

Secret Keeper 2 (SK2)

Securely keeps all your confidential info.

User Guide

For product version 2.0.2 & above.

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Overview

Secret Keeper is a versatile database application that securely keeps all your confidential info in one place. It lets you store and manage all your passwords, user ID, email accounts, web accounts/memberships, credit cards, bank cards, lock numbers, home inventory, movie collections, contact lists, and just about anything you want to keep secret & secure.

The program encrypts and saves all records in a database. So, the only thing you need to remember is just the master password for the program

System Requirements:

- Microsoft Windows 98, Windows 2000, Windows NT, Windows XP.
- An Intel Pentium 3 class of computer or better.

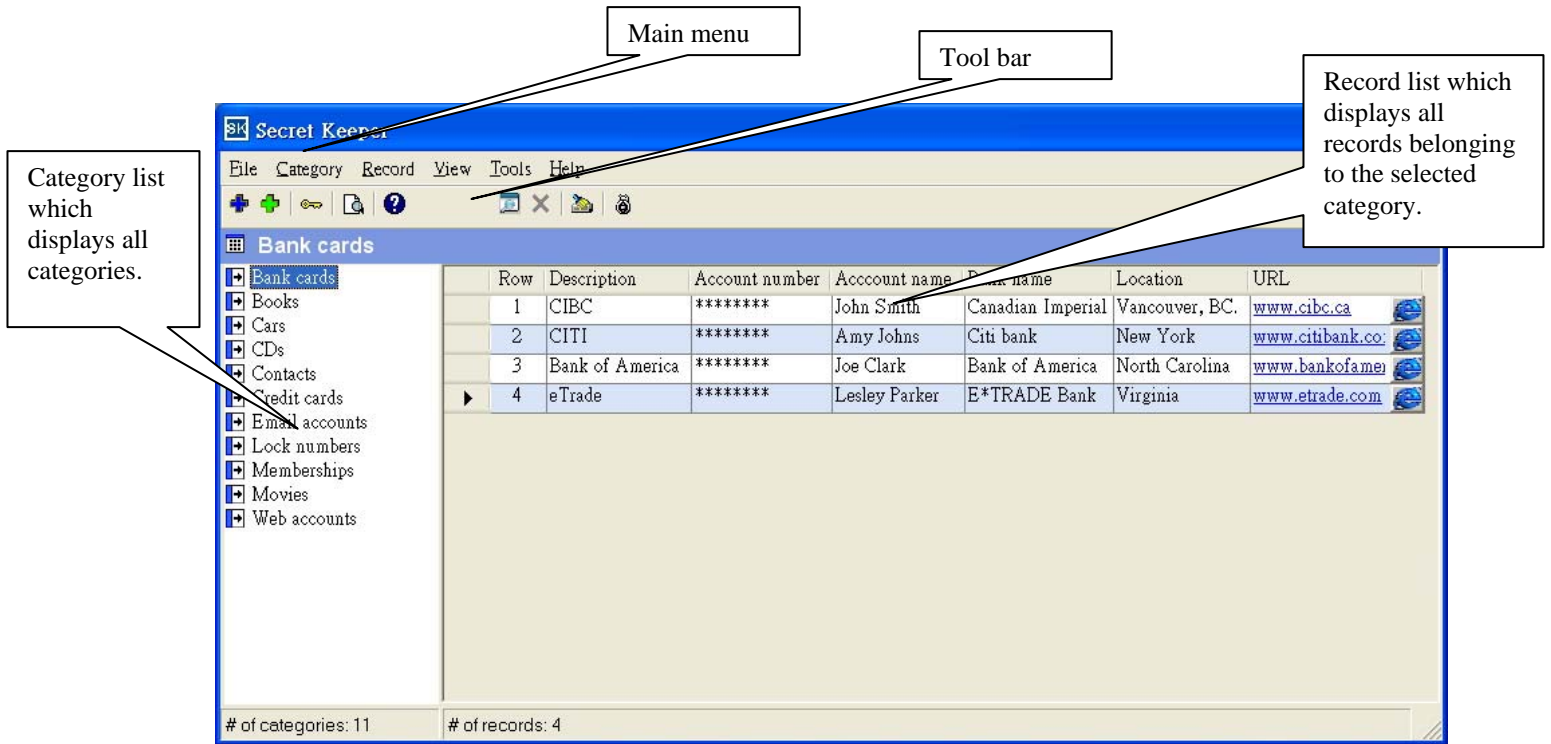
Getting Started

This section is intended to give you a quick orientation of the program. It will briefly touch on a few of the main functionalities.

