



# **RUSHFILES ADMINISTRATOR CONTROLS AND USER MANUAL**

*RushFiles feature overview and administrator controls*

**May 2019**

[www.rushfiles.com](http://www.rushfiles.com)

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## 1. INTRODUCTION

RushFiles is a file sharing solution that is offered to Partners who distribute and resell to businesses to share files over our Content Collaboration Platform. RushFiles enables file sharing through our five client applications that include: the Web Client, two desktop versions i.e. PC Client (Windows version) and Mac Client, and two mobile versions for Android and iOS.

This Administrator manual provides procedures and processes that guide Partners in their day to day tasks of managing their acquired RushFiles solutions. Reseller administrators are offered the Reseller panel for managing and customizing their reseller's settings.

## 2. GLOSSARY

**Reseller** - A Reseller is a company that sells RushFiles to others, and often has rebranded most parts of the solution. Resellers can have both company customers and other Resellers in their supply chain.

**Company** - Is the end customer who purchases the solution to replace an in-house storage server or a consumer cloud product.

**Reseller Administrator** - An administrator in the reseller's organization that can create companies and sub-resellers. The term "Reseller" may be used in this document for simplicity.

**Reseller Panel** – Online platform offered for resellers for administration purposes.

**Web Client** – Online application used for file sharing and company administration.

**Company Administrator** - An administrator in the company who administers the shares and users in the company's solution.

**User** - Is a uniquely identifiable person (email address) that has access to shares and data.

**Share** - The root folder that users can get access to, and where the users can work with files and folders. Each share is to be compared with traditional network shared folders in a Windows environment.

**SSO (Single Sign-On)** – When using RushFiles, users have the possibility to login once and access all data from all the companies they are associated with. Another SSO feature offered by us is AD integration so users can log in to RushFiles using their corporate account.

### 3. USERS ROLES AND RIGHTS

In the RushFiles solution, there are several types of users that are organized based on hierarchy. One type of users is dedicated to our reseller features using the Reseller panel, Reseller Administrators. The other types of users have the possibility to access and share files. Besides the reseller users, we have defined three types of users that can gain access to files in a company.

Below is a short description of our user roles and rights:

#### 3.1. Reseller administrators

Reseller administrators can access the Reseller Platform, enabling them access to Reseller management with which they can customize their reseller settings, manage other sub-resellers, companies, and administrators.

For Reseller administrators to gain access to other client's applications, they must also be created as users using the Web Client with one of the roles: Admin, Internal or External.

#### 3.2. Company administrators

- Can use all the features of the company administration interface in the Web Client.
- Can always invite new users and create shares.
- Can modify user attributes, and permissions to any share.
- Can always lock or unlock any file.
- As an admin user, you are not able to delete or downgrade yourself.

#### 3.3. Internal users

- May or may not be able to create shares (decided by company administrators).
- Can invite other users to a share that the user is an Owner of.
- New users invited by an Internal user are always External users. Users already part of the company keep their user type.

#### 3.4. External users

- May never create a new share.
- Can invite other users to a share that the user is an Owner of.
- New users invited by an External user are always External users. Users already part of the company keep their user type.

Besides the user type described above, we have also defined **different levels of rights to a share**. These rights are Owner, Write, and Read, and must be set for each user, for each share.

#### Owner

- User has full control over which users have access to the share.
- Can remove other Owners from the share, even Admins users.
- Has Write and Read rights.
- By default, the Owner of the share is the user which creates the share

**Write**

- User can create, rename, delete, copy, and move folders.
- Can upload, edit, rename, copy, and move files.
- Can share files/folders in a public link.
- Has read rights.

**Read**

- Can preview and download files.

Groups can be defined in our application in order to define common access rights to a list of shares in your company. Groups can only have Write or Read rights to a share. If a user has read or write access to a Share and is part of a group that has read or write access to the same share, the user's rights will be the same as the group's. If the user is an owner of the share, they will keep their owner rights.

A user can be associated to several companies using RushFiles. The company administrator only needs to create the user inside that company. For example, a user can have an internal role in CompanyA and an external role in CompanyB. The user will use his/her current credentials when using one of our client applications in order to access their files. In this way, the user takes advantage of our SSO (Single Sign On) feature allowing them to access all their shares using a single account.

## 4. RESELLER PANEL

The Reseller Panel is a Web application that can be accessed by Reseller administrators. Using this interface, you can manage your companies and sub-resellers, our product. This offers the possibility to resell RushFiles to other companies as a direct solution or a distribution chain.

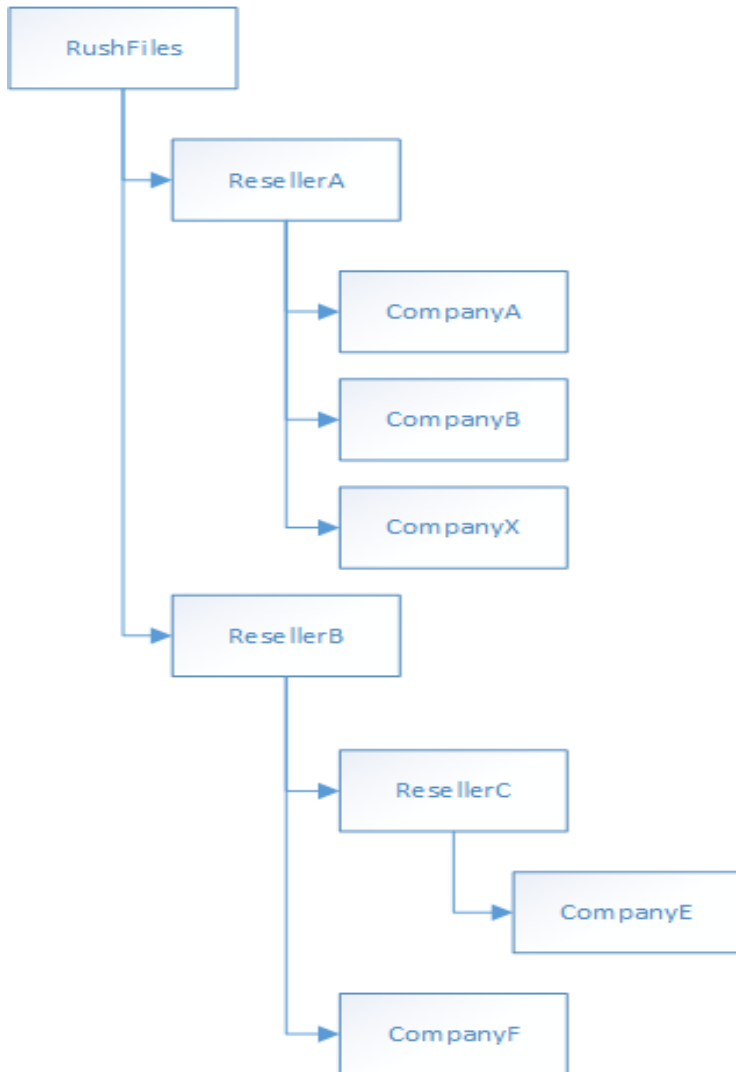


Figure 1- RushFiles Reseller model

The URL where you can access the Reseller Panel is *yourdomain.com/reseller*.

Using this panel, the reseller administrator can perform several management operations for the reseller. These include managing admins, companies, setting history limits, email templates, setting up AD integrations and more.

### 4.1. Manage your reseller

As a reseller administrator, you can customize your settings for your reseller making general account settings, modifying history settings based on your file retention policy, URLs, Skinning settings, Mail configuration and a section where Billing reports can be downloaded for invoicing purposes. These options are described in detail in the following sections.

#### 4.1.1. My Account

When you log in to the reseller administration web interface, the first page you see is “My Account”. Here, you can see an overview of your reseller-level information and settings.

To navigate back to this page, *click on the  icon, and My Account in the top navbar.*

#### My Account section

- a) Name: The name of your reseller. This can be anything that represents your company. Your RushFiles provider will see your reseller with this name in their own reseller administration.
- b) Reseller ID: The ID of your reseller in your provider's database.
- c) External ID: An ID given to a reseller for external usage. This ID is used for external integration such as AD integration.
- d) Office Online available (Yes/No): Controls whether Office Online integration is available on the reseller level, or not. This setting is inherited by all resellers and companies under your reseller.
- e) Language: Controls which mail templates are used for reseller-level system mails. E.g. if set to English, then the English templates will be used.
- f) Max shared folders per share: Sets the maximum amount of sub-folder shares in a share.
- g) Max users on shared folder: Sets the maximum number of users for sub-folder shares.

#### Encryption section

- a) Encryption activated: Tells you the type of encryption that is applied to files under your reseller. This setting is always activated. It uses 256-bit AES (Advanced Encryption Standard) and cannot be changed. AES is a symmetric block cipher chosen to protect classified information and is implemented throughout the world to encrypt sensitive data. We use private generated keys for each of the companies using RushFiles.

#### API Information section

- a) API Key: This is the key that identifies this reseller when using our API.
- b) Client API: Visit this URL for descriptions of methods available in our API.
- c) File API: Visit this URL for descriptions of methods available in our File API.
- d) API Information: Visit this URL to access the RushFiles developer portal, where you can learn in-depth about our APIs.

#### 4.1.2. History

As a reseller, you can set the minimum amount for how many versions of a single file will be saved, and for how long these versions are kept before deletion.

Use the slider buttons to edit the settings, then click on the newly appeared Save button to apply the changes. If you want to cancel, just leave the page - changes will not be applied.

Please note that these are minimum amounts, despite the name suggesting that these are maximums.

These are reseller-level settings that are inherited by all sub resellers and companies under you. They can only increase these values, but not reduce them. This is done in order to ensure that each company has at least a certain level of file versioning. You can, of course, lower this amount to 0, but that means that no older versions of files will be retained by default.



**NB:** We do not advise going below 30 days / 30 versions in case you need to restore your data. When you create a company or a sub-reseller, they will inherit the same settings that you have. Make sure to manually change it for them if they want it to be higher.

#### 4.1.3. URLs

Here you can see your domain URL, set a subdomain for your reseller, and set the download URLs for the Windows, Mac, iOS, and Android clients.

Normally, you would want to leave these as defaults. However, if you have rebranded (white-labelled) client applications, you will need to set the download paths to the rebranded clients manually.

Download URLs for client applications with default RushFiles branding:

PC client: [https://update.rushfiles.com/installer/clientpc/rf\\_installer.exe](https://update.rushfiles.com/installer/clientpc/rf_installer.exe)

MacOS client: [https://update.rushfiles.com/MacClient/RushFiles/RushFiles\\_installer.pkg](https://update.rushfiles.com/MacClient/RushFiles/RushFiles_installer.pkg)


iOS client: <https://apps.apple.com/us/app/rushfiles/id716007009>

Android client: <https://play.google.com/store/apps/details?id=com.rushfiles.clouddrive>

The Help URL field is not currently used.

#### 4.1.4. Skinning

With Skinning, you can reskin your reseller web interface and the web client. You can also allow or disallow skinning for companies and your sub-resellers. Before you can use skinning, you must use a custom subdomain.

You can set your subdomain in My Account  > URLs

When you change anything on this page, a big red Save button will appear at the top of the page (you might need to scroll up). *Remember to press this button*, otherwise, your changes will not be saved.



## **Allow/disallow skinning for companies and sub-resellers**

As a reseller, you can decide whether resellers and companies under you can use skinning. This is controlled by the following settings on the top of the skinning page:

- a) Skinning is allowed on this reseller: if set to yes, then you can use skinning.
- b) Allow skinning on sub resellers: if set to yes, then resellers under you will be able to use skinning by default.
- c) Allow skinning on accounts: if set to yes, then companies under you will be able to reskin their web client by default.



**NB:** If the "Allow skinning on accounts" is set to no, companies will still be able to use skinning. However, they won't be able to set custom background images.

## **Reskin the reseller web interface**

The following highlights the things you can customize in the reseller web interface and how you can do them.

Figure 2- Reskin your reseller

- a) Upload a company logo  
*Click on your current logo, or on "upload a company logo" to upload a new logo*

There are no restrictions regarding the size or dimensions of the image, but we recommend 50px by 175px. Supported image formats include bmp, gif, jpg, png, ico, webp.

- b) Upload browser icon  
*Click on your current browser icon, or on "upload browser icon" to upload a new icon.*

This will show in your browser's tab. There are no restrictions regarding the size or dimensions of the image, but we recommend a 32x32 or 16x16 image in .ico format. Supported image formats include bmp, gif, jpg, png, ico, webp.

- c) "Title in tab" changes the text in the browser tab.
- d) "Meta description" changes the description of the page under the "description" meta tag in the HTML header.
- e) "Meta keywords" changes the keywords for the page under the "keywords" meta tag in the HTML header.

- f) Colours of the reseller site: the fields that control these colours are in the "Reseller section".

*Use the Reset Colors button if you want to start over with the colours.*

Figure 3 - Reseller skinning features

Furthermore, see table 1 on the next page to view the fields that control the different elements in the reseller panel.

Table 1: Controls on the Reseller panel		
Name	Description	Result
Text, edges and small icons	Changes all text colour on the reseller panel.	
General background	Changes the background colour of the login page to the reseller panel. If you have background pictures set, you will see this colour at image fade in/fade out.  If you have no background pictures, this colour will be the background.	No image
Input outline	Changes the border colour of input fields.	
Buttons and left pane	Changes the colour of all buttons and the left pane	
Hovering on buttons	Changes the mouse-over colour of the Save button.	

## Reskin the web client

In the "Web Client" section, you can set a different default colour design for the web client. Please see [Appendix 1: Web Client Reskinning](#) below to see the various fields that control the different elements in the web client.

