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**Tension Software**

# Password Repository 4.3

## User Guide



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# Welcome to Password Repository

## The True Native Password Manager for Mac

Password Repository is a Cocoa native application to keep secure all the passwords a user has to manage.

Passwords are saved on disk always inside encrypted documents.

In case your Macintosh or your document files are accessed by unauthorized persons, these persons will not be able in any way to read all the data inside your Password Repository documents.

These let you store your most important informations, such as credit card data, bank account access and so on in a safe way.

Password Repository is a standard macOS document based application. You can manage as many documents you like, all with different data inside and anyone protected by a single master password of your choice.

In case you need to use Password Repository as a 'utility' application just to manage a single set of passwords, you can specify in the preference to have a specific document automatically opened at startup. In that way you will avoid to open it manually every time you launch Password Repository, even if now, it is a lot more easy then before thanks to the auto-resume feature of macOS.

We made our best to keep Password Repository powerful and simply, as any true MacOS application has to be.

We are proud of the work we made with this new major release 3 and we hope you will like it.

**Password Repository for iOS documents and Password Repository for macOS documents can be created and used both on Mac and on iOS devices. Documents are totally interchangeable over the platforms. You can move documents from one platform to the other without any problems.**

# Getting Started with Password Repository

## Startup actions

At launch Password Repository opens by default an “Untitled” empty window. It can also display a file browser to select a file to open or open your preferred document at startup, depending of the preference settings.

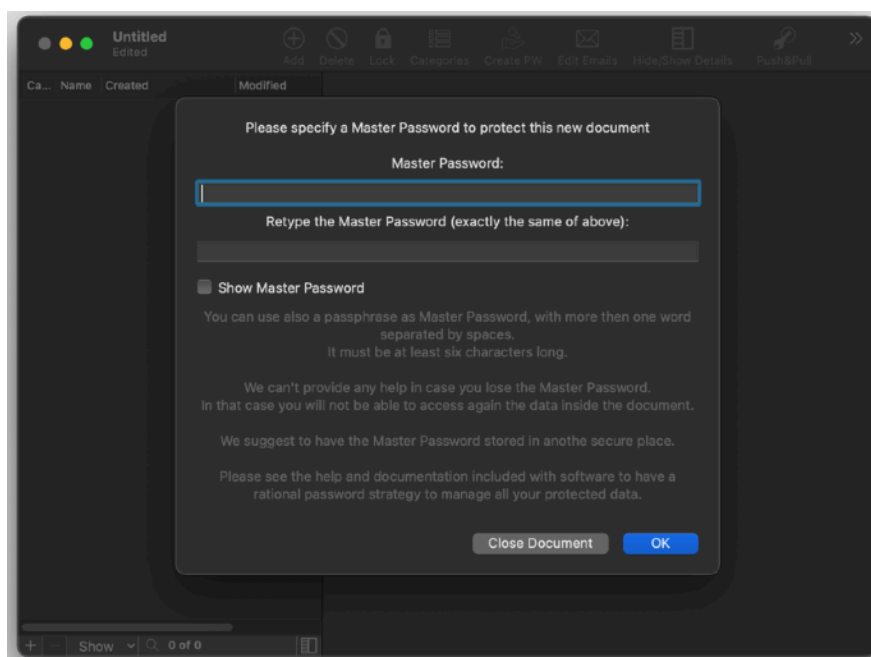
You can change the preference settings according with your needs.

## Opening a New Document

Opening a New Document will present a request to introduce a Master Password to protect the document

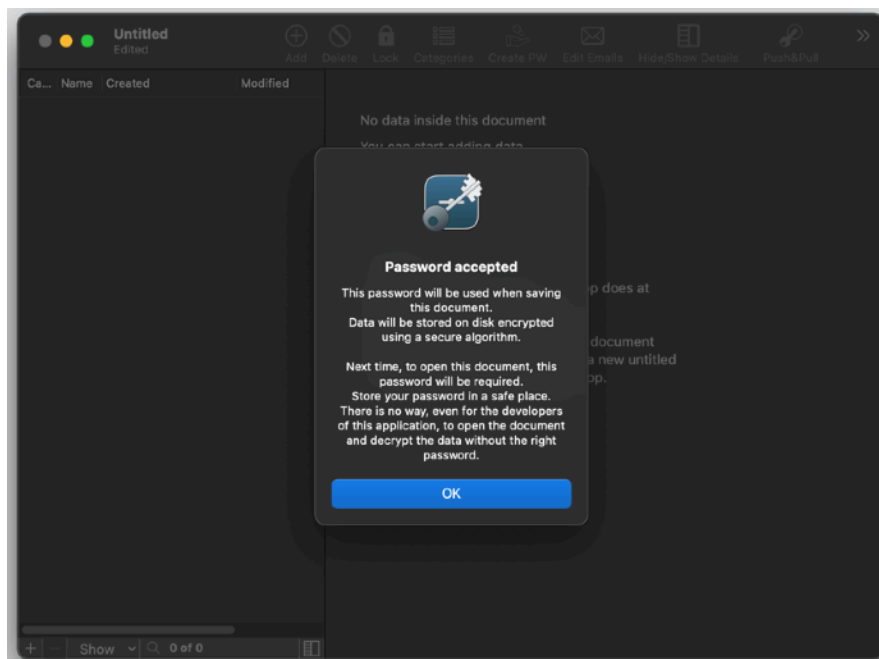
This is the password used to encrypt all the content of the document

You must use a password you can remember (or write it in a safe place)



It is very important you remember this Master Password. Without it you won't be able to access the content of this document next time you will open it.

It is required to enter the Master Password two times to avoid input errors.



## Window Organization

Password Repository uses a Master and Details view.

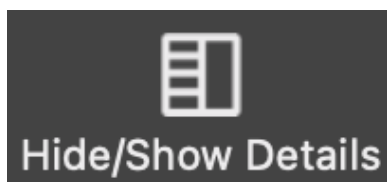
It organizes the passwords in the window using a 'master' table on the left where you have a view of all your data and a 'details' right section to see the selected element in detail.

The table is separated by the details part by a vertical split.

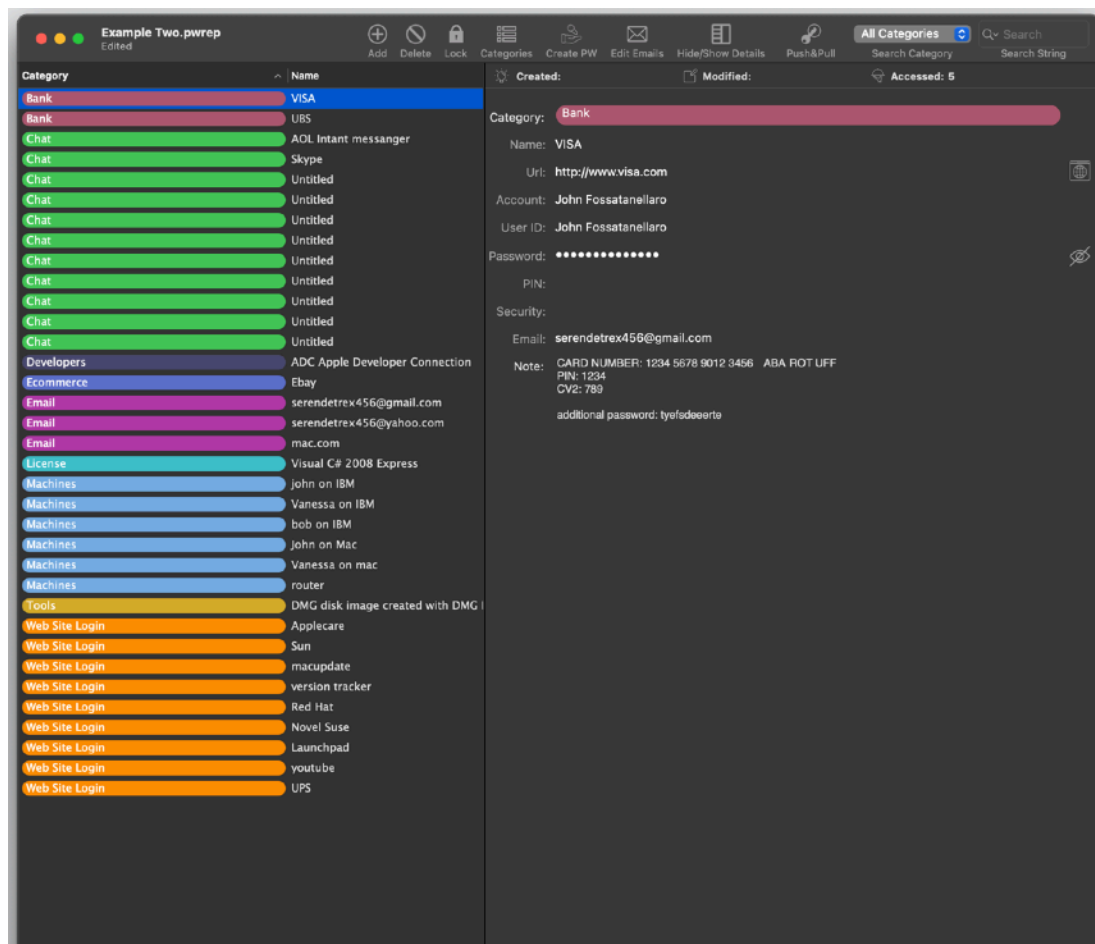
You can resize the 2 views them using the split

If you resize the detail over the minimum size it will be hided

You can use the Hide/show details icon in the toolbar or at the window bottom to show it back

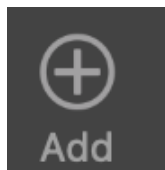


When you resize the window both parts are resized proportionally



## Adding Data

Add a row in the table data using the “Add” button inside the toolbar or from the menu.



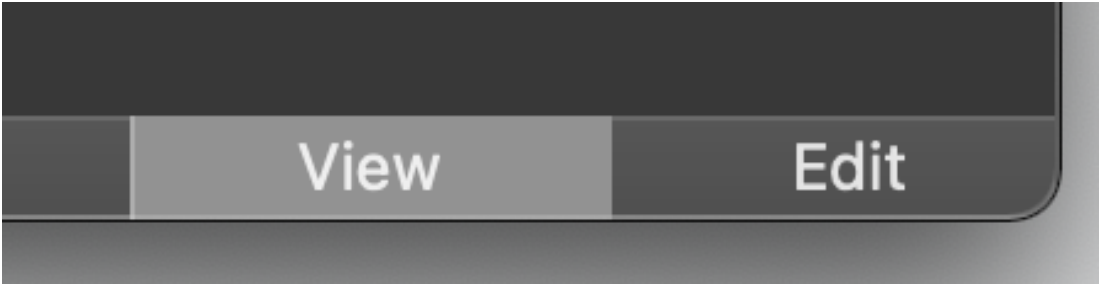
Every row in the ‘master’ left part of the window represents a record in the list of your data.  
Adding a new row switches the 'details' of the data in the bottom part of the window to the 'Edit' mode to let you insert new data.

You can always switch from the ‘Edit’ to the 'View' mode.

The view mode is useful when you are just browsing your data and want to avoid unintentional changes.

## Edit Data

You can think at the “View - Edit” button as e double status button, keep "Edit" enabled if you are adding or editing your data.  
Switch to the view mode, if you are browsing your data, to prevent unwanted changes.



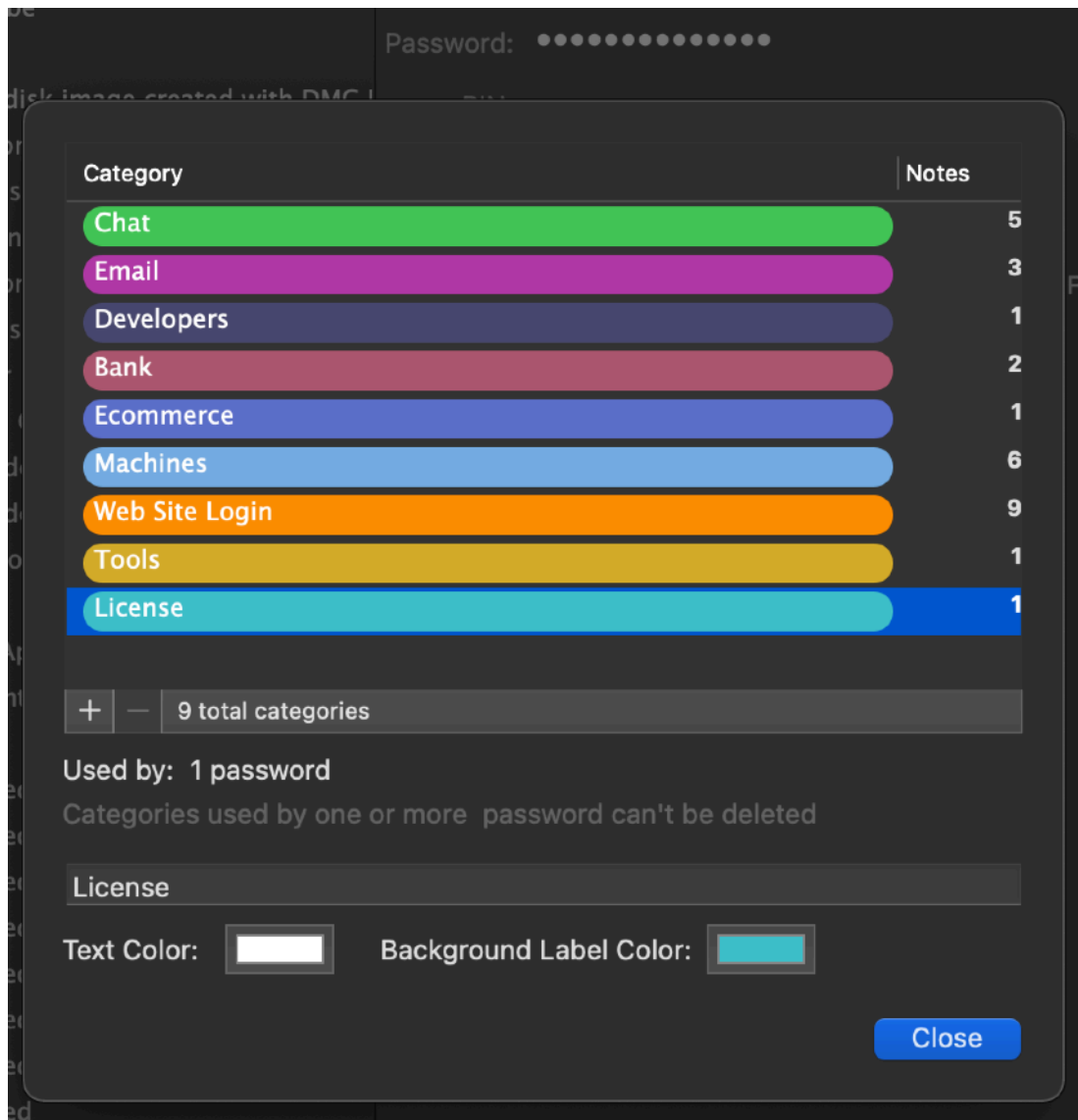
### Categories

Categories are a way to keep all your passwords organized.  
Any record is associated to a 'category' that explain the 'kind' of password it contains

