

DATA DESTRUCTION AUDITOR

BY VS SECURITY PRODUCTS

USER GUIDE

I CONTENTS

1	Contents.....	1
2	Introduction.....	3
2.1	Overview.....	3
2.2	Features.....	3
3	Installation.....	3
3.1	System Requirements.....	3
3.2	Download The Software.....	3
3.3	Notes On Updating Previous Versions.....	3
3.4	Installing.....	3
3.5	USB Driver Installation.....	3
4	User Interface Overview.....	4
5	Basic Usage.....	5
5.1	Opening the software.....	5
5.2	Connect to Your Machine.....	5
5.2.1	Machine Connection Troubleshooting.....	5
5.3	Data Entry.....	6
5.3.1	Processing Company Fields.....	6
5.3.2	Media Owner Fields.....	6
5.3.3	Media Information Fields.....	6
5.4	Label Printer.....	7
5.5	Record Options.....	8
5.5.1	Printing Certificates.....	8
5.5.2	Viewing Records.....	9
5.6	Starting An Erasure Cycle.....	10

5.7	Processed Media Table	10
5.7.1	Selecting Records.....	10
5.7.2	Re-sorting Records	10
5.8	Settings Menu	11
5.8.1	Fields.....	11
5.8.2	Label Printer.....	12
5.8.3	Verity Systems DD Imager	Error! Bookmark not defined.
5.8.4	Security	13
5.9	Database.....	14
5.9.1	Exporting / Backing up Records.....	14
5.9.2	Deleting All Records.....	15
5.10	Database Location	16
6	Help And Support.....	17

2 INTRODUCTION

2.1 OVERVIEW

The VS Security Products Logger software is a Windows software package that enables you to accurately log the destruction of media, such as Hard Drive disks and Backup Tapes.

2.2 FEATURES

- Integrates directly with VS Security Products Degausser and Destroyer machines, allowing you to operate them and record real-time destruction data.
- Takes optional before and after images of the media using the Verity Systems DD Imager. These images are then saved with the records.
- Automatically print labels with the erasure information which can then be applied to the media.
- Generates audit ready reports which can be printed or saved as PDF documents.
- Speed up data entry of serial and model numbers using a barcode scanner.

3 INSTALLATION

3.1 SYSTEM REQUIREMENTS

Supported Operating Systems: Windows 10 All Editions 32 & 64 bit, Windows 11 All editions 64 bit.

3.2 DOWNLOAD THE SOFTWARE

Visit veritysystems.com and navigate to the download/support section.

Alternatively, please email support@vssecurityproducts.com for the latest download link.

3.3 NOTES ON UPDATING PREVIOUS VERSIONS

Version 5.0 onwards of the software contains substantial changes to support new features. Due to this, V5 will not upgrade any versions lower than V5. Any versions lower than V5 will not be affected by the installation of V5 and above.

This allows you to run V5 alongside any previous versions.

V5 is not compatible with and will not use any databases from older versions.

However, we recommend you make sure you have backed up the database of any previous installations.

3.4 INSTALLING

Double click the installer file and follow the on-screen instructions.

3.5 USB DRIVER INSTALLATION

This software does not include any hardware drivers.

The **Degausser** or **Destroyer**, **Verity Systems DD Imager**, and **Barcode Scanner** all require the correct USB drivers, Windows should install these drivers automatically when you first connect the devices to your PC.

For the label printer, please see the setup information supplied with the printer.

4 USER INTERFACE OVERVIEW

Data Entry Fields

This is where you enter the information that will be stored in the record.

Processing Company is the company that is doing the erasure/destruction.

Media Owner is the company that owns the media.

Media Information is the data about the media being erased.

Record Options

PRINT – This will open the print window for the selected record/s.

VIEW – This will open up the record viewer window for the selected record.

Label Printer Controls

Note: These are only enabled once a printer has been selected in the setting menu.

RE-PRINT - will re-print a label for the selected record.

Auto Print, when checked, will automatically print a label at the end of a cycle.

