



PASS SECURIUM™ WEB USER MANUAL

YOUR SECURE PASSWORD MANAGER

THIS USER MANUAL APPLIES TO PASS SECURIUM™

AN ALPEIN SOFTWARE SECURITY PLATFORM PRODUCT

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INTRODUCTION

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

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

100% are made and protected in Switzerland.

1. FUNCTIONALITY

With **Pass**Securium[™] you can access your password storage from your devices anytime and anywhere as well as manage your passwords. Besides standard functions (view / delete / manage/ create passwords) **Pass**Securium[™] offers an integrated password generator with selectable complexity.

Key functions:

- View, edit, delete and create passwords
- Integrated password generator with selectable complexity
- Easy copy to clipboard
- Automatic lock
- Offline mode

2. LOG IN

1. Go to start page:

https://ProductID.securium.ch/

- Click on PassSecurium[™] logo to switch to PassSecurium[™].
- 3. Enter Username.
- 4. Enter Password.
- 5. Enter One-time password.
- 6. Click Login.

To get more details about password and one-time password read our **Controlium and AccessSecurium™** manual.



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3. LOG OUT

Click on button to log out.

4. VIEW FOLDER

Click on the title of the folder in the menu on the left. After that you will see all passwords contained in that folder.

5. CREATE PERSONAL FOLDER

- 1. Click on your username folder in the menu on the left.
- 2. Click Add icon
- 3. Click folder icon
- 4. Enter folder title.
- 5. Choose folder status from the menu.
- 6. Click <Create> if you want to save folder or <Cancel> if you don't.

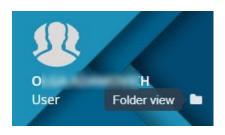


6. CHANGE FOLDER VIEW

You can change the structure of folder view:

Click the folder icon near username in left sidebar to collapse the entire contents of the folders.

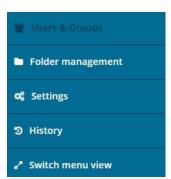
Click the list icon to reveal the contents of the folders as a list in the left sidebar.



To view and edit the personal folder tree, click the settings icon in the bottom row of the left sidebar.



You can also enable extended display of the bottom menu row of the left sidebar by clicking on the extension icon .



7. PERSONAL FOLDER OPERATIONS (EDIT, DELETE, MOVE)

Click on the folder with your Username in the left sidebar.

Click on the settings icon in the bottom row of the left sidebar to go to editing of the personal folder tree.

1. To edit a folder:

- Click on the folder you want to edit, make the changes.
- Click <Update> if you want to update the folder info or <Cancel> if you don't.

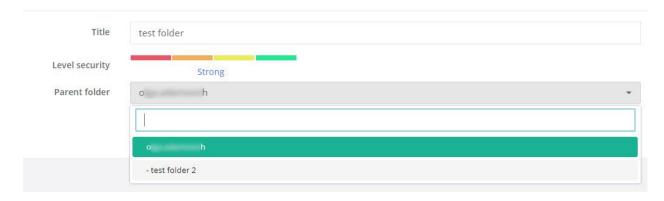
2. To delete a folder:

- Click on the basket icon near the personal folder you want to delete.
- Click <Yes> if you want to delete personal folder or <No> if you don't.

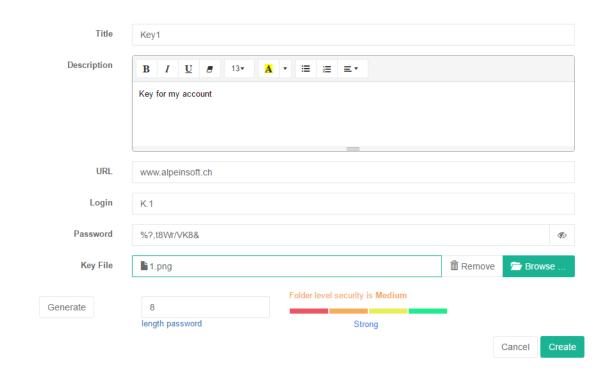
3. To move a folder:

- Click on the folder you want to move.
- Choose new parent folder for moving folder from drop-down menu.
- Click <Update> if you want to move personal folder or <Cancel> if you don't.