## Background pictures

On the very bottom of the skinning page, you can upload your own pictures to be used as the background-slideshow for the login page to the reseller panel. These will also become the default set of images for the web client login page.

- ✓ Click on "Browse" and select the images you want to upload.
- ✓ You can see your uploaded pictures under "Current pictures". Click on the trash bin icon next to an image to remove it.
- ✓ Choose "Yes" under "Use your own background pictures" to use these images. If you choose "No", the default background images will be shown.
- ✓ Don't forget to scroll up and click "Save" to apply your changes.

### 41.5. Mail configuration

In the Mail Config menu, you have an overview of your reseller's mail configuration.

Use the radio buttons to switch between existing configurations or click on *Add Config to set up a new one*. You can also click on the name of a config to edit it.

If you are a sub-reseller of a reseller, you will also have a Provider default configuration. This is the same mail configuration that your reseller uses. You cannot change or delete this, but you can add new ones.

Adding or editing a config is done in this pop-up window:

The screenshot shows a configuration window for SMTP settings. It has two columns of input fields. The left column contains: 'Name' (dummyconfig), 'Server port' (587), 'Username' (no-reply@dummy.com), and 'Encoding' (UTF8). The right column contains: 'Server address' (dummy.address.com), 'Default sender' (no-reply@dummy.com), and 'Password' (masked with dots). Below these fields is a 'SEND TEST MAIL' button in red text. At the bottom right is a 'SAVE' button. There is also a 'Use SSL' checkbox which is checked.

Figure 4 Smtip settings

You must fill out the following fields:

- a) Name: the name of the configuration as it will appear in the Email menu (like "Provider Default").
- b) Server address: the address of your mail server.
- c) Server port: the port your mail server communicates through.
- d) Default sender: the email address that will send the system emails.
- e) Username: the username of the default sender (usually same as default sender).
- f) Password: the password of the default sender.
- g) Encoding: the type of encoding your emails will use.
- h) Use SSL: if turned on, your emails will be encrypted using SSL/TLS.

When you are finished with setting up your mail configuration, it makes sense to test it. *Type in your email address in the bottom-most text field and click on the Send Test Mail button next to it.* The system will now send you a mail using this configuration.

If everything is correct, don't forget to *click Save, and select your new config.*




**NB:** The use SSL option is not restricted to specific versions of SSL or TLS. It only requires that the mail server that you are using can communicate with your provider's server using a mutual SSL/TLS version.

Users can perform the following:

- a) change to the new mail configuration by *selecting* it. A green Success notification should appear in the top-right corner.
- b) edit any mail configuration, except the default one, by *clicking on its name in the list.*
- c) delete any mail configuration, except the default one, by *clicking on its name, then clicking the Delete button in the pop-up.*

#### 4.1.6. Billing

In the billing section, the user can download an xml which will contain information that users can use for billing.


Under My Account  -> Billing, you can download the billing information of resellers and companies under you.

You just need to select the date that you want to generate the report for, then click on "Download XML file for billing". The data in the downloaded XML file is a "snapshot" of the users and space sold and currently used by each reseller and company under you for the selected date.

Each reseller and company is described with the following elements:

- a) Name: the name of the company or reseller.
- b) ParentName: the name of the parent reseller.
- c) CreateDate: shows the date the company or reseller was created on.
- d) Type: tells you whether this entity is a company or a reseller.
- e) UsersSold: the total amount of users that were created on the company/reseller.
- f) UsersUsed: the total amount of current users on the company/reseller.
- g) UsersConfirmed: this is not currently used.
- h) SpaceSold: the total amount of storage space sold in Gigabytes.
- i) SpaceUsed: the total amount of storage space used in Gigabytes.
- j) Decommissioned: shows if the company is Deactivated or not. "False" means the company is Active, "True" means the company/reseller is Deactivated.
- k) DeleteDate: shows the date the company/reseller was deleted on. This element is empty if the company/reseller is still Active.
- l) Id: this is the ID of the company/reseller.
- m) ParentId: this is the ID of the parent reseller of this company/reseller.

#### 4.2. Manage sub-resellers


As the name suggests, the Resellers menu is used for managing your sub-resellers. To reach this page, *click on  in the left menu.*

The reseller list is broken into two parts, Activated and Deactivated. This makes it easier to see the active resellers first. To see deactivated resellers, *scroll to the bottom of the page.*

You can also use the "Filter" field to search for specific resellers. *Click on a reseller's name to see a basic overview of that reseller.*

Figure 5- Reseller details

- a) Integration: you can set the type of billing automation for this reseller.
- b) Name: you can change the name of the reseller.
- c) Reseller ID: shows the ID of the reseller.
- d) Domain: shows the domain of the reseller.
- e) Skinning allowed on this reseller: you can allow/disallow resellers to rebrand their solution.
- f) Activated: you can activate / deactivate resellers.
- g) Delete: deletes the reseller. You will need to confirm this operation.
- h) Save: saves your changes.

Notice the icon  next to the resellers. Clicking that will make you "impersonate" that reseller. This means that you will act as an administrator on their reseller site. This is to ensure that you have control over your clients and provide an easy way to troubleshoot problems related to settings.

*Click on the newly appeared yellow button at the top of the page to navigate back to your reseller*

**You have navigated to another reseller. Click here to return.** 

Figure 6 - Impersonate as a different reseller

### 4.3. Manage admins

Using the Admins menu Reseller Admins can see all the users with admin access and can create, delete or resend password/invitation emails.

Admins can create add an Admin by *pressing the “Add Admin” button*, a pop-up will appear where the user needs to fill in the name and the email address of the new admin. The user will receive an email notifying them that they are now admins on the reseller site. If the user is not a RushFiles user yet, they will also receive a password activation mail.

You are given the possibility to send a new password activation mail. In order to do this *click on the user in the list, then on Resend Invitation/Password Mail*.

To delete a user, *click on the user in the list, then on Delete*.

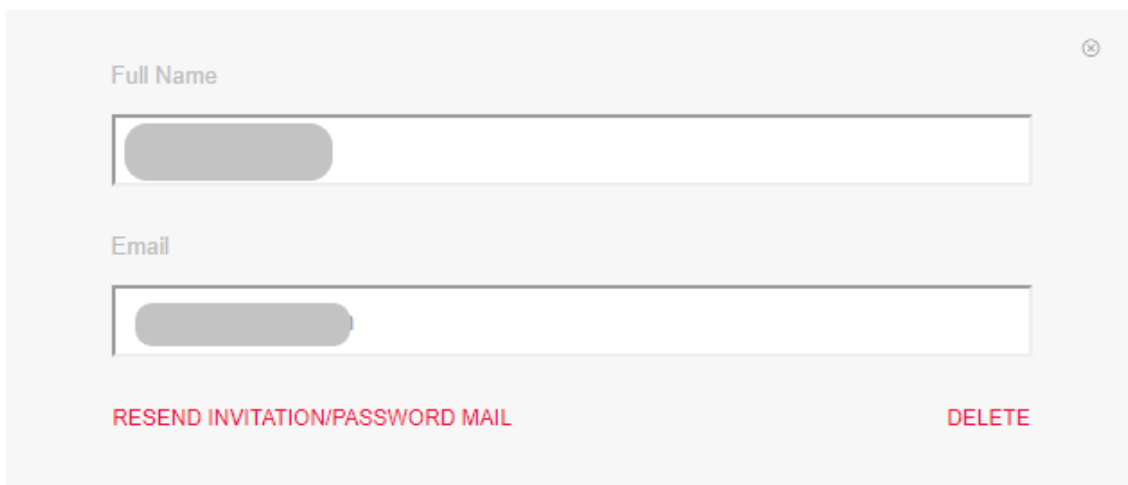


Figure 7- Edit Admin pop-up

Using the Filter text box, you are given the possibility to search for an admin by his/her name or email address.

### 4.4. Manage Ad configurations

The RushFiles service supports full AD integration through LDAP including replication of users through groups and/or organization units between RushFiles and the AD. We now also support Single Sign On (SSO) and auto arranging of users in the same groups in RushFiles and the AD.

There are two AD structures that RushFiles supports:

- 1) Multi-tenant AD's, where multiple companies (Organizational units / OU's) are present on the same AD
- 2) Single-tenant AD's, where each company has their own AD. This can be on the same location but will most likely be on multiple locations or networks.

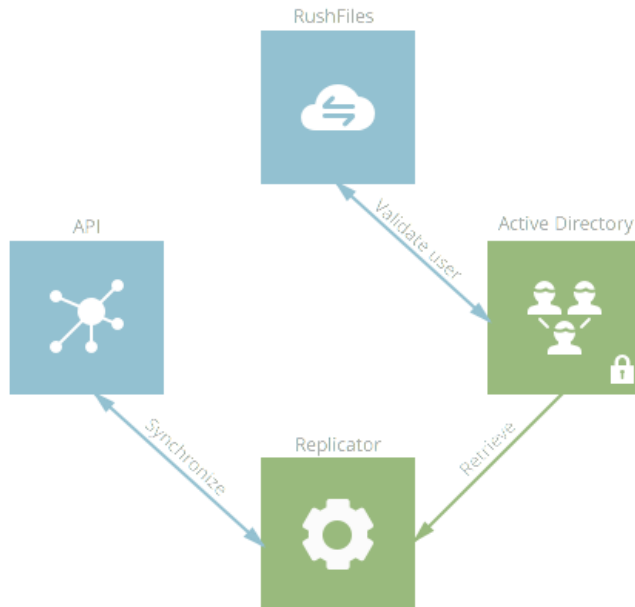


Figure 8- AD integration with RushFiles

The integration consists of 4 elements, the RushFiles API, the AD Replicator, the RushFiles system and your AD. These can be distributed on different servers depending on your installation.

The replicator is set up to a single reseller, meaning if you are a sub-reseller on the same setup, you will need your own replicator, on another server than the Setup.

These elements are connected via two steps. The AD Setup and the configuration of the company.

Basically, each AD Setup is a connection to a Domain Controller. This can then be connected to one or more companies, and specify for each of these companies which groups and/or Organization Units you wish to have replicated to the given company.

In order to set up an AD configuration, you need to access the Reseller platform and create a new AD configuration *by filling in the following fields*:



CREATE SETUP

1.

2.

3.

4.

5.

6.

7.

SAVE

Figure 9- AD setup configuration

1. Name: This is the name you wish to give the AD Setup you are about to create, for example, "RushFiles AD"
2. Validation IP: This is the IP which the server, hosting your domain master, needs to contact the AD. Typically it would be the public IP of the server that holds your AD.
3. Replicator IP: This is the IP which the server, running the RfAdReplicatorService, needs to contact the AD (this is most likely the same IP as the "Validation IP"). Typically, it would be the public IP of the server that holds your AD.
4. Domain Path: This is the general Domain Path for all companies using this AD configuration. It needs to be written like this: DC=rushfiles,DC=com if the domain path is rushfiles.com in my AD.
5. Domain: This is the domain of your solution. Example: rushfiles.com would be our Domain. Note: If you are a reseller on rushfiles.net and login to the reseller panel there, the Domain should be set to rushfiles.net.
6. Admin User: This is the login name for an AD user, which has read rights to the AD, this is used to retrieve users and groups from the AD.
7. Password: This is the password for the AD user specified in point 6.

Once you have set up an AD configuration, you can set up the connection between the AD and the company, by editing the company Active Directory Settings.

## 4.5. Manage Companies

In the Companies menu, you have an overview of all the companies under your reseller.

You can immediately see each company's status (Activated / Suspended / Deactivated) and how much of their allowed data and number of users they are currently using.

You can also Add, Edit, and Delete companies.

### 1) Add a company

- *Click on Add Account to add a new company.*
- *In the popup, you'll need to give a name to the company, specify the email address of the first admin user, and specify the maximum storage and users the company can have.*
- *Click on Save to add this company.*

If the email address is not used with RushFiles, the admin user will receive a password mail as well. Otherwise, they will only receive the mail that notifies them of their administrator status.

### 2) Edit a company

*Click on the name of any company in the list to edit that company.*

Whenever you change something on this page, a red Save button appears at the top of the page. *Click on this to apply your changes or click on Refresh to cancel them.*

#### 2a) Edit account

- Status: Activate / Suspend / Deactivate the company.
- Name: Change the name of the company.
- Max storage: Change the maximum storage for the company (Gigabytes).
- Max users: Change the maximum users for the company.
- Max days and Max versions: Change the history settings of the company.
- Reseller admin as company admin: If set to Yes, then the user you are currently logged in with will be added as an admin user of the company.
- Enable hard limit on storage: If set to Yes, users in the company will not be able to upload anymore once they hit the limit in "Max storage". If set to No, they will only receive notifications, but will still be able to upload.
- Enable hard limit on users: If set to Yes, no more users can be added to the company once they hit the limit in "Max users".
- Freeze minimum: If set to Yes, then the company will not be able to change their history settings (Max days / Max versions).

2b) **Storage** gives you an overview of the company's data and user usage.

2c) **Skimming** you can allow the company to use skinning and see their subdomain.

2d) **Active Directory Settings** is used to set up the company with AD Integration.

### 3) Delete a company

- *Select the company in the list to edit it.*
- *Click the Delete button in the top bar.*
- *Confirm or cancel the deletion.*

## 4.6. Manage Email Template

Using the Email Template section, the reseller can customize emails that are sent by the system for your reseller.

