

2024 EDITION

User Guide

Parsec share

Secure storage solution



Zéro trust

Introduction

PARSEC Share is a robust security solution that enables you to secure, manage, and share your data confidentiality and with integrity, all within an ergonomic and easy-to-use tool.

This guide will help you step by step to set up your organization, invite collaborators, and manage access to your data.

Users

People and teams who use PARSEC Share daily to access, share, and protect their sensitive data. This guide will provide them with a clear understanding of the features and best practices for the secure use of Parsec Share.

Organization Administrators

Individuals responsible for implementing tools, inviting collaborators within the organization, and ensuring proper use of PARSEC Share.

IT Security Professionals such as the DPO

Those responsible for protecting data from threats and vulnerabilities, who will find essential information in this guide to integrate PARSEC Share into their security strategies.

System Administrators (RSSI, DSI...)

Individuals managing IT infrastructures and/or responsible for the installation, configuration, and maintenance of PARSEC Share within their organization.

Presentation

PARSEC Share enables you to easily share your data while ensuring confidentiality. It provides cryptographic guarantees that the shared data cannot be read or modified by unauthorized third parties. Parsec Share significantly expands the possibilities for secure exchanges in both internal and external collaborative environments.

Benefits of PARSEC Share :

- Certified by ANSSI for a security target covering confidentiality, integrity, logging, non-repudiation, revocation, and authenticity functions.
- Asynchronous solution allowing work offline or with intermittent network connectivity.
- The synchronization server has no access to unencrypted sensitive data.
- End-to-end security with unique and personal encryption and signature keys.
- Supports Key Management Infrastructures (PKI) for establishing trust among users.
- Ergonomic and user-friendly.
- Open source.

News in PARSEC Share :

- Complete overhaul of the UX/UI interface.
- Core system written in Rust, providing native “multi-device” and “memory-safe” functionality, recommended for secure applications.
- ANSSI certification process initiated (Parsec V3 file submitted in April 2024).

Installation & Update

Getting Started with Parsec Share

PARSEC Share is available on our website: Start [Parsec](#)

Installation

Windows

Follow the installer instructions

Linux

Follow the installer instructions

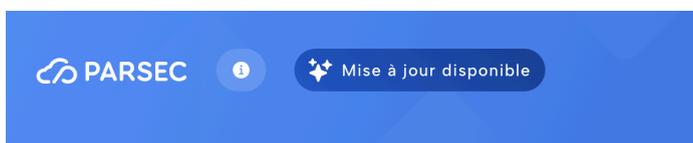
macOS

COMING SOON

Updates

We recommend updating the application if you receive a message indicating an update is available.

- Updates are done automatically when the application starts.
- If the application is in use, a message will appear in the application—just click on it to update.
- Les mises à jour sont faites automatiquement lors du démarrage de l'application.
- Lorsque l'application est en cours d'utilisation, un message vient s'afficher dans l'application. Il suffit de cliquer sur le message pour mettre à jour l'application.

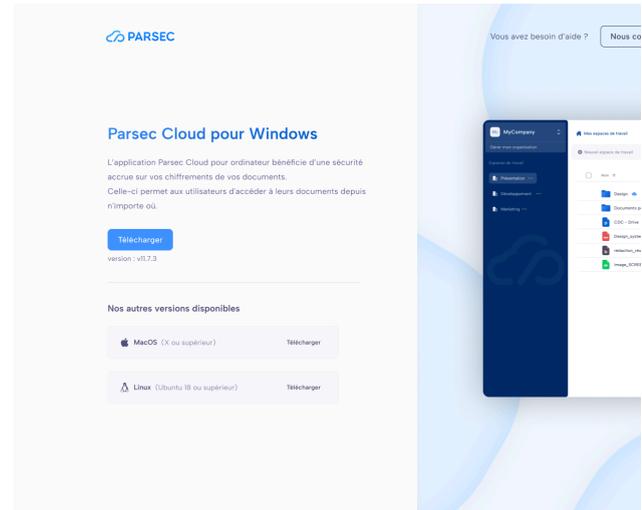


Using PARSEC Share

PARSEC Share is a secure collaborative space and cloud storage solution, allowing you to access shared files from one or multiple organizations in a simple and secure manner.

