



FLUIX



## Fluix Built-in Storage

## Fluix Built-in Storage

---

Fluix built-in storage is a fully-fledged cloud infrastructure that natively integrates with workflow and document management functionality, and can be used as a primary document repository for the whole company.

When connected to workflows, it provides convenience of mass document distribution, control of files on the iPads, and flexibility of managing own storage - all directly from the admin portal.

Storage management permissions can be granted to particular users, so that they can handle files without accessing the rest of configurations within the account.

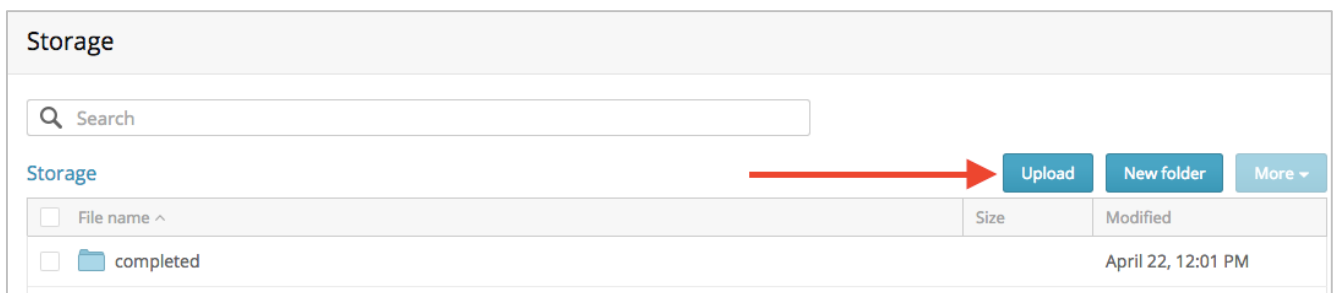
## Uploading Files

---


Fluix built-in storage is managed in 'Storage' section of the web admin portal by default.


There are two ways to upload files:

1. First, manually build your folder structure. To upload a file click on the 'Upload' button underneath the search bar. The files can also be dragged & dropped.



Your files will start uploading automatically with a progress indicator.

 Loading 0 of 1 files - 983 KB of 1.52 MB

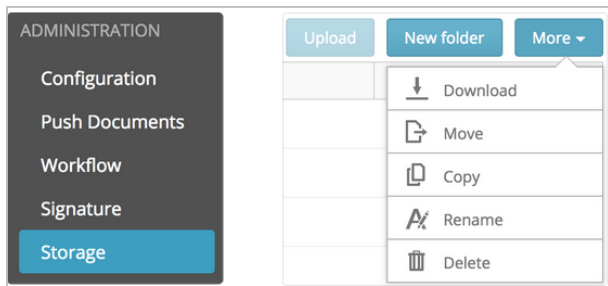
 All files are uploaded

2. Upload files in bulk by using 'Upload Folder' button (available in Google Chrome browser only) or via network folder for Windows and Mac OS workstations. Please see instructions on connecting storage via WebDAV in Appendix I at the end of the document.

## File Manipulations

---

Besides uploading files, you can perform the following actions in the Fluix built-in storage:



Create a new folder	Press the 'New folder' button underneath the search bar.
Download a file or folder	Press the 'More' button underneath the search bar, and select 'Download.'
Move a file or folder	Press the 'More' button underneath the search bar, and select 'Move.'
Copy a file or folder	Press the 'More' button underneath the search bar, and select 'Copy.'
Rename a file or folder	Press the 'More' button underneath the search bar, and select 'Rename.'
Delete a file or folder	Press the 'More' button underneath the search bar, and select 'Delete.' A warning message appears when you decide to delete the file.

## Workflow Integration

---

To connect Fluix built-in storage to workflows, first make sure to go to the Storage tab on the admin portal, create a folder there, upload your files into the folder, and then make this folder a part of a workflow (linking it as Document Source). You can use Storage folder(s) as destination for your files as well.

Take documents from

Briefcase

/Workflow Templates

[Add another document source](#)

☐ Label Briefcase folder in the app

Submit rule 1

Upload to folder

/Completed Documents

as

Editable PDF

☐ Create user folder

+

 Add next action

## Technical Specifications

---

There are 10 Gb immediately available for you. If more storage space is required, we can negotiate this separately.

Fluix Storage Service uses 256-bit Advanced Encryption Standard (AES) encryption for data at rest. The storage employs strong multi-factor encryption. Each document is encrypted using a unique key. As an additional safeguard, the key itself is encrypted with a master key, which is rotated regularly. All requests to storage service need to be signed previously by the Application Service.