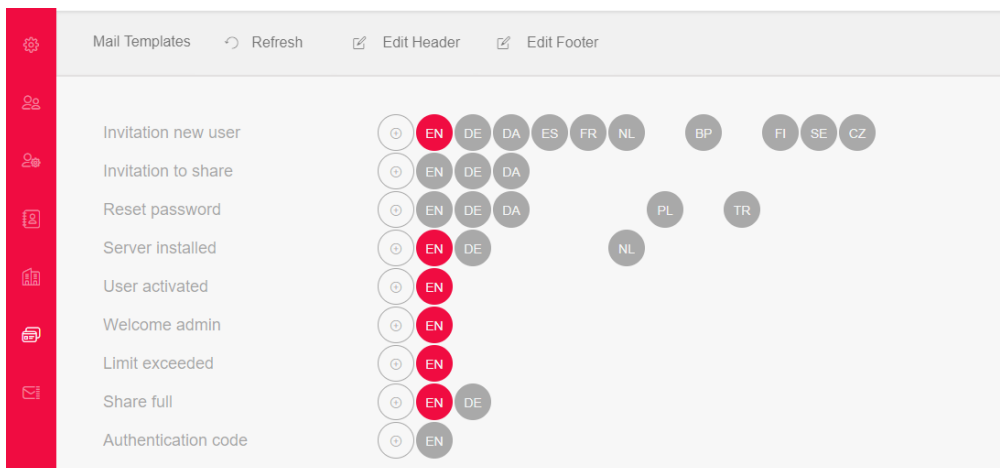


Figure 10- Defined Email Templates

The reseller can add email templates in several languages and edit the content of the mail using our RichText Editor.

The user can save the changes as a draft and can publish the changes later. The user is also given the possibility to send a test mail before publishing the changes made.

Invitation new user

**Draft** ☐ Published

Required tags: [\$ActivationLink]

Subject: Activate your RushFiles account and start sharing !

Body

**RushFiles**  
Securely share your data

**Step 1**  
Click to activate your account

**Step 2**  
Download RushFiles app

send test mail

**SAVE**

Figure 11- Email Template RichText Editor

#### 4.7. View Mail Logs

In the mail log menu, you have an overview of all the emails that have been sent by all sub resellers and companies under you.

Mail Log Refresh

Show for: 7 days Search recipient FILTER

Date	Email	Recipient	Status
5/6/2019 11:44:23 AM	Invitation to share		Delivered
5/6/2019 11:37:22 AM	Invitation to share		Delivered
5/6/2019 12:35:19 PM	Invitation to share		Delivered

Figure 12- Email Log sample

The following information is shown for each email:

- Date: the date the email was sent.
- Email: the type of email.
- Recipient: the email address of the recipient.
- Status: the status of the mail - Delivered/failed

The user has the option of searching and filtering the email logs:

- Type in the email of the user you want to search for in the "Search recipient" field. The list will be narrowed with each letter you type in.
- Click on Filter to filter for Email type, and delivery Status.
- Click on Filter, then Reset to reset the filter.
- Control how far back in time you want to search for emails with the dropdown menu next to "Show for". The default setting is 7 days.

## 5. WEB CLIENT

The web client is a web application where you can log in with your RushFiles credentials. It allows you to access your files from anywhere, without installing anything on your device.

When you are created as a user for the first time, you will use this client to set up your password. You can also request a password reset here in case you need to set up a new one.

Your RushFiles reseller has provided you with the web address needed to access the web client. If you need help finding it, contact your RushFiles reseller.

### 5.1. Features

You can do everything that you can do in our desktop and mobile apps, and even more! Once you've logged in, you will be presented with the Share List menu. This is where you can upload, download, and work with your files within the Shares that you have access to.

#### 5.1.1. Share operations

Once you are logged in to the Web Client, you will be presented with the Share List by default. This menu lists all the shares that you have access to, and this is where you can manage the files you have uploaded to the RushFiles cloud.

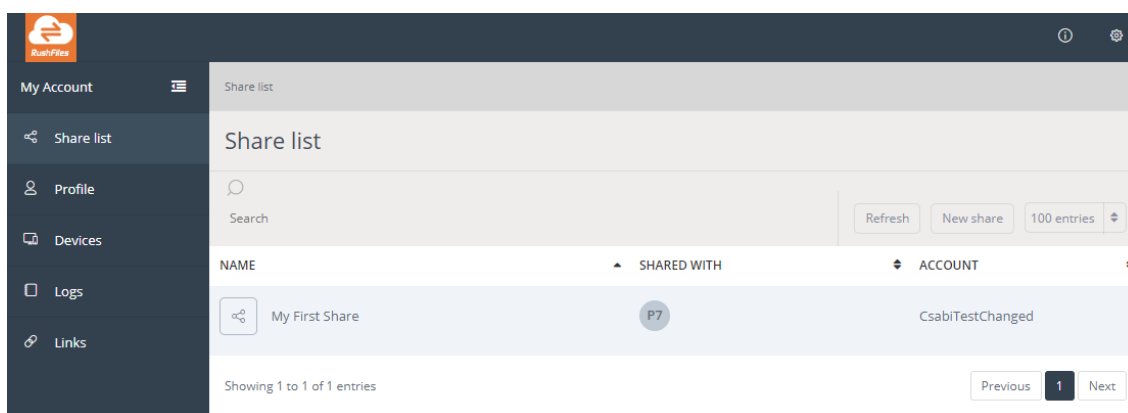


Figure 13 - Share list

If you are on a different page, *click on Share list in the left menu*. You will see all the shares you have access to (Name), along with who has access to them (Shared with), and which company they belong to (Account).

If you want to create a share, *click on the New Share option*. A dialog opens, where you can set the name, and type of the Share. When you are done, *click on Save*. You will notice that you are taken directly to the Edit share menu. We will look at this menu later. Now, *click on the Share list in the left menu again*.



**NB:** Share creation is restricted by the rights based on your role in the company (Admin, Internal or External). See sections [3.1. Users and Roles](#). Contact your company administrator to receive the rights to create shares.

If your user is part of multiple companies that use RushFiles, you will need to choose the company you want to create your share on.

*Click on the row of one of the shares in the Share List to see the Share options menu for that share.* The selected share's row will be highlighted with a different colour when you do so, and the Share options menu will be shown next to the search bar.

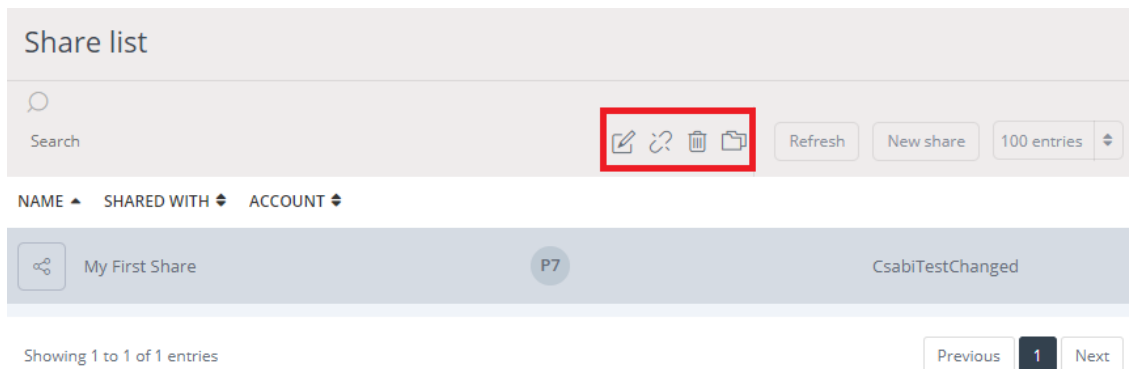


Figure 14- Share list operations

### Operations on Shares

- a) Edit share brings up the Edit share window.
- b) Remove me from share removes your user from that share so you will not see it anymore.
- c) Delete deletes the share. You can only do this if you are the owner of the share or administrator of the company. Only delete the share if you are 100% sure that you want to do it. Deleted shares cannot be recovered normally. Deleting your share will delete all data stored in it. If you have deleted a share with data that you want back, contact your RushFiles reseller for help immediately.
- d) Storage shows you the amount of data stored in the share. If you hover your cursor over the little info icons, you can see what they mean.

### Operations on Folders and Files

In the Share list menu, *click on the name of one of your shares*. This will show you the folders and files stored in that share. The menu changes slightly, giving you some more options.

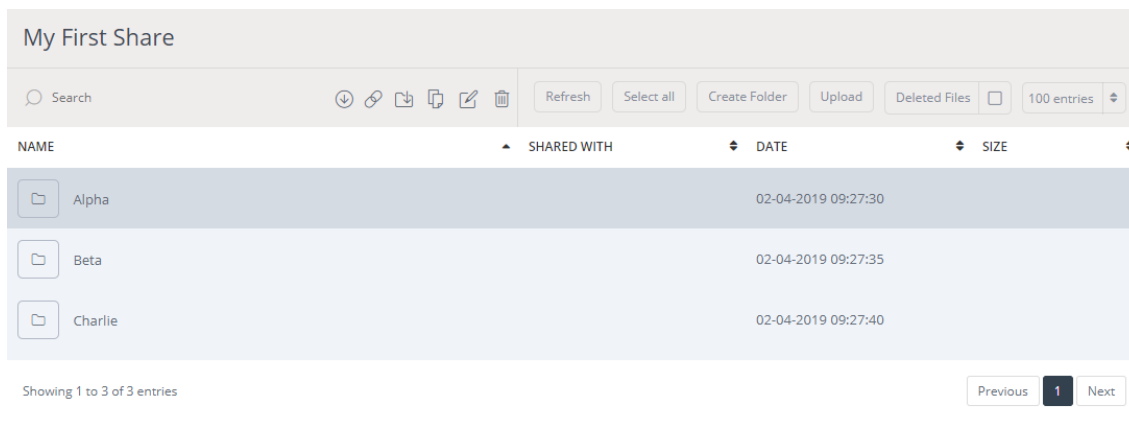


Figure 15- Operations inside a share

You can create a folder by **clicking Create Folder**. When you click it, a dialog window will pop-up where you can set the name of the Share. When you are done naming it, **press Save**.

**Refresh** will refresh your view so that you can see the remote changes more quickly.

**Select all** will select all the files and folders on the current page.

**Deleted Files** will show you all the files under the current path that have been deleted and can be recovered.

You can see 100 entries per page by default. You can change it by clicking on 100 entries. Possible values are 10, 25, 50, and 100.



**NB:** You can't upload folders with Upload. It will instead upload every single file under that folder, including files under sub-folders, without the folder structure.

### Folder options

Select one of your folders by clicking on its row. Notice that the selected folder is highlighted, and the folder options menu is visible.

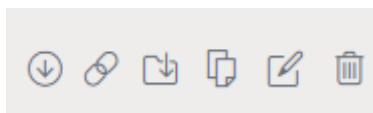


Figure 16- Folder options

- a) **Download** downloads the folder with all its content and the folder structure intact to your machine.
- b) **Create public link** creates a public link to the folder.
- c) **Move** moves your folder with all its content and the folder structure intact to a different path on the same share



- d) **Copy** copies your folder with all its content and the folder structure intact to a different path on any share where you have Write rights.
- e) **Rename** renames your folder.
- f) **Delete** deletes your folder.
- g) **Clicking on a folder's name** enters that folder.

### File options

*Click on the row of a file to bring up the file options menu.* Notice that all the options available to folders are available to files as well. There are a few operations that are exclusive to files, however, and these are highlighted on the image below.



Figure 17- File options

### These includes:

- a) **Preview** shows you a preview of the file. The preview will open in a new tab. You can also download the file in preview mode, by pressing the download icon in the top-right corner. If your company has Office Online integration enabled, you can even edit Office files in preview mode by clicking Edit in the browser.
- b) **Lock file** locks the file. While a file is locked, only the user that locked the file will be able to make changes to it. Other users will be forced to make a copy of the file if they attempt to edit it. A locked file will have a small lock overlay on their icon. To unlock it, choose the file again, and click the same icon. Only the user that locked the file or a company administrator is able to unlock it.

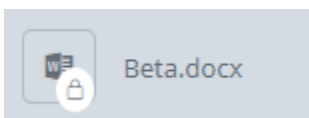


Figure 18- Locked file

- c) **History** shows you what operations happened to the file since it was uploaded to RushFiles. You can even recover earlier versions by selecting the right version and clicking Start recovery.

Beta.docx			
<div> <div>Search</div> <div> <div></div> <div>Select all</div> <div>Refresh</div> <div>100 entries</div> </div> </div>			
ACTIONS	DATE	SIZE	EMAIL
Renamed	4/4/2019 9:23:18 AM	15.0 KB	p787528@nwytg.net
Updated	4/4/2019 9:23:11 AM	15.0 KB	p787528@nwytg.net
Renamed	4/4/2019 9:22:49 AM	15.0 KB	p787528@nwytg.net
Renamed	4/4/2019 9:22:30 AM	15.0 KB	p787528@nwytg.net
Updated	4/4/2019 9:22:04 AM	15.0 KB	p787528@nwytg.net
Created	4/2/2019 9:58:31 AM	14.8 KB	p787528@nwytg.net

Showing 1 to 6 of 6 entries

Previous 1 Next

Figure 19 - File history

Your recovered version will not overwrite the current version. Instead, you will get copies with "(recover <time of recovery in GMT>)" attached to the file name.

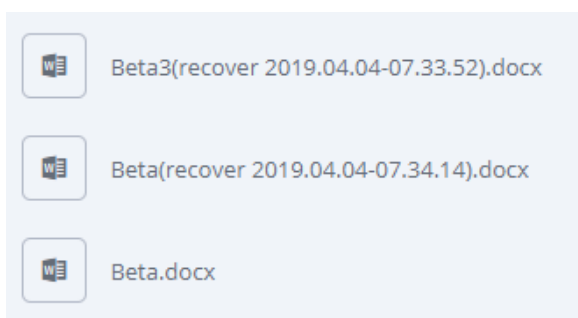


Figure 20- Recovered files



**NB:** History files are deleted first based on a company-wide setting. If you are not sure how many previous versions are kept and for how long, contact your company administrator.