1. Download PARSEC Share

To start using PARSEC Share, you must have received an invitation email to join an organization. First, download the application for your operating system (Windows or Linux) here: Start [Parsec | Parsec](#)



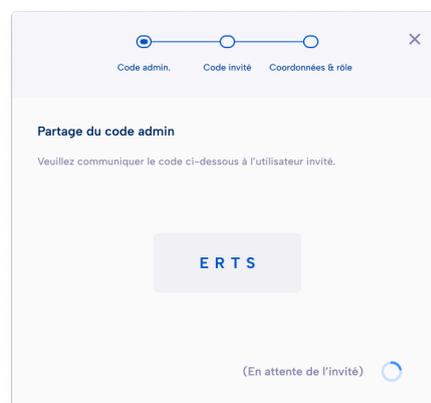
2. Joining an Organization

Once installed, you can join the organization in two ways:

- Click directly on the link in the email ("Join Organization").
- Copy and paste the link starting with `parsec3://...` into the "You have received an invitation link" field.

3. Invitation Process

You will need to perform a code exchange, which ensures confidentiality between you and the inviter. Click on the code provided by the administrator.



Enter your details and choose your preferred authentication method (this can be modified anytime in your profile)



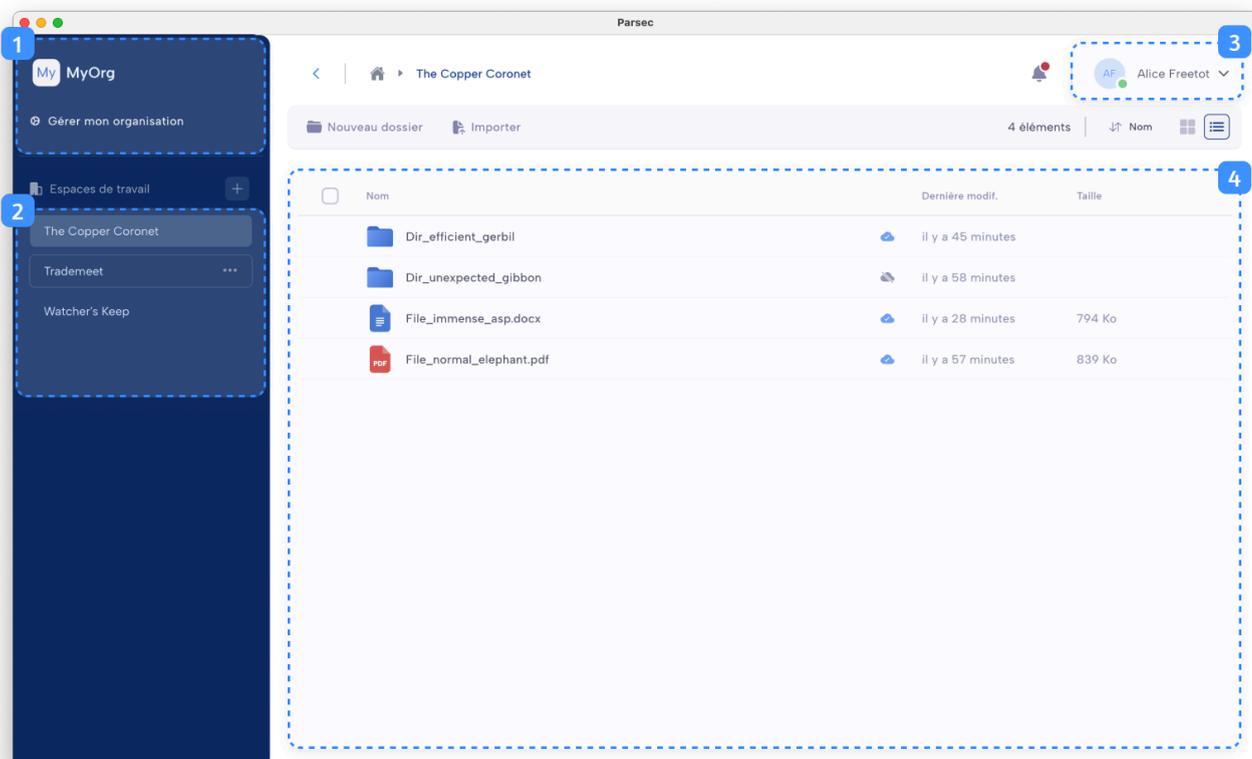
Password



Authentication via your computer (the simplest solution)

