

Secure it Easy™

User Manual



SECURE it Easy



User Manual Version 1.8
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1. Introduction

Secure it Easy™ will help you secure your PCs endpoints. You will be able to restrict the use of the USB Ports and other endpoints on your Workstation and therefore effectively prevent unwanted data introduction or data leakage from your PC.

With Secure it Easy you can:

- Allow or restrict the use of any USB storage device on your computer
- Identify any USB storage device
- See the details of all USB storage devices connected to the computer at a certain moment
- Let the PCs administrator receive an e-mail message when an unauthorized USB storage device is connected to a workstation
- Use file tracing to monitor file accesses on any USB storage device

2. Concept of Architecture

Secure it Easy is meant as a local endpoint security for the USB ports of your workstations. All installations and configurations will be done locally unless you have a software deployment mechanism for MSI Files in place (such like Microsoft Remote installation Server – RIS)

IMPORTANT! Secure it Easy comes with a configuration Interface, which will be available for logged-in Administrators only. If a standard user logs into the system the configuration Interface will not be accessible.

3. System Requirements

- Operating Systems:
 - Windows XP Home or Professional (Service Pack 2 is recommended)
 - Windows 2000 (Service Pack 4 is recommended)
 - Administrative rights on the PC to be able to authorize or unauthorized devices

- Microsoft .NET Framework 2.0 preinstalled
- Windows Vista
- 16MB of Available memory on the hard drive
- Minimum of 256MB RAM is recommended

4. Installation

To install Secure it Easy it is required that you are logged on the workstation as with full administrative rights.

It is required that the Microsoft .NET Framework Version 2.0 (or newer) is installed on the PC. If it is not already installed the Secure it Easy installer will ask you to do so.

After the Microsoft .NET Framework Version 2.0 is installed on the PC, run the SecureItEasy.exe file



Secure it Easy will install itself in the start menu and create the Secure it Easy program group. Secure it Easy will require in some cases that you restart your PC for a successful completion of the installation process.

After a successful installation Secure it Easy will always run in the background to protect your PCs endpoints when you or other users are logged into the PC.

4.1. *Download Locations of Components*

All the adjacent software that is necessary for installation can be downloaded for free from the following locations:

Microsoft .NET Framework Version 2.0 (or newer)

<http://www.microsoft.com/downloads/details.aspx?FamilyID=0856eacb-4362-4b0d-8edd-aab15c5e04f5&displaylang=en>

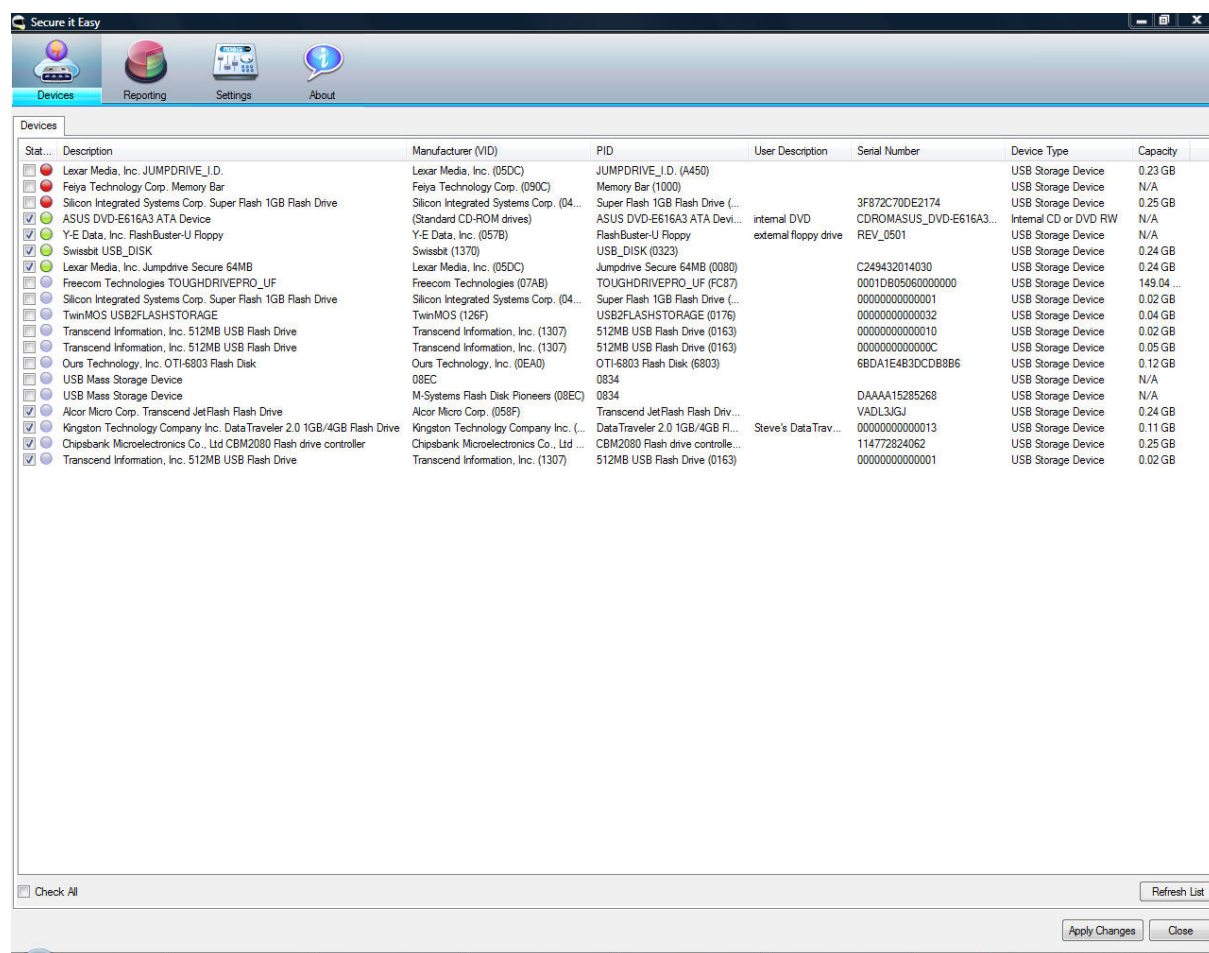
5. Getting Started

IMPORTANT! Make sure you are logged in to the PC as administrator. Secure it Easy comes with a configuration Interface, which will be available for logged in Administrators only. If a standard user logs in to the system the configuration Interface will not be accessible.

