



wwSafe

Version 2.1

User Guide

November 2014

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WWPass | 1155 Elm Street, Manchester, NH 03110 | Tel: +1.603.836.4932 or +1.888.997.2771 | www.wwpass.com

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Introduction

Welcome

This documentation covers using wwSafe from WWPass. It is written for Windows users of the wwSafe client.

wwSafe is a client/server collaboration tool that allows enterprise users to securely store and share confidential files in the cloud.

The files might be contracts, patents, legal documents, or intellectual property. They can be shared with individual users and with groups.

Files are kept safe in wwSafe Cabinets. These are designed to lock out data breaches.

Files can only be accessed by and shared with authorized users. To ensure that a user is authorized, they must authenticate their identity with a PassKey when they log into wwSafe. A PassKey is a cryptographic and anonymous authentication device from WWPass.

Authorized users can include internal users such as enterprise employees and external users such as clients who need to safely share information with an enterprise.

What makes wwSafe secure is WWPass encryption and authentication technology.

When users upload files to a wwSafe Cabinet, encryption is used for both file data and file metadata. The metadata includes file attributes such as date of creation and size plus authentication information needed for file access:

- File data is encrypted and stored in the cloud. Files are not seen by WWPass.
- File metadata is encrypted, fragmented, and dispersed in WWPass data centers around the globe so that there is no single point of vulnerability.

The only way users can reconstruct file metadata and access stored files is by authenticating with a PassKey.



How wwSafe Works

Each wwSafe user is assigned one or more Cabinets for storing files in wwSafe. Cabinets are the main storage unit. They can be thought of as virtual drives in the cloud.

You access your Cabinets via the wwSafe client, which lets you easily add files to wwSafe and share them with other users.

To manage and share files, you can use groups, folders, sharing, permissions, and audit features:

- **Files and folders.** You can [upload files](#) in any format to your wwSafe Cabinets. The files are encrypted and stored in the cloud. They can only be accessed with your PassKey. To organize files within a Cabinet, you [create folders](#) and subfolders. These descend from the Cabinet in a hierarchical folder tree. When you upload a file from your computer, you select which folder to add it to in wwSafe. Although files cannot be opened in wwSafe, you can download files to your computer and open them there. If you make changes to a file's content, you can upload the file again as a new revision. At the first login you have a certain number of default Cabinets which can vary from one user to another.

- **Sharing.** You can [share files](#) with other users by sharing the folders the files are stored in. A folder can be shared with individual users, one or more groups, or a combination of users and groups. A blue sharing symbol  indicates which folders you shared with other users. A yellow sharing symbol  indicates which folders were shared with you. To [see](#) which users and groups are sharing a folder, you can check the Folder Permissions list for that folder. Sharing can be [revoked](#) as needed for all users, an individual user, or a group.
- **Groups.** You can use [groups](#) in order to easily share the same content with multiple people such as colleagues in your department. For example, you might share project-related folders and their files with the Project Managers group. Groups are created by wwSafe Security Administrators. When you need a new group, send a request to a Security Administrator and provide the name to use for the group, a brief description of its purpose, and a list of the users to invite to the group. If the Security Administrator gives you Share and Modify Users permissions for the group, you can invite users to join.
- **Permissions.** These provide fine-grained access control for [shared folders](#) and [groups](#):
 - When you share a folder with a user or group, you can assign permissions for the folder. These determine what actions the user or group members can perform for the folder and its files. You might allow all sharing users to access folder content but only one sharing user to add files. Folder permissions are the same for all group members. To see permissions for a folder, check its [Folder Permissions list](#).
 - When you invite other users to join a group, you can assign permissions for the group. These determine what actions group members can perform for the group. You might allow all group members to see who belongs to a group but only one group member to invite users to join. Permissions can be different for each group member. The Group Member Permissions window shows the permissions of each group member.

You are the owner of each folder you create, and have all permissions for that folder. Before you leave an enterprise or change roles, you can assign [ownership](#) of your folders to other sharing users.

- **Audit trails.** These let you track the operations performed for [Cabinets](#), [folders](#) and [groups](#). Audit trails are shown in History windows that include operation name, name of the user who performed it, and date it was performed. You can track your own [login history](#) in the User History window.



Note: wwSafe Cabinets are created by wwSafe IT Managers using the wwSafe Management Utility. The amount of storage space in each Cabinet is determined by a wwSafe IT Manager.

wwSafe Documentation

Documentation	What It Covers	Who It's For	Where to Find It
Installation guide	Installation, configuration, and setup overview for wwSafe.	<ul style="list-style-type: none"> IT managers System administrators wwSafe Security Administrators wwSafe IT Managers 	Available in a PDF file from WWPass sales.
Help for wwSafe Management Utility	Setting up and managing wwSafe with the wwSafe Management Utility.	<ul style="list-style-type: none"> wwSafe Security Administrators wwSafe IT Managers 	Click Help link at top of Management Utility interface.
Help for wwSafe client	Using the wwSafe client and setup performed from the client.	<ul style="list-style-type: none"> wwSafe end users wwSafe Security Administrators wwSafe IT Managers 	Select User Guide from the Help menu at top of client interface or click F1.

Need assistance from your enterprise?

There are two types of administrative users who manage wwSafe – wwSafe Security Administrators and wwSafe IT Managers.

Contact a wwSafe Security Administrator when you need:

- A group for folder sharing.
- To add members to an existing group (you can add members if you have Share and Modify permissions)

Contact a wwSafe IT Manager when you need more storage space in one of your Cabinets.

Need assistance from WWPass?

If you encounter a problem with wwSafe or have a question, you can contact the WWPass Service Desk as follows:

Phone 1-888-WWPASS0 (+1-888-997-2770)

Email support@wwpass.com

Online [Support form](#)



Report a Problem from the Security Console

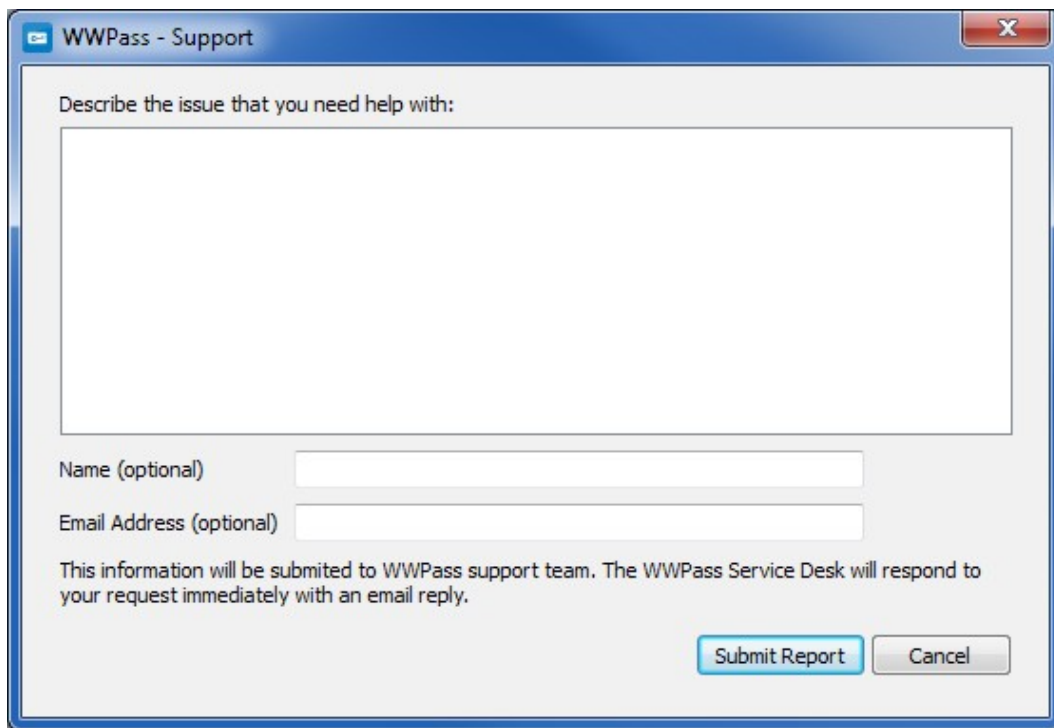
An easy way to report a problem is to email the Service Desk directly from the WWPass Security Console. This is installed on wwSafe client computers along with WWPass Security for Windows Desktop, the software pack needed to activate and authenticate with your PassKey from WWPass.

All WWPass logs available on the wwSafe client computer are automatically attached to the email.

Logs contain information that can help the Service Desk troubleshoot problems. They are located in C:\Users\username\AppData\Local\WWPass\wwpass.log and should not be changed before they are sent to the Service Desk.

To report a problem from the Security Console:

1. Click the mail button  in the upper-right corner of the Security Console.
2. In the Support window that opens, type a description of the problem you need help with. You can also type a question.
3. Enter the email address the Service Desk should reply to.
4. Click  to email your report along with logs on the wwSafe client computer.



The image shows a Windows-style dialog box titled "WWPass - Support". It has a blue title bar with a close button (X) in the top right corner. The main area of the dialog is light gray. At the top, it says "Describe the issue that you need help with:" followed by a large, empty text box for the user to type their problem. Below this text box are two input fields: "Name (optional)" and "Email Address (optional)". Below these fields is a line of text: "This information will be submitted to WWPass support team. The WWPass Service Desk will respond to your request immediately with an email reply." At the bottom right of the dialog are two buttons: "Submit Report" (highlighted in blue) and "Cancel" (grayed out).

Before you start using wwSafe

Requirements for the wwSafe Client

Requirement	Details
Operating system	<p>Computer with one of the following 32-bit or 64-bit operating systems:</p> <ul style="list-style-type: none"> • Microsoft Windows 7 • Microsoft Windows 8 • Mac OS X 10.8 or 10.9 • Ubuntu 14.04 LTS (Trusty Tahr) • Ubuntu 12.04 LTS (Precise Pangolin) <p>Minimum storage requirements for wwSafe are as follows:</p> <ul style="list-style-type: none"> • Windows – 50 MB • Mac – 80 MB • Ubuntu – 14 MB
Web browser	<p>A browser is needed to authenticate into wwSafe with PassKey and activate the PassKey.</p> <p>Supported browsers are:</p> <ul style="list-style-type: none"> • Microsoft Internet Explorer 9 and 10 (32-bit and 64-bit) (Windows only) • Mozilla Firefox 14 to current version • Google Chrome 20 to current version (Windows and Mac OS)
WWPass products	wwSafe client

Requirements for wwSafe Users


These requirements must be met for each wwSafe user – administrative and non-administrative.

Requirement	Details
User credentials	Ticket or one time login and password for registration. These are provided by wwSafe Security Administrator or WWPass cloud domain admin.
WWPass products	<p>A KeySet from WWPass.</p> <p>A KeySet includes the PassKey used for authenticating into wwSafe during login from the wwSafe client or Management Utility.</p>

Installation

Windows

Follow the steps below to install wwSafe in Windows.

1. Run the wwSafe Setup Wizard.
2. From the Welcome screen, click  to proceed. The installation begins.
3. When installation is complete, the Completed screen appears.



4. Click  to close the setup wizard.

Mac

Follow the steps below to install wwSafe in Mac.

1. Double-click the wwSafe Installer file (WWPassWWSafe_VersionNumber.dmg) from Downloads. The WWPASS wwSafe window opens.
2. Double-click the WWPASS wwSafe Installer icon. The WWPASS wwSafe Installer opens with a message about the installer package. Click Continue in the message.
3. From the installer's "Welcome" screen, click Continue to begin installing or updating the WWPASS wwSafe.
4. From the "Standard Install" screen, click Install to begin installing or updating wwSafe. Then click Continue Installation in the message that asks if you're sure you want to install the software now. Finally, enter your password and click Install Software. Installation proceeds.
5. When installation is finished, the "installation was successful" message appears.

Ubuntu

Follow the steps below to install wwSafe in Ubuntu.

1. Download the following file: **<http://packages.wwpass.com/wwpass.asc>**
2. Register the file wwpass.asc GPG key using this command:

sudo apt-key add wwpass.asc



Note: You can combine steps 1 and 2 using this command:

wget -q http://packages.wwpass.com/wwpass.asc -O- | sudo apt-key add -

3. Add the following string to **/etc/apt/sources.list**:
 - For Ubuntu 12.04 Precise Pangolin: **deb http://packages.wwpass.com precise main**
 - For Ubuntu 14.04 Trusty Tahr: **deb http://packages.wwpass.com trusty main**
4. Run **sudo apt-get update**.
5. Install wwSafe using this command:

sudo apt-get install wwsafe-client

Smart Start for using wwSafe

This Smart Start provides a suggested workflow for getting started with wwSafe. Once you are familiar with wwSafe features, you can use them in almost any order.

Before you begin

- [Activate](#) your WWPass KeySet, which includes the PassKey you need in order to log in and authenticate your identity with wwSafe. If a KeySet has not been provided yet, ask a system administrator or a wwSafe Security Administrator how to obtain a KeySet.
- Make sure the wwSafe client is installed on your Windows computer. The client can be installed with the wwSafe Setup Wizard. Depending on how software is installed at your organization, wwSafe might be automatically installed on your computer by a system administrator.

Smart Start

1. Present your PassKey

Present your PassKey to your computer. Your PassKey authenticates your identity when you log into wwSafe. It ensures that only you can access the files you store in wwSafe. If you remove your PassKey while wwSafe is running, you are automatically logged out. To continue using wwSafe, present your PassKey and log in again.

2. Start wwSafe

Start wwSafe from the Windows start menu, authenticate with your PassKey, and open the main wwSafe window. This contains your wwSafe Cabinets.

Note: The [first time](#) you run wwSafe, you specify which wwSafe server to connect to and register your PassKey with the server by entering the credentials provided by a wwSafe System Administrator. After you register, you can run wwSafe without these credentials.

3. Create folders

[Create folders](#) for storing and organizing files in wwSafe. You can create multiple folders and subfolders in each of your Cabinets. You can then add files to your folders and share the folders with users and groups.

4. Add files

[Upload files](#) from your computer or network to folders in wwSafe. Each time you upload the same file, you can create a new revision for the file. Each revision is given a sequential number and listed in the Revisions window.

5. Accept group invitations

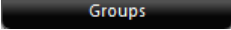
Accept or reject invitations to [join groups](#). Invitations are shown in the Notification pane of your wwSafe window.

Groups let you easily share the same content with multiple users. Group members can share folders with you and you can share folders with the group.

When you accept a group invitation, the group is added to the list of Groups in your Groups window. The user who invites you to the group gives you [permissions](#) that determine what actions you can perform for the group.

Groups are created by wwSafe Security Administrators. You can ask a wwSafe Security Administrator to create any groups you need. Also ask them to invite you to join the groups and give you Share and Modify permissions (the highest permissions level for groups) so that you can invite other users to join the group.





Tip: To see your groups and permissions, click the  button. Then double click the name of the group in the Groups window. If members and permissions are not shown when you click on a group, this means you have Share with Group permissions. This is the lowest level of group permissions.

6. Share folders

Share folders with one or more individual users, one or more groups, or a combination of users and groups. When you share a folder:

- An invitation to share is sent to the users and/or groups you select. If a user or group member accepts the invitation, the folder is added to their wwSafe window.
- You give a user or group permissions for the folder and its content. For example, you might allow all sharing users to view folder content but only one sharing user to add files. Sharing with individual users allows you to assign different folder permissions to different users. All members of a group have the same permissions.
- All files and subfolders contained in the folder are shared. Changes to folder content are also shared. For example, when a file or subfolder is added to the folder, all sharing users see the new file or subfolder. When a file is renamed, all sharing users see the new name.



Note: After at least one invitee accepts a folder sharing invitation from you, the shared folder is marked in your wwSafe window with a blue sharing symbol . It is marked in the window of the other user with a yellow sharing symbol .

7. Accept folder sharing invitations

Accept or reject invitations to [share folders](#). Invitations are shown in the Notification pane of your wwSafe window.

When you accept a folder sharing invitation, the folder is added to the Cabinet you select and is shown in your wwSafe window.

The user who invites you to share a folder gives you or your group [permissions](#) that determine what actions you can perform for the folder and its files.



Tip: To see your permissions for a folder, click on the folder and select Permissions from the Sharing menu.

Starting wwSafe

Overview

This topic provides an overview for running wwSafe.

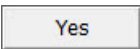
The main steps are to start the wwSafe client, connect to a wwSafe server, and authenticate your identity with your PassKey. The main wwSafe window then opens. This contains your wwSafe Cabinets with folders and files.

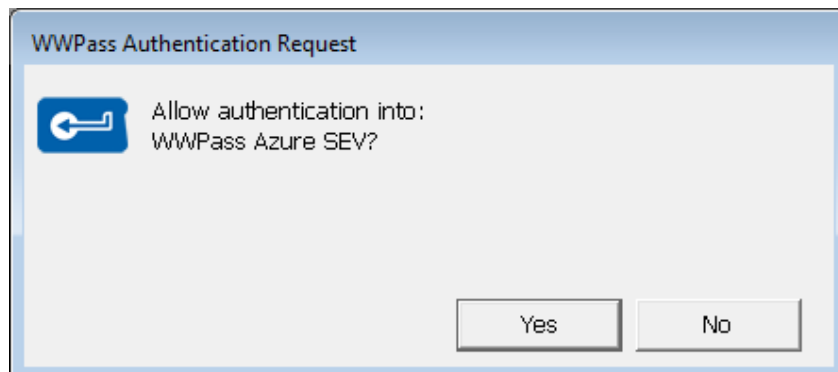
The first time you run wwSafe, you need to add a wwSafe server to your server list and register your PassKey with the server.

- Click [here](#) for the steps to add a wwSafe server and register with the server.
- Click [here](#) for the steps to connect to an existing wwSafe server.

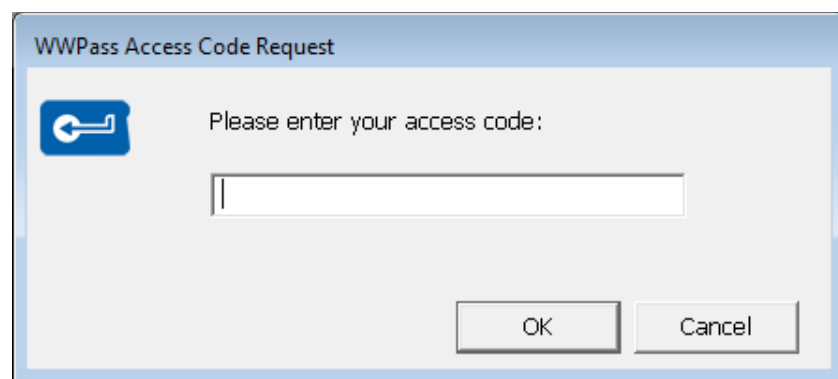
Present Your PassKey

In order to start and use wwSafe, you need to present your PassKey to your computer. Your PassKey authenticates your identity, ensuring only you can access your Cabinets and their content.

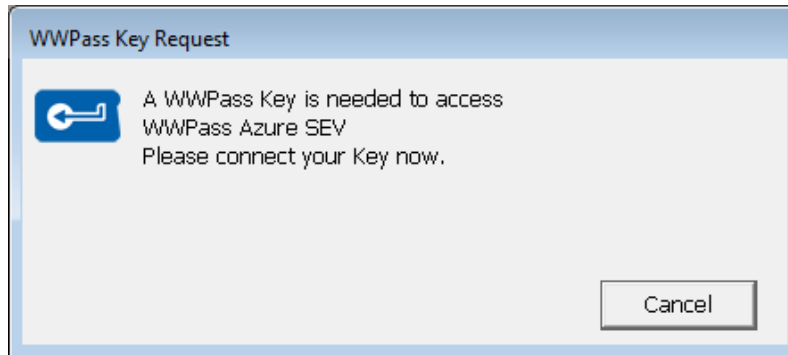
Each time you authenticate with your PassKey, the WWPass Authentication Request that asks if you want to allow authentication appears. Click  to continue.



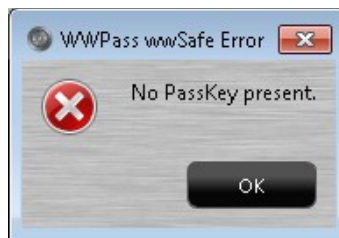
If your wwSafe server requires authentication with the access code for your PassKey, you will be asked to enter it in the WWPass Access Code Request dialog.



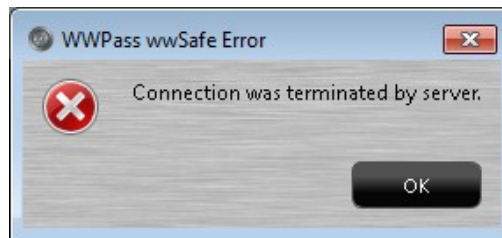
If your PassKey is not presented to your computer, a message prompts you to connect or insert your PassKey. Present your PassKey. The message is cleared.



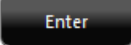
If you remove your PassKey while wwSafe is running, you are automatically logged out and the No PassKey message appears.



The Server Disconnected message appears if your connection is interrupted by an Internet or system issue.



Click  to clear either message. The initial wwSafe window opens.

If you want to log into wwSafe again, click  and authenticate your identity with your PassKey. If you want to exit from wwSafe, click the X button at the top of the window.

Add a wwSafe Server and Register your PassKey

Follow the steps below to run the wwSafe client and connect to a new wwSafe server. To run wwSafe with an existing server, click [here](#).

