEK1YJM8LJ3FG1EWR9M		Apr 16, 2014

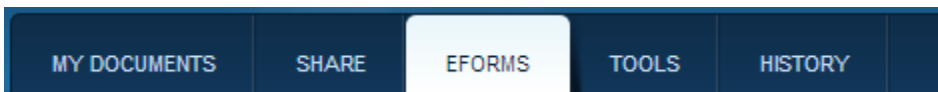
IV. eForms

i. eForms Tab Overview

eForms is a form building module that comes standard with every FilesAnywhere personal online file storage account , as well as work accounts and enterprise accounts. From surveys and forms, to questionnaires and quizzes, design your forms, send them to anyone, collect and manage responses, and analyze the information.

ii. Creating A New Form

To get started, log in to your account and click the eForms tab.



This will take you to the eForm Dashboard, where you can create, view, or manage eForms on your account.

eForm Dashboard

Create new or view active eForms.

Sort by: [Date](#) | [Name](#)

- Team Building Sign Up Form**
1 Form Field | 0 Submissions | 0 Uploaded Files | Created May 24 2013
- Weekly Report**
0 Form Fields | 0 Submissions | 0 Uploaded Files | Created May 24 2013
- Soccer Team Signup**
1 Form Field | 0 Submissions | 0 Uploaded Files | Created Apr 30 2013
- Satisfaction Survey**
7 Form Fields | 4 Submissions | 0 Uploaded Files | Created Apr 30 2013

To edit any preexisting forms click on the gear in between the pencil and trashcan icons (left arrow) or click the paper and pencil icon (right arrow).

eForm Dashboard

Create new or view active eForms.

Sort by: [Date](#) | [Name](#)

- Team Building Sign Up Form**
1 Form Field | 0 Submissions | 0 Uploaded Files | Created May 24 2013

Form Properties

Click the Create a New Form button to begin.

MY DOCUMENTS | SHARE | **EFORMS** | TOOLS | HISTORY

Search

eForm Dashboard

Create new or view active eForms.

CREATE A NEW FORM

Step one has two required fields: Form Name and Description. Once these forms are filled out, click next to continue (Red Box), or Save & Go to Dashboard (Black Box) to save your progress.

Step 1 of 4: **Create Your Form**

* Required Fields

[Next >](#)

* Form Name: ?

Team Building Sign Up Form

* Description ?

Sign up sheet for team building exercises

* Start With: ?

Prebuilt Form

Select One

Blank Form

If you have already created a form that you want to use as a template for another eForm, click the Prebuilt Form button and select the desired form from the dropdown menu.

* Start With: ?

Prebuilt Form

Select One

Blank Form

Select One
Satisfaction Survey
Soccer Team Signup
Weekly Report
Team Building Sign Up Form

Below is step two of the eForm creation. There won't be any fields because the eForm is completely customizable and guided by your needs.

eForm Builder - Team Building Sign Up Form

It will only take 4 simple steps for you to create and use your new form.

Save & Go to Dashboard

Step 2 of 4: **Build your Form**

◀ Back

Popup Preview

Next ▶

Team Building Sign Up Form

Sign up sheet for team building exercises

👉 Begin your form by selecting from the fields on the right. Click on the field to add and then edit the properties. ✕

Standard Fields

Single Line Text

Dropdown

Paragraph Text

Section Header

Multiple Choice

Checkboxes

Page Break

Number

On the right hand side of the screen there are two types of fields you can choose from: Standard Fields and Advanced fields. Click on any of the fields to input them into your eForm. Remember, each of these different fields, Standard and Advanced, are fully customizable. For more information on the Standard and Advanced Fields, [click here](#).

Once you've picked a few of the fields and customized their contents, click on the Popup Preview (red box) button to view the eForm as its recipients will see it.

Step 2 of 4: **Build your Form**

◀ Back

Popup Preview

Next ▶

Your form will appear in another tab in your browser that you may close after viewing the previewed eForm.

Team Building Sign Up Form

Sign up sheet for team building exercises

* Required

Type in a question: *

Additional instructions go here

- A
- B
- C
- D

Submit

Cancel

If after viewing the preview you are dissatisfied with one of the fields, move your cursor over the field and select edit. If you want to change the order of the fields, left click and hold on the sidebar arrows (red box) on the left hand side and drag the form above or below any others.



Once you are satisfied with your eForm, continue on to step three to Add a Theme. There are six different themes to choose from. Once you've made a selection, click Popup Preview to see how it looks. If you aren't satisfied, choose another theme and preview it until you find a theme that suits your eForm.

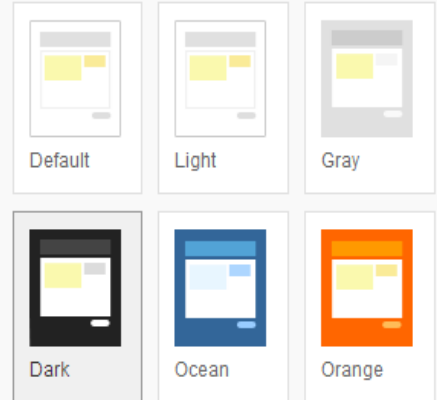
◀ Back

Popup Preview

Next ▶

The preview shows a form with a dark header. On the left is the 'filesanywhere' logo with 'Since 1999' below it. On the right is 'Company Info' with 'This is a sample template.' and 'www.website.com'. The main content area has a title 'Form Title' and a subtitle 'Describe your form here!'. Below this is a section titled 'Section Title' with a question mark icon, containing an 'Item or Question' label, a text input field, and a 'Comments' text area. At the bottom right of the form are 'Submit' and 'Cancel' buttons.

Themes



Click View My Form to verify the eForm works as you envisioned. Then, using the options on the left hand side, make changes to any of the eForm settings (Black), and send the eForm (Blue) or click Save & Go to Dashboard (Red) to save the form for later use. To learn more about the eForm settings, click [HERE](#).

◀ Back

View My Form

eForm Settings

- eForm Links**
Share your form with a link.
- Send eForm**
Send your form by email.
- eForm Link History**
- Notifications**
when your form are accessed
- Header**
View or change the header displayed.
- Security**
Enable security and permission settings.
- Forms & Folders**
Associate a folder with your form.
- Enhancements**
Add a cover page or return URL.

eForm Links
Copy and paste the code snippet that best suits your needs.

Use this URL for **email** and **instant message**:

`https://backup.filesanywhere.com/Forms/Viewform.aspx?Formkey=de0a43d7-226`

Use this HTML to embed in **webpages**:

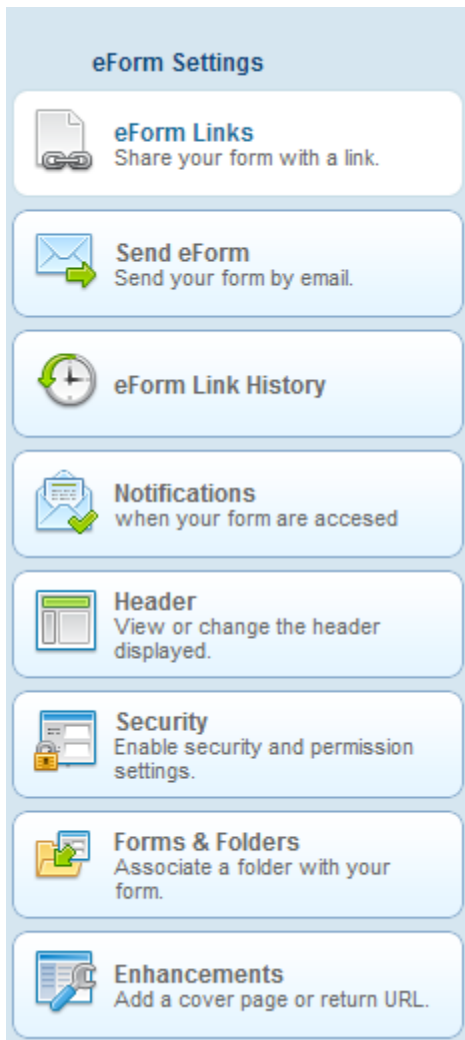
`<a>https://backup.filesanywhere.com/Forms/Viewform.aspx?Formkey=de0a43d7-`

You've finished creating an eForm, but don't fret if you find something you want to change down the road. You can always go back and edit a completed form. To learn more about the settings [click here](#).

iii. eForm Settings

Once you've created an eForm you can customize the all of the settings to tailor fit the eForm to best suit your needs. For more information about creating an eForm, go [here](#).

To change any of the settings, click on any of the tabs on the left side of the page.



Each of the tabs on the left will change the information displayed on the right. Having selected eForm Links, the right portion of the page now displays additional information and customizable settings.

The eForm Links tab presents you with a URL to distribute via email and instant messaging programs and HTML code to embed the link in a webpage.

eForm Settings



eForm Links

Share your form with a link.



Send eForm

Send your form by email.



eForm Link History



Notifications

when your form are accessed



Header

View or change the header displayed.



Security

Enable security and permission settings.



Forms & Folders

Associate a folder with your form.



Enhancements

Add a cover page or return URL.

eForm Links

Copy and paste the code snippet that best suits your needs.

Use this URL for **email** and **instant message**:

<https://backup.filesanywhere.com/Forms/Viewform.aspx?Formkey=de0a43d7-226>



Use this HTML to embed in **webpages**:

`<a>https://backup.filesanywhere.com/Forms/Viewform.aspx?Formkey=de0a43d7-`



Click the Send eForm tab to select your recipients, add/change the subject line and body of the email.

eForm Settings

- eForm Links**
Share your form with a link.
- Send eForm**
Send your form by email.
- eForm Link History**
- Notifications**
when your form are accessed
- Header**
View or change the header displayed.
- Security**
Enable security and permission settings.
- Forms & Folders**
Associate a folder with your form.
- Enhancements**
Add a cover page or return URL.

Send eForm

Email your eForm to the following recipients:

Enter recipient email addresses here

Save to Contacts List Select 'Sent From' address:

Send a message with your invitation. (optional)

You've been invited to eForms

Enter a message.

Send

The eForm Link History displays when the eForm link was sent and to whom.

eForm Settings

- eForm Links**
Share your form with a link.
- Send eForm**
Send your form by email.
- eForm Link History**
- Notifications**
when your form are accessed
- Header**
View or change the header displayed.
- Security**
Enable security and permission settings.
- Forms & Folders**
Associate a folder with your form.
- Enhancements**
Add a cover page or return URL.

eForm History
History of the eForm links

Delete Selected

<input type="checkbox"/>	Email	Sent
<input type="checkbox"/>	chris@filesanywhere.com	May 29, 2013
<input type="checkbox"/>	callen@filesanywhere.com	May 28, 2013
<input type="checkbox"/>	bwilbur@filesanywhere.com	May 28, 2013

The Notifications tab allows you to A) be notified when the eForm is submitted, B) be notified when the eForm is accessed, and C) include a PDF attachment with the notification email.

You are also able to enter an additional recipient to receive the email notifications.

eForm Settings

- eForm Links**
Share your form with a link.
- Send eForm**
Send your form by email.
- eForm Link History**
- Notifications**
when your form are acessed
- Header**
View or change the header displayed.
- Security**
Enable security and permission settings.
- Forms & Folders**
Associate a folder with your form.
- Enhancements**
Add a cover page or return URL.

Notifications
Receive notifications when your links are accessed.

A Notify me when my eForm is submitted. **B** Notify me when my eForm is accessed.

C Include PDF attachment with email

Enter additional email recipient for notification

Save


The Header tab allows you to alter the presentation of the eForm. You can A) upload an image as shown below, B) add your name or company's name, C) add a URL link (e. g. to company's website), D) and you may also write a brief description of the eForm.

eForm Settings



- eForm Links**
Share your form with a link.
- Send eForm**
Send your form by email.
- eForm Link History**
- Notifications**
when your form are accessed
- Header**
View or change the header displayed.
- Security**
Enable security and permission settings.
- Forms & Folders**
Associate a folder with your form.
- Enhancements**
Add a cover page or return URL.

Header

View or change the header information/graphics displayed on your eForm.