To start using Secure it Easy, go to Start → All Programs → Secure it Easy → Secure it Easy Settings

5.1. Setting up Secure it Easy

5.1.1. Authorizing Devices / Trusted Devices™

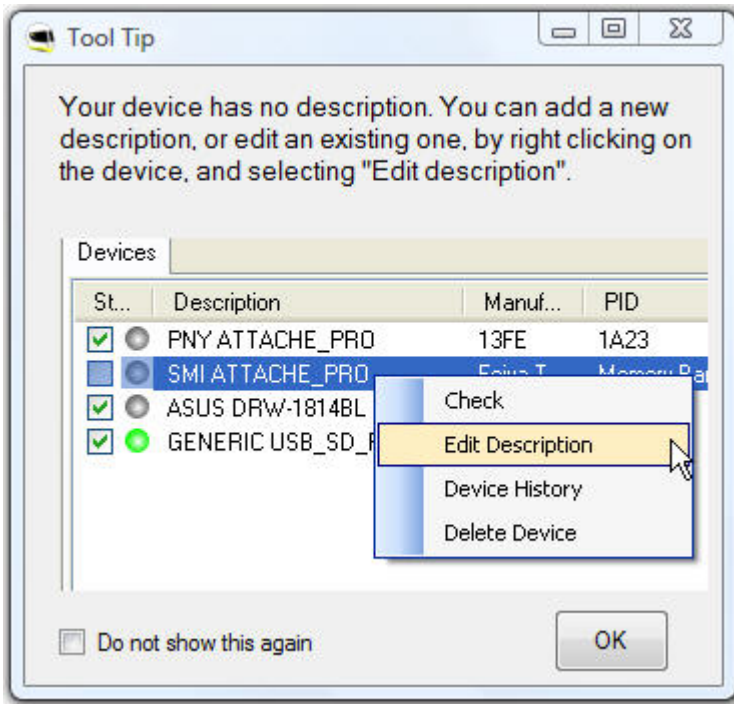


Once you plug in a USB Device, it will be shown in the “Authorized Devices” tab of Secure it Easy. Here you can give or deny access to a specific device by checking the corresponding checkbox (or by double clicking on the Device name).

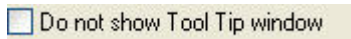
By default USB storage devices are not authorized and therefore blocked to keep your endpoints on your PC safe.

5.1.2. Tool Tip

When enabling an unauthorized device that does not have a user description, the tool tip window will pop-up reminding you to assign a description to you device(s). This is helpful in case you have several portable devices that you need to keep track of, or if the PC you are using is shared by more people.






You can disable this window by checking the box next to “Do not show this again”. You can also re-enable it under the Settings->General Settings and un-checking the box “Do not show Tool Tip window”.



5.1.3. Device Security Setting Explanation

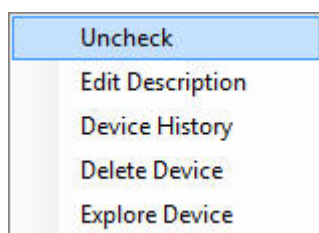
The different settings are visually indicated as described here:

Status	Explanation	Security Setting
<input type="checkbox"/>	Unchecked USB Devices are not authorized for use on this PC.	The user can not access this device from this PC.
<input checked="" type="checkbox"/>	Checked USB Devices are authorized for use on this PC. Making this a Trusted Device.	The user is able to access the device from this PC.

	The red dot means that the correspondent device is currently connected but not authorized.	The user can not access this device from this PC.
	The green dot means that the device is currently connected and authorized (Trusted Device).	The user is able to access the device from this PC.
	The grey dot means that the device is currently not connected.	

5.1.4. Authorizing new devices

Each time a new device is connected to the PC while the Secure it Easy Settings application is open, you have to click on the “Refresh” button in order to see the new device in the “Authorized Devices” list.



With a right mouse click on a device a menu will open. This menu will give you quick access to the following settings:

Option	Explanation
Check / uncheck	Checks / un checks a device for authorization
Edit description	Here you can give each device an additional individual name to simplify the work with different devices
Device History	Secure it Easy logs when a device was connected/disconnected to/from the PC and when it was authorized/unauthorized
Delete Device	You can remove a device from the list. Once you plug the device back in, it will appear in the list as unauthorized.
Explore Device	You can explore the contents of the drive. This option is only available if the selected device is authorized.

After editing you settings you have to apply them by clicking the “Apply” button.

5.1.5. File Tracing

The file tracing feature allows the administrator to record the file properties of files that are written or read from or to portable storage devices for later analysis.

File tracing can be enabled by checking the “show file accesses” button under the Reporting tab.

5.2. Reporting module

This powerful module contains detailed information and statistics regarding your devices and the use of these.

5.2.1. Device Use History

Here you can have a quick look on the last 10 connected devices and last 10 files accessed.

The screenshot displays the 'Reporting' module in the 'Secure it Easy' application. The 'Reporting' tab is active, and the 'Device Use History' sub-tab is selected. The interface shows two main data sections:

Last 10 connected devices:

Device Description	PID	VID	User Description	Serial Number	Device Type	Capacity	User Name
USB Mass Storage Device	512MB USB Flash Drive(0163)	Transcend Information, Inc.(1307)		00000000000010	USB Storage Device	0.02 GB	Alpar
USB Mass Storage Device	Data Traveler 2.0 1GB/4GB Flash Drive(1D00)	Kingston Technology Company Inc.(13FE)		00000000000013	USB Storage Device	0.11 GB	Alpar
USB Mass Storage Device	512MB USB Flash Drive(0163)	Transcend Information, Inc.(1307)		0000000000000C	USB Storage Device	N/A	Alpar
USB Mass Storage Device	Transcend JetFlash Flash Drive(6387)	Alcor Micro Corp.(058F)		YADLJGJ	USB Storage Device	0.24 GB	Alpar
CD-ROM Drive	ASUS DVD-E616A3 ATA Device(0000)	(Standard CD-ROM drives)(0000)		CDROMASUS_DVD-E616A3_110_5_468F06_0_0_0.0	Internal CD or DVD RW	N/A	Alpar
USB Mass Storage Device	(0176)	(126F)		00000000000032	USB Storage Device	N/A	Alpar
USB Mass Storage Device	Super Flash 1GB Flash Drive(0151)	Silicon Integrated Systems Corp.(0457)		00000000000001	USB Storage Device	N/A	Alpar

