



# FileGenius®

## **Features Guide, Version 2.0**



**applied answers**

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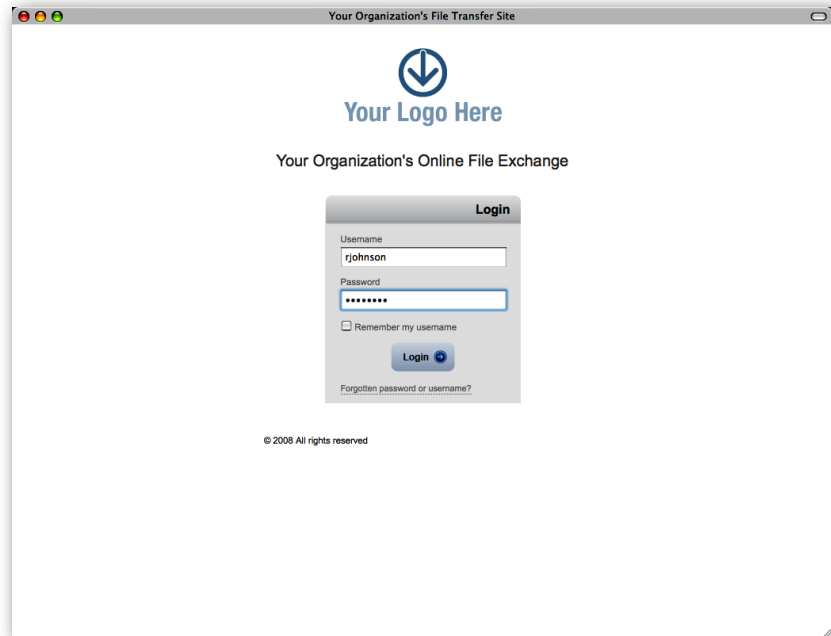
# Features



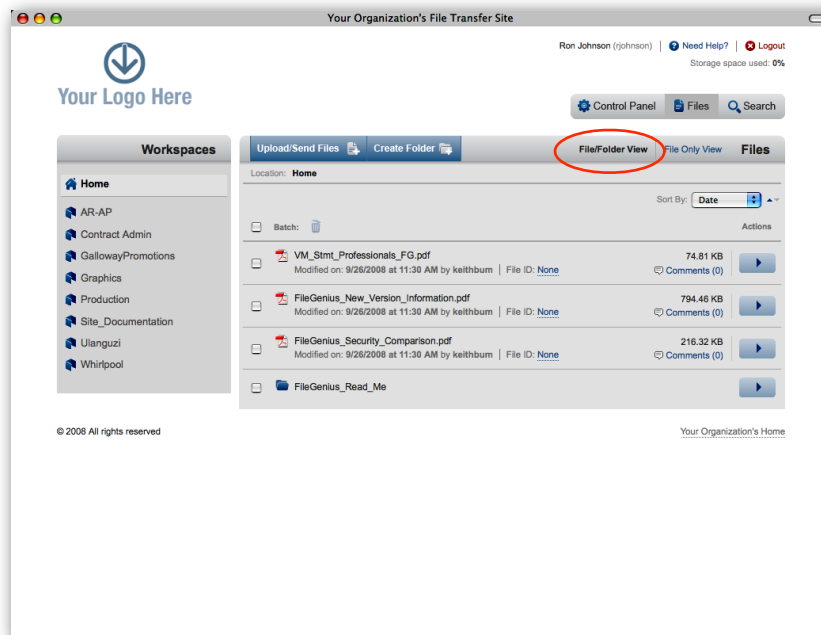
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## Login

- Fully-branded login page.
- SSL encryption, for all files, passwords.
- URL and site is white labeled, no reference to FileGenius.
- Password is NOT remembered for security, minimum 6-character password required.
- Forgotten password or user ID can be retrieved here.



*FileGenius is a fully-branded, 100% white-labeled solution. There is no mention of FileGenius on your site or login page, not even in the URL or address.*



## File/Folder View

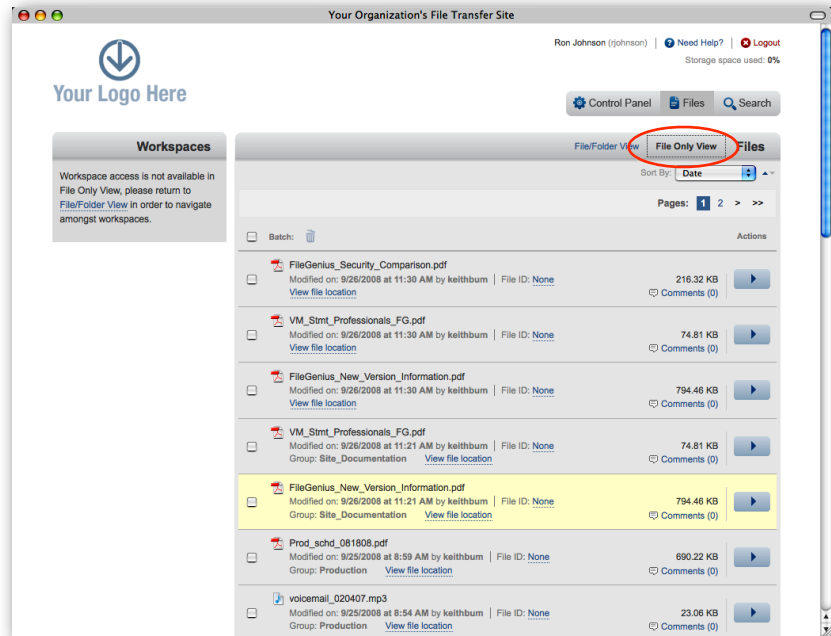
- Default login/interface for all users is the hierarchal File/Folder View, like your desktop computer.
- All file & batch actions available in File/Folder View.
- Powerful file transfer, management, and organization tools available/restricted by users based on configurable permissions & privileges.
- Ergonomic distinction between workspaces and folders.

# Features

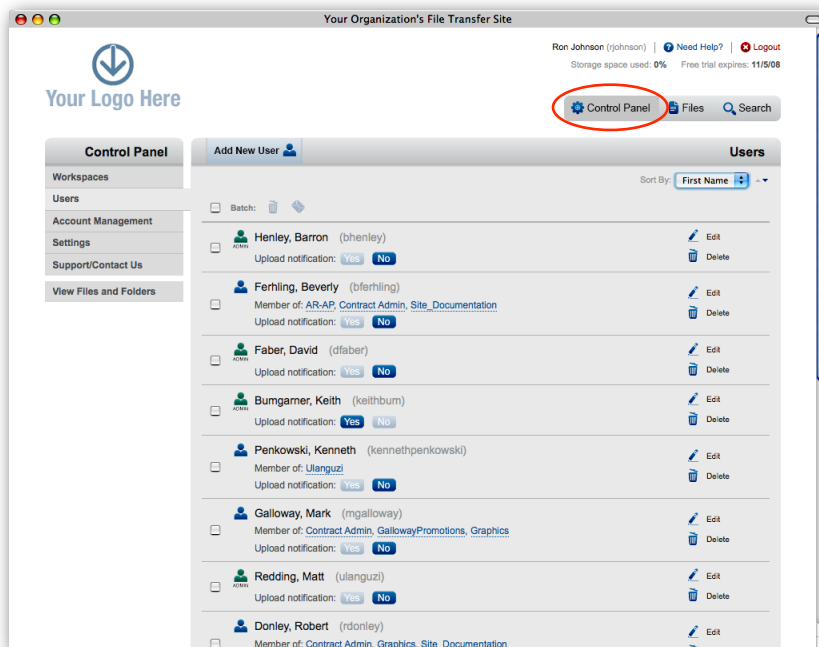


## File Only View

- Click once to File Only View when you need folder hierarchy out of your way.
- Use efficient, sort, file path, and location tools in File View.
- All file & batch actions available in File View.
- Password is NOT remembered for security, minimum 6-character password required.
- Forgotten password or user ID can be retrieved here.



