

# OPSWAT.

## MetaDefender

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### MetaDefender Vault Quick User Guide 1.2.0

# Quick User Guide

## Purpose of This User Guide

This is quick start user guide intended to cover the part you must know. For full user guide, go to <https://onlinehelp.opswat.com/vault/>.

## Getting Started

### Before Installation

Before you begin the installation, ensure that MetaDefender Vault System Requirements are met. If you are installing MetaDefender Vault on the same server as Metadefender Kiosk and/or Metadefender Core, the server must meet the cumulative system requirements of all the products.

To download Metadefender MetaDefender Vault, please visit OPSWAT Portal [MetaDefender Vault](#) section.

### MetaDefender Vault Standalone Portal Deployment

MetaDefender Vault provides rich user interface for administrators and regular users. The installation consists of the following:

- Installing and configuring MetaDefender Vault, as described in Installing using The Install Wizard
- Configuring user access and user management, as described in Creating User Accounts Through Active Directory
- Optionally configuring the following to maximize MetaDefender Vault functionality:
  - Multi-scanning and Data Sanitization - Integrating Metadefender Core
  - SMTP For Notifications

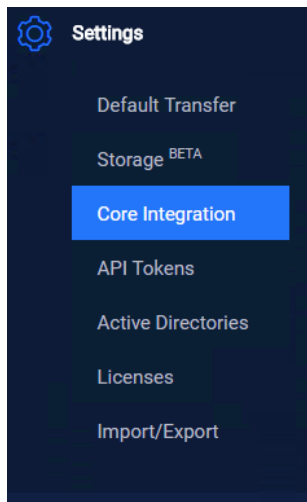
### Deployment with Kiosk and Diode

MetaDefender Vault provides seamless integration with Metadefender Kiosk which helps protect your network by enabling control over the flow of data into and out of your organization. Metadefender Kiosk can be used as a media scanning station on your own hardware or on OPSWAT's custom-made kiosks. Typically, media such as USB devices, DVDs, card readers, SD cards, flash drives, or floppy disks, are scanned by Metadefender Kiosk by inserting the media device into the appropriate drive. The installation consists of the following:

- [Install Metadefender Kiosk](#)
- [Configuring Kiosk to integrate to MetaDefender Vault](#)

## Integrating Metadefender Core

In order to integrate MetaDefender Vault with Metadefender Core please navigate to **Settings** → **Core Integration** in the left menu.



You can configure MetaDefender Vault to use the Metadefender Core add-on to specify

- Anti-malware multi-scanning
- Data sanitization (CDR)
- Other security criteria required for a file to be downloadable from MetaDefender Vault.

Use the Metadefender Core Management Console to configure a file scanning policy that encompasses your security criteria. This requires purchasing, installing, and configuring Metadefender Core.

Note that this user guide does not detail the Metadefender Core configuration steps; those steps are available in the [Metadefender Core User Guide](#).

## Advanced configuration and high availability

Follow [Configuring MetaDefender Vault to work with Metadefender Core](#) in order to configure Metadefender Core in MetaDefender Vault.

Follow [Create a Metadefender Core rule](#) that will apply only to MetaDefender Vault in order to create a Metadefender Core rule that only applies to files uploaded in MetaDefender Vault.

The following settings apply to all users and all files uploaded via MetaDefender Vault.

Changing any of these setting will only affect files uploaded after the setting has been changed.

You can configure the default settings by going to **Settings** → **Default Transfer** . Please note that you will need administrator privileges.

## File Settings

### Authentication required / No authentication

This setting specifies if the files uploaded using MetaDefender Vault can be download with or without requiring the user to log in before downloading.

### Skipping sanitization

This option, if turned on, allows users to specify if they would like to skip sanitization when uploading files.

*Please specify if users can skip sanitization when uploading files*

Allow users to skip sanitization

### File default expiration

Every file has its own expiration so files will not be stored on the server permanently, this is configurable by administrator.

