

# Secure, Scalable On-Demand Azure Solutions

Drive success by streamlining workflow and consolidating data through one portal. Meet the need for synchronization, cross-platform compatibility, collaboration, and mobile solutions while providing a seamless user experience.

## Accessibility and Compatibility

Data is the heart of your company and the private cloud can change the way you do business. Enhance the way data is shared across multiple locations, through different browsers and platforms, while increasing access in a secure environment.

## Business Continuity

- System, site, or regional, and planned or unplanned outage protection.
- Disaster recovery and continuous availability.
- No hardware or software required, just an internet connection.
- Access to mission-critical data from any web-enabled device.
- 30 days of historical records for up-to-the-minute versioning.
- Ability to set up completely functional, off-site location with data access.
- Built-in redundancy and n+3 fault tolerance.
- Cost-effective colocation solution.
- Azure solutions available for GDPR readiness in 54 regions & 140 countries.

## Cross-Platform

- Windows and Mac compatible.
- Works in all popular web browsers, including Edge, Safari, Chrome, and Firefox.
- Monitored, controlled, single-portal gateway for employees.
- Authorize guests, such as contractors and vendors, without the worry of system compatibility.

## Mobile Access

- Access your account from any web-enabled device.
- Upload, share, view, edit, and receive files.
- Collaborate with teams.
- Use inbound email attachments to upload files to your account.

## Advanced Options

- Compatible with all FTPS and SFTP applications.
- Transfer files between computers on your network.
- Access online software archives.
- Enable a webfolder for direct access and the ability to work with your files locally.

# Backup and Synchronization

Synchronization capabilities and off-site back up are a critical part of day-to-day operations, as well as contingency planning. Data encryption in transfer and at rest, and automated processes provide continuous data protection.

## Backup

- Simple, wizard-based software.
- Set up automated daily, weekly, or monthly backup jobs.
- Never worry about changing tapes, or backing up to stacks of DVDs.
- Incremental backups mean all your data is saved without wasting precious space.
- Offsite storage keeps your data protected and is accessible anytime, anywhere.

## Synchronization

- Sync file changes in real-time and across devices.
- Set up synchronization of complete folder structures in one or both directions.
- Synchronize with any FTPS, SFTP, or WebDAV server.

## Data Restore

- Additional support for backup and synchronization efforts.
- Daily snapshots provide a point-in-time look in addition to backup.
- Restore to previous versions at any time.
- Retrieve and reinstate deleted files within 30 days.

# File Sharing and Team Collaboration

Data growth is projected to double year over year. Manage content sprawl and give your team the ability to collaborate, both in the office and in the field, through a single gateway and robust application.

## Upload and Consolidate Content

- Centralize your data and eliminate content sprawl.
- Quickly and easily upload large files, or entire folders.
- Supports literally any file type. Create a complete online library of content, from mission critical data to marketing materials and spreadsheets.
- Inbound email attachments allow you to email a document directly to the folder of your choice.
- An intuitive interface and the drag-and-drop feature makes uploading simple.

## GroupShare

- Streamline joint challenges between teams.
- Create virtual deal rooms and share the critical information needed to complete mergers, compliance, licensing, joint ventures, and audits.
- Add users individually, and assign user level permissions to control the way data is shared.
- Modify user access as roles change while notifications keep everyone on the same page.
- Generate GroupShare reports to keep track of who has access to folders and at what permission level.

## Version Control

- Checkin/Checkout stops multiple parties from editing the same document at the same time.
- Retain multiple file versions and restore previous versions at any time.
- A series of optional reports provides a complete accounting of user actions and the files or folders affected.
- Disable Delete eliminates the accidental deletion of critical files.
- Email notifications alert the file owner to activity as it occurs.

## FileShare and FileReceive Links

- Send and receive large files, or multiple files, with a simple link.
- Set permissions, expiration, and deletion rules that keep data secure.
- Share links through Outlook or another email server of your choice, directly through the application, or by embedding.
- Share with guests, such as external vendors and contractors.
- Notifications alert the recipient when they have files to view, and allow the sender to choose to be notified of link access.
- Robust reporting features on file and user activity.

