

WWPass Personal Secure Storage Windows User Guide

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Introduction

Thank you for using Personal Secure Storage (PSS), a service that allows secure storage and retrieval of confidential electronic information via the WWPass infrastructure. This document will guide you through the use of PSS.

Supported Operating Systems

PSS is supported on the following operating systems:

- Windows XP
- Windows Vista
- Windows 7

Starting PSS

1. Run PSS in one of the following ways:
 - Using the programs list in the Start menu
 - Double-click on the desktop icon (if available)
 - Click on the Quick Launch icon (if available)
2. Authenticate by presenting your PassKey and entering your access code.

Note: any time you authenticate in PSS, do not remove your PassKey before the authentication is complete.

Files, Folders and Vaults

There are three types of "objects" in PSS: Files, Folders and Vaults:

- As in Windows, a File is an elementary object or block of data. When stored using PSS, the File's content is encrypted, fragmented and then dispersed through the WWPass global infrastructure.
- Again just as in Windows, Folders contain Files and sub-Folders.
- A Vault is an electronic storage container, which holds all Files and Folders belonging to a particular user. Folders can only be created within Vaults.

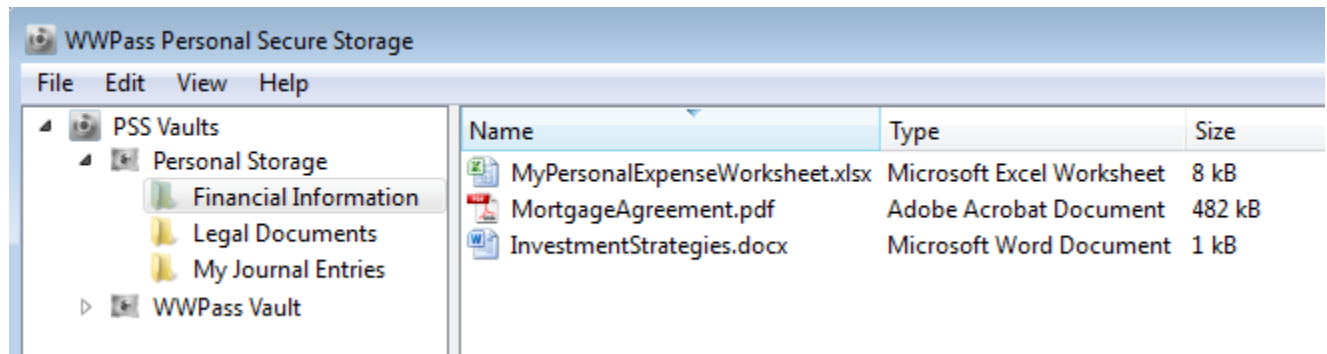
When you run PSS for the first time you will notice one vault with 100 MB of storage labeled "WWPass Vault". This is the default storage container and is provided at no cost. Should you require additional storage, you must contact your PSS Vendor. Only this vendor can increase your default storage capacity or provide you with tickets to add additional vaults. The process is described in the section "Create a new Vault" shown below. Files and Folders can be stored only within existing Vaults. Each Vault can contain an unlimited number of Files and Folders, although your vendor may limit your storage size by defining a capacity for your Vaults. Check with your Vendor for storage limitations.

Navigation in PSS

The left panel of the main PSS window shows your Vaults sorted by name, while the right panel

shows contents. You can click on the "View" tab at the top of the page and select your preference for viewing either "Icons" or "Details".

By clicking on a Vault or Folder in the left panel, the selected item's contents will be displayed in the right panel. You can also double-click on objects (a Vault or Folder) in the right panel to display that object's contents. In this respect, navigation within PSS works much like Windows Explorer.



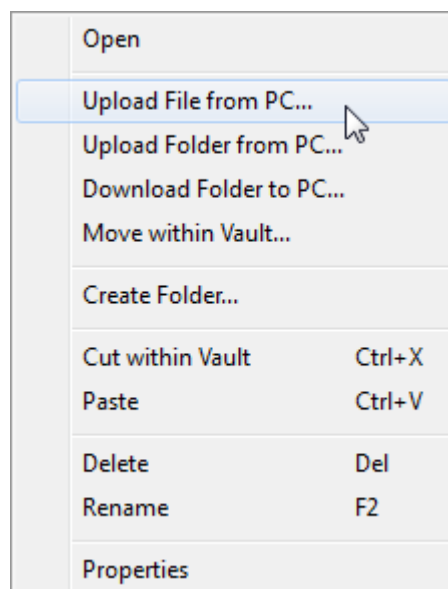
Move Files or Folders between PSS and your PC

Moving Files or Folders may take some time.

Upload a File from your PC

To upload a File from your PC:

1. Open the PSS destination Folder, in which you want to store the uploaded File, by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on any empty space of the right panel of the PSS window and choose the "Upload File from PC..." option. Alternatively, you can click on the "File" tab at the top of the page and select the "Upload File from PC..." option.



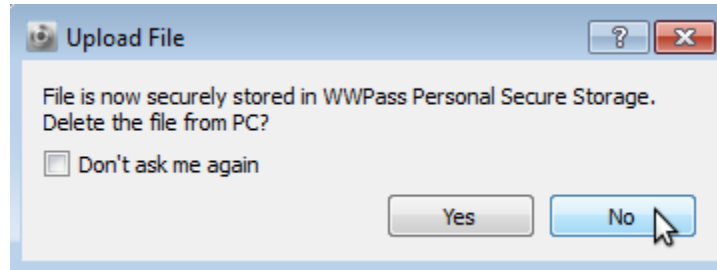
3. Navigate to the desired File in the window presented and click "Open".

Alternatively, you can drag the File from your PC and drop it in the PSS window.

4. If the File with the same name already exists in the destination PSS Folder, you may choose to overwrite it or to cancel the upload. You can check the "Don't ask me again" box to save your choice for similar cases in the future.

When overwriting a File, PSS uploads the new File first; the old File is deleted only after successful uploading. Therefore, there must be sufficient space in the Vault for the both the new and old Files to temporarily co-exist. If you do not have enough free space to temporarily store the new File, delete the one to be overwritten first (for more information, see Delete a File or a Folder).

5. Next, you may choose to delete the File from your PC or not. You can check the "Don't ask me again" box to save your choice for similar cases in the future.



The selected File will be uploaded to PSS and shown in the right object panel.

Upload a Folder from your PC

To upload a Folder from your PC:

1. Open the PSS destination Folder, in which you want to store the uploaded Folder, by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on any empty space of the right panel of the PSS window and choose the "Upload Folder from PC..." option. Alternatively, you can click on the "File" tab at the top of the page and select the "Upload Folder from PC..." option.
3. Navigate to the desired Folder in the window presented and click "Choose".

