



# User Manual

## Password Depot 16

Last Updated: 02.02.22



# Welcome to Password Depot!

**Congratulations** for choosing **Password Depot** for the administration and protection of your passwords and access data! You are in good company: **Password Depot** is used by several thousands of businesses, banks, government agencies, and private users.

You want to start immediately, without having to read the entire user manual? Our [quick start instructions](#) will help you in this regard.

Moreover, for a quick start, you may find our [video tutorials](#) helpful, too!

## What is special about Password Depot?

**Password Depot** is a **powerful, technically mature**, and, most importantly, **secure** application for managing your passwords and access data. Unlike conventional freeware and shareware utilities, **Password Depot** provides sophisticated security mechanisms and a well-conceived, wide range of functions. It was developed for operation in professional environments with strict security standards.

## Security

**Password Depot** provides extremely high security standards in multiple ways:

- **Encryption with AES-256:** The software encrypts databases using the Rijndael 256 algorithm, also known as AES-256 (*Advanced Encryption Standard*). According to the state of the art, currently this is certainly the most secure method of encrypting data on a computer. In the United States of America, AES is accepted for national documents with the highest level of security clearance! One advantage of this security algorithm is that the **master password** for encrypting a database is not stored on your computer. Therefore, nobody can possibly find the **master password** on your computer. You are the only person who knows this password.
- **Anti-keylogging protection:** All passwords have an internal protection against various types of keylogging.
- **Clipboard protection: Password Depot** automatically detects active clipboard viewers and hides any changes to the clipboard that it makes; after auto-completion, all sensitive data is automatically removed from the clipboard. Furthermore, Password Depot prevents recording of data copied to the Clipboard history on Windows 10 Release 1809 or higher.
- **Program protection:** Several new options optimize the protection of **Password Depot** itself: Whenever the program enters the locked mode, all sensitive data is cleared from the memory. The program is able to auto-minimize/auto-lock whenever the computer switches to standby or hibernation mode, whenever the current session changes, etc.
- **Highly secure shredding method: Password Depot** uses a shredder conforming to the DOD 5220.22-M specification of the US Department of Defense to delete temporary program files. The definite, irrevocable deletion of temporary files is also very important because they can contain data that could be extracted and used by third parties. Simply deleting files in Windows Explorer is not secure, because in fact only the filename will be

deleted this way. To destroy a file beyond recovery, you must overwrite the file before deleting it.

- **Lock function:** You can restrict other users' unauthorized access to **Password Depot** using the program's lock function. This way, you can leave the software running on your computer without risking someone else looking through your passwords.

## High Functionality

**Password Depot** protects your important and confidential passwords and access data from external access - whilst offering maximum user-friendliness and a comprehensive range of functions!

- The integrated **Password Generator** creates virtually uncrackable randomized passwords. These can be inserted into the corresponding website field by using drag & drop. **Password Depot** generates true-random data, which cannot be predicted. Many conventional generators create random data based on system time and thus can be predicted or reproduced.
- The **auto-complete** function allows for automatically completing fields on a website with user name and password. You can also generate individual auto-complete sequences using the integrated editor.
- The **top bar mode** simplifies navigation through the Internet. You can minimize the program to a small bar at the top of the screen, which can easily be moved at will.
- **USB flash drive support** allows for installing **Password Depot** on a USB storage device. This way, you can access your passwords from any PC.
- You can also place your encrypted databases on the **Internet** and enjoy access to all of them, no matter your location!
- The **Server Module** allows for simultaneous shared access to databases on a network by several clients in teams and companies. The system or network administrator assigns certain rights to the clients. For example, they can determine whether files may only be opened in read-only mode or may be modified.
- Furthermore, free **apps for smartphones** allow for using the software on mobile devices. iOS and Andoid are our currently supported operating systems.

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# What's new?

Our software is being developed, updated, and improved constantly. In order to see what makes this current version better than the previous versions, please visit our [website](#).

See also: [Update Manager](#)

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# Quick start

You want to start immediately, without having to read the entire user manual? The following instructions will help you in this regard:

1. **Installing Password Depot.**

In order to be able to add passwords directly from the browser and for information to be filled in automatically on websites, you need to install the browser add-ons. If these add-ons are not installed, passwords can only be added manually and the completion process needs to be started manually. (The add-ons can also be [installed subsequently](#).)

2. Starting **Password Depot**.

3. Creating a [new database](#), by clicking on **Database > Database Manager > Local System > New Database**.

4. [Opening](#) a database by authenticating yourself with the method defined in step 3.

5. Adding passwords by clicking on **Edit > New > Password**. If add-ons are installed and activated, you can simply log in to the browser directly and **Password Depot** will offer you to save this information in the opened database.

6. Creating folders to better organize your entries. To create a folder, right-click on the left navigation panel (similar to Windows Explorer) and select **New**.

7. If necessary, make [changes](#) to the entry, by clicking on **Properties**.

**HINT:** To ensure the password is filled in on every page of the website, add a URL ( **URLs** tab) mask to the entry. E.g. *\*domain.com\**

8. Next time you load the URL in your browser, the add-on will fill in the stored information automatically. All that remains to be done is clicking on the login button.

See also [Auto-completion](#).

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# Installation

To install **Password Depot** on your computer, please follow these steps:

1. Go to the **Password Depot** [website](#) and select the **Download** menu.
2. Click on the indicated download link for your desired version.
3. Then select the folder where you wish to save the file or **execute** the file directly.
4. Follow the instructions of the installation wizard.
5. To ensure passwords are filled in automatically in browsers, you need to install add-ons (e.g. for Google Chrome, Internet Explorer, or Mozilla Firefox). Tick the relevant boxes in the installation wizard.
6. After successful installation, always go to the **Update Manager ( Help -> Search for Updates )**. This way, you always ensure using the latest version of **Password Depot**.
7. Go to **Help -> Unlock** to request a free activation key and enter your valid license key (unlock code) you received by e-mail to [unlock the program](#).

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# Installing Add-Ons

If installation of add-ons failed during the installation process for Password Depot proper, you can always install them subsequently:

- **Firefox**
- **Chrome**
- **Microsoft Edge (Chromium)**
- **Internet Explorer: Can only be installed through the installation wizard.**

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# Unlocking Password Depot to the full version

To use **Password Depot** as full version you need to activate the software first. If you want to use the trial version only, you can simply use the program without activating it.

The software activation is executed within the program itself. To do so, please click on **Help** -> **Unlock** (if your version of Password Depot has already been activated, you won't see this option). A new dialog window should open, offering two options:

- If you have already purchased a license key (an unlock code), select **Step 2 - Unlock Password Depot**.
- Alternatively, by selecting **Step 1 – Purchase a License Key online**, you get to the website, where you can order a license key (an unlock code).

**NOTE:** To activate the software, you need to be **connected to the internet**. If for whatever reason, you do not have an internet connection, please write an email to [info@acebit.de](mailto:info@acebit.de) and request a license file.

## Enter License Key (Unlock Code)

After having selected one of the two options mentioned above, you will now possess a valid license key. Now, please enter it in the corresponding field. You will receive the license key always when **ordering the software**.

The wizard will show you whether the unlocking process has been successful or not. If so, you will now be able to work with the program as full version.

**NOTE:** You can check if your activation of the program has been successful if you go to **Help** -> **About Password Depot**. If you can see here below Installed license key an actual license key you have unlocked the software successfully.

**See also:** [Professional version benefits](#); [Upgrade from previous versions](#)

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# Upgrade from Previous Versions

If you already possess a previous version of **Password Depot**, you can upgrade it to the latest version.

1. First, you will have to **order** the relevant upgrade for your version. The purchase of upgrades is less expensive than purchasing new full versions.
2. Having completed your order, you will receive a **license key** (an unlock code) for the current version.
3. Now **install** the current version. If your old version is no longer installed on your PC, you do not need to re-install it. If it is already/still installed, however, you do not need to uninstall it. Yet, we would recommend a deinstallation as this enables a better overview and, in case of deinstallation, installing Password Depot`s current version again.
4. **Open** the newly downloaded current version.
5. Go to **Help** -> **Unlock** and select **Step 2 - Unlock Password Depot**.
6. Follow the wizard's instructions. Afterwards, enter the **license key** (unlock code) you received when ordering the license.
7. Finally, you can open your database from the old version in the new, activated version: In the main menu, go to **Database > Database Manager**, click **Browse...** (bottom) and select the path to your file. By default, your file is to be found at "My documents" (XP) or "Documents" (Vista, Windows 7, 8 and 10). Confirm your choice with **Open** and authenticate yourself for the file by using your master password and/or key file.

**NOTE:** For very old versions, it may be helpful to open your database in the old version first, followed by conversion to XML. Subsequently, create a new, empty database in Password Depot 14 and import your XML file.

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# Update Manager

**The Update Manager** enables you to keep your software always up-to-date.

To open the Update Manager, click on **Help** -> **Search for Updates**.

After you have launched the Update Manager, the program connects to the AceBIT server and checks if newer versions of **Password Depot** are **available**. If this is the case, the new/current version will be downloaded and installed on your PC.

Use this function regularly to find out whether a new version is available.

**NOTE:** The **Update Manager** only installs updates that are *free* of charge (e.g. from version 14.0.4 to 14.0.5), not however fee-based upgrades from one version to a higher one (e.g. from version 14.0.5 to 15.0.0).

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# How to Use this User Help

This user help offers explanations for all functions of **Password Depot** .

If you need help for a certain topic, you can enter the corresponding keyword into the **Index** tab or into the **Search** tab. In the latter case, all topics using the keyword you entered will be displayed.

Whenever you need assistance for an action you are carrying out at that moment, you can call up the corresponding help topic by pressing either the **F1 key** or the **Help buttons** within the respective dialog boxes.

If you miss a help topic in the manual, please contact our technical [support](#).

In order to facilitate working with the user help, different text contents are differentiated from one another by their design:

- **Hints** are highlighted in yellow.
- **Examples** are highlighted in green.
- **Notes** are highlighted in blue.
- **Warnings** are highlighted in red.

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# Professional Licensed Version - Benefits

These are the advantages of the **licensed professional version** of **Password Depot**:

- **No restrictions on the number of databases:** In the licensed version (and the 30-day trial), you can create and use an unlimited number of databases, whereas the freeware version allows you to manage one database file only.
- **No restrictions on the number of passwords:** In the licensed version (and the 30-day trial), you can manage an unlimited number of passwords, whereas the freeware version allows you to manage 20 passwords only.
- Free usage of **Enterprise Server** for up to 3 users: The licensed version of **Password Depot** allows you to use the Enterprise Server with up to three users for free. A separate server license is only required for greater numbers of users.
- Registered users can request help from our **technical support** via email whenever they have questions or problems (usually within 72 hours during work days).
- **Notification about upgrades** and other products via email.
- The **integrated Update Manager** automatically keeps your software up-to-date via the Internet.

Click here to go to the [online ordering page](#).

**See also:** [Activation](#)

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# Know-how on Password Security

Our **website** offers important know-how on the notion of password security:

- [Tips for Strong Passwords](#): Get to know some basic rules for creating safe passwords.
- [How Does The Encryption Algorithm Rijndael Work?](#): This page explains how the Rijndael encryption algorithm works and why it is regarded as particularly secure.
- [More Security With The Use Of Password Depot](#): Learn how to store all your passwords securely and how to delete confidential data irrevocably.
- [Brute-Force Attacks](#): Find out more about brute-force attacks and how you can protect yourself against them.
- [Secure Password Management In Companies](#): Advice for how to improve your team's or company's security.
- [Identical Passwords](#): This article explains why using identical passwords is a bad idea and the risks involved.

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# General Description

Password Depot's user interface is designed logically for intuitive usage.

The buttons located in the toolbar offer access to the most important and most frequently used **functions**. Furthermore, there is an extensive menu with the following tabs:

- **Database:** Here you will find basic functions for databases and the main program.
- **Edit:** Offers functions for creating new or managing/editing your existing selected entries/passwords (e.g. [add](#), [modify](#), and [delete](#) passwords). You can also access the program **Options**.
- **Search:** Here, you find search and replacement functions.
- **View:** Here, you can modify the design of the program. On the one hand, you select the **sort order** and the **view** for your passwords; on the other hand, you can select the **areas** of the main view. The main view consists of a maximum of five simultaneous windows: **passwords**, navigation area (with or without databases on a potential server), statusbar, toolbar, and favorites (or **details**). The window for passwords and the toolbar are always displayed; the three others can be shown or hidden, as you wish. All of these windows will be explained further below.
- **Folder:** all commands for working with folders.
- **Entry:** all commands that pertain to the currently selected password, e.g. copy to clipboard for user name and password, and various other actions, such as Open URL, Auto-completion etc..
- **Tools:** Contains additional functions, such as [Synchronize Databases](#) and [USB Installation](#).
- **Help:** functions such as the Online support, Unlock for Password Depot, and Search for Updates.

**NOTE:** In **Password Depot** , there are many [key shortcuts](#) available, helping you to access frequently used functions quickly.

**HINT:** By launching Password Depot 100 times a short survey will be started and you can send us feedback about Password Depot!

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# Customize View

The user interface consists of a maximum of five simultaneous windows or areas: **Password area**, **Navigation area** (with or without databases on a potential server), **Statusbar**, **Toolbar**, and **Details**.

## Password Area

This is the main window. It is therefore placed in the center of the screen and cannot be closed or hidden.

This window provides access to your passwords. You will see here a password's description and additional information can be displayed here such as last modified, user name, URL, and category. Go to **Edit ->Options -> Layout** and change the layout according to your personal needs.

If the details view is enabled, you can select the details that should be displayed by right clicking on the details bar.

1.
  - You can select a different view for the list of passwords in the **View** tab.
  - To edit password entries, switch to the **Edit** tab or **right-click on an entry**. This way, you can add, modify, delete, and print entries.

By right-clicking on an entry, you open the **password menu**. The menu's functions can only be used, however, if the information needed for this function - e.g. a TAN - is existent. With this menu, you can:

1.
  - **modify ("Properties")**, **delete** or **print** the selected password(s), similar to the functions in the **Database** and **Edit** tabs.
  - **cut**, **copy**, **insert** and **duplicate** the entry or add it to your list of favorites.
  - copy the password's information to the **clipboard**.
  - create a **Windows Shell Link**. This is a shortcut to a password that you can save anywhere on your system (e.g. on your desktop) and that allows you to access the password quickly.

From within the **Password Area window**, you can also move passwords from one group to another. Just select the passwords you want to move in the navigation area to the left of Password Depot (which means this feature needs to be activated) and then drag & drop them into the desired group.

## Navigation Area

This area offers a tree structure of the folders inside the opened database, similar to Windows Explorer. Additionally, it also displays the **Favorites**, the **Recycle Bin** and the **Search Results** after a search for quick access.

## Types

In the navigation area you can display the list of all types of entries available in Password Depot no matter if you have already used those entries or not. In general, you will see all entry types here. Double click a specific type of entry to display all entries of the same type currently available in your database in the main view. This will temporarily hide all other types of entries within the database in the main view and might be helpful, for example, if you would like to work with "Password" or "Information" entries only for some time.

## Categories

You can do the same with the categories of your database. In the navigation area all available categories will be displayed, that is both the builtin ones as well as the categories you created yourself. If your entries have been assigned to specific categories you can double click on a specific category in the navigation area to call up all entries that belong to the corresponding category (all types of entries included). Those entries will then be displayed in the main view. This way you can search for entries using the categories they have been assigned to and display them altogether in the main view.

If you are using the **Enterprise Server**, here you can quickly access the files from the server here as well. To display the files in this area, click on **View** and activate the option **Databases on Server**. The files on the server are only displayed if you are connected and logged in to the server.

## Statusbar

If you have set the **Statusbar** function under **View**, you will find a blue bar at the bottom edge of Password Depot, including information for version, license status (or remaining days for the trial mode), number of objects, "local system" (or network), and overall statistics (number of folders and passwords/entries).

## Toolbar

Above the navigation and password areas, you will always find the **Toolbar**, offering quick access to Password Depot's important core functions, e.g. its **Database Manager** (first symbol to the left) or **Password** (create new password, third symbol from the left). Further to the right, there is a box/field for a file **path** as well as the basic **search function** ("Search entry").

## Details

This window is situated on the right side of the screen. Its purpose is to display the information of a selected password in a more compact manner, so that required entries can be identified more quickly.



Furthermore, different actions are available in the details area which can be useful for your entries:

- Auto-Complete (F6)
- Copy user name (F3)
- Copy password (F2)
- Custom fields/Global custom fields
- Copy URL (F4)
- Open URL in browser (F5)

With these actions you can easily access any data stored in Password Depot and further use it.

**HINT:** If you have added custom fields to an entry you will also see them in the details area on the right. However, information will not be displayed in clear text but hidden. If you want to read it, click on the eye icon. The information will be shown in clear text for a short time. Next to it you can use the corresponding icon for pasting the information of a custom field to the clipboard.

**NOTE:** If you select the icon for **Custom Fields** in the details area both custom fields referring to this entry and global custom fields which you may have added under **Edit -> Global custom fields** will be displayed here. Thus, you can select the required information.

You can also see a star in the details area on the right. A yellow star means that this entry is one of your favorites.

## Sort by

Here, you can choose how password entries are sorted, e.g. by their **Description** or **Importance**. When choosing the option **Custom View** you can change the arrangement of entries in the password area via **Drag & Drop** according to your wish. To do so, select an entry from the list, hold the mouse button pressed and move the entry to the correct position.

## Direction

Here, you can decide if the sort order should be in **Ascending** or **Descending** order.

## Group by

Here you can choose if and how the entries should be grouped. They can be grouped by their **type** or **category**.

## Mode

Here, you can choose between Password Depot's **Expert** or **Beginner mode** or set your own **Custom mode**.

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# Virtual Keyboard

The **virtual** (on-screen) **keyboard** allows you to insert keystrokes directly into password fields or whenever creating/modifying entries - without using the physical keyboard. The virtual keyboard does not emulate keyboard events, so no hardware or software keyloggers can intercept entered keystrokes.

Use the mouse to dial the strings for a target edit box.

By clicking on **Settings**, you have the following options:

- **Emulate fake cursors:** If activated, multiple fake cursors will be emulated to protect you from other persons who might be watching your screen.
- **Disable press effect:** If activated, the keys you click on will not be highlighted.

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# Top Bar

The **top bar mode** is a very useful and unique feature of **Password Depot**. You can switch to this mode, using the **Top Bar** button of the toolbar (or press Ctrl + T).

The **Top Bar** function minimizes Password Depot to a small bar that has the property to stay on top of all other applications, thus enabling constant access to the stored passwords.

The Top Bar can be moved anywhere on the screen by simply pressing the left mouse button and dragging the mouse.

The Top Bar allows you to select a specific password.

1. Select a group from the **Folder** field. Once a group is selected, the passwords from the selected group are automatically displayed in the **Entry** field. If the selected group is empty, no passwords will appear in the **Entry** field.
2. Select a password from the **Entry** field.

On the right-hand side of the top bar, you can use the basic search function to look for passwords/entries ("Search entry"). This basic search considers description, user name, and URL. Possible matches are searched and displayed in real time while you are typing.

Further to the right, in the second half of the top bar, you will find various icons to access various program functions. To customize these icons, right-click on the top bar and then click on **Customize**. The following icons can be displayed on the top bar:

- **Search:** Enables you to perform an advanced search for specific passwords according to their description, user name, URL, and comments. Furthermore, the search can be refined, e.g. by category, change dates ("Modified after" and "Modified before"), importance, and expiration dates ("Expired after" and "Expired before").
- **Program options:** Opens the program [options](#). Here, you can also adjust the settings of the top bar, via the **Top Bar** tab
- **Open Database Manager:** Allows you to open another database you have stored.
- **Save database:** Saves the current changes in your database.
- **New password:** Opens the dialog for creating a new password entry. Its sub-menu (via right-click on the small black tip of an arrow) provides access to special options, such as "Credit Card" or "Software License".
- **Copy global fields to Clipboard:** Shows a list of the global custom fields you entered. Click one of them to copy its content to the clipboard.
- **Selects a favorites item:** Here, you can directly choose a password from a list of frequently used passwords.
- **URL:** You can either drag & drop the URL of the according password into a field (for example into your browser address bar) or click the button to copy the URL to the clipboard.
- **Partial Password:** Opens the [Partial Password Builder](#).
- **Password Generator:** Helps you to generate a random password.

- **Protected Sign-On:** If you only work with the Client, then the Protected Sign-On function will be rather unimportant for you. This function is only relevant and makes sense in connection with Password Depot Server. Here, the system administrator can define and limit access to passwords for a specific user. If the administrator, for instance, does not want to assign general viewing rights to a temporary employee, that employee can deposit the corresponding URL without user information in Password Depot and log in exclusively through the "Protected Sign-On" button. During this process, they will get logged on/registered automatically by Password Depot - without seeing any access information used for this purpose.
- **Modify password:** Allows you to modify the currently selected password in the corresponding dialog.
- **User name:** Copies the user name of the password to the clipboard. You can also drag & drop (SHIFT+Click) the user name to a field on a website.
- **Password:** Copies the password to the clipboard. You can also drag & drop (SHIFT+Click) the password to a field on a website.
- **Copy custom fields to Clipboard:** Click on a custom field from the list to copy its content to the clipboard. Alternatively, you can use SHIFT+Click to emulate drag & drop.
- **TAN:** Copies the TAN to the clipboard. Alternatively, you can use SHIFT+Click to emulate drag & drop.
- **Inserts data to an input box:** Click onto this option and then into the first entry field in the target window. You will then be asked if you would like to fill in the user name or the password. Your choice will then be filled in automatically into the selected field.
- **Suggest password for URL:** By clicking this function, you enter the **Suggest password mode**. Click on the address line of the browser to display possible passwords.
- **Open URL:** Opens the URL address of the password in your standard browser. With the little arrow button, you can choose to open it within a different browser that is also installed on your device.
- **Auto-complete form (F6):** Automatically completes fields on a website, e.g. with user name and password. If you click this function, you will enter the **Auto-complete mode**. If you want to exit the **auto-complete mode**, click on **Cancel** in the **auto-complete mode** window situated at the top right of the screen. Alternatively, press Esc.
- **Restore (Ctrl+T):** Restores Password Depot to the normal main window.
- **Lock Password Depot (Ctrl+L):** Has the same function as in the main window of Password Depot. Locks the database, so that it can only be re-opened by re-entering the master password.
- **Minimize:** Minimizes Password Depot.
- **Exit:** Quits the program.