*FileGenius was designed to deliver enterprise/business-level power and security while being so easy to use it can be fully managed by non-IT personnel.*

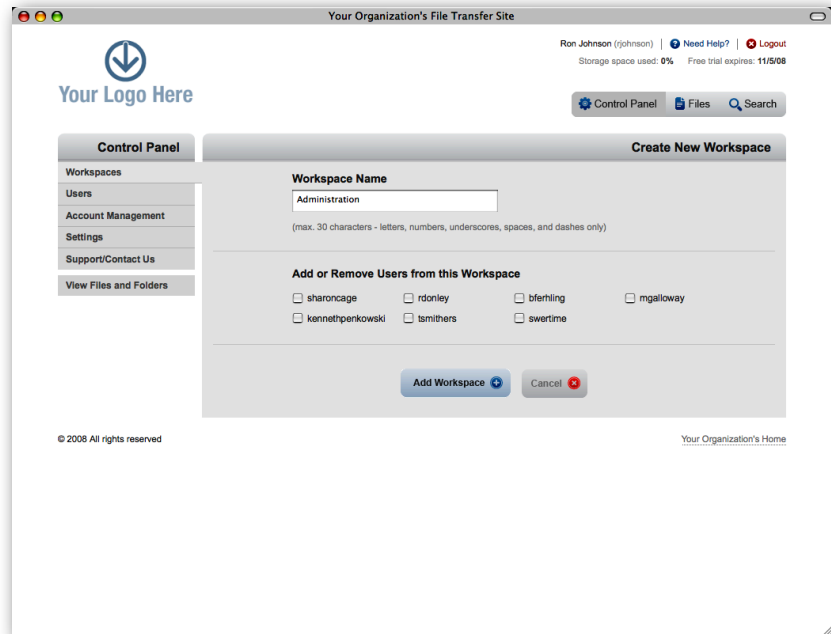


## Control Panel View

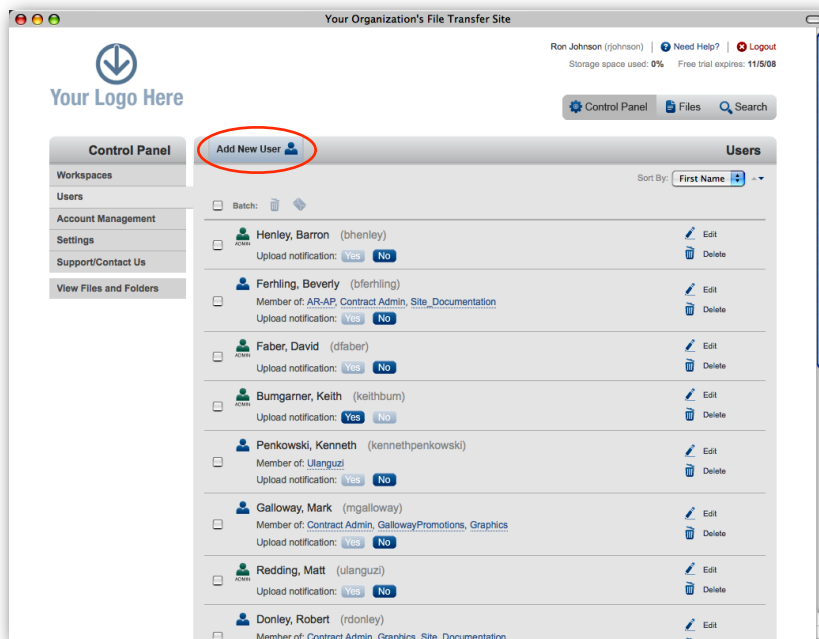
- Admin users have access to the Control Panel, site management functions.
- Control every aspect of the site from the Control Panel, as easy to use as the File Views.
- Create, configure users & workspaces, customize the site, manage your account, and get direct access to FileGenius support.
- Create multiple Admin-level users, to assist in management and allow multi-office control.

## Create Unlimited Workspaces

- Create secure, private workspaces, reserved for special projects, clients, associates, or vendors.
- Users can be assigned to various & multiple workspaces, directly in the Workspace management screen.
- Professionals can create private, secure workspaces to maintain reasonable care for data and client confidentiality.



*Unlimited users and workspaces are features of every FileGenius account. There are no paying options (save for 2 storage plans); everyone's on the "premium" plan.*

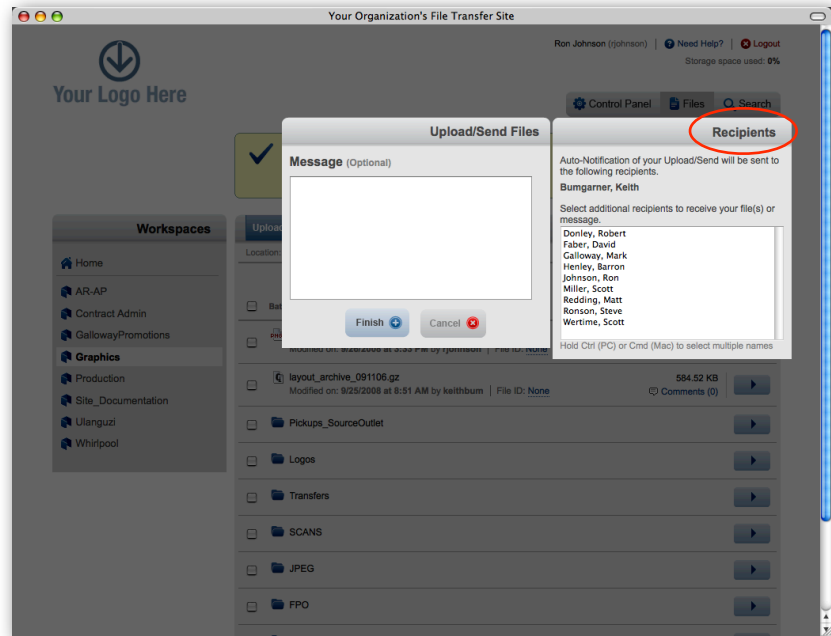


## Create Unlimited Users

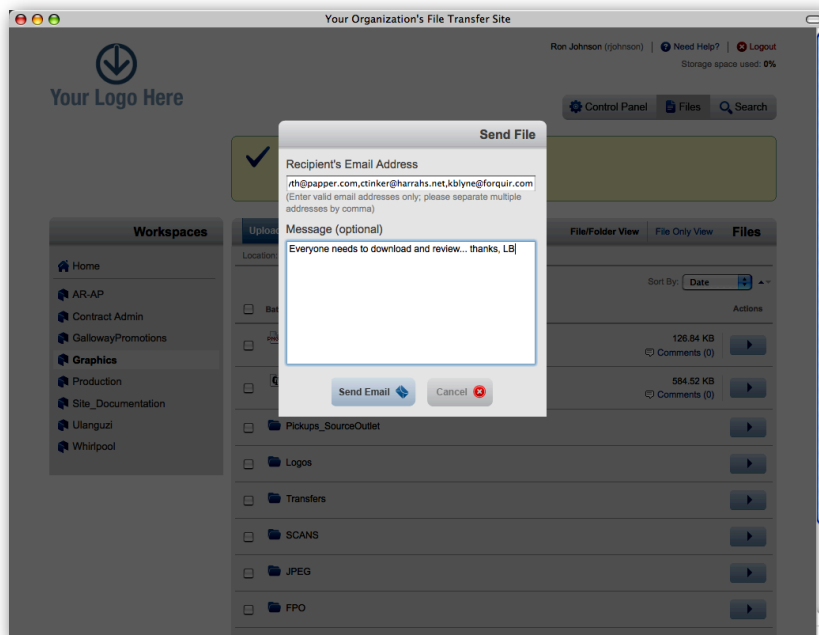
- Users are assigned granular permission schemes, avoiding the burdensome task of having to set permissions for each file or folder.
- Allow users to access and use one or more workspaces.
- Users have as little or as much access to the site and its files as you allow.
- Create multiple Admin-level users, to assist in management and allow multi-office control.

