Wasabi Management Console User Guide

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Preface

About This Guide

This Guide provides details about Wasabi Management Console features with procedures for new and experienced users. It introduces you to basic Wasabi features to:

- Sign up to use Wasabi
- Sign into Wasabi
- Create a bucket
- Store objects (folders and files) in the bucket
- Create a user account
- Create groups
- Create policies
- Create roles
- Add an access key to an account

Related Documentation

Additional Wasabi documentation includes:

- *Wasabi Management Console Getting Started Guide*—Provides a quick overview of basic Wasabi features with procedures for new and prospective users. It describes how to sign up to use Wasabi, sign into Wasabi, create a bucket, store objects (folders and files) in the bucket, create a user account, and add an access key to the user account.
- *Wasabi API Guide*—Describes variations in functionality as they pertain to using the Wasabi API relative to Amazon Web Services' Simple Storage Service (AWS S3) and Identity and Access Management (AWS IAM) APIs. Wasabi's object storage service is built to be 100% bit-compatible with the AWS S3 and IAM APIs. In certain cases, Wasabi provides additional functionality relative to AWS S3 (or implements functionality in a different manner than AWS S3).

Conventions

This document uses the following typographical conventions:

Convention	Description
IMPORTANT	Stresses the importance of the information presented.
NOTE	Calls attention to additional information or an explanation.
Bold Text	Used to indicate specific text that you need to enter (key in) or a button that you need to click.
Italics Text	Used to indicate titles of books or sections within this document, and for general emphasis.

Technical Support

The Wasabi web site has the latest product information. Use this resource to review product information, download software updates, contact technical support, access the Wasabi knowledge base, or provide feedback on Wasabi documentation and online help:

www.wasabi.com

Use this email address to contact a Wasabi Customer Support representative:

support@wasabi.com

1 Overview

Wasabi is a cloud-based object storage service for a broad range of applications and use cases. Wasabi is designed for individuals and organizations that require a high-performance, reliable, and secure data storage infrastructure at minimal cost.

This guide describes Wasabi Management Console features and provides step-by-step procedures. Go to the Wasabi product page for FAQs and information on Wasabi features and pricing.

This chapter includes:

- "Wasabi Basics," page 1-2
- "Accessing Wasabi," page 1-2
- "Wasabi Management Console Overview," page 1-9
- "Console Display Features," page 1-11
- "Common Tools," page 1-12
- "Accessing User Documentation," page 1-13
- "Reviewing or Changing Your Profile," page 1-14
- "Switching User Roles," page 1-42
- "Logging Out of Wasabi," page 1-44

Wasabi Basics

Wasabi stores data as objects in buckets. An object consists of a file and, optionally, any permissions and metadata that describes the file. A bucket is a storage container into which you upload your files.

You can have one or more buckets and, for each, you can:

- Control access to it (who can create, delete, and list objects in the bucket)
- View access logs for the bucket and the objects it stores

Common Use Scenarios

The Wasabi web page lists many of the ways you can use Wasabi.

Accessing Wasabi

There are two ways to access Wasabi:

- As a prospective user, you can sign up for a Wasabi trial account. It is free for 30 days and includes 1 TB of storage. Refer to "Signing Up for a Trial Account," page 1-2.
- As a Wasabi user, you simply sign in using your account credentials. Refer to "Signing in to Wasabi," page 1-6.

Signing Up for a Trial Account

To sign up for a free 30-day account:

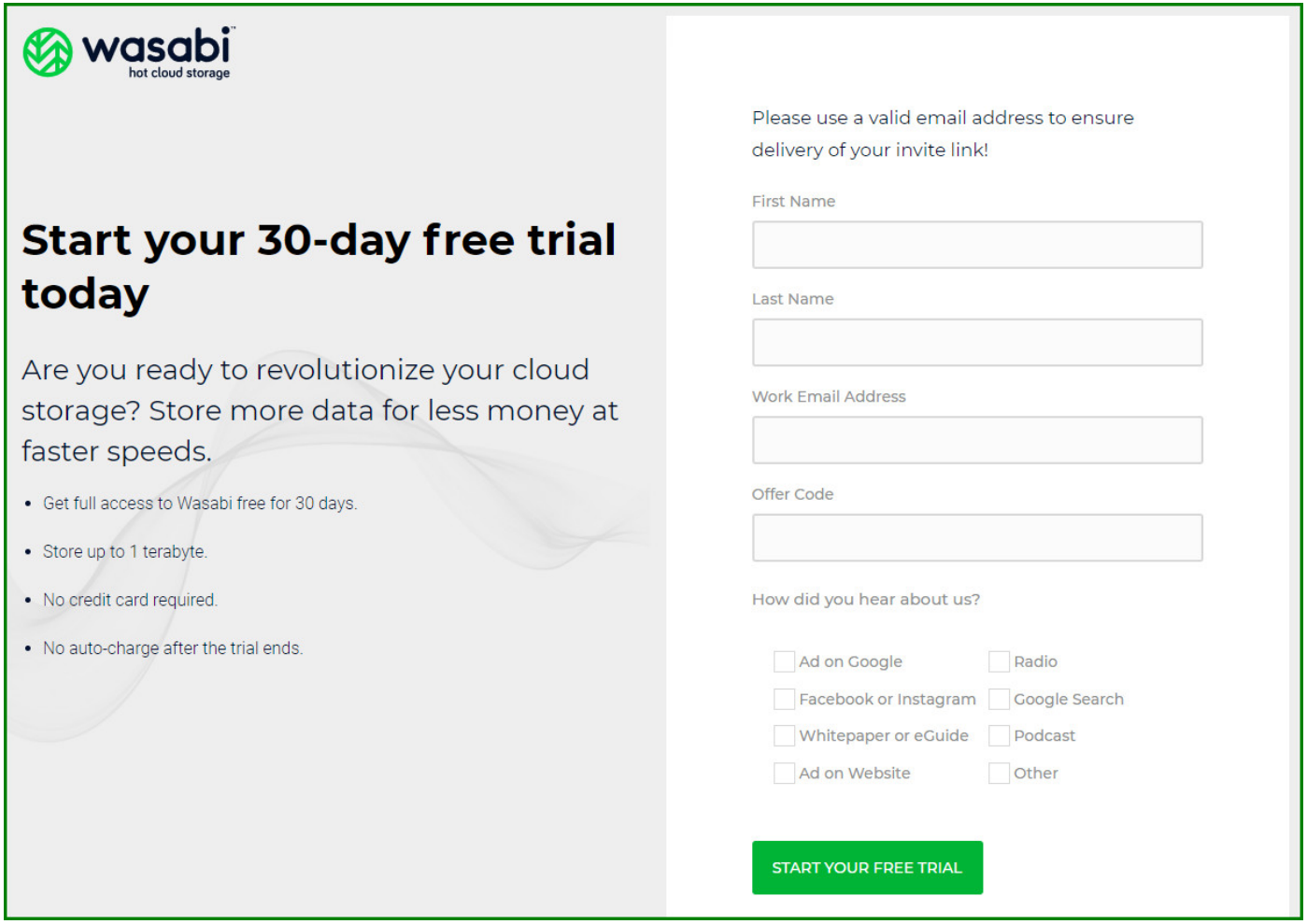
1. Go to www.wasabi.com

   As a user new to Wasabi, you need to set up an account by completing this procedure. But, check with your administrator to determine if your organization has a Wasabi account and security credentials that you should use. If you already have an account, continue by "Signing in to Wasabi," page 1-6.

NOTE: You will not be charged to work through the exercises in this *Getting Started Guide*, and you will not be charged for Wasabi until you use it for data storage. For FAQs and information on Wasabi features and pricing, go to the Wasabi product page.

2 Click the green **Start Your FREE Trial** button.

3 Enter your first and last names. And, enter your email address at which you will receive a free trial invitation.

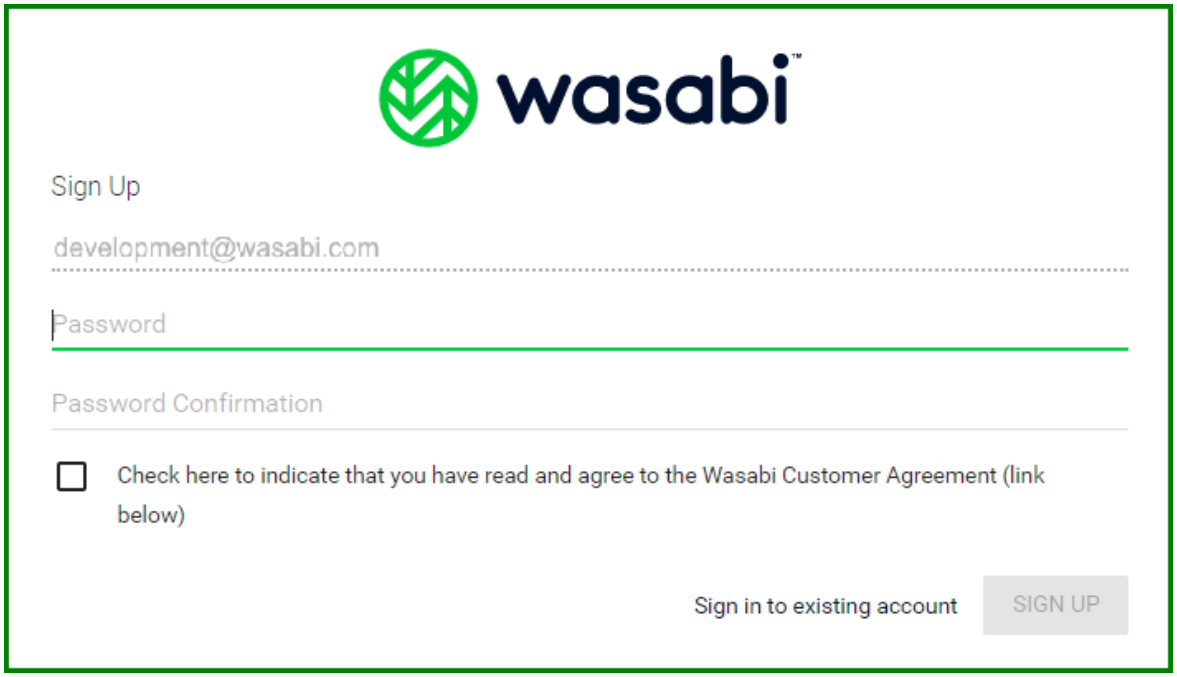


4 Click **START YOUR FREE TRIAL**. Wasabi will email an invitation as your link to Wasabi.

You can use your free trial to store up to 1 TB of storage for 30 days, without the requirement of a credit card.

5 In your email ("You are invited to try Wasabi"), click **CREATE ACCOUNT** to create your account.

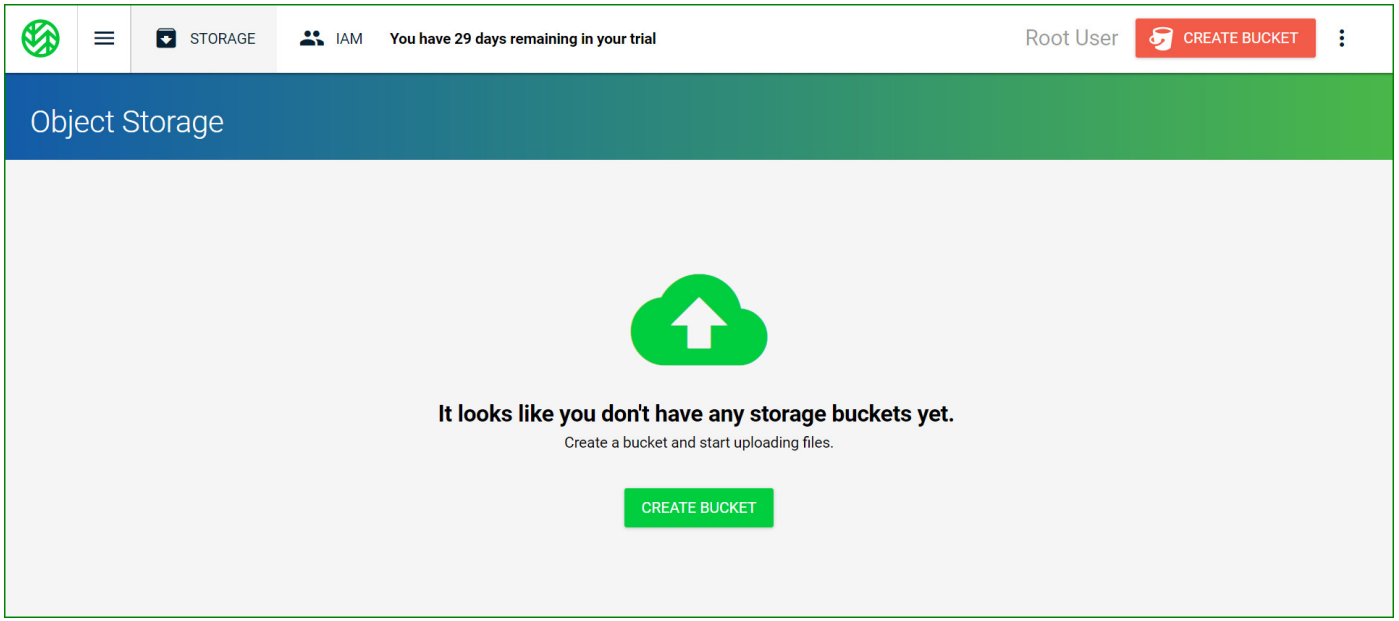
6 Now, you can sign up with your free trial account. Enter a password and re-enter to confirm. For example:



7 Click to check that you have read and agree to the Wasabi Customer Agreement. A link to the Agreement is available below the Sign Up panel.

8 Click **SIGN UP**.

9 You are now ready to work with the Wasabi Management Console and add a bucket.



The remainder of this Guide describes Wasabi features. As a new user, you might want to start by creating a bucket, as described in Chapter 2, *Object Storage*. Or, refer to the *Wasabi Management Console Getting Started Guide* for a step-by-step overview of Wasabi.

Signing in to Wasabi

To sign in with a Wasabi account:

1. At www.wasabi.com, click **Sign In** at the top of the Wasabi page.

   You can sign in as a root user or subuser, as described in this procedure.

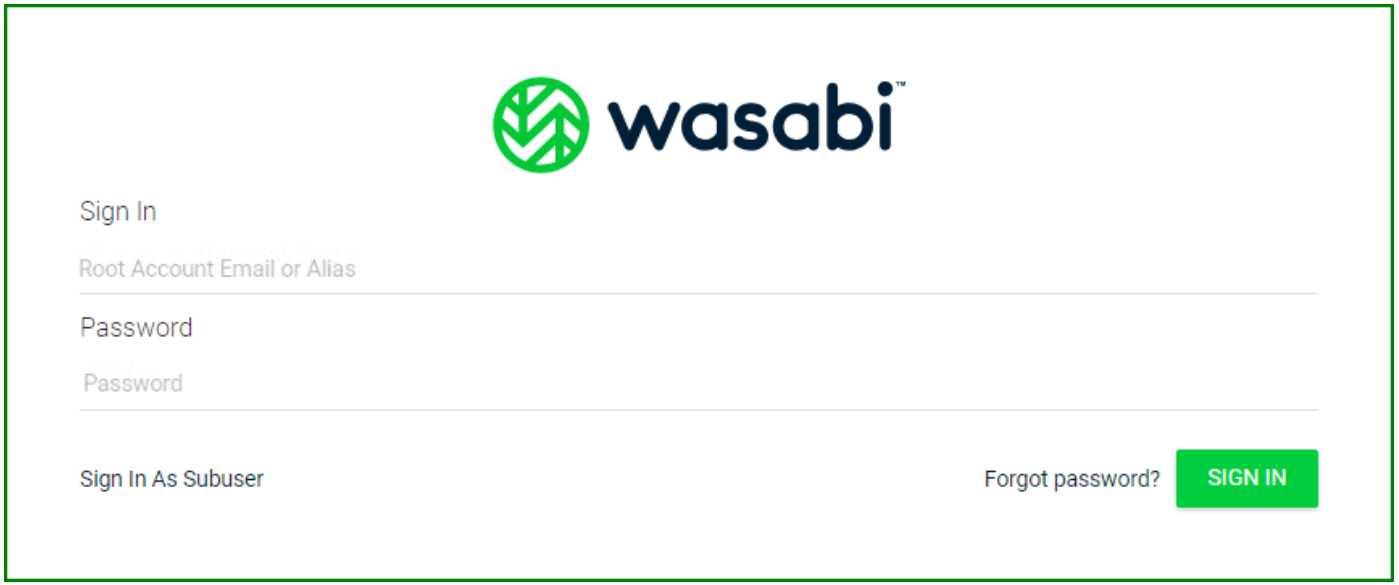
NOTE: User names are described in Chapter 4, *Users*.

NOTE: If you do not have an account, click **Sign Up** (below the Sign In panel) and continue with "Signing Up for a Trial Account," page 1-2.

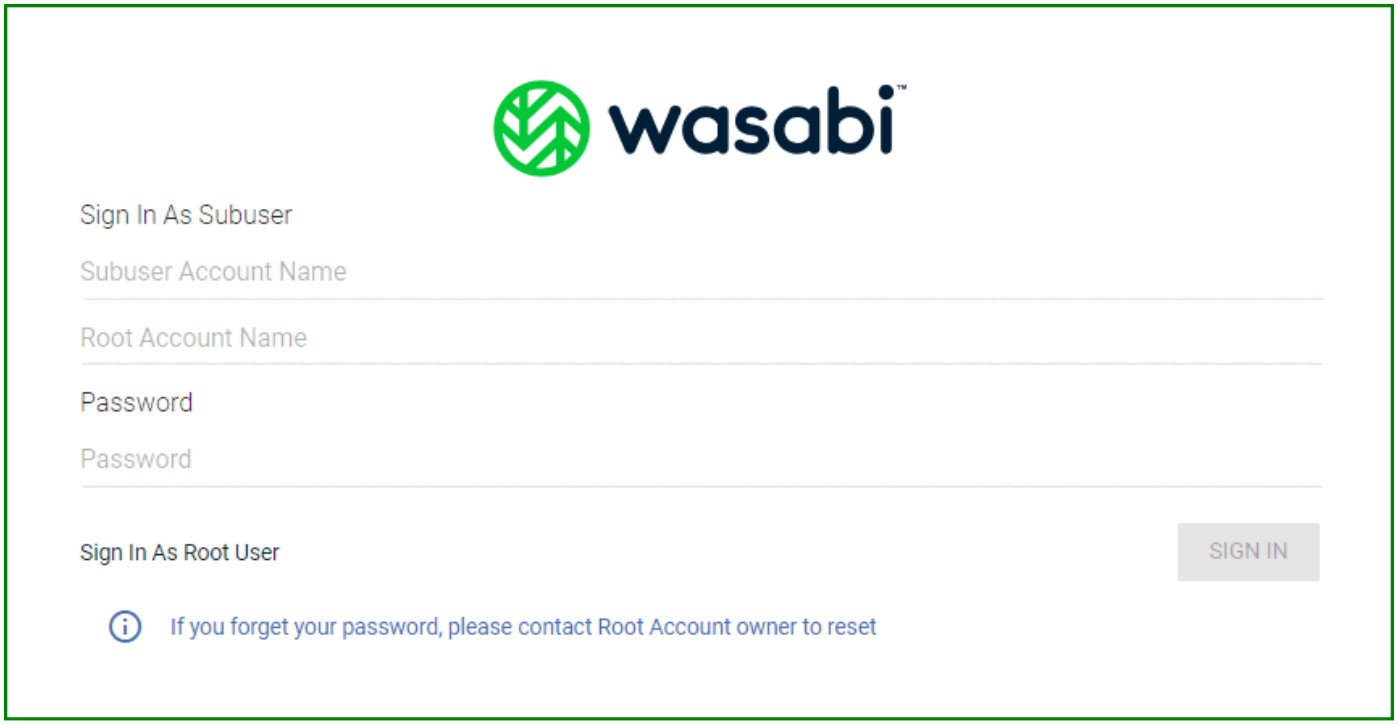
2. To sign in as a root user, follow step 2a below. To sign in as a subuser, follow step 2b.

   a. To sign in as a root user, enter your account email or alias. Then, enter your password.

NOTE: Aliases are described in "Creating an Account Alias," page 3-3.

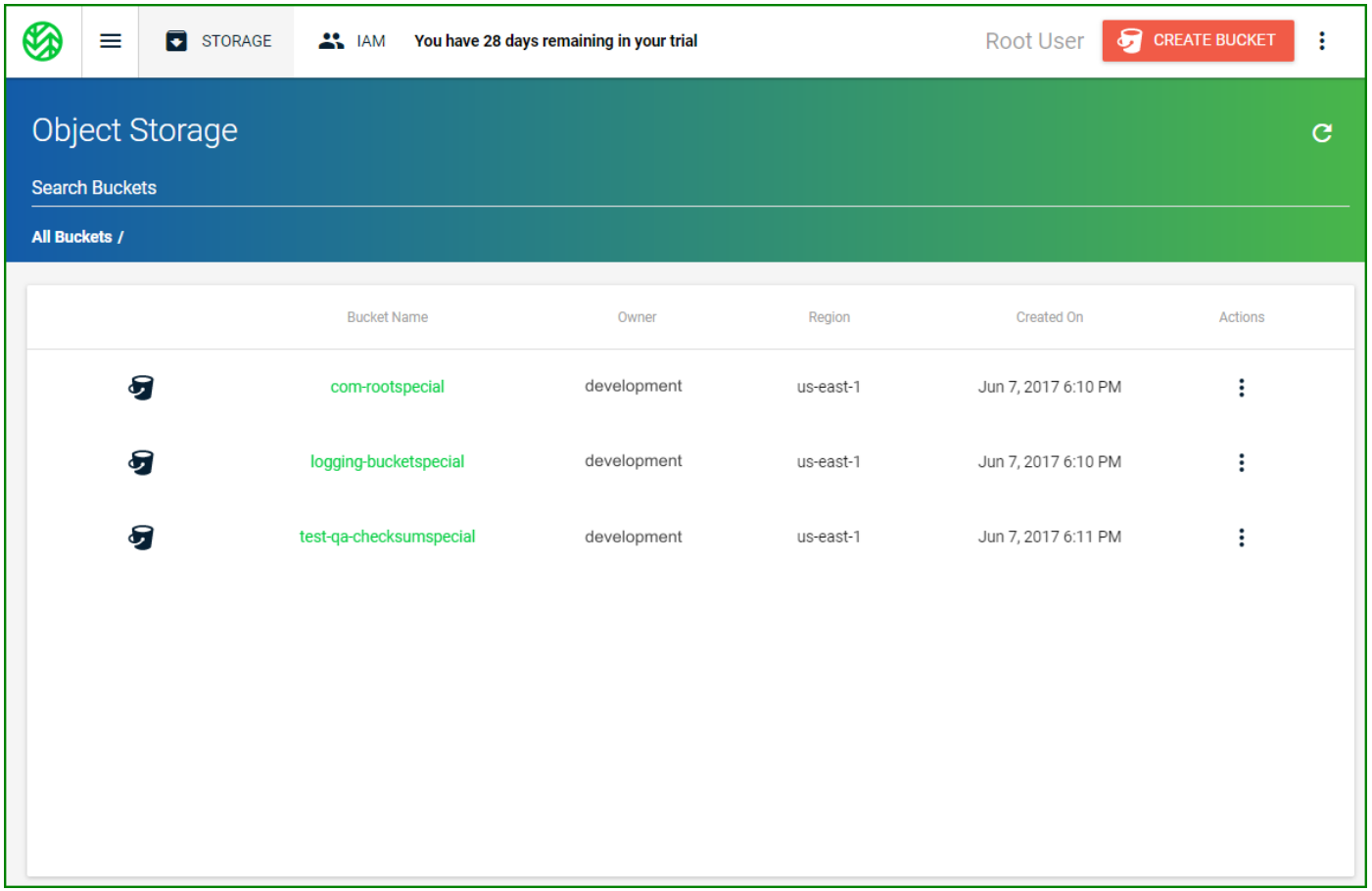


b To sign in as a subuser, click **Sign In As Subuser**. Then, enter the subuser account name, root account name, and password.



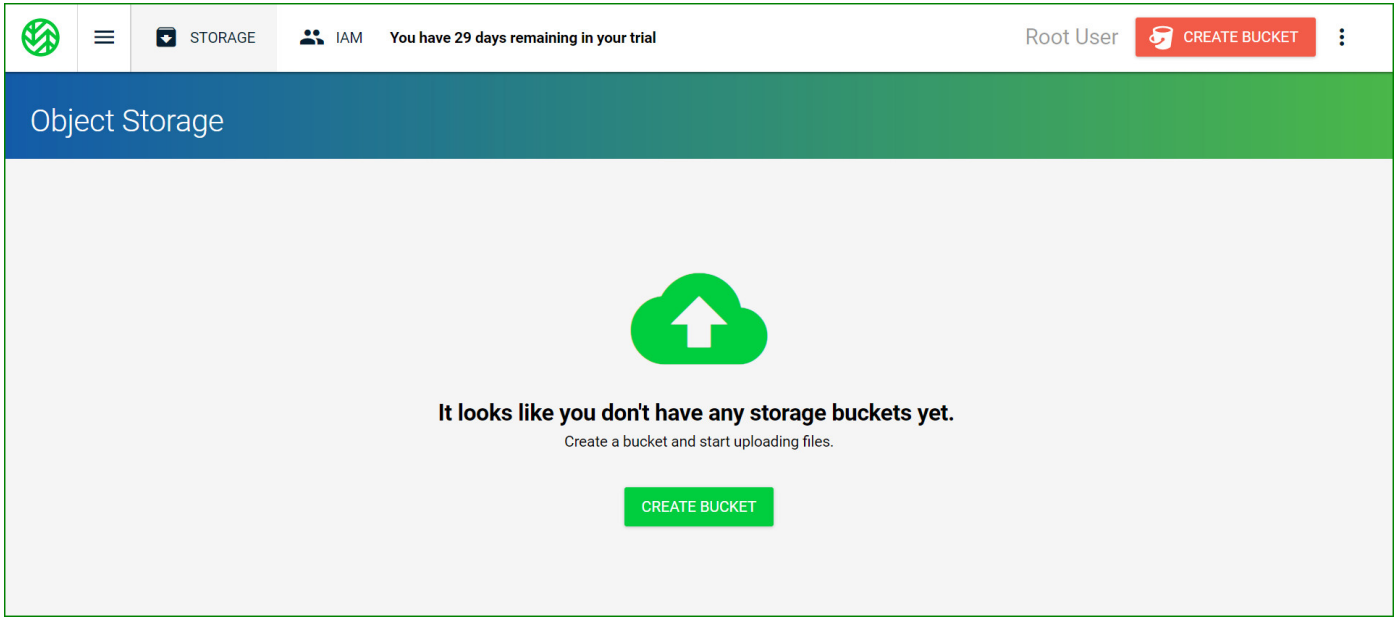
3 Click **SIGN IN**.

4 You are now ready to work with the Wasabi Management Console. The Object Storage page is displayed. For example:

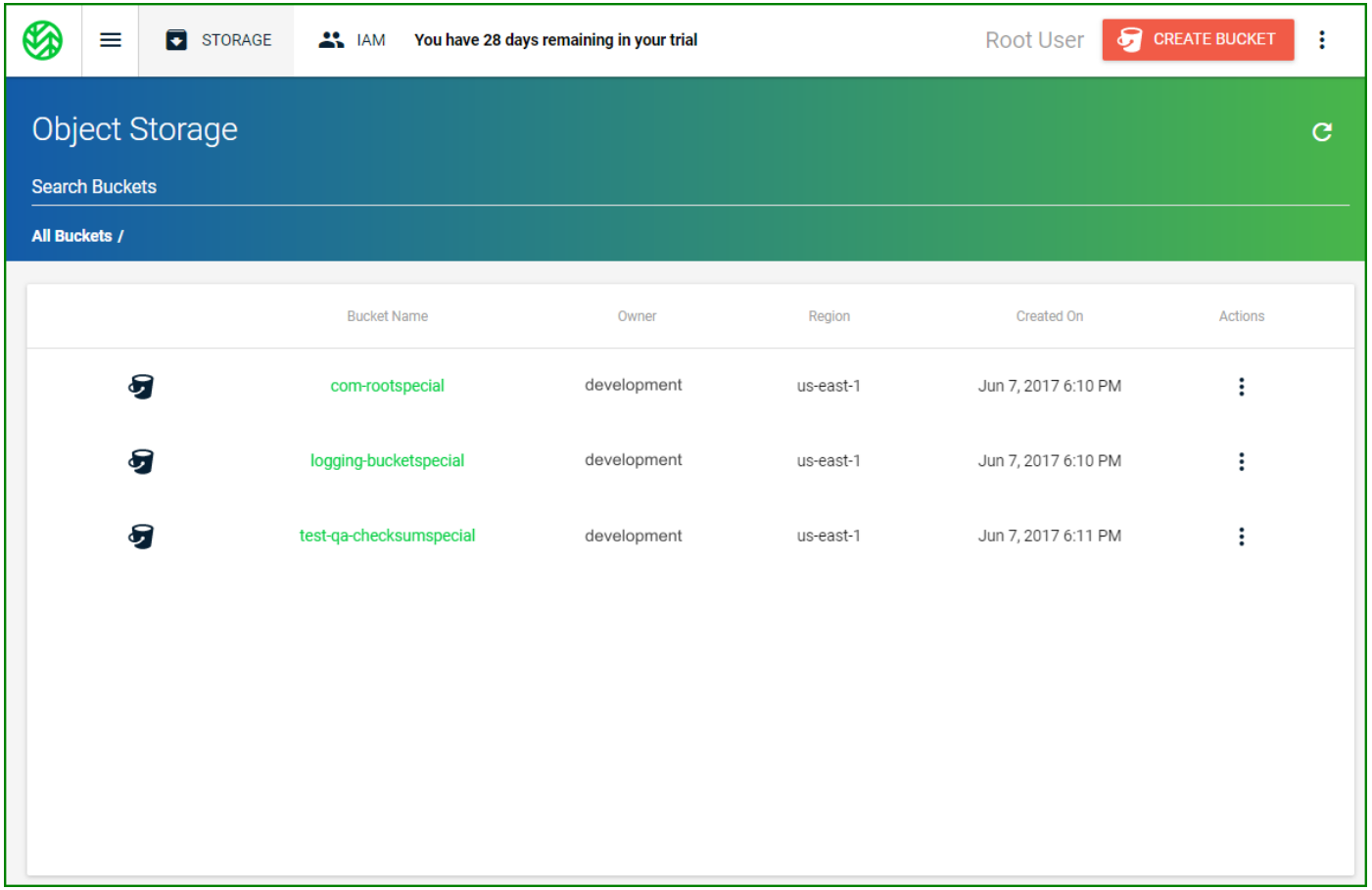


Wasabi Management Console Overview

When you sign in to the Wasabi Management Console, the display depends on whether or not you have created buckets. If you do not have any buckets in your account, a page suggesting that you create a bucket is displayed.



If you have buckets in your account, the Object Storage page is displayed from which you can manage storage.


STORAGE
IAM
You have 28 days remaining in your trial
Root User
CREATE BUCKET
Object Storage
Search Buckets
All Buckets /
Bucket Name
Owner
Region
Created On
Actions
com-rootspecial
development
us-east-1
Jun 7, 2017 6:10 PM
logging-bucketspecial
development
us-east-1
Jun 7, 2017 6:10 PM
test-qa-checksumspecial
development
us-east-1
Jun 7, 2017 6:11 PM

Console Display Features

The Wasabi Management Console consists of two basic work areas:

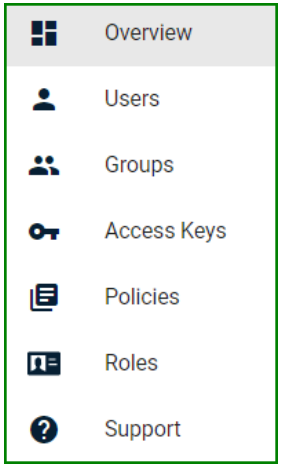
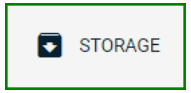
- Storage, where you manage buckets and objects (see Chapter 2, *Object Storage*)

- IAM (Identity and Access Management), where you manage users, groups, access keys, policies, and roles (see Chapter 3, *IAM: Identity and Access Management*)

On Storage and IAM panels where information is listed, you can indicate that you want to display 10, 25, 50, or 100 rows per page. This option is available at the bottom right of the Object Storage, Users, Groups, Access Keys, Policies, and Roles lists. The page you are viewing as well as the total number of pages are indicated. You can use the < and > keys to go to the previous (<) or next (>) page. For example:

Common Tools

Several tools are displayed across the top of all Wasabi Management Console pages:

Tool	Description
	Displays the Object Storage page where you can manage buckets and objects. See Chapter 2, *Object Storage*, for details.
	Toggles between showing and hiding the IAM menu on the left of the page. See Chapter 3, *Identity and Access Management (IAM)* for details about the Users, Groups, Access Keys, Policies, and Roles options. Click the Support option to access user documentation at any time. 
	Displays the Object Storage page where you can manage buckets and objects. See Chapter 2, *Object Storage*, for details.

Tool	Description
IAM	Displays the IAM page and menu from which you can manage users, groups, access keys, policies, and roles. See Chapter 3, *Identity and Access Management (IAM)* for details.
RogerB or Root User	Indicates the person who is signed in to Wasabi. This is the name of the user (such as RogerB) or the Root User.
CREATE BUCKET	Displays the Create Bucket panel so you can start to create a new bucket. See "Creating a Bucket," page 2-2.
⋮	Opens a menu of general tools used for: ◆ "Reviewing or Changing Your Profile," page 1-14 ◆ "Switching User Roles," page 1-42 ◆ "Logging Out of Wasabi," page 1-44
ⓘ	Opens descriptive information about the current topic. For example, if you click this icon when the Users panel is displayed, you will access user documentation for the Users feature.

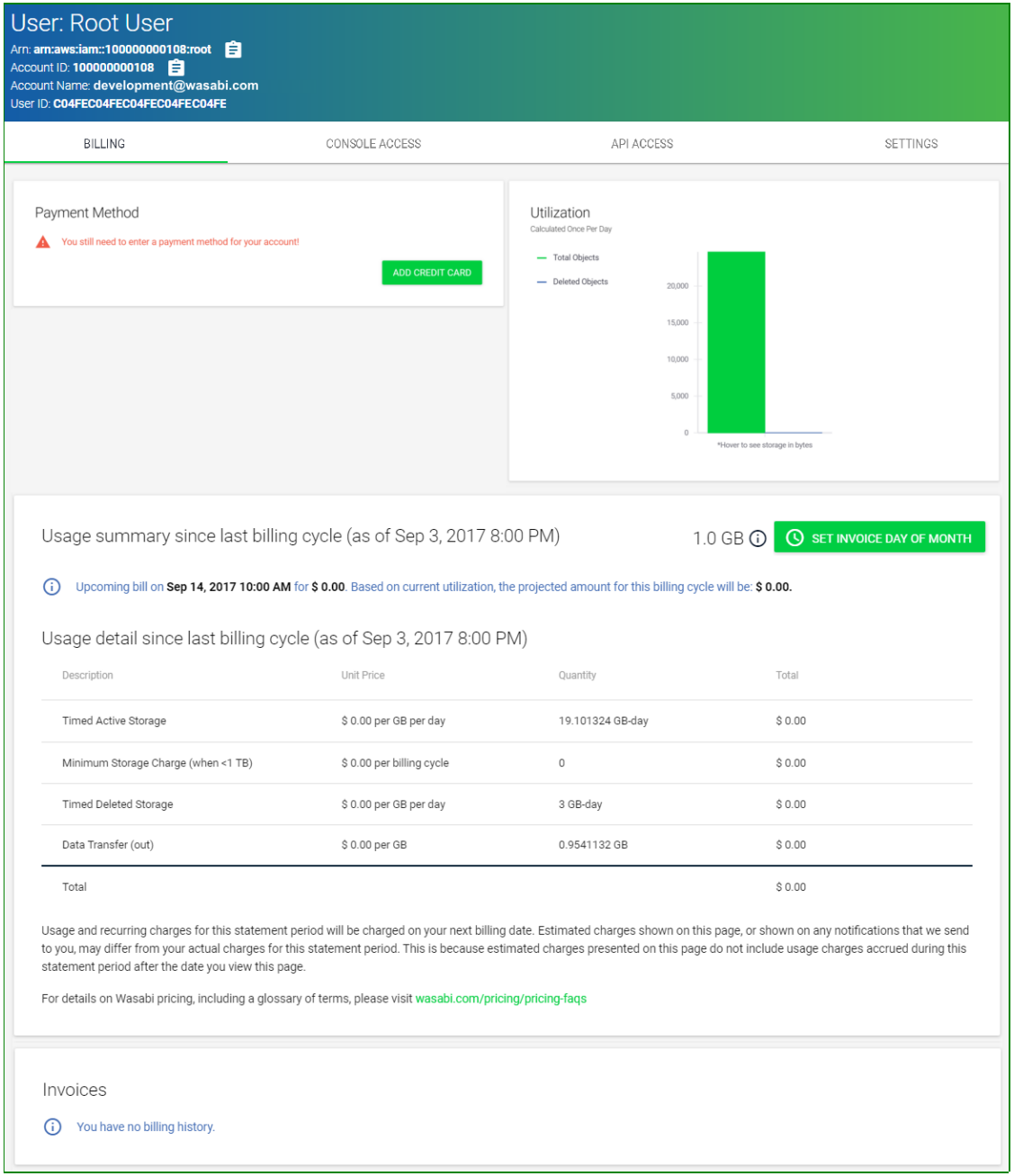
Accessing User Documentation

You can access user documentation at any time.

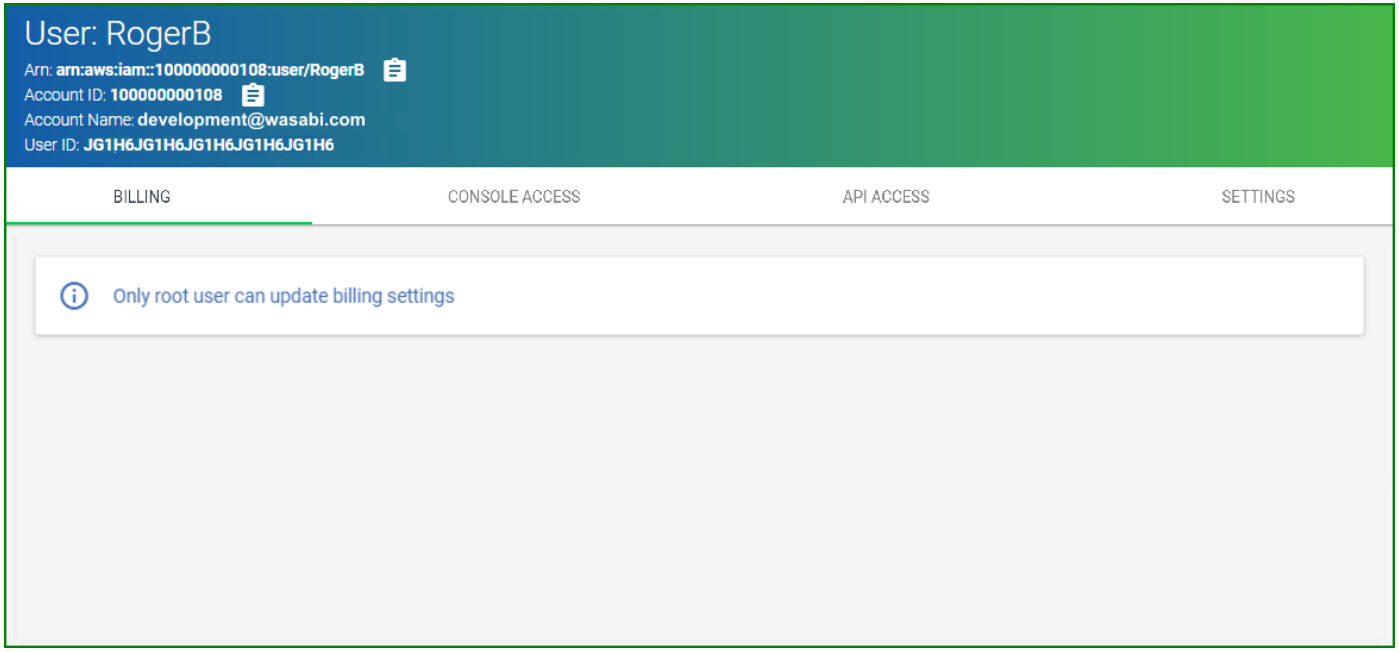
1. Click ≡ to display the IAM menu.
2. Select the **Support** option. The User panel is displayed. The Documentation page on the Wasabi web site is displayed.

Reviewing or Changing Your Profile

1. Click ⋮.
2. Select the **My Profile** option. The User panel is displayed. A Root User will see a panel such as the following:


User: Root User
Arn: arn:aws:iam::100000000108:root
Account ID: 100000000108
Account Name: development@wasabi.com
User ID: C04FEC04FEC04FEC04FEC04FE
BILLING
CONSOLE ACCESS
API ACCESS
SETTINGS
Payment Method
You still need to enter a payment method for your account!
ADD CREDIT CARD
Utilization
Calculated Once Per Day
Total Objects
Deleted Objects
20,000
15,000
10,000
5,000
0
*Hover to see storage in bytes
Usage summary since last billing cycle (as of Sep 3, 2017 8:00 PM)
1.0 GB
SET INVOICE DAY OF MONTH
Upcoming bill on Sep 14, 2017 10:00 AM for $ 0.00. Based on current utilization, the projected amount for this billing cycle will be: $ 0.00.
Usage detail since last billing cycle (as of Sep 3, 2017 8:00 PM)
Description | Unit Price | Quantity | Total
Timed Active Storage | $ 0.00 per GB per day | 19.101324 GB-day | $ 0.00
Minimum Storage Charge (when <1 TB) | $ 0.00 per billing cycle | 0 | $ 0.00
Timed Deleted Storage | $ 0.00 per GB per day | 3 GB-day | $ 0.00
Data Transfer (out) | $ 0.00 per GB | 0.9541132 GB | $ 0.00
Total | $ 0.00
Usage and recurring charges for this statement period will be charged on your next billing date. Estimated charges shown on this page, or shown on any notifications that we send to you, may differ from your actual charges for this statement period. This is because estimated charges presented on this page do not include usage charges accrued during this statement period after the date you view this page.
For details on Wasabi pricing, including a glossary of terms, please visit wasabi.com/pricing/pricing-faqs
Invoices
You have no billing history.

If you are not the Root User, you will see a panel such as this example:



The panel for either type of user includes:

- Arn—The Amazon Resource Name for the account. An ARN uniquely identifies Amazon Web Services (AWS) and is required to specify a resource definitively across all of AWS (such as in IAM policies, Amazon Relational Database Service (Amazon RDS) tags, and API calls).
- Account ID—The account identification number assigned by Wasabi.
- Account Name—The name of the account (used to sign in).
- User ID—A unique user identification.

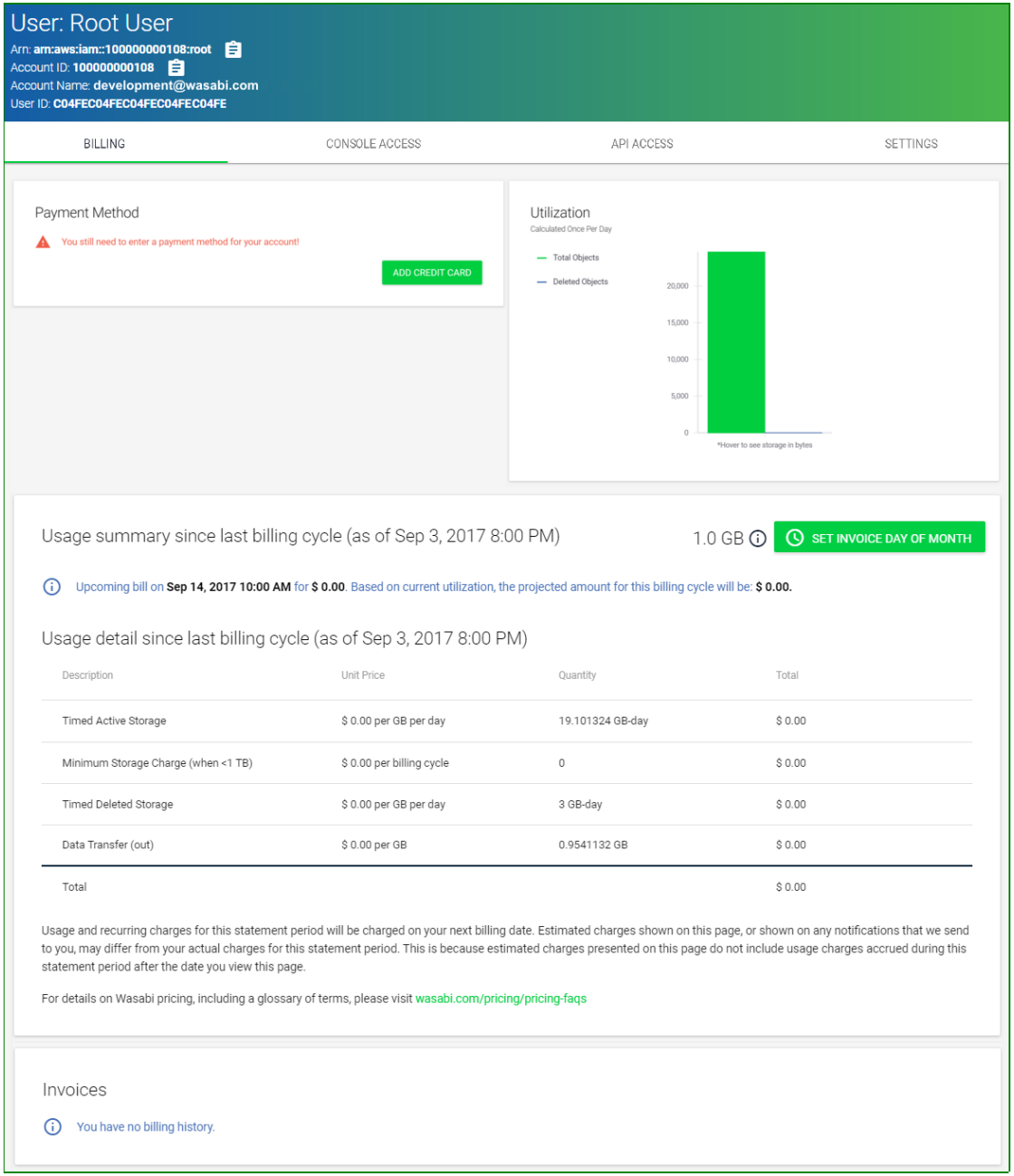
You can click to copy the Arn or Account ID to the Clipboard.

The panel also includes four types of information:

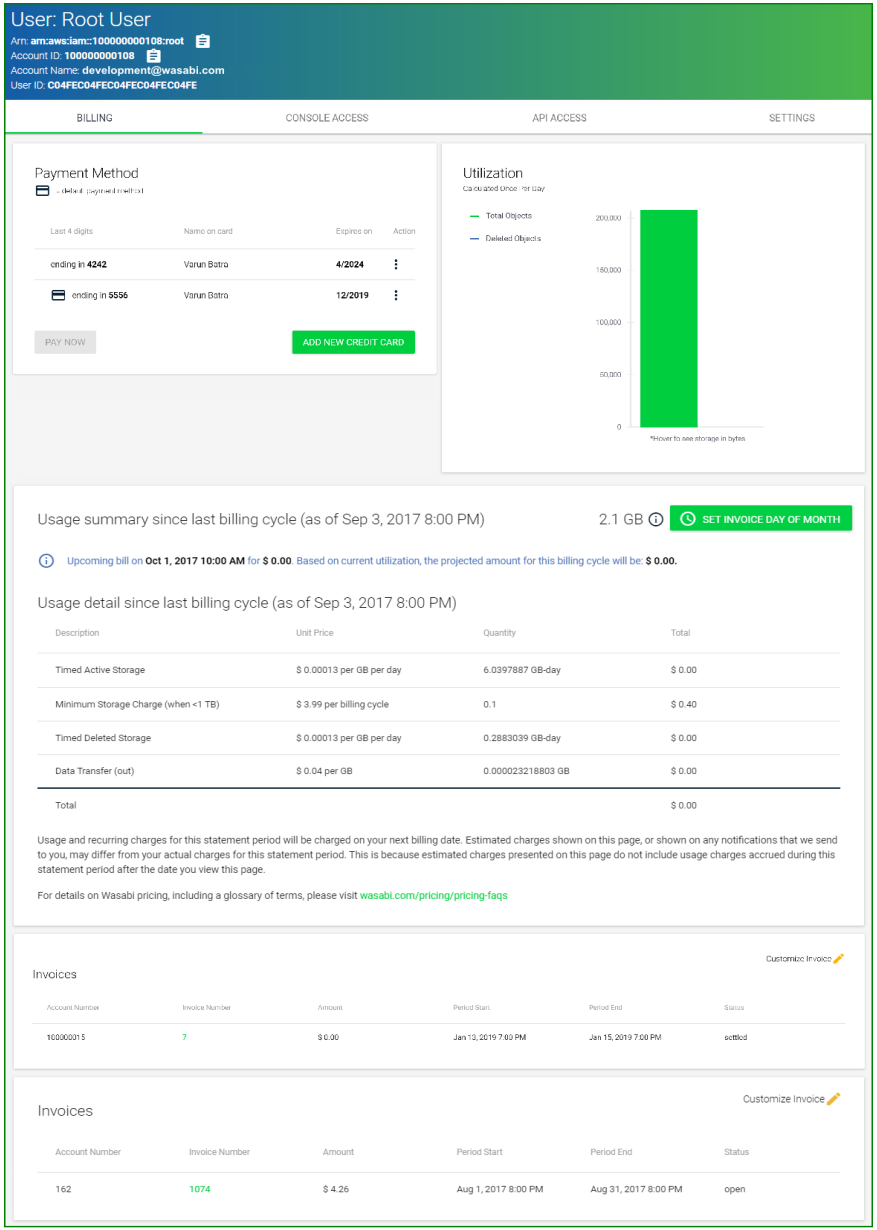
- "BILLING for the Root User Only," page 1-17
- "CONSOLE ACCESS for the Root User," page 1-31 and "CONSOLE ACCESS for the User (not Root)," page 1-34
- "API ACCESS for Any User," page 1-36
- "SETTINGS for the Root User Only," page 1-37

BILLING for the Root User Only

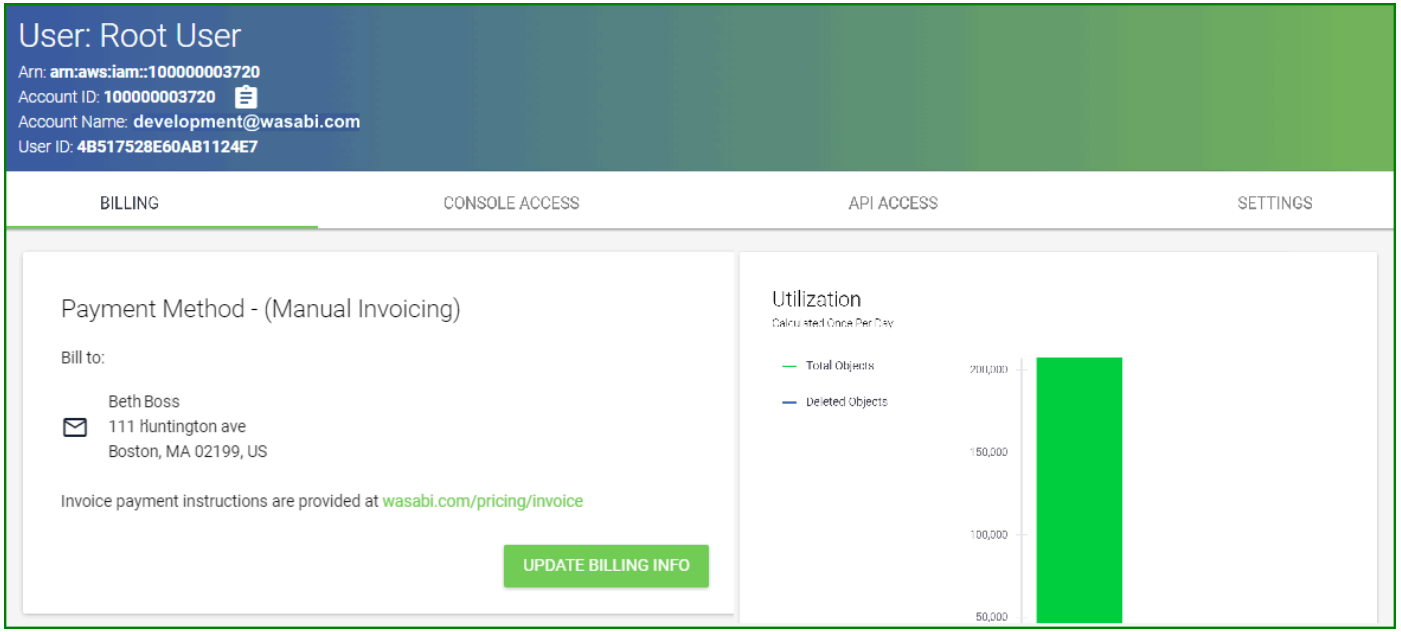
Only the Root User can change billing settings. If you have not yet set up a payment method, you will see a panel such as the following.


