



Hosted
ShareDefender TM
User Guide

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Description

The ShareDefender provides a secure and user-friendly means to distribute large documents securely over the Internet. Users no longer need to break large files into sections for size restricted email attachments, or use a costly delivery service. ShareDefender provides an inexpensive, easy to use, and fast delivery method.

ShareDefender provides a secure storage area that allows company employees and clients to “push and pull” documents, under security controls.

Documents can be up to 800 MB in size and they will have a user specified “life-span” of a week, month or more, before they are automatically purged from the site. The “Domain Administrator” specifies a maximum life-span for uploads, and creates user accounts. The “Employer” selects one of the pre-defined time periods (day(s), week(s), month) for that document to live. Security credentials are issued by the ShareDefender user so that tight controls and limited access are achievable.

Features

- Hardened Linux, MYSQL, HP appliance
- Secure file transfer, web based
- Web Administrative Interface
- Managed Services from xDefenders
- 24x7x365 management and monitoring, option

Overview

- Physically install the ShareDefender
- Log on with the SuperUser name and password (provided)
- Create a domain and assign a domain administrator
- Create employee and client accounts
- Set up email address and aliases for client use
- File sharing is now available

ShareDefender Setup

Follow these steps to begin using the ShareDefender. Refer to the appropriate sections of the manual as needed.

The privileges associated with the user name and password entered determine what menu displays and what functions are available.

- 1. Log On as Domain Administrator with User Name and Password provided**
- 2. Set the Maximum Life for the Domain**
- 3. Create at least one “Employee” account**

If Client Accounts will be used, then

- A. Create at least one Email Alias**
- B. Create a Client account (as needed)**

- 4. Log off the Administrator Account**

To Test a user account:

- 5. Log On as an Employee**
 - 1. Select a user name and password just created**
 - 2. Upload a file and identify recipients (email addresses, comma separated)**
 - 3. Check recipient email address account for email notification**
 - 4. Proceed to link for download.**

Log

On

The web-based GUI interfaced is accessed by entering the following into your web browser:

<http://sharedefender1.xdefenders.com>

If entered correctly, the login screen is displayed as shown below

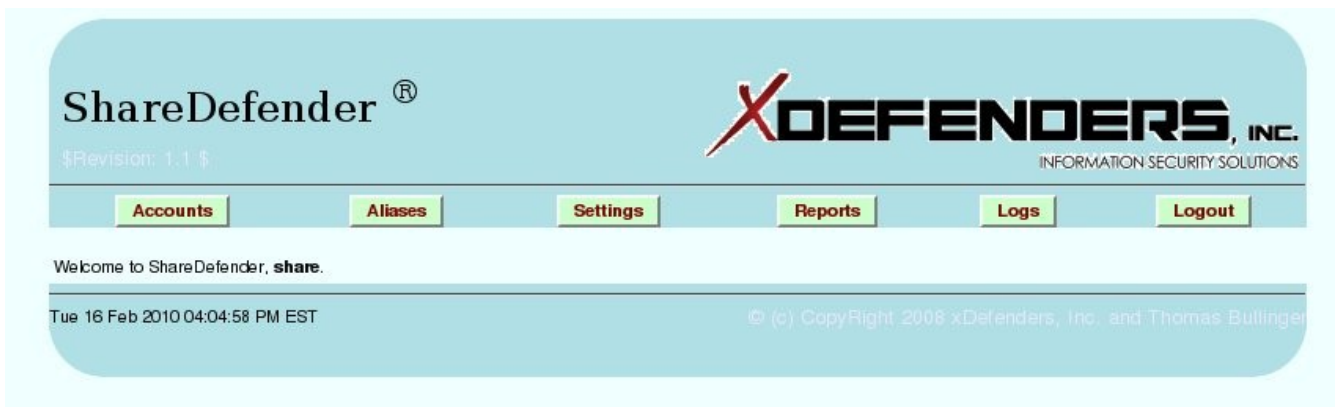


The User Name and Password entered have associated privileges. The Menu that displays lists the functions available.

