

Best Practices for Organizing Your Folders

FileCloud allows users to move from traditional Windows File Servers and Shares using NTFS permissions to a fully managed storage system that allows seamless remote access from anywhere and goes past any limitations with traditional file servers and storage.

What is the best way to migrate their data into FileCloud as well as how to configure and set up the data for easy management?

This article will help you migrate your data into FileCloud, and set it up correctly. Assume that your organization's data looks like the example below: files organized by department. Your goal is to provide common folders for each team to access and edit.



Folder Share
in File Server



HR



MARKETING



SALES



ENGINEERING

Option 1: Organizing data under a common account

How to set it up?

Create a common account named after your company name, for example, "abc chemicals" and then load all the data in folders into that account. After uploading, the data structure looks like the following:

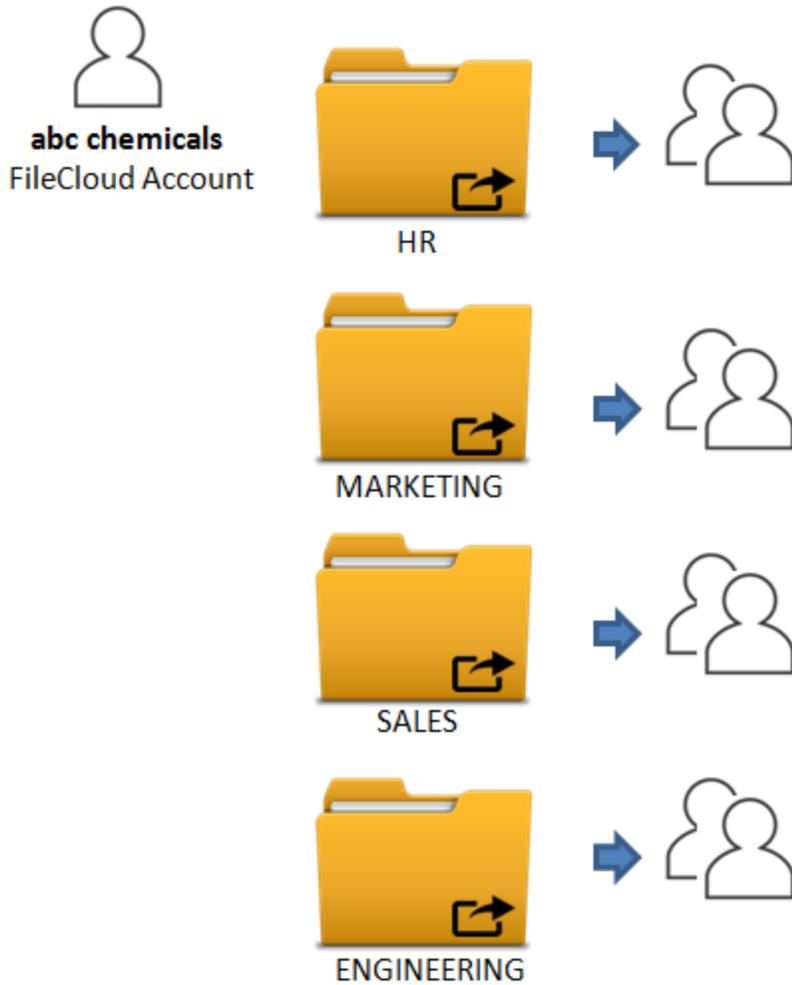


Fig 2. Master FileCloud Account Folder Structure

You can see that each folder in the master account will contain folders for each organizational department, say "HR", or "Marketing" and so on. Each folder can then be shared with different groups, that is, HR folder can be shared with the HR Group and so on.

How do users access the files?

When users log into FileCloud and open the "Shared With Me" folder, they see the master account name first followed by the share name. For example, Shared With MeAbc chemicals->"HR" or Shared With MeAbc chemicals->"Marketing"

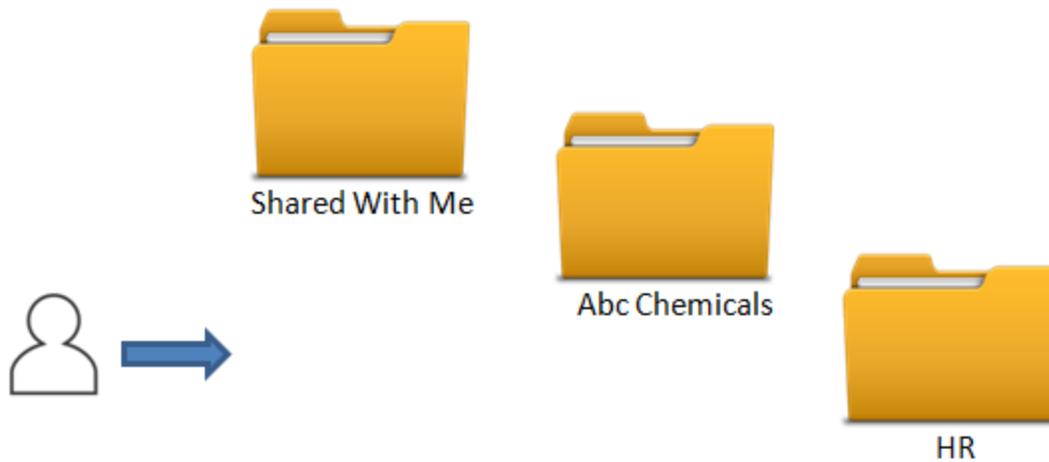


Fig3. Master FileCloud Account Sharing Folder Structure

Advantages

- Easier to administer by the IT Administrator since all data is stored in one account.
- Only 1 additional license is needed for the common account.

