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STEP BY STEP GUIDE

(Please refer to the relevant page in this manual for detailed instructions.)

1. Install PasSafe- *page 4*
2. Select a Profile-*page 7*
3. Logging into PasSafe- *page 7*
4. Setup security access options- *page 8*
5. Register PasSafe- *page 8*
6. Enter your user passwords- *page 9*

INSTALLATION






PasSafe will run under Windows 95, 98, NT or 2000.

- Insert the CD.
- PasSafe will automatically start the setup process.
- Follow the instructions.
- A multi user install will require you to create the appropriate drive mappings to a central network directory on EVERY client prior to installing PasSafe. In the installation process you will then need to nominate the "mapped" directory.

If you have any queries regarding the installation process
email technical@antares.com.au.

DEFAULT SETTINGS







PasSafe is shipped with the following defaults. Enter these default access codes when requested.

USER CODE	 ADMIN
PASSWORD	 ADMIN
PIN	 ADMIN
Answer to secret question	 ADMIN
Profile Name	 PASSAFE

These defaults should be changed in the SETUP function after you have accessed PasSafe (*refer page 8*).

PASSAFE BUTTONS

Following is a description of each button's location and use.

BUTTON	LOCATION	USE
SETUP	PasSafe frame	Setup access options and secret question (<i>refer page 8</i>).
INFO	PasSafe frame	Enter user passwords (<i>refer page 14</i>).
ADD	PasSafe frame	<p>Clicked after a new record is entered eg. user password or category.</p> <ul style="list-style-type: none"> Click in a new field Enter the data Click on the ADD button
EDIT	PasSafe frame	<p>Change details on an existing record.</p> <ul style="list-style-type: none"> Click on the record to be changed Click on the EDIT button Make changes in the work area Click on OK to save changes
CANCEL	PasSafe frame	Undo changes and restore the original version. Must be clicked prior to saving the changes.
CATEGORY	Setup Function	Allows you to create categories in which passwords may be grouped.
DELETE	PasSafe frame	<p>Delete an existing record.</p> <ul style="list-style-type: none"> Select the record to be deleted Click on the DELETE button Confirm your action <p>(You can delete a category even if it has been used by a password. This will not remove that password, you would have to delete the password too.)</p>
	PasSafe frame	Online help
	PasSafe frame	<ul style="list-style-type: none"> Accept new access options After entry of access password(s) and answer to secret question click on the OK button
	PasSafe frame	When PasSafe is started the application is locked. Click on the LOCK which will then allow entry of the access options.
	PasSafe frame	Displays when you are logged in.
	PasSafe frame	Minimise PasSafe. To re-open click on the PasSafe label on the task bar.
	PasSafe frame	CLOSE PasSafe (<i>If you have made a change which hasn't been saved and you try to close PasSafe, you will be asked if you wish to save changes before closing.</i>)
REGISTER	Setup function	Enter the serial number which will unlock the software for normal use.
SHOW PASSWORD	Info function	<p>Used to display a selected password and account id. This may be useful if you need to enter this information into a web site.</p> <ul style="list-style-type: none"> Select the required password Click on the SHOW PASSWORD button. A small secondary window will display. This screen will automatically close after 60 seconds.
PRINT	Info function	This button will print all the user passwords in the profile.
GENERATE PASSWORD	Info function	This button will randomly generate a 7 character password. It will also automatically duplicate the password in the confirm password field.

USING PROFILES

PasSafe allows you to create different profiles in which to keep passwords, serial numbers etc. Each profile has its own security access options. Profiles may be used to keep different departments' passwords eg. Accounts, Human Resources, Marketing, or in the home, family members may wish to keep their own passwords in separate profiles.

When you launch PasSafe the first screen will ask you to choose a profile. The default profile is PASSAFE. You may continue to use this profile or create your own profiles.

CREATE A NEW PROFILE

- Click on the LOCKED padlock to open PasSafe.
- Click in the NEW field and enter a new profile name (or if you wish to use the default just click on the NEXT button).
- Click on the ADD button to save the new name.
- The newly created profile will now display in the EXISTING field.
- Click on the NEXT button to use this profile and proceed to the log in screen.

