

APO Pro



Authorized Personnel Only

Now that every website and login at your company requires a password containing a sixteen character combination of upper and lower case letters, numbers, Sanskrit, and squirrel noises, it is nigh on impossible to remember them all, or even just one. APO Password Manager is here to make those squirrel noises usable.

YOU W1LL B3 4551M1L473D, APO W1LL M4K3 17 P41NL355

Getting Started with APO Pro

1. Open the App. You will be asked to create your Master Username and Password. This is the login credentials for your Personal password file. You cannot skip this step; however, you may choose to leave this Personal password file empty after you have set it up. We suggest you start with a desktop / laptop version of APO. Once you are set up, you can sync your file with your Google Drive, and then simply download the file onto any other device you have APO loaded onto.

Do not lose or forget your Username and Password. If you forget your Username OR Password, all your data will be lost unless you have backed up your file as a plain text file. There are no back-doors to accessing your data. Your information is secure. Unfortunately, that means it is even secure from you accessing it if you forget how to login. Keeping a plain text file around with all your access codes is not a good idea, so, we recommend you print the file and save the printed copy of your password file in a "safe" place. Then, shred the text file.

2. Once you have created your Personal password file, you are then able to expand to additional password files created by you or shared with you via Google Drive. Even if you do not want to use the Personal password file, we recommend that you keep the Username and Password for the other files you create or share in this Personal file. How to create additional files will be covered in The Minutia section below.

If you already have an APO password file on your computer and you want to download it to your iPhone from your Google Drive, skip ahead to section 5.

3. With your Personal password file created, you can start populating it with information. Medical numbers, Drivers License numbers, other ID numbers, login credentials for the various websites you visit, Facebook account info, email account information, WiFi access, and anything else you need to remember access information for on a regular or infrequent basis.
4. Once you have created your Personal password file and populated it with information, you will want to back it up to your Google drive.
 - a. On the main APO screen, click the Tools dropdown menu (the three stacked dots at the upper right of the screen on a phone) and select Sync with Google.
 - b. Select *Sync this Password File with Google Drive*. No, APO does not work with any other cloud drive at this time. If you do not have a Google account, now is your opportunity to create one. Even if you create an account specifically so you can use it with APO, you can use the email that comes with it for when companies or websites insist on you providing a valid email so they can spam you.
 - c. When you are saving a file to Google Drive, you will be asked if Google Drive should allow APO to configure the drive. You must answer "Yes" to this. By allowing APO to configure Google drive, your password files saved there will only be visible to APO. Even if your drive is hacked, the password files would not be visible to the hacker, so they cannot be selected and downloaded.
5. To retrieve a password file created and stored on a Google drive:
 - a. Open APO and enter your password to access your private password file. You only have to do this the first time you access the new file. Once you have more than one password file in APO, you will be able to go directly to the file of your choosing.
 - b. On the main screen, click the three stacked dots at the upper right to access the main menu.
 - c. Select *Retrieve a Password File from Google Drive*.
 - d. If you have registered any Google accounts with APO, then the 'Select Google Account' screen will be displayed. If the Google account is in the list, select it. Otherwise click the plus icon in the upper right of the screen to go to the Google Account Name screen. If you have not registered any Google accounts with APO yet, you will be taken directly to the Google Account Name screen.

- e. The Google Account Name screen will require you to enter the email address, then your Google password for access to the account.
- f. Finally, Google will ask you to confirm that you want to allow APO to access the Google account. Allowing APO to access the Google account will give it access to the hidden APO file that you want to download to your iPhone. The file is hidden so you will not see it if you use your browser to access this Google drive.
- g. Once you have selected the account, or added it, you will be shown a list of password files available in the account. Select the required file and it will be downloaded to the device.
- h. You can then open the downloaded password file by selecting the 'Open password file' menu entry from the main menu on the main screen (3 vertical dots).

The Minutia

At this point you should have APO up and doing everything you expected and perhaps a little more than you expected from your password manager. You could happily stop now and be perfectly content with APO. Perhaps even pleased enough to share your discovery with friends or family?

But wait, there's more!

Easier Ways to Open APO: Biometrics or Just the Password

There was a reason why we created APO so that it could safely communicate across platforms. Typing on your desktop or laptop is a lot easier than typing on your iPhone. You can enter your credentials using a full keyboard, and then send the file to your iPhone. That beats using a single finger on a tiny phone keyboard!