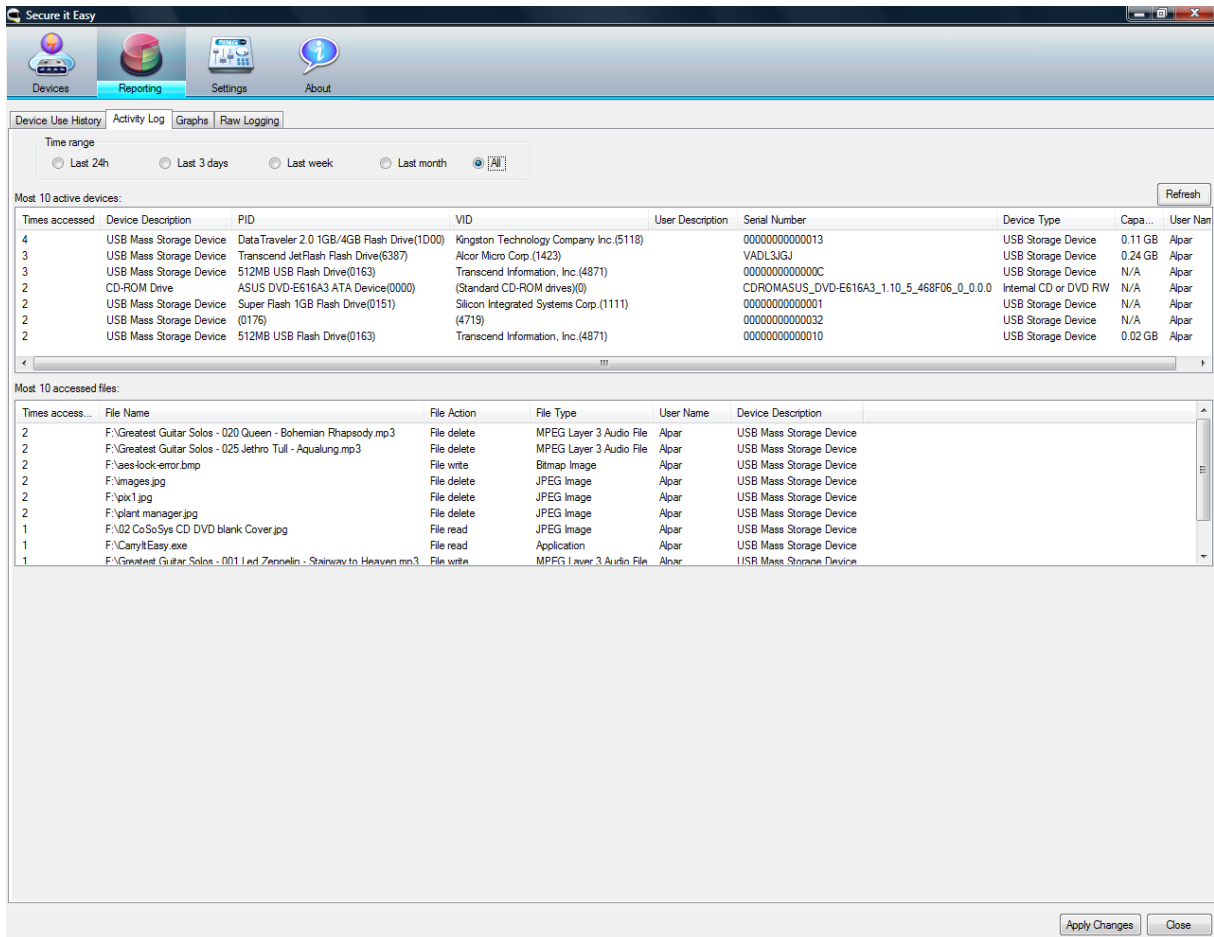
Last 10 accessed files:

File Name	File Action	File Type	User Name	Device Description
F:\images.jpg	File delete	JPEG Image	Alpar	USB Mass Storage Device
F:\pox1.jpg	File delete	JPEG Image	Alpar	USB Mass Storage Device
F:\plant manager.jpg	File delete	JPEG Image	Alpar	USB Mass Storage Device
F:\Greatest Guitar Solos - 020 Queen - Bohemian Rhapsody.mp3	File delete	MPEG Layer 3 Audio File	Alpar	USB Mass Storage Device
F:\Greatest Guitar Solos - 025 Jethro Tull - Aqualung.mp3	File delete	MPEG Layer 3 Audio File	Alpar	USB Mass Storage Device
F:\My Pictures\Desktop.ini	File write	Configuration Settings	Alpar	USB Mass Storage Device
F:\My Pictures\Sample Pictures.lnk	File write	Shortcut	Alpar	USB Mass Storage Device
F:\My Pictures\borat.jpg	File write	JPEG Image	Alpar	USB Mass Storage Device
F:\My Pictures\unkle.jpg	File write	JPEG Image	Alpar	USB Mass Storage Device

At the bottom right of the window, there are buttons for 'Apply Changes' and 'Close'.

5.2.2. Activity Log

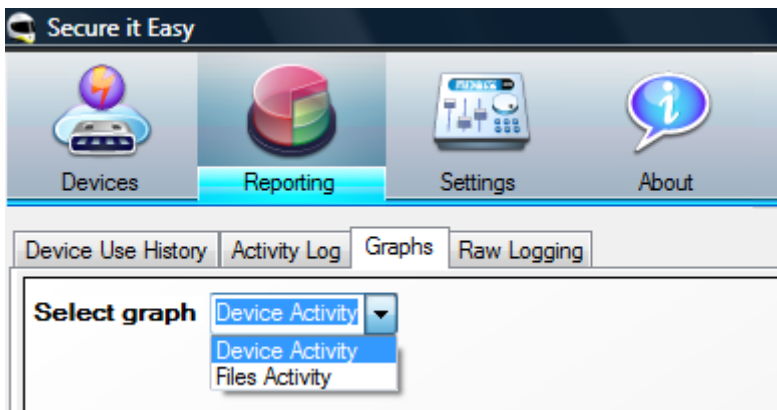
In the Activity Log you can view device usage statistics in different categories such as : time range (last 24h, last 3 days, last week, last month and all), times accessed (devices and files), User name, VID, PID, etc.

