



## Ris - AirZip™ FileSECURE™ Release 2

### Getting Started Guide for New Account Managers

### The how-to guide for using AirZip FileSECURE to secure information



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Contact your Authorized AirZip Reseller or Service Provider to report problems and/or provide feedback.

Additional help resources or updates may be available by emailing [support@airzip.com](mailto:support@airzip.com)

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## **Table of Contents**

<b>1</b>	<b>WELCOME TO AIRZIP™ FILESECURE™</b>	<b>1</b>
1.1	Who Should Use This Guide	1
1.2	What is AirZip FileSECURE	1
1.3	What this guide provides	1
1.4	System Requirements	2
<b>2</b>	<b>DETERMINING HOW TO USE FILESECURE</b>	<b>3</b>
2.1	Determine what information needs to be protected	3
2.2	Determine if information can be protected	3
2.3	Decide who needs to protect and use information	4
2.4	Decide how to use User Groups and Categories to enforce security	5
2.5	Decide which Security Level to use	7
<b>3</b>	<b>IMPLEMENTING FILESECURE</b>	<b>8</b>
3.1	Download the FileSECURE Software	8
3.2	Starting FileSECURE Manager	8
3.3	Authenticating with the FileSECURE Service	9
3.4	Setting up User Accounts	10
3.5	Setting up User Groups	11
3.6	Setting up Security Categories	11
3.7	Setting your Organizations Security Level	11
<b>4</b>	<b>UPDATING YOUR SERVICE ACCOUNT INFORMATION</b>	<b>12</b>
<b>5</b>	<b>MANAGING FILESECURE ON AN ONGOING BASIS</b>	<b>13</b>
<b>6</b>	<b>A NOTE ON DIRECTORY SYNCHRONIZATION</b>	<b>14</b>
<b>7</b>	<b>FILE RECOVERY IN EMERGENCIES</b>	<b>15</b>



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# 1 Welcome to AirZip™ FileSECURE™

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## 1.1 Who Should Use This Guide

This guide provides procedures for configuring AirZip FileSECURE to protect your organization's information. This guide is intended for use by the security manager charged with setting up and administrating FileSECURE.

## 1.2 What is AirZip FileSECURE

FileSECURE is an essential application for securing as well as sharing confidential and sensitive information without giving up control.

FileSECURE consists of four primary software components:

The **FileSECURE Author** is an application used to protect and share sensitive information. The Author allows the setting of Category or Custom permissions that determines who and how others can use protected information. Author also provides the ability to change permissions and track how protected files are used.

The **FileSECURE Reader** is an application used to access protected information. The FileSECURE Reader ensures the information is used only in the intended way and only by authorized users.

The **FileSECURE Server** is the repository for file encryption keys, permission assignments, and user account information. This data determines who has access to which files and what access they have.

**FileSECURE Manager** is used to configure and manage the FileSECURE service to meet an organizations security and information sharing needs.

## 1.3 What this guide provides

Section 2 of the Guide contains procedures for determining how to use FileSECURE to protect your organization's information including "how to steps" for the following:

### **Determining what information needs to be protected**

This first step involves creating a simple list of the information that you want to protect.

### **Deciding who needs to protect information and who needs to use information**

Once you have a list of information that must be protected, this next step involves categorizing users into Authors and Readers. "Authors" are those users who require the full FileSECURE capabilities of securing information as well as using protected information. "Readers" are those users who are consumers of information and do not need the ability at least initially to protect information.

### **Deciding how to use User Groups and Security Categories to enforce security policies**

Each Security Category defines a set of access Permissions for particular Users or User Groups for a particular type of information.

### **Decide what Security Settings to use**

The Service Settings determine how passwords are distributed, how quickly users are disabled as a result of entering incorrect passwords, and whether or not users can use protected information while off line.

Section 3 of the Guide contains procedures for using **FileSECURE Manager** to configure and manage your FileSECURE Service. Manager provides tools to:

### **Add, modify, or disable FileSECURE Users**

Using [FileSECURE Manager](#), you determine who is authorized to use the service to protect information and who may use the service to access information.

### **Add, modify, or delete User Groups and Security Categories**

[FileSECURE Manager](#) allows you to configure Security Categories that enforce your organization's security policies. Each Security Category provides specific access permissions to specific User Groups.

### **Adjust your Organizations Security Settings**



Section 4 of the Guide describes how to update your service account information.

Section 5 of the Guide suggests how to use the Usage report to manage [FileSECURE](#) on an ongoing basis. [FileSECURE](#) Manager provides easy access to your Service Usage Report detailing how your organization is using the AirZip Secure service.

And finally Section 6 of the Guide discusses file recovery in the unlikely event of a total [FileSECURE Server](#) failure.

