

PASSWORD SHIELD

User Manual



Password Shield

Password Shield Operation Manual
 ShieldApps Software Innovations.
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Welcome to ShieldApps' Password Shield

This guide is devised to lead you through the installation process and general usage of the software. **Password Shield** is designed for the local safe-keeping of login credentials, and general username and password records. All records can be generally stored, sorted into groups, or randomly generated, to increase safety.

Compatibility

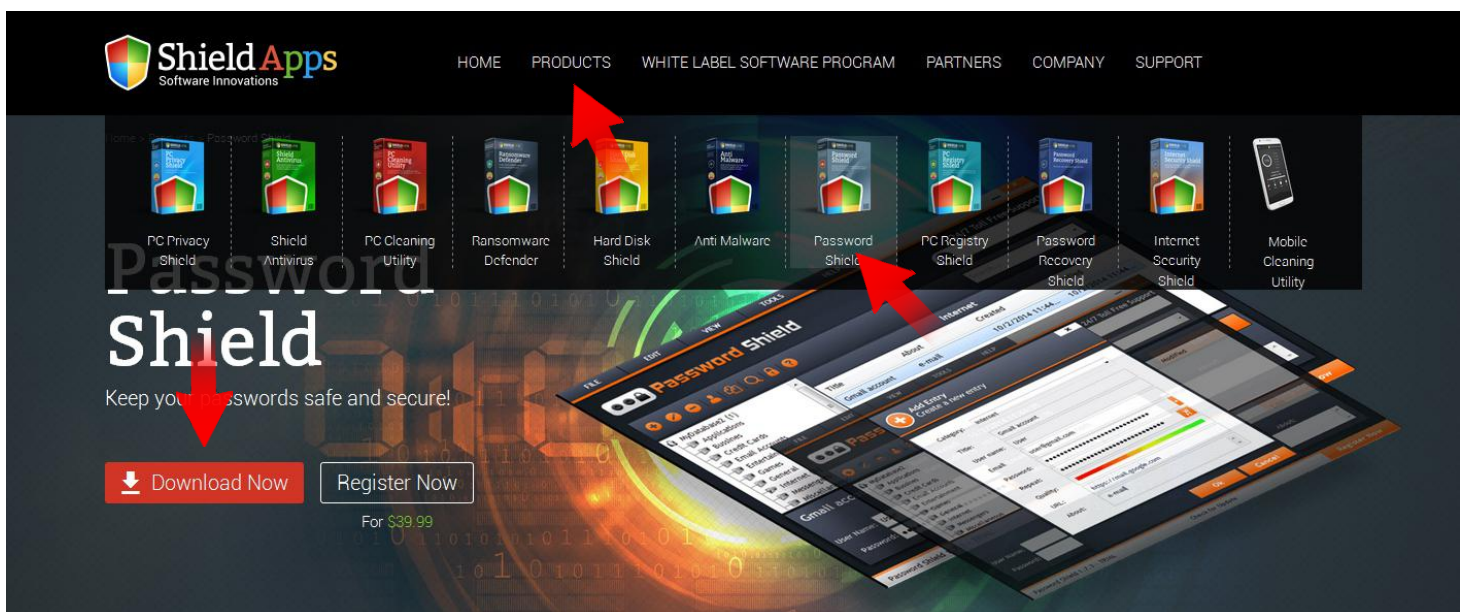
Password Shield supports Windows versions:



Installation Guide and Database Creation

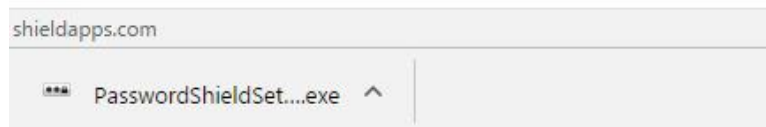
To obtain your copy of Password Shield, please follow the steps below:

- ✓ Go to ShieldApps.com
- ✓ Under the **"Products"** menu, choose Password Shield
- ✓ Click the **"Download Now"** button and save the product on your computer



Installation Guide and Database Creation

To initiate the installation process,
double-click the downloaded file icon.
Password Shield's installation process will start promptly.



