

Reporting Kit for Kroll Ontrack Degausser and DF Report Documentation Software

Manual

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1. Introduction

The Reporting Kit for the Kroll Ontrack Degausser is an accessory device that extends the functionality by a reporting feature. The erasure process of the erasure media can now be documented. The device fits on the upper right corner of the degausser and is held by magnetic stripes. The conditions of the degausser will be prompted by optical sensors inside the device. The Reporting Kit is connected via standard USB cable to a USB compliant host.

2. Reporting Kit

The Reporting Kit is the main hardware part in the reporting add-on for the Kroll Ontrack Degausser. It consists of a small device with integrated electronic and a USB-Cable for USB 2.0 compatible connections to a computer. There are no user serviceable parts inside. The device has four integrated optical sensors that fit on the degausser to detect the condition of the four corresponding status LED's. These signals are "TEMP", "OK", "ERROR" and "START-BUTTON". These information are necessary to detect whether the degausser is in idle state, an erasure is ongoing or has been successful finished.

The Reporting Kit is held by magnetic stripes that are mounted in the overlapping parts. These magnets tighten the interface at the top and at the right side to the degausser. The bottom of the interface is covered with a dust protective foil and this surface fits directly on the plain front side of the degausser. Please make sure that the device fits close to the surface so that no extraneous light affect the sensitive optical sensors. The sensors need to be calibrated once through the DF Report software so that the correct lighting conditions of the status LED's will be recognized.

A little Push-button is present on the front of the interface. This button is only needed for calibration and allows the user to press the "START-BUTTON" of the degausser. In order to press this little button on the front you need a tool like a pencil or a paperclip because it is mounted lowered in the surface. After the calibration process you don't need to push this button again because every erasure is now started with the remote control that is part of the degausser accessories.

3. DF Report Software

The DF Report Documentation Software is the software part of the Kroll Ontrack Degausser add-on. This program controls the communication to the Reporting Kit and allows the user to create, save and send reports (depending on the installed API). The actual state of the degausser is detected through the Reporting Kit and these information are analyzed by the DF Report software.

All status information concerning the degausser are shown on the status window. The next page in the application is the report window that allows you to enter all necessary data that will be later shown in the report. On the setup page you are able to edit main program functions like language, folder where the reports will be stored, etc. You are also able to configure the communication to the management console if you want to sent your reports through a network connection to a local sever. By using the calibration button "SETUP" you can start the calibration routine that guides you through the calibration procedure (see *chapter 3.4.*).

3.1. Driver installation

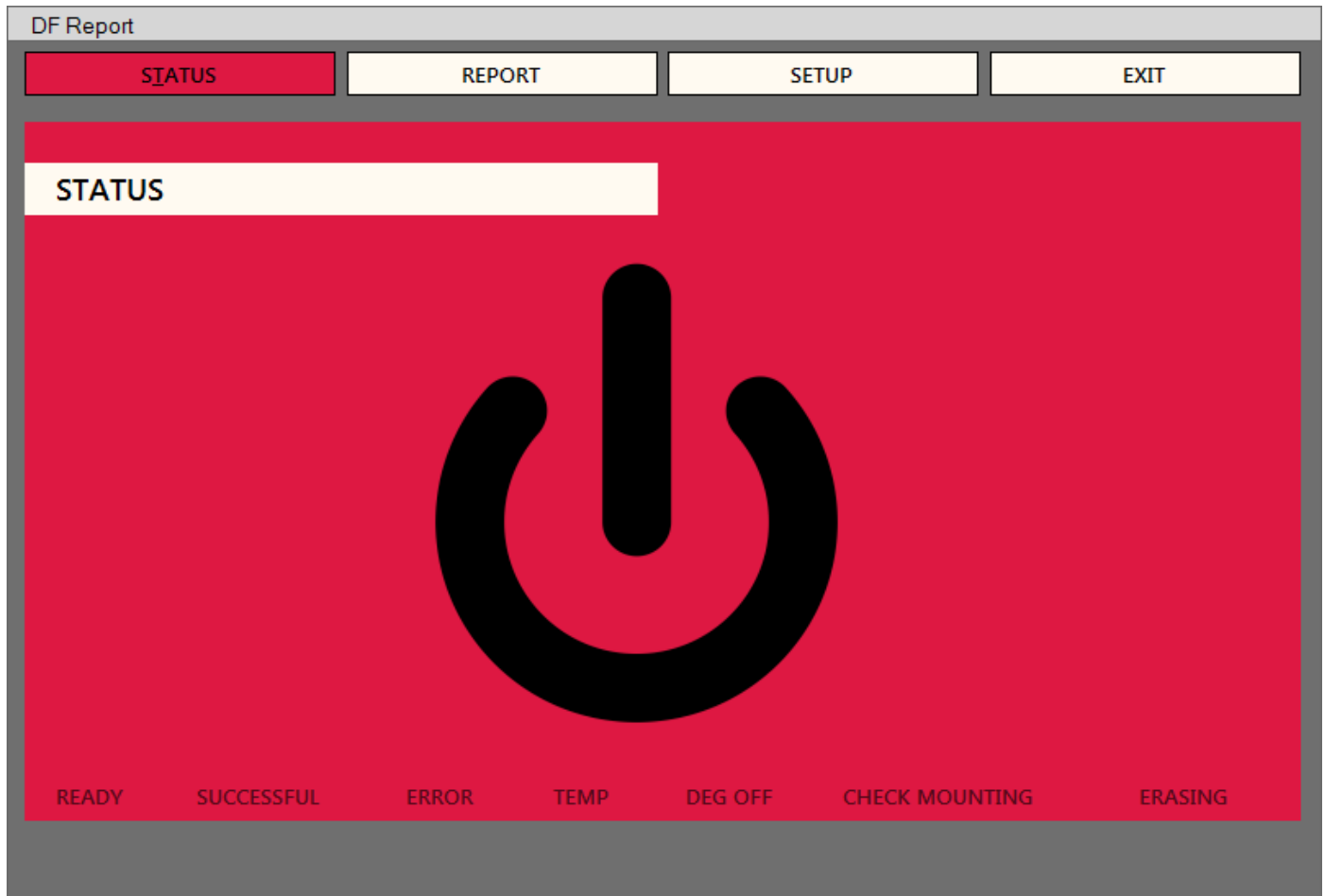
The driver for your Reporting Kit will automatically be installed by the "df_report_installer.exe" installation software. After successful installation you can plug-in the Reporting Kit to a free USB 2.0 compatible port on your computer.

