Add Shared Password List

Shared Password Lists are used to share Passwords with teams of people, and allows various types of permissions to be applied - View, Modify or Administrator.

Once a Shared Password List is created, you can then start adding passwords to it, and then sharing those passwords with other team members.

When creating the Private List, you will by default be presented with the following Add Password List Wizard, where you can specify basic details about your Password List, based on settings from one of the available Password List Templates.

Add Shared Password List Wizard

To create a Shared Password List, please specify appropriate details below, and select the permissions you would like applied.

Password List Details	Permissions	Confirmation

Please confirm the details below are correct, then click the 'Finish' button.

Site Location: 🏢 Internal
Password List: 📋 Shared Password Vault
Description : Used to share various credentials for Admin team
Template: Standard Password List
Permissions: CoreAdmins (Modify), Mark Sandford (Admin)

Cancel   Previous   Finish

Note: Additional settings/permissions can be changed after the Password List has been created.

If you would like more granular settings when creating your Password List, then you can tick the option to disable future use of the Wizard, or your Passwordstate Security Administrators can also control this on the screen Administration -> Feature Access -> Password List Options tab.

When the Wizard is disable, then all the settings will be available to you, as per the screenshot and detail below.

As the settings and features available when creating a Shared Password List are the same as Editing a Shared Password List, you can view the documentation for each of the tabs here - Password List Details Tab, Customize Fields Tab, Guide Tab & API Key & Settings Tab.

🚩 Note 1: When you add a new Shared Password List, by default your account will be granted Admin rights to the Password List (Security Administrators of Passwordstate can change this setting though), and it will be positioned in the Navigation Tree just below the selected node (Password List or Folder). You can then drag-and-drop the Password List to any position in the Navigation Tree that you like.

🚩 Note 2: The Site Location for Password Lists will always be 'Internal' if created in the root of Passwords Home, otherwise if nested beneath a Folder, it will use the same Site Location the Folder is set at.

≡ Add New Password List

To add a new Password List, please fill in the details below for each of the various tabs.

Note: You will receive Administrator permissions to the Password List once it is created (unless you're copying permissions from another Password List).

☐ Use the Add Password List Wizard page in future for creating Password Lists

password list details	customize fields	guide	api key & settings

Please specify Password List settings manually below.

Or copy settings/permissions from existing Templates or Password Lists.

Password List Details

Site Location	🏢 Internal
Password List *	[ ]
Description	[ ]
Image	- Select Image - ▼
Password Strength Policy *	Default Policy ▼
Password Generator Policy *	Build Policy ▼
Code Page *	Use Passwordstate Default Code Page ▼
Additional Authentication *	None Required ▼

Copy Details & Settings From

Copying a Template or another Password List's settings will populate all fields/settings on this screen, except for any API Keys.

- Copy Settings From Template - ▼

-- Search and Copy Settings from Password List --

☐ Link this Password List to the selected Template.

Copy Permissions From

If you would like to copy permissions from an existing Template or Password List, please select the appropriate option below.

- Copy Permissions from Template - ▼

-- Search and Copy Settings from Password List --

Password List Settings

🚩 This will be a Shared Password List

☐ Enable Password Resets - allows password resetting with other systems
☐ Enable One-Time Password Generation
☑ Allow Password List to be Exported
☐ Time Based Access Mandatory
☐ Multiple Approvers Mandatory - a total of [1 ▼] approver(s) are required for this List
☑ Prevent Password reuse for the last [5] passwords
☐ Disable Email Notifications for this Password List
☐ Force the use of the selected Password Generator Policy
☐ Hide Passwords from users with the following permissions [▼]
☐ Popup the Guide on each access to this Password List
☑ Prevent Non-Admin users from Dragging and Dropping this Password List
☑ Prevent saving of Password records if a 'Bad' password is detected
☐ Users must first specify a reason why they need to view, edit or copy passwords
☐ Prevent Non-Admin users from manually changing values in Expiry Date fields
☐ Set the Expiry Date to Current Date + [0] Days when adding new passwords
☐ Reset Expiry Date to Current Date + [0] Days when manually updating Passwords
☐ Additional Authentication only required once per session
☐ Show 'Active Directory Actions' options for Active Directory accounts

Password List Permission Settings

If using the Advanced Permission Model, you can prevent permission propagation to this Password List with the setting below.

☐ Disable Inheritance of any upper level folder permission propagation

Default Password Reset Schedule

🚩 Only applicable if this Password List is enabled for Resets.

Please specify the default settings for 'Reset Options' when new records are added to this Password List.

☐ Enable the the Password Reset Schedule for the account, and schedule the reset at a random time between the two time slots below:

Start Time		**Finish Time**	
00 ▼ Hour	00 ▼ Minute	00 ▼ Hour	00 ▼ Minute

And when the account expires, add [90] [Day(s) ▼] to the Expiry Date.

[Save] [Save & Add Another] [Cancel]