User: Root User
Arn: arn:aws:iam::100000000108:root
Account ID: 100000000108
Account Name: development@wasabi.com
User ID: C04FEC04FEC04FEC04FEC04FE
BILLING
CONSOLE ACCESS
API ACCESS
SETTINGS
Payment Method
You still need to enter a payment method for your account!
ADD CREDIT CARD
Utilization
Calculated Once Per Day
Total Objects
Deleted Objects
20,000
15,000
10,000
5,000
0
*Hover to see storage in bytes
Usage summary since last billing cycle (as of Sep 3, 2017 8:00 PM)
1.0 GB
SET INVOICE DAY OF MONTH
Upcoming bill on Sep 14, 2017 10:00 AM for $ 0.00. Based on current utilization, the projected amount for this billing cycle will be: $ 0.00.
Usage detail since last billing cycle (as of Sep 3, 2017 8:00 PM)
Description | Unit Price | Quantity | Total
Timed Active Storage | $ 0.00 per GB per day | 19.101324 GB-day | $ 0.00
Minimum Storage Charge (when <1 TB) | $ 0.00 per billing cycle | 0 | $ 0.00
Timed Deleted Storage | $ 0.00 per GB per day | 3 GB-day | $ 0.00
Data Transfer (out) | $ 0.00 per GB | 0.9541132 GB | $ 0.00
Total | $ 0.00
Usage and recurring charges for this statement period will be charged on your next billing date. Estimated charges shown on this page, or shown on any notifications that we send to you, may differ from your actual charges for this statement period. This is because estimated charges presented on this page do not include usage charges accrued during this statement period after the date you view this page.
For details on Wasabi pricing, including a glossary of terms, please visit wasabi.com/pricing/pricing-faqs
Invoices
You have no billing history.

If you have set up a payment method and received invoices, you will see a panel similar to this:



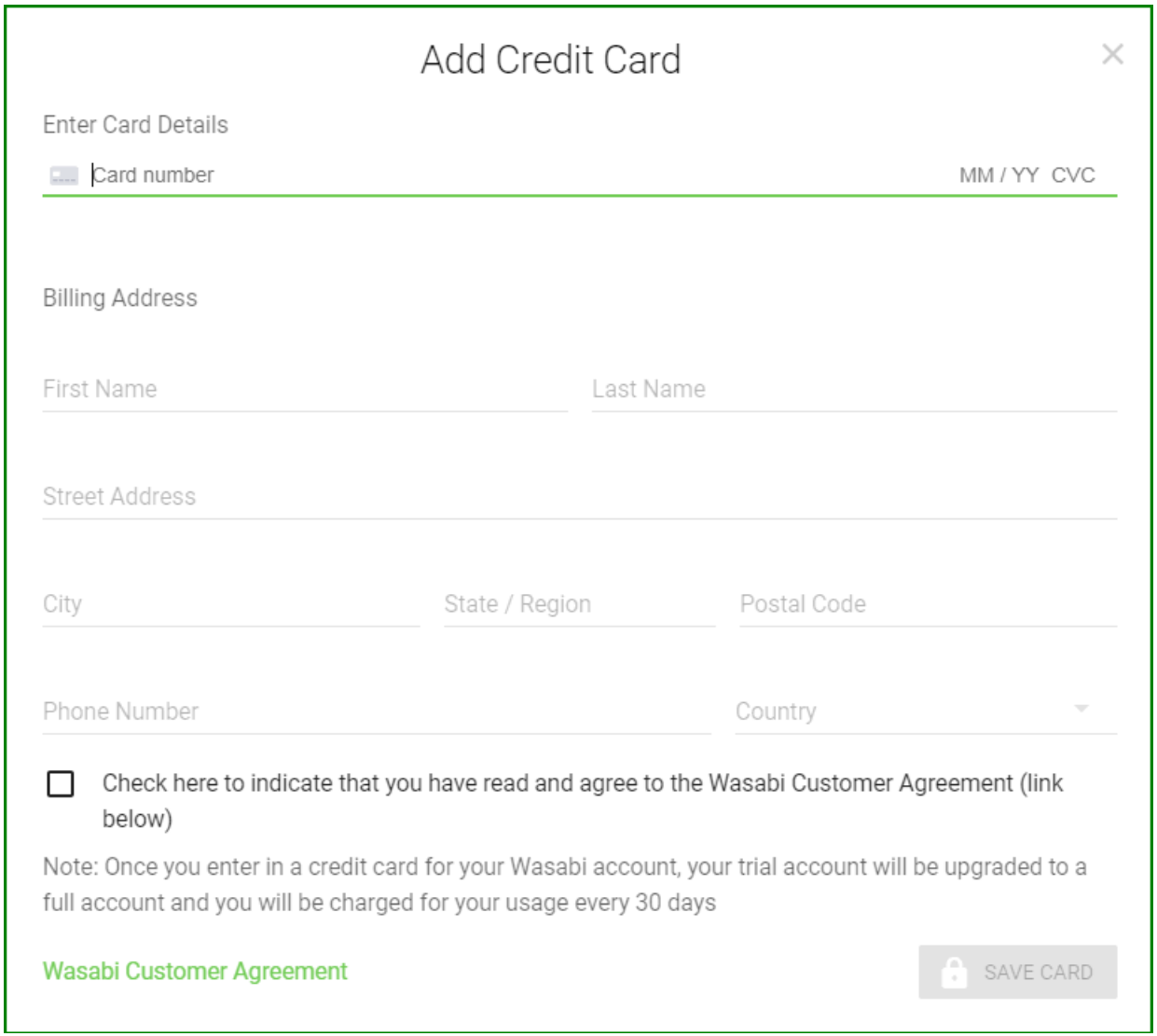
If you have manual invoicing set up, the top portion of your screen will be similar to this:



You can:

- Enter a billing method for your account, update a credit card, or updating billing information.
- Review the upcoming bill date, time, and amount.
- Review invoice history and print an invoice. Invoices are listed by most recent date.

1 Click **ADD CREDIT CARD**, **ADD NEW CREDIT CARD**, or **UPDATE CREDIT CARD**.

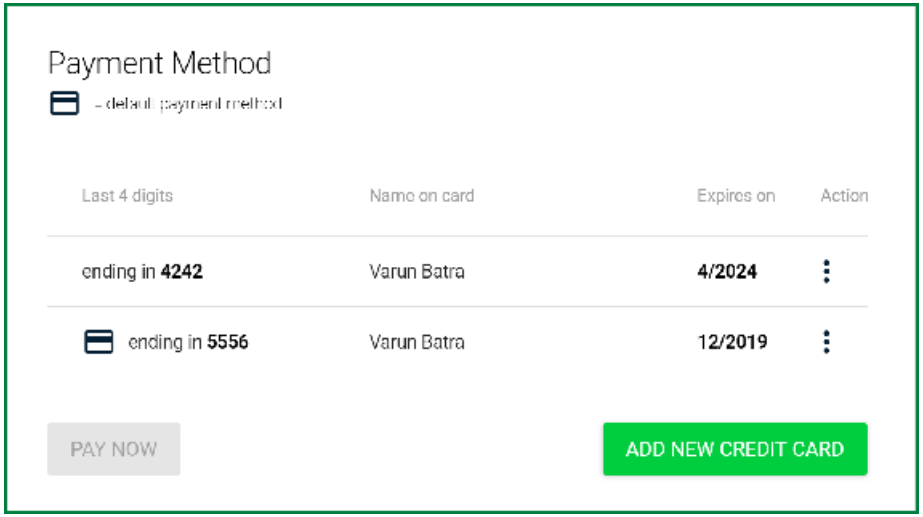


2 Add your credit card information.

3 Be sure to check the box indicating you read and agree to the Wasabi Customer Agreement.

4 Click **SAVE CARD**. You will receive a message indicating whether or not your card entry was successful.

When you have successfully added a payment method, it is reflected in the Payment Method area of the Billing panel. For example:



NOTE: When adding a credit card for billing, if you attempt to enter an invalid number 5 times, the account is locked. A message will indicate that you have exceeded the number of allowed card registration attempts. Contact Wasabi Customer Support for assistance

Designating a Default Credit Card

If you have multiple credit cards, you can specify the card that will be used by default to pay outstanding invoices.

1 Click the icon to the right of the credit card.

2 Click **Make Default Payment Method**.

The symbol is displayed to the left of the credit card in the lsit.

Editing a Credit Card

You can change the information for a credit card.

1. Click the icon to the right of the credit card.
2. Click **Edit Card**.
3. The UPDATE CREDIT CARD panel is displayed, where you can make changes.
4. Click **SAVE CARD**.

Removing a Credit Card

You can remove a credit card from the list if the card is not the default for payments.

If the card is the default, change the default to another card and then follow the procedure below.
If the card is the only credit card listed, add a new card, make it the default, and then follow the procedure below.

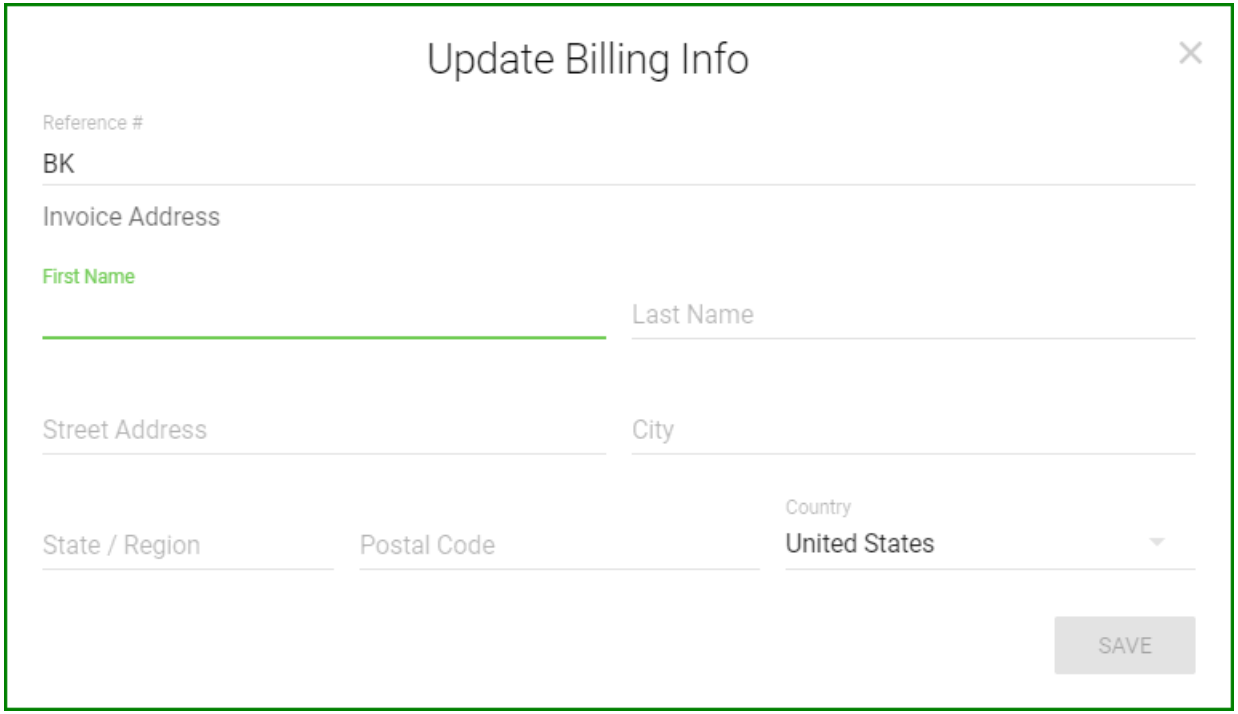
1. lick the icon to the right of the credit card.
2. Click **Remove Card**.

   The card is automatically removed from the list.

Updating Billing Information

If you have manual invoicing set up, you can change the billing information.

1. Click **UPDATE BILLING INFO**.



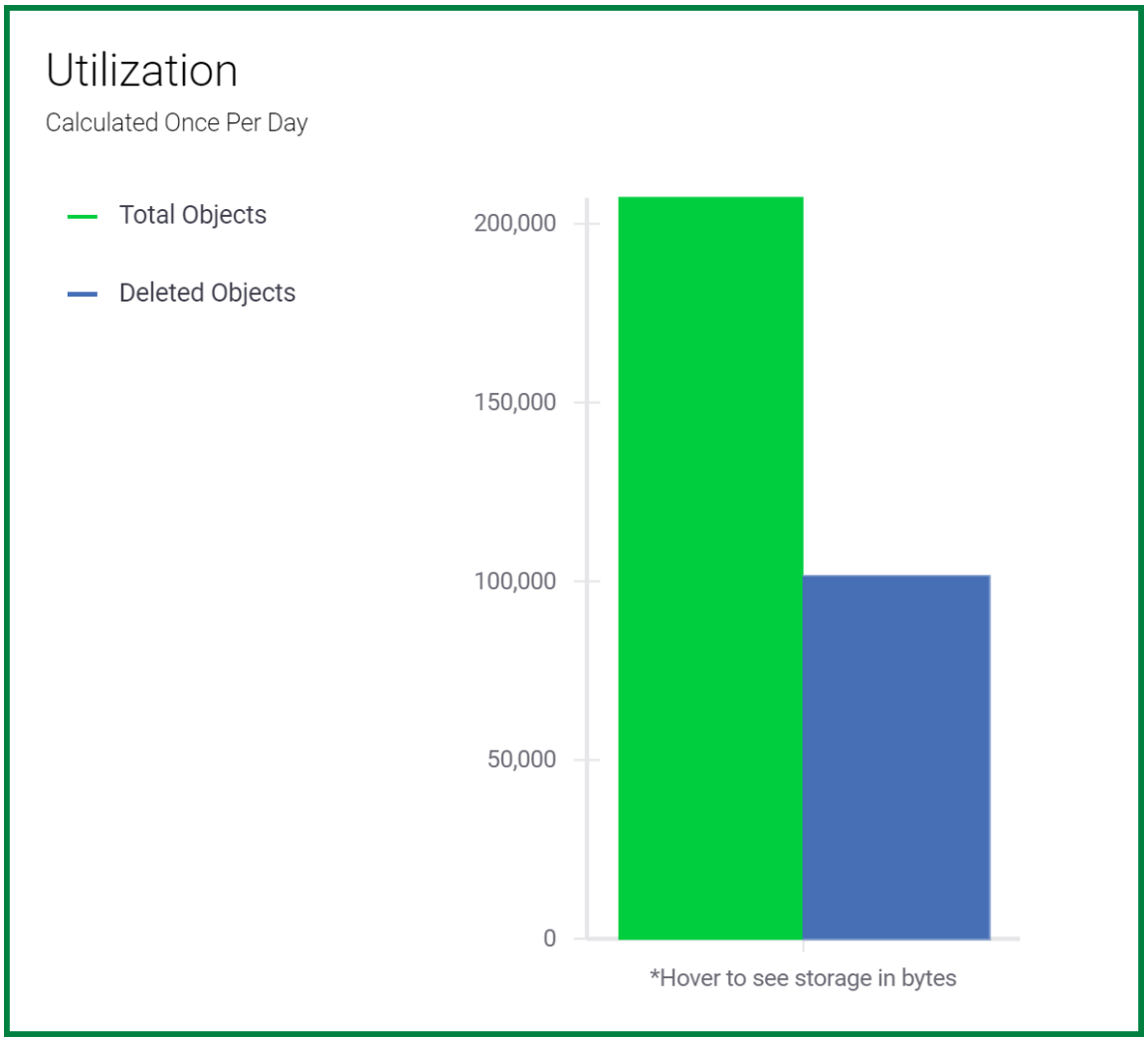
2. Enter the billing information.
3. Click **SAVE**.

Paying an Outstanding Bill

If you want to pay an outstanding bill, click **PAY NOW**. A message will indicate that the balance on all outstanding invoices has been paid.

Reviewing Utilization

A bar graph shows account utilization (calculated once daily) with total objects represented in green and deleted objects in blue. For example:



You can hover over the graph to see the total storage in bytes.

Reviewing Usage and the Upcoming Bill

General information about an upcoming bill is displayed in the Usage area of the Billing panel. This includes:

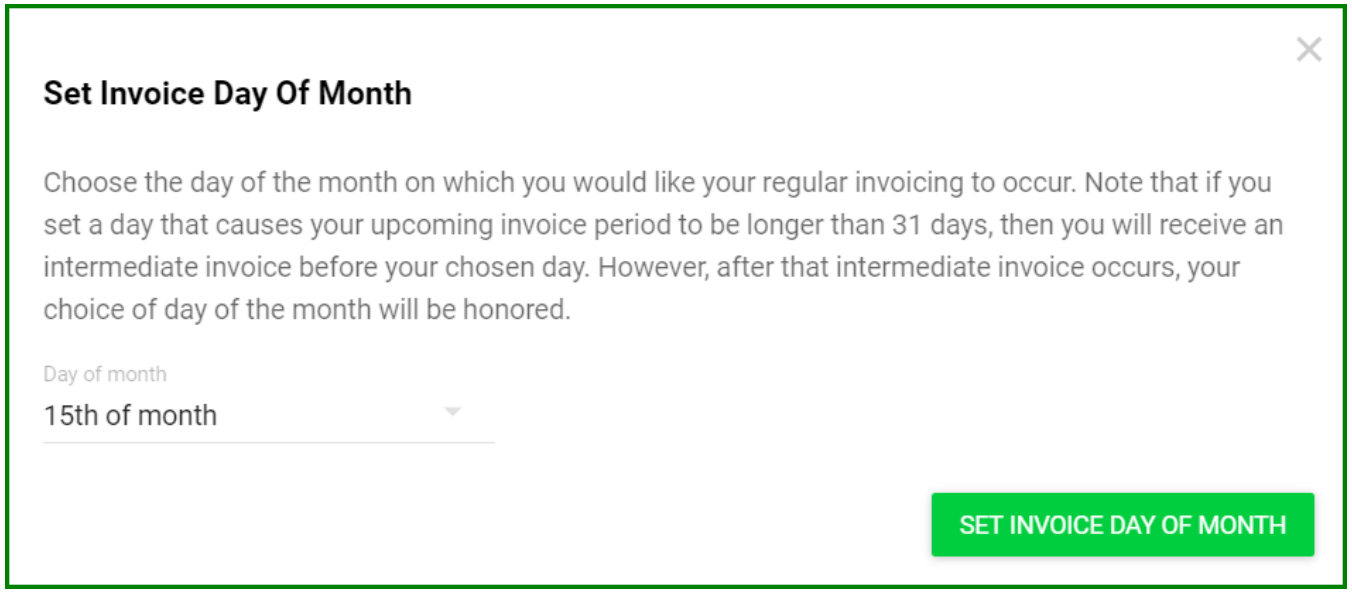
- Current usage

  NOTE: If you hover over ⓘ, a message will indicate how storage is calculated. While the usage amount is displayed in base 10 (such as 6.4 MB), the calculation is based off of the binary (base 2).

- **SET INVOICE DAY OF MONTH**

  You can choose a day of the month on which you would like your regular invoicing to occur. If you set a day that causes your upcoming invoice period to be longer than 31 days, you will receive an intermediate invoice before your chosen day. However, after that intermediate invoice occurs, your choice of day of the month will be honored.

  Click this button. Then, select the day of the month (such as "15th of month" in the example below). Then, click **SET INVOICE DAY OF MONTH**.



- Billing date and time
- Billing amount due
- Projected billing amount based on current utilization

For example:

Usage summary since last billing cycle (as of Jul 21, 2017 8:00 PM) 6.4 MB SET INVOICE DAY OF MONTH

Upcoming bill on **Aug 20, 2017 10:00 AM** for **$ 1.33**. Based on current utilization, the projected amount for this billing cycle will be: **$ 3.99.**

Reviewing Invoice History and Printing an Invoice

Billing history is displayed in the Invoices area of the Billing panel. For example:

Invoices Customize Invoice

Account Number	Invoice Number	Amount	Period Start	Period End	Status
146	1038	$ 4.24	May 27, 2017 8:...	Jun 26, 2017 8:...	open
146	1039	$ 4.24	Apr 27, 2017 8:...	May 27, 2017 8:...	open
146	1040	$ 4.24	Mar 28, 2017 8:...	Apr 27, 2017 8:...	open

You can click on an invoice number to review a breakdown of the invoice, as shown in the example below.

With an invoice breakdown displayed, you can click **PRINT INVOICE** to print the invoice or **BACK TO BILLING** to return to the Billing panel.

Account Number: 162

BACK TO BILLING | PRINT INVOICE

Invoice Summary

Invoice Number	# 1074
Invoice Date	Aug 31, 2017 8:00 PM
Invoice Total	$ 4.26

Summary View

Aug 1, 2017 8:00 PM - Aug 31, 2017 8:00 PM

Billed To:

Bill not yet paid.

Wasabi Charges:

Service Charges	$ 4.01
Service Credits	$ 0.00
Support Plan	$ 0.00
Taxes	$ 0.25
Total	**$ 4.26**

Detailed View

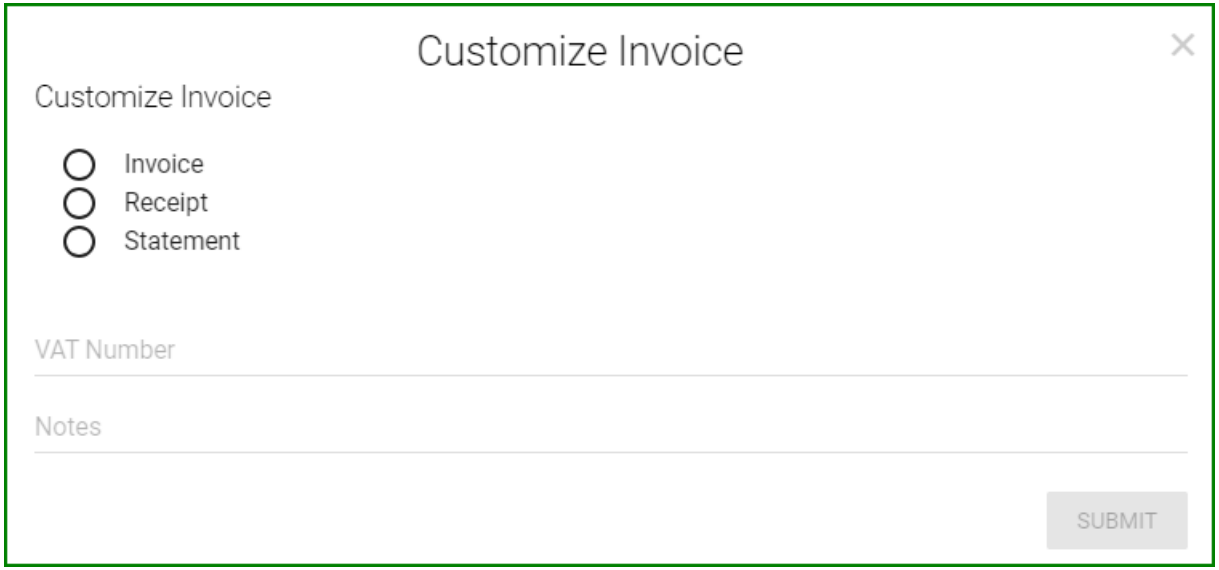
Description	Unit Price	Quantity	Total
Service Charges			
Timed Active Storage	$ 0.00013 per GB per ...	34.5111 GB-day	$ 0.00
Minimum Active Storage (applicable if Timed Active Storage <1 TB)	$ 3.99 per billing cycle	1	$ 3.99
Timed Deleted Storage (applicable for deleted storage < 90 days)	$ 0.00013 per GB per ...	0.395627 GB-day	$ 0.00
API Calls (PUT, GET, COPY, POST, LIST & all other requests)	$ 0.00 per 1000 reque...	14.433 Requests	$ 0.00
Data Transfer (in)	$ 0.00 per GB	2.10782 GB	$ 0.00
Data Transfer (out)	$ 0.04 per GB	0.599904 GB	$ 0.02
Service Credits	$ 0.00	0	$ 0.00
Support Charges			
Support Charge	$ 0.00 per day	30 days	$ 0.00
Taxes			
US State Sales Tax	$ 0.25	1	$ 0.25
Total			$ 4.26

For details on Wasabi pricing, including a glossary of terms, please visit wasabi.com/pricing/pricing-faqs

Customizing the Invoice

In the Invoices section of the Billing panel, you can customize the invoice.

1. Click to the right of **Customize Invoice**. The Customize Invoice screen is displayed.



2. Indicate that you want to display the information as an invoice, receipt, or statement.
3. Optionally, enter a VAT number (20 characters or less). Wasabi will check to be sure the VAT number is valid and display a message if it is not.
4. Optionally, enter notes.
5. Click **SUBMIT**.

When you can click on an invoice number to review a breakdown of the invoice (as described in "Reviewing Invoice History and Printing an Invoice," page 1-27), the customized information is displayed. Refer to the following examples.

Account Number: 3723

BACK TO BILLING | PRINT INVOICE

Invoice Summary

Invoice Number	# 3592
Invoice Date	Jun 26, 2018 5:30 AM
Invoice Total	$ 4.24

Summary View

May 27, 2018 5:30 AM - Jun 26, 2018 5:30 AM

Billed To:

JKC Krishnan
universalstudio
chennai, MA , US

VAT Number 1a2b3c4d5e6f7g8h9i0j

Notes:

Creating another invoice by selecting "Invoice"

Wasabi Charges:

Service Charges	$ 3.99
Service Credits	$ 0.00
Support Plan	$ 0.00
Taxes	$ 0.25
Total	**$ 4.24**

Account Number: 3723

BACK TO BILLING | PRINT RECEIPT

Receipt Summary

Receipt Number	# 3591
Receipt Date	May 22, 2018 5:30 AM
Receipt Total	$ 4.24

Summary View

Apr 22, 2018 5:30 AM - May 22, 2018 5:30 AM

Billed To:

JKC Krishnan
universalstudio
chennai, MA , US

VAT Number 1a2b3c4d5e6f7g8h9i0j

Notes:

Creating another invoice by selecting "Receipt"

Wasabi Charges:

Service Charges	$ 3.99
Service Credits	$ 0.00
Support Plan	$ 0.00
Taxes	$ 0.25
Total	**$ 4.24**

Account Number: 3723

BACK TO BILLING | PRINT STATEMENT

Statement Summary

Statement Number	# 3590
Statement Date	May 22, 2018 5:30 AM
Statement Total	$ 4.24

Summary View

Apr 22, 2018 5:30 AM - May 22, 2018 5:30 AM

Billed To:

JKC Krishnan
universalstudio
chennai, MA , US

VAT Number 1a2b3c4d5e6f7g8h9i0j

Notes:

Creating another invoice by selecting "Statement"

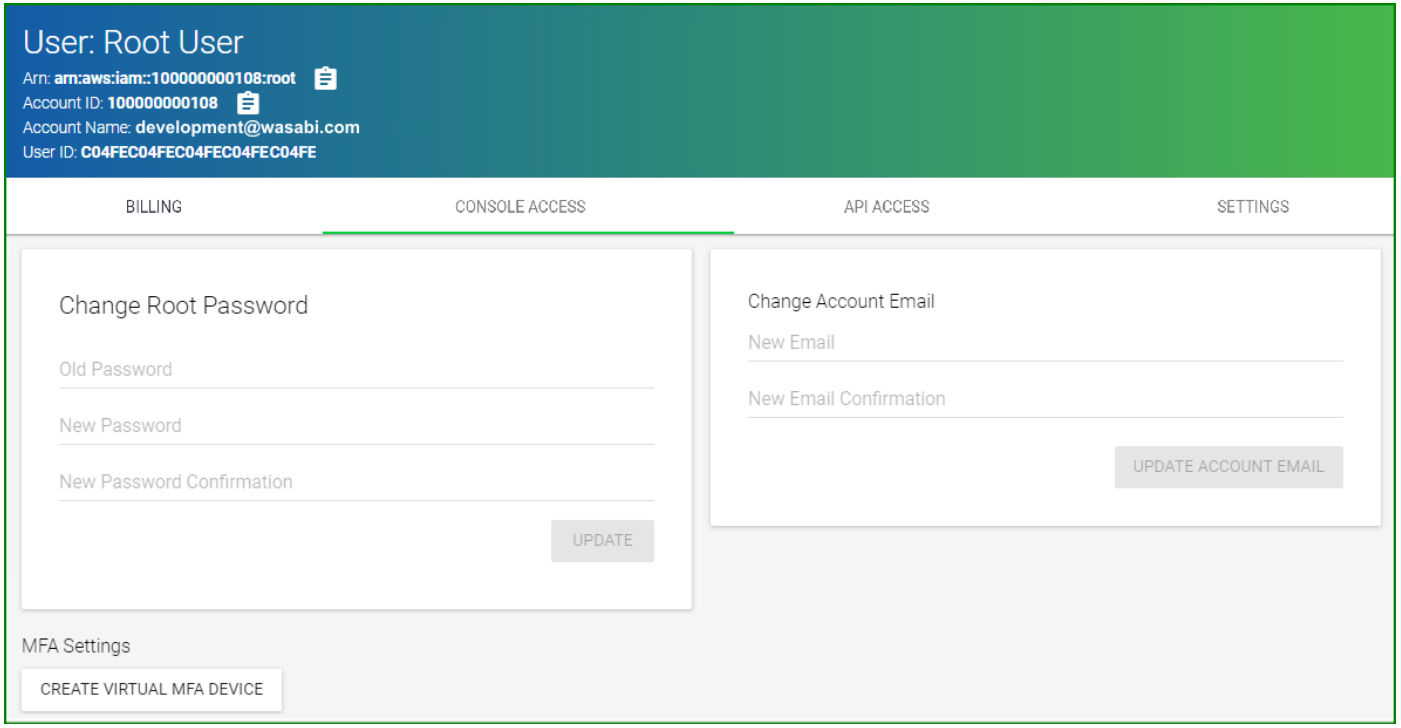
Wasabi Charges:

Service Charges	$ 3.99
Service Credits	$ 0.00
Support Plan	$ 0.00
Taxes	$ 0.25
Total	**$ 4.24**

CONSOLE ACCESS for the Root User

As a Root User, you can:

- Change the Root password.
- Change the email associated with the account.
- Define multi-factor authentication (MFA) settings.



Changing the Root Password

1. Enter the old password.
2. Enter the new password.
3. Enter the new password again as confirmation.
4. Click **UPDATE**.

Changing the Account Email

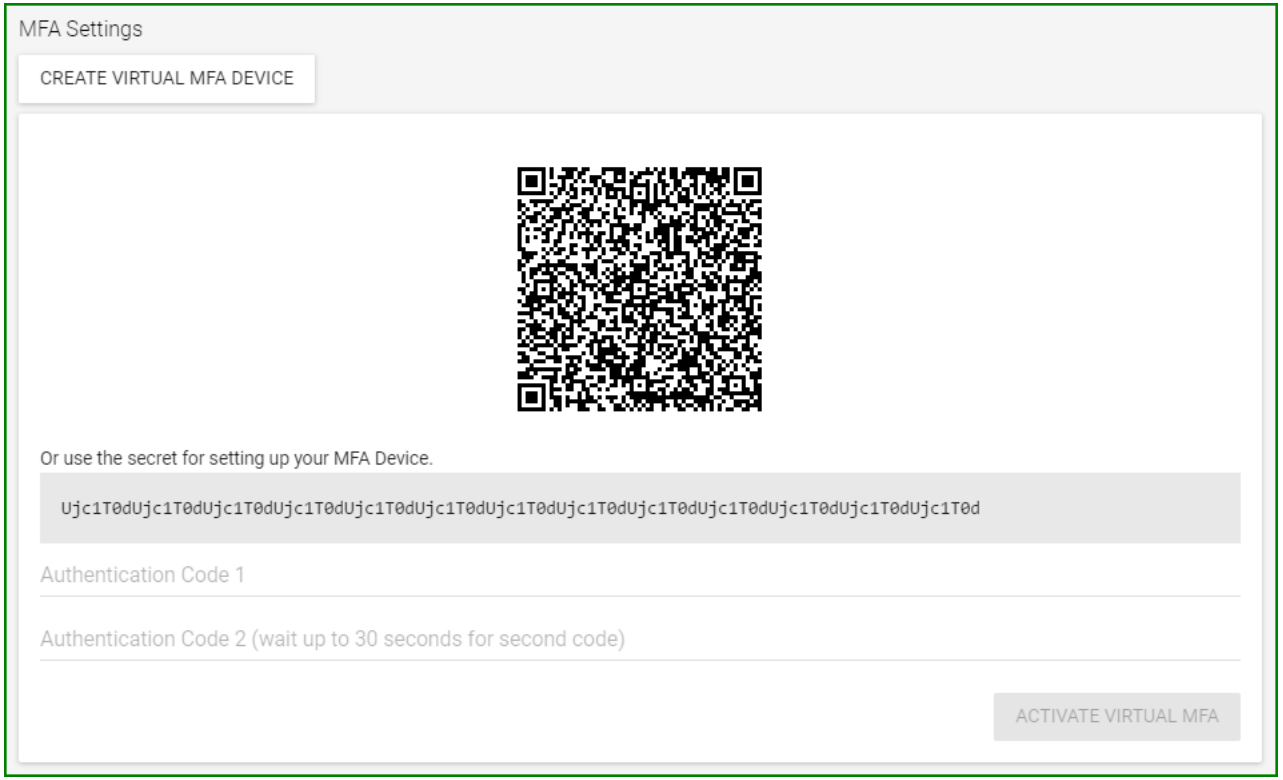
1. Enter the new email address.
2. Enter the email address again as confirmation.
3. Click **UPDATE ACCOUNT EMAIL**.

Creating a Virtual MFA Device

Multi-factor authentication (MFA) is a security control with which a user is granted access only after successfully providing evidence to an authentication device. A virtual MFA device uses a software application to generate an authentication code. You can create one virtual MFA device per Wasabi account or user.

Before you get started, note that you must have access to the hardware that will host the virtual MFA device (application). For example, if the MFA will be used with a virtual MFA application on a smart phone, you must have access to the smart phone when creating the virtual MFA device.

1. Click **CREATE VIRTUAL MFA DEVICE**. Wasabi displays a QR code graphic and secret key. (The QR code graphic is an image of the secret key.) For example:



IMPORTANT: Save a copy of the secret key in a secure place. If you lose the MFA device or need to reinstall the MFA software application, you can reconfigure it using the same virtual MFA without creating a new virtual MFA.

NOTE: Timing is important for the following steps, so you may want to review the remainder of this procedure before proceeding.

2. Open the virtual MFA application (such as on the smart phone). If applicable, choose the option to create a new account (a new virtual MFA device).

3. Use the device camera (such as the smart phone camera) to scan the QR code graphic.

   Or, Enter the secret key, where appropriate, in the MFA application.

4 When a one-time password appears in the MFA application, enter this password in the Wasabi area labeled, "Authentication Code 1."

IMPORTANT: Enter this code in Wasabi immediately after you receive it because it is time-based and will expire quickly.

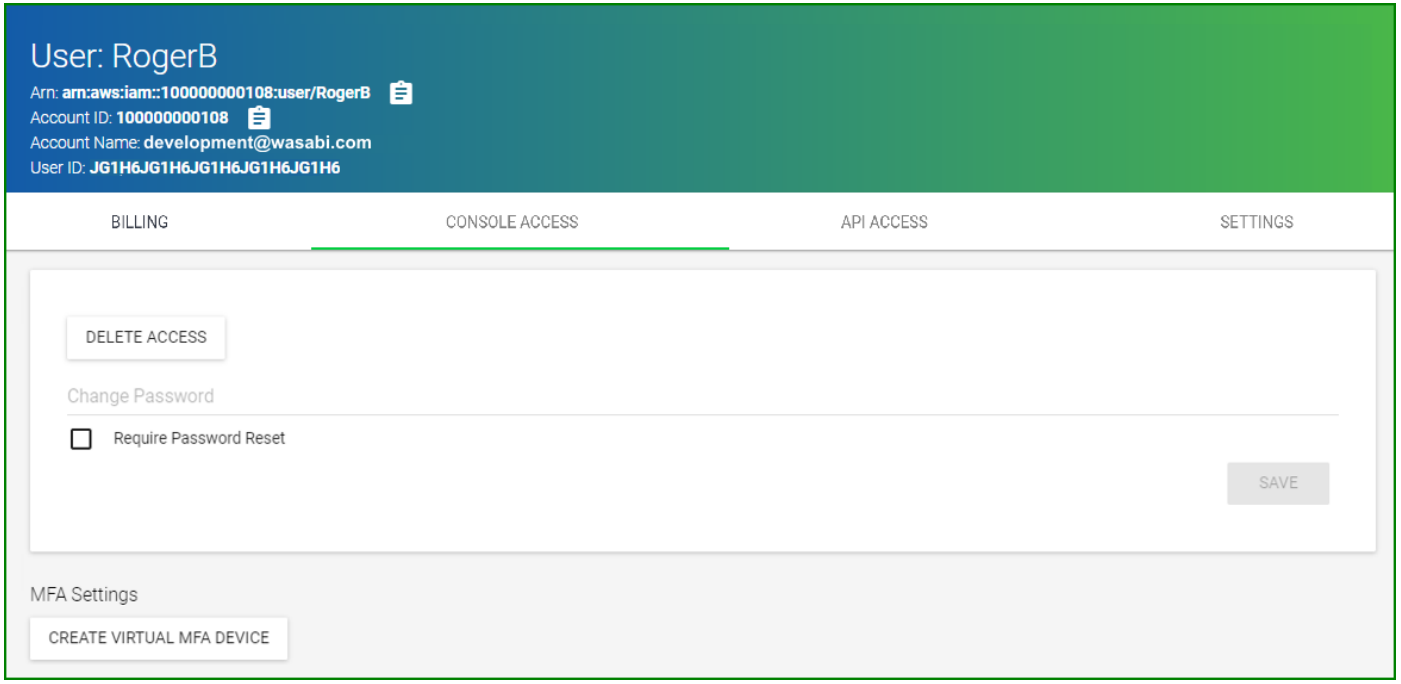
5 After approximately 30 seconds, the device will generate a second one-time password. Enter this password in the Wasabi area labeled, "Authentication Code 2." (Enter it immediately because it, too, is time-based and will expire.)

6 Click **ACTIVATE VIRTUAL MFA**.

CONSOLE ACCESS for the User (not Root)

You can:

- Delete console access from the user.
- Change the user password and optionally require a password reset when the user signs in to Wasabi again.
- Define MFA settings.

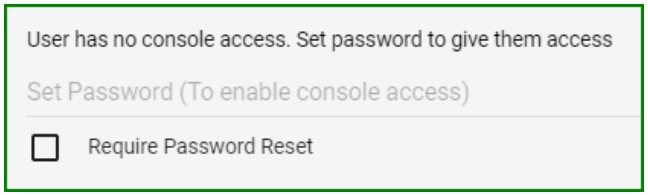


Deleting Console Access

If the user was created with console access permission, you can remove this permission. To do so, click **DELETE ACCESS**.

Providing Console Access

If the user has no console access, you can provide this permission.



1. To provide permission, enter a password with which the user must sign in to Wasabi. Optionally, you can select **Require Password Reset**, which indicates the user must reset this credential. In this case, the user will be prompted for a new password the first time he/she signs in to Wasabi.
2. Click **SAVE**.

Changing the User Password

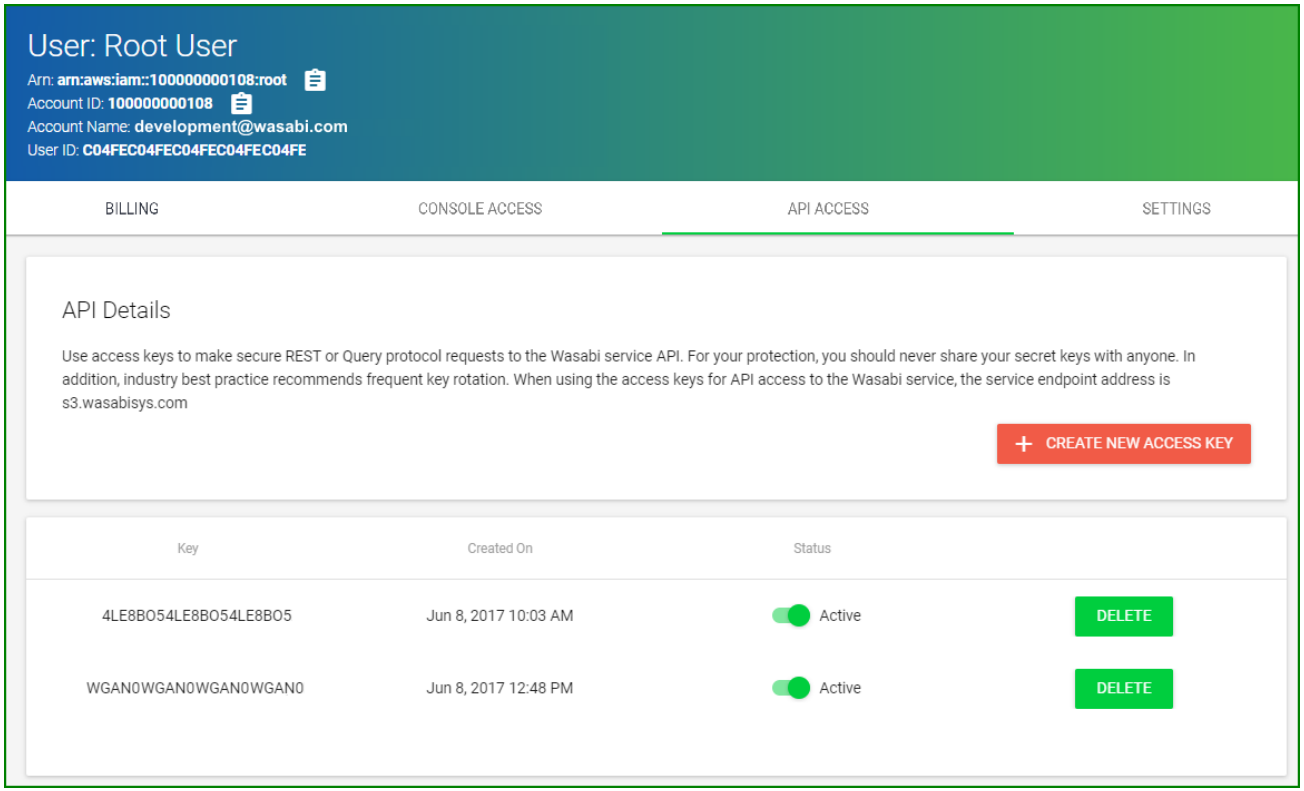
1. Enter a new password for the user in the “Change Password” area. Optionally, you can select **Require Password Reset**, which indicates the user must reset this credential. In this case, the user will be prompted for a new password the first time he/she signs in to Wasabi.
2. Click **SAVE**.

Creating a Virtual MFA Device

For a description of multi-factor authentication (MFA) and to create a virtual MFA device, refer to “Creating a Virtual MFA Device,” page 1-32.

API ACCESS for Any User

You can create a new access key or delete an access key.



Creating an New Access Key

Refer to "Creating an Access Key for the Account," page 6-5, for a complete procedure after you click the **CREATE NEW ACCESS KEY** button.

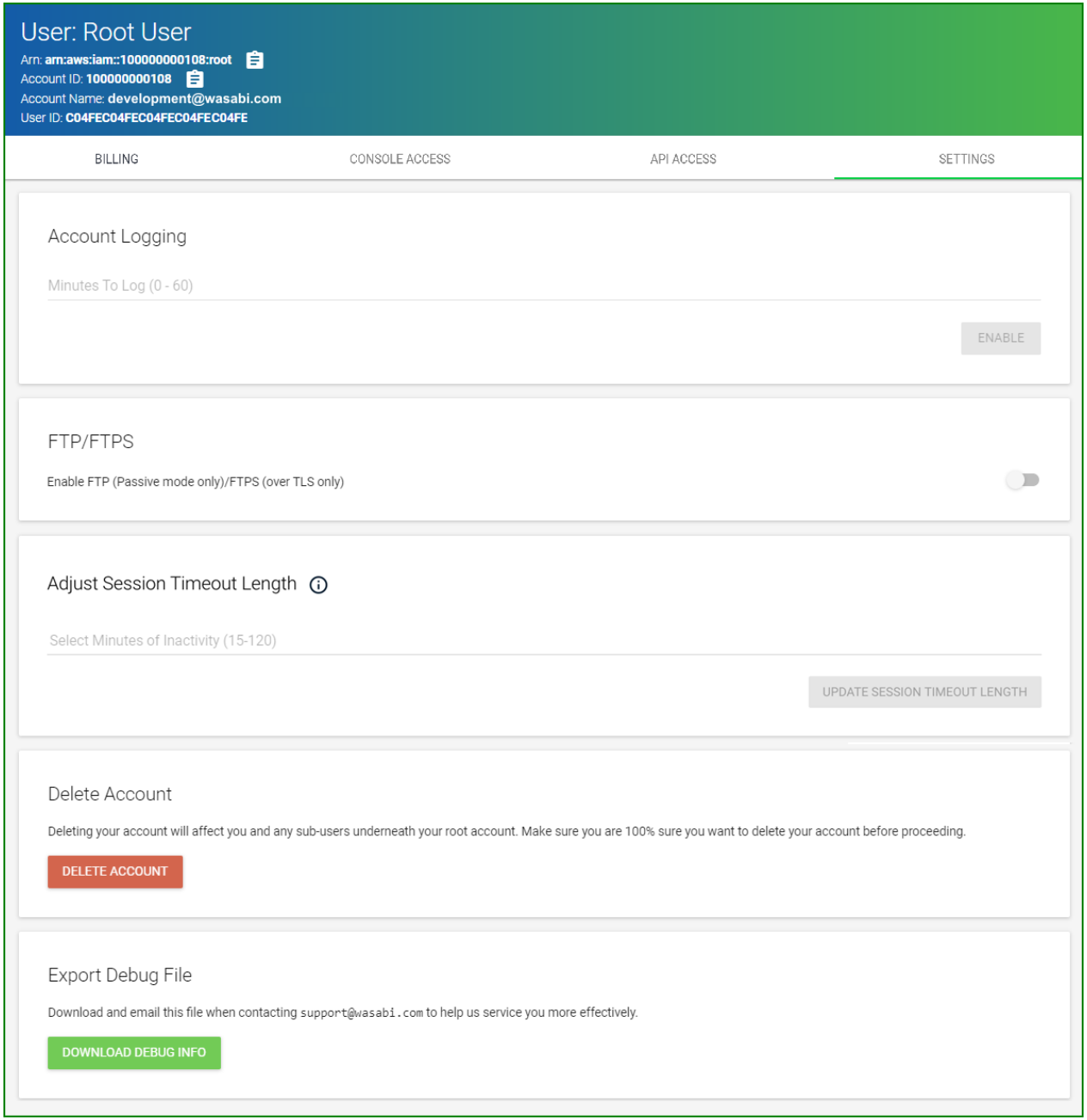
Deleting an Access Key

1. Click **DELETE** to the right of the access key you want to delete.
2. A confirmation message asks if you are sure you want to delete the access key. Click DELETE to remove the key (otherwise, click **CANCEL** to maintain the key).

SETTINGS for the Root User Only

Only the Root User can change account settings. This panel includes features for:

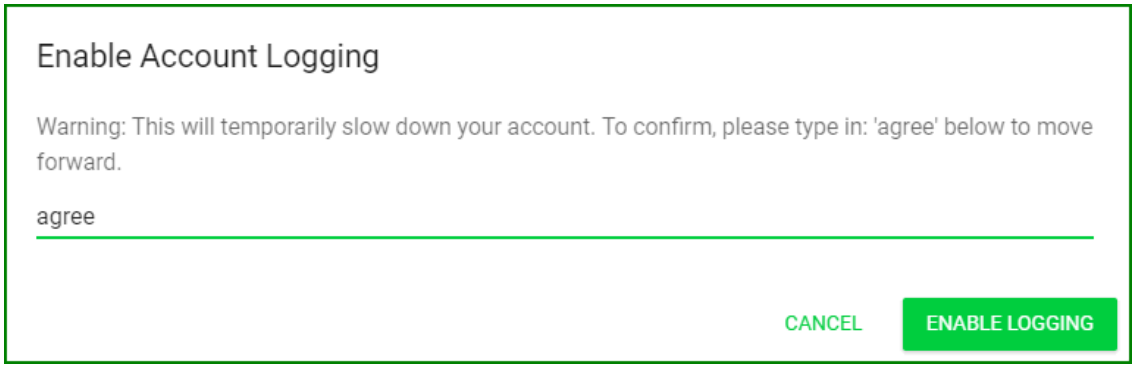
- "Setting an Account Logging Time," page 1-39
- "Enabling FTP/FTPS," page 1-39
- "Adjusting the Session Timeout Length," page 1-40
- "Deleting an Account," page 1-41
- "Exporting a Debug File," page 1-42


User: Root User
Arn: arn:aws:iam::100000000108:root
Account ID: 100000000108
Account Name: development@wasabi.com
User ID: C04FEC04FEC04FEC04FEC04FE
BILLING
CONSOLE ACCESS
API ACCESS
SETTINGS
Account Logging
Minutes To Log (0 - 60)
ENABLE
FTP/FTPS
Enable FTP (Passive mode only)/FTPS (over TLS only)
Adjust Session Timeout Length
Select Minutes of Inactivity (15-120)
UPDATE SESSION TIMEOUT LENGTH
Delete Account
Deleting your account will affect you and any sub-users underneath your root account. Make sure you are 100% sure you want to delete your account before proceeding.
DELETE ACCOUNT
Export Debug File
Download and email this file when contacting support@wasabi.com to help us service you more effectively.
DOWNLOAD DEBUG INFO

Setting an Account Logging Time

Account logging is used for customer support. If you report an account problem to Wasabi, a support engineer may request that you enable this feature for a set the number of minutes (up to 60) during which the system will monitor the account and generate activity logs for the engineer. Although performance may be affected while the system is monitoring activity, performance will resume after the specified time period when the system stops logging.

1. Enter the number of minutes.
2. Click **ENABLE**.
3. A message will warn that account logging will temporarily slow down your account. To confirm this, enter **agree** in the message area and then click **ENABLE LOGGING**.



Enabling FTP/FTPS

The following modes of FTP are supported:

- FTP (unsecure) passive mode only
- FTP over TLS Explicit
- FTP over TLS Implicit

The service URL for Wasabi FTP usage is the same as it is for S3 API usage (s3.wasabisys.com). The username and password used for FTP access are the same username and password used to access the Wasabi Management Console.

