FileFlow

Your quick start guide.

Import. Verify. Back up.

A NOTE FROM THE FOUNDER

Welcome to FileFlow.

Thank you for testing FileFlow and helping shape its development.

I'm Sverre, a freelance photographer. After a shoot, I have often spent more time than I wanted copying files, sorting folders and checking that everything had actually transferred.

I wanted a simpler way to do it: choose the files, give them a home and get a clear result. A system I could rely on, without wondering where my work was or whether the copy had finished.

That's why I started building FileFlow. The aim is straightforward: less time managing files, and more time doing the work we enjoy.

Thank you for being part of it.

Sverre

Photographer & creator of FileFlow

START HERE

Your files. One simple flow.

A short guide to bringing work in and keeping another copy.

SD card

Where your camera saves the original photos and video.

>

Work drive

The disk you use for your active projects and editing.

>

Backup drive

A separate disk that keeps another copy of your work.

1 **Import first**

Copy selected files from your card to your work drive. FileFlow checks the copied contents.

2 **Back up your work**

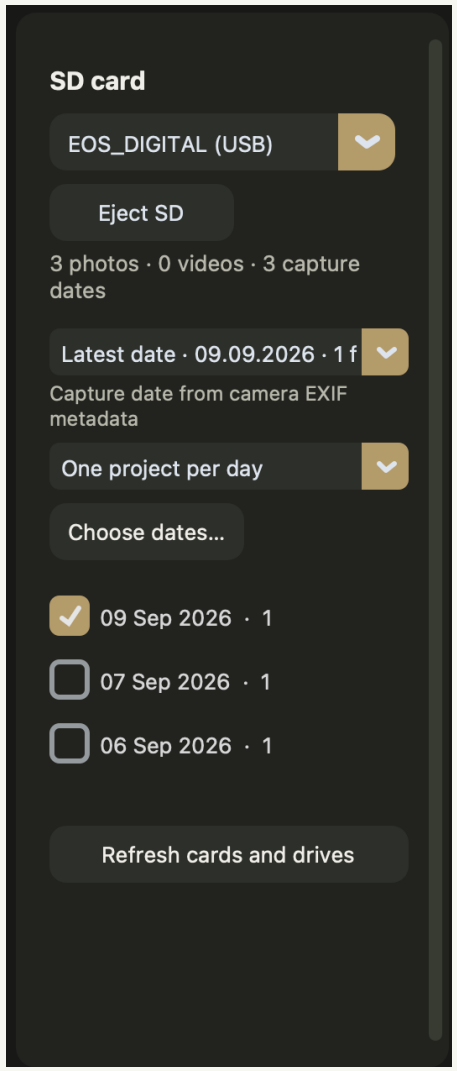
Copy your work drive to a separate backup disk. Deleted source files stay in the backup.

Before you begin: connect your card and work drive. Keep the card until you have a verified backup on another disk.

01 / IMPORT

Choose the card and the date.

Open Import. Wait for FileFlow to finish reading the card.



1 Choose your SD card

Select the card on the left. If it is missing, click **Refresh cards and drives**.

2 Choose what to bring in

Use the date selector for the latest date, or **Choose dates...** for more. Unselected dates stay on the card.

3 Check the selected files

All / Video / Photos changes what is imported. Search only filters the view. Check the selected file count before starting.

You do not need to import the whole card every time.

02 / IMPORT

Give the files a home.

Use an existing project, or choose a work drive and name a new project.