## Desktop File Transfer

- Only FileGenius offers both a collaborative file/folder view as well as direct file transfer/send capabilities.
- FileGenius makes it easy to attach messages of any length, to any user, as you are uploading/transferring files.
- All direct sends, even from your desktop, are protected by 256-bit SSL encryption.



*FileGenius lets you transfer files from your desktop system or directly from your file transfer site. Choose the option that fits the situation and is most convenient for you.*



## Email Pass File Transfer

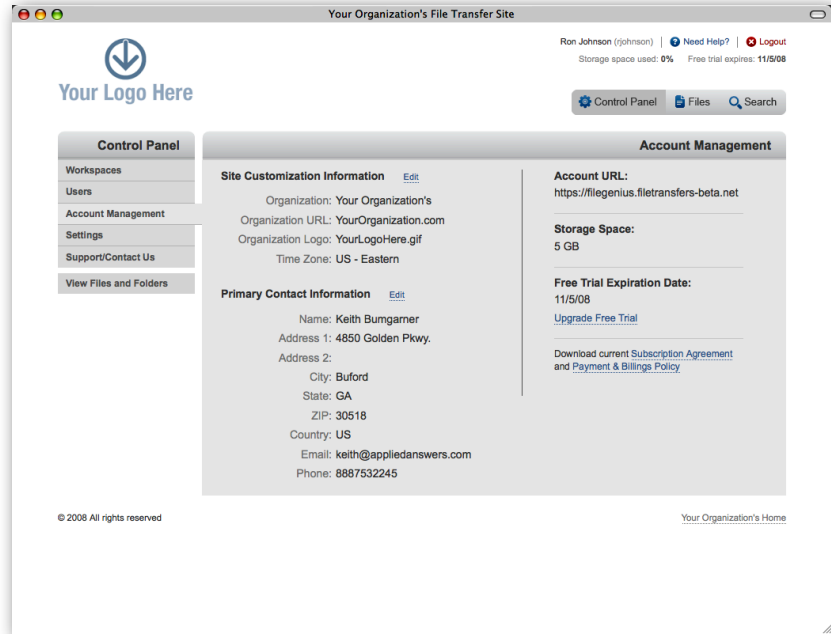
- Anyone with an email address is eligible to receive a secure link to download a file via 256-bit SSL encryption.
- Send files to non-users, or lists of individuals who are not users.
- Add unlimited recipients to the address field.
- FileGenius file transfers do not create session pages, eliminating the possibility that files can be accessed using nothing but a search engine.

# Features

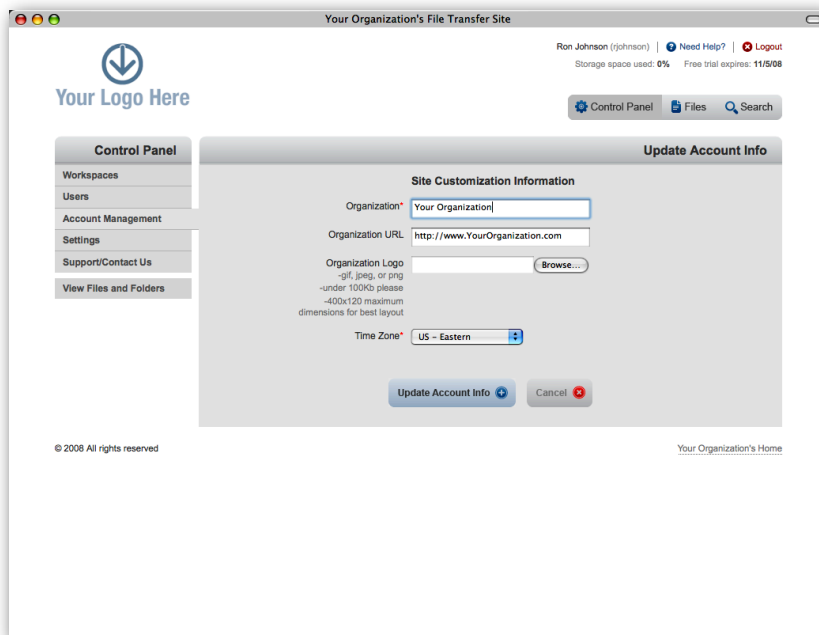


## Account Management

- Site customization for logo, name, home page integration, and local time/date.
- Change or edit primary contact information.
- Change or edit billing or payment status.
- Monitor site capacity and subscription expiration date.



*Account management makes it easy to manage every aspect of your relationship with FileGenius. It's our job to make it easy for you to do business with us.*

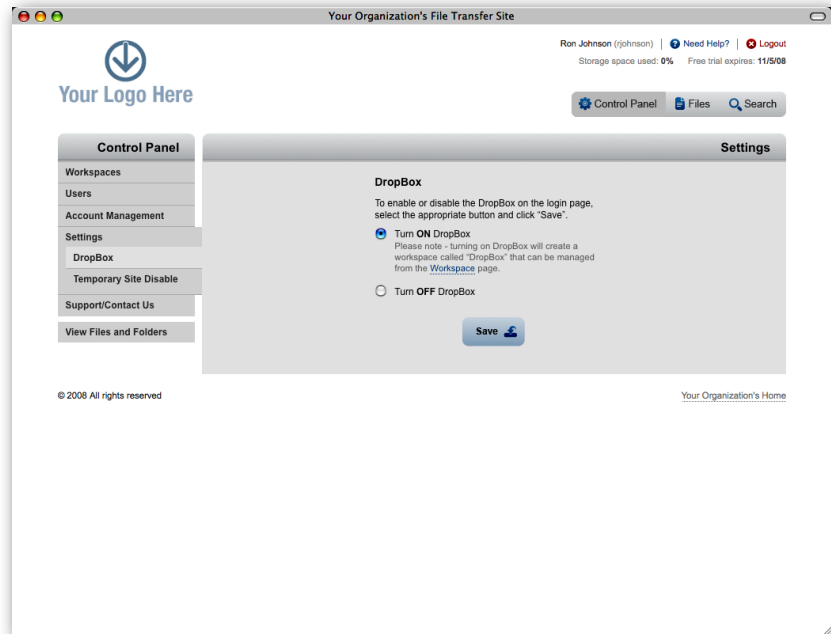


## Site Customization

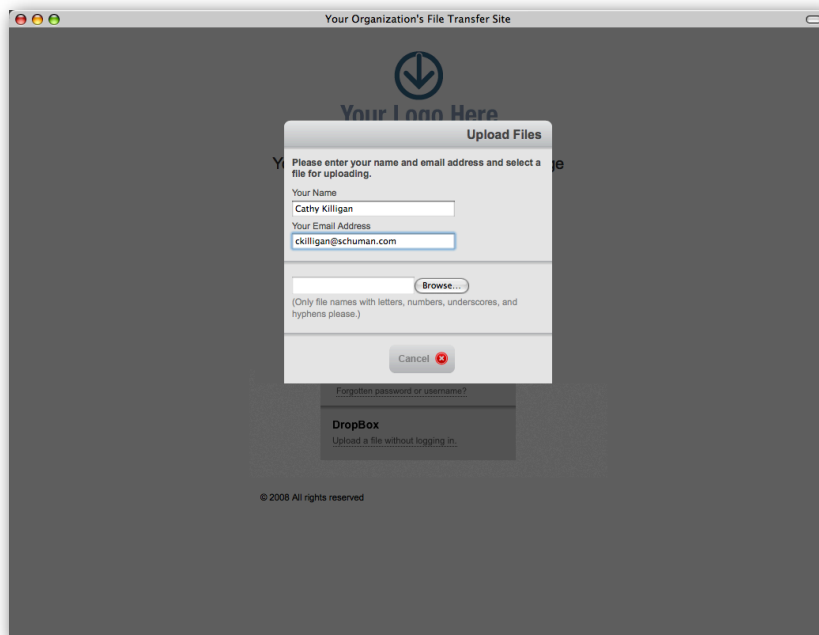
- Easy logo upload.
- Logo is intelligently positioned and sized to optimize its look on the site.
- Site is 100% white-labeled, no mention of FileGenius on site or in site address.
- Specially designed neutral site colors & look to complement any logo or branding identity.
- Site Name, home site/page link, and time/date localization for all files and transactions.

