



FileCloud Online 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

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- [User Portal Themes](#)
- [UI Messages](#)
- [Email Templates](#)
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- [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](#)
 - [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.

i 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.

i 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.

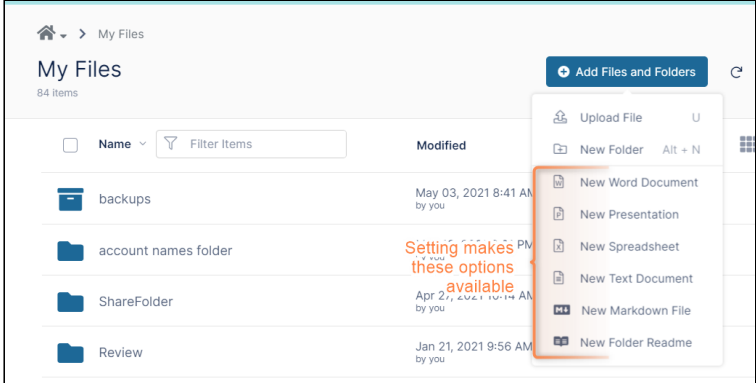
UI Features

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
<p>Show New Document Creation Option</p>	<p>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.</p> 
<p>Show Edit in Desktop Option</p>	<p>Enabling this option will allow documents to be edited using the local system's Office program and automatically save back to FileCloud.</p>
<p>-</p>	<p>-</p>
<p>Disable Music Playback</p>	<p>Show or disable Music Player in User Portal</p>
<p>Disable News Feed</p>	<p>Show or disable news feed in User Portal (Shown below the left side navigation panel)</p>
<p>Disable Folder Download</p>	<p>Disable "Downloading" of full folders or multiple items as zip files</p>
<p>Show Email Preview Dialog</p>	<p>Options:</p> <ul style="list-style-type: none"> 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

The screenshot displays the 'Manage User UI Customizations' page. The left sidebar is organized into several sections: 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), and SYSTEM (Checks, Upgrade). The main content area is titled 'Manage User UI Customizations' and features a series of tabs: General, Labels And Logos, URL, UI Messages, Email Templates, News Feed, TOS, and Advanced. Under the 'General' tab, there are sub-tabs for UI Features, Login, Account Menu, and Listing. The 'Account Menu' sub-tab is selected, showing the 'Customize User Account Menu' section. This section contains two options, both of which are checked: 'Show Install Desktop Apps' (with the description 'Display desktop client link in user account menu') and 'Show Install Mobile Apps' (with the description 'Display mobile clients link in user account menu').

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


Specify file to auto-select on navigation (File list view)

File List Multi Select


Enable/Disable Multi-Select (File list view)

Default Sort By


Select the default sort by attribute

Default Sort Direction

Selects the default sort by direction

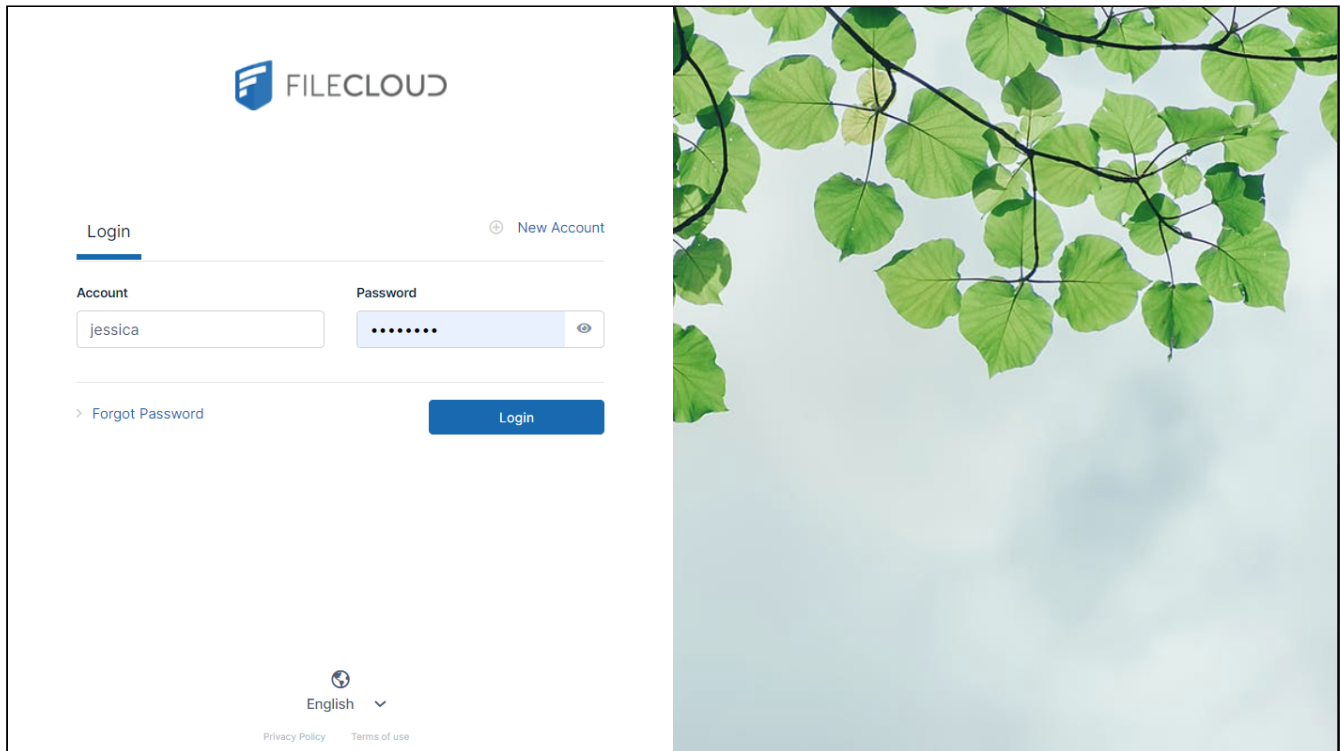
Allow Sort Override

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.

