UKISS

U-Archive User Guide

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Contact UKISS Support at support@ukiss.io
UKISS Technology website: https://www.ukiss.io/

1.0
U-Archive

U-Archive is a file encryption software that lets users secure personal notes, documents and photos on the computer, on removable drives (e.g. thumb drives), or in the cloud with UKISS Hugware®.

The software uses AES-256, the most robust encryption standard in the market, to protect files from unauthorised access. Encryption keys are stored in the Hugware **Authentication Key** and backed up in the **Rescue Key**, ensuring that only users can control their information's security. The Rescue Key enables users to recover access to their files or reset passwords by plugging in the device. More about Hugware, here.

Note: *U-Archive is not a standalone software and must operate with Hugware, which generates and stores the keys to your encrypted files. UKISS Technology does not have access to your encryption keys and files.*

2.0
Definitions

Encryption

Encryption transforms information from plaintext (unencrypted data) to ciphertext (encrypted data) so that its true meaning is hidden from unauthorised parties.

Drive

A drive stores and retrieves data on a computer. When accessing encrypted files with U-Archive, the drive folder will be mounted to a virtual drive, which emulates an actual disk drive.

U-Archive Drive Folder (Drive Folder)

A single folder containing files, documents and photos that are meant to be encrypted with U-Archive. Drive folders are assigned their respective virtual drives. For Windows, each drive has a designated letter.

3.0
U-Archive Pre-installation

Before installing U-Archive,
please ensure that the following requirements are met:

1. You own Hugware

U-Archive only operates with Hugware, which stores the keys to your encrypted files. Please ensure that you have initialised your Hugware before installing U-Archive.

2. You have the proper device and operating system

U-Archive runs on desktop devices. Please ensure that your desktop device has the appropriate operating system. If you have downloaded U-Archive for Windows, it will only run on a Windows desktop device.

3. You have received the software license key

Before downloading U-Archive, please ensure that you have received a software license key from UKISS Technology. You may also find your license key on the dashboard of your UKISS user account under License Keys. The software license key can be used for up to **two** desktop devices.

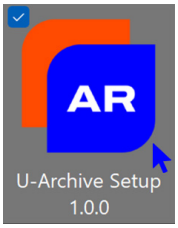
4.0
U-Archive Installation

4.1 Downloading U-Archive

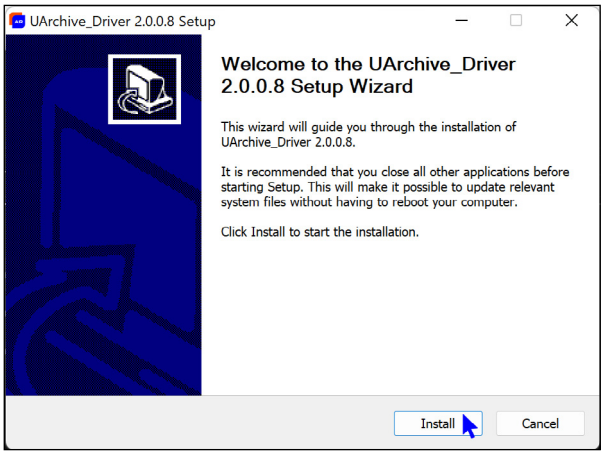
You may download U-Archive from the website (ukiss.io/downloads), UKISS Hub (under UKISS Suite), or the U-Archive email that UKISS Technology sent you.