Personal Folders



8. CREATE PASSWORD



- 1. Click Add icon
- 2. Click password icon
- 3. Enter password title.
- 4. Enter URL.
- 5. Enter login.
- 6. Enter or generate password. To generate password:
 - 1) Enter password length.
 - 2) Choose password security level.

3) Click <Generate>.

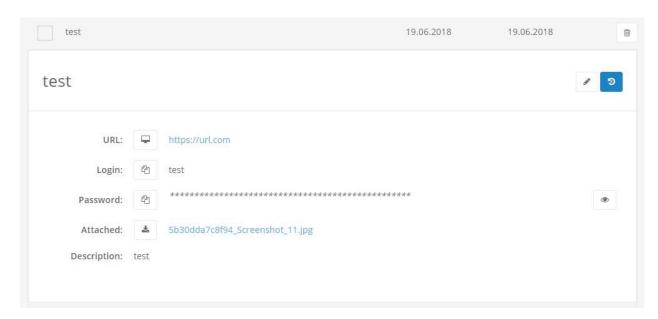
Also you can add description or upload a file to your password.

7. Click <Create > if you want to add password or <Cancel > if you don't.

9. PASSWORD MENU (VIEW, COPY, EDIT, DELETE)

Click on the password you want to perform any action to:

1. Click on the eye icon to see the password.

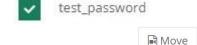


- 2. To edit the password:
 - Click on the edit icon in the password name row.
 - Edit the password information.
 - Click <Update> if you want to save changes or <Cancel> if you don't.
- 3. **To go to the password's link** click on the display icon ...
- 4. **To copy the login** click on the copy icon .
- 5. **To copy the password** click on the copy icon .
- 6. **To delete the password**:
 - Click on the basket icon near the password you want to delete.
 - Click <Yes> if you want to delete the password or <No> if you don't.

- 7. **To view the history** of password changes from a personal folder:
 - Click on history icon
 in password name row.
 - To undo any of the password changes, click on the you want to restore.
 - To go back to the password click on the key icon in password name row.

8. To move the password:

• Tick the password you want to move:



Choose destination folder.

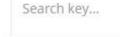
- Click the move icon
- Click <Move> if you want to move the password or <Cancel> if you don't.
- 9. **To add the password to Favorites** click on the star icon opposite it.

10. SEARCH FOR PASSWORD

1. Click in the field <Search key...> in the right upper corner.

2. Type the name of the password

you want to search.







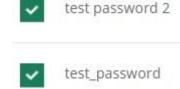


11. MULTIPLE ACTIONS WITH PASSWORDS

In **Pass**Securium[™] you can move and delete multiple passwords at once:

1. To move passwords:

- Tick all the passwords you want to move.
- Click on the move icon in the top row above the password list.



- Choose destination folder.
- Click <Move> if you want to move the passwords or <Cancel> if you don't.

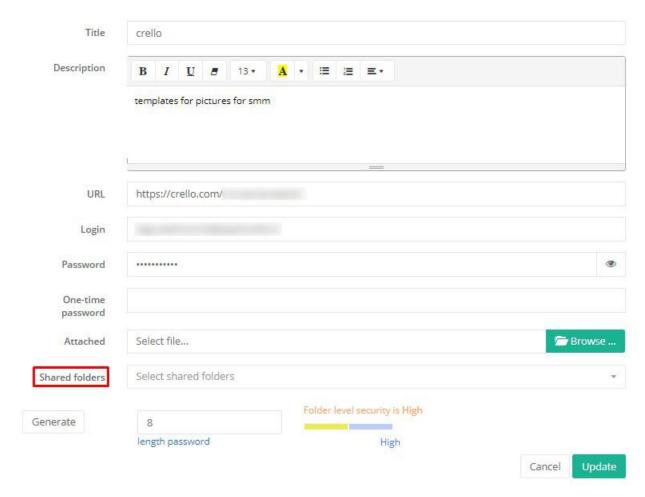
2. To delete passwords:

- Tick all the passwords you want to delete.
- Click on the basket icon in the top row above the password list.
- Click <Yes> if you want to delete the passwords or <No> if you don't.

