

**Helpful Hint—How to Encrypt the My Customer Files Toolkit Folder**

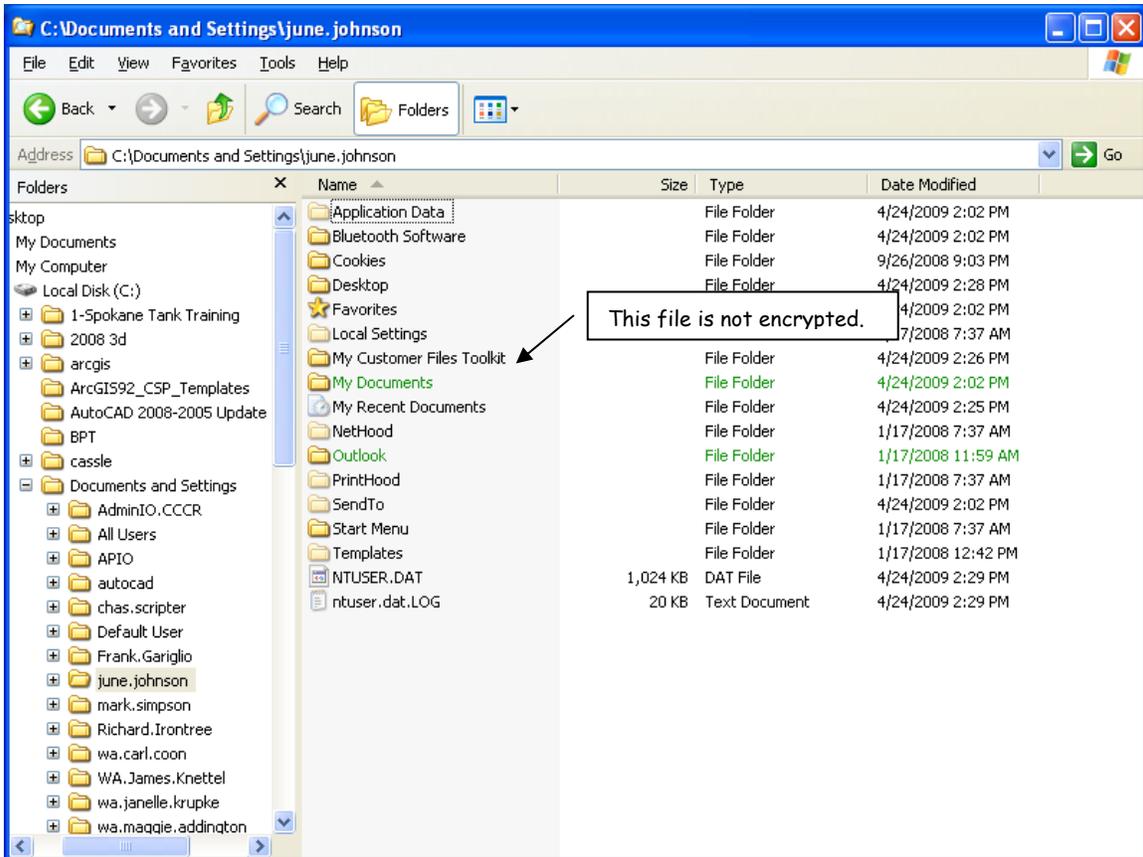
<b>Applies to Version:</b>	Toolkit SP-4
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<b>Helpful Hint Date:</b>	04-28-2009

**Background:** Customer data needs to be protected by Toolkit users according to guidelines related to the Privacy Act. Beginning with Toolkit SP-3, customer folders and files that are encrypted can be checked in/out and modified by Toolkit users with write permissions.

