BooleBox online administrator guide

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Installation

1 Introduction

Welcome to the INSTALLATION section of the BooleBox administrator guide. In this area, you will discover the passages needed for the correct installation of the standard platform, configured according to the default settings tested and certified by our technical support team. In addition, you will be told also how to install the BooleBox additional components, in order to exploit all the solution potential more comprehensively. Each setup file needed for the installation of the base platform and/or additional components will be provided in a secure way by the BooleBox team via a sharing link within the platform itself. In order to achieve a correct installation of the platform, BooleBox team recommends downloading and executing the setup files respecting the chronological order described sequentially within the STANDARD SERVER COMPONENTS INSTALLATION, ADDITIONAL SERVER COMPONENTS INSTALLATION, ADDITIONAL CLIENT COMPONENTS INSTALLATION..

Within this section, in the form of a note in bold, you will find some mandatory indications to obtain the Common Criteria EAL2+ certified version.

2 Supported infrastructure

By using load balance tools, you can split the installation of BooleBox components on several servers, in order to balance data traffic and - thanks to HA (High Availability) tools – provide for nodes breakdown preserving the functioning of the platform. You will also have to properly configure firewalls by opening specific ports, in order to allow the several components installed on the servers to communicate among them.

Note: the whole platform can be virtualized through virtual machines.

3 Installation prerequisites

Preconditions needed for the correct installation of BooleBox platform.

3.1 Server side installation prerequisites

Server side prerequisites description needed for installing BooleBox On-Premises platform.

3.1.1 Server side hardware prerequisites

In order to guarantee a correct installation of BooleBox platform, these hardware prerequisites must be checked:

- RAM: 8 Gb or more.
- CPU: DualCore.
- Free disk space: 40 Gb or more, in order to save log files and install all components and services.
- Nic: 1 Gb or more.
- Storage with NTFS partition and sufficient space for operational needs.

Note: the destination path for the executable files can't be a PEN DRIVE USB one.

The hardware prerequisites indicated are recommended and not binding: the platform installation will therefore be possible also if the hardware available does not meet the minimum requirements indicated; in this case, performance problems may occur that do not affect the operational environment's security objectives granted by booleBox On-Premises in any case.

Note: the server workload in terms of disk space and RAM occupation is dependent on the specific BooleBox instance purchased (number of users and amount of data processed estimated): the specific sizing of the infrastructure will therefore be carried out before installation, according to the parameters mentioned above.

3.1.2 Server side software prerequisites

In order to guarantee a correct installation of BooleBox platform, these software requirements must be met server side:

- Microsoft Windows Server 2016 operating system or followings.
- .NET 4.8 component installed.
- IIS 7.5 or higher.
- Microsoft Update to the last available patches.
-
- Equivalent timing server settings for all nodes of the infrastructure.
- MySQL 5.7.22 or following versions on Windows or Linux platform.
- C++ 2013 Redistributable (component needed for MySQL installation).
- Root user or user with comparable permissions for MySQL installation.
- Administrator user or user with comparable permissions for the installation of BooleBox On-Premises platform on MS Windows operating system.
- RSA 2048 bit certificate.

Note: in order to install the Common Criteria EAL2 + certified version of BooleBox On-Premises, you must use the Microsoft Windows Server 2016 operating system, the 7.5 (or higher) IIS Web Server component version, the 4.8 .NET component version and one of the certified versions of MySQL component (Enterprise, Cluster Carrier Grade o Community Edition).

Note: installations of .NET 4.8 and IIS 7.5 (or higher) components must be carried out through the server manager in the ADD ROLES AND FEATURES WIZARD window.

Note: to configure the Microsoft Windows Server 2016 operating system, follow this link.

3.2 End user side installation prerequisites

End user side prerequisites description needed for installing BooleBox On-Premises platform.

3.2.1 End user side hardware prerequisites

In order to guarantee a correct installation of BooleBox platform, the software prerequisites needed for the correct functioning of the operating system in use must be met.

3.2.2 End user side software prerequisites

In order to guarantee a correct installation of BooleBox platform, these software prerequisites must be met end user side:

- 32/64-bit Windows 7 operating system (SP1 installed) or subsequent releases (8 , 8.1, 10) aligned with the latest Microsoft Update patches.

  Note: 64-bit operating system is required for File Encryptor Client installation on Windows operating system.

  Note: this prerequisite must be satisfied in order to install the Common Criteria EAL2+ certified version of BooleBox On-Premises.
- MacOSX 10.8 OSX (Mountain Lion) operating system or subsequent releases.
- One of the following browsers: Internet Explorer (version 10 or later), Google Chrome, Safari, Opera, Firefox.

  Note: this prerequisite must be satisfied in order to install the Common Criteria EAL2+ certified version of BooleBox On-Premises.
- Microsoft Outlook version 2010 or later for the installation of Outlook Encryptor (for Windows operating system only).

Note: it is strongly recommended to use an HTML 5 compliant browser.

Note: in case of sharing documents with DENY PRINT SCREEN AND VIDEO CAPTURE, DETER PHOTO SHOTS advanced sharing option or with the PROTECTED VIEW sharing template, to view the received file, the recipient of the sharing will have to download an executable file containing the protected BooleBox viewer for Microsoft Windows OS. Therefore, the antivirus must have configured permission to download and run the executable of the BooleBox viewer as an exception.

4 Users and installation privileges

For a correct installation and configuration, in order to guarantee the complementarity between the installation of the platform and the safety objectives of the operating environment, BOOLEBOX ON PREMISES requires system users and privileges specially configured according to the following specifications:

- An Active Directory/local user with administrative rights on the server/s dedicated to BOOLEBOX ON PREMISES, to the additional components (MySQL, .NET Framework 4.5, IIS and ASP.net State Service) and the servers used for additional services (Node.JS, Document Manager, BooleBox Server Service, BooleBox Storage Service, BooleBox AD Service and Office Web Apps Service) to allow the installation of components listed above.
- A user domain related to the IIS pool application with permission "Full Control" on the path defined in the Settings file of the BOOLEBOX STORAGE SERVICE, i.e. with read, write and deletion permissions of the folder used for encrypted data storage.
- A MySQL user with DB Admin powers (comparable to root) to guarantee the necessary permissions for database management operations.

5 Standard server components installation

Installation procedure of standard server components needed for a correct functioning of BooleBox platform.

Note: during the installation of the individual components, it will be necessary to accept the End User Licens Agreement (EULA). Otherwise, the NEXT button of each EULA window will not be enabled and it will be impossible to proceed.

Note: at the start of each setup file provided by the technical support team, available disk space will be checked: if it is not enough, the installation will be blocked.

Note: for each component to be installed, a specific installation path will be defined directly from the application. This path will be indicated and it will be possible to modify it.

In order to install the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must install all the components listed in this section.

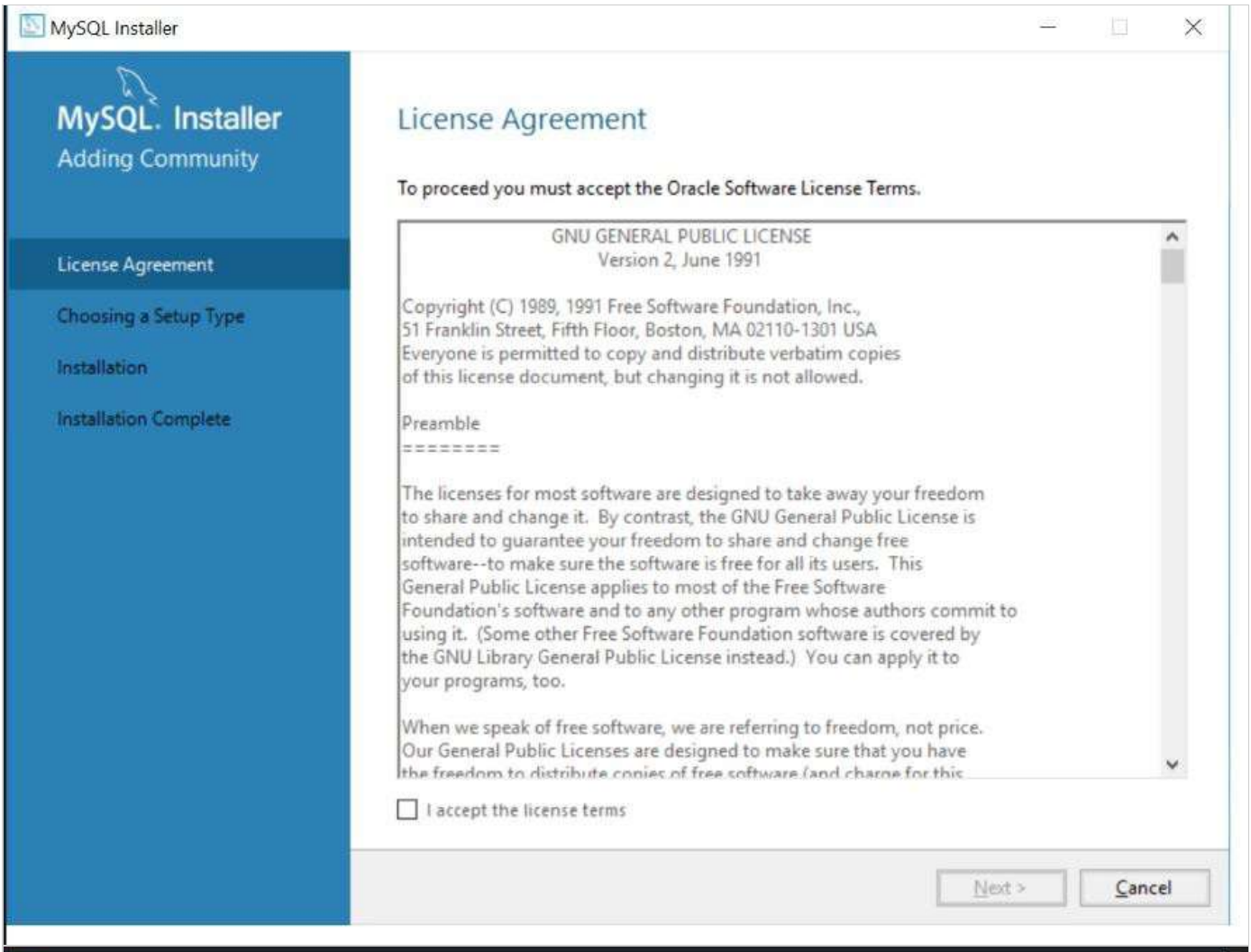
5.1 MySQL installation

MySQL™ installation procedure, i.e. the repository in which the metadata of the files stored in the platform related to users, shares and audits are saved.

To complete the installation of MySQL™ component:

- Open the application provided by the technical support team.
- In the LICENSE AGREEMENT tab, click on the I ACCEPT THE LICENSE TERMS chceckbox.
- Click on NEXT.
- In the CHOOSING A SETUP TYPE tab, select the item SERVER ONLY and click on NEXT. The other items listed in the dropdown menu provide tools not needed in order to install BooleBox platform.
- In the CHECK REQUIREMENTS tab, click on EXECUTE.
- In the window that is going to appear on your screen, click on the I AGREE THE LICENSE TERMS AND CONDITIONS checkbox.
- Click on INSTALL.
- After the installation of Microsoft Visual C ++ 2013 Redistributable, click on NEXT to continue.
- In the INSTALLATION tab, click on EXECUTE.
- Click on NEXT.
- Click on NEXT.
- In the PRODUCT CONFIGURATION tab, click on NEXT.
- In the GROUP REPLICATION tab, select the STANDALONE MYSQL SERVER/CLASSIC MYSQL REPLICATION item and click on NEXT.
- In the TYPE AND NETWORKING tab, from the CONFIG TYPE dropdown menu, select the SERVER COMPUTER item.
- Click on NEXT.
- In the ACCOUNT AND ROLES tab, enter a root password in the MYSQL ROOT PASSWORD field and repeat the sequence entered in the field below.
- In the MYSQL USER ACCOUNTS area, if you want to add one or more users enabled to access and manage the database at different levels, click on ADD USER and provide the details for the user you want to add.
- Click on NEXT.
- **In the WINDOWS SERVICE tab, take note of WINDOWS SERVICE NAME: it will be the name assigned to the Windows MySQL service of the machine on which the database is running.**
- In the RUN WINDOWS SERVICE AS area, select the STANDARD SYSTEM ACCOUNT item, i.e. the default option.

  If you want to indicate users other than the STANDARD SYSTEM ACCOUNT, to initialize the service, select the CUSTOM USER item and enter the details of the users designated for this type of activity.
- Click on NEXT.
- In the PLUGINS AND EXTENSIONS tab, click on NEXT.
- In the APPLY CONFIGURATION tab, click on EXECUTE.
- If you want to view the installation log, click on the LOG tab.
- Once you have completed the CONFIGURATION STEPS, click on FINISH.
- In the PRODUCT CONFIGURATION tab, click on NEXT.
- If you want to copy the installation log to a clip, click on COPY LOG TO CLIPBOARD.
- Click on FINISH to complete the installation of MySQL application.


MySQL Installer
MySQL. Installer
Adding Community
License Agreement
Choosing a Setup Type
Installation
Installation Complete
License Agreement
To proceed you must accept the Oracle Software License Terms.
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software--to make sure the software is free for all its users. This
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Foundation's software and to any other program whose authors commit to
using it. (Some other Free Software Foundation software is covered by
the GNU Library General Public License instead.) You can apply it to
your programs, too.
When we speak of free software, we are referring to freedom, not price.
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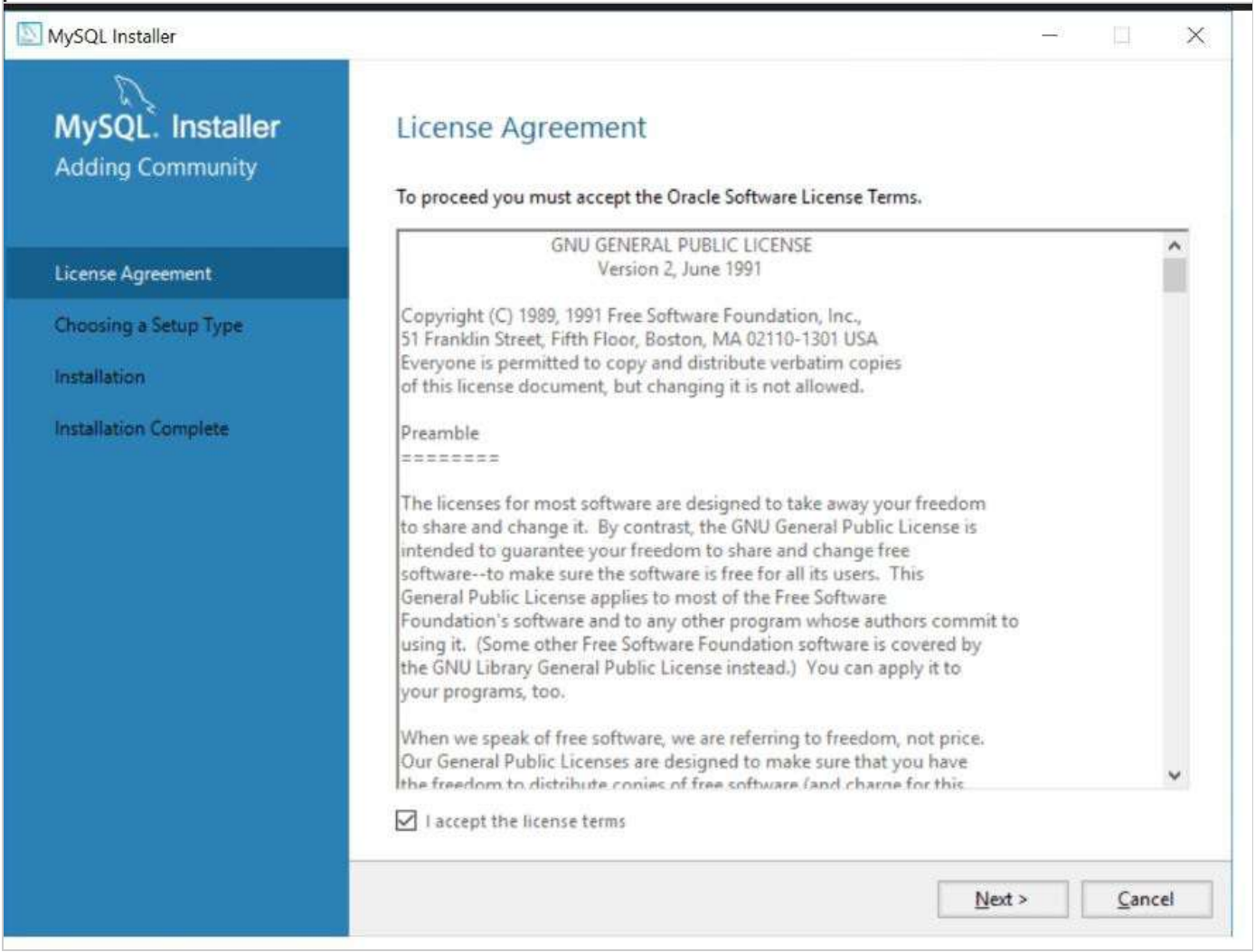
Next >
Cancel


MySQL Installer
MySQL. Installer
Adding Community
License Agreement
Choosing a Setup Type
Installation
Installation Complete
License Agreement
To proceed you must accept the Oracle Software License Terms.
GNU GENERAL PUBLIC LICENSE
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Preamble
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to share and change it. By contrast, the GNU General Public License is
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software--to make sure the software is free for all its users. This
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Foundation's software and to any other program whose authors commit to
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the GNU Library General Public License instead.) You can apply it to
your programs, too.
When we speak of free software, we are referring to freedom, not price.
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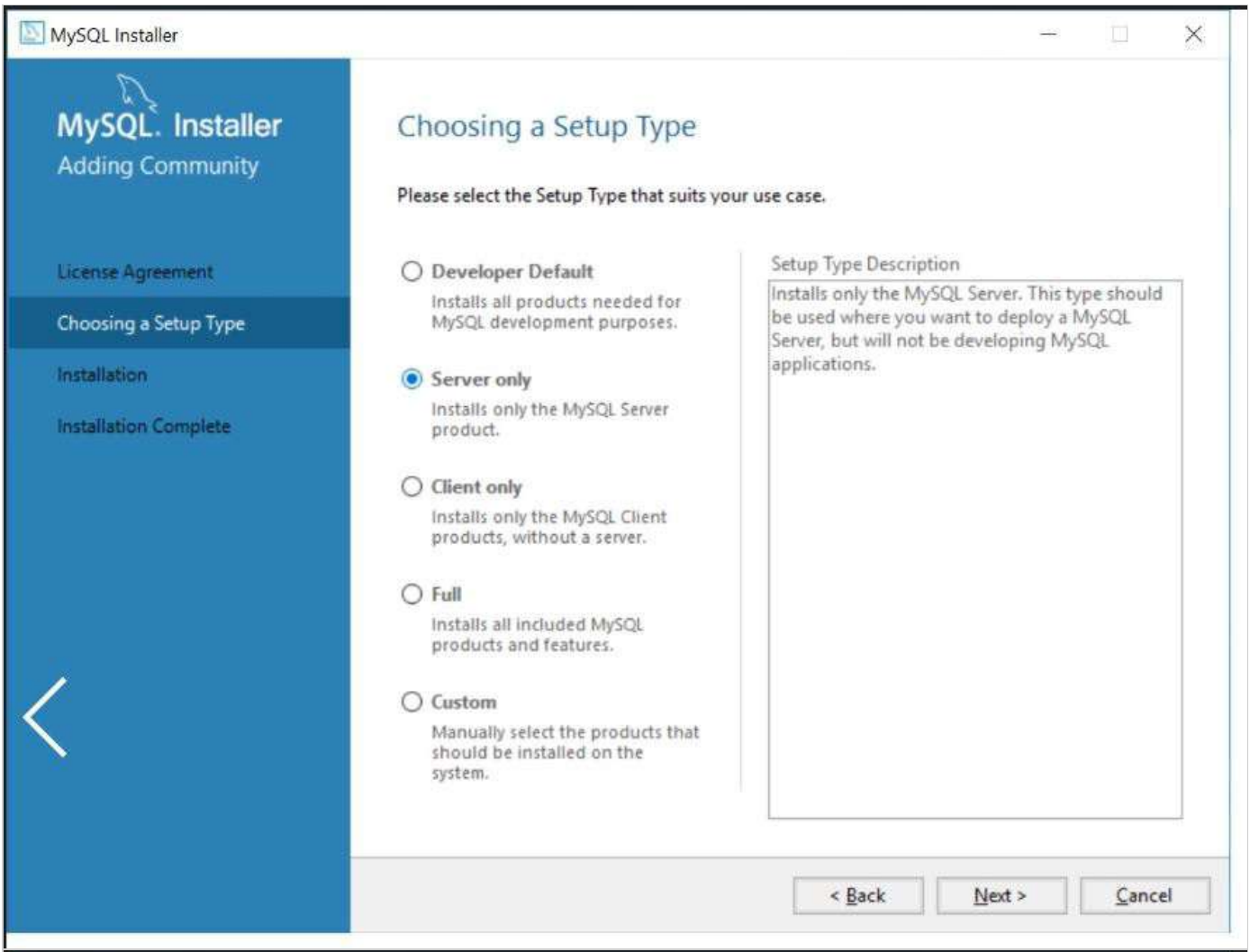
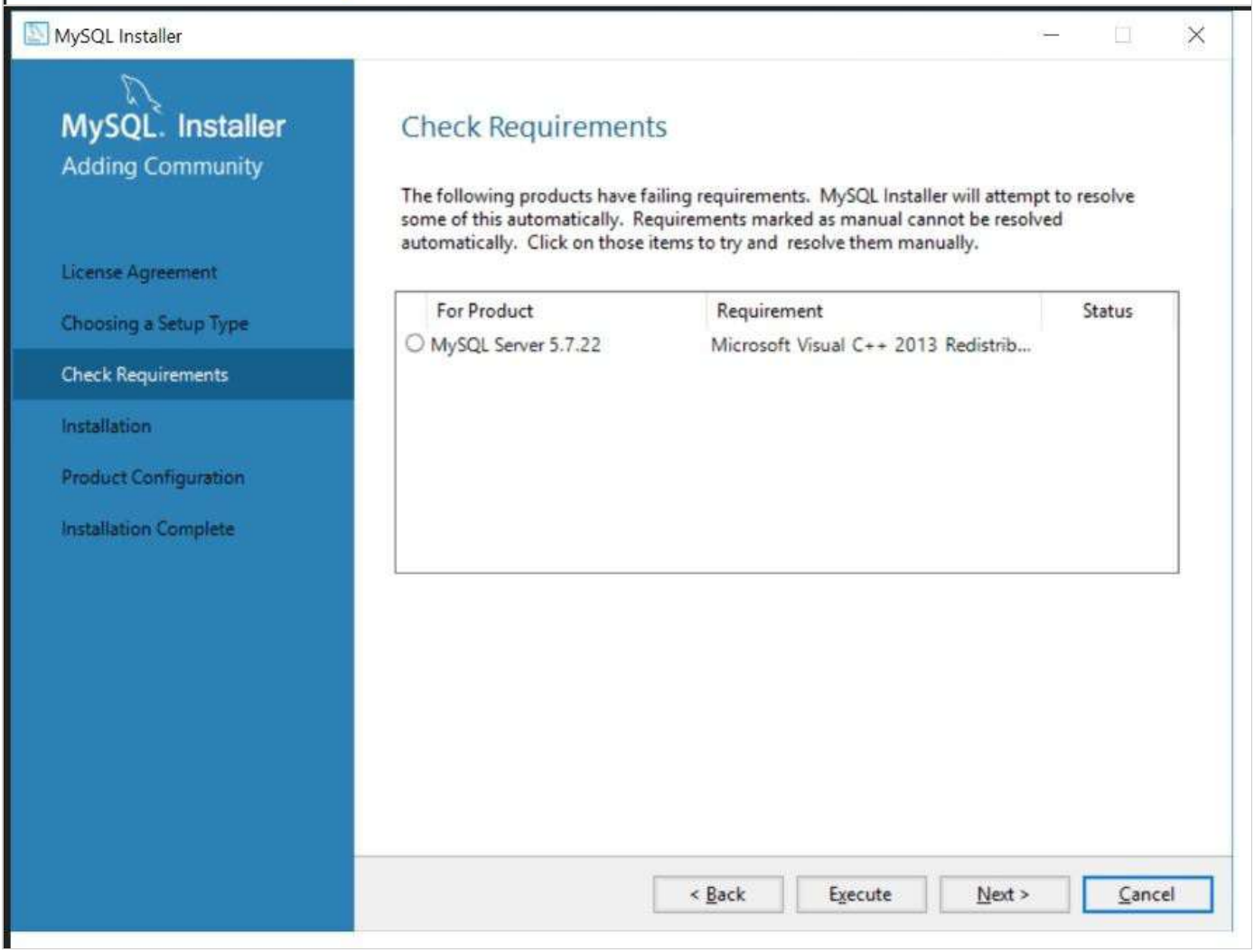
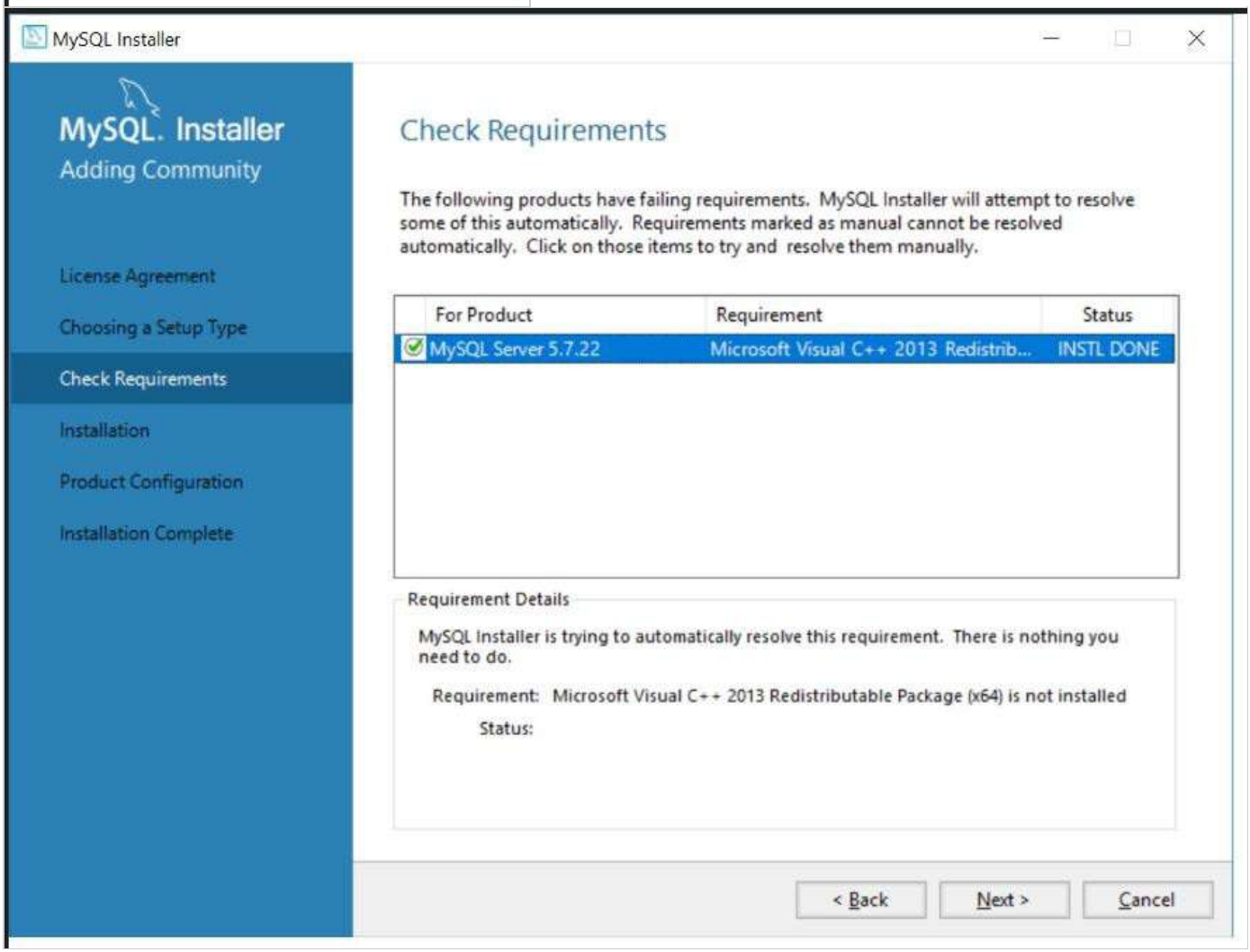
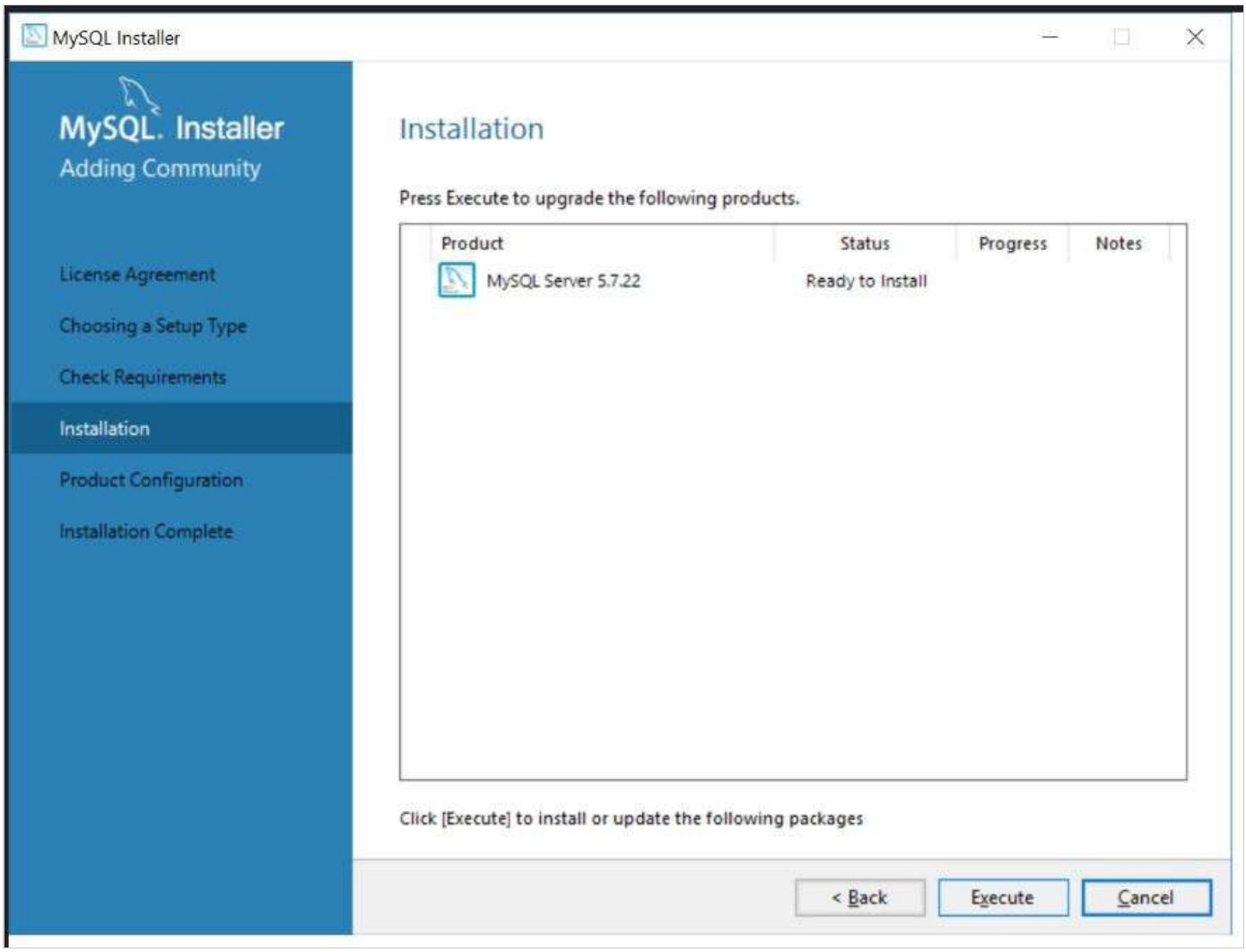
Next >
Cancel

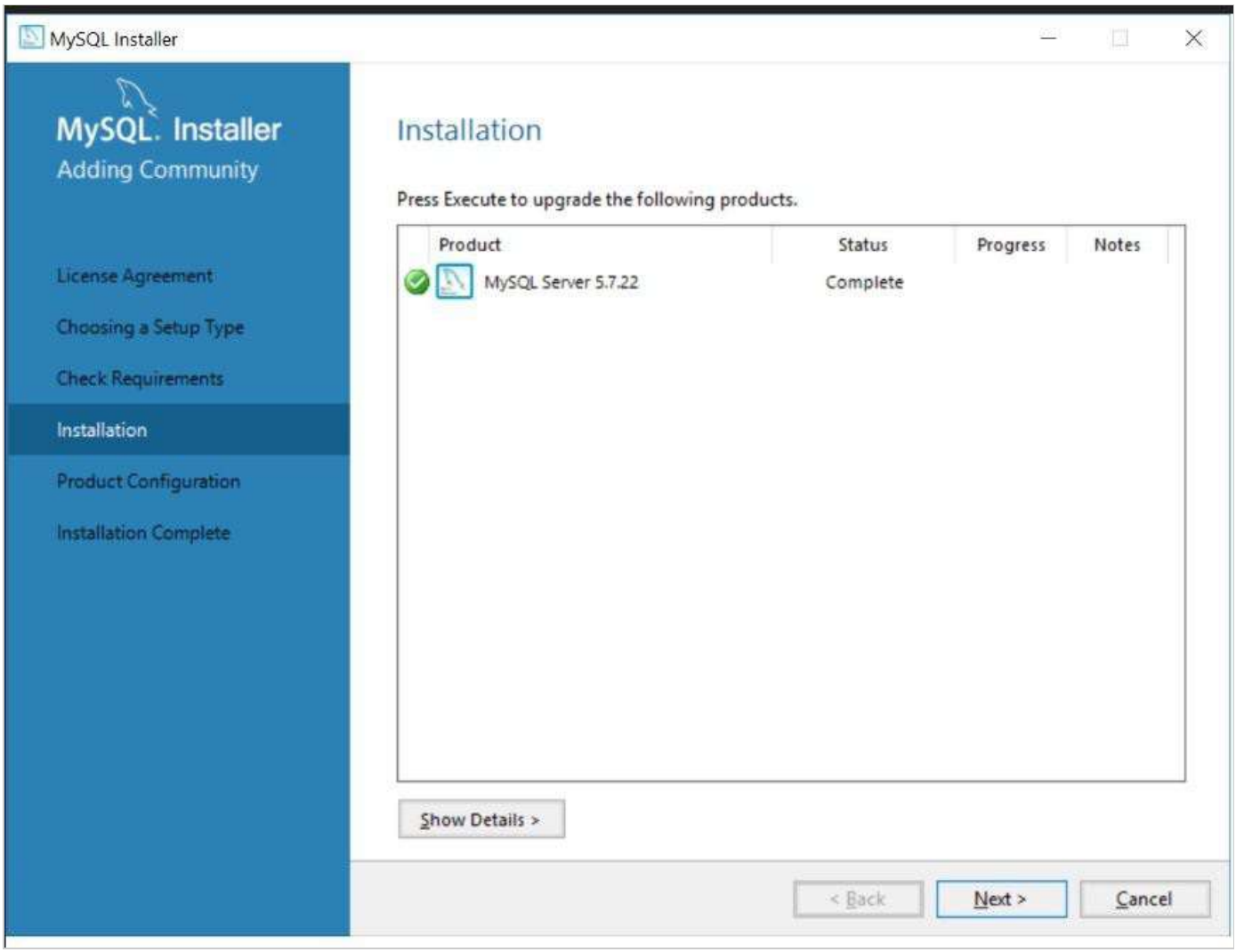

MySQL Installer
MySQL. Installer
Adding Community
License Agreement
Choosing a Setup Type
Installation
Installation Complete
Choosing a Setup Type
Please select the Setup Type that suits your use case.
Developer Default
Installs all products needed for MySQL development purposes.
Server only
Installs only the MySQL Server product.
Client only
Installs only the MySQL Client products, without a server.
Full
Installs all included MySQL products and features.
Custom
Manually select the products that should be installed on the system.
Setup Type Description
Installs only the MySQL Server. This type should be used where you want to deploy a MySQL Server, but will not be developing MySQL applications.
< Back
Next >
Cancel

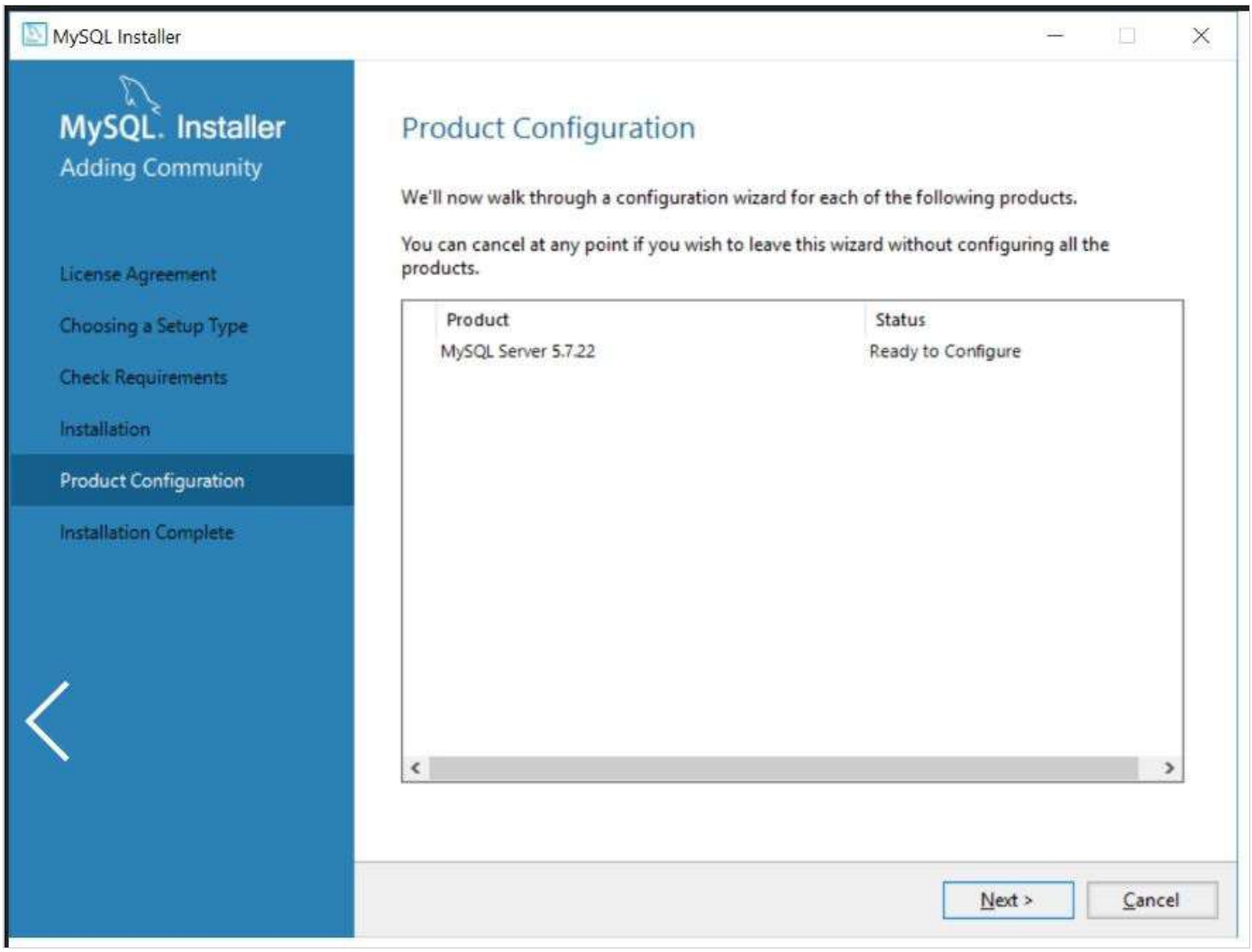

MySQL Installer
MySQL. Installer
Adding Community
License Agreement
Choosing a Setup Type
Check Requirements
Installation
Product Configuration
Installation Complete
Check Requirements
The following products have failing requirements. MySQL Installer will attempt to resolve some of this automatically. Requirements marked as manual cannot be resolved automatically. Click on those items to try and resolve them manually.
For Product
Requirement
Status
MySQL Server 5.7.22
Microsoft Visual C++ 2013 Redistrib...
< Back
Execute
Next >
Cancel

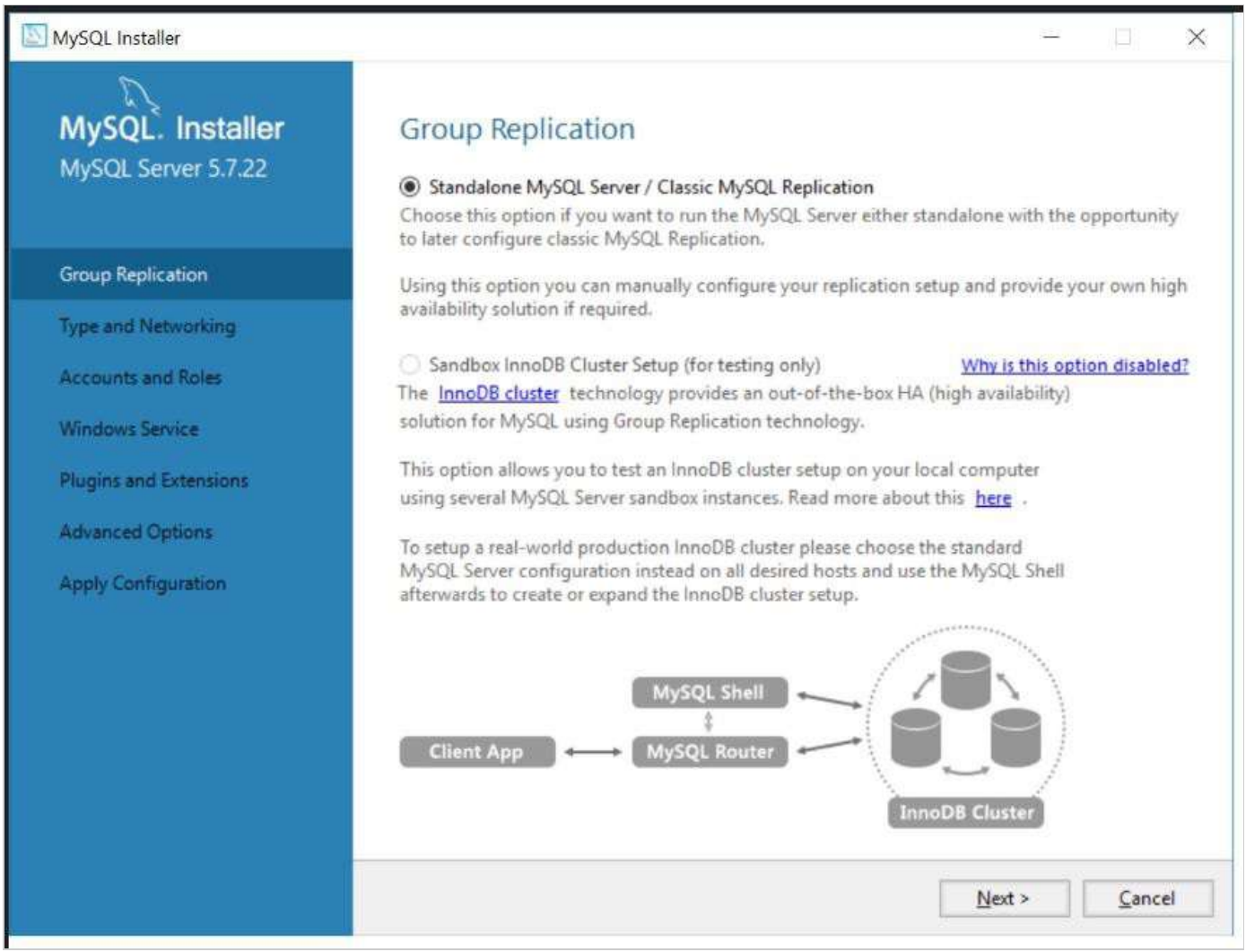
Microsoft Visual C++ 2013 ...
Microsoft Visual C++ 2013 Redistributable (x64) - 12.0.40660
MICROSOFT SOFTWARE LICENSE TERMS
MICROSOFT VISUAL C++ REDISTRIBUTABLE FOR VISUAL STUDIO
I agree to the license terms and conditions
Install
Close

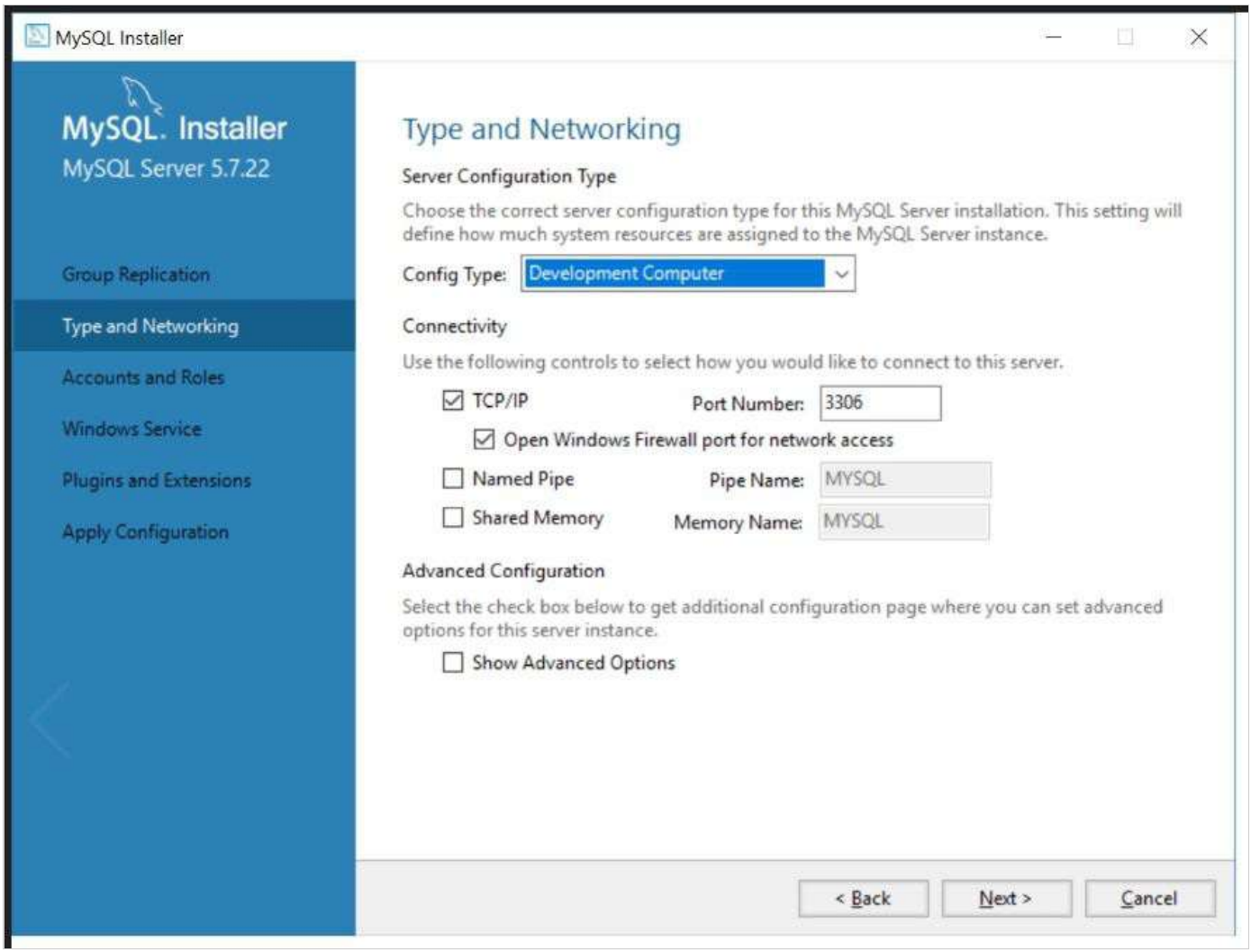

MySQL Installer
MySQL. Installer
Adding Community
License Agreement
Choosing a Setup Type
Check Requirements
Installation
Product Configuration
Installation Complete
Check Requirements
The following products have failing requirements. MySQL Installer will attempt to resolve some of this automatically. Requirements marked as manual cannot be resolved automatically. Click on those items to try and resolve them manually.
For Product
Requirement
Status
MySQL Server 5.7.22
Microsoft Visual C++ 2013 Redistrib...
INSTL DONE
Requirement Details
MySQL Installer is trying to automatically resolve this requirement. There is nothing you need to do.
Requirement: Microsoft Visual C++ 2013 Redistributable Package (x64) is not installed
Status:
< Back
Next >
Cancel

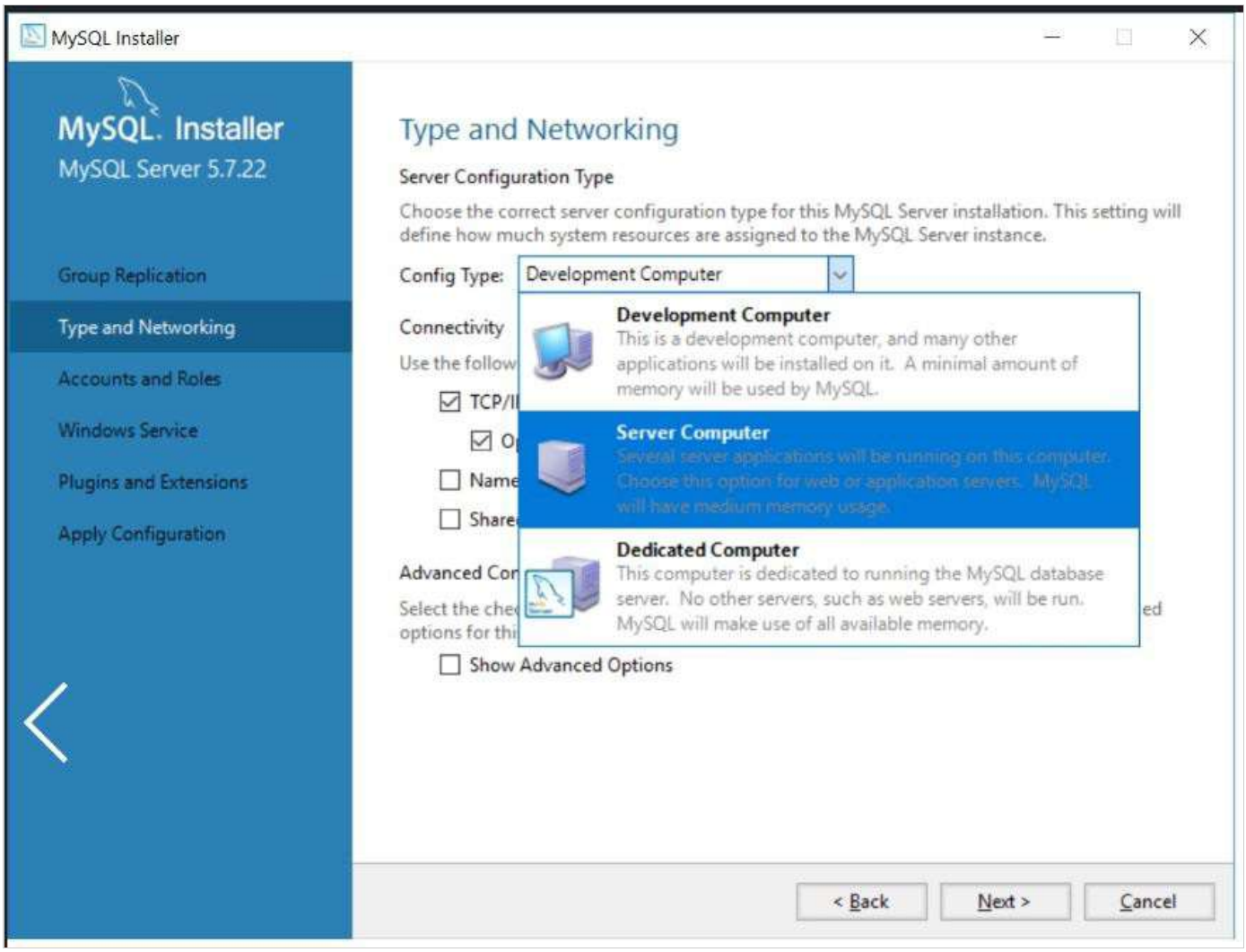

MySQL Installer
MySQL. Installer
Adding Community
License Agreement
Choosing a Setup Type
Check Requirements
Installation
Product Configuration
Installation Complete
Installation
Press Execute to upgrade the following products.
Product
Status
Progress
Notes
MySQL Server 5.7.22
Ready to Install
Click [Execute] to install or update the following packages
< Back
Execute
Cancel

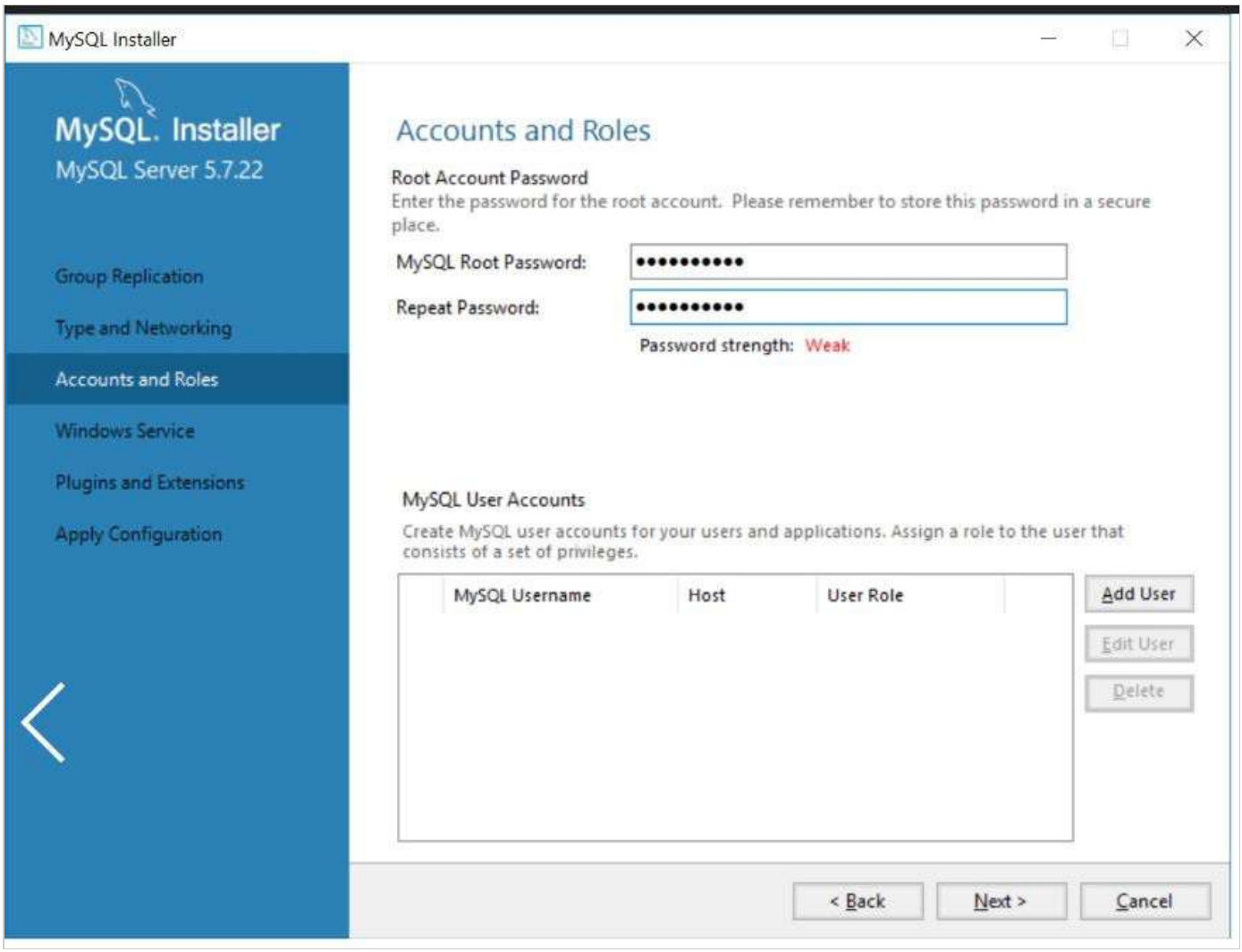

MySQL Installer
MySQL. Installer
Adding Community
License Agreement
Choosing a Setup Type
Check Requirements
Installation
Product Configuration
Installation Complete
Installation
Press Execute to upgrade the following products.
Product
Status
Progress
Notes
MySQL Server 5.7.22
Complete
Show Details >
< Back
Next >
Cancel

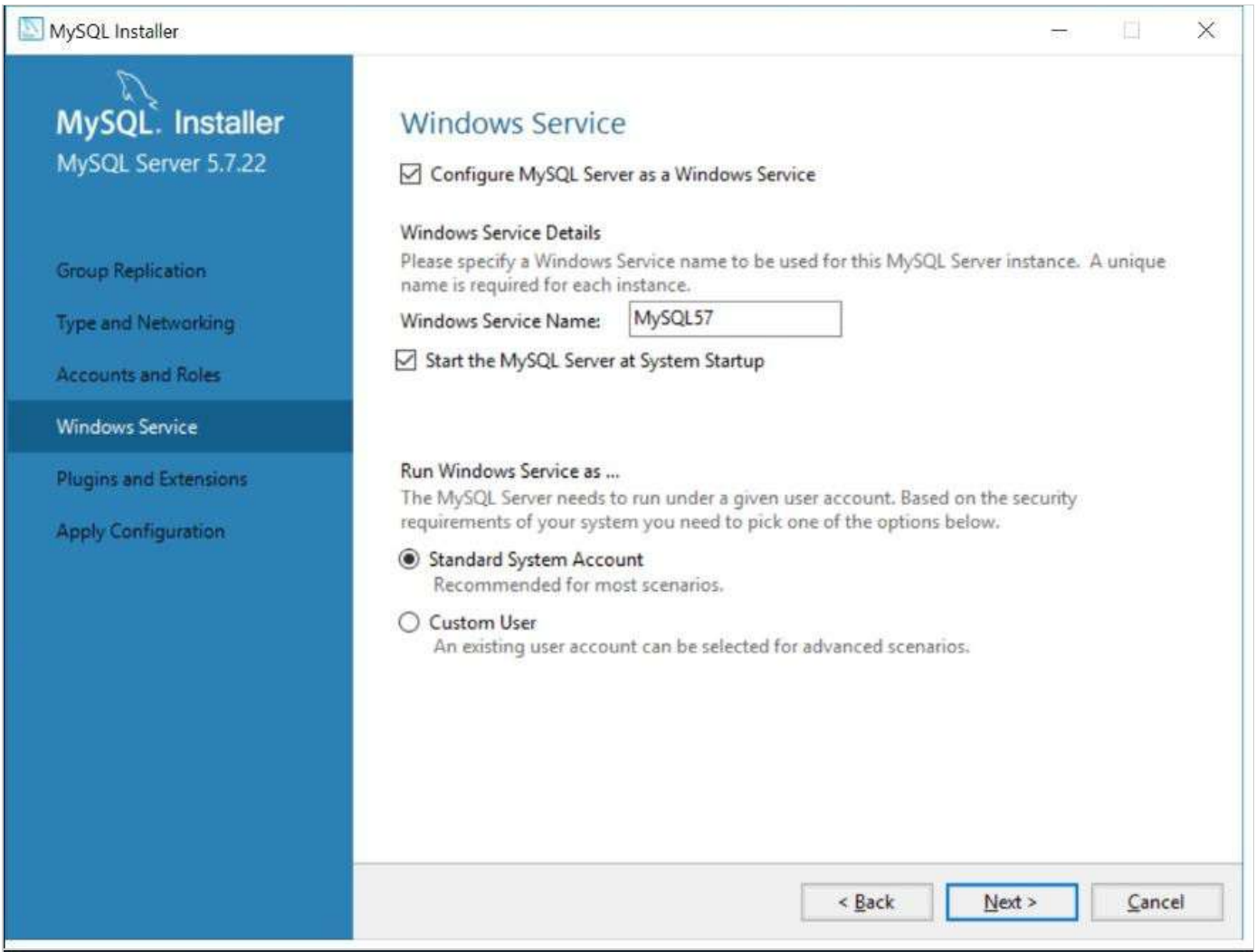

MySQL Installer
MySQL. Installer
Adding Community
License Agreement
Choosing a Setup Type
Check Requirements
Installation
Product Configuration
Installation Complete
Product Configuration
We'll now walk through a configuration wizard for each of the following products.
You can cancel at any point if you wish to leave this wizard without configuring all the products.
Product
Status
MySQL Server 5.7.22
Ready to Configure
Next >
Cancel

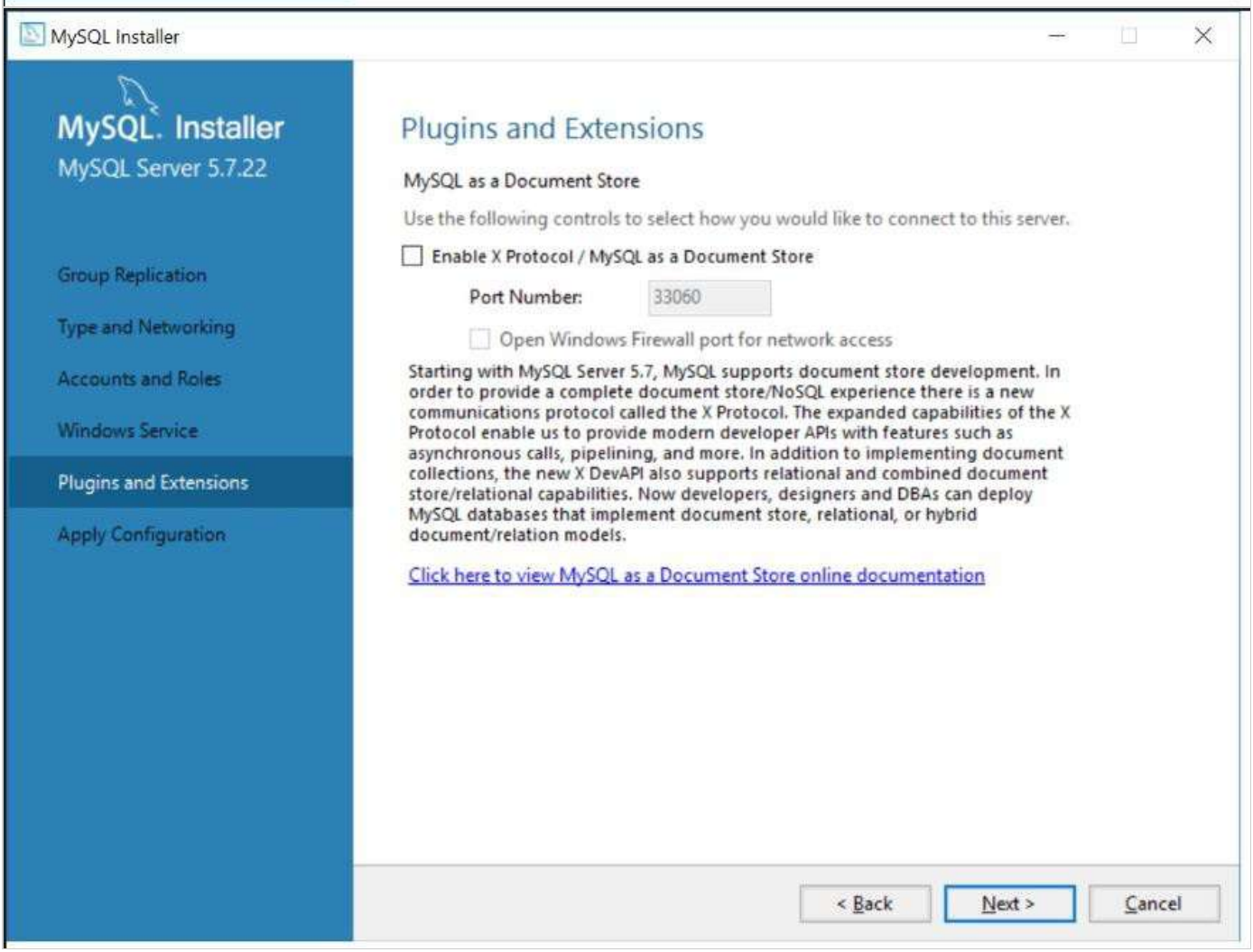

MySQL Installer
MySQL. Installer
MySQL Server 5.7.22
Group Replication
Type and Networking
Accounts and Roles
Windows Service
Plugins and Extensions
Advanced Options
Apply Configuration
Group Replication
Standalone MySQL Server / Classic MySQL Replication
Choose this option if you want to run the MySQL Server either standalone with the opportunity to later configure classic MySQL Replication.
Using this option you can manually configure your replication setup and provide your own high availability solution if required.
Sandbox InnoDB Cluster Setup (for testing only)
Why is this option disabled?
The InnoDB cluster technology provides an out-of-the-box HA (high availability) solution for MySQL using Group Replication technology.
This option allows you to test an InnoDB cluster setup on your local computer using several MySQL Server sandbox instances. Read more about this here .
To setup a real-world production InnoDB cluster please choose the standard MySQL Server configuration instead on all desired hosts and use the MySQL Shell afterwards to create or expand the InnoDB cluster setup.
MySQL Shell
Client App
MySQL Router
InnoDB Cluster
Next >
Cancel

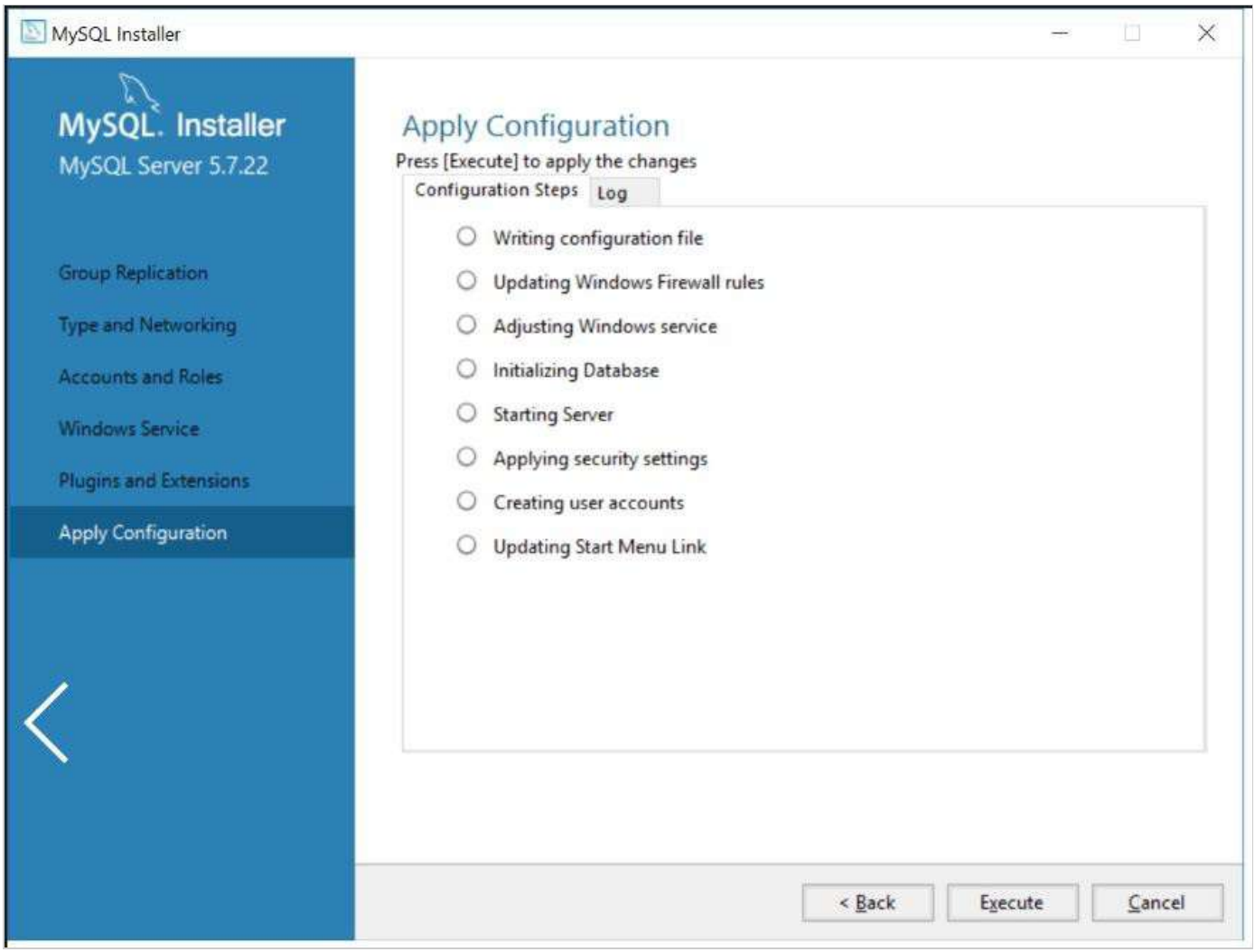

MySQL Installer
MySQL. Installer
MySQL Server 5.7.22
Group Replication
Type and Networking
Accounts and Roles
Windows Service
Plugins and Extensions
Apply Configuration
Type and Networking
Server Configuration Type
Choose the correct server configuration type for this MySQL Server installation. This setting will define how much system resources are assigned to the MySQL Server instance.
Config Type: Development Computer
Connectivity
Use the following controls to select how you would like to connect to this server.
TCP/IP
Port Number: 3306
Open Windows Firewall port for network access
Named Pipe
Pipe Name: MYSQL
Shared Memory
Memory Name: MYSQL
Advanced Configuration
Select the check box below to get additional configuration page where you can set advanced options for this server instance.
Show Advanced Options
< Back
Next >
Cancel

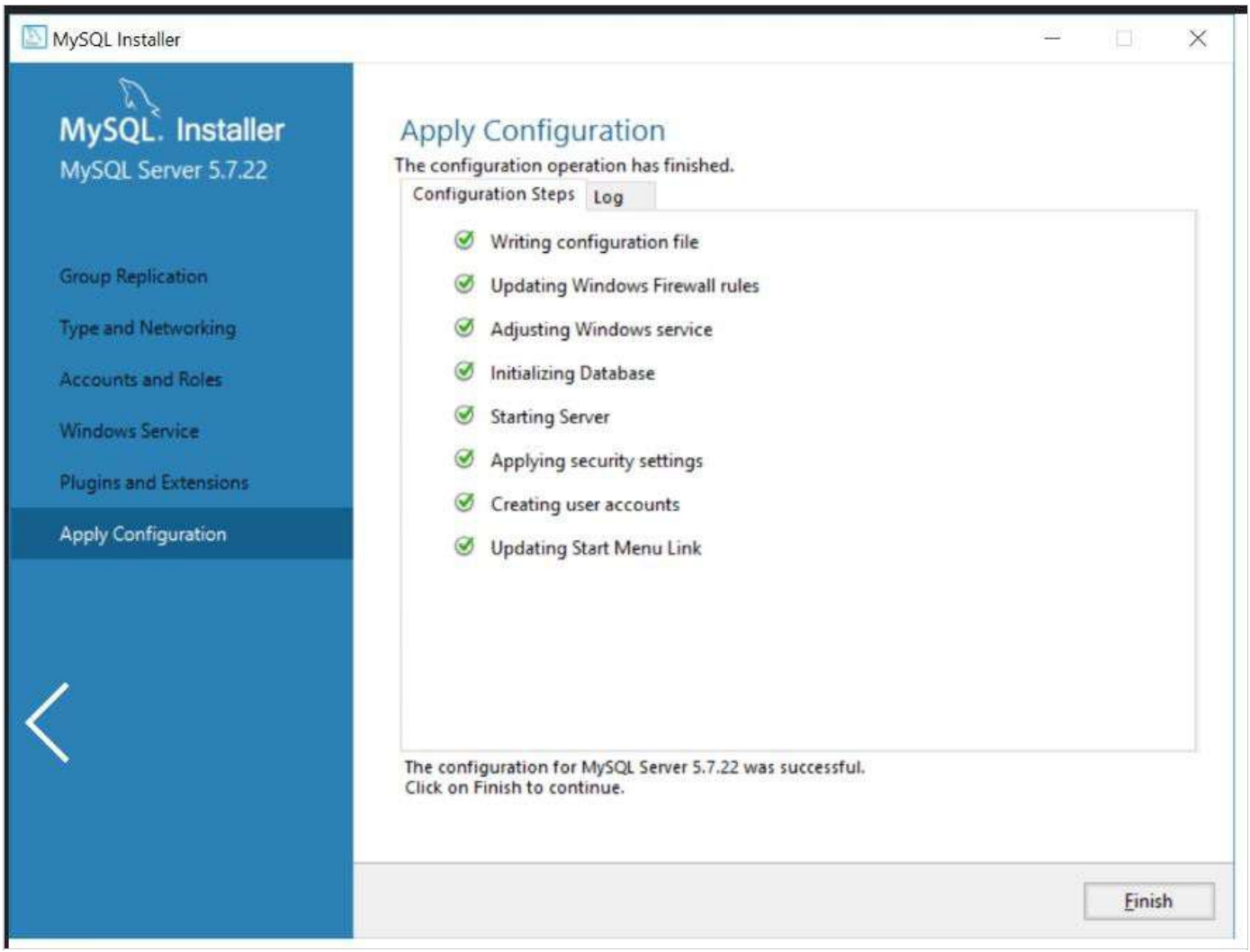

MySQL Installer
MySQL. Installer
MySQL Server 5.7.22
Group Replication
Type and Networking
Accounts and Roles
Windows Service
Plugins and Extensions
Apply Configuration
Type and Networking
Server Configuration Type
Choose the correct server configuration type for this MySQL Server installation. This setting will define how much system resources are assigned to the MySQL Server instance.
Config Type: Development Computer
Development Computer
This is a development computer, and many other applications will be installed on it. A minimal amount of memory will be used by MySQL.
Server Computer
Several server applications will be running on this computer. Choose this option for web or application servers. MySQL will have medium memory usage.
Dedicated Computer
This computer is dedicated to running the MySQL database server. No other servers, such as web servers, will be run. MySQL will make use of all available memory.
Connectivity
Use the follow
TCP/I
Name
Share
Advanced Con
Select the che
options for thi
ed
Show Advanced Options
< Back
Next >
Cancel

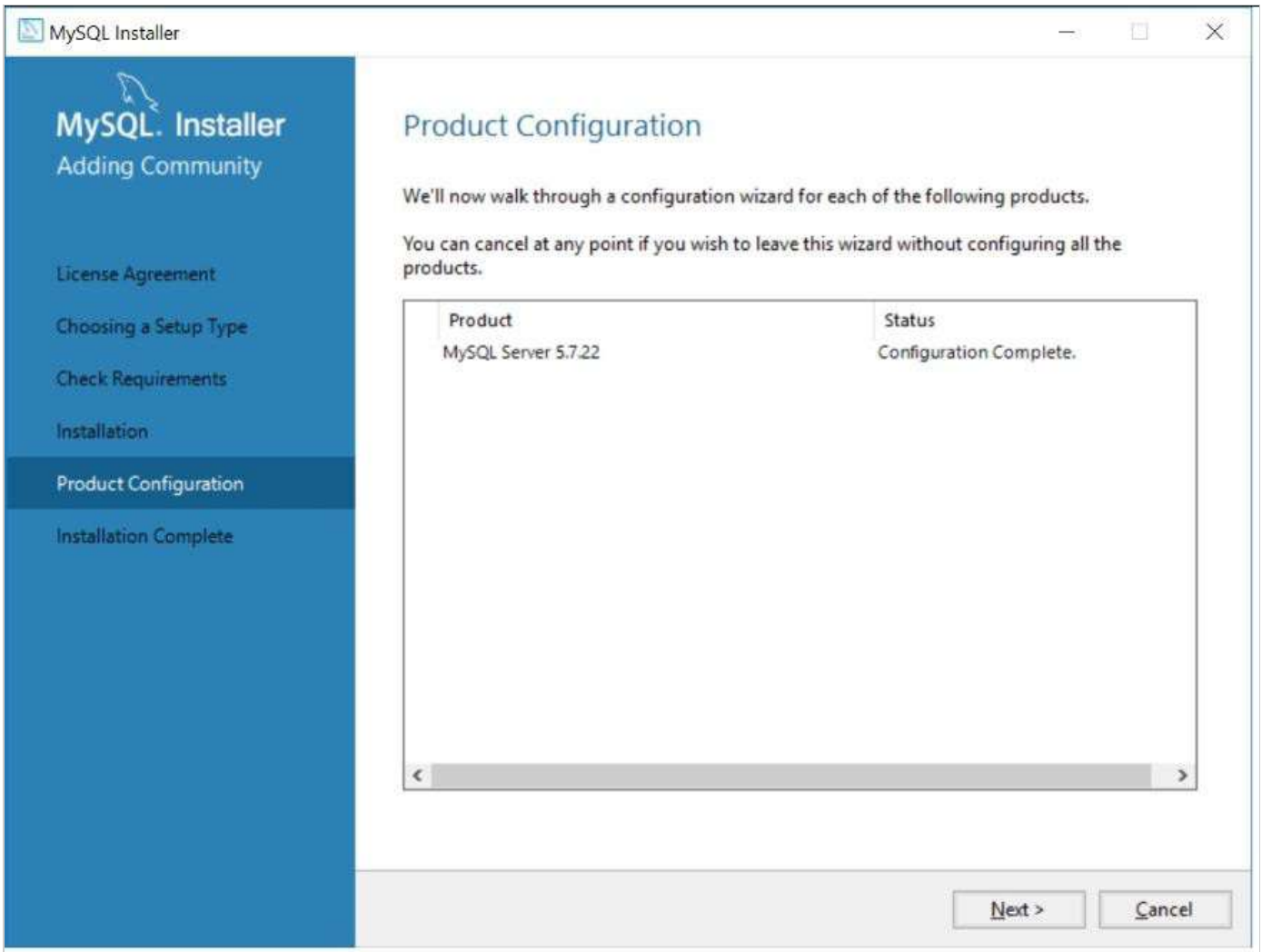

MySQL Installer
MySQL. Installer
MySQL Server 5.7.22
Group Replication
Type and Networking
Accounts and Roles
Windows Service
Plugins and Extensions
Apply Configuration
Accounts and Roles
Root Account Password
Enter the password for the root account. Please remember to store this password in a secure place.
MySQL Root Password:
Repeat Password:
Password strength: Weak
MySQL User Accounts
Create MySQL user accounts for your users and applications. Assign a role to the user that consists of a set of privileges.
MySQL Username
Host
User Role
Add User
Edit User
Delete
< Back
Next >
Cancel

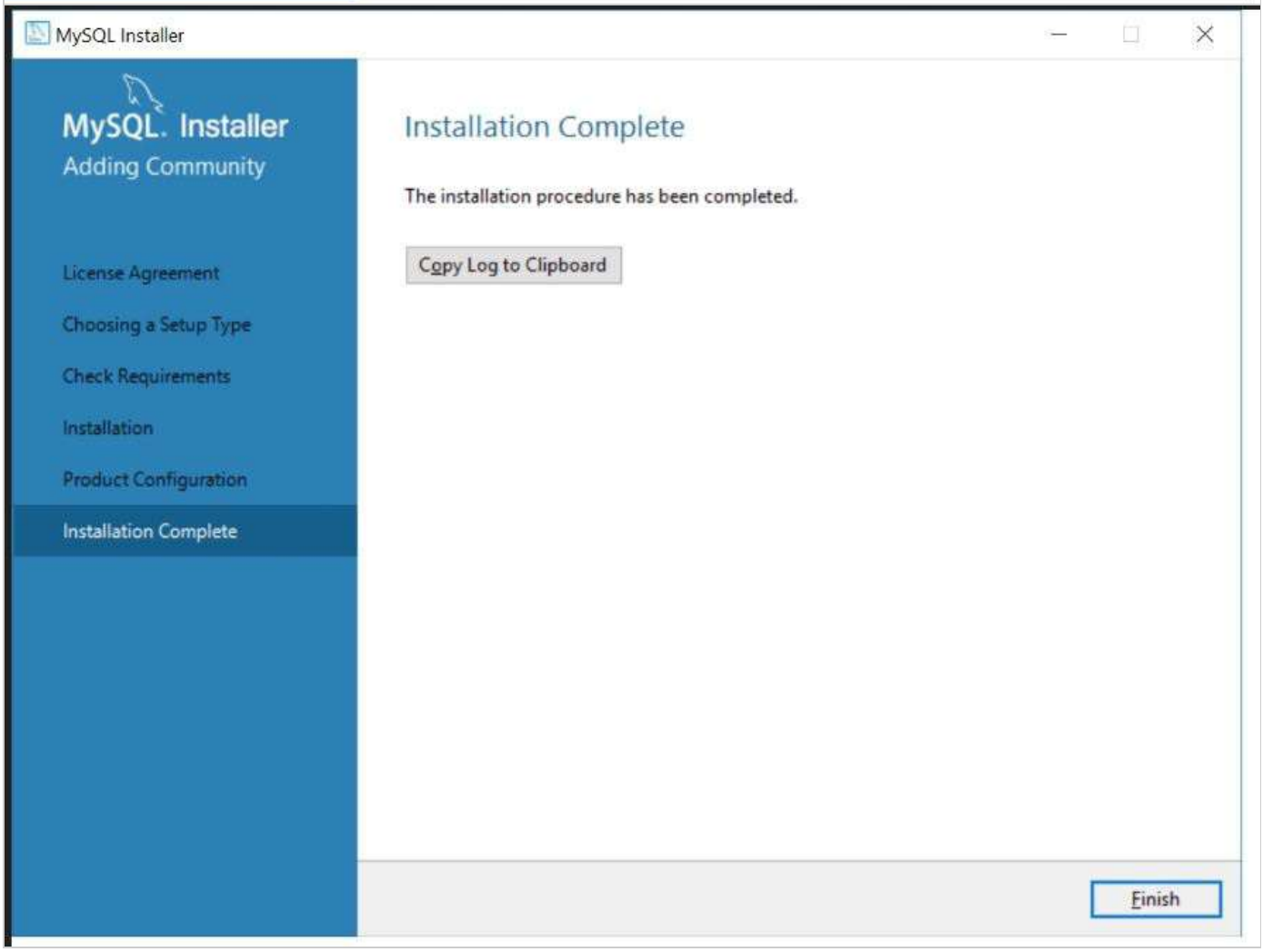

MySQL Installer
MySQL. Installer
MySQL Server 5.7.22
Group Replication
Type and Networking
Accounts and Roles
Windows Service
Plugins and Extensions
Apply Configuration
Windows Service
Configure MySQL Server as a Windows Service
Windows Service Details
Please specify a Windows Service name to be used for this MySQL Server instance. A unique name is required for each instance.
Windows Service Name: MySQL57
Start the MySQL Server at System Startup
Run Windows Service as ...
The MySQL Server needs to run under a given user account. Based on the security requirements of your system you need to pick one of the options below.
Standard System Account
Recommended for most scenarios.
Custom User
An existing user account can be selected for advanced scenarios.
< Back
Next >
Cancel


MySQL Installer
MySQL. Installer
MySQL Server 5.7.22
Group Replication
Type and Networking
Accounts and Roles
Windows Service
Plugins and Extensions
Apply Configuration
Plugins and Extensions
MySQL as a Document Store
Use the following controls to select how you would like to connect to this server.
Enable X Protocol / MySQL as a Document Store
Port Number: 33060
Open Windows Firewall port for network access
Starting with MySQL Server 5.7, MySQL supports document store development. In order to provide a complete document store/NoSQL experience there is a new communications protocol called the X Protocol. The expanded capabilities of the X Protocol enable us to provide modern developer APIs with features such as asynchronous calls, pipelining, and more. In addition to implementing document collections, the new X DevAPI also supports relational and combined document store/relational capabilities. Now developers, designers and DBAs can deploy MySQL databases that implement document store, relational, or hybrid document/relation models.
Click here to view MySQL as a Document Store online documentation
< Back
Next >
Cancel


MySQL Installer
MySQL. Installer
MySQL Server 5.7.22
Group Replication
Type and Networking
Accounts and Roles
Windows Service
Plugins and Extensions
Apply Configuration
Apply Configuration
Press [Execute] to apply the changes
Configuration Steps
Log
Writing configuration file
Updating Windows Firewall rules
Adjusting Windows service
Initializing Database
Starting Server
Applying security settings
Creating user accounts
Updating Start Menu Link
< Back
Execute
Cancel


MySQL Installer
MySQL. Installer
MySQL Server 5.7.22
Group Replication
Type and Networking
Accounts and Roles
Windows Service
Plugins and Extensions
Apply Configuration
Apply Configuration
The configuration operation has finished.
Configuration Steps
Log
Writing configuration file
Updating Windows Firewall rules
Adjusting Windows service
Initializing Database
Starting Server
Applying security settings
Creating user accounts
Updating Start Menu Link
The configuration for MySQL Server 5.7.22 was successful.
Click on Finish to continue.
Finish


MySQL Installer
MySQL. Installer
Adding Community
License Agreement
Choosing a Setup Type
Check Requirements
Installation
Product Configuration
Installation Complete
Product Configuration
We'll now walk through a configuration wizard for each of the following products.
You can cancel at any point if you wish to leave this wizard without configuring all the products.
Product
Status
MySQL Server 5.7.22
Configuration Complete.
Next >
Cancel


MySQL Installer
MySQL. Installer
Adding Community
License Agreement
Choosing a Setup Type
Check Requirements
Installation
Product Configuration
Installation Complete
Installation Complete
The installation procedure has been completed.
Copy Log to Clipboard
Finish

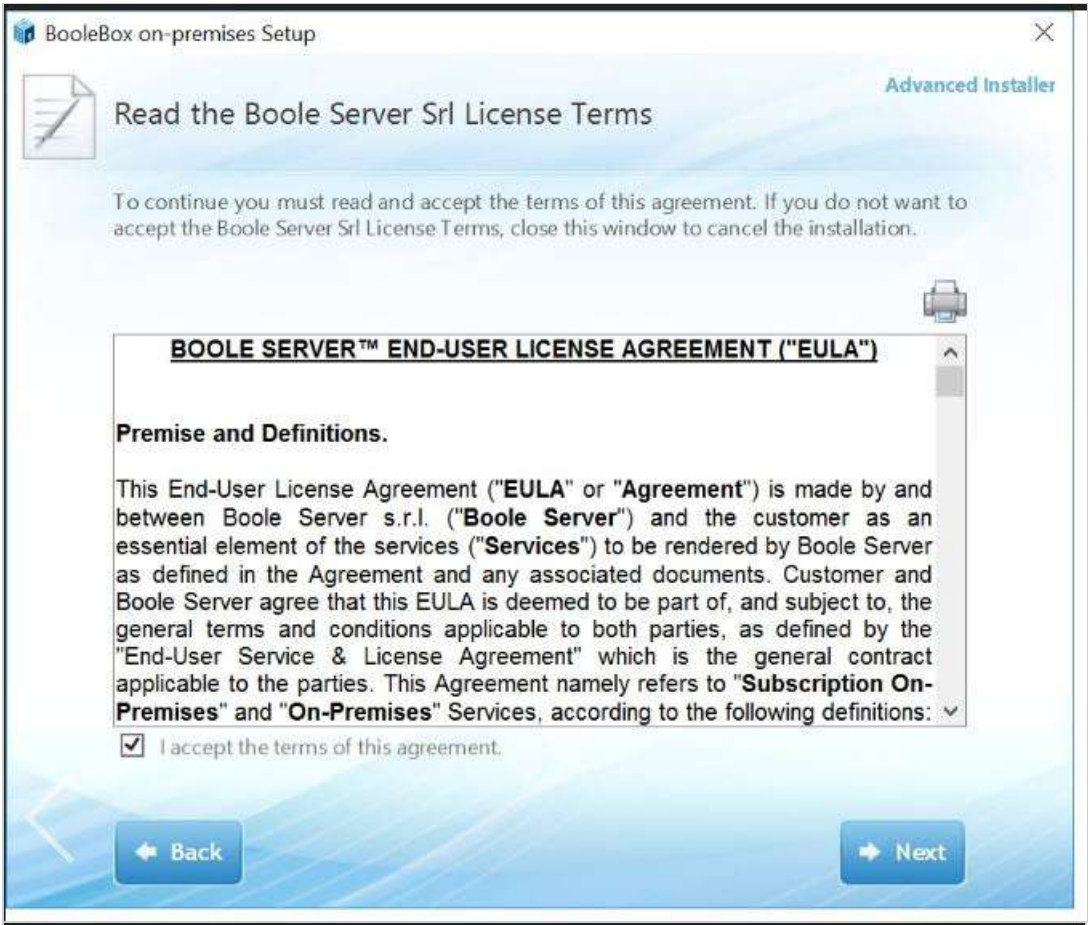
5.2 BooleBox On-Premises installation

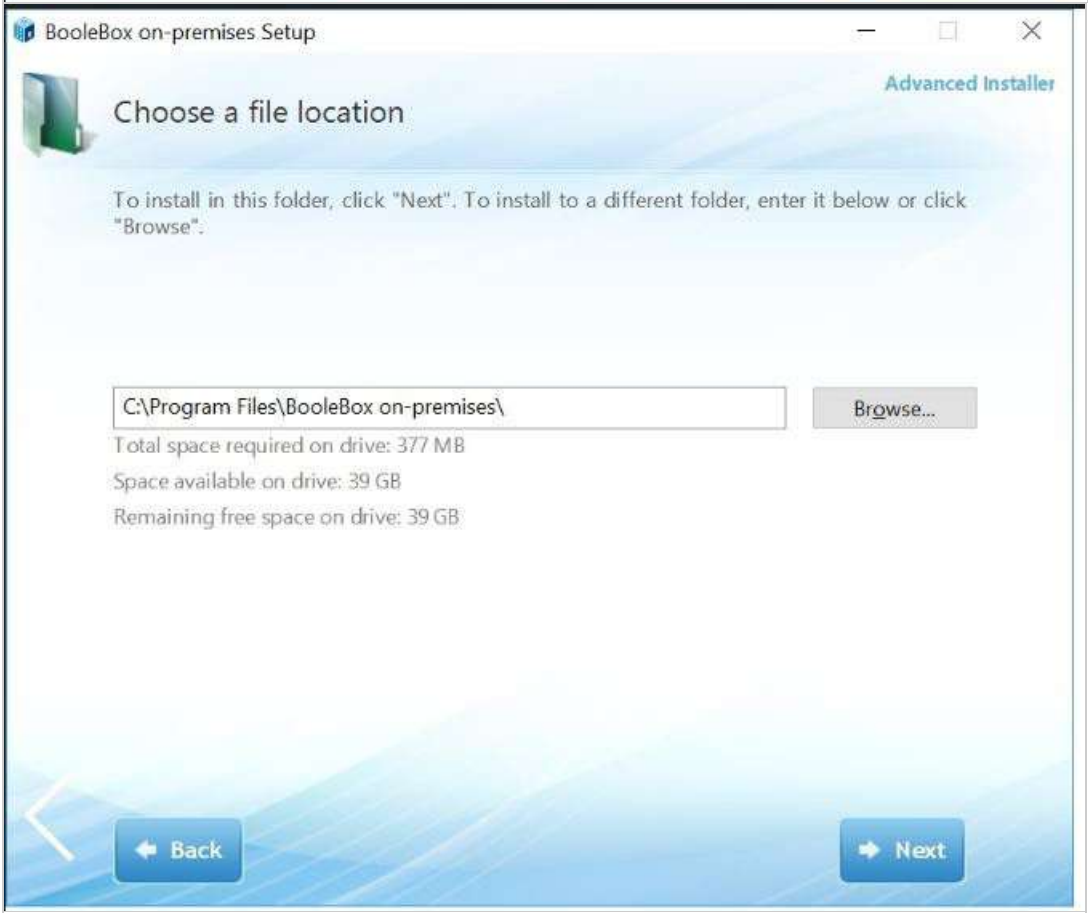
BooleBox On-Premises installation procedure, i.e. the web platform used for collaboration, encryption and file exchange.

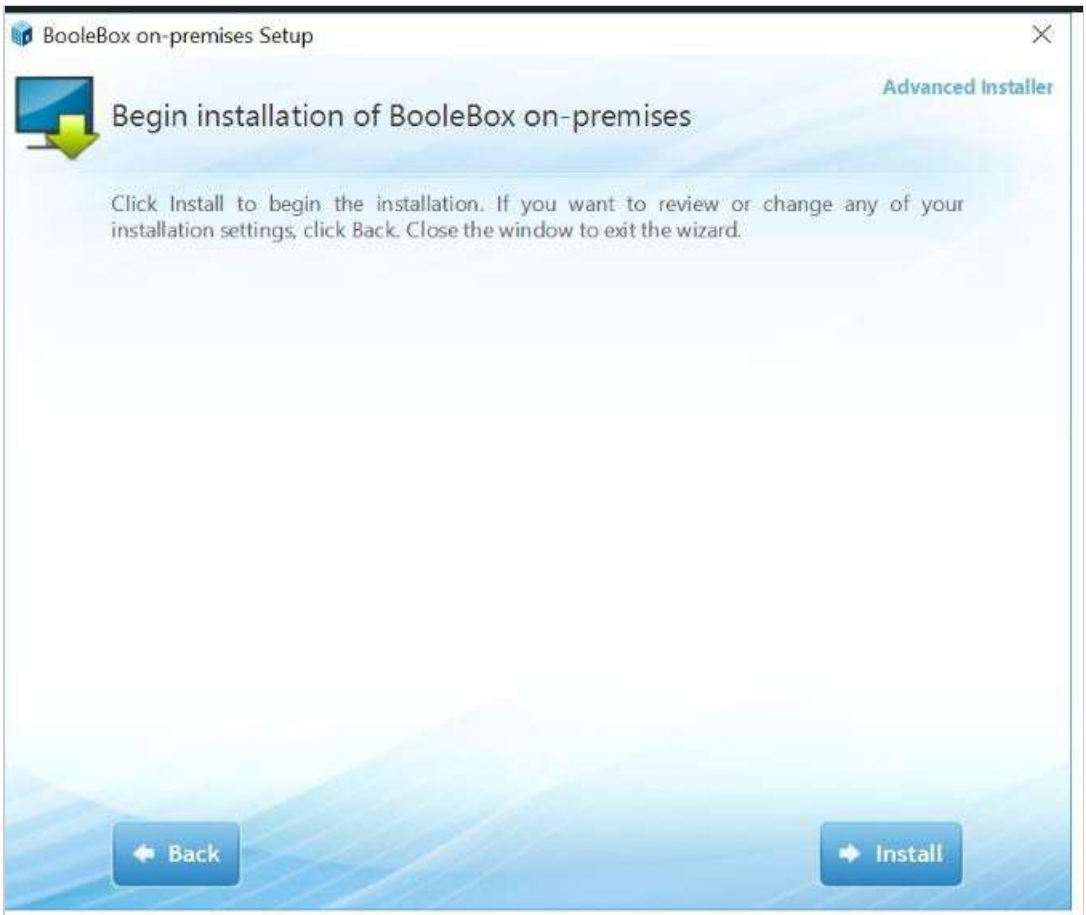
To complete the installation of BooleBox On-Premises component:

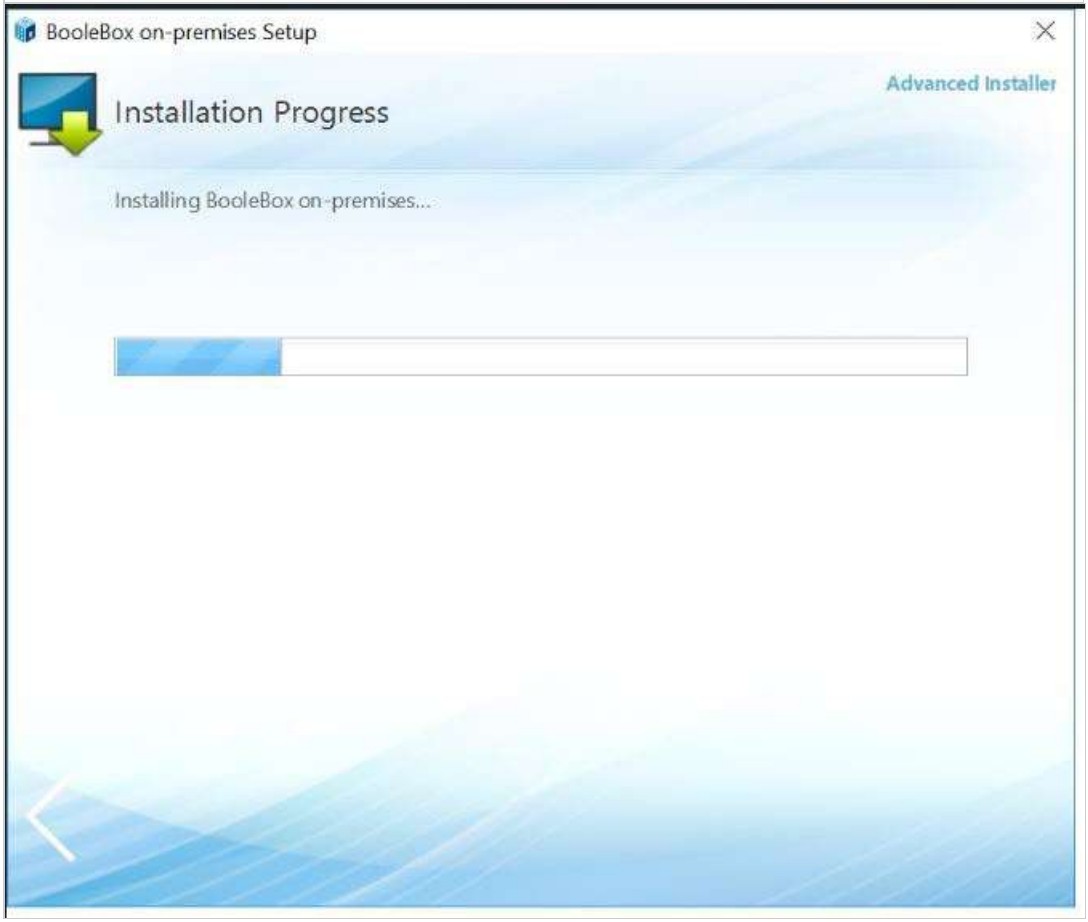
- Open the application provided by the technical support team.
- In the SETUP WIZARD screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on I ACCEPT THE TERMS OF THIS AGREEMENT checkbox.
- Click on NEXT.
- In the CHOOSE A FILE LOCATION window, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the BEGIN INSTALLATION OF BOOLEBOX ON-PREMISES screen, click on INSTALL.
- Once the installation process has been completed, click on CLOSE to finish the installation of the BooleBox On-Premises application.

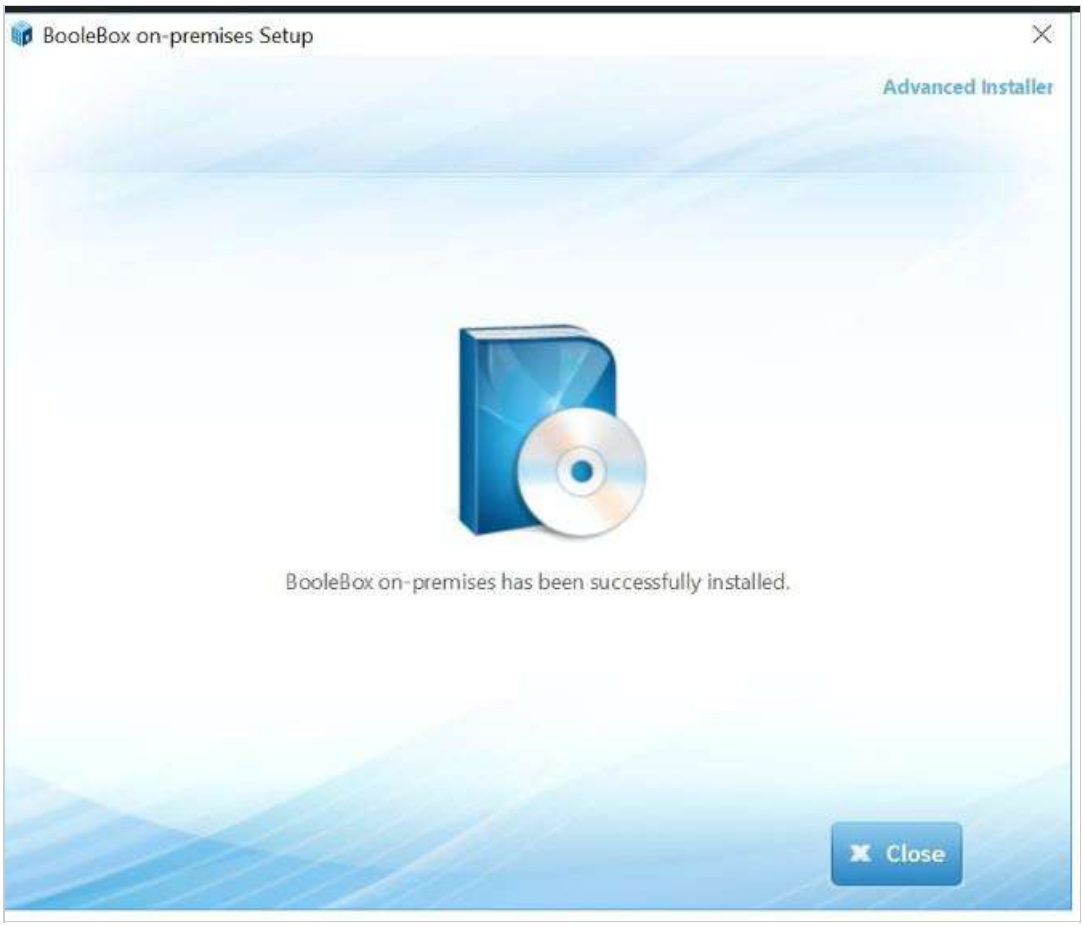
Note: if you are installing the Common Criteria EAL2 + certified version of BooleBox On-Premises, the administrator user must make sure that the downloaded executable is related to the 4.2.x.y version of the application. In order to do this: right click on the downloaded executable and check the FILE VERSION item in the DETAILS tab.


BooleBox on-premises Setup
Advanced Installer
Read the Boole Server Srl License Terms
To continue you must read and accept the terms of this agreement. If you do not want to accept the Boole Server Srl License Terms, close this window to cancel the installation.
BOOLE SERVER™ END-USER LICENSE AGREEMENT ("EULA")
Premise and Definitions.
This End-User License Agreement ("EULA" or "Agreement") is made by and between Boole Server s.r.l. ("Boole Server") and the customer as an essential element of the services ("Services") to be rendered by Boole Server as defined in the Agreement and any associated documents. Customer and Boole Server agree that this EULA is deemed to be part of, and subject to, the general terms and conditions applicable to both parties, as defined by the "End-User Service & License Agreement" which is the general contract applicable to the parties. This Agreement namely refers to "Subscription On-Premises" and "On-Premises" Services, according to the following definitions:
I accept the terms of this agreement.
Back
Next


BooleBox on-premises Setup
Advanced Installer
Choose a file location
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
C:\Program Files\BooleBox on-premises\
Browse...
Total space required on drive: 377 MB
Space available on drive: 39 GB
Remaining free space on drive: 39 GB
Back
Next


BooleBox on-premises Setup
Advanced Installer
Begin installation of BooleBox on-premises
Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Close the window to exit the wizard.
Back
Install


BooleBox on-premises Setup
Advanced Installer
Installation Progress
Installing BooleBox on-premises...



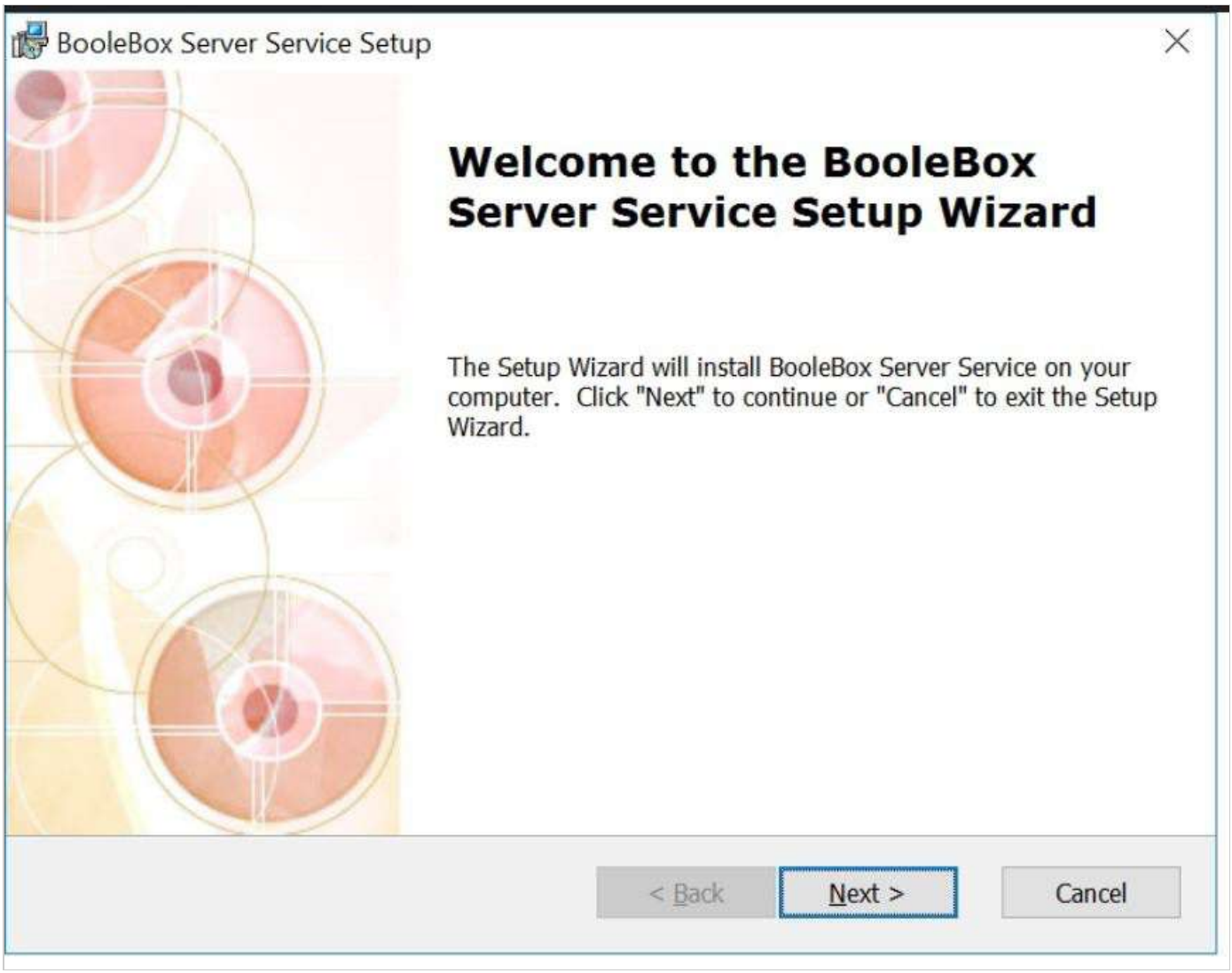
5.3 BooleBox Server Service installation

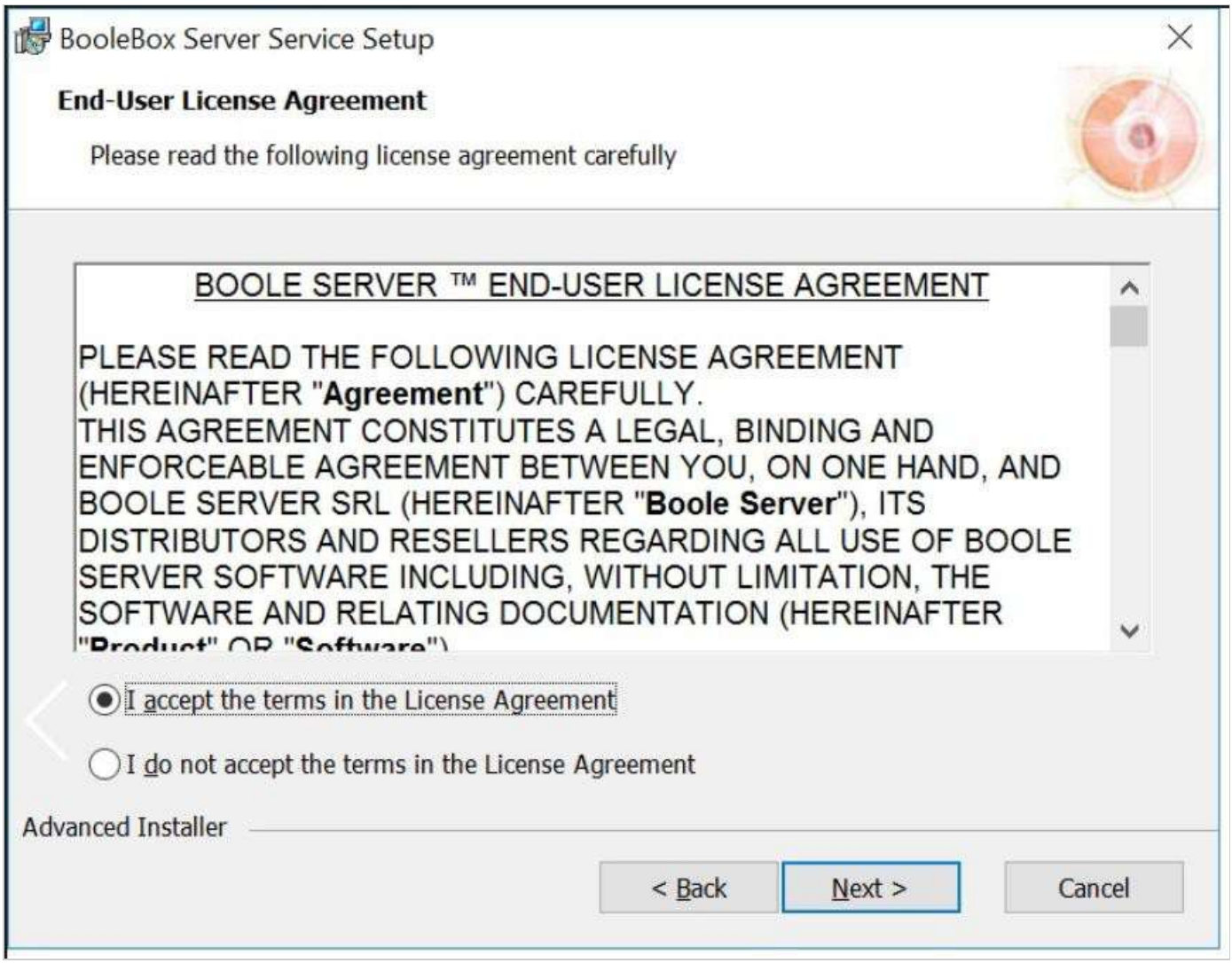
BooleBox Server Service installation procedure, i.e. the component used to verify the service state of the platform components when the installation is splitted on several servers.

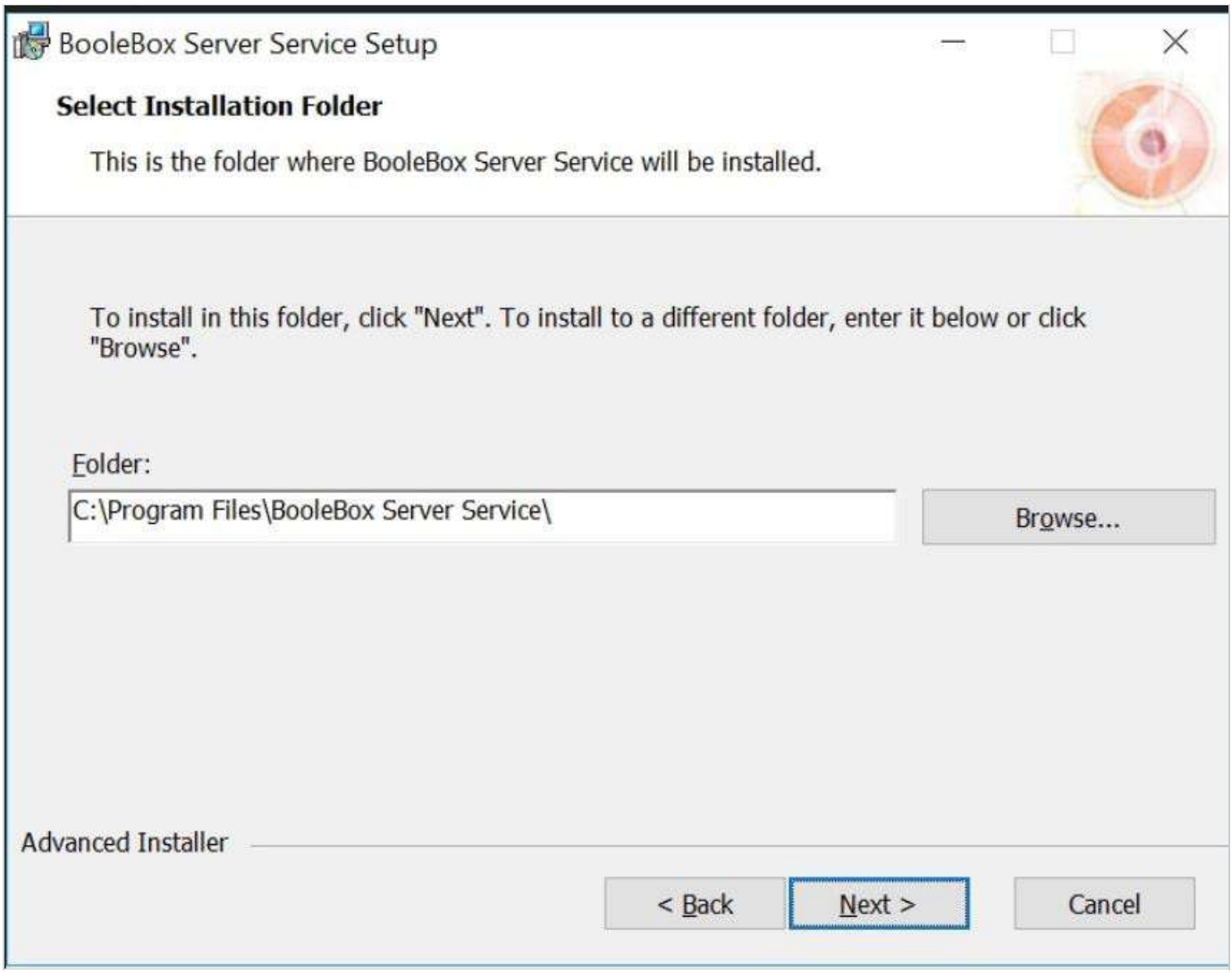
To complete the Server Service component installation:

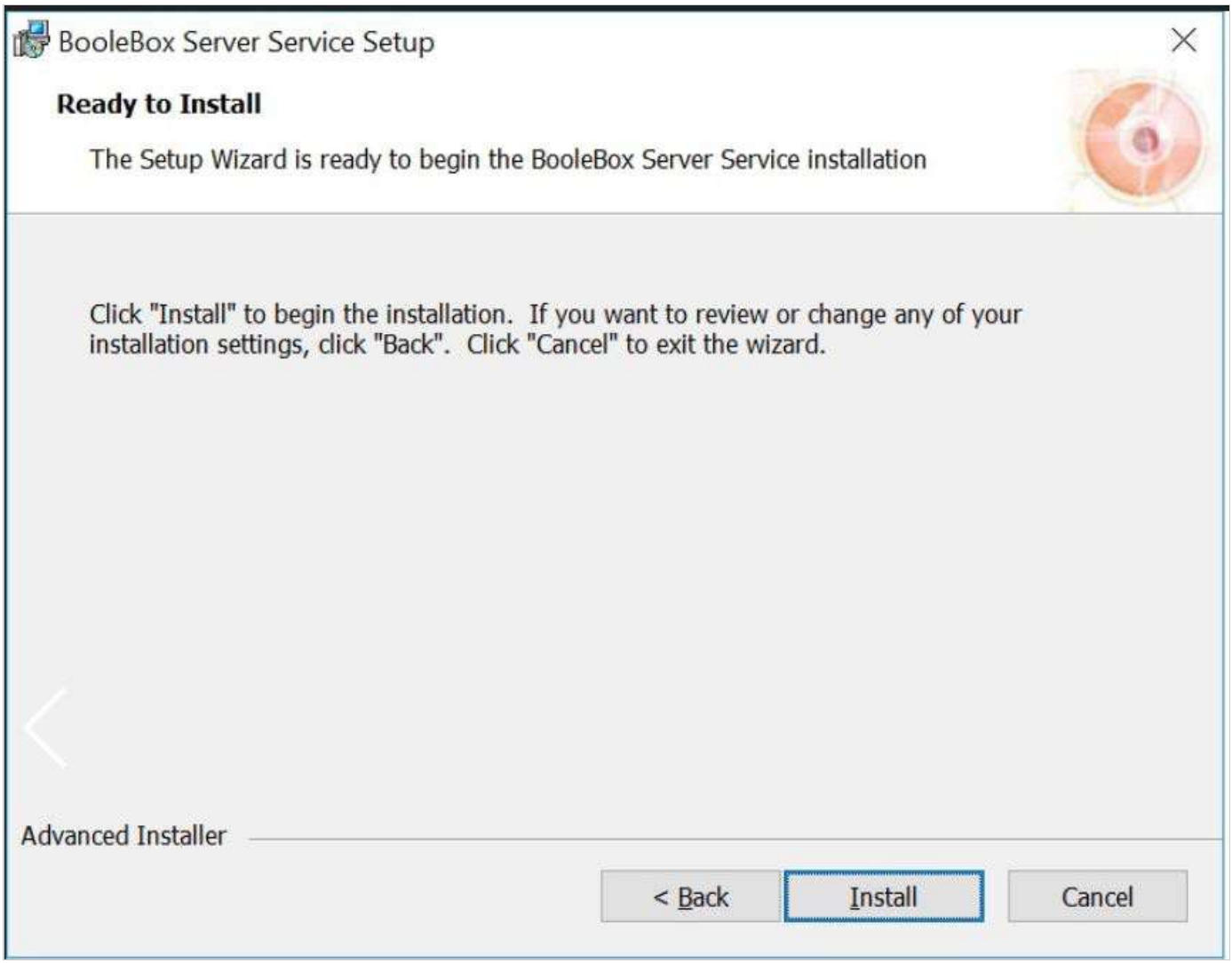
- Open the application provided by the technical support team.
- In the SETUP WIZARD screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on I ACCEPT THE TERMS IN THE LICENSE AGREEMENT item.
- Click on NEXT.
- In the SELECT INSTALLATION FOLDER screen, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- Click on FINISH to complete the installation of the Server Service application.

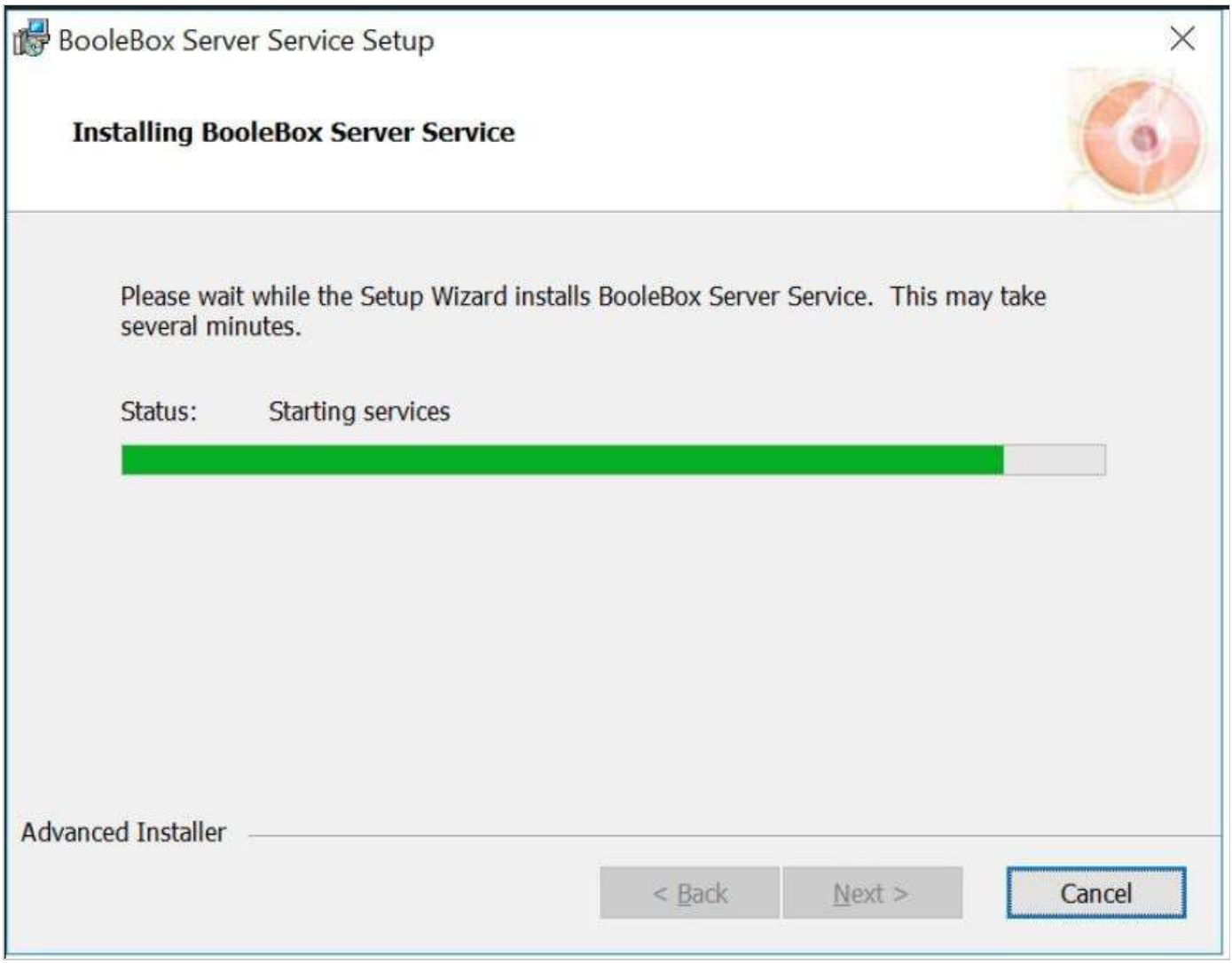
Note: the Server Service application must be installed on each system machine and it communicates through the network port TCP/IP 2450.

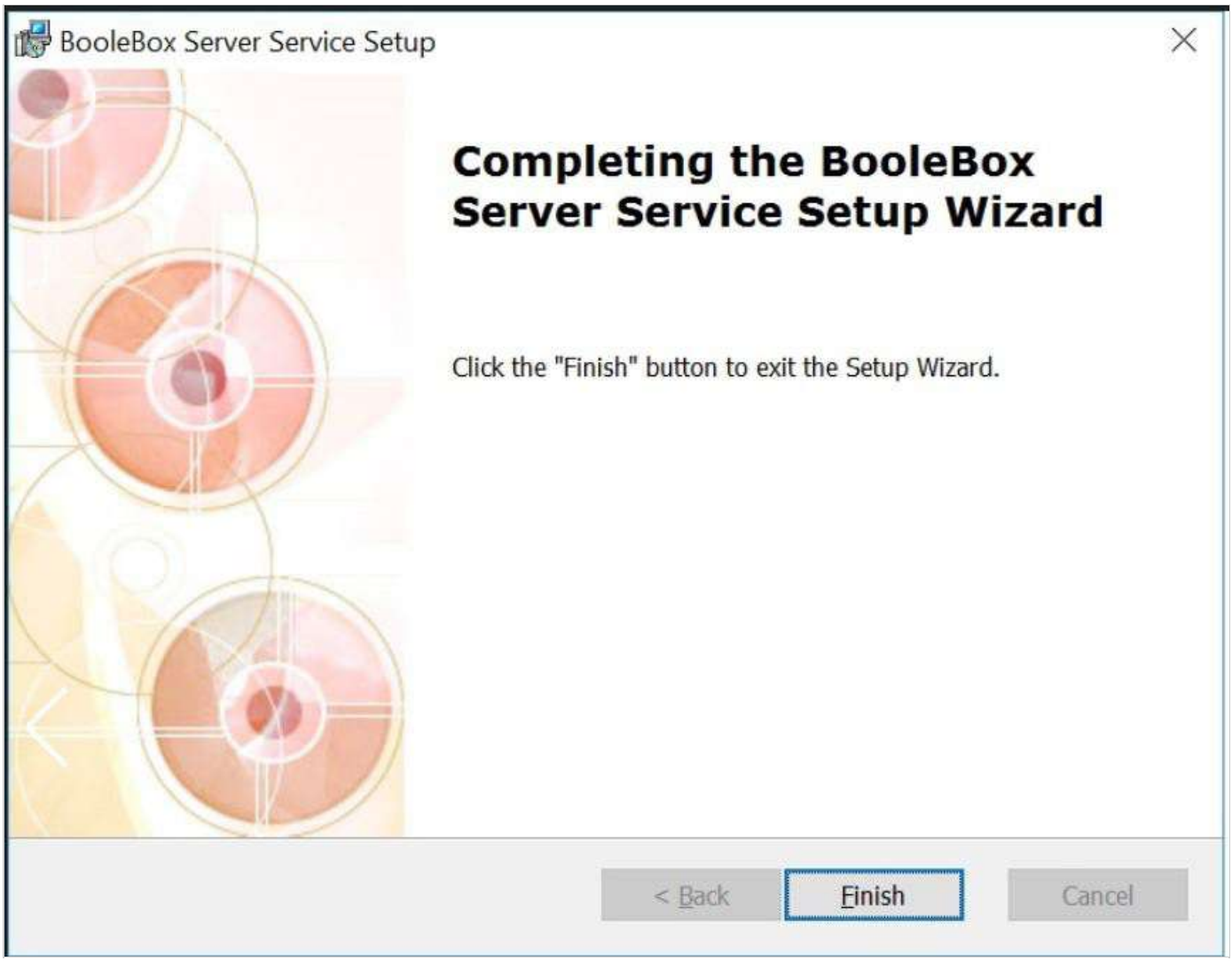

BooleBox Server Service Setup
Welcome to the BooleBox Server Service Setup Wizard
The Setup Wizard will install BooleBox Server Service on your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.
< Back
Next >
Cancel


BooleBox Server Service Setup
End-User License Agreement
Please read the following license agreement carefully
BOOLE SERVER ™ END-USER LICENSE AGREEMENT
PLEASE READ THE FOLLOWING LICENSE AGREEMENT (HEREINAFTER "Agreement") CAREFULLY.
THIS AGREEMENT CONSTITUTES A LEGAL, BINDING AND ENFORCEABLE AGREEMENT BETWEEN YOU, ON ONE HAND, AND BOOLE SERVER SRL (HEREINAFTER "Boole Server"), ITS DISTRIBUTORS AND RESELLERS REGARDING ALL USE OF BOOLE SERVER SOFTWARE INCLUDING, WITHOUT LIMITATION, THE SOFTWARE AND RELATING DOCUMENTATION (HEREINAFTER
I accept the terms in the License Agreement
I do not accept the terms in the License Agreement
Advanced Installer
< Back
Next >
Cancel


BooleBox Server Service Setup
Select Installation Folder
This is the folder where BooleBox Server Service will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\BooleBox Server Service\
Browse...
Advanced Installer
< Back
Next >
Cancel


BooleBox Server Service Setup
Ready to Install
The Setup Wizard is ready to begin the BooleBox Server Service installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
Advanced Installer
< Back
Install
Cancel


BooleBox Server Service Setup
Installing BooleBox Server Service
Please wait while the Setup Wizard installs BooleBox Server Service. This may take several minutes.
Status: Starting services
Advanced Installer
< Back
Next >
Cancel



5.4 BooleBox Document Service installation

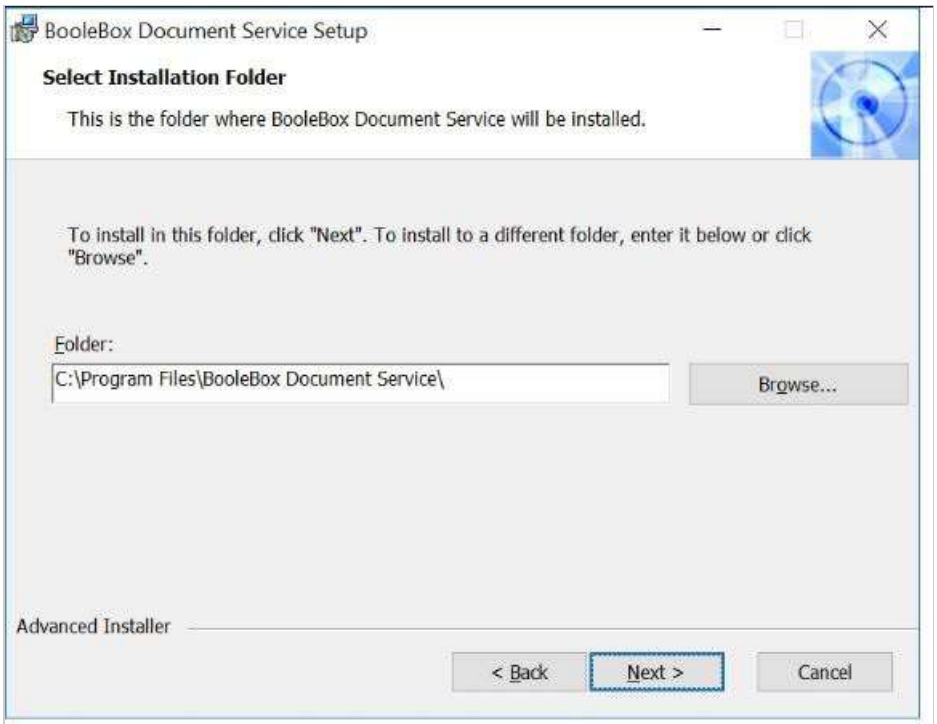
Document Service installation procedure, i.e. the component used to generate the previews of documents loaded on the platform.

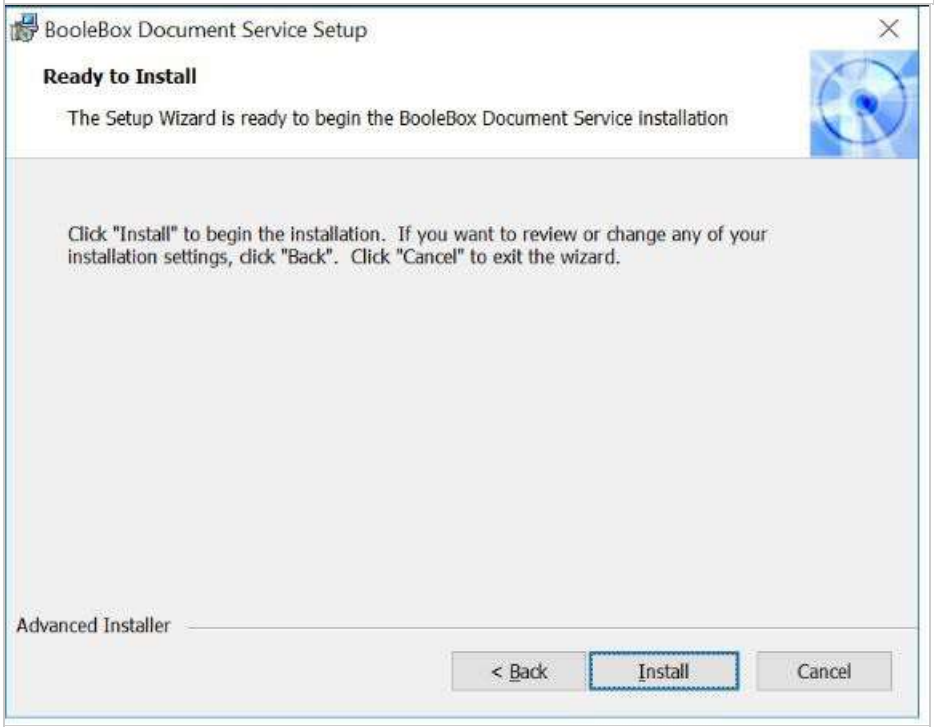
To complete the installation of the Document Service component:

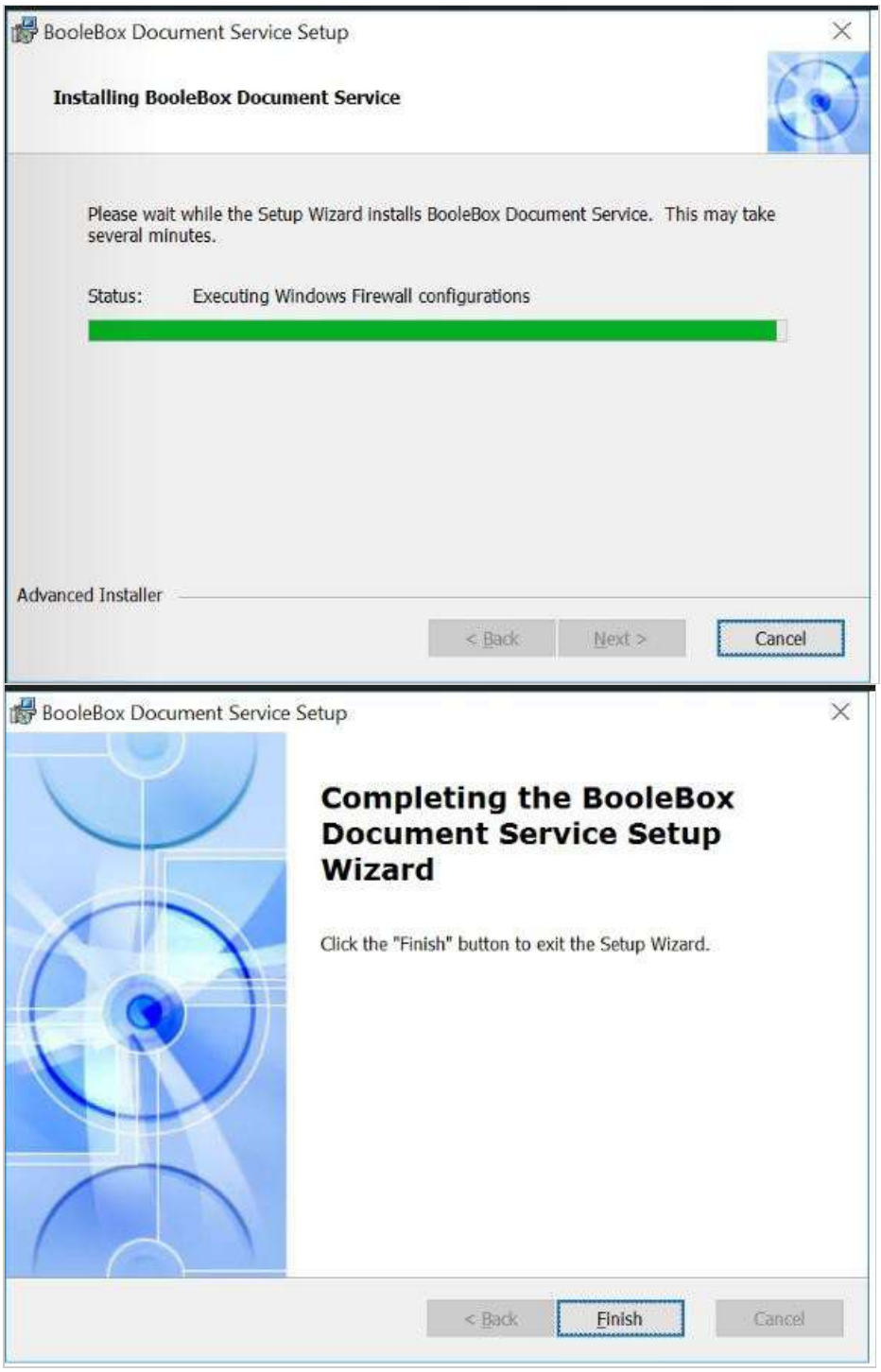
- Open the application provided by the technical support team.
- In the SETUP WIZARD screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on I ACCEPT THE TERMS IN THE LICENSE AGREEMENT item.
- Click on NEXT.
- In the SELECT INSTALLATION FOLDER screen, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- Click on FINISH to complete the installation of the Document Service application.

BooleBox Document Service Setup
Welcome to the BooleBox Document Service Setup Wizard
The Setup Wizard will install BooleBox Document Service on your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.
< Back
Next >
Cancel

BooleBox Document Service Setup
End-User License Agreement
Please read the following license agreement carefully
BOOLE SERVER™ END-USER LICENSE AGREEMENT ("EULA")
Premise and Definitions.
This End-User License Agreement ("EULA" or "Agreement") is made by and between Boole Server s.r.l. ("Boole Server") and the customer as an essential element of the services ("Services") to be rendered by Boole Server as defined in the Agreement and any associated documents. Customer and Boole Server agree that this EULA is deemed to be part of,
I accept the terms in the License Agreement
I do not accept the terms in the License Agreement
Advanced Installer
< Back
Next >
Cancel


BooleBox Document Service Setup
Select Installation Folder
This is the folder where BooleBox Document Service will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\BooleBox Document Service\
Browse...
Advanced Installer
< Back
Next >
Cancel


BooleBox Document Service Setup
Ready to Install
The Setup Wizard is ready to begin the BooleBox Document Service installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
Advanced Installer
< Back
Install
Cancel


BooleBox Document Service Setup
Installing BooleBox Document Service
Please wait while the Setup Wizard installs BooleBox Document Service. This may take several minutes.
Status: Executing Windows Firewall configurations
Advanced Installer
< Back
Next >
Cancel
BooleBox Document Service Setup
Completing the BooleBox Document Service Setup Wizard
Click the "Finish" button to exit the Setup Wizard.
< Back
Finish
Cancel

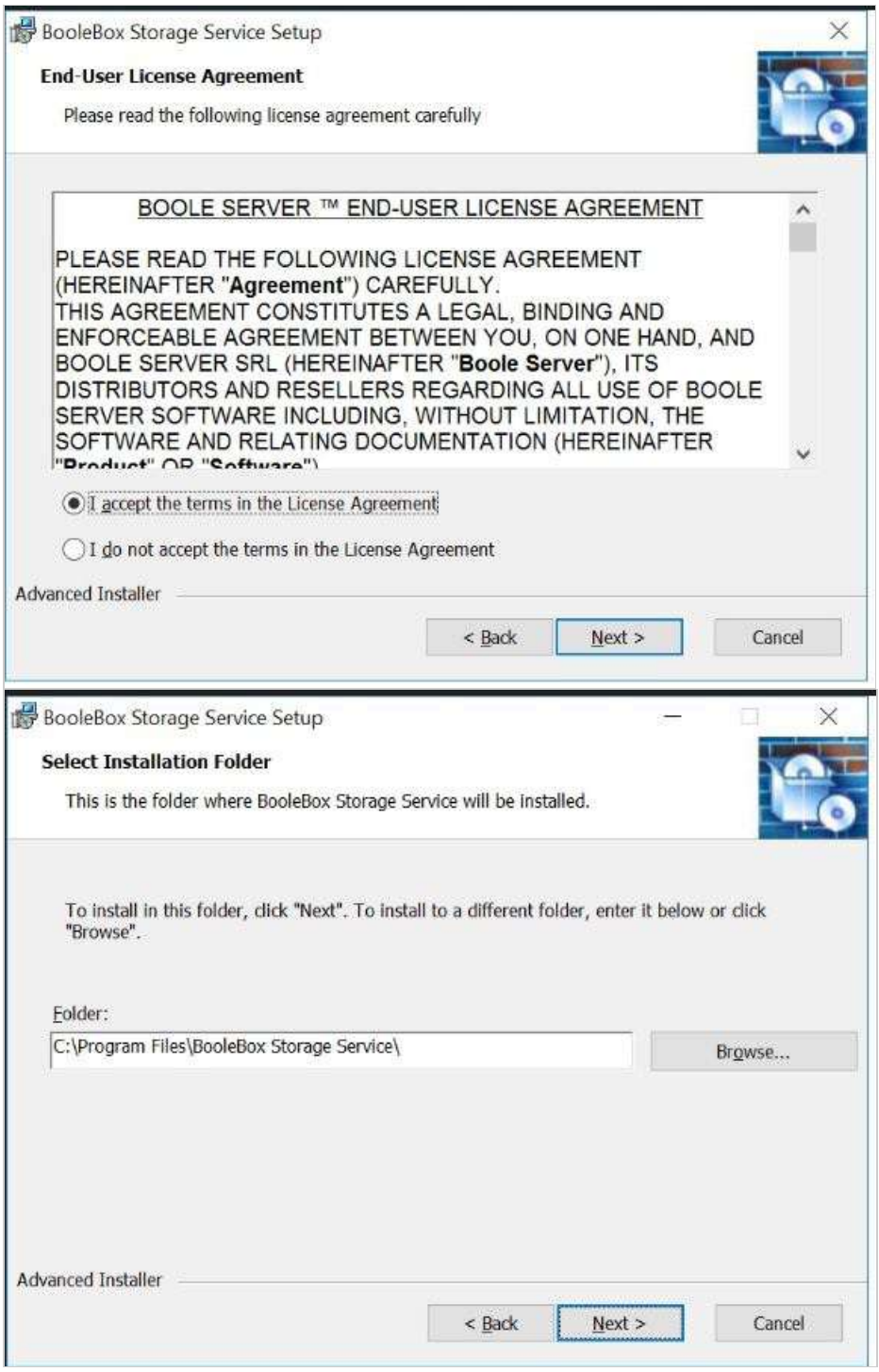
5.5 BooleBox Storage Service installation

Storage Service installation procedure, i.e. the component defining the storage space in which files used on BooleBox Web platform are saved.

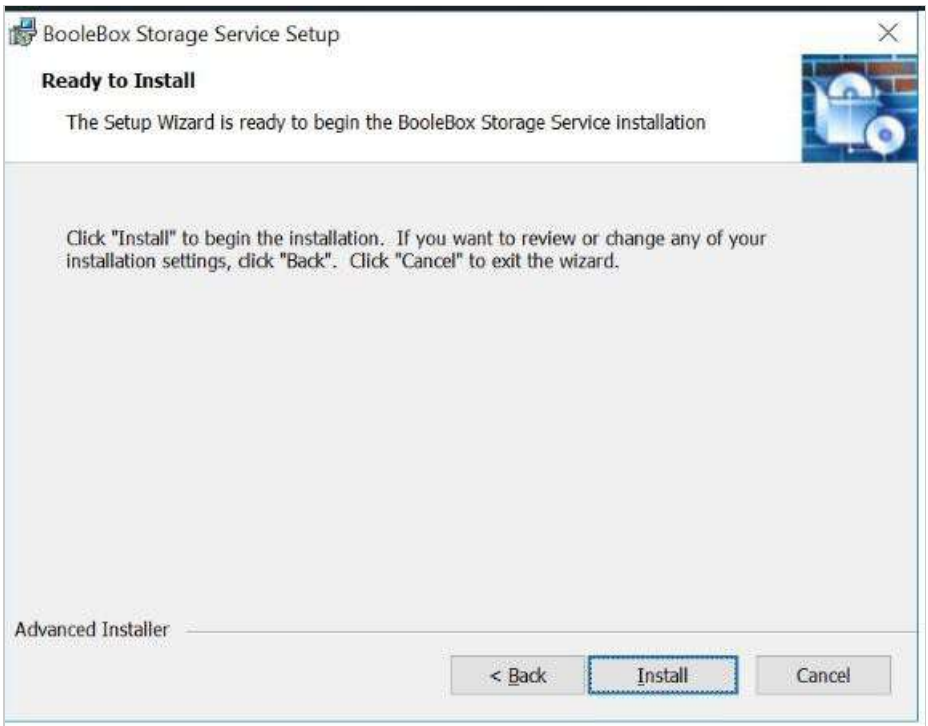
To complete the Storage Service component installation:

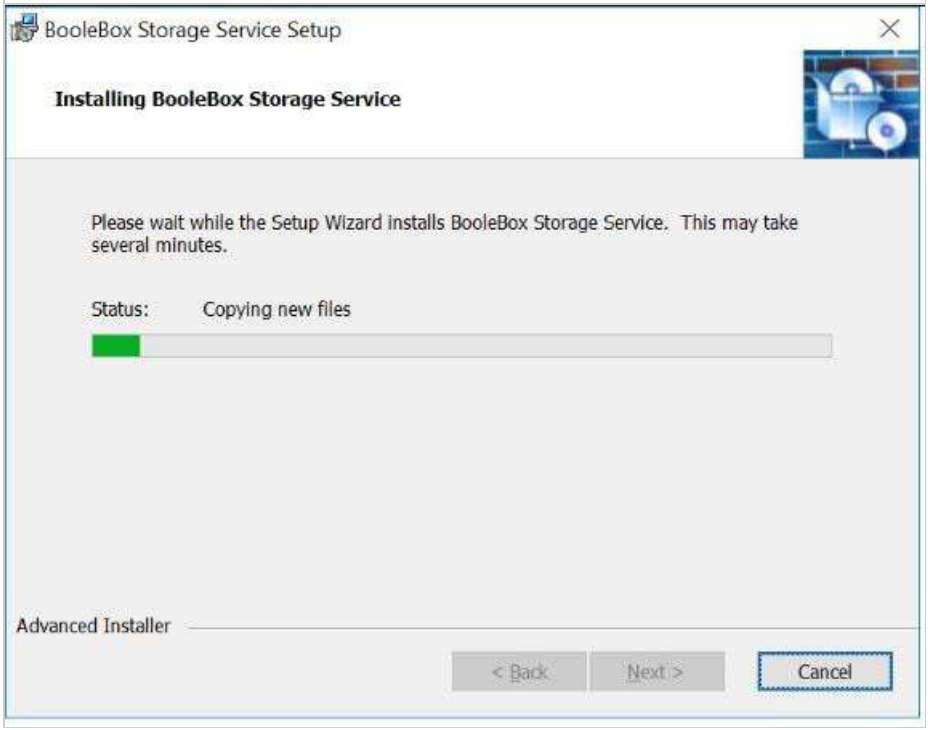
- Open the application provided by the technical support team.
- In the SETUP WIZARD screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on I ACCEPT THE TERMS IN THE LICENSE AGREEMENT item.
- Click on NEXT.
- In the SELECT INSTALLATION FOLDER screen, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- Click on FINISH to complete the installation of the Storage Service application.

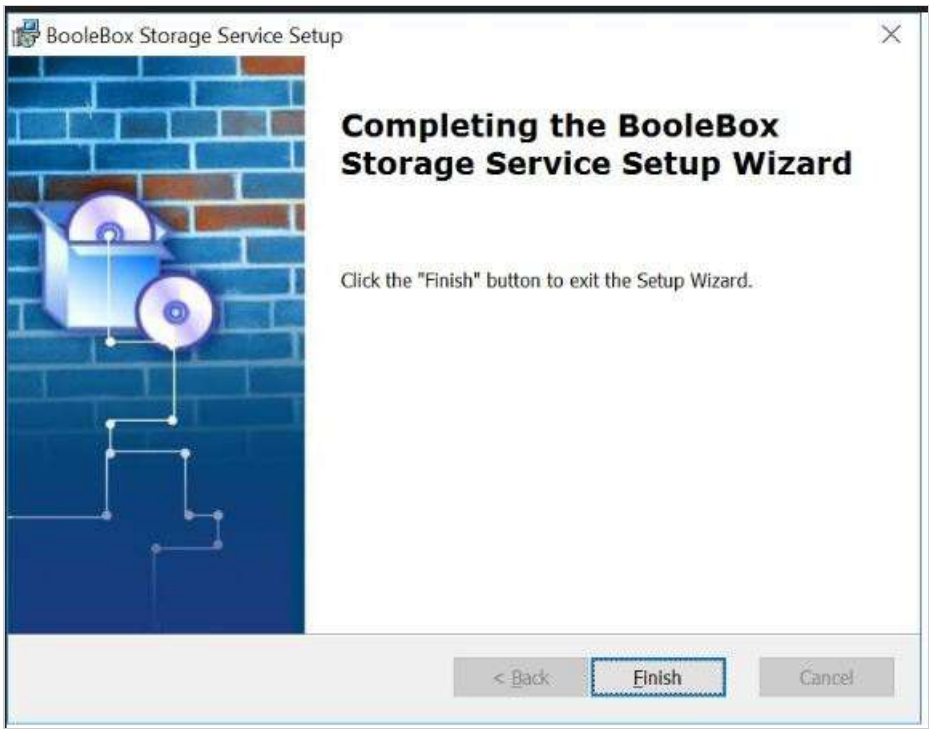
Note: the Storage Service component must be accessible only through the private corporate network. In order to install the Common Criteria EAL2+ certified version of BooleBox On-Premises, it is therefore recommended not to expose the component to the Internet.


BooleBox Storage Service Setup
End-User License Agreement
Please read the following license agreement carefully
BOOLE SERVER ™ END-USER LICENSE AGREEMENT
PLEASE READ THE FOLLOWING LICENSE AGREEMENT (HEREINAFTER "Agreement") CAREFULLY.
THIS AGREEMENT CONSTITUTES A LEGAL, BINDING AND ENFORCEABLE AGREEMENT BETWEEN YOU, ON ONE HAND, AND BOOLE SERVER SRL (HEREINAFTER "Boole Server"), ITS DISTRIBUTORS AND RESELLERS REGARDING ALL USE OF BOOLE SERVER SOFTWARE INCLUDING, WITHOUT LIMITATION, THE SOFTWARE AND RELATING DOCUMENTATION (HEREINAFTER
I accept the terms in the License Agreement
I do not accept the terms in the License Agreement
Advanced Installer
< Back
Next >
Cancel

BooleBox Storage Service Setup
Select Installation Folder
This is the folder where BooleBox Storage Service will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\BooleBox Storage Service\
Browse...
Advanced Installer
< Back
Next >
Cancel


BooleBox Storage Service Setup
Ready to Install
The Setup Wizard is ready to begin the BooleBox Storage Service installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
Advanced Installer
< Back
Install
Cancel


BooleBox Storage Service Setup
Installing BooleBox Storage Service
Please wait while the Setup Wizard installs BooleBox Storage Service. This may take several minutes.
Status: Copying new files
Advanced Installer
< Back
Next >
Cancel


BooleBox Storage Service Setup
Completing the BooleBox Storage Service Setup Wizard
Click the "Finish" button to exit the Setup Wizard.
< Back
Finish
Cancel

6 Optional server components installation

Installation procedure of optional server components, useful for exploiting all the functionalities provided by BooleBox platform.

Note: during the installation of the individual components, it will be necessary to accept the End User Licens Agreement (EULA). Otherwise, the NEXT button of each EULA window will not be enabled and it will be impossible to proceed.

Note: at the start of each setup file provided by the technical support team, available disk space will be checked: if it is not enough, the installation will be blocked.

Note: for each component to be installed, a specific installation path will be defined directly from the application. This path will be indicated and it will be possible to modify it.

Note: in order to install the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must NOT install the components listed in this section.

6.1 BooleBox AD Service installation

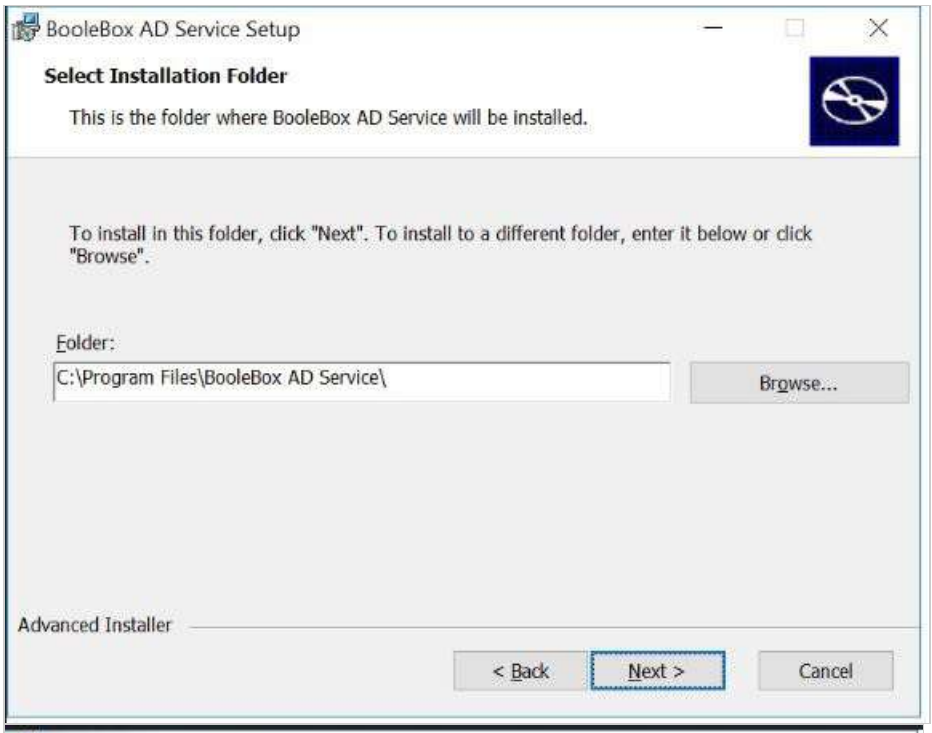
AD Service installation procedure, i.e. the component checking that the login password used for AD users is correct.

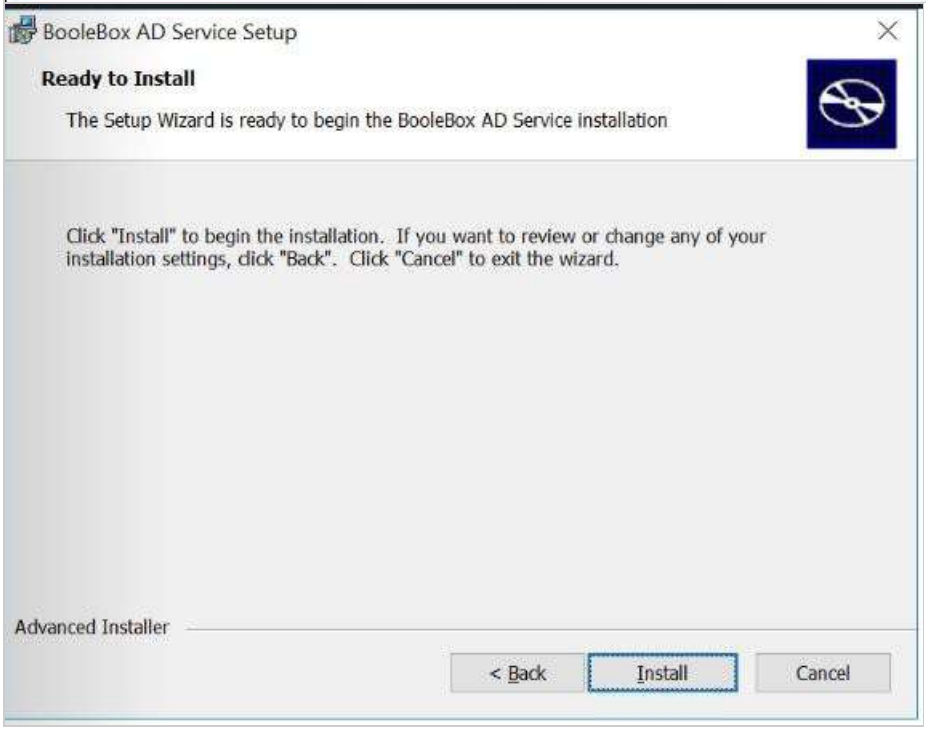
To complete the installation of the AD Service component:

- Open the application provided by the technical support team.
- In the SETUP WIZARD screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on I ACCEPT THE TERMS IN THE LICENSE AGREEMENT item.
- Click on NEXT.
- In the SELECT INSTALLATION FOLDER screen, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- Click on FINISH to complete the installation of the AD Service application.

BooleBox AD Service Setup
Welcome to the BooleBox AD Service Setup Wizard
The Setup Wizard will install BooleBox AD Service on your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.
< Back
Next >
Cancel

BooleBox AD Service Setup
End-User License Agreement
Please read the following license agreement carefully
BOOLE SERVER ™ END-USER LICENSE AGREEMENT
PLEASE READ THE FOLLOWING LICENSE AGREEMENT (HEREINAFTER "Agreement") CAREFULLY.
THIS AGREEMENT CONSTITUTES A LEGAL, BINDING AND ENFORCEABLE AGREEMENT BETWEEN YOU, ON ONE HAND, AND BOOLE SERVER SRL (HEREINAFTER "Boole Server"), ITS DISTRIBUTORS AND RESELLERS REGARDING ALL USE OF BOOLE SERVER SOFTWARE INCLUDING, WITHOUT LIMITATION, THE SOFTWARE AND RELATING DOCUMENTATION (HEREINAFTER
I accept the terms in the License Agreement
I do not accept the terms in the License Agreement
Advanced Installer
< Back
Next >
Cancel


BooleBox AD Service Setup
Select Installation Folder
This is the folder where BooleBox AD Service will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\BooleBox AD Service\
Browse...
Advanced Installer
< Back
Next >
Cancel


BooleBox AD Service Setup
Ready to Install
The Setup Wizard is ready to begin the BooleBox AD Service installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
Advanced Installer
< Back
Install
Cancel

6.2 SignalR installation

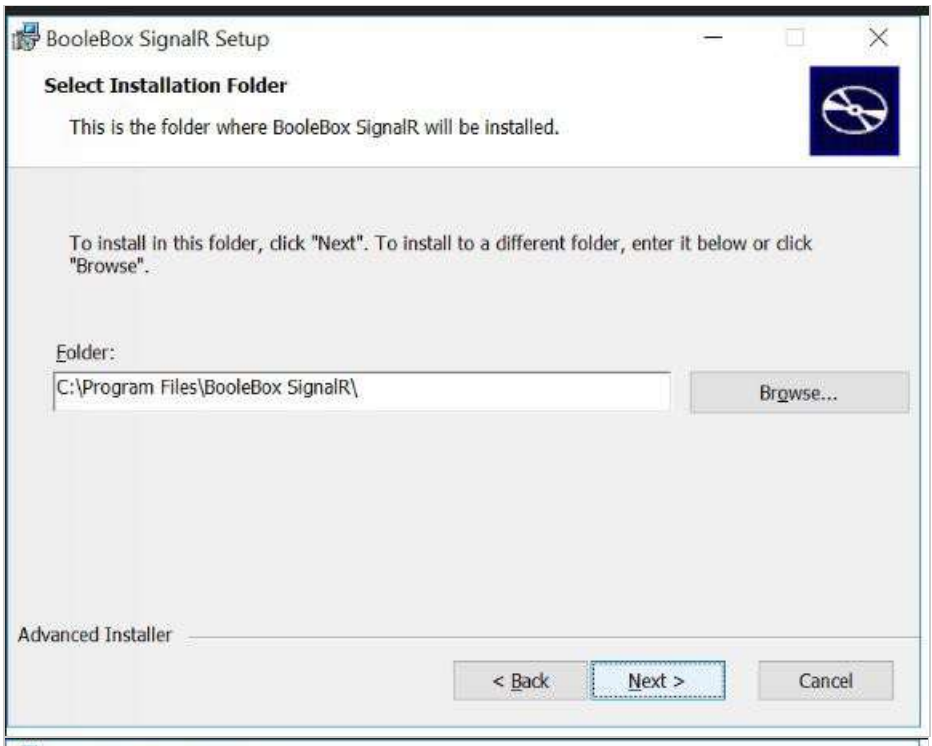
SignalR installation procedure, i.e. the component used by Smart Secure Sync and Office Online Server for managing contemporary accesses to documents.

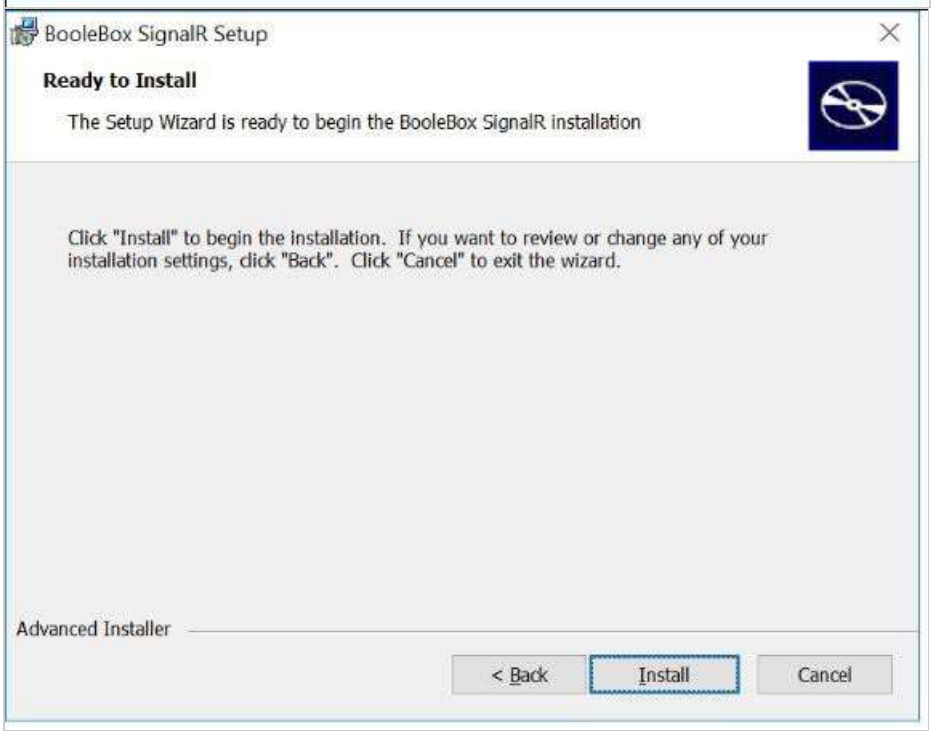
To complete the SignalR component installation:

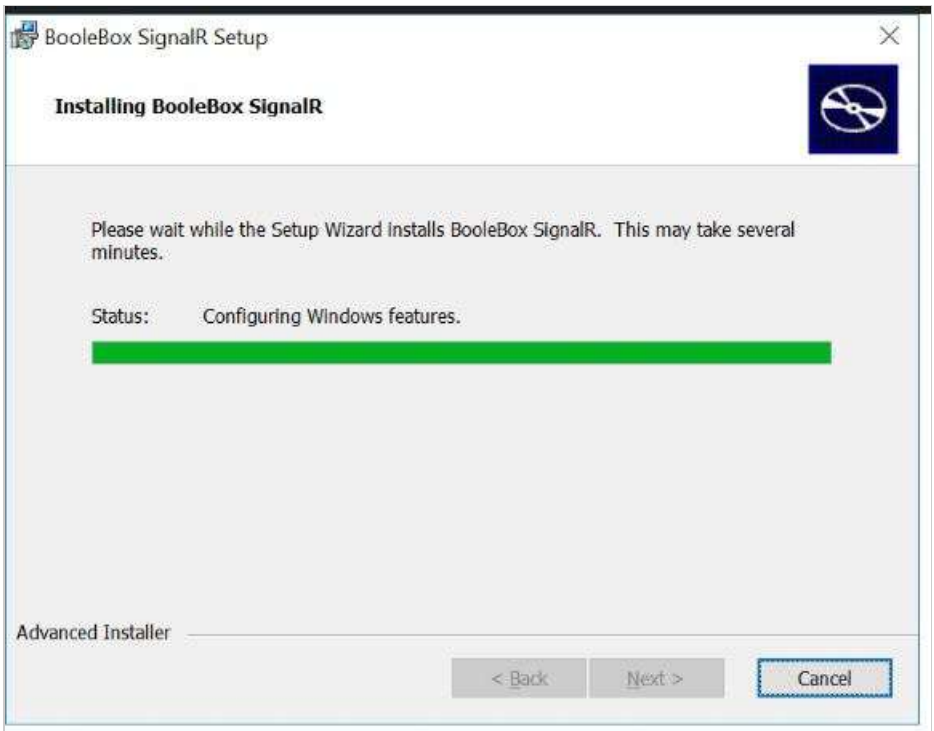
- Open the application provided by the technical support team.
- In the SETUP WIZARD screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on I ACCEPT THE TERMS IN THE LICENS AGREEMENT item.
- Click on NEXT.
- In the SELECT INSTALLATION FOLDER screen, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- Click on FINISH to complete the installation of the SignalR application.

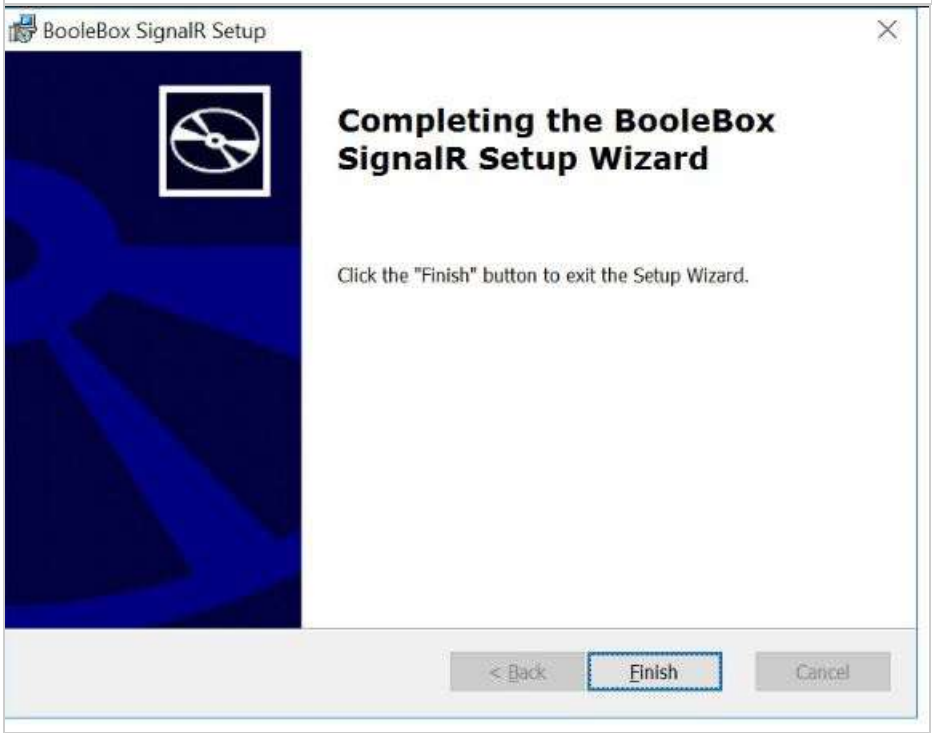
BooleBox SignalR Setup
Welcome to the BooleBox SignalR Setup Wizard
The Setup Wizard will install BooleBox SignalR on your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.
< Back
Next >
Cancel

BooleBox SignalR Setup
End-User License Agreement
Please read the following license agreement carefully
BOOLE SERVER™ END-USER LICENSE AGREEMENT ("EULA")
Premise and Definitions.
This End-User License Agreement ("EULA" or "Agreement") is made by and between Boole Server s.r.l. ("Boole Server") and the customer as an essential element of the services ("Services") to be rendered by Boole Server as defined in the Agreement and any associated documents. Customer and Boole Server agree that this EULA is deemed to be part of,
I accept the terms in the License Agreement
I do not accept the terms in the License Agreement
Advanced Installer
< Back
Next >
Cancel


BooleBox SignalR Setup
Select Installation Folder
This is the folder where BooleBox SignalR will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\BooleBox SignalR\
Browse...
Advanced Installer
< Back
Next >
Cancel


BooleBox SignalR Setup
Ready to Install
The Setup Wizard is ready to begin the BooleBox SignalR installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
Advanced Installer
< Back
Install
Cancel



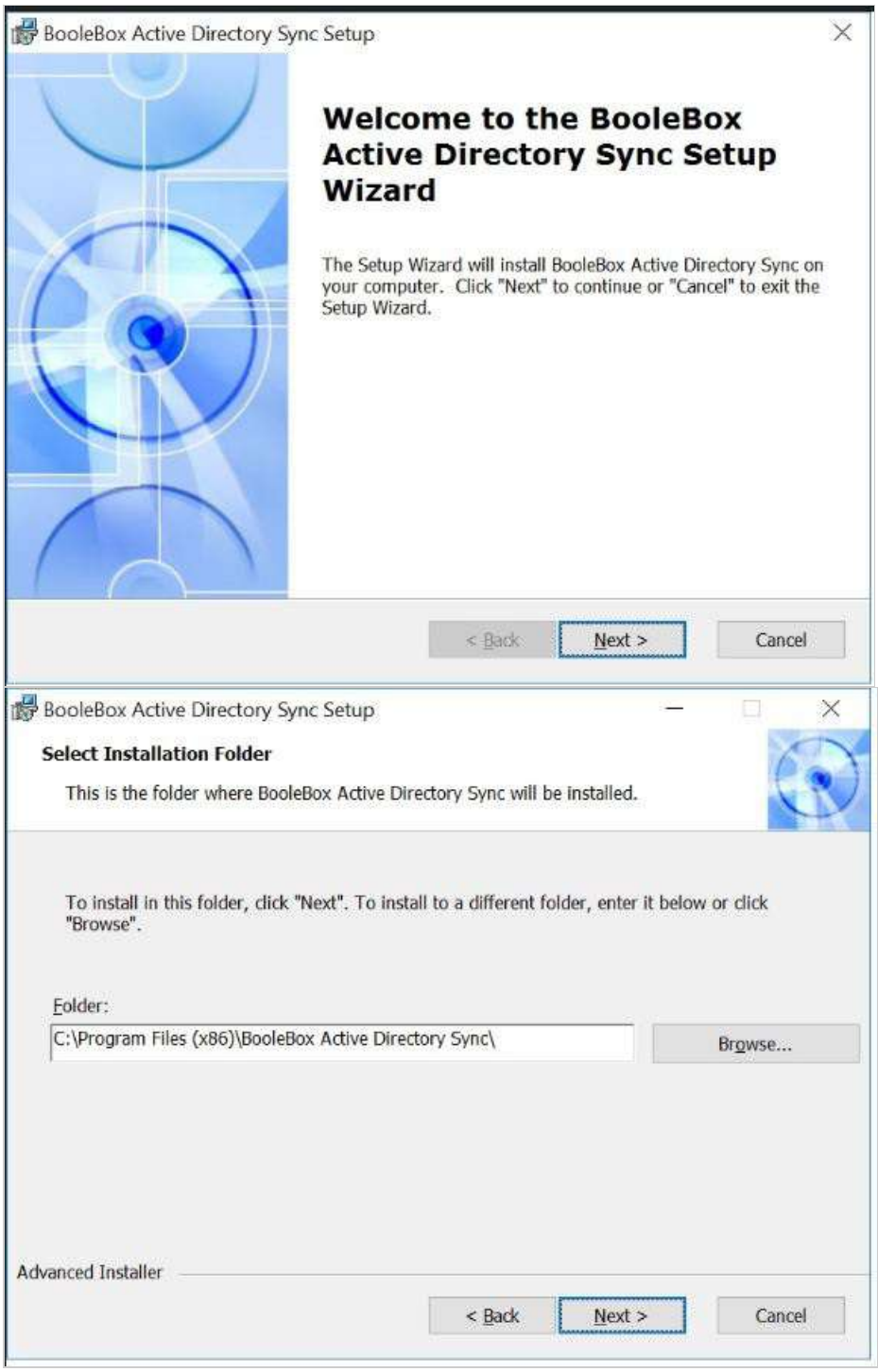


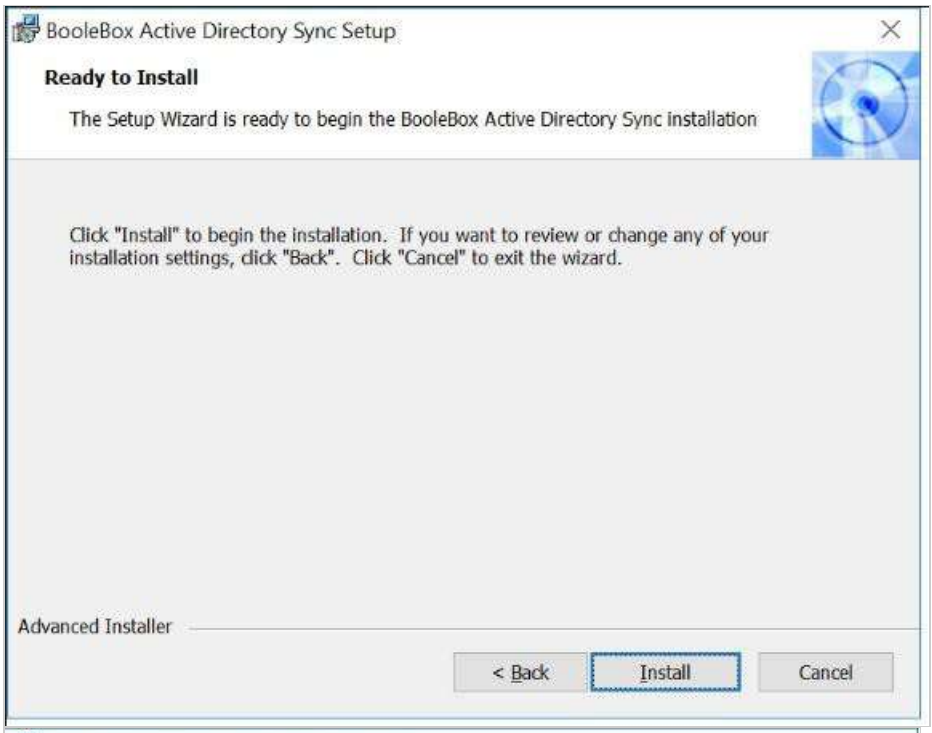
6.3 AD Sync installation

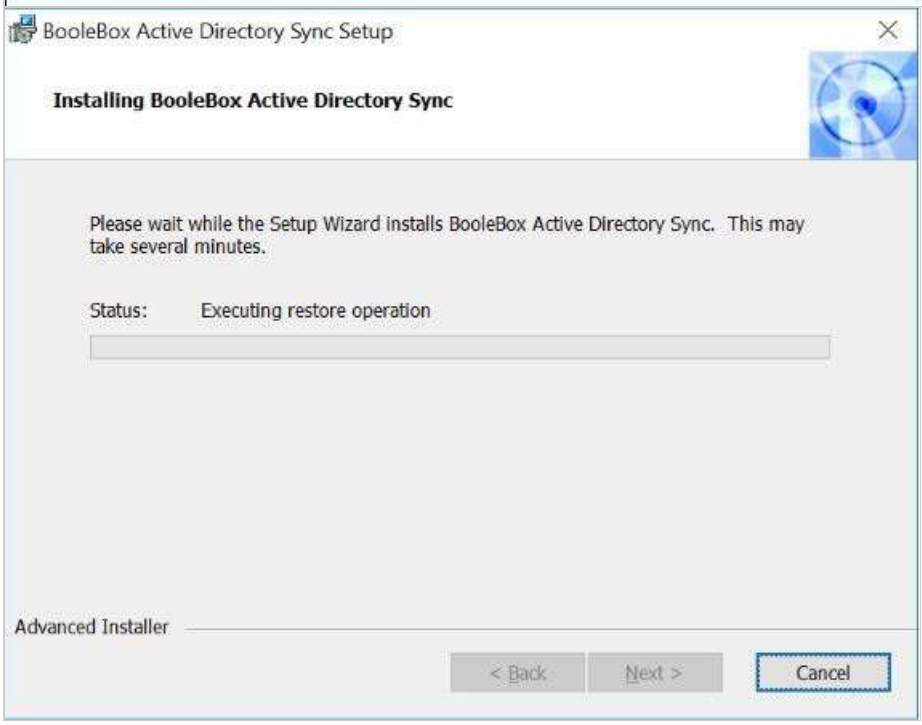
AD Sync installation procedure, i.e. the component used to synchronize BooleBox platform with an Active Directory domain already existing.