*By default each new file will expire after the following number of days*

7

## Notifications Settings

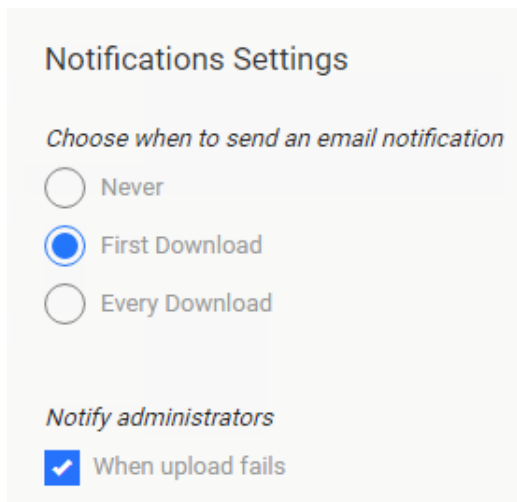
### Download notifications

You can also select to receive a download notice when the file is downloaded by the recipient:

- select **On First Download** if you only wish to receive a notification the first time the recipient downloads the file(s).
- select **On Every Download** If you wish to receive a notification each time the files are downloaded by the recipient
- select **Never** If you do not want to receive a download notice

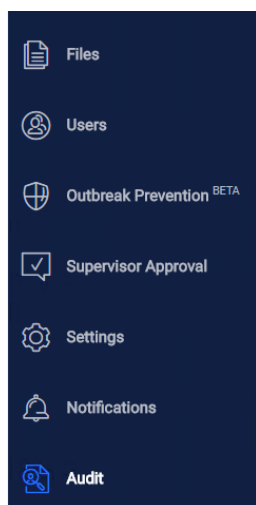
### Upload notifications

Select **Send notification when upload fails** if you wish to receive an email if there is a failure during upload.



## Audit Log

Each event that is triggered by an action (user based or automatically) is recorded by the system and is visible in the Audit log. This feature allows Administrators to track events and data transfers on the system. Only users with the Administrator role are able to view the Audit log. The button is visible in the left menu.



The time, event details, user, source and status of the action are listed. You can filter the events by entering text in the search box and also sort based on column headers.

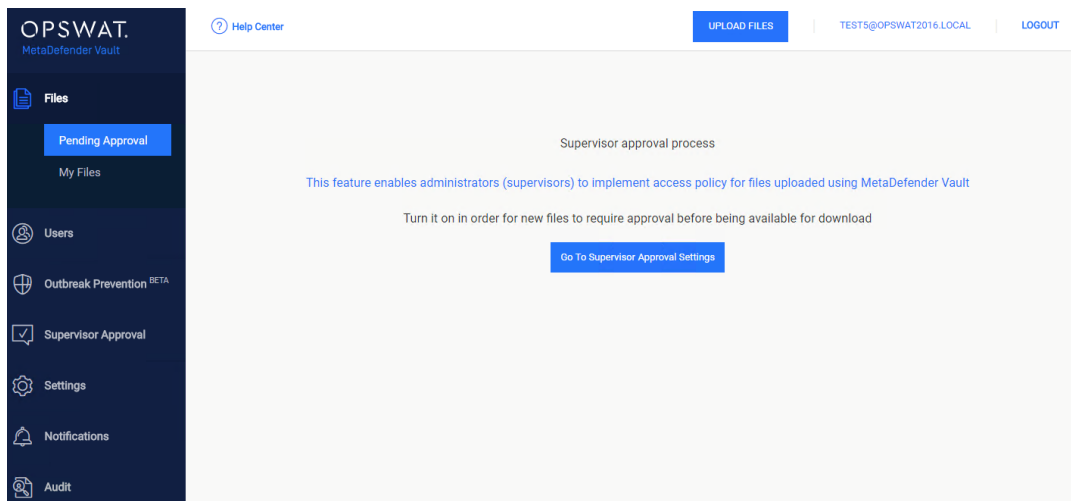
TIME	EVENT	DETAILS	USER	SOURCE
04:34 AM	File Upload	test5 uploaded file wmprph.exe u...	test5	✔
04:34 AM	File Upload	test5 uploaded file wmpshare.exe...	test5	✔
04:34 AM	File Upload	test5 uploaded file wmlaunch.exe...	test5	✔
04:34 AM	File Upload	test5 uploaded file setup_wm.exe...	test5	✔
04:34 AM	File Upload	test5 uploaded file wmpconfig.ex...	test5	✔
04:34 AM	File Upload	test5 uploaded file wmpplayer.exe ...	test5	✔
04:33 AM	File Upload	test5 uploaded file test1.txt using...	test5	✔
04:30 AM	Smtpt Updated	test5 has successfully connected...	test5	✔
04:29 AM	Add License	test5 has added license Rmh1-***...	test5	✔
04:28 AM	Logon	test5 logged on.	test5	✔
04:26 AM	Other	Successfully set up administrator...	System	✔