## Data Backup

---

Fluix Built-in Storage uses Amazon S3 to store the files. Amazon S3 redundantly stores your objects on multiple devices across multiple facilities in an Amazon S3 Region. The service is designed to sustain concurrent device failures by quickly detecting and repairing any lost redundancy. Amazon S3 also regularly verifies the integrity of your data using checksums. Storage meta-data is stored in Fluix databases. Fluix databases are backed up nightly and the backup is reliably stored for the two weeks.

The user is not involved in backing up or restoration process. In an unlikely case of a system failure, Fluix engineers will ensure the restoration from backup in time. As you can see, the files inside Fluix storage are already stored in durable distributed storage service, multiple copies of files exist in different places.

Additionally, files deleted by a user, are stored on the Amazon servers for a number of days specified in the Configuration section. By default data is stored on the servers for 365 days.

### Data Retention

Keep Completed Workflow Documents for:  days

Keep Deleted Workflow Documents for:  days

Keep Deleted Storage Files for:  days

Currently there is no way to restore the files using Fluix user interface. This feature is planned for upcoming releases. You can always contact us with the request for file recovery though.

## Access Rights

---

You can assign access rights to specific folders for Group Admins and Storage Managers in the Settings on the web admin portal:

Select access type					Back
	Messenger	Storage Manager	Group Admin	Admin	
Push Documents	✓		✓	✓	
Manage Files		✓	✓	✓	
Add & Delete Users			✓	✓	
Add & Manage Groups			✓	✓	
All-Company Configurations				✓	
Set Up Workflow				✓	
Add Digital Certificates				✓	
Track Delivery Status				✓	
Update Account Settings				✓	
Manage Billing				✓	

## Pricing

---

Fluix built-in storage together with other advanced features are available in Business Plan <https://fluix.io/pricing/>

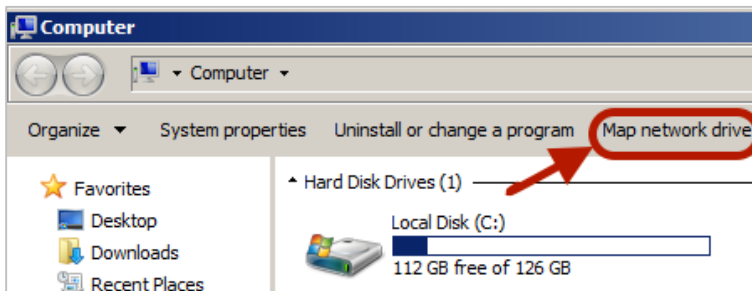
The bottom line is that Fluix Built-in Storage is a convenient, safe, and reliable alternative to other popular cloud or self-maintained storage options that you can integrate into your daily operations right away.