#### 1.4 System Requirements

System Component	Minimum System Requirements
<b>FileSECURE Manager (includes FileSECURE Author and Reader)</b>	Microsoft Windows XP, 2000, ME, and 98. Installation requires approximately 27 MB of disk space.
<b>FileSECURE Author (includes FileSECURE Reader)</b>	Microsoft Windows XP, 2000, ME, and 98. Installation requires approximately 25 MB of disk space.
<b>FileSECURE Reader</b>	Microsoft Windows XP, 2000, ME, and 98. Installation requires approximately 10 MB of disk space.

## 2 Determining how to use FileSECURE

The first step in implementing FileSECURE to protect your organization’s information is to make basic decisions regarding the following:

1. What information needs to be protected?
2. Who needs to protect information and who will have access to the information once protected?
3. How best to configure User Groups and Security Categories to effectively enforce security policies around each type of information?
4. Decide how “secure” you want FileSECURE to be and thus how easy it will be to use?

### 2.1 Determine what information needs to be protected

Protecting information is of great importance to virtually every organization in every industry and government entity. Here are a few examples.

Begin by making a list of information by department or organization that must be protected as a priority. This will help you to decide who needs the ability to protect information and who needs the ability use protected information. It will also help you decide how best to set up User Groups and Security Categories in a way that best enforces your security policies.

An example list is shown below.

Department or Organization	Information requires protection
Executives Management	Operating plans, Budgets, Mergers and Acquisitions correspondence
Legal	Patent submissions, Contacts, Litigation
Marketing	Competitive Info, Customer lists
Research and Development	Product Specifications, Schedules
Human Resources	Human Resources Departments, Personnel records, Organization charts
Security	Investigation results
Manufacturing	Bid requests, specifications,
Healthcare & Insurance	Patient records, Insurance claims, test results
Geographical Information Services	Aerial photos, maps
Government Agencies	Records and files, Inter-agency communications, vendor orders
Military.	Bid specifications, material orders
Financial Institutions	Account profiles, Transaction details, Manufacturers

#### Example list of Information to be protected


### 2.2 Determine if information can be protected

FileSECURE can be used to protect any file, but only those file types that are supported by the FileSECURE Reader may be viewed. Importantly, users need not have the original application that created the file on your computer to view or print the file.

FileSECURE Reader supports many but not all features of all supported file types. After securing and before distributing secured files, Authors should open protected files in the Reader to verify their usability.



The popular file types listed below are supported by the Reader:

Type of File	File Extensions
Microsoft Word for Windows Versions through 2003	.doc
Microsoft PowerPoint for Windows Versions 3.0 through 2003	.ppt
Microsoft Excel Windows Versions 2.2 through 2003	.xls
Adobe Portable Document Format Versions through 1.5	.pdf
Hypertext Markup Language Web pages - Limited  Note: Graphics embedded in HTML pages are not displayed unless they are in the same directory as the HTML file.	.htm, .html
Text files including several Unicode, Macintosh, Japanese (ShiftJIS, EUC, JIS, Chinese (Big5,GB) Korean (Hangul), and Cyrillic (ANSID 1251, KO18-R)	.txt
Image files	.jpg, .jpe, .jpeg, .gif, .png, .tif, .tiff, .bmp

Use Online Help in Author and Reader to view a complete list of file types that can be protected and viewed with AirZip FileSECURE.

### 2.3 Decide who needs to protect and use information

Once you have a list of information by department or organization that must be protected, the next step is to identify users as either Authors or Readers. There are now three types of Authors: Author, AuthorPlus, A-Author (S-Author).

Manager	A user provided a Manager account may change the FileSECURE Service configurations, configure users, user groups, and security categories. They also have AuthorPlus permissions.
AuthorPlus	A user provided an AuthorPlus account may protect files, access protected files, and add new Readers.
Author	A user provided an Author account may protect files as well as access protected files but may not add new Readers.
Reader	A user provided Reader account may access secured files but do not need the ability to secure files themselves.
A-Author (S-Author)	A user provided an A-Author account may use the FileSECURE Author's AutoSecure option to automatically secure files in specific directories on shared drives. S-Author is a special version of A-Author).

When configuring FileSECURE, you configure Authors as having **Authors permissions** and Readers as having **Readers Permission**. AuthorPlus users can themselves add Readers to the system.

As you will eventually want to organize users into Users Groups, it is a good idea to begin to organize Authors and Readers into sets of Users who require access to specific information with specific access permissions. Users Groups work in conjunction with Security Categories to enforce security policies. Examples of possibly meaningful User Groups are:

<i>Executives</i>	Users who need access to the organization's most sensitive and important information.
<i>Researchers</i>	Users needing access to the organization's research reports
<i>Contractors</i>	Users outside the company who need temporary access to information
<i>Finance</i>	Users who need access to critical financial reports and studies
<i>Partners</i>	Users who need access to certain types of confidential information
<i>Physicians</i>	Users who need ready access to patient records or client test results

Note: Users may be members of more than one User Group.

