

To "Destroy Data" from DSS on-line storage

Friday, January 25, 2013

4:39 PM

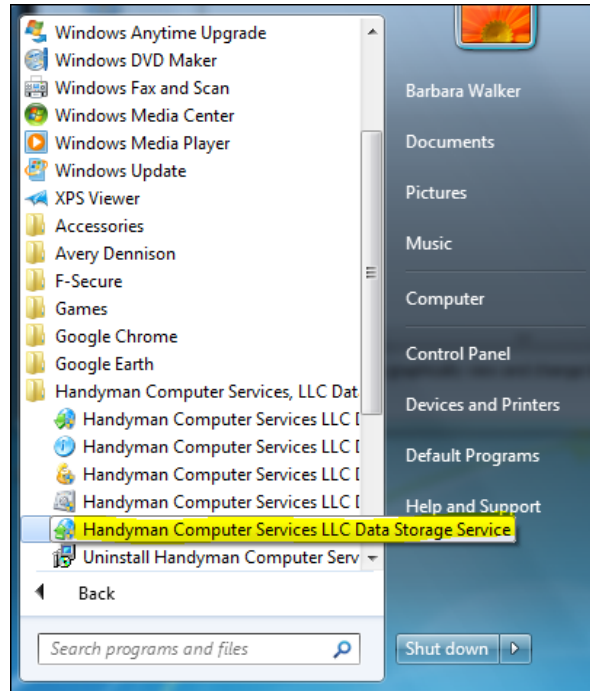
This procedure should be used by "Data Storage Service (**DSS**)" customers to remove folders/files from on-line storage.

To login to your on-line account

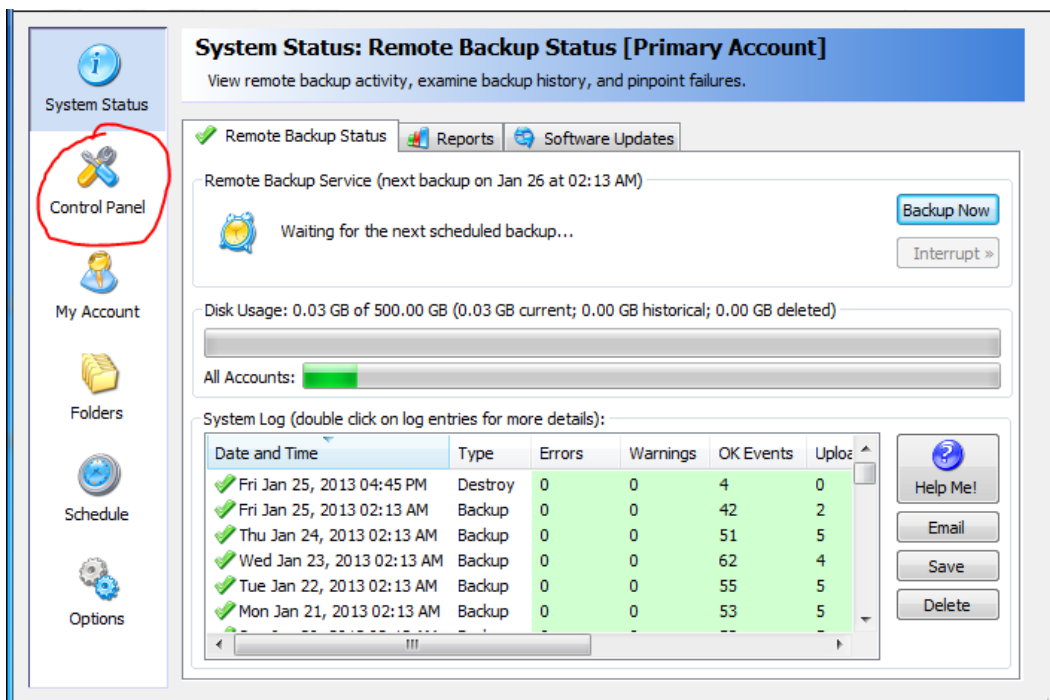
1. Open the **DSS** tool by using either method below.
 - a. Click on the "Handyman Computer Services LLC Data Storage Service" icon on your desktop.