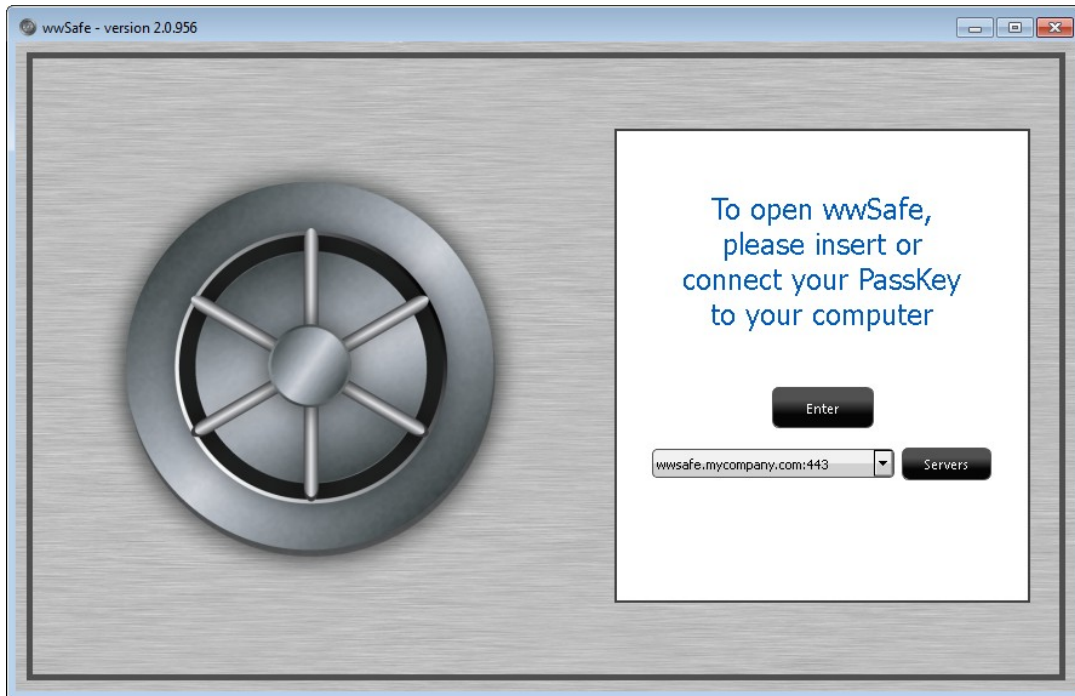
Major steps are to:


1. **Add a wwSafe server** to the list of servers you can connect to from the wwSafe client. To add a server, you need the server address (e.g., wwsafe.mycompany.net or 10.10.10.101) and the port number used for wwSafe. The default is 443. Address and port number are provided by a wwSafe Security Administrator.
2. **Register your PassKey** with the wwSafe server. To register, you log into wwSafe with the credentials provided by a wwSafe Security Administrator or WWPass cloud domain admin. You only need to enter

credentials once for a wwSafe server. Each subsequent time you connect to that server, you log in with only your PassKey or PassKey and its access code, depending on your organization's requirements.


To add a new server:

1. Present your PassKey to your computer.
2. Start wwSafe from the Windows Start Menu or the Desktop shortcut. The login window opens.





3. Add a wwSafe server as follows:
 - a. Click the Servers button  to open the Servers dialog. The Servers window opens.



- b. Click the Add Server button . Enter the address for your wwSafe server, for example: `wwsafe.mycompany.com`.

- c. Enter the number of the port used for wwSafe on the server host, for example 443.

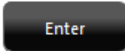
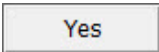
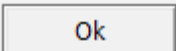



- d. Click  to save your settings.
- e. Click  to close the Servers window. The initial wwSafe window appears with your

wwSafe server shown in the server list:  .

If required, you can later add another server or modify existing ones. For details, click [here](#).

To register your PassKey with the wwSafe server:

- From the login window, open wwSafe by clicking .
- Click  in the WWPass Authentication Request that asks if you want to allow authentication into your wwSafe server.
- Enter the access code for your PassKey in the WWPass Access Code Request dialog if required and click .
- When the Create User dialog opens, enter your credentials. Then click .



- The registration process can take some time. When your PassKey is registered with your wwSafe server the main wwSafe window opens.

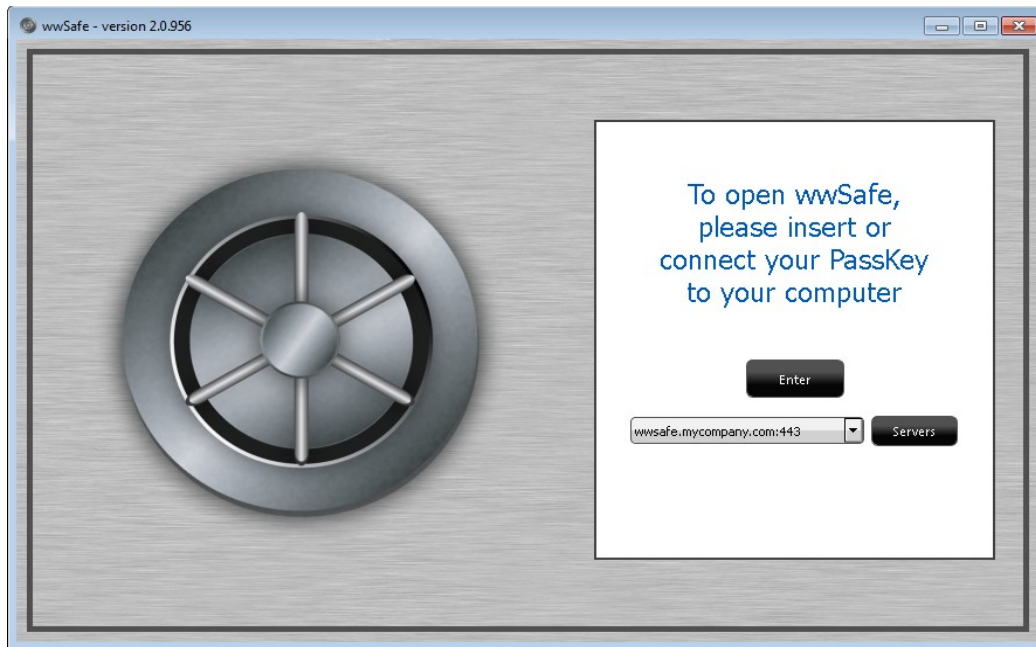
Run wwSafe and Connect to an Existing Server

Follow the steps below to run the wwSafe client with an existing wwSafe server. This is a server you have added to your server list and registered your PassKey with.

Click [here](#) if you want to run the wwSafe client with a new wwSafe server – one that has not been added to your server list.

To run wwSafe:

1. Present your PassKey to your computer.
2. Start wwSafe from the Windows Start Menu. The login window opens.

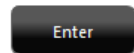


3. Select the wwSafe server to log into from the servers list

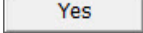
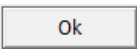
wwsafe.mycompany.com:443

The last server you logged into is shown by default. If you have added multiple servers to the list, you can click in the list and select a different server. (If you have not registered your PassKey with a server yet, you are prompted for the credentials provided by a wwSafe Security Administrator or a WWPass cloud domain administrator.)

4. Open wwSafe by clicking




Note: If your PassKey is not presented to your computer, a message prompts you to connect or insert your PassKey. Present your PassKey. The message is cleared. You do not need to click Cancel unless you want to cancel running wwSafe or select a different wwSafe server to log into.

5. Click  in the WWPass Authentication Request that asks if you want to allow authentication into your wwSafe server.
6. Enter the access code for your PassKey in the WWPass Access Code Request dialog if required and click . The main wwSafe window opens.

Log Out and Exit from wwSafe

This topic covers logging out of and exiting from wwSafe:

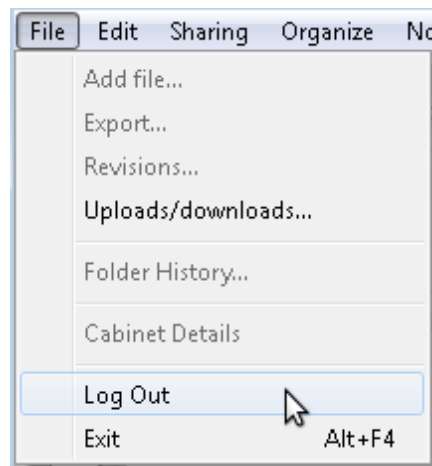
- Logging out ends a wwSafe client session and closes the main client window. The client continues running and you can log in again from the login window without restarting the client. You can:
 - Log into the last wwSafe server accessed.
 - Log into a different wwSafe server, if you have access to multiple servers.
 - Log in as a different user, if you are registered with a wwSafe server as multiple users. First, you need to present the PassKey for the different user. If your computer is shared, another wwSafe user can present their PassKey and log in.
- Exiting shuts down the wwSafe client and closes all client windows. You are automatically logged out.


 **Important:** If you log out of wwSafe and plan to leave your computer, be sure to remove your PassKey and take it with you. If your PassKey remains presented to your computer, someone else can access your Cabinets by clicking Enter button in the initial wwSafe window.


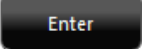
To log out of wwSafe:

Do one of the following:

- Click Log Out from File menu in wwSafe's main window. The main window closes and the login wwSafe window opens.



- Remove your PassKey from your computer. The "No PassKey" message appears. Click  to clear the message. The login wwSafe window opens.

 **Tip:** To log in after logging out, click  in the initial wwSafe window and authenticate your identity with your PassKey. The main wwSafe window opens.

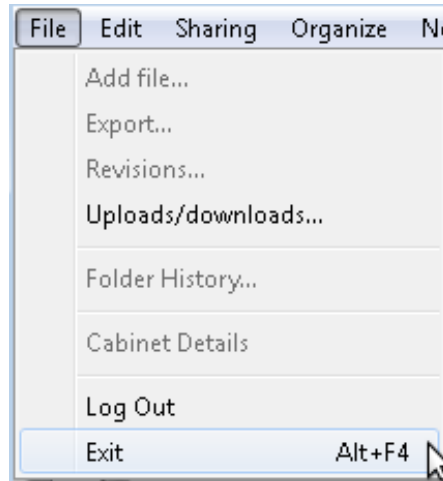
To exit from wwSafe:

Do one of the following:

- Click the X button at the top of the main wwSafe window or the login window.



- Click Exit from the File menu in the wwSafe main window if you are logged in.

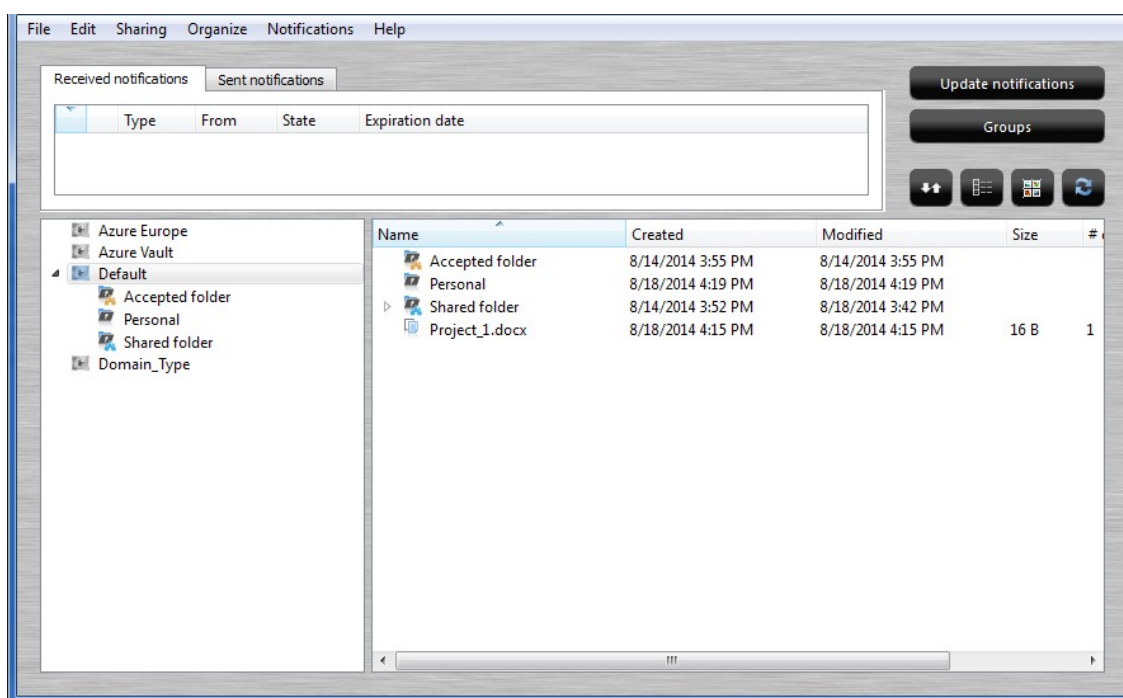


- Press Alt+F4.

Introducing the Main wwSafe Window

The main wwSafe window opens after you log into a wwSafe server and authenticate your identity with your PassKey.

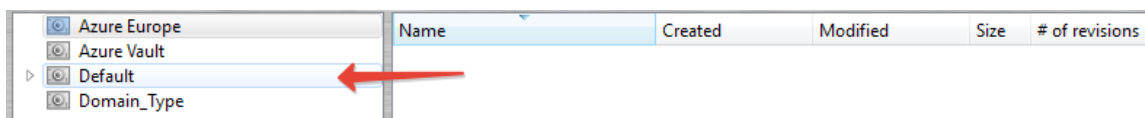
The main window contains the Notification pane, the display buttons, and two panes for Cabinets, folders and files. The left pane shows how a Cabinet and its folders are organized. The right pane shows the content of a Cabinet and its folders.



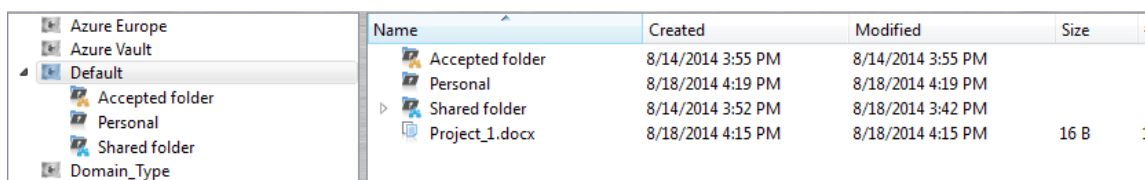
Open a Cabinet

Follow the steps below to open a wwSafe Cabinet and display its content. The content includes folders and any files stored at the Cabinet level (not inside a folder).

1. Click on a Cabinet in the left pane.



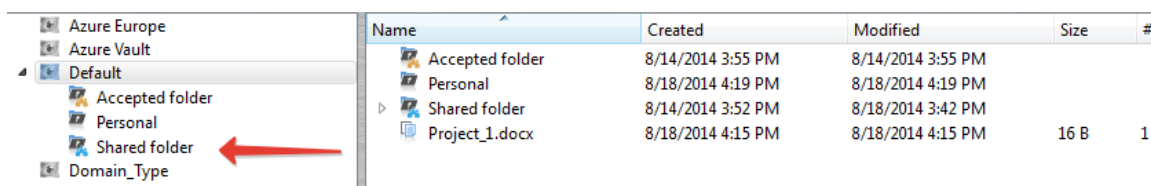
2. The Cabinet's folders and files are shown in the right pane (content pane).



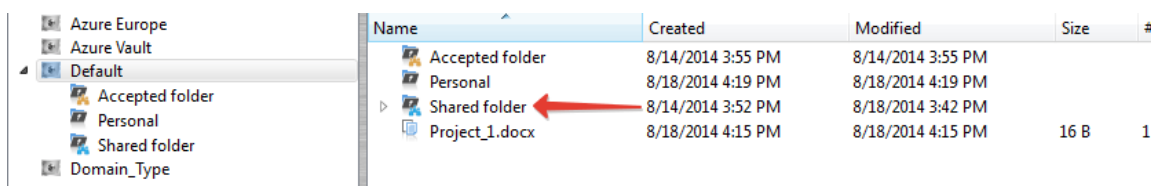
Open Folders

Follow the steps below to open a folder and display its content. The content can include files and subfolders.

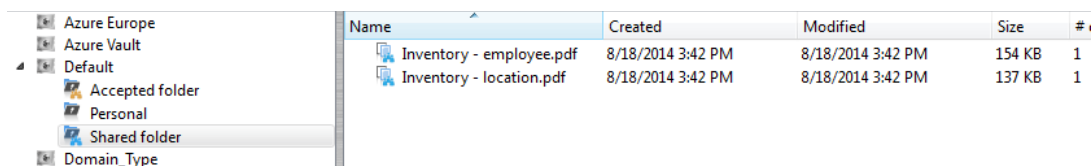
1. Click on a folder in the left pane or ...



Double-click on the folder in the right pane.



2. The folder's files and subfolders are shown in the right pane (content pane). For each file, information includes the date it was added to a Cabinet, the date it was last modified (meaning a new revision was added), size of the newest revision, and total number of revisions.



Right Pane Display Features

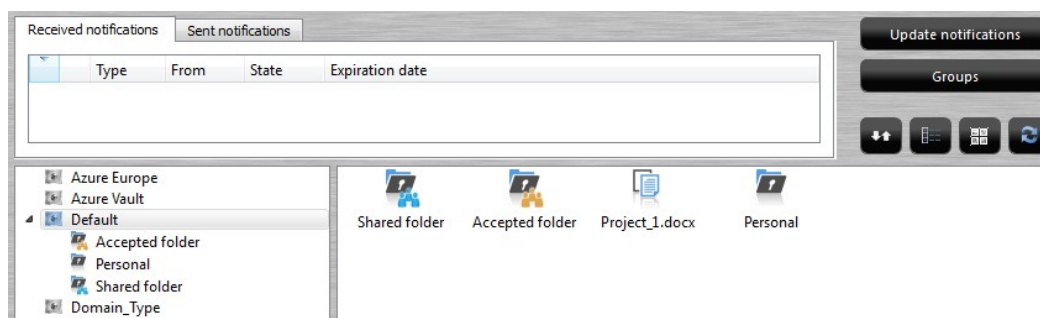
Display features let you control how information is displayed in the right pane (content pane) and Notification pane of your wwSafe window.



Click the Refresh button to update the left and right panes.



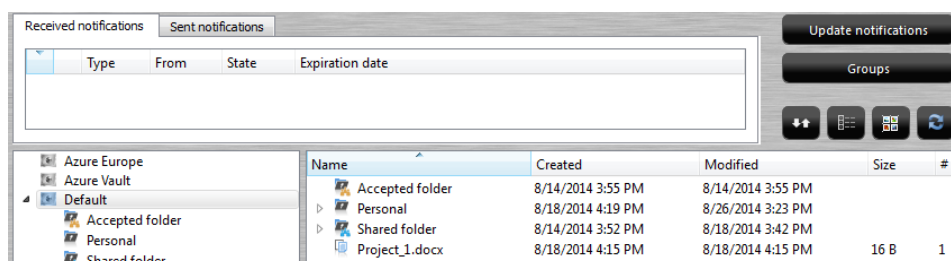
Click the Show as Icons button to display icons for folders and files in the right pane.



This contains only the icons of folders and files and their names.



Click the Show Details button to display detailed information for folders and files in the right pane.

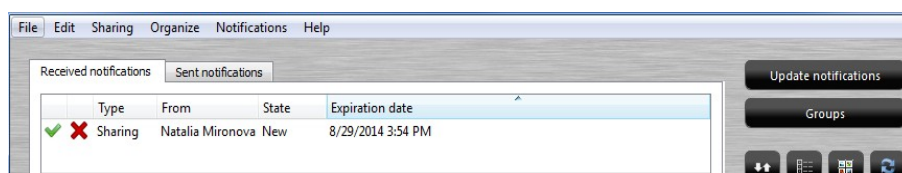


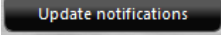
This contains the detailed information about folders and files:

Column	Information Shown
Name	This is the name of a file or a folder. The name of its source file is used by default in wwSafe. You can change a file name in wwSafe if you have sufficient permissions for the file's folder. Changing a file's name in wwSafe does not change the name of its source file. Files are listed in alphabetic order by name in the right pane.
Created	This is the date and time a file or a folder was first added to wwSafe.
Modified	This is the date and time a folder was modified or a file was last added to wwSafe.
Size (files only)	This is the size of the last revision of the file added to wwSafe.
# of Revisions (files only)	This is the number of revisions of the file added to wwSafe. Each file has at least one revision.


Notification Display Features

The Notification Pane displays the messages about [sharings and invites](#) you get in wwSafe.



Click the Update Notifications button  or select Update from the Notifications menu to see new notifications that are sent as you use wwSafe.

Groups Feature

Button  opens the Groups window. The detailed description of groups functionality can be found [below](#).

Data storage in wwSafe: for Cabinets, Folders and Files

The main storage components shown in wwSafe are Cabinets, folders, and files. These are shown in a hierarchy, with a Cabinet at the top level and folders and files below it.

Cabinet



Default Cabinet

A Cabinet can be thought of as a virtual drive (the equivalent of your c:\ drive) or electronic container that securely holds your folders and files in cloud storage. Your cabinets are created and assigned to you by a wwSafe IT Manager. The IT Manager determines the amount of storage space in each Cabinet.

Folders



Accepted folder



Personal



Shared folder

You can [create](#) folders and subfolders to organize files in a Cabinet. These descend from the Cabinet in a hierarchical folder tree. Folders can be [shared](#) with other wwSafe users. When a folder is shared, all the files and sub-folders it contains are also shared.

Files

Name	Created	Modified	Size	# of revisions
File_1.txt	8/26/2014 3:23 PM	8/26/2014 3:27 PM	48 B	3
Picture1.JPG	8/26/2014 4:49 PM	8/26/2014 4:49 PM	4 MB	1

You can [add](#) files to a Cabinet by uploading them from your computer or network. The files can be in any format, for example, Microsoft Word or Excel. When you upload a file, its data is encrypted and can only be accessed with your PassKey. The first time a file is uploaded, its first revision is created. Each time a file is uploaded after that, another revision can be created.

Files can be shared with other users when they are stored in folders. To share a file, you share its folder. All revisions of the file are shared.

Files cannot be opened in wwSafe. If you want to view or modify files, open their source files from your computer or network. If the source file for a shared file is not available on your computer, you can [export](#) it from wwSafe to your computer. After you modify a file, you can add it to wwSafe again.

Cabinets

Rename a Cabinet

This topic covers renaming Cabinets in wwSafe.

Renaming a Cabinet does not affect its content. When you rename a Cabinet that is assigned to other users, the name change is only shown in your wwSafe window. It is not shown for other users.

