Password Officer 5.0
DeLuxe

The complete password management solution

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Terms

Password Officer DeLuxe is referred to by using the following abbreviations: PO, Pwd-Officer.

*We speak sometimes about passwords, sometimes about sequences. A **sequence**, the way we mean it, is more complex and can consist of username(s), password(s), keystrokes, hotkeys, pauses, etc. It can be a complete program form or web form.*

Introduction

Everything is about information these days, and access to that information is often password protected. We have to remember more and more passwords, change them more often, and they are required to be more complicated. It is also more and more problematic to forget any of them, making working with computers more of a chore. But now there is a professional solution: Password Officer DeLuxe.

With Password Officer DeLuxe, remembering long and difficult passwords becomes a thing of the past. Have complex passwords securely generated for you with the ability to call them up from an encrypted file or smart-card with just a keystroke or mouse-click. Password Officer DeLuxe will automatically enter them into the place where required. Virtually no work on your part, and at the same time you have higher security.

Logging-in becomes:

- Very convenient
- Faster than ever
- Highly secure

Focused on Today's Problems

We all have too many passwords to remember. This can be an arduous task that requires their input on a daily basis. Not only is this time consuming, but it lends itself to inherent security issues. Did anyone see your input? Did you type the password in the right place and not to some hacker's trap? Is it only you who knows your password, or was it revealed? Will you remember your password the next day, the next week, or the next month?

Logging in at presentations or in front of the people that you are most likely trying to impress can also make one a little nervous, so one tries to type more quickly, leading to embarrassing typos and "incorrect login" messages.

Filling in web forms, making new passwords and logging into many web sites again and again. There must be an answer! COMPELSON knows your concerns and has

developed a unique solution to them. No longer do we have to deal with the modern day password drudgery.

With simplicity and ease, everyone can use Password Officer to carry the burden for them. No more worrying about breaching security, forgotten, lost or stolen passwords. No more time wasted trying to figure out the correct password. Password Officer DeLuxe does it all for you, allowing you to concentrate on the tasks at hand, and with greater efficiency.

Password Officer DeLuxe Features

- Stores all your passwords, login sequences, web forms or complex keyboard-macros
- Encrypts them using one of the strongest algorithms available
- Enters passwords and sequences to programs or web pages instead of you having to, and at the fastest speed possible
- There are no errors when typing in passwords
- Auto-detection and auto-insertion of passwords
- Generates new passwords for you, no spending time and effort thinking up new passwords and then having to memorize them too!
- Creates very secure passwords, no hacker's dictionary attack possible
- Controls where password will go, no Trojan horse attack possible
- No password can be had by someone watching over your shoulder - thus no awkward situations when presenting something to someone
- All your passwords are always with you (when used in conjunction with a smart-card or removable media)

Security

Password Officer DeLuxe uses one of the strongest encryption algorithms available to protect your password database: the new AES algorithm (Advanced Encryption Standard; the algorithm itself is named Rijndael) approved by NIST (U.S. federal government definition - FIPS 197). AES is the symmetric algorithm for encryption/decryption (symmetric algorithms have same key for encryption and decryption). It is the official replacement of DES. AES is starting to be used by the military, banking and other organizations that require the strongest security. The password file is encrypted using this algorithm. Now you too can fully utilize its security.

Passwords can be sent only to secure fields (where the characters are invisible), so there is no chance of someone accidentally seeing your password. You can define which application, window, web site or field your passwords will go to. Your passwords will never be sent to the wrong application. No Trojan horse can deceive you.

The **Password Generator** uses the most secure cryptographic and digital signature methods for creating new passwords. You can choose one of three algorithms:

Twofish

the proprietary COMPELSON generator based on a very secure TwoFish algorithm (NIST finalist, one of the 5 most secure, but the winner is Rijndael)

FIPS 181 – DES

Official implementation of generator according to NIST.

FIPS 181 – AES

This generator is based on FIPS 181, but instead of DES, AES is used. Its security is higher, but it is not the official FIPS.

Smart-cards

With a smart-card you can access your passwords whether you are in the office, at home, on a trip, or anywhere else you might need to log in. All your passwords are always with you. They are stored in a more secure way then on classic media such as disk or floppy. Smart-cards were developed as a media for holding secret information, so there are very secure mechanisms already in place to protect your passwords. You can now utilize their security and mobility in Password Officer.

A few words about smart-cards

A smart-card is a card that is embedded with either a microprocessor and a memory chip, or only a memory chip with a non-programmable logic. The microprocessor card can add, delete, and otherwise manipulate information on the card, while a memory-chip card (for example, pre-paid phone cards) can only undertake a pre-defined operation.

Smart-cards, unlike magnetic stripe cards, can carry all necessary functions and information on the card. Therefore, they do not require access to remote databases at the time of the transaction.

Today, there are two major categories of smart-cards, all of which are evolving rapidly into new markets and applications:

Memory Cards can hold up to 1-8 KBytes of data, but have no processor on the card with which to manipulate that data. Thus, they are dependent on the card reader for their processing and are suitable for uses where the card performs a fixed operation.

Memory cards are used primarily for pre-paid, disposable-card applications like pre-paid phone cards. Memory cards are popular as high-security alternatives to magnetic stripe cards.

Microprocessor Cards offer greater memory storage and security of data than a memory card. Chip cards also can process data on the card. The current generation of chip cards has a 16-bit processor, 16KB non volatile memory (EEPROM), and 512 bytes of random-access memory. This gives them a higher processing power than the original IBM-XT computer had.

These cards are used for a variety of applications, especially those that have cryptography built in, which requires manipulation of large numbers. Thus, chip cards have been the main platform for cards that hold a secure digital identity. Some examples of these cards are:

- Cards that provide secure access to a network
- Cards that secure cellular phones from fraud (SIM cards)
- Cards that hold money ("stored value cards")

- Cards that allow set-top boxes on televisions to remain secure from piracy

Password Officer DeLuxe supports all microprocessor smart-cards with PKCS#11 interface. Ask the vendor of your smart-card for a PKCS#11 driver.