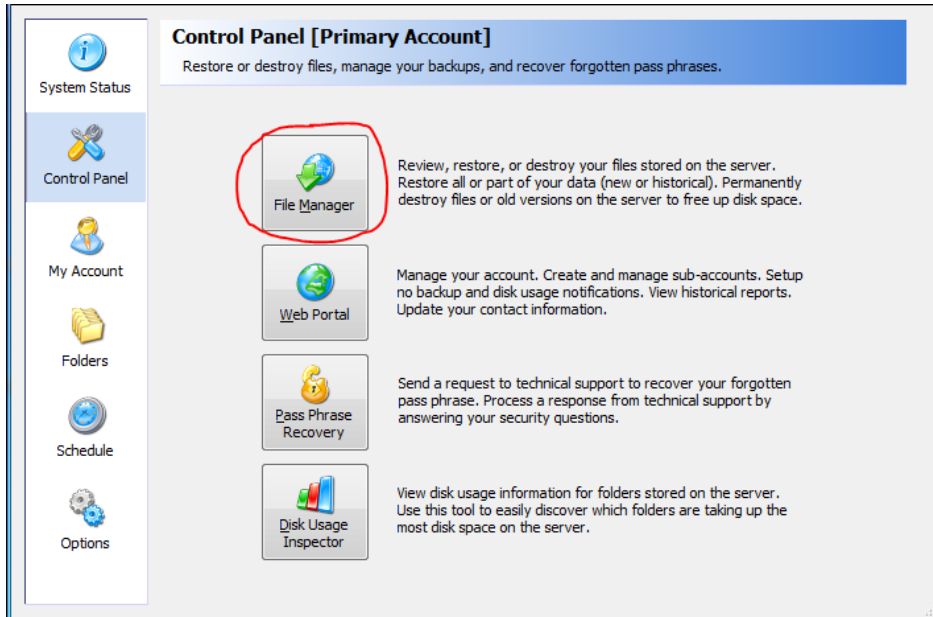
- Click on the "Start --> All Programs --> Handyman Computer Services, LLC Data Storage Service --> Handyman Computer Services LLC Data Storage Service" menu item.



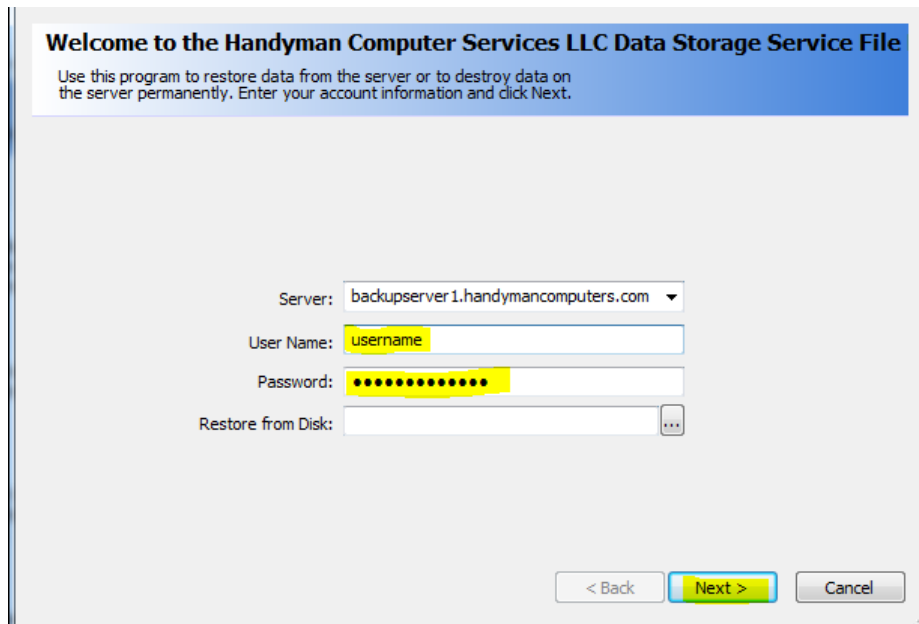
- On the "User Account Control" dialog box, click on the "Yes" button.
- On the home page of the **DSS** tool, click on the "Control Panel" icon on the left hand side.