Category	Name
Web Site Login	Apple
Web Site Login	Sun
Web Site Login	macu
Web Site Login	versio
Web Site Login	Red H
Web Site Login	Novel
Web Site Login	Launc
Web Site Login	youtu
Web Site Login	UPS
Tools	DMG
Machines	john
Machines	Vanes
Machines	bob
Machines	John
Machines	Vanes

First of all you need to create some categories.  
To create categories use the ‘Categories...’ command

Create some new categories assigning them meaningful names and distinctive colors



Use colors to better recognize and distinguish them.

You can at any moment create and delete categories using the 'Categories' sheet. Categories in use (with one or more notes associated) can't be deleted. To delete a category in use you must assign to all the notes using it another category

## View Data

You can order the row by any field clicking the header in the table, and with a click in the little arrow in the header you can change the sort order (ascending or descending).



Category	Name	Accessed	Account
Tools	DMG disk image creator	2	urk
Bank	UBS	2	123456789-AXG
Email	mac.com	2	activablefoo@mac.c
Machines	router	2	admin
Web Site Login	youtube	2	blueangelred
Machines	bob on IBM	1	bob
Web Site Login	Novel Suse	2	dert777
Web Site Login	Sun	2	derty45
Machines	john on IBM	1	john
Machines	John on Mac	2	john
Bank	VISA	4	John Fossatanellaro
Developers	ADC Apple Developer C	2	John Fossatanellaro
License	Visual C# 2008 Express	2	john12345@hotma
Web Site Login	macupdate	3	john334
Web Site Login	version tracker	3	john45556
Web Site Login	UPS	3	johnapple333
Ecommerce	Ebay	2	johnfoss100
Chat	Skype	2	johnitsme
Web Site Login	Red Hat	2	johnxx546
Web Site Login	Launchpad	1	pentage890@gmail

You can also search the displayed rows to the one containing a specific string. Just type the string on the search field on the upper-right corner of the window and as you type, only the matching field are displayed.

To come back to a full display of the rows, click the cross inside the search field to set a null search string.

Regarding the password field inside the table, you have the option to show its content in clear text or as secure text (dot bullet).

Use the "Show Password in Table" under the 'Tools' menu to show all them in the table.

Use this option if you have only trusted people able to watch at your screen on that moment.

## Save Data

Password Repository uses automatic saving as any good standard modern MacOS app.

For your safety, Password Repository doesn't allow you to save data in plain format.

If you saved it with Password Repository, you can be sure you saved it encrypted.

This is the reason you can always be sure your data are safe, even if your computer is stolen (except you made the stupid error of letting the one who took your computer to know your Master Password)

## Open Data

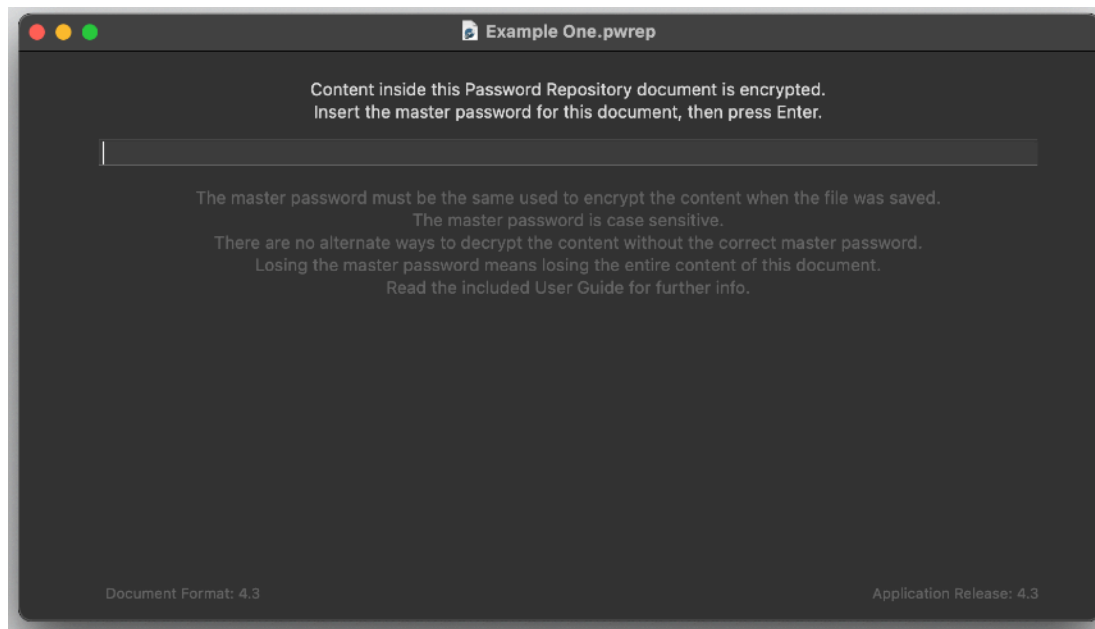


Close your document.

Now, we will try to re-open from disk the document you previously saved.

Use the “Open” command from the “File” menu.

Password Repository will read the file from disk and will display you a window with the request of the password to open it.



The data in your file were saved encrypted and for now they still are just a bunch of bit totally useless. Even an hacker with various tools won't be able to do anything with them.

To really open the document, it is necessary to decrypt them and yes, it is necessary to use the Master Password, specified for the document.

Try different password, even the same password with a letter case changed, as an example “Myhouse” instead of “myhouse”, and it won't work.

Type the right Master Password and Password Repository will open it almost instantly even if the process is quite intensive because today, even a low end Mac, is a very powerful machine from a computational point of view.

## Passwords

Just a warning, if you are not just experimenting and you are already working on your data, when you decide the Master Password, write it down or be sure to remember it.

The encryption algorithm used by Password Repository it's not a toy, it is a serious one, very strong and secure. If you will not be able to type again, exactly the right Master Password you wont be able to access your data.

Even we, the developer of Password Repository, will not be able to open your data. There is nothing to do.

There are no backdoors or other things.

**No password, no data. Period.**

You are warned, choose a right password and keep your password in a secure place.  
See the **Password Strategies** section of this user guide to learn a bit about that.

These are general rules you will find useful in your life if you deal with computer and password and you have no an idea about password strategies.  
This should be enough to start working with Password Repository .  
See the **References** part to learn more about all the functions available in Password Repository .

# Password strategies

## Don't Use the Wrong Master Password

Tension software did its best to let normal Mac users use Password Repository in the best way, simply and secure.

We mean, when we say "normal Mac users", people which don't have to be information technology expert.

Unfortunately as every security tools, also Password Repository requires, to be used, a minimum of knowledge.

It's like driving a car. If you don't have a minimum idea on how it works, don't blame the constructor if you go to crash somewhere driving like a total idiot.

For the use of Password Repository, it's important to select a right Master Password to protect your document.

If the Master Password for a document is weak, all your passwords inside the document can be compromised.

Remember that the persons trying to access your data, know perfectly the errors that dumb users make using this kind of software, so they will try all the tricks within the first few seconds of their first attempt to break inside your data, just to see if you really are a total idiot ...

A password, to be safe, must be unrelated to things other knows about you (the owner of the password), any hacker will try to guess your password using things and persons related to you, even investigating a bit about you.

(as example, if you are a mom, knowing the name of your child often reveals also the password you used ... and I suppose you already know that).

Don't use name of your relatives or name of places or things or persons or ideas everyone knows are strongly related to you, a skilled person will try these words as soon as it will get his hands on your documents.

Don't underestimate his capacity to collect information regarding you, specially if he was able to put his hands on your computer.

The best part of this is that usually the persons who chose these passwords, when someone was able to find them and break in, says: "How he did it?"

Wrong question. The correct question should be "Why I was so idiot?"

Another well know, more complex technique, is to try all the name in the dictionary, using automatic software tool, that can try thousands of words per second and letting them run for days.

The direct consequence, is to use for a password, words NOT in the dictionary, or add odd character as an example "suit#case" instead of "suitcase"

In Password Repository , you can use also pass phrase as Master Password, so you can use: "my 5 red suitcase" or better "my 5 red suit#case", instead of "suitcase".

Another common mistake: using the same password in more then one place. Don't use a password you used in one environment to protect another environment, the administrator of the first environment can read that password, why let him access the other environments?

The rule is: a different password for every place.

So use for Master Password a password never used before.

Don't use the "Show" option to show the Master Password in clear text when you type the password to protect the document unless you are secure that no one or only really trusted people are looking at your screen.

Don't always use the "Show" option to show in clear text the passwords inside a document.

Use it only if trusted people, or no one at all, are looking at your screen.

## Be Paranoiac (just a bit)

And to be a little paranoiac remember that trusted people today can be your enemy tomorrow (strong security requires a paranoiac attitude)

To remember passwords use technique used by people who impress the others remembering long list of data, use emotional images to remember a complete phrase.

You know yourself, you know how to impress your mind.

In any case don't trust your memory too much, SAVE your Master Password and don't save it on your Mac near your Password Repository document.

You can see that we avoided to say to use secure Master Password such as "slertd7js 09usdnvwof53 ndfretlu " yes, this should be a perfect Master Password but... who can remember it?

We know you need a Master Password you can remember and we know that you can forget it, specially if you don't use it for a bit.

Now, if Password Repository helps you in the work of remembering all your passwords, it can't help you to remember the Master Password to open your own document.

If you loose the Master Password to open the document containing all your passwords ... it can be a little trouble.

We can't help you in this circumstance. Really.

The suggestion is to save the Master Password on paper and to store it away from your computer.

If you change the Master Password remember to update the one written on the paper!

## Now You Know

This few informations should let you be able to choose a good Master Password and manage it properly. So a brief list:

## DON'T

- 1) Don't use names related to you that people know
- 2) Don't use true common names
- 3) Never, never, never use for Master Password a password you used elsewhere
- 4) Remember that the one that can try to access your document can use the involuntary help of someone that knows you very well.
- 5) Don't attach a post-it near your computer with your Master Password.
- 6) Don't let others know your Master Password. Be pragmatic about your Master Password. It's a very private thing, not something to share with friends, even trusted ones.
- 7) Don't think an idiot will try to access your data. When it will happen, a very smart person, not an idiot, will try to access your data.
- 7) Don't forget your Master Password. Have a way to be able to have it even if something odd occurs.
- 8) Don't ask us to help you open your document without your Master Password. We have no way to do it. No way. Seriously.