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# Add Databases

1. Open the database manager by clicking on **Database > Database Manager**.
2. Select the desired storage location in the left panel.
3. Click on **New Database**.
4. Enter the [required information](#).
5. Click on **OK** when you are ready.

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# Open Databases

1. Open the database manager by clicking on **Database > Database Manager**.
2. Select the desired storage location in the left panel.
3. Select a database and click on **Open**.

If the desired database is not listed, click on **Browse...** and navigate to/look for its storage location.

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# Save Databases

To save the opened database manually, click on **Database** > **Save** or **Save as**.

## Save

This function saves the current database. During this process, the currently opened file is overwritten with the changes that were made during the active session.

## Save as

The **Save as** function basically fulfills the same purpose as the **Save function**, with the single difference that you can specify another name for the file, so you do not overwrite the old original file.

**HINT:** Go to [Options](#) -> Save and check the option **Auto save database on every change**.

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# Manage Databases on Internet Servers

**Password Depot** allows you to store databases or backup files on Internet servers. To manage these servers centrally, there is the option **Manage Internet Servers**.

To manage your Internet servers, click on **Edit** -> **Internet servers**. A new dialog window will open and you can choose from the different options:

- **+ New:** Allows you to enter a new internet server.
- **Edit:** You can adjust settings of an internet server that has already been added to Password Depot.
- **Delete:** Removes a server from the list.

## Add/Edit Internet Server

If you click on **+ New** or **Edit** a drop down menu will open and you can choose from the different cloud servers available here. You can see a list of all available **cloud servers via WebDAV protocol**. With the release of version 14 support of different cloud servers via WebDAV protocol is implemented. After having chosen one of the available services you first need to enter the corresponding data in order to be able to start a connection in any case:

- **Protocol:** You can choose between FTP, HTTP, SFTP, HTTPS, FTPS and FTPES, WebDAV and WebDAV (SSL).

**HINT:** Generally, you should use the **SFTP** protocol as it allows **read and write** access and is additionally more **secure** than FTP. If you only need **read-only** access to a file on the Internet, however, the **HTTP** protocol is sufficient.

**NOTE:** If you select **HTTP** or **HTTPS**, you **cannot upload new files** to the server. Thus, in this case, in the Database Manager, the option for uploading new files will be disabled. New files can only be uploaded to FTP or SFTP servers.

- **Address:** Enter the server address. When working with your own server, this could be, for example, "ftp.myserver.com" or "www.myserver.com". Do not enter a path or storage location here! When choosing one of the available cloud servers, the right server address is displayed here by default, regarding the GMX MediaCenter this will be "webdav.mc.gmx.net" etc.
- **Port:** The default entry is **Auto** ; Password Depot will automatically search for the correct port.
- **Path:** Enter the complete path. Do not enter a file name here! For accessing the root directory, enter only one slash (/). For all cloud servers the full path is already displayed here by default.
- **User name:** Enter the user name. This entry is required for FTP servers.
- **Password:** Enter the password. This entry is required for FTP servers.

- **Passive:** Allows you to switch between active and passive FTP mode (provided you are using the **FTP protocol**).

**NOTE:** The feature **Passive** is only available if the protocol is set to **FTP**.

The terms "passive" and "active" refer to the server's behavior during data transfer with the client. In the **passive mode**, the server is **passive**, the data transfer being initiated by the client. In the **active mode**, by contrast, the server is **active** and asks the client for the port via which data should be transferred. If an active firewall on the client notices the incoming connection, however, it might stop this connection and thereby also stop the data transfer. Conclusion: Therefore, if a firewall on the client does not allow for incoming connections, you should use passive FTP.

## Examples for entering an Internet server:

**EXAMPLE 1:** You would like to store your passwords and access them via FTP in the directory *privatestuff* on your web server with the domain *http://www.myserver.com*. The complete path using a browser would thus be *http://www.myserver.com/privatestuff/*.

First you create an FTP account for this directory in your provider's control panel and assign this FTP account the directory */privatestuff* as the home directory. Any user who logs in to your server using this FTP account will only see this directory.

- **Protocol:** FTP
- **Host:** myserver.com
- **Path:** /

**EXAMPLE 2:** You wish to store your passwords in the directory *privatestuff* on your web server with the domain *http://www.myserver.com*. The complete path using a browser would thus be *http://www.myserver.com/privatestuff/*. You do not want to create a new FTP account, but use your main account, which gives you access to all directories on the server. This means you have to specify the directory *privatestuff* as the path.

- **Protocol:** FTP
- **Host:** myserver.com
- **Path:** /privatestuff

**EXAMPLE 3:** You would like to access a database, but only know its URL, not the FTP access data. The file is stored under the URL *http://www.myserver.com/privatestuff/secret.psw*.

- **Protocol:** HTTP
- **Host:** www.myserver.com
- **Path:** /privatestuff

**NOTE:** You will enter the file names when creating or opening databases. In the **Manage Internet Servers** dialog box, you only specify server information.

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# Database Manager

Using the **Database Manager** (menu **Database > Database Manager**), you can add/create new databases and open existing ones.

Databases can be created and saved in the following locations (each of which has its own tab within the Database Manager):

- [Local System](#)
- [Enterprise Server](#)
- [USB Storage Device](#)
- [Internet Server](#)
- [Dropbox](#)
- [Google Drive](#)
- [OneDrive](#)
- [HiDrive](#)
- [Box](#)
- [Recent Files](#)
- [Backups](#)

**NOTE:** If you try to create a new database and the current database contains unsaved changes, you will be prompted to save these changes of yours first.

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# Database Manager - New Database

The **New database** window contains the following fields:

- **Database name:** Enter a valid file name (e.g. "My Passwords") without any path or file extension. The database will be saved with the entered name and the extension ".pswe" or ".pswd" (see **Format**, at the bottom), so that you can find it again easily at a later time.
- **Database description:** Describe your database. This description will be displayed in the **Open Database** dialog box. This field is optional.
- **Hint for master password:** Enter a helpful hint for your **master password**. This hint will be displayed in the **Open Database** dialog box if you have problems remembering the password. This field is optional.
- **Authentication by:** Select one of three authentication methods for protecting your database:
- **Master password:** The common and - depending on the complexity of the master password - safe method for encrypting your database.
- **Master password and key file:** The most secure and comprehensive way to protect your database. You will need both a password and a key file to access it.
- **Key file:** The database will be protected by a key file. Key files contain complex keys that are very secure and cannot be cracked by brute-force attacks. However, please note that anyone who has access to your key file and the database can open it. The key file should be considered similar to a physical key for a safe and therefore be stored accordingly, in a safe location (e.g. on a USB drive).
- **Master password: With the master password, you can open your database.** If you forget your master password, there will be no way to access and open your database. However, for your safety, you can enter and deposit a hint that will help you remembering it (see above).
- If you chose **Authentication by Master Password**, please enter your desired master password here or open the [Master Password Generator](#) (second icon with gear wheel to the right of the input field) to create a particularly safe master password. For password input, upper and lower case characters are differentiated. With the first eye icon to the right of the input field, you can display or hide your password input.
- **Re-enter master password:** Re-enter the previously entered master password for safety reasons. Both entries must be identical, otherwise you cannot proceed!

**WARNING:** If you forget your **master password** and did not enter and deposit a hint, or the hint does not help you after all, there will be NO POSSIBILITY to recover your password inside the file. Please use a password you will remember easily.

- **Quality of master password:** Shows how safe the entered **master password** is considered to be. The bigger the bar, the safer the master password. Do not use master passwords where a red bar is displayed - stick to green or blue bars. In addition to that, the **estimated crack time** will show you approximately how much time a professional hacker would need to crack your master password.

**NOTE:** Please make sure to use a safe **master password**. It should be at least 8 characters long and contain numbers and letters as well as special characters. The quality bar below the input field **Master password** helps you with assessing the safety and quality of your entered password.

- **Key file:** Required, if selected as an **authentication method**. Enter an existing one by using the **Open key file** button on the right, or **Generate a key file** by clicking on the button next to it.

Once you have filled in all required fields, you can click on **OK** to save the new file.

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# Database Manager - Local System

In **Password Depot**, you can open and save databases on your local system. To do so, please open the **Database Manager** (menu **Database > Database Manager** ) and click on the tab **Local System** . The following options are now available:

- **Back**: If you changed folders in the browser, with this button, you can jump back to the previous folder.
- **Forward**: If you jumped back/changed a folder previously, with this button, you can jump forward again.
- **Level up**: Changes over to the next higher-order folder/directory.
- **Refresh**: Refreshes the list of databases on your local system, e.g. after you have made changes to the files.
- **New database**: Enables you to create a new database on your local system. A detailed description of this process is provided [here](#).
- **Delete**: Deletes a selected database from the list.
- **Browse...**: Allows you to search the local system for a specific database and then to load it.
- **Open**: Opens a database selected in the list. In case the desired file is not shown in the list, simply search your local system for this database, using the function **Browse...**. Then select the database and click on **Open**.

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# Database Manager - Enterprise Server

In **Password Depot**, you can open and save databases on the Enterprise Server module. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **Enterprise Server**. The following options are now available:

- **Sign in:** Directs you to the login site of Enterprise Server. Here, you enter all of the information indicated below this list. After login, all databases that you can access will be listed. Alternatively, you can also use the integrated Windows authentication, if available - for this purpose, click on the right arrow button. Further, since version 12.0.7, optional Two-Factor Authentication has been implemented when connecting to the Enterprise Server. The administrator is able to activate Two-Factor Authentication for the client's server login. If this option is selected, clients need to enter both user name and password as well as a particular code they will receive during login process. You can read more about Two-Factor Authentication [here](#).
- **Sign out:** Logs you out of the Enterprise Server.
- **Refresh:** Refreshes the list of available databases saved on the Enterprise Server.
- **Change password:** Allows you to change the password for Enterprise Server.
- **View Certificate:** If a certificate was installed earlier, you can view its details here.
- **Offline Mode:** This is a new function. Databases from the Enterprise Server can now continue to be used in the new offline mode comfortably, i.e. even if the connection to the actual server has been cut. Once re-connected to the server, the databases will synchronize automatically.
- **Open:** Opens a database selected in the list. For this purpose, select the desired database in the view and then click on **Open**.

**NOTE:** Databases for the Enterprise Server can only be created via the server's control panel. In case you would like to share a file on your local PC with other users, you would need to send this file to the system administrator first.

**NOTE:** Once you have opened an Enterprise Server's database, you can easily and quickly switch between accessible files by using the [Databases from Server](#) window in the navigation area to the left - without needing to re-open the Database Manager.

## Enterprise Server: Login

Having clicked on **Sign in**, you will need to indicate your server information:

- **Server address :** Type in the address from which Enterprise Server is executed. Generally, this is a local address, e.g. 90.0.0.1.
- **Port:** Enter the port through which Password Depot can be reached. A specific default port is defined for every main version.



- **Authentication:** Select the correct authentication mode (**Integrated Windows-Authentication, Standard Authentication** with username and password, or **Azure AD Authentication**).

Finally, click on **OK**.

**NOTE:** In the **Enterprise Server** tab you can only open files which you are allowed to access. Those rights are assigned to you by your server administrator. If you have logged on to the Enterprise Server successfully and see a message that no database has been assigned to your user's account yet, please contact your server administrator because otherwise working with the Enterprise Server will not be possible at all.

## How to authenticate on the Enterprise Server?

In general, the server administrator decides how users should authenticate on the Enterprise Server. Thus, when connecting to the Enterprise Server, it is only required for users to select the correct authentication mode to establish a secure client to server connection. The **Password Depot Enterprise Server Login window** offers three different authentication modes to choose from:

- **Integrated Windows Authentication (SSO)**
- **Standard Authentication (username & password)**
- **Azure AD Authentication**

### Integrated Windows Authentication

If you would like to use the Integrated Windows Authentication, also called **Single sign-on**, to login on the Enterprise Server you have to be a member of an Active Directory. Besides, your server administrator must perform the Active Directory synchronization in the Server Manager (prior to the user login) to add Active Directory users to the Password Depot server. If this is the case, please select the Integrated Windows Authentication in the **Password Depot Enterprise Server Login window** and make sure to use the correct server address and port. Your Windows NT access data will then be used to login. If settings are correct, your logon name as well as the corresponding domain are already displayed in the login window. Finally, just click **OK** to proceed and establish a client to server connection. The access data sent will be validated in the background and you will be logged in as soon as the data has been proven valid.

### Standard Authentication

You can use the Standard Authentication to connect to the Enterprise Server if your Password Depot Server administrator has created local users and assigned usernames and passwords to single users. To login, enter the username and password which was assigned to you by your server administrator and also make sure to use the correct server address and port.

## Azure AD Authentication

If you would like to use the Azure AD Authentication you have to be a member of an Azure Active Directory. Besides, your server administrator must perform the Azure AD synchronization in the Server Manager (prior to the user login) to add Azure AD users to the Password Depot server. If this is the case, please select the Azure AD Authentication in the **Password Depot Enterprise Server Login window** and make sure to use the correct server address and port.

Afterwards, a new dialog window will be displayed saying that Password Depot would like to use "microsoftonline.com" for authentication. Please confirm to proceed. You are forwarded to your browser next. Select the correct Microsoft account, enter your email address and password. Finally, you must enable Password Depot one more time to access your Microsoft account.

A connection to the Enterprise Server will be established once you have completed all the steps required. Afterwards, you can select the desired database and open it.

**HINT:** Next to the **Sign in** button (plug icon) you can see a small arrow. Click it to open the drop down-menu where you can select the desired authentication mode right away. You will be forwarded to the **Password Depot Enterprise Server Login** window subsequently where you can see that the desired authentication mode has already been pre-selected. You will know immediately which other information is required in order to connect.

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# Database Manager - USB Storage Device

In **Password Depot**, you can open and save databases on a mobile storage device, e.g. a USB stick. To do so, please open the **Database Manager** (menu **Database** > **Database Manager**) and click on the tab **USB Storage Device**. The following options are now available:

- **Back:** If you changed folders in the browser, with this button, you can jump back to the previous folder.
- **Forward:** If you jumped back/changed a folder previously, with this button, you can jump forward again.
- **Level up:** Changes over to the next higher-order folder/directory.
- **Drive:** Allows you to select a USB storage device.
- **Refresh:** Refreshes the list of databases on your USB storage device, e.g. after you have made changes to the files.
- **New Database:** Enables you to create a new database on your USB storage device. A detailed description of this process is provided [here](#).
- **Delete:** Deletes a selected database from the list.
- **Browse...:** Allows you to search the USB storage device for a specific database and to then load this file.
- **Open:** Opens a database selected in the list. In case the desired file is not shown in the list, simply search your USB storage device for this database, using the function **Browse....** Then select the database and click on **Open**.

**TIPP:** To save databases onto a USB stick, you can use the function **USB Installation** on the tab **Tools**.

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# Database Manager - Internet Server

In **Password Depot**, you can open and save databases on an Internet server. To do so, please open the **Database Manager** (menu **Database** > **Database Manager**) and click on the tab **Internet Server**. A new dialog window will open. Now, please click on the icon **Manage servers**. Afterwards, click **+ New** in order to choose from one of the offered services:

1. **Custom Server**
2. **GMX MediaCenter**
3. **WEB:DE Online-Speicher**
4. **MagentaCLOUD**
5. **freenet Cloud**
6. **Strato HiDrive**
7. **Yandex Disk**
8. **pCloud**
9. **wökli**

With the release of version 14 support of **multiple cloud servers** (see the ones above) via **WebDAV protocol** is implemented. After having chosen one of these cloud servers you need to enter different data in a next step. You can read in the section **Manage Databases on Internet Servers** which data is required in order to establish a connection.

1. **Refresh**: Refreshes the list of available databases saved on the Internet **Server**.
  - **Manage servers**: Allows you to create/add a new Internet Server, on which you can subsequently create databases.
  - **New database**: Enables you to create a new database on your Internet Server.

**NOTE:** The function **New database** is only active and usable if the Internet Server protocol is set to **FTP** or **SFTP**. New files cannot be uploaded to **HTTP** or **HTTPS** servers. To find out and/or change the protocol currently used, go to the **Manage Internet Server** function.

1. **Open**: Opens a database selected from the list. In case you would like to open a desired file that is saved on a new, different server, simply click on **Manage servers**. You can now create a new server. Then click on **Refresh**, select the desired database and click on **Open**.

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# Database Manager - Dropbox

In **Password Depot**, you can open and save databases on Dropbox. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **Dropbox**. The following options are now available:

- **Sign in:** Directs you to the Dropbox login website.
- **Sign out:** Allows you to log out from Dropbox.
- **Refresh:** Refreshes the list of available databases saved on Dropbox.
- **New database:** Enables you to create a new database on your Dropbox. A detailed description of this process is provided [here](#).
- **Delete:** Deletes a selected database from the list.
- **Open:** Opens a database selected in the list. In case the desired file is not shown in the list, simply search your Dropbox for this database. Then select the database and click on **Open**.

If you save your databases on Dropbox, Password Depot uses the following default path:

\Apps>Password Depot\

**WARNING :** It is strongly recommended **not** to create this path manually. Instead, log in to Dropbox with Password Depot and allow the program to create the path, in case it does not yet exist. Once Password Depot has created the directory/folder, you can upload your existing password databases through Windows Explorer or your browser.

**NOTE:** Whenever you deposit your databases on a cloud service, your confidential data always "touch" the data medium of the cloud service in AES 256-bit encrypted format - never unencrypted. Your databases are always and only decrypted locally.

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# Database Manager - Google Drive

In **Password Depot**, you can open and save databases on Google Drive. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **Google Drive**. The following options are now available:

- **Sign in:** Directs you to the Google Drive login website.
- **Sign out:** Allows you to log out from Google Drive.
- **Refresh:** Refreshes the list of available databases saved on Google Drive.
- **New database:** Enables you to create a new database on your Google Drive. A detailed description of this process is provided [here](#).
- **Delete:** Deletes a selected database from the list.
- **Open:** Opens a database selected in the list. In case the desired file is not shown in the list, simply search your Google Drive for this database. Then select the database and click on **Open**.

If you save your databases on Google Drive, Password Depot uses the following default path:

\Password Depot\

**WARNING :** It is strongly recommended **not** to create this path manually. Instead, log in to Google Drive with Password Depot and allow the program to create the path, in case it does not yet exist. Once Password Depot has created the directory/folder, you can upload your existing password databases through Windows Explorer or your browser.

**NOTE:** Whenever you deposit your databases on a cloud service, your confidential data always "touch" the data medium of the cloud service in AES 256-bit encrypted format - never unencrypted. Your databases are always and only decrypted locally.

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# Database Manager - OneDrive

In **Password Depot**, you can open and save databases in OneDrive. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **OneDrive**. The following options are now available:

- **Sign in:** Directs you to the OneDrive login website.
- **Sign out:** Allows you to log out from OneDrive.
- **Refresh:** Refreshes the list of available databases saved on OneDrive.
- **New database:** Enables you to create a new database on your OneDrive. A detailed description of this process is provided [here](#).
- **Delete:** Deletes a selected database from the list.
- **Open:** Opens a database selected in the list. In case the desired file is not shown in the list, simply search your OneDrive for this database. Then select the database and click on **Open**.

If you save your databases on OneDrive, Password Depot uses the following default path:

\Files\Documents>Password Depot

**WARNING:** It is strongly recommended **not** to create this path manually. Instead, log in to OneDrive with Password Depot and allow the program to create the path, in case it does not yet exist. Once Password Depot has created the directory/folder, you can upload your existing password databases through Windows Explorer or your browser.

**NOTE:** Whenever you deposit your databases on a cloud service, your confidential data always "touch" the data medium of the cloud service in AES 256-bit encrypted format - never unencrypted. Your databases are always and only decrypted locally.

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# Database Manager - HiDrive

In **Password Depot**, you can open and save databases on HiDrive. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **HiDrive**. The following options are now available:

- **Sign in:** Directs you to the HiDrive login website.
- **Sign out:** Allows you to log out from HiDrive.
- **Refresh:** Refreshes the list of available databases saved on HiDrive.
- **New database:** Enables you to create a new database on your HiDrive. A detailed description of this process is provided [here](#).
- **Delete:** Deletes a selected database from the list.
- **Open:** Opens a database selected in the list. In case the desired file is not shown in the list, simply search your HiDrive for this database. Then select the database and click on **Open**.

If you save your databases on HiDrive, Password Depot uses the following default path:

\Password Depot\

**WARNING :** It is strongly recommended **not** to create this path manually. Instead, log in to HiDrive with Password Depot and allow the program to create the path, in case it does not yet exist. Once Password Depot has created the directory/folder, you can upload your existing password databases through Windows Explorer or your browser.

**NOTE:** Whenever you deposit your databases on a cloud service, your confidential data always "touch" the data medium of the cloud service in AES 256-bit encrypted format - never unencrypted. Your databases are always and only decrypted locally.

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# Database Manager - Box

In **Password Depot**, you can open and save databases on Box. To do so, please open the **Database Manager** (menu **Database > Database Manager**) and click on the tab **Box**. The following options are now available:

- **Sign in:** Directs you to the Box login website.
- **Sign out:** Allows you to log out from Box.
- **Refresh:** Refreshes the list of available databases saved on Box.
- **New database:** Enables you to create a new database on your Box. A detailed description of this process is provided [here](#).
- **Delete:** Deletes a selected database from the list.
- **Open:** Opens a database selected in the list. In case the desired file is not shown in the list, simply search your Box for this database. Then select the database and click on **Open**.

If you save your databases on Box, Password Depot uses the following default path:

\Password Depot\

**WARNING:** It is strongly recommended **not** to create this path manually. Instead, log in to Box with Password Depot and allow the program to create the path, in case it does not yet exist. Once Password Depot has created the directory/folder, you can upload your existing password databases through Windows Explorer or your browser.

**NOTE:** Whenever you deposit your databases on a cloud service, your confidential data always "touch" the data medium of the cloud service in AES 256-bit encrypted format - never unencrypted. Your databases are always and only decrypted locally.

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# Database Manager - Recent Files

On the **Recent Files** tab in the **Database Manager** (menu **Database > Database Manager**), you can see all the files you have been accessing recently. This applies both to local files as well as files that were opened on e.g. an Internet Server or via **Enterprise Server**.

Simply select the desired database and click on **OK** in order to get to the window for entering the corresponding master password and/or key file (for Enterprise Server: login information).

**NOTE:** The tab **Recent Files** is only available if the program keeps a list of recently used files. You can (un-)check this via **Edit > Options > General > Store lists of used databases and key files**.