### Deleted File Option

If you click on the Deleted Files option, you will see all the files and folders that have been deleted in the folder, along with the date and time of the deletion. These files will have a little trashcan icon overlay that shows that they are deleted.

Alpha			
<div> <div>Search</div> <div> <div></div> <div>Refresh</div> <div>Select all</div> <div>Create Folder</div> <div>Upload</div> <div>Deleted Files</div> </div> </div>			
NAME	SHARED WITH	DATE	SIZE
Echo		04-04-2019 10:27:11	
Beta3(recover 2019.04.04-07.33.52).docx		04-04-2019 09:22:08	15.0 KB
Beta(recover 2019.04.04-07.34.14).docx		04-04-2019 09:22:08	15.0 KB

Figure 21- Deleted Files

To recover a deleted file, **select it, and click on Undelete**. A dialog will appear, where you need to confirm the recovery of the version.

To permanently delete a file, *select it, and click on Delete permanently*. Again, you will need to confirm this operation in the newly appeared dialogue.

*Click on Deleted Files again to leave the deleted files view.*



Important! Delete permanently will completely and irrevocably delete the file, so only do it if you are certain that you no longer need the file!

### Search function

You can find your files easier with the search function. *Click on the search bar and start typing your query*. Relevant files will be filtered automatically as you type the query.

The search function looks up all the attributes you can see in the file/folder view.

These are File Name, Date, and Size.

Example: I want to search for a file, but don't remember its name. I know it was last edited on April 4th, 2019. I start typing 04-04-2019, and I see fewer and fewer files as irrelevant ones are continuously filtered out. In the end, I only see files that were last edited on the date I've queried.

### Invite users to my share

You can invite users to your share by going to the Share List, *right-clicking the share you want to invite users to and Choose Edit Share*. This will bring you to another menu.

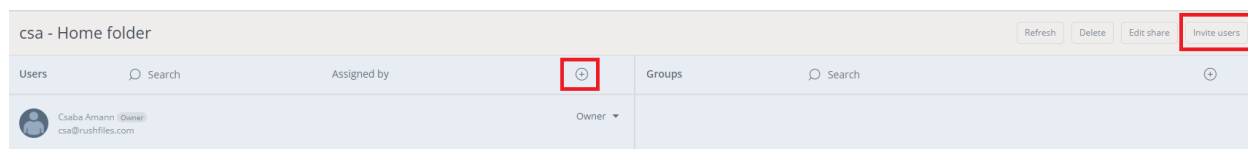




Figure 22- Invite to Share

With the  button in the Users section, you can invite users that are already part of your company.

With the  button in the Groups section, you can invite user groups that were made on your company.

With the **Invite users** button, you can invite users that are not yet users on your company.



NB: You can only add/invite users to a share if you are an Owner of the share or an Administrator of the company. When you add a user, you need to choose their rights to the share (Owner/Write/Read).

### Creating sub-Shares

You can invite users to only specific files or folders on the share by creating a sub-folder Share. This will make it visible among "normal" shares in the Share List menu. Here, you can invite users to it the same way you do for a "normal" share.

To share your folder, navigate to the folder, right-click it, and select **Share folder as**. Type in a name for this share, or use the default one. Click Save when you are done with naming it. Now, you can access the sub-folder share either directly from the Share List menu, or from inside the folder structure.



**NB:** Only the share owners can use this function.

### 5.1.2. Profile information

When you are created as a user, your administrator can only set your Email address, and your User name. You might want to make other information about you more easily accessible to those that you are collaborating with. You might also want to upload a profile picture so it is easier to identify you at a glance. You can do both of these in the profile page. To get here, [click on the Profile in the left menu of the web client](#).

Profile

Last Login 08-10-2019 Domain rushfiles.net Company RushFilesTest

TEST

Test Person

Full Name  
Test Person

Title  
Tester

Phone  
+45 12 34 56 78

Save

Figure 23- Profile

On this page, the user can update their information, change their Full Name, Title, Phone number or upload a profile picture. The user can also see their Last Login date, their Domain, and their main Company.

### 5.1.3. Devices

Every time your user logs into RushFiles from a new device or client, it is logged on our servers. You can see these in the Devices menu. To get here, *click on Devices in the left menu.*

You can see the name of the device (Name), the last login time from that device (Last Login), the country of login (Country), and if the device is active or blocked (Status).

The user can block a device from connecting with your credentials. To do this *click on the device, Click the little  button that appears next to the Refresh button. Click Yes in the newly appeared pop-up to confirm the device block, or No to cancel it.*

### 5.1.4. Logs

The Logs menu allows you to see every single login attempt with your credentials for a given date. By default, the date filter is set to "today". To change, *click on the date next to Refresh, and choose the desired date.*

You can see the time of the login attempt (Time), the device/client (Device Type), the country of login (Country), and the IP address the login was attempted from (IP).

### 5.1.5. Public Links

You can see all Public Links that you have created under Links in the left menu.

You can see the name of the file/folder that was shared in the link (Name), the file/folder's path (Path), the link's expiration date (Expiration Date), if the link is password protected (Protected), and the date the link was created on (Create Date).

The user can perform the following:

- Edit the personal message, the password, and the expiration date of the Public Link by *right-clicking the link, and choosing Edit public link.*
- Copy the URL of the Public Link again by *right-clicking it and choosing Copy link.*
- Delete the Public Link by *right-clicking it and choosing Delete.*

### 5.1.5. Creating a Public Link

When the user wants to create a public link to a file he/she must first identify the file and then select the "Create public link" file option.

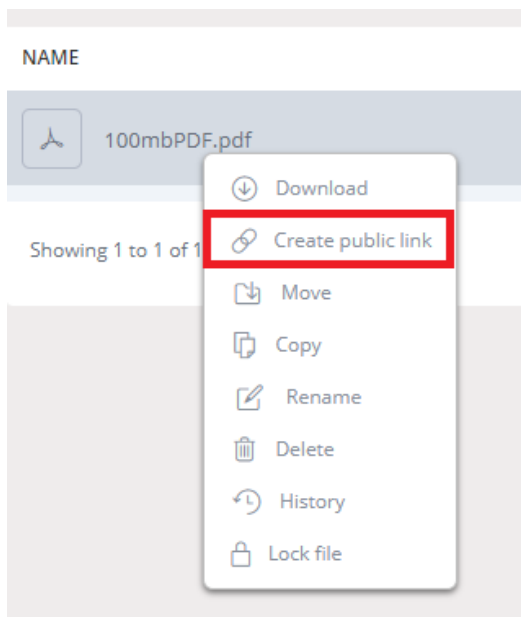


Figure 24- Creating a public link

A pop-up will appear where the user can set a message, a password in order to protect the content, and the expiration date for the link.

Figure 25- Create public link

After pressing save, a URL will be shown, which can be sent to the persons you want to access your link.

## 5.2. Administration features

If you are an admin user of a company, you automatically have access to the Company Administrator Dashboard in the web client.

Simply log in to the web client with your administrator credentials, and you'll see the options under Administration in the left menu.

As the name implies, this dashboard gives you control over the users, shares, and settings of your company.

Here's an overview of what you can do in each menu:

- **Account** lets you change company-wide settings such as the mail language, office integration, file history settings, etc.
- **Share** lets you manage user access and rights to shares.
- **Group** lets you create and manage user groups.
- **User** lets you create and manage users.
- **Settings** allow you to manage your company's email settings, templates, and to see the mail log.
- **Design** (Skinning) allows you to rebrand the web-client under a sub-domain if it is allowed by your reseller.
- **Reports** give you an overview of user activity based on different filters.
- **Restore history** helps you recover your files that have been encrypted by ransomware.



NB: If you are an administrator of multiple companies, you must choose which company you want to administer. Your current company is shown next to the settings button in the top-right corner. Click on the company name to switch to another one.

### 5.2.1. Account settings

The Account page is used to control company-wide settings and monitor data usage. These include Account defaults, Encryption settings, Public link settings, History settings, Office Online integration, Mail language and Capacity. Whenever you make changes on this page, you need to apply them by pressing the big **Save** button in the bottom-right corner.

#### 1. Account defaults

- ✓ *Allow users to create shares:* If set to enabled, **Internal users** can create shares. External users can never create new shares, while Admin users are always allowed.

- ✓ *Create a share when a user is created:* If set to enabled, a default "private" share will be created for every new user, who will automatically be the owner of this share.
- ✓ *Default share name:* This is the naming template for the default share that is created if the previous option is enabled. See the examples and presets below this option on how to use placeholder values.

## 2. Encryption settings

With RushFiles, all your uploaded data is automatically encrypted using the 256-bit version of AES, with a generated private key. This means that your data is protected by default. If you want your data to be encrypted using your own encryption key, [click on Change account key and fill out the fields](#).

**Make sure that you save a copy of it since we cannot assist with lost encryption keys.** If it is the first time you set this, leave the *Old key* field blank. For all subsequent changes, you will need to provide the *Old key* as well. There are no requirements for the format or length of the key.



We do not recommend changing this setting. If you change the encryption key, it is your responsibility to save it. We cannot help you if you lose or forget your key.

## 3. Public link settings

This section controls the default and maximum *Expiry date* values for public links.

- ✓ *Choose a value from the drop-down just below Expiry date to set the default value to be used.*
- ✓ *Enable the Set as maximum time option if you want this to become the company-wide maximum value.*

## 4. History settings

You can control how many versions of a file will be saved, and for how long older versions of a file will be saved.

This setting is constrained by your reseller's history settings. This means that your company can never set a value that is lower (fewer versions/days) than that of your resellers.

Example:

- ✓ Max days is set to 30. Max versions are set to 30.
- ✓ I save a file on RushFiles - this is version 1 and the current version.
- ✓ If I don't modify this file, then it will never be deleted.
- ✓ Now, I edit the file, which becomes version 2, while version 1 is moved to the file's history.
- ✓ Version 1 will be deleted if 30 days pass OR I edit and save the file 30 more times, whichever happens first.





We do not recommend going below 30 days and 30 versions in case you need to restore your data

## 5. Office Online integration

When turned on, you can **edit Microsoft Office documents** directly in the web client by previewing the file and clicking Edit in the browser.

When turned off, you can only preview these in the web client, and you must work with these files in the desktop client.



**NB:** Documents edited through Office Online are transferred to an Office 365 cloud outside the RushFiles environment. The files are returned to their location and encryption state once editing ends. Documents with old Office formats, like .doc, will first be copied and converted to the newer .docx format. After editing ends, you will have both the original .doc and the edited .docx file. The edited file will have "-converted" added to the file name. This applies to all old Office formats. Learn more about supported file sizes in Office Online [here](https://wopi.readthedocs.io/en/latest/faq/file_sizes.html) [https://wopi.readthedocs.io/en/latest/faq/file\\_sizes.html](https://wopi.readthedocs.io/en/latest/faq/file_sizes.html)

## 6. Mail language

You can change the language of the emails that your company sends through RushFiles. Click on the currently set language to change to a different one.



**NB:** After changing the mail language in *Account*, you must create mail templates for this language under *Settings -> Templates*, by clicking on one of the "+" buttons and saving that template.

## 7. Capacity

Under the capacity tab, you can see an overview of the amount of data and users your company is using, and how close you are to hitting your limit.

- ✓ The very first line shows your overall data usage.
- ✓ Storage used on files shows how much data capacity is used on current files.
- ✓ Storage used on deleted files shows how much data capacity is used on deleted files.
- ✓ Storage used on history files shows how much data capacity is used on previous versions files.
- ✓ Users tells you how many users you have out of the maximum allowed for you.

### 5.2.2. Shares

The Share menu is used to manage all the shares in your company.

As an administrator, you have total control over all the shares in your company, even those that your user is not added to.

- *Click on New share to create a share.* You need to give a name and a type to your share.
- *Click on any of the shares to access that share's edit menu.*

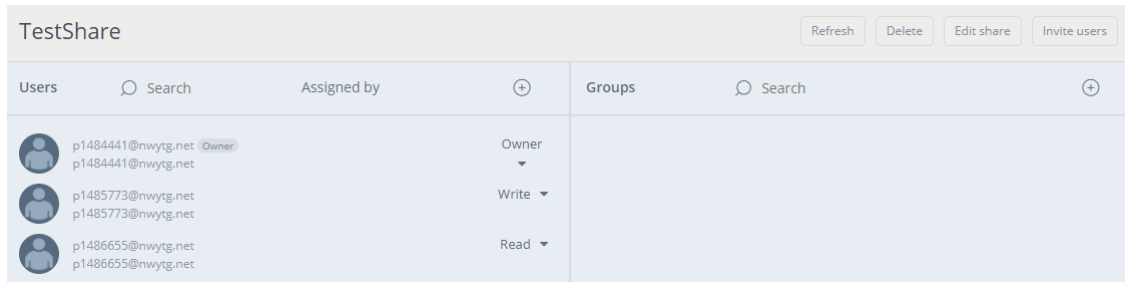


Figure 26- Edit Share

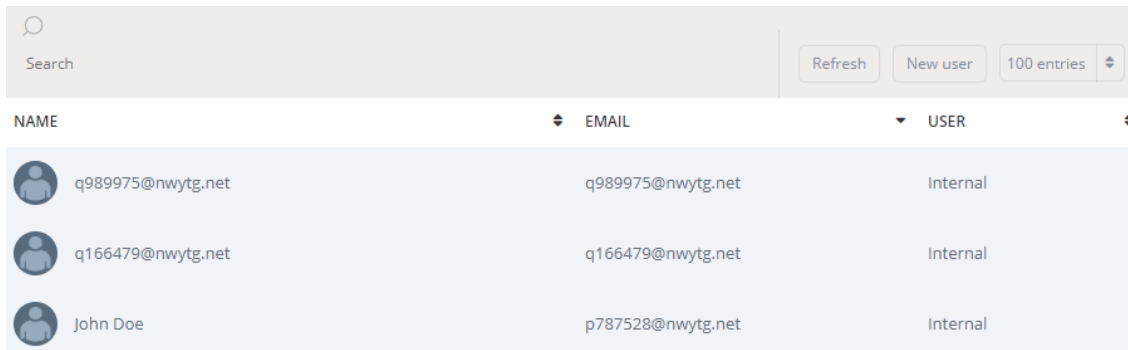
Here, admins can perform the following actions:

- Add users that are already in your company's user list to this share by clicking the plus button on the left side.
- Add users that are not yet in your company's user list to this share by clicking on Invite users. Users invited this way will always be External users.
- Add user groups to this share by clicking on the button on the right side.
- Edit the share name and share type by clicking on the Edit share button.
- Delete the share by clicking on the Delete button.
- Change the rights of users by clicking on their current role (Owner/Write/Read).