4. Getting Started with PARSEC Share

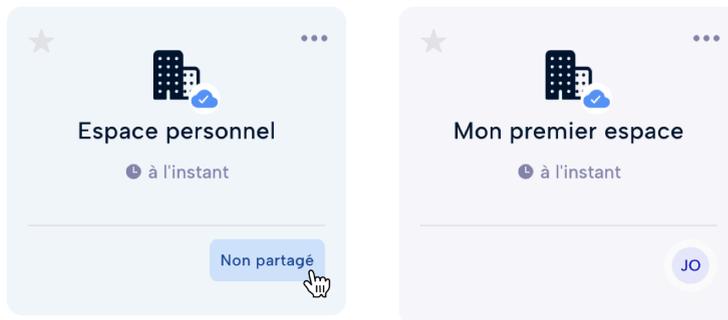
You're all set! You now have access to PARSEC Share. Here's a brief overview of the interface:



- 1 Change Organization or Access Information** (if permitted), including users and general settings.
- 2 Access Shared Workspaces** (only the workspaces shared with you). If invited as an external member, you won't be able to create new workspaces.
- 3 Edit your profile** to manage your account
- 4 Workspaces and documents**
Find workspaces and associated documents by accessing the desired space.

5. Sharing a Workspace

- Go to the home screen (accessible via the icon )



- Click on the “Not Shared” button or on the members' avatars if the space is already shared.
- Look for the person you want to share the workspace with and set their role (permissions).

6. Connecting New Devices

Each device on Parsec Share has a unique authentication, ensuring stronger security. To add a new device, both devices must be connected to the internet with the app open.



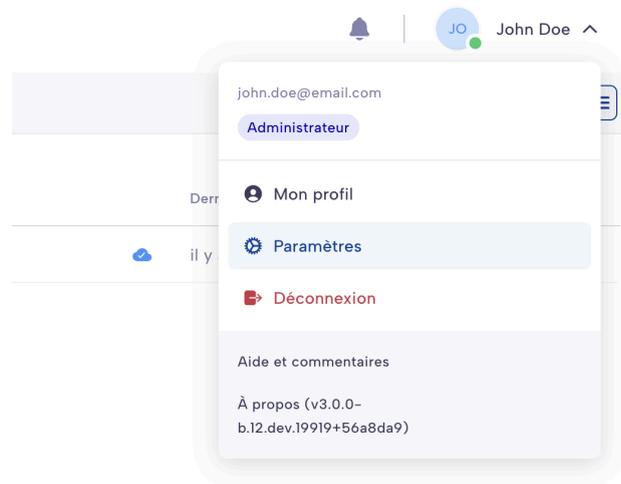
To add a new device:

- From your existing device, go to your profile (via the top-right menu) and then **“My Profile”**
- In the "My Devices" section, click **"Add"**
- Send the link to your second device (via email, instant messaging, etc.).
- On the invited device, paste the link into **"Join an Organization"**
- Perform a code exchange between your devices

That's it, you can now connect with your new device!

7. Accessing Your Settings

In the dropdown menu at the top right, you will find “Settings” where you can manage **language, theme**, etc.