You can remove a selected entry from the list by clicking on **Remove** in the toolbar (this only removes the entry from the list **Recent Files**, but not the database itself). Furthermore, you can delete invalid entries in the list (e.g. due to changed storage/save directory/folder of the database in question) by clicking on the **Remove invalid** button.

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# Database Manager - Backups

This tab contains a list of all backups from the backups working directory. The working directory paths can be changed in **Edit > Options** (F10) > **Save**.

If a database got corrupted, or deleted by mistake, you can open a backup file of the database here.

Once you have opened a backup file, you should save it again in its original format by clicking on **Database > Save as (Ctrl+Alt+S)**.

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# Database Properties

Each Password Depot database has properties. Unlike program options, these properties are linked to a database and can be defined for each database individually. To view and modify/change your database properties, click on the menu **Database > Database Properties** (Ctrl+I), or right-click on your database in the left-hand navigation area, followed by selecting **Properties**.

There are six tabs in the **Properties** dialog:

- **General**: Displays a number of information fields; allows for change of authentication; offers deletion or refreshing of icons used in databases; offers deletion of attachments; contains ignored websites and allows for their modification/editing
- **Content**: In this tab you can edit your database content. This includes, for example, the recycle bin settings, the history of your passwords as well as custom icons, attachments and Ignored URLs.
- **Advanced**: Allows for definition of password policies in a database; allows for setting size of change history or its deletion.
- **Notes**: Allows for modifying/editing of notes and master password hints - both are shown when opening databases.
- **Backup**: Allows for creating and saving backup files on internet or other remote servers and setting intervals for these backups, independent from regular backup files which are defined through the program options.
- **Entries**: You can choose here from different types of entries and deactivate those you are actually not working with or those which are not necessary to you.

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# Properties - General

In the **General** tab of the database properties, you can see some basic information about your database and make some changes, if necessary.

At the top, you can see the **name** of your database. It cannot be changed here. Below you can see further information:

- **Location:** Indicates the storage location of your database. The location cannot be changed in this dialog. To change the name of your database or the file path, you can either use the **Database -> Save as** command in the main menu or make those changes in the Windows Explorer.
- **Size:** Shows the size of your passwords file in kilobytes and bytes.
- **Last modified:** Informs about the date of the file's last modification.
- **Contains:** You can see here your database's total number of folders and entries.
- **Authentication:** Shows the currently used authentication method for this database and also allows for its **Change**. Furthermore, it is possible to reduce database size through compression (tick box "Use compression to reduce the Database size").

**NOTE:** Keep your databases always up-to-date and avoid unnecessary information. If your database takes a lot of time to load, you may need to consider reviewing your **attachments** and **custom icons**, as they increase the size of your database. You can either use the **Clean-up** function in the **Tools** tab to find entries and attachments which are no longer being used, or you can delete custom icons and attachments in the **General** tab as described above.

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# Properties - Content

In the **Content** tab of the Database Properties you can find more options about the **database content**.

## Database Objects

- **Custom icons:** Displays the total number of custom icons within your database.
- **Update icons:** Click this button to update all custom icons within your database. During the process, new custom icons will be added to your database, for example.
- **Delete icons:** Click this button to delete the custom icons within your database. Please note, however, that ALL custom icons will be affected and thus, all of them will be permanently deleted.
- **Attachments:** Displays the number of attachments included in your database.
- **Delete attachments:** Click this button to delete the attachments included in your database. Please note, however, that ALL attachments will be affected and thus, all of them will be permanently deleted.
- **Ignored URLs:** Displays the total number of ignored websites within your database, that is, those websites that are ignored by the browser add-on. In this case, the browser extension will not insert the access data automatically as soon as those URLs are launched in the browser.
- **Edit URLs:** Click this button to open the dialog window **Ignored Websites**. You can see here a list of all URLs currently ignored by the add-on. You can edit this list, for example by removing URLs from it or adding new ones where you would not like the add-on to carry out the auto complete process.

## History

- **Keep history of password changes:** If this option is checked, a new entry will be added to the password history whenever you change a password. You will find these stored changes on the **History** tab in the **Properties** dialog (Ctrl+M). The password history will for example help you if you created a new password and did not save it in the according account by mistake.
- **Max. number of changes in history:** Here you can limit the number of changes in the history that is saved.
- **Delete history:** It can make sense to clear the passwords history for all passwords if (too) many changes have been recorded in the course of time. Deleting them will help you to decrease the file size and to keep track of all password changes.

## Recycle Bin

- **Delete entries immediately:** Choose this option if you want to directly delete entries without moving them to the recycle bin first.

**NOTE:** If you choose this option and want to delete an entry of your database it will be deleted **permanently**. You will then receive a notification first, before deleting, where you will be asked if you really want to delete the selected entry permanently. Please note that once an entry has been deleted that way it can not be restored anymore and your data will be lost.

- **Move entries to the Recycle Bin:** Choose this option if you want to move entries to the recycle bin first before deleting them permanently. The entry then will be removed from your list of entries within your database, however you can still find it in the recycle bin and can restore it any time you want, if necessary.
- **Maximum number of objects in the Recycle Bin:** If you activate the option **Move entries to the Recycle Bin** you can determine how many objects your database's recycle bin should contain at maximum. By default it is set to 1000 objects. If this amount is reached you won't be able anymore to move any entries to the recycle bin but it will first be necessary to either restore objects from the recycle bin or permanently delete others.
- **Empty Recycle Bin:** Use this button in the Database Properties to completely empty its recycle bin. Before deleting, you will be asked first if the entire recycle bin content should really be permanently deleted. Please confirm by clicking **Yes** or click **No** to cancel, if you do not want to proceed with deleting.

**TIP:** You can also get to the recycle bin settings by **right-clicking** the recycle bin in the navigation area. This way you will also get to the options **Empty recycle bin** and **Restore all**.

If you would like to read more about the recycle bin in Password Depot, please go to the chapter Recycle Bin which you can find in the section **Cleaning-up and Deleting Password Entries**.

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# Properties - Advanced

On the **Advanced** tab of the database properties, you can define different settings for the password policy and password change history.

## Password Policy

- **Passwords hidden by default:** If this option is checked, passwords are hidden and will be shown as asterisks (\*\*\*) , e.g. in the **Properties** dialog. If you uncheck this option, passwords will be shown as clear text, meaning that you can see their actual characters. This is not recommended for security reasons, however, as showing your passwords' characters makes it easier to copy them.
- **Check password resistance to dictionary attacks :** If you activate this option, the software will check every password for character strings which may be part of a dictionary. Having found such strings, the program will issue a warning. If you do not want or need such warnings, simply uncheck the present check box.
- **Force new/edited passwords to comply with the following policies :** If you select this option, all new or modified passwords will be checked for compliance with the parameters defined below. When a password does not satisfy the defined policy, you will be prompted to modify the password.
- **Minimum length:** You can determine a minimum length, which means that all passwords must contain at least the number of characters which you indicate here.
- **Password must include:** You can specify that all passwords must include certain characters. In this respect, you can set that passwords must contain either *all* or a *some* of the four symbol types shown below.

**NOTE:** In the field (**Password must include**) **At least x of the selected symbol types**, the number of character types you can set is limited by the number of types checked below. If you have checked two types, for instance, you can only set a "1" or a "2" into the field, not a "3" or a "4."

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# Properties - Notes

On the **Notes** tab of the database properties, you can change the **comment** and **hint** which you want to store for your database and for the master password. This information is shown whenever you open a database and are prompted to provide the master password.

- **Hint:** You may enter a new hint for the master password in this field. This field is optional, and must never contain the actual master password!
- **Comment:** You may enter a description of your database. This can be particularly helpful if you work with many different databases. This field is optional, and must also never contain the actual master password!

When opening a database, both the comments and hints are also displayed in the login window when prompted to enter your database's master password.

**NOTE:** In these two fields, do not enter any information which could help a third party to guess or even find out your master password. If you enter a hint, it should merely serve as a helpful reminder for you alone and nobody else.

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# Properties - Backup

The remote backup file is an **additional** option for creating backup files. This should not be confused with the standard backup file, which is set via **Edit > Options (F10) > Save**.

In the dialog window **Backup** in the database properties, you can set the storage location and the creation/settings of backup files.

## Remote backup locations

Choose whether you want to save your backup locally and/or on an Internet Server.

- **Server:** In case you would like to save the backup files on a Internet server, check the box and use the **Manage Servers** button to select an existing server or to create a new one.
- **Local System:** If you prefer to save the passwords file locally on your PC, check the box and select the corresponding path via **Browse (or type in the field)**.

## Remote backup settings

- **Create automatic backup every:** To create backups automatically and regularly, check this option and enter the number/interval of days.
- **Create Backup:** Allows you to create an instant backup now.

**NOTE:** The **Create Backup** button is only active and usable if you have selected a backup location above!

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# Properties - Entries

You can see all types of entries which are available in Password Depot **by default** in the entries **tab** of the database properties. You can see these types of entries also when creating a new entry and going to **Edit -> New** or you can also see them in the **drop down menu** when creating a new password.

You can uncheck now all types of entries you do **not use** or you **don't want to work with** - all unchecked types of entries then will not be available anymore when creating a new type of entry, that is you will not see them in the drop down menu anymore. This way, you can adjust **the list of available types of entries individually**. This will help you to organize your personal database further.

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# Enter Master Password

To open a database, you will first need to authenticate yourself. A small dialog box, showing the name of the database you are going to open, will appear. In this window, you will have to enter your master password and, if you previously chose this option, the corresponding key file. If you encrypt your database with a master password and a key file, we speak of Two-Factor Authentication. In this case, this applies for databases stored on your local system or in one of the offered cloud services.

## Show Details

Below the section for entering master password and key file, there is the option **Show details** or **Hide details**. Using these functions, you can show or hide the description of the database you are opening (if available).

If you have the details shown, you will see the button **Load last-used file at program start**. Depending on whether you check or uncheck this option, the passwords file that you have last used in **Password Depot** will be loaded upon opening the program.

## Forgot your (Master) Password?

In case you have forgotten your master password and had indicated a hint for this password when generating it, you can click on **Forgot your password?** which will then display the hint.

## Entering a wrong Master Password

If you enter a wrong master password or indicate a wrong key file, you will see an error message. Subsequently, you can re-type the **master password**.

**NOTE:** After each wrong entry, the **OK** button is disabled for three seconds to prevent brute-force attacks.

## Change Master Password

In order to change your master password, open the program **Properties** and select the tab **General**.

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# Change Authentication

To change the authentication for an open database, click on **Database > Properties** (Ctrl+I) or **Properties** on the toolbar, and then **General > Change...** This will start an assistant for changing the authentication.

First, you have to enter your current credentials and then click on **Next** to authenticate yourself.

Afterwards, you can select another authentication method or just define a new master password for the database.

**Authentication by:** Here you can choose among one of several methods of protecting your database:

- **Master password** - The classic and (depending on the complexity of the master password) safe method of encrypting a database, using a master password. Enter your master password (and confirm this entry!), whether in clear text or concealed format (right-hand side eye icon), or open the [master password generator](#) (right-hand side gear wheel icon), to generate a particularly safe master password.
- **Master password and key file** - The database is protected by a master password and a key file.
- **Key file** - The database is protected by a key file. Key files contain complex encryption keys which are very safe and cannot be cracked, not even by a brute-force attack. However, please remember that anyone who has access to your key file and your database can read all your passwords! You should therefore treat your key file like a real "vault key" and always store it in a safe place (e.g. on a USB stick). Use the button [Generate key file](#) (small left-hand side gear wheel icon) to create such a key file.

**NOTE:** If you use a hint for your authentication, make sure to update it as well. Otherwise you might get confused when you need it later on.

**HINT:** Below, in the dialog field, you will see an estimate for your entered master password's security and quality.

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# Key File Generator

You can use the Key File Generator at two moments:

- when you are creating a [new database](#),
- when you are [modifying/editing the authentication of an existing database](#).

To open the corresponding dialog box, you need to select an authentication method involving a key file (i.e. either master password plus key file or key file only). Having made this selection, you can now click on the small gear wheel icon on the right-hand (when creating new databases) or left-hand (when modifying/editing existing databases) side of the field **Key file**.

To generate the key file (256-bit key) within the Key File Generator, simply move your mouse cursor across the generator's field. This way, you randomly select characters that will then form your key. Once you have generated the key, click on **Save** in order to save the key as a proper key file.

**WARNING:** Keep the generated key in a safe place and do not forget to create backup files. We highly advise **against** using **only** key files for authentication, since this means that anyone with access to the database and the key file at the same time can read your password entries without having to enter a master password.

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# Backup Files

In **Password Depot**, you can create backup files of your databases, manually and/or automatically.

Backup files increase the **security standard** of your database. For instance, you can re-create the content of a database that was accidentally deleted by using a backup file.

Basically, backup files are identical with regular databases. The only difference lies in their file extension name ".**bckd**".

**NOTE:** We highly recommend the use of backup files!

## Backup location

By default, backup files are saved in the following directory:

C:\Users\<<USERNAME>\Documents>Password Depot\Backup.

You can access this backup location via **Edit > Options (F10) > Save > Working directories > Backups**.

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# How to create Backup Files

[Backup files](#) can be created in two different ways: manually by the user and/or automatically by **Password Depot** .

## Creating backup files manually

You can manually create backup files of your current database. To do so, open the tab **Database** and click on **Backup** (Ctrl+B).

## Creating backup files automatically

You can tell the program to create backup files regularly and automatically. For this purpose, there are four options:

- **Automatic, remote:** You can set the program to create automatic remote backup files and can additionally specify how often they should be created. This can be done via **Database > Database Properties (Ctrl+I) > Remote Backup**.
- **Automatic, local ("Auto save database on every change"):** You can set the program to create automatic local backup files and can additionally specify how often they should be created. This can be done via **Edit > Options (F10) > Save > Save and backup**.
- **Create a backup copy on database saving:** You can specify that a backup file should be created upon every saving of the database, via **Edit > Options (F10) > Save > Save and backup**.
- **Create backup copy on database opening:** Likewise, you can set the program so that it will create a backup file every time the passwords file is opened, via **Edit > Options (F10) > Save > Save and backup**.

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# How to open Backup Files

The backup files generated by **Password Depot** have the file extension **.bckd** and are stored, by default, in the following folder:

- Documents>Password Depot\Backup

In case your database is damaged or got deleted by mistake, you can open a backup file to restore your data.

How to open a backup file:

1. Open **Password Depot**.
2. Click on **Database > Database Manager**.
3. Click on **Backups**.
4. Select a backup of your file from the desired date and click on **Open**.
5. Authenticate yourself, using your master password and/or key file.
6. Click on **Database > Save as** (Ctrl+Alt+S) to save the file in its original format (**.pswd** or **.pswe**).

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# Add Password Entry

To add new entries, click on **Edit** -> **New** or use the **Password button on the toolbar (Ctrl+Ins)**. The new password will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

Click on the left half of the **Password** button to add a password or on the right half of it (arrow down icon) to add one of the following entry types:

- [Password](#)
- [Remote Desktop Connection](#)
- [TeamViewer](#)
- [PuTTY Connection](#)
- [Credit Card](#)
- [Banking](#)
- [Software License](#)
- [Identity](#)
- [Information](#)
- [Encrypted File](#)
- [Document](#)

**NOTE:** From version 15 onwards all types of entries include the option **Category** so that you can assign a special category to every type of entry now.

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# Modify Entry

To modify/edit existing password entries, please open the **Properties** dialog window.

This window can be accessed in five ways:

- Either you select the password and then click on **Properties** on the toolbar-
- Or you select the password and press (Ctrl+M).
- Or you right-click on the password entry and select **Properties**.
- Or you use the menu **Edit > Properties**.
- Or you select the password entry and left-click twice.

**NOTE:** The function **Properties** can only be accessed if you have previously selected a password entry from the list.

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# Add/Modify Entry - Password

To add new password entries, click on **Edit > New > Password** or use the **Password button on the toolbar (Ctrl+Ins)**. The new password will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new password. The description is the name that will be displayed in the password area **window**.
- **Change icon (button to the right of Description):** To change the icon for a password, click on **Change icon to the right of the description**. If you left-click on the icon, the **Select icon** window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the **Select icon** window), **Load from URL** (using the standard icon of the URL you entered), and **Reset Icon** ( Resets to the standard password icon of **Password Depot** ).
- **User:** Enter the password's user name.
- **Password:** Enter the password.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Password generator:** (gear wheel symbol to the right of the Password box): Opens the **Password Generator** for generating random passwords. Once you have generated your password, the **Password** field will be automatically completed with the newly generated password.
- **Quality:** Shows how secure or insecure your password is, and whether it contains any character strings similar or identical to dictionary entries. In addition, you will be shown how long it approximately takes to crack your password.
- **Category:** Categories help you to structure your passwords.
- **Importance:** Select the level of importance for your password.
- **Expires:** You can use this option if you want to be reminded about changing your password. You can either enter a date when the password will expire or click on the **Extend** button next to the date field, to select how long the password will be valid.
- **Tags:** Here, you can define tags for easy filtering of your entries.
- **Comments:** Add any further comments to the new password.

Apart from the **General** tab, another six tabs are available. These are the following:

- **URLs**
- **Additional**
- **Custom Fields**

- **TANs**
- **Attachments**
- **History**

Click on **OK** to save changes, or **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify Entry - Remote Desktop Connection

You can enter and manage your Remote Desktop Connections in Password Depot to establish a connection to the server with one click. To add new Remote Desktop Connection entries, click on **Edit > New > Remote Desktop Connection**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new Remote Desktop Connection. The description is the name that will be displayed in the password area **window**.
- **Change icon (button to the right of Description):** To change the icon for a Remote Desktop Connection, click on **Change icon** to the right of the description. If you left-click on the icon, the [Select icon](#) window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the [Select icon](#) window), **Load from URL** (using the standard icon of the URL you entered), and **Reset Icon** (Resets the standard icon of RDP connections).
- **Computer:** Enter the address of the computer, e.g. 192.168.178.201
- **User:** Enter the password's user name.
- **Password:** Enter the password.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Password generator** (gear wheel symbol to the right of the Password box): Opens the [Password Generator](#) for generating random passwords. Once you have generated your password, the **Password** field will be automatically completed with the newly generated password.
- **Quality:** Shows how secure or insecure your password is, and whether it contains any character strings similar or identical to dictionary entries. In addition, you will be shown how long it approximately takes to crack your password.
- **Category:** Categories help you to structure your passwords.
- **Importance:** Select the level of importance for your password.
- **Expires:** You can use this option if you want to be reminded about changing your password. You can either enter a date when the password will expire or click on the **Extend** button next to the date field, to select how long the password will be valid.
- **Tags:** Here, you can define tags for easy filtering of your entries.
- **Comments:** Add any further comments to the new password.

Apart from the present entry tab, the following tab is available:

- **History**

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify Entry - TeamViewer

Since Password Depot 14 the type of entry **TeamViewer** is available, too. With this type of entry you can enter your TeamViewer data in Password Depot for connecting via TeamViewer very easily. To create the type of entry **TeamViewer**, click in the menu on **Edit -> New -> TeamViewer** or, alternatively, choose this type of entry from the drop down menu when creating a new entry. In the **General** tab you can see the following options (everything is optional except of the description):

- **Description:** Enter a description for the new entry TeamViewer. The description is the name that will be displayed in the password area **window**.
- **Change icon:** To change the icon of TeamViewer, click **Change icon** to the right of the description. If you left-click the icon, the **Select icon** window opens. If you right-click the icon, you can choose between three options: Select icon (guides you to the **Select icon** window), **Load from URL** (using the standard icon of the URL you entered), and **Reset icon** (resets the standard TeamViewer icon).
- **Partner ID:** Enter the partner ID with which you would like to connect to.
- **Password:** Enter the corresponding TeamViewer password of your partner in order to start a connection.
- **Mode:** Select whether you want to connect via remote control or want to carry out file transfer.
- **Category:** Categories help you to structure your passwords.
- **Importance:** Select the level of importance for your password.
- **Expires:** You can use this option if you want to be reminded about changing your password. You can either enter a date when the password will expire or click on the **Extend** button next to the date field, to select how long the password will be valid.
- **Tags:** Here, you can define tags for easy filtering of your entries.
- **Comments:** Add any further comments to the new password.

Click **OK** to save changes, or **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This feature is situated in the lower left-hand corner of the dialog box.

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# Add/Modify Entry - PuTTY Connection

You can enter and manage your PuTTY Connections in Password Depot to establish a connection to the server with one click. To add new Remote Desktop Connection entries, it is necessary to install PuTTY in a first step. You can do so [here](#). As soon as you have successfully installed PuTTY, click on **Edit > New > PuTTY Connection**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new PuTTY Connection. The description is the name that will be displayed in the password area **window**.
- **Change icon (button to the right of Description):** To change the icon for a PuTTY Connection, click on **Change icon** to the right of the description. If you left-click on the icon, the [Select icon](#) window opens. If you right-click on the icon, you can choose among three options: **Select Icon...** (guides you to the [Select icon](#) window), **Load from URL** (using the standard icon of the URL you entered), and **Reset Icon** (Resets the standard icon of PuTTY connections).
- **Protocol:** Choose between four options and select the connection protocol (**ssh, telnet, rlogin, or raw**).
- **Host :** Please enter the host's address.
- **Port:** Enter the server's port number through which you want to communicate.
- **User:** Enter the password's user name.
- **Password:** Enter the password.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Key file:** Please enter your key file's path, either by typing or left-clicking on the right folder icon.
- **Key password:** Enter your key's password.
- **Show/Hide key password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Categories:** Categories help you to structure your passwords.
- **Importance:** Select the level of importance for your password.
- **Expires:** You can use this option if you want to be reminded about changing your password. You can either enter a date when the password will expire or click on the **Extend** button next to the date field, to select how long the password will be valid.
- **Tags:** You can enter additional tags/keywords for your PuTTY entry here. This option will help you to further filter and structure your database's entries.
- **Comments:** Add any further comments about the new password.

Click **OK** to save changes, or **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This feature is situated in the lower left-hand corner of the dialog box.