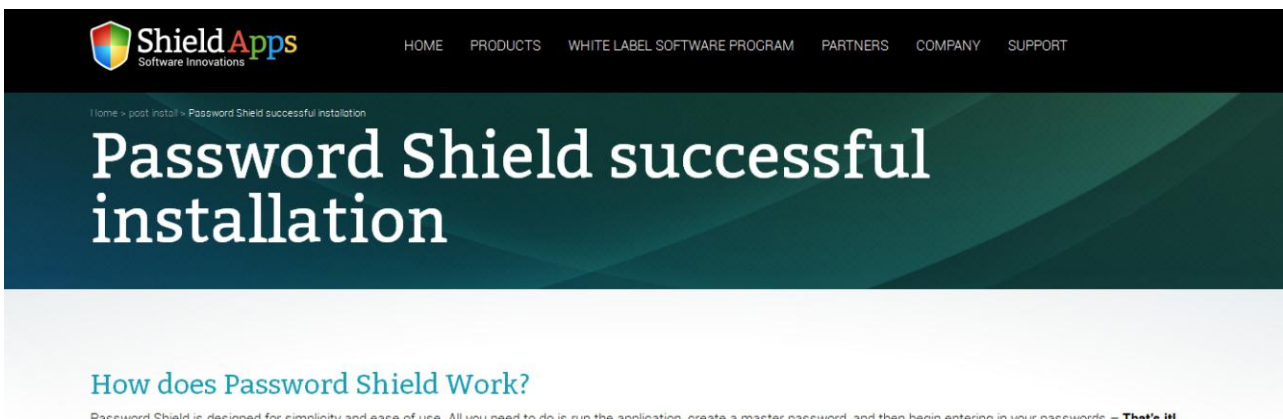
Please note: before you confirm the installation process,
we urge you to read product's terms and conditions ("**End User License Agreement**")
by clicking on the relevant link, as shown below.



Installation Guide and Database Creation



As soon as the installation process has finished, the software will launch and an installation confirmation page will open to confirm a successful installation.



1

Enter in your master password – Begin by entering your master password to gain access to the program.

2

Enter your passwords – Once you are logged in to Password Shield, you can begin entering all passwords to be securely stored.

3

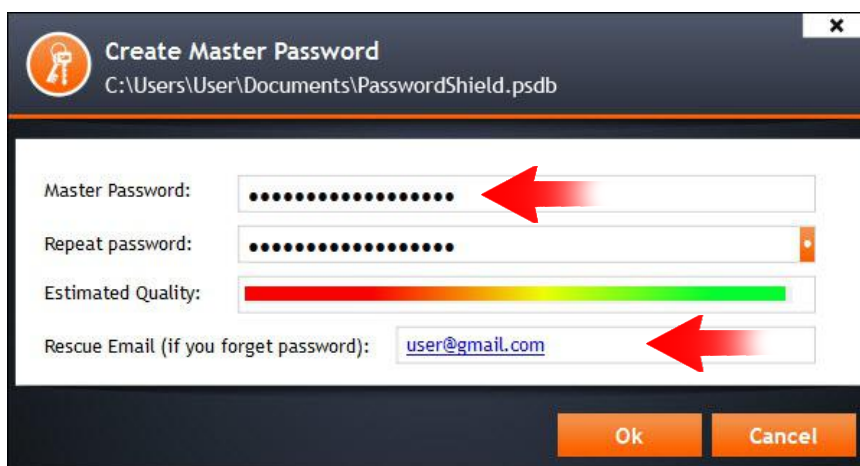
Relax! – Now that all passwords are securely stored in one place, you never have to search for them again.



Installation Guide and Database Creation



Upon the first-time launch, Password Shield will prompt you to **“Create New”** or to **“Open”** an existing password database. This database will store your saved passwords.



To create a database, follow the screen prompts:

- ✓ Enter **“Master Password”***
- ✓ Repeat your chosen password again – to make sure you have the right one typed in
- ✓ Set a **“Rescue Email”** **

*The password that will allow you access to the software, and going forward the only password you need to remember.

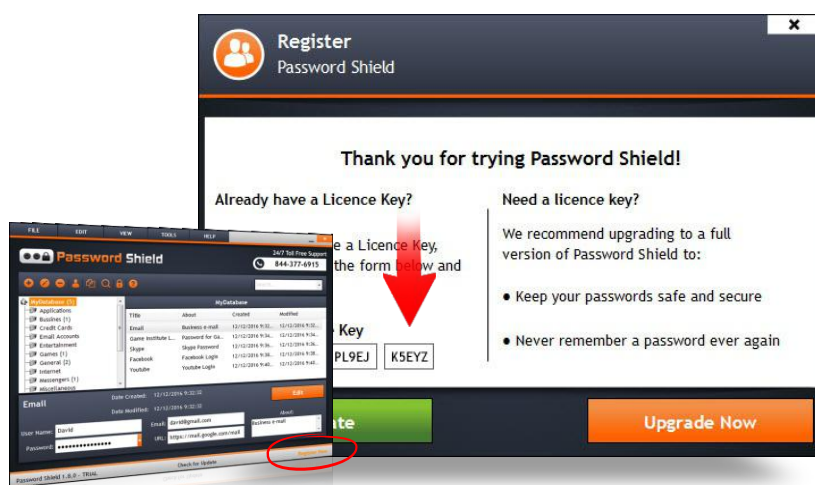
**To be used to reset your master password in case you forget it.

