
SECURITY FUNCTIONS IN VP.ONLINE™



User guide

Contents

1	EXPORT KEY FILE.....	3
1.1	EXPORT TO FLOPPY DISC.....	3
1.2	EXPORT TO NETWORK DRIVE.....	4
2	IMPORT KEY FILE.....	5
2.1	IMPORT FROM FLOPPY DISC.....	5
2.2	IMPORT FROM NETWORK DRIVE.....	5
3	DELETE KEY FILE.....	7
4	CHANGE PASSWORD.....	8

1 Export key file

The function used to export the key file is found in the menu *General » Security Functions » Export key file*. The function is illustrated in [figure 1](#):

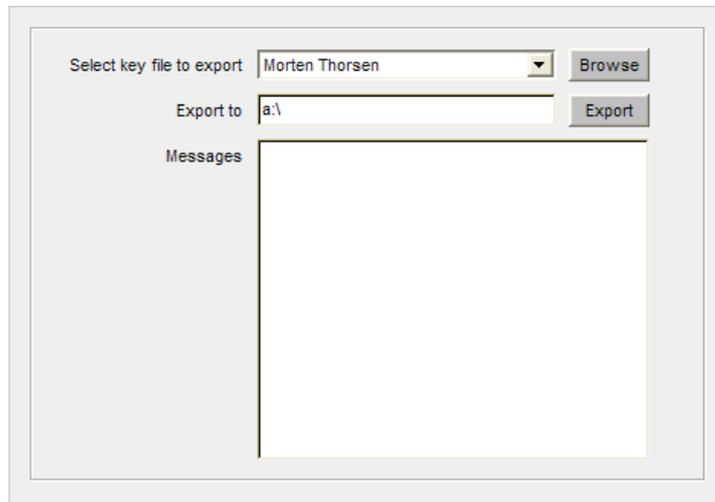


Figure 1. The function "Export key file".

This function enables you to easily export your key file from your hard drive to e.g. a floppy disc or a network drive.

It should be noted, that exporting the key file is like copying it. Hence, the key file is not physically deleted from its location on the hard drive after having been exported. To delete it physically, see [chapter 3](#).

1.1 Export to floppy disc

You are getting a new computer and therefore you want to export your key file to a floppy disc. To do this you must follow the procedure stated below:

- Per default, the list in the field *Select key file to export* contains the key file(s) found in the standard directory *c:\vponline*.

If, during registration, you chose to place the key file on *c:\vponline*, the name of the key file will be the same as your user name.

If you chose to place the key file elsewhere on your hard drive, click the *Browse* button to find it. When browsing for your key file, its name will be a combination of your customer number and user ID. Once you have selected the proper key file it will appear in the dropdown-list as your user name.

- Select the desired key file from the dropdown-list in the field *Select key file to export*.
- In the field *Export to* you decide where the key file is exported to.

Per default the field contains *a:* which is the path to the floppy disc drive.

- Insert a floppy disc in the floppy disc drive and click the button *Export*.

- Your key file is now exported to the floppy disc.

1.2 Export to network drive

You are getting a new computer and therefore you want to export your key file to a network drive. To do this you must follow the procedure stated below:

- Per default, the list in the field *Select key file to export* contains the key file(s) found in the standard directory *c:\vponline*.

If, during registration, you chose to place the key file on *c:\vponline*, the name of the key file will be the same as your user name.

If you chose to place the key file elsewhere on your hard drive, click the *Browse* button to find it. When browsing for your key file, its name will be a combination of your customer number and user ID. Once you have selected the proper key file it will appear in the dropdown-list as your user name.

- Select the desired key file from the dropdown-list in the field *Select key file to export*.
- In the field *Export to* you decide where the key file is exported to.

Per default the field contains *a:* which is the path to the floppy disc drive. If you wish to export the key file to the root of a network drive with the letter H you enter *h:* instead of *a:*

If you wish to export the key file to the folder *Morten Thorsen*, which is located in the folder *Key files* on the network drive H you enter the path *H:\Key files\Morten Thorsen* instead of *a:*

- Click the button *Export*.
- Your key file is now exported to the specified location.