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# Add/Modify Entry - Credit Card

To add new Credit Card entries, click on **Edit > New > Credit Card**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new Credit Card entry. The description is the name that will be displayed in the password area **window**.
- **Change icon:** To change the icon of a credit card entry, click **Change icon** to the right of the description. If you left-click the icon, the **Select icon** window opens. If you right-click the icon, you can choose between three options: **Select icon** (guides you to the **Select icon** window), **Load from URL** (using the standard icon of the URL you entered), and **Reset icon** (resets the standard credit card icon).
- **Card:** Select the type of credit card you are entering.
- **Card Holder:** Enter credit card owner's name.
- **Card Number:** Enter credit card number.
- **Expires on: Indicate credit card's expiry date.**
- **Security Code:** Enter credit card's security code.
- **Show/Hide code** (eye icon to the right): Changes whether the code is shown or hidden (and represented by dots).
- **Service Phone:** Enter the telephone number of the credit card company.
- **Service URL:** Enter your bank's URL. You can choose between the following input options (from left to right): typing, browsing through your folders, and opening in your standard browser.
- **Additional Code:** Enter, if needed, supplementary code.
- **Additional Information:** Enter, if needed, supplementary information.
- **PIN:** Enter, if applicable, your credit card's PIN.
- **Show/Hide PIN** (eye icon to the right): Changes whether the PIN is shown or hidden (and represented by dots).
- **Comments:** Enter, if needed, supplementary information.

Apart from the present entry tab, the following tabs are available:

- **URLs**
- **Additional**
- **History**

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify Entry - Banking

To add a new banking entry, click on **Edit -> New -> Banking**.

In the **General** tab, you can enter the following data (all entries except description are optional):

- **Description:** Enter a description for the new banking entry. The description is the name that will be displayed in the password area **window**.
- **Change icon:** To change the icon of a banking entry, click **Change icon** to the right of the description. If you left-click the icon, the **Select icon** window opens. If you right-click the icon, you can choose between three options: **Select icon** (guides you to the **Select icon** window), **Load from URL** (using the standard icon of the URL you entered), and **Reset icon** (resets the standard banking icon).
- **User:** Enter your user name for online banking.
- **Password:** Enter your corresponding password for online banking.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Password generator:** Create a strong password for your online banking account.
- **Card Holder:** Name the EC card's owner.
- **IBAN:** Enter the IBAN code of the bank for international transfers. Your IBAN is displayed with spaces (as on your bank card) which makes it easier to identify it.
- **BIC :** Enter the BIC code of the bank for international transfers.
- **Bank Name:** Enter the name of your bank.
- **Account Number:** Enter the number of your bank account.
- **Bank code number:** Enter the code which identifies your bank.
- **Card Number:** Enter your EC card's number.
- **S ervice Phone:** Enter your bank's telephone number.
- **Legitimacy ID:** Enter, if applicable, an additional ID code for online banking.
- **PIN:** Enter your PIN number.
- **Expires on :** Indicate EC card's expiry date.
- **Comments:** Enter additional information, if needed.

Apart from the **General** tab, another four tabs are available. These are the following:

- **URLs**
- **Additional**
- **TANs**
- **History**

Click **OK** to save changes, or **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). It is situated at the bottom on the left of this dialog box.

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# Add/Modify Entry - Software License

To add new software license entries, click on **Edit > New > Software License**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional)

- **Description:** Enter a description for the new software license entry. The description is the name that will be displayed in the password area **window**.
- **Change icon:** To change the icon of a software license entry, click **Change icon** to the right of the description. If you left-click the icon, the **Select icon** window opens. If you right-click the icon, you can choose between three options: **Select icon** (guides you to the **Select icon** window), **Load from URL** (using the standard icon of the URL you entered), and **Reset icon** (resets the standard software license icon).
- **Product:** Enter product's name.
- **Version:** Enter product's version number.
- **Registered Name:** Enter name of the person the software is licensed to.
- **Email Address:** Enter email address used for the license's purchase.
- **License Key:** Enter product's license key.
- **Additional key:** Enter, if needed, an additional key (e.g. the license key of a previous version).
- **Download URL:** Enter URL where the product can be downloaded. You can choose between the following input options (from left to right): typing, browsing through your folders, and opening in your standard browser.
- **User Name:** Enter user name linked to software license key.
- **Password:** Enter corresponding password for above user name.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Download is password protected:** indicates whether the download requires a password
- **Purchase Date:** With the help of the calendar function, select the date on which you bought the product.
- **Expires :** Indicate software license key's expiry date, if applicable.
- **Order Number:** Enter product's order number.
- **Category :** Categories help you to structure your passwords.
- **Comments:** Enter, if needed, supplementary information.

Apart from the present entry tab, the following tabs are available:

- **Additional**
- **Attachments**
- **History**

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify Entry - Identity

To add new identity entries, click on **Edit > New > Identity**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new identity entry. The description is the name that will be displayed in the password area **window**.
- **Change icon:** To change the icon of an identity entry, click **Change icon** to the right of the description. If you left-click the icon, the **Select icon** window opens. If you right-click the icon, you can choose between three options: **Select icon** (guides you to the **Select icon** window), **Load from URL** (using the standard icon of the URL you entered), and **Reset icon** (resets the standard identity icon).
- **Account Name/ID:** Enter an account name or another form of ID here.
- **First/Last Name:** Enter the name of the person here.
- **Email Address:** Enter the email address here.
- **Web Site:** Enter the URL of a linked website into this field. You can choose between the following input options (from left to right): typing, browsing through your folders, and opening in your standard browser.
- **Birth Date:** Enter the birth date of this identity/contact here.
- **Company:** Enter the company name here.
- **Street/House number:** Enter some postal address information here, for example a street and house number.
- **Address 2:** Enter further address information here, if applicable.
- **City:** Enter the name of the city here.
- **State (Province):** Enter a state, province, or district here.
- **ZIP:** Enter the postal code of the city here.
- **Country:** Enter the country here.
- **Phone/Mobile/Fax:** Enter the telephone, mobile, and fax numbers here.
- **Category :** Categories help you to structure your passwords.
- **Comments:** Enter some additional data here

Apart from the present entry tab, the following tabs are available:

- **Attachments**
- **History**

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify Entry - Information

To add new information entries, click on **Edit > New > Information**. The new entry will be saved in the currently opened folder (shown in the **navigation area** on the left-hand side).

In the dialog **General**, you can enter the following data (all entries apart from the description are optional):

- **Description:** Enter a description for the new information entry. The description is the name that will be displayed in the password area **window**.
- **Change icon:** To change the icon of a information entry, click **Change icon** to the right of the description. If you left-click the icon, the **Select icon** window opens. If you right-click the icon, you can choose between three options: **Select icon** (guides you to the **Select icon** window), **Load from URL** (using the standard icon of the URL you entered), and **Reset icon** (resets the standard information icon).
- **Category:** Categories help you to structure your passwords.
- **Content:** Enter some text you want to save here. You can format your text using the buttons below.

Apart from the present entry tab, the following tabs are available:

- **Attachments**
- **History**

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify Entry - Encrypted File

**Password Depot** offers the possibility to encrypt external files with the secure algorithm AES 256 Bit. The password which you need to decrypt the file afterwards can be stored within your database.

There are four ways how you can create an entry for an encrypted file:

- Click on **Edit > New > Encrypted file**.
- Encrypt a file via **Tools > Encrypt external files**.
- Select **Password** on the toolbar, click on the right-hand down-arrow button and choose **Encrypted file**.
- Right-click on a file in the Windows Explorer and click on **Password Depot 14 > Encrypt** (this will automatically take you to **Password Depot**).

In the dialog window **General** (shown after the first and third options), the following functions are available:

- **Description:** Enter a description for the new encrypted file entry. The description is the name that will be displayed in the password area **window**.
- **Change icon:** To change the icon of an encrypted file entry, click **Change icon** to the right of the description. If you left-click the icon, the **Select icon** window opens. If you right-click the icon, you can choose between three options: **Select icon** (guides you to the **Select icon** window), **Load from URL** (using the standard icon of the URL you entered), and **Reset icon** (resets the standard encrypted file icon).
- **Password:** Enter a password for the encrypted file.
- **Show/Hide password** (eye icon to the right): Changes whether the password is shown or hidden (and represented by dots).
- **Category:** Categories help you to structure your passwords.
- **Importance:** Select the level of importance for your password.
- **Comments:** Enter, if needed, supplementary information.

On the second tab **Files**, you have the following options:

- **Files:** Shows a list of encrypted files belonging to the selected entry. They are ordered by/ can be ordered by Name, Path on Disk, Last modified, and Size.
- **Add file:** Allows you to add an encrypted file (\*.pwde) to the list.
- **Delete file:** Removes no longer needed files from the list.
- **Decrypt file:** Select a file from the list and click on Decrypt file to decrypt the file with a saved password.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**NOTE: Encrypted files** are always saved and deposited on your own data storage medium, whereas Password Depot's database **only** contains the password and link to the encrypted file. If you delete the file from your computer, e.g. via Windows Explorer, you will no longer be able to access it. In contrast to this, the entry type **Document** saves your file directly within Password Depot's database, i.e. documents are **part** of your Password Depot database.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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*Return to the [Password Depot homepage](#) (leave this help)*

# Add/Modify Entry - Document

You have the possibility to enter your documents in Password Depot. The documents will thereby be added to your encrypted database. To create a new entry for a document, click on **Edit > New > Document**.

When you add a new document, you must select the file first.

The following fields are filled in automatically after file selection and cannot be edited:

- **Document:** The name of the file.
- **Type:** The type (file name extension) of the file.
- **Size:** The size of the file.
- **Modified:** [Date/Time] of the last change.
- **Change icon:** To change the icon of a document, click **Change icon** to the right of the description. If you left-click the icon, the **Select icon** window opens. If you right-click the icon, you can choose between three options: **Select icon** (guides you to the **Select icon** window), **Load from URL** (using the standard icon of the URL you entered), and **Reset icon** (resets the standard document icon).

The following fields are also available:

- **Original path:** The original path of the file. With **Erase**, you can, if desired, delete the original file irrevocably from your hard drive.
- **Default folder:** The default folder for actions with this file (e.g. export). You may either type or click on the right-hand folder icon to set a path.
- **Category:** Categories help you to structure your passwords.
- **Comment:** Enter further information, if applicable.

The following functions are available at the bottom of the tab:

- **View:** Displays the file with the application linked in Windows.
- **Edit:** Opens the file with the application linked in Windows.
- **Import:** Import the file again, e.g. from another source.
- **Export:** Save the file on a data carrier.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**NOTE:** The **Document** entry type stores a file directly within Password Depot, i.e. documents are **part** of your Password Depot database. The entry type **Encrypted file**, on the other hand, is always stored on your data carrier and stored in the database of Password Depot are **only** the password and the link to the encrypted file. If you delete the file from your computer (for example, using Windows Explorer), you can no longer access it.

# Add/Modify entry - Tab URLs

When you add or modify a password entry in Password Depot, you can modify both its default URL and link it to other URLs, too. To do so, please open the tab **URL** in the windows for adding/modifying an entry.

## Default URL/File

Enter the URL of a website or the path of a file you would like to use with this entry.

**NOTE:** This field doesn't support wildcards (\*). In order to add masks with wildcards, use the list below this field.

## Associate the entry with following URLs and Templates

Below, you can associate the selected entry with other URLs that use the same login data. In this way, you do not need to make separate entries for each of these URLs anymore.

**EXAMPLE:** For instance, the same password and user name might be used on the websites `http://forum.example-url.com/log/` and `http://example-url.com/login.htm`.

In the URL dialog window, you have the following options:

- **Add:** Adds a URL that uses the same login data as the selected entry's URL and that you would therefore like to link to the entry's default URL.
- **Delete:** Deletes an URL selected in the window.
- **Clear:** Deletes all URLs shown in the window.

**NOTE:** Since most websites use URLs with `www.` (e.g. `www.example.com`) and without it (e.g. `example.com`), masks like `*example.com*` work best.

## Add URLs

When you add URLs, you can either enter precise URLs or use masks for them. In such a URL mask, several characters can be replaced by a specific single character. In Password Depot, this replacing single character is represented by an asterisk (\*) that can be placed at the beginning and/or end of a URL.

**EXAMPLE:** `http://www.example-url.com/*` includes both `http://www.example-url.com/forum/` as well as `http://www.example-url.com/login.php`.

**EXAMPLE:** `*example-url.com*` includes all possible sites of this domain.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify entry - Tab Additional

## Command line parameters

Specify here the parameters to be used when opening a local executable file or saved document.

**EXAMPLE:** If you would like to open an encrypted Winword document, then select the path to Winword (e.g. C:\Programs\Microsoft Office\OFFICE11\WINWORD.EXE) in General/URL/Local Document and indicate the path of the document that is to be opened (e.g. C:\mydocument.doc).

If the program you like to open with command line parameters is password-protected and opened via a DOS command line parameter (for example PuTTY or MySQL), you can use the **Insert** button to the right to add the user name and password to the command.

**EXAMPLE:** The correct way of indicating a command for PuTTY is as follows:

- > Create a new password entry.
- > Enter your log-in data into the "password" and "user name" fields as usual.
- > Select the path to PuTTY: either enter it into the field **Default URL/File** on the tab **URLs** , or select it by clicking the icon next to the input field.
- > Switch to the tab **Additional**.
- > In the field **Open local file with command line parameters**, you need to enter the following: <USER>@12.345.678.123 -pw <PASS> (Replace "12.345.678.123" with your IP address.)
- > If you now select the new entry in **Password Depot** and click F5, PuTTY will open and you will automatically be logged in with your account.

## Auto-complete sequence

Select an **auto-complete sequence** from the list. (This is not needed for the browser add-ons.) If none of the existing sequences matches your wishes, click the **Compose** button to open the **Auto-complete sequences** dialog box. Here you can define your own auto complete sequence or **Delete** sequences that are no longer needed.

## Auto-complete method

Select here one of the following methods to use in auto-complete mode (lightning symbol) for forms:

- **Use global settings** - With this method, passwords (and other field contents) will, if possible, be inserted based on global settings.
- **Clipboard I** - In this case, user name, password and other field contents are copied into clipboard first and then pasted into target windows using emulation of the **Shift + Insert** key combination.

- **Clipboard II** - In this case, user name, password and other field contents are copied into clipboard first and then pasted into target windows using emulation of the **Ctrl + V** key combination.
- **Keyboard input simulation** - In this case, user name, password and other field contents are inserted into target windows using **emulation of keyboard typing**.
- **Multi-Channel Obfuscation** - This method is very helpful against keyloggers, because the password is not transferred in one piece, but sequentially, by several auto-complete methods chosen randomly. For example, the first character might be inserted from the clipboard, the second one via a keyboard simulation and so on. This way, a keylogger would only ever be able to log and intercept one part of the password.
- **Windows Messaging I** - This method sends passwords directly to the target input field.

Usually, you will not need to change this option. In most cases, each of the above methods functions correctly. You can open Notepad.exe for testing purposes and attempt the automatic completion of a dummy password entry to ensure that these methods are the same or yield the same result. However, there are some exceptions where one or several of these methods do not work. Besides, there is not a single universal method that would work anytime, anywhere. For example, there are cross-platform applications that do not know Windows key messages; there are applications that, for security reasons, have no copy/paste function in the password entry field; there are cases where Ctrl+V but not Shift+Ins works, or vice versa. The most universal method is, in most cases, the "keyboard input simulation". This method is currently used as the default standard, but can also still be unusable in some cases - for example, if the Password Depot client and the target window run on different computers with different keyboard layouts and you attempt to transfer a password via remote connection. In such a case, it may be that the Windows Messaging I method yields better results.

## Preferred browser

If several browsers are installed on your computer (e.g. Firefox, Opera etc.), you can connect your password entry with the desired browser of your choice. This can be helpful if specific websites are only shown correctly with a special browser and if you have not set this browser as your default browser.

## Open URL in private browsing mode

If you allow Password Depot to open URLs, the browser will be opened in private browsing mode.

## Use a second password

You can use a second password to secure a password entry. Check the box and open **Change second password**. This is only useful when using the enterprise server, as you can additionally secure important passwords this way. Other users can only use this entry if they enter the second password correctly.

## Use entry with browser add-ons

Here you can determine whether the chosen log-in data should be filled in automatically via the browser add-ons or not.

## Change second password

Here you can change or set the second password. If a second password already exists, you must enter the old password first before changing it.

## Update web form data

You can manually update the web form data associated with a password here. This can be useful if the autofill via the add-ons does not work correctly.

## No password policies for this entry

If this box is checked, no password policy checks will be performed for this entry. This way, you can avoid security warnings concerning your entry. Activating this option only makes sense if you are aware of a weak password, but unable to change it.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

## 2FA Secret

Entries can **keep 2FA secrets** and **generate TOTP codes** to simplify 2-Factor Authentication. For example, if 2-Factor Authentication is required to login on a website, you can save the secret key to the entry's **Additional** tab and Password Depot will create a TOTP code subsequently which you can then use to login. This way, you can link the required 2FA information to the corresponding entry and make sure to store all access data needed for the login in Password Depot. Please note that this feature is only available for entries containing the **Additional** tab, that is classic password entries, credit card or banking entries as well as software licenses.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify entry - Tab Custom Fields

Custom Fields allow you to create your own customised fields for entries, and to define their values. You can add custom fields to your password entry by going to the **Custom Fields** tab while [adding](#) (**Edit > New**) or [editing](#) (**Edit > Properties**) a password entry.

Here, you are shown a list of all existing custom fields. The columns of the list are labelled:

- Name
- Value

In the lower part of the tab **Custom Fields** , you will find six buttons for working with customised field:

- Click **Add field** to create a new field. To do this, you have to enter a name for the field and the value which the field should have.
- Click **Edit field** to change the value or the name of a field.
- Click **Delete field** to erase the selected custom field from the list.
- Use **Move Up** and **Move Down** to change the order of your custom fields, e.g. to find certain passwords more quickly on the top bar.
- If you uncheck the option **Mask Values** , you will be able to see the unmasked values you entered for each field.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**See also:** [global custom fields](#)

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify entry - Tab TANs

In this window/tab, you can enter TANs associated with your password. For example, if you store your bank details in **Password Depot**, you can enter the TANs which you received by your bank for certain transactions.

Columns are labelled: No, Value, Used On, Amount, Confirmation Code, and Comment.

The buttons in the lower part of the tab offer the following options:

- **Add TAN:** Click this button to open the **Add TAN** dialog box, where you can enter new TANs.
- **Edit TAN:** Click this button to open the **Edit TAN** dialog box for editing existing TANs.
- **Delete TAN:** Deletes all *selected* TANs after prompting for confirmation.
- **Import TANs:** Allows you to import TANs from a file. The file formats available are CSV, XML, and TAN lists (in plain text). The TAN lists format expects a text file containing exactly one TAN per line. Since banks usually issue printed TAN lists, you may require an OCR (optical character recognition) software to convert your TAN list from hardcopy to the file format required by **Password Depot**.
- **Export TANs:** Allows you to export TANs to a file. The formats available are CSV, XML, and TXT.
- If you uncheck the option **Mask Values**, you will be able to see the unmasked values you entered for each TAN.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Edit entry - Tab Attachments

To add an attachment to your password entry, go to the **Attachments** tab while [adding](#) (**Edit** > **New**) or [editing](#) (**Edit** > **Properties**) a password entry.

- Click **Add attachment** to select the desired file where it is currently located and saved. It will now be added to your list of attachments. On the right-hand side, you see the file's path.
- Via **Delete attachment** , you can remove a file from your password entry.
- Using the button **Delete from Disk** will delete the file from its original place, but it will still be saved and available in **Password Depot**.
- **Extract to Disk** will save an item wherever you like.
- The **Open with Internal Viewer** button will open the current file.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**WARNING:** Using attachments is **not** recommended. In connection with the server, attachments have already been deactivated. Instead, please use the new entry type **Document**.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify entry - Tab History

On the **History** tab, you can see how a password has developed and changed in case there was a data loss or you have accidentally overwritten an entry.

Here, you see a list of all changes that have been made for a password.

- Clicking **View Differences** will show you all differences between two versions of a password in detail.
- Via the **Delete** button, you can erase an item from the history list.
- **Restore** will take the password back to the selected state.
- At **Changes history**, you can decide whether you want to keep a history for the respective password or not. By default, the global settings you set in the options will be applied.

Click on **OK** to save changes, or on **Cancel** to close the window without saving changes.

**NOTE:** In this dialog box, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Add/Modify entry - Tab Conditional Access

Every type of entry available in Password Depot contains the **Conditional Access** tab. The feature included can be helpful when working with server databases which can be accessed by multiple users. With the conditional access you can create individual warning or info messages which will then be displayed every time a user accesses the corresponding entry.

**NOTE:** Currently, the conditional access feature can only be used for **single entries** but not for entire folders.

You can create individual warning or info messages for every database entry and connect those messages to certain severity levels. Each time users would like to open entries which also contain a warning or info message the latter is displayed upon access.

Below you can find detailed information about those warning/info messages in general as well as the severity levels available.

## Show the warning message on access

Activate this option and enter an individual warning message into the corresponding field below. Password Depot will then show this warning message depending on the severity level selected. Therefore, you must not only check the option **Show the warning message on access** but you also have to choose a severity level in order to define how Password Depot should proceed with the corresponding warning message.

## Severity level

- **Informational (popup notification):** If you set this severity level, only a Windows popup message will be displayed when accessing the entry. This popup message contains the individual warning or info text.
- **Major (modal message box):** If you choose this severity level, a new dialog window will be displayed upon access containing the corresponding warning message. You can then only open the entry's properties by clicking **OK**. If you click **Cancel** you can close the modal message box, however accessing the entry and its properties will not be possible in this case.



- **Critical (modal dialog box with the verification text):** This is the most restrictive severity level. When accessing the entry, a new dialog window will be displayed containing the corresponding warning message at the top on the left. Choosing this severity level, you can further add a verification text into the field below which will also be displayed in the modal dialog box. Users who would like to access the entry and open its properties will have to confirm the verification text, that is, confirming will be mandatory in any case. In order to confirm the verification text, users have to check the box. Finally, click **OK** to proceed and open the entry's properties. If you click **Cancel** you can close the modal message box, however accessing the entry and its properties will not be possible in this case.

## Limit access to the entry

You can only activate this option when working with Enterprise Server databases. In this case you can check the option and allow accessing the entry only when connected to Password Depot Enterprise Server (active server to client connection). This means, on the other hand, that such entries cannot be accessed or modified when using the database in offline mode.

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# Import/Export Entries

The **Import** and **Export** functions allow you to import passwords from an external file or to export the current database to an external file. These functions (on the **Tools** menu) are especially useful for the interaction between **Password Depot** and [other password managers](#).

By clicking on the respective functions, you will find detailed information about **exporting** and **importing** passwords with **Password Depot**.