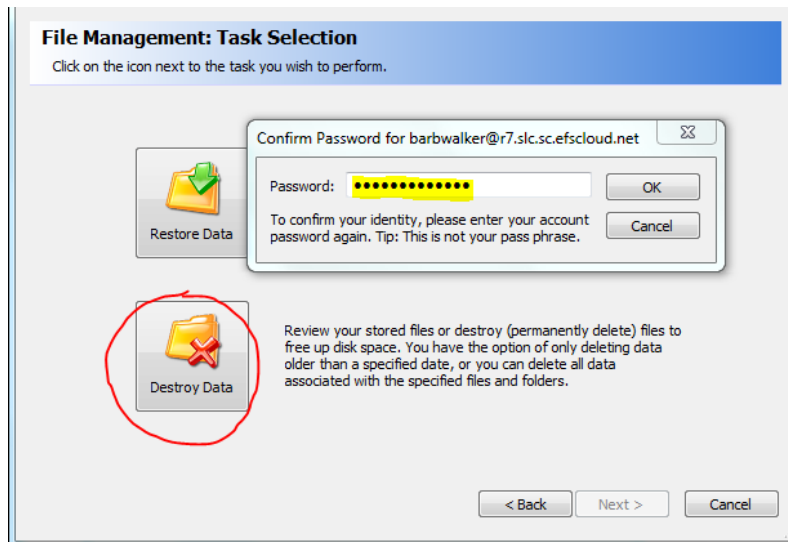
- On the "Control Panel" screen, click on the "File Manager" icon.



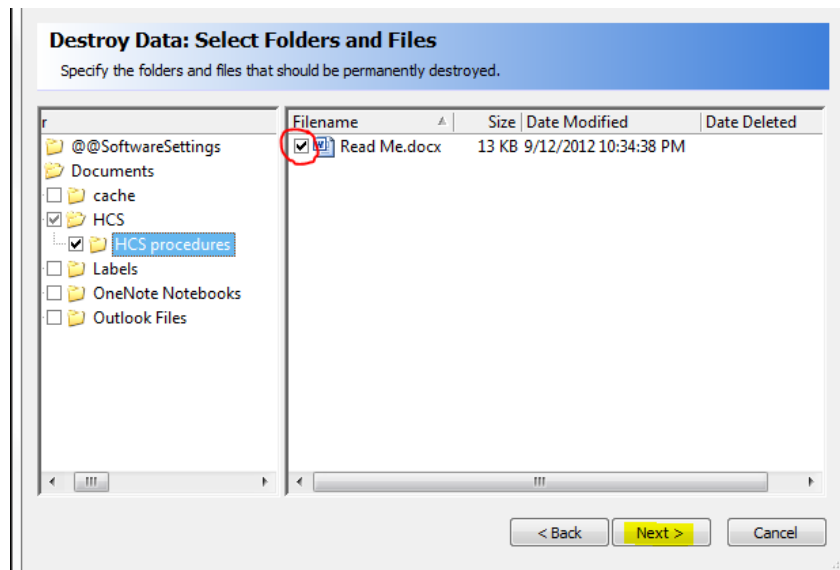
- On the login screen, enter your "User Name:" and "Password:" then click on the "Next>" button.



