

# Store, Share, and Collaborate with Ease

## Simple and secure file sharing for business teams



ftopia is an **Internet document sharing service** for professionals that enables you and your team to create **customized private workspaces** and to invite customers, suppliers, and employees to **share various files** of any kind.

With your company's file repository stored in **online data rooms**, it's easy to keep everyone on the same page, no matter what **time of day or night** it is, and regardless of **location** or **type of Internet device** being used to access your rooms.

## A new way of collaborating

In the midst of an era when the volume of content being generated and circulated among businesses is at an all-time high, so is the need to be able to mobilize it quickly and securely. Yet the traditional data management and exchange systems available to us such as email, FTP sites, and shared file servers have not evolved at the same speed. Not only are they limited in their capabilities and levels of security and reliability, many of them are also costly to operate and too complicated for nontechnical users.

With one simple and affordable solution, ftopia overcomes all of these obstacles and puts an end to communication breakdowns. Managing and sharing information with our online service is quick and painless – in just a few moments you can set up an account, upload files to secure, compartmentalized data rooms, and grant instant access to anyone you choose for smooth and efficient collaboration.

### ftopia's Business-Minded Solution

In our mission to simplify the way businesses store and share information, our collaborative service is designed for business users – not computer experts. ftopia is loaded with features that make taking advantage of all its benefits easy for everyone,

not just IT technicians and other individuals with extensive technological backgrounds. We believe it shouldn't be any other way.

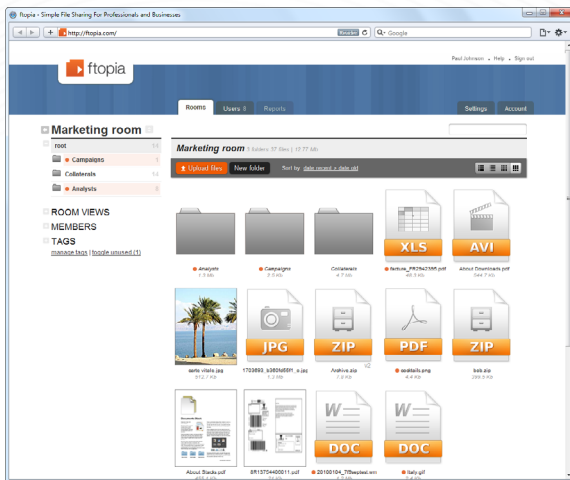
### Instant, Effortless Access to Data

Information is power... a universal axiom that hasn't changed much throughout history. In today's world, the ability to quickly access, manage, and communicate it is more powerful than it has ever been. By leveraging last-generation Web UI technology, ftopia is built to provide the most elegant and efficient user experience possible.

Aside from an intuitive, user-friendly interface requiring a zero learning curve, features such as our online file viewer, multi-size document thumbnails and overviews, automatic email notifications regarding file updates, and detailed user-activity reports enable you to get the most out of cloud-based file collaboration without complex technology that requires installation or training.

These are just a few of the many features that are included with our solution. See for yourself all the perks you and your team will get when you start using your ftopia data rooms!

# Sharing made dead simple



An **uncompromised user experience** is essential in enabling efficient online document sharing and collaboration.

While most online storage applications conform to the old style of file browsing, ftopia has raised the bar to develop an experience that is both **intuitive** and **straightforward**.

With the sole goal of creating an application that can be used by anyone, ftopia employs **key design principles, web development techniques, and state-of-the-art technologies** in order to provide **ease of use and control** over content flow.

## Our main features

### Virtual Data Rooms

- **24/7/365 Worldwide Access to Information:** Access and exchange files with internal and external parties from anywhere at any time from any Internet device.
- **Quick and Convenient File Sharing:** Uploading, editing, and managing files in data rooms and sharing them with others is as easy as sending an email message.
- **Branding:** Customize your workspaces with logos, background headers, and colors for the whole account and at each room level. You can also create customized rooms for your clients using their logos and company information.
- **Archived Rooms:** Freeze rooms for archiving purposes, and so that changes to rooms and their contents can no longer be made by anyone.
- **Public Virtual Rooms:** Create a publically-accessible room to share files with numerous users without the need for them to log in. Friendly URLs, visitor welcome messages, anonymous user upload, password protected room.

### Users & Access Rights

- **Delegated Administration:** Managers can create rooms and maintain full control over confidential information – no one can access it without authorization, not even administrators.
- **Fast, Email-Based Invitation:** Inviting guests and granting them file or room access is super fast – all you have to do is enter their email addresses, or simply import them from other rooms within your account.
- **Visitors and Contributors:** Visitors may view or download files, and contributing guests have the right to also upload new files to your rooms and to edit existing ones.
- **Public Download Links:** Email download links to anyone you wish in order to share specific files with them without registering them as room members.

