Dropbox Business Admin Toolkit Admin Guide

Revised March 21, 2016

The purpose of the Dropbox Business Admin Toolkit is to provide code samples which serve as a base for common Dropbox Business and Dropbox Enterprise tasks. The Toolkit exemplifies the type of solution the Dropbox Enterprise Services team can create for customers.

The Dropbox Business Admin Toolkit is provided as-is and is not supported by Dropbox or any Dropbox Support Team. Any user should have prior adequate technical knowledge.

The Dropbox Business Toolkit is built off the Dropbox Application Program Interface (API), thus if changes are made to the APIs, those changes may affect the Toolkit.

If you're interested in a custom Dropbox Business or Dropbox Enterprise solution, please contact your Dropbox Customer Success Manager.

Downloading and Installing

1. Go to https://github.com/dropbox/DropboxBusinessAdminTool in your web browser.
2. Click **Download ZIP**, navigate to the download location and unzip the file.
3. Go into the Installer file and unzip the DBAdminToolkit.Setup.zip file.
4. Run DBAdminToolkit.Setup and follow the prompts to complete the installation.
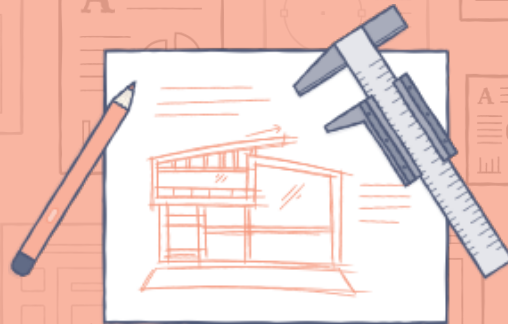
API Configuration for
Team Member File Access

1. Go to https://dropbox.com/developers in your web browser.
2. Click **Sign in** in the top right corner and enter your Dropbox administrator credentials.
3. Click **My apps** in the left sidebar, then click **Create app**.
4. Select **Dropbox Business API** then select **Team member file access**.
5. Create a unique name for the app (e.g. <CompanyName> File Access).
6. Choose the Dropbox account that will own your app.
7. Agree to the Dropbox API Terms and Conditions and click **Create App**.
8. Under the Settings tab, in the OAuth 2 section, generate an access token by clicking **Generate**.
9. Copy the Generated Access Token to a secure location and don't share it with anyone.
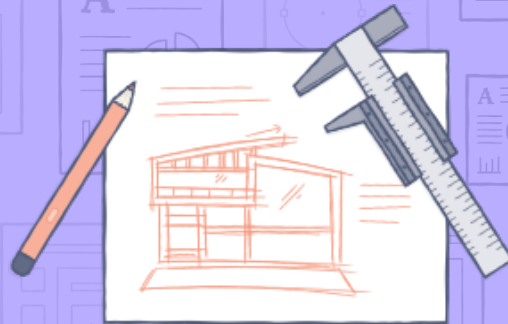
API Configuration for Team Member Management

1. Go to https://dropbox.com/developers in your web browser.
2. Click **Sign in** in the top right corner and sign in with your Dropbox administrator credentials.
3. Click **My apps** in the left sidebar, then click **Create app**.
4. Select **Dropbox Business API** then select **Team member management**.
5. Create a unique name for the app (e.g. <CompanyName> File Access).
6. Choose the Dropbox account that will own your app.
7. Agree to the Dropbox API Terms and Conditions and click **Create App**.
8. Under the Settings tab, in the OAuth 2 section, generate an access token by clicking **Generate**.
9. Copy the Generated Access Token to a secure location and don't share it with anyone.

Configuring the Dropbox Business Admin Toolkit

1. Double-click the **Dropbox Business Admin Toolkit** shortcut on your Windows desktop.
2. If prompted, click **Yes** when asked to allow the app from an unknown publisher to make changes to your PC.
3. Click **Accept** to accept the License Agreement and click **OK** when prompted to add your app tokens.
4. From the File menu, select **Settings**.
5. Copy and paste the tokens you previously generated into the appropriate fields and click **Apply and Restart**.

Using the Dropbox Business Admin Toolkit

Full Text Search

Full Text Search provides the admin with the ability to do file searches based on filename or filename and content and return file path inside the Dropbox folder structure.

1. Enter the search term in the **Search For** field.
2. Choose the **Search** mode.
3. Change the **Max Results** number (optional).
4. The amount of files will determine how long the search will run. When completed, the results will appear in the Search Results window.

Dump User Contents

Dump User Contents provides the admin the ability to bring up a full list of Dropbox members and to select one to write the contents of their files to the local machine.

1. Click **Display Members**.
2. Right-click on the user's email and select **List file(s)** from the contextual menu. The contents of the user's Dropbox will be displayed.
3. To export, click **Select** to choose the Output Directory (e.g. Desktop).
4. Click **Dump File**. A folder named "dropbox" will be created in the chosen location, containing the user's Dropbox files and folders.

Users

The Users tab allows admins to upload a comma delimited list of users to provision or deprovision, showing user role status, with the option of sending a welcome email. Admins can also export the entire member list they have into a comma delimited file with a single click as well as view usage.

Provisioning

1. Create a CSV file with no header row. The first column is the User's Email address, the second column is the User's First Name, and the third column is the User's Last Name.
2. Click **Select** and select the CSV file.
3. Choose the **Role** for the users.
4. Select whether or not to send a **Welcome Email**.
5. Click **Load CSV**.
6. Click **Provision**.

Deprovisioning

1. Create a CSV file with no header row. The first column is the User's Email address, the second column is the User's First Name, and the third column is the User's Last Name.
2. Click **Select** and select the CSV file.
3. Choose the **Role** for the users.
4. Select whether or not to send a **Welcome Email**.
5. Click **Load CSV**.
6. Click **Deprovision**.

Devices

The Devices tab gives the admin the ability to list all devices in the Dropbox account, or filter the result list by using conditional searches on IP address or device name. Admins can then also remove selected devices if desired.

1. To search for all devices, click **Search Device(s)**.
2. To search for a specific device, enter part or all of the Device Name or the IP Address, select either the **IP Address** or **Device Name** radio button, and click **Search Device(s)**.

Removing Devices

1. Follow the steps above to find the device(s) you wish to remove.
2. Click the check box next to the device(s) you wish to remove.
3. Click **Remove Device(s)**. *Note: the search results are not automatically updated after removing a device. Conduct a search for the removed device to confirm that it was removed from your environment.*

Data Migration

The Data Migration tab gives the ability to build a full data list of all files in the Dropbox account and then export the list to a CSV file for verification and a data migration is complete.

1. Click **Display Content**.
2. To export a report, click **Select**, choose your Output Location (e.g. Desktop), and specify the filename (e.g. Data Migration.csv).
3. Click **Export Report**. A CSV file will appear in the location you specified.