### 5.2.3. Users

The company administrator has the right to administer users within a company.

Under the user menu, the administrator will see the list of users in a grid containing their Name, Email and User type.






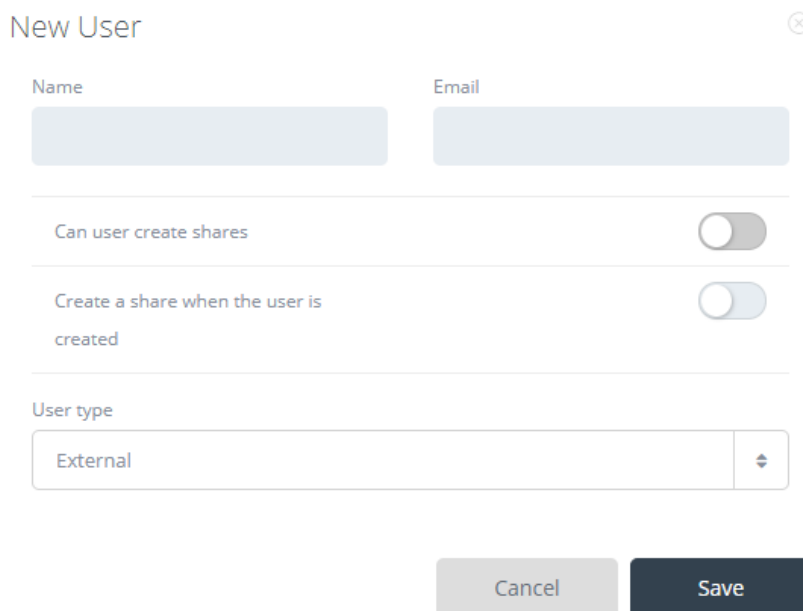
NAME	EMAIL	USER
 q989975@nwytg.net	q989975@nwytg.net	Internal
 q166479@nwytg.net	q166479@nwytg.net	Internal
 John Doe	p787528@nwytg.net	Internal

Figure 27- List of users

The user has the possibility to search for a user using the “Search” text box located in the upper part of the users’ grid.

Admins can create new users, by *clicking the “New user” button* in the upper right corner of the Users grid.



New User

Name

Email

Can user create shares ☐

Create a share when the user is created ☐

User type  
External

Cancel Save

Figure 28-New user pop-up

When creating a new user, you will need to set the name and email of the user, along with the user type. After the user is created, an email is automatically sent to this email address with a link to set a password. After you create a user, you will be taken to its Edit user menu. *Click on a user to access its Edit user menu.*

Figure 29- Edit User

In the Edit user's menu, the administrator can perform the following:

- a) Allow or disallow the user to create shares by turning Can user create shares on or off.
- b) Change the type of the user.
- c) Request a new password reset email for the user by clicking Resend invitation/password mail.
- d) Delete the user by clicking Delete.
- e) Add the user to Shares by clicking on Shares and then on the plus button.
- f) Remove the user from Shares by clicking on the user's current rights (Owner/Write/Read) and choosing Remove.
- g) Change the user's rights to Shares with the previous method but choosing any of (Owner/Write/Read) instead of Remove.
- h) Add the user to Groups by clicking on Groups and then on the plus button.
- i) Remove the user from Groups by clicking on Groups and then on the attach button next to the group.

#### 5.2.4. Groups

The company administrator can manage user Groups and can perform group operations such as: create a new user group, edit a user group by adding users to the group, add Share access rights for a user group or delete a group.




TestGroup		Refresh	Edit group	Delete
Users	Search	+		
 John Doe		?		
 q989975@nwytg.net		?		
Shares		Search	+	
 TestShare			Write ▼	

Figure 30- Edit Group

Here, you can:

- Add users to the group by *clicking the add button in the Users column.*
- Remove a user from the group by *clicking the attach button next to the user.*
- Add this group to shares by *clicking the button add in the Shares column.*
- Remove this group from shares by *clicking on Write or Read in the share's row and choosing Remove.*
- Changes this group's rights to a share by *clicking on Write or Read in the share's row and choosing the rights you want to assign.*
- Change the name of the group by *clicking on the Edit group button*
- Delete the group by *clicking on Delete.*



**NB:** You can only assign Read or Write rights to user groups for a share.

If both your individual user and a group that your user is part of are added to the same Share, you will always have the same rights to the share as your group, unless you are an owner of the share. Then you will retain your owner rights.

### 5.2.5. Settings

In the *Settings* menu, you can change/add mail configurations, see the mail log of your company, and edit/create mail templates for different languages.

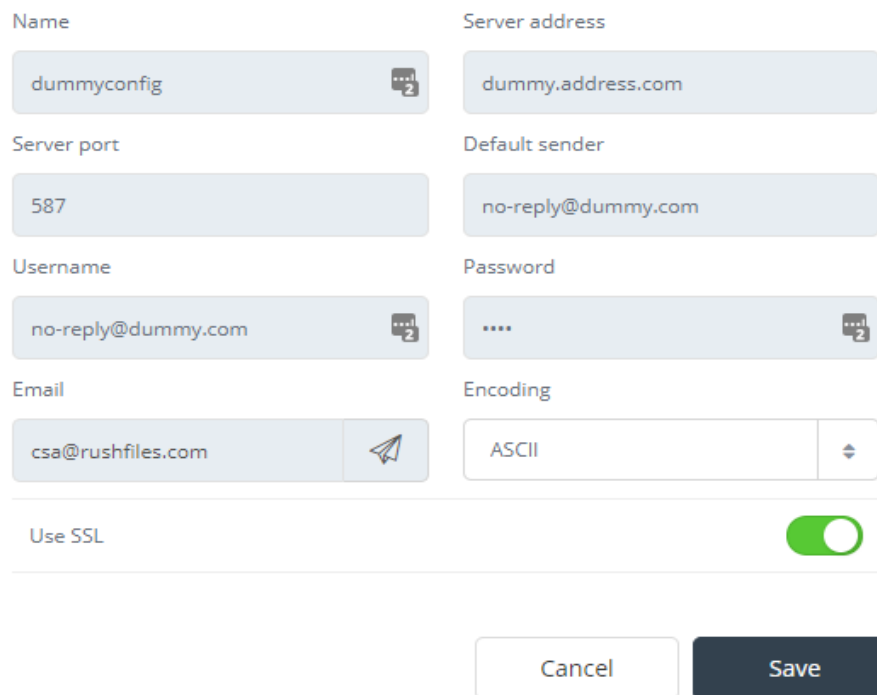
#### 1. Email

In the Email menu, you have an overview of your company's mail configuration.

The "Provider default" config is enabled by default. This is the mail configuration of your reseller, and they are responsible for it. This configuration can never be deleted or edited.

If you have your own mail server and wish to configure RushFiles to use it, you need to *click on Add Config*. This will show a new pop-up:

## Mail Server Configuration



The form is titled "Mail Server Configuration" and contains several input fields and a toggle switch. The fields are arranged in two columns. The first column contains "Name" (dummyconfig), "Server port" (587), "Username" (no-reply@dummy.com), and "Email" (csa@rushfiles.com). The second column contains "Server address" (dummy.address.com), "Default sender" (no-reply@dummy.com), "Password" (masked with dots), and "Encoding" (ASCII). At the bottom, there is a "Use SSL" toggle switch which is turned on. Below the form are "Cancel" and "Save" buttons.

Name	Server address
dummyconfig	dummy.address.com
Server port	Default sender
587	no-reply@dummy.com
Username	Password
no-reply@dummy.com	....
Email	Encoding
csa@rushfiles.com	ASCII
Use SSL <input checked="" type="checkbox"/>	
<div>Cancel Save</div>	

Figure 31- Smtplib settings

You must fill out the following fields:

**Name:** the name of the configuration as it will appear in the Email menu (like "Provider Default").

**Server address:** the address of your mail server.

**Server port:** the port your mail server communicates through.

**Default sender:** the email address that will send the system emails.

**Username:** the username of the default sender (usually same as default sender).

**Password:** the password of the default sender.




**Email:** this is not required, but you can send a test mail using the configuration to this email address (auto-filled with your currently logged-in user's email address) by pressing the button.

**Encoding:** the type of encoding your emails will use.

**Use SSL:** if turned on, your emails will be encrypted using SSL/TLS.



**NB:** The use SSL option is not restricted to specific versions of SSL or TLS. It only requires that the mail server that you are using can communicate with your provider's server using a mutual SSL/TLS version

- ✓ You can change to the new mail configuration by selecting it in the list, and then clicking the  button.
- ✓ You can edit any mail config, except the default one, by selecting it in the list, and then clicking the  button.
- ✓ You can delete any mail config, except the default one, by selecting it in the list, and then clicking the  button.

## 2. Logs

Here, you have an overview of all the emails that have been sent by your company.

The columns mean the following:

Date: the date the email was sent.

Email: the type of email. See templates.

Recipient: the email address of the recipient.

Status: the delivery status of the mail.



**NB:** You can also filter the results by how far back you want to see the mail log (7, 14, 30, 60 days, or all). You might want to use this option depending on how busy your mailing system is. Lastly, you can also search for specific users or mail types using the Search bar.

## 3. Templates

In the Templates menu, you can freely edit the template of each email type for several languages.

### 3.a Email types

Invitation new user sent to users when they are created as a user in RushFiles for the first time.

This email contains a link for setting up a password for the user.

Invitation to share sent to users when they are added to a Share.

Reset password sent to users when they request a password reset link, or the Resend invitation/password mail option is used.

Welcome admin is sent to users that have been assigned as an administrator.

Limit exceeded is sent to admin users when their amount of data/number of users has reached a certain percentage (80%, 100%, 120%) of the limit set by the reseller.



The templates "Server installed", "User activated", "Share Full", and "Authentication Code" is not used, so you can entirely skip customizing them.


### 3.b Edit templates

To edit a template, *click on the language code in the circle* (EN, DE, NL, etc.)

This shows you the template that is set for the given **email type** in the given language.

*See the alphabets in the diagram below and the following descriptions*

**A.** Edit the Subject content to change the subject field of the email.

**B.** Use the  button under Send test mail to send a test email to the given email address.

**C.** Switch between Draft and Published to enable or disable the usage of this template. If your template is only a draft, your reseller's default template for the given language will be used.


**D.** There is information that the email must contain, depending on the template. These are listed under Required tags. Just *click on the tag you want to add, and it will be placed in*



*the template*. Missing tags are shown with the standard font-weight, while tags that are already in the template are displayed lighter. If you have missing tags, you can't publish the template and it will not be used.

E. Use the text editor to edit the template. Press  **Source** to edit in HTML form. Press  *button* to preview your mail.


F. Press Save to save your changes.


 **NB:** If you want, you can also edit the footer and the header of the email separately by pressing Edit footer / Edit Header. The editor works the same way as for the templates. The footer and header are not particular to an email type, nor to a language so they will be included in every single email you send. If you don't want a separate footer/header for your emails, leave these blank, and press save. To test your headers and footers, send a test mail with any of your existing templates.

### 3.c Add templates for a different language

By default, you will only have English templates available.

To add more languages:

- ✓ *Go to **Account*** and set the Mail language to the language you want to add.
- ✓ *Come back to **Settings -> Templates*** and *click on one of the*  *buttons.*
- ✓ *Save the template that pops up.*
- ✓ Notice that you now have access to templates in this language.
- ✓ *Click on the corresponding language circle to edit these templates until you are satisfied.* Don't forget to save and publish them.
- ✓ The mails will now be sent in the language you've set in "Mail language" using the templates you have just made for that language.

 **NB:** The template you receive this way might be in English by default. This is because the default template is copied from your reseller's templates, and they might have not set one for the language you are using. This is not a problem; you can still customize it any way you want. Changing mail language under Account / Mail language will not remove templates for added languages.

#### 5.2.6. Design

You can rebrand the design of the web client by *going to Design -> Skinning as an administrator*.

Your reseller must enable the option for you to reskin the web client. If you are not allowed to set skinning, but you want to, contact your reseller.

Below are the functions that each button performs on this page for you to plan your skinning beforehand.

### 1. Setting a subdomain

Before your skinning is applied to the client, you must choose a subdomain for your company. The subdomain must be unique to the domain and can consist of numbers 0-9 and lowercase letters: az.

Your users should use the new subdomain for logging in afterwards. For example, I set my subdomain to "alpha". My domain is rushfiles.net. I will now use alpha.rushfiles.net to reach my reskinned web client.



**NB:** If you include special characters in the subdomain, you won't be able to access it.

### 2. Browser metadata

You can upload a new browser tab picture by *clicking on the*  *button under Upload browser icon.*

Simply choose an image from your machine, and it will be uploaded right away.