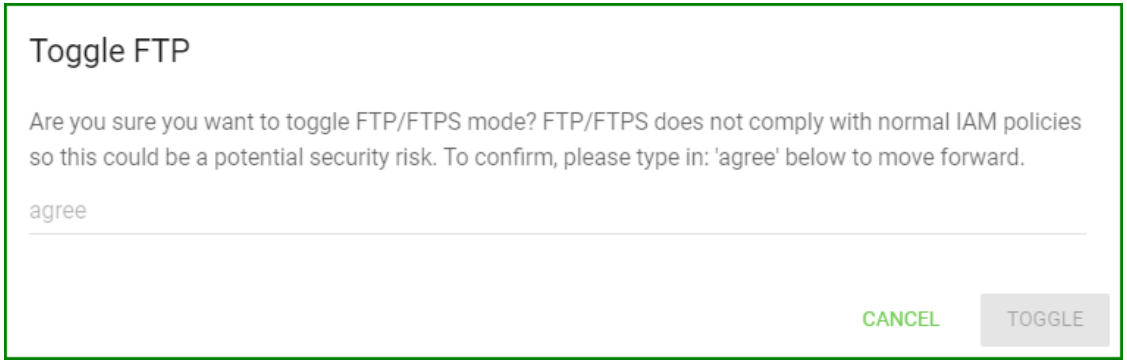
NOTE: FTP over SSL and SFTP (FTP over SSH) are NOT supported.

To enable FTP/FTPS:

1. Slide the option to the right. The slide option is green when FTP/FTPS is enabled.

   When FTP/FTPS is disabled, the option is gray:

2. A message indicates that FTP/FTPS does not comply with normal IAM policies, which could be a potential security risk:



3. If you want to continue to enable FTP/FTPS, enter **agree** in the message area and then click **TOGGLE**.

NOTE: The user name and password for FTP/FTPS usage is the same as the user name and password for the root account.

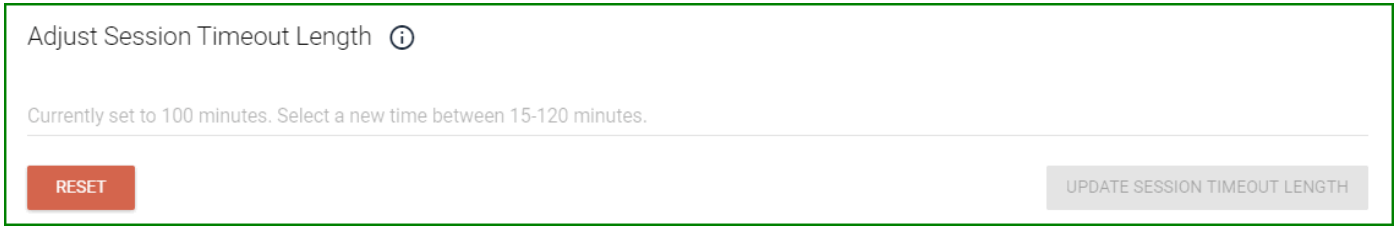
Adjusting the Session Timeout Length

You can set the number of minutes of inactivity after which a session will time out. The default is 60 minutes. This setting can be 15 to 120 minutes.

1. Enter the number of minutes.

2. Click **UPDATE SESSION TIMEOUT LENGTH**.

   After you change the session timeout length, the **RESET** button is available to return the timeout length to the default of 60 minutes:

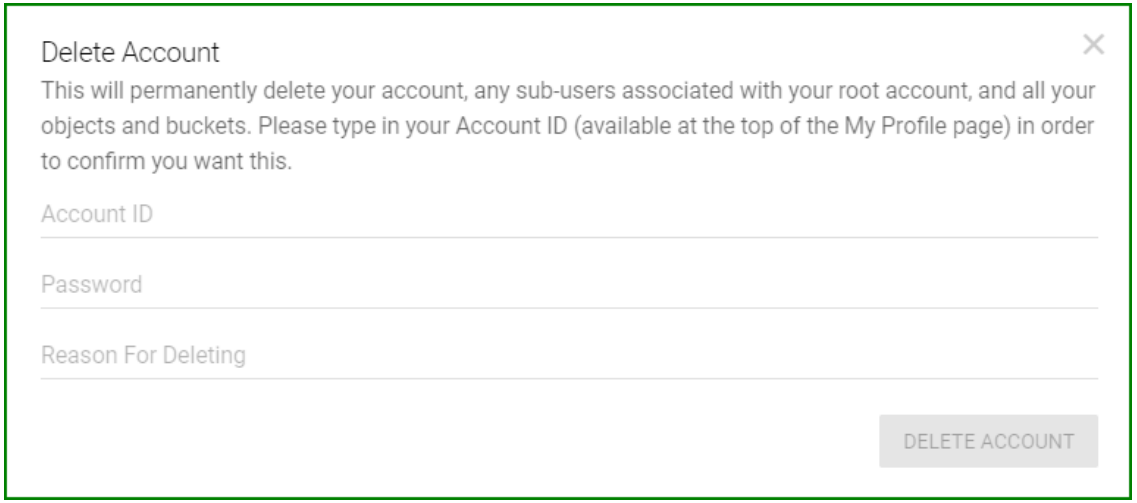


Deleting an Account

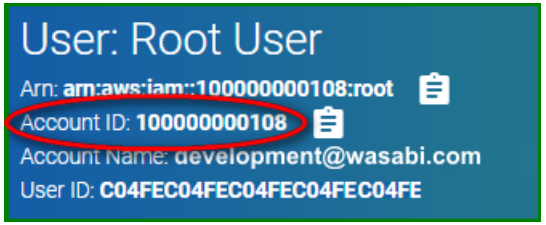
You can delete the account.

IMPORTANT: Delete an account with caution because deleting an account affects you and any sub-users under your root account. This action permanently deletes your account, any sub-users associated with your root account, and all of your objects and buckets.

1 Click **DELETE ACCOUNT**. A panel will request information to confirm the account deletion:



2 Enter your account identification number, which is found at the top of the User panel. For example:



You can click to copy this number to the Clipboard and then paste it to the Delete Account panel.

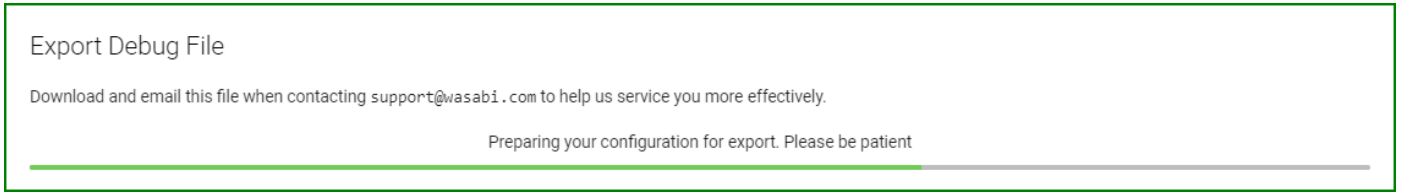
3 Enter your account password and the reason you are deleting the account.

4 Click **DELETE ACCOUNT**. The account is deleted and the Wasabi Sign In panel is displayed.

Exporting a Debug File

To facilitate customer support and more effectively service you, a Wasabi support technician may request that you download and email a debug file to help Wasabi Support. To do so:

Click DOWNLOAD DEBUG INFO. A message indicates that the file is downloading:



You can email this file to support@wasabi.com

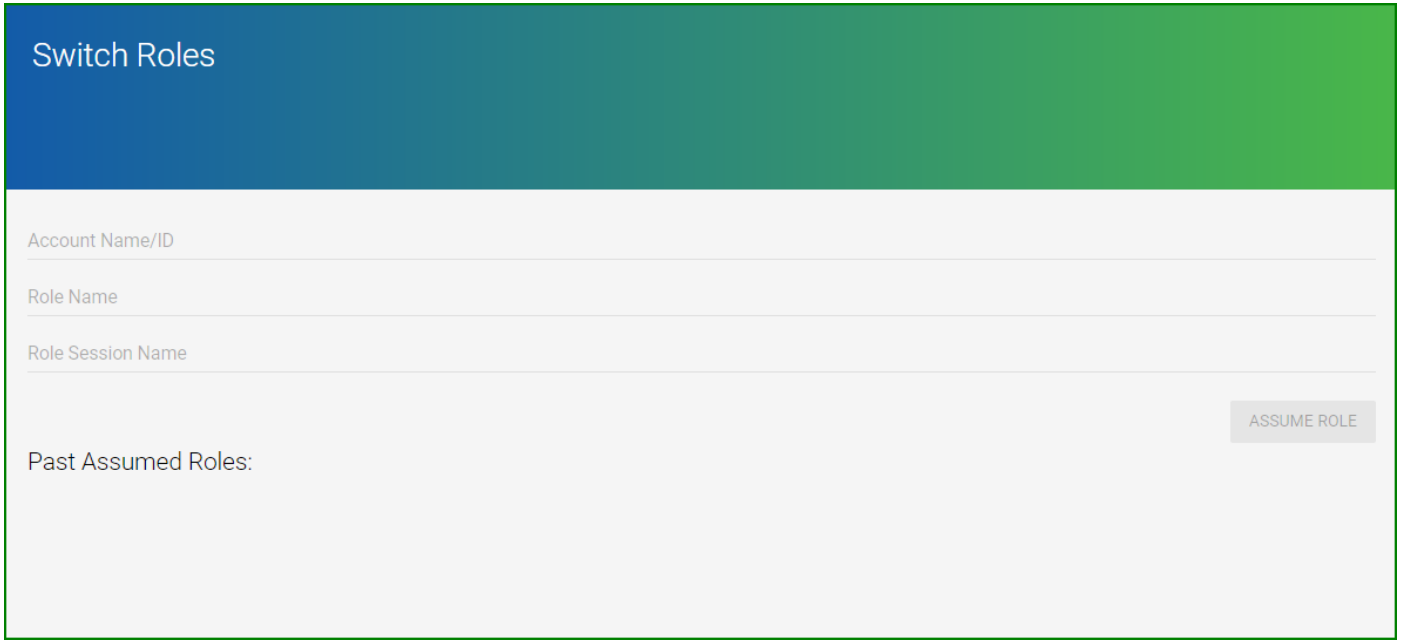
Switching User Roles

A role is an identity with permissions that determine what the role can and cannot do in Wasabi. A role can be associated with any user who needs that identity. For example, “contract engineer” may be a role. If Mary, Bob, Jennifer, and John are associated with that role, they would share in the permissions defined for a “contract engineer.”

As a user, you might have permission to switch roles created within the current or another Wasabi account. In this way, you can switch to a role, use the Wasabi Management Console with permissions that you do not normally have, and then exit from the role to surrender the permissions. For example, switching to a might grant you access to resources typically not available to you. If you normally functions as a contract engineer, you might need to access schematic drawings and can switch to the “engineer-schematics” role to do so.

Roles are described in more detail in Chapter 8, *Roles*.

1. Click ⋮.
2. Select the **Switch Roles** option. The User panel is displayed. If you are the Root User, you will see a panel such as the following:



3. Enter the account name or identification of the role you want to assume.
4. Enter name of the role you want to assume.

5 Enter a name to use for the role in this session.

6 Click **ASSUME ROLE**.

You have switched to the new role for the current session (until you switch roles again or log out).

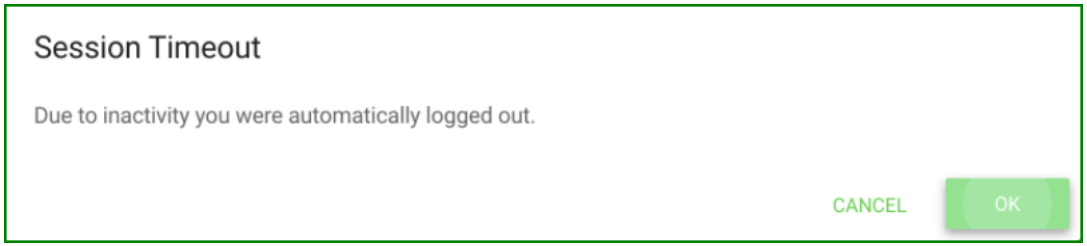
Logging Out of Wasabi

1 Click ⋮.

2 Click **Logout**.

Timing Out of Wasabi

If you are not active in Wasabi, your session will time out automatically after one hour of inactivity. Note, however, that this will not occur if you are uploading objects.



2 Object Storage

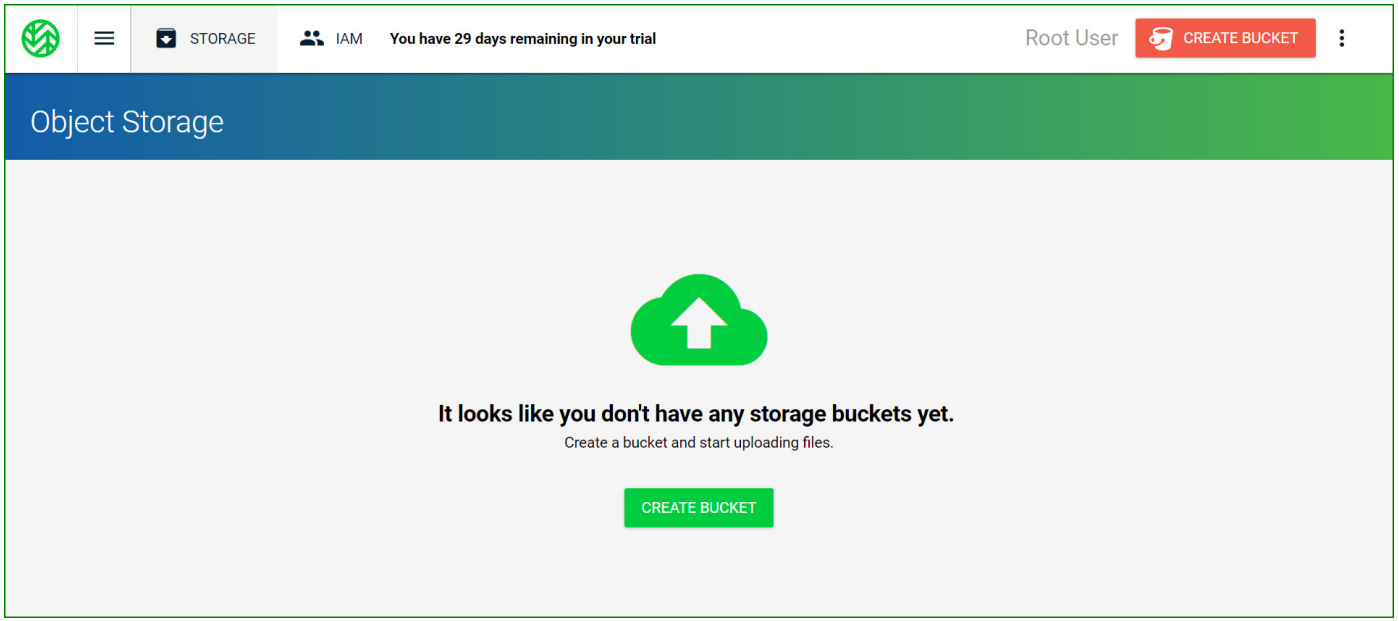
Wasabi stores *objects* (folders and files) in *buckets*. Once you create a storage bucket, you can upload objects into the bucket. You can create up to 1000 buckets per account.

Procedures in this chapter describe:

- "Creating a Bucket," page 2-2
- "Working With Buckets," page 2-9
- "Storing Objects in a Bucket," page 2-29
- "Reviewing Folder Details," page 2-41
- "Reviewing File Details," page 2-42

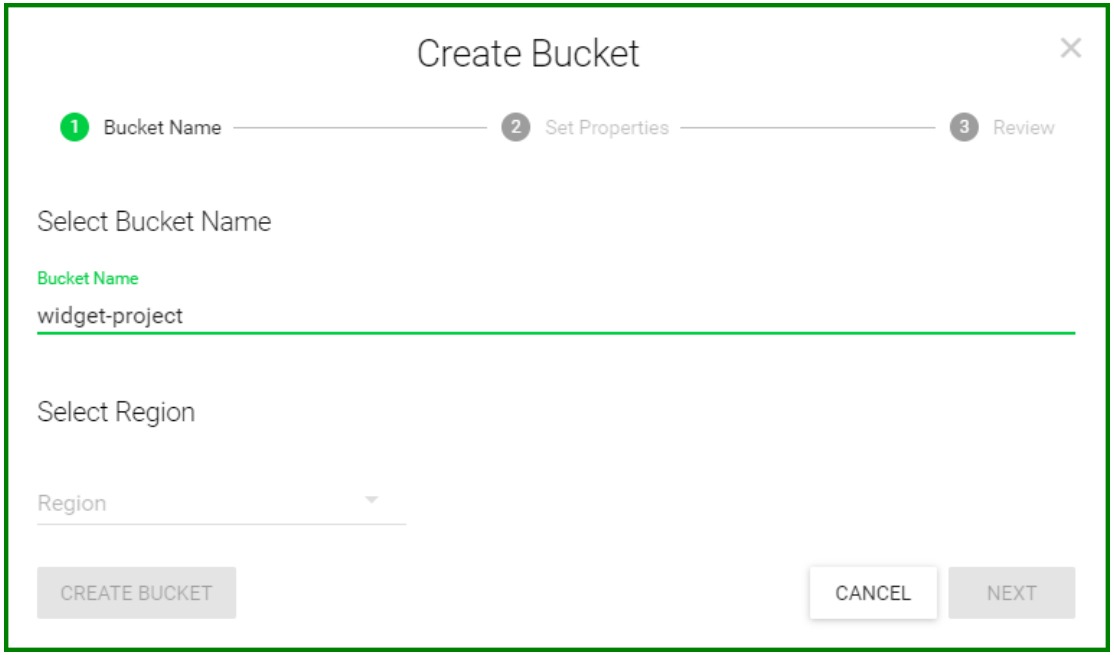
Creating a Bucket

1 On the Wasabi Management Console, click **CREATE BUCKET**. If you are a new user, you may see a screen such as the one below. You can click the green CREATE BUCKET button in the bottom-middle of your screen. Any user can click the red CREATE BUCKET button available at the upper right of any screen.



2 In the “Bucket Name” area, enter a unique DNS-compliant name for your new bucket. A bucket name can consist of 3 to 63 lowercase letters, numbers, periods, and dashes. The name must begin with a lowercase letter or number. The name cannot contain underscores, end with a dash, have consecutive periods, or use dashes adjacent to periods. And, the name cannot be formatted as an IP address (123.45.678.90).

widget-project is used in the example below; but enter your own unique name.



Before naming a bucket, you should develop a naming strategy following these guidelines:

- The name must be unique across all existing bucket names in Wasabi. The bucket name must:
  - Be a valid DNS name, which can include lowercase letters, numbers, and dashes,
  - Begin with a lowercase letter, and
  - Include between 3 and 63 characters.
- Choose a bucket name that reflects the objects you will store in the bucket. The bucket name is visible in the URL that points to the objects you will put in the bucket.

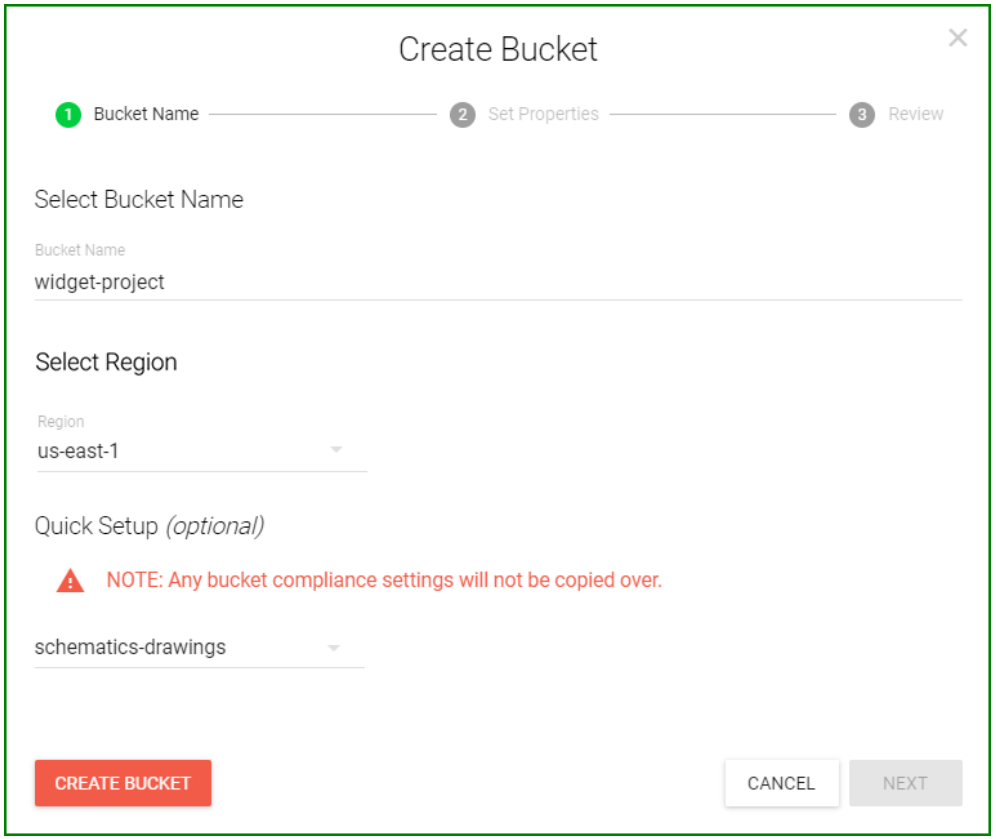
3 Select the region (geographic location) where you want the bucket to reside.

4 At this point, you have three options:

- Create the bucket without enabling bucket versioning or logging options. Simply click **CREATE BUCKET** to create the bucket and end this procedure.
- Copy settings from an existing bucket (continue with Step 5).

- Create the bucket with bucket versioning and/or logging features (continue with Step 6).

5 If you have an existing bucket, a “Quick Setup” area is included on the Create Bucket panel. Optionally, you can copy the settings from an existing bucket. To do so, click in the “Quick Setup” area and select a bucket name from the drop-down list. For example:

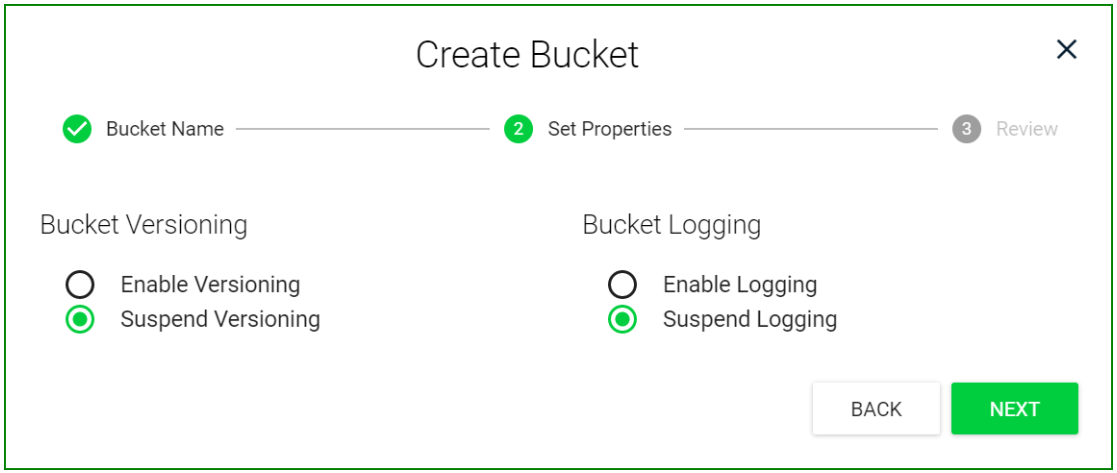


A message indicates that any compliance settings (as described in “Enabling Bucket Compliance,” page 2-22) will not be copied.

Click **CREATE BUCKET** to create the new bucket and end this procedure.

6 Click **NEXT**.

7 Options are provided to set bucket versioning and/or logging options. (By default, these features are suspended.)



Optionally, enable bucket versioning. Every version of every object in the bucket will be stored. You can then retrieve and restore any version of an object in the bucket. This provides protection against inadvertent removal of an object (such as by overwriting or expiration).

NOTE: Use versioning cautiously because when versioning is enabled, different versions of all the objects in the bucket are saved. This means the costs could be very high, eventually, as versions are stored.

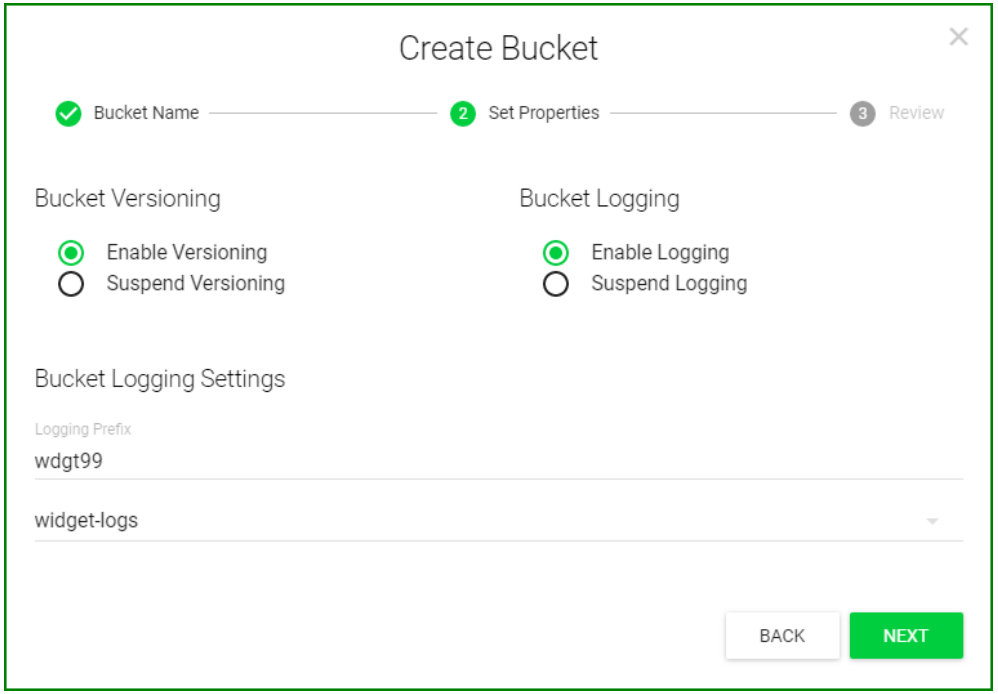
Optionally, enable bucket logging. A text log will be maintained of all access to the bucket. This provides details about the types of access requests made, request resources, and the date/time of processed requests.

NOTE: Use logging cautiously because when logging is enabled, all log files are saved. This means the costs could be high, eventually, as log files are stored.

If you enable logging, you must enter:

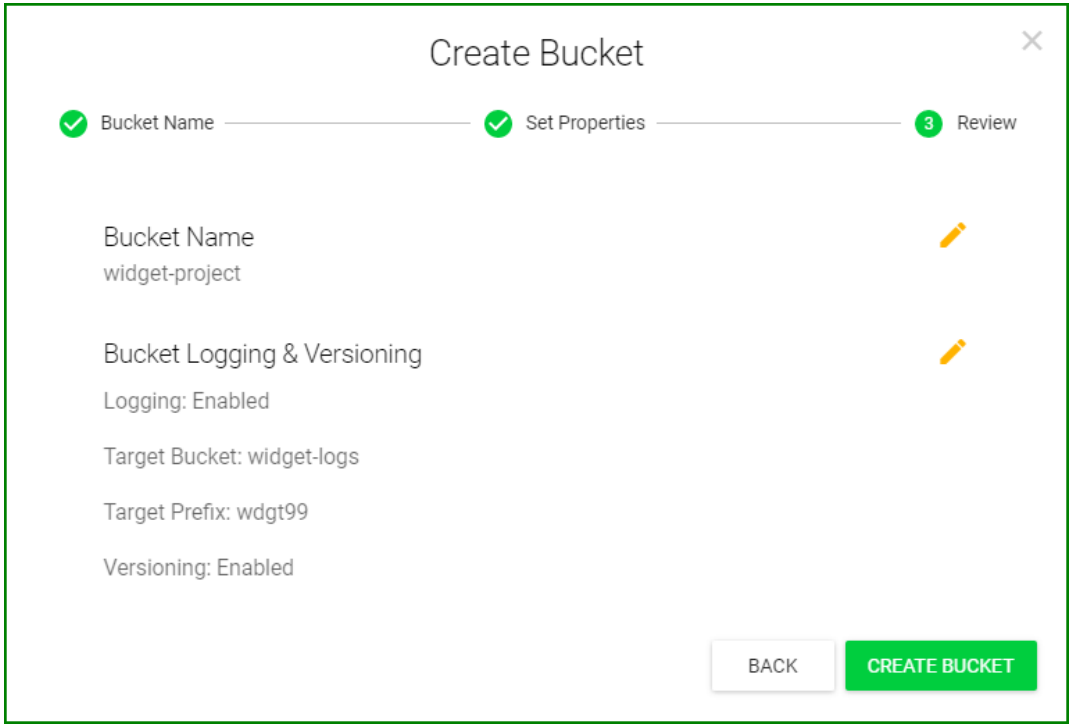
- A logging prefix to include in the log file name. Each log file will start with the characters you enter.
- The name of a bucket in which to store log files. Click the down arrow to select from a list of target buckets.

In the following example, log file names will begin with “wdgt99” and the files will be stored in the “widget-logs” bucket.

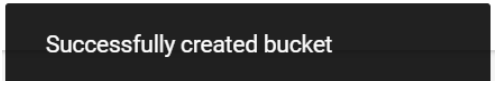

Create Bucket
Bucket Name
2 Set Properties
3 Review
Bucket Versioning
Enable Versioning
Suspend Versioning
Bucket Logging
Enable Logging
Suspend Logging
Bucket Logging Settings
Logging Prefix
wdgt99
widget-logs
BACK
NEXT

Click **NEXT**.

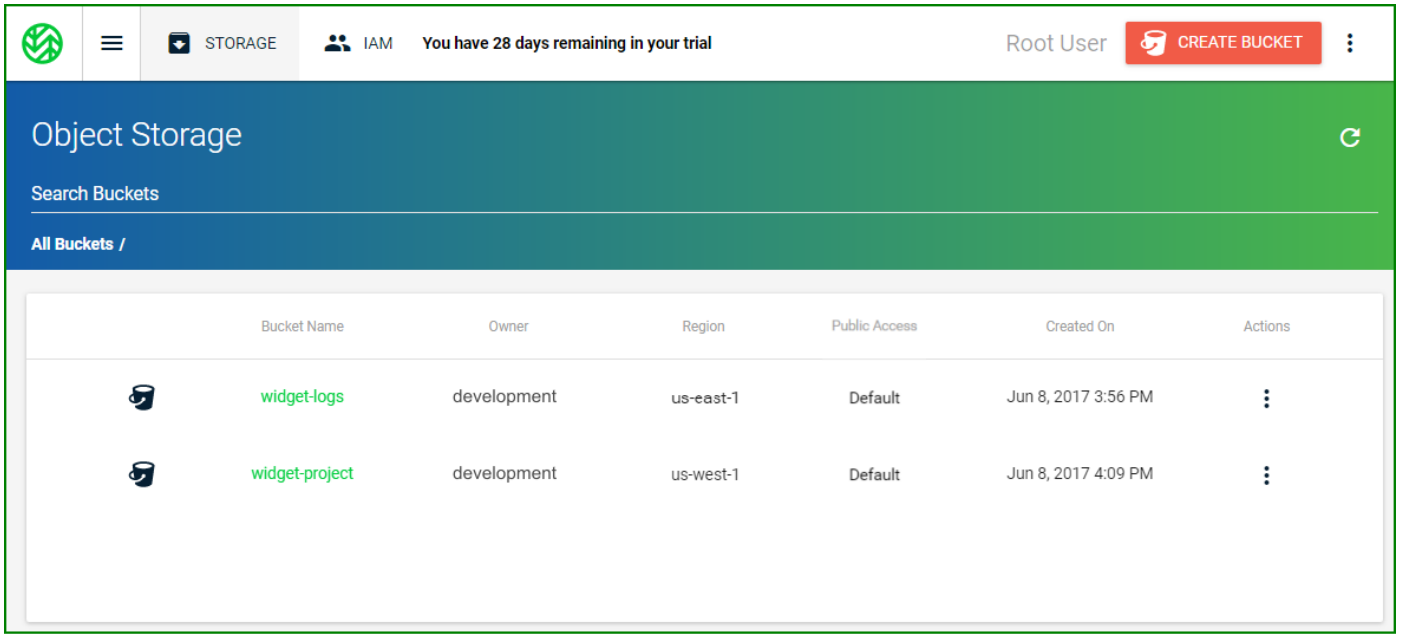
8 The bucket properties are displayed for your review. You can click to change the bucket name (returning to Step 2) or properties (returning to Step 7). But, for this exercise, click **CREATE BUCKET** to accept the information and create the bucket.



A message is displayed at the bottom of your screen:



9 The new bucket is displayed on the Object Storage panel.



Each bucket is displayed with:

- Bucket name that, when clicked, provides access to object information (see "Storing Objects in a Bucket," page 2-29)
- Owner name, which is the name of the person who created the bucket
- Region in which the bucket was created
- Date/time when the bucket was created
- Public access status
- Options accessed with the 3-dot icon in the Actions column to:
  - Change settings for versioning, logging, bucket privacy, bucket policy, compliance, and an access control list (ACL)
  - Rename the bucket
  - Delete the bucket

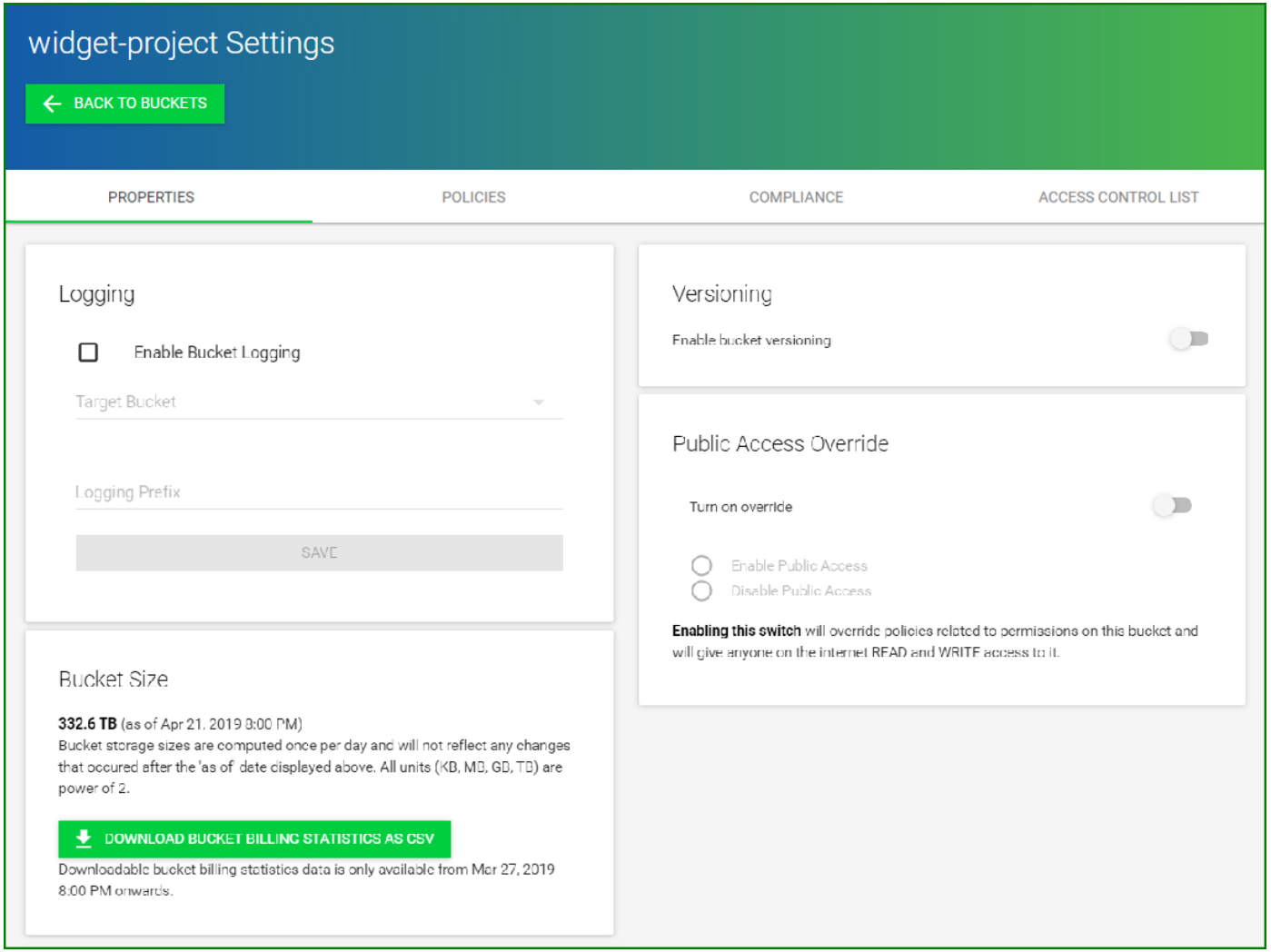
Working With Buckets

Click on the ⋮ icon to access options for:

- Reviewing the bucket size. You can download the bucket billing statistics as a CSV file, as described in "Reviewing the Bucket Size," page 2-10.
- Establishing bucket settings. You can set:
  - Versioning and/or logging features. Versioning is a way to maintain multiple variations of an object in the same bucket. You can then retrieve and restore any version of an object in the bucket. This provides protection against inadvertent removal of an object (such as by overwriting or expiration). Refer to "Enabling/Disabling Bucket Versioning," page 2-11. Logging creates a text log file of all access to the bucket. You can specify the target bucket in which to store log files as well as a prefix to include in the log file name. Refer to "Enabling/Disabling Bucket Logging," page 2-13.
  - Bucket privacy. You can make a bucket public after confirming you understand that any Internet user will have access to the bucket and the ability to write objects to the bucket. Refer to "Enabling/Disabling Public Access," page 2-15.
  - Policy for the bucket. You can attach a policy to define the actions that can take place on a bucket and the conditions under which those actions can occur. Refer to "Working With a Bucket Policy," page 2-18.
  - Compliance features. Compliance prevents the deletion of any objects and provides additional information to prove that the original data is not modified since the time it was stored. Refer to "Enabling Bucket Compliance," page 2-22.
  - Access control list (ACL) features. An ACL enables you to manage the users and groups that have access to buckets and objects. "Defining an Access Control List," page 2-26.
- Reviewing bucket utilization. A graph shows the total objects in a bucket as well as the deleted objects (calculated over the last 5 days). This is described in "Reviewing Bucket Utilization," page 2-26.
- Changing the bucket name, as described in "Renaming a Bucket," page 2-27.
- Deleting the bucket and removing all of its content. Refer to "Deleting a Bucket," page 2-28.

Reviewing the Bucket Size

Statistics are provided for the selected bucket.



Optionally, you can click the green button to download the bucket billing statistics as a CSV file.

NOTE: For a newly created bucket, this information is available for download only after at least one billing cycle.

Enabling/Disabling Bucket Versioning

Versioning is a way to maintain multiple variations of an object in the same bucket. When versioning is enabled, you can then retrieve and restore any version of an object in the bucket. This provides protection against inadvertent removal of an object (such as by overwriting or expiration).

NOTE: Use versioning cautiously because when versioning is enabled, different versions of all the objects in the bucket are saved and added to your total data storage costs. This means the costs could be very high, eventually, as versions are stored. For additional information, refer to: wasabi.com/pricing.

1. Click ⋮ for the bucket and select **Settings**.
2. On the PROPERTIES panel, slide to enable **bucket versioning** (the slide option appears green:).
3. A message will ask you to confirm that you want to toggle bucket versioning. Click **TOGGLE** to confirm (otherwise, click **CANCEL**).

When versioning is enabled, you can click in the upper right of the Object Storage panel to toggle between displaying and hiding file versions in the list of objects. As described in "Storing Objects in a Bucket," page 2-29, objects in a bucket are listed with either a file or version icon that displays file details.

widget-project Settings

BACK TO BUCKETS

PROPERTIES | POLICIES | COMPLIANCE | ACCESS CONTROL LIST

Logging

Enable Bucket Logging

Target Bucket

Logging Prefix

SAVE

Bucket Size

332.6 TB (as of Apr 21, 2019 8:00 PM)
Bucket storage sizes are computed once per day and will not reflect any changes that occured after the 'as of' date displayed above. All units (KB, MB, GB, TB) are power of 2.

DOWNLOAD BUCKET BILLING STATISTICS AS CSV

Downloadable bucket billing statistics data is only available from Mar 27, 2019 8:00 PM onwards.

Versioning

Suspend creation of object versions for future operations

Public Access Override

Turn on override

Enable Public Access
Disable Public Access

Enabling this switch will override policies related to permissions on this bucket and will give anyone on the internet READ and WRITE access to it.

Enabling/Disabling Bucket Logging

Logging creates a text log file of all access to the bucket.

NOTE: Use logging cautiously because when logging is enabled, all log files are saved. This means the costs could be high, eventually, as log files are stored. For additional information, refer to: wasabi.com/pricing.

1. Click ⋮ for the bucket and select **Settings**.
2. On the PROPERTIES panel, check the **Enable Bucket Logging** option.
3. Enter the name of a **Target Bucket** in which to store log files. Click in this field to select from a list of buckets.
4. Enter a **Logging Prefix** to include in the log file name. Each log file will start with the characters you enter.
5. Click **SAVE** to confirm your settings.

widget-project Settings

BACK TO BUCKETS

PROPERTIES | POLICIES | COMPLIANCE | ACCESS CONTROL LIST

Logging

Enable Bucket Logging

logging-bucket

Logging Prefix

wdgt99

SAVE

Bucket Size

332.6 TB (as of Apr 21, 2019 8:00 PM)
Bucket storage sizes are computed once per day and will not reflect any changes that occured after the 'as of' date displayed above. All units (KB, MB, GB, TB) are power of 2.

DOWNLOAD BUCKET BILLING STATISTICS AS CSV

Downloadable bucket billing statistics data is only available from Mar 27, 2019 8:00 PM onwards.

Versioning

Enable bucket versioning

Public Access Override

Turn on override

Enable Public Access
Disable Public Access

Enabling this switch will override policies related to permissions on this bucket and will give anyone on the internet READ and WRITE access to it.

Enabling/Disabling Public Access

Public access makes the bucket available to any Internet user. This includes the ability to write objects to the bucket.

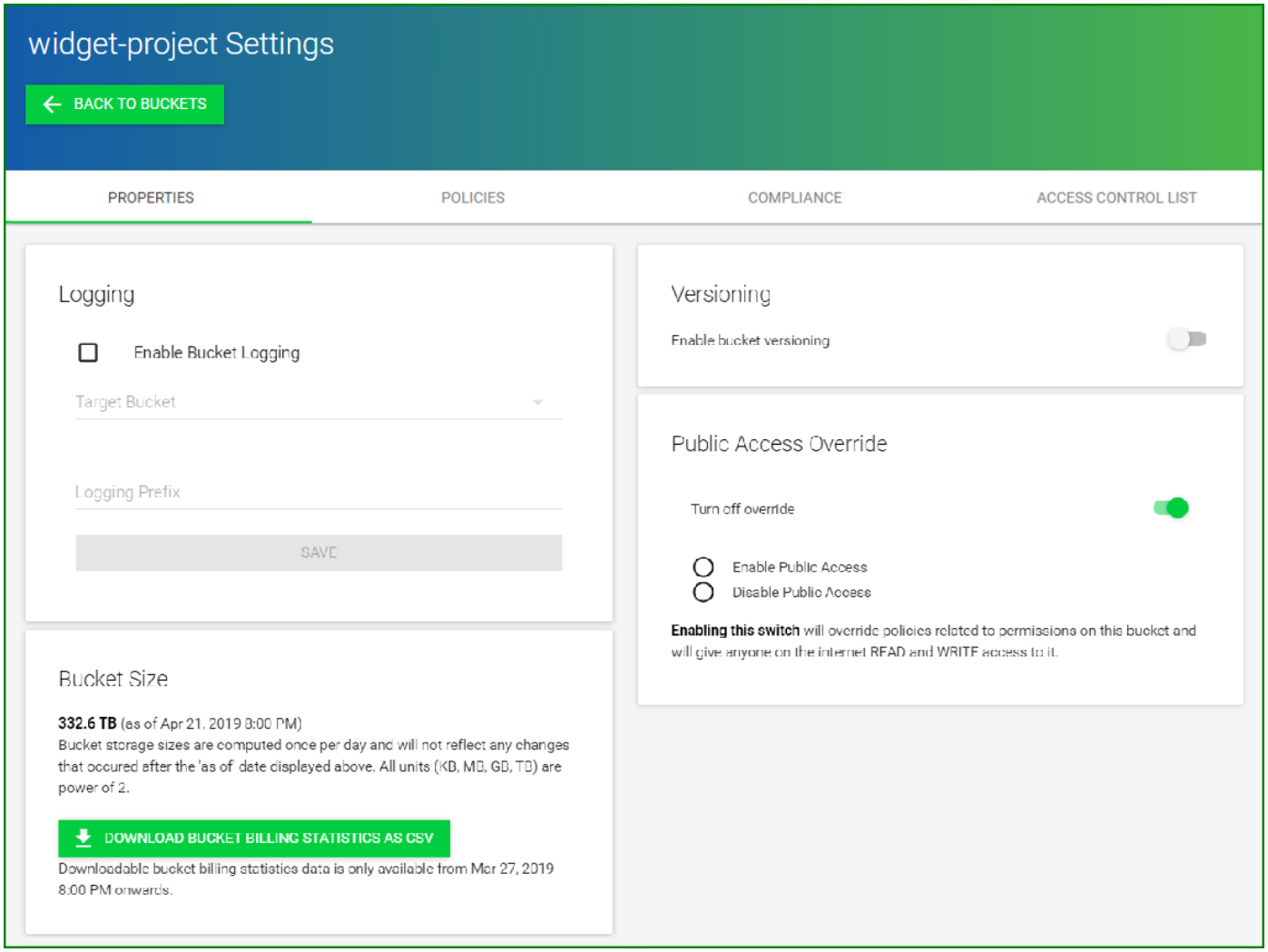
NOTE: Public use of a bucket, folder, or file is not allowed, by default, for trial accounts. Please contact Wasabi Support at support@wasabi.com for assistance.

As a precaution, a bucket intended for public access must have an associated policy. The following is a sample policy that allows for public access of a bucket. Change the bucket name in the Resource section.

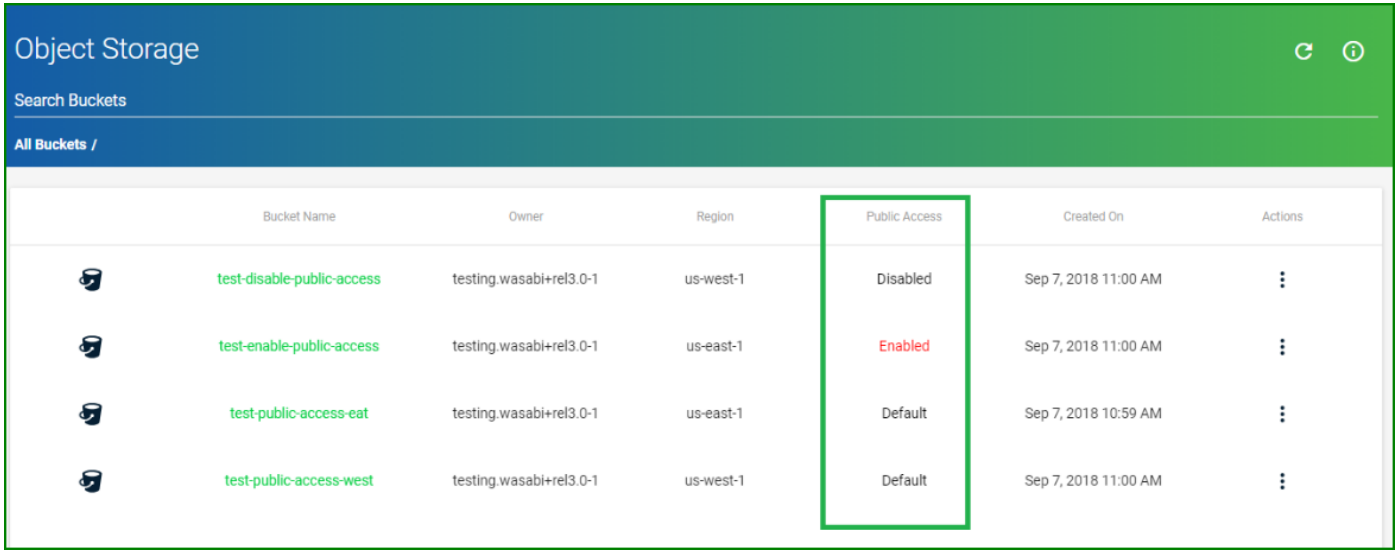
```
```{
"Version": "2012-10-17",
"Statement": [
{
"Sid": "AllowPublicRead",
"Effect": "Allow",
"Principal": {
"AWS": ""
},
"Action": [
"s3:GetObject",
"s3:ListBucket"
],
"Resource": [
"arn:aws:s3:::com-root1",
"arn:aws:s3:::com-root1/"
]
}
]
}
```

1. To indicate that the bucket should have public access, click ⋮ for the bucket and select **Settings**.
2. On the PROPERTIES panel, slide to turn on/off a public access override. The slide option appears green when the override feature is turned on. This overrides policies related to permissions on the bucket and can give anyone on the Internet read and write access to it. Once the override is on, you can enable or disable public access to the bucket. Turn off the override to return the bucket public access status to its default state.
```

3 If you select the option to Enable Public Access, a message will remind you that public access to your bucket is available and anyone on the Internet will have read access as well as the ability to write objects within the bucket. Click **OK** to continue. (You can select the Disable Public Access option to reverse this action).



When public access is enabled, Enabled is shown for the bucket in the Public Access column on the Object Storage panel. Default is the status before the public access is changed. If you enable and then disable public access, the status changes to Disabled.