## Export Audit Log

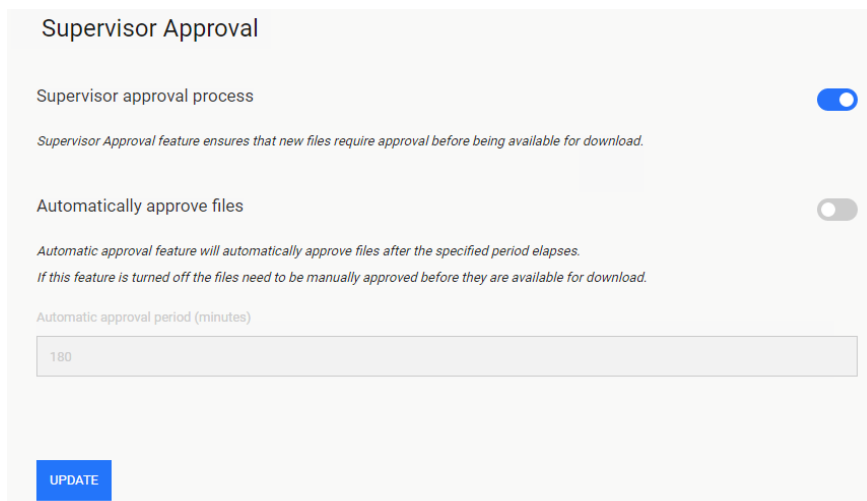
You can export the audit data in a CSV (comma separated values) file. This can be loaded in any 3<sup>rd</sup> party application, or saved in another internal database.

This feature enables administrators (supervisors) to implement access policy for files uploaded using MetaDefender Vault.

## Enabling supervisor approval feature



- Go to **Files** → **Pending Approval** and click Go To Supervisor Approval Settings
- After this you will be redirected to Approval settings. Here you will need to enable the Supervisor Approval Process and select Update.
- When enabling the Supervisor Process, another option will be available: Automatically approve files.



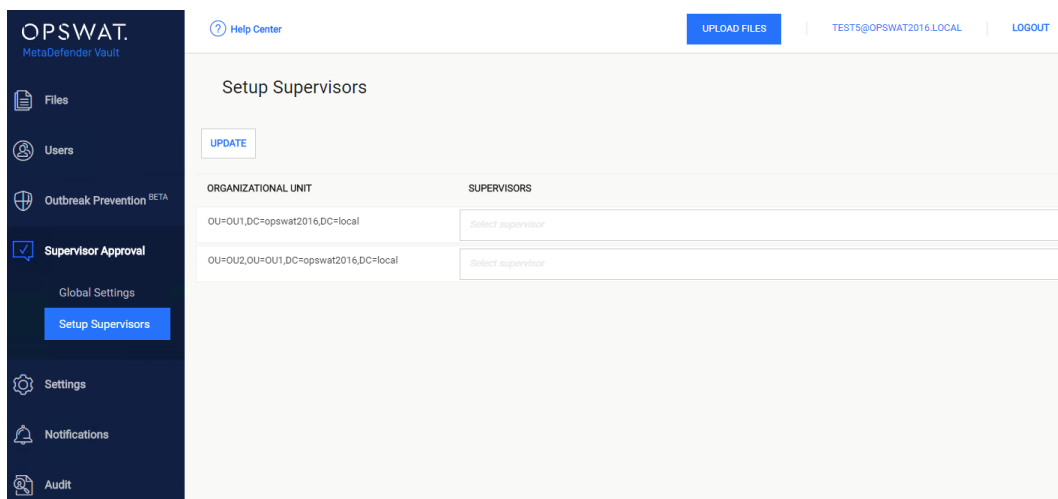
By doing this you will ensure that each file uploaded by your users requires an administrator's (supervisor) approval before it can be downloaded or shared.

