



CurtainTM e-locker 5.0

User Guide

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

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

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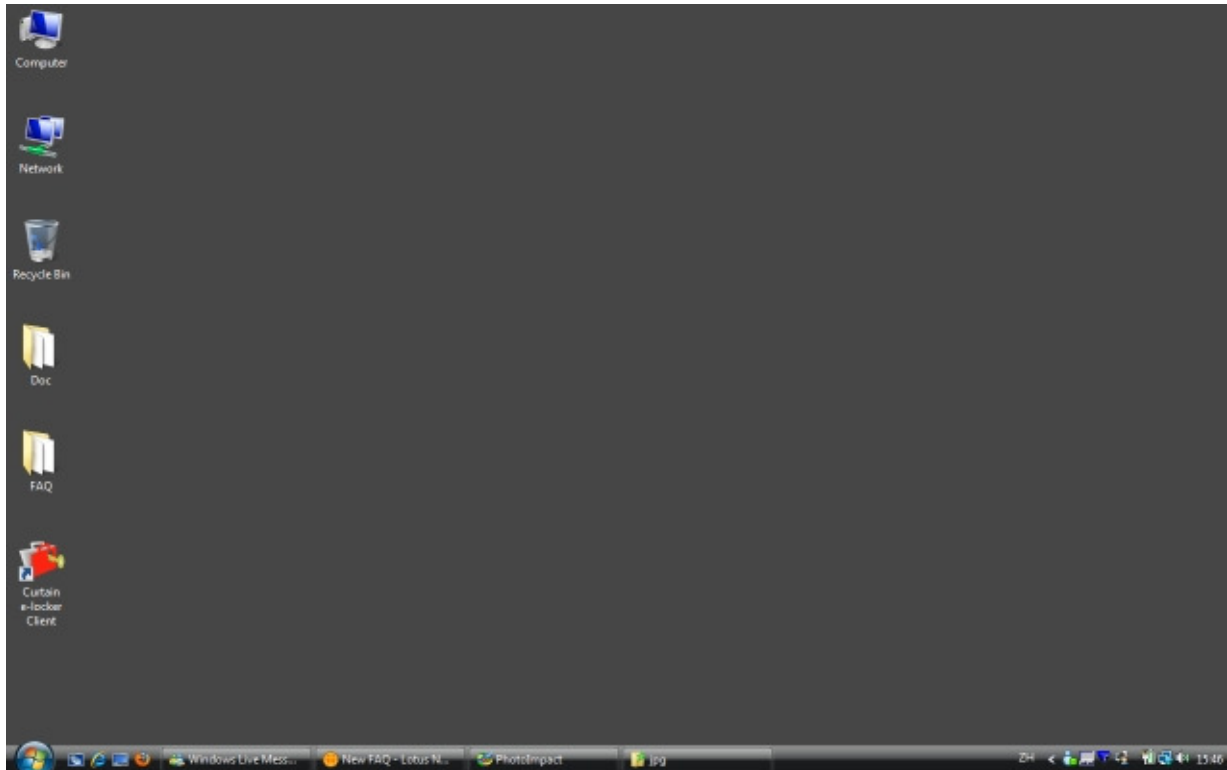
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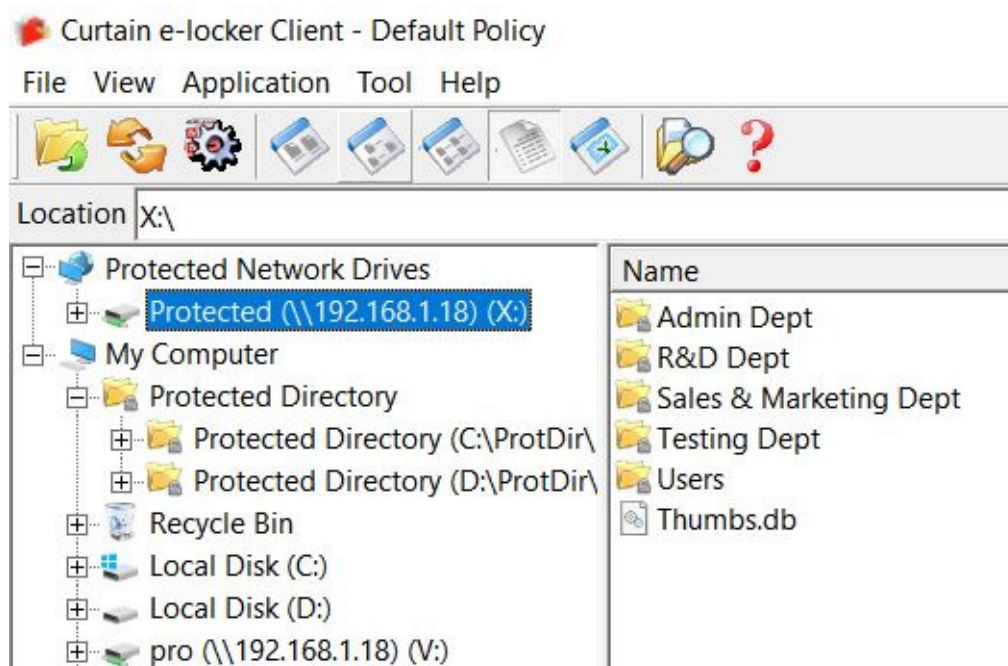
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1 - Launch Curtain Client