Alternatively, you can drag the Folder from your PC and drop it in the PSS window.

4. If a Folder with the same name already exists in the PSS destination Folder, you may choose to overwrite it or to cancel the upload. If you overwrite the Folder, all the previous content will be lost. You can check the "Don't ask me again" box to save your choice for similar cases in the future.

When overwriting a Folder, PSS uploads the new Folder first; the old Folder is deleted only after successful uploading. Therefore, there must be sufficient space in the Vault for the both the new and old Folders to temporarily co-exist. If you do not have enough free space to temporarily store the new Folder, delete the one to be overwritten first (for more information, see Delete a File or a Folder).

5. Next, you may choose to delete the Folder from your PC or not. You can check the "Don't ask me again" box to save your choice for similar cases in the future.

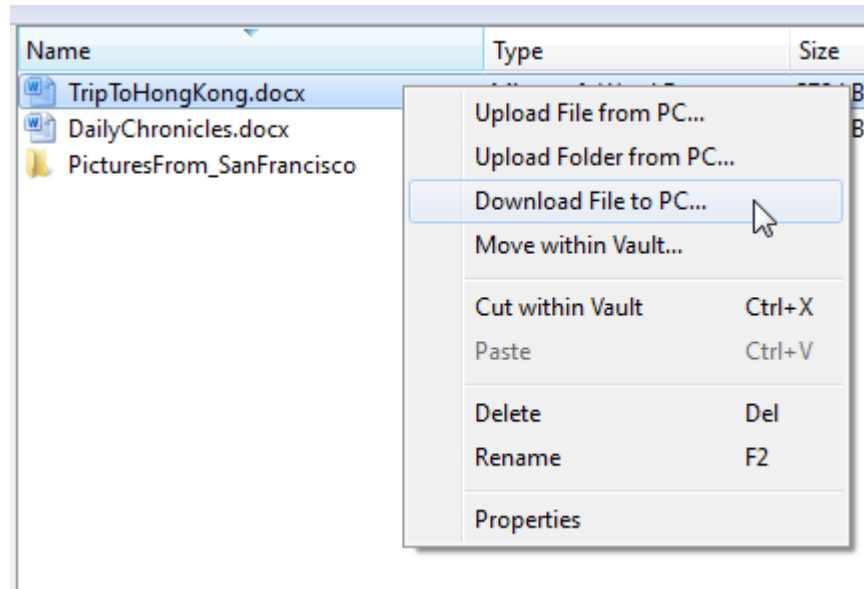
The selected Folder, along with all of its sub-folders and contents, will be uploaded to PSS and shown in the right panel and in the object tree in the left panel.

Download a File to your PC

To download a File from a Vault to your PC:

1. Open the PSS Folder that holds the File to be downloaded to your PC by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on the File in the right object panel and choose the "Download File to PC..." option. Alternatively, you can click the desired File in either panel, click on the "File" tab at

the top of the page and select the "Download File to PC..." option.



3. Navigate to the destination Folder in the window presented and click "Choose".

Alternatively, you can drag the File from the PSS window and drop it in the destination Folder on your PC.

4. If the File with the same name already exists in the destination Folder, you may choose to overwrite it or cancel the download. You can check the "Don't ask me again" box if you wish to save your choice for similar cases in the future.

5. Next, you may choose to delete the File from your PSS Vault or not. You can check the "Don't ask me again" box to save your choice for similar cases in the future.

The selected File will be downloaded into the destination Folder on your PC.

Download a Folder to your PC

To download a Folder from a Vault to your PC:

1. Open the PSS Folder or Vault, which holds the Folder to be downloaded to your PC, by clicking it in the left panel or double-clicking it in the right panel.

2. Right-click on the Folder in the right object panel and choose the "Download Folder to PC..." option. Alternatively, you can click the desired Folder in either panel, click on the "File" tab at the top of the page and select the "Download Folder to PC..." option.

3. Navigate to the destination Folder in the window presented and click "Choose".

Alternatively, you can drag the Folder from the PSS window and drop it in the destination Folder on your PC.

4. If the Folder with the same name already exists in the destination PSS Folder, you may choose to overwrite it or cancel the download. If you overwrite the Folder, all the previous content will be lost. You can check the "Don't ask me again" box to save your choice for similar cases in the future.

5. Next, you may choose to delete the Folder from your PSS Vault or not. You can check the "Don't ask me again" box to save your choice for similar cases in the future.

The selected Folder will be downloaded to the destination Folder on your PC.

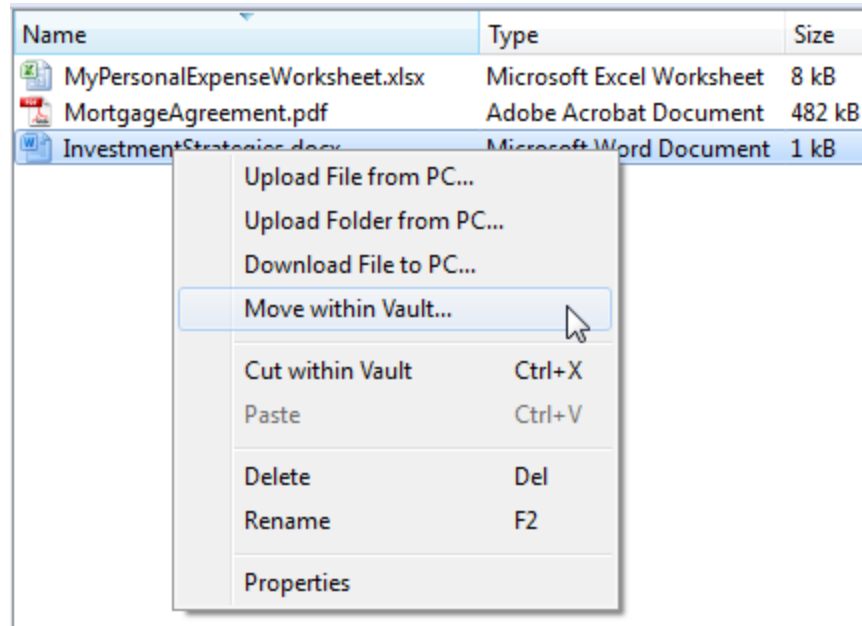
Move Files or Folders within Vault

There are several ways to move Files or Folders within PSS Vaults. You can "Move within Vault", "Cut" and "Paste", or drag and drop Files or Folders.

