

# **easySafe User Manual**



**Version 2.4.0**

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## 1. Installation

Installation of easySafe is performed as follows:

1. Connect your Pocket PC/PDA to your computer (using ActiveSync).
2. Double click *easySafe.exe*.
3. Follow the instructions in the installer.

Accept proposed updates during the install. easySafe require .NET Compact Framework 2.0 Service Pack 1, which will be installed automatically if you accept the updates.

## 2. Starting easySafe

easySafe can be started from the *Today* menu or by choosing the *Start* menu and clicking *Programs*. Here you can click the *easySafe* icon to launch easySafe.

## 3. Master Password



The first time you run easySafe you must enter your master password. Write your master password in the top text box and repeat it in the lower text box.

The master password must be between 10 and 100 characters long and must contain at least 4 digits.

The master password will hereafter be used to access easySafe. It's therefore important that you enter a password you can easily remember but others cannot guess.

**Note:** It is *not* possible to recover the master password if you forget or lose it! Therefore: Never forget your main password!

## 4. Main menu

The Main menu of easySafe shows any item you have created as well as buttons to create or delete items, navigate between the different items and terminate easySafe.


An item in easySafe consists of: the name of the item (e.g. the name of the web site to which the password belongs), the password, a username (if relevant) and reminder date (if relevant). The reminder date is used for indicating when to change your password.



To the left is an example of the main menu of easySafe. The selected post (marked with blue background) has the name *Yahoo!*, the username *saferules* and the reminder date *November 29<sup>th</sup> 2006*.

If the reminder date is overdue without a change of password the text colour will change to red.

You can use  and  to select the individual items on your list.


To delete an item, select it and click .

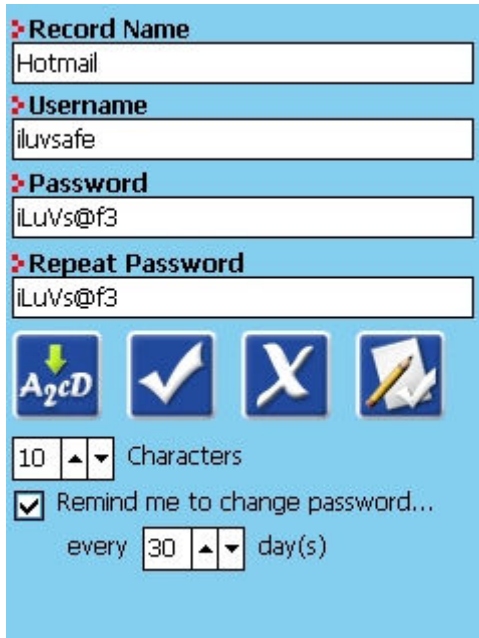
To exit easySafe click .

Click  to create a new item. This will open a new window where you can enter the details of the new item (See section 5 to view details on creating new items).

Note: The password of each item is not shown. This is on purpose to avoid passers by from having easy access to read your personal passwords. To view the password of an item click the item and a new window will open with the full details of the item.

## 5. Create New Item

Click  to create a new item. This will show the following window in which you can enter the details of the new item:




In the first field the name of the item is entered. This name is used to identify the item (in the main menu). Two items can share the same item name but they may not share both item name and username.


If you wish to create an item for your online bank pin code the item name could be Bank – Online or the name of your bank.

In the username field the username is entered if applicable. If you have several accounts on the same web site, for example, it can be useful to create more items with the same item name but each with a different username (and password).

In the *Password* and *Repeat password* field you enter the correct password and then repeat it so they match.

By clicking  easySafe will generate a password for you. The number of characters in the generated password is determined by the value in the *Characters* select box. The number of characters can be between 1 and 30. The characters are randomly selected from a character set. If any of the characters in the generated password is not usable you can delete or change them manually – just remember to change both the *Password* and the *Repeat Password* field.


If you need to change the password periodically tick off the *Remind me to change password...* check box and choose the period using the *days* select box. The value can be selected between 1 and 99 days. If the date of password change is overdue and the password has not been changed yet the text colour of the date will change to red on the main menu.

Click  to save the item and return to the main menu. It's only possible to save an item if it has a name and the *Password* and *Repeat password* fields are identical.


**Note:** empty passwords are not accepted.

It's also not possible to save an item if the combination of item name and username is already on the list.



Click  to go to the activation window where you can activate easySafe (See section 6 Activation for more information).

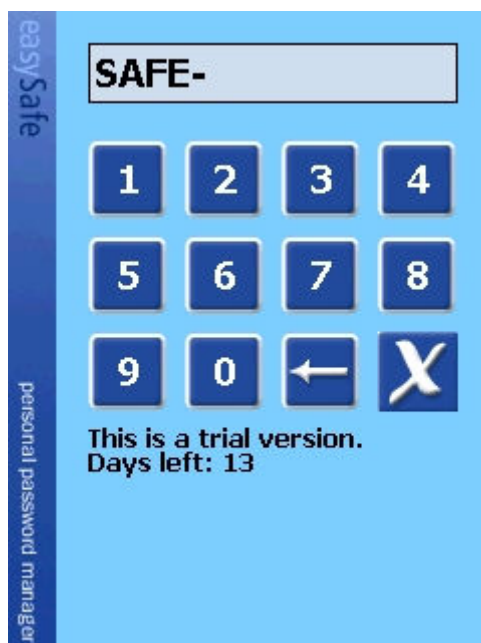


Click  to return to the main menu without saving the item.

## 6. Activation




Click  to go to the activation window where you can activate easySafe.



In the activation window you enter the 8 digit activation code (After *SAFE-* ). When you've entered the correct digits the window will close and your easySafe will be activated.



Click  to leave the screen without activating

easySafe and click  to delete a digit.

**Note:** After the trial period has run out you can only view the passwords of your items and create/delete/edit items if you activate easySafe.



## 7. View Item

Record Name  
 Yahoo!

Username  
 saferules


Password  
 5C;>3NO;C


Reminder date  
 11/18/06


To view the password associated to a specific item or to edit an item you must click the item on the list in the *Main menu*. Hereby you open a new window.

On the left is the *Item* window showing data for the individual item. Here you can view the password for the item.

Click  to return to the *Main menu*.

Click  to go to the *Item Data* window where you can edit the data stored on the item (see section 8 for more information).

## 8. Edit Item





Click  in the *Item* window to go to the *Item Data* window where you can edit any detail of the Item.

Record Name  
 Hotmail

Username  
 iluvsafe

Password  
 iLuVs@f3

Repeat Password  
 iLuVs@f3

10 Characters

Remind me to change password...  
 every 30 day(s)

In the *Item Data* window you can update the data you need. Same rules apply to changing data in an item as to creating items: the item must have a username and the text entered in the *Password* and *Repeat Password* fields must match.


Furthermore you cannot change the item name or username so that the item becomes identical to another existing item.


If you update the password the reminder date will be updated too if *Remind me to change password...* has been checked.

## 9. Automatic shutdown

easySafe will automatically shutdown if it has not been used for 10 minutes. After the 10 minutes have passed a countdown window will be shown that will countdown from 10 seconds.



After 10 seconds easySafe will shut down if you do not click 

If you click  the timer will reset and 10 more minutes will pass until a new count down window will be.

*Note:* The 10 minute count down is only active when the PDA is switched on. If the PDA goes into standby/power save mode after, for example, 2 minutes easySafe will continue the countdown from 8 minutes when the PDA is switched on again.