**Account Manager Graphical User Interface User Manual**

**Notice**

Please do not use the caret character (^) in any entries as this is the delimiter in data files.

**Starting the Program**

Run “\build\AccountManager.jar”.

Note: This file can be duplicated for a new group of accounts.

**Adding Your Account**

1. Click the “Add” button.
   1. Enter the mandatory information (i.e., website, login). Other existing fields may be empty.
   2. Add new entries in the blank boxes below.
   3. Click “Add Row” if you need more entry space.
   4. Click “Save and Close” once you are done creating an account.
      1. Your account will show in the button table.
      2. The template for creating an account for that website will show in the table above.
         1. You can only override a template with a new account when there are no accounts associated with a template.
2. If a template exists, please use the “Use” button that will allow you to use that website account template.
   1. You can search for a website using the search bar.

**Quick Access Account Information**

* Your accounts will all be in the bottom table. In the bottom table, the copy buttons in each row copes the text directly left of the button.
  + This allows easy login to websites.
* You can search for your account using the search text field.

**Detail Access Account Information**

* Accounts table (bottom table):
  + Click “more” to view full account information.
  + Delete an account by pressing the “delete” button in that row.
* Templates table (top table)
  + Click “more” to view details for template.
  + Only when there are no accounts associated with a template can you:
    - “Edit” a template.
    - “Delete” a template.