FileCloud Server Version 23.232

Customization and Branding

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FileCloud allows users to customize the branding of FileCloud service.

The following items can be customized in FileCloud using the Admin Portal

- General Customization
- Login Background Image
- Themes, Labels, and Logos
- User Portal Themes
- UI Messages
- Email Templates
    - Email Template Tool
- News Feed
- Anonymizing User Data
- Customize Product URLs
- Customizing CSS
- FileCloud White Label Guide
    - FileCloud Android App White Label Instructions
    - FileCloud Drive White Label Instructions
    - FileCloud iOS App White Label Instructions
    - FileCloud Sync White Label Instructions
    - Mobile Application Smart Banner Customization
    - Signing Applications
- Customizing Terms of Service

Note

The Office Online web edit identifier "Saved to FileCloud" cannot be customized.

General Customization

Customization is available on FileCloud Standard and Enterprise. Learn more.

FileCloud allows some customization of the options on the User Portal and responses to user requests.

For any UI feature customizations to be effective, you must enable the first one, **Enable UI Customizations**. To authorize Admin users to perform customizations, enable Customization settings for their roles. See Managing Admin Users for more information.

To customize the log-in experience, see Customize the User Login Screen.

You can enable or disable the following options to customize how users interact with the portal.

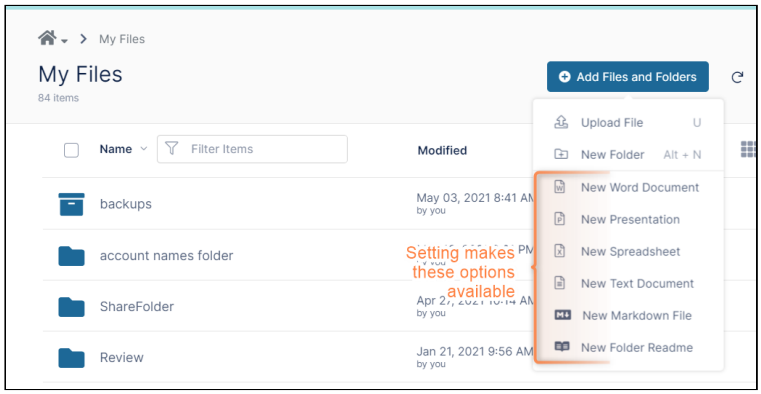
UI Features

To change the options a user will see:

1. Login to Administration portal.
2. On the left navigation menu panel, click ***Customization*.**
3. Click the *General* tab, and then below it click the ***UI Features*** tab.
4. Use the checkboxes to enable or disable any of the options described in Table 1.
5. To apply the change, click *Save*.

Table 1. UI Feature Options

Option	Description
Show Document Preview	This enables FileCloud to display the preview option for text-based document files in the user portal. Requires setting up document preview. Enabled by default.
Enable additional email templates	This enables users to view email templates for specific user types as well as default email templates on the **Email Templates** tab.
Show Single File Share Full Preview	This enables or disables single file shares to open in a full preview mode (if applicable). This is useful for PDF file shares. Beginning with FileCloud version 20.2, enabled by default.

Option	Description
Show New Document Creation Option	Enabling this will allow the users to create new Office, text, and markdown documents. Enabled by default. Also see New Document Creation via Web Browser. 
Show Edit in Desktop Option	Enabling this option will allow documents to be edited using the local system's Office program and automatically save back to FileCloud.
Show Online Edit Option	Enabling this option will allow documents to be edited online. (Requires "Web Edit" configured)
Disable Music Playback	Show or disable Music Player in User Portal
Disable News Feed	Show or disable news feed in User Portal (Shown below the left side navigation panel)
Disable Folder Download	Disable "Downloading" of full folders or multiple items as zip files
Show Email Preview Dialog	Options: **Send email and show email preview dialog** (default) **Send email and hide preview dialog**: Share Email Notification Dialog will not pop up, but automatically the email will be sent to the user. **Do not send email when sharing**: Share Email Notification Dialog will not pop up, and no email will be sent to the user.

Option	Description
Disable Getting Started Admin Dialog	(Added in FileCloud 20.1) This only disables the features overview for new administrators. In versions prior to 20.1, it disabled the features overview for new administrators and the tutorial and welcome message for new users.

Add links to the Account menu

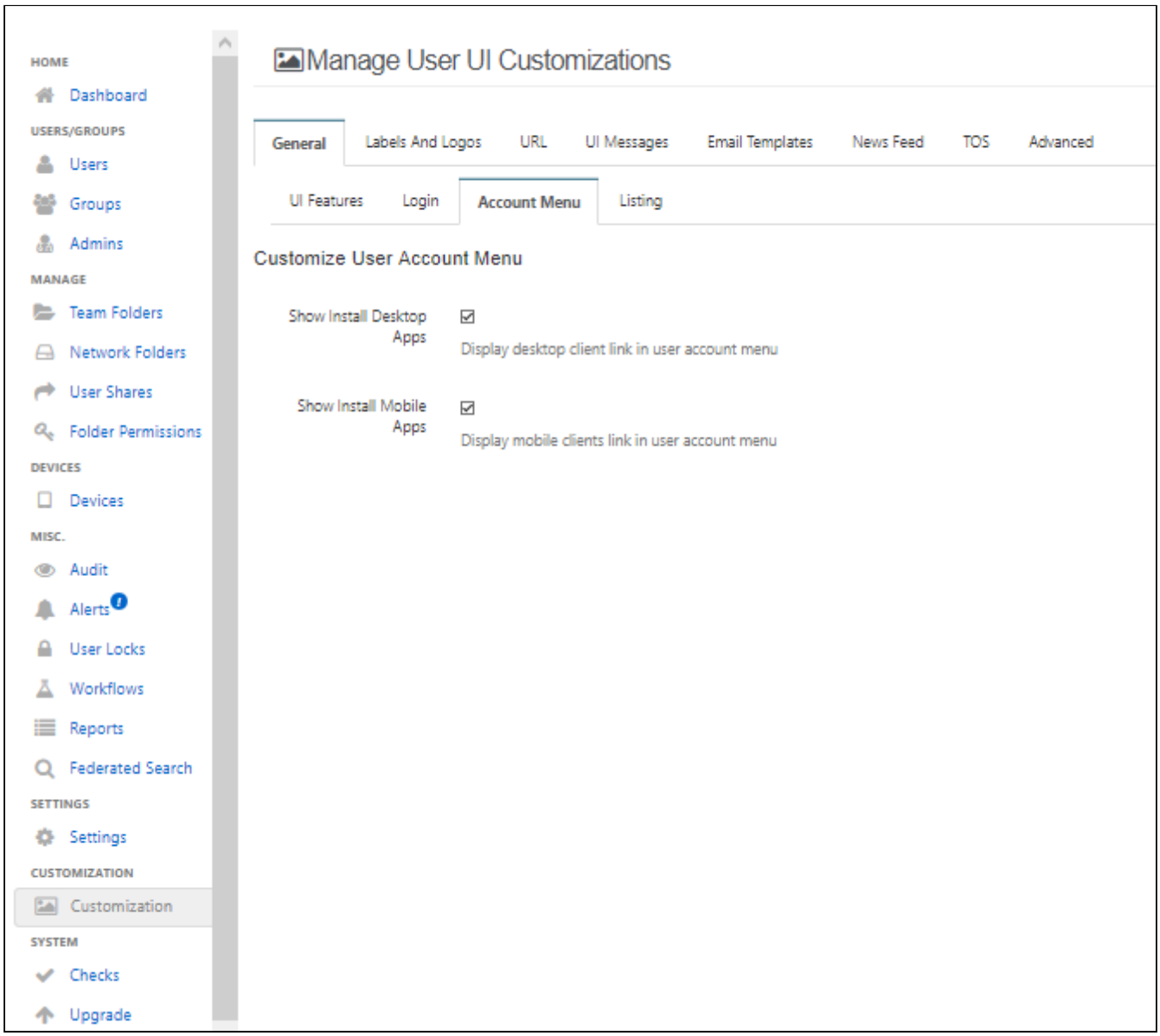
You can enable or disable the following options to add links to the user's Account menu.

To change the user's Account menu options:

1. Login to Administration portal.
2. On the left navigation menu panel, click ***Customization*.**
3. Click the *General* tab, and then below it click the ***Account Menu*** tab.
4. Use the checkboxes to enable or disable any of the options described in Table 3.
5. To apply the change, click *Save*.

Table 3. Account Menu Options

Type	Description
Show Install Desktop Apps	This will show or hide the "Install Desktop Apps" menu item in the "Account" drop-down menu in User portal
Show Install Mobile Apps	This will show or hide the "Install Mobile Apps" menu item in the "Account" drop-down menu in User portal



Customize how files are listed

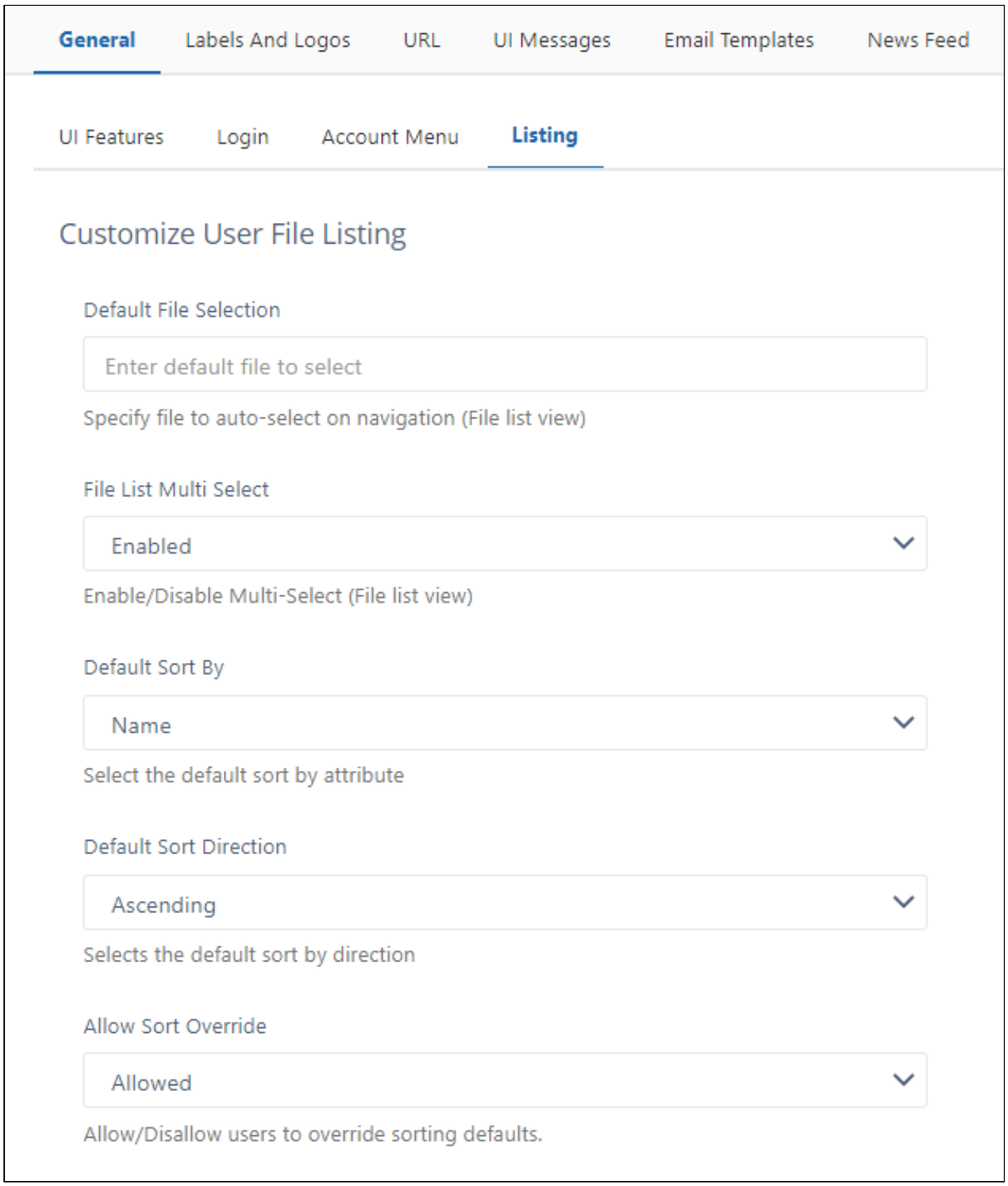
You can enable or disable the following options to change how files are listed on the User Portal.

To change the way a user's files are listed:

1. Login to Administration portal.
2. On the left navigation menu panel, click ***Customization***.
3. Click the *General* tab, and then below it click the ***Listing*** tab.
4. Use the checkboxes to enable or disable any of the options described in Table 4.
5. To apply the change, click *Save*.

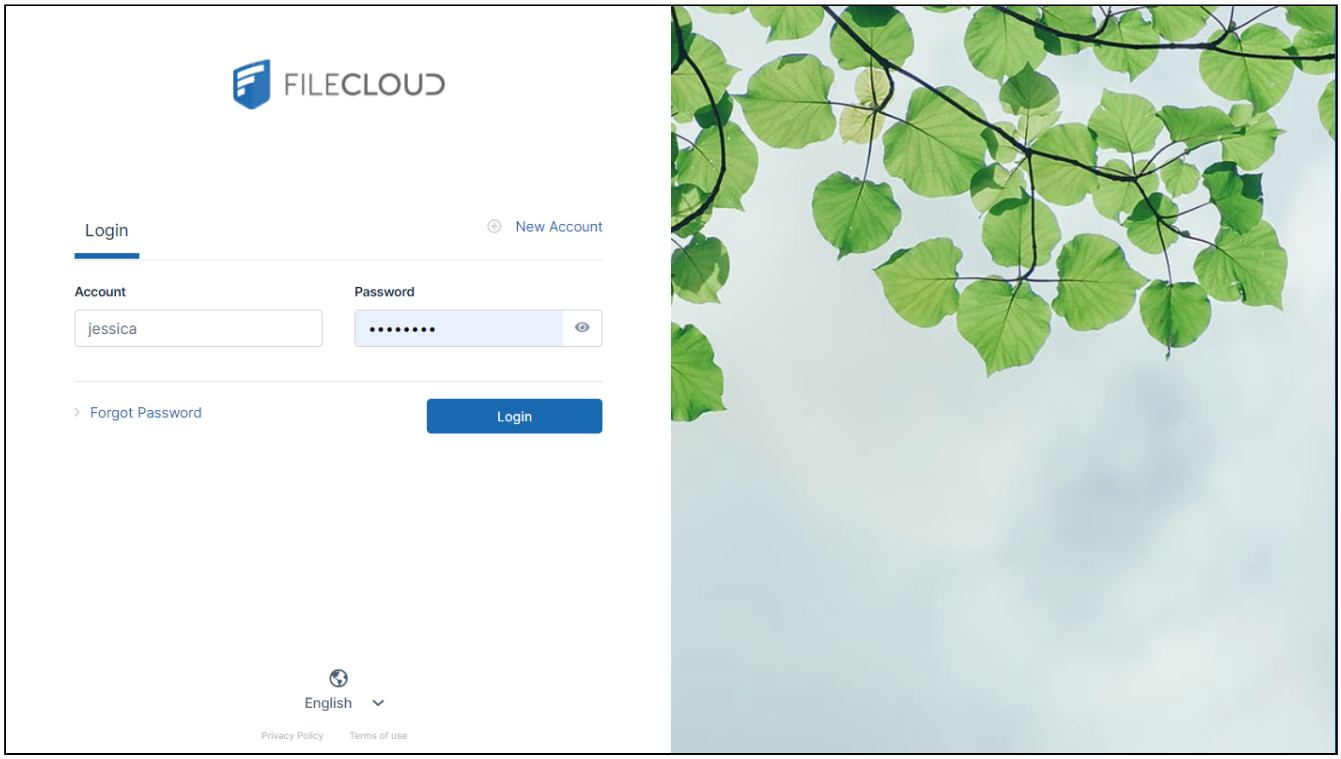
Table 4. File Listing Options

Type	Description
Default file selection	Auto Select of a file when a user logs in
File List Multi Select	This option will allow you to enable or disable multi-select feature in file list view
Default sort by	The sorting of file listing shown in the web browser can be selected to be based on either Name or Data or Size.
Default sort direction	The sorting of file listing shown in the web browser can be set to ascending or descending order.
Allow Sort Override	Default is **Allowed**. Allow or disallow users to override sorting defaults.