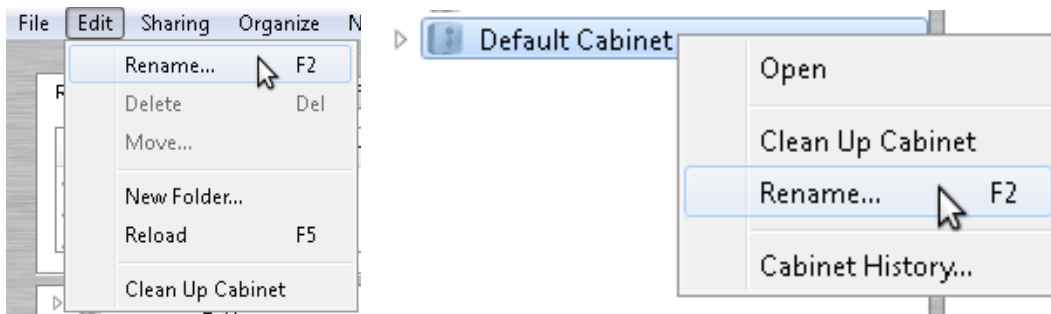
There is no limit to the length of Cabinet names. There are also no restrictions in special characters you can use for the names of Cabinets.

Permissions needed

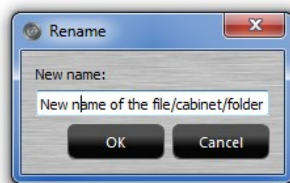
You do not need special permissions to rename a Cabinet.

To rename a Cabinet:

1. Select a Cabinet by clicking on its name in the left pane.
2. Select **Rename...** from the Edit menu or right-click on the Cabinet name and select **Rename...** from a pop-up menu or press **F2** on your keyboard.



3. The "Rename" window opens. Enter a new name for the Cabinet and click .



4. The new name is shown in wwSafe.

Delete All Cabinet Content

This topic covers "cleaning up" a Cabinet.

You should only clean up a Cabinet when you are certain you no longer need its content in wwSafe.

Cleaning up a Cabinet deletes all the folders, subfolders, and files it contains. They are no longer available in wwSafe. Cleanup does not delete the Cabinet itself. Also, it does not delete groups or notifications.

If the Cabinet contains folders that were shared by you, sharing users can still see the folders after your cleanup, but folder content is no longer available. The folders are shown with the red symbol of cancellation.

If other users still need access to a shared folder you own, [assign ownership](#) to a different user before you clean up a Cabinet. The folder will then remain available to all sharing users.



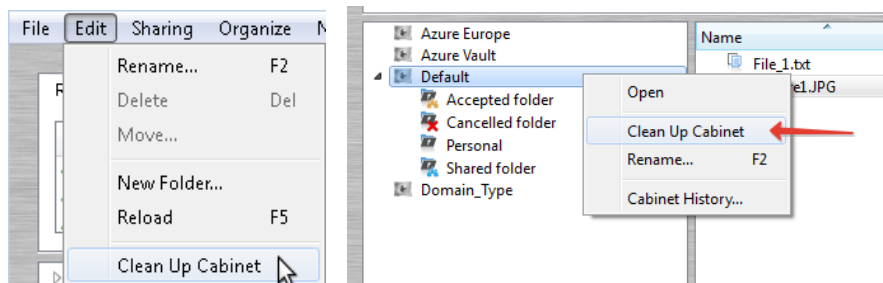
Note: The Clean Up feature is useful in scenarios where a Cabinet was used for one purpose (such as a certain project) and you now want to use it for another purpose. With a single operation, this feature lets you remove all content that is no longer needed. This saves the time and effort involved in deleting folders individually.

Permissions needed

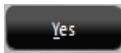
You do not need special permissions to delete all contents of a Cabinet.

To delete all Cabinet content:

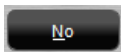
1. Select a Cabinet by clicking on its name in the left pane.
2. Select **Clean Up Cabinet** from the Edit menu or right-click on the Cabinet name and select **Clean Up Cabinet** from a pop-up menu. (The Clean Up feature is available when a Cabinet is selected.)



3. When a message asks if you want to continue, respond as follows:



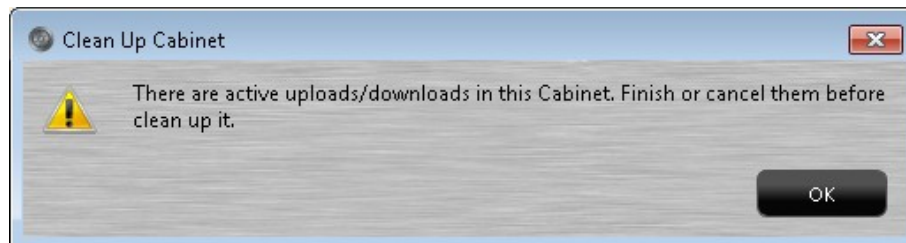
Click this button if you are sure you want to delete all content from the Cabinet. All folders and files are removed.



Click this button if you want to preserve all content in the Cabinet.



Important: A Cabinet cannot be cleaned up if an upload or a download are active in your wwSafe. If you try to clean up the Cabinet at this moment, the information message is shown. Wait till the active uploads/downloads are finished or cancel them to clean up the Cabinet.



Cabinet about information

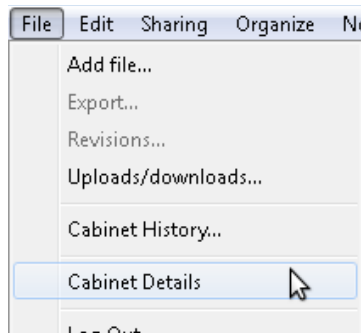
This topic covers viewing the information about a Cabinet.

Permissions needed

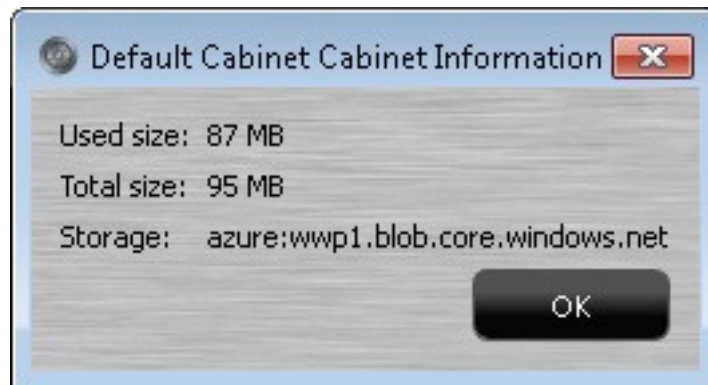
You do not need special permissions to view information about a Cabinet.

To delete all Cabinet content:

1. Select a Cabinet by clicking on its name in the left pane.
2. Select **Cabinet Details** from the File menu. (The Cabinet details feature is available when a Cabinet is selected.)



3. The Cabinet Information window opens.



The window contains the following information:

- *Used size* – The size of files which are stored in the Cabinet
- *Total size* – The size limit for this Cabinet
- *Storage* – The information about the storage (can be useful for Security Administrators)

4. Click  to close the window.

Cabinet History

This topic covers auditing the changes made for a Cabinet, its subfolders, and files.

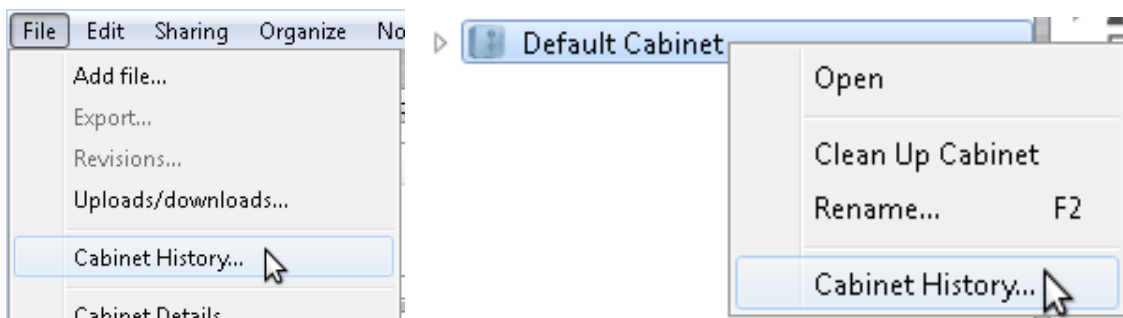
Changes are shown in the Cabinet History window. This lets you track the operations that were performed for a Cabinet, who performed them, and when they were performed.


Permissions needed

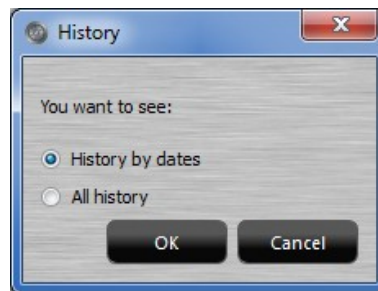
You do not need special permissions to audit a Cabinet's History.



To open a Cabinet's history:

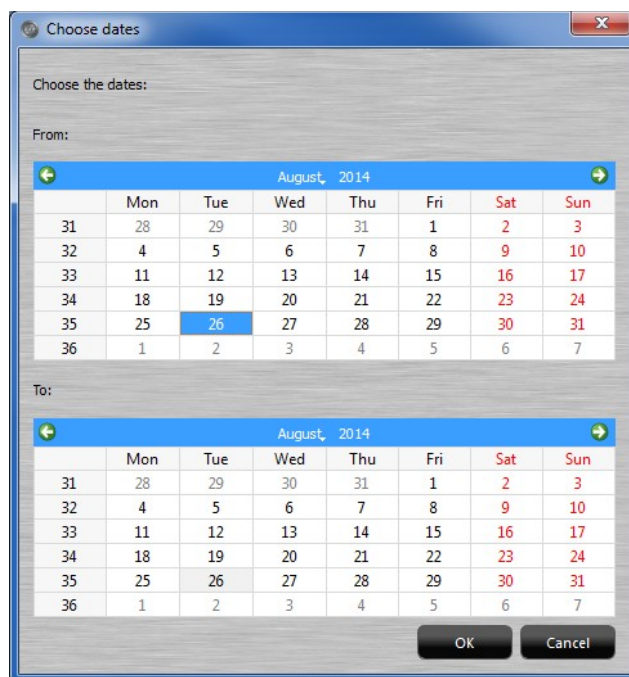
1. Select a Cabinet by clicking on its name in the left pane.
2. Select **Cabinet History...** from the File menu or right-click the Cabinet and select **Cabinet History...** from the pop-up menu.



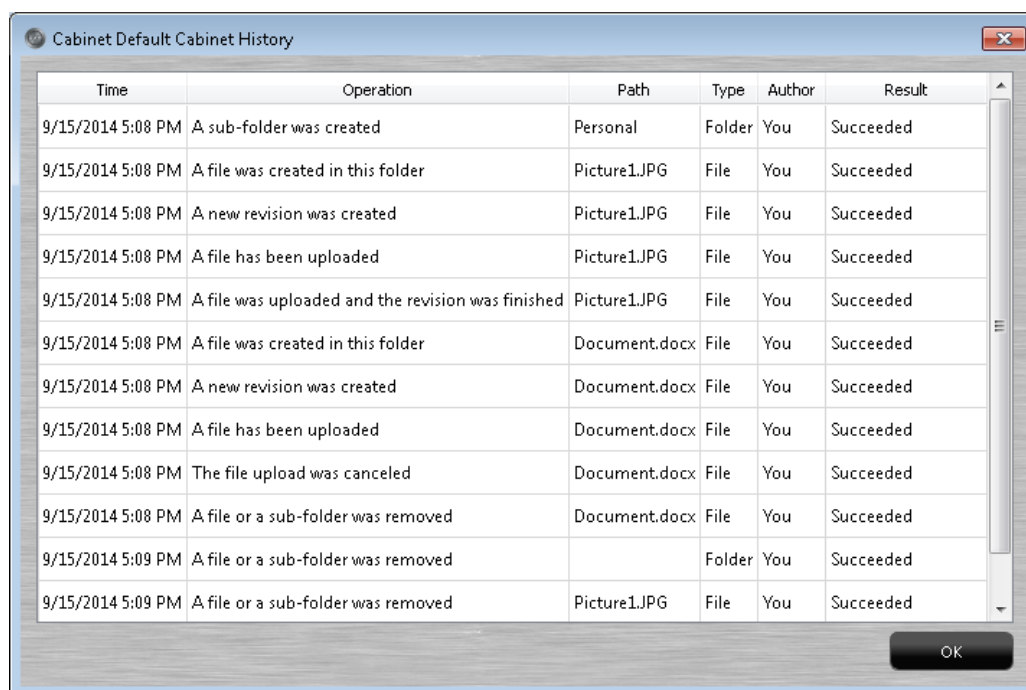
3. Choose whether you want to open the whole history or history for the certain dates in the next window and click .



4. If you chose “History by dates”, select the dates in the “Choose dates” window. To navigate between the months use green buttons with arrows . Click .



5. The “Cabinet History” window will be displayed as follows:



The Cabinet history window fields are the same as the Folder history window. The detailed description of all the fields can be found at the [Folder history](#) window description.

Folders

Create a Folder

This topic covers creating folders and subfolders in a wwSafe Cabinet.

After you create a folder, you can [add files](#) and subfolders to that folder, and [share](#) the folder with other wwSafe users. All the files and subfolders contained in the folder are automatically shared with users sharing the folder.

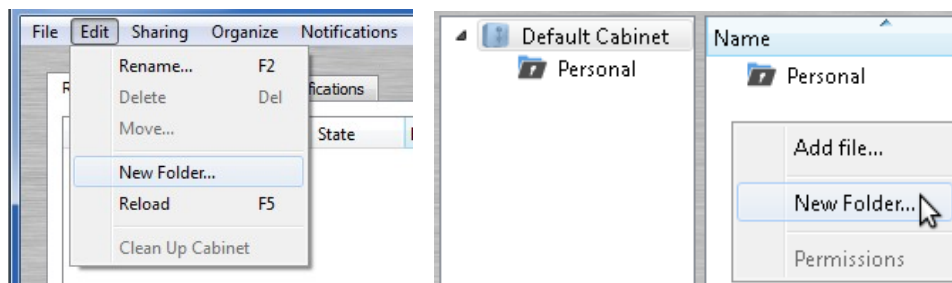
Permissions needed


You do not need special permissions to create folders directly below a Cabinet.

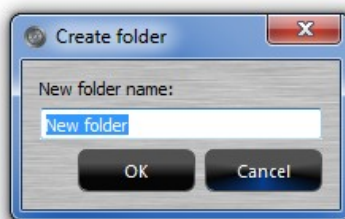
You can create subfolders in a folder if you are the folder owner or have one of the following [permissions](#) levels for the folder: *Contribute*, *Edit*, *Edit and Audit*, or *Share*.

To create a folder in wwSafe:

1. Select a Cabinet where the folder should be stored by clicking on the Cabinet in the left pane. If the folder will be a subfolder, select its parent folder by clicking on that folder name in the left or right pane.
2. Select **New Folder...** from the Edit menu or right-click on the empty space in the right pane (a Cabinet or parent folder should be opened) and select **New Folder...** from the pop-up menu. (The New Folder feature is available when a folder or Cabinet is selected.)



3. The Create Folder dialog opens. Type a name for the new folder in the Create Folder dialog and click . The folder is created.



Check your wwSafe window to see the new folder in the selected Cabinet or folder.

Rename a folder

This topic covers renaming folders in wwSafe.

Renaming a folder does not affect its content.

When you rename a folder that is not [shared](#) or is shared with other users, the name change is only shown in your wwSafe window. When you rename a subfolder in a folder that is shared, the subfolder's new name is shown for all sharing users.

There is no limit to the length of names in wwSafe. There are also no restrictions in special characters you can use for the names of folders.

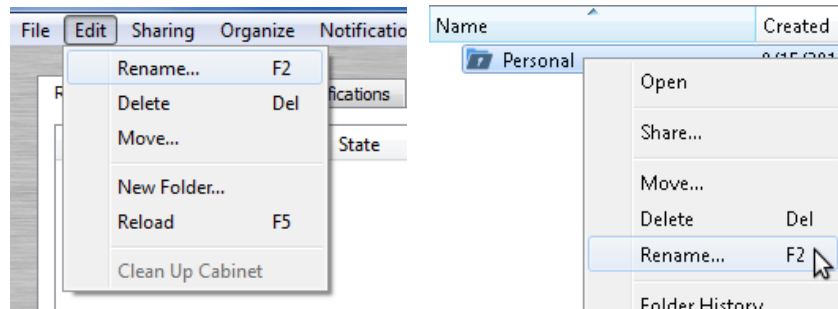
Permissions needed


You do not need special permissions to rename a folder you own.

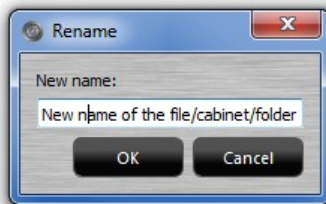
If a subfolder is in a folder that was [shared](#) with you, you can rename the subfolder and its files if you have one of the following [permissions](#) levels for the shared folder: *Edit*, *Edit and Audit*, or *Share*.

To rename a folder:

1. Select the folder you want to delete by clicking on it in the left or right pane.
2. Select **Rename...** from the Edit menu or right-click on the folder in the left or right pane and select **Rename...** from a pop-up menu or press **F2** on your keyboard.



3. The "Rename" dialog opens. Enter a new name for the folder and click . The new name is shown in wwSafe.



Move a Folder

This topic covers moving folders within wwSafe.

Folders can be moved within a Cabinet. When a folder is moved, all the subfolders and files it contains are moved with it.

If you move a [shared](#) folder, it remains in the windows of other sharing users and its content is still available to them. If you move a subfolder of a shared folder to a folder which is not shared, it is removed from the windows of sharing users.



Note: Folders cannot be moved to another Cabinet.



Note: You cannot move a folder if you have selected it to view its files or subfolders in the right pane. Go to the upper level of the folder tree to move the folder.

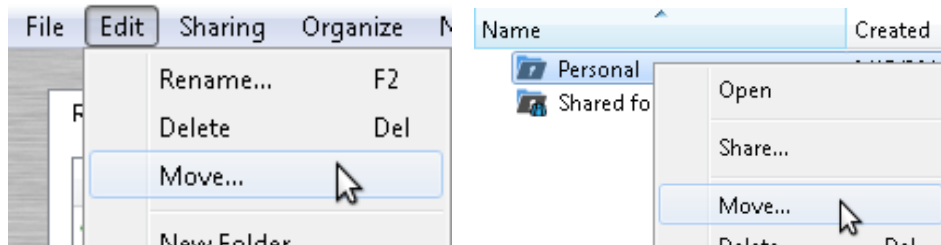
Permissions needed


You can move a folder if you are the owner or the folder was shared with you.

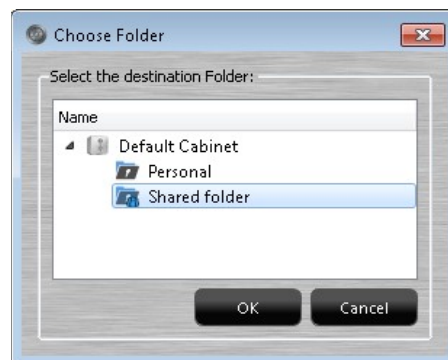
If you want to move a subfolder from a shared with you folder, you can do this if you have one of the following [permissions](#) levels for the shared folder: *Edit*, *Edit and Audit*, or *Share*.

To move a folder within a Cabinet:

1. Select the folder you want to move by clicking on it in the left or right pane.
2. Select **Move...** from the Edit menu or right-click on the folder name in the left or right pane and select **Move...** from a pop-up menu. (The Move feature is available when a folder is selected.)



3. The "Choose Folder" window appears. Select the destination Cabinet or folder from the folders list and click .



Alternatively, you can drag the folder you want to move and drop it in the destination Cabinet or folder.

4. Check your wwSafe window to see the folder in the destination Cabinet or folder.

Delete a Folder

This topic covers deleting folders from wwSafe.

When you delete a folder, it is removed from your wwSafe window. All the files and subfolders it contains are also removed.

The result of the deletion of a [shared](#) folder depends on whether the folder was shared with you or by you:

- If you delete a folder that was shared with you, it remains in the windows of other sharing users and its content is still available to them.
- If you delete a folder that was shared by you, it remains in the windows of sharing users but its content is no longer available to them. The folder is shown with the red symbol of cancellation.
- If you delete a subfolder from a shared folder (one shared with you or by you), the subfolder is removed from the windows of sharing users.
- If another user deletes a shared folder, it is still shown in your wwSafe window, but its content is no longer available. The folder is shown with the red symbol of cancellation. Because folder content is no longer available, you might want to delete the folder from your wwSafe window.



Note: You cannot delete a folder if you have selected it to view its files or subfolders in the right pane. Go to the upper level of the folder tree to delete the folder.



Important: Only delete a folder when you are certain that you no longer need the folder and its files in wwSafe. If you delete a folder by mistake, you can recreate the folder and add files again. But only the newest revision of each file will be available in wwSafe. Older revisions cannot be restored. To restore access for sharing users, share the folder again with those users.

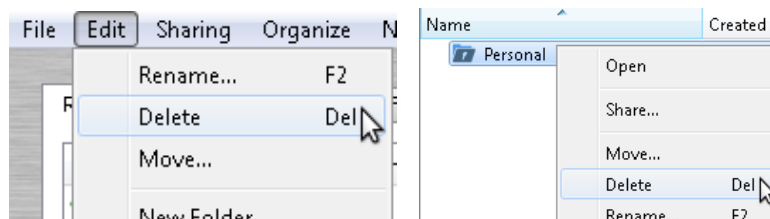
Permissions needed

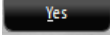
You can delete a folder if you are the owner or have one of the following [permissions](#) levels: *Edit*, *Edit and Audit*, or *Share*.

If you want to delete a subfolder from a shared folder, you can do this if you have the permissions above for the shared folder.

To delete a folder from wwSafe:

1. Select the folder you want to delete by clicking on it in the left or right pane.
2. Select **Delete...** from the Edit menu or right-click on the folder name in the left or right pane and select **Delete...** from a pop-up menu or press **Delete** on your keyboard. (The Delete feature is available when a folder is selected.)



3. Click  in the message that asks if you are sure you want to delete the folder. The folder and its subfolders and files are removed from your wwSafe window.

Audit a Folder's History

This topic covers auditing the changes made for a folder, its subfolders, and files.

Changes are shown in the Folder History window. This lets you track the operations that were performed for a folder, who performed them, and when they were performed.