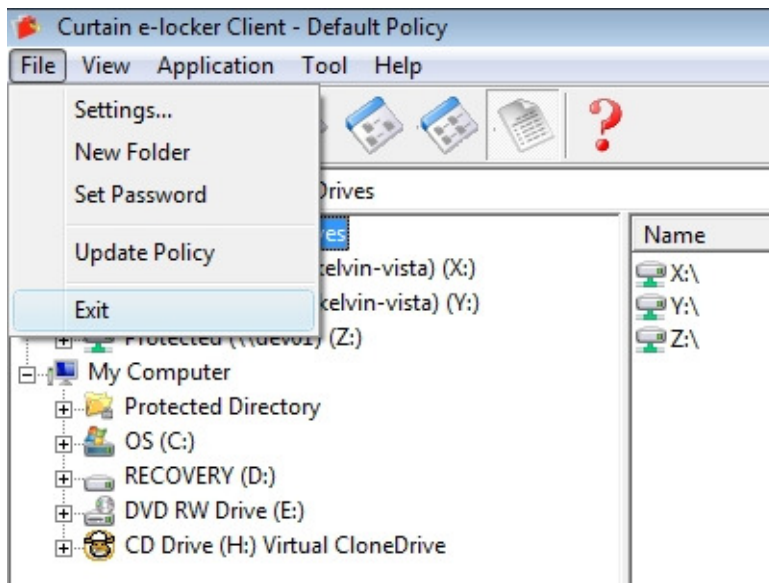
Step 1: A shortcut of Curtain Client should be created on your desktop. You can double-click the shortcut. Then Curtain Client will be shown.



Step 2: You can select "My Computer > Protected Directory" to access files in Local Protected Directory. Also, all the Protected share folders are shown under "Protected Network Drives".



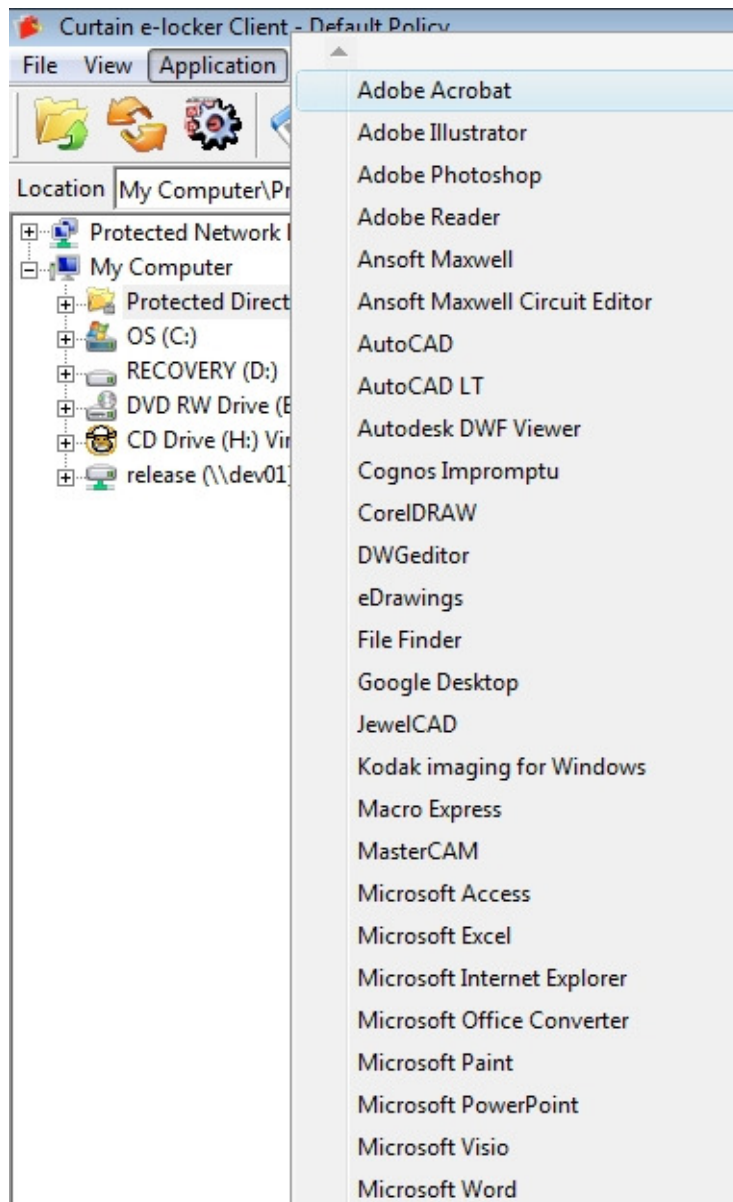
Step 3: Remember to exit Curtain Client after finish the operation.