# Full Feature List

## Basic Features

- **No File Size Limit:** There is no limit to the size of the files uploaded/downloaded or sent from your account.
- **Group Sharing:** Allows a user to share a folder (and its contents) to another user. Once a folder is shared, users can access the folder in their account just like it was one of their own.
- **Send/Receive Large Files to Non-Users:** Send/Receive large files or even folders through fully customizable FileShare/FileReceive links to non-members. Secure your links by enabling password protection and auto expiration. Keep an audit trail by tracking each activity, receiving automatic notification, accepting signature, and checkbox approval.
- **Password Protected Sharing:** Users can protect the links they send out with a password, thus, securing their shared downloads and ensuring safe delivery to the recipient.
- **Online Real Time File Collaboration:** Office Online editor, online Zoho document editor, and the Google editor allow users to edit documents without downloading them and re-uploading them. Save time and edit online using any of these editors. Shared files can be simultaneously edited by multiple users in real time.
- **Mobile Access & Apps:** Download mobile apps for your smart phones or tablets, or use your mobile browser. Never be without your files anywhere you go.
- **Customizable eForms & Online Surveys:** Fully customizable eForms for data capture, surveys, collection forms and anything else imaginable. Utilizing these forms can streamline any process that requires collecting information, uploading files or even downloading them. Masking field data also included to increase security.
- **Point-in-Time Data Restore:** Snapshots of all accounts are taken at 11:00PM every day and are stored for thirty days. These snapshots can be used to restore data which may have been accidentally deleted.
- **Check in / Check out:** Users can check out a file which prevents anyone else from downloading it before the newer version is checked back in. This feature prevents users from accidentally overwriting a co-worker's changes.
- **File Tracking:** Maintains a record of actions performed in the account e.g. files being moved, deleted, uploaded, downloaded, and edited.
- **File Versioning:** Saves older versions of files when new ones are uploaded or the file is edited or altered. Stop worrying about overwriting files and losing important data on the old version.
- **Search Metadata & Tags:** Use the search function to search by Metadata or Tags applied to any files or folders. The search offers multiple ways to quickly and efficiently sort through your data.
- **Audio/Video Streaming:** Watch uploaded movies/music and even send streaming video/audio to people on the internet. View them online, right in the browser, without leaving your account.

- **Auto Expiring Links:** FileShare and FileReceive links can be set to expire automatically. The time of expiry may be set at the user's discretion.
- **Auto Expiring GroupShares:** Groupshares can be set to expire automatically. The time of the expiry may be set at the folder owner's discretion.
- **File Lifecycle Management:** Users can define global purge/archive rules that will delete/move files after a specified period of time. The lifecycle rule is useful for removing data that becomes sensitive after a certain period of time.
- **API Access:** Write your own programs to access your account and use the service.
- **Upload and Download Files/Folders:** Users can upload and download files and folders to and from their account with ease.
- **Multi-Select Actions:** Allows you to select multiple files and perform Upload, download, move, copy and share actions.
- **Service Plugins:** Service Plugins add even more great features to your account. You can enable or disable from any of the included services e.g. Microsoft Office Online Editor, Google Editor, Zoho Editor, Aviary Photo Editor, Autodesk Engineering Drawing Viewer, WordPress.com Posting, and Twitter Backup.
- **Adobe Sign Integration:** Users can send documents to Adobe Sign for signing, using their Adobe Sign account credentials. They can also manage and view their agreement details which provides a complete audit trail without leaving your account.