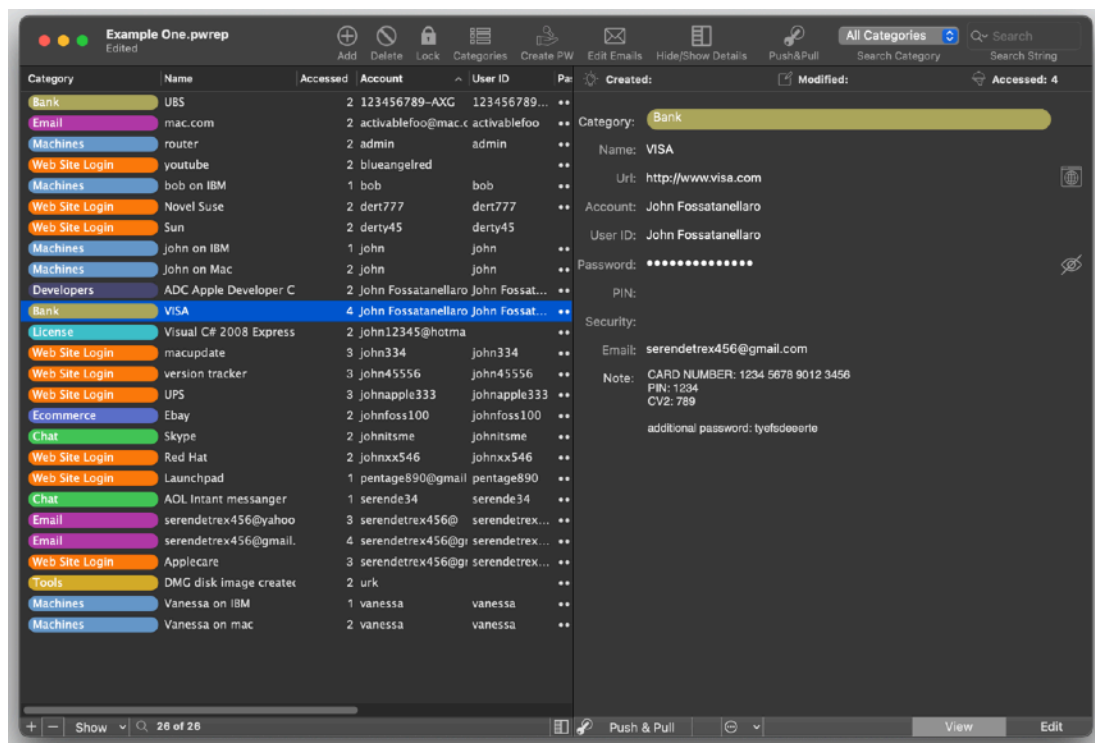
## DO

- 1) Use no sense words or use true words intermixed with numbers and symbols that only you can remember. Don't use names of facts of your life the others can know or guess.
- 2) keep your Master Password in a safe place, if possible a physical place different from where your computer is located

# Reference

## Window Organizations

The main Password Repository window has two main parts:



The left part has a table, with every row consisting of a separate record with different fields, also called the 'master' part.

These fields contain specific entries such as name to distinguish the record, url, account name or login used, password, and a field for various note. You can navigate and select the table using both the mouse or the cursor.

The right part of the window has fields to view and edit in details every field of the record selected in the upper part. If enabled you can navigate the fields also using the keyboard. This part is often referred as the 'Details' part.

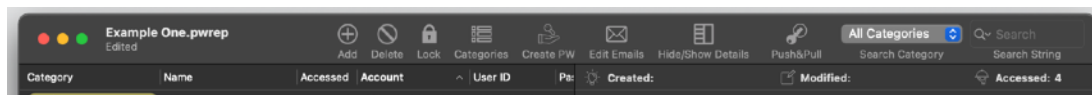
You can resize the two parts using the split zone between the two zones

When you have more than one window opened, it can be useful to manage them with the Window menu. It holds a list of all the opened windows and provides additional commands such as "Zoom", "Minimize" and "Bring All to Front".

At the very bottom of the window, the bottom bar has useful frequently accessed command buttons to copy data of the current selected record in the clipboard.

## Toolbar

In the upper part of the window, the toolbar allow fast selection of frequently used commands.



You can change the layout of the toolbar in the way you do it in any other Cocoa application, just right-click in the toolbar, or ctrl-click (with single button mouse) and select from the popup menu "Customize Toolbar..."

## Password Repository at launch

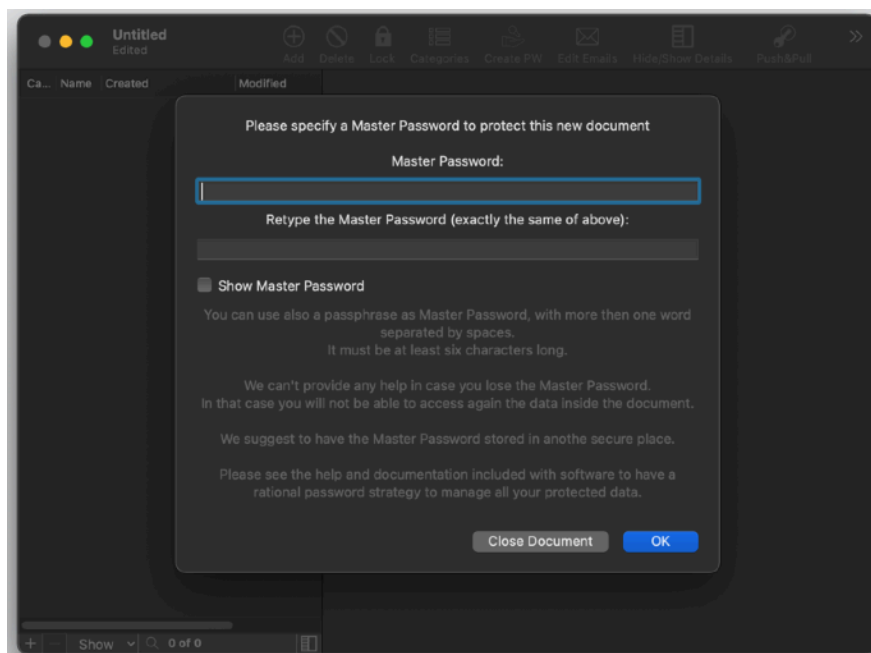
When launched, Password Repository can:

- opens the previously opened document via the standard resume behavior
- opens a new window or
- display an open dialog or
- opens your preferred document as you choose in the preference panel.

You can set the preferences according with your needs using the preference dialog.

## New Document

Opening a new document, Password Repository will ask for a Master Password to protect the document.

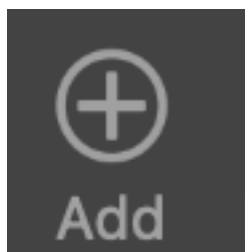


Insert a safe Master Password and be sure you can remember it. Please read the Password Strategy section about that.

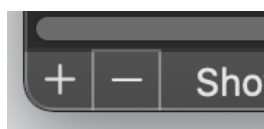
## Adding Data

When a document window is open, to add data you have many choices:

Pressing the “Add” button from the toolbar



Selecting the add button at the bottom of the table



Selecting the “Add Row” command from the “Edit” menu or using the keyboard equivalent command-key

After that a new row is added with “Untitled” in the name field and the other field empty.

Is up to you fill in with your value and assign the right category from the popup. If your data requires a new category create it and assign it via the popup.

You can add data also importing it from an external text file, see [Import](#).

## Editing Data

You can use the fields in the bottom part of the window, to edit data of the selected row in the table.

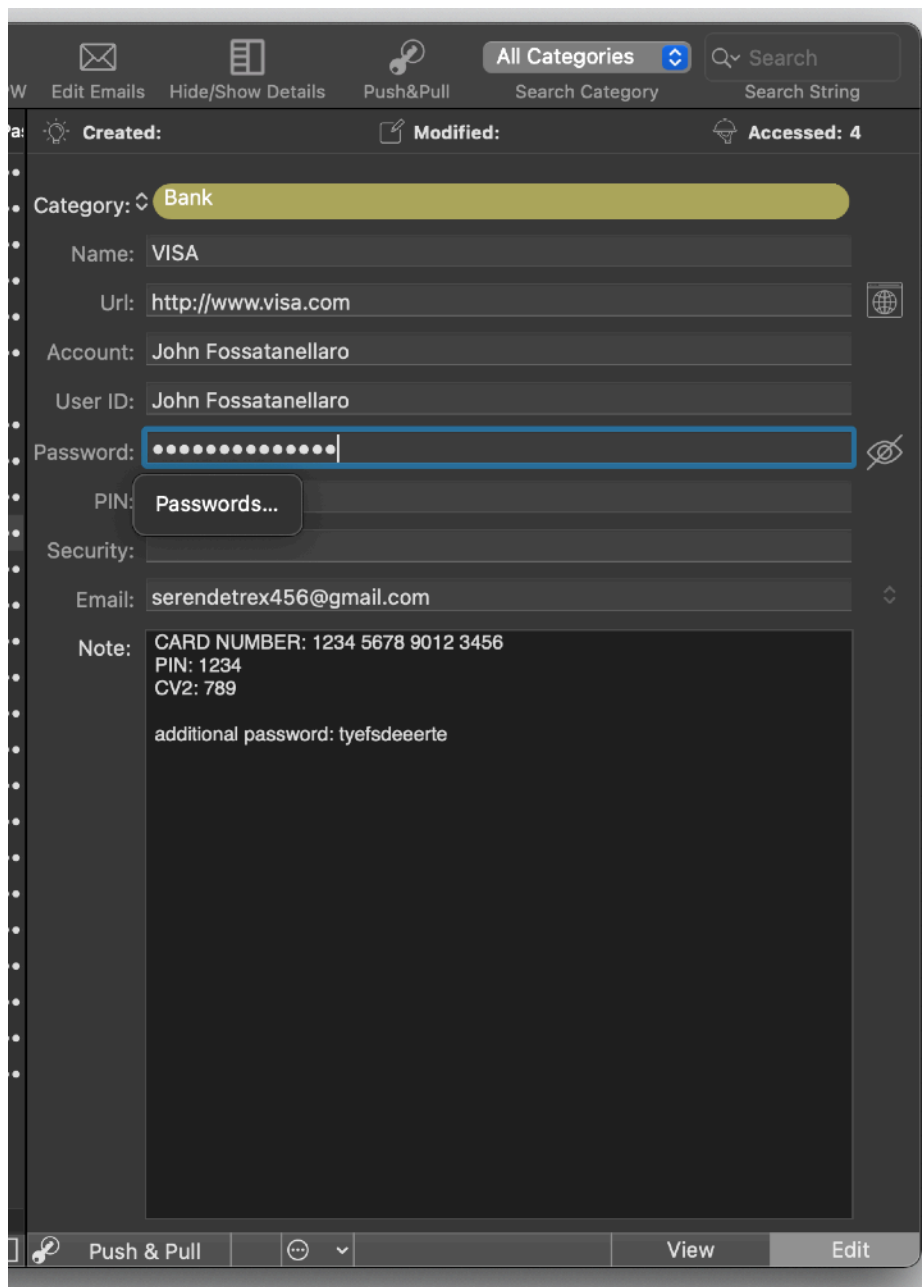


The fields in the detail area can be switched from the state( View/Edit) to allow changing and inserting data when necessary and to avoid unwanted changes of the value when you are just browsing the data.

To switch from View to Edit use the button in the toolbar or at the bottom of the details part.

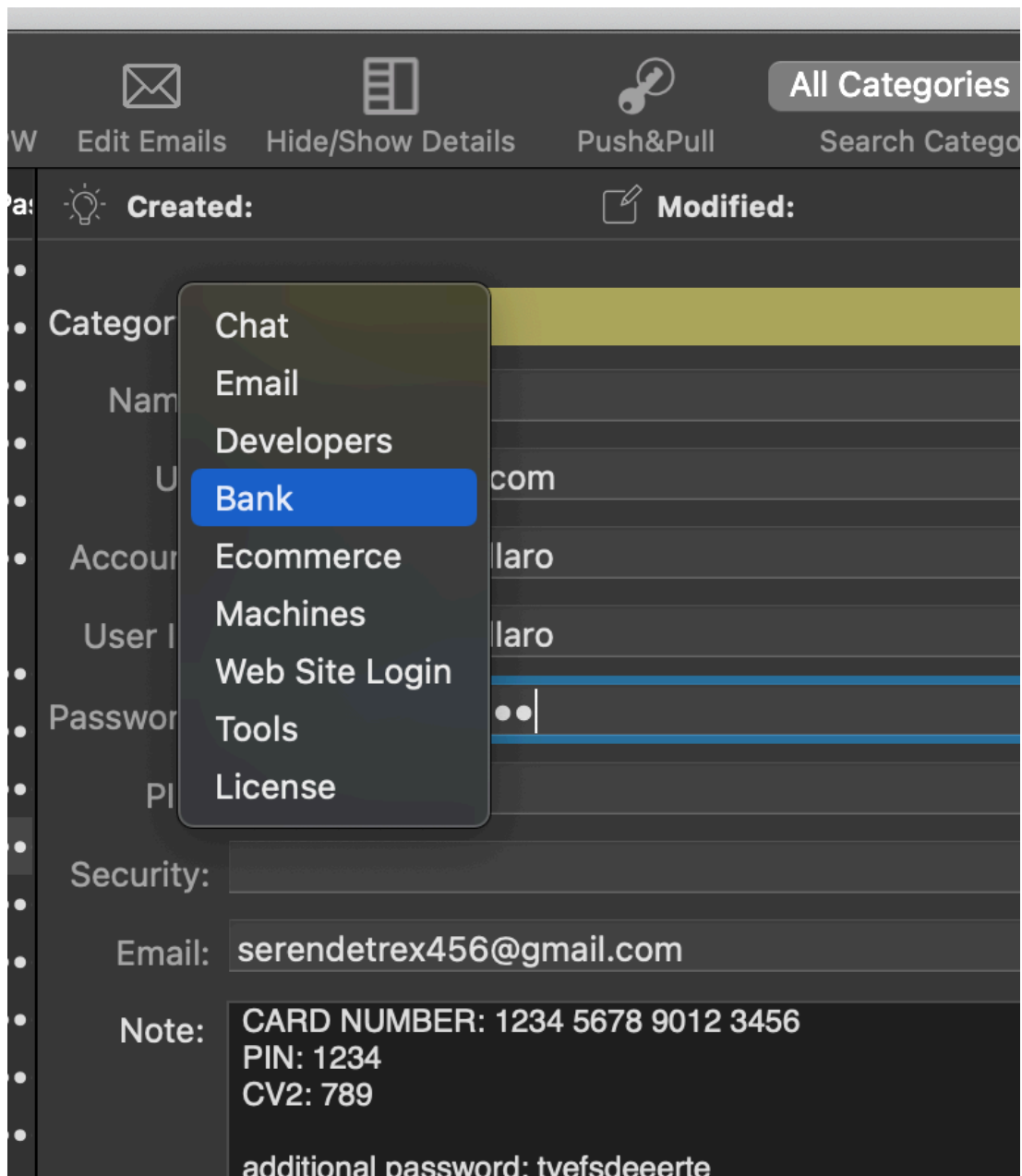
When switching from Edit to View the appearance of the fields change to help you recognize the switch.