4.2 Installing U-Archive

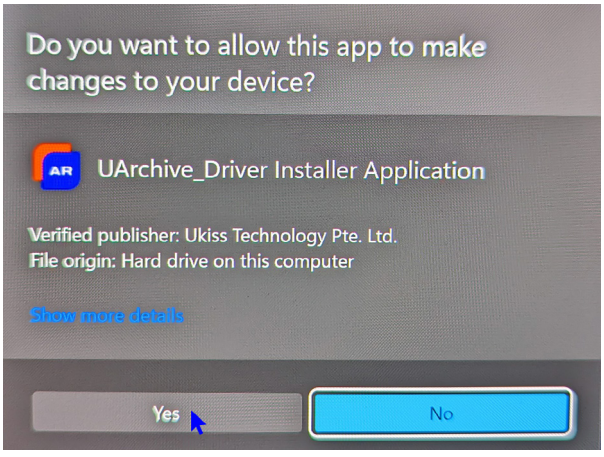
1. Once you have downloaded U-Archive, you will see the application "**U-Archive Setup 1.0.0**" on your computer. Click on this application.



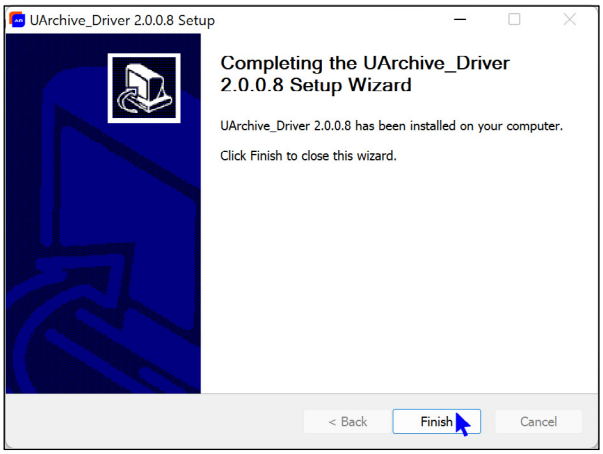
2. The U-Archive setup wizard will appear. Click "**Install**"



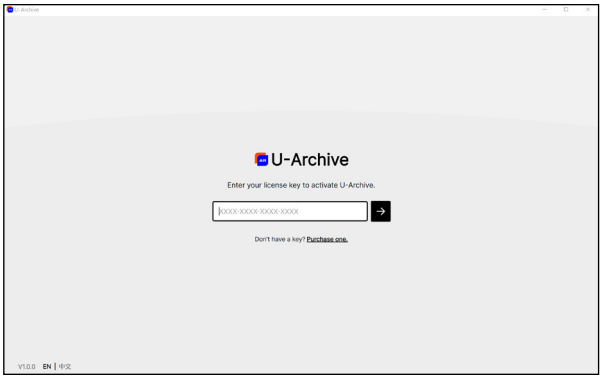
3. Your computer may display the following prompt message. Click "**Yes**" to enable installation.



4. Once installation is complete, click “**Finish**” and wait for U-Archive to launch.



5. When launching U-Archive for the first time, you will be prompted to input your software license key. Please enter the license key to proceed to the welcome page.



5.0 Using U-Archive

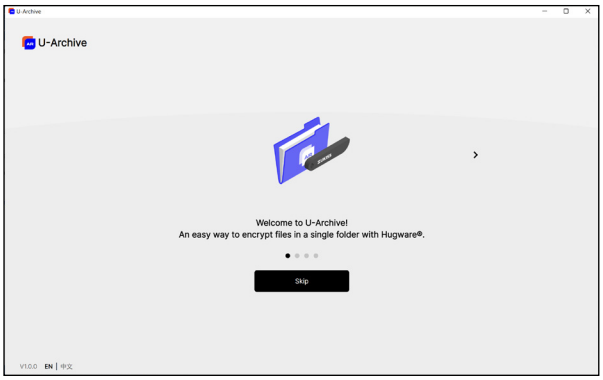
5.1 Hugware Key Functions

It is important to have an initialised pair of Hugware keys to use U-Archive. Refer to the table below for their various U-Archive functions.

