

Curtain[™] e-locker 3.8

Installation Guide



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

Additional help resources or updates will be available by emailing info@coworkshop.com

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1 - Introduction

1.1 - Challenges on Data Leakage

In everyday operations, users have access to and work on sensitive files. However, it is difficult for companies to control how the users use the files. Once users have access rights to a piece of electronic information, in a sense they "own" the information and as such, they can easily mis-use the information or "leak" the information via different channels (e.g. email, Internet, USB disk, etc). It is difficult for companies to fully control the use of such information. There are many ways by which a user can steal or remove an electronic file. When a user is authorized to access a file (e.g. read/edit), it is difficult to prevent the user to copy and take the file out of the company.

1.2 - What is the purpose of Curtain e-locker?

Curtain e-locker – an Information Rights Management solution, which effectively prevents unauthorized leakage/usage of protected, confidential information by any exit channels. By using Curtain e-locker, a company can allow authorized users to access confidential files and information. At the same time, the company can control NOT to allow the users to take the files/information out of the company during normal course of daily operations.

1.3 - Backend systems(e.g. Windows file server) also have access control. Why do we need Curtain e-locker?

Yes, backend systems also have access control. However, backend systems can only control permission of Read, Edit, Delete, and etc. If administrators allow users to access server information (e.g. a share folder), backend systems CANNOT stop the users to save files to local drive, USB hard-disk, or send files out through email. This area is responsible by Curtain e-locker. Therefore, Curtain e-locker is like to work with your backend systems, instead of replacing them. When a user is allowed to access server resources, administrators can adopt Curtain e-locker to prevent the user to take sensitive information out of the company.

For example: It is permission setting for a Windows folder. There is no option for controlling Print and Save.

Permissions for Curtain e-lock	er Presentation v	1.6.ppt					
Security							
Object name: C:\Users\stevec	.COWORKSHOP\C	Desktop\Trainin					
<u>G</u> roup or user names:							
SYSTEM							
🔹 Steph Lin (steve-dell\Steph)							
🛛 🛛 🧸 Steve Cheng (stevec@office	e.coworkshop.com)						
Administrators (steve-dell\Ad	ministrators)						
	A <u>d</u> d	<u>R</u> emove					
Permissions for Steph Lin	Allow	Deny					
Full control							
Modify							
Read & execute	\checkmark						
Read	V						
Write 🔽 🗖 🚽							
Learn about access control and p	ermissions						
ОК	Cancel	<u>A</u> pply					

1.4 - USB port and Internet access are blocked in my company. Why do we need Curtain e-locker?

Yes, blocking USB port and Internet access can reduce the risk of data leakage. However, there are so many ways for sending information out. For example:

- Print
- Print-screen or Capture-screen software
- Copy and Paste
- Email
- Infra-red or Bluetooth
- ICQ, MSN, QQ
- and more...

Some companies are trying to block all channels to prevent data leakage. However, it is difficult for system administrators to setup and maintain so many controls. Moreover, it is inconvenient for end-users to work without email, Internet, MSN, and USB nowadays.

Curtain e-locker does not affect users' normal operations, while security is maintained. Curtain e-locker makes a good balance between convenience and security.

1.5 - About Curtain e-locker

1.5.1 - Basic Controls of Curtain e-locker

Curtain e-locker controls:

- Save Anywhere
- Send
- Print
- Print Screen
- Copy Content to Anywhere
- Copy File to Anywhere

Curtain e-locker ONLY controls files within Protected Zone. Users still can use files within Protected Zone as usual. Only unauthorized activities are blocked by Curtain. For example, if a user is not authorized to save files out of Protected Zone or even print files out, all these activities are blocked by Curtain. The user still can use email, USB hard-disk, or Internet, only files in Protected Zone are controlled by Curtain.

Administrators can define different control policy groups. Please refer to related documents.

1.5.2 - Architecture of Curtain e-locker

Employees have to access information to perform their roles (e.g. Sales persons need to access customer information, Engineers need to access design drawings, and etc). When they have access to share folders in Windows File Server, it is difficult to control them not to copy the information out of the company.

With Curtain e-locker, there is a Curtain Policy Server. Administrators can define which share folders in Windows File Server are protected by Curtain. In order to access Protected Share Folders, Curtain Client must be installed on users' workstations. An encrypted folder (i.e. Local Protected Directory) will be automatically created during installation of Curtain Client.

Then administrators can define different control policies centrally in Curtain Admin. The control policies are applied to control users' workstations. Curtain e-locker has a unique design called Protected Zone (i.e. Protected Share Folders in file server and Local Protected Directory in user's workstation). Users can work with sensitive information within the Zone as usual (e.g. Read, Edit, etc). If they are not authorized, they cannot take the information out of the Zone. At the same time, users can still use Internet, email, etc.



1.5.3 - Components of Curtain e-locker

There are 3 basic components of Curtain e-locker:

- Curtain Client
- Curtain Admin (for the machine having Curtain Admin, we call it Curtain Policy Server)
- Curtain Server Plug-in

Curtain Client:

When a user accesses Protected server resources (e.g. Protected Share Folder, Protected website, etc), Curtain Client must be installed in the user's workstation. An encrypted folder (i.e. Local Protected Directory) will be automatically created during installation of Curtain Client.

Curtain Admin:

Curtain Admin is for system administrators to define Curtain control policies centrally. In general, only one Curtain Admin is needed in a company.

Curtain Server Plug-in:

Curtain Server Plug-in should be installed on all servers which need Curtain Protection. Curtain Admin will communicate with Curtain Server Plug-ins periodically, to instruct them how to protect the server resources.





Here is the basic architecture of Curtain e-locker:

1.5.4 - Curtain Protected Zone

Protected Zone is formed by Protected area in server-side and Local Protected Directory in client-side. Protected area in server-side could be Protected Share Folder in file server, Protected website, and etc. In client-side, Local Protected Directory will be automatically created during installation of Curtain Client. The folder name is "ProtDir" that will be created in all local drives.

Protected Zone:



Local Protected Directory:



In this case, there are two local drives (i.e. C and D). Therefore, "ProtDir" will be created under C and D drive. Moreover, Local Protected Directory is personal according to login user. User cannot access Local Protected Directory of another user in the same workstation.

2 - Preparation before Installation

2.1 - High-level Installation Plan

Preparation:

- Which server resources does your company want to protect (e.g. Protected Share Folder,
- Protected website, etc)?
- Who will access the Protected server resources?
- Which server will act as Curtain Policy server (i.e. Curtain Admin will be installed on that server)?