**NB:** Supported image formats: bmp, gif, jpg, png, ico, webp. There is no restriction regarding the dimensions or size of the image. Recommended dimensions are 32x32 or 16x16 pixels in .ico format, so the image retains transparency.

Furthermore,

Title in tab changes the title in the browser tab

Meta description changes the description of the page under the "description" meta tag in the HTML header.


Meta keywords change the keywords for the page under the "keywords" meta tag in the HTML header.

### 3. Styling

If you want to start over with your skinning, *click the Reset Colors button*. This will reset all the colours to the default ones with everything else (subdomain, uploaded images, etc.) staying the same.

Save your changes with the Save button. Colours are not applied until this button is pressed.

Upload a company logo changes the logo at the top-left corner and the login page of the web client. There are no restrictions to the size or dimension of the image, but we recommend a 50px by 175px dimension. Supported image formats: bmp, gif, jpg, png, ico, webp.

Background pictures upload your own pictures to be shown as a slideshow on the login page of your sub-domain. Use the  button to upload the pictures. There are no restrictions to the size and dimension of the image, but keep in mind that the image will be stretched to fit the browser window. Supported image formats: bmp, gif, jpg, png.

Colours customize the colours of the individual elements of the web client. Please see the table below for a detailed description of which field controls which element. The colour used in the example is #ff00ff (Magenta).

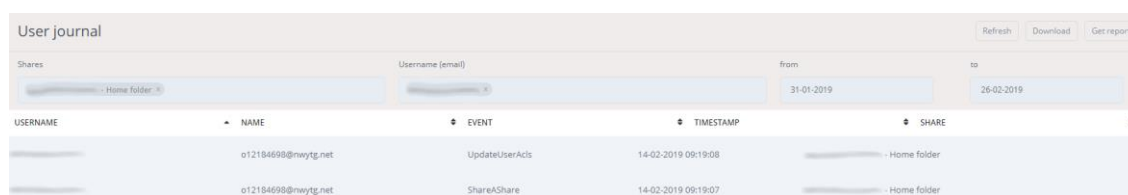
Please see [Appendix 1: Web Client Reskinning](#) below to see the various fields that control the different elements for reskinning your web client.

### 5.2.7. Reports

In the Reports menu, you have the option to generate reports of any user activity in your company with options that include: User journal, Login, File and folder events, Public folder and files.

#### 1) User Journal

- Allows the administrator to see users' activity. (Username, Name, Event, Timestamp, Share)
- There some filters in place to help narrow the search:
- Shares - the specific share of the activity.
- Username - the specific user of the activity.
- from/to - the specific dates for the activity.



USERNAME	NAME	EVENT	TIMESTAMP	SHARE
o12184698@nwytg.net		UpdateUserAcls	14-02-2019 09:19:08	- Home folder
o12184698@nwytg.net		ShareAShare	14-02-2019 09:19:07	- Home folder

Figure 32- User journal report



NB: No fields are required in the User Journal.

How to understand the report:

Username: the user that initiated the event.

Name: the user that was affected by the event.

Event: the type of event. (See below).

Timestamp: the date and time of the event.

Share: the share that the event happened on.

#### 2) Event types:

- *RemoveShareAShare*: removal of a user from a share.
- *ShareAShare*: the addition of a user to a share.
- *UpdateUserAcls*: the changing of user's rights to a share.

- *CreateAShare*: the creation of a share.

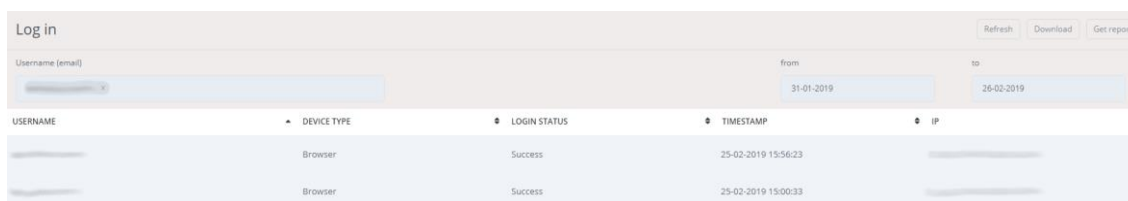
### 3) Log in

- Shows the login information of the company. (Username, Device Type, Login Status, Timestamp, IP address)

*Available filters include:*

Username - the user whose Login information you want to search for.

from/to - the specific dates you want to see login information for.



USERNAME	DEVICE TYPE	LOGIN STATUS	TIMESTAMP	IP
[redacted]	Browser	Success	25-02-2019 15:56:23	[redacted]
[redacted]	Browser	Success	25-02-2019 15:00:33	[redacted]

Figure 33- Login Report

### 3) File and folder events

Shows all file and folder events in a specific share/folder (File/Folder name, Event, Timestamp, Username).

*Available filters include:*

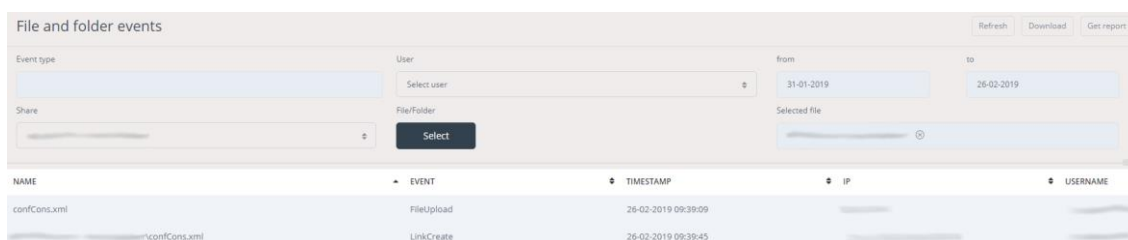
Event type - the type of event you are looking for.

User - events by the specific user.

from/to - the specific dates for the events.

Share - the share where the events happened.

After a share is chosen, *click Select under File/Folder, and select the folder you want to generate a report for.*



NAME	EVENT	TIMESTAMP	IP	USERNAME
confCons.xml	FileUpload	26-02-2019 09:39:09	[redacted]	[redacted]
confCons.xml	LinkCreate	26-02-2019 09:39:45	[redacted]	[redacted]

Figure 34- File and folder events



**NB:** Selecting a Share and a File/Folder are required.

How to understand the report:

- Name: the name of the affected file/folder.
- Event: the type of event.
- Timestamp: when the action was performed on the file
- IP: the IP that the user was logged in from when carrying out the event. (sometimes its basically localhost, sometimes it's our external IP)
- Username: the email address of the user that carried out the event.

*Event types include:*

- FileUpload: upload of files and creation of folders.
- FileDownload: download of files.
- FileRename: renaming of files.
- FileMove: moving of files. Can only be seen if the destination folder OR the moved file is chosen in File/Folder.
- FileRestore: undeletion of files.
- LinkCreate: the creation of public links.
- LinkDelete: deletion of public links.
- LinkOpen: the opening of public links.



**NB:** Folder events are also found among file events.

The following features are common for all the above reports:

Get report - *press this to generate the report in the web client.*

Download - *press this to download an .xml version of the report.*

Refresh - refreshes the page and sets all values to their defaults.

#### 4) Public folder and files

Shows all events related to public links. (File/Folder, Action (EventType), Date, IP, Username)

Available filters include:

- Event type - the type of event (Action) you are looking for.
- User - filters for the specific user.
- Will expire in - link expiration value.
- Protected - filters for link password (yes/no).
- Share - the share you want to see public link events for.

PATH	ACTION	DATE	IP	USER
- Home folder\confCons.xml	LinkCreate	26-02-2019 09:39:54		

Figure 35- Public link report

Selecting a **Share** is required.

How to understand the report:

- Path: the path to the file/folder that is in the public link.
- Action: the type of event that happened to the file/folder in the link. (See below)
- Date: the date and time of the event.
- IP: the IP of the user that carried out the event (My IP is shown twice, why?)
- User: the email address of the user that carried out the event.

Event types (Action):

- LinkCreate: the creation of a public link.
- LinkUpdate: editing of a public link.
- FileDownload: download of a file from a public link.
- LinkOpen: the opening of a link by a user.
- LinkDelete: the deletion of a link. (this one doesn't show up at all. Deleted links just don't appear.)

### 5.2.8. Restore history

If your files get encrypted by ransomware, you can use the Restore History function to restore those files to an earlier version without losing any data.





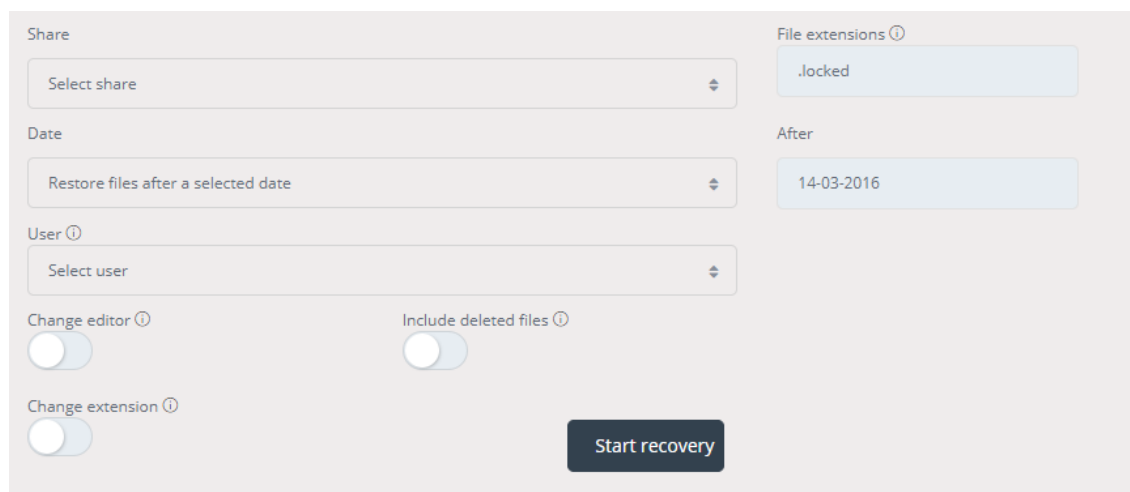
 ControlFile	15-03-2016 09:27	Tekstdokument	1 KB
 file1.locked	15-03-2016 09:27	LOCKED-fil	1 KB
 file2.locked	15-03-2016 09:27	LOCKED-fil	1 KB
 file3.locked	15-03-2016 09:27	LOCKED-fil	1 KB

Figure 36- An example of encrypted files – sample using PC Client

Below are the steps for using the tool:





1. Select the affected share under Share.
2. Select "Restore files after a selected date" under Date.
3. Under After, select a date that is before the date that the files were encrypted. In our example, the files were encrypted on 15-03-2016, therefore, we set it to 14-03-2016.
4. Type in the file extension that your files were renamed to under File extensions. In our example, it is ".locked". Don't forget the "." before the extension name.
5. Leave everything else as it is.
6. Click "Start Recovery" and approve when you are certain.



The screenshot shows a web-based interface for file recovery. It features several input fields and toggle switches. The 'Share' field has a dropdown menu with 'Select share'. The 'Date' field has a dropdown menu with 'Restore files after a selected date'. The 'User' field has a dropdown menu with 'Select user'. The 'File extensions' field contains '.locked'. The 'After' field contains '14-03-2016'. There are three toggle switches: 'Change editor' (off), 'Include deleted files' (off), and 'Change extension' (off). A 'Start recovery' button is located at the bottom right.

Figure 37- File recovery menu

The system will now restore an earlier, non-encrypted version of the files. You can immediately see the restored files in the web app. Within 5 minutes, the server will also return the correct version to your local machine and hard drive.

 ControlFile	15-03-2016 09:27	Tekstdokument	1 KB
 file1	15-03-2016 09:27	Tekstdokument	1 KB
 file2	15-03-2016 09:27	Tekstdokument	1 KB
 file3	15-03-2016 09:27	Tekstdokument	1 KB

*Figure 38- Restored File sample using PC Client*



## 6. DESKTOP CLIENTS

RushFiles offers two client applications for two of the most popular OS, i.e. Windows and MacOS. The desktop application enables users to perform operations on files as they would be on their local machine with the advantage of permanently having their files in sync and shared with others. Our desktop applications achieve this by mounting a virtual drive to their machine, so users can navigate through their Shares using the File Explorer (for Windows) or the Finder for the MacOS version.

### 6.1. PC Client

#### 6.1.1. Functionalities in PC Client

The PC Client application contains two screens: Share list view and Settings.

The screen below shows the list of share the user has access to. In this list, you can see the user has access to two shares: “Documents” and “Support” belonging to be company WRC2.

The user can open the Share in the File Explorer by *double-clicking on the name of the Share*. Also, by *selecting a row in the Share list, a pencil appears*. If the user clicks the icon he/she is given the option to rename the share.

The user can open the Web Client by *clicking the monitor icon in the top right corner of the screen*.

