



**FileWay™ Executive Summary
White Paper**



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What is FileWay?

FileWay is on-premises secure remote file access software that provides your organization's web-enabled users with access to their documents, no matter their location or the device they are using. Your users can remotely access important files, and folders, whether they're at home, on the road, or on-site with a customer.

What can users do with FileWay?

Users accessing their documents with FileWay can perform all the standard functions; create new folders, rename files and folders, delete files and folders and copy move files and folders. They can upload and download documents from and to the device they are using (mobile or desktop).

Users can view the content of documents online using FileWay's rendering engine. Through secure time-expiry links, user can send and receive documents and share folders with others for collaboration.

Users can edit documents online from remote locations as if they are on their desktop computer.

Is FileWay functionality customizable?

Yes, FileWay functionality is customizable. Your network administrator, using FileWay Manager, can choose which user or groups of users, from your Active Directory, can access FileWay. The administrator can specify which internal resources users can access from FileWay and what they can do with these resources. FileWay functionality (listed above) can be customized on a user-by-user or group-by-group basis as you see fit. The administrator can specify how users can access FileWay whether from a browser or mobile device, or by mapping it to users' desktop computers.

How to access FileWay?

The network administrator can configure FileWay to be accessed in a number of ways and provide different access methods to different users.

FileWay can be accessed from any browser or mobile device. Authorized users can map FileWay resources to their desktop computers and access their remote files from their operating system.

A network administrator can integrate FileWay with Outlook for Web Access (OWA) and provide users with a single point of access and single sign-on to both emails and documents.

A network administrator can integrate FileWay with SharePoint for ease of access and to bring access to private resources (such as home folders) to SharePoint without adding them to SharePoint library.

What can you, as administrator, do with FileWay?

Users working from home, occasionally or on regular basis, can map FileWay resources to their desktop computer and be able to access work documents on corporate servers directly without the use of VPN.

You can configure FileWay so that your mobile workers can access certain documents and only be able to view their content online and be able to email those documents out to customers.

Request for Proposals (RFP) can be handled easily using FileWay's AttachLink feature. RFP documents will be emailed as secure time-expiry links and with an option for the recipient to deliver back proposals. When the deadline comes the links will expire and no one can submit new proposals. There will be a record of delivered proposals and email confirmations.

School assignments can be emailed to students with an option to deliver the work back to the teacher by a certain date and time.

Large documents, such as videos, that can't be emailed can be exchanged with others through secure time expiry links.

Secure documents that shouldn't be emailed can be exchanged with others through secure time expiry links. Those documents remain where they are on your server and are not transferred to a cloud service.

Folders can be shared with others for collaboration. The folders remain on the server and are not moved to a cloud service or unsecure location on the network. The access to the shared folders will expire at a set time. All changes to shared documents will be archived and nothing will be deleted or overwritten.

Who needs FileWay?

- Anyone wanting to work remotely
- Workers on the move such as sales staff
- Users who need to exchange secure or large documents with others
- Users who need to collaborate with others

Who are FileWay's customers?

- School, colleges and universities
- Municipal governments
- Government departments
- Legal and accounting firms
- Enterprise customers with remote workers