Maximum Size
W: 400px H: 50px

Upload a Header Image or Logo:  **A**  Upload Image

B Company or Name

C Add a URL Link

D Include a Description

The Security tab allows you to A) password protect your eForm, B) set an expiration date for the eForm link disabling access after a certain point, C) require user to input text (such as a name) before they can fill out the eForm, D) require user to check the box (e.g. agreeing to terms of service) before continuing to the eForm, E) requires a graphical signature before continuing to the eForm. To alter the GroupShare and Permissions click on the tab to right (F).



eForm Settings



- eForm Links**
Share your form with a link.
- Send eForm**
Send your form by email.
- eForm Link History**
- Notifications**
when your form are accessed
- Header**
View or change the header displayed.
- Security**
Enable security and permission settings.
- Forms & Folders**
Associate a folder with your form.
- Enhancements**
Add a cover page or return URL.


F

Security | **GroupShare™ & Permissions**

Security
Protect your eForm with security and permission settings.

A Password Protection  **B** Link Expiration 

C Verification Text  **D** Checkbox Approval 

E Graphical Signature 

Through the GroupShare and Permissions tab you are able to grant other users varying levels of access to the eForm. You are also able to notify the users when they are added to the GroupShare.

eForm Settings

- eForm Links**
Share your form with a link.
- Send eForm**
Send your form by email.
- eForm Link History**
- Notifications**
when your form are accessed
- Header**
View or change the header displayed.
- Security**
Enable security and permission settings.
- Forms & Folders**
Associate a folder with your form.
- Enhancements**
Add a cover page or return URL.

Security | GroupShare™ & Permissions

Select User:

Select Permission:

<input type="checkbox"/> Select All	Permission	Shared On	
<input type="checkbox"/>	BONSQI	Full Access	May 28, 2013 delete

Remove Selected Users from GroupShare™

Notify users by email when I add them to the GroupShare™.

It is also possible to associate the eForm with a folder (red box) and use the form to capture metadata.

To learn more about Meta Data click [here](#).

eForm Settings

- eForm Links**
Share your form with a link.
- Send eForm**
Send your form by email.
- eForm Link History**
- Notifications**
when your form are accessed
- Header**
View or change the header displayed.
- Security**
Enable security and permission settings.
- Forms & Folders**
Associate a folder with your form.
- Enhancements**
Add a cover page or return URL.

Forms and Folders
Assign your form to an existing folder or create a new one.

Once you've associated your form with a folder, you can use the form to enter metadata. Simply right click on any file, choose **Properties**, and then select **Edit File Metadata**.

Select All

<input type="checkbox"/> \SQUIP\Human Resources\	delete
--	--------

Finally, the Cover Page allows you to A) display a page title, B) enter a description, and C) enable and include a return URL so that the recipient of the eForm is automatically redirected to a website of your choosing upon completion of the form.

eForm Settings

- eForm Links**
Share your form with a link.
- Send eForm**
Send your form by email.
- eForm Link History**
- Notifications**
when your form are accesed
- Header**
View or change the header displayed.
- Security**
Enable security and permission settings.
- Forms & Folders**
Associate a folder with your form.
- Enhancements**
Add a cover page or return URL.

Cover Page
Easily create a cover page for your eForm.

A Display Page Title ?
Enter cover page title

B Display Page Description ?
Enter cover page message

Return URL
Redirect guests to a webpage you specify when they logout.

C Enable a return URL ?
http://

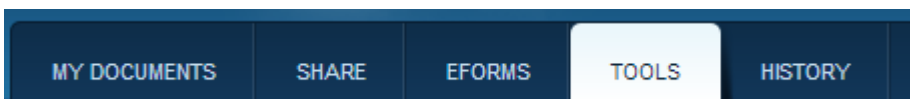
Save Cancel

V. Tools

i. Tools Tab Overview

The Tools section of the account provides users with a variety of features. This article will provide an overview of the features and how they can help you use FilesAnywhere.

To get started click on the Tools tab at the top of the screen.



Once you are in the Account Tools section you will see the Contacts, Reports, Services, Auto Grouping, and Technical sections.

Account Tools

Simply click a button to get started.

Contacts



Manage Contacts
Manage your contacts.

The first section, Contacts, contains the Manage Contacts button which will take you to an address book which maintains groups and saved contacts.

Reports



Shared Folders Report
Show all your shared folders with other users



Folder Contents Report
Detailed report of all files in root folder

The Reports provide you with detailed information regarding the files in the account, what folders are shared, and other information about your account's data.

Services



Data Restore
Recover files and folders to previous versions



Convert Docs to PDF
Convert any docs files into PDF document



Convert Images to PDF
Convert any Image into PDF document



Upload Backup Estimator
Estimate file transfer times with this handy tool



Manage File Lifecycle
Manage lifecycle rules on folders



Index Files
Re-index all files in your account



Virtual Folders
Organize and share documents in a whole new way!



Service Plugins
Add or remove optional Service Plugins

The services offer many powerful tools to manage your account and organize it.

Data Restore - Allows users to backup data from a snapshot taken every day at 5:00AM CST up to thirty days prior.

Convert Docs to PDF - Useful tool for users to convert a .doc file to a .pdf.

Convert Images to PDF - Useful tool for users to convert images to a .pdf.

Upload Backup Estimator - Calculates an estimated upload time for those extra large files.

Manage File Lifecycle - Set file lifecycle rules that will automatically purge files out of a directory.

Index Files - Triggers the system to take a quick inventory of your account.

Virtual Folders - Useful for placing important and frequently accessed files from different locations into one location; similar to a favorite's folder.

Service Plugins - Displays the Service Plugins that FilesAnywhere offers all users.

Auto Grouping



Tags
Filter files by tags.



File Types
View your files grouped by most popular file types example 'Picture and Graphic Files'



Size
View your files group by size interval '10 MB'.



Extension
View your files group by exact file extension.
Ex: 'DOC/XLS/XLSX.....'



By Date: Year
View your files grouped by Year.



By Date: Month
View your files grouped by Year-Month.



By Date: Day
View your files grouped by Year-Month-Day.

The Auto Grouping tools are different ways for users to sort their files. Each of these options are a different way to sort the files housed in Virtual Folders. Sorting by Size, Extension, Date, Tags, or even Type are useful in quickly locating the files you need.

Technical

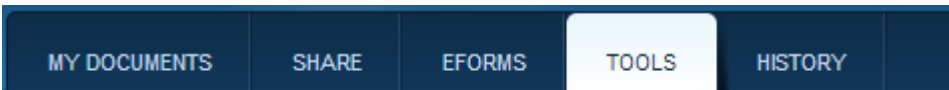


Developer API Key
API Dev.: [Signup Here](#) / [Update your Info](#)

The Technical section offers a Developer API Key signup where you can request an API key to start developing.

ii. Contacts

To reach your contact list, log in to your account and click Tools on the top toolbar.



Scroll down to the bottom of the screen and under the Contacts section, click Manage Contacts.

Contacts




Manage Contacts
Manage your contacts.


The Contacts & Teams page is where you will add contacts, teams, and export your contact lists.

Contacts & Teams

Manage your list of contacts, teams and users

 ADD CONTACT













 ADD TEAM

 MORE ▾

Sort by: Name ▾ | Email |

CONTACTS (3)

TEAMS (1)


-  test.FA@gmail.com | Team:   
-  Testing@filesanywhere.com | Team:   
-  MoreExamples@filesanywhere.com | Team:   

Clicking on the Teams tab will display all of the teams you have assigned.

Contacts & Teams

Manage your list of contacts, teams and users

 ADD CONTACT

 ADD TEAM

Sort by: Name ▲ | Owner |

CONTACTS (3)


TEAMS (1)

- Marketing**
Staff: 0 people | Owner: SQUIP  

Before you can make a team, you need to add your contacts. Click on the Add Contact button to begin filling out the information. The Contact Name section only requires an email address, but you can also add their name, other email addresses, and even a nickname.

New Contact ✕

Contact Name Home Details Work Details Team Settings Details



Add a Photo

First Name:

Middle Name:

Last Name:

* Email Address:

Nickname:

** indicates one of the starred fields is required*

Other Email Addresses:

FilesAnywhere Username:

Allow workgroup users to view this contact Allow workgroup users to edit this contact

Home Details asks for their contact information including their address, phone number, and even a personal website, although this section is all optional.

New Contact ×

Contact Name Home Details **Work Details** Team Settings Details

Phone: Mobile:

Fax: City: Postal Code:

State: Country:

Address:

Personal Website:

Work Details covers basic information about the individual's job, including their Job Title, Company name, phone number, address, and some other specifics, though it's all optional and predominantly used for organization and record keeping.

New Contact ×

Contact Name Home Details **Work Details** Team Settings Details

Job Title: Company:

Phone: Work Fax:

Department: Office:

Pager: City: Postal Code:

State: Country:

Address:

Personal Website:

From the Team Settings menu you can add your New Contact to a preexisting team (e. g. adding new employee to marketing team).

New Contact ✕

Contact Name Home Details Work Details Team Settings Details

Add contact to a Team

Team List

The Details tab is a section for you to add notes specific to the person or account.

New Contact ✕

Contact Name Home Details Work Details Team Settings Details

Owner: SQUIP Update Method: Web Data Entry

Notes:

Add a notes here...

Save & Close Save & Add Another Cancel

Now that you have your contact created, you can click the Teams tab under the Contacts & Teams section and Add Team (black arrow) to begin the team building process. This section displays created teams, number of members, owner of the team, and you can click on the pencil icon (red arrow) to edit the team.





Contacts & Teams

Manage your list of contacts, teams and users

ADD CONTACT ADD TEAM

Sort by: Name | Owner

CONTACTS (3) TEAMS (2)

<input type="checkbox"/>	Marketing Staff: 0 people Owner: SQUIP	 
<input type="checkbox"/>	Outside Sales Staff: 0 people Owner: SQUIP	 

Team Details asks for the Team Name, the type (email contacts or FilesAnywhere Workgroup Users), and the sharing permissions.

Add New Team ✕

Team Details | Members

Team Name:

Team Type:
 Email Contacts FilesAnywhere Workgroup Users

Team Sharing:
 Allow All Workgroup users to view this team Allow All Workgroup users to edit this team

Save & Close Cancel

The Members Tab is where you add people to the team; you have the option of typing in their email addresses or searching through the contacts you've already added.


Add New Team ×

Team Details **Members**

Team Type: Email Contacts

Team Sharing: Allow All Workgroup users to view and edit this team

New email addresses:

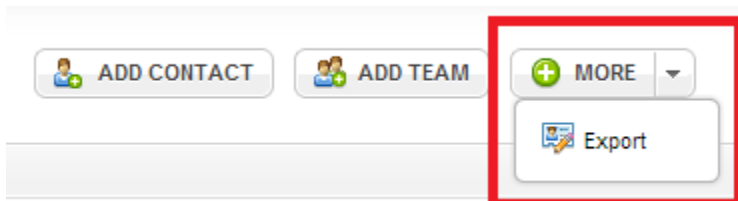
Type new email addresses, or Search Contacts. Separate multiple  **Add to the Team**

Current Team Members:

Remove Selected User/Group

Save & Close **Cancel**

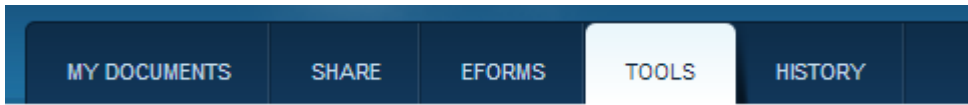
Finally, once you've added all the contacts you need, you can export the contacts as an excel spreadsheet.



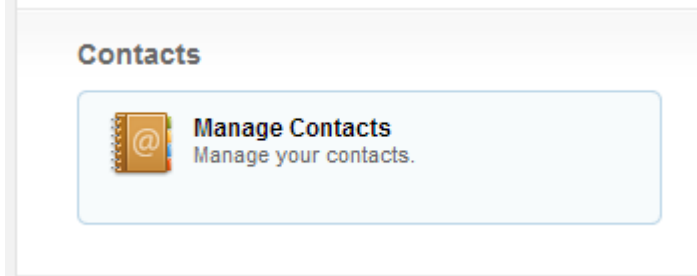
(i) Import Email Contacts

Instead of manually typing in all of the recipients' email addresses you can import your contacts list from your email. You must export your contacts list before you begin this process so that you have the file to import into your FilesAnywhere account.

Log in to your account and click **Tools**.