Permissions needed

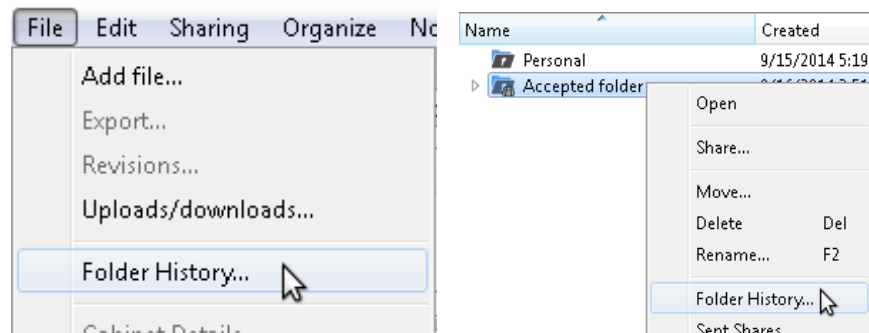
You can view and audit a folder's history if you are the folder owner or have one of the following [permissions](#) for the folder: *View and Audit*, *Edit and Audit*, or *Share*.


If a subfolder is in a shared folder, you can audit the subfolder's history if you have sufficient permissions for the shared folder.

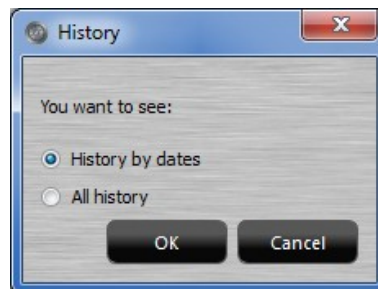
If you do not have sufficient permissions for a folder, the Permission denied message appears when you select the Folder History feature.



To open folder history:

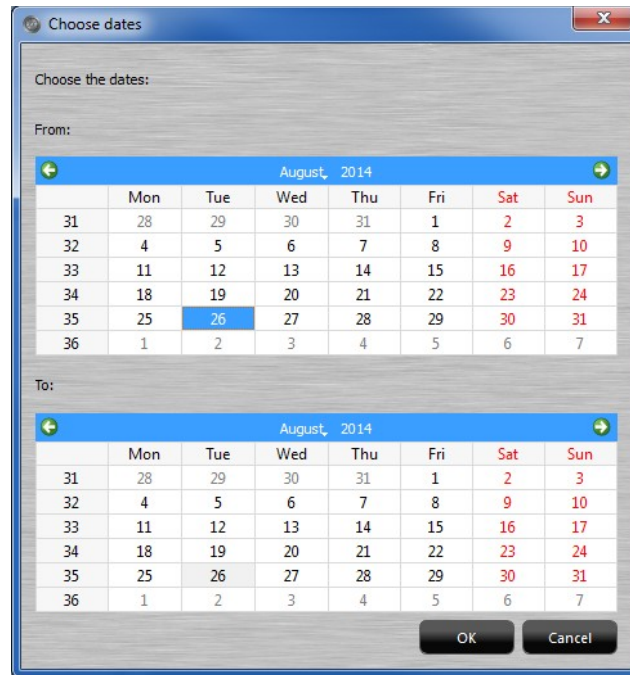
1. Select the folder by clicking on it in the left or right pane.
2. Select **Folder History...** from the File menu or right-click on the folder name in the left or right pane and select **Folder History...** from a pop-up menu. (The Folder History feature is available when a folder is selected.)



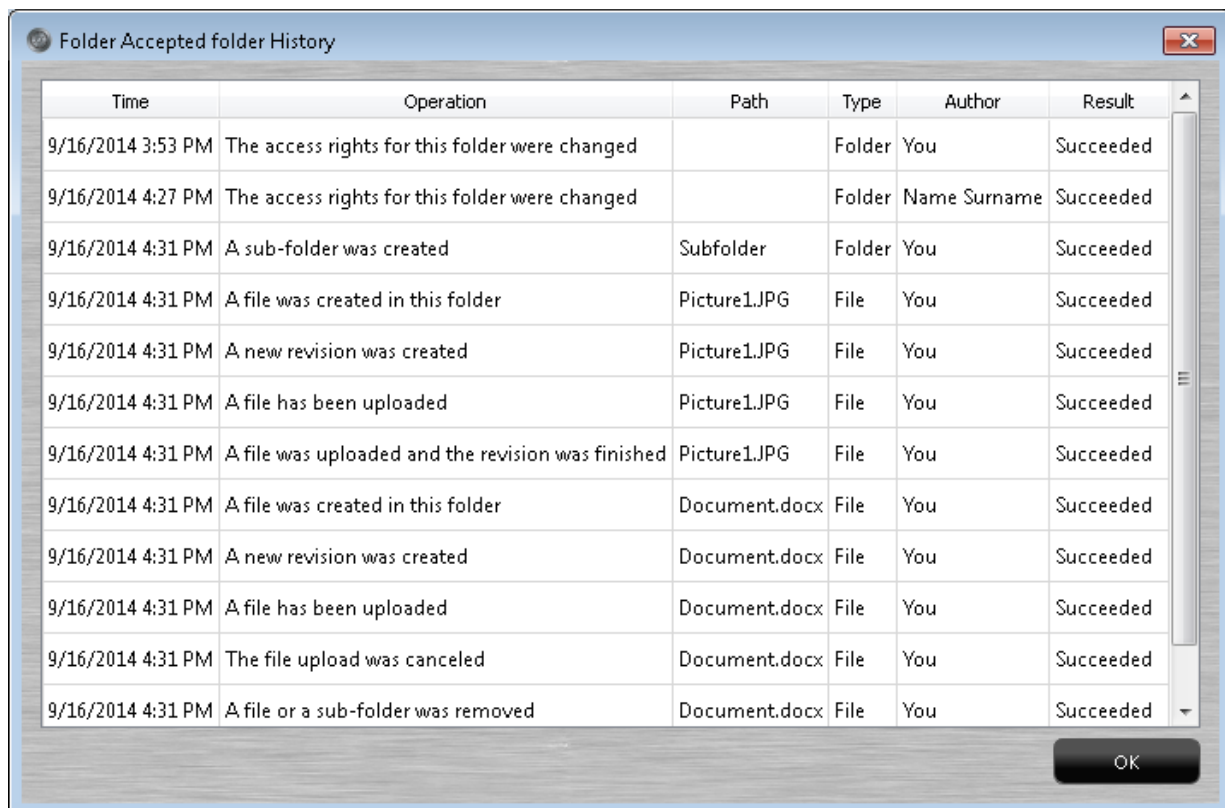
3. Choose whether you want to open the whole history or history for the certain dates in the next window and click .



4. If you chose “History by dates”, select the dates in the “Choose dates” window. To navigate between the months use green buttons with arrows . Click .



5. The “Folder History” window will be displayed as follows:



Columns in the Folder History Window

Columns in the Folder History window show the following information:

Column	Information Shown
Time	This is the date and time an operation was performed or attempted for a Cabinet.
Operation	<p>This is the operation that was performed or attempted for a folder. The following operations can be shown:</p> <ul style="list-style-type: none"> • <i>A subfolder was created</i> – Shown when a subfolder is created in a folder. • <i>A file was created in this folder*</i> – Shown the first time a file is uploaded to a folder. • <i>A new revision was created*</i> – Shown when a revision of a file is uploaded (added) to a folder. This can be the first revision or a later revision. • <i>A file has been uploaded*</i> – Shown when a revision of a file is uploaded to a folder. This can be the first revision or a later revision. • <i>The file upload was canceled</i> – Shown when a file upload is canceled. • <i>A file was uploaded and the revision was finished*</i> – Shown when a revision of a file is uploaded successfully to a folder. This can be the first revision or a later revision. • <i>A file has been downloaded</i> – Shown when a revision of a file is downloaded from the folder. • <i>A subfolder was removed</i> – Shown when a subfolder is deleted from a folder. • <i>A file or a subfolder was removed</i> – Shown when a folder or file is deleted from a folder. • <i>One or several revisions were removed</i> – Shown when revisions of a file are removed • <i>A file or a subfolder was renamed</i> – Shown when a folder or file is renamed in a folder. • <i>A sub-folder was added as a result of sharing</i> – Shown when a sharing was accepted to this folder. • <i>A file or a sub-folder was moved from this folder</i> – Shown when a file or a subfolder was moved to another folder. • <i>A file or a sub-folder was moved to this folder</i> – Shown when a file or a subfolder was moved from another folder to this folder. • <i>The access rights for this folder were changed</i> – Shown when: <ul style="list-style-type: none"> ○ The folder was shared with another user and the other user accepted the invitation, or the folder was shared with a group. ○ Folder permissions were changed for a user or group. ○ Folder ownership was changed. <p>* All four operations marked with an asterisk are shown for a file the first time it is uploaded to a folder. All have the same time stamp. Three of these operations are shown for the file each time a revision is uploaded. The operation that is not shown is "A file was created in this folder".</p>

Path	This is the name of the file that was uploaded, downloaded, renamed or deleted. It can also be the name of a subfolder that was created or deleted. A name is not shown if a subfolder was renamed.
Type	Indicates whether a file or a folder was involved in the operation.
Author	<p>For most operations, this is the user who performed or attempted an operation. For sharing-related operations, the name of another user is shown:</p> <ul style="list-style-type: none">• If a folder was shared, this is the user who shared the folder.• If folder permissions were changed, this is the user who changed them.• If folder ownership was changed, this is the new owner.
Result	<p>This indicates whether an operation was successful.</p> <ul style="list-style-type: none">• <i>Succeeded</i> is shown if an operation was successful.• <i>Failed</i> is shown if an operation failed.• <i>Denied</i> is shown if an operation is denied.

Files

Add a File to wwSafe

This topic covers adding files to wwSafe.

Files can be in any format. The only limit to file size is the amount of storage space allocated to the Cabinet a file is added to. If a wwSafe message says you have run out of space, contact a wwSafe IT Manager.

Adding a file uploads (copies) it from your computer or network. How long this takes depends on the size of the file and the internet connection. Larger files or low internet speed take longer.

If you log out when uploading of a file is not finished yet wwSafe will pause the uploading process and restore it when you log in again.

The same file can be added to wwSafe as many times as needed. For example, you might want to add a file again each time you change its content. When you add the same file to the same folder in wwSafe, you are asked if you want to create a new [revision](#). If a file's [name is changed](#) before you add it again, it is treated as a new file and its first revision is created.



Note: If a file is in a shared folder, the file and all its revisions are shared.

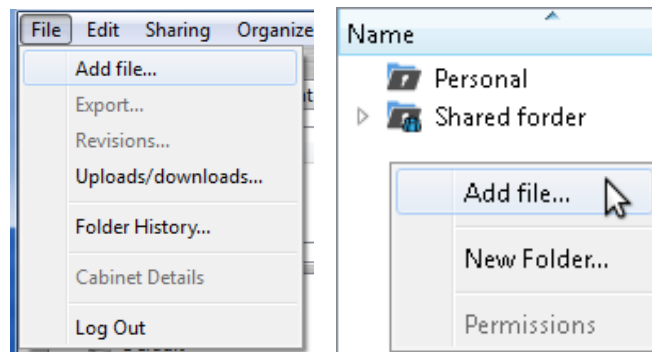
Permissions needed

You can add files to a folder if you are the owner of this folder or have one of the following [permissions](#) levels for the folder: *Contribute*, *Edit*, *Edit and Audit*, or *Share*.

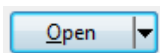
If you want to add files to a subfolder in a shared folder, you can do this if you have the permissions above for the shared folder.

To add a file to wwSafe:

1. Select the folder or a Cabinet where the file should be stored by clicking on it in the left or right pane.
2. Select **Add File...** from the File menu or right-click on the folder name and select **Add File...** or right-click at the empty space in the right pane and select **Add File...** (The Add File feature is available when a folder or Cabinet is selected or opened.)

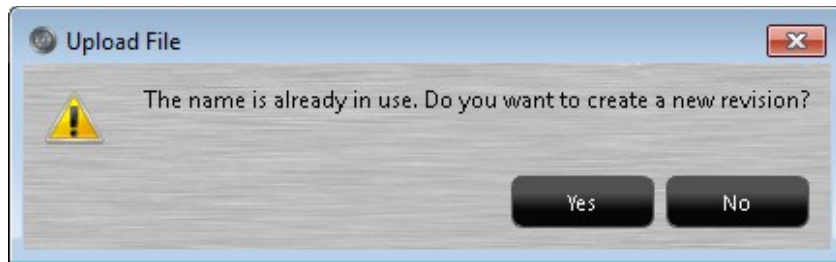


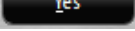

3. The Upload file window opens. Find the file you want to add to wwSafe, select the file, and click

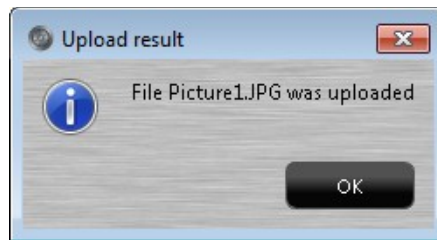


Alternatively, you can drag the file from your PC and drop it in the destination Cabinet or folder.












4. If the file already exists in the selected folder, a message asks if you want to create a new revision:



- a. Click  if you want to create a new revision in the selected folder.
 - b. Click  if you do not want to create a new revision. You can add the file to a different folder or change its name and upload it as a new file to the same folder or a different one.
5. The file uploading starts. During upload, you can check the upload progress in the “[Current Uploads and downloads](#)” window.
6. When the upload process is finished, the Upload result message is shown:



Check wwSafe to see the file and its revision: Click the file's folder to open it and display the file in the right pane. Check to see information such as date added, size of the latest revision, and number or revisions.

 Azure Europe	<table><tr><th>Name</th><th>Created</th><th>Modified</th><th>Size</th><th>#</th></tr><tr><td> File_1.txt</td><td>8/26/2014 3:23 PM</td><td>8/26/2014 3:27 PM</td><td>48 B</td><td>3</td></tr><tr><td> Picture1.JPG</td><td>8/26/2014 4:49 PM</td><td>8/26/2014 4:49 PM</td><td>4 MB</td><td>1</td></tr></table>	Name	Created	Modified	Size	#	 File_1.txt	8/26/2014 3:23 PM	8/26/2014 3:27 PM	48 B	3	 Picture1.JPG	8/26/2014 4:49 PM	8/26/2014 4:49 PM	4 MB	1
Name	Created	Modified	Size	#												
 File_1.txt	8/26/2014 3:23 PM	8/26/2014 3:27 PM	48 B	3												
 Picture1.JPG	8/26/2014 4:49 PM	8/26/2014 4:49 PM	4 MB	1												
 Azure Vault																
 Default																
 Accepted folder																
 Personal																

Export a File from wwSafe

This topic covers exporting files from wwSafe.

Exporting a file downloads (copies) it to your computer or network. You can then open the file in order to view its content.

The Export feature is especially useful for files that were shared with you by other users. Typically, these files are not available for viewing from your computer until you export them.

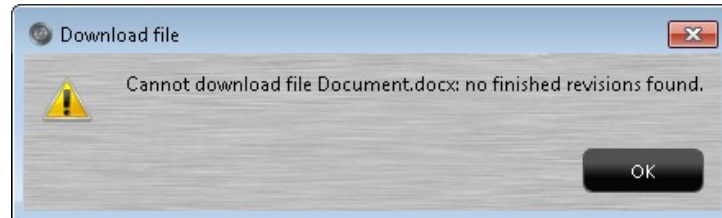
When you export a file, the newest complete revision of a file is exported. If you want to [export an older revision](#), you can do it from the “Revisions Information” window.

You do not need to export a file before making changes if the file is not shared. If its source file is available on your computer, you can simply make changes to the source file and then [add](#) it again to wwSafe as a new revision.

You might want to export a file before making changes if the file is shared with other users who can make changes. In this case, you might want to export the newest revision. This ensures that your changes and those of other users are included in the same revision when you [add](#) the file again to wwSafe.

Note: If a file by the same name already exists in the folder, you need to remove it before starting download.

Note: A file can be exported only if the upload of it was finished at least once. If there are not finished revisions, the following message is shown:

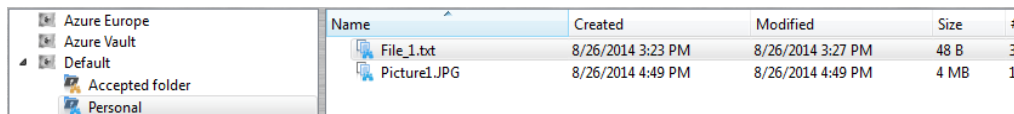


Permissions needed

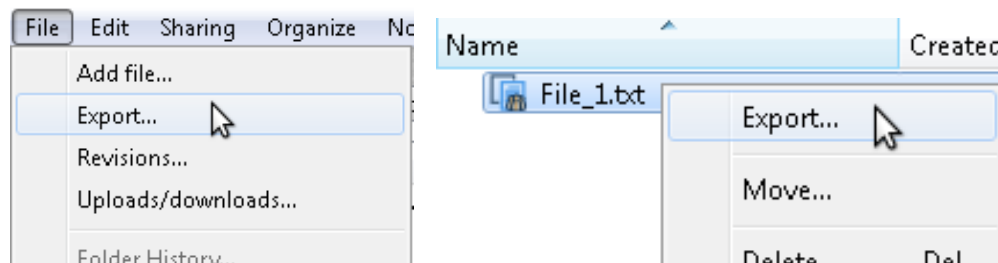
You do not need special permissions to export a file.

To export the last revisions of a file:

1. Select the file by clicking on its name in the right pane.



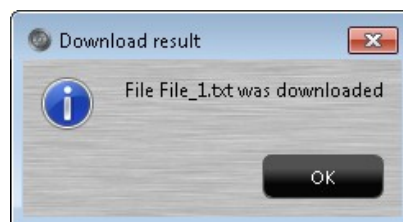
2. Select **Export...** from the File menu or right-click on the file name and select **Export...** (The Export feature is available when a file is selected.)



3. From the "Download File" window, select a folder on your computer or network for the exported file and click **Select Folder**. The file is exported to the selected folder.

Alternatively, you can drag the file from wwSafe and drop it in the destination folder on your PC.

4. When the export process is finished, the Download result message is shown:



Rename a File

This topic covers renaming files in wwSafe.

Renaming something does not affect its content. Renaming a file does not change the name of the source file on your computer or network.

When you rename a file in a folder that is [shared](#), the file's new name is shown for all sharing users.

There is no limit to the length of names in wwSafe. There are also no restrictions in special characters you can use for the names of files. However, the following special characters are not allowed when you export a file (as Windows does not allow these characters in file names):

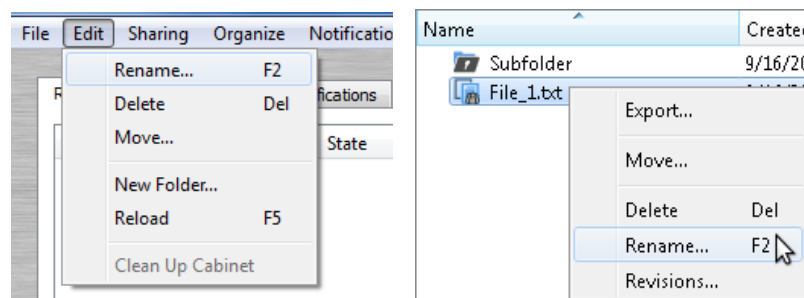
<	less than
>	greater than
:	colon
"	double quote
/	forward slash
\	back slash
	vertical bar or pipe
?	question mark
*	asterisk

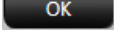
Permissions needed

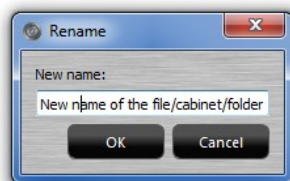
You can rename the files in a folder if you are the folder owner or have one of the following [permissions](#) levels for the folder: *Edit*, *Edit and Audit*, or *Share*.

To rename a file:

1. Select the file by clicking on its name in the right pane.
2. Select **Rename...** from the Edit menu or right-click on the file and select **Rename...** from a pop-up menu.



3. The Rename dialog opens. Enter a new name for the file and click . The new name is shown in wwSafe.



Move a File

This topic covers moving files within wwSafe.

Files can be moved within a Cabinet. When a file is moved, all its revisions are moved with it.

If you move a file from [shared](#) folder to a folder which is not shared, it is removed from the windows of sharing users.



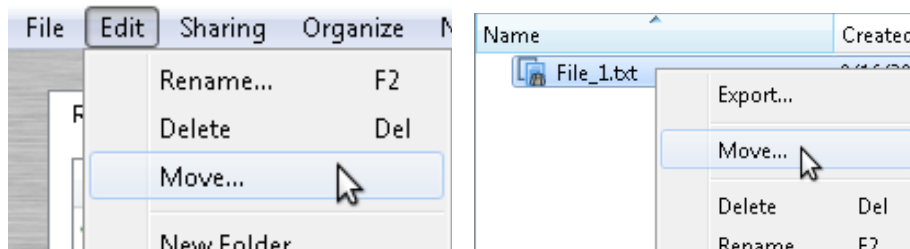
Note: Files cannot be moved to another Cabinet.


Permissions needed

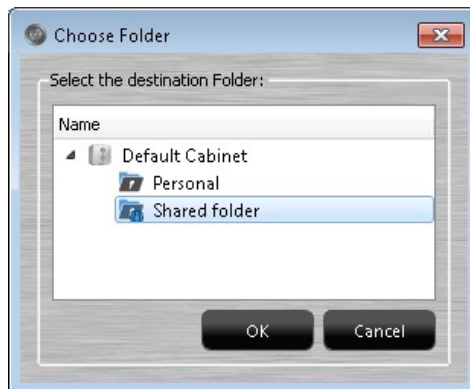
You can move a file if you are the owner of a folder where this file is stored or you have one of the following [permissions](#) levels for this folder: *Edit*, *Edit and Audit*, or *Share*.

To move a file within a Cabinet:

1. Select the file by clicking on its name in the right pane.
2. Select **Move...** from the Edit menu or right-click on the file name and select **Move...** from a pop-up menu. (The Move feature is available when a file is selected.)



3. The "Choose Folder" window appears. Select the destination Cabinet or folder from the folders list and click .



Alternatively, you can drag the file you want to move and drop it in the destination Cabinet or folder.

4. Check your wwSafe window to see the file in the destination Cabinet or folder.


Delete a File from wwSafe

This topic covers deleting files from wwSafe.

When you delete a file, all revisions of the file are removed:

If the file is in a folder that is not shared, the file and its revisions are only removed from the folder in your wwSafe window.