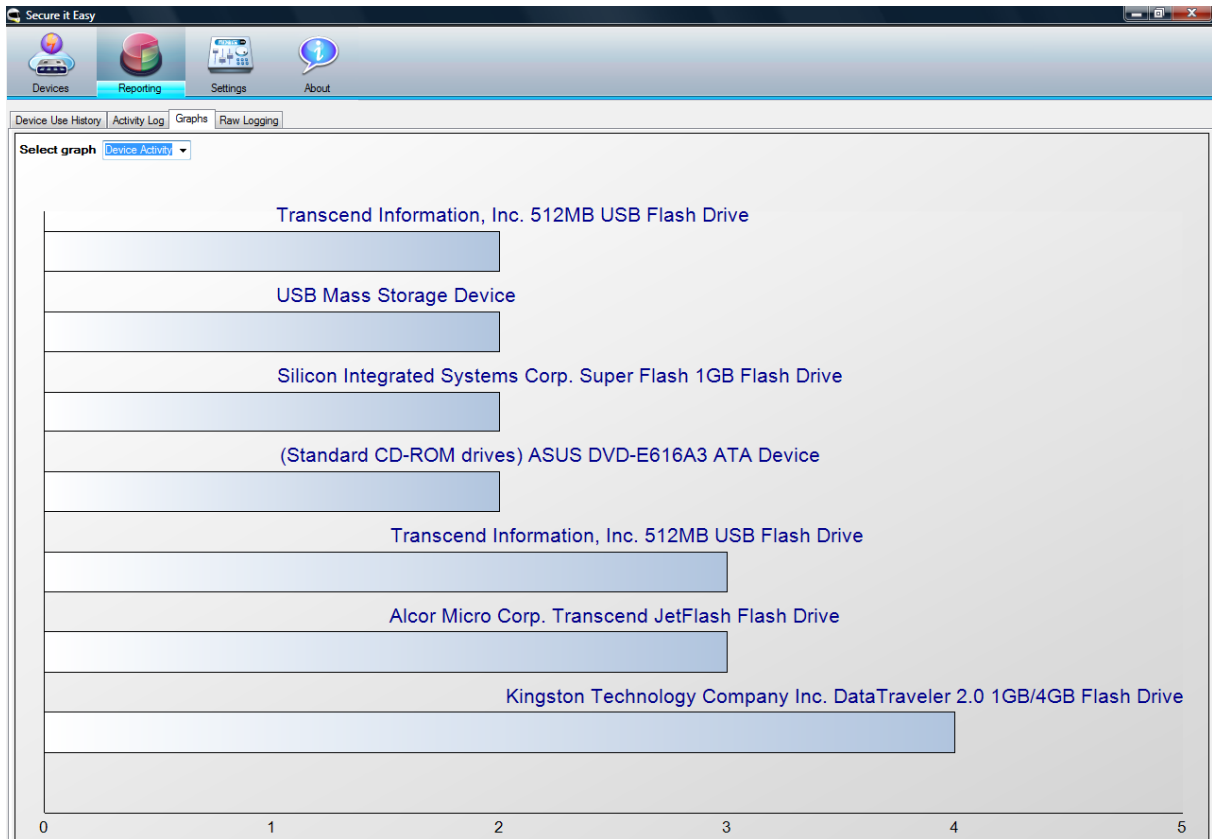


5.2.3. Graphs

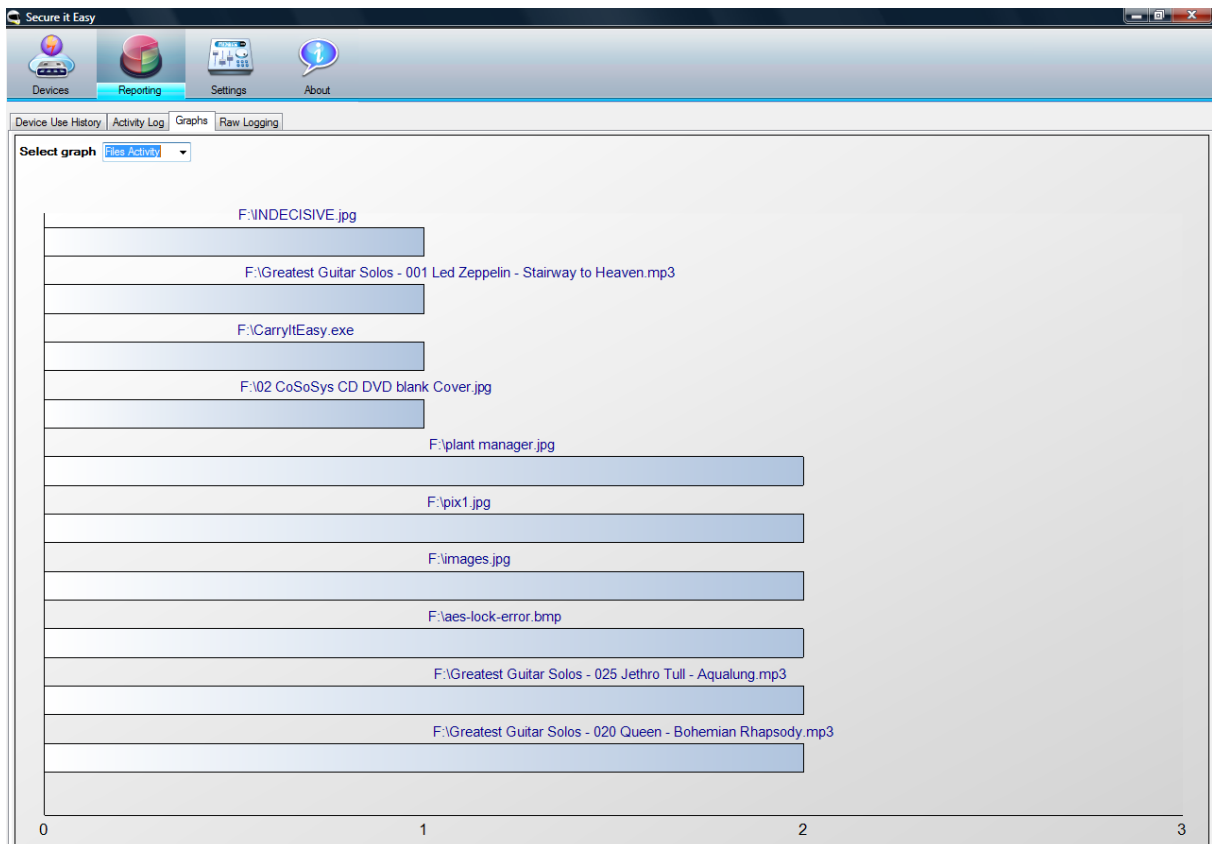
Here you can see a graphical representation of the usage of devices and file accesses.

You can select between Device Activity and files Activity



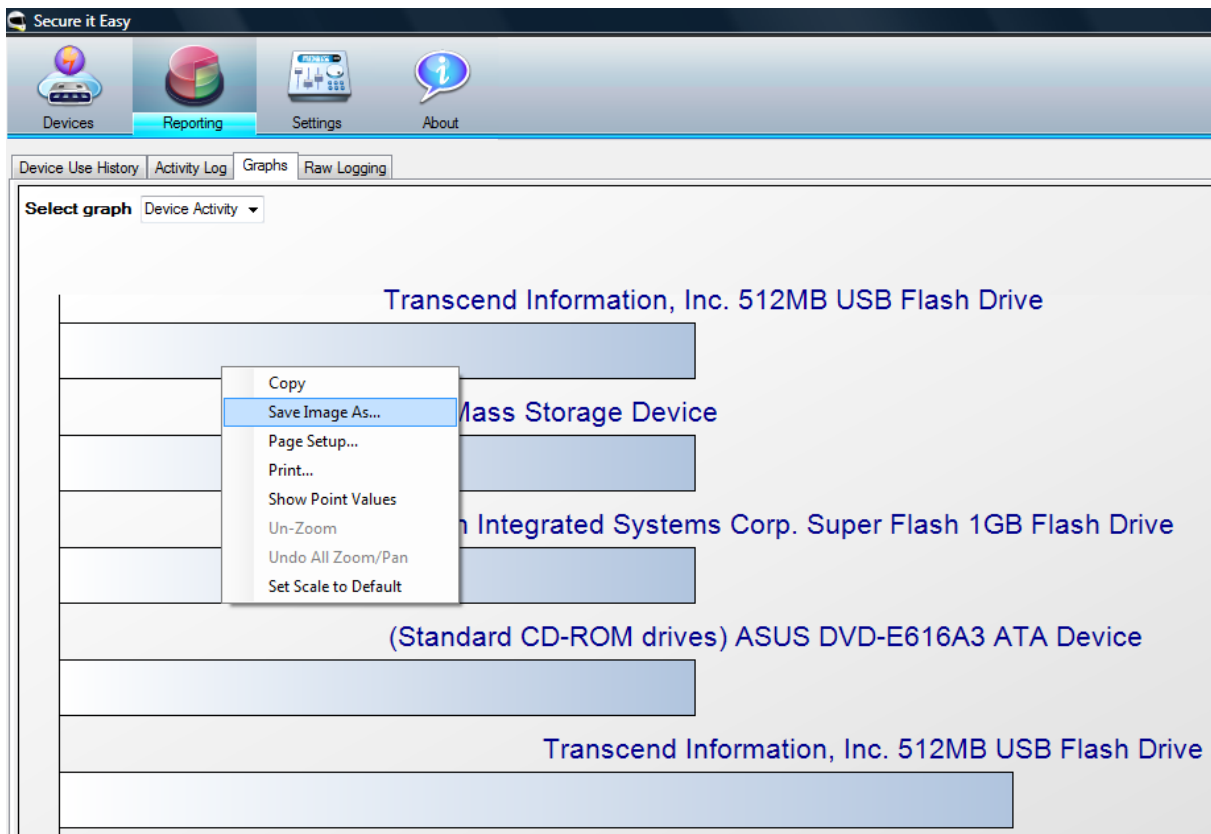


Device activity



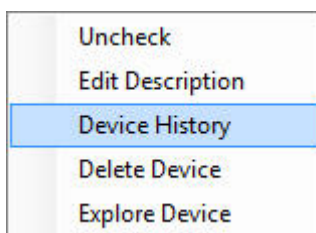
Files activity

You can also save and/or print these images, for later audit.