## Automatic approval

Turning on the *automatic approval feature* ensures that uploaded files are automatically approved after the specified period. Supervisors can still manually approve them or revoke approval if they want to.

## Configure supervisors

A user with the **supervisor role** can perform approval or revoke approval for files. The local administrator account is always a supervisor, but you can configure more supervisor by going to **Supervisor Approval** → **Setup Supervisor** page.



This configuration page allows you to specify one or more supervisor for each of your included organization units. Learn how to include or exclude an organizational unit by going to **User Filtering Configuration**.

Each supervisor can only approve or reject files of his supervised users (in the same organizational unit). An organizational unit can have any number of supervisors, including none.

**Please note** that if no supervisors are assigned to an organizational unit the only user that can approve or deny access to files is the local administrator.

Click the Update button when you are done.

## Pending Approval Page

This page allows supervisors to manage files shared using MetaDefender Vault.

	FILENAME	OWNER	SCAN RESULT	EXPIRATION D...	STATE	PROCESSING S...	SIZE
<input type="checkbox"/>	wmpayer.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		161 KB
<input type="checkbox"/>	wmpconfig.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		100 KB
<input type="checkbox"/>	setup_wm.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		1.88 MB
<input type="checkbox"/>	wmlaunch.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		194.5 KB
<input type="checkbox"/>	wmpshare.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		100.5 KB
<input type="checkbox"/>	wmprph.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		59.5 KB
<input type="checkbox"/>	test1.txt	Me	Metadefender ...	Mar 6, 04:33 AM	Available		3 B

On the last column the following options are available:

- Approve file: make the file available for download
- Revoke approval: deny access to download the file

On the top of the page the following options are available:

- Refresh: refresh the grid, without removing filters
- Filter Only Pending Approval : show only files that require a supervisor's approval
- Filter Only Denied Approval: show only files that have been denied approval
- Filter Available: show only files that are available/approved by supervisor

## Multiple files approval/revoke

Supervisors can also manage multiple files to be approved or revoked at the same time, and not individually.



The screenshot shows the OPSWAT MetaDefender Vault interface. The left sidebar contains navigation options: Files, Pending Approval (highlighted), My Files, Users, Outbreak Prevention BETA, Supervisor Approval, Settings, Notifications, and Audit. The main content area displays a table of files with the following columns: FILENAME, OWNER, SCAN RESULT, EXPIRATION D..., STATE, PROCESSING S..., and SIZE. The table contains several rows of files, with the first five rows selected. The 'Pending Approval' button is visible in the top right corner of the interface.

	FILENAME	OWNER	SCAN RESULT	EXPIRATION D...	STATE	PROCESSING S...	SIZE
<input checked="" type="checkbox"/>	wmplayer.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		161 KB
<input checked="" type="checkbox"/>	wmpconfig.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		100 KB
<input checked="" type="checkbox"/>	setup_wm.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		1.88 MB
<input checked="" type="checkbox"/>	wmlaunch.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		194.5 KB
<input checked="" type="checkbox"/>	wmpshare.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		100.5 KB
<input type="checkbox"/>	wmprph.exe	Me	Metadefender ...	Mar 6, 04:34 AM	Available		59.5 KB
<input type="checkbox"/>	test1.txt	Me	Metadefender ...	Mar 6, 04:33 AM	Available		3 B

By selecting multiple files, the three buttons appear:

- Approve
- Revoke Approval
- Delete

Outbreak Prevention ensures that your organization can handle false negatives results and that your users are not exposed to **zero-day vulnerabilities** by locking any new file and re-scanning it automatically for a specified period of time.