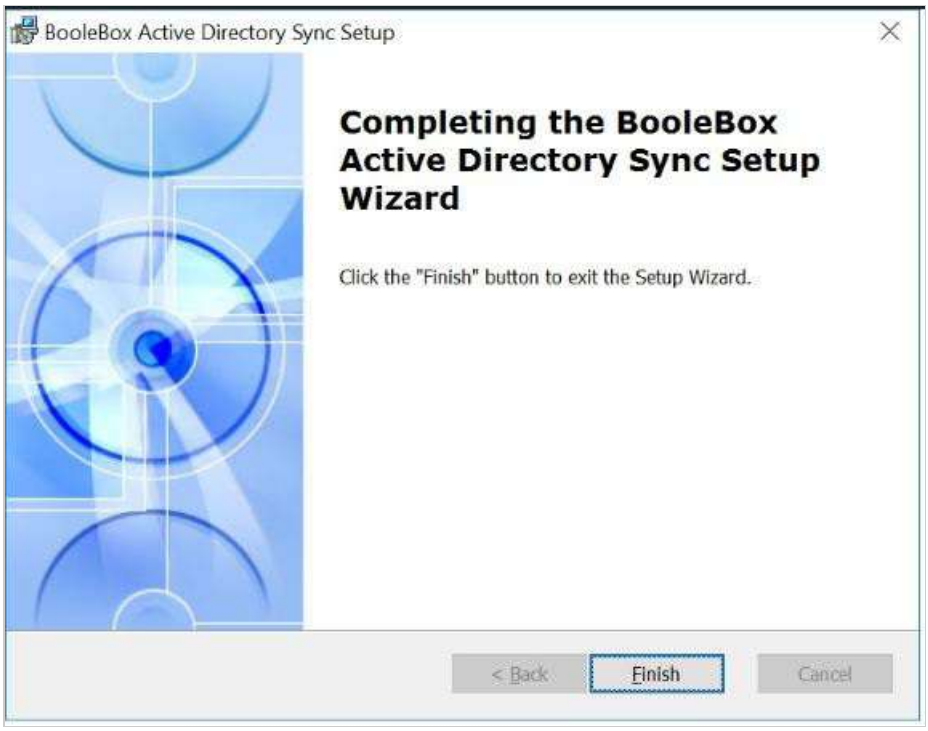
To complete the installation of the AD Sync component:

- Open the application provided by the technical support team.
- In the SETUP WIZARD screen, click on NEXT.
- In the SELECT INSTALLATION FOLDER screen, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- Click on FINISH to complete the installation of the AD Sync application.


BooleBox Active Directory Sync Setup
Welcome to the BooleBox Active Directory Sync Setup Wizard
The Setup Wizard will install BooleBox Active Directory Sync on your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.
< Back
Next >
Cancel
BooleBox Active Directory Sync Setup
Select Installation Folder
This is the folder where BooleBox Active Directory Sync will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files (x86)\BooleBox Active Directory Sync\
Browse...
Advanced Installer
< Back
Next >
Cancel


BooleBox Active Directory Sync Setup
Ready to Install
The Setup Wizard is ready to begin the BooleBox Active Directory Sync installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
Advanced Installer
< Back
Install
Cancel


BooleBox Active Directory Sync Setup
Installing BooleBox Active Directory Sync
Please wait while the Setup Wizard installs BooleBox Active Directory Sync. This may take several minutes.
Status: Executing restore operation
Advanced Installer
< Back
Next >
Cancel



6.4 Node.JS installation

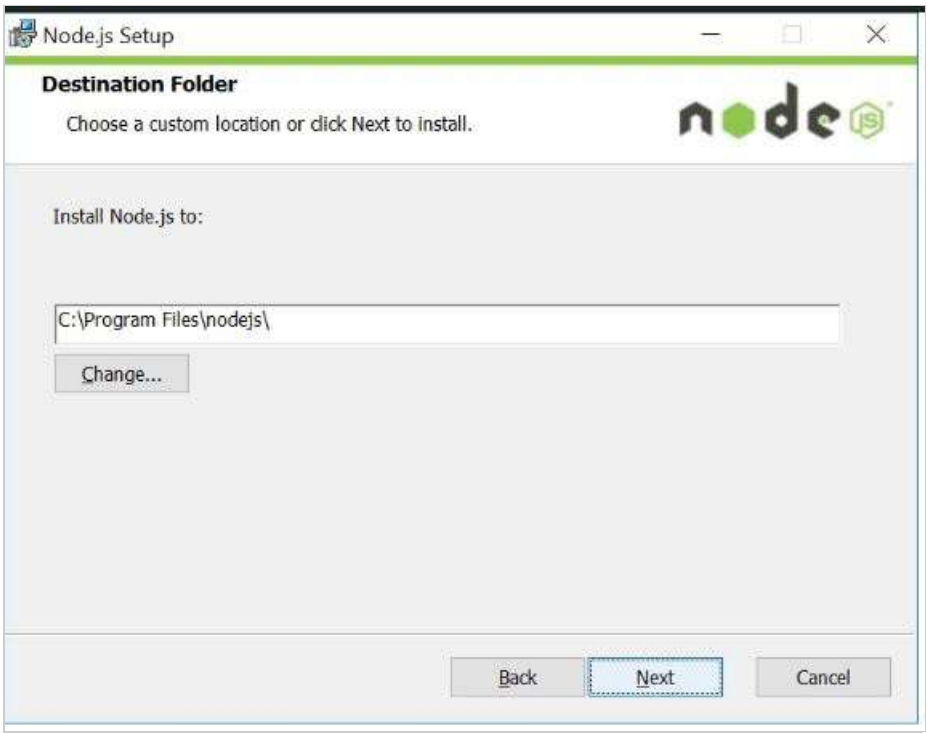
Node.JS installation procedure, i.e. the component used to send the platform push notifications.

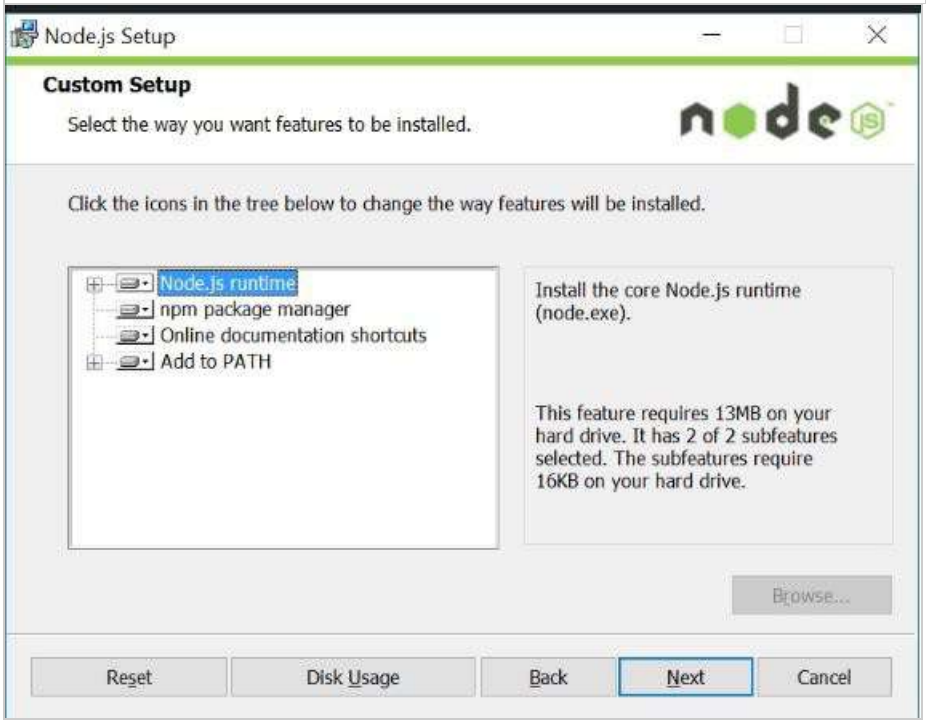
To complete the installation of Node.js component:

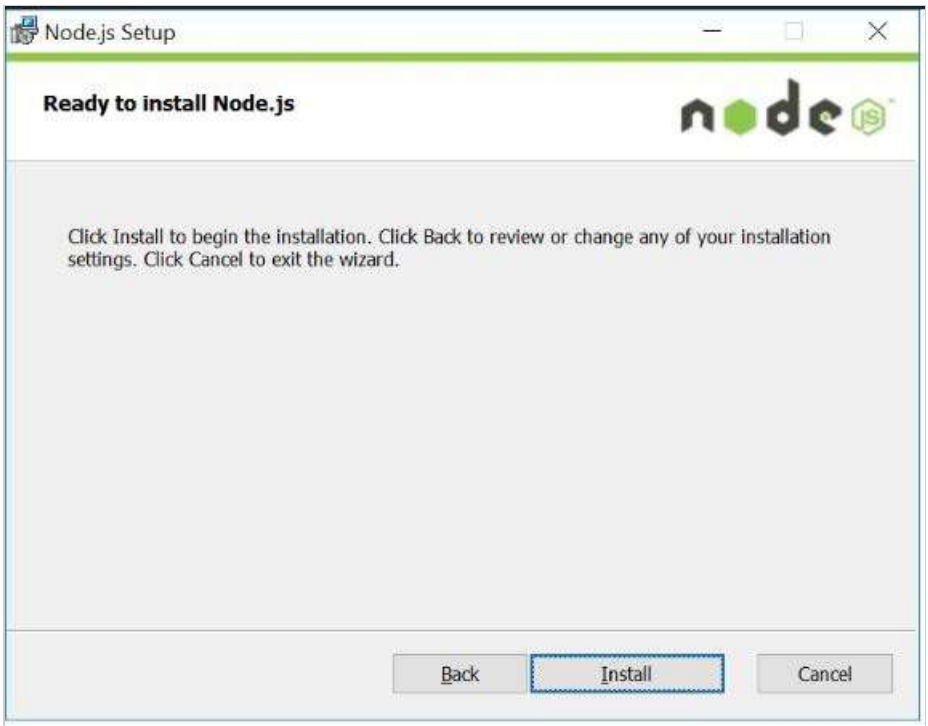
- Open the application provided by the technical support team.
- In the SETUP WIZARD screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on I ACCEPT THE TERMS IN THE LICENSE AGREEMENT checkbox.
- Click on NEXT.
- In the DESTINATION FOLDER window, click on CHANGE if you want to change the installation path of the application.
- Click on NEXT.
- On the CUSTOM SETUP screen, click on NODE.JS RUNTIME.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- Click on FINISH.
- In the SETUP WIZARD screen for the NodeJS Server Service, click on NEXT.
- In the acceptance screen of the service terms and condition, click on I ACCEPT THE TERMS IN THE LICENSE AGREEMENT item.
- Click on NEXT.
- In the SELECT INSTALLATION FOLDER window, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- To start the installation, click on INSTALL.
- In the BOOLEBOX SERVER SERVICE SETUP screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on I ACCEPT THE TERMS IN THE LICENSE AGREEMENT checkbox.
- Click on NEXT.
- In the SELECT INSTALLATION FOLDER window, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- On the next screen, click on FINISH to complete the operation.
- Click on FINISH to complete the installation of the Node.js application.

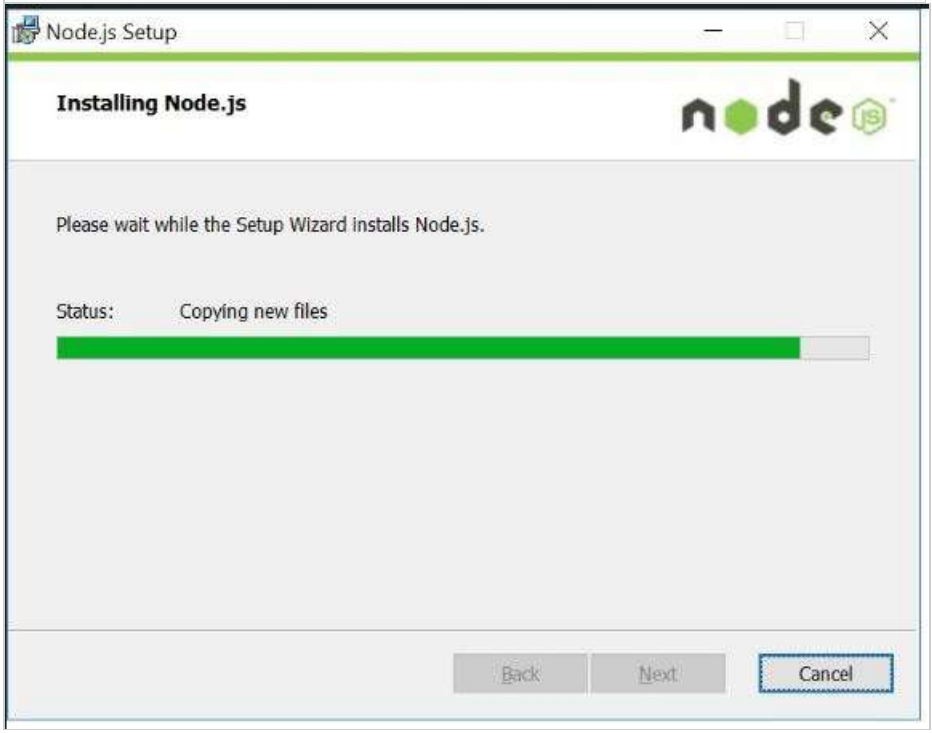
Node.js Setup
Welcome to the Node.js Setup Wizard
The Setup Wizard will install Node.js on your computer.
Back
Next
Cancel

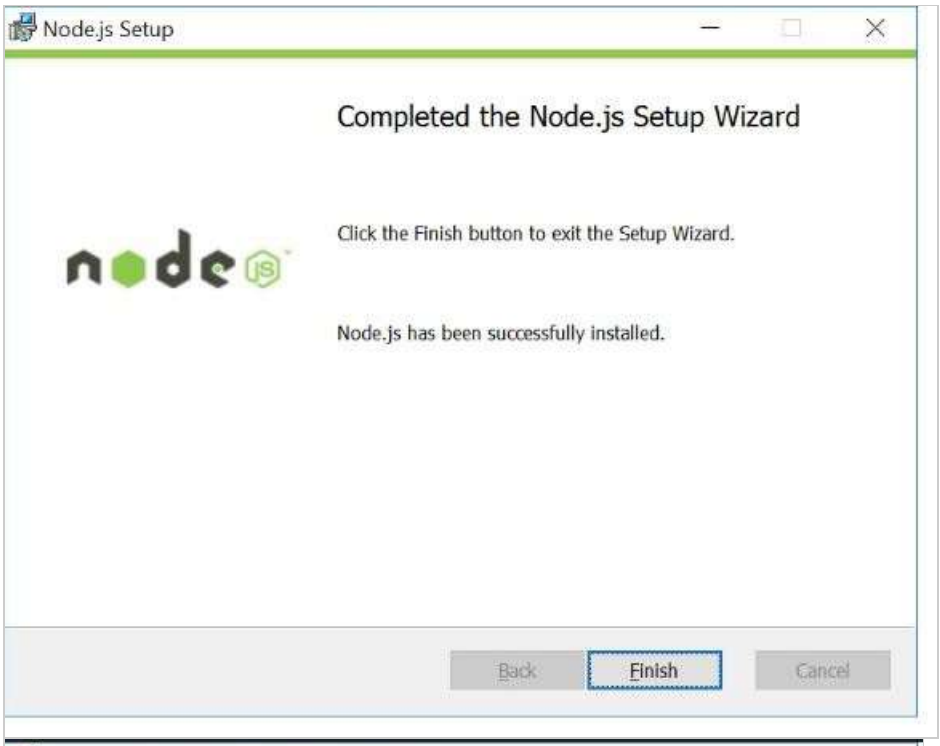
Node.js Setup
End-User License Agreement
Please read the following license agreement carefully
Node.js is licensed for use as follows:
Copyright Node.js contributors. All rights reserved.
Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:
I accept the terms in the License Agreement
Print
Back
Next
Cancel

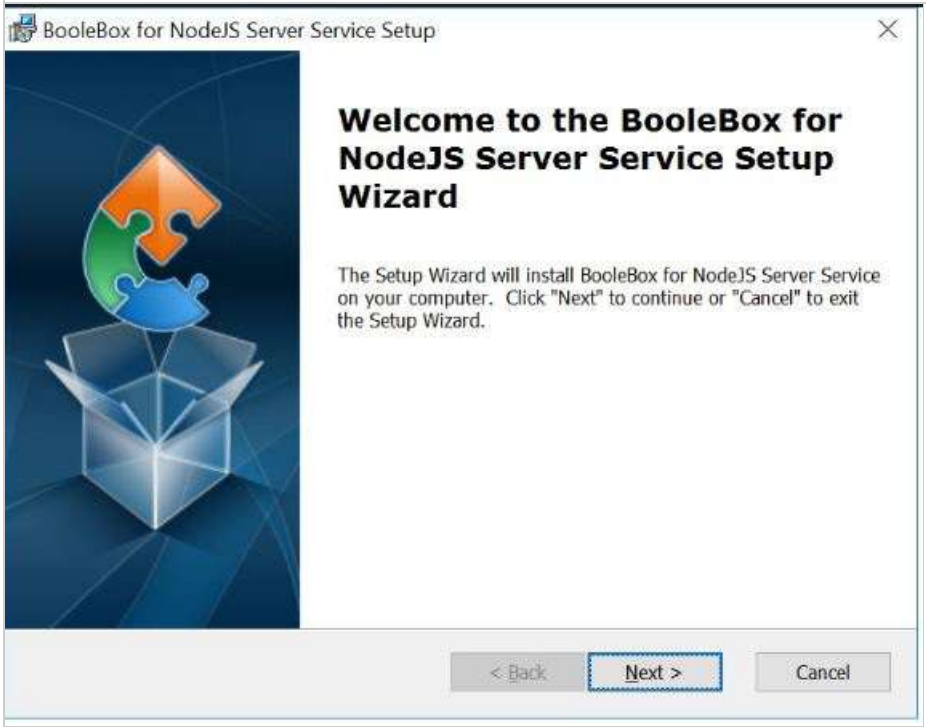

Node.js Setup
Destination Folder
Choose a custom location or click Next to install.
Install Node.js to:
C:\Program Files\nodejs\
Change...
Back
Next
Cancel


Node.js Setup
Custom Setup
Select the way you want features to be installed.
Click the icons in the tree below to change the way features will be installed.
Node.js runtime
npm package manager
Online documentation shortcuts
Add to PATH
Install the core Node.js runtime (node.exe).
This feature requires 13MB on your hard drive. It has 2 of 2 subfeatures selected. The subfeatures require 16KB on your hard drive.
Browse...
Reset
Disk Usage
Back
Next
Cancel


Node.js Setup
Ready to install Node.js
Click Install to begin the installation. Click Back to review or change any of your installation settings. Click Cancel to exit the wizard.
Back
Install
Cancel


Node.js Setup
Installing Node.js
Please wait while the Setup Wizard installs Node.js.
Status: Copying new files
Back
Next
Cancel



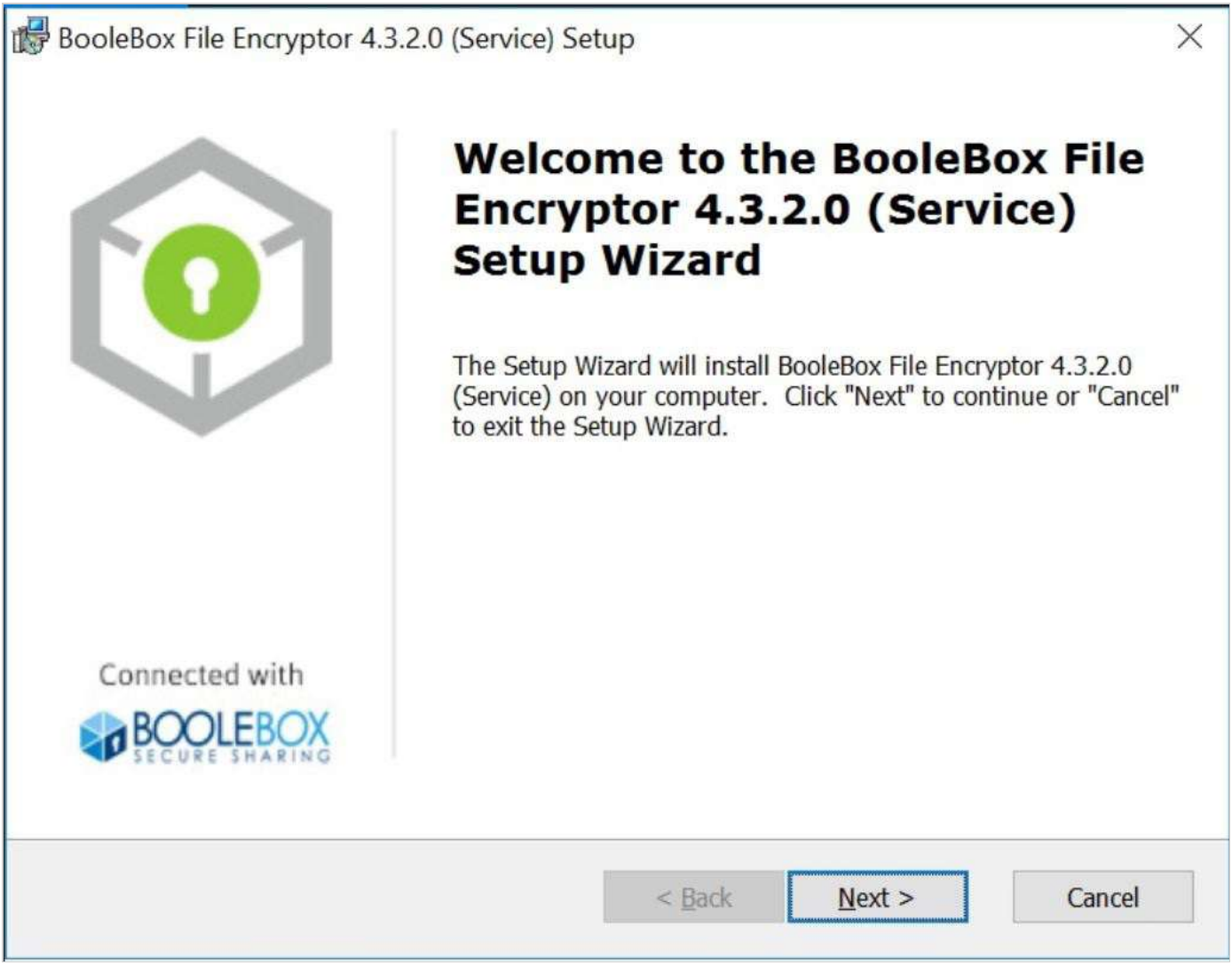


6.5 File Encryptor Server installation

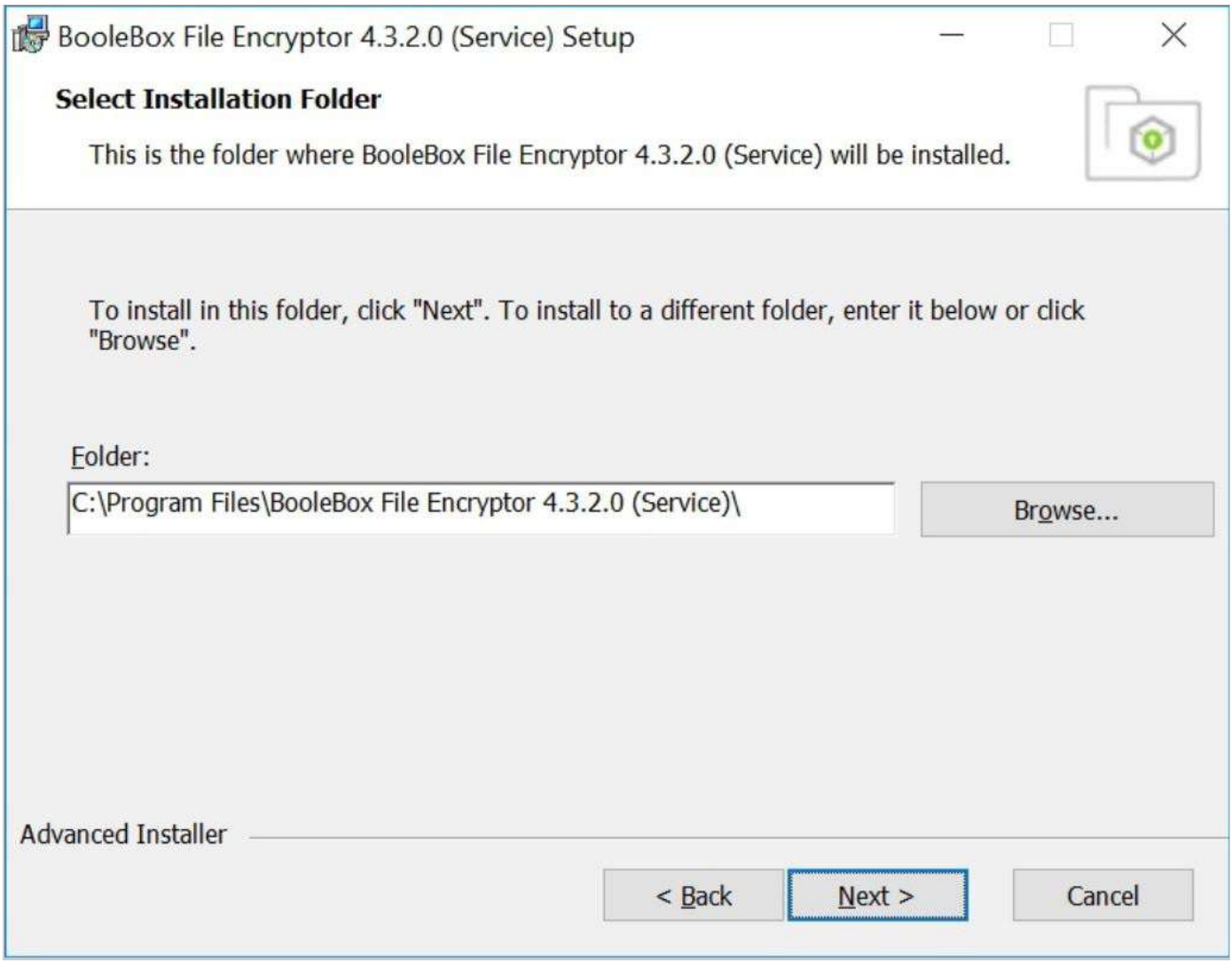
File Encryptor Server installation procedure, i.e. the component used to protect with the military encryption system provided by BooleBox the files located on the file server.

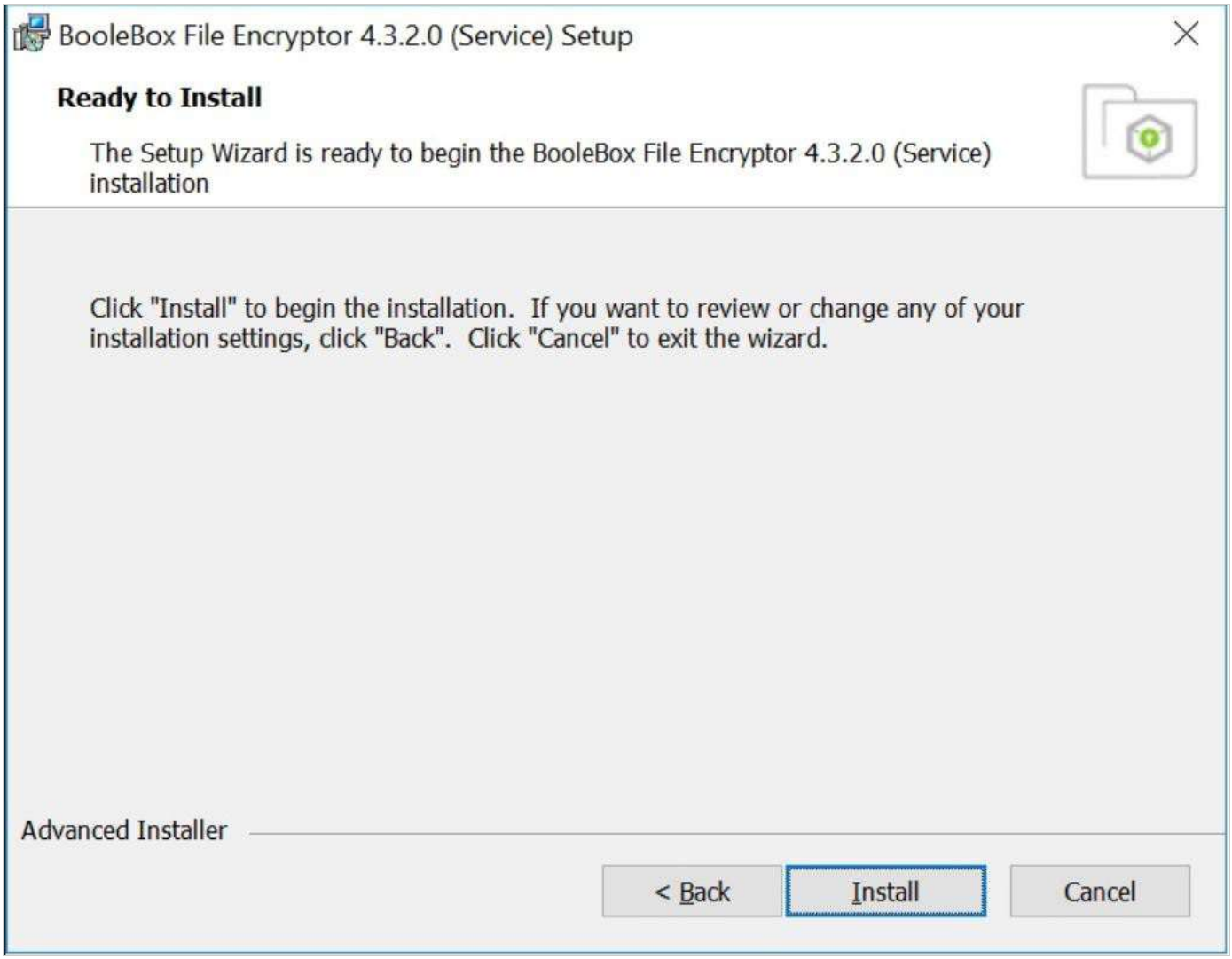
To complete the installation of File Encryptor Server component:

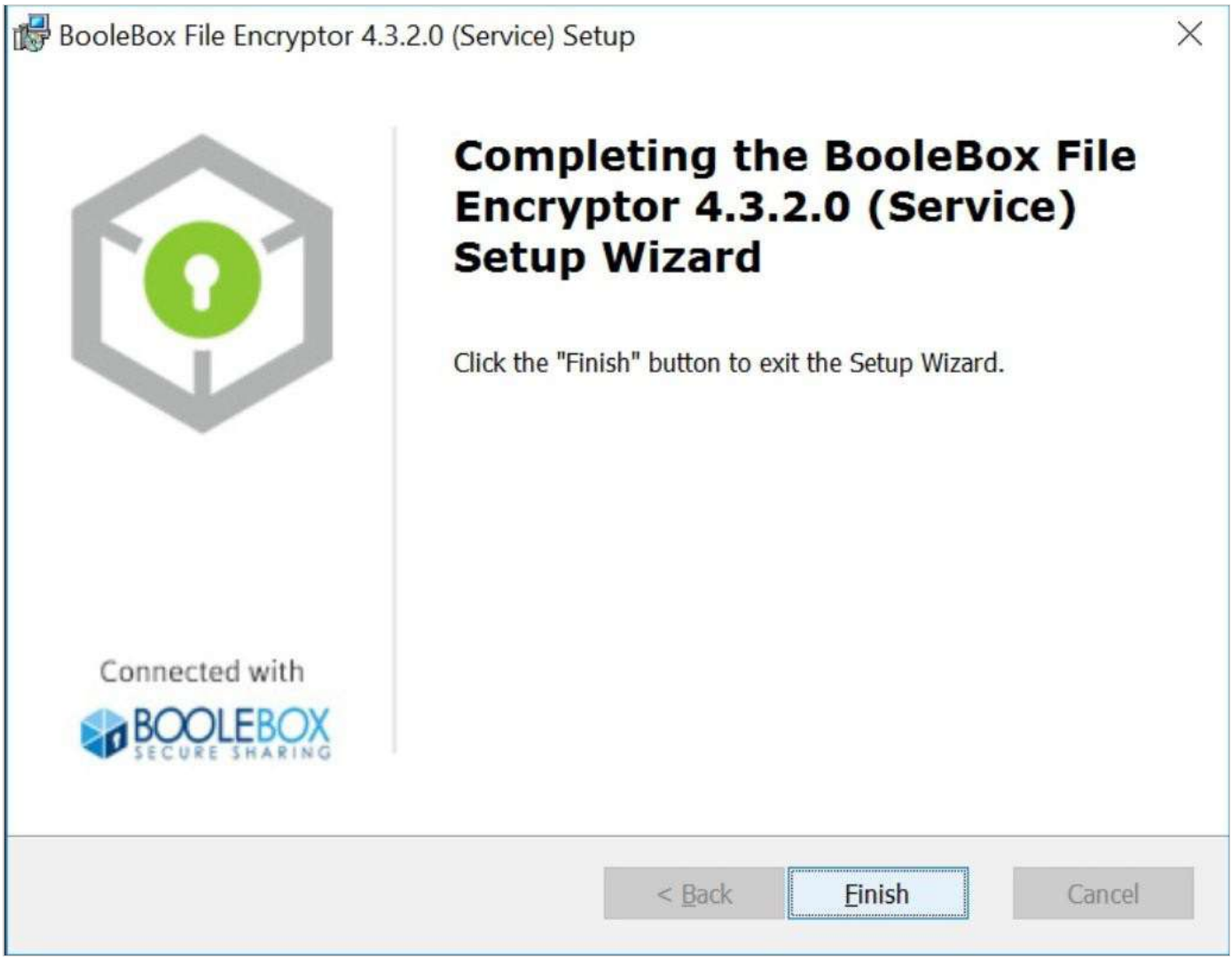
- Open the application provided by the technical support team.
- In the SETUP WIZARD screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on I ACCEPT THE TERMS IN THE LICENSE AGREEMENT item.
- Click on NEXT.
- In the SELECT INSTALLATION FOLDER screen, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- Click on FINISH to complete the installation of the File Encryptor Server application.


BooleBox File Encryptor 4.3.2.0 (Service) Setup
Welcome to the BooleBox File Encryptor 4.3.2.0 (Service) Setup Wizard
The Setup Wizard will install BooleBox File Encryptor 4.3.2.0 (Service) on your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.
Connected with
BOOLEBOX
SECURE SHARING
< Back
Next >
Cancel

BooleBox File Encryptor 4.3.2.0 (Service) Setup
End-User License Agreement
Please read the following license agreement carefully
BOOLE SERVER™ END-USER LICENSE AGREEMENT ("EULA")
Premise and Definitions.
This End-User License Agreement ("EULA" or "Agreement") is made by and between Boole Server s.r.l. ("Boole Server") and the customer as an essential element of the services ("Services") to be rendered by Boole Server as defined in the Agreement and any associated documents. Customer and Boole Server agree that this EULA is deemed to be part of,
I accept the terms in the License Agreement
I do not accept the terms in the License Agreement
Advanced Installer
< Back
Next >
Cancel


BooleBox File Encryptor 4.3.2.0 (Service) Setup
Select Installation Folder
This is the folder where BooleBox File Encryptor 4.3.2.0 (Service) will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\BooleBox File Encryptor 4.3.2.0 (Service)\
Browse...
Advanced Installer
< Back
Next >
Cancel


BooleBox File Encryptor 4.3.2.0 (Service) Setup
Ready to Install
The Setup Wizard is ready to begin the BooleBox File Encryptor 4.3.2.0 (Service) installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
Advanced Installer
< Back
Install
Cancel



6.6 Office online installation

For the installation of the Office Online server application, please refer to Microsoft official installation page..

7 Optional client components installation

Installation procedure of optional client components, useful for exploiting all the functionalities provided by BooleBox platform.

Note: during the installation of the individual components, it will be necessary to accept the End User Licens Agreement (EULA). Otherwise, the NEXT button of each EULA window will not be enabled and it will be impossible to proceed.

Note: at the start of each setup file provided by the technical support team, available disk space will be checked: if it is not enough, the installation will be blocked.

Note: for each component to be installed, a specific installation path will be defined directly from the application. This path will be indicated and it will be possible to modify it.

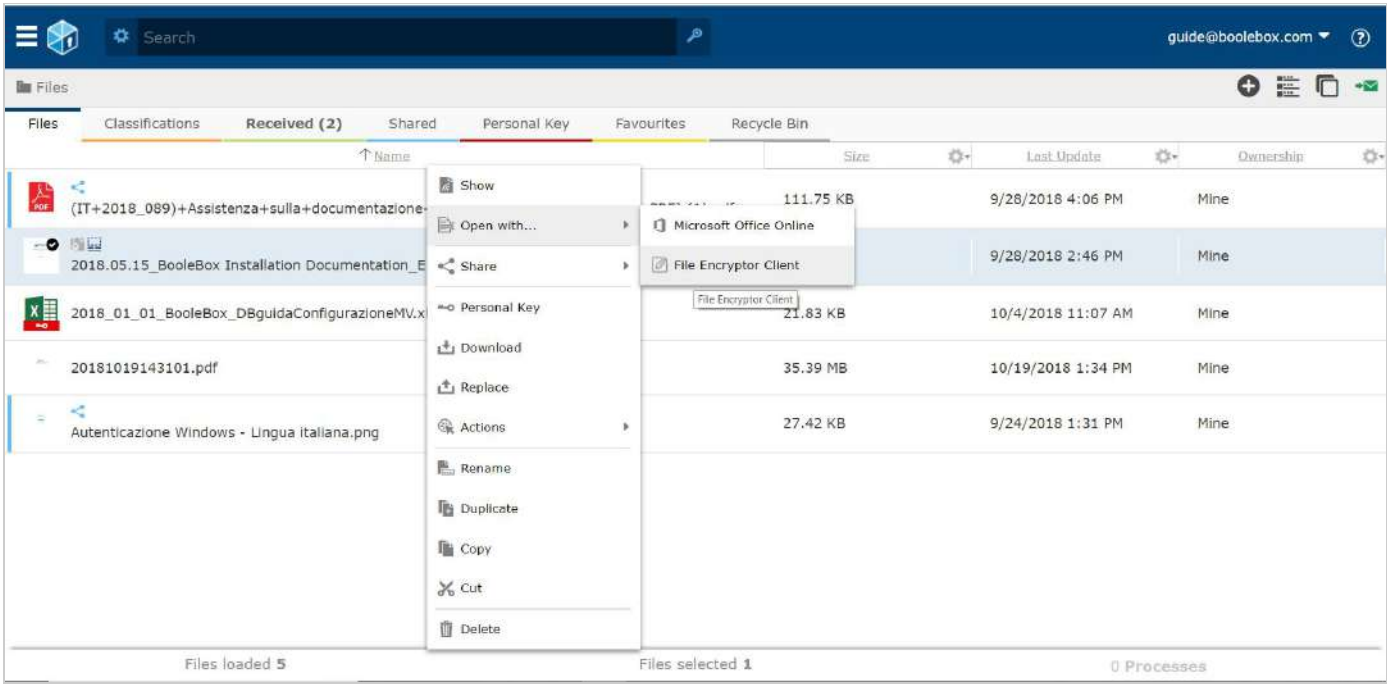
Note: in order to install the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must NOT install the components listed in this section.

7.1 File Encryptor Client installation

File Encryptor Client installation procedure, i.e. the component that – once installed on work stations – allows to access encrypted files.

To complete the installation of File Encryptor Client component:

- Select a file and click on the right button of your mouse or TouchPad.
- Select the item OPEN WITH > FILE ENCRYPTOR CLIENT.
- Select the DONWLOAD FILE ENCRYPTOR CLIENT item.
- In the SETUP WIZARD screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on NEXT.
- In the SELECT INSTALLATION FOLDER screen, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- Click on FINISH to complete the installation of the File Encryptor Client application.



To open this file you need File Encryptor Client

If you have already installed it, please ignore this message and remember to select the option to no longer view it in the future

If you do not have File Encryptor Client, this is the right time to install it.

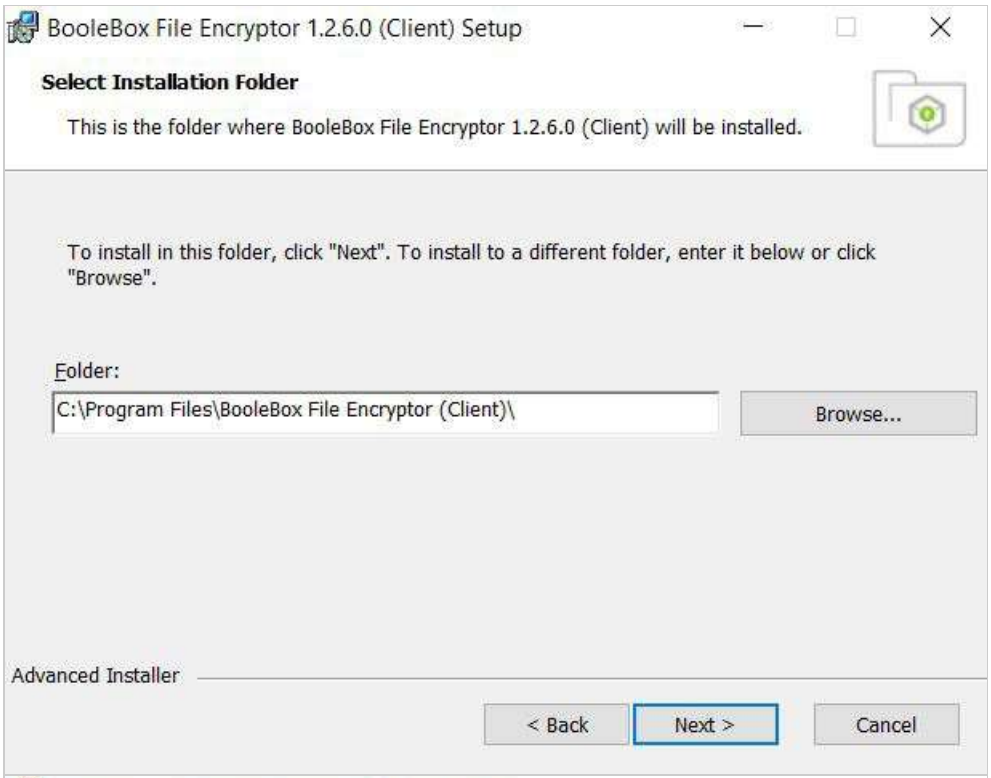
Once the download has finished, double click on the installation program and follow the instructions; then, click on "Open File".

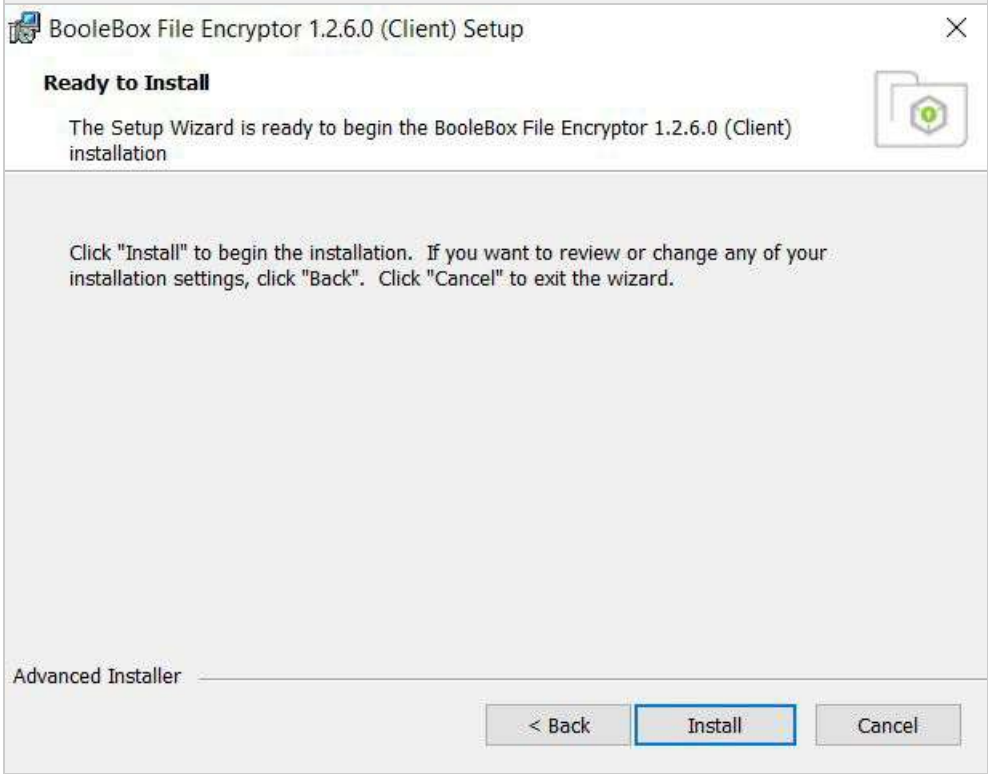
☐ I already have File Encryptor Client, don't ask me again

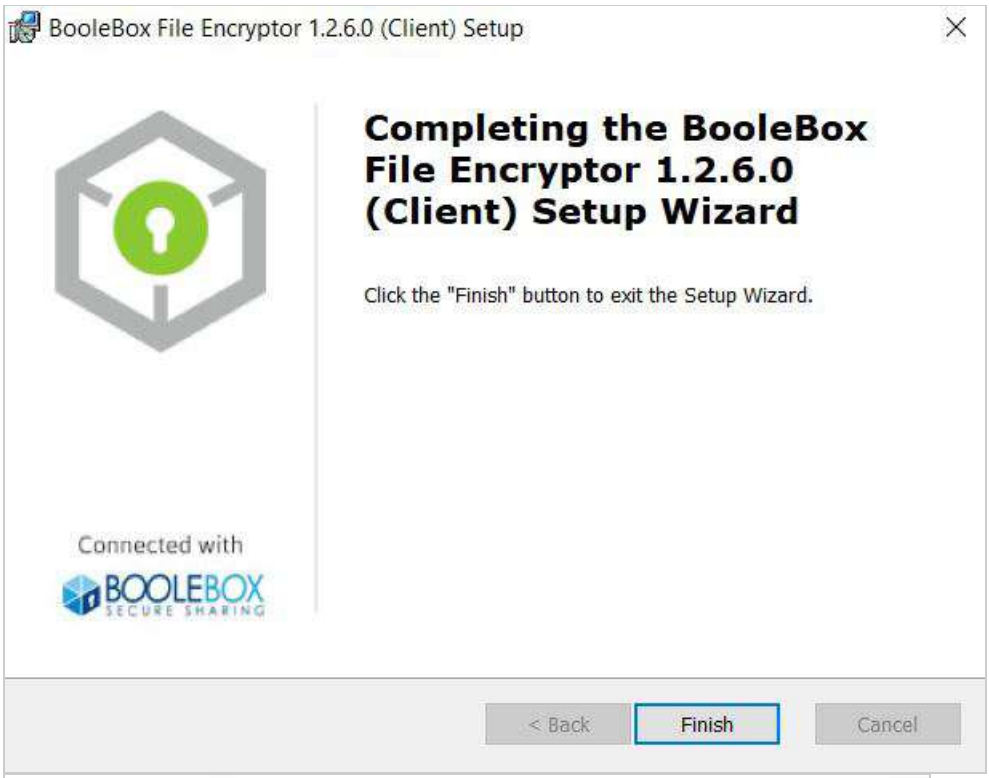
Open File | Cancel

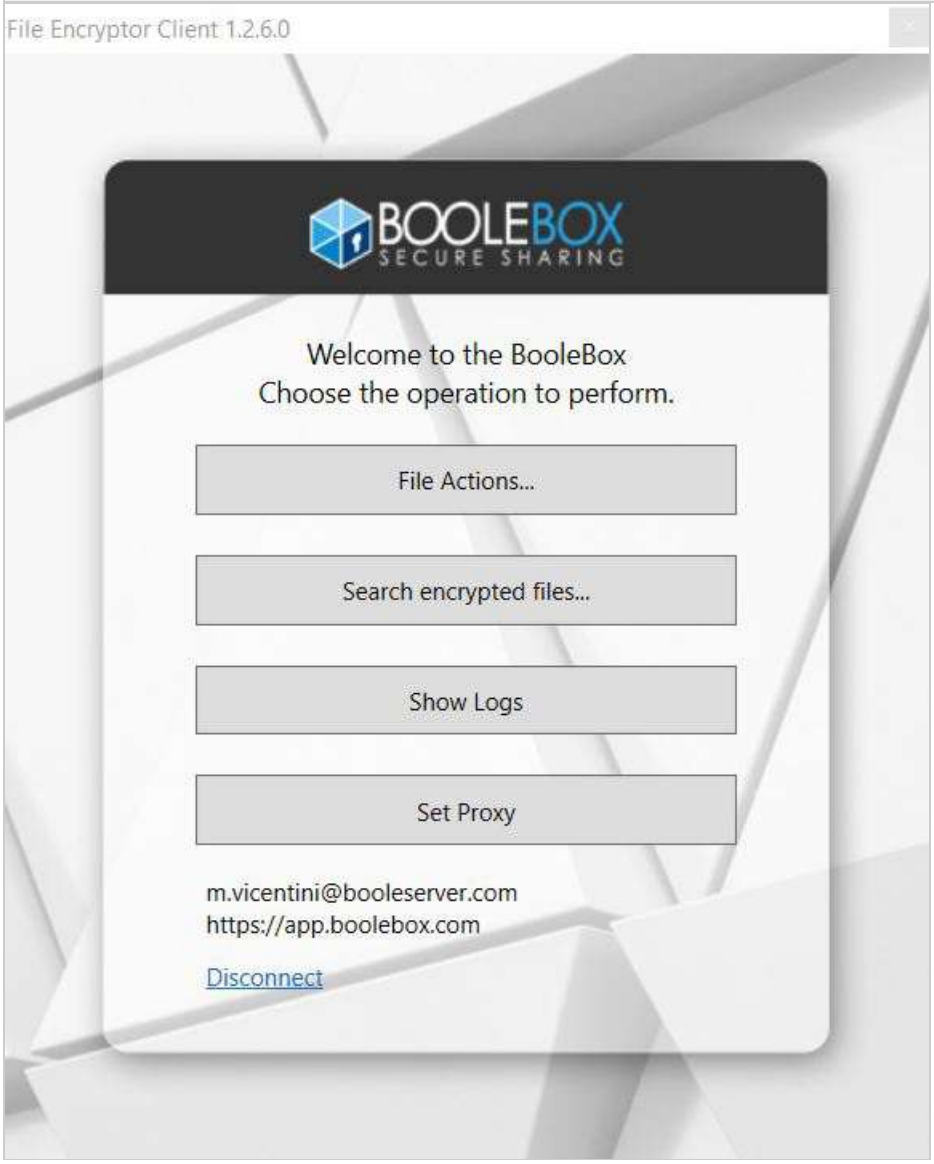
BooleBox File Encryptor 1.2.6.0 (Client) Setup
Welcome to the BooleBox File Encryptor 1.2.6.0 (Client) Setup Wizard
The Setup Wizard will install BooleBox File Encryptor 1.2.6.0 (Client) on your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.
Connected with
BOOLEBOX
SECURE SHARING
< Back
Next >
Cancel

BooleBox File Encryptor 1.2.6.0 (Client) Setup
Read me file
Please read the following text carefully
BOOLE SERVER™ END-USER LICENSE AGREEMENT ("EULA")
Premise and Definitions.
This End-User License Agreement ("EULA" or "Agreement") is made by and between Boole Server s.r.l. ("Boole Server") and the customer as an essential element of the services ("Services") to be rendered by Boole Server as defined in the Agreement and any associated documents. Customer and Boole Server agree that this EULA is deemed to be part of, and subject to, the general terms and conditions applicable to both parties, as defined by the "End-User Service & License Agreement" which is the general contract applicable to the
Advanced Installer
< Back
Next >
Cancel


BooleBox File Encryptor 1.2.6.0 (Client) Setup
Select Installation Folder
This is the folder where BooleBox File Encryptor 1.2.6.0 (Client) will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\BooleBox File Encryptor (Client)\
Browse...
Advanced Installer
< Back
Next >
Cancel


BooleBox File Encryptor 1.2.6.0 (Client) Setup
Ready to Install
The Setup Wizard is ready to begin the BooleBox File Encryptor 1.2.6.0 (Client) installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
Advanced Installer
< Back
Install
Cancel


BooleBox File Encryptor 1.2.6.0 (Client) Setup
Completing the BooleBox File Encryptor 1.2.6.0 (Client) Setup Wizard
Click the "Finish" button to exit the Setup Wizard.
Connected with
BOOLEBOX
SECURE SHARING
< Back
Finish
Cancel

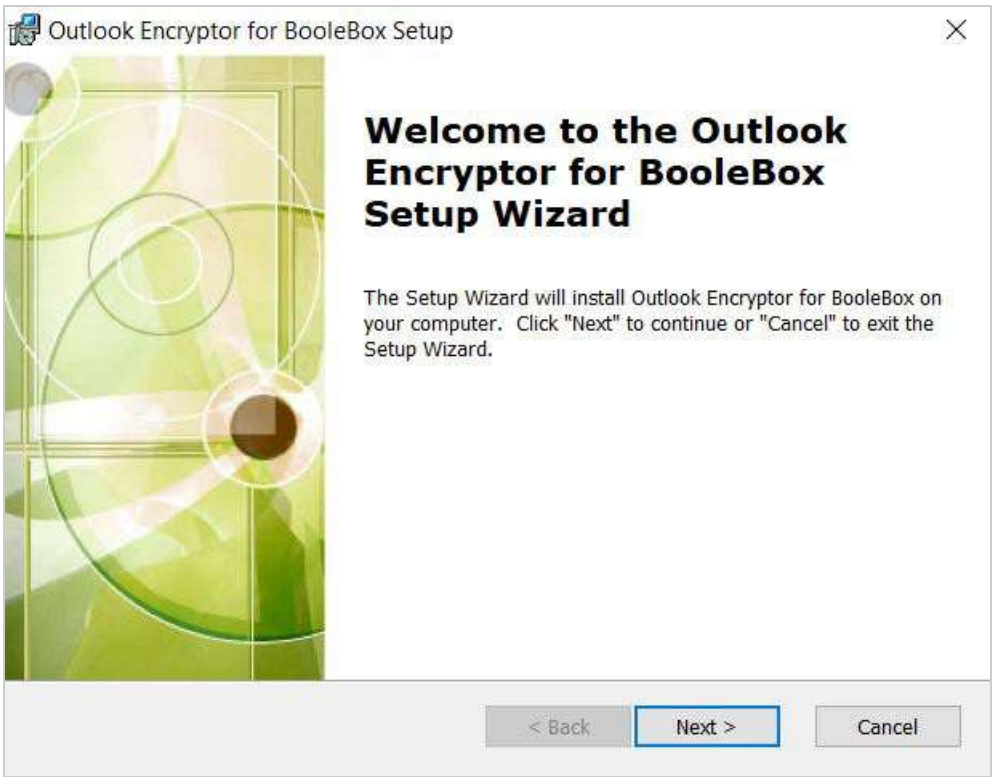

File Encryptor Client 1.2.6.0
BOOLEBOX
SECURE SHARING
Welcome to the BooleBox
Choose the operation to perform.
File Actions...
Search encrypted files...
Show Logs
Set Proxy
m.vicentini@booleserver.com
https://app.boolebox.com
Disconnect

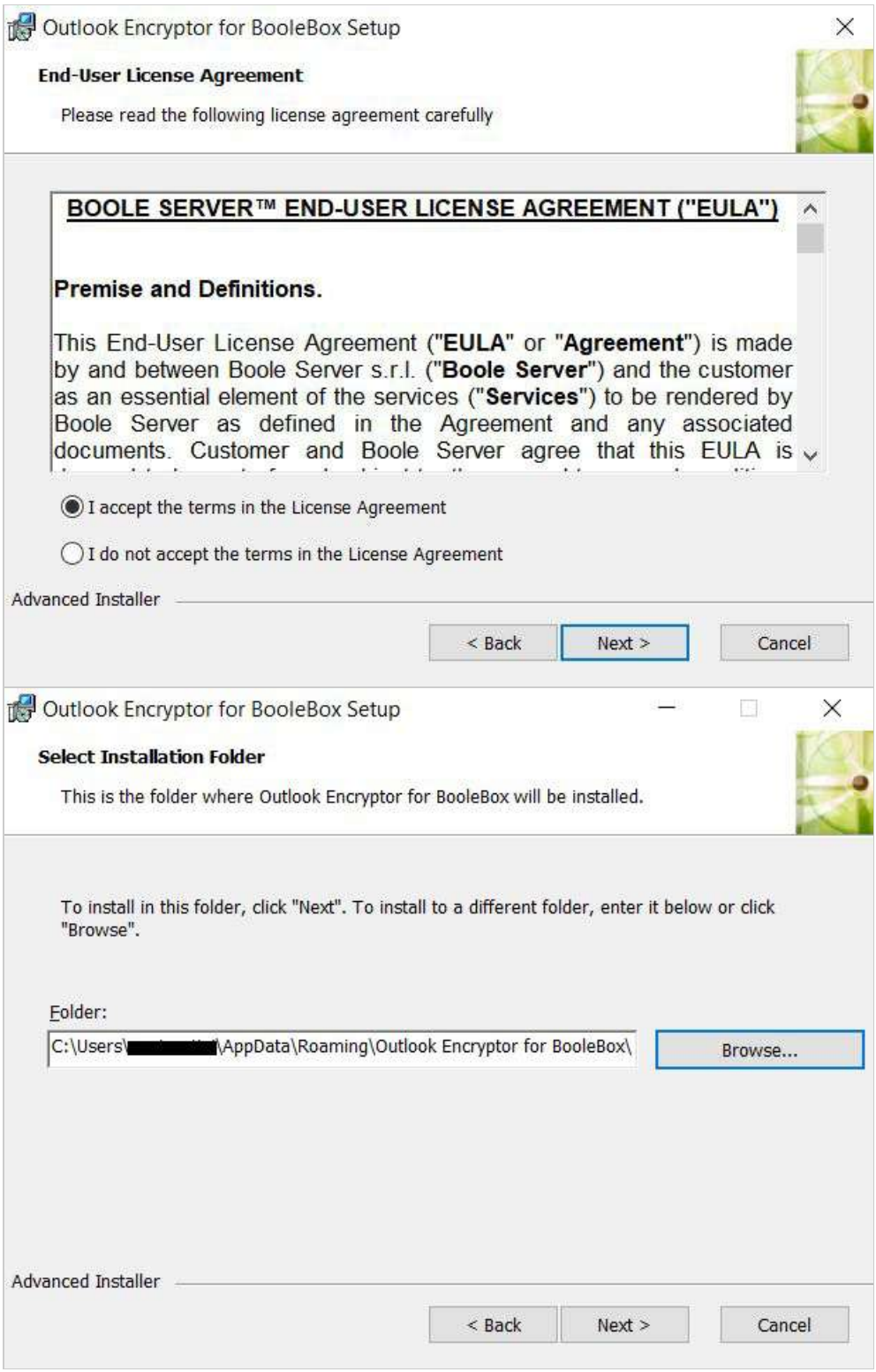
7.2 Outlook Encryptor installation

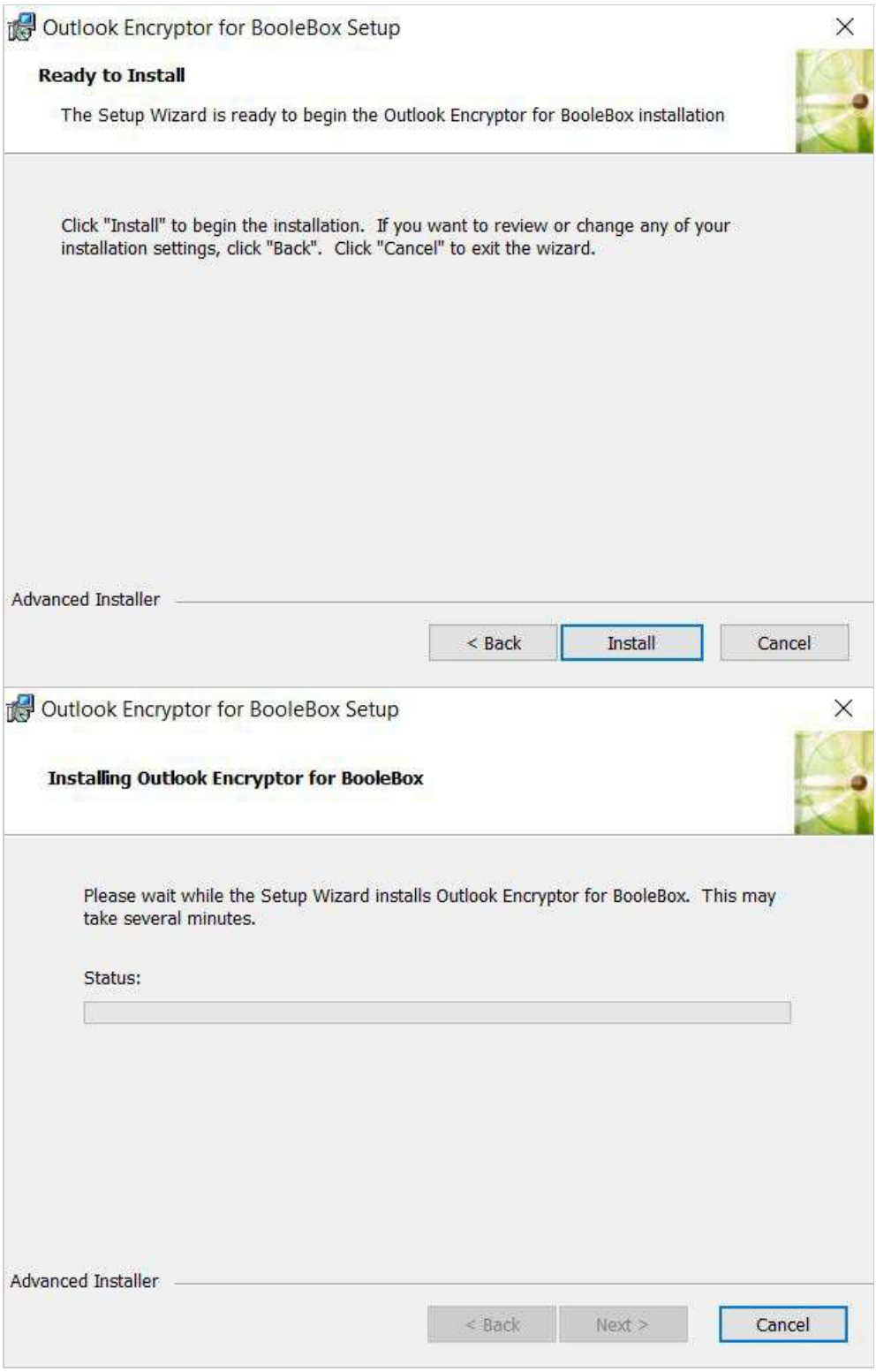
Outlook Encryptor installation procedure, i.e. the component allowing to send encrypted e-mails directly from Outlook mail client.

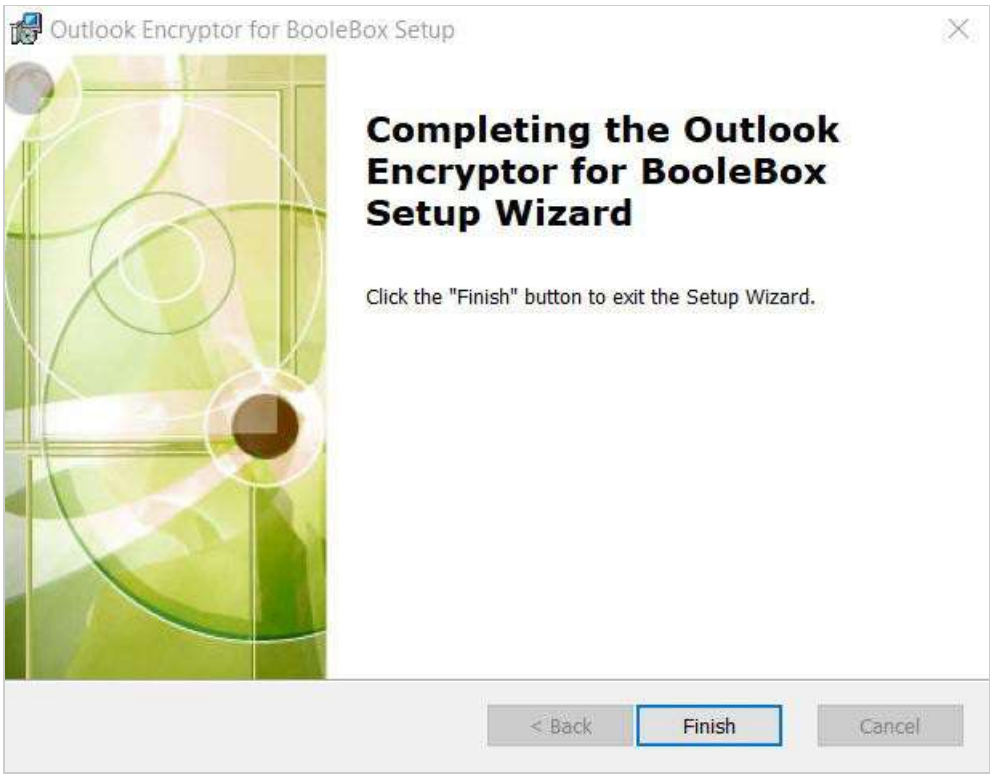
To complete the installation of Outlook Encryptor component:

- Download from the DOWNLOAD section of boolebox.com the Outlook Encryptor application and open it.
- In the SETUP WIZARD screen, click on NEXT.
- In the acceptance screen of the service terms and conditions, click on I ACCEPT THE TERMS IN THE LICENSE AGREEMENT item.
- Click on NEXT.
- In the SELECT INSTALLATION FOLDER screen, click on BROWSE if you want to change the installation path of the application.
- Click on NEXT.
- On the installation start screen, click on INSTALL.
- Click on FINISH to complete the installation of the Outlook Encryptor application.




Outlook Encryptor for BooleBox Setup
End-User License Agreement
Please read the following license agreement carefully
BOOLE SERVER™ END-USER LICENSE AGREEMENT ("EULA")
Premise and Definitions.
This End-User License Agreement ("EULA" or "Agreement") is made by and between Boole Server s.r.l. ("Boole Server") and the customer as an essential element of the services ("Services") to be rendered by Boole Server as defined in the Agreement and any associated documents. Customer and Boole Server agree that this EULA is
I accept the terms in the License Agreement
I do not accept the terms in the License Agreement
Advanced Installer
< Back
Next >
Cancel
Outlook Encryptor for BooleBox Setup
Select Installation Folder
This is the folder where Outlook Encryptor for BooleBox will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Users\[redacted]\AppData\Roaming\Outlook Encryptor for BooleBox\
Browse...
Advanced Installer
< Back
Next >
Cancel


Outlook Encryptor for BooleBox Setup
Ready to Install
The Setup Wizard is ready to begin the Outlook Encryptor for BooleBox installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
Advanced Installer
< Back
Install
Cancel
Outlook Encryptor for BooleBox Setup
Installing Outlook Encryptor for BooleBox
Please wait while the Setup Wizard installs Outlook Encryptor for BooleBox. This may take several minutes.
Status:
Advanced Installer
< Back
Next >
Cancel

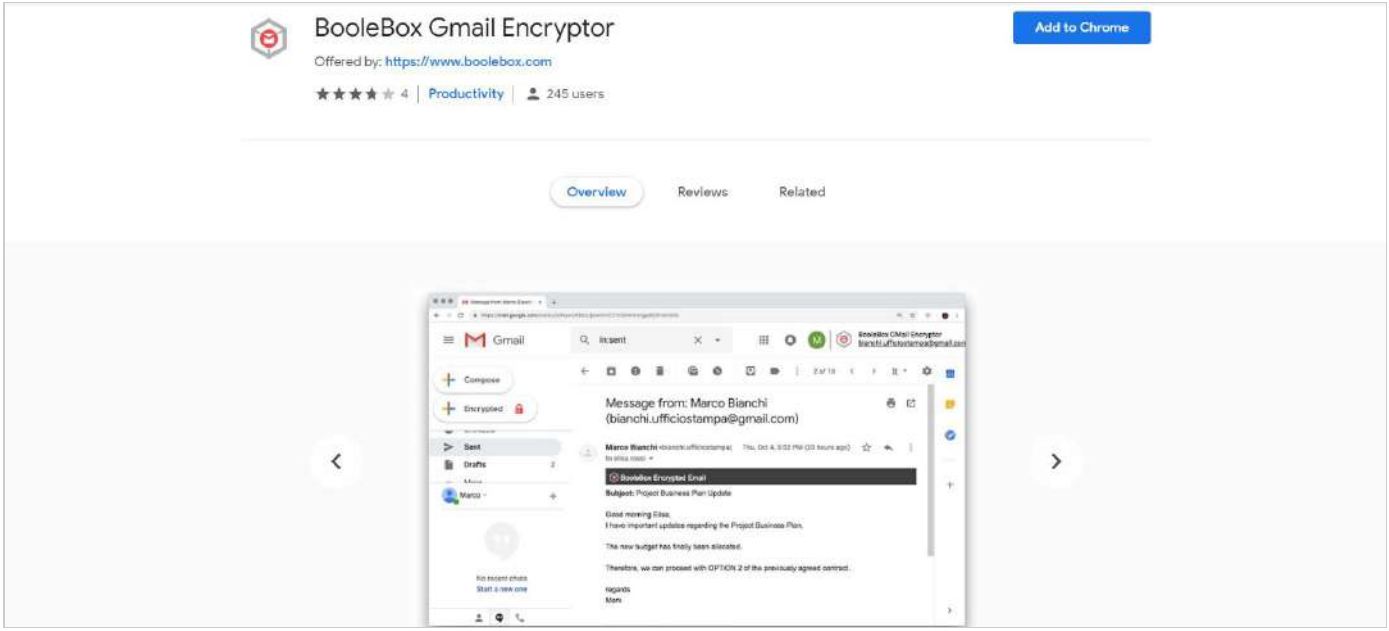


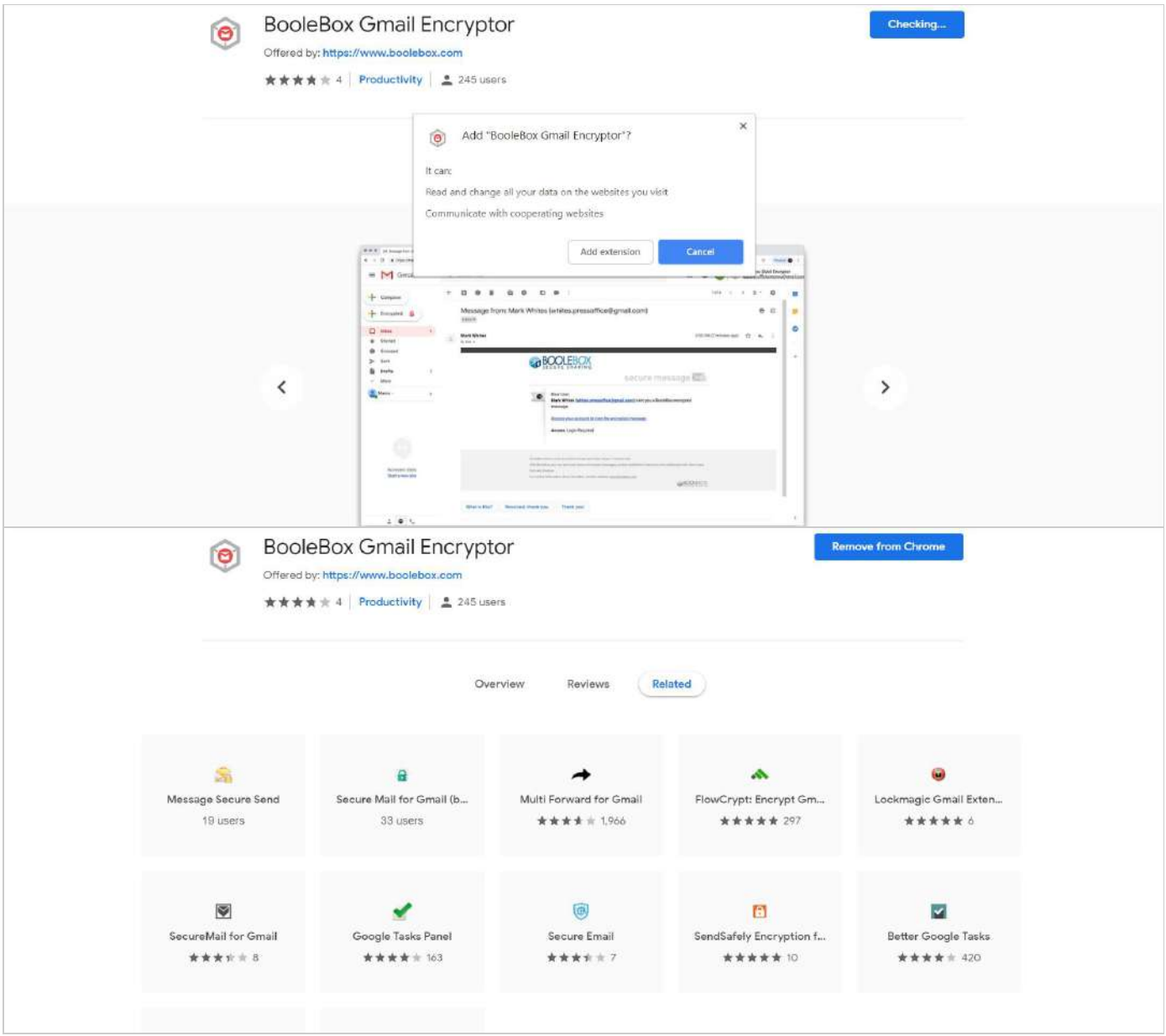
7.3 Gmail Encryptor installation

Gmail Encryptor installation procedure, i.e. the component allowing to send encrypted e-mails directly from Gmail mail client.

To complete the Gmail Encryptor component installation:

- Visit the DOWNLOAD section of boolebox.com and click on DONWLOAD GMAIL ENCRYPTOR.
- In the BOOLEBOX SECURE GMAIL window, click on ADD TO CHROME.
- In the window that is going to pop up on your screen, click on ADD EXTENSION.
- The item will now display the indication REMOVE FROM GOOGLE CHROME.




BooleBox Gmail Encryptor
Offered by: https://www.boolebox.com
4 | Productivity | 245 users
Checking...
Add "BooleBox Gmail Encryptor"?
It can:
Read and change all your data on the websites you visit
Communicate with cooperating websites
Add extension
Cancel
BooleBox Gmail Encryptor
Offered by: https://www.boolebox.com
4 | Productivity | 245 users
Remove from Chrome
Overview
Reviews
Related
Message Secure Send
19 users
Secure Mail for Gmail (b...
33 users
Multi Forward for Gmail
1,966
FlowCrypt: Encrypt Gm...
297
Lockmagic Gmail Exten...
6
SecureMail for Gmail
8
Google Tasks Panel
163
Secure Email
7
SendSafely Encryption f...
10
Better Google Tasks
420

8 Platform update

In case of new updates, with the exception of the components with automatic update, you will receive a communication from the technical support team, which will provide you with the setup file to be used respecting the steps listed in this section. Before updating any component of BooleBox On-Premises platform, it is necessary to backup or snapshot the Database and the Storage and note all the configurations (ports, IP addresses, etc.) indicated in BooleBox On-Premises CONTROL PANEL.

Note: for the update of the third-party software Office Online Editor and MySQL, please refer to the suppliers' websites: https://www.microsoft.com/en-us, https://www.mysql.com/uk/.

8.1 Standard server components update

Update procedure of standard server components needed for a correct functioning of BooleBox platform.

8.1.1 BooleBox On-Premises

To perform the BooleBox On-Premises update procedure:

- Open BooleBox On-Premises.
- Note the IP address of the ASP.NET server in the GENERAL tab of the CONTROL PANEL.
- Close BooleBox On-Premises.
- Open the IIS service.
- Select the BooleBox On-Premises site.
- Open the Bindings and note the parameters related to the certificate used.
- Open the Windows CONTROL PANEL and uninstall BooleBox On-Premises.
- Install the new version of BooleBox On-Premises by following the steps listed in the BOOLEBOX ON-PREMISES INSTALLATION section.
- Once the installation procedure is complete, open the IIS service again and add the Binding on the chosen port by selecting the appropriate certificate.
- Make an IIS reset by running iisreset.exe from Windows Powershell.
- In the GENERAL tab of the CONTROL PANEL, enter the IP address of the ASP.NET server noted above.
- Click on the DATABASE TEST command in the DATABASE tab of the CONTROL PANEL.

8.1.2 NodeJS

To perform the NODEJS update procedure:

- Write down the value of the URL SERVER ADDRESS OF NODEJS field on the GENERAL tab of the CONTROL PANEL.
- Open the Windows CONTROL PANEL and uninstall BooleBox NodeJS Server Service.
- Install the new version of NodeJS by following the steps listed in the NODEJS INSTALLATION section.
- Verify that the value of URL SERVER ADDRESS OF NODEJS in the GENERAL tab of the CONTROL PANEL is the one previously noted.

8.1.3 SignalR

To perform the SignalR update procedure:

- Open the IIS service.
- Select the BooleBox SignalR site.
- Open the Bindings and note the parameters related to the certificate used.
- Open the Windows CONTROL PANEL and uninstall BooleBox SignalR.
- Install the new version of SignalR by following the steps listed in the SIGNALR INSTALLATION section.
- After completing the installation procedure, open again the IIS service and add the Binding on the chosen port by selecting the appropriate certificate.
- Make an IIS reset by running iisreset.exe from Windows Powershell.

8.1.4 Server Service

To perform the Server Service update procedure:

- Open the Windows CONTROL PANEL and uninstall BooleBox Server Service.
- Install the new version of Server Service by following the steps listed in the BOOLEBOX SERVER SERVICE INSTALLATION section.

8.1.5 Document Service

To perform the Document Service update procedure:

- Open the Windows CONTROL PANEL and uninstall BooleBox Document Service.
- Install the new version of Document Service by following the steps listed in the BOOLEBOX DOCUMENT SERVICE INSTALLATION section.

8.1.6 Storage Service

To perform the Storage Service update procedure:

- Open the IIS service.
- Select the BooleBox Storage Service site.
- Open the Bindings and note the parameters related to the certificate used.
- Select the APPLICATION POOLS item on the left panel.
- Select the BOOLEBOX STORAGE SERVICE item.
- Right click and select the ADVANCED SETTINGS item.
- Scroll down until the PROCESS MODEL section.
- Select the IDENTITY item and note the user inserted.
- Open the Windows CONTROL PANEL and uninstall BooleBox Storage Service.
- Install the new version of Storage Service by following the steps listed in the STORAGE SERVICE INSTALLATION section.
- After completing the installation procedure, open again the IIS service and add the Binding on the chosen port by selecting the appropriate certificate.
- Select the APPLICATION POOLS item on the left panel.
- Select the BOOLEBOX STORAGE SERVICE item.
- Right click and select ADVANCED SETTINGS.
- Scroll down until the PROCESS MODEL section.
- Select the IDENTITY item.
- Select the CUSTOM ACCOUNT option.
- Click on SET.
- In the window that is going to pop up on your screen, enter the user name (DOMAIN\Username format), the password, and the confirm of the password in the corresponding fields.
- Click OK.
- Make an IIS reset by running iisreset.exe from Windows Powershell.

8.2 Additional server components update

Update procedure of additional server components, useful for exploiting all the functionalities provided by BooleBox platform.

8.2.1 BooleBox AD Service

To perform the BooleBox AD Service update procedure:

- Open the IIS service.
- Select the BooleBox AD Service site.
- Open the Bindings and note the parameters related to the certificate used.
- Open the Windows CONTROL PANEL and uninstall BooleBox AD Service.
- Install the new version of AD Service by following the steps listed in the AD SERVICE INSTALLATION section.
- After completing the installation procedure, open again the IIS service and add the Binding on the chosen port by selecting the appropriate certificate.
- Make an IIS reset by running iisreset.exe from Windows Powershell.

8.2.2 File Encryptor Server

To perform the File Encryptor Server update procedure:

- Open the Windows CONTROL PANEL and uninstall BooleBox File Encryptor Server.
- Install the new version of File Encryptor Server by following the steps listed in the BOOLEBOX FILE ENCRYPTOR SERVER INSTALLATION section.

8.2.3 BooleBox AD Sync

To perform the AD Sync update procedure:

- Open the Windows CONTROL PANEL and uninstall BooleBox AD Sync.
- Install the new version of AD Sync by following the steps listed in the BOOLEBOX AD SYNC INSTALLATION section.

8.3 Additional client components update

Update procedure of additional client components, useful for exploiting all the functionalities provided by BooleBox platform.

8.3.1 File Encryptor Client

To perform the File Encryptor Client update procedure:

- At the opening of the application, it will check for an updated version of the File Encryptor Client component.
- Follow the installation procedure of the updated executable automatically proposed after login.

8.3.2 Outlook Encryptor

To perform the Outlook Encryptor update procedure:

- Open the Windows CONTROL PANEL and uninstall BooleBox Outlook Encryptor.
- Install the new version of Outlook Encryptor by following the steps listed in the BOOLEBOX OUTLOOK ENCRYPTOR INSTALLATION section.

8.3.3 Gmail Encryptor

The Gmail Encryptor component, proposed and distributed through the Google Chrome store, will be automatically updated by it: the new features and/or graphic improvements will therefore be available in real time.

9 Installation - troubleshooting

Welcome to the INSTALLATION TROUBLESHOOTING section of BooleBox guide. In this section you will find useful indications aimed at solving typical problems that may arise during BooleBox On-Premises installation phases. The section puts at your disposal both a paragraph which groups together the error situations common to the installation procedures of all the components described in this guide and some paragraphs dedicated to the peculiar error situations of each component.

9.1 Common errors

BooleBox is a solution consisting of numerous components, many of which can present common problems during installation, such as:

- **UNSUPPORTED OPERATING SYSTEM:** BooleBox On-Premises installation must be carried out on a machine configured in accordance with the installation prerequisites described in the INSTALLATION PREREQUISITES section of this guide. In the event that the installation procedure does not come to an end due to an error relating to a version of the operating system, please check that this is among those supported for the installation of BooleBox platform.
- **USERS WITHOUT ADMINISTRATIVE PRIVILEGES:** in the event that the installation procedure does not come to an end due to an error relating to the users or the privileges necessary for the installation, please verify that the user designed for the installation has the rights to install the software on the server(s) dedicated to the installation of the specific server or client component. For any information regarding the rights necessary for the user designated to the installation, check the USERS AND INSTALLATION PRIVILEGES section of this guide.
- **INSUFFICIENT SPACE ON DISK:** in the event that the installation procedure of any component fails to complete due to a disk space error, please verify that the storage space available on the server(s) dedicated to the installation of the specific server or client component is sufficient, as indicated in the INSTALLATION PREREQUISITES section of this guide.

9.2 BooleBox On-Premises installation - troubleshooting

In order to proceed correctly with the installation of BooleBox On-Premises, it is necessary that the .NET components indicated in the INSTALLATION PREREQUISITES section have been installed on the server(s) dedicated to the installation of BooleBox On-Premises. In the event that the BooleBox On-Premises installation procedure does not come to an end due to an error relating to the absence of one of the .NET components, check that all the components necessary for the correct installation of BooleBox On-Premises have been installed, as indicated in the INSTALLATION PREREQUISITES section of this guide.

For error situations common to all components, see the COMMON ERRORS paragraph of this section.

9.3 My SQL DB installation - troubleshooting

To proceed with the correct installation of MySQL database, it is necessary to have installed the Visual C++ 2013 Redistributable component. In the event that the MySQL database installation procedure does not come to an end due to the absence of Visual C ++ 2013 Redistributable component, please proceed with the installation of the required component as indicated in the INSTALLATION PREREQUISITES section of this guide.

For error situations common to all components, see the COMMON ERRORS paragraph of this section.

9.4 Outlook Encryptor installation – troubleshooting

If the installation procedure of the Outlook Encryptor component is not successful, check that the version of Microsoft Office installed is among those supported for the installation of the component, as described in the INSTALLATION PREREQUISITES section of this guide.

For error situations common to all components, see the COMMON ERRORS paragraph of this section.

9.5 Office Online installation - troubleshooting

For issues concerning the installation of the Office Online Server platform, please refer to the Microsoft official installation page..

Set up

10 Introduction

Welcome to the CONFIGURATION section of the BooleBox administrator guide. In this area you will discover the steps needed for the activation of the license and for the correct configuration of the platform according to the standard methods tested and certified by the technical support team. In addition, you will find useful information about the CONTROL PANEL, which you will use to configure and monitor the service status of the platform components.

Within this section, in the form of a note in bold, you will find some indications to obtain the Common Criteria EAL2+ certified version.

Note: within this section, you will find some useful notes in order to configure correctly the mobile app. The mobile application is not subject to Common Criteria EAL2+ evaluation.

11 ASP.NET service configuration

Before proceeding with the activation of the license, it is necessary to verify that the Windows ASP.NET service is active and that it is configured to start automatically. To configure the ASP.NET service:

- In the SERVICES section of the control panel, double click on the ASP.NET STATE SERVICE item.
- If the service is not active, click on the START button located in the SERVICE STATUS area.
- From the dropdown menu next to the STARTUP TYPE item, select AUTOMATIC.
- Click on APPLY.
- Click on OK.

12 License activation

After completing the installation procedure, in order to correctly configure the BooleBox platform and access the control panel, it is necessary to proceed with the activation of the license. **In order to configure the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must have a 2048-bit RSA key certificate available. In the case of a standard installation, the certificate automatically generated by the server during the IIS installation phase (installed during the installation phase of BooleBox On-Premises application) will be used. Otherwise, in the event of an explicit request from the customer, BooleBox On-Premises will use the certificate generated and provided by the customer, that need to be installed by inserting it in the Windows certificate store.**

If the available machine has direct access to the internet, you can proceed with the activation of the online license; if instead the BooleBox public server or the available machine does not have any type of internet access, you can take advantage of the manual activation of the offline license.

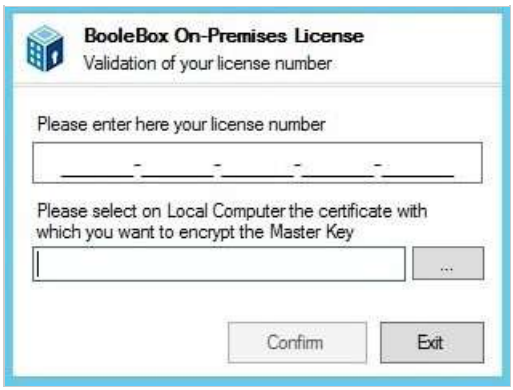
12.1 Online license activation

To proceed with the activation of the online license:

- Open the BooleBox On-Premises application.
- In the window that is going to appear on your screen, enter the code license (20 characters) provided by the sales team while purchasing the solution.
- Click on the three dots next to the field below.
- In the window that is going to appear on your screen, select the certificate containing the public and private encryption keys of BooleBox On-Premises configuration file. This file contains the Master Key, i.e. the key used to encrypt data in the storage.
- Click CONFIRM to complete the activation of the online license.

Note: by installing the application on multiple nodes, you can install a specific instance of BooleBox On-Premises for each indicated node. The same Master Key encryption certificate must be imported on each node in .pfx format.

If you entered a certificate not containing the private key, an error message will appear, informing that the certificate entered must contain the private key.



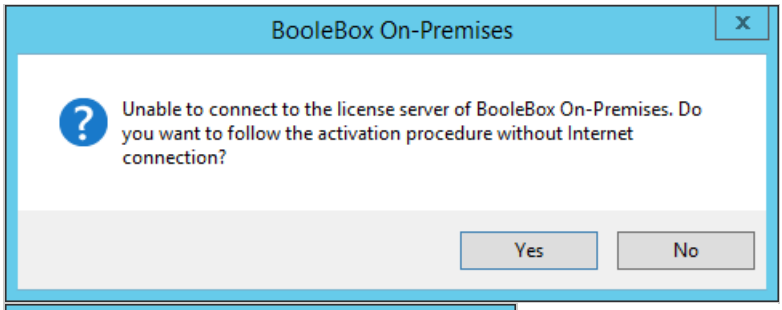
12.2 Offline license activation

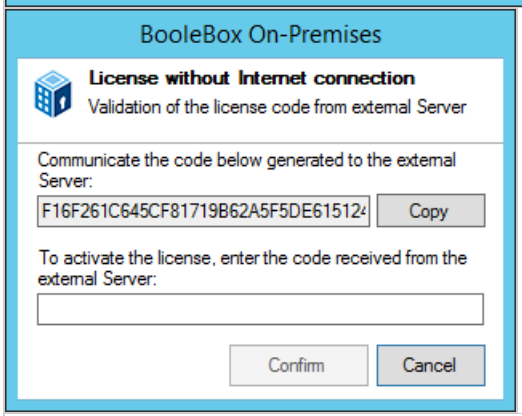
To proceed with the activation of the offline license:

- In the window that is going to appear on your screen, click on YES.
- In the LICENSE WITHOUT INTERNET CONNECTION window, click on COPY to copy the code generated for the external server.
- Open a browser window on a PC that has an internet connection available.
- Type this URL.
- In the browser page reached through the link provided, paste the code previously copied in the appropriate field.
- Click on GET CODE.
- Select the entire code obtained and copy it by clicking CTRL + A.
- Paste the code collected in the above step in the appropriate field of the LICENSE WITHOUT INTERNET CONNECTION panel.
- Click on CONFIRM.
- In the window that is going to appear on your screen, click OK.

Note: by installing the application on multiple nodes, you can install a specific instance of BooleBox On-Premises for each indicated node. The same Master Key encryption certificate must be imported on each node in .pfx format. The license must instead be activated only on the first node. For the following nodes:

- **Copy the following files inside the first node: C:\Program Files\BooleBox on-premises\BooleBox.dat and C:\Program Files\BooleBox on-premises\WebApp\BooleBoxcert.dat.**
- **Paste the files above on the remaining nodes.**
- **Launch the application.**
- **Select LICENSE INFO.**
- **Select LICENSE UPDATE to upgrade the license and follow the steps above to activate the offline license.**

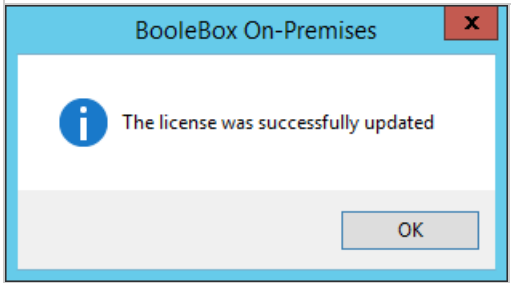




BooleBox On-Premises Activation Code

License Activated! Please copy and paste this code on server side application.

A5483439B7247964CC82746A92EF7485F1EC737AA4F5327C6DC63F890939FF2E93A9BDEC2E3225ED24B3B30253FE6



13 Control panel

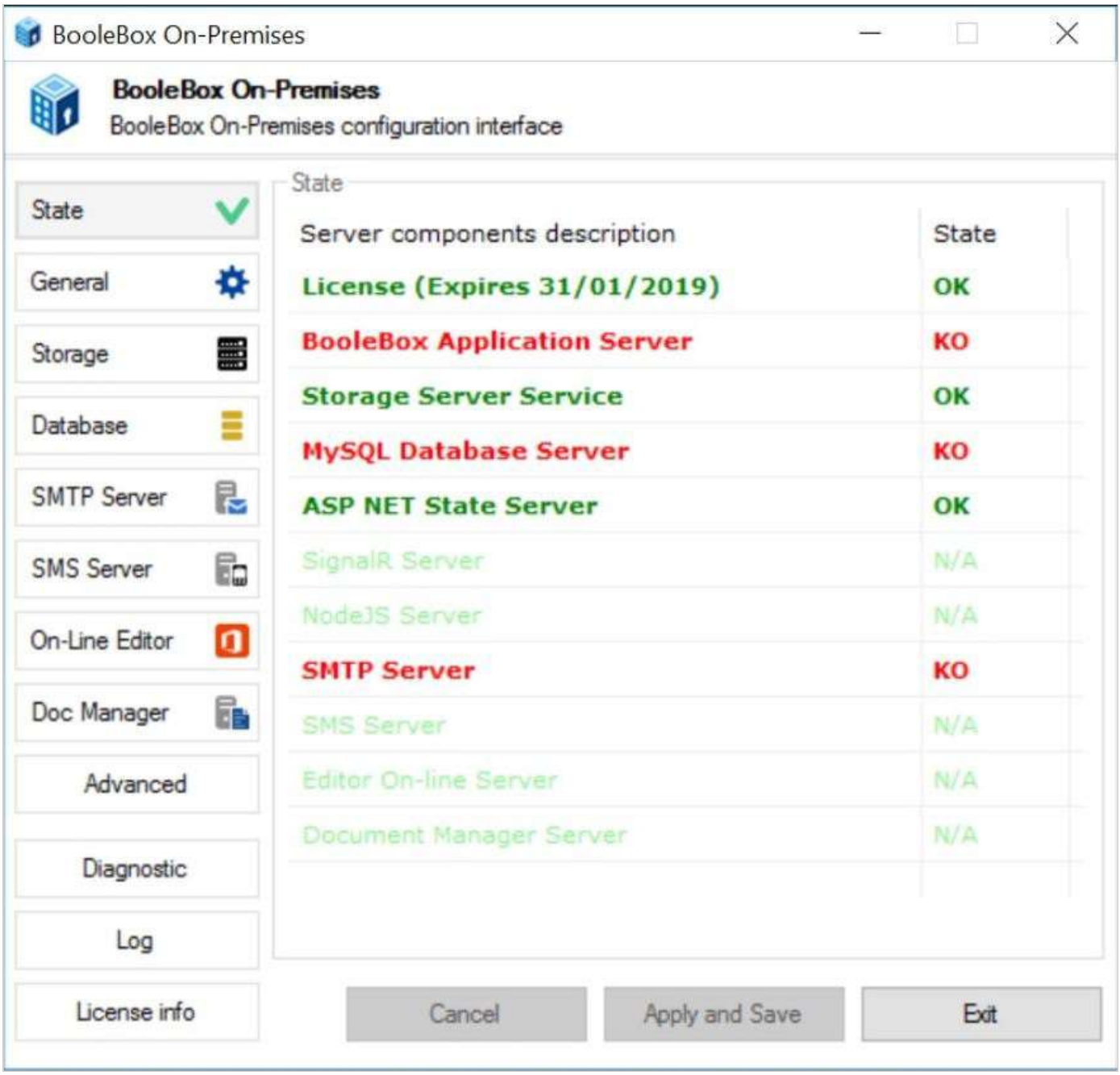
In order to use the platform correctly, it is necessary to proceed with the configuration of all BooleBox components by using the control panel, automatically appeared after the activation of the license. You can use the control panel to obtain license information, to perform the related updates and to consult the BooleBox On-Premises application log.

13.1 State

Within the STATE tab of the control panel, you can monitor the status of BooleBox On-Premises services, to get a general overview of the platform and correct any malfunctions.
Each of the BooleBox services can take one of the following statuses:

- **OK (green) -** the service is active.
- **KO (red) -** the service is not active or is not correctly installed/configured.
- **N/A (gray) -** the service is not installed.
- **UPDATE (yellow) -** the service requires an update.

Note: if the status from the service is different from OK, click on the corresponding tab to check the configuration and possibly correct it.


BooleBox On-Premises
BooleBox On-Premises
BooleBox On-Premises configuration interface
State
General
Storage
Database
SMTP Server
SMS Server
On-Line Editor
Doc Manager
Advanced
Diagnostic
Log
License info
State
Server components description
State
License (Expires 31/01/2019)
OK
BooleBox Application Server
KO
Storage Server Service
OK
MySQL Database Server
KO
ASP NET State Server
OK
SignalR Server
N/A
NodeJS Server
N/A
SMTP Server
KO
SMS Server
N/A
Editor On-line Server
N/A
Document Manager Server
N/A
Cancel
Apply and Save
Exit

13.2 General

Within the GENERAL tab, you need to configure the following fields:

- **IP SERVER ADDRESS OF THE ASP NET STATE SESSION -** address relative to BooleBox servers Cache.

  For configurations with only one node, enter the IP address in the format **serverip: 42424 (127.0.0.1:42424)** and click on CONNECT and APPLY AND SAVE. In the case of multiple nodes, instead, specify the server on which ASP.Net State Service and BooleBox Server Service are installed and click on CONNECT and APPLY AND SAVE.
- **PUBLIC URL OF BOOLEBOX SERVER -** URL address used by users to access the BooleBox platform, exploited as a link within the platform itself (e.g. e-mail notifications).

  To configure the URL, enter the IP address or the FQDN (Fully Qualified Domain Name) name of the server on which BooleBox On-Premises was installed preceded by "https" and click on CONNECT and APPLY AND SAVE.

  Note: if the CONNECT operation fails, please verify that the IIS related to this service is active.

  Note: in case of use of HTTPS protocol with TLS certificate supplied by the customer, it is necessary to configure the IIS bindings so that port 443 can be used. For the IIS configuration relating to port 443, please refer to this link.
- **URL SERVER ADDRESS OF SIGNAL R -** the URL address or the FQDN name of the server where SignalR is installed.

  To configure the URL, enter the IP address or the FQDN name of the server where SignalR was installed preceded by "https" and click on CONNECT and APPLY AND SAVE. **Note: if the CONNECT operation fails, verify that the IIS related to this service is active.**
- **URL SERVER ADDRESS OF NODE.JS -** URL address or the FQDN name of the server where Node.JS is installed.

  To configure the URL, enter the IP address or the FQDN name of the server where Node.JS is installed followed by the related port and click on CONNECT and APPLY AND SAVE.

  Note: the port to be indicated is 3000 for http connections and 3500 for https connections.
- In case of use of 1.2 TLS certificate (recommended), click on the relative checkbox and select the 1.2 TLS certificate, which must be in **.pfx** format.

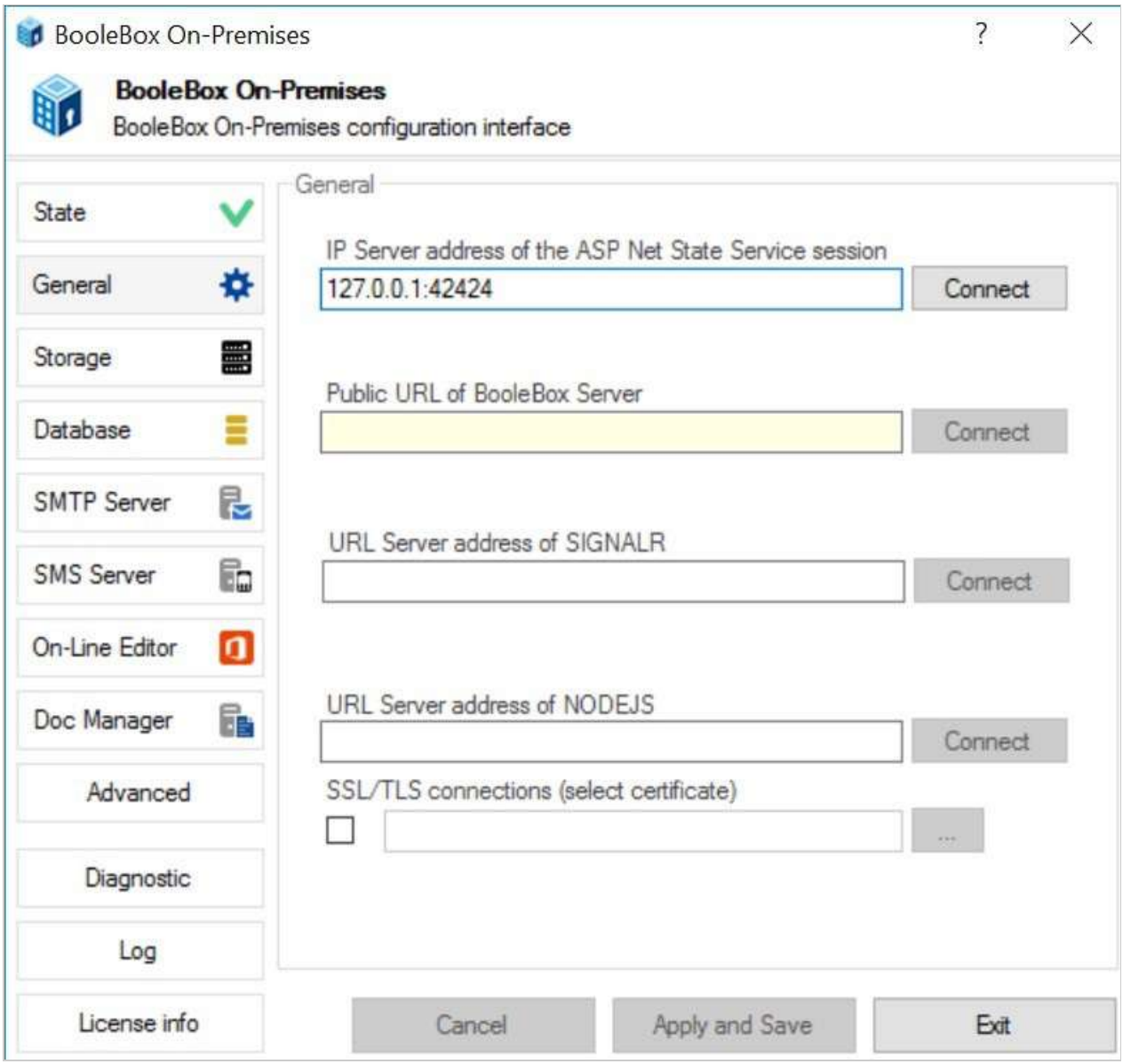
  Note: this certificate is mandatory for BooleBox On-Premises instances that are configured according to Common Criteria EAL2+ specifications and want to grant the access from web browser through HTTPS protocol.

General note: if the CONNECT operation is not successful, it is necessary to verify the correct resolution of the DNS name for each URL entered.

In order to install the Common Criteria EAL2+ version of BooleBox On-Premises, you must configure the storage provided by BooleBox, named BOOLEBOX STORAGE in this section.

Note: this section shows the configuration of all the components that can be integrated into the platform, but only the components installed must be configured. In particular, to configure the Common Criteria EAL2+ certified version of BooleBox On-Premises, it is necessary to install only the components required by the certification and in compliance with the indications provided in this guide for the certification itself.

Note: to proceed with the configuration of BooleBox On-Premises in accordance with the criteria imposed by the Common Criteria EAL2 + certification, it is necessary to configure the BooleBox On Premise site to listen only via the HTTPS protocol, by deactivating the HTTP port activated by default or by automatically upgrading the connection from HTTP to HTTPS.


BooleBox On-Premises
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BooleBox On-Premises configuration interface
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SMS Server
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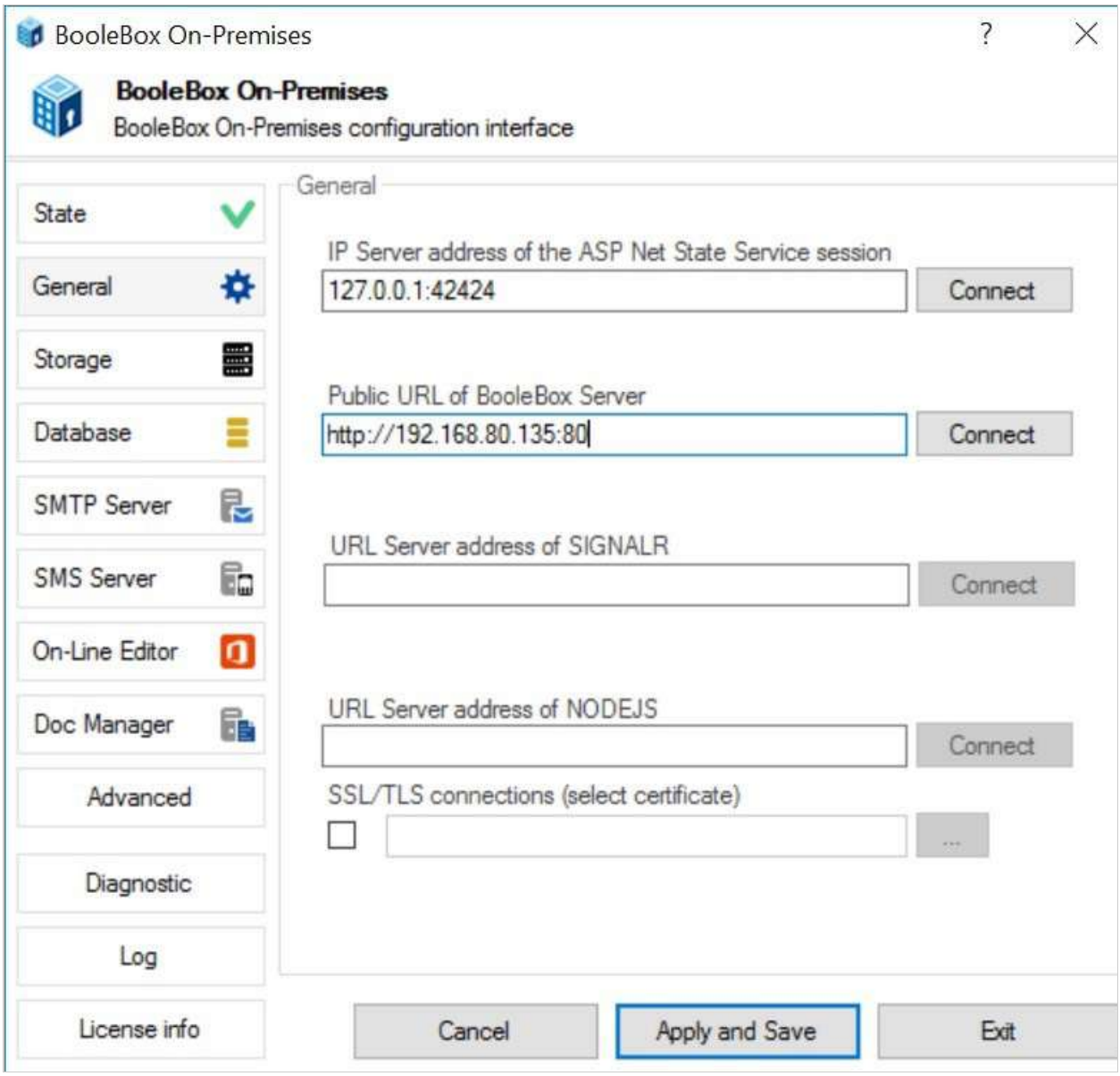
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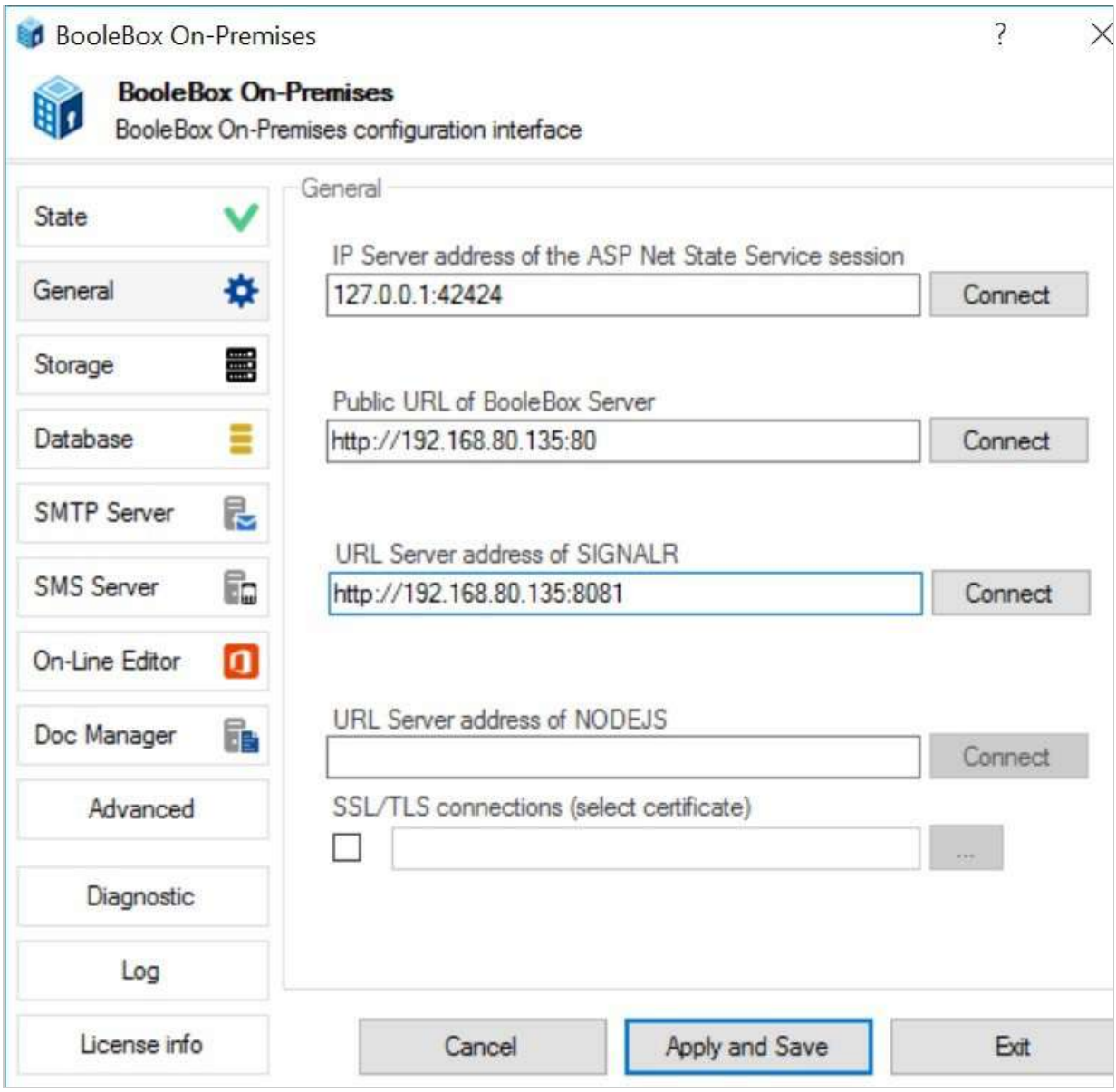
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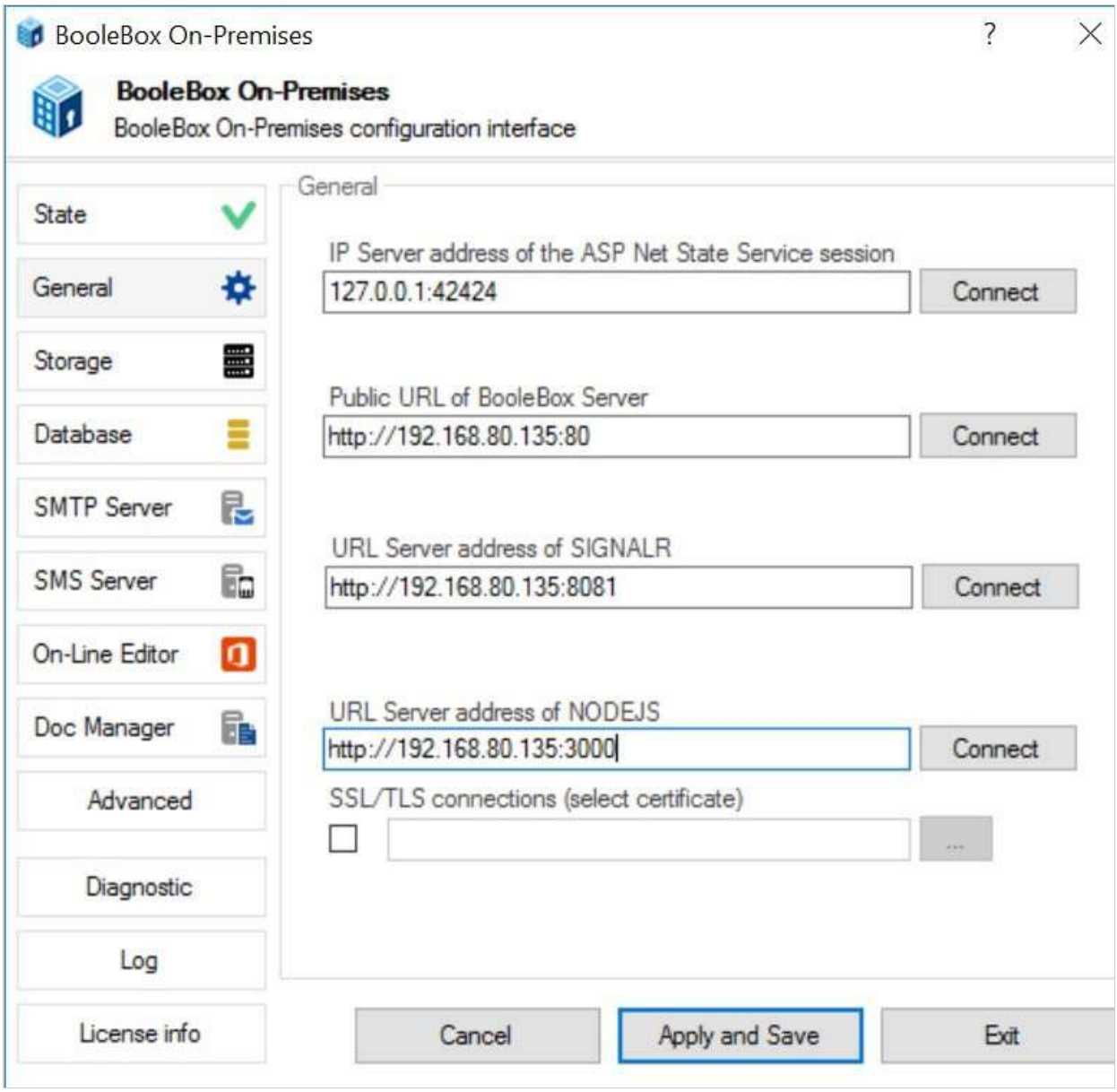
Cancel
Apply and Save
Exit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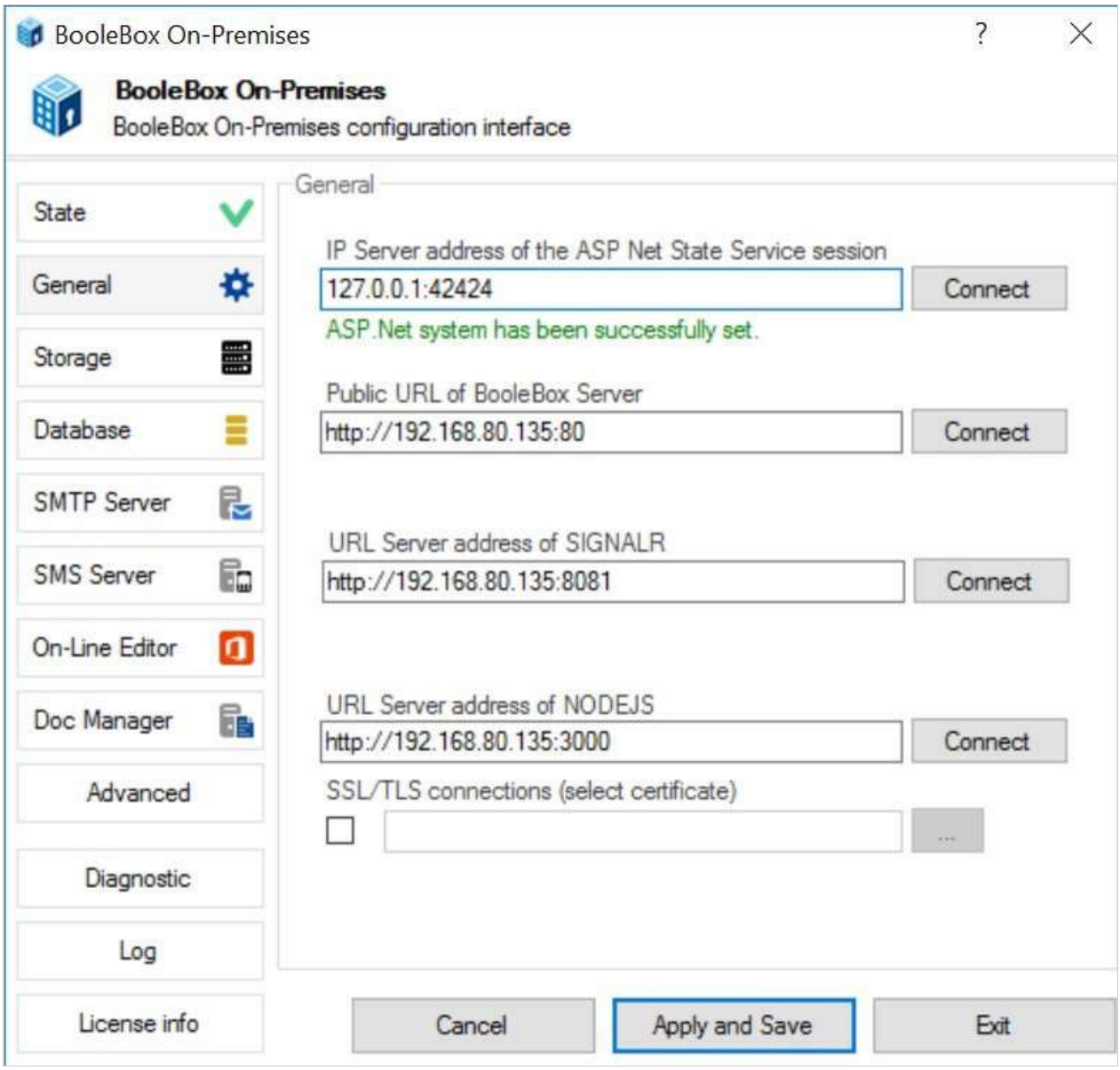
SSL/TLS connections (select certificate)
Cancel
Apply and Save
Exit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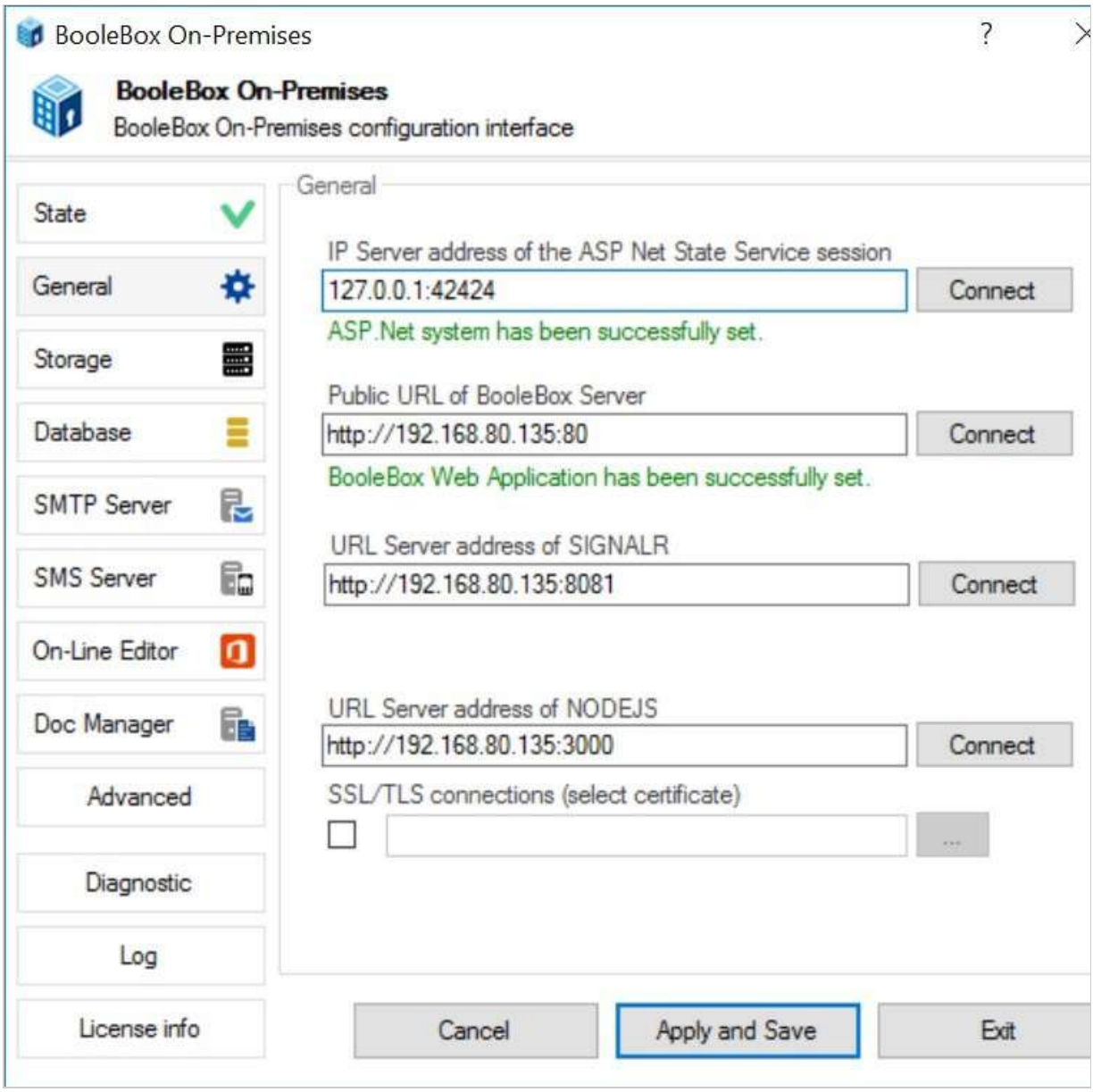
Connect
SSL/TLS connections (select certificate)
...
Cancel
Apply and Save
Exit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URL Server address of NODEJS
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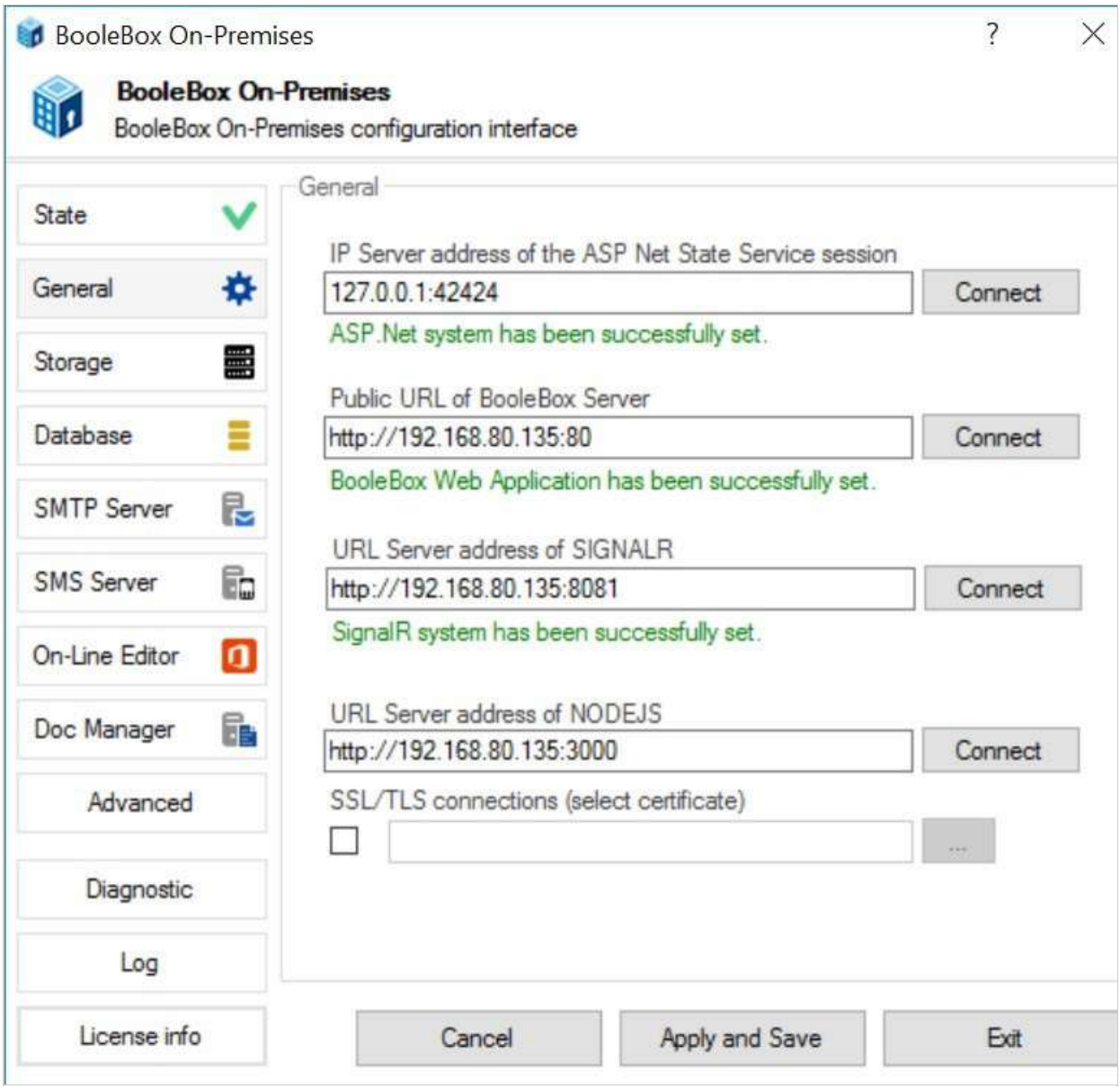
Connect
SSL/TLS connections (select certificate)
Cancel
Apply and Save
Exit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BooleBox Web Application has been successfully set.
URL Server address of SIGNALR
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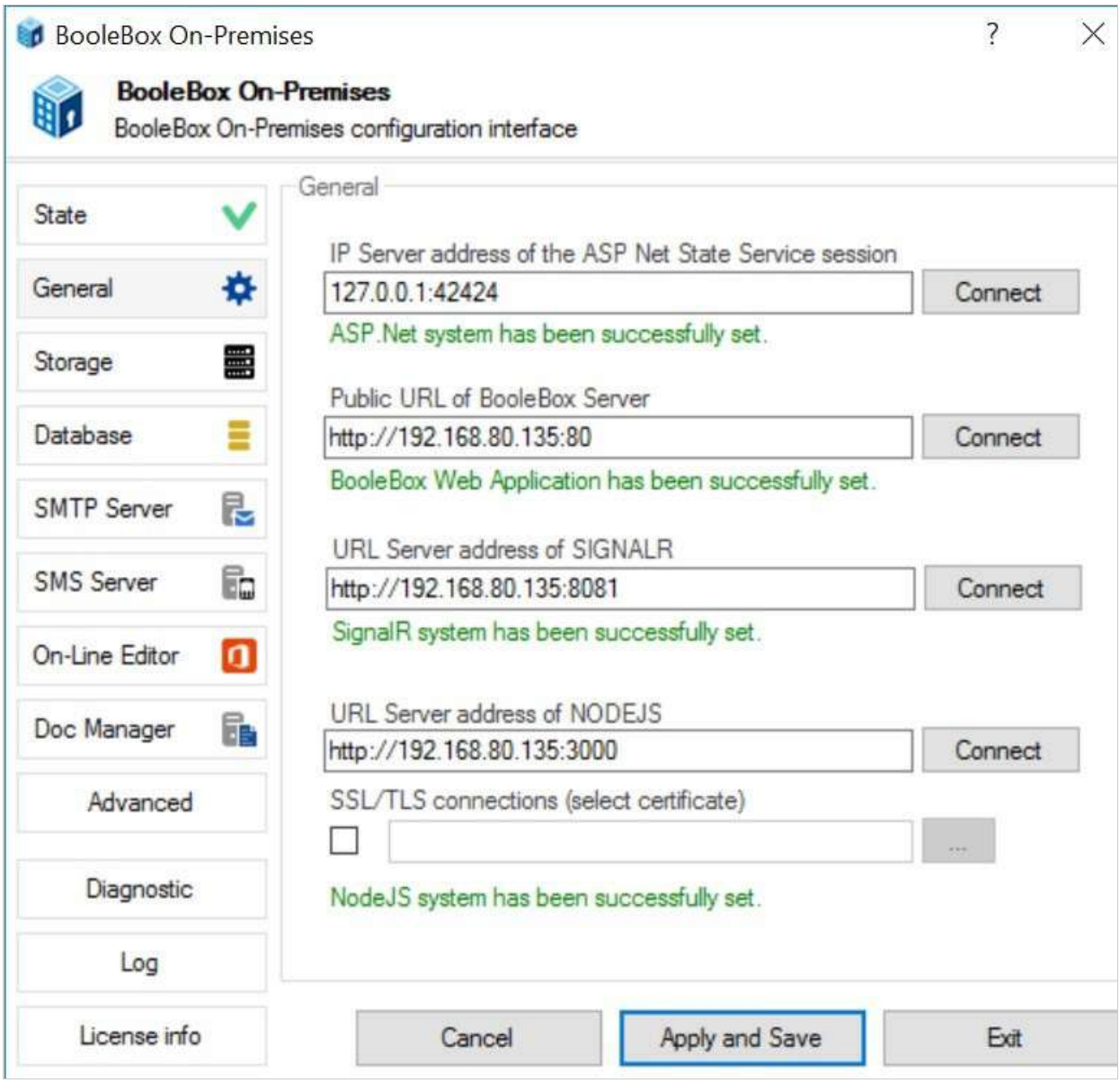
SignalR system has been successfully set.
URL Server address of NODEJS
http://192.168.80.135:3000
Connect
SSL/TLS connections (select certificate)
Cancel
Apply and Save
Exit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BooleBox On-Premises configuration interface
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127.0.0.1:42424
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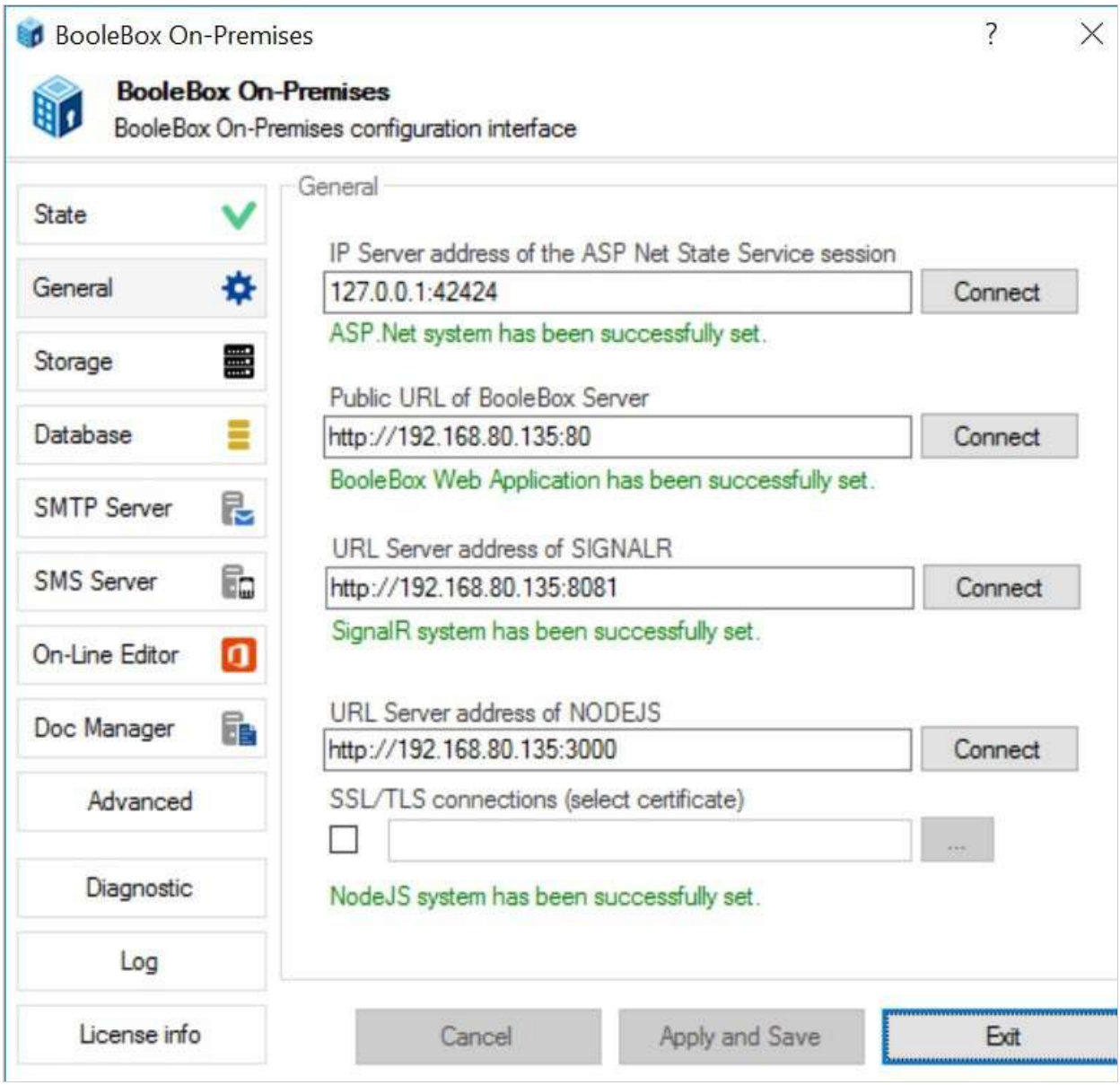
Connect
BooleBox Web Application has been successfully set.
URL Server address of SIGNALR
http://192.168.80.135:8081
Connect
SignalR system has been successfully set.
URL Server address of NODEJS
http://192.168.80.135:3000
Connect
SSL/TLS connections (select certificate)
NodeJS system has been successfully set.
Cancel
Apply and Save
Exit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Public URL of BooleBox Server
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BooleBox Web Application has been successfully set.
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SignalR system has been successfully set.
URL Server address of NODEJS
http://192.168.80.135:3000
Connect
SSL/TLS connections (select certificate)
...
NodeJS system has been successfully set.
Cancel
Apply and Save
Exit

13.3 Storage

Within the STORAGE tab, all the information related to the BooleBox Storage server is listed.

If you want to configure the STORAGE offered by BooleBox:

- Click on BOOLEBOX STORAGE.
- In the SERVER STORAGE SERVICE URL field, enter the URL (IP address and corresponding port) for the server on which you installed the BooleBox Storage Service component in HTTPS format.
- In the STORAGE ACCESS KEY area, enter an alphanumeric password to protect the saved items.

  Note: the password entered must not contain any special characters.
- Click on CONNECT.
- Click on APPLY AND SAVE.

If you want to configure Amazon cloud storage as a BooleBox storage, select the AMAZONS3 REMOTE STORAGE entry.

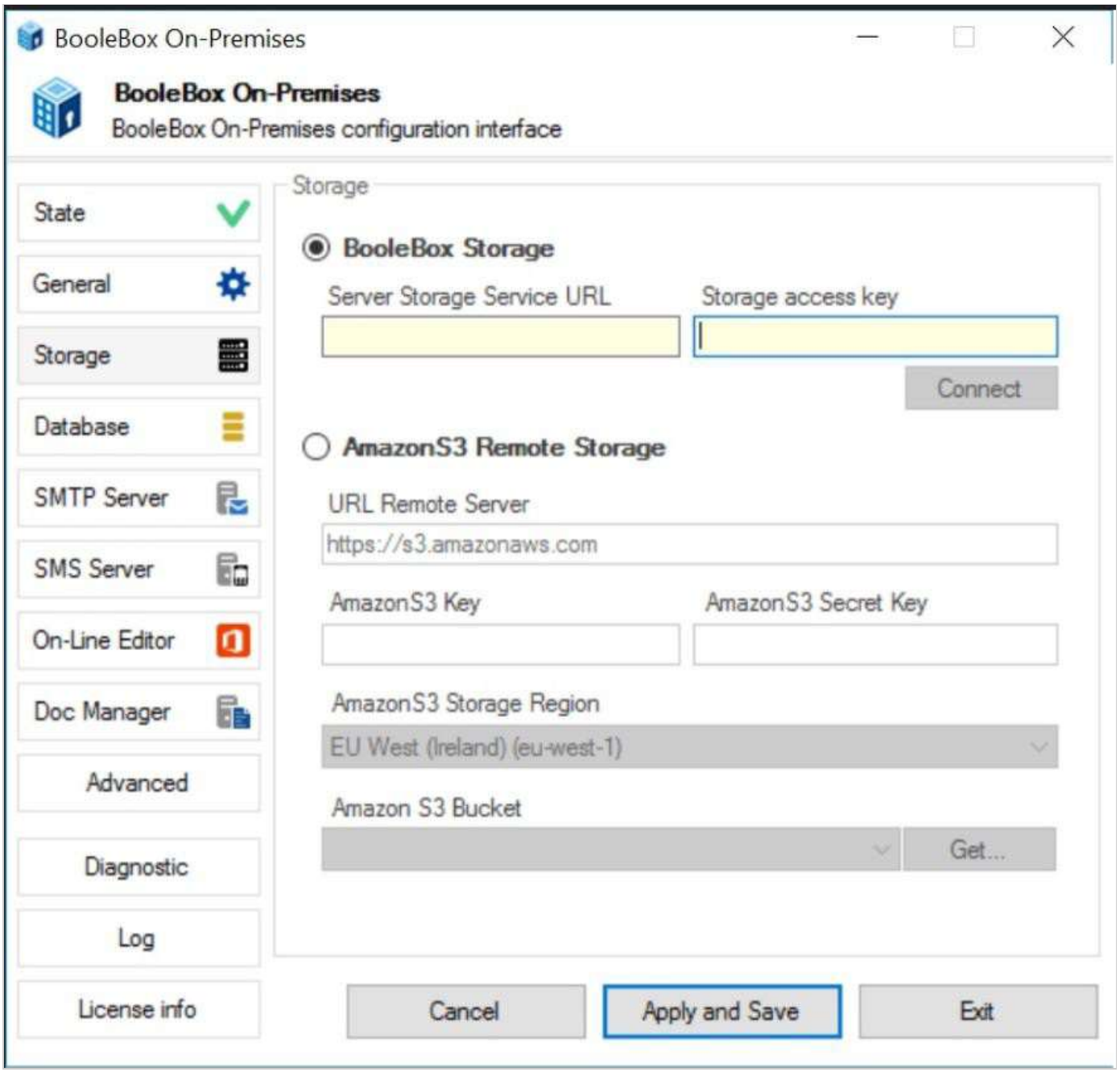
- In the fields below, enter the parameters related to the desired Amazon remote storage.

Note: the default location for storing data uploaded on the BooleBox platform is contained in the path c:\Program Files\BooleBox Storage Service\BooleBox Storage Service\App_Data\Storage. If the default path has been changed during installation, the data storage path will be the one indicated during the installation procedure. To change the storage path, open the SETTINGS.CONFIG file contained in c:\Program Files\BooleBox Storage Service\BooleBox Storage Service\ and change the line < add key="Path" value="" / > to < add key="Path"value=\\storagepath / >

In order to install the Common Criteria EAL2+ certified version, you must configure the BOOLEBOX STORAGE. This choice is compulsory also for using the remote drive option explained in the DASHBOARD section of this guide.

Note: in case of use of HTTPS protocol with TLS certificate supplied by the customer, it is necessary to configure the IIS bindings so that port 443 can be used. For the IIS configuration relating to port 443, please refer to this link.

Note: to proceed with the configuration of BooleBox On-Premises in accordance with the criteria imposed by the Common Criteria EAL2 + certification, it is necessary to configure the Server Storage Service site to listen only via the HTTPS protocol, by deactivating the HTTP port activated by default or by automatically upgrading the connection from HTTP to HTTPS.


BooleBox On-Premises
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BooleBox On-Premises configuration interface
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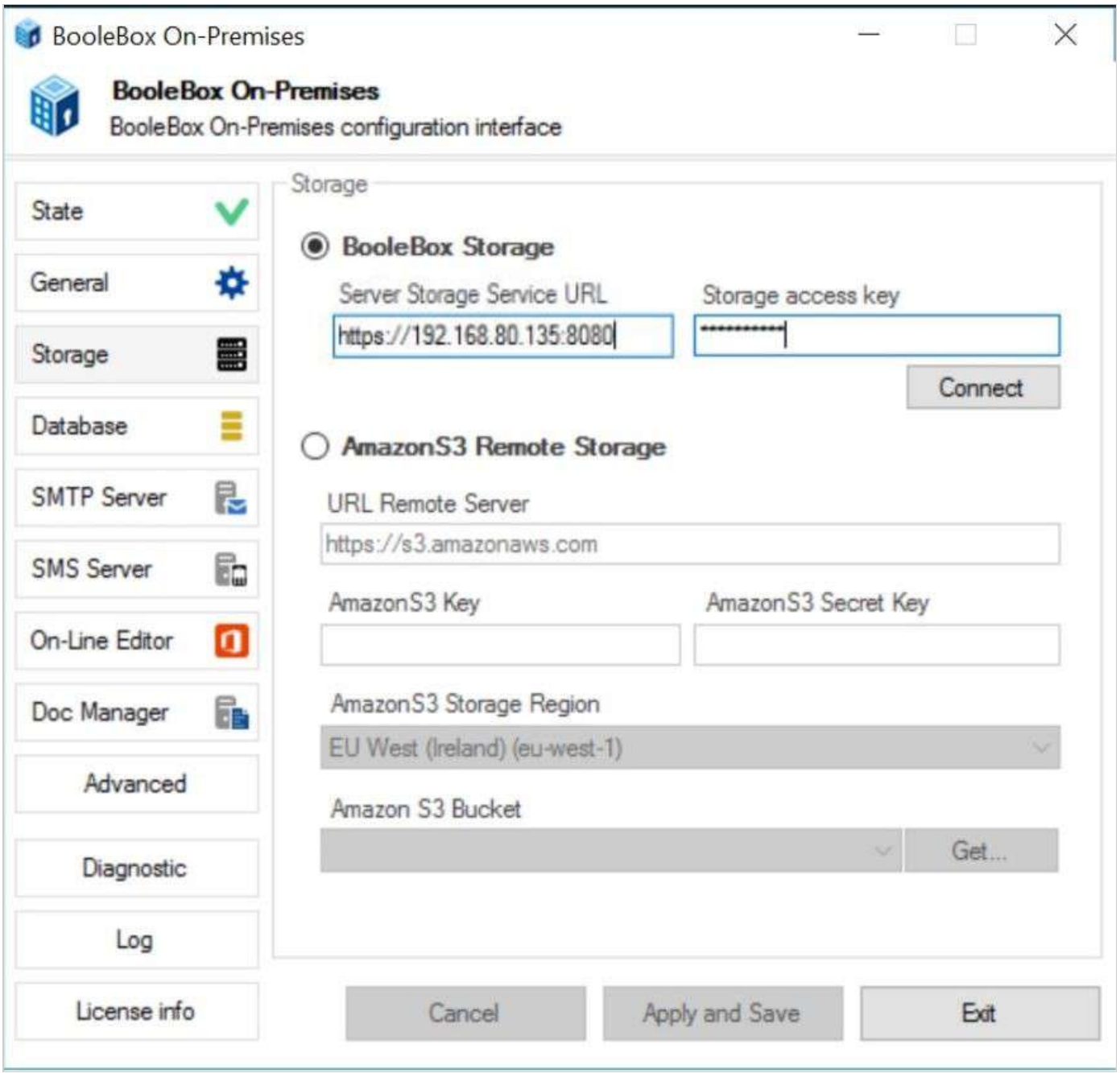
Storage
BooleBox Storage
Server Storage Service URL
Storage access key
Connect
AmazonS3 Remote Storage
URL Remote Server
https://s3.amazonaws.com
AmazonS3 Key
AmazonS3 Secret Key
AmazonS3 Storage Region
EU West (Ireland) (eu-west-1)
Amazon S3 Bucket
Get...
Cancel
Apply and Save
Exit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BooleBox On-Premises configuration interface
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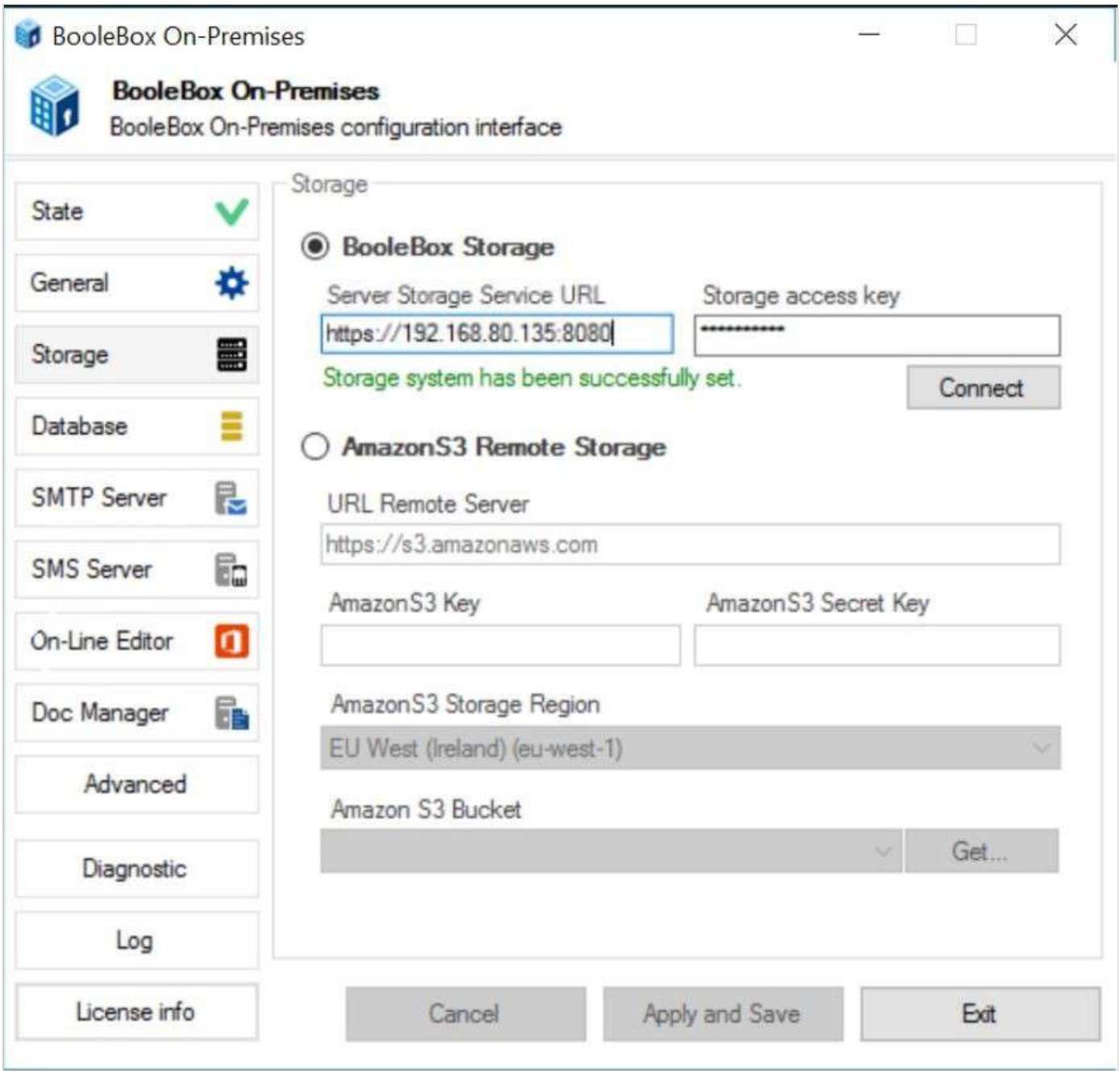
License info
Storage
BooleBox Storage
Server Storage Service URL
https://192.168.80.135:8080
Storage access key
Connect
AmazonS3 Remote Storage
URL Remote Server
https://s3.amazonaws.com
AmazonS3 Key
AmazonS3 Secret Key
AmazonS3 Storage Region
EU West (Ireland) (eu-west-1)
Amazon S3 Bucket
Get...
Cancel
Apply and Save
Exit


BooleBox On-Premises
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BooleBox On-Premises configuration interface
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License info
Storage
BooleBox Storage
Server Storage Service URL
https://192.168.80.135:8080
Storage access key
Storage system has been successfully set.
Connect
AmazonS3 Remote Storage
URL Remote Server
https://s3.amazonaws.com
AmazonS3 Key
AmazonS3 Secret Key
AmazonS3 Storage Region
EU West (Ireland) (eu-west-1)
Amazon S3 Bucket
Get...
Cancel
Apply and Save
Exit

13.4 Database

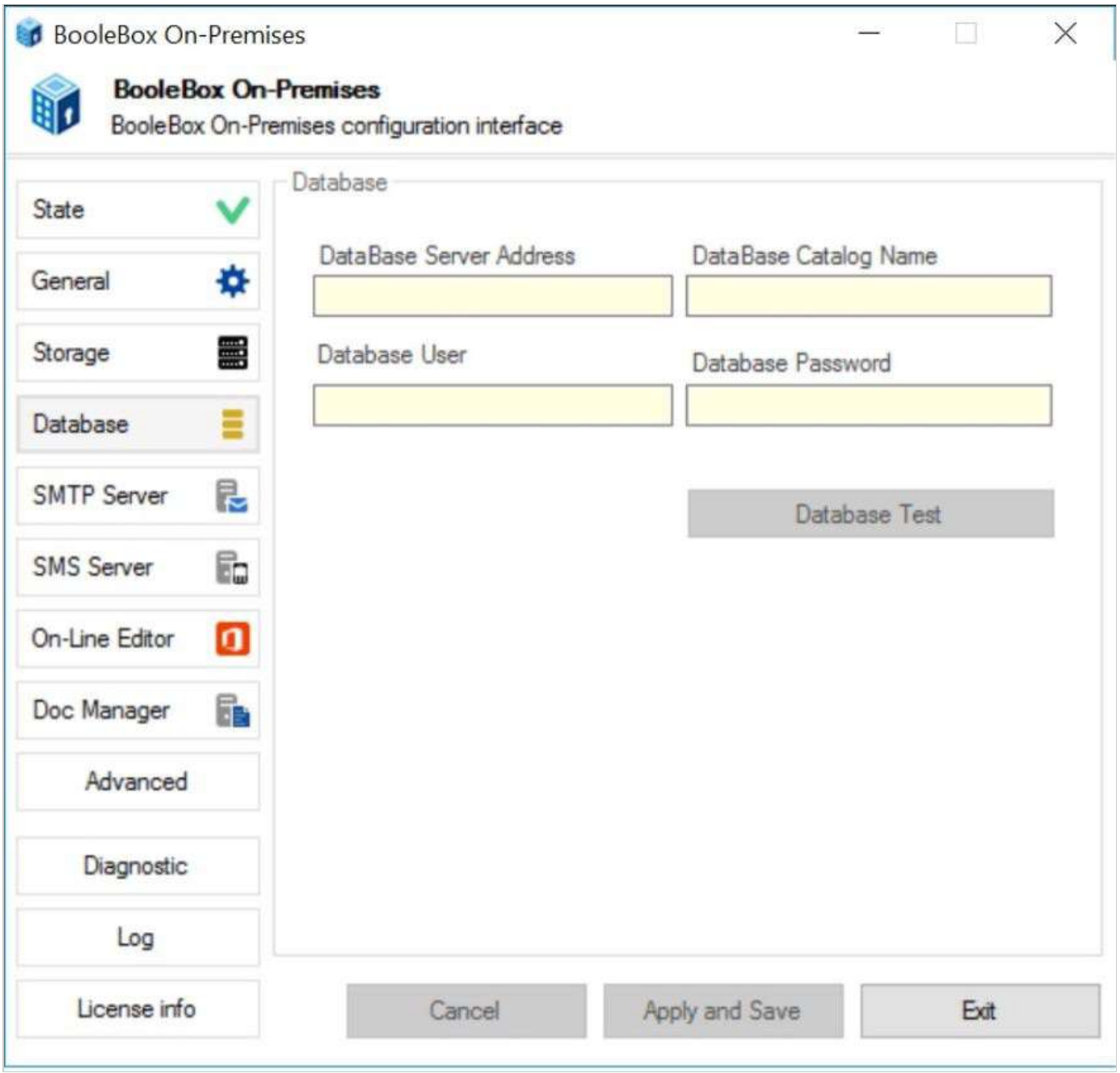
The DATABASE tab displays all the information about the database used by BooleBox On-Premises. To configure correctly this section, you must complete the following fields:

- **DATABASE SERVER ADDRESS -** the IP address of the server on which MySQL was installed.
- **DATABASE CATALOG NAME -** the database name that will be used by BooleBox to store all configuration, logs and data encryption keys files.
- **DATABASE USER -** the name of the user who will have access to the database.
- **DATABASE PASSWORD -** the password for the user indicated in the DATABASE USER field.

- Click on DATABASE TEST to create the database specified above.
- In the window that is going to appear on your screen, click on YES.
- On the next two screens, click on OK.
- Click on APPLY AND SAVE.

Note: the DATABASE TEST command, in case of an already existing database, performs two other operations:
- Checking the connection status with the database server.
- Database update in case of platform upgrades.

Note: if the database is not installed on the same server of BooleBox On-Premises, you must execute the following command from MySQL command prompt: GRANT ALL PRIVILEGES ON *.* TO 'USERNAME'@'%' IDENTIFIED BY 'PASSWORD' WITH GRANT OPTION;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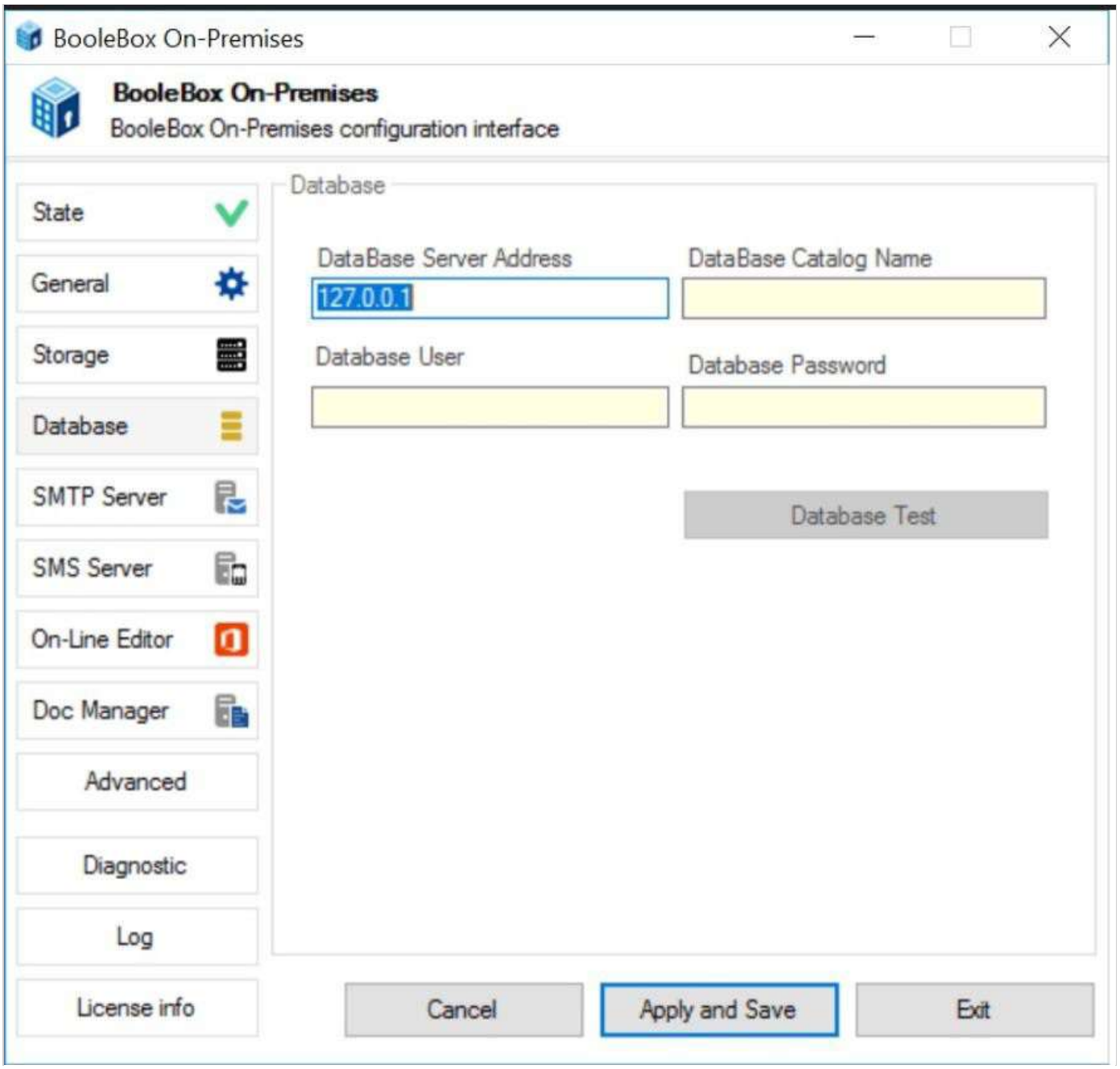
DataBase Catalog Name
Database User
Database Password
Database Test
Cancel
Apply and Save
Exit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SMS Server
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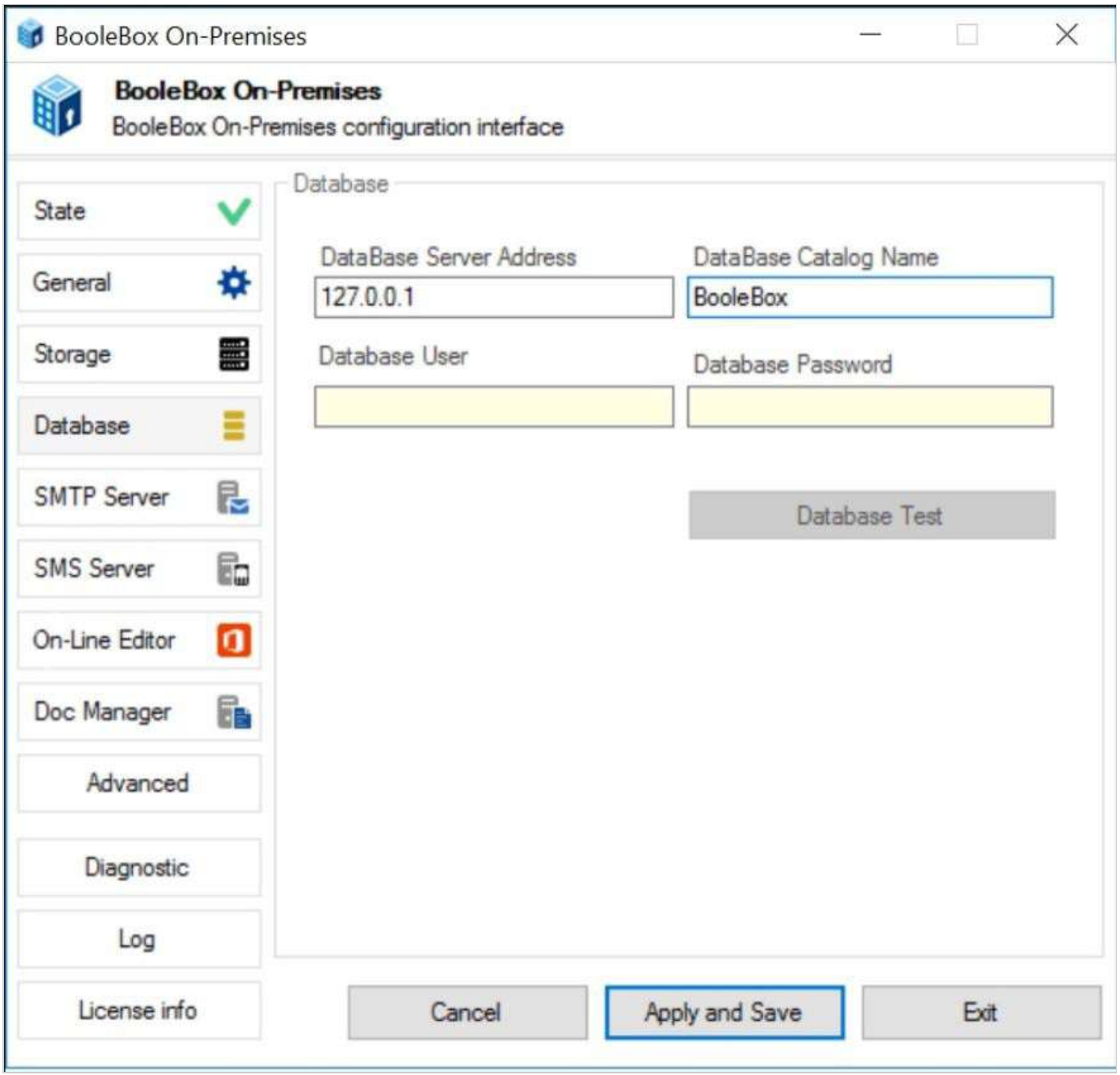
DataBase Catalog Name
Database User
Database Password
Database Test
Cancel
Apply and Save
Exit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Database User
Database Password
Database Test
Cancel
Apply and Save
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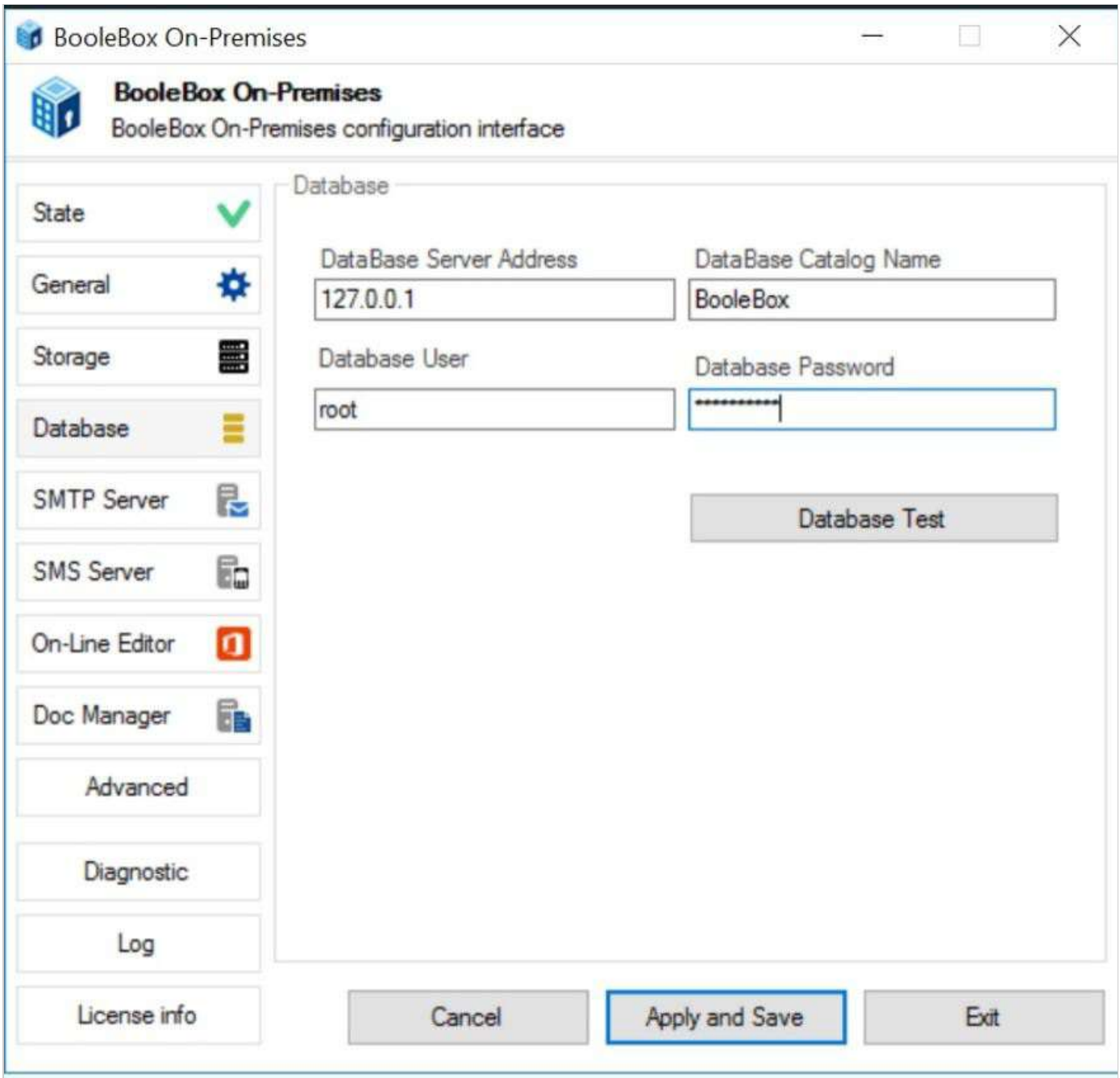
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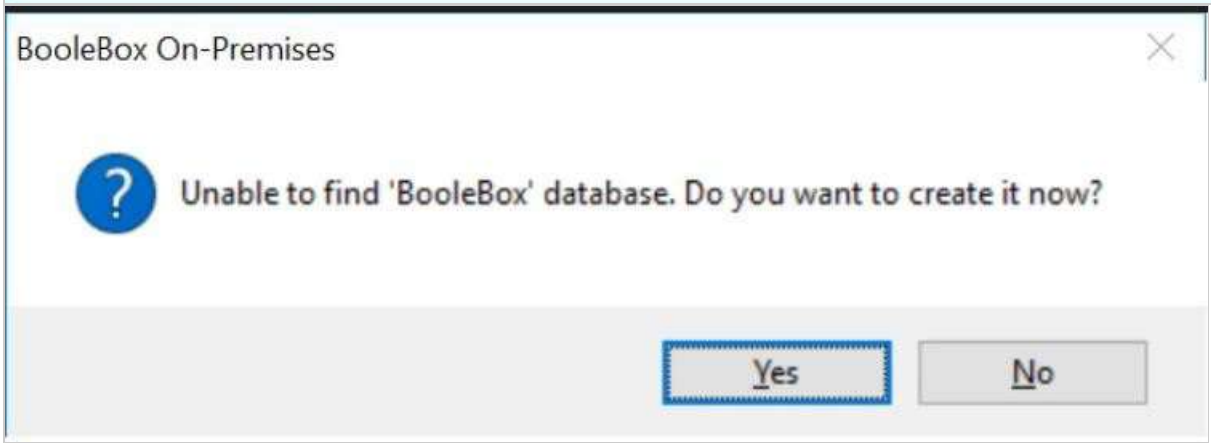
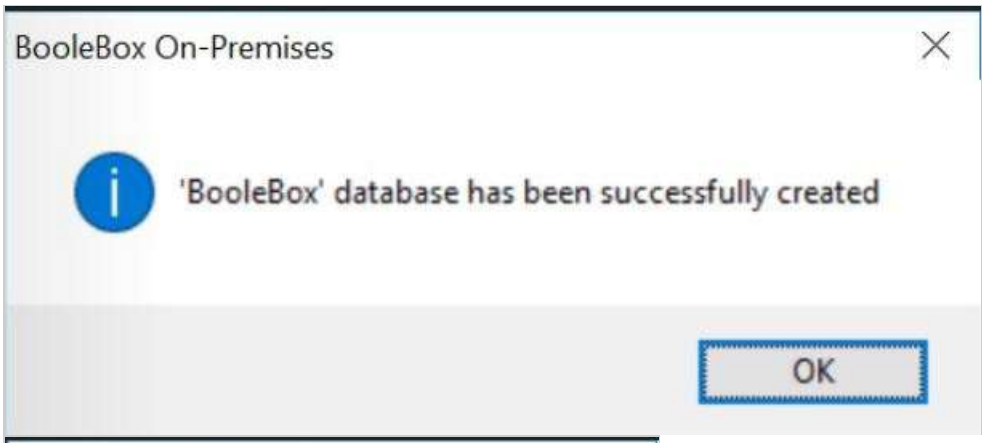
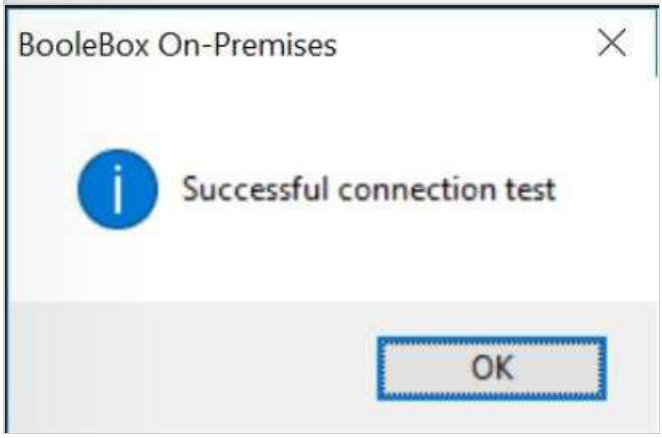
127.0.0.1
DataBase Catalog Name
BooleBox
Database User
root
Database Password
Database Test
Cancel
Apply and Save
Exit


BooleBox On-Premises
Unable to find 'BooleBox' database. Do you want to create it now?
Yes
No



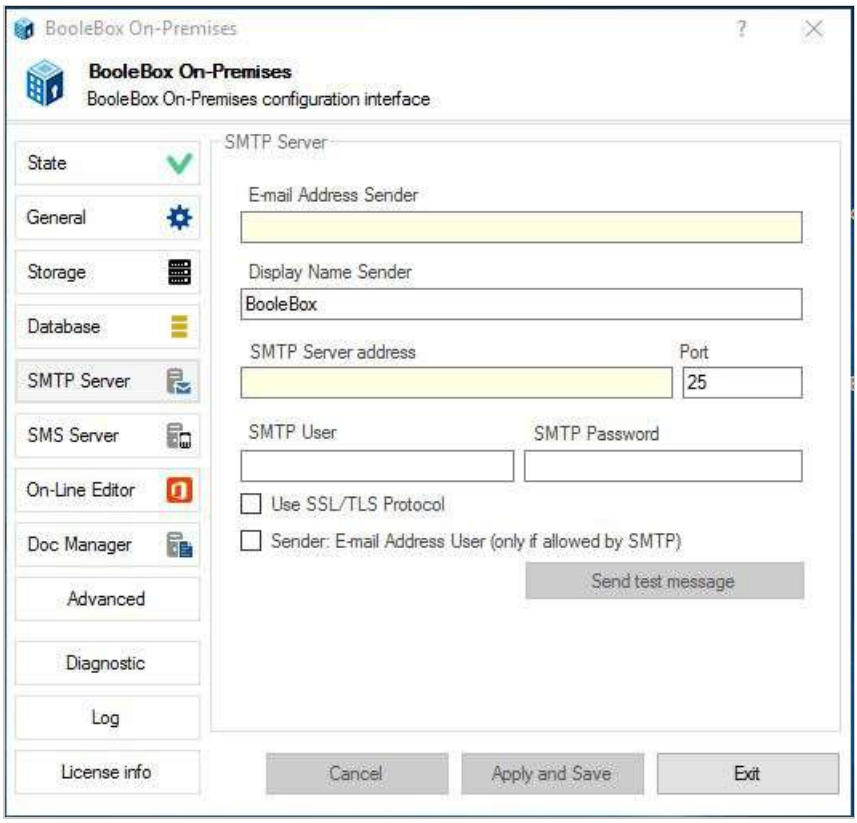


13.5 SMTP server

The SMTP SERVER tab displays information about the mail server used by BooleBox On-Premises. To complete the configuration of this section, these fields must be completed:

- **E-MAIL ADDRESS SENDER -** the e-mail address that will be used to send file sharing notifications on the BooleBox platform.
- **DISPLAY NAME SENDER -** the name associated with the specified e-mail address, which is the name that will be displayed as the sender of the notification message.
- **SMTP SERVER ADDRESS -** the IP address or the FQDN name of the mail server.
- **PORT -** the communication port used by the e-mail server: 25 in case of standard connection or 587 in case of secure connection.
- **USER SMTP -** the username for the e-mail address specified in the E-MAIL ADDRESS SENDER field.
- **SMTP PASSWORD -** the password for the user just mentioned.
- If you want to use a secure connection, click on the SSL/TLS PROTOCOL checkbox.
- If you want to replace the address **noreply@boolebox.com** displayed in the notification e-mails with the BooleBox account e-mail, click on the SENDER E-MAIL ADDRESS USER checkbox. Warning: this feature is available only for SMTP servers that support it.
- Click on APPLY AND SAVE.