Password Officer 2000 supports these smart-cards:

- *Infineon Sicrypt 32K* – microprocessor card, 32 Kbytes EEPROM, compatible with any PC/SC reader
- *BULL TB60* – microprocessor card, 1 Kbyte EEPROM, compatible with any PC/SC reader
- *HiCard 218, 228* - memory cards, 8 Kbytes EEPROM, compatible with COMPELSON PCS202 or 302 readers

Tip: Where to get smart-cards

Visit www.compelson.com for more information on smart-cards and readers, and also our online store.

Installation

No installation needed

Password Officer has been highly optimized and will not copy tons of redundant files to your system. Installation is very simple. In fact, Password Officer **does not require any installation** and does not copy necessarily any file to your system. You can run PasswordOfficer.exe directly from its folder (for example CD, or where you downloaded and extracted it). You can also copy it to a desired place. An installation program, that is also included, does mainly copying files to a destination folder, registering and initialization.

Tip: Perfect usage with removable media

It can be practical to place Password Officer together with your password file to a removable media such as USB Memory, ZIP drive or floppy. Then you can just insert this media into any computer, launch PO and start logging onto all stored destinations. No installation needed.

Self extracting installation - Download

You can get Password Officer also in one executable file, such as *PO-5-0-DeLuxe.exe*. This is also the common way it is downloaded from the Internet. Just run this file, it will extract all files to a temporary folder and run the standard installation from this folder.

Standard installation - CD

This installation is done from a CD, or when you extract Password Officer from a ZIP file. Just run the install.exe and follow instructions.

Tip: Run Password Officer at system startup

Obviously, you can run Password Officer each time you need a given password, but the best solution is to set PO to start every time you boot up your computer. The Run at system startup option can be found in the File&Card - Settings menu. Setting this option and pressing OK will ensure that Password Officer runs at the next system startup. Of course, you may click on the button Details, and then you will have access to the settings icon.

Note: When programs are not detected.

On some systems, may be missing the standard Microsoft component "Process Status API extension". Password Officer is then not able to detect programs, for example, when aiming the crosshair at them. You need to install this component to the system. It's free and you can download it from www.microsoft.com , or also from www.compelson.com.

Uninstall

Uninstalling is also simple, and can be done in the standard way: through the Control Panel, **Add/Remove Programs**. You can also simply run the original installation .exe file, and choose to either reinstall or uninstall.

You can uninstall PO manually simply by following these steps:

1. If you have set the **Run at startup** in **Settings**, turn it off

2. If the Password Officer is running, go to systray menu and choose **Exit**. It is recommended to restart the computer now (some PO files are locked by the operating system until restart).

3. Delete the folder with Password Officer. There will no longer reside any file of Password Officer in your system.

How to Use Password Officer

Define to its list all the usernames and passwords that you normally must remember and enter manually over and over again. Then, in the simplest of terms, whenever one of them is required, PO will enter it for you. It can automatically enter whole sequences upon recognition of the application that requires your input, or you can manually select which one to enter, and where. Password Officer will enter the passwords, username, key Tab to switch to other fields, hit enter, press hotkeys, enter other text, and even pause for some specified amount of time.

The new Password Officer has also a powerful engine with a web-content scanner. It starts Internet Explorer, fills in the URL, waits until the page is loaded, then fills in all the fields, and finally clicks the proper button. You can use it for quick access to all logon pages instead of the Favorites list.

Below we will take a look at how to get all that utility from Password Officer.

The systray menu

When Password Officer runs, you will see its icon in the systray (also known as system tray). The systray menu is accessible by right-clicking on the icon.

The main window

The main window is in fact the look of Password Officer itself. You can manage all commands from here: the list of all items, toolbars and menus. You can access it by:

- double-clicking on the Password Officer systray icon
- selecting item **Password Officer...** in the systray menu

The right-click menu

This context menu is very useful and appears after right-clicking on any password item in the main window. The most important commands and functions were placed here.

Customize the look of Password Officer

You can move both Toolbars and the Find bar by dragging and dropping them at the new position in Password Officer main window. Double-clicking on the toolbar will pin it back up to the window.

For example, you can move the Find bar and turn off the main toolbar (do that in the menu View).

The button **Details** toggles the basic or advanced look, where new tools will also appear. In the detailed view you can see the URL, program path, and username. Most importantly, it is here that you will also see the **Taskbar** checkbox. This will allow you to activate any sequence with one-click in the systray menu.

You can choose one of three different sets of icons that our designers have prepared for you in: **View - Icons**.

Password database

All the passwords from one user are stored in a single file with the extension .PWD. Having this file with you means having all your secrets with you. The file is packed on the fly by the same algorithm used by ZIP, so its size is as small as possible (this is especially useful for media such as smart-cards). The packed file is then encrypted by AES (Rijndael) before it is stored. This new algorithm is known as the most secure, and was chosen as the official algorithm for the US federal government; it is used in the military, banking and other organizations that require the strongest security.

The key used for encryption and decryption is based on the key you enter when saving the file. Before the key is used for encryption, the padding and set of transformations such as hashing are done to achieve the best quality of the key.

Create new password database

To create a new password database means to create a new PWD file. Go to menu **File&Card** and choose **New**; the empty document will appear. When you first started PO, you did not have to do this, because an empty document was opened anyway. You will create the password file when you save the document by the command **Save** or **Save As File**. This is also the moment you define the encryption/decryption key for your password database. This should be the only password you will remember forever. It is required to be at least 4 characters or empty. When empty, the default internal key is used; you do not have to enter anything, but the file is encrypted anyway, so your passwords are not exposed in the file itself, but beware, any user can open it in Password Officer 5.0 DeLuxe. If you have your password database stored on a disk accessible to anyone, we recommend you to choose a longer key and with some numbers.