High-level installation plan:

- 1. Install Curtain Admin
- 2. Install Curtain Server Plug-in on servers which your company wants to protect
- 3. Install Curtain Client on users' workstations
- 4. Activate Curtain e-locker
- 5. Define Protected server resources
- 6. Configure control policy groups in Curtain Admin
- 7. Assign users' workstations to different policy groups
- 8. Done

P.S. Curtain Server Plug-in and Curtain Client should NOT be installed on the same machine simultaneously.

2.2 - System Requirements

2.2.1 - System Requirements of Curtain Server Plug-in and Curtain Admin

System Requirements of Curtain Server Plug-in and Curtain Admin:

- Intel Pentium or above processor
- Windows 2000 SP4 or above/XP Professional/2003/Vista operating system
- 128MB RAM (Recommended 256MB RAM)
- 60MB Hard Disk (in NTFS) for installation
- TCP/IP network
- TCP Port 24821 and 24822 are open for communication (Note: if firewall exists in the network, please make sure these two communication ports are not disabled)
- For 64-bit OS, MSXML 6 is required (It can be download from Microsoft website)

2.2.2 - System Requirements of Curtain Client

System Requirements of Curtain Client:

- Intel Pentium or above processor
- Windows 2000 SP4 or above/XP/2003/Vista/Windows 7 operating system
- 128MB RAM (Recommended 256MB RAM)
- 50MB Hard Disk (in NTFS) for installation
- TCP/IP network
- TCP Port 24821 and 24822 are open for communication (Note: if firewall exists in the network, please make sure these two communication ports are not disabled)
- For 64-bit OS, MSXML 6 is required (It can be download from Microsoft website)

2.3 - Curtain Basic Access Rights

Curtain access rights can be defined by Policy Group and Application. Here is default setting of Curtain access right.

Block Save As
Force Save to Protected Zones
Block Copy to anywhere
📝 Block Print
Block Print Screen
Block Copy content to anywhere
☑ Block Transfer (Email, internet, etc)
Clear All Select All

"Force Save to Protected Zone" – When this option is selected, protected files cannot be saved out of Protected Zone (in the application, such as Word).

"Block Copy to anywhere" – When this option is selected, protected files cannot be copied out of Protected Zone (in Curtain Client).

"Block Print" – When this option is selected, "Print" and related functions in the application are blocked. "Block Print Screen" – When this option is selected, screen of protected files cannot be captured by Print-screen or Capture-screen software.

"Block Copy content to anywhere" – When this option is selected, copying sensitive content to non-Protected area is blocked.

"Block Transfer (Email, Internet, etc)" – When this option is selected, "Send to" and related functions in the application are blocked.

Examples of using Curtain access rights

For scenario 1 - "Force Save to Protected Zone" is enabled for MS Word:

- When a user tries to select "File > Save As" in MS Word to save protected documents out of Protected Zone, Curtain e-locker will block it and warn the user.

 Curt The d save t	ain e-locke ocument is u he document	er nder security co to the followin	ontrol. You sl ng locations:	hould			
-	C:\ProtDir \\dev01\p \\dev01\si \\kelvin-V \\kelvin-V	rotected ales & marketir ista\Secured Fo ista\Scanned F	ng olders orms				▼ ▼
📲 Extrafa	x Cust	🐴 Book1	ZH	< A 🝺	- 🕹 🗖 💽	🃸 🛃 🏟	9:10

For scenario 2 - "Block Copy to anywhere" is disabled for MS Word:

- In Curtain Client, select a Word document and right-click. You can see an entry called "Copy to". You can use this function to copy Word documents out of Protected Zone.

After the documents are copied out of Protected Zone:

- Curtain e-locker will not control the documents anymore.
- Curtain e-locker will log this "Copy Out" action in Audit Trail.

© 0230074381e050810 © 0530074381e050813	0110458.tiff 3092136.tiff	3	25 KB 348 KB	TIFF File TIFF File
4.0 schedule v1.1.x	Is		23 KB	Microsoft Excel Worksh
eng content22	Open		22 KB	Microsoft Word Docum
	Encrypt to (Decrypt anywhere)	+		
	Encrypt to (Decrypt in Client only)	•	I	
	Zip			
	Zip to eng content222.doc.zip			
	Cut			
	Сору			
	Copy to	•	D	esktop
	Rename		N	Aail Recipient
	Delete		0	Choose Directory
	Refresh			
	Properties			

For scenario 3 - "Block Transfer (Email, Internet, etc)" is enabled for MS Word: - When a user tries to select "File > Send To" in MS Word to send protected documents out of Protected Zone through email, Curtain e-locker will block it and warn the user.

File	<u>E</u> dit <u>V</u> iew <u>I</u> nsert F <u>o</u> rmat <u>T</u> ools T <u>a</u> ble	<u>Window H</u> elp		
	Close	🛷 🕫 - (* - 😓 🗗 💷 🔢 🖽	A 🔊	
	Save <u>A</u> s	B I <u>U</u> • A A ☆ • ■ ■ = =		
9	Print Ctrl+P	1101 1121 1141 1161 1181 1201 1221 1	241	
	Sen <u>d</u> To	🔒 Mail Recipient		
	1 C:\ProtDir\KELVINC\eng content222.doc	Mail Recipient (for Review)		
	2 C:\Users\\New Installation Guide.doc	Mail Recipient (as Attachment)		
	<u>3</u> C:\Users\\Curtain_eLocker (Paul).doc	Recipient using Internet Fax Service		
	4 C:\Users\kelvinc\\eng content222.doc	X		

3 - Installation

3.1 - Install Curtain Admin

After you decide which server acts as Curtain Policy server, you should install Curtain Admin on that server. Here are the steps.

Steps to install Curtain Admin:

1. Copy Curtain server setup program (i.e. Curtain3Admin.exe) to local hard-disk of the server.

2. Run Curtain server setup program (i.e. Curtain3Admin.exe). Make sure that you login Windows with administrator right.

Then, you will be asked to select Language for the installation.



3. Select a language and click OK.

4. Read License Agreement. If you accept the agreement, select "I accept the terms of the license agreement" and click Next to continue.



Then, you will be asked to select Curtain components to install.



5. There are two scenarios:

(a) If you only want to install Curtain Admin on this server,

- only select "Administrative Console" to install Curtain Admin.

