

# Features

## 1 Reporting (Admin Feature)

Real-time data on users, logins, keyword search, category/folder/file count, download count, advanced search analysis and storage utilization.

## 2 Categories (Admin Feature)

Create categories, add description and assign access.

## 3 Users/Permissions (Admin Feature)

Create user groups (including read only, download, upload & download and administration), create/edit users and automatically send updated information.

## 4 Broadcast (Admin Feature)

Send messages to FTH users, user groups or entire user base.

## 5 Distribution

Create file collections, distribute secure links via email. Full address book features, including distribution lists and private & shared contacts. Email notification and tracking of unlimited amount of distributions.

## 6 Home

Every user has their own User Home Directory category with My Files & Drop Box folders. These folders can only be accessed by the user.

## 7 Search

Search keywords.

## 8 Adv. Search

Search keywords, Folder Name, Folder Description, File Name, File Description, Category Name, Creation Date & Owner.

## 9 My Profile

Change your user name, name, password, email, phone, select to receive FTH Messages, view user groups and email your administrator.

## 10 Help Center

Access Chat Support, email Rumble Help Center, phone Rumble Help Center and access FAQ's and book on-line training.

## 11 Welcome

Identifies the person logged on.

## 12 Email Administrator

This will send an email to your administrator (e.g. requests for additional user group access)

## 13 Distributions

Instantly see the total of active distributions. This link will take you to view details of your Distributions.

## 14 Files in Collection

This identifies the total number of files you have in your collection. This link will take you to view the files in your Collection.

## 15 Top Level Category

Categories are created by your administrator and are only viewable by the assigned user groups.

## 16 Category Detail

This section gives you details of the highlight category or sub-category. This includes category name, owner, description, creation date and last modified date.

## 17 Folders

This column lists all the folders in the highlighted category.

## 18 Folder Clipboard

This allows you to cut, copy or paste folders to move them between categories.

## 19 Add Folder

Clicking on the + symbol creates a new folder in the highlighted category.

## 20 Folder Functions

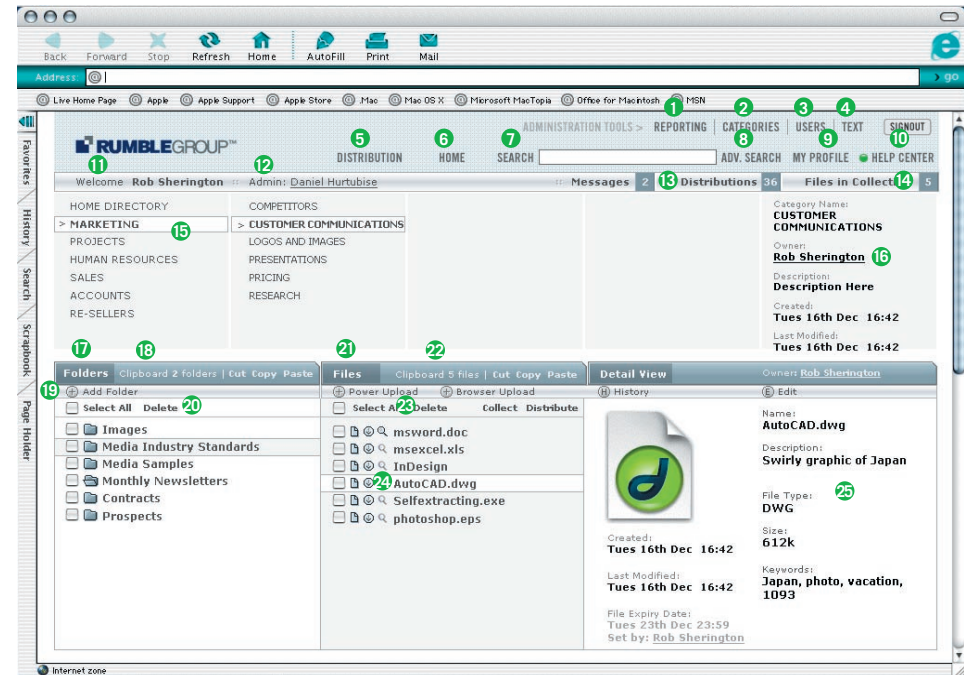
By selecting either individual folders or all folders using the checkbox you can delete or download.

## 21 Files

This column lists all the files in the highlighted/open folder.

## 22 File Clipboard




This allows you to cut, copy or paste files to move them between folders.



## 23 File Functions

By selecting either individual files or all files using the checkbox you can delete, download, add to your collection or distribute.

## 24 File Detail

-  visually identifies the file type.
-  clicking on this will download the file to your desktop.
-  opens a thumbnail of the file. (If file type allows for thumbnail)

## 25 Detail View

Based on the folder or file highlighted see file icon, date created/modified, File Expiry Date, Owner, description, Size & Last downloaded by.