2 - Create New Sensitive Document

Step 1: Launch Curtain Client.

Step 2: Click "Application" in the menu. You can see there are many applications in the list. If you want to create MS Word document, you can select "Microsoft Word". Then a Protected Microsoft Word will be launched. You can create your new document. After finishing the document, you can save the document to Curtain Protected Zone.



3 - Edit Files in Protected Zone

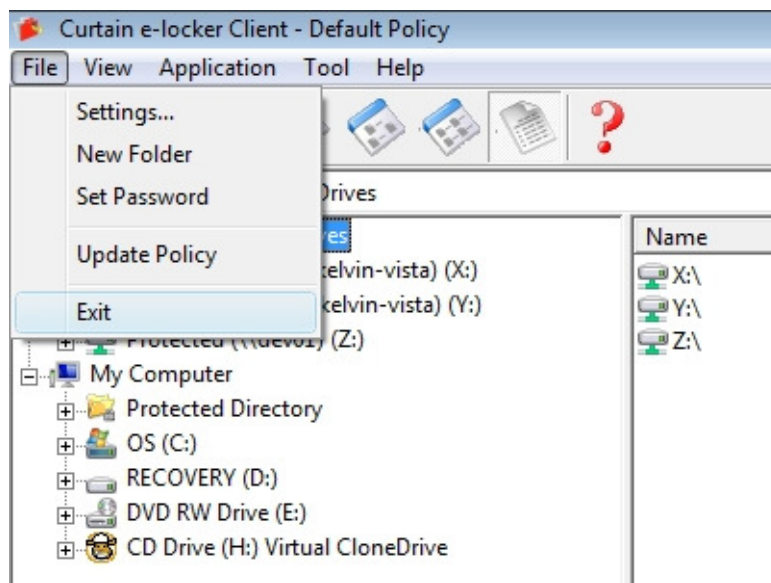
Step 1: Launch Curtain Client.

Step 2: You can select "Protected Network Drives" or "My Computer>Protected Directory" to access files in Protected Zone.



Step 3: You can double-click a file to open and edit it.

Step 4: Remember to exit Curtain Client after finish the operation.