(b) If you also want to protect resources on this server (e.g. Protected Share Folder, Protected website, etc),

- select "Administrative Console" to install Curtain Admin, and

- select "Secure Network Services" to install Curtain Server Plug-in. Click Next to continue.

6. Select Destination Folder for the installation, and click Next to continue.

7. Click Install to start the installation.

3.2 - Install Curtain Server Plug-in

If you want to protect resources on a server (e.g. Protected Share Folder, Protected website, etc), you should install Curtain Server Plug-in on that server. Here are the steps.

Steps to install Curtain Server Plug-in:

1. Copy Curtain server setup program (i.e. Curtain3Admin.exe) to local hard-disk of the server.

2. Run Curtain server setup program (i.e. Curtain3Admin.exe). Make sure that you login Windows with administrator right.

Then, you will be asked to select Language for the installation.

Curtain e	e-locker Central Administrator - InstallShield Wizard	×
	Select the language for the installation from the choices below	
	English (United States)	-
	Chinese (Simplified) Chinese (Traditional)	
	English (United States)	

3. Select a language and click OK.

4. Read License Agreement. If you accept the agreement, select "I accept the terms of the license agreement" and click Next to continue.

Curtain e-locker Central Admin	istrator - InstallShield Wizard	X
License Agreement Please read the following licen	ise agreement carefully.	
	END-USER LICENSE AGREEMENT FOR CURTAIN SOFTWARE IMPORTANTREAD CAREFULLY: This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Coworkshop Solutions Limited for the CURTAIN software that accompanies this EULA, which includes associated media ("Software"). An amendment or addendum to this EULA may accompany the Software YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA BY INSTALLING, COPYING OR USING THE SOFTWARE. IF YOU DO NOT AGREE, DO NOT INSTALL, COPY, OR USE THE SOFTWARE; YOU MAY RETURN IT TO YOU'R PLACE OF PURCHASE FOR A FULL REFUND, IF APPLICABLE. 1. GRANT OF LICENSE. Coworkshop Solutions Limited grants you the following rights provided that you comply with all terms and conditions of this EULA: 1. Install and use a copy of the Software on one personal computer or other device; and (b) install an additional copy of the Software on a second, portable device for the exclusive use of the primary user of the first copy of the Software. 1. Alternative Rights for Storage/Network Use. As an alternative to Section 1.1(a), you may install a copy of the Software on a network storage device, such as a server computer, and allow one access device, such as a personal computer, to access and use Image: Accept the terms of the license agreement Entrie	
InstallShield	< <u>B</u> ack <u>N</u> ext > Can	cel

Curtain e-locker Central Administrator - InstallShield Wizard X Select Features Select the features setup will install. Select the features you want to install, and deselect the features you do not want to install. -Description-Administrative Console Curtain e-locker Secure Network Services (File Sharing Server, MS SharePoint Service and other network protection Secure Network Service: services) 27.34 MB of space required on the C drive 9823.21 MB of space available on the C drive InstallShield Cancel < <u>B</u>ack <u>N</u>ext >

Then, you will be asked to select Curtain components to install.

- 5. ONLY Select "Secure Network Services" to install Curtain Server Plug-in, and click Next to continue.
- 6. Select Destination Folder for the installation, and click Next to continue.
- 7. Click Install to start the installation.

3.3 - Install Curtain Client

If a user needs to access Protected server resources (e.g. Protected Share Folder, Protected website, etc), you should install Curtain Client on the user's workstation. There are two ways to install Curtain Client: (1) Run Curtain Client setup program on user's workstation (2) Install Curtain Client remotely from Curtain Admin

Method 1 - Run Curtain Client setup program on user's workstation:

1. Copy Curtain client setup program (i.e. Curtain3Client_SA.exe) to local hard-disk of user's workstation.

2. Run Curtain client setup program (i.e. Curtain3Client_SA.exe). Make sure that you login Windows with administrator right.

Then, you will be asked to select Language for the installation.

Curtain	e-locker Client - InstallShield Wizard
1	Select the language for the installation from the choices below.
	English (United States)
	OK Cancel

3. Select a language and click OK.

4. Read License Agreement. If you accept the agreement, select "I accept the terms of the license agreement" and click Next to continue.



Then, you will be asked to select Curtain components to install.

Curtain e-locker Client - InstallShi	eld Wizard	x
Select Features Select the features setup will inst	all.	
	Select the features you want to install, and deselect the features you do not want to install.	
InstallShield	< <u>B</u> ack <u>N</u> ext > Cancel	

5. If you also want to create Shortcuts for Curtain Protected Applications,
select "Curtain e-locker Client" to install Curtain Client, and
select "Create Shortcuts" to create shortcuts for Curtain Protected Applications. Click Next to continue.

6. Enter hostname or IP Address of Curtain Admin (Please make sure that it is entered correctly), and click Next to continue.

Curtain e-locker Client - InstallS	Curtain e-locker Client - InstallShield Wizard			
Curtain e-locker Server Loc The machine name of the Curta	ation in e-locker Server.			
	Please enter the machine name (or IP Address) of the Curtain e-locker Central Administrator.			
Install Shield	< <u>B</u> ack <u>N</u> ext> Can	cel		

7. Select Destination Folder for the installation, and click Next to continue.

8. Click Install to start the installation.

9. Reboot the workstation after installing Curtain Client.

Method 2 - Install Curtain Client remotely from Curtain Admin:

Before starting Remote Installation, please make sure requirements below are fulfilled. (a) Must be a domain environment (this feature is not available for workgroup environment) (b) Login Windows with domain administrator right

(c) TCP Port 24821 and 24822 are open for communication (Note: if firewall exists in the network, please make sure these two communication ports are not disabled)

1. In Curtain Admin, select "Not Protected". Then the system will explore and show all machines in your network.

🎼 Curtain e-locker Administrator						
File View Clients Policies Lang	juage H	elp				
💽 💊 🖑 📥 🛓	s 😪	S	, 🚯	?		
⊡	Client N	ame	Policies	Domain	Sta	
Online (1)	XP64		<n a=""></n>	WORKGROUP		
Offline (0)	1/1.4	000	ZNL/AS	WORKCROUR		
Not Protected (7)	8	Chan	ge Policy			
	\$	Upda	Update Client Policy			
🖃 🍲 Policies (9)	8	Remo	ove			
	ŝ	Force	Update P	atch		
with Notebook (0)		Instal	l Curtain e	-locker Client		

2. Select a machine (or press Ctrl for multi-selection) and right-click to select "Install Curtain e-locker Client".

Client	Status	Progress	Start Install
😻 VM-2003	Click "Start Install" to start	0 %	
XP64	Click "Start Install" to start	0 %	Remove Host
			Cancel
dd Client			
dd Client ම By Host Name			Add Host
d Client By Host Name Host Name			Add Host
dd Client ම By Host Name Host Name			Add Host

3. You can include more machines to the installation by hostname or a range of IP address.

4. Click "Start Install" button to continue. Then, Curtain Admin will start to install Curtain Client program to the selected workstations.