There are three different user types: Domain Administrator, Employee and Client. The functions for each are described in the following pages.

Domain Administrator Functions

The purpose of the Domain Administrator is to set up all user accounts, create email aliases for client uploads, and restrict maximum file life as needed.



Select the Accounts Button

Create a User account

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Accounts Aliases Settings Reports Logs Logout

Modify Accounts for domain **rochester.rr.com**

Username	Email Address	User Level	Password	Status	Add/Remove
tester	laxfan@rochester.rr.com	Client	Reset	Active	Remove
jeff	jthon@rochester.rr.com	Employee	Reset	Active	Remove
nanc	nthon@xdefenders.com	Employee	Reset	Active	Remove

Tue 16 Feb 2010 04:05:54 PM EST © (c) CopyRight 2008 xDefenders, Inc. and Thomas Bullinger

1. Create a user name
2. Enter the email address associated with that user
3. Make note of user name and automatically generated password
4. Select an account type

Employee: in-house, or trusted external, account that uploads data for pick-up

Client: account to allow upload from non-employee for pickup by predefined employee or internal group

NOTE: Email Aliases must be defined BEFORE Client Accounts can be created.

Create Email Aliases

Email aliases identify the group of employees that will be notified by email when an outside upload has been made. This will allow clients to send documents to the ShareDefender so employees can access their data.

Clients will allowed to select one from the list of email alias groups. The selection made identifies the group to be notified when an upload is complete.

The Domain Administrator must FIRST create the alias groups that will be available, in the drop down box, for client upload.



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Accounts Aliases Settings Reports Logs Logout

Email Alias Management for domain **rochester.rr.com**

Alias Name	Email Address(es)	Add/Remove
Default	nthon@rochester.rr.com	Remove
Sales	jthon@xdefenders.com,jthon@rochester.rr.com	Remove
Support	nthon@xdefenders.com,laxfan@rochester.rr.com	Remove

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Alias Name: Enter a name that identifies a single email address or a group of email addresses.

Email Addresses: Enter one or more email addresses, separated by commas, that will be notified of an upload for this group.

Set Maximum Life

Maximum Life is the length of time data may remain available for retrieval on the ShareDefender.

Any data residing on the ShareDefender will be automatically removed once the Maximum Life date is reached.

To edit the Maximum Life for this domain, select the “**Settings**” button.

Select the new Maximum Life for the domain from the drop-down list.

All documents already uploaded retain the Maximum Life value in place at the time of upload.

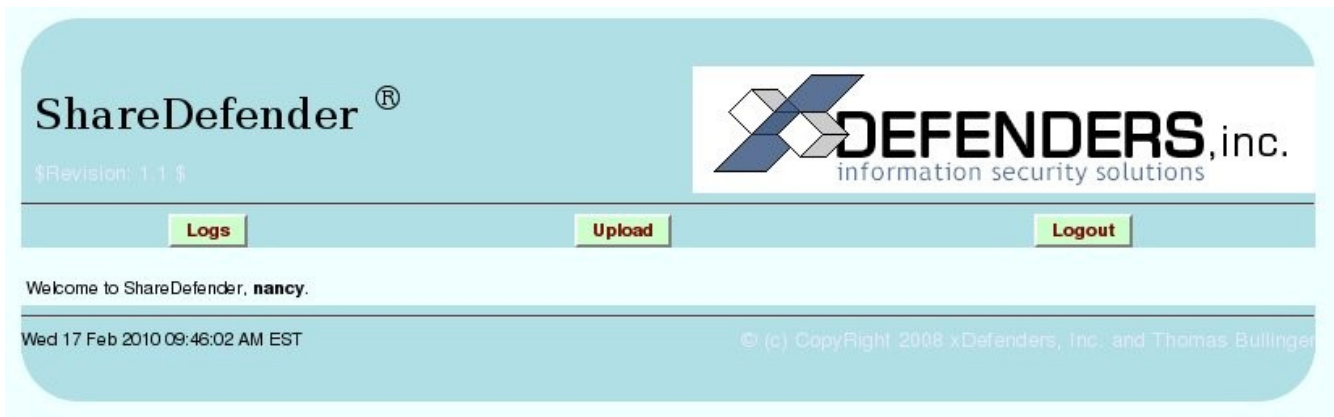
Logs

Select the “Logs” button to view logs that detail data file access.

