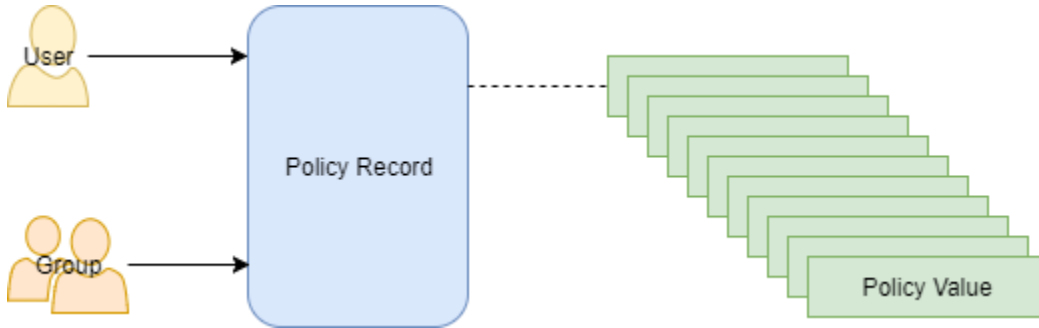


# Policies

**i** Policies are available in FileCloud 17.3 and later.



You can manage users and group easily using policies.

- Policies provide a framework for managing settings at the user or group level
- One policy record manages multiple policy values
- The policy record can be associated with a user or group

The policy values in Table 1 are managed in a policy record.

Policy Value	Default Value
Require Passcode for Mobile Apps	NO
Disable Mobile Apps from Connecting	NO
Disable Printing in Mobile Apps	NO
Disable Downloads in Mobile Apps	NO
Disable "Open With" in Mobile Apps	NO
Disable Sharing in Mobile Apps	NO
Disable "Add to Favorite" in Mobile Apps	NO
Disable "Edit" Option in Mobile Apps	NO
Disable Configuration Changes in Clients	NO
Apply Configuration in Client	
Enable 2FA	NO
2FA Delivery Mode	Email
Disable User Invites	NO
Disable Add Notification	NO
Disable Update Notification	NO
Disable Delete Notification	NO
Disable Download Notification	NO
Disable Preview Notification	NO
Disable Lock Notification	NO

Disable Self Notification	NO
Enable Code Based Client Authentication	NO
Admin Approval Required for Code Based Authentication	NO
Enforce Session Timeout for Devices	NO
Create Account on Invite	NO
Enable ACL	NO
Disable All Notification	NO
Global Share Mode	PUBLIC AND PRIVATE
Default Quota	2GB
Enable Privacy Settings	NO

## Working with Policy Records



Watch a video on [Accessing Policy Records](#).

To access a policy record:


1. Log into the Admin Portal.
2. Click *Settings*.
3. Click the *Policies* tab.




Watch a video on [Creating a New Policy Record](#).

To create a policy:

1. Log into the *Admin Portal*.
2. Click *Settings*.
3. Click the *Policies* tab, and then click the *New policy* button.
4. In the *New policy* window, in *Policy Name*, type in a unique identifier for this policy, and then click *Create*.
5. On the *Policies* tab, in the *Manage Policy* section, select the policy you just created.
6. To configure the policy, click the *edit policy* icon .

 Instead of creating a new policy, you have the option to copy an existing policy.

To copy a policy:


1. Log into the Admin Portal.
2. Click *Settings*.
3. Click the *Policies* tab.
4. In the *Manage Policy* section, select the policy you want to copy.
5. To copy the policy, click the copy policy icon .




Watch a video on [Managing Policy Users and Groups](#)

A policy can be assigned to one or more user or group.

To assign a user to a policy:

1. Log into the Admin Portal.
2. Click *Settings*.
3. On the *Policies* tab, to open the *Manage Policy Users* window, click the users icon .
4. In the *Manage Policy Users* window, in *Available Users*, select a user.
5. Use the arrow to move the user to the *Policy Users* list box.
6. To save your changes, click *Close*.

