

FileCloud Site Setup

Once FileCloud is [installed](#) successfully and started, administrative tasks need to be performed to allow FileCloud users to log in and use FileCloud efficiently. Some of the system settings and custom settings that you can configure are listed in the table below by priority and function.

i Beginning in FileCloud 20.1, the option for reverting to default values for all options in the Settings and Customization sections of the Admin user interface is located in the [Settings > Reset tab](#). In earlier versions of FileCloud, the option appears in the upper-right corner of all Settings and Customization pages.

Level of Priority	Administrator Settings	Basic Server Settings	Storage Settings	User Access Settings
Required	Access the Admin Portal Change the Admin Password View License Information Check Your FileCloud Version Manage Account Approvals	Run Automated Tasks <ul style="list-style-type: none"> • Cron Jobs • Scheduled Tasks Configure Backup Settings Manage Client Security Settings Enable Antivirus Scanning	Set Up Managed Storage (My Files) <ul style="list-style-type: none"> • S3 Storage • Manage Encryption • Clearing Deleted Files and Partial Uploads Automatically If not using, disable managed storage	Create FileCloud Users Check User Access Level Create User Policies Create Groups Manage User Storage Quotas
Recommended	Configure Email Settings Enable Automatic License Renewal and Reporting Restrict Access to the Admin Portal FileCloud Best Practices	Enable MongoDB Authentication Set Client Application Policies Use a Proxy Server Configure Security Options <ul style="list-style-type: none"> • Change default directories • Disable CONNECT Methods • Enforce TLS1.2 and Strong ciphers • Read Advisory Notices Use GDPR Compliance Options <ul style="list-style-type: none"> • Anonymize User Data • Enable Privacy User Consent • Export Files for GDPR • Right to Access - Search for User Data • Use Pattern Search for GDPR 	Set Up Network Folders <ul style="list-style-type: none"> • Manage NTFS permissions • Index Network Folders for Search • Realtime Syncing • Configure AWS S3 Bucket-Based Folders Enable Directory Scraping Use the FileCloud Helper Service Best Practices for Organizing Your Folders	Manage User Authentication <ul style="list-style-type: none"> • Configure Single Sign On • Use LDAP Based Authentication Configure Microsoft Office Integration Options Configure Online Web Editing <ul style="list-style-type: none"> • Installing Office Online Server • Collabora Code Set Up Document Preview <ul style="list-style-type: none"> • Windows • Ubuntu Linux • CentOS Linux • FileCloud Document Converter • Enabling Document Thumbs
Provides a Better Experience	Change the Language Customize Your Space <ul style="list-style-type: none"> • Login Background Image • Labels and Logos • UI Messages • Email Templates • News Feed • Terms of Service Customize Product URLs Customize CSS	Configure High Availability <ul style="list-style-type: none"> • HaProxy Setup in Ubuntu Enable Multi-Tenancy Support <ul style="list-style-type: none"> • Log In to the Multi-Tenant Admin Portal Enable Salesforce Integration	Configure Team Folders <ul style="list-style-type: none"> • Create the Account • Recover Deleted Files • Seed and Organize the Team Folder Data • Set Optional Granular Permissions • View and Restore Previous • Team Folder Policies 	Manage Document Settings <ul style="list-style-type: none"> • Natural Sort Order Listing • PDF Merge • Document Previews • Manage File Change Notifications • Restricting File Extensions Set Up Content Search <ul style="list-style-type: none"> • Install Content Search • Run SOLR as a service • Index Managed Storage • Configure Content Search for Network Storage