1 Choose your work drive

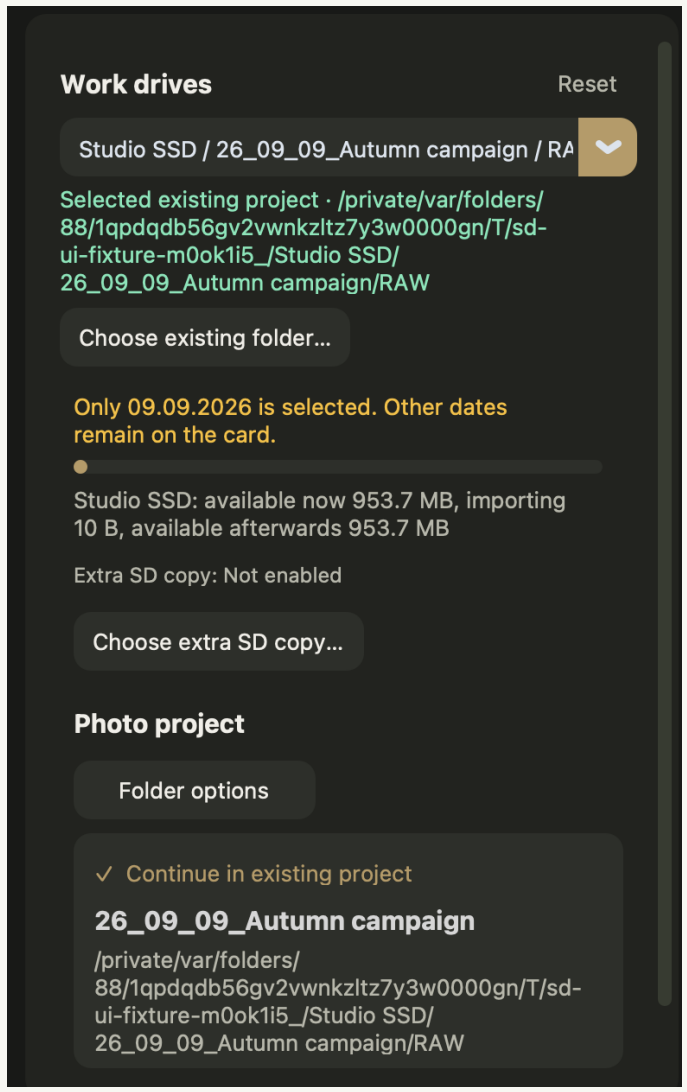
In **Work drives**, select the destination. Use **Choose existing folder...** to continue an existing project.

2 Check the folder

Review the destination before importing. **Folder options** controls the project folders. Templates can be changed in **Settings**.

3 Click Import & Verify

Wait for the result. If anything needs attention, keep the originals and review the report. **History** lets you revisit previous imports.