User Groups can be created, modified, and deleted as needs change.



For each Author or Reader to be added to the system you will need only their name and email address.

Author Group \_\_\_\_\_

First Name	Last name	Email Address

Author Group \_\_\_\_\_

First Name	Last name	Email Address

Reader Group \_\_\_\_\_

First Name	Last name	Email Address

#### 2.4 Decide how to use User Groups and Categories to enforce security

AirZip FileSECURE Security Categories are similar to security classification labels such as Confidential or Restricted commonly assigned to documents within an organization to denote how such documents need be secured. FileSECURE Security Categories are much more flexible and can be tailored for specific types of information. Each Security Category defines a set of access Permissions for particular Users or User Groups.

User Groups and Security Categories may be configured in many ways to protect, track and control information. Below are examples of applying security categories and User Groups to enable secured sharing of different types of files:

##### Sharing financial information with management

To share sensitive monthly financial results with key members of your management team, you may configure a Financial Results Category that allows the Finance Results Team prepare and share such information only with Executives and Managers. The Financial Results Category may allow the Finance Results Team and Executives complete access to the information while allowing Managers only view access. Only the Results Team may reclassify the information for broader distribution.

<i>Financial Results Category</i>	<i>View</i>	<i>Print</i>	<i>Copy</i>	<i>Control</i>
<i>Finance Results Team</i>	ü	ü	ü	ü
<i>Executives</i>	ü	ü		
<i>Managers</i>	ü			

##### Sharing employee files

To protect employee files, you may want to configure an Employee Records Category that lets Human Resources make information available to Managers who can then share the information with particular Employees by setting custom permissions.

<i>Employee Records Category</i>	<i>View</i>	<i>Print</i>	<i>Copy</i>	<i>Control</i>
<i>Human Resources Records</i>	ü	ü	ü	ü
<i>Managers</i>	ü	ü	ü	

### Sharing information with partners

To share sensitive or confidential information with established partners, you may want to configure a Partners Category that lets Marketing prepare and share information such as pricing proposals or new product specifications with partner. In this case, Marketing can view, print, edit and control permissions for the information, which the Partners could only view the information. It may also be useful to allow Executives to have ready access to the information as well.

<i>Partners Category</i>	<i>View</i>	<i>Print</i>	<i>Copy</i>	<i>Control</i>
<i>Executives</i>	ü	ü	ü	
<i>Marketing</i>	ü	ü	ü	ü
<i>Partners</i>	ü			

### Sharing information with contractors

To share sensitive or confidential information with a particular contractor, you may want to configure a ContractorA Category that lets Research prepare and share confidential information with ContractorA while ensuring that the information cannot go further.

<i>Contractor Category</i>	<i>View</i>	<i>Print</i>	<i>Copy</i>	<i>Control</i>
<i>Research</i>	ü	ü	ü	ü
<i>ContractorA</i>	ü			

### Sharing patient information with consulting physicians

To share confidential patient records with Consulting Physicians, you may want to configure a Patient Records Category that lets Physicians share records and allow them to be conveniently used but with strong tracking. In this case, Physicians view, print, and even edit but their actions are tracked.

<i>Patient Records Category</i>	<i>View</i>	<i>Print</i>	<i>Copy</i>	<i>Control</i>
<i>Physicians</i>	ü	ü	ü	ü
<i>Consulting Physicians</i>	ü	ü	ü	

You may also use [FileSECURE](#) to protect personal files

### Protecting personal files

To protect personal files, you may want to configure a Private Files Category that lets a particular User, in this case UserA, secure their files so that only they have access to them. This can be used to protect against loss should a notebook computer be lost or stolen. UserA may share these files with others by simply modifying the Security Category. Other Users may select this Category for files to be shared only with UserA.

<i>Private Files Category</i>	<i>View</i>	<i>Print</i>	<i>Copy</i>	<i>Control</i>
<i>Private (UserA)</i>	ü	ü	ü	ü

Many other configurations are possible.

It is important to make Security Categories understandable enough that they make the use as simple as possible. Author may always define Custom Permissions for special circumstances.

You may want to list the Security Categories in the form shown below.

<i>Category</i> _____	<i>View</i>	<i>Print</i>	<i>Copy</i>	<i>Control</i>
<i>User Group</i> _____				
<i>User Group</i> _____				
<i>User Group</i> _____				
<i>User Group</i> _____				

<i>Category</i> _____	<i>View</i>	<i>Print</i>	<i>Copy</i>	<i>Control</i>
<i>User Group</i> _____				
<i>User Group</i> _____				
<i>User Group</i> _____				
<i>User Group</i> _____				

## 2.5 Decide which Security Level to use

FileSECURE provides two ways to control security and ease of use. One is a Security Level setting and the other is the Offline Use [Duration](#).