VSSP Data Destruction Auditor - V 5.0

File Settings Records Help About

Processing Company
 Company Name Operator Supervisor On Site CLEAR

Media Owner
 Company Name Department

Media Information
 Type Serial Number Capacity Part Number

Security Classification Remarks

Label Printer
 RE-PRINT Auto Print

Record Options
 PRINT VIEW

Commands
 Image Before Erasure
 Image After Erasure
 ERASE / DESTROY MEDIA

Machine Info
 Type Degausser
 Model DataGauss-Max
 Serial No 1225314
 FW Version 1.1
 Cycle Count 47
 FIND MACHINE

Record ID	Date	Time	Serial Number	Destruction Result	Part Number	Operator	Machine Type	Company	Remarks	Supervisor	On Site	Storage Capacity	Classification	Capacitor Voltage	Glass Level	Total Cycles	Machine Model	M : N
75	30 Jun 2023	13:09		PASS			Crusher							0	0	28	CRUNCH-2...	122
74	30 Jun 2023	13:09		FAIL - Timed ...			Crusher							0	0	28	CRUNCH-2...	122
73	30 Jun 2023	12:23		FAIL - User C...		Jane	Crusher	Erasure Co...		Henry	Manch...			0	0	27	CRUNCH-2...	122
72	30 Jun 2023	12:16	WCC4J3EZ...	PASS	WD10PU...	Jane	Crusher	Erasure Co...	Faulty - Re...	Henry	Manch...	1.0TB	HIGH	0	0	27	CRUNCH-2...	122
71	30 Jun 2023	11:46		FAIL - User C...			Crusher							0	0	27	CRUNCH-2...	122
70	30 Jun 2023	11:39		FAIL - User C...			Crusher							0	0	27	CRUNCH-2...	122

Record List View

This shows all the previously completed records. You can sort the records by clicking on the header.

To **select all** the records, press Ctrl+a.

To **select multiple** records, hold the Ctrl key and click on them.

Commands

This is where you start the cycle to save the record.

Image Before Erasure – If selected, the user will be prompted to take an image of the media at the start of the erasure process.

Image After Erasure – If selected, the user will be prompted to take an image after the erasure process.

Erase / Destroy Media – Clicking this will start the erasure process and save the record.

Machine Information

This displays the information of the connected degausser / destroyer machine.

Clicking **Find Machine** is required for the initial connection to the machine.

5 BASIC USAGE

5.1 OPENING THE SOFTWARE

Double click on the icon on your desktop labelled “**Data Destruction Auditor**” or find it in your list of programs.

5.2 CONNECT TO YOUR MACHINE

- 1) Connect your machine to the PC via the USB cable and switch it on.
- 2) Click the ‘**Find Machine**’ button.

Record ID	Date	Time	Serial Number	Part Number	Operator	Machine Type	Company	Remarks	Supervisor	On Site	Storage Capacity	Classification	Capacitor Voltage	Gauss Level	Total Cycles	Machine Model	Max Sc Hour
13	15 May 2...	13:16			DEGAUS...								0	0	5	DataG...	1221
12	15 May 2...	13:15			DEGAUS...								0	0	5	DataG...	1221
11	15 May 2...	13:14			DEGAUS...								0	0	5	DataG...	1221
10	15 May 2...	12:12			DEGAUS...								0	0	5	DataG...	1221
9	15 May 2...	12:12			DEGAUS...								0	0	5	DataG...	1221

The software you should connect to your machine and automatically fill in the details in the ‘Machine Info’ section above the button.

If you have any issues connecting your machine, please see the troubleshooting info below.

5.2.1 MACHINE CONNECTION TROUBLESHOOTING

The most important thing to check is that the machine is switched on and in an ‘idle’ state. The LCD should display **Ready...** or **Insert Media** for example.

If the machine is busy, has an error, or is waiting for an action from the user then it may ignore any commands from the PC and fail to connect.

If using a Crunch250 with 2.5” adaptors for example, it may be necessary to open the door to force the machine into an ‘idle’ state, before clicking the find machine button.

Try the following steps:

- Check the USB cable is connected to the machine and your PC. Unplug and re-plug in the USB cable.
- Ensure the machine is switched on and idle (as above).
- Re-start the DDA software.
- Then try clicking find machine.

If that still fails, leave the machines USB connected and re-start your PC.

If you are still unsuccessful in getting it connected, please contact support giving as much information as possible: support@vssecurityproducts.com

5.3 DATA ENTRY

The entry fields are only enabled after a machine has been connected.

Before destroying media, various data fields must be filled in.

It is possible to set which fields are visible and which are mandatory in the settings menu.

A barcode scanner can be used to speed up entering the data.

5.3.1 PROCESSING COMPANY FIELDS

This is the information about the company doing the erasure.

This will usually be the same for all the records in a session, therefore these fields will stay filled in until the software is closed or the 'Clear' button is clicked.

Company Name – This is the name of the company that is doing the erasure.