CHOOSE AN EXISTING PROFILE

- Click on the drop down arrow in the EXISTING field.
- Click on the required profile.
- Click on the NEXT button to proceed to the log in screen.

LOG IN

Use the default access password (*refer page 5*) until you have created your own in the SETUP SECURITY OPTIONS (*refer page 8*).

Security access passwords in PasSafe are case sensitive.

USING THE PASSWORD METHOD

- Enter ADMIN as the user, password and PIN.
- Click on the OK button.

USING THE SECRET QUESTION

In case you forget your access password, PasSafe lets you enter up to 3 questions and answers that are known only to you (*refer page 8*).

- Click on the FORGOT YOUR PASSWORD? button.
- The answer to the default question is ADMIN
- Click on the OK button.

Once you have opened the secret question windows you MUST enter the correct answers to access PasSafe.

REGISTER PASSAFE

After you have installed PasSafe you need to register the product with Antares Corporation at which time you will be given a serial number to “unlock” the software. Until you register PasSafe only 2 user passwords may be created.

TO REGISTER PASSAFE

- Go to www.antares.com.au/passafe/register.html.
- Supply the requested information.
- Click on the REGISTER button.
- You will be emailed your serial number. The registration details must be entered on the REGISTER screen in PasSafe in EXACTLY the same format as emailed to you.
- Click on the OK button to accept your details.
- If you haven't already done so, click on the SETUP button to establish your access options.

Single User License – only one person can access a profile at a time.

Multi User License – more than one user may access the same profile. However, if say 2 people try to change details on the same password at the same time, the 2nd person to save their changes will get a prompt to say “The record has been changed. Please re-enter your changes”.

SETUP SECURITY OPTIONS

This function allows you to create your own access passwords and secret questions. You have a choice of combination for the password:

1. Password only
 2. User id and Password
 3. User id, password and PIN
- Click on the SETUP button.
 - Click on your preferred password combination.
 - Enter the information in the corresponding fields. You will notice that you cannot see the password. You must re-enter the password in the CONFIRM PASSWORD field.

The SECRET QUESTIONS will also allow access to PasSafe (*refer page 7*). You can create up to 3 questions.

- Select the number of questions to display if you need to use this method to access PasSafe.
- Click on Q1 and then enter a question.
- Click on the corresponding answer field and enter the answer to the question.
- Continue to enter questions and answers depending on the number selected.
- Click on the OK button to save the security option setup.

USER PASSWORDS

The INFO screen is in two sections. The top section displays passwords you have already created. Use the horizontal scroll bar to view the source and expiry date.

The bottom half of the screen is used when creating a new password or editing an existing password.

NEW PASSWORD

- Click on the INFO button to open the function.
- If you are using categories (*refer page 6*), click on the drop down arrow in the category field to display the categories and click on the required category.
- Enter and description of the password eg. name of bank account
- Enter the account code or relevant reference details.
- Enter the password or PIN number used to access this account. You may wish to use the GENERATE PASSWORD facility which will automatically generate a random 7 character password.
- You will have to confirm the previous field by re-entering the details in exactly the same format. If you have used the GENERATE PASSWORD facility, the password will be duplicated in this field.
- The source field is optional and may be used for further reference details.
- The expiry date is optional and may be used for the expiry date on a credit card or subscription renewal etc. Enter the date in the format mm/yy or xx/xx/yy.
- Click on the ADD button to save the entry or CANCEL to re-enter the information.

USER PASSWORDS

EDIT AN EXISTING PASSWORD

- Click on the password you want to change.
- Click on the EDIT button and the details of the selected password will display in the work area.
- Make the required changes, then click on the OK button to save the changes or the CANCEL button to restore the original data.

DELETE A PASSWORD (*refer page 6*)

SHOW PASSWORD (*refer page 6*)

Use the copy and paste functions to facilitate entry of your account and/or password details into your application.

PRINT (*refer page 6*)

Click on a field heading to sort passwords into ascending sequence based on that field.

PasSafe

your password safe

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