



# **Safebox**

## User Manual

Version 3.x.x

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## Introduction

This is a personal keeper for confidential information:

- Simple application to store your personal and private data quickly and flawless.
- Create custom groups and fields to categorize emails, logins, credit cards, bank accounts and much more.
- Keep your confidential information together and close to you at all time with a password secured access.
- Icons can be assigned to your groups to make the visualization of records much easier in the lists.
- Secure your data using an encrypted password.

## License Matrix Comparison

Safebox comes in two different versions and they are described in the table below:

Description	Silver version	Gold version
Protect your data with a password to encrypt your database using a 256-bits key. Automatic log out after 10 min of inactivity.	Yes	Yes
Assign icons to categories for easy identification	Yes	Yes
Number of categories	3	Unlimited
Number of items per category	5	Unlimited
Backup capabilities		
Local backup & Restore operations	Yes	Yes
Upload/download your database to OneDrive	Yes	Yes
Upload/download your database to Dropbox	Yes	Yes
Upload/download your database to Google Drive	Yes	Yes



## Quick Start

Safebox is a simple application that allow you to register webpages and logins, mails and passwords, license information or any other private data that needs to be well kept and at the same time easy to retrieve.

1. Launch the application on your device and log in.
2. Click *Add* to create your first Category, example 'Websites'. Choose the relevant fields for this category, example 'Url', 'Login', 'Pass', etc. Click *Save* when you finish.
3. Click on the right side of your brand new category to open the Items screen. Click *Add* to create your first entry in this category. Click *Save* when you finish.
4. Click on the right side of this item to open the Info Item screen where you have access to all the information entered before.

## Categories

The category is a container to join together items of the same kind. Each category has a name and a number of fields which are named as convenience. Modifying or deleting the field names do not affect the actual data associated of each of them.

### Categories screen

This is the home screen after you logged in. The title in this screen will always be 'Categories' to remind you where you are.

You can add and delete your categories by clicking the *Add* button and *Delete* button respectively. Only one category can be selected at the same time.

You can edit your categories by clicking the *Edit* button.

You can delete a category clicking *Delete* button. However, you will need to delete the items in this category first, before deleting the category itself.

You will be able to see the items of each category when you click the right side of the selected category.

### Edit category screen

This screen allows you to create or modify your categories. You can choose an icon, a name and up to 8 fields.

The name needs to be unique and cannot be empty. The fields can be named as you need and the empty fields won't be shown when entering items for this category.

The preferred way to name the fields is using the available squares from top to bottom leaving the last ones blank if they are not needed.

In case you want to change the order of parameters when you already created your category, you can simply drag the fields from the left icon Up/Down to re-arrange the order as you please.

Click *Save* button to save the record or *Back* to close the window without any modification.

## Items

The item is a record associated to a category and contains the actual data per each of the fields named in the category.

### Items screen

This screen is accessed when you click the right side of any category. It will show you the list of items associated to a category. The title in this screen will show the name of the category to remind you where you are.

You can add and delete your items by clicking the *Add* button and *Delete* button respectively. Only one item can be selected at the same time.

You can edit your items by clicking the *Edit* button.

Clicking the right side of an item will take you to the Item Info screen, which will give you in one picture all the related information about your register.

### Edit Item screen

This screen allows you to create or modify your items.

You will see only the fields created for this category. Empty fields are not shown and are not accessible by the item.

Apart of the created fields, you always can use Memo to write any notes or any additional information. This field is always available.

Click *Save* button to save the record or *Back* to close the window without any modification.

### Item Info screen

This screen is accessed when you click the right side of any item. The title in this screen will show the name of the item to remind you where you are.

You can have in one picture all the information associated to your item.

Additionally, you can copy any field by clicking the right icon to paste in another application, example your browser.



## Security

Your database is encrypted using your password. Every time you login and enter your password, your database is decrypted to give your application access to your data. whenever you finish using your application, it is a good practice to log out in order to leave your database encrypted again.

Note that you log out by simply going back to the initial screen.

**Setting and changing a Password** -- Select *Password* menu from the sub menu activated by *More..* from Categories screen. The Password screen is displayed.

You will find the necessary instructions on top to guide you through basic steps to set or change your password.

**Entering a Password** -- You will be required to enter your password each time you launch the application.

For your own peace of mind, the application will log out automatically after 10 minutes of inactivity.

## Backup options

You have the option to backup your database locally in a known folder in your device or in the cloud using your favorite service provider. The initial screen will give you both options before to Login to your database.

**Local backup:** Your database will be backed up in the standard document location of your device.

**Cloud backup:** Your database will be backed up in your favorite cloud provider. As first step, you will need to authorize your application with the provider to enable the Upload/Download capabilities.

The cloud provider will provide limited credentials to access your account. Safebox will request the minimum and more restrictive scope to your account, allowing only access to the file created by this application. These credentials are encrypted using a 128 key and stored locally.