## Appendix I: Connecting Storage via WebDAV

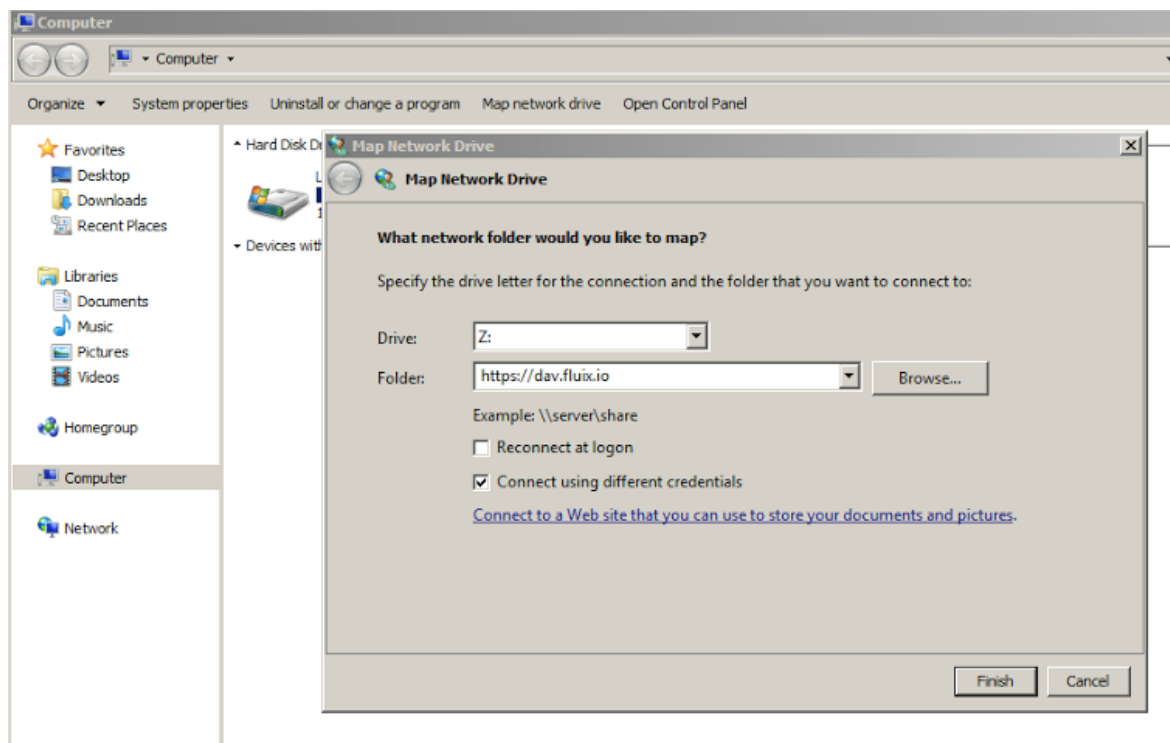
---

Windows based workstations:

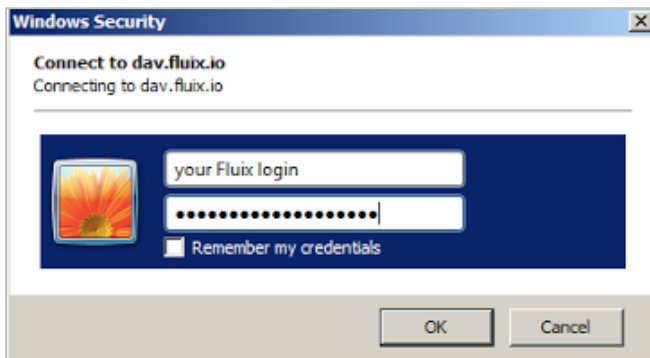
1. Open 'My Computer' and select 'Map Network Drive'



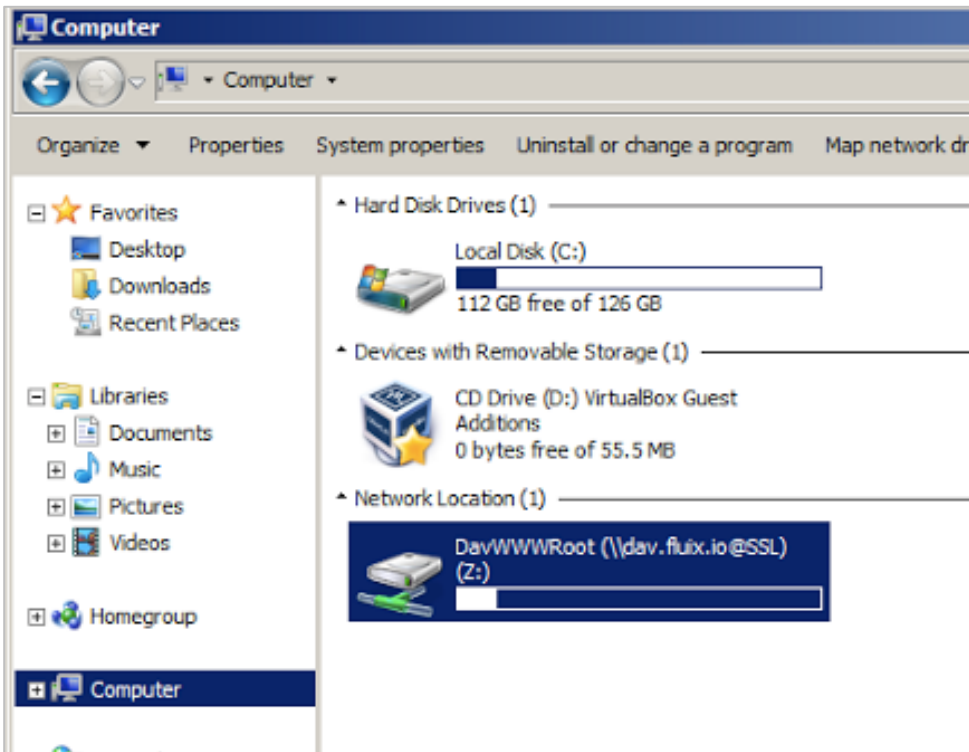
2. Fill in URL [dav.fluix.io](https://dav.fluix.io) in the address field and select 'Connect' using different credentials