Change the encryption key

In order to change the key, just use the command **Save As File,** keep the same filename and enter your new key. The current file will be replaced with the file encrypted by your new key.

Backup

We strongly recommend making backup copies of your password file on a regular basis, especially in the case of removable media. The backing-up of a file or a smart-card can be made by the command **Save As File**. If you want to keep the current key, just check the **Use current Key**.

Creating a New Password Sequence

For creating a new password sequence you can use several different methods, according to your preference.

First, you need to decide if you want to define a sequence for a web page or for a program. There is a big difference. In the case of a **web sequence,** Password Officer cooperates directly with Internet Explorer, so it will fill in the URL, see the content of web pages, check to see if the page is already loaded, fill in the fields and finally "clicks" the right button. To work with the web sequences, choose the Web tab.

When defining a **program sequence**, PO is an intelligent tool watching for all application or system dialogs, messages and windows appearing (in the case it is the window requiring the input defined). The key strokes are then simulated. The application can not even recognize that it is you that is typing from the keyboard. This method is very universal, and in fact you can use it for filling in anything including web pages or canceling some error messages. To work with the program sequences, choose Program tab.

If you just want to store some secrets such as credit card numbers, codes, contacts, PINs, and anything else you desire to keep to yourself, use the **Notes** tab.

Creating web page sequence

You can open the desired web page and fill in all the fields and Password Officer will scan its content and store your inputs.

You will be presented with a series of dialogs that will lead you intuitively toward your new Sequence:

Go to the **Web** tab and click on the button **New Item...**

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1. You will first be asked how to define the web page:

   a) **by Scanning the specific web page** items, your sequence will work exactly for a specific web page with its URL

   b) by **Defining the name and password only,** you create a universal sequence. You will define just a Username and Password. When using such a sequence, the Username will be entered to the first text field on a web page and the Password to the first password field (field with hidden characters displayed as '***). This should help you in using the same logon sequence on many different web pages. To ensure you typed the password correctly, select **Show Password,** and what you typed will appear for your approval. You may have PO **generate** a highly secure password by our generator. You may also add any additional comments, and then select **Finish**.

2. By selecting **Scanning the specific web page items**, you arrive at the question **Which web page**:

   a) **Aim the crosshair at the web page**
   Choose this if you have already loaded the page you want to scan. Press **Next**, here you will point to the desired page by dragging the crosshair icon and dropping it on the page. Password Officer will scan the page, and the URL and Title will be automatically filled in. Confirm your selection by pressing **Next**.

   b) **Open a new web page**
   Choose this if you do not have your web page opened yet, then click on **Next.**
   The next dialog has a button **Open Web Page Now**, which will start a new Internet Explorer window. Navigate to the desired page and its properties will appear automatically in fields URL and Title. Press **Next**.

3. Now you will see the most important dialog – the content of the web page - all input items including data you filled in. Here you can define what will be sent to the web page when you invoke the sequence.

   In the **first column**, you will note there are check boxes that define which items will be stored. Use those necessary to log you in. Usually, you should have the field for username, password and button at a minimum selected.

   The **column Name** shows the web page items names that the web designer assigned them. This will help you in recognizing them.

   The **column Type** shows you the type of the web page item. Here are listed all input items that can be entered by a user. It can be one of these types:

Text	Standard input field for text
Password	Input field, where the characters are hidden.
Checkbox	Standard checkbox allowing you to check or uncheck the option.
Radio Button	Standard radio button, where you can choose one from the options.
Select	Here you can select one from the list of possibilities.
Button	Standard button, like OK, Login, Send, Submit etc.

Image   Here you can find graphical buttons, so Login or OK can appear here.

On any given row, clicking **Value** will allow you to input, this is true for all definable fields. For example, to input your password, click on **Value** in that row, and you can now type your password. Even Select field or Checkboxes are scanned together with its texts and lists. So fill in all that you will want to have automatically entered the next time around.

The **Finally press button** will give you your end options for that page (each page may have different options here). You can choose the button or "image button" that will be pressed. You can also choose to **Simulate Enter** – this is a special function that simulates the pressing of the Enter key. Each Behavior depends on the specific web page.

If you select the item password, you may use the button **Generate Password** (or right-click menu) for getting a strong password from our password generator. This can be done in the presence/front of an audience without exposing any secret. Our Password Generator gives you the possibility to even create new passwords in front of an audience.

If you want to ensure that you have typed your password correctly, click on **Show Passwords**, it will reveal all the passwords filled in the password fields.

Once you have set the required values, select *Next*.

4. Now you may name your new sequence and add any additional comments. The comment field is also useful for keyword searching.

    The **Auto-sending** checkbox allows you to set Password Officer to automatically detect when you visit the web page defined in your list (URL and title of the page must match), the page will be automatically filled in. This is especially useful in conjunction with Favorites. Just choose the web page from your list in Favorites, and Password Officer will fill it in if necessary.

    Confirmation allows you to confirm insertion of your password, giving you total control over when and where the password will go. The confirmation dialog consists of the complete list, so it allows you to choose from various passwords for the same application. Choose the desired password just by moving the arrow keys or mouse wheel.

Conditions

Conditions deals with the fact that the content of pages doesn't always remain the same - the input items, or the order of the items might be changed by the web administrators. We offer you flexibility and adaptation for these issues.

All items present in original order

The web page will be filled in only if all defined items are present and they are in original order. So no change in input items is allowed. Of course this has nothing to do with text and graphics on the page, which can be changed.

All items present in any order

All items must be present, however the order can be changed. Password Officer conditions are more relaxed here.

Place just items matched

Even if some items have been removed, or their order changed, Password Officer will fill in all present items.

Place items only by their order

This option will not investigate names of the items, it will fill them in just by the order. So, for example, text data to the first text field, password to the first password field, etc.