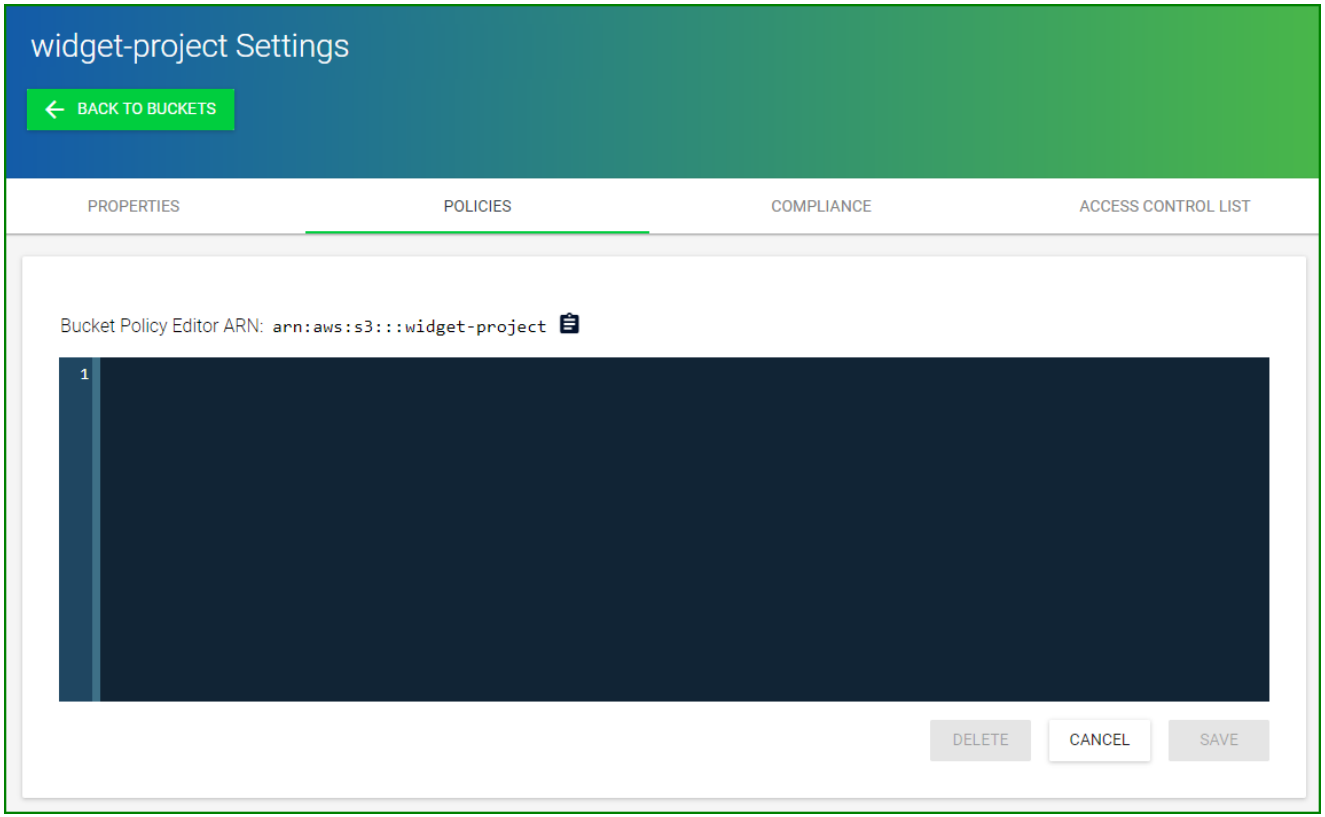


Working With a Bucket Policy

You can attach a policy to define the actions that can take place on a bucket and the conditions under which those actions can occur. In addition, you can edit an existing policy or delete it.

Defining a Bucket Policy

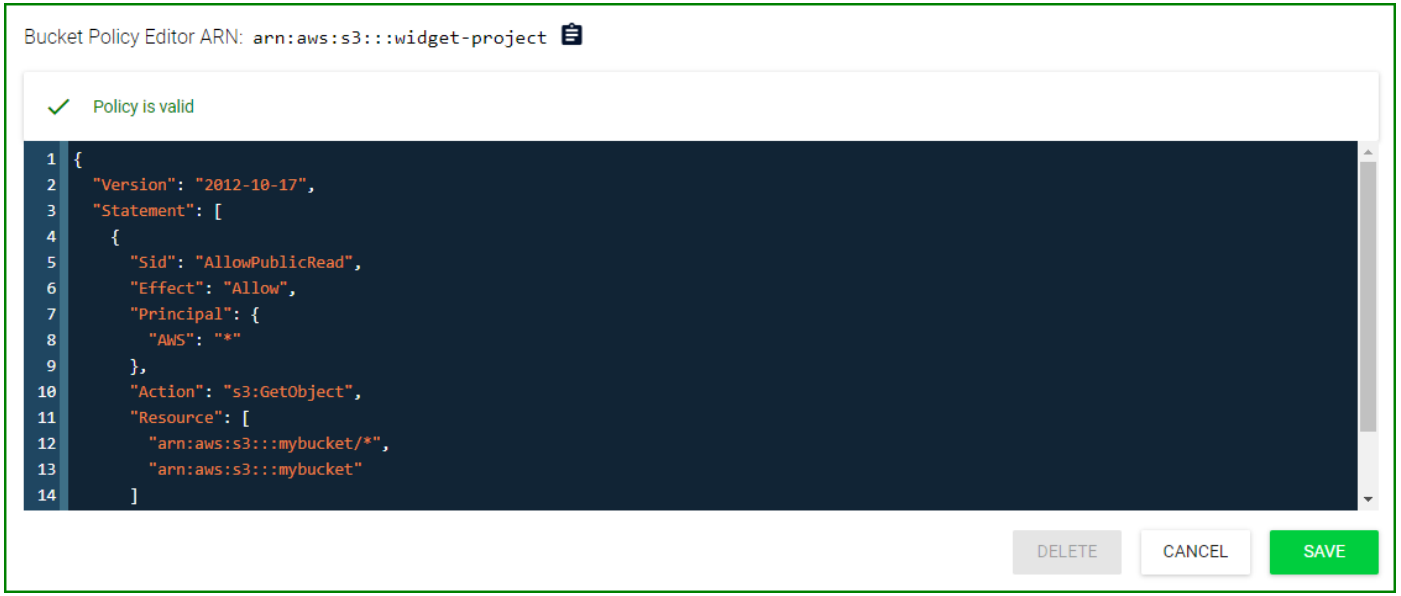
1. Click ⋮ for the bucket and select **Settings**.
2. Click the **POLICIES** tab.
3. If a policy is not already defined for the bucket, the panel will appear as:



If the panel appears with a policy defined, you can edit it (see "Editing a Bucket Policy," page 2-22).

NOTE: You click to copy the Amazon Resource Name (ARN) to the clipboard.

4 Enter code for the policy. For example:



This policy makes the bucket and content public:

```
{
  "Version": "2012-10-17",
  "Statement": [
    {
      "Sid": "AllowPublicRead",
      "Effect": "Allow",
      "Principal": {
        "AWS": "*"
      },
      "Action": "s3:GetObject",
      "Resource": [
        "arn:aws:s3:::mybucket/*",
        "arn:aws:s3:::mybucket"
```

```
        ]
      }
    ]
  }
```

The following policy is an example for just allowing a specific IP address:

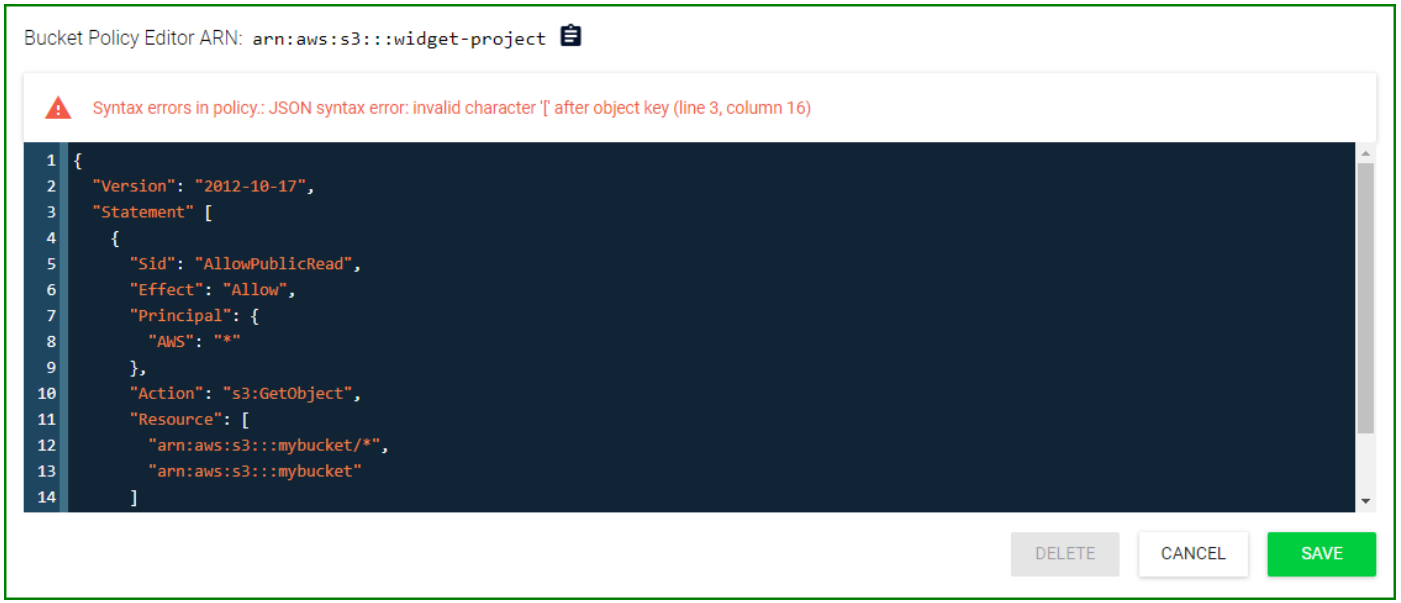
```
{
  "Id": "S3PolicyId1",
  "Version": "2012-10-17",
  "Statement": [
    {
      "Sid": "IPAllow",
      "Effect": "Allow",
      "Principal": {
        "AWS": "*"
      },
      "Action": "s3:*",
      "Resource": "arn:aws:s3:::vbatra-ip-only/*",
      "Condition": {
        "IpAddress": {
          "aws:SourceIp": "77.19.132.0/24"
        },
        "NotIpAddress": {
          "aws:SourceIp": "76.19.132.120/32"
        }
      }
    }
  ]
}
```

This policy grants permission to multiple accounts. In the example below, two accounts (arn:aws:iam::100000000164:root and arn:aws:iam::100000000162:root) are given access to objects under a bucket named multi-account.

```
{
  "Version": "2012-10-17",
  "Statement": [
    {
      "Sid": "AddCannedAcl",
      "Effect": "Allow",
      "Principal": {
        "AWS": [
```

```
            "arn:aws:iam::100000000164:root",
            "arn:aws:iam::100000000162:root"
          ]
        },
        "Action": [
          "s3:GetObject",
          "s3:ListBucket",
          "s3:PutObject",
          "s3:PutObjectAcl"
        ],
        "Resource": "arn:aws:s3:::multi-account/*"
      }
    ]
  }
```

Note that syntax errors will be flagged as you enter information. In this example, the colon (:) is missing after "Statement" in line 3:



5 When you see ✓ Policy is valid, you can click **SAVE** to create the policy.

Editing a Bucket Policy

If a policy exists for a bucket, you can edit it.

1. Click ⋮ for the bucket and select **Settings**.
2. Click the **POLICIES** tab.
3. Edit the content of the policy, as required.
4. Click **SAVE**.

Deleting a Bucket Policy

If a policy exists for a bucket, you can delete it.

1. Click ⋮ for the bucket and select **Settings**.
2. Click the **POLICIES** tab.
3. Click **DELETE**.

Enabling Bucket Compliance

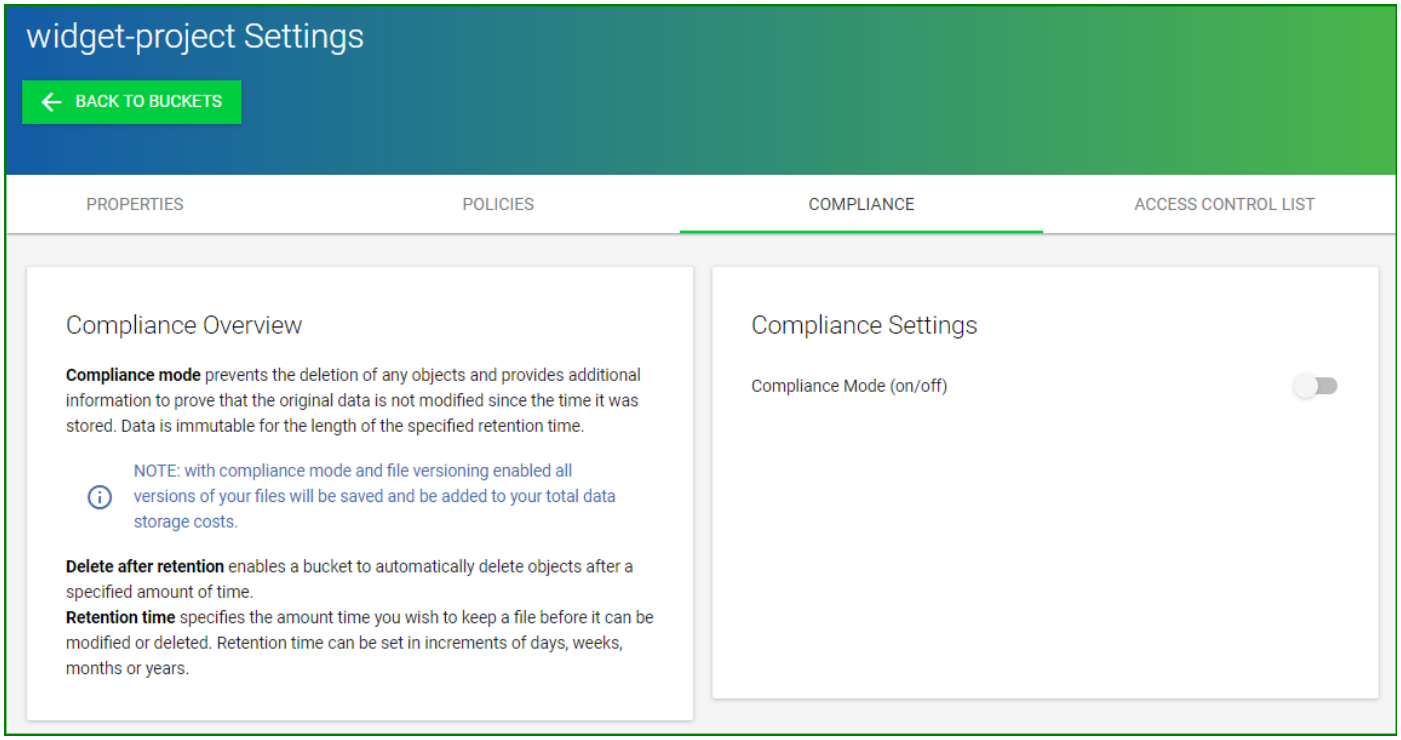
Compliance prevents the deletion of any objects and provides additional information to prove that the original data is not modified since the time it was stored. Data is immutable for the length of the specified retention time. The compliance feature may be required for certain regulatory needs, but it is also useful to prevent accidental deletion.

IMPORTANT: Use the compliance feature cautiously. Once you turn on compliance mode and lock it, the feature cannot be disabled by you. This restriction is for your data protection as part of Wasabi's immutable bucket feature. Inappropriate use of this feature will restrict your ability to delete storage buckets and associated files, which will result in storage charges for these objects.

NOTE: With compliance mode enabled, all versions of your files will be saved and added to your total data storage costs. For additional information, refer to: wasabi.com/pricing.

To turn on Compliance mode:

1. Click ⋮ for the bucket and select **Settings**.
2. Click the **COMPLIANCE** tab. The Compliance panel is displayed. For example:



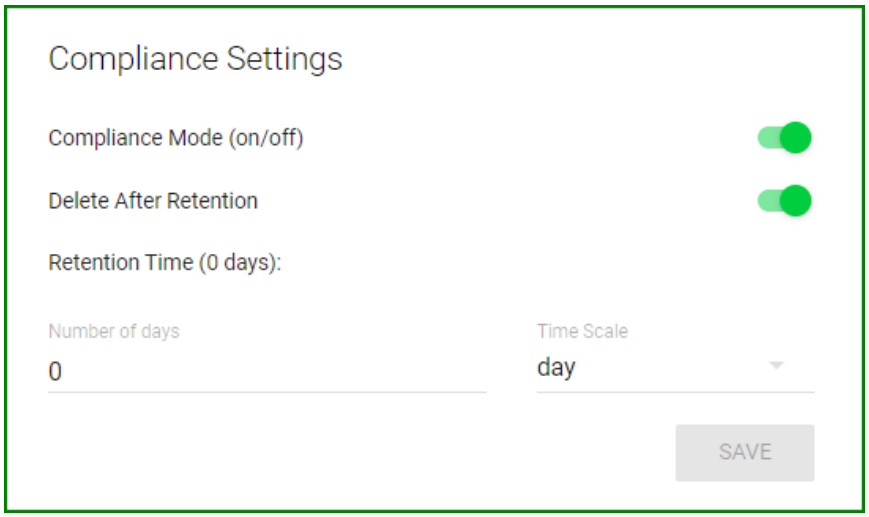
3. Move the Compliance Mode slider in the Compliance Settings (right) section of the panel.

   When compliance is enabled, the slide option appears green:

   When compliance is disabled, the slide option appears gray:

4. When compliance mode is turned on, additional options are provided. You can indicate that you want to delete the objects after retention. In this case, the objects are automatically deleted after the specified reten-

tion time (as indicated in the “Retention Time” area, described in the next step). To delete after retention, move the slider so that it appears green.



5 Specify a compliance retention time in days, weeks, months, or years.

Click on the Time Scale drop-down (on the right) and select an option.

Enter the number of days, weeks, months, or years (on the left).

Notice that the time is converted to days and displayed for the Retention Time. For example:

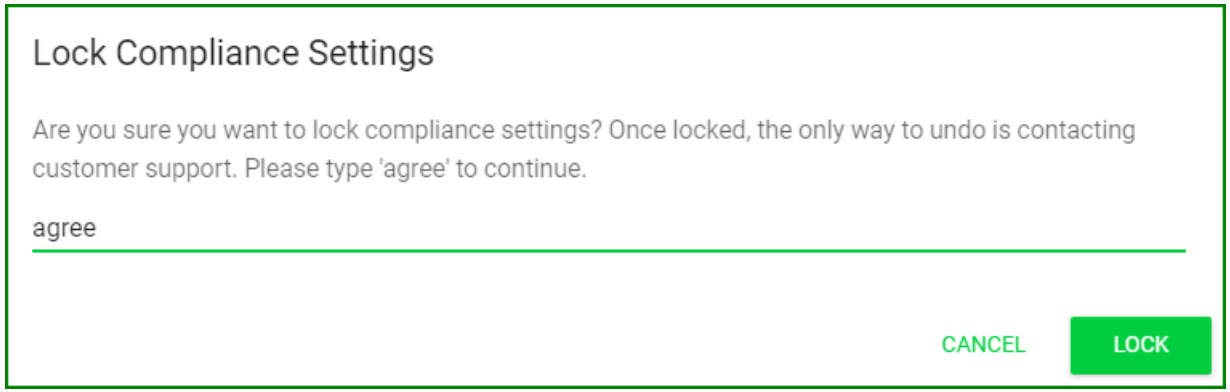
6 Click **SAVE** to confirm the compliance settings.

7 Optionally, you can lock compliance mode.

IMPORTANT: Lock compliance mode after careful consideration. You will be able to change the Delete After Retention setting and/or the Retention Time, but you will not be able to disable compliance mode. Once locked, the only way to unlock this mode is to contact Wasabi Support.

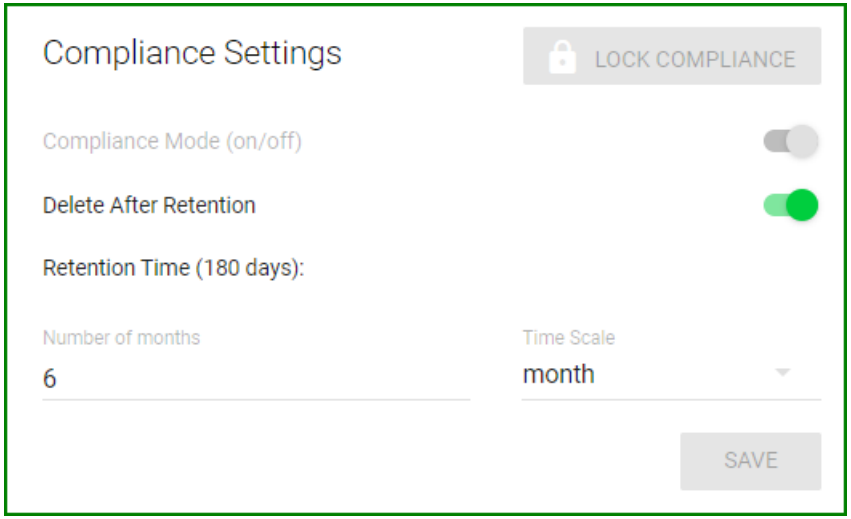
To lock compliance mode, click the **LOCK COMPLIANCE** button.

A confirmation message requests that you agree to the terms of locking compliance mode. Type the word "agree" to continue.



Click **LOCK** to confirm that you want to lock compliance mode.

When compliance is locked, the **LOCK COMPLIANCE** button and Compliance Mode option are gray and cannot be changed. For example:



8 You can click **BACK TO BUCKETS** to return to the bucket details panel.

Defining an Access Control List

An access control list (ACL) enables you to manage the users and groups that have access to buckets and objects.

Access to buckets is best controlled with bucket policies, as described in Chapter 7, *Policies*.

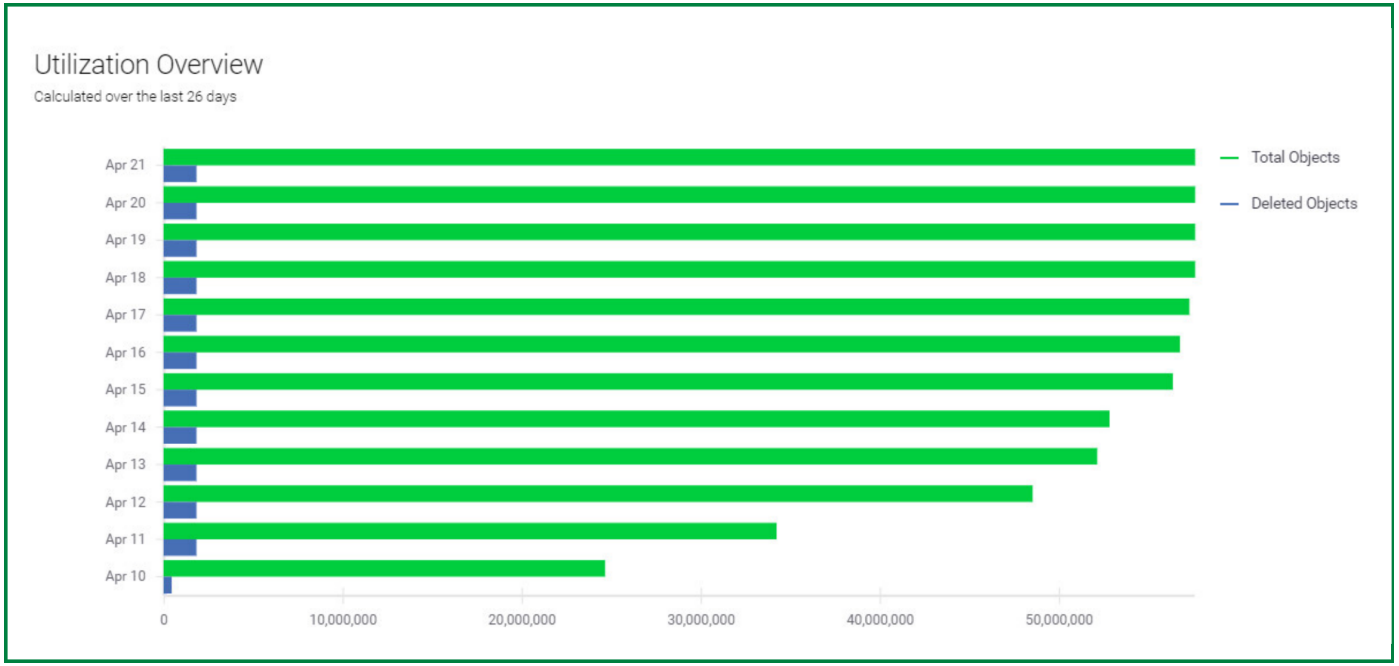
Reviewing Bucket Utilization

A bar graph shows account utilization (calculated over 5 days) with total objects represented in green and deleted objects in blue.

1 Click ⋮ for the bucket and select **Settings**.

2 Click the **UTILIZATION** tab.

A bar graph is displayed. For example:



You can hover over the graph to see the total storage (in bytes) and amount deleted on a specific day.

Renaming a Bucket

1. Click ⋮ for the bucket.
2. Select **Rename**.
3. Enter a new bucket name.
4. Click **RENAME BUCKET**.

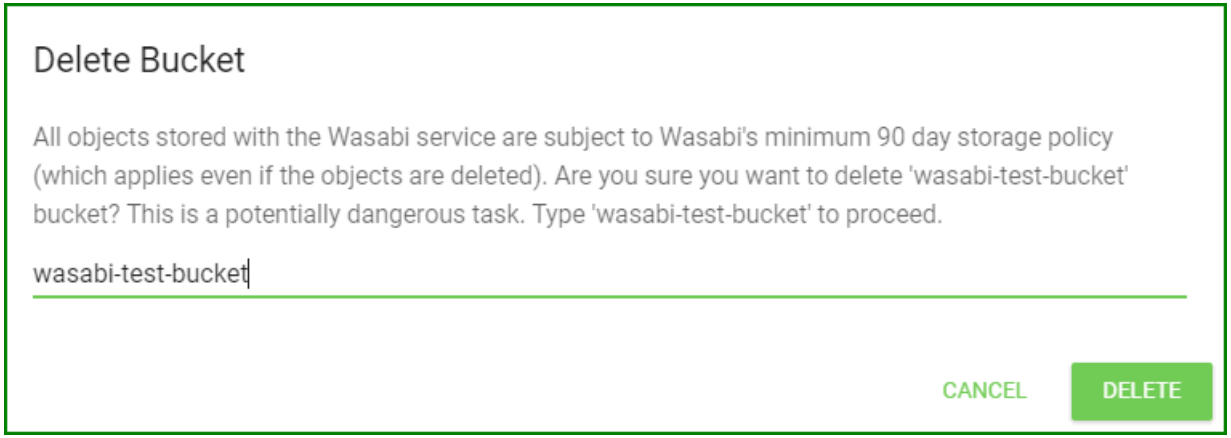
Deleting a Bucket

A bucket must be empty before you can delete it.

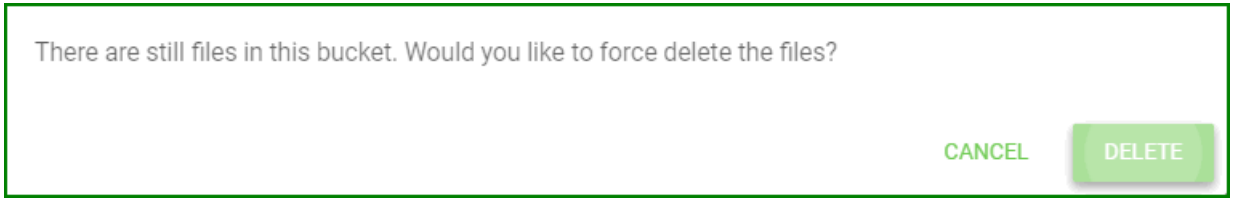
NOTE: When you delete a bucket, all objects stored with the Wasabi service are subject to Wasabi's minimum storage policy, which applies even if the bucket is deleted. For additional information, refer to: wasabi.com/pricing.

1. Click **DELETE BUCKET** on the Details panel.
2. A message asks you to confirm that you want to delete the bucket. Do so cautiously because deleting a bucket removes all objects stored in the bucket.

   Type the name of the bucket (such as **wasabi-test-bucket** in the example below) to proceed.



3. Click **DELETE** if you are sure you want to delete the bucket (otherwise, click **CANCEL**).
4. Another message may indicate that there are still files in the bucket. Click **DELETE** if you are sure you want to delete the bucket (otherwise, click **CANCEL**).

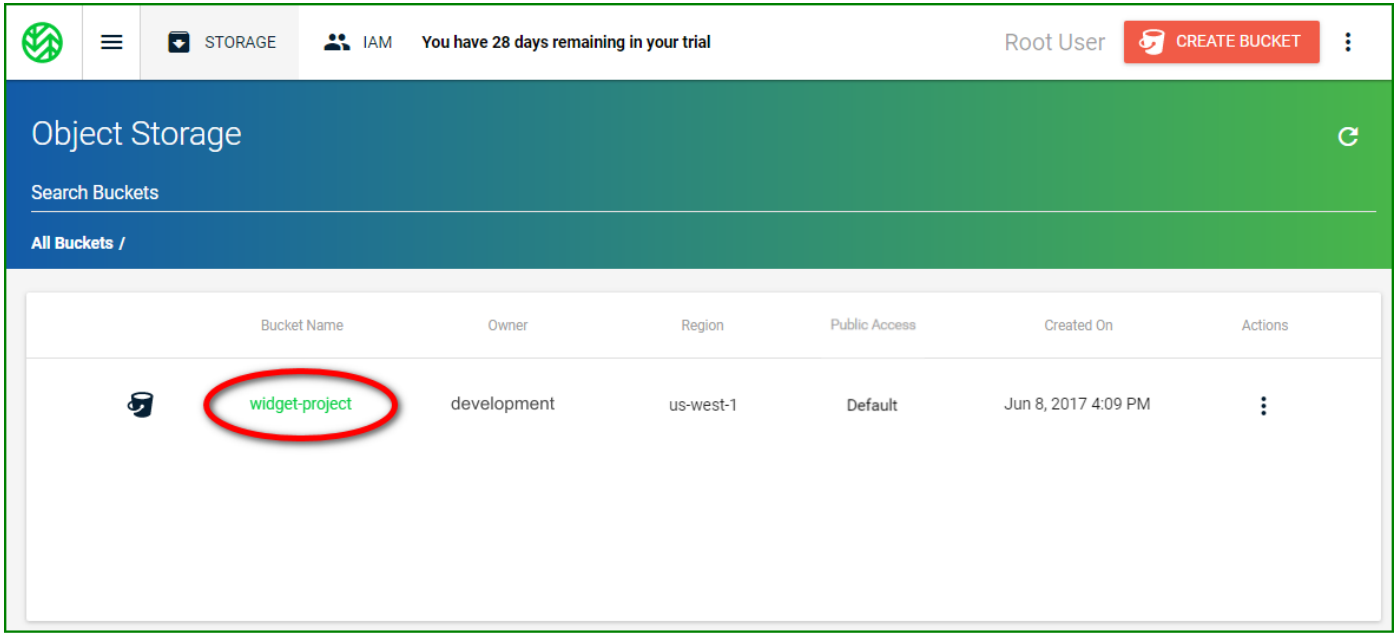


Storing Objects in a Bucket

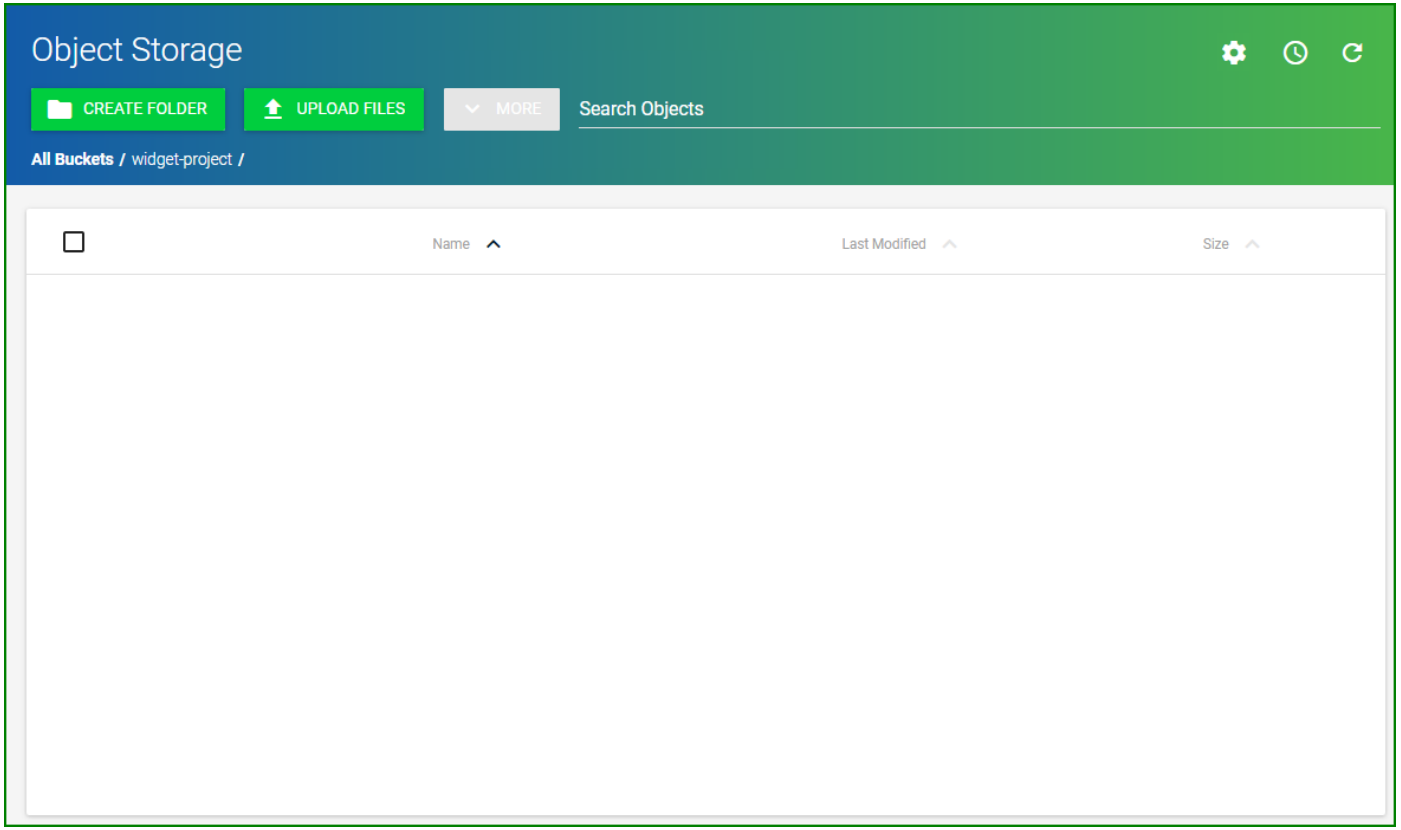
You can store objects in a bucket in Wasabi. An object can be any type of file—text, photo, video, etc.

You can store 100 million objects in a bucket. Wasabi will send you a warning email when 80% of this quota is reached. You will receive an alert email when 100% of the quota is reached.

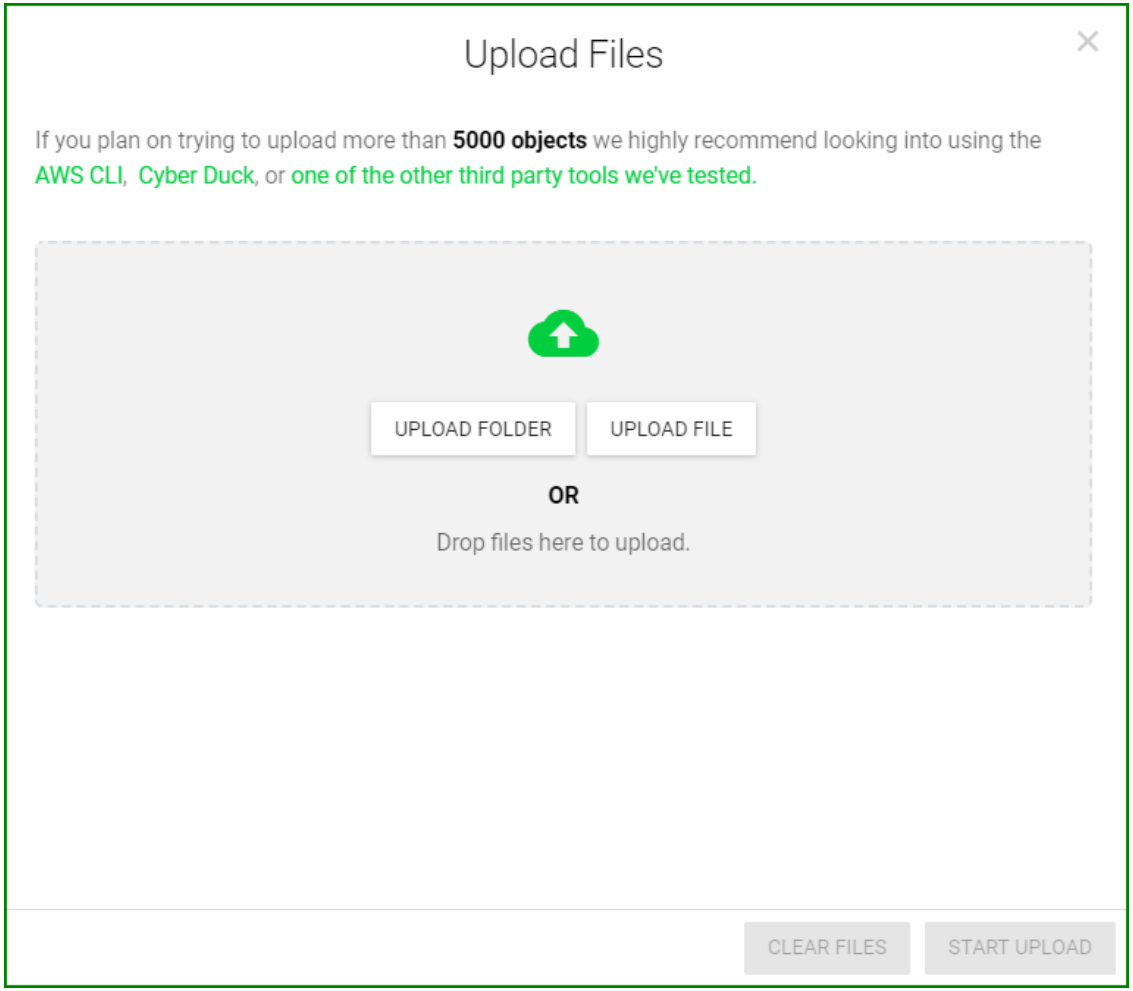
1 In the Object Storage list, click the bucket name (as circled below) into which you want to upload an object.



2 The bucket content panel is displayed. Click **UPLOAD FILES**.



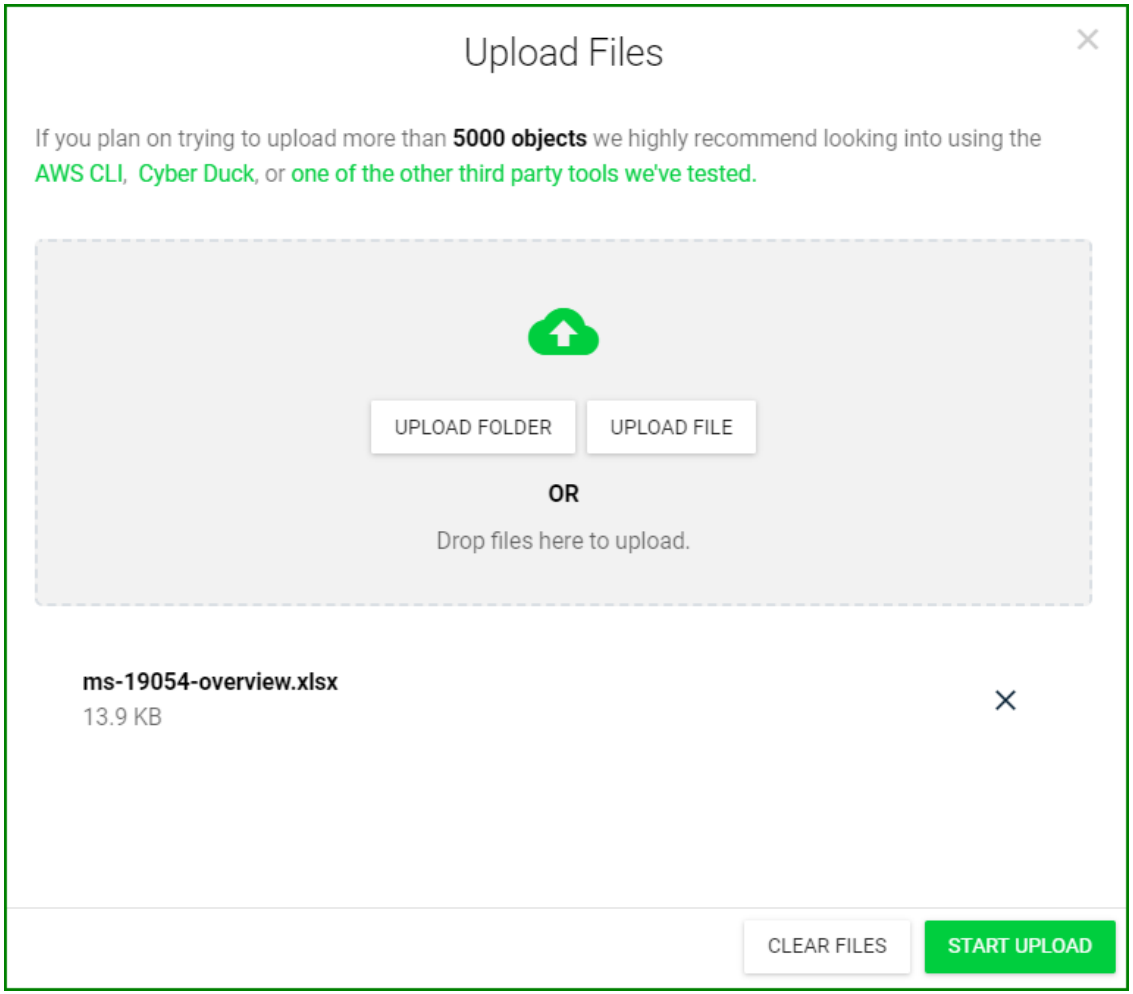
3 The Upload Files window is displayed.



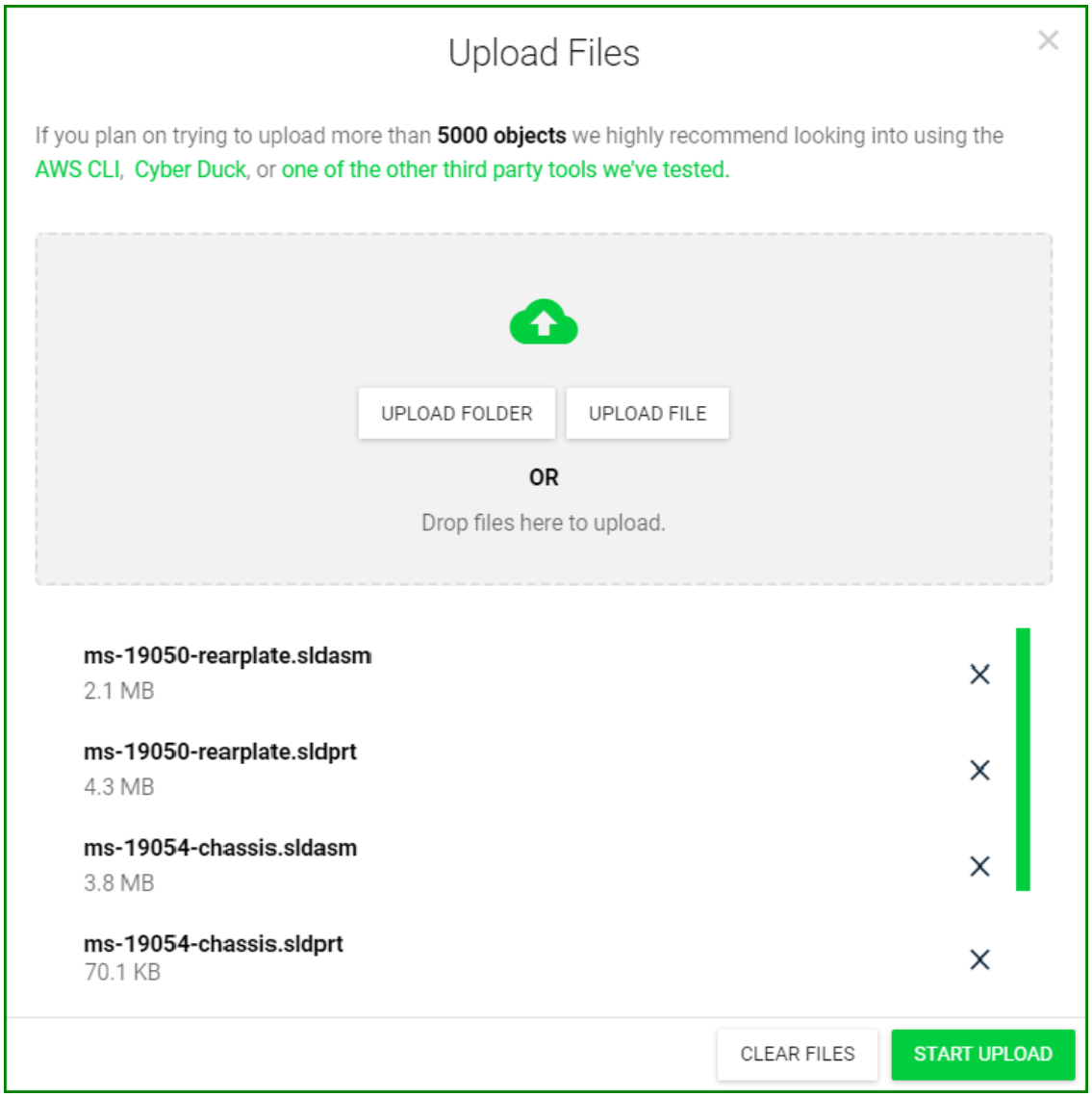
You can drag and drop files onto the gray portion of the Upload Files panel (then, continue with Step 4). Alternatively, you can upload an object(s)—folders or files—using the upload buttons. In this case, click either **UPLOAD FOLDER** or **UPLOAD FILE** button. Then, navigate to find the object(s) you want to upload. You can use the Shift or Ctrl keys to select multiple objects.

NOTE: Avoid the use of the following special characters in a folder or file name:
% (percent), < (less than symbol), > (greater than symbol), / (slash), or + (plus sign).

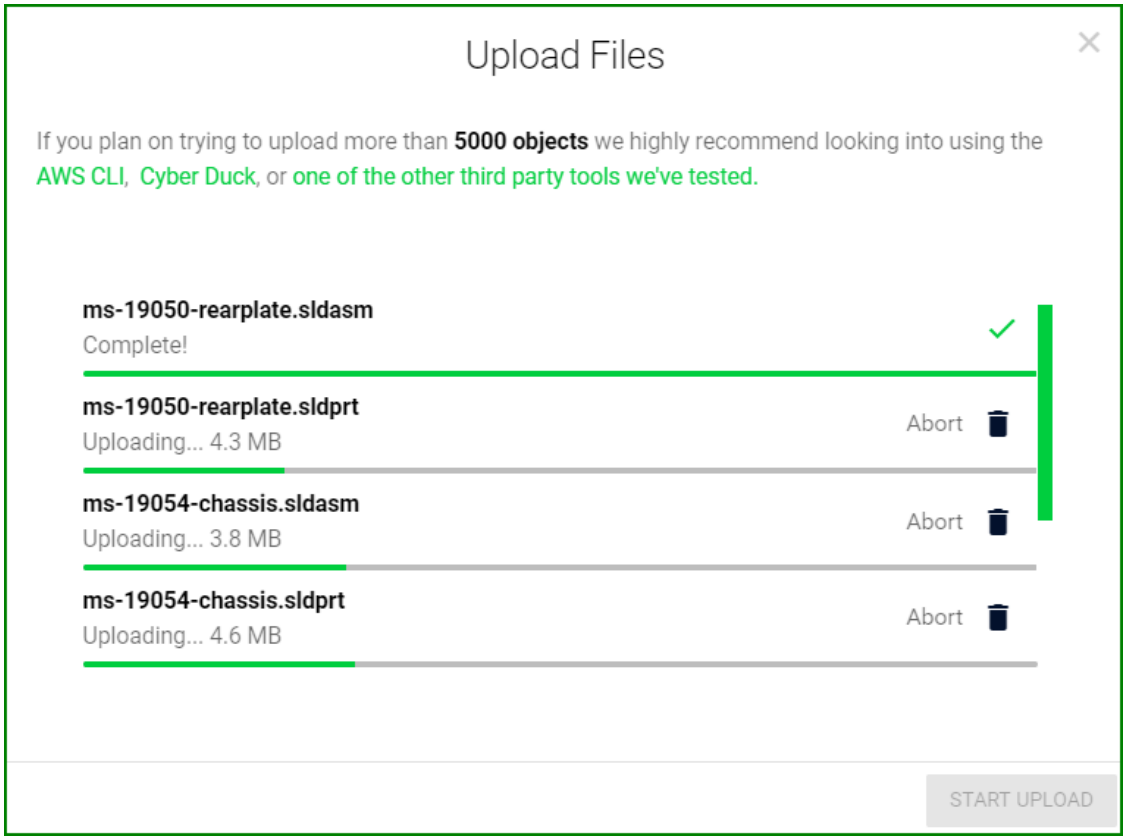
The objects are listed in the Upload Files window. When you upload a file, it is listed on the Upload Files panel. For example:



When you upload multiple files or a folder, all files are listed. Notice that a green scroll bar appears to the right of the files, enabling you to scroll through the file names. For example:



4 Click **START UPLOAD** to upload the objects. An upload status panel is displayed. For example:

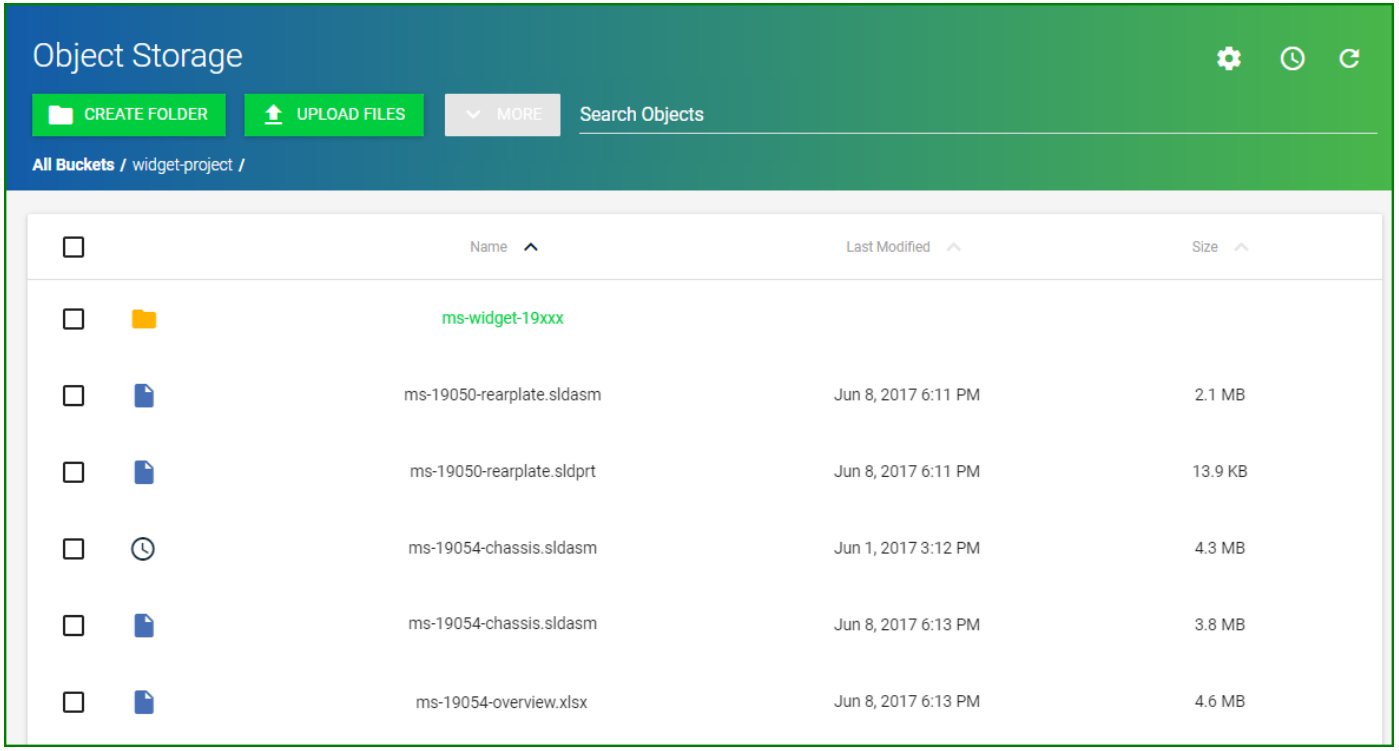


When the upload is complete, you are returned to the Upload Files panel where you can repeat these steps to upload additional folders or files. For now, close the Upload Files window by clicking ✕

A message at the bottom of the Object Storage panel indicates the upload status. For example:

NOTE: The message, Network Failure, is displayed if the network is interrupted during an upload.