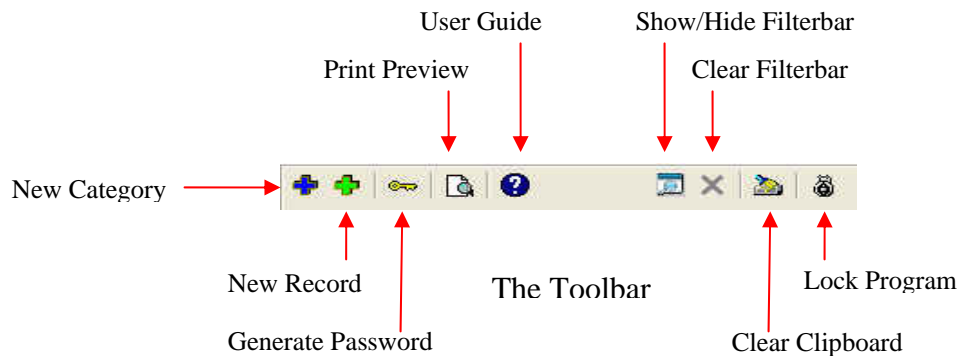


The Login screen.

1. Launch Secret Keeper 2 (SK2) from Program Files\Hilary Technology\SecretKeeper 2
2. For initial login, enter **123** as the password.
3. Click Ok to login to see the main screen.



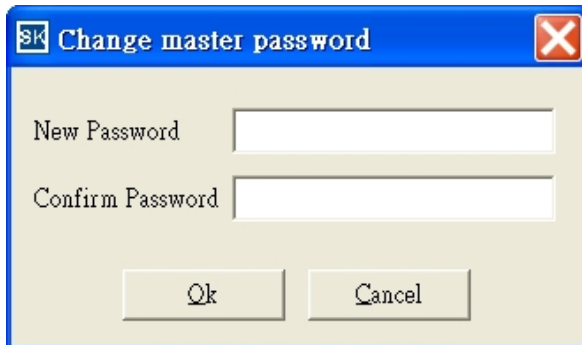
The Main screen.



4. At this point, you can double click on a category to see the category management screen. Or double click on a record to see the record management screen.
5. Right click your mouse over the Category list or Record list to bring up the shortcut menus available.
6. The same sets of shortcut menu items are also available under the Category and Record sections in the main menu.
7. Basically, the program is about managing and saving categories and records securely. That's it. You are now ready to explore other features in the main menu and toolbar.

Changing Master Password

It's recommended that you change the master password from the default one.



The Change Master Password screen.

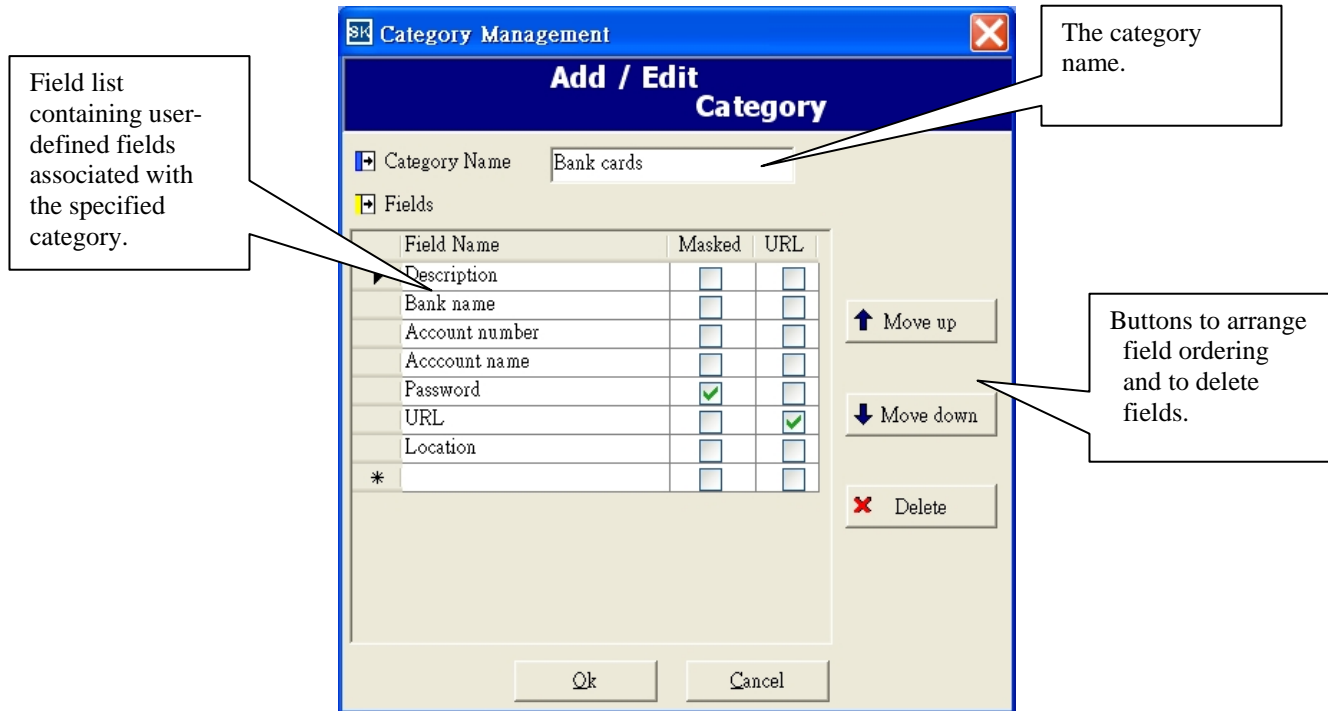
1. Launch the Change Master Password screen from Tools>Change Master Password in the main menu.
2. Enter the new password twice.
3. Click on Save.