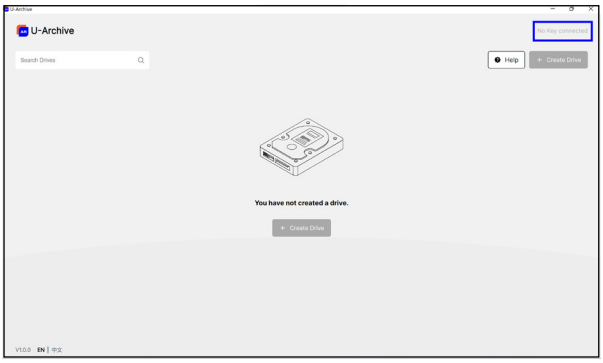
	Authentication Key (A-Key)	Rescue Key (R-Key)
Create Drive	✓	✗
Access Drive	✓	✓
Delete Drive	✓	✗
Edit Drive	✓	✗

5.2 Getting Started

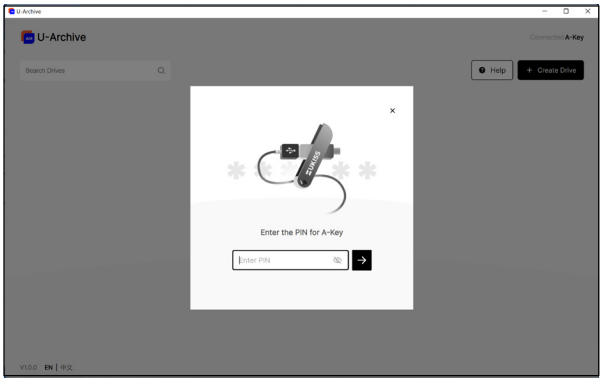
1. Once you have entered your software license key, you will arrive at the U-Archive welcome page. Click "**Skip**" or "**Get Started**" to proceed to the U-Archive dashboard.



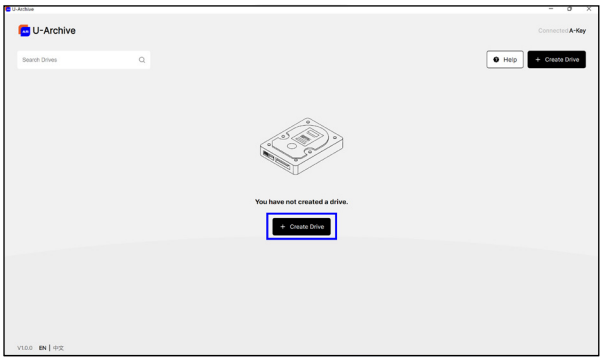
2. If your U-Archive dashboard looks like the screenshot on the right, your A-Key is not connected. (Note the message at the top right corner of the screen)



3. Connect your A-Key and enter your PIN to enable drive creation.



4. Once you have connected your A-Key and entered your PIN, click on the **+Create Drive** button.



5.3 Creating Drive & Drive Folders

You must create a drive to encrypt files in a single drive folder. After which, all files added to the drive folder will only be accessible with your Hugware and PIN. You may create up to EIGHT drive folders, each assigned to their respective virtual drives.

There are four steps to creating a drive folder and their respective drives.

1. Name your drive folder, which shares the same name as the drive. (Must be less than 11 characters)
2. Select drive folder location. (e.g., local disk, Google Drive, etc.)
3. Set storage size. (Must be between 3MB and 3.9GB)
4. Review drive and drive folder details.

Selecting Location

You may store your encrypted files in your local disk drive, a removable drive or the cloud.

To select a removable drive such as a thumb drive, you must connect your thumb drive before starting the drive creation process. Be sure to choose your thumb drive when selecting the location.

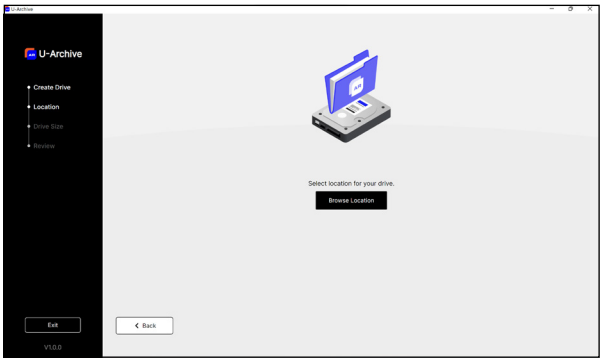
To select the cloud, you must set up cloud storage on your computer before starting the drive creation process. Be sure to choose your cloud storage when selecting the location.