Note: in order to install the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must set a secure connection by clicking on the SSL/TLS PROTOCOL checkbox. More precisely, the type of certificate inserted must be TLS 1.2 and the server mail port to be indicated must be 587.



13.6 SMS server

Within the SMS SERVER tab, the SMS gateway service providers are displayed. Configuring an SMS gateway service provider is a prerequisite for using the two-step verification process with OTP (One Time Password) via SMS. You can select one of the following options, each of which must be confirmed by clicking APPLY AND SAVE:

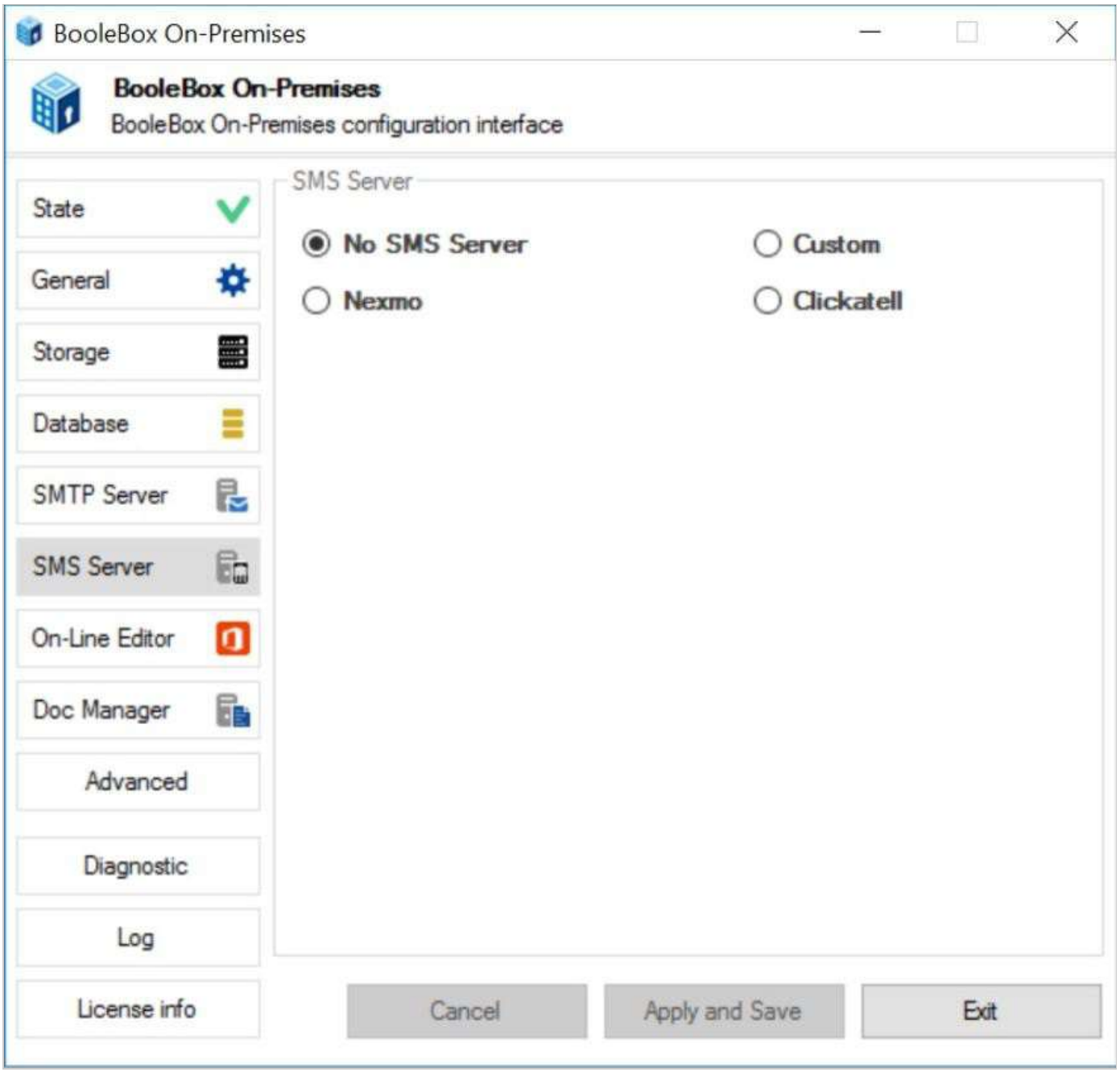
- **NO SMS SERVER -** the OTP is sent via e-mail.
- **CUSTOM -** the OTP is sent via the internal SMS gateway to the corporate network. To configure the corporate gateway service:

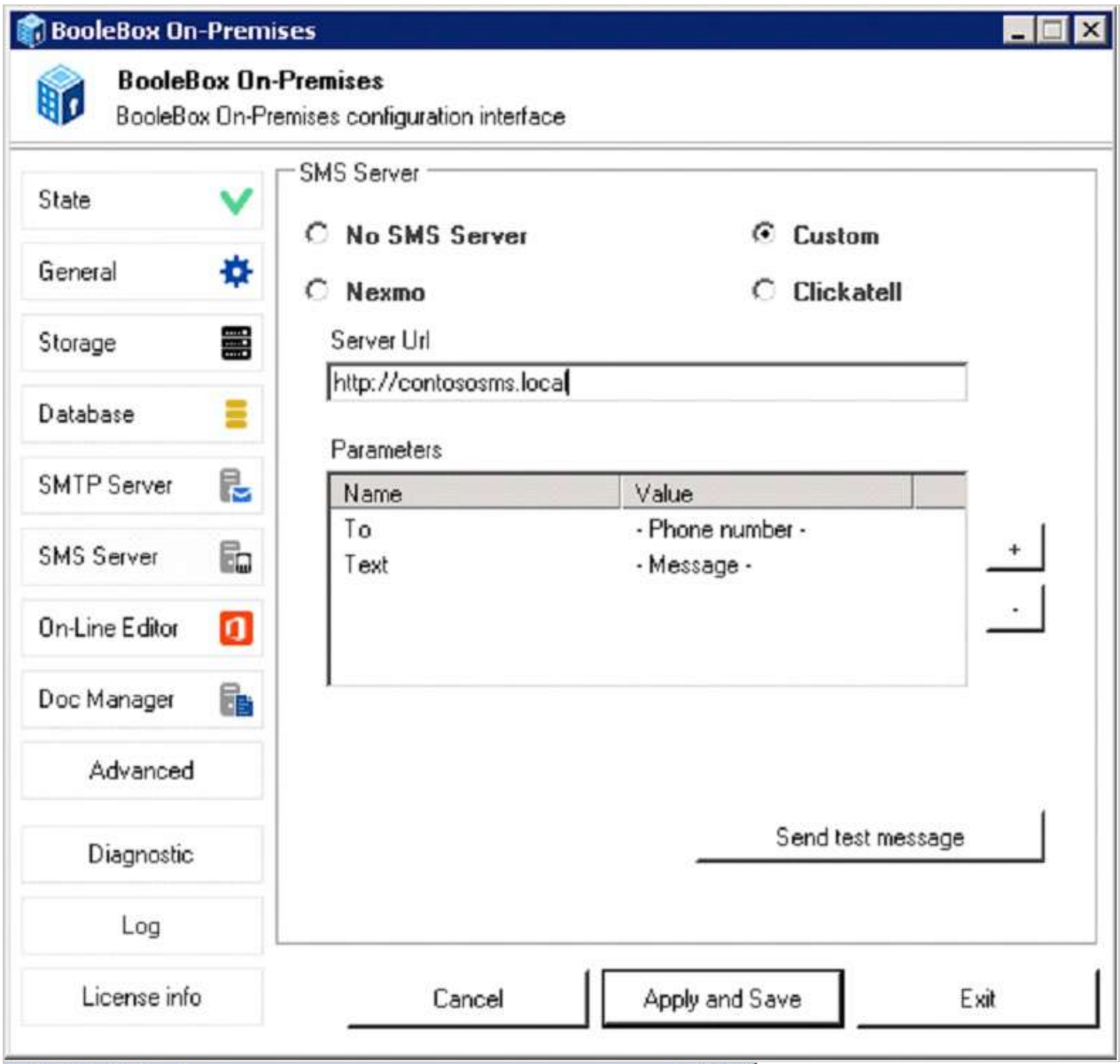
  - In the SERVER URL field, enter the URL address for the company internal SMS gateway.
  - In the PARAMETERS area, specify the parameters for the SMS gateway provider to be sent to the URL indicated above. The TO and TEXT parameters, corresponding to the recipient's number and message text, are mandatory. You can also change the default name parameters by double clicking on the parameter of interest, adding new ones by selecting them and clicking on the '+' button or removing them by selecting them and clicking on the "-" button.
- **NEXMO -** the OTP is sent through the online service of NEXMO. To configure the NEXMO gateway service:

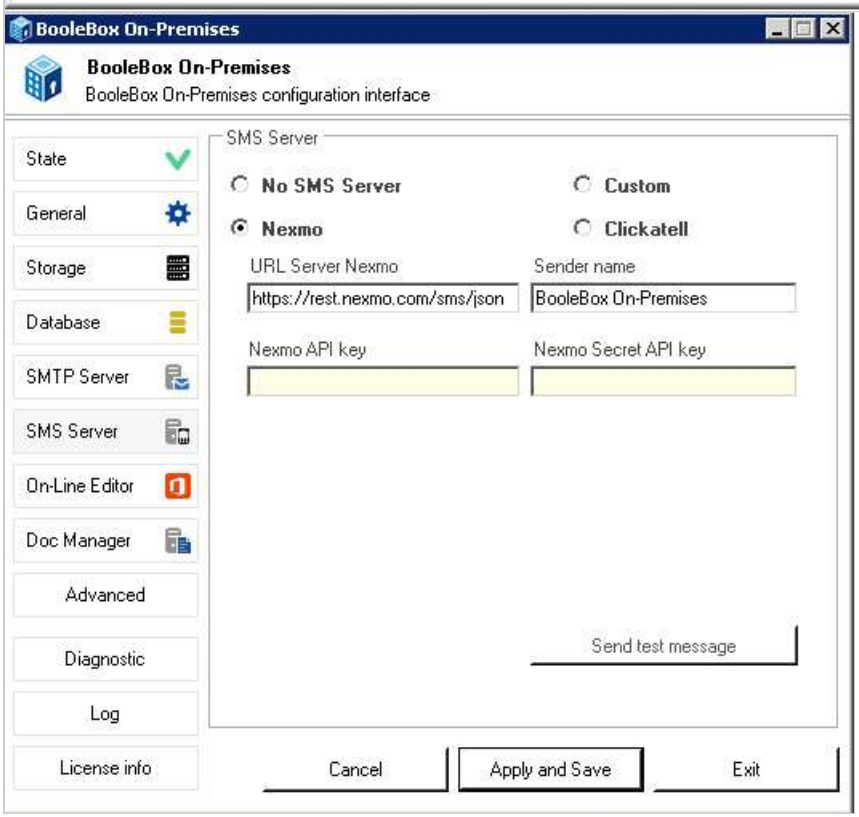
  - In the URL SERVER field, specify the URL address for the SMS NEXMO gateway.
  - In the SENDER NAME field, enter the name that will appear as the sender of the message.
  - In the KEY API field, enter the key to allow the integration of NEXMO with BooleBox On-Premises.
  - In the SECRET API KEY field, enter the secret key released by NEXMO to allow integration with BooleBox On-Premises.
- **CLICKATELL -** the OTP is sent via the CLICKATELL online service. To configure the CLICKATELL gateway service:

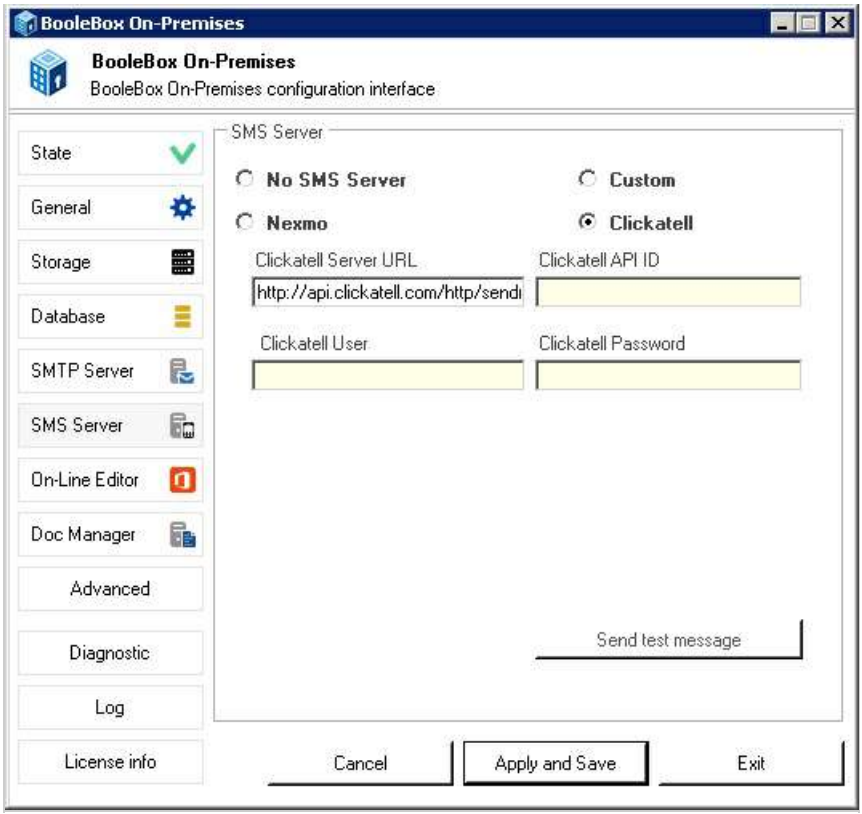
  - In the CLICKATELL SERVER URL field, specify the URL for the CLICKATELL gateway.
  - In the CLICKATELL API ID field, enter the key to allow CLICKATELL integration with BooleBox On- Premises.
  - In the CLICKATELL USER field, enter the username issued by Clickatell to access the service.
  - In the CLICKATELL PASSWORD field, enter the password issued by Clickatell to access the service.

Note: in order to obtain the Common Criteria EAL2+ certified version, you must configure NEXMO or CLICKATELL as a SMS gateway service provider. More precisely, the NO SMS SERVER option must not be enabled.


BooleBox On-Premises
BooleBox On-Premises
BooleBox On-Premises configuration interface
State
General
Storage
Database
SMTP Server
SMS Server
On-Line Editor
Doc Manager
Advanced
Diagnostic
Log
License info
SMS Server
No SMS Server
Custom
Nexmo
Clickatell
Cancel
Apply and Save
Exit


BooleBox On-Premises
BooleBox On-Premises
BooleBox On-Premises configuration interface
State
General
Storage
Database
SMTP Server
SMS Server
On-Line Editor
Doc Manager
Advanced
Diagnostic
Log
License info
SMS Server
No SMS Server
Custom
Nexmo
Clickatell
Server Url
http://contososms.local
Parameters
Name
Value
To
- Phone number -
Text
- Message -
+
-
Send test message
Cancel
Apply and Save
Exit


BooleBox On-Premises
BooleBox On-Premises
BooleBox On-Premises configuration interface
State
General
Storage
Database
SMTP Server
SMS Server
On-Line Editor
Doc Manager
Advanced
Diagnostic
Log
License info
SMS Server
No SMS Server
Custom
Nexmo
Clickatell
URL Server Nexmo
https://rest.nexmo.com/sms/json
Sender name
BooleBox On-Premises
Nexmo API key
Nexmo Secret API key
Send test message
Cancel
Apply and Save
Exit



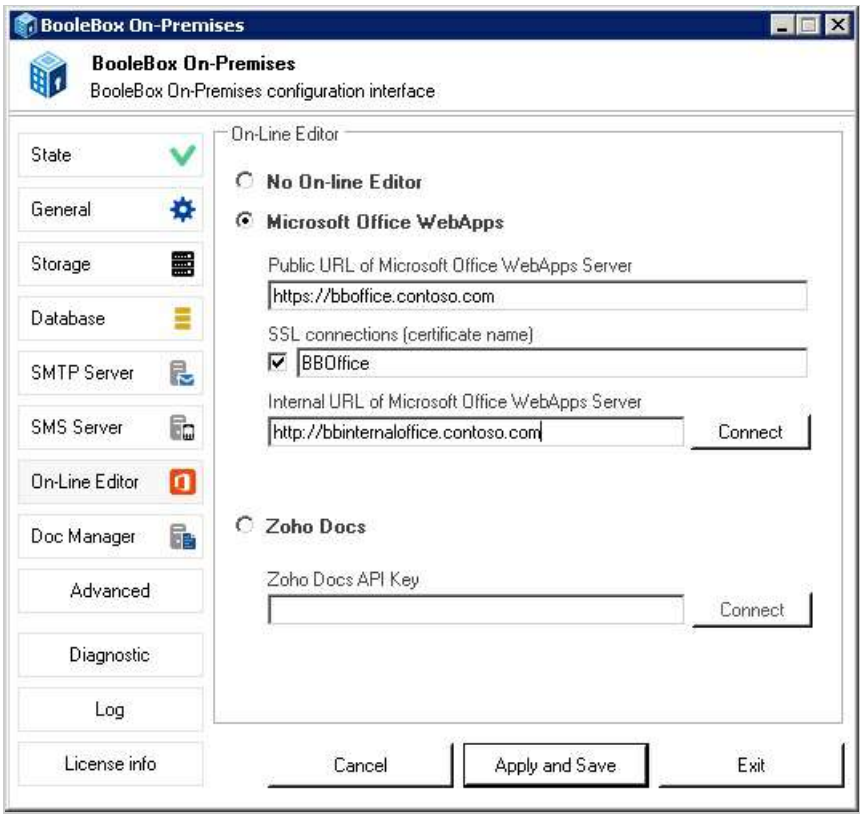
13.7 On-line editor

Within the ON-LINE EDITOR tab, it is possible to manage the settings related to the online editing tool, which can be used to edit documents directly on the platform, without having to download them. You can select one of the following options, each of which must be confirmed by clicking APPLY AND SAVE:

- **NO ON-LINE EDITOR -** when enabled, this option doesn't allow you to edit documents online.
- **MICROSOFT OFFICE WEB APPS -** when enabled, this option allows you to use Microsoft Office as an online editing platform.

  To use Microsoft Office:
  - in the PUBLIC URL OF MICROSOFT OFFICE WEBAPPS SERVER field, enter the public URL of the Microsoft Office Web Apps server used for online editing inside the platform.
  If you want to use a secure connection to the server webapps, click on the SSL CONNECTIONS checkbox and indicate in the next field the friendly name related to the SSL certificate used.
  - in the INTERNAL URL OF MICROSOFT OFFICE WEB APPS field, enter the internal URL of the Microsoft Office Web Apps server used for the online editing within the platform.
  - Click on CONNECT to automatically start the Office Web Apps server configuration based on the parameters shown in the previous fields.
- **ZOHO DOCS -** when enabled, this option allows BooleBox to use Zoho as an online editor. To select this option, you need a Zoho license, whose API Key must be entered in the appropriate field.

Note: in order to install the Common Criteria EAL2+ version of BooleBox On-Premises, you must enable the NO ON-LINE EDITOR option.



13.8 Doc manager

Within the DOC MANAGER tab, it is possible to configure all the parameters related to the Document Manager used for the BooleBox instance in use. To correctly configure this section, you must indicate all the IP addresses for the Document Manager servers.

To add a new IP address:

- Click on ADD.
- Enter the IP address.
- Click on OK.

To remove an IP address:

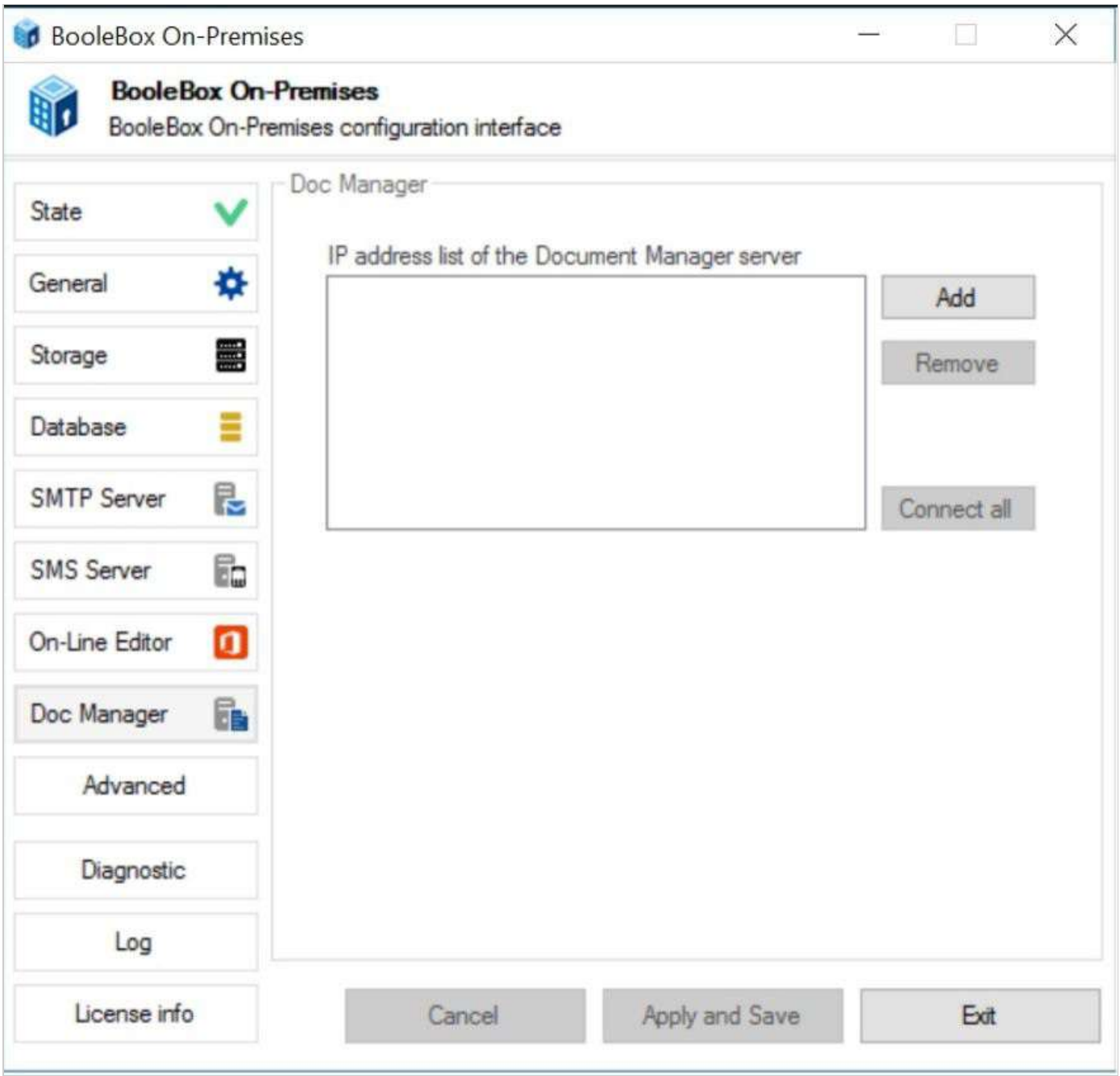
- Click on the IP address.
- Click on REMOVE.

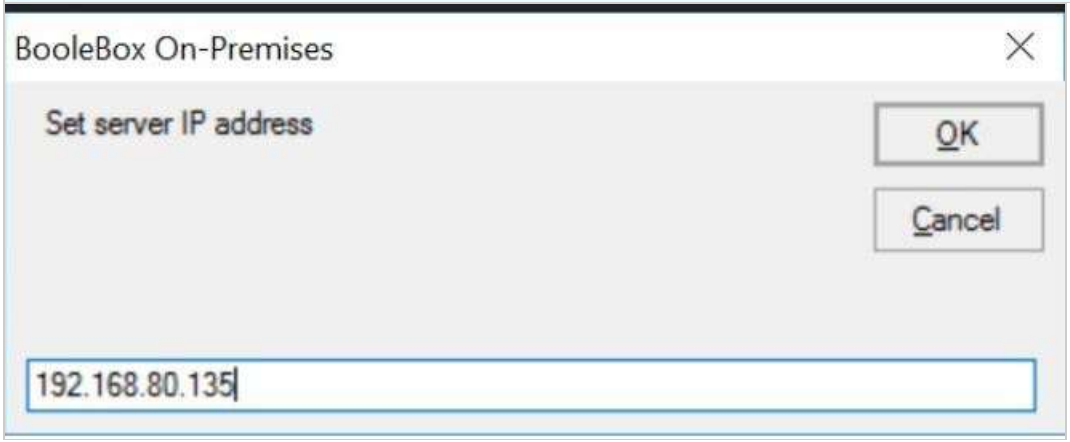
After indicating the IP addresses of the Document Manager servers:

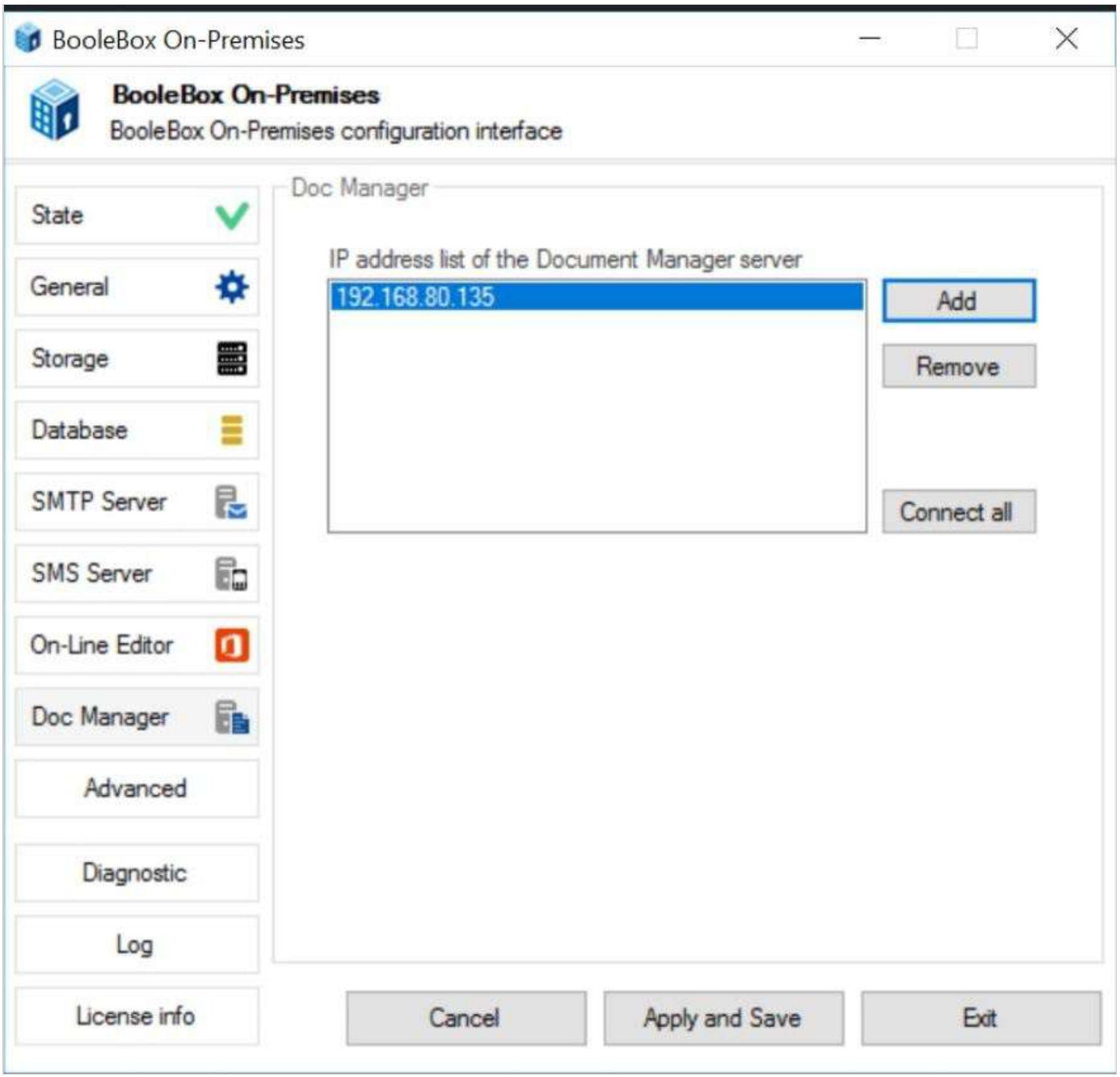
- Click on CONNECT ALL to perform a connection test with all the Document Manager servers listed.
- Click on APPLY AND SAVE to confirm.

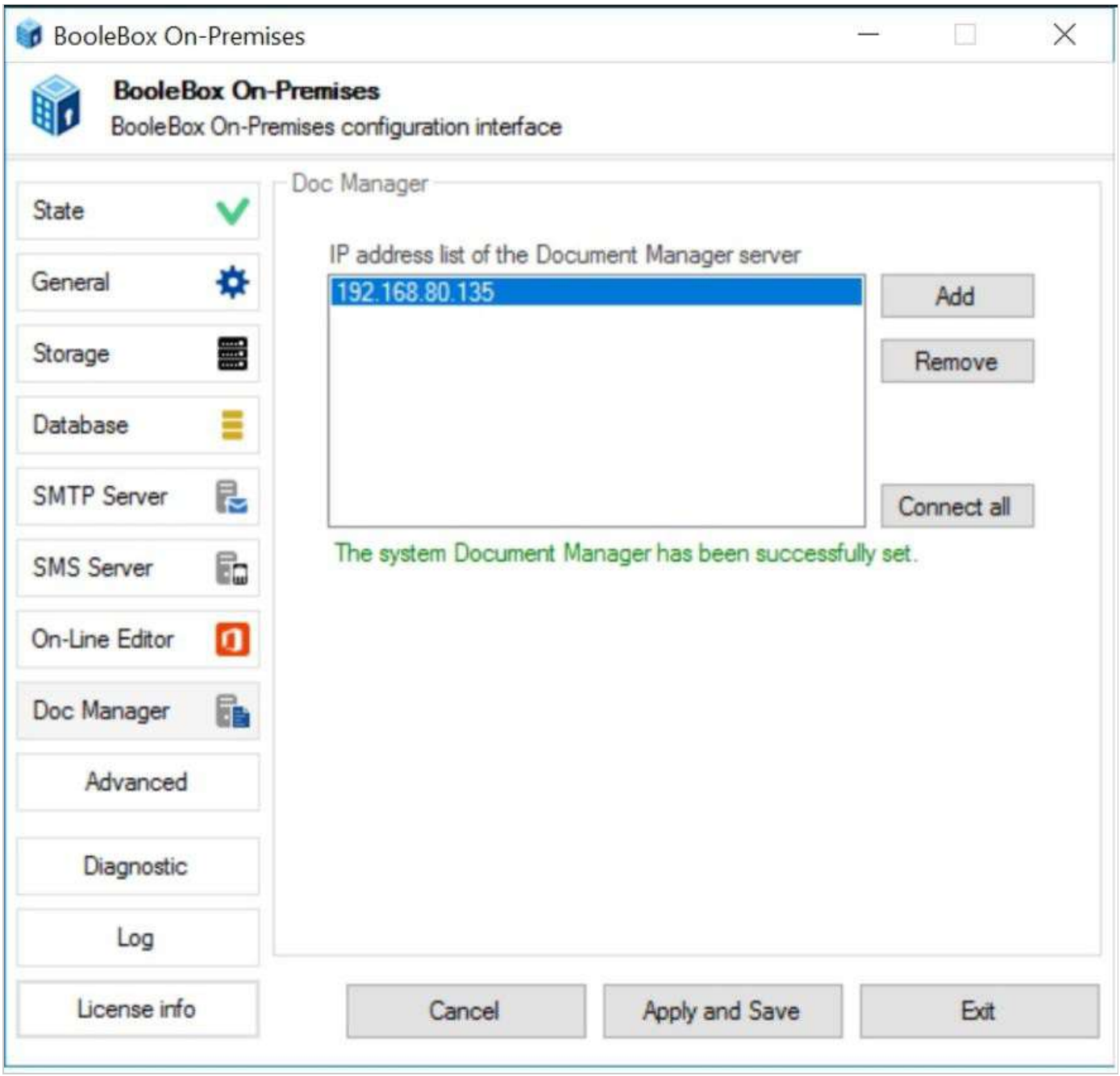
Note: before connecting to the server(s) by clicking on CONNECT ALL, it is necessary to have the BooleBox Document Manager Service application installed on each of the specified machines.

Note 2: if using separate servers, the same activation license certificate must be used.


BooleBox On-Premises
BooleBox On-Premises
BooleBox On-Premises configuration interface
State
General
Storage
Database
SMTP Server
SMS Server
On-Line Editor
Doc Manager
Advanced
Diagnostic
Log
License info
Doc Manager
IP address list of the Document Manager server
Add
Remove
Connect all
Cancel
Apply and Save
Exit


BooleBox On-Premises
Set server IP address
OK
Cancel
192.168.80.135


BooleBox On-Premises
BooleBox On-Premises
BooleBox On-Premises configuration interface
State
General
Storage
Database
SMTP Server
SMS Server
On-Line Editor
Doc Manager
Advanced
Diagnostic
Log
License info
Doc Manager
IP address list of the Document Manager server
192.168.80.135
Add
Remove
Connect all
Cancel
Apply and Save
Exit


BooleBox On-Premises
BooleBox On-Premises
BooleBox On-Premises configuration interface
State
General
Storage
Database
SMTP Server
SMS Server
On-Line Editor
Doc Manager
Advanced
Diagnostic
Log
License info
Doc Manager
IP address list of the Document Manager server
192.168.80.135
Add
Remove
Connect all
The system Document Manager has been successfully set.
Cancel
Apply and Save
Exit

13.9 Advanced

Within the ADVANCED tab, you can enable the WINDOWS AUTHENTICATION and STRONG AUTHENTICATION options. To activate the WINDOWS AUTHENTICATION option:

- Click on the WINDOWS AUTHENTICATION checkbox.
- Accessing the BooleBox platform, thanks to Kerberos and NTLM integrations, will now be possible also inserting the same credentials used to access the company domain.

To enable the use of STRONG AUTHENTICATION certified systems (SiteMinder and DataPower):

- Select the desired STRONG AUTHENTICATION system from the drop-down menu.

  Note: if the DATAPOWER item is selected, the SHARED KEY field will appear, in which the key generated by the DataPower system and used to decrypt session cookies must be entered.

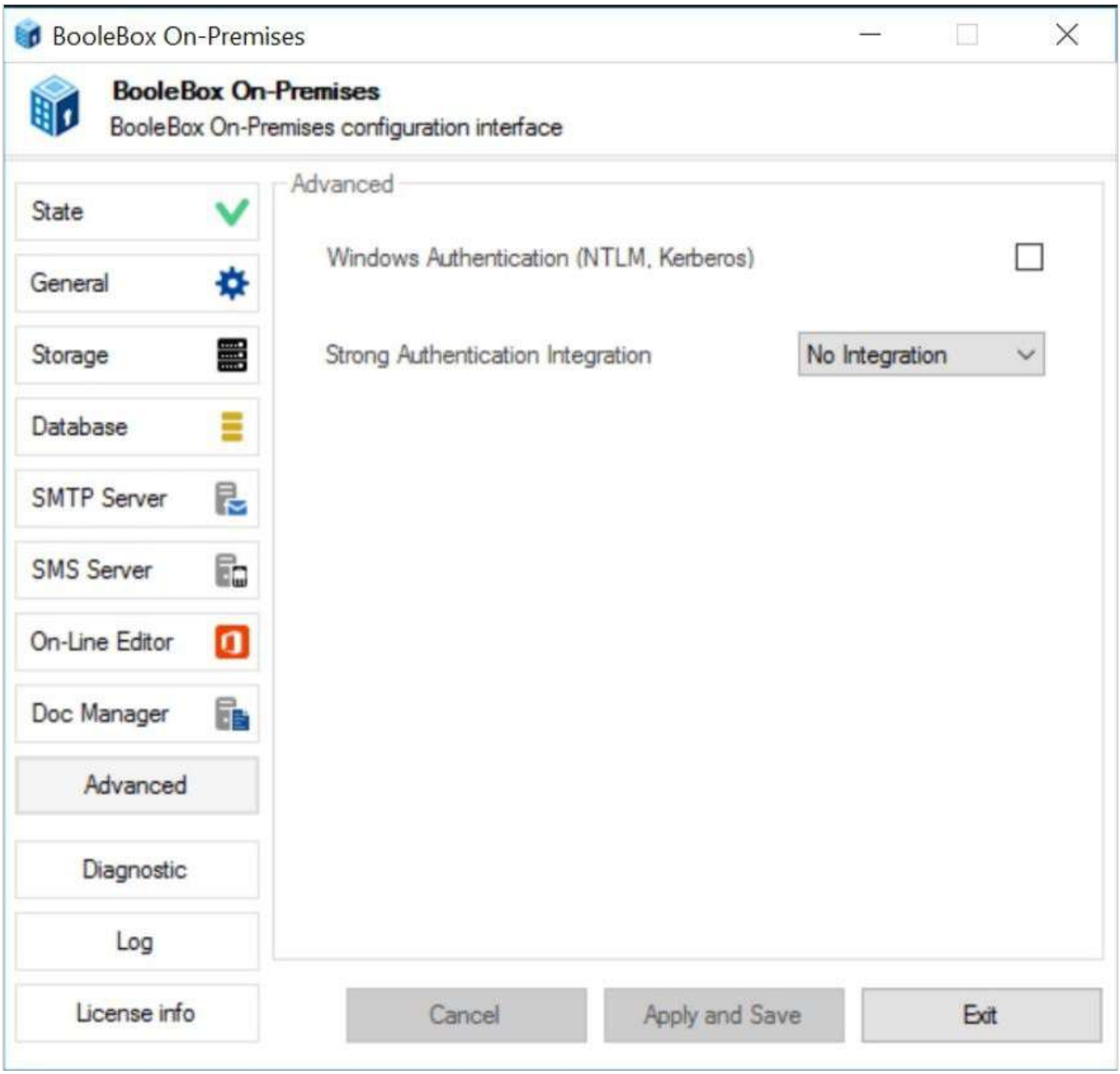
Note: to enable the WINDOWS AUTHENTICATION option successfully:

- **The BooleBox WebApps servers must be added to the corporate domain.**
- **The WINDOWS AUTHENTICATION option must be enabled in the IIS of the BooleBox and RestApi sites.**

Note: By clicking on the WINDOWS AUTHENTICATION checkbox, the login page will show the link to access the BooleBox platform using the Windows credentials, that will be validated by IIS.

If the SSO option (Single Sign On) is not enabled, you will have to click on the WINDOWS AUTHENTICATION link also for logins subsequent to the first one; otherwise, credentials won't be asked again and the Windows credentials shown will be automatically used to access the platform.

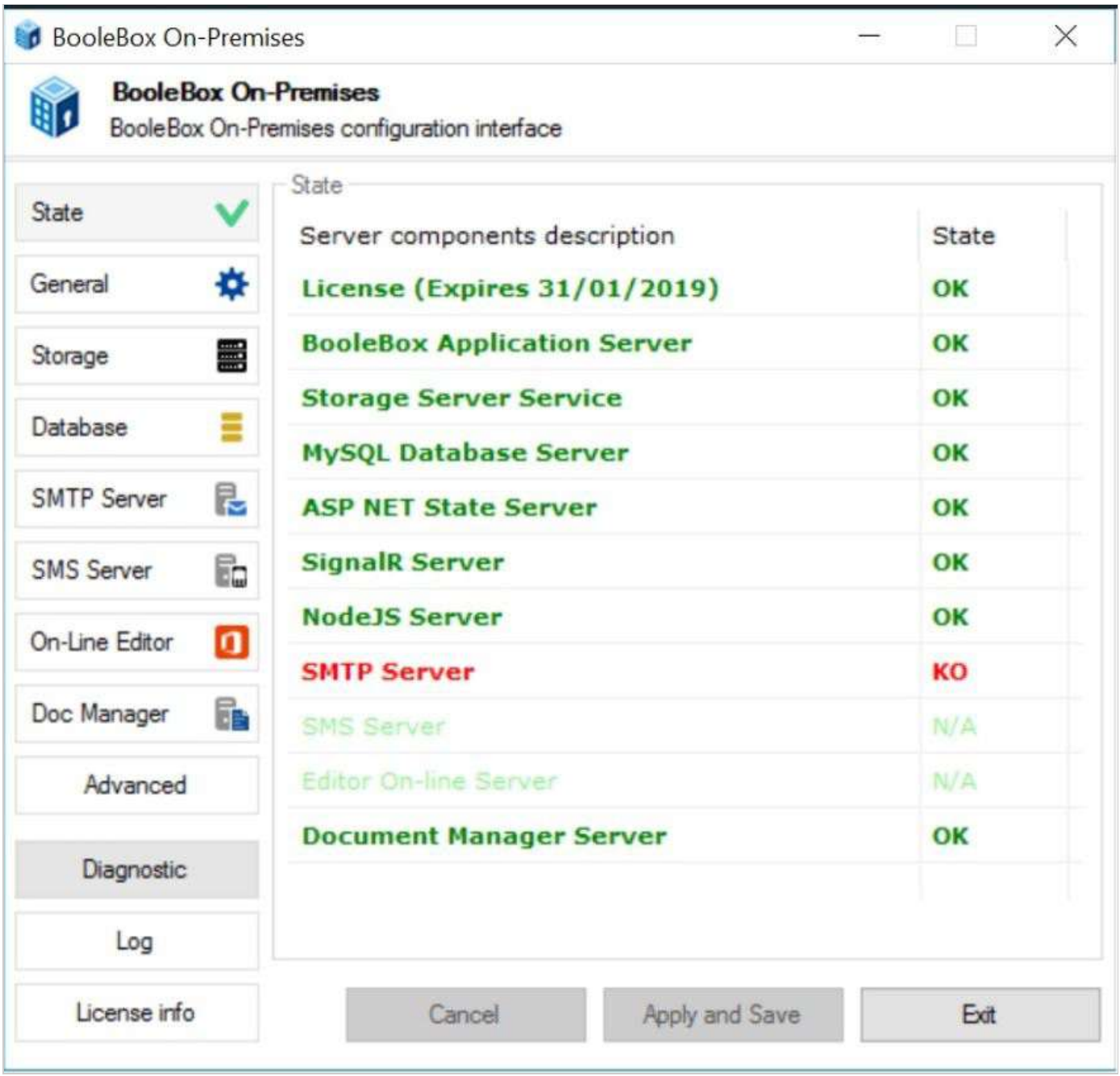
Note: in order to configure the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must not use any of the STRONG AUTHENTICATION systems listed above and you must deactivate the flag associated to the WINDOWS AUTHENTICATION checkbox.



13.10 Diagnostic

By clicking on the DIAGNOSTIC button, you can perform a test to check the operating status of all BooleBox On-Premises services. Each service, at the end of the verification test, can appear in the following states:

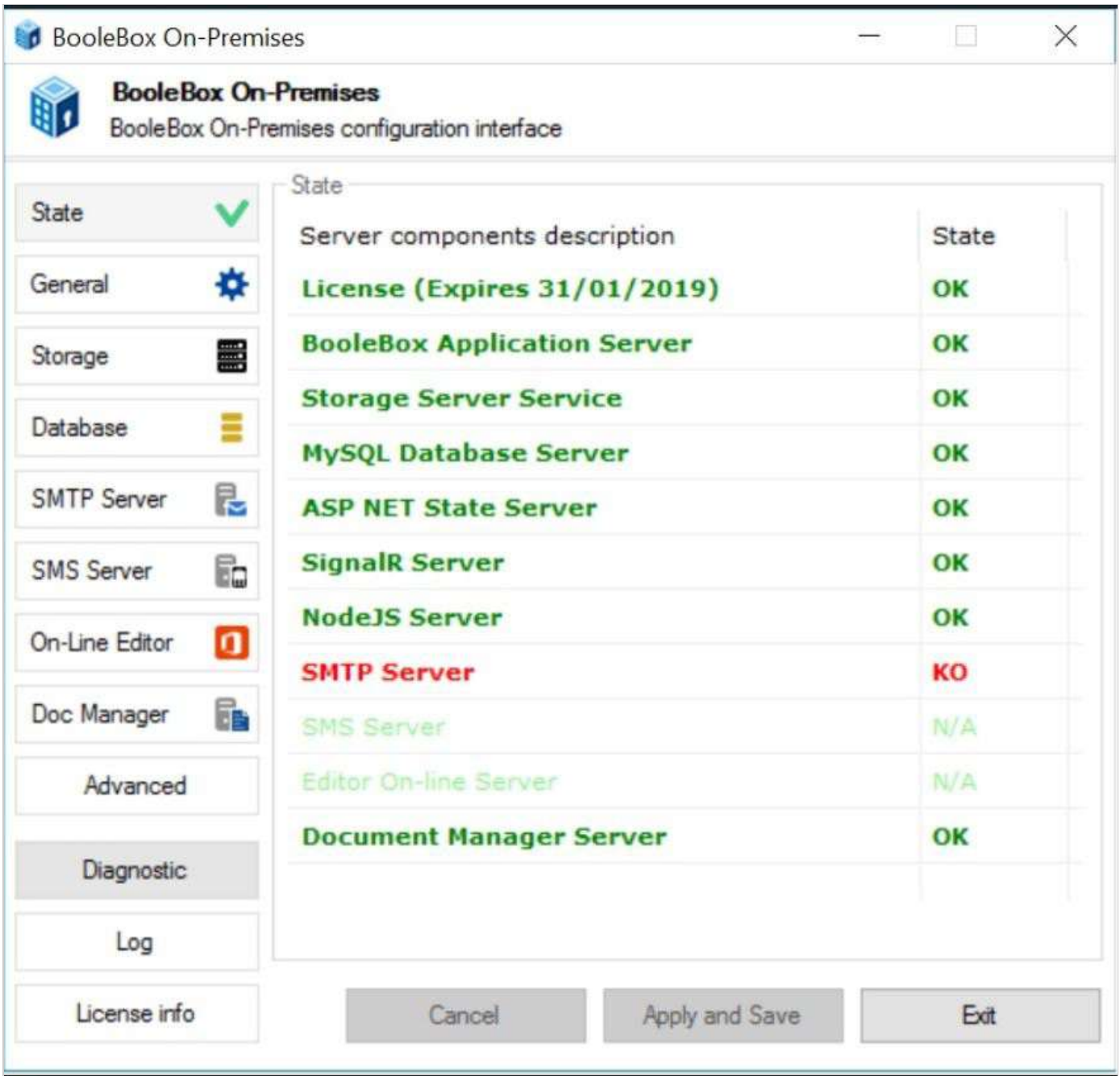
- **OK -** the service works correctly.
- **KO -** the service has not been properly installed or configured.
- **N/A (Not Available) -** The service has not been configured yet.

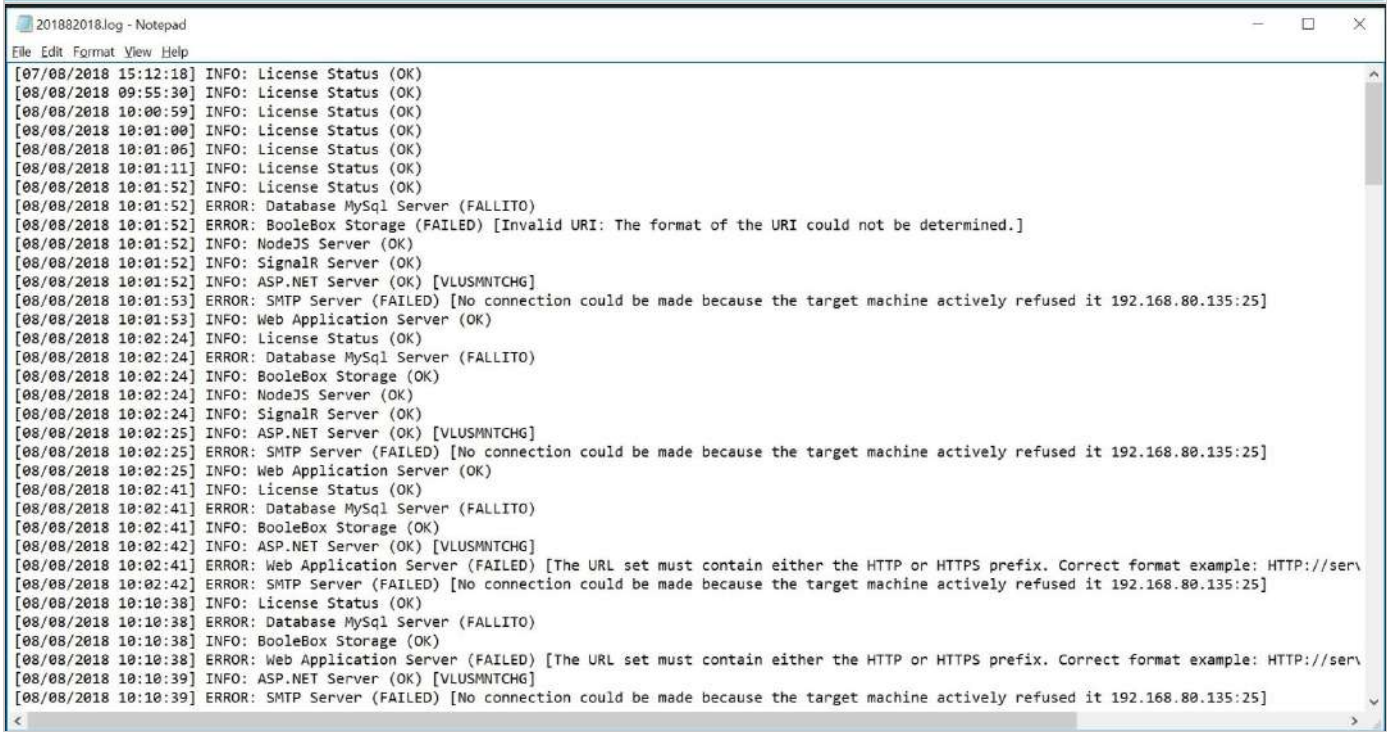


13.11 Log

By clicking on the LOG button, it is possible to obtain a .txt file showing the logs relating to the BooleBox On-Premises application, to view in detail any errors related to the platform services, shown in red with the wording KO inside the STATE tab.

Note: log files are stored in the C:\Program Files\BooleBox on-premises\Logs.


BooleBox On-Premises
BooleBox On-Premises
BooleBox On-Premises configuration interface
State
General
Storage
Database
SMTP Server
SMS Server
On-Line Editor
Doc Manager
Advanced
Diagnostic
Log
License info
State
Server components description
State
License (Expires 31/01/2019)
OK
BooleBox Application Server
OK
Storage Server Service
OK
MySQL Database Server
OK
ASP NET State Server
OK
SignalR Server
OK
NodeJS Server
OK
SMTP Server
KO
SMS Server
N/A
Editor On-line Server
N/A
Document Manager Server
OK
Cancel
Apply and Save
Exit


201882018.log - Notepad
File Edit Format View Help
[07/08/2018 15:12:18] INFO: License Status (OK)
[08/08/2018 09:55:30] INFO: License Status (OK)
[08/08/2018 10:00:59] INFO: License Status (OK)
[08/08/2018 10:01:00] INFO: License Status (OK)
[08/08/2018 10:01:06] INFO: License Status (OK)
[08/08/2018 10:01:11] INFO: License Status (OK)
[08/08/2018 10:01:52] INFO: License Status (OK)
[08/08/2018 10:01:52] ERROR: Database MySql Server (FALLITO)
[08/08/2018 10:01:52] ERROR: BooleBox Storage (FAILED) [Invalid URI: The format of the URI could not be determined.]
[08/08/2018 10:01:52] INFO: NodeJS Server (OK)
[08/08/2018 10:01:52] INFO: SignalR Server (OK)
[08/08/2018 10:01:52] INFO: ASP.NET Server (OK) [VLUSMNTCHG]
[08/08/2018 10:01:53] ERROR: SMTP Server (FAILED) [No connection could be made because the target machine actively refused it 192.168.80.135:25]
[08/08/2018 10:01:53] INFO: Web Application Server (OK)
[08/08/2018 10:02:24] INFO: License Status (OK)
[08/08/2018 10:02:24] ERROR: Database MySql Server (FALLITO)
[08/08/2018 10:02:24] INFO: BooleBox Storage (OK)
[08/08/2018 10:02:24] INFO: NodeJS Server (OK)
[08/08/2018 10:02:24] INFO: SignalR Server (OK)
[08/08/2018 10:02:25] INFO: ASP.NET Server (OK) [VLUSMNTCHG]
[08/08/2018 10:02:25] ERROR: SMTP Server (FAILED) [No connection could be made because the target machine actively refused it 192.168.80.135:25]
[08/08/2018 10:02:25] INFO: Web Application Server (OK)
[08/08/2018 10:02:41] INFO: License Status (OK)
[08/08/2018 10:02:41] ERROR: Database MySql Server (FALLITO)
[08/08/2018 10:02:41] INFO: BooleBox Storage (OK)
[08/08/2018 10:02:42] INFO: ASP.NET Server (OK) [VLUSMNTCHG]
[08/08/2018 10:02:41] ERROR: Web Application Server (FAILED) [The URL set must contain either the HTTP or HTTPS prefix. Correct format example: HTTP://serv
[08/08/2018 10:02:42] ERROR: SMTP Server (FAILED) [No connection could be made because the target machine actively refused it 192.168.80.135:25]
[08/08/2018 10:10:38] INFO: License Status (OK)
[08/08/2018 10:10:38] ERROR: Database MySql Server (FALLITO)
[08/08/2018 10:10:38] INFO: BooleBox Storage (OK)
[08/08/2018 10:10:38] ERROR: Web Application Server (FAILED) [The URL set must contain either the HTTP or HTTPS prefix. Correct format example: HTTP://serv
[08/08/2018 10:10:39] INFO: ASP.NET Server (OK) [VLUSMNTCHG]
[08/08/2018 10:10:39] ERROR: SMTP Server (FAILED) [No connection could be made because the target machine actively refused it 192.168.80.135:25]

13.12 License info

Within the LICENSE INFO tab, all the information related to the BooleBox On-Premises license is displayed:

- **LICENSE INFO -** the version number of the application in use.
- **LICENSE KEY -** the alphanumeric characters of the BooleBox On-Premises license in use.
- **ACTIVATION DATE -** the activation date of the BooleBox On-Premises license in use.
- **EXPIRATION DATE -** the expiration date of the BooleBox On-Premises license in use.
- **TYPE OF LICENSE -** the type of BooleBox On-Premises license in use (PRIMARY SERVER or SECONDARY SERVER).
- **USER LICENSED -** the number of users covered by the BooleBox On-Premises license in use.
- **USERS CREATED -** the number of users employing the BooleBox On-Premises license in use.
- **APPS AVAILABLE -** the list of functions enabled for the BooleBox On-Premises license in use.

  Note: the number of enabled features varies depending on the type of BooleBox On-Premises license purchased.
- **ENCRYPTION ALGORITHM -** the type of algorithm used by the system.
- A list of information regarding the certificate used during the license activation.

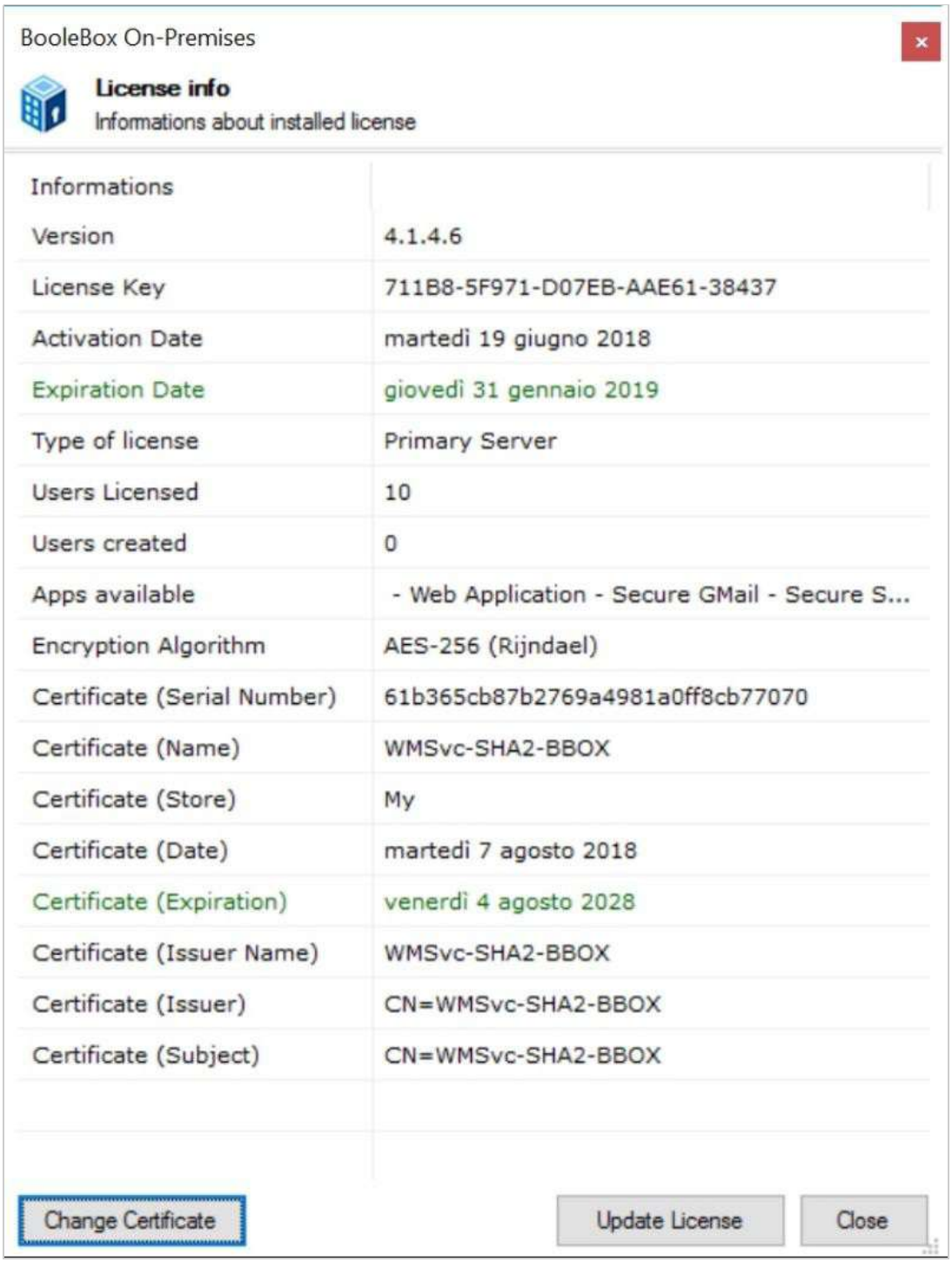
Within the LICENSE INFO tab, it is also possible to change the certificate and update the license.

To change the activation license certificate:

- Click on CHANGE CERTIFICATE.
- In the window that is going to appear on your screen, select the desired certificate.
- Click on OK.

To upgrade the license in use:

- Click on UPDATE LICENSE.
- BooleBox On-Premises server, connecting to the BooleServer internet portal dedicated to licenses activations, will update all the details related to the BooleBox On-Premises license in use.


BooleBox On-Premises
License info
Informations about installed license
Informations
Version
4.1.4.6
License Key
711B8-5F971-D07EB-AAE61-38437
Activation Date
martedì 19 giugno 2018
Expiration Date
giovedì 31 gennaio 2019
Type of license
Primary Server
Users Licensed
10
Users created
0
Apps available
- Web Application - Secure GMail - Secure S...
Encryption Algorithm
AES-256 (Rijndael)
Certificate (Serial Number)
61b365cb87b2769a4981a0ff8cb77070
Certificate (Name)
WMSvc-SHA2-BBOX
Certificate (Store)
My
Certificate (Date)
martedì 7 agosto 2018
Certificate (Expiration)
venerdì 4 agosto 2028
Certificate (Issuer Name)
WMSvc-SHA2-BBOX
Certificate (Issuer)
CN=WMSvc-SHA2-BBOX
Certificate (Subject)
CN=WMSvc-SHA2-BBOX
Change Certificate
Update License
Close

14 Additional components configuration

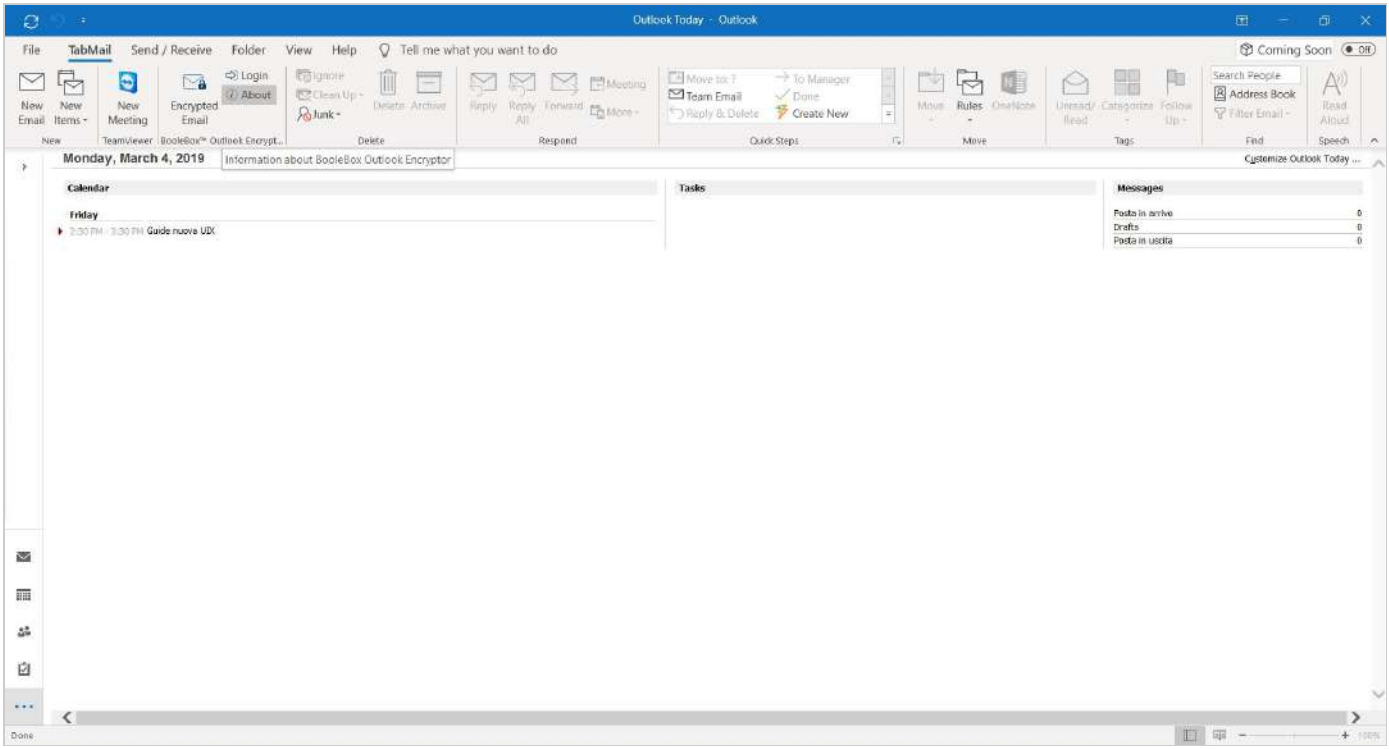
Procedure for configuring Outlook Encryptor, File Encryptor Client, File Encryptor Server and AD Sync.

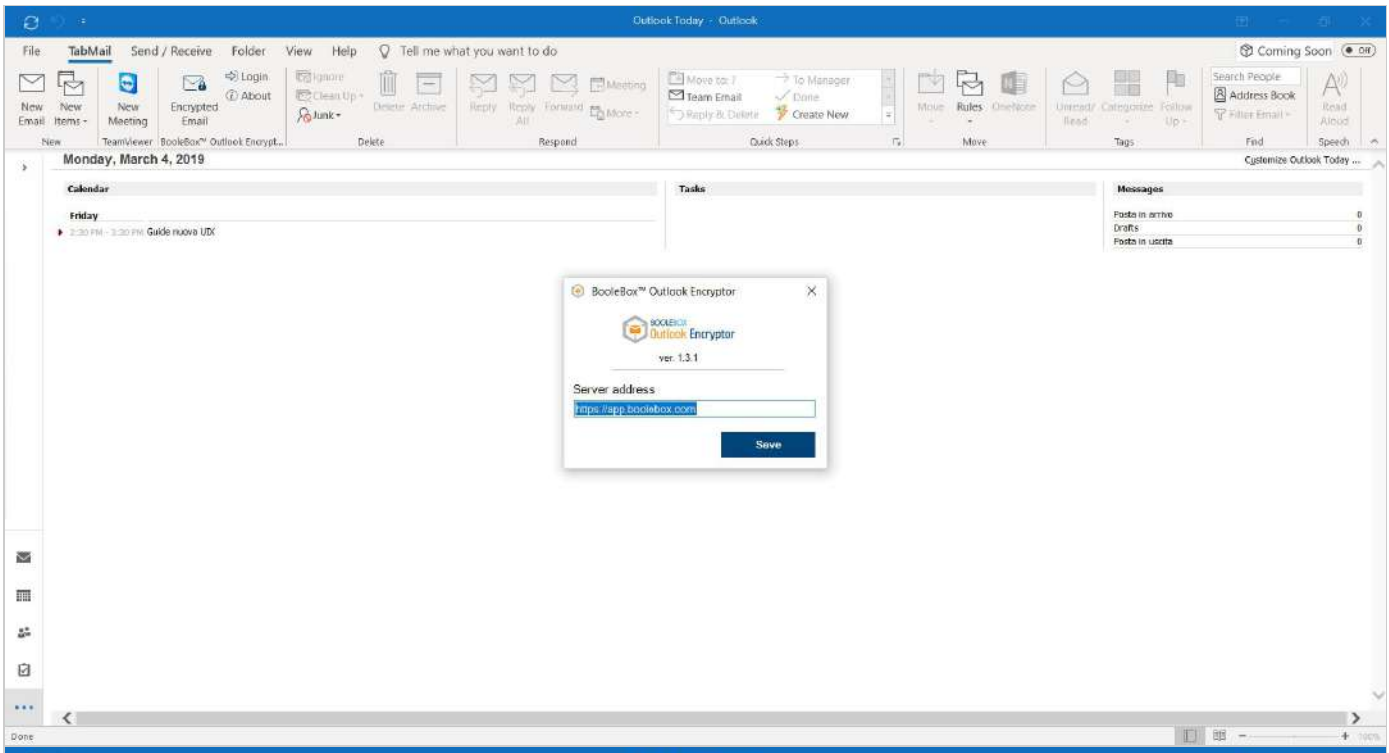
Note: the following chapter deals with the configuration of components that must not be installed for the Common Criteria EAL2+ certified version of BooleBox On-Premises. For this reason, the entire chapter does not apply to the configuration of the platform in the Common Criteria EAL2+ certified version.

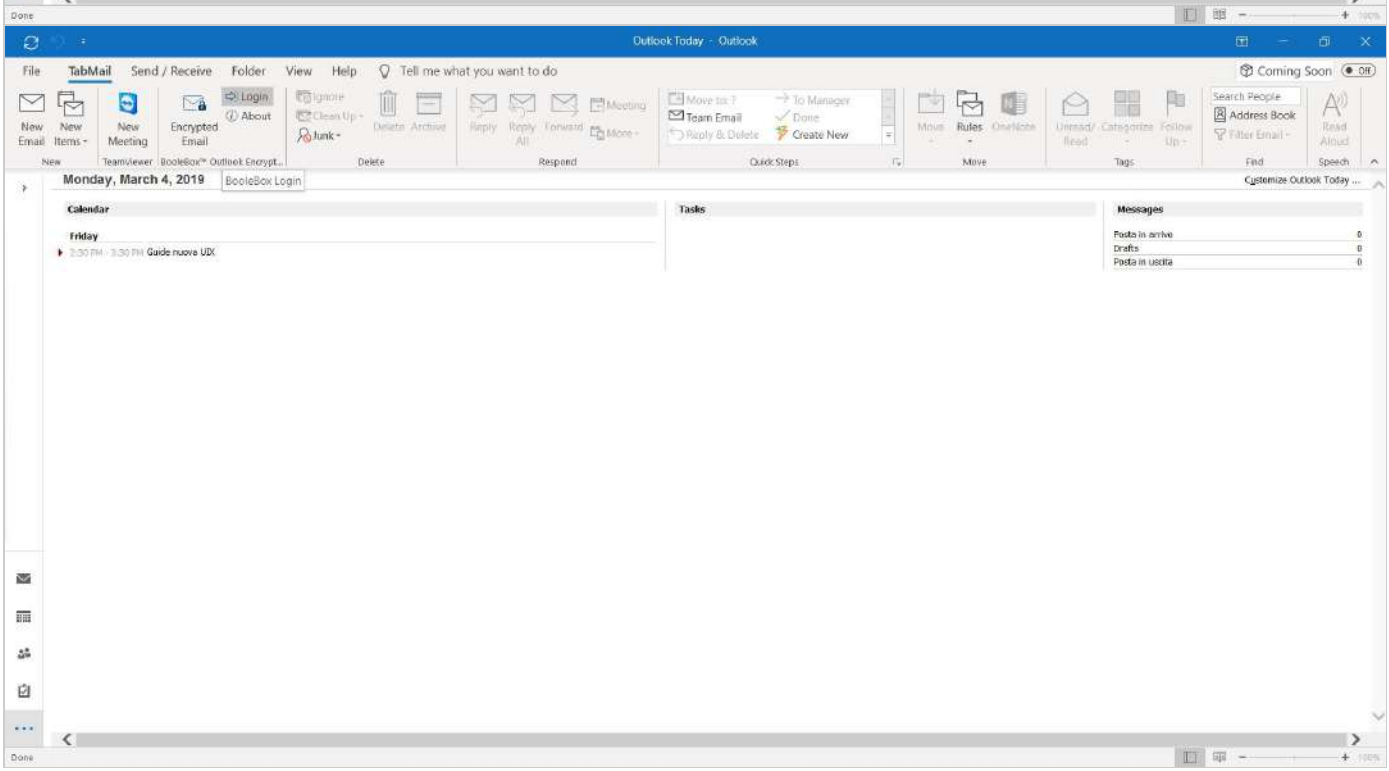
14.1 Outlook encryptor

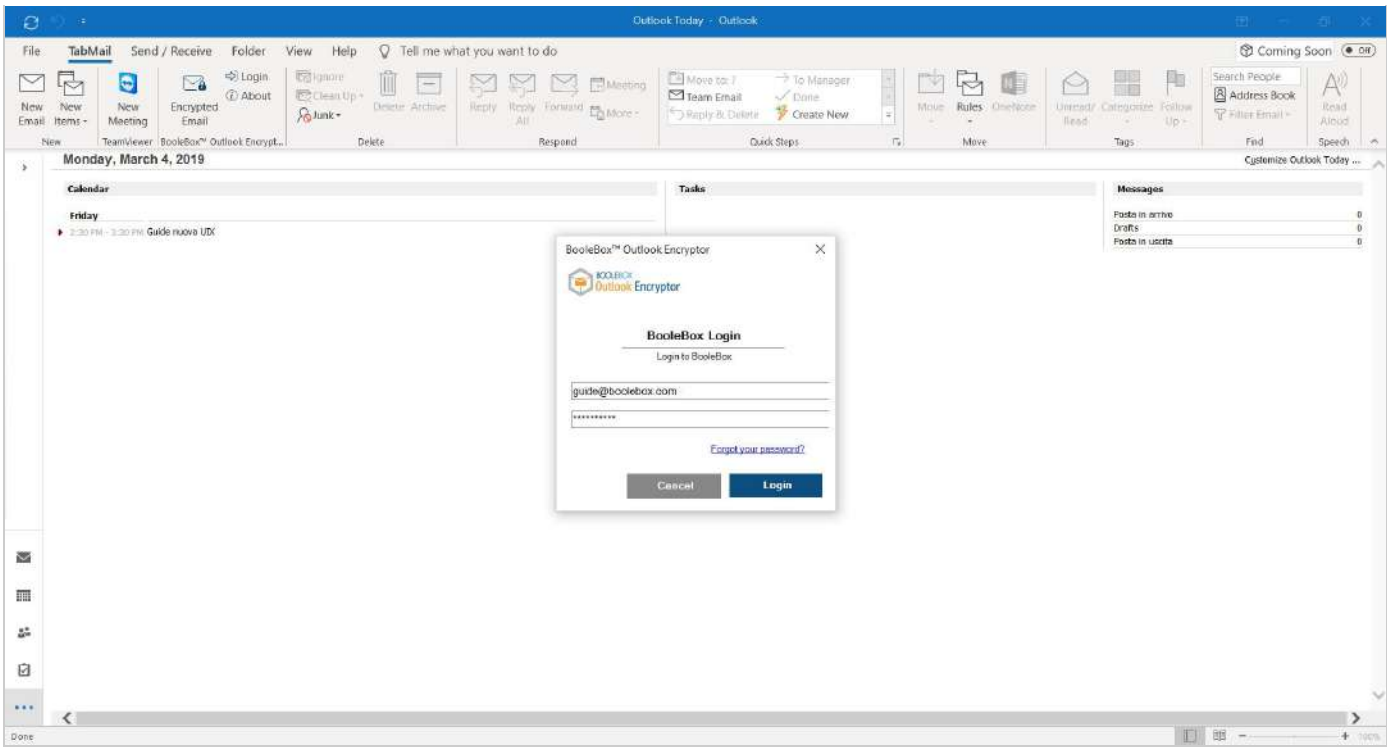
To correctly configure the Outlook Encryptor component:

- Open the Outlook® mail client.
- Click on the ABOUT command in the BOOLEBOX ™ OUTLOOK ENCRYPTOR section of the ribbon to change the URL of the server.
- In the window that is going to appear on your screen, enter the URL of the server that manages BOOLEBOX ON-PREMISES.
- Click on SAVE.
- Click on the LOGIN command in the BOOLEBOX ™ OUTLOOK ENCRYPTOR section of the ribbon to access the server that manages BOOLEBOX ON-PREMISES.
- In the window that is going to appear on your screen, enter your BooleBox account username and password and click on LOGIN.
- Once this operation is completed, the LOGIN button will disappear and a welcome message will be displayed for the configured user.




Outlook Today - Outlook
File
TabMail
Send / Receive
Folder
View
Help
Tell me what you want to do
Coming Soon
New Email
New Items
New Meeting
Encrypted Email
Login
About
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
More
Move to: ?
To Manager
Team Email
Done
Reply & Delete
Create New
Move
Rules
OneNote
Unread/ Read
Categorize
Follow Up
Search People
Address Book
Filter Email
Read Aloud
New
TeamViewer
BoolleBox™ Outlook Encrypt...
Delete
Respond
Quick Steps
Tags
Find
Speech
Monday, March 4, 2019
Customize Outlook Today ...
Calendar
Friday
2:30 PM - 3:30 PM Guide nuove UIX
Tasks
Messages
Posta in arrivo 0
Drafts 0
Posta in uscita 0
BoolleBox™ Outlook Encryptor
Outlook Encryptor
ver. 1.3.1
Server address
https://app.boolebox.com
Save
Done


Outlook Today - Outlook
File
TabMail
Send / Receive
Folder
View
Help
Tell me what you want to do
Coming Soon
New Email
New Items
New Meeting
Encrypted Email
Login
About
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
More
Move to: ?
To Manager
Team Email
Done
Reply & Delete
Create New
Move
Rules
OneNote
Unread/ Read
Categorize
Follow Up
Search People
Address Book
Filter Email
Read Aloud
New
TeamViewer
BoolleBox™ Outlook Encrypt...
Delete
Respond
Quick Steps
Tags
Find
Speech
Monday, March 4, 2019
BoolleBox Login
Customize Outlook Today ...
Calendar
Friday
2:30 PM - 3:30 PM Guide nuove UIX
Tasks
Messages
Posta in arrivo 0
Drafts 0
Posta in uscita 0
Done



14.2 File encryptor server

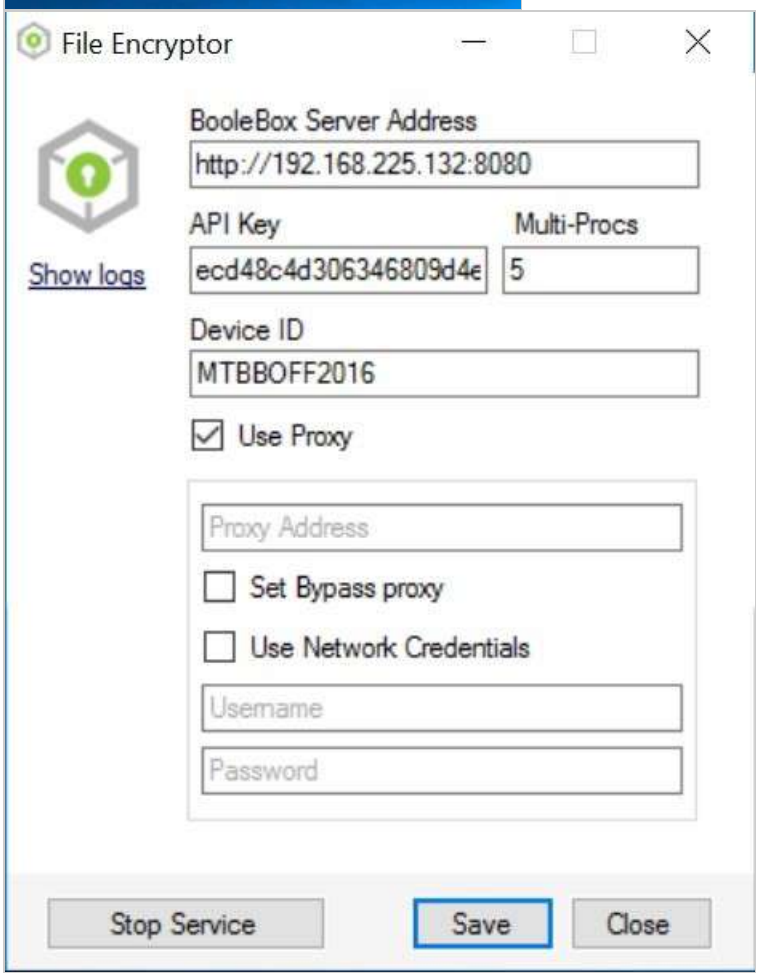
To configure the server component of File Encryptor, click on the BOOLEBOX FILE ENCRYPTOR icon - which automatically appears on the desktop with the installation of the server component - and grant the required permissions. In the window that is going to appear on your screen, these fields must be completed:

- **BOOLEBOX SERVER ADDRESS -** l'URL attraverso cui raggiungere il server BooleBox di riferimento (for example https://app.boolebox.com).
- **API KEY -** key that allows API calls to a configured company, available among the company's features within the Dashboard.
- **MULTI-PROCS -** the maximum number of simultaneous encryption processes.

  Note: the recommended value is 5, but it can be increased according to the characteristics (RAM and CPU) of the server on which the File Encryptor component was installed.
- **DEVICE ID -** the name to identify the device on which the File Encryptor Server has been installed, used when the configured rule must be valid only for a specific device.
- Click on SAVE to complete the operation.

If the corporate network is configured with a proxy, the File Encryptor Server requires configuration of the related proxy. To configure the proxy server:

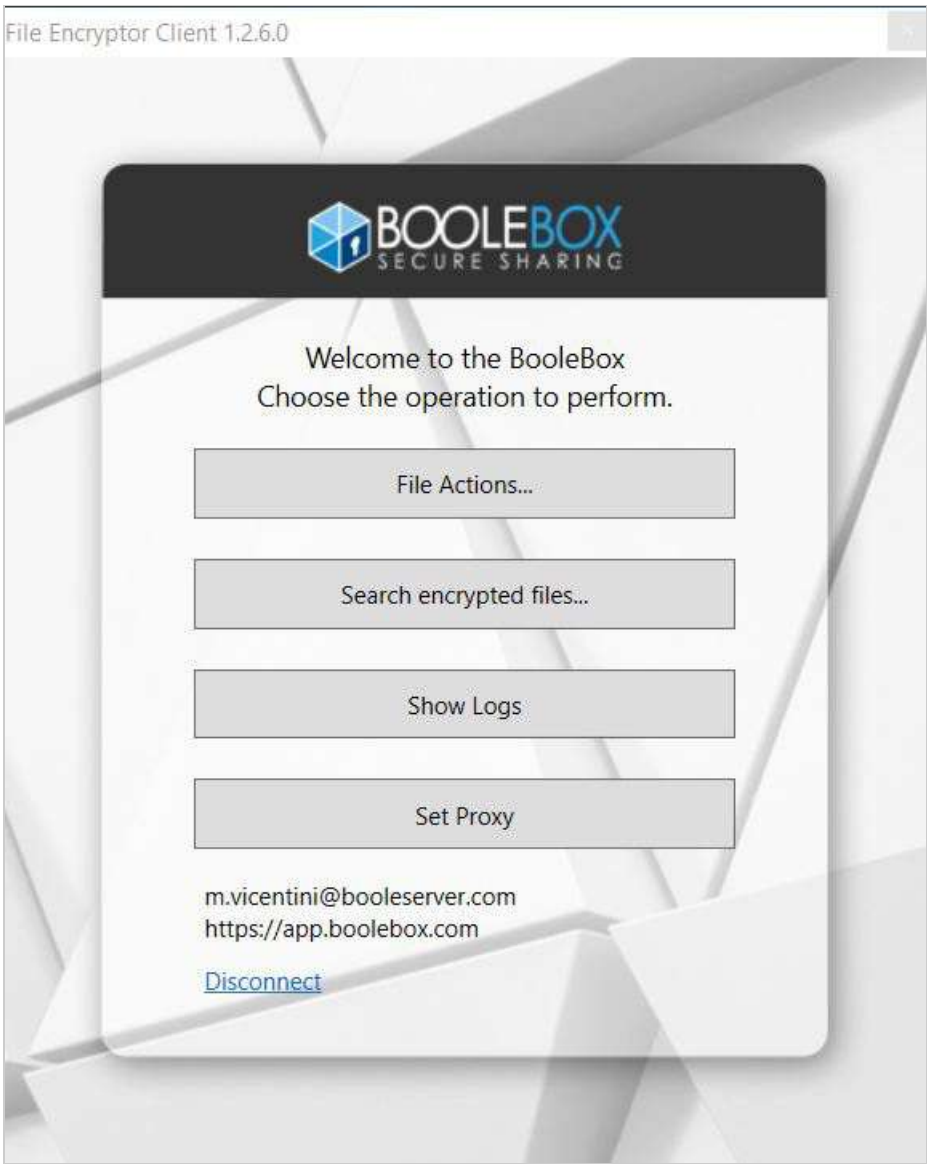
- Click on the File Encryptor Server icon that appears on your desktop at the end of the installation.
- Select the USE PROXY item.
- Enter the reference address of the proxy you want to configure in the appropriate field.
- If you want to bypass the newly configured proxy server, select the SET BYPASS PROXY item.
- If you need to enter the credentials to access the proxy, select USE NETWORK CREDENTIALS and enter the username and password of the relevant network.
- Click on SAVE to complete the operation.



14.3 File encryptor client

If the corporate network is configured with a proxy, the File Encryptor Client requires the configuration of the relevant proxy. To configure a proxy server:

- Double-click on the FILE ENCRYPTOR (CLIENT) shortcut and select the item SET PROXY.
- Select the USE PROXY item, enter the IP or URL address of the proxy to be configured and, if necessary, the NETWORK CREDENTIALS.


File Encryptor Client 1.2.6.0
BOOLEBOX
SECURE SHARING
Welcome to the BooleBox
Choose the operation to perform.
File Actions...
Search encrypted files...
Show Logs
Set Proxy
m.vicentini@booleserver.com
https://app.boolebox.com
Disconnect

14.4 BooleBox AD Service

In order to correctly configure the BooleBox AD Service component, you will have to indicate in the SETTINGS.CONFIG file a DC (Domain Controller) and a FQDN (Fully Qualified Domain Name) modifying the following lines with the required specifications:

- <add key="AddressDomainController" value="" /> to <add key="AddressDomainController" value="DC ADDRESS OR DNS" />.
- <add key="FQDN" value="" /> to <add key="FQDN" value="FQDNNAME". />

Note: if not changed during installation, the SETTINGS.CONFIG file path will be: C:\Program Files\BooleBox AD Service

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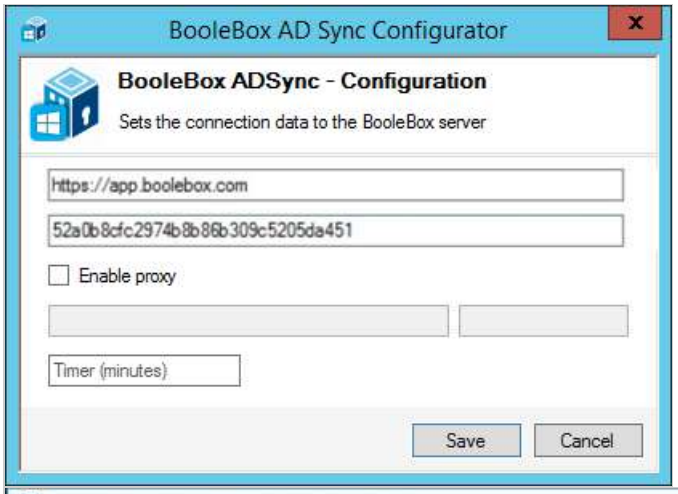
14.5 AD sync

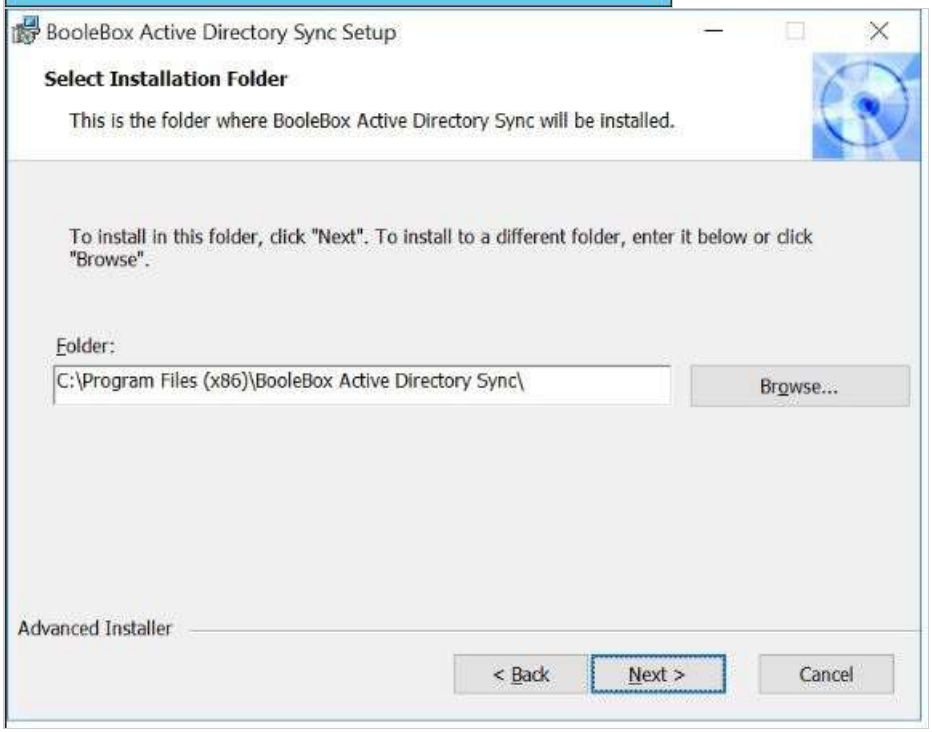
To correctly configure the AD SYNC component, after opening the application for the first time, the following fields must be completed:

- **SERVER ADDRESS -** the address of the BooleBox server, reachable via http and https connections.
- **KEY API -** The company KEY API generated in the BooleBox Dashboard.
- **PROXY USERNAME -** username to access the proxy server.
- **PROXY PASSWORD -** password to access the proxy server.
- **TIMER -** the time interval in minutes that the system will request from the AD SYNC application.
- Click on SAVE to save the configured settings.

The main screen shows the groups and the OU (Organizational Units) that are synchronized. For each group/OU, the following information will be displayed:

- **NAME -** the group name.
- **FQDN -** Fully Qualified Domain Name.
- **DC -** Domain Controller.
- **OU -** Organizational Unit.
- **AD AUTH -** information that indicates whether the group uses the BooleBox password or AD users.
- **PUBLIC -** information that indicates whether a BooleBox group is public or private.





15 Mobile app configuration

If you purchased BooleBox On-Premises and you want to configure the mobile application through MDM (Mobile Device Management) to change the server to which the application will connect, perform the following actions:

- Create a **config** file by setting the file extension as **.json.**
- **Enter the company server URL in the file.**
- **Copy the created file in the root directory of all the devices that will have access to the mobile application.**

Note: BooleBox mobile application is not part of Common Criteria EAL2+ certified TOE (Target Of Evaluation).

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16 Activities monitoring

Windows services to be verified in case of failures or checks of BooleBox platform activities.

16.1 Activities monitoring

To monitor the operating status of the platform, it is necessary to use BooleBox On-Premises control panel. In case some problems that cannot be resolved with the tool in the control panel (CONNECT) occur, you must check the status of the following Windows services (when installed):

- ASP.NET State Service.
- BooleBox Document Service.
- BooleBox Server Service.
- World Wide Web Publishing Service.
- NodeJS.
- The name of the MySQL service.

  Note: the default name of the service is MySQL57. If changed during installation, check that the name matches the one assigned.

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17 Backup & restore

Cautions necessary before embarking on a backup & restore procedure.

17.1 Backup & restore

Should you wish to undertake a backup and restore procedure for the components of the platform, it is necessary to provide for the saving of:

- **STORAGE** - containing all the encrypted data.
- **DATABASE** - containing all the references to the files on the storage, as well as all the configuration parameters made through the Dashboard and the activity logs.
- **FILE BOOLEBOX.DAT** - containing part of the encryption key used by the system (localized, if the path was not changed during installation, in C: \ Program Files \ BooleBox On-Premises).
- **MASTER KEY ENCRYPTION CERTIFICATE** - selected during license activation to encrypt all configuration files and to protect the license in use.

For storage and database, the backup frequency should be scheduled according to usage; a weekly frequency is anyway recommended.

The BooleBox.dat file must be saved every time the system configuration is changed.

We recommend to perform backup/restore procedures out of the platform usage hours. Before proceeding with the backup/restore procedure it is advisable to stop the IIS service on the WebApp server.

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18 Common Criteria EAL2+ certification

In order to configure BooleBox in the certified Common Criteria EAL2+ version, it is necessary to verify that the safety objectives defined for the operating environment are satisfied.

OPERATIONAL ENVIRONMENT OBJECTIVE	DESCRIPTION	SECURITY PRECAUTIONS TO BE TAKEN
OE.IDENTIFY	The Operational Environment supports the TOE in identifying and authenticating the authorized Operating System Administrators, authorized DBMS Administrator and authorized Storage Administrator.	Configure the Operating System, the DBMS and the Storage in such a way that they identify the administrators of the TOE through credentials of adequate robustness. Set a password for the administrator of the DBMS and the Operating System that respects the complexity criteria defined for the TOE.
OE.AUDIT PROTECT	The operational environment shall provide the capability to protect the integrity of audit log files generated by the TOE.	Perform an incremental and continuous backup of the database managed by the TOE. Configure the area of the DB where the log files reside in such a way that it is accessible only to authorized DB administrators.
OE.PHYSICAL ACCESS	The physical access to the area where the TOE is hosted will be granted to TOE authorized administrators only.	Install the TOE in a controlled access area, which can only be accessed by authorized administrators.
OE.DB	Those responsible for the TOE configuration and administration must ensure that access to the database via mechanisms outside the TOE boundary is restricted to TOE authorized administrators only, that will be configured in the DBMS as database administrators. The DB is considered by the TOE as a trusted IT Product.	Make sure that the administrators of the DBMS are all and only the administrators of the TOE. Make the Database reachable only from the TOE machine.
OE.SO	Those responsible for the TOE configuration and administration must ensure that access to the Operating System via mechanisms outside the TOE boundary is restricted to TOE authorized administrators only, that will be configured in the Operating System as OS System Administrators. Only TOE authorized administrators can launch and execute TOE components and review the log files stored by the OS. The OS is considered by the TOE as trusted IT product.	Make sure that the users of the Operating System are all and only the administrators of the TOE.
OE.STORAGE	Those responsible for the TOE configuration and administration must ensure that physical and logical access to the storage in TOE environment via mechanisms outside the TOE boundary is restricted to TOE authorized administrative users only. The STORAGE is considered by the TOE as trusted IT product.	If the Storage is implemented on NAS, SAN or File Server instead of on the local File System of the TOE, the Storage must: • Be installed in the same room where the TOE was installed. • Be accessible only by TOE administrators.
OE.STAFF	Staff working as TOE authorized administrator shall be faithfully selected, skilled and trained for proper operation without compromising the TOE and proper TOE configuration at installation phase.	Make sure that the personnel appointed by the TOE administrator have followed the training courses provided by the BooleBox technical support team and have been selected in accordance with the company's selection policies and procedures.
OE.TIME	The operational environment shall provide a reliable time reference.	Configure the Operating System with a reliable clock timing.
	The Operational Environment shall provide FIPS 140-2 validated cryptographic functionalities (RSA 2048 bit key generation, AES 256 bit key generation, Random	Configure the security policies of the Operating System in order to be able to use the FIPS 140-2 validated

OE.CRYPTO	Number Generation for OTP generation, Random alphanumeric string generation for key generation, RSA encryption/decryption, SHA256 hashing, AES 256 encryption/decryption using .NET 4.5.1 libraries) and protocols (HTTPS based on AES 256 and RSA 2048) to properly support the TOE for audit log file protections and secure transfer of information between End User side and Server Side and between the TOE and other non-TOE component required in the TOE environment.	cryptographic features. Also make sure that secure communication protocols are active (HTTPS based on AES 256 and RSA 2048) to correctly support the TOE for the protection of log files, control and secure transfer of information both between the end user and server side, and between the TOE and another component not required in the TOE environment.
OE.ALIGNEDBACKUP	The operational environment should provide a secure back-up of the DBMS data, of the Storage, of the BooleBox.dat configuration file and of the certificate used to encrypt the Master Key.	It is advisable to perform incremental backups with intervals adapted to the operating needs of the company in question.
OE.CONTINUITY	The operational environment shall provide a system to ensure operational continuity in the event of a power failure.	Provide support units in the operating environment appropriate to the needs of the company in question (UPS, generator set, alternative electrical supply system, etc.) for managing the lack of electricity for prolonged periods that could cause data loss.
OE.AUDIT	The Operational Environment shall support the TOE in the generation of audit records, correlating them to the proper user when applicable, as a result of specific TOE activities and operations performed by TOE users. In addition, the Operational Environment shall guarantee that only OS System Administrators (the only System Administrators configured at OS level are TOE authorized administrators) can accede and visualize the aforementioned audit information.	Activate the audit functions of the operating system and of the DBMS to record the actions performed by the respective administrators.
OE.LOG STORE	The operating environment shall grant that there is enough space dedicated to log management.	Implement a procedure to periodically check the remaining space for log management or alternatively install a software that informs the administrative user when the storage space dedicated to logs is about to end.
OE.INTEGRITY	The Operational environment shall provide the capability to protect the integrity of executable files of the TOE using .NET framework technology.	Use software that preserves hashes of the executable files used and alarms the user in case of file manipulation.
OE.CERTIFICATE	The Operational environment shall support the TOE generating and securely storing the certificate containing the Kpriv and the Kpub used for BBOP MASTER KEY encryption/decryption.	Use secure systems for generating and storing the digital certificate. It is advised to use Common Criteria certified HSM systems.
OE.PERSONALKEY	The Operation environment shall grant a secure distribution of a personal key correlate to a classification project and users are responsible for the secure management of their personal keys.	It is recommended to save the Personal Key used on a file uploaded on BooleBox and protected with Personal Key.
OE.DOC	Those responsible for the TOE configuration and administration must ensure that access to the Document Manager Server via mechanisms outside the TOE boundary is restricted to TOE authorized administrators only, that will be configured in the Document Manager Server as Document Manager Server Administrators. The Document Manager Server is considered by the TOE as a trusted IT Product.	Make sure that the users of the Document Manager Server are all and only the administrators of the TOE.

19 Configuration - troubleshooting

Welcome to the CONFIGURATION - TROUBLESHOOTING section of BooleBox guide. In this section you will find useful indications aimed at solving typical problems that may arise during the BooleBox On-Premises configuration phases. The section puts at your disposal both a paragraph in which the typical error situations related to the control panel functions are grouped, and some specific paragraphs relating to all the other components connected to the base platform.

19.1 Control panel

BooleBox On-Premises control panel allows the administrator user to check the operating status of the services connected to the platform through the available tabs. In this paragraph the typical error situations that may occur in relation to control panel functionalities are grouped.

19.1.1 General TAB

IP Server address of the ASP.net State Service session

If the connection check performed through the CONNECT button doesn't work, you must verify:

- **ASP.NET SERVICE STATUS -** in order to guarantee the correct functioning of the platform, the ASP.NET service must be running; in addition, the settings relating to the service must impose automatic execution when the server is started: in the event of restarting it the service must indeed restart automatically. You can check the status of the service through the Windows services panel and, if it is not started, restart it manually.
- **SERVER IP ADDRESS AND CONNECTION PORT -** in order to guarantee the correct functioning of the platform, the server must be reachable on the network at the IP address specified through the indicated port. If the indicated server is protected by a specific firewall, it is necessary to open the TCP/IP ports according to the firewall rules, in order to allow in any case to reach the server. To make sure that all the prerequisites listed above are respected, check that in the GENERAL tab, in correspondence with the IP SERVER ADDRESS OF THE ASP.NET STATE SERVICE SESSION field, the IP address of the server and its port have been correctly indicated. Please note that the server to be specified corresponds to the one where the service was installed: more precisely, the format of the address to be indicated is serveripaddress:42424.

Public URL of BooleBox Server

If the connection check performed through the CONNECT button doesn't work, you must verify:

- **SERVER IP ADDRESS AND CONNECTION PORT -** in order to guarantee the correct functioning of the platform, the server must be reachable on the network at the IP address specified through the indicated port. If the indicated server is protected by a specific firewall, it is necessary to open the TCP/IP ports according to the firewall rules in order to allow in any case to reach the server. To make sure that all the prerequisites listed above are respected, check that in the GENERAL tab, in correspondence to the PUBLIC URL OF BOOLEBOX SERVER field, the indicated IP address corresponds to that of the server on which the BooleBox Web App has been installed. The format of the IP address must be http://serveripaddress:80 if the HTTP connection protocol is used and https://serveripaddress:443 if the HTTPS connection protocol is used.
- **IIS SERVER STATUS -** in order to guarantee the correct functioning of the platform, it is necessary that the IIS server where the application was published is active. Then verify that the IIS server is activated, that the publication port is the correct one (80 for the http protocol, 443 for the https protocol) and that the website is online and running through the IIS management console in Windows Server.

URL SERVER ADDRESS OF SIGNAL R

If the connection check performed through the CONNECT button doesn't work, you must verify:

- **SERVER IP ADDRESS AND CONNECTION PORT -** in order to guarantee the correct functioning of the platform, it is necessary to verify that, in correspondence with the URL SERVER ADDRESS OF SIGNALR field inside the GENERAL tab, the IP address and the relative port have been correctly indicated to allow the server to be reached at the IP address specified through the indicated port. In particular, the IP address must correspond to that of the server on which the component was installed; the IP address has to be specified in the format http://serveripaddress:80 if you are using HTTP protocol or http://serveripaddress:443 if you are using HTTPS protocol. Furthermore, if the server in question is protected by a specific firewall, it is necessary to open the TCP/IP ports in accordance with the rules of the same firewall to ensure in any case that the server is reached.
- **IIS SERVER STATE -** in order to guarantee the correct functioning of the platform, it is necessary that the IIS server where the application was published is active. Then verify that the IIS server is activated, that the publication port is the correct one and that the website is online and running through the IIS management console in Windows Server.

ADDRESS SERVER URL OF NODEJS

If the connection check performed through the CONNECT button doesn't work, you must verify:

- **SERVER IP ADDRESS AND CONNECTION PORT -** in order to guarantee the correct functioning of the platform, the server must be reachable on the network at the IP address specified through the indicated port. If the indicated server is protected by a specific firewall, it is necessary to open the TCP/IP ports according to the firewall rules in order to reach the server in any case. To ensure that all the prerequisites listed above are met, check that in the GENERAL tab, in correspondence with the URL SERVER ADDRESS OF NODEJS field, the IP address indicated corresponds to that of the server on which the component was installed. The IP address format must be http://serveripaddress:3000 if the HTTP connection protocol is used and https://serveripaddress:3500 if the HTTPS connection protocol is used.

Note: in some cases, such as the failure of internal platform notifications, a reset of the NodeJS component may be necessary. In order to do this, perform the following actions:

- **Access the server where the NodeJS component was installed.**
- **Open the task manager.**
- **End the process "Node.js: Server-side JavaScript".**
- **Restart the BOOLEBOXSERVERSERVICE.EXE service from the Windows control panel.**
- **Click on the related CONNECT button in the GENERAL tab of the control panel of BooleBox to check the status of the component.**

Note: in case of use of HTTPS protocol with TLS certificate supplied by the customer, it is necessary to configure the IIS bindings so that port 443 can be used. For the IIS configuration relating to port 443, please refer to this link.

Note: to proceed with the configuration of BooleBox On-Premises in accordance with the criteria imposed by the Common Criteria EAL2 + certification, it is necessary to configure the BooleBox On Premise site to listen only via the HTTPS protocol, by deactivating the HTTP port activated by default or by automatically upgrading the connection from HTTP to HTTPS.

19.1.2 Storage TAB

BooleBox storage

If the connection check performed through the CONNECT button doesn't work, you must verify:

- **SERVER IP ADDRESS AND CONNECTION PORT -** in order to guarantee the correct functioning of the platform, it is necessary to verify that, in correspondence with the SERVER STORAGE SERVICE URL item in the GENERAL tab, the IP address and the relative port have been indicated correctly to allow the server to be reached at the specified IP address through the indicated port. In particular, the IP address must correspond to that of the server on which the component was installed; the IP address has to be specified in the format http://serveripaddress:80. Furthermore, if the server in question is protected by a specific firewall, it is necessary to open the TCP/IP ports in accordance with the rules of the same firewall to ensure in any case that the server is reached.
- **IIS SERVER STATE: -** in order to guarantee the correct functioning of the platform, it is necessary that the IIS server where the application is published is active. Then verify that the IIS server is activated, that the publication port is the correct one and that the website is online and running through the IIS management console in Windows Server.

Amazon S3 Key

Should problems arise regarding the configuration or use of Amazon S3 Remote Storage, you must verify:

- **STORAGE PARAMETERS -** the storage manager, when signing the contract, releases parameters to be introduced in order to use Amazon S3 storage as support storage. It is therefore necessary to verify that the parameters entered in the STORAGE tab are correct and in particular coincide with those released by the service provider.
- **STORAGE CONNECTIVITY -** to allow a correct use of the platform, it is necessary that the latter can connect to the chosen storage. It is therefore necessary to verify through the CONNECT key that the connection with the storage takes place correctly. If the server hosting the storage is protected by a firewall, it is necessary to open the TCP/IP ports in accordance with the firewall rules, to allow the server to be reached in any case.

Note: in case of use of HTTPS protocol with TLS certificate supplied by the customer, it is necessary to configure the IIS bindings so that port 443 can be used. For the IIS configuration relating to port 443, please refer to this link.

Note: to proceed with the configuration of BooleBox On-Premises in accordance with the criteria imposed by the Common Criteria EAL2 + certification, it is necessary to configure the Server Storage Service site to listen only via the HTTPS protocol, by deactivating the HTTP port activated by default or by automatically upgrading the connection from HTTP to HTTPS.

19.1.3 Database TAB

If problems related to MySQL Database arise, it is necessary to verify:

- **SERVER IP ADDRESS AND CONNECTION PORT -** the IP address of the server in which it is present the database must be reachable on the network using the TCP/IP protocol and accompanied by the relevant port. If the server in question is protected by a specific firewall, it is necessary to open the TCP/IP ports in accordance with the firewall rules, to allow the server to be reached in any case. In particular, the IP address to be entered in the DATABASE SERVER ADDRESS field must be in the serveripaddress:3306 format. If the connection port differs from the standard port (3306), it is necessary to indicate the port used in the IP address.
- **DATABASE NAME -** BooleBox On-Premises requires to insert in the DATABASE CATALOG NAME field the name of the database of the platform, which will be used for storing all the configuration data, the logs and the file encryption keys. For a correct functioning of the platform itself, it is therefore necessary to verify that the name of the database entered is correct and corresponds to that of the DB created in the configuration phase, as indicated in the CONTROL PANEL > DATABASE section of this guide.
- **NAME AND PASSWORD OF DATABASE USER -** for the connection to the database to take place correctly, it is necessary to indicate in the DATABASE USER and DATABASE PASSWORD fields the username and password of the user who will have access to the database. It is therefore necessary to check that the previous parameters have been entered correctly.
- **MYSQL SERVICE STATUS -** check on the server where the DB has been installed that the MySQL service is active and running.
- **SERVER RESOURCES -** in order to allow the database to work correctly, the server on which the DB has been installed must have the necessary resources (RAM and disk space). In the event that problems regarding the MySQL DB arise, using the tools made available by the operating system installed on the server itself (Windows Server or Linux), verify that the available resources are sufficient and in particular corresponding to the ones listed in the INSTALLATION > INSTALLATION PREREQUISITES section.

19.1.4 Smtp Server TAB

SMTP SERVER

Should problems regarding the SMTP service arise, it is necessary to verify:

- **SMTP PARAMETERS -** parameters introduced in the SMTP SERVER ADDRESS, PORT, SMTP USER, SMTP PASSWORD fields must be correct and in particular coincide with those released by the service provider.
- **SMTP SERVER STATUS -** the SMTP server, through the TCP/IP communication protocols, must be reachable on the network at the IP address and port indicated. Therefore, check that the parameters entered during configuration in the SMTP SERVER tab are correct and in particular coincide with those released by the service provider. If the server in question is protected by a specific firewall, it is necessary to open the TCP/IP ports in accordance with the firewall rules to allow the server to be reached in any case.
- **SMTP SERVICE STATUS -** verify that the SMTP service is online and running.

19.1.5 Sms Server TAB

Custom - Nexmo - Clickatell

In the event that problems regarding the SMS server arise, it is necessary to verify:

- **SMS SERVER PARAMETERS -** the server connection parameters provided by the service provider and entered in the SMS SERVER tab fields must be correct and in particular correspond to those provided by the operator.
- **CONNECTIVITY -** check the connectivity and reachability of the provider in use. If necessary, contact the support provider of the services used for sending SMS.
- **SUBSCRIPTION -** verify that the subscription to the SMS gateway service provider is active and not expired.

19.1.6 Online editor TAB

Microsoft Office WebApps

If problems regarding the online Office editor arise, check:

- **IP ADDRESSES -** the IP addresses entered in the PUBLIC URL OF MICROSOFT OFFICE WEBAPPS SERVER and INTERNAL URL OF MICROSOFT OFFICE WEBAPPS SERVER fields must be correct and in particular coincide with those provided by the service manager.
- **CONNECTION CERTIFICATE -** in case of connection via HTTPS protocol, verify that the certificate indicated in the SSL CONNECTION field (CERTIFICATE NAME) is the correct and valid one.
- **EDITOR ONLINE SERVER -** the server on which the online editor has been installed must be reachable via the TCP/IP communication protocols. Check that the server where the online editor is installed is reachable and that the service in question is active and running on the server. If the server is protected by a specific firewall, it is necessary to open the TCP/IP ports in accordance with the firewall rules to allow the server to be reached in any case.

ZOHO DOCS

If problems concerning the ZOHO DOCS service arise, it is necessary to check:

- **PARAMETERS -** in order to use ZOHO DOCS as an online editor, you need to enter the api key for the service provided by the same manager. Verify that the API key inserted in the ZOHO DOCS API KEY field is correct and in particular corresponding with that provided by the service provider.
- **CONNECTIVITY -** check connectivity and reachability of the provider in use. If necessary, contact the service provider support.
- **SUBSCRIPTION -** verify that the service provider subscription is active and not expired.

19.1.7 Doc manager TAB

DOC MANAGER

If the connection check through the CONNECT ALL button does not work, it is necessary to check:

- **IP ADDRESS AND DOC MANAGER SERVER PORT -** in order to guarantee the correct functioning of the platform, the server on which the Document Manager component has been installed must be reachable on the network using the specified IP address and the port 2451. If the server in question is protected by a specific firewall, it is necessary to open the TCP/IP ports in accordance with the firewall rules, to ensure that the server is reached in any case.
- **SERVICE STATUS -** in order to guarantee the correct functioning of the platform, the BOOLEBOX DOCUMENT SERVICE APPLICATION service must be active and running on the server where it was installed.
- **SERVER RESOURCES -** the server hosting the DOCUMENT MANAGER service must have the necessary resources (RAM and disk space) for the proper functioning of the same. It is therefore necessary to check with the service manager that the prerequisites for operating the DOCUMENT MANAGER service are respected for the server used as listed in the INSTALLATION > INSTALLATION PREREQUISITES section of this guide.

19.1.8 Advanced TAB

Windows authentication (NTLM, Kerberos)

If problems concerning authentication through the Windows Authentication system arise, it is necessary to verify:

- **CREDENTIAL FAULTS -** the user credentials entered to log in must be correct and in particular coincide with the credentials of your Windows account.
- **CREDENTIAL VALIDITY -** the credentials used to perform the Windows Authentication must be valid: it is therefore advisable to check that they have not expired and that the user has not been blocked or disabled in the ACTIVE DIRECTORY company domain.
- **WEB SERVER APP -** the servers on which the BooleBox Web App has been installed must be entered in the corporate Active Directory Domain; in addition, the Windows Authentication option must be enabled in the IIS configuration of the BooleBox and RestApi sites (a necessary condition to use Windows Authentication).

Strong authentication

Should problems regarding the Strong Authentication option arise, according to the Strong Authentication system used, it is necessary to check:

- **SITEMINDER SERVER -** the server provided by the service provider must be functional and reachable online. In case of problems, please contact the service manager for further changes.
- **DATAPOWER SHARED KEY -** the SHARED KEY generated by the DATAPOWER system must be corrected to ensure that the session cookies are decrypted.

19.1.9 License info TAB

Change certificate

Within the LICENSE INFO tab it is possible to replace the certificate used by BooleBox On-Premises to encrypt the master key. In order to be able to carry out the symmetrical block cipher operated by BooleBox, it is necessary to use a certificate containing the private key. The certificate must also be valid. If problems regarding the practice of changing the certificate arise, verify that the latter reflects the characteristics listed above.

License update

The license update procedure, thank you to a connection between the BooleBox On-Premises server and the BooleServer internet portal dedicated to the activation of platform licenses, allows you to update all the details relating to the BooleBox On-Premises license in use. Should problems arise regarding the license update procedure, it is necessary to check:

- **SERVER INTERNET CONNECTION -** BooleBox On-Premises server must have an internet connection available in order to guarantee the achievement of the validation site. If you don't have an internet connection available, please follow the procedure explained in the LICENSE ACTIVATION > OFFLINE LICENSE ACTIVATION section of this guide.
- **LICENSE VALIDITY -** BooleBox On-Premises license referred to in the license update procedure must be valid: it is therefore recommended to check the validity of the license in use and contact BooleBox technical support at support@boolebox.com in case of problems.

19.2 Standard server components

Standard server components are the applications strictly necessary for the correct functioning of the platform. This section lists the checks to be carried out in the event that problems regarding these components arise.

19.2.1 MySQL

If problems concerning the MySQL database arise, it is necessary to check:

- that the MySQL database service is active on the machine hosting the DB;
- that the database is reachable on the port indicated during installation, which can be checked in the DATABASE tab of BooleBox On-Premises control panel;
- that the user entered in the BooleBox On-Premises application control panel as the user designated to access the DB has the necessary permissions to perform the operations requested by the platform;
- that there is sufficient free disk space on the server where the DB is installed, as indicated in the INSTALLATION PREREQUISITES section of this guide.

19.2.2 BooleBox On-Premises

If the web application of BooleBox On-Premises is not accessible, it is necessary to verify that:

- the URL address entered in the web page is correct and in particular corresponding to that of the Wep Application;
- the ASP.NET service is up & running on the server that hosts the WebApp;
- the Microsoft Windows IIS service is active and running and the site of the application is up & running from the IIS control panel (in case of further problems concerning IIS also check the Microsoft Windows Server log);
- any balancer used for configurations with multiple WebApp access servers is functioning and able to reach the WebApp reference server through the correct TCP/IP ports;
- the license of the purchased instance is valid: otherwise, the “Site in maintenance" page will appear in the browser;
- the certificate entered in Windows in the configuration part of Microsoft IIS is correct and valid: otherwise connection problems to the WebApp through the HTTPS protocol could occur. If you find that the certificate in question has expired, proceed with its replacement and restart the publication in IIS;

19.2.3 BooleBox Server Service

If problems concerning the Server Service component arise, it is necessary to verify:

- that the service is active on the server that hosts the component;
- that the server is reachable via the TCP/IP port used by the service (2450).

19.2.4 BooleBox Document Service

If problems concerning the Document Service component arise, it is necessary to check:

- from the DOC MANAGER tab of BooleBox On-Premises control panel that the parameters entered to use the service are correct. In order to do this, perform a connection test using the CONNECT button. If the connection check fails, verify that the server's IP address is correct and that the server hosting the Document Service is reachable via the specified TCP/IP port (2451);
- that BooleBox Document Service is up & running on the server where the component is installed;
- that the certificate installed and used to encrypt the Master Key on the server hosting the BooleBox web app has also been installed on the server which hosts the BooleBox Document Service: otherwise it will not be possible to keep the service up & running, making previews unavailable.

19.2.5 BooleBox Storage Service

If problems arise regarding the Storage Service component, it is necessary to check:

- from the STORAGE tab of BooleBox On-Premises control panel that the parameters entered to use the service are correct. To do this, perform a connection test using the CONNECT button. If the connection test fails, check that the IP address of the server and the port entered in control panel fields are correct and that the server hosting the BooleBox Storage Service is reachable through the specified TCP/IP port;
- from the IIS control panel, that the Microsoft Windows IIS service is up and running and that the application site is up & running. In case of problems concerning IIS, also check the Microsoft Windows Server log;
- that the user indicated as IDENTITY in the application pool of BooleBox Storage Service site has the rights for reading and writing in the destination where BooleBox files are saved. In order to do this, verify that in the path indicated in the SETTINGS.CONFIG file of the same component the permissions listed above are allowed;
- that there is free space to be used for saving data on the disk/storage used: for storage settings, check the path in the component's SETTINGS.CONFIG file.

19.3 Optionals server components

Optional server components are the applications that allow you to expand BooleBox functionalities on server side. This section lists the checks to be carried out in the event that problems arise regarding these components.

19.3.1 BooleBox AD Service

If problems arise regarding the BooleBox AD Service component, it is necessary to check:

- from the IIS control panel, that the Microsoft Windows IIS service is up and running and that the site of the application is up & running. If problems regarding the IIS service arise, also check the Microsoft Windows Server log;
- that the IP address and port related to the machine on which the BooleBox AD Service component has been installed are correct and coinciding with those set in the company's customizations. The insertion of these parameters is described in the COMPANY > VIEWING AND CUSTOMIZING COMPANY PROPERTIES > ACTIVE DIRECTORY;
- that the Microsoft Active Directory service can be reached via the network TCP/IP ports used by the server on which the AD Service component has been installed;
- that the configuration parameters inserted in the SETTINGS.CONFIG file (IP address or FQDN of the domain controller and the type of authentication protocol - SAML or AD standards) are correct;

19.3.2 SignalR

If problems concerning the SignalR component arise, it is necessary to check:

- from the GENERAL tab of the BooleBox On-Premises control panel that the IP address and port of the server on which SignalR was installed have been indicated correctly. After doing this, perform a connection test using the CONNECT button. If the connection test fails, verify that the server hosting the SignalR service is reachable on the network using the specified TCP/IP port;
- from the IIS control panel that the Microsoft Windows IIS service is active and running and that the application site is up & running. If problems regarding the IIS service arise, also check the Microsoft Windows Server log.

Note: if the controls listed in the previous points are not sufficient to solve the problems concerning the SignalR component, it could be useful to check the service status of the same component through the following links: http://serveripaddress:80/check or https://serveripadress:443/check if the SSL/TLS certificate is used. On the displayed page, if the service is working correctly, the "OK" sentence will appear; if the certificate has expired, a warning message indicating that the SSL/TLS certificate is not valid will be displayed. In the case of a blank page, the causes of the fall of the service are to be found in the Windows event viewer.

19.3.3 AD Sync

If problems concerning the AD Sync component arise, it is necessary to check:

- that the parameters required by the application have been entered correctly, as indicated in the ADDITIONAL COMPONENTS CONFIGURATION > AD SYNC section of this guide. In particular, check that the server indicated in the SERVER ADDRESS field is reachable via TCP/IP through the correct ports.

19.3.4 Node.JS

If problems concerning the Node.JS component arise, it is necessary to verify:

- from the GENERAL tab of BooleBox On-Premises control panel that the IP address or FQDN with the relative port of the server on which the component was installed has been inserted correctly. To do this, carry out a connection test using the CONNECT button. If the connection test fails, make also sure that the server hosting the Node.JS service is reachable via the specified TCP/IP port;
- in case of SSL connection, that the certificate is installed correctly and still valid;
- that the Node.Js: Server-side Java Script process is active and present in the Microsoft Windows Server Task Manager where the component is installed. If not, restart the BOOLEBOX SERVER SERVICE service on the machine hosting the component.

Note: if the controls listed in the previous points are not sufficient to solve the problems concerning the Node.JS component, it could be useful to check the service status of the same component through the following links: http://serveripaddress:3000/getpush or https://serveripadress:3500/getpush if the SSL/TLS certificate is used. On the displayed page, if the service is working correctly, a string containing all the parameters of the connected user will appear; if the certificate has expired, a warning message indicating that the SSL/TLS certificate is not valid will be displayed. In the case of a blank page, the causes of the fall of the service are to be found in the Windows event viewer.

19.3.5 File Encryptor Server

If problems concerning File Encryptor Server component arise, it is necessary to verify:

- that the service concerning the File Encryptor Server component is up & running on the server hosting the component.
- that the API KEY inserted when configuring the component is correct and in particular corresponding to the one generated for the company. The generation of the API KEY is described in the COMPANY > VIEWING AND EDITING COMPANY PROPERTIES > API KEY section of this guide.
- that the user with whom the service is running has the necessary permissions to access the repository where the data to be encrypted are stored, configured in the File Encryptor rules.
- that the parameters related to the eventual proxy server are correct.

19.3.6 Office online

For problems concerning the Office Online Server platform, refer to the official installation page of Microsoft site.

19.4 Optional client components

Optional client components are the applications that allow you to expand BooleBox functionalities on client side. This section lists the checks to be carried out in the event that problems regarding these components arise.

19.4.1 File encryptor client

If problems concerning the File Encryptor Client component arise, it is necessary to verify that the parameters indicated to configure the possible use of a proxy server have been entered correctly.

19.4.2 Outlook encryptor

If problems arise regarding the Outlook Encryptor plugin, it is necessary to verify:

- that the BooleBox server address has been entered correctly in the plugin information menu;
- that the username and the password entered correspond to those of your BooleBox account.
- that the Microsoft Office version installed is one of those supported by the plugin, as indicated in the INSTALLATION PREREQUISITES section of this guide.

Dashboard

20 Introduction

Welcome to the DASHBOARD section of the BooleBox administrator guide. In this area you will find out how to manage all the administrative functions of the platform, such as creating new classifications and assigning specific permissions to users created (Access notification, Single Sign On, Personal Key, sharing properties and sections access). The following user profiles can be created within the platform:

- **SUPER ADMIN (SAM) -** administrative profile created automatically during system configuration, with the power to create new companies and new users.
- **ADMIN (ADM) -** administrative profile created by an admin or a super admin, with full permissions within the company of which he is administrator.
- **ADMINISTRATIVE RESTRICTED ROLE (ADR) -** administrative profile created by an admin or a super admin, which have access only to particular sections of the dashboard based on the choices operated from the admin or super admin profile.
- **GROUP ADMINISTRATIVE ROLE (GAR) -** administrative profile created by an admin or a super admin with unlimited permissions on the group administrated.
- **USER (USR) -** user created by an admin or super admin profile with specific permissions established during configuration.
- **GUEST (G) -** guest user external to the platform with which you can share files according to the sharing template used.

  Note: the guest user does not cover the users available for the purchased license and can't access classifications.

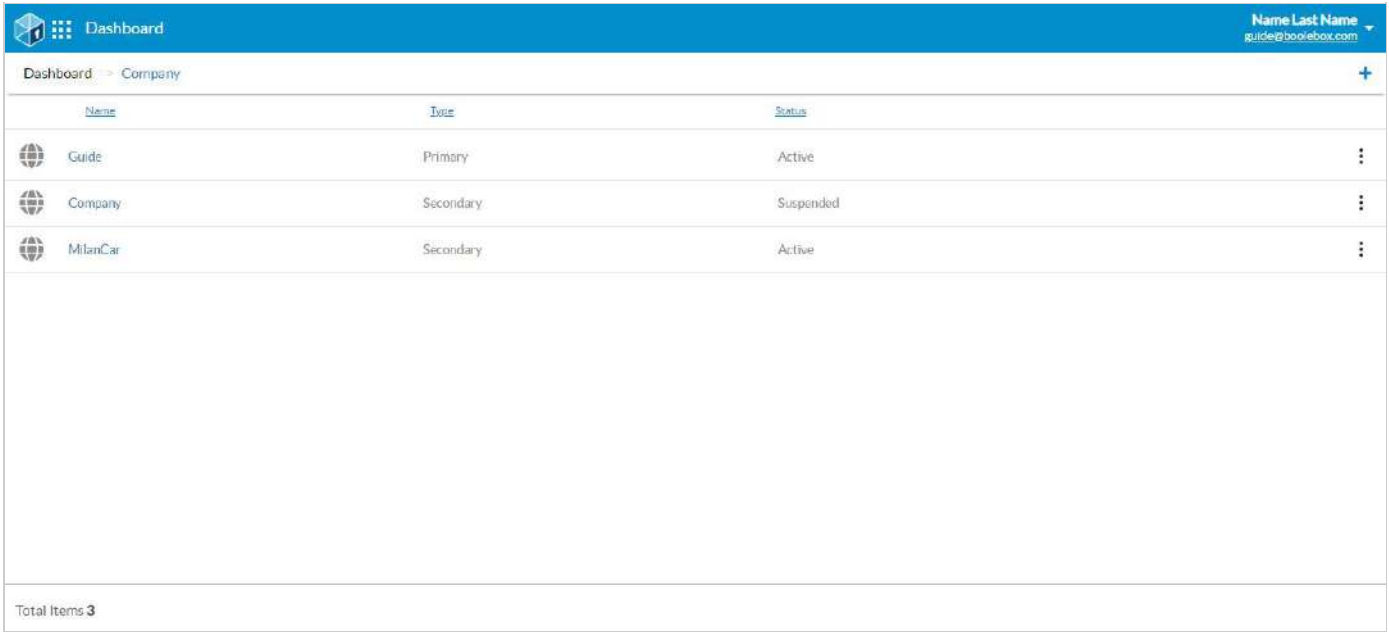
On the top right, you will find an icon to access the technical support documentation in case of need.

Note: the DASHBOARD section is only accessible to the SAM, ADM and ADR profiles. SAM and ADM users will be able to access all sections of the dashboard, while ADR users will have access only to some of them, according to the permissions defined when creating the user.

Within this section, in the form of a note in bold, you will find some indications to obtain the Common Criteria EAL2+ certified version.

21 Company

How to create, configure and manage companies within the BooleBox platform, the units through which users and groups are organized within their account.

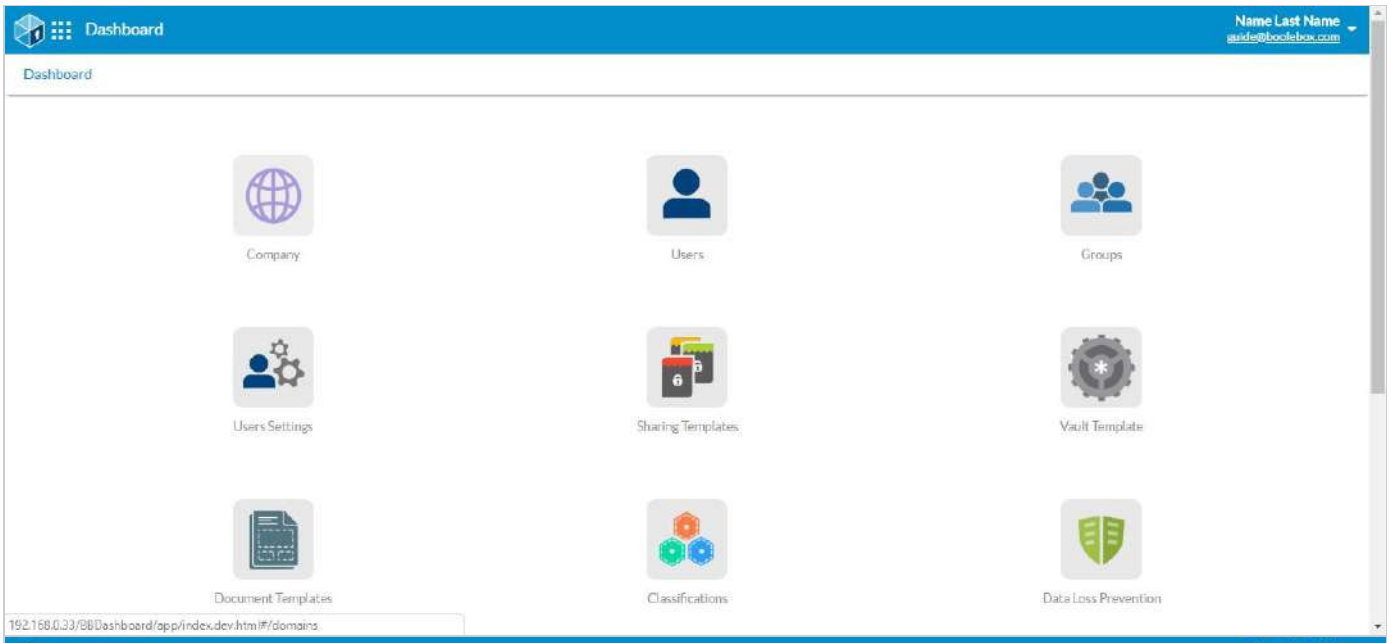


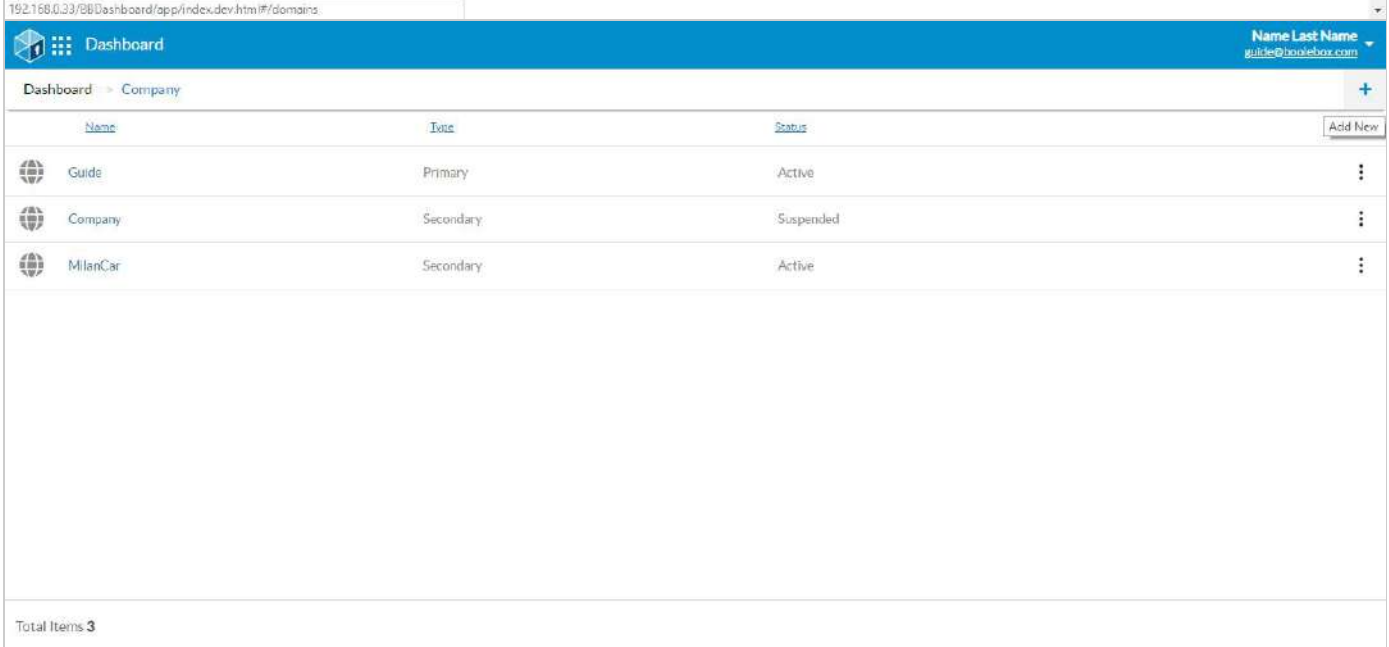
21.1 Creating a new company

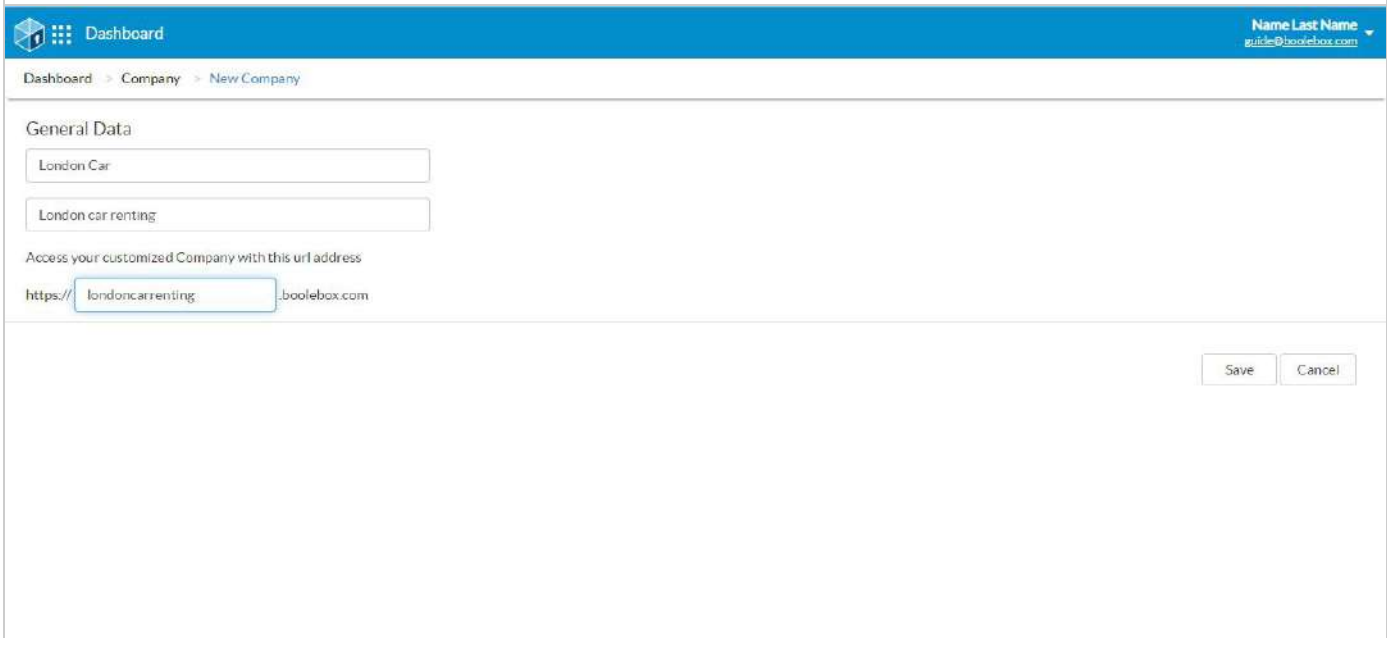
BooleBox Business and On-Premises allow secondary companies to be configured on the platform, in addition to the primary company that is automatically generated during the activation of the service. By configuring companies, users can even be organized into completely autonomous groups within them so that, for example, business units, geographically remote branches in an area, skills-based groups, secondary companies or any organizational subdivision required by their situation can be managed in a simple and efficient way. In order to create a new company, perform the following actions:

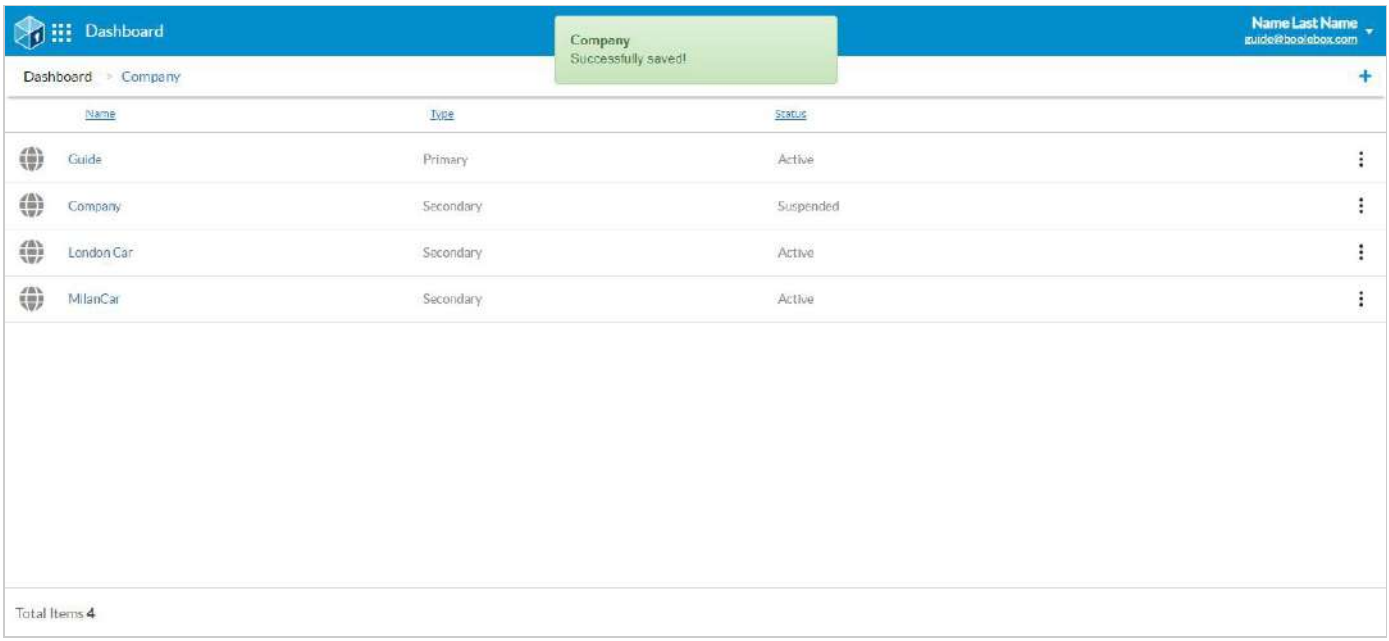
- Click on the menu icon in the top-left corner of your account's homepage to access the DASHBOARD.
- Access the COMPANY section.
- Click on the + ADD NEW symbol located in the top right
- The window that is going to pop-up on your screen will allow you to enter, in the NAME field, the name you want to assign to the company you are creating.
- In the DESCRIPTION field, enter a brief description containing more details regarding the company you are creating.
- Specify a custom string that will allow direct access to users who will be part of this company through a direct link to the second level domain.
- Press SAVE to confirm.

The new company will appear in the list within the main area.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/domains


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Company
Name
Type
Status
Add New
Guide
Primary
Active
Company
Secondary
Suspended
MilanCar
Secondary
Active
Total Items 3


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Company > New Company
General Data
London Car
London car renting
Access your customized Company with this url address
https://
londoncarrenting
.boolebox.com
Save
Cancel

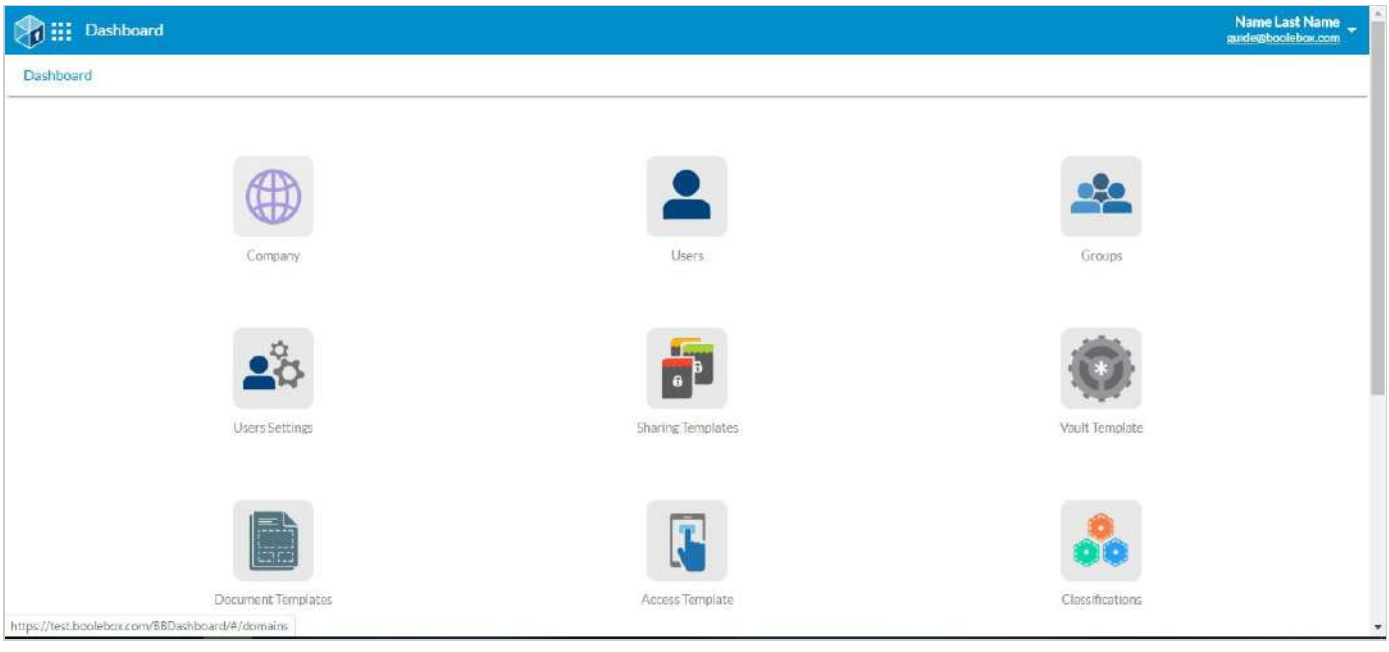


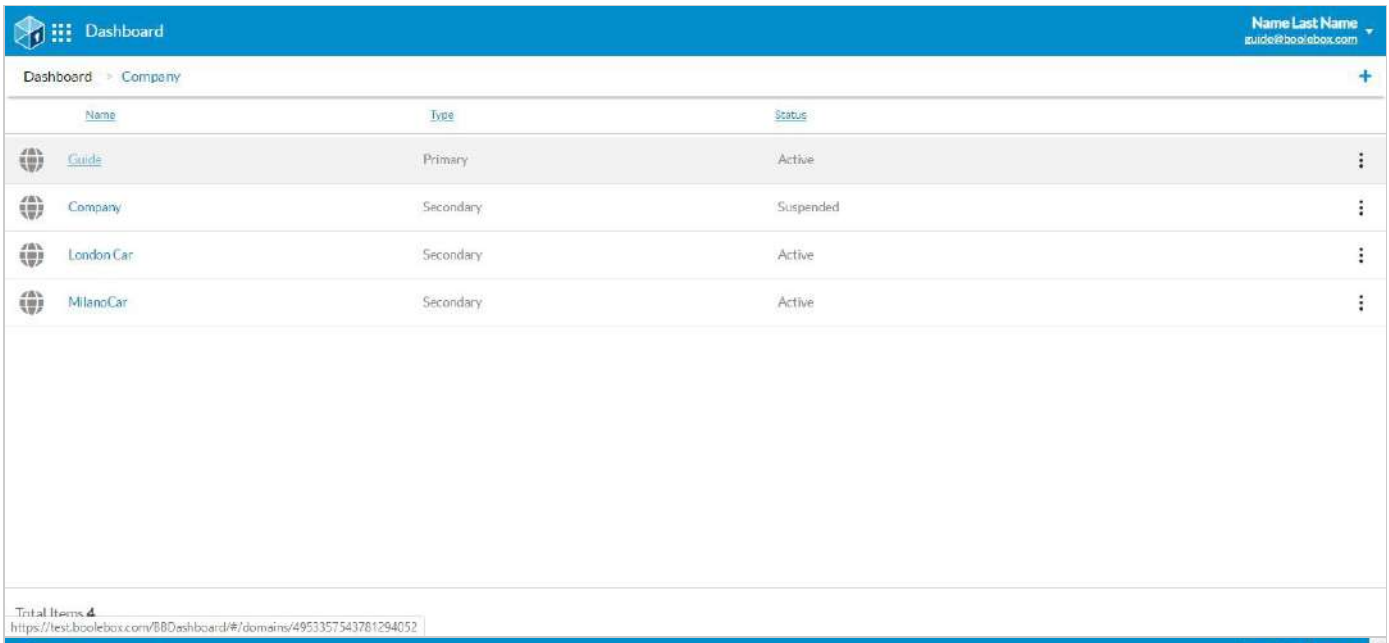
21.2 Viewing and customizing company settings

In order to view or update the settings of an existing company, perform the following actions:

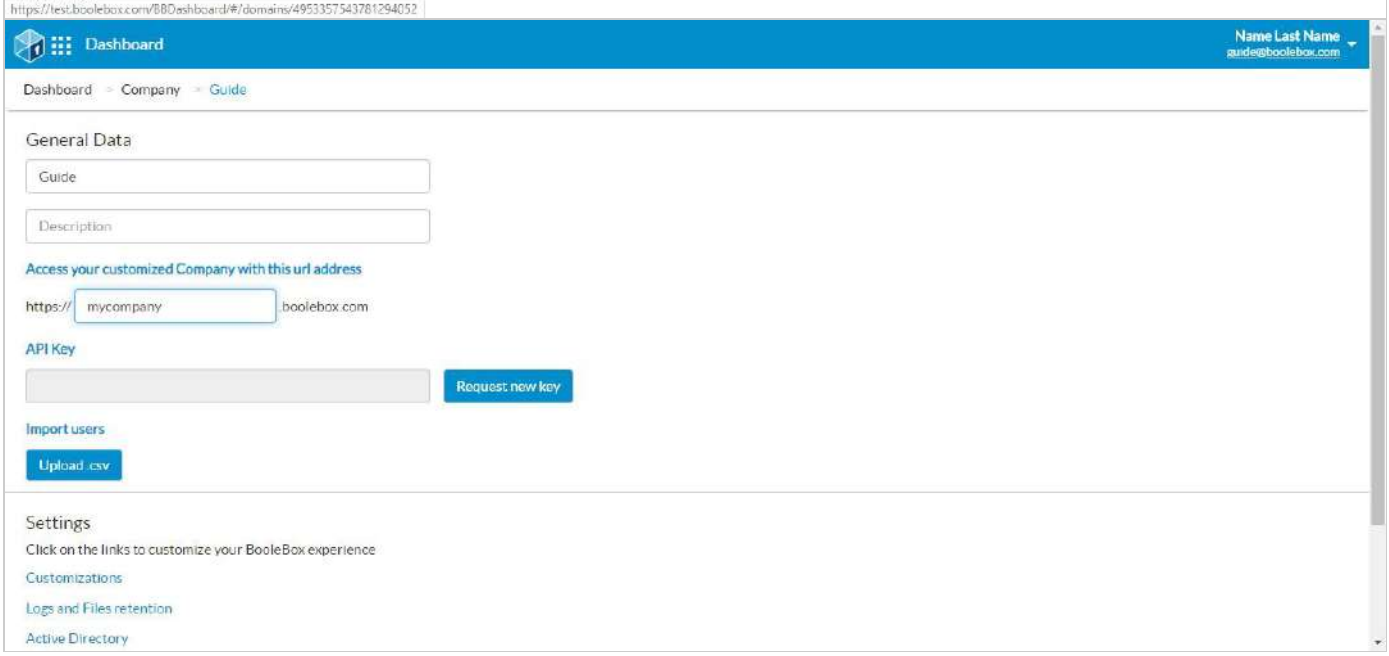
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the COMPANY section.
- Click on the name of the company you want to view or customize.
- The window that is going to pop up on your screen will allow you to set, in the GENERAL DATA section, the main data of the selected company.
- In the SETTINGS section, there is a list of links for accessing the sections corresponding to a set of parameters allowing to customize the properties of the selected company.
- Press SAVE to confirm any changes.

Attention: the customized properties set will be effective only entering the URL of the company in the url field within the GENERAL DATA section.





https://test.boolebox.com/BBDashboard/#/domains/4953357543781294052



21.2.1 Customizations

By clicking on the CUSTOMIZATIONS link you can set some graphic and functional customizations that will be active for the selected company. The CUSTOMIZATIONS link allows you to make changes to the sections LOGOS AND COLORS, LOGIN OPTIONS and MAIL DISCLAIMER.

LOGOS AND COLORS

Inside the LOGOS AND COLORS section you can customize the logos and colors that will be visible on the platform to all users belonging to the selected company. The section allows you to customize:

- **LOGIN area -** area where you can customize the color (LOGIN HEADER COLOR) and the logo (LOGO) that will be displayed at the top of the screen of the login page.
- **MAIN area -** area where you can customize the color to assign to buttons, titles and header displayed after login (THEME) and set the logo to be displayed in the internal header next to the user's name (LOGO).

LOGIN OPTIONS

Inside the LOGIN OPTIONS section it is possible to adjust some functions inherent to the login procedure of the users belonging to the selected company. Specifically, in the LOGIN OPTIONS section you can activate/deactivate the following options:

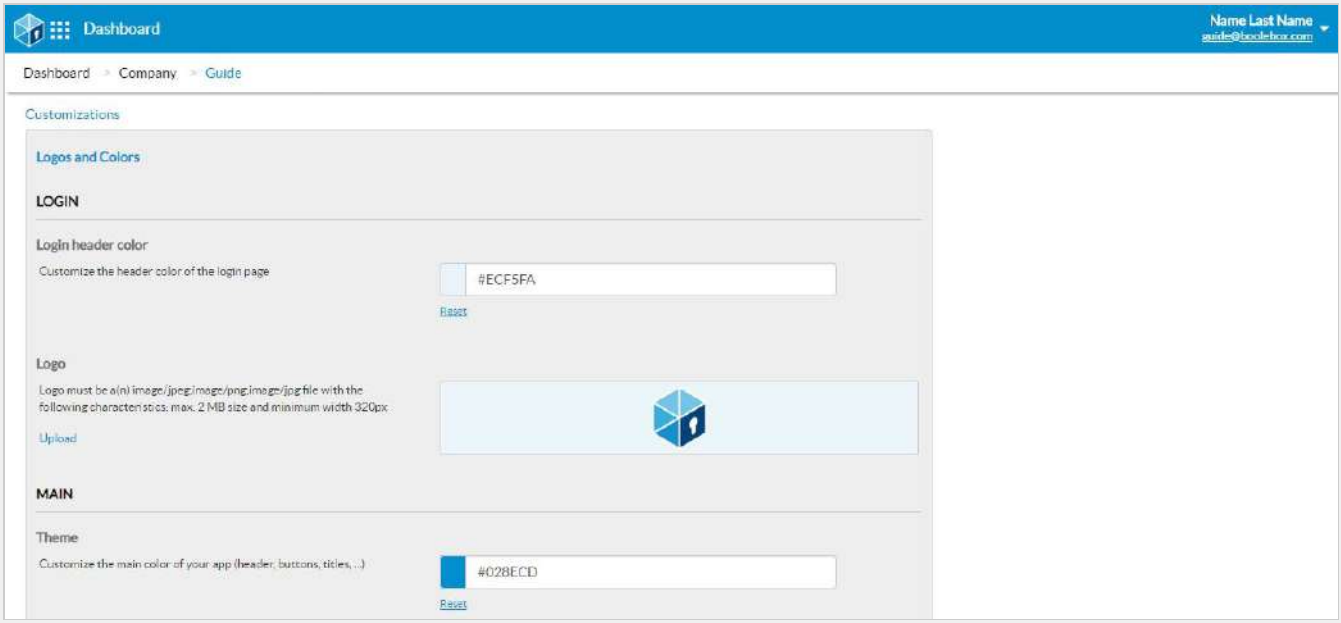
- **REGISTER BUTTON -** button present in the login screen that allows you to create a new BooleBox account.
- **ACCESS FROM NON TRUSTED DEVICES link -** link that allows you to proceed with the operation of ACCESS FROM NON TRUSTED DEVICES.

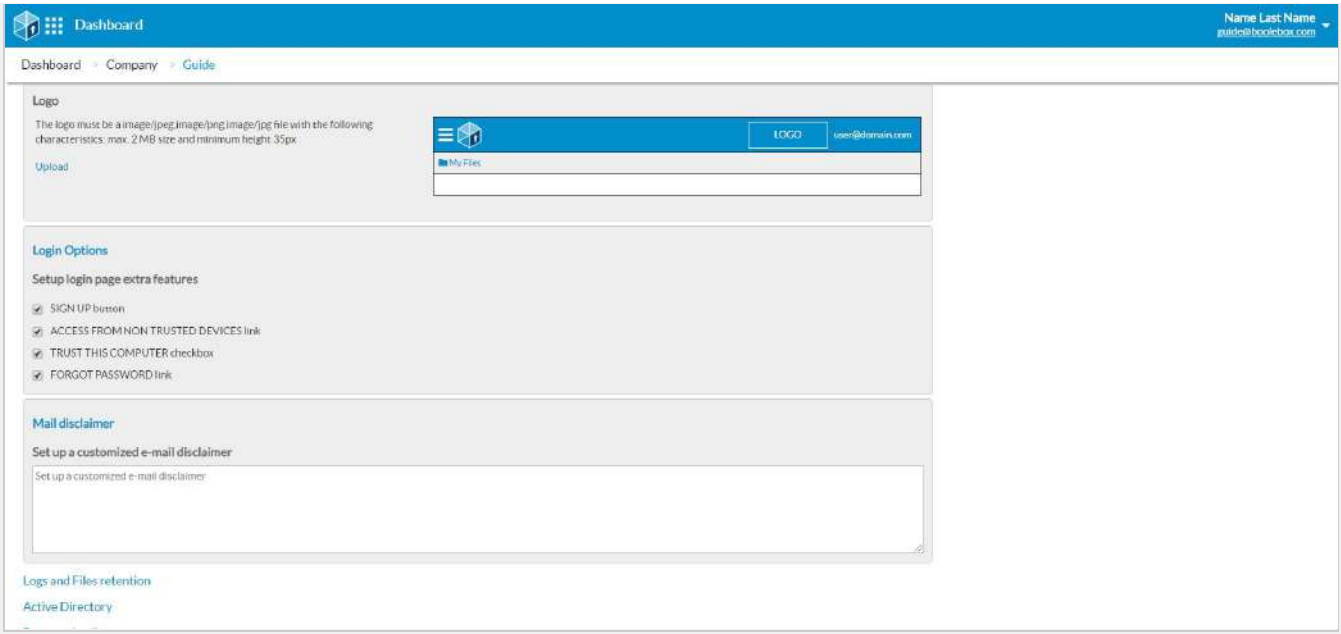
  Note: for BooleBox On-Premises instances configured in accordance with the specifications imposed by the Common Criteria EAL2 + certification, this option must be disabled.
- **TRUST THIS COMPUTER checkbox -** checkbox which, in case of login with OTP, allows to recognize the device in use as safe, disabling the request of the OTP at subsequent accesses.

  Note: for BooleBox On-Premises instances configured in accordance with the specifications imposed by the Common Criteria EAL2 + certification, this option must be disabled.
- **FORGOT PASSWORD LINK -** link that allows you to proceed with the PASSWORD RECOVERY operation.

DISCLAIMER MAIL

Within the DISCLAIMER MAIL section it is possible to insert a personalized text in the appropriate text field to be attached to the e-mail notification from the platform.




Dashboard
Name Last Name
guido@boolebox.com
Dashboard » Company » Guide
Logo
The logo must be a image/jpeg,image/png,image/jpg file with the following characteristics: max. 2 MB size and minimum height 35px
Upload
LOGO
user@domain.com
My Files
Login Options
Setup login page extra features
SIGN UP button
ACCESS FROM NON TRUSTED DEVICES link
TRUST THIS COMPUTER checkbox
FORGOT PASSWORD link
Mail disclaimer
Set up a customized e-mail disclaimer
Set up a customized e-mail disclaimer
Logs and Files retention
Active Directory

21.2.2 Logs and Files retention

By clicking on the LOGS AND FILES RETENTION link it is possible to define the policies regarding the storage of operation logs and the files deleted by users.

LOG RETENTION

Within the LOG RETENTION section it is possible to limit the maximum period for storing logs on the server on which MySQL has been installed. Specifically, in this section you can choose between two options:

- **NO -** the logs will be saved on the server permanently (without expiration).
- **YES -** the logs will be saved on the server for the period indicated in the drop-down menu below.

RETENTION PERIOD FOR DELETED FILES

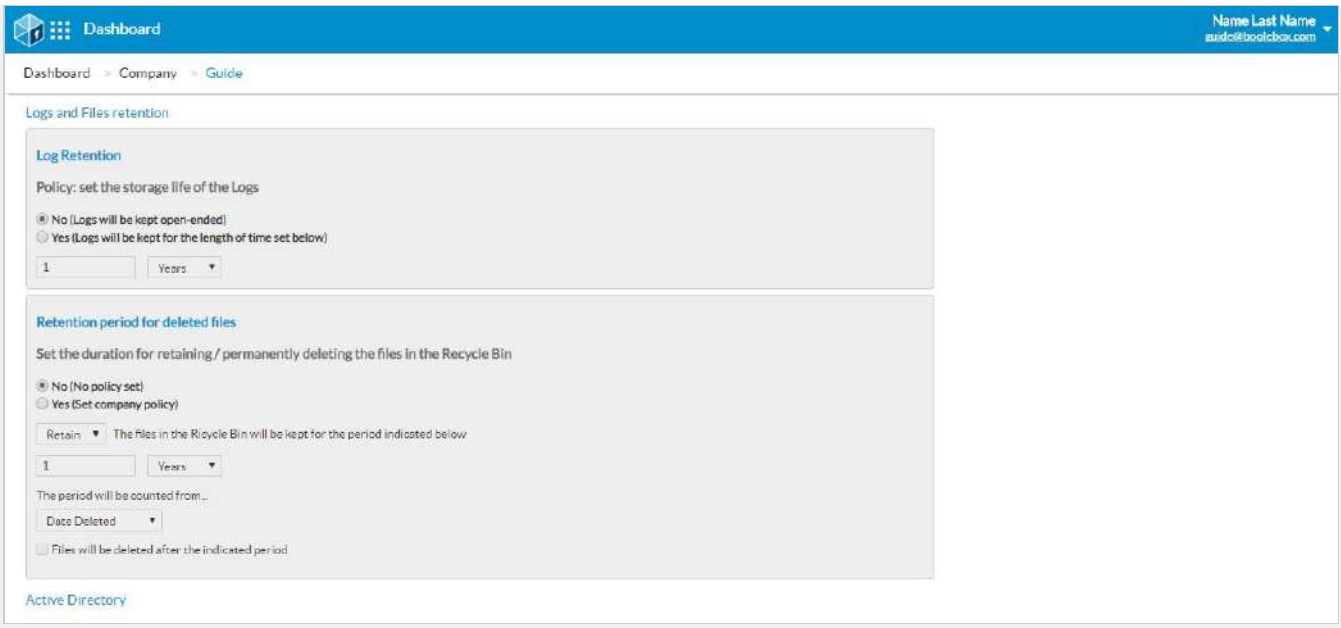
When a file uploaded on BooleBox is deleted, before being permanently removed from the platform, it is moved to the RECYCLE BIN section available to the user within its file manager. If the deleted file were instead a classified file, it will be moved into the recycle bin of the owner of the company to which the classification that contained the file belongs, accessible through the RECYCLE BIN section of the dashboard. For both sections, it is possible to set both a storage limit of the deleted files, beyond which all the files present in one of the two RECYCLE BIN sections listed above will be irretrievably deleted, and a policy for maintaining deleted files, i.e. a period of time along which it will not be possible to permanently delete the files.

To set a maintenance policy:

- In the RETENTION PERIOD FOR DELETED FILES section, select the checkbox next to to the YES option.
- Select the RETAIN option from the appropriate drop-down menu.
- Set the maintenance period you want to set for the deleted files.
- Select from the drop-down menu the criterion according to which the period of time indicated will be counted (date of creation, last modification or deletion of the file).
- If you want that at the end of the maintenance period the files are deleted, select the checkbox THE FILES WILL BE DELETED AFTER THE INDICATED PERIOD.
- Click on SAVE to complete the operation.

To set a policy for deleting files:

- In the RETENTION PERIOD FOR DELETED FILES section, select the checkbox next to the YES option.
- Select the DELETE option using the appropriate drop-down menu.
- Select through the drop-down menus at your disposal the time period over which files will be deleted.
- Select from the drop-down menu the criterion according to which the indicated time period will be counted (date of creation, last modification or deletion of the file).
- Click on SAVE to complete the operation.



21.2.3 Active directory

By clicking on the ACTIVE DIRECTORY link, you can associate to the company that you are configuring a connection to Active Directory. To do this, it is necessary to have completed the installation of BooleBox AD Service. Specifically, within the link area, you can select an option between ACTIVE DIRECTORY (BOOLEBOX AD SERVICE) and ACTIVE DIRECTORY FEDERATION SERVICES (ADFS).

ACTIVE DIRECTORY (BOOLEBOX AD SERVICE)

By choosing the ACTIVE DIRECTORY (BOOLEBOX AD SERVICE) option, you can associate an Active Directory connection to the company using the BooleBox AD Service component. After selecting the checkbox:

- In the box displayed on your screen, in the SERVICE ADDRESS field, enter the IP address for the machine on which the BooleBox AD Service was previously installed.
- In the SERVICE API KEY field, type the key that will be set automatically in the Config file of the AD Service. At the end of the BooleBox AD Service installation, this parameter is indeed still to be set.

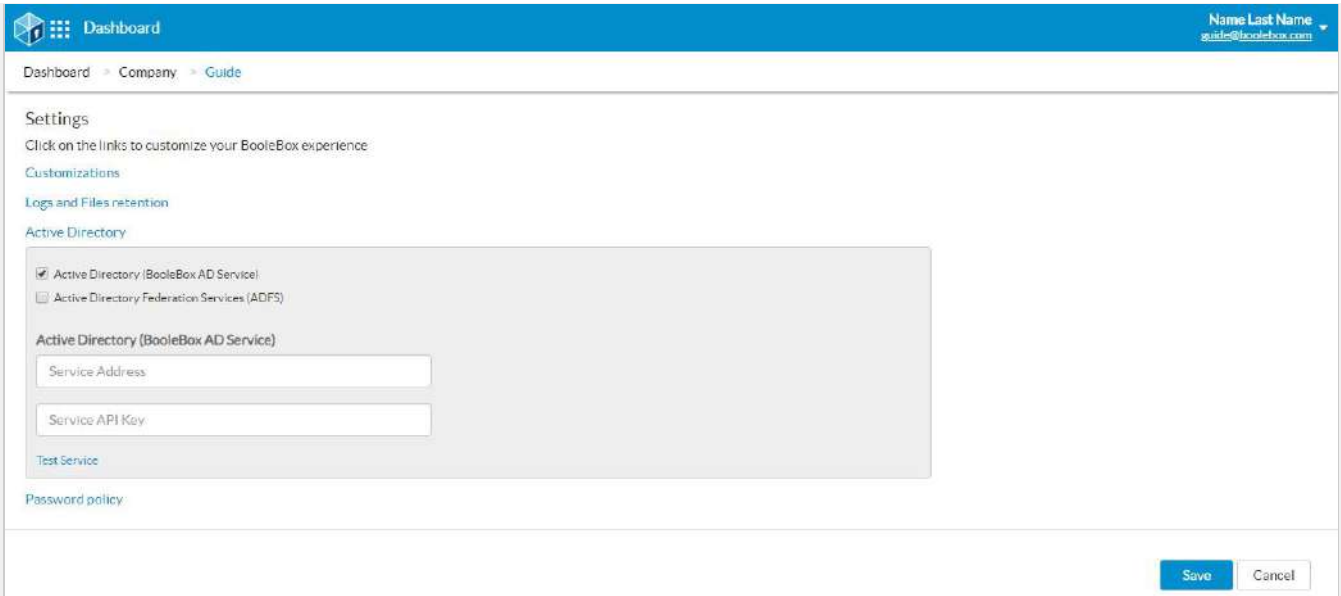
  If this parameter has already been previously configured, in order to change it, it will be necessary to insert a new key and bring it back manually within the BooleBox AD Service configuration file.
  Note: by default, the Config file is saved in the same location where BooleBox AD Service was installed.
- Press TEST SERVICE to perform the associated operation.
- Press SAVE to confirm the changes made.

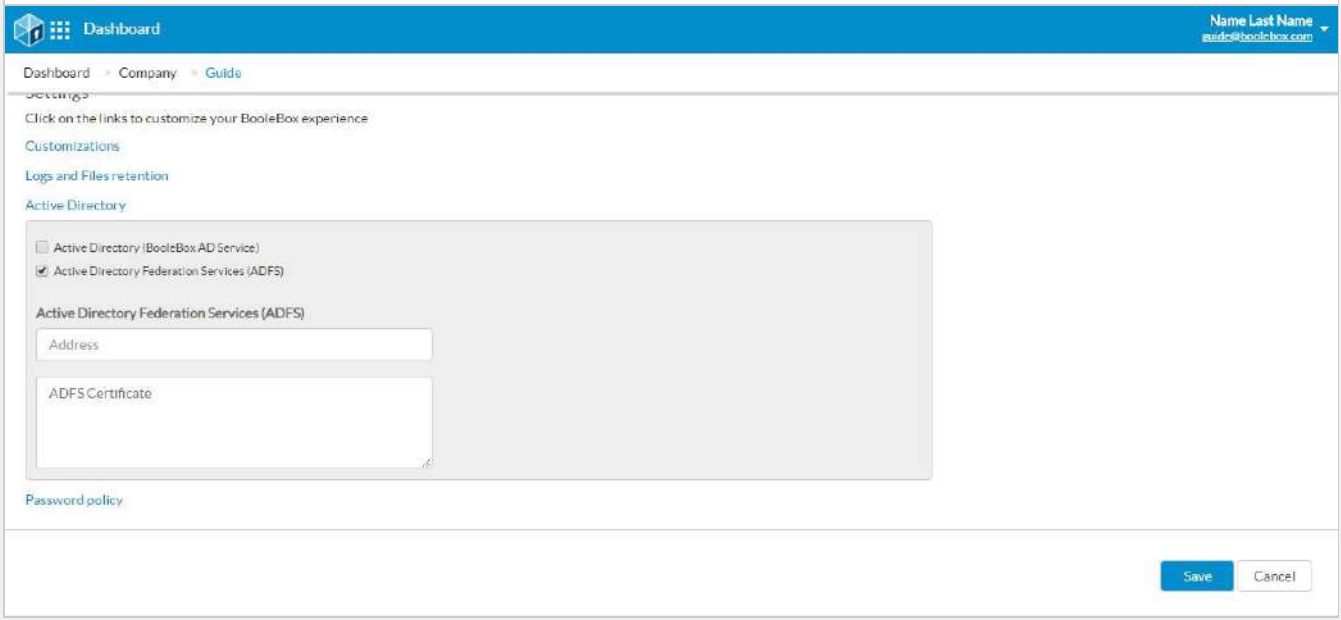
ACTIVE DIRECTORY FEDERATION SERVICES (ADFS)

By choosing the ACTIVE DIRECTORY FEDERATION SERVICES (ADFS) option, you can associate an Active Directory connection to the company you are configuring using the ADFS service. After selecting the checkbox:

- In the box that appears on your screen, enter the ADFS server address in the ADDRESS field.
- Enter the public certificate in the CERTIFICATE field related to the ADFS service, saved on the server indicated above.

Note: for BooleBox On-Premises instances configured in accordance with the Common Criteria EAL2+ certification specifications, the connection with the organization Active Directory domain must not be configured.


Dashboard
Name Last Name
guide@booleboxcom
Dashboard » Company » Guide
Settings
Click on the links to customize your BooleBox experience
Customizations
Logs and Files retention
Active Directory
Active Directory (BooleBox AD Service)
Active Directory Federation Services (ADFS)
Active Directory (BooleBox AD Service)
Service Address
Service API Key
Test Service
Password policy
Save
Cancel


Dashboard
Name Last Name
guide@booleboxcom
Dashboard » Company » Guide
Click on the links to customize your BooleBox experience
Customizations
Logs and Files retention
Active Directory
Active Directory (BooleBox AD Service)
Active Directory Federation Services (ADFS)
Active Directory Federation Services (ADFS)
Address
ADFS Certificate
Password policy
Save
Cancel

21.2.4 Password policy

Cliccando in corrispondenza del link PASSWORD POLICY, è possibile impostare policy di complessità e sostituzione delle password degli utenti facenti parte dell'azienda selezionata. Per personalizzare i parametri relativi alla complessità della password:

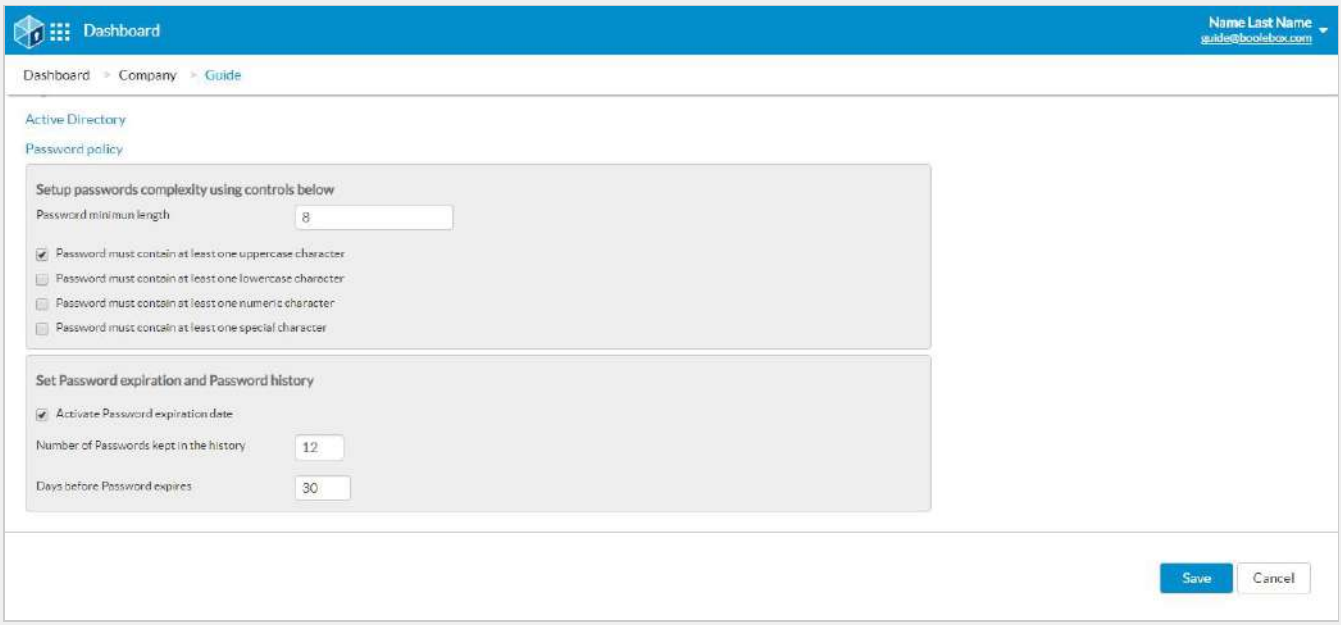
- Nel primo riquadro, indica il numero minimo dei caratteri alfanumerici richiesti per la scelta della password.
- Abilita le opzioni associate alle condizioni che si desiderano rendere obbligatorie per la scelta della password.
- Premi SALVA per confermare le modifiche effettuate.

Per impostazione predefinita, la COMPLESSITÀ PASSWORD richiede solamente 8 caratteri e nessuna opzione aggiuntiva.
Per impostare delle policy inerenti la scadenza delle password degli utenti dell'azienda:

- Clicca in corrispondenza della checkbox ATTIVA SCADENZA PASSWORD.
- Inserisci nel campo apposito il numero di password da mantenere nella cronologia delle password passate.

  Nota: non è possibile impostare come nuova password una delle password mantenute nella cronologia.
- Inserisci nel campo apposito il numero di giorni di validità della password degli utenti che fanno parte dell'azienda.
- Premi SALVA per confermare le modifiche effettuate.

Nota: per installare BooleBox On-Premises nella versione certificata Common Criteria EAL2+, la password deve raggiungere la lunghezza minima di otto caratteri e contenere una lettera maiuscola, una lettera minuscola ed un numero.