Note:

- It's recommended that you use longer password (≥ 8 characters). And that you use combination of letters and numbers for optimal protection.
- It's absolutely important that you remember your master password because even us at Hilary Technology can not break or unlock the program for you if you lose or forget it.

Managing Categories

With the Category Management screen, you can create your own categories and the associated fields.



Note

- Field Name has maximum length of 50 characters.
- Shortcut menu items are available when right clicking on the mouse over the Category list in the main screen.
- Field ordering and field deletion can only be done during editing mode, not Add-New-field mode.

Adding a category

1. From the main menu, go to File>New Category OR click the Blue Arrow button on the tool bar to launch the Category Management screen.
2. Type in the desired category name
3. Type in the desired field names in the field list.
4. If you want a particular field to show up as “*****”, select the Masked checkbox, so that the field values are masked when being displayed.
You can either show or hide the masked fields in the main screen using the Show Masked Fields option under the View section in the main menu.
5. If you have an URL type field, select the URL checkbox, so that such field values will be displayed with a button right beside them for launching the web browser.
6. Click OK to finish or Click Cancel to exit without saving.

Updating a category

1. From the main menu, go to Edit>Edit Category OR double-click the Category from the Category list on the main screen.
2. You can change the Category name and/or field names.
3. You can use the UP & Down arrow buttons to re-arrange the order of the fields.
4. You may delete fields using the Red Delete(X) button.
5. Click OK to save or Click Cancel to exit without saving.

Duplicating a category

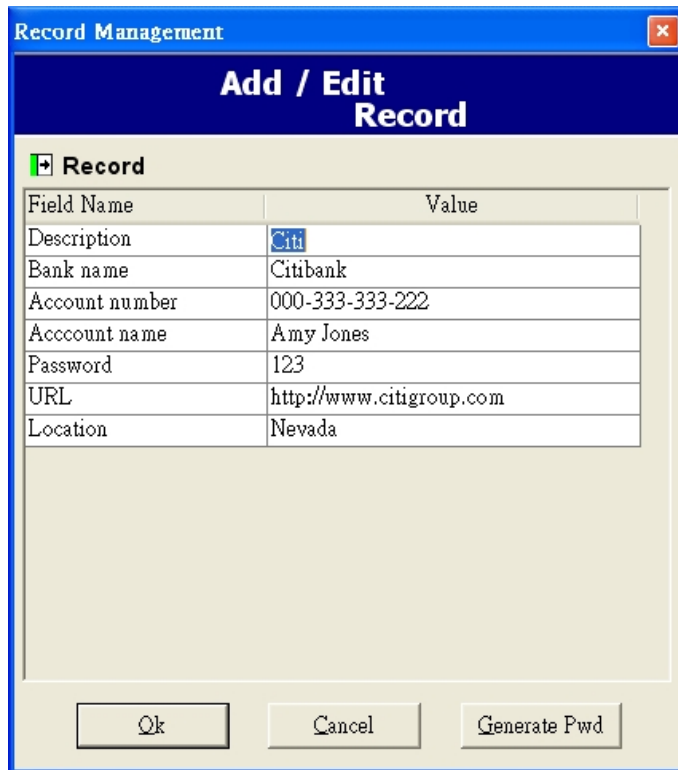
1. Highlight the desired category from the Category list on the main screen.
2. From the main menu, go to Edit > Duplicate Category OR Right Click to use the shortcut menu. The category will then be duplicated along with the associated fields. The records however will not be duplicated.