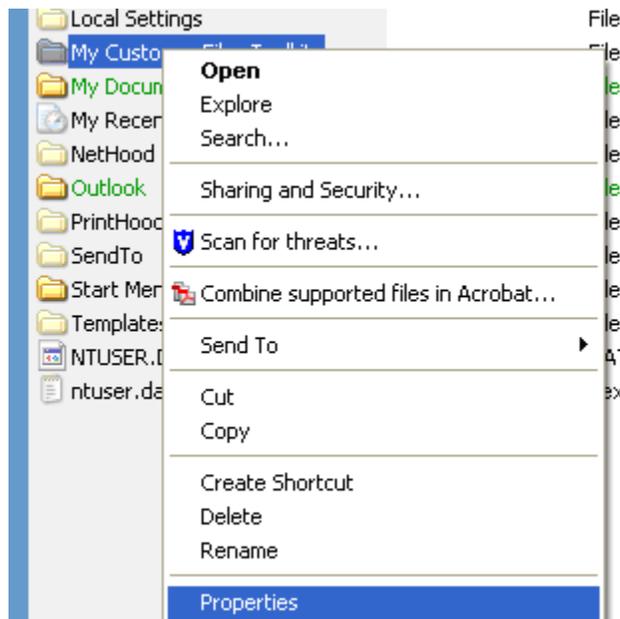
When checked out, Customer folders are located in **C:\Documents and Settings\<login.name>\My Customer Files Toolkit**. When encrypted, the folder name, **My Customer Files Toolkit**, appears in green letters when viewed in Windows Explorer. If it's not encrypted, it will be black. If it appears black, or if you aren't sure, please follow these instructions.

**Procedure:**

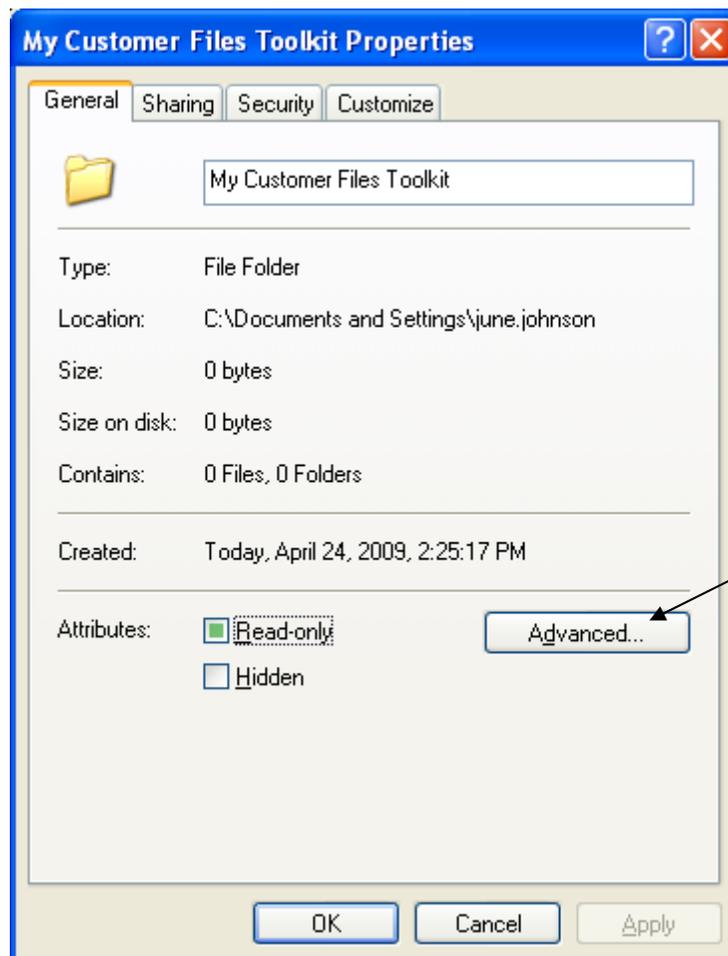
1. Start **Windows Explorer** and navigate to **C:\Documents and Settings\<login.name>\My Customer Files Toolkit**. (Note: if My Customer Files Toolkit is not in the list under your name, start Toolkit and check out a Customer.)