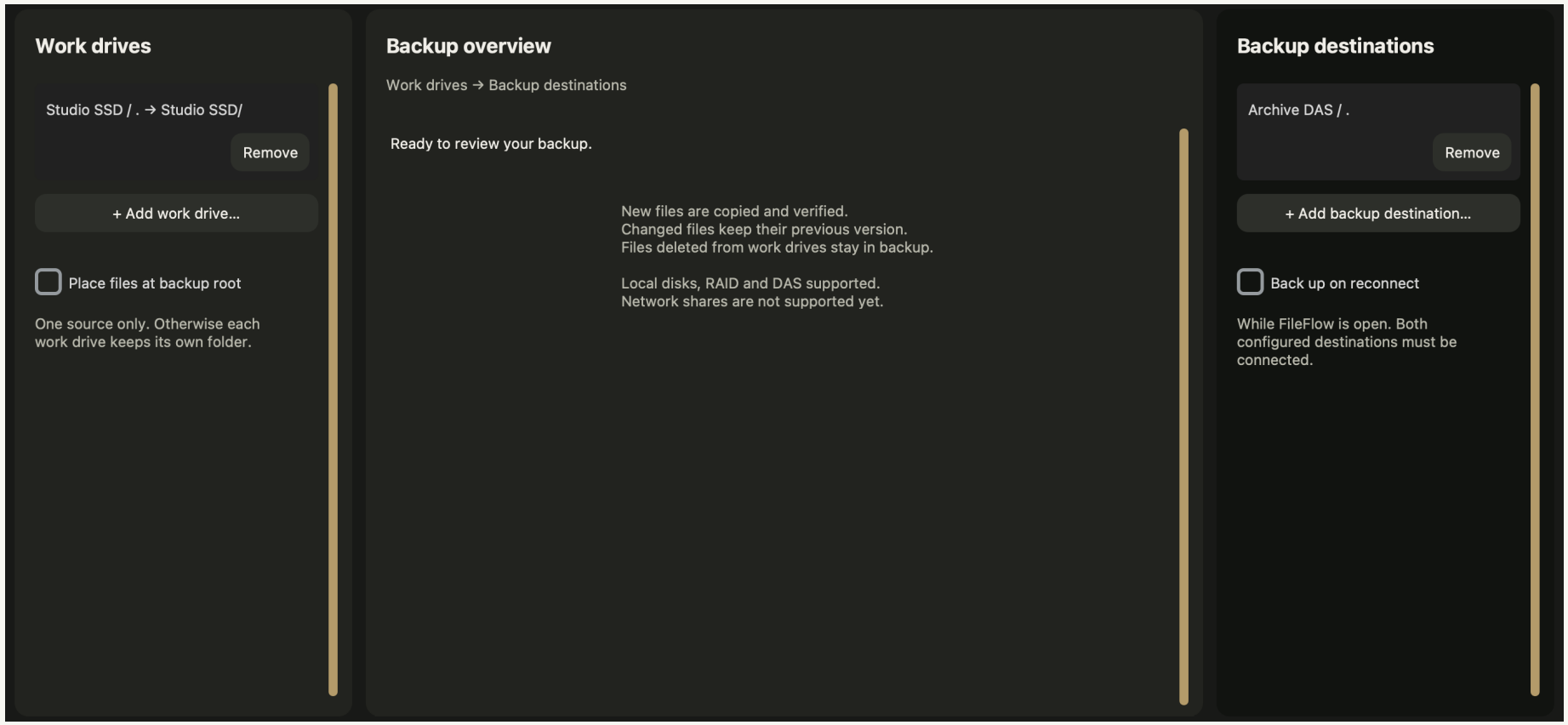


Want another copy straight from the card? Use **Choose extra SD copy...** on a separate disk.

03 / BACKUP

Keep a second copy.

Switch to Backup at the top of the app.



1 Add work drives

Click **+ Add work drive...** for each disk or folder you want to back up.

2 Choose backup storage

Add one or two destinations. Use a separate local disk, RAID or DAS.

3 Review & back up

Review the plan, then run the backup. Wait for the completion result.

Automatic backup: complete a reviewed backup first, then enable **Back up on reconnect**. FileFlow must be open and all configured disks connected.

04 / RESTORE

Bring a file back.

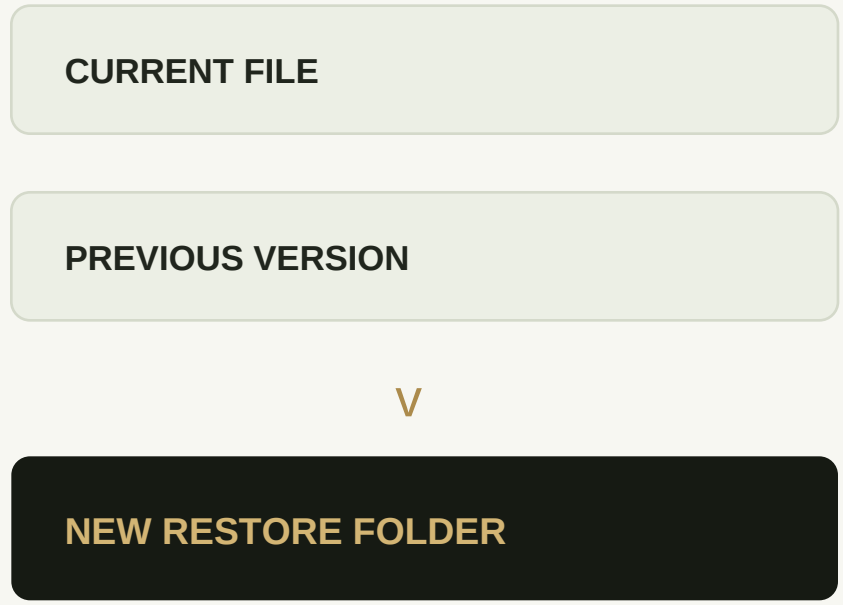
In Backup mode, click Restore files... at the bottom left.

