



# PASS SECURIUM<sup>™</sup> USER MANUAL

YOUR SECURE PASSWORD MANAGER

THIS USER MANUAL APPLIES TO PASS SECURIUM<sup>™</sup>

AN ALPEIN SOFTWARE SECURITY PLATFORM PRODUCT

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## INTRODUCTION

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**PassSecurium™** is a part of the **SWISS SECURIUM®** Platform, which is a special platform for secure communication, storage and exchange of information and documents. Reliable data centre ensures maximum security.

Since foundation we have been successfully protecting communication. The highest corporate communication security is our main goal.

100% are made and protected in Switzerland.

## 1. FUNCTIONALITY

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With **PassSecurium™** you can access your password storage from your mobile devices anytime and anywhere as well as manage your passwords. Besides standard functions (view / delete / manage/ create passwords) **PassSecurium™** offers an integrated password generator with selectable complexity. This App can be used for mobile devices of all sizes.

Key functions:

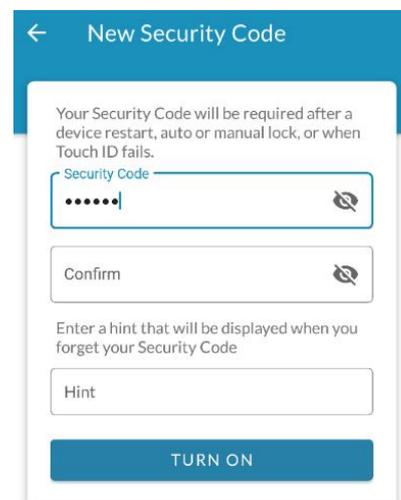
- View, delete and create passwords
- Integrated password generator with selectable complexity
- Easy copy to clipboard
- Automatic lock when idle
- Support for offline mode

## 2. SET SECURITY CODE

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Security code is an extra password for **PassSecurium™** app on your device.

1. Enter Security code.
2. Confirm Security code.
3. Enter a hint for the Security code.
4. Tap <Turn on> to enter **PassSecurium™**.



## 3. ACCOUNT MANAGEMENT

In the **PassSecurium™** app you can add accounts, create new free accounts and delete/edit existing accounts:

- Tap on the menu icon in the upper left corner .
- Tap on the combo box icon  to open account list and scroll it till the end. You'll find account management options there.

### 3.1 Add existing account

1. Tap <Add account> option.
2. Enter product ID (if necessary).
3. Enter Username.
4. Enter Password.
5. Tap <Sign in>

If you are an **SWISS SECURIUM®** platform user, you should only add new account to your **SwissSecurium™** app and that account will synchronize across the other platform applications including **PassSecurium™**.

### 3.2 Register Free account

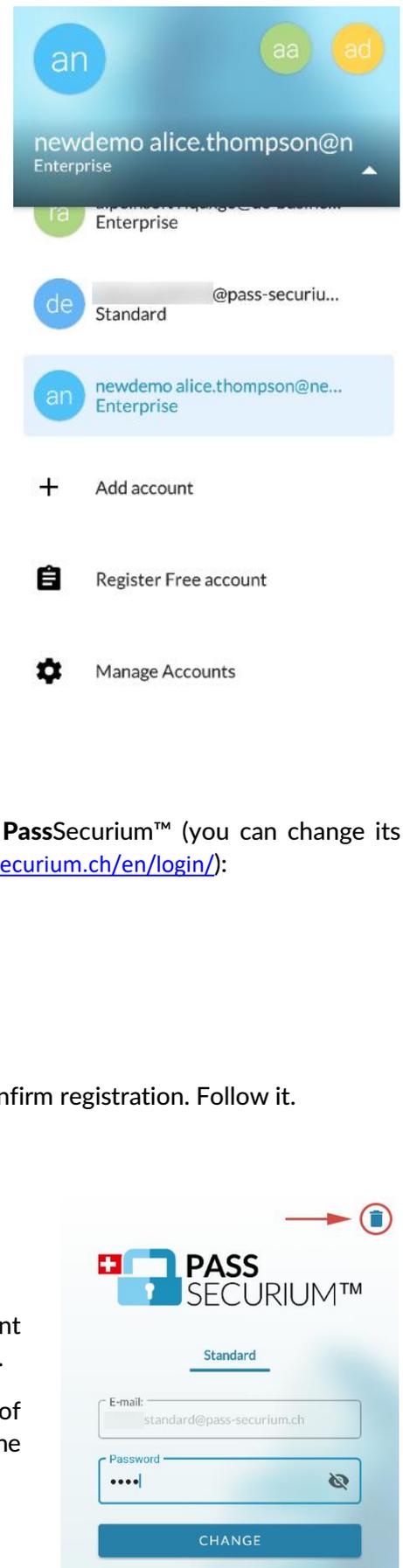
If you need a new free account you can easily register it via **PassSecurium™** (you can change its subscription to paid later in Customer Portal: <https://portal.pass-securium.ch/en/login/>):

- Tap <Register Free account>.
- Enter email for account creating.
- Enter and confirm password.
- Tap <Register>.
- To the specified email will come a letter with a link to confirm registration. Follow it.
- Now you have another one account.

### 3.3 Change account password / Delete account

- Tap <Manage Accounts> option.
- Tap the account you want to delete (or to which you want to change the password), the editing window will appear.
- Tap the basket icon  in the upper right corner of editing window to delete the account and confirm the deletion.

or



- Enter new account password in password field and tap <Change>

Attention! **PassSecurium™** accounts are synchronizing with **SwissSecurium™** thus at first you should to delete the account in **SwissSecurium™**.