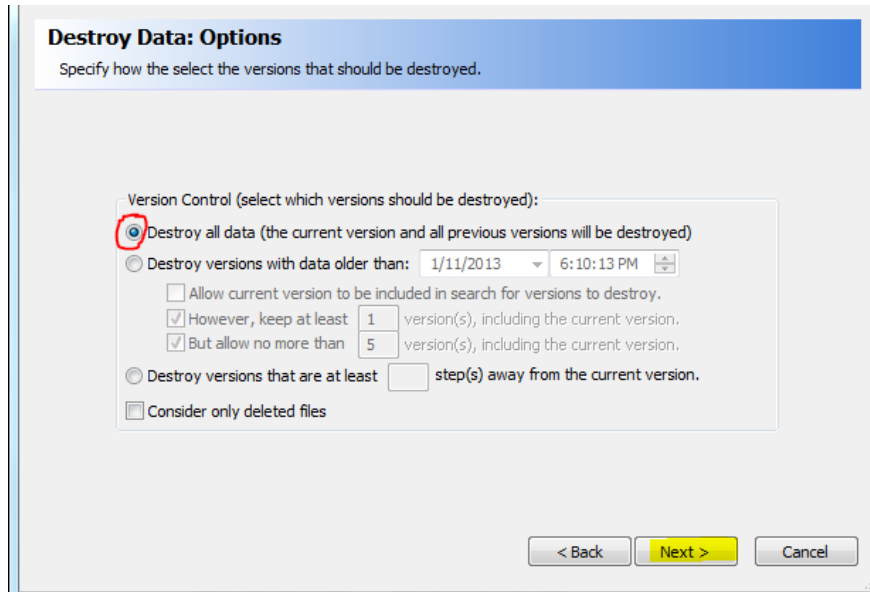
7. On the "File Management: Task Selection" screen, click on the "Destroy Data" button. When prompted, confirm your password entered in the previous step then click on the "OK" button.



8. On the "Destroy Data: Select Folders and Files" screen, choose the folders and files you want to delete, then click on the "Next>" button.

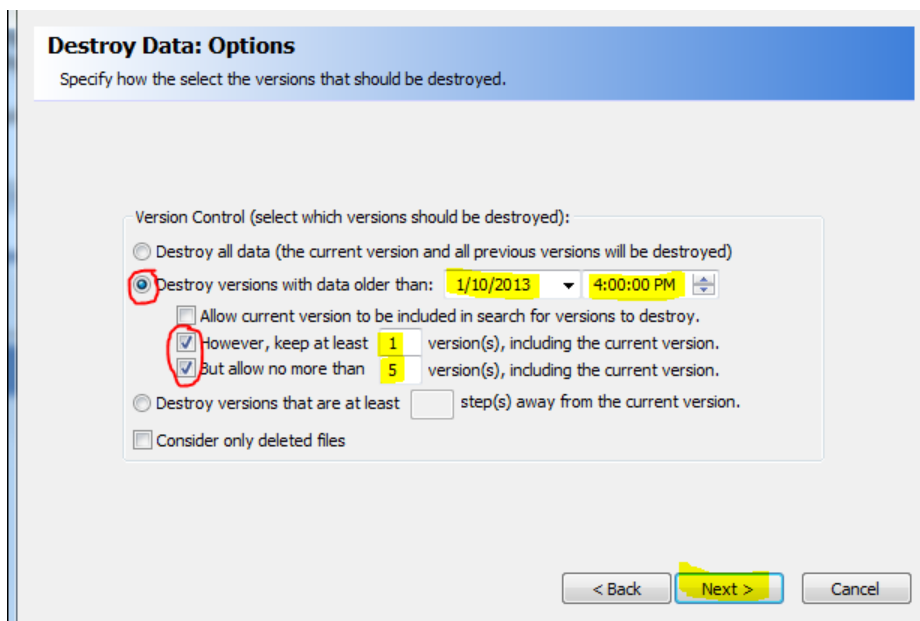


9. On the first "Destroy Data: Options" screen, choose the appropriate **options** (samples shown below) then click on the "Next>" button.
 - a. To delete all copies of selected folders and files, select the item circled in **red** (as shown below).



