

# Password Manager

## Setting Your Password

**IMPORTANT YOU CANNOT RESET YOUR PASSWORD AS THIS IS USED AS AN ENCRYPTION KEY**

**USE A VERY STRONG PASSWORD AND ADD A PASSWORD HINT INCASE YOU FORGET**

## Location

Url	<a href="https://vault.maticmedia.co.uk">https://vault.maticmedia.co.uk</a>
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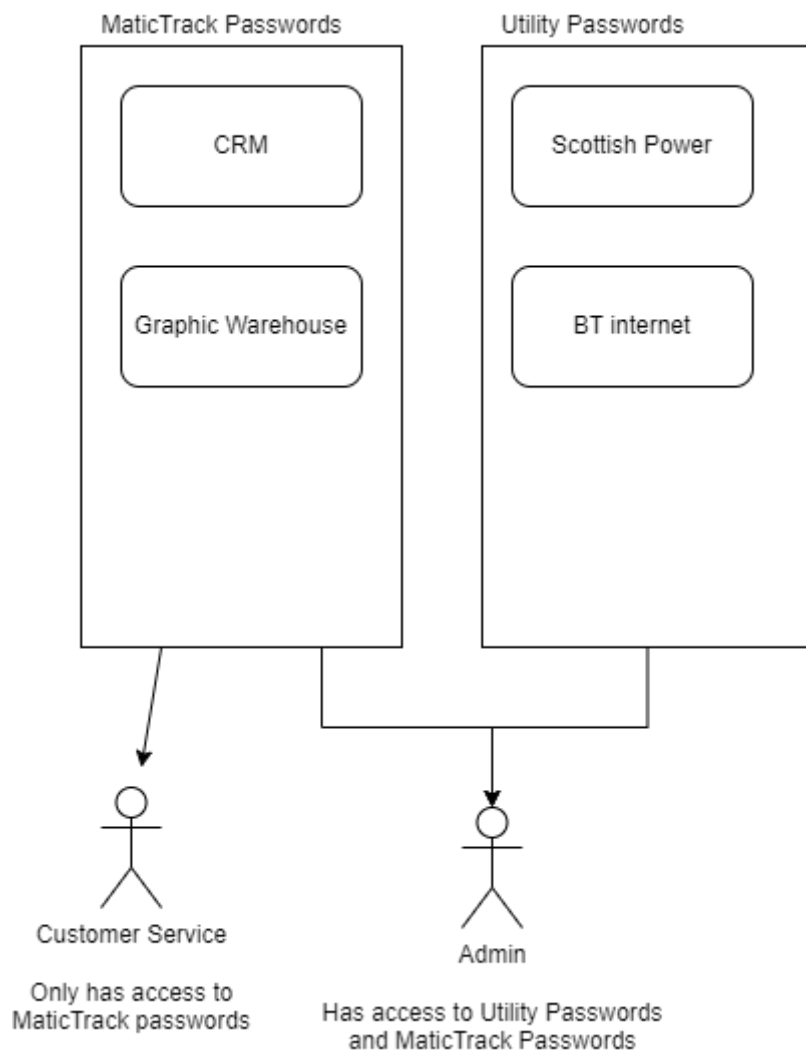
## Administrator Access

The following users have administrative access if you need to request access to the password manager.

MaryRose
Richard
Robert
Linda

## Collections

Inside the vault you can save... Passwords, Notes, Files etc these are categorised inside Collections. Collections can then be shared with other Vault users.



## Adding Users

**FILTERS**

Search vault

**All items**

- Favourites
- Bin

**TYPES**

- Login
- Card
- Identity
- Secure note

**FOLDERS**

- No folder

**COLLECTIONS**

- Bank Accounts
- Default collection
- Servers

## My vault

- ☐ Bank Account (MD) MD
- ☐ VaultWarden Server (LXC 110) root

**ORGANISATIONS**

Matic Media

+ New organisation

**MM** Matic Media Organisation

Vault **Manage** Tools Settings

**MM** Matic Media Organisation

Vault **Manage** Tools Settings

**MANAGE**

- People
- Collections
- Policies

## People

All 4 Invited 3 Accepted Search + Invite user

<input type="checkbox"/>	<b>LI</b> linda@maticmedia.co.uk Invited	Admin
<input type="checkbox"/>	<b>MA</b> maryrose@maticmedia.co.uk Invited	Admin
<input type="checkbox"/>	<b>RI</b> richard@maticmedia.co.uk Invited	Admin
<input type="checkbox"/>	<b>RM</b> robert@maticmedia.co.uk Robert McCombe	Owner