Organization Administration

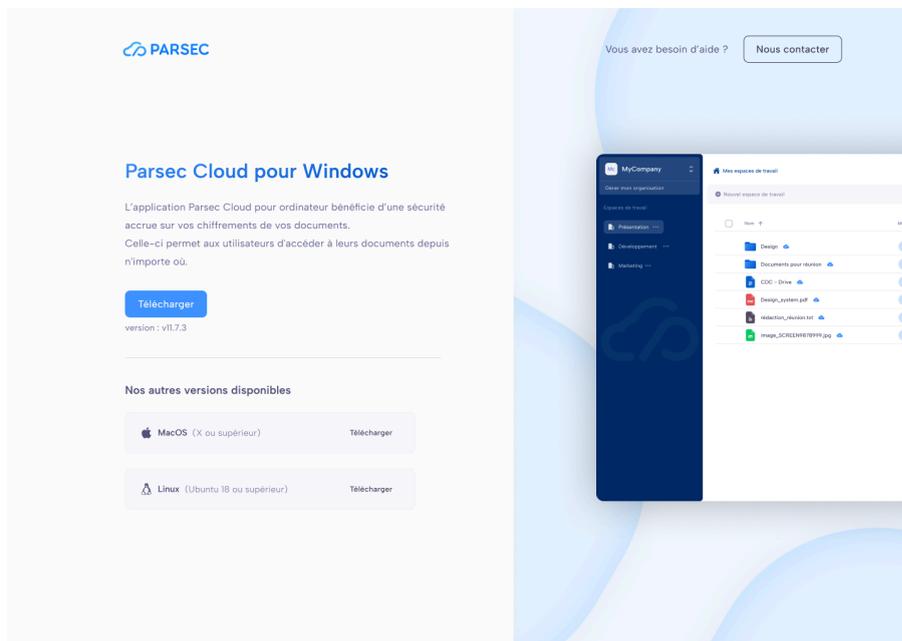
PARSEC Share is a secure collaborative space and cloud storage solution that lets you access shared files from one or more organizations easily and securely.

⚠ Prerequisites:

- Subscribe to a plan via our website: : [Tarifs | Parsec](#)
- Be registered as a client by following the account setup process.

1. Download PARSEC Share

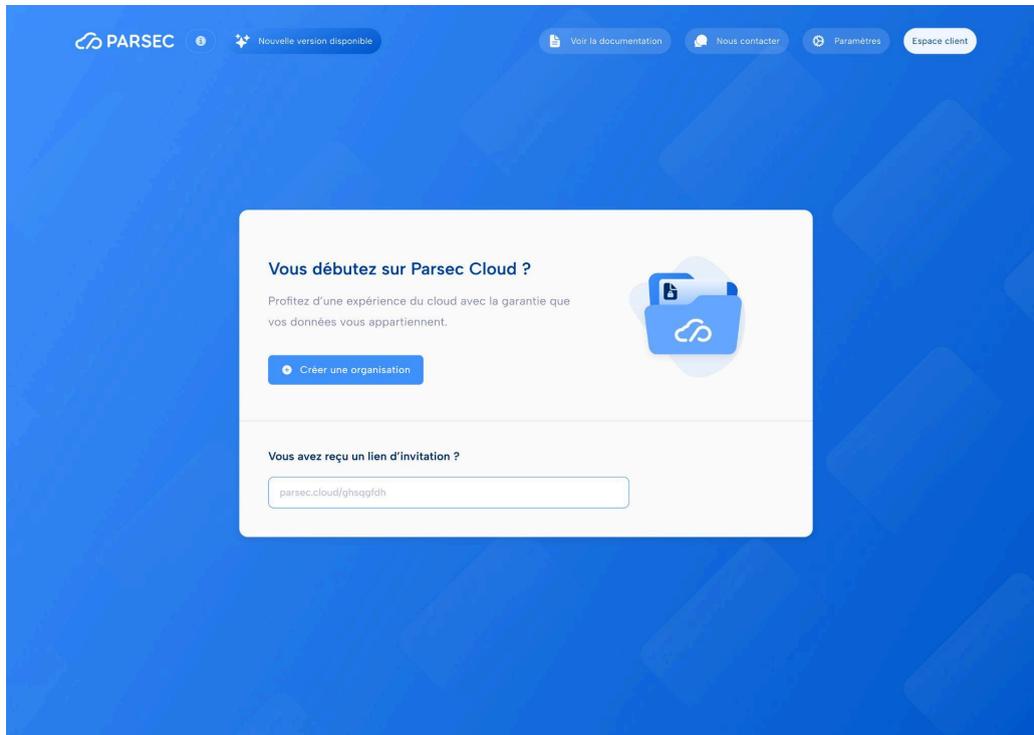
After creating your client account, if you have not yet downloaded the application, you can visit the link [Démarrer Parsec | Parsec](#) and choose your operating system.



