FileCruiser

Team Management Guide

Version: 0.1
FileCruiser Model: VA2600/VR2600 with SR1
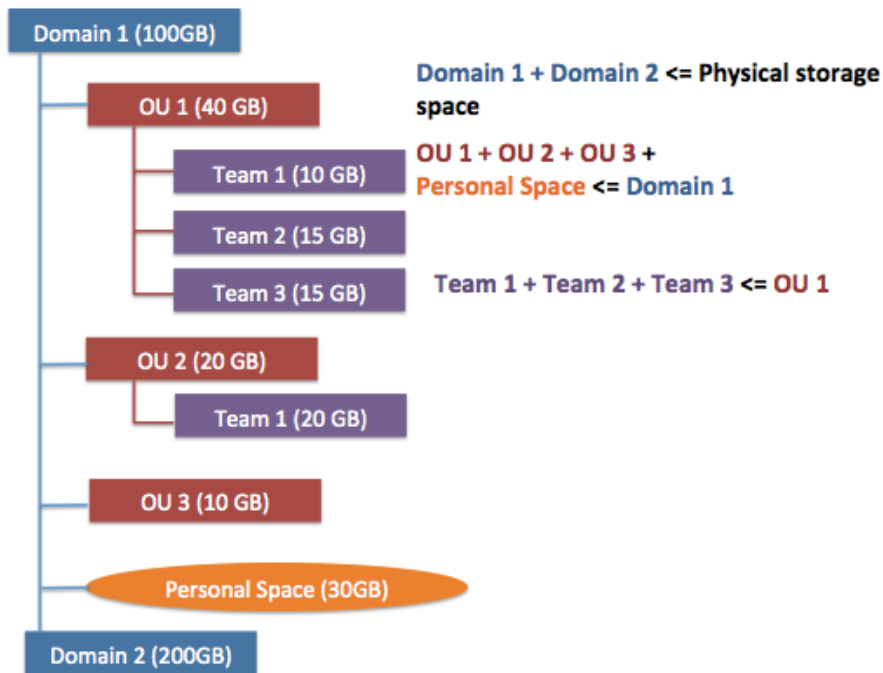Date: AUG 31, 2014

Index

Introduction

The team space is a shared space which allows users in an organization to save and share files with other team members. Team members are assigned by the team lead and can come from different departments (OUs) and domains.

Team Space:

The team space is separate from a user's personal storage space in the FileCruiser system. You must assign storage space for both personal use and for use in teams.

- **Personal Space:** for example, there are 10 members in Domain 1 and each user is assigned 50GB of personal space. This means that the total personal space assigned is 500GB.

- **Team Space:** The admin can create multiple teams under an organizational unit (OU). However, the total space of these teams can't exceed that of the specific OU.

The team space comes from its parent OU and the OU space comes from its parent domain. In the example below, the total physical storage space is 300GB. Domain 1 has 100GB and domain 2 has 200GB. There are three OUs under domain 1 so the total space (including the users' personal space and teams cannot exceed 100GB).

Domain 1 + Domain 2 <= Physical storage space

OU 1 + OU 2 + OU 3 + Personal Space <= Domain 1

Team 1 + Team 2 + Team 3 <= OU 1

Access Permissions:

There are several roles in FileCruiser.

<u>System Administrator:</u>

The System Administrator can create teams and assign team space and leads to each team. The System Administrator can also define the roles with different permissions.

Configuring Roles and Permissions

					Permission			
Action	Name	Read	Write	Share inside	Share outside	Delete	Trash	Manage
✎	lead	O	O	O	O	O	O	O
✎	super	O	O	O	O	O	O	
✎	normal	O	O	O				
✎	high	O	O	O	O	O		
✎	low	O	O					
✎	guest	O						

The System Administrator can add/edit the roles with different permissions on demand.

Definition of Permissions:

- **Read:** Users can read files in the team folder.

- **Write:** Users can change files and upload content to the team folder.

- **Share Inside:** Users can share files with other users inside the same domain.

    (FileCruiser can have multiple domains. These are managed by the administrator).

- **Share Outside:** Users can share files across domains, i.e. share with users located on different domains.

- **Delete:** Users can delete files, i.e. send files to the Trash folder.

5

- **Trash:** Users can empty the trash can, i.e. they can permanently delete content in the Trash.

- **Manage:** Users with this permission have management controls. Users with the lead role have this permission setting. It means they can add or remove team members and assign or change the roles of team members.

- **Guest:** A guest member can only see the names of the files and folders in the team folder. A guest cannot read files in the team folder.

Team Lead:

The Team Lead can add and delete team members to and from its own team. Team Leads can also assign the roles and permissions of each team member.

Team Member:

Every FileCruiser user could be added to multiple teams with different access-permissions.

How to Manage Teams

Step 1: Log-in to Admin Portal as the Team Leader

- Click the "Administration Portal".
- Log-in with your personal ID/password and domain name.

Step 2: Show your Team Member List in the Admin Portal

- Extend the domain tree and you will see your team in the tree.
- You can see your team member list on the right side.

Step 3: Manage your Team

Right mouse click on your team:

    Edit Team: You can rename or reallocate the team space.

    Manage Members: You can add/delete/modify your team members.

Step 4: Manage Members

- **Add Team Members**: Add more members to your team.

- **Role**: Change the roles for each of your team members.

- **Remove:** Remove the members from your team.

Step 5 Add Team Members

(1) Search for team members: You can search for the user in each domain by keyword.

(2) **Assign roles:** Assign the role to each user.

(3) **Add members:** Once you select your member, you can click the "Add" button.

Step 6: Check Team Members

You can check the team member list by clicking on the number of members.

Name	Role	Member	Quota
PMKT - FileCruiser	team_lead	72	4.06 GB/50 GB(8.13% Trash:171 Byte)
PMKT - High Density	team_PROI		).17% Trash:0
PMKT - Pegasus	team_PROI		Trash:0 Byte)
PMKT - VTrak	team_PROI		Trash:0 Byte)
PMKT - Vess	team_PROI		Trash:0 Byte)

Name	Role
john.he	team_PROMISE Sales
eric-wt.huang	team_PROMISE Sales
tony.chi	team_PROMISE FAE_TS

PROMISE®
TECHNOLOGY, INC.