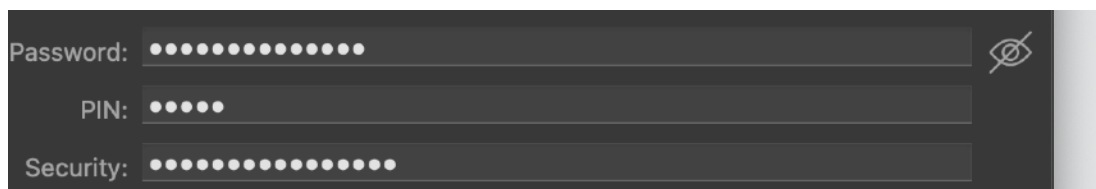
Browsing the data is the most used features after you have inserted your data and the "View" non editable state is to avoid unintentional change of your data if you just need to view them.

Using the category popup inside the edit area you can at any moment assign a different category to the current selected record.



Editing the fields allow to change any data inside

A special note is for the password field, it is a secure text field which shows a series of bullets when you type the text, to avoid that someone looking at your monitor can see your passwords.



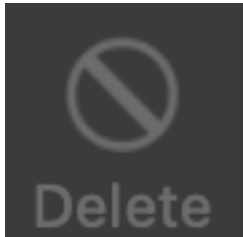
You can click the “Show” button near the password field to switch to a clear text mode for the password field.

At that point consider that other people near you can read and take note of your passwords.

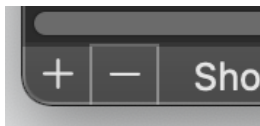
Another button allow to copy the content of the password field in the clipboard allowing to copy and paste in other applications without have to enable the editing of the field of having to show the password in clear text.

You can delete a row in many ways:

- By selecting it and choosing “Delete Row ” from the toolbar



- Selecting ‘Delete Row’ from the menu command
- Selecting the ‘Delete Row’ button from the bottom of the table list



A confirmation is always required to delete a row from your data.

After that, if you realized it was a mistake , you can undo your action and have back the record you deleted.

## Browsing and Searching Data

Password Repository allows to view data directly in the table and selecting a row in the table it will display data in details in the fields under the table.

You can change the selected row in the table, using the up and down arrow of the keyboard, when the table is selected.

The table offer another great feature, very useful when the data inside the table are large, you can sort the data simply with a click in the head of every column of the table.

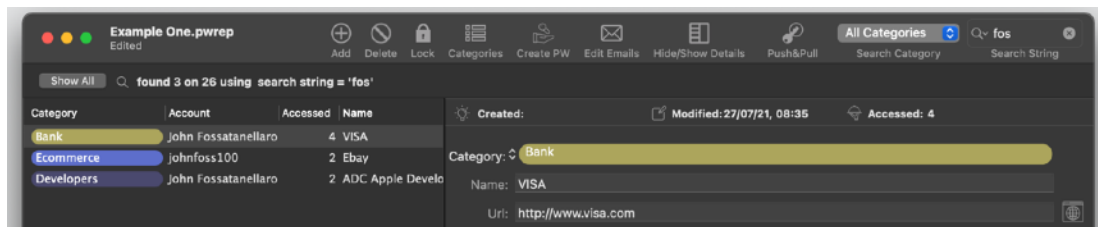
Category	Account	Accessed	Name	User ID	Pa
Web Site Login	blueangelred	2	youtube		..
License	john12345@hotma	2	Visual C# 2008 Express		.. C
Bank	John Fossatanellaro	4	VISA	John Fossat...	..
Web Site Login	john45556	3	version tracker	john45556	..
Machines	vanessa	2	Vanessa on mac	vanessa	..
Machines	vanessa	1	Vanessa on IBM	vanessa	..
Web Site Login	johnapple333	3	UPS	johnapple333	..
Bank	123456789-AXG	2	UBS	123456789...	..
Web Site Login	derty45	2	Sun	derty45	.. P
Chat	johnitsme	2	Skype	johnitsme	..
Email	serendetrex456@	3	serendetrex456@yahoo	serendetrex...	..
Email	serendetrex456@gu	4	serendetrex456@gmail	serendetrex	..

To reverse the sort order just click the small arrow inside the selected column to invert it and reverse the sort order.

You can also move and adjust the width of the columns in the table using the mouse. Experiment with the mouse inside the table, it is totally interactive.

Two great tools available inside Password Repository are the search field and the categories popup in the toolbar.

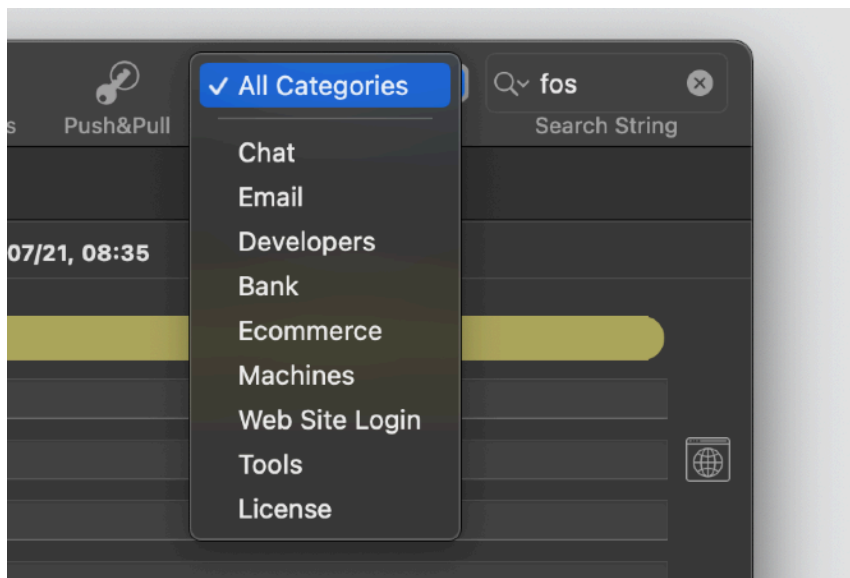
In the search field just type a string and automatically as-you-type the table shows only rows with the inserted string in any field, if a row has not at least a field with the string typed in the search field, the row will not be shown.



Think at it as the command “Show only the rows that contains ...”

Using the categories popup is even more easy. Just select a category and only the records with the same category will be displayed.

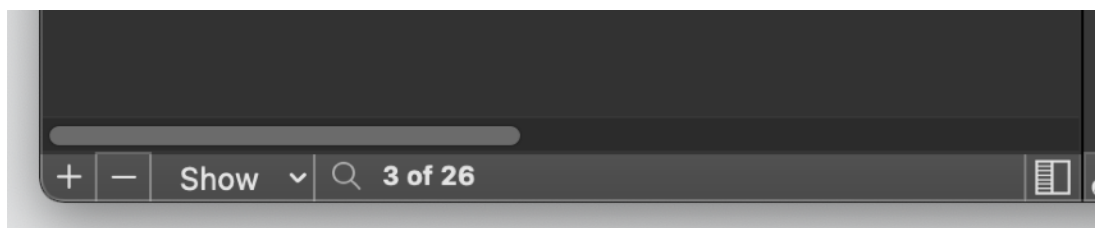
You can combine both the search using the search field and the categories popup, only the records matching both two request will be shown.



When the table is showing only some of the rows in the document, you can perform on these rows all the usual action.

At the top of the window an optional area will appear and show how many records match the search:

Same indication is showed also at the bottom of the table.



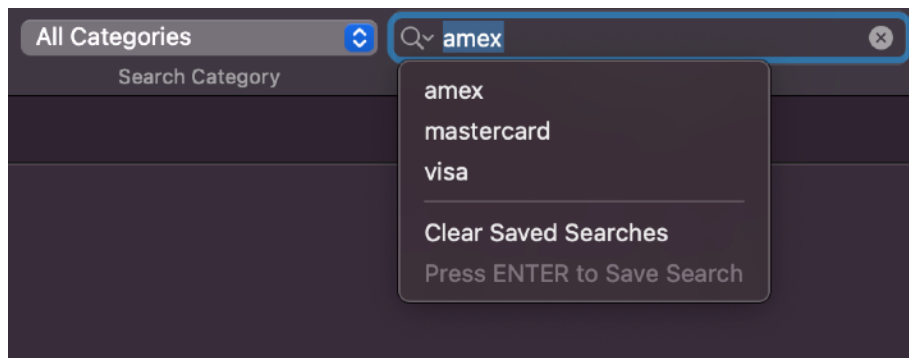
To switch back to the “Show All Rows” condition, just click the cross in the search field or make empty the content inside the search field or ‘Select all’ from the category menu or click the ‘Show All’ button.

Search command and show category works as you type and click, after typing or clicking a popup, you don't need to issue a search command, the table show the matching rows as you type in the search field.

At any moment you can press Option-Command-F to activate and start type in the field in the toolbar.

You can save the search you made within the popup in the search field  
To save it after you inserted a search text, press return inside the search field.

At any time you can recall a search selecting it from the popup.  
You can also clear all the saved search in the popup from the menu



All the saved search fields are retained over application relaunches.

## Use Your Data

When you browse and find the data you need, you want also to use them Password Repository provides some help to make it in a better a fast way.

In the detail area you can copy in your clipboard anything with a simple click on the label of a field

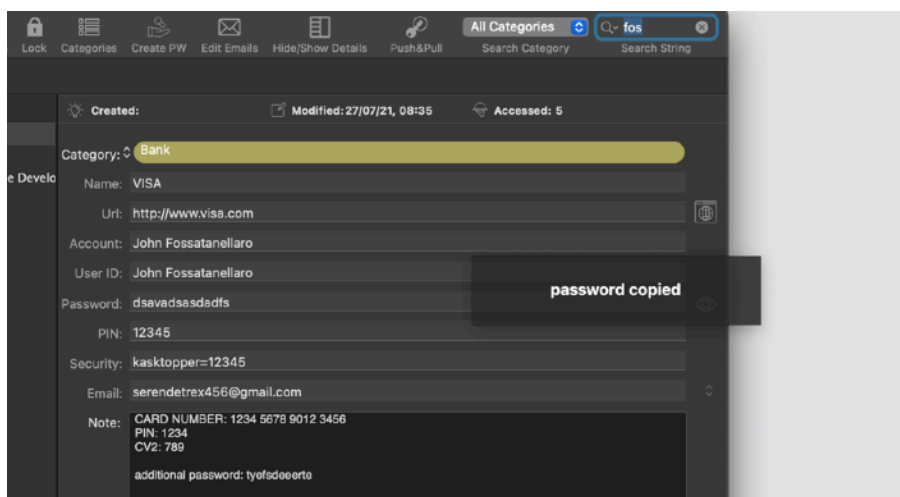
Category: ▾	Web Site Login
Name:	macupdate
Url:	www.macupdate.com
Account:	john334
User ID:	john334
Password:	●●●●●●●●
PIN:	
Security:	
Email:	serendetrex456@gmail.com
Note:	

When you click on the label or icon of a field, note that the label changes to 'Copy' to show you that you are coping the content of the field to your clipboard

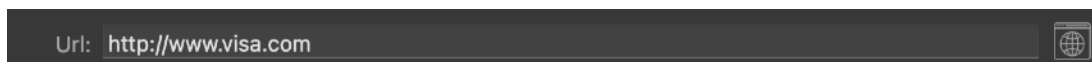
Copy	dsavadsasdads
------	---------------

To copy to your clipboard data, you can also use the pulldown menu at the bottom of the detail area

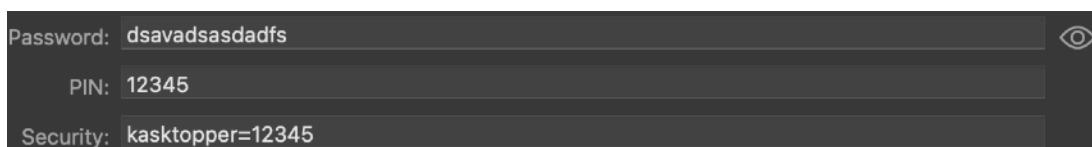
When you copy a value pressing the label on the left of the field, you can also receive a visual feedback via a popup hud that persist on the screen a short time. You can personalize that in the preferences



You can also open with your default browser the Url inside the url field, clicking in the 'Open Url' icon at the right of the Url field.



To show your password, PIN and security text, in plain text (and not in dot) press the 'Show Password Icon' at the right of the password field.



A special case is when you have to perform a task that is very common with your data:

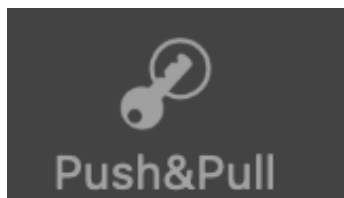
- Select the record you need
- then select a 'User ID'
- then Open a web page
- then paste the 'User ID' in a field
- then copy a 'Password'
- then paste the 'Password' in a field

We provide a fast method without using plugin and method using additional tools  
We call it Push&Pull

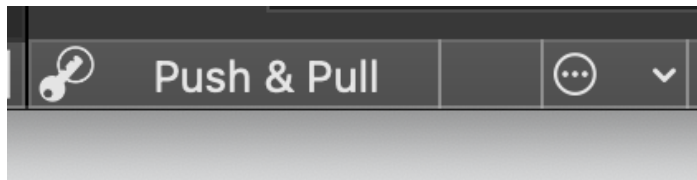
## Push and Pull

Push&Pull let you perform the most common task regarding password use on internet: entering your 'User ID' and 'Password' in a web site in a fast and elegant way.