3. In the popup window enter your Fluxix credentials

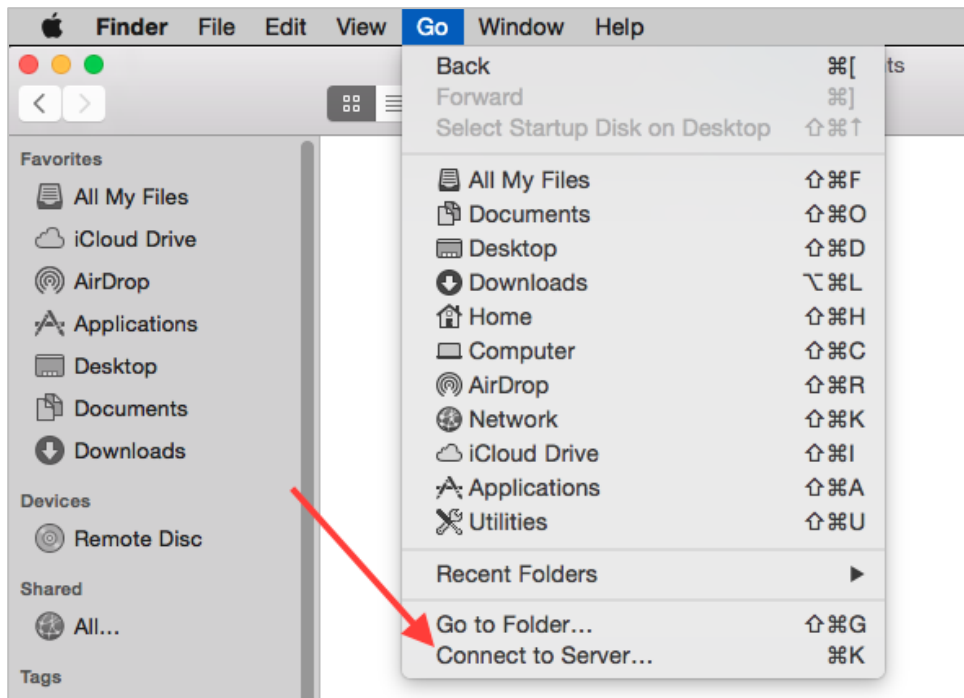


4. Now you can access Fluxix storage from 'My Computer' window

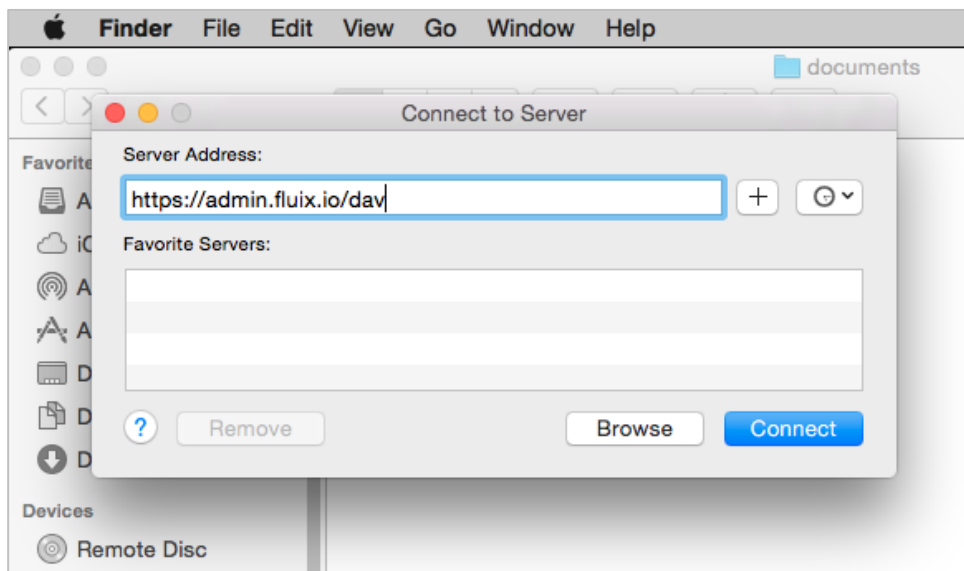


## Mac OS based workstations:

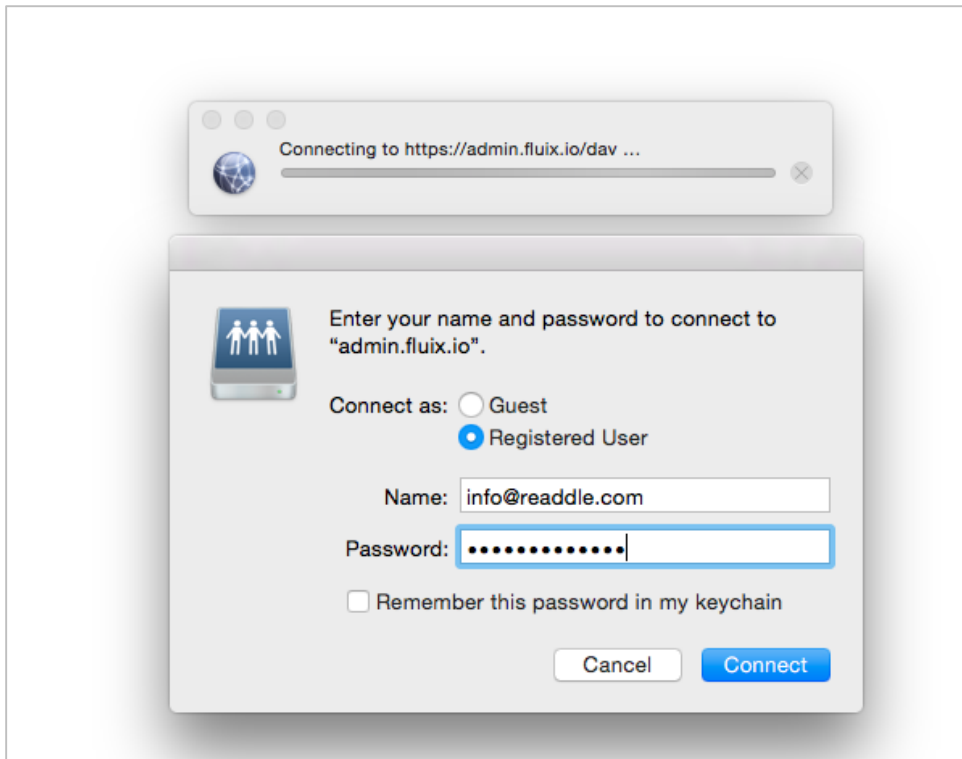
1. In Finder open 'Go' menu and select 'Connect to Server'