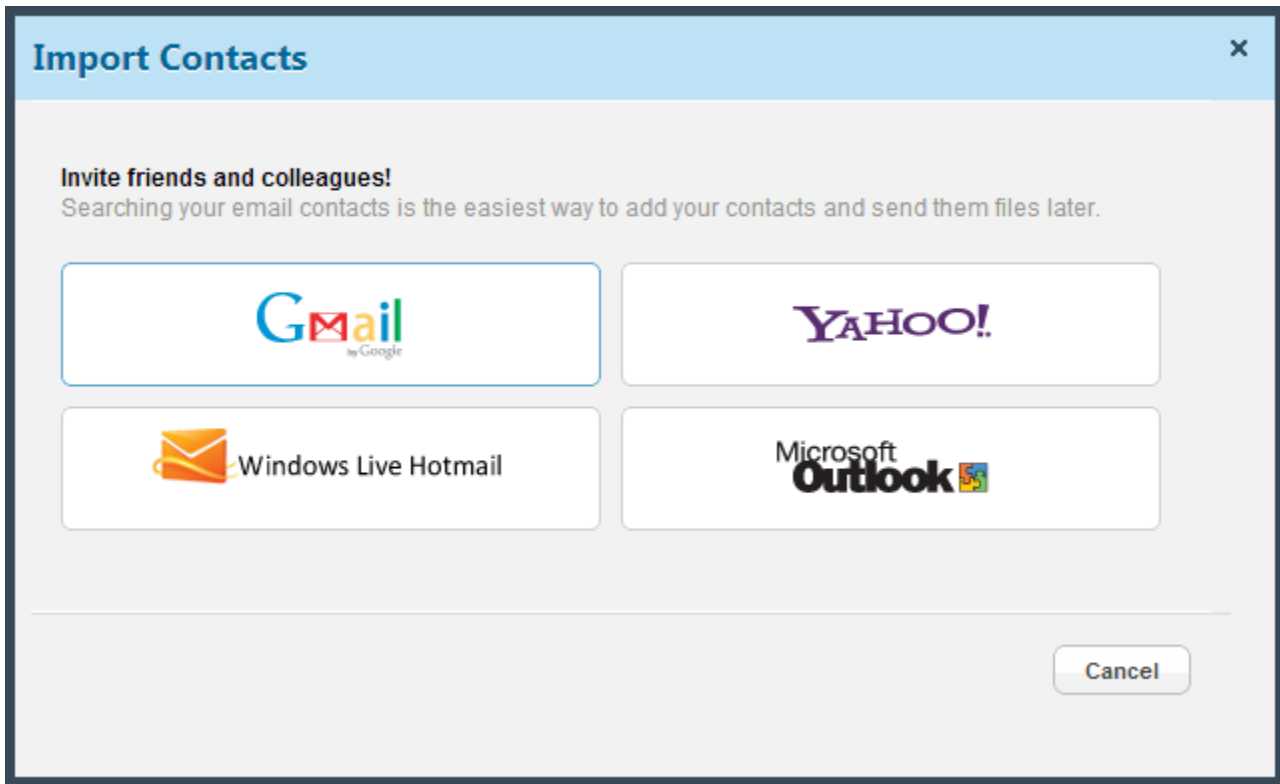
Now click **Manage Contacts**.



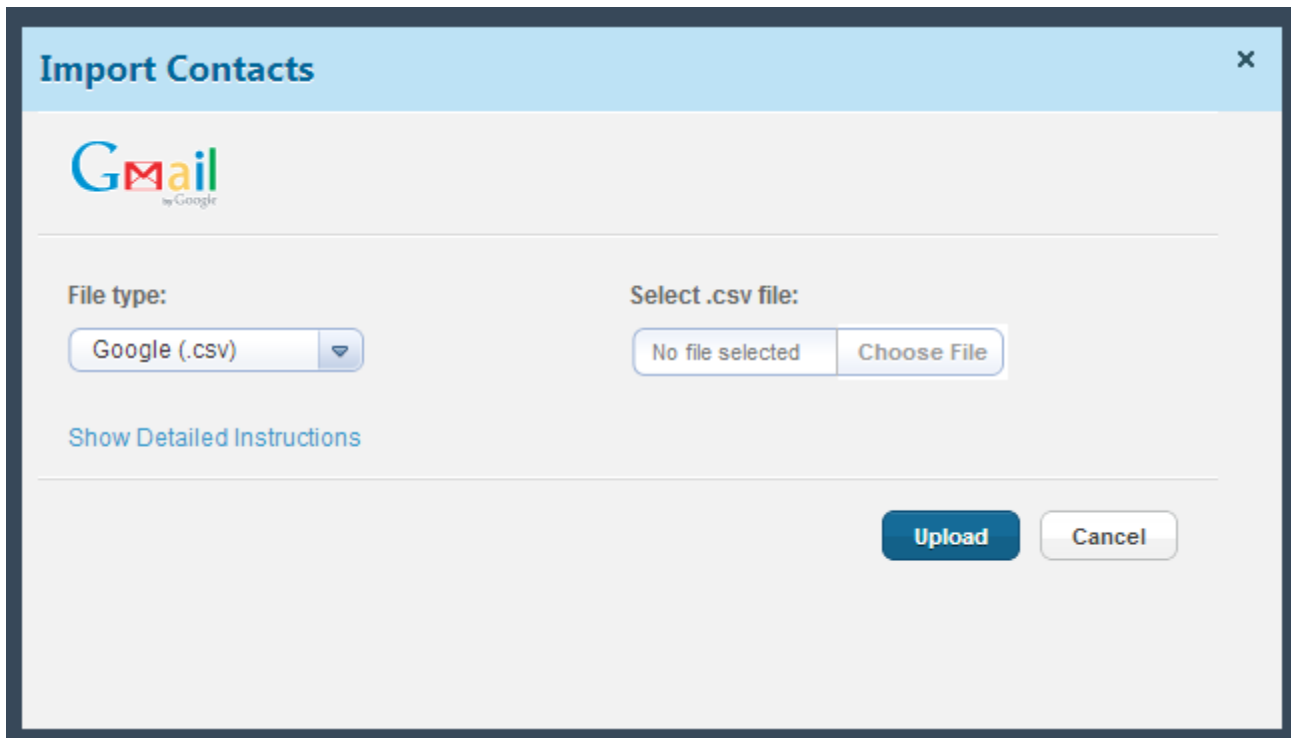
Then, on the right hand side, click the down arrow on the **More** button and click **Import**.



A window will pop up asking which email you would like to import from.



Gmail, Yahoo!, Windows Live Hotmail, and Microsoft Outlook are the only email clients that you can import. Once you've made your selection upload select the file you want to upload.



Once you've uploaded the file it will display your contacts to review. You can add the selected contacts to a specific team, update duplicates contacts with the newer information, allow team users to view the contact, and allow team users to edit the contact.

Import Contacts ✕

Select contacts below to import:
We've found (215) contacts from your contact list.

<input checked="" type="checkbox"/>	Email	FirstName	LastName
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]

Update duplicates with contacts imported.

Allow team users to view this contact Allow team users to edit this contact

Add contact to a Team

Import Contacts Cancel

Click Import Contacts and you're done.

iii. Reports

(i) Shared Folders Report


Generating a Group Share Report will display all of the information pertinent to the [Group Share](#) like permissions, email addresses, users, and more. To create the report click on Tools and then click **Shared Folders Report**.

MY DOCUMENTS SHARE EFORMS **TOOLS** HISTORY

Account Tools


Simply click a button to get started.

Contacts




Manage Contacts
Manage your contacts.

Reports




Shared Folders Report
Show all your shared folders with other users



Folder Contents Report
Detailed report of all files in root folder

This will process the request and create an Excel spreadsheet for you to download.

Group Share Report ✕



We're processing your request!
Please wait... preparing to download

● ● ●

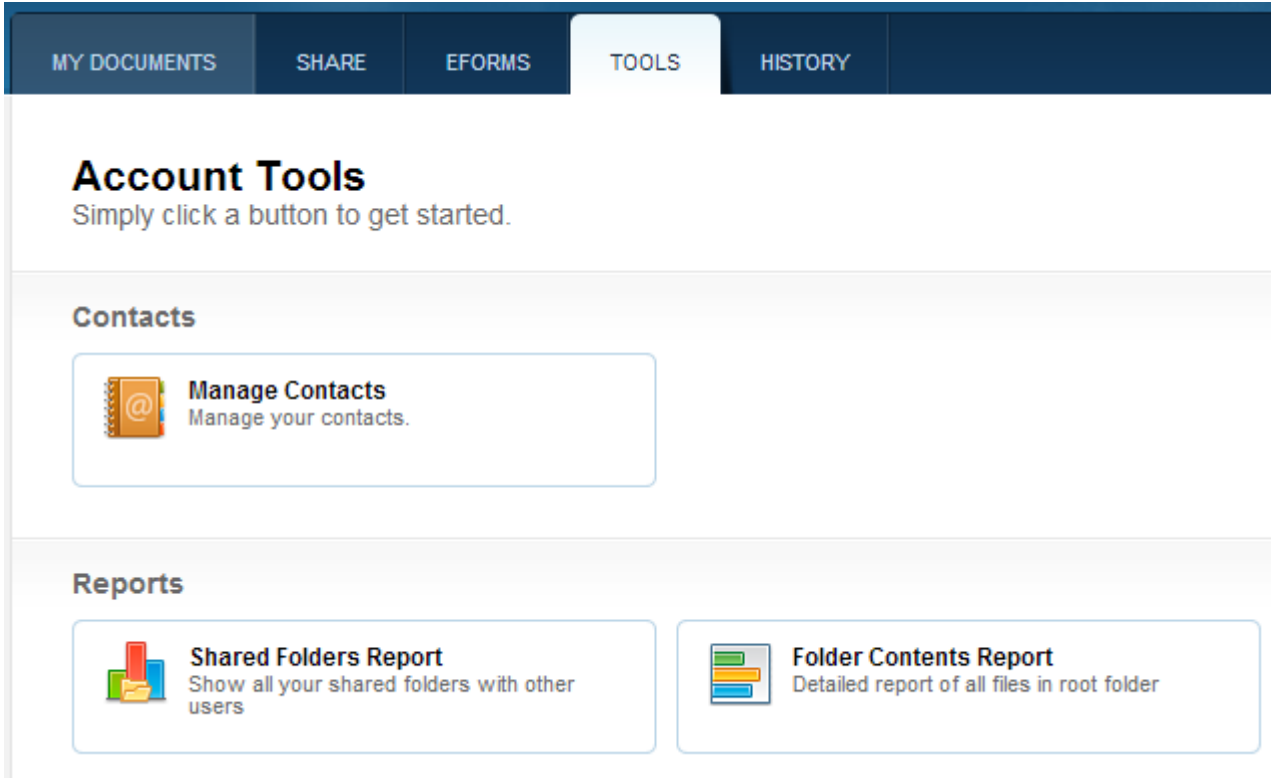
Once the file is downloaded and opened it will display (A) The Group Share Folder, (B) User it is shared to, (C) The user's name, (D) the user's email address, (E) user status, (F) permissions to the folder, (G) the share date, and (H) any notes regarding the share.

	A	B	C	D	E	F	G	H
	Group Share Folder	Shared To	Name	Email	User Status	Permissions	Share Date	Share Notes
1	\SQUIP\	cgibbs	Username	cgibbs@filesanywhere.com	Active	Full Access	9/19/2013 3:44:48 PM	Shared for work
2	\SQUIP\	Decided	Testing	benny.l.wilbur@gmail.com	Active	Full Access	12/4/2013 3:03:53 PM	project
3	\SQUIP\	SQUIP1	Holden	bwilbur@filesanywhere.com	Active	Read Only	9/26/2013 10:44:27 AM	
4	\SQUIP\ - eForm\	CHRISALLEN	Chris	callen@filesanywhere.com	Active	Read Only	10/9/2013 12:31:48 PM	
5	\SQUIP\ - Fax\INCOMING\20130916\	cgibbs	Username	cgibbs@filesanywhere.com	Active	Read Only	9/26/2013 2:16:51 PM	Fax catcher
6	\SQUIP\BROKEN\	chrisallen	Chris	callen@filesanywhere.com	Active	Master Access	10/10/2013 5:10:22 PM	

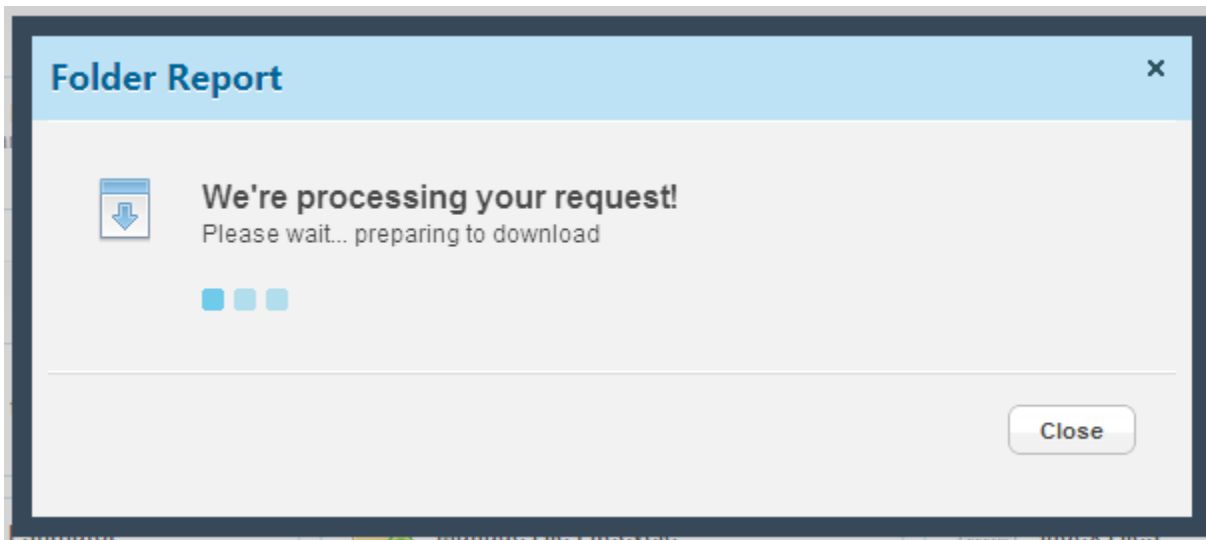
Pro Tip: If your computer does not have Microsoft Excel you can upload the file to your account and view it using the [Zoho Editor](#).