**NOTE: Your database is a highly confidential document. Make sure that no other person gains access to the list. Store the list in a secure location.**

**WARNING:** If you export your database, it will be saved on your hard drive - in unencrypted form!

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# Exporting entries

Databases and database entries can be exported into another file format through **Tools** -> **Export**.

## Supported Formats for Export

Databases can be exported into one of the following file formats:

- **XML** (Extensible Markup Language)
- **CSV (file with entries separated by comma)**
- **TXT** (text file)
- **HTML** (Hyper Text Markup Language)

To export a file into one of these formats, click on **Tools** -> **Export**.

**WARNING:** The file formats (XML, CSV, TXT, HTML) do not support encryption. Anyone with access to those files can read their content.

**NOTE regarding the .csv file:** Every .csv file contains one password per line. Up to nine fields are assigned to each password in turn, separated by semicolon: Description, Importance, Password, Last modified, Expiry Date, User Name, URL, Comments, and Category.

## How to Export

Before exporting the content of your file, you need to authenticate correctly first.

Afterwards, you can define the following:

- **Export format:** Select the format into which you want to export the content.
- **Target file:** Choose a name for your export target file. Click on **Browse** to define the location for storing it.

Click **Next** to continue and afterwards, choose one of the offered options depending on the data you would like to export:

- **All entries in the database**
- **Entries in the active view**
- **Selected entries in:**

**HINT:** If you choose the option **Selected entries in**, you can further select individual folders within your database for export and also decide whether you want sub-folders to be included or not. Besides, additional features are at your disposal here (e.g. **Check All** or **Uncheck All** etc.) which are accessible through right-clicking with the mouse on the list of entries being displayed. The option **Selected entries in** includes all entries of the last view of your database before starting the export wizard.

Click **Next** again to continue. The wizard will show you the export result. Select **Finish** to complete the export. When using the .csv format, an intermediate step will be required where you can specify export parameters for the CSV file.

**HINT:** You can check the option **Show the exported file in Windows Explorer**. If you select this option you will be forwarded to the Windows Explorer and corresponding directory as soon as you finish the process and close the export wizard. This may be helpful, for example, if you do not remember the directory you chose for storing the exported file when launching the wizard.

**NOTE:** In this dialog box, in the beginning, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Import Wizard

With **Password Depot**, you can both import passwords from external files and export them into an external file. These functions are to be found on the **Tools** menu.

## Supported Import Formats

The software supports following file formats for importing passwords (**Tools > Import**):

- **XML** (Extensible Markup Language)
- **CSV (file with entries separated by comma)**
- **Password Depot Format (.pswe and .pswd as well as older versions and backups)**
- **TXT** (text file)

## Import process

To launch the import wizard, you have to enter your **master password** first. Then, you are asked for the following information:

- **Import format:** Format of the file you wish to import.
- **Source file:** Click the button **Browse...** to select a source file that should be imported.
- **Target folder:** In the drop-down list, select a target folder into which the passwords are to be imported.

Click the **Next** button to continue, and then **Finish** to complete the process.

**NOTE regarding the Enterprise Server:** The **Import** function cannot be executed while you are connected to the server. If you would like to import passwords, please contact the administrator. They then have to open the database into which the passwords are to be imported via **Password Depot Client** as a local copy (via **Database > Database Manager > Local System**). Only on the client, the **Import** function is available. Now import the desired passwords, save the file and finally add it back to the server or save the file directly on the server directory.

**NOTE:** In this dialog box, in the beginning, you may use the [virtual keyboard](#). This function is situated in the lower left-hand corner of the dialog box.

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# Import Wizard - CSV File Import

This page of the import wizard is used to adjust parameters for importing passwords from a CSV file.

If the source file was created using the same version of **Password Depot** , you can accept the standard values of the wizard. If the source file was created using another version or another software altogether, you have to check or define the following field assignments:

- **Delimiter:** This is a character used in CSV files to separate values, the most frequently used symbols being ';', ',' or ' ' (blank).
- **Text qualifier:** This is a symbol used to group complex strings; the most often used symbol is '"' (double quotation marks).
- **Available Fields:** If the source file is not empty and the **delimiter** and **text qualifier** are specified correctly, this list contains values from the first row of the source file.
- **Assign target and source fields:** This list is used to establish correspondence between values in the source file and the relevant fields used by Password Depot. To assign a source field to a target field in **Password Depot** , select a value from the **Available Fields** list on the left and the relevant target field from the list on the right and click the >> button. To remove a relation, select an item from the right list and click the << button.

If the first line of the CSV file contains the field description ("First line contains field names"), please check this control box to exclude the first line from the import process. Subsequently, the depiction in the wizard will be updated.

To continue, click the **Next** button.

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# Import Wizard - Import from other password managers

Importing passwords from one password manager to another (e.g. KeePass, 1Password etc.) may prove to be a very tedious task in case you have to do this manually and must transfer each password individually.

If you import passwords into **Password Depot**, however, the import wizard (via **Tools > Import**) will help you. First, you have to export your passwords contained in the other passwords manager into a .csv or .xml file, then you can import this file via the import wizard into **Password Depot**.

## **EXAMPLE:** Import from KeePass

If you want to import KeePass data into **Password Depot**, please first export this data into CSV format.

The KeePass CSV file contains only the main fields "Account", "Login", "Name", "Password", "Web Site" and "Comments".

In **Password Depot**, click **Tools > Import** and choose the exported CSV file.

On the next page enter a comma "," as delimiter. Now you will see all available fields from the KeePass file in the left column.

Please assign them as follows:

1. Click the field **Account** in the left panel.
2. In the right panel choose the corresponding **Password Depot** field, which is **Description**.
3. Now click the icon >> to make the assignment.

Proceed with the remaining fields as follows:

- Login Name -> User Name
- Password -> Password
- Web Site -> URL
- Comments -> Comments

After that, check the option **First line contains field names** and click the **Next** button.

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# Import Wizard - Import Completed

This page displays the results of the import process and the number of processed items.

To insert the imported passwords into the database, click the **Finish** button.

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# Clean-up Password Entries

Using the **Clean-up** function on the **Tools** tab, you can see at one glance all of the passwords which you have not used for a long time or which have expired. Additionally, you can directly delete those entries which you no longer need.

**NOTE** : Make sure that your database is up-to-date; unused and/or expired entries only overload the program unnecessarily.

To find passwords, six options are available:

- **Show entries expired before** : Shows all passwords which have expired before the day you have selected.
- **With attachments, bigger than (KB)** : Shows all passwords which have an attachment bigger than the number of KB you entered. This option allows you to quickly find big attachments which might cause delays in loading your database.
- **Entries not used after:** Shows all passwords which have not been used since the day you have selected.
- **Never used entries:** Shows all passwords which you have never used since you created them.
- **With History:** Shows all passwords for which "Keep change history" has been set previously.
- **With custom icon:** Shows all passwords which have been customized by the user.

After you have set the desired filter options, you will see all passwords which meet the criteria you have chosen. Additionally, there is corresponding information (e.g., Expiry Date and Frequency of Use) displayed in the list.

For the clean-up of the displayed passwords, four options are available:

- **Delete History:** Deletes Change history of the selected passwords.
- **Delete Attachments:** Deletes attachments of the selected passwords.
- **Reset Icon:** Resets the standard icons of the selected passwords.
- **Delete:** Deletes all passwords which you have selected in the list.
- **Export:** Click the **Export** button to export the clean-up results into an external **CSV file** and save it to your local system.

**NOTE** : Deleted passwords will be moved to the [Recycle bin](#). Click on **Close** to complete the process.

Click **Close** to finish.

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# Delete Password Entries

The **Delete** function on the **Edit** tab (Ctrl+Del) or the button of the same name on the toolbar clear both password entries and (sub)groups.

Whenever you choose to delete passwords or groups, you will be asked if you are sure that you want to proceed. This way you cannot delete passwords or groups by mistake.

**NOTE:** Note that if you delete a group, all its passwords and **subgroups** will **also** be **deleted**.

**NOTE:** Deleted entries are moved to the [Recycle bin](#) and can be restored from there.

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# Recycle Bin

Password Depot features a **recycle bin** into which deleted password entries are moved.

You can find the bin in the main view in the navigation area, the latter being by default placed on the left-hand side.

By left-clicking onto the **recycle bin** symbol, a new tab with the same name opens. Under this tab, you will see a list of all deleted entries and have the following options (either by right-clicking on the entire recycle bin or selected entries):

- **Empty recycle bin:** Permanently deletes all entries contained in the bin. In order to delete only a *single* entry, right-click this item and choose **Delete**.
- **Restore all:** Restores *all* deleted entries to their original places.
- **Restore:** Restores only those entries that are selected from the list.
- **Settings**

**NOTE:** If you have **mistakenly deleted** an entry, quit the program without saving the file. The next time you open the program, the entry in question will again be in the recycle bin and you can now restore it. In case you have activated the option for **automatically saving** the database upon quitting the program, you may need to refer to backup copies of your file. These are, by default, saved here: C:\Users\<<USERNAME>\Documents>Password Depot\Backup.

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# Search Entries

The **Search** function (Ctrl+F, on the bar to the right of the toolbar and above the password area, always visible in the main window) allows you to search for password entries within the currently opened database. Alternatively, click on **Search** -> **Search**.

To search for a specific entry, enter a search term into the search field. Password Depot will search for the information while entering it and display all search results subsequently.

Keyword/Symbol	Examples	Function
NOT	social NOT security	Finds items that contain <i>social</i> , but not <i>security</i> .
	social security	Finds items that contain <i>social</i> and <i>security</i> .
OR	social OR security	Finds items that contain <i>social</i> or <i>security</i> .
Quotation marks	"social security"	Finds items that contain the exact phrase <i>social security</i> .
>	date:>11.05.2020 size:>500	Finds items with a modification date after 11.05.2020. Finds items with attachments size greater than 500 bytes.
<	edate:< 11.05.2020 size:<500	Finds items with an expiration date before 11.05.2020. Finds items with attachments size less than 500 bytes.
..	date:11.05.04..11.10.04	Finds items with a date beginning on 11.05.04 and ending on 11.10.04.

**NOTE:** If you do **not** have **any information** regarding a certain search criterion, simply leave this field empty. The empty field will not be taken into account by the search algorithm.

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# Advanced Search

**Advanced Search** (Ctrl + Alt + F) is a feature that allows you to search for entries based on a number of different criteria (e.g. Description, User name, URL, Comments, Tags, Modified after, Expired after, Category, Importance etc.) more specifically within your database. Once you have entered all necessary information, click **Start search** to start the process of searching

Search Entries

Tip: To get more precise search results, use wildcards in the text fields. Wildcards are asterisks (\*) or question marks (?). An asterisk matches any number of characters. A question mark matches a single arbitrary character.

Search in: Test

Include Sub-Folders  All expired passwords  With history

Description:  User name:

URL:

Comments:  Tags:

Modified after:  Modified before:

Expired after:  Expired before:

Category:  Importance: Any

With attachments larger than (KB):

Start search  
New search  
Close

!	Description ^	Modified	Expiry date	User name	URL	Path	Comments	Tags
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More options are available here:

- **New Search:** If you select this button, the last search will stopped and you are able to start a new one.
- **Close:** Allows you to exit the present search process.

If you would like to **directly work** with a password from the search result list, e.g. modify it or copy it to the clipboard, simply right-click on this password. A list of available actions will appear.

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# Search and Replace

The **Search and Replace** function (Ctrl+R) on the **Search** menu allows you to search the entire database for the occurrence of one string of characters and replace it with another.

- **Search for** : Enter the character string you are searching for and which you then replace.
- **Replace with** : Enter the new string.
- **Folder**: Select the directory from which the search should start.
- **Search in**: Restrict the fields in which you want to search.

Search options and display of search result can be refined even further, e.g. for lowercase/uppercase spelling etc.

**WARNING:** This operation cannot be undone.

**See also:** [Search Entry](#)

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# Sort Entries

Entries can be sorted by clicking on **View > Sort by**. See [Customize appearance](#) for further information.

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# Print Entries

**Password Depot** offers you the possibility to print passwords. This function can be found on the **Database** menu (**Database > Print**, or Ctrl+P).

Before you can print, you need to enter your master password. This ensures that no unauthorized third party is trying to get a print copy of your passwords. Having entered your master password, the print window opens.

After having entered your master password you will see the **print preview** of the list of passwords or database that is to be printed subsequently. Via the arrow buttons, you can switch between the single pages. By clicking the button **Print**, you start the printing process.

With the buttons **- and +** you can change the scale of the page to be printed, e.g. down to 50% of the original. With the **Export to PDF** button, you can create a PDF file with your passwords.

## Content

On the **Content** tab (in the middle), you can determine what exactly you want to print. At the top of this dialog, you can define if you want to print **All passwords** in your file or a specific group only (**Selected passwords**). For the latter, choose a group or database from the drop-down list to select this group or database and check the option **Include sub-folders** if you want to print any folders included in that group or database as well. You can uncheck specific passwords if you want to exclude them from being printed.

To get a better overview of the passwords inside the group, you can sort them ("Ordered by"). Use the **Check All** and **Uncheck All** buttons to select all passwords or to remove their selection.

Below you can select which fields of your entries you want to print. If you uncheck any of the available fields, they will not be printed for any of the selected passwords or entries. By default, the program also prints the number of attachments (although not the attachments themselves).

**NOTE:** The field **Description** is necessary and cannot be deselected.

## Layout

The print layout of a database can be changed on the **Layout** tab to the right.

At the top, you can enter a **Title** for the print-out.

In addition, you can choose either **Portrait** or **Landscape orientation** for the printed page.

If you would like to define **Margins** - e.g. in order to hole-punch the sheet - please indicate the margins at the four sides in millimeters.

At the bottom of the dialog, you can change the **Font type, style,** and **Font size** of the **Title**, of the **Folders** and of the **Entries**. Simply click the corresponding box and make your changes in the dialog **Click here to change the font.** that opens.

To see the result of the changes you made, you can return to the **Print Preview** tab.

To print your passwords, simply click on the **Print** button available on each tab.

**NOTE:** Your password printout is a highly confidential document. Make sure that **no other person gains access** to the list and store it in a secure location.

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# Synchronize Entries

The **Synchronize databases** function at the **Tools** tab can be used to compare two databases and update them, for example if you have a second copy of your file on a USB device or on a server.

First, select the file with which you would like to compare the currently opened file and click **Open**. Next you have to enter the master password for the second file.

Now you are shown an overview of all differences.

On the left-hand side, you see the file with which you are synchronizing your current file ("External File"). On the right side you have the currently opened one ("Current File").

To ensure that you can compare the two files, you are shown the **size of each file** ("size") and the **date of the last change** ("Last modified").

The entries are divided into three categories: **Not existing entries** , **Different entries** and **Identical entries**.

Next to each password which has been changed, you are shown the date of the last modification, so that you can decide which version you would like to use in both files. To be able to see details of the changes, select the according password and right-click it to [View differences](#).

You can transfer entries from each file to the other or substitute one password with the other. Alternatively, you can erase entries or skip this password to change neither one. All of these options can be found in the middle between the entries. Select the desired option from the drop-down list. In the bottom left-hand side corner, you will be offered, if available, **Recommended Actions**.

Then, click **Synchronize** to apply all of the chosen changes.

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# Compare Entries

To view all differences that two passwords have in the synchronization, view the Differences Report. Here, you get a list of differences, which helps you to identify all changes.

By default, passwords and other sensitive data like the user name are masked. If you would like to see them in plain text, uncheck the option **Mask passwords and other sensitive data** on the left bottom side.

To return to the synchronization dialog, click **OK**.

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# Organize Entries in Folders

You can (and should) create **folders** in Password Depot, to better organize your passwords. For this purpose, on the left-hand side navigation area, right-click on the name of a main folder and select **New**. Assign a meaningful name to the new folder and, if necessary, repeat this process to create further sub-folders.

You can move a password entry to another folder by selecting it/clicking on it and dragging it whilst keeping the mouse button pressed down.

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# Categorize Entries

In **Password Depot**, you can assign self-chosen categories to passwords, e.g. when [adding a new entry](#) or [modifying an existing entry](#).

To edit the categories, go to the **Edit** menu and choose **Categories**.

Use the following command buttons to edit the categories list:

- **Add**: Adds a new category to the list.
- **Delete**: Deletes a selected category.
- **Replace**: Renames a selected category.
- **Clear**: Deletes all categories from the list.
- **Load from File**: Loads categories from a file.
- **Save to File**: Saves the selected category within a file. This function is ideal if you are using *different* databases and, within these, would like to have the *same* categories, without having to manually edit each file's categories. In this case, you can simply save the categories in a file and then load it within a different database, via **Load from File**.

Once you have edited the categories, click **OK** to apply the changes.

**NOTE:** The buttons **Add** and **Replace** only become active and thus usable after you have entered characters into the entry field above.

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# Grant Access to Entries/Folders

When working with Enterprise Server databases users can share **single entries** or also **entire folders** with other Enterprise Server users. This allows temporary access to data that is normally not accessible to the corresponding users without the need of changing the rights management in the Enterprise Server by the server administrator.

**NOTE:** This option is only available in the client if the server administrator has enabled it in the Server Manager.

By performing a right click on the desired object a drop-down menu with several actions available for this entry will open including the option **Grant access**.

A new dialog window will open. You can now choose another user you want to authorize for the entry or folder.

## Permission for

If desired or required, you can limit the shared access by entering a date to start in the **Valid from** box and also entering a date of end in the **Valid to** box. If you do not want to limit the shared access, you can uncheck the box **Valid to**. The shared access will then be possible without any time limit.

## Access level

You can choose from different access levels and decide which one(s) you would like to assign to the user who will be authorized to the entry or folder by you: **Use/Read/Modify/Delete**. You can either choose one or several options here. If the other user should only be allowed to use the entry, he will be able to use it and, for example, for the login on a website. If you also want to grant **read** and **modify access**, for example, he will also be able to see the entry in clear text and modify it etc.

Select **Next**, if you have checked all options as required.

You can finish the process here if you want to grant access to an entry or folder only and do not want sealed access. To do so, select **Finish**.

The user who has been authorized to an entry or folder can now login on the Enterprise Server with his access data. The user will then see the database on his screen in the Database Manager, that is,



the database where the entry or folder he has been granted access to is located. Depending on the access level the user can either use the corresponding element or modify and delete it also etc.

## Shared Entries

If you go to **Tools -> Shared** entries users which are allowed to grant access to entries and folders to other users on the Enterprise Server can see which entries and folders they are currently sharing with others. This dialog window contains the following information:

- **Description**
- **Path where the corresponding entry is located within the database**
- **Shared with**
- **Valid from**
- **Valid to**
- **Rights**

Here, users being able to share entries on the Enterprise Server with other server users can remove the granted access to entries and folders at any time if they do not want to share the data anymore. To do so, select the corresponding element from the list of shared entries and folders and select **Revoke permissions** next. The granted access will be revoked and the user who had been authorized to use the element can neither access the database nor the corresponding entry/folder anymore. Next time he will login on the Enterprise Server the corresponding database will not be displayed anymore in the Database Manager.

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# Seal Entries

If a user authorizes another user on the Enterprise Server to access entries or folders he can also **seal** those elements. In this case, the user who has been authorized by another user has to ask for an approval in order to use the corresponding element in general. Please note that without the correct approval, access to sealed entries is **not possible**.

After access has been granted to a single entry or folder by a user, the issuer selects Next and he will be forwarded to the sealed access subsequently.

If you would like to provide sealed access, please check the corresponding box in the dialog window. Afterwards, it is required to select one or several users who can send the approval to the corresponding user asking for access permission. Finally, select Finish, if you have made all necessary adjustments.

**NOTE:** Only users with admin rights can send approvals for accessing sealed entries and folders.

The user who has been authorized to access a sealed entry or folder can login on the Enterprise Server afterwards. In the Database Manager the user will then see the database containing the entry or folder he has (temporarily) been granted access to. Please note that the user will only see those objects within the database he has actually been granted access to; other entries/folders and data in general will not be displayed.

By double clicking on the corresponding entry, the user can ask for approval. It is required to enter a reason for the access. Finally, click on **Request approval**.

An authorized person with admin rights now has to grant the approval. This is made in the Server Manager. For more information about this topic please download our [Enterprise Server manual](#).

If the approval has been granted, the user can double click on the corresponding element again. Password Depot will then ask the user if they are sure they want to break the seal and access the entry. Select **Break seal** to break the seal and access the entry. Depending on the user's access level they will be able to open, edit use the corresponding element etc.

**NOTE:** Seal status can be changed by an authorized person in the Server Manager at any time, if required. Thus, an already broken seal can be revoked and sealed access can be set again. In this case, a new approval will be necessary for the user if they want to access the element again. The process will start all over again as described above.

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# Change type

You can change the entry type by highlighting an entry in the main view and going to **Entry -> Change type**. For example, you can convert a "Password" entry into a "Credit card" entry. Automatically converting entries into another type of entry simplifies work since you do not have to carry out the required steps manually. Please find more information below on how to proceed when changing the type of entry.

The dialog window **Change entry type** displays the following information or moreover you can specify the following here:

- **Current type:** You can see here the entry's current type of entry.
- **Convert to:** Select the desired target type of entry from the drop down-menu, that is the type you would like to convert to.
- **Associate field names:** Here, you can specify how to proceed with the field names of the current type during conversion. For example, if you would like to convert a "Banking" entry into the entry "Software license" you can assign the field names of the current "Banking" type to the field names of the target "Software license" type. This way, a "Card holder" might be the "Username" after conversion.

**WARNING:** If you do not assign any field names, the converter will only take into consideration information which is available for both entry types, for example the username/user or password field which are available for nearly every type of entry in Password Depot. To avoid data loss, we strongly recommend assigning the field names before starting with conversion since each Password Depot entry type basically uses a different template.

As soon as you have finished assigning the field names click **Convert** to start the process. You will be forwarded to Password Depot's main view next where you can see that conversion has been completed and the information saved to another type of entry.

**HINT:** You may also select multiple entries of the same entry type and convert them into another type at the same time provided these entries should be converted into the same target type.