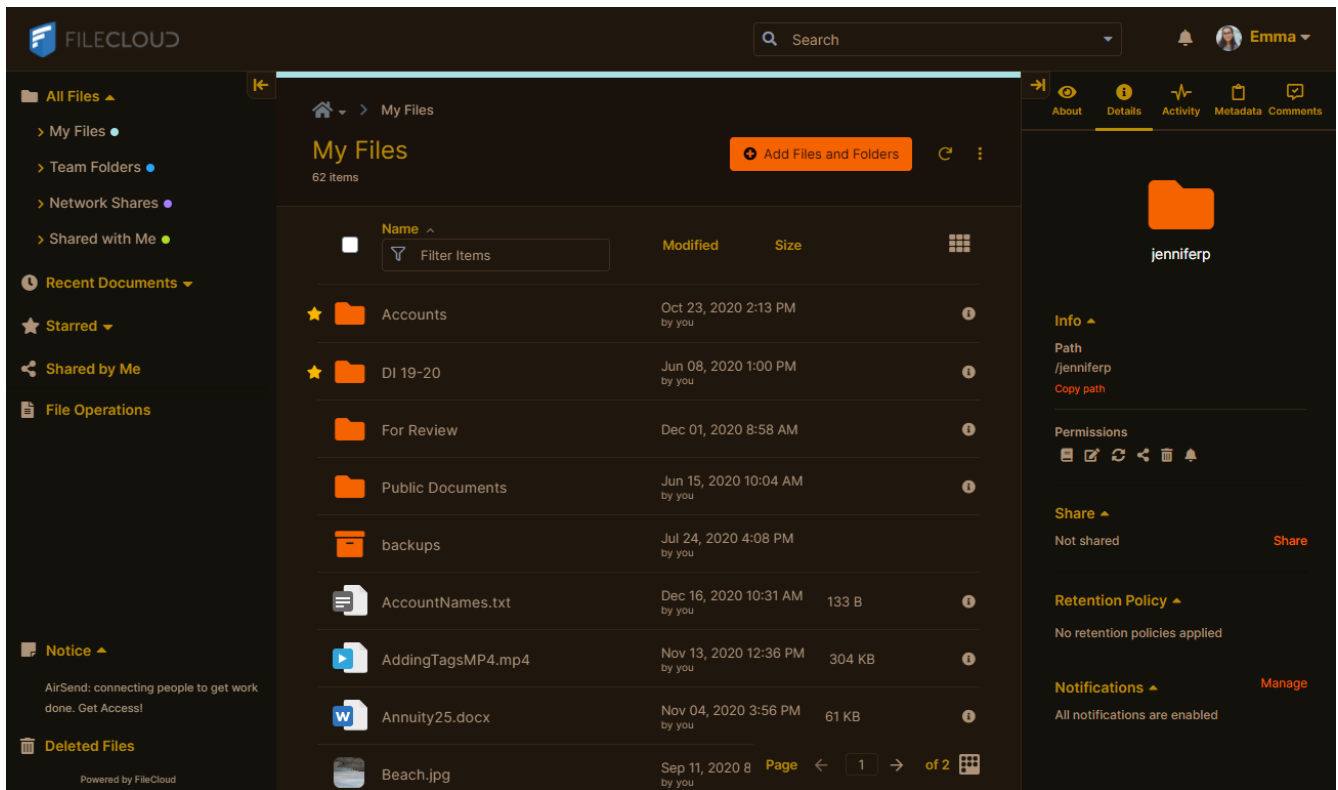
Themes, Labels, and Logos

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.

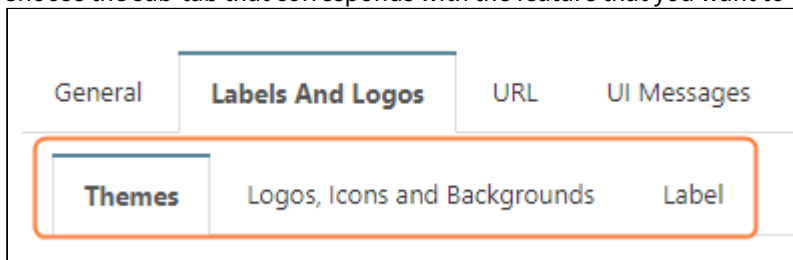
[View all FileCloud themes](#)



1 Sunburn theme

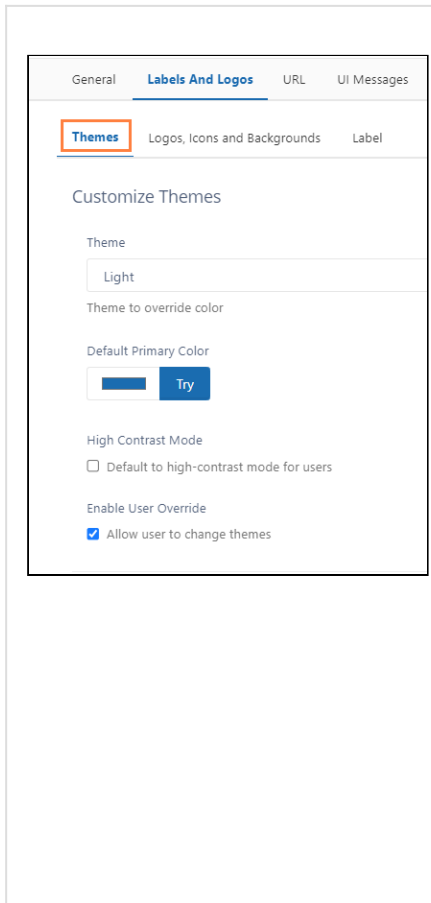
To customize screen elements:

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.

The screenshot shows the 'Logos, Icons and Backgrounds' section of the FileCloud customization interface. It includes the following elements:

- General** tab: Labels And Logos, URL, UI Messages, Email Templates, News Feed.
- Themes**: Logos, Icons and Backgrounds (selected), Label.
- Customize Logos** section:
 - Website Logo**: FILECLOUD logo, Choose Website Logo (png, 200x50 pixels), Choose File, No file chosen, Upload.
 - Mobile Logo**: FILECLOUD logo, Choose Mobile Logo (png, 200x50 pixels), Choose File, No file chosen, Upload.
 - Dark Mode Logo**: FILECLOUD logo, Choose Dark Mode Logo for Website and Mobile (png, 200x50 pixels), Choose File, Favicon.png, Logo will be distorted as it does not follow the recommended aspect ratio of 4:1. Logo file uploaded., Upload.
- Favicon**: Choose Favicon (ico files only), Choose File, No file chosen, Upload.
- User Login Background**: User UI Login Background Image, Choose User Login Background (PNG/JPG), Choose File, IMG_0737.jpg, Upload.
- Admin Login Background**: Admin UI Login Background Image, Choose Admin Login Background (PNG/JPG), Choose File, No file chosen, Upload.

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.

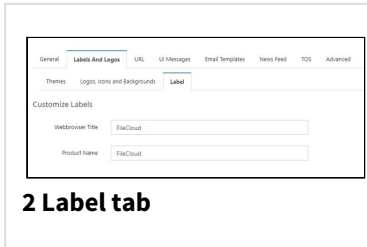
⚠ Image must have the following format:

- 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.