Operator – This is the name of the person doing the erasure.

Supervisor – This is the name of the person supervising the operator if applicable.

On Site – This is the location that the erasure is taking place. This could be a Town/City such as 'London' or a building such as 'Head Office' for example.

5.3.2 MEDIA OWNER FIELDS

Company Name – This is the name of the company that owns the media that is being destroyed. This may be the same as the processing company.

Department – The department of the Media Owner company, such as 'Sales' or 'Purchasing'.

5.3.3 MEDIA INFORMATION FIELDS

Type – The type of media being destroyed, for example 'HDD', 'SDD', 'Tape' etc.

Serial Number – The unique serial number for the media.

Capacity – The digital capacity of the media, such as '500GB', '1TB' etc.

Part Number – The part number of the media.

Security Classification – The Security Classification, for example 'HIGH' or 'TOP SECRET' if applicable.

Remarks – Any other remarks or custom information to be added to the record, for example 'Faulty' or 'Removed from Server 10, bay 2'.

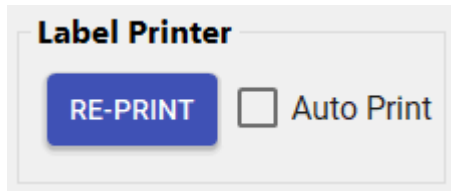
5.4 LABEL PRINTER

Note: A Label Printer must be selected and enabled in the [settings menu](#) before these options are enabled.

A label Printer can be connected to automatically generate and print erasure labels which can be fixed on the media after a cycle.

The fields that are included on the label can be customized in the settings menu.

Labels will not print for records that failed the erasure process for any reason.



'**RE-PRINT**' – Clicking this will re-print a label for the selected record.

'**Auto Print**' – If checked, a label will automatically be printed at the end of every cycle.

5.5 RECORD OPTIONS

5.5.1 PRINTING CERTIFICATES

The software can generate and print erasure certificates for processed media.

Certificates can be printed **1 per page** or **6 per page**.

Certificates can be sent to a printer or saved as PDF documents using the '*Microsoft Print To PDF*' option.

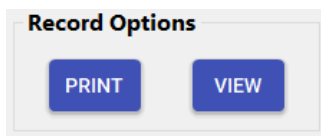
5.5.1.1 PRINTING

- 1) Select the record/s from the table of records.

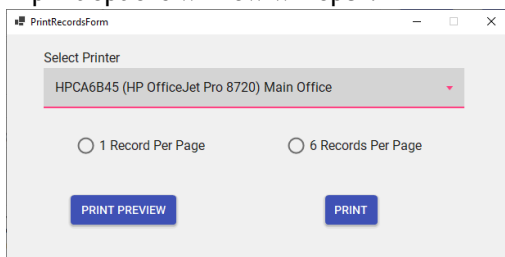
You can select multiple records by holding down the **Ctrl** key and selecting the records.

Record ID	Date	Time	Serial Number	Part Number	Operator	I
13	15 May 2...	13:16				DI
12	15 May 2...	13:15				DI
11	15 May 2...	13:14				DI
10	15 May 2...	12:12				DI

- 2) Click '**Print**'.



- 3) A print options window will open.

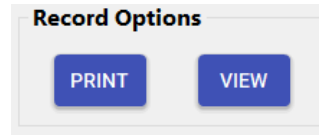


- 4) Select the required printer from the dropdown list.
(Select '**Microsoft Print To PDF**' if you want to print the records to PDF).
- 5) Select if you want to print one record per page, or six records per page.
- 6) Click '**Print Preview**' if you want to preview the document, else click '**Print**' to send the document straight to your printer.

5.5.2 VIEWING RECORDS

To view a record, select the record from the records table, then click 'View'.

Record ID	Date	Time	Serial Number	Part Number	Operator
13	15 May 2...	13:16			DI
12	15 May 2...	13:15			DI
11	15 May 2...	13:14			DI
10	15 May 2...	12:12			DI



A record viewing window will open to show you the details of the record, including any images if applicable.