Tip: Naming helps to Quicksearch

For login sequences used to access web, use names such as compelson.com, it easily identifies the website address and quicksearch is easier.

Edit web items

To edit your password sequence that has been already created just double-click the item in the main window (from within the Web tab), or select the item and click to button **Edit**. You will see the similar dialog you used in the Wizard.

What is especially new is the button **Rescan Page**. This will re-read the page at the defined URL (you can also change it here and read from a different page) and you can edit the new content of the page. Missing items are deleted from the list, the new items are added. Same Items will remain including theirs values. This button is extremely useful if the web page changes.

Create web page item without wizard

If you do not like wizards, you can create a new web page item by following these steps:

1. duplicate any current web item (press Ctrl+C then Ctrl+V)
2. open edit dialog (double-click on the new item)
3. fill in the new URL
4. click on the button **Rescan Page**
5. now you can edit the content of the entirely new web page sequence

Creating new Program sequence

For creating a new password sequence you can use several different methods, according to your preference.

Creating Sequence using Wizard

- from main window press **New Item** on the edit-toolbar or
- select command **New – Wizard** in the menu Sequence
- from the systray menu choose **New Sequence**

You will be presented with a series of dialogs that will lead you intuitively toward your new program sequence. It is so easy to use in fact, that even if you just press OK several times, you will create a useful password sequence. All can be done in the presence/front of an audience without exposing any secrets.

This is how the Wizard dialogs work:

1. Enter the **Username** or User ID that will be sent to the application as the first string. Or choose **Without Username**. Check if you will want to have entered the key Tab after the username. Press **Next**.

2. Now choose if you want to manually enter your desired **Password** or allow Password Officer to generate a strong password for you. Check if you will want to have entered the key Tab or Enter after the username. Press **Next**.

3. If you chose **Create password for me** you can see the **Password Generator** dialog. Set the parameters and method for the password being created and press **Next**. Your password is ready now. You can check it and change it manually. You can also go back to change the parameters and generate the different password.
   If you chose **Manually enter,** you can directly type in your password.

4. Choose a name for the sequence you have created. This name will be visible in the password list. Press Next.

5. Now you may restrict use of this sequence to some particular **application**. This also allows automatic sending of the sequence. Utilizing this is very useful, your password can be entered automatically to the proper data-entry field in the correct program - you will not even need to touch your keyboard or mouse. For defining a sequence to a specific application, choose **Yes I will specify which application**. Otherwise choose **No restriction**. Press **Next** or **Finish**.

6. You can define to which application, window of that application, or field of that window that the password may be sent or will be automatically sent. Choose **Send sequence automatically** to activate the auto-sending function. Choose **Confirm before sending** if you want to confirm each item before it is sent. Press **Next**.

7. Run your program and open the desired dialog in it. Drag the crosshair and place it exactly over the desired position in the program. You will know your destination has been detected when you see the yellow rectangle with application information displayed. After dropping the crosshair, the fields will be filled in with information on just the scanned destination. Press **Finish**.

Creating Sequence using Edit

To define your password sequence in an even more detailed way (without the use of the wizard), you can directly fill in the Edit form. To invoke it, go to the **Programs** tab, use **New – Detailed** (menu Sequence).

1. First field serves for entering the name of the sequence.

2. Check if you want to have the **Username** and the possibility of pressing the **Tab** key after it.

3. Fill in the **Password** and the possibility of pressing **Tab** or **Enter** key after it. By pressing the **Generate** button, the password can be automatically created for you.

4. The **Show Password** button will make it visible, so take care to ensure that nobody is watching over your shoulder!

5. The area with **Application** allows you to utilize the Auto-sending function or define where the sequence will be usable. You can define to which application, window of that application or field of that window, the password may be sent, or, will be automatically sent. By pressing the **Change** button you will get a dialog providing that definition.
Run your program and open the desired dialog in it. Drag the crosshair and place it exactly over the desired position. You will know your destination has been detected when you see the yellow rectangle with the application information displayed. After dropping the crosshair, the fields will be filled in with information on just the scanned destination.
You can also define the application path manually. If you want to store the full path, check **Store full application path**, this will allow automatic launching of the application by **Run&Send** or from systray menu. However, if you want to use this sequence on different computers where the application is in different paths, do not store the full path.

6. The **Auto-sending** checkbox allows you to set Password Officer to automatically detect when a defined application is requiring your input to have entered it automatically.

7. **Confirmation** allows you to confirm insertion of your password, giving you total control over when and where the password is going. It also allows you to choose from the whole list of passwords.

Advanced editing

By pressing the button **Advanced** in the **Edit** dialog, you gain the opportunity to define virtually any keyboard macro (you can also use right-click menu and **Edit Advanced...** or from menu **Sequence - Edit Advanced...**). Build up your own keyboard sequence by selecting items from the right side and adding them to the desired position on the left side using the **Add** button. You can define any order of any number of text items, pauses, hotkey combinations, Enter and Tab keys. The sequence is then able to fill in any form, control any program, respond to different messages, choose items from menu, etc. Double-click on the item on the left side, or on the button **Properties** serves to change values of items in your sequence.

By clicking **Properties** at Password item, you will have the possibility to turn off **Enter only to invisible fields**, which means that password will go to any field. By default, it is sent only to secure fields (where instead of characters you will see only ***), so there is no chance of someone accidentally seeing the password. You may need to turn this option off in the case that some program does not use standard methods of password input while the password is also still not visible. This local

setting is possible for any password and overrides the ***Check password field for invisibility*** option.

Some applications have incorrect password fields, so Password Officer is not able to recognize it as invisible, although it is, in which case you will need to confirm sending. With these settings you can optimize irrelevant confirmations for such applications.

Buttons **Up/Down** changes the order of selected items on the left side.