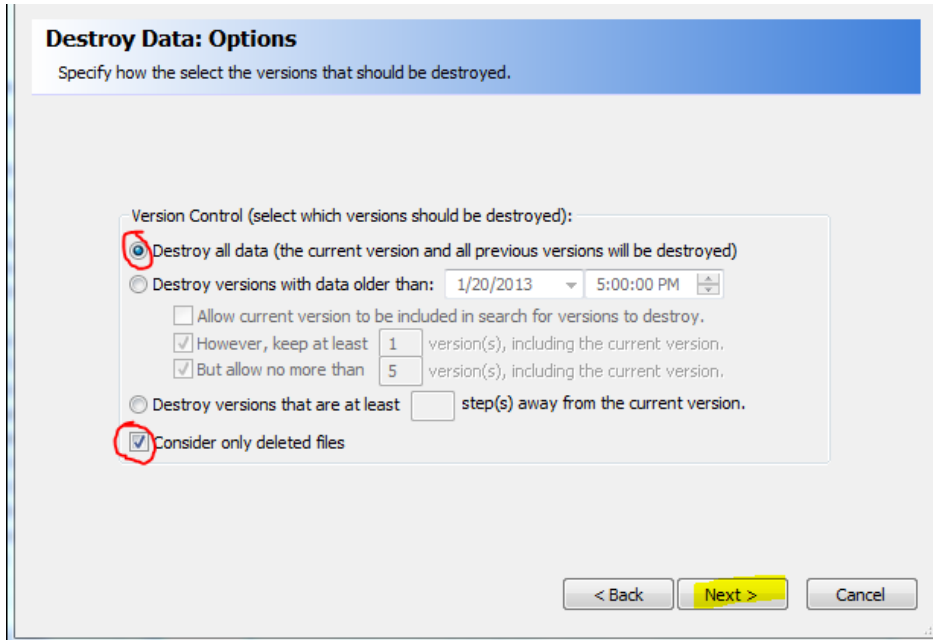
- b. To delete copies of selected folders and files that existed before a specific date/time, select the items circled in **red** (as shown below) and enter the appropriate **date**, **time** and number of **versions** to retain.

NOTE: Selecting the checkboxes will prevent you from accidentally deleting all copies if they are all older than the date specified.

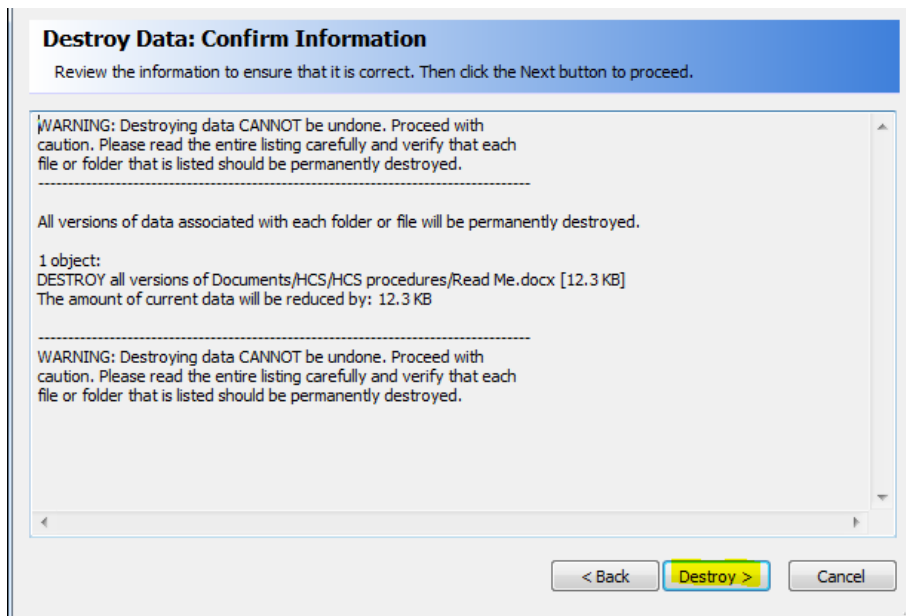


- c. To delete on-line copies of folders and files no longer on your computer, select the items circled in red (as shown below).

NOTE: The checkbox at the bottom of the screen allows you to delete copies of files that are stored on-line but no longer exist on your computer.