Drive/Drive Folder Creation

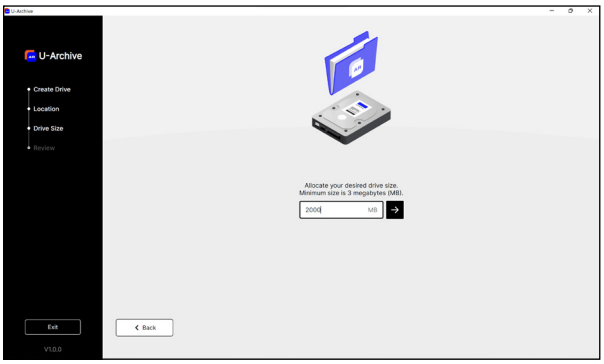
Once you have clicked on the **+Create Drive** button on the U-Archive dashboard, you will be taken to the drive and drive folder creation process, as shown below:

1. Name your drive folder. (**Note**: Your drive will share the same name.)

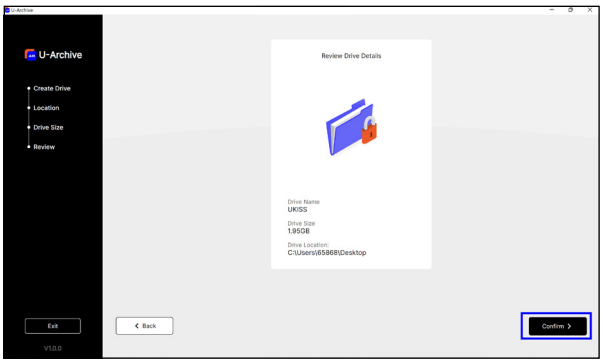
2. Select drive folder location. (e.g., local disk, Google Drive, etc.)



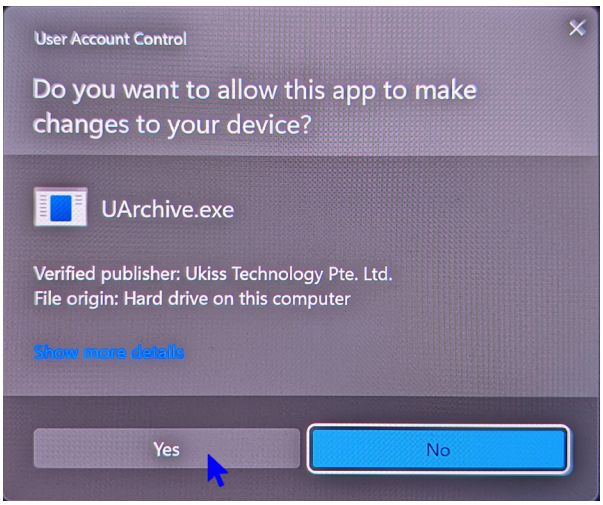
3. Set storage size.



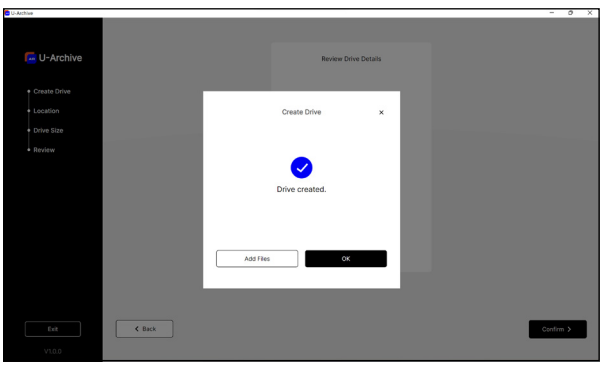
4. Review drive and drive folder details
Check that all the details are correct, and click “**Confirm**”.