Move a File or a Folder within a Vault

To move a File or a Folder within a Vault:

1. Open the PSS Folder that holds the File or Folder to be moved by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on the File or Folder in the right object panel and choose the "Move within Vault..." option. Alternatively, you can click the desired File or Folder in either panel, click on the "File" tab at the top of the page and select the "Move within Vault..." option.



3. Navigate to the destination Folder in the window presented and select it. Confirm the operation by clicking "OK".

The selected File or Folder will be transferred into the destination Folder.

Cut and paste a File or a Folder within a Vault

To cut a File or a Folder and paste it into another Folder within a Vault:

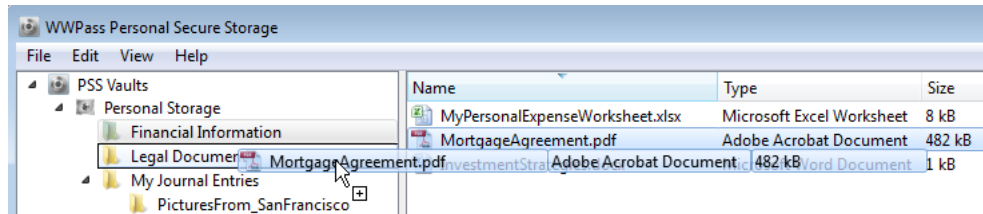
1. Open the PSS Folder that holds the File or Folder to be cut by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on the File or Folder in the right object panel and choose the "Cut within Vault" option. Alternatively, you can click the desired File or Folder in either panel, click on the "Edit" tab at the top of the page and select the "Cut within Vault" option, or you can click the desired File or Folder in either panel and press Ctrl+X.
3. Open the destination Folder by clicking it in the left panel or double-clicking it in the right panel.
4. Right-click on any empty space of the right object panel and choose the "Paste" option. Alternatively, you can click on the "Edit" tab at the top of the page and select the "Paste" option, or you can press Ctrl+V.

The selected File or Folder will be transferred into the destination Folder.

Drag and drop a File or a Folder within a Vault

To drag and drop a File or a Folder within a Vault:

1. Open the PSS Folder that holds the File or Folder to be moved by clicking it in the left panel or double-clicking it in the right panel.
2. Drag the File or Folder to be moved and drop it in the destination Folder in the left or right panel.



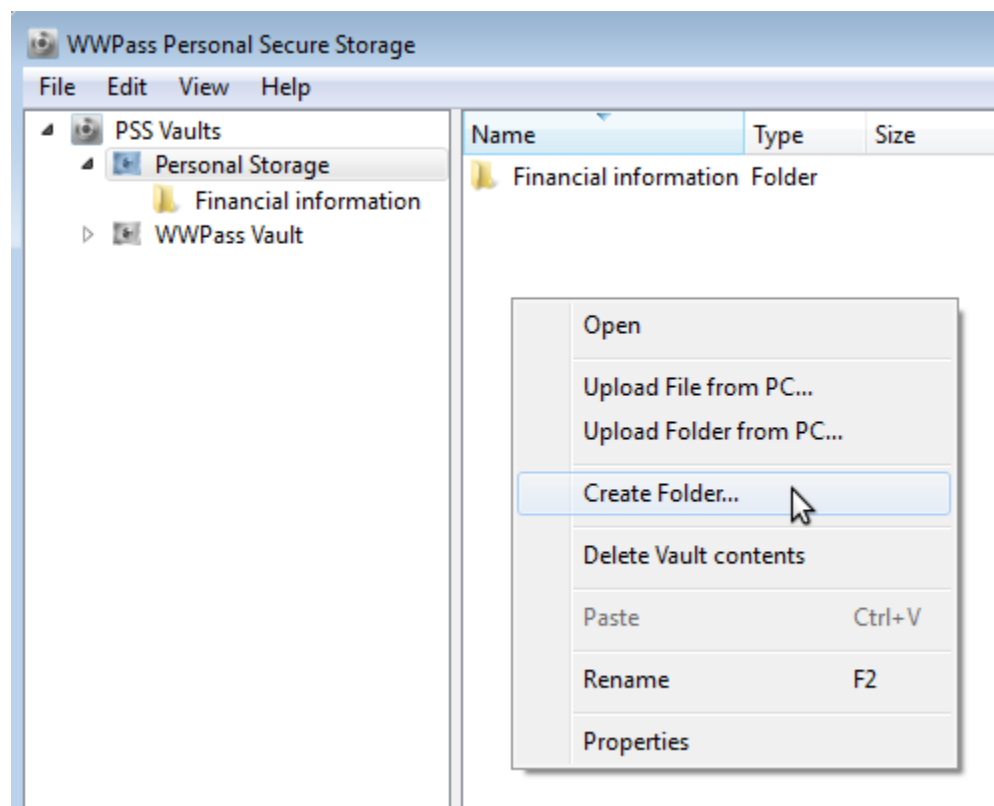
The selected File or Folder will be transferred into the destination Folder.

Create a new Folder

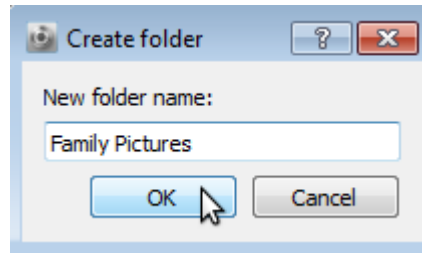
Folders can be created only within a Vault. Sub-Folders can only be created in a Folder which is contained in a Vault.

To create a new Folder:

1. Open the PSS Vault or Folder within a Vault, in which you want to create a new sub-Folder by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on any empty space of the right panel and choose the "Create Folder..." option. Alternatively, you can click on "File" tab at the top of the page and select the "Create Folder..." option.



3. Type the desired name of the new Folder in the dialog box and click "OK".



The Folder with the chosen name will be created and shown in the right object panel and in the object tree in the left panel.