Uploaded folders and files are listed on the Object Storage panel. The following example shows a folder and five files stored in the widget-project bucket.



Folders and files are displayed with a Name, date Last Modified, and Size. You can click the column heading to sort the listing by:

- Name—number and then alphabetically (a to z) or reverse.
- Last Modified—oldest to newest date, or newest to oldest.
- Size—smallest size to largest, or largest to smallest.

Each folder is displayed with:

- Folder select icon.

  enables you to select one or more folders to delete, make public, or make private. Refer to "Working With Multiple Folders and/or Files," page 2-37.

- Folder icon.

  displays folder details (see "Reviewing Folder Details," page 2-41).

- Folder name.

Each file is displayed with:

- File select icon.

  enables you to select one or more files to download, rename, delete, make public, or make private. Refer to "Working With Multiple Folders and/or Files," page 2-37.

- File icon.

  displays file details (see "Reviewing File Details," page 2-42). Alternatively, the icon is if the file is a version.

- File name.
- Date/time when the file was last modified.
- Size of the file.

In addition, notice the icons in the upper right part of the panel:

accesses the bucket Settings panel with options for "Working With a Bucket Policy" (page 2-18), "Enabling Bucket Compliance" (page 2-22), and "Defining an Access Control List" (page 2-26).

toggles between hiding and showing file versions if versioning is enabled. The version icon to the left of the file name indicates the file is a version.

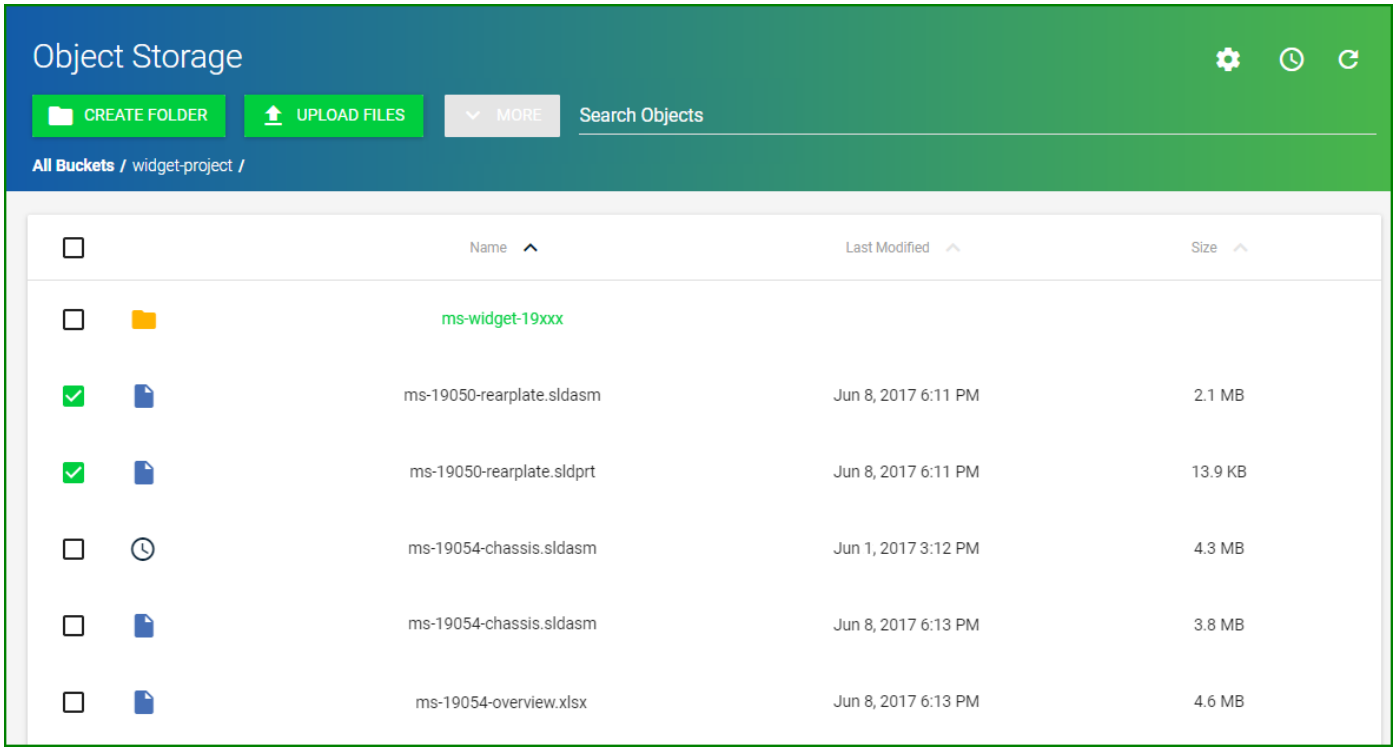
refreshes the display.

Working With Multiple Folders and/or Files

You can select one or more folders to delete or make public/private.
You can select one or more files to download, rename, delete, or make public/private.

NOTE: Public use of a bucket, folder, or file is not allowed, by default, for trial accounts. Please contact Wasabi Support at support@wasabi.com for assistance.

1 Select folders or files to change. The select icon ☐ will change to one with a check mark ☑.



2 Click the **MORE** button.

If you select...	You can...				
	Download As	Rename	Delete	Make Public	Make Private
One folder			✓	✓	✓
Multiple folders			✓	✓	✓
One file	✓	✓	✓	✓	✓
Multiple files			✓	✓	✓

Downloading a File

You can download a file to your local computer.

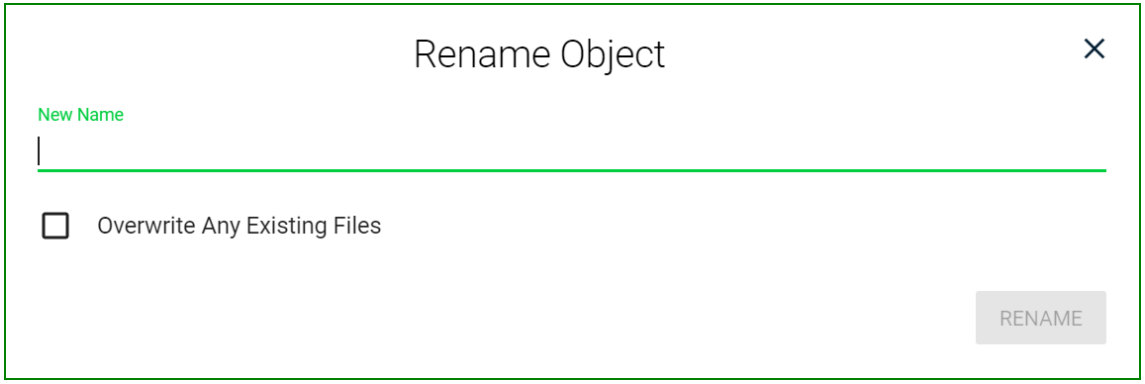
1. Select the file: ✓
2. Click **MORE** and select **Download As**.
3. The file is opened in the application appropriate for the file type.

Renaming a File

You can change the name of a file.

NOTE: Avoid the use of the following special characters in a folder or file name:
% (percent), < (less than symbol), > (greater than symbol), / (slash), or + (plus sign).

1. Select the file: ✓
2. Click **MORE** and select **Rename**.
3. Enter a new name for the file.



You can optionally check the box to overwrite any existing file that uses the name to which you are renaming.

4 Click **RENAME**.

Deleting One or More Folders or Files

You can easily remove one or more folders or files (or all folders and files) from a bucket. All objects in a folder are deleted when the folder is deleted.

NOTE: When you delete a file or folder, all objects stored with the Wasabi service are subject to Wasabi's minimum storage policy, which applies even if the objects are deleted. For additional information, refer to: wasabi.com/pricing.

1 Select the folder(s) and/or file(s): ✅
You can click the select icon in the list header to select all folders and files.

2 Click **MORE**. Before you delete:

IMPORTANT: The selected folder(s) and/or file(s) are deleted, without the need for confirmation, as soon as you select the **Delete** option.

3 To delete the folder(s) and/or file(s), select **Delete**.

Making Folders and/ or Files Public

You can make one or more folders and/or files (or all folders and files) available so that anyone can access them through the Internet without permissions from these URLs:

- [bucketname].S3.wasabisys.com/[path/filename]
- S3.wasabisys.com/[bucketname]/[path/filename]

1. Select the folder(s) and/or file(s):
   You can click the select icon in the list header to select all folders and files.
2. Click **MORE** and select **Make Public**.

   When you make a folder public using the MORE option, all files in the folder are made public. This feature is intended as a one-time setting, which overrides the status settings for individual files within the folder. If files are later uploaded into the folder, they are automatically uploaded as private. You may want to consider using a bucket policy to automatically set the status of files to be public ("Working With a Bucket Policy," page 2-18).

   You can change the status of individual files with the (private) and (public) options at the top of the File Details panel ("Reviewing File Details," page 2-42). These options are not available on the Folder Details panel ("Reviewing Folder Details," page 2-41) because the files in the folder may have different statuses.

Making Folders and/ or Files Private

If one or more folders and/or files (or all folders and files) have been made public, you can change the status to private.

NOTE: While Wasabi enables you to select multiple objects and make all selections private, Amazon Web Services (AWS) does not support this feature.

1. Select the folder(s) and/or file(s):
   You can click the select icon in the list header to select all folders and files.
2. Click **MORE** and select **Make Private**.

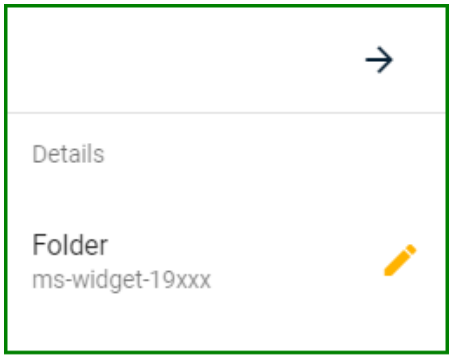
   When you make a folder private using the MORE option, all files in the folder are made private. This feature is intended as a one-time setting, which overrides the status settings for individual files within the folder. If files are later uploaded into the folder, they are automatically uploaded as private. You may want to consider using

a bucket policy to automatically set the status of files to be private ("Working With a Bucket Policy," page 2-18).

You can change the status of individual files with the (public) and (private) options at the top of the File Details panel ("Reviewing File Details," page 2-42). These options are not available on the Folder Details panel ("Reviewing Folder Details," page 2-41) because the files in the folder may have different statuses.

Reviewing Folder Details

1. Click the folder icon to view details about a folder.



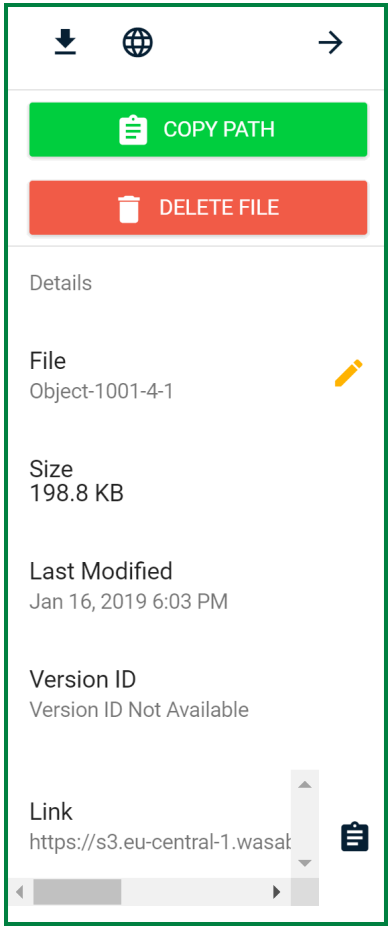
A tool is are provided for:

- "Changing a File Name," page 2-46

2. Click to close the Details panel.

Reviewing File Details

1 Click the file icon to view details about a file.



You can review the file details (file name, size, date/time last modified, and version identification number if versioning is enabled). In addition, tools are provided for:

- "Downloading a File to Your Local Computer," page 2-43
- "Making a File Public or Private," page 2-43
- "Copying the File Path," page 2-44
- "Deleting a File," page 2-44
- "Changing a File Name," page 2-46
- "Copying a File Link," page 2-46

2 Click → to close the Details panel.

Downloading a File to Your Local Computer

1 Click ⬇ at the top of the file Details panel.

2 The file is opened in the application appropriate for the file type.

Making a File Public or Private

You can make a file available so that anyone can access it through the Internet without permissions from these URLs:

- [bucketname].S3.wasabisys.com/[path/filename]
- S3.wasabisys.com/[bucketname]/[path/filename]

Click 🌐 at the top of the file Details panel to make the file public.

Click 🔒 at the top of the file Details panel to make the file private.

Copying the File Path

Click the **COPY PATH** button on the Details panel.

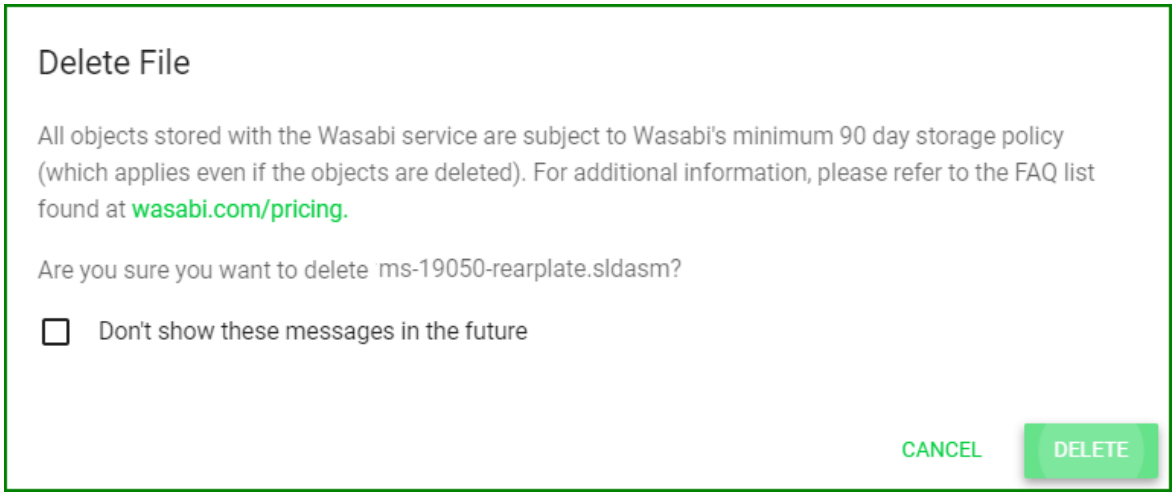
A message under the **COPY PATH** button indicates that the object path is copied to the clipboard.

Deleting a File

You can easily remove a file from a bucket.

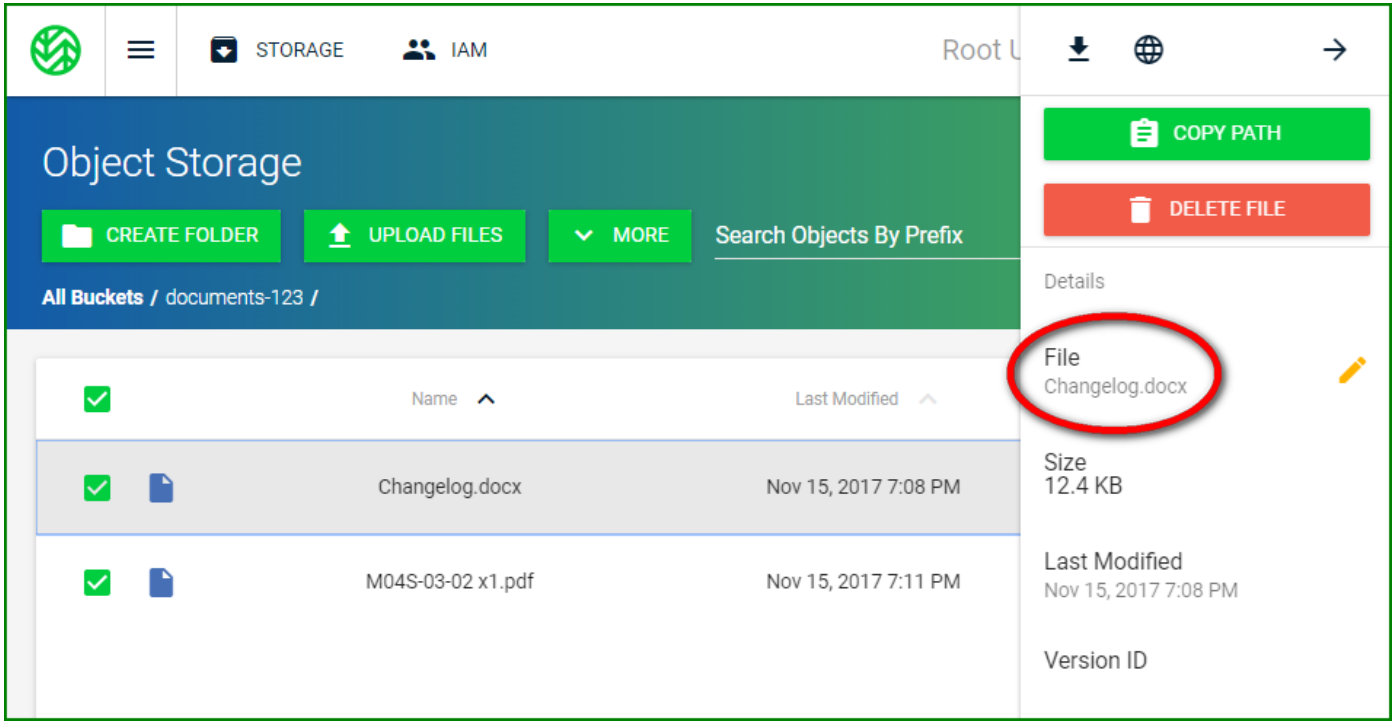
NOTE: When you delete a file, all objects stored with the Wasabi service are subject to Wasabi's minimum storage policy, which applies even if the objects are deleted. For additional information, refer to: wasabi.com/pricing.

1. Click the **DELETE FILE** button on the Details panel.
2. A message prompts you to confirm that you want to delete the file indicated in the message.



Click **DELETE** if you are sure you want to delete the file.

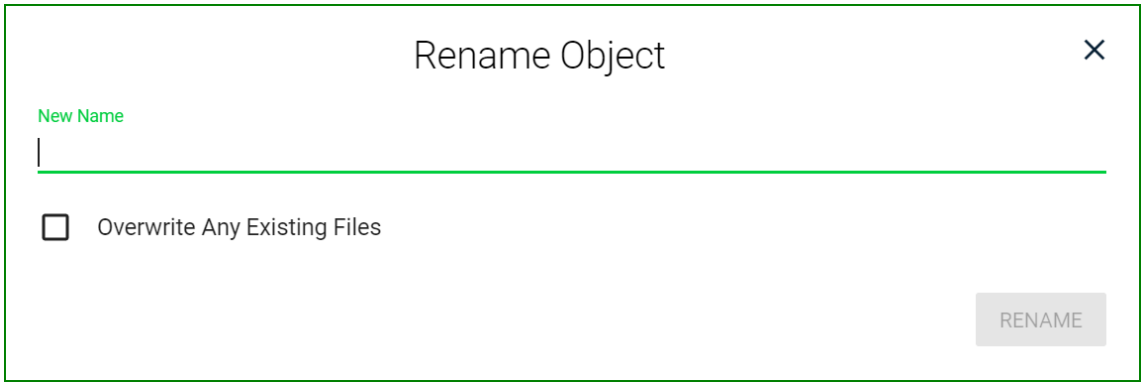
NOTE: When selecting multiple files for deletion, use the Delete option under the MORE button. If you attempt to delete multiple files using the DELETE FILE button on the right side bar, only one file will be deleted. The deleted file will be the one indicated in the side bar. For example, two files are selected below, but the side bar was opened by clicking the Changelog.docx file. In this case, clicking DELETE FILE will delete only the Changelog.docx file. To delete multiple files, refer to "Deleting One or More Folders or Files," page 2-39.


STORAGE
IAM
Root U
Object Storage
CREATE FOLDER
UPLOAD FILES
MORE
Search Objects By Prefix
All Buckets / documents-123 /
Name
Last Modified
Changelog.docx
Nov 15, 2017 7:08 PM
M04S-03-02 x1.pdf
Nov 15, 2017 7:11 PM
COPY PATH
DELETE FILE
Details
File
Changelog.docx
Size
12.4 KB
Last Modified
Nov 15, 2017 7:08 PM
Version ID

Changing a File Name

You can change the name of a file.

1. Click to the right of the file name on the Details panel.
2. Enter a new name for the file.



You can optionally check the box to overwrite any existing file that uses the name to which you are renaming.

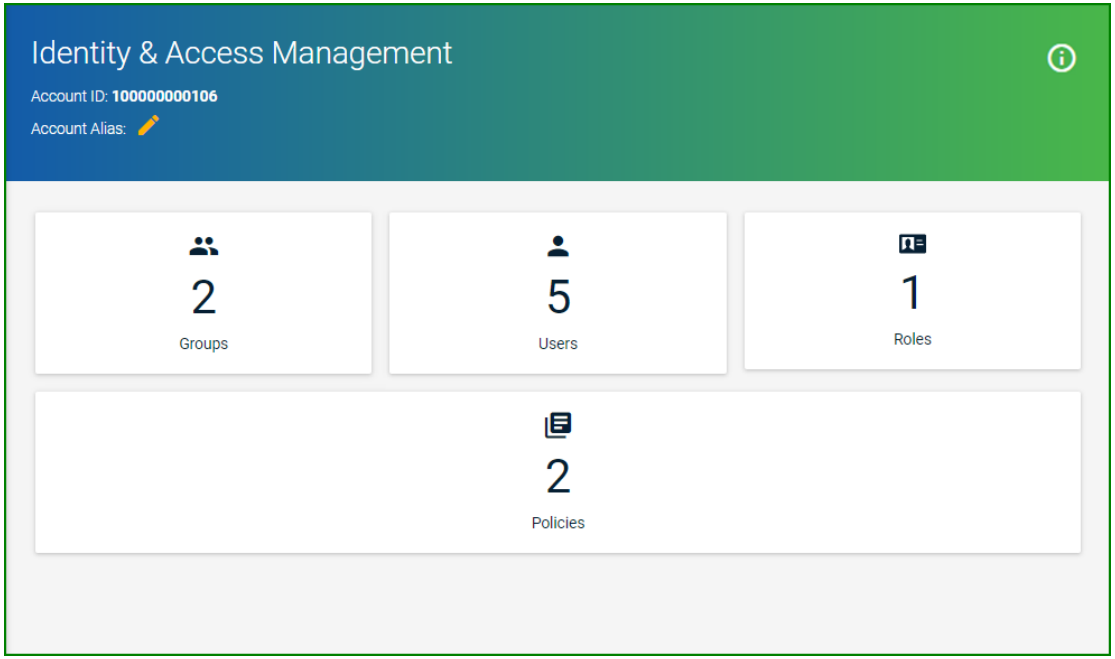
3. Click **RENAME**.

Copying a File Link

The complete path for the file is displayed at bottom of the Details panel. Click the **Copy Link** icon. The file path is copied to your clipboard.

3 IAM: Identity and Access Management

The IAM section of the Wasabi Console enables you to manage groups, users, roles, and policies.



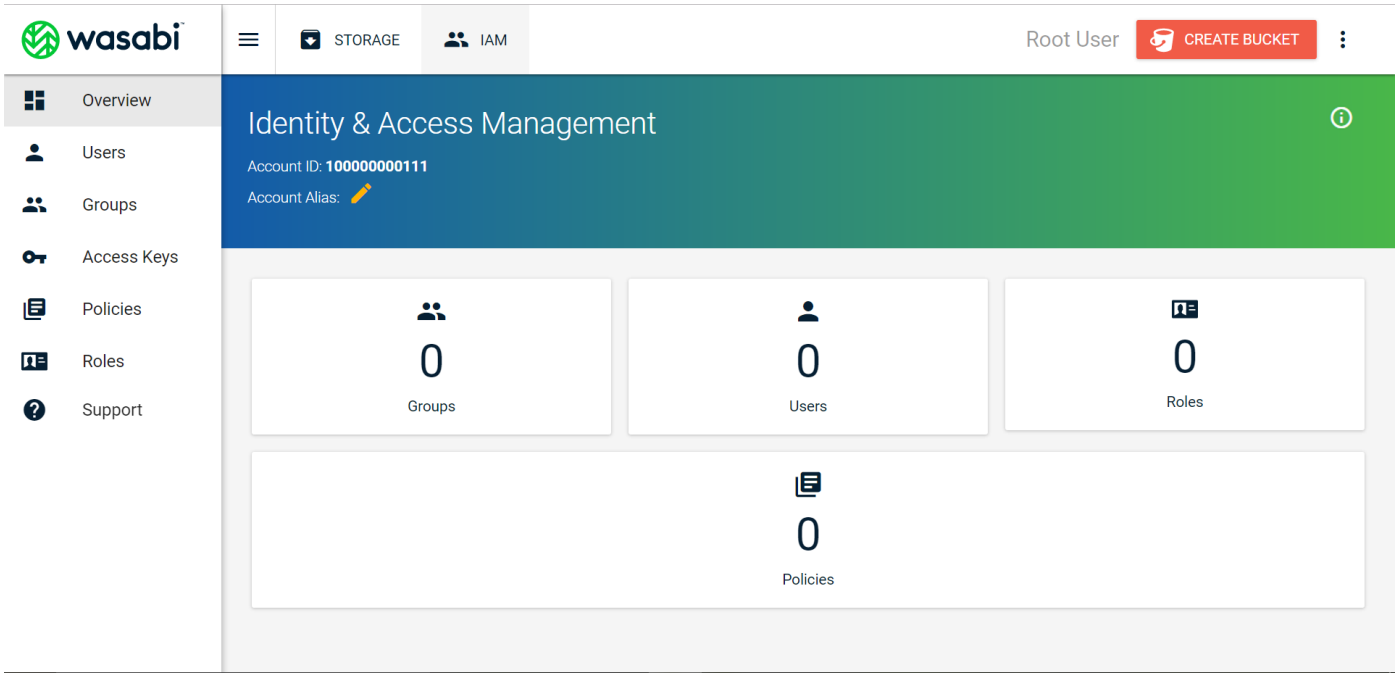
A *user* is an individual for whom you create Wasabi authentication, giving that person permission to perform actions in Wasabi.

A *group* is a set of users that you can manage collectively.

Each user and group can be associated with one or more *policies* to define the actions that a user or group member can perform and the conditions under which those actions can take place.

A *role* is an identity with permission policies that determine what the role can and cannot do in Wasabi. A role can be associated with any user who needs that identity.

Click **IAM**.



The main part of the screen indicates how many groups, users, roles, and policies you have defined (0 in all cases since you are just starting to use Wasabi). Because you assign a user to a group when you create a user account, you may want to start by "Creating a Group," page 5-5, and then work through "Creating a User," page 4-7, during which you will assign the user to the group and attach a policy.

You can assign an access key to a user. An access key is for use with third-party applications.

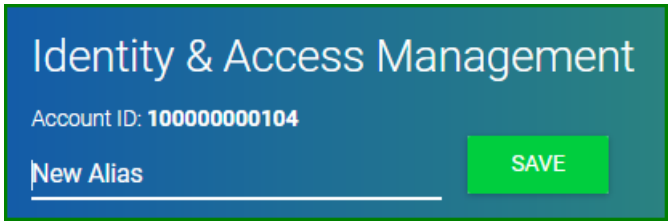
Creating an Account Alias

An alias a name (often a friendly identifier) that you can use rather than your account email address.

1 Click to add an account alias.

2 Enter the alias, which must follow these conventions:

- At least three characters.
- Lowercase letters, numbers, or hyphens (although the hyphen cannot be at the beginning or end of the alias).



For example, rather than using development@wasabi.com, you can create an alias for the development engineering group called “dev-engineering.”

3 Press **SAVE**.

If you create another alias, it will overwrite one that already exists.

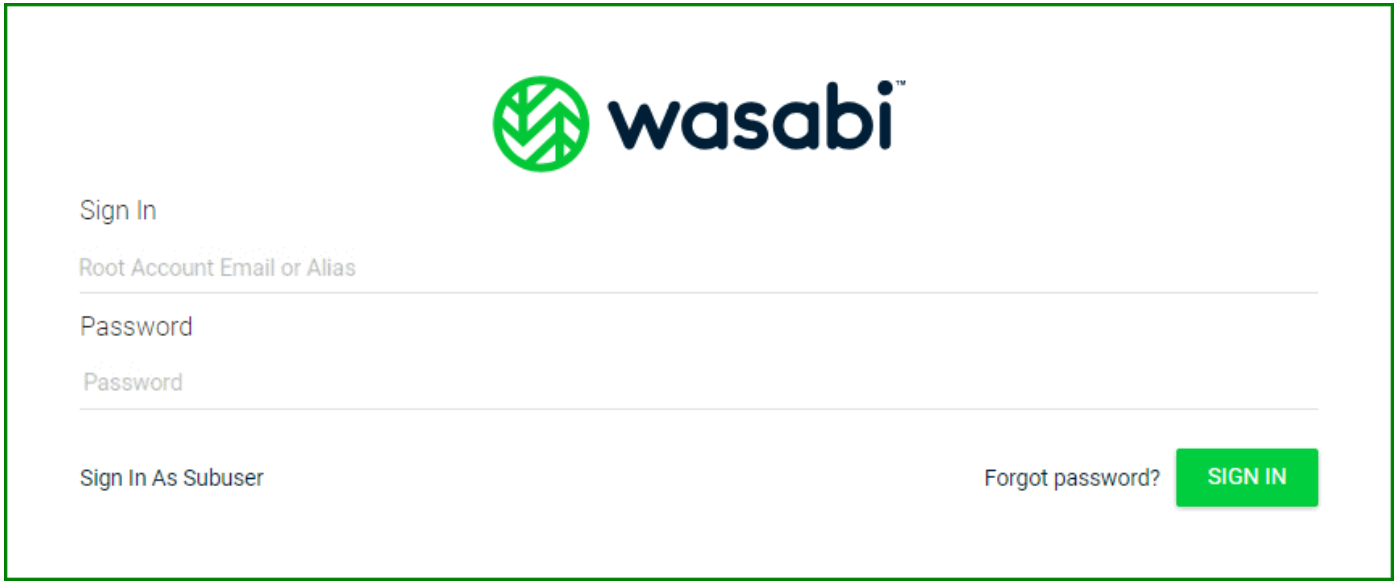
Signing in With an Alias

After you create an alias, you can log out of the Root account and sign in with using the alias.

NOTE: When you sign in with an alias, you use the same password as for the account.

1 In the upper right of the window, click ⋮.

2 Select the **Logout** option. The Wasabi Sign In screen is displayed:



3 Enter the alias.

4 Enter the password for the account.

5 Click **SIGN IN**.

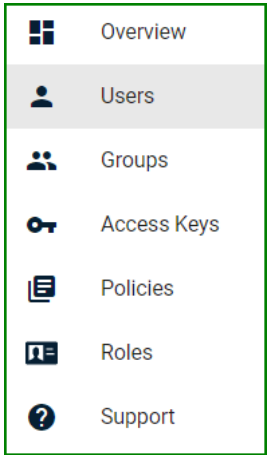
4 Users

A *user* is an individual for whom you create Wasabi authentication, giving that person permission to perform actions in Wasabi. You can create a maximum of 4999 subusers per account.

When you first created a Wasabi account, you create a Root User (as circled in the example below). But, the Root User should be reserved for specific account and service management tasks. It is not good practice for the Root User to perform routine tasks. Instead, it is best to create a new IAM user for each person (as described in this chapter), even for those who require administrative access.

Reviewing the Users Panel

Click **Users** in the IAM menu on the left of the screen.



The Users panel displays a list of users, each with this information:

- User name
- Path for the user
- Amazon Resource Name (ARN) for the user
- Date when the user was created

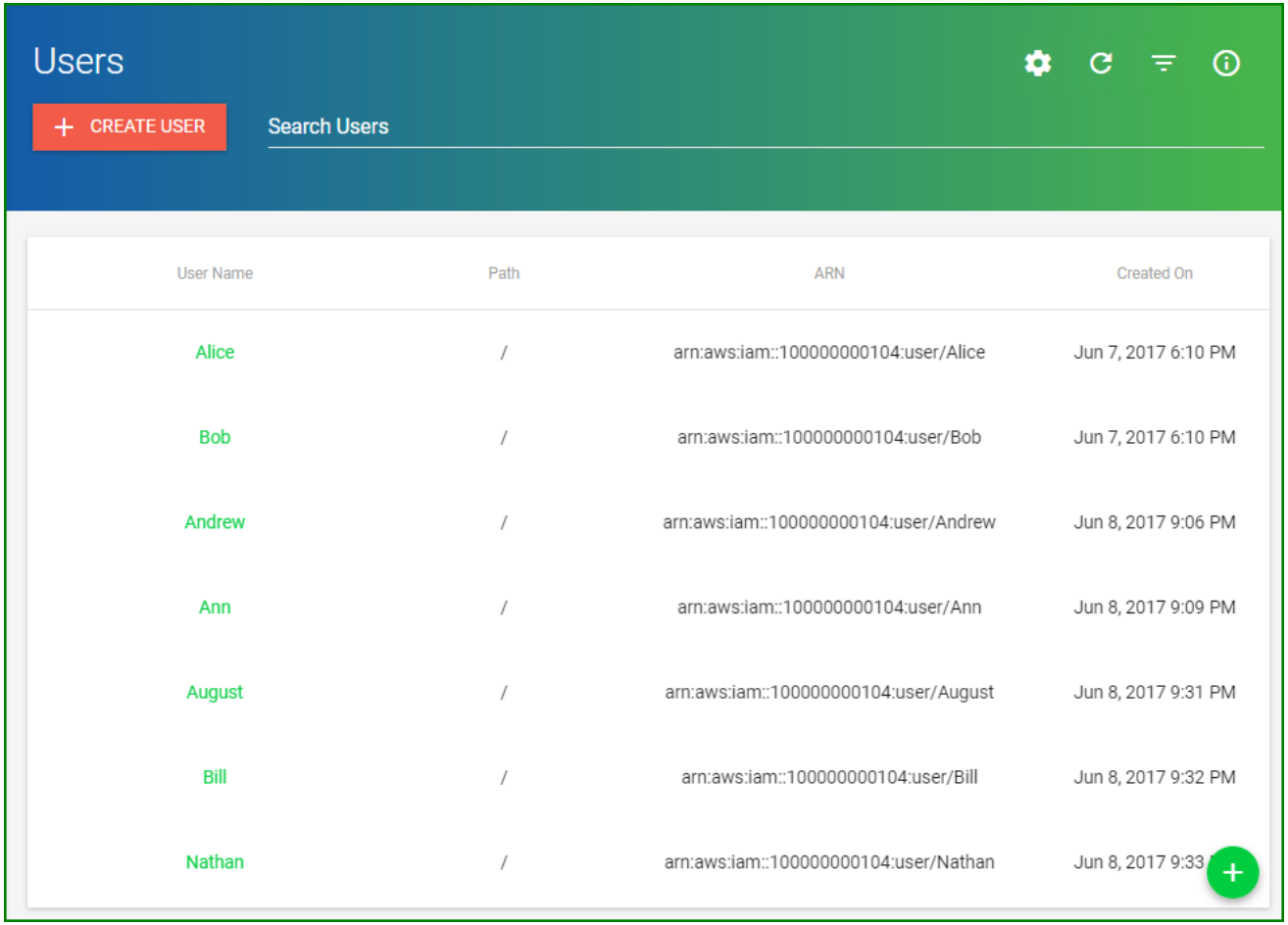
Tools at the top of the Users panel are provided for:

- "Searching for a User," page 4-4
- "Refreshing and Filtering the Users List," page 4-7
- "Creating a User," page 4-7

In addition, you can review and edit details, as described in "Reviewing Details and Editing an Existing User," page 4-18.

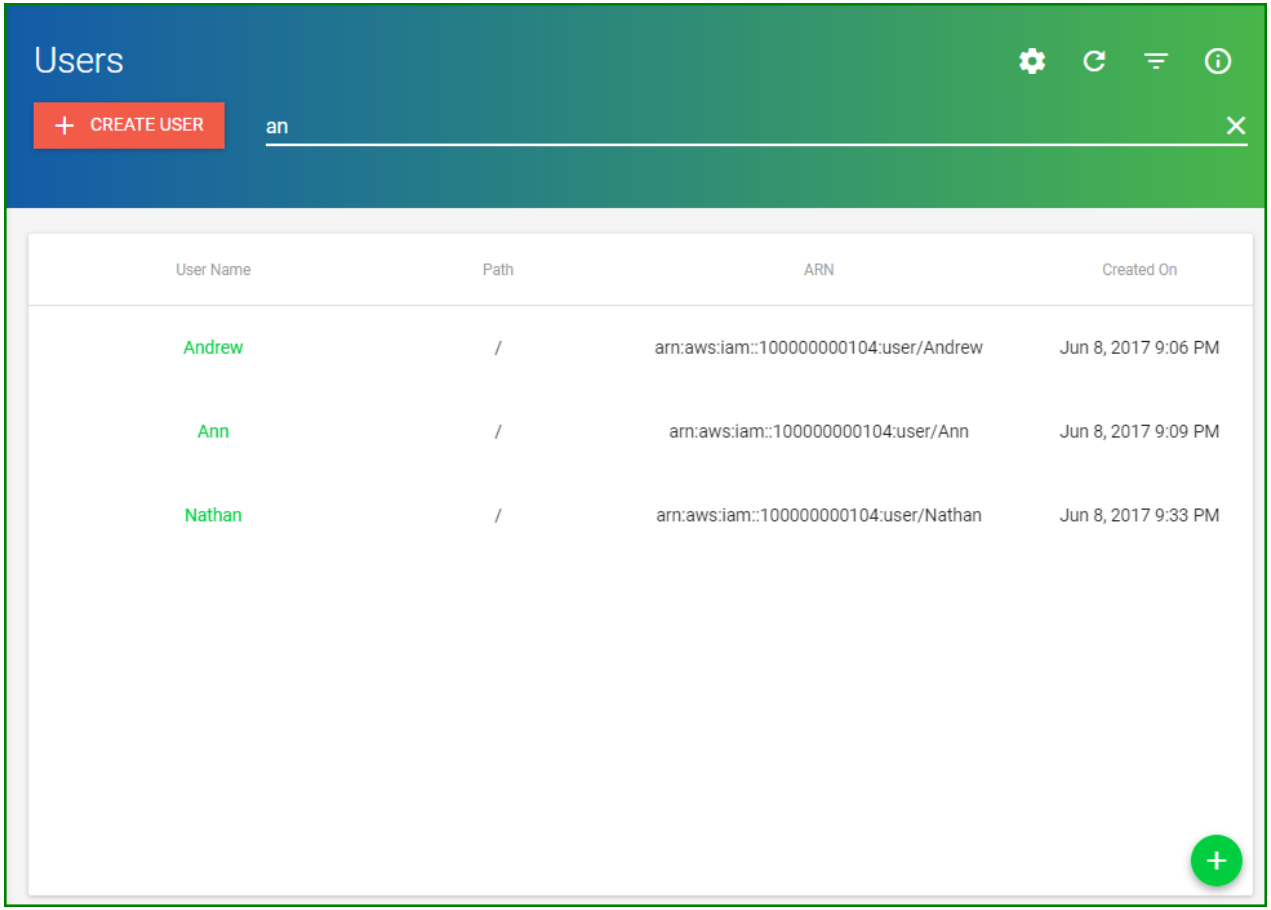
After creating a user, you can follow the description of "Signing in as a New User," page 4-26.

The Users panel is displayed:



Searching for a User

1. Click in the “Search Users” area.
2. Enter a text string for which to search. Users with names that include text that matches the string are displayed. For example:

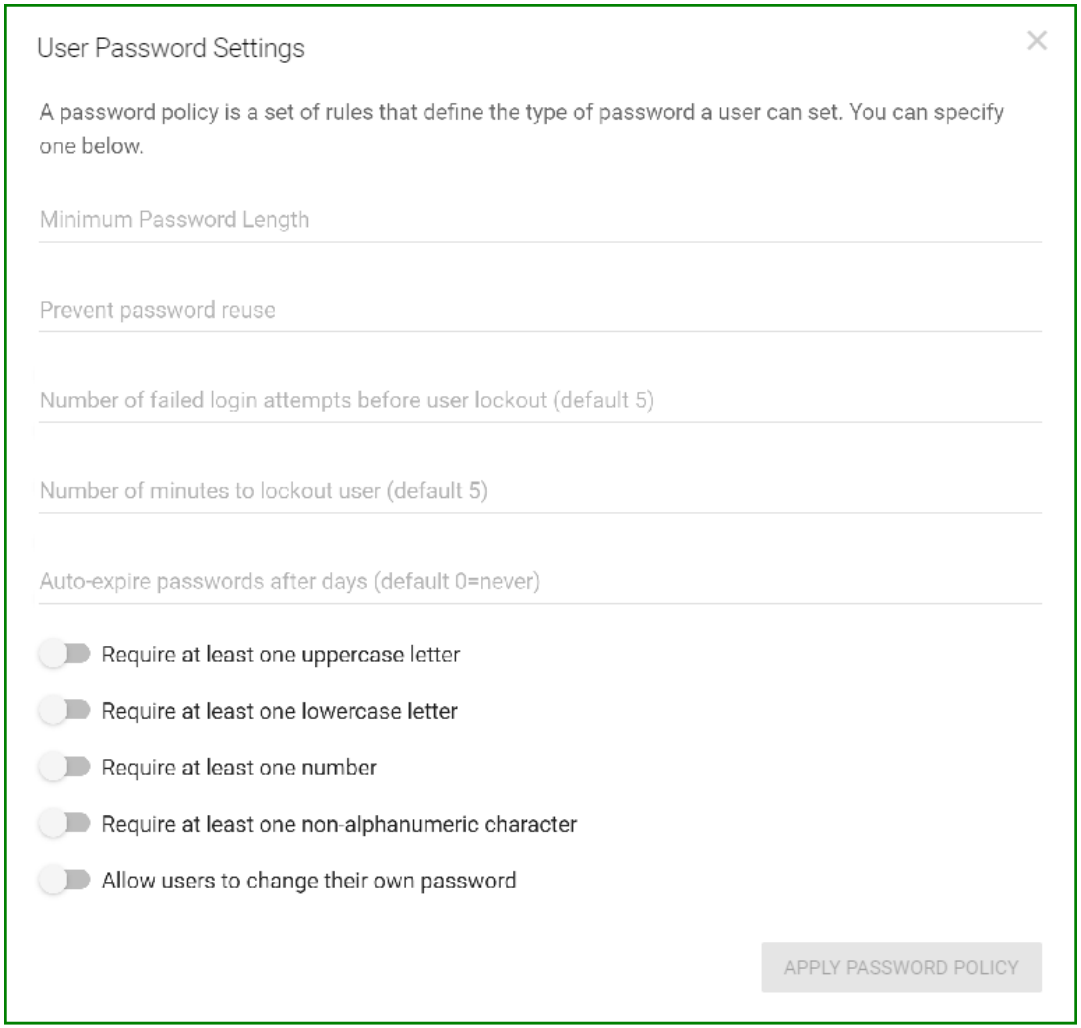


Note that the text string might appear anywhere in the name and letters for the text are not case-sensitive.

Defining User Password Settings

You can specify a password policy for users. These are rules that define the type of password users can set.

1 Click to open the User Password Settings panel:



2 The following is an overview of the settings you can apply for the user passwords.

Setting	Description
Minimum Password Length	Enter the minimum number of characters the user must enter for the password.
Prevent password reuse	Enter the number of times password can be reused.
Number of failed login attempts before user lock-out (default 5)	Enter the number of times a user can file to enter the correct password before being locked out of the login.
Number of minutes to lockout user (default 5)	Enter the number of minutes that a user will be locked out after login attempt failures.
Auto-expire password after days (default 0=never)	Enter the number of days after which a password will expire.
Require at least one uppercase letter	Enable to require the user to enter a password that includes at least one uppercase letter.
Require at least one lowercase letter	Enable to require the user to enter a password that includes at least one lowercase letter.
Require at least one number	Enable to require the user to enter a password that includes at least one number.
Require at least one non-alphanumeric character	Enable to require the user to enter a password that includes at least one non-alphanumeric character.
Allow users to change their own password	Enable to allow the user to change the password. If this setting is not enabled, only the Root User can change the user password.

To enable a setting, slide the option to the right. When a setting is enabled, the slide option is green:
When a setting is disabled, the slide option is gray:

3 After changing password settings, click **APPLY PASSWORD POLICY**.

Refreshing and Filtering the Users List

To refresh the Users list, click .

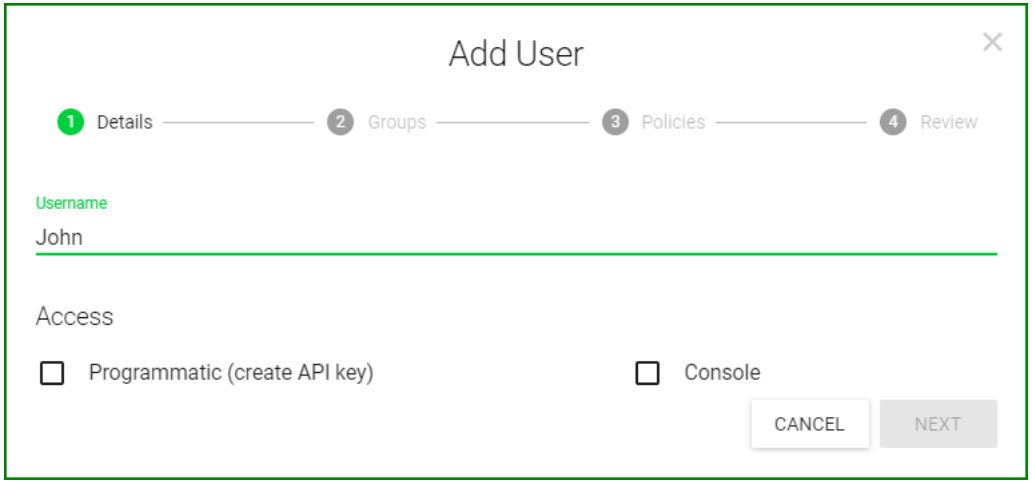
You can click to filter the list by:

To enable a filter, slide the option to the right. When a filter is enabled, the slide option is green:

When a filter is disabled, the slide option is gray:

Creating a User

1. Click **CREATE USER** or .
2. Enter details for the user. In the example below, **John** is entered as the user name.



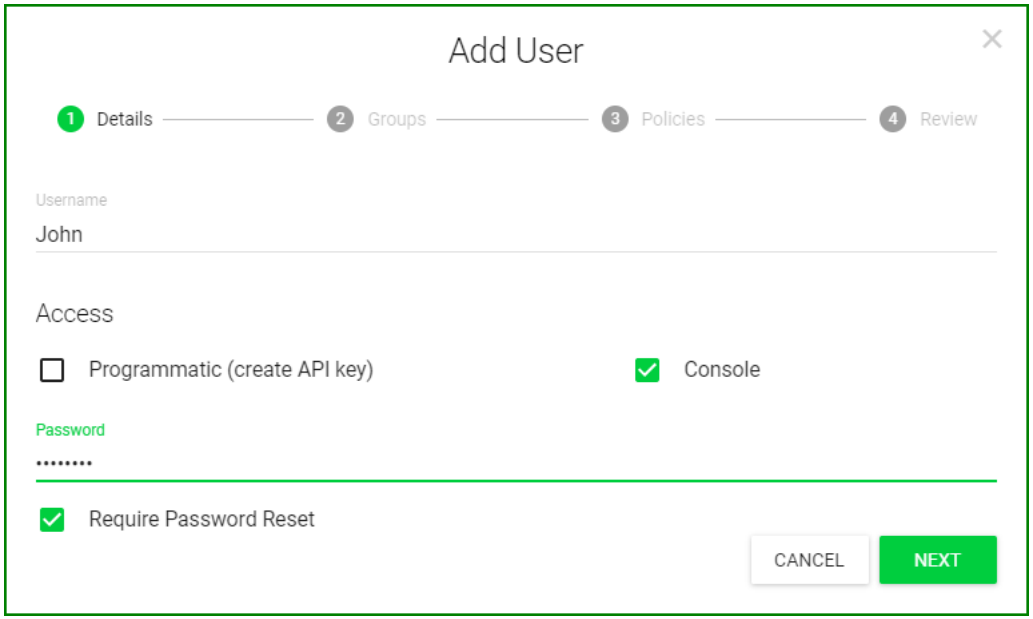
3 Specify user access:

- Programmatic (the user can create an API key), and/or
- Wasabi Management Console access

By enabling programmatic access, the user gets an access key and secret key, which are used to access the two resources (IAM and Storage) via means other than the Wasabi Console (such as AWS CLI, CloudBerry, Cyberduck, or any other S3 application).

In this example, John has Console access only.

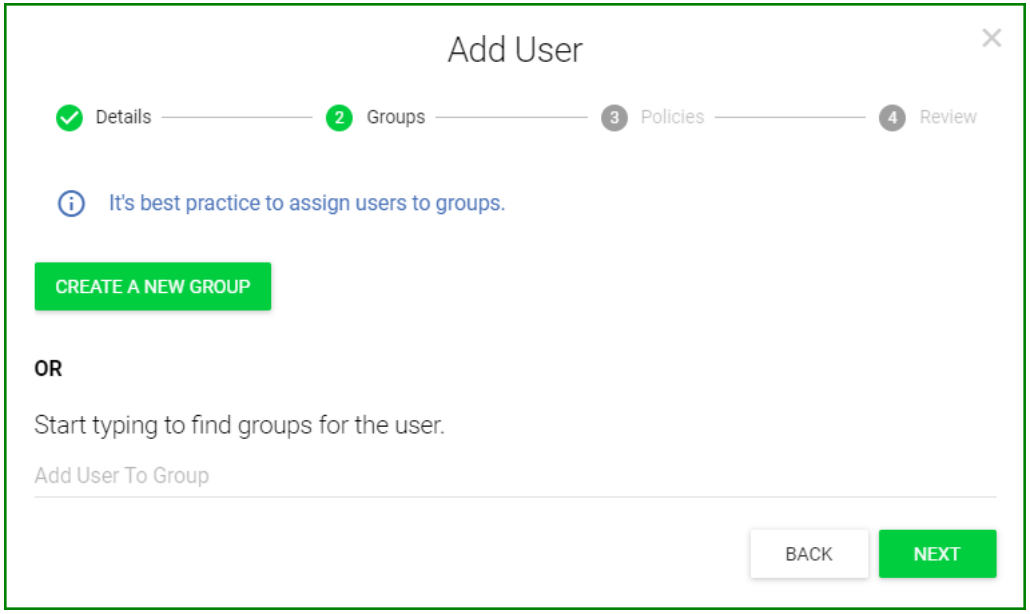
4 When you select the Console option, you must enter a password with which the user must sign in to Wasabi. Optionally, you can select **Require Password Reset**, which indicates the user must reset this credential. In this case, the user will be prompted for a new password the first time he/she signs in to Wasabi.