Deleting a category

1. Highlight the desired category from the Category list on the main screen.
2. From the main menu, go to Edit > Delete Category OR Right Click to use the shortcut menu. You will be asked whether you want to continue with the deletion.
3. Click OK to delete. Click Cancel to exit without deleting.

Managing Records

With the Record Management screen, you can add and update records for a specified category.



Field Name	Value
Description	Citi
Bank name	Citibank
Account number	000-333-333-222
Account name	Amy Jones
Password	123
URL	http://www.citigroup.com
Location	Nevada

The Record Management screen.

Note

- Field Value has maximum length of 200 characters.
- Shortcut menu items are available when right clicking on the mouse over the Record list in the main screen.

Adding a Record

1. Select the desired category from the Category list on the main screen first.
2. On the main menu, go to File>New Record OR click the Green Arrow button on the toolbar.
3. Enter information into the record.
4. Click OK to save. Click Cancel to exit without saving.
5. If you want to have passwords automatically generated for you, click Generate Pwd button to launch the tool. You can copy and paste the auto-generated password in the value field of a record (see **Generating Passwords** section for details).

Updating a Record

1. Select the desired record from the record list.
2. On the main menu, go to Edit>Edit Record OR double click the record.
3. Update the field values as needed in the record.

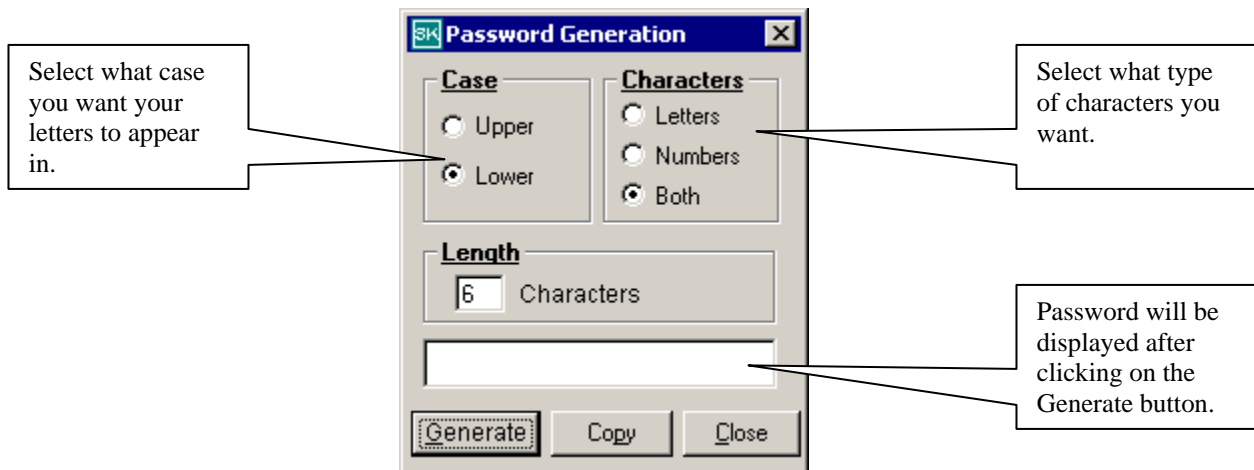
4. Click OK to save. Click Cancel to exit without saving.
5. If you need to generate a password, click Generate Pwd button (see **Generating Passwords** section for details).

Deleting a Record

1. Select the desired record from the record list.
2. On the main menu, go to Edit>Delete Record, or Right Click to use the shortcut menu.
3. You will be asked whether you want to continue with the deletion.
4. Click OK to delete. Click Cancel to exit without deleting.

