## 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.

assword List Details	Permissions			Confirmat	ion	
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assword List: *	Shared Password Vault					
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mage:	🐓 protect.png					
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## SAdd Shared Password List Wizard

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

lease confirm t	the details below are correct, then click the 'Finish' butto	n.	
ite Location:	Internal		
assword List:	💱 Shared Password Vault		
Description :	Used to share various credentials for Admin team		
emplate:	Standard Password List		
Permissions:	CoreAdmins (Modify), Mark Sandford (Admin)		

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 - <u>Password List Details Tab</u>, <u>Customize Fields Tab</u>, <u>Guide Tab</u> & <u>API Key & Settings Tab</u>.

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 <u>Navigation Tree</u> just below the selected node (Password List or Folder). You can then dragand-drop the Password List to any position in the <u>Navigation Tree</u> 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).

 $\Box$  Use the Add Password List Wizard page in future for creating Password Lists

Fassword List Details 🧠	9		Copy Details & Settings From 🔍
Site Location	Internal		Conving a Template or another Password List's settings will populate all
Password List *			fields/settings on this screen, except for any API Keys.
Description			- Copy Settings From Template -
Image	- Select Image -	-	Search and Copy Settings from Password List
Password Strength Policy *	Default Policy	· · · · · · · · · · · · · · · · · · ·	Link this Password List to the selected Template.
Password Generator Policy *	Build Policy	-	
Code Page *	Lice Passwordstate Default Code Page	•	Copy Permissions From 👳
Additional Authentication *	None Required	•	If you would like to copy permissions from an existing Template or Password List, please select the appropriate option below.
			- Copy Permissions from Template -
Password List Settings This will be a Shared Pas	ssword List		Search and Copy Settings from Password List
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