Webbrowser Title

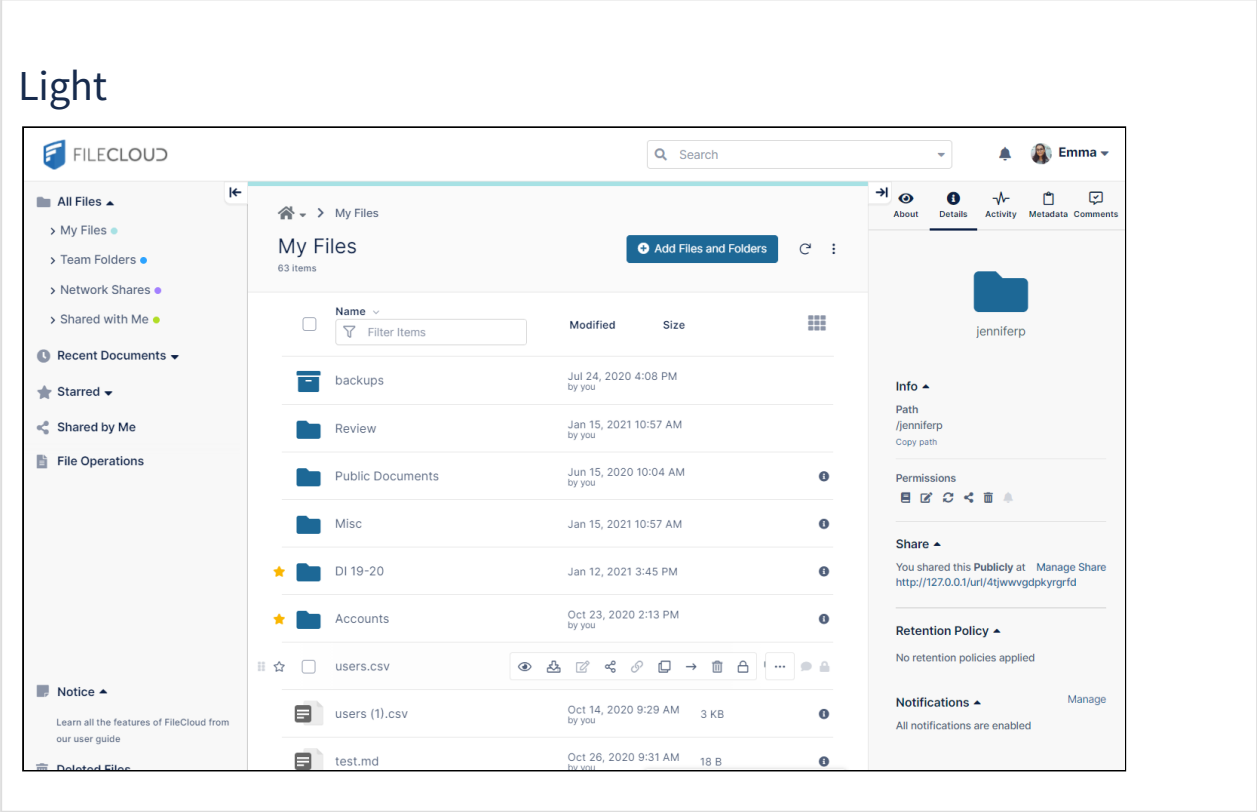
Title used in the Webbrowser for the window.

Product Name

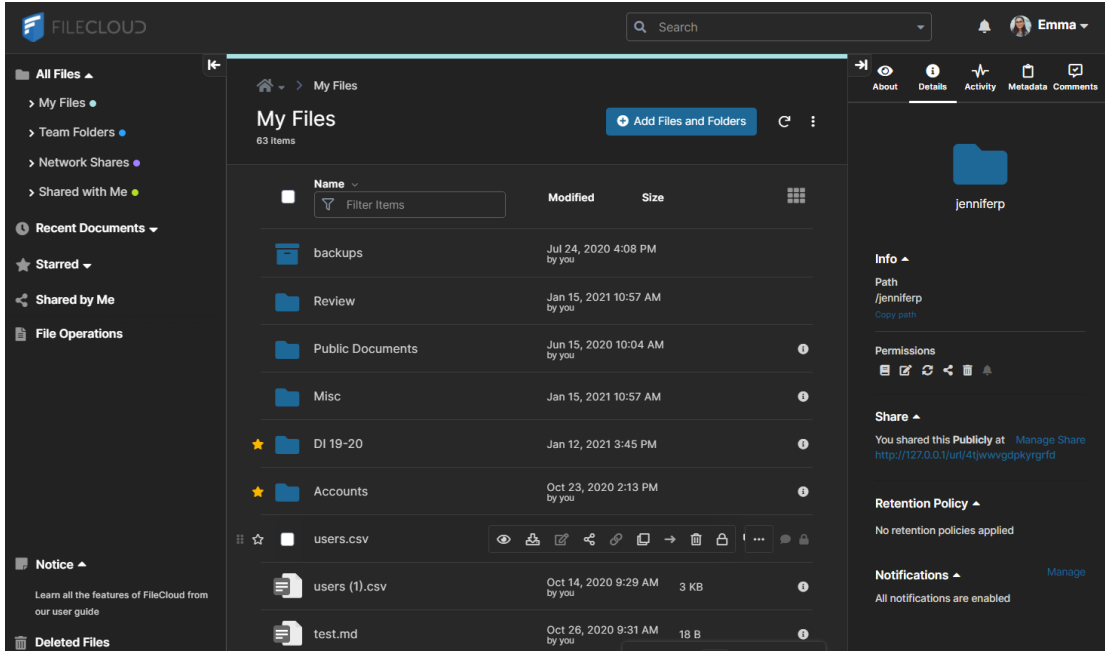
The name that is sent in email subjects and other notifications.

User Portal Themes

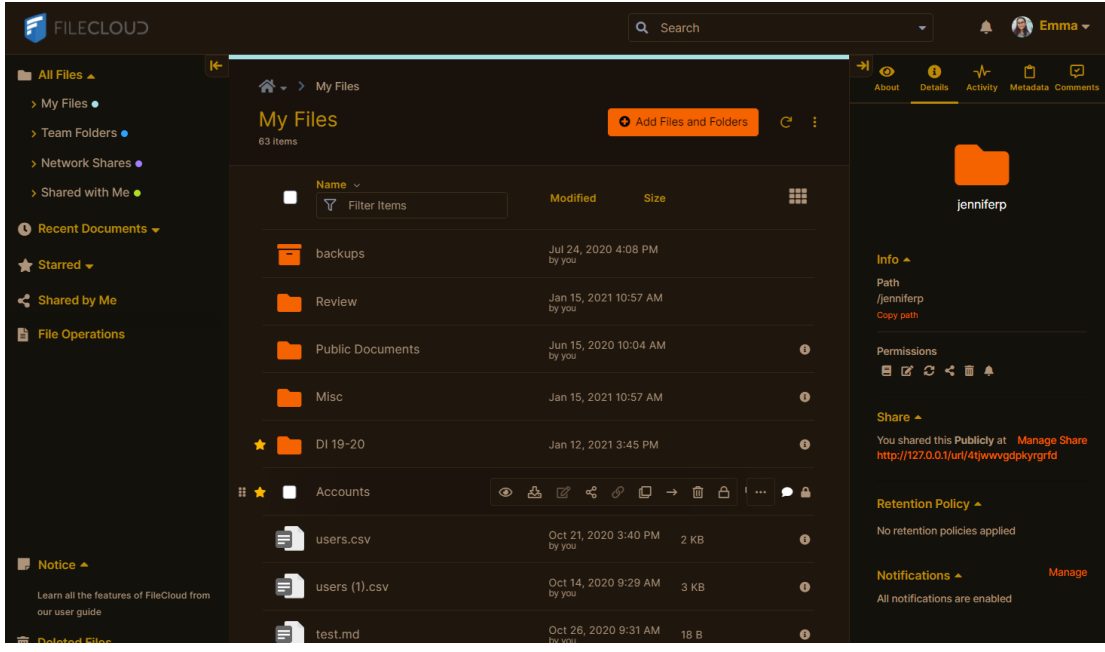
Below are previews of the currently available user portal themes:



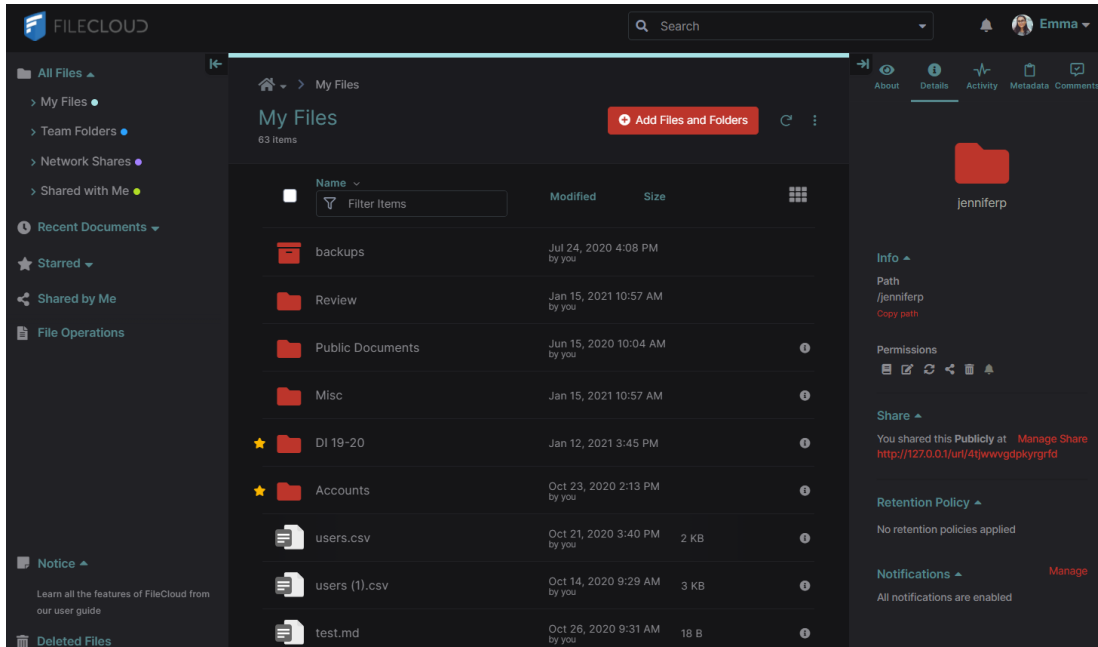
Dark



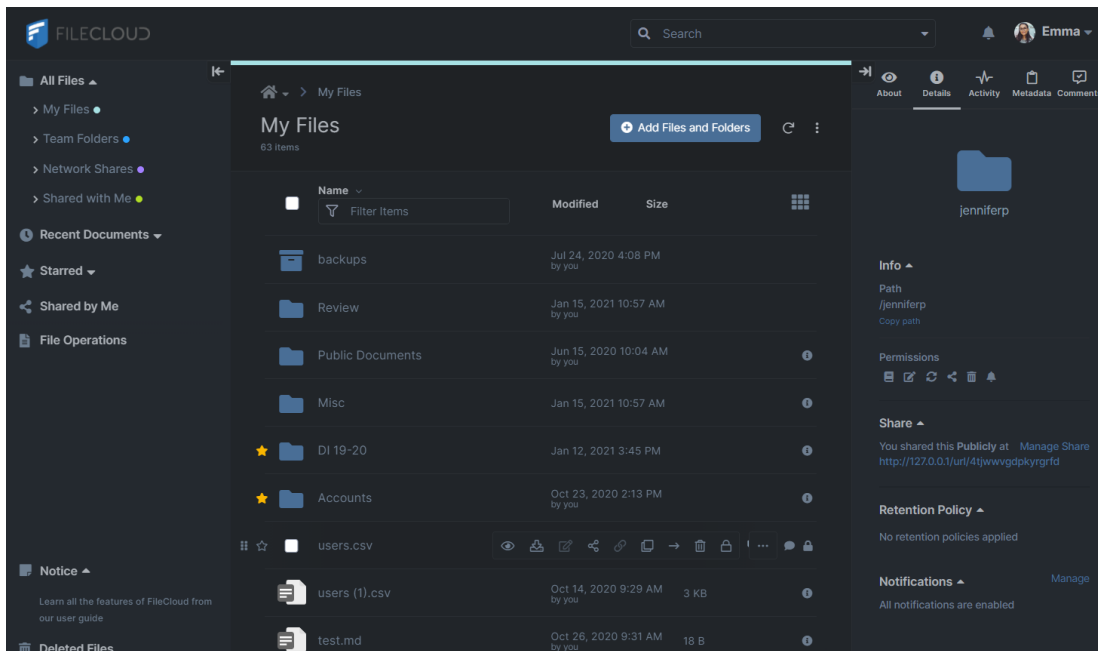
Sunburn



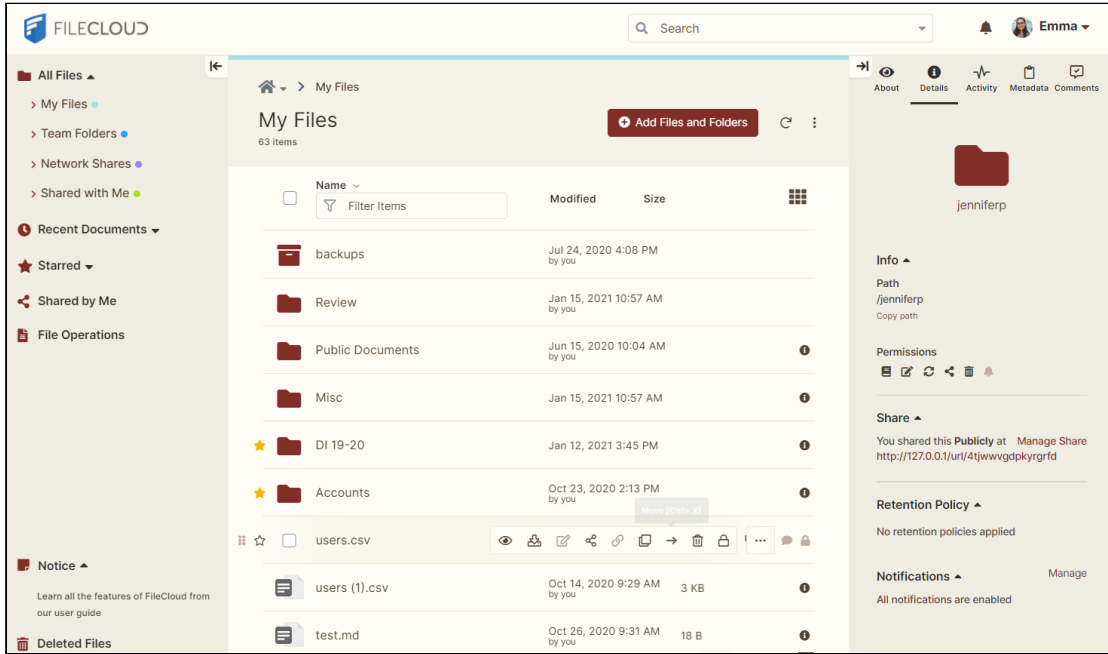
Caffeine



Midnight



Mohave



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

Message Title	HTML Content
404 Error	<pre><!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</pre>
Email Subscribe Failure	<pre><!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</pre>
Email Subscribe Success	<pre><!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</pre>
Email Unsubscribe Failure	<pre><!DOCTYPE html> <html lang="en"> <head> <meta charset="utf-8" /> <title>Failed to Unsubscribe your email</pre>

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.

