

PLATFORM FEATURE GUIDE

Your files. More possibilities.

Secure sharing, document intelligence, and business processes in one connected platform.

02 Share & collaborate

Organize content, exchange files, and keep teams working on the right version.

03 Protect & manage

Control access, apply policies, and see what happens across your account.

04 Collect & automate

Use eForms, routing, and integrations to move business processes forward.

05 Access & recover

Work across devices and support continuity with sync, backup, and recovery.

06 Configure & extend

Align identity, branding, hosting, and services with your organization.

Put your documents to work with FAi

Search, organize, and extract information with FilesAnywhere AI.

FAi Chat

Ask questions in natural language, search documents, and summarize content.

FAi Tags

Use content and metadata to suggest tags for organization and discovery.

FAi Extract

Identify information and metadata; help populate eForms and workflows.

FAi uses existing permissions and access controls. Supports OpenAI and Google Gemini with your own supported provider credentials. Deployment options include cloud, Azure, AWS, and on-premises.

Share & collaborate

Give employees, clients, and partners a simpler way to work with content.

One place for team content

Keep files organized and easy to find.

File & folder management	Store any file type; upload folders and large files. Drag and drop uploads, then move, copy, download, or share multiple items.
Metadata & tags	Organize and filter content using file or folder metadata and applied tags.
Email-to-folder	Send email attachments directly to a designated account folder.

Controlled sharing, inside and outside your team

Exchange content without relying on email attachments.

GroupShare	Share team folders with assigned permissions and automatic access expiration.
FileShare & FileReceive	Send or collect files and folders through customizable links, including with people who do not have an account.
Link protection	Configure passwords, email/SMS one-time passwords, expiration, deletion rules, signatures, and checkbox approval.
Sharing visibility	Track link access and file activity; notify recipients and receive access alerts.

Keep work moving

Review, edit, and manage changes.

Online editing	Edit supported documents with Microsoft Office Online or Zoho, including real-time collaboration.
Version control	Retain and restore previous versions; use check-in/check-out to help prevent conflicting changes.
Browser viewing	View documents and supported engineering drawings; stream uploaded audio and video.

Protect & manage

Set access rules and maintain visibility from a central administration console.

Control who gets access

Apply safeguards to accounts, groups, and shared content.

Encryption	Protect data in transit and at rest, including AES-256 encryption for stored files.
Sign-in safeguards	Require multi-factor authentication, including supported authenticator apps. Set strong-password rules, forced changes, and expiration.
Permissions	Assign group-to-folder permissions to manage authorized access consistently.
Access restrictions	Allow specific IP addresses for web, API, and sync access. Configure session timeouts from five minutes to twenty-four hours.
Link watermarking	Add custom text and viewer details such as email, IP address, timestamp, or FileShare ID to shared documents.

Manage policies and activity

Give administrators the controls and evidence they need.

Users & groups	Manage users centrally and organize access by department, company, or project.
Audit trails & reporting	Track uploads, downloads, edits, moves, and deletions. Customize reports and export activity data.
Activity notifications	Receive alerts for file, folder, and user activity.
Content lifecycle	Set purge/archive rules and use Disable Delete to help prevent accidental removal.

AI within your security framework

FAi supports permission-aware access, role-based controls, secure document processing, and audit logging.

Collect & automate

Turn documents and submitted information into repeatable business processes.

Capture information with eForms

Build structured collection experiences for customers and teams.

Forms & surveys	Create data collection forms, surveys, and upload/download experiences using custom HTML or fillable PDFs.
Field behavior	Configure input rules and data masking to support consistent, protected information collection.
Access & payments	Use supported email/SMS one-time passwords or CAPTCHA. Collect payments through supported third-party merchants.

Move information to the next step

Reduce repetitive handling across document-based processes.

Workflow	Define steps and rules for processes such as incident management, travel reimbursement, and purchase requests.
Document routing	Track and manage uploaded, moved, or copied files according to configured folder rules.
AI-assisted data capture	Use FAi Extract to identify document information and help populate eForms data.

Connect the tools you use

Extend everyday work through integrations and services.

API & Outlook	Build custom applications with API access; send files directly from Outlook with the add-in.
Electronic signatures	Send documents through Adobe Sign or DocuSign using your provider account; manage agreement details and audit trails.
Service plugins	Enable available Microsoft Office Online, Zoho Editor, and Autodesk Engineering Drawing Viewer services.
Custom solutions	Request tailored forms, workflows, integrations, or software changes from FilesAnywhere professional services.

ACCESS, BACKUP & RECOVERY

Access & recover

Keep content within reach and support your business continuity strategy.

Work from your preferred device

Access business content across supported environments.

Desktop & browser	Work across Windows and Mac. Access your portal in Edge, Safari, Chrome, or Firefox.
Mobile access	Upload, share, view, edit, receive files, and collaborate through supported mobile apps or a mobile browser.
Secure transfers	Use supported FTPS/SFTP applications and connection options for file transfers and software archives.

Synchronize and back up content

Choose the tools and schedules that fit your environment.

CloudSync	Synchronize account files and folders with your computer using the desktop application.
Flexible synchronization	Synchronize folder structures in one or both directions, with supported real-time and FTPS/SFTP options.
Scheduled backups	Run daily, weekly, or monthly backup jobs, including incremental backups, using wizard-based software.
CoolBackup	Create multiple backup profiles and run jobs as a Windows Service.

Plan for interruptions and recovery

Add off-site protection and recovery options.

Point-in-time recovery	Use daily snapshots to recover deleted content within a 60-day retention window, subject to deployment and account terms.
Business continuity	Support disaster recovery and continued access during planned or unplanned system, site, or regional outages.
Off-site availability	Access mission-critical content from a web-enabled device, with redundancy and off-site deployment options.

Configure & extend

Build around your identity, infrastructure, brand, and operational requirements.

Fit your organization

Connect your users and present your own brand.

Directory integration	Integrate Active Directory / LDAP for enterprise user management.
Single sign-on	Connect supported identity providers, including ADFS and OneLogin.
Custom identity	Use a dedicated domain and complete white labeling to reflect your organization.

Choose your environment

Align hosting and administration with your requirements.

Dedicated virtual server	Use a private environment with server resources dedicated to your organization.
Azure deployment	Choose an available Azure region to support data location requirements and GDPR readiness efforts.
On-premises cloud	Host storage, interfaces, authentication, and administration in your own data center and network.

Get expert help

Support your rollout and adapt the platform as needs change.

Custom development	Request tailored functionality, integrations, forms, workflows, or software changes.
VIP support	Access U.S.-based priority support for setup assistance, questions, and troubleshooting.

See the capabilities that fit your team.

Request a demo, discuss plan availability, or get a custom quote.
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