FileSECURE provides three Security Levels: Low, Medium, and High:

<b>Low</b> encourages the wide use of FileSECURE.	User accounts are not blocked after any number of consecutive Login failures. Authors and Readers may request the FileSECURE Server to reset their passwords and email a new password before logging into the server.
<b>Medium</b> tightens FileSECURE security.	User accounts are disabled after ten consecutive Login failures. A System Administrator must intervene to reactivate the account.
<b>High</b> further tightens FileSECURE security.	User accounts are disabled after six consecutive Login failures. A System Administrator must intervene to reactivate the account.

You may also specify the Key Cache Duration to determine the length of time users have for offline file use before having to reconnect to the FileSECURE service.

### 3 Implementing FileSECURE

Following the above planning steps, you are ready to implement FileSECURE for your organization. Implementing FileSECURE is done using [FileSECURE Manager](#), which is a very simple to use application. This section describes how to:

1. Download [FileSECURE Manager](#)
2. Start [FileSECURE Manager](#).
3. Authenticate with the FileSECURE service.
4. Select security settings that match your security and ease of use goals.
5. Configure User accounts including Authors, Readers, and Managers (those who will assist you with managing the [FileSECURE Service](#)).
6. Configure User Groups to define meaningful sets of users for the purposes of applying security policies.
7. Configure Security Categories that enable users to quickly secure information in a manner consistent with your organization's security policies.

#### 3.1 Download the FileSECURE Software

To download and install the [FileSECURE Manager](#), [Author](#), and [Reader](#), go to

<http://www.airzip.com/FileSECUREManager2>

and download the FileSECURE Manager software. It includes [Author](#), and [Reader](#) in one convenient download.

**Note: the download pages most users will use are as follows:**

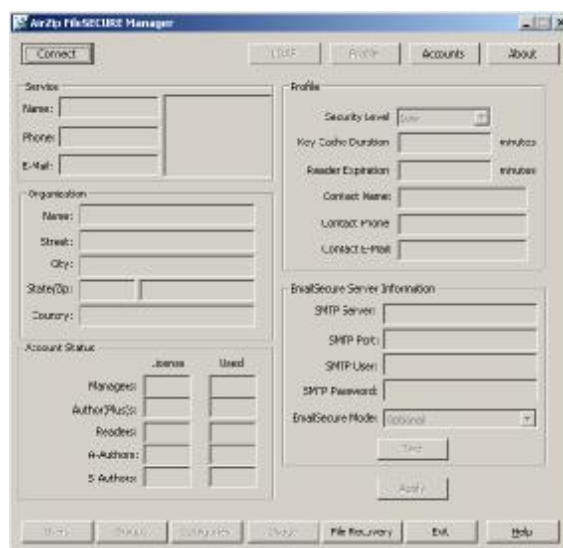
<http://www.airzip.com/FileSECUREAuthor2> for the AirZip FileSECURE Author and Reader

and

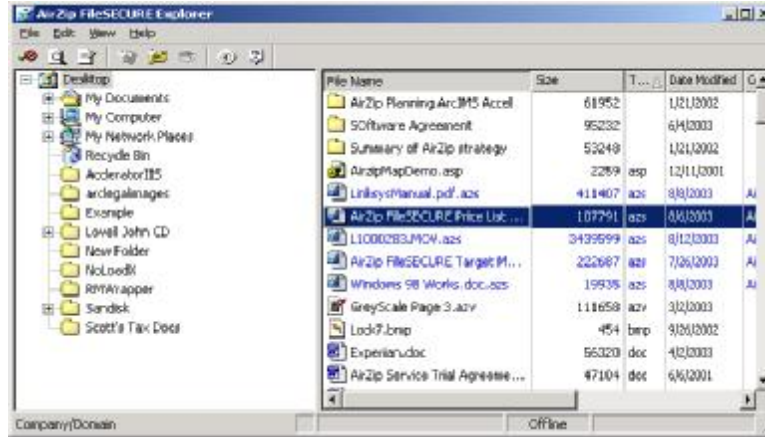
<http://www.airzip.com/FileSECUREReader2> for the AirZip FileSECURE Reader only

