

PassPro



Password Protection Utility

Help Notes

Copyright 2012

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Dated: 08/23/2012

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PassPro Overview

PassPro is a simple application designed for storing and keeping track of passwords. It uses password based encryption technology to encrypt the data and keep information secure. Each user must create a **Master Password** which is used both for encryption and to login to PassPro.

The idea is that instead of remembering passwords by writing them down on paper or in a file using clear text, we store them in the application securely and have just one main password to remember.

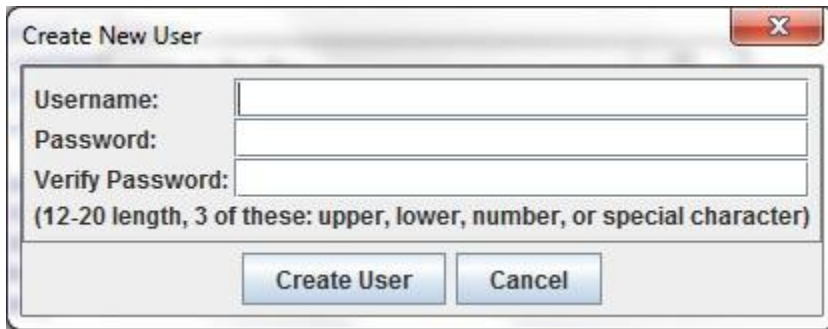
PassPro can store passwords for many things, including websites, computer logins, and even pin numbers.

Master Password

Because this one main password is protecting all other password data, it must be a strong one. Therefore there are some rules for creating one:

1. At least 12 characters long
2. Contain at least 3 of the following:
 - a. 1 Uppercase character
 - b. 1 Lowercase character
 - c. 1 Number
 - d. 1 special character

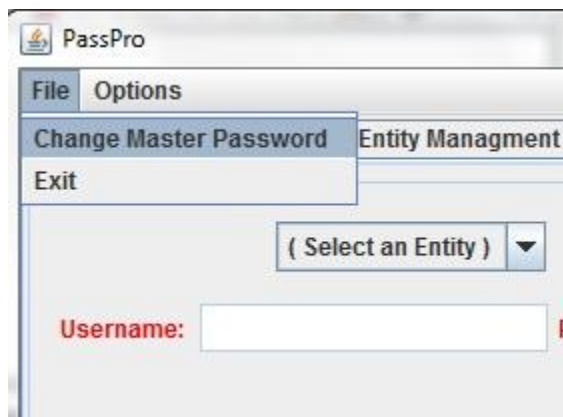
<Create User Window>

A screenshot of a 'Create New User' dialog box. It has a title bar with a close button (X). Inside, there are three text input fields labeled 'Username:', 'Password:', and 'Verify Password:'. Below the 'Verify Password:' field is a note: '(12-20 length, 3 of these: upper, lower, number, or special character)'. At the bottom are two buttons: 'Create User' and 'Cancel'.

After creating a master password, DO NOT FORGET IT, because there is no way to recover it or login to the application without it. If you do have to write it down, it is recommended that you keep it in a very safe place. Remember that if someone gains access to this password, they can find out what all your other passwords are.

It is not necessary to change the Master Password periodically, but it is recommended to change it every once in a while for added security. This can be done from the File menu.

<File Menu>



Entities (Entity Management Tab)

To store a password, first an “Entity” must be created to keep track of it. An entity can be anything, as long as it helps you remember what you are storing. For example, if I needed to remember the login information for www.walmart.com, I may create an entity called

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“Walmart”. Or to remember the login information for my home computer, I might create an entity called “Home Comp”.

NOTE To save a pin number or password by itself, just use a dash (-) for the username.

Once an entity has been created, password information can be associated with it.