1 **Browse your backup**

Choose the backup folder. Search by file or project, then select the file or saved version you need.

2 **Choose where to restore**

Click **Restore selected file...** and choose an output location. FileFlow creates a new folder and verifies the restored file.



Existing files are not overwritten.

Three things to remember

Keep originals until another verified copy exists.
Keep disks connected until copying and verification finish.
Back up again after editing. Reconnect automation is not continuous syncing.

05 / ORGANIZE

Several shoots. One card.

Separate jobs within the same day before importing.

1 Choose Shooting sessions

Select **Shooting sessions** in the organization menu. FileFlow groups captures using the time gap between them.

2 Review the time groups

Use the group headings in the middle file list to check capture dates and times. An incorrect camera clock can produce incorrect groups.

3 Review before transferring

Open **Review shooting sessions...**. Adjust the grouping and project names before starting the import.

4 Check every destination

Review the destination for each project. You can still use one project per day or one project for selected dates.

A time gap is a starting point, not a guarantee that two groups represent different jobs. Always review the result.

06 / ASSETS

Give downloaded assets a home.

Collect files for your project before using them in your editor.

1 Drop files or folders

Use FileFlow Drop to collect one or several files, or a folder. Add another drop to the queue and remove individual entries with the remove control.

2 Choose the project

Choose a recent FileFlow project or select a project folder. Check the destination drive is connected before copying.

3 Check the category

Images are detected automatically. Audio may be music or sound effects: choose the appropriate category. Missing category folders are created.

4 Copy, then edit

Complete the verified copy and use the project copy in your editor. The original stays in its source location. Resolve integration requires its scripting connection.

FileFlow Drop also works without Resolve. Select the destination yourself when no active Resolve project can be detected.

07 / SETTINGS

Ready when your card arrives.

Choose how FileFlow responds to newly connected storage.

1 Choose an opening preference

In Settings, choose manual opening, SD card connected, external drive connected, or either device type. Background monitoring must be running.

2 Review the scanned files

Opening the main window scans connected storage. Check the selected card and work drive, or choose a destination folder before transferring.

3 Use drag and drop

Drag a disk or folder from Finder into the source or destination area. File organization updates the final folder in the destination preview.

4 Open Disk info

Review available health readings. Some USB adapters and SD cards do not expose wear or health data. An unavailable reading is not a clean bill of health.

Health readings cannot predict every failure. Keep verified copies on separate storage, whatever the disk age or reported condition.

08 / PRIVATE BETA

One account. Two Macs.

Use the same email address on the website and inside FileFlow.

1 Sign in with an email code

Choose **Log in** on the website or **Account** in the app. Enter the emailed code. FileFlow remembers your session securely in macOS Keychain. If your session expires, sign in again. Keep codes private.

2 Wait for beta approval

The administrator grants beta access to your account. Approved testers have unlimited transfers on up to two Macs while access remains active.

3 Manage your Macs

Use your account page to deactivate a Mac before activating another. Ending beta access blocks new transfers; your existing media files remain yours.

4 Keep FileFlow up to date

Use **Check for Updates...** in Settings. FileFlow also checks periodically. Accept an offered update; installation waits until file operations finish.

FileFlowDev is the separate development edition. Testers install FileFlow and receive updates for that customer edition.