FilesAnywhere Feature Set

Secure files. Connected teams. Smarter work.

Explore the platform by what your team needs to do: share content, protect information, automate processes, and put documents to work.

NEW | FilesAnywhere AI (FAi)

- **FAi Chat** Search documents in natural language, ask questions, and summarize content.
- **FAi Tags** Analyze content and metadata to suggest relevant tags for easier organization, search, and filtering.
- **FAi Extract** Identify important document information and metadata to reduce manual review and data entry.
- **From extraction to automation** Use extracted information to help populate FilesAnywhere eForms and streamline document-based workflows.
- **Permission-aware AI** Work within existing permissions and access controls, with secure processing and audit logging.
- **Provider and deployment options** Support for OpenAI and Google Gemini, your own supported provider credentials, and cloud, Azure, AWS, or on-premises deployment.

Find your features

2 File sharing & collaboration | 3 Security & administration
4 eForms, workflow & integrations
5 Access, backup & recovery | 6 Enterprise solutions

AI feature details: www.filesanywhere.com/filesanywhere-ai/

Feature availability varies by plan, deployment, enabled services, and configuration.

FilesAnywhere since 1999

File Sharing & Collaboration

Give teams and guests the access they need.

Centralize content, share large files, and keep everyone working with the right version.

Store & organize

- **Large files and folders** Upload, download, and send files without a file-size limit. Store any file type and upload entire folders.
- **Easy content management** Drag and drop uploads; select multiple items to download, move, copy, or share.
- **Metadata and tags** Find and filter content using file or folder metadata and applied tags.
- **Email-to-folder uploads** Send email attachments directly to a designated account folder.

Share & work together

- **GroupShare** Share folders with other users, assign permissions, update access as roles change, and set automatic expiration.
- **FileShare and FileReceive** Send or collect large files and folders through customizable links, including with people who do not have an account.
- **Protected sharing links** Set passwords or email/SMS one-time passwords, expiration and deletion rules, signatures, and checkbox approval.
- **Link notifications and reporting** Track link access and file activity, notify recipients, and receive access notifications.
- **Online document editing** Edit with Microsoft Office Online or Zoho; collaborate in real time on supported shared documents.
- **Version control** Retain previous file versions, restore earlier content, and use check-in/check-out to help prevent conflicting changes.
- **Media and document viewing** Stream uploaded audio and video in the browser and use available document and engineering drawing viewers.

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Security & Administration

Control access. Track activity. Protect information.

Manage users and policies from a central administration console while maintaining visibility into account activity.

Access & protection

- **Encryption** Protect data in transit and at rest, including AES-256 encryption for stored files.
- **Multi-factor authentication** Require an additional verification step for users or groups using supported methods, including authenticator apps.
- **Password policies** Require strong passwords, force a password change at next login, and configure password expiration.
- **Role-based access control** Assign group-to-folder permissions to manage authorized access consistently.
- **IP address restrictions** Limit access to the web interface, API, and sync application using allowed IP addresses.
- **Adjustable session timeout** Configure session duration from five minutes to twenty-four hours.
- **Custom link watermarking** Add custom text and viewer details, such as email, IP address, timestamp, or FileShare ID, to shared documents.

Administration & visibility

- **User and group management** Manage users centrally; create department, company, or project groups and assign folder access.
- **Audit trails and reports** Track uploads, downloads, edits, moves, and deletions; generate customized reports and export activity data.
- **Notifications** Receive alerts for file, folder, and user activity to keep owners and teams informed.
- **Retention and deletion controls** Set file lifecycle purge/archive rules and use Disable Delete to help prevent accidental removal.

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eForms, Workflow & Integrations

Turn information into repeatable business processes.

Collect information, route documents, and connect FilesAnywhere to the tools your team already uses.

Digital forms & automation

- **Custom eForms and surveys** Create data collection forms, surveys, and upload/download experiences; use custom HTML or fillable PDFs.
- **Field rules and masking** Configure form inputs and mask field data to support consistent, protected information collection.
- **eForms authentication** Use supported SMS/email one-time-password or CAPTCHA options before access or within an eForm.
- **Payment fields** Collect form payments through supported third-party payment merchants.
- **Workflow** Define steps and rules for processes such as incident management, travel reimbursement, and purchase requests.
- **Automated Document Routing** Track and manage files uploaded, moved, or copied according to configured folder rules.

Connect your tools

- **API access** Build custom applications and integrations that access your FilesAnywhere account.
- **Outlook add-in** Send files directly from Outlook to simplify everyday sharing.
- **Adobe Sign and DocuSign** Send documents for signature using your provider account; view and manage agreement details and audit trails.
- **Service plugins** Enable available services such as Microsoft Office Online, Zoho Editor, and Autodesk Engineering Drawing Viewer.
- **Custom development** Work with FilesAnywhere professional services on tailored forms, workflows, integrations, or software changes.

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Access, Backup & Recovery

Keep business content available wherever work happens.

Support everyday access, synchronization, and business continuity with off-site data protection.

Access & compatibility

- **Windows and Mac** Access content across platforms without requiring all users to use the same operating system.
- **Browser access** Use popular browsers, including Edge, Safari, Chrome, and Firefox, through one managed portal.
- **Mobile access and apps** Upload, share, view, edit, receive files, and collaborate from supported mobile apps or a mobile browser.
- **Secure file transfers** Use supported FTPS/SFTP applications and connection options for file transfers and access to software archives.

Backup, synchronization & continuity

- **Scheduled backups** Use wizard-based backup software to run daily, weekly, or monthly jobs, including incremental backups.
- **CoolBackup automation** Create multiple backup profiles and run backup jobs as a Windows Service.
- **CloudSync desktop app** Synchronize account files and folders with your computer.
- **Flexible synchronization** Synchronize folder structures in one or both directions, with supported real-time and FTPS/SFTP options.
- **Point-in-time recovery** Use daily snapshots to recover deleted content within a 60-day retention window, subject to your deployment and account terms.
- **Business continuity** Support disaster recovery and continued access during planned or unplanned system, site, or regional outages.
- **Off-site availability** Access mission-critical content from a web-enabled device, with redundancy and off-site deployment options.

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Enterprise Solutions & Services

Configure the platform around your organization.

Extend identity, branding, deployment, and support to match your operational requirements.

Identity & brand

- **Active Directory / LDAP** Integrate with existing directory systems for enterprise user management.
- **Single sign-on** Connect supported identity providers, including ADFS and OneLogin, to simplify sign-in.
- **Dedicated domain** Use a custom domain to reflect your organization in the account URL.
- **Complete white labeling** Rebrand the service with your organization's identity.

Deployment & support

- **Dedicated virtual server** Use a private environment with server resources dedicated to your organization.
- **Azure deployment** Choose an available Azure region to support data location requirements and your organization's GDPR readiness efforts.
- **On-premises cloud** Host storage, interfaces, authentication, and administration in your own data center and network.
- **Custom development services** Request tailored functionality and changes to meet specific business needs.
- **VIP support** Access U.S.-based priority support for setup assistance, questions, and troubleshooting.

Build the right solution for your team.
Contact FilesAnywhere for a demo, plan guidance, or a custom service quote.
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