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.

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

- **Site Location**: Your site location
- **Password List**: Your password list name
- **Description**: Your description of the list
- **Image**: Your image
- **Password Strength Policy**: Your policy settings
- **Password Generator Policy**: Your policy settings
- **Code Page**: Use the existing code page
- **Additional Authentication**: None required

Password List Settings

- **This will be a Shared Password List**
- [ ] Enable Password Splits
- [ ] Allow password splitting 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 [ ] passwords
- [ ] Prevent User from changing values in Expiry Date fields
- [ ] 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 + [ ] days when adding new passwords
- [ ] Reset Expiry Date to Current Date + [ ] days when manually updating passwords
- [ ] Additional Authentication only required once per session
- [ ] Show 'Active Directory Actions' options for Active Directory accounts

Copy Details & Settings From

- Copy Settings From Template
- Search and Copy Settings from Password List

Copy Permissions From

- Copy Permissions from Template
- Search and Copy Settings from Password List

Password List Permission Settings

- [ ] 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 Password Reset Schedule for the account, and schedule the reset at a random time between the two time slots below:

  - **Start Time**
    - [ ] Hours
    - [ ] Minutes
  - **Finish Time**
    - [ ] Hours
    - [ ] Minutes

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

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