Disadvantages

- Difficult to give management access to other users because they get access to all data not just their department data.

Option 2: Organize data using Teams or Department

How to set up?

Create a number of different user accounts like "HR", "Marketing", etc., and then upload the common files belonging to each department. Then each department account (department managers can manage the file access) can share content with other users as needed.

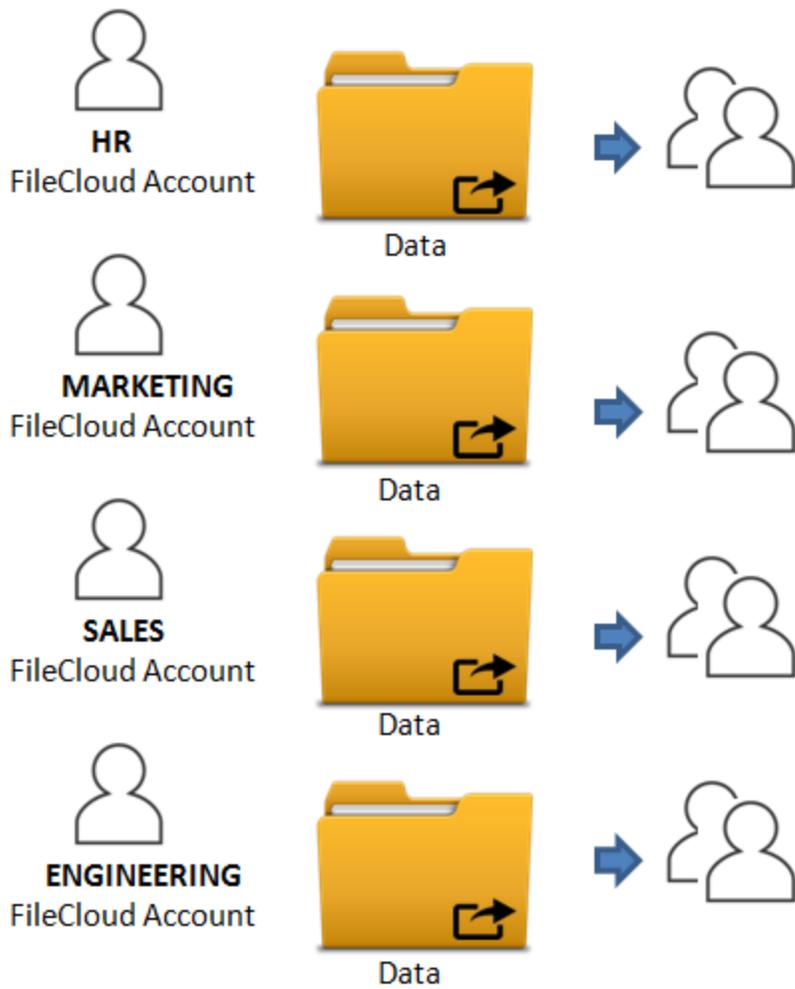


Fig4. Team FileCloud Account Folder Structure

How do users access the files?

When users log into FileCloud and open the "Shared With Me" folder, they see the team/department name followed by the share name. For example, "Shared with me" -> HRHR Share

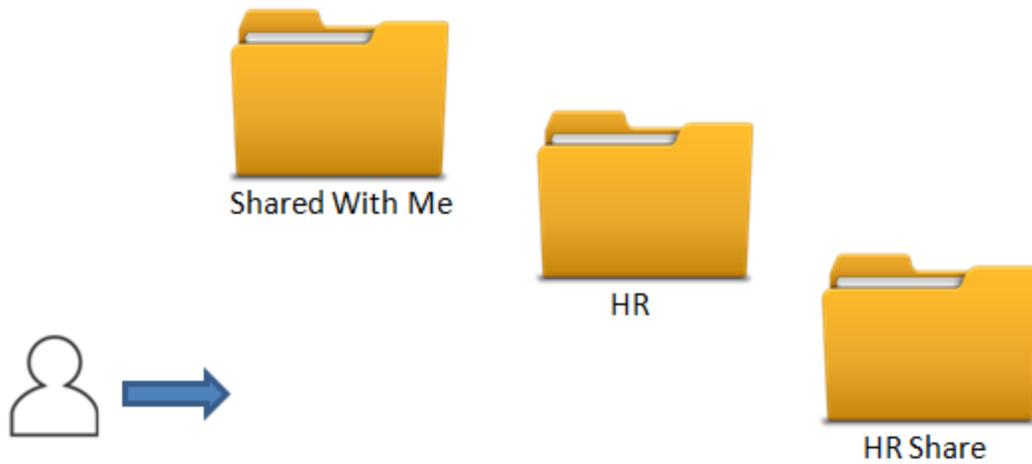


Fig 5. Team FileCloud Account Sharing Folder Structure

Advantages

- Distribute the team account credentials to multiple managers or different users so it is easier to manage.
- Each account is separate so it is easier to apply different security policies to each account.

Disadvantages

- Harder for administrator to administer because the data is spread out among multiple accounts.
- Additional licenses are needed for each team account used.