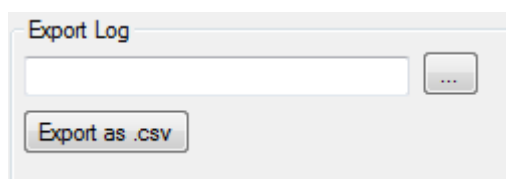
5.2.4. Raw Logging

Here you can see when a device was connected and disconnected to the PC as well as what files have been copied to or from the device. In order to see the log, right click on the preferred device and choose “Device History”.



You can sort the events by date & time, user, action, file type, product ID (PID), vendor ID (VID), etc. by clicking on the correspondent table header, e.g. ‘Timestamp’.

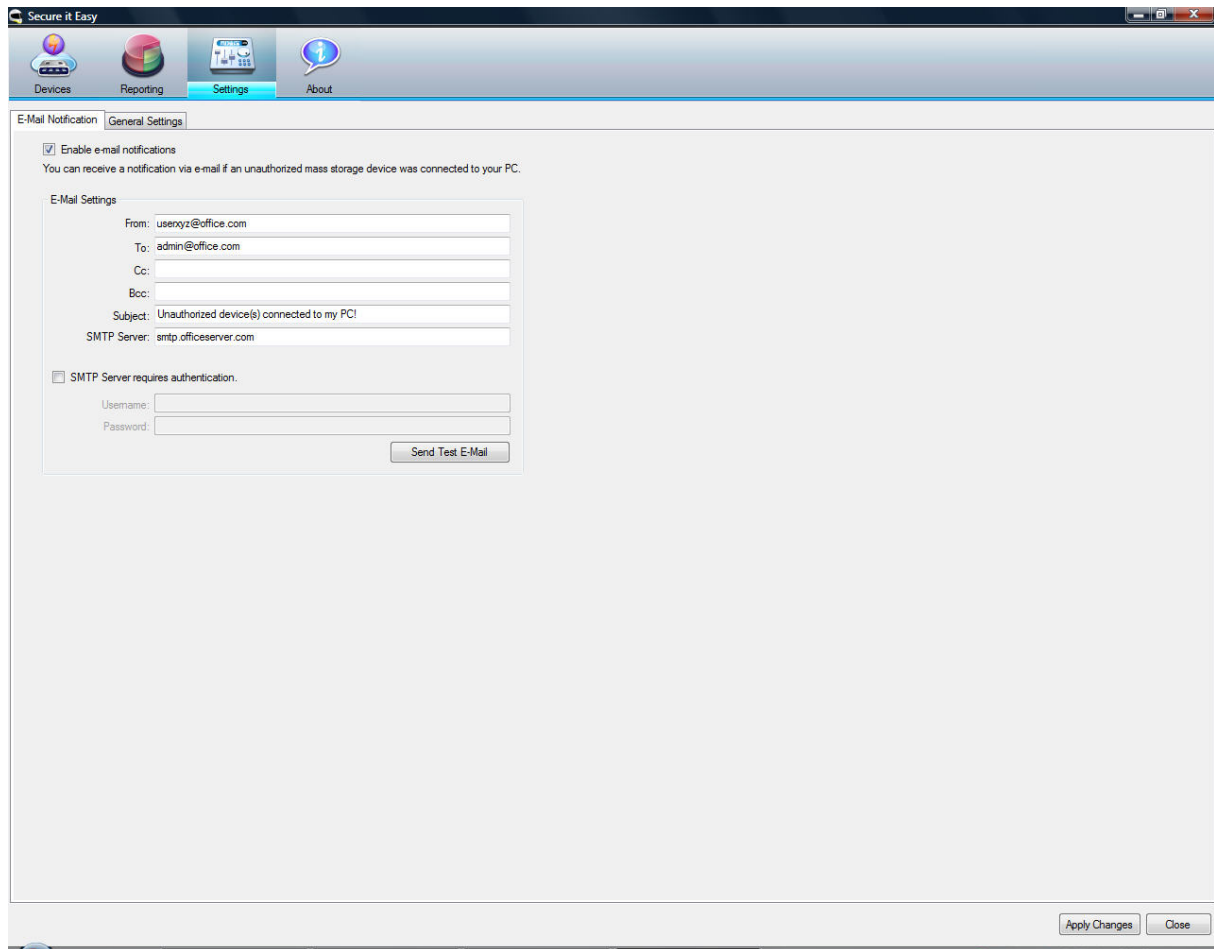
This list can be exported as a *.csv (comma-separated values) file for later reference. Simply click the Export as .csv button and define the path where you would like the file to be saved.



5.3. E-Mail Notification

You have the option to receive an e-mail notification, each time an unauthorized device is connected in to the PC that is protected with Secure it Easy.

To enable the e-mail notification, check the “Enable e-mail notifications” option from the “E-Mail Notification” tab.