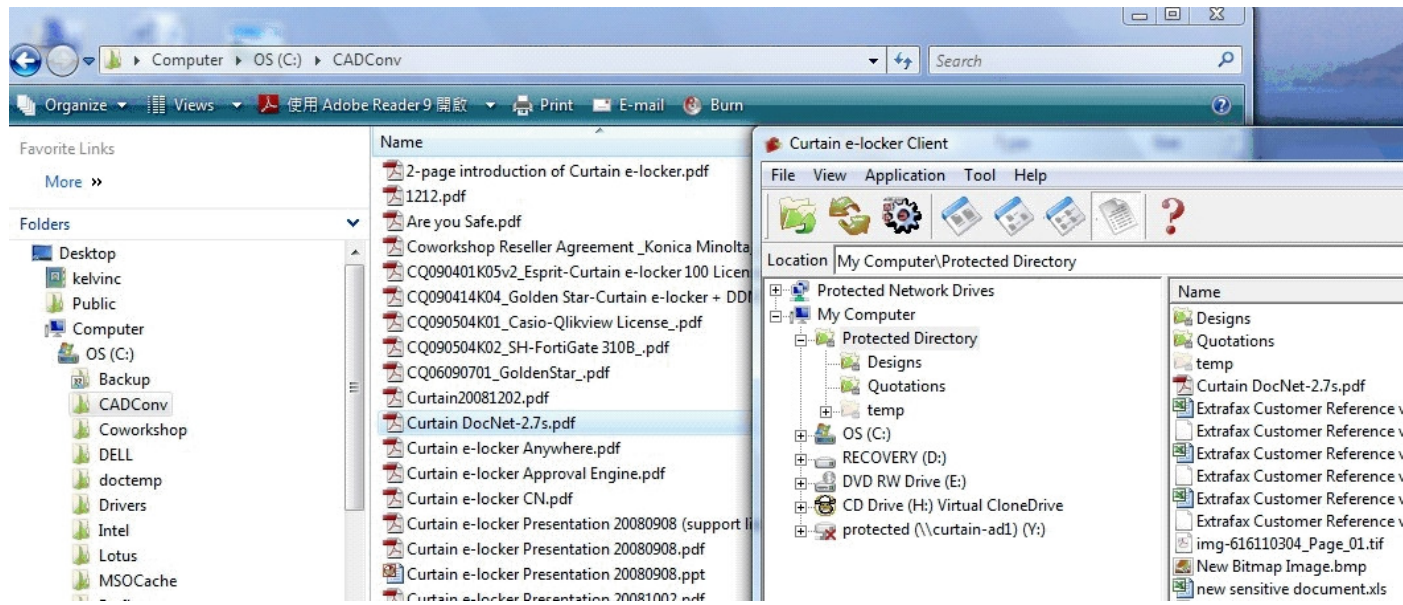


4 - Move Files to Protected Zone

If you want to protect files in non-Protected Zone, you need to move the files to Protected Zone.

Step 1: Launch Curtain Client.

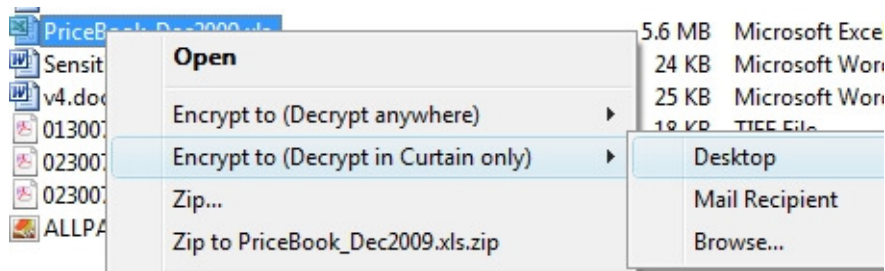
Step 2: Drag-and-Drop files in non-Protected Zone to Protected Zone. Then, the selected files will be copied to Protected Zone. You can open and edit them in secure environment. If you don't want to keep the original files in non-Protected Zone, you can delete them and only keep files in Protected Zone.



5 - Share Sensitive Files with Colleagues

If you want to share files in Protected Zone with colleagues, you need to encrypt the files first and share the encrypted files with colleagues. Their workstations must have Curtain Client installed for decrypting the files. When colleagues receive the files, they can double-click the files to decrypt them. Files will be automatically decrypted to Local Protected Directory.