 A web version is in development (available: 2025).

Create an Organization

Once installed, you can create an organization:



- Click the **"Create Organization"** button.
- Choose **"Store My Data with PARSEC."**
- Log in with your client account credentials.
- Enter the name of your organization (cannot be changed later).
- Choose your preferred authentication method (modifiable anytime in your profile).



Password



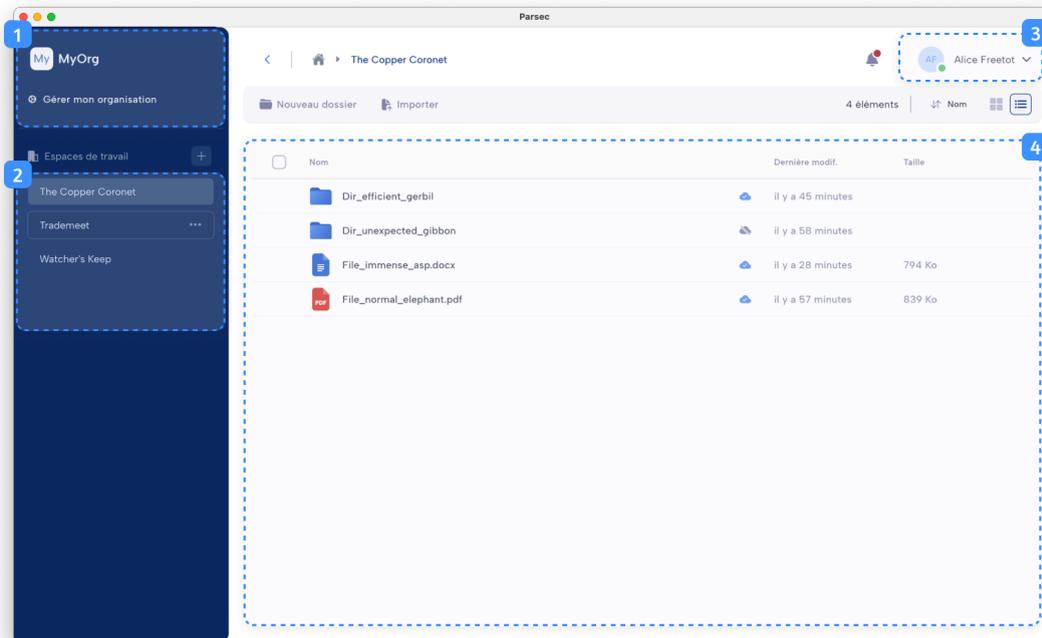
Authentication via your computer
(simplest option)

- Review the information and confirm.

 Congratulations, you've just created your first organization!

2. Getting Started with PARSEC Share

You're good to go! You now have access to PARSEC Share. Here's a brief overview of the interface :



- 1 **Switch Organizations and Manage Your Organization**, including members and global data (configuration, user count, etc.).
- 2 **Access Shared Workspaces** (only your workspaces or those shared with you)
- 3 **Edit your profile** to manage your account
- 4 **Workspaces and documents** Find workspaces and associated documents by accessing the desired space.

3. Managing Your Organization



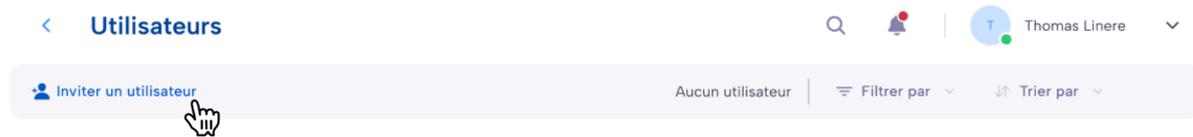
Through these menus, you can:

- **Manage Organization Users** Add or remove users.
- **View General Information:** See information such as authorized external members and organization address.

4. Inviting a new member

Sending the Invitation

Go to the "Users" section, then click "Invite a User" in the action menu.