If the export encounters any errors, the field *Messages* will display an error message.

2 Import key file

The function used to import the key file is found in the menu *General* » *Security Functions* » *Import key file*. The function is illustrated in [figure 2](#):

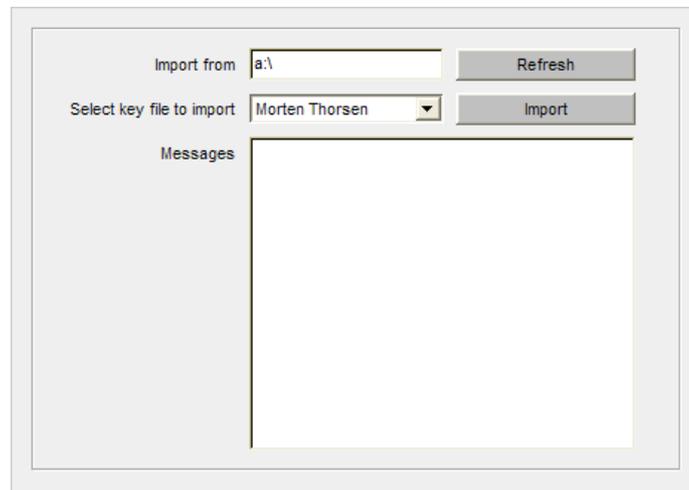


Figure 2. The function "Import key file".

This function enables you to easily import your key file from e.g. a floppy disc or a network drive to your hard drive.

It should be noted, that importing the key file is like copying it. Hence, the key file is not physically deleted from its location on the floppy disc or network drive after having been imported. To delete it physically, see [chapter 3](#).

2.1 Import from floppy disc

You have gotten a new computer and therefore you have exported your key file to a floppy disc. Now you wish to import the key file from the floppy disc to your hard drive. To do this you must follow the procedure stated below:

- Per default, the field *Import from* contains the path to your computer's floppy drive *a:*
- Insert the floppy disc into the floppy disc drive and click the button *Refresh*. After this, the key file will be displayed in the dropdown list in the field *Select key file to import*.
- Select the desired key file from the dropdown list in the field *Select key file to import* and click the button *Import*.
- Your key file is now imported to the default location *c:\vponline* on your hard drive.

2.2 Import from network drive

You have gotten a new computer and therefore you have exported your key file to a network drive. Now you wish to import the key file from the network drive to your hard drive. To do this you must follow the procedure stated below:

- Per default, the field *Import from* contains the path to your computer's floppy drive *a:*
- If your key file is located in the root of the network drive (i.e. not in a sub folder), replace the letter of the floppy drive with the letter of the network drive and click the button *Refresh*.

I.e. if the letter of the network drive is H you replace *a:* with *h:* and click the button *Refresh*.

- If your key file is located in a folder in the network drive you must enter the full path and then click the button *Refresh*.

I.e. if your key file is located in the folder *Morten Thorsen* which again is located in the folder *Key files* on the network drive H, you must enter the path *H:\Key files\Morten Thorsen* and click the button *Refresh*.

- After this, your key file will be displayed in the list in the field *Select key file to import*.
- Select the desired key file from the dropdown list in the field *Select key file to import* and click the button *Import*.
- Your key file is now imported to the default location *c:\vponline* on your hard drive.

If the import encounters any errors, the field *Messages* will display an error message.