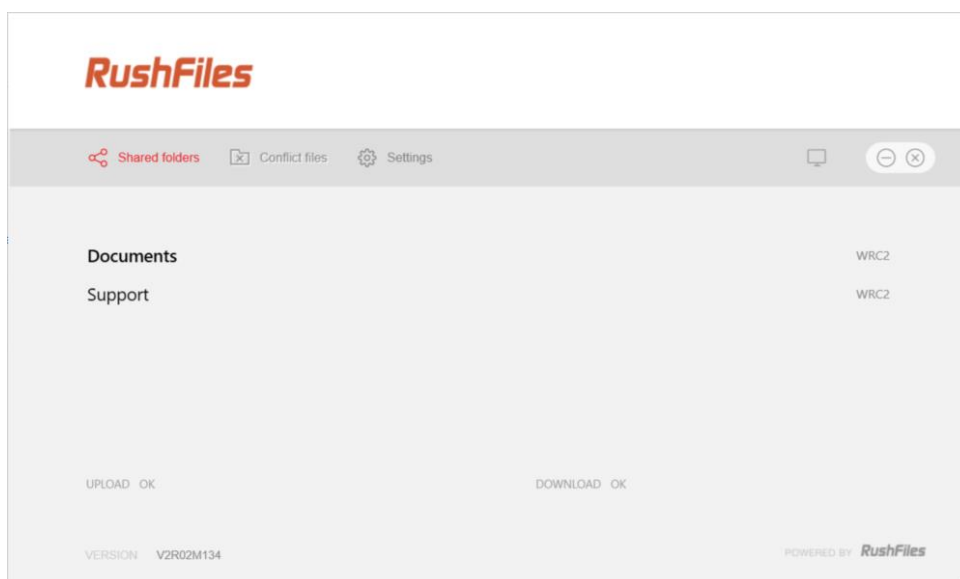
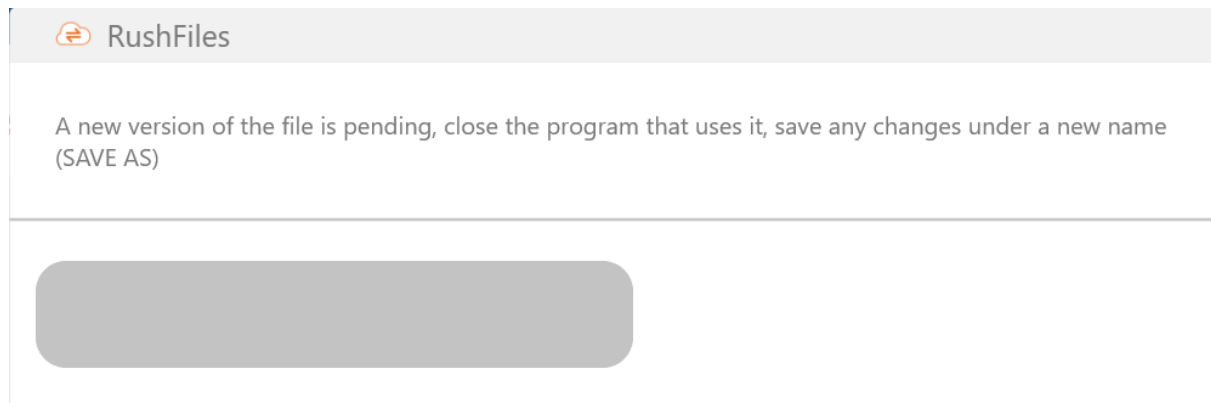


Figure 39 - PC Client Share List



NB: “Conflict files” tab is deprecated. Conflict files cannot be obtained. If two users, edit the same file at the same time, the first user that saves the file will upload a new version to be in the cloud. When the second user saves the save or after a few minutes when the file sync is done, a pop-up informing that a new version of the file was created will appear suggesting to the second user to save the file as a duplicate to avoid losing changes. The pop-

up will also inform the current user about the email address of the user that made the changes to the working file.



*Figure 40 - New version detected*

In the settings page, the user will enter their credentials. If the credential is validated, a virtual drive is mounted and the list of shares is made available using this drive.

The settings available for the user are the following:

- Dropdown Select Language - this feature allows the user to change the language preferences in the application
- Dropdown Drive letter - drive letter for mapping the RushFiles drive
- Dropdown Keep local file – the number of days a file is kept in the local cache of the PC
- Checkbox enable/disable file messages - toast messages containing notifications regarding new file upload, synchronization messages, and available PC Client software updates.
- Checkbox automatic start- Checking this will enable RushFiles to automatically start up when the system is powering up

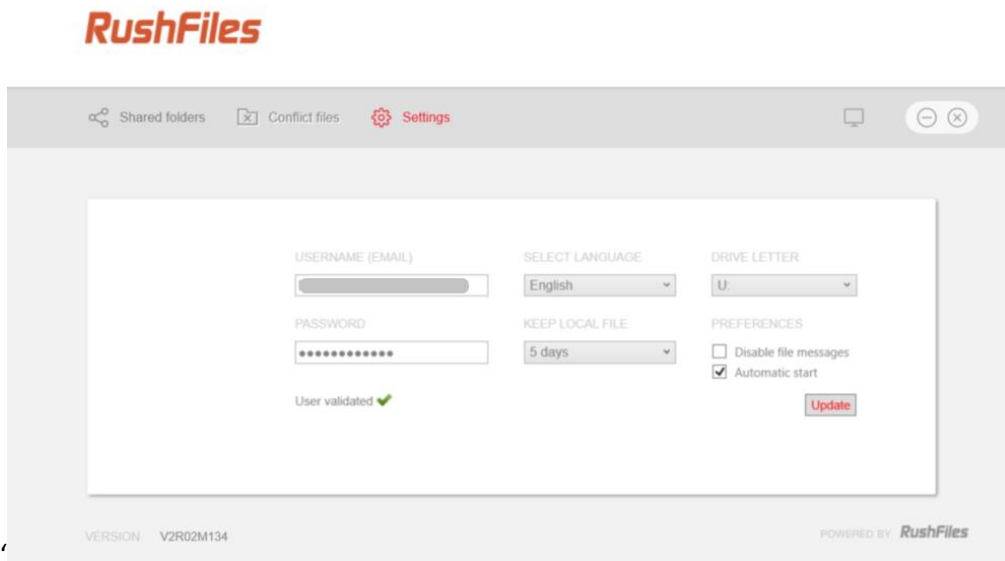


Figure 41- PC Client Settings

RushFiles PC Client application is designed to run as a Sys Tray application in the background and usable for the user to easily access the User Interface when needed.

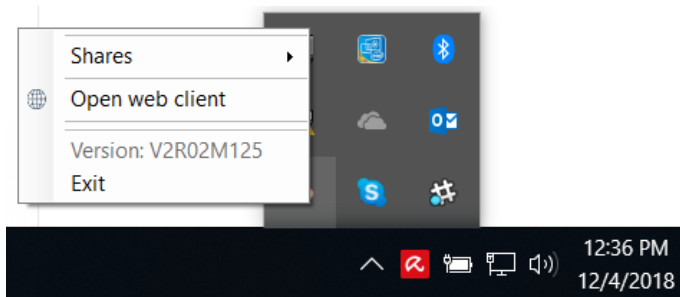


Figure 42- Sys Tray app

While browsing through the File Explorer, the user has the possibility to be presented with a context menu when right clicking on one of the items in the list.

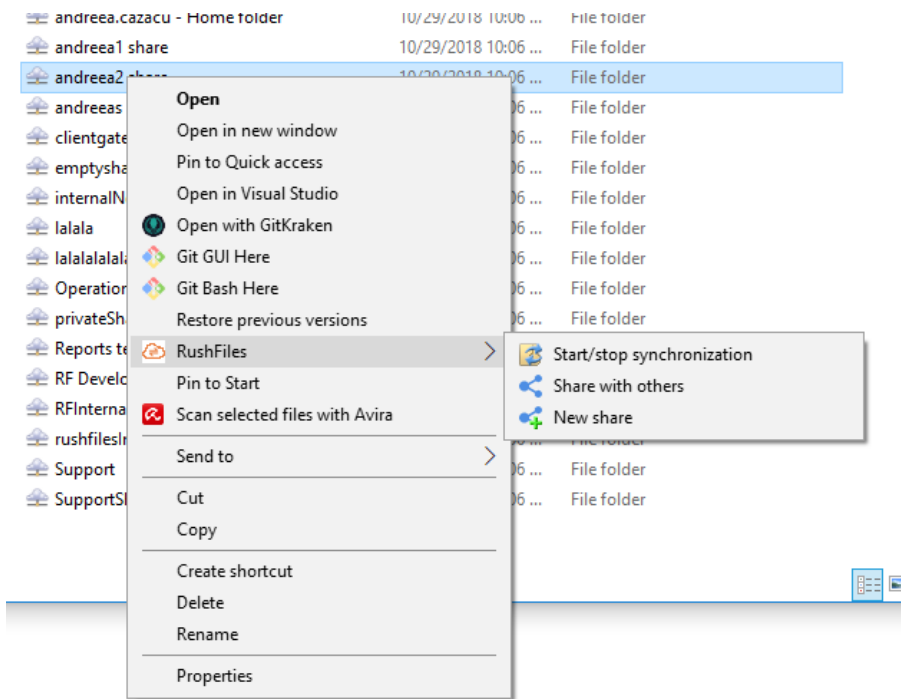


Figure 43- Context menu on Share

When clicking on a Share, the context menu presents the following options:

- Start/Stop synchronization – which will start or stop the upload/download process responsible for synchronizing your files
- Share with others – option for creating Subfolder Shares (option not implemented using the PC Client, prompts you to use the Web Client for this feature)
- New Share – option for creating a new share (option available only in the Web Client)

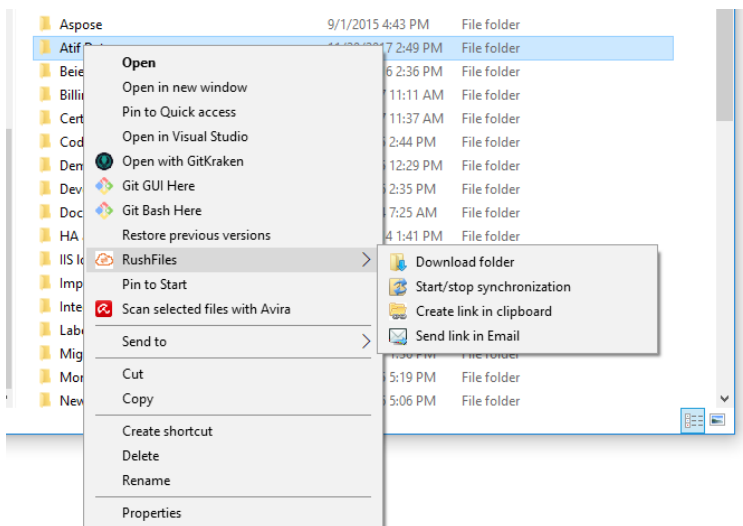


Figure 44 - Context menu on Folders

Context menu when clicking on a Folder gives the following options:

- Download folder – will download the entire folder to your local cache
- Start/Stop synchronization – option like the one available on Shares
- Create link in clipboard – option to create a public link. A public link is created, and the user only needs to paste it in a mail or text document in order to share it. Public links create using a PC Client have the expiration period set as a default on the company.
- Send link in Email – option to create a public link in the email. Similar to the above option only opens an Email application in order to send an email

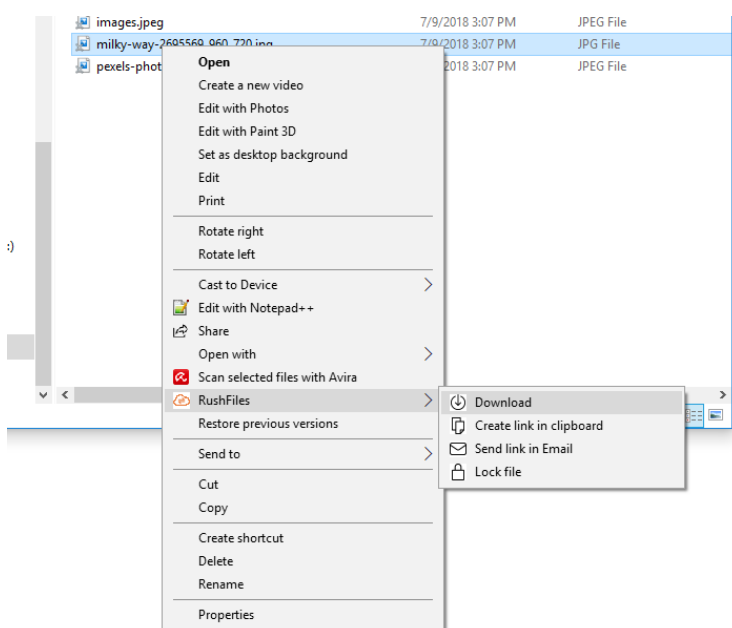


Figure 45 - Context menu on Files

Context menu when clicking on a File presents the following options:

- Download – option to download the file to disk
- Create link in clipboard – similar will above option on Folder
- Send link in Email – similar with the above option on Folder
- Lock/unlock file – user can lock a file so nobody is able to edit the file until unlocked

#### 6.1.1. Compatibility

RushFiles PC Client is compatible with: Windows 7, Windows 8.1 and Windows 10.

We are maintaining support for Windows 7 until January 14, 2020, when Microsoft has announced the end of extended support.

See more information regarding Microsoft support: <https://support.microsoft.com/en-ca/help/13853/windows-lifecycle-fact-sheet>

## 6.2. MAC Client

Similar to the PC Client the Mac Client is installed to the station enabling the user to easily manage their files using the Finder.

After installing the Mac client, the user has to log into the application using his/her credentials using the settings screen in the Account tab.

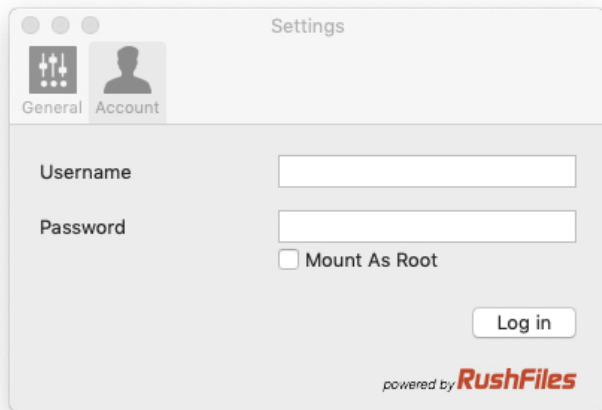


Figure 46 – Mac Client log in screen

The user can edit settings in the General tab.