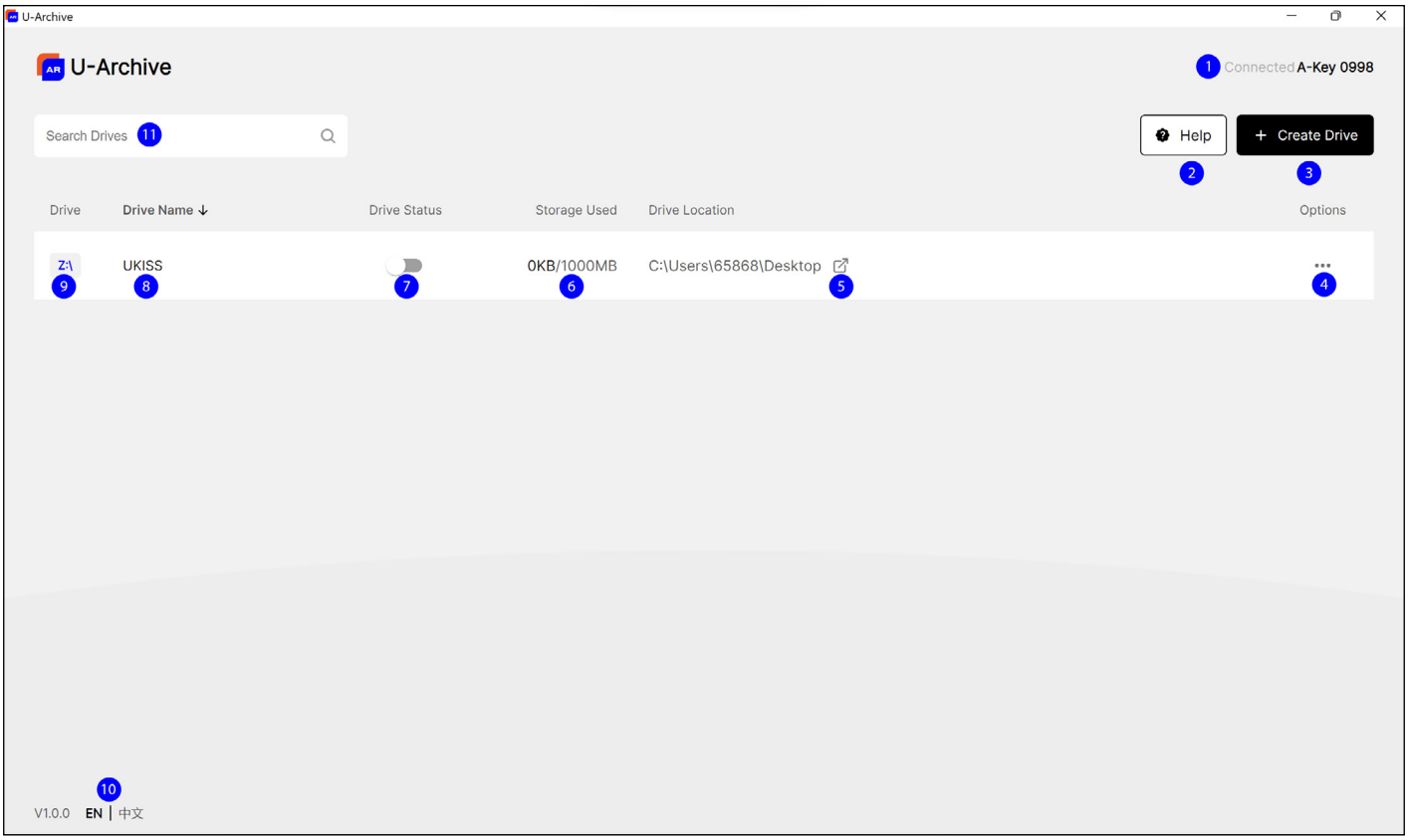
5. You may see a prompt message similar to the one in the right image. This is expected. Please click “**Yes**”.