(ii) Folder Contents Report

Generating a Folder Contents Report will display all of the information regarding the folders in the account. To create the report click on Tools and then click **Folder Contents Report**.



This will process the request and create an Excel spreadsheet for you to download.



Once the file is downloaded and opened it will display (A) The file name, (B) file type, (C) file size, (D) file size in bytes, (E) upload date, and (F) folder pathway.

	A	B	C	D	E	F
1	File Name	Type	Size	Size(bytes)	Uploaded on	Path
2	Folder.wmv	WMV File	1.5 MB	1613036	12/9/2013 4:26:02 PM	\\SQUIP\Folder.wmv
3	IMAG0393.jpg	JPG File	1.2 MB	1285959	10/1/2013 10:43:40 PM	\\SQUIP\IMAG0393.jpg
4	IMG_0009.PNG	PNG File	238.6 KB	244337	9/26/2013 8:16:05 PM	\\SQUIP\IMG_0009.PNG
	CGIBBS_1522764 - Copy (6) -	ZIP File	525.7 MB	551281834	12/9/2013 9:21:27 AM	\\SQUIP\CGIBBS_1522764 - Copy (6) - Copy - Copy.ZIP

Pro Tip: If your computer does not have Microsoft Excel you can upload the file to your account and view it online using the [Zoho Editor](#).

iv. Services

(i) Data Restore

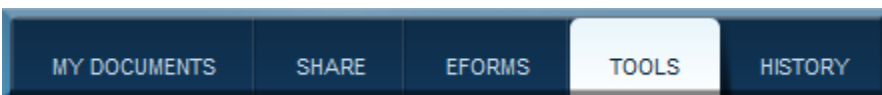
Have you ever thrown something away only to find out later that you actually needed that item? Traditionally, you would have to rely on a self-made backup, build a time machine and stop yourself, or simply live without it. Well, not anymore! One of the many cool features with every FilesAnywhere account is the new data restore option. Each account is automatically backed-up every morning, going back a total of 30 days. As long as its on FilesAnywhere, your files, are truly anywhere.

a. Restoring Data

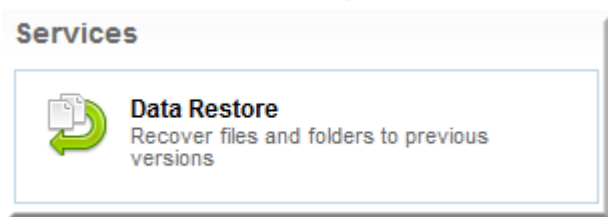
We know the sinking feeling you get the instant you realize an important file or folder has been deleted. That's why FilesAnywhere offers a way for you to retrieve deleted data and place it safely back into your account as many as 30 days later. How's that for peace of mind? Data Restore comes standard with every FilesAnywhere account, and above all, is extremely easy to navigate. Below you'll find instructions on how to use Data Restore.

Let's Get Started:

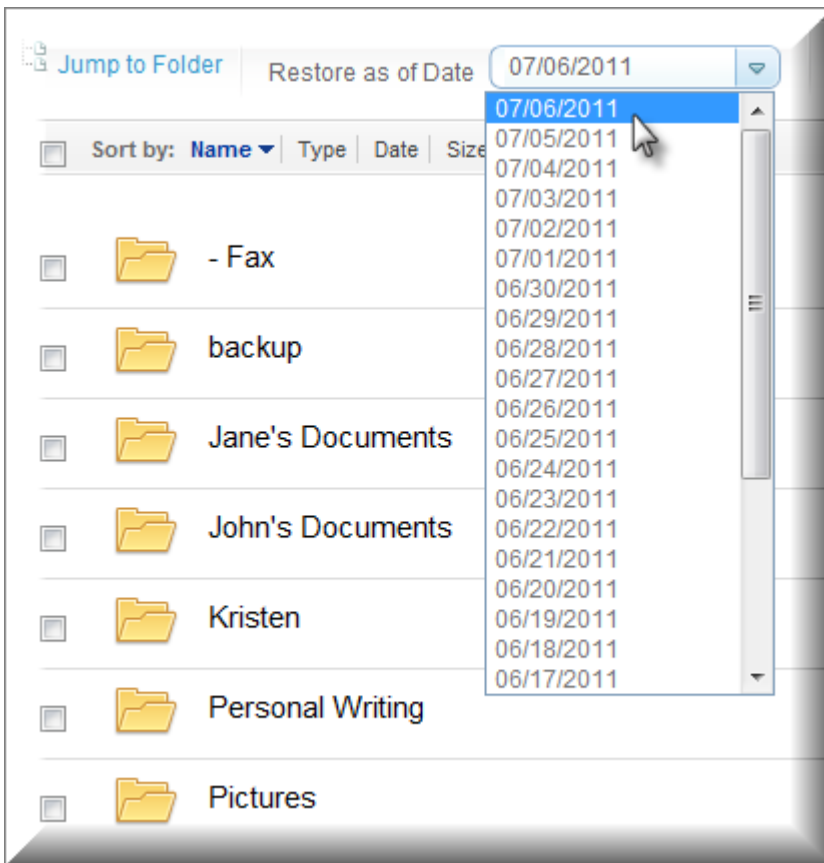
1. Login to your FilesAnywhere account.
2. Click the **Tools** tab.



3. Under the Services section, click on **Data Restore**.

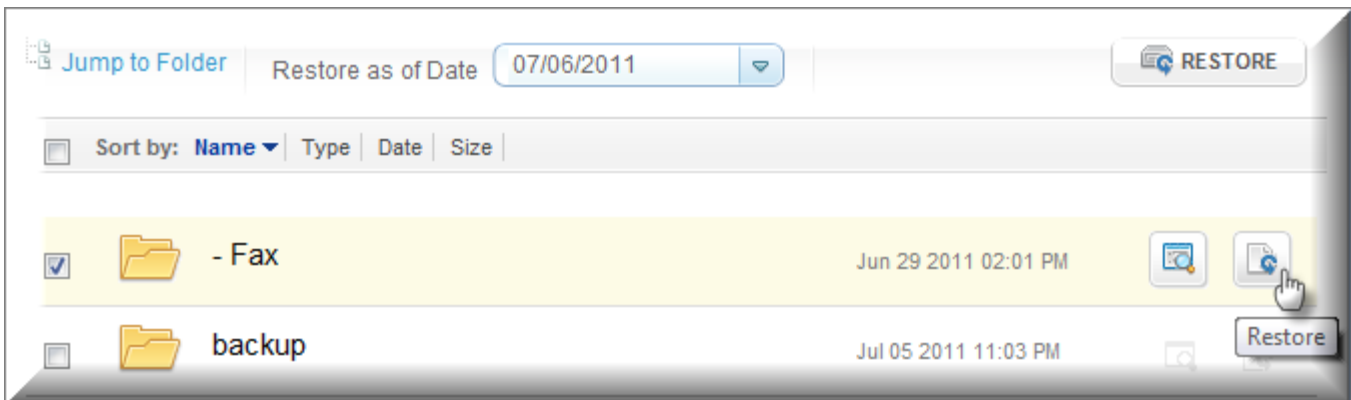


4. Select a date to review files and folders backed up the morning of that day. *(see below for details on backup scheduling)*

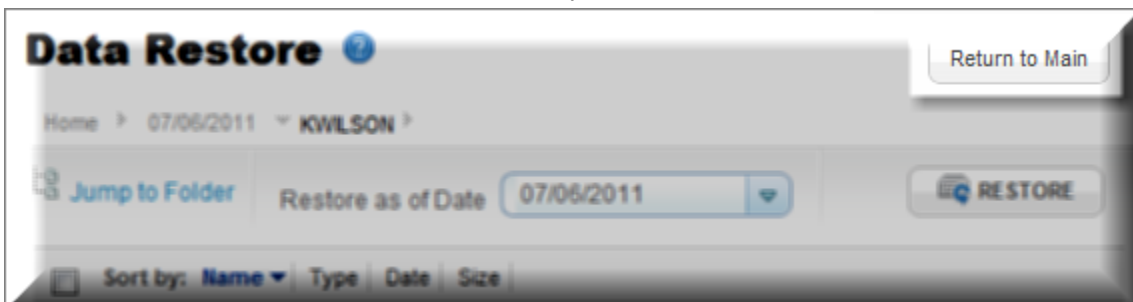


5. Select the files or folders that you wish to restore and then click the **Restore** button.

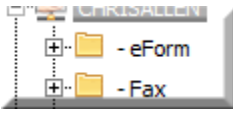
Note: You may choose a single file or folder, or multiple files and folders, to restore at any given time. Folders containing multiple versions of a file will display each version and allow you to choose the version you wish to restore. Depending upon the amount of information you have chosen to retrieve, this action may take a few moments to complete.



6. Click the **Return to Main** button to return to your folder tree.



7. Click to view the restored files/folders.



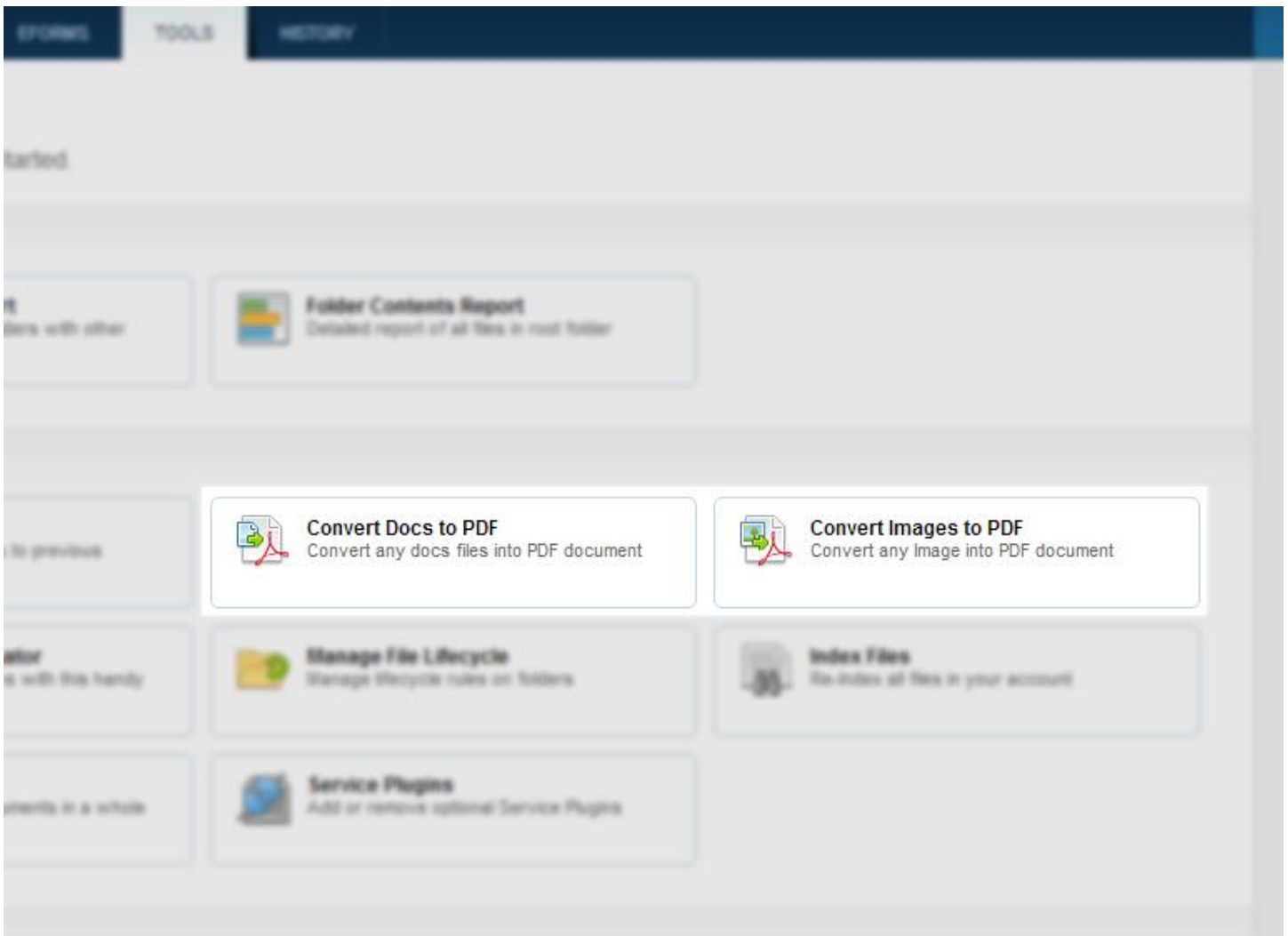
Important Information About Data Restore

