

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	https://vault.maticmedia.co.uk
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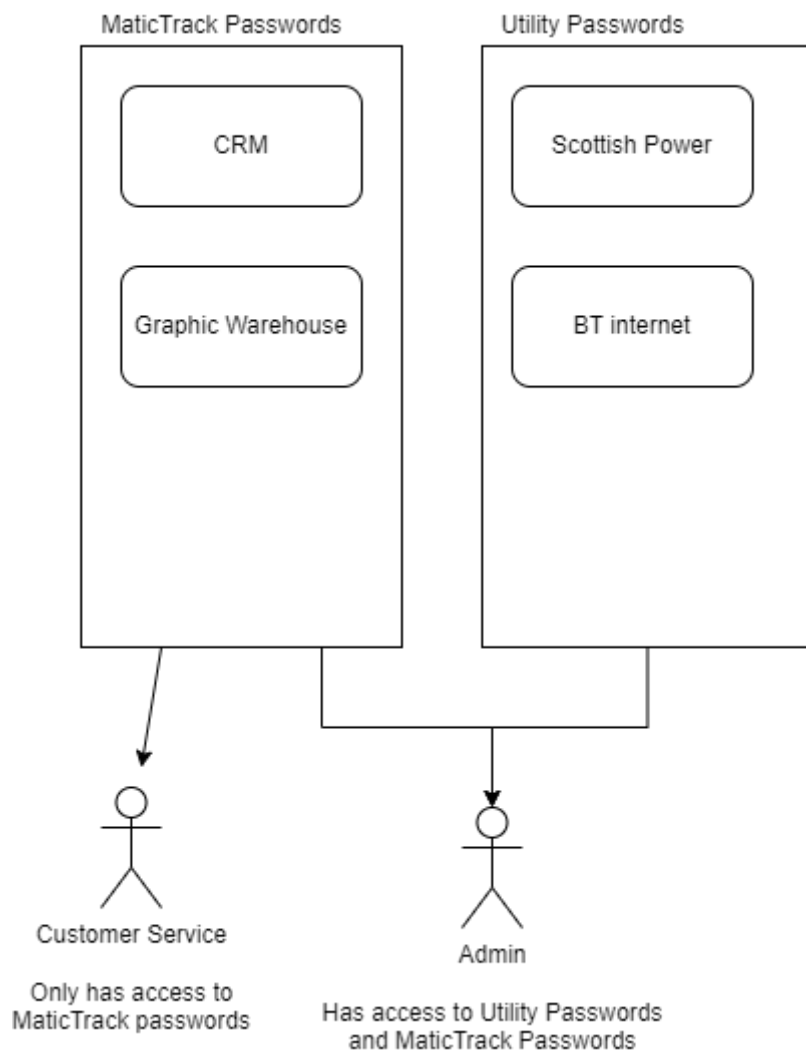
Administrator Access

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

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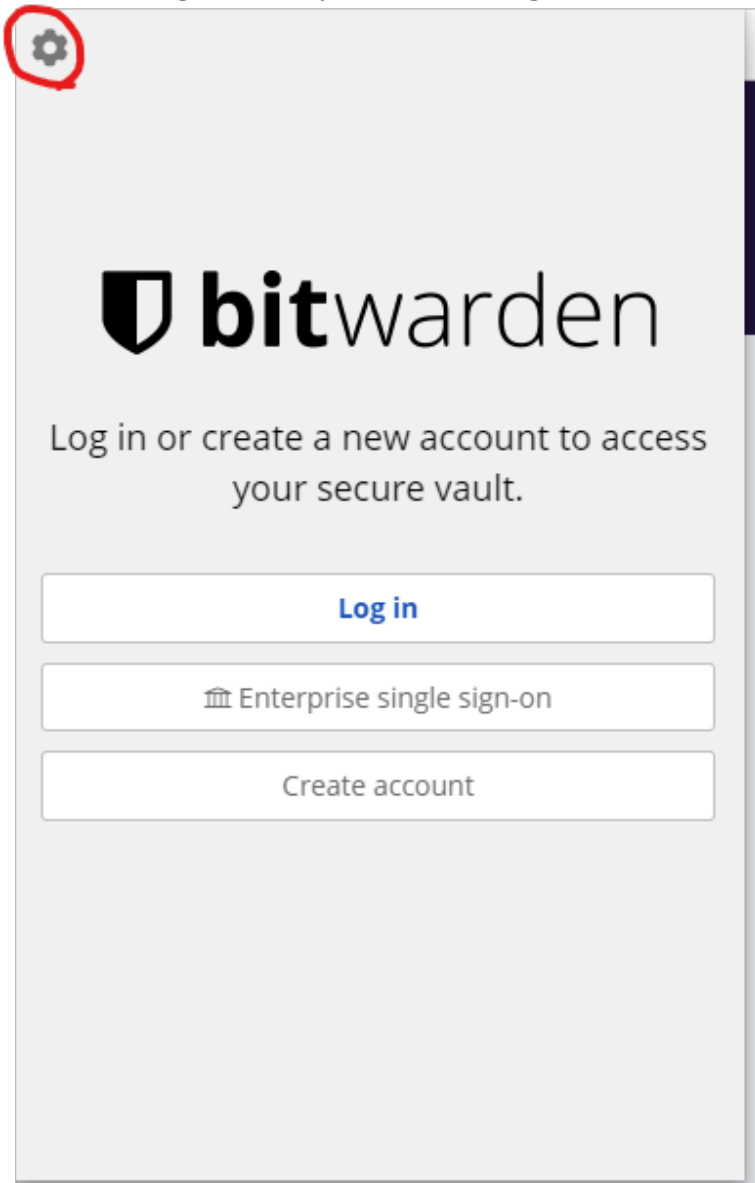
Edge	Bitwarden - Free Password Manager - Microsoft Edge Addons
Chrome	Bitwarden - Free Password Manager - Chrome Web Store (google.com)
Android	Bitwarden Password Manager – Apps on Google Play
iOS	Bitwarden Password Manager on the App Store (apple.com)