RecordViewerForm
— □ ×

Record ID: 14

Media Serial No: IEJW49580272035923500

Media Capacity: 1TB

Media Part No: JDEK9847

Security Classification: Top Secret

Remarks: Removed From Server 2, Bay 4

Company: Example Co

Department: Sales

Media Type: HDD

Company Name: Recycle Ltd

Operator: Tim

Supervisor: Bill

On Site: Head Office

Machine Serial No: 1229999

Machine Model: DataGauss-Max

Machine FW Version: 1.1

Total Cycles: 5

[PRINT LABEL](#)

Before Image
Date: May 18 2023
Time: 13:20:32



Serial Number: IEJW49580272035923500

Before Image ID: 18May23-132032-.jpg

After Image
Date: May 18 2023
Time: 13:21:21



Serial Number: IEJW49580272035923500

After Image ID: 18May23-132121-.jpg

5.6 STARTING AN ERASURE CYCLE

- 1) Select if you want to take an image of the media before the erasure cycle.
- 2) Select if you want to take an image of the media after the erasure cycle.
- 3) If you are taking an image before the cycle, place the media under the camera, else insert the media inside the machine.
- 4) Click the '**Erase / Destroy**' button.
- 5) If you selected to take an image before or after erasure, a window will open showing you the live camera view. Use the options on the window to crop the image and when ready, click '**Accept**' to save the image.

5.7 PROCESSED MEDIA TABLE

Media that has been processed can be found in the 'Media Processed' table at the bottom of the window.

All information about the record can be found in the table.

5.7.1 SELECTING RECORDS

To select all the records, first click one record, then hold the Ctrl key and press 'a'.

To select a group of records, click the first record, then hold down the shift key and click the last record in the group.

To select individual records, hold down the Ctrl key and click the records you wish to select.

5.7.2 RE-SORTING RECORDS

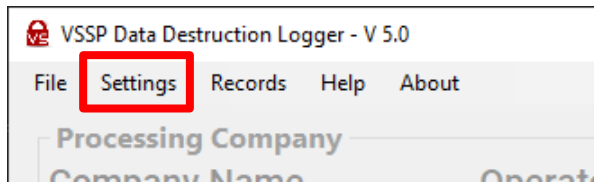
By default, the records table is sorted by the record ID number.

The records can be sorted by any of the fields. Click the column header to sort by that field.

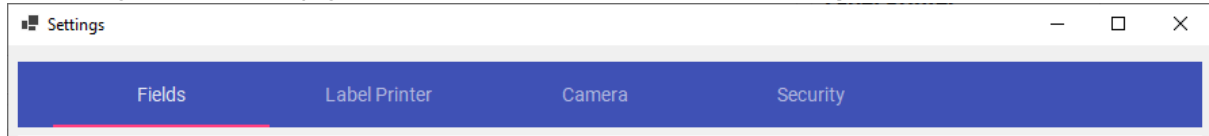
You can also rearrange the order and width of the column headers by dragging them to your preferred positions.

5.8 SETTINGS MENU

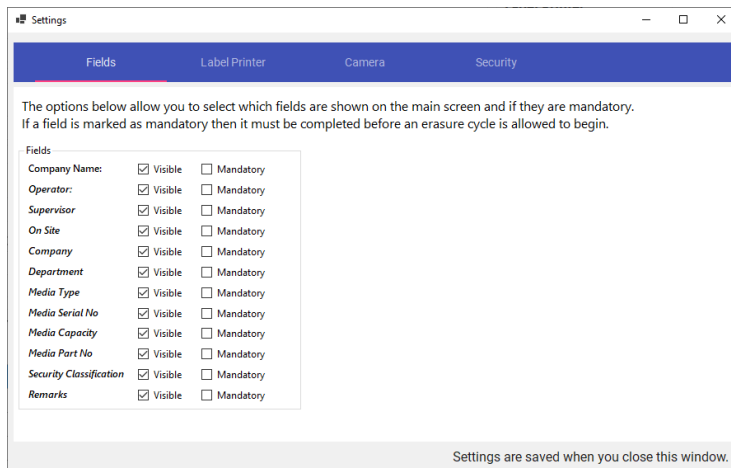
The settings window can be opened by clicking **'Settings'** in the menu bar.



The settings window has 4 pages, **'Fields'**, **'Records'**, **'Camera'**, and **'Security'**.