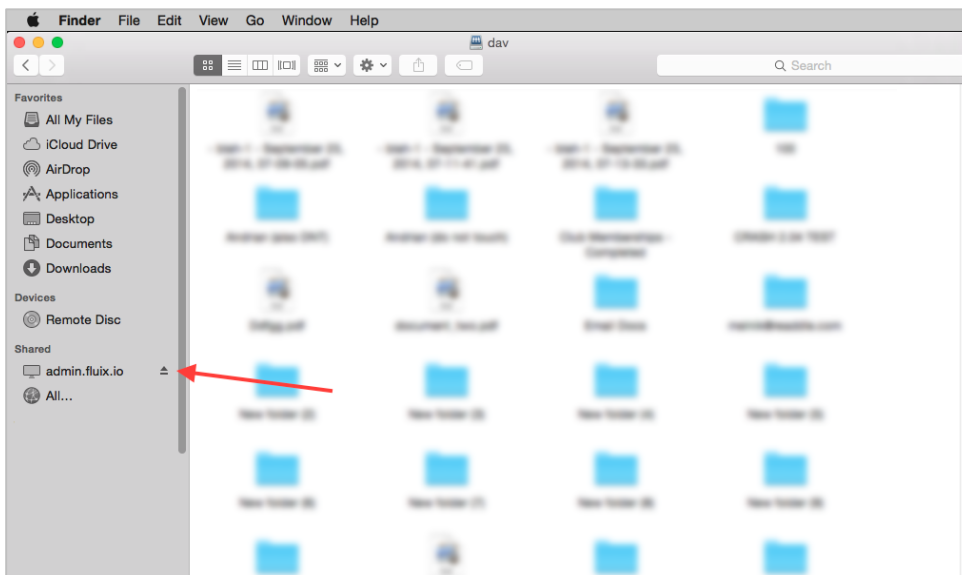
2. Fill in url <https://admin.fluix.io/dav> in server address field and click connect



3. Provide your special login 131329 and password from your Flux account into correspondent fields



4. Dav connection will be available from Finder in 'Shared' side-menu



Contact us at [info@fluix.io](mailto:info@fluix.io) for more information.