General
Labels And Logos
URL
UI Messages
Email Templates
News Feed
UI Features
Login
Account Menu
Listing
Customize User File Listing
Default File Selection
Enter default file to select
Specify file to auto-select on navigation (File list view)
File List Multi Select
Enabled
Enable/Disable Multi-Select (File list view)
Default Sort By
Name
Select the default sort by attribute
Default Sort Direction
Ascending
Selects the default sort by direction
Allow Sort Override
Allowed
Allow/Disallow users to override sorting defaults.

Login Background Image

You can customize the admin or user log-in page background image. For example:



To customize the background image, in the Admin Portal, go to **Customizations > Labels and Logos > Logos, Icons, and Backgrounds** and click **User Login Background** or **Admin Login Background** and choose an appropriate background image for the log-in page.

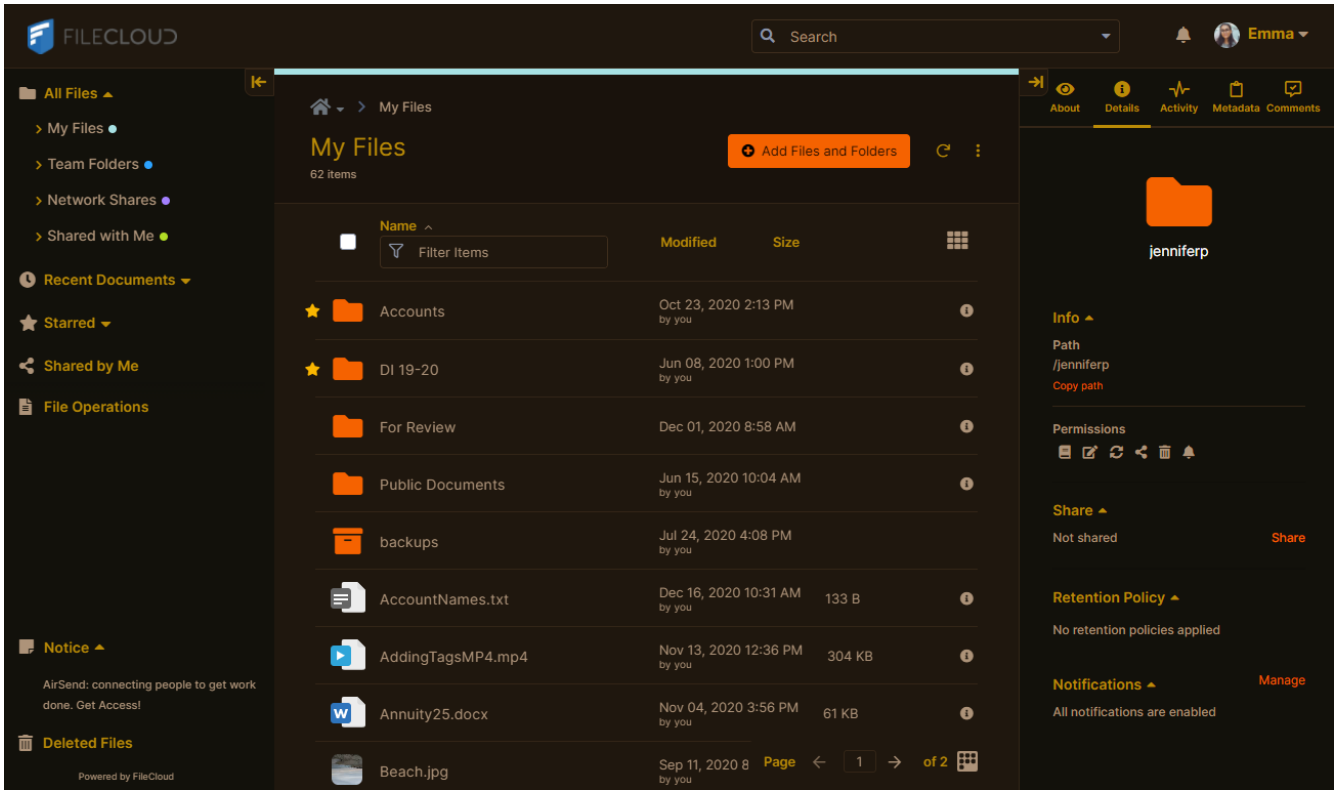
See Themes, Labels, and Logos for more information.

Themes, Labels, and Logos

FileCloud supports customization of its themes, logos, background images, and labels.

Beginning with FileCloud version 20.2, FileCloud includes light and dark themes.
Beginning with FileCloud version 20.3, FileCloud includes predefined custom themes, such as the Sunburn theme shown below.

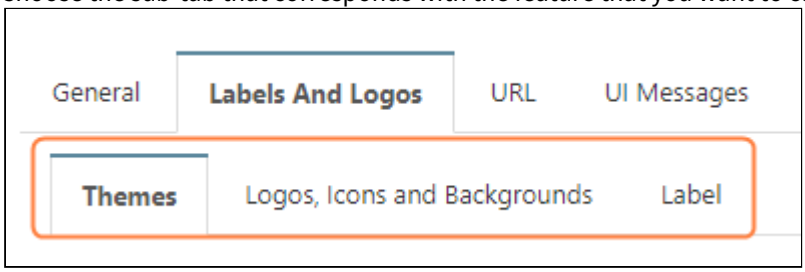
View all FileCloud themes



1 Sunburn theme

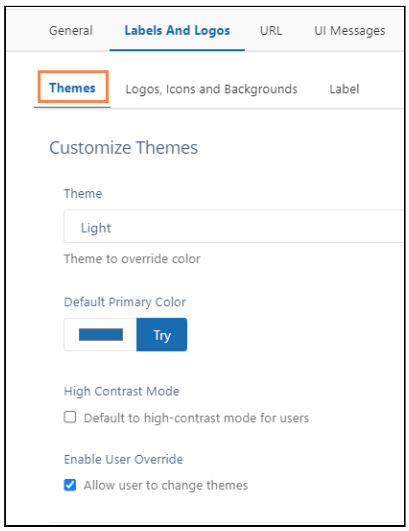
To customize screen elements:

1. In the navigation pane, click **Customization**, and then choose the **Labels and Logos** tab.
2. Choose the sub-tab that corresponds with the feature that you want to customize:



Customize User Portal Themes

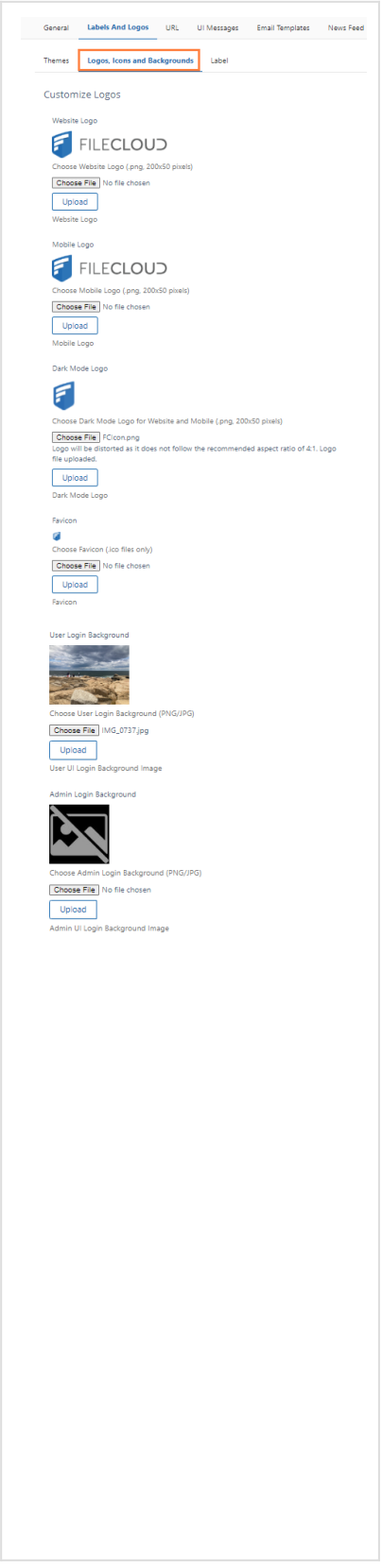
To customize the colors of the user interface, click the **Themes** sub-tab.



Customize Themes	
Theme	User portal color scheme. The default color scheme for the user portal is **Light**. Other options include **Dark**, and a series of preset color combinations.
Default Primary Color	Color for main features such as folder icons and buttons in the user portal.
High Contrast Mode	When checked, the user portal screens appear in higher contrast for better visibility.
Enable User Override	When checked, users can override your default theme and color settings with the same preset themes, high contrast option, and primary color choices that are available to you.

Add Your Own Logos and Backgrounds

To change logos in your FileCloud site, click the **Logos**, **Icons** and **Backgrounds** tab.

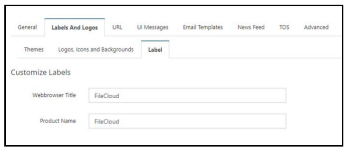


Website Logo	The logo that appears in the user portal. ⚠ Image must be a PNG file. • Image should be **200px** x **50px** or in another **4:1** proportion**,** to avoid distortion.
Mobile Logo	The logo that appears in mobile clients. ⚠ Image must be a PNG file. • Image should be **200px** x **50px** or in another **4:1** proportion**,** to avoid distortion.
Dark Mode Logo	The logo that appears when dark mode is enabled. ⚠ Image must be a PNG file. • Image should be **200px** x **50px** or in another **4:1** proportion**,** to avoid distortion.
Favicon	The thumbnail-sized logo that appears in address bars and on tabs. ⚠ Image must have the following format: • ICO format • Be less than or equal to **16px** x **16px**
User Login Background	Background image for the user portal log-in page. ⚠ Image must have the following format: • PNG, JPG, or JPEG format • Be less than or equal to **2741px** x **2068px** • Maximum size of **1MB**
Admin Login Background	Background image for the admin portal log-in page. ⚠ Image must have the following format: • PNG, JPG, or JPEG format • Be less than or equal to **2741px** x **2068px** • Maximum size of **1MB**

Use the format and size required for each image. If the size is not correct, you may encounter problems with layout or receive an error message.

Customize Labels

To change the wording of labels, click the **Label** tab.



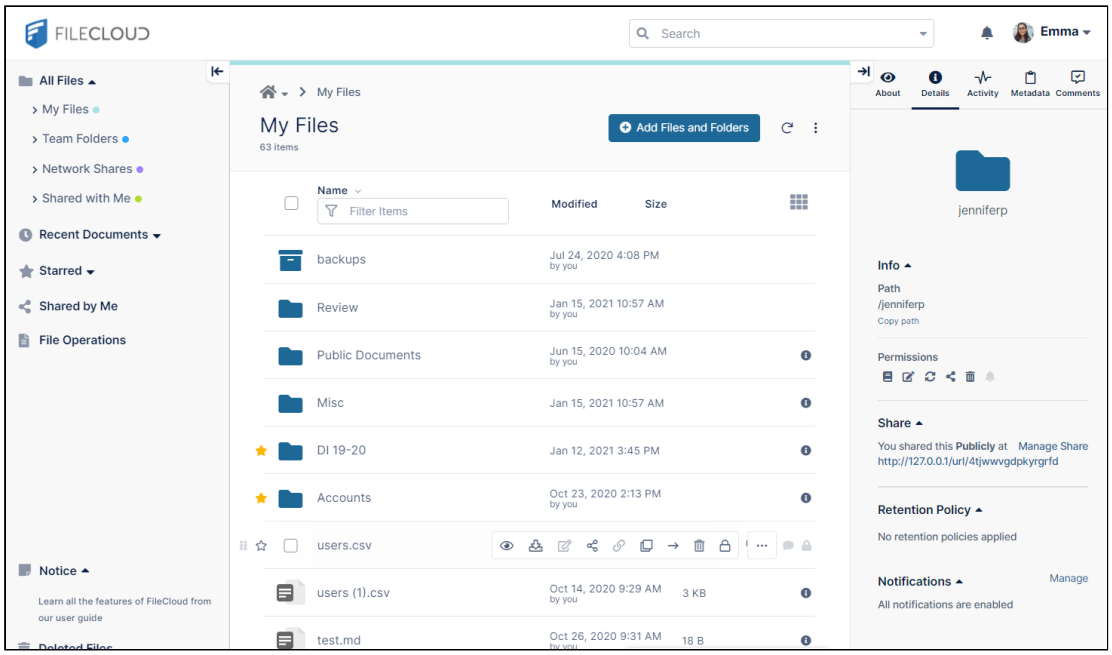
2 Label tab

Webbrowser Title	Title used in the Webbrowser for the window.
Product Name	The name that is sent in email subjects and other notifications.