To launch it, simply select in Password Repository the record you need, then press Push&Pull from the toolbar



or in the Push&Pull button from the detail area



Push & Pull will operate on the selected record opening the Url and pushing your 'User ID' in the clipboard  
So you can insert your 'User ID' in your default browser that automatically will open your page.

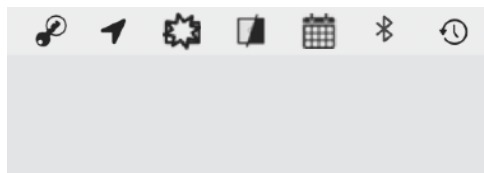
Now you need to insert your password.

Do you need now to go back to Password Repository to copy your 'Password'?  
The answer is: NO

Look with your browser active and frontmost, at the menu bar on the right:  
a new icon was just added.

It's the Push&Pull icon, and you can access it also from your browser.

It's the one on the left of the status group (the last added to the one you have in your status part of the right of the menu bar).



It's the one depicting a key entering in a circle



Still in your browser, you click it, and the password is copied in your clipboard.  
You paste it.

Notice that the Push&Pull key disappeared after that from the menu bar.

We think this new Push&Pull method is simple and absolutely secure, without plugins or any other additional tool to use inside your browser.

You 'Push' and the app copies the 'User ID' and opens the web page at the 'Url'.  
Then you 'Pull' and it copies the 'Password' from the status bar.



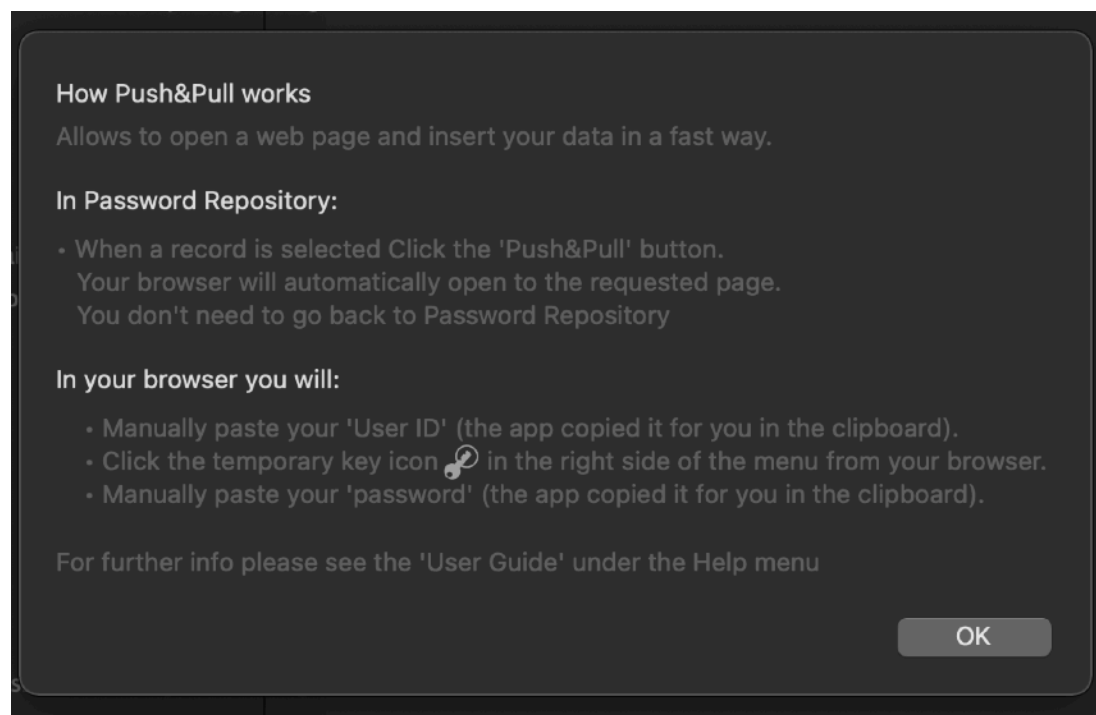
or ... you can see in another philosophical and conceptual way:

The app copies the 'User ID' and opens the web page at 'Url' and it pushes the 'Password' inside the icon in the status bar, when you click the Push&Pull icon, you pull the 'Password' out of the icon in the menu bar to your clipboard

It works.

Simply, secure and elegant.

If you press the information mark button at the bottom of the detail area you can have a panel remembering you how Push&Pull works.

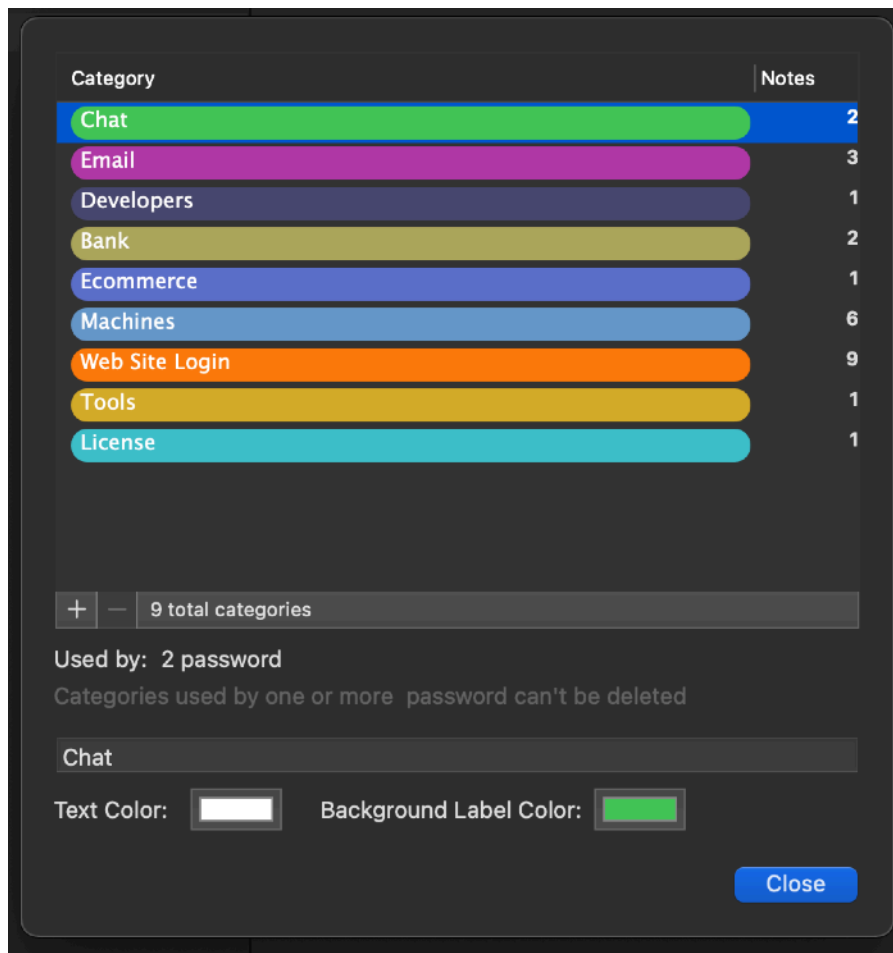


## Categories

Categories are a useful way to keep all your password organized. Any record has a 'category' name that explain the 'kind' of password you are storing. Categories, using different colors, give to your data a fast way to understand at what you are looking with a single glance. First of all you need to create some categories.

Access the Category Editor form the 'Edit' menu or from the toolbar and add and rename some categories as you need. You can assign to each category a different label and text color. This let you use the different categories to immediately recognize the type of password looking at your main window.

At any time you can change the name and colors used by a category. Changing a category, changes all the records using it.

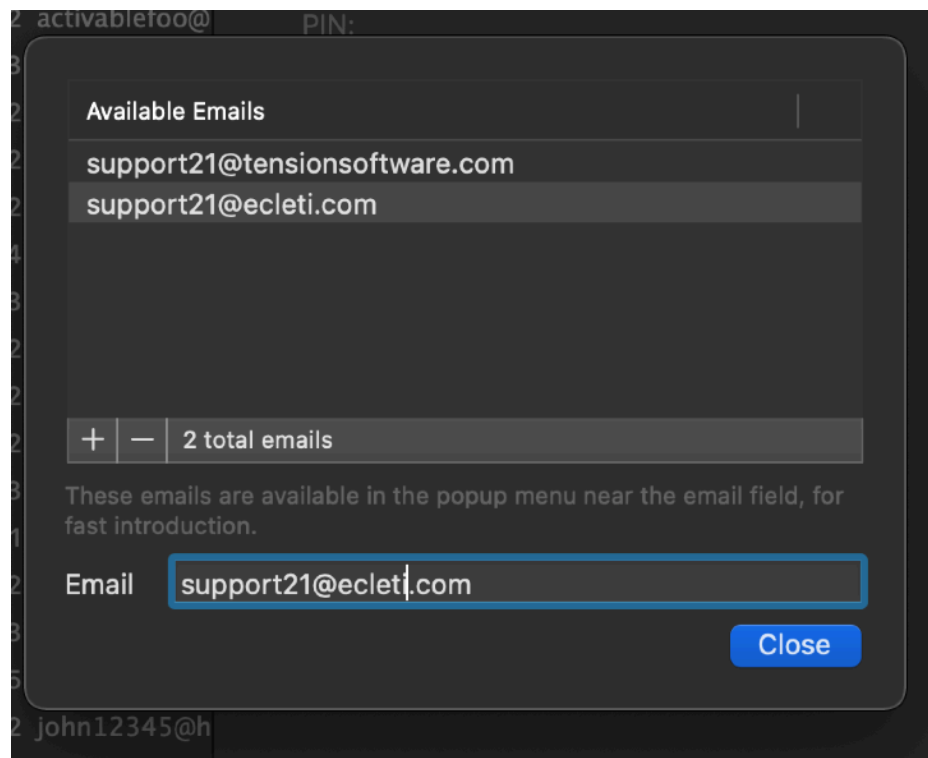


As example changing the background color of a category changes the color of the label of all the records using the category, while you change it in the wheel color. In that way you can see live the result.

In the category panel, any category has on the right the number of records using it. It is not possible to delete a category if a record is using it. To delete a category used by some records, go back to the main view and assign to the records using the category another one.

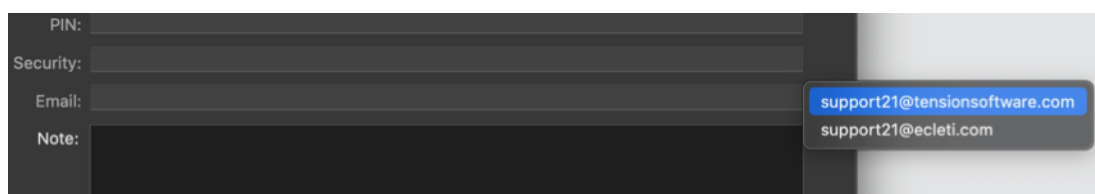
## Emails

The Emails panel allows you to enter a list of emails you own.



In that way when you are asked in various place on the net, to give your email to register, you can insert in Password Repository the email used from a popup ready to use containing all the emails you have in the list.


This popup is available only when in edit mode and is enabled only when the email field is empty, to avoid overwrite an email you already inserted.  
In case you need to change the inserted email you have to delete the previously inserted one.



To have the emails popup appear the field must be empty

## Open Generic Url

If you insert in the Url field the url of a WEB site, when you click the 'Open' button near the field, it will be opened in your preferred browser. You can use drag&drop from the internet client to the 'Drag&Drop' area between the Url field and the 'Open' button to drop a Web Url in Password Repository



A dark-themed login window with three input fields. The first field is labeled 'Name:' and contains the text 'John on Mac'. The second field is labeled 'Url:' and contains the text 'www.apple.com'. The third field is labeled 'Account:' and contains the text 'john'. To the right of the 'Url:' field is a small globe icon.

If you insert in the Url field the url of a FTP site, when you click the 'Open' button near the field, it will be opened in your preferred ftp client AND, if you inserted also a user id and the right password, they will be used by the client to login in the ftp site, no typing required.

If you insert a file url, of a file on your hard disk, in the Url field, clicking the 'Open' button will show the file in the desktop.

It is not possible to launch it anymore due to sandbox restriction.

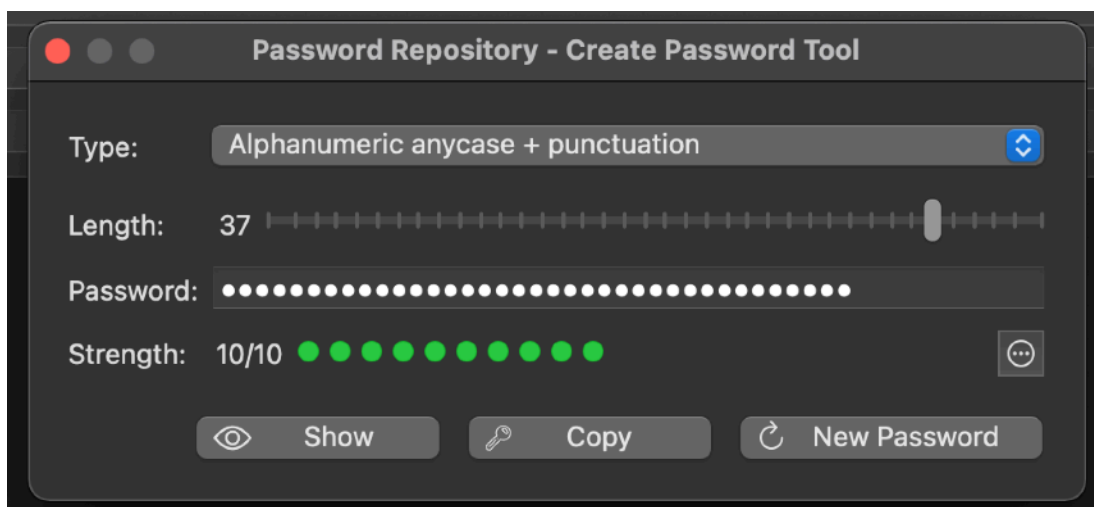
You can use drag&drop from the finder to the 'Drag&Drop' area between the Url field and the 'Open' button

## Create a New Password

Inside the app, is provided an utility to create good quality passwords.