## DropBox Setting

- Turn on or off your built-in DropBox feature with a click of the mouse.
- All FileGenius accounts come with a custom DropBox feature, no charge.
- Any user with Admin privileges can enable the DropBox feature, from anywhere with Internet access.



*FileGenius includes a DropBox with every account, exclusively allowing you to instantly turn the feature on or off, depending on your changing needs.*



## DropBox Interface

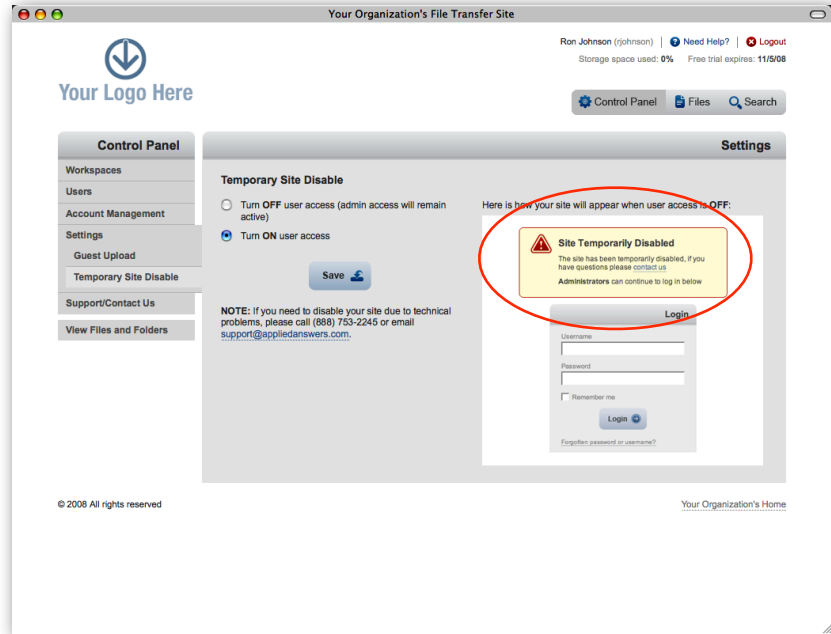
- DropBox, when enabled, is a direct file send from your login page, and securely outside your site.
- Restrict all non-users to uploading from outside your system.
- Never worry about unwanted visitors abusing your DropBox. ALL FileGenius sites are hidden from search engines and other URL location tools.
- Users designated to receive upload notification will receive name, reply email address, secure download link, and info about each DropBox upload.

# Features

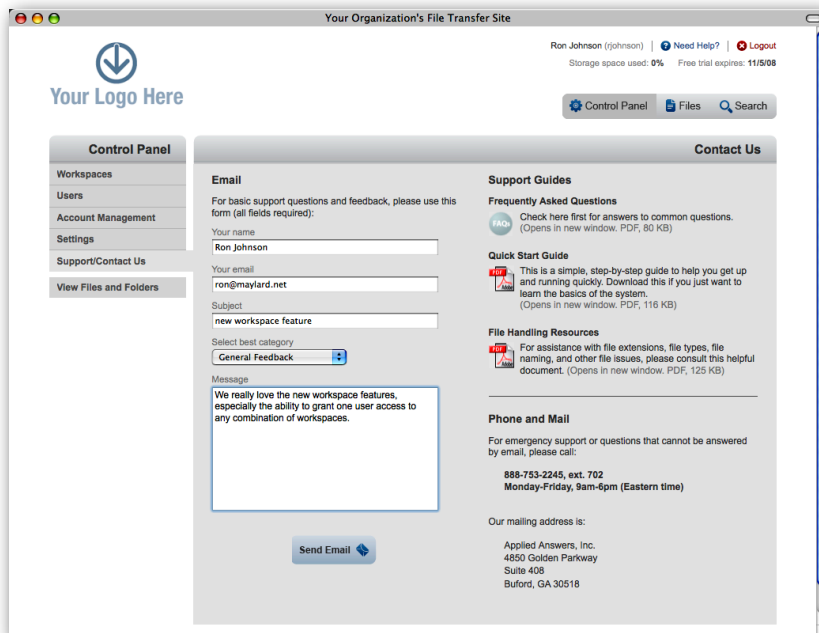


## Temporary Site Disable Setting

- Turn your site on or off, instantly, with the Site Disable feature.
- Site message alert goes up instantly when you disable the site, only allowing access by Admin-level users.
- An email link to you is created automatically on the site's login page, so clients, customers, and others can contact you while the site is down.



*FileGenius gives you total site control, including the ability to temporarily disable the site. Your money buys control AND support, to insure the best service possible.*



## Direct Support Access

- Every FileGenius site includes direct access to our support department. Messages are instantly forwarded to the Support Manager & multiple individuals to insure receipt.
- Each inquiry sent via the Control Panel is protected by 256-bit SSL encryption.
- All support documentation is designed to offer you both specific and general assistance with your need.
- Phone and email contacts are provided. All phone messages are monitored and delivered ASAP to the support staff.

# Features



## User Permissions, Workspace Access

- A combination of upload, download, create folders, delete files, and delete folders (Admin only) can be configured for any user.
- Users will only see those file actions and functions allowed by their permission settings.
- In the “Add a New User” screen, the user can be joined with all or select workspaces.

User Information		Permissions
Username*	<input type="text" value="bferhling"/>	<input type="checkbox"/> Administrator
First Name*	<input type="text" value="Beverly"/>	<input type="checkbox"/> Upload Files
Last Name*	<input type="text" value="Ferhling"/>	<input checked="" type="checkbox"/> Download Files
Email*	<input type="text" value="bferhling@lassiter.com"/>	<input type="checkbox"/> Delete Files
Organization	<input type="text" value="Lassiter Systems, Inc."/>	<input type="checkbox"/> Create Folders
Phone	<input type="text" value="3029920393"/> ext. <input type="text" value="3243"/>	<input type="checkbox"/> Delete Folders

Add User to Workspaces	
<input type="checkbox"/> Add to all workspaces	
<input checked="" type="checkbox"/> AR-AP	<input checked="" type="checkbox"/> Contract Admin
<input type="checkbox"/> GallowayPromotions	<input type="checkbox"/> Graphics
<input type="checkbox"/> Production	<input checked="" type="checkbox"/> Site_Documentation
<input type="checkbox"/> Ulanguzi	<input type="checkbox"/> Whirlpool

*The ability to grant user access to multiple workspaces significantly elevates practical usability of FileGenius for many types of businesses and organizations.*

Batch:	
<b>Production</b> Contains users: <a href="#">sharoncage</a> Storage used: 4.08 MB	<a href="#">Edit</a> <a href="#">Email Members</a> <a href="#">Delete</a>
<b>AR-AP</b> Contains users: <a href="#">bferhling</a> , <a href="#">tsmithers</a> Storage used: 3.52 MB	<a href="#">Edit</a> <a href="#">Email Members</a> <a href="#">Delete</a>
<b>Graphics</b> Contains users: <a href="#">mgalloway</a> , <a href="#">rdonley</a> Storage used: 3.47 MB	<a href="#">Edit</a> <a href="#">Email Members</a> <a href="#">Delete</a>