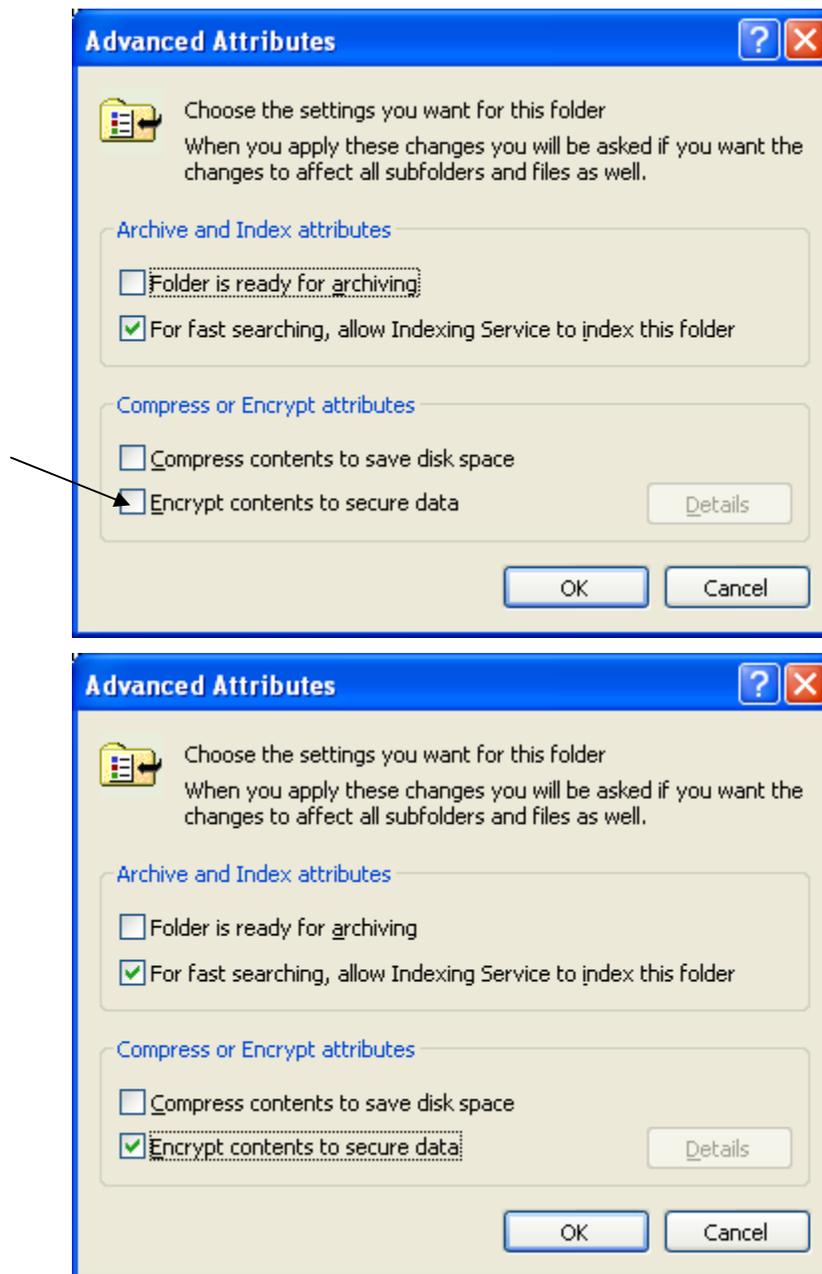
2. Right mouse click on **My Customer Files Toolkit** and go to **Properties**



3. On the **My Customer Files Toolkit Properties** window **General** tab, click on the **Advanced...** button.



4. In the **Advanced Attributes** window, put a check mark beside **Encrypt contents to secure data**.



5. Click **OK**.

- On the **My Customer Files Toolkit Properties** window, click the **Apply** button. A **Confirm Attribute Changes** window will appear. Be sure that **Apply changes to this folder, subfolders and files** is selected. Click **OK**. A graphic will appear while the folder is undergoing encryption.



- Click **OK** on the **My Customer Files Toolkit Properties** window.
- Click off of **My Customer Files Toolkit**. It will now be in green letters.