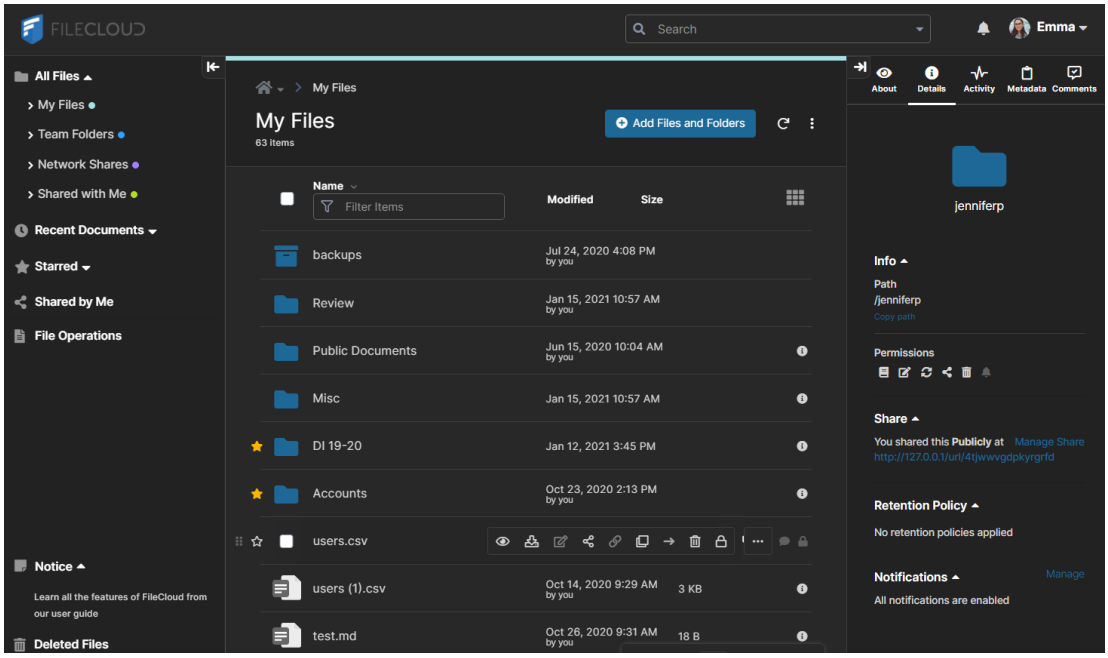
User Portal Themes

Below are previews of the currently available user portal themes:

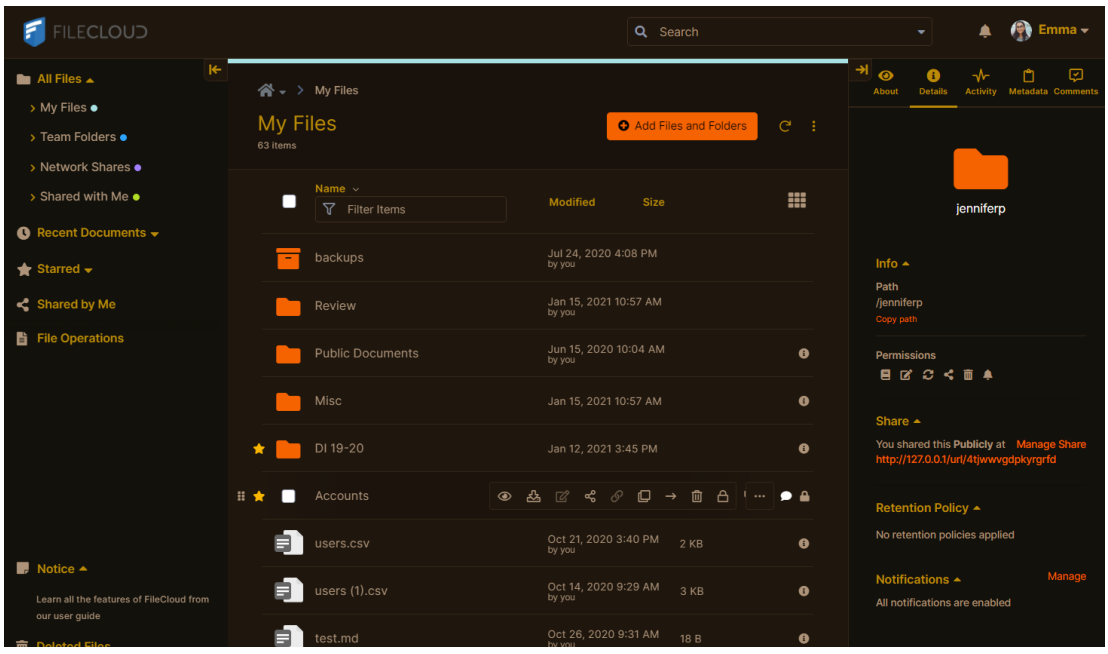
Light



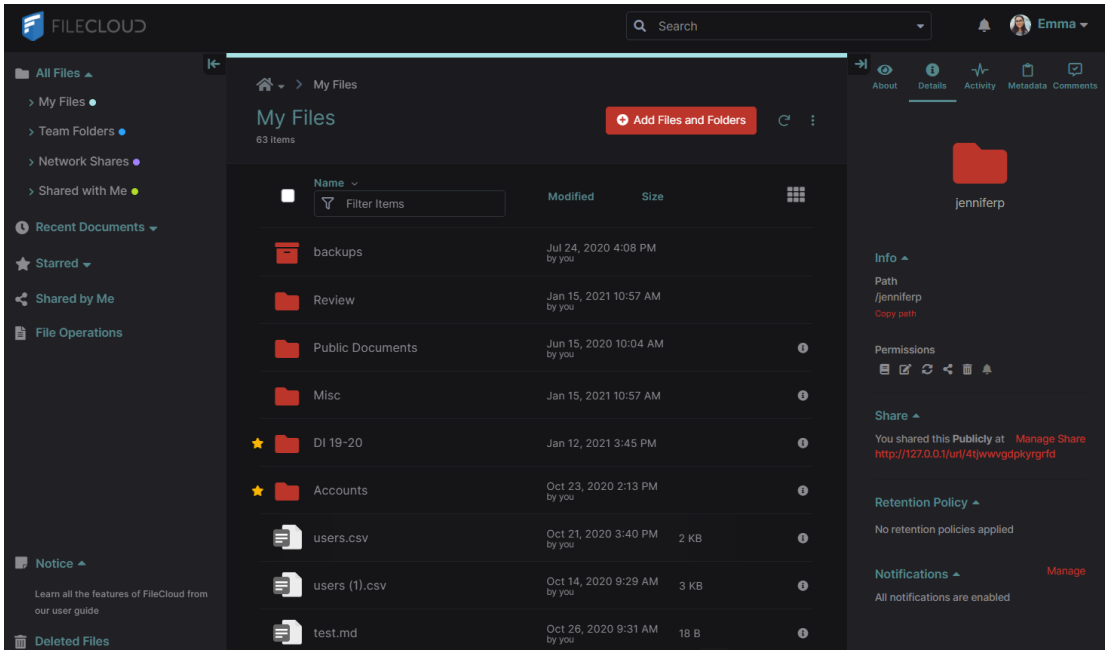
Dark



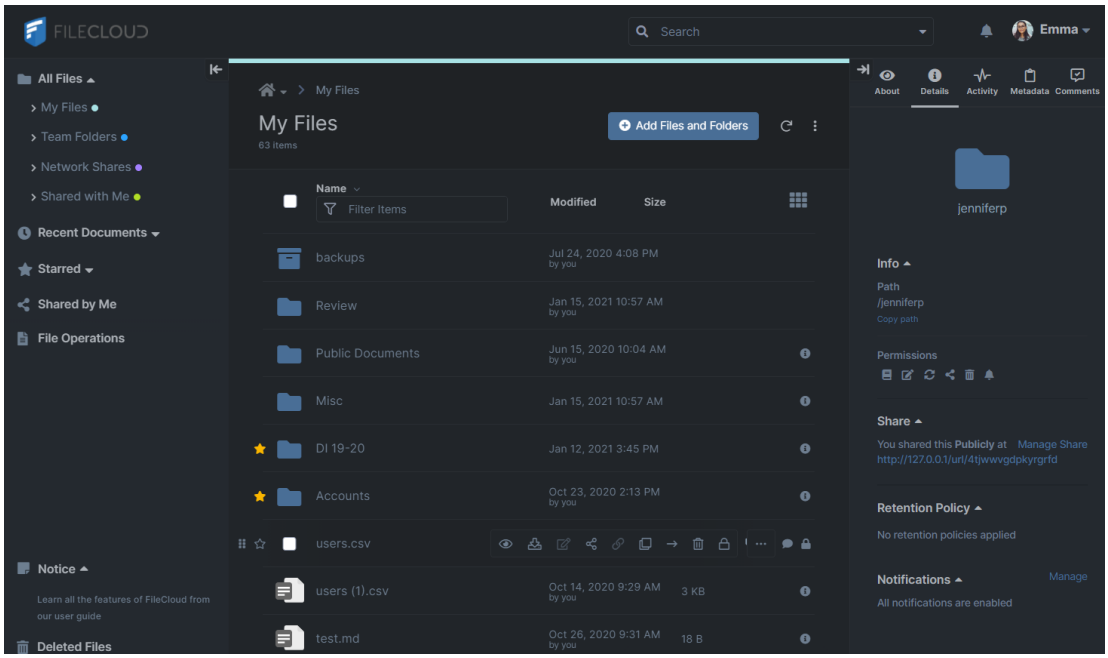
Sunburn



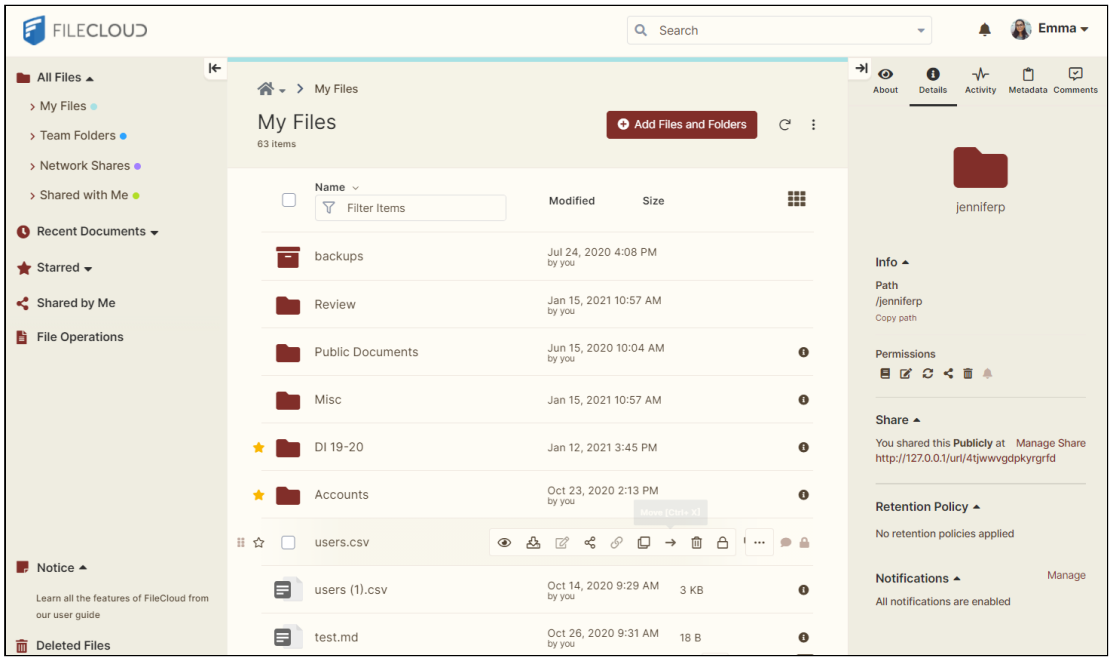
Caffeine



Midnight



Mohave


FILECLOUD
Search
Emma
All Files
My Files
Team Folders
Network Shares
Shared with Me
Recent Documents
Starred
Shared by Me
File Operations
Notice
Learn all the features of FileCloud from our user guide
Deleted Files
My Files
My Files
63 items
Add Files and Folders
Name
Filter Items
Modified
Size
backups
Jul 24, 2020 4:08 PM
by you
Review
Jan 15, 2021 10:57 AM
by you
Public Documents
Jun 15, 2020 10:04 AM
by you
Misc
Jan 15, 2021 10:57 AM
DI 19-20
Jan 12, 2021 3:45 PM
Accounts
Oct 23, 2020 2:13 PM
by you
users.csv
users (1).csv
Oct 14, 2020 9:29 AM
by you
3 KB
test.md
Oct 26, 2020 9:31 AM
by you
18 B
About
Details
Activity
Metadata
Comments
jenniferp
Info
Path
/jenniferp
Copy path
Permissions
Share
You shared this Publicly at Manage Share
http://127.0.0.1/url/4tjwwvgdpkyrgrfd
Retention Policy
No retention policies applied
Notifications
Manage
All notifications are enabled

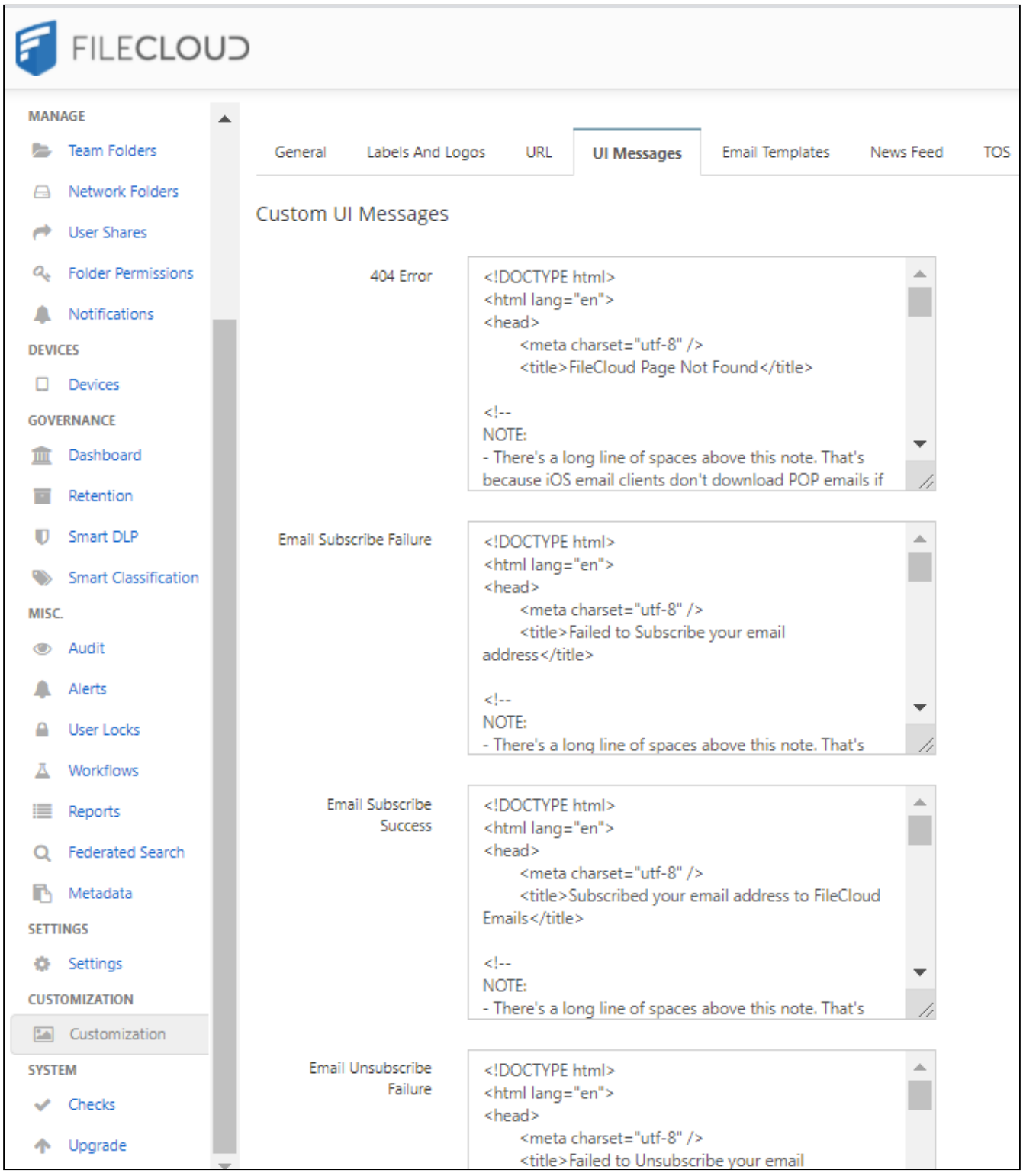
UI Messages

FileCloud generates a number of messages for user actions. FileCloud comes with default messages and these can be customized.