## Workspace Management

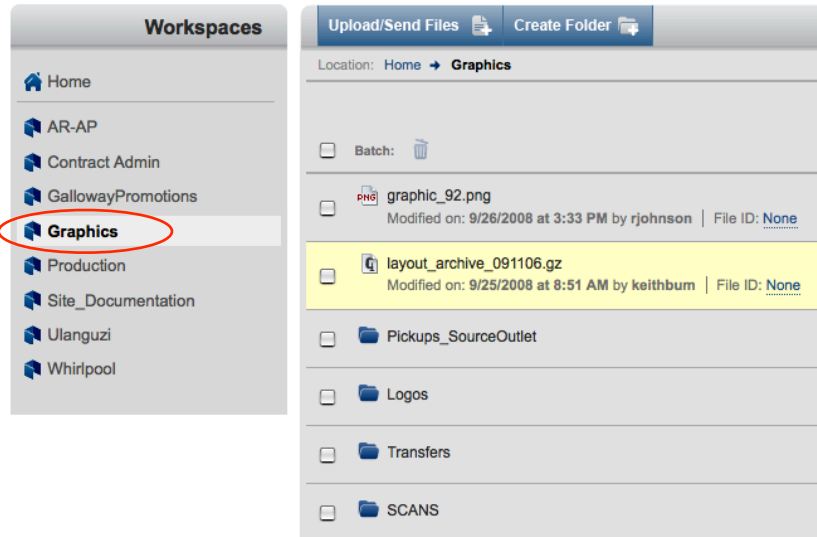
- Management tools for workspaces include the ability to send a direct email message to the members of the workspace directly from the Control Panel.
- Workspaces can be sorted and monitored for how much storage space their files are using on the site (this is a useful feature for professionals who bill for site access).

# Features

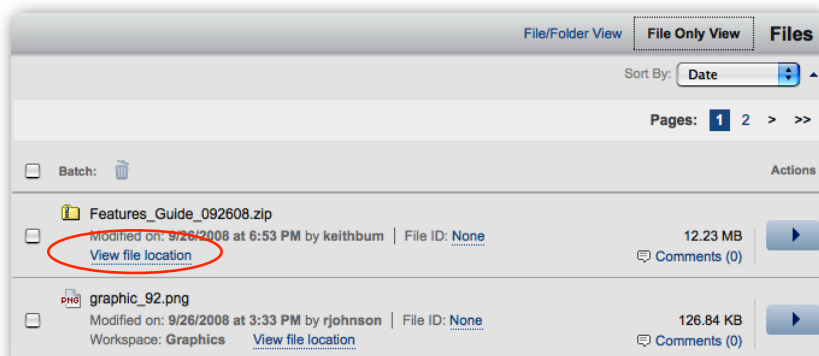
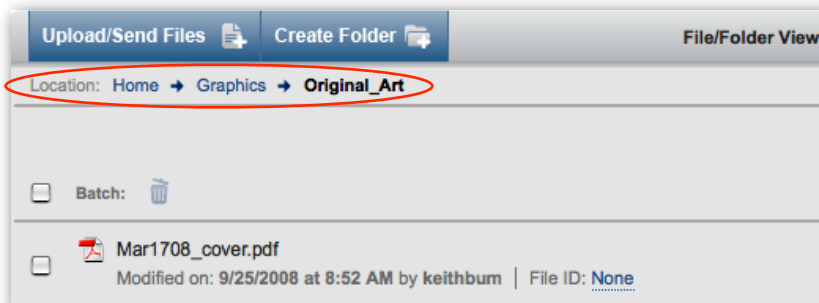


## Workspace Navigation, Ergonomics

- All workspaces are identified and named in the navigation menu on the screen's left side.
- Only files and/or folders are visible in the Files window, to avoid user confusion between workspaces and folders.
- User sees only the workspaces to which he/she belongs.
- When in the File/Folder View the workspace navigation is enhanced with a user-friendly breadcrumb file path.



*Superior design, organization of elements, and flexible navigation & search options make FileGenius the easiest to use file transfer & exchange application on the web.*

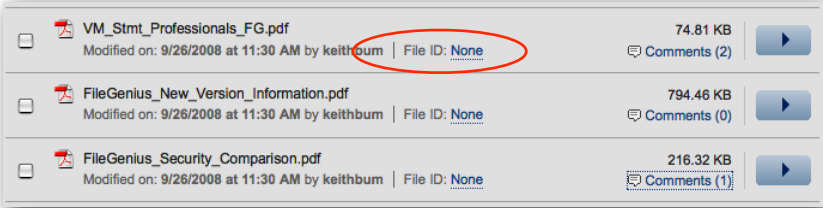
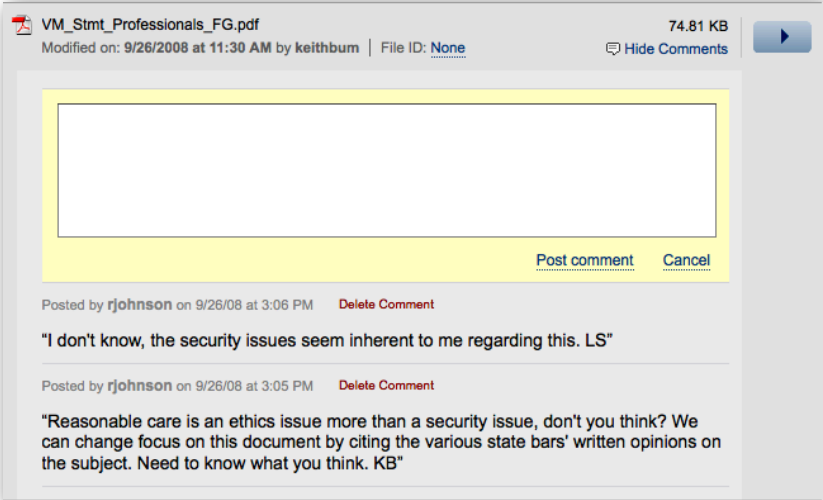
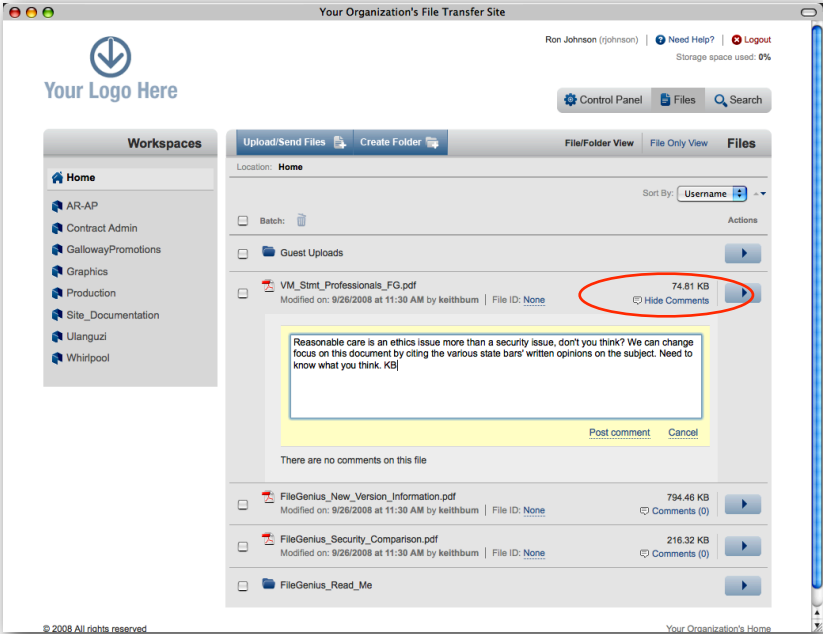


## File Path, Navigation

- FileGenius uses intuitive “breadcrumb” navigation, positioned directly over the files listing in the File/Folder View.
- In the File Only View the “View file location” feature reveals the file in the File/Folder View.
- Intuitive navigation aids, coupled with the a powerful search tool, make it impossible to “lose” a file.