## 4. SWITCH ACCOUNT

1. Tap on the menu icon on the left part of the screen .
2. Tap on the combo box icon  to open the account list.
3. Tap on the account you want to switch to.



You also can switch accounts by tapping round account icon in the upper menu line. There are first two accounts from drop-down account list.

## 5. FOLDER OPTIONS

Tap on the folder you want to view. After that you will see all passwords and folders in that folder.

### 5.1 Create folder

1. Tap on the Add icon .
2. Tap the folder icon .
3. Enter folder title.
4. Choose security level from the menu.
5. Tap <Create new folder>.

### 5.2 Edit folder

1. Tap on the menu icon  near the folder you want to edit.
2. Tap <Edit>.
3. Tap <Change> if you want to save your edits.

 Edit

 Move

 Delete

### 5.3 Delete folder

1. Tap on the menu icon  near the folder you want to delete.
2. Tap <Delete>.
3. Tap <Yes, delete> if you want to delete folder or <Cancel> if you don't.

### 5.4 Move folder

1. Tap on the menu icon  near the folder you want to delete.
2. Tap <Move>.
3. Select destination folder.
4. Tap <Move> on the bottom right corner if you want to move folder or  in upper left corner of the screen if you don't.

## 6. MULTIPLE ACTIONS

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In PassSecurium™ you can delete or move multiple objects at once. To do this, tap the multi selector icon  in the top menu bar. After that you will see empty checkboxes opposite each element. Tick all the items to which you are going to implement the action.

If you want to mark all objects at once, tap the double tick icon .

If you want to exit the multi selection mode, tap arrow icon  in the upper left corner.

To move objects, tap move icon .

To delete objects, tap basket icon .

## 7. ADD PASSWORD

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1. Tap on the Add icon .
2. Tap the password icon .
3. Enter Key title.
4. Enter Username.
5. Enter Password.
6. Enter URL (optional).

7. Enter Description (optional).
8. Tap <Create new key>.

The screenshot shows a mobile application interface for creating a new key. The form is titled 'Key' and includes the following fields and controls:

- Key title (text input)
- Username (text input)
- Password (text input with an eye icon for visibility)
- Length (text input, value: 8)
- Level Security (dropdown menu, value: Medium)
- Generate password (button with a refresh icon)
- URL (text input)
- Description (text input)
- CREATE NEW KEY (blue button)

## 8. KEY WITH GENERATED PASSWORD

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1. Tap on the Add icon .
2. Tap the password icon .
3. Enter key title.
4. Enter username.
5. Set password length.
6. Set password complexity.
7. Tap round arrows icon  to generate a password.
8. Tap on the eye icon  to view password you've generated.
9. Enter URL.
10. Enter description.
11. Tap <Create new key>.

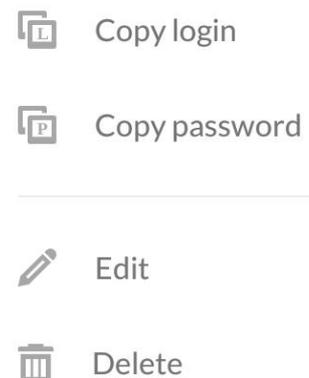
## 9. VIEW PASSWORD

1. Tap on the password you want view.
2. Tap on the eye icon  to see the password.

## 10. PASSWORD MENU (COPY, EDIT, DELETE)

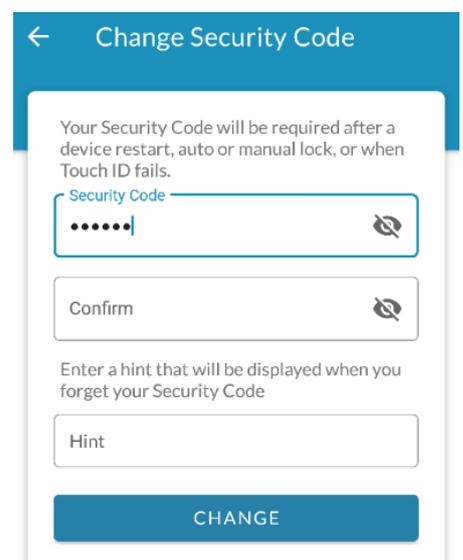
Tap on the menu icon  near the password you to which you want to perform one of the actions:

1. **To copy login**, tap appropriate menu item.
2. **To copy password**, tap appropriate menu item.
3. **To edit a password:**
  - Tap <Edit>
  - Tap <Change> if you want to save edits.
4. **To delete a password:**
  - Tap <Delete>.
  - Tap <Yes, delete> if you want to delete password or <Cancel> if you don't.



## 11. CHANGE SECURITY CODE

1. Tap on the menu icon  on the left upper part of the screen.
2. Enter existing Security code.
3. Tap <Change>.
4. Enter new Security code.
5. Confirm.
6. Enter a hint for the Security code.
7. Tap <Change>.



## 12. CHANGE AUTO LOCK INTERVAL

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1. Tap on the menu icon  on the left part of the screen.
2. Tap <Auto-lock>.
3. Choose one option from the menu.
4. Tap <Close>.

## 13. LOCK PassSecurium™

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To lock **PassSecurium™** on your device tap on the lock icon .