#### 3.2 Starting FileSECURE Manager

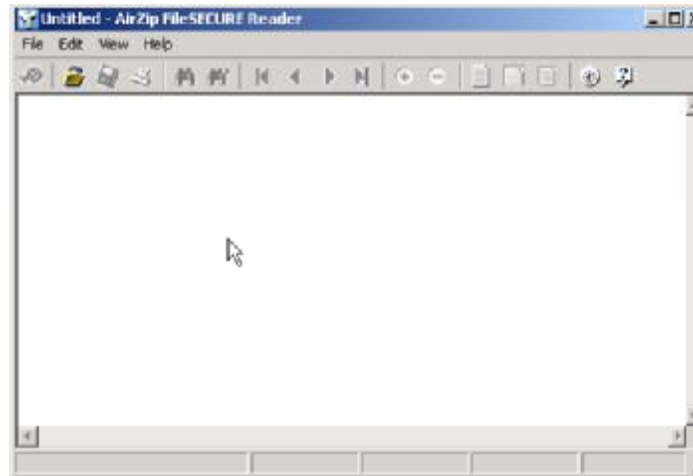
Open [FileSECURE Manager](#) from the start menu by selecting **Start > Programs > AirZip FileSECURE > Manager**. The Manager Window will appear as shown below.



Likewise, [AirZip FileSECURE Author](#) may be opened from the start menu by selecting **Start > Programs > AirZip FileSECURE > Author**. The Manager Window will appear as shown below.



And, AirZip FileSECURE Reader may be opened from the start menu by selecting **Start > Programs > AirZip FileSECURE > Reader**. The Reader Window will appear as shown below.



### 3.3 Authenticating with the FileSECURE Service

You must logon to use AirZip FileSECURE Manager. Logging on authenticates you with a particular FileSECURE Server and Domain on which you have an account. FileSECURE Servers store user account, file encryption keys, and file permissions; Domains equate to organizations that use a particular Server. When you first install FileSECURE software, FileSECURE automatically configures a primary server and domain for you. In many situations you will need to secure or use information protected by FileSECURE Servers - Domains combinations other than your primary server and domain.

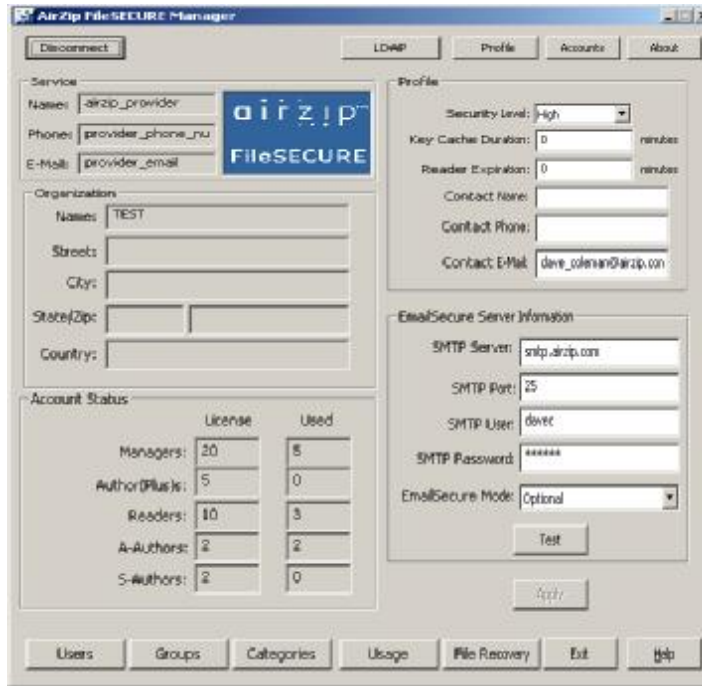
To log onto and use FileSECURE Manager, you will need a User ID and Password. Your system administrator or service provider will provide a User ID and initial Password. Your User ID may be your email address or a user name. Contact your system administrator or the person from whom you have received a FileSECURE file if you have not received your User ID and Password.

The first time that you logon you may be asked to change your password before continuing to use FileSECURE. For better security, you should change your password to one that only you know as soon as possible. It is wise to select a password that contains both letters and numbers and is at least 8 characters in length.

Generally you will be required to logon only once each time you use FileSECURE. If authorized, you may save your password so that the FileSECURE automatically logs onto the appropriate FileSECURE each time you use FileSECURE.

User the Online Help function to learn more about Logging on for the first time, the test connection feature, changing Account Profile information such as your Email Address and Password , and about logging onto a different servers.

Once you have authenticated with a server where you have **Manager Permissions**, the Manager screen will appear as below.



### 3.4 Setting up User Accounts

There are five basic types of **AirZip FileSECURE** user accounts:

Manager	A user provided a Manager account may change the FileSECURE Service configurations, configure users, user groups, and security categories. They also have AuthorPlus permissions.
AuthorPlus	A user provided an AuthorPlus account may protect files, access protected files, and add new Readers.
Author	A user provided an Author account may protect files as well as access protected files but may not add new Readers.
Reader	A user provided Reader account may access secured files but do not need the ability to secure files themselves.
A-Author (S-Author)	A user provided an A-Author account may use the FileSECURE Author's AutoSecure option to automatically secure files in specific directories on shared drives. S-Author is a special version of A-Author).