To assign a group to a policy:

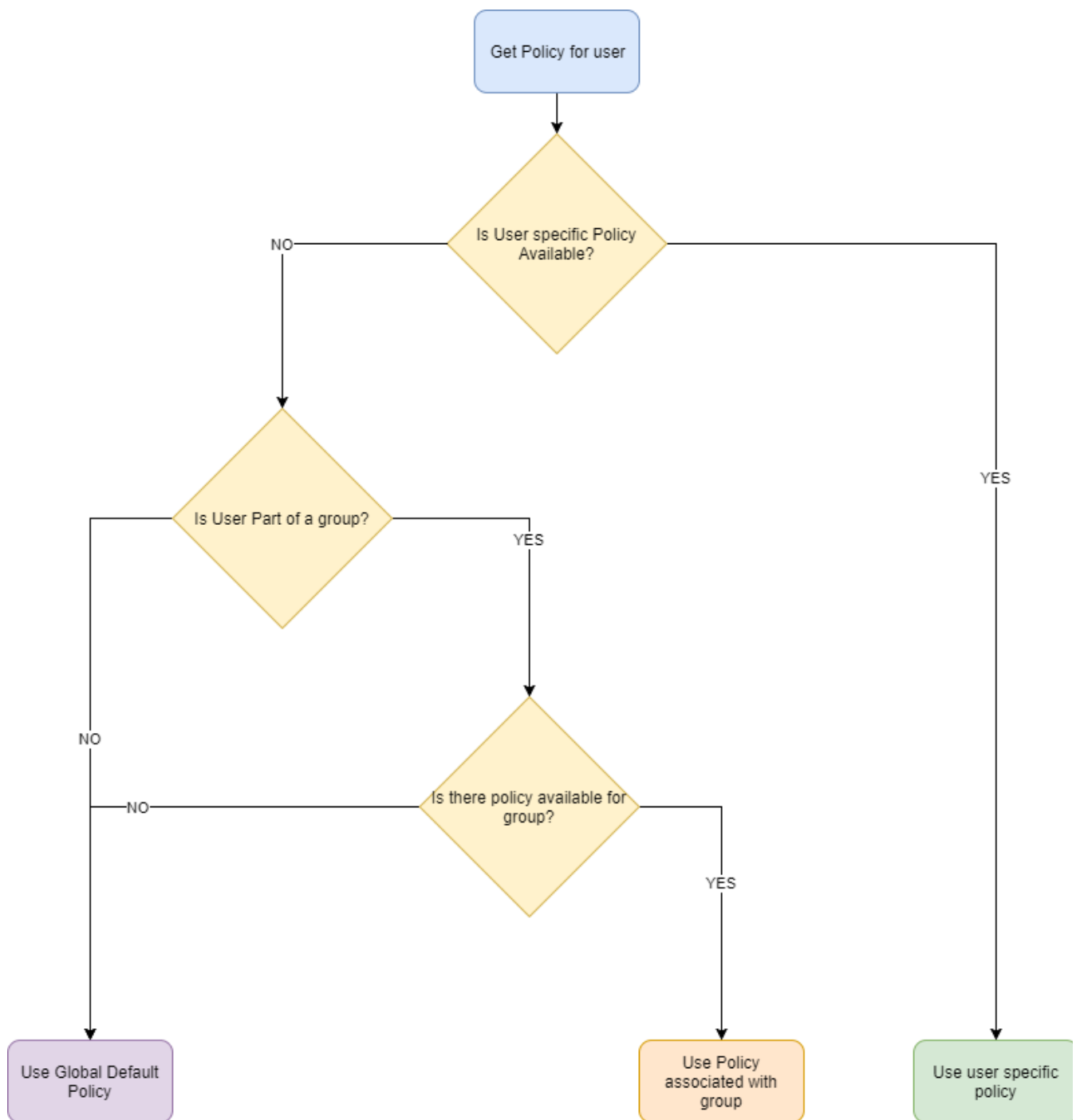
1. Log into the Admin Portal.
2. Click *Settings*.
3. On the *Policies* tab, to open the *Manage Policy Groups* window, click the groups icon .
4. In the *Manage Policy Groups* window, in *Available Groups*, select a group.
5. Use the arrows to move the group to the *Policy Groups* list box.
6. To save your changes, click *Close*.
- 7.