3.2. DF Report installation

On your installation media you can start the installation of the main program by executing the "df_report_installer.exe" . If you are part of the pre-release software distribution and don't have an installer, you can start the application directly after copying all program files to a local folder on your hard-drive like "C:\DF Report". You can start the application asap and it automatically connects to the Reporting Kit.

3.3. DF Report in detail

The program starts on the main "STATUS" page. On this page you see the actual state of the degausser. Important states are shown with big pictures like "Power off", "Insert HDD", etc. All other states are shown in the lower bar below.



- **READY**
The degausser is in idle state and ready for starting an erasure.
- **SUCCESSFUL**
The degausser has successful finished an erasure. A report can be generated asap.
- **ERROR**
An error occurred. The erasure was not successful. No report can be generated.
- **TEMP**
The temperature of the degausser is too high. Please consult the manual of the degausser.
- **DEG OFF**
The degausser is not powered on, not in idle state or no first erasure has been done since power-up.
- **CHECK MOUNTING**
The analyzing of the optical sensors is not consistent and can not be logical determined. Please check if the Reporting Kit is mounted correctly, if it has been calibrated and check that no extraneous light is disrupting the sensors.

- **ERASING**
An active erasure process has been detected.

On the next page you see all the report information that can be edited by the user after a successful erasure. If you haven't performed an erasure, all fields on this page are read-only and cannot be edited.

DF Report v1.04

STATUS REPORT SETUP EXIT

REPORT

MANUFACTURER M SERIAL/BARCODE

MODEL M PROJECT/REF M

CAPACITY GB M CUSTOMER NAME M

FORMFACTOR M USER M

TECHNOLOGY M 28.01.2016 16:11:02

I hereby confirm that the erasure was supervised and successful executed.

SAVE SEND & SAVE DISCARD

- **MANUFACTURER**
Please type in the manufacturer of the Disk you've erased.
- **MODEL**
In this field you need to enter the model name of your disk.
- **CAPACITY**
Please type in the capacity of your disk. The next field on the right specifies the factor of memory of your disk, for instance "MB", "GB" or "TB".
- **FORMFACTOR**
Please enter the formfactor of your disk or select one by using the drop-down list.
- **TECHNOLOGY**
You can enter the technology of your disk or use this drop-down list to find a technology among the given technology types.

- **SERIAL/BARCODE**
Enter the serialnumber or barcode of your disk. The serialnumber should be unique for each hard-drive.
- **PROJECT/REF**
This field is not mandatory and holds the information about the project or reference that will be later listed under customer information in the report.
- **CUSTOMER NAME**
In this field you can enter the corresponding customer name of this erasure batch. This information will be listed under customer information in the report and can be left empty if not needed.
- **USER**
Type in the name of the person that is performing the erasure and creating the report.
- **“I hereby confirm...”**
This is a mandatory field. Please confirm that the erasure was supervised and successful executed by checking the box on the left of this text.