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# Key Shortcuts

To quickly access the most important functions of **Password Depot**, use the following key shortcuts:

Function	Shortcuts
Favorites	<b>Alt + C</b>
Save Database	<b>Ctrl + S</b>
Save Database as ...	<b>Ctrl + Alt + S</b>
Print Database	<b>Ctrl + P</b>
Close Database	<b>Ctrl + W</b>
Backup now	<b>Ctrl + B</b>
Lock	<b>Ctrl + L</b>
Exit	<b>Alt + F4</b>
Add Password ...	<b>Ctrl + Ins</b>
Modify Password ("Properties")	<b>Ctrl + M</b>
Delete	<b>Ctrl + Del</b>
Database Properties	<b>Ctrl + I</b>
Copy password to clipboard	<b>F2</b>
Copy user name to clipboard	<b>F3</b>
Copy URL to clipboard	<b>F4</b>
Open URL in Primary/Standard Browser	<b>F5</b>
Auto-completion	<b>F6</b>
Select all	<b>Ctrl + A</b>
Auto-complete sequences	<b>Ctrl + Q</b>
Search	<b>Ctrl + F</b>
Advanced Search	<b>Ctrl + Alt + F</b>
Search and Replace	<b>Ctrl + R</b>
Options	<b>F10</b>

Program help	<b>Ctrl + H</b>
Program help for specific functions	<b>F1</b>

**NOTE:** Password Depot´s keyboard shortcuts listed above are fixed and cannot be changed by users. In addition to that, there are several other global shortcuts which do work both outside Password Depot and within the program itself. You can define those shortcuts individually in the program options. To do so, please go to **Options -> Hotkeys** .

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# Open URL

The **URL** function can be found in the [Password menu](#) or the menu **Entry > Open URL**. This function opens a new Web browser session and goes to the URL address of the selected password. You can always change a password's URL from the Properties ([Modify password](#)) dialog box.

**NOTE:** This function for opening the URL is only available if a password is selected from the database!

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# Copy Information to Clipboard

The **Copy to clipboard** function moves information (e.g. password and user name) to the clipboard.

These functions can be found in the [Password menu](#) and also in the [top bar](#).

The options are only active if a password is selected from the list.

- **User name:** Copies the user name of the selected password to the clipboard.
- **Password :** Copies the selected password to the clipboard.
- **URL:** Copies the selected password's URL address to the clipboard.
- **TAN:** Copies the selected entry's TAN to the clipboard.
- **Custom fields :** Copies the selected entry's custom fields to the clipboard.

In order to define after how many minutes the information copied to the clipboard will be deleted, open the [Options](#) dialog box (under the **Edit** menu) and select the tab **Clipboard**.

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# Browser Add-ons

You can set **Password Depot** to fill in web forms automatically - with your user name, password and any further log-in data. There are two methods to do this (they can also be combined):

1. the [Auto-complete](#) function (lightning symbol in the top bar).
2. the **browser add-ons**.
- 3.

Below, you will find more information about **browser add-ons** . For details on the **Auto-complete** function, please click [here](#).

## Explanation of Browser Add-ons

Add-ons can fill in web forms automatically. Additionally, they can import new log-ins directly into **Password Depot**, so you do not have to create the entry manually and can surf the Internet safely and conveniently.

Browser add-ons are launched together with the browser and come into action once you have opened a website containing a log-in. Currently, the software includes add-ons for the **Internet Explorer**, **Google Chrome**, **Firefox** and **Microsoft Edge**.

If you **do not want to use** the browser add-ons, you can uncheck the browser add-on option in the installer, so they will not be installed in the first place. To disable already installed browser add-ons, use the browser's settings.

**NOTE:** The browser add-ons will not work while a dialog (e.g. Modify entry or **Properties**) is opened in Password Depot, if **Password Depot** is closed or locked.

## Automatic Completion of Log-ins

If you open a URL that is already saved in one of your password entries and the browser add-ons are enabled, the information (user name, password and other log-in data, if available) will be inserted automatically into the corresponding boxes.

**TIP:** If you want to make sure that the add-on is working correctly, please check if the add-on symbol is displayed on the login page and visible in the corresponding login boxes.

If **several entries** in your database are connected to the same URL, you can first open the corresponding URL in your browser. However, the ned add-on will not show you a list of all entries available for this URL and autofill will not start automatically until you choose the correct login credentials. To do so, click on the add-on icon in the login boxes and select the desired entry. All entries connected to this URL will be displayed in a drop-down menu.

#### **You never want to log-in automatically to web forms:**

1. From the **Edit** menu, select the button **Options**.
2. In the window that opens, select **Browsers**.
3. Uncheck the checkbox **Auto-fill web forms using add-ons** .

#### **You do not want to log-in automatically to *particular* sites:**

- Either add the URL(-s) to the list of **Ignored URLs** .
  - Or disable the auto-completion for a specific password.
1. Select the password.
  2. Go to the **Edit** menu.
  3. Select the button **Properties**.
  4. On the **Additional** tab, uncheck the checkbox **Use entry with browser add-ons**.

## Add New Passwords from Web Browsers

If you enter new login credentials on a new website in your browser manually Password Depot will ask you if a new entry should be added to your database automatically. This is a useful option since Password Depot adds the user name, password, and URL for this new entry to your database automatically so that you do not need to enter the data manually.

Once Password Depot has asked you if you would like to add this new entry to your database you can see the entry's description, user name, password and URL as well as the corresponding folder where this new entry is supposed to be added in the dialog window. Select **Add** to continue and automatically add this new entry to your database. Select **Cancel** if you want to stop the process and not save the new entry to your database.

**TIPP:** In this dialog window, you can select another folder in your database for adding a new entry if you do not want to add it to the folder chosen by Password Depot. However, please note that it is not possible to select another database. New passwords from web browsers can only be added to the database opened in the background.

If you would like to enable or disable this function, please go to **Edit -> Options -> Browsers** and uncheck the option **Add new passwords from web browsers**.

## Update Existing Password Entries

In case you need to update your login credentials at any time and thus, change them in your browser directly you can add those changes to Password Depot immediately after entering the data on the website. The program recognizes that your database already contains an entry with similar data and will ask you if you would like to update it as requested. If you want to update an already existing entry in your database click on the corresponding browse button in the dialog window. The data will then be updated in your database accordingly.

## Additional Features

More options are available with the current add-on. Please read the information below carefully if you would like to learn more about them.

### Additional Features Available on the Corresponding Login Page

If you click on the add-on icon in the corresponding login boxes a new dialog window will be displayed and you can either copy the **user name** and/or **password/URL** to the clipboard - you can paste the copied information to other applications afterwards, if required. Or you can select the **pen icon** if you want to edit the corresponding entry immediately. You will get back to Password Depot and be forwarded to the entry's properties.

## In Your Browser

If you click on the add-on icon in your browser (it is always displayed at the top right corner) a new dialog window will open and the following features will be available here:

- **Search your depot:** You can start searching for an entry in the open database (client). The search results will be displayed below the search box subsequently. Here, you can also either copy your access data to the clipboard by using the corresponding icons, edit the requested entry in Password Depot immediately or open the desired entry found during search in a new browser tab. This way you can call up a new entry and open it in your browser directly without going back to the client and Password Depot at all.

**NOTE:** Currently, searching for entries using the add-on feature in the browser can only be performed by entering terms or strings that are part of the corresponding entry's URL.

- **Open Native Client:** Go back to the native client.
- **Settings:** You can change the WebSocket Port here (e.g., if you are working on a terminal server). Besides, there is another option available called "Auto-Fill when domain matches". By default, this option is deactivated to avoid the add-on filling in unnecessary fields. This

may be the case with very similar URLs. We recommend deactivating this option (as it is by default) if you do not need it.

- **Generate Secure Password:** You can generate new and secure passwords in your browser directly. Afterwards you can use such passwords in your browser immediately, e.g. if you want to create a new account and need a new password. This is useful since you can create secure passwords with the browser add-on in your browser directly and use them for the login subsequently. You can now do that without using the native client. You can see the generated password in the corresponding box at the top. Next, you can either copy it to the clipboard or let the add-on generate a new password by selecting the update icon. Apart from that, you can also define the length of a newly created password and decide which characters should be included.

**TIPP:** When creating a new password with the add-ons integrated password generator you can choose the option **Easy to say** if you want to avoid numbers and special characters in newly created passwords, the option **Easy to read** if you want to avoid ambiguous characters (e.g. 0 & o) in newly created passwords and the option **All characters** if you want to include all kind of characters combinations.

- **How Secure is my Password:** If you want to create new passwords on your own and do not want to use the password generator, you can use this option to check whether such passwords are secure. To do so, enter the password into the corresponding box. Next, you can see if the password is weak, medium, fair, or strong, which characters have been included, its entropy and the time it would need to crack it.

**NOTE:** This is only a guideline which should help and support you generating secure and strong passwords.

- **Visit Password Depot Website:** Choose this option if you want to visit our Password Depot website.
- **Rate Us:** We would be very happy if you could rate our new add-on and its new features!

**TIPP:** If you should notice any problems when using the add-on in general, please visit the **Add-on area** in our Support Center for further help or send an email to [info@acebit.de](mailto:info@acebit.de).

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# Ignored URLs

This dialog shows you all websites that are currently ignored by the browser add-ons.

You can open this dialog by going to **Database > Database Properties > Content > Ignored URLs > Edit URLs**.

- **Add:** Add a site to this list of ignored web sites, enter the URL into the text field above **Add** and then click the button. Alternatively, you can click **Ignore** after you have filled in a new log in and the program asks you if you would like to save this new password entry.

**NOTE:** The button **Add** will be activated (recognizable by the button's change in color from grey to black) only after you entered at least one character into the text field for ignored websites.

- **Delete:** Erases the selected URL from the list of ignored websites.
- **Replace:** Replaces the selected URL from the list with the URL from the text field below it.
- **Clear:** Clears the entire list of ignored websites.
- **Load from File/Save to File:** Saves the ignored website to a file or loads a website from a file.

**NOTE:** If you included a website here, you can still fill in its data via the [auto-complete](#) function.

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# Auto-completion

You can set Password Depot to automatically fill in web forms for you - with your user name, password and any other eventual log-in data. To do so, there are two options:

1. the **Auto-complete** function (lightning symbol in the top bar)
2. the [browser add-ons](#).

## Differences between Auto-complete Methods

<b>Auto-Completion</b>	<b>Browser Add-ons</b>
Accessed in the program itself (lightning symbol in the top bar)	<b>Separate</b> module; accessed via browser
Launched <b>manually</b> by user	Launched <b>automatically</b>
Process: User clicks on <b>lightning symbol</b> (top bar); software fills in the log-in data that is saved for the password entry selected from the list	Process: User opens URL; add-on compares opened URL with URLs saved in the database; if it finds a corresponding URL, it fills in the log-in data linked to this URL
Condition: There is a <b>auto-complete sequence</b> saved for the password entry in question	Condition: The opened website is <b>not ignored</b> by the add-ons

Below, the **auto-complete** function will be explained.

## "Auto-complete" Function

To fill in a Web form automatically, please perform the following steps:

1. Switch the program into the top bar mode.
2. Select a password from the list.
3. Click the **Auto-complete Form** button (lightning symbol).
4. A window opens at the top right, informing you about the next steps and indicating that the program is now in the **auto-complete mode**.
5. Click the first field of the log-in you want to fill out. Now **Password Depot** automatically completes the fields of the window.
6. If you would like to cancel the auto-complete action, click on **Cancel auto-complete mode** in the window that had opened upon your click on the flash symbol.

**NOTE:** The **order** in which data relating to a password is automatically entered can be set in the [Auto-complete sequences](#) dialog box.

**NOTE:** The auto-complete function is only active and usable if a password has been **selected** from the database - and an **auto-complete sequence** set for it.

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# Auto-complete Sequences

An **auto-complete sequence** is the order in which the fields of a Web page will be filled in with your user name, password and other commands (like **TAB** and **ENTER**). You can find out the right auto-complete sequence for a password by visiting its URL address and looking for the completion order of user name and password.

The **Auto-complete sequences** function can be accessed in two ways:

- via **Edit > Auto-complete sequences** (Ctrl+Q)
- in the dialog boxes **Password** ([Add Entry](#)) and **Properties** ([Modify Entry](#)), in both cases on the **Additional** tab.

The **Auto-complete sequences** window includes the default auto-complete sequence of **Password Depot**. You can add new sequences and remove or review your old sequences.

- **Add:** [Creates](#) a new sequence.
- **Edit...:** [Modifies](#) the selected sequence.
- **Delete:** Deletes the selected sequence if you no longer need it.
- **Clear all** : Removes all custom sequences from your list, leaving only the default sequence.

**EXAMPLE:** You would like **Password Depot** to fill in automatically a web form that consists of **two web pages**. For instance, on the first web page, you enter your client number, on the second page, you enter your user name and password.

In this case, you would do the following:

- Create a **custom field** for the customer number which you call e.g. "Customer Number."
- Create a corresponding **auto-complete sequence**. To do so, imagine the steps the program has to take:
  - First, the software enters the customer number (<customer number>),
  - then it 'jumps' to the enter button (<TAB>),
  - it presses this button (<ENTER>);
  - on the second web page, the program enters the user name (<USER>),
  - it 'jumps' to the next entry field (<TAB>),
  - enters the password (<PASS>),
  - finally presses the enter button (<ENTER>).
- This results in the following auto-complete sequence: <customer number><TAB><ENTER><USER><TAB><PASS><ENTER>



# Add & Edit Auto-complete Sequences

In the dialog box **Auto-complete Sequences**, you can determine the order in which certain commands are carried out.

To modify auto-complete sequences, click on the menu **Edit** and then on **Auto-complete sequences**. A window opens, enabling you to **Add** new auto-complete sequences and to **Edit...** or **Delete** existing sequences.

If you click on **Add**, you will see a list of all actions that are currently carried out when you use the auto-complete sequence. To generate your own auto-complete, select from the buttons below:

- **USER**: Adds a user name.
- **TAB**: Jumps to the next input element.
- **PASS**: Adds a password.
- **Custom**: You can also use your defined custom fields for auto-completion. For more information, consult [Add new password](#).
- **CLEAR**: Clears content of target edit box.
- **ENTER**: Emulates the key "Enter".
- **SPACE**: Emulates the key "Space".
- **Additional**: Enables you to add **Arrow** buttons, e.g., and **Delays** to your sequence, which helps with filling out dynamic web forms. Simply select *Additional* > *DELAY* and set the delay's duration.

Once you have added an action, you will see a short description of it.

- **Move Up/Down**: Changes the items' order.
- **Delete** : Removes a selected action from the list.
- **Clear All**: Deletes the entire sequence you created, allowing you to start over again.

Having created a correct and satisfying sequence, click on the **OK** button and add your newly created sequence to your list.

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# Clipboard Monitor Alert

This dialog box is shown when **Password Depot** is about to move sensitive data to the clipboard and detects that an unknown application monitors changes to the clipboard, using clipboard viewer technology.

**NOTE:** This does not automatically mean there is a real threat or infection. It is mainly a notification that you should investigate.

**Password Depot** can 'mask' the changes it makes to the clipboard from other clipboard viewers but it cannot guarantee 100% that your PC is clean from any clipboard monitors. Click on the **Protect** button to proceed with 'masking' the changes to the Clipboard. Note, **Password Depot** can detect only certain types of keyboard viewers and cannot replace a full-featured anti-spyware program.

If you are sure that the detected program is safe and eligible to read the data **Password Depot** copies to the Clipboard, click the **Ignore** button, otherwise click **Cancel** and try to find out more about the detected program or process.

When this dialog box shows, you have four options:

- Click the **Protect** button if you would like that the program proceeds to mask its changes in the clipboard.
- Click the **Ignore** button if you are sure that the detected program does not pose any risk and is thus eligible to read the data which **Password Depot** has put to the clipboard.
- In case of doubt, click **Cancel** to find out more about the detected program or process.
- Check the box **Save Selection** if you want that the program applies the option you have now selected to all future actions.

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# Analyze Passwords

Using the function **Analyze** , you can analyze the quality of your passwords.

To go to this function, select the option **Analyze** from the **Tools** menu.

The dialog window **Password Analyzer** consists of five columns:

- **Description** : Shows you the passwords contained in the opened database.
- **Entropy**: Shows your passwords' strength using the *bit* unit. The higher the number of bits, the stronger the password.
- **Dictionary similarity**: Shows you the overlap or similarity between your password and conventional dictionary entries. If you are using a password that is either identical or close to identical with a dictionary entry, your security decreases tremendously. The reason for this is the following: During a so-called *dictionary attack*, potential attackers will go through and check lists of frequently used passwords or password elements.
- **Quality** : This column contains a colored bar indicating the passwords' quality. The longer and more green-ish or blue-ish the bar, the higher the password's quality. The quality of a password depends on its length and the different character types it contains. You will achieve the highest quality and maximum security if your password consists of the following characters: lowercase letters, uppercase letters, numbers, and special characters.
- **Time to crack**: Indicates how long it would approximately take to crack your password, if a professional hacker attempted to do so via brute-force or dictionary attacks. It is only an approximate value, which is nevertheless calculated with sophisticated algorithms and, thus, more reliable than many other estimates you will find on the Internet.

If you click on one of the column titles, the passwords will be sorted according to this column's content.

In order to improve the quality of a password, select the corresponding password and click **Edit...**, at the bottom left of the window. (This button is inactive as long as no entry is selected.) The **Properties** ([Modify Entry](#)) dialog box opens, where you can modify/change the password as you wish.

Click the **Export** button to export the analysis results into an external **CSV file** and save it to your local system.

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# Password Generator

The **Password Generator** is a tool for creating random passwords.

This tool can be opened in different ways:

- in the dialog fields for adding (**Edit > New**) and modifying (**Edit > Properties**) password entries, by clicking on the **gear wheel icon** ("Generate") on the right-hand side of the field **Password**.
- via the top bar, by clicking on the framed **gear wheel button**.

To generate a random password, on the **General** tab, proceed as follows:

1. **Character types used for generating password:** Choose which characters will be used for the password's creation (e.g. lowercase and/or uppercase letters, numbers, and special characters).
2. **Exclude characters:** You can activate this option and define specific characters which should always be excluded by the password generator when creating new passwords. Please enter all characters you would like to exclude. By default, you can see some pre-selected characters here which are quite similar and may therefore be mixed up (for example the 0=zero and O=the character O). You can add or remove as many characters as you like.
3. **Maximum number of characters in generated password:** Limit the maximum number of characters of the final password. Up to 256 characters may be used.
4. **Password policy:** Determines whether your new password complies with existing password policies.
5. To generate the password, now move your mouse cursor across the field below, showing random data (in green). Your cursor's movements will select characters randomly and thereby generate a randomized password.
6. **Password:** In this field, the newly generated password will be shown.
7. **Clear:** Erases the generated password and enables you to create a new one.
8. **Show/Hide:** Displays the password either as 'normal' characters ("show") or as dots ("hide").
9. **Copy:** If you are content with the generated password, you can copy it directly to the clipboard.
10. **OK/Copy to Clipboard:** Click here if you are content with the generated password (otherwise click **Cancel** to leave without saving). The password will then be copied to the clipboard or, if the window for adding/modifying passwords is opened in the background, directly inserted into the field **Password**.

If you need more advanced options to be able to generate a very specific password, please refer to the [Advanced](#) tab.

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# Advanced Password Generator

With the Advanced Password Generator, you can generate a random password and define exactly which characters it contains. In addition, you can save these settings as a template and use them for any other password which you later create with this password generator.

You can use the Advanced Password Generator when you add or modify a password entry. In the dialog window for adding or modifying an entry, click on the small **gear wheel symbol** (usually on the right-hand side), labelled **Generate**. A dialog window will open, in which you then switch to the tab **Advanced**.

## Template

First of all, select a **Template** from the list:

- **Custom password settings** : Allows you to create your own password template. You can save it under a name of your choice by clicking the **Save** button to the right. The next time you create a password, this template will also be shown in the drop-down list for templates. To delete a template you no longer need, select this template on the list and click the **Delete** button on the right-hand side.
- **Default settings for new passwords** : Applies the software's default template for generating passwords.
- **Deduce settings from the current password** : If you are currently modifying (and not adding) an existing password, the program will automatically choose this option which adopts the existing entry's settings for the new password.

## Password settings

Here, you can define the characters the password should consist of:

- **Use only following characters**: Enter some characters here, from which your password should be created. For instance, if you enter "abcdef" into this field, the generated password will contain only these six characters.
- **Use the following character types with relative frequencies** : Check all the characters types which the password should contain, for example Lowercase, Numbers and Special characters. Using the slider next to each type, you can set a percentage which indicates how frequently the selected character type will be used for the password. Via **Custom** , you can enter some characters like umlauts, which you would also like to be part of your password.

**NOTE:** Because UTF-8 is too extensive (64.000 characters), only the first 256 ASCII characters are supported.

- **Use at least one character of each type selected above:** Select this option to ensure that at least one character from every type is used for the password. For example: If you select uppercase letters, numbers and special characters as types and check this option, the created password will contain at least one uppercase letter, one number and one special character, even if it is only five characters long.
- **Exclude characters:** You can activate this option and define specific characters to be excluded by the password generator when creating new passwords. Please enter all characters you would like to exclude. By default, you can see some pre-selected characters here which are quite similar and may therefore be mixed up (for example the 0=zero and O=the character O). You can add or remove as many characters as you like.
- **Exclude consecutive identical characters:** Select this option to avoid that the same character is used twice in a row in the password, for example ZZ.
- **Exclude strings from dictionaries:** Select this option to avoid using character strings that are included in dictionaries. Such sequences of characters or words can be remembered easily, but also belong to the most crackable passwords.
- **Password length:** Define the number of characters the password will consist of. You can select a number between five and 256.

## Generator:

In this section, the password will be created and the quality assessed.

- Click the **Generate** button to create a password with the current settings.
- With **Tries to reach maximum password quality**, you can define how many passwords the password generator will try to get the best possible result with the settings given. A number between 300 and 500 is normally enough to get a satisfactorily secure password.
- **Password:** Here, the password generated by the password generator will be shown.
- **Copy** (button to the right): Allows you to copy the password to the clipboard, so that you can insert it in a different location.
- **Show/Hide** (second button to the right): Allows you to see the password characters in clear text or in concealed form with dots, respectively.
- The **Password quality** is shown graphically on the one hand, but on the other hand there is also an approximate value showing you how long a hacker would need to crack your password. Thus, you will be able to better compare passwords in terms of their security.

Once you have created a password, click on **OK** (alternatively, click on **Cancel** to leave without saving). The newly generated password will then automatically be added to the **Password** field of your new or edited password entry.

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# Partial Password Builder

**Password Depot** offers you a **Partial Password Builder** . To open it, select a password entry from your list and right-click on it, selecting **Partial Password**. Alternatively, click on **Entry > Partial Password**. Or, if activated, click on **Partial Password** on the top bar.