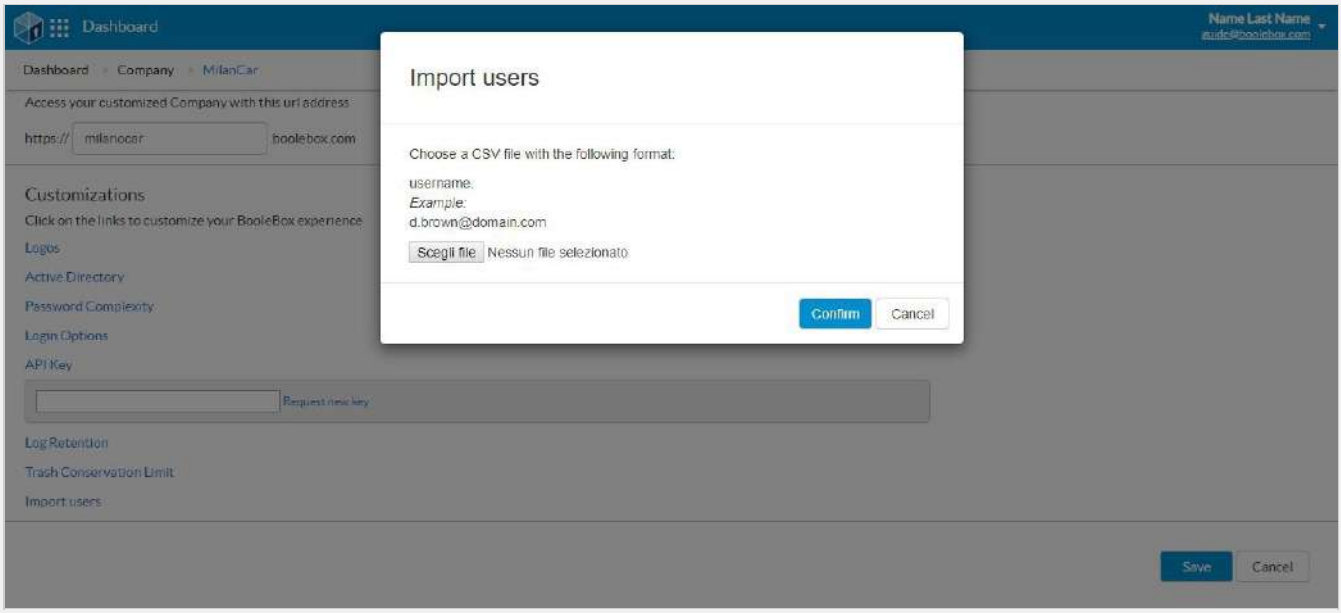
21.2.5 Import users - BooleBox Cloud

If you have a cloud BooleBox license and you want to automatically insert users in a .csv file into the company, you can use the IMPORT USERS function.

To import users into the company you are configuring:

- Click on the IMPORT USERS link.
- In the window that appears on your screen, click on CHOOSE FILES and select a .csv file containing the e-mail addresses of users to import.

  Note: users' e-mail addresses must each be on a different line.
- Press CONFIRM to continue.
- Press SAVE to make the changes effective.



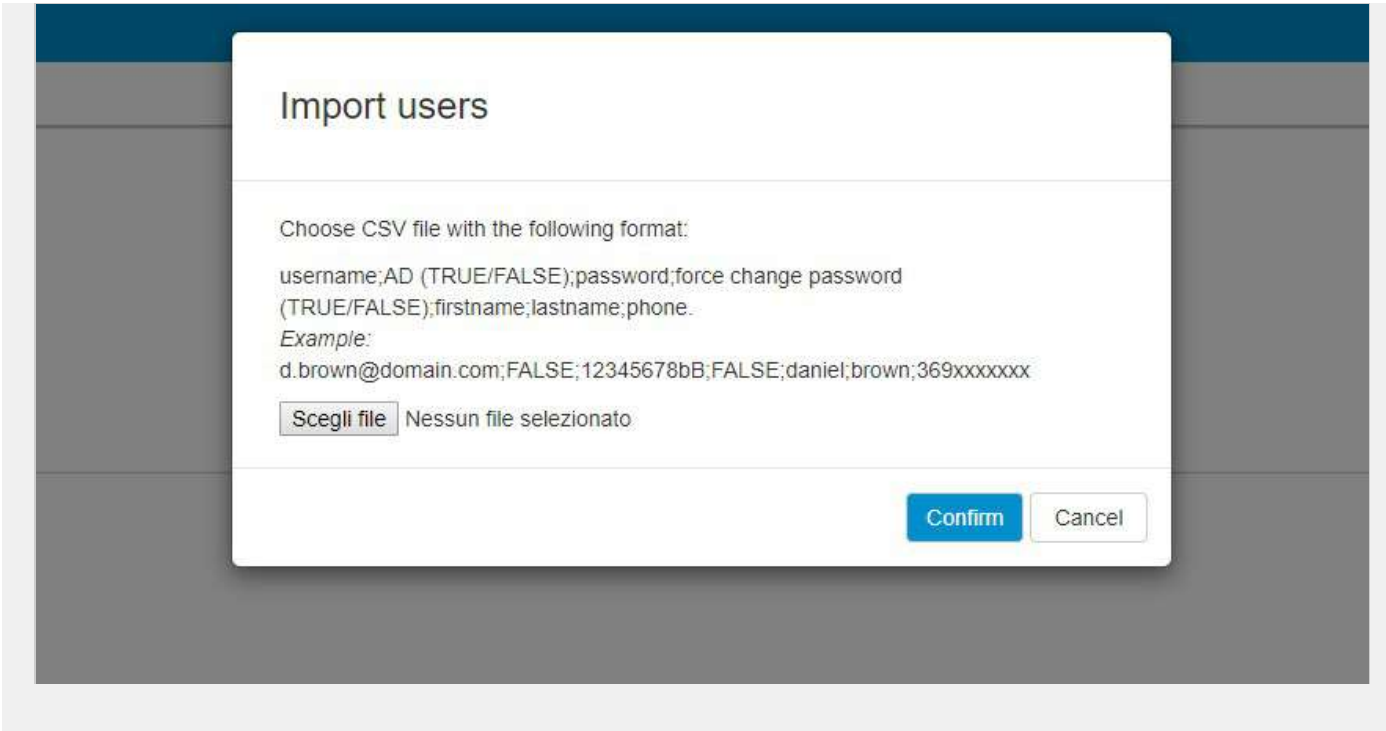
21.2.6 Import users - BooleBox On-Premises

If you have an instance of BooleBox On-Premises and you want to automatically insert users in a .csv file into the company, you can use the IMPORT USERS function.

To import users into the company that you are configuring:

- Click on the IMPORT USERS link.
- In the window that appears on your screen, click on SELECT FILES and select a file that respects the features and the syntax indicated: these characteristics are indeed essential in order to guarantee the correct importation of users by the .csv file.
- Press CONFIRM to continue.
- Press SAVE to make the changes effective.

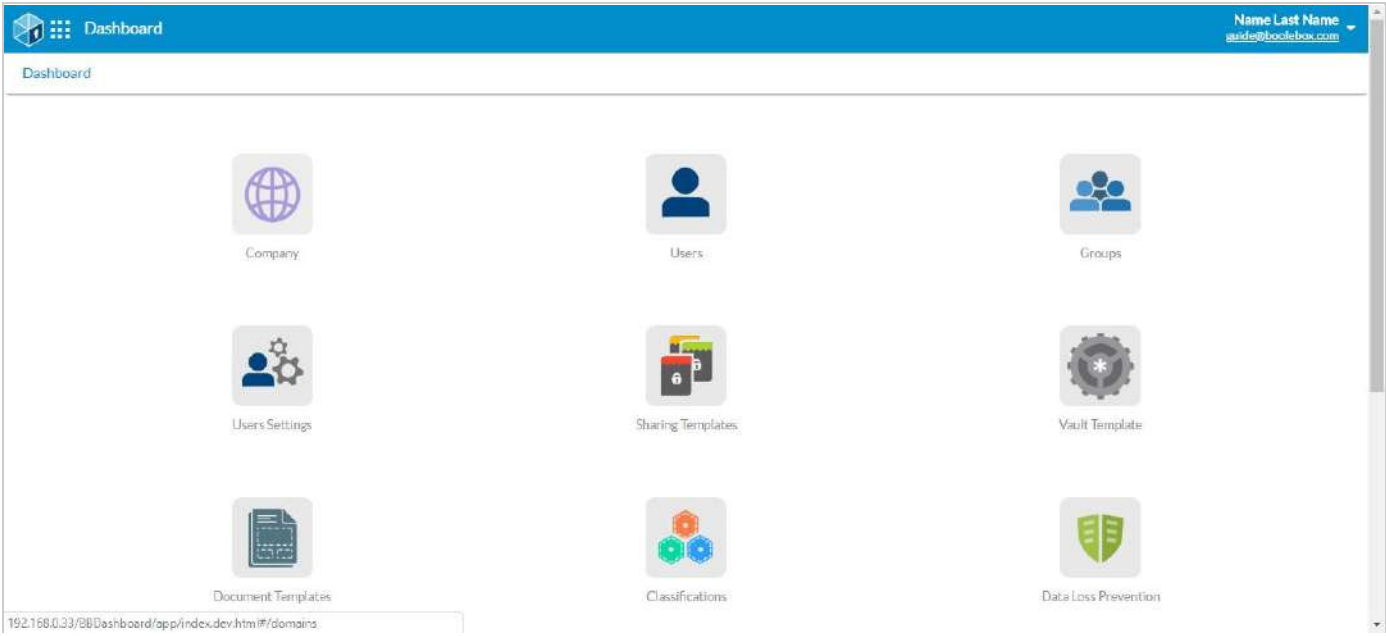
Note: to implement the automatic user import procedure in accordance with the security objectives defined for the certified Common Criteria EAL2+ version of BooleBox On-Premises, it is mandatory to force the change of the password of the imported users to the first access. This procedure must be completed by setting the FORCE CHANGE PASSWORD field to true.

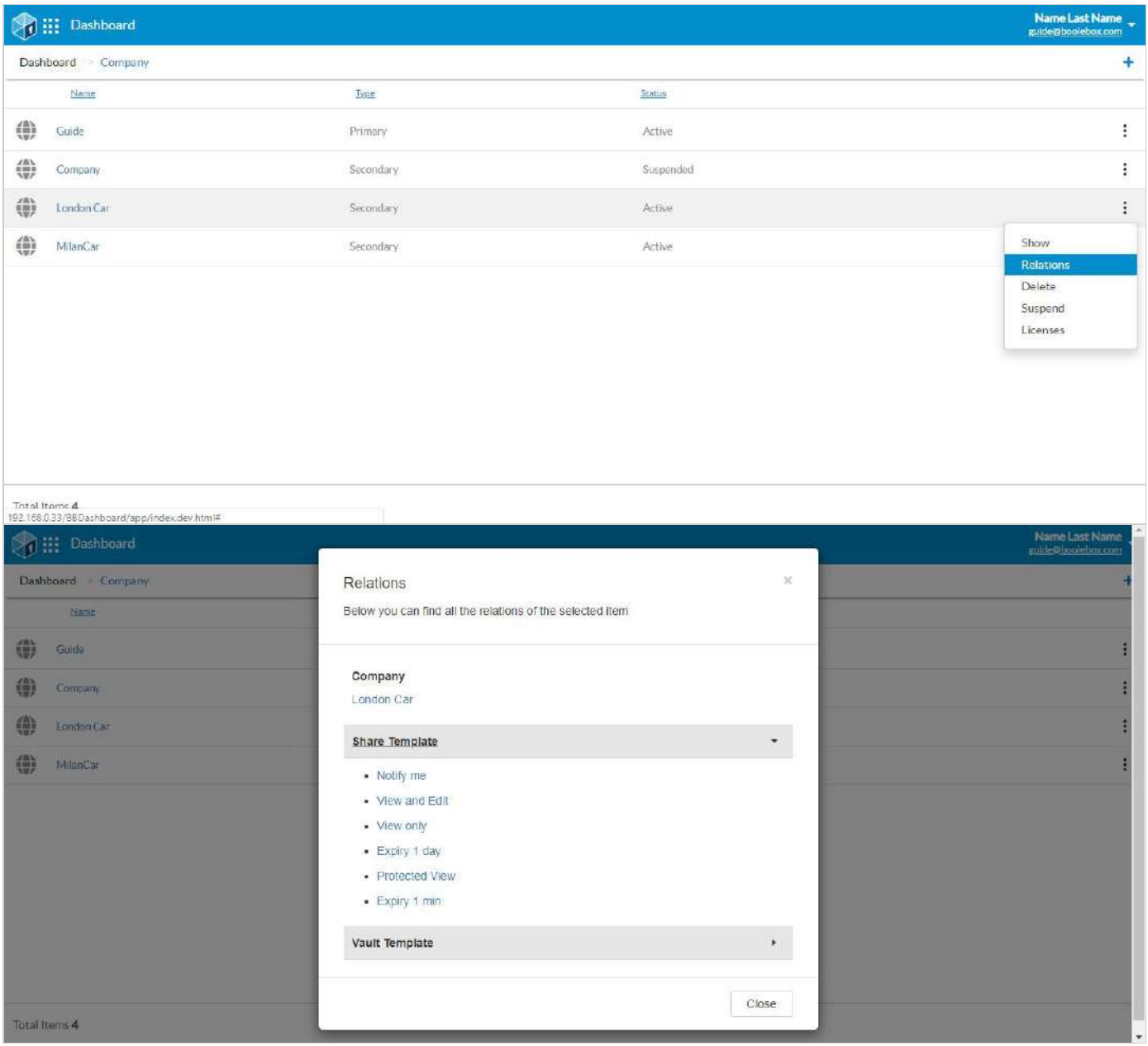


21.3 Viewing the relations of a company

By visualizing the relations of a company, it is possible to obtain a general overview of the relations that the latter has with each of the Dashboard sections connected to it, obtaining information such as sharing templates, users and groups associated with it. In order to view the relations of a company, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the COMPANY section.
- Click on the three-points menu next to the company whose relations you want to view.
- In the window that is going to appear on your screen, the main relations that the company has with the Dashboard sections associated with it are listed.



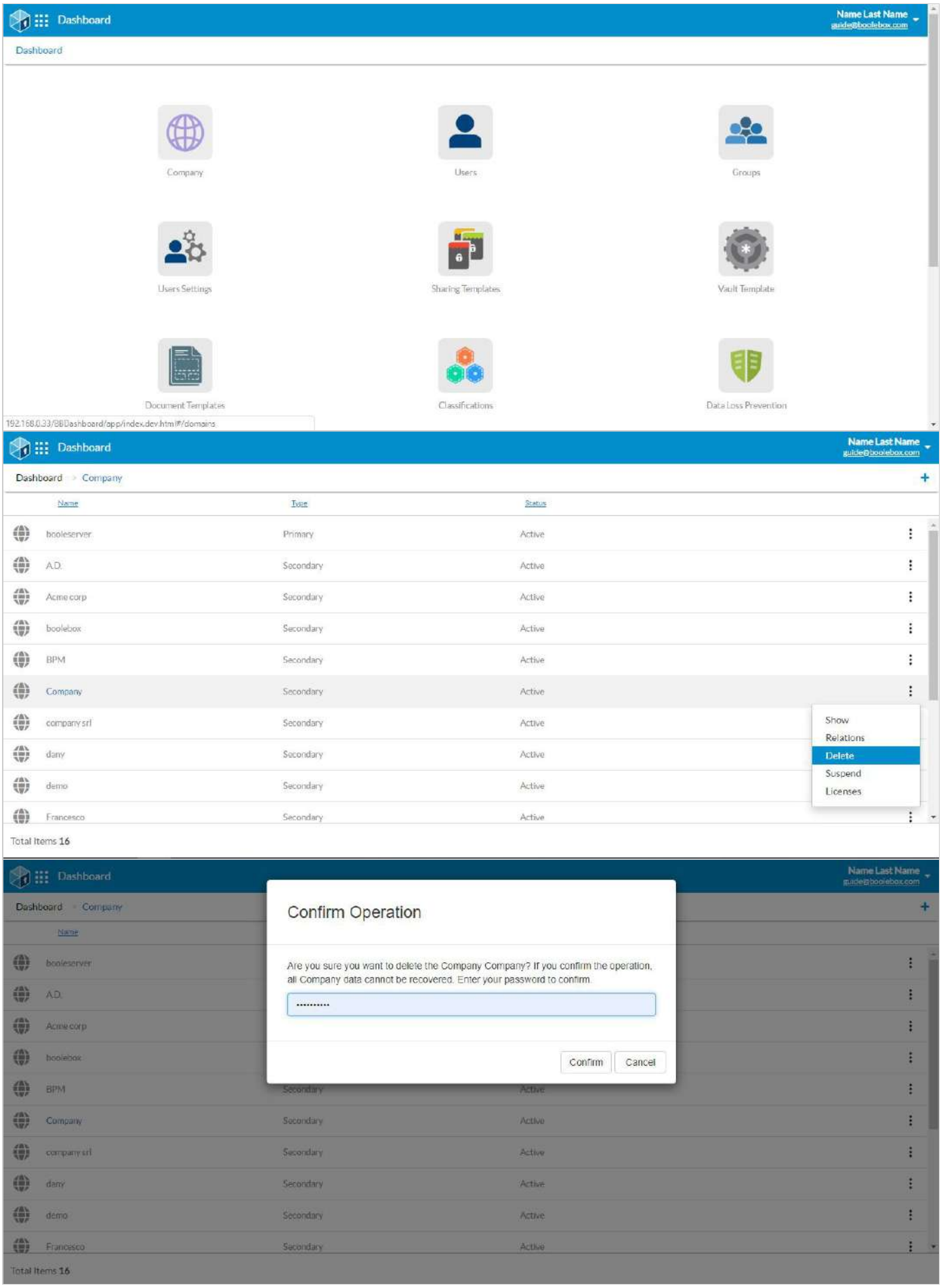


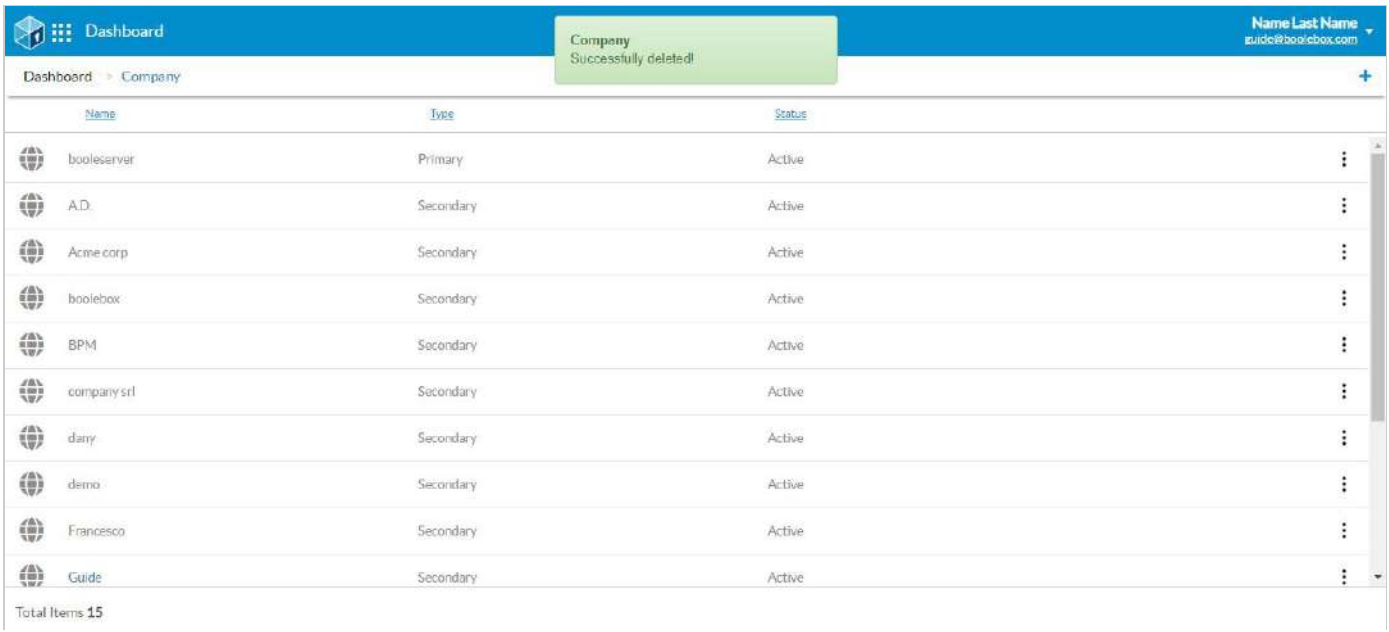
21.4 Removing a company

In order to remove an existing company, perform the following actions:

- Click on the menu icon in the top-left corner of your acount's homepage to access your DASHBOARD.
- Access the COMPANY section.
- Click on the three-point menu next to the company you wish to remove.
- Press DELETE.
- A new confirmation window will appear, informing you that, once the company data has been deleted, it will not be possible to recover it.
- Enter your profile password in the corresponding field and click CONFIRM to proceed.

N.B. The system does not support the deletion of the primary company to which the Cloud Business or On-Premises license was originally matched.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/domains
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Company
Name
Type
Status
booleserver Primary Active
A.D. Secondary Active
Acme corp Secondary Active
boolebox Secondary Active
BPM Secondary Active
Company Secondary Active
company srl Secondary Active
dany Secondary Active
demo Secondary Active
Francesco Secondary Active
Show
Relations
Delete
Suspend
Licenses
Total Items 16
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Company
Confirm Operation
Are you sure you want to delete the Company Company? If you confirm the operation, all Company data cannot be recovered. Enter your password to confirm.
Confirm
Cancel
Total Items 16

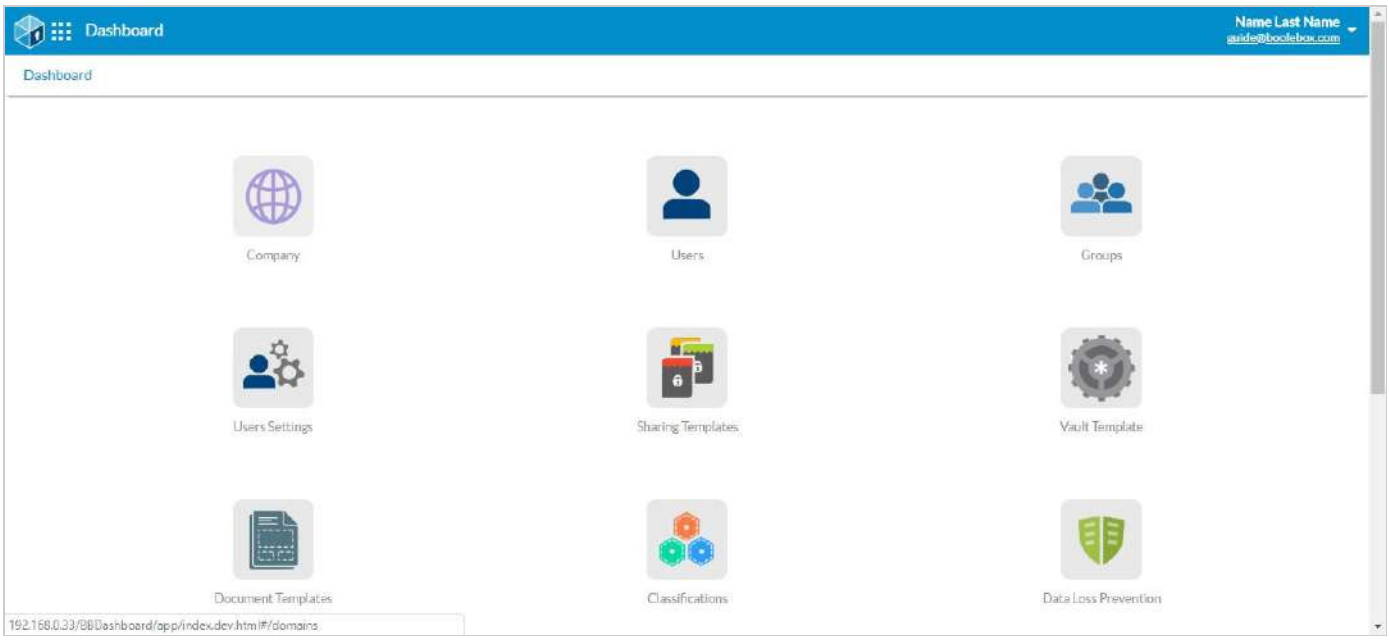


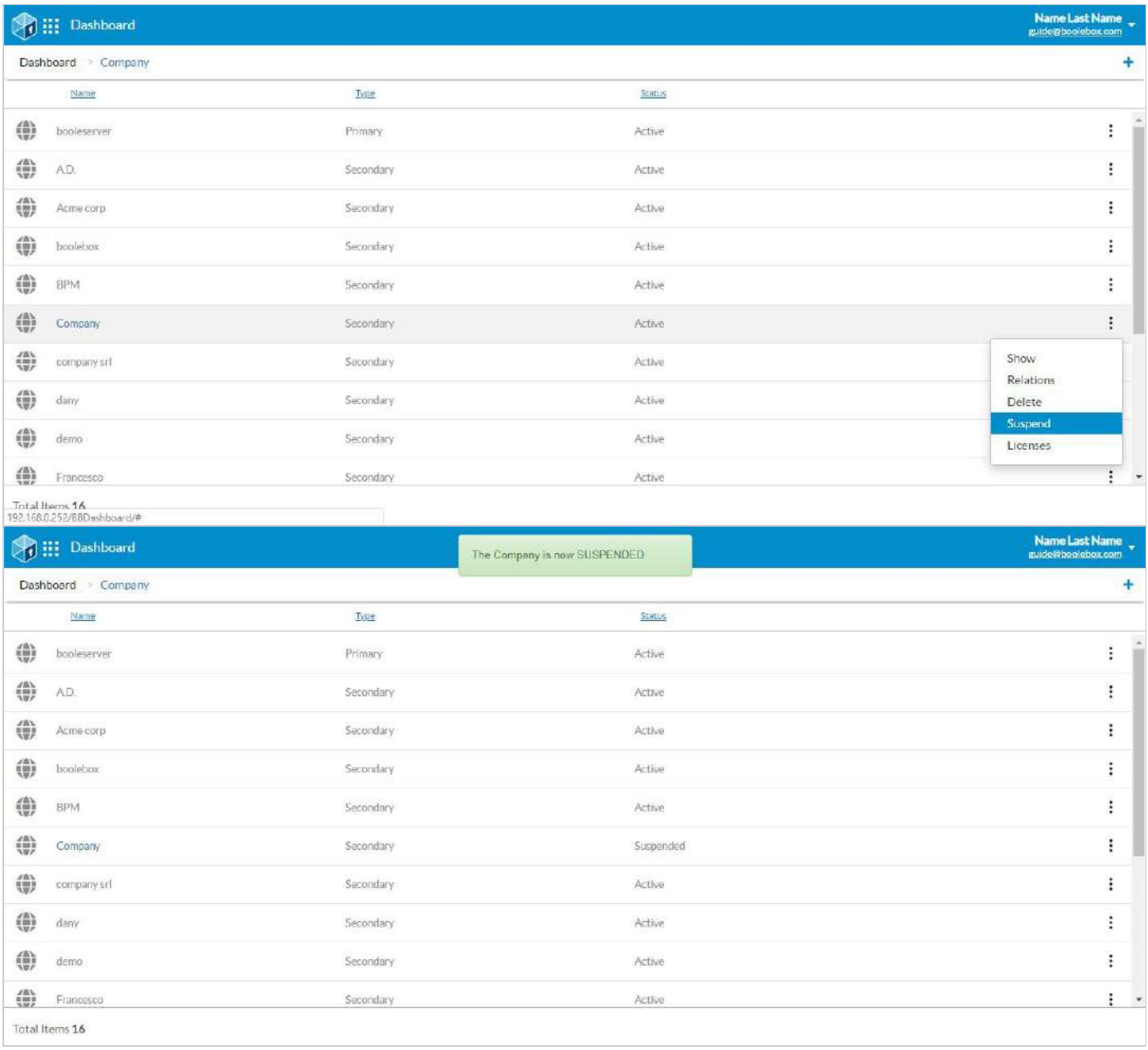
21.5 Suspending/activating a company

It is possible to suspend a company without deleting its configuration or associated information, letting the chance to activate it again at any time. To suspend a company:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the COMPANY section.
- Click on the three-points menu next to the company you wish to suspend.
- Press SUSPEND.
- A message confirming the successful completion of the operation will appear.
- The company status is always visible from the main screen of the COMPANY section.
- To reactivate a suspended company, repeat the procedure described above, pressing on ACTIVATE when requested.

  Note: when a company is active, the SUSPEND command appears; when it is suspended, the ACTIVATE command appears.

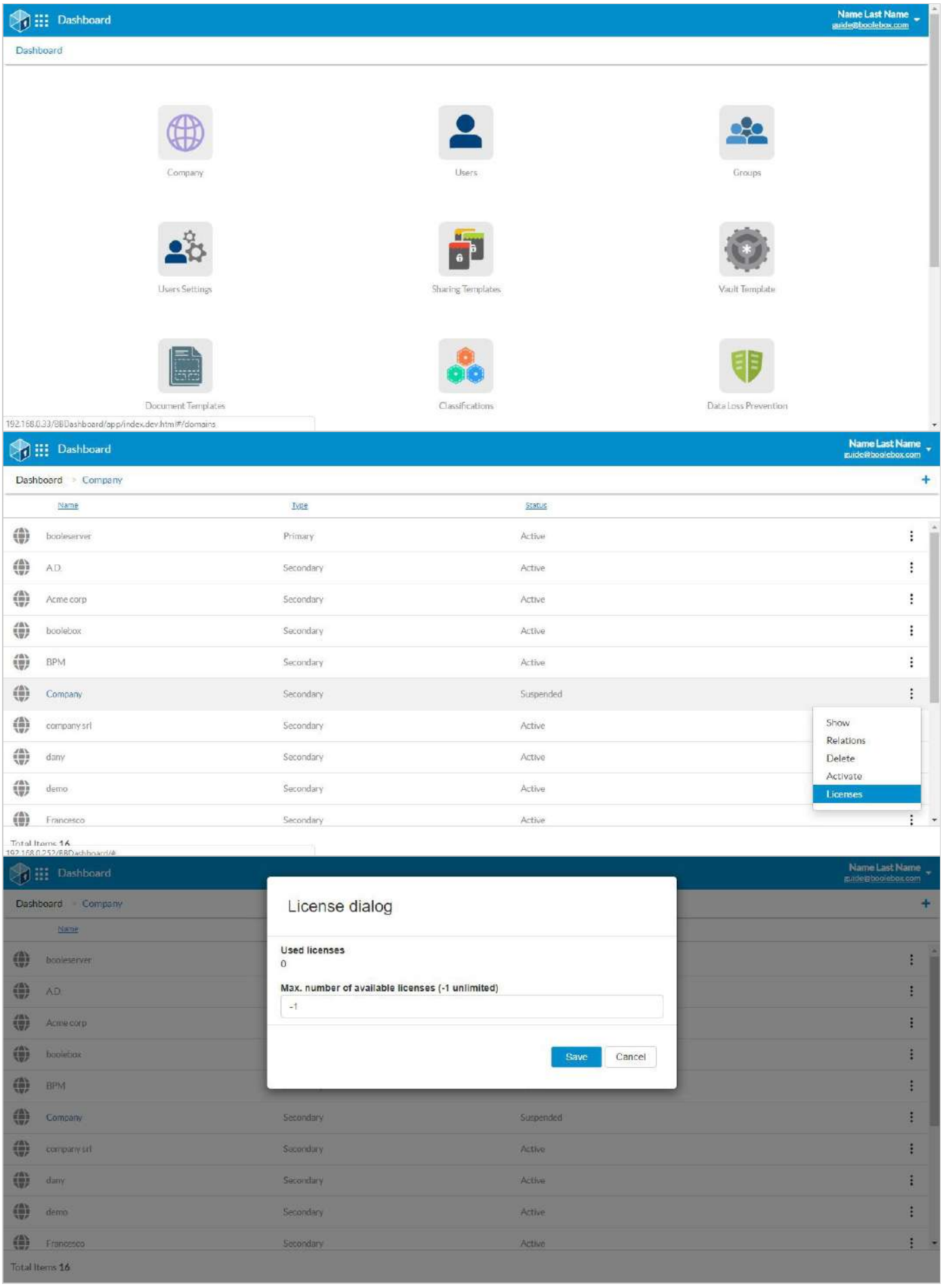




21.6 Licenses

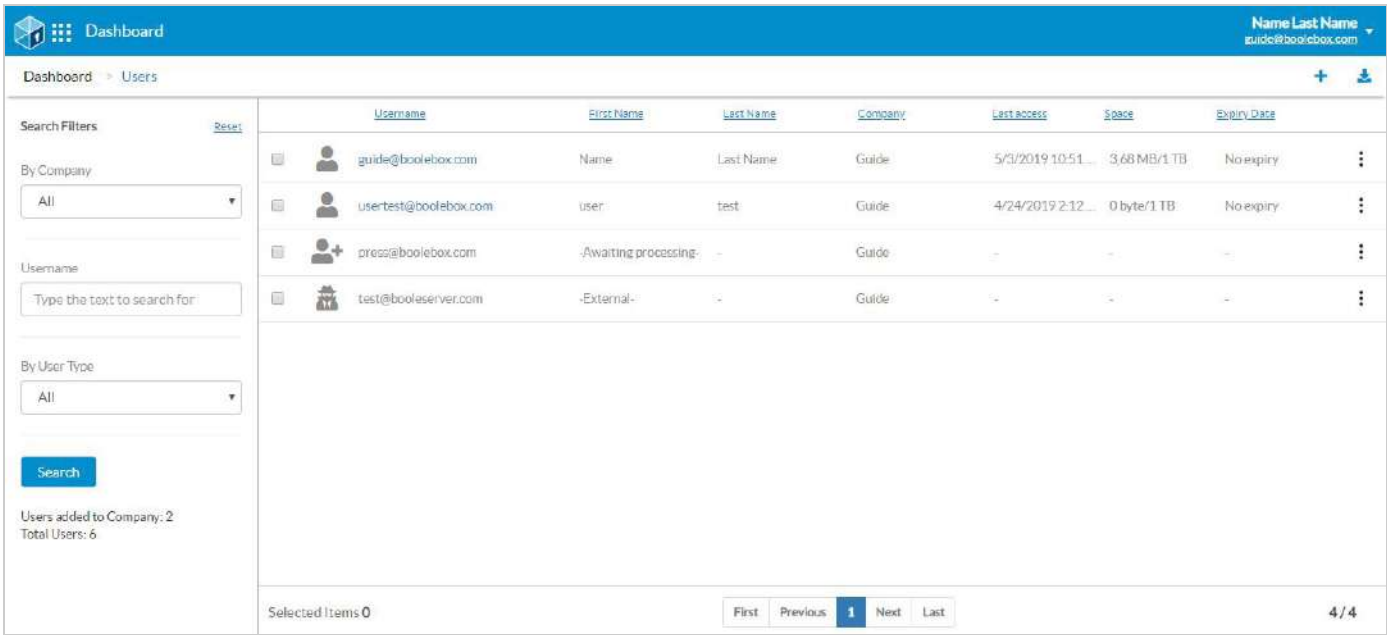
In order to limit the maximum number of users that a company can have, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the COMPANY section.
- Click on the three-points menu to the right of the company you wish to configure.
- Press LICENSE.
- A new window will appear indicating the number of users currently assigned to the company. In the field below it is possible to indicate the maximum number of users that, in accordance with the maximum number of users available for your software license, can be associated with the selected company.
- By default, the number of configurable users is not restricted and the default value set is -1.
- Press SAVE to confirm.


Dashboard
Name Last Name
guide@boolebox.com
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
Dashboard > Company
Name
Type
Status
booleserver
Primary
Active
A.D.
Secondary
Active
Acme corp
Secondary
Active
boolebox
Secondary
Active
BPM
Secondary
Active
Company
Secondary
Suspended
company srl
Secondary
Active
dany
Secondary
Active
demo
Secondary
Active
Francesco
Secondary
Active
Show
Relations
Delete
Activate
Licenses
Total Items 16
License dialog
Used licenses
0
Max. number of available licenses (-1 unlimited)
-1
Save
Cancel

22 Users

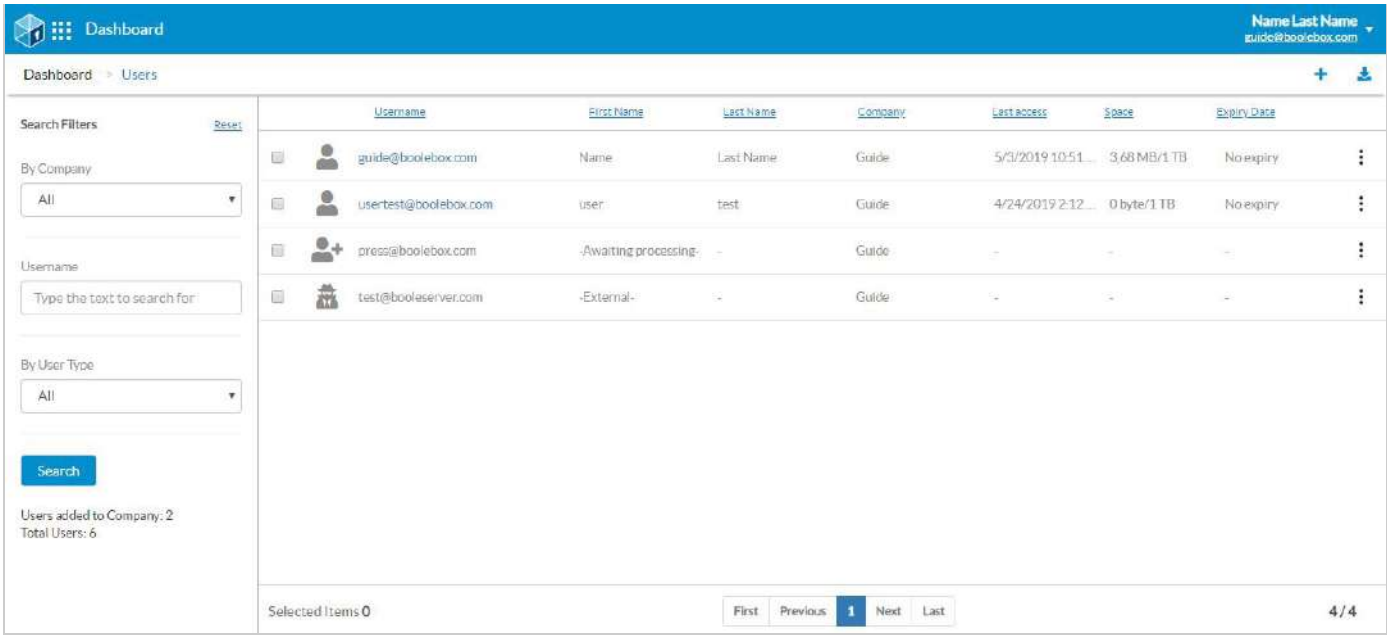
How to create, activate and manage BooleBox users.



22.1 The main screen

The USERS section in the BooleBox Dashboard allows you to create, activate and manage the users assigned to your organization.
The main screen of this section includes:

- On the top right a horizontal shortcut menu, that allows to perform quickly the main tasks such as ADD NEW, EXPORT DATA and SELECT ALL.
- The main area, with the list of all configured users, including details such as USERNAME, FIRST NAME, LAST NAME, date and time of the LAST ACCESS, SPACE assigned/used and EXPIRY DATE. By clicking on a particular column, you can reorder the list as desired.
- On the left, an advanced search panel offering various parameters and search filters.
- At the bottom, the page navigation bar, that allows quick movements between the various screens displaying the list of users, whose overall number is shown at the bottom right.



22.2 Adding a new user

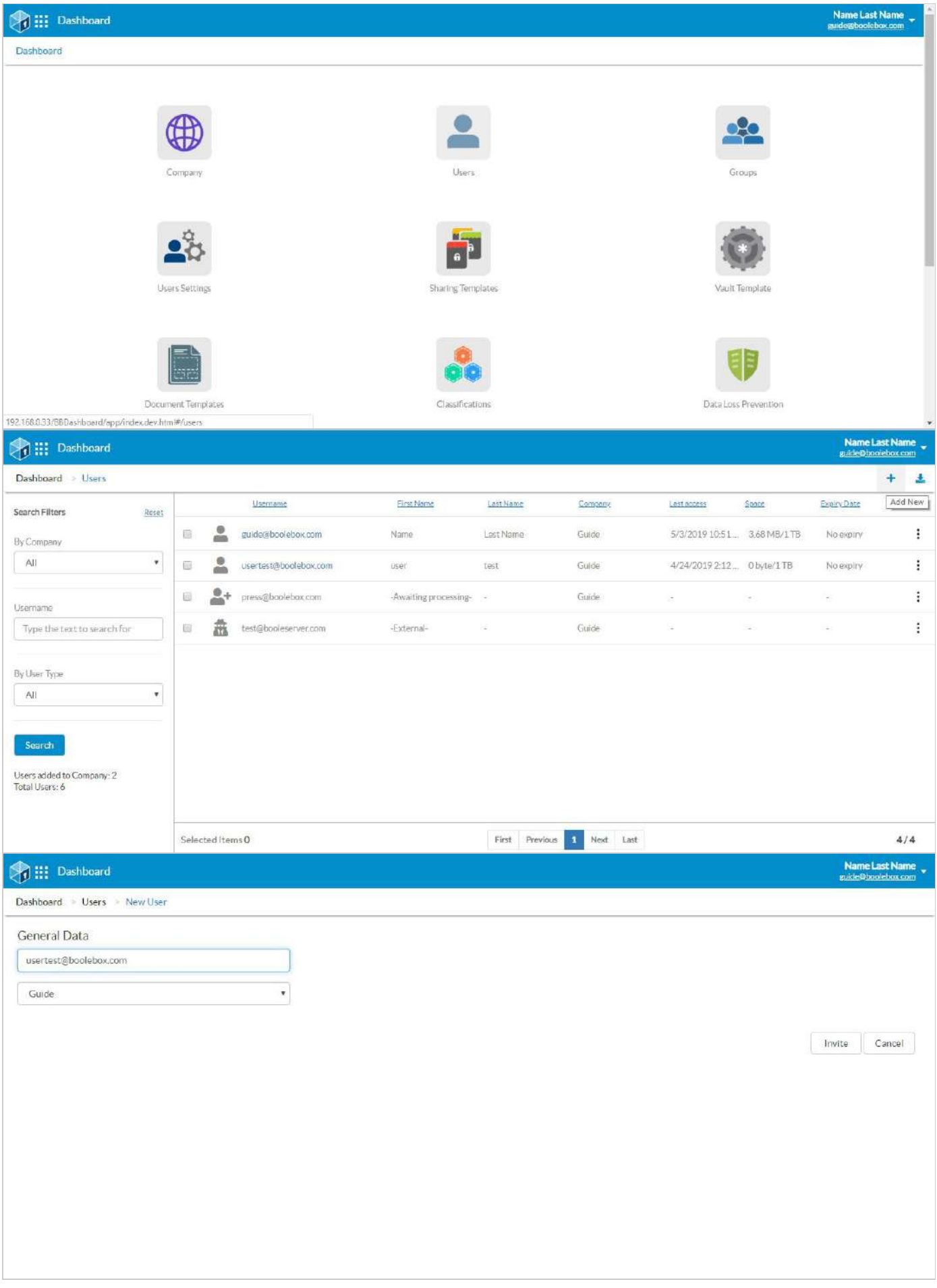
In order to add a new user, perform the following actions:

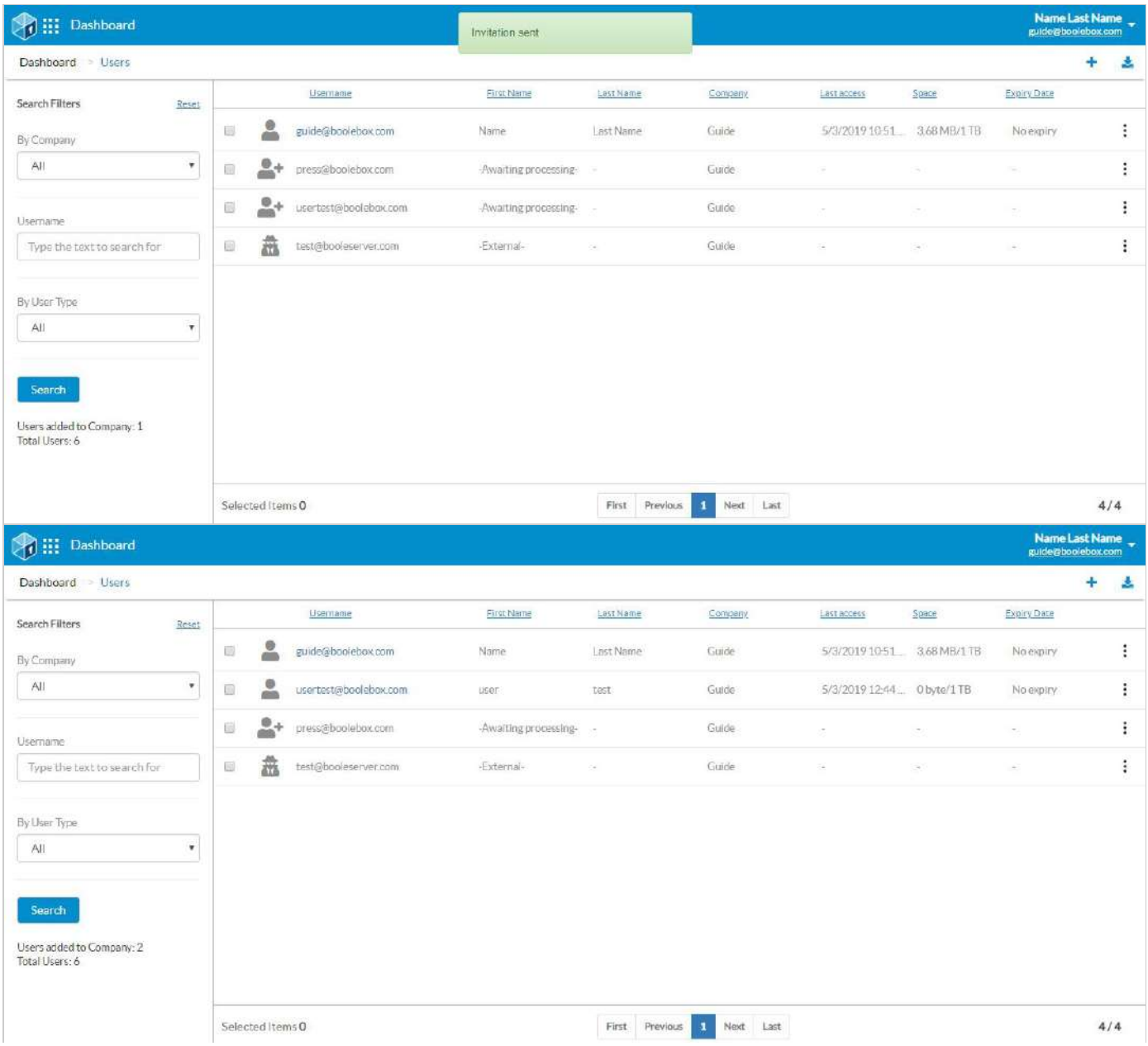
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the + ADD NEW symbol located at the top right corner of the screen.
- In the screen that is going to pop up, enter the E-MAIL address of the user to be added, which will also be considered as the USERNAME requested while accessing the platform.
- In the field below, using the drop down menu, select the company the user will belong to.

  Note: Within BooleBox platform, a user can only belong to one company.
- Press INVITE to confirm.
- The user will receive the invitation to become part of the company, which can be accepted or rejected. N.B. After accepting the invitation by clicking on the link included in the email, the user will be managed by the company and will no longer be able to manage his own settings by himself until it will be part of the company.
- When the registration process is completed, the new user will appear in the list as a greyed item and will be marked by the -AWAITING PROCESSING- status until the request will be accepted.
- As long as users are in the "AWAITING PROCESSING" status, it is always possible to CANCEL INVITATION by selecting the related option from the three-points menu located next to the user record.

Note: the users number that can be configured depends on the number of user licenses included in your software license and on the number of configurable users in the selected company.

Note: the username associated with an account must be unic. If you attempt to add a new user entering a previously used username, an error message will appear, indicating that the username is already existing.

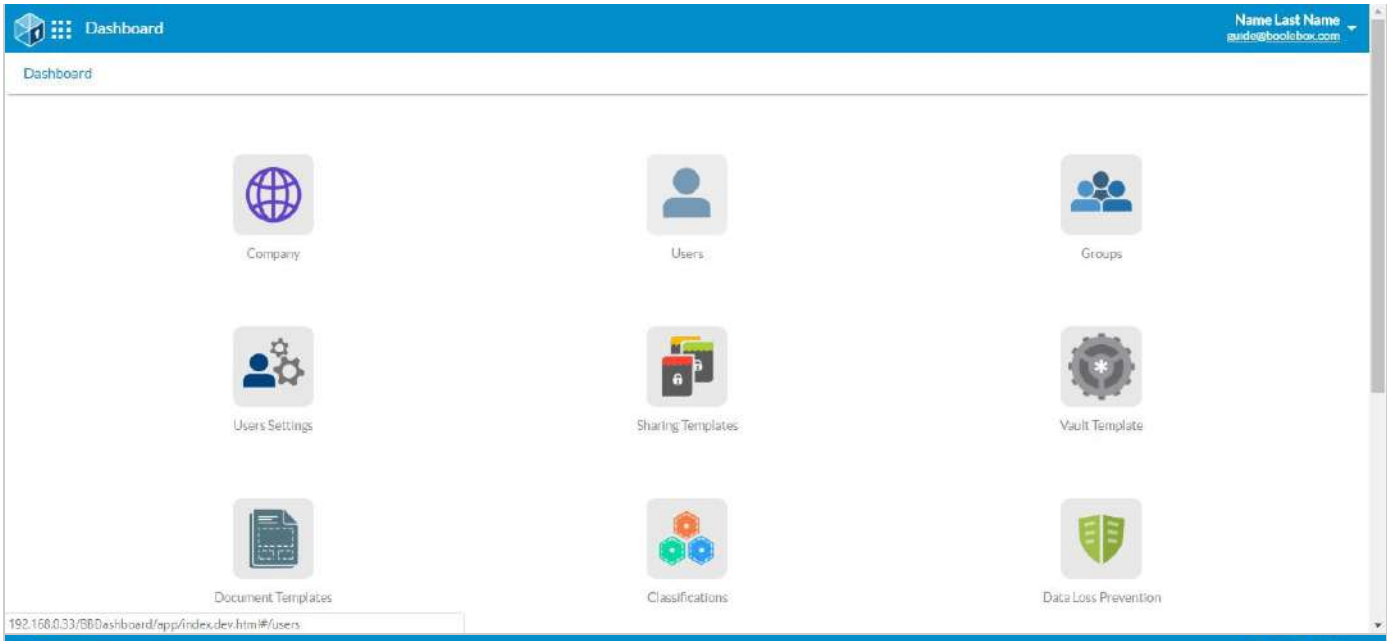

Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/users
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Add New
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@boolebox.com
Name
Lost Name
Guide
5/3/2019 10:51 ...
3.68 MB/1 TB
No expiry
usertest@boolebox.com
user
test
Guide
4/24/2019 2:12 ...
0 byte/1 TB
No expiry
press@boolebox.com
-Awaiting processing-
Guide
test@booleserver.com
-External-
Guide
Selected Items 0
First
Previous
1
Next
Last
4 / 4
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users > New User
General Data
usertest@boolebox.com
Guide
Invite
Cancel

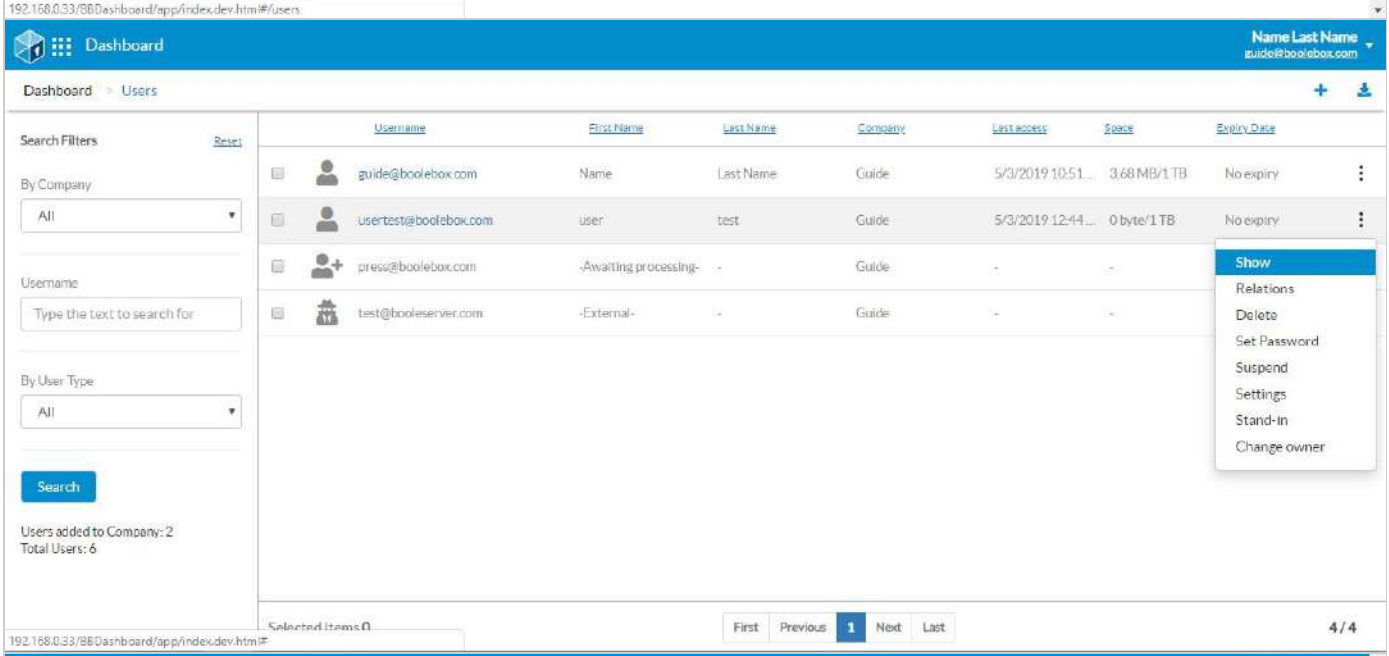


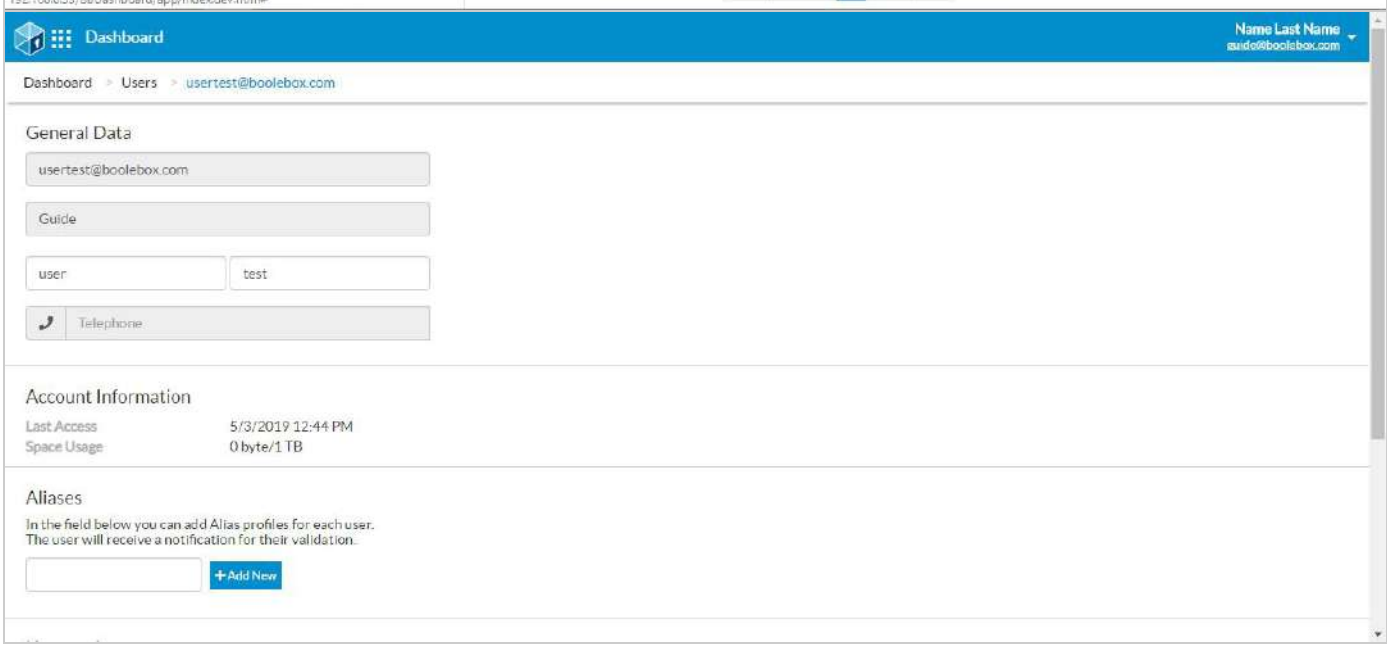
22.3 Viewing user details

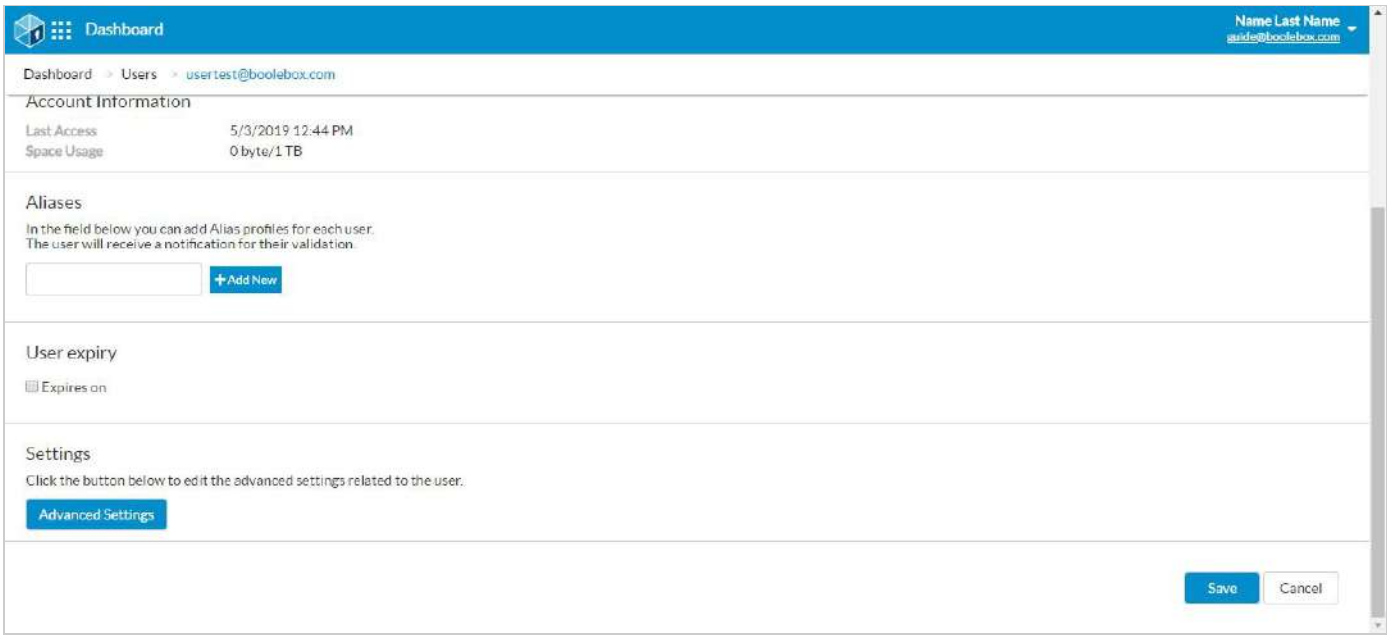
In order to view the data associated with a user previously created, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Identify the user and click on the three-points menu next to his record.
- Select SHOW.
- The screen containing all the information regarding the selected user will appear.
- Press CANCEL to return to the main users screen.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/users


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@boolebox.com
Name
Last Name
Guide
5/3/2019 10:51...
3.68 MB/1 TB
No expiry
usertest@boolebox.com
user
test
Guide
5/3/2019 12:44...
0 byte/1 TB
No expiry
press@boolebox.com
-Awaiting processing-
Guide
test@booleserver.com
-External-
Guide
Show
Relations
Delete
Set Password
Suspend
Settings
Stand-In
Change owner
Selected Items 0
First
Previous
1
Next
Last
4 / 4
192.168.0.33/BBDashboard/app/index.dev.html#


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users > usertest@boolebox.com
General Data
usertest@boolebox.com
Guide
user
test
Telephone
Account Information
Last Access
5/3/2019 12:44 PM
Space Usage
0 byte/1 TB
Aliases
In the field below you can add Alias profiles for each user.
The user will receive a notification for their validation.
+Add New



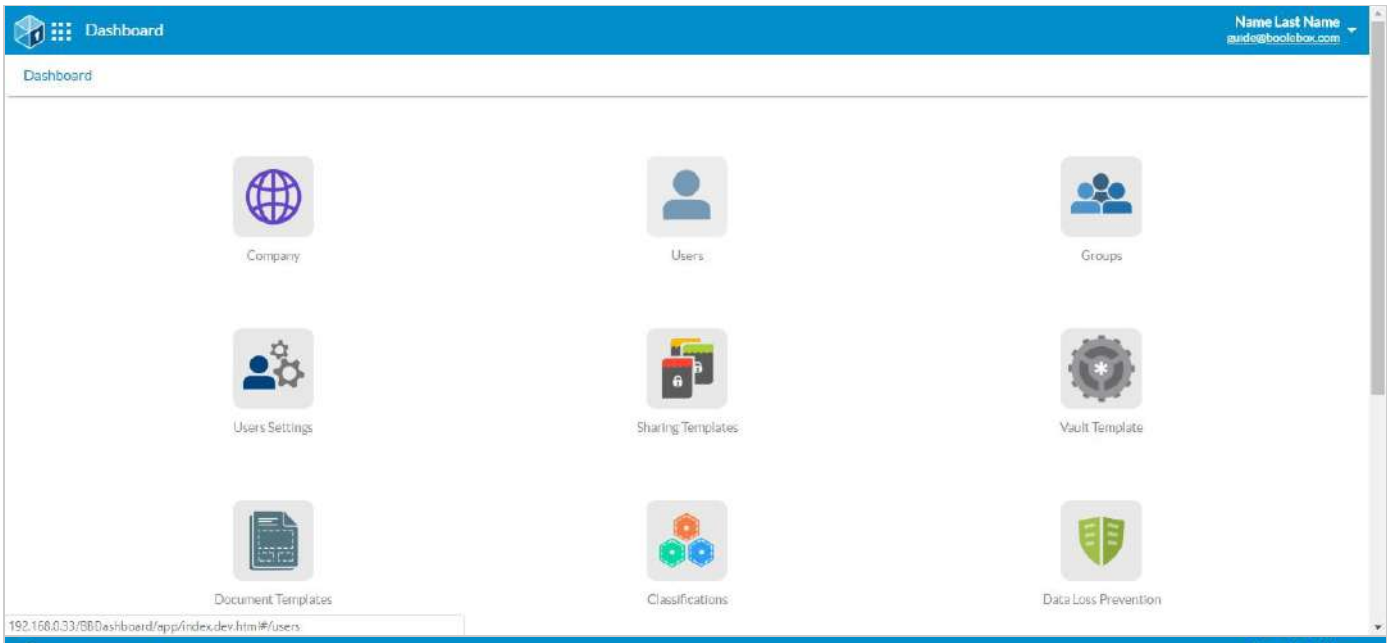
22.4 Changing user properties

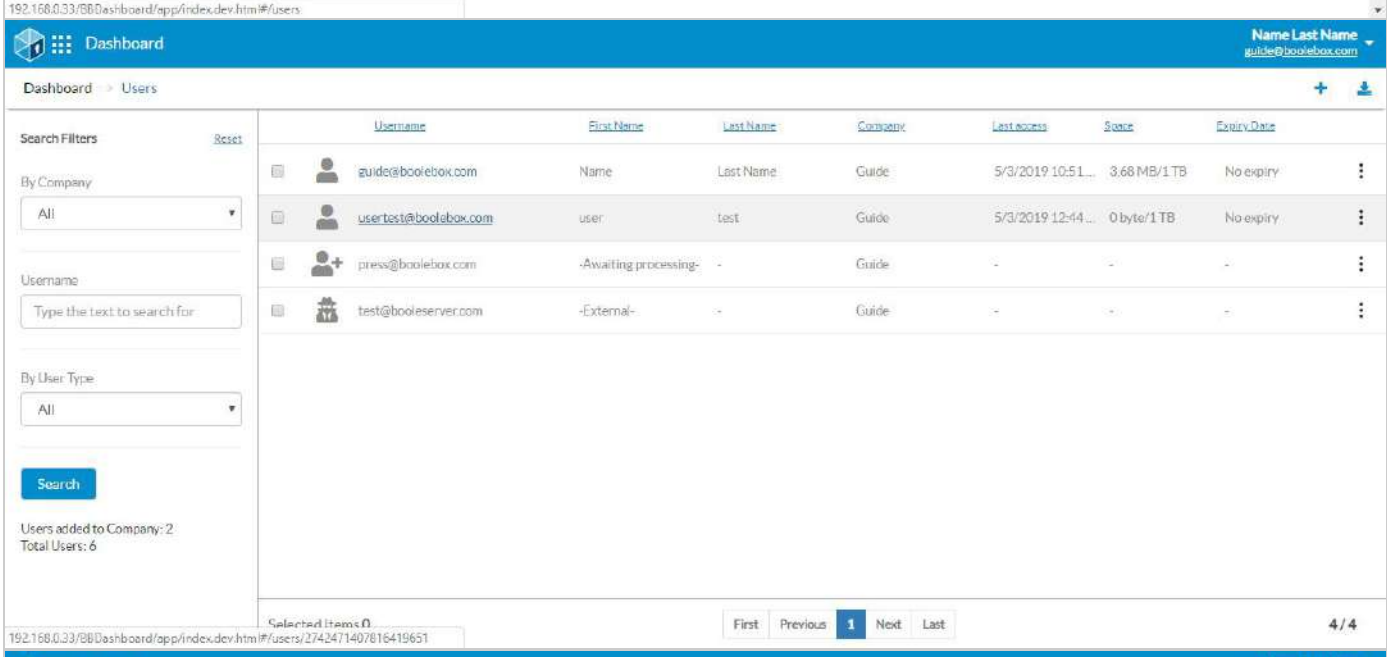
In order to change user properties, perform the following actions:

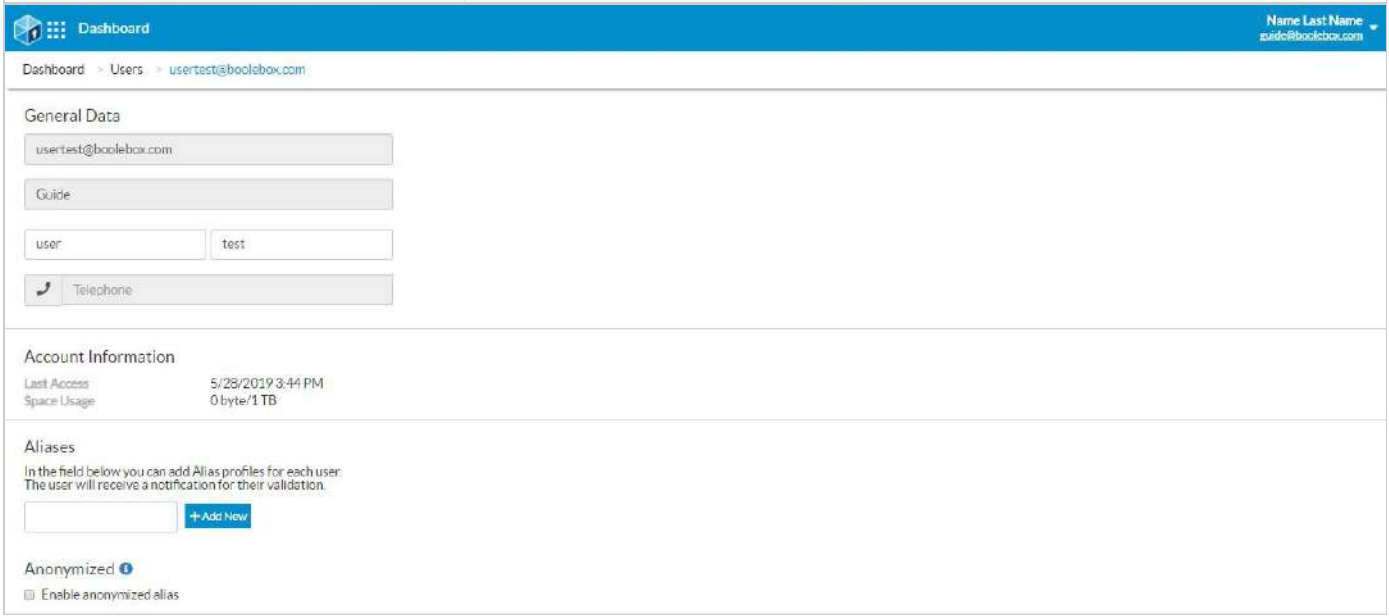
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the name of the user whose properties you want to change.
- In the GENERAL DATA section of the screen that is going to pop up, it is possible to edit only certain information of the user profile:
  - First name
  - Surname
  - Telephone number
- In the ALIAS area, it is possible to enter one or more e-mail addresses for the same user, so that - once validated and approved by the user in question - any sharing or communication sent to one of the specified e-mail addresses is sent to the user's primary email address.
- In the ANONYMIZED area it is possible to activate the ENABLE ANONYMIZED ALIAS flag. When activated, this option implies that all the operations performed by the selected user will be traced through this string and not through the username.
- In the USER EXPIRY area, you can set an expiration date for the selected user. After that time, the user won't be able to access their account until an administrator user (SAM, ADM or ADR) changes this setting.

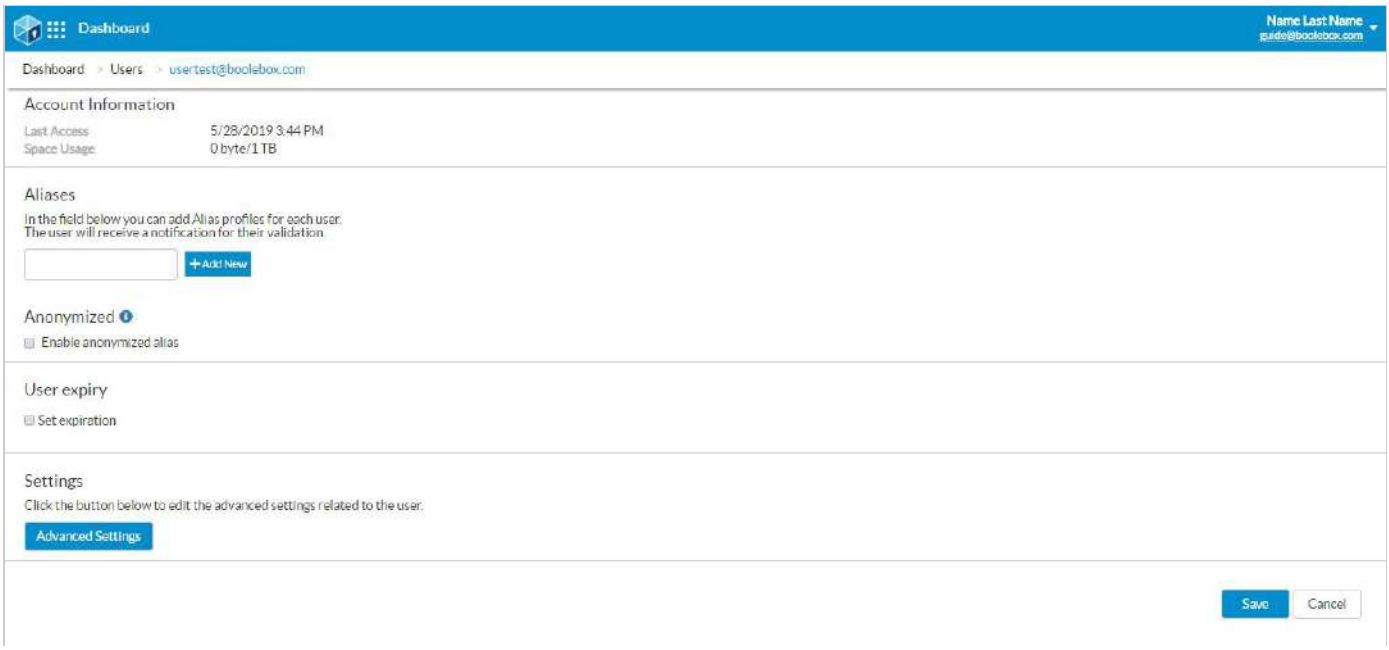
  Note: if you set an expiration date for a user, you won't have one more user license when the user expires: the effect of this setting is a scheduled suspension of the user.
- By clicking on ADVANCED SETTINGS, you can access the associated screens where specific features can be assigned to the user.
- Press SAVE to confirm any changes.

Note: in order to configure the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must mark the ENABLE ANONYMIZED ALIAS.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/users


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@boolebox.com
Name
Last Name
Guide
5/3/2019 10:51 ...
3.68 MB/1 TB
No expiry
usertest@boolebox.com
user
test
Guide
5/3/2019 12:44 ...
0 byte/1 TB
No expiry
press@boolebox.com
-Awaiting processing-
Guide
test@booleserver.com
-External-
Guide
Selected Items 0
First
Previous
1
Next
Last
4 / 4
192.168.0.33/BBDashboard/app/index.dev.html#/users/2742471407816419651

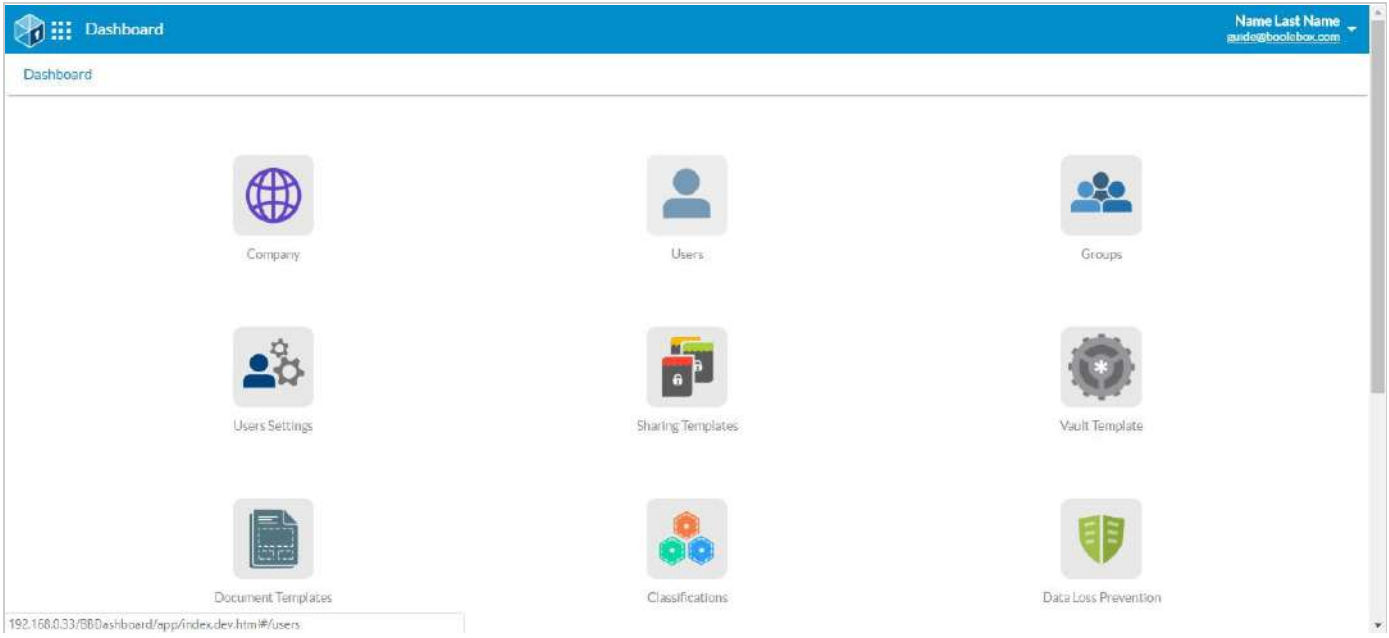

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users > usertest@boolebox.com
General Data
usertest@boolebox.com
Guide
user
test
Telephone
Account Information
Last Access
5/28/2019 3:44 PM
Space Usage
0 byte/1 TB
Aliases
In the field below you can add Alias profiles for each user.
The user will receive a notification for their validation.
+Add New
Anonymized
Enable anonymized alias

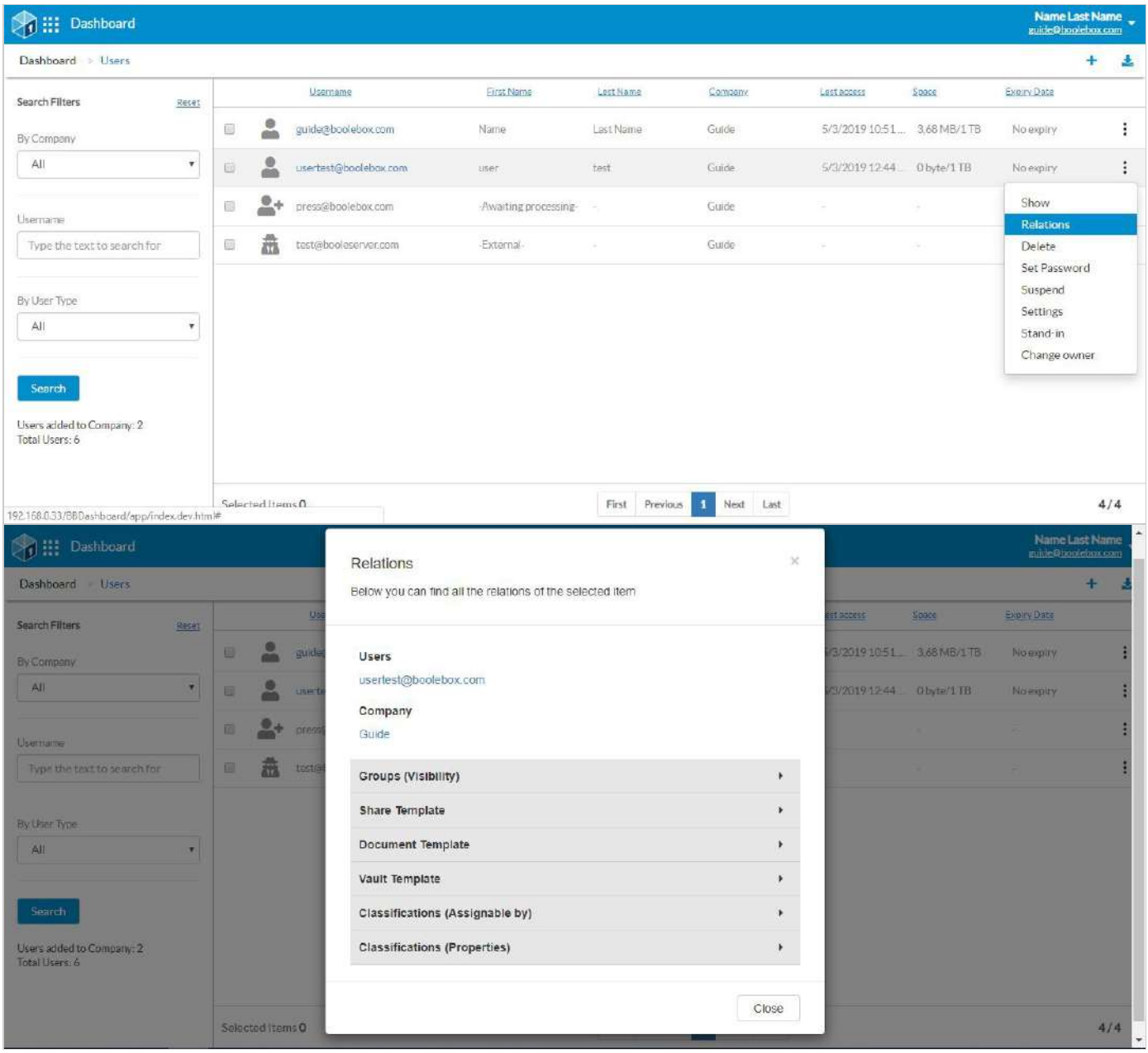


22.5 Viewing the relations of a user

By visualizing the relations of a user, it is possible to obtain a general overview of the relations that the latter has with each of the Dashboard sections connected to it, obtaining information such as sharing templates available for it, groups and company of belonging. In order to view the relations of a user, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the three-points menu located to the right of the user whose relations you want to view.
- In the window that is going to pop up on your screen, the main relations that the user has with the Dashboard sections associated with it are listed.




Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@boolebox.com
Name
Last Name
Guide
5/3/2019 10:51...
3,68 MB/1 TB
No expiry
usertest@boolebox.com
user
test
Guide
5/3/2019 12:44...
0 byte/1 TB
No expiry
press@boolebox.com
-Awaiting processing-
Guide
test@booleserver.com
-External-
Guide
Show
Relations
Delete
Set Password
Suspend
Settings
Stand-in
Change owner
Selected Items 0
First
Previous
1
Next
Last
4/4
192.168.0.33/BBDashboard/app/index.dev.html#
Relations
Below you can find all the relations of the selected item
Users
usertest@boolebox.com
Company
Guide
Groups (Visibility)
Share Template
Document Template
Vault Template
Classifications (Assignable by)
Classifications (Properties)
Close

22.6 Removing a user from a company - cloud license

If you have a cloud license you can remove users from companies created on the platform, thus preventing them from accessing the classification projects associated with the company in question. Once removed from the company, the accounts will become FREE users, i.e. cloud users with 10 GB of available storage space.

Note: users removed from the company will remain in possession of all the files of which they are owners and the shares made to these will remain active. In order to prevent the user from accessing the documents of your company, you can change the ownership of files before the user is removed and remove the shares made to this one.

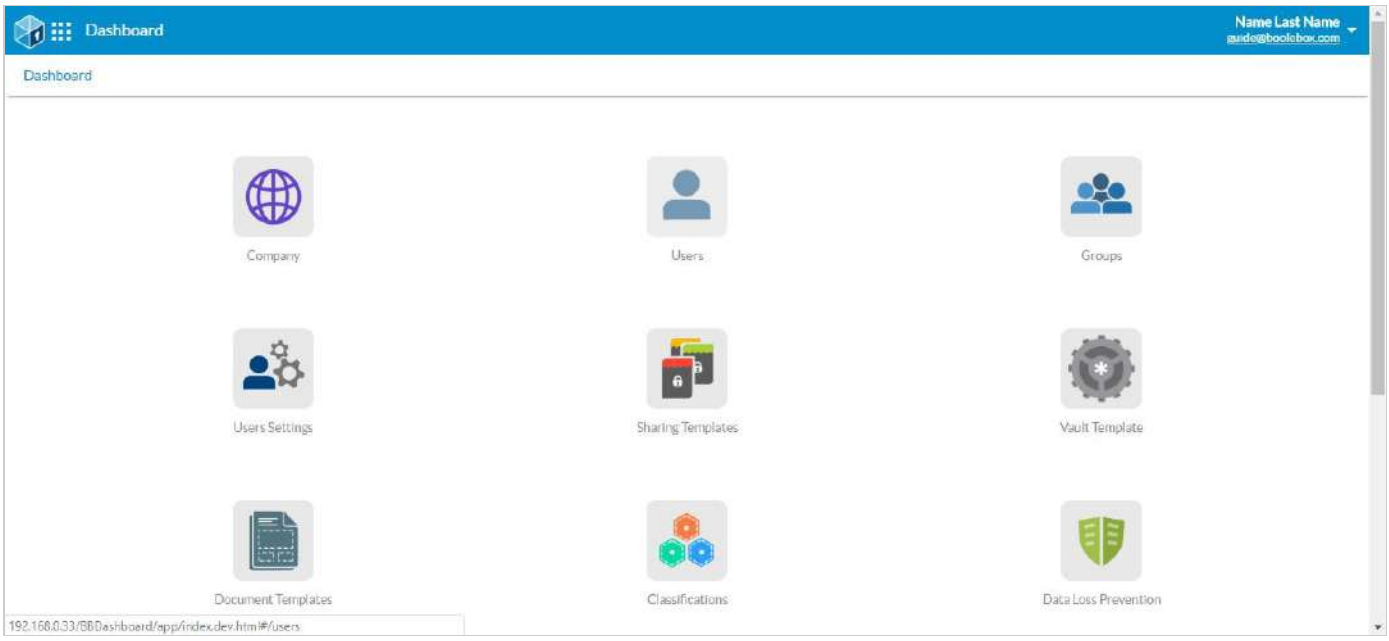
In order to remove a user, perform the following actions:

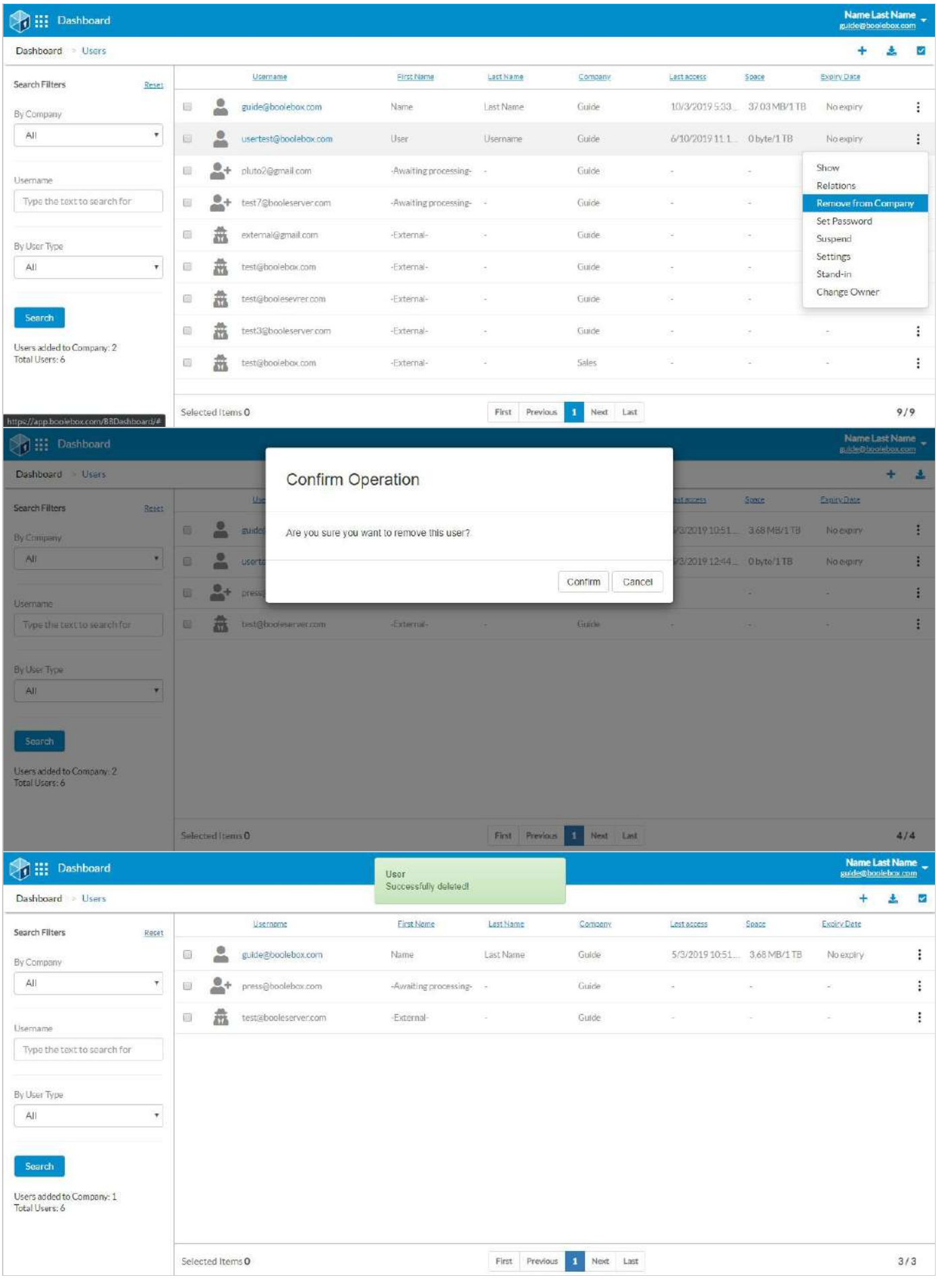
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the three-point menu to the right of the profile you wish to remove.
- Press REMOVE FROM COMPANY.
- In the window that is going to pop up on your screen, press CONFIRM to proceed.
- The user will be removed from the company he was part of, but all the files and shares previously created by this will be preserved.

Note: removing a user from this section means that one of the end user licenses included in your license will be made available to a new profile.

Note: you can't remove from the company a user with an administration role.

Note: for further information about deactivating an account, please read this section of END USER guide.



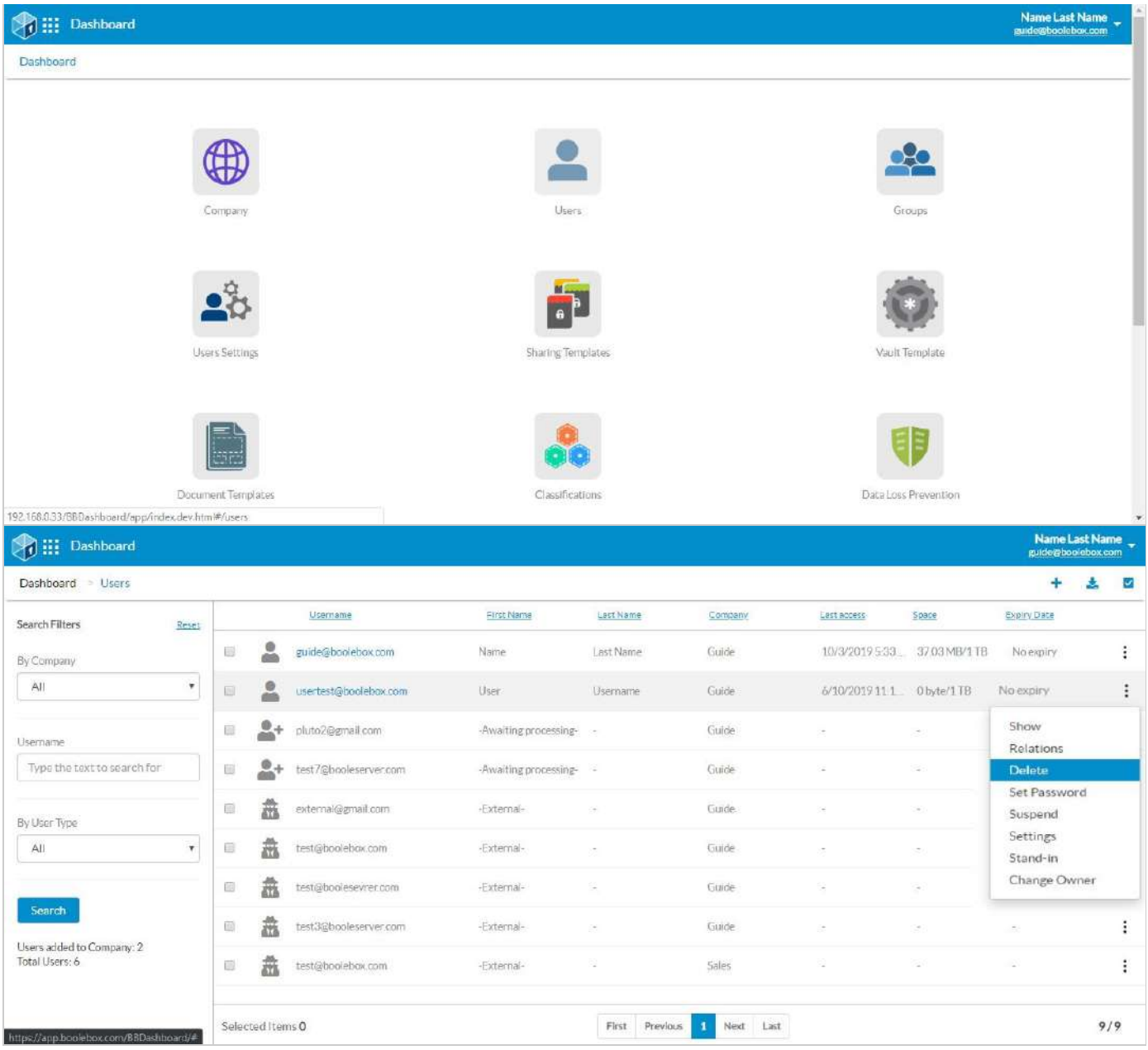

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@boolebox.com
Name
Last Name
Guide
10/3/2019 5:33...
37.03 MB/1 TB
No expiry
usertest@boolebox.com
User
Username
Guide
6/10/2019 11:1...
0 byte/1 TB
No expiry
pluto2@gmail.com
-Awaiting processing-
Guide
test7@booleserver.com
-Awaiting processing-
Guide
external@gmail.com
-External-
Guide
test@boolebox.com
-External-
Guide
test@boolesevrer.com
-External-
Guide
test3@booleserver.com
-External-
Guide
test@boolebox.com
-External-
Sales
Show
Relations
Remove from Company
Set Password
Suspend
Settings
Stand-in
Change Owner
Selected Items 0
First
Previous
1
Next
Last
9/9
https://app.boolebox.com/BBDashboard/#
Confirm Operation
Are you sure you want to remove this user?
Confirm
Cancel
4/4
User
Successfully deleted!
press@boolebox.com
-Awaiting processing-
Guide
Users added to Company: 1
Total Users: 6
3/3

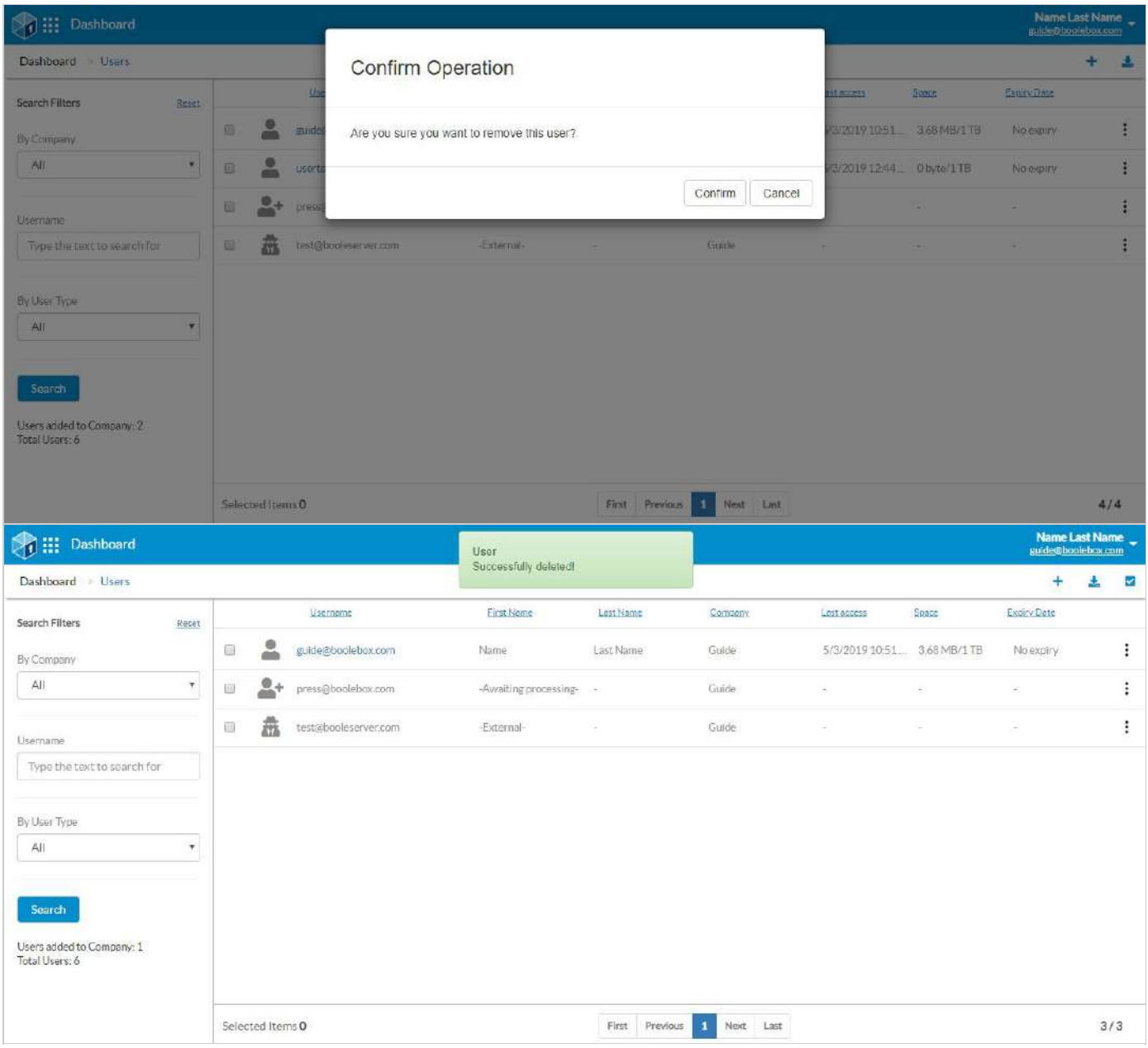
22.7 Removing a user - On-Premises license

If you have an On-Premises license, you can delete users from your instance, preventing them from accessing the platform. **Warning: when users are removed, all the files in their possession will be irretrievably deleted and all the shares made to this user will have no effect.** To remove a user:

- Click on the menu icon at the top left of your reserved online area and access the DASHBOARD section.
- Access the USERS section.
- Click on the three-point menu located to the right of the user you wish to remove.
- Press DELETE.
- In the window that appears on your screen, click CONFIRM to continue.

Note: it is not possible to remove a user who has an associated administrative profile.





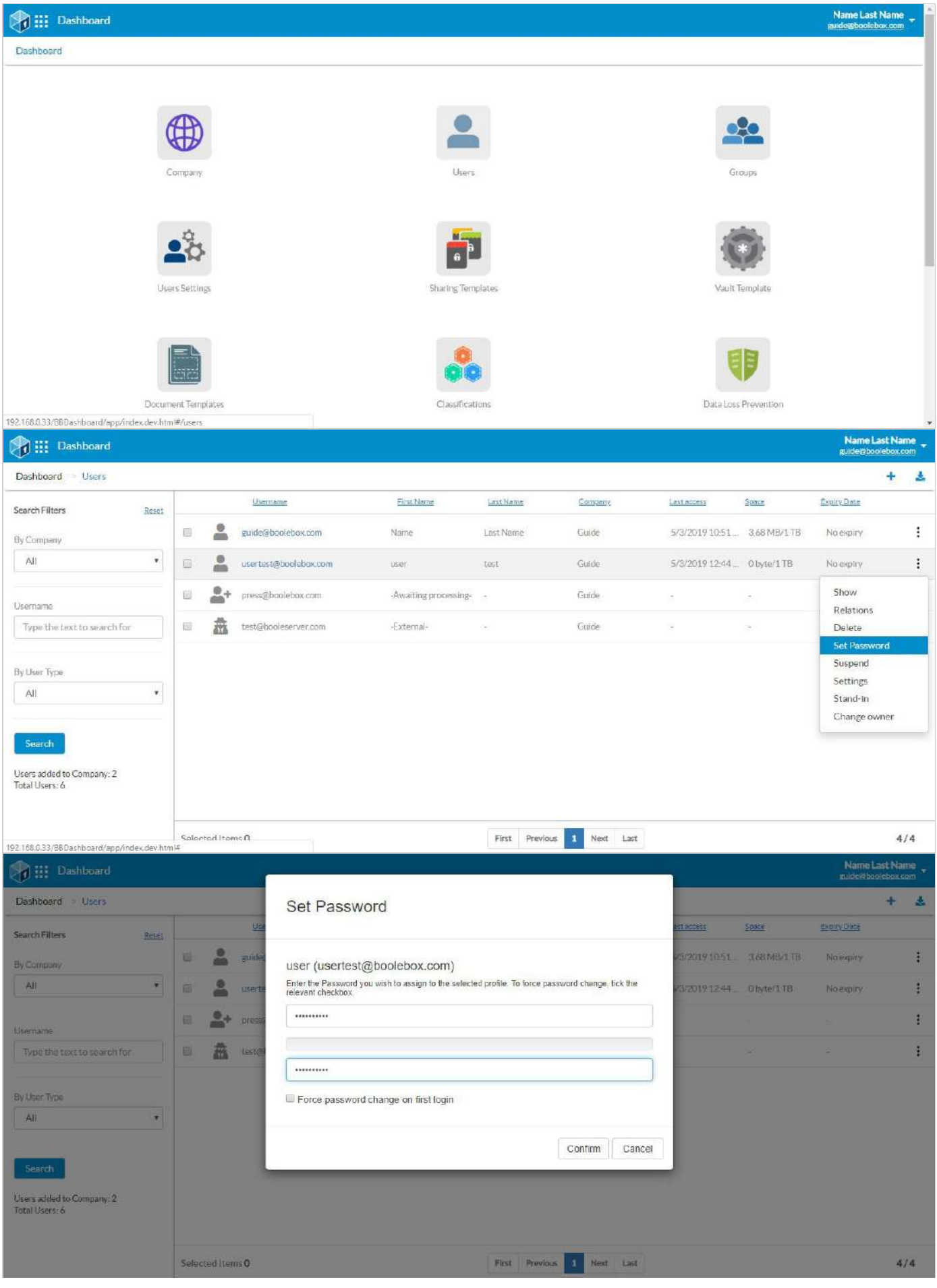
22.8 Setting the password of a user

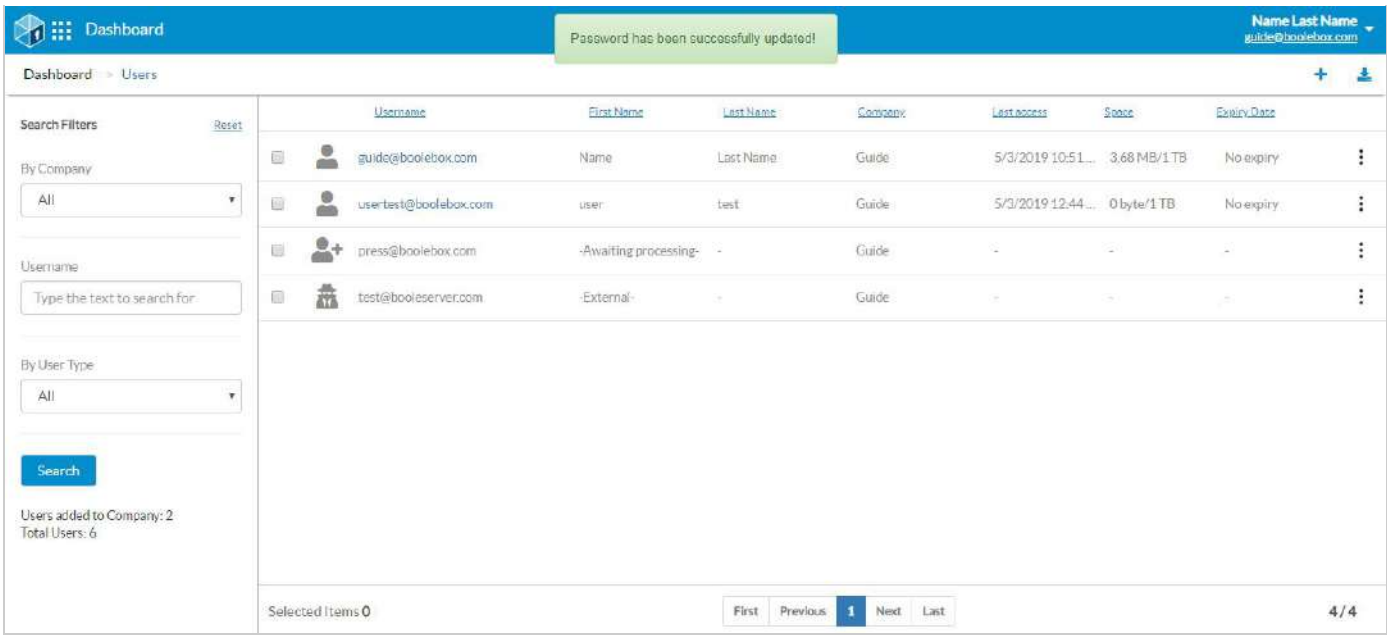
In order to set the password of an existing user, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the three-points menu located to the right of the user whose password need to be set.
- Press SET PASSWORD.
- A new window appears, in which you can enter the password that you want to assign to the selected user.
- Optionally, enable the option associated with FORCE PASSWORD CHANGE ON FIRST LOGIN to complete the task.
- Click CONFIRM.

In order to install the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must set a password at least eight characters long, containing one uppercase letter, one lowercase letter and one number. You must also enable the FORCE PASSWORD CHANGE ON FIRST LOGIN option.

Note: if an administrator user attempts to set a password for a user that does not meet the minimum complexity criteria set for the company to which the user belongs, an error message will appear, inviting to enter a password that meets the criteria set.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/users
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@boolebox.com
Name
Last Name
Guide
5/3/2019 10:51 ...
3.68 MB/1 TB
No expiry
usertest@boolebox.com
user
test
Guide
5/3/2019 12:44 ...
0 byte/1 TB
No expiry
press@boolebox.com
-Awaiting processing-
Guide
test@booleserver.com
-External-
Guide
Show
Relations
Delete
Set Password
Suspend
Settings
Stand-In
Change owner
Selected Items 0
First
Previous
1
Next
Last
4 / 4
192.168.0.33/BBDashboard/app/index.dev.html#
Set Password
user (usertest@boolebox.com)
Enter the Password you wish to assign to the selected profile. To force password change, tick the relevant checkbox.
Force password change on first login
Confirm
Cancel



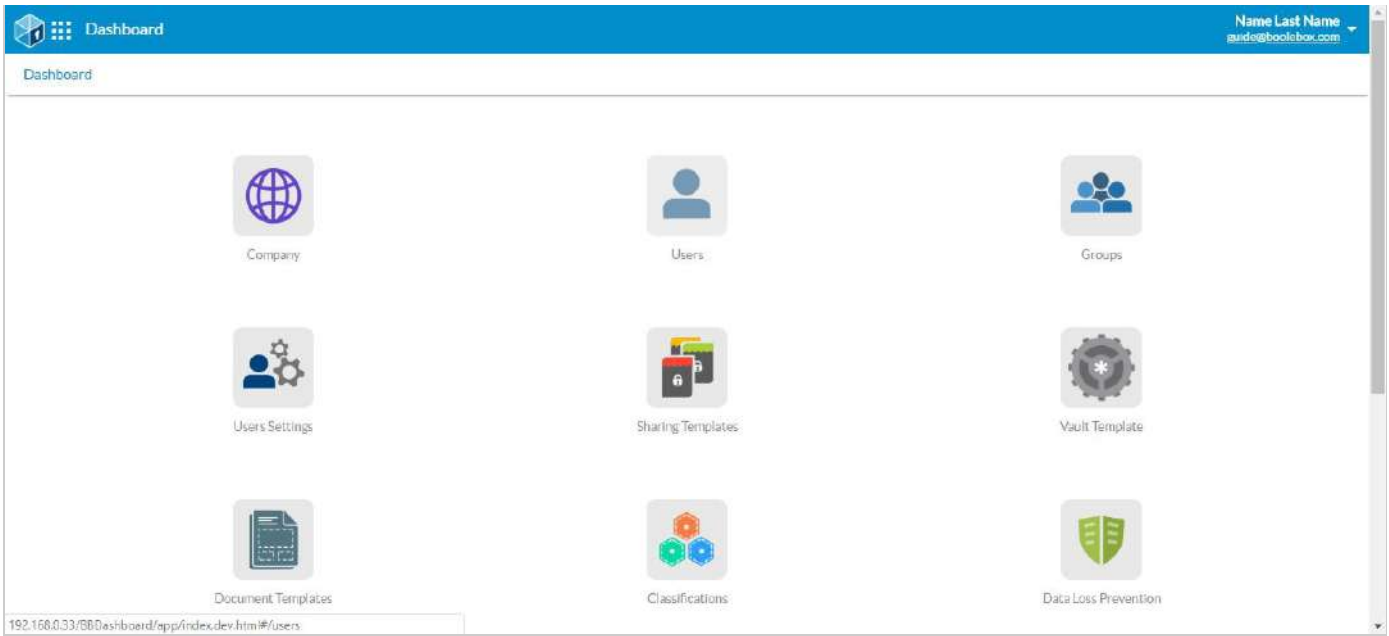
22.9 Suspending/activating a user

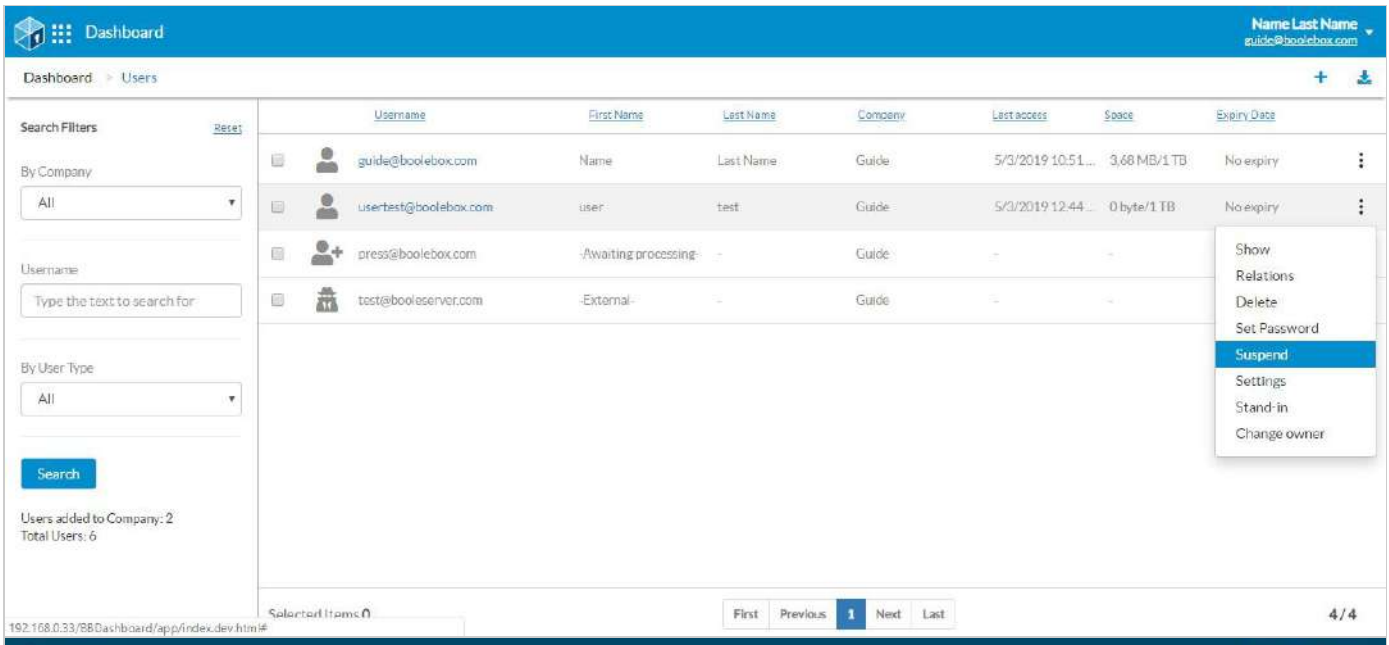
It's possible to suspend a user account without deleting the information or configuration associated to this one, allowing to make it active again at any time. In order to suspend a user, perform the following actions:

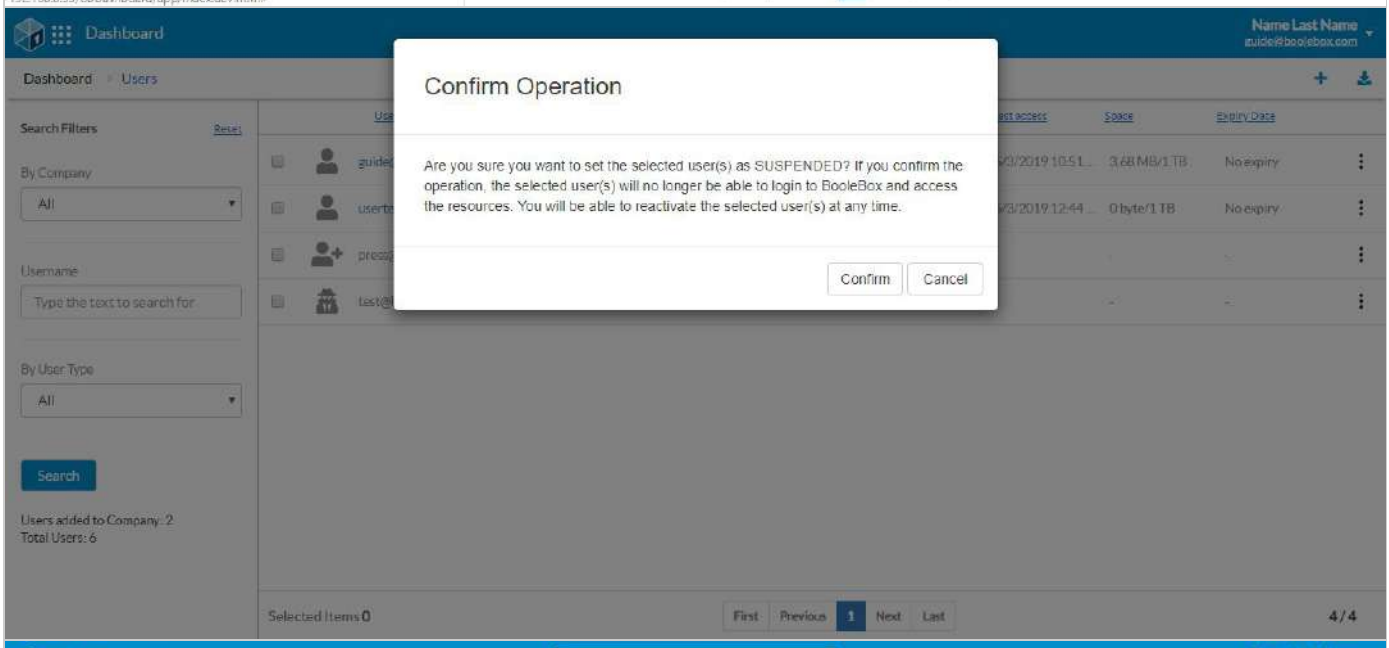
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the three-points menu located to the right of the user you want to suspend.
- Press SUSPEND.
- A message appears, stating that - once suspended - the selected user account will no longer have access to BooleBox until it will be reactivated. Press CONFIRM.
- In order to show that the status of the user is temporarily suspended, the suspended user account will appear as transparent in the main area.
- To reactivate a suspended user account, repeat the procedure described above, pressing the ACTIVATE key when prompted.

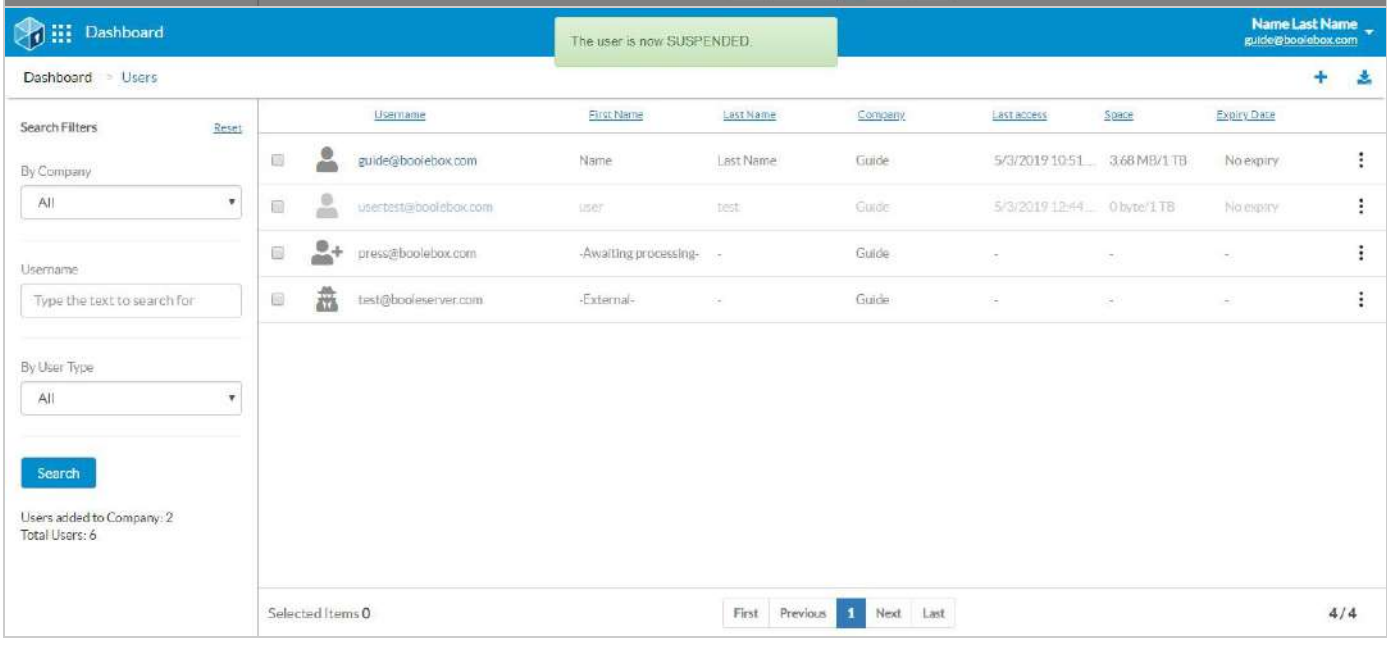
  NOTE: when a user is active, the SUSPEND command appears; when it is suspended, the ACTIVATE command appears.

NOTE: if a user attempts to share content with a suspended user, the operation will be interrupted by an error message.




Dashboard
Name Last Name
guide@booleboxcom
Dashboard
Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@booleboxcom
Name
Last Name
Guide
5/3/2019 10:51...
3,68 MB/1 TB
No expiry
usertest@booleboxcom
user
test
Guide
5/3/2019 12:44...
0 byte/1 TB
No expiry
press@booleboxcom
-Awaiting processing-
Guide
test@booleservercom
-External-
Guide
Show
Relations
Delete
Set Password
Suspend
Settings
Stand-in
Change owner
Selected Items 0
First
Previous
1
Next
Last
4/4

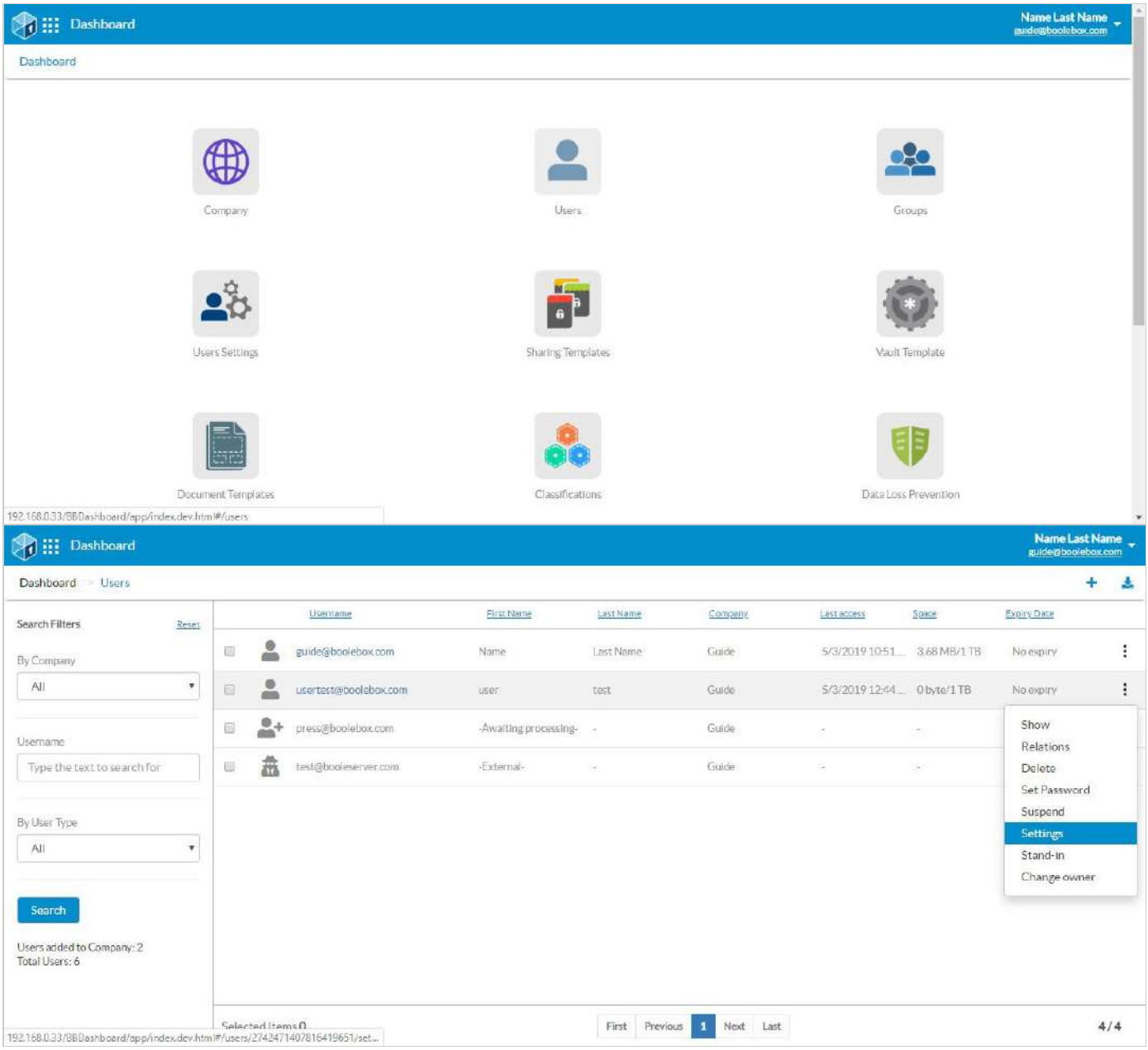

Dashboard
Name Last Name
Confirm Operation
Are you sure you want to set the selected user(s) as SUSPENDED? If you confirm the operation, the selected user(s) will no longer be able to login to BooleBox and access the resources. You will be able to reactivate the selected user(s) at any time.
Confirm
Cancel
Selected Items 0
First
Previous
1
Next
Last
4/4

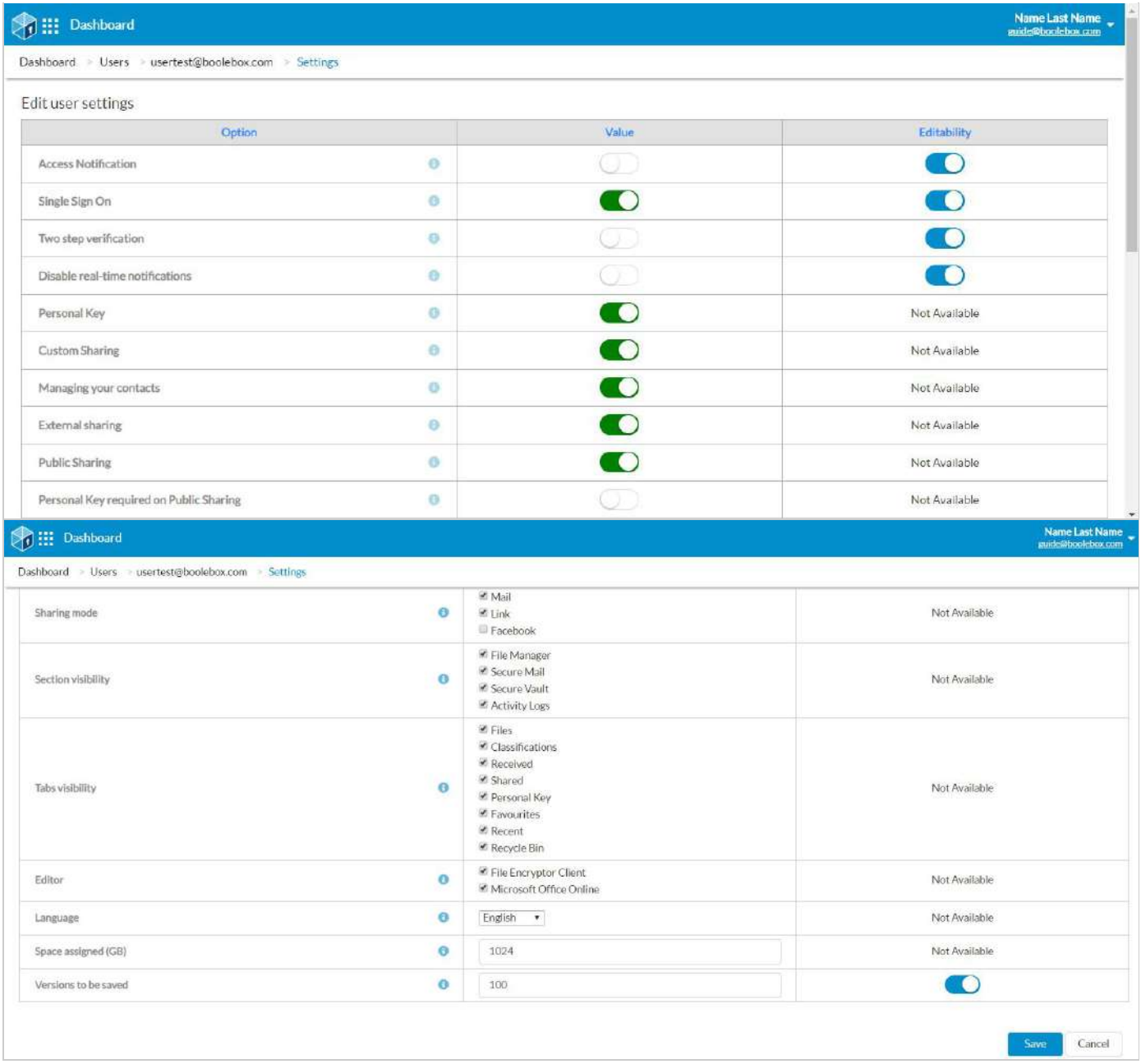

Dashboard
The user is now SUSPENDED.
Name Last Name
guide@booleboxcom
Dashboard
Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@booleboxcom
Name
Last Name
Guide
5/3/2019 10:51...
3,68 MB/1 TB
No expiry
usertest@booleboxcom
user
test
Guide
5/3/2019 12:44...
0 byte/1 TB
No expiry
press@booleboxcom
-Awaiting processing-
Guide
test@booleservercom
-External-
Guide
Selected Items 0
First
Previous
1
Next
Last
4/4

22.10 Advanced settings

In order to configure the ADVANCED SETTINGS of an existing user, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the three-point menu located to the right of the profile you want to configure.
- Click on SETTINGS to access the screen where specific features can be assigned to the user.
- Press SAVE to confirm any changes.





22.10.1 Access notification

When enabled, this option allows the user to receive an e-mail from BooleBox each time the account logs in. The associated flag in the EDITABILITY column authorizes the user to change this option autonomously directly from the user profile page. In order to manage this setup, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access MY ACCOUNT section.
- In the MY ACCOUNT page, click on OPTIONS tab.
- Use the switch next to the ACCESS NOTIFICATION option to manage this setting.

22.10.2 Single Sign On

When enabled, this option allows users to access BooleBox without having to enter their username and password.
The associated flag in the EDITABILITY column authorizes the user to change this option autonomously directly from the user profile page.

Note: in order to configure the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must not enable the Single Sign On option and the associated flag in the editability column.

22.10.3 Two-step verification

When enabled, this option requires users to input an OTP SMS generated code on top of their credentials. The associated flag in the EDITABILITY column authorizes the user to change this option autonomously directly from the user profile page. In order to manage this setup, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access MY ACCOUNT section.
- In the MY ACCOUNT page, click on OPTIONS tab.
- Use the switch next to the TWO-STEP VERIFICATION option to manage this setting.

Note: in order for the OTP authentication to work properly, a supported SMS gateway provider must be configured in the SMS SERVER tab of the control panel. The activation of the two-step verification is requested in order to install the certified Common Criteria EAL2+ version of BooleBox On-Premises. Furthermore, the command corresponding to the MODIFICABILITY column related to the TWO STEP VERIFICATION option for the end user must be disabled from the USERS section of the Dashboard by an administrator user (SAM, ADM or ADR).

22.10.4 Disable real-time notifications

When enabled, this option allows the administrator user (SAM, ADM or ADR) to disable real-time notifications for the selected user. The command associated with the MODIFICABILITY column allows to authorize the user to independently modify this option directly from his BooleBox account.

22.10.5 Personal Key

When enabled, this option allows users to use the Personal Key encryption features.
Note: Personal Keys will inherit the complexity of the passwords related to the users belonging to the given company.

In order to configure the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must enable this option.

22.10.6 Custom sharing

When enabled, this option allows users to customize sharing properties, adding personalised sharing templates to the ones offered by default.

22.10.7 Managing contacts

When enabled, this option allows users to manage their contacts by themselves.

22.10.8 External sharing

When enabled, this option allows users to share content with users belonging to other companies.

22.10.9 Public sharing

When this option is enabled, credentials won't be asked while accessing shared files, allowing shares also with unregistered users.

Note: the PUBLIC SHARING option must not be enabled for BooleBox On-Premises istances configured according to Common Criteria EAL2+ certification criteria.

22.10.10 Personal Key required on public sharing

When enabled, this option allows the user to perform a public sharing only by matching a Personal Key to the shared content.

22.10.11 Empty recycle bin

When enabled, this option allows the user to permanently delete the previous contents stored in the BooleBox platform.

22.10.12 Sharing mode (Mail, Link, FB)

BooleBox allows sharing via EMAIL, LINK or FACEBOOK. By selecting the desired item from the checkbox, you can allow the user to share content with the selected sharing mode.

22.10.13 Sections visibility

By enabling the associated options, you can manage the access to those sections (FILE MANAGER, SECURE MAIL, ACTIVITY LOGS) that will be available to the user.

22.10.14 Tab visibility

By enabling the associated options, you can manage the visibility of the tabs (FILES, CLASSIFICATIONS, RECEIVED, SHARED, PERSONAL KEY, FAVOURITES, RECYCLE BIN) available on the homepage of your BooleBox platform.

22.10.15 Online editor

The FILE ENCRYPTOR CLIENT and MICROSOFT OFFICE ONLINE options can be activated to allow the user to use the two components for editing the files contained in the platform without downloading them.

Note: for BooleBox On-Premises instances configured according to the criteria related to Common Criteria EAL2 + certification, both options must be disabled.

22.10.16 Language

From the drop-down menu available next to the LANGUAGE item, it is possible to set the default language with which the user in question will display the items related to the BooleBox platform. The set language can be changed later by the user directly from his account.

22.10.17 Space assigned (GB)

In this field it is possible to specify the space quota available for the current user.
By default, the space allocated is 1024 GB.
Note: Files shared by others don't take up user's allocated space.

22.10.18 Versions to be saved

In this field the maximum number of versions of a user's individual files that can be stored by users on the BooleBox platform can be specified.
By default the maximum number of versions allowed is 100 and this value can be modified by the user. To ensure that users do not independently change the assigned value, it is sufficient to deactivate the associated option in the EDITABILITY column.

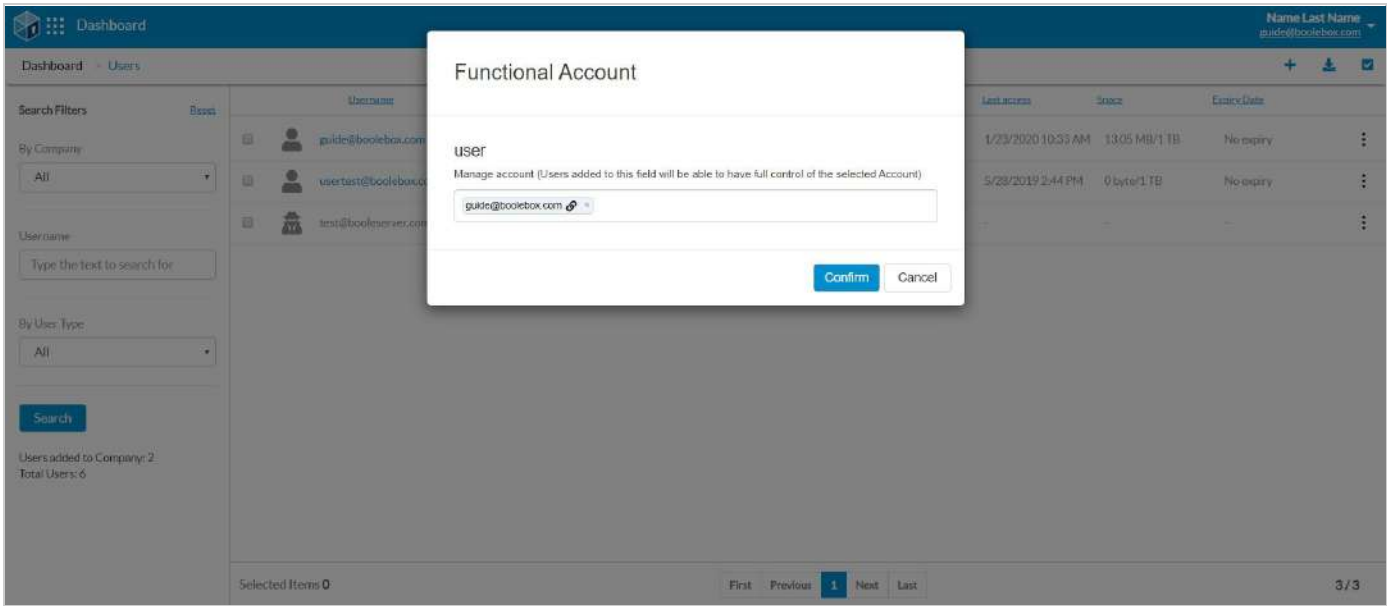
22.11 Functional account

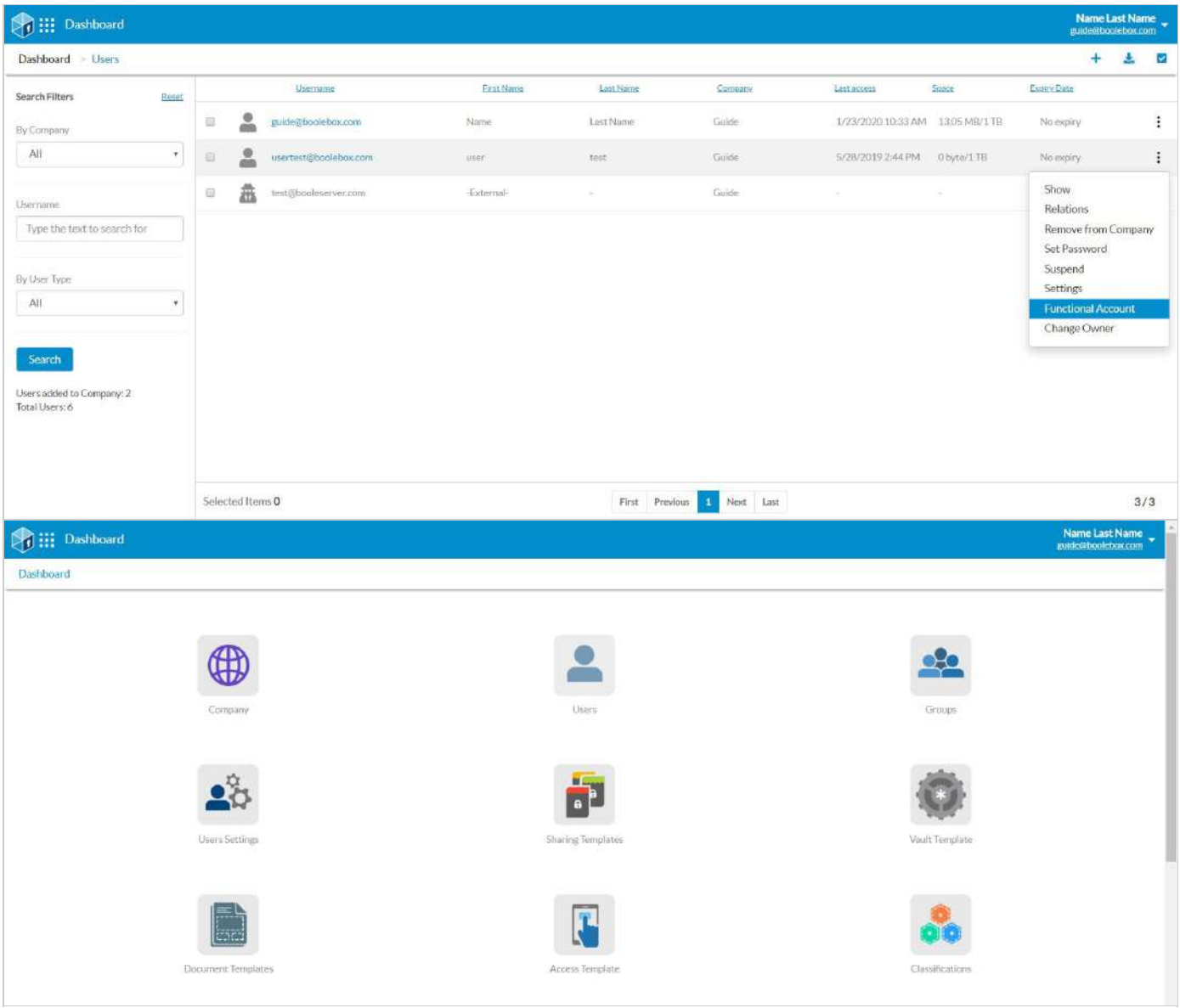
By setting a functional account for a user, you can allow selected users to access to another user profile and make actions on behalf of the assumed user. In order to set a functional account for a user, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the three-point menu to the right of the profile you want to stand in.
- Click on FUNCTIONAL ACCOUNT.
- In the window that is going to pop up on your screen, enter the usernames of users or the user group you want to allow to play the functional account role for the selected user.

  Note: if you allow a group to stand in for a user, all the users that are part of the group entered will be able to stand in for the selected user.
- Click on CONFIRM to complete the operation.
- Actions carried on by users on behalf of the assumed user will be visualised in the AUDITING section and they will show both the name of the assumed user and the name of the user who completed the operation.

The FUNCTIONAL ACCOUNT option must not be used for BooleBox On-Premises instances configured according to Common Criteria EAL2+ specifications.



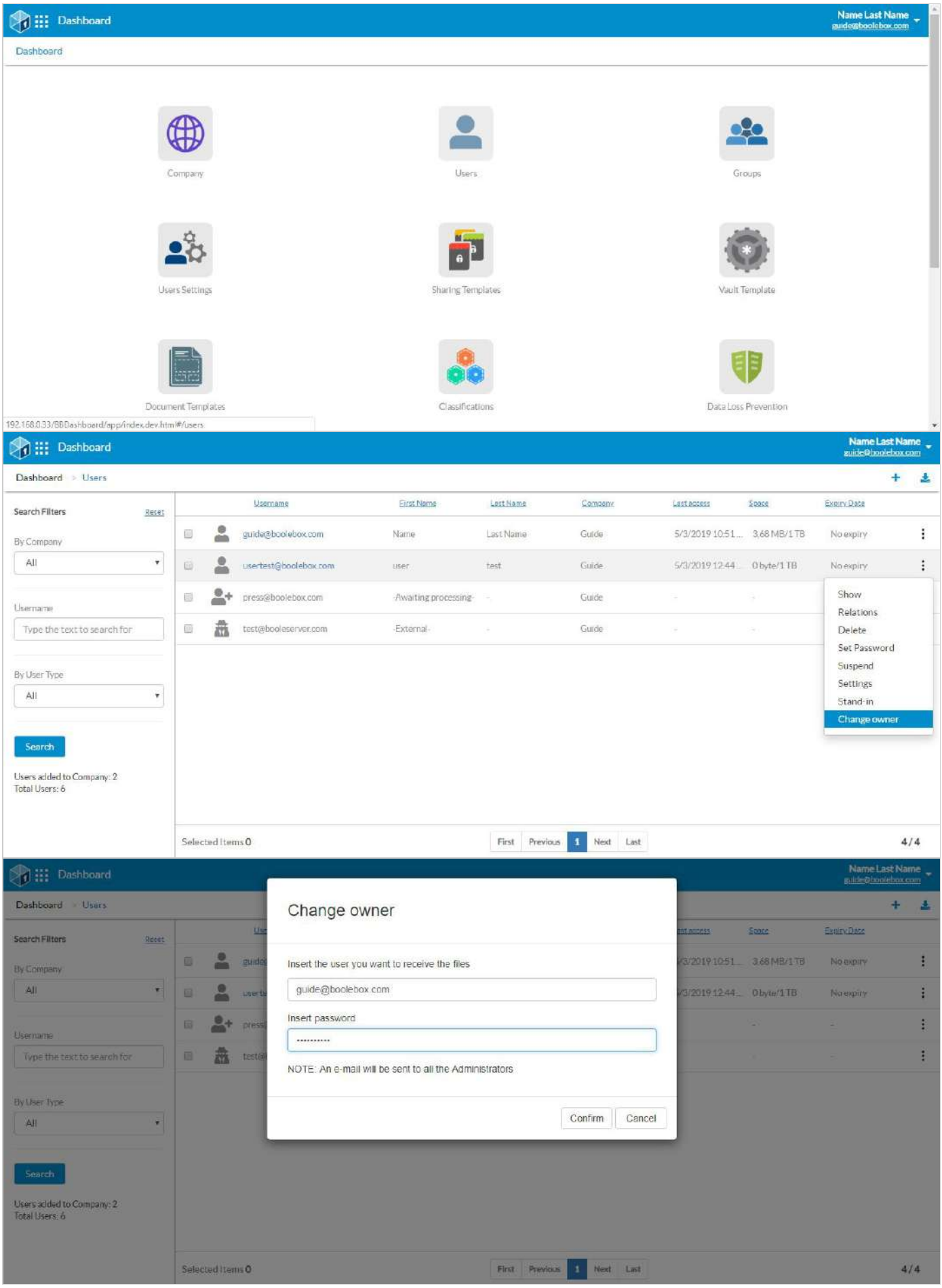


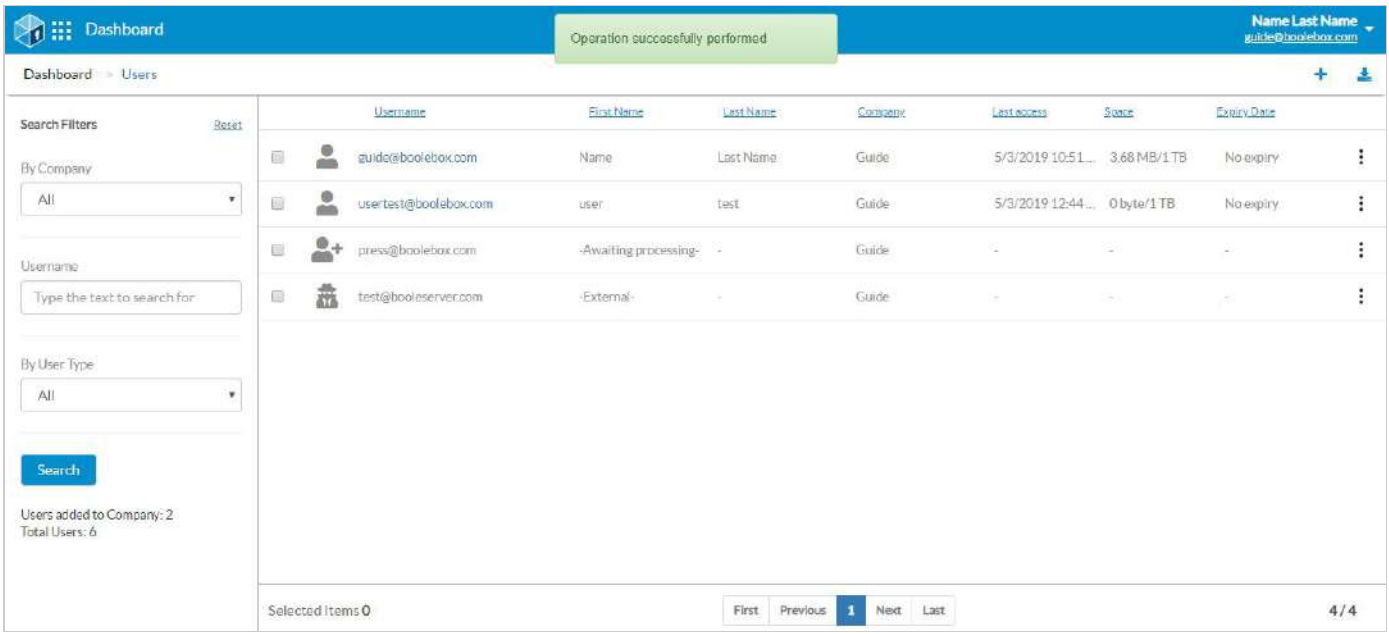
22.12 Changing the ownership of files and folders belonging to a user

You can change the ownership of files and folders belonging to a specific user, which means transferring all files and folders owned by it to a designed user. In order to change the ownership of files and folders belonging to a specific user, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the three-point menu located to the right of the profile that owns the contents to be transferred and select CHANGE OWNER.
- In the window that is going to pop up on your screen, enter the e-mail address of the user to which you want to allocate the contents and your password in the appropriate fields.
- Click CONFIRM to complete the operation.

Note: if the password entered is incorrect, an error message will appear indicating that the password entered does not match the one associated with your account.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/users
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@boolebox.com
Name
Last Name
Guide
5/3/2019 10:51...
3.68 MB/1 TB
No expiry
usertest@boolebox.com
user
test
Guide
5/3/2019 12:44...
0 byte/1 TB
No expiry
press@boolebox.com
-Awaiting processing-
Guide
test@booleserver.com
-External-
Guide
Show
Relations
Delete
Set Password
Suspend
Settings
Stand-in
Change owner
Selected Items 0
First
Previous
1
Next
Last
4/4
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Change owner
Insert the user you want to receive the files
guide@boolebox.com
Insert password
NOTE: An e-mail will be sent to all the Administrators
Confirm
Cancel
Selected Items 0
First
Previous
1
Next
Last
4/4



22.13 Remote drive

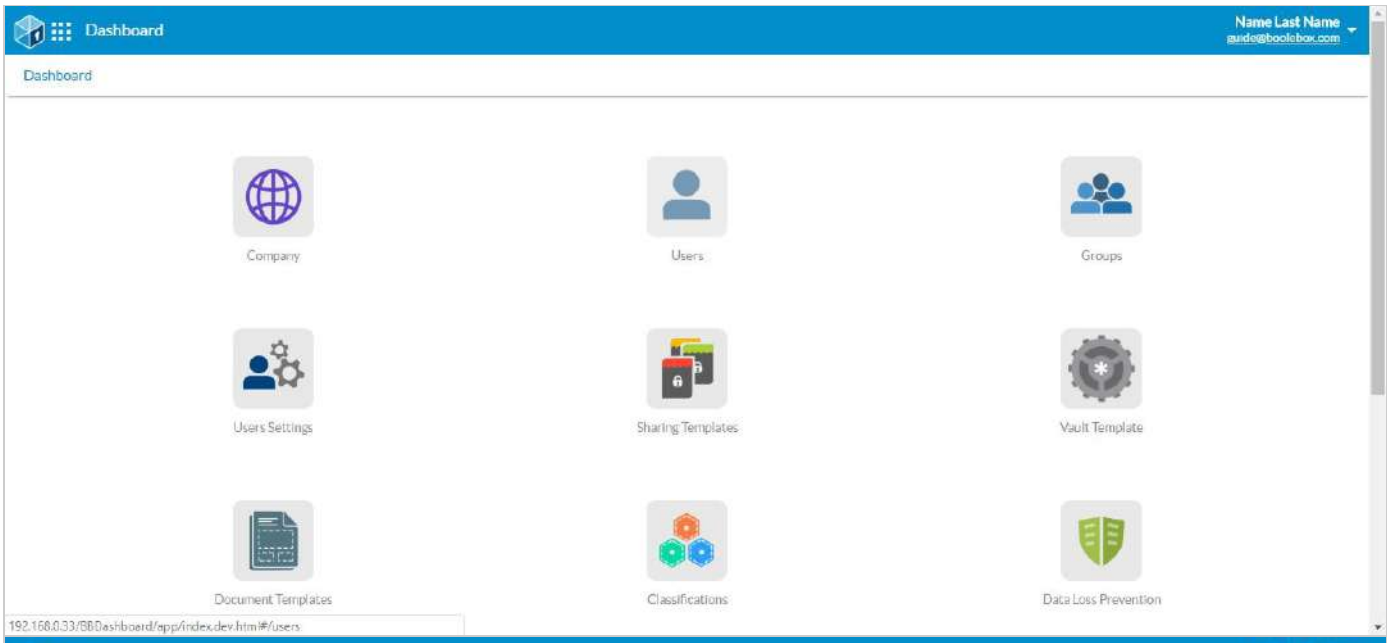
By assigning a user the permission to access a remote drive, you can share access to any local or network folder accessible from the BooleBox Storage Service component, i.e. the BooleBox application dedicated to uploading documents to the platform. To share the access to a remote drive with a user:

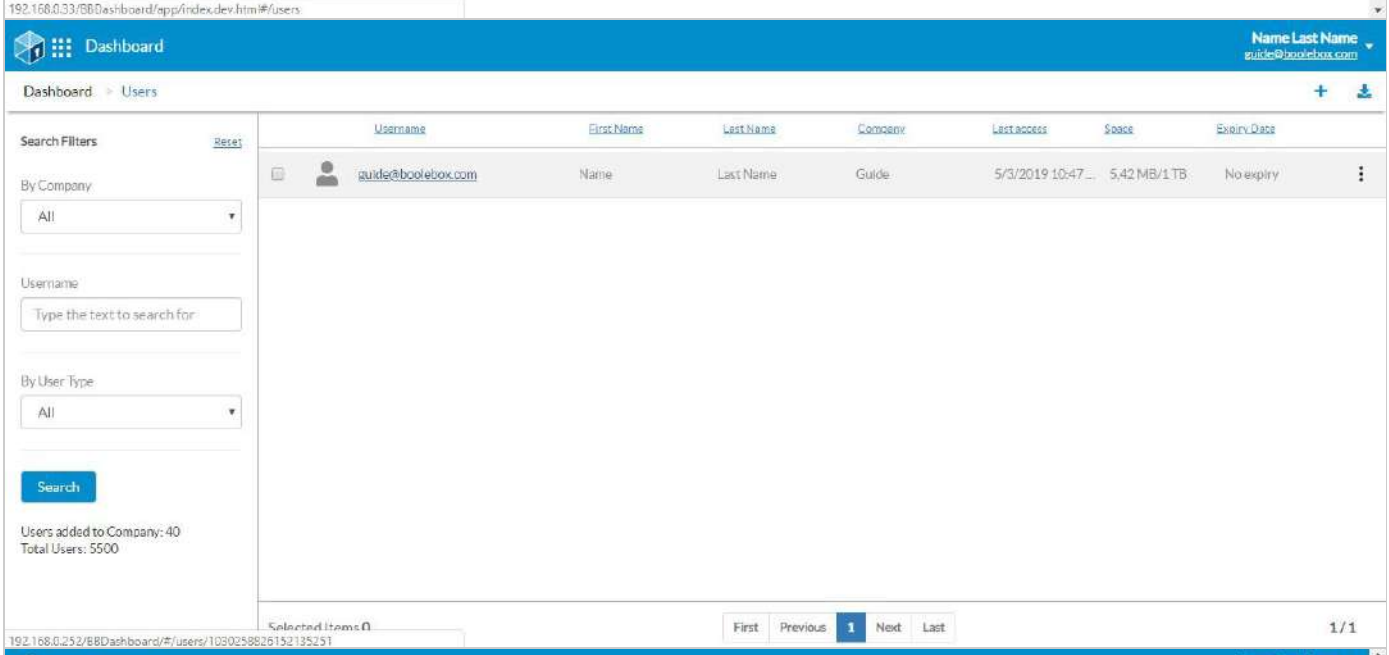
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the name of the user to whom you want to grant access to the remote drive.
- In the REMOTE DRIVE area, enter the path of the local or network folder for which you want to grant the access.
- Click on the + ADD NEW button.
- Click on SAVE.
- The selected user will now display the folder indicated in the file manager.

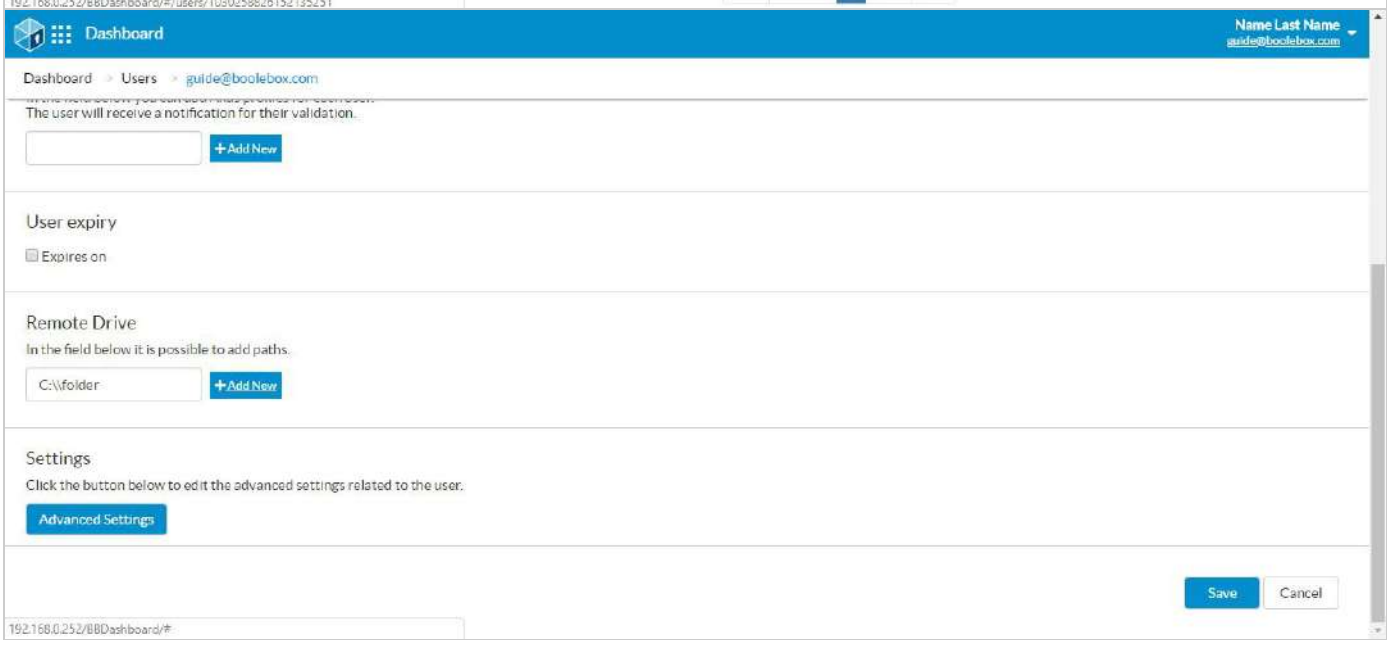
Note: it is not possible to assign a Personal Key to folders shared through a remote drive.

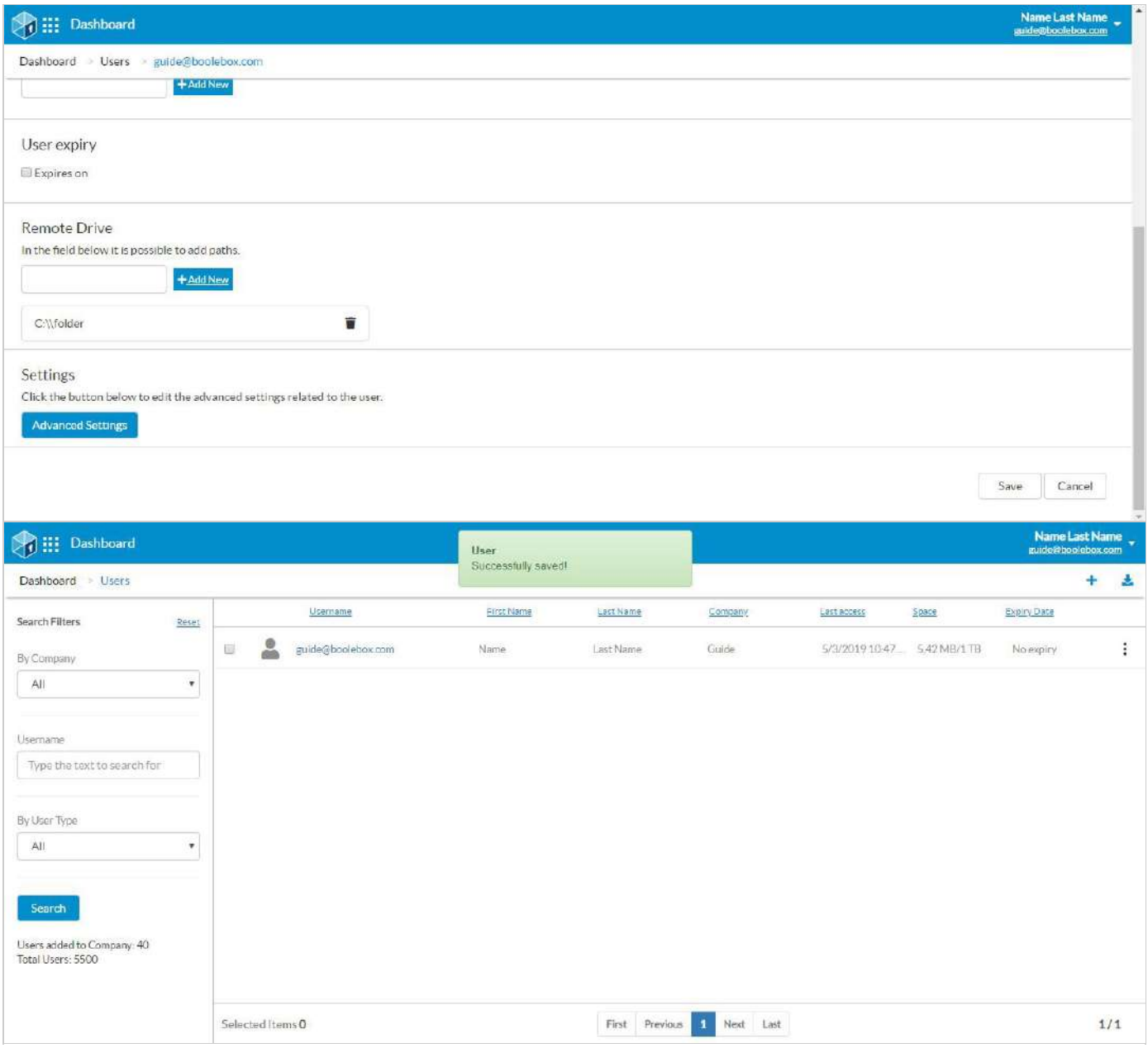
Note: the remote drive option is available only for BooleBox On-Premises licenses.

Note: to delete sharing by remote drive, simply click on the recycle bin icon located next to the shared folder path.
Note: for BooleBox On-Premises instances configured in accordance with Common Criteria EAL2 + certification specifications, the remote drive to which access is allowed must remain within the local network in which the TOE was installed and under the control of the TOE administrator, as required by the OE.STORAGE security objective indicated in the COMMON CRITERIA EAL2+ CERTIFIED VERSION section of this guide.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/users


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 40
Total Users: 5500
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@boolebox.com
Name
Last Name
Guide
5/3/2019 10:47 ...
5,42 MB/1 TB
No expiry
First
Previous
1
Next
Last
1/1
192.168.0.252/BBDashboard/#/users/1030258826152135251

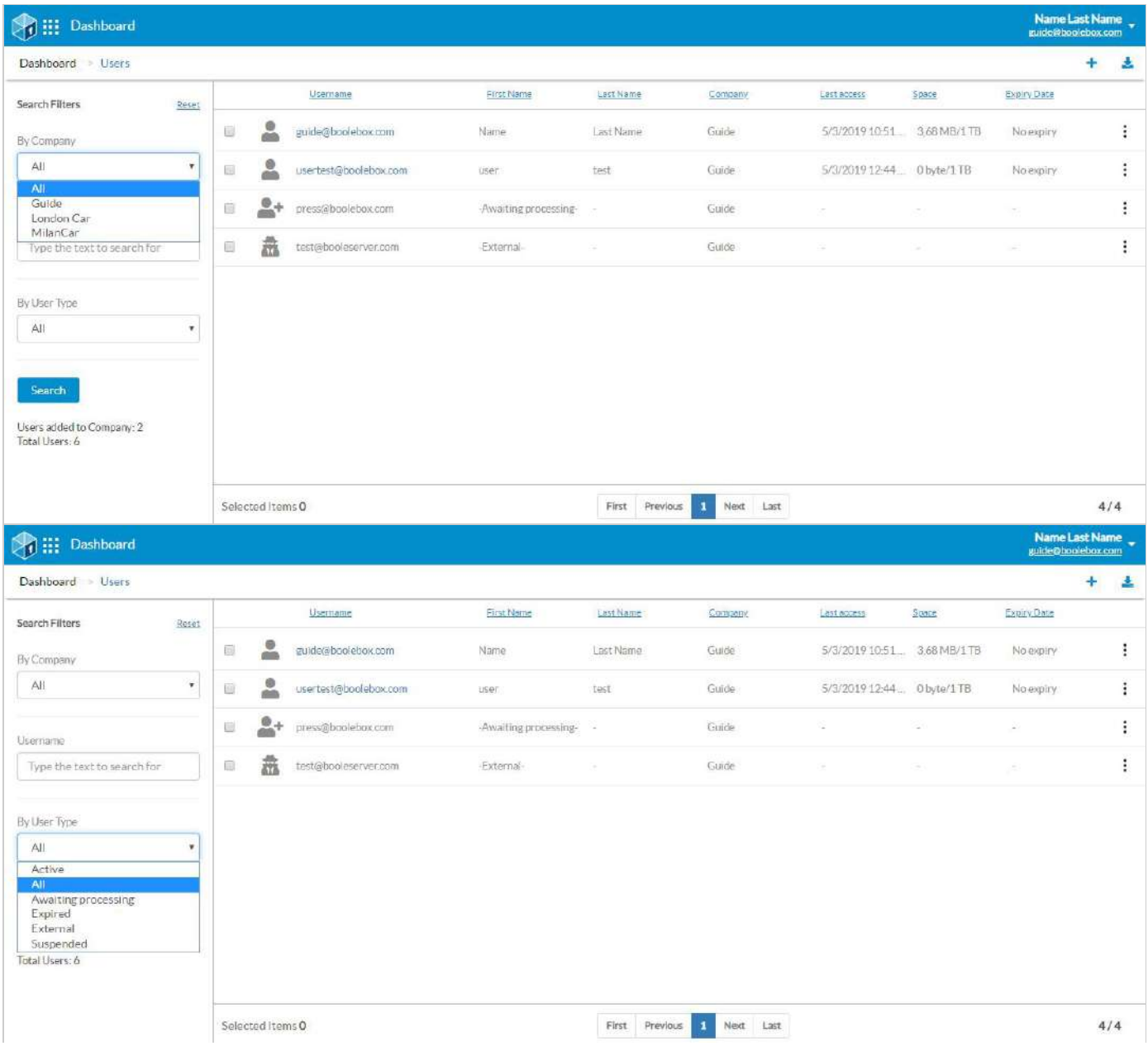

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users > guide@boolebox.com
The user will receive a notification for their validation.
+Add New
User expiry
Expires on
Remote Drive
In the field below it is possible to add paths.
C:\\folder
+Add New
Settings
Click the button below to edit the advanced settings related to the user.
Advanced Settings
Save
Cancel
192.168.0.252/BBDashboard/#



22.14 Search filters

In order to perform a search in the USERS section of the Dashboard, you can use one of the following search parameters:

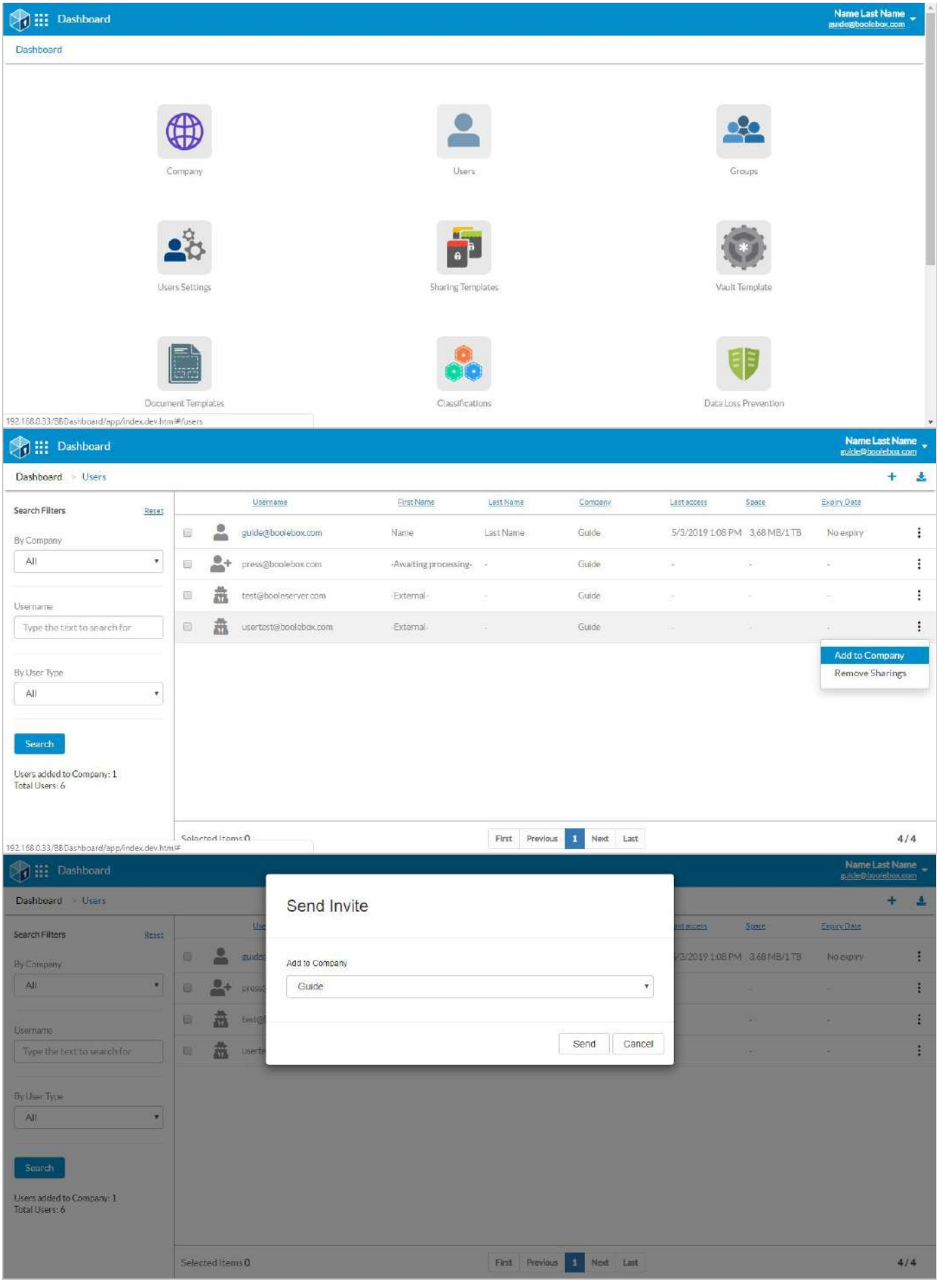
- BY COMPANY - the search result is filtered according to the company of the user you want to search for.
- BY USERNAME - the search result is filtered according to the USERNAME (or part of it) associated to the user you want to search for.
- BY FIRST NAME - the search result is filtered according to the NAME (or part of it) of the user you want to search for.
- BY LAST NAME - the search result is filtered according to the LASTNAME (or part of it) of the user you want to search for.
- BY USER TYPE - By selecting from the dropdown menu one of the suggested types of user (ACTIVE, EXTERNAL, AWAITING PROCESSING, EXPIRED, SUSPENDED), the search result is filtered according to the type of user selected.
- Press SEARCH to launch the search using the applied filters.
- The results matching the specified search criteria found by the system will appear as a list in the main area of the page.
- Click on RESET to return to the general view.

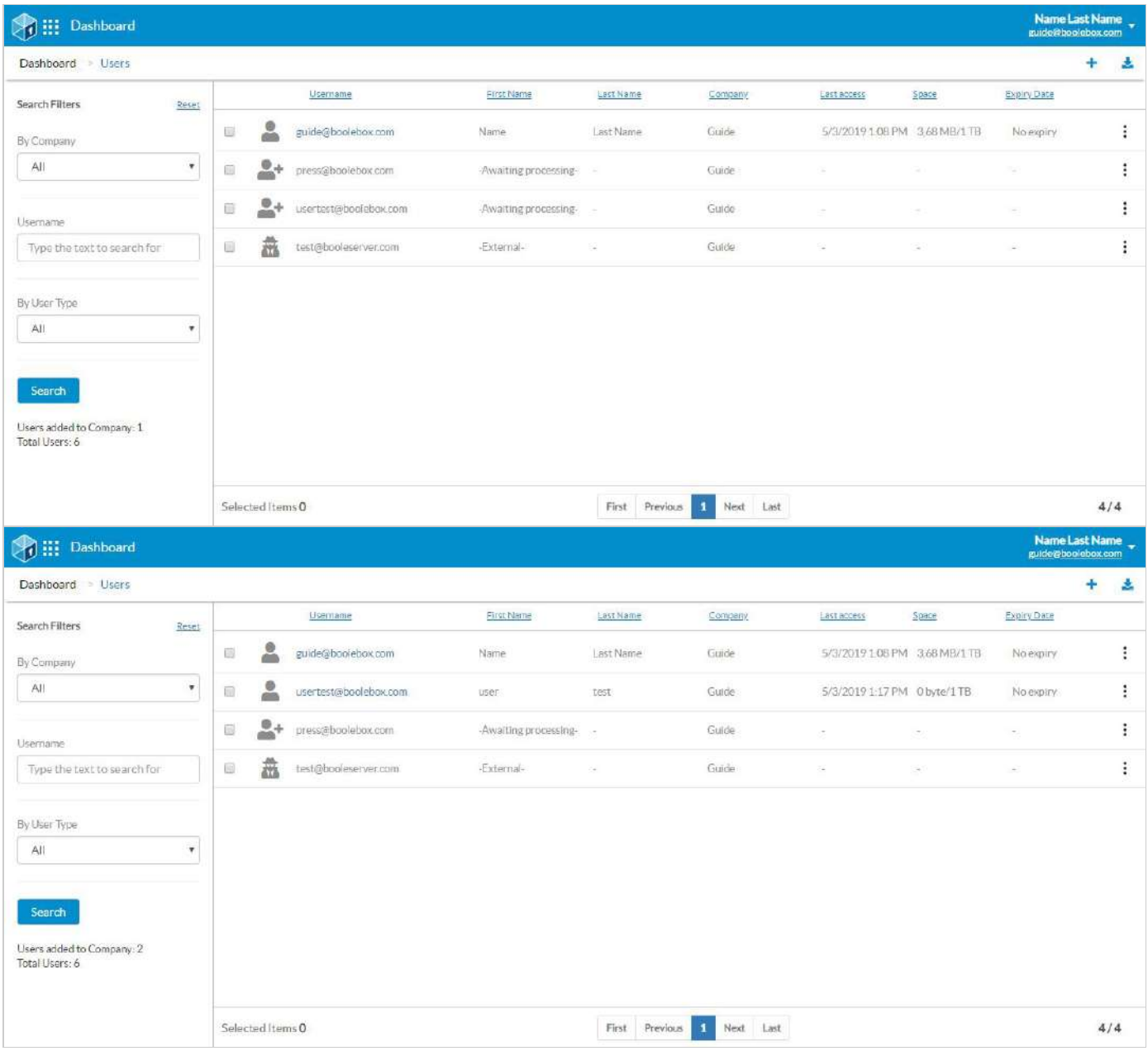


22.15 Linking a user external to the domain in use to a pre-existing company after a share

It is possible to link a user external to the domain in use to a pre-existing company after sharing a file or a folder with this one. To link an external user to the domain in use:

- Share something with the user external to the domain in use you want to add to the pre-existing company.
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- The user external to the domain is shown in grey with the EXTERNAL written next to it.
- Click on the three-point menu located to the right of the username and select ADD TO COMPANY.
- In the message that is going to pop up, select from the dropdown menu the company you would like to link the new user to and click on SEND.
- The user will receive the invitation to become part of the company, which can be accepted or rejected. In the meantime, below the FIRST NAME AND LAST NAME field, the AWAITING PROCESSING sentence will appear.