Once the email is entered, the invitation is sent by email to the recipient. A yellow button will appear at the top of the application, informing you of pending and validated invitations.

Why Do Invitations Need Validation?

An invitation helps create a secure link between you and the invitee. For this process to be valid, both users must have the PARSEC app open.

Receiving an invitation

The invitee will receive an email allowing them to sign up. After clicking the link, the application must already be installed.

Welcoming the New Member

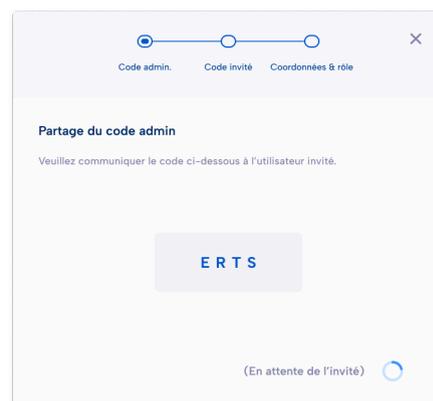
You (Administrator)

In the invitation menu (yellow button), click the **"Welcome"** button.

Guest

In the received email, click **"Join Organization."**

You will need to perform a code exchange, ensuring confidentiality between you and the invited person. Click on the code provided by the invitee.

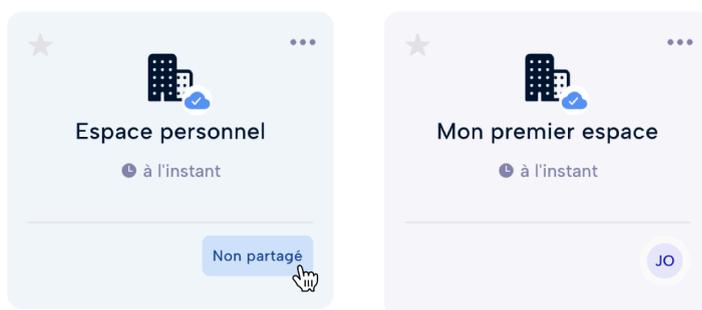


Choosing a Profile

You need to assign a profile to the new user. The profile defines an individual's rights within the organization. Below is an overview of the rights for each profile:

Tâches	Administrateur	Membre	Externe
Créer des espaces de travail	✓	✓	✗
Partager des espaces de travail	✓	✓	✗
Collaborer dans des espaces de travail	✓	✓	✓
Voir les noms/emails des utilisateurs de l'organisation	✓	✓	✗
Ajouter/Supprimer des utilisateurs à l'organisation	✓	✗	✗
Copier les droits d'un membre à un autre	✓	✓	✗

[Note: A profile cannot be changed later.



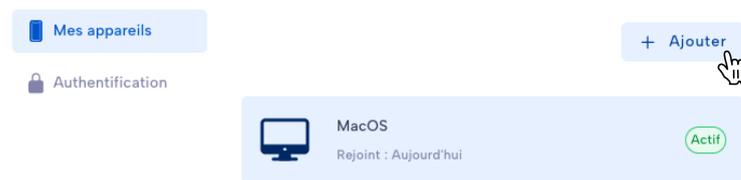
5. Sharing a Workspace

- Go to the home screen (accessible via the icon .
- Click on the "Not Shared" button or on the avatars of members if the space is already shared
- Look for the person you wish to share the space with and define their role and permissions.

Their role will define their rights in a workspace (reading, writing, sharing, etc.)

6. Connecting New Devices

Each device on PARSEC Share has a unique authentication to guarantee reinforced security. Both devices need to be connected to the internet with the app open.