Beside the textfields are little buttons labeled as 'M'. These buttons activate the memory feature in the reporting window. Every editable textfield (except 'SERIAL/BARCODE' which should be unique) has its own memory button that changes color from green to white if the feature is enabled. If the memory function is active, the information in the corresponding field will be kept and not set back to default if a new report is generated. This feature is best for recurring information like 'customer name', 'project', etc. that won't change over the erasure process. The entered information will only be stored in the volatile memory of your computer and will be lost if you quit the DF Report software.

You can save the report by clicking the “SAVE” button. The report will be generated and saved in the destination folder. By clicking “SEND & SAVE” you can send the report through a network connection to the management console or server (depending on a licensed API). After sending a report it will automatically save a local copy of the report on the selected destination folder. After successful generation of reports you will be directed back to the status page to perform a new erasure. If you want to abort the reporting process you can click on “DISCARD” to exit report generation and go back to the status page.

On the setup page you can configure all program settings needed for your reporting process.

- **LANGUAGE**
Choose the language of the main application. After changing the language it is necessary to restart the application so that all changes take effect.
- **DEGAUSSER S/N**
Please enter the serial of your degausser. You can find this number on the identification plate on your degausser.
- **INTERFACE**
This field is for manually selection of the connection port to the Reporting Kit. Please leave it to "AUTO" that works in almost any cases. If you have trouble connecting to the Reporting Kit then manually select the corresponding Port on you computer.
- **SAVE FOLDER**
Please select a folder where the generated reports are stored. You need writing permissions in this folder so that reports can successfully be stored.
- **CALIBRATION**
By clicking the "SETUP" button you can start the calibration process. It leads you step by step through the routine to successful calibrate your interface. The calibration is only needed once you install the interface on your degausser.

- **API**
You can activate the communication to the management console or server in this field. Select the communication path "ACTIVATED WITH HTTPS" (encrypted) or "ACTIVATED WITH HTTP" (unencrypted). If you don't need the report send feature or you did not license the API, please disable the API by selecting "DEACTIVATED".
- **IP/HOST**
This field defines the IP address or hostname of the management console or server in your network.
- **PORT**
Select the communication port of your server.
- **USER**
Enter the username of the erasure-user on your management console that is allowed to send reports to the console.
- **PASS**
Enter the password that belongs to the username of the erasure-user.

3.4. Calibration

You can start the calibration routine on the setup page by clicking on the "SETUP" button. It is necessary that the Reporting Kit is connected to your computer, correctly mounted on the degausser and working properly. The follow-up screen shows you messages how the calibration routine has to be done. A typical routine works in the following way:

- **PLEASE START CALIBRATION**
Start the calibration routine by clicking on the "START" button. You can go back to the setup page by clicking on the "BACK" button. No calibration data will be stored.
- **PLEASE SWITCH OFF DEGAUSSER**
Please power off the degausser and wait until all status LED's are turned off. This will normally take around 10 seconds. It is necessary to calibrate the offline state of all status signals. Then click on the "OK" button to proceed.
- **PLEASE WAIT, PERFORMING CALIBRATION**
The offline state of the degausser is measured and calculated. Please wait until this step is finished.
- **PLEASE POWER ON THE DEGAUSSER, SELECT TESTMODE AND PRESS AND HOLD THE STARTBUTTON**
Please power on the degausser and wait until it has completely booted up to the ready mode. Then select the testmode where you can test all status LED's that are available on the degausser. Normally this mode is selected by pressing the left switch on the degausser close to the key-switch multiple times until the "TEST" status and the second status LED from the top ("AVERAGE") is active. Now press and hold the "START-BUTTON" through the Reporting Kit while clicking "OK" in the DF Report software. Hold the "START-BUTTON" on the degausser until the software tells you that the calibration has been successful finished.
- **PLEASE WAIT, PERFORMING CALIBRATION**
The online state of the status signals is measured and calculated. Please wait until this step is finished. After that, you can release the "START-BUTTON".
- **THANK YOU, CALIBRATION SUCCESSFUL FINISHED.**
You have successful finished the calibration routine. All data have been stored and you're able to use your Reporting Kit in the reporting process. The calibration normally need to be done once and should only be repeated if there are mistakes in recognition.

If the calibration routine doesn't finish with a successful notification then try to repeat the procedure. Always make sure that the Reporting Kit fit's correctly to the degausser and no extraneous light is disturbing the optical sensors. The surface underneath the interface need to be clean so that no dust or other light scattering or absorbing particles are present.

