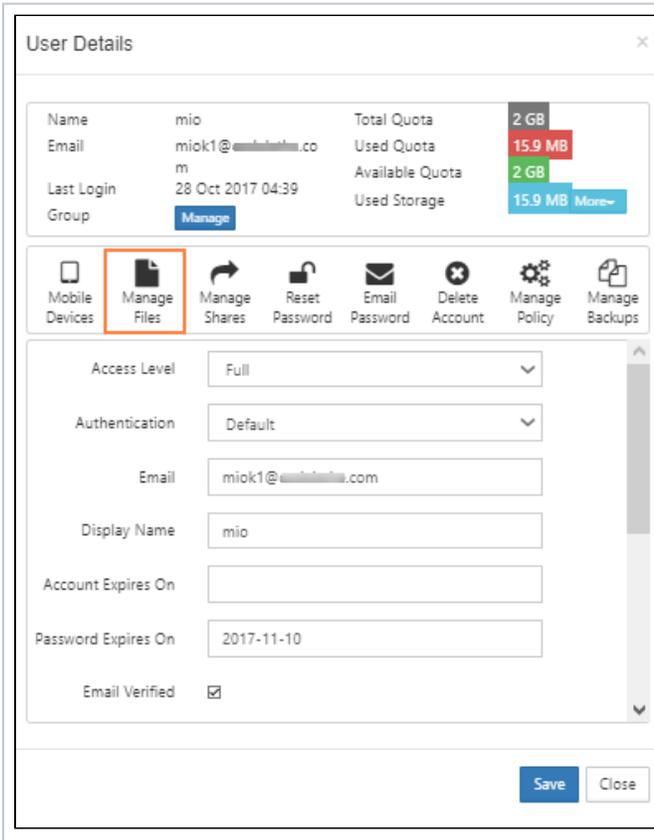


# Managing User Folders and Files

As an administrator, you can manage the files that are stored on your FileCloud Server site.

This allows you to protect and maintain your system in the following ways:

- Remove user files infected with a virus
- Remove files belonging to a user that no longer has an account
- Move folders for teams
- Download, copy and move files at a user's request
- Manage your storage space limits by moving or deleting files
- Copy and move files and folders between two FileCloud users



To access user folder and files settings:

1. Open a browser and log on to the Admin Portal.
2. From the left navigation menu, select Users.
3. On the Manage Users page, select a user, and then click the Edit icon .
4. On the User Detail dialog box, click **Manage Files**.
5. The Manage Files for <User> window opens.

If you do not want the main administrator or admin users to have unlimited access to user files and folders, you can configure your system to prevent them from performing all of the following actions:

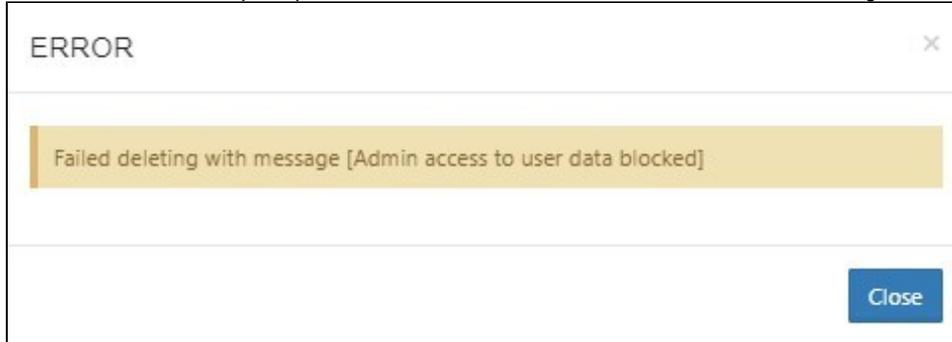
- download a file
- delete a file or folder
- rename a file or folder
- move a file or folder
- copy a file or folder

To limit admin access to user files and folders:

1. Open the configuration file:  
Windows: XAMPP DIRECTORY/htdocs/config/cloudconfig.php  
Linux: /var/www/config/cloudconfig.php
2. Add the line:  
`define("TONIDOCLOUD_DISABLE_ADMIN_USER_DATA_ACCESS", true);`

3. Save and close cloudconfig.php.

Now when an admin attempts to perform one of the above actions to a user file or folder, a message similar to the following appears:



What do you want to do?

 Manage Files	<ul style="list-style-type: none"><li> <a href="#">Download User Files and Folders</a></li><li> <a href="#">Restore a Previous File Version</a></li><li> <a href="#">Copy and Move User Files</a></li></ul>
 Remove Files	<ul style="list-style-type: none"><li> <a href="#">Delete User Files and Folders</a></li><li> <a href="#">Clear a Recycle Bin</a></li><li> <a href="#">Remove a User's Incomplete Uploads</a></li><li> <a href="#">Remove Old File Versions</a></li></ul>