If the file is in a folder that is [shared](#), the file and its revisions are removed from that folder for all sharing users, including you.

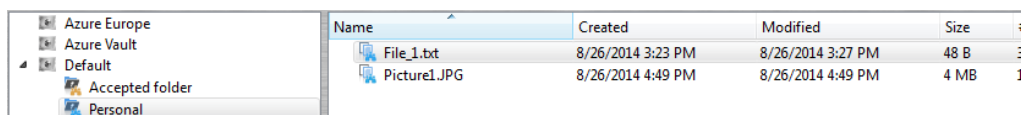
 **Important:** Only delete a file when you are certain that you and any sharing users no longer need the file in wwSafe. When a file is deleted, its revisions are no longer available in wwSafe. If you delete a file by mistake, you can add the file again. But only the newest revision of the file will be available in wwSafe. Older revisions cannot be restored.

Permissions needed

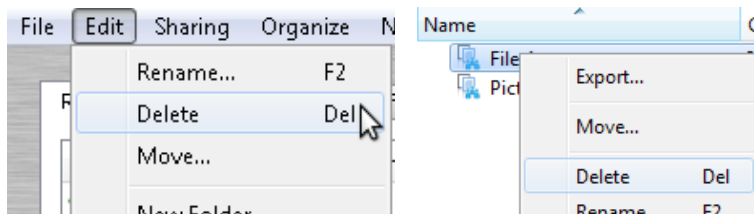
You can delete files from a folder if you are the owner or have one of the following permissions levels for the folder: *Edit*, *Edit and Audit*, or *Share*.

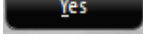
To delete a file from wwSafe:

1. Select the file by clicking on its name in the right pane.



2. Select **Delete...** from the Edit menu or right-click on the file and select **Delete...** from a pop-up menu or press Delete button on your keyboard. (The Delete feature is available when a file is selected.)



3. Click  in the message that asks if you are sure you want to delete the file. The file and its revisions are cleared from your wwSafe window.

View File Revisions

This topic covers viewing file revisions in wwSafe.

Each file has one or more revisions in wwSafe. The first time a file is added, its first revision is created. Every time you upload a file with the same name, a new revision is created.

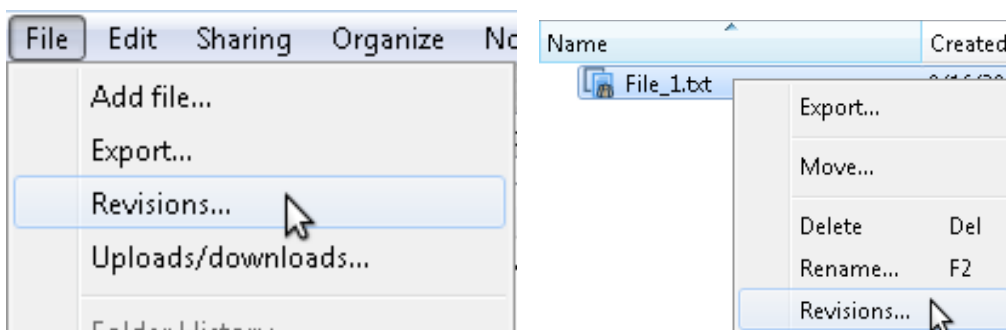
You can view a list of all of a file's revisions in the “Revisions” window.

Permissions needed

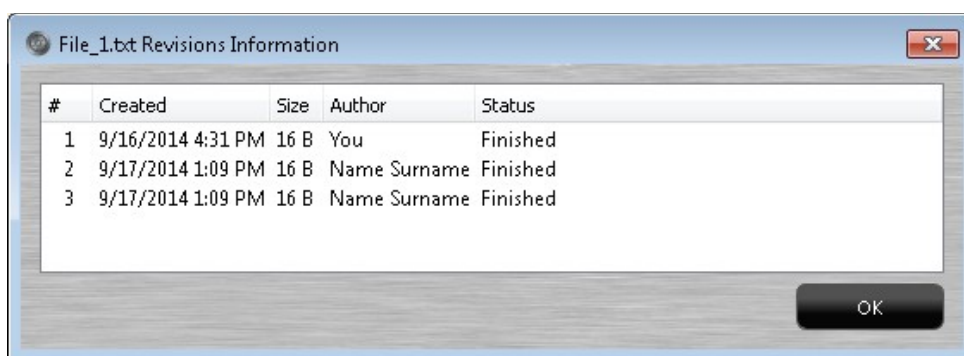
You do not need special permissions to view file revisions.

To view a file revision in wwSafe:

1. Select the file by clicking on its name in the right pane.
2. Select **Revisions...** from the File menu or right-click on the file name and select **Revisions...** (The Revisions feature is available when a file is selected.)



3. The “Revisions Information” window will be displayed as follows:


**Columns in the Revisions information window**

Columns in the “Revisions information” window show the following for each revision of a file:

Column	Information Shown
#	This is the sequential number assigned to a revision when it is added to wwSafe.
Created	This is the date and time a revision upload to wwSafe was finished.
Size	This is the size of a revision. If a revision did not finish uploading, it is the size of the uploaded part.
Author	This is the user who added a revision. If multiple users upload the same file, multiple users are shown in the Author column.
Status	This is the upload status of a revision: <ul style="list-style-type: none"> • <i>Finished</i> is shown if upload completed successfully. The revision can be exported. • <i>Not finished</i> is shown if upload did not complete successfully and cannot be continued. The revision cannot be exported. • <i>In progress</i> is shown if uploading is going on right now. The revision cannot be exported.

Export a file revision

This topic covers exporting file revisions from wwSafe.

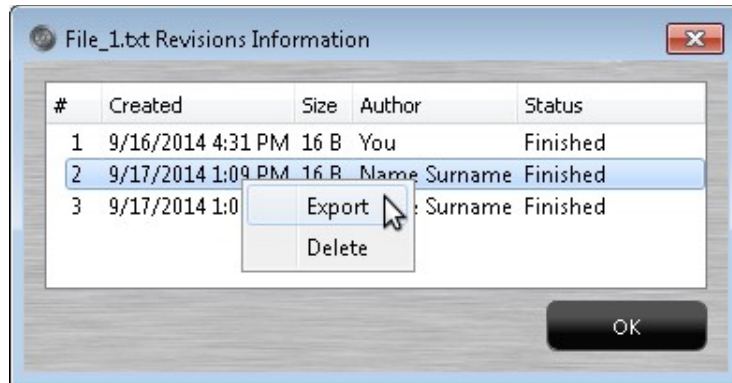
 **Note:** A file revision can only be exported if it finished uploading successfully. If upload finished, Finished is shown for the revision in the Status column of the “[Revisions information](#)” window.


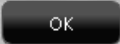
Permissions needed

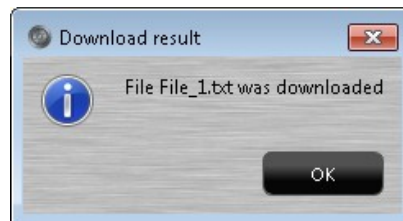
You do not need special permissions to export a file.

To export a file revision:

1. Select the file by clicking on its name in the right pane.
2. Select **Revisions...** from the File menu or right-click on the file name and select **Revisions...** (The Revisions feature is available when a file is selected.)
3. Right-click on the revision you want to export and select **Export...** (The Export feature is available when a revision is finished.)



4. From the “Download File” window, select a folder on your computer or network for the exported file and click . The file is exported to the selected folder.
5. When the export process is finished, the Download result message is shown. Click  to clear the message.



Delete a File revision

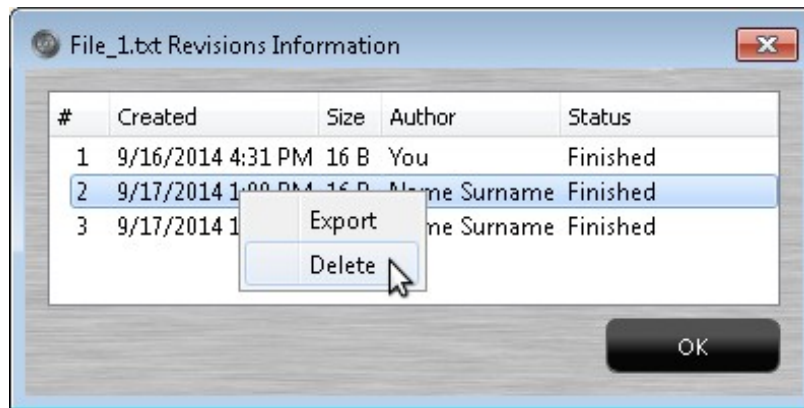
This topic covers deleting file revisions from wwSafe.

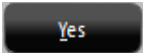
Permissions needed

You can delete revisions of a file if you are the owner of a folder containing it or have one of the following [permissions](#) levels for this folder: *Edit*, *Edit and Audit*, or *Share*.

To delete a file revision from wwSafe:

1. Select the file by clicking on its name in the right pane.
2. Select **Revisions...** from the File menu or right-click on the file name and select **Revisions...** (The Revisions feature is available when a file is selected.)
3. Right-click on the revision you want to delete and select **Delete**.



4. Click  in the message that asks if you are sure you want to delete the selected revision. The revision is cleared from your “Revisions Information” window.

Check uploads and downloads activity

When you upload or download a file, the process is hidden and you can do something else in wwSafe – e.g. create folders.

The upper pane of the main wwSafe window contains the indicator which shows whether the upload or download are active. The statuses of the indicator are as follows:



No uploads and downloads are active.



One or more uploads are active.



One or more downloads are active.



At least one upload and at least one download are active.

View current uploads and downloads

This topic covers viewing current uploads and downloads in wwSafe.

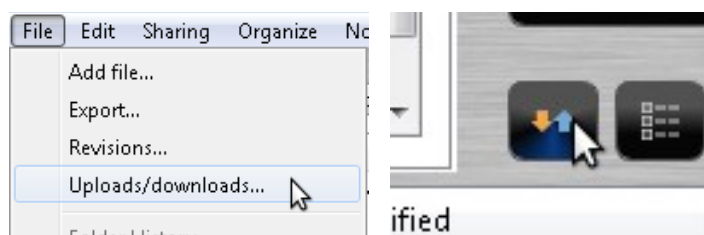
You can see the progress of the current uploads and downloads in the “Current uploads and downloads” window.

Permissions needed

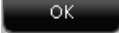
You do not need special permissions to view current uploads and downloads.

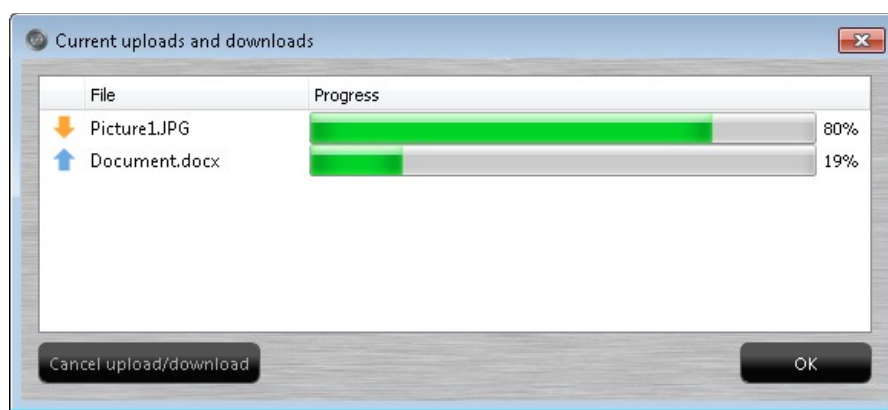
To view current uploads and downloads:

1. Select **Uploads/downloads...** from the File menu or click on the **Upload/Download Status** button in the upper pane of the main wwSafe window.





2. The “Current uploads and downloads” window appears. All the active uploads and downloads are presented there. When an upload or download is finished, the appropriate line disappears from the table.

If the window is empty, no uploads and downloads are active. Click  to clear the window.



Columns in the “Current uploads and downloads” window

Columns in the “Current uploads and downloads” window show the following for each upload and download:

Column	Information Shown
Process	This shows whether a file is uploaded or downloaded:  means upload,  means download
File	This is the name of a file.
Progress	This is the current progress of the operation.

Cancel current upload or download

This topic covers canceling current uploads and downloads in wwSafe.

Canceling uploads or downloads can be helpful when you do not need this upload or download any more, e.g. you started it by mistake or need some free space for another upload.

When an upload is canceled, the part of the revision which was uploaded by that moment is deleted from wwSafe, and the revision is no longer available in the “Revisions” window. If the file had only one revision, the file is deleted as well. The local file which was uploaded is not changed.


When a download is canceled, the unfinished local file is deleted. The file in wwSafe is not changed.

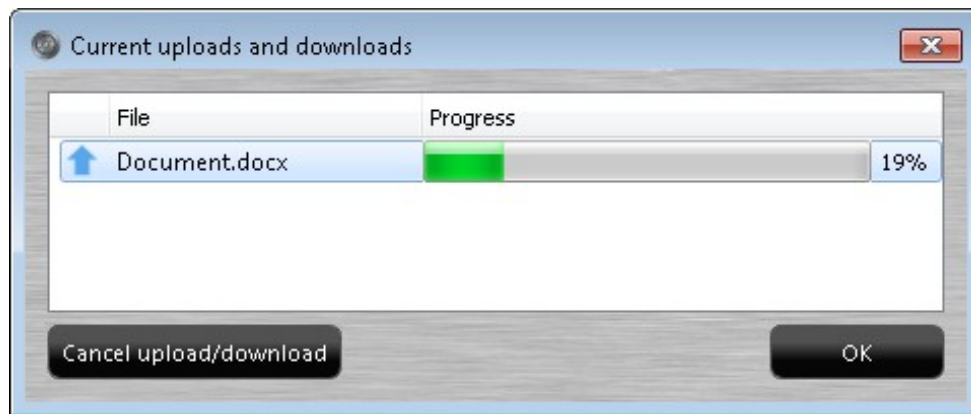
You can cancel current uploads and downloads in the “Current uploads and downloads” window.

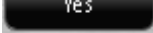
Permissions needed

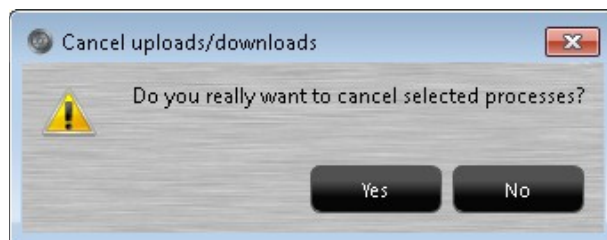
You do not need special permissions to cancel current uploads and downloads.

To view current uploads and downloads:

1. Select **Uploads/downloads...** from the File menu or click on the **Upload/Download Status** button in the upper pane of the main wwSafe window.
2. The “Current uploads and downloads” window appears. Select one upload or download there by clicking on it and click .



3. Click  to submit cancel in the “Cancel uploads/downloads” window.



Check that the canceled process disappeared from your “Current uploads and downloads” window.

Groups

Overview for Groups

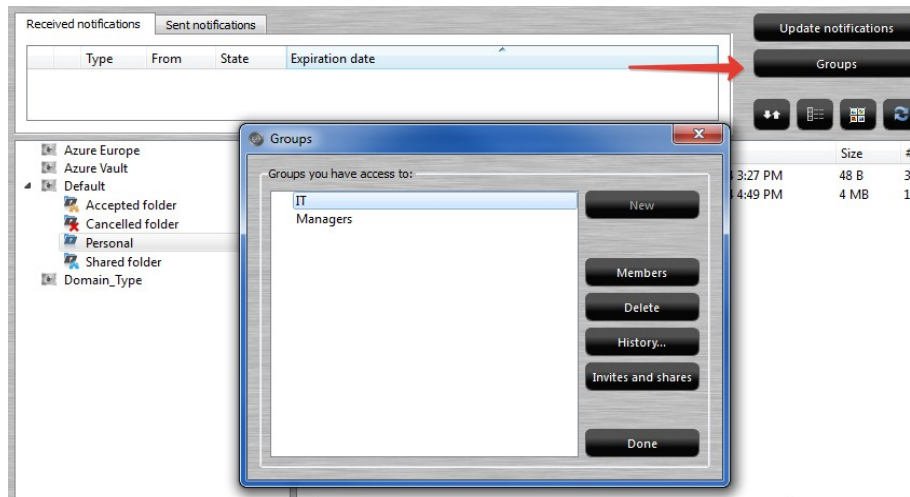
Groups provide an easy way to [share](#) folders with multiple users who need access to the same information.

When a folder is shared with a group, all group members have access to the files and subfolders it contains. Sharing with a group saves the time involved in sharing with users individually.

Each member of a group can share folders with the group. In addition, each member receives all folder sharing invitations sent to the group. These include any invitations that were sent before they joined the group. The member list is the equivalent of a distribution list for folders shared with the group.

When you share a folder with a group, you can assign [permissions](#) for the folder and its files. Folder permissions are the same for all group members.

The “Groups” window lists the groups you belong to and any groups you own (if group ownership was assigned to you). The window also provides features for managing groups. Click on the **Groups** button or select **Manage groups...** from the Organize menu to open the Groups window.



Features in the “Groups” window

The “Groups” window let you (if you have appropriate permissions level):

- View groups list
- [Create groups](#)
- [View member lists and group permissions](#)
- [Delete groups](#)
- [Change group permissions](#)
- [View group history](#)
- [View invites and shares for a group](#)



Note: Group name and group owner cannot be changed from the wwSafe client. If you need to do either, contact a wwSafe Security Administrator.

How groups are created

Groups are created by wwSafe Security Administrators. An administrator invites the first user or users to join and gives them [permissions](#) for the group.

When you need a group for sharing folders, send a request to a Security Administrator and provide the name to use for the group (for example, Legal), a brief description of its purpose (for example, to share folders for legal documents with corporate attorneys), and a list of users to invite to the group.

If the Security Administrator gives you *Share and Modify Members* permissions for the group (the highest permissions level), you can [invite](#) users to join the group. If they give you a lower permissions level, the Security Administrator needs to invite other users to join based on the list you provide.



Note: Initially, the Security Administrator who creates a group is the group owner. If it is not necessary or appropriate for the Security Administrator to see the folders and files shared with the group, they can make you or another group member the owner of the group. The Security Administrators can then remove themselves from the group.

Join a group

This topic covers joining groups.

You can join a group when you receive an invitation to a group. If you [accept](#) the invitation, the group is added to the list in your “Groups” window.

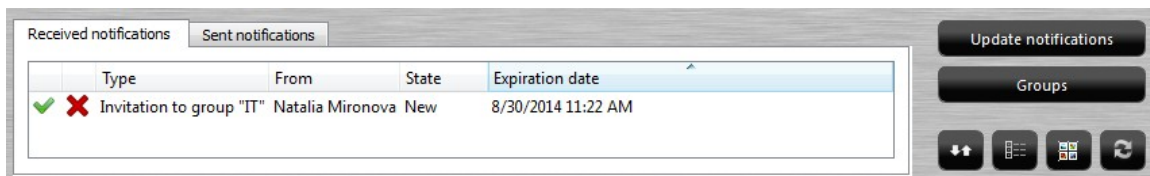
When you accept a group invitation, you become a member of the group and the group is added to the list in your Groups window. What actions you can perform for a group depends on the [permissions level](#) assigned by the user who invited you to join.

Permissions needed

You do not need special permissions to join a group you are invited to.

To join a group:

1. Check the notification pane of the main wwSafe window. Invitations to join groups appear there when they are received.



2. Accept a group invitation using the checkmark button  in the Notification pane.

3. Click  to clear the "Group invitation was accepted" message.

When you accept a group invitation, you receive all folder sharing invitations that are sent to the group. These include any invitations that were sent before you joined the group. The latter are shown in the [Notification pane](#) after accepting the invitation.

Delete a group

This topic covers deleting groups from wwSafe.

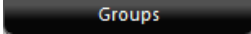
When a group is deleted, the following happens:

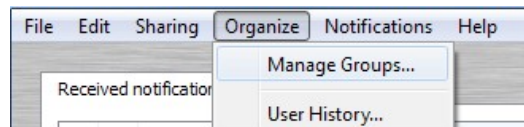
- The group is removed from the Groups window of the group owner and all group members.
- Group members no longer have access to folders shared with the group. The folders have a red cancellation symbol in their wwSafe window and sharing symbols are removed.
- Folder-sharing invitations can no longer be sent to the group.
- Folder-sharing invitations that have not been accepted yet are removed from the Notification panes of group members.

Permissions needed

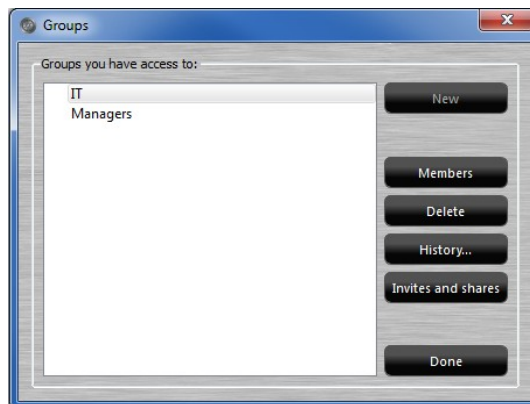
Only the owner of a group can delete a group.


To delete a group:

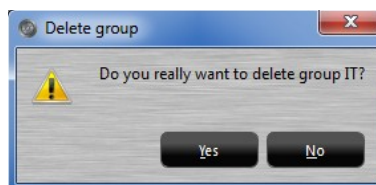
1. Select **Manage Groups...** from the Organize menu or click  in the main wwSafe window. The Groups window opens with a list of groups you belong to or own.

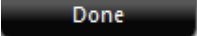


2. Click on the name of a group in the list to select the group and click the  button.



3. Click  in the message that asks if you are sure you want to delete the group. The selected group is deleted and removed from the Groups window of all group members.