You can invoke it from the 'Tools' menu using the 'Create Password' command

Then select the type and the length of the password



A dark-themed window titled 'Password Repository - Create Password Tool'. It contains the following elements:
 

- Type:** A dropdown menu showing 'Alphanumeric anycase + punctuation' with a blue expand/collapse icon.
- Length:** A slider control with the value '37' displayed on the left.
- Password:** A text field filled with 37 white dots.
- Strength:** A label '10/10' followed by ten green circular indicators.
- Buttons:** At the bottom, there are three buttons: 'Show' (with an eye icon), 'Copy' (with a key icon), and 'New Password' (with a refresh icon).

To copy the created password in the clipboard click the 'Copy' button.

## Table Customization

On Password Repository you can customize the main table.

The popup menu at the bottom of the window allows to select which column to display.



You can also save a specified column set using the command 'Set Current as Custom' in the popup menu.

To recall it simply reselect the 'Custom' command from the bottom popup menu.

## Save Data

To save a document select the 'Save' command from the 'File' menu:

The document will be saved encrypted using the master password you inserted. Note that every successive save operation will be performed without the need to insert the Master Password again, Password Repository will remember the Master Password you inserted and will use it for the document, but it will NEVER save inside the document.

Every document is associated with one Master Password, if you have more than one document opened and you inserted a Master Password for one of them, this Master Password will not be used by other documents and you have to specify it for every new document you want to save.

Is up to you to choose to use the same Master Password for every document or a different one for each document.

Password Repository will ask it for every document just one time only.

After that, any document will remember its Master Password for the current session.

You will need to use the Master Password again in a document, only if you want to change the master password (for security purpose) or if you closed it and you want to re-open it.

Password Repository remembers also the position, the size of your window and the single width of every column of the table. This let you, opening a document, to work with the correct size and columns width from the start.

## Open Data

To open a Password Repository document:

select "Open" from the "File" menu.

A standard MacOS dialog will let you select the file to open.

After that the document will need to be decrypted using the Master Password used for it.

Without the right Master Password, the document can't be opened because data inside are encrypted, not just because the document has a lock.

There is not the possibility to understand and present the data inside the document in a readable form even using others software or specialized tools.

The Master Password is not stored inside the document, NEVER.

If you provide the wrong Master Password, the program understand it is wrong just because the decryption session signals an error.

Password Repository doesn't know the right Master Password until you insert it.

The document can't be read using tricks. If there is not the Master Password, there is no way to decrypt the data inside the document, even for us, the creator of the software. Remember it. No Password No data.

There are NO backdoors in the software, we have no interest to place them, and we acts honestly with our customers, so with Password Repository our customers get a tool that is based on the power of mathematical algorithm, because this is guaranties of effectiveness.

You are warned, losing or forgetting the Master Password used to save a file with Password Repository is equal to lost the entire data inside the document and we can't help you in this unfortunate circumstance.

See the 'Password Strategies' section of this help to learn a bit about a correct Master Password.

In that section you will find general rules you will find useful in your life if you deal with computer and password and you have no idea about password strategies.

## iOS password sharing

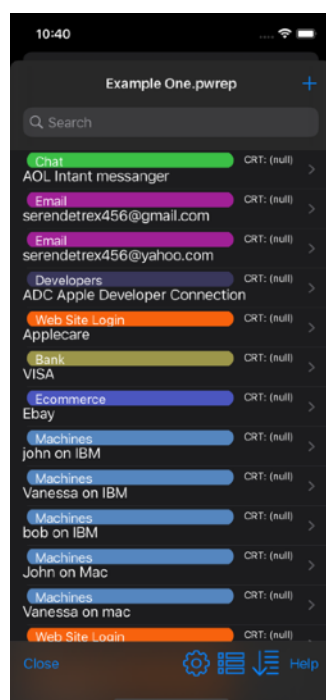
Password Repository has an iOS version too.

It's available inside the iTunes store. Look for 'Password Repository 4'

It works for iPhone, iPod Touch and iPad

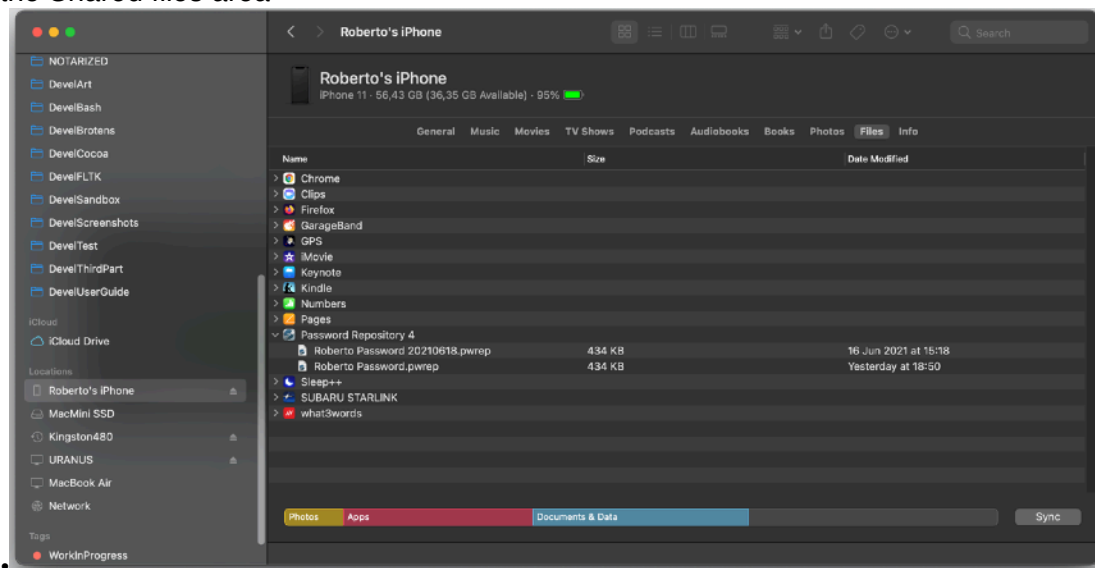
The iOS version of Password Repository is powerful as the desktop version (almost) It can read and write, create and modify all the Password Repository document.

It is multi document (as a true app, not a toy) with multiple documents, any with it's own password, uses AES-256 as the desktop version with the same level of security and ... it is fast and sexy!



To exchange data with Password Repository for iOS lyou can drag and drop files from one device to another directly from the finder

- Connect your Device to your Mac
- Open the finder and select your device in the finder
- 
- In the bottom part (file sharing) Password Repository will be listed and you have the Shared files area

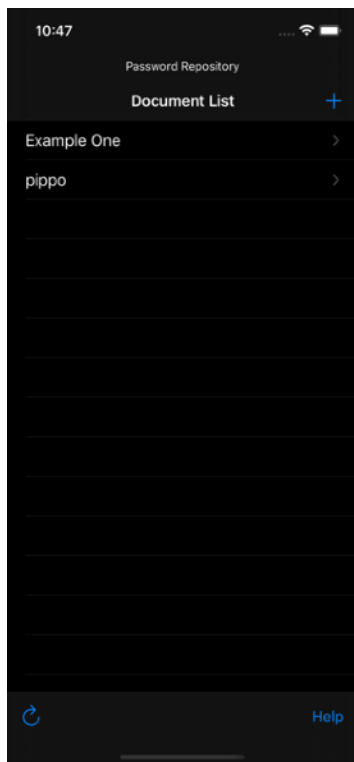


- Drag and Drop there the files you want to share
- It works both to and from your devices

✓ Password Repository 4		
Roberto Password 20210618.pwrep	434 KB	16 Jun 2021 at 15:18
Roberto Password.pwrep	434 KB	Yesterday at 18:50

Now if you launch Password repository for iOS on your iOS device (iPhone or iPad) you will see all the documents you copied, listed inside Password Repository for iOS.





Select it, insert the correct Master Password you used on Mac on that document and you are ready to work with it on iOS.

You can do the opposite too. Transfer files from iOS to MacOS.  
It works without any problems too.

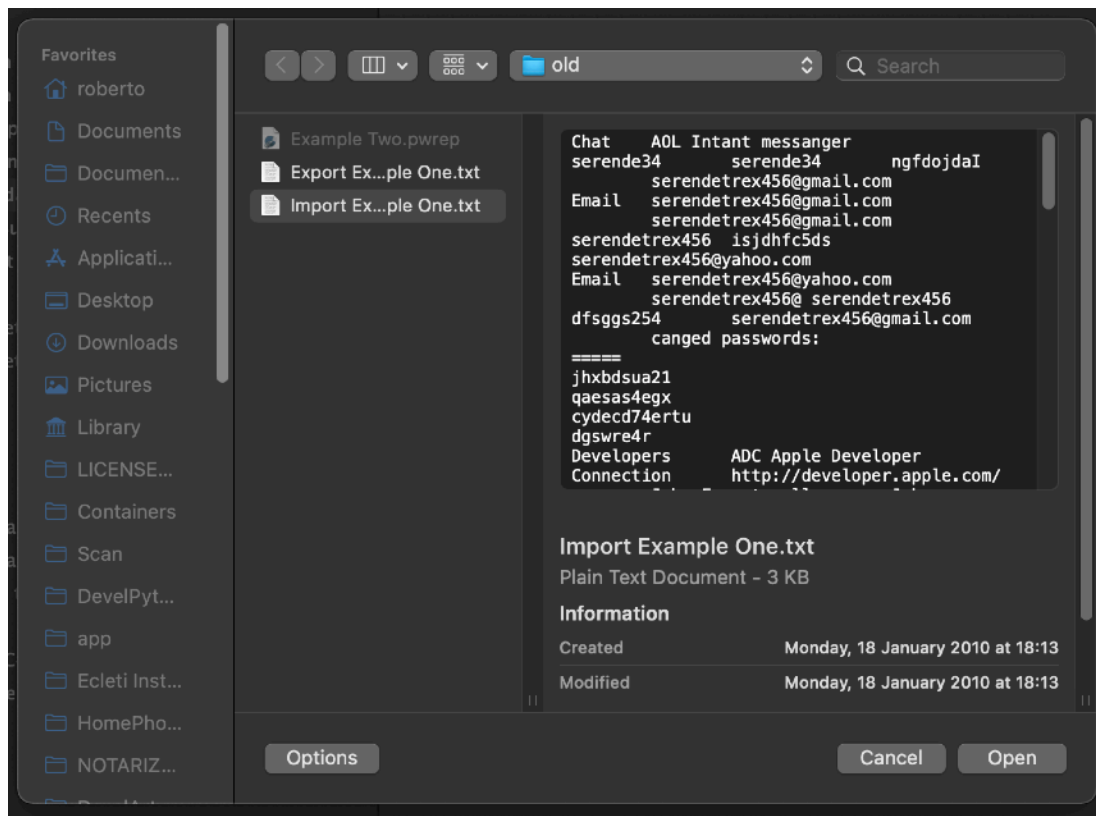
You can exchange a Password Repository document and share data with iOS as you would do from your desktop Mac and your MacBook.

## Data Import

To import data inside a Password Repository document from other sources:  
Select the “Import from Text File” command from the “File” menu.  
An Open File dialog will let you select a file (it must be a text file ending in ‘.txt’ or ‘.text’ or .csv’ or ‘.tsv’).

