

## [Welcome to the help file for Password Assistant.](#)

No need to remember (and forget!) ALL those passwords that come with the expanding use of security, memberships and registration keys on Internet sites and desktop PCs.

The main screen is made up of several key areas:

**1 The option menu across the top.**

Options to run the User screen (for a selected user), change configurations, see version and contact information about Password Assistant, and run this Help file.

**2 The Registration Keys button.**

This is where you will see the unique serial number for your PC and be able to enter a 'user registration' code when you purchase the product. This is NOT an online registration process.

**3 The User drop down list.**

This is where you will select an existing User entry or to Add New User.

**4 The Password entry text box**

Once you have selected your user name from the list, entering in the Password you chose when 1<sup>st</sup> added and clicking the 'Unlock' button (or simply hitting the Enter key) will get you access to you information.

**5 The “Unlock” button**

If a valid user name and password combination has been entered clicking this button will release your other information by opening the security doors.

**1 The “I Forgot” (my password) button**

If you forget your password a secondary option exists for you to be reminded of the password.

**1 The secure password Doors.**

These will stay closed until a valid user and password combination have been selected.

Your first step should be to create a user entry for yourself.

### **Creating a New User:**

When you first install Password Assistant, the drop down user list will contain 1 entry - Add New User.

Selecting this entry from the list (by clicking on the down arrow) will cause the User screen to be displayed.

Enter you chosen name and a password that will now become the only one you ever need remember.

In addition you may optionally enter a password reminder question and answer of your choosing.

An example might be → Question: Mothers Maiden name → Answer: Smith  
Make sure you keep this simple, and repeatable - the answer WILL be case sensitive.

When you have completed entry - press Enter or click the 'OK' button.

You have now created a user entry for yourself and can begin using Password Assistant.

## **Unlocking your password information:**

When you first create a user entry for yourself, the security doors will open automatically, but normally when you select your user name from the user list the doors will be closed.

In order to Unlock your information:

- 1<sup>st</sup> select your user name from the list of available users
- 2<sup>nd</sup> Enter your 'master' password - the one you entered when you created your user name on the User screen
- 3<sup>rd</sup> Click the Unlock button

The doors will slide open, allowing you access to enter and view all your information about Passwords: for everything from Internet sites, memberships, credit cards, registrations and applications.

You can navigate between the Internet, Application and other tabs by clicking on the tab label. Tab and Enter will move the active cell to the right and down the rows of each of these data areas.

### **The information tabs:**

#### **Internet:**

This is where you can enter web addresses and special account access information to those addresses.

Alternatively, you can keep track of all your e-mail accounts on a particular e-mail service. For example, you may have multiple e-mail accounts in Microsoft Outlook that you want to keep a record of in one place. Password Assistant enables easy entry and access to this information on this 1<sup>st</sup> tab.

#### **Applications:**

This is where you can record password access to specific applications or files. For example, you may have applied a password to a sensitive financial document. Now you can easily record this information using Password Assistant.

#### **Credit Cards:**

No need to keep valuable Credit card information on pieces of paper or on Web site hosts which offer this service (would YOU want your credit card information out there in the World Wide Web?).

Now you can keep track of all your credit card accounts and PINs safely and securely on your own PC.

### Membership:

Credit checks, club access etc all supply you with membership Ids or User names. These can all be stored for easy access now in Password Tracker.

### Registration:

With more and more Software installations registration keys and product codes need to be recorder for future upgrades and support issues.  
Keep track of these in one easy place – Password Assistant.

Once you have entered your information - click the Update button. This will encrypt your valuable information into a file and will confirm that it has done so.

### **Right Click Mouse options on the password information area:**

In addition to text entry, you can Copy and Paste text from one entry to another. Selecting a text box and right clicking the mouse will bring up a set of options – Copy, Paste and Go to Selected.

This allows you to easily copy and paste between cells.

The “Go To Selected” option actually allows you to automatically launch the contents of the text box. If the text contains a valid web address this will run your default web-browser and go directly to the selected web-address.

You can also use this to automatically launch selected applications of files if you have entered the entire path for the application of file.

To make this secure when you are not at your PC or Desk area - simply click the 'Lock' button (which was previously labeled 'Unlock'. The security doors will close and your password will be cleared to stop unwanted access of your information.

If you want Password Assistant to be hidden from view, simply click the 'Minimize' button at the top right of the screen and the screen will disappear, but will be ever present for re-launch from your system tray.

You will notice the Password Assistant icon: (It looks like a hand writing in a notebook!)

### **Launch from System Tray:**

In order to refresh the program to full screen size, simply click on the Password Assistant icon in the system tray and a pop-up menu will appear. You will have an option to 'Show Password Assistant', change setup options (not used at the time of writing) close the program completely, or run this Help file.

When you close the program, if it is NOT minimized (i.e. it is in view), you will be offered the option to leave the program awake but hidden - available in your system tray.

### **Purchasing Password Assistant**

Visit <http://www.burmies.com/prod01.htm> to purchase the full version of this product.

For a limited time, we will supply free upgrades when the latest changes are implemented to Password Assistant.

### **Registering your copy of Password Assistant**

This is not meant as online registration, but is meant to release your existing demo copy and make it a full version with no expiration.

When you execute your purchase of Password Assistant you will be asked for a serial number. This serial number is unique to your PC and can be found by using the Enter Registration Key button on the main screen.

Following completion of your purchase, you will be given a registration key unique to your PC.

In the event of reinstallation of Windows or other components which cause the lose of Password Assistant, you can then obtain this registration code by email from Burmies.com.

Simply e-mail us at [pburville@burmies.com](mailto:pburville@burmies.com).

### **Backup your Password Assistant information regularly**

To ensure you have backups of your Password Assistant files save all “.brm” files to floppy disk regularly.

You can also use these files to export your information to a second copy of Password Assistant if you have a full version on another PC.

Simply remove all “.brm” files from the target PCs Password Assistant directory and restore from saved “.brm” files from your main systems Password Assistant directory.