4. Click  to close the "Groups" window.

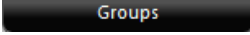
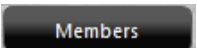
View group members

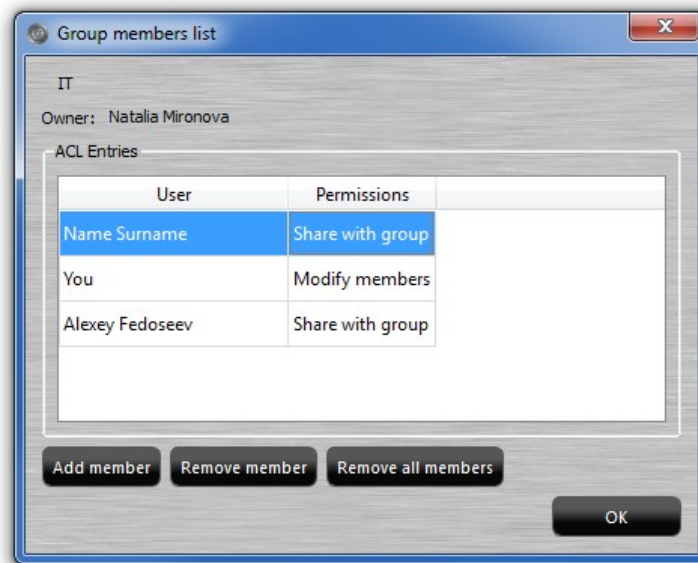
This topic covers viewing members of a group.

Permissions needed

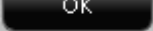
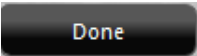
You can view a group member list if you are the group owner or have *Share and View Members* or *Share and Modify Members* [permissions](#) for the group.

To view members of a group:

1. Select **Manage Groups...** from the Organize menu or click  in the main wwSafe window. The Groups window opens with a list of groups you belong to or own.
2. Click  or double-click the group's name. The "Group member list" window opens.



The window shows the name of the group, the owner of the group, members in the group, and each member's access rights for the group. The owner of a group is shown in the Owner field. The owner's name is not included in the Members list.

3. When finished, click  to close the "Group members list" window.
4. Click  to close the "Groups" window.

Features in the "Group members list" window

The "Group members list" window let you (if you have appropriate permissions level):

- [Add a member](#)
- [Modify permissions for a member](#)
- [Remove a member](#)
- [Remove all members](#)

Invite Users to Join a Group

This topic covers inviting users to join groups in wwSafe.

Groups let you easily share folders with multiple people. When you invite users to join a group, think in terms of colleagues who need access to the same folders. For example, you might invite project managers to join a group that shares project folders.

You can invite users to join a group whenever needed. You might invite some users soon after a group is created and other users later on. When someone accepts a group invitation, they receive all folder sharing invitations that have already been sent to the group.

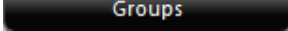
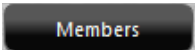
When you invite someone to join a group, you specify how long the invitation remains in effect and give them [permissions](#) for the group. Permissions can be different for each group member and can be [changed](#) as needed.

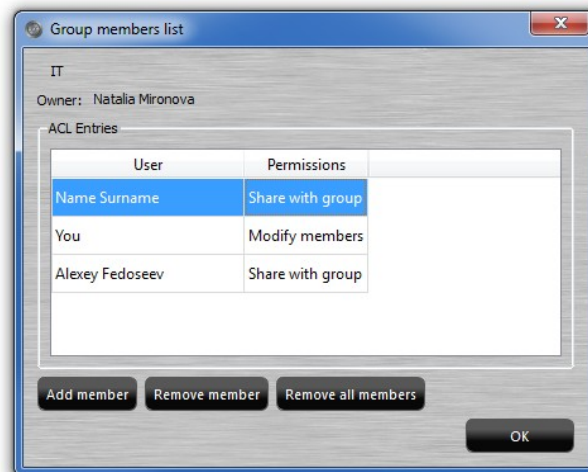
A user is added to a group if they accept an invitation before it expires. Their name is then shown in [member list](#) for the group. A user is not added if they reject an invitation or do nothing about the invitation before it expires.

Permissions needed

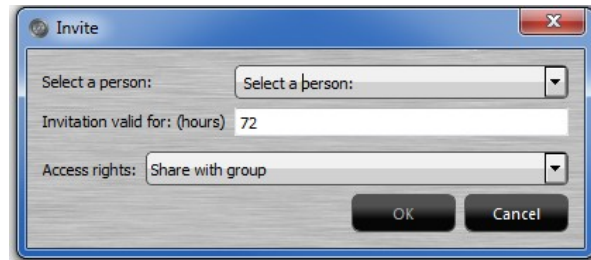
You can invite members to join a group if you are the group owner or have *Share and Modify Members* permissions for the group.

To invite a user to join a group:

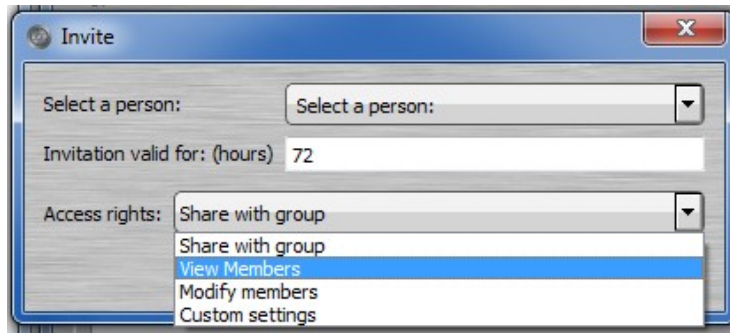
1. Select **Manage Groups...** from the Organize menu or click . The Groups window opens with a list of groups you belong to or own.
2. Click on the name of a group to select the group.
3. Click  or double-click the group's name. The "Group member list" window opens.




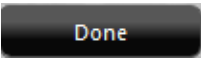


- Click Add member button. The “Invite” window opens. (The Add member button is activated if you are the group owner or have Share and Modify Members permissions for the selected group.)



- Click in the Select a person list and select the name of a wwSafe user. The list shows the names of all users whose PassKeys are registered with the wwSafe server.
- Enter an expiration time for the group invitation in the Invitation valid for: (hours) box. The default is 72 hours. To be added to the group, the user must accept the invitation before the expiration time passes.
- Assign group [permissions](#) to the user by clicking in the Access rights list and selecting a permissions level. The lowest permissions level (Share With Group) is selected by default.



- Click  to send an invitation to the selected user. Then click  to clear the message that confirms the invitation was sent.
- Repeat steps 4 through 8 for each additional user you want to invite to the group at this time. You can invite other users later.
- Click  to close the “Group members list” window.
- Click  to close the Groups window.

To see if a user accepted an invitation to join a group, check the “[Group members list](#)” window. The user's name is shown in the “Group members list” window if they accepted the group invitation before it expired. Also you can

view the [status of all the sent invites](#) by clicking .

Modify Group Permissions

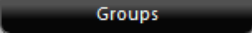
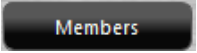
This topic covers changing a group member's [permissions](#) for a group.

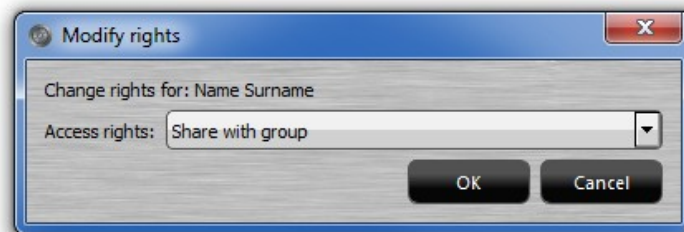
Permissions can be increased or decreased at any time. For example, you might want to give a member higher permissions so that they can modify the group.

Permissions needed

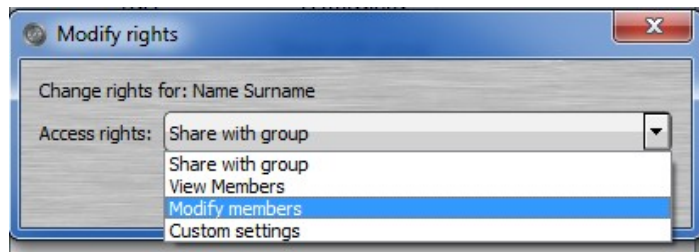
You can change a group member's permissions if you are the group owner or have *Share and Modify Members permissions* for the group.


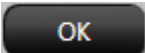
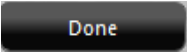
To change a group member's permissions for a group:

1. Select **Manage Groups...** from the Organize menu or click . The Groups window opens with a list of groups you belong to or own.
2. Click  or double-click the group's name. The "Group member list" window opens.
3. Double-click on the name of a group member. The "Modify rights" window opens with the member's current access rights for the group.



4. Change group permissions for the member by clicking in the Access rights list and selecting a different permissions level. Click [here](#) to see what each permissions level allows a member to do with the group.



5. Click  to save your change and close the Modify rights window. The new permissions level is shown in the "Group members list" window.
6. Click  to close the "Group member list" window.
7. Click  to close the "Groups" window.

Remove a Member from a Group

This topic covers removing members from a group.

You can remove only [some members](#) of a group or [all the members](#).

When a member is removed from a group, the following happens:

- The member's name is removed from the Group members list of the group owner and other group members.
- The group is removed from the removed member's Groups window.
- The member no longer has access to folders shared with the group. The folders have a red cancellation symbol in their wwSafe window and sharing symbols are removed.
- The member no longer receives folder-sharing invitations that are sent to the group.
- Folder-sharing invitations that have not been accepted yet are removed from the member's Notification pane.



Note: When a group is [deleted](#), members do not need to be removed first. All are automatically removed from the group.

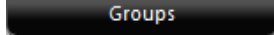
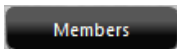
Permissions needed

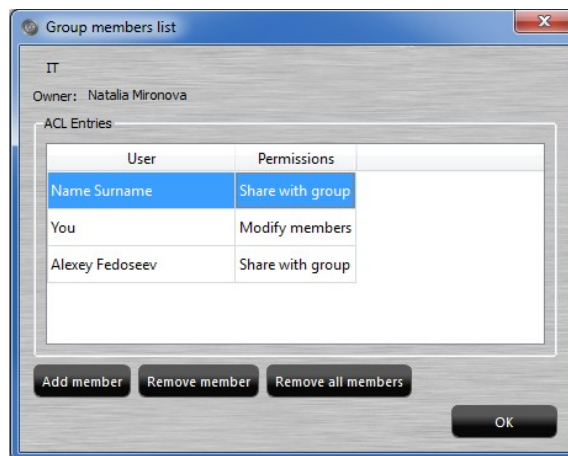
You can remove yourself from a group if you have *Share and Modify Members* permission level.

You can remove other members from a group if you are the owner or have *Share and Modify Members* permission level for the group.

Group owners cannot remove themselves from a group.

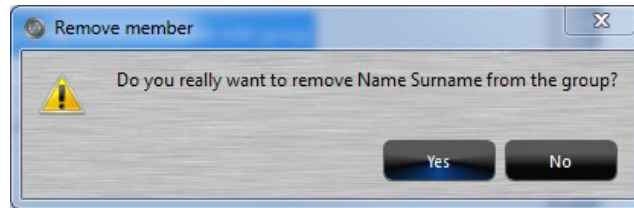
To remove some members from a group:

1. Select **Manage Groups...** from the Organize or click . The Groups window opens with a list of groups you belong to or own.
2. Double-click on the name of a group in the list or click the Members  button when the group is selected. The “Group members list” window appears.



3. Click on the name of a group member to select the member.

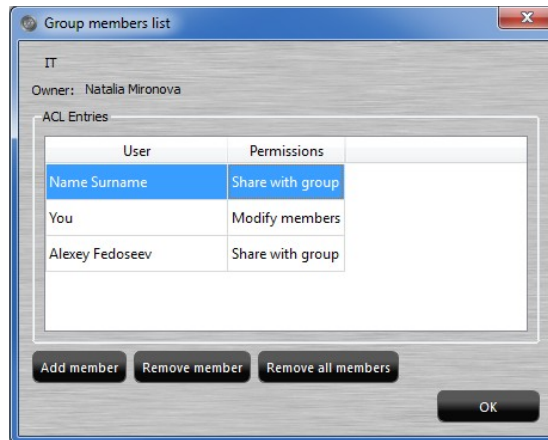
- Click **Remove member**. Then click **Yes** in the message that asks if you are sure you want to remove the member. The member is removed from the group.



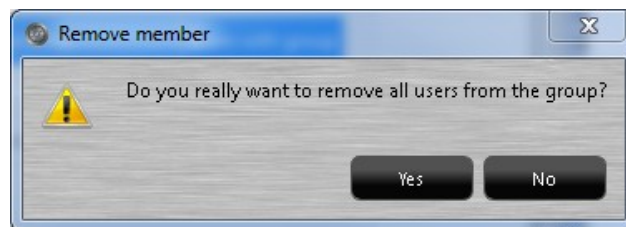
- Repeat steps 3-4 for each additional user you want to remove from the group.
- Click **OK** to close the "Group members list" window.
- Click **Done** to close the "Groups" window.

To remove all members from a group:

- Select **Manage Groups...** from the Organize or click **Groups**. The Groups window opens with a list of groups you belong to or own.
- Double-click on the name of a group in the list or click the **Members** button when the group is selected. The "Group members list" window appears.



- Click **Remove all members**. Then click **Yes** in the message that asks if you are sure you want to remove all the members. The members list is cleared.



- Click **OK** to close the "Group members list" window.
- Click **Done** to close the "Groups" window.

Permissions for Groups

Permissions determine what actions a group member or owner can perform for a group. There are four permissions levels, including the owner level. Permissions can be different for each group member.

The owner of a group automatically has all permissions for the group. They are the only user who can delete a group. (A group can be owned by a wwSafe Security Administrator or a wwSafe user. Initially, a wwSafe Security Administrator who created a group is the owner.)

Permissions are first assigned to group members when they are invited to join a group. They can be [changed](#) at any time by the group owner or by a member with Modify Members permissions for the group.



Note: Permissions can be [checked](#) from the “Groups” window by users with one of the following permissions: *Share and View Members* or *Share and Modify Members*. If you do not see permissions for group members, this means you have *Share with Group* permissions for the group.

Permissions Levels

The table below shows the actions allowed for each permission level and for the group owner. A green checkmark indicates an action is allowed.

Actions Allowed	1 Share with Group	2 Share and View Members	3 Share and Modify Members	4 Owner
Share folders with a group	✓	✓	✓	✓
View member list for a group; view group permissions of other group members; audit history of changes to a group		✓	✓	✓
Modify permissions of other group members; invite members to the group; remove members from the group			✓	✓
Delete a group				✓

Audit a Group's History

This topic covers auditing the changes made for a group and its members.

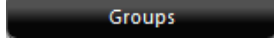
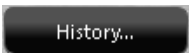
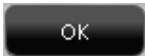
Changes are shown in the “Group History” window. This lets you track the operations that were performed for a group, who performed them, and when they were performed.

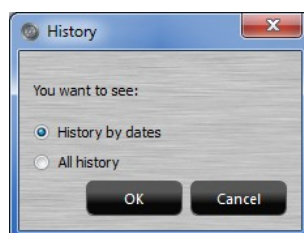
View the Group History


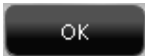
Permissions needed

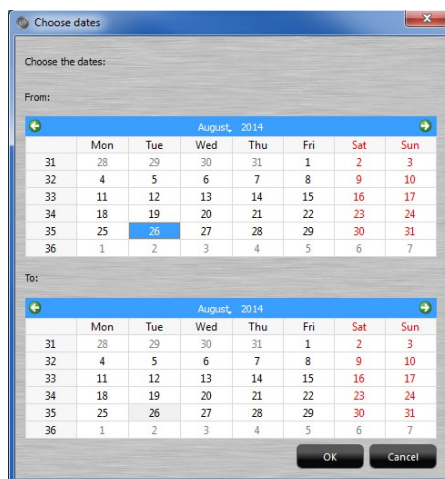
You can view a group member list if you are the group owner or have *Share and View Members* or *Share and Modify Members* [permissions](#) for the group.

To open the Group History

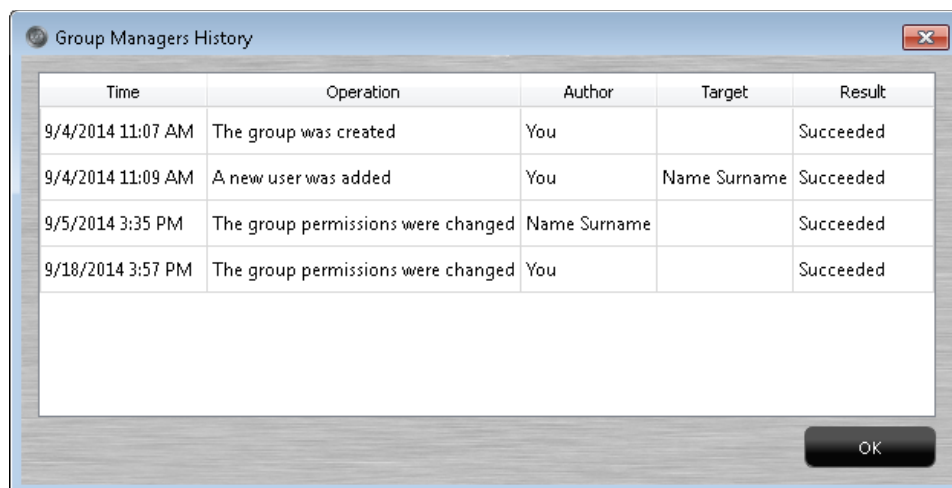
1. Select **Manage Groups...** from the Organize or click . The Groups window opens with a list of groups you belong to or own.
2. Click on the name of a group to select the group and click .
3. Choose whether you want to open the whole history or history for the certain dates in the next window and click .



4. If you chose “History by dates”, select the dates in the “Choose dates” window. To navigate between the months use green buttons with arrows . Click .



5. The “Group History” window will be displayed as follows:



6. Click  to clear the window.

Columns in the “Group History” Window

Columns in the “Group History” window show the following information:

Column	Information Shown
Time	This is the date and time an operation was performed or attempted for a group. Group history is sorted by time, from newest to oldest, with oldest at the top.
Operation	This is the operation that was performed or attempted. The following operations can be shown: <ul style="list-style-type: none"> • <i>A new user was added</i>—Shown when a group is created or a user accepts an invitation to join a group. • <i>A user was removed</i>—Shown when a user is deleted from a group. • <i>The group permissions were changed</i>—Shown when a user's permissions for a group are modified.
Author	This is the group member or owner who performed or attempted an operation.
Target	Name of the user involved
Result	This indicates whether an operation was successful. <ul style="list-style-type: none"> • <i>Succeeded</i> is shown if an operation was successful. • <i>Failed</i> is shown if an operation failed. • <i>Denied</i> is shown if an operation is denied.

Check sent invites and shares for the group

When a user is invited to group, an invitation is sent to them. When a group member shares a folder with a group, the sharing invitations are sent to all other group members. All these sent invitations can be viewed or canceled from the wwSafe client.

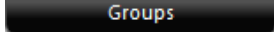

Permissions needed

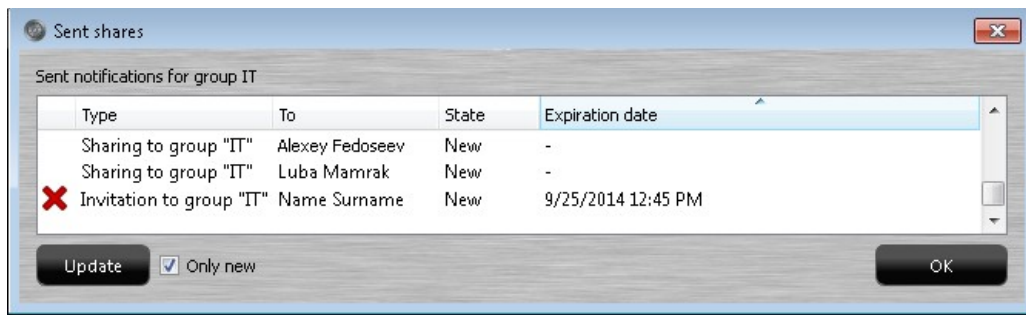
You do not need special permissions to check the sent invites.


Only the owner of a group can cancel invitation to a group.

Sharing to a group cannot be canceled.

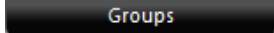
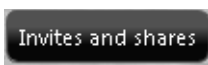

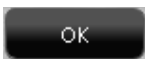

To view sent invites and shares for the group:

1. Select **Manage Groups...** from the Organize or click . The Groups window opens with a list of groups you belong to or own.
2. Click on the name of a group to select the group and click . The “Sent shares” window opens.



3. Uncheck “Only New” checkbox to display old invites along with any new notifications available
4. Click  to clear the window.

To cancel invitation to a group:

1. Select **Manage Groups...** from the Organize or click . The Groups window opens with a list of groups you belong to or own.
2. Click on the name of a group to select the group and click . The “Sent notifications” window opens.
3. Click  near the invitation you want to cancel. The “Canceled successfully” message appears. Click  to clear the message.
4. Click  to clear the window.

Sharing

Overview for Sharing

Each wwSafe folder can be shared with other users. This allows multiple users to have access to the same content in wwSafe.

Each folders can be shared with one or more individual users, one or more groups, or with a combination of users and groups. To share with a group, you must belong to or own the group.

Sharing permissions

When you share a folder, you assign [permissions](#) for the folder:

- Individual users can have different permissions.
- All members of a group have the same permissions.

Folder permissions apply to the folder itself and to the files and subfolders it contains. Permissions can be [changed](#) as needed.


If you share a folder with a user individually and also share it with one of their groups, the permissions assigned to the user individually override permissions assigned to the group even if group permissions are higher.

What is shared

Only folders can be shared. Cabinets and individual files cannot be shared. In order to share a file, you share its folder.

Changes to folder content are also shared. For example:

- When a file or subfolder is added to a shared folder, the file or subfolder is immediately available to sharing users.
- When a revision to an existing file is added, the revision is immediately available to sharing users.
- When a file or subfolder is deleted from the folder, it is deleted for all sharing users.
- When a file in a shared folder is renamed, all sharing users see the new name.

 **Note:** If you add subfolders or files to a folder after you share it, they are automatically shared with sharing users. You do not need to invite users to share new subfolders.

Identify shared folders

To identify shared folders, look for sharing symbols:



A plain folder indicates a folder is not shared by you or with you.



A blue sharing symbol indicates that a folder is shared by you. The symbol is shown for the shared folder and any subfolders it contains.




A yellow sharing symbol indicates that a folder is shared with you. The symbol is shown for the shared folder and any subfolders it contains.