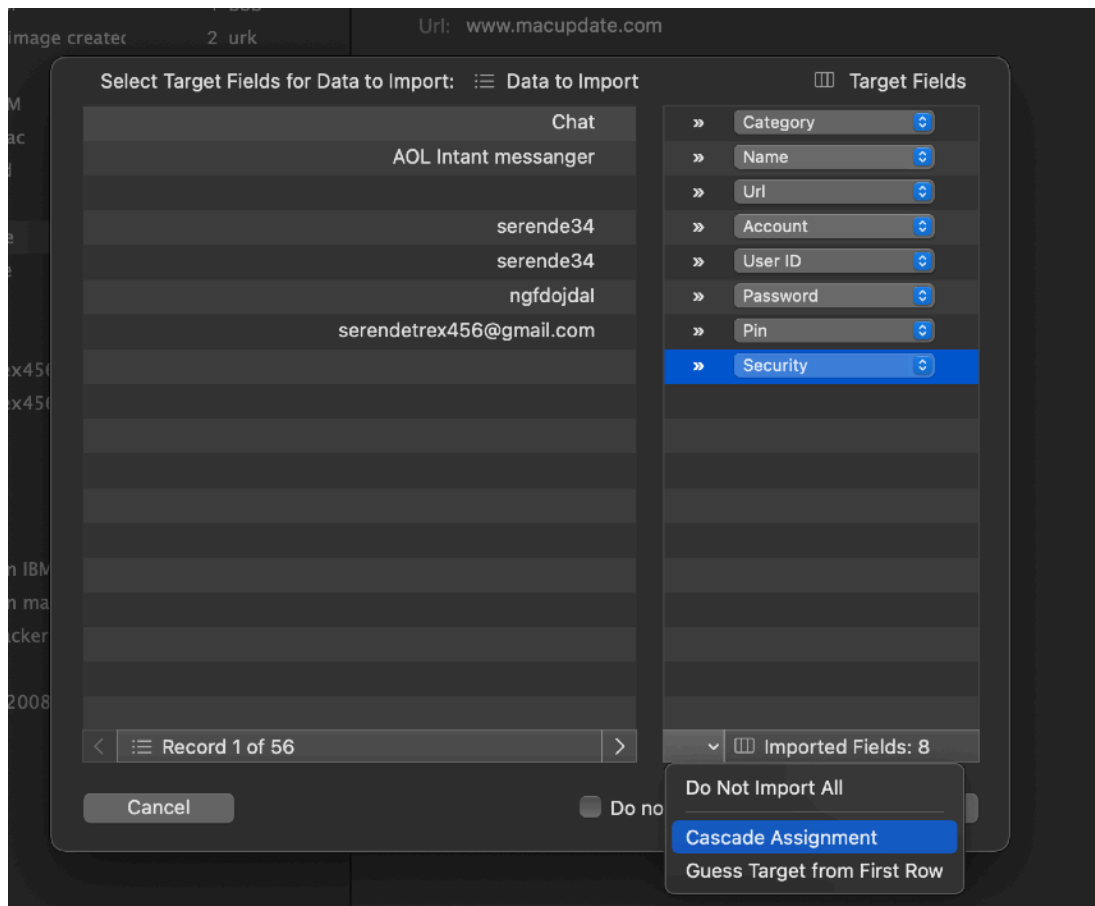
You can also select the encoding file format, or use the AutoDetect format.

You can select the data format (tab separated value, comma separated value or char separated value using semicolon) or use the AutoDetect feature also here.

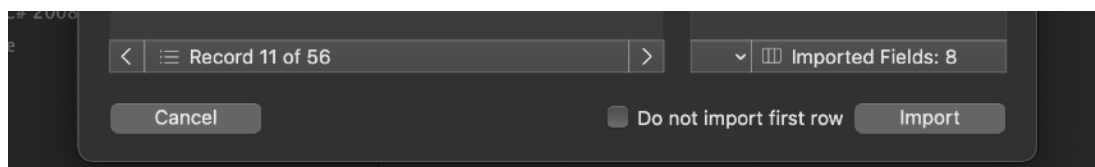


Select the file to import and confirm.

Password Repository will scan the file and will present a successive dialog to adapt the operation exactly to the file you are importing



You can browse one by one the record you are importing from, to see the content of the file you are importing using the Previous and Next buttons arrows.



On the right side, using the popup menus you can decide where the data goes to, during importing.

When you have set up all the fields you want to import from and the target fields where you like to import to, press the 'Import button'.

All the records will be imported inside the document.

You can avoid to import the first record if it was used for field headers.

The import operation can be performed only to opened document, so if you want to create a new document with the content of a text file, first create a new document then use the "Import from Text File" command.

Remember:

The file to import from, must be a text file in CSV (comma separated value) or in TSV (tab separated value) or CSV-S (char separated value using semicolon).

The tex file have to end with ".txt" or with ".text" or ".csv" or ".tsv"

Otherwise it won't be displayed by the "Choose a File" dialog.

You can use the 'AutoDetect' option to let the application select the right import algorithm to use

Password Repository can handle automatically text document encoded for MacOS, Mac OS Classic, Unix, Linux, DOS, Windows.

The order used for the fields in the file you need to import it is not important because you can customize using the import dialog, what and where to import.

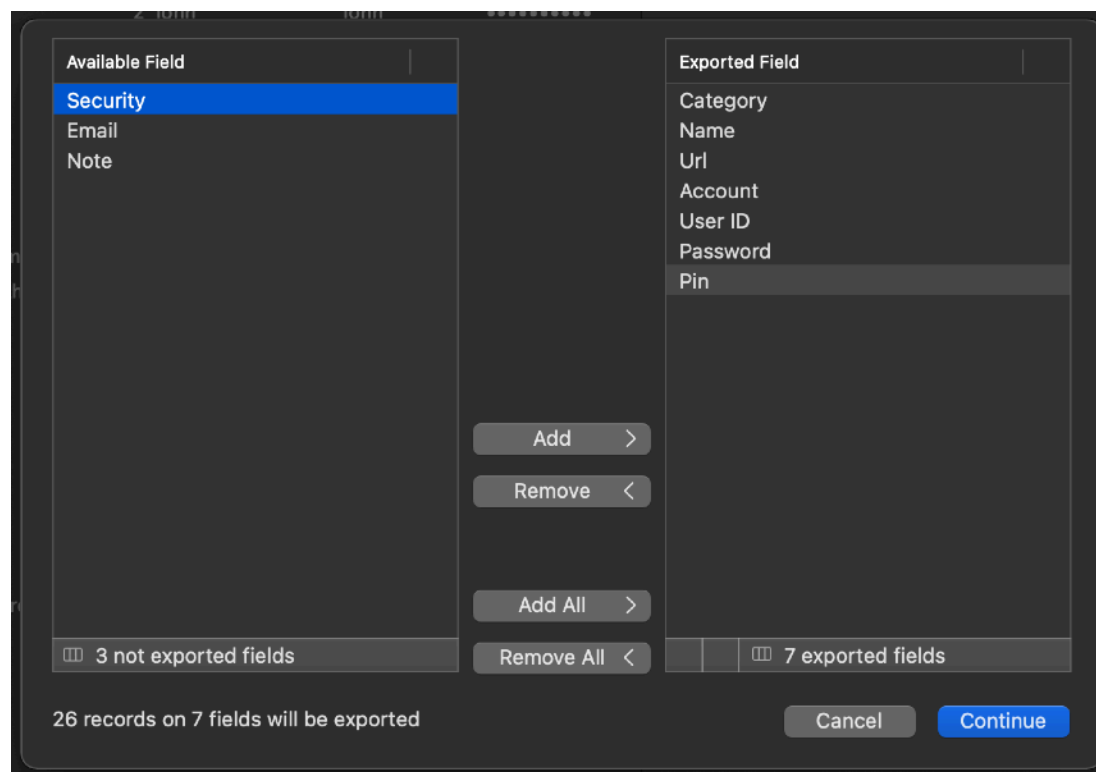
## Data Export

You can select to export all the data inside the document or only the one filtered out using the search field.

To export the filtered records select "Export to Text File" from the "File" menu.  
or

To export All the records select "Export All to Text File" from the "File" menu.

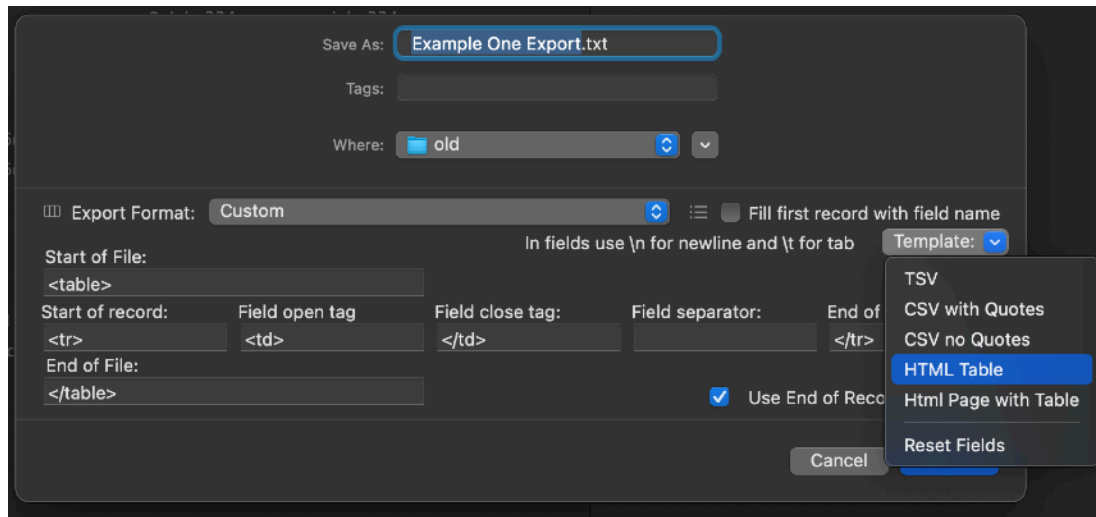
Password Repository will present a standard file dialog to define which fields to export and in which specific order:



After that you will be asked to select a destination where to save and the format.  
You can choose between:

- Tab Separated Value
- Comma Separated Value with Quotes
- Comma Separated Value no Quotes
- HTML Table
- Full page in HTML containing a table
- Custom format where you can specify the separator you like

Custom where you can insert the tags you want to use to generate a data export



Exported file will be always encoded in the default MacOS format UTF-8

## Master Password

Understanding how password are used is fundamental step for using Password Repository in the best way.

First of all understand that every saved document is associated with a Master Password.

The document needs the Master Password before it can be saved on disk.

The password protecting the document is called Master Password to distinguish it from the one inside the document representing your data.

The document can't be saved for security purpose in plain format (we assume that if you are using Password Repository you are going to save reserved data). So there is no way to save your data in a format others can read (except you save it exporting it as text data for transportation purpose to other applications) using the 'Export to text file' under the 'File' menu.

If you never specify a Master Password for a document, at saving time Master Password will ask you a master password before saving, this to prevent someone to save data unprotected.

If you are working with a document and you didn't set a password for it yet, you can do it using the Master Password command from the 'File' menu or from the Toolbar.

The panel will ask you to insert the Master Password two times just to be sure you are inserting the password you want to.

Inserting a different Master Password of what you think, and don't see it because you are using the secure text field which display dot instead of letter as you type, it is similar to don't know the Master Password used, with tragic consequence for the data in the document (you won't be able to access the document in future).

If you have a document with a Master Password already set, you can at any time change it using the Master Password command from the 'File' menu or from the toolbar.

To change it you must provide the old Master Password and insert and confirm the new one.

If you have written down the Master Password in a secure place (as an example on a paper) , if you change your master password, remember to update it, or when you will go to read it you will read the old one, and when you will try to open the document with the old Master Password you have changed ... you understand it, also smart people sometime do silly things.

Note that the Master Password is case sensitive, so “myhome” and “Myhome” are different password

Please check that the caps lock of your keyboard is not inserted when you digit the password (unless you really want it) because if you think you have inserted “myhome” and you inserted “MYHOME” as long as you will try to open the document with “myhome” you will get a wrong password alert that can drive you crazy.

We reported this specific case because we noticed that is a common error by users. We also noticed at that point that people try to insert the same wrong password a zillion of time hoping the computer will accept it.

...We inform you that if the Master Password is wrong, Password Repository won't accept it, even if you try a zillion of time.

To help you avoid trouble, we added inside the password panel, a “Show” password button.

If you are not in an environment where someone untrusted can look at your monitor you can disable the secure text field and see in clear text the password you type.

## Change Master Password

To change the Master Password inside an opened and decrypted document, you can use the ‘Master Password...’ command under the file menu.

You need to insert the old Master password and confirm 2 times the new one.

## Encryption

Encryption is the fundamental part of Password Repository .

Without encryption, Password Repository would be an insecure tool.

It will not give you a guaranties that your precious data won't be accessible by other people.

Consider this: you use an online bank account, or PayPal, or have your credit card number with pin stored, or your eBay account on your computer and your computer

(maybe a portable Mac) is stolen or maybe it just won't work and you sent it for assistance to an assistance center.

Yes, they do not have the password to enter your login but data on the hard disk are plain data, they just have to mount your computer's Hard Disk on another machine and all the data inside it are accessible.

Any power user (or less, it is needed just a bit of skill) can do that. Suddenly all your data are in the wrong hands (specially if they don't obtained your computer in an legal way, we assume it is not in good hands).

If you have used Password Repository and you have used a good master password they can do nothing with your data, because they are encrypted with a strong AES-256 algorithm (Previous version used Blowfish) and without the password your data are just a useless series of bit.

I can't say it is impossible to decrypt them, but the effort necessary to break AES-256 in the way Password Repository uses it, it is really too much for them.

Password Repository doesn't allow to save a document without a Master Password, this to force data to be always encrypted and ask for a password of a minimum of 6 character to force you to use a password which has a minimum of security. This is what Password Repository can do. It would be possible also to let the software choose the password for you but unfortunately you need a password you can remember, so you need to think yourself at the password to use.