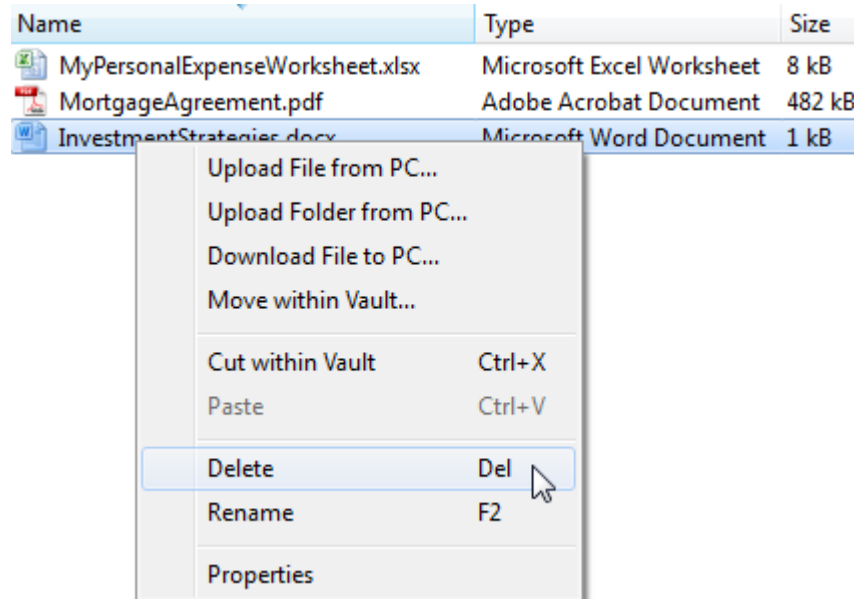
Delete Files or Folders

Delete a File or a Folder

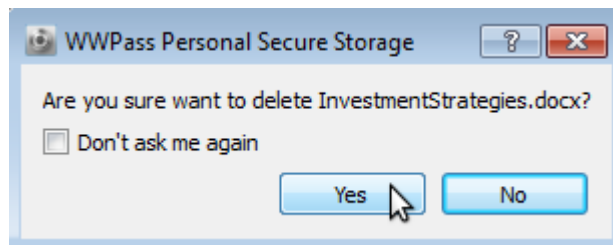
Warning, once this operation is complete, it is final! It is not possible to restore deleted data.

To delete a File or a Folder:

1. Open the PSS Folder that holds the File or Folder you want to delete by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on the File or Folder in the right object panel and choose the "Delete" option. Alternatively, you can click the desired File or Folder in either panel, click on the "Edit" tab at the top of the page and select the "Delete" option, or you can click the desired File or Folder in either panel and press Del.



3. In the window that appears next, PSS will ask you to confirm the action. You can check the "Don't ask me again" box to save your choice for similar cases in the future.
 - If you delete a file or an empty folder and check the "Don't ask me again" box, then in the future files and empty folders will be deleted without a confirmation prompt.
 - If you delete a non-empty folder and check the "Don't ask me again" box, then in the future non-empty folders will be deleted without a confirmation prompt.



4. Confirm the deletion of the File or Folder by clicking "Yes".

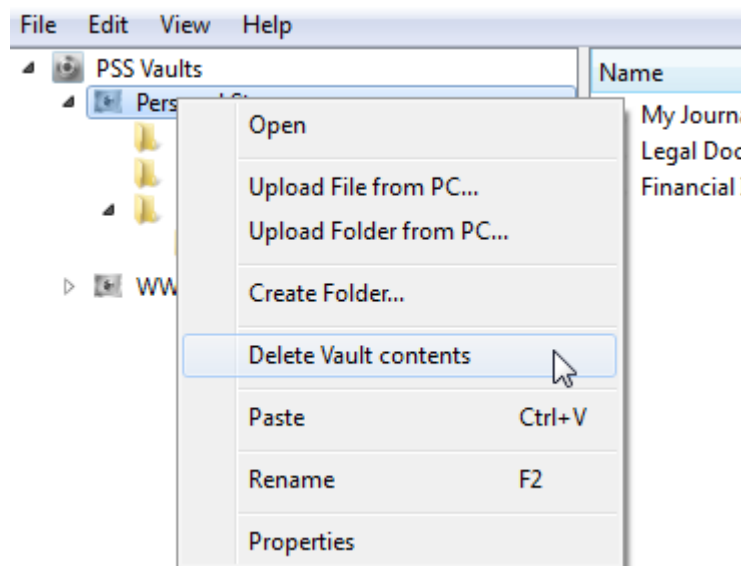
The selected File or Folder will be deleted.

Delete Vault's Contents

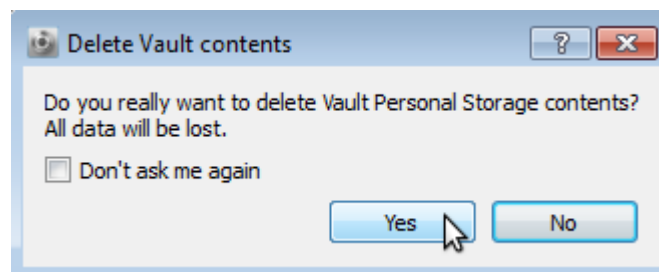
Warning, once this operation is complete, it is final! It is not possible to restore deleted data.

To delete the contents of a Vault:

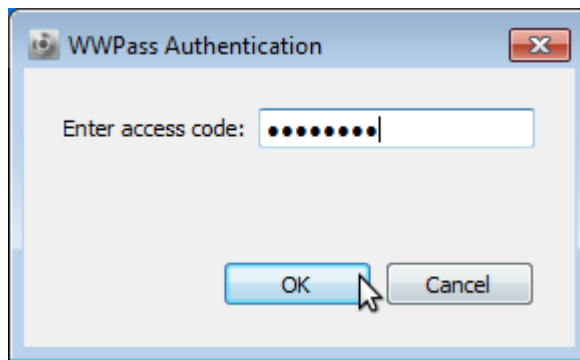
1. Click on the desired Vault in the left panel.
2. Right-click on the empty space in the right object panel and choose the "Delete Vault contents" option. Alternatively, you can click on the "File" tab at the top of the page and select the "Delete Vault contents" option.



3. Confirm the deletion of all the data stored in the Vault by clicking "Yes".



4. Enter your access code and click "OK".



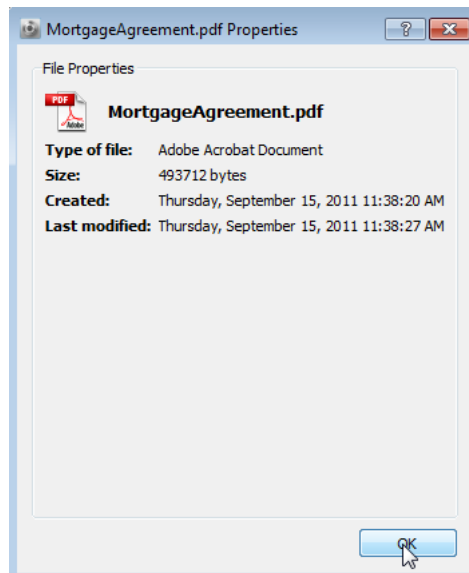
If the access code is entered correctly all the data stored in the selected Vault will be deleted.