5.8.1 FIELDS



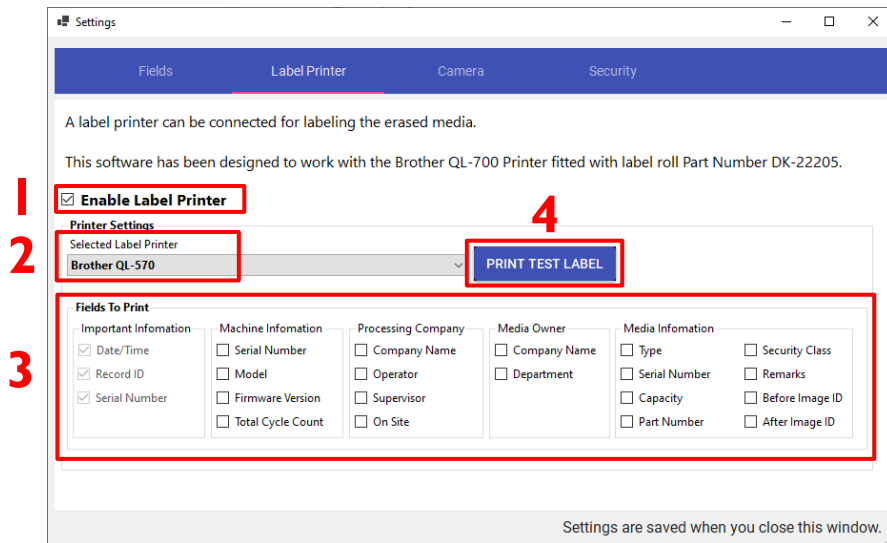
Visible

Fields that are **not** marked as visible will not be shown in the main window.

Mandatory

Fields that are marked as mandatory must be filled in before a cycle can start. If a cycle is started but a mandatory field is not filled in, an error will be displayed.

5.8.2 LABEL PRINTER

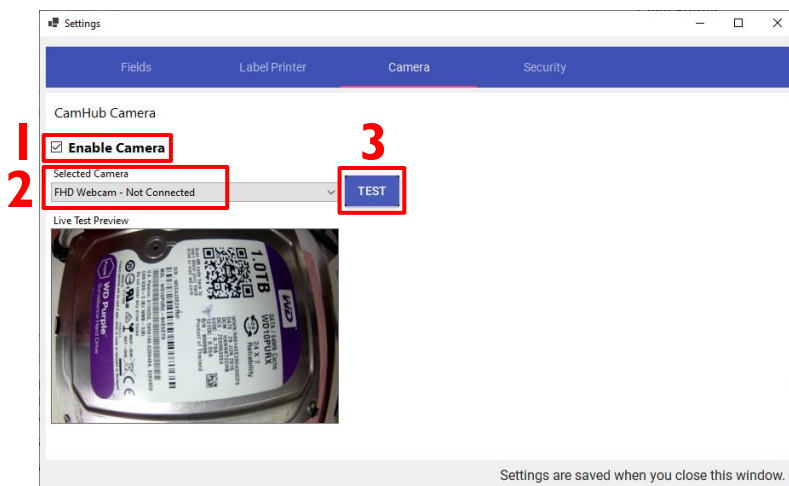


To enable label printing:

- 1) Check the '**Enable Label Printing**' checkbox.
- 2) Select the label printer.
(Only the **Brother QL-700 & QL-800** printers fitted with **DK-2205** roll are officially supported).
- 3) Select which fields you wish to be printed on the label.
- 4) Print a test label to check it has been setup correctly.

If you have any label printing issues, please ensure your printer is setup and fully working with your PC before trying to use it in the DDA software. To set the printer up with your PC, consult the documentation that was provided with the printer.