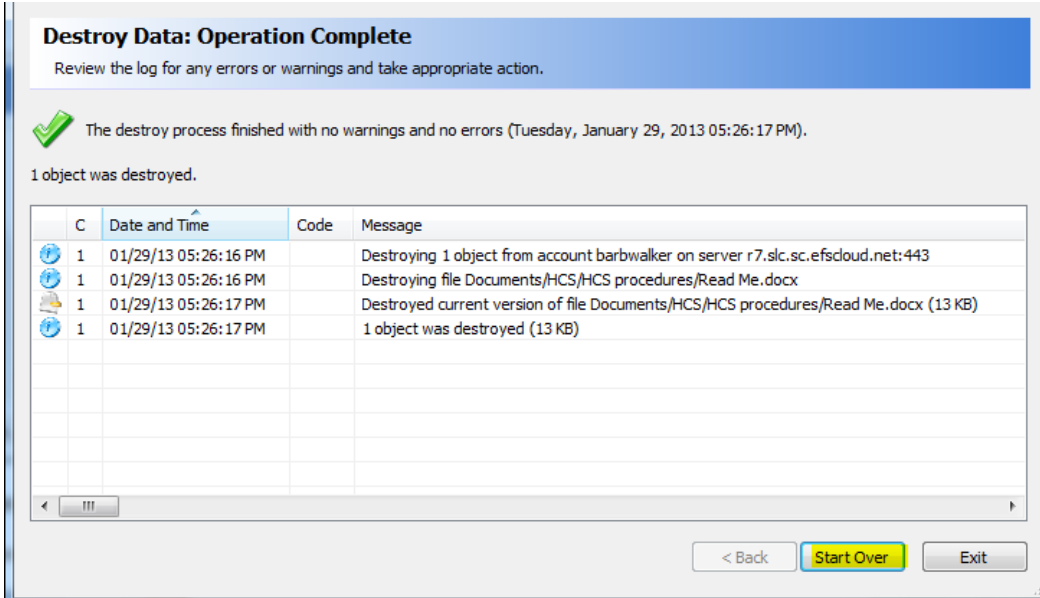


- 10. On the "Destroy Data: Confirm Information" screen, verify that this is really what you want to do then click on the "Destroy>" button.

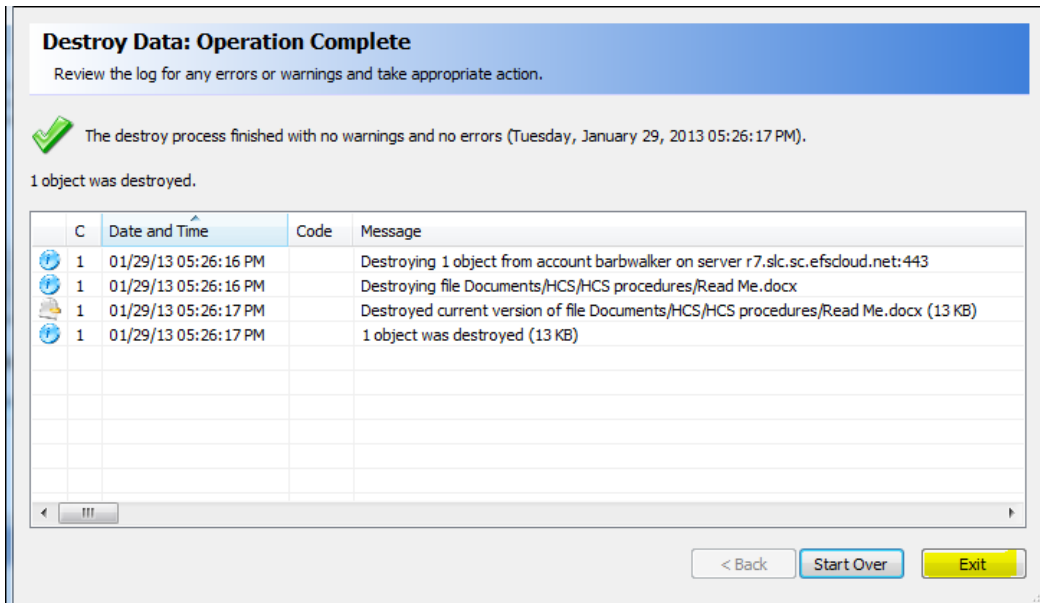


11. On the "Destroy Data: Operation Complete" screen, choose the appropriate **option** (choices shown below).

a. Click on the "Start Over" button if you have more files to delete.



b. Click on the "Exit" button if you have finished deleting files.



When put back on the home page of the **DSS** tool, click on the "File --> Exit" menu item.