Generating Passwords

The Password Generation screen can automatically generate passwords for you to be used as user passwords, account passwords or just any passwords that you want to use with SK2 or outside of SK2.



1. Select whether you want the letters in your password to be upper or lower case.
2. Select the type of characters you want – letters, numbers, or a mix of both.
3. Type in the length that you want the password to be.
4. Click Generate to create the password.
5. Click Copy to copy the password so that you can paste the password later on in a record.
6. Click Close to exit.

Printing Records

Previewing / Printing Records

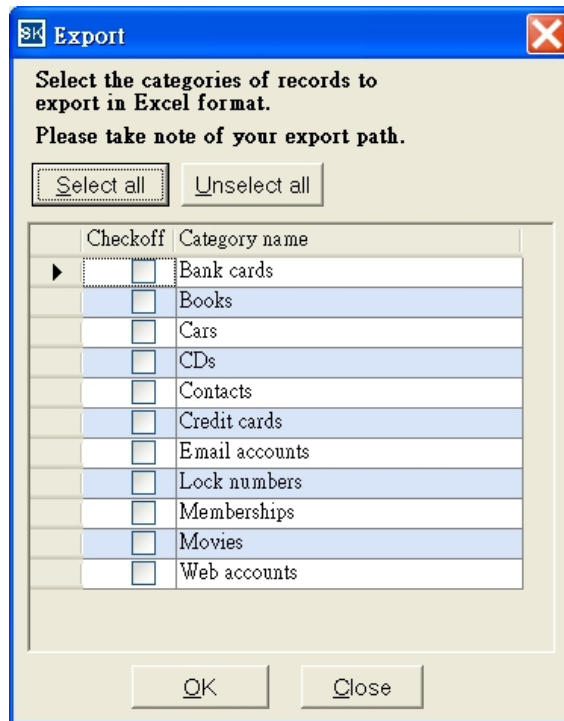
You can preview and print out the records for a particular category.

Note:

- Content in the print preview will be identical to that of Record list in the main window, so please adjust the Record list in the main window to your satisfaction before printing the records out.
1. Highlight the Category from the Category list on the main screen.
 2. On the main menu, go to File>Print Preview Or Click on Print Preview on the toolbar.
 3. Set Page Setup options as needed in the Preview window.
 4. Print or Cancel as needed.

Exporting Records

You can export records of selected categories in Excel format.



Note:

- The output of the export will be identical to that of Record list in the main window, so please adjust the Record list in the main window to your satisfaction before exporting the records.
 - The default export path will be the application's install path\export folder. If you use the default installation path, then it's "C:\Program files\Hilary Technology\SecretKeeper 2\Export."
1. From the main menu, go to File>Export.
 2. Select the desired categories, and click OK to export.
 3. Select the desired location to place the export file.

4. Upon successful export, the export file will be automatically opened for viewing.
5. Take note of the location where you store the export file, and remember to delete the file for your protection once you finish using the file.

Applying Filter/Search

This option allows you to perform filter/search on records. Turning this option on will show the Filter Bar (a blank row positioned as the first record in the Record list), where you can enter the filter/search criteria in the desired columns.



Clear Filterbar
Show/Hide Filterbar

Row	Description	Bank name	Account number	Account name	Password
1	Citi	Citibank	000-333-333-222	Amy Jones	*****
2	CB	Commerce Bank	555-222-222-777	Ray Carol	*****

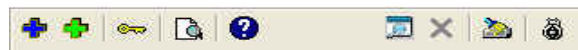
Filter Bar shown as a blank row in the 1st record.

1. To apply filter or perform search, go to View>Show Filter Bar, Or click the Filter icon in the toolbar.
2. Enter filter criteria in the desired column(s) on the top blank row.
3. The filter results will show simultaneously as you enter the criteria.
4. To clear the filter criteria, click the Clear Filterbar icon on the tool bar.

Locking the Program

You can lock the program before leaving your computer unattended. Once locked, the program is minimized, and to use it again, you will have to enter the correct password.

1. To lock the program, go to main menu Tools>Lock Program, OR click the Lock icon in the toolbar.



Lock Program

2. To unlock the program, enter the correct password in the Login screen.

Setting Viewing Options

There are a few viewing options you can set within Secret Keeper.

Show Masked Fields

This option allows you to show the real values of the masked fields. When you don't choose this option, values of the masked fields will show up as ***** in the main screen.