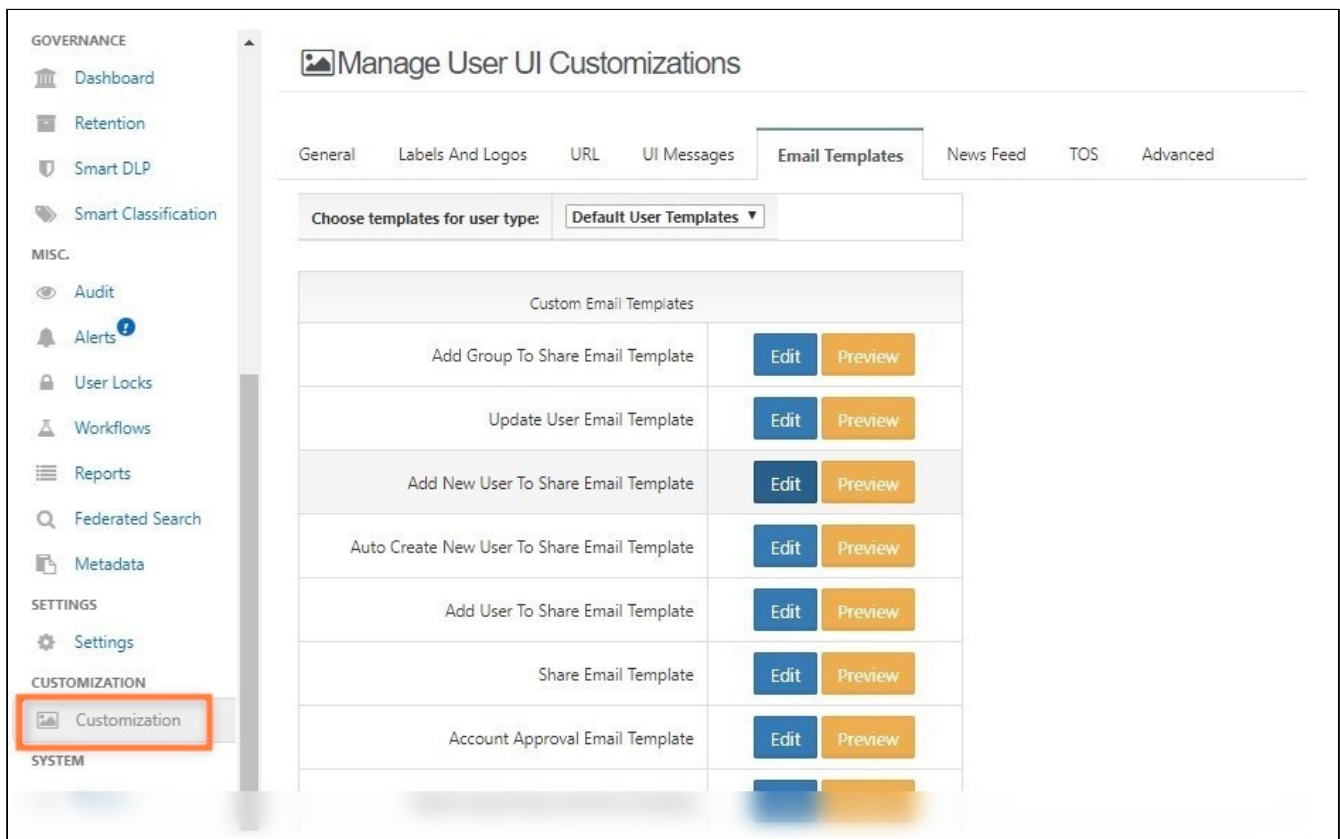
Message Template	Description
Decline User Email Template	Template for email that indicates that a request for a FileCloud account has been denied.

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

Subject

^FROM^ has shared files with you - Share Email

HTML Email Body

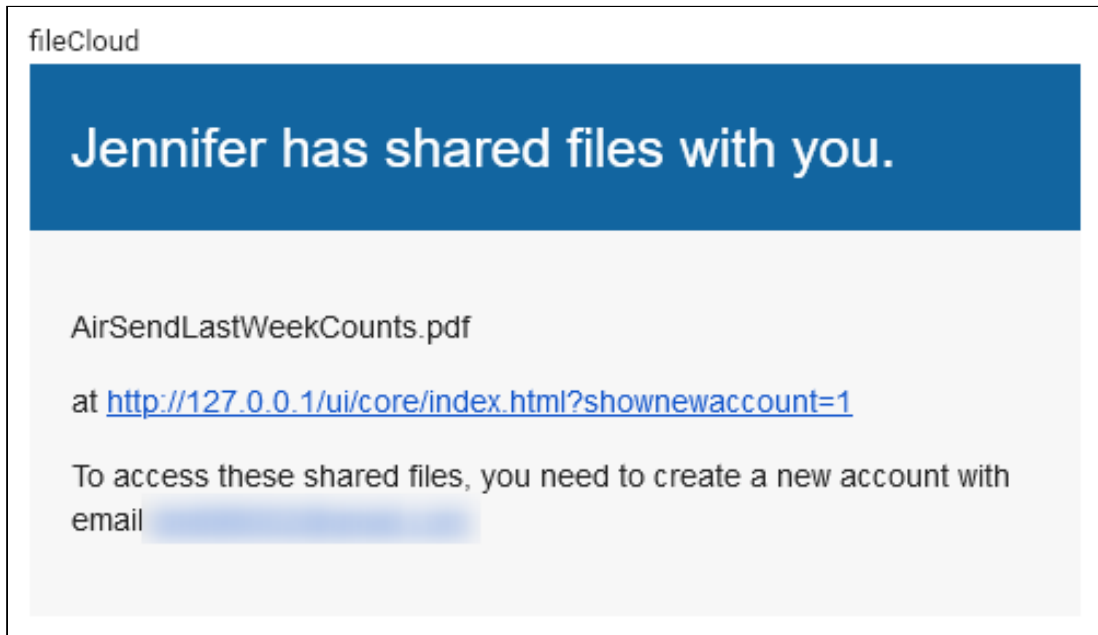
```
<!DOCTYPE html>
<html lang="en">
<head>
  <meta charset="utf-8" />
  <title>FileCloud Share from ^FROM^</title>

<!--
NOTE:
- There's a long line of spaces above this note. That's because iOS email clients don't download POP emails if the head is shorter than
1,019 characters
- All images have style="display:block". This forces Gmail to display the table cells correctly
- style="font-size:1px" is needed in empty table cells smaller than 15 pixels. Outlook 2013 adds a 15px whitespace by default to these
cells, unless there is a font-size set to 1px
-->

</head>
<body style="margin:0px; padding:0px; background:#ffffff">
  <table width="480" cellpadding="0" cellspacing="0" border="0" align="center" style="margin: auto">
    <tr>
```

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

News Feed

Note: Beginning 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 screenshot shows the FileCloud user interface. On the left is a navigation sidebar with categories like 'All Files', 'My Files', 'Team Folders', 'Network Shares', 'Shared with Me', 'Recent Documents', 'Starred', 'Shared by Me', 'File Operations', 'Notice', and 'Deleted Files'. An orange arrow points to the 'Notice' section. The main content area is titled 'My Files' and shows a list of items with columns for 'Name', 'Modified', and 'Size'. The items listed include folders like 'backups', 'QuickNotes', 'Public Documents', and 'DI 19-20', and files like 'users.csv', 'users (1).csv', and 'tofuvermicelli.png'. The 'Accounts' folder is selected, and a toolbar with various actions is visible below it. At the bottom, a pagination bar shows 'Page 1 of 2'.