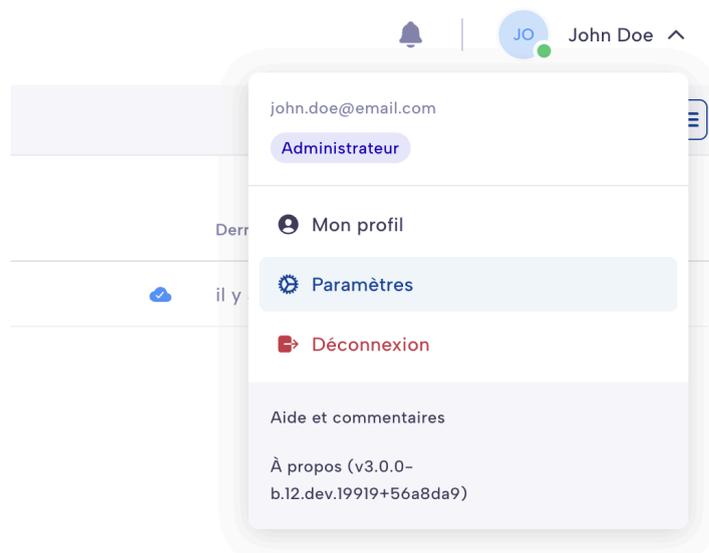


To add a new device:

- From your existing device, go to your profile (top-right menu) and click "My Profile."
- In the "My Devices" section, click "Add."
- Send the link to your second device (via email, instant messaging, etc.).
- On the invited device, paste the link into "Join an Organization."
- Perform a code exchange between your devices.

Now you can access PARSEC Share from your new device

7. Accessing Settings



In the dropdown menu at the top right, you will find "Settings," which allows you to manage **language, theme**, etc.

Using the Client Space

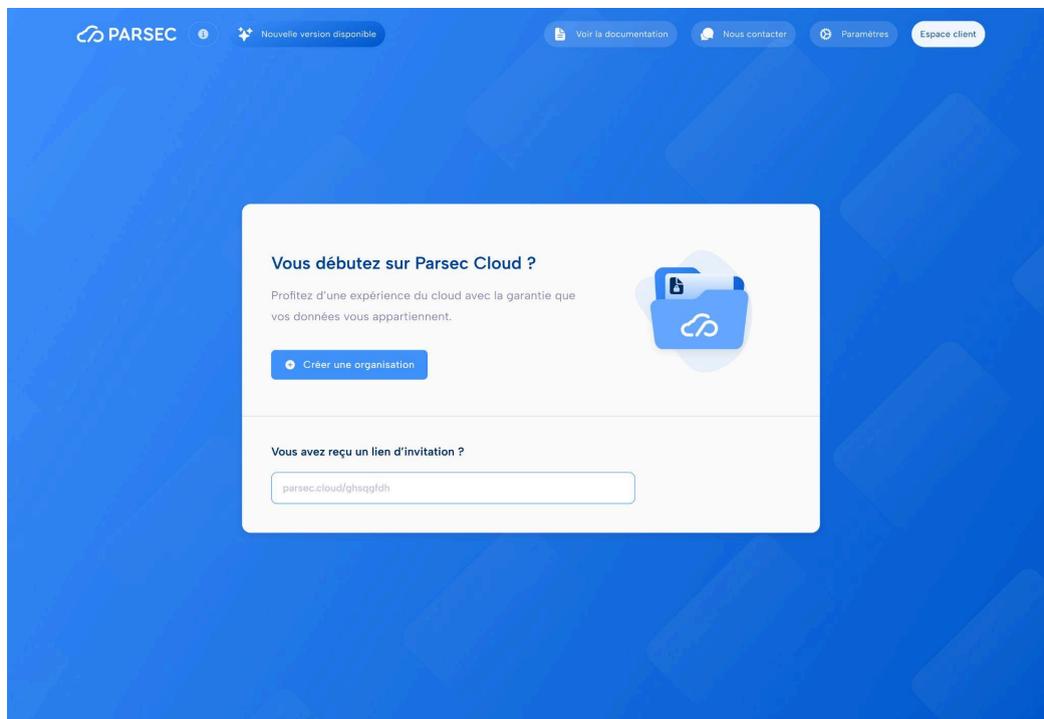
Target Audience::

- Those who wish to subscribe to a plan via our website: www.parsec.cloud/tarification.
- Registered as a client and organization administrator.

1. Subscribing to a Plan

 **Note:** If you have already subscribed to a PARSEC offer, you can skip to part 2. **Starting with the client space.**

1. Go to the website: [Tarifs | Parsec](#)
2. Choose the plan you need (SaaS subscription or custom-made).
3. Follow the registration steps after validating your email address.
4. Once on the download page, install the application based on your operating system (Windows or Linux).
5. Open the Parsec Share app.
6. You can easily access the client space via the button at the top right.



