

FileFlex Tenants Setup Overview

The FileFlex Administration Console has a multi-tenant capability meaning that it can be used by a Managed Service Provider (MSP) to manage multiple clients and can be used for deployment to one organization or multiple organizations. The first step therefore is to create a company. Then add the content repositories that your users will access. The third step is to create departments which will be used to group users that will be assigned the same roles, permissions and content sources in that company. Forth, add the users and group them into their departments. After you have created the users, you can edit departments and content sources on a user-by- user basis as necessary. When user is created, FileFlex auto generates an email to each user giving them their username and password and a link to instructions on how to get started.

Your users get started by downloading the FileFlex client to their PCs, smart phones and tablets. They use the account credentials you created and sent by the auto generated email to login to their account. Finally, they login to the content repositories you assigned with their own credentials.

Company Onboarding

Setting up FileFlex Enterprise is a 4-step process:

Step 1: Add a Company Step 2: Add Content SourcesStep 2.1: Adding a Content SourceStep 2.2: Limiting Content Sources to Specific Folders and DrivesStep 2.3: Adding Networked Storage DevicesStep 2.4: Adding User Specific Content SourcesStep 2.4.1: Adding a PCStep 2.4.2: Adding a Public Cloud Step 3: Add DepartmentsStep 3.1: Creating DepartmentsStep 3.2: Managing RolesStep 3.3: Assigning Content Repositories Step 4: Add UsersStep 4.1: Adding Individual UsersStep 4.2: Importing UsersStep 4.3: Grouping Users into DepartmentsStep 4.4: Adjusting Permissions and Content Sources On a User-By- User BasisStep 4.5: Adding User Contacts

User Onboarding

Step 1: Download the FileFlex Client to PCs, Smart Phones and TabletsStep 2: Open FileFlex and LoginStep 3: Login to Assigned Content Repositories With Their Own Credentials