The same issue arises every time you want to access a file in APO. You must use that tiny keyboard to enter you Username and Password. For those of you who find this irksome, and are content with a little less security in exchange for a little more ease of use, you can set your phone APO to only require the password portion of your credentials.

Click the three vertical dots in the top right and choose *Settings*. From there you can touch the check-box to the right of *Open with fingerprint*. But as we all know, there are occasions when your not yourself and your phone does not believe you are you. On those occasions

you will still have to enter your credentials. But we are all in a hurry and once we are used to opening things with a simple touch of our thumb, actually having to type something can be excruciating. So ...

For those occasions when you are not yourself, you can choose another option. Touch the check-box for *Open with password* and voila, you are instantly less secure, but somehow happier!. Now you can open your APO without having to type in that pesky username. You aren't a spy. You don't work for the Defense Department. Real security is for shmucks! I want the easy solution.

While you are in there, you can play with some of the other settings like the text size that APO uses to display your information.

We will be developing biometrics for Windows Hello soon. Please be patient.

Copying and Pasting your Username and Password

In order to easily copy your credentials for pasting into a website login page, simply place and hold your finger on the name of the entry you want to access (phone or tablet) or right-click the entry (PC or Mac). For example, if you want to retrieve your credentials for your Amazon account, you do not click on the entry for Amazon. Instead, you touch and hold on Amazon and a menu will come up where you can choose from the following options:

- Copy user name to Clipboard (phone)
- Copy password to Clipboard (phone)
- Copy password and open website
- Copy selected Cell to Clipboard (PC/Mac)
- Open Website and autotype credentials (PC/Mac)
- Autotype Credentials (PC/Mac)
- Pin to Top
- Edit Entry (PC/Mac)
- Delete Entry
- Move Entry
- Share Entry (On a PC/Mac, it will ask for a security question and answer, and then encrypt a file that you can email. The recipient must have APO.)
- Share Entry by QR Code (this can be scanned into a phone that has APO)
- Add to Group (PC/Mac)

On a phone, once you have copied to the clipboard, touch and hold where you want to paste the copied material and the option to paste will pop up.

Searching Your Entries

APO provides a search function so you can find that information you saved, but only remember something you put in a note as part of the entry. You can access the search function by choosing the *Entry* drop down menu and selecting *Find*. On a phone, choose the magnifying glass on the top right.

Alternatively, you can use the shortcut keys shown next to that entry: Ctrl F for PC and ⌘ F on Mac

Opening APO using Biometrics (thumb print or, coming soon, face scan)

Life just got easier. With this function, you can open APO as easily as you open your phone.

Organizing Your Passwords

Grouping

Grouping your entries may be a good way to keep things organized. APO has already provided the major groups as tabs across the top but over time, these entries add up and you may find yourself wanting to group some of these just to clean things up. Even just having a group called "Seldom Used" will make finding your regularly used entries easier to find. Creating groups is only possible on the desktop / laptop version of APO. Again, doing this is easy when you are using a full keyboard and mouse. On your phone, you can see and use the groups you created on your desktop.

Pinning

There is always a couple of entries that you use regularly (the 80/20 rule). For those few entries, you can Pin them to the top of the list. This will take them out of the alphabetic listing and keep them pinned to the top for quick and easy access.

Gift Cards

It currently works, just not with all systems – it is a work in progress.

In addition to gift cards, you can scan in coupons, theater tickets, and virtually anything else with a barcode or QR code. If the code does not want to scan in, you can manually enter the number and APO will generate a barcode for it.

In addition, you can keep track of balances for your gift cards on APO.

2-Step Verification

You can download your 2-step verification code generator onto your phone by scanning the QR or Barcode supplied by the site requiring 2-Step verification.

Once on your phone, you can sync it with your computer.

Any time you need a code, select it on your phone and it will be displayed along with a countdown timer showing how long the code is valid for. On your computer, the code is automatically displayed in the Code column. To update the code on your computer, you will need to toggle to another category in APO and then back to 2-Step Verification.

Crypto Currency

With APO Password Manager you can keep your crypto currency safely on your own hard drive instead of at an exchange. The exchanges are honey pots for hackers and despite Herculean efforts, they have lost tens of millions of dollars worth of crypto-currency over the years.