5.8.3 VERITY SYSTEMS DD IMAGER

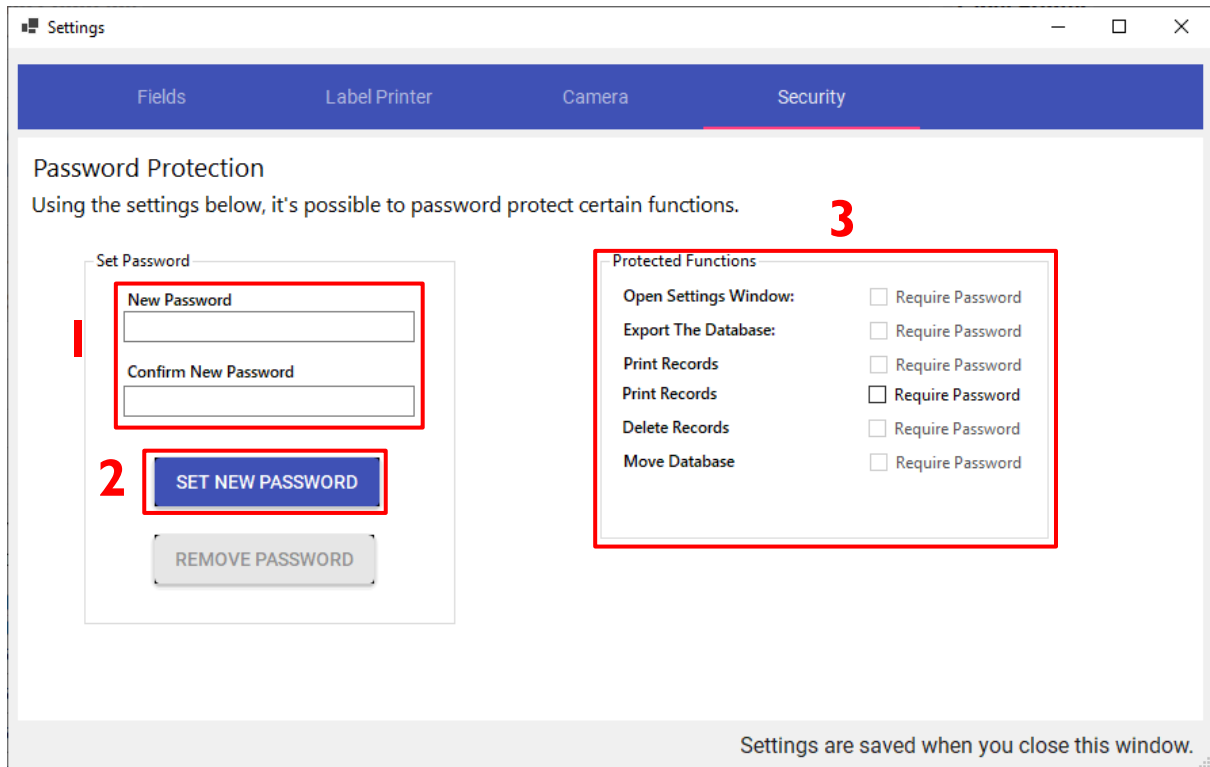


To Enable the Verity Systems DD Imager:

- 1) Check the enable camera checkbox.
- 2) Select the camera (**Note:** only the official Verity Systems Dd Imager is supported).
- 3) Click '**Test**'. The live image should appear in the preview box.

5.8.4 SECURITY

A password can be set to access certain functions of the software.



To set a password:

- 1) Enter the new password into the '**New Password**' and '**Confirm Password**' boxes.
- 2) Click '**SET NEW PASSWORD**'.
- 3) Select which features you wish to be password protected.

Notes:

- The password **cannot** be reset. Please don't lose the password.
- The password must be at least 6 characters long.

5.9 DATABASE

5.9.1 EXPORTING / BACKING UP RECORDS

The records in the database can be exported as a CSV (Comma Separated Values) file. The records should be exported regularly to ensure they are backed up.

The CSV file can be opened with Microsoft Excel or imported into other software.

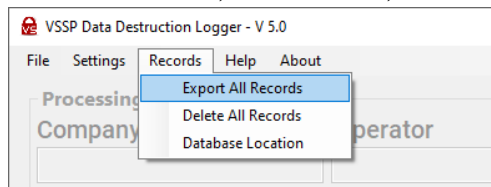
The CSV file will contain all the information that's included in the record, including image file names if applicable.

A folder will be created in the same directory as the exported CSV file containing any record images.

Note: If you wish to save the records in a PDF format, you should use the '[Print](#)' option instead of export.

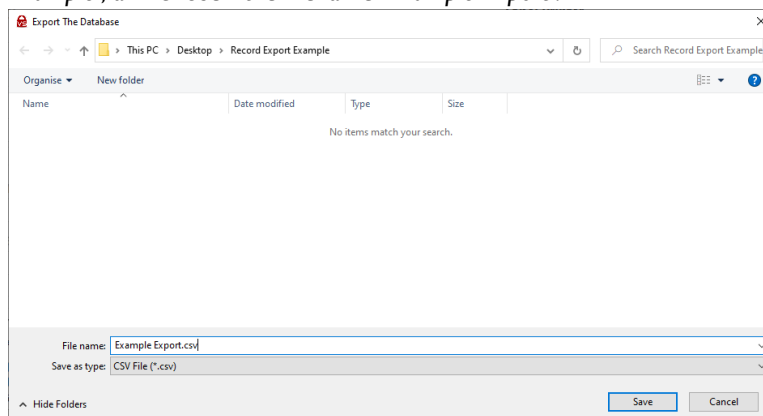
To Export All Records:

- 1) From the menu bar, click '**Records**', then click '**Export All Records**'.