1. To show or not show masked fields in the Record list, go to View> Show Masked Fields on the main menu.

Show Filter Bar

This option allows you to perform filter/search on records. Please refer to the section Applying Filter/Search for details. [Click here.](#)

Show Multi-line in Cells

This option allows you to view the records with multiple lines of text wrapped.

Row	Title	Author	Publisher	Date published
1	Fundamental Accounting	Adam Smith	McDraw Hill	1890
2	A good year	Blinda Cooks	MGM	Aug 2008

Multi-line in action.

1. From the main menu, go to View>Show Multi-line in Cells.
2. By default, you will 2 lines of text with this option enabled. You can drag the a row to increase the row height and view more lines of text at once.

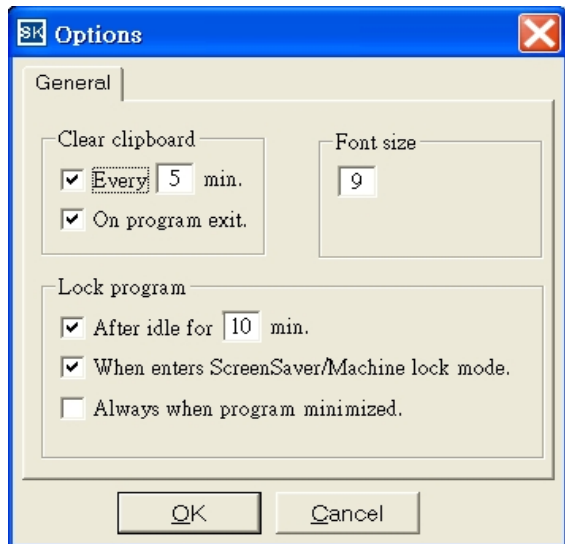
Always On Top

This option lets you set whether Secret Keeper should always stay on top when you have multiple programs running on your system.

1. Go to View>Always On Top on the main menu.

Setting Application Options

There are a number of handy application options you can set to enhance the security the program provides and the behaviours of the program.



The Options screen.

Clear Clipboard Options

- You can choose to have the program automatically clear the clipboard at a fixed interval (between 1 to 60 min). And,
- You can choose to always clear the Secret Keeper clipboard upon program exit.

Note:

It's recommended you check off these options for optimal protection.

Font Size Options

- You may use font size between 7 to 17.
- The font size change is applied only to Category & Record lists on the main window, and Category & Record management screens.

Lock Program Options

- You can choose to have the program automatically locked after certain idle time. (between 1 to 60 min). And,
- You can choose to have the program automatically locked when the computer enters Screen Saver/Machine Lock modes. And,
- You can also have the program locked every time it's minimized.

Note:

It's recommended you check off these options for optimal protection.

Administering the Database

Secret Keeper utilizes a database to store all of its information. You can backup and restore all the information you have saved so that you will never lose any important information. Also, you can keep the application in good working order by compacting it from time to time.

Backup

1. On the main menu, go to Tools>Backup.
2. Choose a location where you want to store the backup copy of the Secret Keeper database. Or you can simply use the default location.
3. The default location is the path to which you installed Secret Keeper.

Restore

1. To restore a previously backed up version of the database, go to Tools>Restore on the main menu.
2. You will be prompted to select which database backup to restore from.
3. Select the database and click OK. Click Cancel to exit without restoring.
4. You will be redirected to the login screen when this process is completed.

Compact

1. To maintain the database and prevent data corruption of data, go to Tools>Compact on the main menu.
2. Click OK to start. Click Cancel to exit without compacting the database.

Note:

It's recommended that you compact the database once a month to keep the database in optimal conditions.

Ordering SK2 Online

To order Secret Keeper, please go to www.hilarytech.com

Entering the Registration Key

The trial version of SK2 has a limited usage of 50 times and after which you will have to purchase a license to continue using the program. Once you have obtained a license for your copy of Secret Keeper, you can enter the registration key to remove the trial restriction.

1. From the main menu, go to Help>About.
2. On the About screen, click the register button.
3. Enter the registration name and registration key.
4. Click OK when done.

Contacting Us

General questions or feedback:

info@hilarytech.com

Sales questions or custom project inquiries:

sales@hilarytech.com

Technical support:

support@hilarytech.com

Please include the following information when requesting technical support:

1. Program title & version,
2. Windows version, i.e Windows XP with SP3.
3. Detailed description of your problem, i.e. what exactly we should do to get the same error message or problem.

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