To configure a User account, you need the following information about the user:

<b>User ID</b>	The User ID may be the User ID that the person uses to log into their computer or the User's email address.
<b>First name</b>	The user's given name.
<b>Last name</b>	The user's surname.
<b>E-mail Address</b>	The user's email address
<b>Type of User</b>	Whether the user is to be an Administrator, AuthorPlus, Author, or Reader.

To configure Users, click the  button on the AirZip FileSECURE Manager window.

Use the Online Help to learn more about viewing User Accounts, adding New User Accounts, editing User Account, sorting User Accounts, and disabling User Accounts.


**Note:** User accounts are not deleted but only disabled so that information about User access to files continues to be available.

### 3.5 Setting up User Groups

Users Groups define a set of Users who require access to specific information with specific access permissions. Users Groups work in conjunction with file Security Categories as described previously. Again, examples of possibly meaningful User Groups are:

<i>Executives</i>	users who need access to the organization's most sensitive and important information.
<i>Researchers</i>	users needing access to the organization's research reports
<i>Contractors</i>	users outside the company who need temporary access to information
<i>Finance</i>	members of the organization who need access to critical financial reports and studies
<i>Partners</i>	users who need access to certain types of confidential information
<i>Physicians</i>	users who need ready access to patient records or client test results

The same User may belong to multiple User Groups. User Groups can be created, modified, and deleted as needs change.


To add, delete, or modify User Groups, click the  button on the AirZip FileSECURE Manager window.

Use the Online Help function to learn more about viewing User Groups, adding User Groups, deleting User Groups, and renaming a User Group

### 3.6 Setting up Security Categories

AirZip FileSECURE Security Categories are similar to a security labels such as Confidential or Restricted commonly assigned to documents within an organization in order to denote how such documents need be secured. Unlike security classifications, FileSECURE Security Categories combine with User Group definitions to enforce security policies for particular types of files. Each Security Category defines a set of access Permissions for particular Users or User Groups.


Security Categories can be created, modified, and deleted as needs change.

To add, delete, or modify Security Categories, click the  button on the AirZip FileSECURE Manager window.


Use the Online Help function to learn more about viewing current Security Categories, adding a new Category, modifying Category Permissions, and Deleting a Category.

### 3.7 Setting your Organization's Security Level

To change the security level

1. Open the [Manager](#).
2. Locate the System Security Level field on the main [Manager](#) window.
3. Select the new Security Level using the pull down menu.
4. Click the  button.

To change the Key Cache Duration

1. Open the [Manager](#).
2. Locate the Key Cache Duration field on the main [Manager](#) window.
3. Enter duration in Minutes.
4. Click the  button.

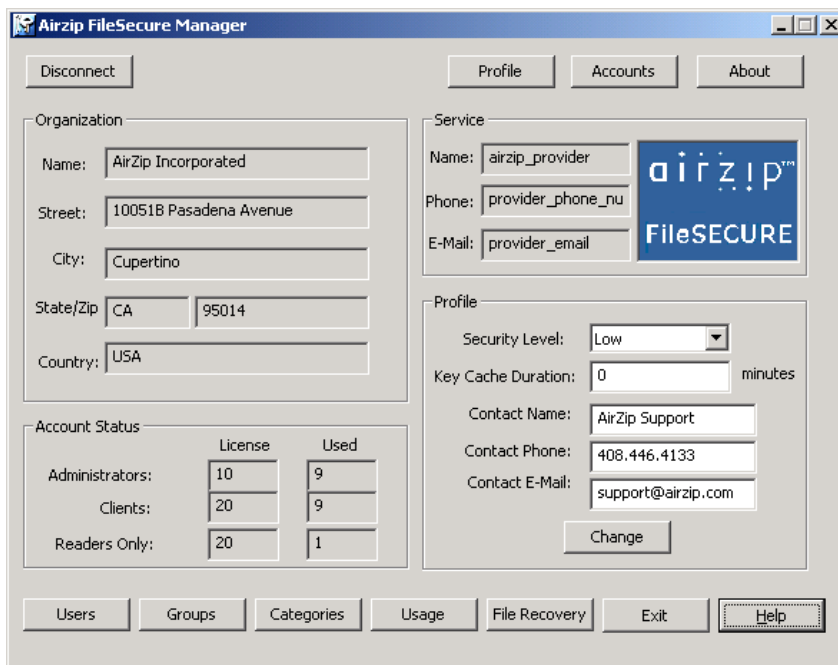
## 4 Updating Your Service Account Information

The [AirZip FileSECURE Manager](#) allows you to quickly view and modify important information about your FileSECURE Service as well as to configure the FileSECURE Service to meet your organization's needs.