- Data is backed up with a snapshot every morning at 5:00am Eastern Time.
- If you create files or folders after 5:00am, then delete it before 5:00am the next day, there is no method to recover those files or folders.
- Backed up data is stored for 30 days. After 30 days, the data will be permanently deleted and not recoverable.

(ii) Convert Docs/Images To PDF

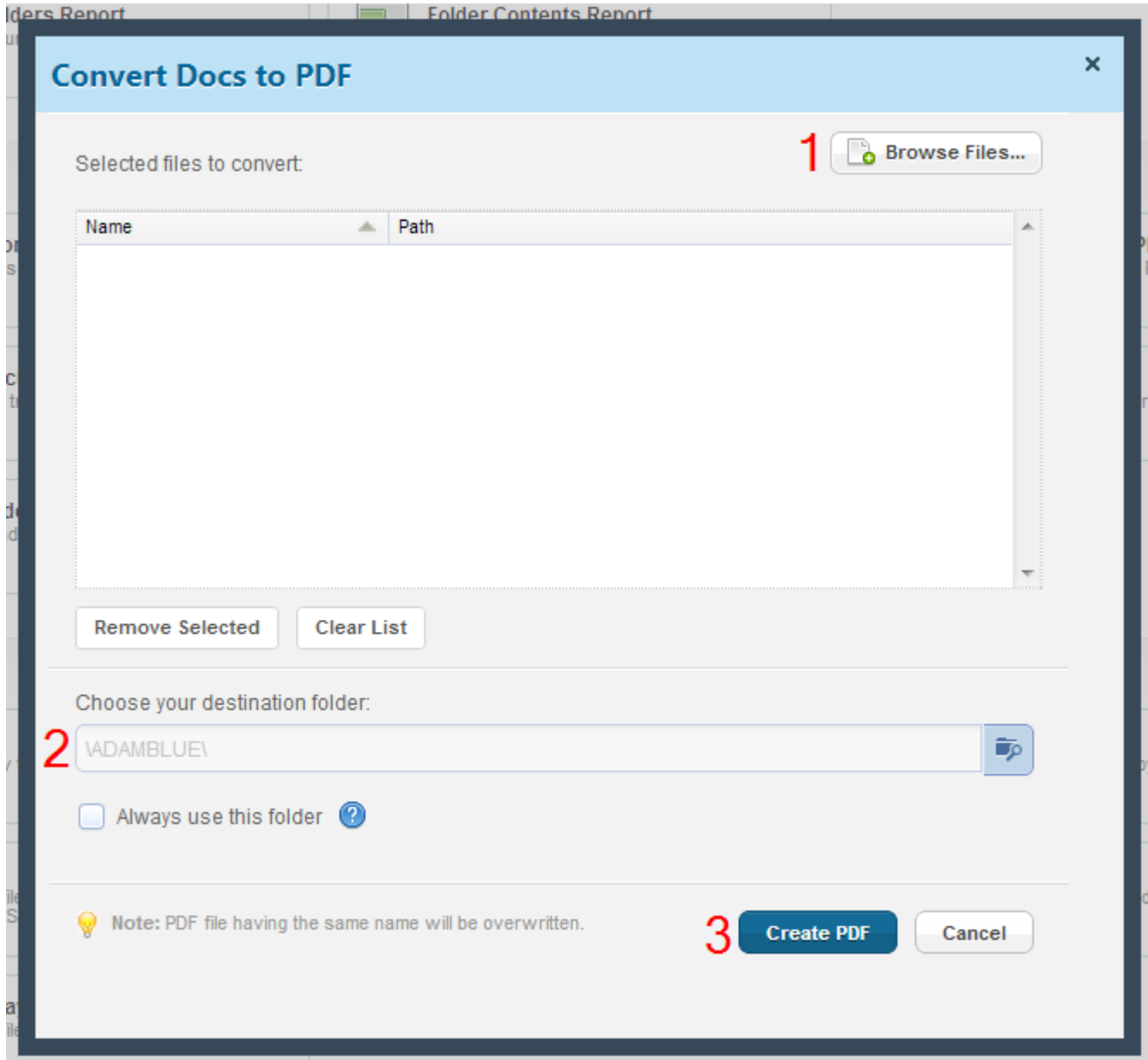
FilesAnywhere allows users to convert any image or document to PDF. This is very helpful for documents that are required to be in PDF format or for faxing. It is usually best to convert an image to PDF before faxing, depending on the original size of the image.

First, go to **Tools**. There you will have the option to select **Convert Docs to PDF** or **Convert Images to PDF**, as seen below.

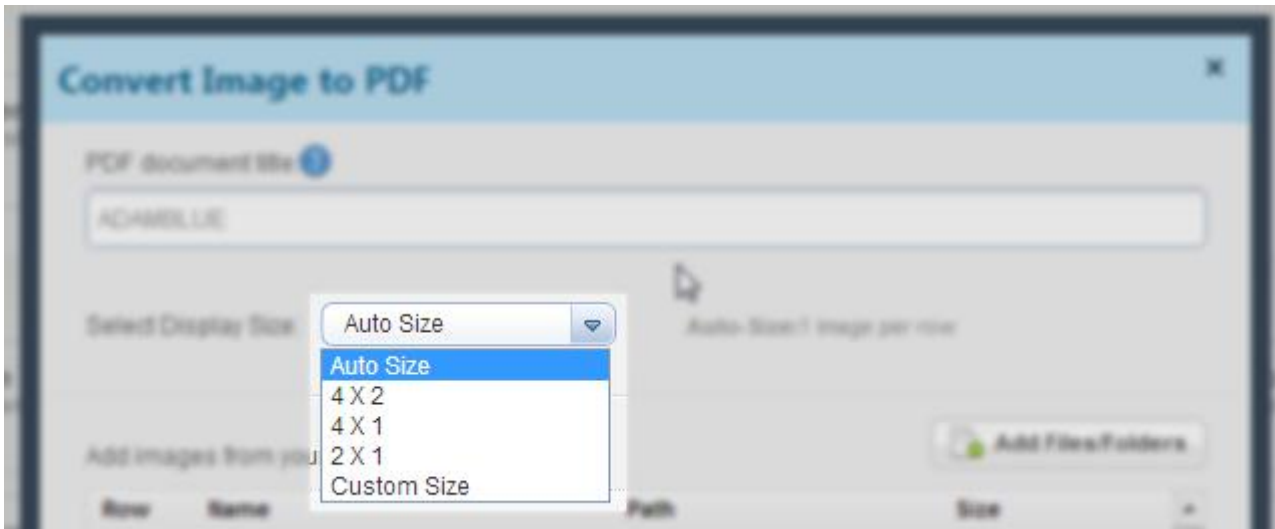


Once you have selected which method you wish to use, you can follow the steps below to create the PDF.

1. Browse your FilesAnywhere account to find the document you wish to convert to PDF. Make sure you have already uploaded it to your account.
2. You have the option to select where the converted document goes. Default is the root folder.
3. Hit **Create PDF**, and you're done.



Note: When converting images to PDF, you have the option to select what display size you'd like it to be.



(iii) Upload Backup Estimator

How fast is your internet connection? It's important to know generally what speeds your connection is achieving for the purposes of uploads and downloads. You can estimate your connection to see your true speed in megabits per second and measure actual performance for free. Just use one of these sites and make sure to select Dallas, Texas as the test location.

- <http://www.speakeasy.net/speedtest>
- <http://www.speedtest.net>

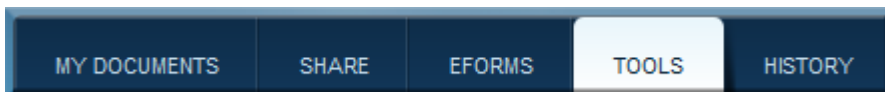
Interpreting the Results

Look at the measurement: "Upload Speed". This is how much data in MEGABITS that can be uploaded using your connection each second.

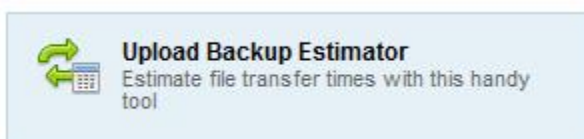
- Typical upload speed for high speed DSL or Cable Modem: 300-3000 kbps, or 38-375 KILOBYTES per sec. (1MB file in 3 to 30 sec)
- Typical upload speed for a full office T1: 1200 kbps, or 150 KILOBYTES per sec. (1MB file in 6 to 10 sec)
- Typical upload speed for high speed Fiber (FiOS): 2 Mbps - 30 Mbps, or 244-3662 KILOBYTES per sec. (1MB file in 1/4 to 4 sec)
- Dial-up modem and satellite speeds depend on the connection type. You can expect a 1MB upload to take a few minutes.

Let FilesAnywhere Do the Math

You can also access free speed tests and then use the results to calculate upload/download times from the **Tools** tab at the top of the screen.



Just click on the **Upload Backup Estimator** button and use the tools provided, including a calculator, standard rates transfer tables, and data size and transfer speed equivalents.



