**Help Documentation for FogWire system:**

**Registration**

1. After installation of the FogWire application on your computer, you can select the ‘FogWire’ icon on your desktop
2. In the registration screen, please enter your first name, last name, e-mail address, and Fog Code. Fog Code will be used in the lock data and unlock data process as your unique identification number.

Fog Code Note: Fog Code must be within the number range of 10,000- 59,999. This will be the unique code to share with your recipients when sending locked data. You and your recipients **must** maintain the same Fog Code in order to unlock data successfully.

1. After registration, you can access the Lock Data and Unlock Data area.

**Locking Data**

1. Enter data in the ‘Enter Text to Be Locked’ area using copy and paste or free-text. You can make any edits or modifications to the text displayed before locking.
2. Select ‘Lock Only’. This will allow you to store your locked data to your computer.
   1. You can view the details of the encryption process in the view details window.
   2. The system will prompt you when the file is successfully locked.
   3. This file will be stored in your C:\Locked Docs folder.

**Note:**

* You cannot select ‘Select a file to lock’ after you have typed text into the ‘Enter Text to Be Locked’ area. The ‘Select a file to lock’ will be disabled.
* You must select ‘Clear’ button after you have entered and locked your data in order to enable the ‘Select a file to lock’ button

**Locking and Sending Data**

1. Enter data in the ‘Enter Text to Be Locked’ area using copy and paste or free-text. You can make any edits or modifications to the text displayed before locking.
2. Enter an e-mail address into the ‘To:’ area of the Lock Data screen.
3. Select ‘Lock and Send’ button. This will allow you to send your locked data to another FogWire user.
   1. You can view the details of the encryption process in the view details window.
   2. The system will prompt you when the file is successfully locked.
   3. This file will be stored in your C:\Locked Docs folder.
4. An e-mail is sent to the address entered. The e-mail will be sent from FogWire@gmail.com address. The subject will be ‘You have new mail from FogWire!’

**Note:**

* You cannot select ‘Select a file to lock’ button after you have typed text into the ‘Enter Text to Be Locked’ area. The ‘Select a file to lock’ button will be disabled.
* You must select ‘Clear’ button after you have entered and locked your data in order to enable the ‘Select a file to lock’ button

**Locking Data from a text file**

1. Select ‘Browse for File to Lock’

**2.)** Select a .txt file from the ‘Unlock Docs’ folder or any other network drive on your computer and Select ‘Open’.

1. The text from the file will be displayed in the ‘Enter Text to Be Locked’ area. You can make any edits or modifications to the text displayed before locking
2. Select ‘Lock Only’ button. This will allow you to store your locked data to your computer.
   1. You can view the details of the encryption process in the view details window.
   2. The system will prompt you when the file is successfully locked.
   3. This file will be stored in your C:\Locked Docs folder.

**Note:**  If you select the ‘Select a file to Lock’ button after you have already selected a file and you choose another file, the existing data in the ‘Enter Text to be Locked’ area will be overwritten with the new file text.

**Locking and Sending Data from a text file**

1. Select ‘Browse for File to Lock’
2. Select a .txt file from the ‘Unlock Docs’ folder or any other network drive on your computer and Select ‘Open’.
3. The text from the file will be displayed in the ‘Enter Text to Be Locked’ area. You can make any edits or modifications to the text displayed before locking
4. Enter an e-mail address into the ‘To:’ area of the Lock Data screen.
5. Select ‘Lock and Send’. This will allow you to send your locked data to another FogWire user.
   1. You can view the details of the encryption process in the view details window.
   2. The system will prompt you when the file is successfully locked.
   3. This file will be stored in your C:\Locked Docs folder.
6. An e-mail is sent to the address entered. The e-mail will be sent from FogWire@gmail.com address. The subject will be ‘You have new mail from FogWire!’

**Note:**

* If you select the ‘Select a file to Lock’ button after you have already selected a file and you choose another file, the existing data in the ‘Enter Text to be Locked’ area will be overwritten with the new file text.

**Unlocking Data**

**1.)** Select ‘Browse for File to Lock’

1. Select a .txt file from the ‘Lock Docs’ folder or any other network drive on your computer where you have stored the locked doc (text file which has already been locked by yourself or another FogWire user) and Select ‘Open’.
2. The ‘Unlock’ button will appear after you have selected a file. Select ‘Unlock’ button
3. The unlocked text from the file will be displayed in the ‘Unlocked Text Will Appear Below’ area.
   1. You can view the details of the encryption process in the view details window.
   2. The system will prompt you when the file is successfully locked.
   3. This file will be stored in your C:\Locked Docs folder.

**Note:**

* In order to Unlock data which has been sent from another FogWire user, your Fog Code must be set to the same code which was used by the sender when he/she locked the data.
* To set your Fog Code, simply select ‘New Fog Code’ button in the Lock Data area. Enter your Fog Code and select ‘Submit’
* Proceed with the Unlocking Data process described above.