5. Reboot the workstations after finishing remote installation.

4 - Product Activation

4.1 - What is Product Activation?

Curtain e-locker has applied Product Activation technology to control license of the software. Without product activation, companies can use Curtain e-locker for 30 days. They can try and play with the software for evaluation purpose. If companies want to extend the evaluation period, they should contact Coworkshop or its authorized resellers for the arrangement.

For Curtain e-locker existing customers, product activation should be done at initial setup. And, the software has to be reactivated every year, for the purpose of license control. Coworkshop will assist customers to reactivate the software free-of-charge, even the customers do not join the software annual maintenance. For the procedures of Product Activation, please refer to related documents.

When activation is needed, the software will prompt users to remind them every time when Curtain Client or Curtain Admin is launched. Here is the Reminding Message.

Cowork	shop Curtain 🛛 🔀
⚠	You have 16 days left before you must activate this software.
	OK

The software will start to prompt users for the activation 30 days before the expiration date. If the software is not reactivated before the date, users cannot launch Curtain Client and Curtain Admin until activation is done.

P.S. Administrators only need to do the product activation in Curtain Admin. Once Curtain Admin is successfully activated, all Curtain Clients will be activated automatically.

4.2 - Activate Curtain e-locker

When product activation is needed, Curtain e-locker will prompt users every time when Curtain Client or Curtain Admin is launched. Please follow steps below to activate the software.

Steps to activate Curtain e-locker:

1. In Curtain Policy Server, launch Curtain Admin. Then, you will be asked to do the activation.

Curtain	Central Administrator	×
2	This copy of Curtain is not actival Do you want to perform Product	ted yet. Activation now?
	Yes No	

2. Click Yes to start Product Activation (or click No to skip the Activation).

- If it is the first time you activate the software, you will be asked to enter a 25-character Product Key.
- If it is the Annual Product Reactivation, please go to Step 4 to continue.

iter Product Key Product Key	ct Key of your	copy of Curtain	20
	ct key or your	copy or Curcain	3.0.
Registration Information	n		
User Name:			
Organization:			
		ОК	Cancel

3. Enter Product Key (which is case sensitive) and company information, and click OK to continue. Then, the following dialog will appear.

urtain	e-locker P	roduct Active	ation		Le la
Product A	tivation				
Step 1: (lick "Generate R	equest" to create t	he "Activation !	Request File",	
S	end the file to C	oworkshop Solutions L	.imited		
Step 2: \	Vhen you receiv lick "Import Conf	e the Confirmation file irm File" to complet	», e the activation	n process.	
Step 1	Generate Re	equest File			
Step 2	Import Cor	firm File		OK	Cancel

4. Click "Generate Request file..." button to generate Activation Request File, and send this file to Coworkshop (registration@coworkshop.com). After receiving your activation request, Coworkshop will send file(s) back to you.

- If it is the first time Product Activation, you will receive two files from Coworkshop (i.e. Confirmation Code and Authorization String).
- If it is the Annual Product Reactivation, you will receive one file from Coworkshop (i.e. Confirmation Code).

5. After receiving Confirmation Code file from Coworkshop, click "Import Confirm File..." button and select the file. After you click OK, the following message box will appear.

Curtain e-locker Administrator 🛛 🛛 🔀
Vour copy of Curtain e-locker is activated!
确定

- If it is the first time Product Activation, please go to next step to continue.
- If it is the Annual Product Reactivation, you have completed the process of Reactivation.

6. In Curtain Admin, select "File > Settings" in the menu. Then, "Settings" window will be shown. Enter Authorization String and Click OK.

Port and Wel	Application Prote	ction	Password Management	
Settings	Server Information		Network Drives Protection	
Authorization				
Authorization Strin	ig		•••••••	
New Central Admi	nistrator			
erver Options				
🔽 Request Repo	nt Status	30	Minutes	
📃 Request Get F	Policies	10	Minutes	
lient Options				
Report Status	and Querv Settings	10	Minutes	
Report Status		10	Minutes	
Query Policies		10	0 Minutes	
		30 Minutes		
mail Settings				
SMTP Serve	n: [Port: 25	

Congratulations! Curtain e-locker has been activated successfully.

5 - Configurations

5.1 - Create Control Policy Group

Administrators can create many Control Policy Groups in Curtain Admin for different workstations. Here are some sample Control Policy Groups for reference.

- Top Management: Loose controls for management's workstations
- Notebook: Tight controls for notebooks
- Engineers/Sales/Designers: Appropriate controls for target groups

Steps to create Control Policy Group:

1. In Curtain Admin, select "File > New Policy" in the menu. Then you will be asked to enter new Policy Name.

6	Curtain e	-locker A	dministrat	tor	
File	View	Clients	Policies	Language	Help
	New Po	olicy			
	Save Po	olicies			
	Backup	Policies			
	Client F	atches			
	Setting	s			
	Audit T	rail			
	Exit Cu	rtain e-lo	cker Admi	nistrator	

2. Enter new Policy Name and click OK to confirm.

New Policy	×
Enter new policy name	ОК
	Cancel

5.2 - Configure Control Policy Group

Steps to configure Control Policy Group:

1. In Curtain Admin, select a Policy Group and right-click to select "Properties".

🖃 🍓 Policies (9)	1
🛛 🥳 Default Polic	y (1)
	gnment (0)
	Update Clients
	Set as default policy
	Kename
🛶 🐪 Coworksh	Delete
🔤 🐪 External A	Descetion
	Properties

- 2. In Applications tab, double-click the application which you want to configure.
- 3. Define Curtain access rights and click OK to confirm.