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



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



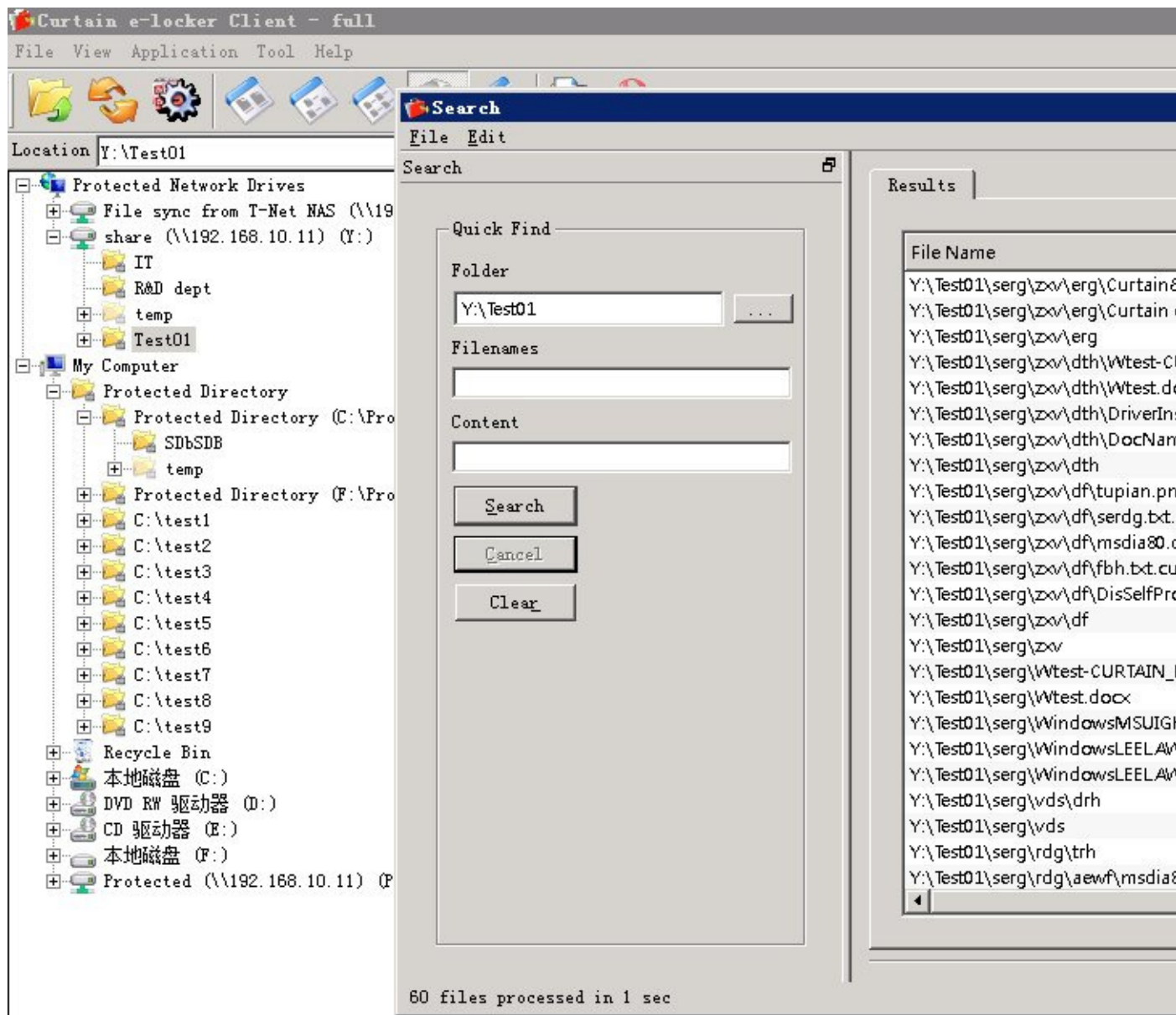
Step 3: When user receives the file, the user simply double-clicks the file. It will be decrypted to Local Protected Directory.

6 - Search Files in Protected Zone

You can use Curtain Client to access Protected Zone. There is a search function in Curtain Client. You can use this tool to search protected files.

Step 1: Launch Curtain Client.

Step 2: Select "Tool > Search..." in the menu, or click the Search button. Then, you can see Search dialog box as below.



Step 3: You can simply double-click to open file in the Result List.

P.S. You can do quick search by different criteria (e.g. filename and content). If you want to do searching by other criteria (e.g. file size), you can switch to Advanced mode by selecting "Edit > Mode > Advanced".