The screenshot shows the 'INVITE USER' dialog box. It includes an 'Email' input field, a 'USER TYPE' section with radio buttons for User, Manager, Admin, and Owner, and an 'ACCESS CONTROL' section with radio buttons for 'This user can access and modify all items' and 'This user can access only the selected collections'. Below the access control is a table with columns 'Name', 'Hide passwords', and 'Read only'. The table lists 'Bank Accounts', 'Default collection', and 'Servers'. Red brackets and arrows on the right side of the dialog point to the 'Email' field (labeled 'User's Email Address'), the 'USER TYPE' and 'ACCESS CONTROL' sections (labeled 'Access Level'), and the table (labeled 'What collections of passwords this user should have access to'). At the bottom are 'Save' and 'Cancel' buttons.

INVITE USER

Invite a new user to your organisation by entering their Bitwarden account email address below. If they do not have a Bitwarden account already, they will be prompted to create a new account.

Email

You can invite up to 20 users at a time by comma separating a list of email addresses.

USER TYPE ?

☒ User  
A regular user with access to assigned collections in your organisation.

☐ Manager  
Managers can access and manage assigned collections in your organisation.

☐ Admin  
Admins can access and manage all items, collections and users in your organisation.

☐ Owner  
The highest access user that can manage all aspects of your organisation.

ACCESS CONTROL ? [Select all](#) [Unselect all](#)

☐ This user can access and modify all items.

☒ This user can access only the selected collections.

Name	Hide passwords	Read only
<input type="checkbox"/> Bank Accounts	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Default collection	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Servers	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Cancel](#)

User's Email Address

Access Level

What collections of passwords this user should have access to

## Physical Location

Passwords are saved in a VaultWarden instance on **LXC 110 on Server 1 (Internal IP 192.168.0.60)**. Backups are preformed weekly. You can access the Proxmox instance by following the [instructions here](#).

## Browser Extensions & Mobile Apps

There are bitwarden extensions for Firefox, Chrome and Edge.

### Links to Extensions

Firefox	<a href="#">Bitwarden - Free Password Manager - Get this Extension for Firefox (en-GB) (mozilla.org)</a>
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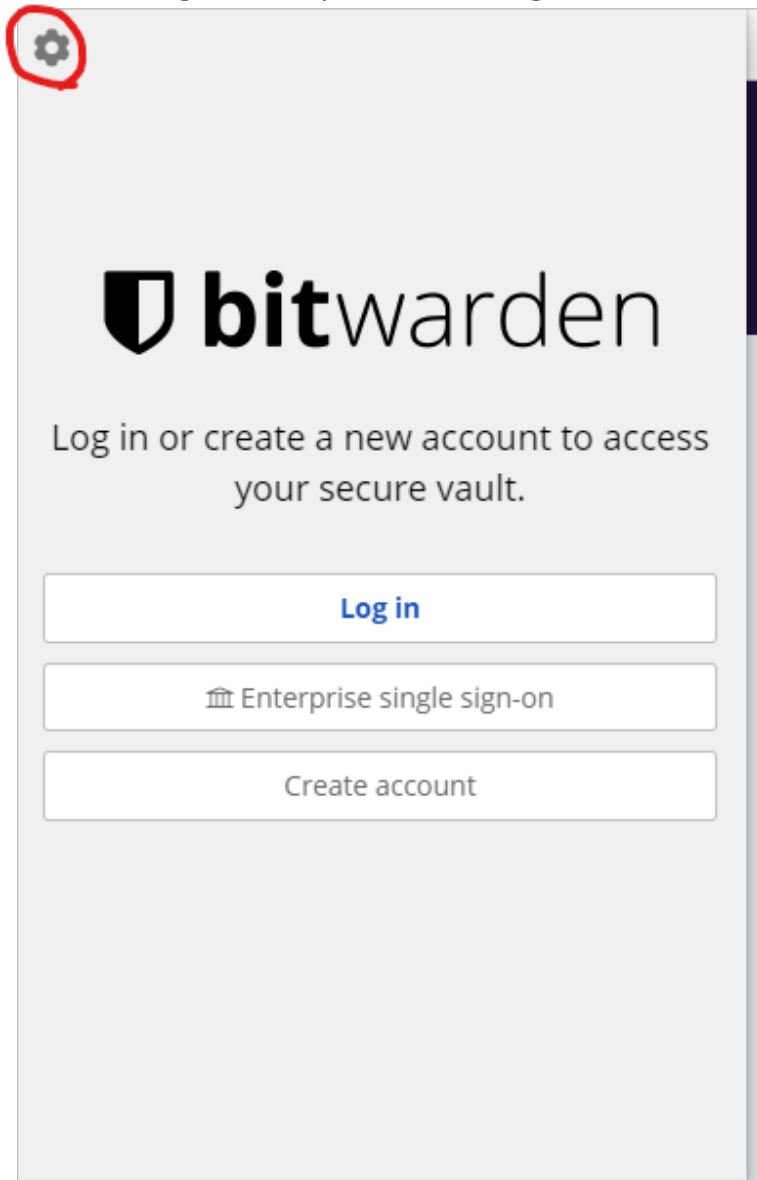
Edge	<a href="#">Bitwarden - Free Password Manager - Microsoft Edge Addons</a>
Chrome	<a href="#">Bitwarden - Free Password Manager - Chrome Web Store (google.com)</a>
Android	<a href="#">Bitwarden Password Manager – Apps on Google Play</a>
iOS	<a href="#">Bitwarden Password Manager on the App Store (apple.com)</a>