Application	Block Save As	Block Transfer	Block Print	Fore	
AutoCAD	-	Yes	Yes	TOIC	
oCAD			**		-
/ersion Available Versions AutoCAD 2008 AutoCAD 2007 AutoCAD 2006 AutoCAD 2005 AutoCAD 2004 AutoCAD 2002 AutoCAD 2000 AutoCAD 2000 Move Up Move Up	Access r Bloc V Bloc Bloc Bloc V Bloc Clea Others Prot Launch	ights k Save As Force Save to Prot Block Copy to anyv k Print k Print Screen k Copy content to k Transfer (Email, i ar All Selec tect First Draft dient process as	ected Zones where anywhere nternet, etc) t All	ghts	
			OK		Cance

4. Repeat Step 2-3 for different applications.

5.3 - Set Default Policy

If a Control Policy Group is set as default policy, all newly installed Curtain Clients will fall into that Policy Group. A green tick indicates which Policy Group is default policy. If it is the first time to launch Curtain Admin (after the installation), "Default Policy" is set as default policy.

🎲 Curtain e-locker Administrator
File View Clients Policies La
II 🖘 💞 🚣 4
⊡
S Not Protected (4)
🖃 🎪 Policies (2)
🐜 🚯 Wait for assignment (0)

There are two built-in Control Policy Groups.

- Default Policy: With pre-defined settings of this Policy Group, users can work with sensitive documents in Protected Zone. But they cannot take the information out of the Zone.

- Wait for Assignment: With pre-defined settings of this Policy Group, users cannot read or edit sensitive documents in Protected Zone.

When Curtain Clients have been installed in users' workstations, they will connect to Curtain Admin and apply default policy. If administrators want to verify new Curtain Clients before allowing them to read/edit sensitive documents in Protected Zone, administrators could set "Wait for Assignment" to default policy. After verifying a new Curtain Client, administrators can move the Curtain Client to appropriate Control Policy Group.

Steps to set a Control Policy Group to default policy:

1. In Curtain Admin, select a Control Policy Group and right-click. Then a menu will be shown.

2. Select "Set as default policy"



3. Done

5.4 - Assign workstations to Control Policy Group

Steps to assign workstations to different Control Policy Groups: 1. In Curtain Admin, select Online/Offline in left panel. Then, workstations will be listed out in the right panel.



- 2. Select workstations (press Ctrl button for multiple selection)
- 3. Drag and Drop selected workstations to appropriate Control Policy Group



4. Repeat Step 2-3 for assigning other workstations to appropriate policy groups.

5. Done

5.5 - Define Protected Server Resources

Curtain e-locker can be used to protect different kinds of server resources, such as share folders in Windows File Server, web application, or even self developed system. Please follow below steps to define Protected server resources.

Steps to define Protected server resources: 1. In Curtain Admin, select "File > Settings".

6 (Curtain e	e-locker A	dministrat	tor			
File	View	Clients	Policies	Language	Help		
	New Po	olicy					
	Save Po	olicies					
	Backup	Policies					
	Client I	atches					
	Settings Audit Trail						
	Exit Cu	rtain e-lo	cker Admi	nistrator			

2. In Server Information tab, click Add button to add server information first. For example, if you want to protect share folders of two Windows File servers and one web application, you should add the three servers in this tab.

Server Address: Hostname or IP address of the server.

Port: Default value is Port 8443 (for communication between Curtain Admin and Curtain Server Plug-in).

Server Address Port Remarks Add Server Server Address Remarks OK Cancel	Port and Web Application Protection		n Protection	Password Management	
Server Address Port Remarks Add Server Server Address Fie-server01 Port 8443 Remarks OK Cancel	Settings	Server Promation		Network Drives Protection	
Server Address Port Remarks Add Server Add Server Server Address file server01 Port 8443 Remarks OK	rver				
Add Server	Server Address	Port	Remarks		
Server Address file-server01 Port 8443 Remarks OK Cancel		1	Add Server	E	
fie-server01 Port 8443 Remarks CK Cancel			Server Address		
Port 8443 Remarks OK Cancel			file-server01		
8443 Remarks			Dect		
Remarks OK Cancel			8443		
Remarks OK Cancel			0113		
OK Canod		-	Remarks		
				OK. Cancel	
			Add	Remove Modfy_	

3. Add Protected server resources.

For scenario 1 - Protect share folder of Windows File Server

- In Network Drives Protection tab, check "Enable Protection".
- Click "Add" button, a dialog box will be shown.

Port an	d Web Applicatio	n Protectio	on	Password Management
Settings		Server Info	mation	Network Drives Protection
work Drive	s Protection nable Protection			
ap Drive	Server Address	Path	Enable DFS	DFS Path
A	dd Share			
	Please speci	fy <mark>sh</mark> are		
	UNC Path: \\	File-Serv	er01	▼ \ Protected
		Enable map drive		[Z: ▼
	DFS Path: \\			1
				Ok Cance
		ļ	Add	Remove Modify

UNC Path: \\Server\Share Name

- Server Select the server (hostname or IP address)
- Share Name Enter name of the Share (not the folder name, unless you gave the Share the same name as the folder)

Enable map drive: Check this option and select a drive letter, if you want all Curtain Clients map themselves to this drive at startup. Otherwise, users need to do drive mapping manually.

DFS Path: Check this option, if share folder listed above is managed by DFS (Distributed File System).

- Server Enter server name (users should see the server name as apparent host in My Network Places)
- Path Enter path name (the path that users see to the share folder in My Network Places)

For scenario 2 - Protect Web Application

- In Protected Web Application, check "Enable Protection".
- Click "Add" button, a dialog box will be shown.

Port and Web Ap		
Protection	plication Protection	Password Management
erver Address	Protocol Port	Add
		Remove
		Modify
	m	•
ected Web Applicat	ion tection Protect WebE Port Si	DAV
and Ad	d Protected Web Application	
	Protected Web http:// kmdemo.dyndns.org Protected by SDK Protected by Server Plug Protected Upload] ▼ : 80 j-in
	http://kmdemo.dyndns.org	: / <protectall></protectall>
	Hint: To protect all sites place	e enter " <protectall>" in the</protectall>

Protected Web: http://Hostname: Port Number

- Hostname Select the web server (hostname or IP address)
- Port Number Enter port number (port 80 is used by most web applications)

Protected by SDK: Select this option, if the web application has been customized for Curtain e-locker by using our SDK (software development kit).

Protected by Server Plug-in: Select this option, if the web application has NOT been customized for Curtain e-locker.

Protected Upload: http://Hostname/Path

• Path - Enter the path you want to protect

Example 1 - Microsoft SharePoint (e.g. http://SharePoint Server/Site)

- Administrators can create many SharePoint sites. If administrators want to apply Curtain e-locker to protect some of them, they can enter SharePoint Site Name for the Path. Then, users have to use Protected Internet Explorer to access the Protected Site. All resources under the Site are protected by Curtain e-locker.

