

# FTAPI Datarooms

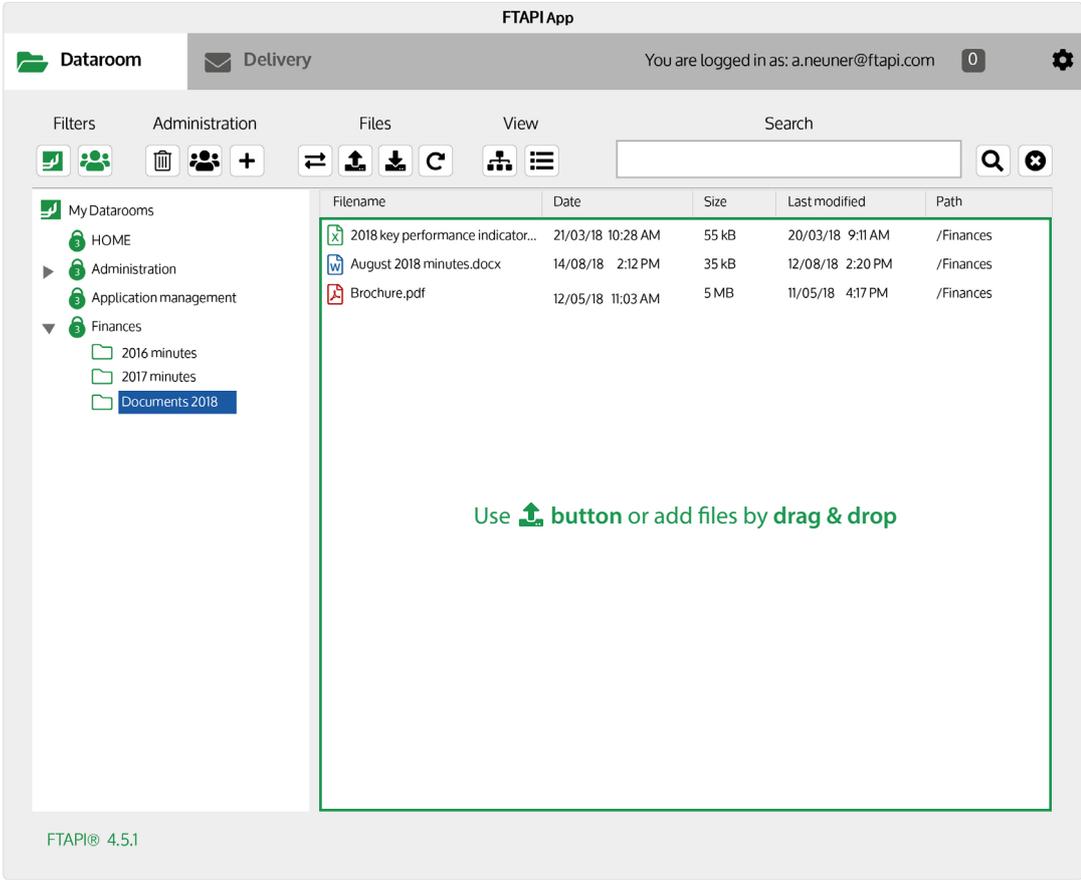
## Secure data storage and sharing

### Filters

-  Sort Datarooms by name
-  Sort Datarooms by owner

### View

-  Show files and folders as hierarchy
-  Show files and folders as list



The screenshot shows the FTAPI App interface for a Dataroom. The top bar includes the 'Dataroom' title, a 'Delivery' status, and the user's login information: 'You are logged in as: a.neuner@ftapi.com'. Below the top bar is a navigation menu with 'Filters', 'Administration', 'Files', and 'View'. A search bar is located on the right. The main content area is divided into a left sidebar showing a tree view of 'My Datarooms' (HOME, Administration, Application management, Finances) and a central file list table. The file list table has columns for 'Filename', 'Date', 'Size', 'Last modified', and 'Path'. The files listed are: '2018 key performance indicator...' (55 kB, 20/03/18), 'August 2018 minutes.docx' (35 kB, 12/08/18), and 'Brochure.pdf' (5 MB, 11/05/18). A green box highlights the file list area with the text: 'Use  button or add files by drag & drop'. The bottom left corner of the interface shows 'FTAPI® 4.5.1'.

Filename	Date	Size	Last modified	Path
 2018 key performance indicator...	21/03/18 10:28 AM	55 kB	20/03/18 9:11 AM	/Finances
 August 2018 minutes.docx	14/08/18 2:12 PM	35 kB	12/08/18 2:20 PM	/Finances
 Brochure.pdf	12/05/18 11:03 AM	5 MB	11/05/18 4:17 PM	/Finances

### Administration

-  Delete selected items
-  Edit the members of this Dataroom
-  Create a new Dataroom

### Files

-  Synchronize the Dataroom
-  Upload files to selected folder
-  Download selected items
-  Reload items from server

## Information on Datarooms

### • HOME Dataroom

Your HOME Dataroom is where you securely store your personal files and documents. It is provided automatically. No other users can be invited to your HOME Dataroom.

### • Creating a folder in a Dataroom

Select the Dataroom, click the empty space below the list of files/folders with the right mouse button and select „New folder“. Name the folder and upload your files to it.

### • Rights in your Dataroom

You can grant and revoke rights in your Datarooms. Enable or disable the check boxes at the bottom of the dialogue window:

- **Members have full access to the data room:**  
All members of this Dataroom can upload, download, edit and delete files.
- **Members can invite new members:**  
All members of this Dataroom can invite new members.

### • Leaving a Dataroom

Select the data room, click right and select „Leave Dataroom“. You will ***no longer have access*** to this Dataroom and the files and documents it contains.

### • Dataroom security level

Every Dataroom automatically has security level 3 and is therefore end-to-end encrypted.