[Manage the Recycle Bin Using Policies](#)

An effective policy for a user is calculated on multiple factors as shown in Figure 2.

Figure 2. Effective Policy Calculation Flow Chart



### Policy Selection Scenarios

Case 1: User with no policy assigned : **Global Default Policy will be used**

Case 2: User with specific policy assigned: **Assigned policy will be used**

Case 3: User is a member of multiple groups, No Policy is assigned to user or group: **Global Default Policy will be used**

Case 4: User is member of multiple groups and multiple groups have policies: **One of the group policy will be used (Randomly selected)**.

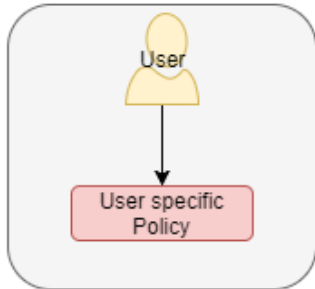
Case 5: User is a member of multiple groups and has specific policy assigned and groups have their own policies: **User assigned policy will be used**

Figure 3. Selecting a Policy Scenario Flow Chart



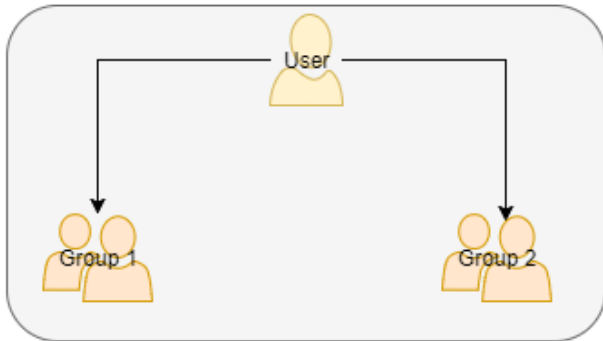
Effective Policy →

Global Policy



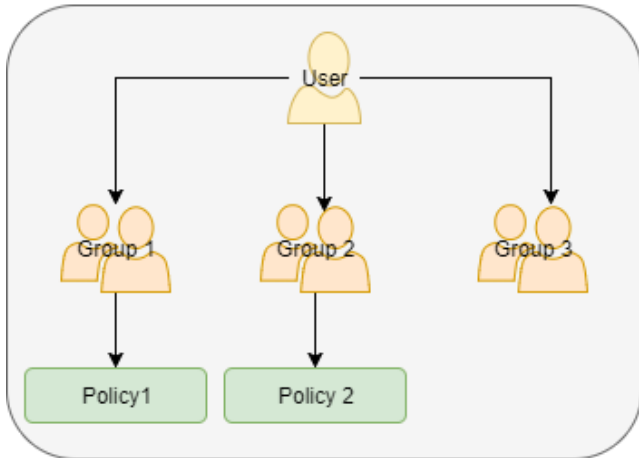
Effective Policy →

User Specific Policy



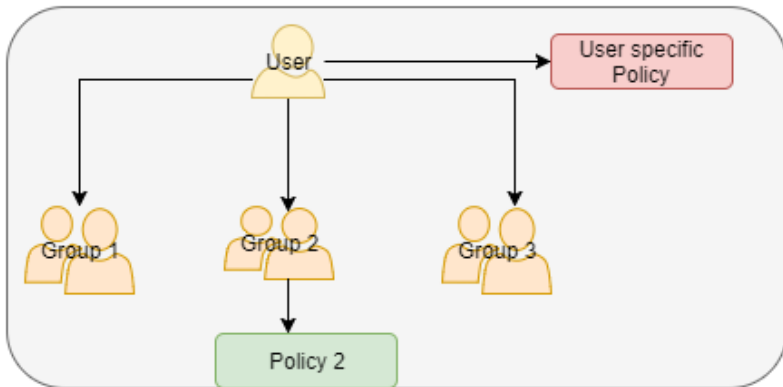
Effective Policy →

Global Policy



Effective Policy →

Can be Policy 1 or Policy 2



Effective Policy →

User Specific Policy