The following messages can be changed

Message Type	Description
404 Error	This is the HTML response shown to user in browser when URL requesting invalid received by FileCloud
Email Subscribe Failure	This is the error if a user email could not be subscribed for notifications
Email Subscribe Success	This is the message that will be displayed when user email is subscribed successfully
Email Unsubscribe Failure	This is the error displayed when user email unsubscribe fails.
Email Unsubscribe Success	This is the message shown when an user email is unsubscribed
Account Verification Failure	This is the error shown when a user email verification fails
Account Verification Success	This is the message shown when a user email verification succeeds
Generic Message	This is a message used for all other messages shown via the web browser UI
Login Error Message	This is a HTML message that will be display on user login failures. This message can be used to show different URLs to users for further help with login (for example, reset an expired AD password).

1. Log into Administration Portal
2. Click on "**Customization**" on the left navigation panel
3. Click on "**UI Messages**" tab
4. Change the entries as needed.
5. Click on **save** button


FILECLOUD
MANAGE
Team Folders
Network Folders
User Shares
Folder Permissions
Notifications
DEVICES
Devices
GOVERNANCE
Dashboard
Retention
Smart DLP
Smart Classification
MISC.
Audit
Alerts
User Locks
Workflows
Reports
Federated Search
Metadata
SETTINGS
Settings
CUSTOMIZATION
Customization
SYSTEM
Checks
Upgrade
General
Labels And Logos
URL
UI Messages
Email Templates
News Feed
TOS
Custom UI Messages
404 Error
<!DOCTYPE html>
<html lang="en">
<head>
<meta charset="utf-8" />
<title>FileCloud Page Not Found</title>
<!--
NOTE:
- There's a long line of spaces above this note. That's
because iOS email clients don't download POP emails if
Email Subscribe Failure
<!DOCTYPE html>
<html lang="en">
<head>
<meta charset="utf-8" />
<title>Failed to Subscribe your email
address</title>
<!--
NOTE:
- There's a long line of spaces above this note. That's
Email Subscribe Success
<!DOCTYPE html>
<html lang="en">
<head>
<meta charset="utf-8" />
<title>Subscribed your email address to FileCloud
Emails</title>
<!--
NOTE:
- There's a long line of spaces above this note. That's
Email Unsubscribe Failure
<!DOCTYPE html>
<html lang="en">
<head>
<meta charset="utf-8" />
<title>Failed to Unsubscribe your email

Email Templates

A new Workflow Generic Email Template is available in FileCloud Server version 18.2.

FileCloud provides you with various messages to send to a user when an action occurs. These messages can be customized.

Read Descriptions of the Default Messages

Message Template	Description
Add Group To Share Email Template	When a share is created for a Group, this is the message that will be sent to all users of that group.
Update User Email Template	When a user account is changed this is the message that is sent to the user.
Add New User To Share Email Template	When a new share is created this is the message to be sent to a user who is currently NOT a FileCloud user. This will contain instructions for the non-FileCloud user to first create an account before attempting to access the shared resource
Auto Create New User to Share Email Template	This is the email that is sent to users whose accounts are automatically created on a share action (if this option is applicable).
Add User To Share Email Template	When a new share is created this is the message to be sent to a user who is already a FileCloud user.
Share Email Template	When a public share is created by a user, the user can send that shared link using email. This message will be used for reporting that share link.
Account Approval Email Template	This is the email message to the user that will be sent when Admin approves a user account.
Forgot Password Email Template	This is the email message sent when user does password reset.
Email Password Template	This is the email sent when the temporary password is generated.

Message Template	Description
Waiting For Approval Email Template	This is the email message that will be sent when a user registers for a new Account in FileCloud (and if automatic account approval is not turned on).
Welcome/Verification Email Template	This is the email message that will be sent when a new user account is approved into FileCloud system.
Notification Email Template	This is the email message that will be sent if a share is modified.
Notification Item Template	Notification item template used to define each file / folder action. Those items are then embedded into the notification email.
Account Locked Alert Email Template	Email sent out when a user account is locked because of too many attempts
Generic Email Template	This is a boilerplate template used for miscellaneous messages
Two Factor Authentication Email Template	Email sent out with 2FA security code
Device Waiting for User Approval Email Template	This is the email message that will be sent when a Device is waiting for User Approval.
Expiring Share Notification Email Template	Email notification sent when the share is about to expire.
Failed Upload Notification Email Template	Email notification sent when the upload failed due to the limited Storage Quota.
Limited Disk Space Notification Email Template	Email notification sent when account is running out of the allocated disk space.
Password Expiration Notification Email Template	Email notification sent when user password is about to expire.
Workflow Notification Email Template	Email template used to notify users whose accounts are inactive and will be disabled.
Workflow Generic Email Template	Email template for general notifications for active accounts.
ServerLink Critical Alert Template	Template for email that indicates that there is an error with ServerLink synchronization.

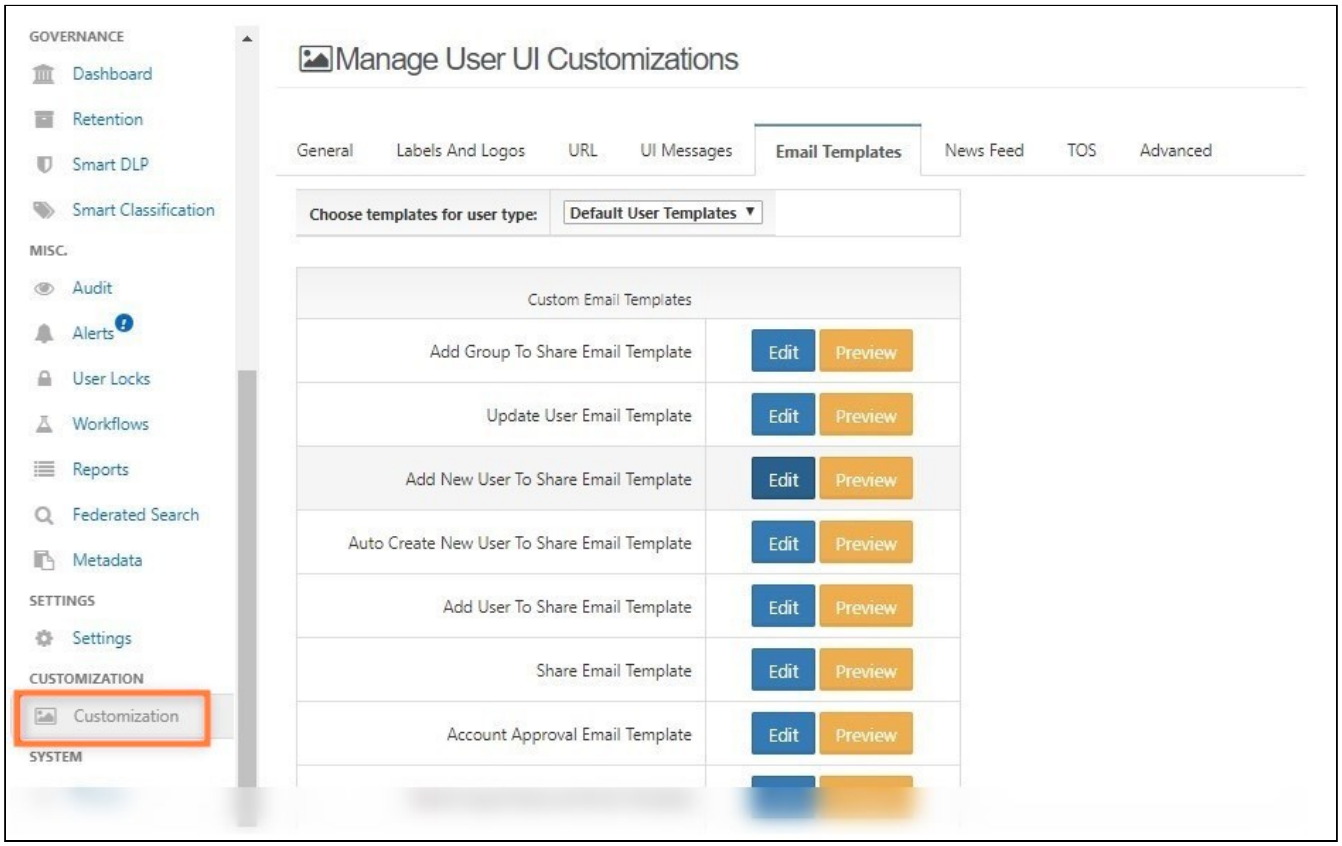
Message Template	Description
Decline User Email Template	Template for email that indicates that a request for a FileCloud account has been denited.

How to Change Default Email Messages

To change a default email message:

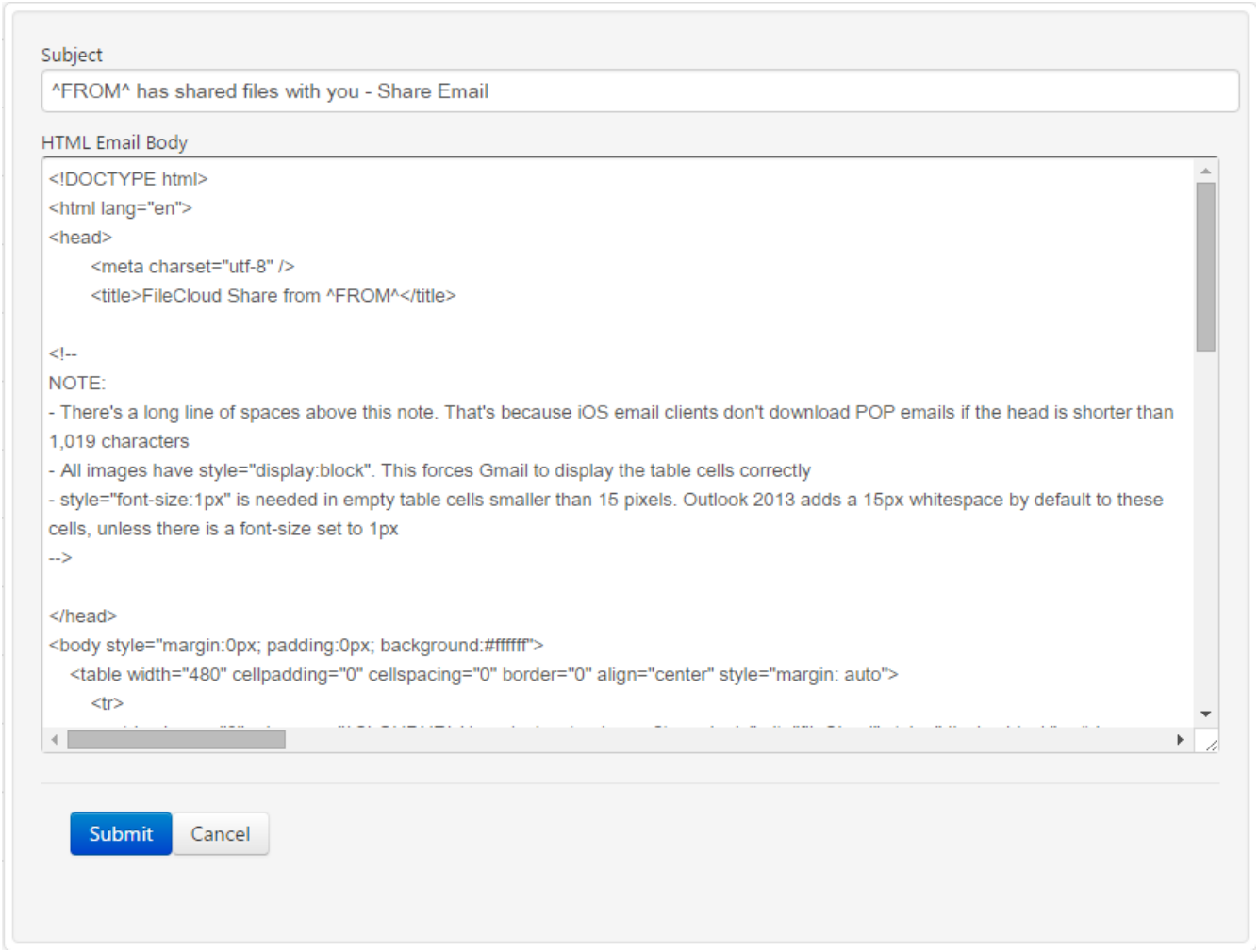
1. Log into Administration Portal
2. On the left navigation panel, click ***Customization***.
3. Click the ***Email Templates*** tab.
4. To change the mail subject and body, click the ***Edit*** button.
5. Make your changes, and then to save click *Submit*.
6. To confirm the changes, click ***Preview***.