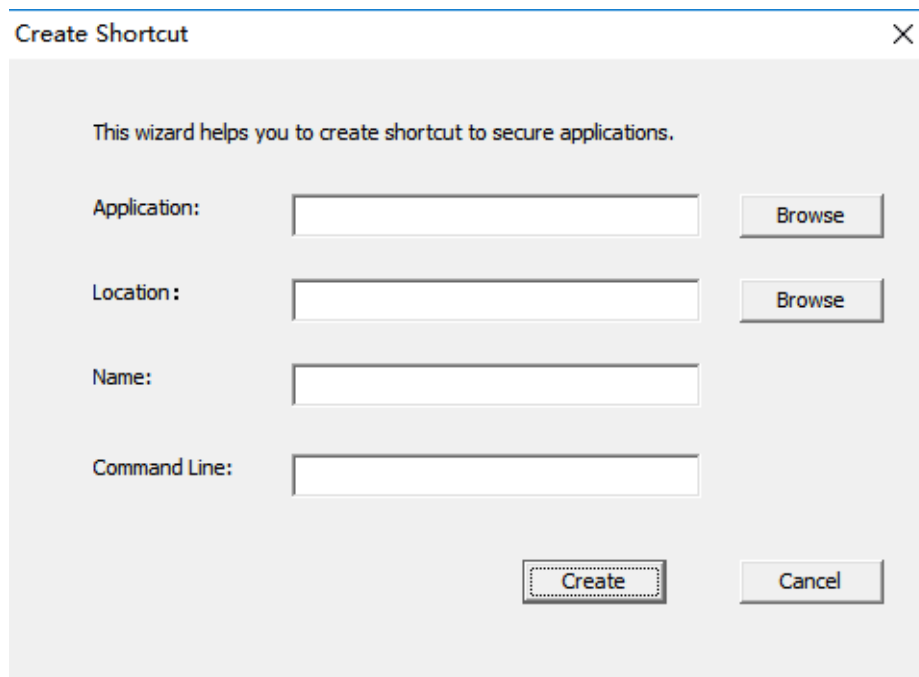
7 - Create shortcut for protected application

Users can launch Curtain e-locker protected application by using the menu in Curtain Client. Users can also create shortcut for launching a protected application. Please refer to the steps below.

[Steps to create shortcut for protected application :](#)

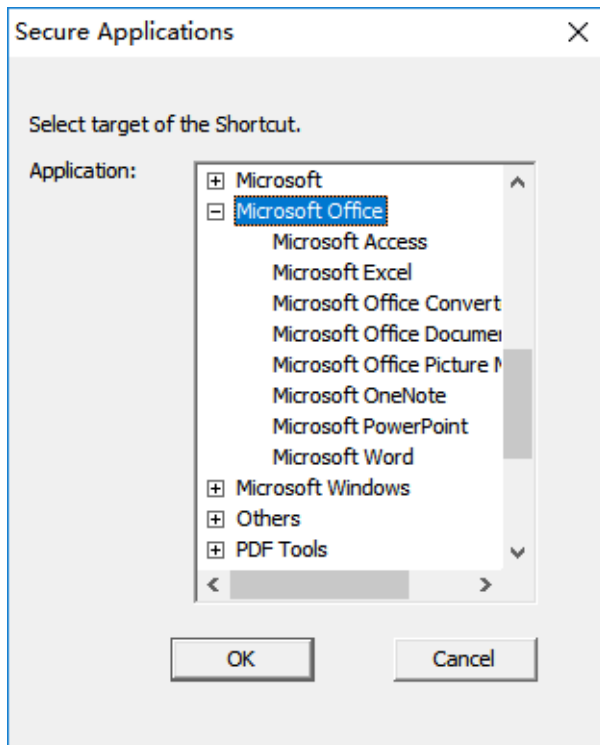
1. In Curtain Client, select "Tool > Create Shortcut".

Then, "Create Shortcut" dialog box will be shown as below.



The screenshot shows a dialog box titled "Create Shortcut" with a close button (X) in the top right corner. The main text reads: "This wizard helps you to create shortcut to secure applications." Below this, there are four input fields with labels to their left: "Application:", "Location:", "Name:", and "Command Line:". To the right of the "Application:", "Location:", and "Name:" fields, there is a "Browse" button. At the bottom of the dialog, there are two buttons: "Create" and "Cancel".

2. Use "Browse" button to select application for which you want to create shortcut. And then, click OK to confirm.



P.S. the selected application must be already installed on the workstation.