Creating Notes

If you just want to store some secrets such as credit card numbers, codes, contacts, PINs, and anything else you desire to keep to yourself, use the **Notes tab**. You can enter anything in this area. To work with the notes, choose **Notes** tab.

Create a new note by clicking on the button **New Note**, the dialog with two fields will appear:

> **Note name** – where you can place a name which you will see as this item

> **Text** – the data itself, you can put any text you want to here, even passwords that you can use by copying to the clipboard (be aware that this is going to standard system clipboard).

Password Officer offers the possibility to send even your Note to the destination. It works in the same way as with program sequences, so keyboard hots are simulated. Hence you can use it universally for entering data to programs, terminals or web pages.

Using the Passwords

To invoke the desired password sequence, it is as quick and convenient as possible. Our team studied ways how user's logon and we have prepared many ways you can choose from. You can invoke a logon sequence by using just a mouse or keyboard, or both, or it can be fully automated with or without your confirmation. More than 10 different ways of how to logon are available in the Password Officer DeLuxe.

Automatic logon

You can set the password sequence to be automatically sent by the checkbox **Auto-sending**.

For **web sequence**: when you visit the web page defined in your list, it will automatically be filled in. This is especially useful in conjunction with Favorites. Just choose the web page from your list in Favorites, and Password Officer will fill it in if necessary.

For the **program sequence**, Password Officer detects the window as soon as it appears and then sends the sequence.

Example: Quicker access to content of packed documents

To access secret data inside a ZIP archive file, define automatic entry of the password to WinZip, with confirmation turned on. When double-click on a file inside ZIP archive, it will automatically offer me the password for decryption, press only Enter, or choose with the mouse-wheel a different password, and you will immediately see your file. It is as though WinZip were co-operating directly with a smart-card.

Logon with mouse

From Systray menu

Simply right-click on the Password Officer icon in the systray menu (bottom right-hand corner of your screen) and select the password you need from the list. The Password sequence will be immediately entered to your current web page or current cursor position (in case of program sequence). If the current web page is not the same as the defined one, PO will start a new Internet Explorer window and load the defined page.

You can set which items will appear in this list by setting the **Taskbar** checkbox in the main window (you must be in the mode **Details**).

To see all items, choose **All items…**, all password sequences including Notes are displayed in a tree. Choose the item and the button **Send** will send the sequence to the current cursor position or to the web page.

Tip: Replacement of Favorites

You can use this list for quick access to all web pages requiring logon, instead of the standard Favorites list. However, PO is also perfect in conjunction with Favorites: choose the desired link in Favorites and Password Officer will detect the loaded page and fill it in automatically (if Auto-sending was activated for a given sequence).

Drag&Drop

Select the desired item from the main window (you can also find it by using the Find tool), then drag the crosshair (the icon in the Edit toolbar) and drop it at the position you want to enter the sequence. In the case of a web page, it does not matter where in the page you drop the item, Password Officer will find the right fields.

Password Officer is checking the target, where the password will go, so if you miss the defined application, you will be prompted.

If you check the checkbox **Password only,** just the password will be sent. This is useful, for example, when entering the new password to the confirmation window.

The Send button

You can simply send the sequence by clicking on the button **Open&Send**. In the case of a web sequence, it will start a new Internet Explorer window, fill in the URL, wait until the content is loaded, fill in all the defined fields and finally click on the desired button. In the case of a program sequence, it will run the program (if defined, including the full path to that program) and the keystroke simulation will go according to your definition.

Logon with keyboard

Just press Enter

Select the desired item (you can also find it by using the **Find** tool or **Quick search**) and press Enter, it can't be simpler. This will invoke the **Open&Send** function (in the case of a program sequence, you need to have defined an application to run).

Direct-send hotkey

Press direct-send hotkey for a particular password sequence and it will be immediately entered to your current web page or current cursor position (in the case of a program sequence). If the current web page is not the same as the defined one, PO will start a new Internet Explorer window and load the defined page.

The direct-send hotkeys can be globally defined as a shift combination (Shift, Ctrl, Alt) plus key row 0-9 or F1-F10. This is set in **File&Card – Settings – Keyboard – Direct-send** hotkey. For your particular password sequence you can define the key 0 to 9 by right-clicking menu the item **Define Hotkeys.** You will see the defined key as an icon with the number in the list of password items. For example, you define it to be 3. If you have defined hotkeys to be the row F1-10 with Ctrl, then pressing Ctrl+F3 will send the defined password.

Global Hotkey

Press Password Officer's **Global Hotkey** to see the password list, choose the desired item and press Enter, the sequence will be sent to the current position. If you want to aim at a new target instead of sending to the current position (the position prior to pressing the Global Hotkey), check the checkbox **Aim at new target.** If you want to open the main window, click on the button **Editing…**. You can also choose sending only the password or username instead of the whole sequence.

The global hotkey can be set in the **File&Card – Settings – Keyboard – Password Officer** global hotkey. The button **Press it** allows you to define a hot key by pressing the desired combination.

Example:

To log into the website www.PasswordOfficer.com/test, requiring your username and password, simply hit Alt+Z (Password Officer hotkey), begin to type the keys "PASS" (will quick search) and then Enter. It is as simple as that.

From list of Recent

If you want to send one of the passwords you recently used, you do not have to search for it again, just go to the *Recent* and use it again. You can also find recent items by right-clicking on *Recent* in the systray menu.

Clipboard

Copying a password to the system clipboard can be achieved by the button **Password -> Clip** or from right-click menu - item **Password -> Clipboard**. This copies just the password to the global clipboard, so you can paste the password to any other application or field. You can also copy only the username to the clipboard.

Caution: Copy to system clipboard exposes your password

When you copy a password to the system clipboard, you can see the warning ***Clipboard!*** *in the status bar (frame; right down). You can delete the password from the clipboard by double-clicking on that status bar text. This function prevents you from forgetting your password on a clipboard, where it is accessible for any running application.*

Password Officer also offers clipboard functions: Copy, Cut, and Paste, but these operate within the **internal safe** clipboard, which is not visible for outside applications. You can organize your passwords in a convenient way by these commands or you can create clones of items (Copy and Paste).