Figure 1. Email Templates window



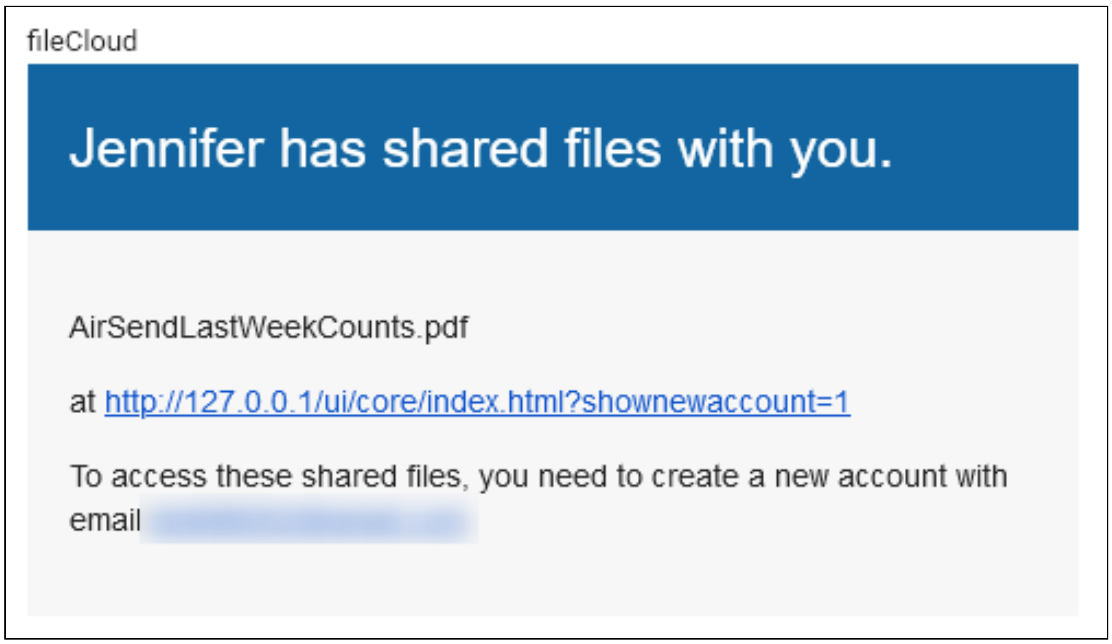
3 Email templates window

Figure 2. Editing a Sample Email Template



4 Email template content

Figure 3. The User's View of an Email Template



5 email that uses template

Supported Tags

The following tables list the tags that are supported in each email template.

Table 1. Account Approval Email Template

Tag	Description
^CLOUDURL^	Server URL
^DISPLAYNAME^	Display name of the user
^VERIFYURLTEXT^	Text to be displayed
^VERIFYURL^	Server URL
^EMAIL^	Email ID of the user
^PASSWORD^	Password for the user
^USERNAME^	Username of the user
^TO^	First name of the user

Table 2. Account Locked Email Template

Tag	Description
^CLOUDURL^	Server URL
^FILECLOUD^	Service Name
^USERNAME^	Username of the user
^CLIENT^	User Agent
^TIMEOUT^	Lockout time in minutes
^EMAIL^	Email ID of the user
^TO^	First name of the user

Table 3. Add Group to Share Email Template

Tag	Description
^CLOUDURL^	Server URL
^FROM^	Display Name of the user
^NAME^	Share Name
^URL^	Share URL
^EMAIL^	Email ID of the user
^TO^	First name of the user

Table 4. Add New User to Email Template

Tag	Description
^CLOUDURL^	Server URL
^FROM^	Display name of the user
^NAME^	Share Name
^URL^	Share URL
^NEWACCOUNTURL^	User portal URL that can be used by the user to log in
^EMAIL^	Email ID of the User
^TO^	First name of the user
^DAYS^	Number of days till share expiration (added in Version 20.1)

Table 5. Add User to Share Email Template

Tag	Description
^CLOUDURL^	Server URL
^FROM^	Display name of the user
^NAME^	Share Name
^EMAIL^	Email ID of the User
^DAYS^	Number of days till share expiration (added in Version 20.1)

Table 6. Auto Create New User To Share Email Template

Tag	Description
^CLOUDURL^	Server URL

Tag	Description
^FROM^	Display name of the user
^CLOUDURLLINK^	User portal URL that can be used by the user to login
^EMAIL^	Email ID of the user
^PASSWORD^	Password to use for the initial login
^TO^	First name of the user

Table 7. Device Waiting for User Approval Email Template

Tag	Description
^CLOUDURL^	Server URL
^URL^	FileCloud login page URL

Table 8. Expiring Share Notification Email Template

Tag	Description
^CLOUDURL^	Server URL
^SHARENAME^	Name of the share
^SHAREPATH^	Share location
^DAYS^	Number of days till share expiration
^URL^	Link to the share
^EMAIL^	Email ID of the user
^EXPIRY_DATE^	Date that share will expire

Table 9. Failed Upload Notification Email Template

Tag	Description
^CLOUDURL^	Server URL
^SERVICENAME^	Name of the service
^TOTALSIZE^	Total allocated disk space for the user
^EMAIL^	Email ID of the User

Table 10. Generic Email Template

Tag	Description
^CLOUDURL^	Server URL
^HEADING^	Title of the Template
^BODY^	Email content
^EMAIL^	Email ID of the user

Table 11. Limited Disk Space Notification Email Template

Tag	Description
^CLOUDURL^	Server URL
^SERVICENAME^	Name of the service
^TOTALSIZE^	Total allocated disk space for the user
^EMAIL^	Email ID of the User

Table 12. Notification Email Template

Tag	Description
^CLOUDURL^	Server URL
^PATHLIST^	List of files added/modified
^EMAIL^	Email ID of the User

13. Notification Item Template

Tag	Description
^ACTIONIMAGEURL^	URL of the icon that is associated with the action
^ACTIONNAME^	The name of the action
^FILENAME^	File Name
^FILEPATH^	File Path
^DATE^	Date of the action
^HOW^	User agent that performed the action
^IP^	IP Address associated with the action
^LOCATION^	User agent Location
^CLOUDURL^	Server URL
^EMAIL^	Email ID of the User
^CHECKSUM^	Checksum of the file

Table 14. Password Expiration Notification Email Template

Tag	Description
^CLOUDURL^	Server URL
^SERVICENAME^	Name of the service
^DAYS^	Number of days till password expiration
^EMAIL^	Email ID of the User

Table 15. Share Email Template

Tag	Description
^CLOUDURL^	Server URL
^FROM^	Displayname of the user
^FILENAME^	Filename of the shared file
^URL^	Share URL
^MESSAGE^	Email content specified by the user
^EMAIL^	Email ID of the User
^THUMBURL^	Image thumbnail (only for a single share)
^DAYS^	Number of days till share expiration (added in Version 20.1)
^EXPIRY_DATE^	Date that share will expire (added in Version 21.3)
^SHAREPASSWORD^	Password required to access share.

Table 16. Two Factor Authentication Email Template

Tag	Description
^CLOUDURL^	Server URL
^HEADING^	Title of the Template
^CODE^	2FA code
^VALIDITY^	2FA code expiry time in minutes
^EMAIL^	Email ID of the User

Table 17. Waiting for Approval Email Template

Tag	Description
^CLOUDURL^	Server URL
^USERNAME^	Username of the User
^EMAIL^	Email ID of the User

Table 18. Welcome/Verification Email Template

Tag	Description
^CLOUDURL^	Server URL
^DISPLAYNAME^	Display name of the user
^VERIFYURL^	Server URL
^EMAIL^	Email ID of the user
^TO^	First name of the user

Table 19. Workflow Notification Email Template (Disable inactive account)

Tag	Description
^CLOUDURL^	Server URL
^HEADING^	Emails heading message
^SERVICENAME^	Name of the service
^USERNAME^	User name
^EMAIL^	Email ID of the user
^TO^	First name of the user

How to Send a Preview Immediately

FileCloud provides you with various messages to send to a user when an action occurs. These messages can be customized, which means you are overriding the default messages that are provided with your FileCloud site after installation.

- Previously, you could preview the template but there was no way to send an email immediately to see how it looks in an email application.
- Now, when you preview an email template that you have just edited, there is a *Send Preview to Admin* button.

To send an edited email template:

1. Open a browser and log in to the *Admin Portal*.
2. From the left navigation panel, click ***Customization***.
3. Click the ***Email Templates*** tab.
4. To change the mail subject and body, click the ***Edit*** button.
5. Make your changes, and then to save click *Submit*.
6. To confirm the changes, click ***Preview***.
7. On the Preview dialog, click *Send Preview to Admin.*
8. The email with the template should be visible in admin's email account.

Note

Starting with FileCloud Server version 17.3, other workflows use a special set of predefined templates that are not visible in the FileCloud Administration Portal.
This list contains the templates you cannot customize:
Admin Version

- Change Account Status Workflow Email Template
- Delete Account Workflow Email Template
- Disable Account Workflow Email Template

- Generate Report Workflow Email Template

User Version

- Change Account Status Workflow Email Template
- Delete Account Workflow Email Template
- Disable Account Workflow Email Template

Email Template Tool

The FIleCloud Email Template Tool is available in FileCloud version 20.3 and later.

The Email Template tool enables you to perform the following email template import and export actions:

- Import a new template to replace an existing template in the DB
- Batch import templates from a directory to the DB
- Export a specific template from the DB
- Batch export templates to a directory from the DB

The tool is EmailTemplateTool.php, and is located in C:\xampp\htdocs\resources\tools\email.

Note: The tool handles template files formatted with or without prefixes and suffixes, even in the same list in a command.

Available commands:

Action	Command	example
Batch import templates from current directory to FileCloud	`-i`	`php EmailTemplateTool.php -i` Batch import all templates from current directory to FileCloud database
Batch export templates from FileCloud to current dir	`-e`	`php EmailTemplateTool.php -e` Batch export all templates from FileCloud database to current directory

Action	Command	example
Import a specific template from the current directory to FileCloud.	`-i -t templatename`	**`php EmailTemplateTool.php -i -t welcome_body_tmp`** Import the template welcome_body_tmp from the current directory to the FileCloud database.
Export a specific template from FileCloud to the current directory.	`-e -t  templatename`	**`php EmailTemplateTool.php -e -t welcome_body_tmpl`** Export the template welcome_body_tmp1 from the FileCloud database to the current directory

Import specific templates from the current directory to FileCloud	`-i -t templatename1 -t templatename2 ...`
	or
	`-i -t templatename1, templatename2 ...`
		`php EmailTemplateTool.php -i -t welcome_body_tmpl -t CUSTOMIZATION_TEMPLATE_shareemail_body_limited_tmpl.txt`
		OR
		`php EmailTemplateTool.php -i -t welcome_body_tmpl,CUSTOMIZATION_TEMPLATE_shareemail_body_limited_tmpl.txt`
		Import the templates welcome_body_tmpl and CUSTOMIZATION_TEMPLATE_shareemail_body_limited_tmpl.txt from the current directory to the FileCloud database.

Action	Command	example

Export specific templates from FileCloud to the current directory.	`-e -t templatename1 -t templatename2 ...`
	
	or
	
	`-e -t templatename1, templatename2 ...`
		`php EmailTemplateTool.php -e -t welcome_body_tmpl -t CUSTOMIZATION_TEMPLATE_shareemail_body_limited_tmpl.txt`
		OR
		
		`php EmailTemplateTool.php -e -t welcome_body_tmpl,CUSTOMIZATION_TEMPLATE_shareemail_body_limited_tmpl.txt`
		
		Export the templates welcome_body_tmpl and CUSTOMIZATION_TEMPLATE_shareemail_body_limited_tmpl.txt from the FileCloud database to the current directory.

Export specific templates from FileCloud to a specific directory.	`-e -t templatename1 -t templatename2 . . . -d "directorypath"`	**`php EmailTemplateTool.php -e -t welcome_body_tmpl -t CUSTOMIZATION_TEMPLATE_shareemail_body_limited_tmpl.txt -d "C:\Users\joe\Desktop\nondeftemplates"`** Export the templates welcome_body_tmpl and CUSTOMIZATION_TEMPLATE_shareemail_body_limited_tmpl.txt from the FileCloud database to the directory C:/Users/joe/Desktop/nondeftemplates.

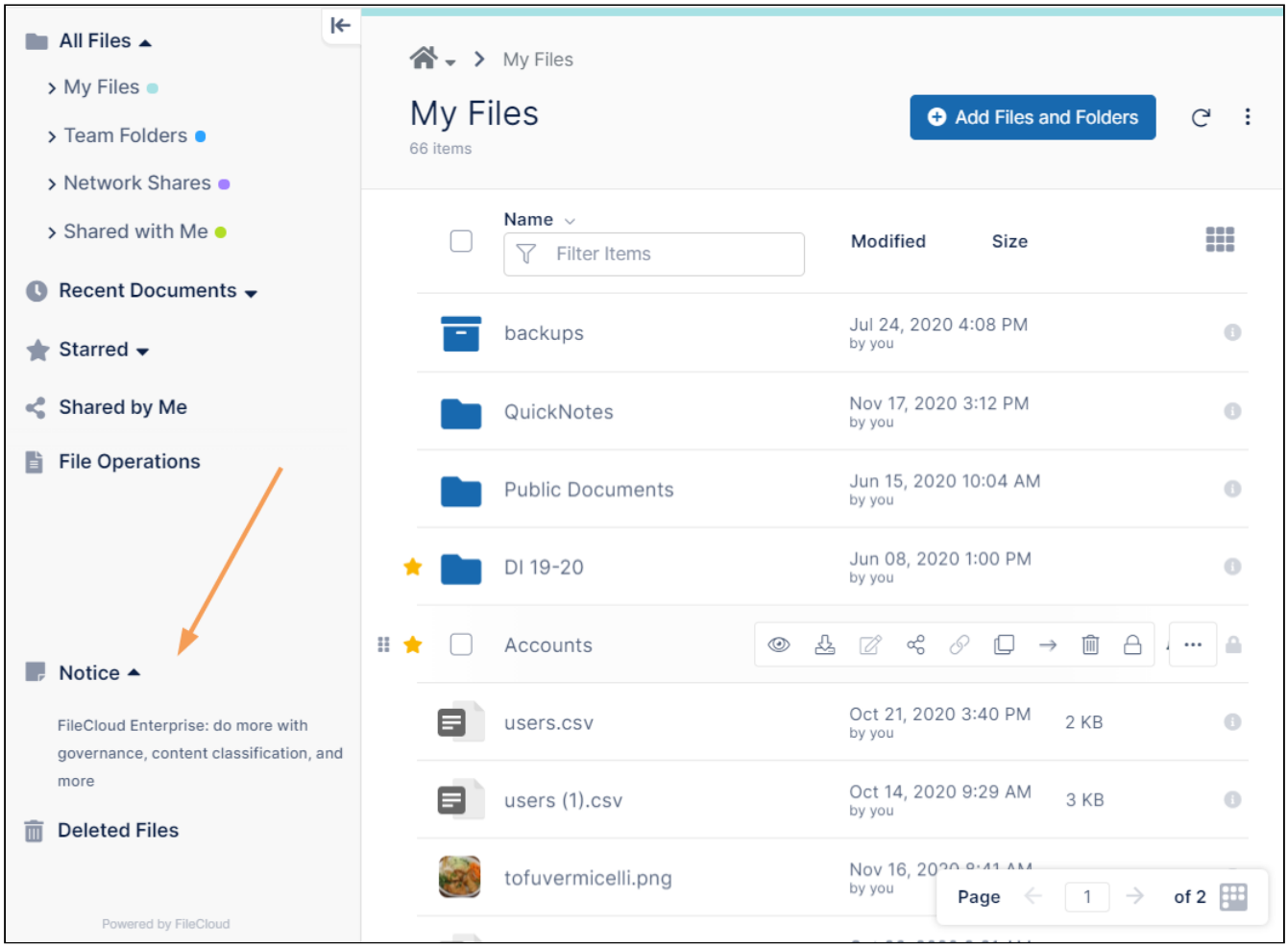
Action	Command	example
Import specific templates from a specific directory to FileCloud	`-i -t templatename1 -t templatename2 . . .  -d "directorypath"`	**`php EmailTemplateTool.php -i -t welcome_body_tmpl -t CUSTOMIZATION_TEMPLATE_shareemail_body_limited_tmpl.txt -d "C:\Users\joe\Desktop\nondeftemplates"`** Import the templates welcome_body_tmpl and CUSTOMIZATION_TEMPLATE_shareemail_body_limited_tmpl.txt from the directory C:\Users\joe\Desktop\nondeftemplates to the FileCloud database.
Import a batch of templates from a specific directory to FileCloud.	`-i -d "directorypath"`	**`php EmailTemplateTool.php -i -d "C:\Users\joe\Desktop\nondeftemplates"`** Batch import the templates from the directory C:\Users\joe\Desktop\nondeftemplates to the FileCloud database.
Export a batch of templates from FileCloud to a specific directory.	`-e -d "directorypath"`	**`php EmailTemplateTool.php -e -d "C:\Users\joe\Desktop\nondeftemplates"`** Batch export the templates from the FileCloud database to the directory C:\Users\joe\Desktop\nondeftemplates.

