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.

1. The first step, therefore, is to create a company.

2. Then add the content repositories that your users will access.

3. The third step is to create departments that will be used to group users that will be assigned the same roles, permissions, and content sources in that company.

4. 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 a 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, smartphones, and tablets. They use the account credentials you created and sent by the auto-generated email to log in to their account. Finally, they log in 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 Tablets

Step 2: Open FileFlex and Login

Step 3: Log in to Assigned Content Repositories With Their Own Credentials