View File, Folder or Vault Properties

View File or Folder Properties

To view File or Folder properties:

1. Open the PSS Folder that holds the desired File or Folder by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on the File or Folder in the right object panel and choose the "Properties" option. Alternatively, you can click on the object to select it, then click the "File" tab at the top of the page and select the "Properties" option.
3. In the window that appears next, the File or Folder name, the size in bytes (for Files), the creation date and the last modification date are shown.
4. Click "OK" to close the File or Folder Properties window.



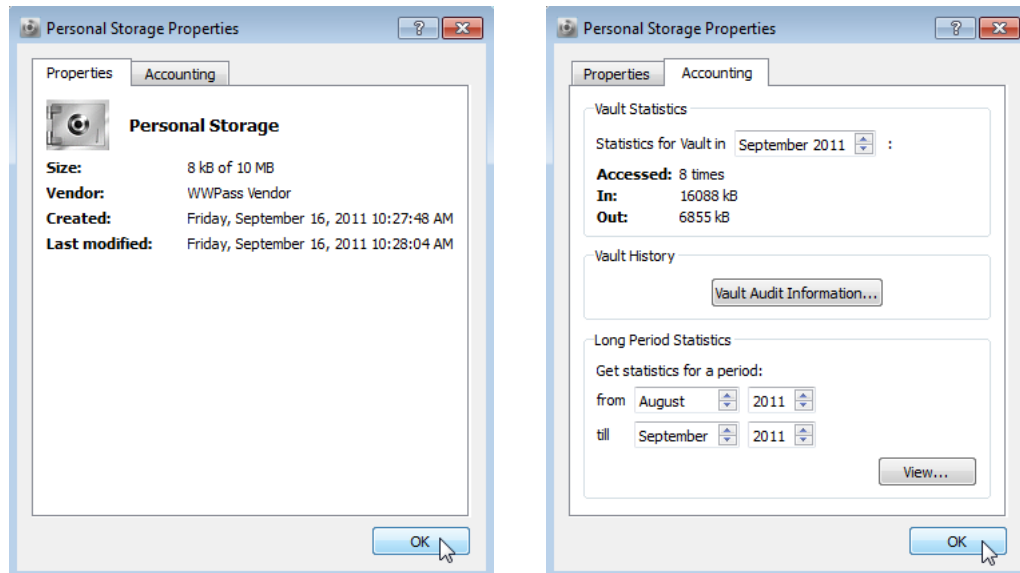
View Vault Properties

To view the properties of a Vault:

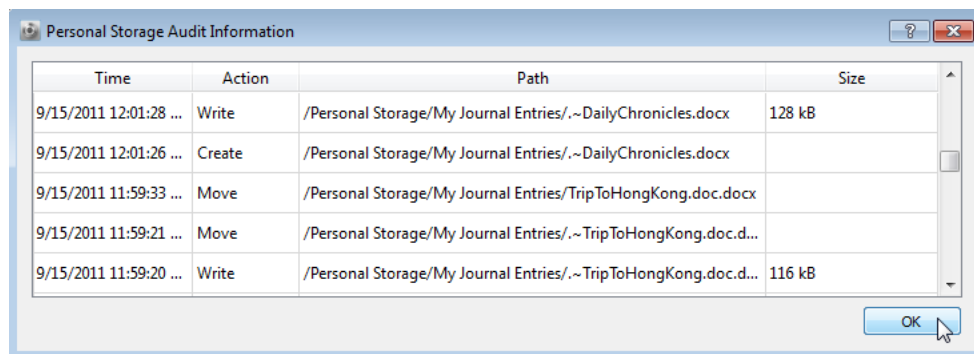
1. Click on the Vault in the left panel. Or open a root PSS Folder in the desired Vault by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on the empty space in the right object panel and choose the "Properties" option. Alternatively, you can click on the "File" tab at the top of the page and select the "Properties"

option.

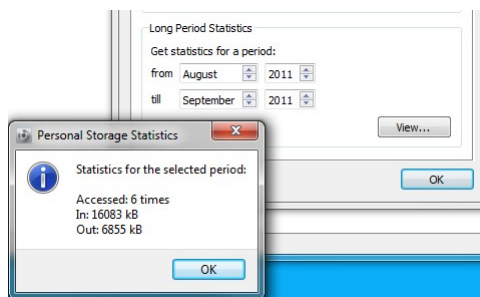
3. In the window that appears next, the following are shown: Vault name, current Vault size in kilobytes, Vault capacity in megabytes, Vendor name, creation date, last modification date. There is also an "Accounting" tab, which you can switch to by clicking it. The "Accounting" tab shows a Vault's statistics, history and long term statistics.



4. To review the historical activities of the Vault click on the "Vault Audit Information..." button. A window appears describing Vault activity sorted by date/time, with the newest activities appearing at the top.



5. For an accounting of access to the Vault click on the "View..." button in the lower left hand corner. Select the time period for which you would like to view access information. A window appears describing the number of times the Vault was accessed, and the number of kilobytes transferred in, and out of the Vault during the selected time period. Click "OK" when done viewing to close the Statistics window.



6. To close the Vault Properties window, click "OK".

Rename a File, Folder or Vault

Rename a File or Folder

To rename a File or Folder:

1. Open the PSS Folder that holds the File or Folder to be renamed by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on the File or Folder in the right object panel and choose the "Rename" option. Alternatively, you can click on the desired File or Folder in the right panel, click on the "Edit" tab at the top of the page and select the "Rename" option, or you can click the desired File or Folder in either panel and press F2.
3. Type new name of the File or Folder in the window presented and click "OK".

The selected File or Folder will be renamed.

Rename a Vault

To rename a Vault:

1. Open a root PSS Folder in the desired Vault by clicking it in the left panel or double-clicking it in the right panel.
2. Right-click on the empty space in the right object panel and choose the "Rename" option. Alternatively, you can click on the "Edit" tab at the top of the page and select the "Rename" option, or you can click the desired Vault in either panel and press F2.
3. Type new name of the Vault in the window presented and click "OK".