News Feed

Note: Beginnig with FileCloud Version 20.3, the news feed xml supports the use of CDATA sections.

FileCloud supports displaying an RSS feed in the navigation pane of user web UI.

This feed can be modified by an administrator or disabled completely.

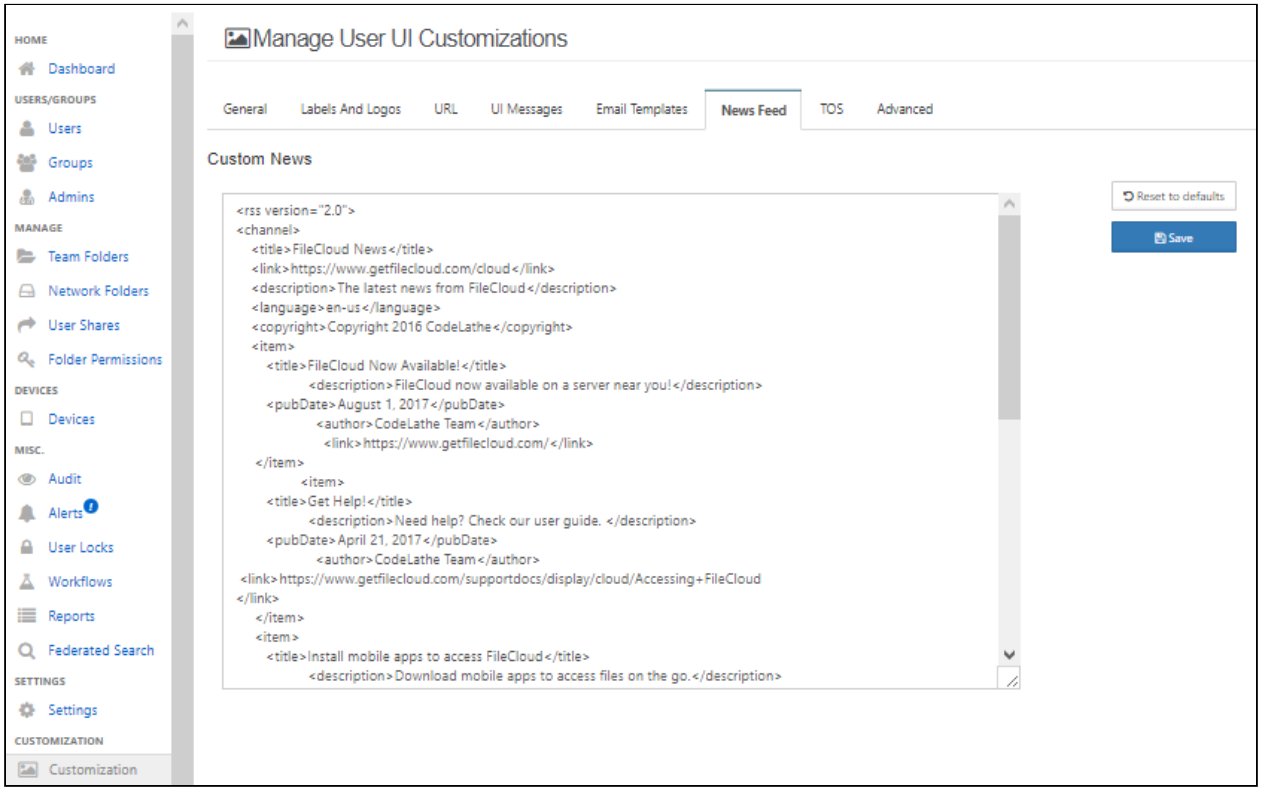


The RSS feed must follow RSS XML format version 2. Otherwise user UI parsing will fail

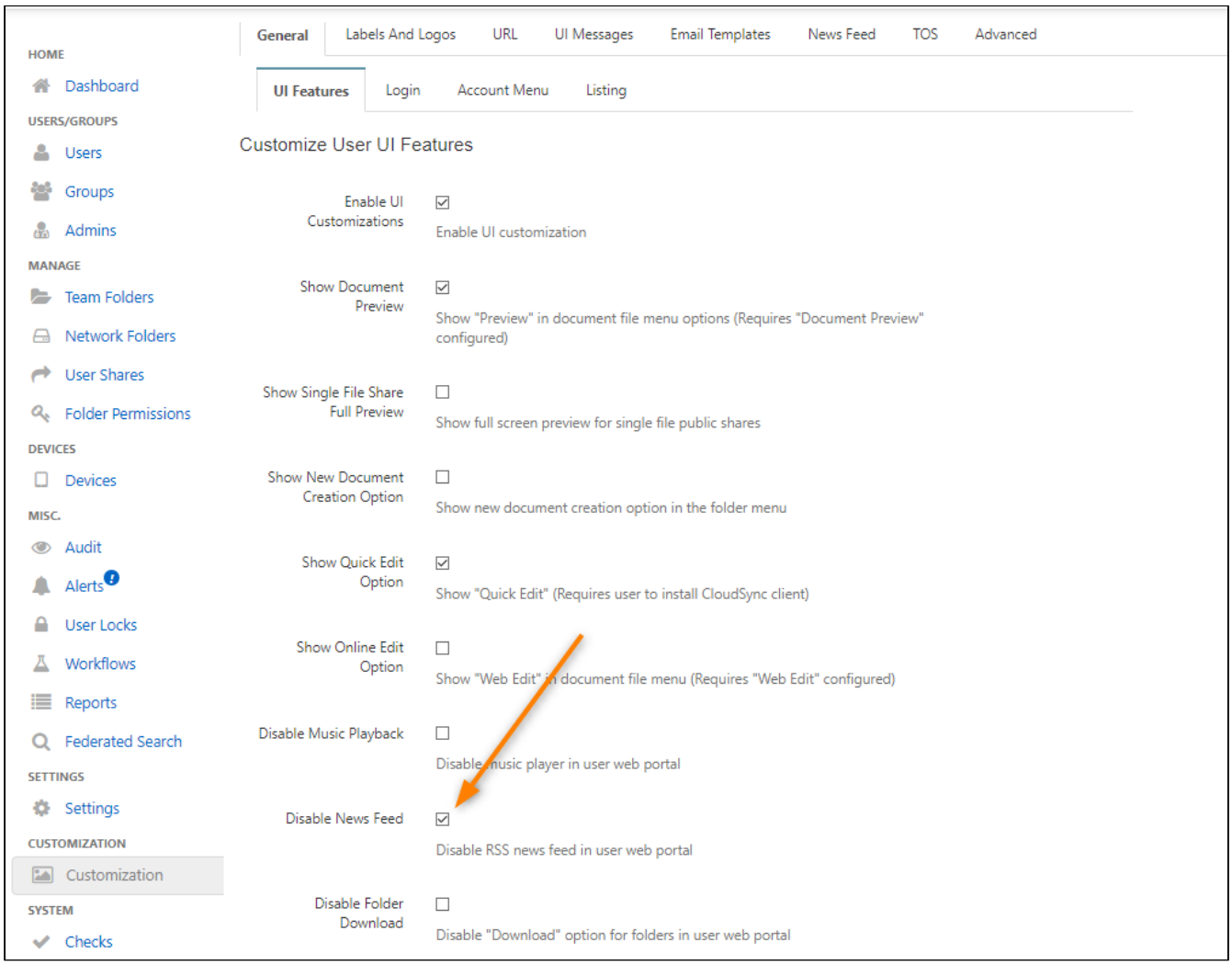
To change the RSS feed ,

1. Log into Administration Portal
2. Click on "**Customization**"
3. Click on "**News Feed**"
4. Change the feed

5. Click on **save** button.



To disable the News feed, go to Settings->Customization->General and enable the "Disable News Feed" checkbox.


HOME
Dashboard
USERS/GROUPS
Users
Groups
Admins
MANAGE
Team Folders
Network Folders
User Shares
Folder Permissions
DEVICES
Devices
MISC.
Audit
Alerts
User Locks
Workflows
Reports
Federated Search
SETTINGS
Settings
CUSTOMIZATION
Customization
SYSTEM
Checks
General
Labels And Logos
URL
UI Messages
Email Templates
News Feed
TOS
Advanced
UI Features
Login
Account Menu
Listing
Customize User UI Features
Enable UI Customizations
Enable UI customization
Show Document Preview
Show "Preview" in document file menu options (Requires "Document Preview" configured)
Show Single File Share Full Preview
Show full screen preview for single file public shares
Show New Document Creation Option
Show new document creation option in the folder menu
Show Quick Edit Option
Show "Quick Edit" (Requires user to install CloudSync client)
Show Online Edit Option
Show "Web Edit" in document file menu (Requires "Web Edit" configured)
Disable Music Playback
Disable music player in user web portal
Disable News Feed
Disable RSS news feed in user web portal
Disable Folder Download
Disable "Download" option for folders in user web portal

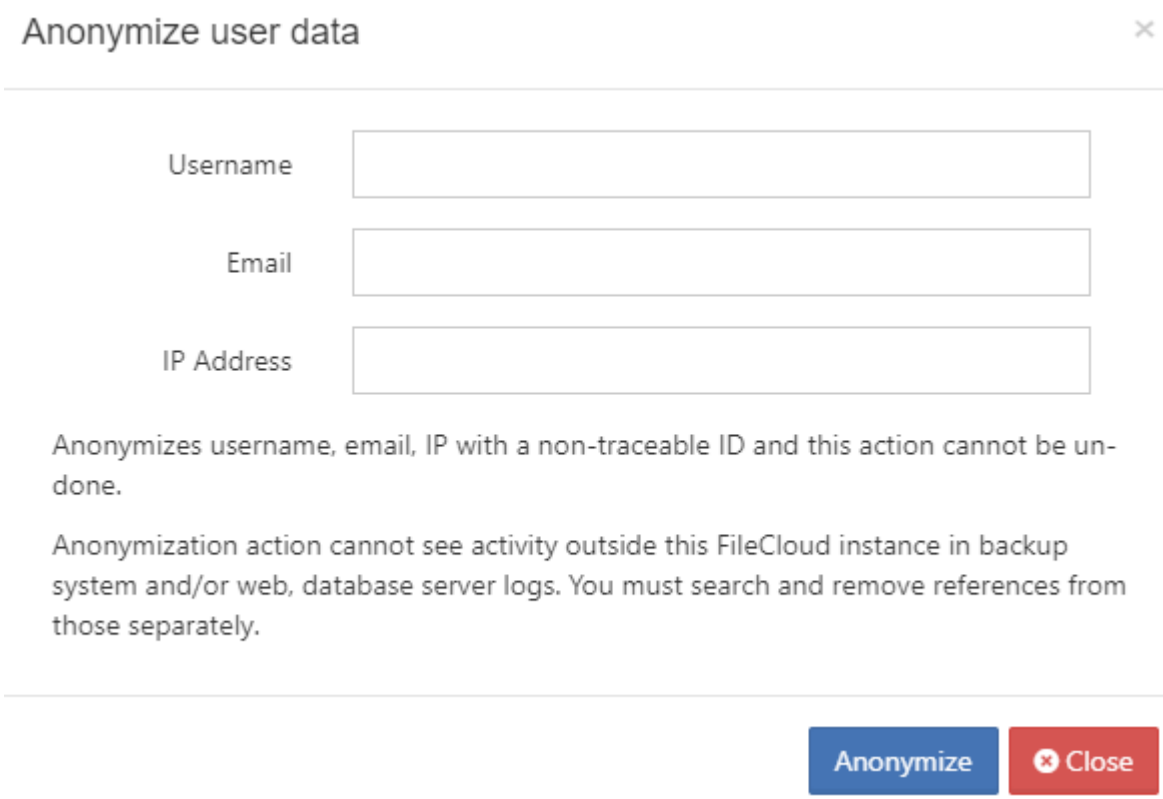
Anonymizing User Data

You can search for and replace specific protected information with an anonymous code in the activity logs.

This action cannot be un-done!

You make user names, emails, and IP address anonymous by replacing them with a non-traceable ID

This process does not make activity outside this FileCloud instance anonymous. This includes any backup system, web site logs, or database server logs. You must search and remove references from those separately.