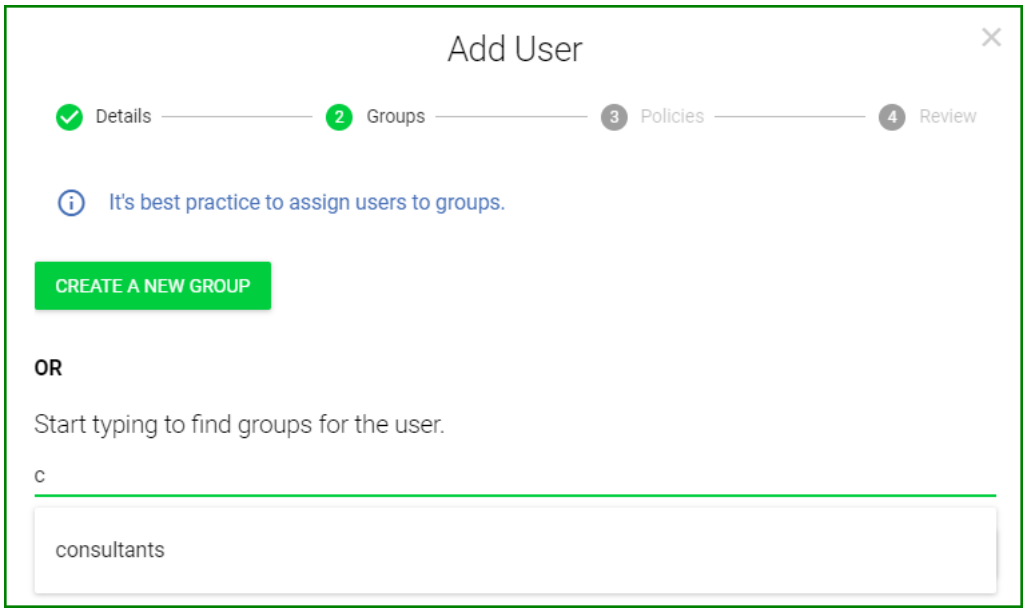
5 Click **NEXT**.

6 It is best practice to assign the user to a group. You can do so in two ways:

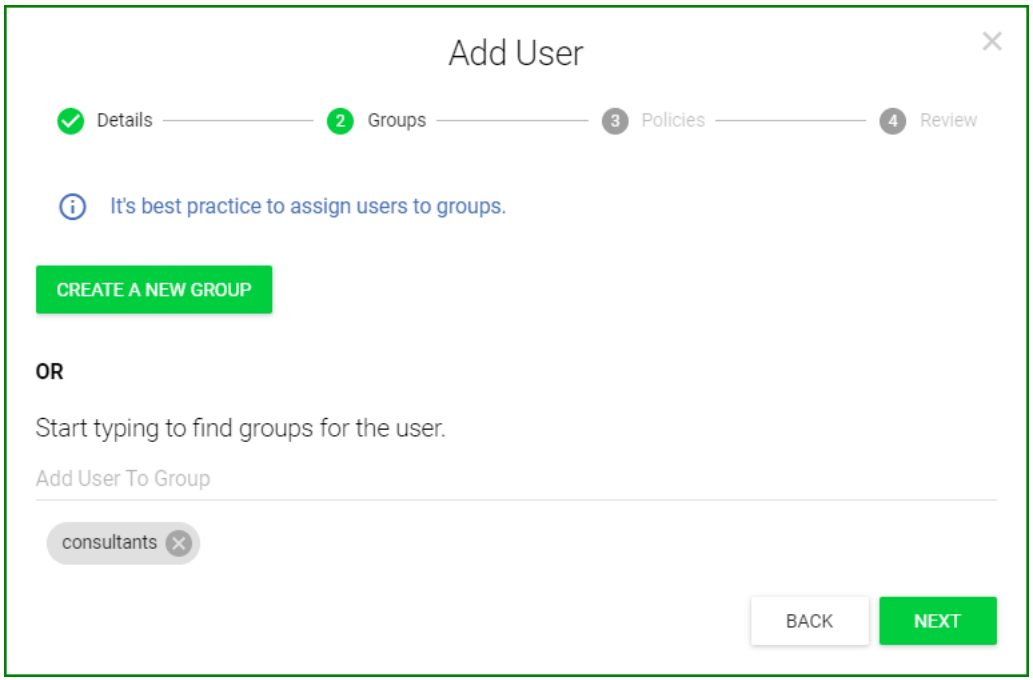
- Creating a new group by clicking CREATE A NEW GROUP (as described in "Creating a Group," page 5-5), or
- Assigning the user to a group, as described in this step.


Add User
Details
2 Groups
3 Policies
4 Review
It's best practice to assign users to groups.
CREATE A NEW GROUP
OR
Start typing to find groups for the user.
Add User To Group
BACK
NEXT

Click in the “Start typing...” area and start typing to find the group in which to add the user. For this example, enter “**c**” and find the “consultants” group.



Click on **consultants** to add the user to this group. Notice that the group is displayed in the "Add User To Group" area, as shown below. You could add the user to additional groups and they would appear in this area.

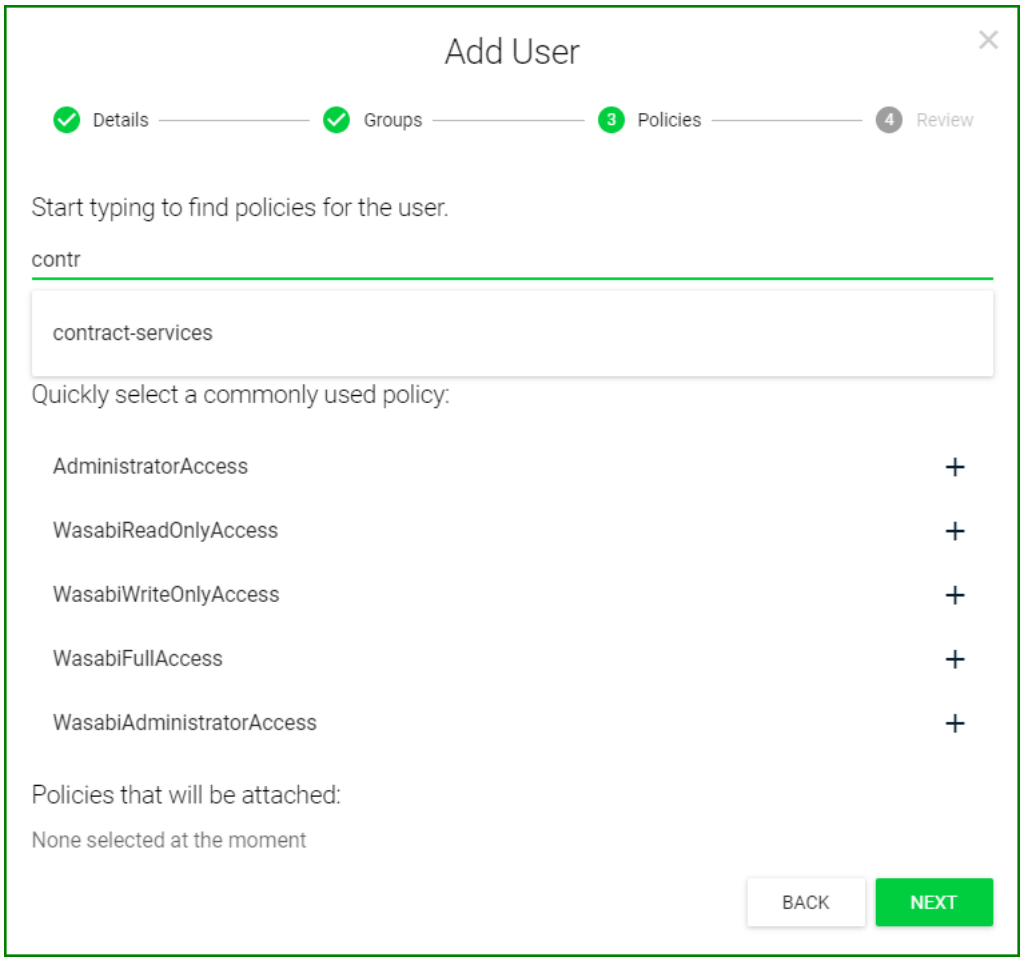


Click **NEXT**.

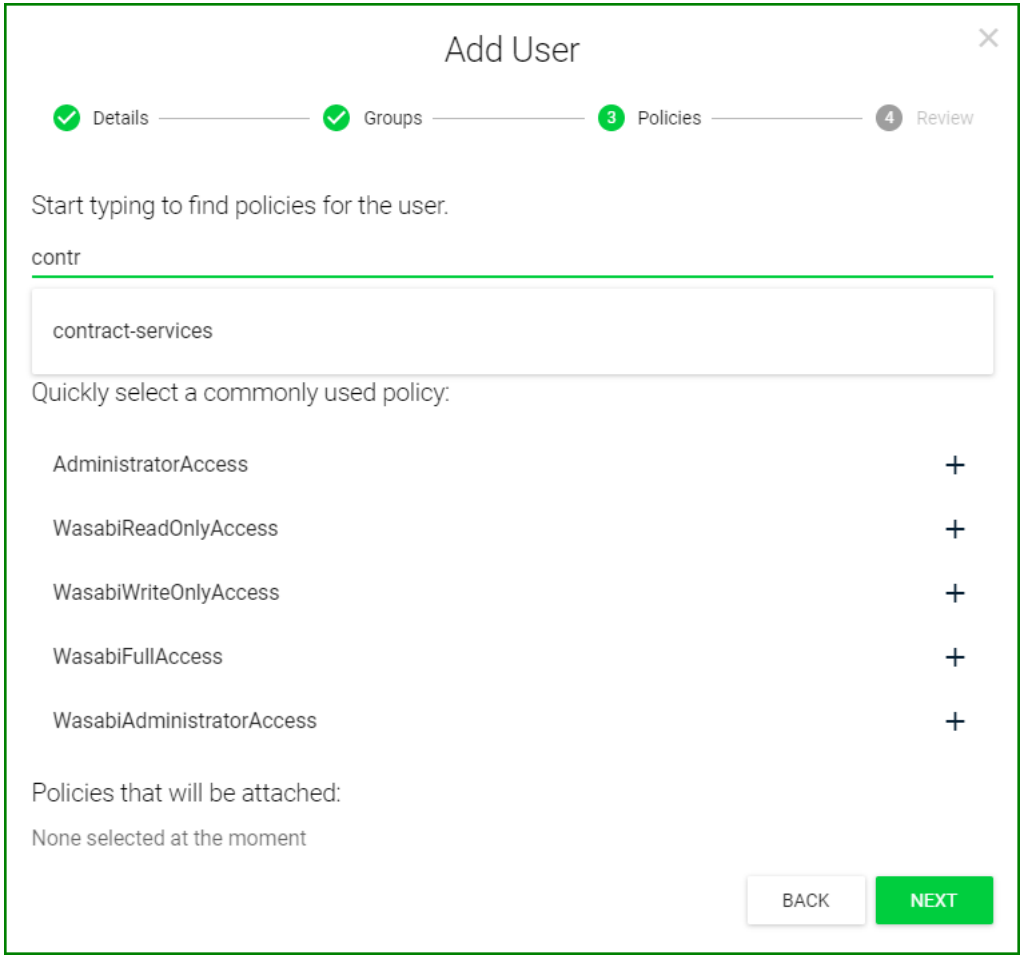
7 Now you are ready to associate a policy with the user. You can do so in two ways:

- Select one of the predefined policies listed in the middle of the panel. Simply click on + to the right of the policy name. (Refer to Chapter 7, *Policies*, for a description of each policy.)
- Click in the "Start typing..." area (at the top of the panel) and start typing to find the policy for the user, as described in this step.

For this example, enter “**contr**” and find the “contract-services” policy.

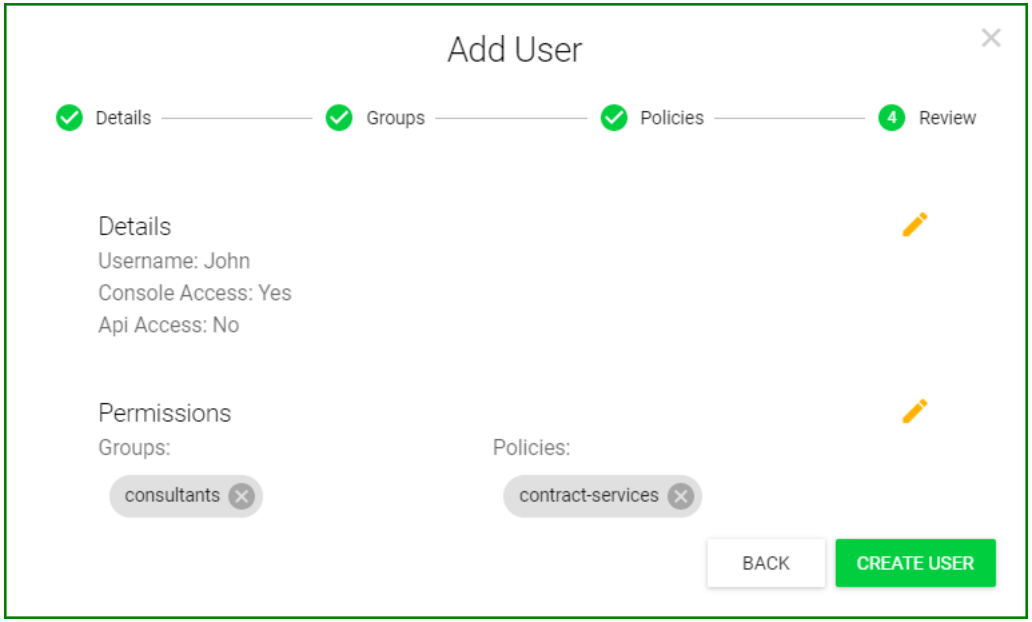


Click on **contract-services** to add this policy for the user. Notice that the group is displayed in the "Policies that will be attached" area, as shown below. You could add additional policies and they would appear in this area. You can add a maximum of 10 policies per user.



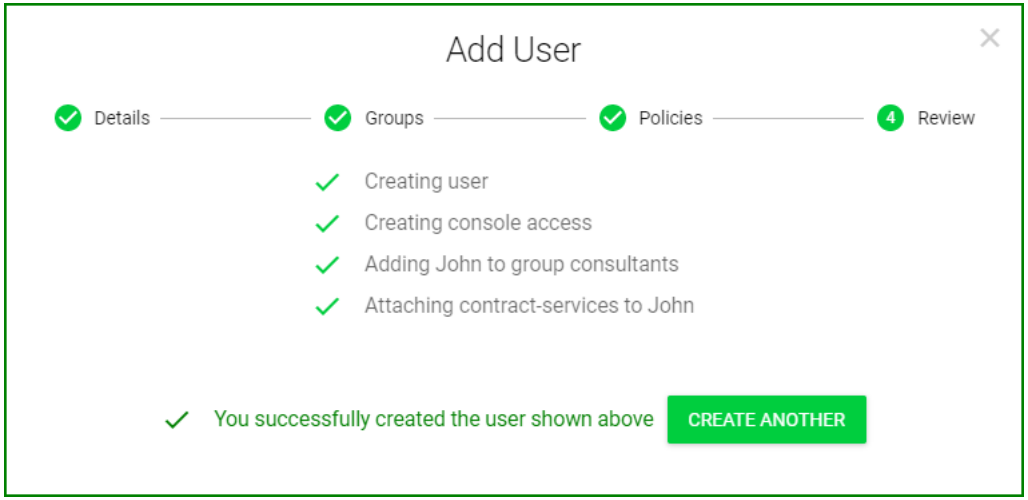
Click **NEXT**.

8 Review the settings for the new user. For example:



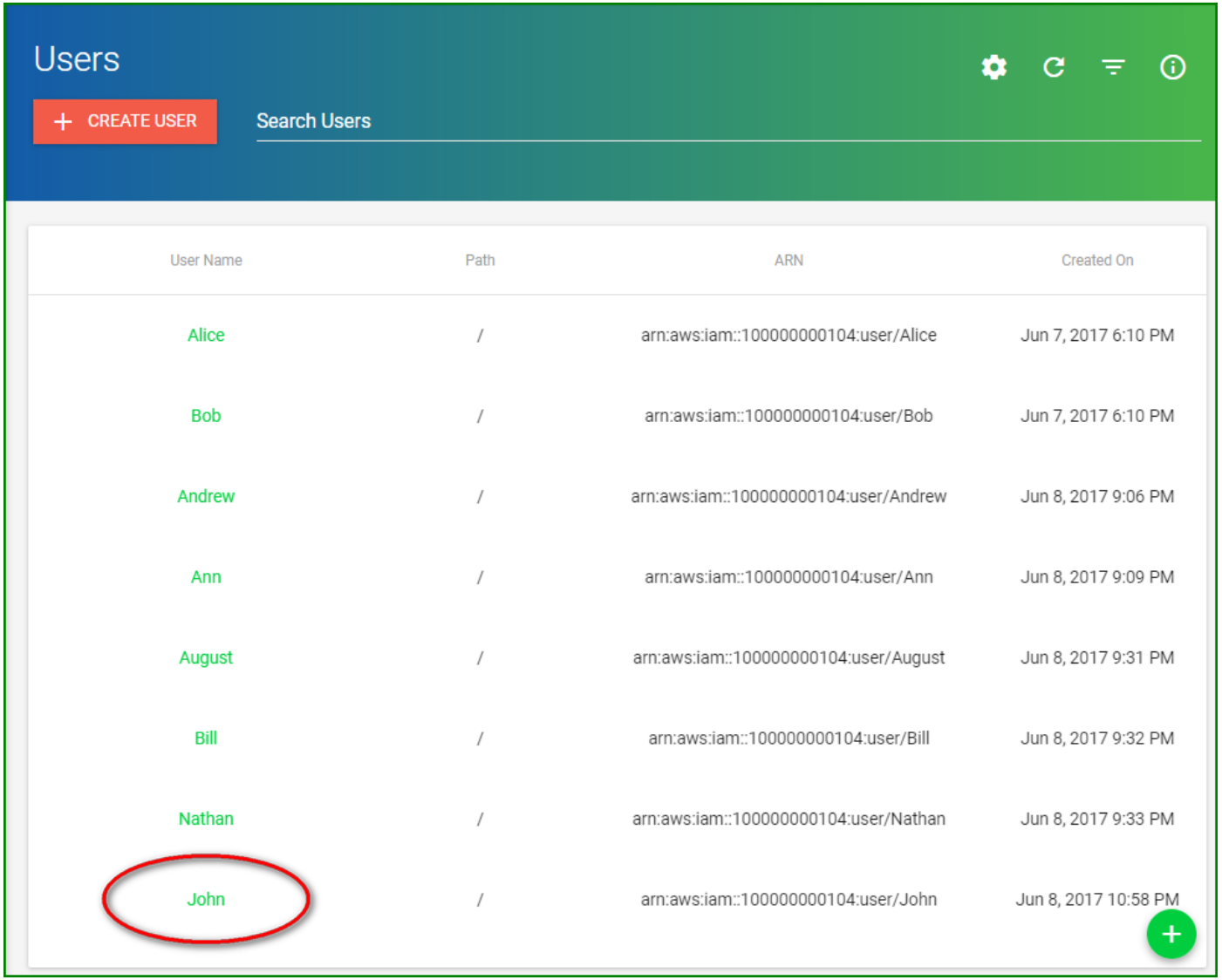
9 Notice that you can click to modify user details (name and access) or permissions (groups and policies).

10 Click **CREATE USER** to continue. A checklist indicates that John is successfully added as a new user.



11 You could add another user at this time. Or, close the Add User window by clicking ✕ and return to the IAM console.

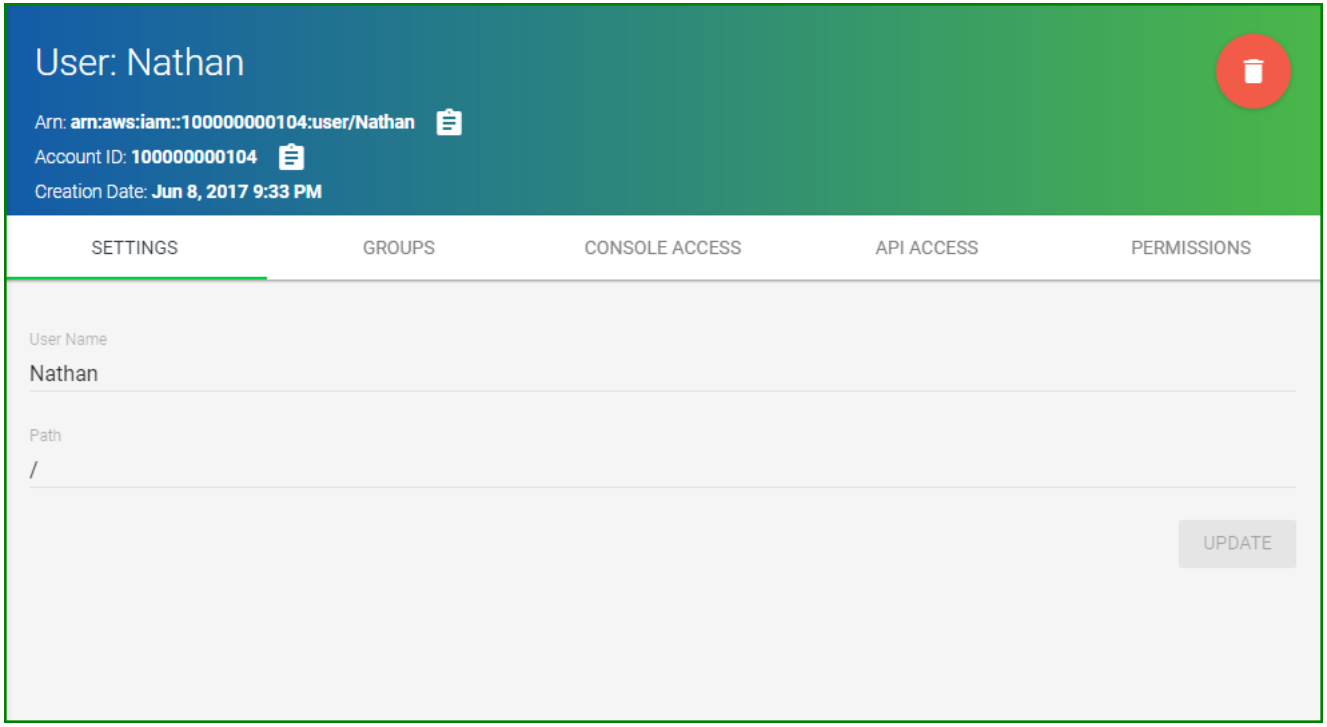
When you return to the Users panel, the new user is displayed. For example:



After creating a user, you might want to assign an access key to the user, as described in "Creating an Access Key for a User," page 4-22.

Reviewing Details and Editing an Existing User

On the Users panel, click on a user to review and/or edit. The User panel is displayed. For example:



This panel shows the user name and includes:

- Arn—Amazon Resource Name for the user.
- Account ID—Identification for the account in which the user is associated.
- Creation Date—Date/time when the user was created.

You can click to copy the Arn or Account ID to the Clipboard.

The panel also includes five types of information:

- "SETTINGS," page 4-19
- "GROUPS," page 4-19
- "CONSOLE ACCESS," page 4-20
- "API ACCESS," page 4-21
- "PERMISSIONS," page 4-25

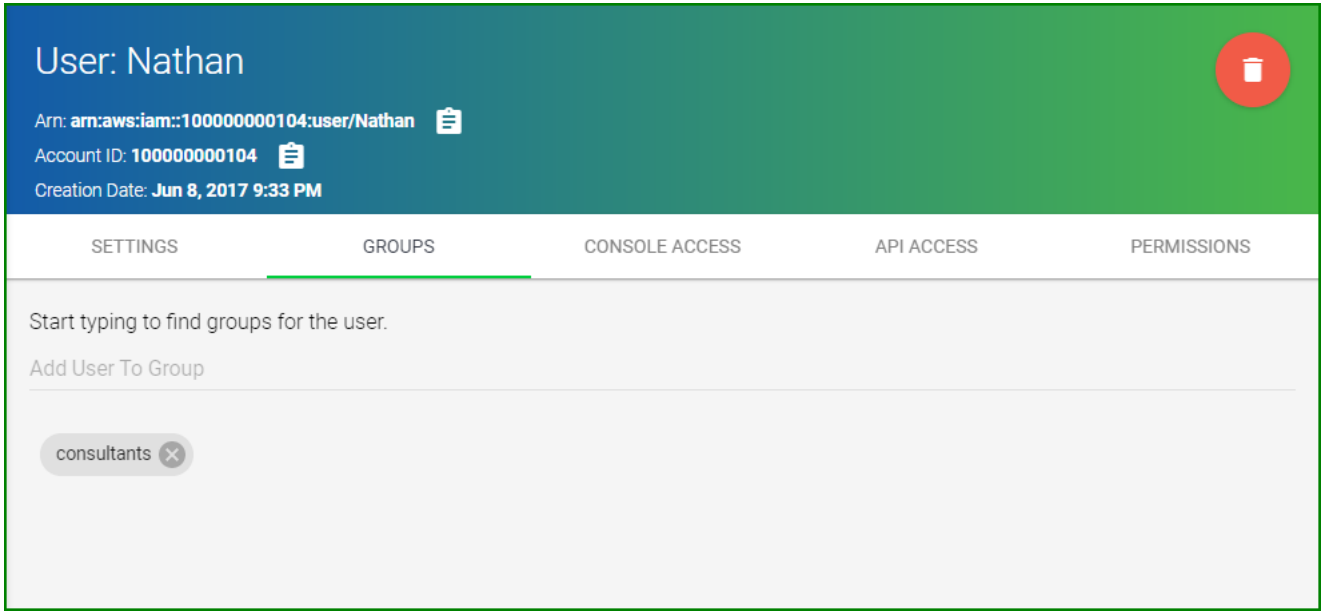
SETTINGS

You can update the user name and/or path in which the user information is located. Click **UPDATE** after making changes.

GROUPS

The groups to which the user is associated are displayed. In this example, the user is associated with the "consultants" group:

To add the user to the group:



To add the user to additional groups:

1. Click in the “Add User To Group” area.
2. Begin to type characters in a group name.
3. When the group name is displayed, click on it to add it for the user.

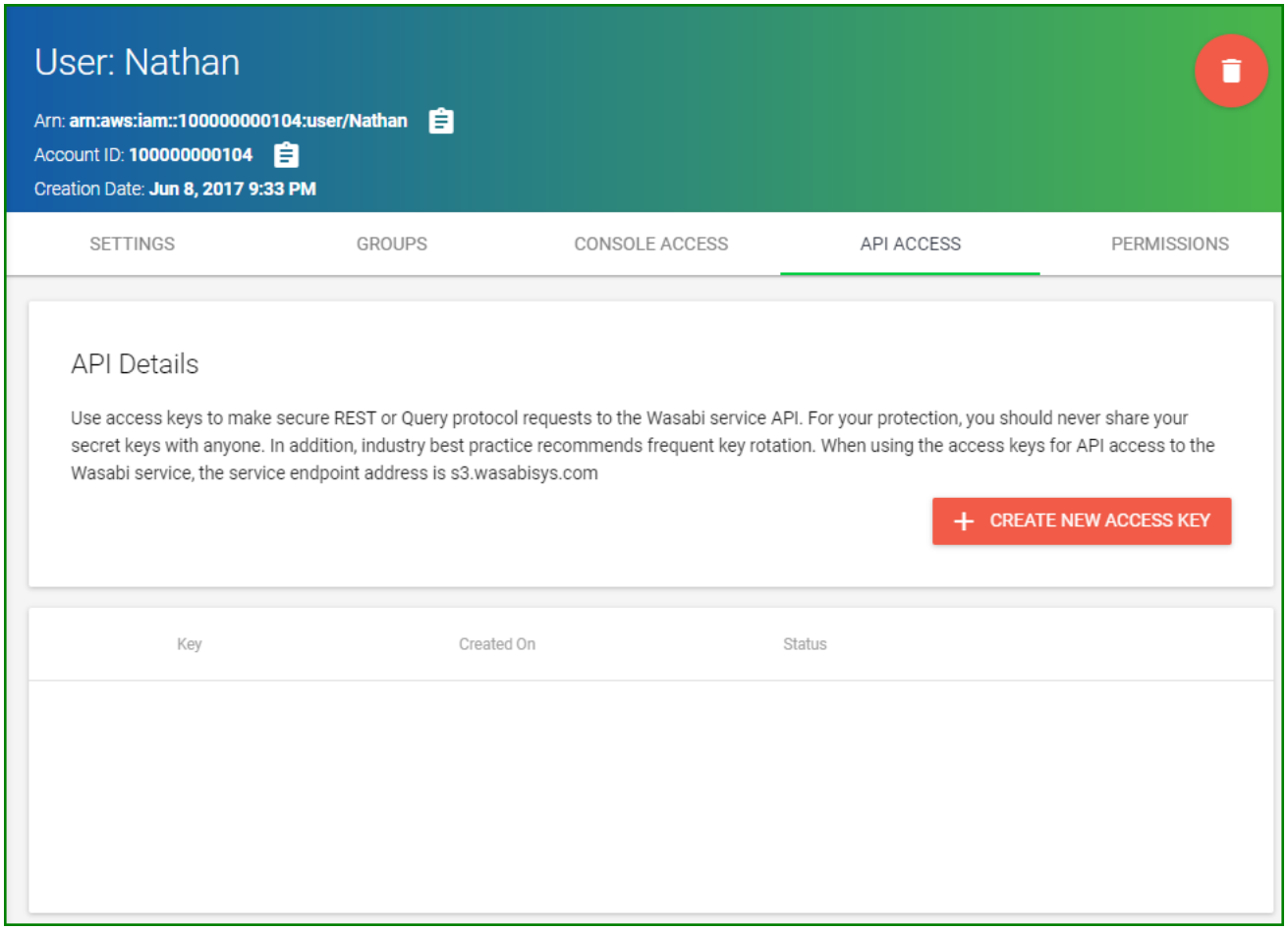
To remove a group, click ⊗ for the group.

CONSOLE ACCESS

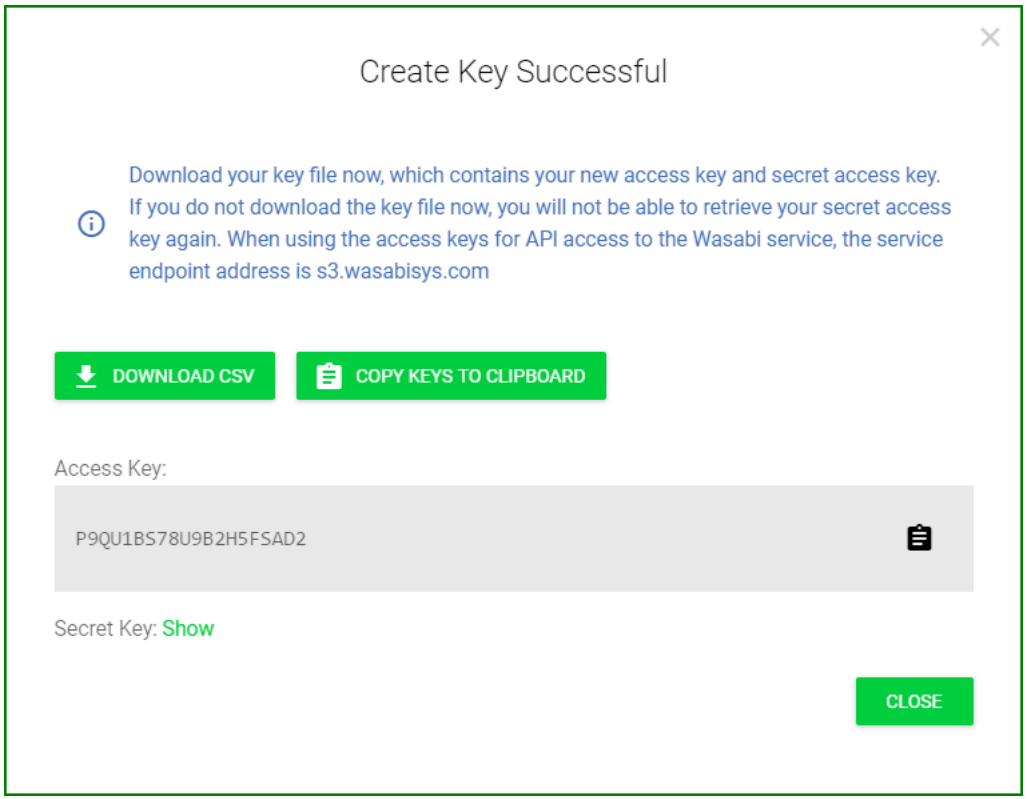
Refer to “CONSOLE ACCESS for the Root User,” page 1-31 and “CONSOLE ACCESS for the User (not Root),” page 1-34.

API ACCESS

You can create a new access key, change its status, or delete an existing access key.

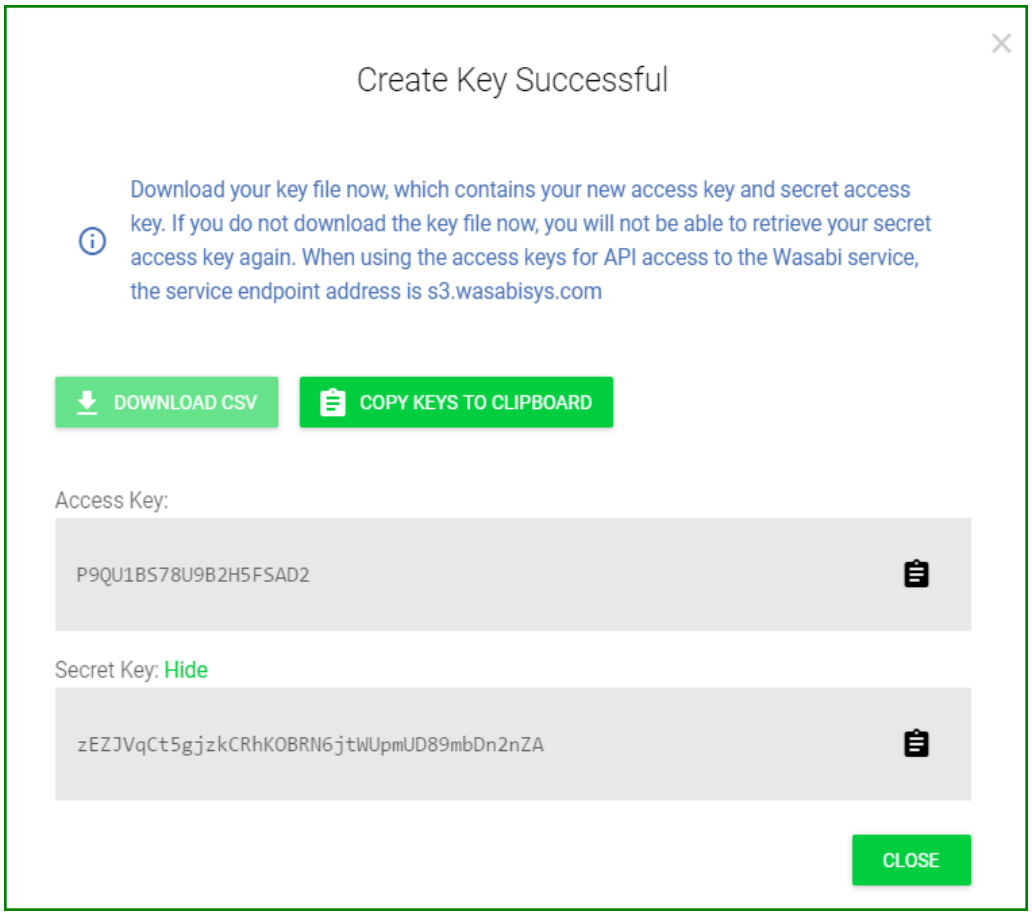


1 Click **CREATE NEW ACCESS KEY**. A unique access key for the user is displayed. For example:



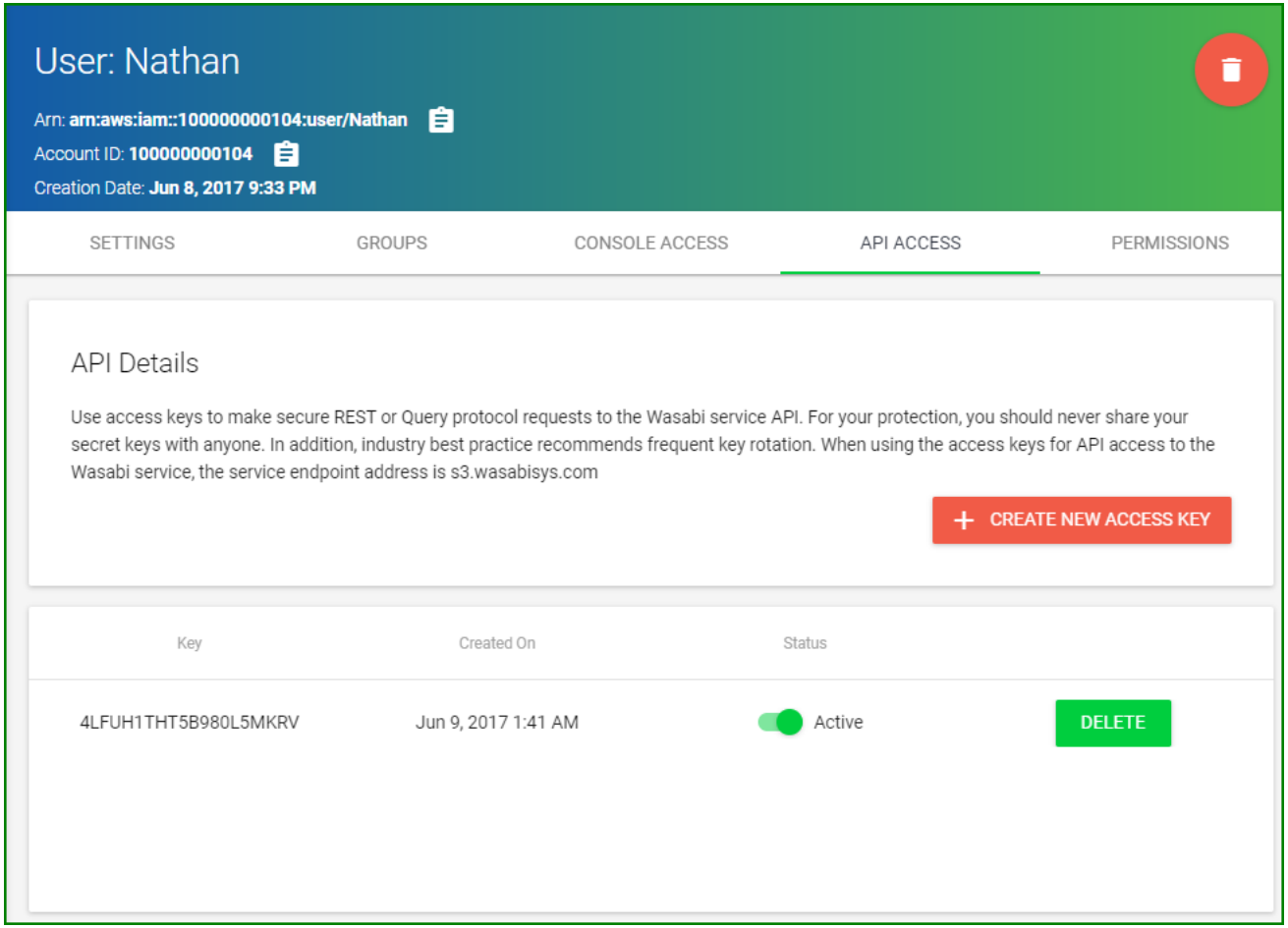
Be sure to copy this key and store it is a safe place. Notice that two buttons are provided to conveniently download the key as a CSV file or copy the key to the clipboard (and then paste it into a file to save).

To show the Secret Key, click the **Show** link. For example:



2 After saving the keys, click **Close**.

The access key is displayed. For example:



Changing the Status of an Access Key

You can change the status of an access key from Active to Inactive.

To make the access key active, slide the option to the right. The slide option is green:

When the access key inactive, the option is gray:

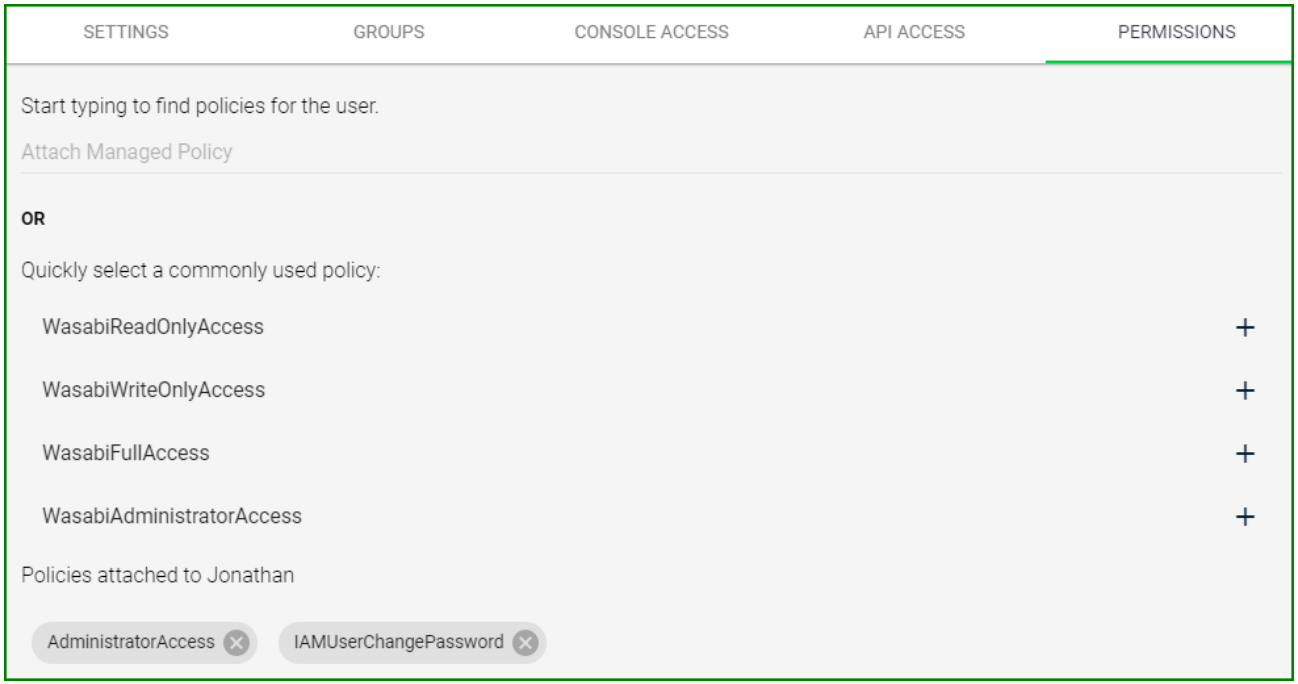
Deleting an Access Key

1. Click **DELETE** to the right of the access key you want to delete.
2. A confirmation message asks if you are sure you want to delete the access key. Click DELETE to remove the key (otherwise, click **CANCEL** to maintain the key).

PERMISSIONS

You can associate permissions (policies) with the user. You can do so in two ways:

- Click in the "Attach Managed Policy" area at the top of the panel. Start typing to find the policy for the user. When the policy name is displayed, click on it to associate it with the user. Attached policies are listed at the bottom of the panel.
- Select one of the predefined policies listed in the middle of the panel. Simply click on + to the right of the policy name. (Refer to Chapter 7, *Policies*, for a description of each policy.)



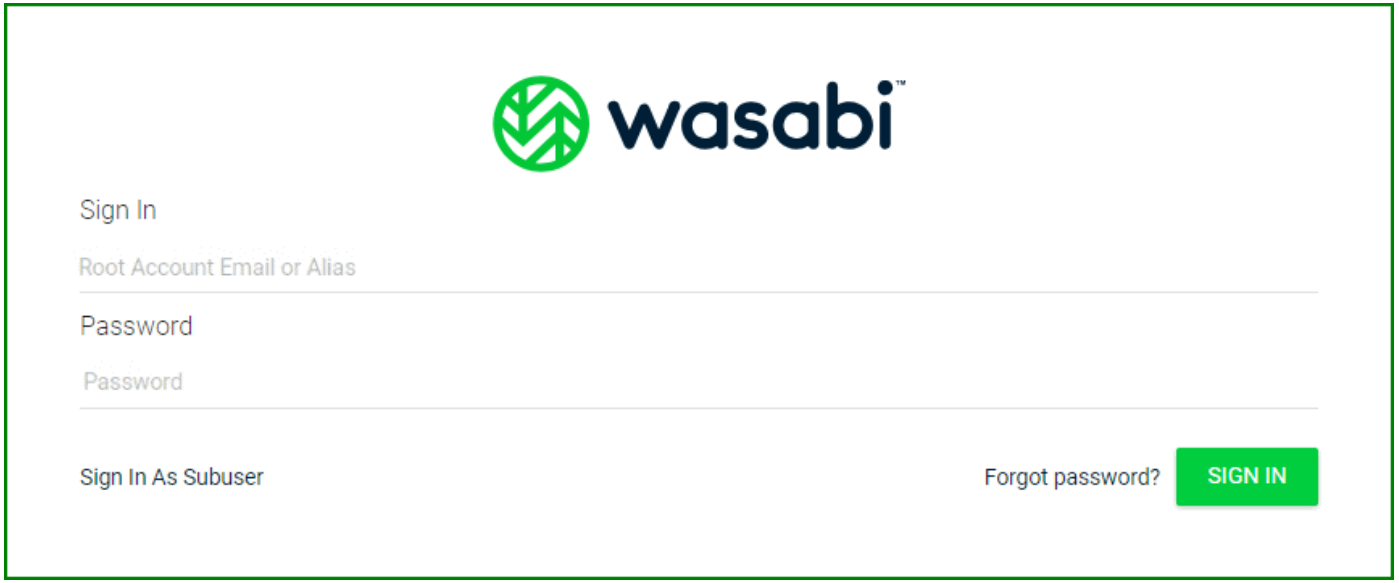
To remove a policy from the user:

Click for the policy.

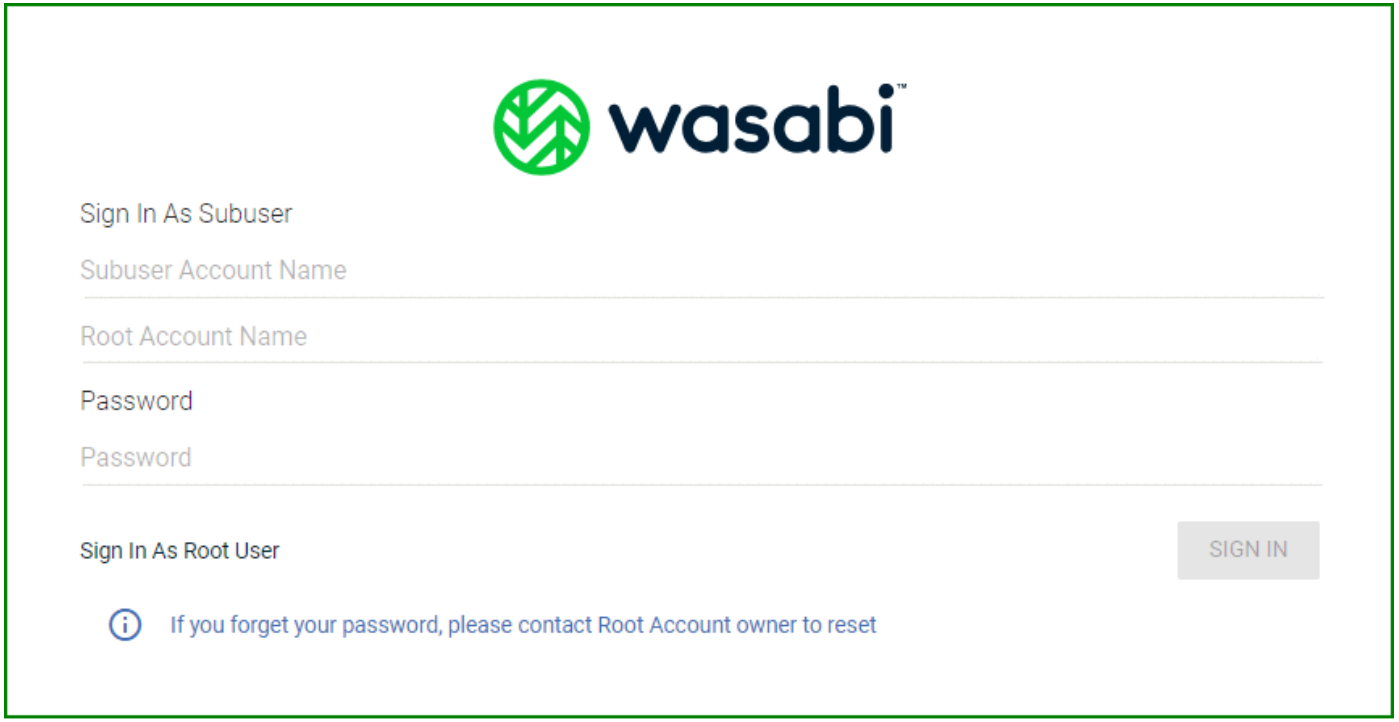
Signing in as a New User

After you create a new user, you cans log out and log in as that user.

1. In the upper right of the window, click .
2. Select the **Logout** option. The Wasabi Sign In screen is displayed:



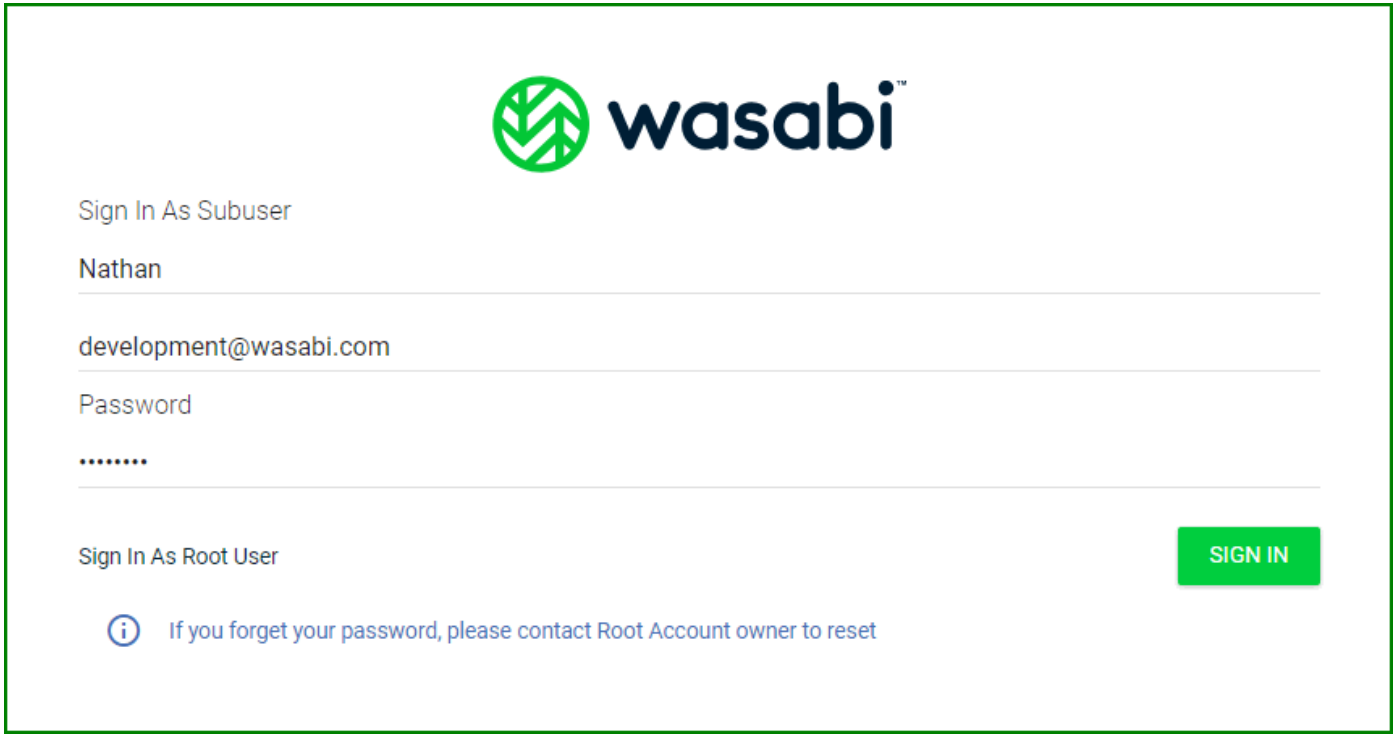
3. Click **Sign In As Subuser** at the bottom left of the screen. The Sign In screen changes to the following.



