

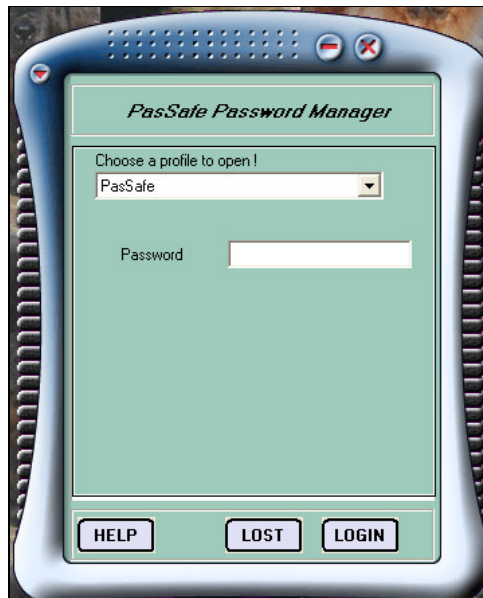
# PasSafe

## QUICK START GUIDE

This guide will get you started. It does not use all the PasSafe features. More detailed descriptions of the various functions will be found in the online help, which you can access at any time by clicking on the **HELP** button. For this exercise we won't change the setup options that are shipped with PasSafe you should refer to [Setup](#) in the online help for more information.

### Step 1

- Launch PasSafe
- Enter **ADMIN** (in upper case) as the **PASSWORD**.
- Click on the **LOG IN** button. (If you have accidentally clicked on the **LOST** button which is used if you have forgotten the password, the answer to the secret question is **ADMIN**.)

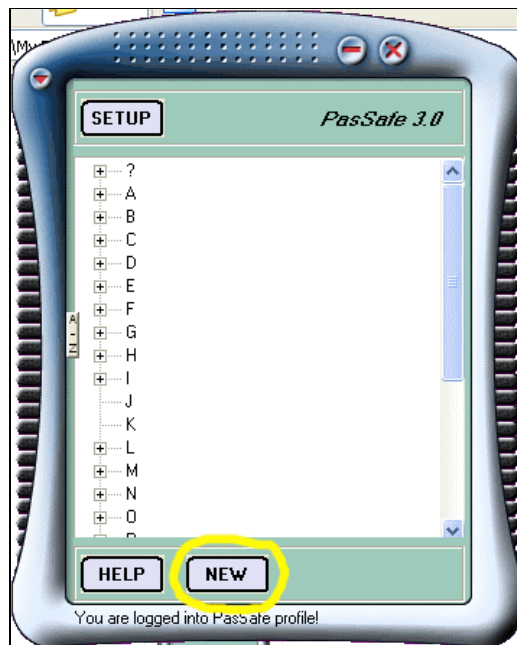


### Step 2

#### Create a new entry

We are now going to add a new record.

- Click on the **NEW** button to add a new record.



- In the **ACCOUNT/USER CODE** field in the work area enter "Charles".
- In the **DESCRIPTION** field enter "Antares". (We will ignore the category field for this exercise.)
- In the **PASSWORD** field enter "123" or your own data.
- In the **CONFIRM PASSWORD** field re-enter the password data.
- In the **WEB SITE** field enter [www.antares.com.au](http://www.antares.com.au) or any other valid web address.
- Click on the **SAVE** button to save the entry.



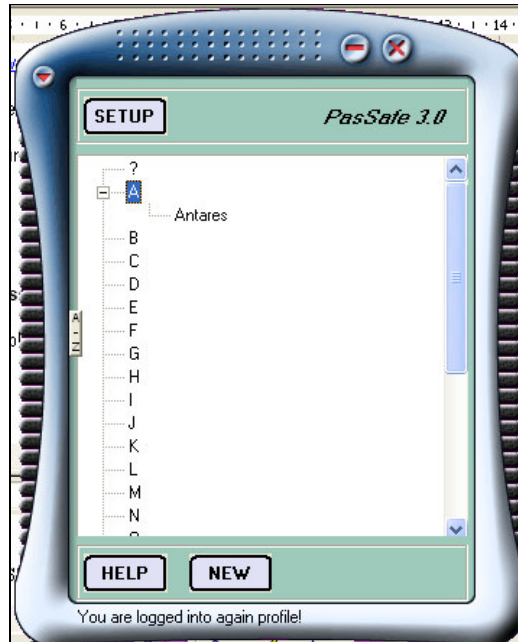
- Click on the **BACK** button to return to the Main Screen.