A folder with the red symbol of cancellation indicates that sharing for the folder was [revoked](#) or that the folder was deleted by another user either with the [delete](#) feature or the [Clean Up Cabinet](#) feature. When you click on a folder with the red symbol of cancellation, the "Permission denied" message. You can [delete](#) the folder from your wwSafe window.

Share Folders

This topic covers inviting individual users and groups to share folders and their content (files and subfolders).

 **Tip:** A folder can be shared several times with the same user. When a user accepts the new sharing invitation, their permissions for this folder are updated.

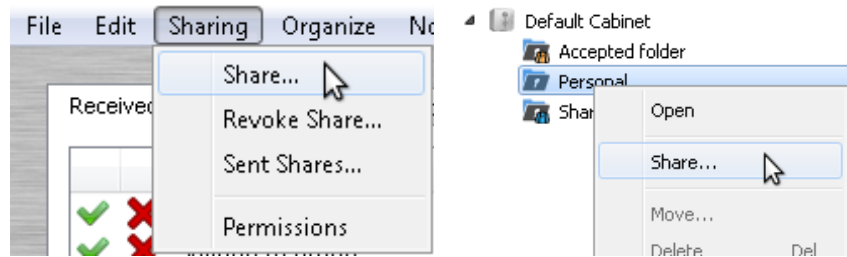
Permissions needed

You can share all folders that you own. These are folders that you created or folders whose ownership was [assigned](#) to you by the last owner.

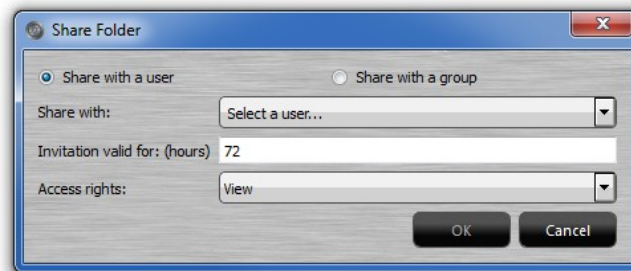
You can share folders that were shared with you if you have *Share* [permissions](#) for the folders.

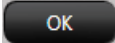
To share a folder in wwSafe with one or more individual users:




1. Select the folder you want to share by clicking on it in the left or right pane.
2. Select **Share...** from the Sharing menu or right-click on the folder in the left or right pane and select **Share...** from a pop-up menu. (The Share feature is available when a folder is selected.)



The "Share Folder" window opens.

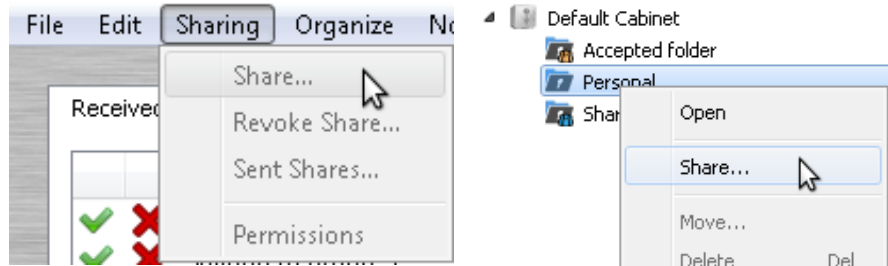


3. Click **Select a user...** The Users pop up bar opens. Select a user by clicking on their name in the **Select a user...** list. (The list shows the names of all users whose PassKeys are registered with the wwSafe server.) The user's name is shown in the **Share with:** list.
4. Set an expiration time for the sharing invitation.
5. Set access rights for the user.
6. Click .
7. Repeat steps 2-6 for each user you want to share with.

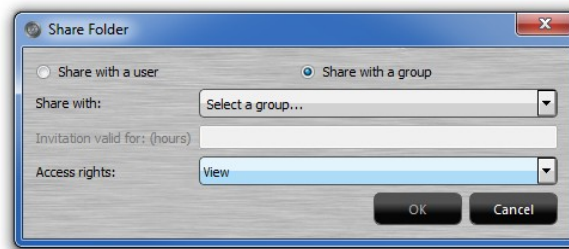
 **Note:** After at least one individual user accepts a sharing invitation, the shared folder is marked in your wwSafe window with a blue sharing symbol . It is marked in the window of the sharing user with a yellow sharing symbol . Any subfolders in a shared folder are also marked with a yellow or blue sharing symbol.


To share a folder in wwSafe with one or more groups:



1. Select the folder you want to share by clicking on it in the left or right pane.
2. Select Share... from the Sharing menu or right-click on the folder and select Share... from a pop-up menu. (The Share feature is available when a folder is selected.)



The “Share Folder” window opens.



3. Select Share with a group.
4. Choose a group from the **Share with:** list. (The list shows the names of all groups you belong to or own.)
5. Set access rights for the group. All group members have the same permissions level. The box **Invitation valid for: (hours)** is grayed out for groups. Invitations to groups do not expire.
6. Click .
7. Repeat steps 2-6 for each group you want to share with.

 **Note:** After you share a folder to a group, the shared folder is marked in your wwSafe window with a blue sharing symbol . Any subfolders in a shared folder are also marked with the blue sharing symbol.

Accept Share Invitation

This topic covers accepting folder sharing invitations.

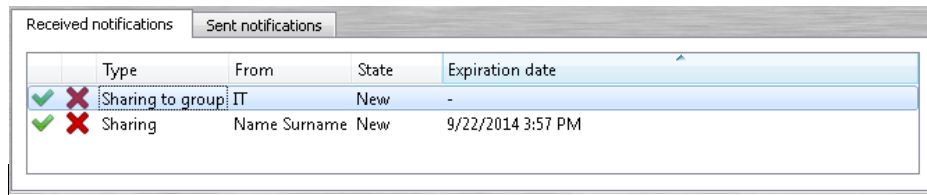
You can accept sharing when you receive an invitation to share. When you accept a sharing invitation, the folder is added to your wwSafe window and you are included in the [Folder Permissions list](#) for the folder. What actions you can perform for the accepted folder depends on the [permissions level](#) assigned by the user who shared a folder with you.

Permissions needed

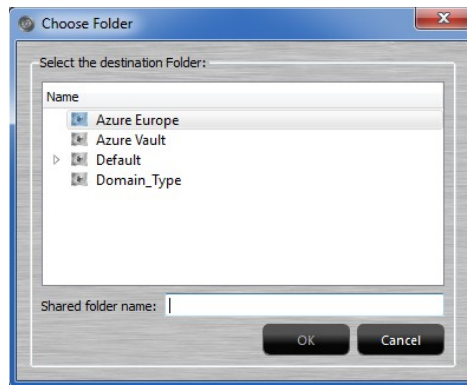
You do not need special permissions to accept sharing invitation which was sent to you.




To accept a sharing invitation:

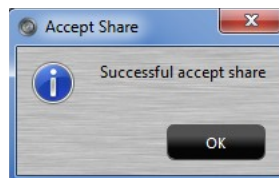
1. Check the notification pane of the main wwSafe window. Sharing invitations appear there when they are received.




2. Accept the invitation using the checkmark button  in the Notification pane. The "Choose Folder" window appears.



3. From the "Choose Folder" window, select a storage location for the shared folder. The folder can be stored directly under the Cabinet or under another folder.
 - a. Select a Cabinet for the folder by clicking on the Cabinet name. (If you have only one Cabinet, click on that.)
 - b. If you want to store the folder in a top-level folder, click the right arrow  beside the Cabinet. Then select the folder from the list that appears. If you want to store the shared folder in a subfolder, click on the right arrow  beside a top-level folder and select a folder from the list of subfolders that appears.
4. Type a name for the folder next to Shared folder name. There is no limit to name length. Spaces can be used. When sharing users use the same name, this makes it easy to communicate about a folder and its files.
5. Click  to add the shared folder to your wwSafe window. A message confirms that the folder was shared.



The folder is marked with a yellow sharing symbol . The sharing invitation is removed from the Notification pane and its status is set to "Accepted".

Check Folder Owner, Sharing Users and Permissions


This topic covers checking to see who has access to a folder and what their permissions are.

This information is shown in the “Folder Permissions” window, which contains the following for a selected folder:

- Name of the folder owner.
- Names of any users and groups that are sharing the folder.
- Folder permissions for each sharing user and group.

If you are the owner of a folder and other users and permissions are not shown when you open “Folder Permissions” window for a folder, this means the folder is not shared.

Features in the Folder Permissions window can be used to [change folder permissions](#) for sharing users and [change folder ownership](#).

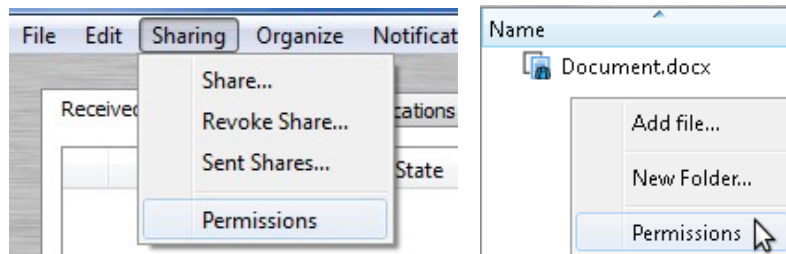
 **Note:** The information shown in the “Folder Permissions” window for a folder applies to all the subfolders it contains. To see sharing users and permissions for the subfolders in a shared folder, open “Folder Permissions” for the shared folder.

Permissions needed

You can view permissions for a folder if you are the owner or have one of the following [permissions](#): *View and Audit*, *Edit and Audit*, or *Share*. If you have other permissions levels for a folder, you can see only the owner and your own permissions level.

To view folder permissions and sharing users:

1. Select a folder by clicking on it in the left or right pane.
2. Select **Permissions** from the Sharing menu or right-click on the empty space in the right pane (the folder should be opened) and select **Permissions** from the pop-up menu. (The Permissions feature is available when a folder is selected.)



3. The Folder Permissions window opens. Check information as follows:
 - **Owner.** Check this field to see the name of the folder's owner.
 - **User Permissions.** Check this pane to see the names of all individual users sharing the folder and each user's [permissions](#) level.
 - **Group Permissions.** Check this pane to see the names of all groups sharing the folder and the group's [permissions](#) level. All members of a group have the same permissions. (To see which users [belong to a group](#), open the “Group members list” window.)



- Click  to close the Folder Permissions window.

Change Folder Permissions

This topic covers changing permissions for folders.

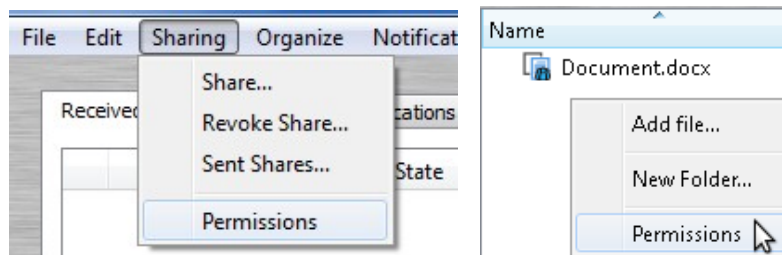
Follow the steps below to change a user or group's permissions for a folder. You can increase or decrease permissions levels as needed.

Permissions needed

You can change permissions for a folder if you are the owner or have *Share* [permissions](#) for the folder.

To change permissions for a user:

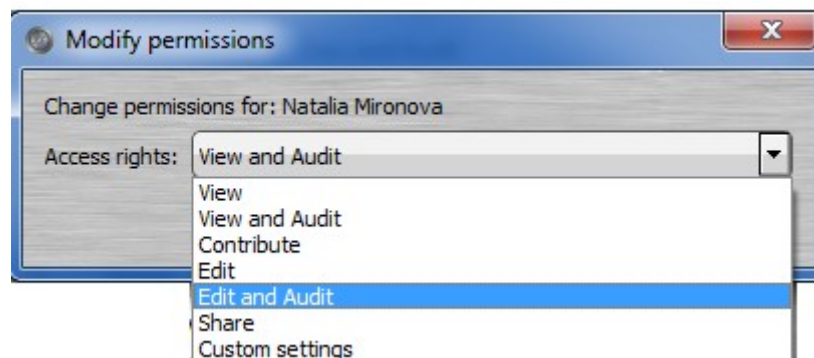
- Select a folder by clicking on it in the left or right pane.
- Select **Permissions** from the Sharing menu or right-click on the empty space in the right pane (the folder should be opened) and select **Permissions** from the pop-up menu. (The Permissions feature is available when a folder is selected.)





- The “Folder Permissions” window opens. Double click on the name of the user in the upper pane.



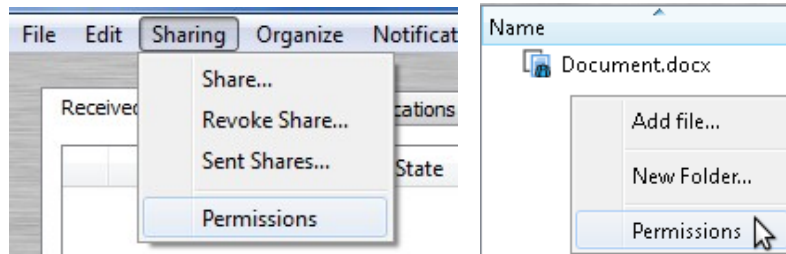
- The “Modify Permissions” dialog opens. Click in the **Access rights** list and select a new permission level.



- Then click  to save it. The new permissions level is shown in the “Folder Permissions” window.
- Click  to close the “Folder Permissions” window.

To change permissions for a group:

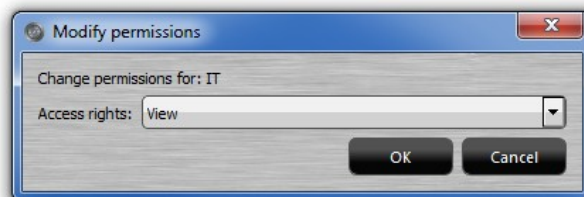
1. Select a folder by clicking on it in the left or right pane.
2. Select **Permissions** from the Sharing menu or right-click on the empty space in the right pane (the folder should be opened) and select **Permissions** from the pop-up menu. (The Permissions feature is available when a folder is selected.)





3. Double click the name of the group in the lower pane.



4. The Modify Permissions window opens. Click in the **Access rights:** list and select a new permission level.



5. Click  to save it. The new permission is shown in the “Folder Permissions” window.
6. Click  to close the “Folder Permissions” window.

Change Folder Ownership



This topic covers changing folder ownership.

You can invite a sharing user to become owner of any folder you currently own. This allows you to ensure another user can manage folder content before you leave an enterprise or assume a new role.

When you invite someone to become folder owner, an ownership invitation is sent to their Notification pane.

The invitation can be sent with a custom message. This might provide information that can help the other user identify the folder in case they are using a different name for that folder. For example, the message might describe the purpose of the folder or its content. The message might also identify you as the current owner in case the other user wants to contact you with questions.

If the user accepts the invitation, the following happens:

- The user becomes owner of the folder and has all permissions for the folder. Their name is shown next to Owner in the “Folder Permissions” window for the folder. The blue sharing symbol  is shown on the folder in their wwSafe window.
- Your permissions for the folder are changed to Share. Your name is moved to the list of users sharing the folder in “Folder Permissions” window. The yellow sharing symbol  is shown on the folder in your wwSafe window.



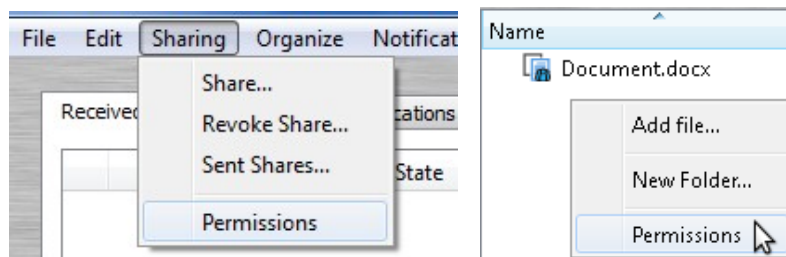
Note: You can invite an individual user to become a folder's owner. They must already be sharing the folder. Their current permissions can be at any level. A group cannot be assigned folder ownership.

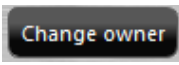
Permissions needed

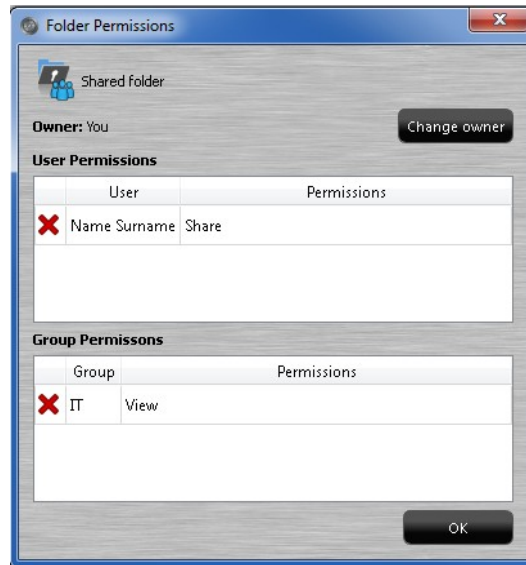
You can change ownership for a folder if you are the current owner.

To change folder ownership:

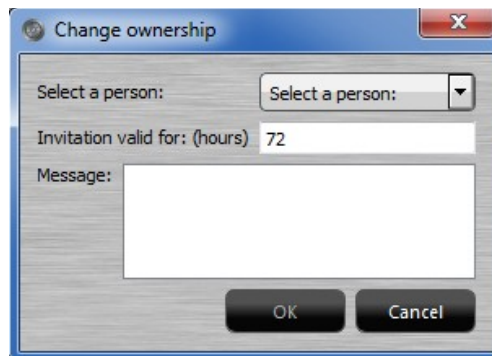
1. Select a folder by clicking on it in the left or right pane.
2. Select **Permissions** from the Sharing menu or right-click on the empty space in the right pane (the folder should be opened) and select **Permissions** from the pop-up menu. (The Permissions feature is available when a folder is selected.)






3. From the “Folder Permissions” window, click . This is activated if you are the folder owner and one or more individual users are sharing the folder.



The Change Ownership dialog opens.



4. Click in the dialog's **Select a person:** list and select the user you want to transfer folder ownership to. The list shows all individual users who are currently sharing the folder.
5. Enter an expiration time for the ownership invitation in the **Invitation valid for (hours)** box. The default is 72 hours. To become folder owner, the user must accept the invitation before the expiration time passes.
6. Enter a message to include in ownership invitation. This will be shown in the user's Notification pane. Entering a custom message is optional but can help the other user identify the folder if they have given it a different name.
7. Click  to send the change ownership invitation.
8. Then click  to clear the message that confirms the invitation was sent.
9. Click  to close the Folder Permissions window.

Revoke Sharing for a Folder

This topic covers revoking sharing for a folder.



Sharing can be revoked for one or more of the users a folder is currently shared with. Afterward, the folder is no longer available for those users. They cannot open the folder.


If the folder was shared with a group, the sharing invitation to the group is cancelled. New group members will not receive an invitation to share the folder.


When you revoke sharing, you can choose whether to revoke it for:

- Selected sharing users and groups.
- All sharing users and groups.

Revoking sharing does not affect a folder's owner. Folder content is still available to the owner, even if sharing is revoked for all users.

The folder which was accepted by you has a cancellation symbol . The yellow sharing symbol  is removed. If you try to access the folder, the "Permission denied" message is shown.

The folder shared by you is in the SEV window and folder content is still available. But the blue sharing symbol  is removed.

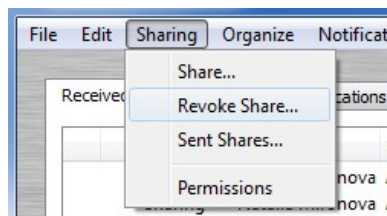
 **Note:** Be aware that if a folder was shared with you and you revoke sharing for all users, your sharing is revoked as well.

Permissions needed

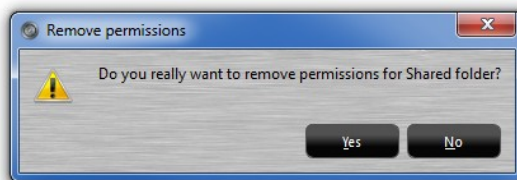
You can revoke sharing for a folder if you are the owner or have *Share permissions* for the folder.

To revoke all sharings for a folder:

1. Select the folder by clicking on it in the left or right pane.
2. Select **Revoke Share...** from the Sharing menu. (Revoke Share is activated when a shared folder is selected.)



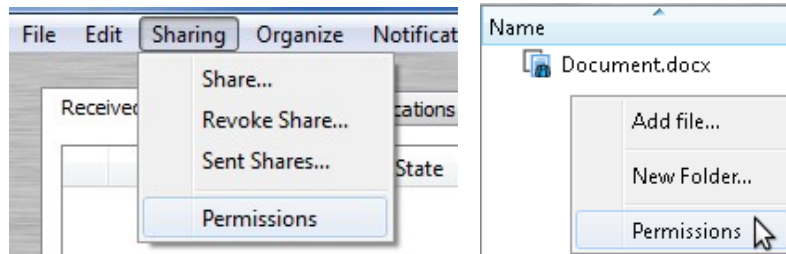
3. The Remove permissions window opens. Click  to revoke sharing.



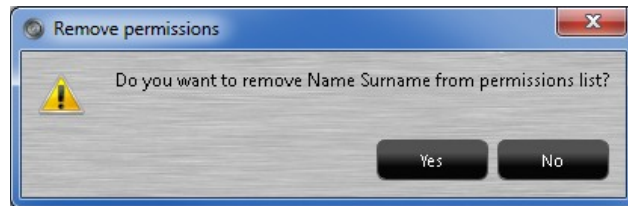
4. A message confirms that sharing has been revoked. Click  to clear the message.

To revoke certain sharings for a folder:

1. Select a folder by clicking on it in the left or right pane.
2. Select **Permissions** from the Sharing menu or right-click on the empty space in the right pane (the folder should be opened) and select **Permissions** from the pop-up menu. (The Permissions feature is available when a folder is selected.)



3. The "Folder Permissions" window is opened. Click x button **X** near the name of a user or a group whose share you want to revoke.
4. Click **Yes** to revoke sharing for the selected user or the group. The user or the group disappears from the list. Click **No** to clear the message.