2. Getting Started with the Client Space

This area will help you efficiently manage your organizations, consult members and storage used, manage payment methods, and review invoices.

The screenshot shows the 'Résumé' (Summary) page of a client space. It features a sidebar on the left with navigation options, a main content area with summary cards and a table of recent invoices, and a top navigation bar. Numbered callouts (1-4) highlight key interface elements.

1 MyCompany (Etat: active) - Aller à l'organisation

2 Espace facturation: Résumé, Statistiques, Factures, Moyen de paiement, Coordonnées de facturation

3 Outils, Préférences, Thomas Linere

4 Moyens de paiement (VISA)

Avril 2024 7 jours restants

Montant prévisionnel: 440 € (prélèvement le 31 avril)

Utilisateurs actifs: 29

Stockage utilisé: 259 Go

Factures récentes

Date de facture	Organisation	Prix	Status
Avril 2024	My company	405 €	à venir
Mars 2024	My company	405 €	payé
Février 2024	My company	405 €	payé
Janvier 2024	My company	405 €	payé
Décembre 2023	My company	405 €	payé

Vous avez besoin d'aide ? Nous contacter

- 1 Switch and Access Your Organization**, including information on its status (active or frozen).
- 2 Access the Different Sections of Your Space**: Overview, statistics, invoices, payment methods, and billing details.
- 3 Modify Your Profile Preferences** (personal and professional information as well as your authentication method).
- 4 Page Content**: Find information related to the selected section.

3. Payment

Payment Methods

There are two payment options::

- **Credit Card:** This option allows you to manage your organization independently and change credit cards at any time (no commitment).
- **Bank Transfer:** This option works under a contract with a set time commitment between the payer of the organization and our sales representative.

The payment method is determined based on your choice when selecting the offer.

Canceling a subscription

Credit Card Payment

You can stop a subscription anytime under the "**Payment Methods**" section.

Bank Transfer Payment

For custom orders, you are committed for a defined period (see your contract details). Therefore, you cannot stop a subscription before the end of the term.

A contract is not automatically renewed.

Technical Support

For any support request, please contact us at the following email address:

support@parsec.cloud.

Bug Reports

In case of a bug or issue, please provide the following information:

- **Parsec Version**
 - Displayed at the top left of the home screen by clicking on the “i”
 - or in the profile menu (top left).
- **Operating System:** Linux, Windows
- **Problem Description:** Steps to reproduce the issue.
- **Additional Information:** Any other useful details (error messages, screenshots, etc.).



Feature Suggestions

Is there a feature you need in PARSEC Share? To better understand your needs, please contact us with the following information:

- **Description of Your Use Case:** What do you aim to achieve?
- **Importance of This Feature:** Why is it important to you, and how would you use it?
- **Alternative Solutions:** Have you considered other solutions or workarounds?

Security and Confidentiality

- **Security Best Practices:** Recommendations to enhance security.
- **Privacy Policy:** Information about data collection and use by the software.

Security Best Practices

To ensure the security of your data, the following best practices are recommended :

1. **Use a Strong Password:** Opt for complex and unique passwords for each user and device.
2. **Backup Your Private Keys Regularly:** Private keys are essential for accessing your data. It is crucial to store them securely.
3. **Register Multiple Devices:** To prevent data loss in case of device loss or theft, it is recommended to register multiple devices.
4. **Perform Regular Security Checks:** Regularly review access and modifications to workspaces to detect any suspicious activity.

Privacy Policy

Parsec places a high priority on protecting the confidentiality of your data. Here's how we handle the collection and use of information:

1. **End-to-End Encryption:** All data and metadata are encrypted client-side, meaning only authorized individuals can access them.
2. **Minimal Data Collection:** Parsec collects only the necessary information for using the service, such as email addresses for invitations.
3. **No Data Reading:** PARSEC, even as a service provider, cannot read your data because it is encrypted before being sent to the servers.
4. **Transparency and User Control:** Users have full control over their data, including the ability to revoke access and manage their encryption keys.