The partial password method is an authentication method for passwords, with the purpose of increasing protection against password theft. The method in question asks the user to insert certain characters of his passwords only, instead of entering all of them completely. As only a part of the password is always shown, this renders it more difficult to find out/intercept the password through common hacker techniques such as keylogging.

If you select a password entry and then open the Partial Password Builder, you will see four lines in the window:

- **Position:** The Builder assigns a number to each character of your password; the first character has the number 1.
- **Password:** Here, you will see your password. If the function **Hide Password** (below) is checked, the password's characters are represented by dots. Otherwise, you will see the password's characters themselves.
- **Select:** In this line, you can select certain characters of your password, by clicking onto the desired boxes and thereby placing a check mark within them.
- **Partial Password:** In this line, the partial password created by the Builder will be shown, according to the characters you had previously selected in the line above.
- **Hide Password:** If this function is checked, the password's characters are represented by dots. Otherwise, you will see the password's characters themselves.
- **Always on Top:** If checked, the window of the Partial Password Builder will be always at the front and visible.
- **Copy to Clipboard:** Copies the generated partial password to the clipboard.
- **Close:** Exits the Partial Password Builder and returns to the main window.

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# Master Password Generator

The **Master Password Generator** assists you in finding a password which is particularly safe and at the same time also easy to remember.

You can launch this generator when creating a new database and then, in the corresponding window, clicking on the button **Create Master Password** (**gear wheel symbol** to the right of the field **Master password**).

To create your master password, the generator takes a phrase of your choice as the starting point. The generator will then use the phrase's initial letters and change some of them in a random manner, using the Leetspeak Conversion Table (see second tab).

- **Please enter below an easy-to-remember phrase of at least 8 words** : Here, you enter a phrase that should contain at least eight words. You can invent the phrase yourself, but should be sure to be able to remember it! Having entered your phrase into this field, the button **Generate Password** becomes active. Click on this button to make the generator create a password.
- **Generated password**: Shows the password that the password generator has created from the phrase you had entered above.
- **Password quality**: Shows the generated password's quality.
- **Convert phrase using**: You can choose from a number of options regarding lowercase and uppercase letters and the conversion table being used. You also have the possibility to keep the original uppercase/lowercase letters of your sentence. After all, the most important thing is not only a secure password, but also one you can remember!
- **Template used**: Here, you can see how the initial letters of your original phrase were changed. To understand the meaning of each template element, please refer to the **Template Legend** at the bottom of the window.
- **Leetspeak Conversion Table**: On this second tab of the currently opened window, you can see the Leetspeak Conversion Table and also change the default table in use.

Click **OK** afterwards to use the generated password as the master password of your database.

**NOTE:** It is essential that you are able to remember the password based on the original sentence!

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# Lock Password Depot

The **Lock** function is one of **Password Depot's** most important local security features: It allows you to safely leave **Password Depot** running on your computer without having to worry that someone else could take a look at your database.

## Lock Password Depot

If you lock the program, this moves the application into the tray bar and in this way secures ('locks') it. The **Lock** function can be found at three places:

- on the **Database** menu, under **Lock** (Ctrl+L),
- on the blue toolbar, on the far-right side (lock icon).
- on the top bar, on the far-right side (lock icon).

## Unlock Password Depot

To restore the application, you must enter the authentication method of the currently opened file - i.e. its **master password** and/or **key file**:

1. Click on the tray bar icon of **Password Depot**. Alternatively, simply select Password Depot from your normal program applications.
2. A window opens, asking for the file's authentication.
3. Enter the **master password and/or select the path to the key file**.

**NOTE:** If you have entered a **wrong master password** and/or selected a wrong key file, you will receive an "Invalid master password/key file" **error message**. The application will be locked briefly. Afterwards, you can re-enter the master password and/or re-select the key file.

4. Click on the **OK** button.

**NOTE:** As long as the application is locked, you **cannot perform any actions**: neither edit the currently opened list, nor add a new list, nor open a different list. This may seem annoying, but only this guarantees the highest security standard possible on your computer.

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# USB Installation

You can, optionally, execute Password Depot via USB stick. This can be helpful if you want or need to keep your confidential documents, passwords, and other confidential information - which you manage via Password Depot - always at hand. If you would like to use Password Depot on such a removable storage device, then you will need to install it via the **USB Installation** function - **not** via the standard installation wizard!

The **USB Installation Wizard** (menu **Tools** > **USB Installation**) helps you to install Password Depot on removable storage devices, e.g. USB flash drives. Additionally, it lets you update both the program and your files stored on these devices.

1. **Removable drive:** Select the drive of your storage device.
2. **Copy/update databases:** Having selected a drive, in this window, you will see all files stored on the selected device. Check those files that you would like to copy or update.
3. **Update Password Depot configuration file on the target media:** If you check this option, your settings for the program will be transferred to the device as well.
4. **Update Autorun.inf to launch Password Depot automatically:** If checked, the file autorun.inf will be installed on the device, as well. This will automatically launch Password Depot as soon as you use the device.
5. **Next:** Click on this button to run the installation or to upgrade automatically.

**NOTE:** Certain functions that require a local installation (e.g. browser add-ons) cannot be used with the USB installation.

**NOTE:** When upgrading **Password Depot**, please *first* update the program on your local system!

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# Mobile Versions

You can also use **Password Depot** on mobile devices. Currently, we offer editions for the following mobile operating systems:

- Android
- iOS

Both editions are currently **free** of charge.

You can easily export your PC's database to use it on your smartphone.

To synchronize the file on your mobile phone with the one on the PC again later, transfer your file back to your PC, by using the **Synchronize databases** function on the **Tools** tab to detect any differences.

## Operating System Android

1. Download the **Password Depot** app for Android via [Google Play](#) and install it.
2. Connect your mobile phone to your computer and transfer the .pswe file to the phone.
3. Start **Password Depot** Android Edition and load the file.

Please consult the [manual](#) for more information.

**NOTE:** If your smartphone uses an **Intel processor** chip, unfortunately Password Depot cannot be installed nor used on your device.

## Operating System iOS

1. Download the **Password Depot** iPhone app via the [AppStore](#) and install it.
2. Start iTunes.
3. Connect the iPhone, go to the Apps tab and scroll until you reach the File Sharing section.
4. Select the **Password Depot** App and add the database on the right side.
5. Now you can use your database in the iPhone App.

Please consult the [manual](#) for more information.

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# Command Line Parameters

You can start **Password Depot** using command line parameters. **Password Depot** supports the following command line parameters:

## PasswordDepot.exe

PasswordDepot.exe [FileName.psw] - Launches **Password Depot** and loads the database "FileName.psw".

## pdFileTools.exe

pdFileTools.exe <-encrypt|-decrypt|-erase> <FileName>

-encrypt: File encryption

-decrypt: File decryption

-erase: File deletion

<FileName> - File which contains the names of the working directory and the files to be processed.

The format of this file has to be as follows:

First line - full path to the current directory

Next lines - relative paths to all selected files

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# Encrypt & Decrypt External Files

With **Password Depot** , you can easily encrypt or decrypt external files regardless of their format. The files will be encrypted with the safe algorithm AES 256-Bit.

You can find the corresponding functions **Encrypt external files** and **Decrypt external files** on the menu **Tools**.

## Encrypt external files

With the function **Encrypt external files** , you can encrypt any file, using a password - so that no unauthorized third party can access your data.

To encrypt your files, proceed as follows:

1. From the **Tools** menu, select the option **Encrypt external files**.
2. In the dialog box that opens, select the file(s) you wish to encrypt.
3. Click on **Open**.
4. Enter the password which you will use to en-/decrypt the file later into the **Enter password** field.
5. Repeat the password in the **Confirm password** field.
6. **Show/Hide**: Shows the password entry in clear text or masked with dots.
7. **Generate**: Opens Password Depot's [Password Generator](#), if necessary.
8. To remove the original file, check the option **Delete original file(s) after encryption**. This option is useful if you wish to encrypt a file that has been accessible for several people and to delete the version which could be accessed by all. The original file is then deleted - without any traces - from the hard disk, thanks to secure algorithms.
9. Select the option **Create a self-extracting archive** if a user who has not installed **Password Depot** on his PC should be able to open it.
10. If you want to save the password for the encrypted file in **Password Depot**, check the option **Store password with Password Depot**. To do so, you will need to have your database opened. In the next dialog, confirm that you want to add the password to your file and it will automatically be saved as an encrypted file entry.
11. Click on **Encrypt** to encrypt the file(s).

## Decrypt external files

With the function **Decrypt external files** , you can decrypt any encrypted files if you have a valid password.

To decrypt files, proceed as follows:

1. From the **Tools** menu, select the option **Decrypt external files**.
2. In the dialog box that opens, select the encrypted file (\*.pwde) which you wish to decrypt.

3. Click on **Open**.
4. Enter the corresponding password of the file into the **Password Depot - Decrypt** dialog box.
5. To remove the encrypted file afterwards, check the option **Delete encrypted files after decryption if you no longer need it**.
6. Click on **Decrypt** to decrypt the file.

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# Erase External Files

With **Password Depot**, you can erase external files from your hard disk, regardless of their format. These erased files cannot be restored, not even by specialized programs, as they will be overwritten several times.

To erase files, follow these steps:

1. From the **Tools** menu, select the option **Erase external files**.
2. In the dialog box that opens, select the file you wish to erase.
3. Click on **Open**.
4. A warning message will appear to tell you that the selected files will be erased. If you wish to erase the files completely, click on **Erase**.

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# Global Custom Fields

**Global custom fields** which can be accessed through the menu item **Edit** provide frequently used information, such as email addresses or nick names, and thus saves you the trouble of having to enter them for every entry again.

- **Add:** Click on the plus to create a new global custom field.
- **Edit:** Click on the pen to edit an existing field.
- **Delete:** Removes a selected global field from the list.
- **Hide:** Click on the eye symbol to unmask the content of a field and show it in clear text.

Click **OK** once you have finished with all changes.

## Create a New Global Custom Field

If you click on the plus in the **Global fields** window, you can add the following information next:

- **Name:** Enter a title/name for the field. You can either create a name yourself or select one from the drop-down menu, e.g. "Address".
- **Value:** Enter the value you would like to have stored with this specific field.

### EXAMPLE:

Name: Email address

Value: info@example.com

- **HTML Input:** Here, you can indicate the name of a corresponding HTML input element, if applicable.
- **Visible in top bar:** Check this option if you would like this custom field to be displayed in the top bar.

**HINT:** Using the arrows **Move up** and **Move down** you can adjust your list of global custom fields individually. The same arrangement will then also be applied in the details area when using the action **Custom Fields**.

---

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# Search Duplicates

This compact feature/function (**Tools > Search for duplicates**) searches up to three main fields of your database for duplicates:

- User name
- Password
- Default URL

While the user name can often be the same (e.g. due to representing your email address) and duplicate entries can also occur for the URL, **the password never must be identical**.

However, you also have the option of combining analyses by, for example, searching user name and password. You can also use the operators AND or OR.

Then, click on **Find Duplicates** to start the process.

Note that the results that correspond to the previously selected fields and the operator will be grouped together.

You can use the following functions by right-clicking in the results list:

- **Edit:** Opens the entry for editing.
- **Delete:** Deletes the entry from the database.
- **Open URL:** Opens the corresponding URL in the browser.
- **Select all:** Selects all entries in the result list.

Click the **Export** button to export the list of possible duplicates found in your database into an external **CSV file** and save it to your local system.

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# Customize Browsers

In **Password Depot**, you can define your custom browsers which the program has not recognized as such.

To add a browser, proceed as follows:

1. Open the menu **Edit > Options > Browsers > Custom browsers....**
2. In the window that opens, click on **Add....**
3. Select a **Description** for this browser in the new **Custom Browser** window.
4. Below, you can select the **Path to .exe file** by clicking **Browse** on the right-hand side.
5. If applicable, please define additional **Parameters**.
6. Then, confirm your new browser with **OK**.

You can always change an existing browser via **Edit...** or use **Delete** to remove it from the list.

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# Customize Icons

In the dialog box **Select Icon**, you may associate a certain password entry or an entire folder with a specific symbol.

To open this dialog, call up the properties of the entry (via **Properties**, [Modify Entry](#)) or folder (e.g. via right-click) in question. In the respective dialog windows, you then click on **Change Icon**.

To assign an icon, you may either select a *predefined* icon (**Standard** tab) or one of your *own* icons (**Custom** tab).

**NOTE:** If you have opened a database from the **Enterprise Server**, you can choose new icons for the passwords, but it is not possible to delete and sort the custom icons. To delete custom icons, open the file locally (via the **Database > Database Manager > Local System** tab), make your changes and then ask the administrator to upload the changed file via the Control Panel.

## Standard

On this tab, you can choose from several predetermined icons. To do so, select the desired icon and then click on **OK**.

## Custom

The **Custom** tab allows you to manage the collection of your icons via the following commands:

- **Import:** Opens a dialog box where you may select an external graphic file to load. You can either select a file from the local system, from a URL or from the cache. This is also possible with the right arrow button.
- **Export:** Opens a dialog box where you can export a file from your PC. You can choose between **Export all** and **Export selected** with the right arrow button.
- **Delete:** Deletes a selected icon from the list.
- **Clear:** Deletes all icons from the list.

In the drop-down list **View Size**, you can decide about the size of the custom icons: whether they should be displayed in **Large** or **Small** size.

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# Customize View

The user interface consists of a maximum of five simultaneous windows or areas: **Password area**, **Navigation area** (with or without databases on a potential server), **Statusbar**, **Toolbar**, and **Details**.

## Password Area

This is the main window. It is therefore placed in the center of the screen and cannot be closed or hidden.

This window provides access to your passwords. You will see here a password's description and additional information can be displayed here such as last modified, user name, URL, and category. Go to **Edit ->Options -> Layout** and change the layout according to your personal needs.

If the details view is enabled, you can select the details that should be displayed by right clicking on the details bar.

1.
  - You can select a different view for the list of passwords in the **View** tab.
  - To edit password entries, switch to the **Edit** tab or **right-click on an entry**. This way, you can add, modify, delete, and print entries.

By right-clicking on an entry, you open the **password menu**. The menu's functions can only be used, however, if the information needed for this function - e.g. a TAN - is existent. With this menu, you can:

1.
  - **modify ("Properties")**, **delete** or **print** the selected password(s), similar to the functions in the **Database** and **Edit** tabs.
  - **cut**, **copy**, **insert** and **duplicate** the entry or add it to your list of favorites.
  - copy the password's information to the **clipboard**.
  - create a **Windows Shell Link**. This is a shortcut to a password that you can save anywhere on your system (e.g. on your desktop) and that allows you to access the password quickly.

From within the **Password Area window**, you can also move passwords from one group to another. Just select the passwords you want to move in the navigation area to the left of Password Depot (which means this feature needs to be activated) and then drag & drop them into the desired group.

## Navigation Area

This area offers a tree structure of the folders inside the opened database, similar to Windows Explorer. Additionally, it also displays the **Favorites**, the **Recycle Bin** and the **Search Results** after a search for quick access.

## Types

In the navigation area you can display the list of all types of entries available in Password Depot no matter if you have already used those entries or not. In general, you will see all entry types here. Double click a specific type of entry to display all entries of the same type currently available in your database in the main view. This will temporarily hide all other types of entries within the database in the main view and might be helpful, for example, if you would like to work with "Password" or "Information" entries only for some time.

## Categories

You can do the same with the categories of your database. In the navigation area all available categories will be displayed, that is both the builtin ones as well as the categories you created yourself. If your entries have been assigned to specific categories you can double click on a specific category in the navigation area to call up all entries that belong to the corresponding category (all types of entries included). Those entries will then be displayed in the main view. This way you can search for entries using the categories they have been assigned to and display them altogether in the main view.

If you are using the **Enterprise Server**, here you can quickly access the files from the server here as well. To display the files in this area, click on **View** and activate the option **Databases on Server**. The files on the server are only displayed if you are connected and logged in to the server.

## Statusbar

If you have set the **Statusbar** function under **View**, you will find a blue bar at the bottom edge of Password Depot, including information for version, license status (or remaining days for the trial mode), number of objects, "local system" (or network), and overall statistics (number of folders and passwords/entries).

## Toolbar

Above the navigation and password areas, you will always find the **Toolbar**, offering quick access to Password Depot's important core functions, e.g. its **Database Manager** (first symbol to the left) or **Password** (create new password, third symbol from the left). Further to the right, there is a box/field for a file **path** as well as the basic **search function** ("Search entry").

## Details

This window is situated on the right side of the screen. Its purpose is to display the information of a selected password in a more compact manner, so that required entries can be identified more quickly.

Furthermore, different actions are available in the details area which can be useful for your entries:

- Auto-Complete (F6)
- Copy user name (F3)
- Copy password (F2)
- Custom fields/Global custom fields
- Copy URL (F4)
- Open URL in browser (F5)

With these actions you can easily access any data stored in Password Depot and further use it.

**HINT:** If you have added custom fields to an entry you will also see them in the details area on the right. However, information will not be displayed in clear text but hidden. If you want to read it, click on the eye icon. The information will be shown in clear text for a short time. Next to it you can use the corresponding icon for pasting the information of a custom field to the clipboard.

**NOTE:** If you select the icon for **Custom Fields** in the details area both custom fields referring to this entry and global custom fields which you may have added under **Edit -> Global custom fields** will be displayed here. Thus, you can select the required information.

You can also see a star in the details area on the right. A yellow star means that this entry is one of your favorites.

## Sort by

Here, you can choose how password entries are sorted, e.g. by their **Description** or **Importance**. When choosing the option **Custom View** you can change the arrangement of entries in the password area via **Drag & Drop** according to your wish. To do so, select an entry from the list, hold the mouse button pressed and move the entry to the correct position.

## Direction

Here, you can decide if the sort order should be in **Ascending** or **Descending** order.

## Group by

Here you can choose if and how the entries should be grouped. They can be grouped by their **type** or **category**.

## Mode

Here, you can choose between Password Depot's **Expert** or **Beginner mode** or set your own **Custom mode**.

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# Program Options

In the **Edit > Options** dialog (F10), you can configure important program features individually.

The **Options** dialog box has the following tabs:

- [General](#)
- [Actions](#)
- [Hotkeys](#)
- [Top Bar](#)
- [Passwords](#)
- [Save](#)
- [Clipboard](#)
- [Layout](#)
- [Network](#)
- [Browsers](#)
- [Warnings](#)

At the bottom left of each tab, you will find the possibility to **Restore default settings**. Use this option in case the program does no longer work as expected due to a specific combination of options.

Certain security-related functions are not stored within the program's Options, but within the database itself. These functions can be accessed via the respective file's [Properties](#).

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# Options - General

In the program's **Options** (**Edit** -> **Options** or F10), the tab **General** allows you to change the following settings:

## User interface

- **Language:** You can select the language of the user interface, e.g. "German" or "English".
- **Theme:** You can choose here from different themes for the **Password Depot user interface**. In total, six different themes are available: **Default** (this is the theme set by default), **Glossy**, **London**, **Logyearbyen**, **Metropolis**, **Sky**, **Dark** as well as **Light**. The selected theme will be applied as soon as you close the program options by clicking on **OK**.
- **Icons:** Choose between **monochrome** and **colored** icons. Click on OK to finish. Afterwards, the icons will be displayed according to the previously selected option.

## Program Start

- **Start mode:** From the drop down list, define how **Password Depot** will be started: In a normal window, minimized to tray, in the top bar or in the last state it was used.
- **Start in locked mode:** The program is always launched in locked state so that you will have to enter the master password to unlock it from the system tray.
- **Launch application on Windows startup:** Activate this option if you wish to start the program when launching Windows.
  - **Delay start for:** It may be helpful to delay the start of Password Depot by a certain number of seconds. For example, if your Windows needs some time before connecting to required network drives.
- **Open last used database at program start:** Activate this option to load the same database as last time when starting the program.
- **Store lists of used databases and key files:** Check this option and the program will save a list of databases and key files which you have used recently. You can see your recently used files in the main menu and on the **Most Recently Used** tab when opening a file.

## Update settings

- **Automatic updates:** Here, you can choose between three options for automatic updates - "Download updates and prompt to install", "Notify when updates are available," and "Do not check for updates automatically".
- **Interval (days):** Choose an update interval, measured by days.

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# Options -Actions

In the program's [Options](#) (**Edit > Options** or F10), the tab **Actions** allows you to change the following settings:

## Auto-complete

**NOTE:** These options refer to the normal [auto-completion](#) only (via F6 or the lightning symbol). It does NOT refer to auto-completion by means of the [browser add-ons](#).

- **Open the password's URL first:** If you select this option, the URL/local file which you have defined for this password will be opened before the auto-complete function starts. If you disable this option, you can open the URL/file via the according button **Open URL** from the top bar or manually.
- **Window position:** Here, you can choose between four options for the window position.
- **Auto-complete delay:** Determine a value for the delay with which the program enters data. Normally you do not need to modify the default values, but on slow computers, this value may be increased to make the auto-complete function more stable (though slower).

## Double-click actions

- **Action # 1:** Select the option which you want to be taken if you double-click on a password in your database.
- **Action # 2:** In case it makes sense with your first action, you can select another option here which will be taken after the first one.

## Minimize program

- **Automatically minimize when the program is inactive for:** Here you can define after which period of non-using the program the auto-minimize function should be activated. Select this option and specify the desired time period in minutes and seconds. To additionally lock the program when it is not used, activate the option **Close database and lock program: when the program is auto-minimized**.
- **Minimize when the Close button is clicked:** If you select this option, the program is minimized (instead of closed) when you click the Close button.
- **Minimize to System Tray:** With this option, you can set the program to be minimized into the system tray.

## Close database and lock program

- **When the computer is idle for:** Here, you can define after which period of not using the computer the auto-minimize function should be activated. Select this option and specify the desired time period in minutes and seconds.

- **When the current user (session) changes:** The program is automatically minimized and locked when the active desktop user or terminal session changes.
- **When the computer enters standby/hibernate mode:** The program is automatically minimized and locked when the computer goes into standby or hibernate mode.
- **When the program is auto-minimized:** If you select this option, the program is locked automatically when it is auto-minimized.
- **Always when program is minimized:** If you select this option, the program is locked automatically when it is minimized.

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# Options - Hotkeys

Several system-wide hotkeys are available in Password Depot which do work both within the program itself as well as outside Password Depot. Those global shortcuts are predefined by default and can be found under **Options -> Hotkeys**. You can define them individually in the options.