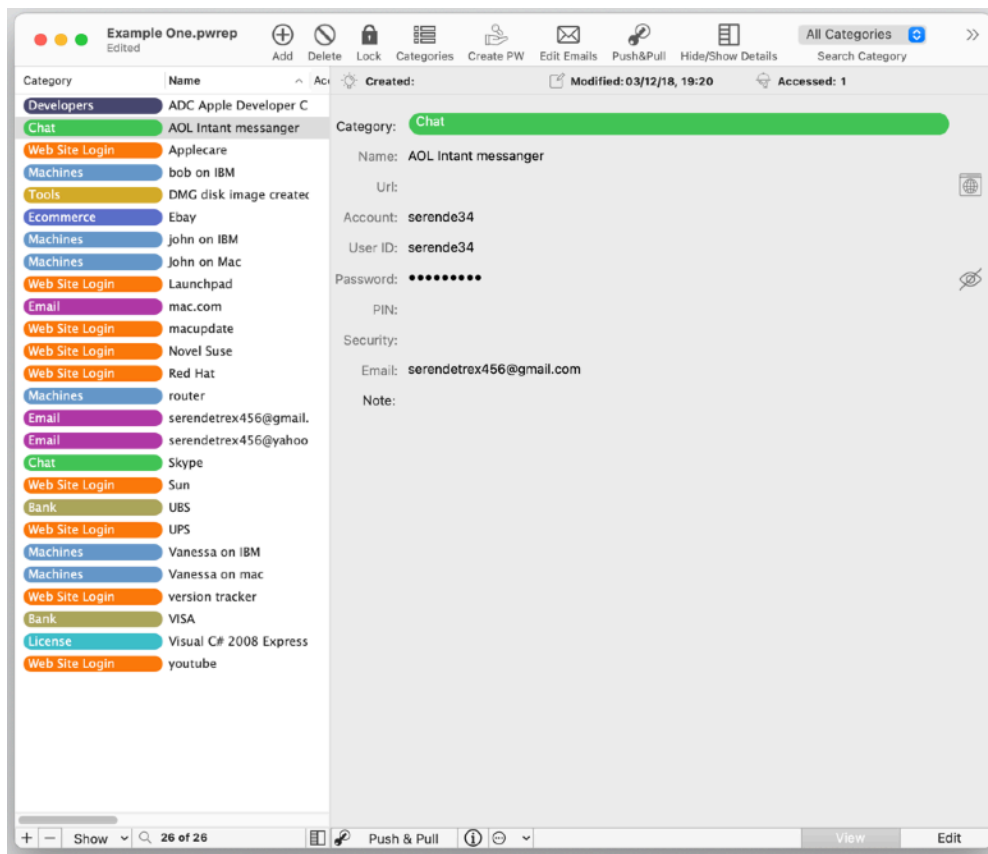
Unfortunately very often this is a cause of big pain because people doing this don't realize they are disabling the scope of encryption, which is making not possible for other understanding the data saved.

This is the reason we dedicated on this help a page on that.

Please, please, read the **Password Strategies** section, probably you already know about that, but if you don't know it, you must read it, not only to use Password Repository but just if you deal in your life, in any way, with passwords.

## Dark and Light Appearance Mode

Password Repository is fully compatible with Dark Appearance Mode and Light Appearance Mode on any macOS release it can run on. You can switch at any time from one mode to another

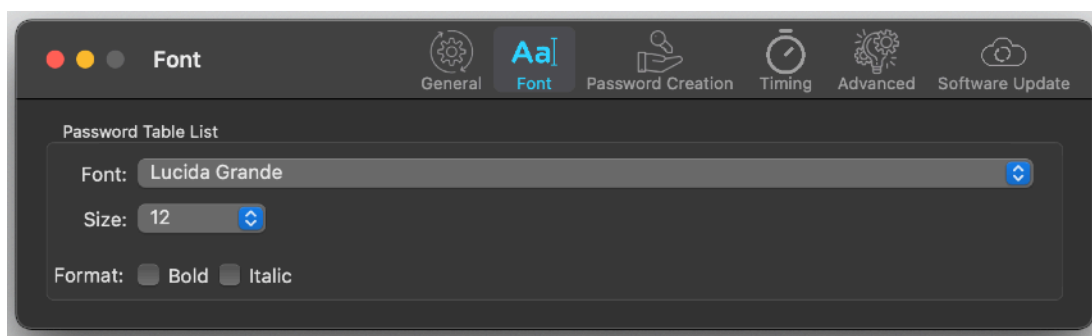


## Preferences

### General

Specify the action to do at startup:

- Standard Behavior (with auto-resume)
- Open Dialog if No resume
- Open Dialog Always
- Open Selected preferred document



At any successive relaunch Password Repository will execute the option selected. The additional two buttons at the foot of the edit field let you:

- Show in the finder the selected file
- Test open the selected file as it will be done at the next application launch



To select a document press the select from disk button and select it from the open dialog that will follow

At any successive relaunch Password Repository will execute the option selected. The additional 3 buttons at the foot of the edit field let you:

- Show in the finder the selected file
- Test open the selected file as it will be done at the next application launch
- Delete the bookmark reference to the file (you will need to reselect a file)

The reference to the file is taken using scooped bookmarks and they work even if you move the file on your disk, even if your file is in the trash.

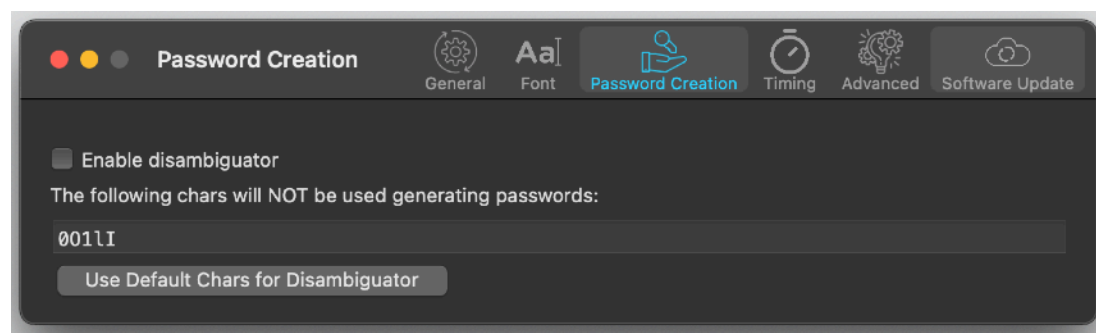
To update the path display in case the file was moved, click the 'show in finder' or the 'test open' button

## Font

Let you specify font and format for the table list (master part of the window)

## Password Create

This let you specify chars to avoid to use in password creation (if you use that option to allows Password Repository to create passwords when you need a new one)



Usually chars like the number '0' and the char 'O' and the number '1' and the char 'l' and other that are very similar or totally similar to avoid confusion in using it. You can use the default suggested one or use your own set.

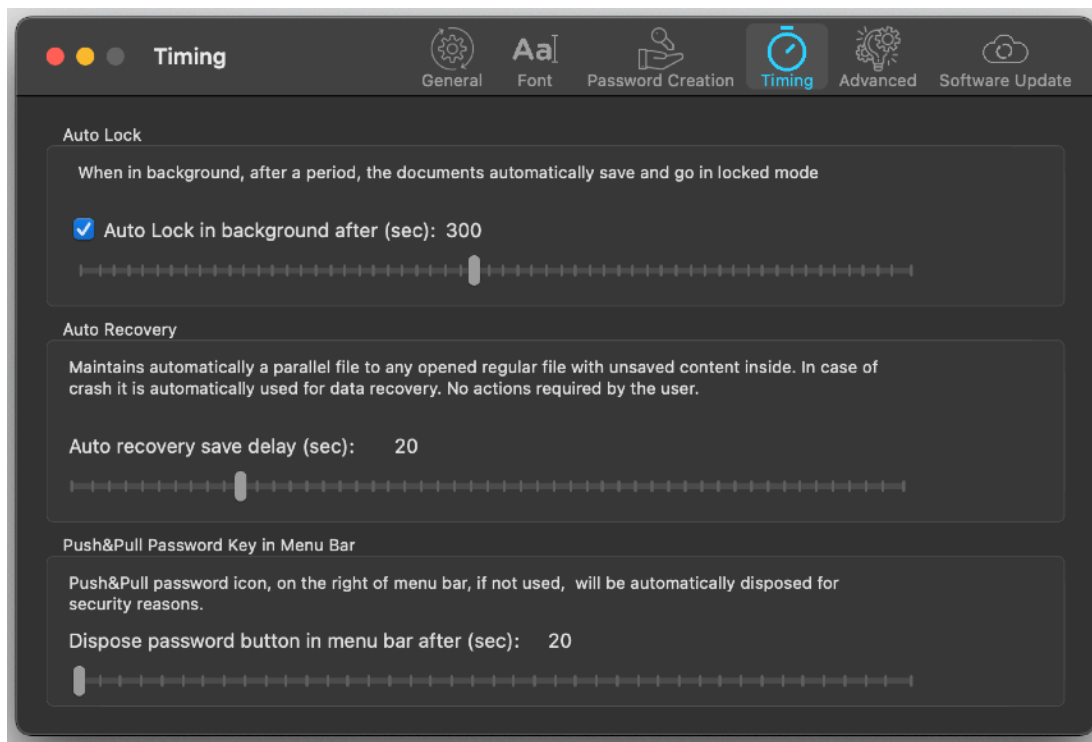
## Timing

Let you specify:

### **The autolock background time interval.**

The application, when in background, after a period of inactivity automatically goes in lock mode after a specified time interval

Master password must be re-entered to access the data.



This is a security feature to help you avoid to forget you have Password Repository in background opened and with all your passwords exposed to anyone that can access your computer if you leave it for a while.

### **The auto recovery delay**

In case of crash the document can recuperate the unsaved data thanks to a parallel file the document maintains without user actions. This setting specify the delay interval to save in the parallel document.

To recuperate the data user has to do nothing.

Password Repository do it all just relaunching the application after a crash.

### **The Push&Pull icon removal delay**

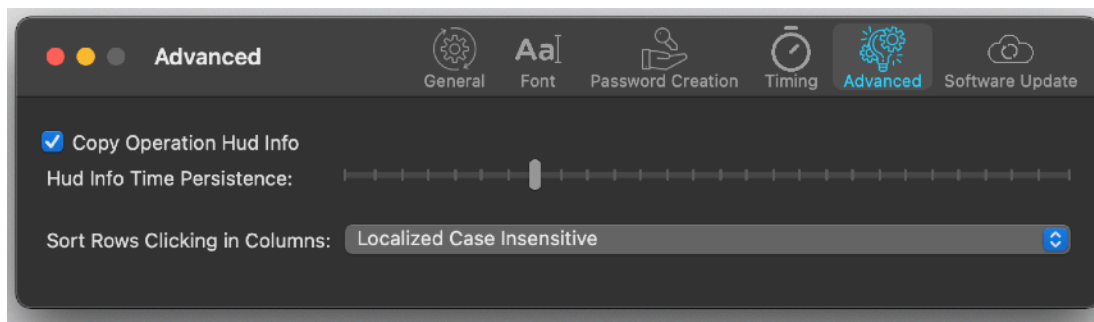
When using Push&Pull the icon placed in the menu bar, used to 'Pull' the password is automatically removed from the menu bar if you don't use it, for safety reason, after a time interval you can set here.

## **Advanced**

Let you specify:

To have an Hud popup informing you when a copy operation to the clipboard of a value was successful

You can define also how long the Hud will persist on screen



You can define also the sort type to use for columns when you click in the table header

## Software Update

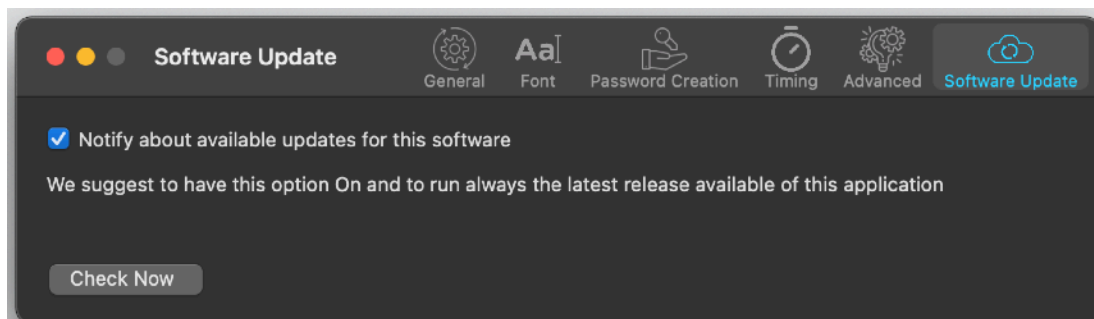
**\* Update section is not available in the App Store Release (if you purchased via the App Store, to obtain an update use the App Store Update function)**

Password Repository can inform you if an update is available.

We suggest to keep this option enabled to be notified about update.

We trimmed this option over time to be non-intrusive.

When connecting with our Tension Software server it does NOT send any information, it just ask for availability of upgrades.



In an update is available, the application will ask you if you like to download an upgrade.

If you download the upgrade, you need to install it.

A common error is to download an upgrade and install it maintaining the old application somewhere on the hard disk.

Then using to open the documents sometime the old application and sometime the new one. This cause some problems\*. To avoid it simply install your application in the place dedicated to it, the Application folder. When you install an update on the standard Application folder, the system will ask if you want to replace the old one with the new, answering yes will install the new one replacing the old.

\*If the application says the document you are trying to open was created with a newer version of the application, probably you have two different release of the application on your Hard Disk and you are trying to open a document with the older version after having modified the document with the new one. When you receive a similar message open the

about box inside the application and see if you are running the latest release. In case download it, install it and USE it!

## Help

Password Repository provides a PDF User Guide help menu.

Under the help menu use the 'Web Site' to access our site a download the very latest release of Password Repository and other software for Mac we make.

## Support

You can also obtain support using the 'Email Support...' command.  
An email will be prepared using your email client with the correct address to send to.  
Yes, we answer to your emails.

## About Tension Software and Ecleti

All the software asset by Tension Software is now under Ecleti  
New company name but still the same owner and main developer (Roberto Panetta)  
So for the users nothing changes. We provide the same software and the services.  
All the user licenses are valid and assistance is provided as before to all our users.