4 Enter the user account (for example, development@wasabi.com).

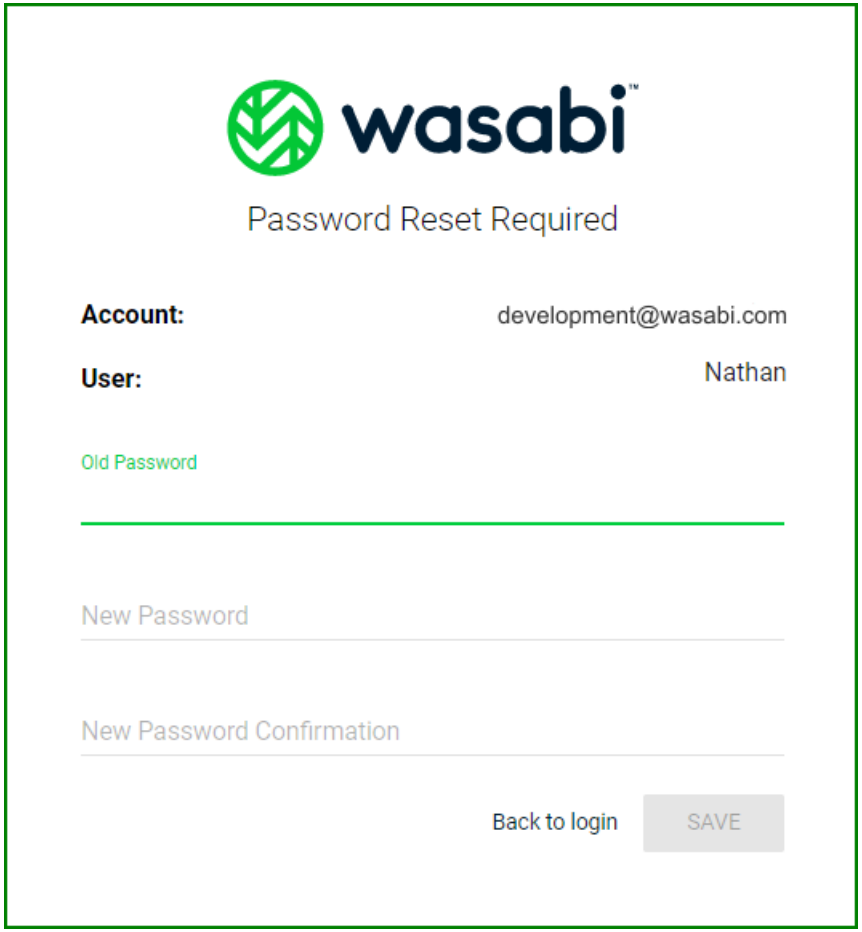
5 Enter the user name (Nathan) and password.

Note that **this is the password assigned to the user (Nathan)**. It is not the Wasabi account password (for development@wasabi.com).



6 Click **SIGN IN**. If the subuser (Nathan, in this example) is not required to reset the password, the Object Storage panel is displayed and Nathan is ready to use Wasabi.

When the account was set up for Nathan in our example, we indicated that he would be required to reset the password when he signed in for the first time. In this case, Wasabi prompts for a new password:



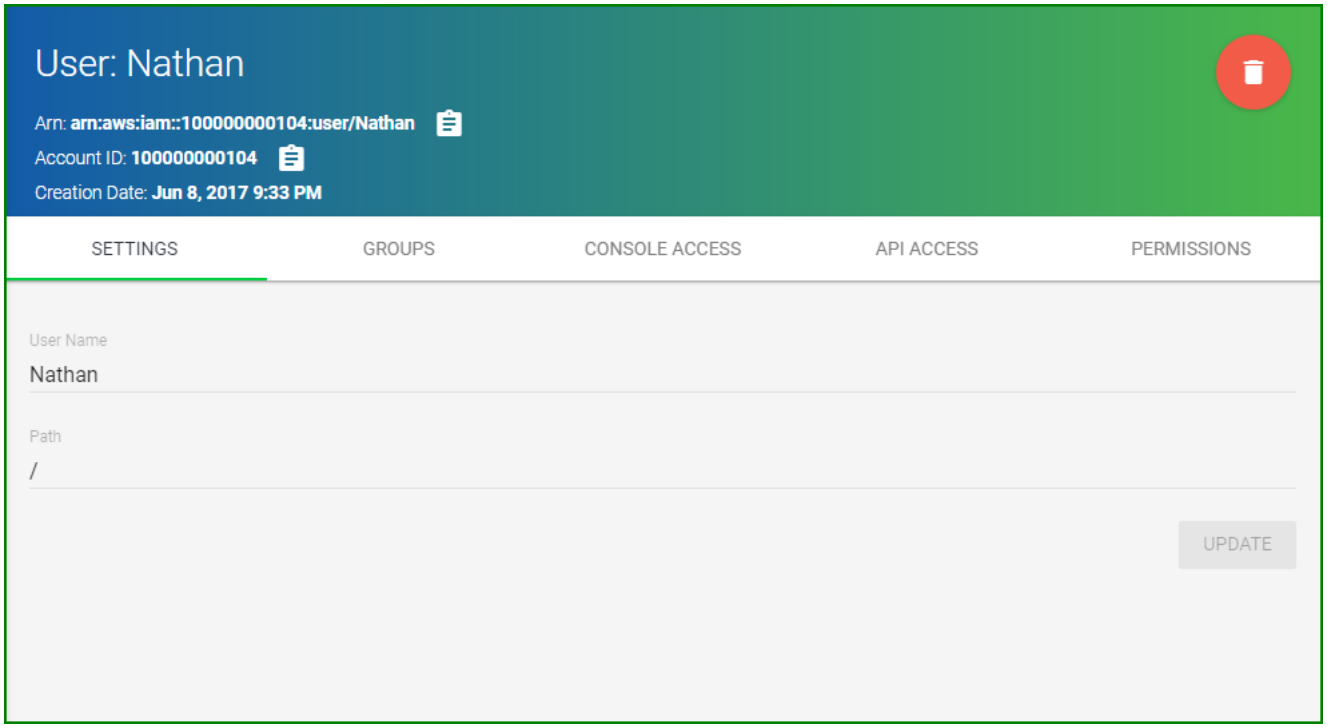
a Enter the password assigned when the user was created. Then, enter and confirm a new password. This is the credential that will be required for future sign-ins.

b Click **SAVE**.

c Repeat Steps 3 through 6. After you click **SIGN IN**, the Object Storage panel is displayed and Nathan is ready to use Wasabi.

Deleting a User

1 On the User panel, click on a user to delete. The User panel is displayed. For example:



2 Click .

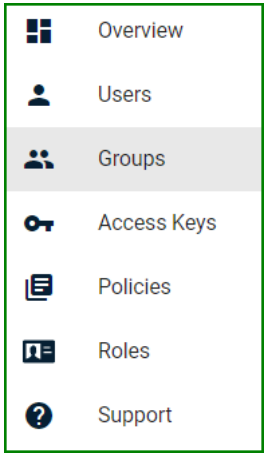
3 A messages asks you to confirm that you want to delete the user. Click **DELETE** to do so (otherwise, click **CANCEL**).

5 Groups

A *group* is a set of users that you can manage collectively. This chapter describes how to define a group. Then, you can assign a user to a group when you create a user account, as described in Chapter 4, *Users*.

Reviewing the Groups Panel

Click **Groups** in the IAM menu on the left of the screen.



The Groups panel displays a list of groups, each with this information:

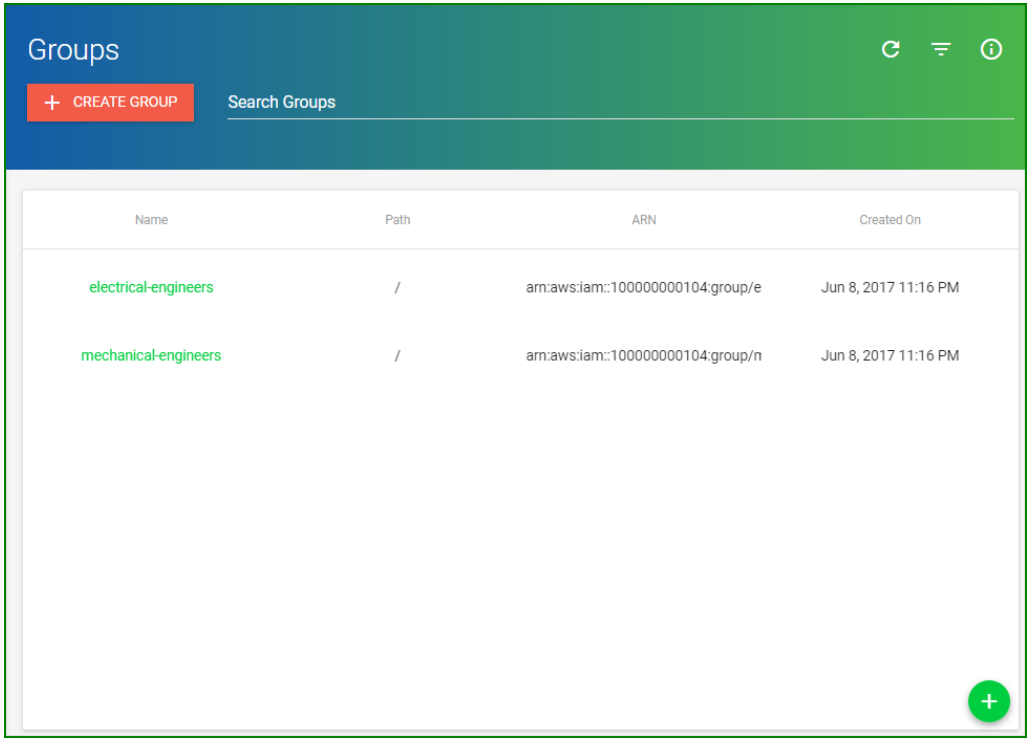
- Group name
- Path for the group
- Amazon Resource Name (ARN) for the group
- Date when the group was created

Tools at the top of the Groups panel are provided for:

- "Searching for a Group," page 5-4
- "Refreshing and Filtering the Groups List," page 5-5
- "Creating a Group," page 5-5

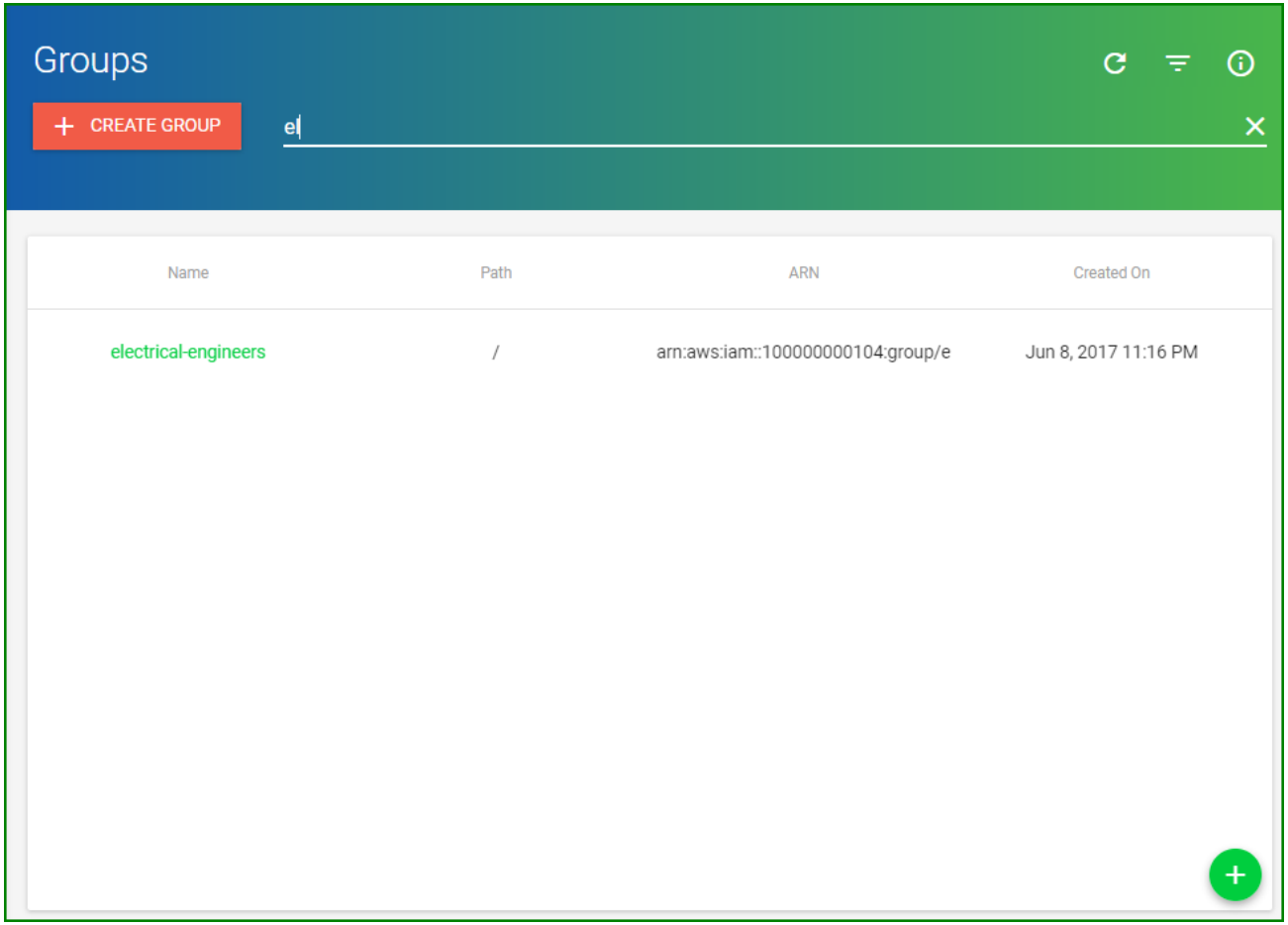
You can review and edit details, as described in "Reviewing Details and Editing an Existing Group," page 5-7.

The Groups panel is displayed:



Searching for a Group

1. Click in the “Search Groups” area.
2. Enter a text string for which to search. Groups with names that include text that matches the string are displayed. For example:

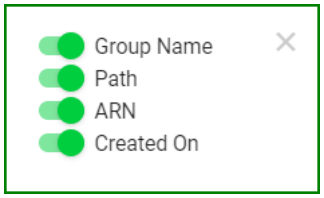


Note that the text string might appear anywhere in the name and letters for the text are not case-sensitive.

Refreshing and Filtering the Groups List

To refresh the Groups list, click .

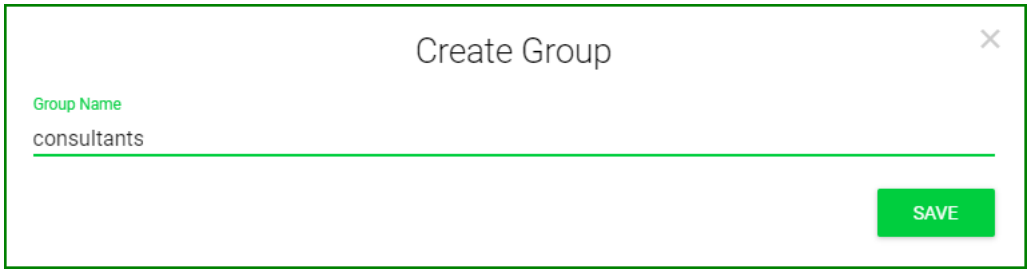
You can click to filter the list by:



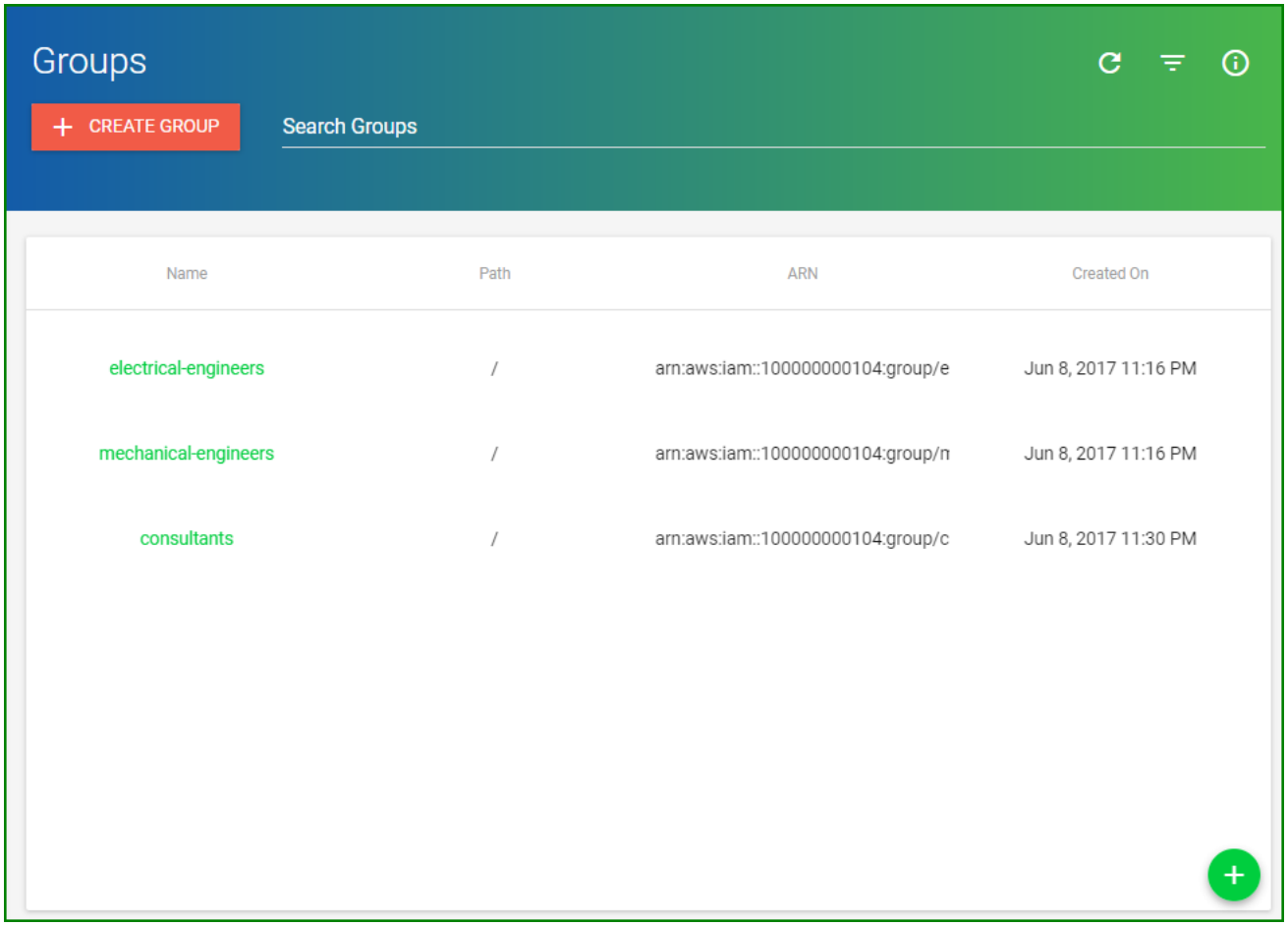
To enable a filter, slide the option to the right. When a filter is enabled, the slide option is green: When a filter is disabled, the slide option is gray:

Creating a Group

1. Click **CREATE GROUP** or .
2. Enter a name for the new group (such as “consultants” in the example below).

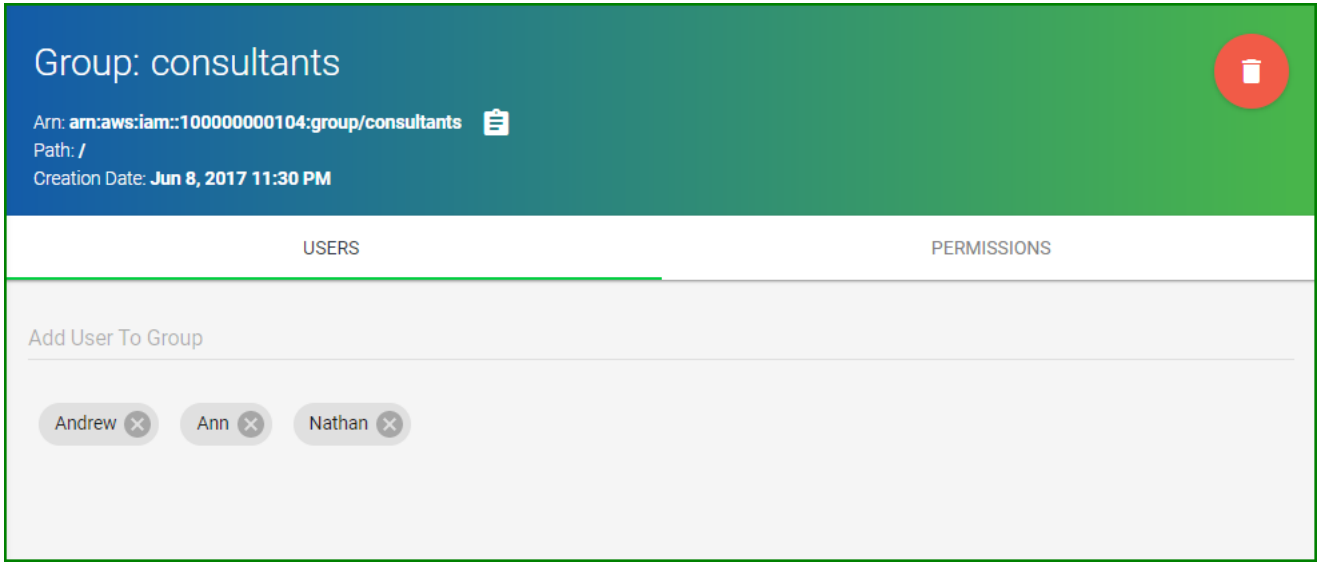


3 Click **SAVE**. The new group is displayed on the Groups panel. For example:



Reviewing Details and Editing an Existing Group

On the Groups panel, click on a group to review and/or edit. The Groups panel is displayed. For example:



This panel shows the policy name and includes:

- Arn—Amazon Resource Name for the group.
- Path—Path where the group information is located.
- Creation Date—Date/time when the group was created.

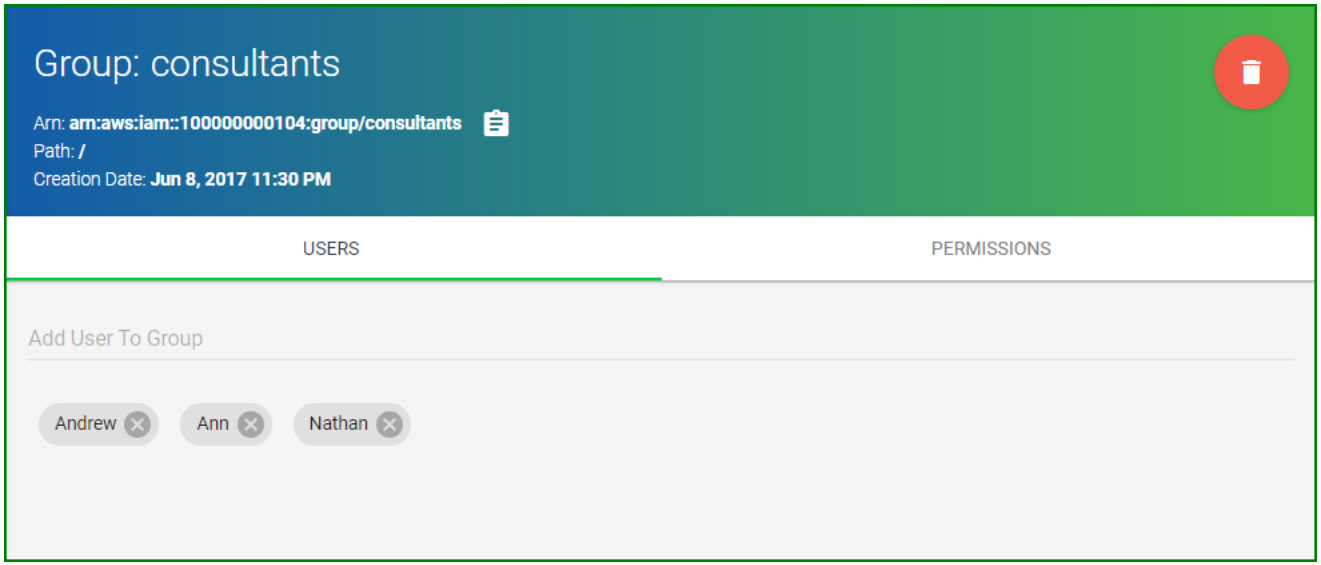
You can click to copy the Arn to the Clipboard.

The panel also includes two types of information:

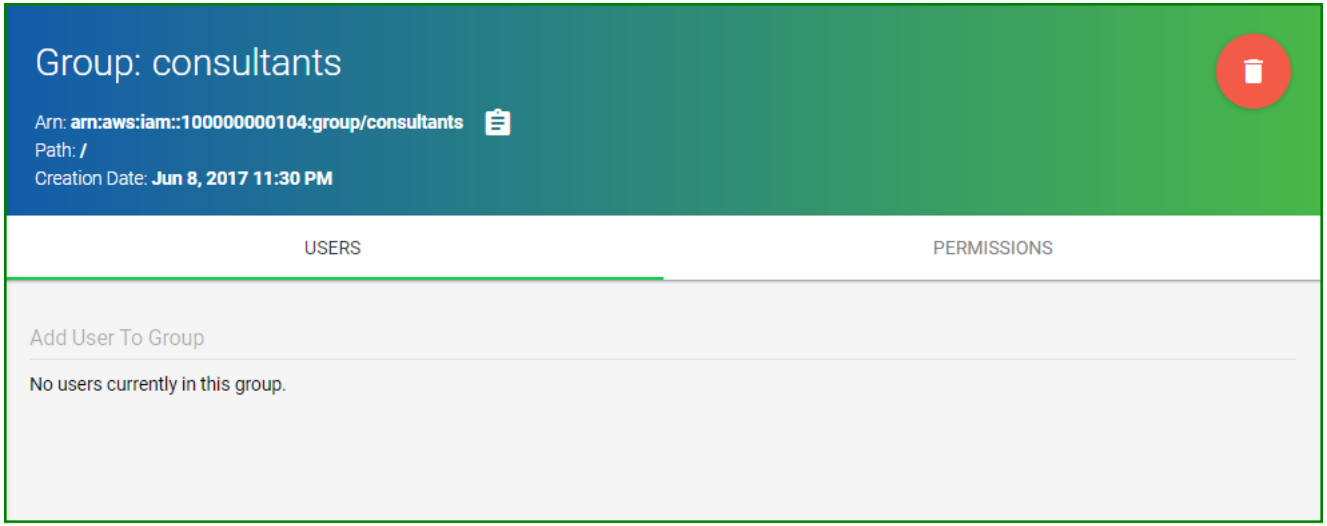
- "USERS," page 5-8
- "PERMISSIONS," page 5-9

USERS

This shows and enables you to modify the users associated with the group. This policy has three users associated with it.



There are currently no users associated with this group:



To add a user(s) to the group:

1. Click in the "Add User To Group" area.
2. Begin to type characters in a user's name.
3. When the user's name is displayed, click on it to add to the group.

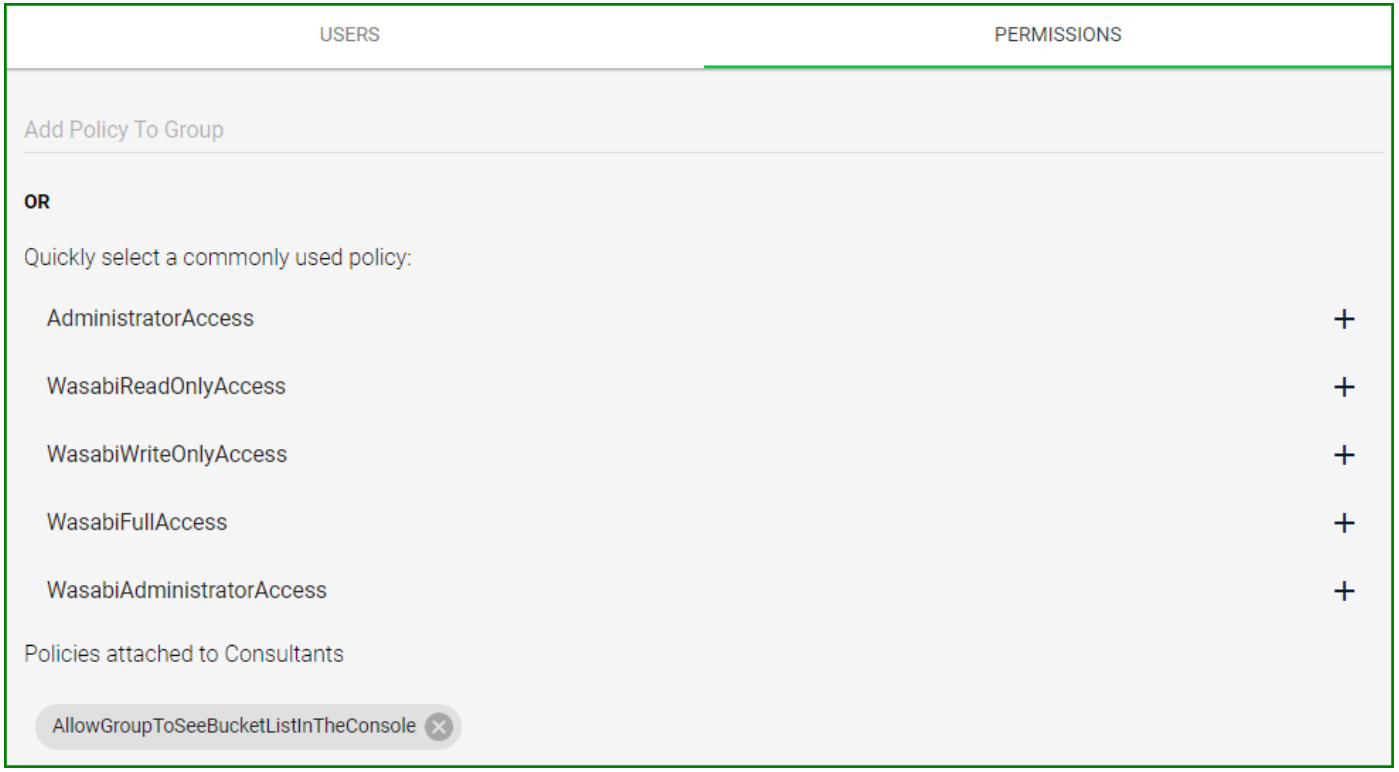
To remove a user from the group:

Click for the user.

PERMISSIONS

You can associate permissions (policies) with the group. You can do so in two ways:

- Click in the "Add Policy to Group" area at the top of the panel. Start typing to find the policy for the group. When the policy name is displayed, click on it to associate it with the group. Attached policies are listed at the bottom of the panel (as shown in the example below.)
- Select one of the predefined policies listed in the middle of the panel. Simply click on + to the right of the policy name. (Refer to Chapter 7, *Policies*, for a description of each policy.)

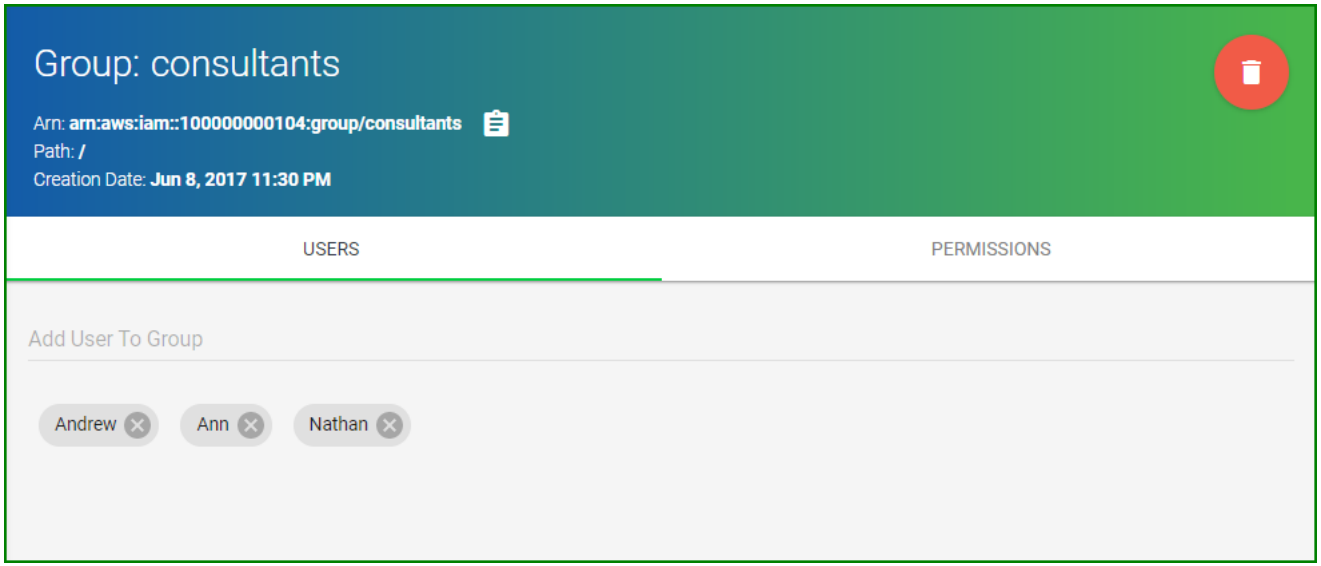


To remove a policy from the group:

Click ⊗ for the policy.

Deleting a Group

1. On the Groups panel, click on a group to delete. The Group panel is displayed. For example:



2. Click .

3. A messages asks you to confirm that you want to delete the group. Click **DELETE** to do so (otherwise, click **CANCEL**).

6 Access Keys

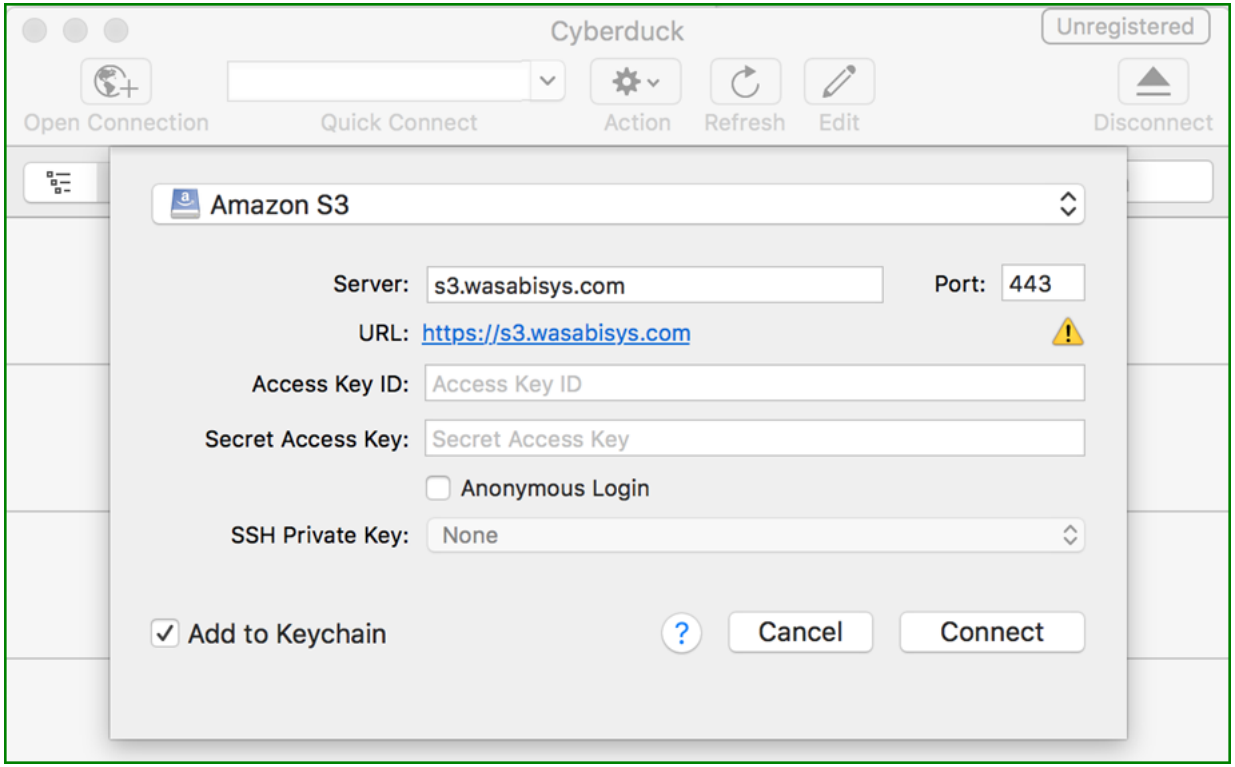
An access key is for use with third-party applications. An access key is used to make programmatic calls to AWS API actions. There are two types of access keys:

- Access Key ID
- Secret Access Key

For your protection, you should never share your secret keys with anyone. In addition, industry best practice recommends frequent key rotation.

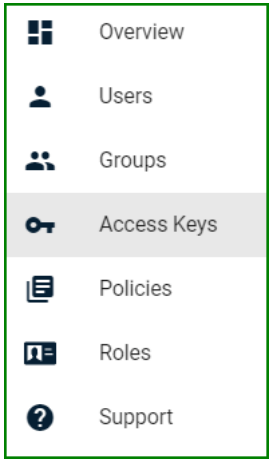
This chapter describes how you can assign an access key to a user.

Access keys are used to make secure REST or Query protocol requests to the Wasabi service API. The Wasabi S3 endpoint is **s3.wasabisys.com**. If using Cyberduck, for example as shown below, you would need to enter the appropriate keys in the “Access Key ID” and “Secret Access Key” fields. This is an example of one of many applications that can connect to the Wasabi endpoint.


Cyberduck
Unregistered
Open Connection
Quick Connect
Action
Refresh
Edit
Disconnect
Amazon S3
Server:
s3.wasabisys.com
Port:
443
URL:
https://s3.wasabisys.com
Access Key ID:
Access Key ID
Secret Access Key:
Secret Access Key
Anonymous Login
SSH Private Key:
None
Add to Keychain
Cancel
Connect

Reviewing the Access Keys Panel

Click **Access Keys** in the IAM menu on the left of the screen.



The Access Keys panel displays the access keys, each with this information:

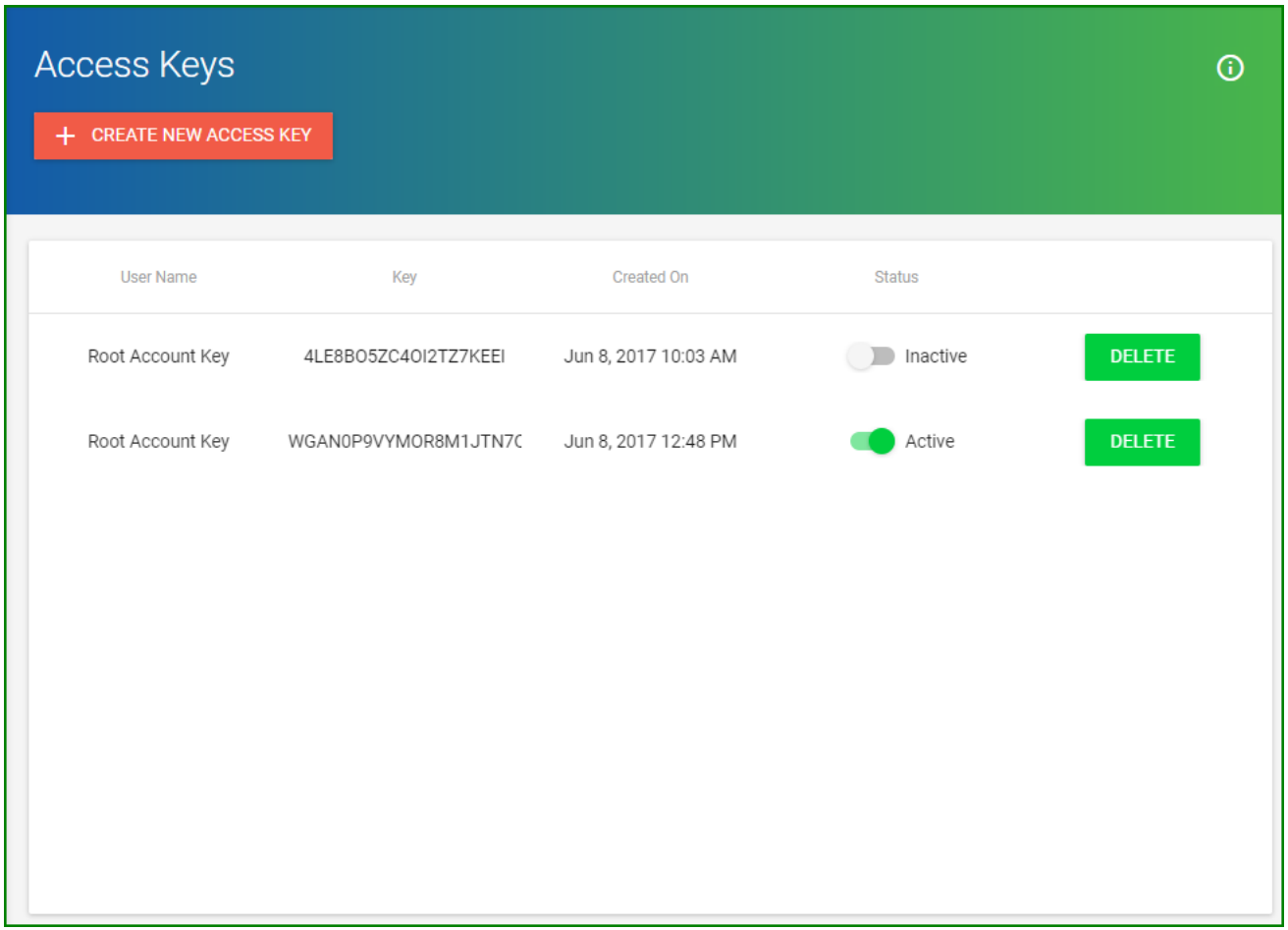
- User name
- Key, which is the access key code
- Date/time when the access key was created
- Status of the access key

Tools are provided for:

- "Creating an Access Key for the Account," page 6-5
- "Changing the Access Key Status," page 6-7
- "Deleting an Access Key," page 6-7

Information in this chapter relates to access keys for the account. Refer also to the description of "Creating an Access Key for a User," page 4-22.

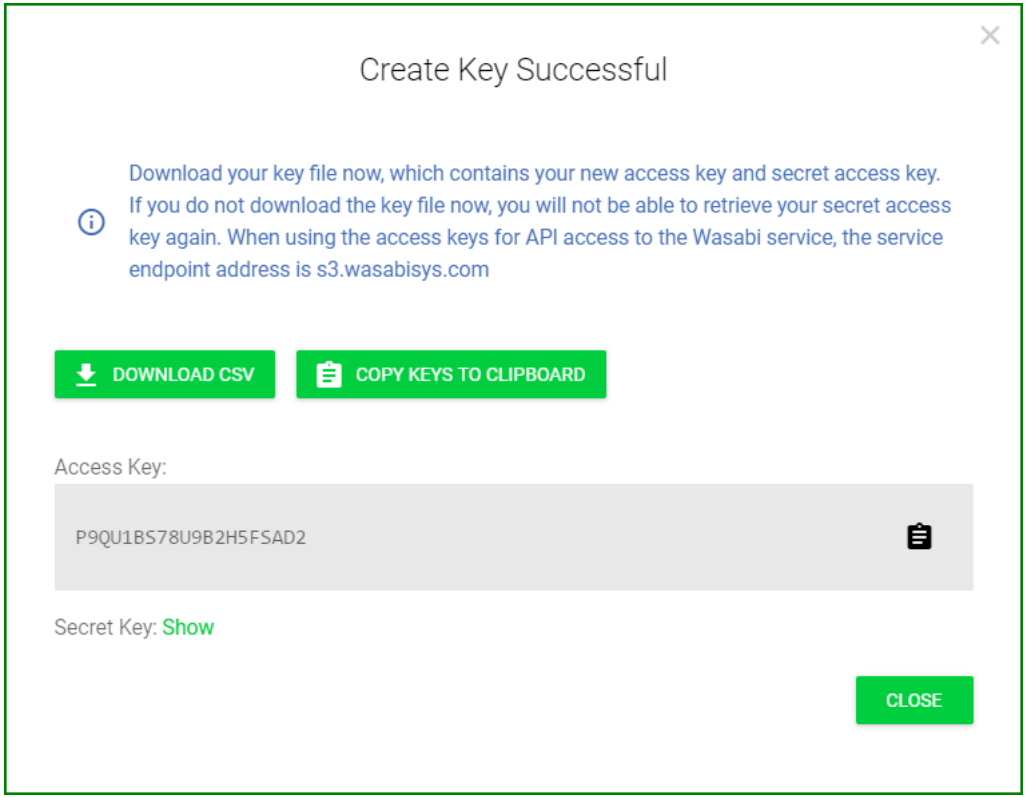
The Access Keys panel is displayed:



Creating an Access Key for the Account

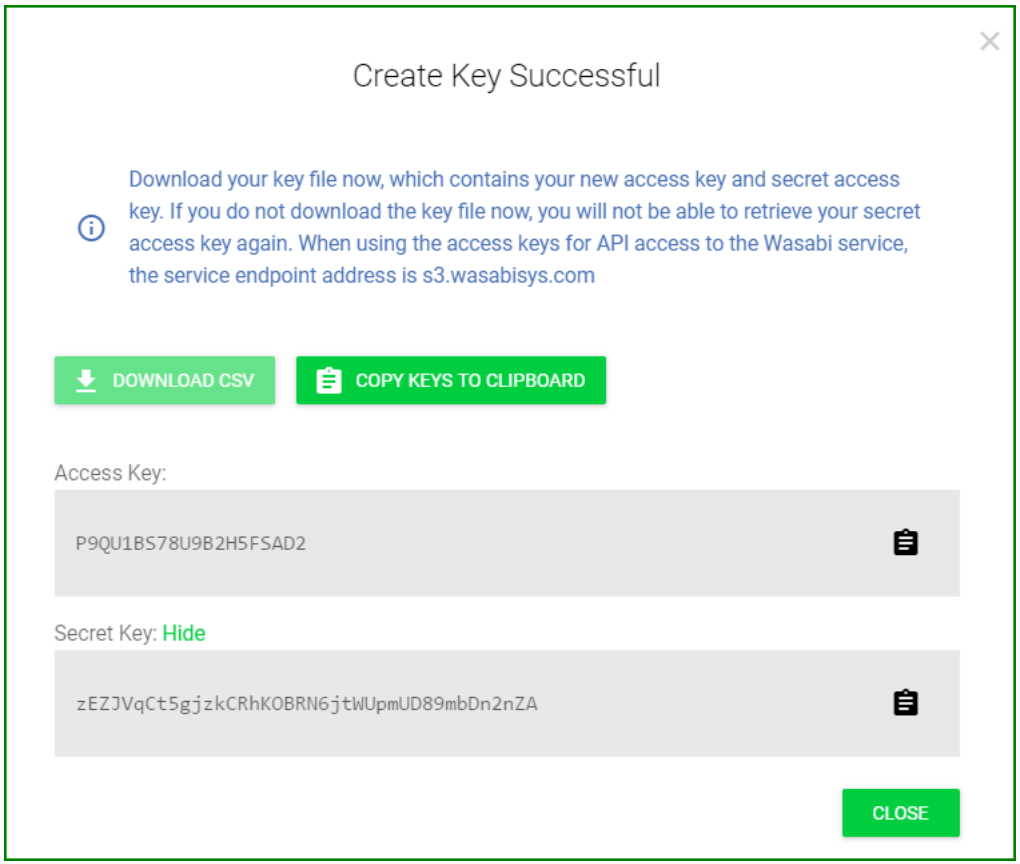
Note that an account can have only two access keys. If two are defined and you want to create another, you must delete one of the existing keys. Refer to "Deleting an Access Key," page 6-7.

1 Click **CREATE NEW ACCESS KEY**. A unique access key for the user is displayed.



Be sure to copy this key and store it is a safe place. Notice that two buttons are provided to conveniently download the key as a CSV file or copy the key to the clipboard (and then paste it into a file to save).

To show the Secret Key, click the **Show** link. For example:



2 After saving the keys, click **CLOSE**.

Changing the Access Key Status

You can change the status of an access key from Active to Inactive.

To make the access key active, slide the option to the right. The slide option is green:
When the access key inactive, the option is gray:

Deleting an Access Key

1. Click **DELETE** to the right of the access key you want to delete.
2. A message asks if you want to delete the access key. Click **DELETE** to confirm.

7 Policies

Each user and group can be associated with one or more *policies* to define the actions that a user or group member can perform and the conditions under which those actions can take place. You can attach a policy to a user, group, and/or role.

You can create up to 100 policies per account.

NOTE: You can attach a policy to a bucket. This is described in "Working With a Bucket Policy," page 2-18.

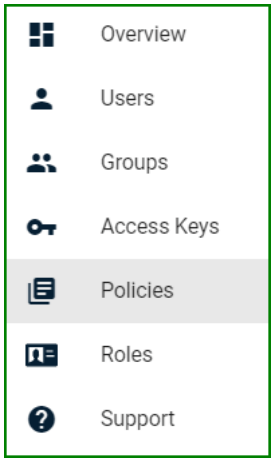
Wasabi provides predefined policies that you can attach to a user, group, and/or role. These policies are:

- AmazonS3Full Access—Gives full access to all S3 resources, but no IAM access. The user cannot sign in with just this policy attached.
- AmazonS3ReadOnlyAccess—Gives just the Get and List permissions on any S3 resource/bucket, but no IAM access. The user cannot sign in with just this policy attached.
- AdministratorAccess—Gives full access to all resources (IAM and S3) with no limitation whatsoever.
- WasabiReadOnlyAccess—Gives just the Get and List permissions to all S3 resources and login permissions to users.
- WasabiWriteOnlyAccess—Gives just the Put and MultipartAbort permissions to all S3 resources, but no IAM access. The user cannot sign in with just this policy attached.

- WasabiFullAccess—Gives full permissions to all S3 resources and sign in permissions to users.
- WasabiAdministratorAccess—Gives full access to all resources (IAM and S3) with no limitation whatsoever. This is similar to AdministratorAccess, above.
- IAMUserChangePassword—Gives the user permission to change his/her password upon initial sign in.

Reviewing the Policies Panel

Click **Policies** in the IAM menu on the left of the screen.