### Step 3

#### Change an existing entry and use the Generate Password function

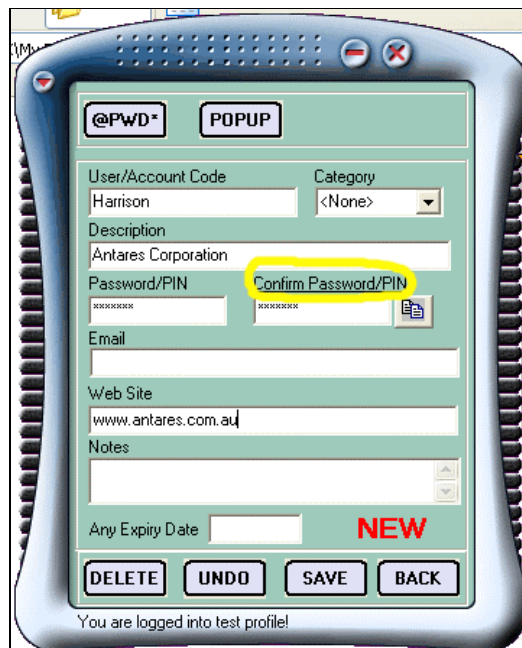
You will see that next to the “A” a plus sign has appeared. This means that there is now a record with a description that starts with a “A”.

To see the entries under “A” just double click on the “A”.



*Notice that the “plus” has now changed to a “minus”.*

- Double click on “Antares” and the details for that entry will now display.
- Hover over the **CONFIRM PASSWORD/PIN** field and you will notice two things.
  1. The cursor has changed shape.
  2. The password that you created “123” will display.

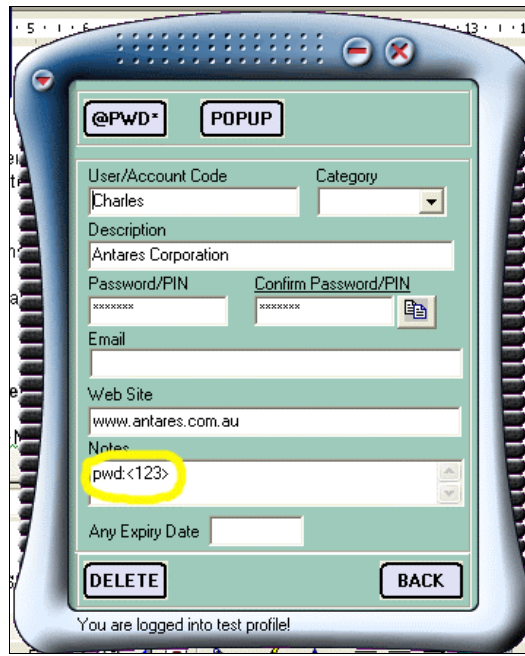


- Click on the **GENERATE PASSWORD** button.



- Hover again over the **CONFIRM PASSWORD/PIN** field and you will see the new 7 character password.

- Click on the **SAVE** button to save the change. You will be asked if you want to save the old password in the **NOTES** field. Click on **YES**.



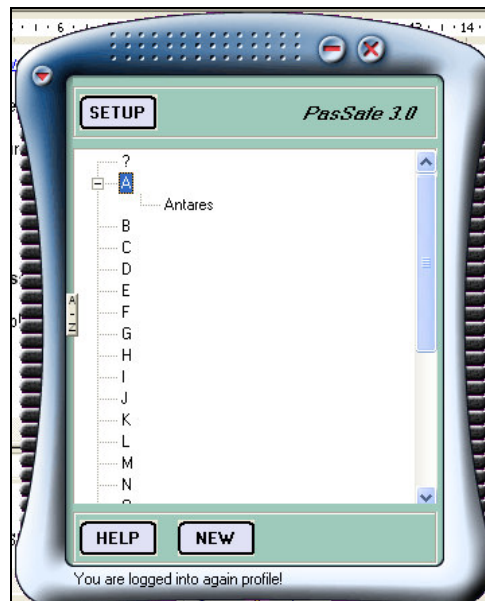
- Then click on **BACK** to return to the Main Screen

➤ **Step 4**

**Use the POPUP function**

This function is a quick way to enter an account name and password into a web site. The Popup Window will display the user code, password, expiry date and web address for a selected account and will sit on the top of all other open windows.

- If you can't see "Antares" on the Main Screen, just double click on the "A".



- Position your cursor over “Antares” and right mouse click once. The **POPUP** window will display.



To automatically launch your browser or send an email just click (make sure these details have been entered on the password record) on the relevant address in the Popup window. If you need to enter the account name into a web site click on the **COPY** button at the end of the **USER CODE** and then on the web site right mouse click and select **PASTE**. This will paste the details directly into the web page. Do the same for the password.

The **POPUP** window will automatically close after 1 minute if you don't close it beforehand.

That's the end of the quick tour. You should refer to the online help for details on creating categories and setting up your own profiles and setup options.

***Related Topics***

Setup

Auto Lock

Profile/Log In

Using Accounts and Passwords