*The settings available are:*

- Automatic start: Enables if RushFiles application is automatically opened on system startup
- Keep local file: The number of days a file is kept in the local storage
- Automatic screenshot upload: The user has the option to have all screenshots saved on a Share. When selected this option the user is asked to select the Share and Folder where the screenshots will be saved



Figure 47- Settings screen

The user can view the share list. The options are the same as in the Windows version of our client.

Using the Globe icon, the Web Client will be opened.



Figure 48- Share List

Below, you can see an example of how the user can view his/her shares using Finder. Inside the Finder, a specific RushFiles menu is present containing options similar to the ones presented by the PC Client such as: create a public link, lock/unlock a file etc.

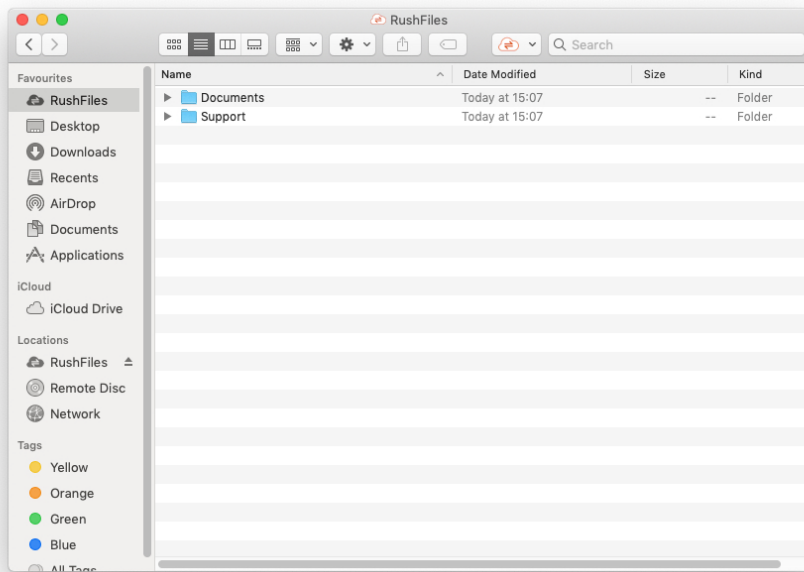


Figure 49- Finder



## 7. MOBILE CLIENTS

RushFiles offers two mobile applications. One for Android and the other one for iOS. These enable you to access your corporate files using your mobile device, thereby making it easy to access and share files with your colleagues or external partners.

### 7.1. Functionalities

You can access files from anywhere, both online or offline. View files or share them easily with others. From a corporate perspective, you can easily secure files when you can

- Control where files are located
- Decide which rights each user has to the files
- Easily remote wipe a device, if it is stolen or lost
- Access to on-premise files

As a user you will benefit from features that permits you to:

- Browse your files and folders
- View, open and share files directly from your device
- Decide how long a file will stay on your device
- Decide how you will open or view a file
- Get access to files from external partners in the same App
- Always be in sync with the corporate file server
- Always have access to the latest version of the file

An option which is specific to our mobile applications are:

- Setting up a pin code in when accessing the application in order to protect your data
- Settings up an automatic backup for images and videos on your phone

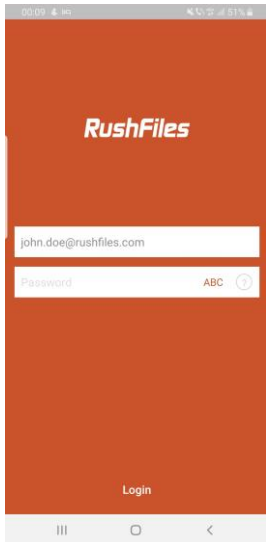


Figure 50- Login screen

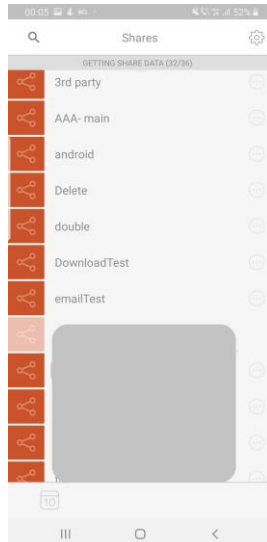


Figure 51- Share List

A user can log into the RushFiles application after having a RushFiles account created. After login, the user will see the list of shares and

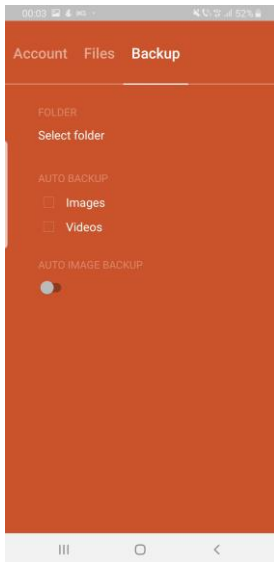


Figure 52- Backup Images and Videos



Figure 53- Lock screen with a PIN code

## 7.2. Device compatibility

**Android** application is available on Google Play as a free application. You can only access files in RushFiles on the condition that you have an account previously created. RushFiles app can be downloaded using this link.

<https://play.google.com/store/apps/details?id=com.rushfiles.clouddrive&hl=en>

The application is compatible with all devices with Android 4.0.3 (IceCream Sandwich) or later.

**iOS** application is available on App Store. Like the Android application, it is a free application that requires having a RushFiles account previously created. The application can be downloaded using this link <https://itunes.apple.com/us/app/rushfiles/id716007009?mt=8>

The application is compatible with iPhone, iPad and iPod touch and requires iOS 8.0 or later.

## 8. FEATURES OFFERED TO PARTNERS

### 8.1. Rebranding

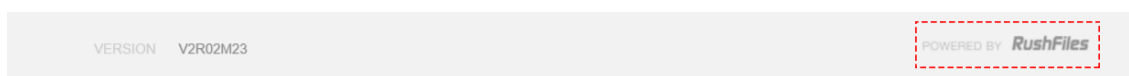
RushFiles offers you, our partner, the possibility to rebrand our applications as your own, thereby empowering the offered reseller concept.

For rebranding the reseller platform, please view the skinning section previously described above in this document.

Also, emails sent by the system can be customized and used for your brand. Please view the email templates section for the Reseller panel.

Rebranding is also possible for our desktop and mobile application versions with a prior agreement. Customizable elements include product name, application icons, logo, font colour and others. Resources necessary for customization must be provided for RushFiles to build custom client applications.

The “Powered by RushFiles” element present all through our applications cannot be customized.



### 8.2. API integrations

RushFiles has developed a REST API allowing partners to integrate their existing platforms and tools with their RushFiles installation. The existence of this API enables partners to build their own applications for managing resellers, companies, users but also files.

For more details and guidance for using this integration please contact us.

## 9. OTHER OPTIONS

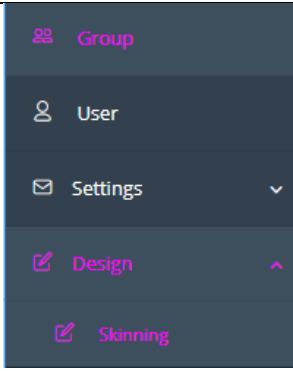
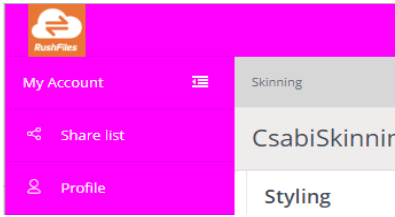
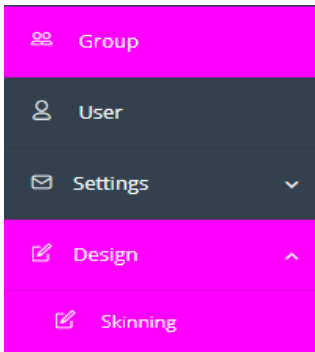
### 9.1. Language support

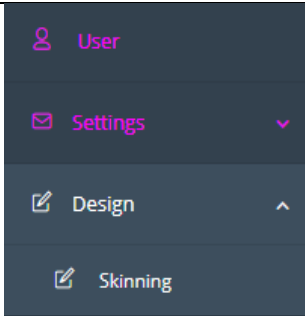
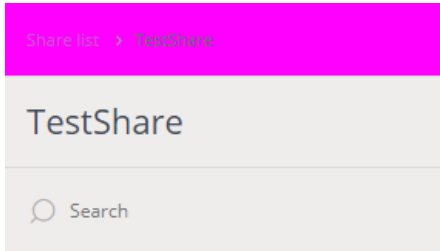
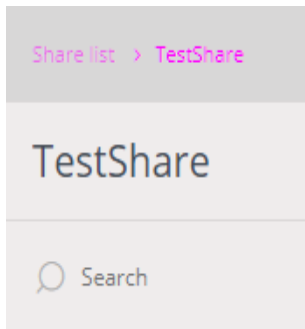

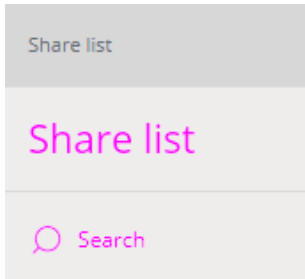


RushFiles offers language support for additional 19 languages: Brazilian Portuguese, Czech, Danish, Dutch, Finnish, French, German, Hebrew, Italian, Japanese, Norwegian, Polish, Portuguese, Russian, Simplified Chinese, Spanish, Swedish, Thai, Traditional Chinese, Turkish.

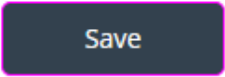


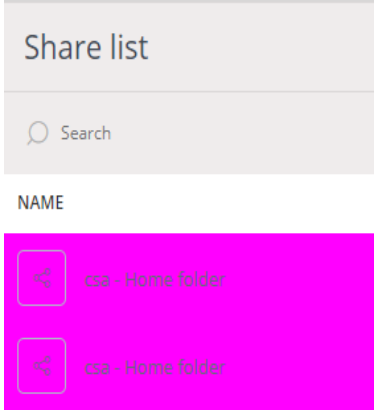
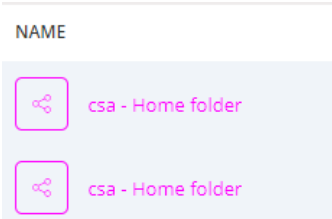

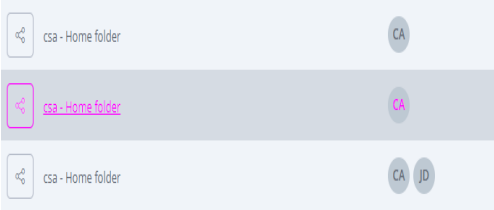
The default language is English. Missing translations will be replaced with the English version.

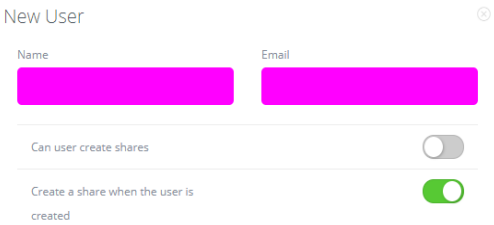
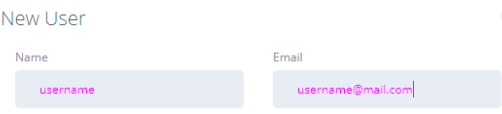
## APPENDICES

### Appendix 1: Web Client Reskinning

Name	Description	Result
Text colour - mouse over	Changes text colour of active menu tabs (current menu), and when you hover your cursor over them.	
Background colour	Changes the background colour of the whole menu.	
Background colour - mouse over	Changes the background colour of the menu items when the cursor hovers over them.	

Text colour	Changes the text colour of the menu items.	
Background colour - breadcrumbs	Changes the background colour of the breadcrumbs.	
Text colour - breadcrumbs	Changes the text colour of the breadcrumbs.	
Background colour - Header and Search	Changes the background colour of the Header and the Search bar. In the example, "Share list" is in the Header section, while "Search" is the search bar.	
Text colour - Header and Search	Changes the text colour of the Header and the Search bar.	
Button background colour	Changes the background colour of buttons. This also includes the page navigation buttons.	
Button text colour	Changes the text colour of buttons. This also includes the page navigation buttons.	

Button border colour	Changes the border colour of buttons. This also includes the page navigation buttons.	
Button background colour – mouse over	Changes the background colour of buttons when the cursor hovers over them. This also includes the page navigation buttons.	
Button text colour - mouse over	Changes the text colour of buttons when the cursor hovers over them. This also includes the page navigation buttons.	
List background colour	Changes the text colour of buttons. This also includes the page navigation buttons.	
List text colour	Changes the text colour inside the list view.	
List background colour - mouse over	Changes the background of list items while the cursor is over them.	
List mouse over text colour	Changes the text colour of list items when the cursor hovers over them.	

List header and footer colour	Changes the colour of the header and the footer of the list view.	
List header text colour	Changes the text colour of the list header.	
Textbox background Color	Changes the background colour of text boxes.	
Textbox text Color	Changes the text colour inside text boxes.	
Textbox border colour	Changes the border colour of text boxes.	
Active button background colour	Changes the background colour of the Active (currently selected) buttons and the Save button	
Active button text colour	Changes the text colour of the Active (currently selected) buttons and the Save button.	
Active button border colour	Changes the border colour of the Active (currently selected) buttons and the Save button.	
Login background	Changes the background colour of the login form	