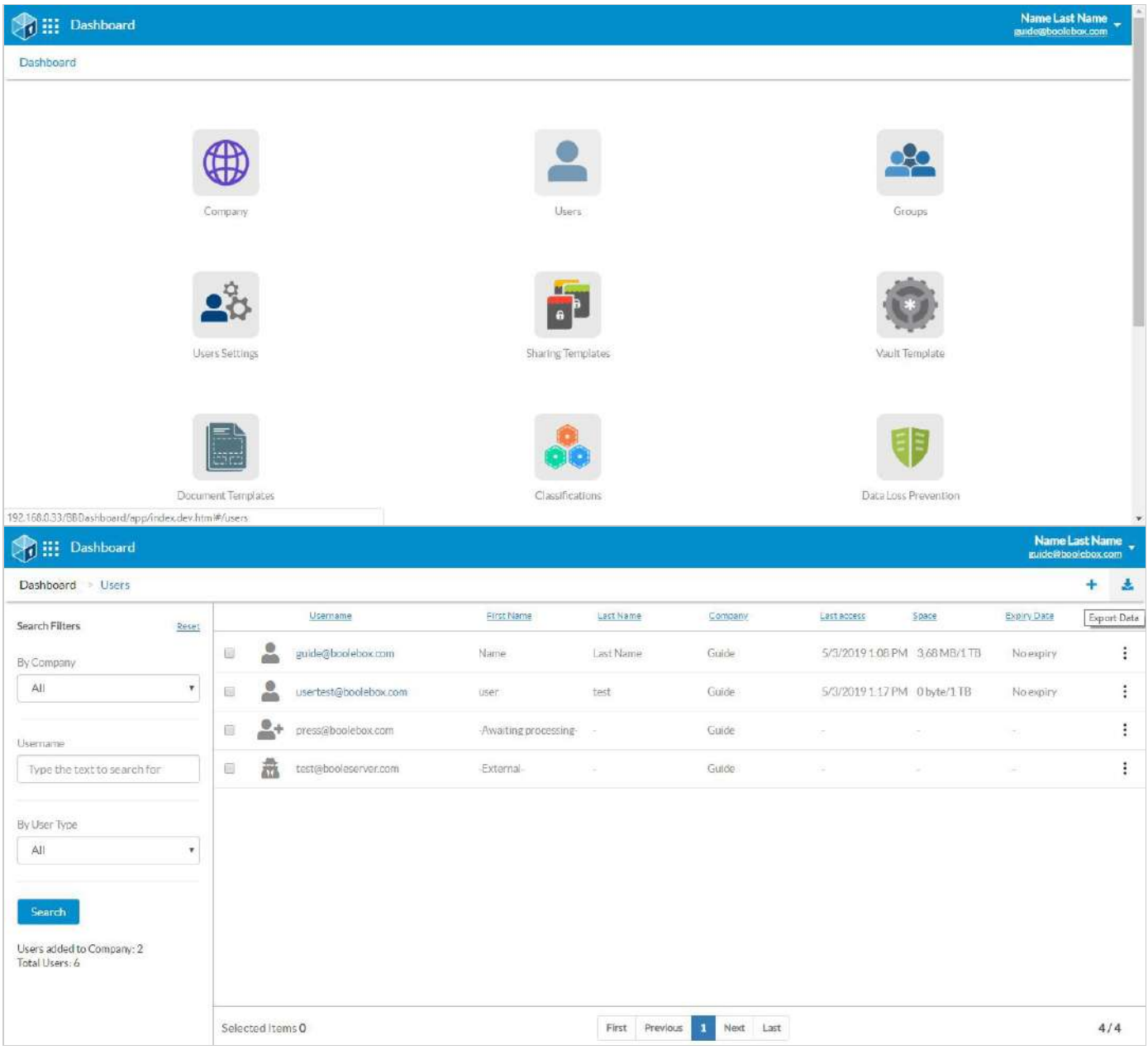

Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/users
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 1
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
guide@boolebox.com
Name
Last Name
Guide
5/3/2019 1:08 PM
3.68 MB/1 TB
No expiry
press@boolebox.com
-Awaiting processing-
Guide
test@booleserver.com
-External-
Guide
usertest@boolebox.com
-External-
Guide
Add to Company
Remove Sharings
Selected Items 0
First
Previous
1
Next
Last
4/4
192.168.0.33/BBDashboard/app/index.dev.html#
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Send Invite
Add to Company
Guide
Send
Cancel
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 1
Total Users: 6
Selected Items 0
First
Previous
1
Next
Last
4/4



22.16 Exporting data

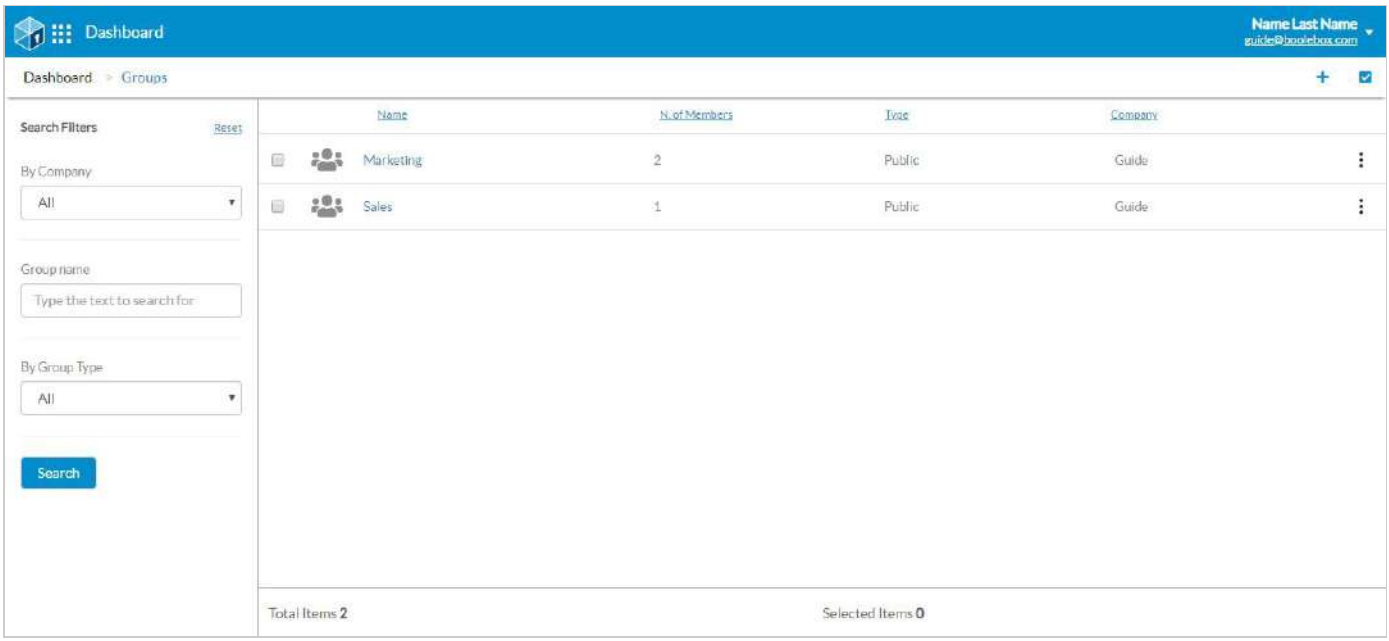
In order to export in a .csv file the complete list of users or the results of a search in it, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the USERS section.
- Click on the EXPORT DATA icon located at the top right corner of the screen.
- The system will automatically generate a .csv file for download about the displayed list of users including the following information: username, name, surname, phone, date and time the account was created, date and time of the last access, used space, available space, status (active/suspended/waiting).


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/users
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users
Search Filters
Reset
By Company
All
Username
Type the text to search for
By User Type
All
Search
Users added to Company: 2
Total Users: 6
Username
First Name
Last Name
Company
Last access
Space
Expiry Date
Export Data
guide@boolebox.com
Name
Last Name
Guide
5/3/2019 1:08 PM
3.68 MB/1 TB
No expiry
usertest@boolebox.com
user
test
Guide
5/3/2019 1:17 PM
0 byte/1 TB
No expiry
press@boolebox.com
-Awaiting processing-
Guide
test@booleserver.com
-External-
Guide
Selected Items 0
First
Previous
1
Next
Last
4 / 4

23 Groups

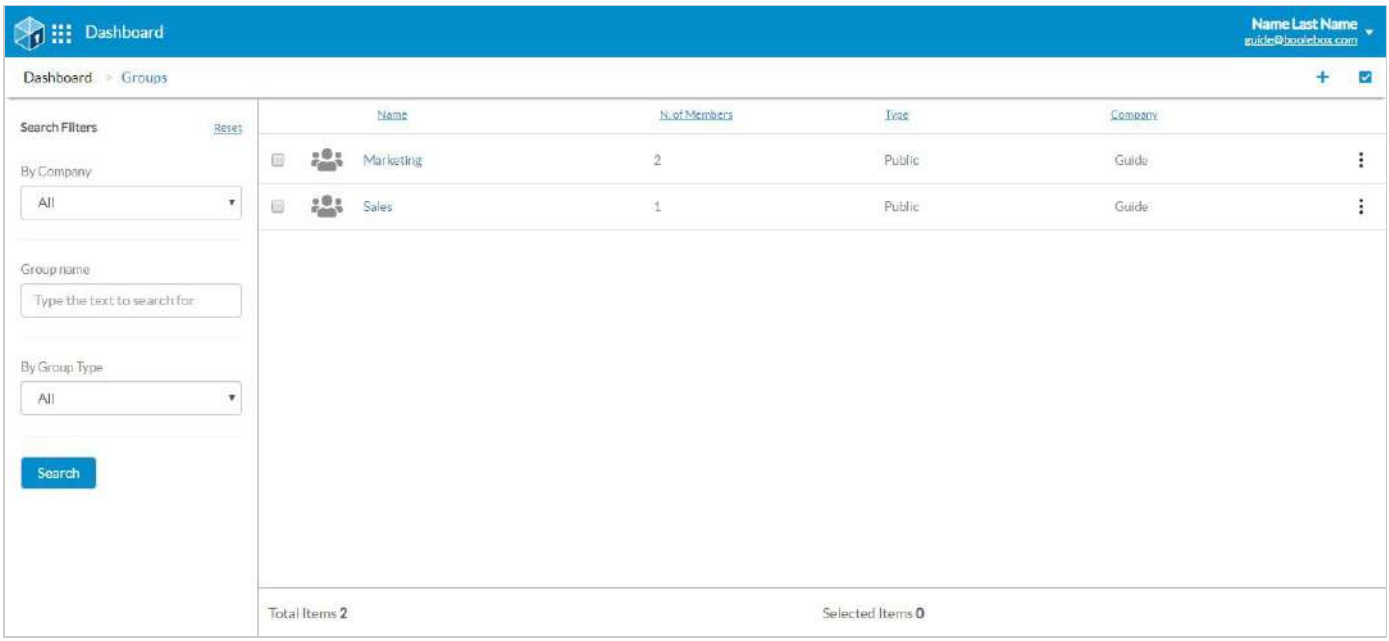
How to create, manage and edit user groups in BooleBox.



23.1 The main screen

The GROUPS section of the BooleBox Dashboard allows you to create and manage groups of users that are part of your organization.
The main screen of this section includes:

- On the top right, a horizontal shortcut menu that allows to perform quickly the main tasks such as ADD NEW and SELECT ALL.
- The main area, with the list of all previously configured groups, including details such as NAME, N. OF MEMBERS, TYPE and COMPANY of belonging. By clicking on a particular column you can reorder the list as desired.
- On the left, an advanced search panel offering various parameters and search filters.
- At the bottom, the status bar in which the total number of configured groups is displayed.

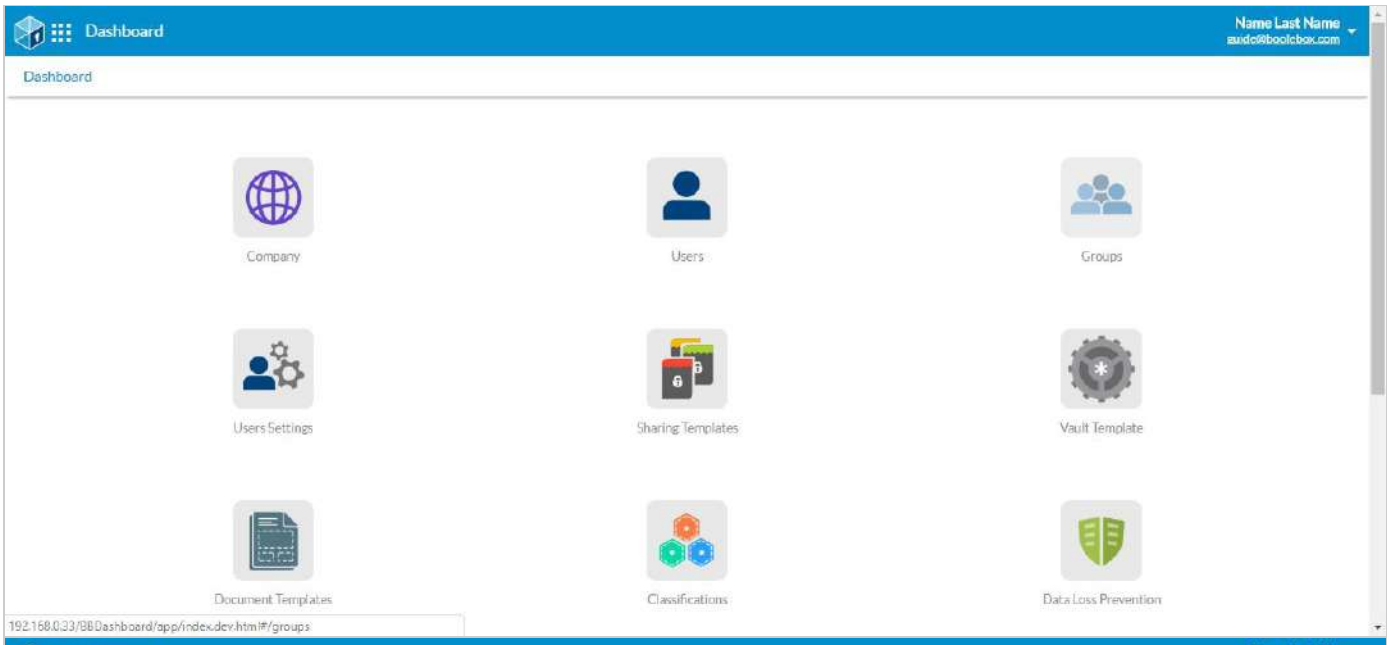


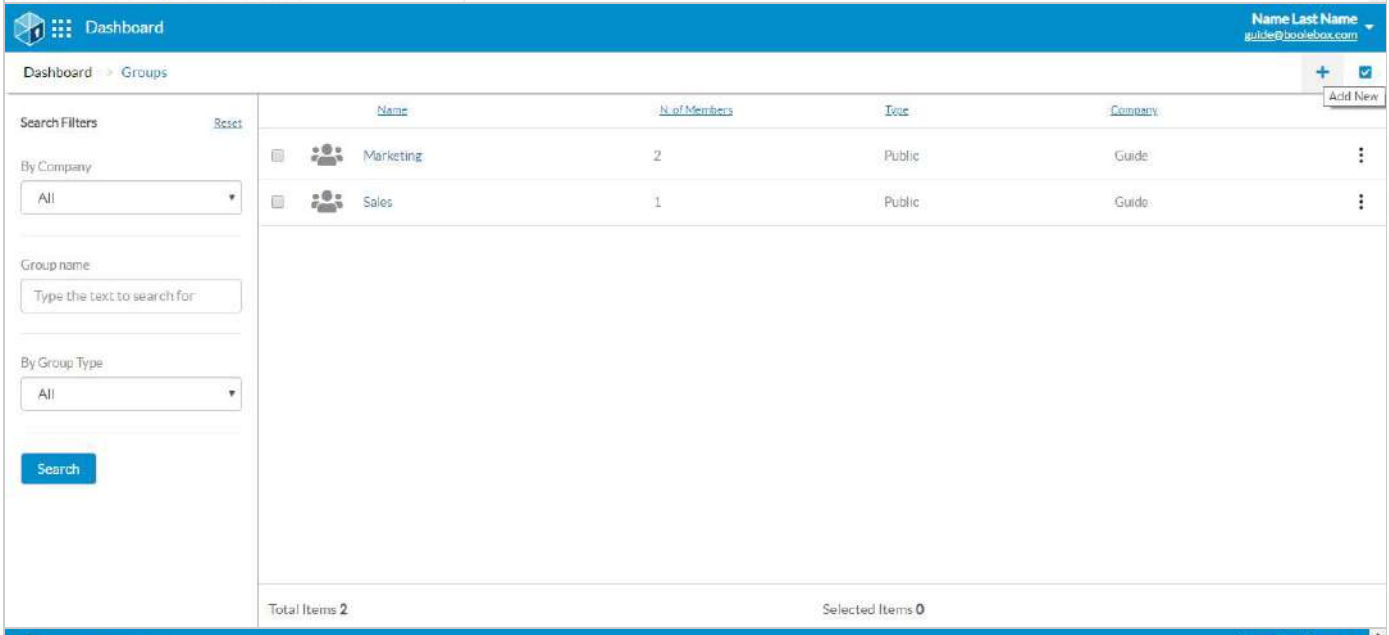
23.2 Creating a new group

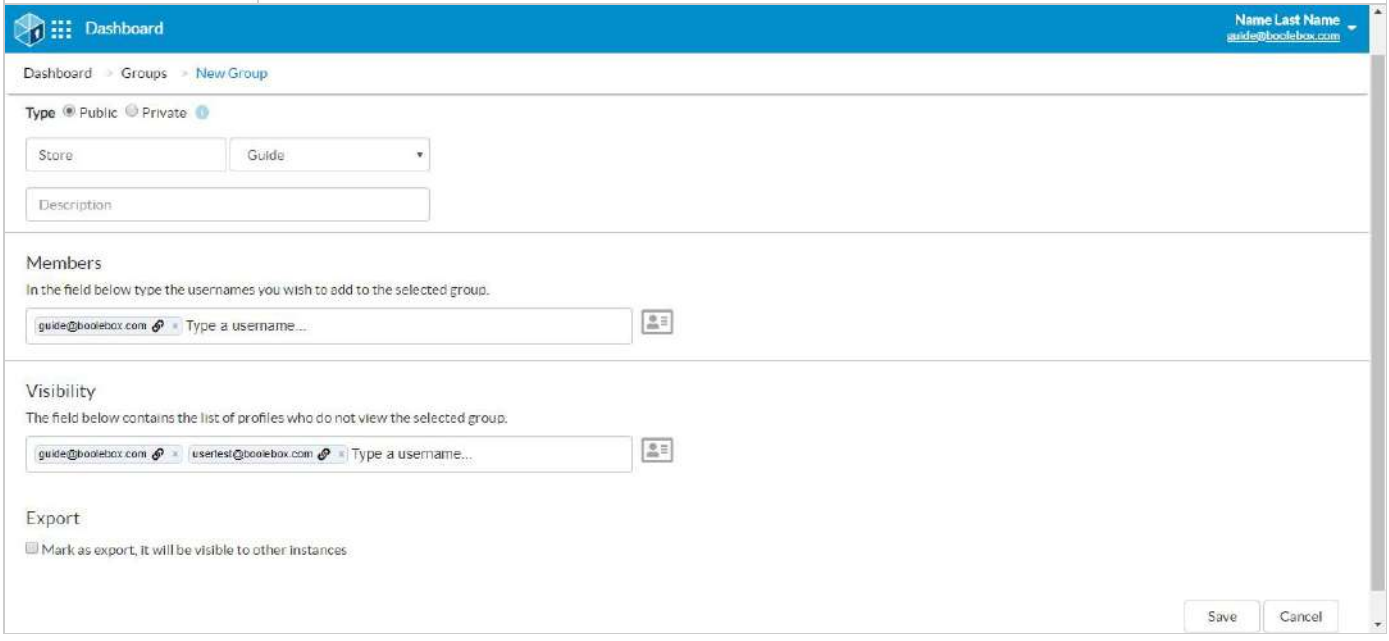
In order to create a new group, perform the following actions:

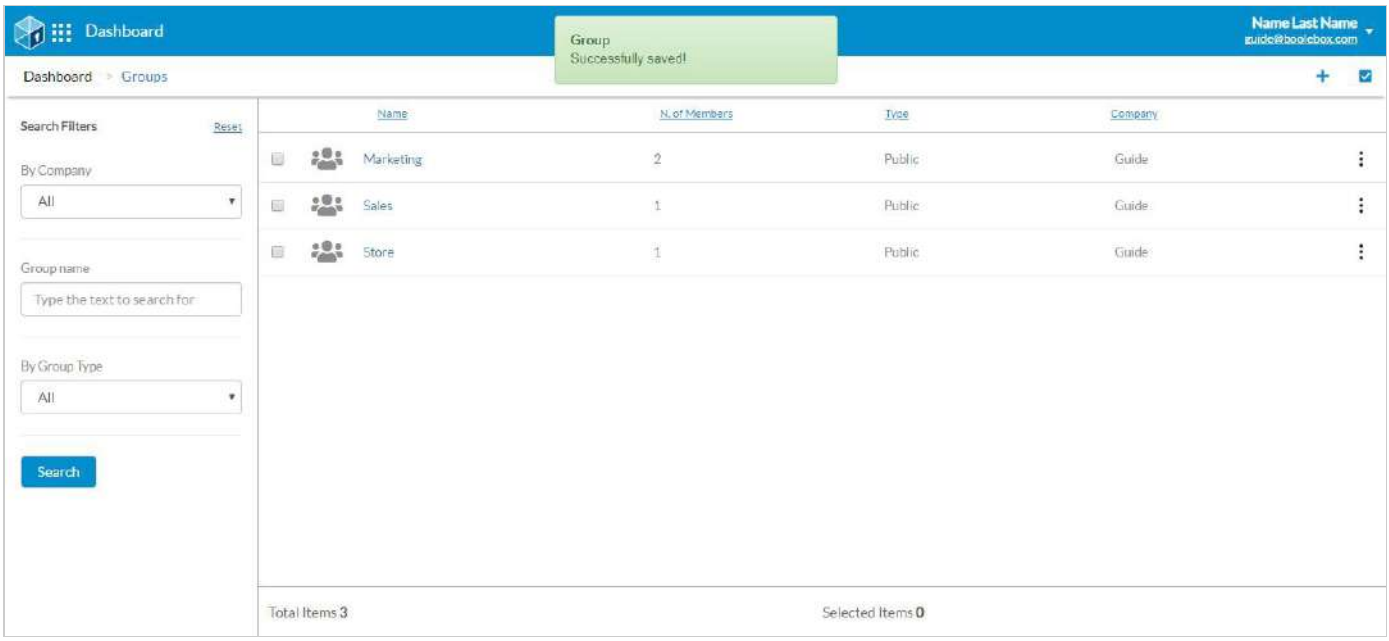
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the GROUPS section.
- Click on the + ADD NEW symbol located in the top right.
- The GENERAL DATA configuration screen appears.
- Select the TYPE of group you want to create: PUBLIC (visible to other groups) or PRIVATE (visible only to users within the group).
- Enter the name of the group you are creating.
- Select the company to which this group will belong by selecting the item of interest from the drop-down menu.
- In the underlying field a short DESCRIPTION can be entered: it will be useful as reference information on the characteristics of the group being configured.
- Enter the username of the accounts that are to be added to it in the MEMBERS field, separated by a comma. To add all users, type ALL.
- In the VISIBILITY field it is possible to specify exceptions to the type of group being configured:
  - if it is a PUBLIC type group, it is possible to list the users you do not want to make it visible to in this field.
  - if it is a PRIVATE type group, it is possible to list the users to whom you want to make it visible in this field.
- Press SAVE to confirm the changes made.
- The new group will now appear listed in the main area.

Note: the group name must be unique. If you attempt to create a new group with an already existing name, an erorr message will appear, informing that the specified item already exists.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/groups


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Groups
Add New
Search Filters
Reset
By Company
All
Group name
Type the text to search for
By Group Type
All
Search
Name
N. of Members
Type
Company
Marketing
2
Public
Guide
Sales
1
Public
Guide
Total Items 2
Selected Items 0


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Groups > New Group
Type Public Private
Store
Guide
Description
Members
In the field below type the usernames you wish to add to the selected group.
guide@boolebox.com
Type a username...
Visibility
The field below contains the list of profiles who do not view the selected group.
guide@boolebox.com
userlest@boolebox.com
Type a username...
Export
Mark as export, it will be visible to other instances
Save
Cancel

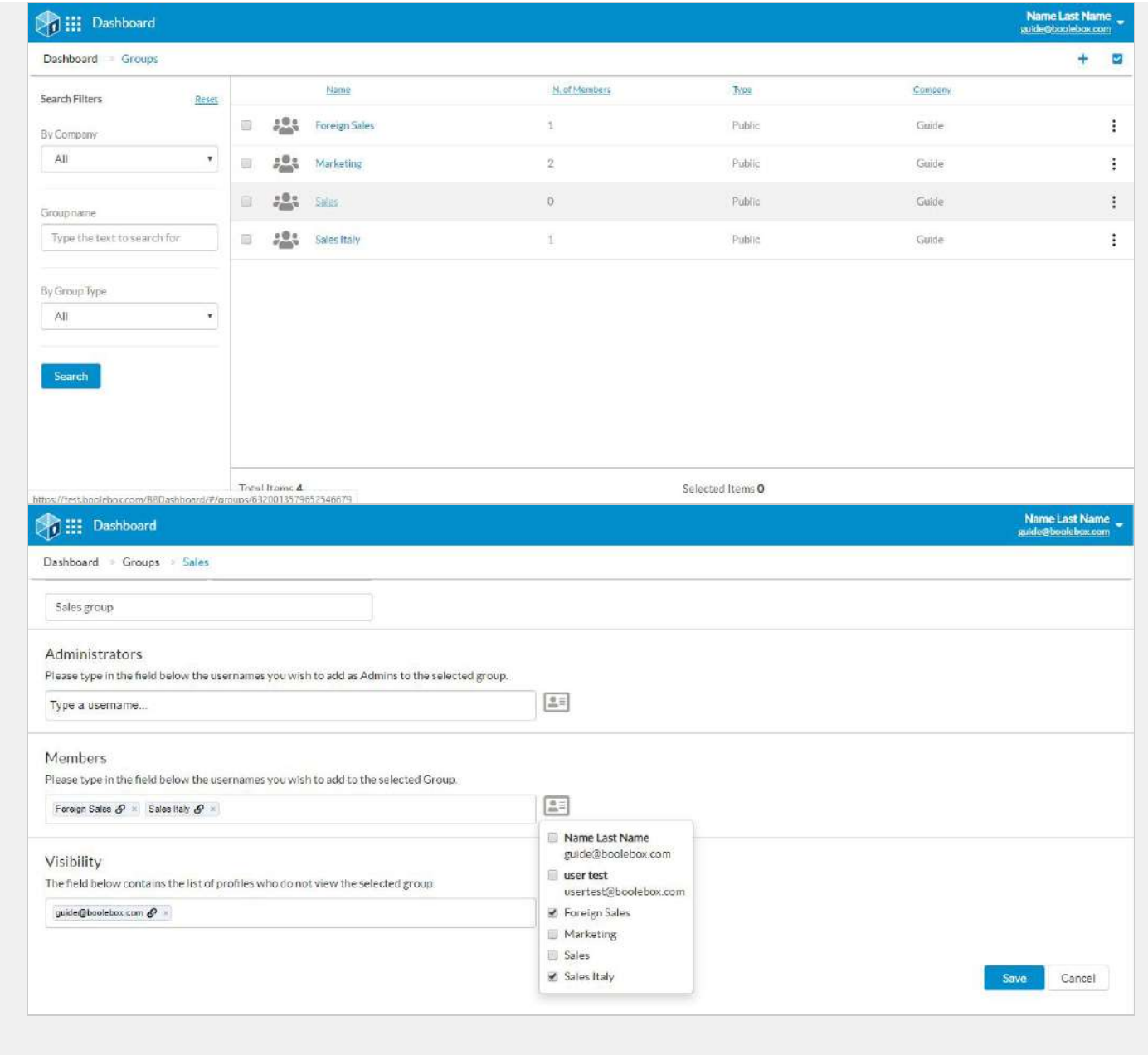


23.2.1 Creating hierarchical groups

By creating a hierarchical group, it is possible to hierarchically organize all the collaborators who, although part of distinct operating units, fall within the same logical or organizational group. Specifically, the nested subgroups are particularly effective for differentiating possible ways of sharing or accessing files through classification tags, while the group that contains them will be of particular utility for the settings that must concern all users who are part of the macro group. In order to create a hierarchical group, perform the following actions:

- Create separate subgroups (for example Sales Italy, Foreign Sales) following the procedure indicated in the CREATE A NEW GROUP section.
- Create the hierarchical parent group (for example Sales) following the procedure indicated in the CREATE A NEW GROUP section.
- Inside the MEMBERS area of the parent group, select from the appropriate drop-down menu the groups you want to subordinate to the current parent group.
- Click on SAVE.
- The group thus created now includes a hierarchical organization so that all the settings applied to the macro group will also be inherited from the nested subgroups, while the options specifically applied to the nested subgroups will remain only relative to the subgroup for which they were set.

Note: by viewing the RELATIONS of a group, it will be possible to verify in which parent group the group in question is nested.

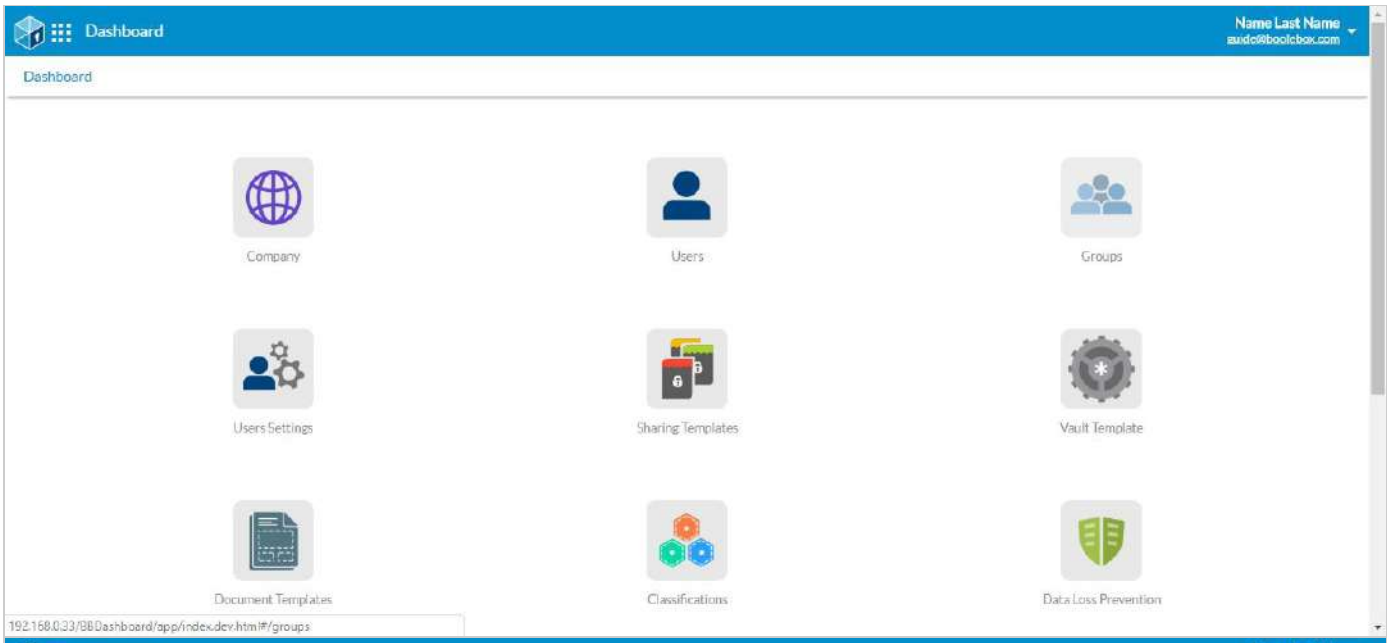


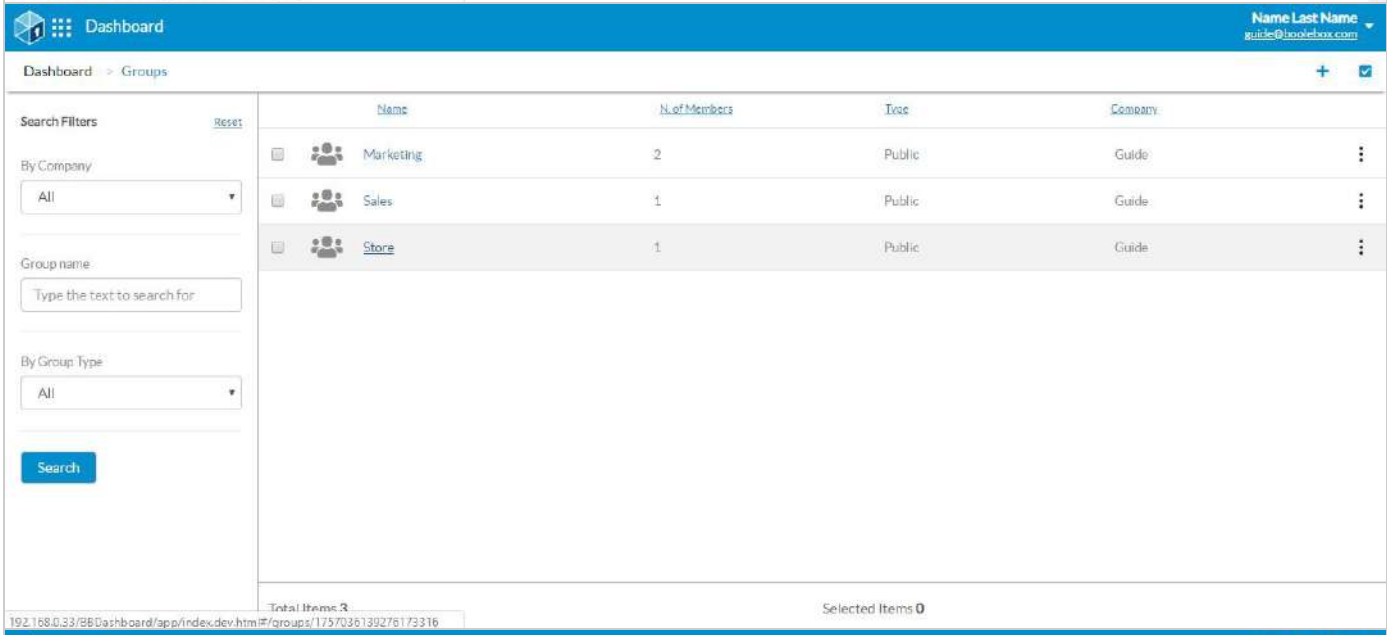
23.3 Viewing and changing group details

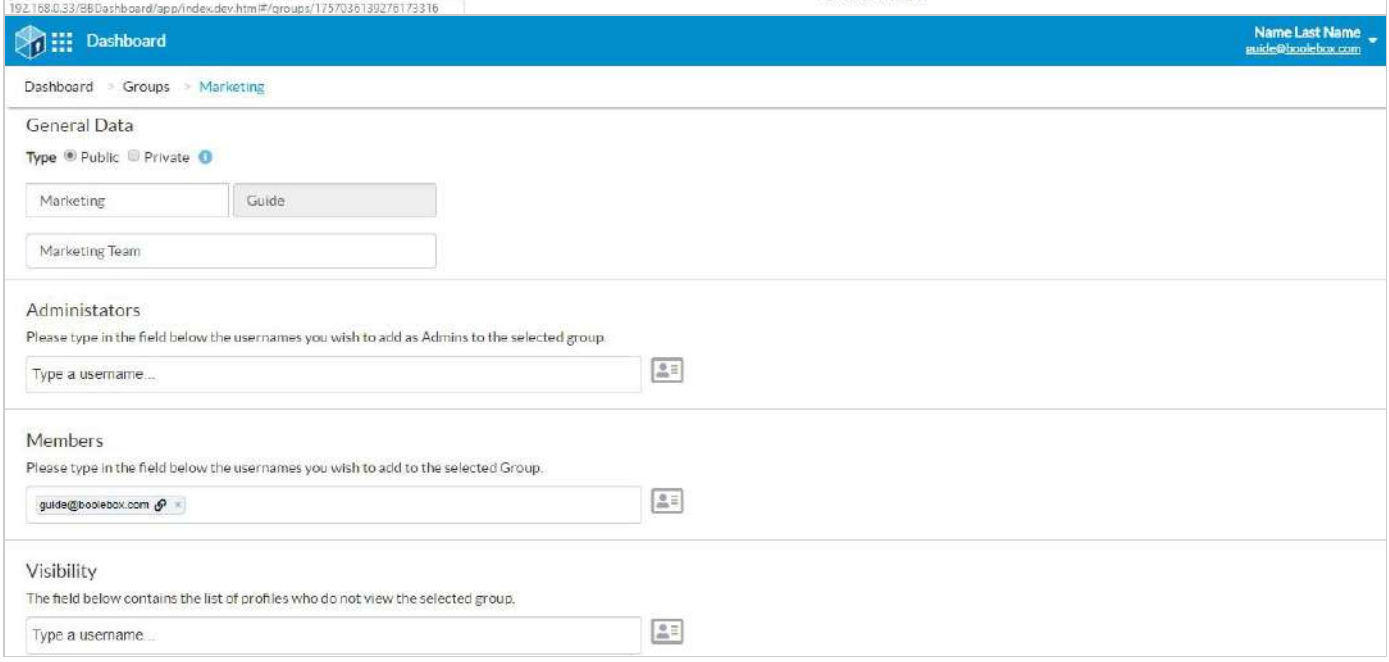
In order to view and change group properties, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the GROUPS section.
- Click on the three-point menu next to the group of your interest and select the VIEW item.
- The screen containing all the information regarding the selected group appears.
- If necessary, make the desired changes within the various fields in the GENERAL DATA, ADMINISTRATORS, MEMBERS and VISIBILITY sections.

  Note: it is not possible to change the company to which the group has been assigned during the creation phase.
- Press SAVE to confirm any changes.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/groups


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Groups
Search Filters
Reset
By Company
All
Group name
Type the text to search for
By Group Type
All
Search
Name
N. of Members
Type
Company
Marketing
2
Public
Guide
Sales
1
Public
Guide
Store
1
Public
Guide
Total Items 3
Selected Items 0
192.168.0.33/BBDashboard/app/index.dev.html#/groups/1757036139276173316

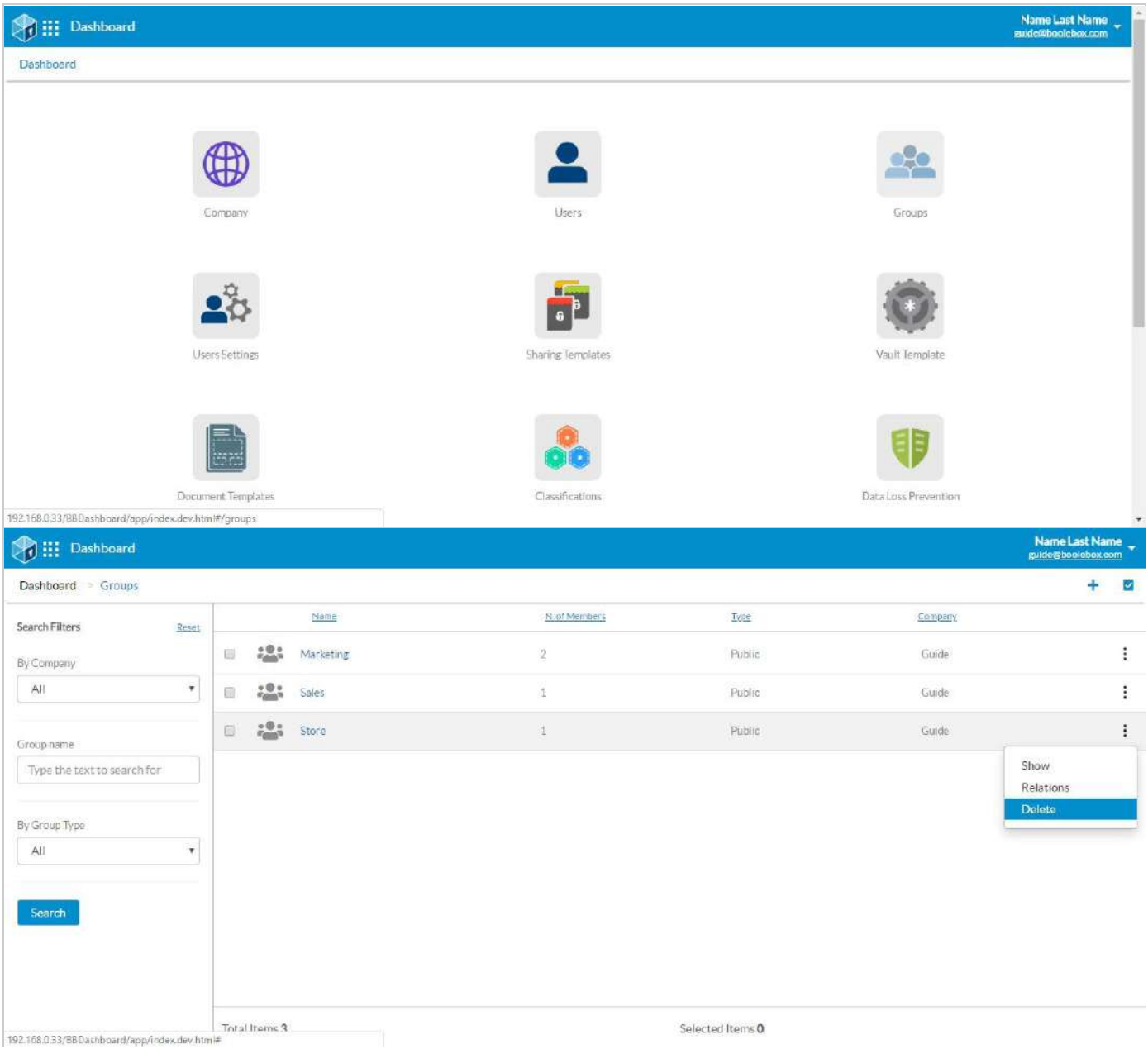

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Groups > Marketing
General Data
Type Public Private
Marketing
Guide
Marketing Team
Administators
Please type in the field below the usernames you wish to add as Admins to the selected group.
Type a username...
Members
Please type in the field below the usernames you wish to add to the selected Group.
guide@boolebox.com
Visibility
The field below contains the list of profiles who do not view the selected group.
Type a username...

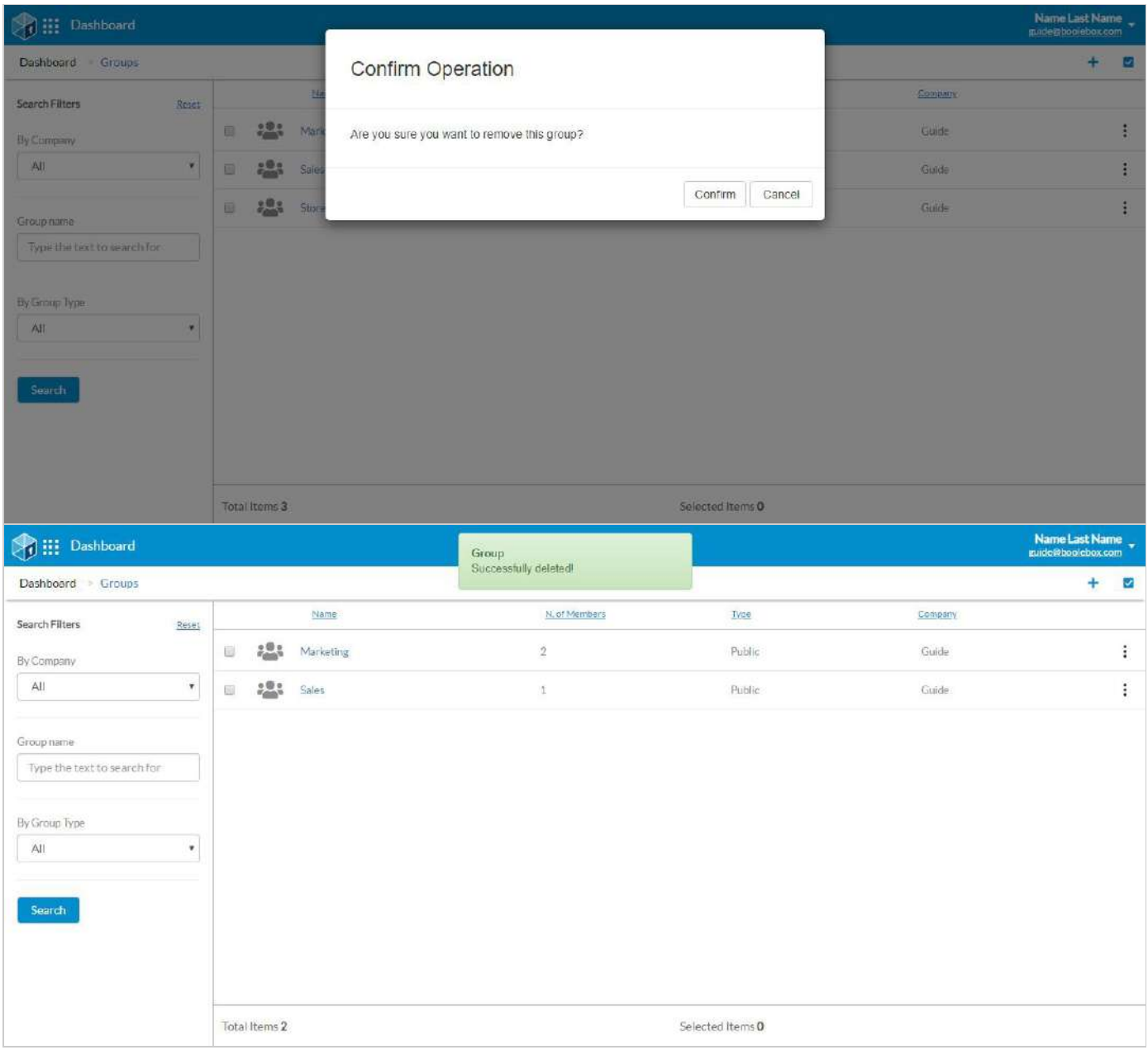
23.4 Removing a group

In order to remove a group, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the GROUPS section.
- Click on the three-point menu to the right of the group you wish to remove.
- Press REMOVE.
- In the window that is going to pop up on your screen, press CONFIRM to continue.
- The deleted group will disappear from the list of available groups.

NOTE: the deletion of a group does not entail the elimination of users or data associated with it.

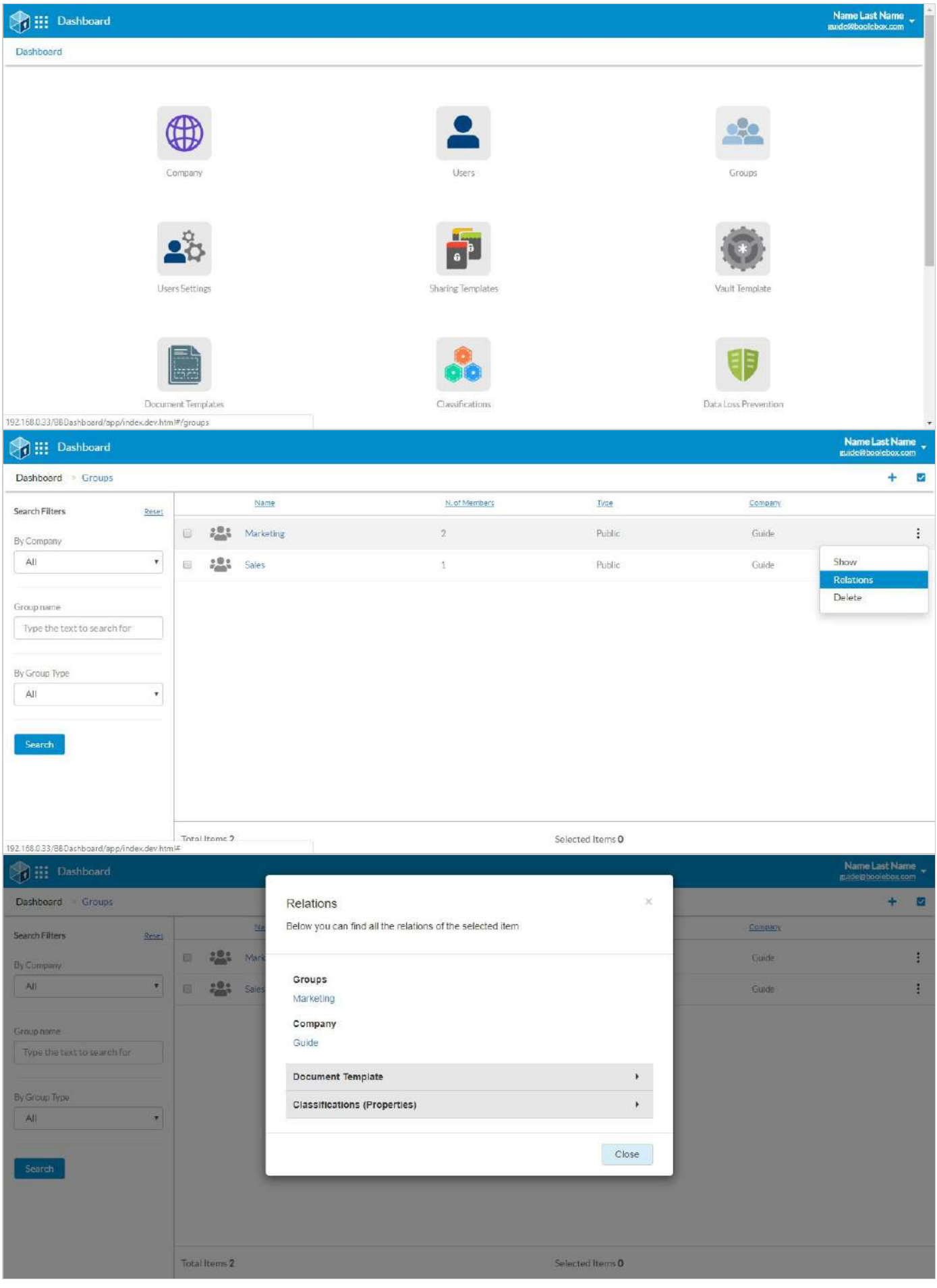




23.5 Viewing the relations of a group

By visualizing the relations of a group, it is possible to obtain a general overview of the relations that the latter has with each of the Dashboard sections connected to it, obtaining information such as the sharing templates available for it and the company of belonging. In order to view the relations of a group, perform the following actions:

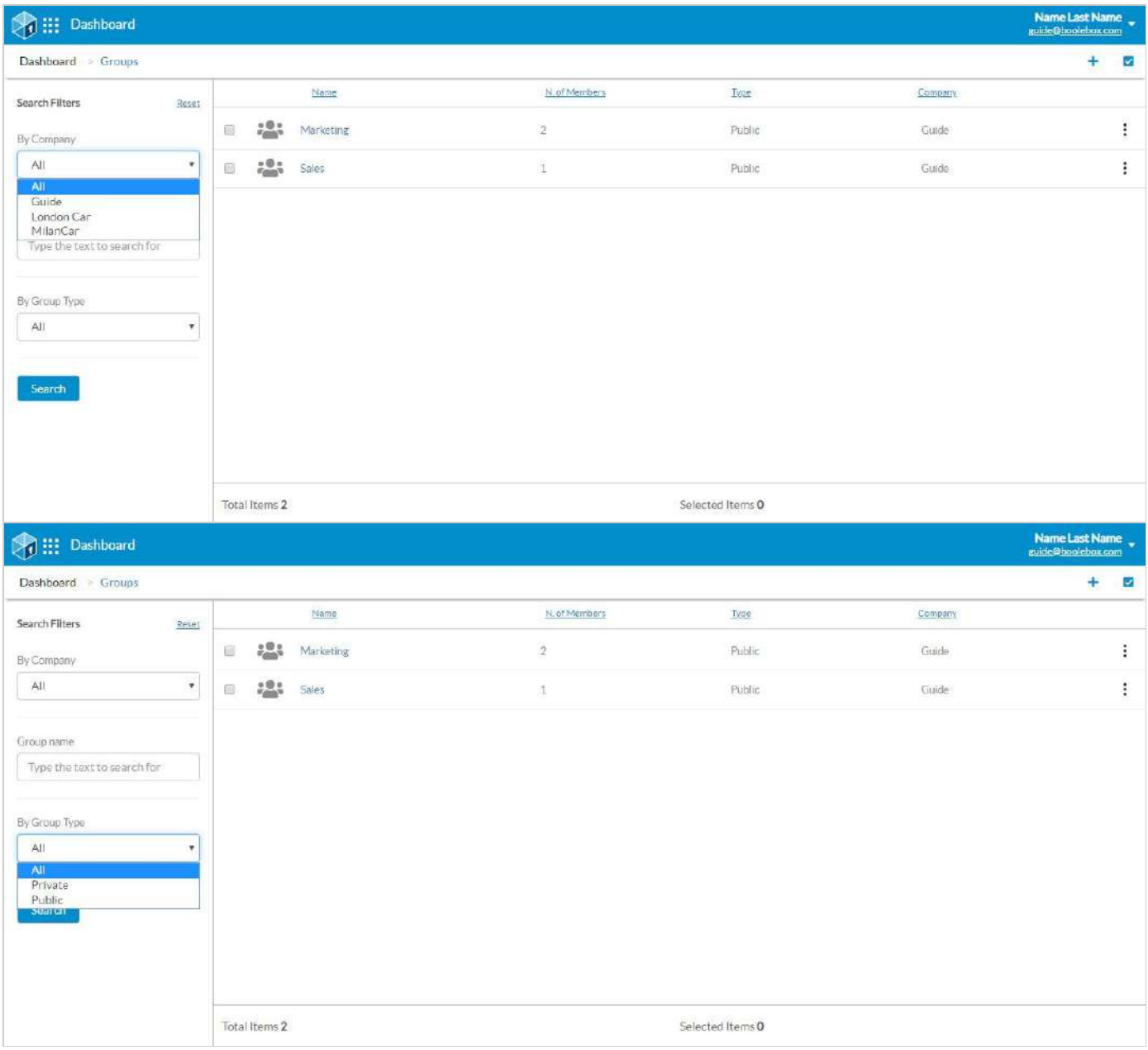
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the GROUPS section.
- Click on the three-points menu located to the right of the group whose relations you want to view.
- In the window that is going to pop up on your screen, the main relations that the group has with the Dashboard sections associated with it are listed.


Dashboard
Name Last Name
guide@boolcbox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/groups
Dashboard
Name Last Name
guide@boolcbox.com
Dashboard > Groups
Search Filters
Reset
By Company
All
Group name
Type the text to search for
By Group Type
All
Search
Name
N. of Members
Type
Company
Marketing
2
Public
Guide
Sales
1
Public
Guide
Show
Relations
Delete
Total Items 2
Selected Items 0
192.168.0.33/BBDashboard/app/index.dev.html#
Dashboard
Name Last Name
guide@boolcbox.com
Dashboard > Groups
Search Filters
Reset
By Company
All
Group name
Type the text to search for
By Group Type
All
Search
Company
Guide
Guide
Total Items 2
Selected Items 0
Relations
Below you can find all the relations of the selected item
Groups
Marketing
Company
Guide
Document Template
Classifications (Properties)
Close

23.6 Search filters

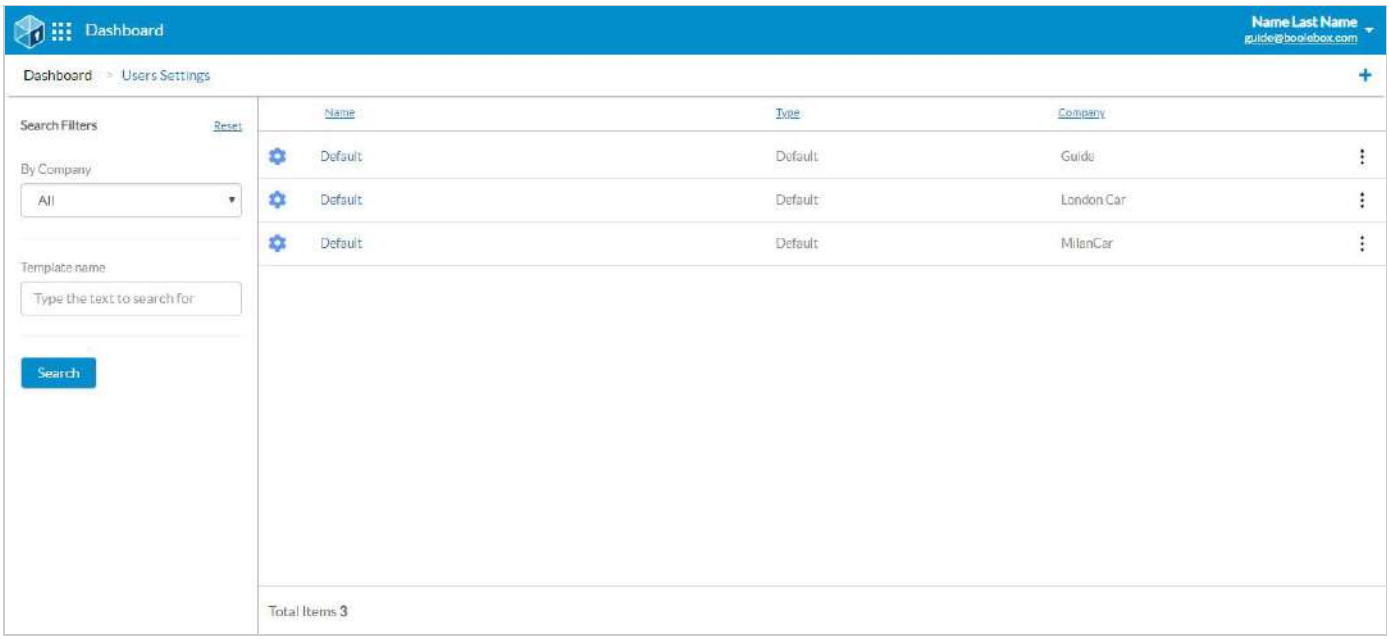
In order to perform a search in the GROUPS section of the Dashboard, you can use one of the following search parameters:

- BY COMPANY - the search result is filtered according to the company to which the group you want to search belongs to.
- BY GROUP NAME - the search result is filtered according to the NAME (or part of it) associated with the group in the search field.
- BY GROUP TYPE - by selecting one of the group types available in the drop-down menu (PRIVATE or PUBLIC), the search result is filtered according to the selected type of group.
- Press SEARCH to launch the search using the applied filters.
- The results matching the specified conditions will appear as a list in the main area of the page.
- Click on RESET to return to the general view.



24 Users settings

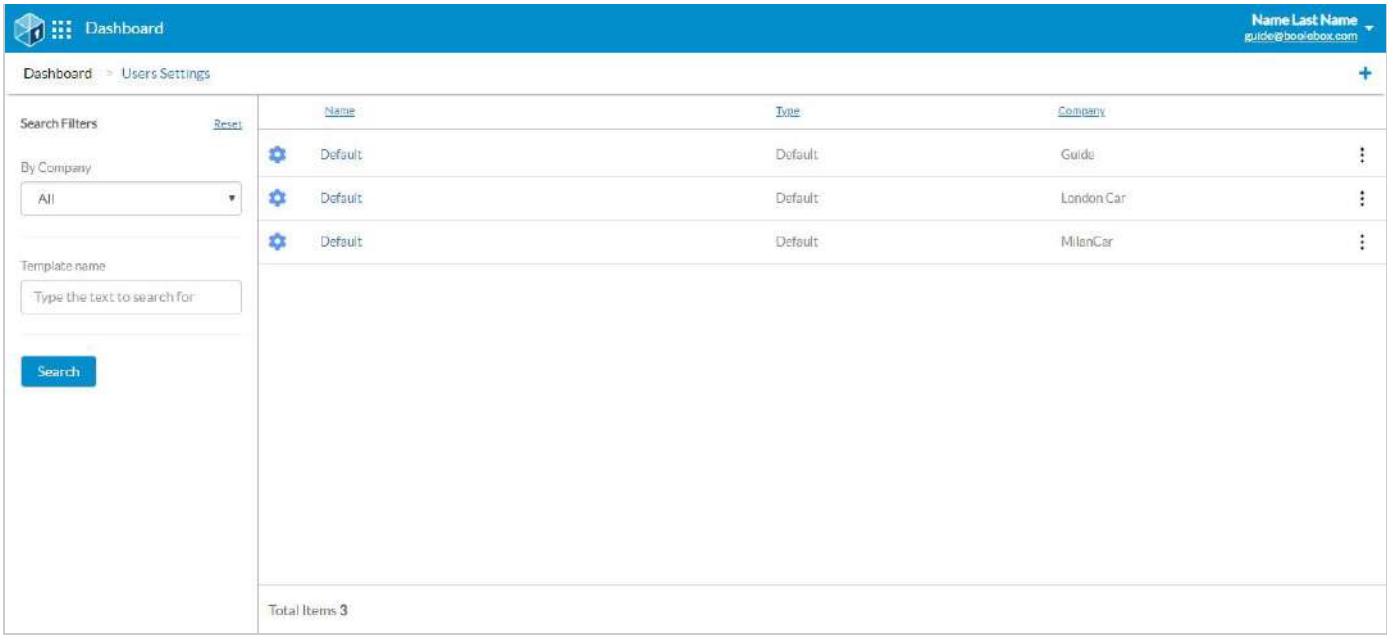
How to set default profiles for users in BooleBox.



24.1 The main screen

The USERS SETTINGS section of the BooleBox Dashboard allows you to create and manage predefined profiles that can be assigned to groups of users that are part of your organization.
The main screen of this section includes:

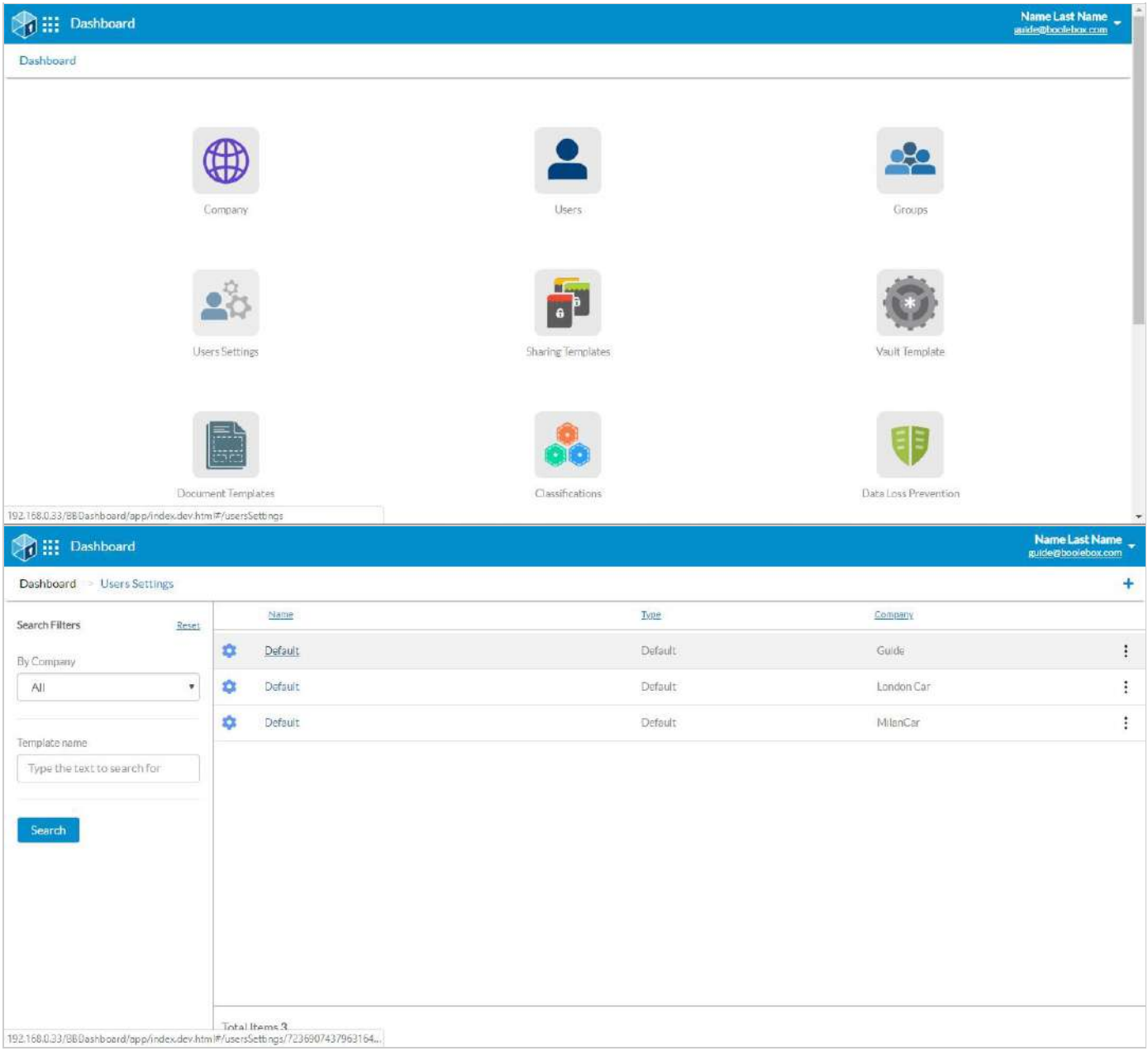
- At the top right, the ADD NEW command.
- The main area, with the list of all previously configured user types, including details such as NAME, TYPE and COMPANY of belonging. By clicking on a particular column you can reorder the list as desired. The system proposes a DEFAULT profile by default.
- On the left, an advanced search panel offering various parameters and search filters.
- At the bottom, the status bar in which the total number of configured profiles is displayed.

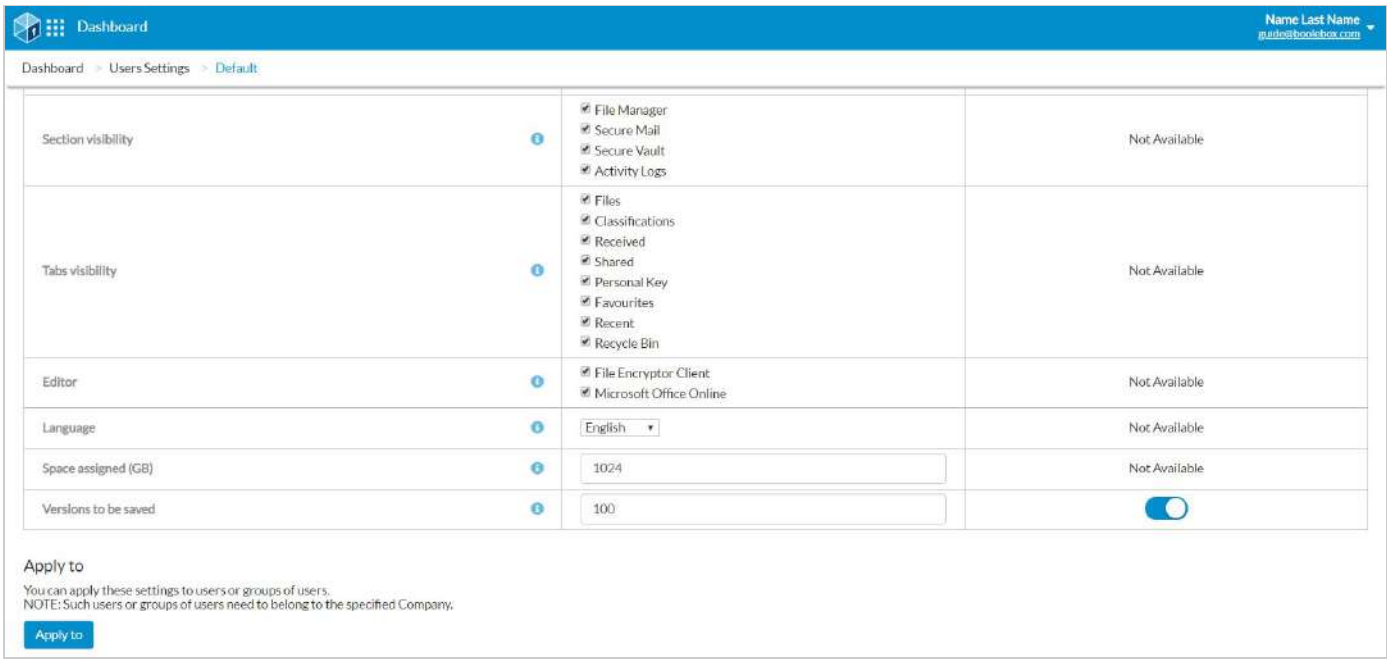


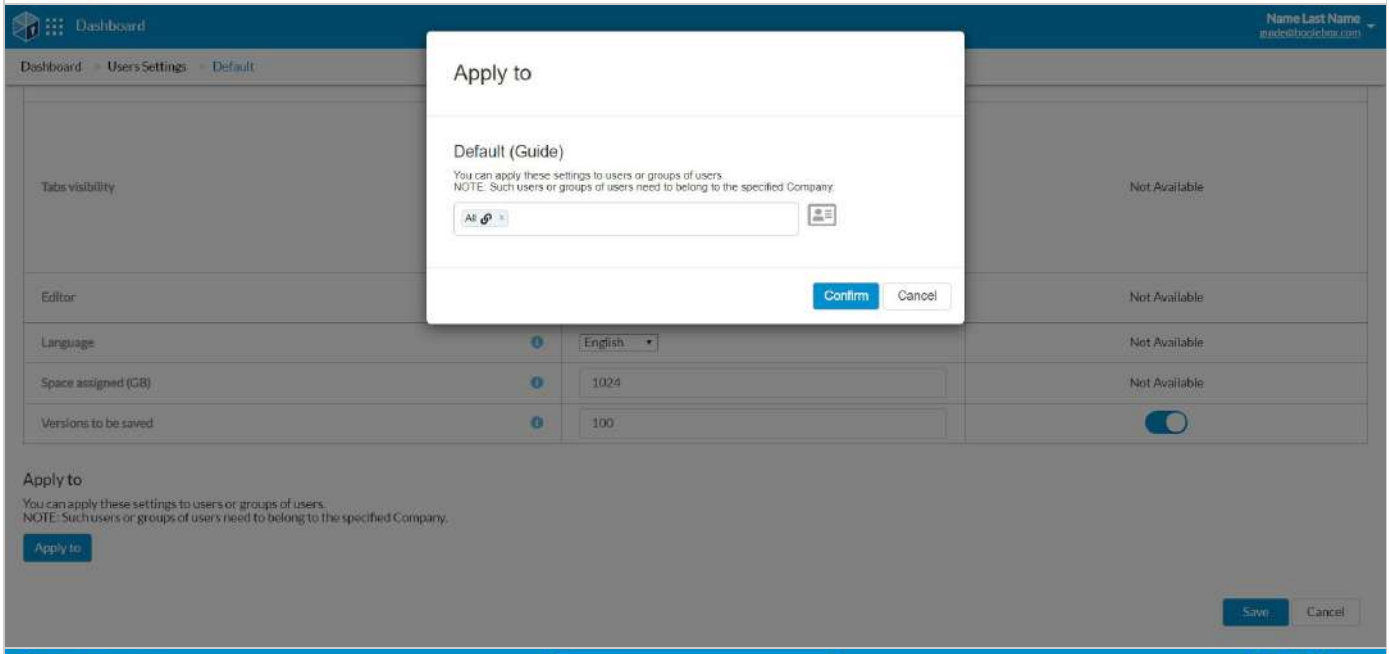
24.2 The default profile

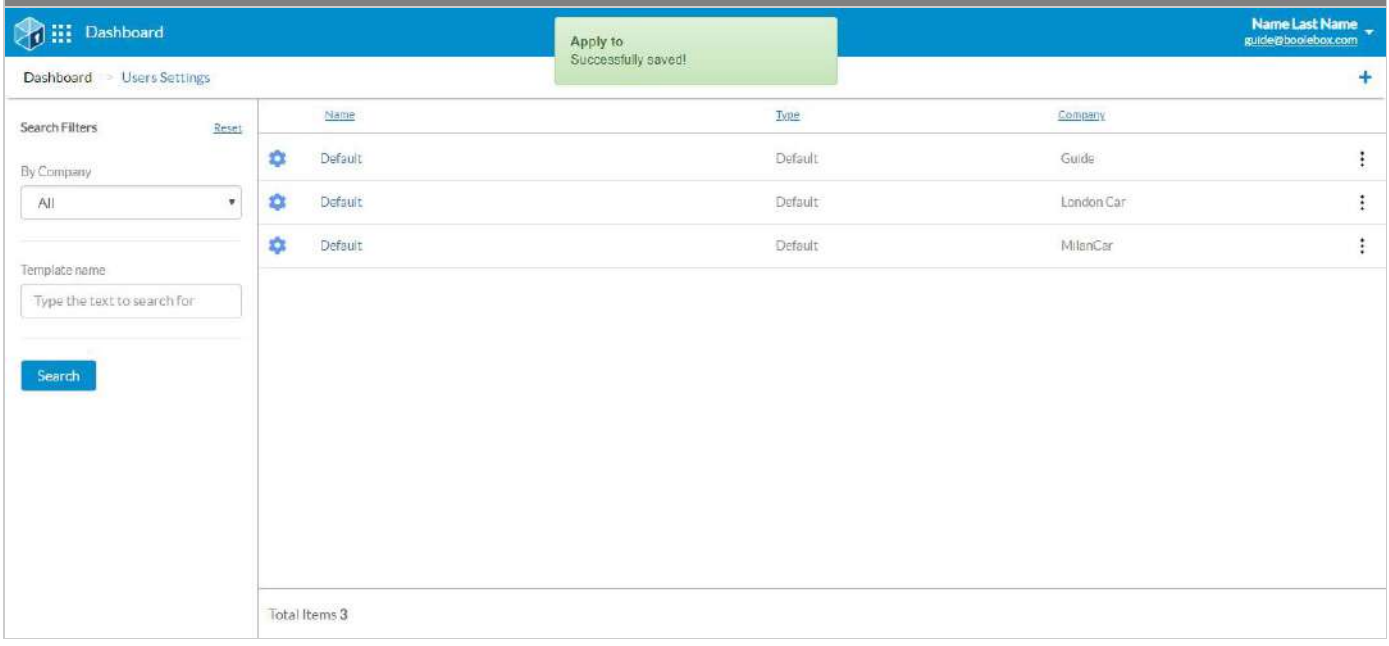
The DEFAULT profile defines the features that will be applied to all new users that will be added to the current company. In order to configure the specific settings of the default profile, perform the following actions:

- Click on the menu icon on the top left of your account's homepage and access your DASHBOARD.
- Access the USER SETTINGS sections and select the desired default profile.
- In the EDIT PROFILE SETTINGS it is possible to modify the specific settings that will establish the characteristics of the default profile. By modifying the settings associated with this profile, all subsequently created users will inherit its characteristics.
- Press SAVE to confirm the settings.
- In the window that is going to pop up on your screen, select the users or user groups to which the properties of the user profile just created will be applied. To apply it to all, select ALL.
- Press CONFIRM or CANCEL to proceed.




Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users Settings > Default
Section visibility
File Manager
Secure Mail
Secure Vault
Activity Logs
Not Available
Tabs visibility
Files
Classifications
Received
Shared
Personal Key
Favourites
Recent
Recycle Bin
Not Available
Editor
File Encryptor Client
Microsoft Office Online
Not Available
Language
English
Not Available
Space assigned (GB)
1024
Not Available
Versions to be saved
100
Apply to
You can apply these settings to users or groups of users.
NOTE: Such users or groups of users need to belong to the specified Company.
Apply to


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users Settings > Default
Apply to
Default (Guide)
You can apply these settings to users or groups of users
NOTE: Such users or groups of users need to belong to the specified Company.
All
Confirm
Cancel
Tabs visibility
Not Available
Editor
Not Available
Language
English
Not Available
Space assigned (GB)
1024
Not Available
Versions to be saved
100
Apply to
You can apply these settings to users or groups of users.
NOTE: Such users or groups of users need to belong to the specified Company.
Apply to
Save
Cancel


Dashboard
Apply to
Successfully saved!
Name Last Name
guide@boolebox.com
Dashboard > Users Settings
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Type
Company
Default
Default
Guide
Default
Default
London Car
Default
Default
MilanCar
Total Items 3

24.2.1 Access notification

When enabled, this option allows users to receive an e-mail from BooleBox each time the accounts log in.
By default, this option is disabled but it can be changed by the user. To ensure that users do not independently change the assigned value, it is sufficient to deactivate the associated option in the EDITABILITY column.

24.2.2 Single Sign On

When enabled, this option allows users to access BooleBox without having to enter their username and password each time.

By default, this option is disabled but can be changed by the user. To ensure that users do not independently change the assigned value, it is sufficient to deactivate the associated option in the EDITABILITY column.

Note: in order to configure the Common Criteria EAL2+ version of BooleBox On-Premises, the SINGLE SIGN ON option and the related flag in the EDITABILITY column must be deactivated.

24.2.3 Two-step verification

When enabled, this option requires users to log in not only by entering their username and password, but also an OTP (One Time Password) received via SMS at login. By default, this option is disabled but can be changed by the user. To ensure that users do not independently change the assigned value, it is sufficient to deactivate the associated option in the EDITABILITY column.

Note: in order for the OTP authentication to work properly, a supported SMS gateway provider must be configured in the SMS SERVER tab of the control panel. The activation of the two-step verification is requested in order to install the certified Common Criteria EAL2+ version of BooleBox On-Premises. Furthermore, the command corresponding to the MODIFICABILITY column related to the TWO STEP VERIFICATION option for the end user must be disabled from the USERS section of the Dashboard by an administrator user (SAM, ADM or ADR).

24.2.4 Disable real-time notifications

When enabled, this option disables real-time notifications for the users created with this profile. By default, this option is disabled but can be changed by the user. To ensure that users do not independently change the assigned value, it is sufficient to deactivate the associated option in the EDITABILITY column.

24.2.5 Personal Key

When enabled, this option allows users to use the Personal Key encryption features. This option is activated by default.

Note: Personal Keys will inherit the complexity of the passwords related to the users belonging to the given company.

24.2.6 Custom sharing

When enabled, this option allows users to customize sharing properties, adding personalised sharing templates to the ones offered by default.
This option is activated by default.

24.2.7 Managing contacts

When enabled, this option allows users to manage their contacts by themselves.
This option is activated by default.

24.2.8 External sharing

When enabled, this option allows users to share with companies other than that of which they are a member.
This option is activated by default.

24.2.9 Public sharing

When enabled, this option allows public sharing by users, so that files can be shared also with unregistered users.
This option is activated by default. When this option is enabled, credentials won't be asked while accessing shared files, allowing shares also with unregistered users. The option is enabled by default.

Note: the PUBLIC SHARING option must not be enabled for BooleBox On-Premises istances configured according to Common Criteria EAL2+ certification criteria.

24.2.10 Personal Key required on public sharing

When enabled, this option requires users created with this profile to match a Personal Key to content shared with public sharing.

24.2.11 Sharing mode (Mail, Link, Facebook)

BooleBox allows sharing via EMAIL, LINK or FACEBOOK. By selecting the desired item from the checkbox, you can allow the user to share content with the selected sharing mode. All options are enabled by default.

24.2.12 Sections visibility

By enabling the associated options, you can manage the access to those sections (FILE MANAGER, SECURE MAIL, ACTIVITY LOGS) that will be available to the user.

24.2.13 Tab visibility

By enabling the associated options, you can manage the visibility of the tabs (FILES, CLASSIFICATIONS, RECEIVED, SHARED, PERSONAL KEY, FAVOURITES, RECYCLE BIN) available on the file manager of users created with this profile.

24.2.14 Online editor

The FILE ENCRYPTOR CLIENT and MICROSOFT OFFICE ONLINE options can be activated to allow users to use the two components for editing the files contained in the platform without downloading them.

Note: for BooleBox On-Premises instances configured according to the criteria related to Common Criteria EAL2 + certification, both options must be disabled.

24.2.15 Language

From the drop-down menu available next to the LANGUAGE item, it is possible to set the default language with which the user created with this profile will display the items related to the BooleBox platform. The set language can be changed later by users directly from their account.

24.2.16 Space Assigned (GB)

In this field it is possible to specify the space quota available for the current user.
By default, the space allocated is 1024 GB.
Note: Files shared by others don't take up user's allocated space.

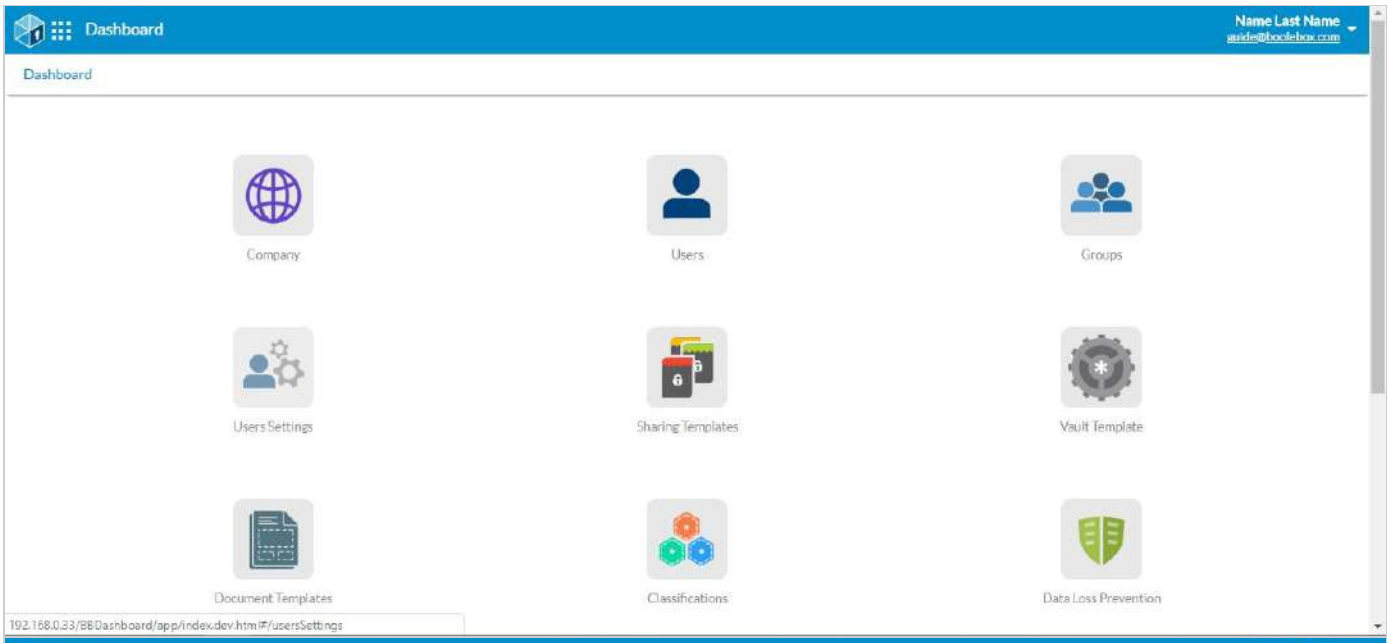
24.2.17 Versions to be saved

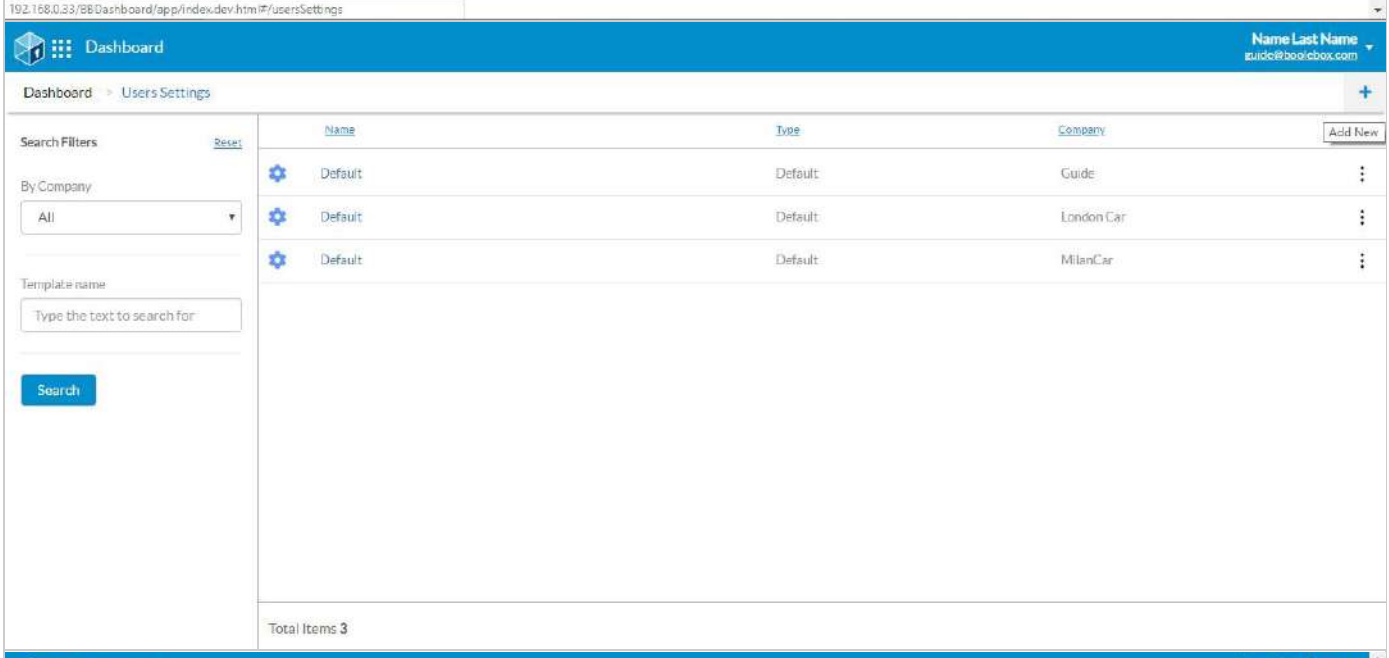
In this field the maximum number of versions of a user's individual files that can be stored by users on the BooleBox platform can be specified.
By default the maximum number of versions allowed is 100 and this value can be modified by the user. To ensure that users do not independently change the assigned value, it is sufficient to deactivate the associated option in the EDITABILITY column.

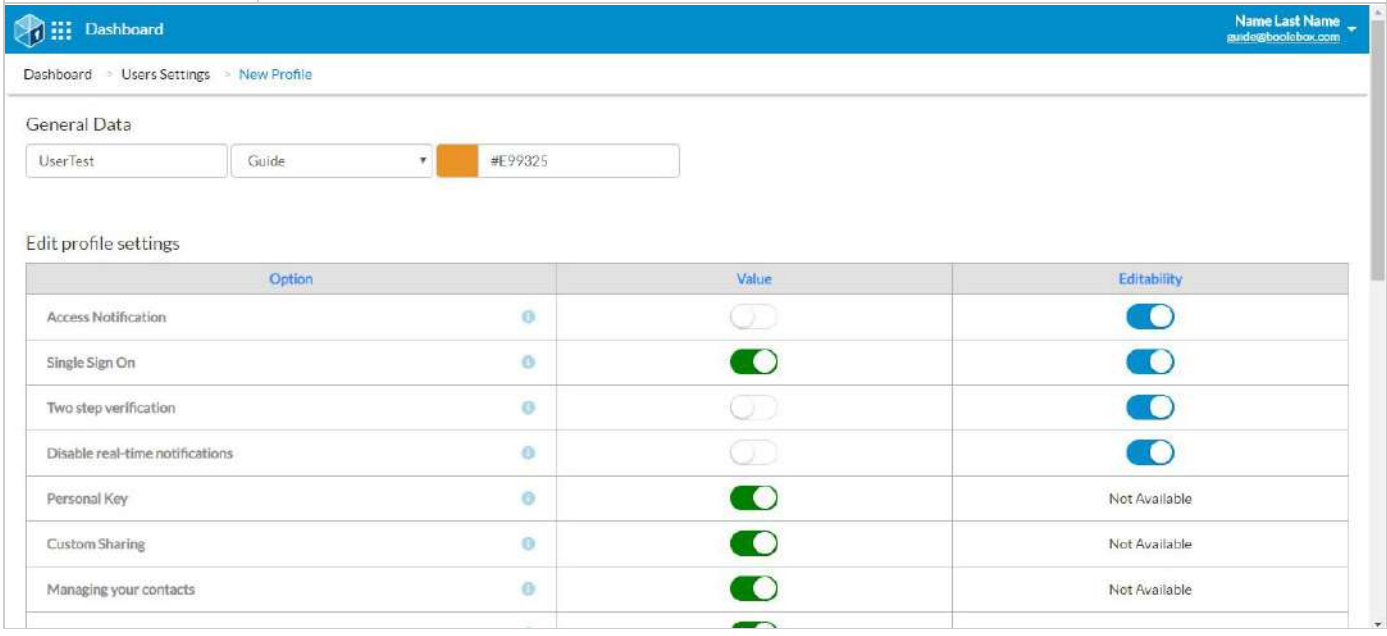
24.3 Adding a new profile

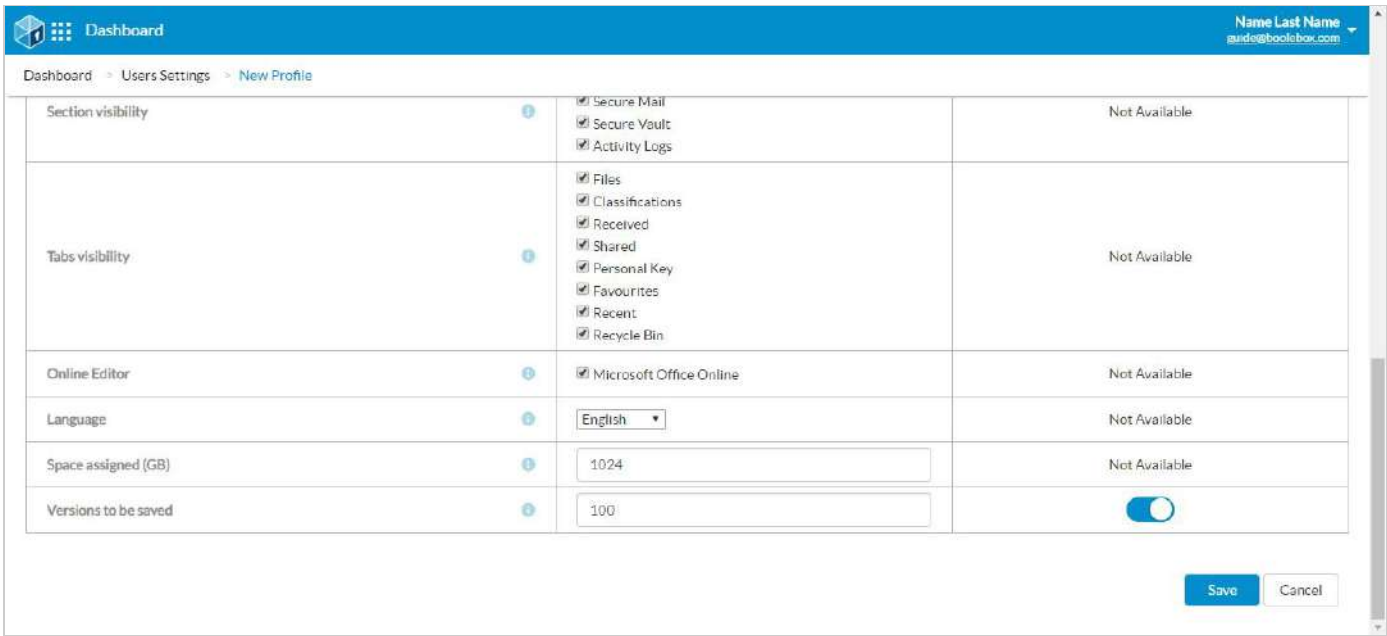
In order to create a new user profile with specific features different from the ones applied to the DEFAULT profile, perform the following actions:

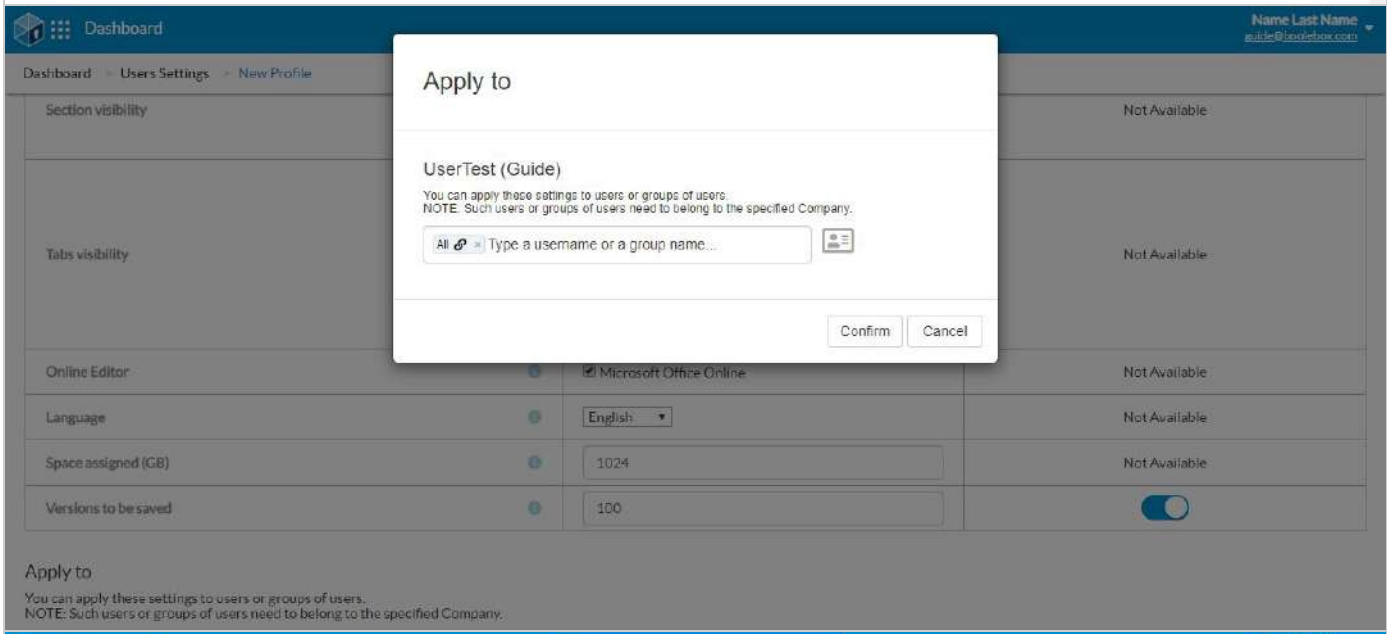
- Click on the menu icon on the top left of your account's homepage and access your DASHBOARD.
- Access the USER SETTINGS section.
- Click on the + ADD NEW symbol located in the top right.
- The GENERAL DATA configuration screen for the new profile type being created appears.
- Enter the NAME to be assigned to the new profile in the appropriate field.
- Select the company to which this group will belong from the drop-down menu.
- Associate a color to the profile being created by clicking on the colored square or typing the color code in the associated field.
- In the EDIT PROFILE SETTINGS area, you can configure the specific settings that will define the profile type being created.
- Press SAVE to confirm the settings.
- In the window that is going to pop up on your screen, display the users or user groups to which the properties of the user profile just created will be applied. To apply it to all, select ALL.
- Press CONFIRM or CANCEL to proceed.
- The new user profile will appear in the list in the selected custom color.

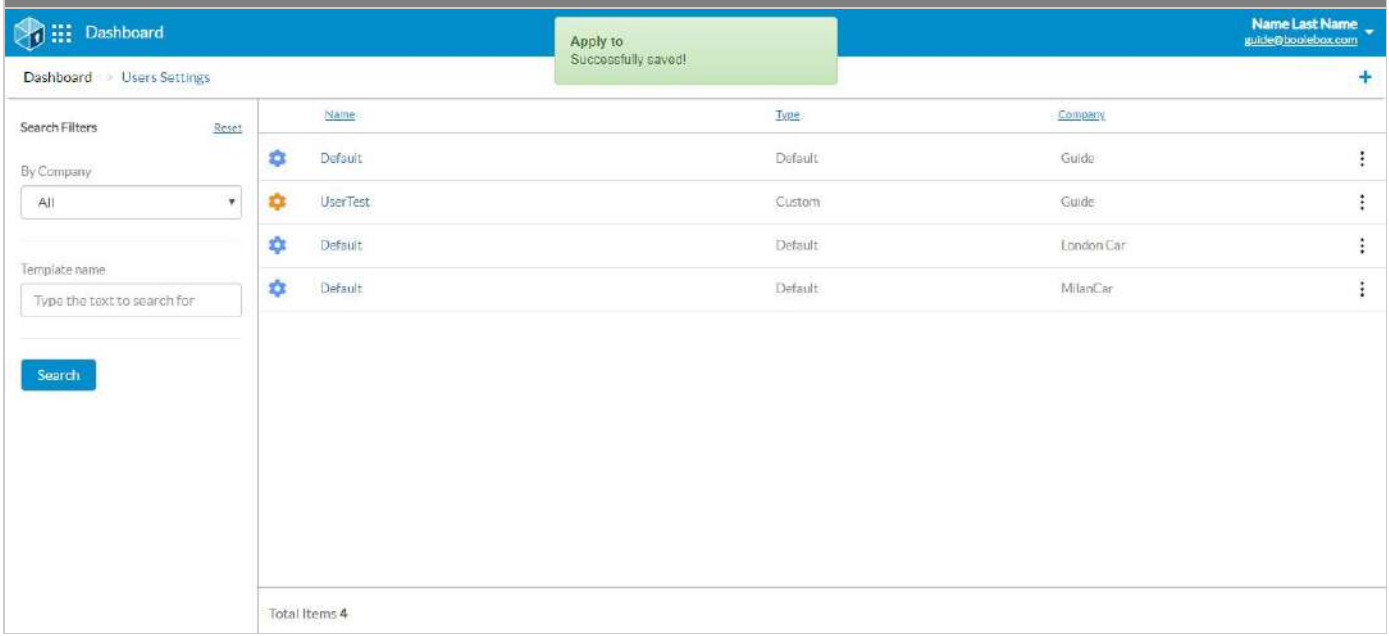

Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/usersSettings


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users Settings
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Type
Company
Add New
Default
Default
Guide
Default
Default
London Car
Default
Default
MilanCar
Total Items 3


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users Settings > New Profile
General Data
UserTest
Guide
#E99325
Edit profile settings
Option
Value
Editability
Access Notification
Single Sign On
Two step verification
Disable real-time notifications
Personal Key
Custom Sharing
Managing your contacts
Not Available
Not Available
Not Available


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users Settings > New Profile
Section visibility
Secure Mail
Secure Vault
Activity Logs
Not Available
Tabs visibility
Files
Classifications
Received
Shared
Personal Key
Favourites
Recent
Recycle Bin
Not Available
Online Editor
Microsoft Office Online
Not Available
Language
English
Not Available
Space assigned (GB)
1024
Not Available
Versions to be saved
100
Save
Cancel

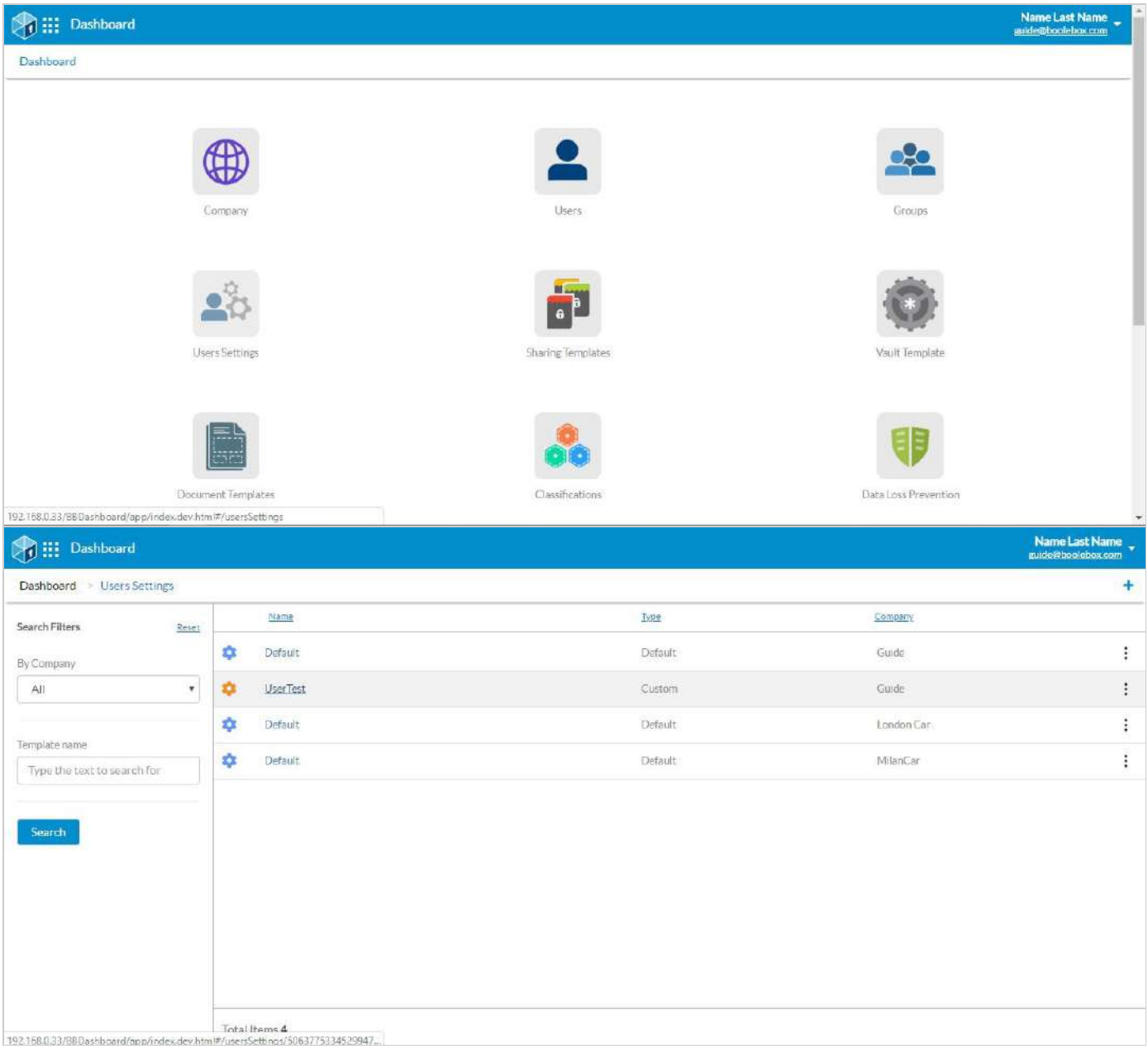

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users Settings > New Profile
Apply to
UserTest (Guide)
You can apply these settings to users or groups of users.
NOTE. Such users or groups of users need to belong to the specified Company.
All
Type a username or a group name...
Confirm
Cancel
Section visibility
Not Available
Tabs visibility
Not Available
Online Editor
Microsoft Office Online
Not Available
Language
English
Not Available
Space assigned (GB)
1024
Not Available
Versions to be saved
100
Apply to
You can apply these settings to users or groups of users.
NOTE: Such users or groups of users need to belong to the specified Company.

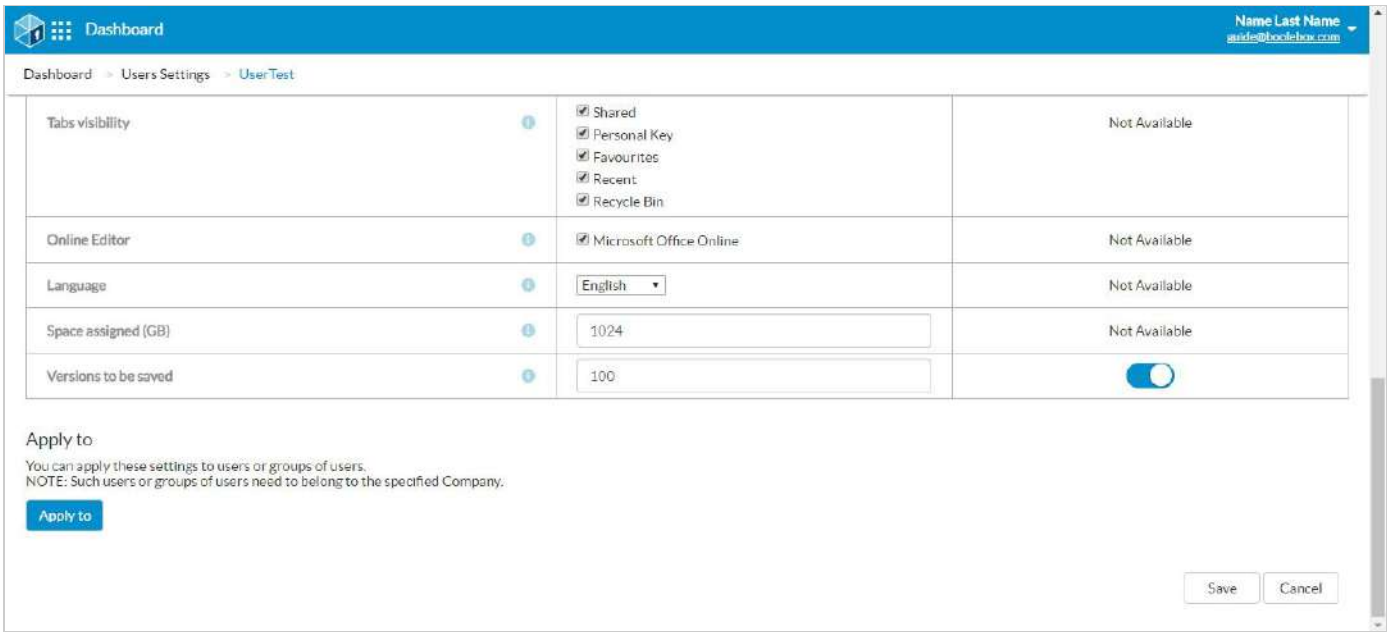

Dashboard
Apply to
Successfully saved!
Name Last Name
guide@boolebox.com
Dashboard > Users Settings
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Type
Company
Default
Default
Guide
UserTest
Custom
Guide
Default
Default
London Car
Default
Default
MilanCar
Total Items 4

24.4 Viewing and changing the properties associated with a profile

In order to view and change the properties of a previously configured profile, perform the following actions:

- Click on the menu icon on the top left of your account's homepage and access your DASHBOARD.
- Access the USER SETTINGS section.
- Click on the name of the profile whose properties you want to view.
- If necessary, make the desired changes within the various fields in the GENERAL DATA and EDIT PROFILE SETTINGS sections.
  NOTE: it is not possible to change the company to which the profile has been assigned during the creation phase.
- Press SAVE to confirm any changes.
- In the window that is going to pop up on your screen, select the users or user groups to which the properties of the modified user profile will be applied. To apply it to all, select ALL.
- Press CONFIRM or CANCEL to proceed

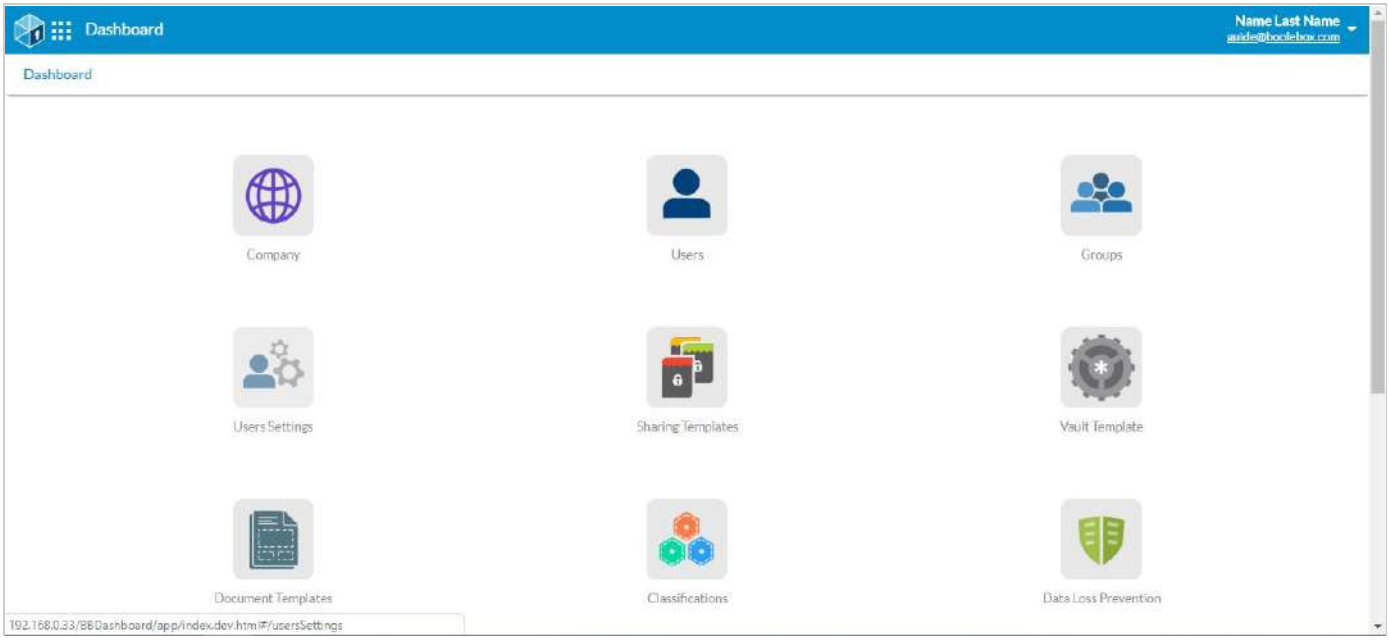


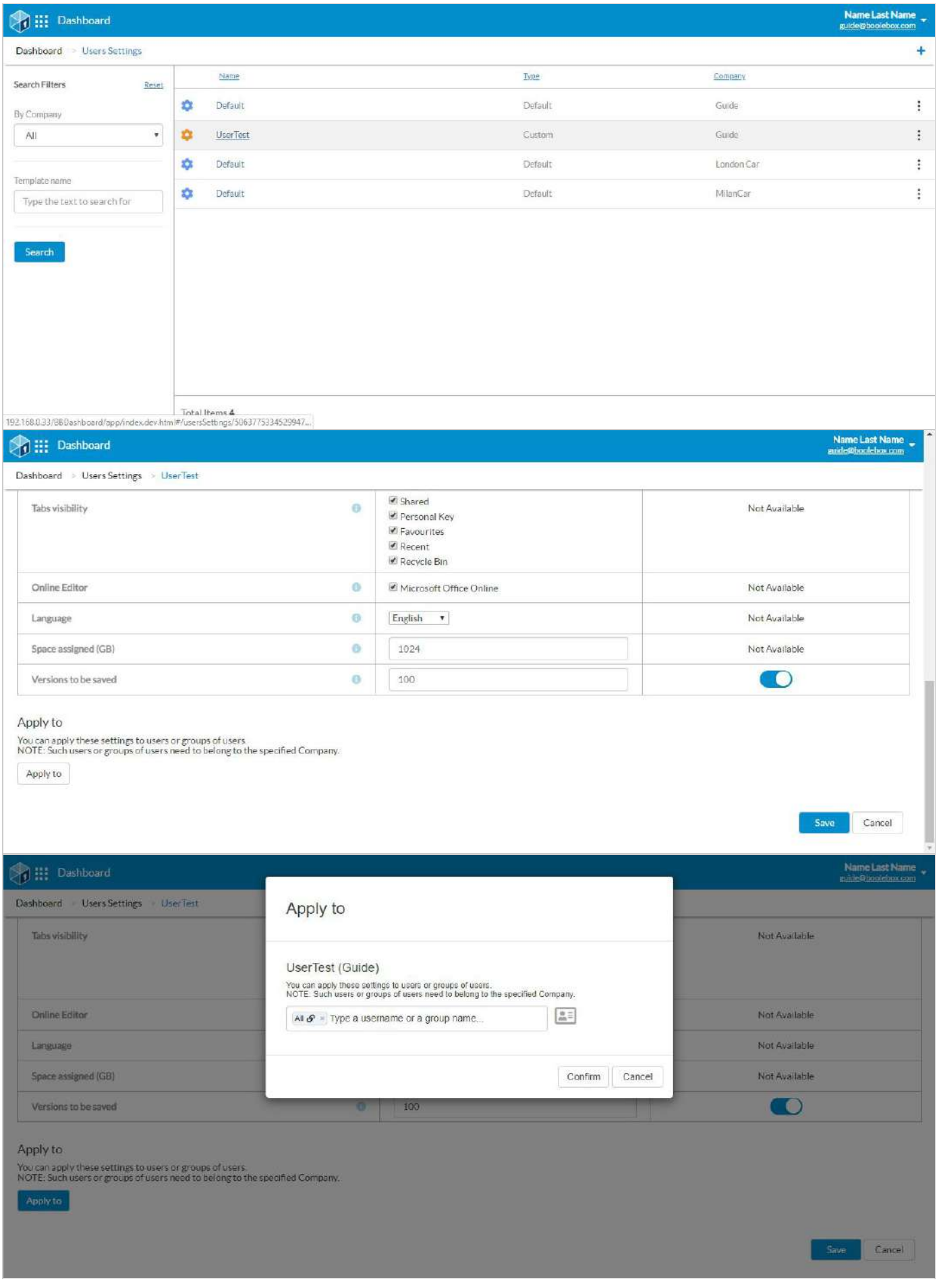


24.5 Applying a type of profile to users and groups of users

In order to apply a previously configured profile type to users or groups of users, perform the following actions:

- Click on the menu icon on the top left of your account's homepage and access your DASHBOARD.
- Access the USER SETTINGS section.
- Click on the three-point menu located to the right of the profile you want to apply to previously created users or groups of users.
- Press APPLY TO.
- In the window that is going to pop up on your screen, display the users or groups of users to which the properties of the profile just created will be applied. To apply it to all, select ALL.
- Press CONFIRM or CANCEL to proceed.



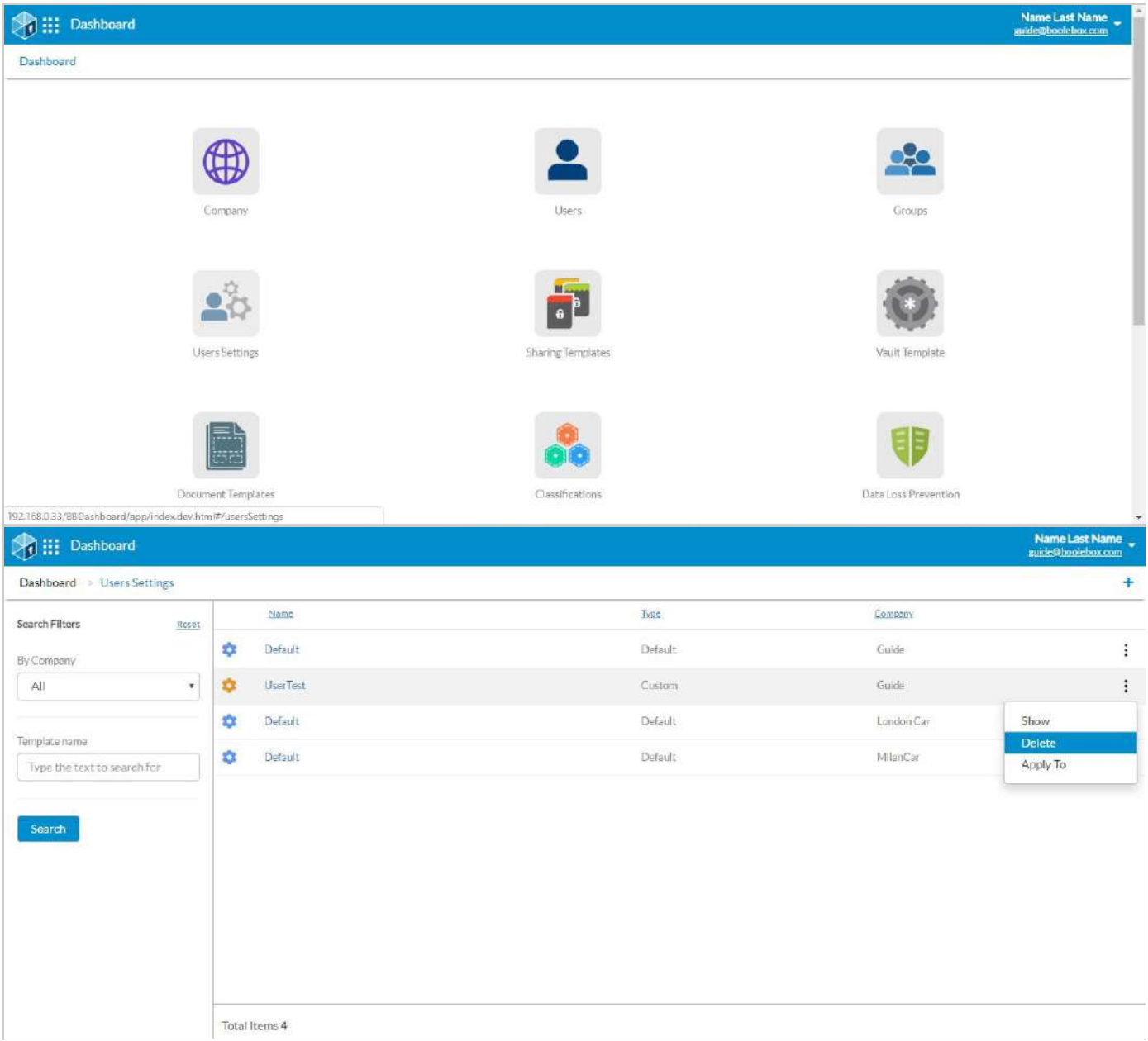

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Users Settings
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Type
Company
Default
Default
Guide
UserTest
Custom
Guide
Default
Default
London Car
Default
Default
MilanCar
Total Items 4
192.168.0.33/BBDashboard/app/index.dev.html#/usersSettings/5063775334529947...
Dashboard > Users Settings > UserTest
Tabs visibility
Shared
Personal Key
Favourites
Recent
Recycle Bin
Not Available
Online Editor
Microsoft Office Online
Not Available
Language
English
Not Available
Space assigned (GB)
1024
Not Available
Versions to be saved
100
Apply to
You can apply these settings to users or groups of users.
NOTE: Such users or groups of users need to belong to the specified Company.
Apply to
Save
Cancel
Apply to
UserTest (Guide)
You can apply these settings to users or groups of users.
NOTE: Such users or groups of users need to belong to the specified Company.
All
Type a username or a group name...
Confirm
Cancel

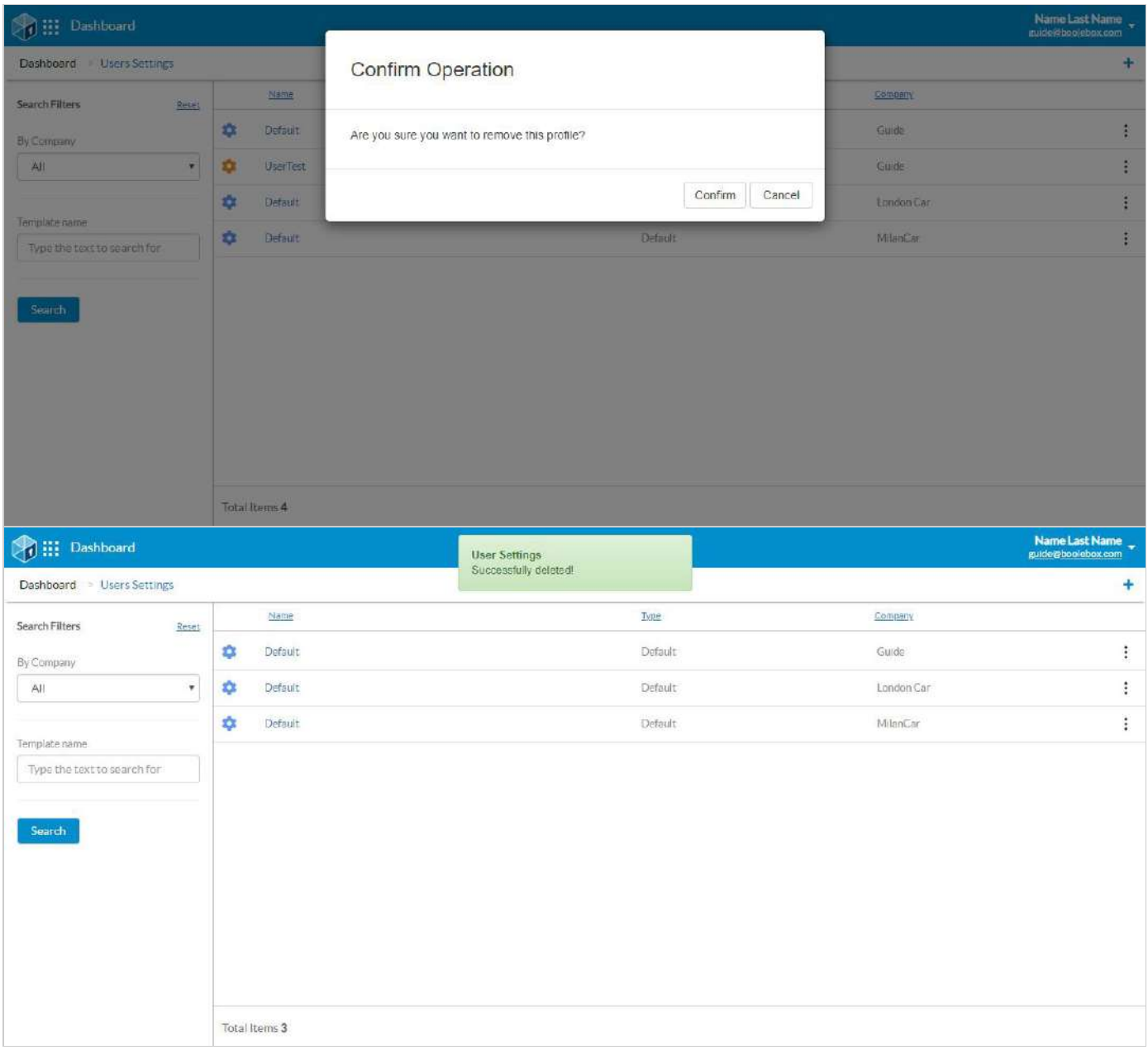
24.6 Removing a profile

In order to remove a previously created profile, perform the following actions:

- Click on the menu icon on the top left of your account's homepage and access your DASHBOARD.
- Access the USER SETTINGS section.
- Click on the three-point menu located to the right of the profile you wish to remove.
- Press REMOVE.
- In the window that is going to pop up on your screen, press CONFIRM to continue.
- The deleted profile will be removed from the list of available groups.
  NOTE: By deleting a profile, the properties associated with the users and/or groups to which it was applied won't change.

N.B. The deletion of the DEFAULT profile is not permitted.

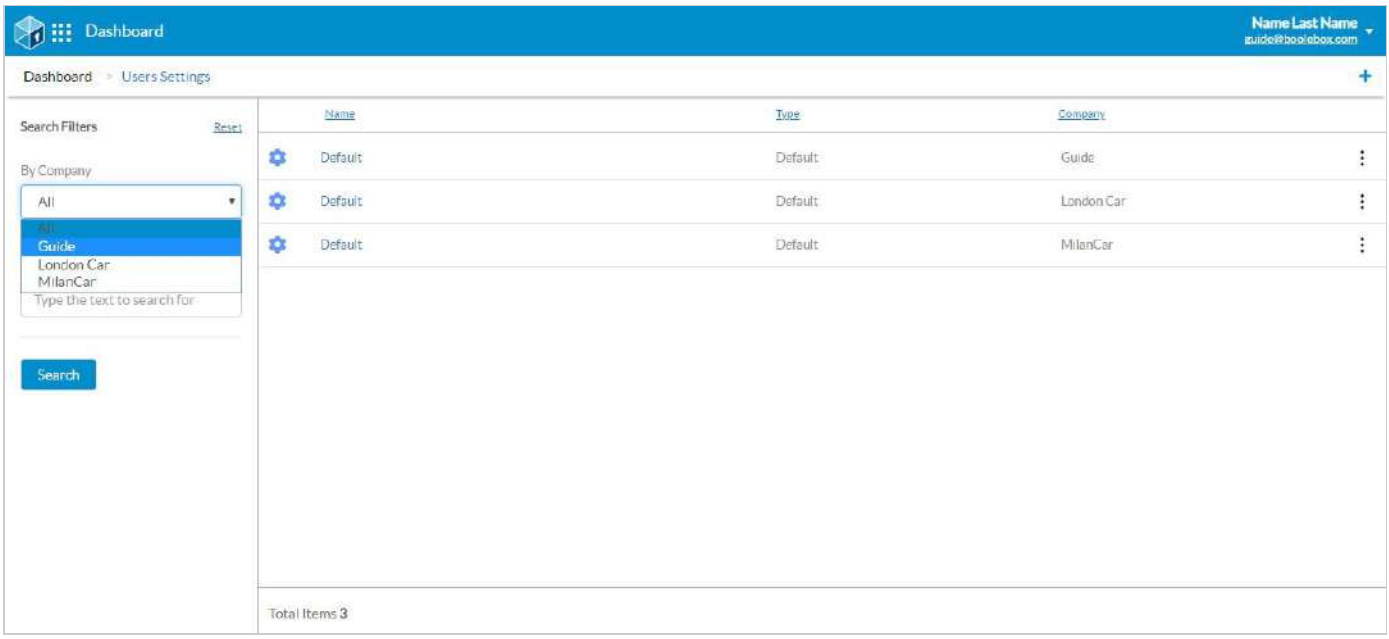




24.7 Search filters

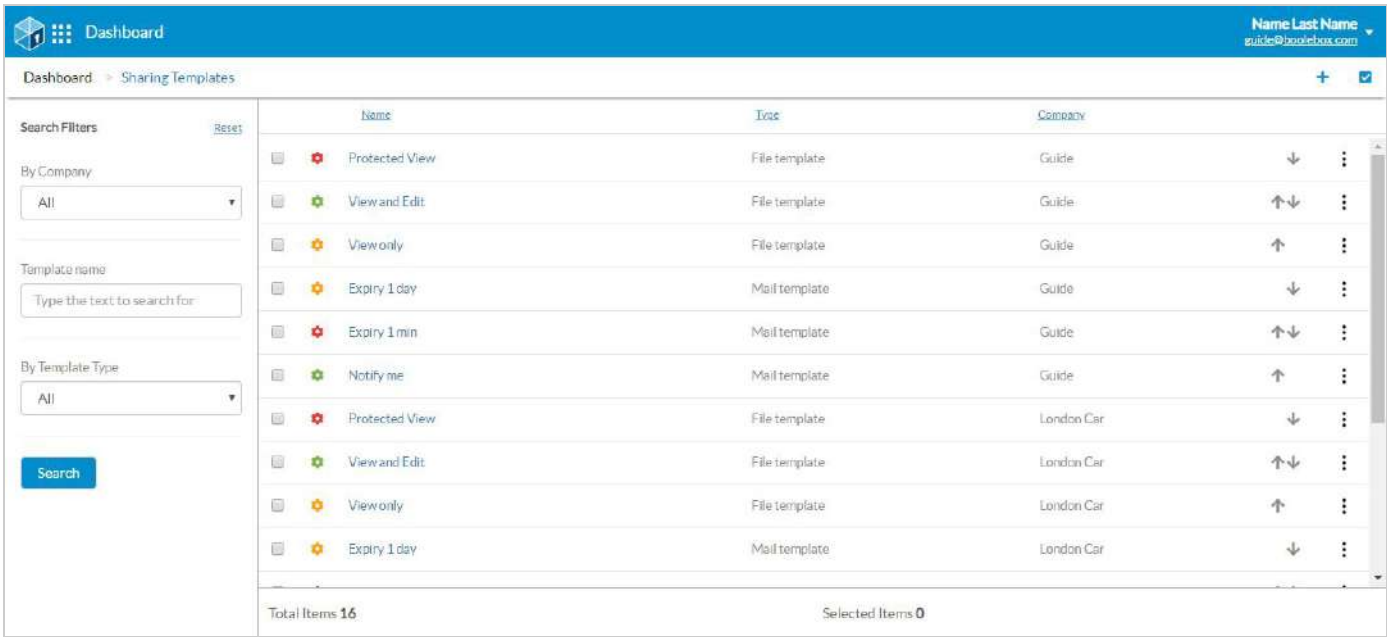
In order to perform a search in the USERS SETTINGS section of the Dashboard, one of the following search parameters can be used:

- BY COMPANY - the search result is filtered according to the company to which the profile type you want to search belongs to.
- BY PROFILE NAME - the search result is filtered according to the NAME (or part of it) associated with the profile you want to search for.
- Press SEARCH to launch the search using the applied filters.
- The results matching the specified conditions found by the system will appear as a list in the main area of the page.
- Click on the RESET link to return to the general view.


Dashboard
Name Last Name
guide@boxlebox.com
Dashboard
Users Settings
Search Filters
Reset
By Company
All
All
Guide
London Car
MilanCar
Type the text to search for
Search
Name
Type
Company
Default
Default
Guide
Default
Default
London Car
Default
Default
MilanCar
Total Items 3

25 Sharing templates

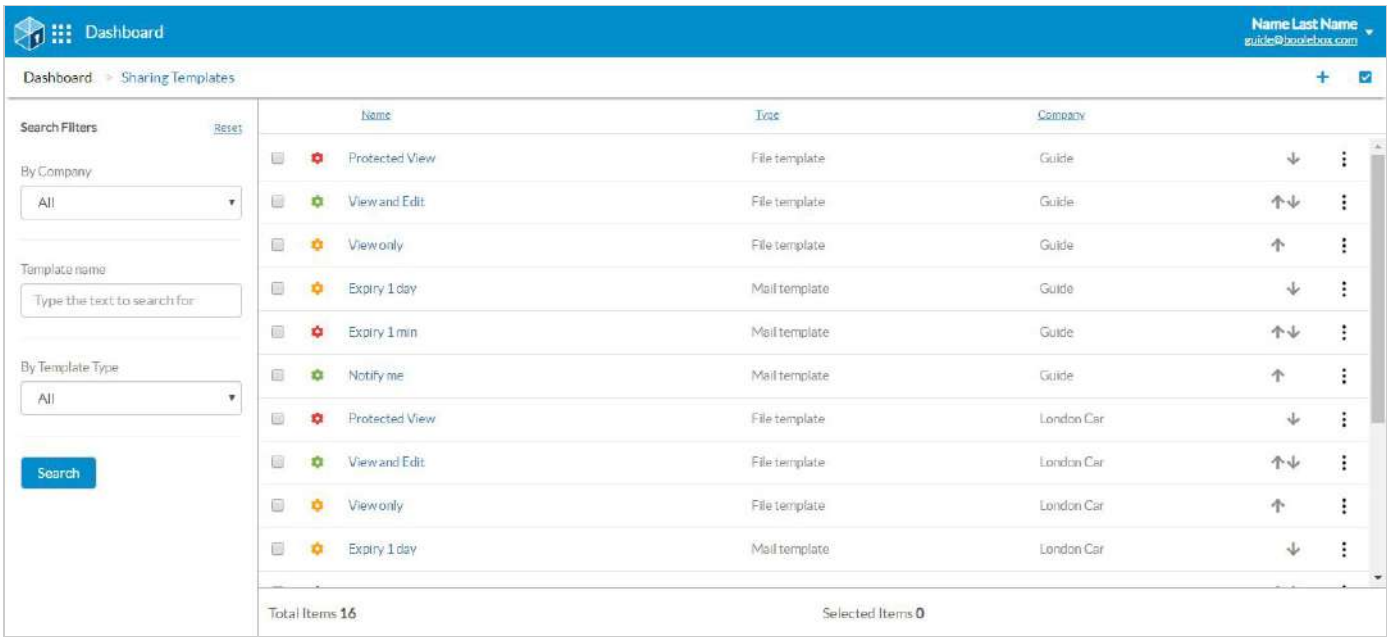
How to create, modify and customize default templates.



25.1 The main screen

The SHARING TEMPLATES section on the BooleBox Dashboard allows you to create, modify and customize predefined sharing templates. This way, the process of sharing according to specific protection needs is simplified. The main screen of this section includes:

- On the top right, a horizontal shortcut menu allowing the main tasks such as ADD NEW and SELECT ALL to be performed quickly.
- The main area with the list of all the templates types available or previously configured on the system, including details such as NAME, TYPE of template (if referring to the sharing of files or sending protected e-mails) and COMPANY of belonging. By clicking on a particular column you can reorder the list as desired. By default the system proposes a series of predefined TEMPLATES:
  - Protected View
  - View and Edit
  - View only
  - Expiry 1 day
  - Expiry 1 min
  - Notify me
- On the left, an advanced search panel offering various parameters and search filters.
- At the bottom, the status bar in which the total number of sharing templates available is displayed.

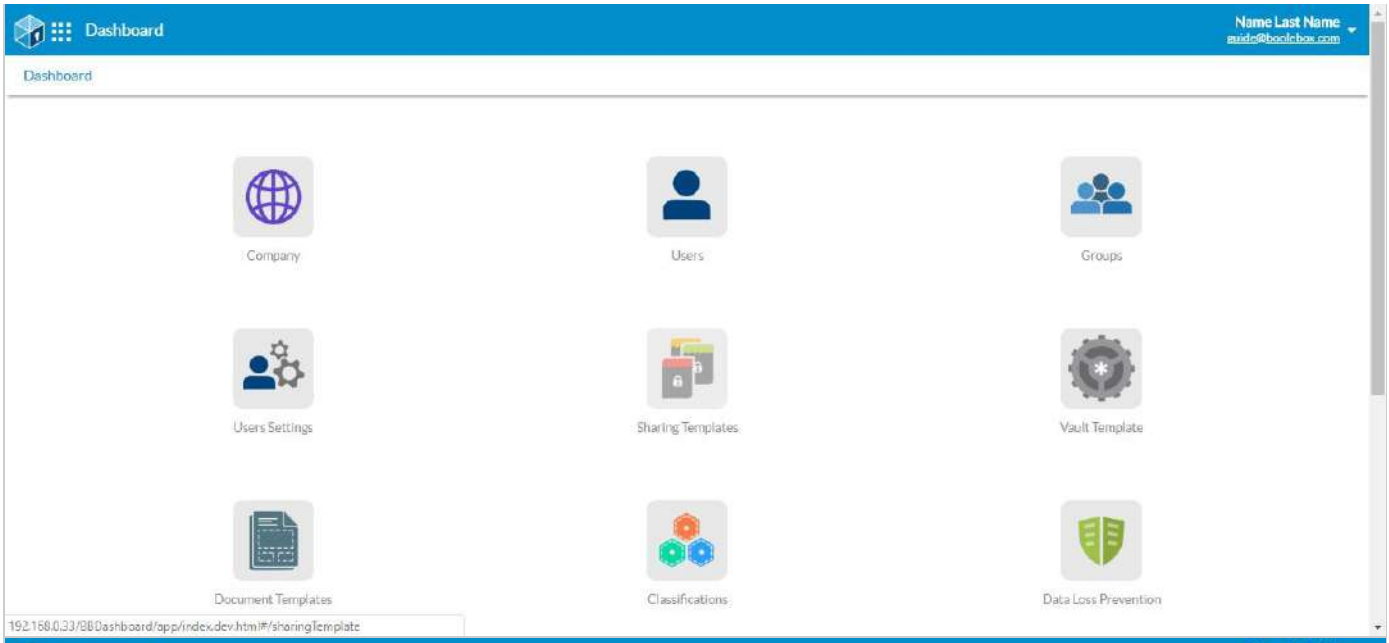


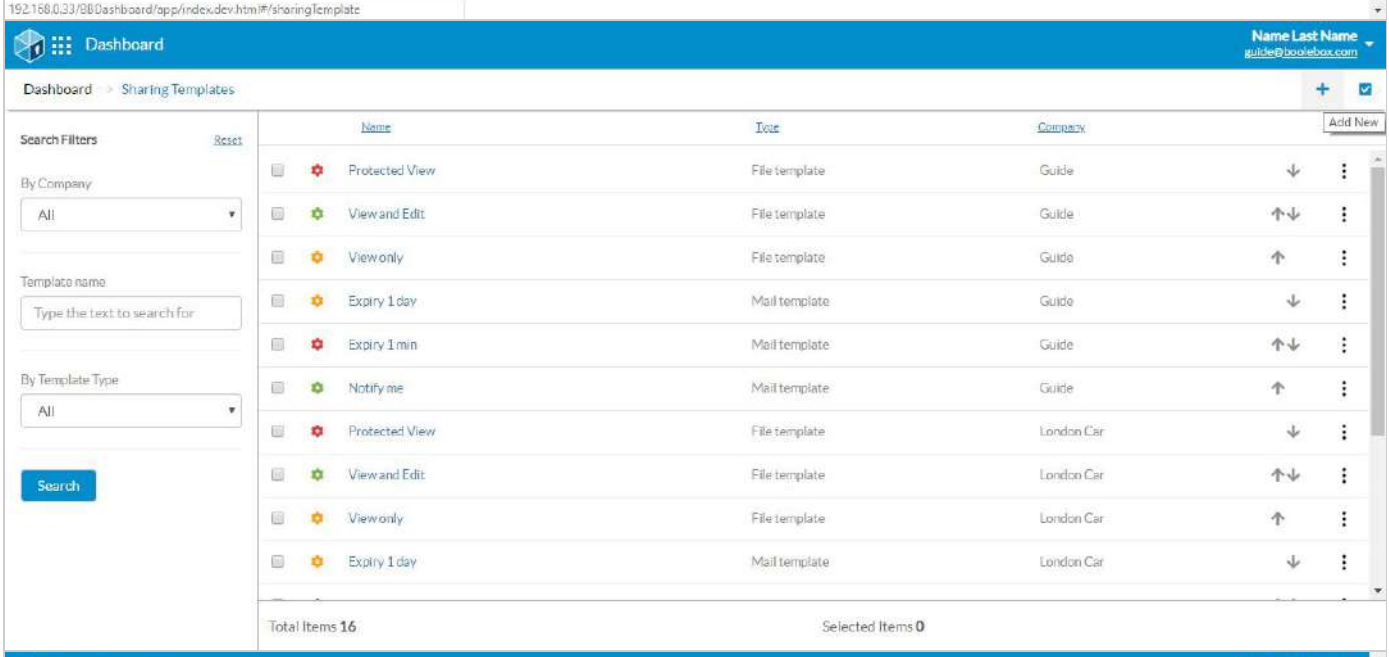
25.2 Adding a new template

In order to create a new SHARING TEMPLATE, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the SHARING TEMPLATES section.
- Click on the + ADD NEW symbol located in the top right.
- In the window that is going to pop up on your screen, in the GENERAL DATA area, activate the option associated with the type of template you are creating: FILE or E-MAIL. If you want to create a template to be used while sharing files, select FILE; if you want to create a template to be used while sending encrypted e-mails in the SECURE MAIL section, select E-MAIL.
- Enter the NAME to be assigned to the new template in the appropriate field.
- Select the company to which this template will belong from the drop-down menu.
- Select the color that will be associated to the new template by clicking on the colored square or typing the color code in the associated field.
- In the DESCRIPTION field, enter a brief description containing further information regarding the template you are creating.
- In the AVAILABLE FOR section, insert the username of users or groups of users to whom the template can be made available; enter ALL to make it available to all users of the company selected above.
- Configure the specific limitations you want to match to the template you are creating by activating them in the PROTECTIONS area.
- Press SAVE to confirm the settings.

Note: the template name must be unique. If you attempt to create a new template with an already existing name, an erorr message will appear, informing that the specified item already exists.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/sharingTemplate


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Sharing Templates
Add New
Search Filters
Reset
By Company
All
Template name
Type the text to search for
By Template Type
All
Search
Name
Type
Company
Protected View
File template
Guide
View and Edit
File template
Guide
View only
File template
Guide
Expiry 1 day
Mail template
Guide
Expiry 1 min
Mail template
Guide
Notify me
Mail template
Guide
Protected View
File template
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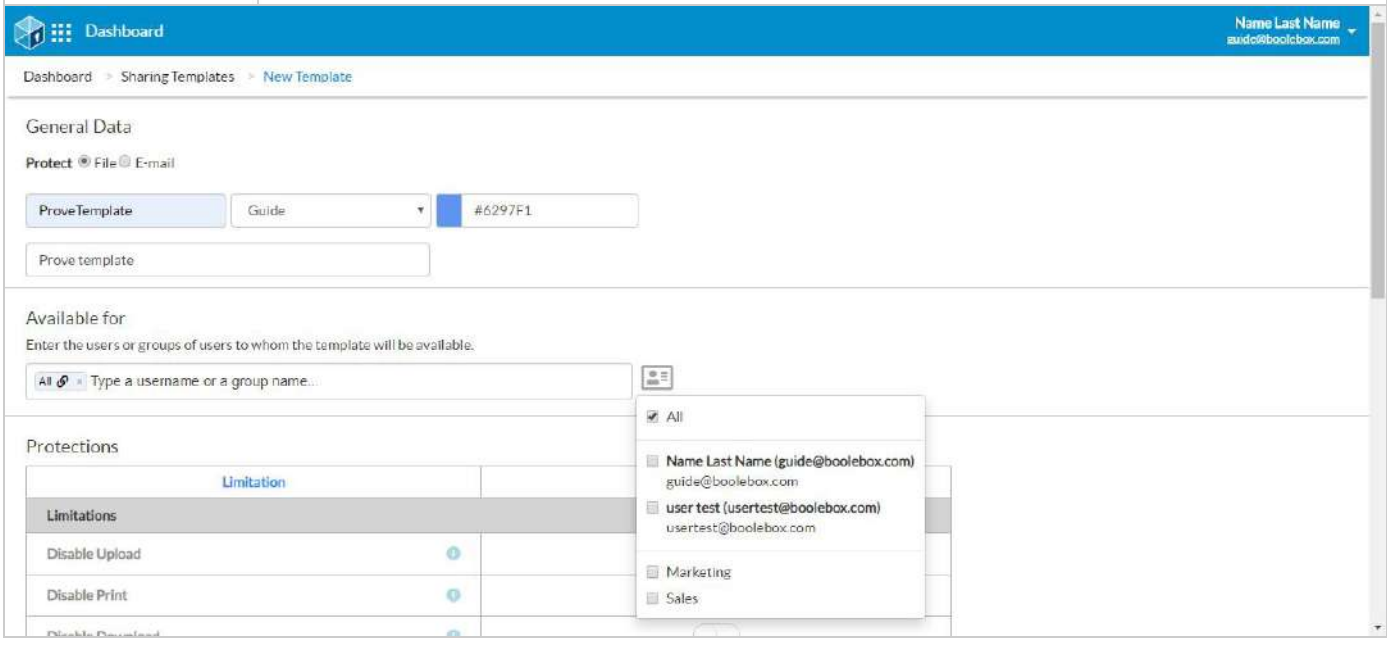
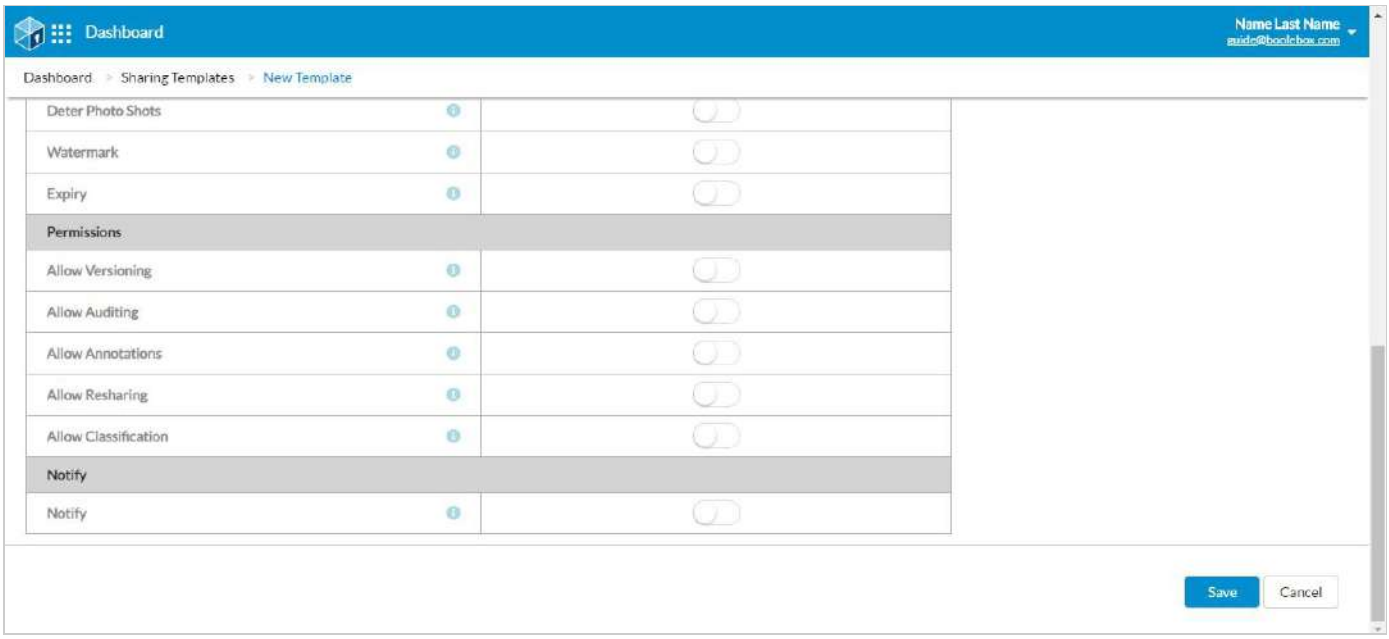
View and Edit
File template
London Car
View only
File template
London Car
Expiry 1 day
Mail template
London Car
Total Items 16
Selected Items 0

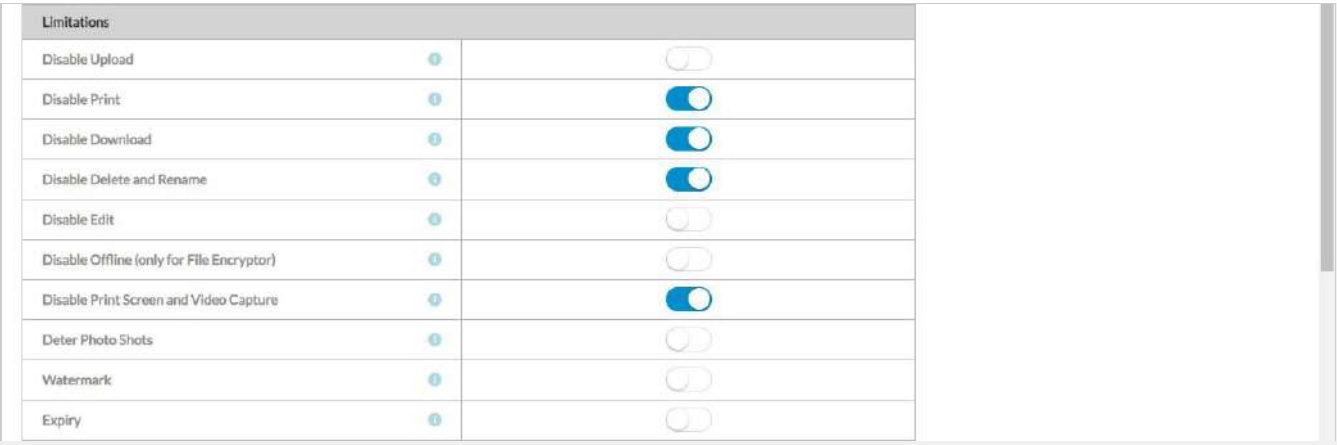

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Sharing Templates > New Template
General Data
Protect File E-mail
ProveTemplate
Guide
#6297F1
Prove template
Available for
Enter the users or groups of users to whom the template will be available.
All Type a username or a group name...
All
Name Last Name (guide@boolebox.com)
guide@boolebox.com
user test (usertest@boolebox.com)
usertest@boolebox.com
Marketing
Sales
Protections
Limitation
Limitations
Disable Upload
Disable Print



25.2.1 Limitations

Within each sharing template, you can set one or more of the following LIMITATIONS:

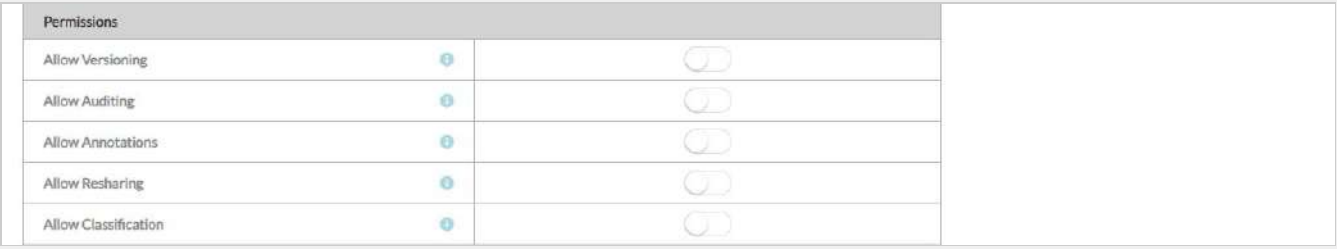
- **DISABLE UPLOAD -** when enabled, this option denies the recipient of sharing to upload to files in the folder that has been shared.
- **DISABLE PRINT -** when enabled, this option denies the recipient the ability to print what has been shared.
- **DISABLE DOWNLOAD -** when enabled, this option denies the recipient the possibility of downloading what has been shared.
- **DISABLE DELETE AND RENAME -** when enabled, this option denies the recipient the ability to delete or rename the files that have been shared.
- **DISABLE EDIT -** when enabled, this option denies the recipient the possibility to work and modify the contents of a file.
- **DISABLE OFFLINE (ONLY FOR FILE ENCRYPTOR) -** when enabled, this option denies the recipient the possibility to access encrypted files in offline mode.
- **DISABLE PRINT SCREEN AND VIDEO CAPTURE -** when enabled, this option denies the recipient the possibility to capture the screen while the shared file is open.
- **DETER PHOTO SHOTS -** when enabled, this option makes visible to the recipient the document shared a portion at a time, in the area where the cursor is located.
- **WATERMARK -** when enabled, this option applies a watermark to the document. Once the relative command is activated:
  - from the appropriate drop-down menu, choose whether to apply the watermark full screen or obliquely.
  - via the relative checkbox, choose whether to apply the watermark only on print.
  - in the appropriate text field, customize the watermark to be applied looking at the instructions provided by the information icon.
  - Select the color and transparency to apply to the watermark text from the available color palette.
  - Select the color and transparency to apply to the background of the watermark from the available color palette.
- **EXPIRY -** when enabled, the option sets an expiration date: after the set period of time, the recipient will no longer be able to access the shared file/e-mail.



25.2.2 Permissions

Within each sharing template, you can set one or more of the following PERMISSIONS:

- **ALLOW VERSIONING -** when enabled, this option allows the recipient to access previous versions of the shared file.
- **ALLOW AUDITING -** when activated, this option allows the recipient to view all the operations performed on the shared file.
- **ALLOW ANNOTATIONS -** when enabled, this option allows the recipient to view the annotations affixed to the file.
- **ALLOW RESHARING -** when enabled, this option allows the recipient to share the received object.
- **ALLOW CLASSIFICATION -** when enabled, this option allows the recipient to classify what file received with a share.



25.2.3 Notify

Within each sharing template, it is possible to activate the NOTIFY option. When enabled, this option sends a notification to the sender and the recipient of the share whenever an operation is performed on the shared file.

25.3 Default sharing templates

To simplify the use of the system from the first access, default sharing templates are offered by the platform in the SHARING TEMPLATES section on the BooleBox Dashboard.
In order to view the default SHARING TEMPLATES, perform the following actions:

- Click on the menu icon on the top left of your account's homepage to access your DASHBOARD.
- Access the SHARING TEMPLATES section.
- The default sharing templates are:
  - PROTECTED VIEW
  - VIEW AND EDIT
  - VIEW ONLY
  - EXPIRY 1 DAY
  - EXPIRY 1 MIN
  - NOTIFY ME

.

25.3.1 Protected view

The PROTECTED VIEW file sharing template allows you to share your files by exercising maximum security on them. The PROTECTED VIEW sharing template - by default - is structured as follows:

ACTIVE LIMITATIONS:

- DISABLE UPLOAD
- DISABLE PRINT
- DISABLE DOWNLOAD
- DISABLE DELETE AND RENAME
- DISABLE EDIT
- DISABLE PRINT SCREEN AND VIDEO CAPTURE

25.3.2 View and edit

The VIEW AND EDIT file sharing template allows you to share your files allowing the recipient of the share to perform all the operations available on the platform, thus enabling a dynamic but safe share at the same time. The VIEW AND EDIT sharing template - by default - is structured as follows:

ACTIVE PERMISSIONS:

- ALLOW VERSIONING
- ALLOW AUDITING
- ALLOW ANNOTATIONS
- ALLOW RESHARING (always)
- ALLOW CLASSIFICATION

25.3.3 View only

The VIEW ONLY file sharing template allows you to share your files by exercising a high level of security on them. The VIEW ONLY sharing template - by default - is structured as follows:

ACTIVE LIMITATIONS:

- DISABLE UPLOAD
- DISABLE PRINT
- DISABLE DOWNLOAD
- DISABLE DELETE AND RENAME
- DISABLE EDIT

25.3.4 Expiry 1 day

The EXPIRY 1 DAY e-mail sharing template allows you to share your e-mails by exercising a high level of accessibility control over them. The EXPIRY 1 DAY sharing template - by default - is structured as follows:

ACTIVE PERMISSIONS:

- EXPIRY (1 day)

25.3.5 Expiry 1 min

The EXPIRY 1 MIN e-mail sharing template allows you to share your e-mails by exercising a high level of accessibility control over them. The EXPIRY 1 MIN sharing template - by default - is structured as follows:

ACTIVE PERMISSIONS:

- EXPIRY (1 min)

25.3.6 Notify me

The NOTIFY ME e-mail sharing template allows you to share your emails by exercising maximum control over them. The NOTIFY ME sharing template, by default, is structured as follows:

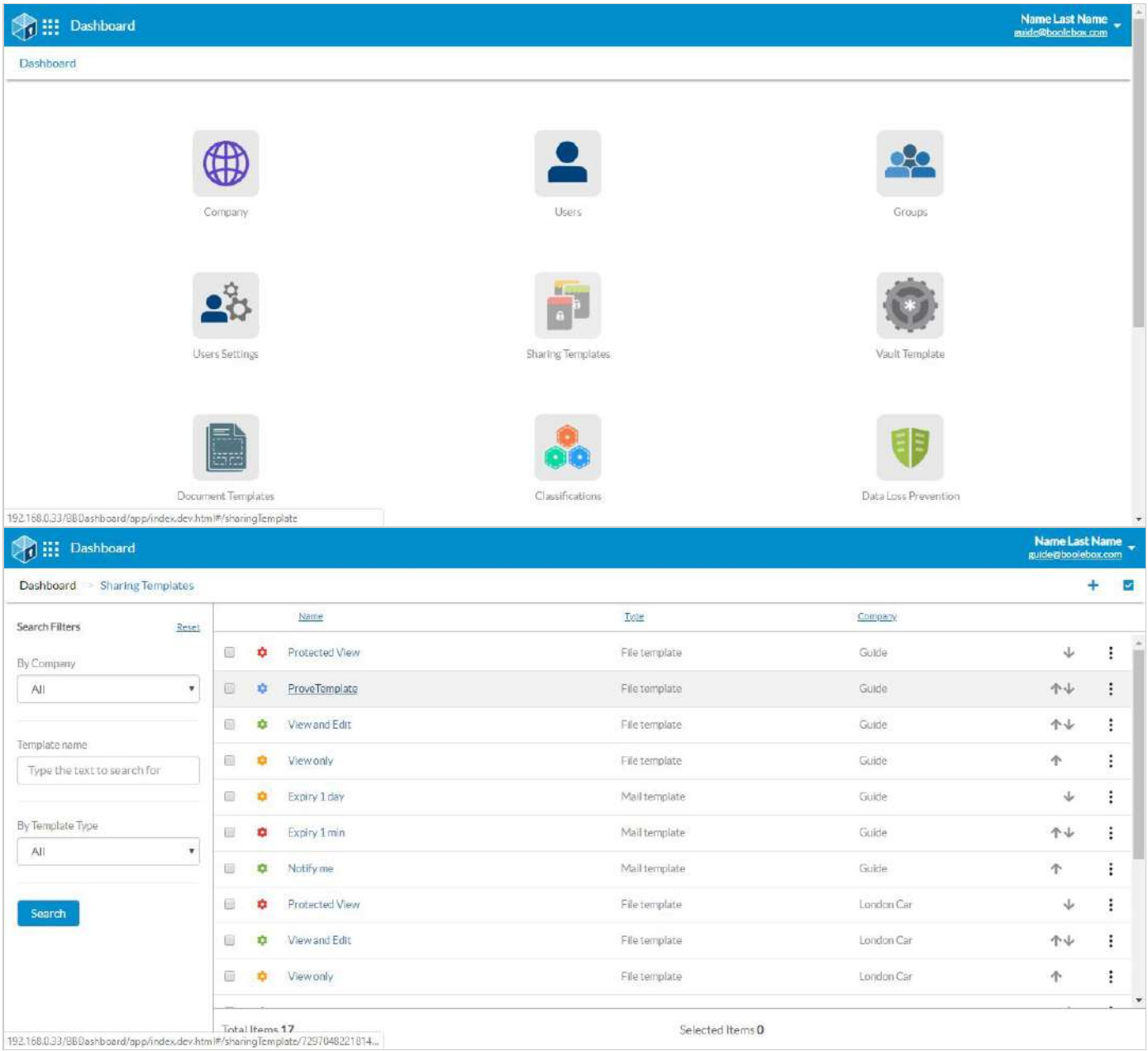
ACTIVE NOTIFICATIONS:

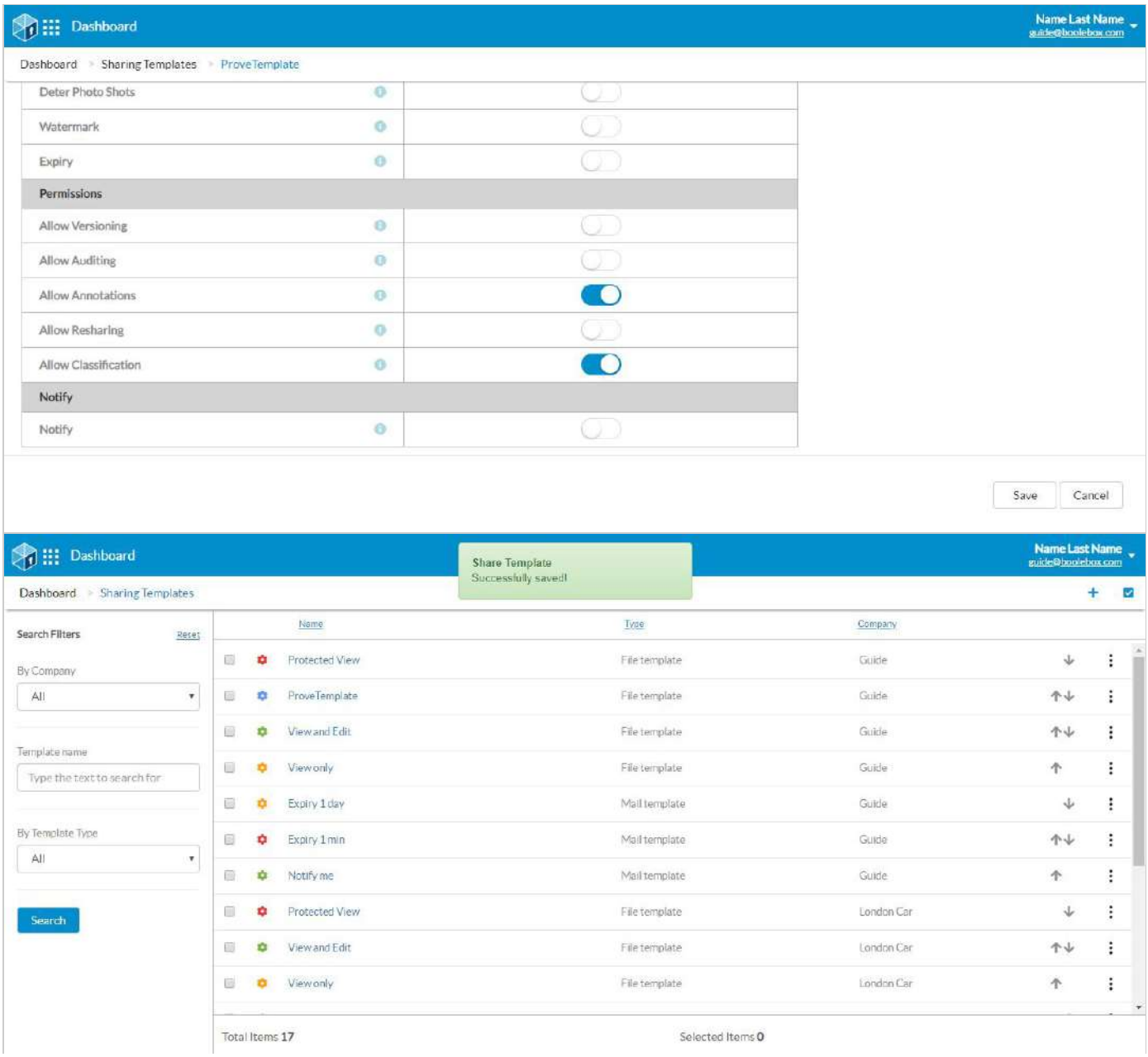
- NOTIFICATIONS

25.4 Viewing and editing the properties of a sharing template

In order to view and change the properties of a previously configured template, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the SHARING TEMPLATES section.
- Click on the name of the template of your interest.
- The screen containing all the properties of the selected sharing template appears.
- If necessary, make the desired changes to the various fields in the GENERAL DATA, AVAILABLE FOR and PROTECTIONS sections.
- Press SAVE to confirm any changes.



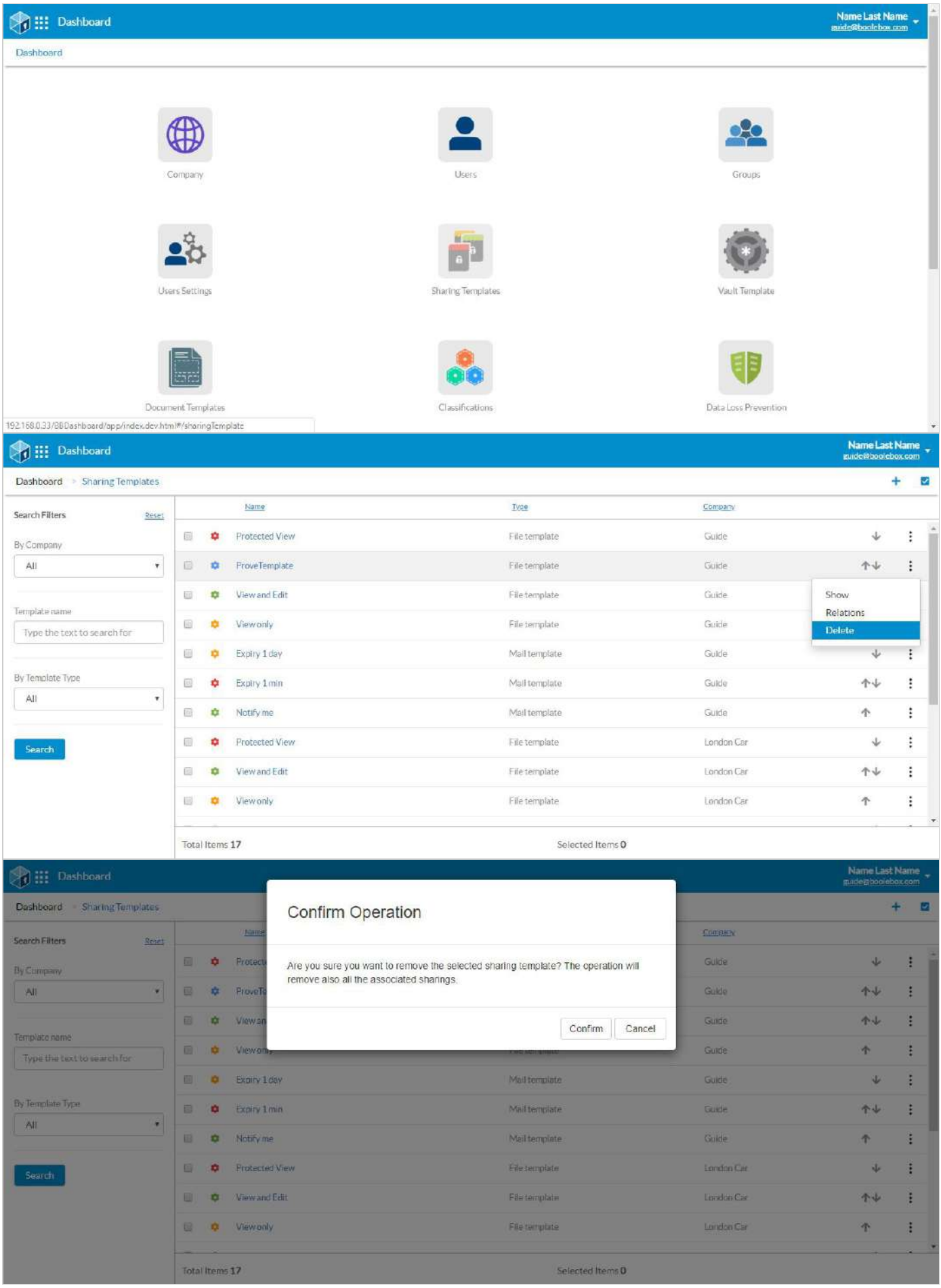


25.5 Deleting a sharing template

In order to remove a previously created template, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the SHARING TEMPLATES section.
- Click on the three-points menu located to the right of the template you wish to delete.
- Press DELETE.
- A new confirmation window will appear informing you that - by deleting the sharing template - all the shares made with it will be deleted. Press CONFIRM to continue.
- The deleted template will disappear from the list of available templates.

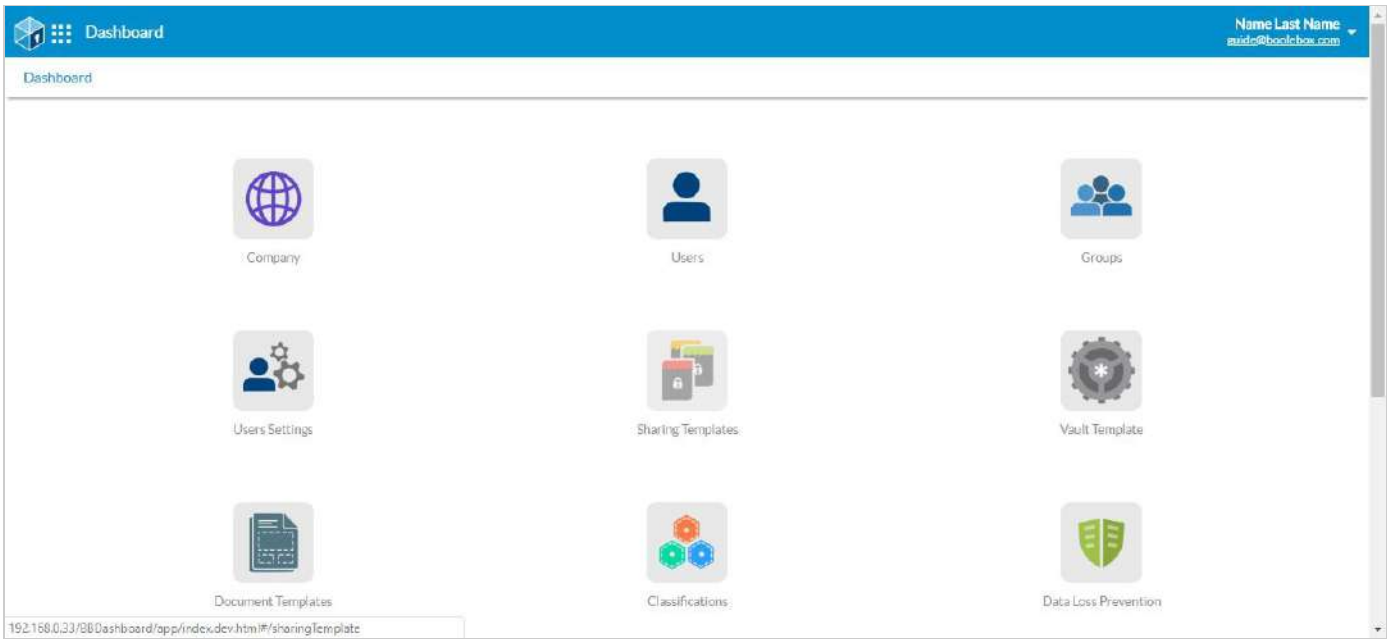
Note: sharing templates cannot be deleted when combined with a classification tag. If you try to delete a sharing template associated with a classification tag, an error message will appear. To be able to proceed with the elimination of the template, it will be necessary to eliminate all the links of this one with any classification tag.

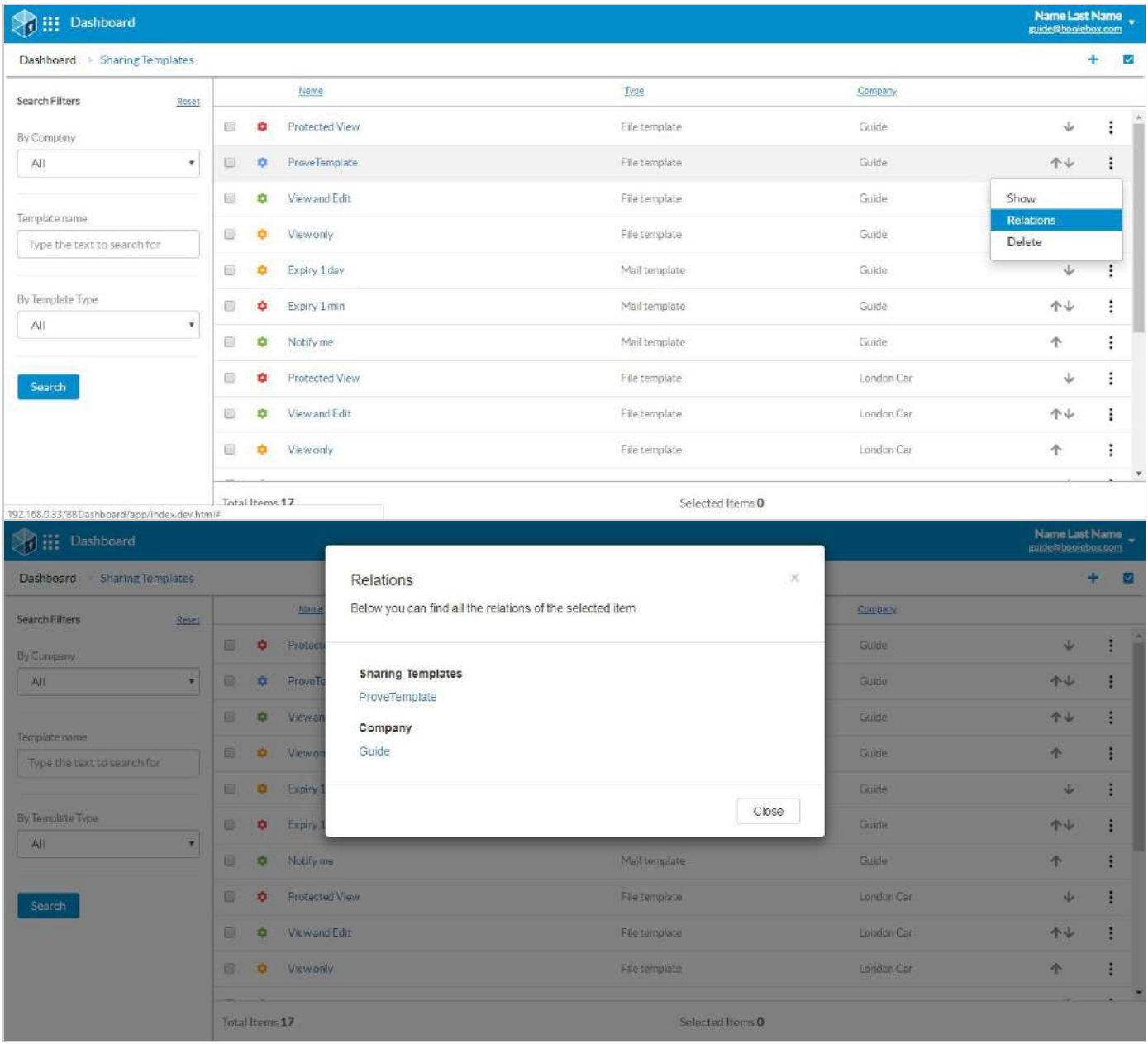

Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/sharingTemplate
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Sharing Templates
Search Filters
Reset
By Company
All
Template name
Type the text to search for
By Template Type
All
Search
Name
Type
Company
Protected View
File template
Guide
ProveTemplate
File template
Guide
View and Edit
File template
Guide
View only
File template
Guide
Expiry 1 day
Mail template
Guide
Expiry 1 min
Mail template
Guide
Notify me
Mail template
Guide
Protected View
File template
London Car
View and Edit
File template
London Car
View only
File template
London Car
Show
Relations
Delete
Total Items 17
Selected Items 0
Confirm Operation
Are you sure you want to remove the selected sharing template? The operation will remove also all the associated sharings.
Confirm
Cancel

25.6 Viewing the relations of a sharing template

By visualizing the relations of a sharing template, it is possible to obtain a general overview of the relations that the latter has with each of the Dashboard sections connected to it, obtaining information such as groups and users associated with it. In order to view the relations of a sharing template, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the SHARING TEMPLATE section.
- Click on the three-points menu located to the right of the sharing template whose relations you want to view.
- In the window that is going to pop up on your screen, the main relations that the sharing template has with the Dashboard sections associated with it are listed.