## How to Setup Browser Extension / Mobile Apps

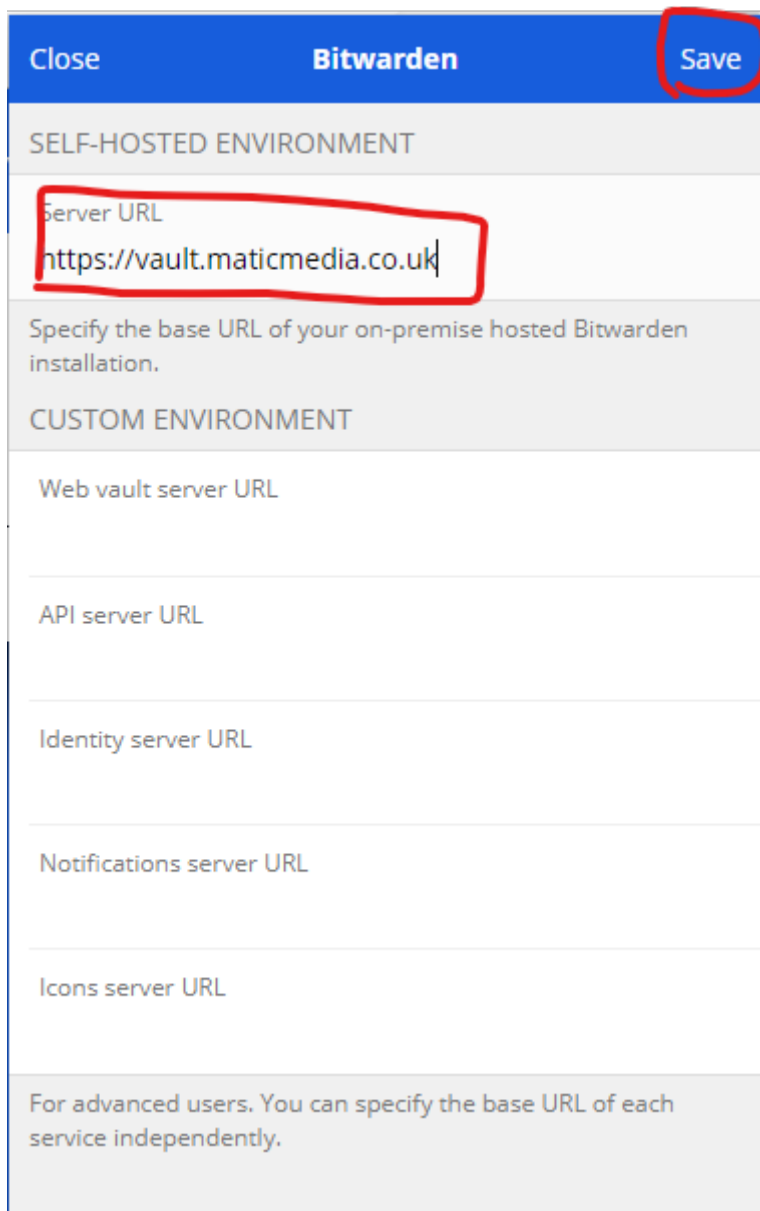
1. Click the bitwarden icon at the top of the address bar after installing your extension