## Comments, File ID

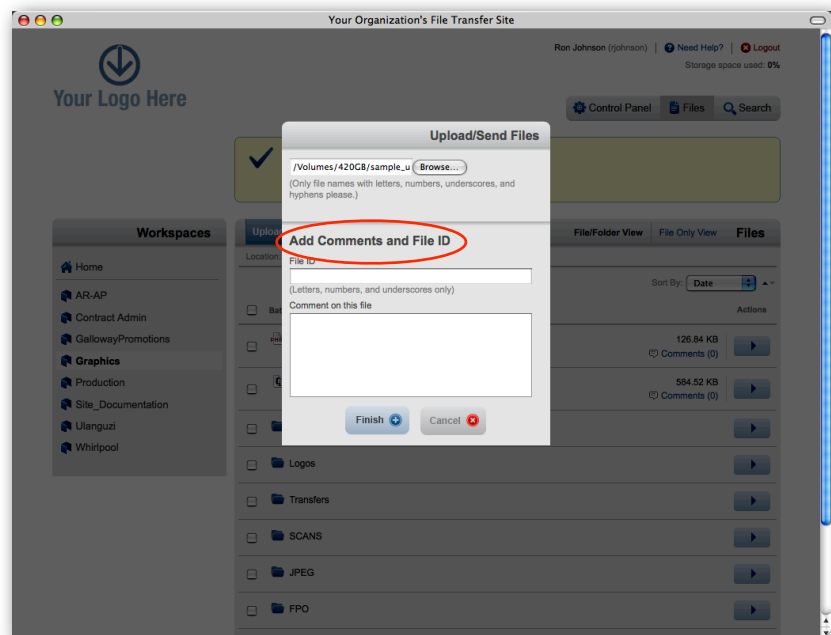
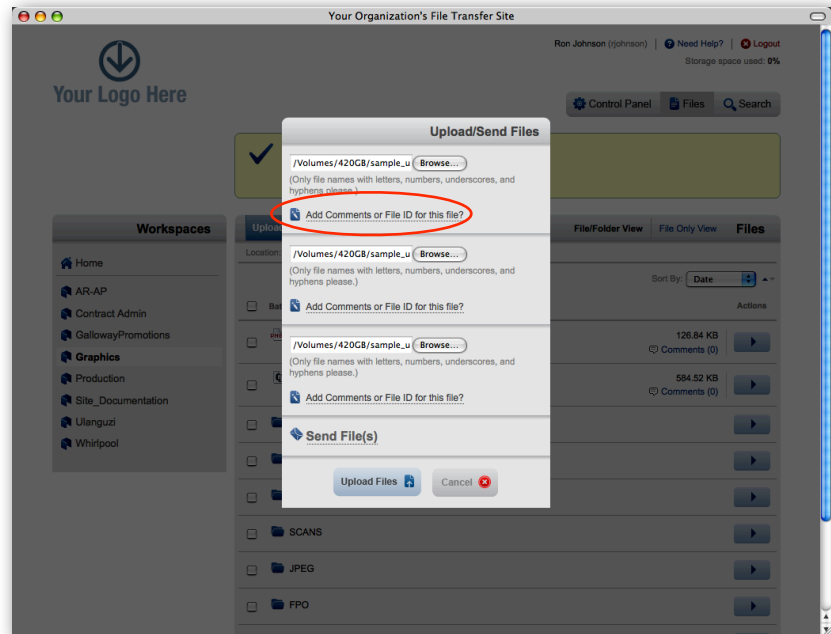
- FileGenius offers unlimited file annotation in the form of a powerful Comments and File ID feature.
- Comments are unlimited and can be of any length. They are posted and displayed in chronological order, newest displayed at the top.
- As part of an upcoming extensive set of audit features, comments are stored in a data repository, can only be deleted by an Admin-level user (but remain part of the audit), and cannot be edited once posted.
- Comments are fully searchable by way of a dedicated search field in the comprehensive Search utility.
- File ID allows for input of any alphanumeric tag or naming that will further identify or categorize your files. You can input a job or project number, a client name, a department name - whatever helps you find or organize and manage the file later. The File ID attribute is 'text' so leading zeroes are not deleted.
- File ID is also fully searchable via a dedicated field in the Search utility.



*File annotations create an audit trail of your file history, documenting how you and others work with and use your files, as well as significantly enhancing Search results.*

## Annotate Files for Upload or Send

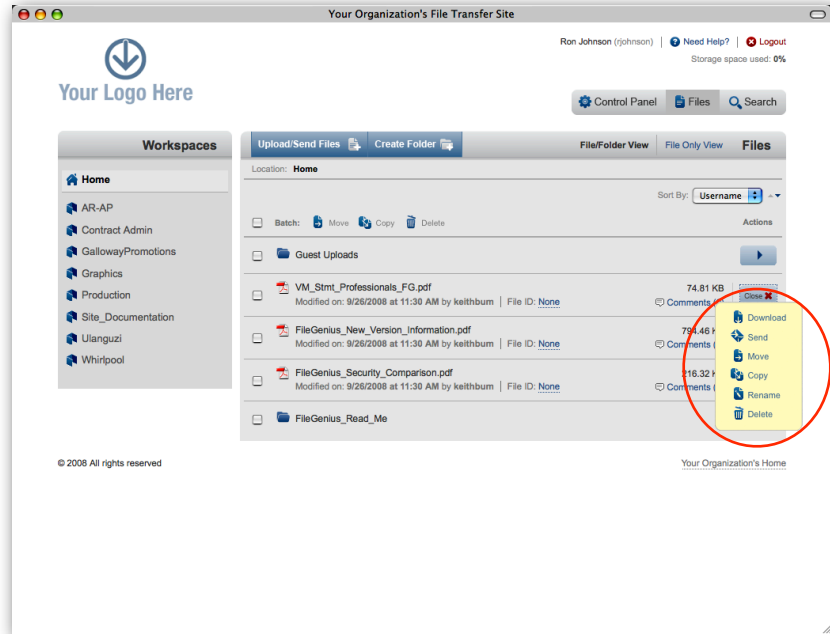
- All files allow for insertion of Comments and File ID during upload/send from your desktop.
- All annotations will appear on site, with the file, once the file is uploaded successfully.
- Comments can be extensive, and there is no reasonable limit to the length of a Comment during upload/send.
- Comments added during upload/send become part of an audit trail that creates a permanent record of comments regarding a particular file or set of files.