5. Repeat steps 3-4 for each user and group you want to remove from the permissions lists.


Permissions for Folders

Permissions determine what actions a folder owner or sharing user can perform for the folder and its content (files and subfolders). There are seven permissions levels, including the owner level.

The owner of a folder automatically has all permissions for the folder. The owner is the user who created the folder or who was [assigned](#) ownership by the last owner.

Other permissions levels are first assigned to a sharing a user or group when they are invited to share a folder. Permissions can be [changed](#) at any time by the folder owner or by a user with Share permissions for the folder.

If a folder is shared with you individually and with one of your groups, you have the permissions assigned to you individually. This is the case even if the group has a higher permissions level.

 **Note:** You can [check](#) your permissions for a folder from the "Folder Permissions" window. You can see the permissions of other sharing users if you have one of the following [permissions](#): *View and Audit*, *Edit and Audit*, or *Share*.

Permissions Levels

The table below shows the actions allowed for each folder permission level and for the folder owner. A green checkmark indicates an action is allowed.

Actions Allowed	1 View	2 View and Audit	3 Contribute	4 Edit	5 Edit and Audit	6 Share	7 Owner
View files in a shared folder; export files; rename folders	✓	✓	✓	✓	✓	✓	✓
View folder permissions of other sharing users ; audit history of changes for a shared folder and its files		✓			✓	✓	✓
Add files, file revisions, and subfolders to a shared folder			✓	✓	✓	✓	✓
Rename files in a shared folder; rename subfolders in a shared folder ; delete files from a shared folder				✓	✓	✓	✓
Change folder permissions of other sharing users ; share a folder that was shared with you; revoke sharing for a folder						✓	✓
Change folder ownership							✓

Notifications

Overview for Notifications

Notifications are messages which:

- you get when other users or wwSafe Security Administrators invite you to share a folder, to join a group, or to become an owner of a folder, or
- are sent when you invite other users or groups to share a folder, invite users to join a group or become an owner of a folder.

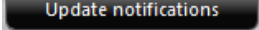

You can check the [received](#) and [sent](#) notifications in the appropriate panes in wwSafe.

By default, only new notifications are available for view. Check [here](#) for the steps to shown old notifications. Notifications are new till you [accept](#) or [reject](#) them, or a sender [cancels](#) them, or the expiration date for these invitations passes.

Get the latest notifications

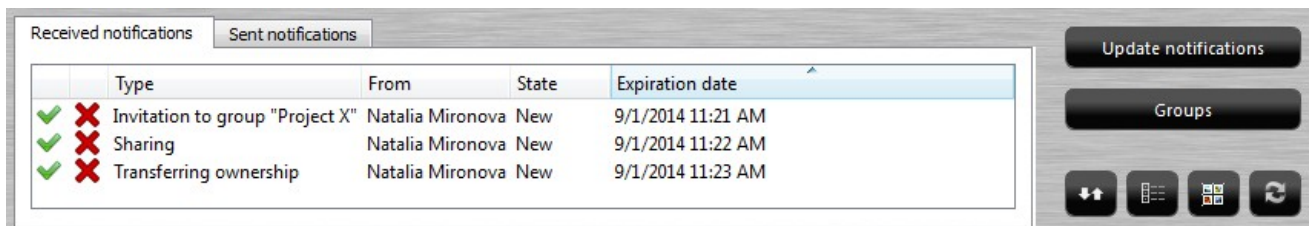
Notifications are updated automatically when you login into wwSafe, and from time to time when wwSafe is opened. If required, you can update notifications manually.

To update notifications manually:

- In the **main wwSafe window**: click  button to update either Received notifications pane, or Sent notifications pane.
- In the **Sent shares windows** for groups and folders: click  button to update the notifications pane in the appropriate window.

Received Notifications

When you login into wwSafe, the Received notifications pane opens at the Notification pane at the top of the main wwSafe window. It shows notifications sent to you by other users and wwSafe Security Administrators.



Sent Notifications

When you sent a sharing invitation, an invitation to group or an invitation to become an owner of a folder, you can check their status in a Sent Notifications pane.



Note: If you sent an invitation by mistake, you can cancel it. Click [here](#) for more information.

Check sent notifications

There are three ways to check sent notifications:

- [Notifications pane in the main wwSafe window](#)
- [Sent Shares window for a folder](#)
- [Sent Shares window for a group](#)

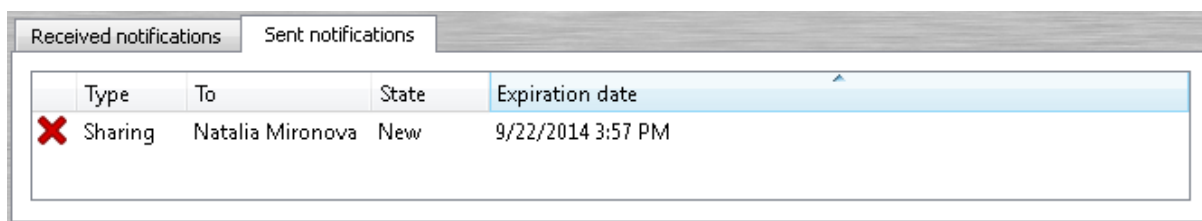
Sent notifications available from different panes:

Type	Invitations available
Notifications pane in the main wwSafe window	<p>The invitations sent by you:</p> <ul style="list-style-type: none"> • Sharing to an individual user • Transferring ownership • Invitation to a group
Sent Shares window for a folder	<p>The invitations sent by you and other users you share a folder with:</p> <ul style="list-style-type: none"> • Sharing to an individual user • Sharing to a group • Transferring ownership
Sent Shares window for a group	<p>The invitations sent by you and other users who are a member of a group:</p> <ul style="list-style-type: none"> • Invitation to a group • Sharing to a group

To check the sent notifications in the main wwSafe window:

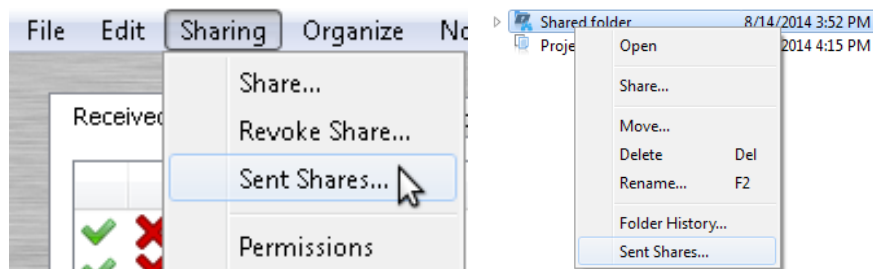
1. Click on the tab “Sent notifications” in the Notification pane.

The sent notifications pane opens.

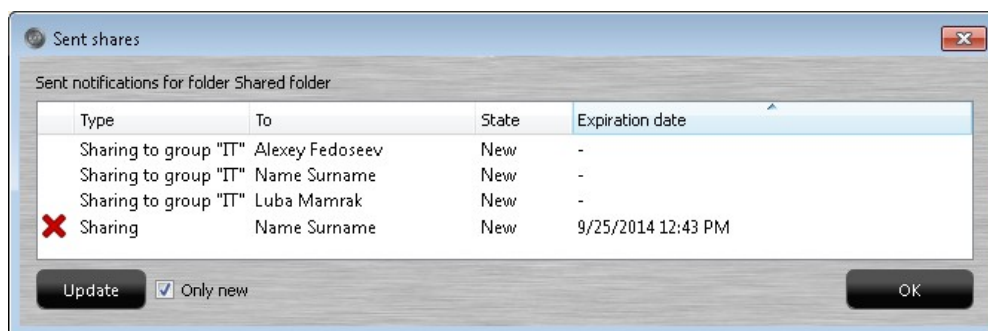


To check the sent notifications in the Sent Shares window for a folder:

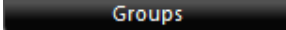
1. Select a folder by clicking on it in the left or right pane.
2. Select **Sent shares...** from the Sharing menu or right-click on the empty space in the right pane (the folder should be opened) and select **Sent shares...** from the pop-up menu. (The Sent shares...feature is available when a folder is selected.)

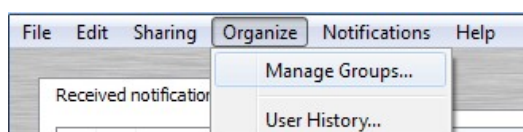



The “Sent Shares” window opens.

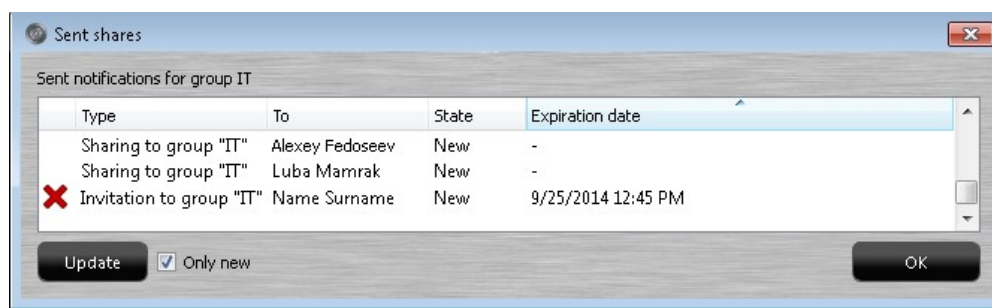


To check the sent notifications in the Sent Shares window for a group:

1. Select **Manage Groups...** from the Organize menu or click . The Groups window opens with a list of groups you belong to or own.






2. Click on the name of a group to select the group.
3. Click . The “Sent Shares” window opens.



Columns in the Notifications panes:

Columns in the Notification show the following information:

Column	Information Shown
Accept / Reject buttons	<p>Buttons available:</p> <ul style="list-style-type: none"> Accept  button (only for the Received notifications pane) Reject  button (only for the Received notifications pane) Cancel  button (only for the Sent notifications panes) <p>Buttons are shown for notifications which have the “New” status. They let you accept and decline invitations. Each notification has its own buttons.</p>
Type	<p>Type of notification. It can be:</p> <ul style="list-style-type: none"> “Sharing” “Invitation to group” “Transferring ownership” “Sharing to group”
From	Who has sent the notification, name of a user or a group.
State	<p>State of the notification. It can be:</p> <ul style="list-style-type: none"> “New” “Accepted” if you have accepted the invitation “Rejected” if you didn’t accept the invitation. “Cancelled” if a sender revoked the invitation “Outdated” if the invitation has expired
Expiration date	<p>Date and time the invitation expires. You must accept the invitation before then in order to share the folder. If the folder was shared with a group, an expiration date is not shown. Folder invitations to groups do not expire but remain in effect until the folder or group is deleted. As a group member, you can accept or decline the invitation at any time.</p>

Accept a received invitation

You should accept an invitation you receive if you want to have an access to the issues which are sent to you with this invitation.


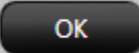
You get the following access after accepting invitations:

Type	Access
Sharing to individual users and groups	The folder is added to your wwSafe window and you (or the group) are included in the Folder Permissions list for the folder. The operations available depend on the permissions level assigned when sharing was sent.
Invitation to a group	Membership in the group. The operations available depend on the permissions level assigned when you were invited to the group.
Transferring ownership	You become the owner of a folder which was shared with you before accepting the invitation.



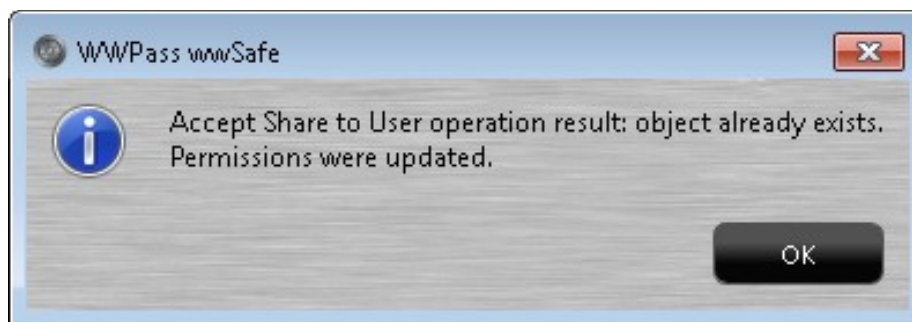
Note: All the invitations except invitations to share a folder with a group have the expiration period. You should accept these invitations before this period finishes, otherwise you should ask a sender to send you this invitation again.

To accept an invitation:

1. Click the checkmark button  for a notification you want to accept before the invitation expires.
2. If you [accept a sharing invitation](#), select a folder you want to accept share to.
3. Then click  to clear the "Accepted" message. The accepted invitation is removed from the default view at the Received Notification pane in the main wwSafe window and its status is set to "Accepted".




Note: If you accept a sharing invitation for a folder which you already share with other users, your permissions level is updated, and you get the following message:




Reject a received invitation


You can decline any invitation you receive if you do not want to accept it.

 **Note:** How one user responds to a sharing invitation does not affect other users who are invited to share. If one group member declines an invitation, the folder is still shared with group members who accepted their invitations.

To decline an invitation:


Do one of the following to decline an invitation:

- In the Received notifications pane click the Reject button  for a notification you want to reject before the invitation expires. The invitation is removed from the Notification pane and its status is set to "Rejected".
- Let the invitation expire. The invitation is removed from the Notification pane and its status is set to "Expired".


 **Note:** Group sharing invitations do not expire, so you can decline them only by clicking the reject button.

Cancel a sent invitation

You can cancel any invitation you sent except a group sharing invitation.

 **Note:** You can cancel only the invitations sent by yourself. If you try to cancel an invitation sent by another user, you get a "Permission denied" message.

To cancel a sent invitation:

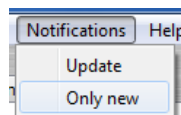
In any of the [Sent notifications panes](#) click the Cancel button  for a notification you want to cancel before the invitation expires. The invitation is removed from the Sent Notifications panes and its status is set to "Canceled".

View old notifications

After an invitation is accepted, rejected, canceled, or it expires, its notification disappears from the Notification Pane. However, they remain available for viewing for twice their expiration time. After that amount of time passes, they are permanently deleted from wwSafe.

To view old notifications:

- In the **main wwSafe window**: Uncheck "Only New" checkbox in the Notifications drop down menu to display old notifications along with any new notifications available.



- In the **Sent shares windows** for groups and folders: Uncheck "Only New" checkbox .

Servers management


You can manage servers list if required. You can do the following:

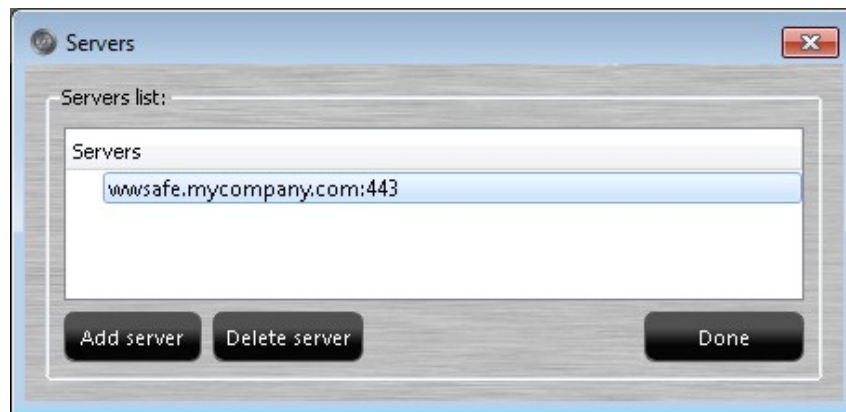
- Add a new server. To see the steps to do click [here](#).
- Modify existing server. To see the steps to do click [here](#).
- Delete existing server. To see the steps to do click [here](#).

Modify existing server

You can modify the servers which are already in the servers list. This can be helpful if you need to make some corrections for this server – for example, change a port or correct a misprint.

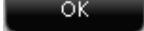
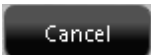
To modify existing server:

1. Click the Servers button  to open the Servers dialog. The “Servers” window opens.



2. Double-click on the name of the server you want to modify. The “Modify server” window opens.




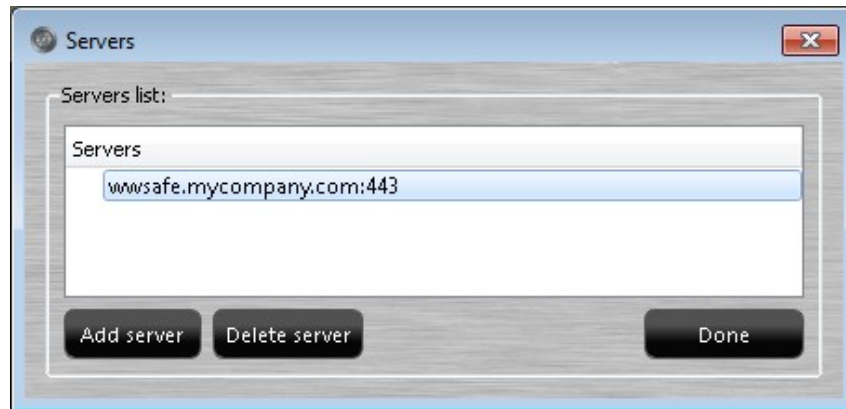
3. Modify the data as needed and click . If you do not want to modify the server's data click .

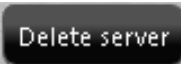
Delete existing server

You can delete an existing server if it is not required in the list.

To delete existing server:

1. Click the Servers button  to open the Servers dialog. The “Servers” window opens.



2. Select the name of a server you want to delete and press . The server is deleted from the servers list and is not available in the list at the login window.

Audit Your User History

This topic covers auditing your wwSafe user history.

Your history is shown in the “User History” window. This includes the dates and times you logged into wwSafe and whether each login attempt was successful.

It also includes the [rename](#) and [cleanup](#) operations you performed for your Cabinets.

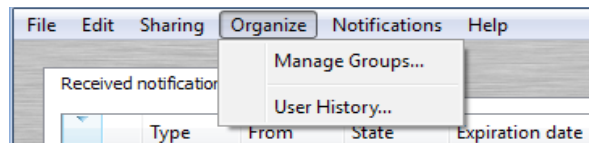
View the User History


Permissions needed

You do not need special permissions to view your user history.


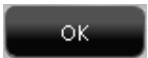
To open the User History

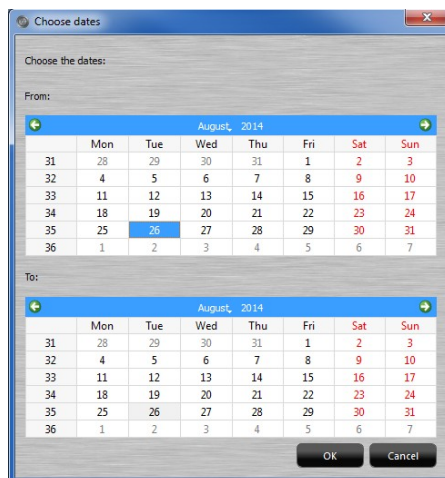
1. Select User History from the Organize menu.



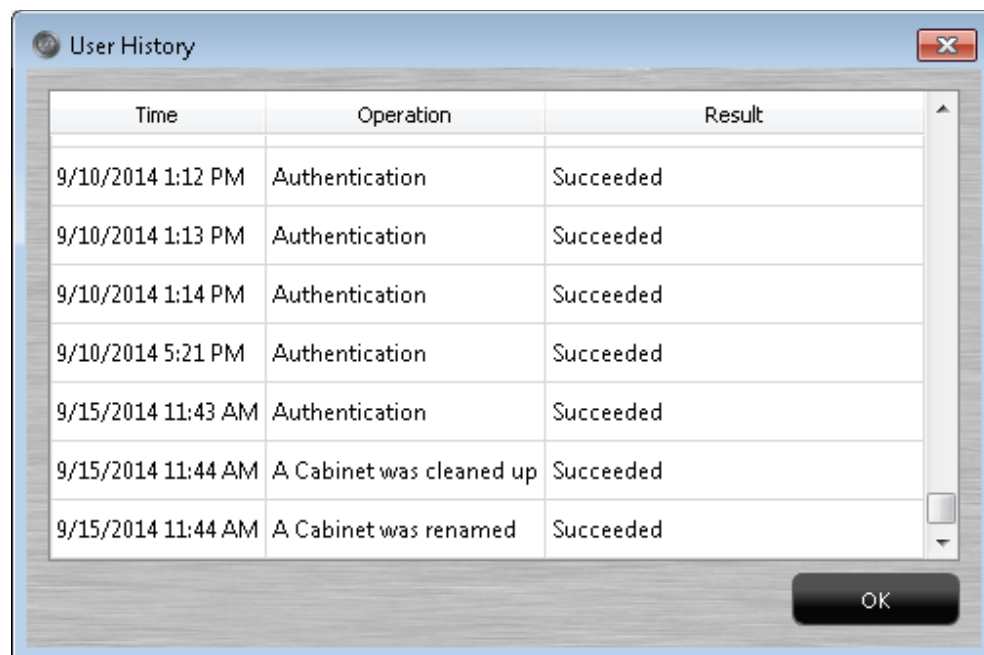
2. Choose whether you want to open the whole history or history for the certain dates in the next window and click .



3. If you chose “History by dates”, select the dates in the “Choose dates” window. To navigate between the months use green buttons with arrows . Click .



4. The “User History” window will be displayed as follows:



5. Click  to clear the window.

Columns in the User History Window

Columns in the User History window show the following information:

Column	Information Shown
Time	This is the date and time you performed or attempted an operation. User history is sorted by time stamp, from newest to oldest, with oldest at the top.
Operation	<p>This is the operation performed by you or a wwSafe IT Manager. The following operations can be shown:</p> <ul style="list-style-type: none"> • <i>A Cabinet was cleaned up</i>. Shown when you cleaned up a Cabinet. Cleaning up a Cabinet deletes all of its content. • <i>A Cabinet was renamed</i>. Shown when you renamed a Cabinet. • <i>Authentication</i>. Shown when you log into wwSafe and authenticate with your PassKey.
Result	<p>This indicates whether an operation was successful.</p> <ul style="list-style-type: none"> • <i>Succeeded</i> is shown if an operation was successful. • <i>Failed</i> is shown if an operation failed. • <i>Denied</i> is shown if an operation is denied.