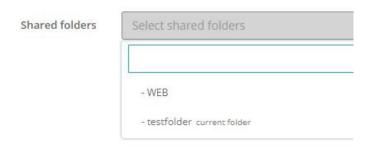
12. PASSWORD DUPLICATE

You can duplicate some passwords to your WEB folder for using them in PassSecurium browser plugin.

Click on the edit icon in the password name row to open edition window:



Then click on the <Selected shared folders> field and choose necessary folder or folders.

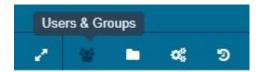


Attention! Duplicated password can be edited only in original folder!

ADMINISTRATOR AND MANAGER SETTINGS

13. VIEW USERS

Click on icon <Users & Groups> in the bottom row of the left sidebar to view user list.



14. CREATE USER

- 1. Click on <Users & Groups> in the left sidebar.
- 2. Click Add icon
- 3. Choose a username from the list (in PassSecurium™ you can only choose users already created in Controlium the web-based management interface of the platform SWISS SECURIUM®).
- 4. Choose from the list a role name which sets user rights to view and edit passwords and folders.
- 5. Choose group name if it is necessary.
- 6. Choose language.
- 7. Click <Create> if you want to create user or <Cancel> if you don't.

Create user



15. EDIT USER

- 1. Click on <Users & Groups> in the left sidebar.
- 2. Click on the user you want to edit.
- 3. Edit the user information.
- 4. Click <Update> if you want to edit the user or <Cancel> if you don't.

16. DELETE USER

- 1. Click on <Users & Groups> in the left sidebar.
- 2. Click on the basket icon near the user you want to delete.
- 3. Click <Yes> if you want to delete the user or <No> if you don't.

17. VIEW GROUPS

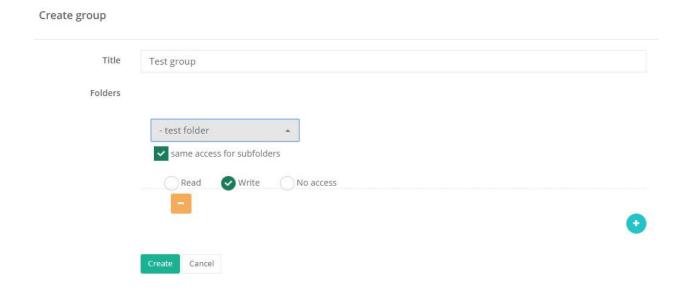
- 1. Click on <Users & Groups> in the left sidebar.
- 2. Click on the <Groups> button.



18. CREATE GROUP

- 1. Click on <Users & Groups> in the left sidebar.
- 2. Click on the <Groups> button Groups
- 3. Click add icon .

- 4. Enter a group title.
- 5. Add folders to which the group would have access.
- 6. Click <Create > if you want to create the group or <Cancel > if you don't.



19. ADD USER TO GROUP

- 1. Click on <Users & Groups> in the left sidebar.
- 2. Click on the user you want add to a group.
- 3. In the <Group name> field choose the group you need from the list.
- 4. Click < Update > if you want to add user to the group or < Cancel > if you don't.