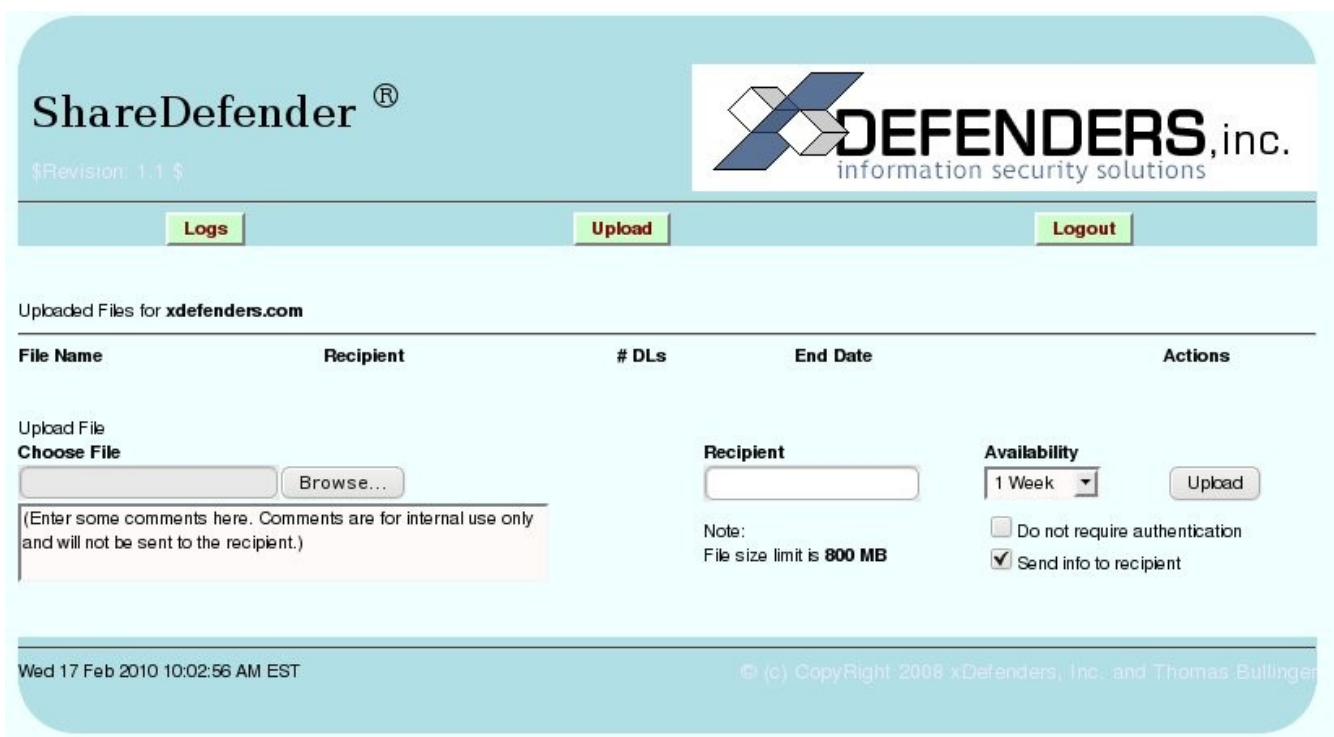
Employee Function

The purpose of the Employee Account is to allow employees upload access ,for large files and documents, to the ShareDefender . Uploaded data is made available, with or without, password protection for “pick up”. The list of allowed downloaders, or recipients, is defined by the emails that were entered when uploading the file.

First, Log On. The user name and password identifies the individual logging on as an “Employee”, so the following screen displays.