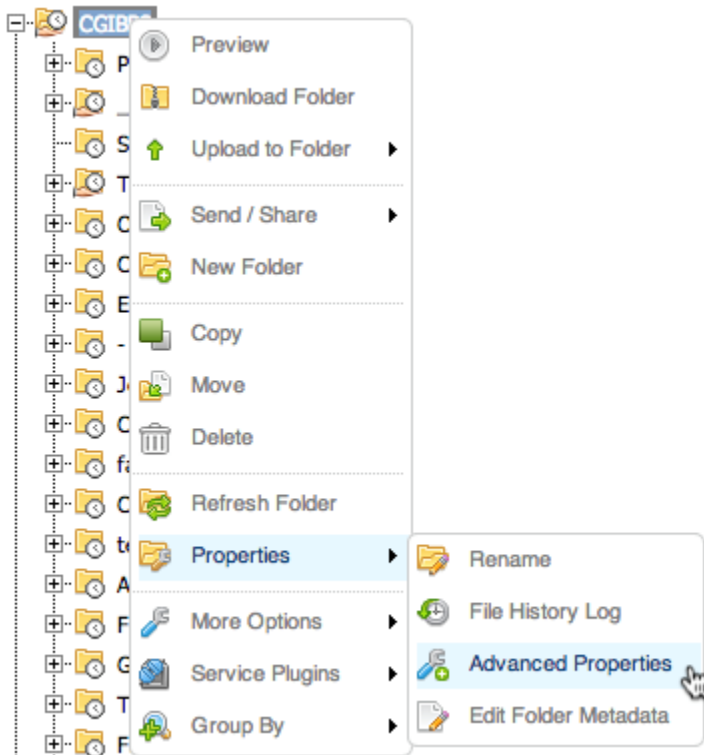
(iv) Manage File Lifecycle

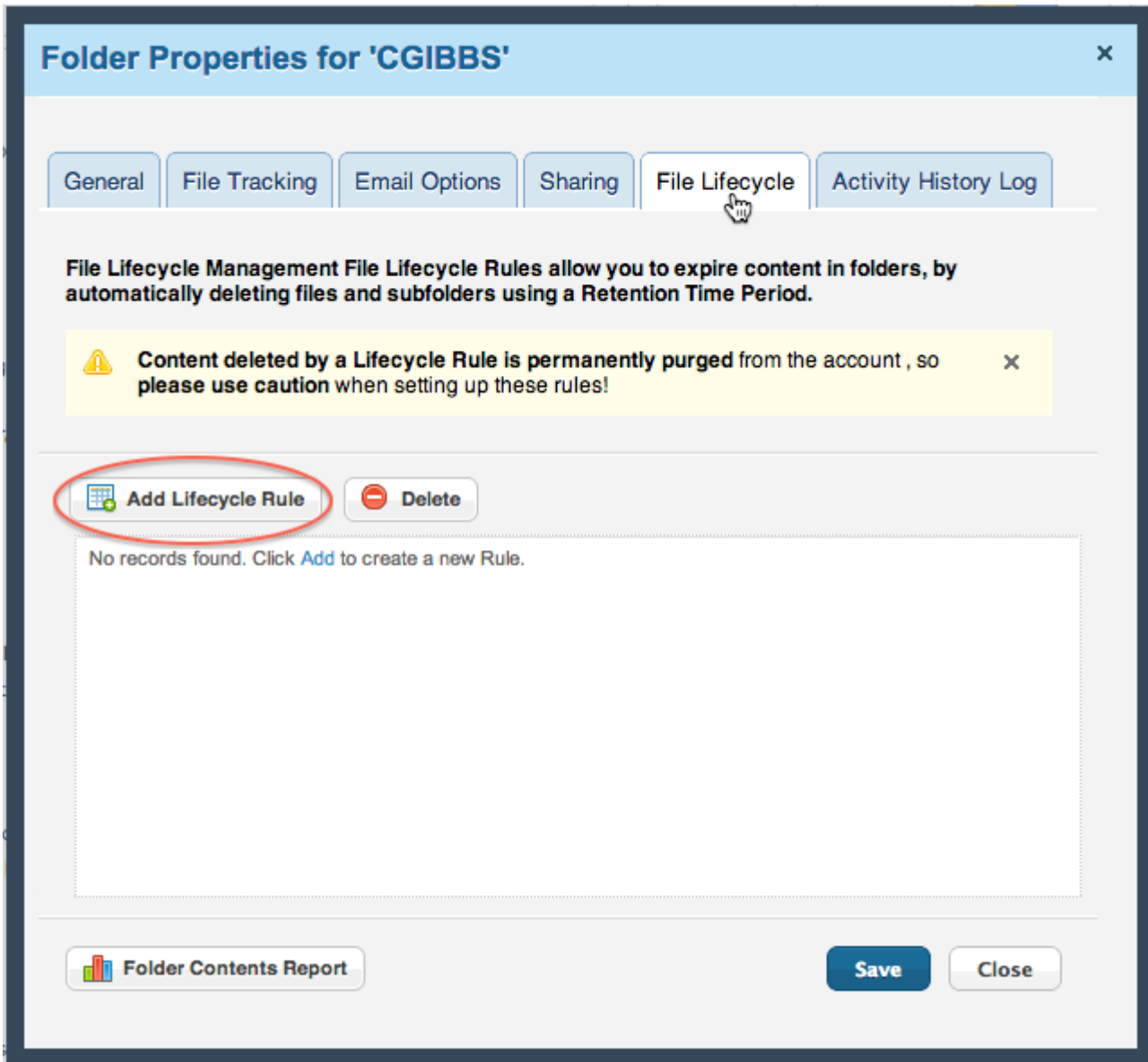
Need a way to do a little spring cleaning inside your FilesAnywhere account? No problem! With this feature, you can automate the task of deleting older files and folders. With **File Lifecycle** feature, you can set rules regarding the expiration and automatic deletion of files and sub-folders by designating a retention time period.

Let's Get Started:

After Logging into your FilesAnywhere account you may access File Lifecycle in one of two ways:

1. Right click the folder for which you wish to define a **File Lifecycle**, highlight **Properties**, and then click **Advance Properties**. When the Folder properties screen appears, click the **File Lifecycle** tab.







OR


2. You may click the tools tab located at the top, when the Account Tools screen appears, select the **Manage File Lifecycle** button.





Services


 **Data Restore**
Recover files and folders to previous versions


 **Convert Docs to PDF**
Convert any docs files into PDF document


 **Convert Images to PDF**
Convert any Image into PDF document

 **Upload Backup Estimator**
Estimate file transfer times with this handy tool


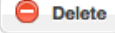
 **Manage File Lifecycle**
Manage lifecycle rules on folders


 **Index Files**
Re-Index all files in your account

 **Virtual Folders**
Organize and share documents in a whole new way!

 **Service Plugins**
Add or remove optional Service Plugins

3. The **File Lifecycle** Management screen will appear. From here you can set rules to allow content to be deleted depending on the criteria you select. If this is the first time to assign a File Lifecycle, you must begin by adding a rule. Options are discussed below.

 **Add Lifecycle Rule**  **Delete**

<input type="checkbox"/>	Rule Name ▼	Status	Period Date	Folder Path	File Mask	Folder Option
<input type="checkbox"/>	 First Rule	DISABLED	1 days	\\CGIBBS\ iPhone Files\		Delete Empty Folders


Adding a Rule

To add a rule, click the "add" button adjust the settings below and then click save.

Caution: Files and folders governed by File Lifecycle rules will be permanently deleted.




Add New Lifecycle Rule ×


Lifecycle Rule Name:

Folder Location :
 


Delete Empty Subfolders

Folder View

 Days  File Names to Include: 

Additional Recipients:
 

Enable This Rule Email report to the folder owner

 **Important:** All matching files within the selected folder and in subfolders will be deleted. Please be extra careful when adding any lifecycle rule, since the rules **PERMANENTLY DELETE FILES AND FOLDERS !!**

If you have any questions about these Settings, please call: 1 (855) 796 2669 for Technical Support.

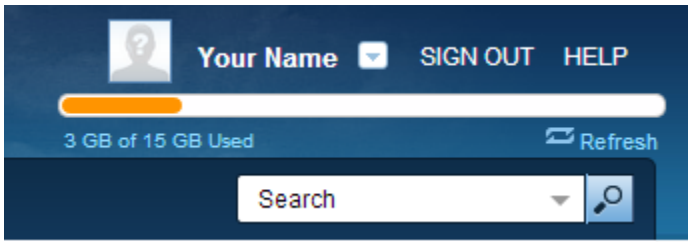
- **Lifecycle Rule Name** - You can name the rule something easy to remember.
- **Folder Path** - This is the folder path that will be affected by this rule.
- **Delete empty Subfolders** - If you want to keep empty sub-folders, leave this unchecked.
- **Retention Time Period** - This is how long you want to keep the files/sub-folders in question.
- **File Names to Include** - Just like in a search box, put in the criteria you wish to include in the purge. For instance, if you wanted to erase all document files that are left in the folder after a week, then you'd do a search for "*.doc" (All matching files within the selected folder and in subfolders will be deleted.)
- **Additional Recipients** - If you'd like to send the notification emails to other addresses, this is where you would add them and separate them with a comma (,).
- **Enable this Rule** - Leave this checked if you want the rule enabled. Otherwise, you can disable the rule by un-checking this option.
- **Email Report** - This will send an email notification of the purged files/folders to the email address on file associated with the account.

(v) Index Files

If you are uploading large files (>2gb) or a vast amount of smaller files via bulk upload and your account's used space hasn't adjusted after the upload, there are two ways to manually assess your used space.

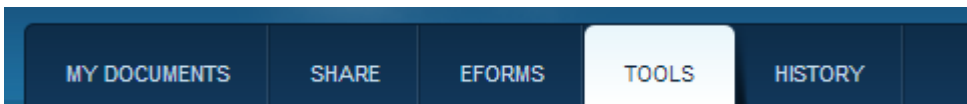
Refresh

Log in to your account and in the top right hand corner click the **Refresh** button. This will force your account to reassess the used storage and reflect the correct used space.

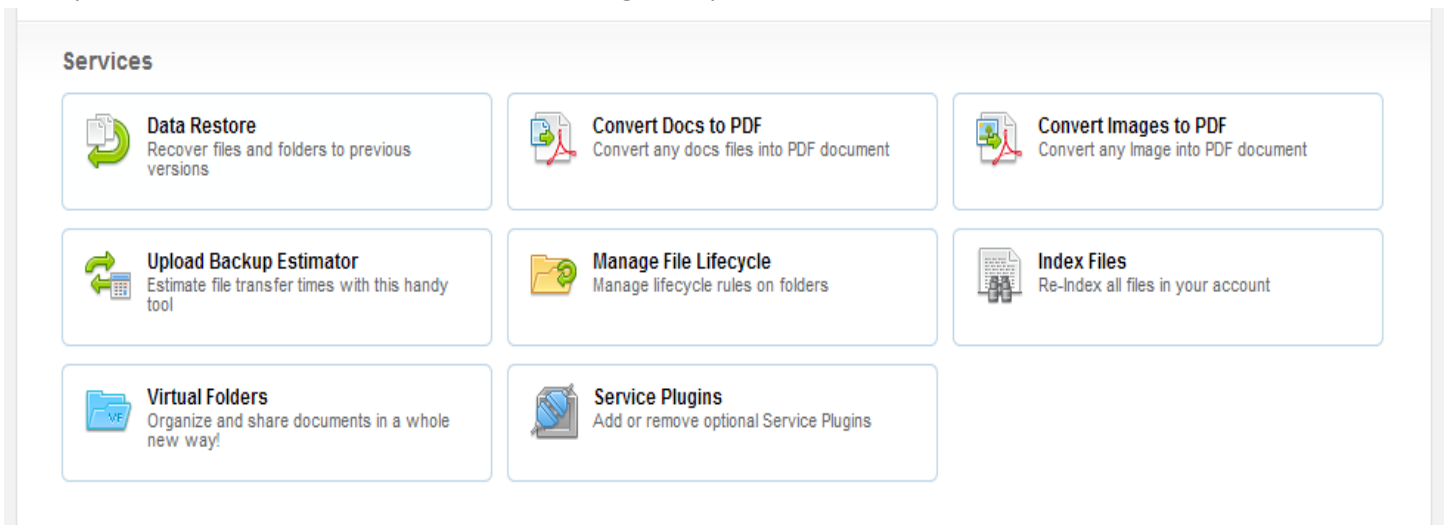


Reindex

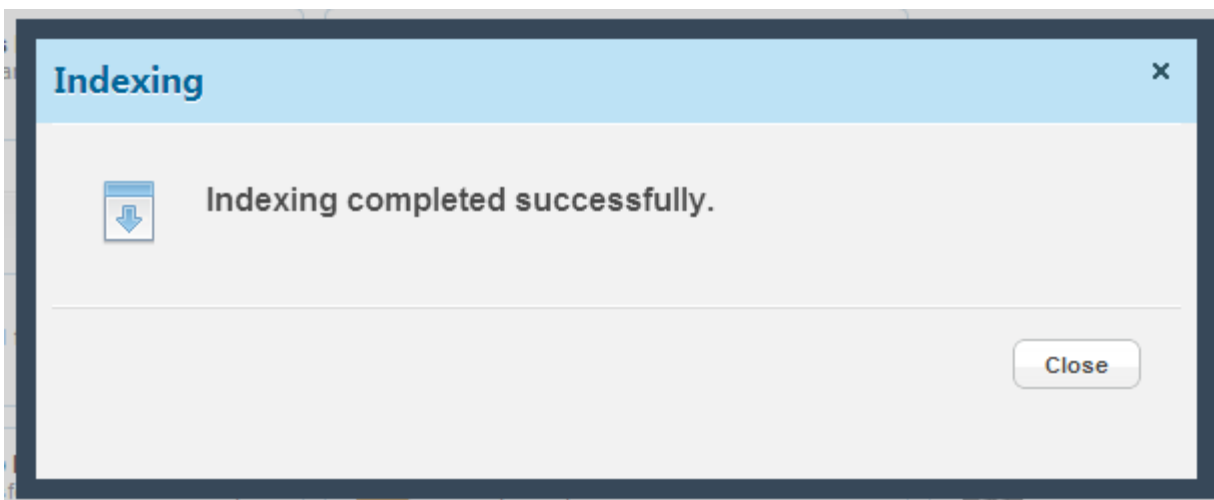
Reindexing your account is another way to force the account to take an inventory of all your data. Click **Tools** and navigate to the services section.