In Password Depot, by default those system-wide hotkeys are defined as follows:

Restore/Minimize	Ctrl + ALT + P
Top bar/Minimize	Ctrl + ALT + T
Insert user name	Ctrl + ALT + U
Insert password	Ctrl + ALT + O
Auto completion	Ctrl + ALT + A

In addition to that, you can use the WinKey + [Right Arrow], for example, for docking Password Depot to the right on your screen, or WinKey + [Left Arrow] for docking it to the left on your screen etc. This way you can work with Password Depot in full mode and still change between different programs and windows on your screen very easily.

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# Options - Top Bar

In the program's [Options](#) (**Edit > Options** or F10), the tab **Top Bar** allows you to make settings regarding the position and appearance of **Password Depot**'s top bar mode.

## Position

- **Floating:** Activate this option to be able to freely move the top bar on the screen. You can additionally activate the option **Always top Left** to always display the top bar on the top left of the screen, from where you can move it to any position.
- **Always top Left:** (Only available when *Floating* is selected.) Enable this option if you want to always display the top bar on the top left of the screen.
- **Top screen edge:** Activate this option to always display the top bar on the top screen edge. Use the options **Always on top** and **Auto hide** to further define the behavior of the top bar.
- **Bottom screen edge:** Activate this option to always display the top bar on the bottom screen edge. Use the options **Always on top** and **Auto hide** to further define the behavior of the top bar.
- **Always on top:** (Only available when *Top screen edge* or *Bottom screen edge* is selected.) Activate this option if you wish to display the top bar always on top of all other applications.
- **Auto hide:** (Only available when *Top screen edge* or *Bottom screen edge* is selected.) Activate this option to hide the top bar by default. To have the top bar displayed again, you will have to move the mouse to the upper or lower edge of the screen, respectively.
- **Monitor:** If you have several monitors connected to your computer, this drop-down list allows you to define on which monitor the top bar is to be displayed.

## Appearance

- **Use theme colors:** If this option is activated, the top bar appears in light-blue, and the bar's symbols are colored in blue and grey.
- **Custom colors:** If you activate this option, you can determine the top bar's color yourself. In case you select the same start and end color, the top bar will appear **only** in this one color. In case you select different start and end colors, the top bar will be shaded in a **color gradient:** starting from the defined start color at the bar's upper edge to the end color at the bar's lower edge. If the colors offered by the software are not enough for you, you can click on **Define colors** in the respective and will then have a broader choice of colors.
- **Show bar captions:** If this option is selected, you will see explanatory texts when you move your mouse cursor onto the symbols shown in the top bar.
- **Show server database selector:** This control field only has consequences, if you are connected with the Enterprise Server. If it is activated, there will be a drop-down field in

the top bar, from which you can select any file that your administrator has assigned on the Server.

- **Show search box:** Here, you can, optionally, show or hide the search field.
- **Transparency of bar:** Define a transparency level for the top bar. If you set the cursor to the left, the top bar is clearly visible; if you set the cursor to the very right, the bar is virtually invisible.
- **Length of drop-down lists:** This setting refers to the height of the two drop-down fields for groups and passwords. If you set a **low** value (left), the drop-down lists will be relatively **short** and can therefore only show up to ten entries at once; if there are further entries, you need to scroll. If you however set a **high** value (right), the drop-down lists will be **long** and can therefore show more, perhaps even all, entries.
- **Width of Folder field:** Define the width of folder fields.
- **Width of Password field:** Define the width of password fields.
- **Width of Search field:** Define the width of search fields.
- **Customize Top Bar:** Click this button to select the buttons you want to have in the top bar and put them in the order you want to have. [Learn more](#).
- **Large/Small icons:** Define the size of icons on the top bar.

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# Options - Customize Top Bar

To call up the dialog for modifying the top bar, there are two possibilities:

- Open the program's [options](#) (**Edit > Options** or F10), click on the **Top Bar** tab and then onto the button **Customize Top Bar**.
- In case the program is in top bar mode, you can also open the dialog in question by right-clicking on the top bar and then clicking on **Customize**.

In the window **Customize Top Bar**, you will see two lists: on the left are all buttons that could be shown in the top bar but are currently not shown ("Available toolbar buttons"); on the right are all buttons that currently appear in the top bar ("Current toolbar buttons").

You are now able to make the following adjustments:

- **Add:** If you would like to add a button to the top bar, select this button from the left list and click on **Add ->**. The selected button will then be cleared from the left list and will appear on the right list.
- **Remove:** To remove an item from the top bar, select this item on the right list and click on **<-Remove**. The selected button will now be cleared from the right list and instead appear on the left list.
- **Reset:** If you click on this button, the program's default settings for the top bar will be restored. In this case, the top bar will contain the 15 generally most-used functions, e.g. the automatic fill-in function.
- **Move Up/Down:** Using these buttons, you can change the order in which the symbols appear in the toolbar. To do so, please select an element on the right list and then click on **Move Up** or **Move Down**. With every click, the element will be placed one position higher or lower.
- **User name as text button/Password as text button:** By checking the boxes for user name and password, respectively, you can add those as custom options to the top bar. That means you can see your current entry in clear text/unmasked format on the top bar. For this purpose, you can also set the maximum length of text displayed (**Max. text length**).

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# Options - Passwords

In the program's [Options](#) (**Edit > Options** or F10), the tab **Passwords** allows you to modify the settings of your saved passwords.

## Editing

- **Default auto-complete method:** Allows you to define which auto-complete method will be selected for new password entries by default.
- **Default auto-complete sequence:** Allows you to define which auto-complete sequence will be selected for new password entries by default.
- **Default expiration period for passwords:** You can define a period here, after which your passwords will expire by default, for example 3 months. This expiry date is used as a reminder to change your passwords regularly. If you want to change the expiry date for a specific password, select it, click **Properties** and change the according option on the **General** tab.
- **Show warning for expired passwords:** If you check this option, you will receive a warning by the program if passwords have expired. If you check it, you can set the number of days on which you will be shown a warning before the password expires.

## Password Analyzer

**Password Depot** automatically analyzes new passwords, e.g. when you add a password entry. Additionally, the software shows how long it would approximately take to crack this password. This analysis is based on a standard value of three billion calculations per second, which corresponds to the power of a high-performance computer.

You can either leave the setting at **Default** or you can choose **Custom** to set your own values. In doing so, you can determine how many work stations are used by the imagined attacker and how many calculations per second can be executed by their work stations. In accordance with your specifications, the estimated value for cracking the password changes.

**NOTE:** As a rough guideline, you can say that one could crack about one million passwords per second using a regular PC. This means that the calculations offered by **Password Depot** really would be performed by a high-performance computer. It is not to be assumed that a 'normal' user would invest the criminal energy and the time to crack passwords by means of brute-force attacks or dictionary attacks.

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# Options - Save

In the program's [Options](#) (**Edit > Options** or F10), the tab **Save** allows you to determine e.g. how often the database and backup files are saved.

## Save and backup

- **Auto save database on every change** : If you activate this option, any change to your database will be saved automatically. This improves the safety of your data.
- **Create a backup copy on database saving**: If you select this option, a backup file of your database will be created each time you select **Save** or **Save As** from the **Database** menu (or **Save** on the tool bar). Below, you can also specify how many backup files you would like to have overall.
- **Create a backup copy on database opening** : If you select this option, you will have to select the **Backup** function from **Database** menu to create backups.

## Remote databases

Here, you can define whether the local copy of your database should be deleted after you have finished working with files from an Internet server ("Automatically delete local copy after closing remote database") or saved and kept locally ("Store local copy of databases from Password Depot Enterprise Server").

**NOTE:** These settings may be disabled through direct server settings by your administrator.

## Working directories

Here, you can modify the directories of your database and of the backup files.

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# Options - Clipboard

In the program's [Options](#) (**Edit > Options** or F10), the tab **Clipboard** allows you to configure the program's actions in relation to the clipboard.

## Clipboard

- **Delete password from clipboard after:** Here, you can define the number of minutes after which the password is going to be deleted from clipboard. This function helps you to prevent passwords from staying in the clipboard by mistake. The smallest value you can enter here: 10 seconds.
- **Hide clipboard changes from external viewers:** With this function, Password Depot hides clipboard changes to protect your sensitive data even further.
- **Protection from Clipboard history in Windows 10:** Password Depot prevents recording of data copied to the Clipboard history on Windows 10 Release 1809 or higher.

**NOTE:** This tool cannot provide you with 100% detection of all clipboard viewers - it can only detect applications that register themselves as "clipboard viewers". In such a case, Password Depot can detect the viewer's handle and, subsequently, its exe-name. It is however possible that some third party applications do not register themselves as clipboard viewers and only open and read the clipboard periodically (e.g. with timer events). Under such circumstances, there is no way to detect this viewer.

**NOTE:** Whenever Password Depot reports an unknown application that uses e.g. the name HWND, then this does not (automatically) mean that you are dealing with malware. Usually, this merely indicates that an application which previously read the clipboard has been closed, but failed to sign off in Windows as a "clipboard viewer" properly. Or the relevant application may still be active, but did not sign in properly, so that the name of the exe-file remains unknown.

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# Options - Layout

In the **Layout** tab of the Program Options (**Edit** -> **Options** or shortcut **F10**) you can set the following:

## Entries font

Here, you can change the **font of your entries**. In general, the **Default** font is pre-selected. Choose another one from the drop down-menu as the default font for all types of entries within your database.

## Display

In the **Display** area you can select which information about your database entries should be displayed in the main password area. Simply check all columns you would like to include in the main view.

You can choose between the following columns:

- **! (Importance)**
- **Description**
- **# (Entry ID)**
- **URL**
- **User name**
- **Password**
- **Type**
- **Modified**
- **Expiry date**
- **Category**
- **Comments**
- **Last accessed**

**HINT:** If you click one of the layout categories in the main password area your entries will be arranged in the main window accordingly. Example: By clicking **Modified** the entries in your password list will be arranged according to the date of their last modification.

## Expired entries

In the **Expired entries** area you can define how to proceed with expired entries while using the program:

- **Hide expired entries from the lists:** Select this option if you do not want expired entries to still be displayed in the main password area.
- **Hide expired entries from the search results:** Select this option if you want expired entries to be excluded during search. In this case, they will not be displayed in the search results.

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# Options - Network

In the program's [Options](#) (**Edit > Options** or F10), the tab **Network** allows you to set the options regarding your proxy server and the server module of **Password Depot**.

## Enterprise Server

- **Default authentication mode:** Here, you can set a default authentication mode to login on the Enterprise Server. If you choose an authentication mode, it will always be pre-selected in the Enterprise Server login window by default. This way, you do not have to manually select the required authentication mode each time you would like to connect to the server. The following options are available: **Integrated Windows Authentication (SSO)**, **Sign in with username and password** as well as **Azure AD Authentication**.
- Here, you can choose between the integrated Windows authentication and the user name/password options.
- **Internet Protocol version:** Here, you can choose between three options (Auto, IPv4, and IPv6) for the internet protocol.
- **Automatically reconnect on network errors :** If you check this option, the software will automatically try to re-establish a connection after errors pertaining to the network connection.
- **Reconnect interval (sec):** Here, you can set the temporal distance (in seconds) between the automatic attempts at reconnecting.
- **Reconnect attempts:** Allows you to set how often the program should try to re-establish a connection.

## SSL/TLS Settings

If your administrator installed a certificate on the Enterprise Server, you can define the settings for the SSL/TLS connection to the server: whether an SSL/TLS connection should be used and, whether the server certificate should be verified.

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# Options - Browsers

In the program's [Options](#) (**Edit > Options** or F10), the tab **Browsers** allows you to set different options regarding the standard browsers and the browser add-ons.

## Internet browsers

- **Default browser (F5):** Select a browser here which you want to use by default. It will now be opened via **F5** and is preset if you click **Open URL/File**. You can either choose a browser from the list of browsers which **Password Depot** has found on your system or define a custom browser by clicking on the [Custom browsers...](#) button.

## Browsers add-ons

- **Auto-fill web forms using add-ons:** Check this option if you want the browser add-ons to fill out web forms fully automatically. If you prefer drag & drop or the auto-completion via the lightning symbol, uncheck this option.
- **Automatically select passwords in top bar:** If the program is set to the top bar mode and you manually enter an URL into the browser, the program automatically selects the corresponding password (given that there is an entry with a password for the current URL). For this function to work, the browser add-ons must be activated.
- **Add new passwords from web browsers:** If you want **Password Depot** to suggest to add new passwords while you are surfing the Internet, check this option.
- **Warn about identical passwords for different URLs:** Here, you can set Password Depot to warn you in case of identical passwords on different URLs. This will increase your security.
- **WebSockets port:** Here, you can set or change the port for WebSockets of Password Depot. The default port in Password Depot 14 is 25110.
- **Protect access with a password:** We recommend to activate this option if you desire enhanced or additional security for accessing Password Depot from browser extensions. As soon as you check the required box, a new dialog window will open and you will be requested to enter a new password and confirm it in the field below. Click OK in order to finish. If you want to **change the password** click on the **button of the same name**. For **deactivating this option**, please uncheck the corresponding box. Before finishing the process you will be requested to enter your current password once again.

**NOTE:** All options regarding the browser add-ons refer to the three browsers **Internet Explorer, Chrome** and **Firefox** only, as browser add-ons currently are available for these three browsers only.



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# Options - Warnings

In the **Warnings** tab of the program [Options](#) (**Edit** -> **Options** or F10), you can define which warnings could be sent by the program and which you would like to ignore. Thus, you can decide for yourself which warnings are helpful to you.

Uncheck the boxes of all warnings you don't want to be shown any longer. You can choose between the following options:

- **Weak master password.**
- **Recommendation to use secure FTP protocol.**
- **Extraction of encrypted data on disk.**
- **Too many entries in the root folder.**
- **The database is too large.**
- **Data copied to the Clipboard.**
- **Password Depot is running in locked state.**
- **Disconnected from Password Depot Enterprise Server.**
- **Moving of non-empty folders.**
- **Switch to offline mode.**

Alternatively, you can also select **Check All** to activate all available warnings or **Uncheck All** to disable all warnings from being displayed by the program.

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# Mode

In **Password Depot**, you can choose between three different modes. The mode you choose determines the functionalities that will be available to you.

To change the mode, select the **View** menu and click on the **Mode** option.

You can now select one of three modes:

- [Expert Mode](#) (available only in the trial and full professional version)
- [Beginner Mode](#)
- [Custom Mode](#)

Additionally, here you can change the settings for the **Custom Mode** by clicking [Edit Custom Mode](#).

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# Expert Mode

In **Password Depot**, you can choose between three different [modes](#). The mode you choose determines the functions that will be available to you.

To change the mode, click on **View > Mode**.

In the **Expert Mode**, all functions contained in **Password Depot** are available. Thus, this mode also provides functions that cannot be used in the Beginner Mode (such as **Synchronize databases** and **Clean-up** under **Tools**). Due to its full scope of functions, the Expert Mode is especially appropriate for users who know the program very well and intend to use all of its functions.

To use only the program's basic functions, choose the [Beginner Mode](#). To determine yourself which functions you would like to use, choose the [Custom Mode](#).

**NOTE:** The freeware version after the trial period can be used only in the **Beginner Mode**. To switch to the **Expert Mode** with additional functions and settings, Password Depot must be [unlocked](#).

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# Beginner Mode

In **Password Depot** , you can choose between three different [modes](#). The mode you choose determines the functions that will be available to you.

To change the mode, click on **View > Mode**.

In the **Beginner Mode** , only the **most important** and **most basic** functions of the program are available. Any advanced functions (like **Synchronize databases, Clean-Up, TANs** etc.) are disabled and only available in the [Expert Mode](#) and [Custom Mode](#) (if set accordingly). Due to its restricted functions, the Beginner Mode is especially appropriate for users who do not (yet) know the program very well and/or who would like to only work with the program's basic functions.

To use all functions offered by the program, switch to the [Expert Mode](#). To determine yourself which functions you would like to use, choose the [Custom Mode](#).

**NOTE:** The freeware version after the trial period can be used only in the **Beginner Mode**. To switch to the **Expert Mode** with additional functions and settings, Password Depot must be [unlocked](#).

## Options

The following (**Edit >**) **Options** ( **F10**) are available in the **Beginner Mode**:

### User interface

- **Language:** Here, you can select the language of the user interface.
- **Icons:** Here, you can select one of two options for changing the colors of the design.

### Internet browsers

- **Default browser (F5):** Select a browser here which you want to use by default. It will be opened via **F5** and is preset if you click **Open URL/File**. You can either choose a browser from the list of browsers which **Password Depot** has found on your system or define a custom browser by clicking on the [Custom browsers...](#) button.

### Browsers add-ons

- **Auto-fill web forms using add-ons:** Check this option if you want the browser add-ons to fill out web forms fully automatically. If you prefer drag & drop or the auto-completion via the lightning symbol, uncheck this option.
- **Automatically select passwords in top bar:** If the program is set to the top bar mode and you manually enter an URL into the browser, the program automatically selects the corresponding password (assuming there is an entry with a password for the current URL). For this function to work, the browser add-ons must be activated.
- **Add new passwords from web browsers:** If you want **Password Depot** to suggest to add new passwords while you are surfing the Internet, check this option.

- **Warn about identical passwords for different URLs:** Here, you can set Password Depot to warn you in case of identical passwords on different URLs. This will increase your security.
- **Close the Select Password dialog box automatically in:** Here, you can set the dialog field for selecting passwords to close automatically, after an interval measured by seconds. The default value is 10 seconds.
- **WebSockets port:** Here, you can set or change the port for WebSockets of Password Depot. The default port for Password Depot 12 is 25109.

**NOTE:** All options regarding the browser add-ons only refer to the three browsers **Internet Explorer, Chrome** and **Firefox**, as only these three browsers offer add-ons at the moment.

## Display

Here, you can select the fields that will be displayed in the main window. Simply check all of the elements you would like to be displayed. You can choose between the following:

- **Importance**
- **Description**
- **URL**
- **User name**
- **Password**
- **Type**
- **Last modified**
- **Expiry date**

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# Custom Mode

In **Password Depot**, you can choose between three different [modes](#). The mode you choose determines the functions that will be available to you.

To change the mode, click on **View > Mode**.

In the **Custom Mode**, you can choose yourself which functions contained in Password Depot you would like to use and which you want to deactivate. In doing so, you can of course only deactivate those functions that the program does not need in order to work properly. Functions that can be deactivated comprise e.g. **Synchronize databases** and **Decrypt external files** (under **Tools**). Due to its personally defined scope of functions, the Custom Mode is especially appropriate for users who know the program very well and exactly know which functions they will need.

To use all functions offered by the program, switch to the [Expert Mode](#). To use only the program's basic functions, choose the [Beginner Mode](#).

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# Edit Custom Mode

In **Password Depot**, you can choose between three different [modes](#). The mode you choose determines the functions that will be available to you.

If you want to determine yourself which functions of **Password Depot** you would like to use and which you do not need, you can run the program in **Custom Mode**.

Click on **View > Mode** to select and edit the **Custom mode** .

A click on **Edit Custom Mode** opens the **Custom Mode Editor**. On the left side, you see a number of **Categories** into which the functions which you can enable or disable are divided. If you select a category on the left, you will be shown the corresponding functions (**Commands**) on the right-hand side. Remove the check mark if you do not want to use a function in your customized mode.

The following categories are available to you:

- **Edit** (with the following commands: Auto-complete sequences, Duplicate, Categories, Internet servers, and Global custom fields)
- **Entry** (with the following commands: Copy TAN N/A to clipboard, Create Shell Link, Print, Generate password, Partial password, Edit TAN N/A, and Mark TAN N/A as used)
- **File** (with the following commands: Save As and Backup)
- **Folder** (with the following command: Properties)
- **Search** (with the following commands: Advanced Search as well as Search and Replace)
- **Tools** (with the following commands: Import, Export, Encrypt external files..., Decrypt external files, Analyze, USB Installation, Erase external files, Synchronize databases, Clean-up, and Search for duplicates)

However, you can only disable functions which are not needed by the program to work normally. This means you can only disable extended functionality like **Synchronize databases** or **Encrypt external files...** (under **Tools**).

Click on **OK** to save your changes.

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# Technical Support

We look forward to providing you with the best possible support in case of queries, questions, and problems.

Please visit our [website](#) to view all available support options.

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# Contacting AceBIT GmbH

You would like to order **Password Depot**? Please click here, and you will be redirected to the [order page for Password Depot Version](#).

If you have **technical queries or problems** in relation to one of our software products, please visit our [Help Desk](#).

**Address:** AceBIT GmbH  
Holzhofallee 15  
D-64295 Darmstadt  
- Germany -

**Phone\*:** +49 61 51 136 50-0

**Fax:** +49 61 51 136 50-20

**Email:** [info@acebit.de](mailto:info@acebit.de)

\* Note: You can contact us by phone from 9 a.m. until 5 p.m (CET). We do **not** offer support by phone (hotline). We **only** deal with support inquiries via our [Help Desk](#) or our [community](#).

Inquiries will usually be answered within 48 hours on working days.

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# FAQs

On AceBIT´s product website, you can find an overview of frequently asked questions on **Password Depot** with suggested solutions.

Please [click here](#) to open the FAQ section ("Knowledge Base").

If your question is not answered there, but you need a fast answer, please also visit our old [forum](#) and new [community](#).

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# License Agreement

You can find the license agreement for Password Depot in the installation program and on our [website](#).

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# Folder Properties

This dialog box allows you to view and edit the properties of a selected folder of password entries.

You can call this window up by right clicking on a folder and then selecting **Properties** in the window that opens.

In the window's upper third, you have following options:

- **Name:** Allows you to modify the folder's name, simply by typing into the field.
- **Change Icon:** Click this button to change the icon that represents the folder in the navigation area. There opens the window [Select Image](#). Here you can either choose from a large number of integrated symbols (tab **Standard**) or select your own icon (tab **Custom**).
- **Reset Icon:** Sets the icon back to its initial state.

In the middle of the window are fields providing additional information about the selected folder:

- **Type.**
- **Location:** Indicates the path to this folder.

**NOTE:** The field **Location** is empty if the selected folder is the root directory (i.e. it contains all other folders), as it does not have a path in this case. However, if the selected folder represents a subfolder (i.e. it is within one or several other folders), then the field shows the corresponding path, along the pattern "Root\Subfolder1\Subfolder2\etc.".

- **Contains:** Informs about the folders and passwords contained in the folder, as well as about the number of passwords that have expired.

At the window's lower end are two further fields:

- **Category :** If you like, you can assign a category to the folder. Either you type in a description yourself, or you choose one of the names from the drop-down list.
- **Comments :** Provides space for any text you might like to add, e.g. a description of the folder.

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