Select “Upload” to display the following:



Choose a File

Enter the complete file name and path, or browse for the file to be uploaded.

Notify Recipients

Enter one or more email recipients (“downloaders”) separated by comma

Determine Availability

Select the length of time the document will be available for pick up

Notes section used for reference in Upload log files.

Email notification is automatically sent to the recipient, but is optional

Password authentication is automatically assigned, but is optional

Logs are retained to track each datafile and the identity, date, and time of download.

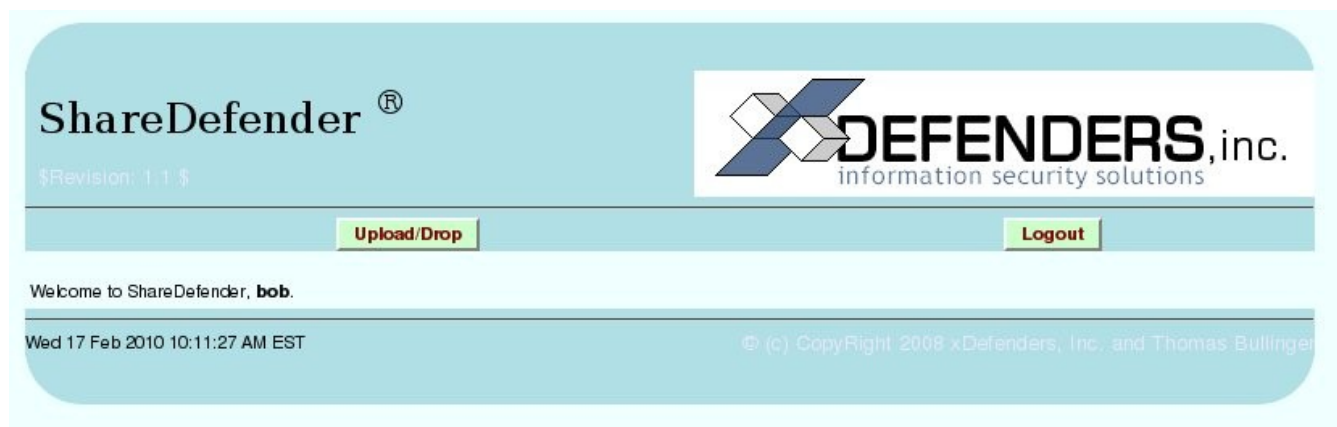
A message displays detailing the processed upload

Client Function

The purpose of the Client Account is to allow non-employees access, to upload large files and documents, to the ShareDefender. Uploaded data can be made available, with password protection, to any Email Alias group defined for the domain.

The Client will access a LogOn screen exactly like the Employee LogOn screen.

The Client will view a menu with one option, as shown below:



Select the “Upload/Drop” button

The following menu displays:

The screenshot shows the ShareDefender web interface. At the top left, it says "ShareDefender®" with a revision number "Revision: 1.1". To the right is the logo for "DEFENDERS, inc." with the tagline "information security solutions". Below the header are two buttons: "Upload/Drop" and "Logout".

The main content area is titled "Upload File" and "Choose File". It features a text input field containing the path "/home/nancy/Documents/Le" and a "Browse..." button. Below the input field is a text area containing the text "guys from bob to Support". To the right of the text area is a "Recipient" dropdown menu currently set to "Support" and an "Upload" button. A note below the text area states "Note: File size limit is 800 MB".

At the bottom of the page, the footer contains the date and time "Wed 17 Feb 2010 10:17:09 AM EST" and the copyright notice "© (c) CopyRight 2008 xDefenders, Inc. and Thomas Bullinger".

Choose a File

Enter the complete file name and path or browse for the file to be uploaded.

Select an Email Group

Select a group from the drop-down list

Determine Availability

Select the length of time the document is available for pick up

Notes section used for reference in Upload log files.

Email notification is automatically sent to the recipient(s)

Password authentication is automatically assigned

Logs are retained to track each datafile and the identity, date, and time of download.