Example 2 - IBM Lotus Quickr (e.g. http://Lotus Quickr Server/Place)

- Administrators can create many Places in Lotus Quickr. If administrators want to apply Curtain e-locker to protect some of them, they can enter the full path of the Place (e.g. quickr/place1.nsf). Then, users have to use Protected Internet Explorer to access the Protected Place. All resources under the Place are protected by Curtain e-locker.

If administrators want to protect the whole web application, they should enter "<PROTECTALL>".

For scenario 3 - Protect Port (for SolidWorks PDMWorks)

- In Port Protection, check "Enable Protection".

- Click "Add" button, a dialog box will be shown.

Server Address	Protocol	Port		Add
				Remove
	🗳 Add Port			Modify
	Address P	DM-Server	•	
* <u>(</u>	Port 3	030		
otected Web App	lica Pro Protocol	TCP		
Server Address				Add
		UK	Cancel	Remove
				Modify

- Address Select the PDMWorks server (hostname or IP address)
- Port Number Enter port number (default port for PDMWorks is 3030)
- Protocol Select protocol (default protocol for PDMWorks is TCP)

4. Click OK to confirm.

6 - Other Features

6.1 - Protect First Draft

Protect First Draft is a feature to protect newly created files. If this feature is enabled, user must save newly created file to Protected Zone. It protects sensitive information at the point of creation.

This feature can be enabled by Policy Group and Application. Here is an example of its usage. - Enforce engineers to save all newly created AutoCAD and Photoshop files to Protected Zone

Steps to enable Protect First Draft is enabled for an application: 1. In Curtain Admin, select a Policy Group and right-click to select "Properties".

2. In Applications tab, double-click the application which you want to enable Protect First Draft.

3. Select "Protect First Draft" and click OK to confirm.

"Launch client process as Application Rights" - This control is only applied to the selected application. "Launch client process as Parent Process Rights" - This control is applied to the selected application and all of its child process (e.g. a Excel program is launched within AutoCAD)

Settinge System Policy Applications				
Settings System Folicy Pepilodiana	4			
Protected Applications				
Application	Block Save As Block Transfer Block Print Forc *			
Microsoft Excel	- Yes Yes			
icrosoft Excel				
Version	Access rights			
Available Versions	Block Save As			
Microsoft Excel 2007	Force Save to Protected Zones			
Microsoft Excel XP	Block Copy to anywhere			
Microsoft Excel 2000 Microsoft Excel 97	Block Print			
	Block Print Screen			
	Block Copy content to anywhere			
	Block Transfer (Email, internet, etc)			
	Clear All Select All			
	Others			
Mauralla	Protect First Draft			
Move up	Launch dient process as Application Rights			
Move Down	in the second seco			

P.S. When Protect First Draft is enabled for an application (e.g. Excel). ONLY Protected application can be launched. In this example, that means users cannot launch non-Protected Excel. If users try to launch it, Curtain e-locker will automatically stop the application. For non-Protected Excel files, users must copy them to Protected Zone before opening them. Users can copy them to Protected Zone by Copy-and-Paste or Drag-and-Drop.

6.2 - Online/Offline Protection

Online/Offline Protection is a feature to control how users use downloaded sensitive information.

The major purpose of this function:

- Do not want downloaded sensitive information can be used when the desktop/notebook is out of the company (it means the desktop/notebook cannot connect with Curtain Admin)

Steps to enable Online/Offline Protection:

1. In Curtain Admin, select a Policy Group and right-click to select "Properties".



2. In "System Policy" tab, there are three options under Online/Offline Mode.

"Workstations must be online" - When this option is selected, Curtain Client CANNOT be launched if it cannot connect with Curtain Admin.

"Workstations must be online within [] hours" - When this option is selected, Curtain Client CANNOT be launched if it disconnected with Curtain Admin for a specified period of time.

"Workstations can be used in offline mode" - When this option is selected, Curtain Client can be launched no matter it can or cannot connect with Curtain Admin.

otebook	
Settings	System Policy Applications
System	
\checkmark	Don't send decryption key information to workstation
	This workstation is disjoint
Online/	Offline Mode
Online/	Offline Mode
Online/	Offline Mode Workstations must be online Workstations must be online within 2 hours
Online/	Offline Mode Workstations must be online Workstations must be online within 2 hours

6.3 - Housekeeping

Housekeeping is a feature for clearing up files in Local Protected Directory.

There are 2 main purposes of this function:

- Do not want users to keep files in Local Protected Directory forever.
- Clean up cache and temporary files in Local Protected Directory, in order to free up disk space.

Steps to enable Housekeeping:

1. In Curtain Admin, select a Policy Group and right-click to select "Properties".



2. Select the Rules to clean up files in Local Protected Directory, and then click OK button to confirm.

Housekeep	ina			
S	Clear the wh	ole local protected directory	Clear temp fo	lder in local protected directory
	 Startup Weekly 	Sun Mon TueWed Thu Fri Sat	 Startup Weekly 	Sun MonTue Wed Thu Fri Sat

"Clear the whole local protected directory" - If this option is selected, all files in Local Protected Directory will be deleted.

"Clear temp folder in local protected directory" - If this option is selected, all temporary files in Local Protected Directory will be deleted.

"Startup" - If this option is selected, housekeeping will be done every time when user's workstation startup.

"Weekly" - If this option is selected, housekeeping will be done when user's workstation startup on the selected day(s).

If housekeeping is enabled, users will be prompted every time when Curtain Client is launched.



6.4 - Screen Capture Protection

Curtain e-locker handles Print-screen or Capture-screen software in a smart way.

- Only window of sensitive data is dimmed
- Users still enjoy the convenience of screen-capture for non-sensitive data
- Screen-dump software is also blocked



6.5 - Smart Copy-and-Paste Control

Curtain e-locker handles Copy and Paste in a smart way.

- Copy and Paste in between documents in Protected Zone is allowed,
- Copy data from non-Protected Zone to Protected Zone is allowed,
- However, copy data from Protected Zone to non-Protected Zone is prohibited.

It does not affect normal operations, while security is maintained. Curtain e-locker makes a good balance between convenience and security.

6.6 - Secure Print-to-PDF

Secure "Print-to-PDF" is a feature to allow users to convert sensitive documents to PDF format in a secure way.