*File annotation capability is not limited to actions on the site. Annotate or comment on files you send or upload directly from your desktop.*

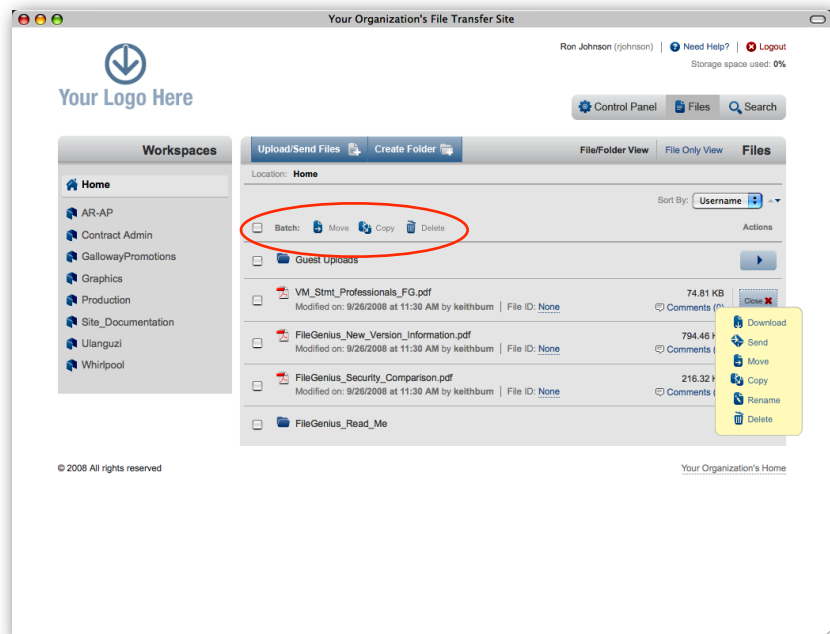
## File Actions, File Views

- All file actions are available in the File/Folder view, but only Download, Send, Rename and Delete are available in the File Only View.
- All file actions are hidden until they are needed, avoiding possible errant actions.
- Long file listings in the File Only View are handled by auto-pagination of the directory, displaying 25 files per page.
- All sorts or batch actions are applied over the full file listing, not just those in view via the current pagination.



## Batch Actions

- Batch Move, Copy and Delete allow for actions to be applied to multiple files and/or folders at once.
- Batch Move, Copy and Delete are available in the File/Folder view. Only Batch Delete is available in the File Only view.



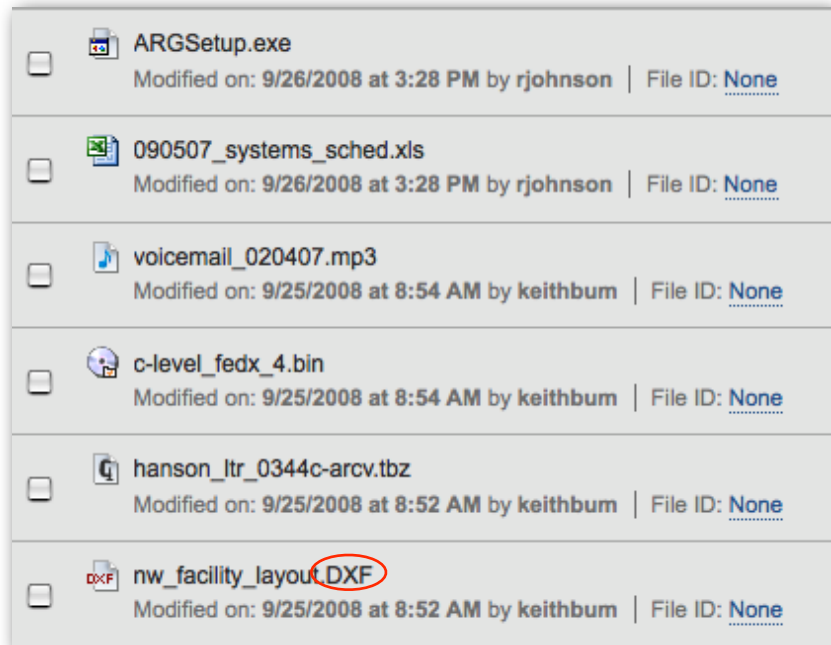
*Batch Move, Copy and Delete allow you to handle many files with just a few clicks.*

# Features

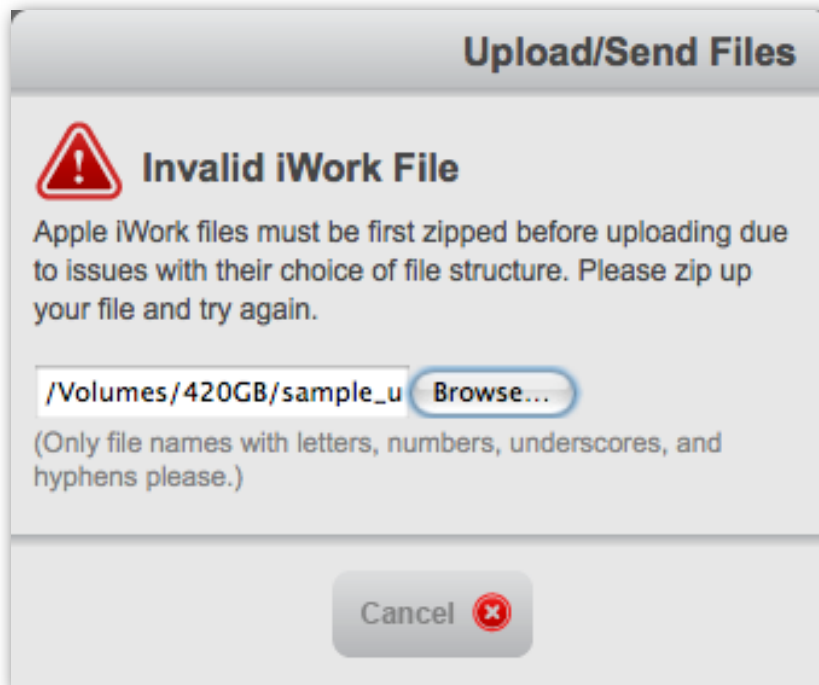


## Work with All File Types, Sizes

- FileGenius is compatible with all file types. ASCII files that often change or corrupt as text files in email and other file transfer solutions maintain 100% file integrity.
- Thousands of mime-types are supported, with auto-recognition of all file types.
- Never worry about encoding problems with rare drawing or CAD file types.
- No size restrictions, up to 2GB.



*FileGenius makes the details happen, going far beyond the splash and glamour of popular features. Success and work efficiency is in details like these.*