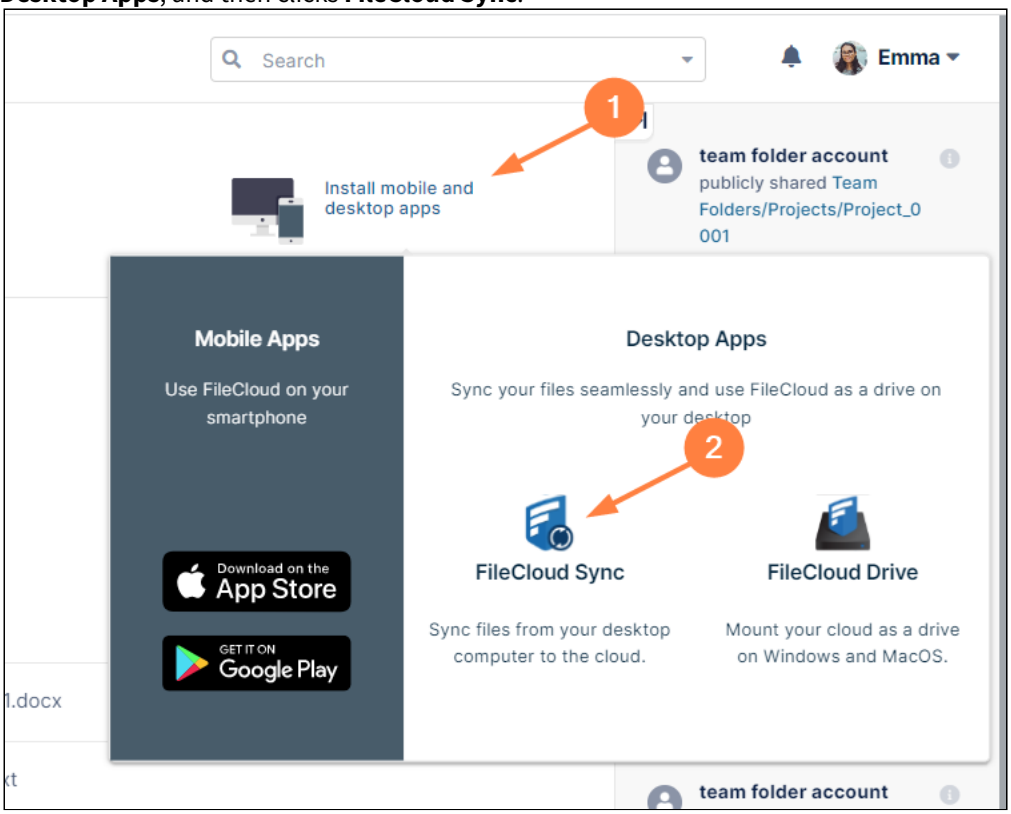
To anonymize user data:

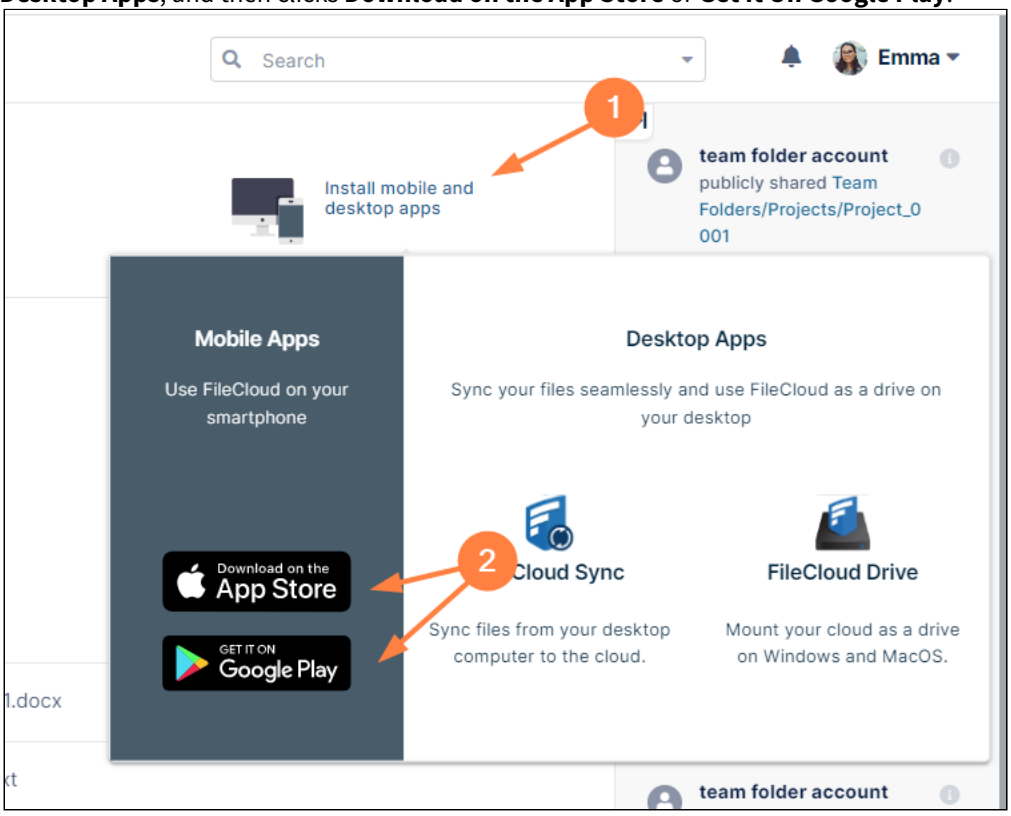
1. Open a browser and login to the Admin Portal.
2. From the left navigation panel, select Settings.
3. Select the Misc. tab, and then the Privacy sub-tab.
4. Click Anonymize.
5. Type in the username, email, and IP address you want to replace with a non-traceable ID.
6. When you are finished, click Anonymize.

Customize Product URLs

FileCloud allows changes to a number of URLs used in the system to customize your user experience.

The following URLs can be customized.

URL	Description
Install Desktop Apps URL	This is the URL that will be opened when a user in the user portal clicks **Install Mobile and Desktop Apps**, and then clicks **FileCloud Sync**.  If you are using FileCloud's default Sync app, then no change is necessary

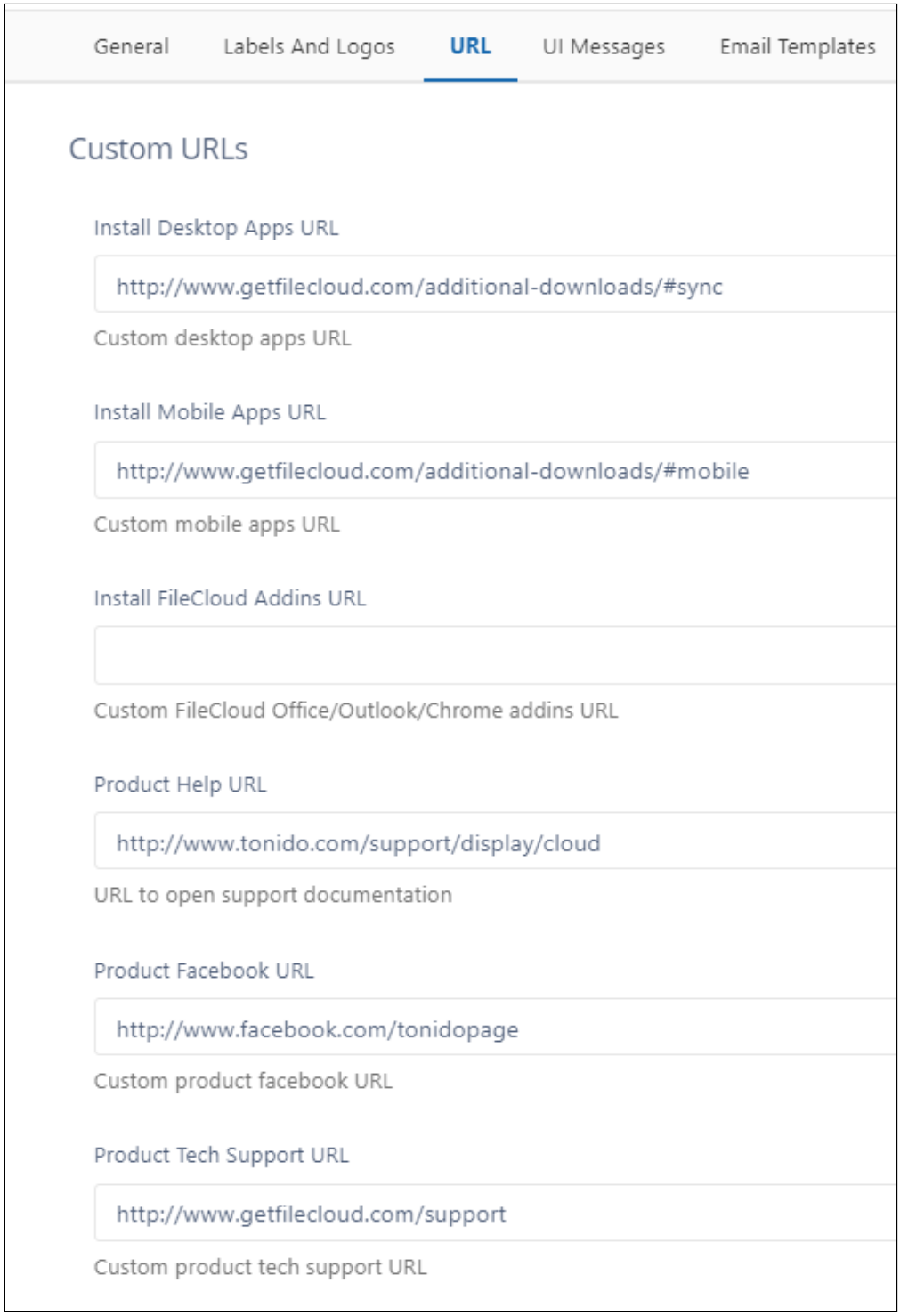
URL	Description
Install Mobile Apps URL	This is the URL that will be opened when a user in the user portal clicks **Install Mobile and Desktop Apps**, and then clicks **Download on the App Store** or **Get It On Google Play**.  The Mobile apps refer to FileCloud for iPhone, Android, and iPad. If you are using FileCloud's default apps, then no changes are necessary
Install FileCloud Addins URL	This URL that goes to the add-ons section of downloads in the FileCloud website. The current user interface does not include a link that goes to this URL, but if you add custom links, you may use this URL.
Product Help URL	This is the URL of the product's online help. By default it goes to the FileCloud support documentation.
Product Facebook URL	If this is set, the user UI will contain a link to open this URL in the account dropdown menu. Set this to empty string to remove this link.
Product Tech Support URL	This is the url that will be opened when user clicks on "Help & Support" in the drop down menu.

URL	Description
Initial User Web Portal Path	This path can be used to customize which folder the web interface navigates to when a user logs in. Example: #expl-tabl./EXTERNAL Warning: If all users don't have access to this path, then they might not see anything when they login.
Forgot Password URL	For External authentication like Active Directory or LDAP, it is possible to set a URL here so that when a user clicks on "Forgot Password", it takes them to the specific URL.
User Login Custom Option Label	This is to create a new label in More Options section of a login page, below forgot password, to redirect users to another option to reset the password.
User Login Custom Option URL	Specify the URL for the new label in More Options section of a login page, below forgot password.

To perform customizations, follow the following steps

1. Log into the Administration portal
2. Click on **Customizations** on the left navigation panel.

3. Click on **URL** tab.



4. Change the URL(s).
5. Click **Save.**

Customizing CSS

To customize CSS, you may enter the path of a custom CSS file and directly enter custom CSS entries. They will both take effect.

Using a Custom CSS File

You can specify an alternative Cascading Style Sheet (CSS) to customize any element of the User Portal's interface.

Some in-depth knowledge of CSS is required.

Step 1: Confirm that rewrite rules are enabled

Step 1: Confirm that rewrite rules are enabled

When FileCloud is installed or upgraded, this step should be already done for you. But admins should ensure that the following rules are enabled in their htaccess file.

Typical location of a htaccess file

```
On Windows: C:\xampp\htdocs\.htaccess
On Linux: /var/www/.htaccess
```

Depending on the Apache version that you are running,ensure the appropriate lines are present in your htaccess file.

💡 **The order of rules is important**

Rewrite rules for Apache 2.2

```
RewriteEngine On
RewriteRule ^upload/?$ core/index.php?op=upload&%{QUERY_STRING} [L]
RewriteRule ^getaudio/?$ core/index.php?op=geta1dio&%{QUERY_STRING} [L]
RewriteRule ^getvideo/?$ core/index.php?op=getv1dio&%{QUERY_STRING} [L]
RewriteRule ^download/?$ core/index.php?op=downloadfile&%{QUERY_STRING} [L]
RewriteRule ^storage/index.php?$ storage/index.php?%{QUERY_STRING} [L]
# componant inside filecloud server
RewriteRule ^serverbackup/index.php?$ app/serverbackup/index.php?%{QUERY_STRING} [L]
# standalone backup server
RewriteRule ^backupclient$ resources/backupserver/index.php [L]

#Use this rule for customization for Apache 2.2
RewriteRule ^custom/css/(.*)$ resources/customization/css/$1 [L]
RewriteCond %{REQUEST_FILENAME} !-f
```

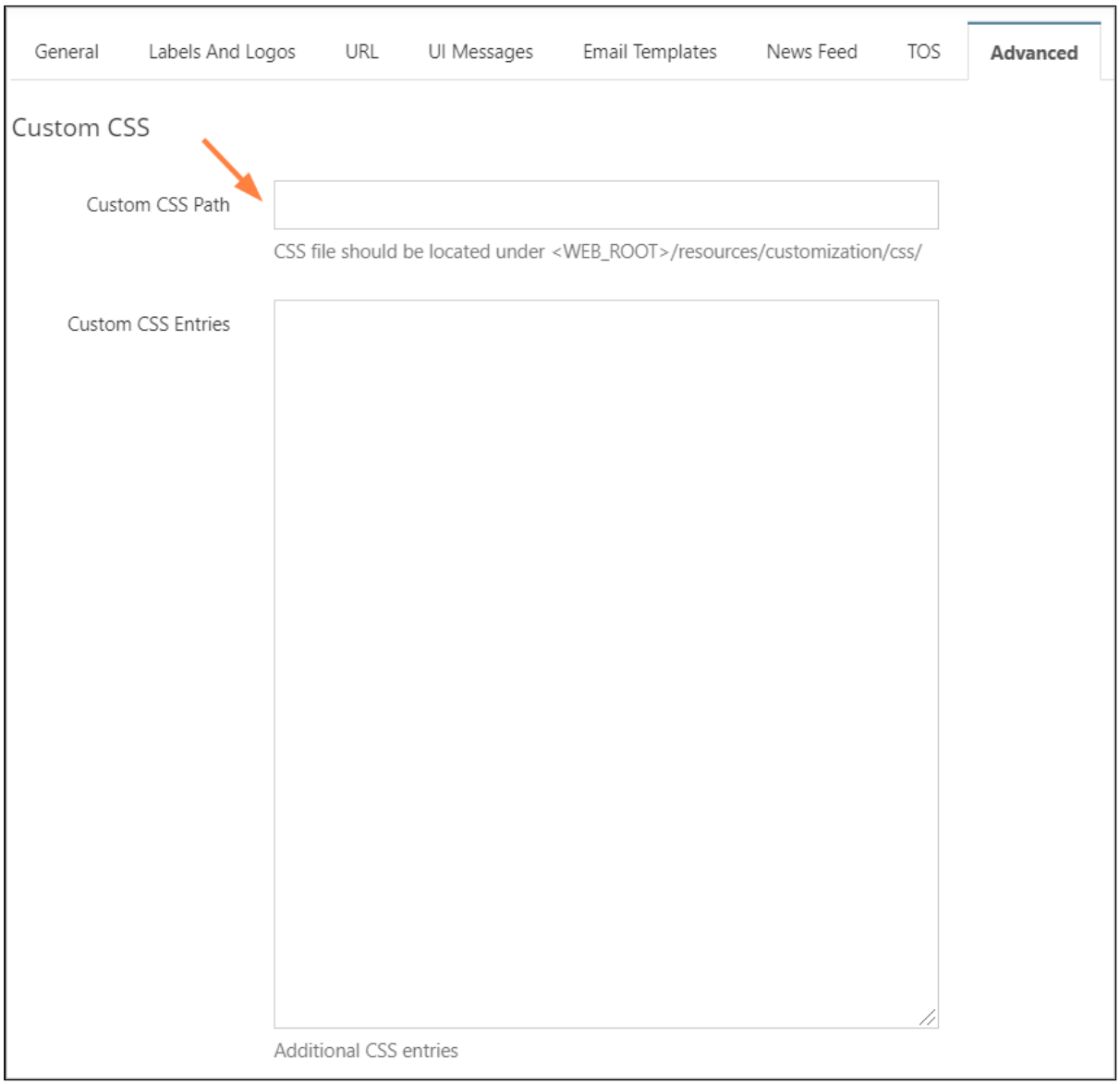
```
RewriteCond %{REQUEST_FILENAME} !-f
RewriteRule ^(.*)/?$ core/index.php?op=$1&%{QUERY_STRING} [L]
```

Rewrite rules for Apache 2.3+

```
RewriteEngine On
RewriteRule ^upload/?$ core/index.php?op=upload&%{QUERY_STRING} [L]
RewriteRule ^getaudio/?$ core/index.php?op=geta1dio&%{QUERY_STRING} [L]
RewriteRule ^getvideo/?$ core/index.php?op=getv1dio&%{QUERY_STRING} [L]
RewriteRule ^download/?$ core/index.php?op=downloadfile&%{QUERY_STRING} [L]
RewriteRule ^storage/index.php?$ storage/index.php?%{QUERY_STRING} [L]
# componant inside filecloud server
RewriteRule ^serverbackup/index.php?$ app/serverbackup/index.php?%{QUERY_STRING} [L]
# standalone backup server
RewriteRule ^backupclient$ resources/backupserver/index.php [L]

#Use this rule for customization for Apache 2.3+
RewriteRule ^custom/css/(.*)$ resources/customization/css/$1 [END]

RewriteCond %{REQUEST_FILENAME} !-f
RewriteRule ^(.*)/?$ core/index.php?op=$1&%{QUERY_STRING} [L]
```

Step 2: Configure the Custom CSS Path

In the Admin Dashboard, navigate to **Customization** tab and select **Advanced** tab. Set the relative path to custom CSS file.