The major purpose of this function:

- Users can convert sensitive documents to PDF format by using the function of Print-to-PDF. However, the PDF file can be only saved to Protected Zone. It makes a good balance on convenience and security. Users can generate PDF files, but data still cannot be leaked out of the company through this channel.

Example: Allow users to convert Protected Word documents to PDF format

If administrators allow a user to convert Protected Word documents (i.e. Word documents in Protected Zone) to PDF format, administrators should allow the user to print Word document first. Then the user can print Word documents in Protected Zone to PDF format by Print-to-PDF. All generated PDF files can be only saved to Protected Zone.

Application	Block Save Ar	Block Transfer	Block Print	Fore A	
Warnact Ward	DIOCK Save As	Vaa	Vee	TOIC	
V Notepad	1141 1141	Yes	Yes		
crosoft Word			2000		
Version	Access	s righ <mark>t</mark> s			
Available Versions	B	ock Save As			
Microsoft Word 2007 Microsoft Word 2003 Microsoft Word XP Microsoft Word 2000 Microsoft Word 97		Force Save to Pro Block Copy to any ock Print ock Print Screen	otected Zones ywhere		
	♥ Bla ♥ Bla C Others	ock Copy content b ock Transfer (Email lear All Sek	o anywhere , internet, etc) ect All		
Move Up Move Down	Pr Laune	otect First Draft ch dient process as	Application R	lights	

<u>N</u> ame:	Adobe PDF		▼ Prop	perties
Status: Type: Where: Comment:	Idle Adobe PDF Converter ProDir		Fin <u>d</u> P Print to	rinter file duple <u>x</u>
Page range All Curr <u>e</u> nt p Pages: Enter page r separated b	Dage OSelection Dumbers and/or page ranges y commas. For example, 1,3,5–1:	Copies Number of <u>c</u> opies:	I V Co	↓
Print <u>w</u> hat: P <u>r</u> int:	Document All pages in range	Zoom Pages per sheet: Scale to paper size:	1 page No Scaling	•

Convert documents to PDF format by Print-to-PDF

6.7 - Secure File Sharing

In general, there are three scenarios:

(1) user is authorized to share non-encrypted files with others.

(2) user is authorized to share encrypted files with others. But the files can be only decrypted in Protected Zone.

(3) user is authorized to share password-encrypted files with others. The files can be decrypted anywhere with entering correct password.

Scenario 1:

If a user is allowed to Save Anywhere/Send/Copy File to Anywhere, the user can share non-encrypted files (plaint files) with others. Since the files are not encrypted, users can use the files without Curtain Protection. The major difference between Save Anywhere/Send/Copy File to Anywhere is that Curtain can keep log for Send/Copy File to Anywhere. However, there is no log for Save Anywhere.

Cur	tain e-locker
1	Save As (In Protected Zones)
¢	Save Anywhere
ĸ	Send
¢	Print
ĸ	Print Screen
¢	Copy Content to Anywhere
ĸ	Copy File to Anywhere

Scenario 2:

If a user is allowed to Encrypt Out (Decrypt in Curtain Only), the user can encrypt Protected files and share the encrypted files with others. When other users receive the files, their workstations must have Curtain Client (pointing to the same Curtain Admin) installed. The users can double-click the files to decrypt them. Files will be automatically decrypted to Local Protected Directory.

Steps to grant the right "Encrypt Out (Decrypt in Curtain Only)":

1. In Curtain Admin, select a Policy Group and right-click to select "Properties".

🖃 🎲 Policies (9)		
😽 Default Pol	licy (1)	
	signment (0)	
Notebook	Update Cli	ents
Finance (0	Set as defa	ult policy
🐪 Sales (0) 	Rename	
🔥 Coworksh	Delete	
🗤 🔨 External A	Properties	

2. Click "Copy Options" button, select the second option as below and click OK to confirm.

Copy Options	×
Allow to copy encrypted files from the Protected Zones to anywhere (the encrypted files can be decrypted anywhere)	
Allow to copy encrypted files from the Protected Zones to anywhere (the encrypted files can be decrypted in Curtain Protected Zo	ones only)
Allow copy sensitive documents to anywhere	
ОК Са	ncel

Steps to share encrypted files with others:

1. In Curtain Client, select a protected file and right-click to select "Encrypt to (Decrypt in Curtain only)". Then an encrypted file will be copied to destination.

PriceB	!- !	Open		5.6 24	MB KB	Microsoft Exce Microsoft Wor
₩1v4.doo 1300		Encrypt to (Decrypt anywhere)		25	KB VD	Microsoft Wor
8 02300		Encrypt to (Decrypt in Curtain only)	•		De	sktop
🔊 02300		Zip			Ma	il Recipient
🛃 ALLPA		Zip to PriceBook_Dec2009.xls.zip			Bro	owse

2. Send the encrypted file to others. Since the file is encrypted, the file is safe during transmission (e.g. USB flash drive or Email).



3. When user receives the file, the user simply double-clicks the file. It will be decrypted to Local Protected Directory.

Scenario 3:

If a user is allowed to Encrypt Out (Decrypt Anywhere), the user can encrypt Protected files with password and share the encrypted files with others. When other users receive the files, they can decrypt the files with entering correct password.

P.S. Curtain Client is not needed for the decryption. After the files are successfully decrypted to plaint files, Curtain will not protect the plaint files anymore.

Steps to grant the right "Encrypt Out (Decrypt Anywhere)":

1. In Curtain Admin, select a Policy Group and right-click to select "Properties"

2. Click "Copy Options" button, select the first option as below and click OK to confirm.

Copy Options	×
Allow to copy encrypted hies from the Protected Zones to anywhere (the encrypted hies can be decrypted anywhere)	Protected Zones only)
Allow copy sensitive documents to anywhere	
ок	Cancel

Steps to share password-encrypted files with others:

1. In Curtain Client, select a protected file and right-click to select "Encrypt to (Decrypt Anywhere)".

2. Set Password and click OK. Then an encrypted file will be copied to destination.

Create new password	—
CURTAIN	Secured e-locker in workstation
Please enter a pa	ssword to protect your files.
New Password:	
Repeat Password:	
	DK Cancel

3. Send the password-encrypted file to others. Since the file is encrypted, the file is safe during transmission (e.g. USB flash drive or Email).



4. When user receives the file, the user simply double-clicks the file. After user enters correct password, the file will be decrypted to Desktop.

6.8 - Patch Management

Administrators can download the latest patches from our website and apply the patches in Curtain Admin. Then all the Curtain Clients will be updated accordingly. There is no need to apply patches to users' workstations one by one.