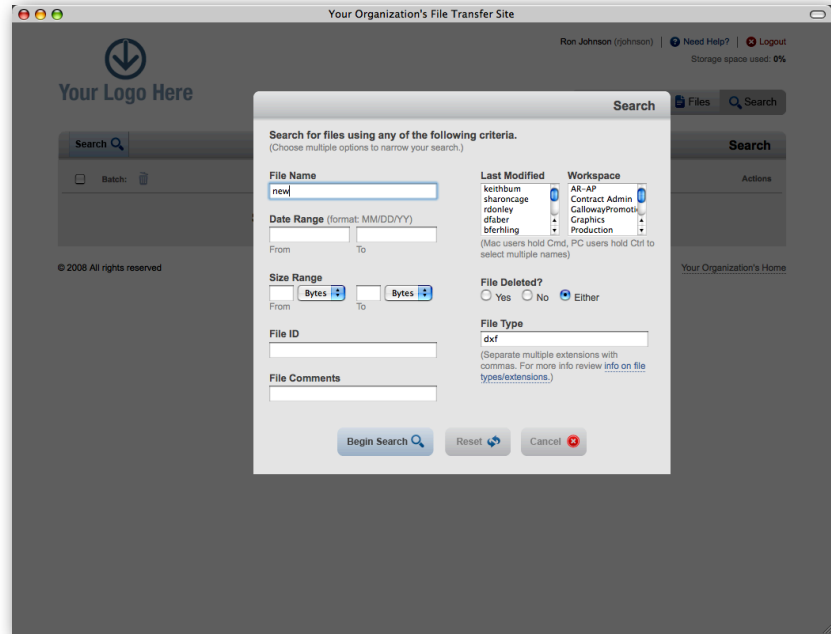


## Intelligent Alerts, Error Messages

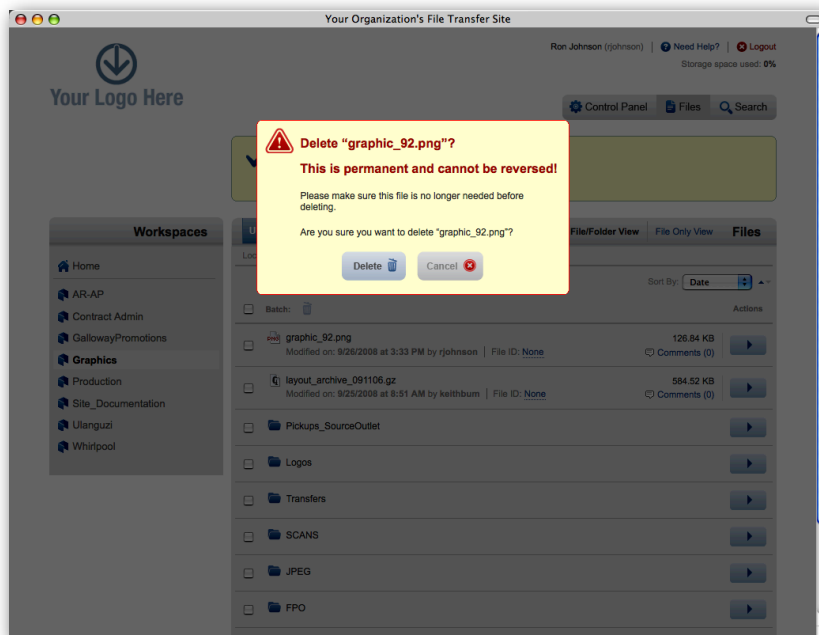
- Apple's Bento specification-type file and UNIX portable directories-type files always yield cryptic error messages on other file transfer systems, often letting you think the file was uploaded or transferred.
- FileGenius stops aberrant file types and illegal file-naming errors, yielding "how to fix it" alerts, with a downloadable PDF for further instructions.
- FileGenius' intelligent file filters means industry-best reliability in file transfers and upload.

## Search Tools

- The FileGenius search utility rivals that of many desktop applications and OS platforms.
- Search on file name, date, size, who modified, which workspace, file type - even search on deleted files.
- Full search capability on fields like File ID and Comments.
- Search results offered in File Only View with navigation to the file's location in the file/folder hierarchy. All file actions are available in the Search results file listings.



*FileGenius' Search utility is the best among all file transfer & exchange solutions. Details like this and succinct transaction alerts set FileGenius apart from other solutions.*

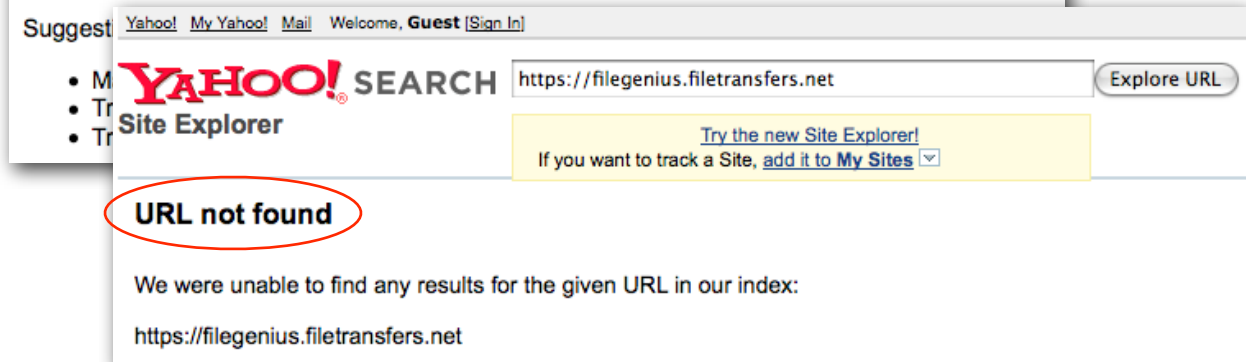
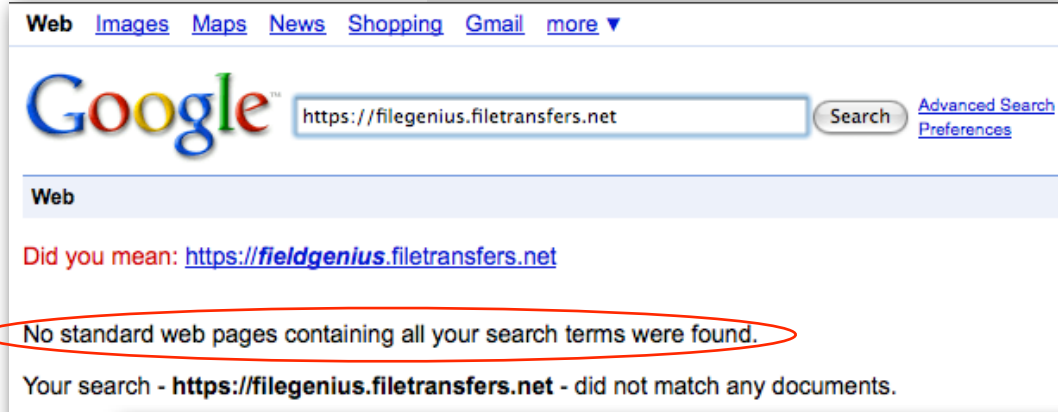
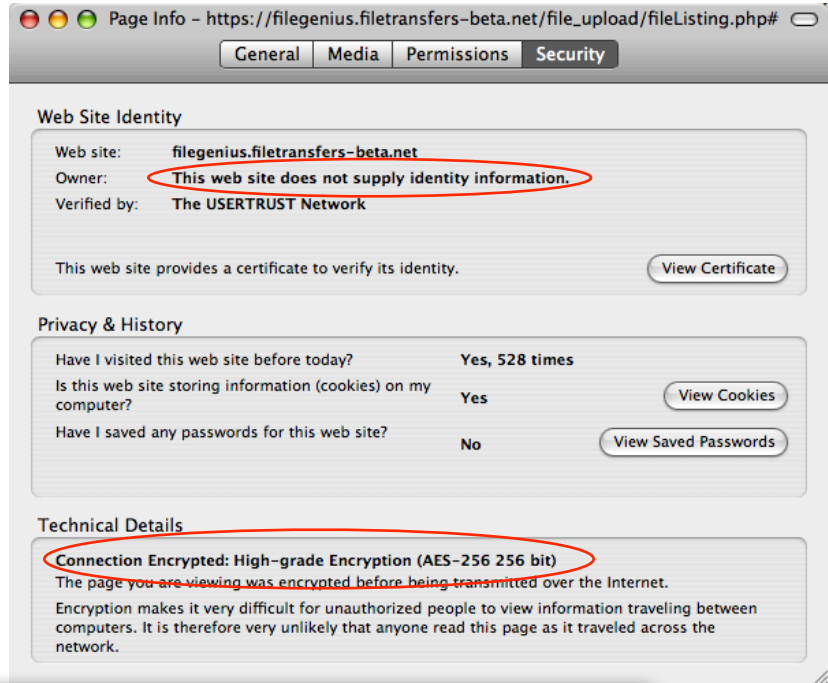


## Clear Alerts, Action Confirmations

- With clear and prominent error and action alerts and confirmations the user is always aware of what's happening on the site.
- Impactful actions such as "delete" are always accompanied by a confirming alert; no irreversible actions are allowed without double confirmation.
- Alerts, error messages, and action confirmations all conform with industry standards for color, content, and sequence, to best protect your files.

## Security

- Enterprise-level security for all file transactions; no stored passwords, no stored cookies on your site.
- No file transaction sessions left on the web that can be easily found with a search engine.
- Proxy-like file interaction that hides and protects the actual filesystem.
- Common sense security that hides your site from all search engines and site explorers.
- Can your solution pass the common-sense test?



# Contact Info

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## Internet

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