### Managing Files

- **Folders:** Organized in a tree-like classification hierarchy, you can move and copy branches however you want.
- **Tagging:** Assigning tags to documents provides an alternate way to organize information. A file can be located in one folder only, whereas several tags may be applied to it, making it easy to find by category.
- **Activity Stream:** Want to know what's new in your data rooms? No need to search – an overview of the most recent file operations within each room is just one click away.
- **Versioning:** Uploading revisions of files is safe – you can never overwrite an existing document. All drafts are automatically sorted, and the history is kept indefinitely so you can access and manage any previous versions.

### Efficient Search

- **Quick Filters:** Find content immediately by searching through category tags and room contributors.
- **Advanced Queries:** Combine multiple criteria in order to refine your documents searches.
- **SimpleTrack™:** Spot and search new uploads in no time using our exclusive SimpleTrack system. A single click pulls up on one page all the files updated since your last visit.
- **Multi-Size Thumbnails:** Obtain immediate overviews of your files, from images to documents to videos. Thumbnails can be displayed in several different sizes.
- **Saved Searches:** Save your queries for running them again in the future with just one click.
- **Email Alerts:** Get notified each time new files are added to your rooms, or receive a daily or weekly digest.

## Download & Access

- **Document Viewing:** Open files in ftopia's viewer with the convenience of features such as multi-page view, thumbnails, document zoom, and full-text search.
- **Image Galleries:** View slideshows of your images online simply by clicking on them and opening them in lightboxes directly from your data rooms.
- **Zip Download:** Multiple files – or even a whole room's contents – can be downloaded simultaneously as a single zip file. The folder hierarchy is preserved within the zip file.
- **Video Player:** Stream all your H.264 encoded video files online – including HD movies. Full-screen mode is supported.
- **Smartphone Access:** View files on the go from your mobile phone. They can even be downloaded and viewed offline.

## Desktop Sync

- **Mapping a Drive to Your Account:** Access your online storage space as a network drive – files are replicated locally, so you can access them as quickly as from your hard drive.
- **Rooms and Folders:** The organization of your documents is maintained and your rooms become top folders in the hierarchy as they synchronize to your desktop.
- **Ongoing Background Sync:** Forget running synchronization manually; it's all done in the background each time a file is changed. An icon shows the sync status of each file.
- **Email Download Link:** Instead of fussing with emailing files that might be too large to transmit, just right-click on them and send download links to your recipients.

## Audit & Control

- **Fully Traceable:** For all ftopia account types, every action within an account is recorded and available for audit and regulatory compliance verification purposes.
- **Dashboard:** Graphical charts show in a glimpse how your account is used over a period of time.
- **Room Report:** Key indicators show how your rooms are being used: number of users, content upload and download volume, number of files throughout your rooms, etc.
- **Activity Audit:** Run fast searches on all operations performed by any user, at the room or the account level.
- **File Report:** Access the finest-grained history of the operations applied to each document and its successive revisions – without compromising the information contained in it.

## SharePoint Connector

- **Integrated Module:** Our ftopia connector is a standard SharePoint module that can be installed locally and activated for use in just a few minutes.
- **Manual Sending:** SharePoint users can quickly and securely send documents to the ftopia data rooms to which you grant them access. Their files upload to your rooms immediately.
- **Automated Workflow:** Customize your settings to automatically send updates within your files to ftopia data rooms based on the file activity you specify.
- **Export Metadata:** SharePoint metadata can be transferred to ftopia workspaces and converted into tags in order to categorize content and enhance document searches.

# Security

## Want your data safer? Store it in the Cloud!

From the moment you upload your first file to your ftopia workspace, you are protected by the most powerful combination of security measures on the Web: SSL-certified encryption, military-grade infrastructure protection, high availability, real-time backup, intrusion prevention, and strong authentication.

As more and more companies continue to shift to cloud computing and SaaS solutions, powerful online security measures become even more critical. Ensuring the highest level of safety for all your precious data room contents is our top priority.

- 🔒 **Automatic Data Redundancy:** All uploads to your rooms are instantly mirrored across multiple locations in order to back up your data.
- 🔒 **Physical & Operational Security:** Physical access to our AWS datacenters is strictly controlled by professional security staff and by electronic means.
- 🔒 **Encrypted Communication:** All accesses to your rooms can be encrypted with SSL 256-bit technology so that sensitive data is kept safe.
- 🔒 **Integrity Protection:** Files can be timestamped and digitally signed upon upload, delivering proof that all data remains intact and unchanged.
- 🔒 **Panda Security Antivirus Protection:** Files are scanned upon upload to our servers; any virus threats are quarantined and reported to account administrators.

## About ftopia

ftopia is a Software as a Service (SaaS) provider based in Paris, France. Incorporated in 2009, ftopia harnesses cloud computing to deliver innovative, scalable, secure, and cost-efficient online file-sharing solutions to professionals and businesses. Our goal is to enable professional users to share information easily, securely, and instantly with their teammates, customers, and partners – no matter where they are or what network endpoint they use. ftopia is a privately-held company with offices in Paris, Santa Clara (CA), Dublin, and Stuttgart.

Visit us at [www.ftopia.com](http://www.ftopia.com) and start collaborating right away!

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