The Policies panel displays a list of policies, each with this information:

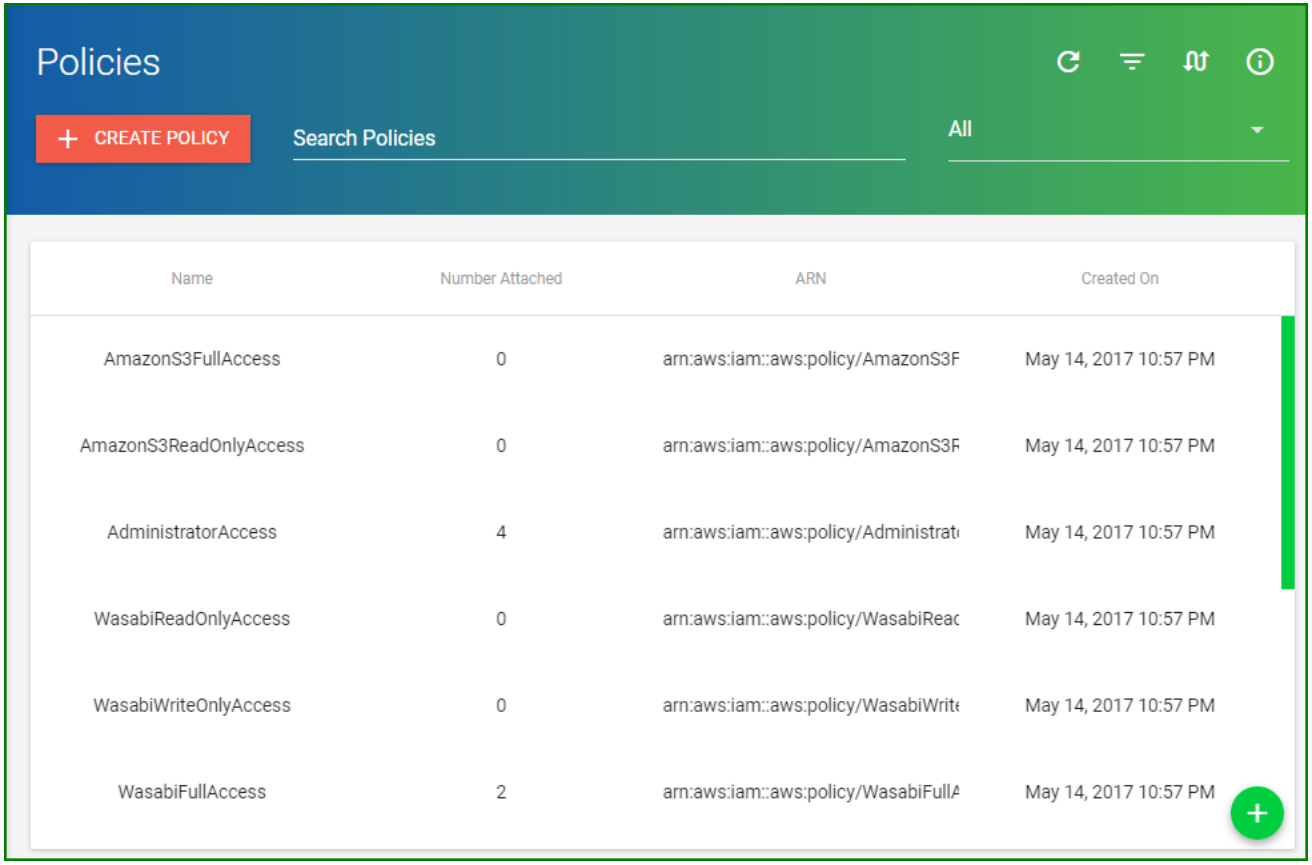
- Policy name
- Number of users, groups, and/or roles attached to the policy
- Amazon Resource Name (ARN) for the policy
- Date when the policy was created

Tools at the top of the Policies panel are provided for:

- "Searching for a Policy," page 7-4
- "Refreshing and Filtering the Policies List," page 7-5
- "Creating a Policy," page 7-6

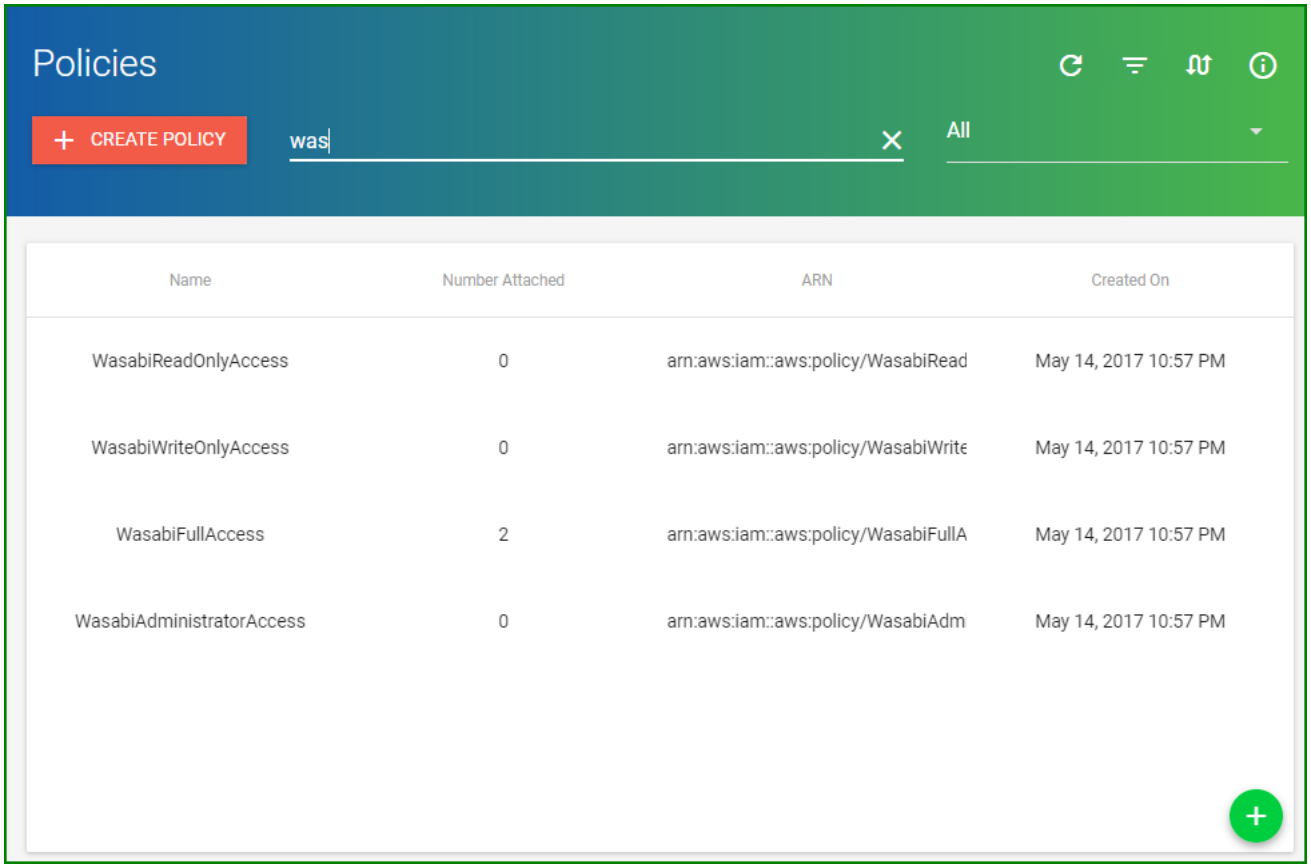
In addition, you can review and edit the details of a policy, as described in "Reviewing Details and Editing an Existing Policy," page 7-10.

The Policies panel is displayed:



Searching for a Policy

1. Click in the “Search Policies” area.
2. Enter a text string for which to search. Policies with names that include text that matches the string are displayed. For example:



Note that the text string might appear anywhere in the name and letters for the text are not case-sensitive.

Refreshing and Filtering the Policies List

To refresh the Policies list, click .

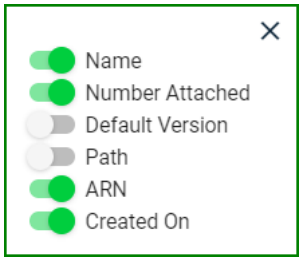
There are several ways to filter the list, as described below.

Click the down arrow in

to choose to display:

- All policies
- Local policies that were created for the account
- AWS policies, which are predefined

Click to filter the list by:

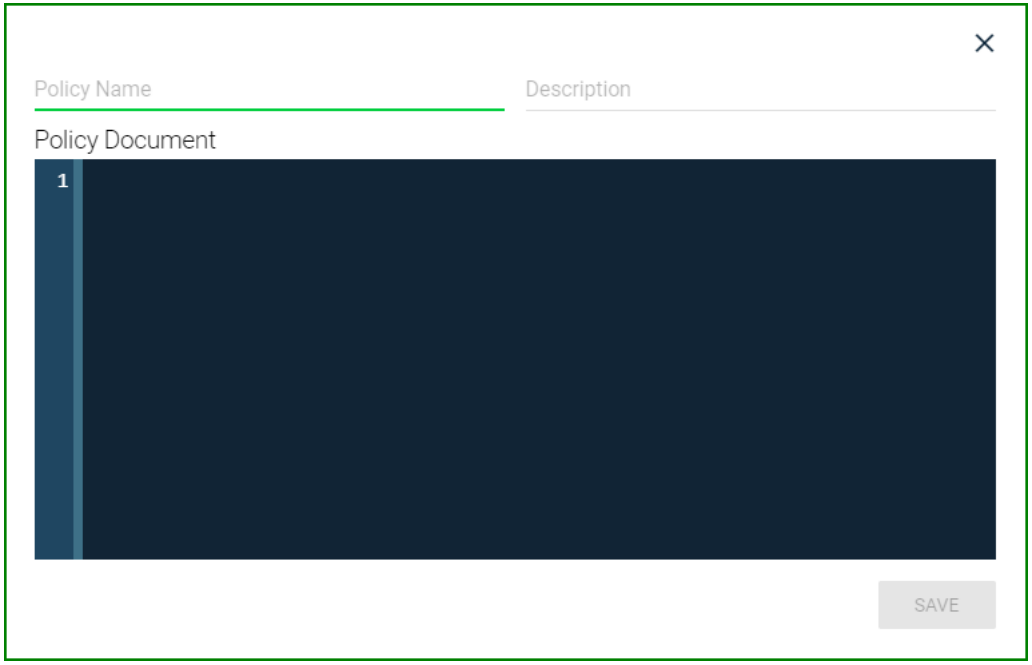


To enable a filter, slide the option to the right. When a filter is enabled, the slide option is green:
When a filter is disabled, the slide option is gray:

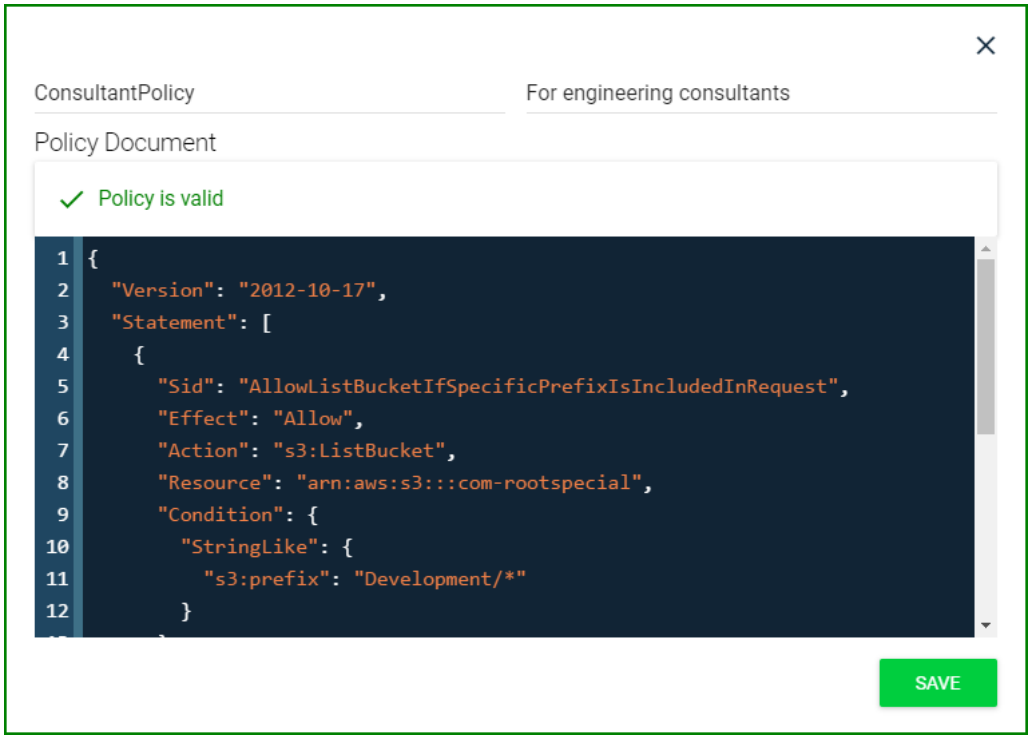
Click to toggle between displaying all policies (considering other filters) and only policies that are attached to users, groups, and/or roles.

Creating a Policy

1. Click **CREATE POLICY** or .
2. Enter a policy name and, optionally, a description.



3 Enter code for the policy. For example:



With a user policy, you can control user access to buckets. In the following example, two users (Alice and Bob) belong to a common group called Consultants. Alice has access to only one bucket named bucket1. Bob has full access to only one bucket named bucket2. Three policies are created to achieve this: one policy is attached to the group, one is attached to Alice, and one is attached to Bob.

The Group policy is:

```
{
  "Version": "2012-10-17",
  "Statement": [
    {
      "Sid": "AllowGroupToSeeBucketListInTheConsole",
      "Effect": "Allow",
      "Action": [
```

```
            "s3:ListAllMyBuckets",
            "s3:GetBucketVersioning"
          ],
          "Resource": "arn:aws:s3:::*"
        },
        {
          "Effect": "Allow",
          "Action": [
            "iam:Get*",
            "iam:List*",
            "iam:ChangePassword",
            "iam:UpdateLoginProfile",
            "iam:*MFA*",
            "sts:Get*"
          ],
          "Resource": "arn:aws:iam::${aws:accountid}:user/${aws:username}"
        }
      ]
    }
```

The Alice policy is:

```
    {
      "Version": "2012-10-17",
      "Statement": [
        {
          "Sid": "AllowAccessToBucketNamedBucket1",
          "Effect": "Allow",
          "Action": [
            "s3:ListBucket",
            "s3:GetObject",
            "s3:PutObject",
            "s3:GetObjectAcl",
            "s3:PutObjectAcl"
          ],
          "Resource": [
            "arn:aws:s3:::bucket1",
            "arn:aws:s3:::bucket1/*"
          ]
        }
      ]
    }
```

The Bob policy is:

```
{
  "Version": "2012-10-17",
  "Statement": [
    {
      "Sid": "AllowAccessToBucketNamedBucket2",
      "Effect": "Allow",
      "Action": [
        "s3:ListBucket",
        "s3:GetObject",
        "s3:PutObject",
        "s3:GetObjectAcl",
        "s3:PutObjectAcl"
      ],
      "Resource": [
        "arn:aws:s3:::bucket2",
        "arn:aws:s3:::bucket2/*"
      ]
    }
  ]
}
```

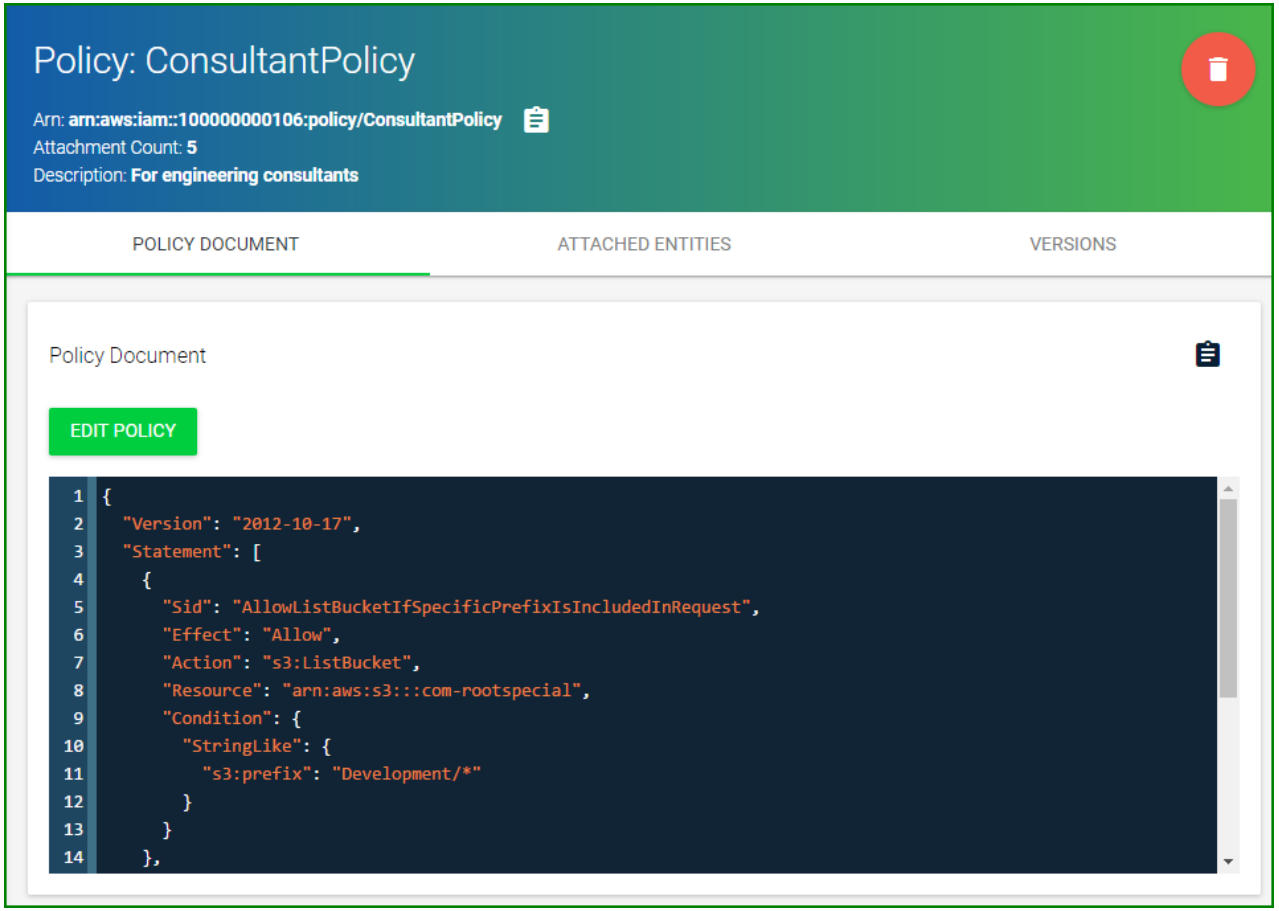
Note that syntax errors will be flagged as you enter information. In this example, the colon (:) is missing after "Action" in line 7:

4 When you see ✓ Policy is valid, you can click **SAVE** to create the new policy.

Reviewing Details and Editing an Existing Policy

NOTE: You cannot edit a predefined policy.

On the Policies panel, click on a policy to review and/or edit. The Policy panel is displayed. For example:



This panel shows the policy name and includes:

- Arn—Amazon Resource Name for the policy.
- Attachment Count—Number of users, groups, and/or roles attached to the policy.
- Description—Optional descriptive information (entered when the policy was created).

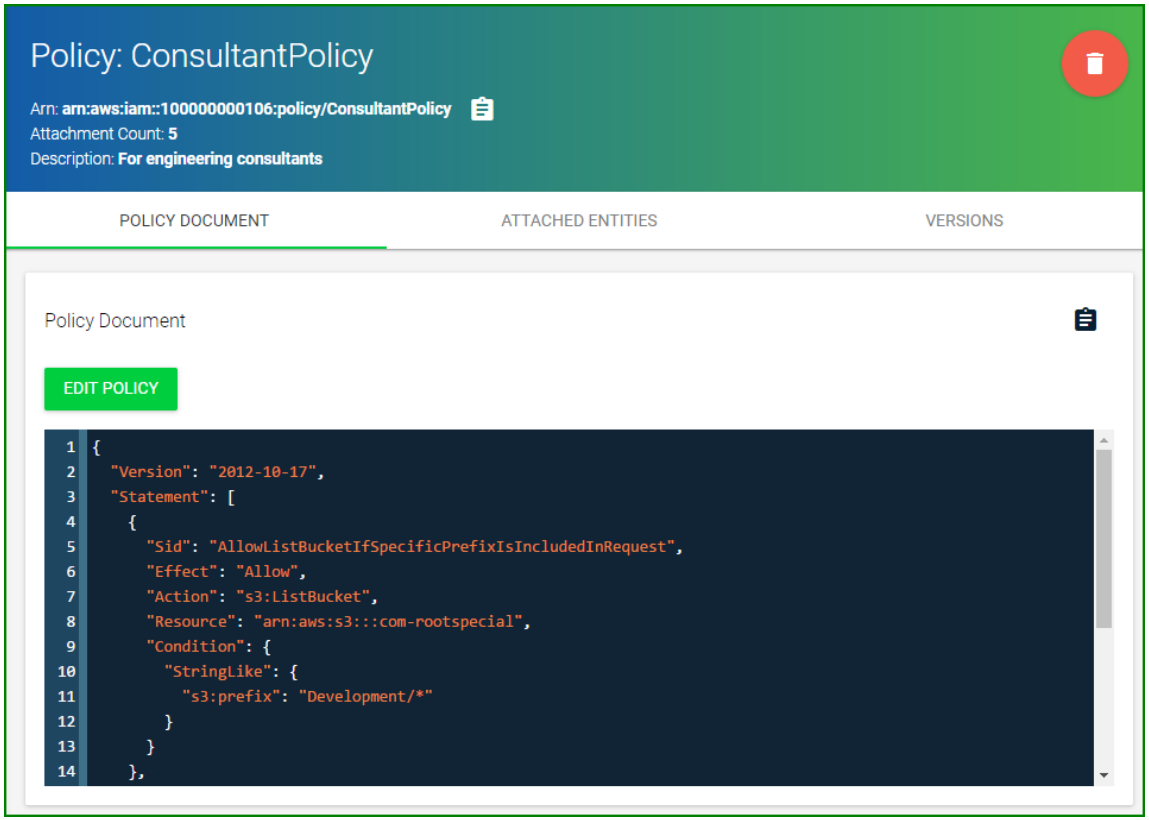
You can click to copy the Arn to the Clipboard.

The panel also includes three types of information:

- "POLICY DOCUMENT," page 7-12
- "ATTACHED ENTITIES," page 7-14
- "VERSIONS," page 7-15

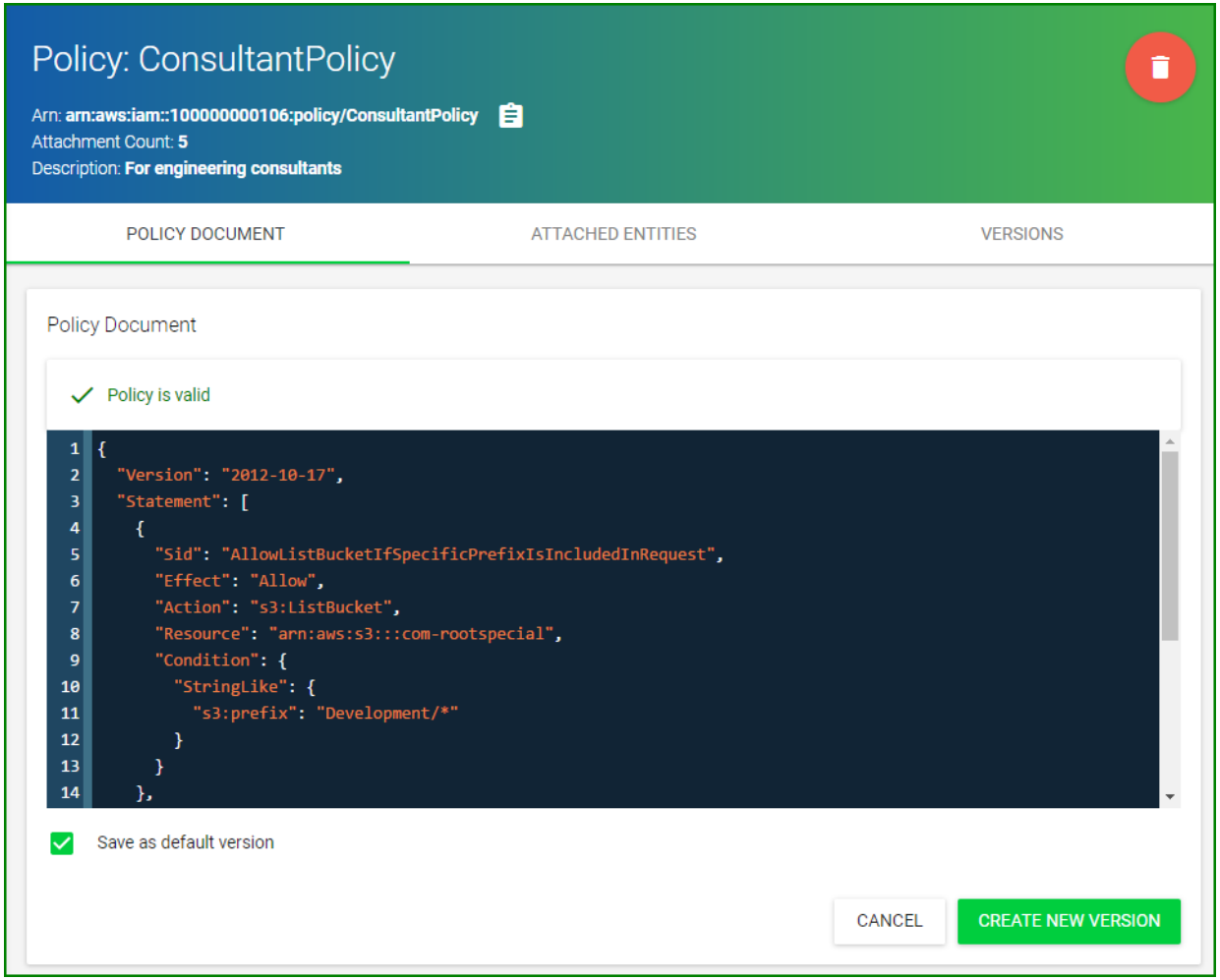
POLICY DOCUMENT

This shows and enables you to modify or copy the policy content.



Editing Content

1. Click **EDIT POLICY**. (This button is not available for predefined policies.)
2. Edit the content of the policy, as required.
3. Both the original and new policy will be maintained as versions. You can check the Save as default version to save the edited version as the new default.

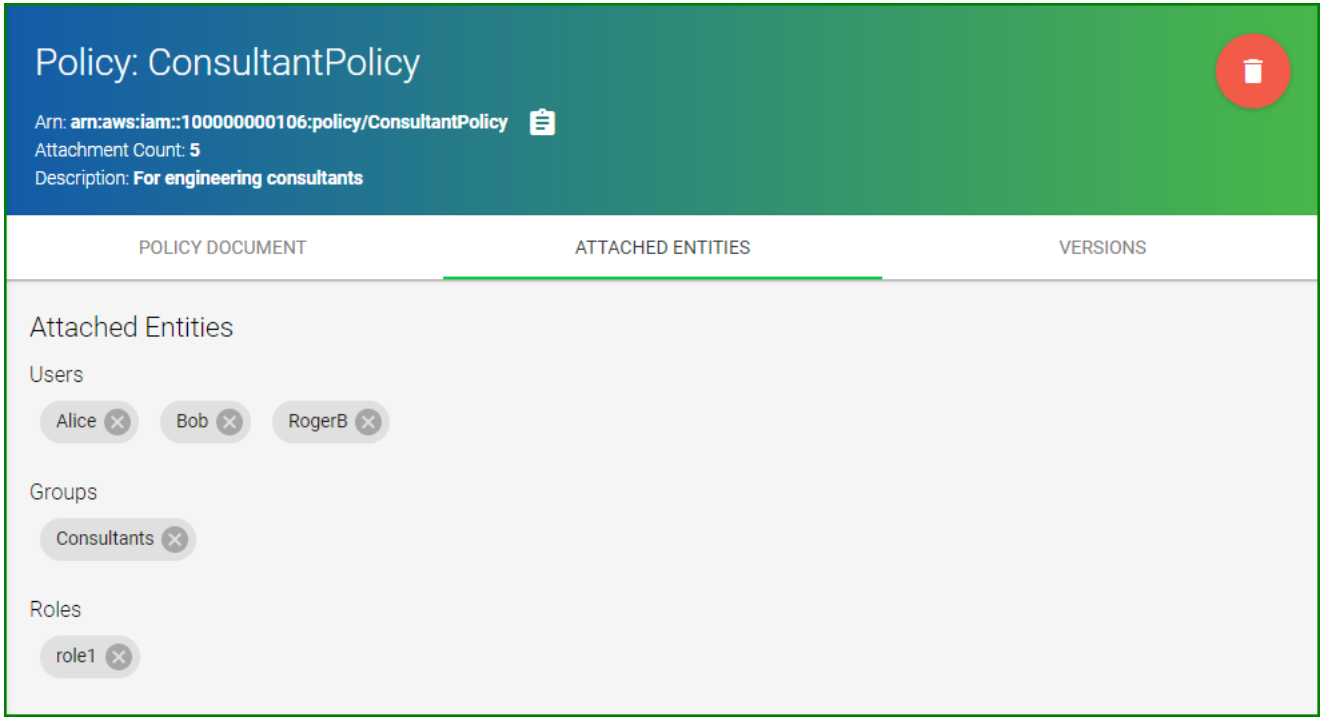


4 Click **CREATE NEW VERSION**.

Copying Content You can copy the content of a policy for use when creating another policy. Click to copy the content to the Clipboard. Then, you can paste this content when "Creating a Policy," page 7-6.

ATTACHED ENTITIES

Display the entities (users, groups, and roles) that are attached to a policy. For example:

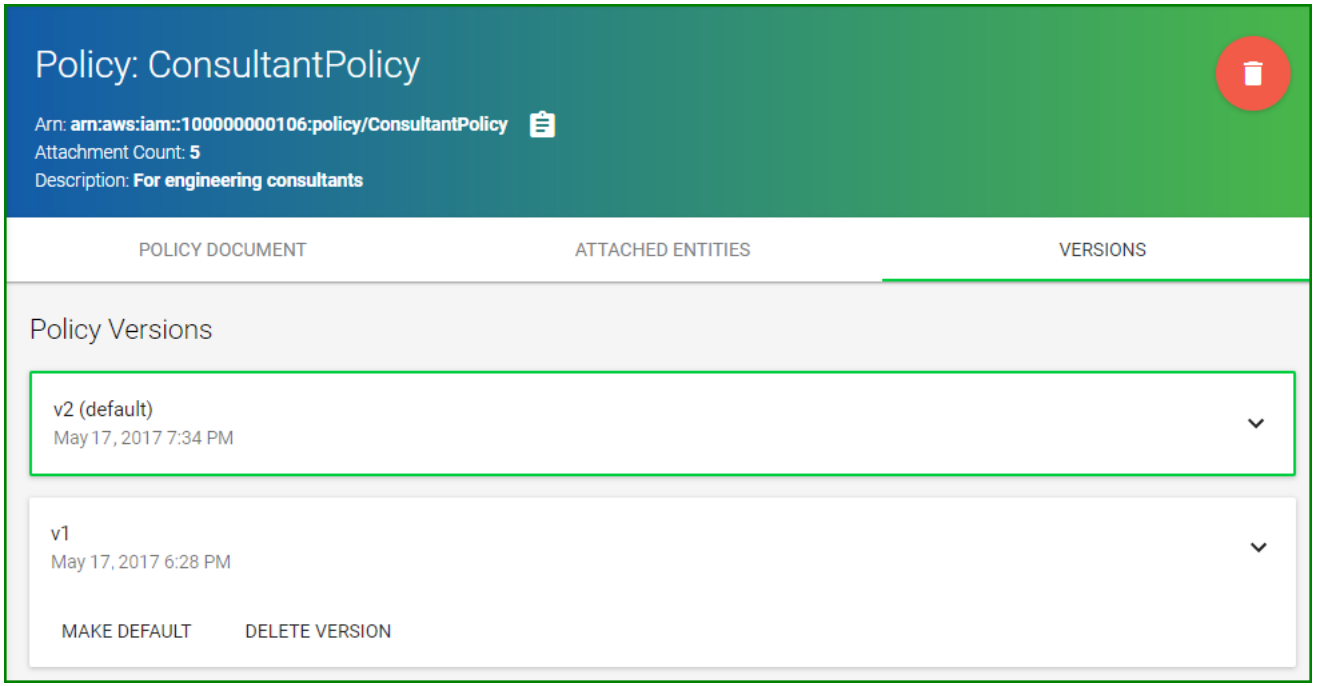


To detach an entity from the policy:

Click ⊗ for the entity.

VERSIONS

Review and manage versions of a policy if the policy has been revised. In the example below, there are two versions of the policy. The original is outlined in green.



You can review or hide policy content.

Click ⌄ to review the policy content for a version. Click ⌃ to hide the content.

To manage policy versions, you can:

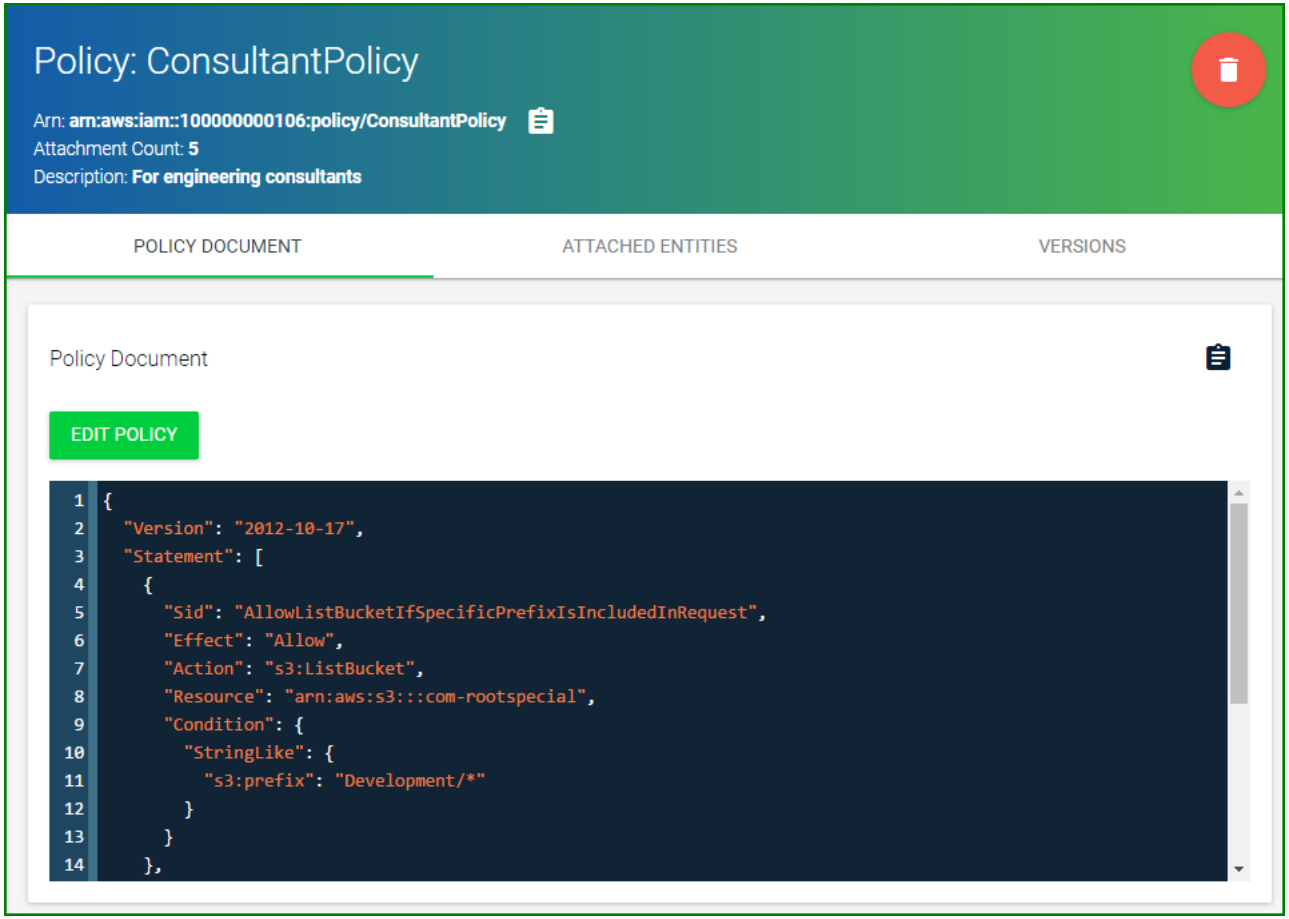
- Change the default version. Click **MAKE DEFAULT** to make a version the default policy.
- Delete a version. But do so cautiously because as soon as you click **DELETE VERSION**, it is removed.

Deleting a Policy

To delete policy, you must first delete all versions of it (if versions exist). Refer to "VERSIONS," page 7-15.

NOTE: You cannot edit a predefined policy.

1 On the Policies panel, click on a policy to delete. The Policy panel is displayed. For example:



2 Click .

3 A messages asks you to confirm that you want to delete the policy. Click **DELETE** to do so (otherwise, click **CANCEL**).

8 Roles

A role is an identity with permission policies that determine what the role can and cannot do in Wasabi. A role can be associated with any user who needs that identity. For example, “contract engineer” may be a role. If Mary, Bob, Jennifer, and John are associated with that role, they would share in the permissions defined for the role of “contract engineer.”

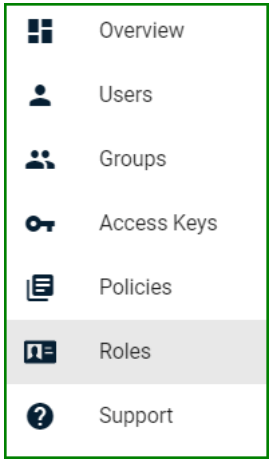
You can create up to 250 roles per account.

Roles help to prevent accidental access to or modification of resources. You can give a user permission to switch roles created within your Wasabi account or another account. In this way, the user can switch roles, use the Wasabi Management Console with permissions that he or she does not normally have, and then exit from the role to surrender the permissions. A role might grant a user in one Wasabi account access to resources in another account. Or, given a specific role, a user might have access to resources typically not available to the user. For example, the person who normally functions as a contract engineer, might need to access schematic drawings and can switch to the “engineer-schematics” role to do so.

NOTE: A role is not associated with a password or access keys.

Reviewing the Roles Panel

Click **Roles** in the IAM menu on the left of the screen.

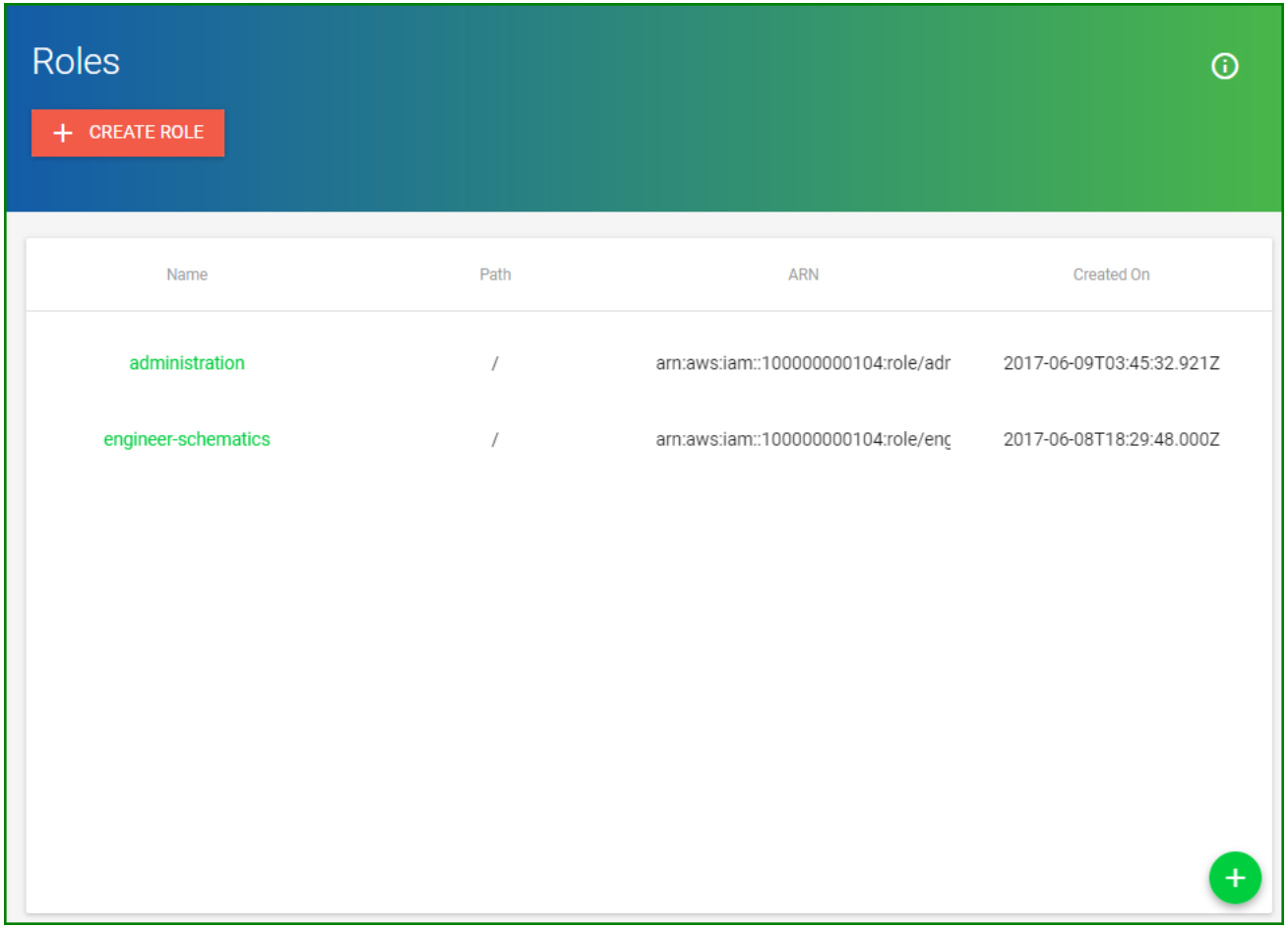


The Roles panel displays a list of roles, each with this information:

- Role name
- Path for the role
- Amazon Resource Name (ARN) for the role
- Date when the role was created

After "Creating a Role," page 8-4, you can review and edit details, as described in "Reviewing Details and Editing an Existing Role," page 8-5.

The Roles panel is displayed:



Creating a Role

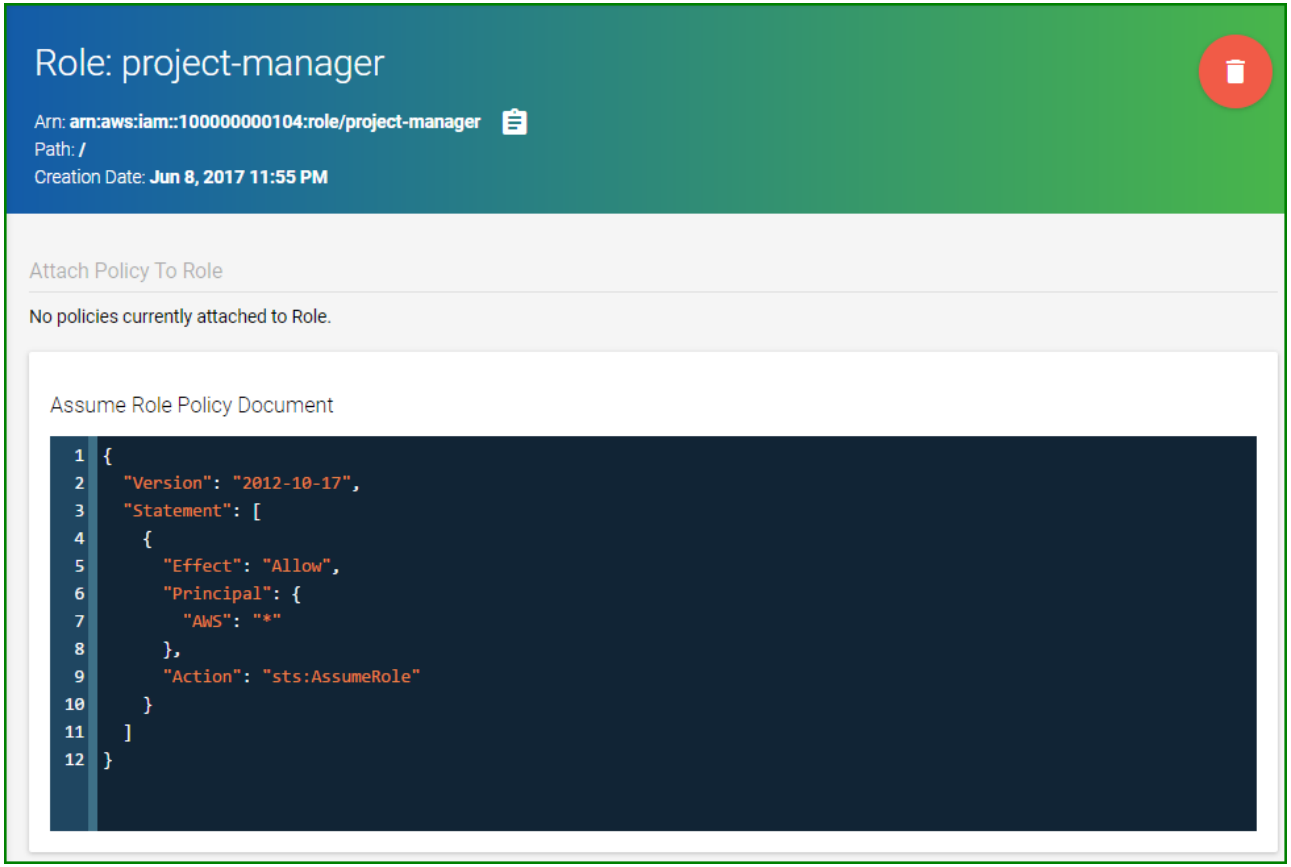
1. Click **CREATE ROLE** or .
2. Enter a role name.
3. Modify the code for the role, as appropriate.

4. Click **SAVE** to create the new role.

   Note that syntax errors will be flagged with a message if you try to save:

Reviewing Details and Editing an Existing Role

On the Roles panel, click on a role to review and/or edit. The Role panel is displayed. For example:



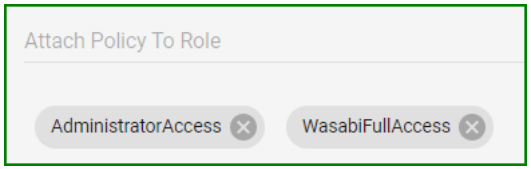
This panel shows the role name and includes:

- Arn—Amazon Resource Name for the role.
- Path—Path where the role information is located.
- Creation Date—Date and time the role was created.

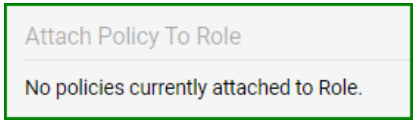
You can click to copy the Arn to the Clipboard.

Attaching a Policy to a Role

The Role panel includes an area where a policy (or policies) may be attached to the role. For example:



If no policies are currently attached, the area appears as:



In either case, you can attach a policy to the role. To do so:

1. Click in the “Attach Policy To Role” area.
2. Enter a text string for which to search. Policies with names that include text that matches the string are listed.
3. Select the policy from the list of those available.

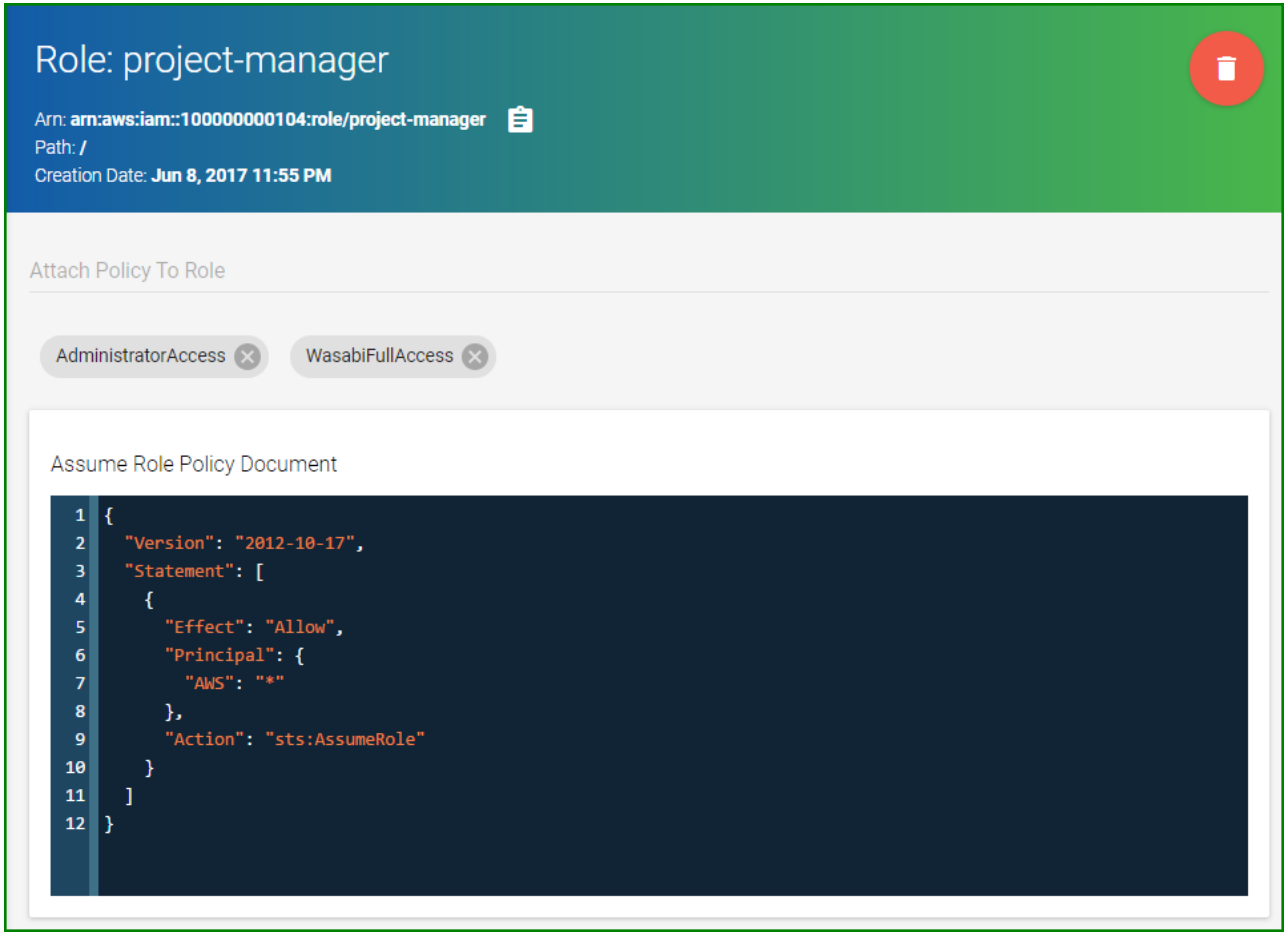
Removing a Policy From a Role

To detach a policy from the role:

Click for the policy.

Deleting a Role

1 On the Roles panel, click on a role to delete. The Role panel is displayed. For example:



2 Click .

3 A messages asks you to confirm that you want to delete the role. Click **DELETE** to do so (otherwise, click **CANCEL**).

About This Guide

The *Wasabi Management Console User Guide* provides details about Wasabi features with procedures for new and experienced users.

Content

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https://wasabi.com/help

Use this email address to contact a Wasabi Customer Support representative:

support@wasabi.com