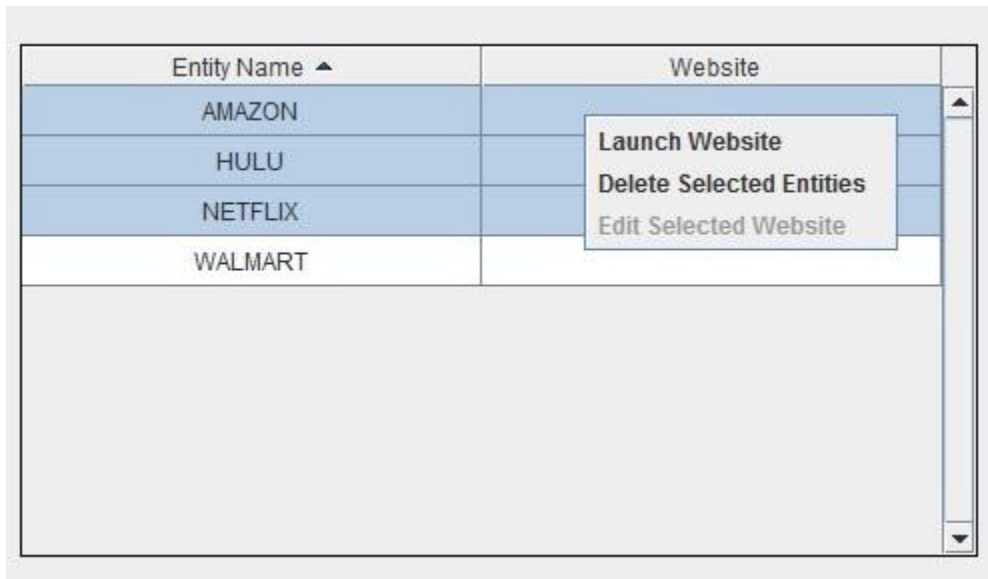
<ENTITY MANAGEMENT WINDOW>

Entity Name ▲	Website
AMAZON	
HULU	
NETFLIX	
WALMART	

This screen also keeps a list of entities in the table. To edit or delete an entity, select one or more of them in the table, and right-click on it. A submenu will appear giving you the option to

delete the selected entities, delete all entities, or edit the entity website. Note that deleting an entity is permanent.

<POPUP SUBMENU>



The screenshot shows a web application interface with a table. The table has two columns: 'Entity Name' and 'Website'. The 'Entity Name' column has a small upward-pointing triangle next to the header. The table contains four rows: 'AMAZON', 'HULU', 'NETFLIX', and 'WALMART'. The first three rows are highlighted in blue. A context menu is open over the 'HULU' row, displaying three options: 'Launch Website', 'Delete Selected Entities', and 'Edit Selected Website'. The 'WALMART' row is white. Below the table is a large, empty light gray rectangular area. The entire interface is enclosed in a light gray border with a vertical scrollbar on the right side.

Entity Name ▲	Website
AMAZON	
HULU	
NETFLIX	
WALMART	

View/Manage Stored Passwords (Password Management Tab)

To view a list of all the password data stored for an entity, select the entity from the drop-down menu. All of the stored password data for that entity will be displayed in the table. To delete specific password data, or to clear all the password history data for an entity, select one or more password entries in the table, and right-click the mouse. A submenu will appear.

<PASSWORD MANAGEMENT WINDOW>

PassPro

File Options

Password Management Entity Management

Add New Password

EBAY Launch Website

Username: tester Password:

Add New Password

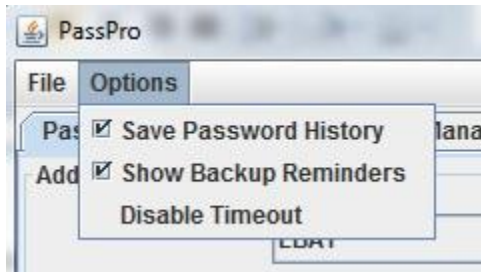
PW Date ▼	Username	Password
25 Aug 2012 01:04:16	tester	password

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Options

There are some options that can be turned on and off from the “Options” Menu on the main window.

<OPTIONS MENU>



1. **Store Password History** – default true. When unchecked, only the most recent password information for all entities will be stored. Thus for each entity, there will be only 1 password. Note that un-checking this option will delete all older password data for all entities if it exists.
2. **Show Backup Reminders** – default true. When checked, a reminder to backup the PassPro application will be displayed every 10 times the user logs in.
3. **Timeout** – default enabled. When enabled, the application will close itself after 10 minutes of inactivity. This is just an added security feature.

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