Once you are here click the **Index Files** button to begin the process.



A small window will pop up showing the progress and when it is finished it will display the image below.

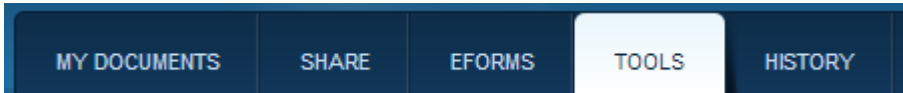


Now your account is indexed and up to date!

(vi) Virtual Folders









Organize your files in unlimited ways without changing your current folder structure or the files themselves. To create a virtual folder follow the provided steps.

Click **Tools**




Then select **Virtual Folders**

Services

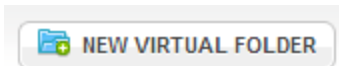
 Data Restore Recover files and folders to previous versions	 Convert Docs to PDF Convert any docs files into PDF document	 Convert Images to PDF Convert any Image into PDF document
 Upload Backup Estimator Estimate file transfer times with this handy tool	 Manage File Lifecycle Manage lifecycle rules on folders	 Index Files Re-Index all files in your account
 Virtual Folders Organize and share documents in a whole new way!	 Service Plugins Add or remove optional Service Plugins	

Select **My Views**

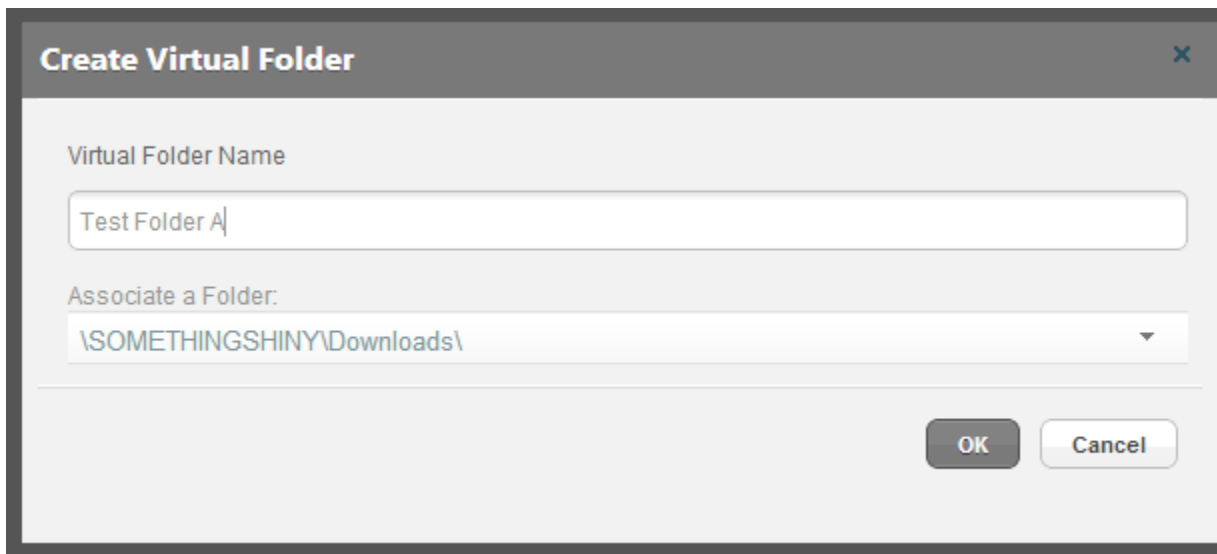
Choose a filter to create your Virtual Folder:

**My Views**
Create a custom filter for your Virtual Folder.

Click **New Virtual Folder**



Name your folder and pick the associating folder.



Create Virtual Folder

Virtual Folder Name

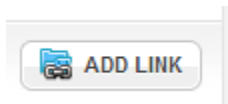
Test Folder A

Associate a Folder:

\\SOMETHINGSHINY\\Downloads\\

OK Cancel

Now click **Add Link** to add any number of files from all locations in the account to this one location - like shortcuts on a desktop.



You can use **Virtual Folders** to:

- Create Custom Folders

Use Virtual Folders to create custom folders with as many different levels as you wish.

- Share Specific Documents

If you want to share only specific documents with another user, create a Virtual Folder to share.

- View Specific Documents

Easily organize and access frequently accessed files without affecting folder structures.

(vii) Service Plugins

FilesAnywhere includes service plugins that allow you to edit and view your documents, pictures, and other types of data online. These plugins save you the hassle of downloading the files, viewing and editing the file, and then uploading it again while worrying about different versions.

a. FilesAnywhere Fax Service

Send and receive faxes directly from your FilesAnywhere account. The files must be uploaded to the account before you are able to send them. For more information on [sending](#) and [receiving](#) faxes please click the links. Make sure you enable sending and receiving.



FilesAnywhere Fax Service

Send and receive faxes through the cloud. Fax any file, receive faxes to your dedicated number, or view faxes online.

Your fax number is: (214) 716- [REDACTED] [Settings](#)

Send Fax Receive Faxes

[Disable](#)

b. Zoho Editor

You can make changes to your documents on the fly. This editor allows you to make changes to your Excel spreadsheets, Word documents, and Power Point presentations online, so you don't have to download the document and then upload the updated version.



Zoho Editor for Spreadsheets, Documents, Slideshows

Edit Excel sheets, Word docs or view PowerPoint presentations, directly from your account, without downloading. Files open in Zoho, a trusted third-party web application. Make and save changes to any XLS or DOC file, entirely online.

Spreadsheet and Document Editor

[Disable](#)

c. Aviary Photo Editor

Quickly and easily edit your pictures online with this plug in. You can quickly touch up pictures without needing to download the file, using your own picture editor, and uploading the changed image. You can make all of your changes online using our free editor.



Aviary Photo Editor

Edit Photos or Images directly from your account (JPG, JPEG, JPE, JFIF, GIF, PNG, BMP, DIB). Popular effects enhance your pictures, like resize, rotate, contrast, red-eye removal, text notes and more. Changes are saved directly back to your account.


This plugin uses a non-SSL connection, so direct edits are not encrypted.

Photo and Image Editor

[Disable](#)


d. Blogger Posting

Post blog entries with pictures, documents, or any other files you want to share through your blog. Though you can quickly make a post and include some of your hosted data, you'll still need to log into your blogging admin console to make any changes to the blog after the entry has been posted.

**Blogger.com Posting**
Post a new Blogger.com blog entry, with files shared from your FilesAnywhere account.
 Photo and Image Editor Disable

e. AutoCad Viewer

This viewer allows you to view .dwf files so that you can look over Autodesk files inside the browser instead of downloading and opening it within Autodesk itself.


**AutoDesk Engineering Drawing Viewer**
View AutoCad engineering drawings (dwf files) directly from your account, without any download. Drawings open in Autodesk Freewheel inside your web browser.

This plugin uses a non-SSL connection, so direct edits are not encrypted.

 AutoCad Drawing Viewer Disable

f. WordPress Posting

Post WordPress entries with movies, images, or any compatible file from your account directly from the FilesAnywhere account. To make any changes, you will need to log into your WordPress account.

**WordPress.com Posting**
Post a new WordPress.com blog entry, with files shared from your FilesAnywhere account.
 WordPress Posting Disable

g. Twitter Backup

Backup your tweets to a specific folder in your FilesAnywhere account. To backup all of your tweets just log in to your Twitter account when prompted and it will save every future tweet to your account.



Backup your Tweets!

Login using your Twitter account, click 'Allow', and we will save your tweets to your FilesAnywhere account.

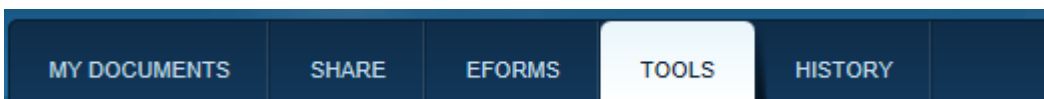
This plugin uses a non-SSL connection.

Twitter Backup

Disable








v. Auto Grouping

Temporarily sort and arrange all of your data based on different set parameters to get a quick, clear, and concise view. You can separate everything by [Meta Data](#), file types, file age, and a few other settings as well. Remember, Auto Grouping is temporary and will not permanently change your account's folder structure. To begin, click Tools in the top toolbar.



Auto Grouping is located just below the Services on the Tools page. Let's cover them starting at the top left moving right.

Auto Grouping

 Tags Filter files by tags.	 File Types View your files grouped by most popular file types example 'Picture and Graphic Files'	 Size View your files group by size interval '10 MB'.
 Extension View your files group by exact file extension. Ex: 'DOC/XLS/XLSX.....'	 By Date: Year View your files grouped by Year.	 By Date: Month View your files grouped by Year-Month.
 By Date: Day View your files grouped by Year-Month-Day.		

(i) Tags













Tags allow you to see all of your data organized based on which files and folders are tagged. The folders represent separate tags and contain the tagged data with everything else that shares that tag.

\SQUIP\

NEW TAG

Sort by: Name ▲ | Type | Date | Size |

View:    

 Human Resources (2)	Jun 04 2013 10:58 AM	  
 Marketing Data (2)	Jun 04 2013 10:45 AM	  
 Science (2)	Jun 04 2013 10:45 AM	  

(ii) File Types





























Grouping your data by file types will separate the data into folders that contain data of the same type, like a folder of Microsoft Office documents or video files. If you don't remember where you put that extra precious document or picture, sorting your account's data like this can save a lot of time digging through every file and folder.

\SQUIP\

Sort by: Name ▲ | Type | Date | Size |

View:    

Search done using index data dated June 04,2013 09:39 AM . Click here to [re-index](#) account data.

 Microsoft Office documents (11)	Jun 04 2013 09:39 AM	  
 Not Defined (2)	Jun 04 2013 09:39 AM	  
 Others (1)	Jun 04 2013 09:39 AM	  
 Pictures and Graphics files (80)	Jun 04 2013 09:39 AM	  
 Portable Document files (37)	Jun 04 2013 09:39 AM	  
 Text files (6)	Jun 04 2013 09:39 AM	  
 Video file (4)	Jun 04 2013 09:39 AM	  

(iii) Size













Sorting your data by size will sort and group all files by intervals of 10 MB.

Virtual Folder > Size >

ISQUIP\

Sort by: Name ▲ | Type | Date | Size | View: [List] [Grid] [Map] [Bar]

Search done using index data dated June 04,2013 10:06 AM . Click here to [re-index](#) account data.

 0 - 10 (MB) (139)	Jun 04 2013 10:06 AM	  
 10 - 20 (MB) (2)	Jun 04 2013 10:06 AM	  
 90 - 100 (MB) (1)	Jun 04 2013 10:06 AM	  














































(iv) Extension

Sorting by extension will separate all the files and place them in a folder labeled as the extension. Unlike file type, this is more specific and separates everything based on the extension; for example, a 2003 Word document (.doc) would be in a separate folder from a 2013 Word (.docx) file.

ISQUIP\

Sort by: Name ▲ | Type | Date | Size |

View:    Search done using index data dated June 04, 2013 10:06 AM . Click here to [re-index](#) account data.









 .doc (2)	Jun 04 2013 10:06 AM	  
 .docx (6) 	Jun 04 2013 10:06 AM	  
 .jpeg (2)	Jun 04 2013 10:06 AM	  
 .jpg (20)	Jun 04 2013 10:06 AM	  
 .pdf (37)	Jun 04 2013 10:06 AM	  
 .png (58)	Jun 04 2013 10:06 AM	  
 .s3db (2)	Jun 04 2013 10:06 AM	  
 .txt (6)	Jun 04 2013 10:06 AM	  
 .wmv (5)	Jun 04 2013 10:06 AM	  
 .xls (3)	Jun 04 2013 10:06 AM	  
 .zip (1)	Jun 04 2013 10:06 AM	  

(v) By Date: Year

Sorting by year separates all of the data into folders determined by the year they were uploaded.

Virtual Folder > Year >

Search done using index data dated June 01,2013 03:55 PM . Click here to [re-index](#) account data.





























Sort by:	Name ▲	Type	Date	Size	View:
	2013 (2117)		Jun 01 2013 04:55 PM		  
	2012 (29)		Jun 01 2013 04:55 PM		  

(vi) By Date: Month

Sorting by month separates all of the data into folders determined by the month they were uploaded.