When you open and log on to [Manager](#), the [Manager](#) window presents the important information about your [AirZip FileSECURE](#) Service including:

- The name and address of your organization as configured on the [FileSECURE Server](#).
- The name and Internet address of the [FileSECURE Server](#)
- Security Level Setting currently in use
- The name and contact information for your primary company contact.
- The name and contact information of your service provider.
- The number of Administrators, Clients, and Read Only users that you have licensed as well as the number currently configured.

An example is shown below:



The screenshot shows the 'Airzip FileSecure Manager' window with the following fields and values:

- Organization:** Name: AirZip Incorporated, Street: 10051B Pasadena Avenue, City: Cupertino, State/Zip: CA 95014, Country: USA
- Service:** Name: airzip\_provider, Phone: provider\_phone\_nu, E-Mail: provider\_email
- Profile:** Security Level: Low, Key Cache Duration: 0 minutes, Contact Name: AirZip Support, Contact Phone: 408.446.4133, Contact E-Mail: support@airzip.com
- Account Status:**

	License	Used
Administrators:	10	9
Clients:	20	9
Readers Only:	20	1

The contact information that appears in the [AirZip FileSECURE Manager](#) window should be the person most familiar with your organization's needs. This information enables your service provider or other users of [Manager](#) to easily contact you should there be a need to do so.

To update your account contact information if the name, telephone number, or email address of your primary system administrator change

- Locate the Organization Contact information on the lower right hand side of the main Manager window.
- Click in the field that requires updating and enter the new information.
- Click the  button to effect all changes.

To update your organization information

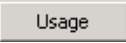
- Contact your service provider.

## 5 Managing FileSECURE on an ongoing basis

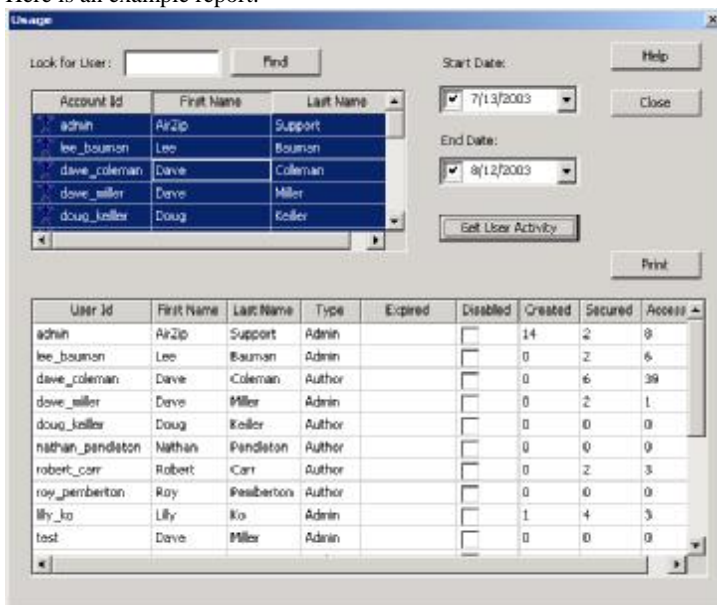
One of the most important tools that you have for determining how [AirZip FileSECURE](#) is being used is the Usage Report. It is intended to help you answer the following questions:

- Is the system being properly used?
- Who is and is not using [AirZip FileSECURE](#)?
- Is the system protecting the organization's information?

To view the Activity Report

1. From the [FileSECURE Manager](#) window, click the  button.
2. Click **Find** to obtain a list of all Users or enter a User ID for a particular user in the **Look for user** field and click Find to find all Users matching the search criteria.
3. Click the Users ID to select the User for inclusion in the report. To select consecutive Users, click the first User, press and hold down SHIFT, and then click the last User. To select Users who are not consecutive, press and hold down CTRL, and then click each User.
4. Click **Get User Activity**.

Here is an example report:



Account Id	First Name	Last Name
admin	AirZip	Support
lee_bauman	Lee	Bauman
dave_coleman	Dave	Coleman
dave_miller	Dave	Miller
doug_keller	Doug	Keller

User Id	First Name	Last Name	Type	Expired	Disabled	Created	Secured	Access
admin	AirZip	Support	Admin		<input type="checkbox"/>	14	2	8
lee_bauman	Lee	Bauman	Admin		<input type="checkbox"/>	0	2	6
dave_coleman	Dave	Coleman	Author		<input type="checkbox"/>	0	6	39
dave_miller	Dave	Miller	Admin		<input type="checkbox"/>	0	2	1
doug_keller	Doug	Keller	Author		<input type="checkbox"/>	0	0	0
nathan_pandleton	Nathan	Pandleton	Author		<input type="checkbox"/>	0	0	0
robert_carr	Robert	Carr	Author		<input type="checkbox"/>	0	2	3
roy_pemberton	Roy	Pemberton	Author		<input type="checkbox"/>	0	0	0
lily_ko	Lily	Ko	Admin		<input type="checkbox"/>	1	4	3
test	Dave	Miller	Admin		<input type="checkbox"/>	0	0	0

You can Sort the report by clicking on the column labels and you can also print the report. You can also obtain a report for a specified interval of time. Use online help to learn how.