## Advanced Features

- **FTPS, SFTP, SSH, SSL/TSL:** Connect to your account using different connection types. These methods offer reliability, security and the freedom to use your favorite SFTP client.
- **Automated Customizable Sync:** Using our FileBackup program users may create multiple profiles to automatically backup local files to the cloud. Run backup jobs as a Windows Service.
- **SSL and At Rest Encryption:** Files are safe and secure at rest using an AES 256-bit encryption.
- **Dedicated Domain:** Use a custom domain to display your branding in the URL.
- **User management:** Maintain control of your users via our centralized administration console. With the level of control over the users and updates in real time, all concerns disappear with the security of the console.
- **Role-Based Access Control:** Role-based security is implemented in the administration console for Professional and Enterprise accounts, in the form of Group-to-Folder permission assignments. Role-based-access-control (RBAC) is a widely accepted security control standard, reducing the time to apply and accurately maintain user permissions on specific folders, by assigning predefined lists of users with authorized access (also known as an ACL or Access Control List).

- **Reporting & Notifications:** Receive notifications for user actions and create customized reports to get the metrics needed to improve efficiency. Get a complete audit trail of all activities in real-time on the company files. Generate reports and export data in multiple formats.
- **Outlook Add-In:** Send files directly from your Outlook client. There's no need to juggle between the web interface and Outlook when you can just use one.
- **Full Text Search:** Our system will automatically process the text in files which makes them searchable. Save time searching for files when you can run a quick search and grab what you need.
- **Group Management:** Create your own user groups for company, departments or project teams. Set folder access permissions for these groups.
- **Password Policy Management:** Set a custom password policy such as: require strong password; require changing of password at next logon; automatically expire a password after a certain number of days, etc.
- **CloudSync Desktop App:** With this application, easily synchronize files and folders from your account to your computer.
- **Automated Document Routing:** Managing your documents has never been easier than it is now with ADR. Our Automatic Document Recognition tool allows you to track and manage any file that has been uploaded, moved, or copied based on the ADR folder settings.
- **IP Address Restriction:** Restrict access to the User Web Interface, API and the Sync App, based on the IP address. Manage restrictions by adding and removing allowed IP addresses in the Admin Console Site Configuration.
- **Workflow:** Automate your business processes like Incident Management, Travel reimbursement, Purchase Request etc. with just a few clicks. Define steps and rules and you are done. Now just share it within your organization and see how it flows smoothly from initiation to completion.
- **SharePoint Integration:** Use your account from within SharePoint. All you need to do is embed your site within your SharePoint account.
- **Adjustable Session Timeout:** By default, session timeout is set to fifteen minutes. This can be adjusted to as low as five minutes and as high as twenty-four hours per the administrator's discretion.

## Enterprise Features

- **Multi-Factor Authentication:** This security feature adds an additional layer of security to your data by requiring a Verification Code. Administrators can easily enable MFA for all users, selected groups or individual users to require an additional form of authentication, using their choice of delivery method, such as SMS Text, Email or Phone Call.
- **Active Directory Integration:** We seamlessly integrates with Active Directory/LDAP to leverage your existing user management systems.



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- **Single Sign-On:** Forget worrying about multiple logins and passwords. Using ADFS integration users may sign in once to their local system and also their account. We seamlessly integrate with leading single sign-on providers like OneLogin, etc.
- **Custom Development:** Tell us how we can improve your user experience and we will develop the software or changes to meet your needs and exceed your expectations.
- **Complete White Label Service:** Rebrand your site to make it appear as your own.
- **Dedicated Virtual Server:** Don't lose any speed or efficiency with the Dedicated Virtual Server. These private environments don't share server resources which are dedicated to the client. Never worry about traffic or usage with your own server.
- **Azure Solution:** We provide you with the ability to be GDPR-ready by choosing where you want your data to be stored. By incorporating Azure, you'll be able to choose the region that suits your business and clients best. Available worldwide in 54 regions & 140 countries.
- **On-Premise Cloud Solution:** Customer hosts the entire solution at their data center on their own network. This includes file storage, interfaces, identity authentication and administration.
- **VIP Support:** Our U.S. based support team is ready to answer any question and assist with any setup or troubleshoot any problem. Calling our priority support line prevents long wait times and connects you with our VIP support team.