3 Delete key file

The function used to delete the key file is found in the menu *General » Security Functions » Delete key file*. The function is illustrated in [figure 3](#):

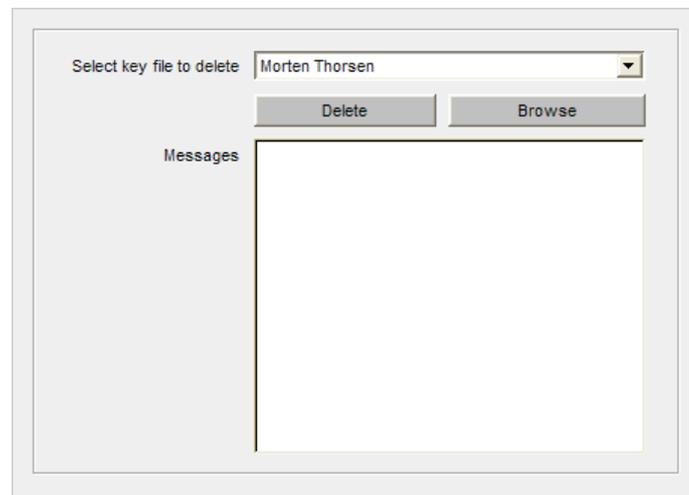


Figure 3. The function "Delete key file".

This function enables you to easily delete your key file if necessary. If you need to use the key file again at some point, remember to backup the key file to (e.g. by exporting it to a floppy disc or a network drive *before* deleting it).

To delete a key file permanently you must follow the procedure stated below:

- Per default, the list in the field *Select key file to delete* contains the key file(s) found in the standard directory *c:\vponline*.

If, during registration, you chose to place the key file on *c:\vponline*, the name of the key file will be the same as your user name.

If you chose to place the key file elsewhere on your hard drive, click the *Browse* button to find it. When browsing for your key file, its name will be a combination of your customer number and user ID. Once you have selected the proper key file it will appear in the dropdown-list as your user name.

- Select the desired key file from the dropdown-list in the field *Select key file to delete*.
- Click the button *Delete*. You will then be asked to confirm the deletion.

This is done to ensure that the deletion is not accidental. To continue deletion, click the button *OK*. To abort deletion, click the button *Cancel*.

If the deletion encounters any errors, the field *Messages* will display an error message.

IMPORTANT!!!

Please note that if you delete your key file without having backed it up (e.g. on a network drive or a floppy disc), you need to order a new PIN-code from PBS and then once more go through the registration procedure if you wish to continue using vp.ONLINE™.

4 Change password

The function used to change your password is found in the menu *General » Security Functions » Change password*. The function is illustrated in [figure 4](#):

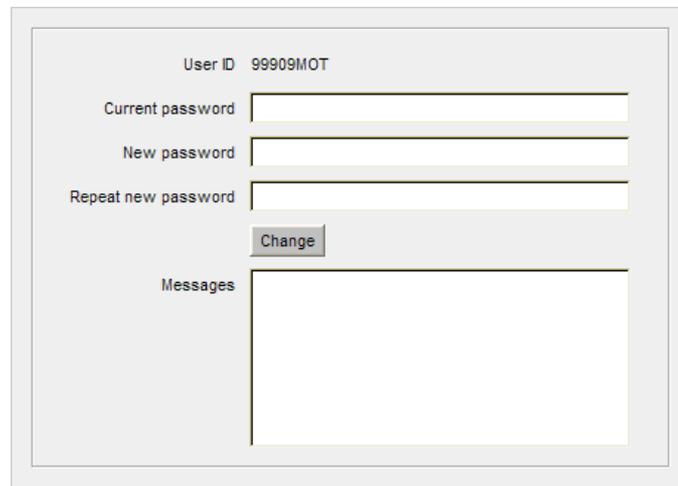


Figure 4. The function "Change password".

A situation where you would want to change your password could typically be if you suspect or know that someone besides yourself knows of it. It could also be that the company you work for has a security policy that implies changing your password regularly.

To change your password you must follow the procedure stated below:

- Enter your current password in the field *Current password*.
- Decide on a new password and enter it in the field *New password*.

Make sure that the new password complies with the rules for structuring a password, as specified in [paragraph 3.2](#) in the user guide *Getting started with vp.ONLINE™*.

- Repeat your new password in the field *Repeat new password*.

This is done to ensure that you didn't enter anything unintentional the first time.

- Click the button *Change*.

Now a validation is performed. The validation checks that the entered values in the fields *New password* and *Repeat new password* match each other and that the new password is structured correctly.