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.

The screenshot shows the 'Manage User UI Customizations' page with the 'News Feed' tab selected. The 'Custom News' section contains an RSS feed XML code. The code is as follows:

```
<rss version="2.0">
<channel>
<title>FileCloud News</title>
<link>https://www.getfilecloud.com/cloud</link>
<description>The latest news from FileCloud</description>
<language>en-us</language>
<copyright>Copyright 2016 CodeLathe</copyright>
<item>
<title>FileCloud Now Available!</title>
<description>FileCloud now available on a server near you!</description>
<pubDate> August 1, 2017</pubDate>
<author> CodeLathe Team</author>
<link> https://www.getfilecloud.com/</link>
</item>
<item>
<title>Get Help!</title>
<description>Need help? Check our user guide. </description>
<pubDate> April 21, 2017</pubDate>
<author> CodeLathe Team</author>
<link> https://www.getfilecloud.com/supportdocs/display/cloud/Accessing+FileCloud
</link>
</item>
<item>
<title>Install mobile apps to access FileCloud</title>
<description>Download mobile apps to access files on the go.</description>
```

Buttons for 'Reset to defaults' and 'Save' are visible on the right side of the text area.

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

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DEVICES

Devices

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SETTINGS

Settings

CUSTOMIZATION

Customization

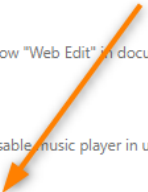
SYSTEM

Checks

UI Features
Login
Account Menu
Listing

Customize User UI Features

Enable UI Customizations	<input checked="" type="checkbox"/>	Enable UI customization
Show Document Preview	<input checked="" type="checkbox"/>	Show "Preview" in document file menu options (Requires "Document Preview" configured)
Show Single File Share Full Preview	<input type="checkbox"/>	Show full screen preview for single file public shares
Show New Document Creation Option	<input type="checkbox"/>	Show new document creation option in the folder menu
Show Quick Edit Option	<input checked="" type="checkbox"/>	Show "Quick Edit" (Requires user to install CloudSync client)
Show Online Edit Option	<input type="checkbox"/>	Show "Web Edit" in document file menu (Requires "Web Edit" configured)
Disable Music Playback	<input type="checkbox"/>	Disable music player in user web portal
Disable News Feed	<input checked="" type="checkbox"/>	Disable RSS news feed in user web portal
Disable Folder Download	<input type="checkbox"/>	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.

Anonymize user data



Username

Email

IP Address

Anonymizes username, email, IP with a non-traceable ID and this action cannot be un-done.

Anonymization action cannot see activity outside this FileCloud instance in backup system and/or web, database server logs. You must search and remove references from those separately.

Anonymize

Close

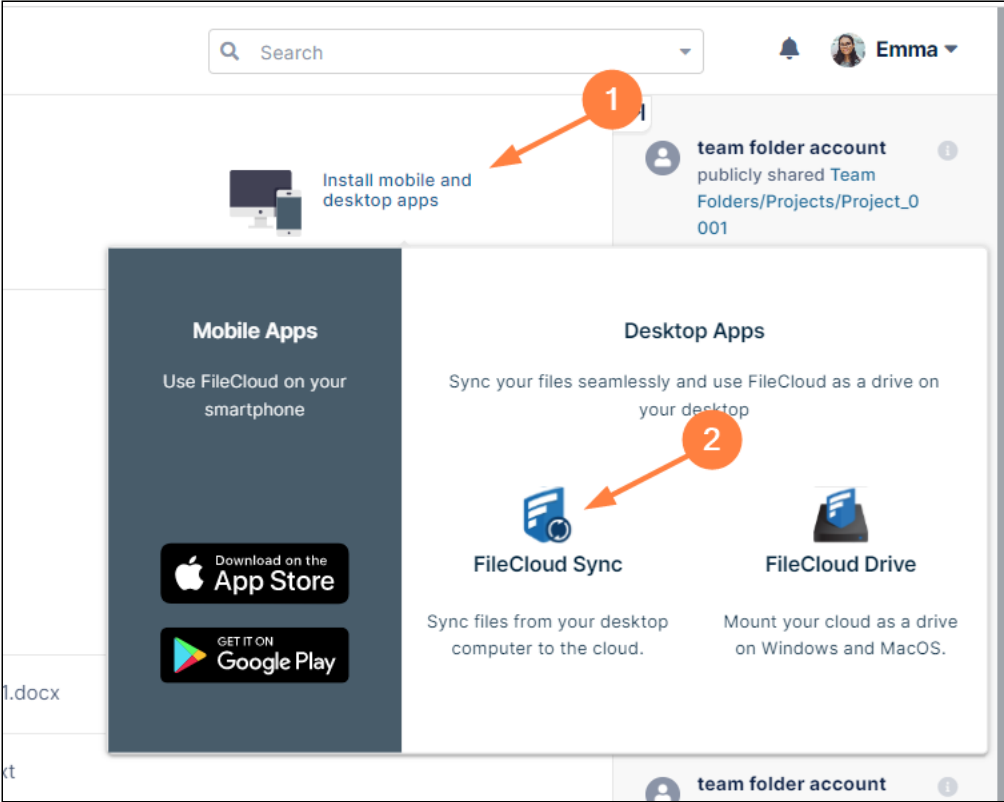
To anonymize user data:

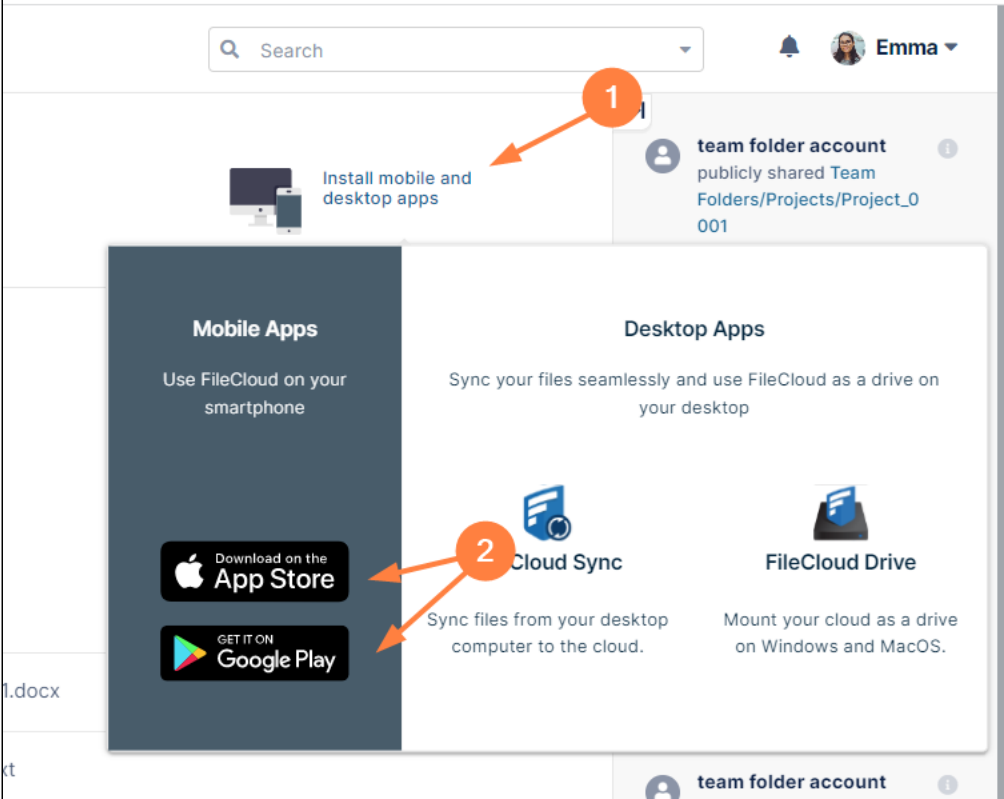
1. Open a browser and login to the Admin Portal.
2. From the left navigation panel, select Settings.
3. Select the Misc. tab, and then the Privacy sub-tab.
4. Click Anonymize.
5. Type in the username, email, and IP address you want to replace with a non-traceable ID.
6. When you are finished, click Anonymize.