6. Click “**Add Files**” and start adding files you want to encrypt. Click “**OK**” if you would like to add files later.



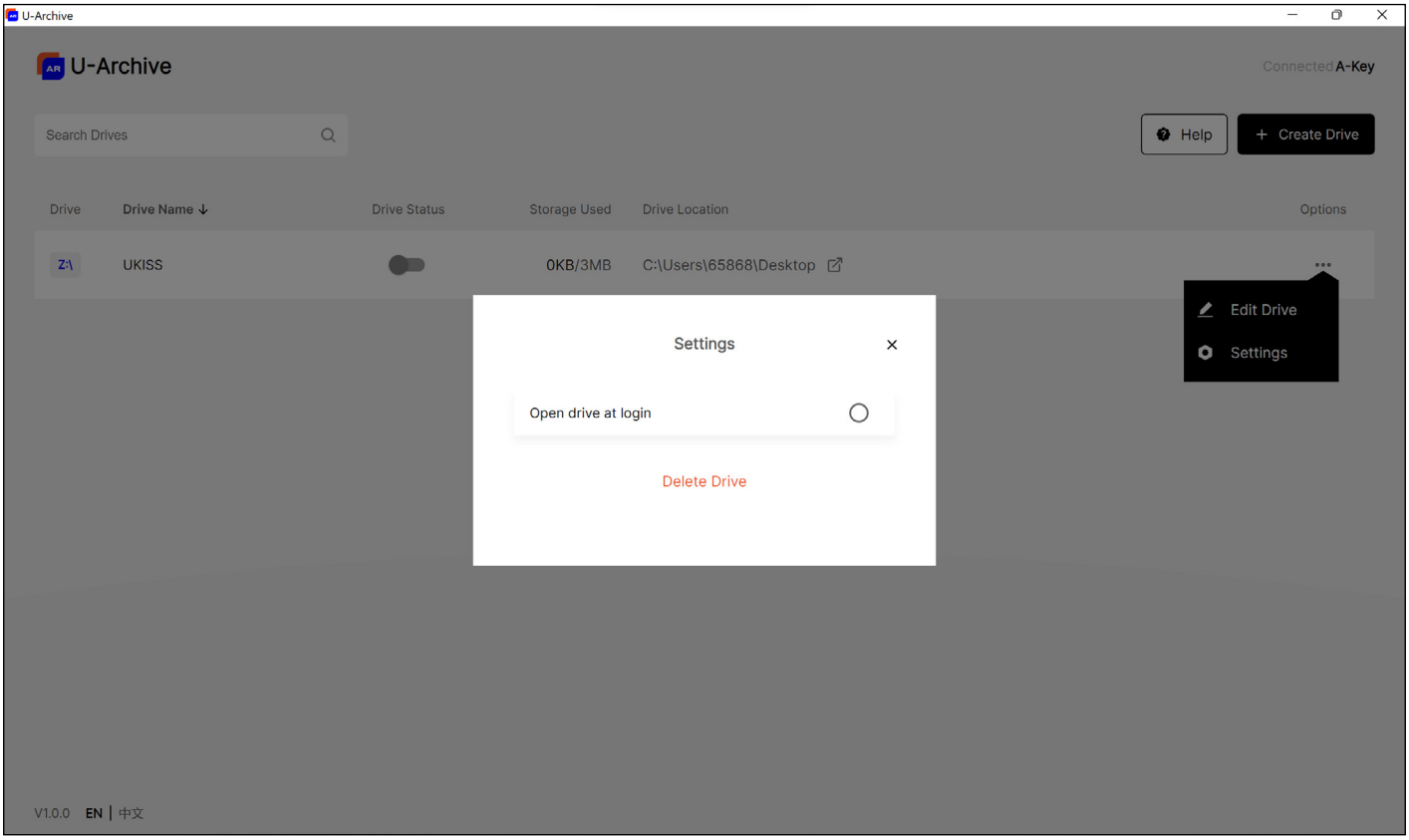
5.4 Software Directory



1. Hugware connection status: Check whether your Hugware is connected or not.
2. Help: Access FAQ and Contact page
3. Create Drive: Begin drive and drive folder creation process
4. Options: Edit details and settings (Not accessible when the drive folder is open)
5. Open drive/drive folder location
6. View storage used
7. Drive status switch: Click to open or close the drive folder
8. Name of drive/drive folder
9. Drive letter (for Windows)
10. Language switch
11. Drive/drive folder search bar