2. Click the cog in the top left of the edge screen



3. Enter the URL <https://vault.maticmedia.co.uk/> then click **save**




The screenshot shows the Bitwarden configuration interface. At the top, there is a blue header bar with the text "Close", "Bitwarden", and "Save". The "Save" button is circled in red. Below the header, the "SELF-HOSTED ENVIRONMENT" section is active. It contains a "Server URL" field with the text "https://vault.maticmedia.co.uk/" entered. This field is also highlighted with a red rectangle. Below this field, there is a descriptive text: "Specify the base URL of your on-premise hosted Bitwarden installation." The "CUSTOM ENVIRONMENT" section is also visible, containing fields for "Web vault server URL", "API server URL", "Identity server URL", "Notifications server URL", and "Icons server URL". At the bottom, there is a note: "For advanced users. You can specify the base URL of each service independently."

4. Click the login



Log in or create a new account to access  
your secure vault.

[Log in](#)

 Enterprise single sign-on

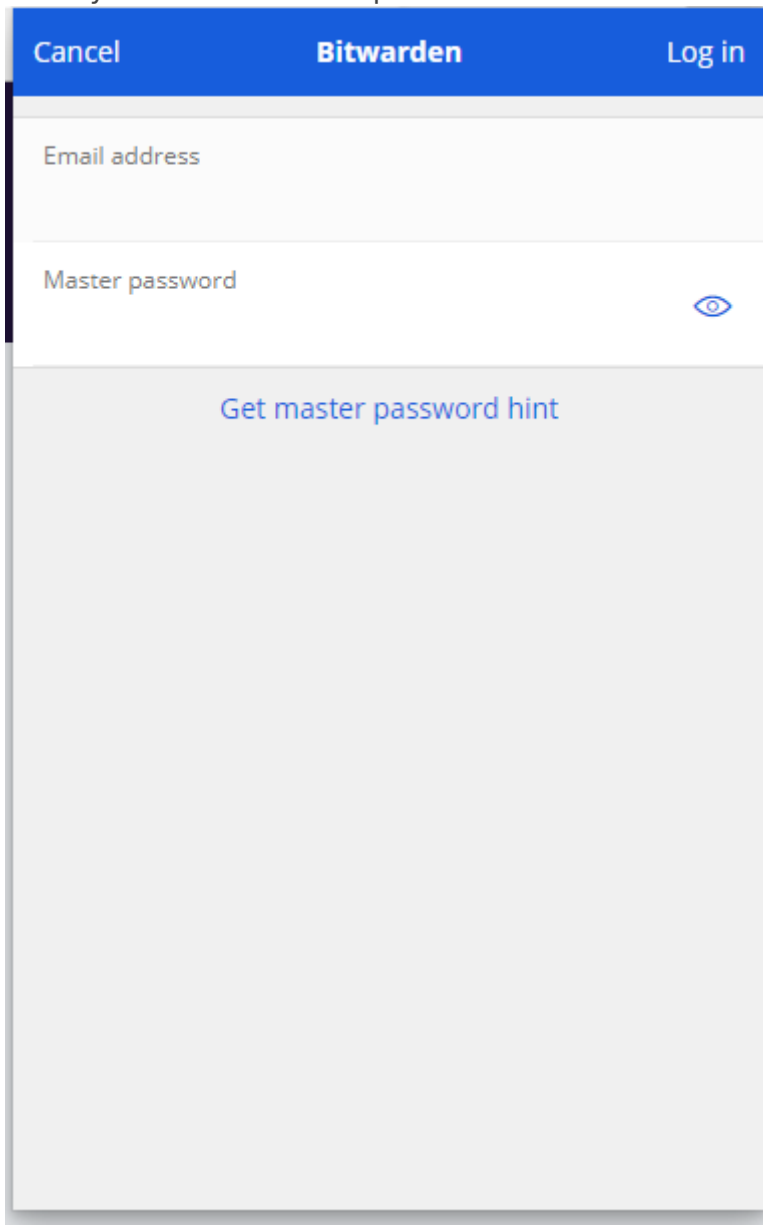
Create account



The environment URLs have been saved.



5. Enter your username and password



The image shows the Bitwarden login interface. At the top is a blue header bar with the text "Cancel", "Bitwarden", and "Log in". Below the header are two input fields: "Email address" and "Master password". To the right of the "Master password" field is an eye icon. Below these fields is a large, light gray rectangular area containing the text "Get master password hint" in blue.

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