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	<p>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.</p>  <p>The screenshot shows a user interface with a search bar, a user profile for 'Emma', and a team folder account. A button labeled 'Install mobile and desktop apps' is highlighted with a red circle '1'. Below it, there are two main sections: 'Mobile Apps' and 'Desktop Apps'. The 'Mobile Apps' section has buttons for 'Download on the App Store' and 'GET IT ON Google Play'. The 'Desktop Apps' section has two options: 'FileCloud Sync' and 'FileCloud Drive'. The 'FileCloud Sync' option is highlighted with a red circle '2'. Below the screenshot, the text reads: 'If you are using FileCloud's default Sync app, then no change is necessary'.</p>

URL	Description
<p>Install Mobile Apps URL</p>	<p>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.</p>  <p>The Mobile apps refer to FileCloud for iPhone, Android, and iPad. If you are using FileCloud's default apps, then no changes are necessary</p>
<p>Install FileCloud Addins URL</p>	<p>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.</p>
<p>Product Help URL</p>	<p>This is the URL of the product's online help. By default it goes to the FileCloud support documentation.</p>
<p>Product Facebook URL</p>	<p>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.</p>
<p>Product Tech Support URL</p>	<p>This is the url that will be opened when user clicks on "Help & Support" in the drop down menu.</p>

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.

General Labels And Logos **URL** UI Messages Email Templates

Custom URLs

Install Desktop Apps URL

Custom desktop apps URL

Install Mobile Apps URL

Custom mobile apps URL

Install FileCloud Addins URL

Custom FileCloud Office/Outlook/Chrome addins URL

Product Help URL

URL to open support documentation

Product Facebook URL

Custom product facebook URL

Product Tech Support URL

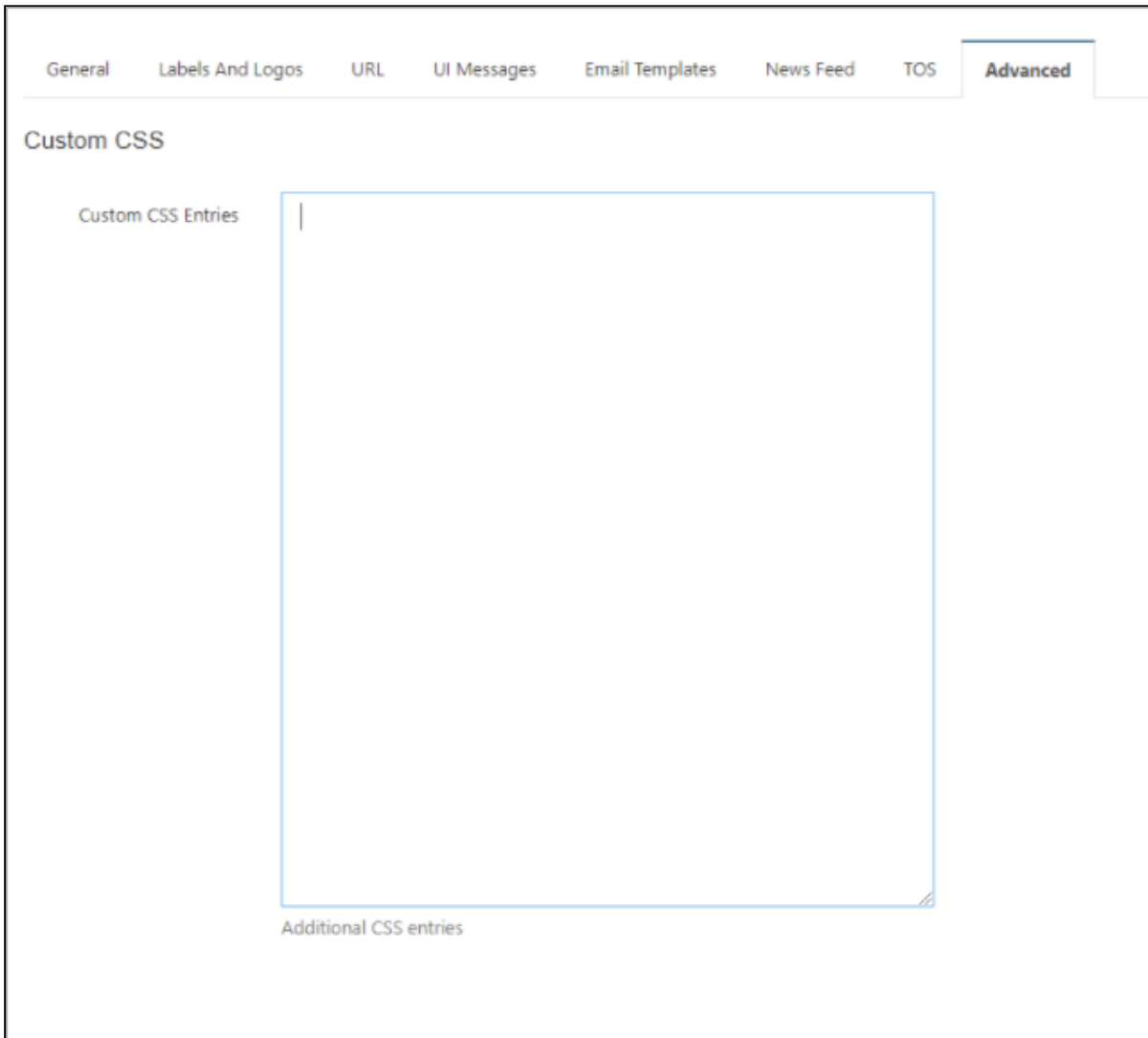
Custom product tech support URL

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

Customizing CSS

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**.