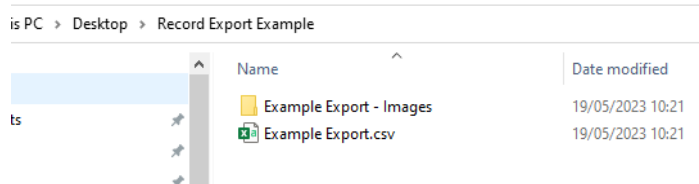


- 2) A window will open prompting you for a location to save the exported records. We recommend you create a new empty folder. Enter the desired filename for the CSV file, then click '**save**'.

In the example below, you can see we have created a new folder on the Desktop named '*Record Export Example*', and chosen the filename '*Example Export*'.



- 3) The CSV file and a folder with the images will be created in the folder you selected.



5.9.2 DELETING ALL RECORDS

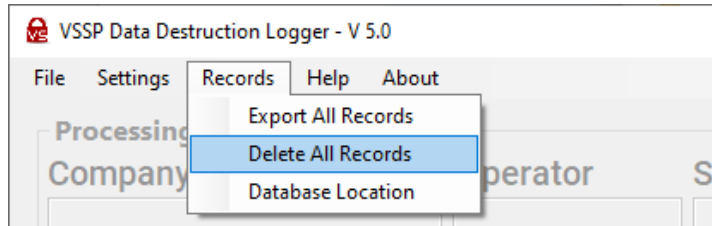
WARNING: This will delete all records from the software.

Please ensure that you have exported (backed up) all the records you wish to keep before erasing.

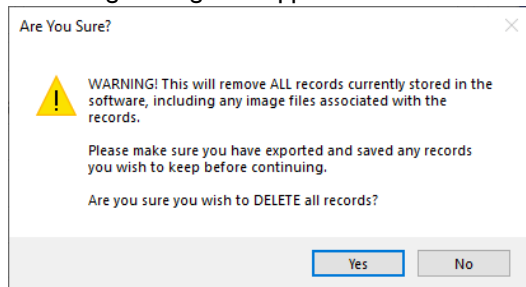
Erased records cannot be recovered.

To Delete all records:

- 1) From the menu bar, click '**Records**', then click '**Delete All Records**'.



- 2) A warning message will appear. Read the warning and then click '**Yes**' if you wish to continue.



All records and associated images will be deleted and removed from the software.

5.10 DATABASE LOCATION

The records are stored in a CSV file which is used as the 'live' database.
Any associated Images are stored in a folder labelled 'Images' in the same directory.

By default, this file is stored locally on your PC in a system folder.

You may want to store the database file in another location, such as a network location if you want to ensure the file is backed up or allow multiple instances of the logger software to use the same database file.

IMPORTANT INFORMATION If you store the database file elsewhere:

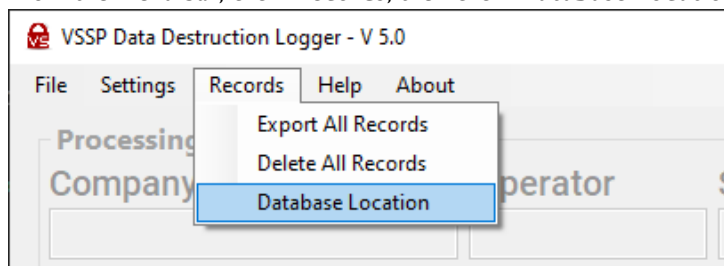
- **The file must be fully accessible to the DDA software when the software is opened.**
- **Only one instance of this software should be open and accessing the database file at any time.**
- **The file must NOT be altered in any way outside of this software.**
- **The location must not already have a folder named 'Images'.**

Failure to follow any of the above points may result in the database file becoming corrupt and all records being lost.