3. Use "Browse" button to select the location of shortcut. And then, click OK to confirm.

4. Click "Create" button to create the shortcut.

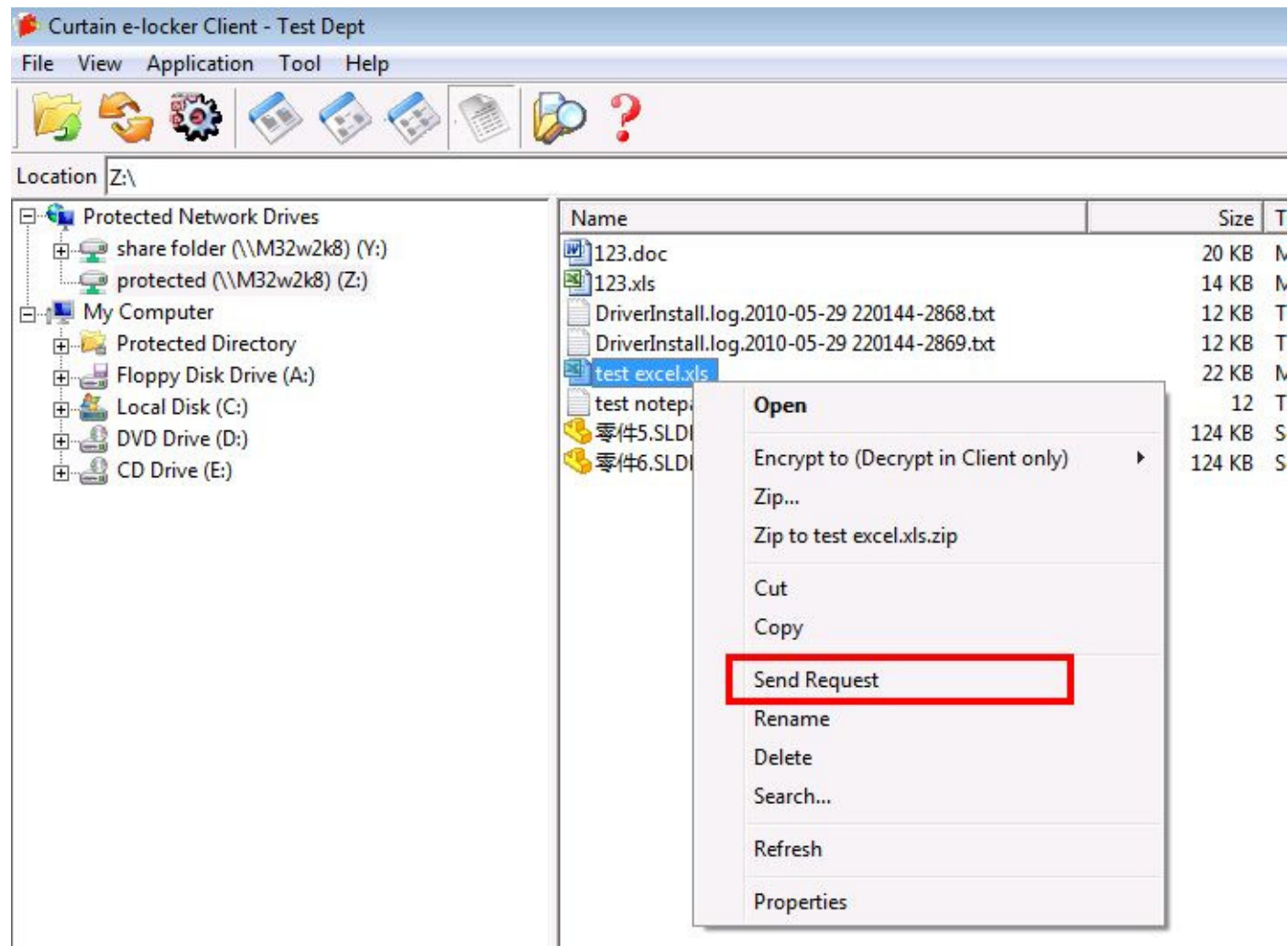
5. Done.

8 - Send Request

If an unauthorized user needs to share a protected document with external parties, the user can submit a Request for approval. If the request is approved, the system will send the document to requester through email. Since the document is already out of the Protected Zone and not encrypted, requester can share it with external parties without the control of e-locker. The whole approval process will be logged in Audit Trail. This function is called Send Request.

Steps to submit a Request:

1. In Curtain Client, select protected document(s) and right-click to select "Send Request"



P.S.

- selecting folder is not supported.
- multiple files are supported (using Ctrl to select more than 1 file).