Truly Universal Usage

Although passwords are Password Officer DeLuxe's main goal, you can also use it for many other common and repetitive tasks. Use it to fill in whole web site forms or to create keyboard macros to automate nearly any task. You can use it to log into a local area network, to respond to various system dialogs, and any other application requiring input from the user.

You can securely store credit card information and all your secrets to the **Notes** section.

Tip

If you use a ZIP drive or other data media with password protected access, use Password Officer to unlock your data automatically, by pressing the appropriate hotkey, when the unlocking screen is detected, entering password, confirming operation, and opening the media content etc. It will save you everyday hassles.

Searching

Password Officer has a complex search tool. It is designed to be maximally effective to use: just type in the string and press Enter. Do you want to find next occurrence? Press Enter again. Can't be more user friendly. If the item is not found among the web sequences, PO will continue to search in **Program** and **Notes** items. All by just hitting the Enter key.

Setting the global search parameters is done by choosing the **Find** command either from the menu **Edit,** or clicking on the **Find** icon (must be in the **Detailed** view). You can set these parameters:

- Which areas to search in: Web, Programs or Notes.
- Which part of the sequence: Name (of the sequence), Username, URL/Program (also path and filename), Password (very handy when you remember only part of the password), Other (for example comment).

The search history is also global, so it is shared by the **Find** toolbar.

Quick search

You can find the desired sequence or folder easily by **Quick search**, which works in any of the password lists – just start typing name of the sequence, it will switch to the closest one.

Organizing Passwords

You can quickly organize your passwords in Password Officer's main window. You can create folders (the right-click menu) and place there groups of passwords by drag and drop.

A full multi-selection tool was implemented, so you can select groups of items by holding the Ctrl key or Shift key (for continuous block).

Changing the order of items can be achieved by selecting the item, or multiple items and click on the Up or Down button. You can also drag items and drop them to the new position.

The most common way to organize your password sequences is to utilize the Copy, Cut and Paste commands. These work with Password Officer's internal clipboard, so no sensitive information is exposed.

You can Sort Folder or Sort Entire Tab by using commands in the menu **Edit** or by right- clicking menu. Sort Folder will sort just the active folder, if you are in the root, then just the sequences in the root are sorted. Sort Entire Tab sorts all items including folders themselves and their content.

Password Expired

When your password expires, everything is designed to make it as easy to create a new one as possible. The function **Change Password** changes just the password field in your sequence. When the window requiring a new password appears, simply do this:

1. Use Change password in systray menu and select the sequence for change
2. Manually enter the new password or let the generator create one for you.
    Now you have created the password and you need to determine it's destination.
3. Use Send Password Only in systray menu and select the password to send it to it's destination.
    To send just the password, you can also use the clipboard, right-click menu or the crosshair icon in the main window with the checkbox **Password only**.
4. If it is required to re-enter the password, send it again. You can use *Recent* tab in the main window.

You can also use the Change Password button or right-click menu in the main Password Officer screen.

Now you have the new password defined and next time everything will be automated and convenient again.

Reference Guide

Main Window

You can invoke Password Officer's main window, by double-clicking on its system tray icon, or by right-clicking and selecting Password Officer from the menu. You will see the list of all sequences as well as Main menu, Tool bar and Edit tools.

By pressing Details you will see more information on sequences.

You can find desired sequence easily by *Quick search* – just begin typing name of the sequence, it will switch to closest one.

You can *drag and drop* the sequence directly to the desired place with RIGHT mouse button (instead of left, because maximum security is achieved by this method).

System Tray

All often used commands and functions are available directly from the system tray. You can access them by a right-clicking to the Password Officer icon (sys-tray is at the bottom right-hand corner of your screen, where you will also see the system clock).

Password Officer...

Will invoke main window of the Password Officer and gives you access to all functions including Settings.

Open

You can open default or new password list or set it as DEFAULT. With a smart-card the password list will be re-read from the card.

Close

Will close the currently opened password list, as well as securely and completely wiping all information from your computer's memory. Useful when you are leaving your computer.

Exit

Reloads and exits the Password Officer program. If you have set **Run at system start up** program will start automatically next time. Otherwise you can run it manually.

Disable Auto-sending

This option toggles automatic sending of passwords to windows requiring them.

Change Password

Very useful when your password expires. Function will offer list of all your sequences allowing you to change just the password.

Send Password Only

Will send just the password, leaving username, keys and all the other elements in your login sequence. Useful when defining new password.

Recent

Allows you to access you recent history

All items…

- To see all items, choose **All items…**, all password sequences including Notes are displayed in a tree. Choose the item and button **Send** will send it.

Note:

If you placed a check mark in the Taskbar checkbox (next to sequence name), when you right-click on the icon in sys tray you will notice them in the menu.

Main Menu

The Password Officer main menu is easy to use. It is divided into five sections, which we will look at in turn:

File & Card
Edit
Sequence
View
Help

File & Card

Toggle Source File

Allows you to toggle the location of your source file (your password list) between smart-card and File (you may specify file and folder). With smart-card all your passwords are always with you. They are stored in a more secure way then on classic media such as disk or floppy.

New

Creates a new blank password list.

Open...

Loads a password list either from disk or from a smart-card. Requires encryption Key or PIN if set. Notice that in the Open password file dialog there is at the bottom option Set as DEFAULT password file. When you open some file, you can easily specify to make it default, which will change File field in Settings menu. Such a file will become your Default startup file.

Import File

Here you can select the password file for import from previous versions of Password Officer.