Open Drive at Login

“Open Drive at Login” allows U-Archive to automatically mount a virtual drive and open the associated drive folder once a Hugware key has been detected and PIN-authenticated. You may activate this feature under Settings.

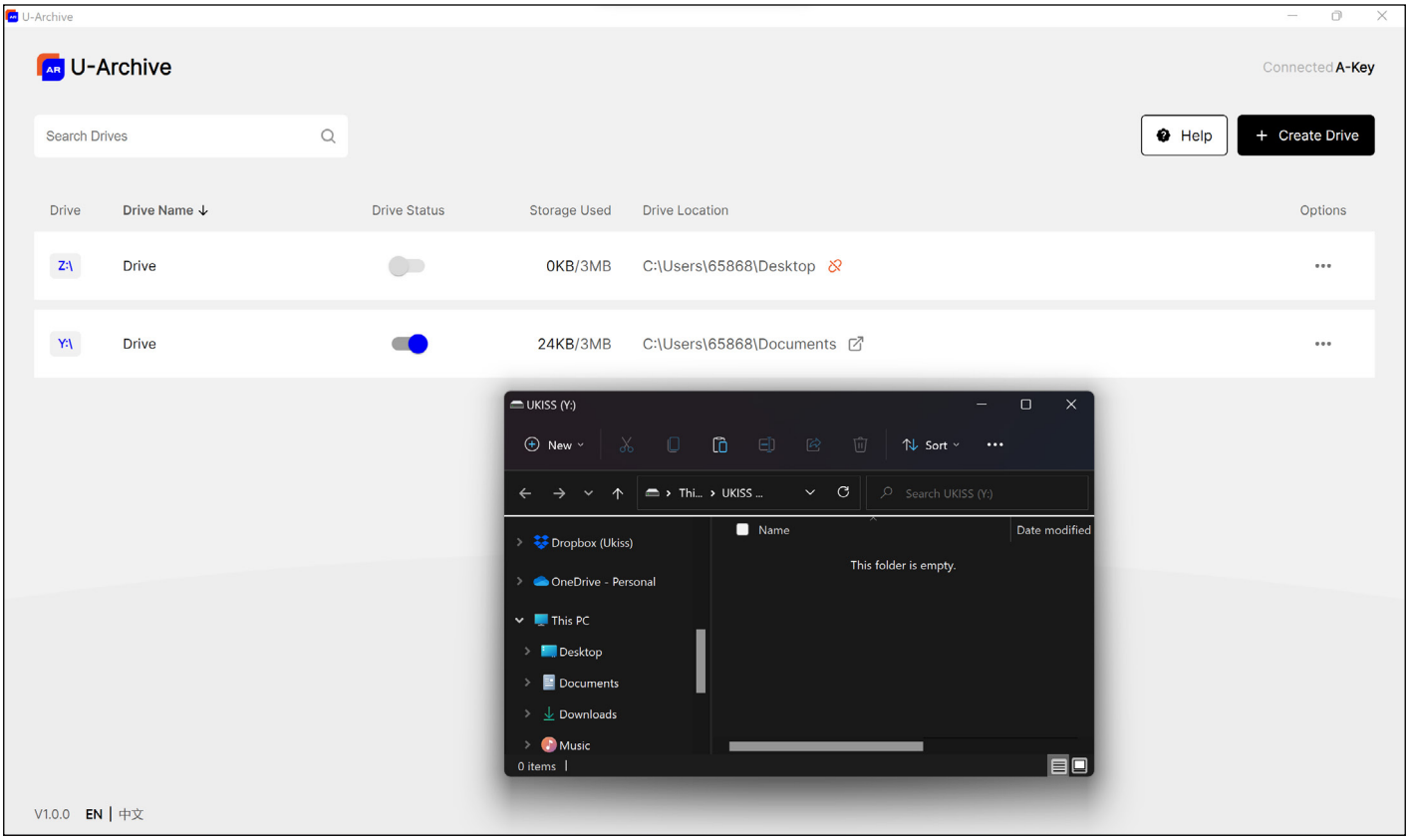


Changing drive folder location

You may create a new U-Archive drive folder at another location. Alternatively, you may try the following steps:

1. Click to Open Drive/Drive Folder Location.

2. Find your drive folder , and proceed to drag-and-drop or cut-and-paste the icon to another location.
3. Double-click on the drive folder icon to open it with U-Archive. The dashboard will automatically display another drive with the updated details. Refer to the screenshot below (Note: The broken link icon indicates that the path to the earlier drive folder no longer exists.)

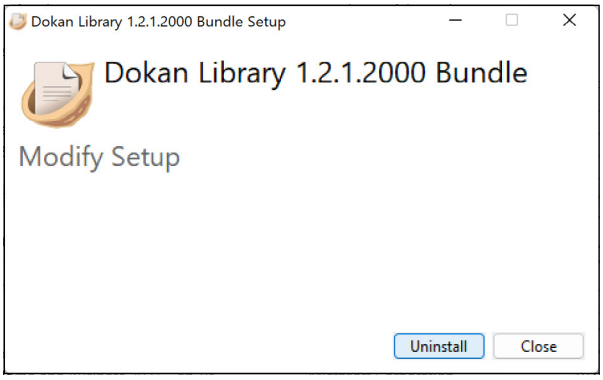


6.0
Troubleshooting

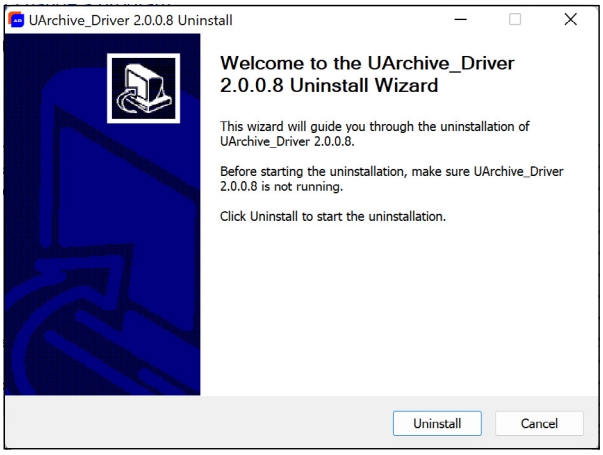
Q1. I have installed U-Archive on my computer, but the software is not operating. What should I do?

You may need to uninstall and reinstall U-Archive. Please follow the instructions on how to uninstall U-Archive:

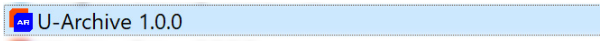
1. Uninstall **Dokan Library 1.2.1.2000 Bundle** and restart your computer



2. Uninstall **UArchive_Driver 2.0.0.8**



3. Uninstall **U-Archive 1.0.0**



Q2. I can't create a drive/drive folder. What should I do?

1. Check that the storage size is between 3MB and 3.9GB. U-Archive does not allow sizes bigger than 3.9GB.

2. Check that the drive/drive folder name does not exceed the 11-character limit.

Q3. I see a “Drive Name Taken” error message. What should I do?

This means that the name you have chosen has been taken. Click the “**< Back**” button and enter another name.

Q4. I do not wish to encrypt my files anymore. What should I do?

Move the contents to another location that is not a U-Archive drive folder.