2. Enter reason and select an approver.

Approver N...	Email	Windows U...	Position	Rem
tester	tester@co...	Win732en...	tester	test

3. After filling out the form, click "OK".

Then, a draft email will be created by using your default Mail client. Currently, we support Microsoft Office Outlook, Outlook Express, and Windows Mail. An attachment named "SendFile.curtain2" will be automatically attached to the draft email. User can simply click "Send" button to submit the request to the selected approver.

```
Requester:
    jant shen

Request Files:
    C:\ProtDir\JANT\test excel.xlsx

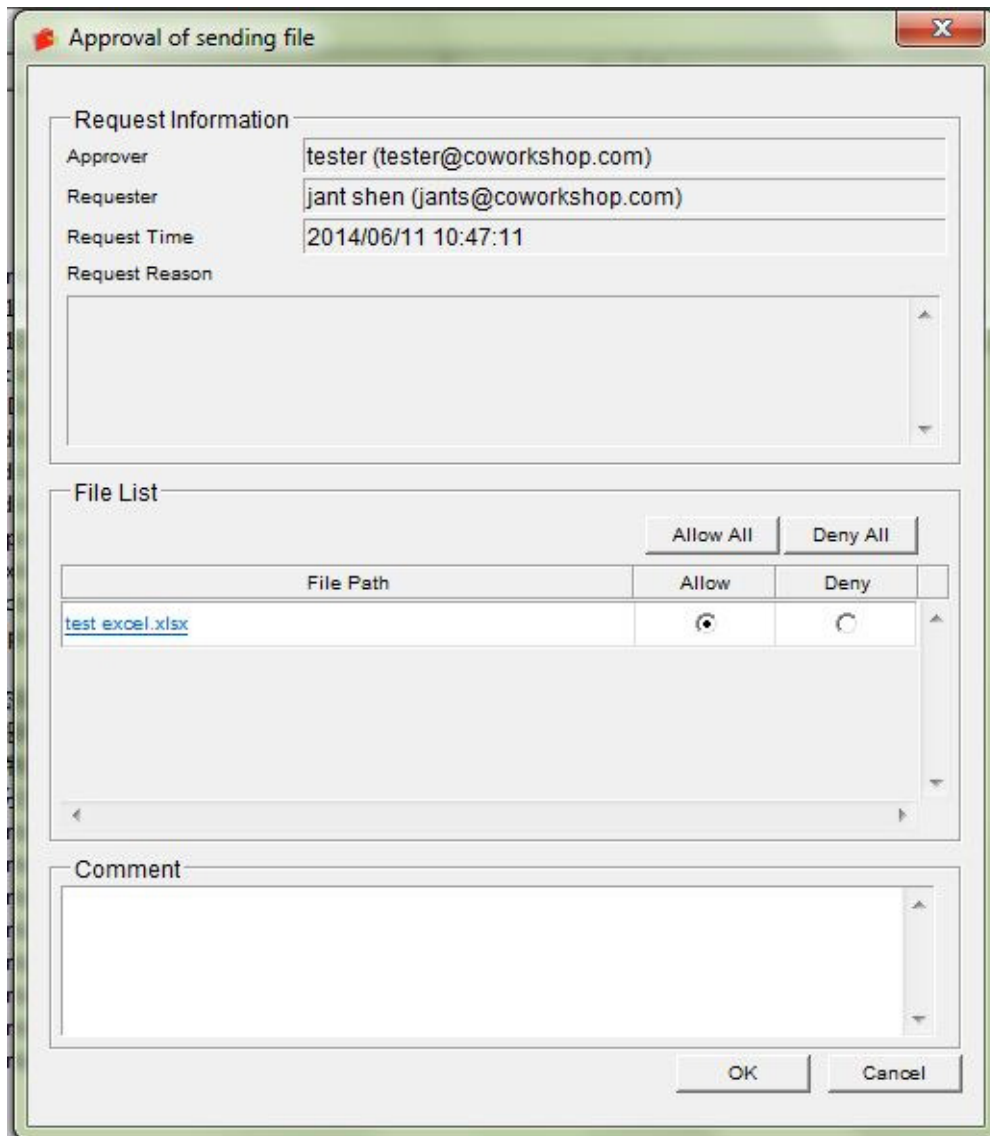
Request Reason:

    Please approval.
```



Steps to approve/reject a Request:

1. When approver receives the email, there is an attachment named "SendFile.curtain2". Approver can double-click this attachment. Then, a dialog box will be shown with requester information and the reason why he/she needs to get the file(s). The approve can decide to approve/reject the request.



The system will compare current Windows logon user to check approver's identity. If it is different from the record, attachment "SendFile.curtain2" cannot be opened.

2. Select Allow or Deny, and write down the comment if any.
3. Click "OK" to confirm.

Then, a draft email will be created by using the default Mail client. If the Request is approved, an attachment named "Approved.zip" will be automatically attached to the draft email. Approver can simply click "Send" button to send the result to the requester. Since the document is already out of the Protected Zone and not encrypted, requester can share it with external parties without the control of e-locker.