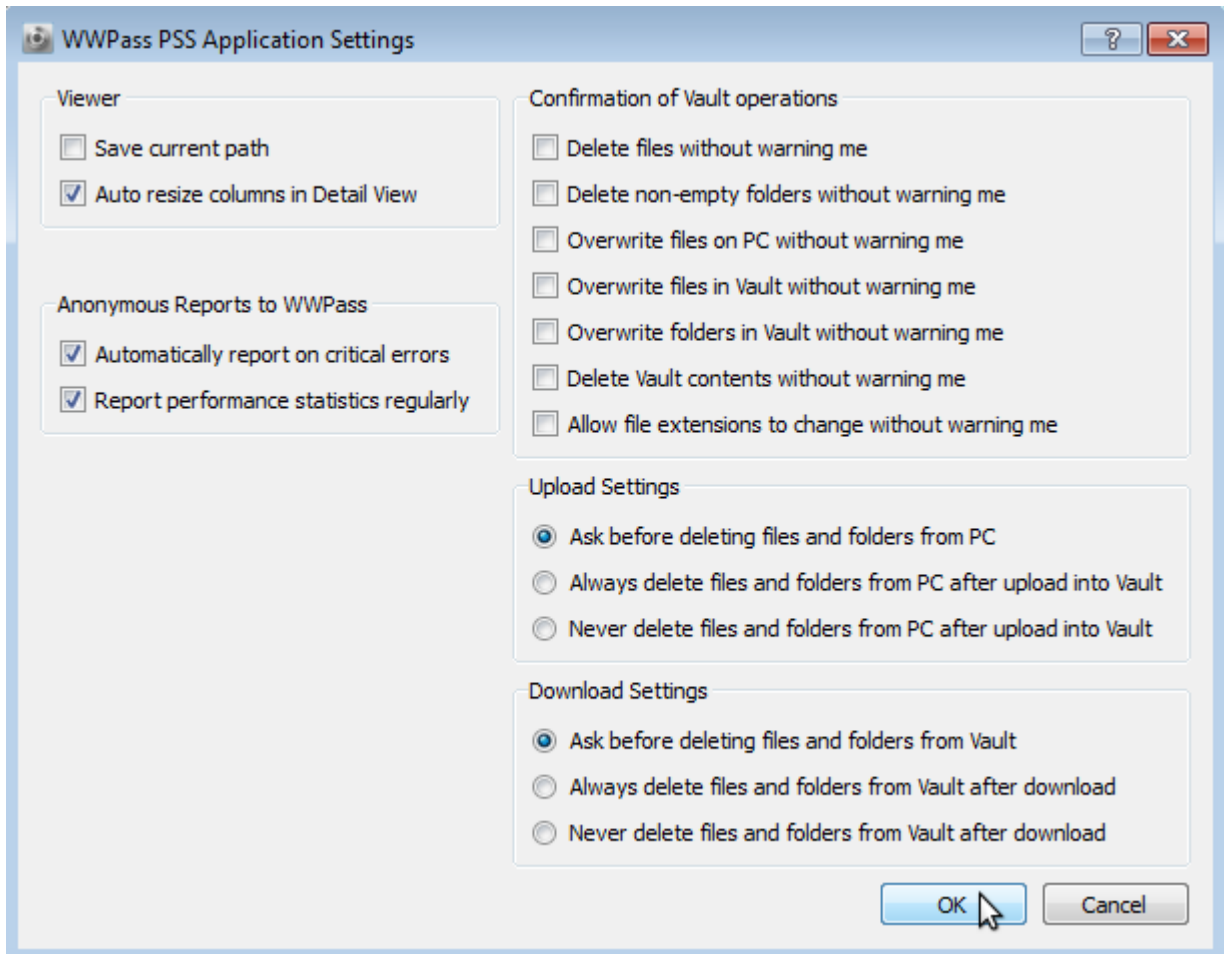
The selected Vault will be renamed.

PSS Settings

View or change PSS Settings

To view or change PSS Settings:

1. Click on the "File" tab at the top of the page and select the "Settings..." option.
2. In the window that appears next, the PSS Settings are shown. You can change any parameter you select.



3. To close the Settings window and save the changes, click "OK". To close the Settings window without saving the changes, click "Cancel".

In the Settings window you can see viewer, language, operation confirmation, upload and download settings.

Viewer settings

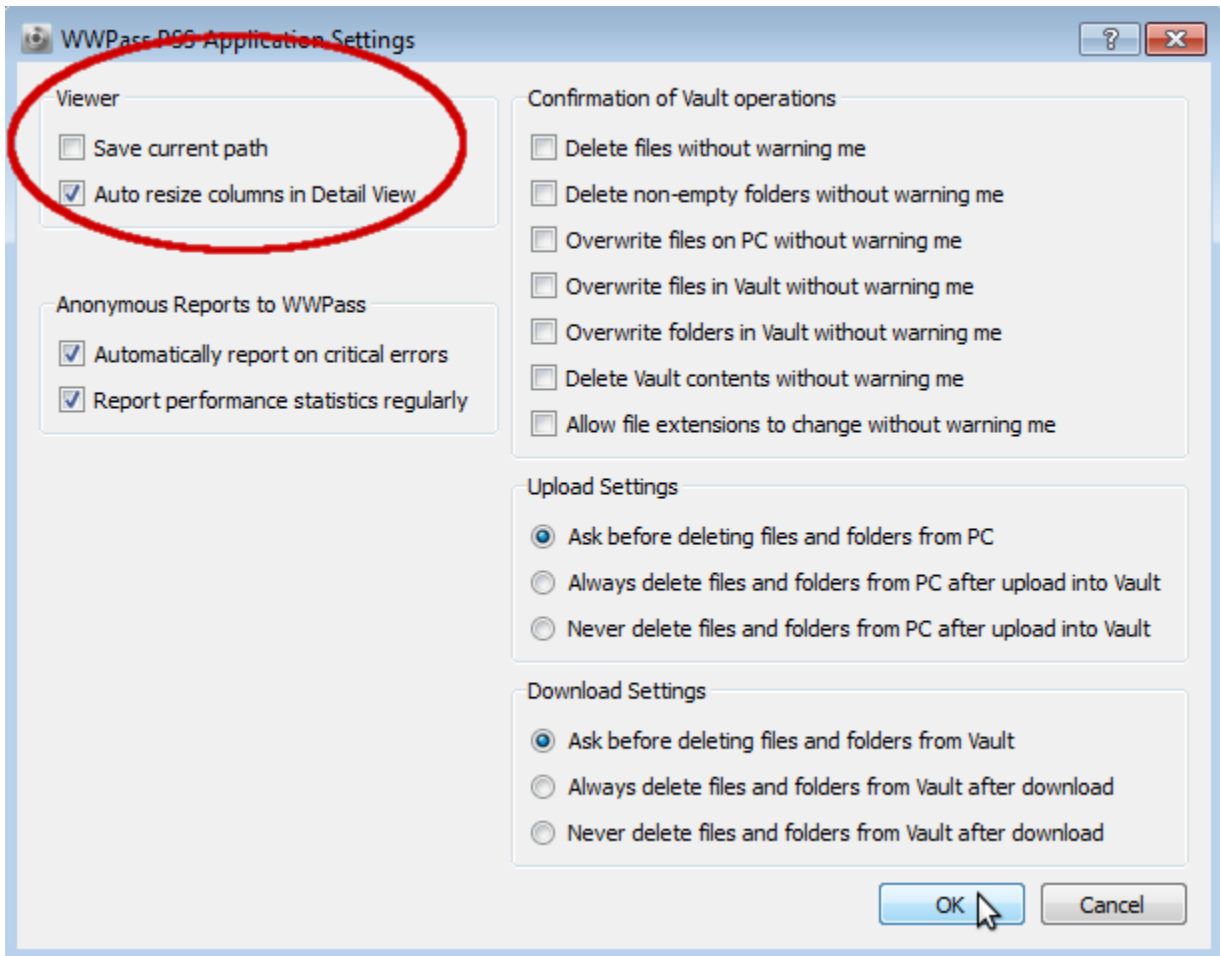
Viewer settings allow you to:

- tell PSS to remember the path to the last Folder you worked with. The next time you run PSS, it will open on the same Folder;
- auto resize columns in Detail View. If you resize columns manually, this option will be turned off. The last Detailed View setting will be saved between PSS sessions.

To view or change Viewer Settings:

1. Open the Settings window as described above.

2. In the window that appears next, the Viewer settings are shown. Set or delete the checkmarks in the "Save current path" and "Auto resize columns in Detail View" boxes by clicking on them.
3. To close the Settings window and save the changes, click "OK". To close the Settings window without saving the changes, click "Cancel".



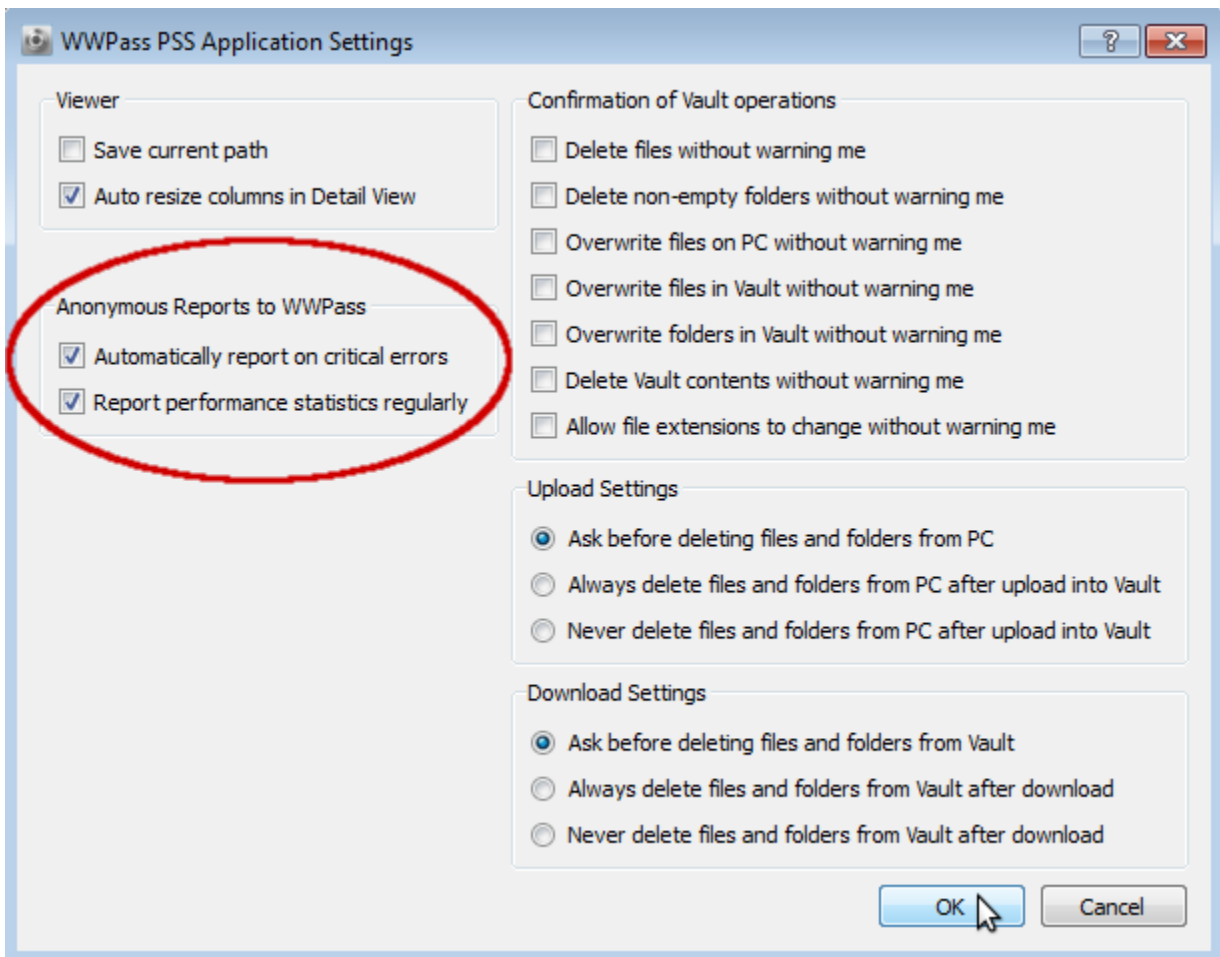
Anonymous Reports to WWPass

PSS can be configured to:

- Anonymously and automatically report critical errors to WWPass;
- Anonymously report performance statistics to WWPass.

To view or change the "Anonymous Reports to WWPass" Settings:

1. Open the Settings window as described above.
2. In the window that appears next, the "Anonymous Reports to WWPass" settings are shown. Set (recommended) or delete the checkmarks in the "Automatically report on critical errors" and "Report performance statistics regularly" boxes by clicking on them.
3. To close the Settings window and save the changes, click "OK". To close the Settings window without saving the changes, click "Cancel".