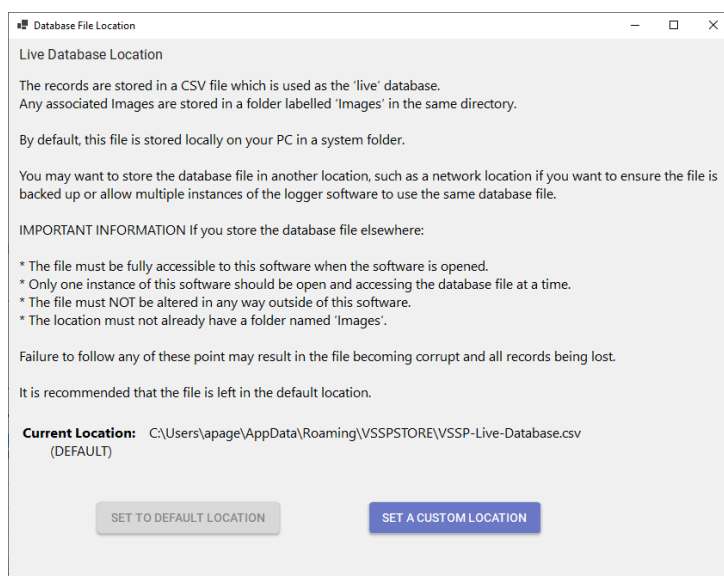
It is recommended that the file is left in the default location.

To Change the Database Location:

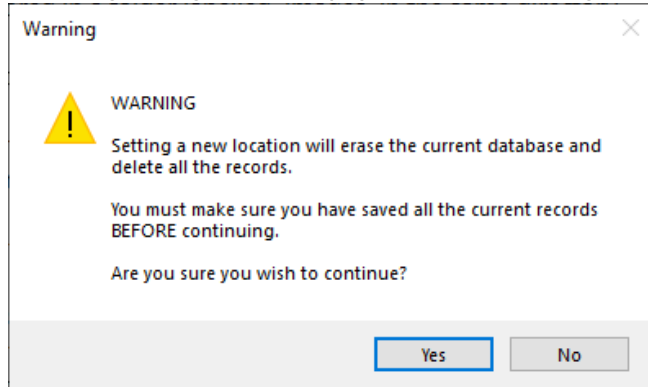
- 1) From the menu bar, click '**Records**', then click '**Database Location**'.



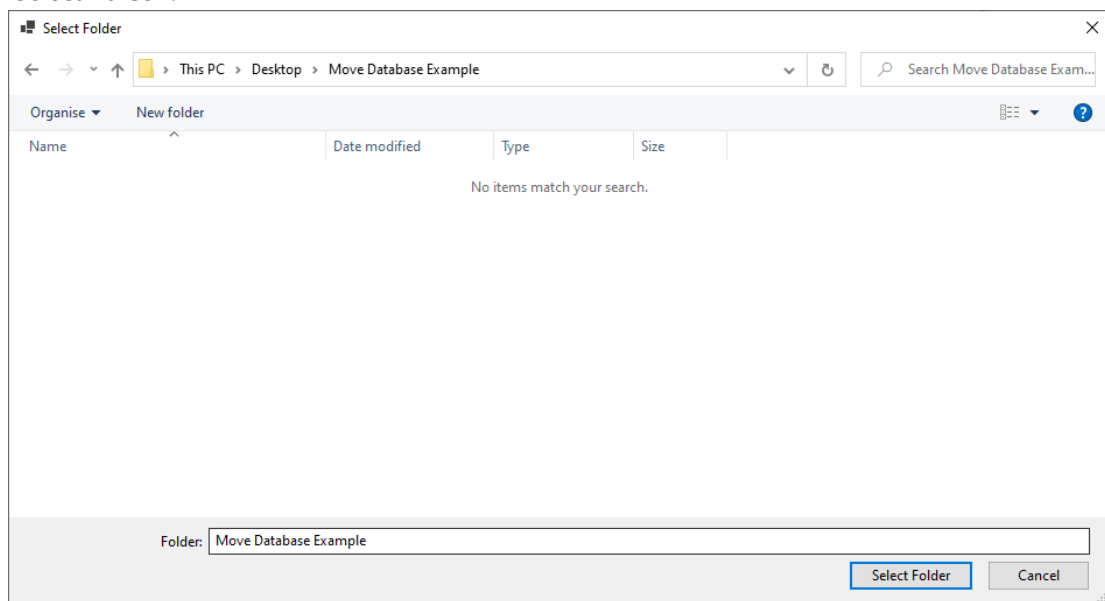
- 2) A window will open, read the information, then click '**SET CUSTOM LOCATION**'.



- 3) A warning message will be displayed, read the warning, then click **'Yes'** if you wish to continue.



- 4) A Select Folder window will appear. Select the folder you wish to store the live database in, then click **'Select Folder'**.



The database will now be located in your custom location.

6 HELP AND SUPPORT

For help and support with the software or your product, please email our support team at the address below.

When contacting support, please provide your **software version**, the machines **serial number**, and any other information that can help us best answer your query.

Email: support@vssecurityproducts.com