Using APO to keep your cryptocurrency keys, you maintain control and so long as you maintain some simple security protocols, your money will remain safe. With cryptocurrency, you have two keys, your primary key which holds all of your currency and is never-ever given to an exchange, and a secondary key. When you want to convert cryptocurrency into cash, you do an offline transaction using a wallet (like MyEtherWallet), sending the desired amount from your primary key (savings) to your secondary key (chequing). Use the offline transaction to send money from your savings to your chequing, and then use an exchange to cash out the chequing account. The most you would ever be able to lose then is what is held by your secondary key, and, said key doesn't hold any currency for long.

For the Power Users!

Creating Additional Password Files

APO allows you to create as many password files as you need. In addition to your Personal file (where you would keep the Username and Password for any additional files you create), you can create a shared file called Family, or a dedicated work file called Work.

If you are working for a client in a collaborative environment where you need to share login credentials with temporary contractors, or co-workers, you can create a file specifically for that client and share it with that specific group.

To create a new password file, click the three vertical dots in the top right and choose *New password file*. Give your new file a name, enter your login credentials and you have a new file ready to be populated with secrets. At this point you should enter these details in your Personal file, just in case.

You can then upload this file to your Google Drive, or perhaps a company Google drive set up for sharing password files. Invite your co-workers to download the file and you will have to give them the login credentials (preferably not via email).

If you have multiple password files on the shared Google Drive, your co-workers using APO will be able to see all the APO files you have stored there. They will not, however, be able to open them unless they have the Username and Password that is (or should be!) unique to each file.

2-Step Verification

Once you have proven you have access to this shared file, in the future, when logged into your Personal File, you are able to open any other file that you have created or have opened previously, provided that file is on your hard drive. This single sign-on feature allows you to quickly and easily move between different password files. However, if you try to sync a file (other than the personal file you have already logged into) with the file kept on a Google drive, the file kept in the cloud will require you to enter the credentials for that file to ensure that you are still allowed to access updates to that potentially shared file.

Encrypting a File (Desktop and Android only)

APO has a file encryption function (PC/Mac) that will allow you to encrypt a file, or multiple files. Choose the **File** dropdown menu, and then **Encrypt**. A browse screen will appear where you can browse to the file(s) you want to encrypt. Click on the file, and use the Shift key and click on other files you want to include. Click the Open button and an encrypted copy of the selected files will be created.

If you have multiple password files, open the password file you want to use to complete the encryption. If you choose a password file that you share with others, then you can send that encrypted file to those people and they can use APO to decrypt it using the shared Username and Password.

To decrypt a file, Choose the **File** dropdown menu, and then **Decrypt**. A browse screen will appear where you can browse to the file(s) you want to decrypt. Click on the file, and use the Shift key and click on other files you want to include. Click the Open button and a decrypted copy of the selected file(s) will be created.

When you are logged in, APO will automatically choose the correct password file for the decryption process.

Hashing a File (Desktop and Android only)

For the security minded among you, APO has a hash function that will allow you to hash a file and compare it to an earlier hash. This is the same function that is used by Blockchain systems for detecting errors and ensuring files have not been tampered with.

If you need to ensure that a file isn't tampered with when transferring it over the internet, you may take a hash of that file by choosing the **File** dropdown menu and then **Hash**. A browse screen will appear and you can choose the file or folder full of files that you want to hash. Once selected, you can then choose the Hash Type: SHA-256, SHA-1 or MD5.

Click the Compute Hash button and the result will appear in the Result window. You may then send that result separately to the recipient.

The recipient can then hash the file they received by following the same procedure as above. They then copy and paste your hash into the Compare with window. The result of the comparison will be displayed next to the **Compare With** header.

If the hashes match, the files are identical. If they do not match, the file was tampered with during the transit from the sender's computer to the recipient's computer.

Troubleshooting

My Auto-Type Credentials function isn't working.

In order for your auto-type function to work, your computer must allow APO to execute certain functions automatically. These functions sometimes require the use of features that are built into your operating system.

On a Mac Computer, you will have to open your *System Preferences* window, select *Security & Privacy*. Click the lock on the bottom left to allow you to make changes. Check the box to allow APO to control your computer (sounds more ominous than it is).