Save

Saves the current password list either to disk or a smart-card. If you have not yet named your list file, you will be prompted for a name and where you would like to save it. You will also be prompted as to whether or not you would like to encrypt your list file according to a key that you must provide. If you choose this option, you must then enter a 'key' of at least four characters or empty one by just pressing enter. In case of an empty key, the file will still be encrypted, but by a built-in key.

When you will use the Save command, your list of sequences will be saved to the file or smart-card, depending on your actual setting. Saving to a new smart-card means that the file will be created on the card. Some cards do not support deleting or resizing of files, so use caution when entering desired size of the file. If you will not be using the card for other smart-card applications such as Notes Officer (Security Officer and SIMedit! do not require that there be space free on the card), allocate the whole card to allow maximum capacity for your passwords.

Save As File...

Allows you to save the current password database with a different name (if it has been previously named) or different key.

Close

Closes your current password list. If you have set Auto-save at close, the file will be saved automatically otherwise you will be prompted in case of changes.

Change PIN or Key…

This allows you to change the encryption key for the password list file or if you are using a smart-card it will change the PIN. Some smart-cards are limited in the number of PIN changes they allow, so be careful.

Unblock smart-card

Serves to unblock the smart-card when smart-card becomes blocked. You will need to enter a special PIN, inquire through the vendor of the smart-card.

Erase Securely

If used with a smart-card it will erase in a secure way the file with all passwords, so content of the card is precisely the same as before you began using Password Officer DeLuxe.

Settings - General

Run at system startup
If you want Password Officer DeLuxe to run automatically when you turn on your computer, set it here. For convenience and maximum security this is highly recommended.

Default password source
Here you can define which password list will be used by default when Password Officer DeLuxe starts-up.

Smart-card reads the inserted smart-card first. If there is no smart-card inserted at the moment, you will be prompted to do so. If you will cancel that, or reading of a smart-card will be unsuccessful, the specified file will be opened instead. This is very useful in the event that you forget or lose your smart-card. You will immediately be able to work with your backup copy instead.

File specifies which default password file to open at start. Notice that in the Open password file dialog there is at the bottom option Set as DEFAULT password file. When you open some file, you can easily specify it as the default, which will change this field, without invoking Settings menu.

Auto-open at start will read your passwords at Password Officer DeLuxe start, requiring the encryption Key or PIN. Without this setting you will have to press Open later manually.

Auto-save at close, no confirmation will automatically save your changed password list when you close Password Officer, without asking you. This is the most comfortable option.

Watch-dog
Close passwords on user inactivity – allows you to protect your passwords when you will leave your computer. If there is no mouse or keyboard activity for time specified in Wait field, passwords are automatically closed. If some changes to passwords have been made, you will be asked for save confirmation. To avoid this, set Auto-save at close, no confirmation option or always be sure to save your changes.

Web page timeout

This setting dictates the maximum amount of time Password Officer waits for a web page to load. After this timeout the error message is displayed.

Enable LOG

This is for troubleshooting purposes. Turn this on and send us the LOG file created during your problem. The file is created in the Password Officer folder.

Settings – Keyboard

Password Officer global hotkey
Here you may define a particular keyboard hot-key that will serve you whenever you need it by displaying your list of passwords.

Direct Send hotkey
Allows you to define a direct hotkey for a particular password sequence. When pressed, the sequence will be immediately sent to your current cursor position. You can select one of two possibilities: Function keys row (F1,F2..12) or Number keys row (1,2..0) with any combination of key modifiers (Alt, Shift, Ctrl).

Check password field for invisibility
This option gives you control over the method of checking if your password will be sent to secret password field (with password characters displayed as '***'). This global setting can be overridden by the Test password field for invisibility option available in Advanced editing, which can be set for each password separately. Some applications use non-standard password fields, so PO is not able to recognize them as invisible, even though they if fact may be, so you have to confirm sending. With these settings you can optimize irrelevant confirmations for such applications.

Always – it will always check the field for invisibility
Intelligent – If you are sending the password by selection from the list then check will not occur (accidental sending is not too probable). Otherwise it will check destination field.

Tip: Automation with security

You can easily protect your Office documents against illicit access. Just define auto-detection of the window requiring password and your password will be entered automatically. And if you set the Confirmation option, you will also have possibility to choose some other password. For Microsoft Office uncheck Test field for invisibility (Microsoft Office uses an incompatible password field).

Sending speed
You can set the speed of entering your sequence to applications. Do not set it too high, otherwise depending on the speed of your computer characters may not be received correctly. Notably Tab and Enter may not be received correctly if this is set too high.

Settings – Smart-card

All these settings are on-line and can be altered in real-time. This means that you can switch between different smart-card readers for instance, and everything will be able to access it immediately without the need of restarting PO or Windows.

Auto-reading on smart-card insertion
When you will insert your smart-card, it will be automatically detected and accessed. Otherwise you will have to read it manually by command Open. Some readers are slower in detection of card insertion. We recommend using this option for your convenience.

Close passwords on card removal
On card removal all password will be automatically flushed from computer memory. We recommend this option for heightened security.

PIN
With **Same PIN for reading and writing** you will enter only one PIN that will be used for reading as well as for writing

Separate PIN for writing - you will be asked to enter both PINs. Some smart-cards do not support both types of PINs so this option will have no effect.

Reader interface
This field gives you a way to define the reader that you use for accessing your smart-card. The following protocols are supported:

PCSI - a protocol defined by COMPELSON Labs, that gives you control over memory cards and which is very fast and flexible (installation is very easy, you even do not have to re-start your computer, the reader is found automatically, there is file system created on the cards etc.). Readers PCS202 and 302 are supported with the cards ST1402 (256 bytes), HiCard202, HiCard218 (8Kbytes), HiCard228 (8Kbytes with PIN security). Contact COMPELSON for availability.

PC/SC gives you the possibility of using many different readers, such us notebook PCMCIA, USB, built in keyboard readers, RS-232 and others. Smart-cards from TB-60 (1KB, PIN) to TB-1000 (8Kbytes, PIN) supported. Contact COMPELSON for availability.