20. EDIT GROUP

- 1. Click on <Users & Groups> in the left sidebar.
- 2. Click on the <Groups> button. Opposite each group, you can see the folders that are available to users of this group.
- 3. Click on the group you want to edit.
- 4. Edit the group information. You can add folders to a group, change the permissions for editing of folders and access to subfolders.
- 5. Click <Update> if you want to save changes or <Cancel> if you don't.

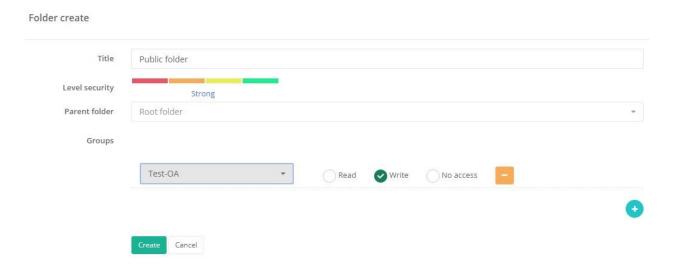


21. DELETE GROUP

- 1. Click on <Users & Groups> in the left sidebar.
- 2. Click on the <Groups> button.
- 3. Click on the basket icon near the group you want to delete.
- 4. Click <Yes> if you want to delete the group or <No> if you don't.

22. CREATE PUBLIC FOLDER

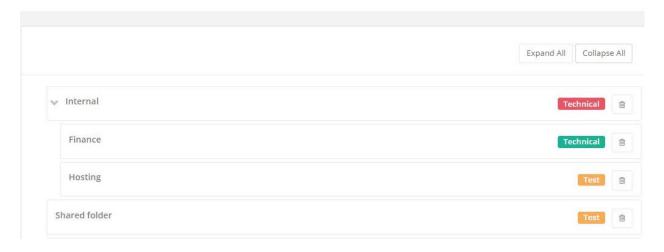
- 1. Click on <Folders> in the left sidebar.
- 2. Click add icon .
- 3. Enter folder title.
- 4. Choose folder status from the menu.
- 5. Add groups that would have access to this folder.
- 6. Click <Create> if you want to save folder or <Cancel> if you don't.



23. EDIT PUBLIC FOLDER

- 1. Click on <Folders> in the bottom of the left sidebar. You will see a public folders tree. Opposite to each folder are specified groups to which this folder is available.
- 2. Click on the folder you want to edit.
- 3. Edit folder information.
- 4. Click <Update> if you want to edit folder or <Cancel> if you don't.

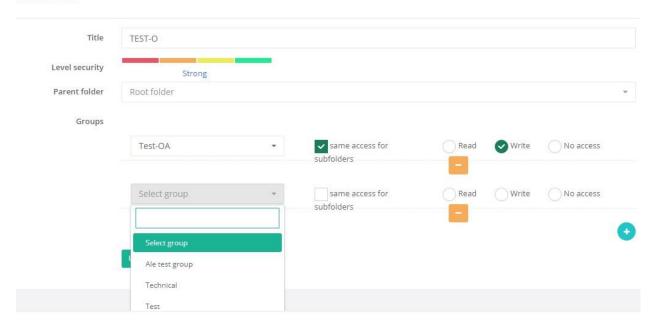
Folder management



24. SHARE PUBLIC FOLDER

- 1. Click on <Folders> in the left sidebar.
- 2. Click on the folder you want to share.
- 3. Choose groups of users you want to share the folder with.
- 4. Click <Update> if you want to share the folder or <Cancel> if you don't.

Folder Detail



25. DELETE PUBLIC FOLDER

- 1. Click on < Folders> in the left sidebar.
- 2. Click on the basket icon near the folder you want to delete.
- 3. Click <Yes> if you want to delete folder or <No> if you don't.

26. GROUP ACCESS RIGHTS TO FOLDERS

In the mode of viewing public folders and groups, you can see the groups and folders assigned to them, highlighted with one of three colors:

Technical - Folders with no access are highlighted in red.

- Folders with only read access are highlighted in orange.