Registration

Registering the software and upgrading it to a premium version:

Registered users:

- ✓ Click the **“Register”** button
- ✓ Copy > Paste* the activation code into the activation box
- ✓ Click **“Activate”**



Unregistered users:

- ✓ Click the **“Register”** button
- ✓ Click **“Register Now”**
- ✓ Follow the registration prompts, fill in your details, choose your license type and payment choices
- ✓ Upon successful registration, you will be sent an activation code to your registered email address
- ✓ Copy > Paste* the activation code into the activation box
- ✓ Click **“Activate”**



The main window of the software displays the needed features and tools you will need to operate your software.



Control Buttons

The control buttons are shortcuts to the most used options in the software. All of these controls can be found in the **“File”** menu as well.

A screenshot of a software dialog box titled 'Add Entry' with the subtitle 'Create a new entry'. It features several input fields: 'Category' (a dropdown menu set to 'Bussines'), 'Title' (text field with 'e-mail'), 'User Name' (text field with 'David'), 'Email' (text field with 'david@gmail.com'), 'Password' (masked with dots), 'Repeat' (masked with dots and a key icon), 'Quality' (a horizontal color bar from red to green), 'URL' (text field with 'https://mail.google.com/mail'), and 'About' (text field with 'Business e-mail'). At the bottom are 'Ok' and 'Cancel' buttons. A red arrow points from the left towards the 'Ok' button.

The first button in the row is **“Add Entry”** – which adds another entry to the database

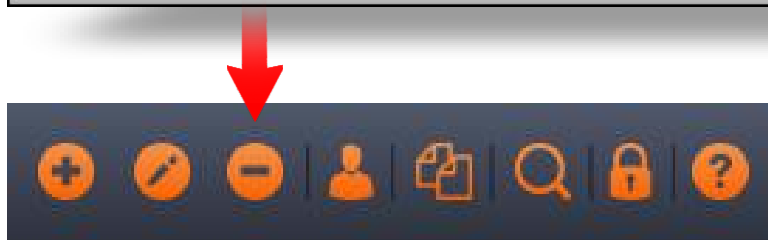
- ✓ Click the plus icon
- ✓ Fill in the information related to the new entry
- ✓ Click **“Ok”** to create a new entry

All of the information entered will be displayed on the main screen once the entry is selected.

Control Buttons

To edit an entry:

- ✓ Select the entry
- ✓ Click the edit button (pencil icon, second in the row)
- ✓ Once the information is changed, click **"Ok"**



To delete any of the entries:

- ✓ Select the entry
- ✓ Click the third button in the control field

Copy and paste options are following, and are both used with entry selection and click on the button. Last three are **"Search"**, **"Lock/Unlock Workspace"**, and **"About"** button (all explained bellow).



Control Buttons

At the top are “File”, “Edit”, “View”, “Tools” and “Help”, each of them displays a drop-down menu when engaged.



On the left side, is the list of password storage categories into which your saved logins are logged. Click on a group in order to view the passwords saved in it. Use the buttons above the list to add, edit, remove, copy groups, or to search for credentials stored inside.



The bottom of the workspace is where the entry details are. When an entry is clicked, details like username, email, password, URL of the website, date of creation and modification, and additional information about the profile will be displayed.

Date Created: _____

Date Modified: _____

User Name:

Password:

Email:

URL:

About:

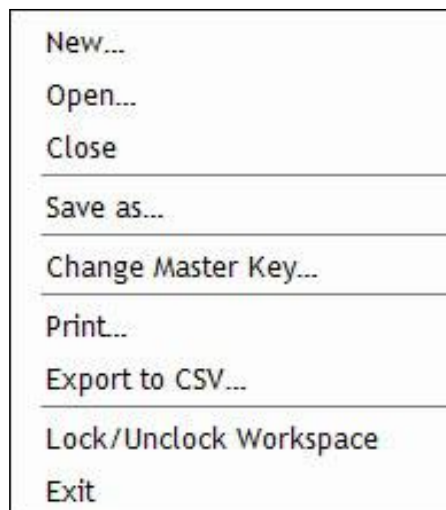
Edit



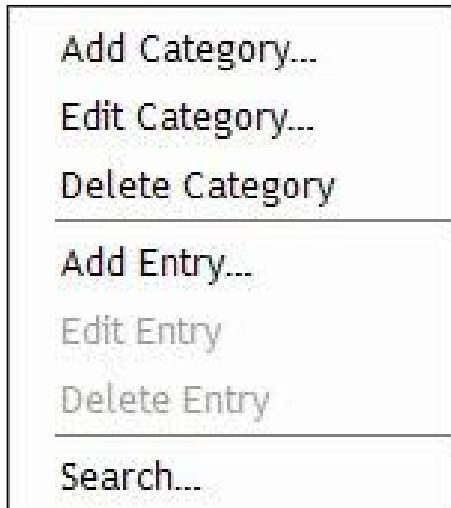
The file menu lists basic action items related to the groups, entries, and database, from this menu you can:

The File menu contains:

- ✓ New... - add entry
- ✓ Open... - open an existing entry or a database
- ✓ Close - exit the current entry
- ✓ Save As... - save an entry or a database
- ✓ Change Master Key... - changes the main software password
- ✓ Print... - export a physical copy of the database
- ✓ Export to CSV - digital exporting to a CSV format
- ✓ Lock/Unlock Workspace - turns the interface blank
- ✓ Exit - Closes the software

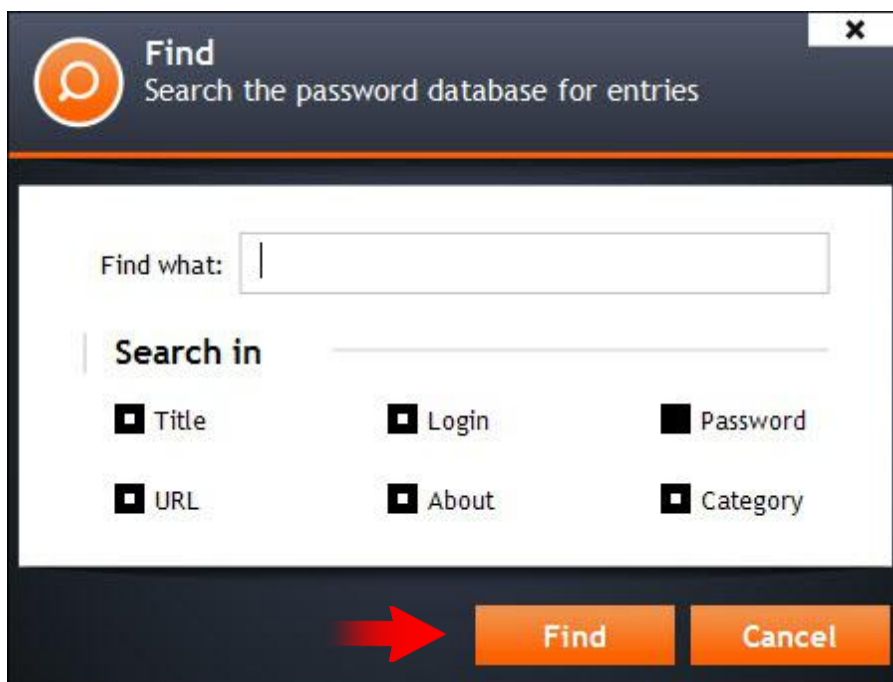


The Edit menu refers to both categories and individual entries.



Select a category/entry to:

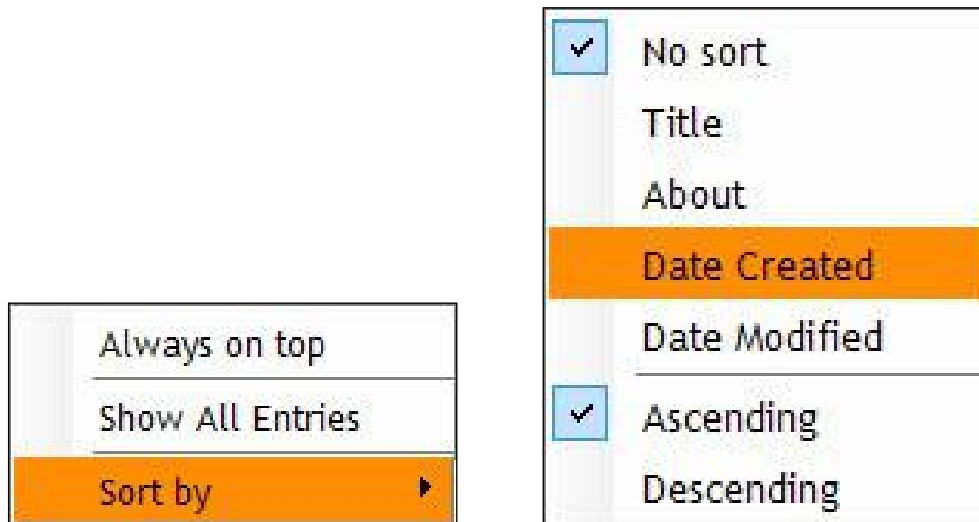
- ✓ Add
- ✓ Edit
- ✓ Delete



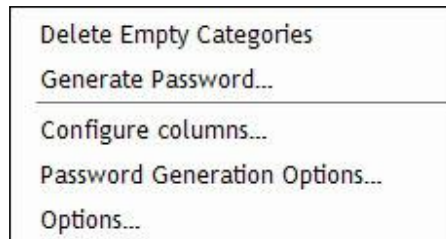
To find entries using the built-in search engine:

- ✓ Click **“Search...”** from the dropdown menu
- ✓ Filter the search using provided subcategories
- ✓ Enter a keyword or phrase to point the search to a relevant direction
- ✓ Click **“Find”**

The View menu provides access to display preferences of the software main and inner screens.



