



# File Channels





## Getting Started Guide

Version 1.1

# File Channels

A Yadle “File Channel” is a collection of one or more file directories that are searchable as if they were in a single directory. Think of them as virtual folders. Access to File Channels can be configured to allow one, several, or all Yadle users to search files within the Channel.

## Types of File Channels:

-  **Private** – Only File Channel creator can search and access files.
-  **Group** – Only users invited by File Channel creator can search and access files.
-  **Organization** – All users within your Yadle organization can search and access files.
-  **Public** – Anyone outside of Yadle organization can search and access files.

With File Channels, users can perform broad searches (search all File Channels), very focused searches (a single File Channel) or anything in-between (search five of 29 File Channels).

File Channels do not move or copy files. Creating a File Channel that contains 1,000 local files takes no more resources than creating a File Channel consisting of 1,000 files from 50 different, geographically dispersed storage devices.

File Channels can contain file directories from multiple, different file systems located on multiple devices running different operating systems. File Channels can span geographic boundaries, allowing you to create File Channels that contain files from multiple offices and locations.

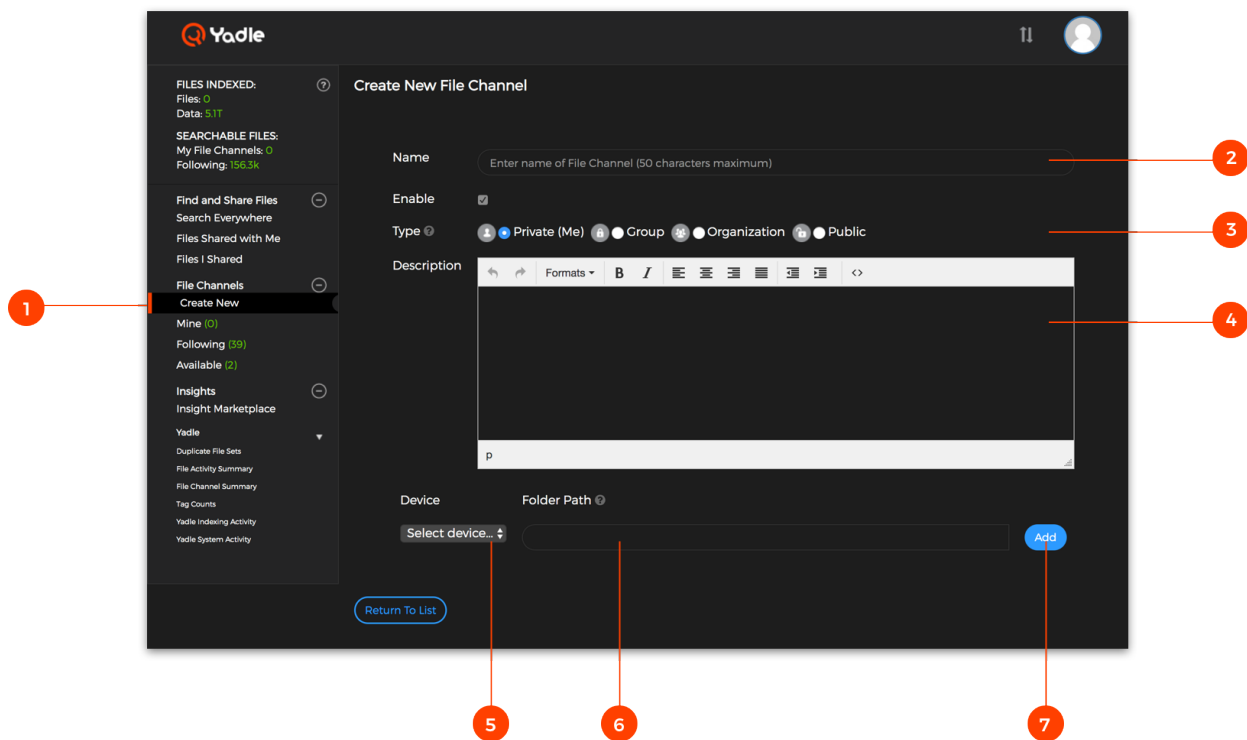
File Channels can overlap. It is possible (and useful!) to define File Channels that span all files within your organization, and then create additional File Channels that contain subsets of files determined by your workflow, user access, or any other virtual structure.

Unlike filesystem-based permissions, the effects of adding or removing users from a File Channel is immediate. File Channels can also be disabled to globally prevent any access if needed. File Channels can be deleted, removing the File Channel immediately from all access.

## Key Concepts:

- File Channels make files in an index searchable.
- File Channels do not copy or move files. They simply present a view into a collection of files.
- File Channels have members (users who can access). Only the members of a File Channel can search the File Channel.
- There is no practical limit to the number of files in a File Channel.
- File Channels can overlap each other, even if they contain different member lists.
- Only assigned delegates for a particular device can create File Channels containing folder paths on that device.

## Create a File Channel:



### Step 1:

Click **Create New** under File Channels section.

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### Step 2:

Enter a **Name** for the File Channel.

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### Step 3:

Select Type. **Private**, **Group**, **Organization**, or **Public**.

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### Step 4:

Enter **Description** for File Channel (optional).

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### Step 5:

Select the **Device**.

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### Step 6:

Enter the **Folder Path**.

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### Step 7:

Click **Add**.

## **Ideas for File Channels**

- Global File Channel for the entire Organization (private to IT)
- File Channel per device (Group type)
- File Channel per city (Organization type)
- File Channel per key client (Organization type)
- File Channel per key project (Organization type)
- File Channel per team
- File Channel per departments
- File Channel per division
- File Channel per key collaborator
- File Channel per most used folders (Organization type)