6 Custom CSS path field in Customization Advanced tab

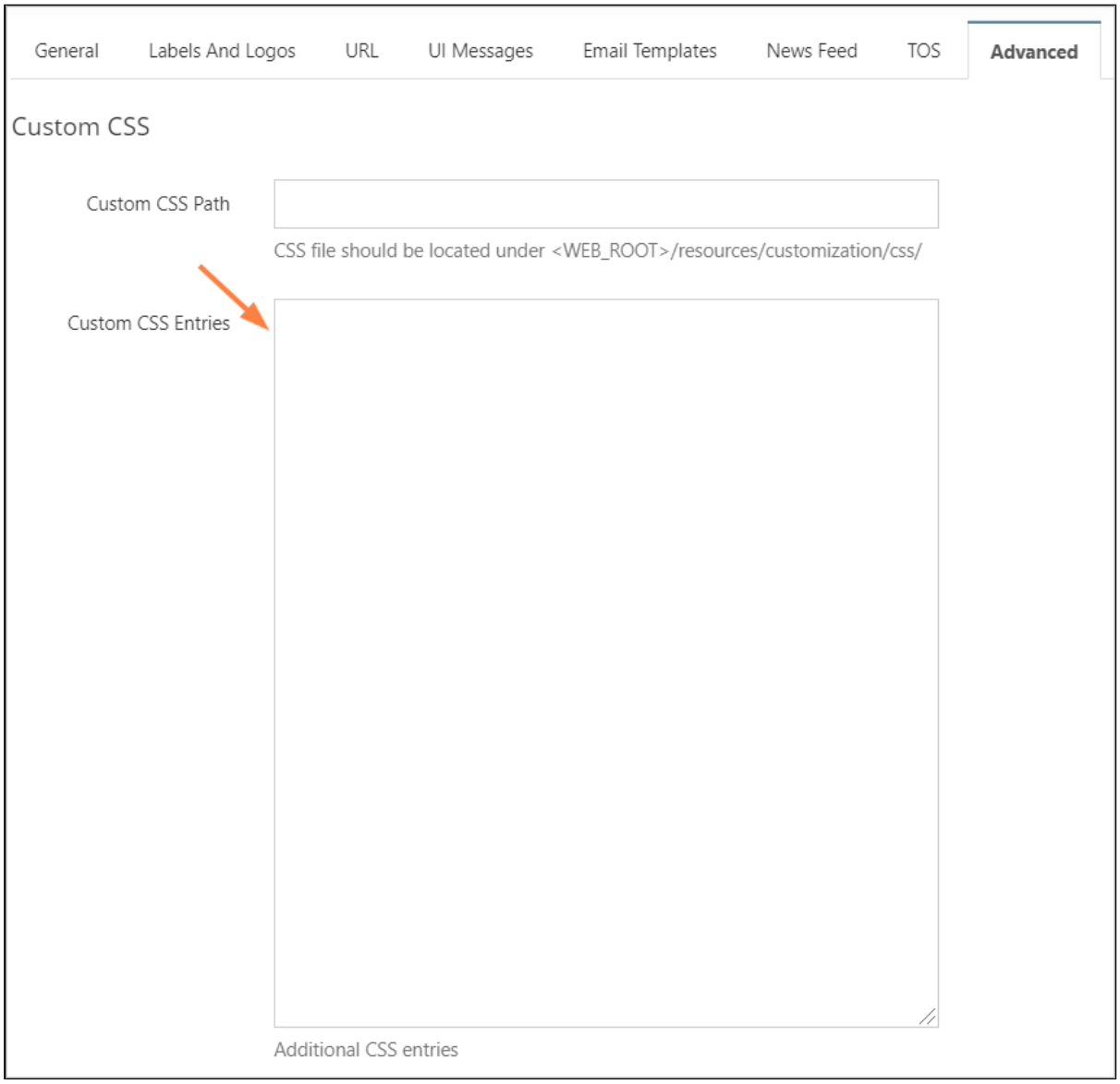
For example, set the **Custom CSS Path** entry to be **theme1/style.css**, if the CSS file is created under **<WEB_ROOT>/resources/customization/css/theme1/style.css**.

Important Notes

- Supporting images referred in the CSS file should also be placed under **<WEB_ROOT>/resources/customization/css** folder, along with the CSS file.
- The directory CSS isn't there by default. So the user has to create it.
- Some Linux systems might need the Apache user set as the owner and the group of the CSS directory (for example RHEL, set apache:apache)
- Some Linux systems might also need permission for the owner of the CSS directory to be set as read/write/execute.

Enter Custom CSS Entries

In the admin portal navigation panel, click **Customization**, and click the **Advanced** tab. Enter your custom CSS into the field **Custom CSS Entries**.



7 Customization, Advanced tab, Custom CSS Entries field

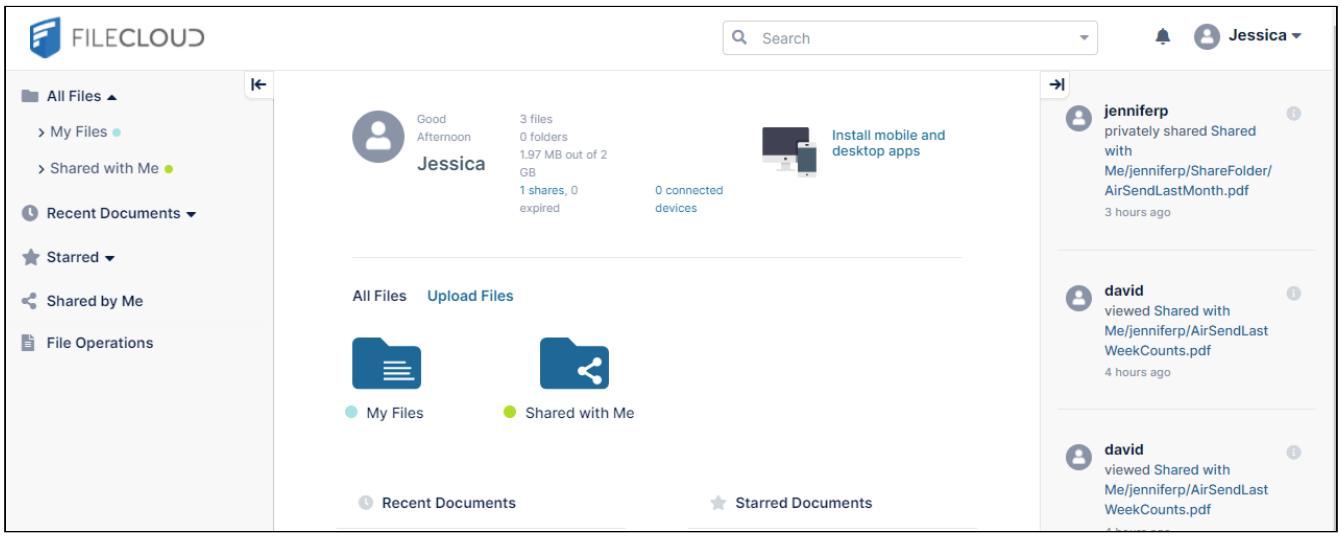
Sample

Sample CSS

```
.navbar {
 background-color: lightyellow;
}

.btn {
    border: none;
    color: black;
    padding: 5px 5px;
    text-align: center;
    text-decoration: none;
    display: inline-block;
    font-size: 16px;
    font-family: cursive;
}

.sidebar {
 background-color: lightblue;
 font-family: "Gill Sans", sans-serif;
}

.main-content {
 font-size: 20 px;
 font-family: "Gill Sans", sans-serif;
}
```

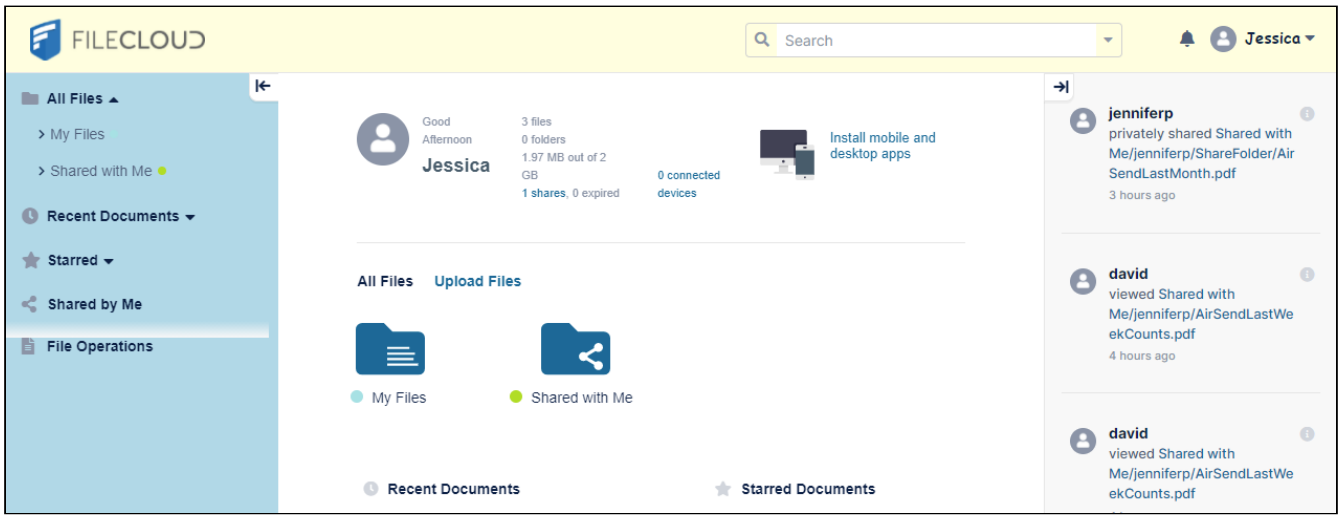
Note: Additional CSS entries are enforced in addition to those specified in the custom CSS file or manual entries.

Before Custom CSS



8 User portal without custom css

After Custom CSS



9 User portal with custom css

Your custom attributes take precedence over the attributes set in the theme assigned by you or the theme users select.

Customizing Terms of Service

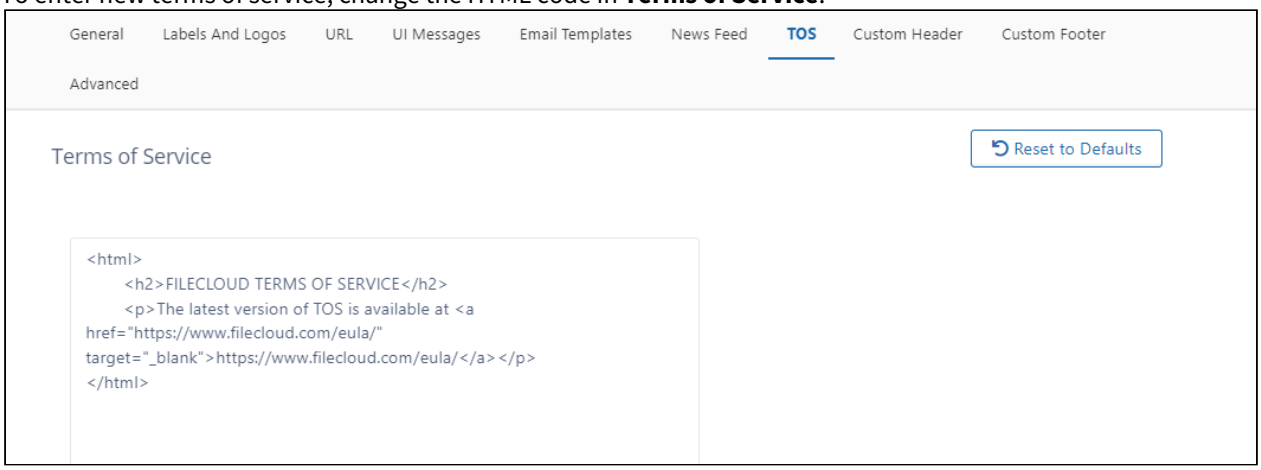
More terms of service settings are available at Settings > Misc > Privacy.

Beginning with FileCloud Version 22.232, the default link to FileCloud terms of service has changed to https://www.filecloud.com/eula/. The link will only be changed automatically on new installations of FileCloud. Although the previous link will automatically redirect users to the new page, if you are upgrading FileCloud to version 23.232 or using an earlier version, we recommend that you change the link in **Customization > TOS** to https://www.filecloud.com/eula/

Change the content of the Terms of Service

To change the content of the Terms of Service:

1. Click **Customization** in the left navigation panel.
2. Click the **TOS** tab
3. To enter new terms of service, change the HTML code in **Terms of Service**.



Note: This text is not shown when users open a public or password-protected share; instead the text in **Anonymous User Consent Dialog Text** in **Settings > Misc > Privacy**, if it is entered, is shown.

4. Click **Save**