The Tools menu lists the more commonly used features of Password Shield.



Delete Empty Categories

Removes each folder that contains no passwords.

Generate Password

Helps creating unique and complex random passwords.

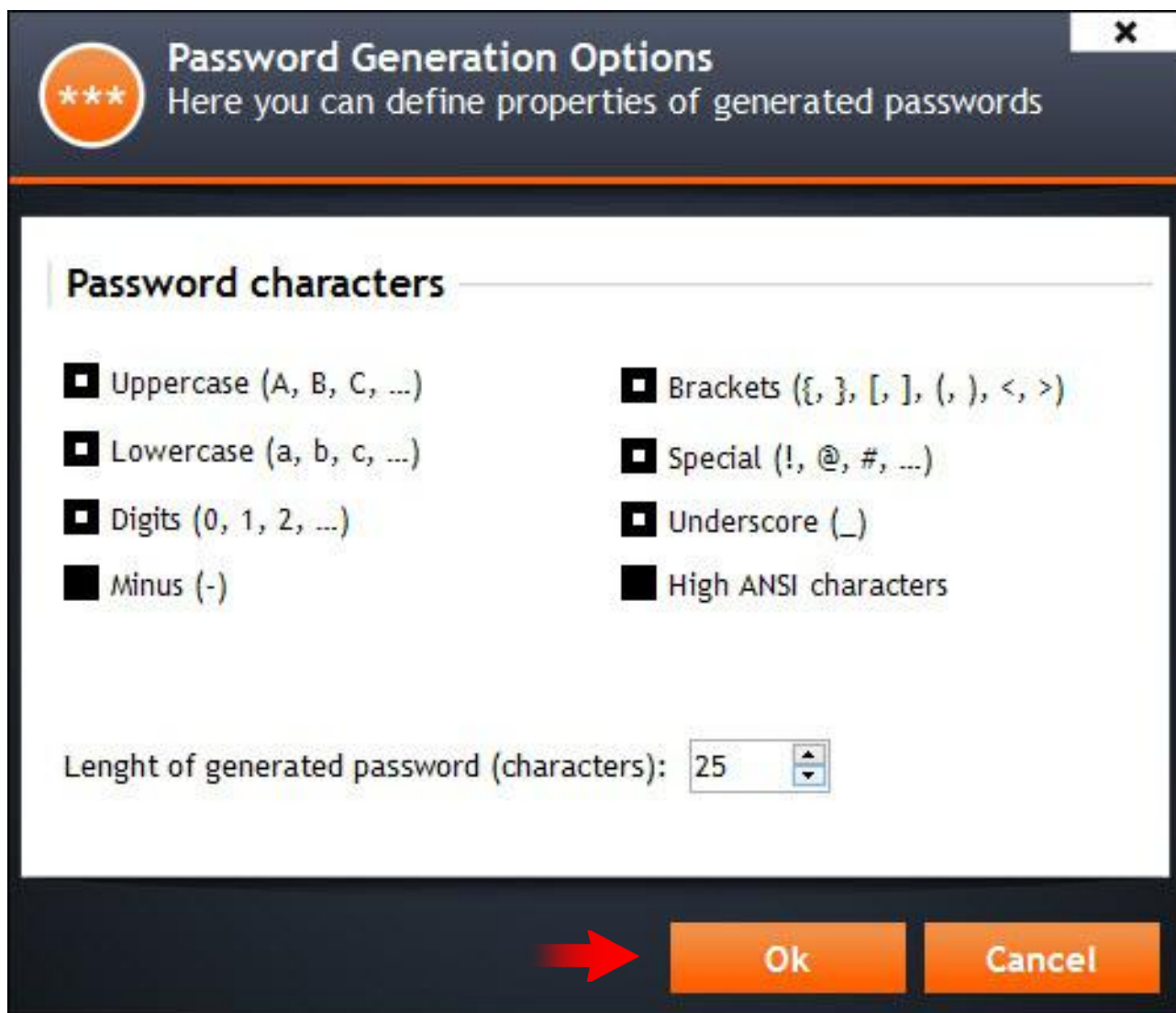


To generate a new password:

- ✓ Click **“Generate Password”** from the dropdown menu
- ✓ Click **“Generate”**
- ✓ Use the password for any account
- ✓ Save the generated password inside of Password Shield

To modify the format of the generated password:

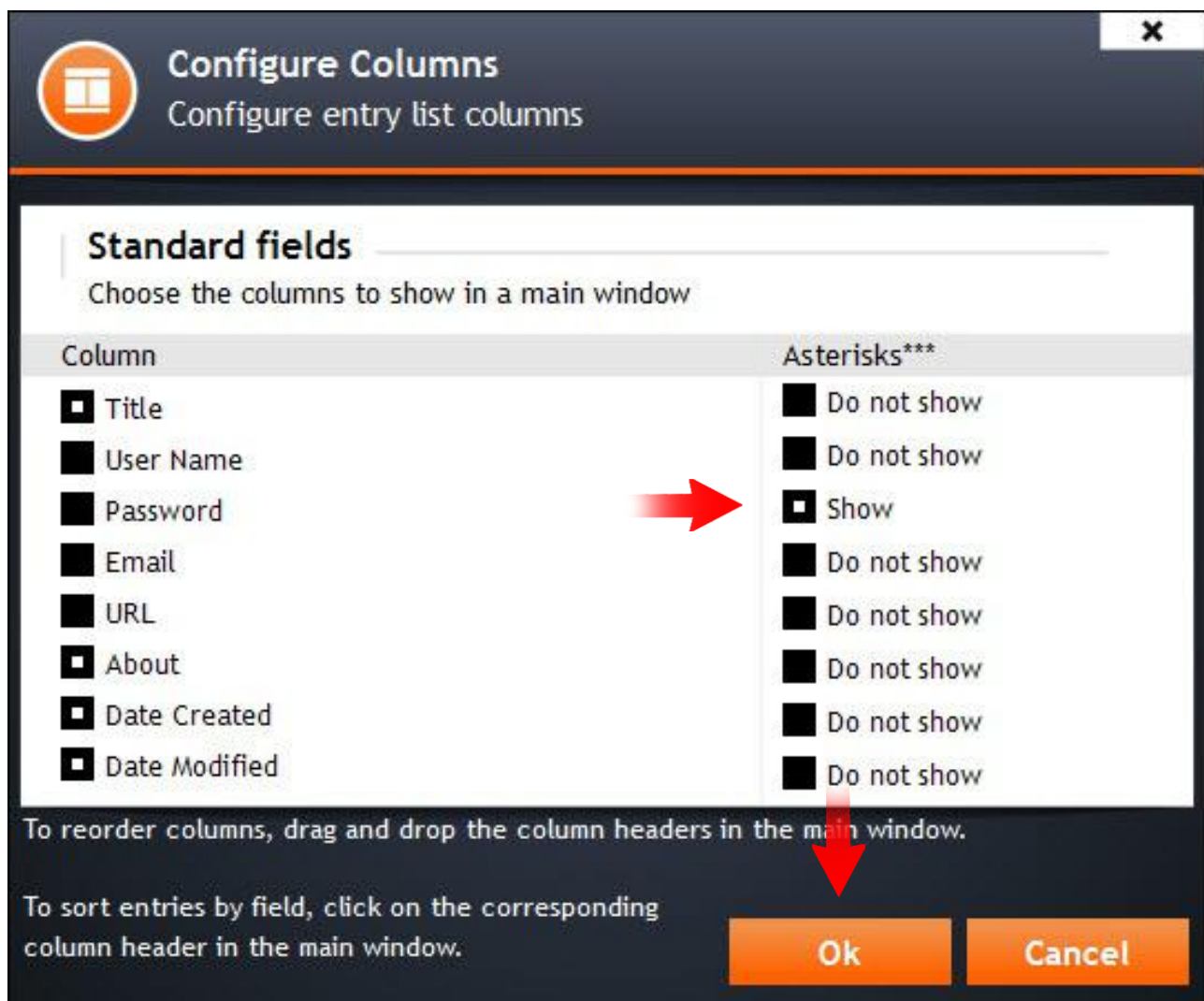
- ✓ Click **“Options...”**
- ✓ Check the type of symbols that’ll be used by the generator
- ✓ Pick the length of the password
- ✓ Click **“OK”**



Configure Columns

Helps with detailed organization of the columns.

- ✓ Pick what information will be displayed by checking the boxes
- ✓ Pick which asterisks will be shown
- ✓ Click “Ok”