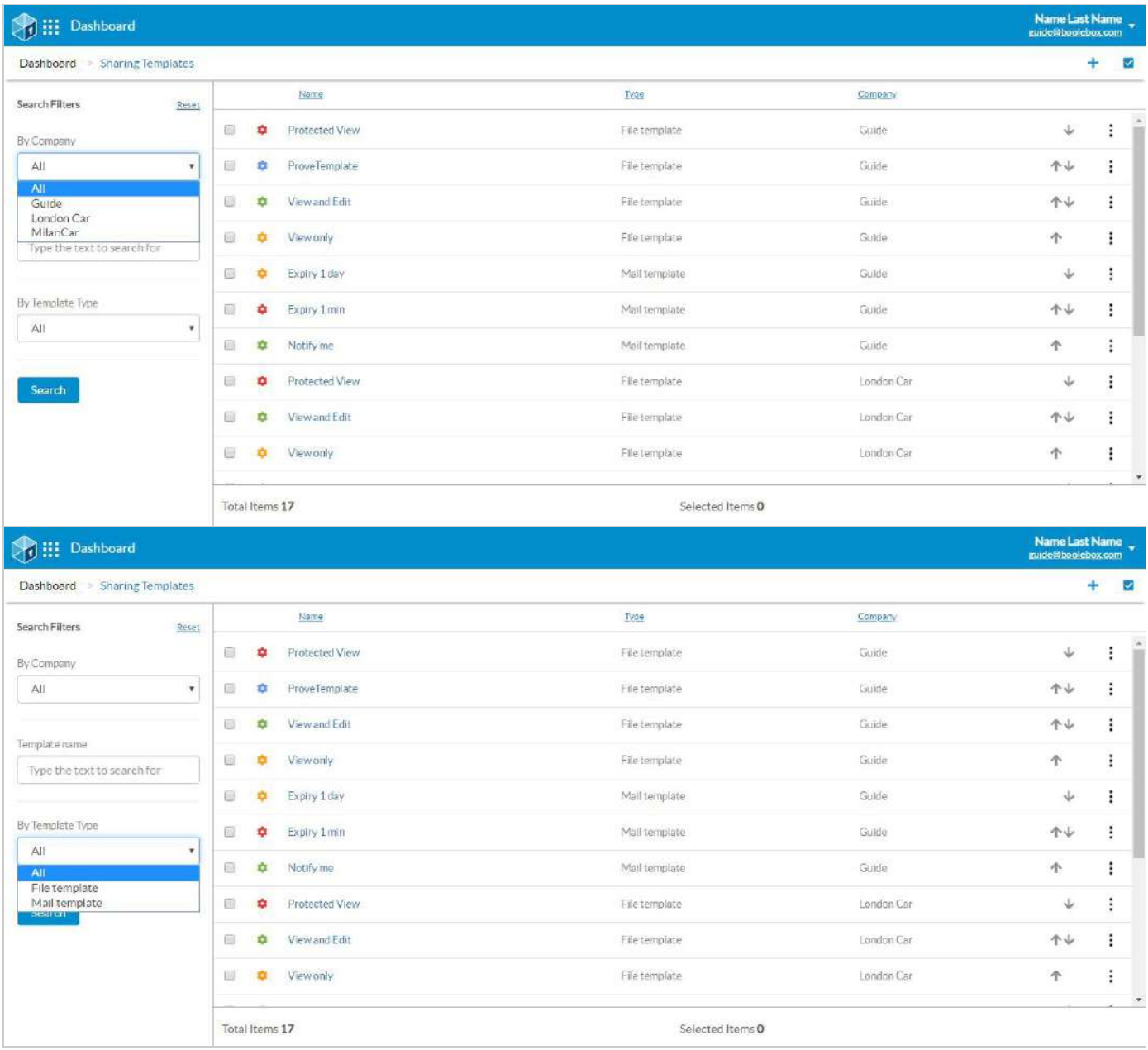




25.7 Search filters

In order to perform a search in the SHARING TEMPLATE section of the Dashboard, one of the following search parameters can be used:

- BY COMPANY - the search result is filtered according to the company to which the profile type you want to search belongs to.
- BY TEMPLATE NAME - the search result is filtered according to the NAME (or part of it) of the template written in the search field.
- BY TEMPLATE TYPE - the search result is filtered according to the desired type of template: FILE TEMPLATE or EMAIL TEMPLATE.
- Press SEARCH to launch the search using the applied filters.
- The results matching the specified conditions found by the system will appear as a list in the main area of the page.
- Click on RESET to return to the general view.


Dashboard
Name Last Name
guide@boolcbox.com
Dashboard
Sharing Templates
Search Filters
Reset
By Company
All
All
Guide
London Car
MilanCar
Type the text to search for
By Template Type
All
Search
Name
Type
Company
Protected View
File template
Guide
ProveTemplate
File template
Guide
View and Edit
File template
Guide
View only
File template
Guide
Expiry 1 day
Mail template
Guide
Expiry 1 min
Mail template
Guide
Notify me
Mail template
Guide
Protected View
File template
London Car
View and Edit
File template
London Car
View only
File template
London Car
Total Items 17
Selected Items 0
Dashboard
Name Last Name
guide@boolcbox.com
Dashboard
Sharing Templates
Search Filters
Reset
By Company
All
Template name
Type the text to search for
By Template Type
All
All
File template
Mail template
Search
Name
Type
Company
Protected View
File template
Guide
ProveTemplate
File template
Guide
View and Edit
File template
Guide
View only
File template
Guide
Expiry 1 day
Mail template
Guide
Expiry 1 min
Mail template
Guide
Notify me
Mail template
Guide
Protected View
File template
London Car
View and Edit
File template
London Car
View only
File template
London Car
Total Items 17
Selected Items 0

26 Vault template

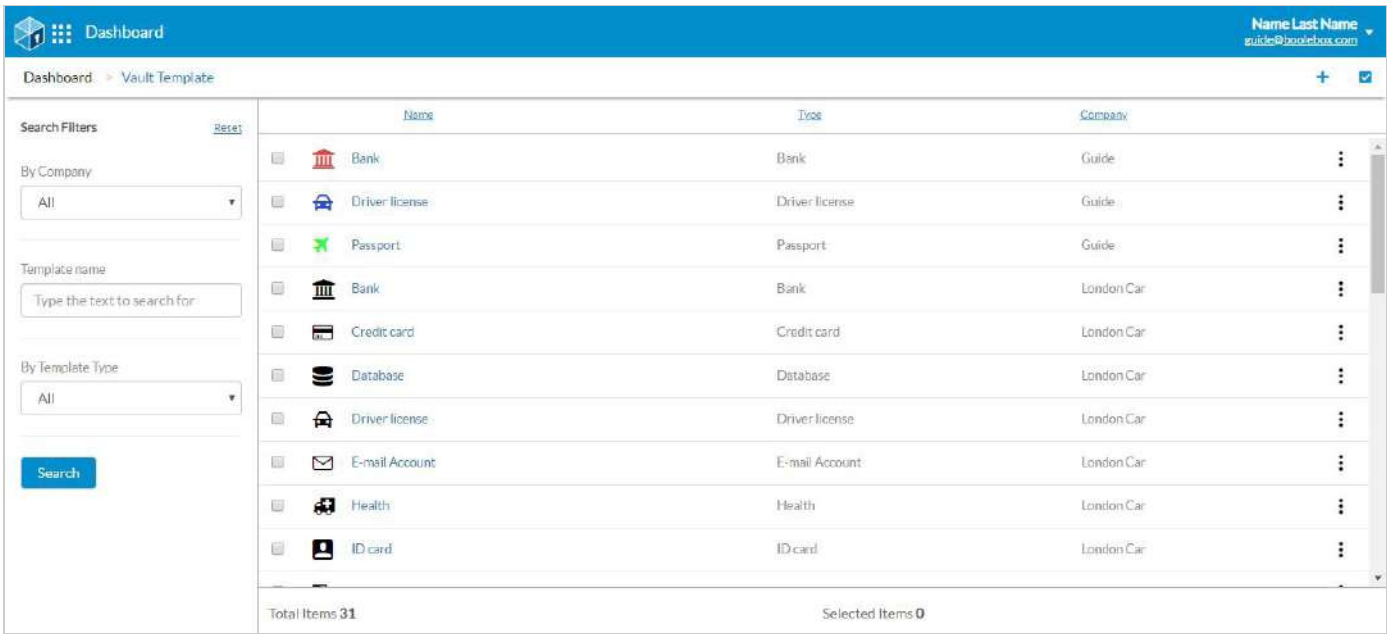
How to create and make available to users and user groups digital record templates to be used in order to save access passwords or documents containing sensitive data on the BooleBox platform.

Note: the functionalities listed in this chapter don't refer to BooleBox On-Premises instances configured according to Common Criteria EAL2+ specifications.

26.1 The main screen

The VAULT TEMPLATE section available in the BooleBox Dashboard allows you to create and make available to users and user groups digital records templates. Vault templates can be used in order to save access passwords or documents containing sensitive data on the BooleBox platform.
The main screen of this section includes:

- On the top right a horizontal shortcut menu, that allows to perform quickly the main tasks such as ADD NEW and SELECT ALL.
- The main area with the list of all configured vault templates, including details such as the NAME, the vault template TYPE and the COMPANY to which the template was made available.
- On the left, an advanced search panel offering various parameters and search filters.

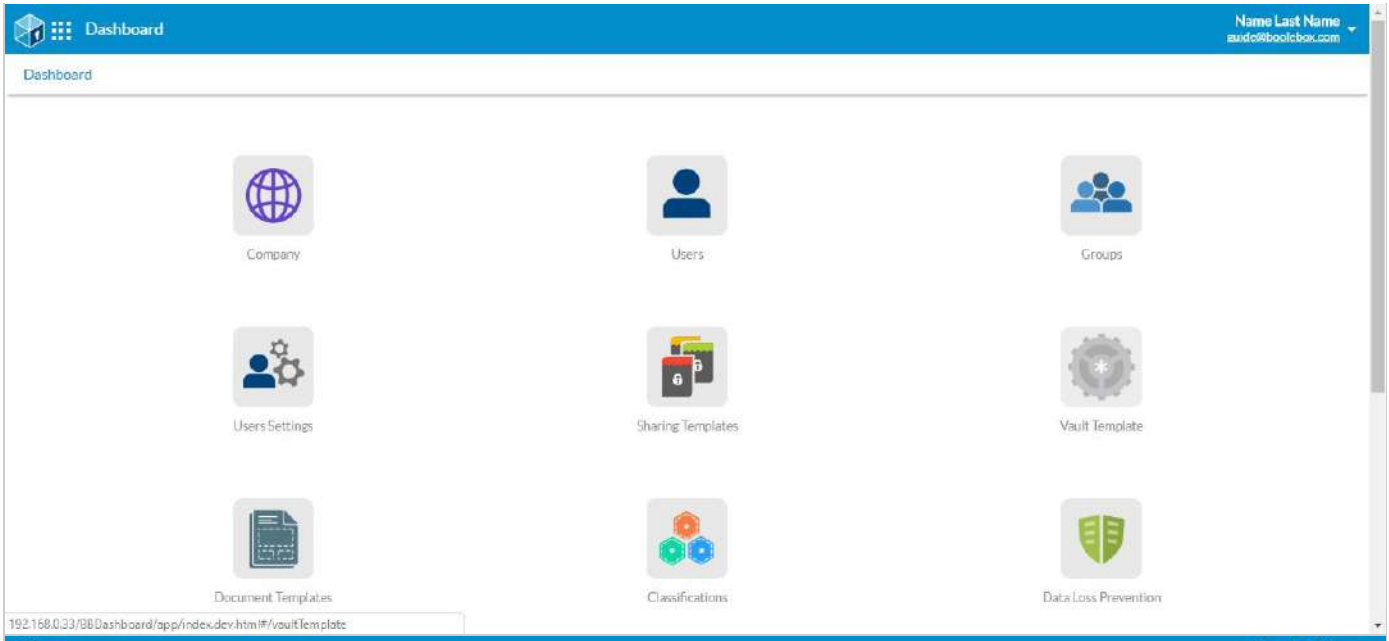


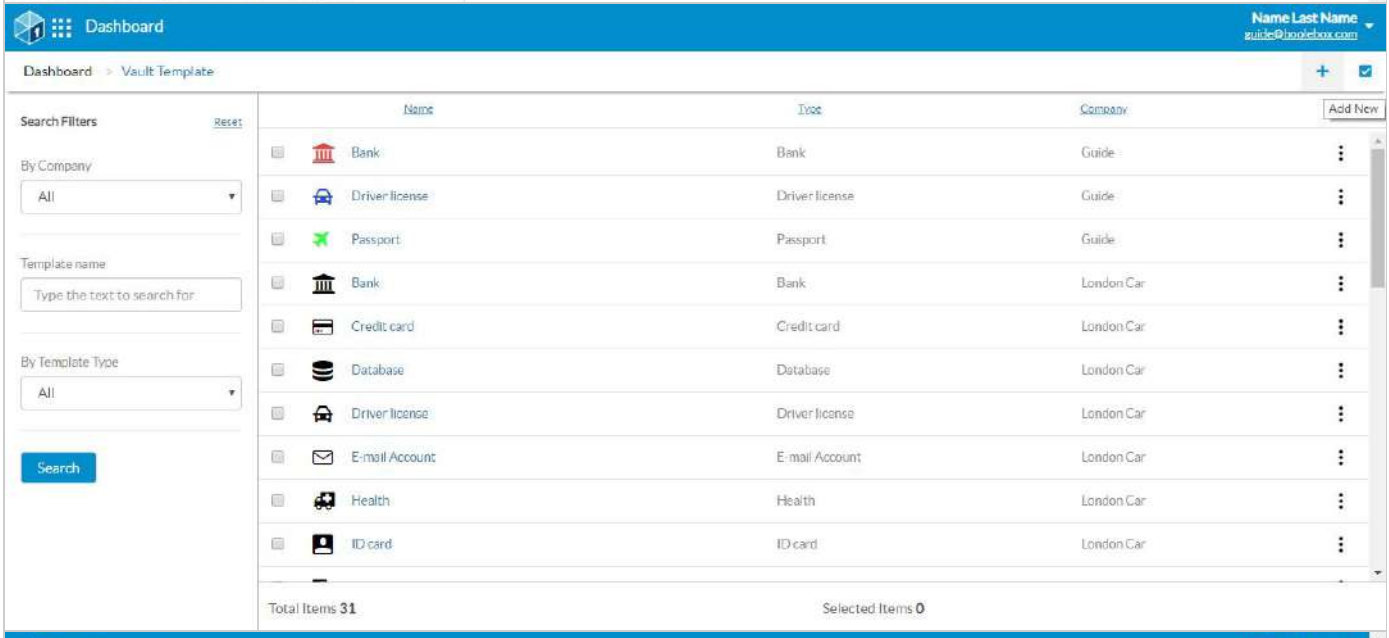
26.2 Creating a new vault template

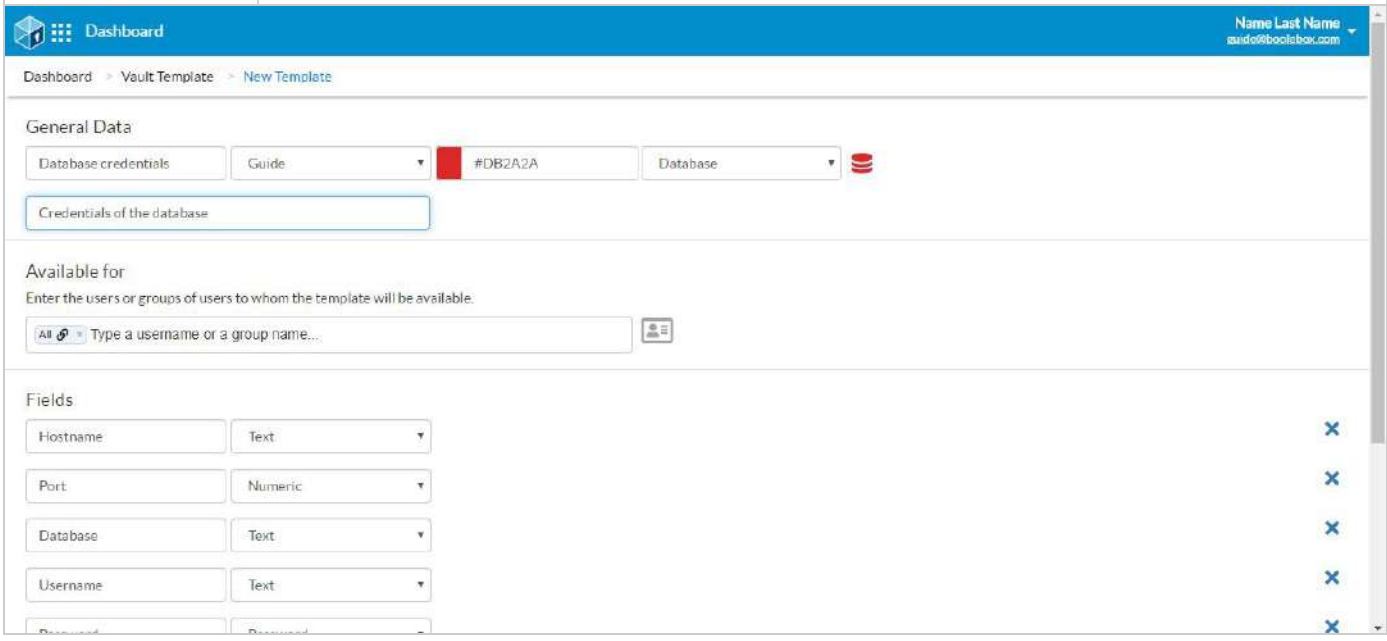
By creating a new vault template, you can make a template of digital records available to selected users and groups of users. To create a new vault template:

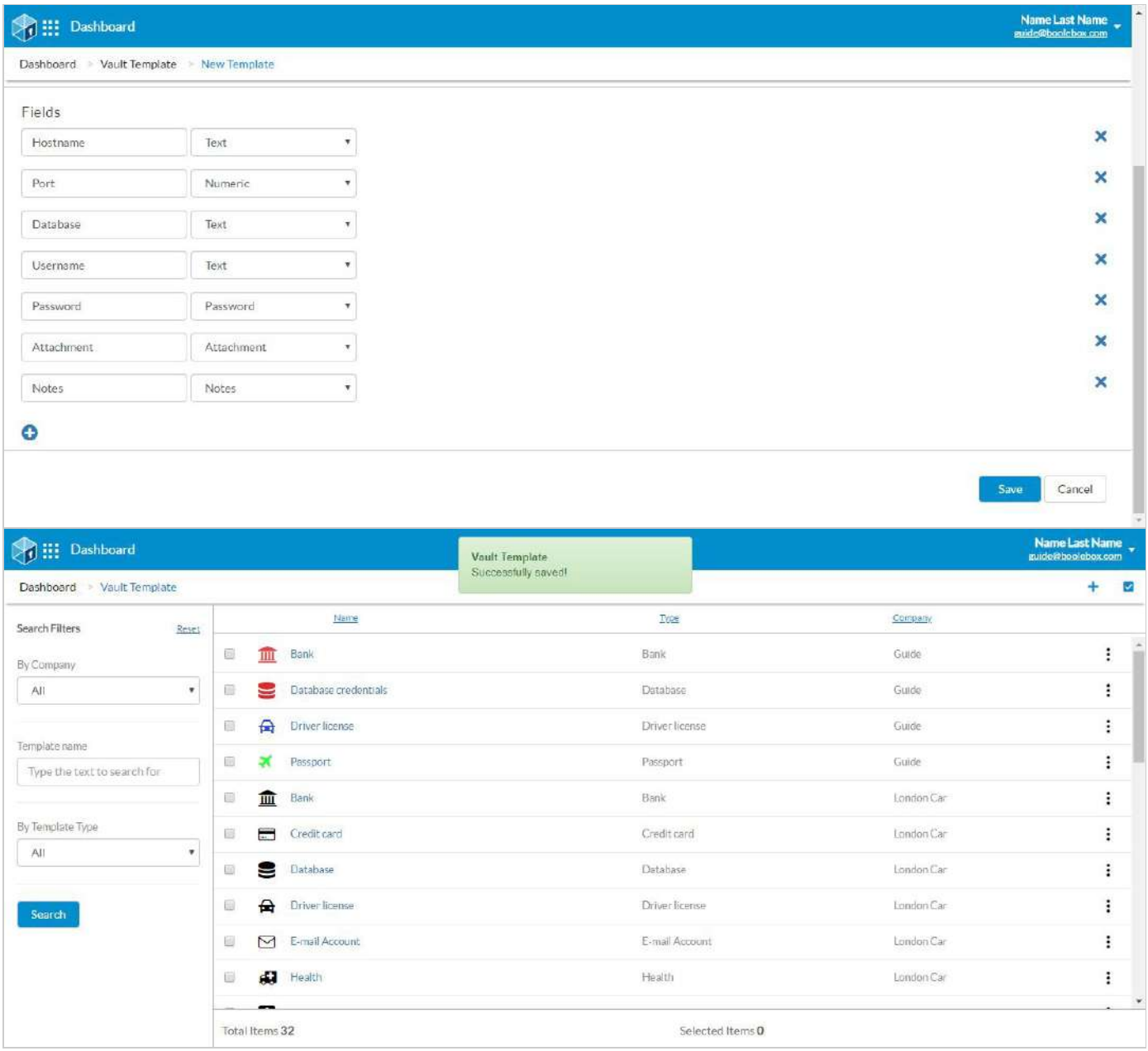
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the VAULT TEMPLATE section.
- Click on the + ADD NEW symbol located in the top right.
- In the screen that is going to appear, in the GENERAL DATA area, enter the name you want to assign to the template and select from the drop-down menu the company for which you want to make it available.
- Match a color to the predefined template by clicking on the colored square or typing the color code in the associated field.
- Select the TYPE of vault template you want to create from the drop-down menu.
- In the DESCRIPTION field, enter a short description that allows you to quickly refer to the vault template you are creating.
- In the AVAILABLE FOR area, enter users or user groups to which the vault template will be made available.
- In the FIELDS area, you can change the NAME of the field or the TYPE of this (ATTACHMENT, BOOLEAN, DATE, NOTE, NUMERIC, PHONE NUMBER, PASSWORD, TEXT and URL) thanks to the drop-down menu. If you believe that a field is superfluous, you can delete it using the appropriate command next to the field of your interest. If you want to add a further field than the default ones, you can add new ones using the + ADD NEW command at the bottom of the fields proposed by default.

  Note: the fields available for each vault template allow you to save specific information regarding a particular type of digital record (driving licenses, health cards, etc.) and will vary depending on the type of template being created.
- Click on SAVE to complete the operation.


Dashboard
Name Last Name
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention


Dashboard
Name Last Name
Dashboard > Vault Template
Search Filters
Reset
By Company
All
Template name
Type the text to search for
By Template Type
All
Search
Name
Type
Company
Add New
Bank
Bank
Guide
Driver license
Driver license
Guide
Passport
Passport
Guide
Bank
Bank
London Car
Credit card
Credit card
London Car
Database
Database
London Car
Driver license
Driver license
London Car
E-mail Account
E-mail Account
London Car
Health
Health
London Car
ID card
ID card
London Car
Total Items 31
Selected Items 0

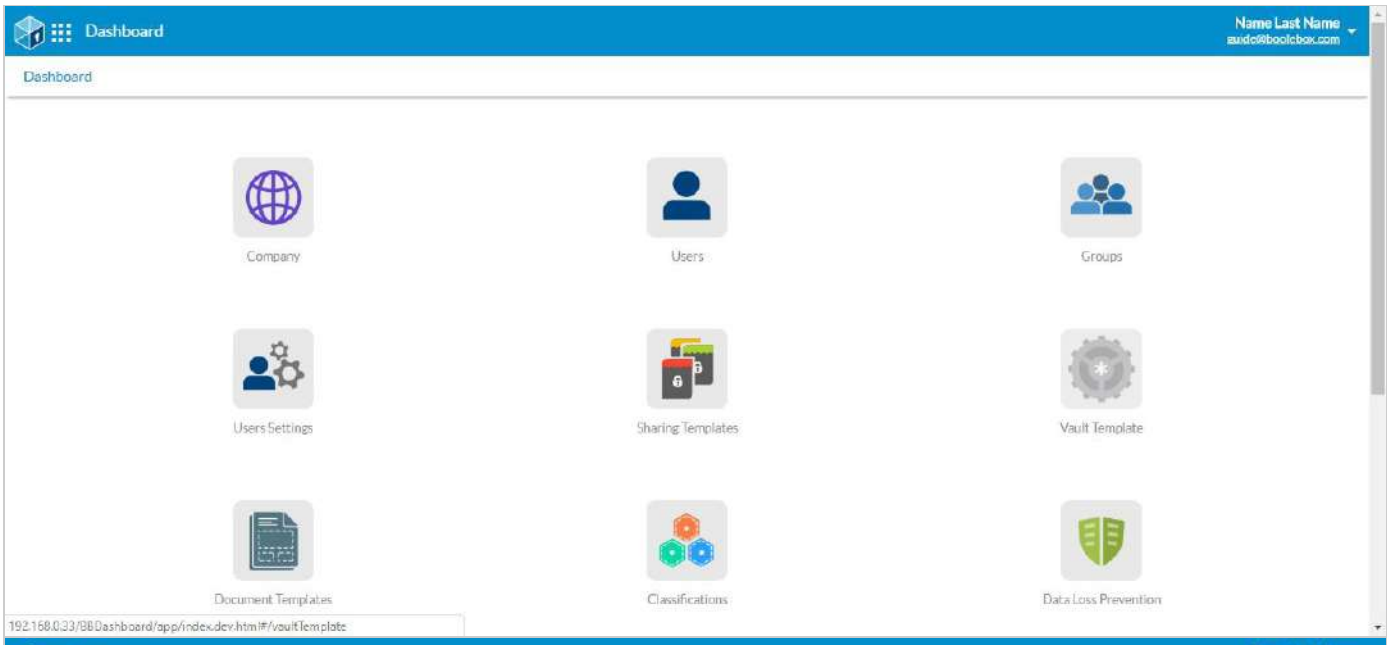

Dashboard
Name Last Name
Dashboard > Vault Template > New Template
General Data
Database credentials
Guide
#DB2A2A
Database
Credentials of the database
Available for
Enter the users or groups of users to whom the template will be available.
All
Type a username or a group name...
Fields
Hostname
Text
Port
Numeric
Database
Text
Username
Text

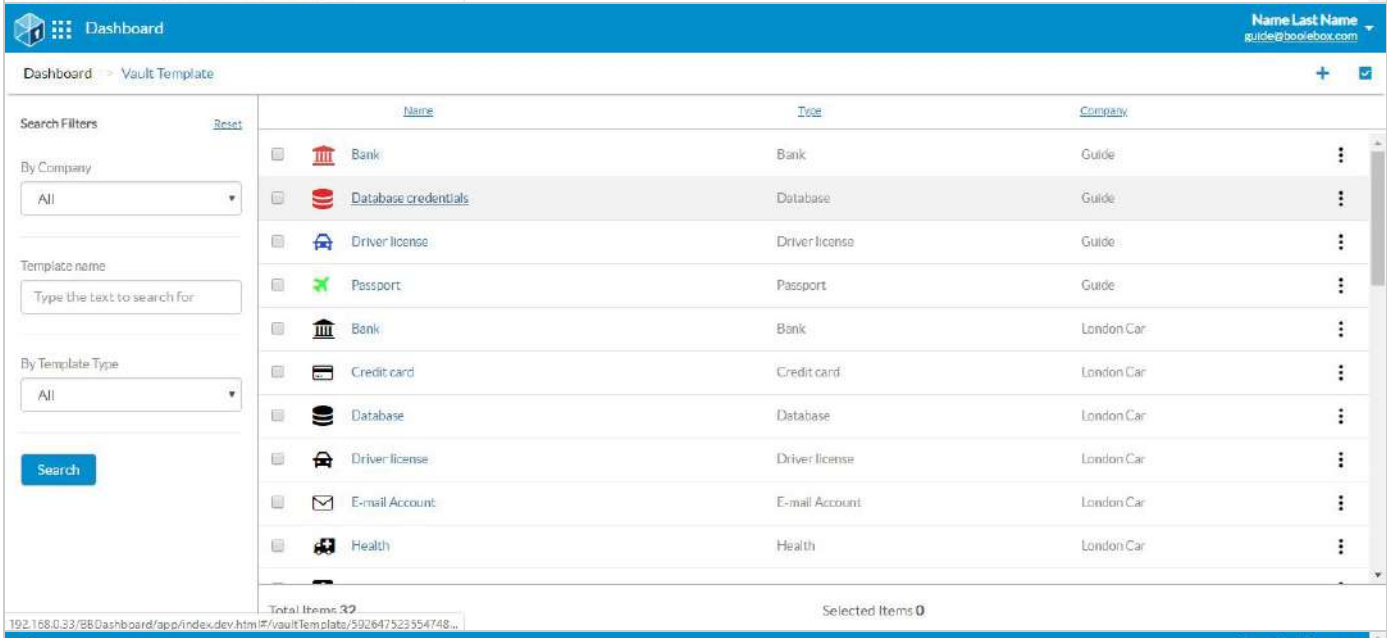


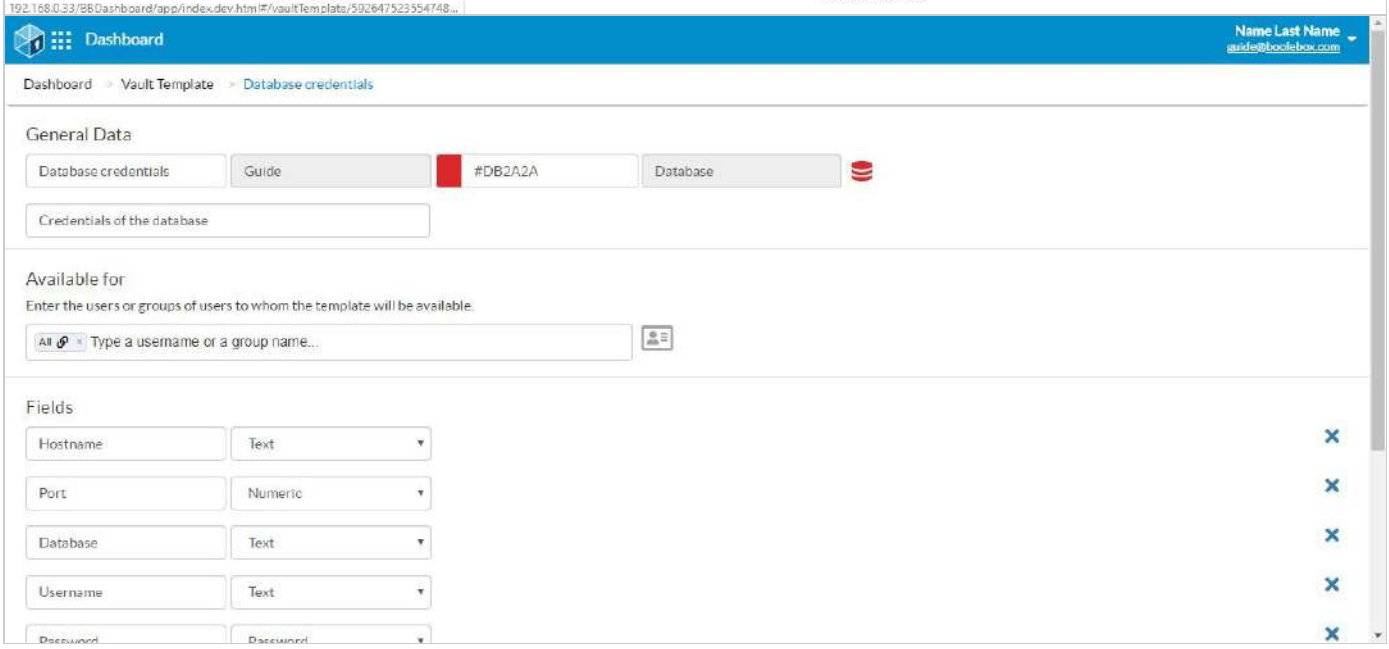
26.3 Viewing and changing the properties of a vault template

In order view and change the properties of a previously configured vault template, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the VAULT TEMPLATE section.
- Click on the name of the template of your interest.
- The screen listing all the properties of the selected vault template appears.
- If necessary, make any changes within the various associated fields.
- Press SAVE to confirm any changes.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/vaultTemplate

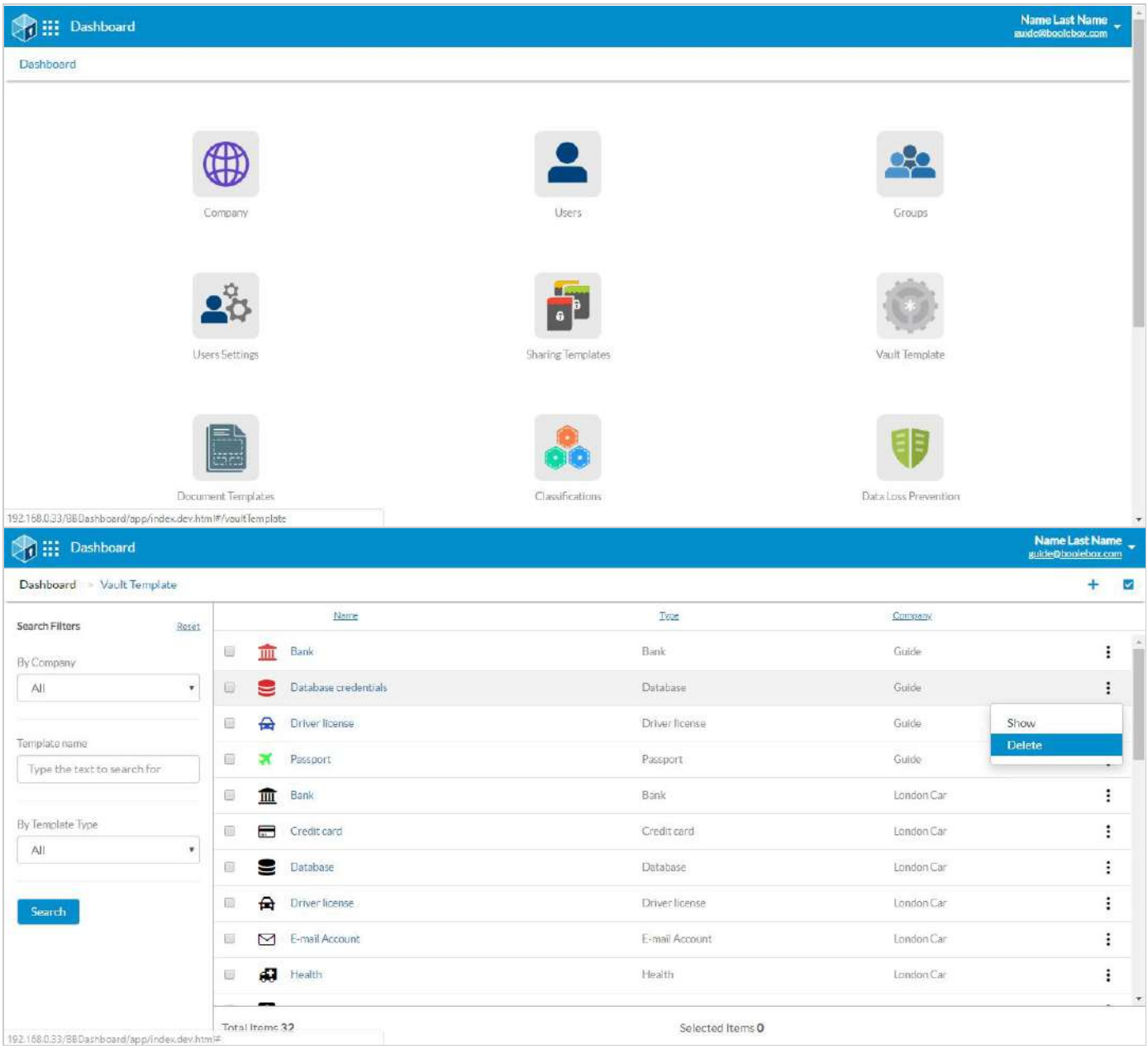

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Vault Template
Search Filters
Reset
By Company
All
Template name
Type the text to search for
By Template Type
All
Search
Name
Type
Company
Bank
Bank
Guide
Database credentials
Database
Guide
Driver license
Driver license
Guide
Passport
Passport
Guide
Bank
Bank
London Car
Credit card
Credit card
London Car
Database
Database
London Car
Driver license
Driver license
London Car
E-mail Account
E-mail Account
London Car
Health
Health
London Car
Total Items 32
Selected Items 0
192.168.0.33/BBDashboard/app/index.dev.html#/vaultTemplate/592647523554748...

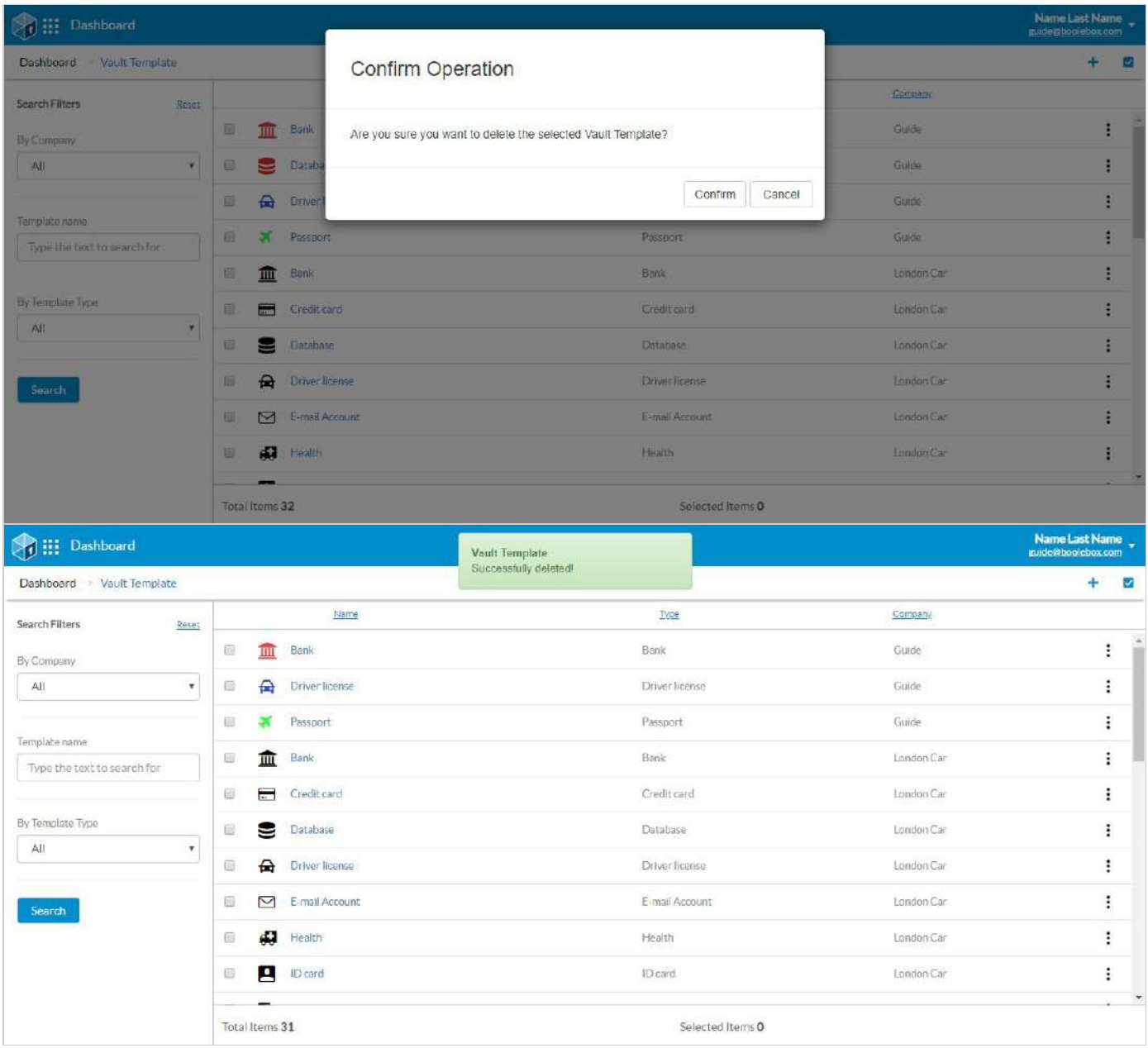

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Vault Template > Database credentials
General Data
Database credentials
Guide
#DB2A2A
Database
Credentials of the database
Available for
Enter the users or groups of users to whom the template will be available.
All
Type a username or a group name...
Fields
Hostname
Text
Port
Numeric
Database
Text
Username
Text
Password
Password

26.4 Deleting a vault template

In order to remove a previously created vault template, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the VAULT TEMPLATE section.
- Click on the three-points menu located to the right of the template you wish to delete.
- Press DELETE.
- A new confirmation window will appear. Press CONFIRM to continue.
- The deleted vault template will disappear from the list of available vault templates.

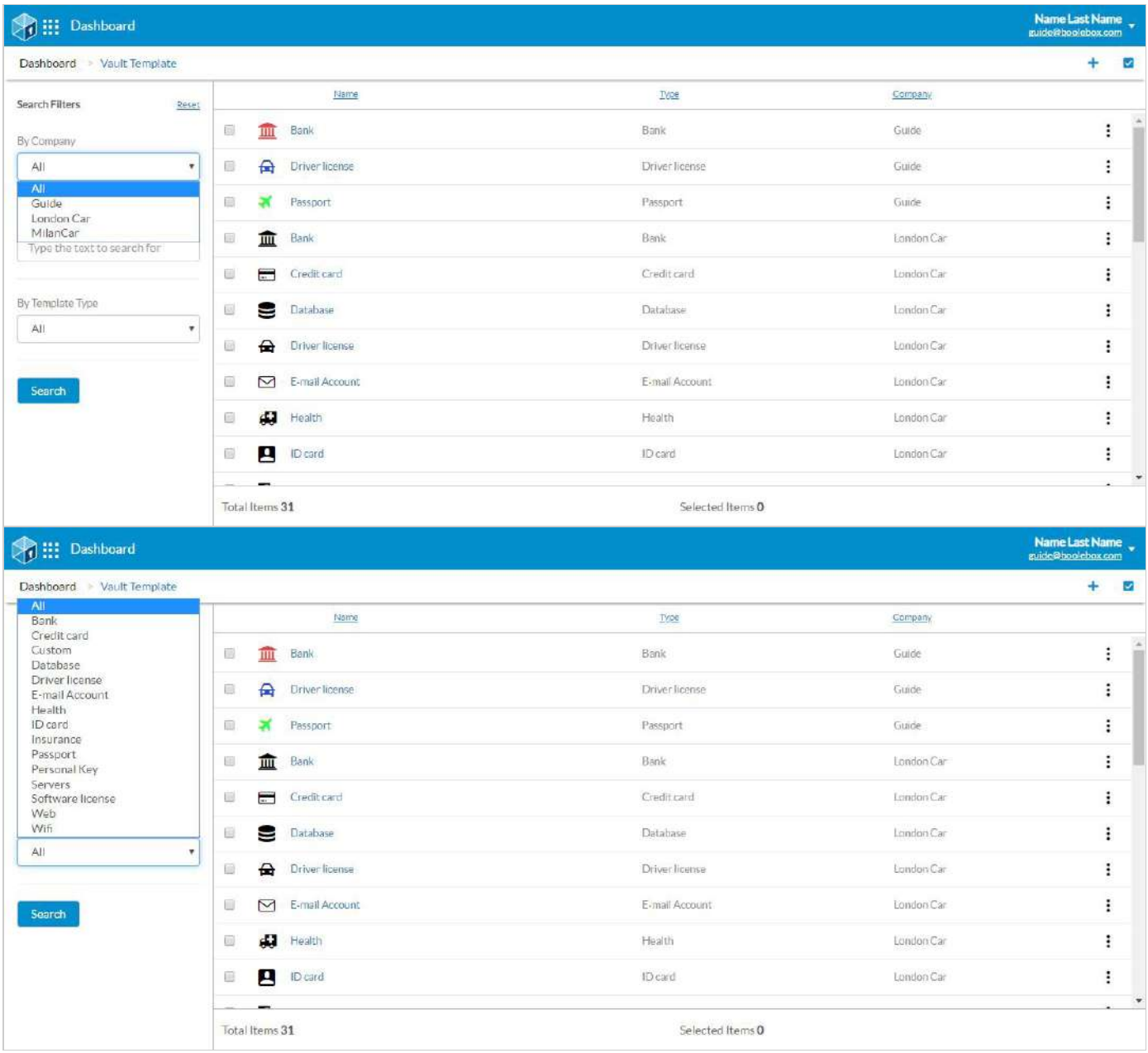




26.5 Search filters

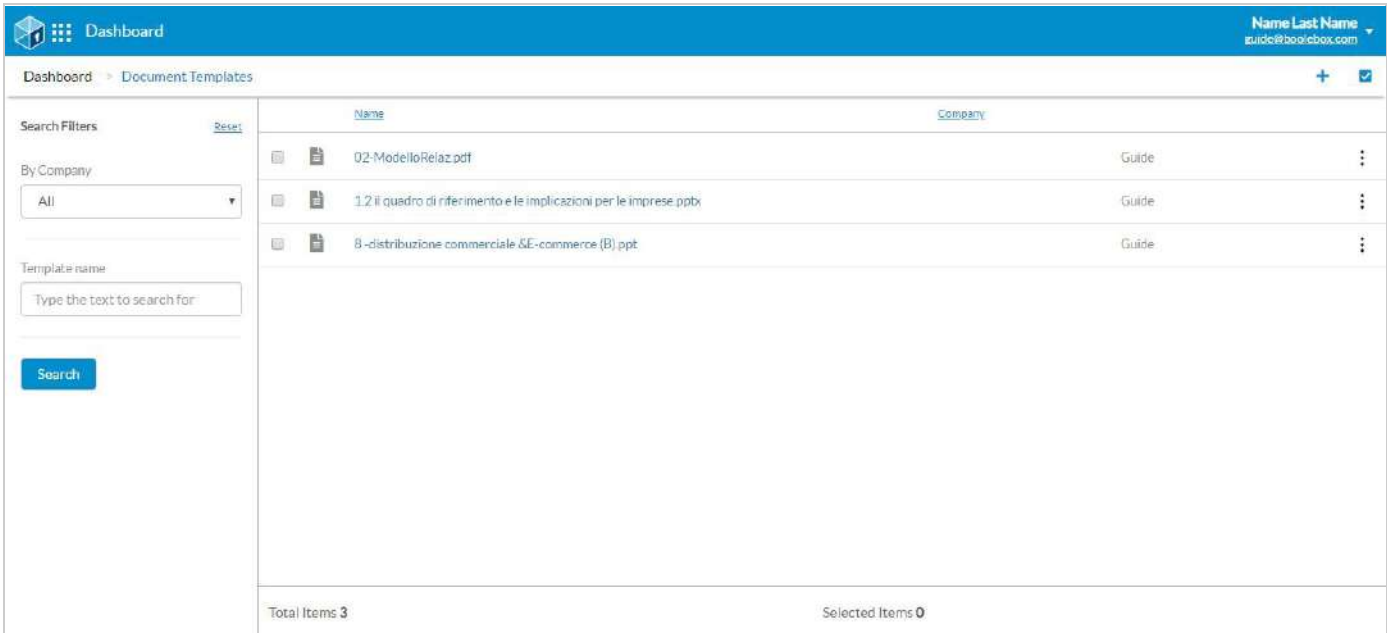
In order to perform a search in the VAULT TEMPLATE section of the Dashboard, one of the following search parameters can be used:

- BY COMPANY - the search result is filtered according to the company to which the profile type you want to search belongs to.
- BY TEMPLATE NAME - the search result is filtered according to the NAME (or part of it) of the template written in the search field.
- BY TEMPLATE TYPE - the search result is filtered according to the desired type of template.
- Press SEARCH to launch the search using the applied filters.
- The results matching the specified conditions found by the system will appear as a list in the main area of the page.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Vault Template
Search Filters
Reset
By Company
All
All
Guide
London Car
MilanCar
Type the text to search for
By Template Type
All
Search
Name
Type
Company
Bank
Bank
Guide
Driver license
Driver license
Guide
Passport
Passport
Guide
Bank
Bank
London Car
Credit card
Credit card
London Car
Database
Database
London Car
Driver license
Driver license
London Car
E-mail Account
E-mail Account
London Car
Health
Health
London Car
ID card
ID card
London Car
Total Items 31
Selected Items 0
Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Vault Template
All
Bank
Credit card
Custom
Database
Driver license
E-mail Account
Health
ID card
Insurance
Passport
Personal Key
Servers
Software license
Web
Wifi
All
Search
Name
Type
Company
Bank
Bank
Guide
Driver license
Driver license
Guide
Passport
Passport
Guide
Bank
Bank
London Car
Credit card
Credit card
London Car
Database
Database
London Car
Driver license
Driver license
London Car
E-mail Account
E-mail Account
London Car
Health
Health
London Car
ID card
ID card
London Car
Total Items 31
Selected Items 0

27 Document templates

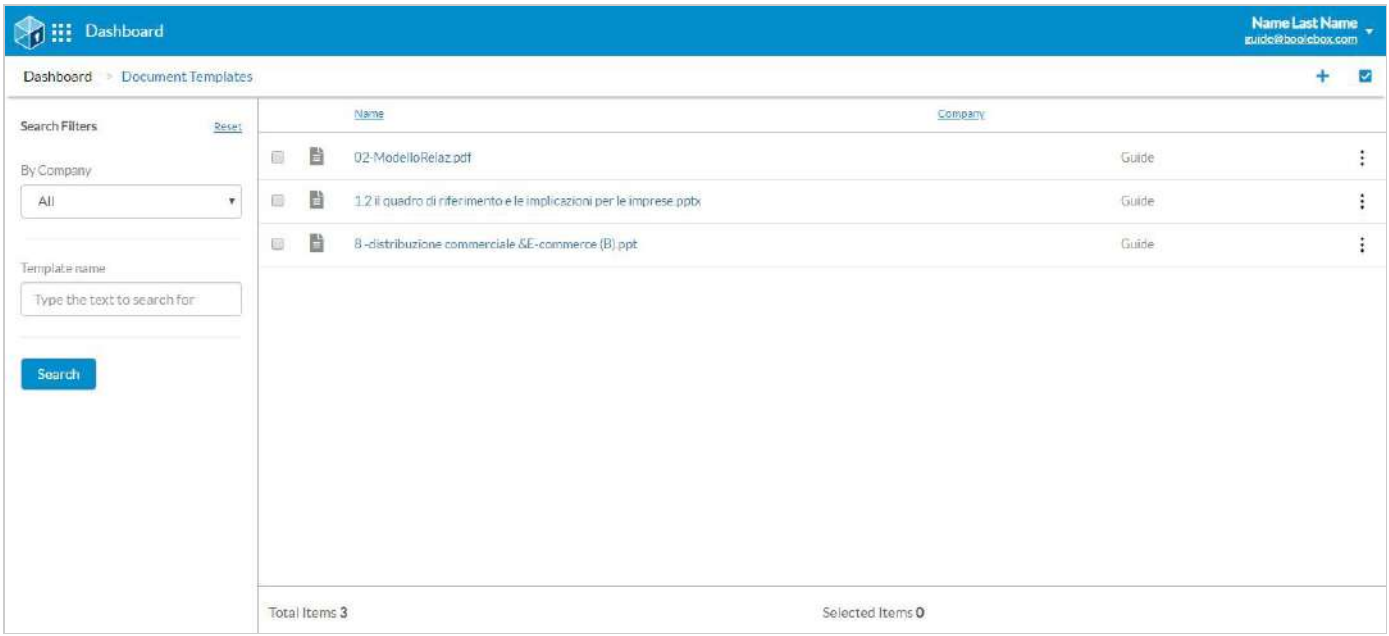
How to create document templates for users and groups of users.



27.1 The main screen

The DOCUMENT TEMPLATES section on the BooleBox Dashboard allows you to create document templates and make them available to users. The main screen of this section includes:

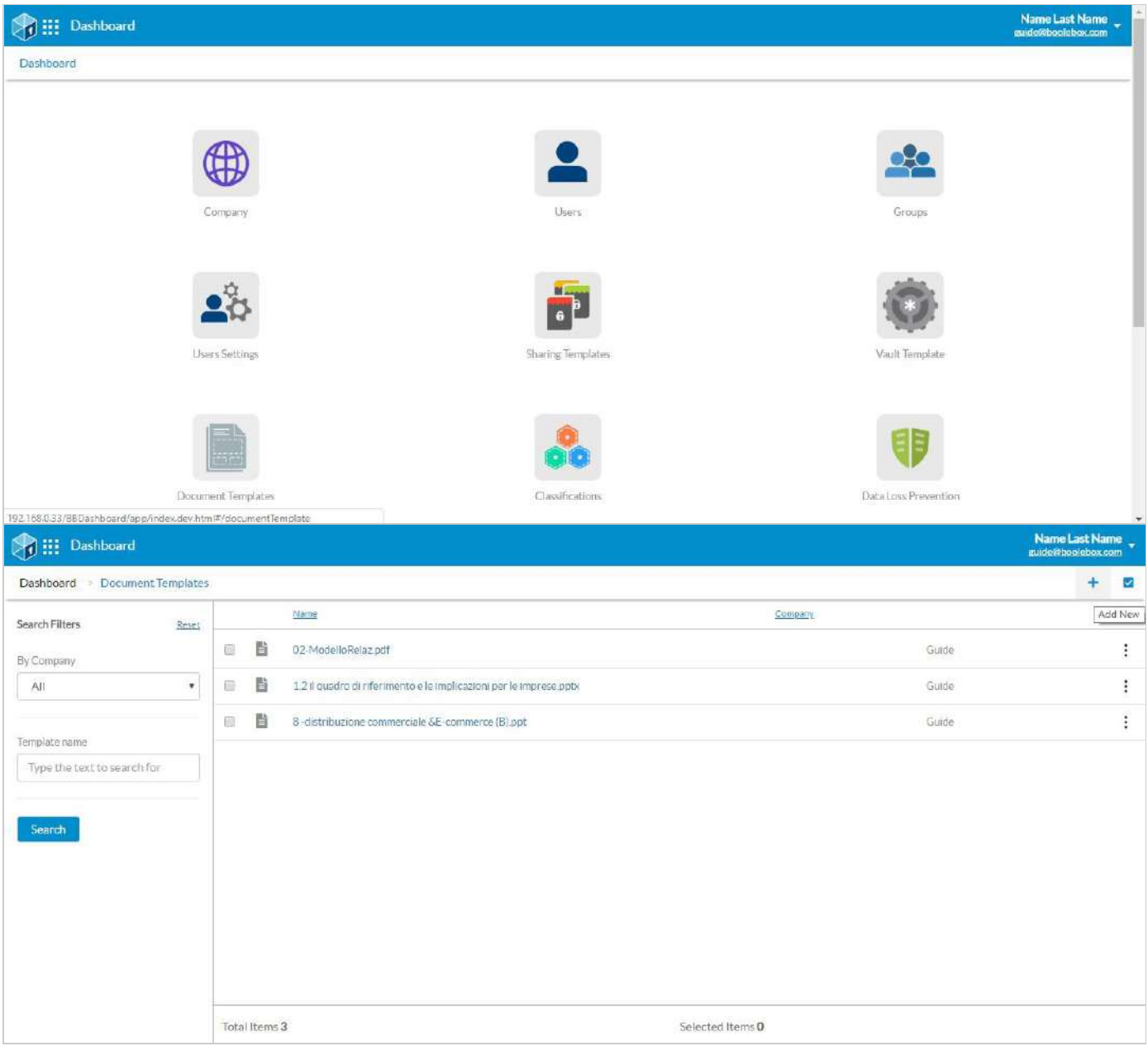
- At the top right, the + ADD NEW command.
- The main area, with a list of all previously configured document templates, including details such as NAME and COMPANY to which these document templates have been made available. By clicking on a particular column, you can reorder the list as desired.
- On the left, an advanced search panel offering a selection of parameters and search filters.
- At the bottom, the status bar in which the total number of available document templates is displayed.

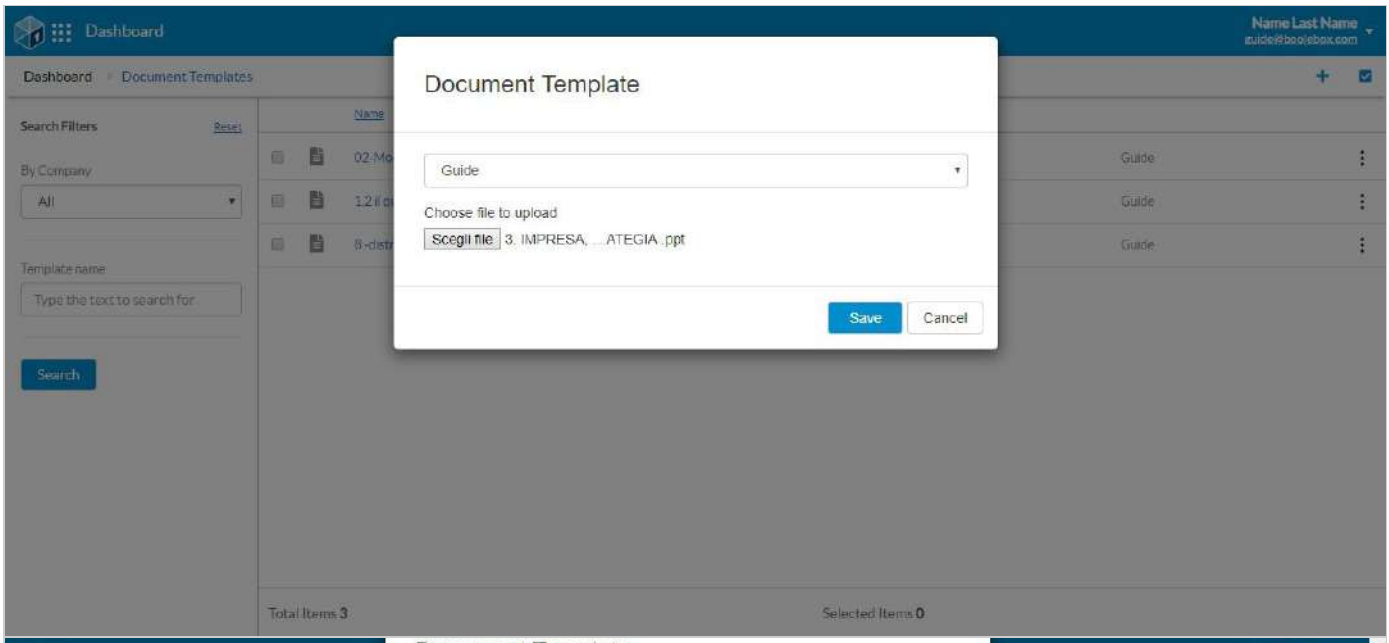


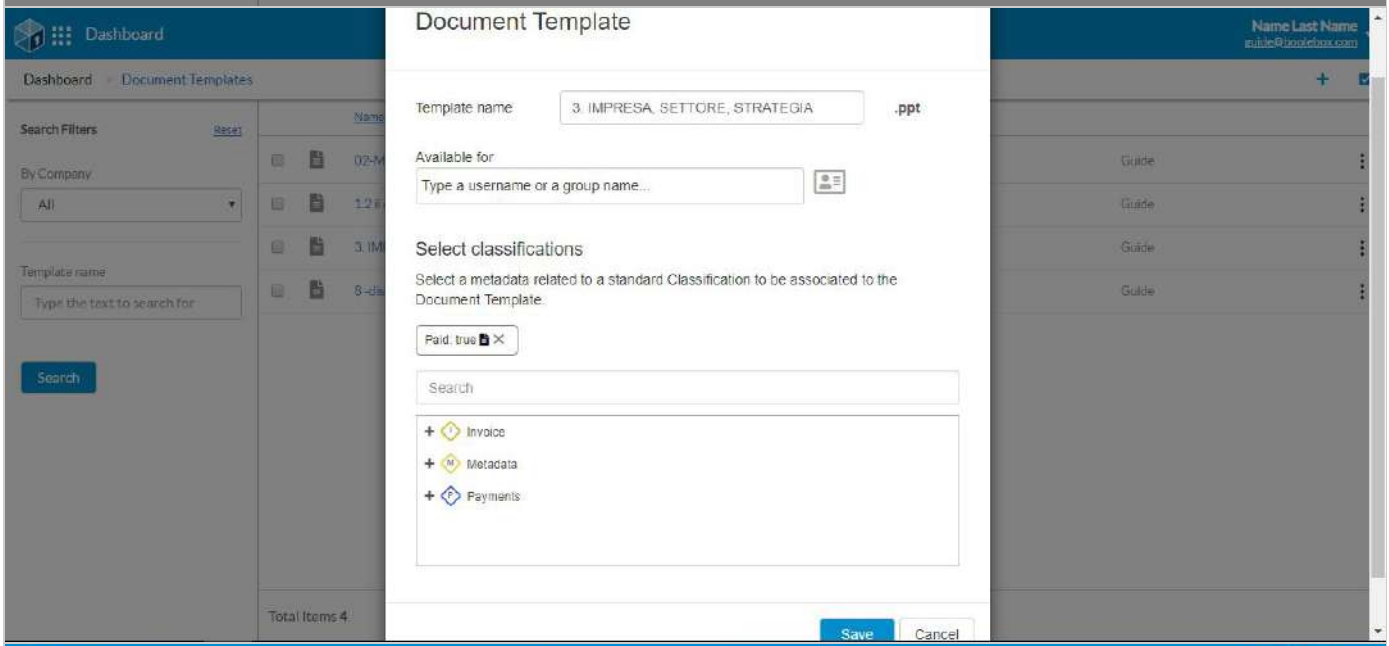
27.2 Creating a new document template

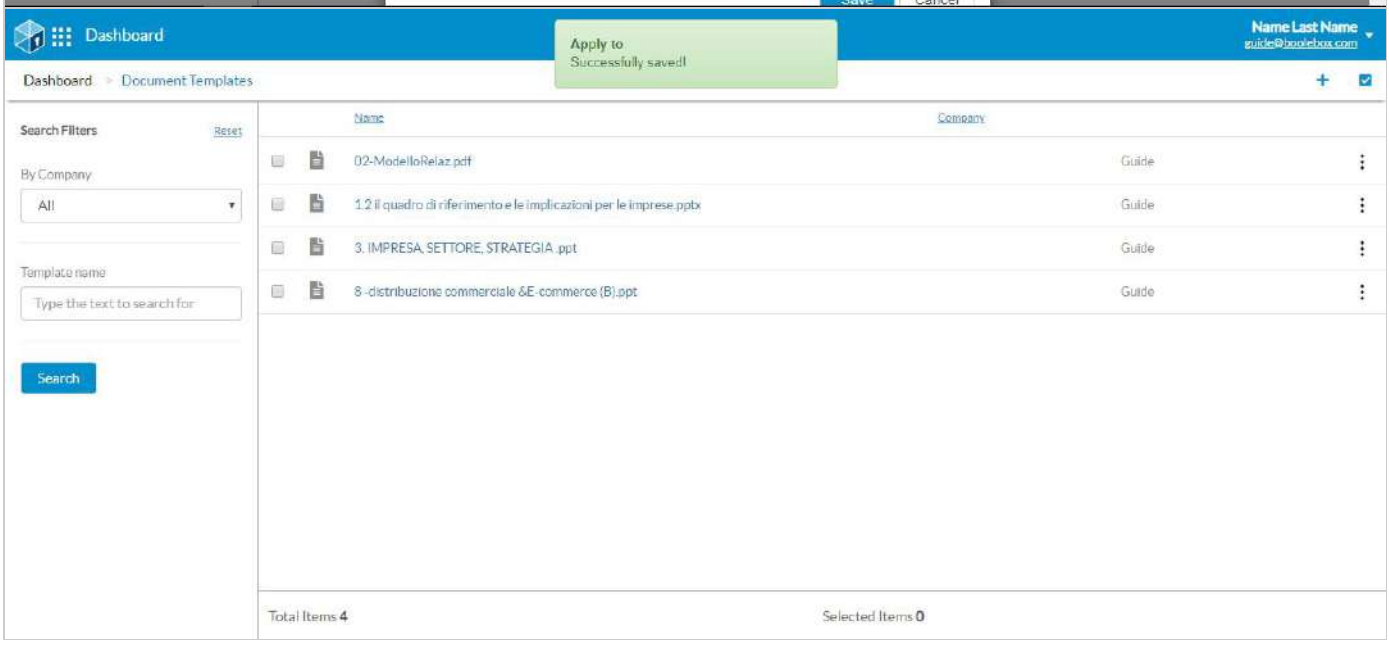
In order to create a new document template, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DOCUMENT TEMPLATES section.
- Click on the + ADD NEW symbol located in the top right.
- In the window that is going to pop up on your screen, select the company to which this document template will be assigned from the drop-down menu.
- Click on CHOOSE FILE and upload the file you want to use as a default document template.
- Click on SAVE.
- In the window that is going to pop up on your screen, enter the TEMPLATE NAME in the appropriate field.
- Enter the users and/or groups of users to which you want to make the document template being created available in the appropriate field.
- In the SELECT CLASSIFICATIONS area, select a standard classification in order to link a metadata to the document template being created.
- Click on SAVE.
- The new document template is now available for authorised users, which will be able to select it while creating a new document by clicking on the + ADD NEW button in the main page of the platform.




Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Document Templates
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Guide
Document Template
Guide
Choose file to upload
Scegli file
3. IMPRESA, ...ATEGIA .ppt
Save
Cancel
Total Items 3
Selected Items 0

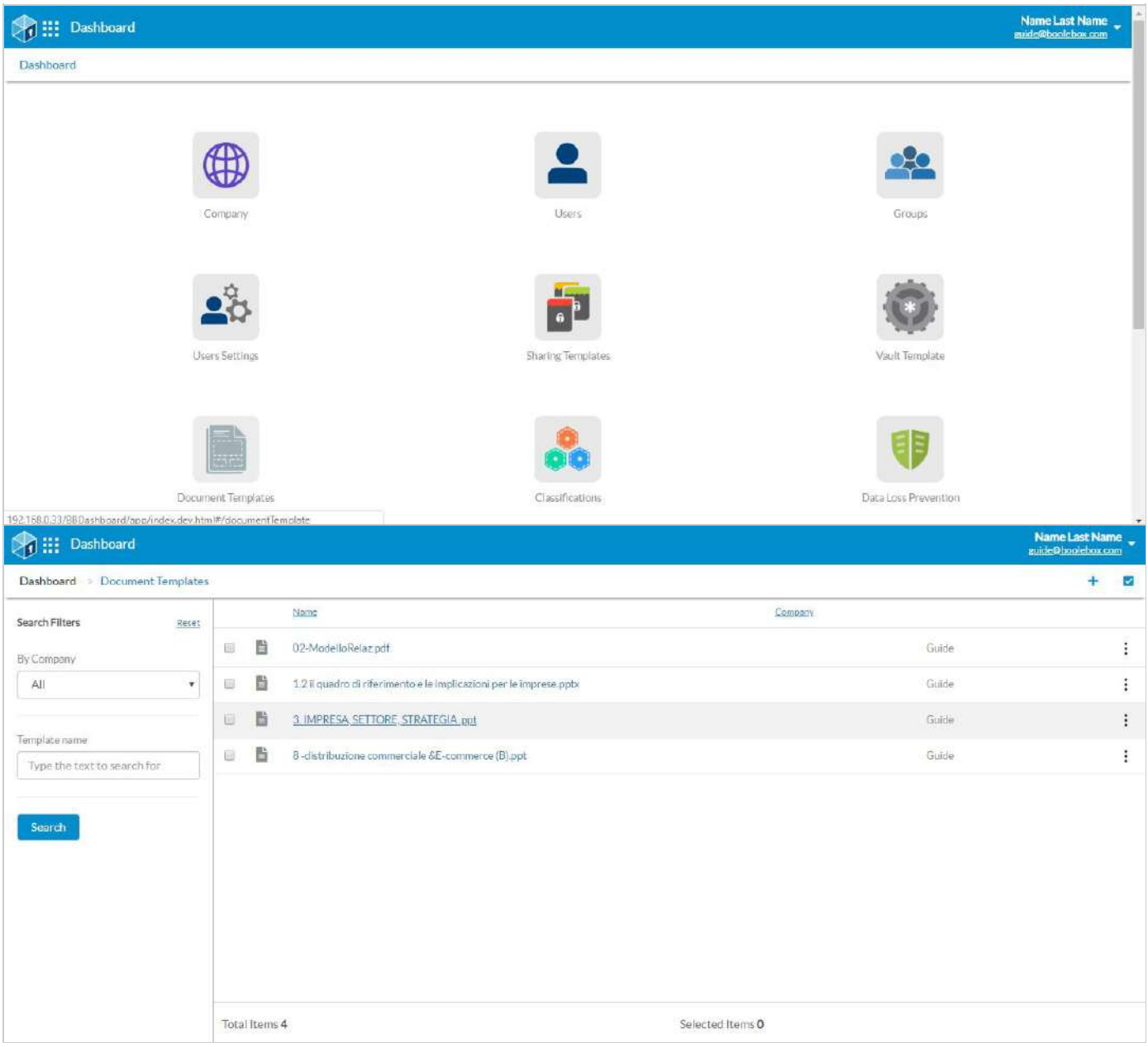

Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Document Templates
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Document Template
Template name
3. IMPRESA, SETTORE, STRATEGIA
.ppt
Available for
Type a username or a group name...
Select classifications
Select a metadata related to a standard Classification to be associated to the Document Template.
Paid: true
Search
Invoice
Metadata
Payments
Save
Cancel
Total Items 4

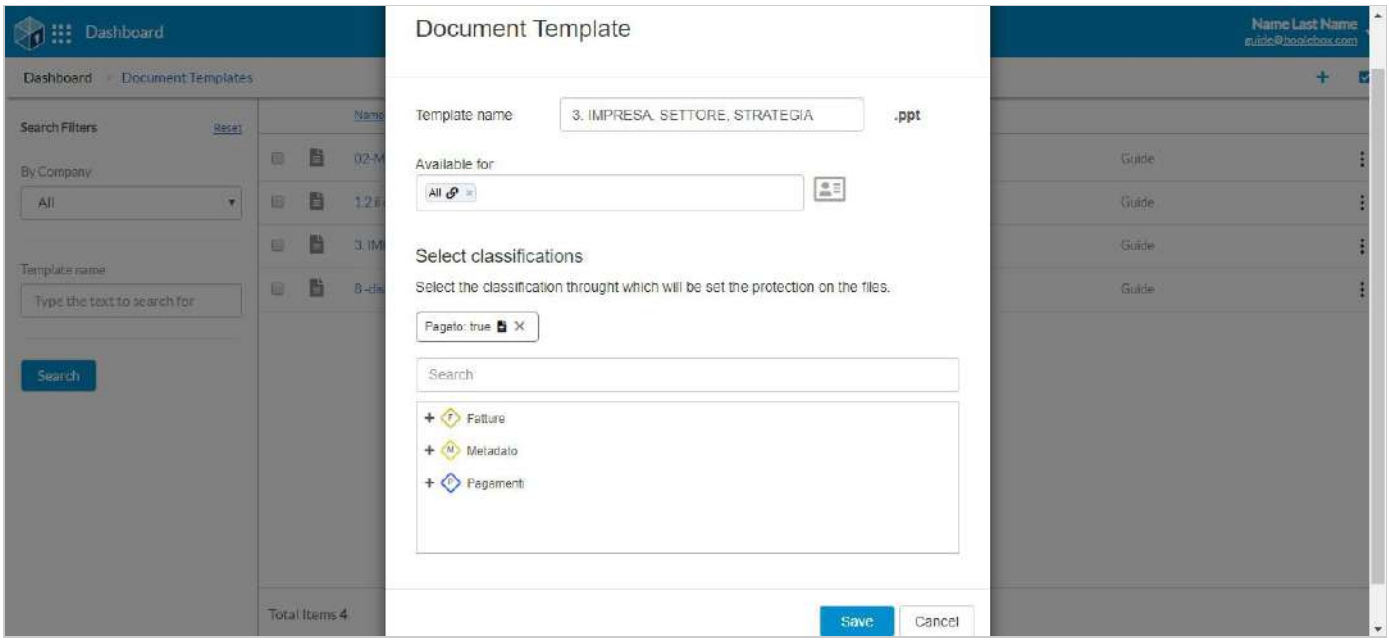

Dashboard
Apply to
Successfully saved!
Name Last Name
guide@boolebox.com
Dashboard
Document Templates
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Company
02-ModelloRelaz.pdf
Guide
1.2 Il quadro di riferimento e le implicazioni per le imprese.pptx
Guide
3. IMPRESA, SETTORE, STRATEGIA .ppt
Guide
8 -distribuzione commerciale &E-commerce (B).ppt
Guide
Total Items 4
Selected Items 0

27.3 Viewing and changing the properties of a document template

In order to view and change the properties of a previously created document template, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DOCUMENT TEMPLATES section.
- Click on the name of the document template of your interest.
- The screen containing the NAME of the document template, the users or groups of users to whom it has been made available and the metadata associated with the template appears.
- If necessary, make any changes and click on SAVE.
- Press CANCEL to return to the main document templates screen.

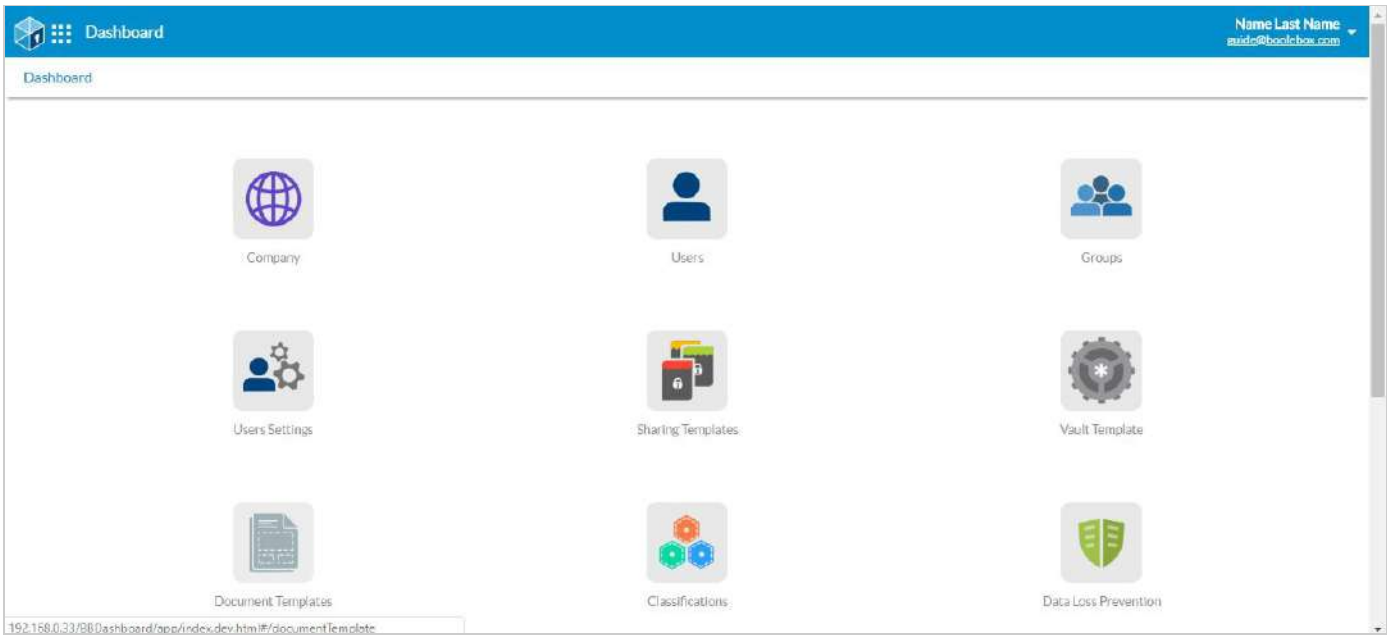


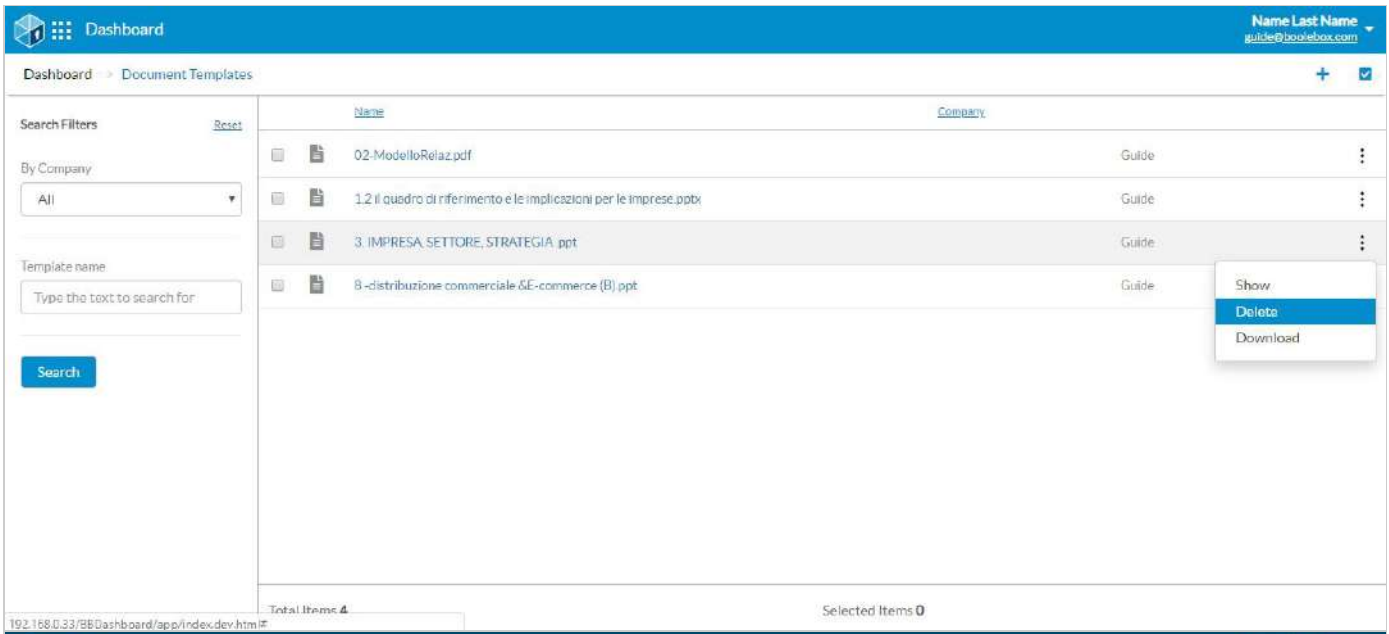


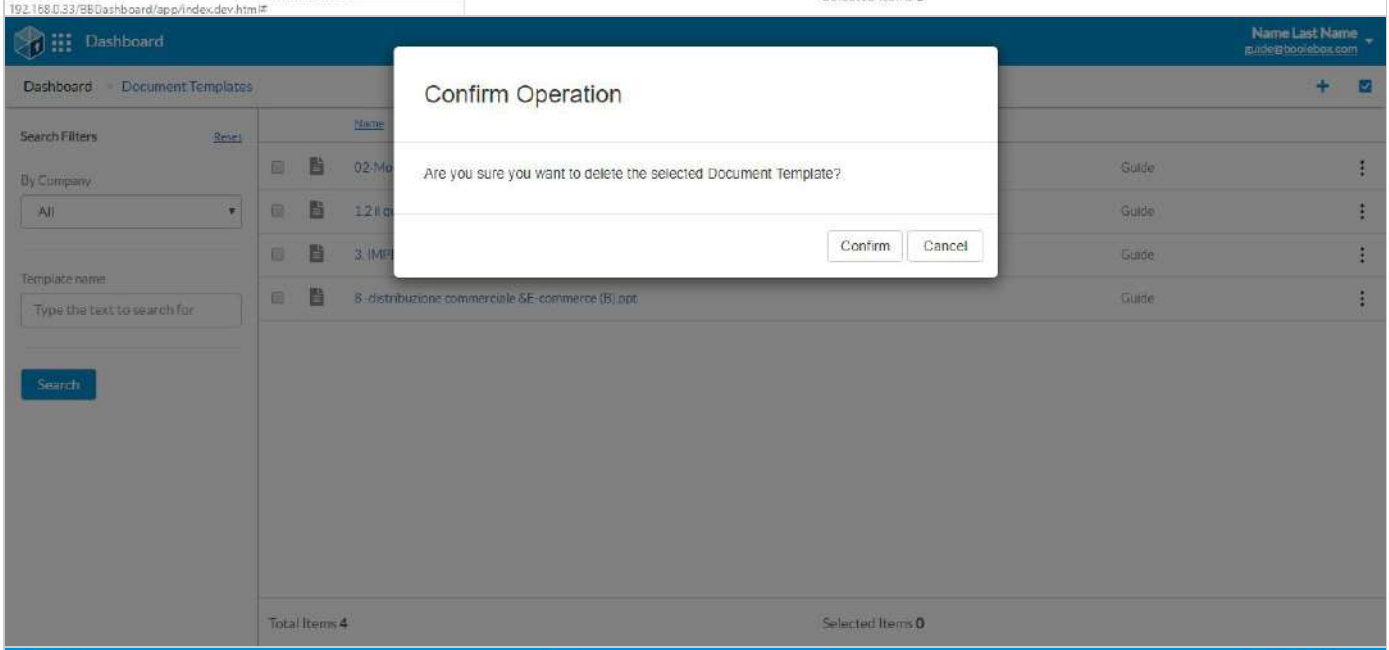
27.4 Deleting a document template

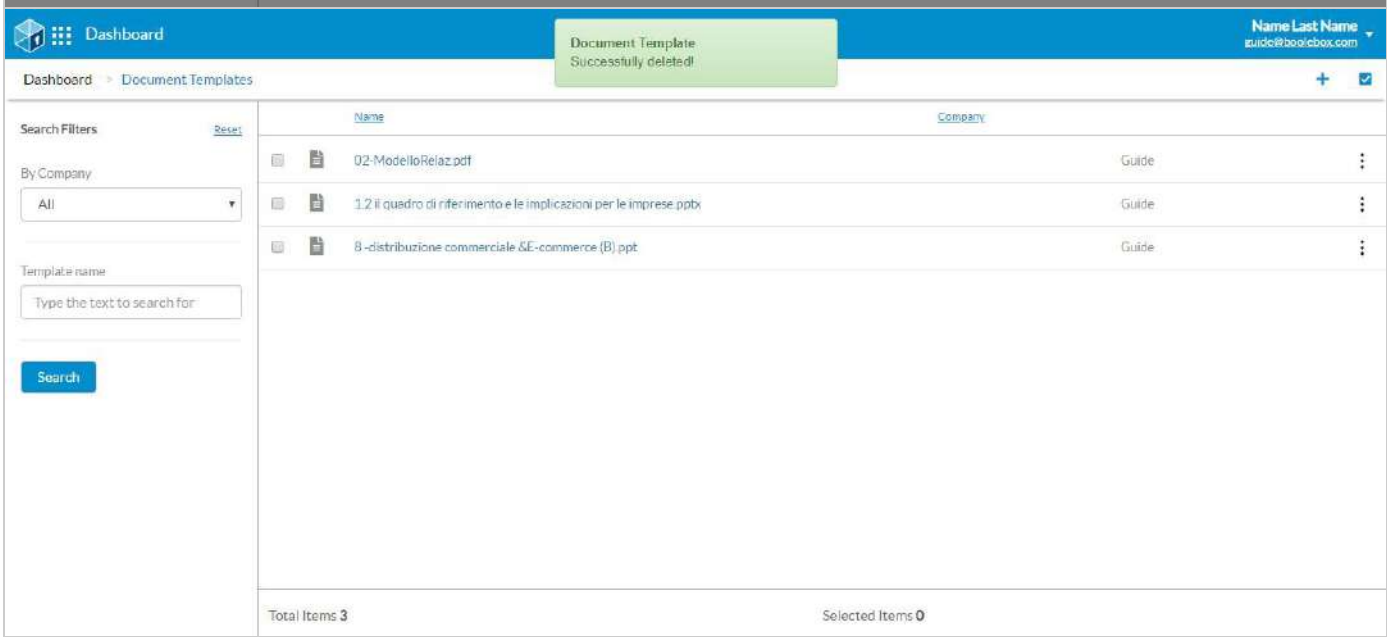
In order to delete a previously created document template, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DOCUMENT TEMPLATES section.
- Click on the three-points menu located to the right of the document template you want to delete.
- Select DELETE.
- In the window that is going to pop up on your screen, click on CONFIRM.




Dashboard
Name Last Name
guide@booleabox.com
Dashboard » Document Templates
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Company
02-ModelloRelaz.pdf
Guide
1.2 Il quadro di riferimento e le implicazioni per le imprese.pptx
Guide
3. IMPRESA, SETTORE, STRATEGIA .ppt
Guide
8 -distribuzione commerciale &E-commerce (B).ppt
Guide
Show
Delete
Download
Total Items 4
Selected Items 0

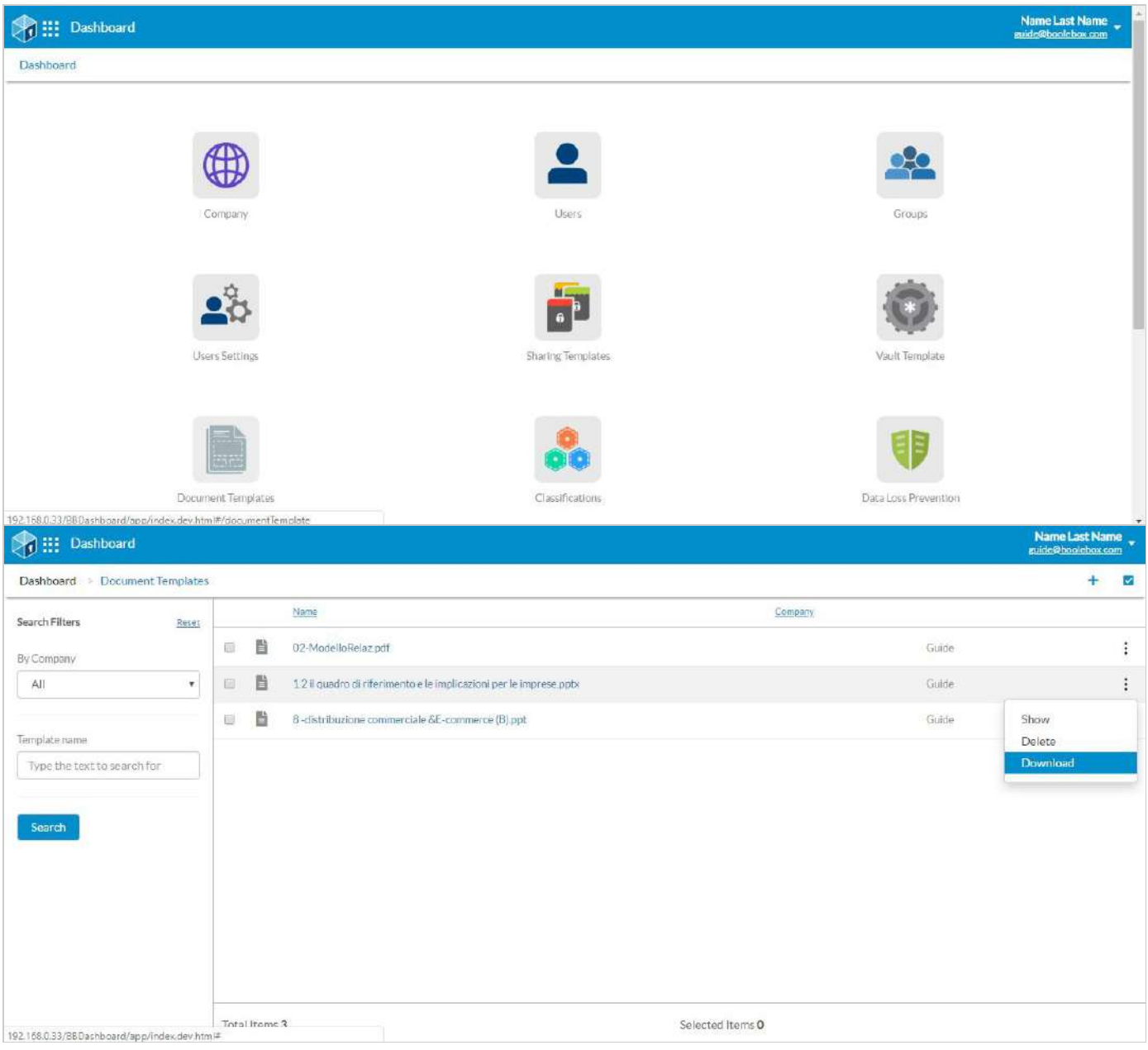

Dashboard
Name Last Name
guide@booleabox.com
Dashboard » Document Templates
Confirm Operation
Are you sure you want to delete the selected Document Template?
Confirm
Cancel
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Guide
Total Items 4
Selected Items 0


Dashboard
Document Template
Successfully deleted!
Name Last Name
guide@booleabox.com
Dashboard » Document Templates
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Company
02-ModelloRelaz.pdf
Guide
1.2 Il quadro di riferimento e le implicazioni per le imprese.pptx
Guide
8 -distribuzione commerciale &E-commerce (B).ppt
Guide
Total Items 3
Selected Items 0

27.5 Downloading a document template

In order to download a previously created document template, perform the following actions:

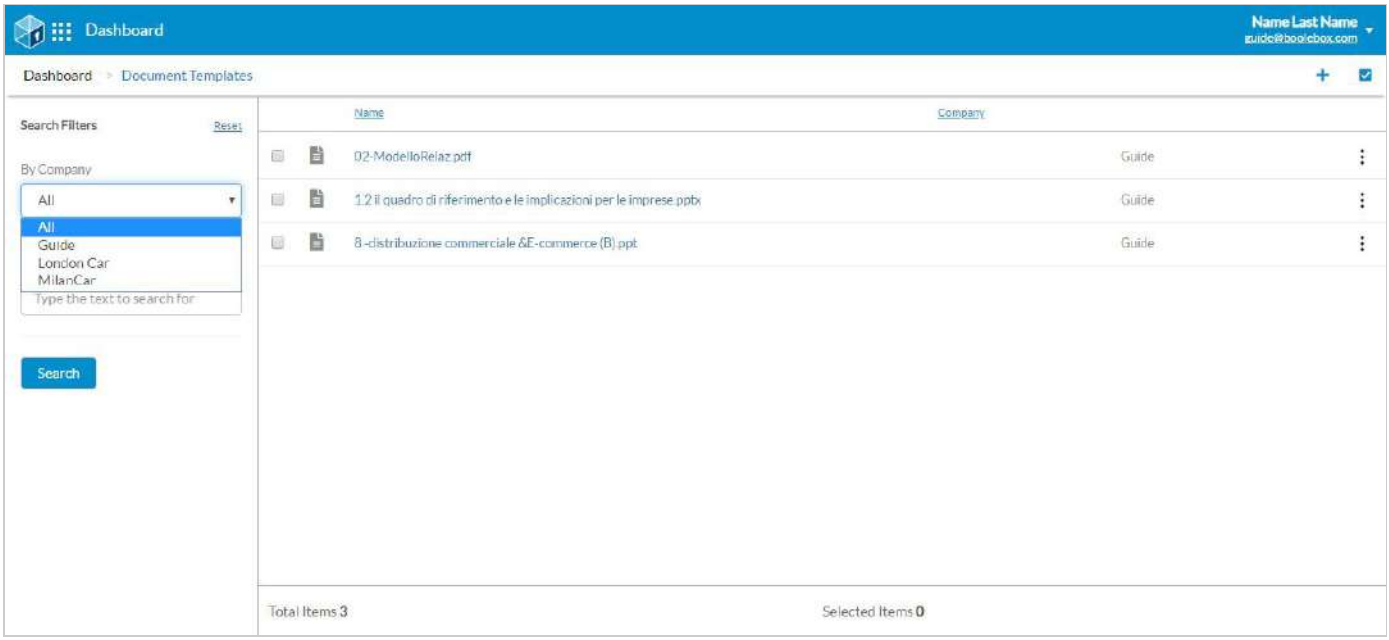
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DOCUMENT TEMPLATES section.
- Click on the three-points menu located to the right of the document template you want to download.
- Click on DOWNLOAD.



27.6 Search filters

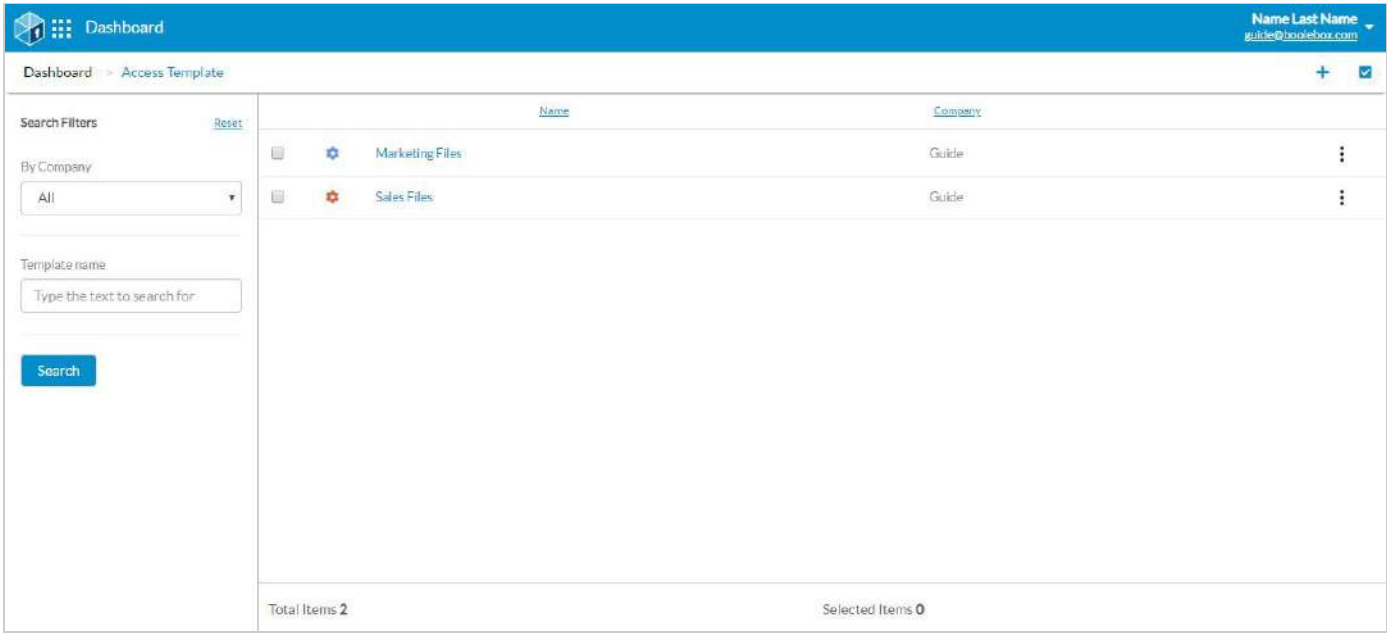
In order to perform a search in the DOCUMENT TEMPLATES section of the Dashboard, you can use one of the following search parameters:

- BY COMPANY - the search result is filtered according to the company to which the document template belongs to.
- BY NAME - the search result is filtered according to the NAME (or part of it) of the document template written in the appropriate field.
- Press SEARCH to launch the search using the applied filters.
- The results matching the specified conditions found by the system will appear as a list in the main area of the page.
- Click on the RESET link to return to the general view.


Dashboard
Name Last Name
guide@boolcbox.com
Dashboard
Document Templates
Search Filters
Reset
By Company
All
All
Guide
London Car
MilanCar
Type the text to search for
Search
Name
Company
02-ModelloRelaz.pdf
Guide
1.2 il quadro di riferimento e le implicazioni per le imprese.pptx
Guide
8 -distribuzione commerciale &E-commerce (B).ppt
Guide
Total Items 3
Selected Items 0

28 Access template

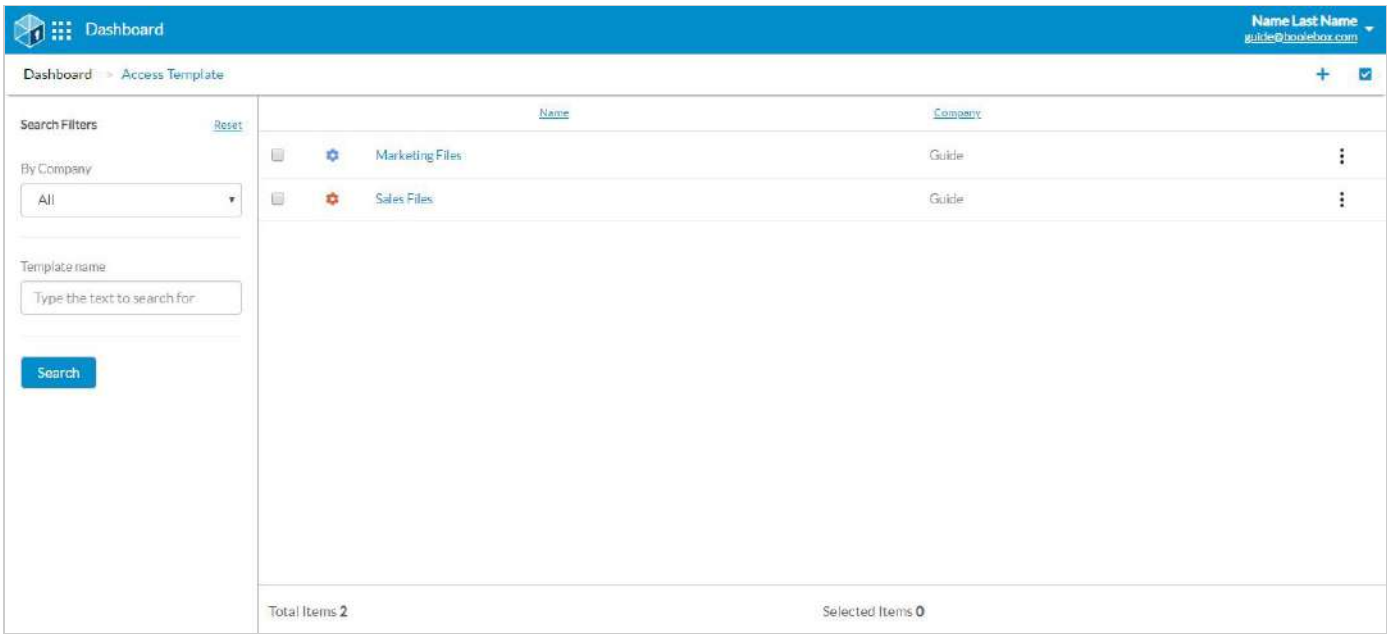
How to create access templates to be applied to files made available to users of your company through a classification project.



28.1 The main screen

The ACCESS TEMPLATE section available in the BooleBox Dashboard allows you to apply access modes to classified files. All files classified with a classification tag to which an access template is associated can in fact be accessed on the basis of the methods set for the applied template.
The main screen of this section includes:

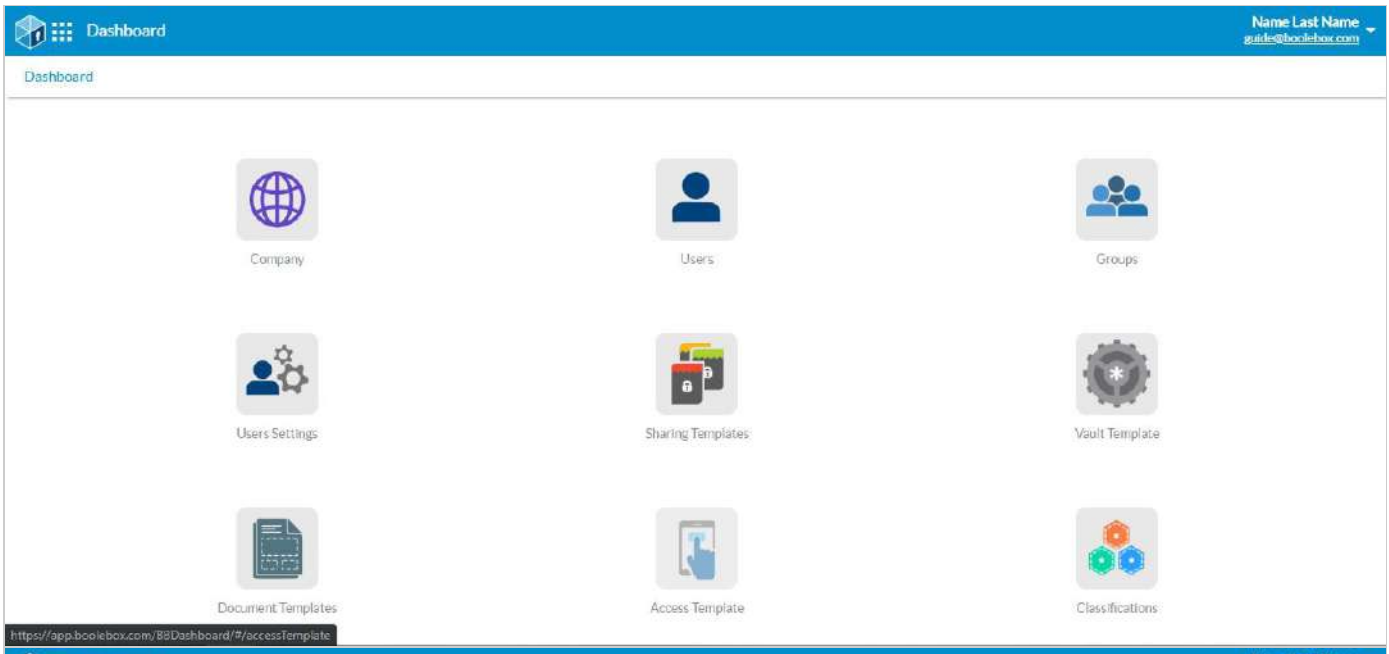
- On the top right a horizontal shortcut menu, that allows to perform quickly the main tasks such as ADD NEW and SELECT ALL.
- The main area with the list of all configured access templates, including details such as the NAME and the COMPANY to which the template is linked.
- On the left, an advanced search panel offering various parameters and search filters.
- At the bottom, the page navigation bar, that allows quick movements between the various screens displaying the list of access templates, whose overall number is shown at the bottom left.

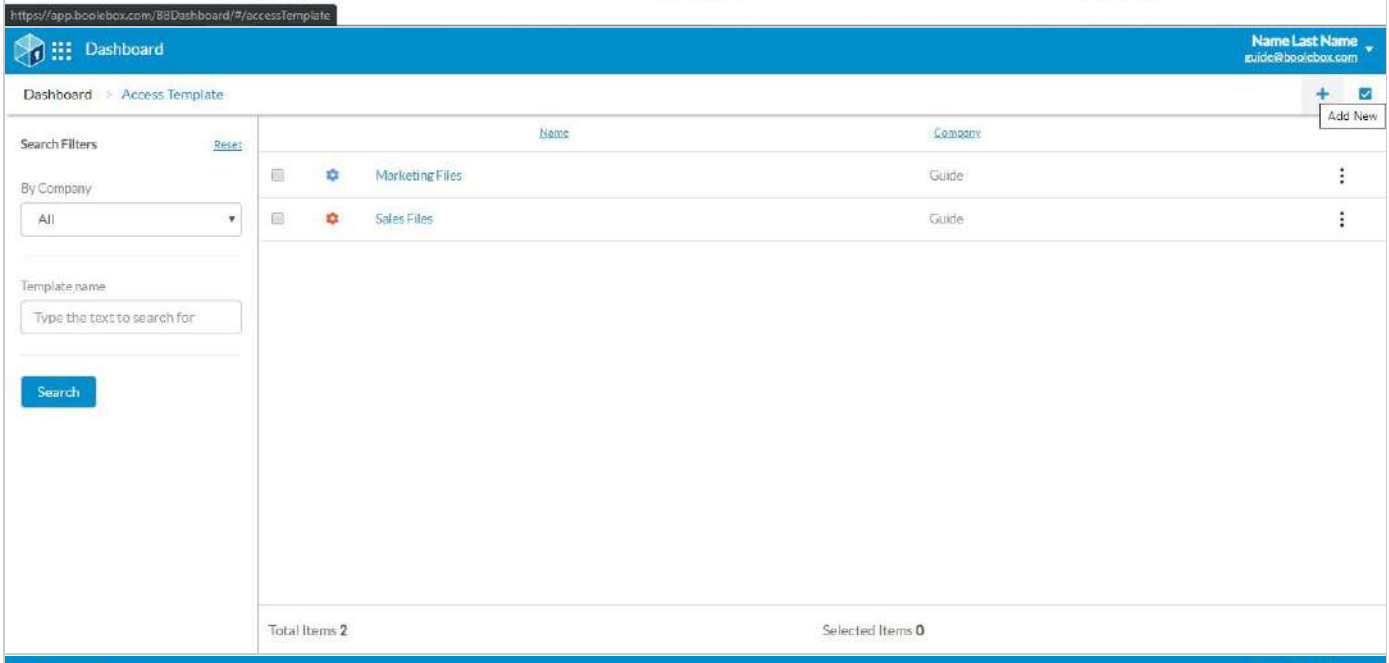


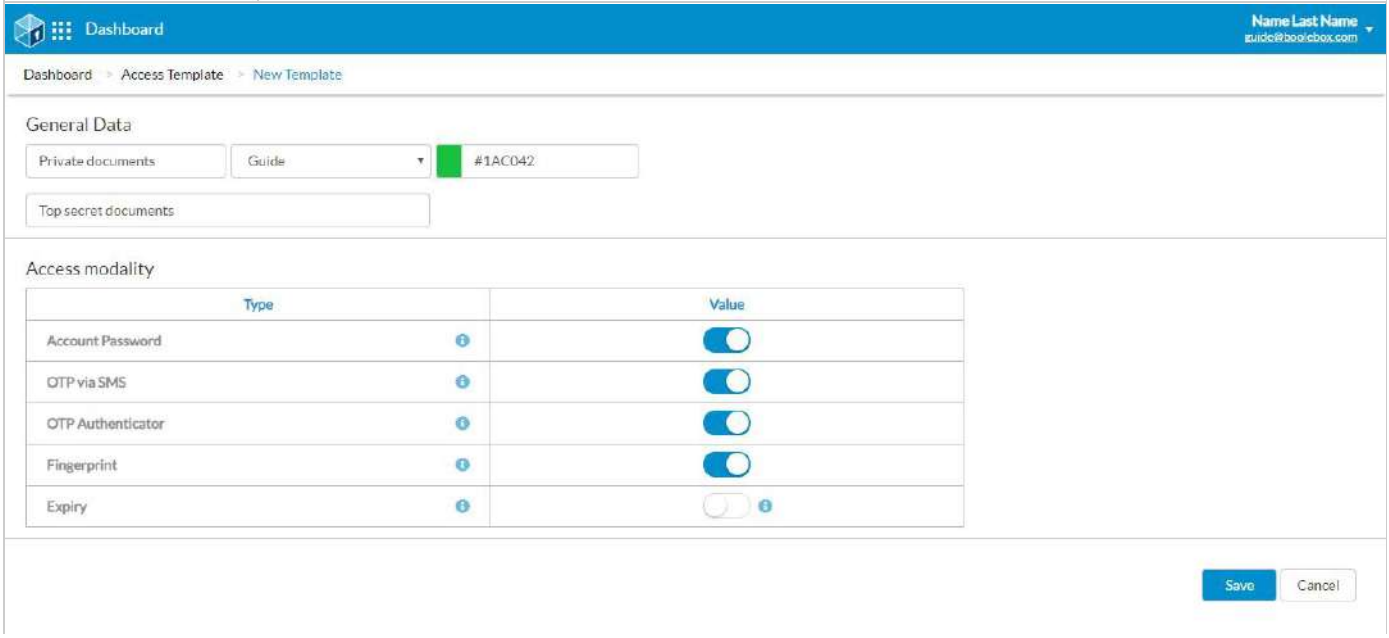
28.2 Creating a new access template

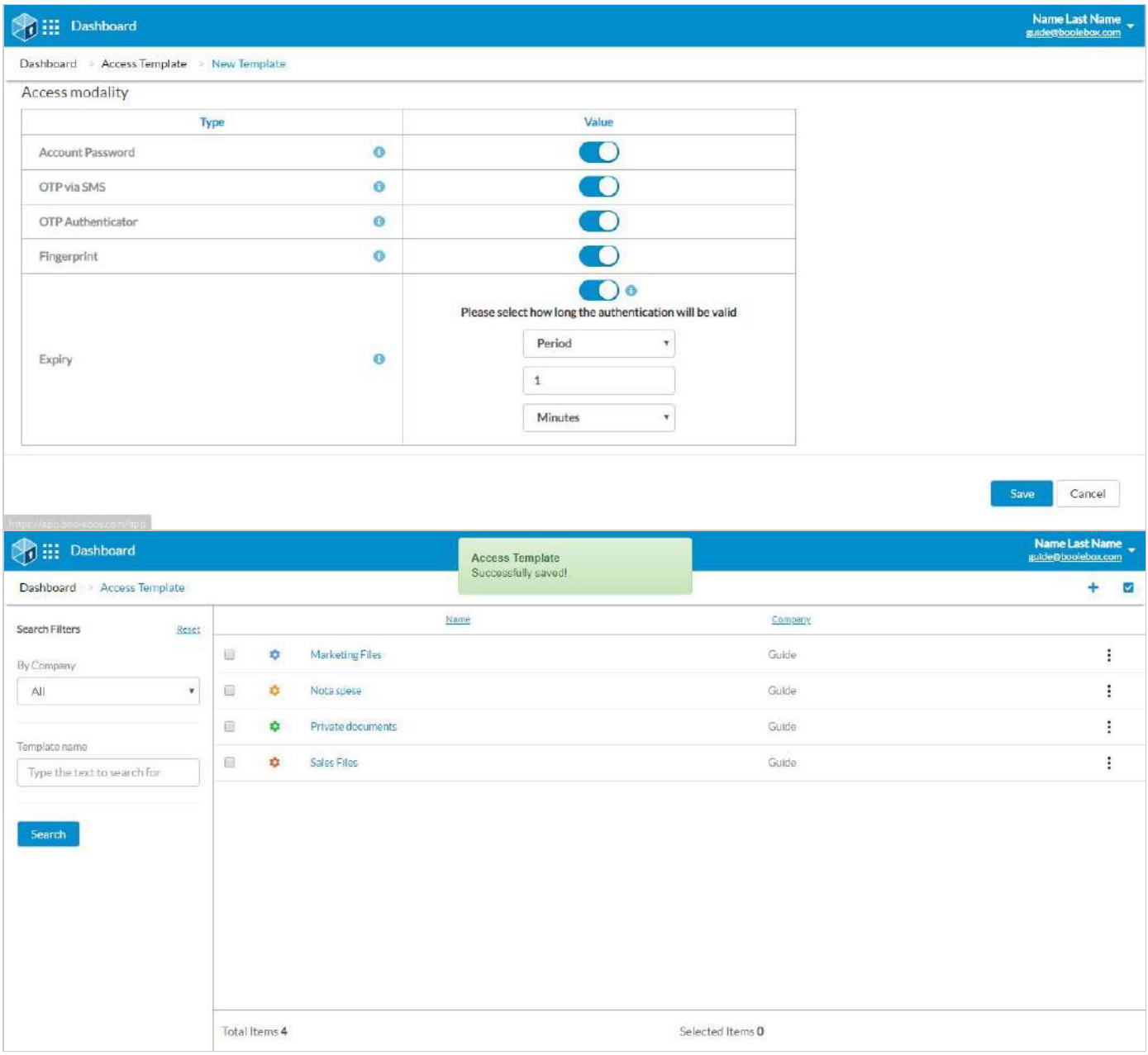
By creating a new access template, you can make a predefined template available to access the files to associate with a classification tag. To create a new access template:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the ACCESS TEMPLATE section.
- Click on the + ADD NEW symbol located in the top right.
- On the screen that is going to appear, in the GENERAL DATA area, enter the name that you want to assign to the template and select from the drop-down menu the company for which you want to make it available.
- Select the color to assign to the template by clicking on the colored square or typing the color code in the associated field.
- In the DESCRIPTION field, enter a brief description that allows you to have a quick reference to the template being created.
- In the ACCESS MODES area, activate the options placed under the TYPE column acting on the relative command in the VALUE column. Specifically, the options that you can apply to the template are:
    - **PASSWORD ACCOUNT -** option that requires the account password to access the classified content.
    - **OTP VIA SMS -** option that requires the entry of the OTP (One Time Password) sent to the mobile phone number linked to the account in order to access the classified content.
    - **OTP AUTHENTICATOR -** option that requires the entry of the OTP (One Time Password) generated by the authentication app linked to the account to access the classified content.
    - **FINGERPRINT -** option that requires fingerprint recognition on the mobile app to access classified content.
    - **DEADLINE -** option that allows you to set a deadline for the application of the template. Beyond this deadline, which can be expressed through a VALIDITY PERIOD or through a NUMBER OF TIMES, the access template will no longer be applied.
- Click on SAVE to complete the operation.
- The access template is now created and you can apply it to a classification tag.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Access Template
Classifications
https://app.boolebox.com/BBDashboard/#/accessTemplate


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Access Template
Add New
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Company
Marketing Files
Guide
Sales Files
Guide
Total Items 2
Selected Items 0

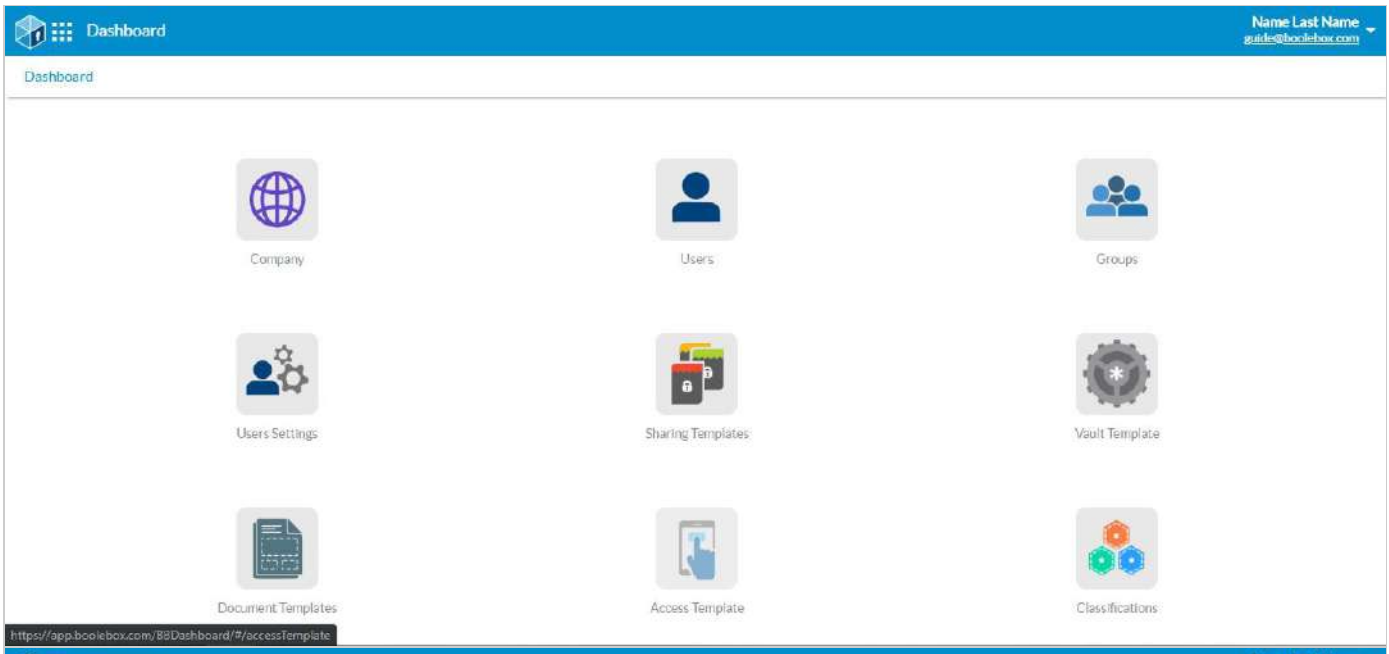

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Access Template > New Template
General Data
Private documents
Guide
#1AC042
Top secret documents
Access modality
Type
Value
Account Password
OTP via SMS
OTP Authenticator
Fingerprint
Expiry
Save
Cancel

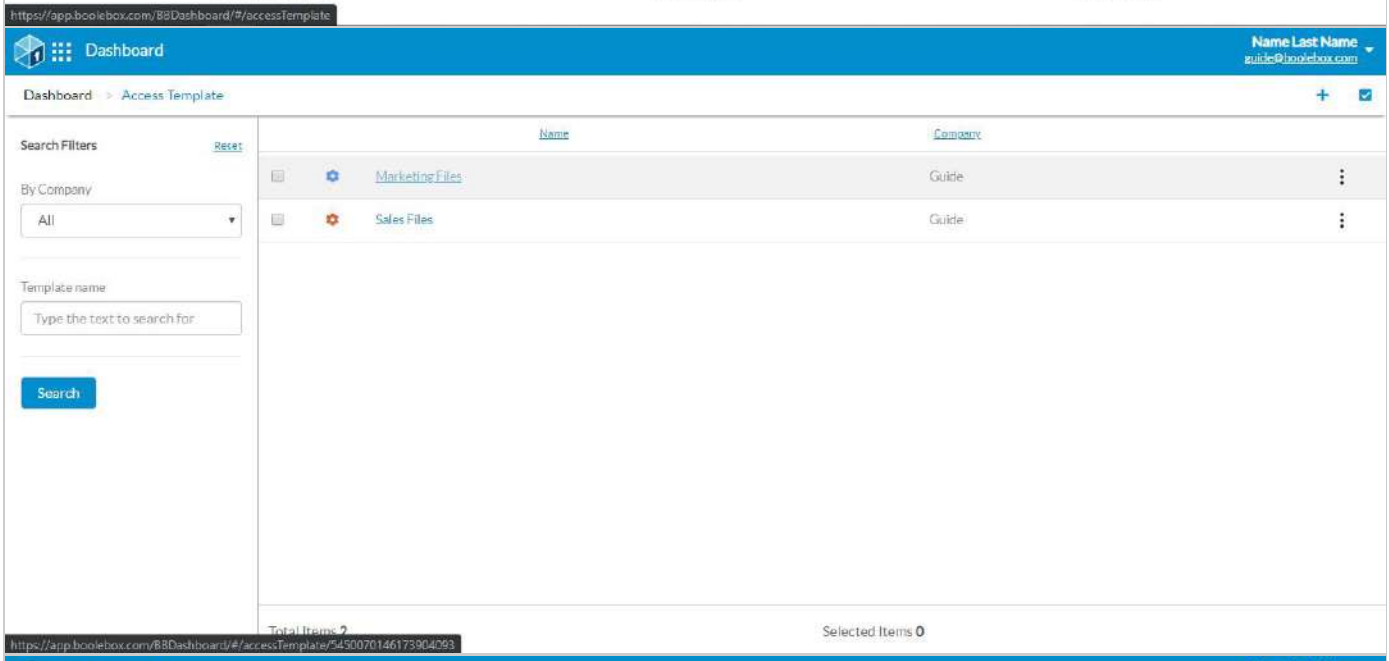


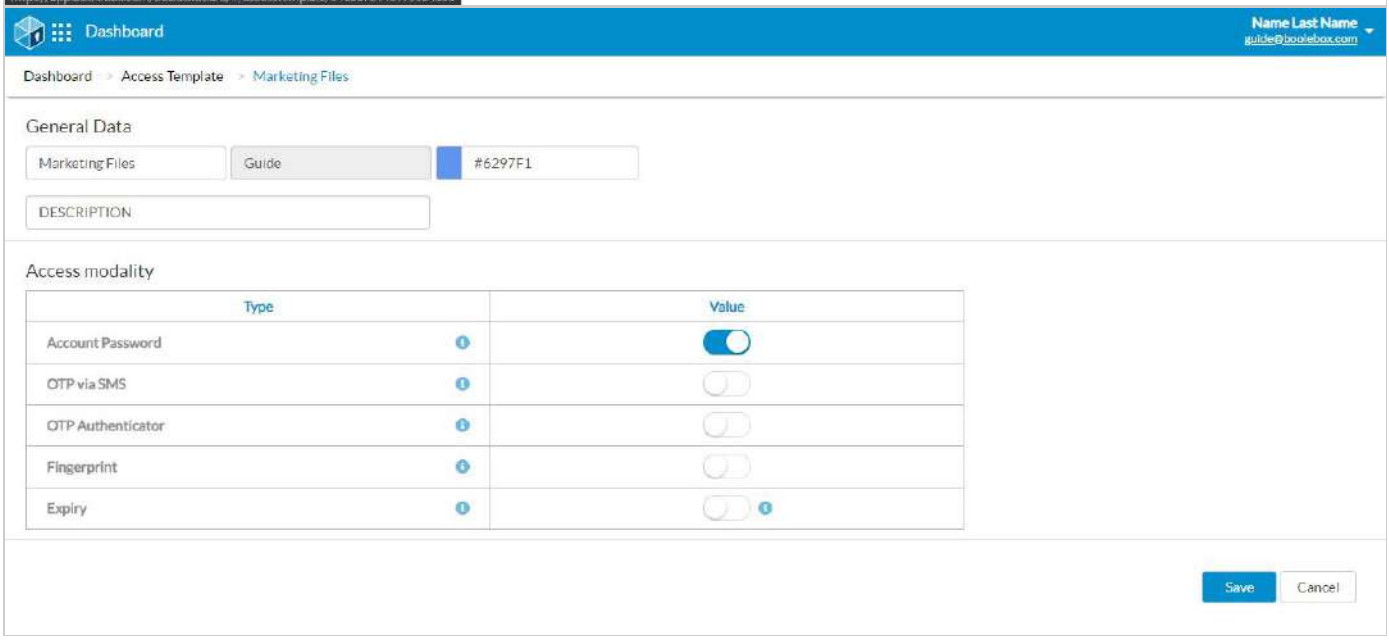
28.3 Viewing and changing the properties of an access template

In order to view and change the properties of a previously configured access template, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the ACCESS TEMPLATE section.
- Click on the name of the template of your interest.
- The screen listing all the properties of the selected access template appears.
- If necessary, make any changes within the various associated fields.
- Press SAVE to confirm any changes.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Access Template
Classifications
https://app.boolebox.com/BBDashboard/#/accessTemplate

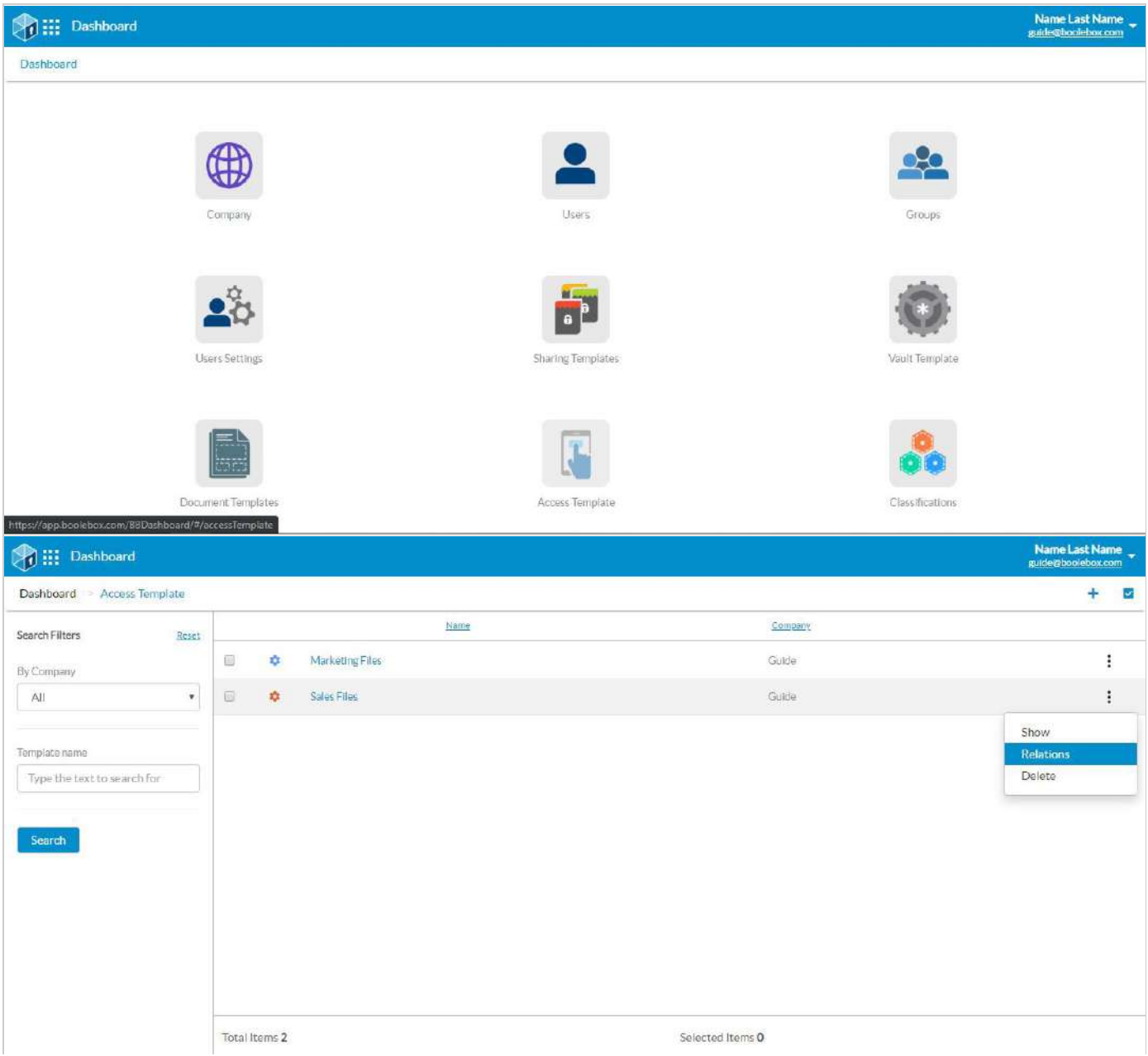

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Access Template
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Company
Marketing Files
Guide
Sales Files
Guide
Total Items 2
Selected Items 0
https://app.boolebox.com/BBDashboard/#/accessTemplate/5450070146173904093

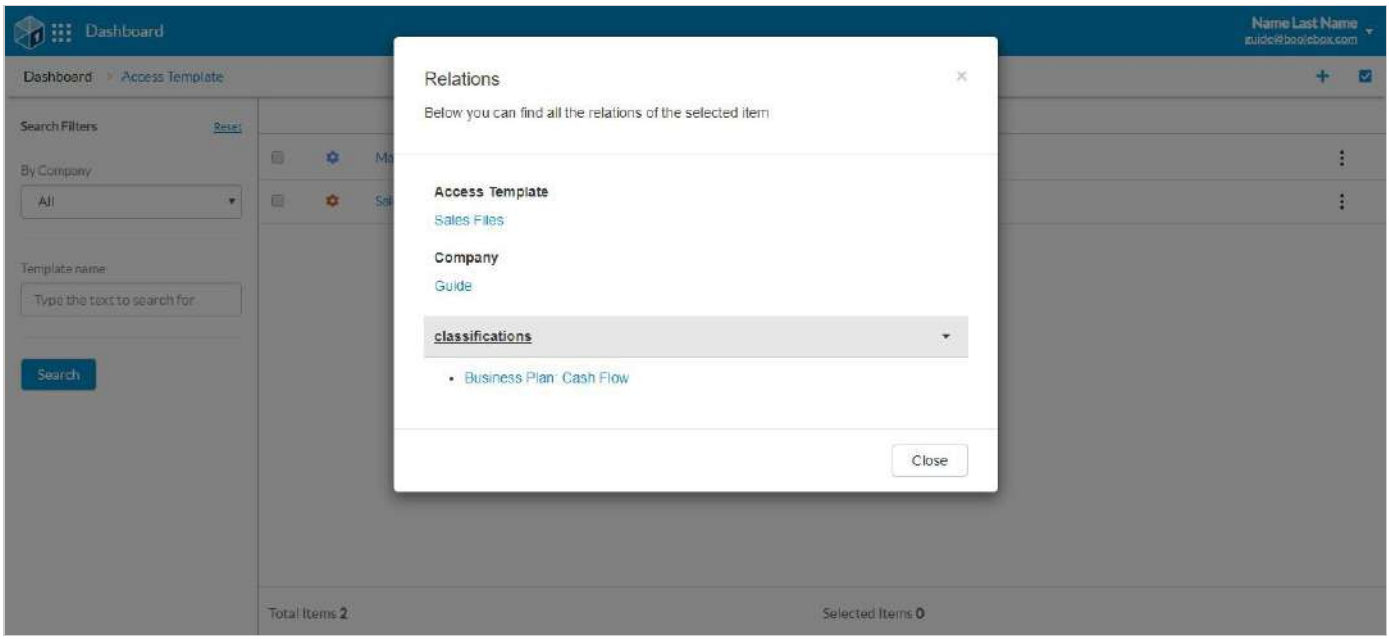

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Access Template > Marketing Files
General Data
Marketing Files
Guide
#6297F1
DESCRIPTION
Access modality
Type
Value
Account Password
OTP via SMS
OTP Authenticator
Fingerprint
Expiry
Save
Cancel

28.4 Viewing the relations of an access template

By visualizing the relations of an access template, it is possible to obtain a general overview of the relations that the latter has with each of the Dashboard sections connected to it, obtaining information such as the company of belonging, the name of the template and the classification tags that are associated to the template. In order to view the relations of an access template, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the ACCESS TEMPLATE section.
- Click on the three-points menu located to the right of the template whose relations you want to view.
- In the window that is going to pop up on your screen, the main relations that the template has with Dashboard sections are listed.



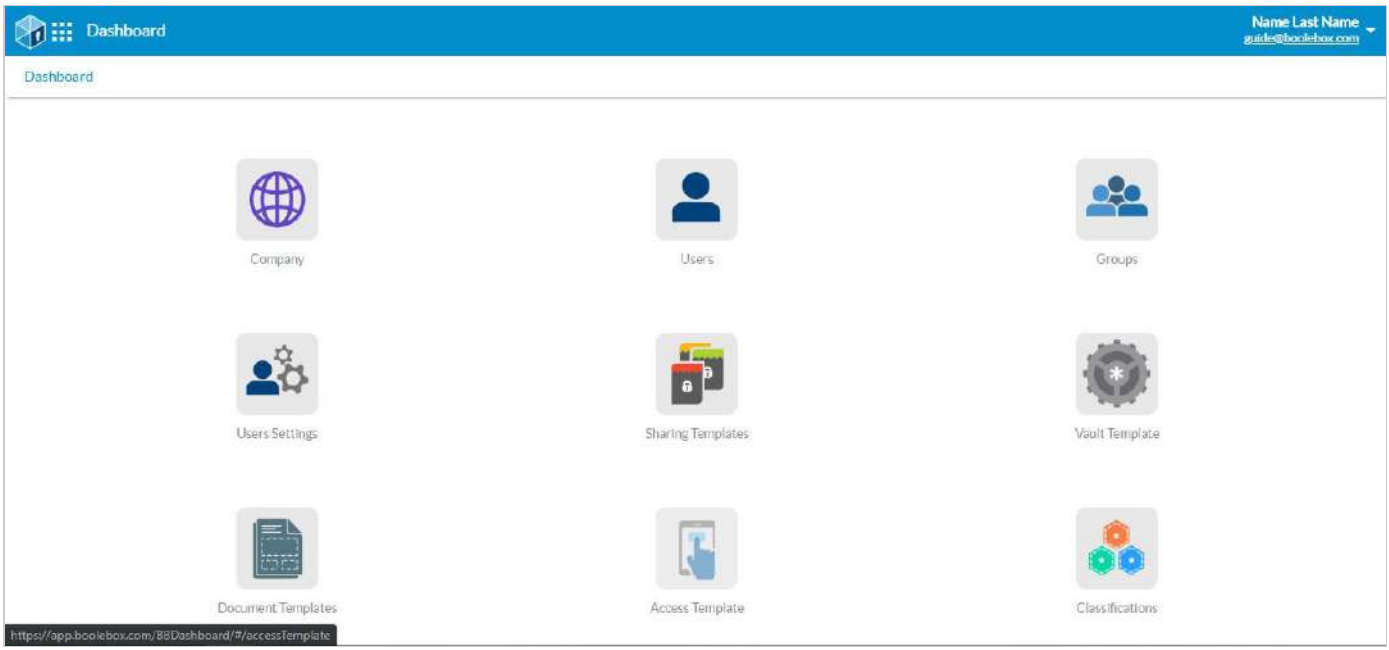


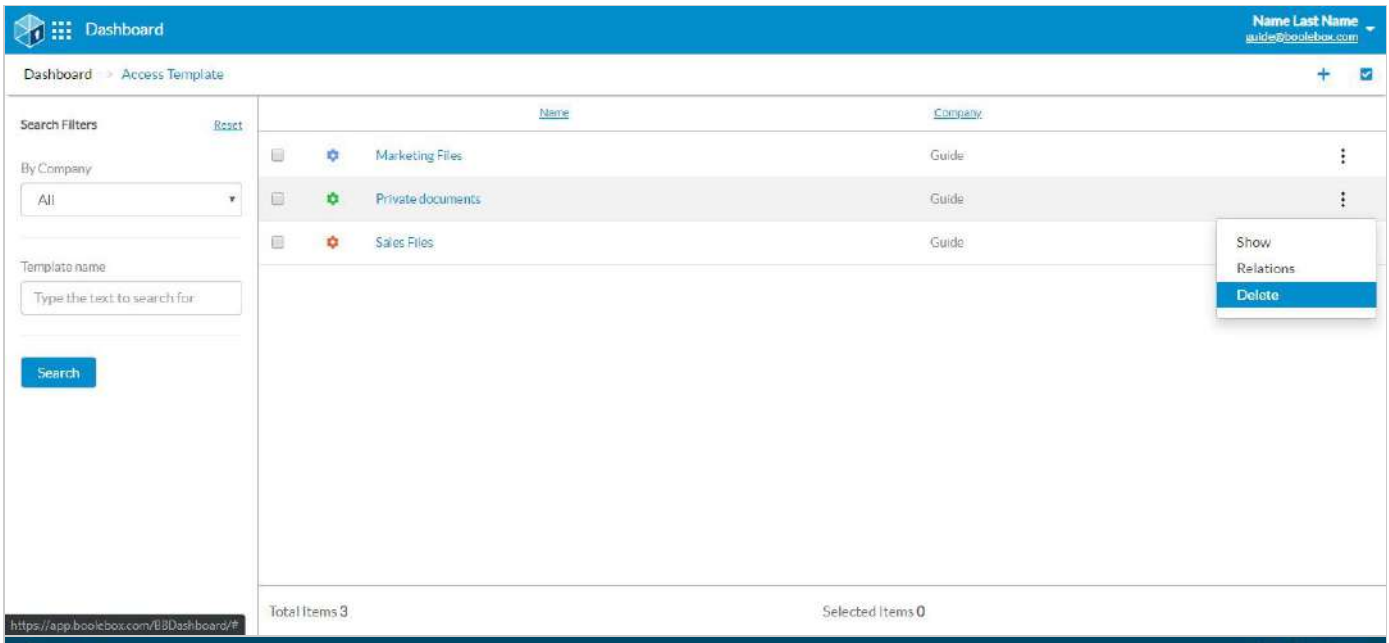
28.5 Removing an access template

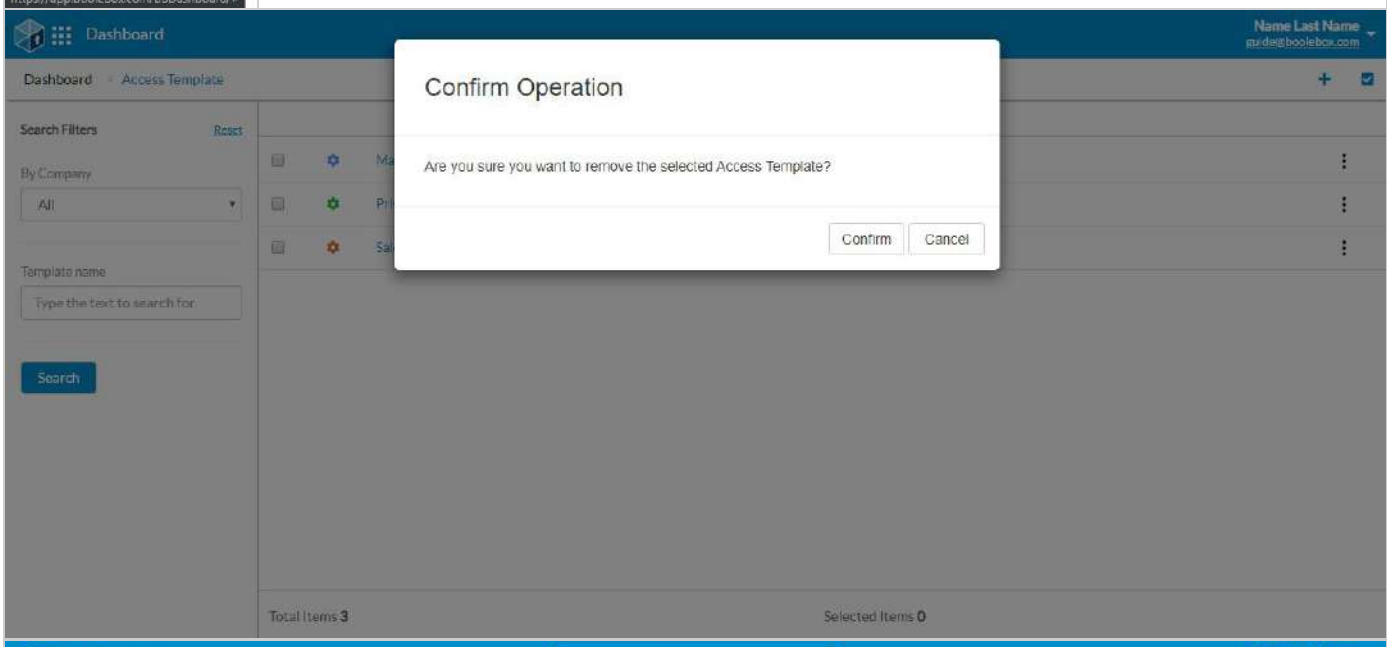
In order to remove a previously created access template, perform the following actions:

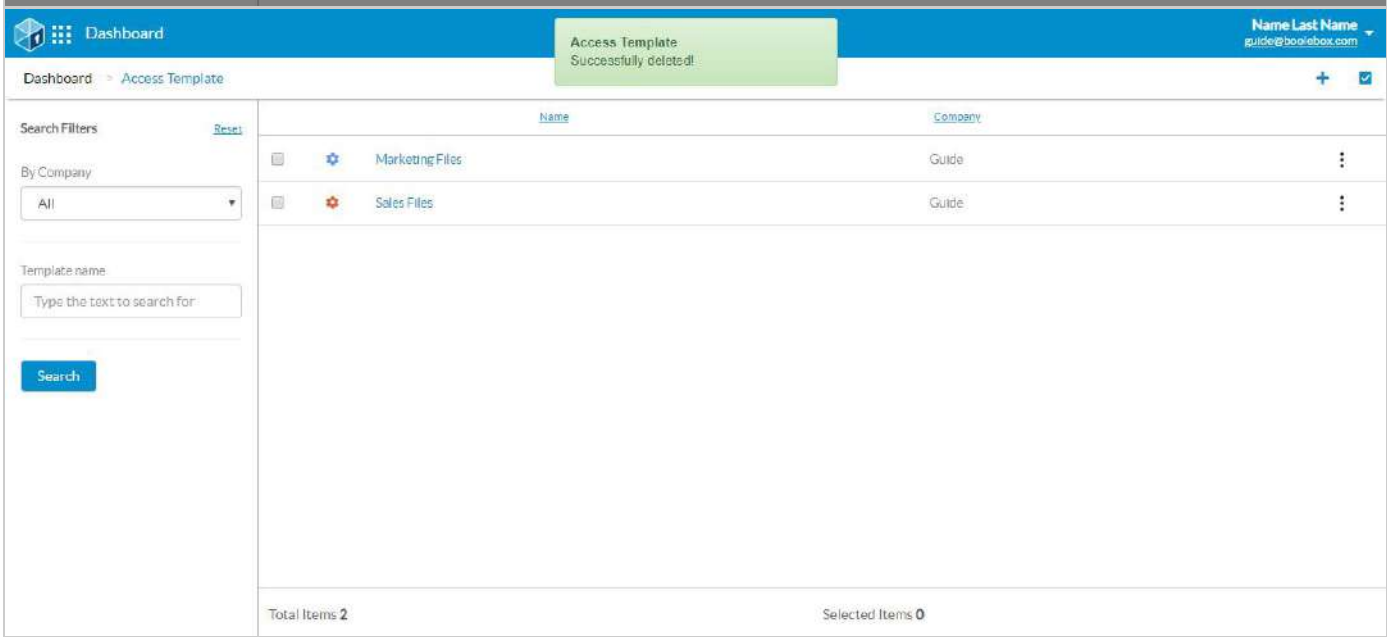
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the ACCESS TEMPLATE section.
- Click on the three-points menu located to the right of the template you wish to delete.
- Press DELETE.
- A new confirmation window will appear. Press CONFIRM to continue.
- The deleted access template will disappear from the list of available vault templates and the conditions for accessing files classified with a tag linked to an access template will be nullified.

Note: access templates cannot be deleted when combined with a classification tag. If you try to delete an access template associated with a classification tag, an error message will appear. To be able to proceed with the elimination of the template it will be necessary to eliminate all the links of this one with any classification tag.



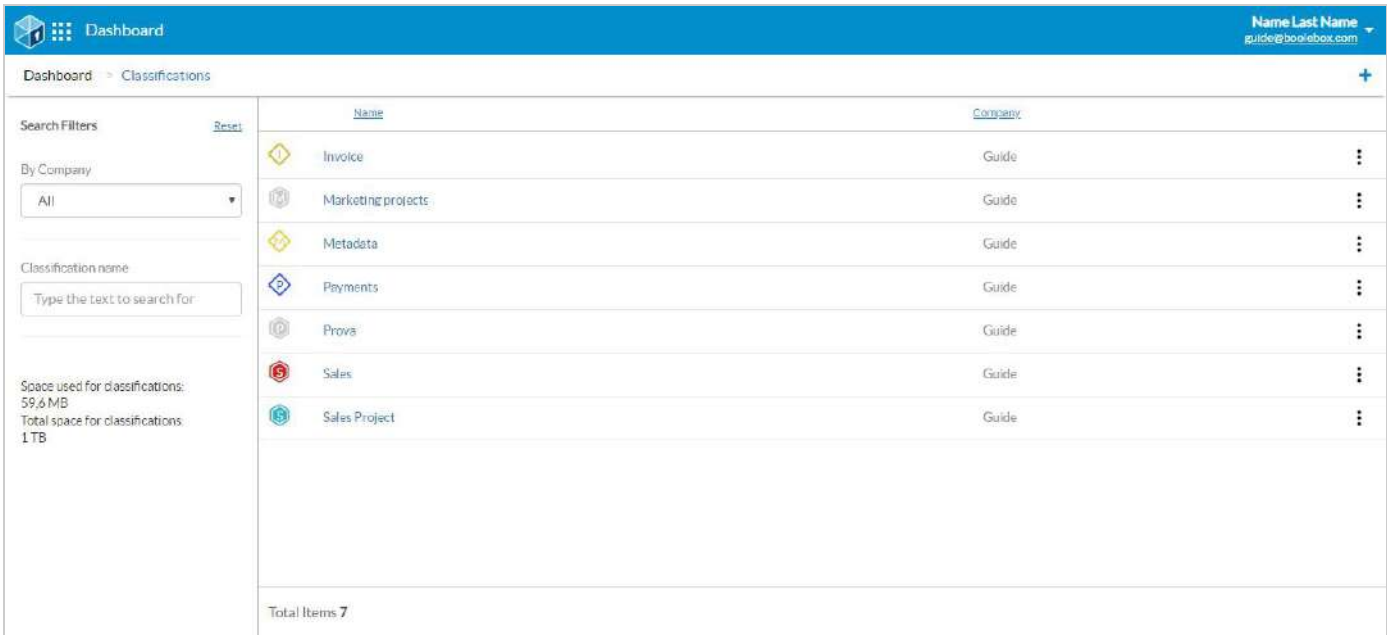

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Access Template
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Company
Marketing Files
Guide
Private documents
Guide
Sales Files
Guide
Show
Relations
Delete
Total Items 3
Selected Items 0


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Access Template
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Confirm Operation
Are you sure you want to remove the selected Access Template?
Confirm
Cancel
Total Items 3
Selected Items 0


Dashboard
Access Template
Successfully deleted!
Name Last Name
guide@boolebox.com
Dashboard > Access Template
Search Filters
Reset
By Company
All
Template name
Type the text to search for
Search
Name
Company
Marketing Files
Guide
Sales Files
Guide
Total Items 2
Selected Items 0

29 Classifications

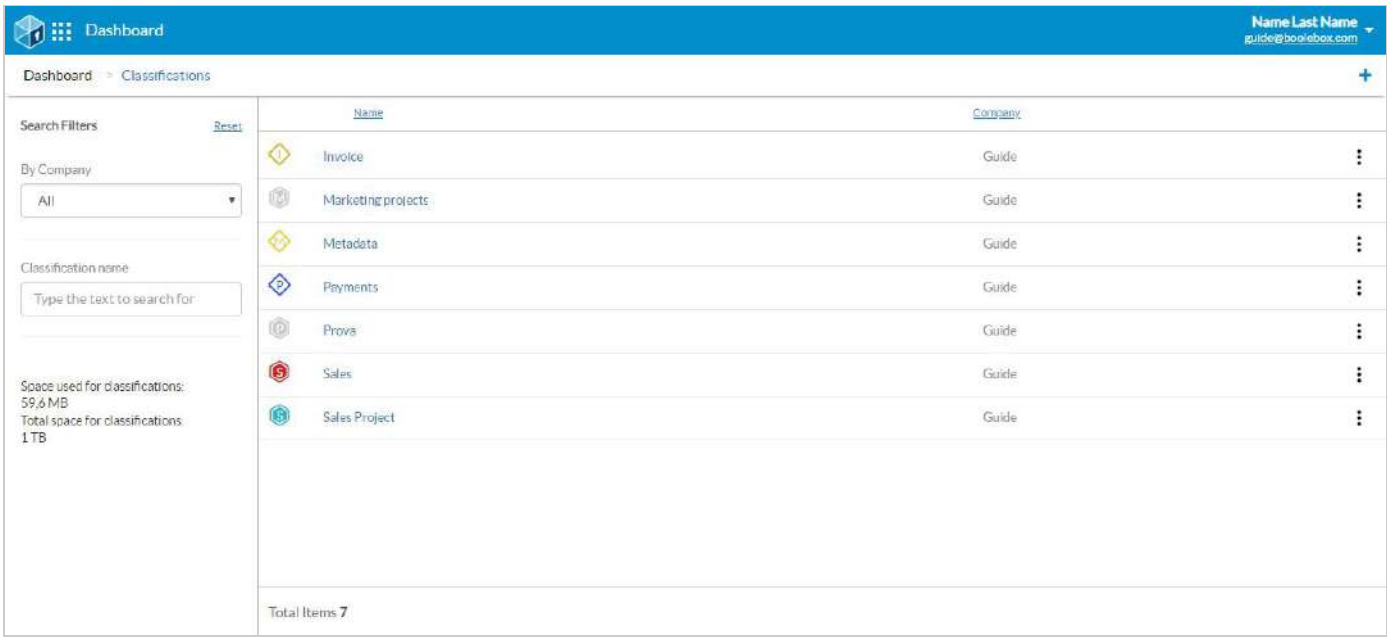
How to create, manage and customize a classification project, its related tags and the default protection levels applied to them according to the connected user.



29.1 The main screen

The CLASSIFICATIONS section on the BooleBox Dashboard allows you to create, modify and customize classification projects, through which different functional permissions can be applied according to each user. Classifications improve file management, allowing a progressive and controlled access to designed users. The main screen of this section includes:

- At the top right, the ADD NEW command.
- The main area, with a list of all previously configured classifications, including details such as NAME and COMPANY to which these classifications have been made available. By clicking on a particular column, you can reorder the list as desired.
- On the left, an advanced search panel offering a selection of parameters and search filters. In addition, a statement indicating the space actually used by the resources contained within the classifications is available.
- At the bottom, the status bar in which the total number of available classifications is displayed.

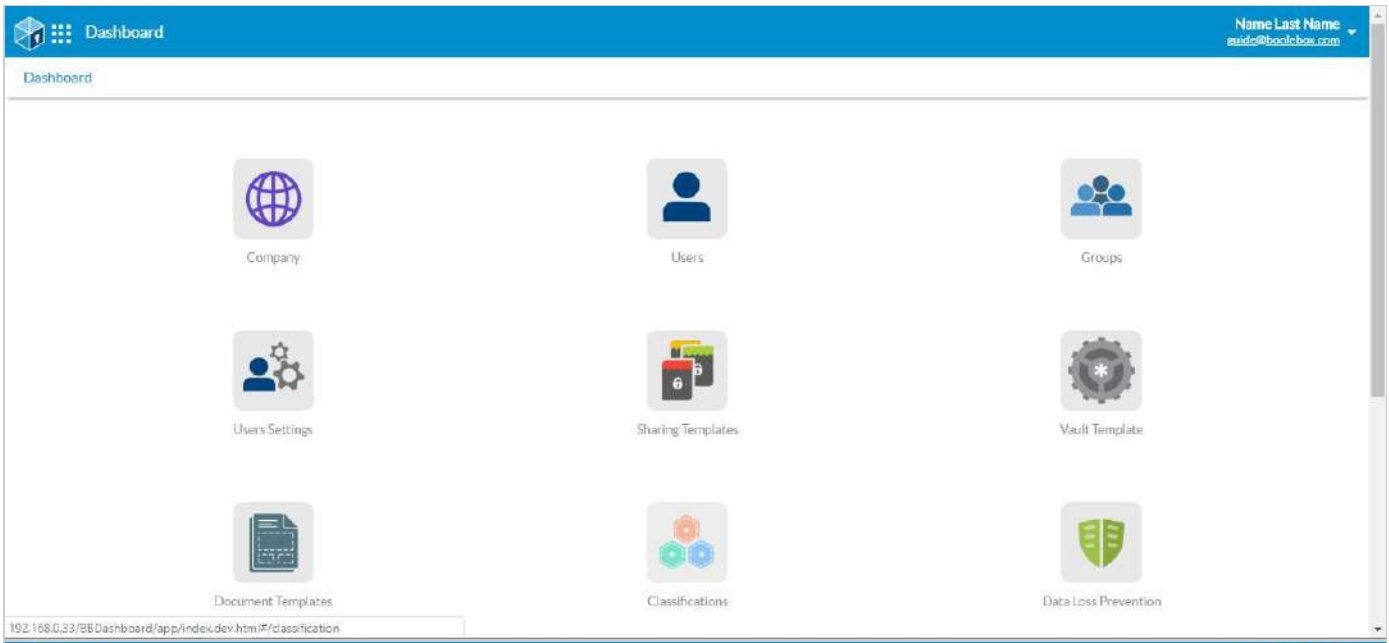


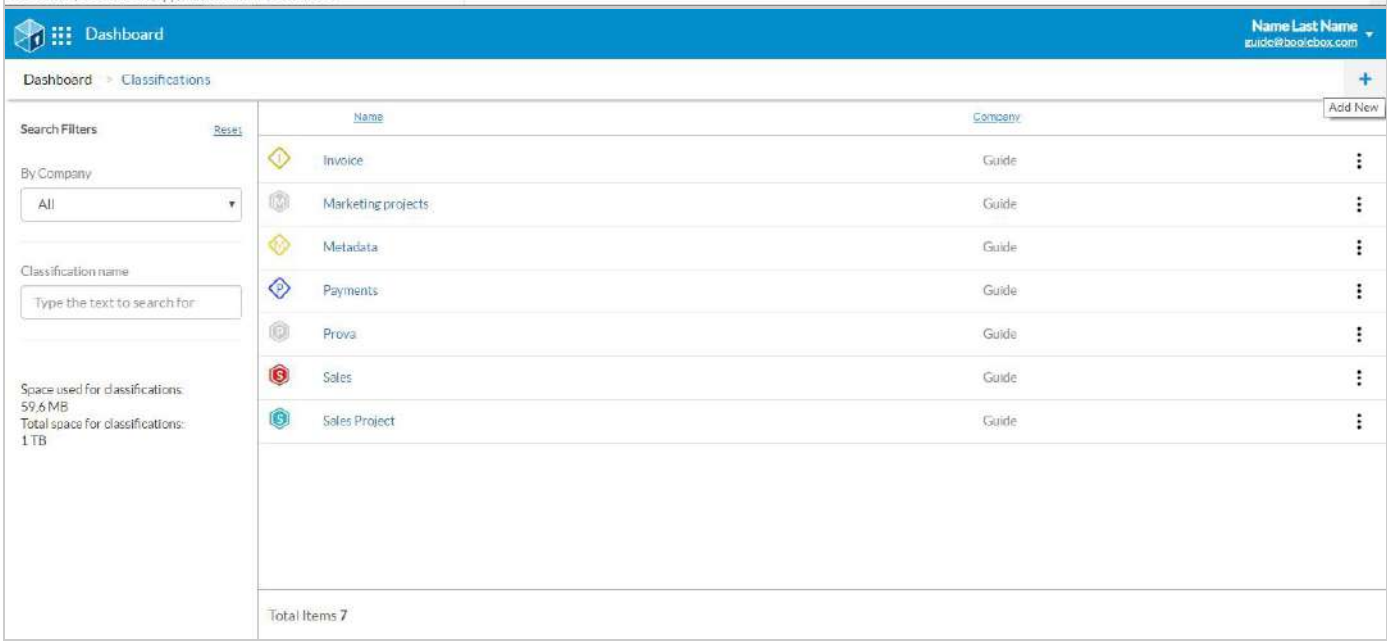
29.2 Creating a new classification project

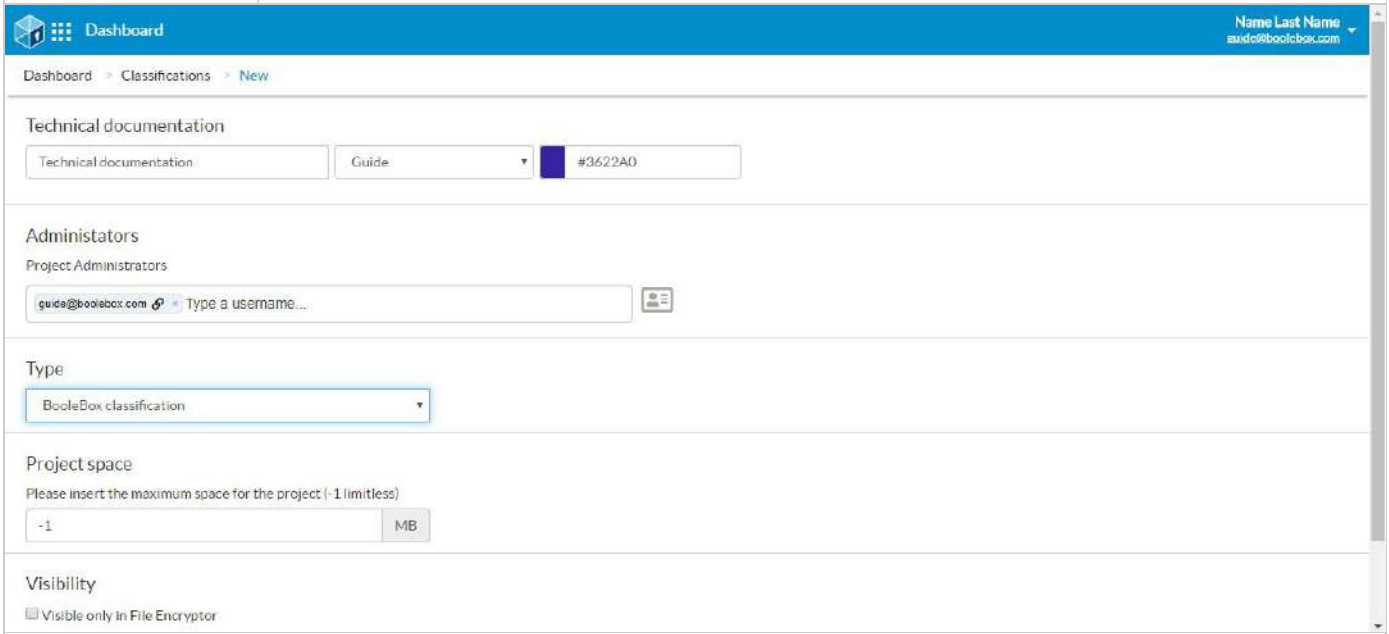
In order to create a new classification project, perform the following actions:

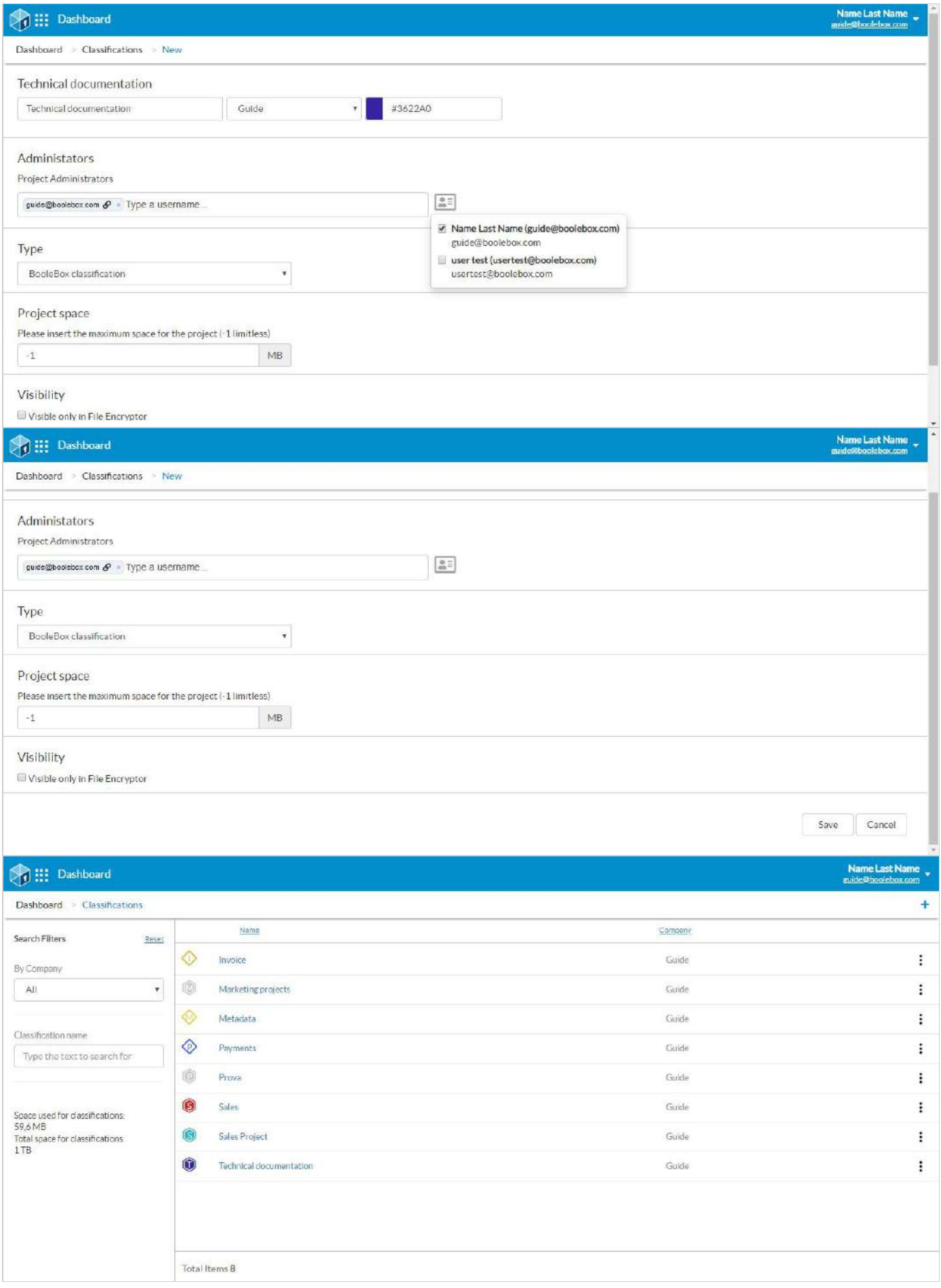
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the + ADD NEW symbol located in the top right.
- In the window that is going to pop up on your screen, specify the NAME to be assigned to the classification in the appropriate field.
- Select the company to which this classification will belong from the drop-down menu.
- Select the color that will be associated to the new classification by clicking on the colored square or typing the color code in the associated field.
- In the ADMINISTRATORS field, enter the username of those who will be authorized to make changes and configurations to the classification being created.
- In the PROJECT SPACE section, indicate the space (expressed in MB) that you want to make available for the resources that will be classified within the project being created; by default the value entered is -1, which corresponds to the absence of space limitations for the classification project.
- In the VISIBILITY area, by selecting the flag ONLY ON FILE ENCRYPTOR, the classification bein created will not be displayed in the file manager, but can be used in full functionality within the File Encryptor.
- Press SAVE to confirm the settings.
- Once the settings concerning the classification being created have been set, a new screen will appear where classification TAGs can be created. Classification TAGs allow to "mark" files, setting specific protections and a progressive access to classified files.
- Press SAVE to confirm the settings.
- The new classification appears in the list displayed in the main area.

Note: the classification name must be unique. If you attempt to create a new classification project with an already used name, an error message will appear, indicating that the specified item already exists.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/classification


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications
Add New
Search Filters
Reset
By Company
All
Classification name
Type the text to search for
Space used for classifications:
59,6 MB
Total space for classifications:
1 TB
Name
Company
Invoice
Guide
Marketing projects
Guide
Metadata
Guide
Payments
Guide
Prova
Guide
Sales
Guide
Sales Project
Guide
Total Items 7


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > New
Technical documentation
Technical documentation
Guide
#3622A0
Administators
Project Administrators
guide@boolebox.com
Type a username...
Type
BooleBox classification
Project space
Please insert the maximum space for the project (-1 limitless)
-1
MB
Visibility
Visible only in File Encryptor


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > New
Technical documentation
Technical documentation
Guide
#3622A0
Administators
Project Administrators
guide@boolebox.com
Type a username...
Name Last Name (guide@boolebox.com)
guide@boolebox.com
user test (usertest@boolebox.com)
usertest@boolebox.com
Type
BooleBox classification
Project space
Please insert the maximum space for the project (-1 limitless)
-1
MB
Visibility
Visible only in File Encryptor
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > New
Administators
Project Administrators
guide@boolebox.com
Type a username...
Type
BooleBox classification
Project space
Please insert the maximum space for the project (-1 limitless)
-1
MB
Visibility
Visible only in File Encryptor
Save
Cancel
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications
Search Filters
Reset
By Company
All
Classification name
Type the text to search for
Space used for classifications:
59,6 MB
Total space for classifications:
1 TB
Name
Company
Invoice
Guide
Marketing projects
Guide
Metadata
Guide
Payments
Guide
Prova
Guide
Sales
Guide
Sales Project
Guide
Technical documentation
Guide
Total Items 8

29.3 Adding a new tag to a classification

Classification TAGs are labels that apply specific protections to the files to which they will be associated. These labels, whithin a specific project of classification, allow to store neatly resources, managing accesses and permissions related to the classified content in a progressive way. By assigning a tag to a file, this will be stored within the related project of classification and permissions concerning the view and editing of the content will be managed according to the settings of the associated tag. In order to add a new CLASSIFICATION TAG, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the name of the previously created CLASSIFICATION in which the TAG is to be added.
- Click on the + ADD NEW button.
- In the window that is going to pop up on your screen, specify the NAME of the tag you want to create in the appropriate field. By clicking on the + button, you can configure several tags, each of which will mantain the same properties and protections set.
- In the ASSIGNABLE BY section, specify the usernames of the users or groups of users who will be authorized to assign the TAG/s being created.
- In the PERSONAL KEY section, click on ENABLE PERSONAL KEY to protect the files classified with the tag being created through a personal encryption key.
- By enabling the option in the CLASSIFICATION NOTIFY section, users with access to the classification project will receive an e-mail notification every time a new resource is classified.
- In the REMOTE DRIVE AREA (available only for On-Premises licenses), enter the path of the network or local folder to protect with the properties of the tag being created.
- In the PROPERTIES area, you can define to which users the tag(s) on this page and files classified with them will be available. Click on ADD NEW in order to set a new property.
- In the beneath area, enter the USERS and/or groups of users for which you want to create a new property to be associated to the tag(s) on the current page.
- By using the drop-down menu under the VISIBLE TAGS label, set which tags on the current page you want to make available to the users for which you are defining the property.
- By using the drop-down menu under the ACCESS TEMPLATE label, select an eventual ACCESS TEMPLATE that will regulate the access to files classified with tags that are visible to the users for which you are creating the property.
- By using the drop-down menu under the SHARING TEMPLATE label, select the sharing template with which files classified with the selected tag(s) will be shared with users for which you are defining the property.
- Press SAVE to proceed.
- The newly configured tags are now visible in the main page of the related classification.
- Press SAVE to confirm.