Virtual Folder > Month >

Search done using index data dated June 01,2013 03:55 PM . Click here to [re-index](#) account data.





Sort by:	Name ▲	Type	Date	Size	View:
	May 2013 (2107)		Jun 01 2013 04:55 PM		  
	Apr 2013 (1)		Jun 01 2013 04:55 PM		  
	Mar 2013 (1)		Jun 01 2013 04:55 PM		  
	Feb 2013 (6)		Jun 01 2013 04:55 PM		  
	Jan 2013 (2)		Jun 01 2013 04:55 PM		  
	Dec 2012 (5)		Jun 01 2013 04:55 PM		  
	Nov 2012 (24)		Jun 01 2013 04:55 PM		  

(vii) By Date: Day





















































Sorting by day separates all of the data into folders determined by the month they were uploaded.

Virtual Folder > Day >

\SQUIP\

Sort by: Name ▲ | Type | Date | Size | View:    

Search done using index data dated June 04,2013 10:06 AM . Click here to [re-index](#) account data.

 Jun 04 2013 (1)	Jun 04 2013 10:06 AM	  
 Jun 03 2013 (2)	Jun 04 2013 10:06 AM	  
 May 30 2013 (2)	Jun 04 2013 10:06 AM	  
 May 29 2013 (1)	Jun 04 2013 10:06 AM	  
 May 24 2013 (70)	Jun 04 2013 10:06 AM	  
 May 21 2013 (2)	Jun 04 2013 10:06 AM	  
 May 20 2013 (27)	Jun 04 2013 10:06 AM	  
 May 17 2013 (14)	Jun 04 2013 10:06 AM	  
 May 14 2013 (1)	Jun 04 2013 10:06 AM	  
 May 13 2013 (2)	Jun 04 2013 10:06 AM	  
 May 08 2013 (9)	Jun 04 2013 10:06 AM	  
 May 07 2013 (8)	Jun 04 2013 10:06 AM	  
 May 06 2013 (3)	Jun 04 2013 10:06 AM	  

VI. History

i. History Tab Overview

The Choose Activity drop down menu provides three ways to review past account actions in specific folders (as selected on the far right) with the option of including subfolders. These three selections are File History/Link Tracking, Checkin/Checkout History, and Currently Checked Out Files. Further, users may search for a specific file in the folder or even select a filter.

The results in the bottom display the user that performed the action, the action itself, date of the action, the File Name, the File Size, the File Path, and finally email on the far right side.

Look over the graphical overview and it's corresponding descriptions below.

The screenshot shows the 'File History Log' interface. At the top, there is a navigation bar with tabs for 'MY DOCUMENTS', 'SHARE', 'EFORMS', 'TOOLS', and 'HISTORY'. Below the navigation bar, the title 'File History Log' is displayed, followed by the instruction 'Choose a log and folder to view from the dropdown menus.' and a 'GO BACK' button.

Annotations A-F point to specific features:

- A:** 'Choose Activity' dropdown menu set to 'File History/Link Tracking'.
- B:** 'Folder' dropdown menu set to '\SQUIP\'. There is also a search icon to the right of the folder name.
- C:** 'Export' and 'Delete' buttons.
- D:** 'Search for a file by name' search bar with a search icon and a dropdown arrow.
- E:** 'Select a Filter' dropdown menu.
- F:** Pagination controls showing 'Prev 1 2 3 4 5 ... Next Page 1 of 15 (427 Items)'.

The main content area is a table with the following columns: Updated By, Action, Date, File Name, File Size, and File Path. The table contains 10 rows of data, each with a checkbox on the left and a magnifying glass icon.

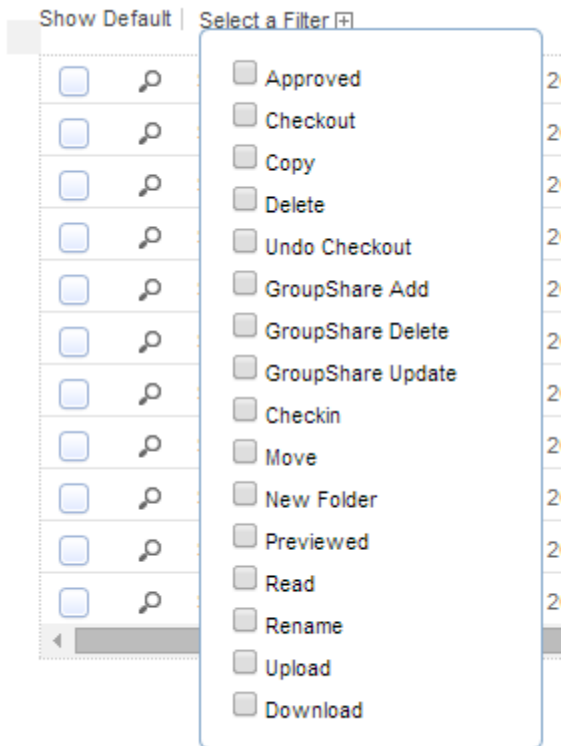
	Updated By	Action	Date	File Name	File Size	File Path
<input type="checkbox"/>	SQUIP	Move	Apr 14 2014 02:03 PM	Human resources		\SQUIP\Human resources\
<input type="checkbox"/>	SQUIP	Move	Apr 14 2014 11:50 AM	Test_keynote		\SQUIP\Test_keynote\
<input type="checkbox"/>	SQUIP	Move	Apr 14 2014 11:49 AM	IMAG0021.jpg		\SQUIP\
<input type="checkbox"/>	SQUIP	Rename	Mar 24 2014 12:52 PM	Tentative Fix.wmv		\SQUIP\Support\
<input type="checkbox"/>	SQUIP	Upload	May 28 2013 03:51 PM	Enhancement!.jpg	84.3 KB	\SQUIP\Support\Superior Data\
<input type="checkbox"/>	SQUIP	Upload	May 28 2013 03:51 PM	CityWide.docx	12.2 KB	\SQUIP\Support\Superior Data\
<input type="checkbox"/>	SQUIP	Upload	May 28 2013 03:51 PM	Capture.PNG	157.7 KB	\SQUIP\Support\Superior Data\
<input type="checkbox"/>	SQUIP	Upload	May 28 2013 03:51 PM	Call Summary.docx	11.6 KB	\SQUIP\Support\Superior Data\
<input type="checkbox"/>	SQUIP	Upload	May 28 2013 03:51 PM	bas_ccd_5.20.13 Updated.xlsx	13.6 KB	\SQUIP\Support\Superior Data\
<input type="checkbox"/>	SQUIP	Upload	May 28 2013 03:51 PM	bas_ccd_5.13.13_Ben.xlsx	15.5 KB	\SQUIP\Support\Superior Data\

A.) Sort displayed data by File History/Link Tracking, Checkin/Checkout History, and Currently Checked Out Files.

B.) Selected folder's contents to be displayed.

C.) Export generates a Version history report to be viewed in either HTML or as a downloadable Excel document.

E.) Click the plus icon in the box to pull up a list of filters as shown in the image below.



F.) Move forwards or backwards to view additional files displayed on separate pages.

ii. File History Log

A snapshot of your file history is just a click away with the File History Log. See when files are checked out, checked in, updated, as well as their location, size, and the folder path. That's a lot of information, brought together and displayed in one centralized location for your convenience!

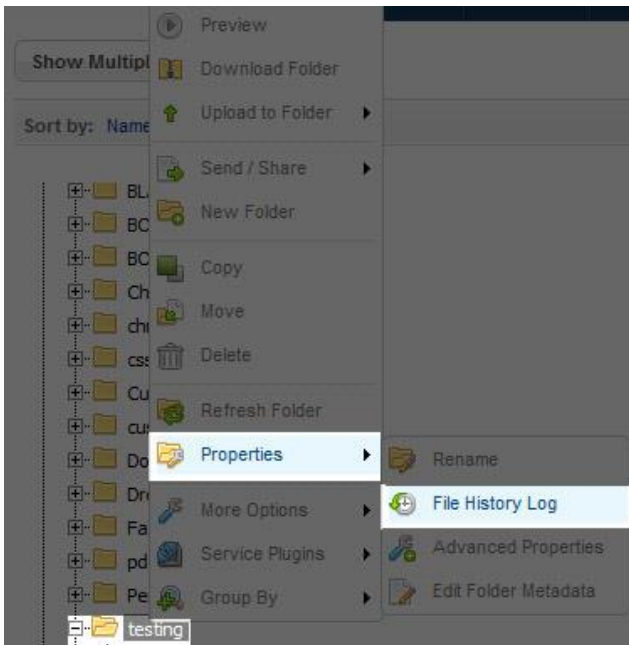
Accessing the File History Log

The File History Log is accessible in two ways. You may either click the **History** tab at the top of the screen.



OR

Select the folder for which you'd like to view the history log, right click, and then select **Properties** and then **File History Log**.



File History Log Screen

File History Log

Choose a log and folder to view from the dropdown menus.

[GO BACK](#)

Choose Activity: File History/Link Tracking Include All Subfolders

Folder:

[Export](#) [Delete](#)


Show Default | Select a Filter

<input type="checkbox"/>	Updated By	Action	Date	File Name	File Size	File Path	Co
<input type="checkbox"/>	JOHNDOE	Download	Feb 07 2013 01:55 PM	xsteps.wmv	993.7 KB	FileShare Test\	
<input type="checkbox"/>	JOHNDOE	Download	Feb 07 2013 01:55 PM	wmvfiles_wont_play.wmv	1.9 MB	FileShare Test\	
<input type="checkbox"/>	JOHNDOE	Download	Feb 07 2013 01:55 PM	Untitled.avi	2.8 MB	FileShare Test\	
<input type="checkbox"/>	JOHNDOE	Download	Feb 07 2013 01:55 PM	thisfilesouldbeam.mov	35.2 MB	FileShare Test\	
<input type="checkbox"/>	JOHNDOE	Download	Feb 07 2013 01:55 PM	multiple-deletes.wmv	1.7 MB	FileShare Test\	
<input type="checkbox"/>	JOHNDOE	Download	Feb 07 2013 01:55 PM	JERF30-Food-List.pdf	4 MB	FileShare Test\	
<input type="checkbox"/>	JOHNDOE	Download	Feb 07 2013 01:55 PM	DSFL-Final.pdf	11.9 MB	FileShare Test\	
<input type="checkbox"/>	JOHNDOE	Download	Feb 07 2013 01:55 PM	dropdown_menu_TREE_view.wmv	274 KB	FileShare Test\	
<input type="checkbox"/>	JOHNDOE	Download	Feb 07 2013 01:55 PM	color_list.xlsx	25.7 KB	FileShare Test\	
<input type="checkbox"/>	JOHNDOE	Download	Feb 07 2013 01:55 PM	Bug Tickets.rtf	31.3 KB	FileShare Test\	

Prev 1 2 3 4 5 ... Next Page 1 of 94 (2794 items)

Screen Fields

Path: Displays the selected folder's path.

Browse Button:  Clicking the browse button prompts the folder tree allowing you to select a new folder for which to view the history log.

Include All Subfolders: Default setting is enable. You may disable by clicking in the check box. Disabling hides the subfolders and allows you to view the history log for just the selected folder.

Export Button: Allows you to view or download the File History Log in an Excel spread sheet or text file.

Delete Selected: Deletes the selected file from the version history. Note: This does not delete the file itself from the folder, just the version that is being logged for historical purposes.

Dropdown Menu: The first dropdown menu allows you to choose what type of history log you would like to view. Choices include Checkin/Checkout History, File History/Link Tracking, and Currently Checked Out Files.

Enter file name to filter: Filter your search results by entering file names in the text box.

Select a filter Dropdown: Filter the History Log results by Approved, Checkout, Copy, Delete, Undo Checkout, GroupShare Add, GroupShare Delete, GroupShare Update, Checkin, Move, Read, Rename, Upload, Download.

Show Default Link: Clicking this link refreshes the report to show the default setting of File History/Link Tracking.

Table Fields

Left-Hand Check Box: When checked, selects the whole row for an action.

View: Prompts the Version Control screen with file details and a comments box for additional notes.

Updated By: Displays the User ID of the person who last updated the file.

Action: Displays the action taken on the file.

Date: Displays a date-time stamp for the latest update on the selected file.

File Name: Displays the file or folder name.

File Size: Displays the size of the file.

File Path: Displays the folder or file path.

Comments: Displays the comments entered with regard to the file.