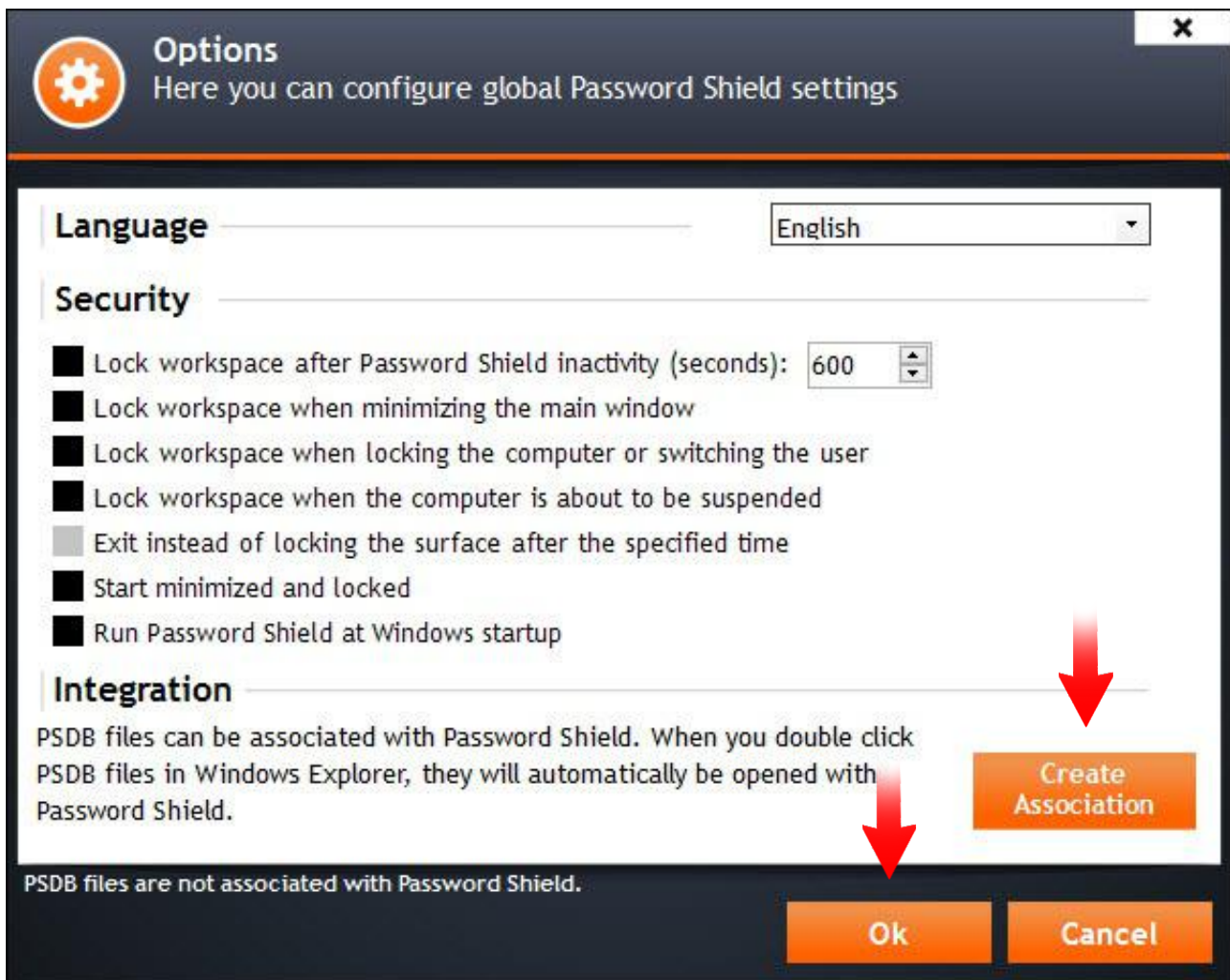


Options

Contains the more general settings such as the interface's language, security settings, and file association.

To create a correlation between the software and PSDB files:

- ✓ Click **"Create Association"**
- ✓ Verify the action by clicking **"Allow"** in the Windows popup window
- ✓ Click **"Ok"**

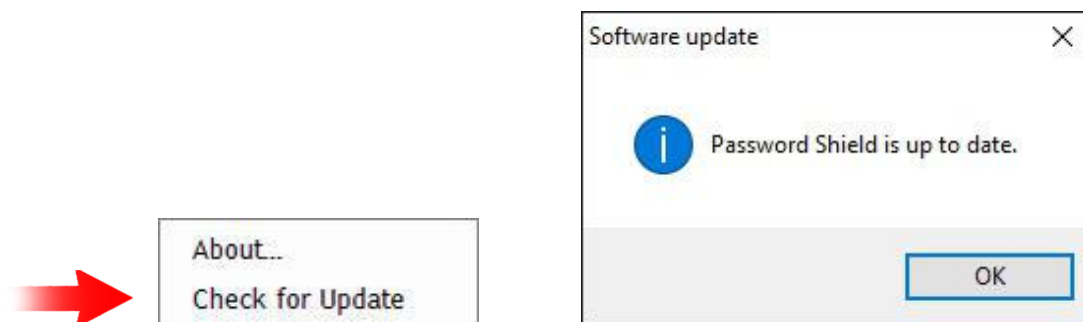


To make sure your software is up-to-date, follow these steps:

- ✓ Click the **“Help”** button on the bottom-right corner

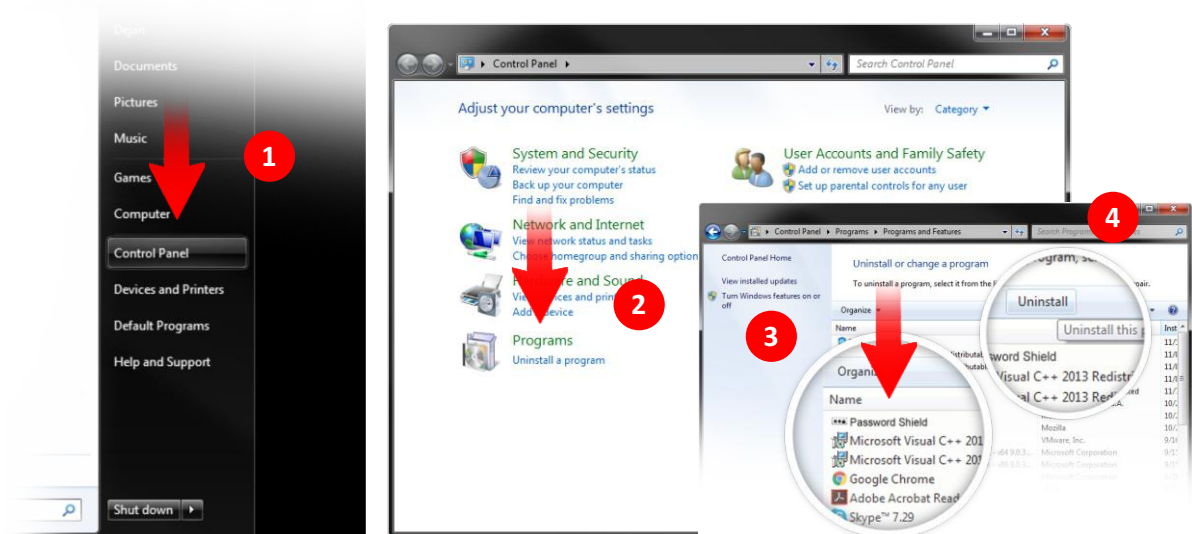


From the drop-down menu, select **“Check for Update”**. If there’s a new version, the software will download and install it automatically. If not, the software will display an up-to-date confirmation.

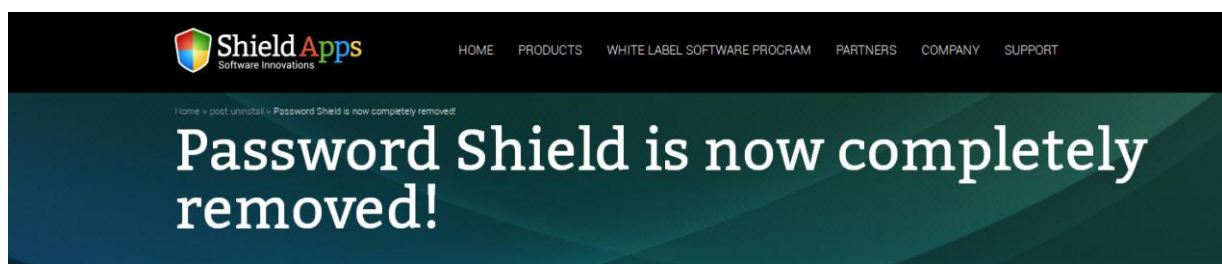


To remove the software from the PC:

- 1 Go to Windows Control Panel
- 2 Locate **“Programs” – “Uninstall a Program”**
- 3 Locate Password Shield
- 4 Click **“Uninstall”**




Once the uninstall is complete a confirmation page will open.



If there's anything our team can help you with or there is something you don't understand, you can always click the **"Help"** button. It will instantly take you to our FAQ page where you can look up anything that might be confusing you. If this doesn't help, you can contact us 24/7 through our email center on the support page, or by calling us directly using the number in the software.





HOMEPRODUCTSWHITE LABEL SOFTWARE PROGRAMPARTNERSCOMPANYSUPPORT

Home > Support

Support

Shieldapps Software Customer Support

Please browse the product support information listed below. A click on the desired support information subject will take you to a detailed explanation.

To get in touch with our customer support, please fill in the form below and a support representative will respond asap.

PC Privacy Shield

- Where Do I Download PC Privacy Shield?
- How Do I Install PC Privacy Shield?
- How Do I Upgrade PC Privacy Shield?
- How Do I Un-Install PC Privacy Shield?
- What Is PC Privacy Shield?
- Is PC Privacy Shield Free?
- Why Do I Need Privacy Protection?
- Click Here For More Frequently Asked Questions

Shield Antivirus

- Where Do I Download Shield Antivirus?
- How Do I Install Shield Antivirus?
- How Do I Upgrade Shield Antivirus?
- How Do I Un-Install Shield Antivirus?
- What Is Shield Antivirus?
- Is Shield Antivirus Free?
- Why Do I Need an Antivirus / Malware Protection?
- Click Here For More Frequently Asked Questions

Thank you
Your ShieldApps Team