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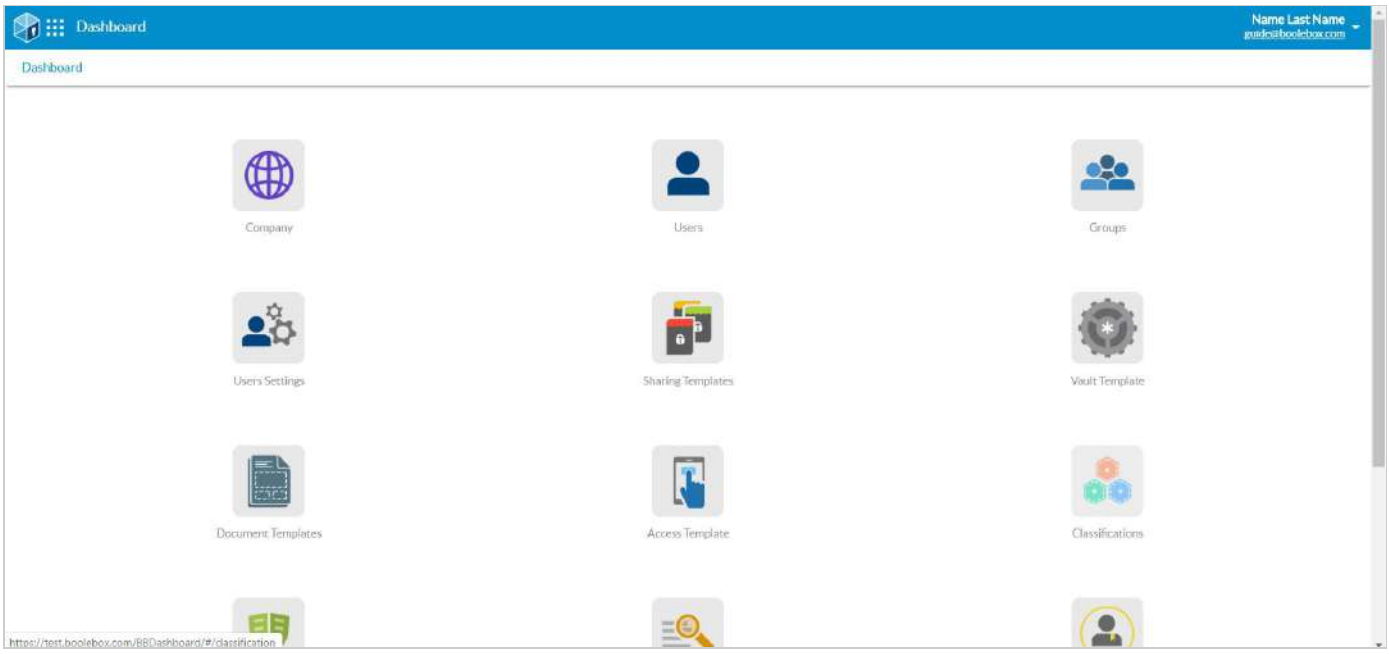
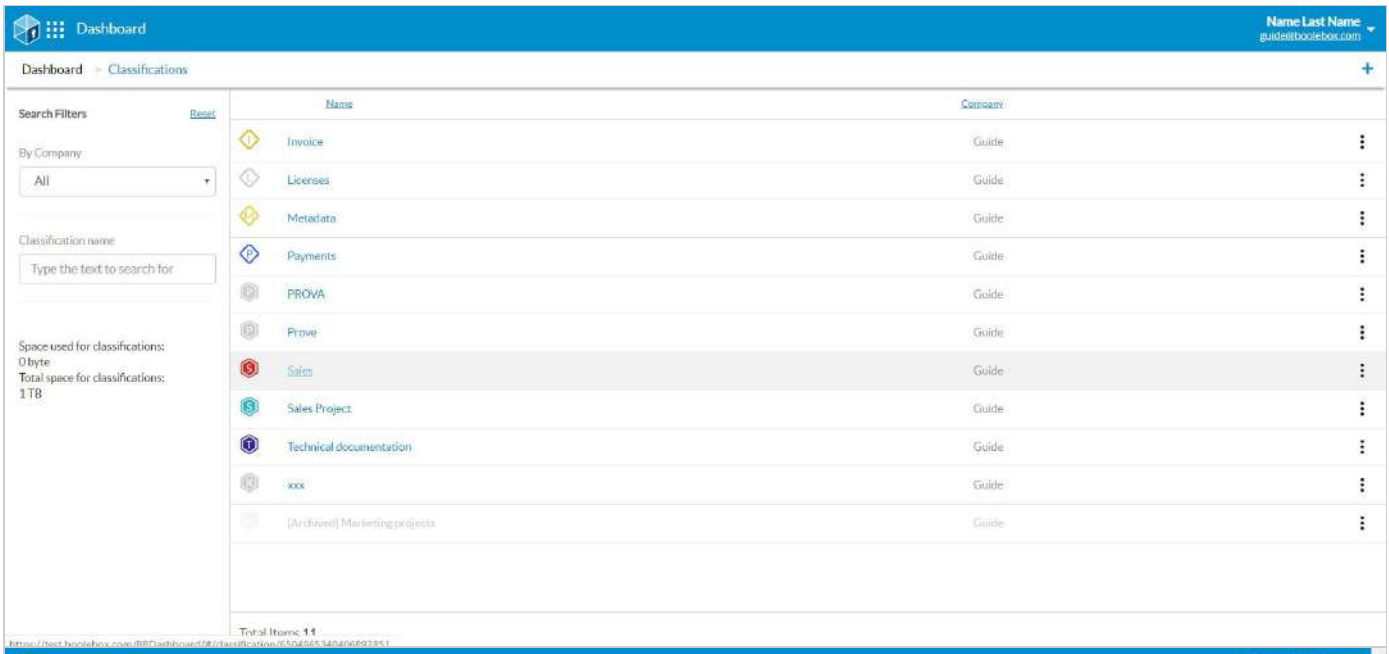
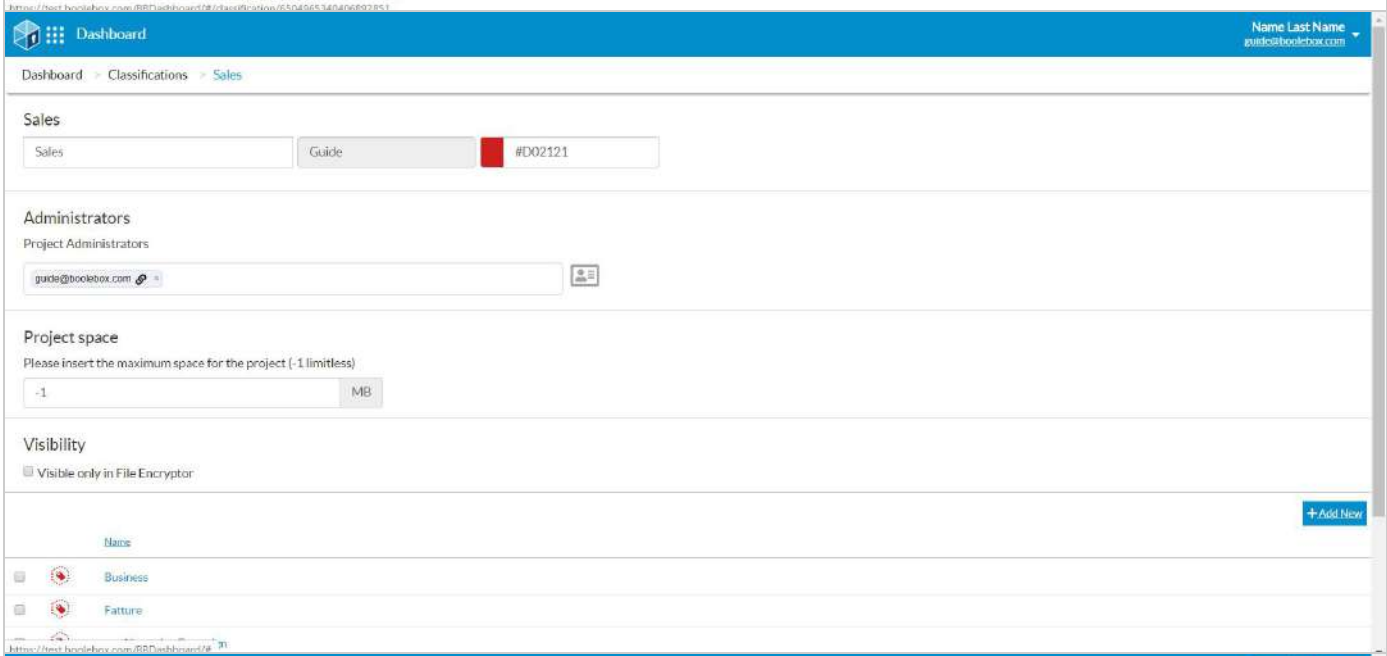
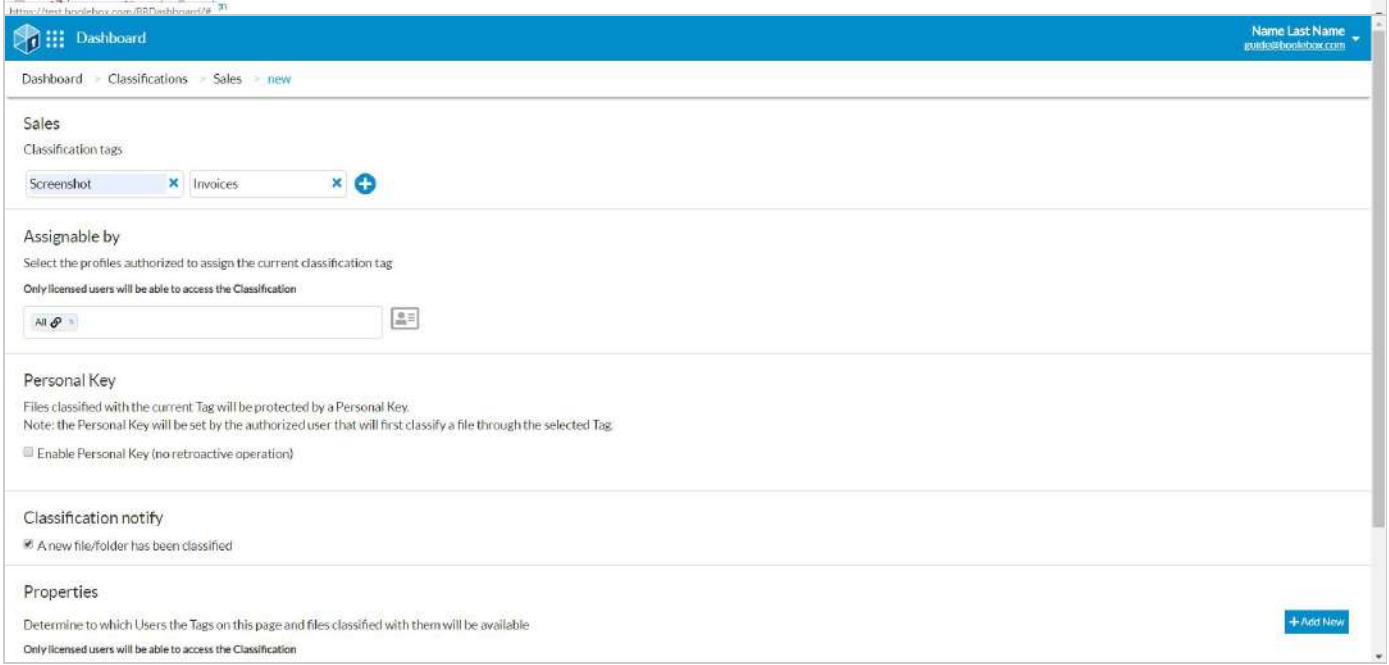
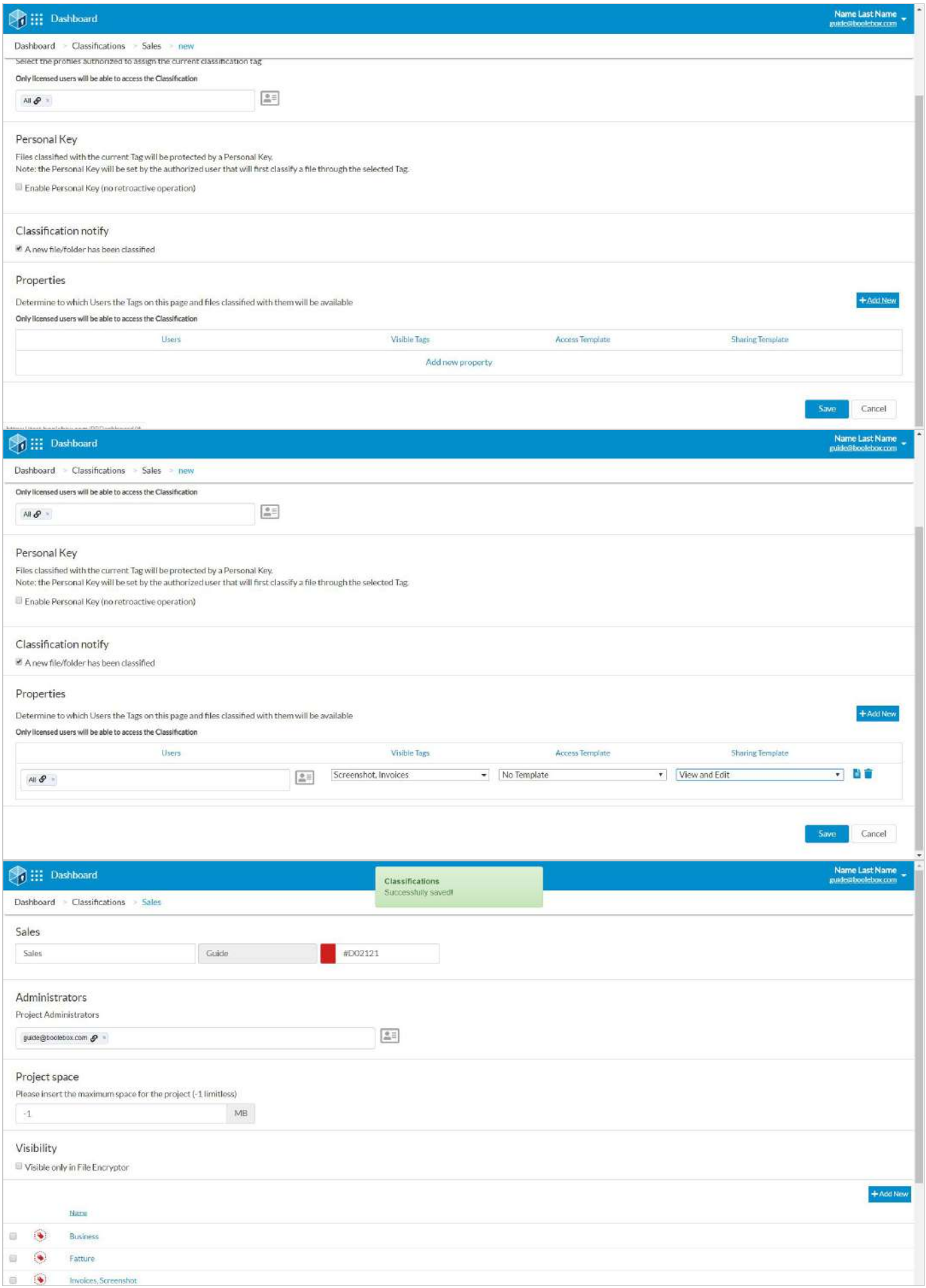



Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications
Search Filters
Reset
By Company
All
Classification name
Type the text to search for
Space used for classifications:
0 byte
Total space for classifications:
1 TB
Name
Company
Invoice
Guide
Licenses
Guide
Metadata
Guide
Payments
Guide
PROVA
Guide
Prove
Guide
Sales
Guide
Sales Project
Guide
Technical documentation
Guide
xxx
Guide
[Archived] Marketing projects
Guide
Total Items: 11


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Sales
Sales
Sales
Guide
#D02121
Administrators
Project Administrators
guide@boolebox.com
Project space
Please insert the maximum space for the project (-1 limitless)
-1
MB
Visibility
Visible only in File Encryptor
+ Add New
Name
Business
Fatture

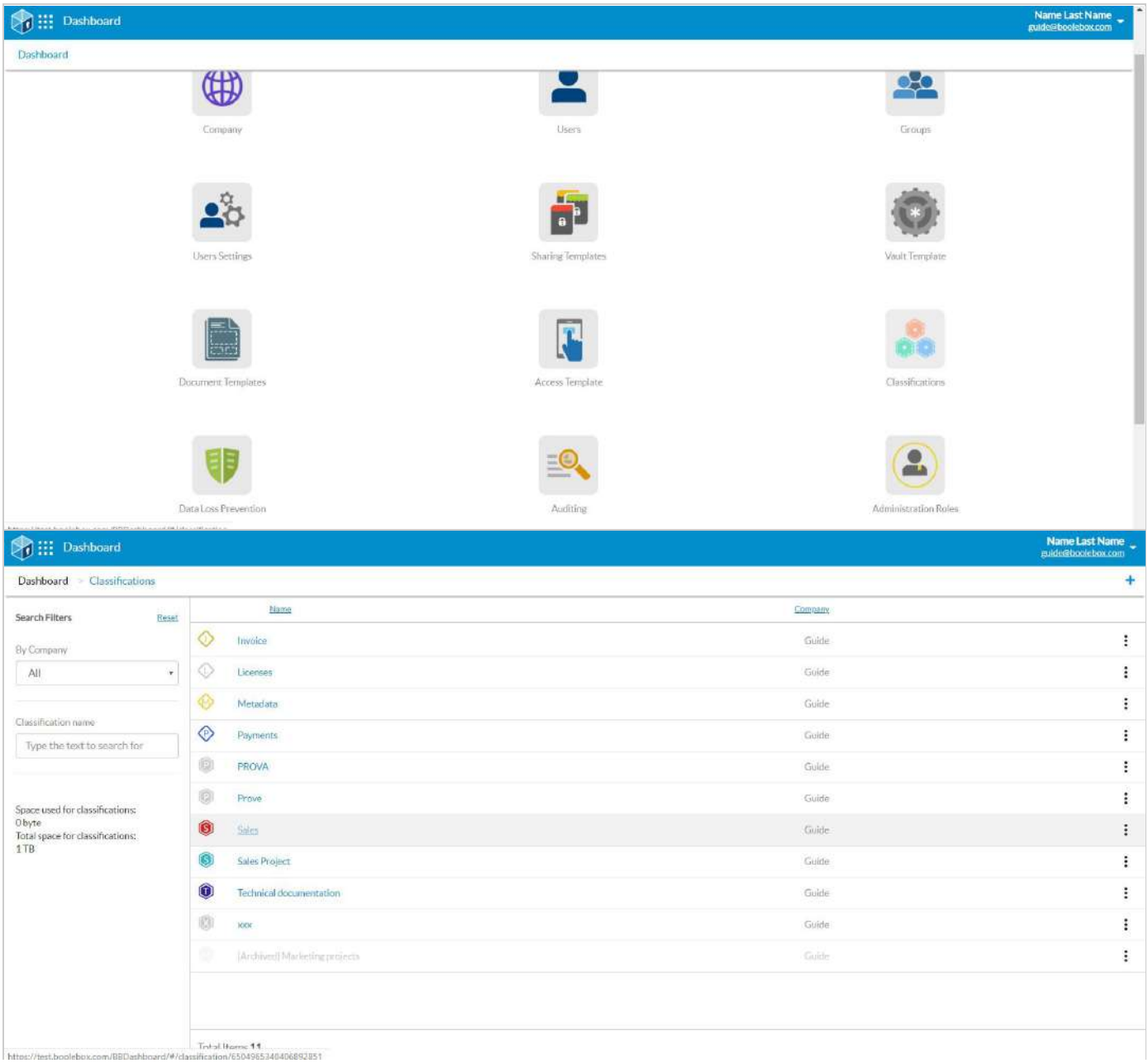

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Sales > new
Sales
Classification tags
Screenshot
Invoices
Assignable by
Select the profiles authorized to assign the current classification tag
Only licensed users will be able to access the Classification
All
Personal Key
Files classified with the current Tag will be protected by a Personal Key.
Note: the Personal Key will be set by the authorized user that will first classify a file through the selected Tag.
Enable Personal Key (no retroactive operation)
Classification notify
A new file/folder has been classified
Properties
Determine to which Users the Tags on this page and files classified with them will be available
+ Add New
Only licensed users will be able to access the Classification

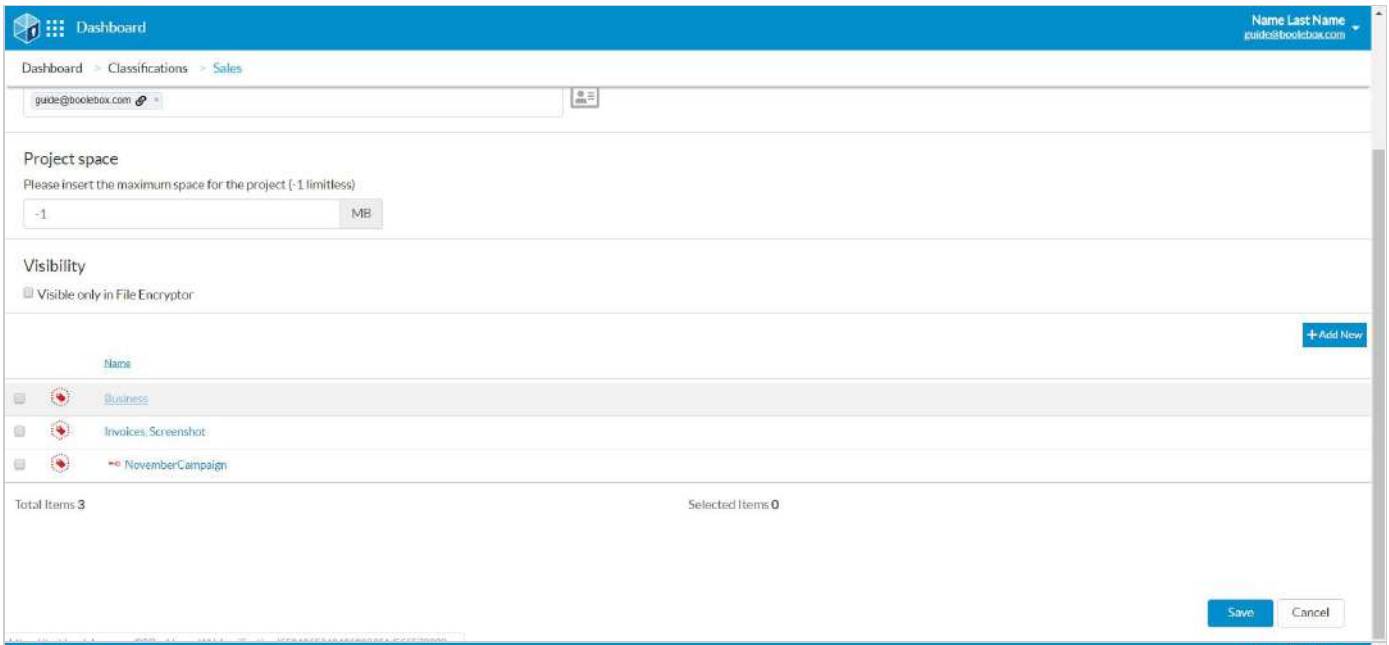

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Sales > new
Select the profiles authorized to assign the current classification tag
Only licensed users will be able to access the Classification
All
Personal Key
Files classified with the current Tag will be protected by a Personal Key.
Note: the Personal Key will be set by the authorized user that will first classify a file through the selected Tag.
Enable Personal Key (no retroactive operation)
Classification notify
A new file/folder has been classified
Properties
Determine to which Users the Tags on this page and files classified with them will be available
+Add New
Only licensed users will be able to access the Classification
Users
Visible Tags
Access Template
Sharing Template
Add new property
Save
Cancel
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Sales > new
Only licensed users will be able to access the Classification
All
Personal Key
Files classified with the current Tag will be protected by a Personal Key.
Note: the Personal Key will be set by the authorized user that will first classify a file through the selected Tag.
Enable Personal Key (no retroactive operation)
Classification notify
A new file/folder has been classified
Properties
Determine to which Users the Tags on this page and files classified with them will be available
+Add New
Only licensed users will be able to access the Classification
Users
Visible Tags
Access Template
Sharing Template
All
Screenshot, Invoices
No Template
View and Edit
Save
Cancel
Dashboard
Classifications
Successfully saved!
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Sales
Sales
Sales
Guide
#D02121
Administrators
Project Administrators
guide@boolebox.com
Project space
Please insert the maximum space for the project (-1 limitless)
-1
MB
Visibility
Visible only in File Encryptor
+Add New
Name
Business
Fatture
Invoices, Screenshot

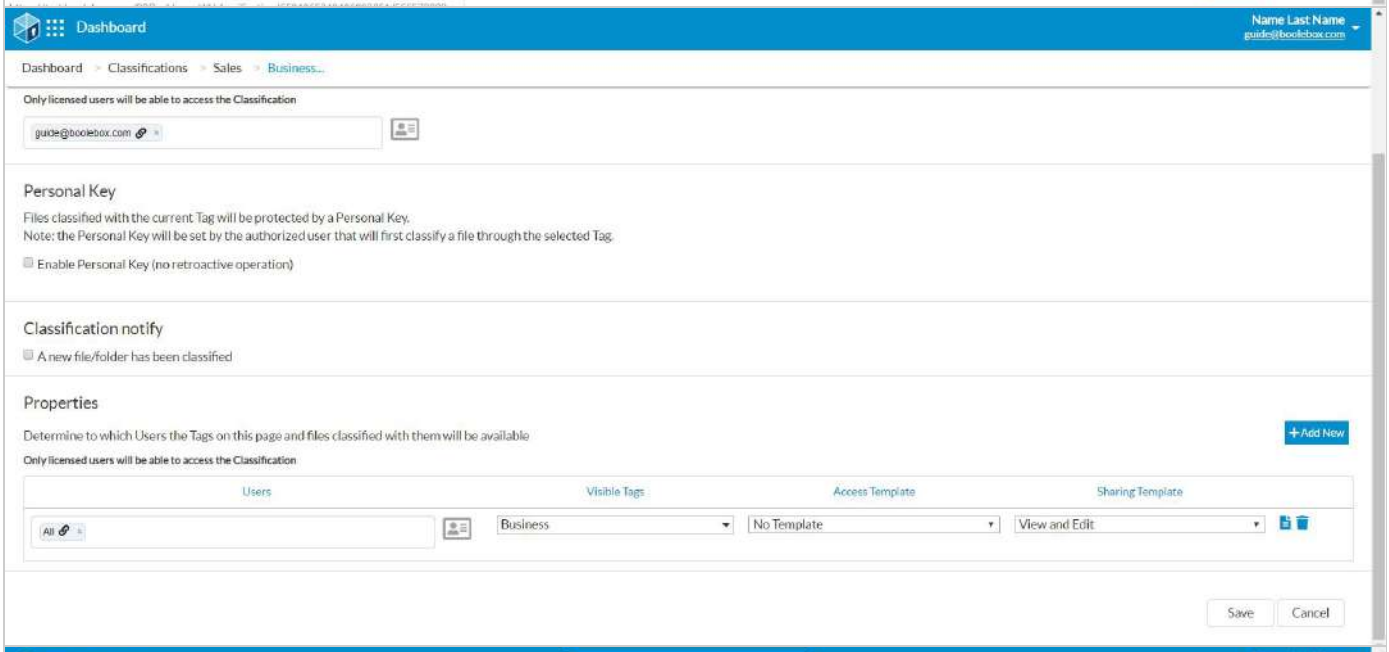
29.4 Editing a classification tag

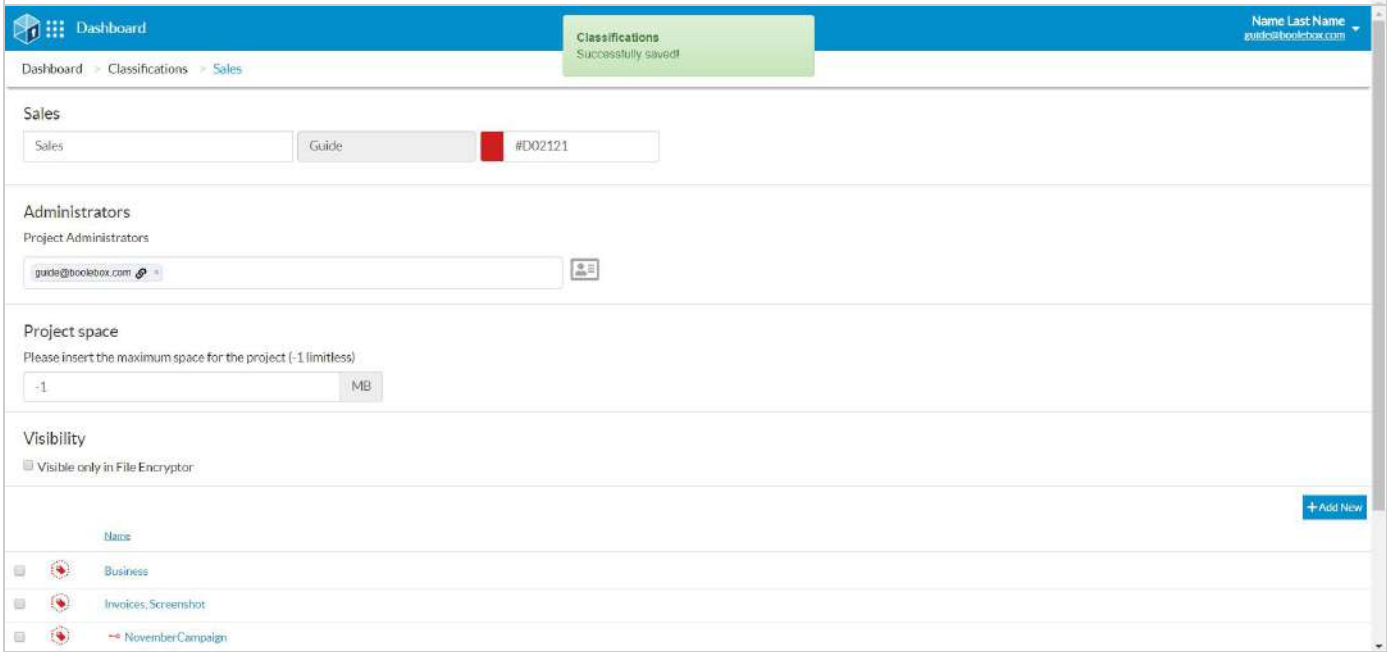
In order to edit a previously configured CLASSIFICATION TAG:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the name of the previously created classifications to which the TAG to be edited is associated.
- Click on the name of the previously created TAG that you want to edit.
- Make the desired changes in one of the areas defining the tag properties.
- Press SAVE to apply the changes.
- The newly edited TAG is now visible in the main page of the related classification.
- Press SAVE to confirm.




Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Sales
guide@boolebox.com
Project space
Please insert the maximum space for the project (-1 limitless)
-1
MB
Visibility
Visible only in File Encryptor
+Add New
Name
Business
Invoices, Screenshot
NovemberCampaign
Total Items 3
Selected Items 0
Save
Cancel


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Sales > Business...
Only licensed users will be able to access the Classification
guide@boolebox.com
Personal Key
Files classified with the current Tag will be protected by a Personal Key.
Note: the Personal Key will be set by the authorized user that will first classify a file through the selected Tag.
Enable Personal Key (no retroactive operation)
Classification notify
A new file/folder has been classified
Properties
Determine to which Users the Tags on this page and files classified with them will be available
+Add New
Only licensed users will be able to access the Classification
Users
Visible Tags
Access Template
Sharing Template
All
Business
No Template
View and Edit
Save
Cancel

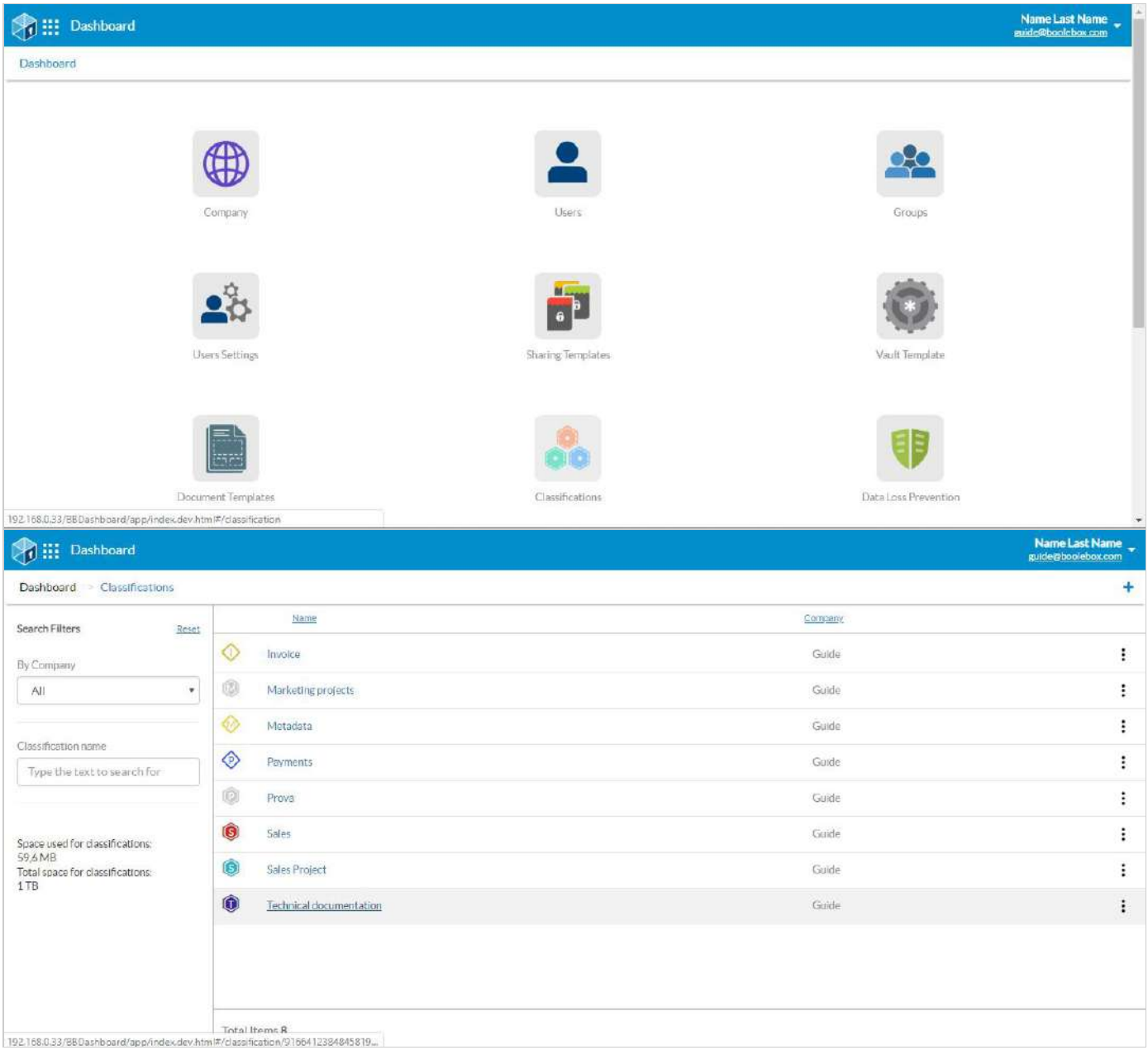

Dashboard
Classifications
Successfully saved!
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Sales
Sales
Sales
Guide
#D02121
Administrators
Project Administrators
guide@boolebox.com
Project space
Please insert the maximum space for the project (-1 limitless)
-1
MB
Visibility
Visible only in File Encryptor
+Add New
Name
Business
Invoices, Screenshot
NovemberCampaign

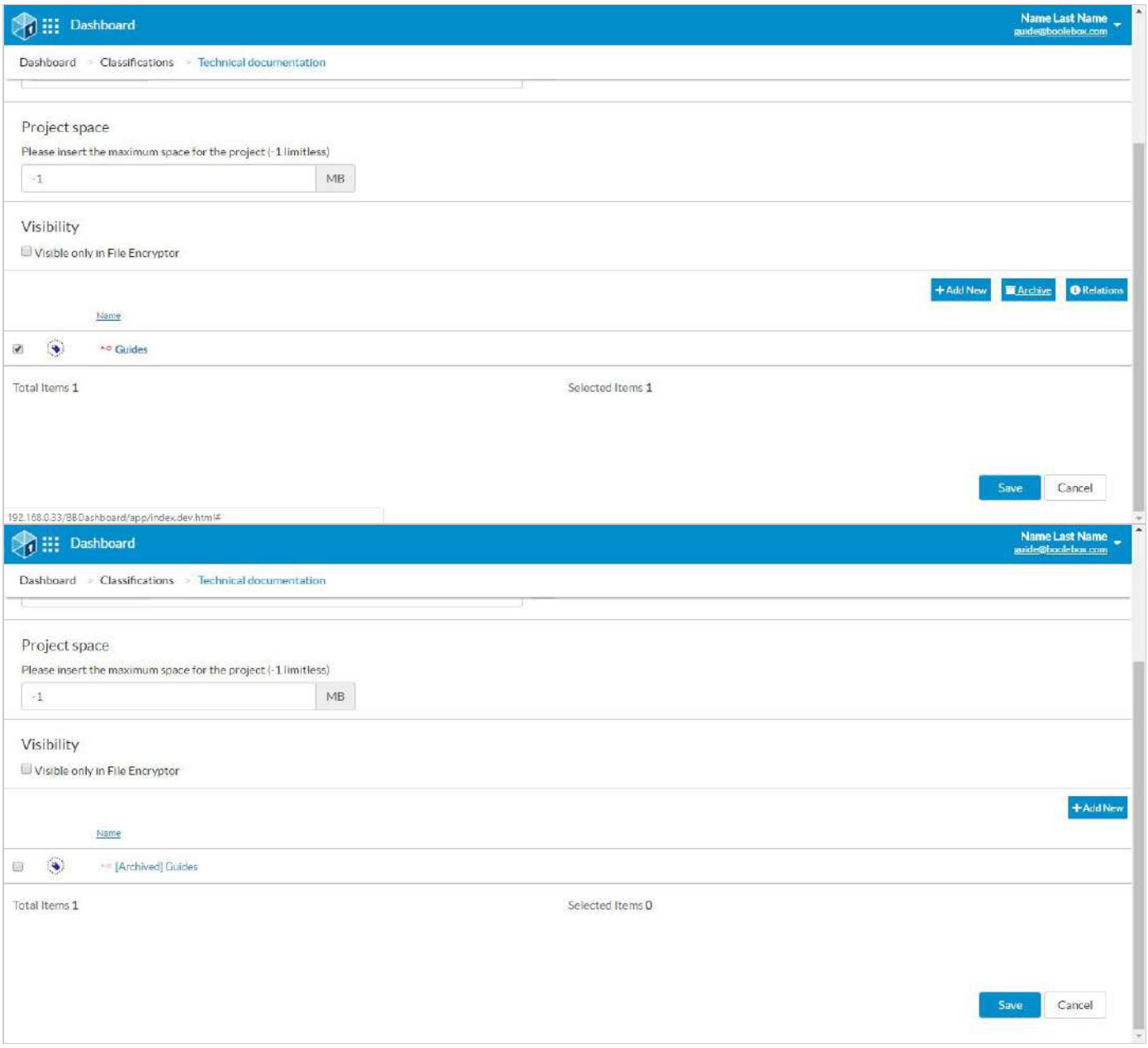
29.5 Archiving a classification tag

By archiving a CLASSIFICATION TAG, it is possible to temporarily make unavailable the files classified with the tag to be archived, keeping all the protections related to it unaltered. In order to archive a classification tag, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the name of the previously created classifications to which the TAG to be archived is associated.
- Click on the checkbox next to the TAG that you want to archive.
- Click on ARCHIVE.
- The archived tag will now appear in gray and labeled with the word ARCHIVE.

Note: you can restore a previously archived tag by repeating the above procedure and clicking on the RESTORE button at any time.





29.6 Removing a tag from a classification

In order to remove a previously configured CLASSIFICATION TAG:

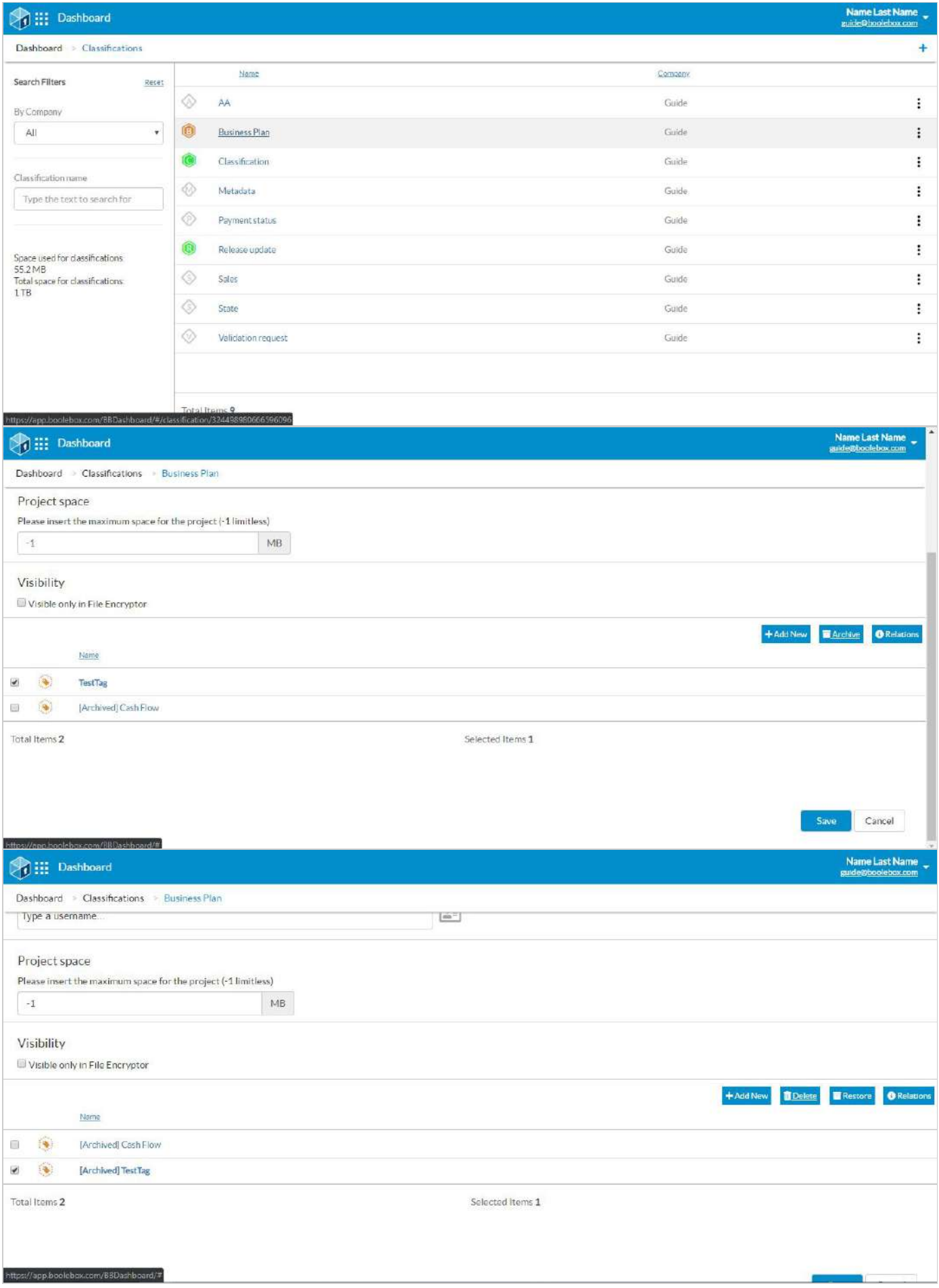
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the name of the previously created CLASSIFICATION from which the TAG is to be removed.
- Click on the checkbox next to the name of the TAG to be deleted.
- Press the ARCHIVE button.
- Click on the checkbox next to the name of the TAG to be deleted.
- Press the DELETE button.
- In the window that is going to pop up on your screen, through the related command, select wheter to give back classified files to original owners or to delete them definitively.
- In the window that is going to pop up on your screen, enter the password in the appropriate field and press CONFIRM to continue.
- Press SAVE to apply the changes.

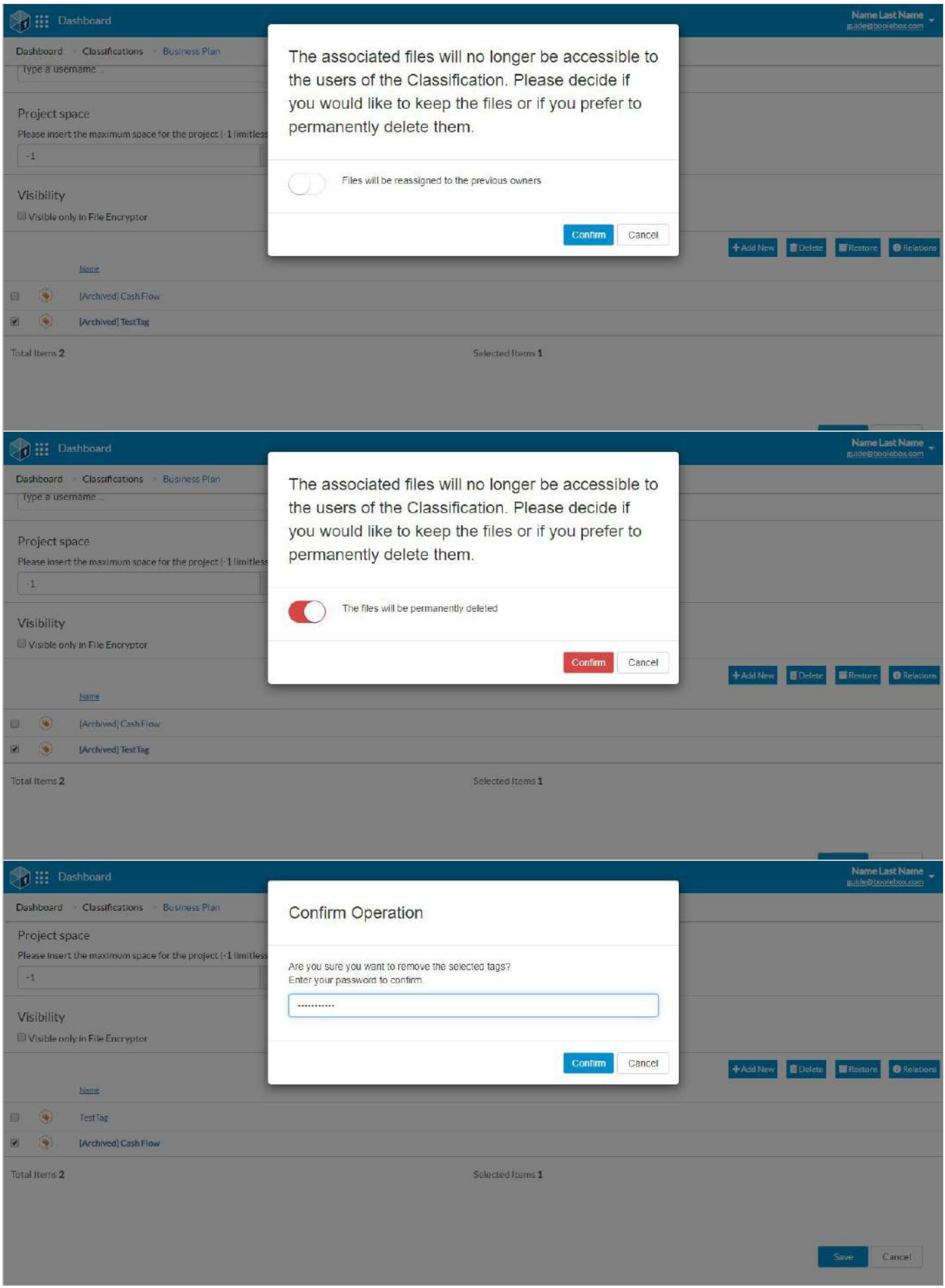
Note: you can't remove a tag currently used to classify some files.

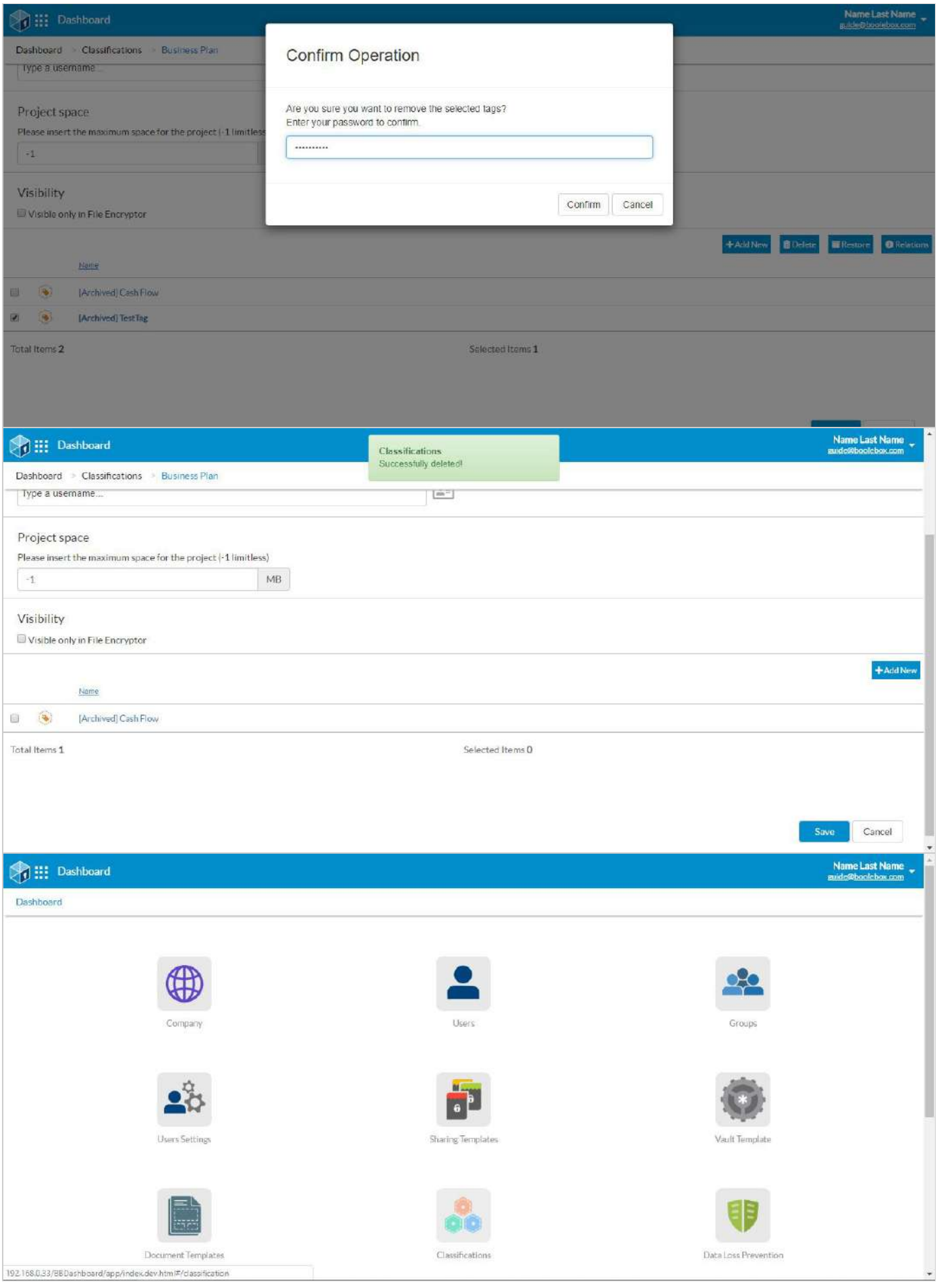
Note: you can't remove a tag associated to a File Encryptor rule.

Note: if you chose to give back classified files to original owners that no longer exist when the operation is

performed, files will be assigned to the administrator user who's performing the operation.



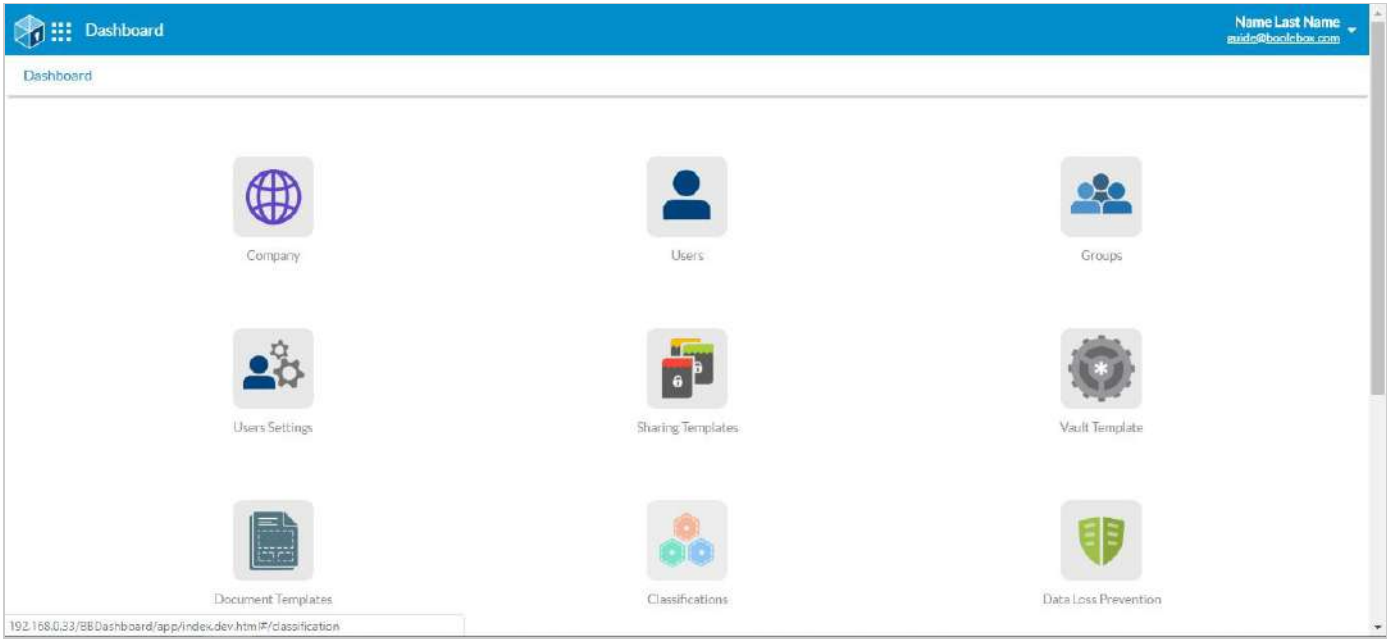

Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Classifications
Business Plan
Type a username
Project space
Please insert the maximum space for the project (-1 limitless
-1
Visibility
Visible only in File Encryptor
+ Add New
Delete
Restore
Relations
Name
[Archived] Cash Flow
[Archived] TestTag
Total Items 2
Selected Items 1
The associated files will no longer be accessible to the users of the Classification. Please decide if you would like to keep the files or if you prefer to permanently delete them.
Files will be reassigned to the previous owners
Confirm
Cancel
Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Classifications
Business Plan
Type a username
Project space
Please insert the maximum space for the project (-1 limitless
-1
Visibility
Visible only in File Encryptor
+ Add New
Delete
Restore
Relations
Name
[Archived] Cash Flow
[Archived] TestTag
Total Items 2
Selected Items 1
The associated files will no longer be accessible to the users of the Classification. Please decide if you would like to keep the files or if you prefer to permanently delete them.
The files will be permanently deleted
Confirm
Cancel
Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Classifications
Business Plan
Project space
Please insert the maximum space for the project (-1 limitless
-1
Visibility
Visible only in File Encryptor
+ Add New
Delete
Restore
Relations
Name
TestTag
[Archived] Cash Flow
Total Items 2
Selected Items 1
Confirm Operation
Are you sure you want to remove the selected tags?
Enter your password to confirm.
Confirm
Cancel
Save
Cancel

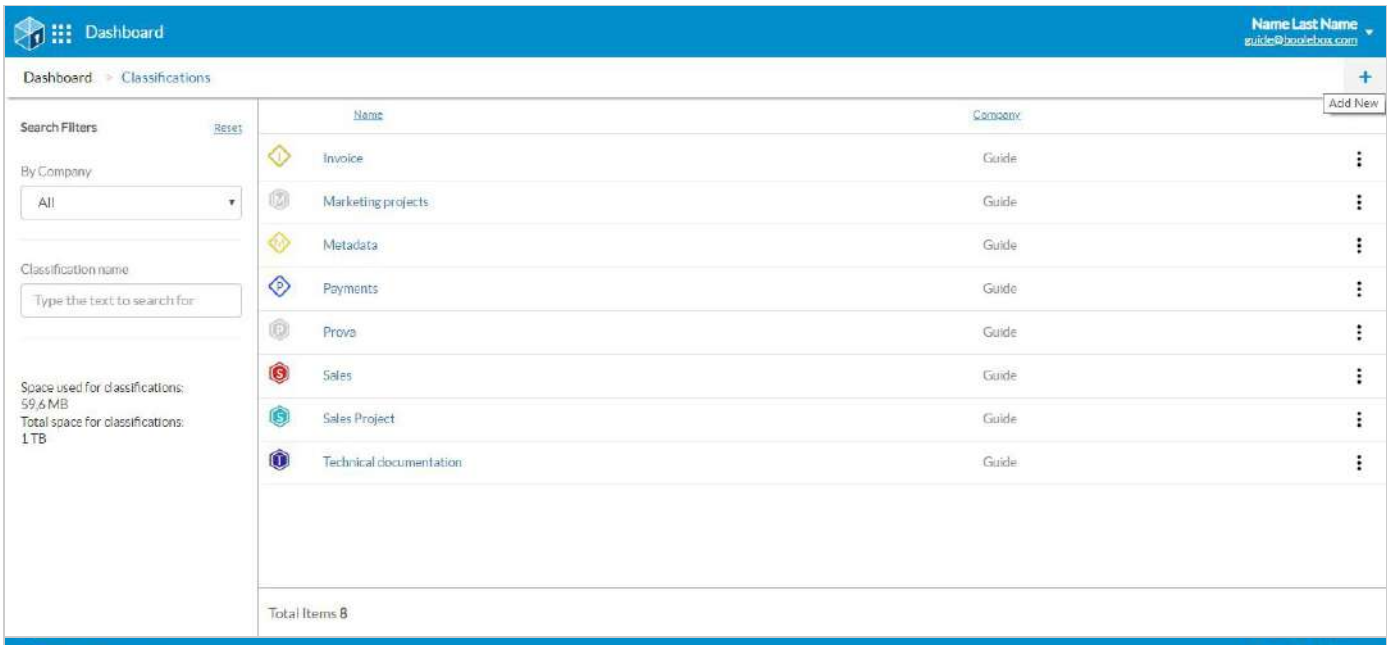

Dashboard
Name Last Name
Dashboard > Classifications > Business Plan
Confirm Operation
Are you sure you want to remove the selected tags?
Enter your password to confirm.
Confirm
Cancel
Project space
Please insert the maximum space for the project (-1 limitless)
-1
Visibility
Visible only in File Encryptor
Add New
Delete
Restore
Relations
Name
[Archived] Cash Flow
[Archived] TestTag
Total Items 2
Selected Items 1
Classifications
Successfully deleted!
Type a username...
MB
Total Items 1
Selected Items 0
Save
Cancel
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention

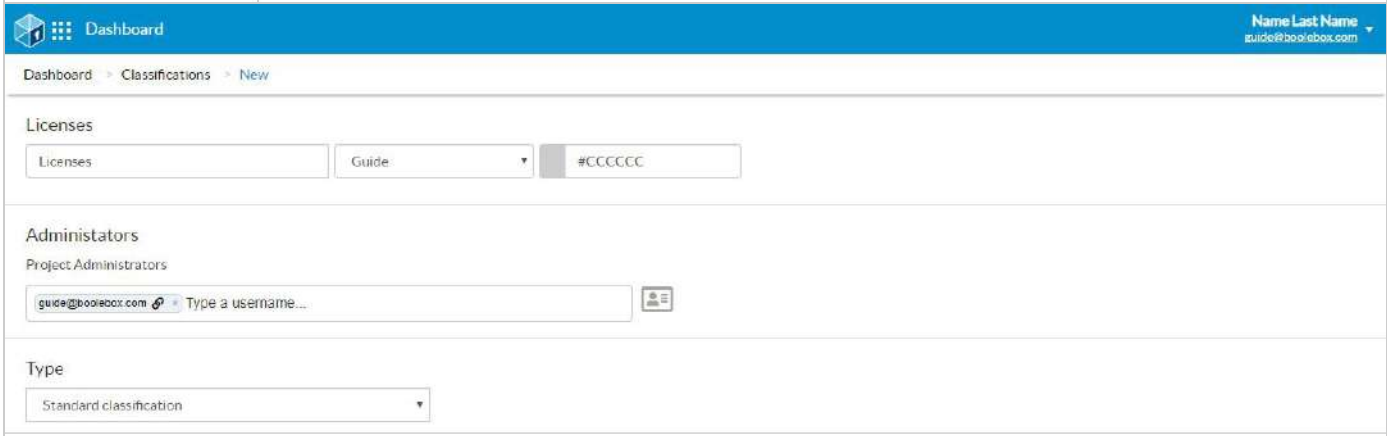
29.7 Creating metadata

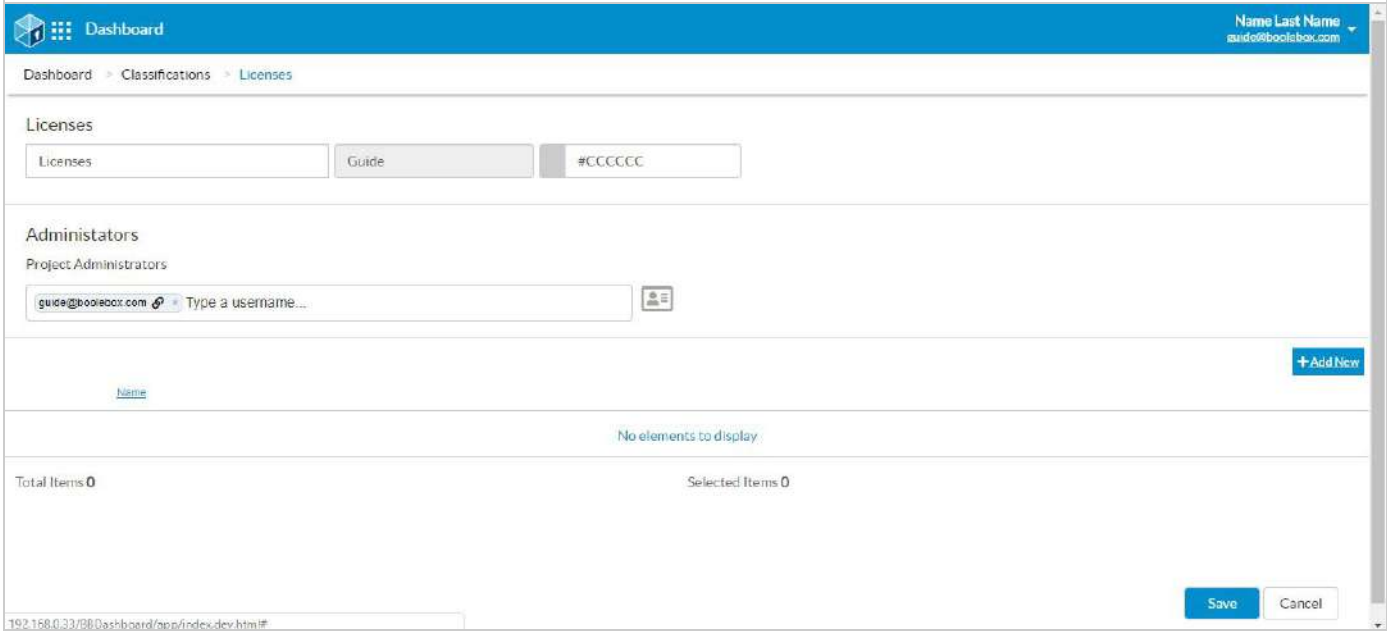
Through the standard classifications, you can create and group together the metadata, i.e. features that can be set by users designated to files and folders. The fields set as metadata will become characteristics of the file and will therefore be displayed by all users who will have access to the content. In order to create metadata:

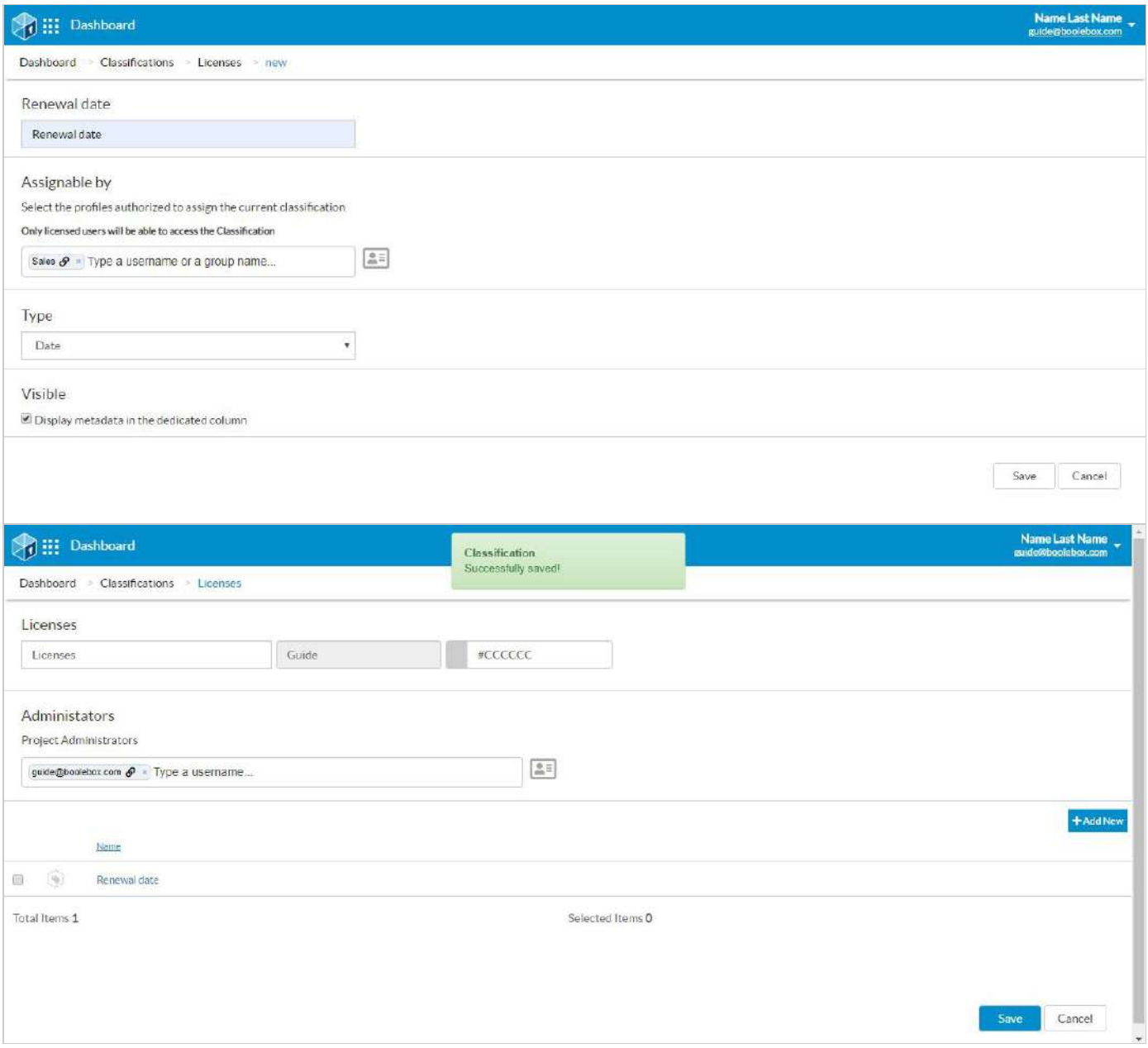
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the + ADD NEW symbol located in the top right.
- In the window that is going to pop up on your screen, specify a significant name for the group of metadatas you are creating.
- Select the company this standard classification will belong to from the drop-down menu.
- Select the color that will be associated to the new standard classification by clicking on the colored square or typing the color code in the associated field.
- In the ADMINISTRATORS field, enter the username of those who will be authorized to make changes and configurations to the standard classification being created.
- In the TYPE field, select STANDARD CLASSIFICATION from the drop-down menu.
- Click on SAVE.
- Click on the ADD NEW item to the right of the screen.
- Enter the NAME to be assigned to the metadata being created.
- In the ASSIGNABLE BY area, display the users authorised to assign the metadata by entering their usernames or the group they belong to.
- In the TYPE area, select the type of metadata you want to create (boolean, string, dropdwon, number, date).
- If you want the metadata to be visualised in the dedicated column within the main page of the platform, check the item in the VISIBLE area.
- Click on SAVE to complete the operation.
- The metadata will now be available within the standard classification to which it belongs. Once assigned by the designated users, it will be displayed in the INFO side panel of the file or - if this setting has been activated - in the dedicated column of the file manager.




Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications
Add New
Search Filters
Reset
By Company
All
Classification name
Type the text to search for
Space used for classifications:
59,6 MB
Total space for classifications:
1 TB
Name
Company
Invoice
Guide
Marketing projects
Guide
Metadata
Guide
Payments
Guide
Prova
Guide
Sales
Guide
Sales Project
Guide
Technical documentation
Guide
Total Items 8


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > New
Licenses
Licenses
Guide
#CCCCCC
Administators
Project Administrators
guide@boolebox.com
Type a username...
Type
Standard classification
Save
Cancel

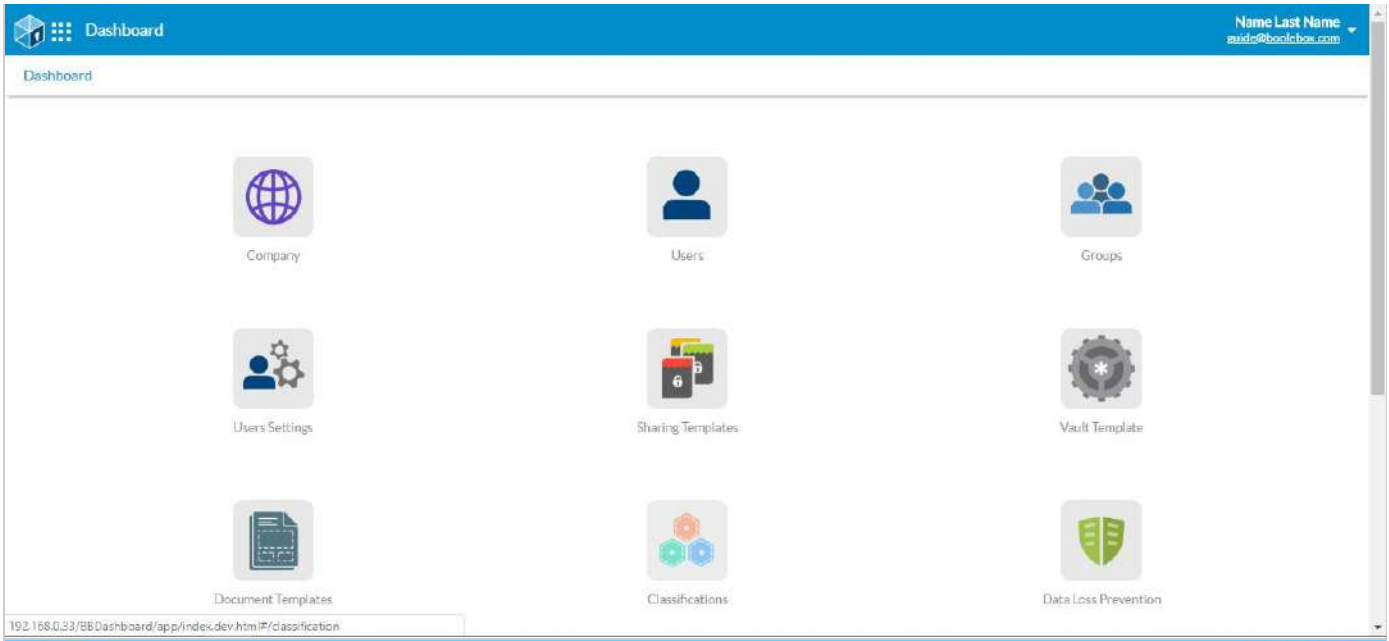

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Licenses
Licenses
Licenses
Guide
#CCCCCC
Administators
Project Administrators
guide@boolebox.com
Type a username...
+Add New
Name
No elements to display
Total Items 0
Selected Items 0
Save
Cancel

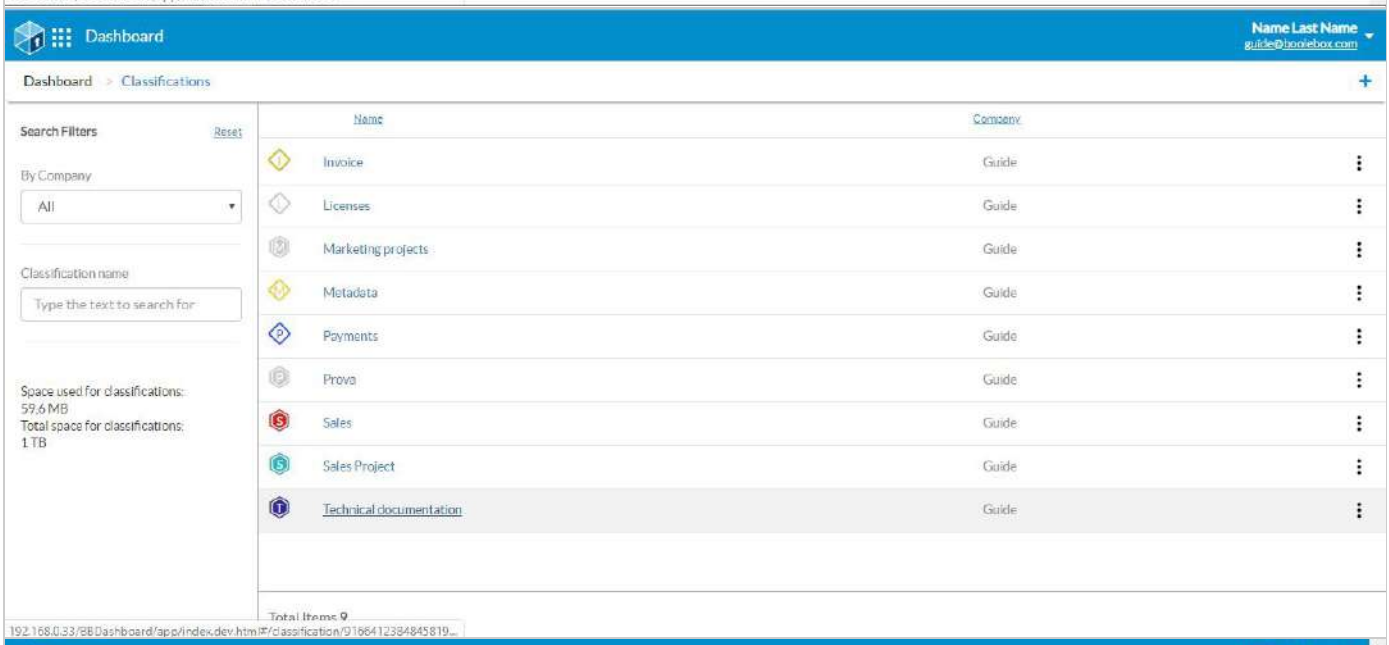


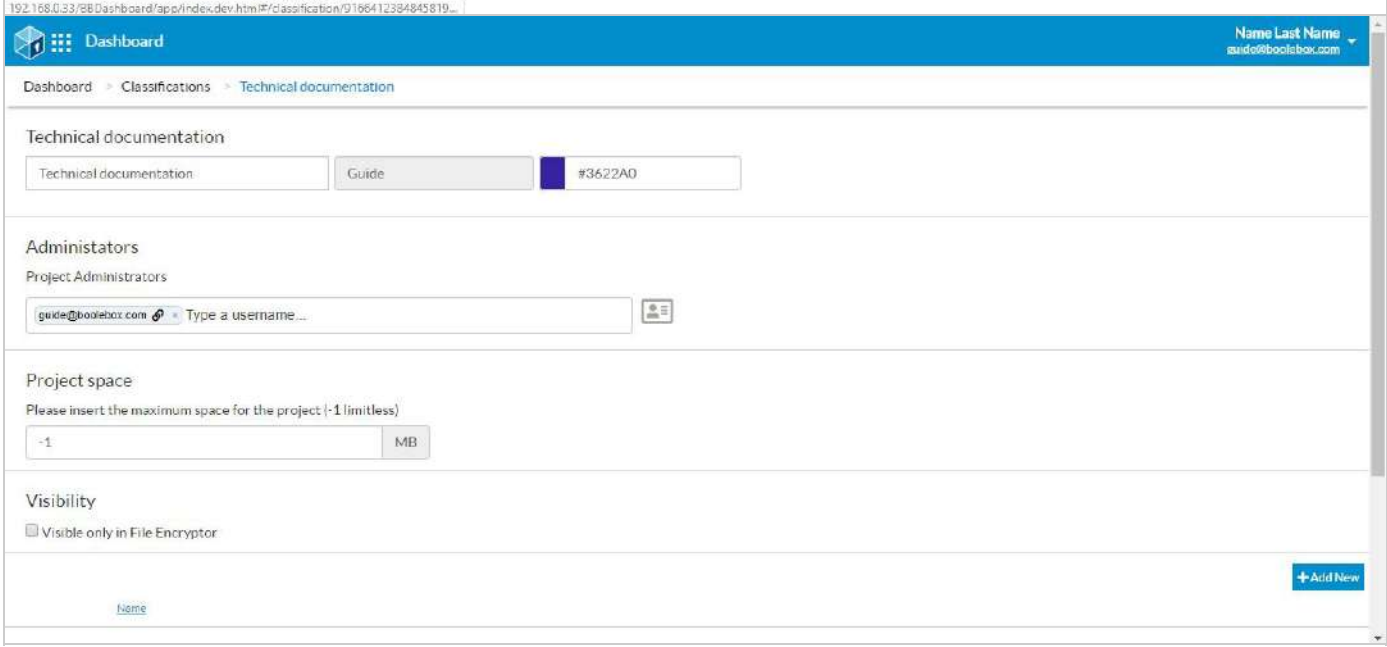
29.8 Viewing and editing the properties of a classification

In order to view and edit the properties of an existing configured CLASSIFICATION:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the name of the CLASSIFICATION you want to edit.
- The screen containing all the properties of the selected classification appears.
- If necessary, make any desired changes in the relative fields.
- Press SAVE to apply the changes.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/classification


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications
Search Filters
Reset
By Company
All
Classification name
Type the text to search for
Space used for classifications:
59.6 MB
Total space for classifications:
1 TB
Name
Company
Invoice
Guide
Licenses
Guide
Marketing projects
Guide
Metadata
Guide
Payments
Guide
Prova
Guide
Sales
Guide
Sales Project
Guide
Technical documentation
Guide
Total Items 9
192.168.0.33/BBDashboard/app/index.dev.html#/classification/9166412384845819...

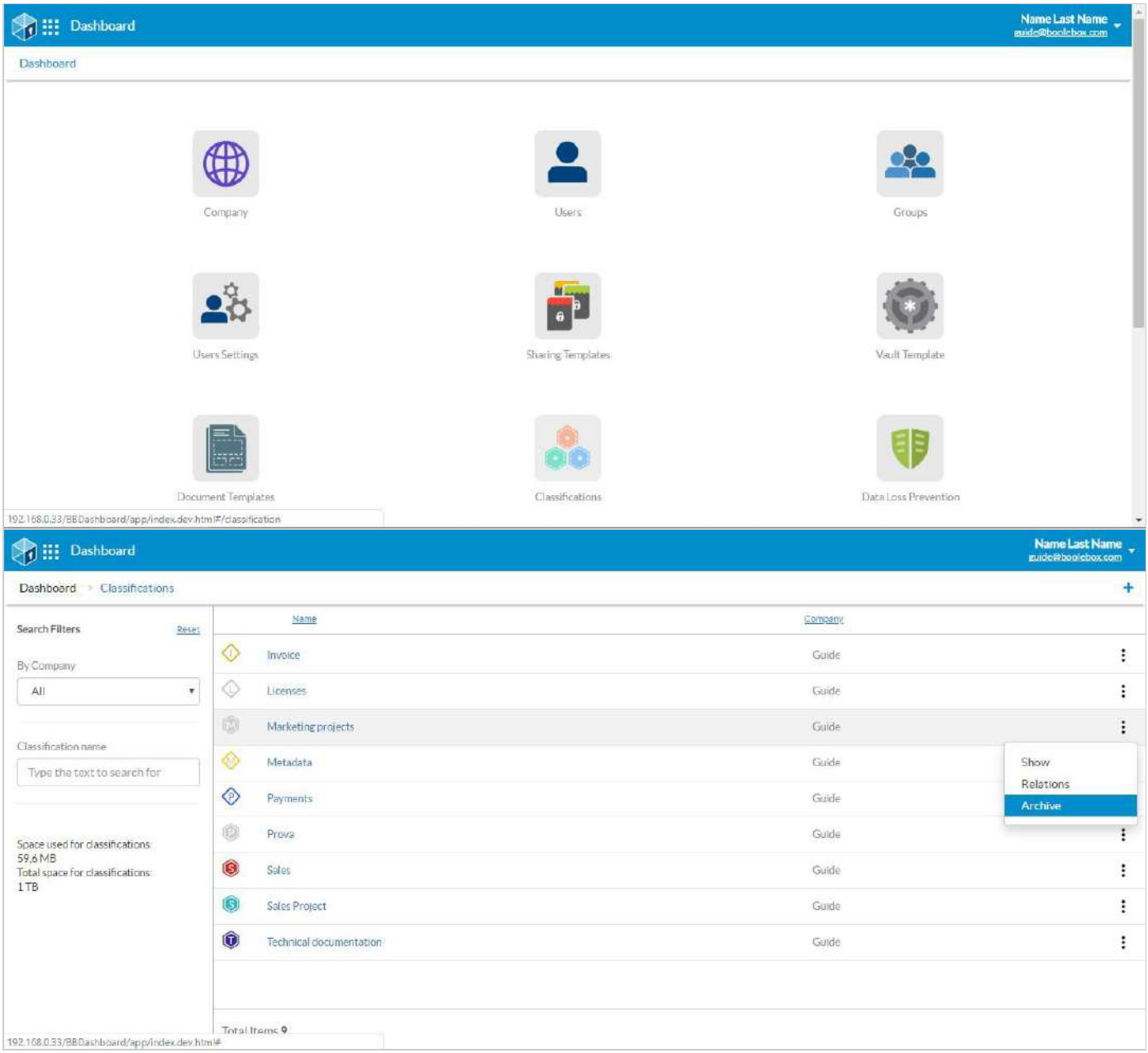

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Technical documentation
Technical documentation
Technical documentation
Guide
#3622A0
Administators
Project Administrators
guide@boolebox.com
Type a username...
Project space
Please insert the maximum space for the project (-1 limitless)
-1
MB
Visibility
Visible only in File Encryptor
+ Add New
Name

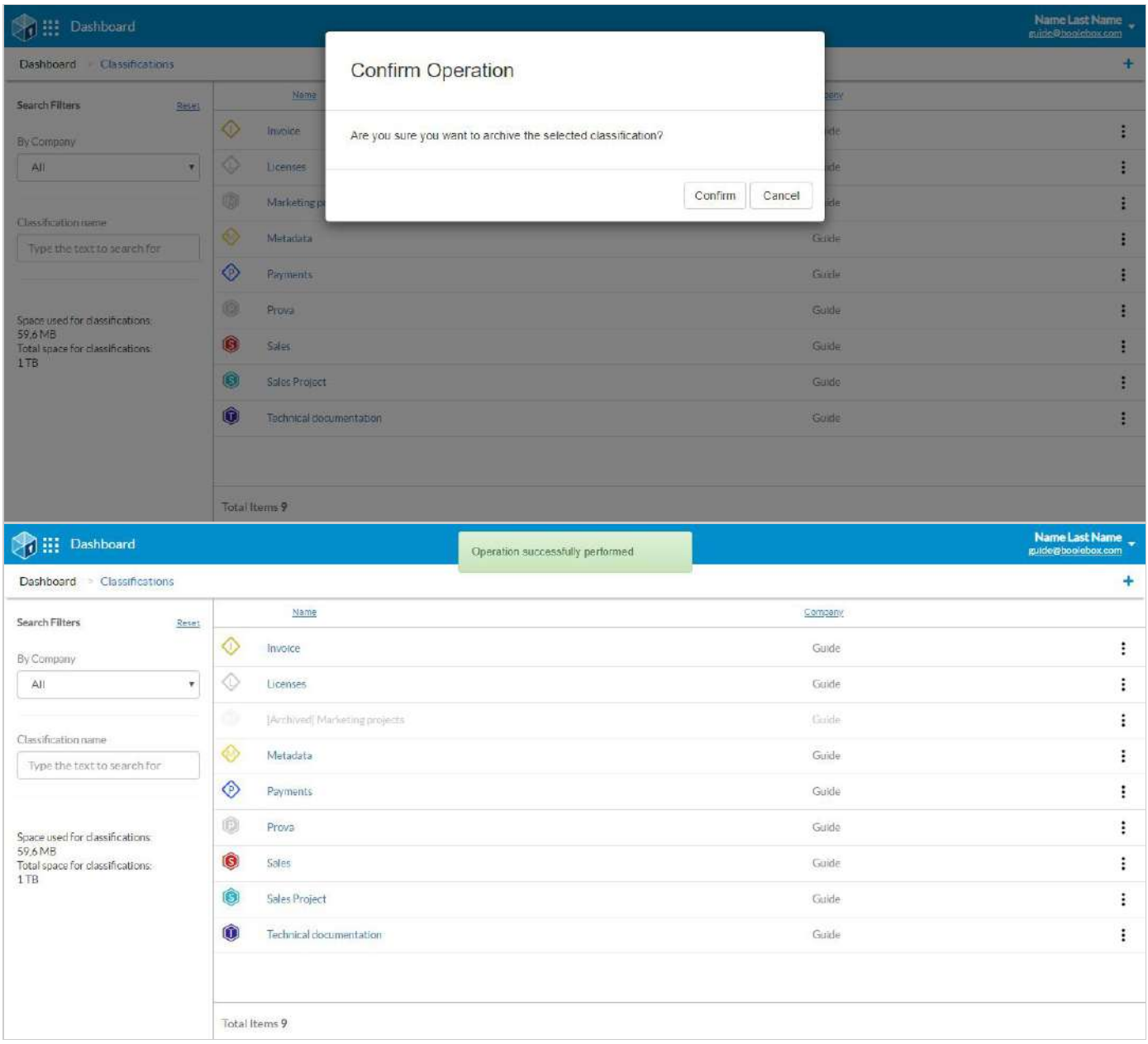
29.9 Archiving a classification

A classification can be archived at any time, that means to make it temporarily unavailable to the authorized users. By archiving a classification, all its properties will be kept intact. In order to archive a previously configured CLASSIFICATION, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the name of the CLASSIFICATION you want to archive.
- Press ARCHIVE.
- In the window that is going to pop up on your screen, press CONFIRM to continue.
- The archived classification now appears in grey.

NOTE: It is possible to ACTIVATE a previously archived classification at any time by clicking on the ACTIVATE button.





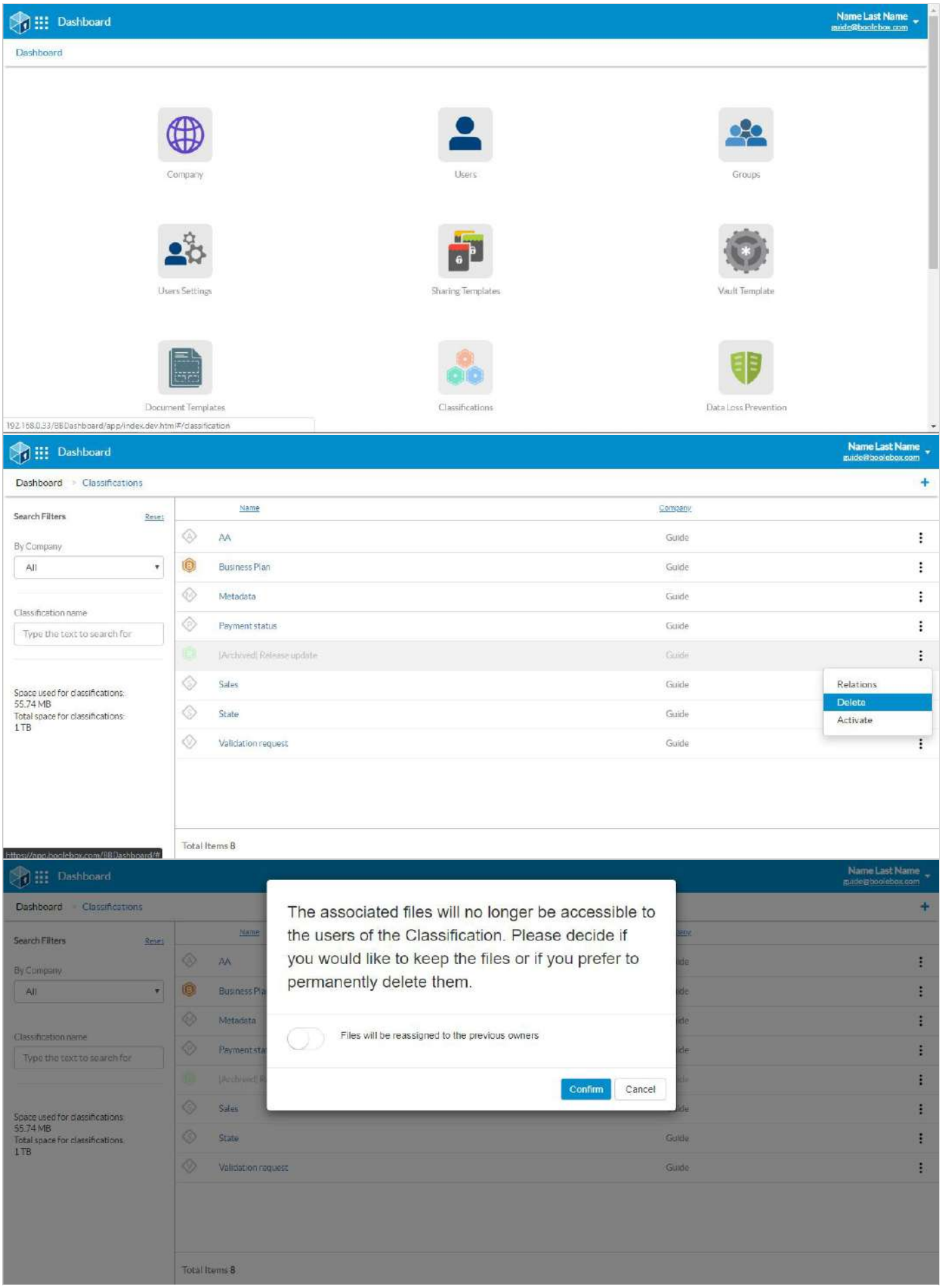
29.10 Removing a classification

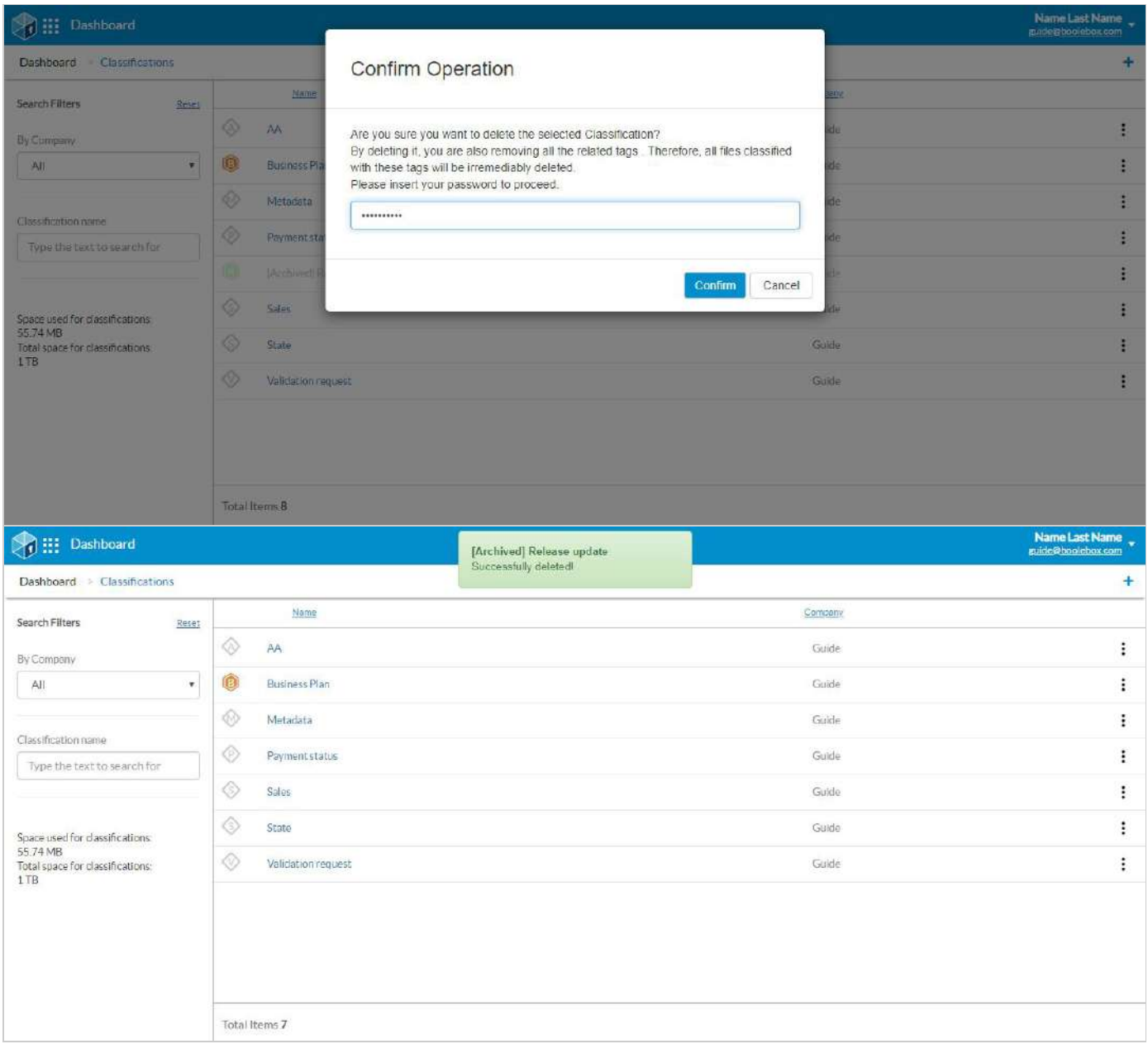
To definitively remove a classification, you must ensure that this one has been previosuly archived.In order to remove a classification, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the name of the archived classification that you wish to remove.
- Press DELETE.
- In the window that is going to pop up on your screen, through the related command, select wheter to give back classified files to original owners or to delete them definitively.
- In the window that is going to pop up on your screen, enter the password in the appropriate field and press CONFIRM to continue.

Note: removing a classification is possible only for BooleBox On-Premises instances.

Note: if you chose to give back classified files to original owners that no longer exist when the operation is performed, files will be assigned to the administrator user who's performing the operation.

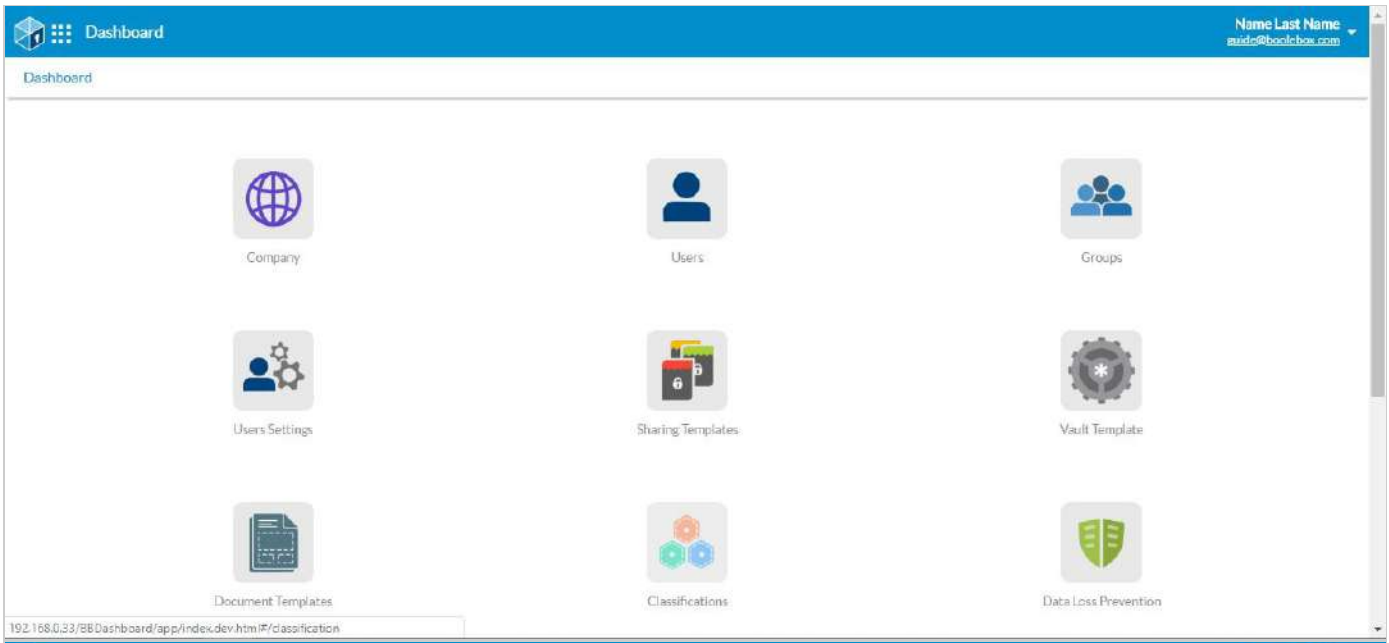

Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/classification
Dashboard
Name Last Name
guide@boolebox.com
Dashboard Classifications
Search Filters
Reset
By Company
All
Classification name
Type the text to search for
Space used for classifications:
55.74 MB
Total space for classifications:
1 TB
Name
Company
AA
Guide
Business Plan
Guide
Metadata
Guide
Payment status
Guide
[Archived] Release update
Guide
Sales
Guide
State
Guide
Validation request
Guide
Relations
Delete
Activate
Total Items 8
Dashboard
Name Last Name
guide@boolebox.com
Dashboard Classifications
Search Filters
Reset
By Company
All
Classification name
Type the text to search for
Space used for classifications:
55.74 MB
Total space for classifications:
1 TB
The associated files will no longer be accessible to the users of the Classification. Please decide if you would like to keep the files or if you prefer to permanently delete them.
Files will be reassigned to the previous owners
Confirm
Cancel
Total Items 8

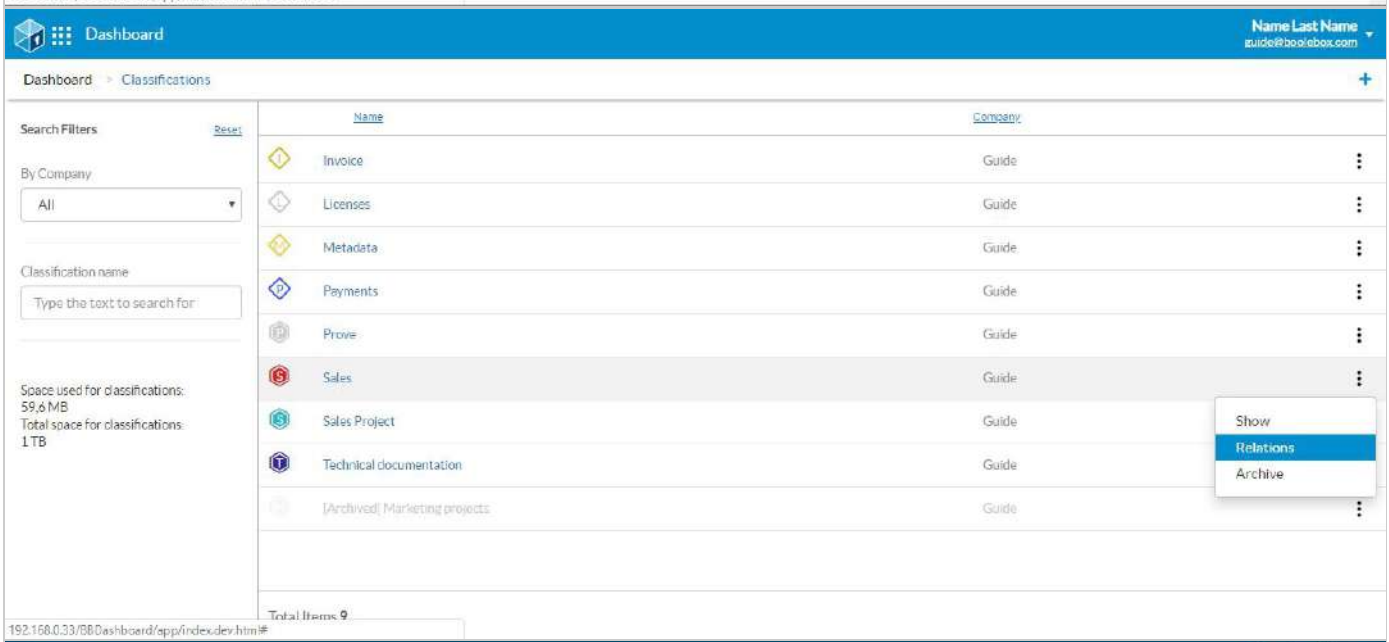


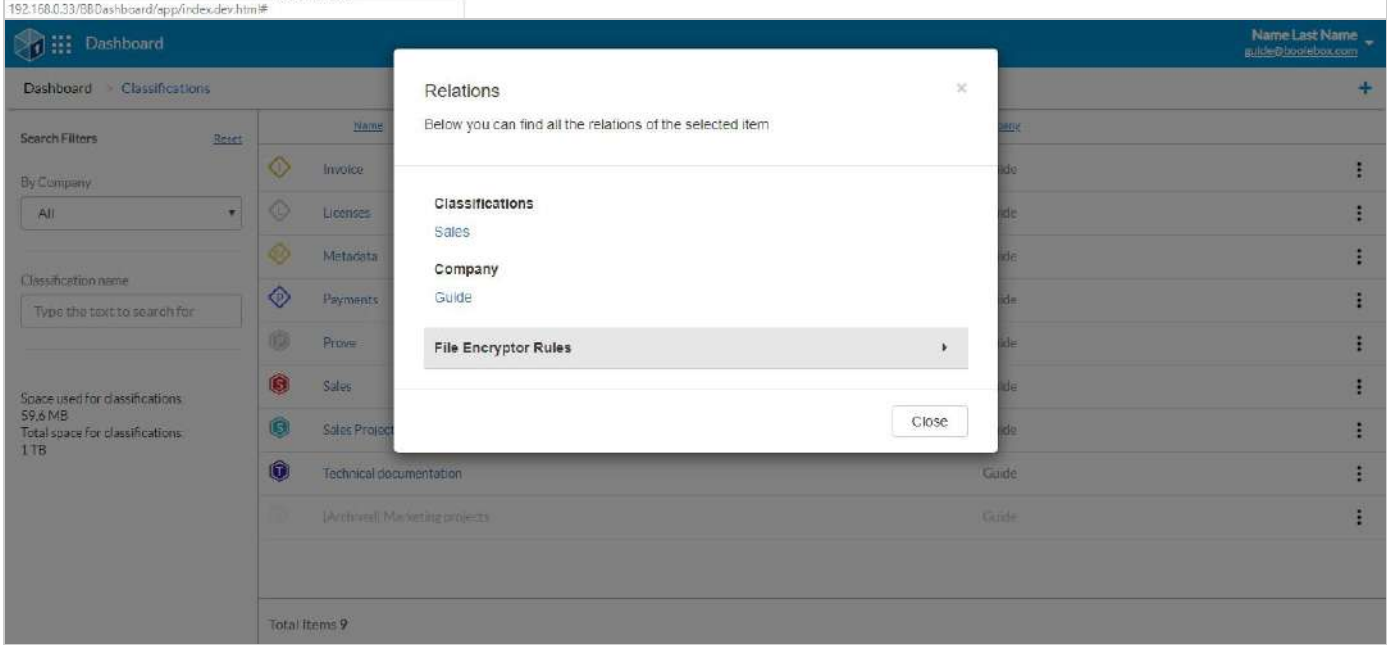
29.11 Viewing the relations of a classification

By visualizing the relations of a classification, it is possible to obtain a general overview of the relations that the latter has with each of the Dashboard sections connected to it, obtaining information such as the monitoring rules associated with it and the company of belonging. In order to view the relations of a classification, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the three-points menu located to the right of the classification whose relations you want to view.
- In the window that is going to pop up on your screen, the main relations that the classification has with the Dashboard sections associated with it are listed.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/classification


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications
Search Filters
Reset
By Company
All
Classification name
Type the text to search for
Space used for classifications:
59,6 MB
Total space for classifications:
1 TB
Name
Company
Invoice
Guide
Licenses
Guide
Metadata
Guide
Payments
Guide
Prove
Guide
Sales
Guide
Sales Project
Guide
Technical documentation
Guide
[Archived] Marketing projects
Guide
Show
Relations
Archive
Total Items 9
192.168.0.33/BBDashboard/app/index.dev.html#


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications
Search Filters
Reset
By Company
All
Classification name
Type the text to search for
Space used for classifications:
59,6 MB
Total space for classifications:
1 TB
Relations
Below you can find all the relations of the selected item
Classifications
Sales
Company
Guide
File Encryptor Rules
Close
Total Items 9

29.12 Remote drive

By assigning the permission to access a remote drive through a classification tag, you can share the access to a local or network folder by taking advantage of all the protections related to the tag in question: the access to the remote drive will therefore be bound to the access rules and protections defined for that tag. To share the access of a remote drive through a tag:

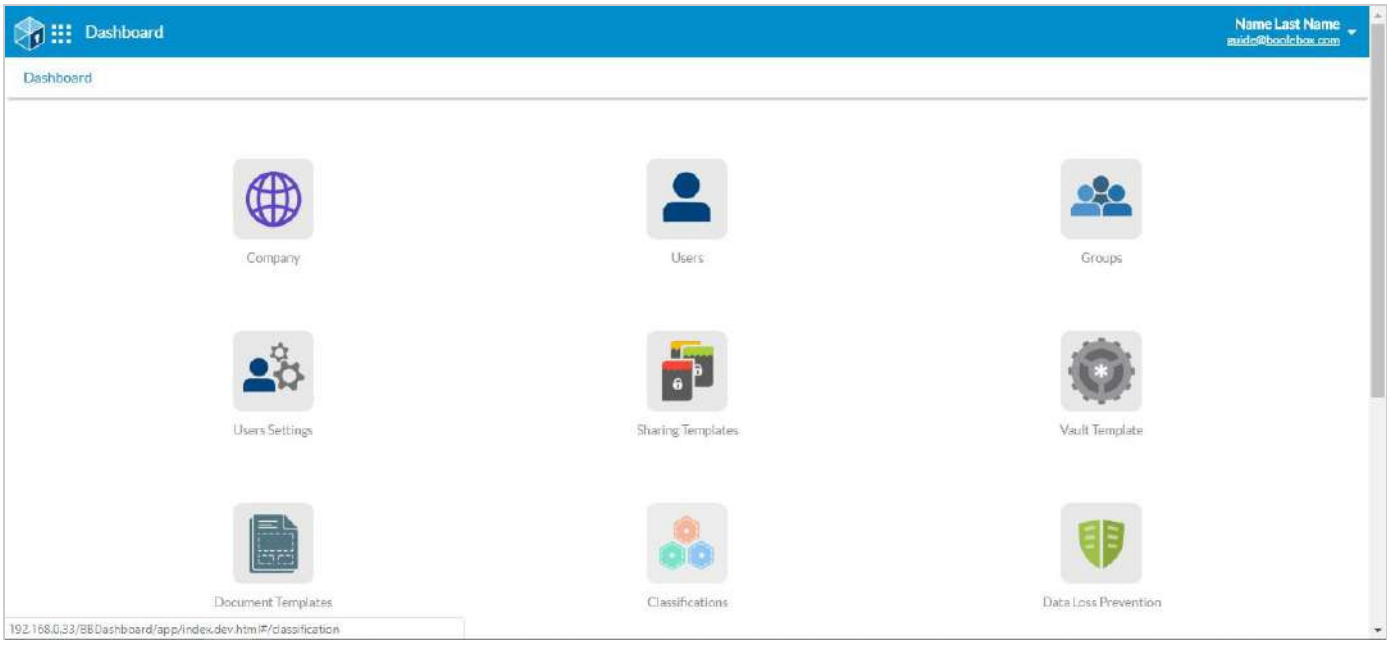
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the CLASSIFICATIONS section.
- Click on the name of the classification to which the tag of your interest has been assigned.
- Click on the name of the tag of your interest.
- In the REMOTE DRIVE area, enter the path of the local or network folder you want to share.
- Click on the + ADD NEW button.
- Click on SAVE.
- Click on SAVE.
- The indicated folder will now be classified through the selected tag and the changes made on it will be received and viewed by all users authorized to access the remote drive.

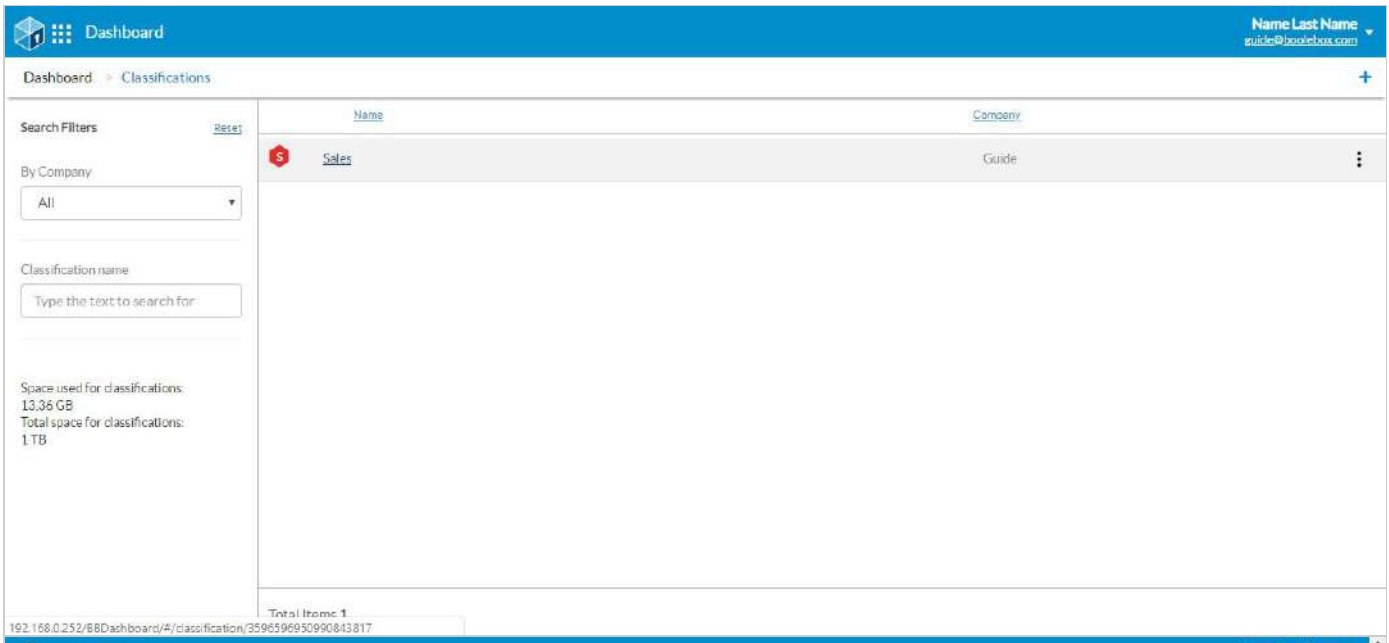
Note: Personal Keys can not be assigned to folders shared via remote drive.

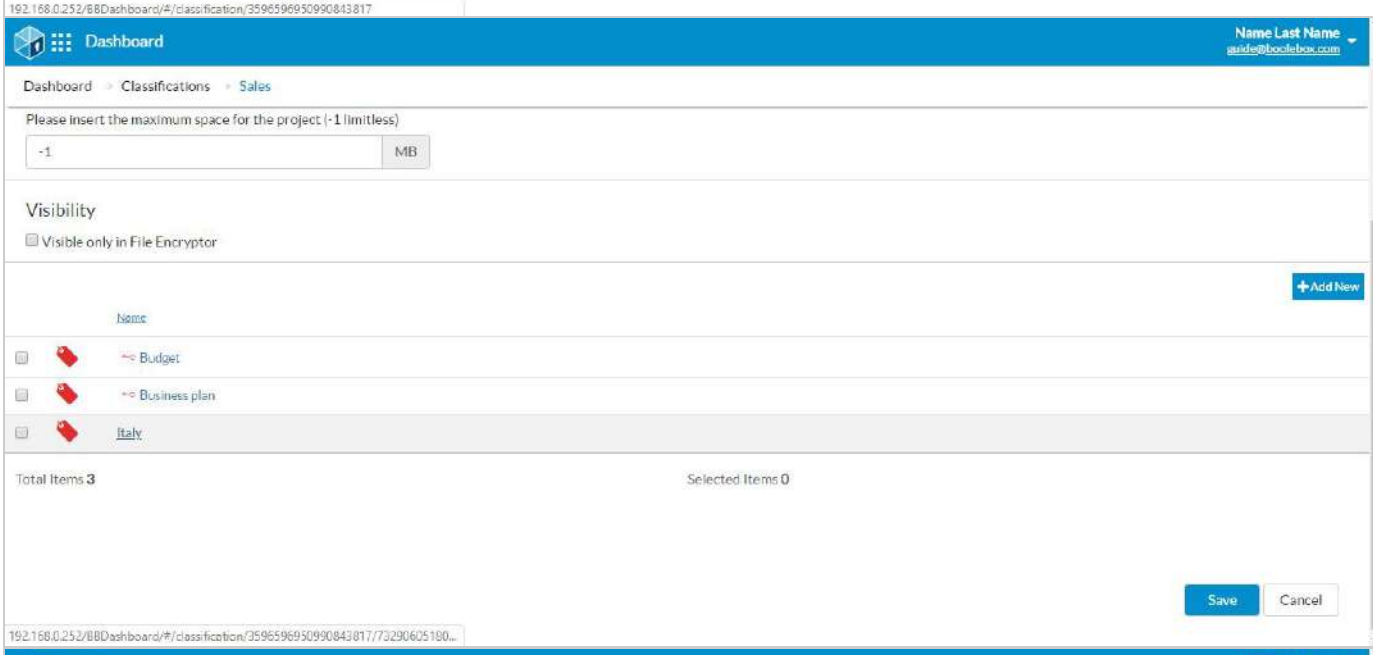
Note: to delete sharing by remote drive, simply click on the recycle bin icon located next to the shared folder path.

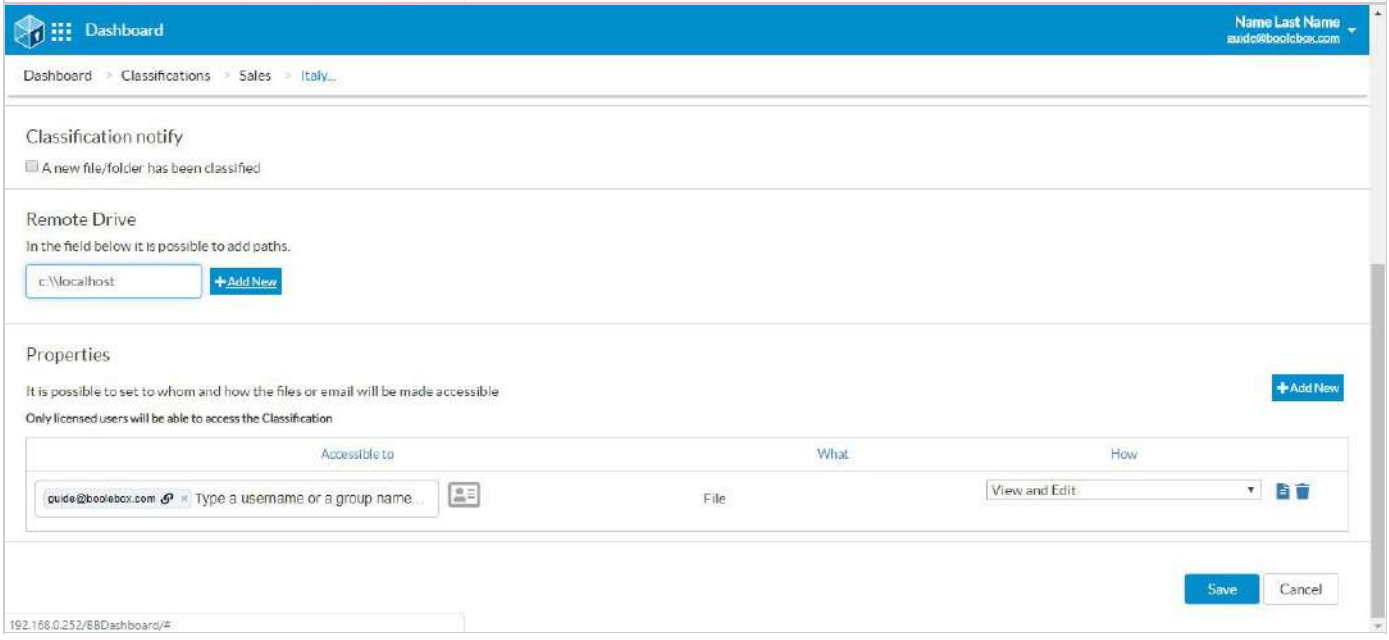
Note: the folder path indicated must be accessible from the BooleBox Storage Service, the BooleBox component dedicated to uploading documents on the platform.

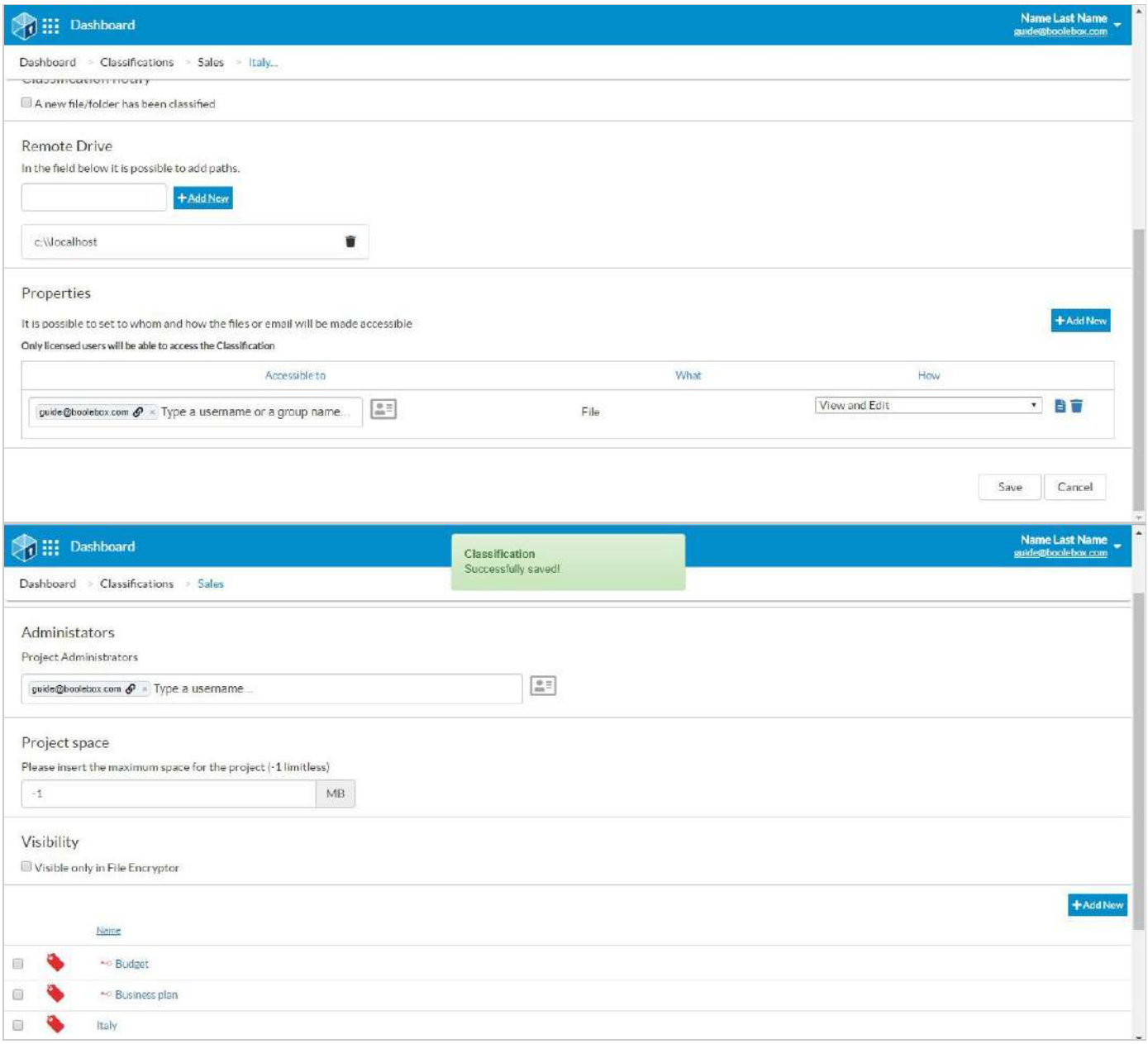
Note: the remote drive option is available only for BooleBox On-Premises licenses.




Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications
Search Filters
Reset
By Company
All
Classification name
Type the text to search for
Space used for classifications:
13,36 GB
Total space for classifications:
1 TB
Name
Company
Sales
Guide
192.168.0.252/BBDashboard/#/classification/3596596950990843817


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Sales
Please insert the maximum space for the project (-1 limitless)
-1
MB
Visibility
Visible only in File Encryptor
+Add New
Name
Budget
Business plan
Italy
Total Items 3
Selected Items 0
Save
Cancel
192.168.0.252/BBDashboard/#/classification/3596596950990843817/73290605180...

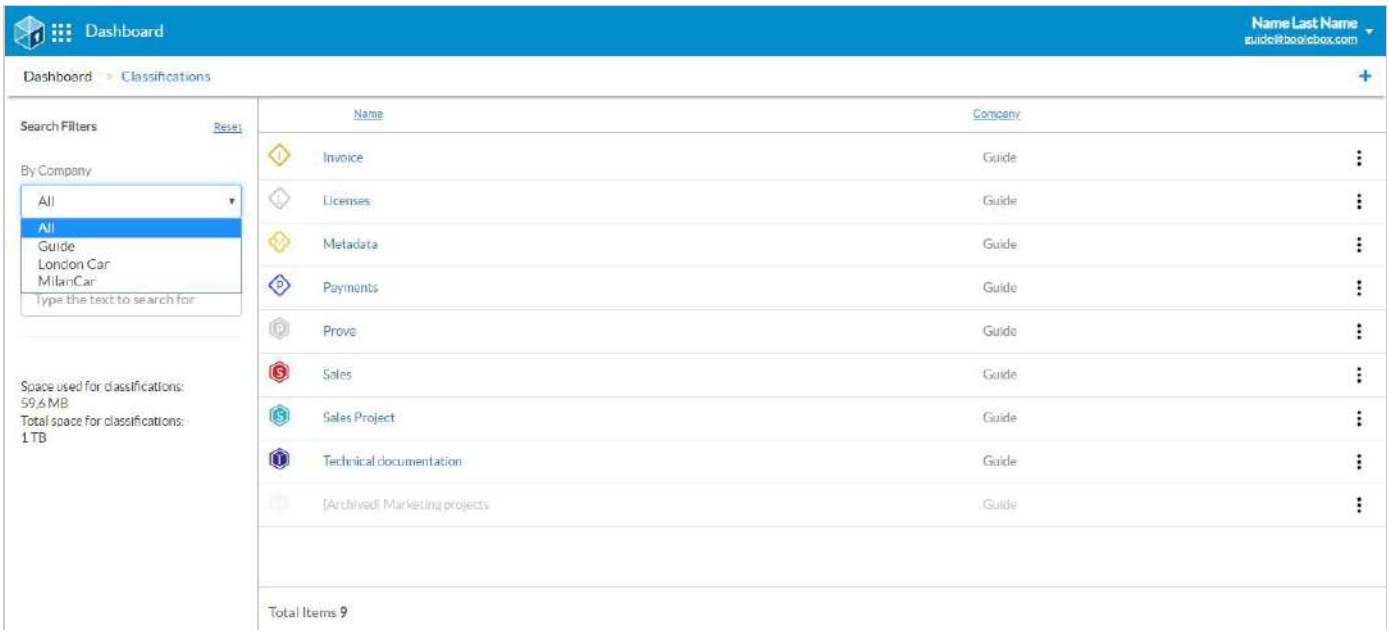

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Classifications > Sales > Italy...
Classification notify
A new file/folder has been classified
Remote Drive
In the field below it is possible to add paths.
c:\\localhost
+Add New
Properties
It is possible to set to whom and how the files or email will be made accessible
Only licensed users will be able to access the Classification
+Add New
Accessible to
What
How
guide@boolebox.com
Type a username or a group name
File
View and Edit
Save
Cancel
192.168.0.252/BBDashboard/#



29.13 Search filters

In order to perform a search in the CLASSIFICATIONS section of the Dashboard, you can use one of the following search parameters:

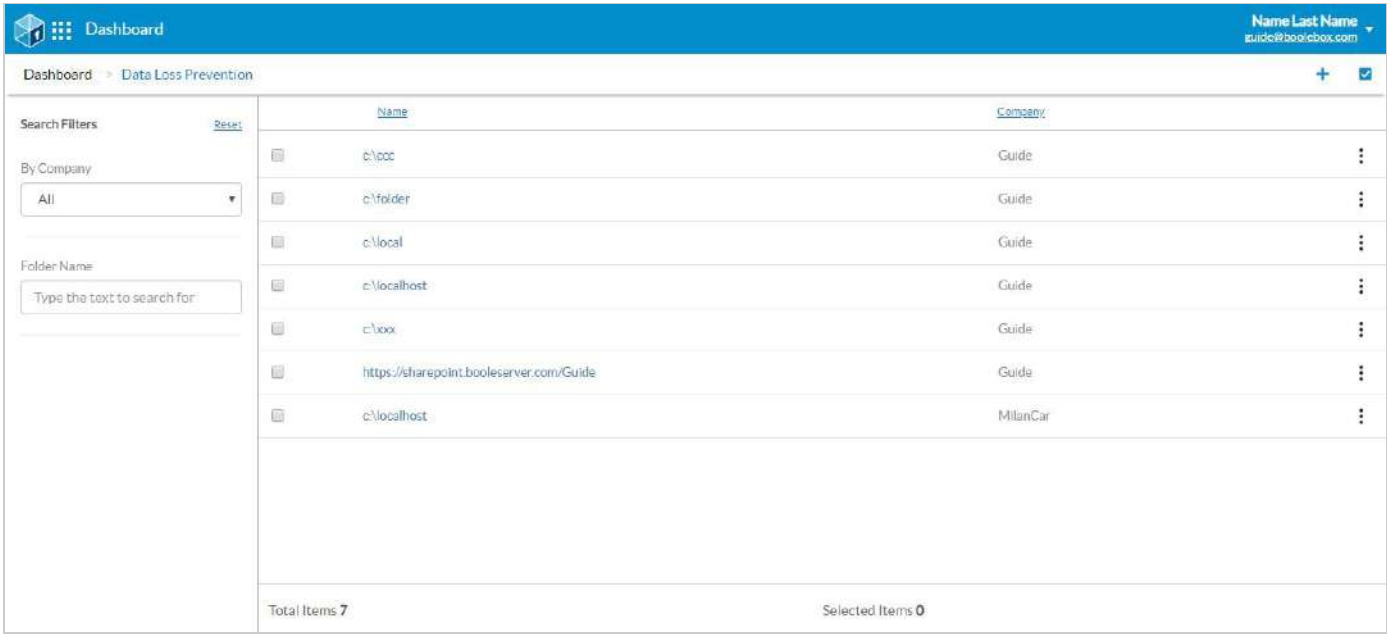
- PER COMPANY - the search result is filtered according to the company whose activities you want to query.
- BY CLASSIFICATION NAME - the search result is filtered according to the NAME (or part of it) of the classification you want to search for.
- Press SEARCH to launch the search using the applied filters.
- The results matching the specified conditions found by the system will appear as a list in the main area of the page.
- Click on RESET to return to the general view.


Dashboard
Name Last Name
guide@boolcbox.com
Dashboard
Classifications
Search Filters
Reset
By Company
All
All
Guide
London Car
MilanCar
Type the text to search for
Space used for classifications:
59,6 MB
Total space for classifications:
1 TB
Name
Company
Invoice
Guide
Licenses
Guide
Metadata
Guide
Payments
Guide
Prove
Guide
Sales
Guide
Sales Project
Guide
Technical documentation
Guide
[Archived] Marketing projects
Guide
Total Items 9

30 Data Loss Prevention

How to configure data protection rules in protected locations using the File Encryptor application.

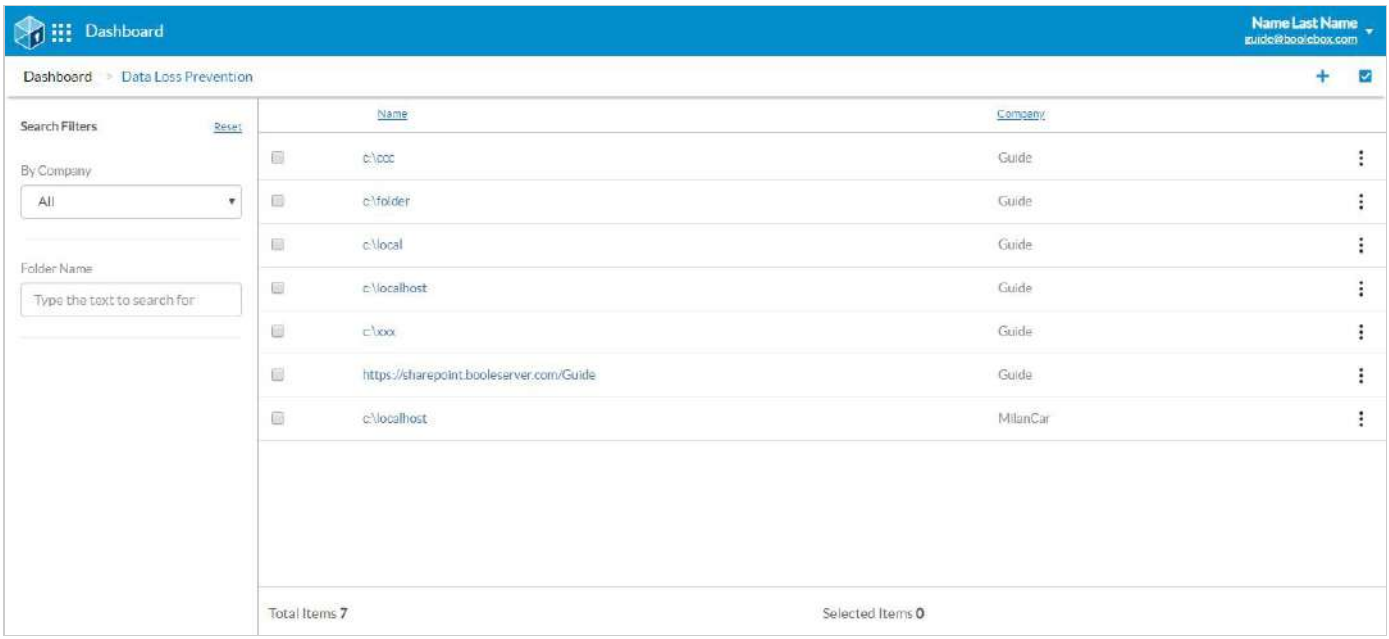
Note: the functionalities listed in this chapter don't refer to BooleBox On-Premises instances configured according to Common Criteria EAL2+ specifications.



30.1 The main screen

The DATA LOSS PREVENTION section in the BooleBox Dashboard allows you to create encryption rules, namely properties and standard procedures defining the encrypted files protection related to folders monitored by File Encryptor.
The main screen of this section includes:

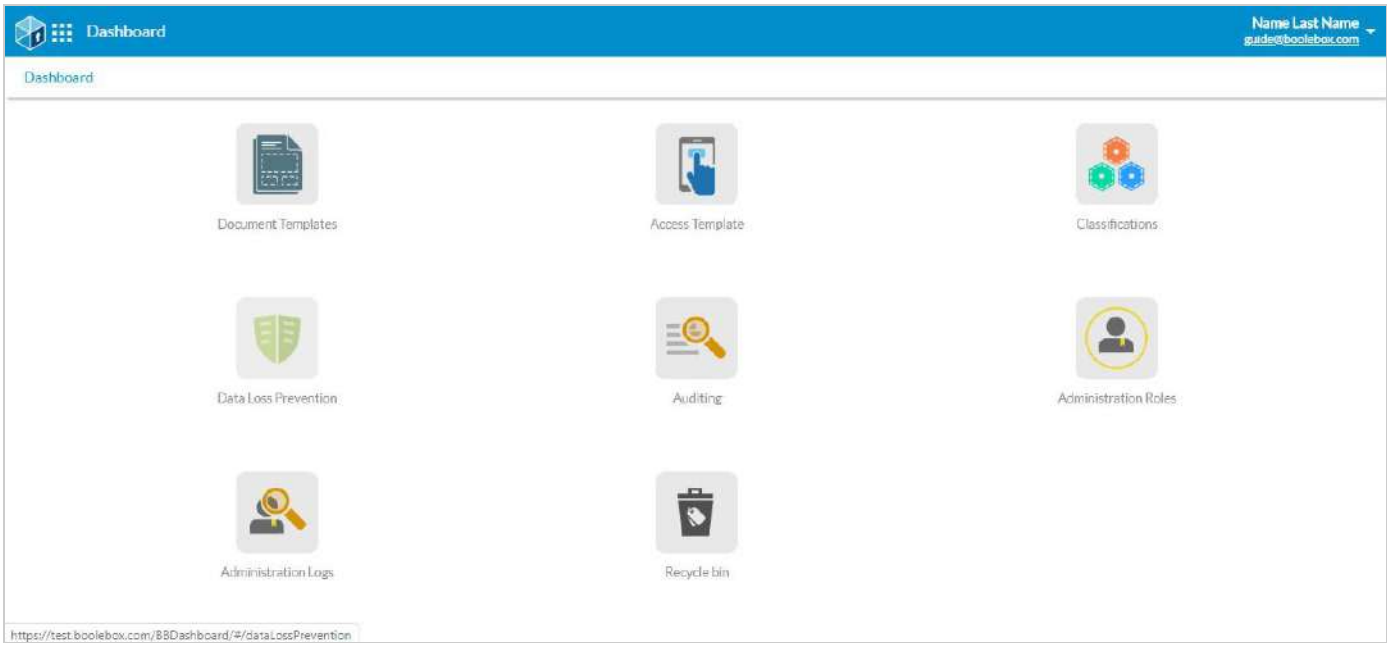
- On the top right the + ADD NEW and SELECT ALL symbols.
- The main area, with the list of all monitored folders, including details such as the NAME of the folder and the COMPANY to which the rules have been matched. By clicking on a particular column, you can reorder the list as desired.
- On the left, an advanced search panel offering various parameters and search filters.
- At the bottom, the page navigation bar, displaying the overall number of the monitored folders.

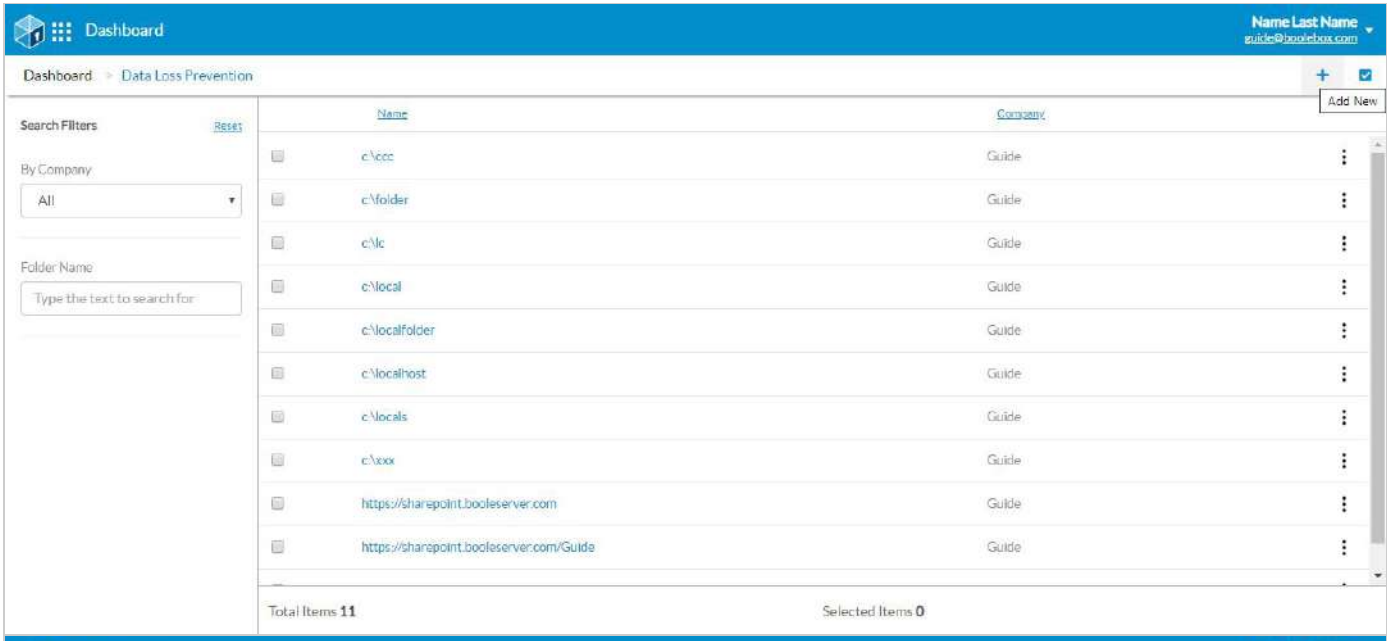


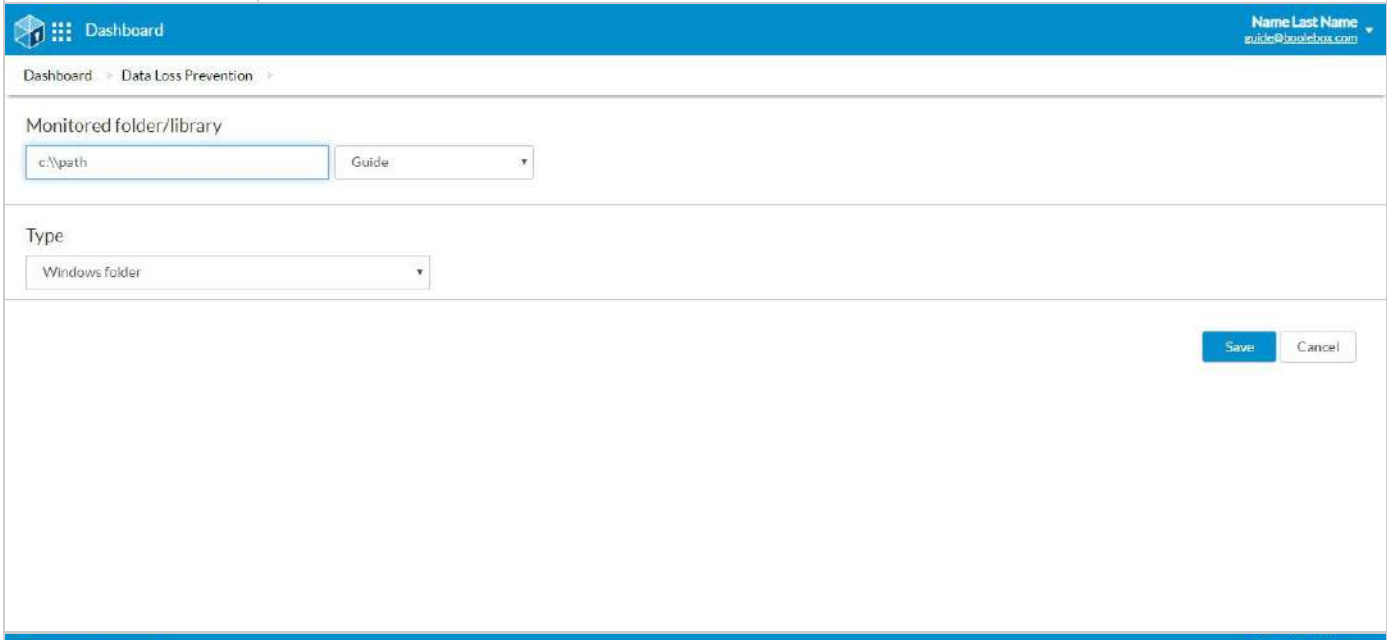
30.2 Monitoring a folder with File Encryptor

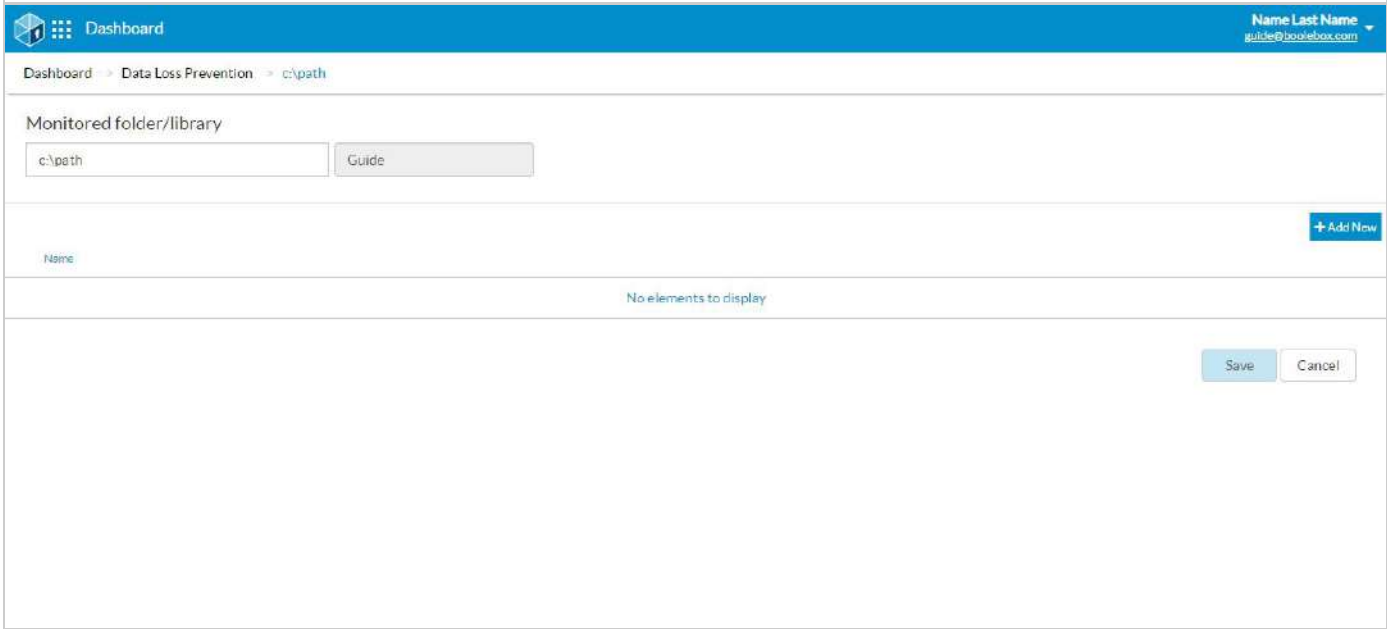
By monitoring a Windows folder with File Encryptor, you can set convenient and automatic encryption modes. In order to monitor a folder:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DATA LOSS PREVENTION section.
- Click on the + ADD NEW symbol located at the top right corner of the screen.
- In the window that is going to pop up on your screen, enter the path of the local/network folder in the appropriate field.
- Select the company to which the encryption rules related to the monitored folder will be matched from the dropdown menu. The company must be the one to which the API KEY entered in the GUI of the File Encryptor Server has been matched.
- In the TYPE area, select WINDOWS FOLDER for monitoring Windows local/network folders and OTHER for other libraries.
- Click on SAVE.
- The folder has now been inserted in the list of folders/libraries monitored by the File Encryptor: in order to complete the automatic encryption configuration of the indicated folder, it is necessary to combine encryption rules to the monitored folder.




Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention
Add New
Search Filters
Reset
By Company
All
Folder Name
Type the text to search for
Name
Company
c:\ccc
c:\folder
c:\lc
c:\local
c:\localfolder
c:\localhost
c:\locals
c:\xxx
https://sharepoint.booleserver.com
https://sharepoint.booleserver.com/Guide
Guide
Total Items 11
Selected Items 0


Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention >
Monitored folder/library
c:\\path
Guide
Type
Windows folder
Save
Cancel


Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention > c:\path
Monitored folder/library
c:\path
Guide
+ Add New
Name
No elements to display
Save
Cancel

30.3 Binding an encryption rule to a monitored Windows folder

By binding an encryption rule with a monitored folder, you can customize the encryption options of specific groups of files contained in the folder. To associate an encryption rule to a monitored folder:

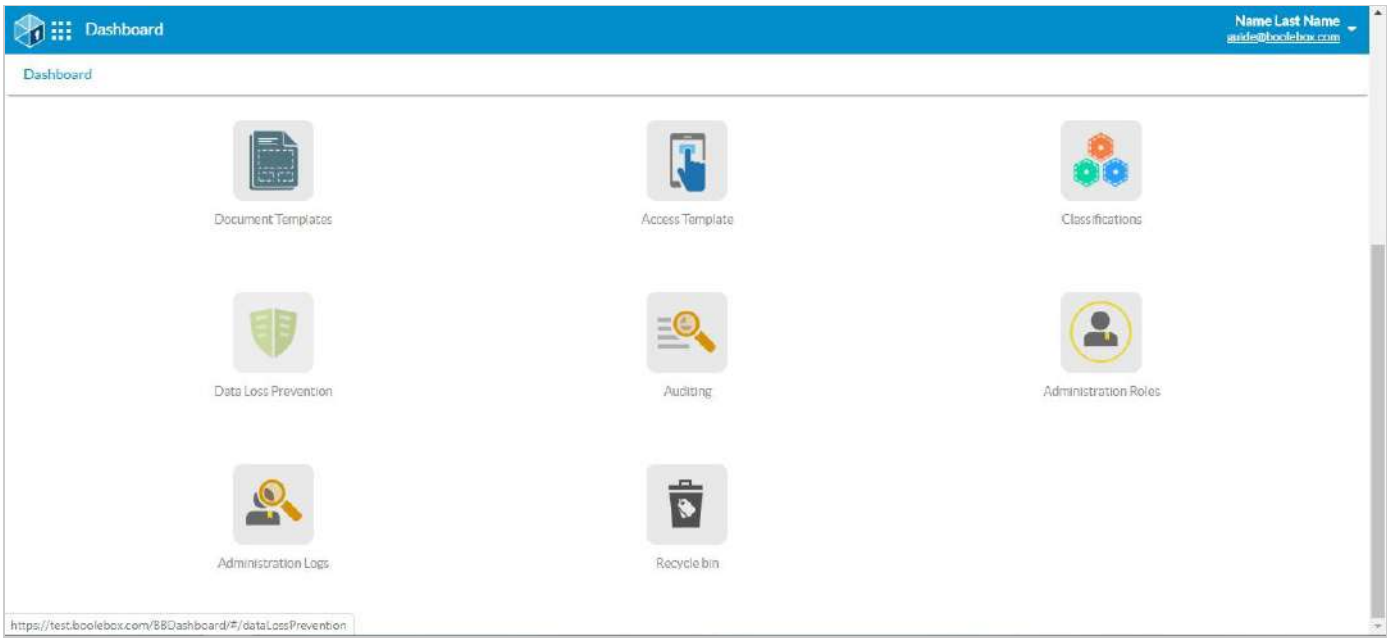
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DATA LOSS PREVENTION section.
- Click on the name of the monitored folder.
- Click on ADD NEW.
- Give the rule a name by entering it in the related field.
- If you want to apply the rule you are defining to a specific File Encryptor Server, indicate the relevant ID in the DEVICE ID field. In the absence of a specific ID, this rule will be applied to all File Encryptor Servers that refer to the current company.

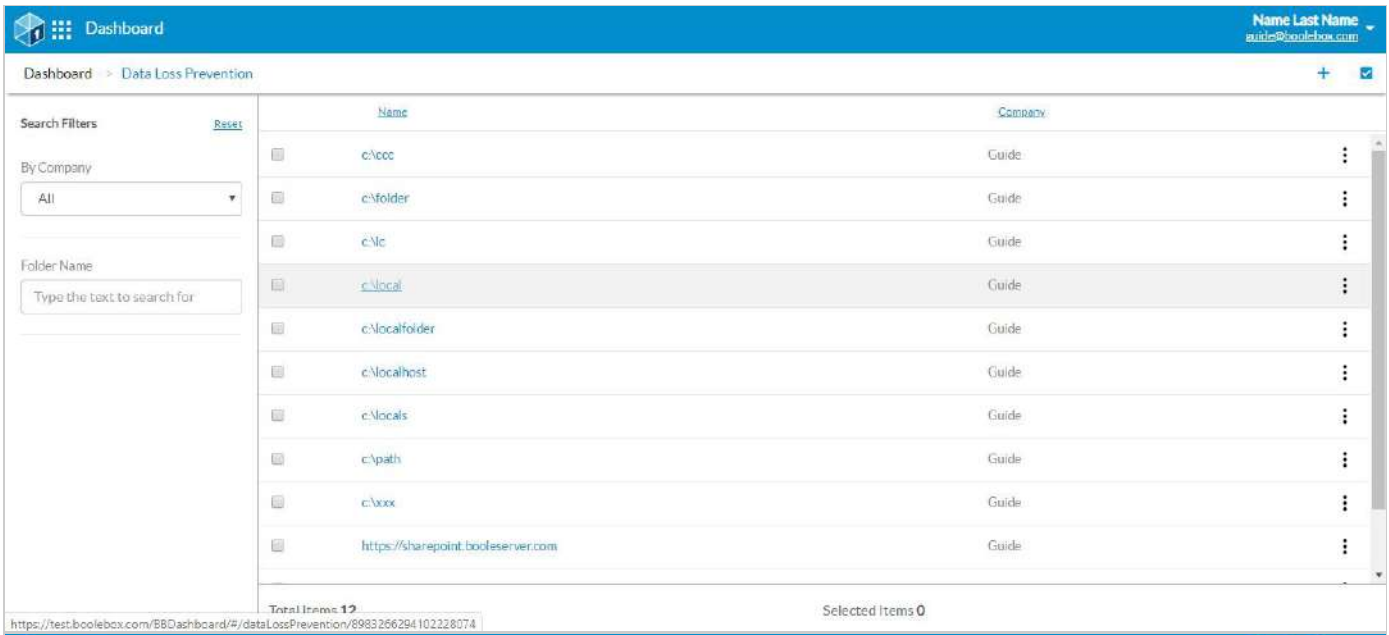
  Note: the ID indicated must correspond to the identifying name of the device in which File Encryptor Server has been installed previously indicated. This field supports text, numeric, alphanumeric and special characters.
- In the ACTIVATION CRITERIA section, enter a regular expression for at least one of the parameters indicated to filter the file encryption in the folder monitored in based on the NAME, CONTENT or CUSTOM PROPERTIES. For info on the regular expression syntax, see this site.
- In the FILE ENCRYPTOR RULES section, customize the encryption process by selecting one or more of the indicated items:
  - ENCRYPT: when enabled, this option causes the deletion of the original file after it has been encrypted.
  - UPLOAD: indicating a directory in this field, the encrypted file will be loaded into this folder.
  - DELETE: this option, available only when UPLOAD item has been flagged, causes the deletion of the encrypted file from the monitored directory.

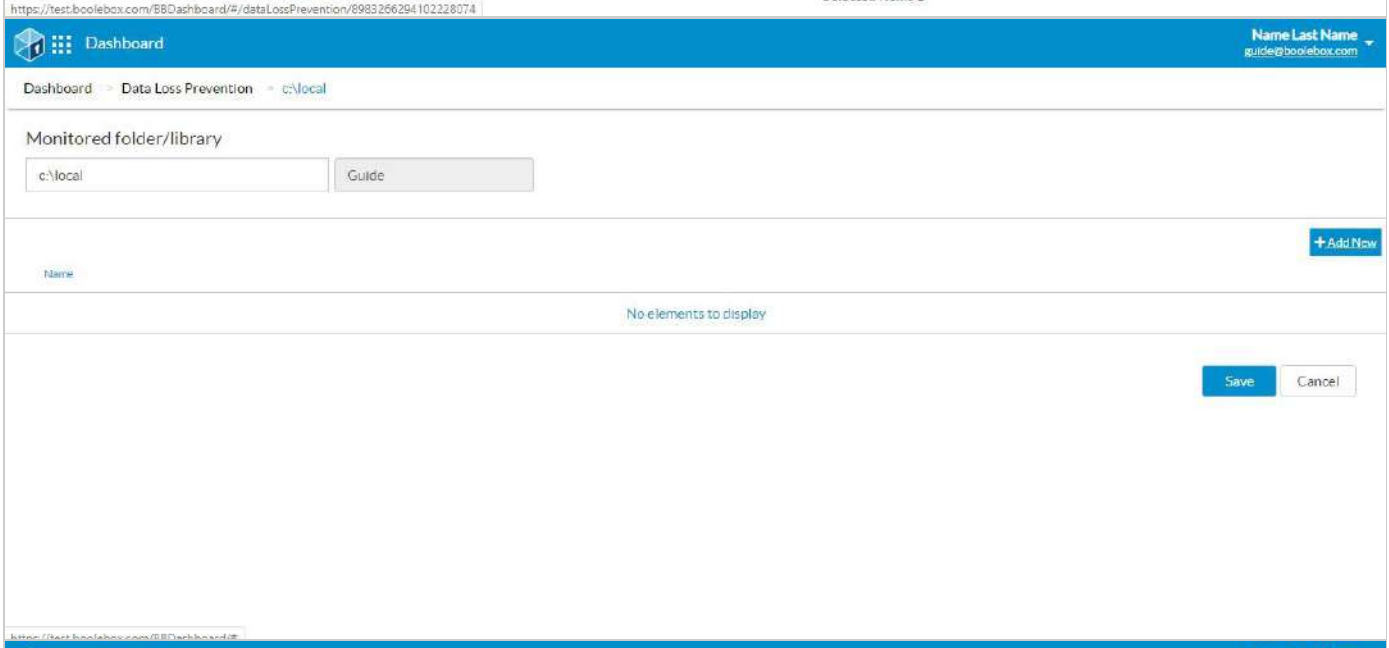
  Note: the UPLOAD option, combined with DELETE option, allows you to use the monitored directory as a transit method. That's why The DELETE option is available in combination with the UPLOAD option.
- In the CONFLICT MANAGER section, define the behaviour of the program in the event that data conflicts occur choosing from the following modes:
  - REPLACE: when enabled, this option causes the new encrypted file to be overwritten.
  - KEEP BOTH: when enabled, this option creates a copy of the encrypted file in the monitored directory.
  - DENY: when enabled, this option prevents further encryption of an already existing file.
- In the SELECT CLASSIFICATION area, select the classification tag with which to regulate access to files encrypted by the File Encryptor in the monitored folder.
- Click on SAVE to complete the operation.

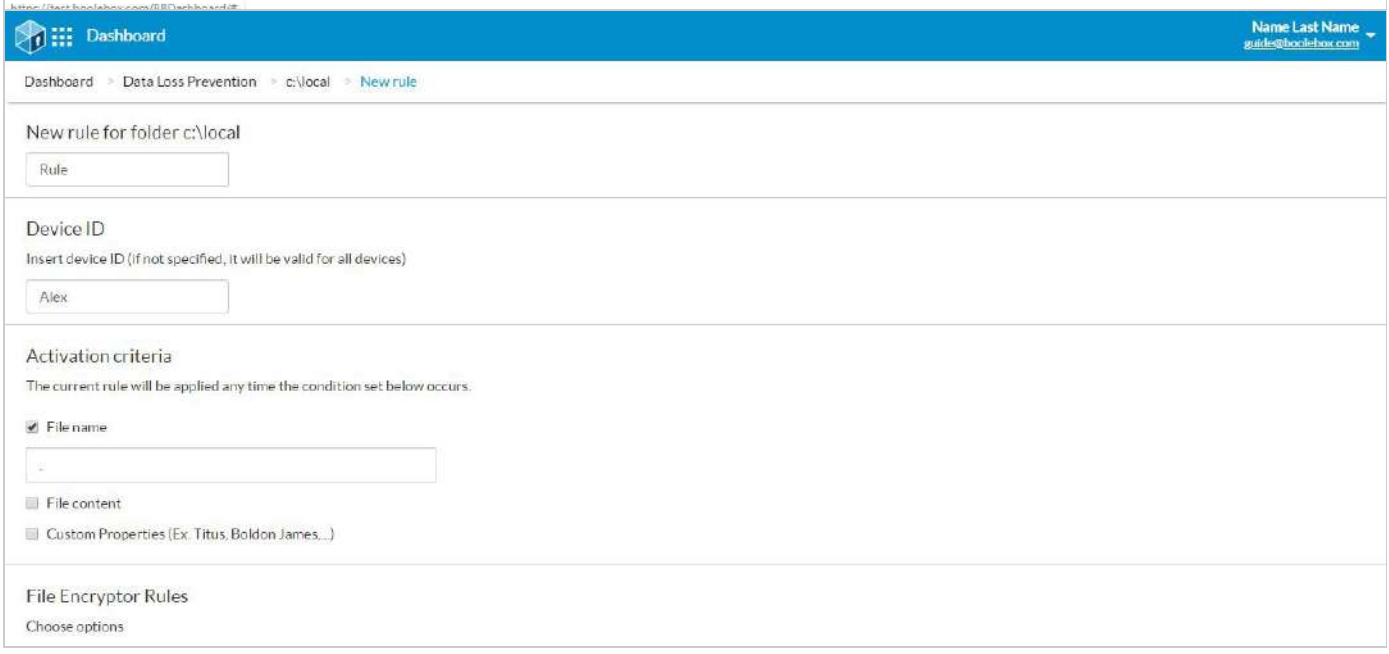
Note: it is possible to create different rules to monitor the same folder only if the encryption rules will be combined with different companies. Otherwise, the operation will not be allowed.

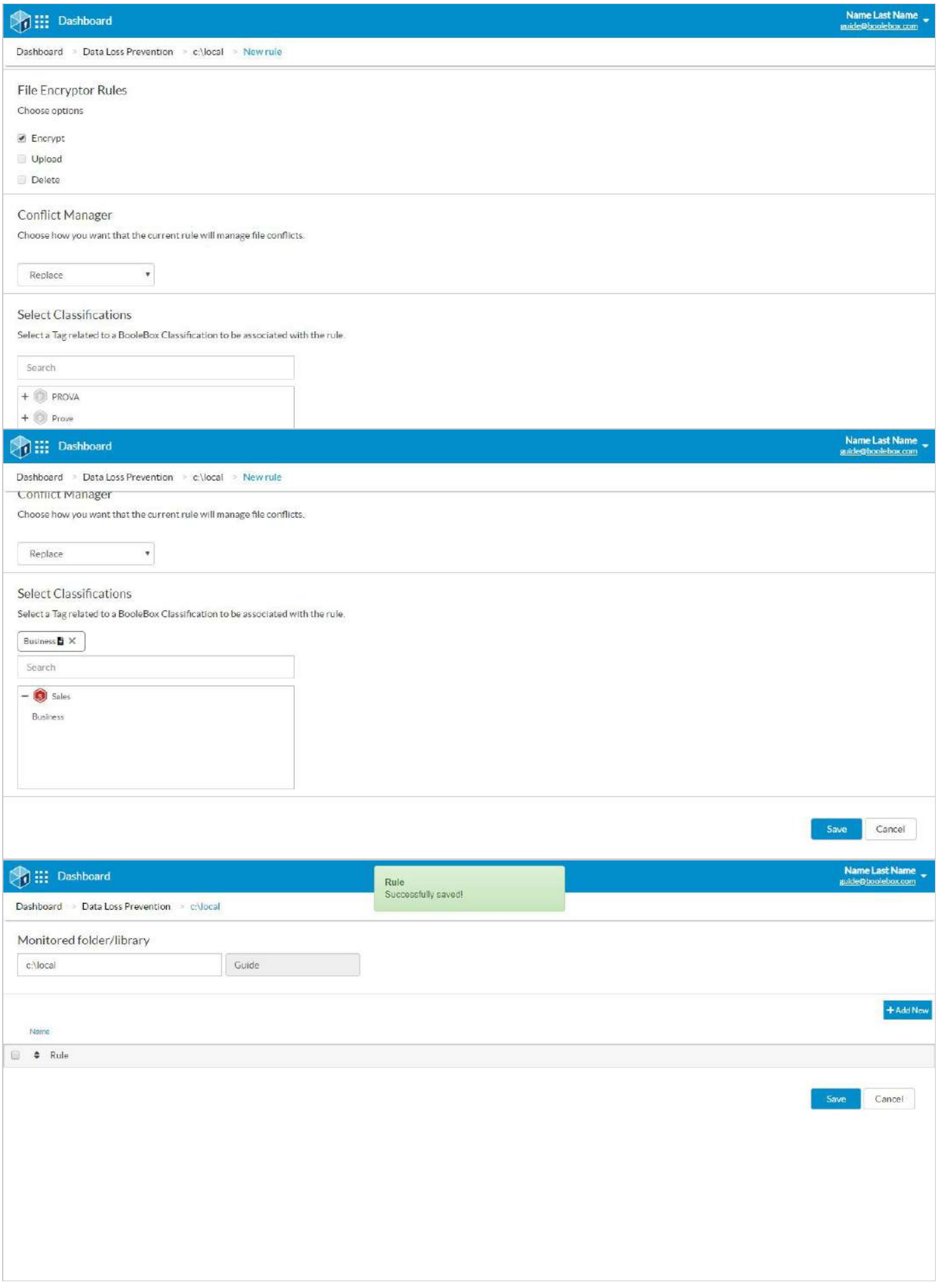
Note: if the path of the inserted folder does not exist, an error message will appear indicating that the operation has failed.




Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Data Loss Prevention
Search Filters
Reset
By Company
All
Folder Name
Type the text to search for
Name
Company
c:\ccc
Guide
c:\folder
Guide
c:\lc
Guide
c:\local
Guide
c:\localfolder
Guide
c:\localhost
Guide
c:\locals
Guide
c:\path
Guide
c:\xxx
Guide
https://sharepoint.booleserver.com
Guide
Total Items 12
Selected Items 0
https://test.boolebox.com/BBDashboard/#/dataLossPrevention/898326629410222807 4


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Data Loss Prevention > c:\local
Monitored folder/library
c:\local
Guide
+ Add New
Name
No elements to display
Save
Cancel


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Data Loss Prevention > c:\local > New rule
New rule for folder c:\local
Rule
Device ID
Insert device ID (if not specified, it will be valid for all devices)
Alex
Activation criteria
The current rule will be applied any time the condition set below occurs.
File name
File content
Custom Properties (Ex. Titus, Boldon James,...)
File Encryptor Rules
Choose options


Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention > c:\local > New rule
File Encryptor Rules
Choose options
Encrypt
Upload
Delete
Conflict Manager
Choose how you want that the current rule will manage file conflicts.
Replace
Select Classifications
Select a Tag related to a BooleBox Classification to be associated with the rule.
Search
PROVA
Prove
Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention > c:\local > New rule
Conflict Manager
Choose how you want that the current rule will manage file conflicts.
Replace
Select Classifications
Select a Tag related to a BooleBox Classification to be associated with the rule.
Business
Search
Sales
Business
Save
Cancel
Dashboard
Rule
Successfully saved!
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention > c:\local
Monitored folder/library
c:\local
Guide
+ Add New
Name
Rule
Save
Cancel

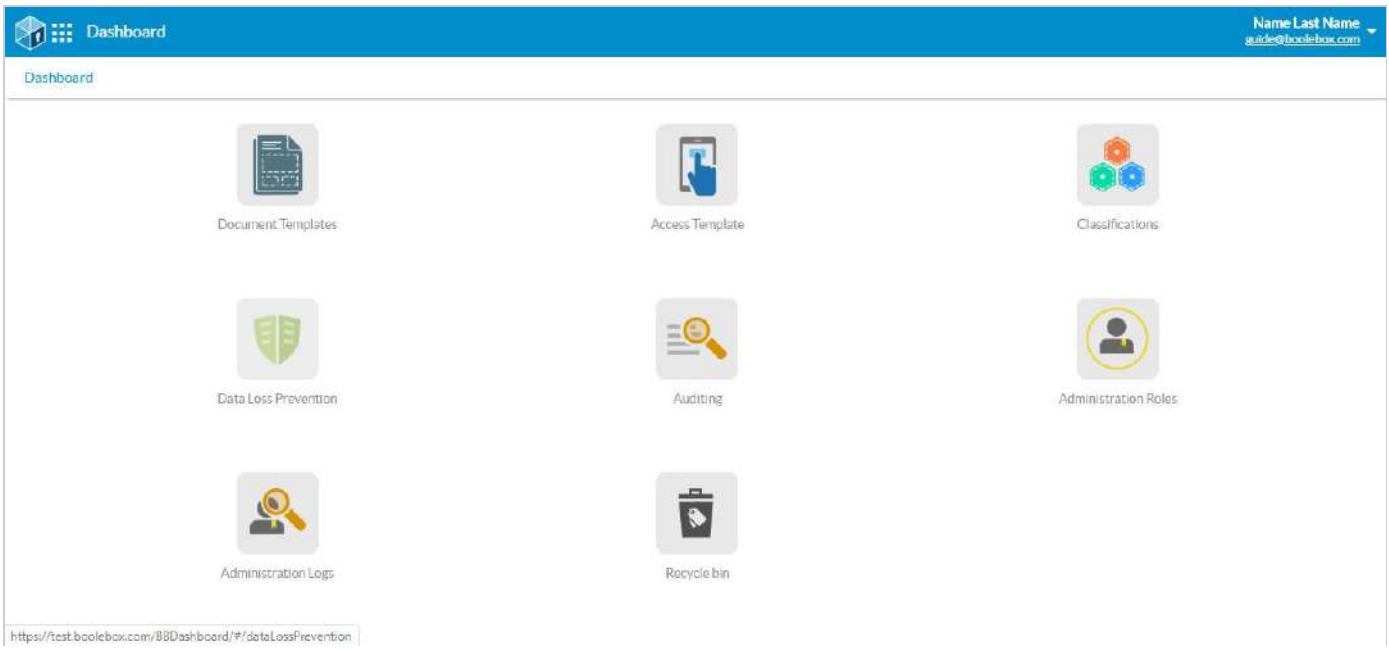
30.4 Binding an encryption rule to a monitored folder in a library

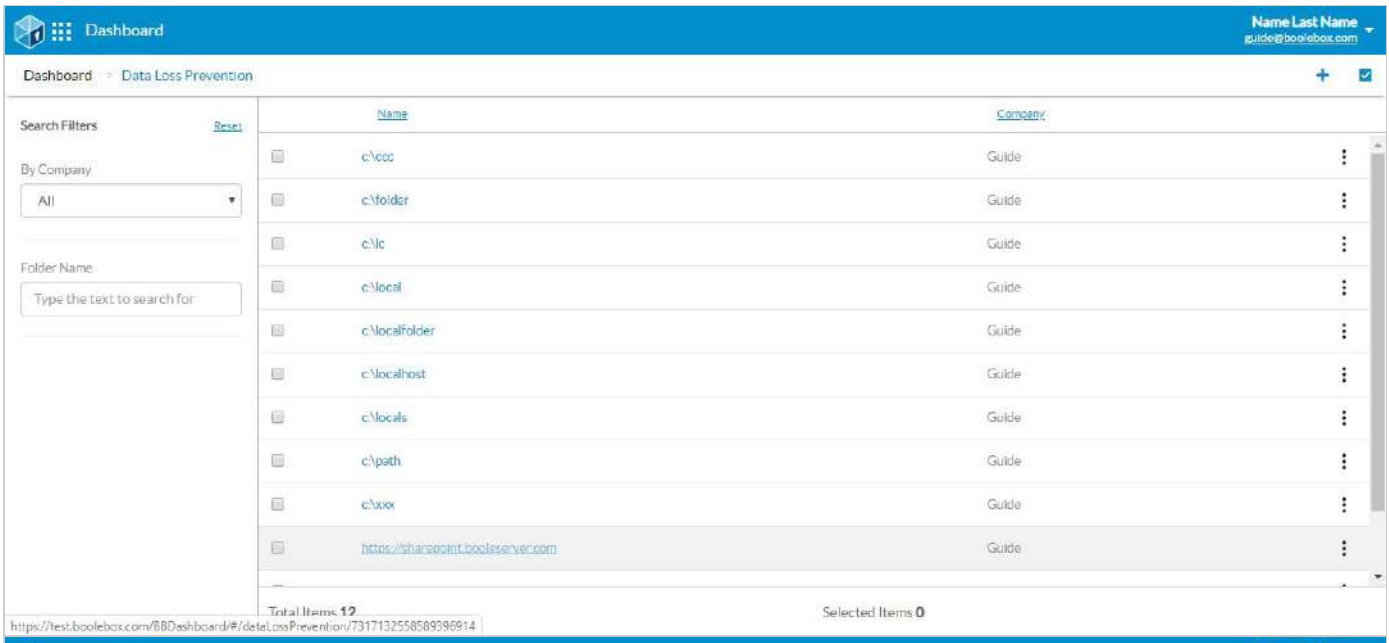
By associating an encryption rule with a monitored folder in a library, you can customize the encryption options of specific groups of files contained in one of library folders. To associate an encryption rule with a monitored folder in a library:

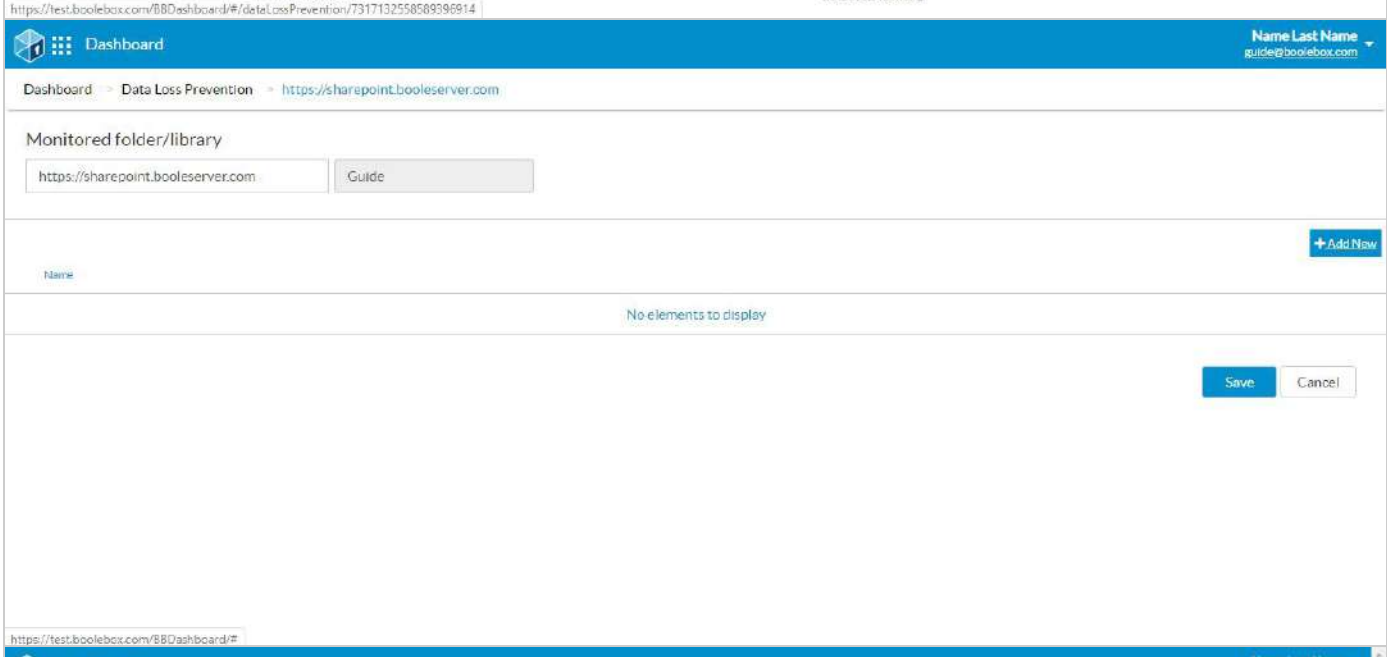
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DATA LOSS PREVENTION section.
- Click on the name of the monitored folder in the library.
- Click on ADD NEW.
- Give the rule a name by entering it in the related field.
- In the MICROSOFT TENANT ID section, enter the id of the Microsoft tenant, i.e. the id that identifies the company to which the SharePoint/One Drive sites are associated, available within your Azure account.
- In the ACTIVATION CRITERIA section, enter a regular expression for the NAME parameter to filter the encryption of the files in the monitored folder according to the NAME. For info on the regular expression syntax, see this site.
- In the ENCRYPTION RULES SETTINGS section, choose where to keep the files encrypted from the File Encryptor by choosing an option from:
    - **KEEP FILES IN PREFERRED STORAGE SOLUTION -** option to keep the encrypted file in .bbe format on the storage of origin, such as SharePoint or OneDrive.
    - **STORE IN BOOLEBOX -** option to upload the encrypted file to BooleBox and to maintain a placeholder in .bbl format on the original storage.
- In the CONFLICT MANAGER section, define the behaviour of the program in the event that data conflicts occur choosing from the following modes:
  - REPLACE: when enabled, this option causes the new encrypted file to be overwritten.
  - KEEP BOTH: when enabled, this option creates a copy of the encrypted file in the monitored library.
  - DENY: when enabled, this option prevents further encryption of an already existing file.
- In the SELECT CLASSIFICATION area, select the classification tag with which to regulate access to files encrypted by the File Encryptor in the monitored folder.
- Click on SAVE to complete the operation.

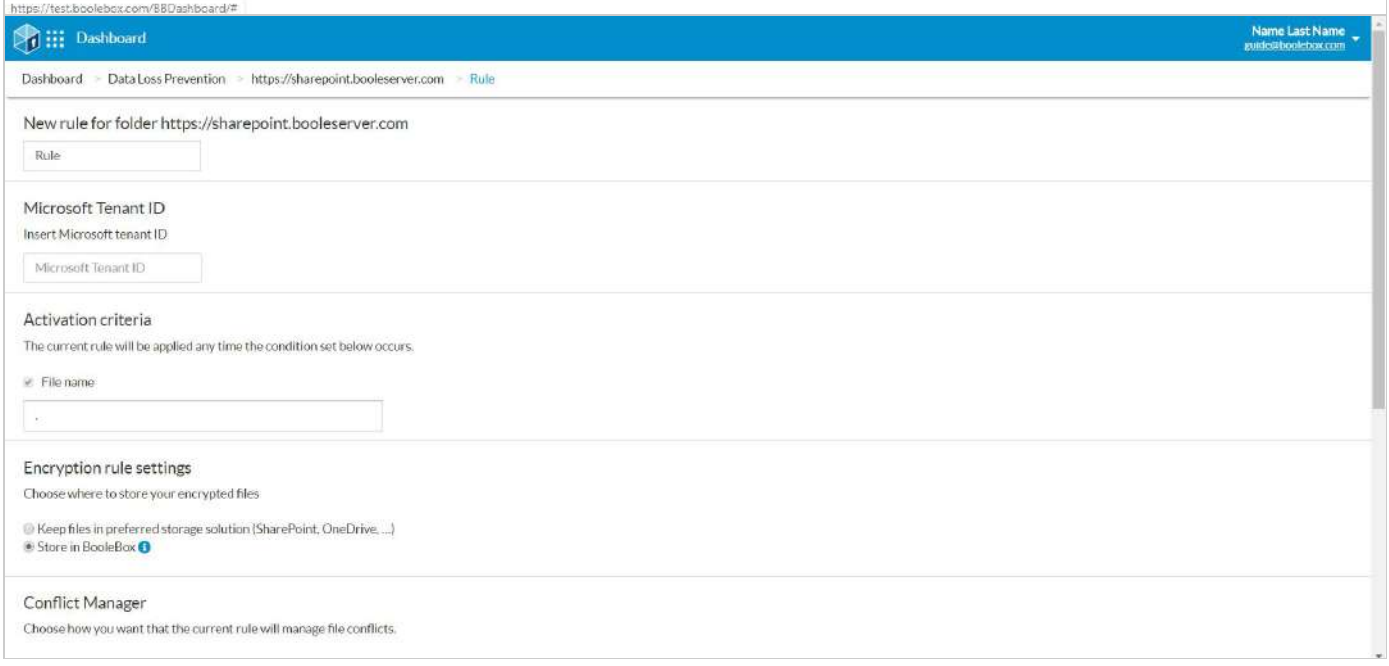
Note: it is possible to create different rules to monitor the same folder in the same library only if the encryption rules will be combined with different companies. In other words, the operation will not be allowed.

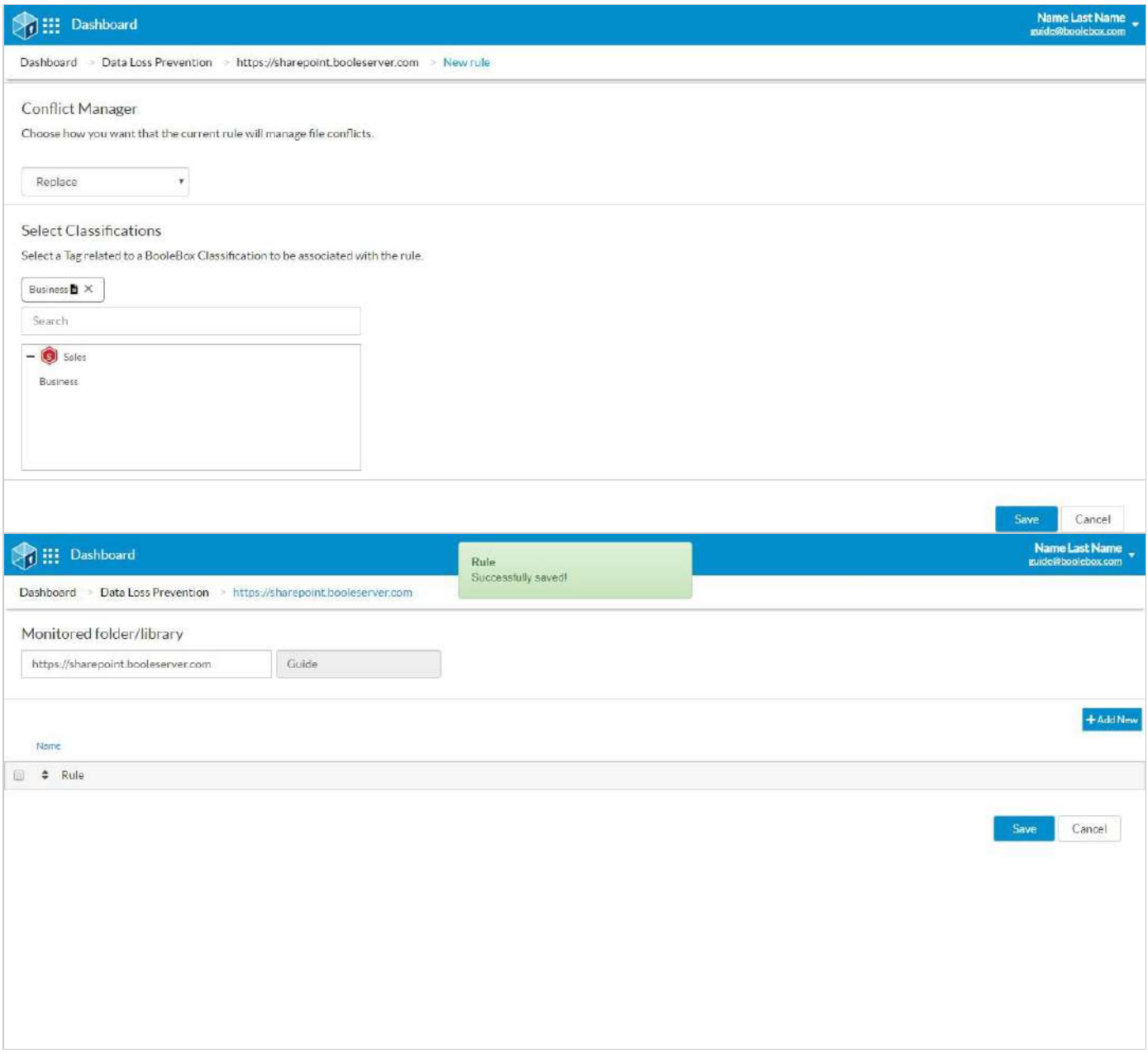
Note: if the path of the inserted folder doesn't exist, an error message will appear indicating that the operation has failed.




Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention
Search Filters
Reset
By Company
All
Folder Name
Type the text to search for
Name
Company
c:\ccc
c:\folder
c:\lc
c:\local
c:\localFolder
c:\localhost
c:\locals
c:\path
c:\xxx
https://sharepoint.booleserver.com
Guide
Total Items 12
Selected Items 0
https://test.booleboxcom/BBDashboard/#/dataLossPrevention/7317132558589396914


Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention > https://sharepoint.booleserver.com
Monitored folder/library
https://sharepoint.booleserver.com
Guide
+ Add New
Name
No elements to display
Save
Cancel
https://test.booleboxcom/BBDashboard/#

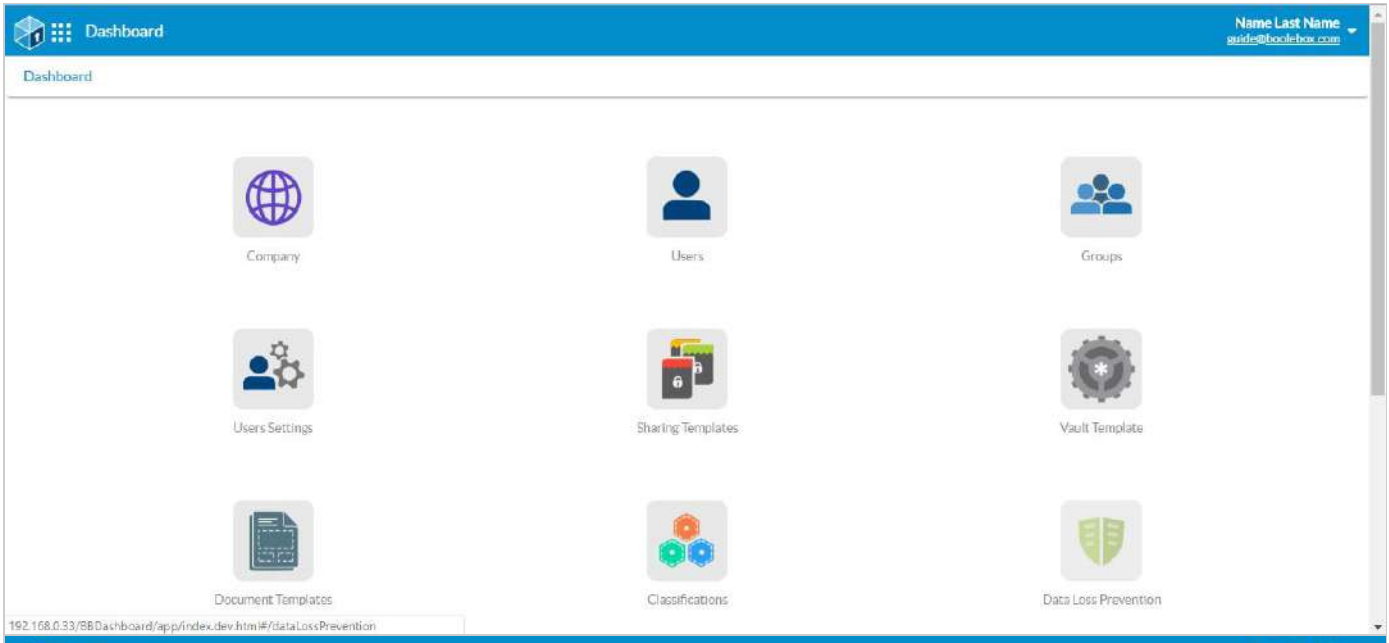

Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention > https://sharepoint.booleserver.com > Rule
New rule for folder https://sharepoint.booleserver.com
Rule
Microsoft Tenant ID
Insert Microsoft tenant ID
Microsoft Tenant ID
Activation criteria
The current rule will be applied any time the condition set below occurs.
File name
Encryption rule settings
Choose where to store your encrypted files
Keep files in preferred storage solution (SharePoint, OneDrive, ...)
Store in BooleBox
Conflict Manager
Choose how you want that the current rule will manage file conflicts.

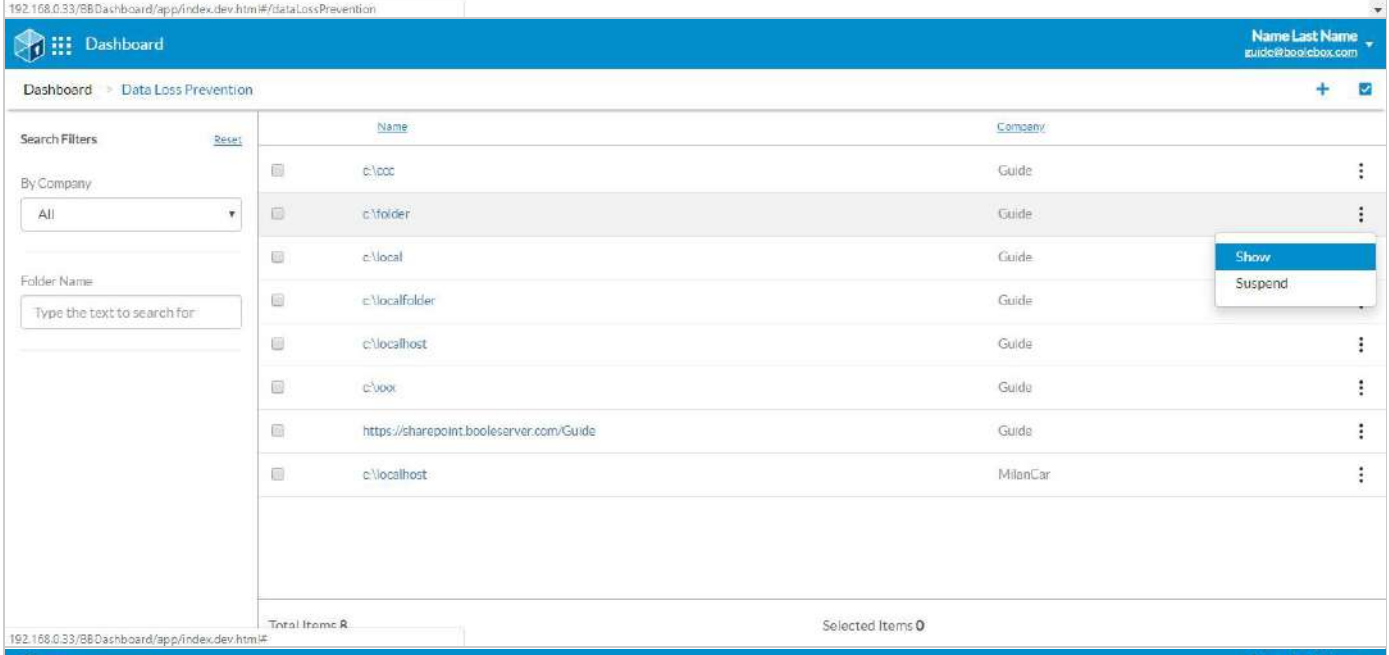


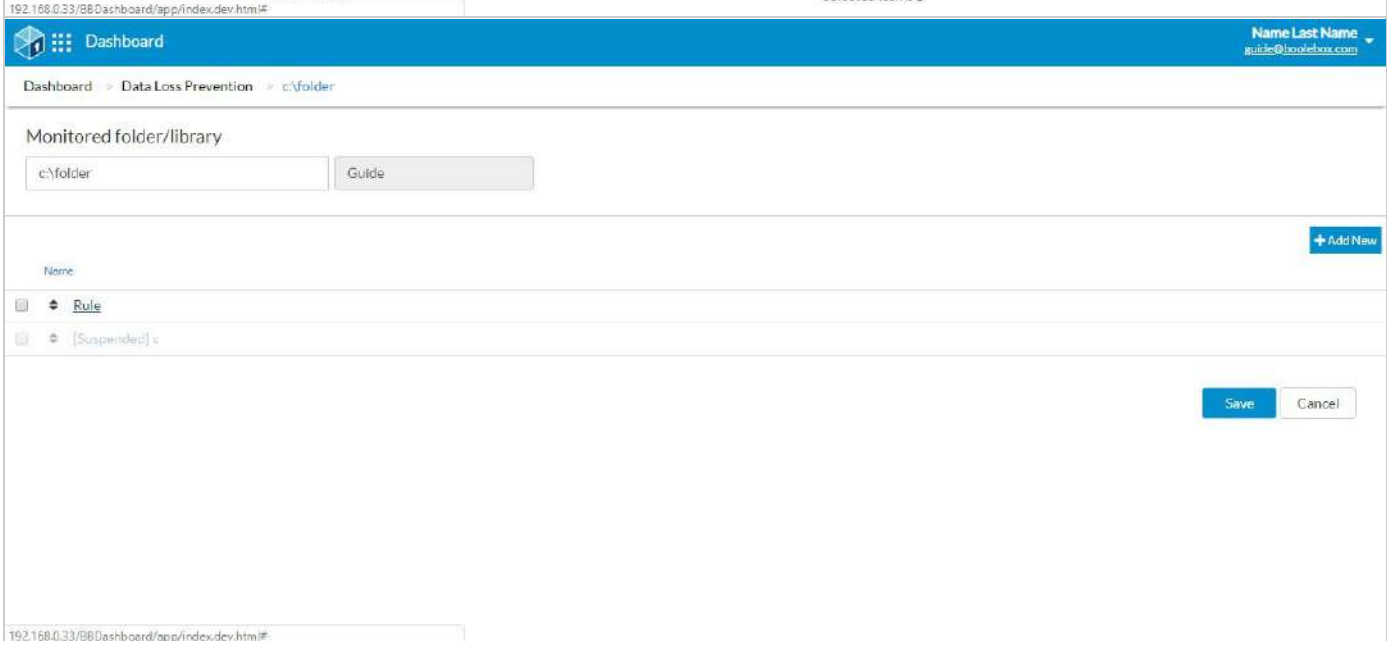
30.5 Viewing the properties of a monitoring rule

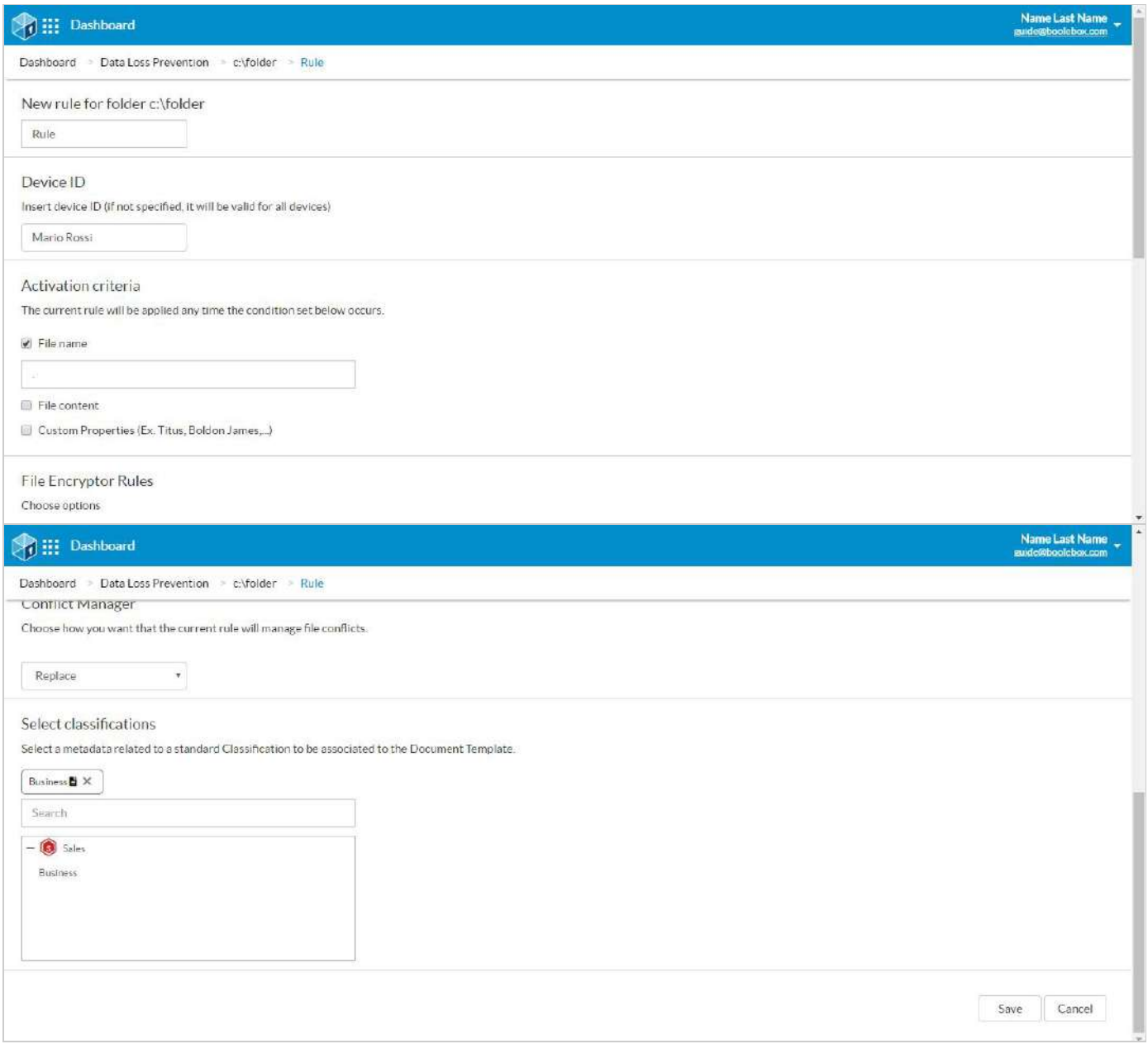
In order to view the properties of a monitoring rule previously created, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DATA LOSS PREVENTION section.
- Click on the three-points menu located to the right of the folder monitored by File Encryptor.
- Click on SHOW.
- A window appears, indicating the list of rules associated to the monitored folder.
- Click on the name of the rule of your interest.
- The screen that is going to pop up will display the properties of the rule previously configured.
- Press CANCEL twice to return to the general list of monitored folders.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/dataLossPrevention


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Data Loss Prevention
Search Filters
Reset
By Company
All
Folder Name
Type the text to search for
Name
Company
c:\ccc
Guide
c:\folder
Guide
c:\local
Guide
c:\localfolder
Guide
c:\localhost
Guide
c:\xxx
Guide
https://sharepoint.booleserver.com/Guide
Guide
c:\localhost
MilanCar
Show
Suspend
Total Items 8
Selected Items 0
192.168.0.33/BBDashboard/app/index.dev.html#

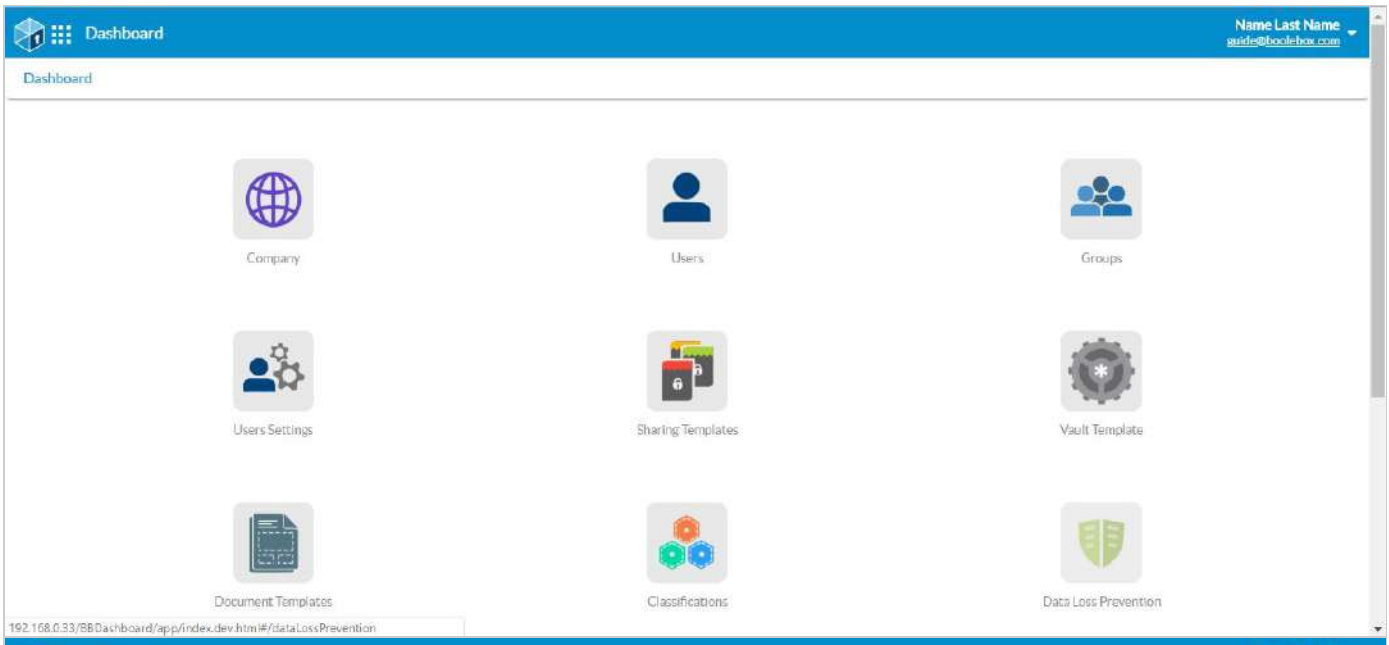

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Data Loss Prevention > c:\folder
Monitored folder/library
c:\folder
Guide
+ Add New
Name
Rule
Save
Cancel
192.168.0.33/BBDashboard/app/index.dev.html#

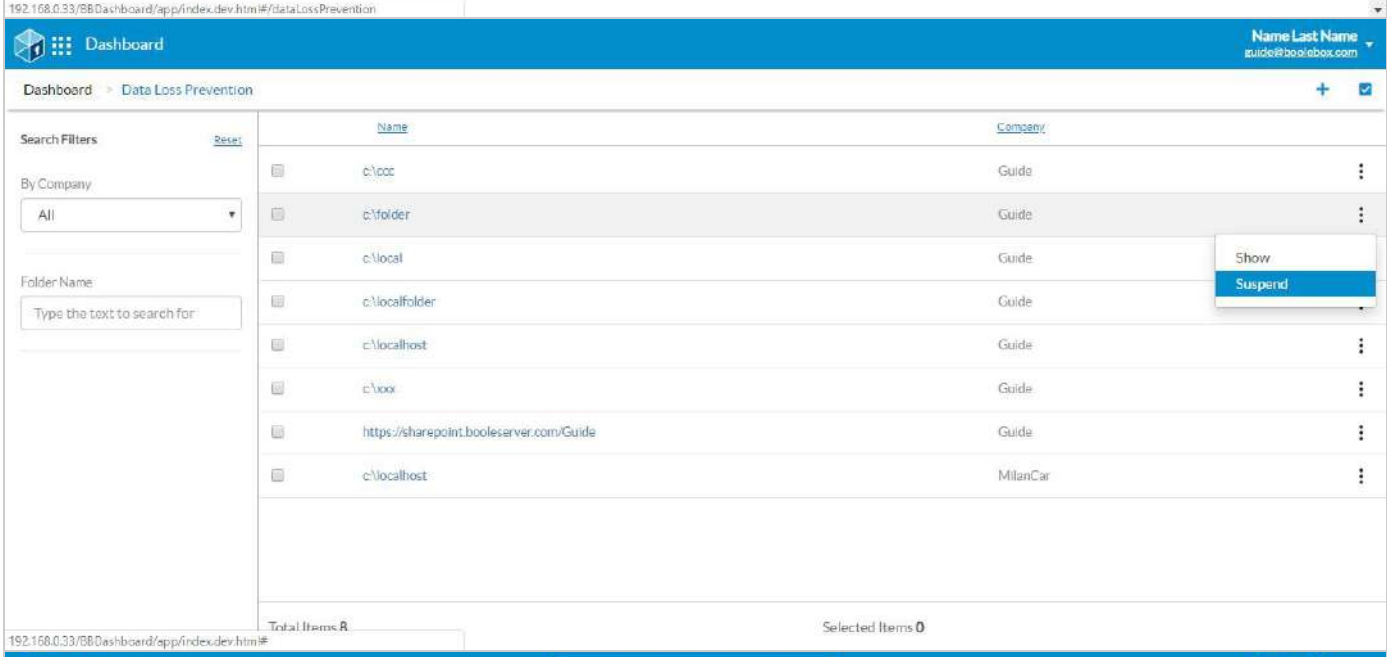


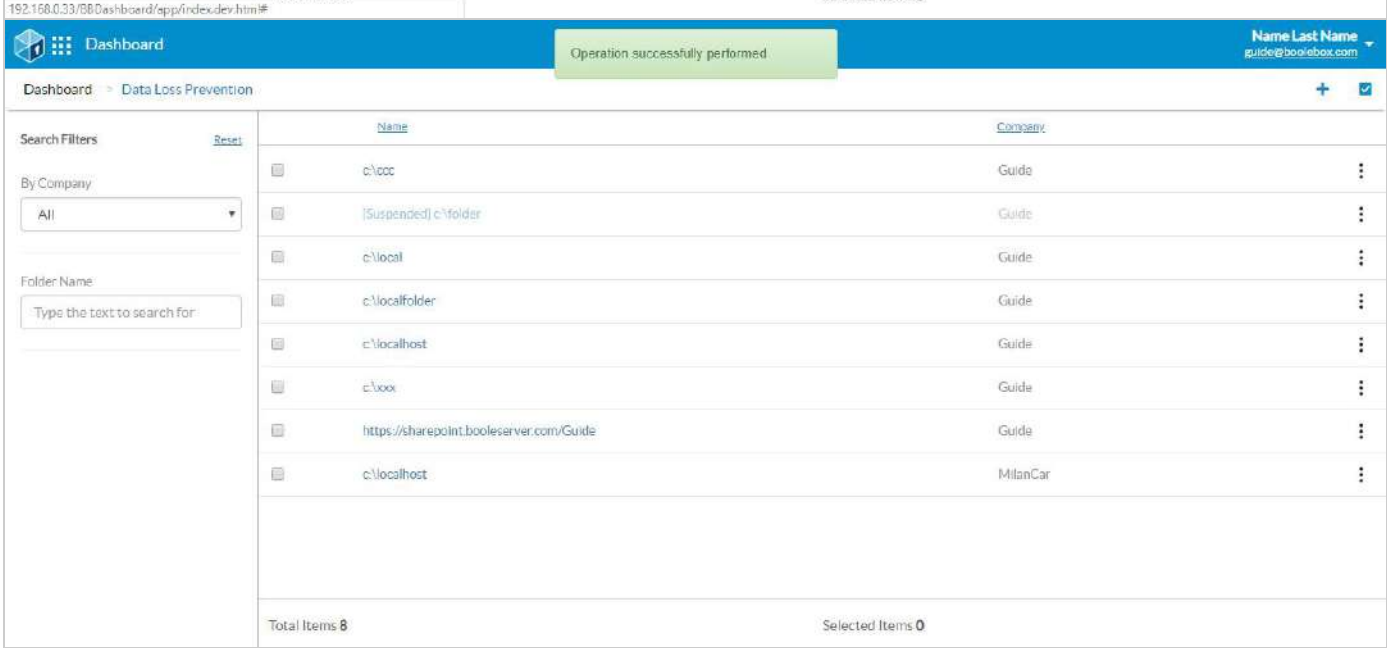
30.6 Suspending the monitoring of a folder/SharePoint library

By suspending the monitoring of a folder/SharePoint library, you can temporarily stop the encryption of the files stored in it by the File Encryptor. In order to suspend the monitoring of a folder/SharePoint library, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DATA LOSS PREVENTION section.
- Click on the three-points menu located to the right of the folder/SharePoint library monitored by File Encryptor.
- Click on SUSPEND to complete the operation.
- The folder/SharePoint library will now appear in grey in the main list of the monitored folders.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Company
Users
Groups
Users Settings
Sharing Templates
Vault Template
Document Templates
Classifications
Data Loss Prevention
192.168.0.33/BBDashboard/app/index.dev.html#/dataLossPrevention

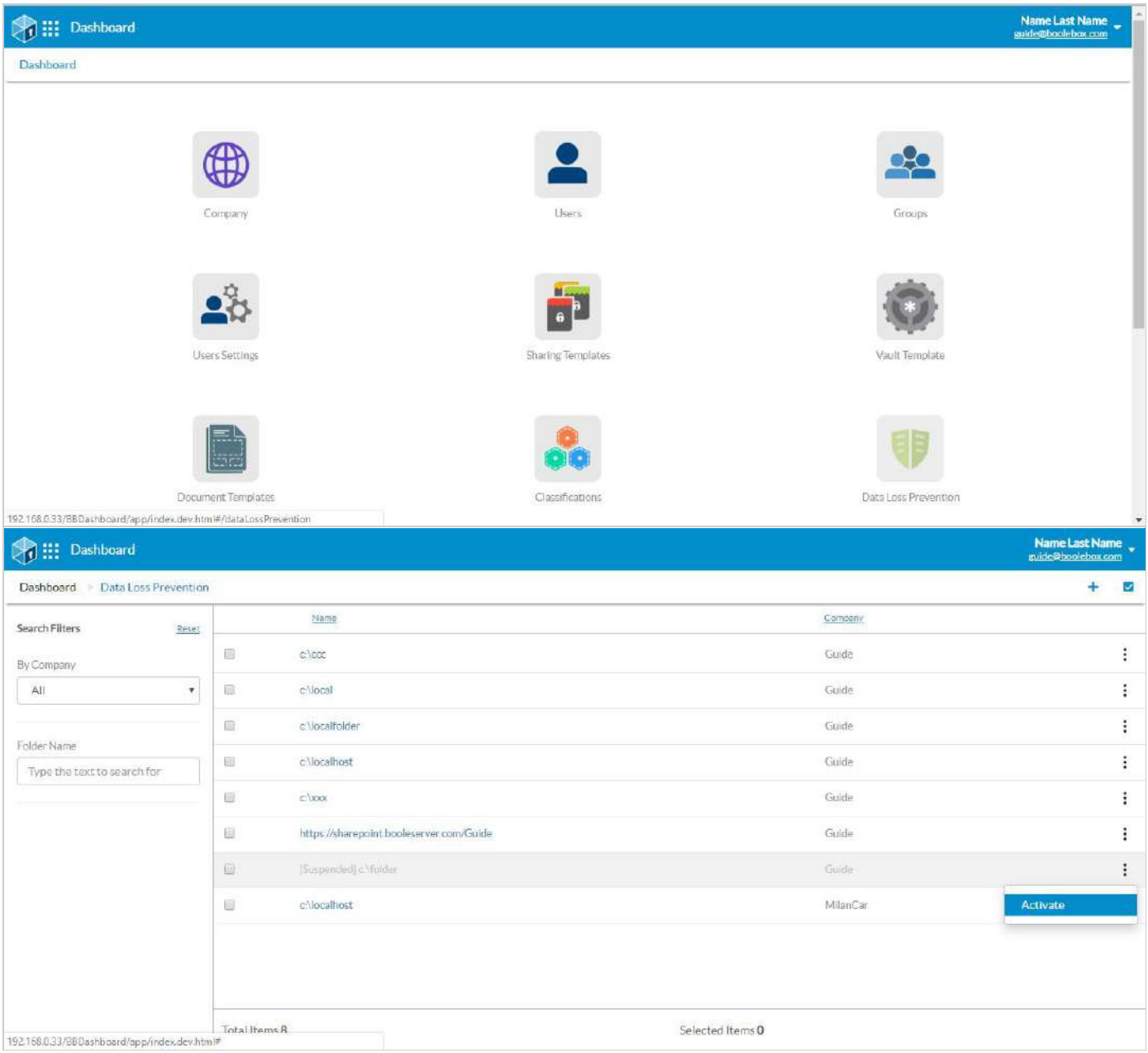

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Data Loss Prevention
Search Filters
Reset
By Company
All
Folder Name
Type the text to search for
Name
Company
c:\ccc
Guide
c:\folder
Guide
c:\local
Guide
c:\localfolder
Guide
c:\localhost
Guide
c:\xxx
Guide
https://sharepoint.booleserver.com/Guide
Guide
c:\localhost
MilanCar
Show
Suspend
Total Items 8
Selected Items 0
192.168.0.33/BBDashboard/app/index.dev.html#

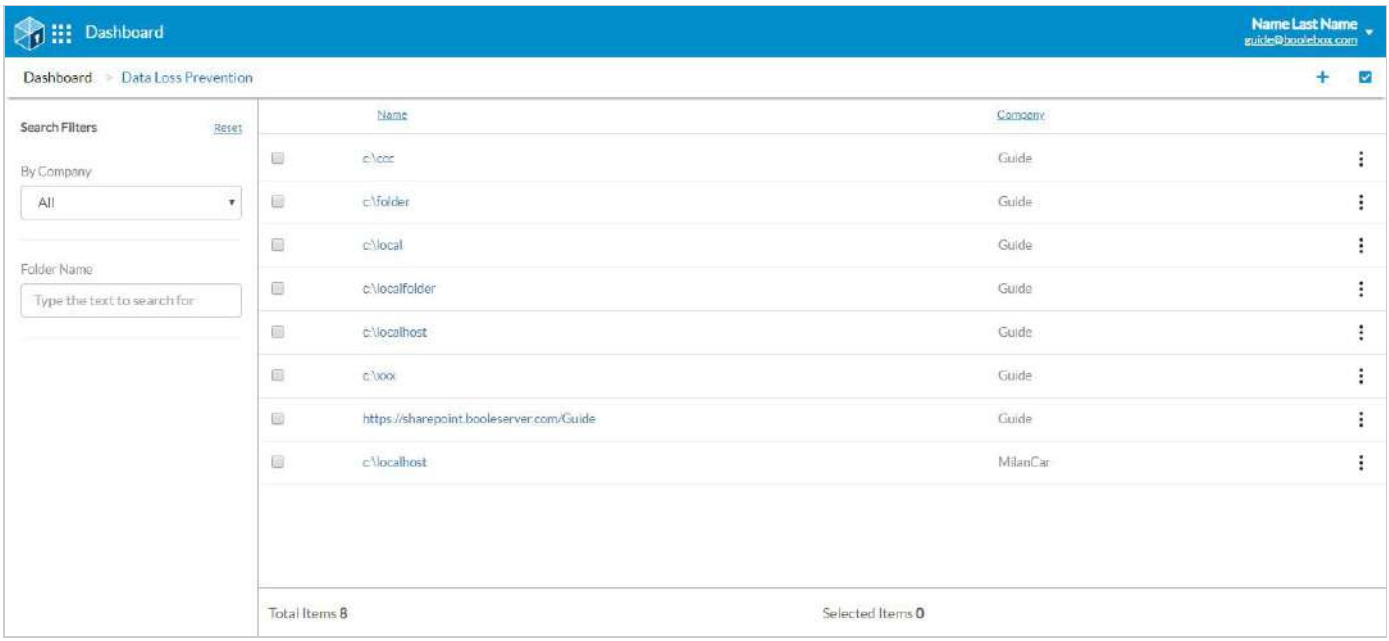

Dashboard
Operation successfully performed
Name Last Name
guide@boolebox.com
Dashboard > Data Loss Prevention
Search Filters
Reset
By Company
All
Folder Name
Type the text to search for
Name
Company
c:\ccc
Guide
[Suspended] c:\folder
Guide
c:\local
Guide
c:\localfolder
Guide
c:\localhost
Guide
c:\xxx
Guide
https://sharepoint.booleserver.com/Guide
Guide
c:\localhost
MilanCar
Total Items 8
Selected Items 0

30.7 Reactivating the monitoring of a folder/SharePoint library

By reactivating the monitoring of a folder/SharePoint library, you can restart to encrypt the files stored in it with File Encryptor. In order to reactivate the monitoring of a previously suspended folder/SharePoint library:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DATA LOSS PREVENTION section.
- Click on the three-points menu located to the right of the folder/SharePoint library monitored by File Encryptor.
- Click on ACTIVATE to complete the operation.
- The folder/SharePoint library will appear in blue in the list of the monitored folders as the others.





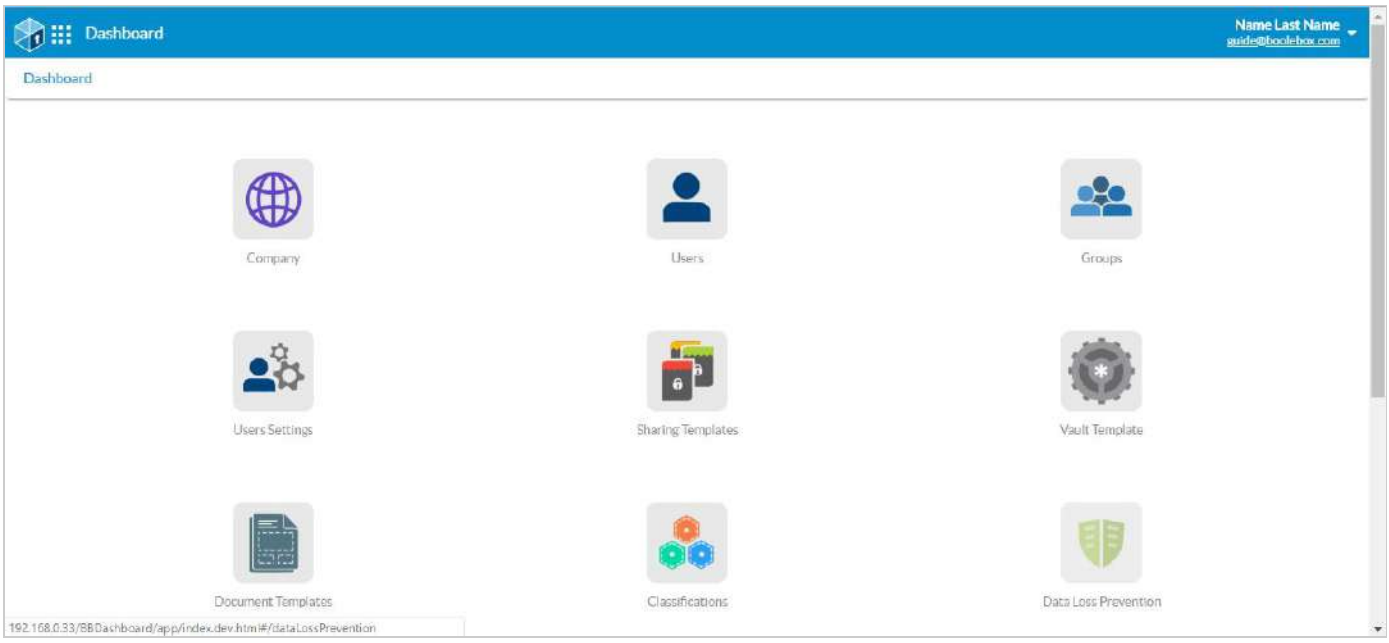
30.8 Removing the monitoring of a folder/SharePoint library

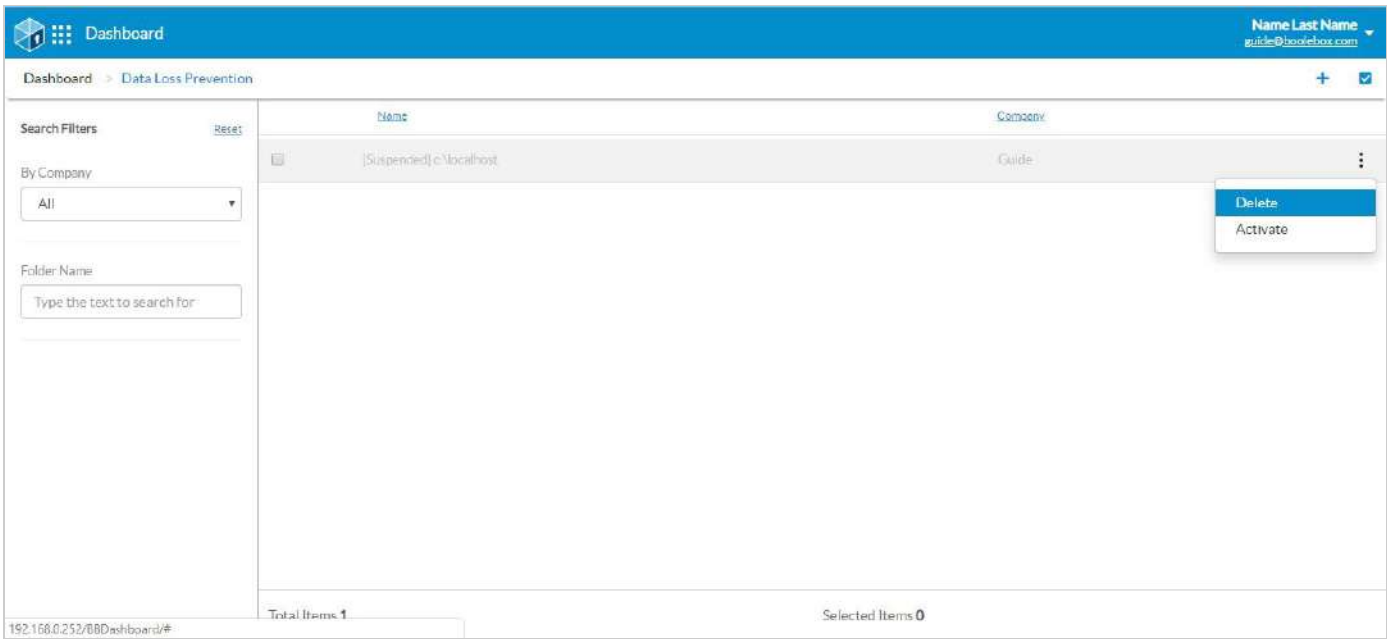
You can remove the monitoring of a folder/SharePoint library previously suspended, deleting the rules matched to it at the same time. In order to remove the monitoring of a folder/SharePoint library, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the DATA LOSS PREVENTION section.
- Click on the three-points menu located to the right of the folder/SharePoint library monitored by File Encryptor you want to remove.
- Click on DELETE.
- In the window that is going to pop up on your screen, enter your password.
- Click on CONFIRM to complete the operation.

Attention: by removing the monitoring of a folder, all the rules matched to it will be deleted at the same time: for this reason, the encrypted files locally stored will become irreparably inaccessible.

Note: removing the monitoring of a folder is possible only for BooleBox On-Premises instances.

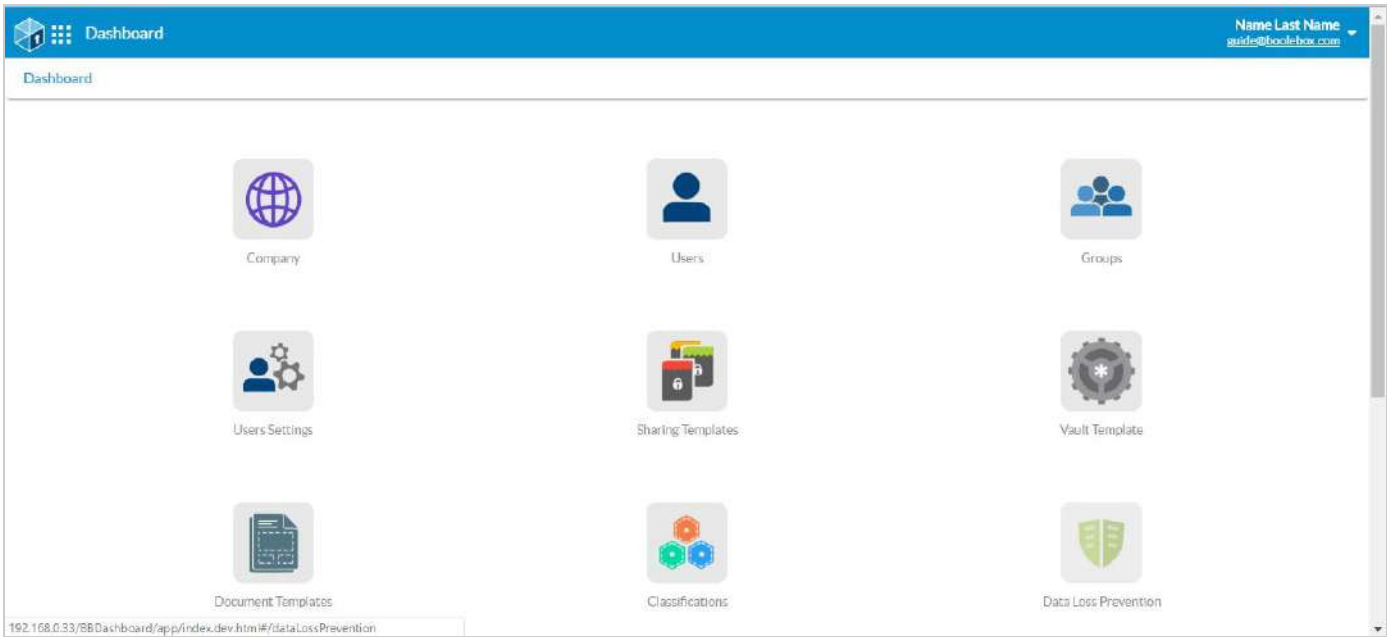


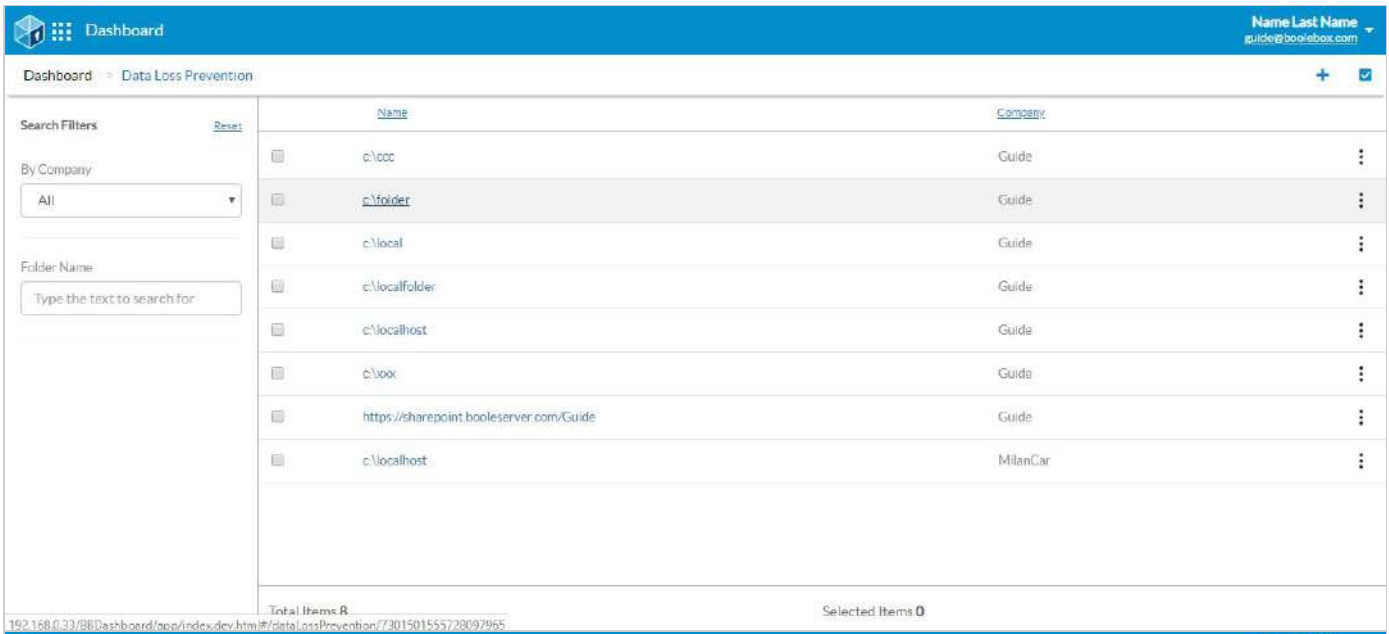


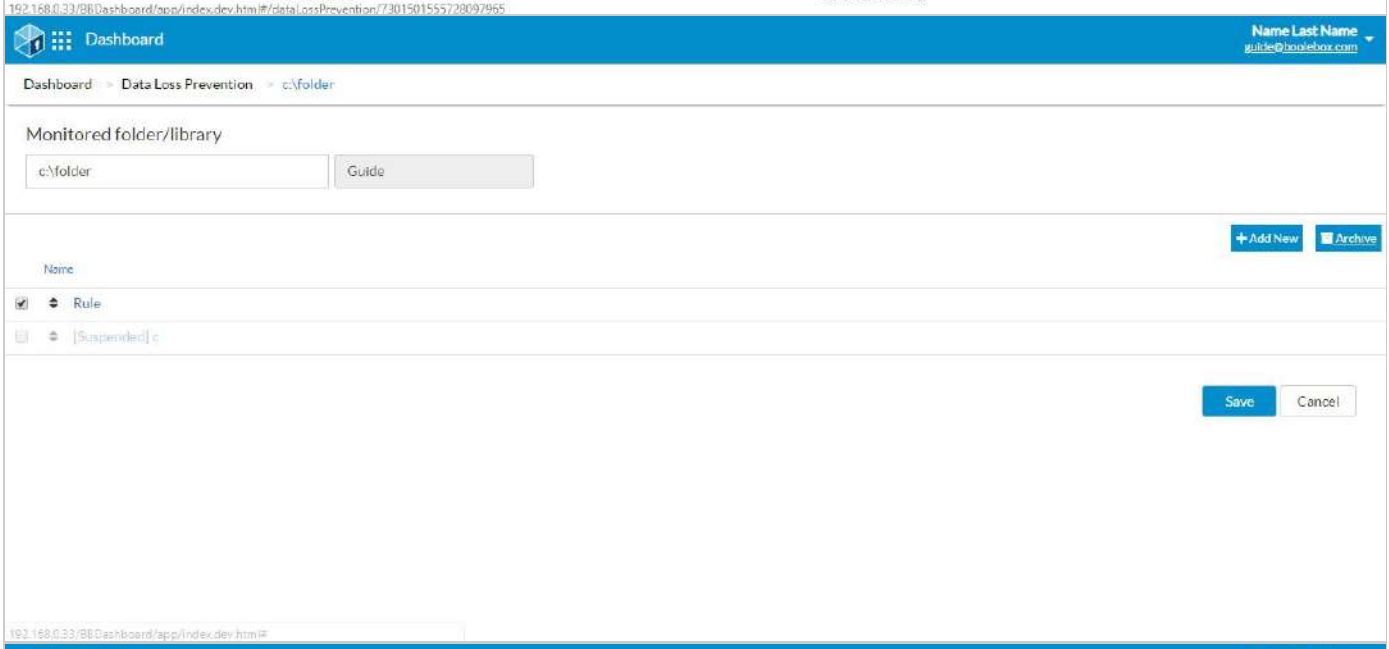
30.9 Archiving a monitoring rule

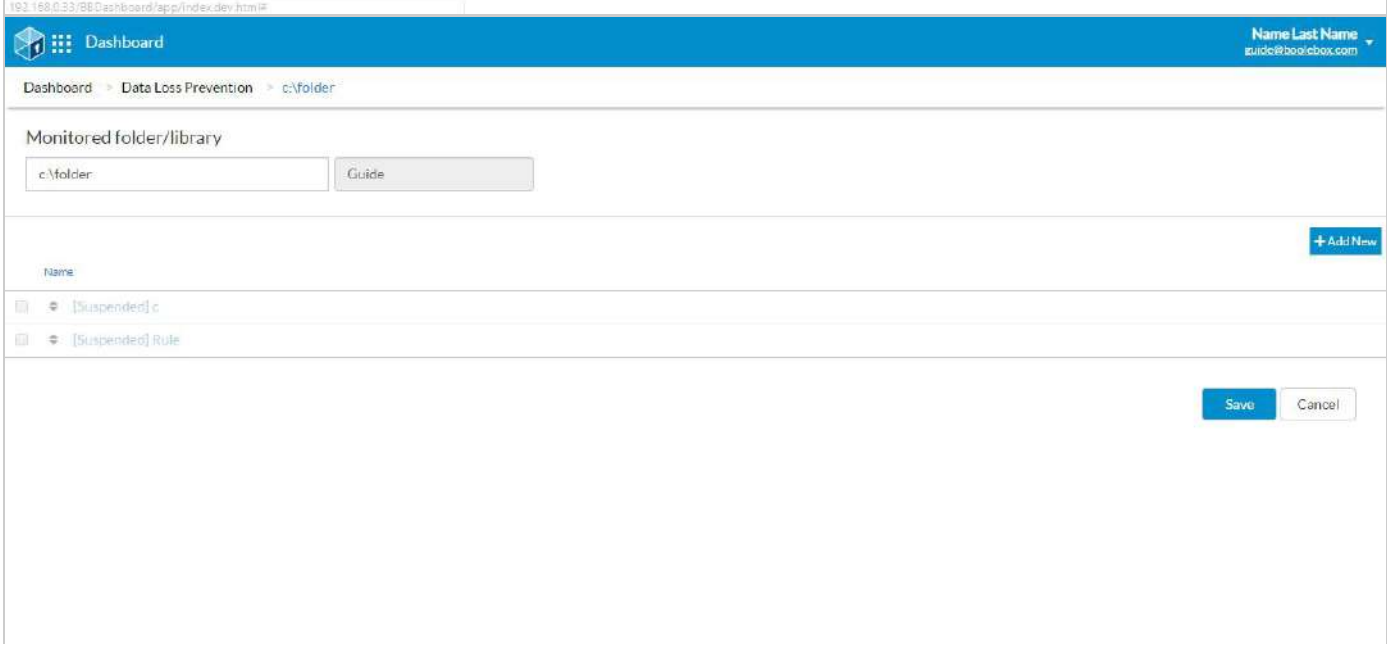
By archiving a single monitoring rule, you can suspend the encryption of files according to the rule to be archived, without needing to suspend the monitoring of the entire folder/SharePoint library. To archive a monitoring rule:

- Click on the menu icon at the top left of your account'shomepage to access your DASHBOARD.
- Access the DATA LOSS PREVENTION section.
- Click on the name of the monitored folder/SharePoint library to which the monitoring rule to be archived is associated.
- Click on the checkbox next to the rule you want to archive.
- Click on the ARCHIVE button.



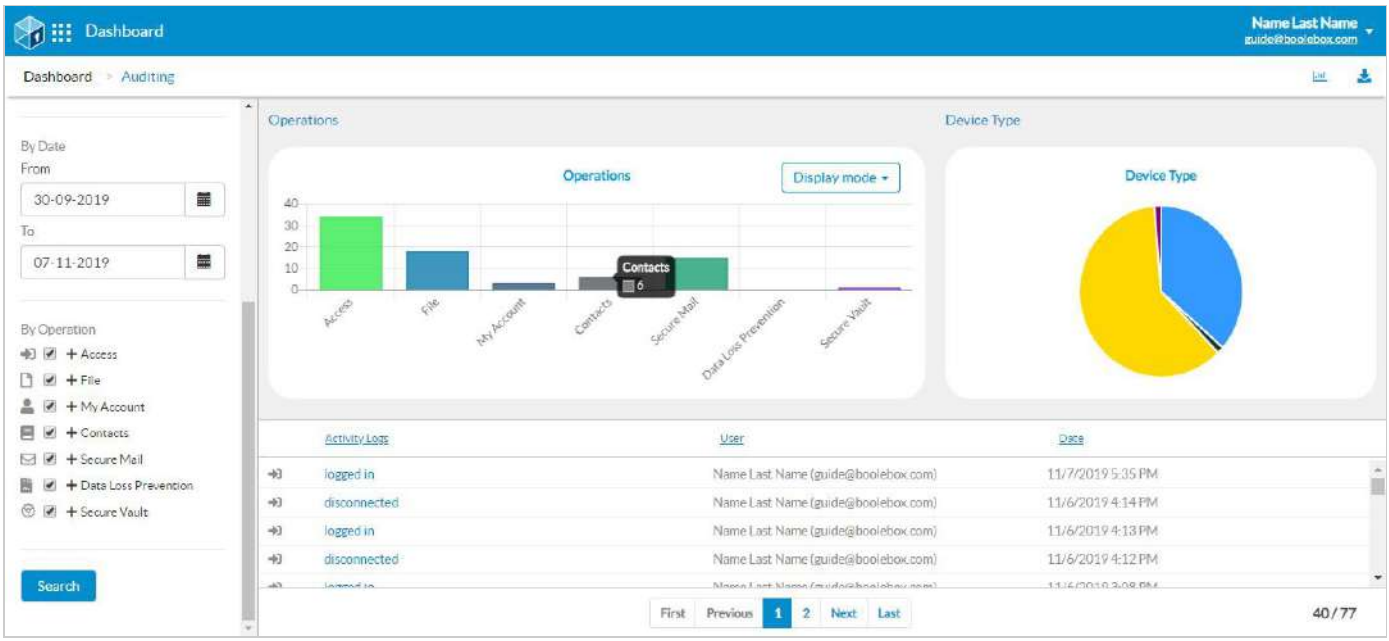

Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention
Search Filters
Reset
By Company
All
Folder Name
Type the text to search for
Name
Company
c:\ccc
Guide
c:\folder
Guide
c:\local
Guide
c:\localfolder
Guide
c:\localhost
Guide
c:\xxx
Guide
https://sharepoint.booleserver.com/Guide
Guide
c:\localhost
MilanCar
Total Items 8
Selected Items 0
192.168.0.33/BBDashboard/app/index.dev.html#/dataLossPrevention/730150155728097965


Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention > c:\folder
Monitored folder/library
c:\folder
Guide
+Add New
Archive
Name
Rule
[Suspended] c
Save
Cancel
192.168.0.33/BBDashboard/app/index.dev.html#


Dashboard
Name Last Name
guide@booleboxcom
Dashboard > Data Loss Prevention > c:\folder
Monitored folder/library
c:\folder
Guide
+Add New
Name
[Suspended] c
[Suspended] Rule
Save
Cancel

31 Auditing

How to query the log for all activity carried out by users within the BooleBox platform

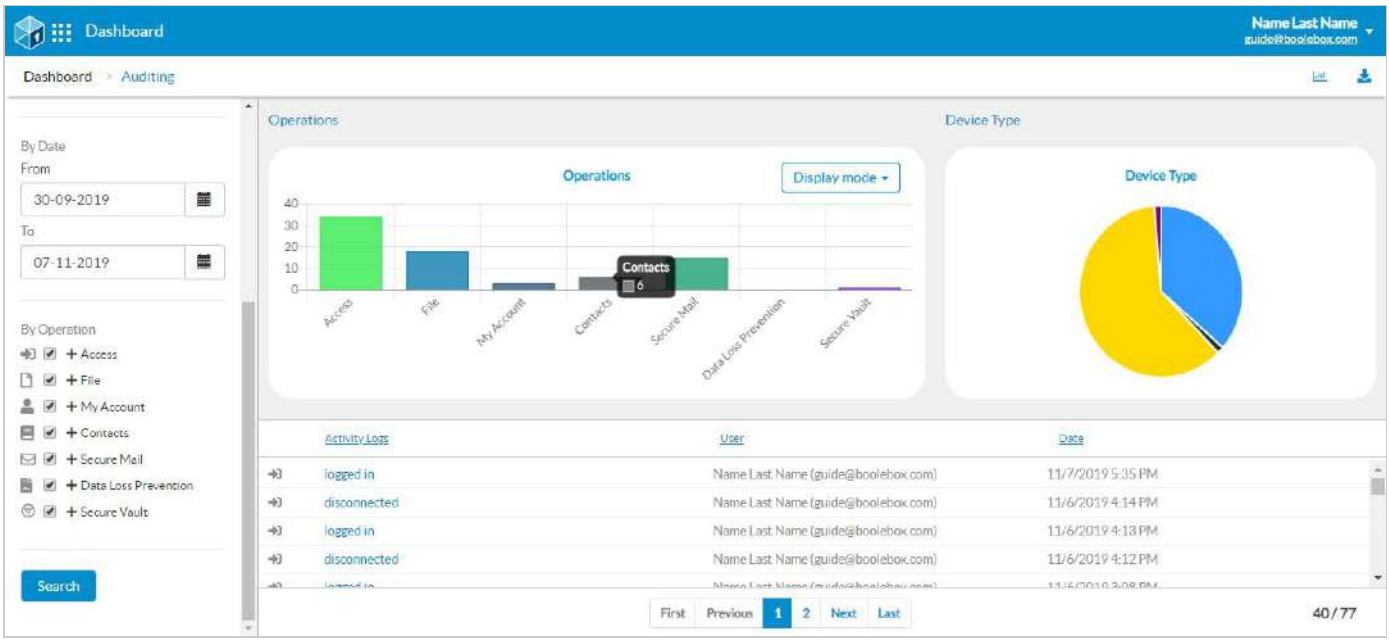


31.1 The main screen

The AUDITING section on the BooleBox Dashboard allows you to consult the log of all activities performed by users using the platform. The main screen of this section includes:

- At the top right, a button to EXPORT DATA queried in this section and a button to expand/restrict the audit graphics area.
- The main area with the graphics of operations tracked and the list of all the operations carried out by users, including details such as ACTIVITY LOGS (corresponding to the activity performed), the USER who carried it out and the DATE and time when it was carried out. By clicking on a particular column, you can reorder the list as desired. Each record is marked with an icon on the left that helps to identify operations by type. By clicking on one of the items in the list, you can display a panel of detailed information relating to the selected item. By default, data for the actual date is displayed.

  Note: you can modify the graphics measure by draggin the mouse cursor.
- On the left, an advanced search panel offering various parameters and search filters.
- At the bottom, the status bar showing the total number of pages shortcut for navigating the records to be consulted.



31.2 Search filters

In order to perform a search in the AUDITING section of the Dashboard, you can use one of the following search parameters:

- BY COMPANY - the search result is filtered according to the company whose activities you want to consult.
- BY ITEM - the search result is filtered according to the NAME (or part of it) of the file entered in the appropriate field.
- BY USERNAME - the search result is filtered according to the USERNAME (or part of it) whose activities are to be queried in the appropriate field.
- BY DATE - by using the calendars, the search result is filtered according to the period you want to query the activities carried out.
- BY OPERATION - the search result is filtered according to the type of operation to be reported on.
- Press SEARCH to launch the search using the applied filters.
- The results matching the specified conditions will appear as a list in the main area of the page.
- Click on the RESET link to return to the general view.

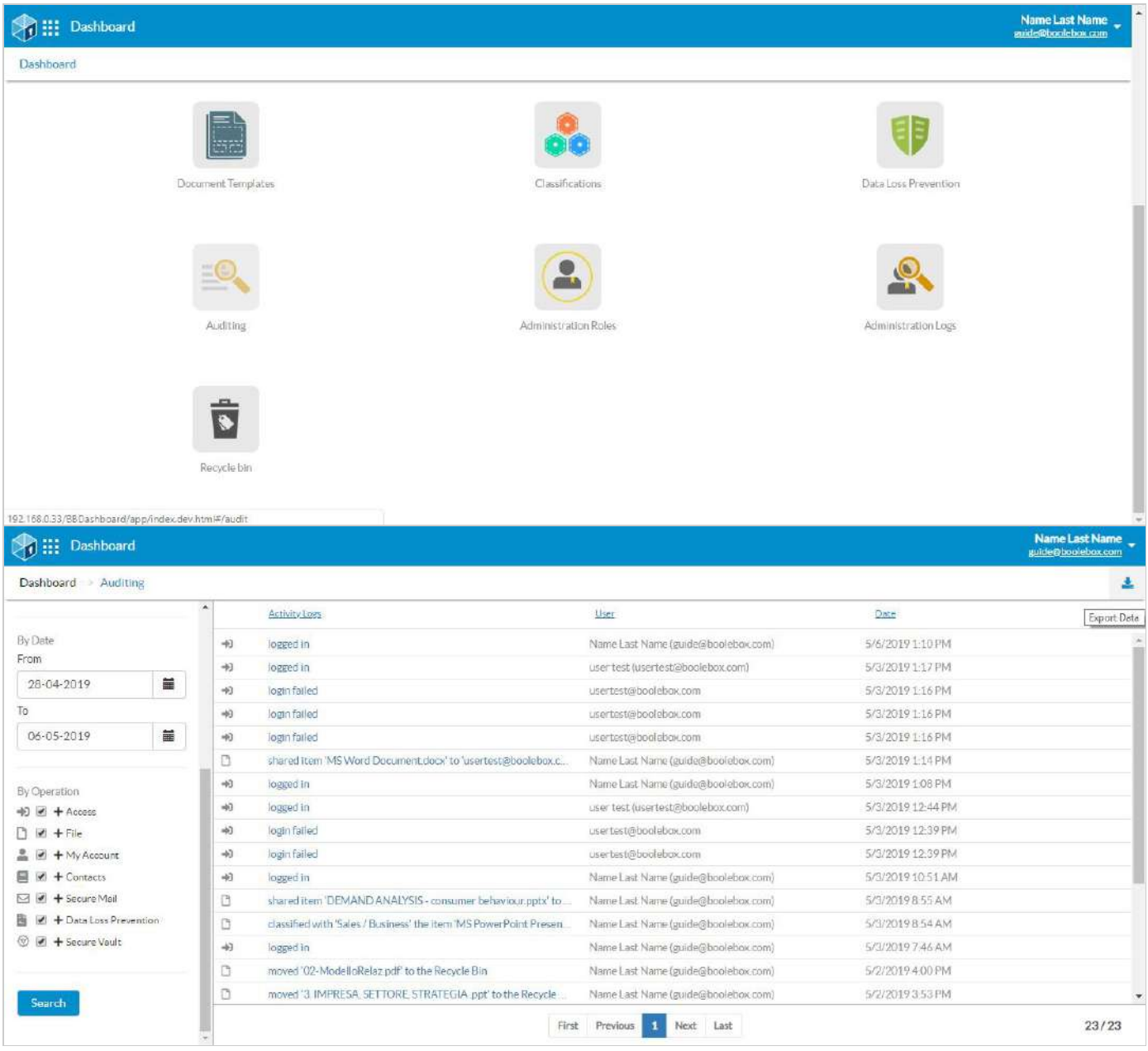
31.2.1 Search by operation

The filter by operation allows you to filter the search result according to the macro categories of activities available in BooleBox, which are: ACCESS, FILE, MY ACCOUNT, CONTACTS, SECURE MAIL, DATA LOSS PREVENTION and SECURE VAULT.
In order to activate a particulare filter, use the associated checkbox. To return to the previous view, click on the - symbol.

31.3 Exporting data

The AUDITING section allows to export in a .csv file the data resulting from a search and displayed in the main area at any time. In order to export auditing data, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the AUDITING section.
- Perform the search according to the desired parameters.
- Click on the EXPORT DATA icon located at the top right.
- The system automatically starts to generate and download a .csv file containing all the following information related to the exported tasks, organized in columns: activity logs, date and time of activity, the username and the IP address from which the connection was made, the browser used, the profile type, the eventual 2-step verification access by the user, the type of device used and any further details if available.



31.4 Consulting graphs

To give you a complete overview of the operations performed by users, BooleBox offers two convenient graphs built on the basis of the various actions traced by the platform. Specifically, the graphs on the main screen of the AUDITING section are two:

- **OPERATION GRAPHIC -** graphic that allows you to view the operations tracked.
- **DEVICE TYPE GRAPHIC -** graphic that allows you to view the type of device from which the tracked operations were performed.

31.4.1 Operations graph

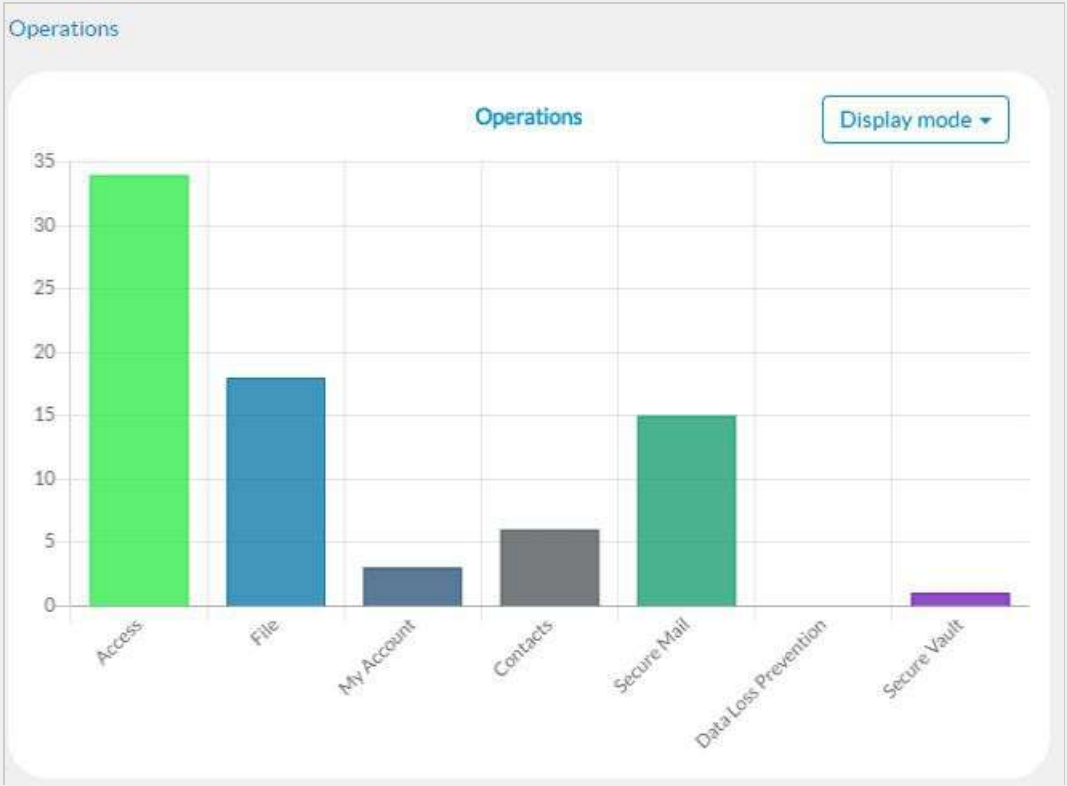
The operations graphic offers a comfortable visualization of the operations traced, divided according to the macro areas of the platform in which the same can be performed: ACCESS, FILE, MY ACCOUNT, CONTACTS, SECURE MAIL, DATA LOSS PREVENTION, SECURE VAULT.

The proposed graph may vary depending on the item selected in the DISPLAY MODE drop-down menu:

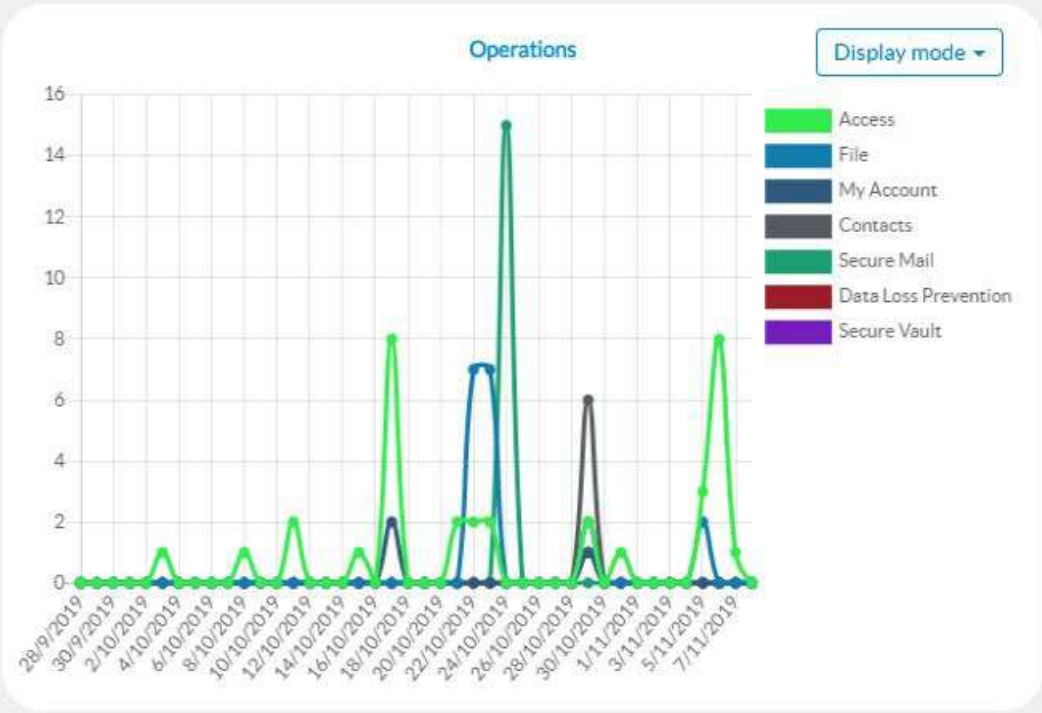
- **QUANTITY -** option that creates a histogram showing the number of operations performed in the selected period for each macro area.

  Note: by clicking on the individual columns, it is possible to view in detail the types of operations performed. To return to the generic view, click on the OPERATIONS link in the path automatically generated in the upper left corner.
- **TREND OVER TIME -** option that creates a curve chart which shows the time trend of the number of operations performed in the selected period for each macro area.

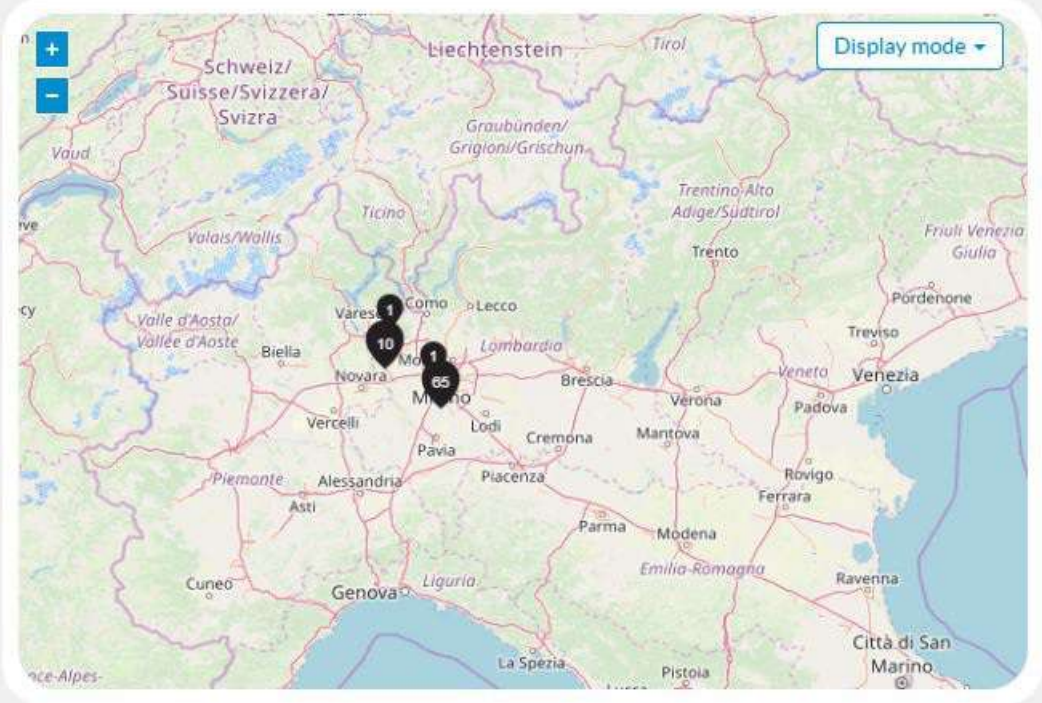
  Note: by placing the mouse on the curve control points, it is possible to view the details of the information for the single date.
- **POSITION -** option which involves the display of a geographical map showing the locations from which the operations traced were performed.



Operations



Operations

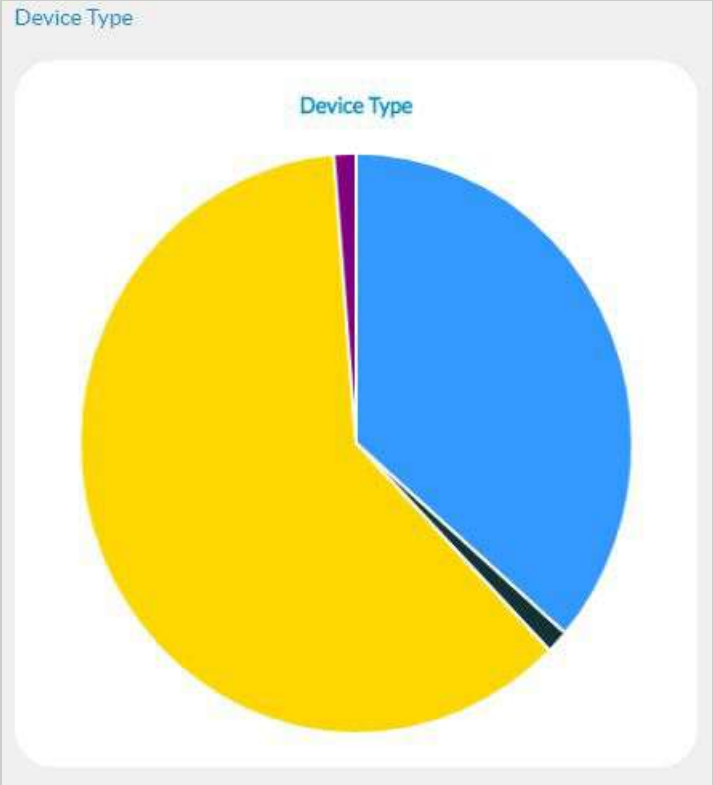


31.4.2 Device type graph

The device type graph provides an immediate overview of the type of device from which the operations traced in the selected period were performed. Specifically, the proposed pie chart can be divided into three macro areas:

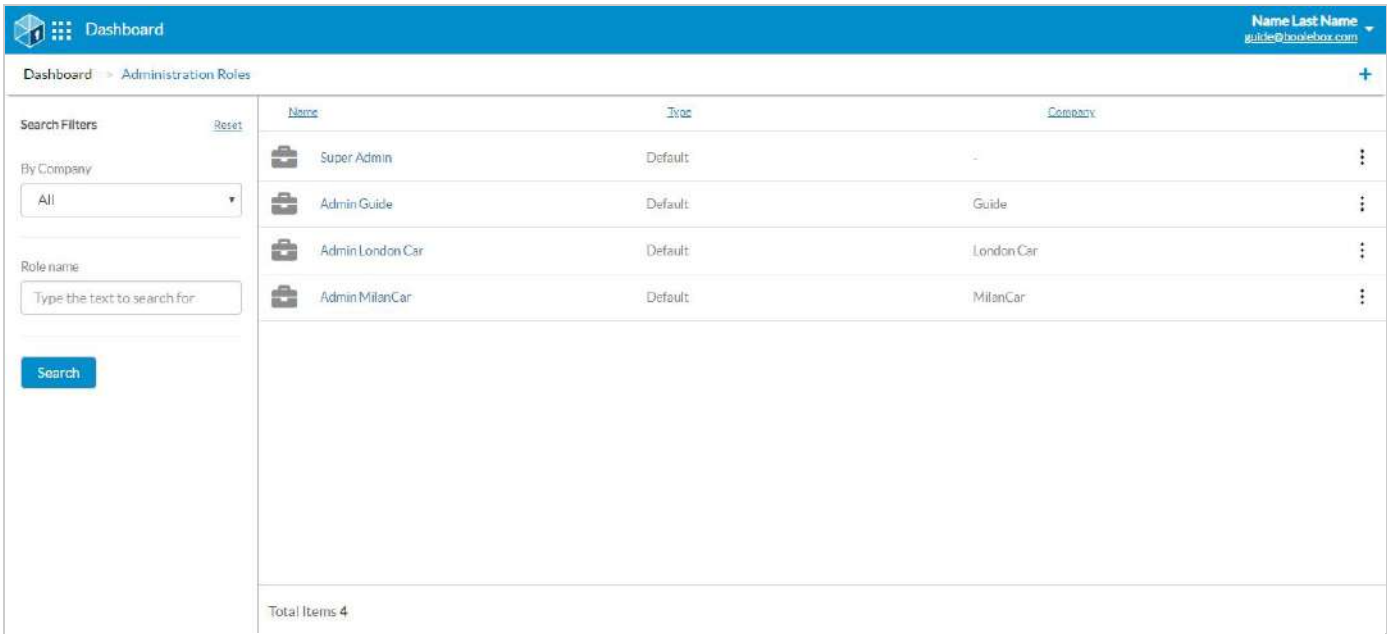
- **WEB CLIENT -** portion of the graph concerning the operations performed by a web client.
- **ANDROID -** portion of the graph concerning the operations performed by BooleBox Android mobile application.
- **IOS -** portion of the graph concerning the operations performed by BooleBox IOS mobile application.

Note: by clicking on the single portion of the pie chart, you can view more detailed information about the device from which the operations traced were carried out.



32 Administration roles

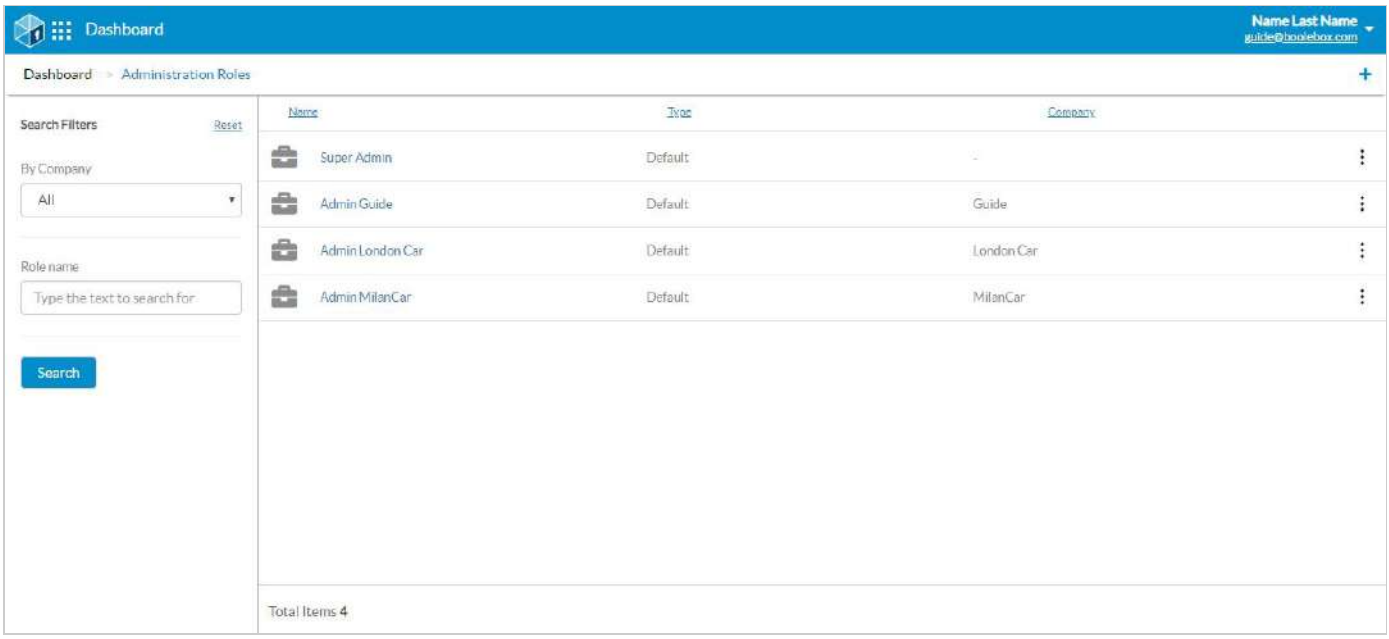
How to set default profiling for BooleBox administrators who will have access to the features available in the Dashboard



32.1 The main screen

The ADMINISTRATION ROLES section on the BooleBox Dashboard allows you to create and manage predefined profiles which can be assigned to administrators who are authorized to access the DASHBOARD section. The main screen of this section includes:

- At the top right, the ADD NEW command.
- The main area with the list of all previously configured ADMINISTRATION ROLES types, including details such as the NAME, the TYPE of role and the COMPANY of belonging. By clicking on a particular column you can reorder the list as desired. By default the system proposes two DEFAULT profile types: SUPER ADMIN and ADMIN of the configured primary company.
- On the left, an advanced search panel offering various parameters and search filters.
- At the bottom, the status bar in which the total number of configured profile types is displayed.

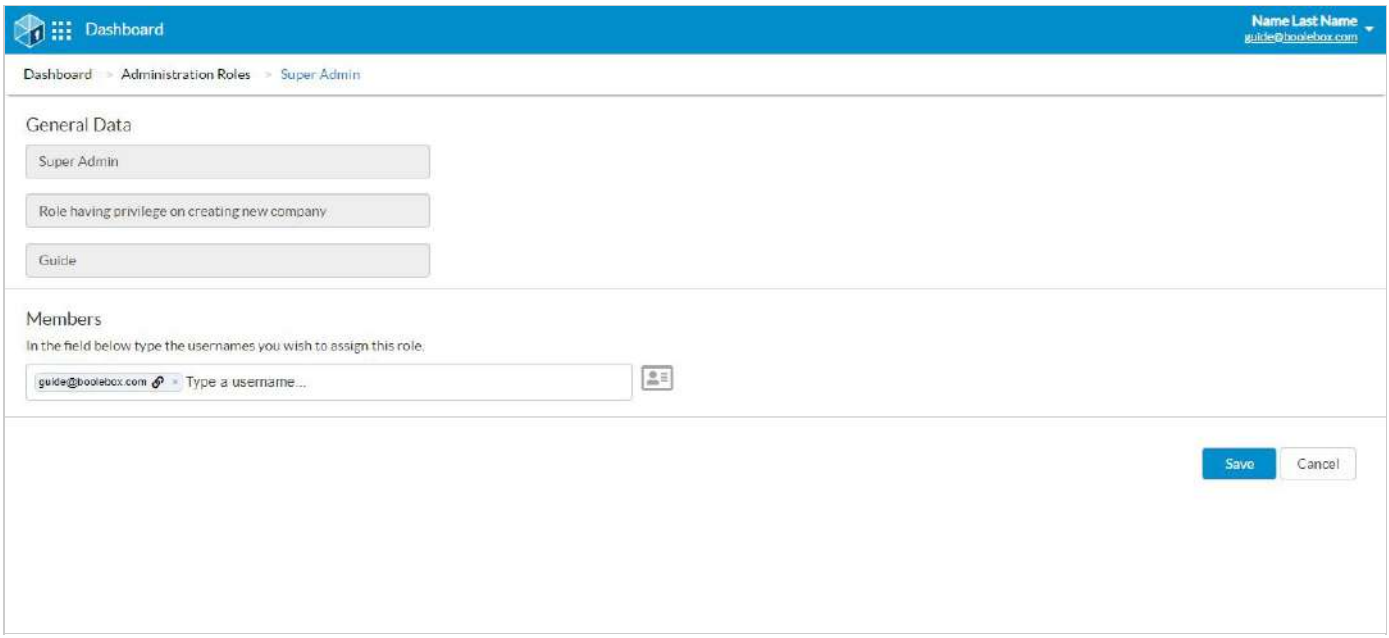


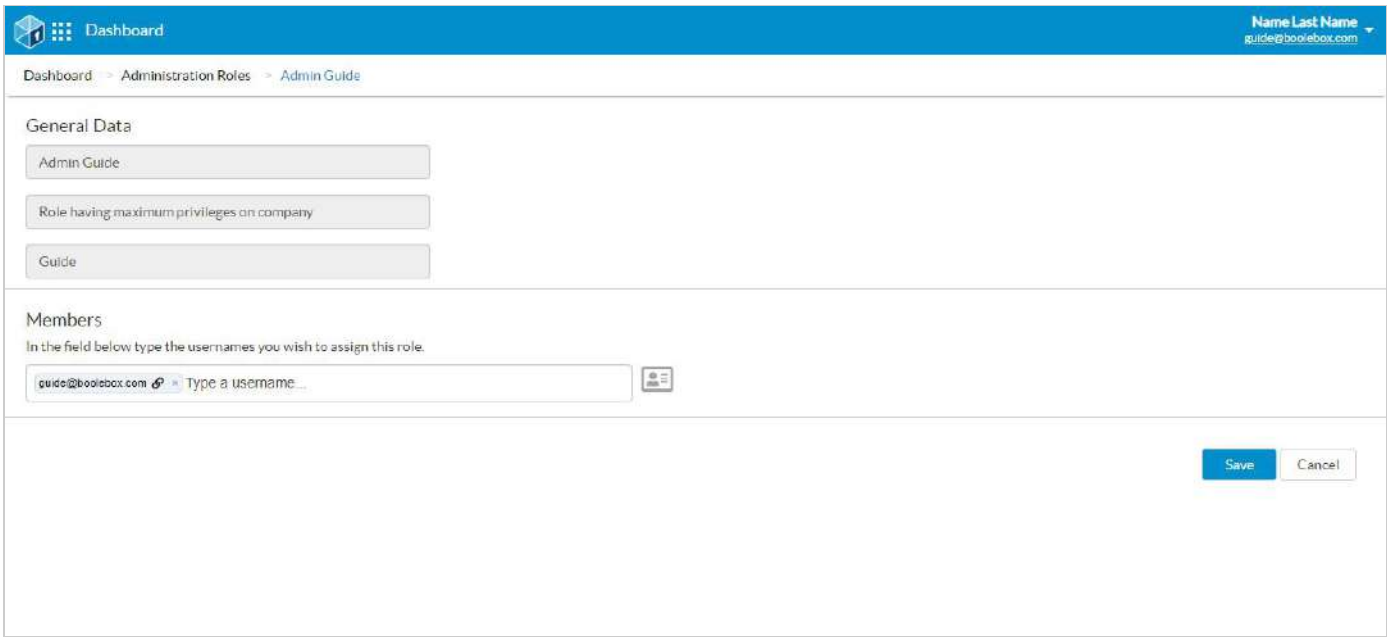
32.2 The default administrative roles

The ADMINISTRATION ROLES section available in the BooleBox Dashboard includes two predefined profiles, SUPER ADMIN and ADMIN. The characteristics of the administrative roles are:

- SUPER ADMIN - the role with permissions for creating new companies.
- ADMIN - the role with maximum permissions within a given company.

These administrative roles are assigned by default to the first user configured on the platform and can not be edited or deleted.

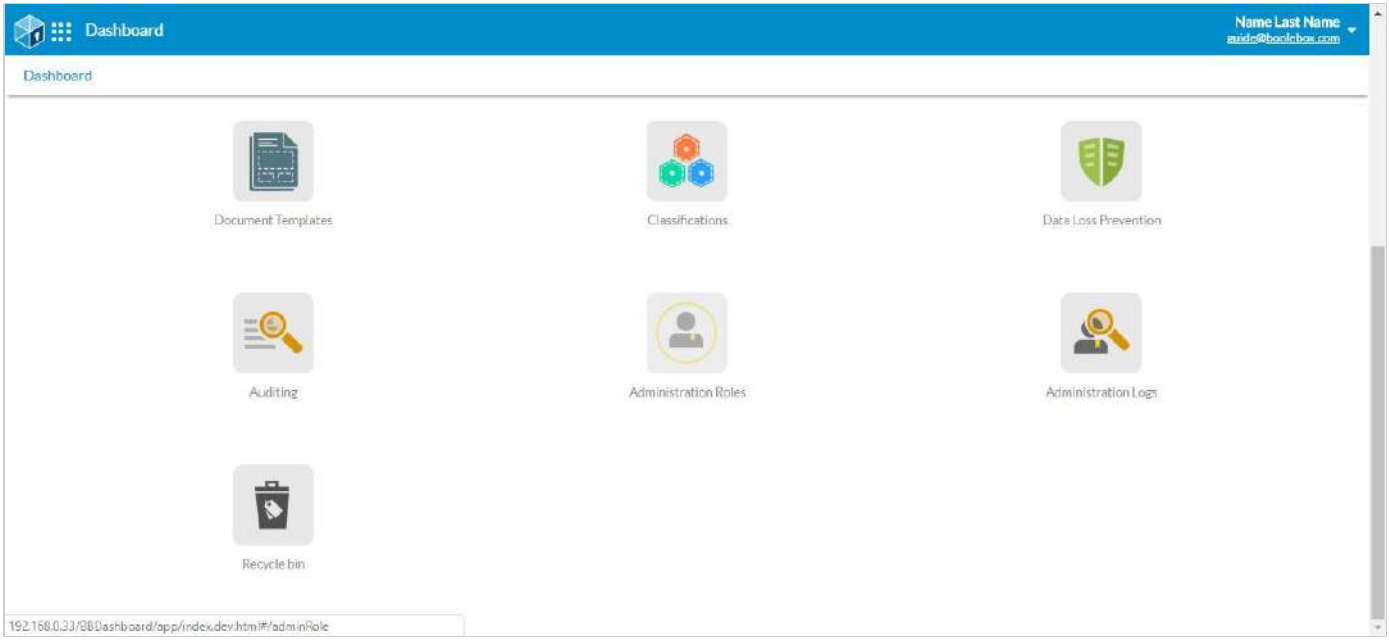


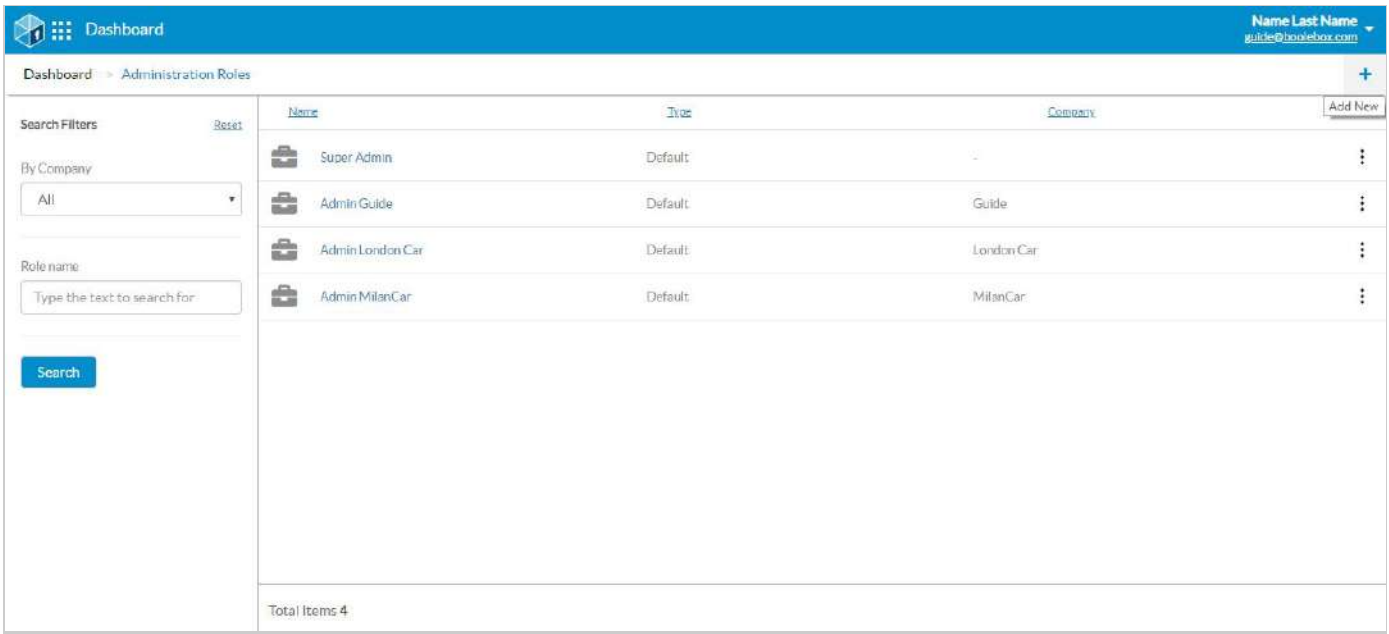


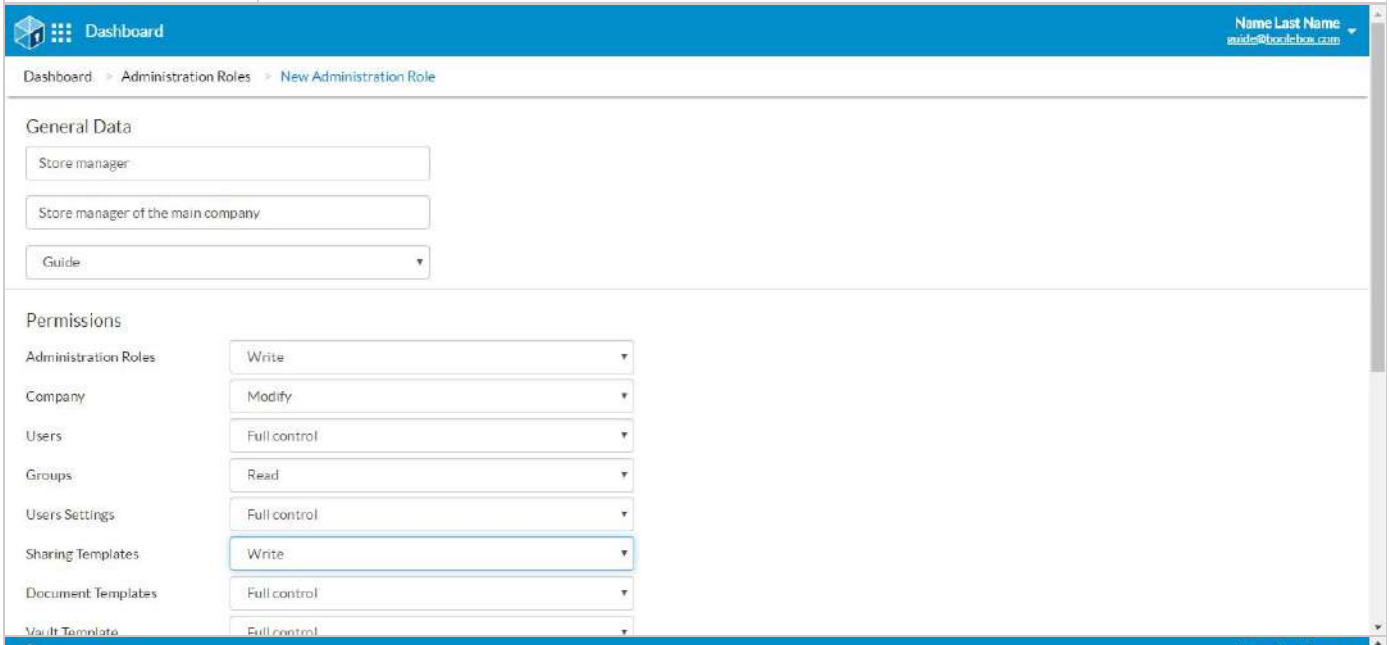
32.3 Creating a new administrative role

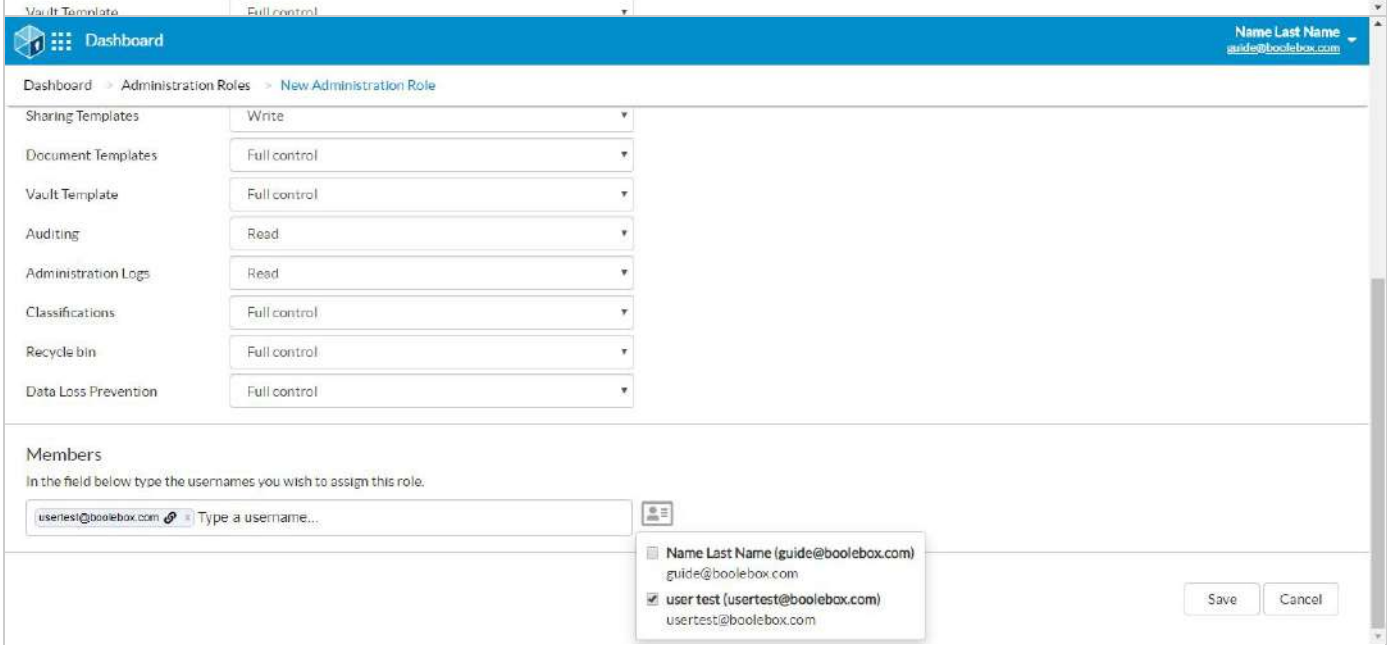
In order to create a new administrative role with specific features different from those offered by DEFAULT:

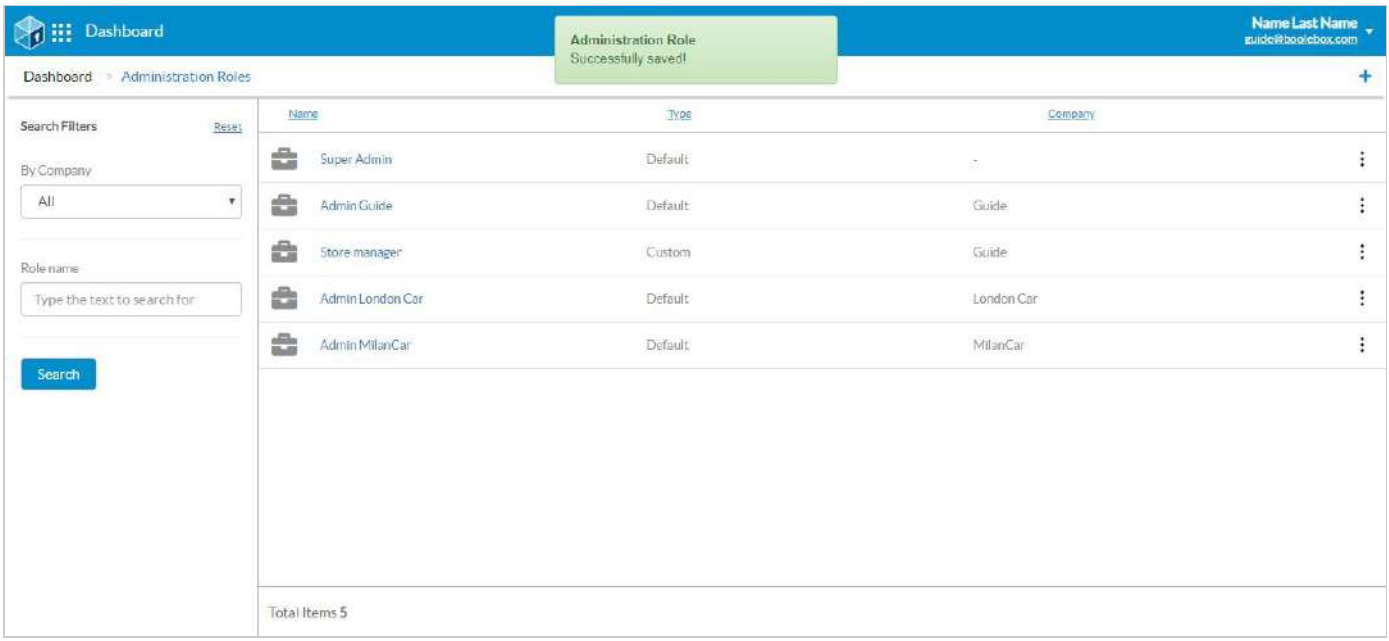
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the ADMINISTRATION ROLES section.
- Click on the + ADD NEW symbol located in the top right.
- In the window that is going to pop up on your screen, enter the NAME to be assigned to the new role in the appropriate field.
- Insert a brief DESCRIPTION in the relevant field summarising the administrative role being configured.
- Select the company to which this administrative role will belong from the drop-down menu.
- In the PERMISSIONS area, configure the specific settings that will define the new administrative role being created. For each section of the DASHBOARD, it is possible to indicate whether the administrative role will have: PERMISSION DENIED, READ only, MODIFY permissions for existing settings, WRITE permissions for new settings, or FULL CONTROL.
- In the MEMBERS area, indicate the username of those to whom the administrative role will be applied.
- Press SAVE to confirm the settings.




Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Administration Roles
Add New
Search Filters
Reset
By Company
All
Role name
Type the text to search for
Search
Name
Type
Company
Super Admin
Default
Admin Guide
Default
Guide
Admin London Car
Default
London Car
Admin MilanCar
Default
MilanCar
Total Items 4


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Administration Roles > New Administration Role
General Data
Store manager
Store manager of the main company
Guide
Permissions
Administration Roles
Write
Company
Modify
Users
Full control
Groups
Read
Users Settings
Full control
Sharing Templates
Write
Document Templates
Full control

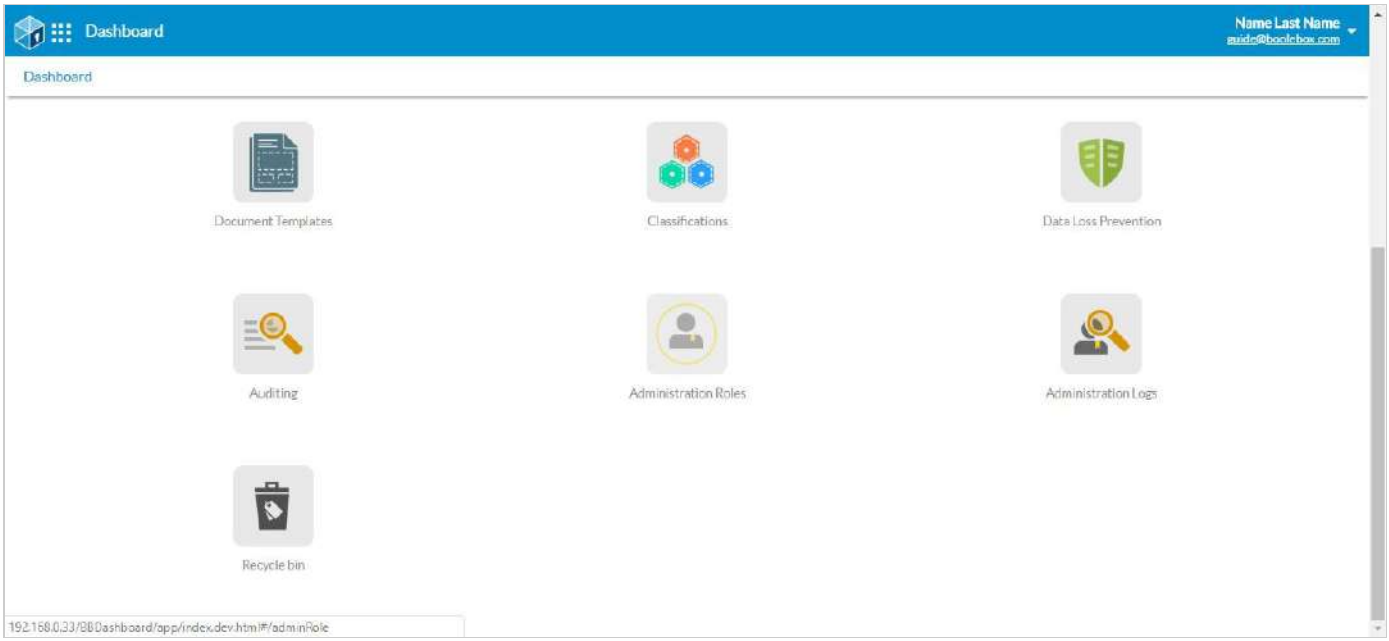

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Administration Roles > New Administration Role
Sharing Templates
Write
Document Templates
Full control
Vault Template
Full control
Auditing
Read
Administration Logs
Read
Classifications
Full control
Recycle bin
Full control
Data Loss Prevention
Full control
Members
In the field below type the usernames you wish to assign this role.
usertest@boolebox.com
Type a username...
Name Last Name (guide@boolebox.com)
guide@boolebox.com
user test (usertest@boolebox.com)
usertest@boolebox.com
Save
Cancel

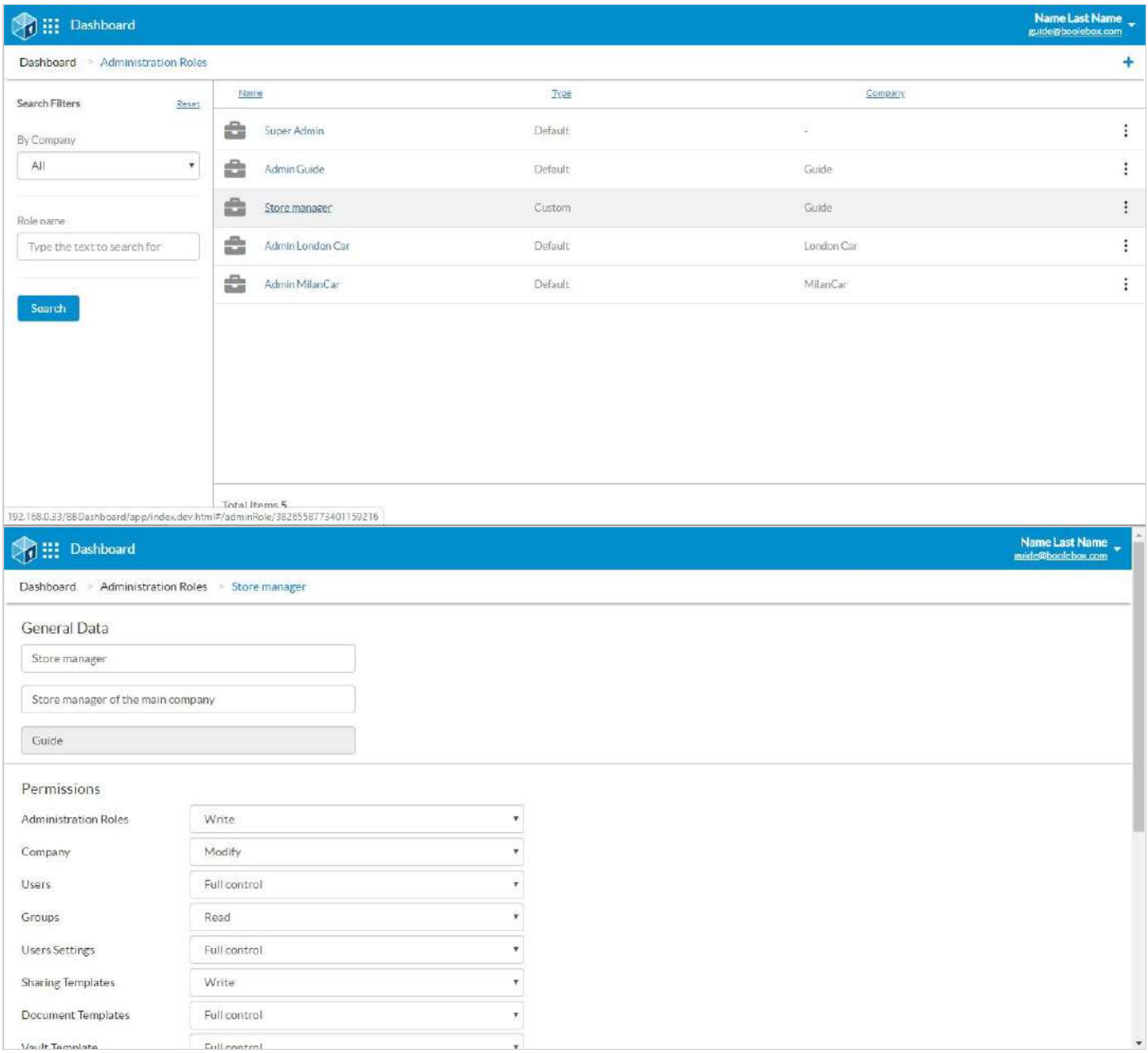


32.4 Viewing and changing the properties of an administrative role

In order to view and change the properties of a previously configured administrative role:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the ADMINISTRATION ROLES section.
- Click on the name of the role of your interest.
- The screen listing all the properties of the selected administrative role appears.
- If necessary, make the desired changes to the various fields in the GENERAL DATA and PERMISSIONS and MEMBERS sections.
  NOTE: it is not possible to change the company to which the profile has been assigned during the creation phase.
- Press SAVE to confirm any changes.



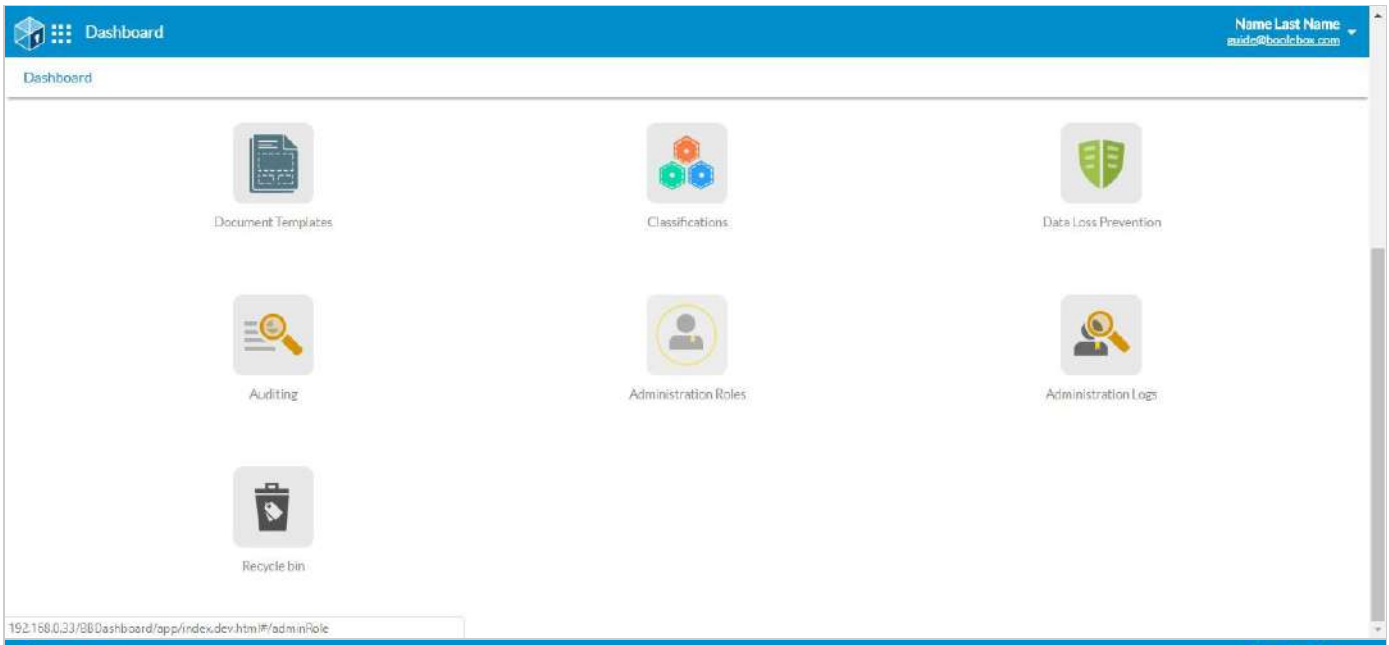


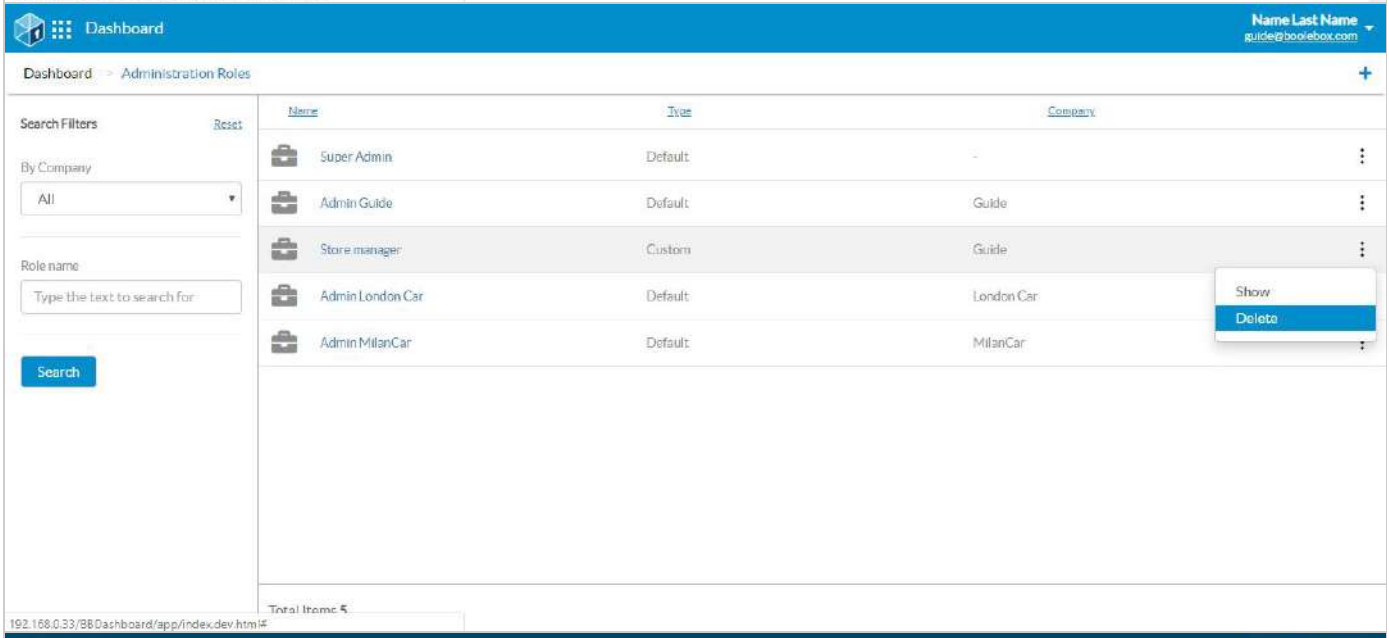
32.5 Removing an administrative role

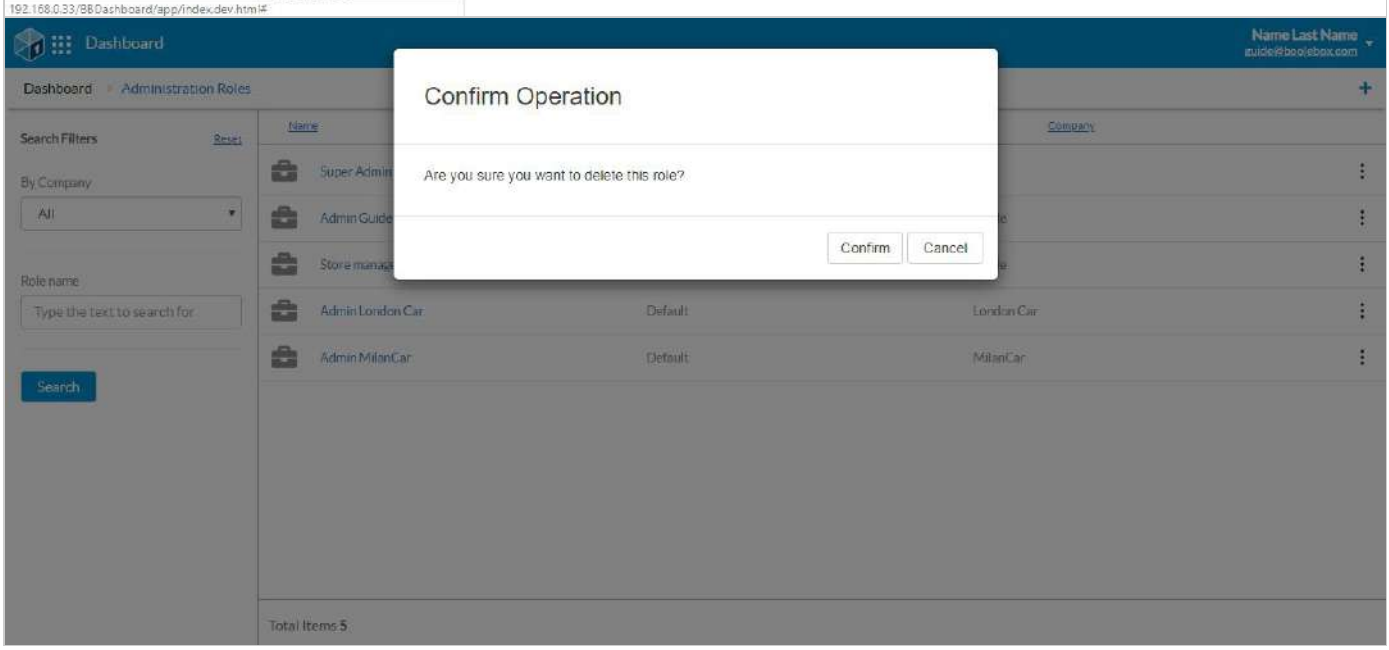
In order to remove a previously created administrative role:

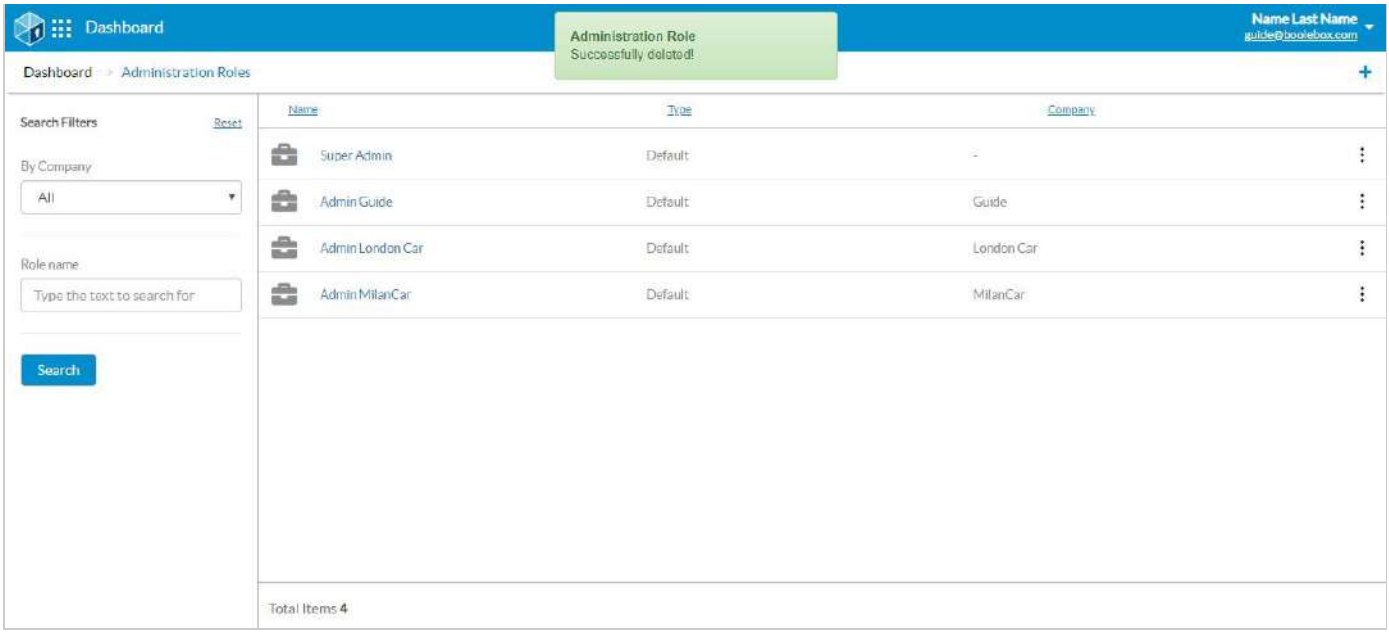
- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the ADMINISTRATION ROLES section.
- Click on the three-points menu located to the right of the role you wish to remove.
- Press REMOVE.
- In the window that is going to pop up on your screen, press CONFIRM to continue.
- The deleted profile will disappear from the list of available administrative roles.

Note: the removal of the DEFAULT administrative roles is not permitted.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Document Templates
Classifications
Data Loss Prevention
Auditing
Administration Roles
Administration Logs
Recycle bin
192.168.0.33/BBDashboard/app/index.dev.html#/adminRole


Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Administration Roles
Search Filters
Reset
By Company
All
Role name
Type the text to search for
Search
Name
Type
Company
Super Admin
Default
Admin Guide
Default
Guide
Store manager
Custom
Guide
Admin London Car
Default
London Car
Admin MilanCar
Default
MilanCar
Show
Delete
Total Items 5
192.168.0.33/BBDashboard/app/index.dev.html#

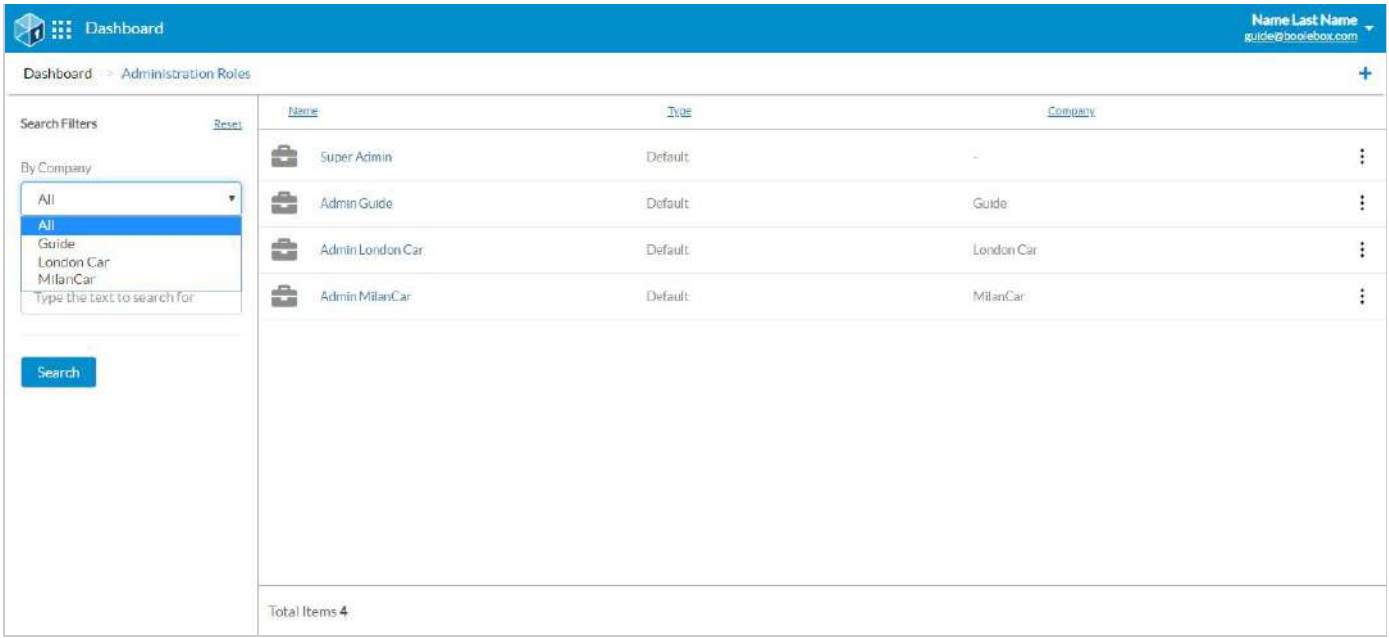

Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Administration Roles
Confirm Operation
Are you sure you want to delete this role?
Confirm
Cancel
Search Filters
Reset
By Company
All
Role name
Type the text to search for
Search
Admin London Car
Default
London Car
Admin MilanCar
Default
MilanCar
Total Items 5



32.6 Search filters

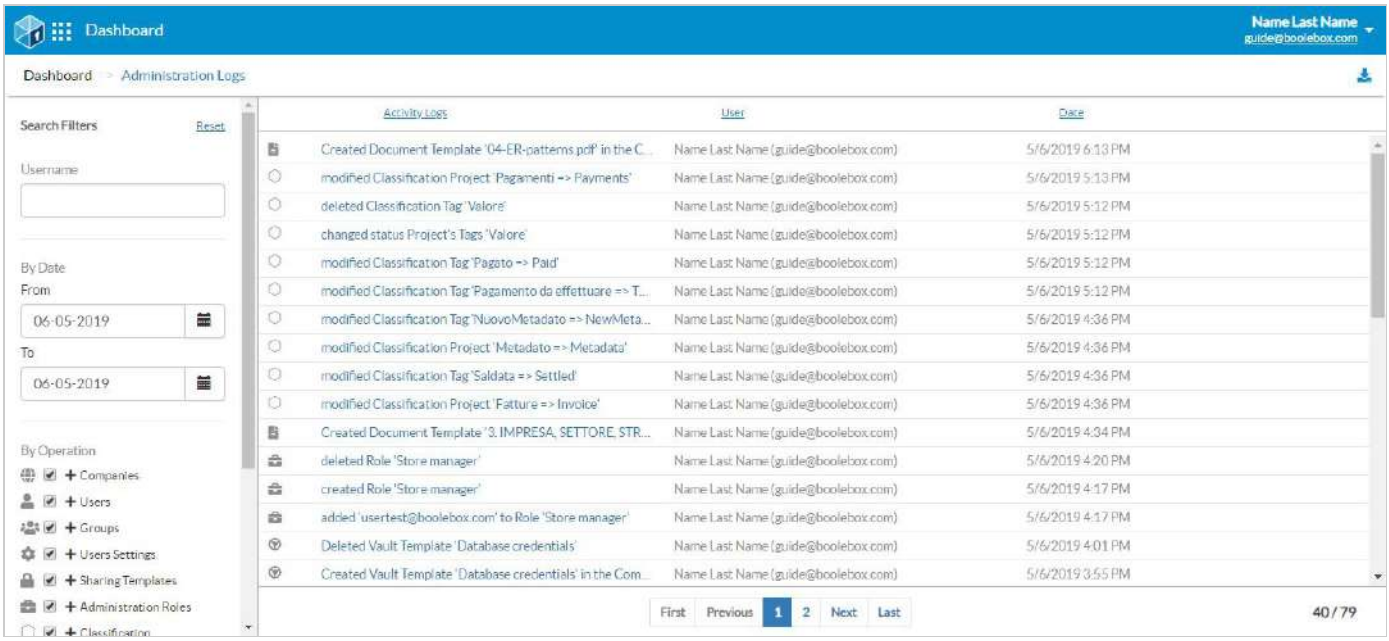
In order to perform a search in the ADMINISTRATION ROLE section of the Dashboard, one of the following search parameters can be used:

- BY COMPANY - the search is filtered according to the company to which the administrative role you want to search for belongs to.
- BY ROLE NAME - the search is filtered according to the NAME (or part of it) of the administrative role written in the appropriate field.
- Press SEARCH to launch the search using the applied filters
- The results matching the specified conditions found by the system will appear as a list in the main area of the page.
- Click on RESET to return to the general view.



33 Administration logs

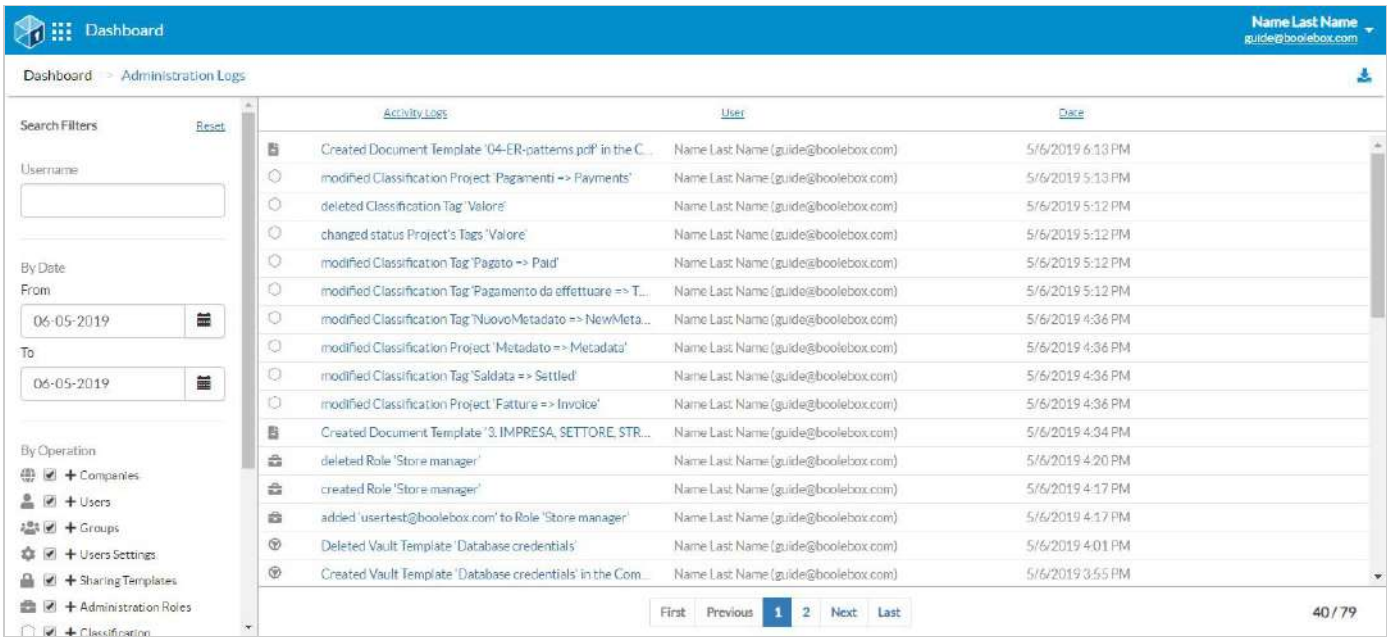
How to query the log for all activity performed by BooleBox administrative profiles in the Dashboard.



33.1 The main screen

The ADMINISTRATION LOGS section on the BooleBox Dashboard allows you to query the entire activity log for tasks performed by administrators on the platform.
The main screen of this section includes:

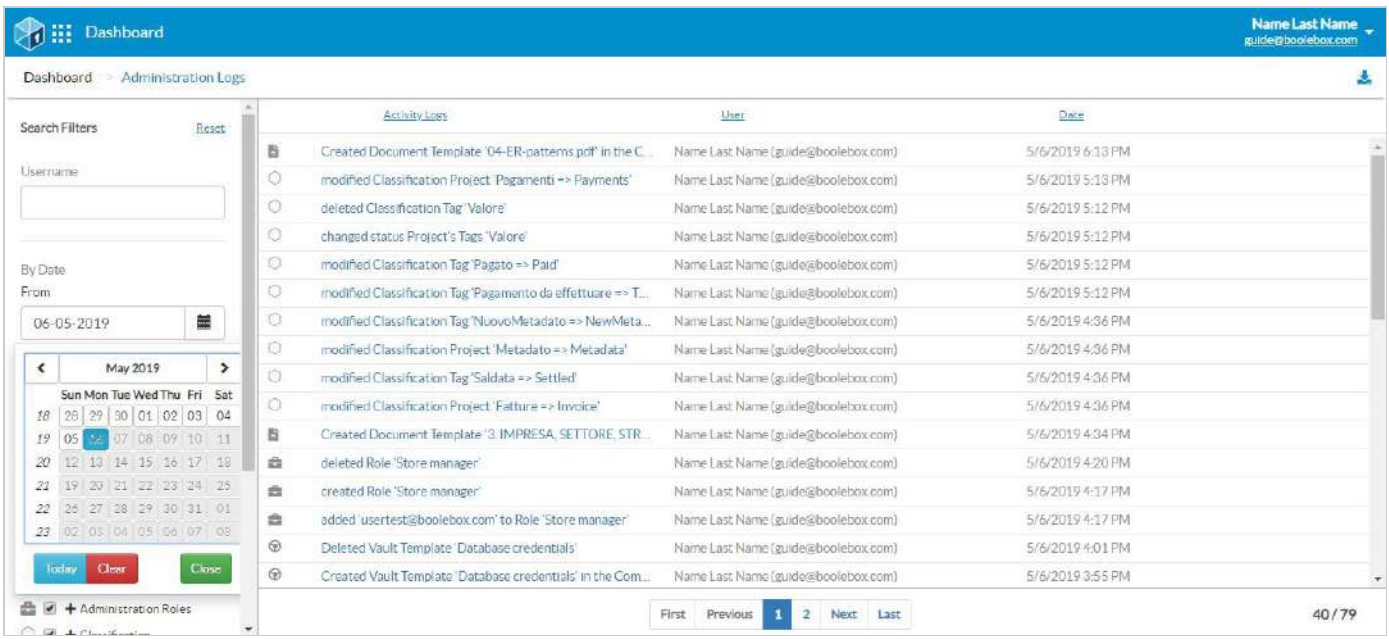
- At the top right, a button to EXPORT DATA queried in this section in a .csv file.
- The main area with the list of all the operations carried out by users, that includes: the ACTIVITY LOGS, corresponding to the activity performed; the USER who carried it out; the DATA and time when it was carried out. By clicking on a particular column, you can reorder the list as desired. Each record is marked with an icon on the left that helps to identify operations by type. By clicking on one of the items in the list, you can display a panel of detailed information relating to the selected item. By default, data for the actual date is displayed.
- On the left, an advanced search panel offering various parameters and search filters.
- At the bottom, the status bar showing the total number of pages shortcut for navigating the records to be consulted.

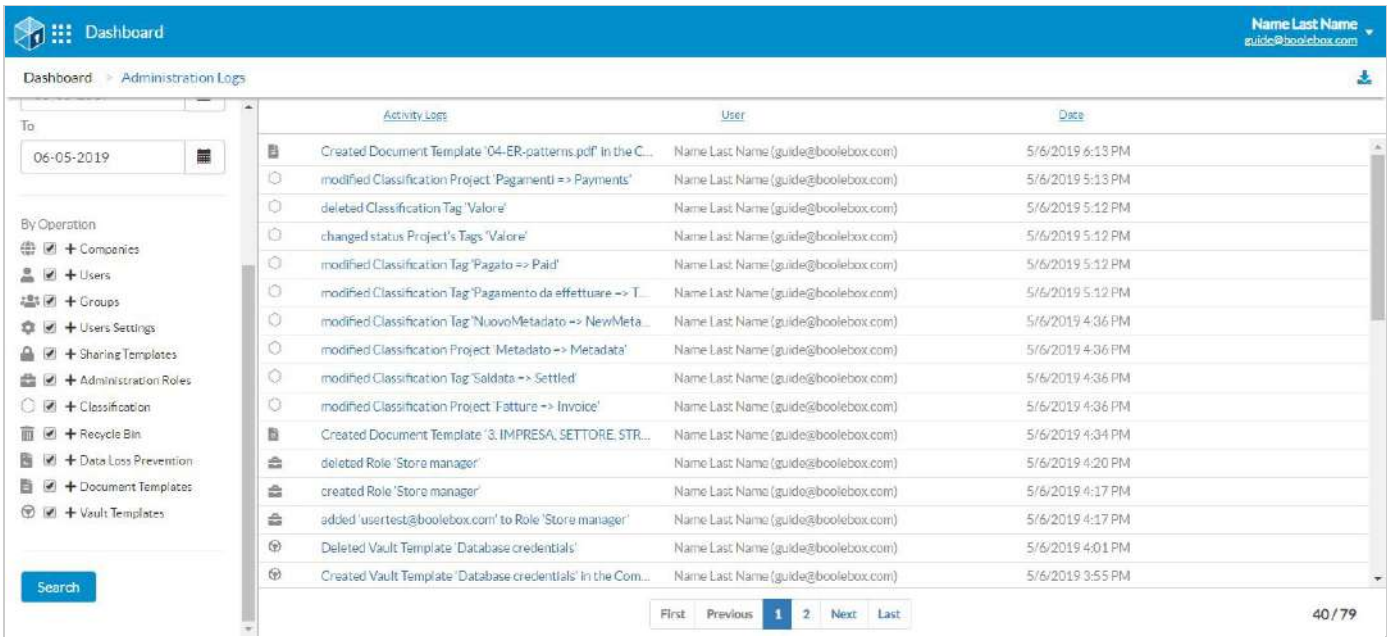


33.2 Search filters

In order to perform a search in the ADMINISTRATION LOGS section of the Dashboard, you can use one of the following search parameters:

- BY USERNAME - the search result is filtered according to the USERNAME (or part of it) whose activities are to be queried in the appropriate field.
- BY DATE - using the calendars, the search result is filtered according to the start and end date of the period you want to query the activities carried out.
- BY OPERATION - the search result is filtered according to the type of operation to be reported on.
- Press SEARCH to launch the search using the applied filters.
- The results matching the specified conditions found by the system will appear as a list in the main area of the page.
- Click on RESET to return to the general view.





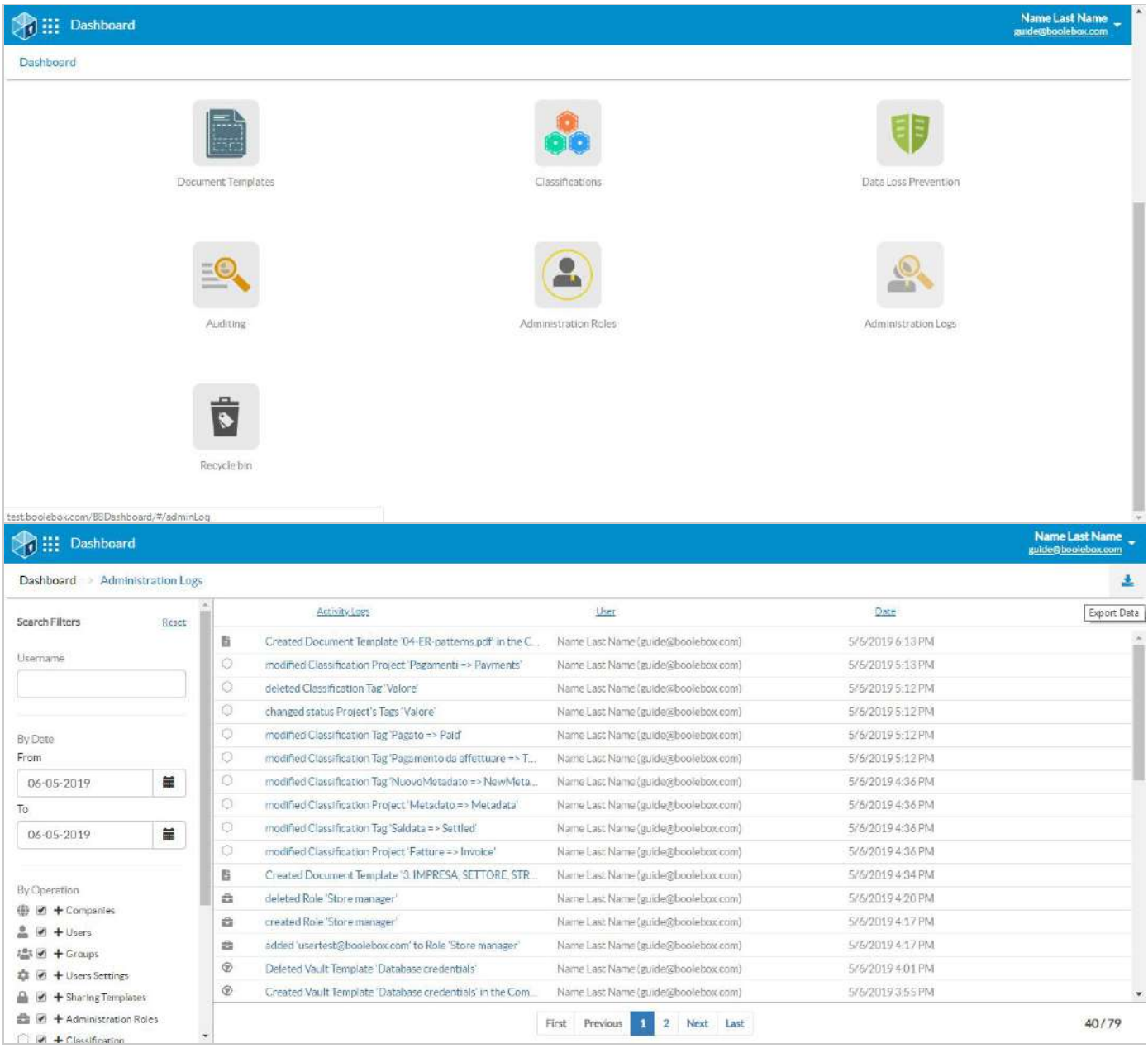
33.2.1 Search by operation

Through the associated check boxes, the filter by operation allows you to filter the search result according to the sections available in the BooleBox Dashboard, which are: COMPANIES, USERS, GROUPS, USERS SETTINGS, SHARING TEMPLATES, ADMINISTRATION ROLES, CLASSIFICATION, RECYCLE BIN, DATA LOSS PREVENTION, DOCUMENT TEMPLATES and VAULT TEMPLATES. To return to the previous view simply click on the - symbol.

33.3 Exporting data

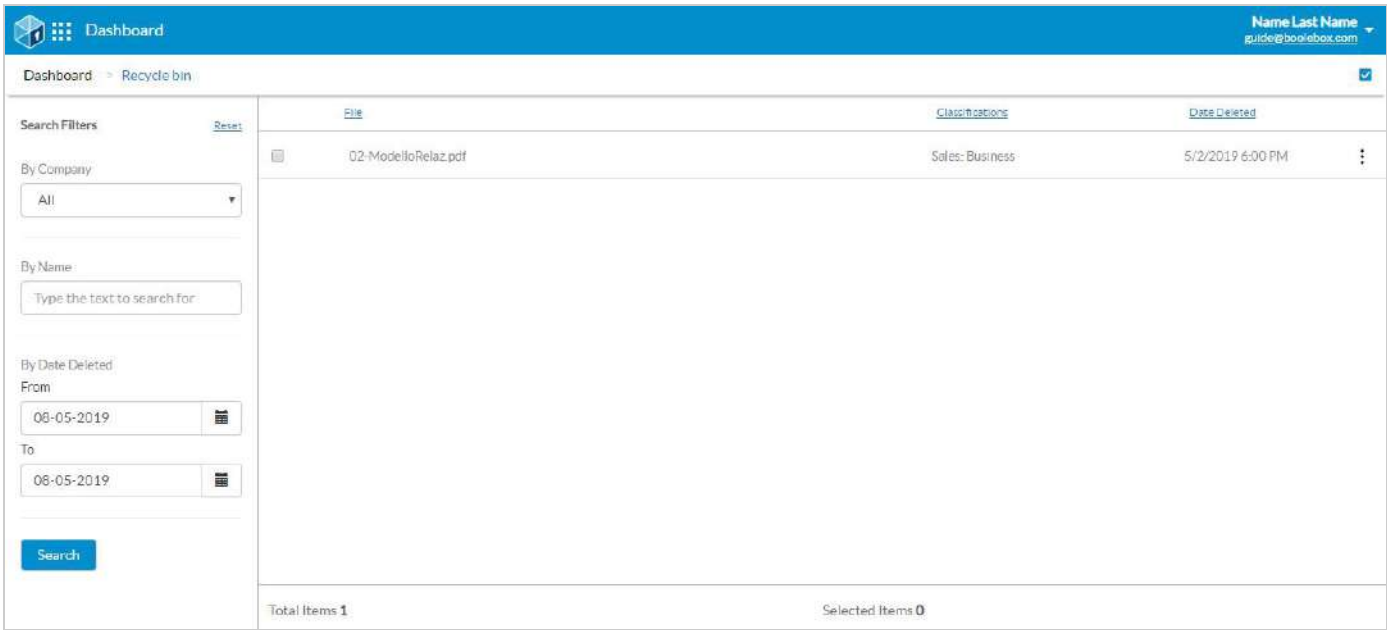
The ADMINISTRATION LOGS section allows the data resulting from a search and displayed in the main area to be exported in a .csv file at any time. In order to export data concerning the ADMINISTRATION LOGS section, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the ADMINISTRATION LOGS section.
- Perform the search according to the desired parameters.
- Click on the EXPORT DATA icon located at the top right.
- The system automatically starts to generate and download a .csv file containing all the following information related to the exported tasks, organized in columns: activity log, the date and time of activity, the username, the connecting IP address, the browser used, the profile type, the eventual 2-step verification, the type of device used and any further details if available.


Dashboard
Name Last Name
guide@boolebox.com
Dashboard
Document Templates
Classifications
Data Loss Prevention
Auditing
Administration Roles
Administration Logs
Recycle bin
test.boolebox.com/BBDashboard/#/adminLog
Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Administration Logs
Search Filters
Reset
Username
By Date
From
06-05-2019
To
06-05-2019
By Operation
+ Companies
+ Users
+ Groups
+ Users Settings
+ Sharing Templates
+ Administration Roles
+ Classification
Activity Logs
User
Date
Export Data
Created Document Template '04-ER-patterns.pdf' in the C... Name Last Name (guide@boolebox.com) 5/6/2019 6:13 PM
modified Classification Project 'Pagamenti => Payments' Name Last Name (guide@boolebox.com) 5/6/2019 5:13 PM
deleted Classification Tag 'Valore' Name Last Name (guide@boolebox.com) 5/6/2019 5:12 PM
changed status Project's Tags 'Valore' Name Last Name (guide@boolebox.com) 5/6/2019 5:12 PM
modified Classification Tag 'Pagato => Paid' Name Last Name (guide@boolebox.com) 5/6/2019 5:12 PM
modified Classification Tag 'Pagamento da effettuare => T... Name Last Name (guide@boolebox.com) 5/6/2019 5:12 PM
modified Classification Tag 'NuovoMetadato => NewMeta... Name Last Name (guide@boolebox.com) 5/6/2019 4:36 PM
modified Classification Project 'Metadato => Metadata' Name Last Name (guide@boolebox.com) 5/6/2019 4:36 PM
modified Classification Tag 'Saldata => Settled' Name Last Name (guide@boolebox.com) 5/6/2019 4:36 PM
modified Classification Project 'Fatture => Invoice' Name Last Name (guide@boolebox.com) 5/6/2019 4:36 PM
Created Document Template '3. IMPRESA, SETTORE, STR... Name Last Name (guide@boolebox.com) 5/6/2019 4:34 PM
deleted Role 'Store manager' Name Last Name (guide@boolebox.com) 5/6/2019 4:20 PM
created Role 'Store manager' Name Last Name (guide@boolebox.com) 5/6/2019 4:17 PM
added 'usertest@boolebox.com' to Role 'Store manager' Name Last Name (guide@boolebox.com) 5/6/2019 4:17 PM
Deleted Vault Template 'Database credentials' Name Last Name (guide@boolebox.com) 5/6/2019 4:01 PM
Created Vault Template 'Database credentials' in the Com... Name Last Name (guide@boolebox.com) 5/6/2019 3:55 PM
First
Previous
1
2
Next
Last
40 / 79

34 Recycle bin

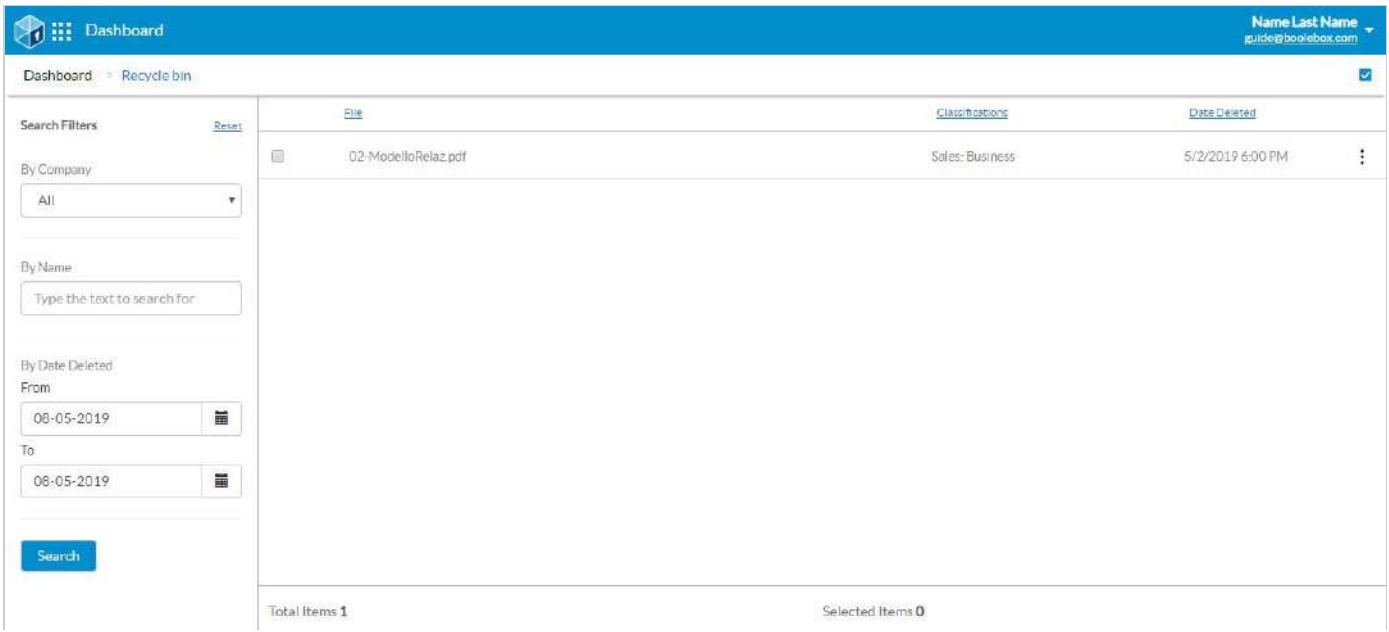
How to search the Recycle Bin in the Dashboard and how to permanently delete or restore a file contained in it.



34.1 The main screen

The RECYCLE BIN section available in the BooleBox Dashboard allows you to restore or permanently delete all files that have been deleted within a classification. As a classification is owned by the company and not by an individual user, the recycle bin for deleted classification files is only available from the Dashboard.
The main screen of this section includes:

- At the top right the button SELECT ALL.
- The main area with a list of all files deleted from one of the available classifications, including details such as NAME, the CLASSIFICATIONS from which it was deleted and the DATE and time it was deleted. By clicking on a particular column you can reorder the list as desired.
- On the left, an advanced search panel offering various parameters and search filters.
- At the bottom, the status bar in which the total number of sharing templates available is displayed.

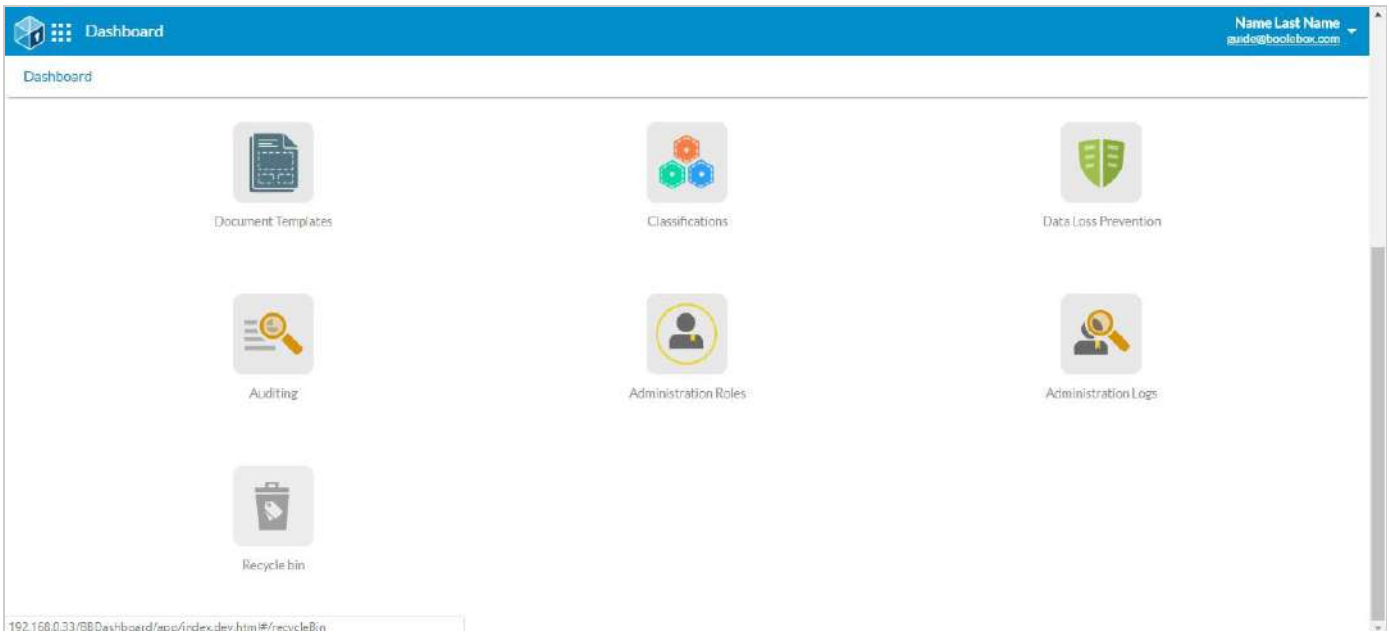


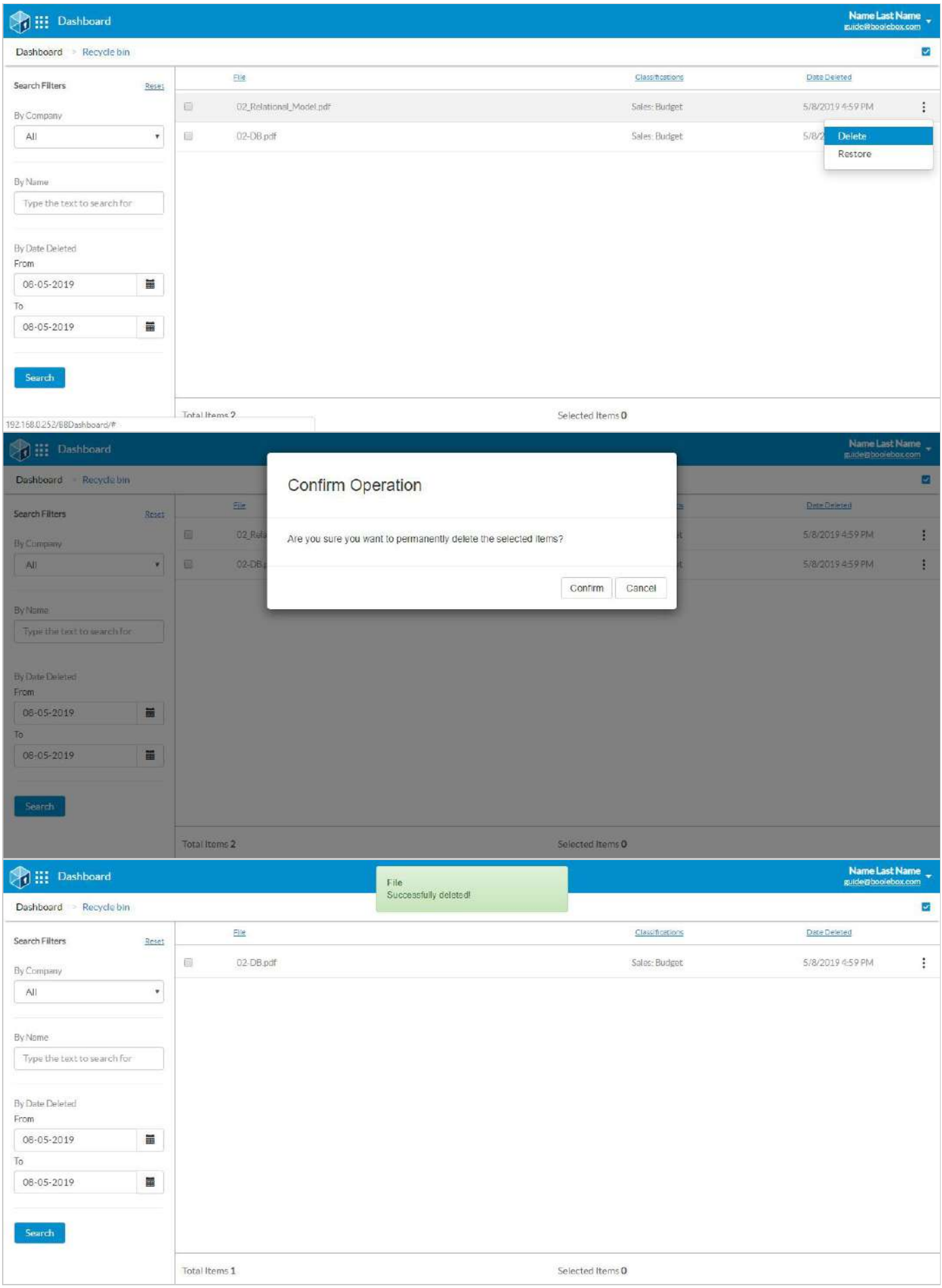
34.2 Removing an item from the recycle bin

In order to permanently remove an item from the RECYCLE BIN, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the RECYCLE BIN section.
- Click on the three-points menu located to the right of the item you wish to permanently delete.
- Press REMOVE.
- In the window that is going to pop up on your screen, press CONFIRM to continue.
- The removed item has been permanently deleted from the BooleBox platform.

NOTE: to simplify this operation, you can also select multiple items.



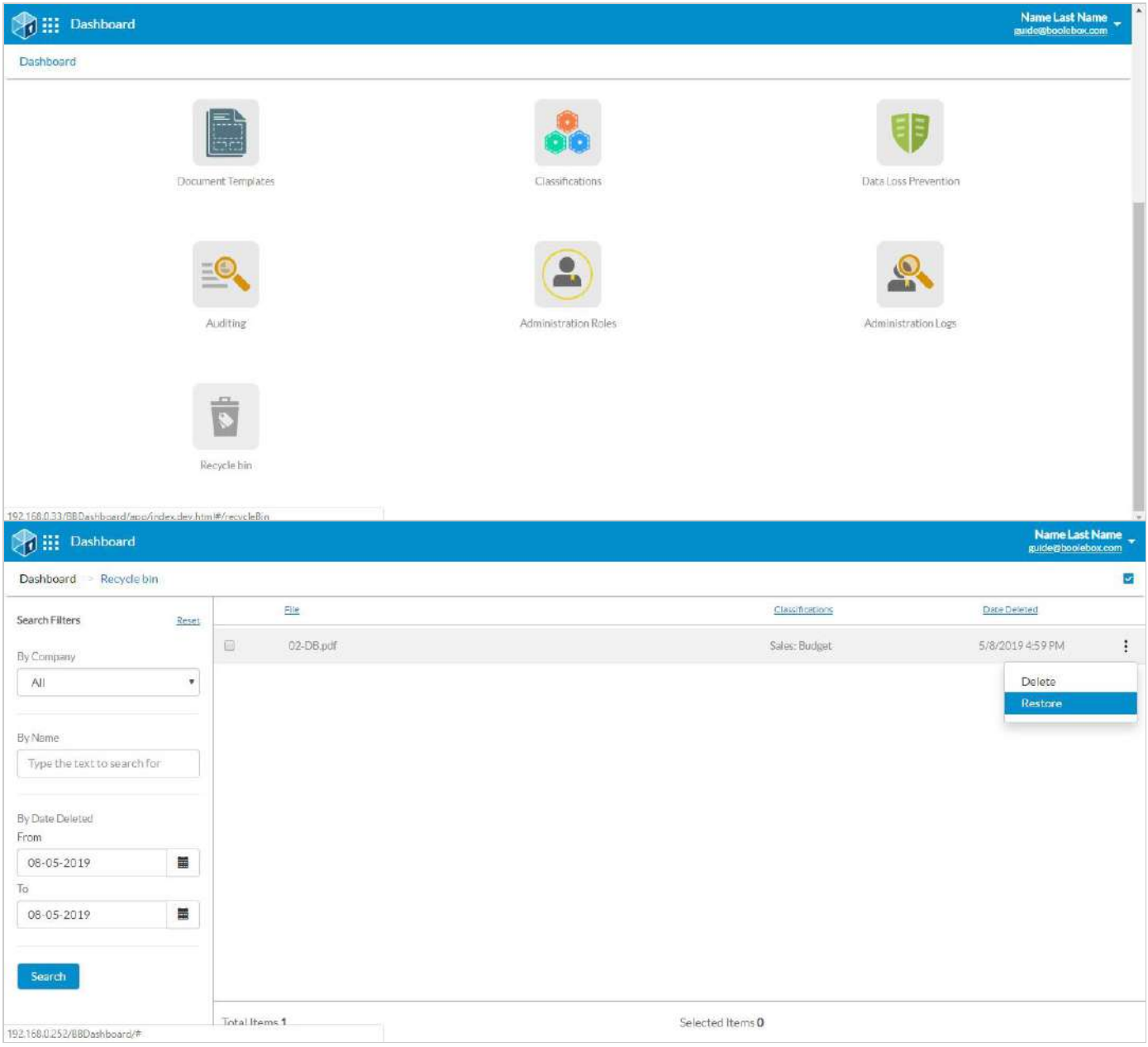

Dashboard
Name Last Name
guide@boxlebox.com
Dashboard
Recycle bin
Search Filters
Reset
By Company
All
By Name
Type the text to search for
By Date Deleted
From
08-05-2019
To
08-05-2019
Search
File
Classifications
Date Deleted
02_Relational_Model.pdf
Sales: Budget
5/8/2019 4:59 PM
02-DB.pdf
Sales: Budget
Delete
Restore
Total Items 2
Selected Items 0
192.168.0.252/BBDashboard/#
Confirm Operation
Are you sure you want to permanently delete the selected items?
Confirm
Cancel
File
Successfully deleted!
Total Items 1

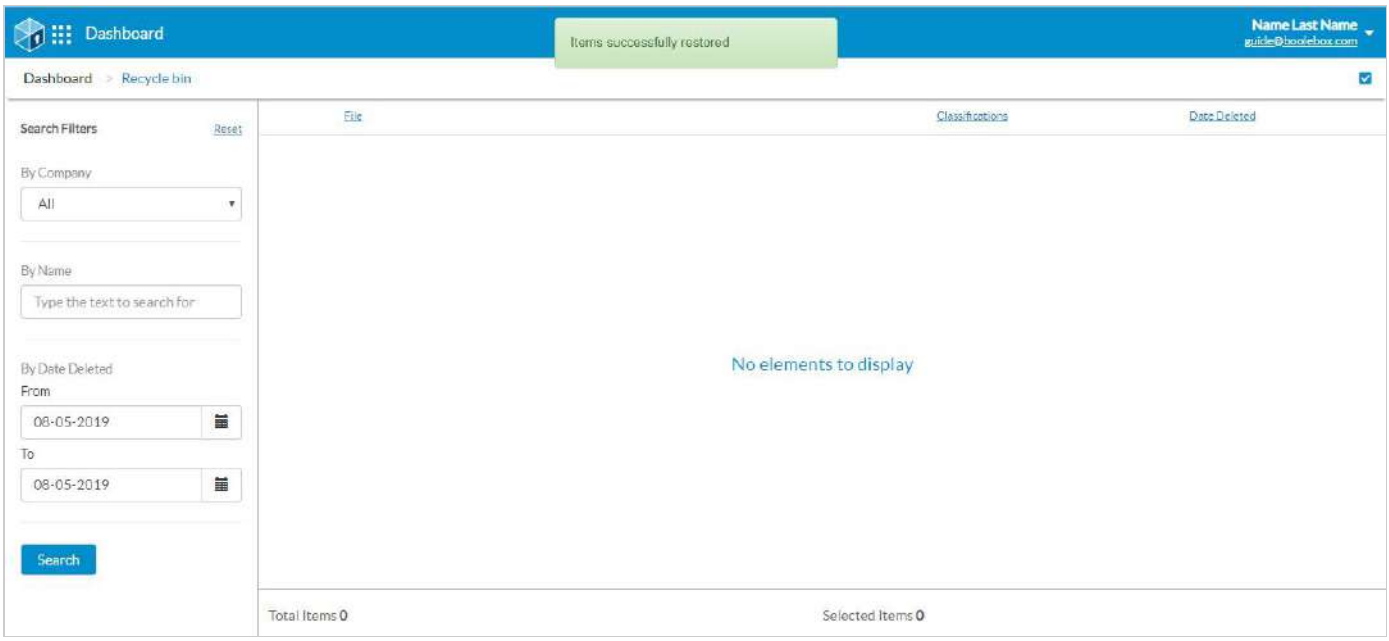
34.3 Restoring an item from the recycle bin

In order to restore an item from the RECYCLE BIN, perform the following actions:

- Click on the menu icon in the top-left corner of your account's homepage to access your DASHBOARD.
- Access the RECYCLE BIN section.
- Click on the three-points menu located to the right of the item you wish to restore.
- Press RESTORE.

The restored file will be available again within the classification from which it was removed.

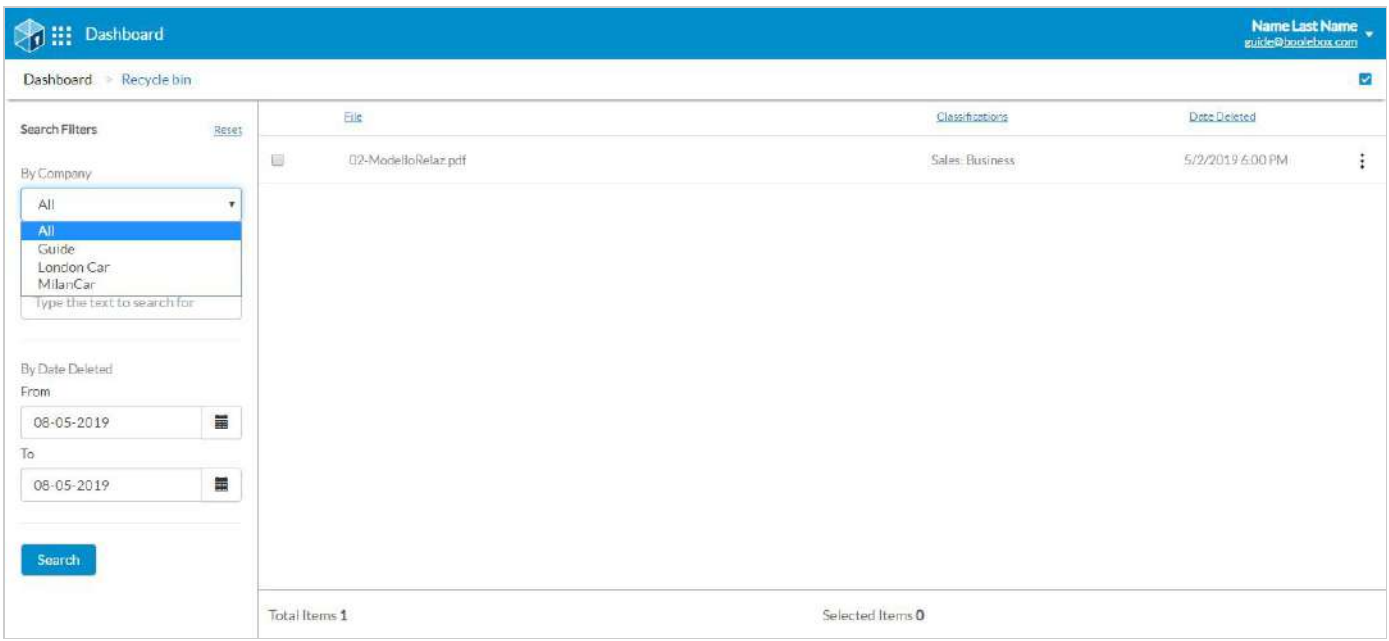


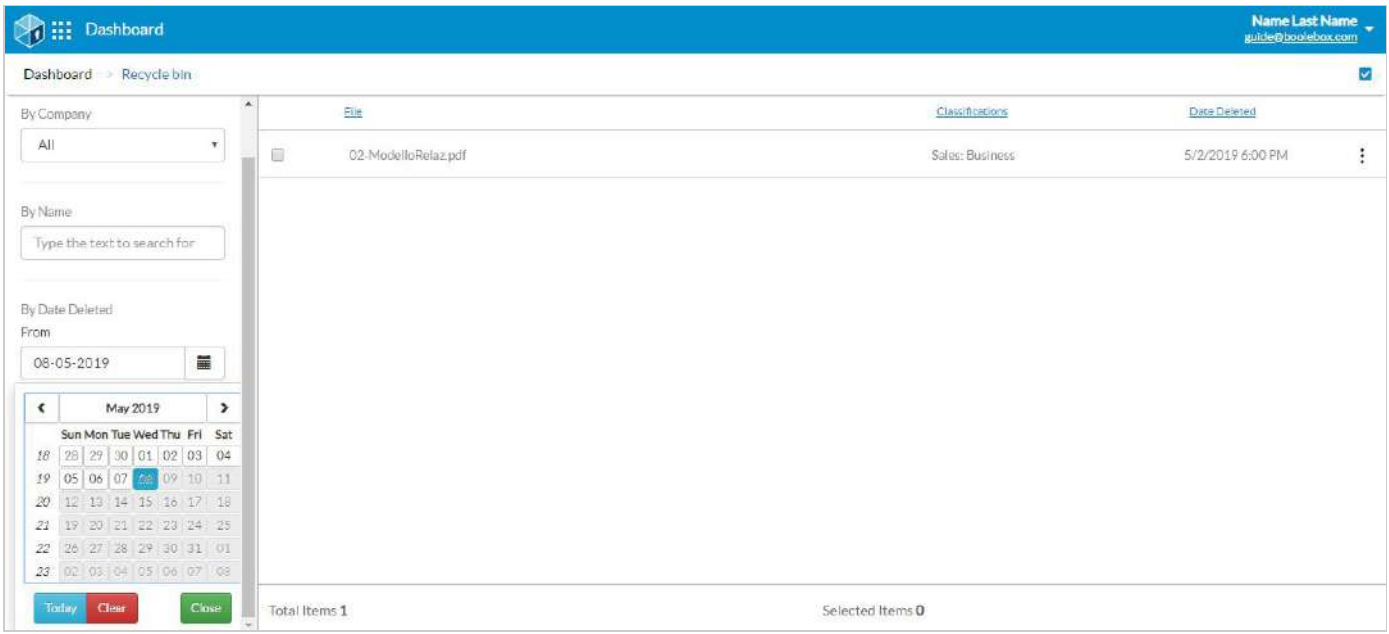


34.4 Search filters

In order to perform a search in the RECYCLE BIN section of the Dashboard, you can use one of the following search parameters:

- BY COMPANY - the search result is filtered according to the company to which the deleted file belongs to.
- BY NAME - the search result is filtered according to the NAME (or part of it) of the file written in the appropriate field.
- BY DATE - using the calendars, the search result is filtered according to the period within which files were deleted.
- Press SEARCH to launch the search using the applied filters.
- The results matching the specified conditions found by the system will appear as a list in the main area of the page.
- Click on the RESET link to return to the general view.




Dashboard
Name Last Name
guide@boolebox.com
Dashboard > Recycle bin
By Company
All
By Name
Type the text to search for
By Date Deleted
From
08-05-2019
May 2019
Sun Mon Tue Wed Thu Fri Sat
Today
Clear
Close
File
Classifications
Date Deleted
02-ModelloRelaz.pdf
Sales: Business
5/2/2019 6:00 PM
Total Items 1
Selected Items 0

35 Common Criteria EAL2+ certified version

BooleBox On-Premises has undergone numerous security tests and offers you the guide version drawn up in accordance with the security objectives imposed by Common Criteria EAL2+ certification.