Example CSS:

General Labels And Logos URL UI Messages Email Templates News Feed TOS **Advanced**

Custom CSS

Custom CSS Entries

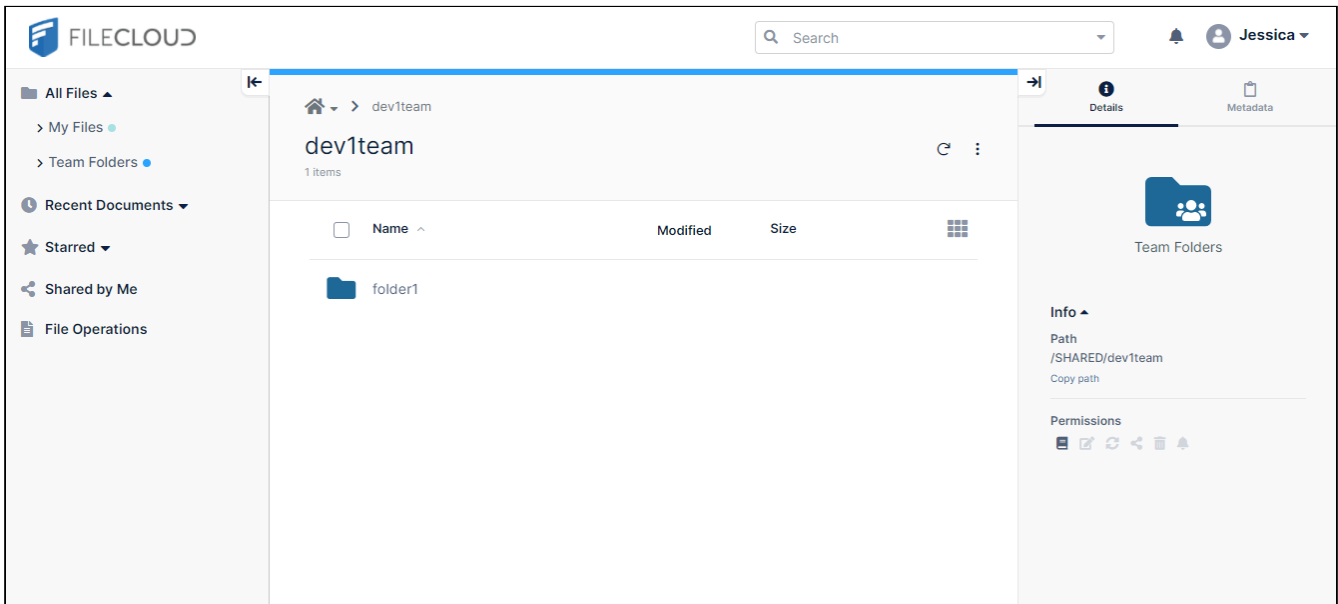
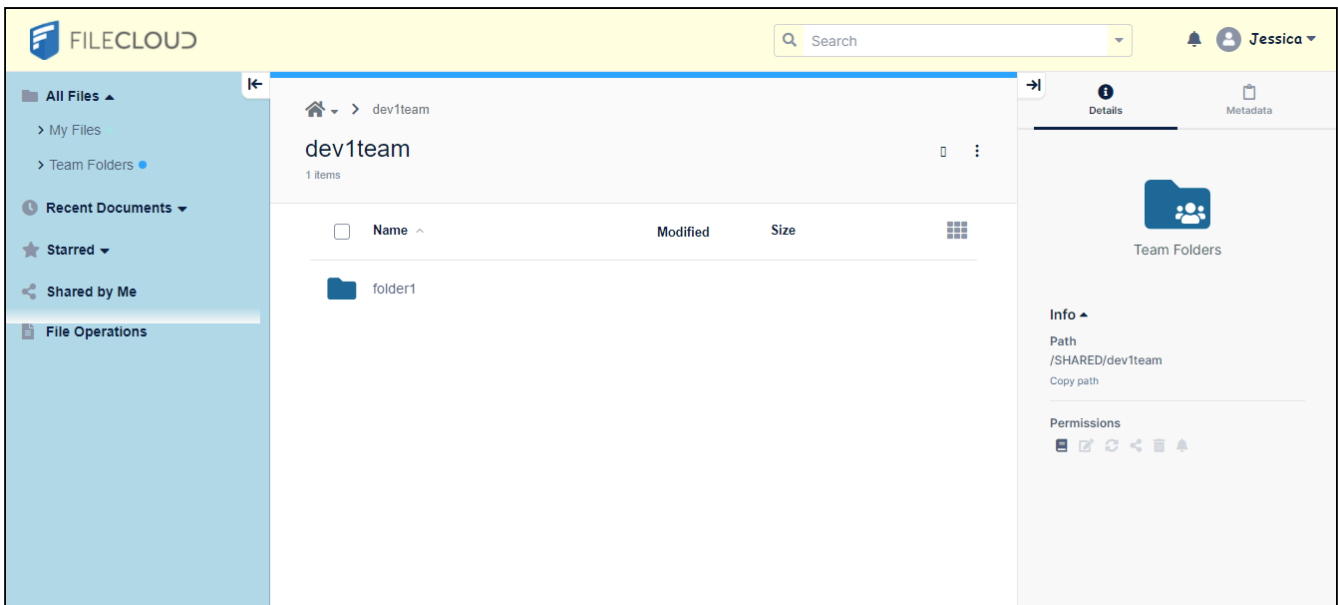
```
.navbar {
  background-color: lightyellow;
}

.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;
}
```


Additional CSS entries


Before Custom CSS Added**After Custom CSS Added**

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

Your custom attributes take precedence over the attributes set in the [theme assigned by you](#) or the [theme users select](#).

Customizing Terms of Service

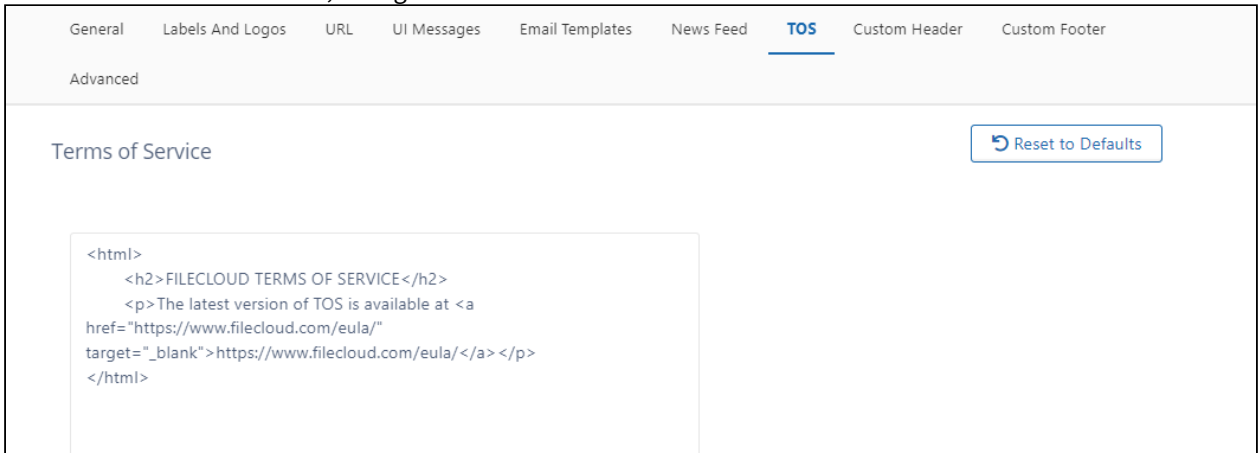
 More terms of service settings are available at [Settings > Misc > Privacy](#).

 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**.



General Labels And Logos URL UI Messages Email Templates News Feed **TOS** Custom Header Custom Footer

Advanced

Terms of Service [Reset to Defaults](#)

```
<html>
  <h2>FILECLOUD TERMS OF SERVICE</h2>
  <p>The latest version of TOS is available at <a
href="https://www.filecloud.com/eula/"
target="_blank">https://www.filecloud.com/eula/</a></p>
</html>
```

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**