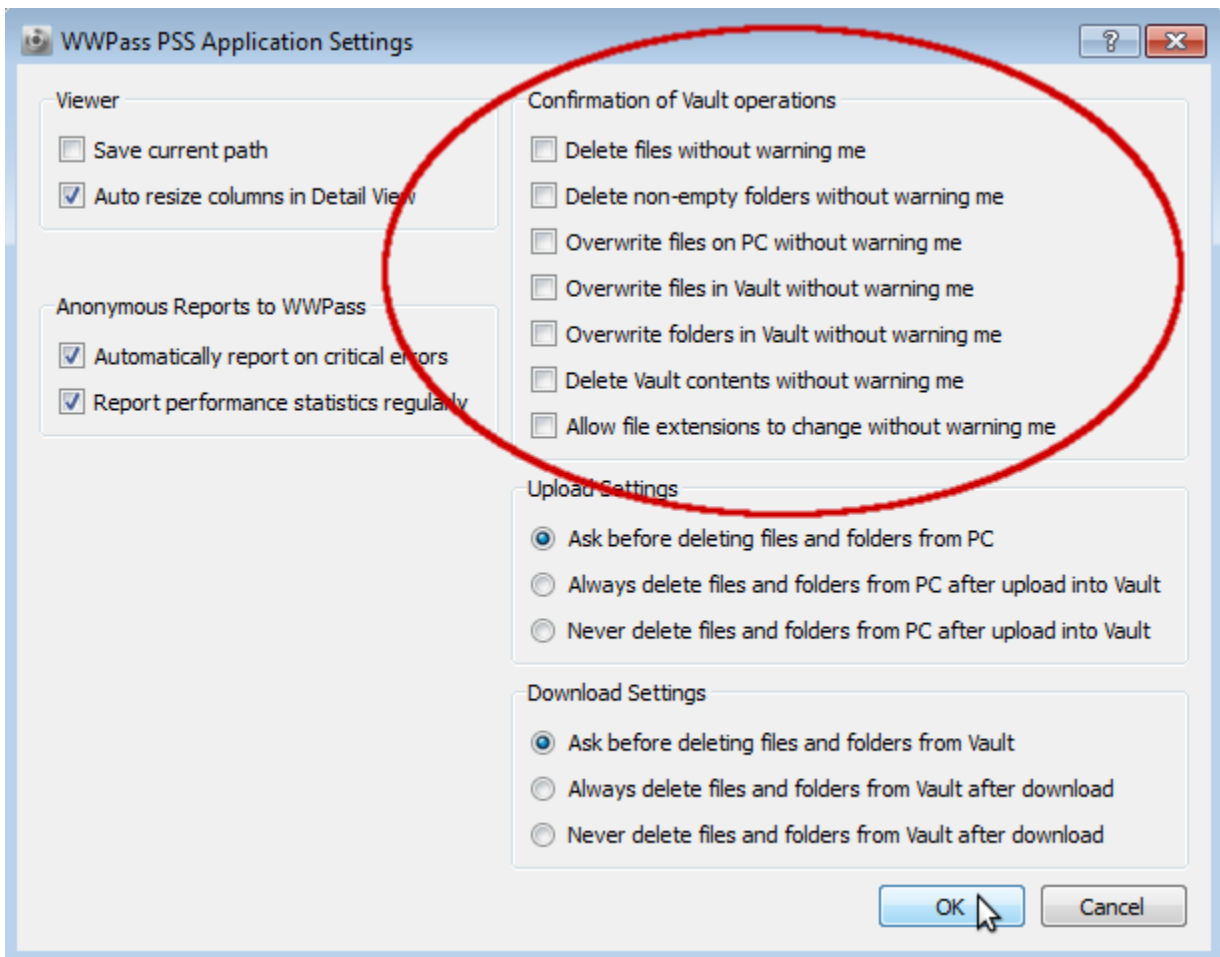
Confirmation of Vault Operations

PSS Settings allows you to choose which Vault operations require confirmation and which do not. Possible options are:

- Delete Files without warning me
- Delete non-empty Folders without warning me
- Overwrite Files on PC without warning me
- Overwrite Files in Vault without warning me
- Overwrite Folders in Vault without warning me
- Delete Vault contents without warning me
- Allow file extensions to change without warning me

To view or change Confirmation of Vault Operations settings:

1. Open the Settings window as described above.
2. In the window that appears next, the Confirmation of Vault Operations settings are shown. Set or delete the checkmarks in the required boxes by clicking on them.
3. To close the Settings window and save the changes, click "OK". To close the Settings window without saving the changes, click "Cancel".



Alternatively, you can check the "Don't ask me again" box in the confirmation request window displayed during relevant operations.

Upload Settings

Upload Settings allow you to choose between always or never deleting Files and Folders on your PC after they have been uploaded into a Vault. You may also select whether you would like PSS to ask for confirmation before making such deletions.

To view or change Upload Settings:

1. Open the Settings window as described above.
2. In the window that appears next, the Upload Settings are shown. Set the checkmark in any of the boxes - "Ask before deleting files and folders from PC", "Always delete files and folders from PC after upload into Vault" or "Never delete files and folders from PC after upload into Vault" - by clicking on it.
3. To close the Settings window and save the changes, click "OK". To close the Settings window without saving the changes, click "Cancel".

Alternatively, you can check the "Don't ask me again" box in the confirmation request window displayed during an upload operation.

Download Settings

Download Settings allow you to choose between always or never deleting Files and Folders from your Vault after they have been downloaded to your PC. You may also select whether you would like PSS to ask for confirmation before making such deletions.

To view or change Download Settings:

1. Open the Settings window as described above.
2. In the window that appears next, the Upload Settings are shown. Set the checkmark in any of the boxes - "Ask before deleting files and folders from Vault", "Always delete files and folders from Vault after download" or "Never delete files and folders from Vault after download" box by clicking on it.
3. To close the Settings window and save the changes, click "OK". To close the Settings window without saving the changes, click "Cancel".

Alternatively, you can check the "Don't ask me again" box in the confirmation request window displayed during a download operation.

PSS Support

View PSS Version

To view your PSS version number:

1. Click on the "Help" tab at the top of the page and select the "About" option.
2. In the window that appears next the PSS version number is shown.
3. Click on "OK" to close window.

View PSS Windows User Guide

To view the PSS Windows User Guide:

1. Click on the "Help" tab at the top of the page and select the "User Guide" option. Alternatively, you can press F1.
2. The presented browser window displays the PSS Windows User Guide.

Temporarily suspended Vaults

A Vendor may temporary suspend a Vault. Should one of your Vaults be temporarily suspended, you can still access it to read your data, but you will **not** be able to:

- add new Files or Folders
- move Files or Folders within PSS
- create Folders
- rename Files or Folders
- delete Files or Folders

Overfull Vaults

Should the amount of data stored in one of your Vaults exceed that Vault's specified capacity, you can still access it to read data, but you will **not** be able to:

- add new Files or Folders
- create Folders

Hot keys

A reference on the available hot keys:

Action	Key
User Guide	F1
Cut within Vault	Ctrl+X
Paste	Ctrl+V
Rename	F2
Delete	Del
Exit PSS	Alt+F4