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## 6 A note on Directory Synchronization

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The AirZip FileSECURE Directory Synchronization enables your FileSECURE Organization to manage FileSECURE User and Group definitions using your Microsoft Active Directory or Sun-One Directory Server and its associated Administration tools.

When Directory Synchronization is activated for your Organization, the contents of your Directory Service determine:

- the list of users who may use FileSECURE
- the type of account to be assigned to each user: Manager, AuthorPlus, Author, Reader, and so on.
- the list of Groups that are defined within FileSECURE along with user membership within each Group.
- the User ID, Password, and email address configured for each user

You continue to use FileSECURE Manager to configure

- Security Categories permissions
- other FileSECURE service options

Note: When Directory Synchronization is activated, FileSECURE AuthorPlus, A-Authors, and S-Authors users no longer have the ability to add or expire FileSECURE Readers. All user administration is done via the Directory Service.

FileSECURE AuthorPlus and Authors maintain the ability to

- control file Permissions based on Security Categories
- assign file Permission based on User and Group definitions
- conveniently send secured files to any FileSECURE User

FileSECURE Users authenticate as they do today when launching FileSECURE Manager, Author, or Reader but utilize the User ID and Password defined for them in the Directory Service. FileSECURE verifies the User ID and Password with the Directory Service before allowing FileSECURE Manager, Author, or Reader to be used.

In summary, FileSECURE Directory Synchronization enables:

- User and user role (Manager, Author, Reader, etc.) to be based on Directory Service entries.
- Group definitions to be based on Directory Service.
- FileSECURE sign on based on User ID and Password configured in the Directory Service.
- Automated Directory Synchronization with convenient scheduling options.
- Simple configuration of Directory Synchronization.

The FileSECURE Directory Synchronization can be used with the following Directory Services:

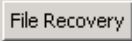
- Microsoft Active Directory™
- Sun One Directory Server versions 5.2.

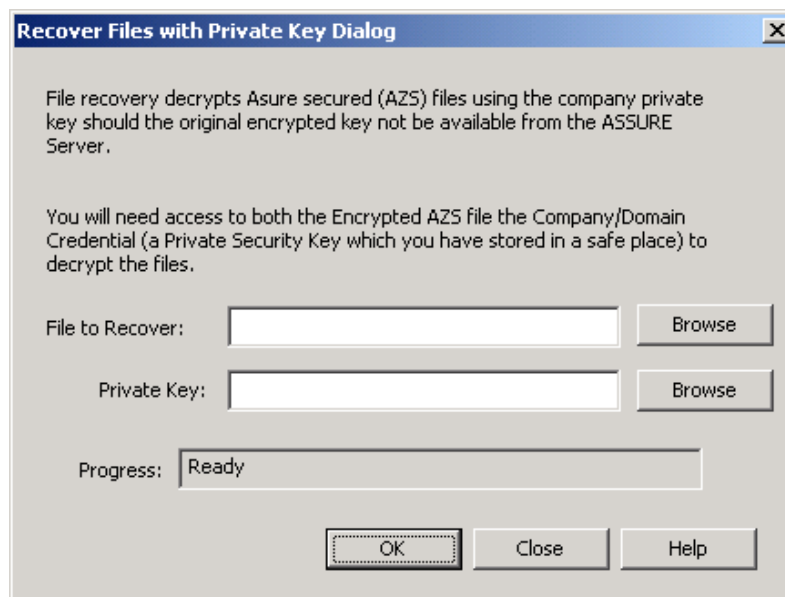
## 7 File Recovery in emergencies

To ensure that AirZip FileSECURE protected files may be recovered even in the event of a sever system failure where back up measures also fail, a special public-private file recovery key pair is generated with each new organizational account. The Private File Recover Key is provided to the account owner or escrowed for safe keeping. The Public File Recovery Key is used in the securing process in a way that makes every FileSECURE protected file recoverable as long as you have both the protected file and the private file recovery key.

Should you ever have to recover a file you must have

- A copy of the protected (.azs) file.
- The Private File Recover Key for the organization whose user protected the file
- An Administrator Account on any active AirZip FileSECURE server.

Below is the File Recovery Dialog box you will see when you click the  button.



**Last Page of Guide**