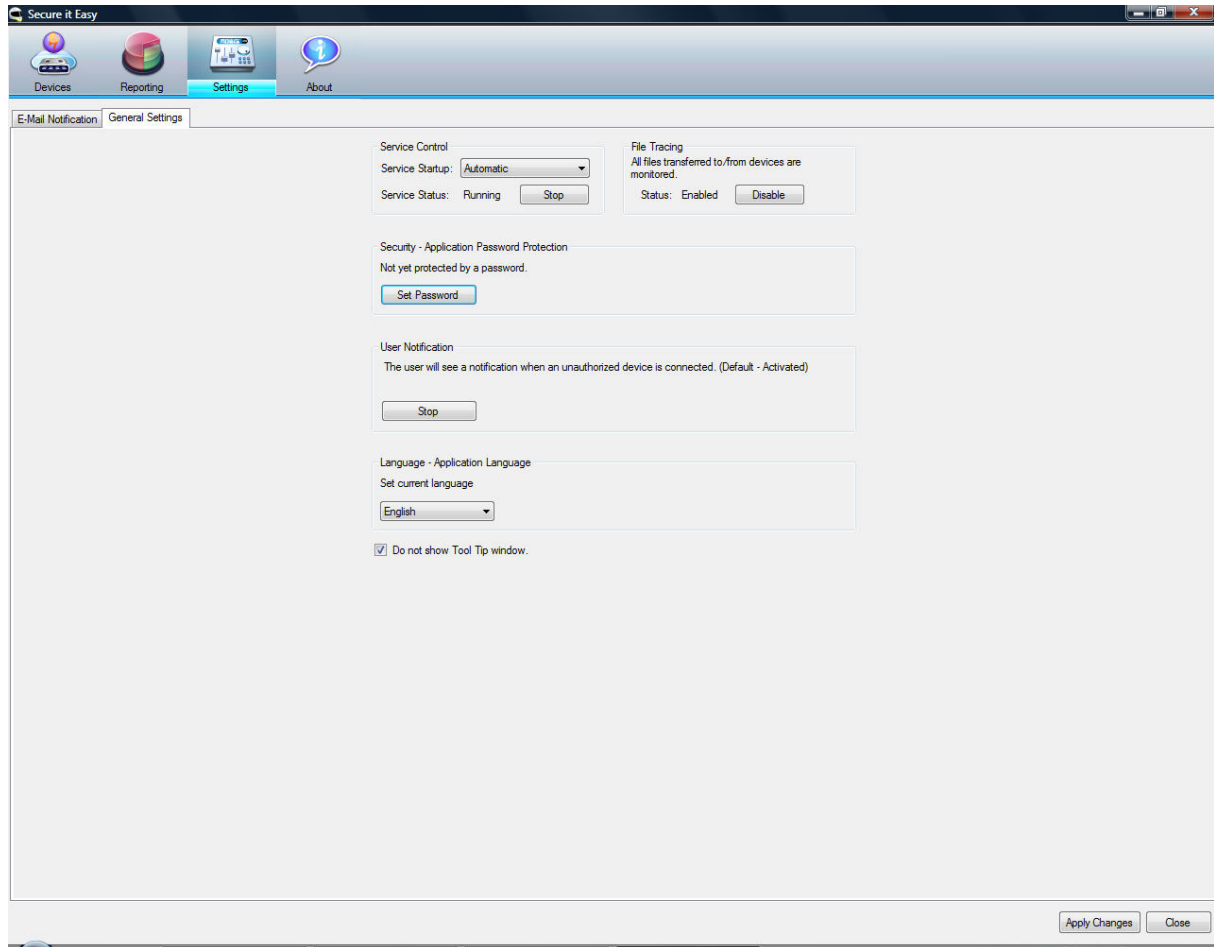
5.3.1. Configuring E-Mail Notification

If you enable the e-mail notification option you have to provide Secure it Easy with an SMTP e-mail account that will be used to send the e-mail notifications to a specified e-mail address.

Please specify a sender and a recipient e-mail address. Enter your SMTP server address along with your username and password in case that your SMTP server requires this information in order to send mail.

We recommend you to send a test e-mail by clicking the “Send Test Message” button. If a firewall is installed on the PC that you are protecting with Secure it Easy, the firewall will request you for authorization that Secure it Easy is accessing the internet. Please grant Secure it Easy this authorization so you will be able to receive e-mail notification.

5.4. General Settings

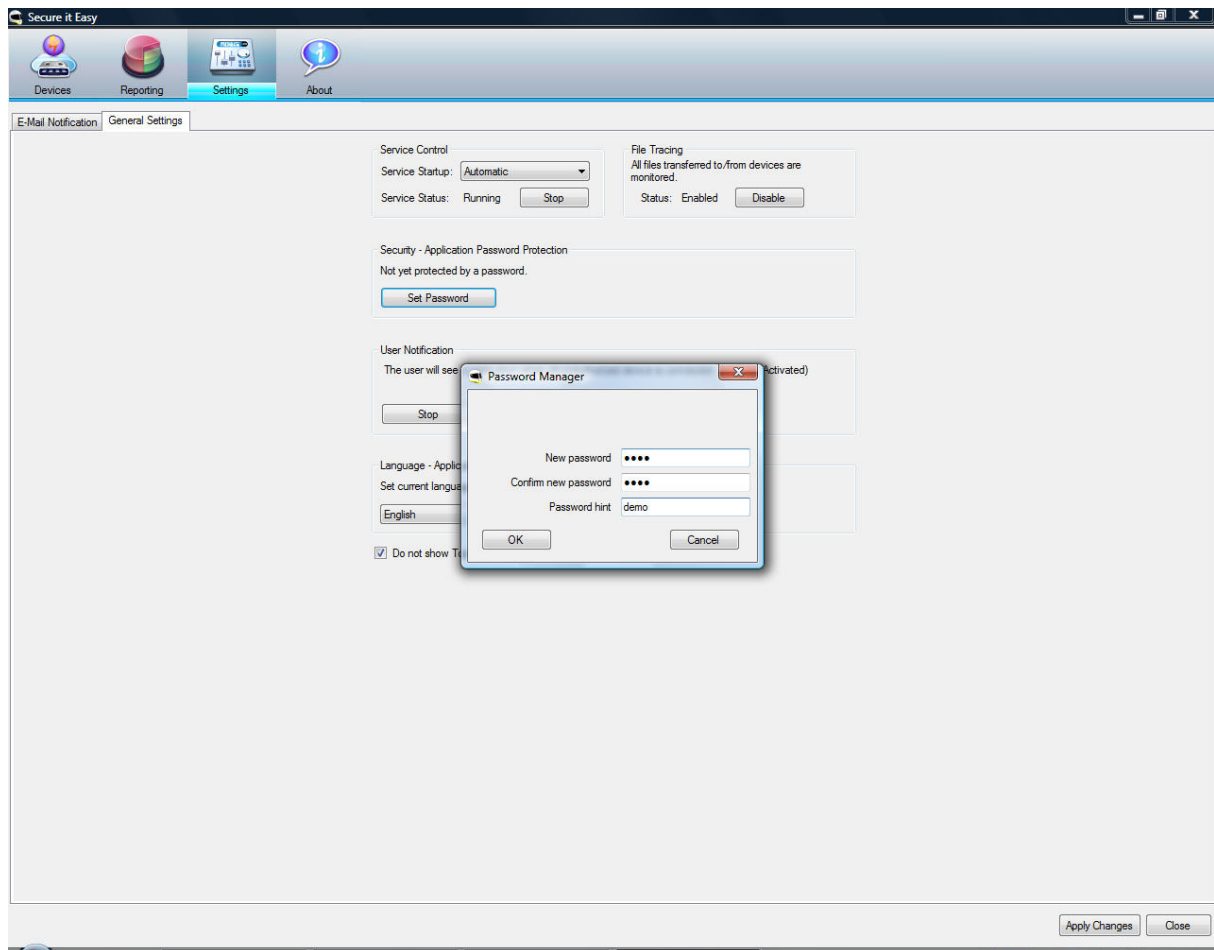


The General Settings tab gives you the option to set the Secure it Easy Service settings. The Secure it Easy service is by default set to “Automatic” meaning that when the PC is started the Secure it Easy Service started automatically and runs in the background in order to protect you PCs endpoints. As the PCs administrator you would also be able to temporarily stop the Secure it Easy Service manually.

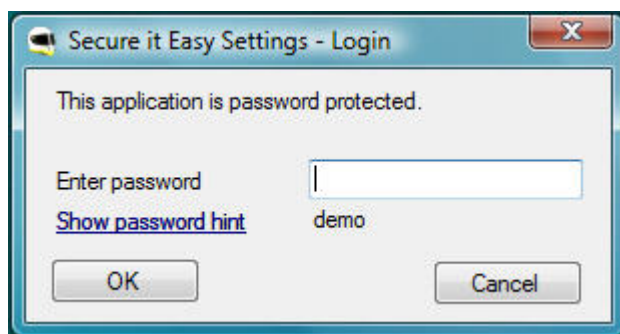
5.4.1. Password protection

The access to the Secure it Easy user Interface can be password protected.