Button **Autodetect** will attempt to detect an available reader and interface.

Smart-card type
Allows you to define the type of smart-card that you want to currently use, while button **Smart-card info** displays information on the card that is currently inserted, such as card type, space available, total space etc.

Exit
Closes the Password Officer program.

Edit

Cut
Cuts the selected sequence and places it on the secret Clipboard.
Your passwords are in fact never on the system Clipboard, rather they always stay in Password Officer where they are safe.

Copy

Copies the selected sequence and places it on the secret Clipboard.

Paste

Pastes the contents of the secret Clipboard to the active window.

Delete

Deletes the selected sequence(s), without changing the position of any of the other sequences you have defined.

Delete All

Deletes all the sequences from the your password list.

Find

Opens the find text menu.Type what you are looking for in **find what**, and place check marks to determine it's prerequisites.

Find Next

Advances the search to the next item.

Sort Folder

Alphabetizes the content of the selected folder.

Sort Entire Tab

Alphabetizes the content of the whole tab, including all folders.

Sequence

New – Wizard

This function allows you to create an entirely new password sequence step by step in the Wizard style dialog. The new password will be placed at current position or at the nearest free position from top of password list.

New Detailed

This function allows you to create a new sequence in a quick direct way using a single window. You can use advanced editing from here to define any possible sequence of keystrokes.

Edit

Depending upon which tab is selected (i.e. web, programs, or notes), the appropriate edit menu will appear. Refer to the edit wizard section of this manual for further information.

Edit advanced

This launches the advanced sequence editing screen, where you may define more complex keystroke combinations. For more information see above.

Edit – Wizard

This function allows you to edit a selected sequence using the step by step Wizard dialogs.

Define Hotkeys

The direct-send hotkeys can be globally defined as a shift combination (Shift, Ctrl, Alt) plus key row 0-9 or F1-F10, it is set in File&Card – Settings – Keyboard – Direct-send hotkey. For your particular password sequence you can define the key 0 to 9 in right click menu the item **Define Hotkeys**. You will see the defined key as an icon with number in the list of password items. For example you define it to be 3. If you have defined hotkeys to be the row F1-10 with Ctrl, then pressing Ctrl+F3 will send the defined password.

Send

This function sends the selected sequence to its destination window or application (if you have specified a specific window or application), otherwise it launches the aiming device whereby you may place the crosshair over the application you wish to send the sequence to.

Run and Send

Available from within the Web tab, run and send your select sequence.

Send Password Only

This function sends the password of the selected sequence to its destination window or application (if you have specified a specific window or application), otherwise it launches the aiming device whereby you may place the crosshair over the application you wish to send the password to.

Send Username Only

This function sends the username of the selected sequence to its destination window or application (if you have specified a specific window or application), otherwise it launches the aiming device whereby you may place the crosshair over the application you wish to send the username to.

Lock Sequence

This function locks a selected sequence to prevent further editing. If defined just for certain application, the password cannot be revealed.

Tip

With Lock sequence function, you can give a smart-card to someone, who will not be able to get that password or make any changes to it. It is useful because such a user's access is dependent only on possessing the card. When he will return the card, he once again loses access (since he never knew the password anyway).

Password generator

Opens the password generator menu where you can set parameters, length, method, and define any special characters you would like to use in the password.

View

Toolbars

Toggles the display of the main toolbar of Password Officer DeLuxe.

Edit Tools

Toggles the display of the Edit Tools toolbar (see below for more information on features of the Edit Tools toolbar).

Find Tools

Opens the find window to accept your input

Show Details

Toggles the display of Details regarding your sequences. When this is turned on, you will see not only the name of each defined sequence, but also the username, details of what will be entered, Ex. <username><tab><password><enter>, as well as whether or not you have restricted use of that sequence to a particular application.

Expand all

Shows to you all the items including the contents of folders.

Collapse all

This will hide the contents of folders.

Language

Made available to support additional languages in the future

Icons

Our graphic artists have prepared a token of our appreciation for your continued support. Select from photo, silver or schematic at your discretion.

Help

About...

Displays program information, version number, revision number and copyright.

Product website

COMPELSON Labs

Online tour to COMPELSON Laboratories

Online shop

Links to our product page for your convenience

Recommended Websites

Here you will find some interesting links. They are changed from time to time.

Edit Toolbar

New Item

With the New button you will create an entirely new password sequence step by step in the Wizard style dialog. The new password will be placed at current position or at the nearest free position from top of password list.

Change Pwd

With this button you can change only the password in your sequence, if your are not concerned with other elements in the sequence such as username, keystrokes and others. You can define a new password manually or create a very secure one using the generator (click Generate button).

Edit

This button allows you to create a new sequence or edit the current one in a quick direct way using a single window. You can use advanced editing from here to define any possible sequence of keystrokes. For more information see above.

Delete

Will clear the current sequence, without changing the position of any of the other sequences you have defined.

Up, Down

This will move an item or multiple items in an intelligent way. No item will be erased or lost.

Send

This button will give you the opportunity to send the current password sequence to application. Simply aim using the aiming tool that will appear.

History of Password Officer

Development of the first version of Password Officer started over 10 years ago. Since then, many versions have been made available, and now we are proudly presenting the newest and the best: Password Officer DeLuxe

Password Officer DeLuxe was created by a team of highly skilled system programmers that program at the system level, writing perfectly optimized code. The result is small, reliable, secure, and handy. PO proposes to solve all the problems and drudgery normally associated with using many passwords.

Our developers have painstakingly worked on input from you, our customers, for it is you that used the original version and applauded it. Since the previous version was so popular, we are sure you will love the enhancements and recommend it as you did the initial version. We sincerely hope that you will like it and value your feedback. If it were not for the input of our users, we would not have been able to develop such enhancements, so please do write to us!