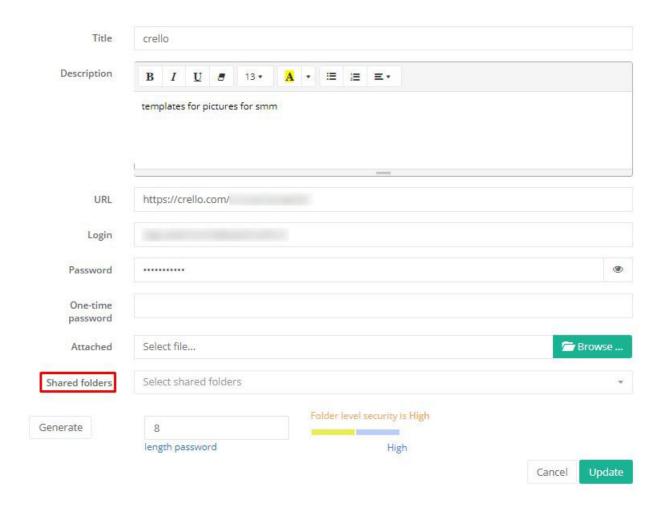
Technical - Folders with write access are highlighted in green.

This applies to users with User rights, and the user with the Manager rights can view and edit any folders.

27. PASSWORD DUPLICATE

You can duplicate some passwords to your public folders.

Click on the edit icon in the password name row to open edition window:



Then click on the <Selected shared folders> field and choose necessary folder or folders.



Attention! Duplicated password can be edited only in original folder!

28. VIEW HISTORY

You can view public folders editing history. To view history, click on <History> in the left sidebar.





- item was added.



- item was deleted.



- item was edited.



- item is restored.

The history of public folders editing is stored for 30 days. Recovery of deleted data is possible only during this period.

29. RESTORE ITEM

- 1. Click on <History> in the menu on the left.
- 2. Click on the round arrow icon near the folder or password you want to restore.
- 3. Click <Yes> if you want to restore item or <No> if you don't.

30. DELETE ITEM FROM HISTORY

- 1. Click on <History> in the menu on the left.
- 2. Click on the basket icon near the record you want to delete.
- 3. Click <Yes> if you want to delete item from history or <No> if you don't.

APPENDIX 1 – TYPES OF USERS

There are three types of **Pass**Securium[™] users. Their permissions are presented in the table below.

Permission:	User	Manager	Administrator
Adding subfolders in a personal folder	\bigcirc	\bigcirc	\bigcirc
Adding passwords in personal folders	\otimes	\bigcirc	\bigcirc
Editing of personal folders	\bigotimes	\bigcirc	\bigcirc
Editing of passwords in personal folders	\otimes	\bigcirc	\bigcirc
Viewing of a separate password history	$\bigcirc *$	\bigcirc	\bigcirc
Recovery of previous edits of the separate password	⊘ ∗	\bigcirc	\otimes
Viewing of a history of public folders	\otimes	\bigcirc	\otimes
Recovery of deleted items	\otimes	\bigcirc	\otimes
Viewing of contents of shared public folders	*	\bigcirc	*
Adding and editing of passwords in public folders	⊘ ∗	⊘ ∗	⊘ ∗
Adding and editing of subfolders in public folders	\otimes	⊘ ∗	\otimes
User viewing	\otimes	\bigcirc	\bigcirc
Assigning roles and groups to users	\otimes	\bigcirc	\otimes
Creating and editing of user groups	\otimes	\bigcirc	\bigcirc
Creating of public folders	\otimes	\bigcirc	\otimes
Editing of public folders	×	\bigcirc	\otimes
Adding of passwords in public folders	\otimes	\bigcirc	\otimes
Editing of passwords in public folders	×	\bigcirc	\otimes
Granting users access to shared public folders	\otimes	\bigcirc	\bigcirc
Granting users access to personal folders of other users	×	\bigcirc	\bigcirc

^{*} If a user has rights