You also have the option to save a ‘Hint’ (reminder) for the Password. This might be helpful when forgetting the password.



After setting up a password, you will be asked to enter it each time you start Secure it Easy.



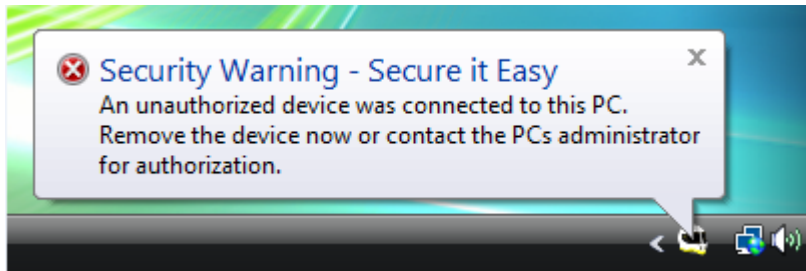
In case you didn't save a 'Hint', this functionality will be hidden in the Login dialog.



To remove the Password protection, go to “General Settings”, select “Change password”, introduce the ‘Old Password’ and leave the fields for ‘New Password’ and ‘Verify Password’ empty, then apply.

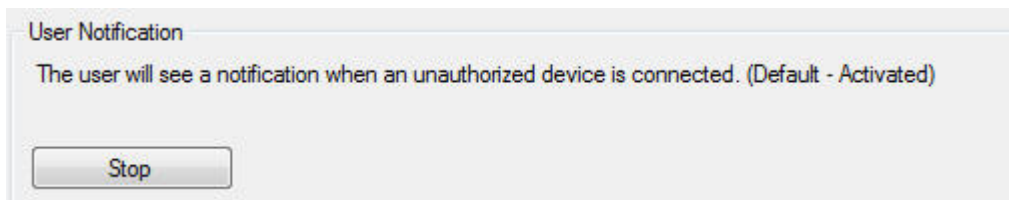
5.4.2. Notification messages

Every time you plug in a new device or an unauthorized device, a message will pop up in the right corner of your screen.

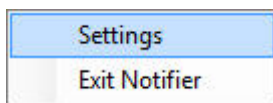


You will be also notified from time to time, by a similar message, about the trial period of Secure it Easy.

You can stop the notifications pop up messages from “General Settings” menu option,



or from the system tray by right clicking on the Secure it Easy icon.



6. License Key Registration

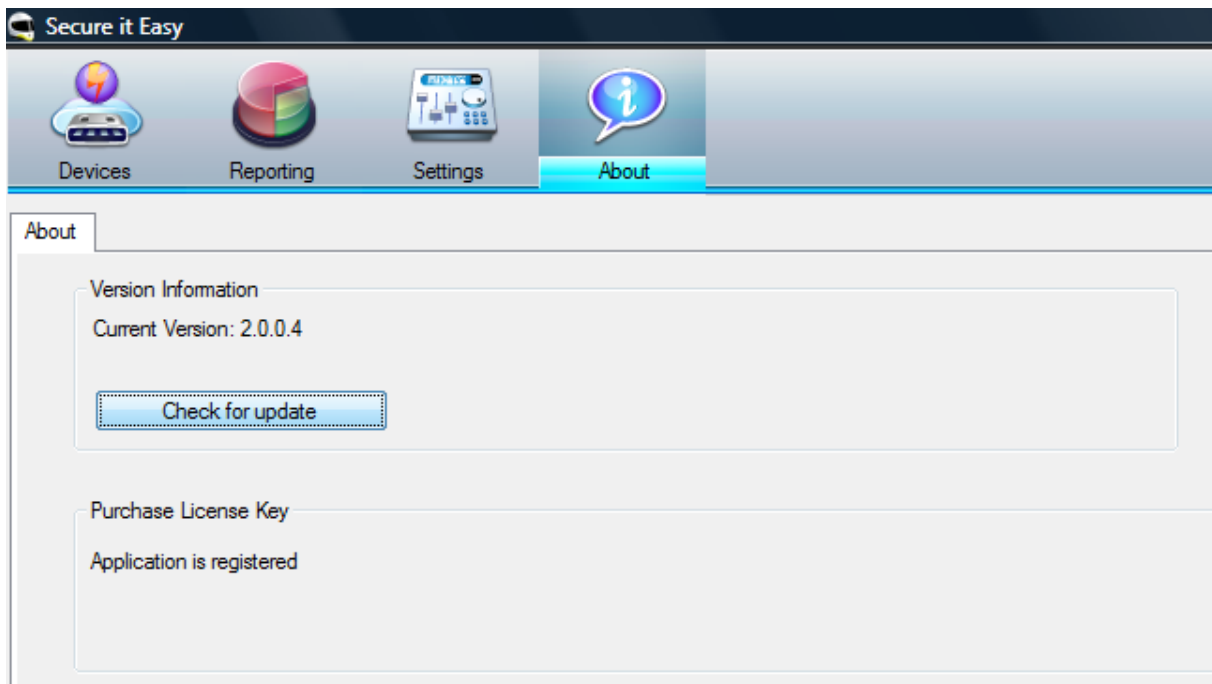
After your 30 day trial version of Secure it Easy has expired you are required to purchase a license key for the software over the internet. To purchase a license key you can visit our web-shop by clicking the link in the “General Settings” tab. When you have purchased the license key you have to enter it into the registration window in order to use the full functionality of Secure it Easy again.

After the 30 days trail has expired the Secure it Easy Service will stop and discontinue protecting your PCs endpoints.

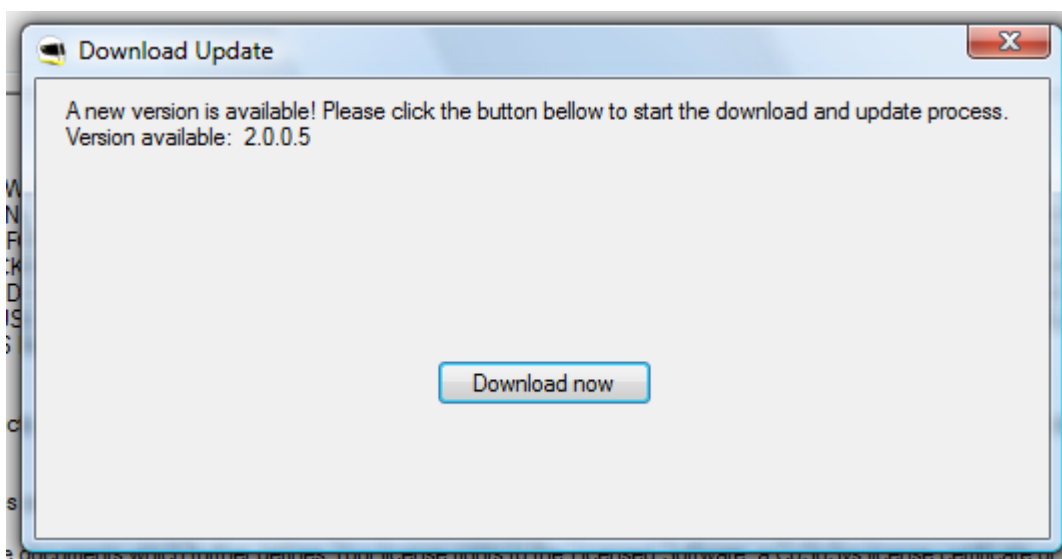
Please save your license key in a safe place for future reference.