### Note

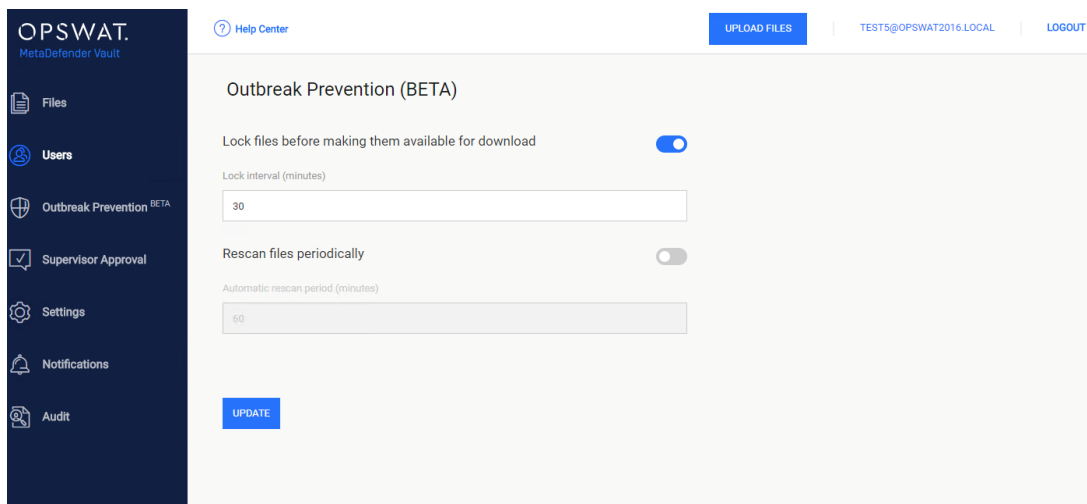
In order to enable Outbreak Prevention you first need to navigate to *Settings* → *Core Integration* and enable integration with Metadefender Core. *Outbreak Prevention* feature cannot be used without Metadefender Core.

## Enable file locking

In order to enable file locking you need to go to *Outbreak Prevention* page and turn it on.

**Lock interval** represents the period of time for which the files will remain locked (unavailable for download) before they are automatically unlocked by MetaDefender Vault. For example, if you specify 1800 seconds a new file will be locked for 30 minutes and then automatically unlocked.

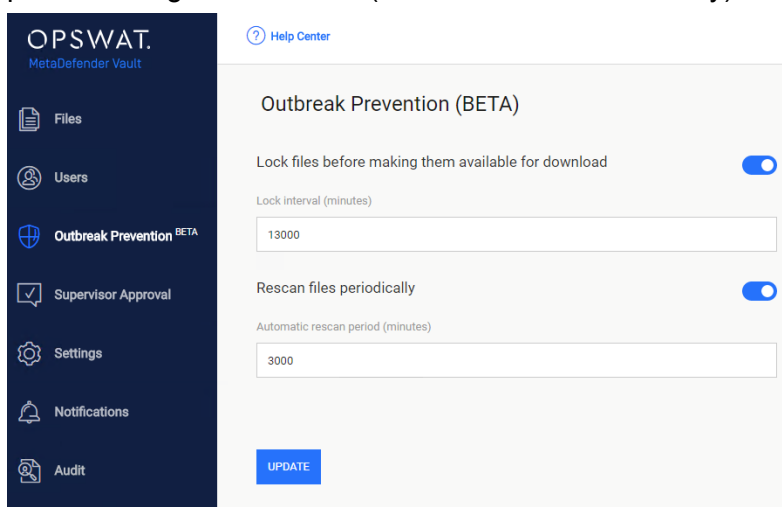
Please note that a locked file will be processed again by Metadefender Core before unlocking it.



## Enable periodic automatic re-scan

In order to enable automatic re-scanning of files you need to go to *Outbreak Prevention* page and turn it on.

**Automatic rescan period** represents the period of time after which the files will be processed by Metadefender Core again. For example, if you specify 3600 seconds any stored file will be processed again each hour (files are re-scanned hourly).



### Note

Please note that automatic re-scanning of files has a big impact on performance. If your storage contains a large number of files or many files with increased size this the *Automatic rescan period* might be exceeded. In this case we suggest using increased values (more than one hour) for both **lock interval** and **automatic rescan period**.