Procedures of applying patch:

1. Click "Update Patch" button or select "File > Client Patches" in Curtain Admin



2. Click "New Patch..." button to insert the patch. Then Curtain Clients will be updated when they connect to Curtain Admin next time.

version	
3.8.3264.0	
3.8.3263.4	
3.8.3263.2	
3.8.3263.1	
3.8.3263.0	
3.8.3260.0	

6.9 - Audit Trail

Yes, Curtain e-locker has system log. We call it "Audit Trail".

Steps to view Audit Trail: 1. In Curtain Policy Server, launch Curtain Admin.

2. Click "Audit Trail" button in the Toolbar OR select "File >Audit Trail" in the menu. Then "Audit Trail" window will be shown.

earching Crite	eria					
From:	1/ 9/2008			Users:		Advanced
To:	10/ 9/2008			Workstations:		Clear
Konworden	10/ 5/2000			Events:	-	
Keywords:						<u>S</u> earch
Files:					Succes	s entries only
esults						
esults		llerer	Wedee.	E. and	Dend	Duración
Date/Time		User	Worksta	Event	Result	Description
Date/Time	-10 14:26:22	User kelvinc	Worksta kelvin-Vista	Event Launch	Result Success	Description
esults Date/Time 2008-09	-10 14:26:22 -08 14:23:32	User kelvinc kelvinc	Worksta kelvin-Vista kelvin-Vista	Event Launch Copy Out	Result Success Success	Description Launch file [Z:\Sales & Marketing Dept\Proposal { Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sa
esults Date/Time 2008-09 2008-09 2008-09	-10 14:26:22 -08 14:23:32 -08 14:23:24	User kelvinc kelvinc kelvinc	Worksta kelvin-Vista kelvin-Vista kelvin-Vista	Event Launch Copy Out Copy Out	Result Success Success Success	Description Launch file [Z:\Sales & Marketing Dept\Proposal { Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sa
esults Date/Time 2008-09 2008-09 2008-09 2008-09 2008-09	-10 14:26:22 -08 14:23:32 -08 14:23:24 -08 14:17:59 -08 14:17:30	User kelvinc kelvinc kelvinc kelvinc	Worksta kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista	Event Launch Copy Out Copy Out Copy Out	Result Success Success Success Success	Description Launch file [Z:\Sales & Marketing Dept\Proposal { Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Rename file [Z:\Sales & Marketing Dept\P
esults Date/Time 2008-09 2008-09 2008-09 2008-09 2008-09 2008-09 2008-09 2008-09 2008-09 2008-09	-10 14:26:22 -08 14:23:32 -08 14:23:24 -08 14:17:59 -08 14:17:30 -08 14:17:20	User kelvinc kelvinc kelvinc kelvinc kelvinc	Worksta kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista	Event Launch Copy Out Copy Out Copy Out Local Rename	Result Success Success Success Success Success Success	Description Launch file [Z:\Sales & Marketing Dept\Proposal { Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Rename file [Z:\Sales & Marketing Dept\Brochure Rename file [Z:\Sales & Marketing Dept\Brochure
esults Date/Time 2008-09 20	-10 14:26:22 -08 14:23:32 -08 14:23:24 -08 14:17:59 -08 14:17:30 -08 14:17:20 -08 14:17:12	User kelvinc kelvinc kelvinc kelvinc kelvinc kelvinc	Worksta kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista	Event Launch Copy Out Copy Out Copy Out Local Rename Local Rename	Result Success Success Success Success Success Success Success	Description Launch file [Z:\Sales & Marketing Dept\Proposal { Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Rename file [Z:\Sales & Marketing Dept\Brochure Rename file [Z:\
esults Date/Time 2008-09 20	-10 14:26:22 -08 14:23:32 -08 14:23:24 -08 14:17:59 -08 14:17:30 -08 14:17:20 -08 14:17:12 -08 14:16:39	User kelvinc kelvinc kelvinc kelvinc kelvinc kelvinc kelvinc	Worksta kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista	Event Launch Copy Out Copy Out Copy Out Local Rename Local Rename Local Rename Local Copy	Result Success Success Success Success Success Success Success Success	Description Launch file [Z:\Sales & Marketing Dept\Proposal { Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Rename file [Z:\Sales & Marketing Dept\Brochure Rename file [Z:\Sales & Marketing Dept\Brochure Copy file [Z:\Sales & Marketing Dept\Brochure Copy file [C:\Users\kelvinc\Desktop\Interarated
esults Date/Time 2008-09 20	-10 14:26:22 -08 14:23:32 -08 14:23:24 -08 14:17:59 -08 14:17:30 -08 14:17:20 -08 14:17:12 -08 14:16:39 -08 14:16:39	User kelvinc kelvinc kelvinc kelvinc kelvinc kelvinc kelvinc kelvinc	Worksta kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista	Event Launch Copy Out Copy Out Local Rename Local Rename Local Rename Local Copy Local Copy	Result Success Success Success Success Success Success Success Success Success	Description Launch file [Z:\Sales & Marketing Dept\Proposal { Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Rename file [Z:\Sales & Marketing Dept\Brochure Rename file [Z:\Sales & Marketing Dept\Brochure Copy file [C:\Users\kelvinc\Desktop\Integrated Copy file [C:\Users\kelvinc\Desktop\Integrated E
esults Date/Time 2008-09 20	-10 14:26:22 -08 14:23:32 -08 14:23:24 -08 14:17:59 -08 14:17:30 -08 14:17:20 -08 14:17:12 -08 14:16:39 -08 14:16:39 -08 11:50:01	User kelvinc kelvinc kelvinc kelvinc kelvinc kelvinc kelvinc kelvinc kelvinc	Worksta kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista kelvin-Vista	Event Launch Copy Out Copy Out Local Rename Local Rename Local Rename Local Copy Local Copy Local Copy	Result Success Success Success Success Success Success Success Success Success Success	Description Launch file [Z:\Sales & Marketing Dept\Proposal { Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Copy file [Z:\Sales & Marketing Dept\PowerPoint Rename file [Z:\Sales & Marketing Dept\Brochure Rename file [Z:\Sales & Marketing Dept\Brochure Rename file [Z:\Sales & Marketing Dept\Brochure Copy file [C:\Users\kelvinc\Desktop\Integrated Copy file [C:\Users\kelvinc\Desktop\Integrated E Copy file [Z:\R&D Dept\Documents\Manual\Micro +