7. Update Mechanism

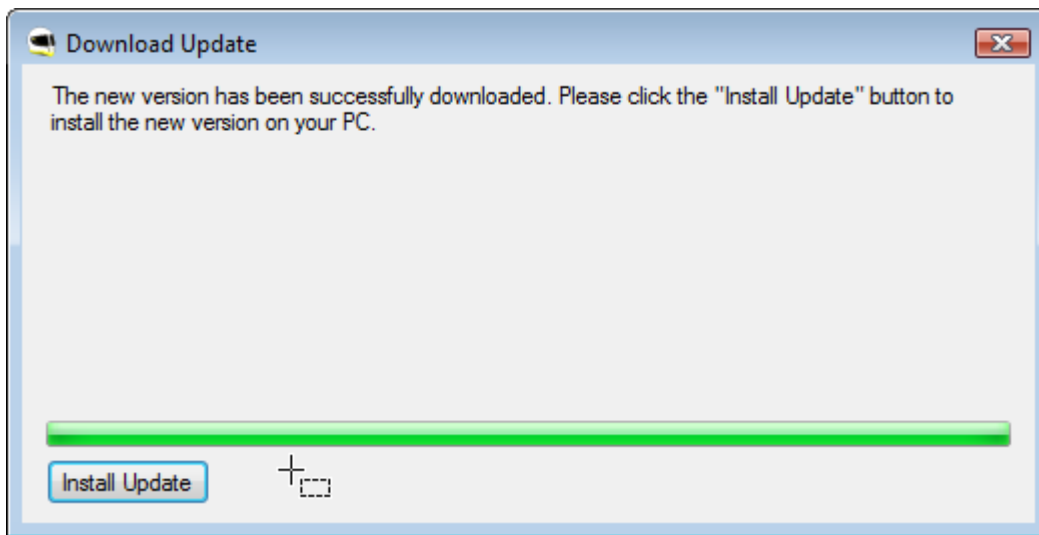
You can check for the availability of a newer Secure it Easy version by clicking the “Check for Update” button in the “General Settings” tab.



If there is a newer version available you will be asked if you want to download it.



The application will be downloaded directly to your PC.

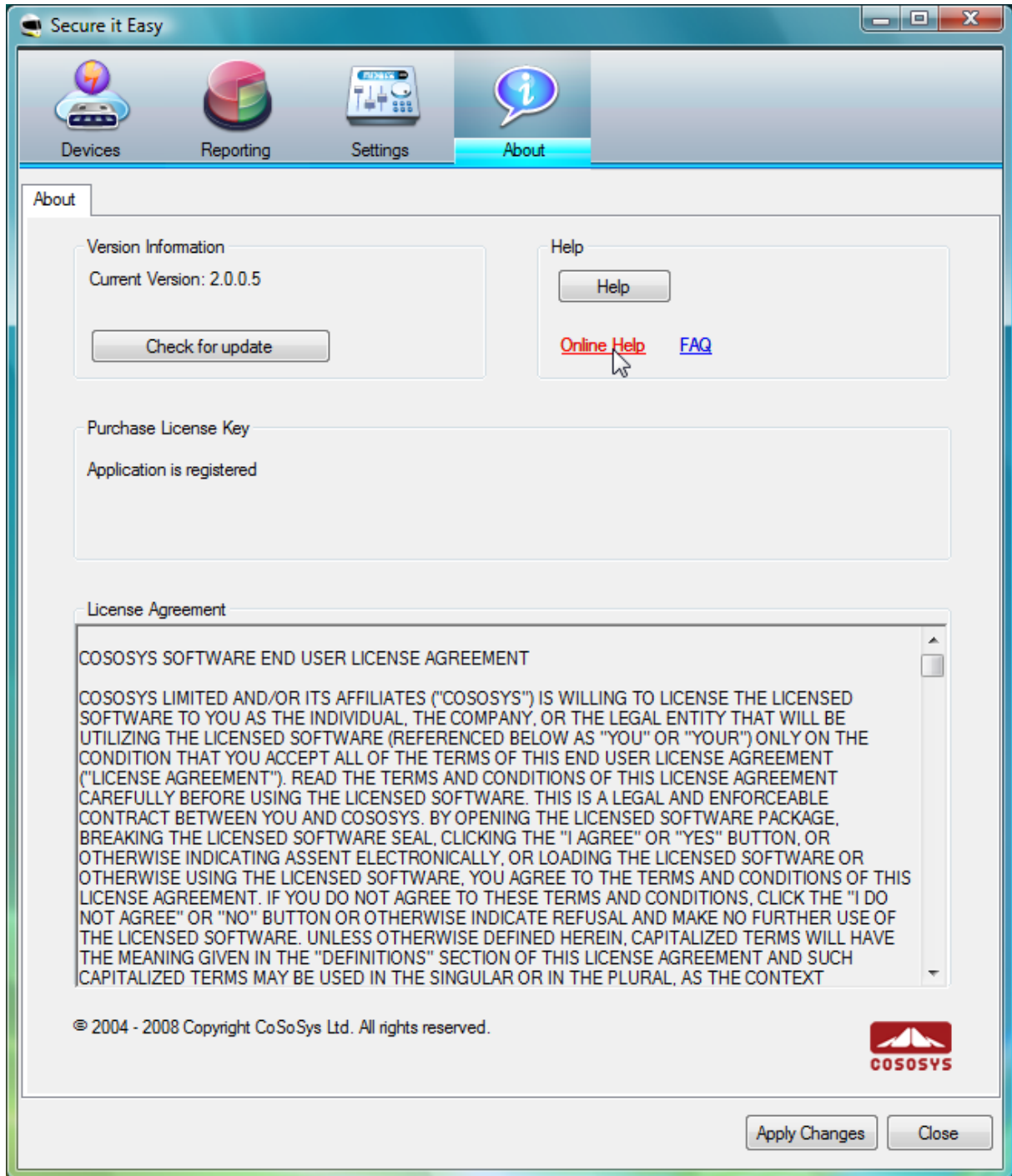


After updating, it might be required that you restart your PC.

8. Support

In case additional help, such as the FAQs or e-mail support is required, please visit our support website directly at <http://www.cososys.com/help.html>.

Or you can also click on CoSoSys icon from 'General Settings' window,



then choose the 'Support' tab from the web page browsed.



9. Uninstall

To remove Secure it Easy from your PC, please go to Control Panel → Add or Remove Programs → Secure it Easy → Remove. Before doing this you have to close Secure it Easy Settings.

IMPORTANT! Uninstalling the application will give full access to all USB drives that were and will be plugged into your PC.

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