How to Setup Browser Extension / Mobile Apps

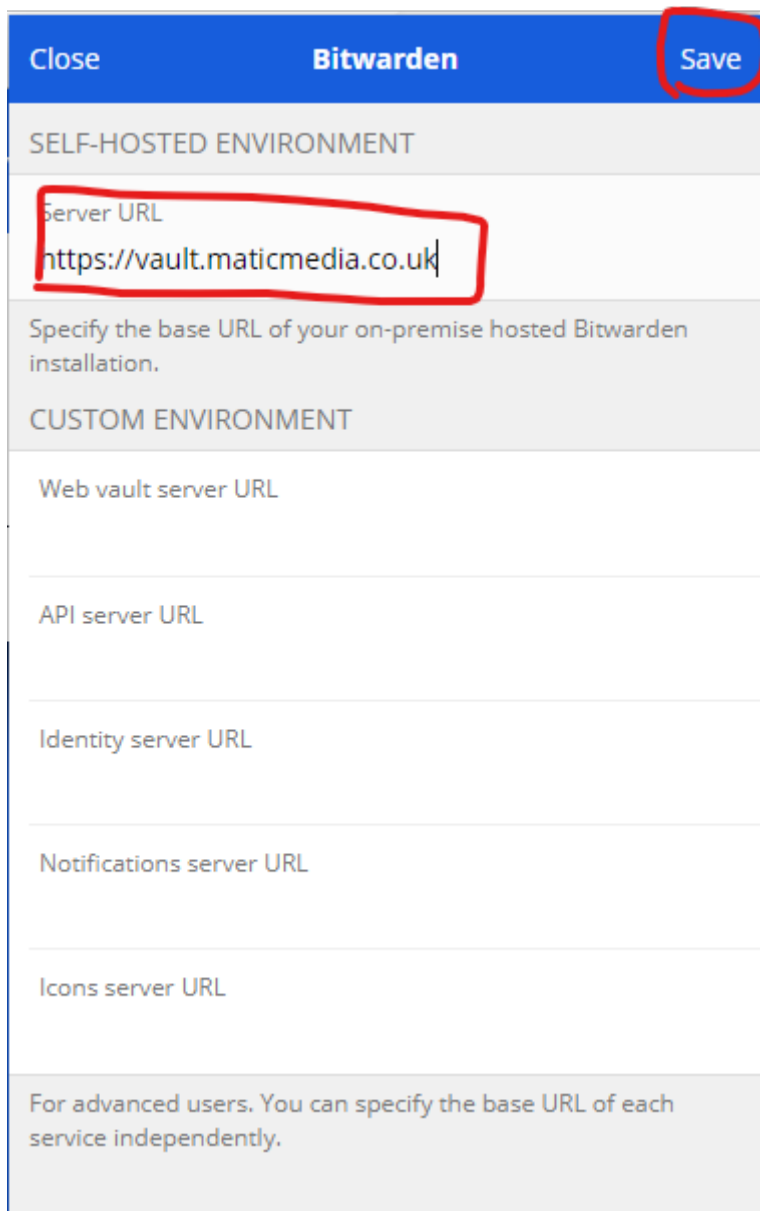
1. Click the bitwarden icon at the top of the address bar after installing your extension



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 window. At the top, there is a blue header bar with 'Close', 'Bitwarden', and 'Save' buttons. 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, which is also circled in red. Below this field 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

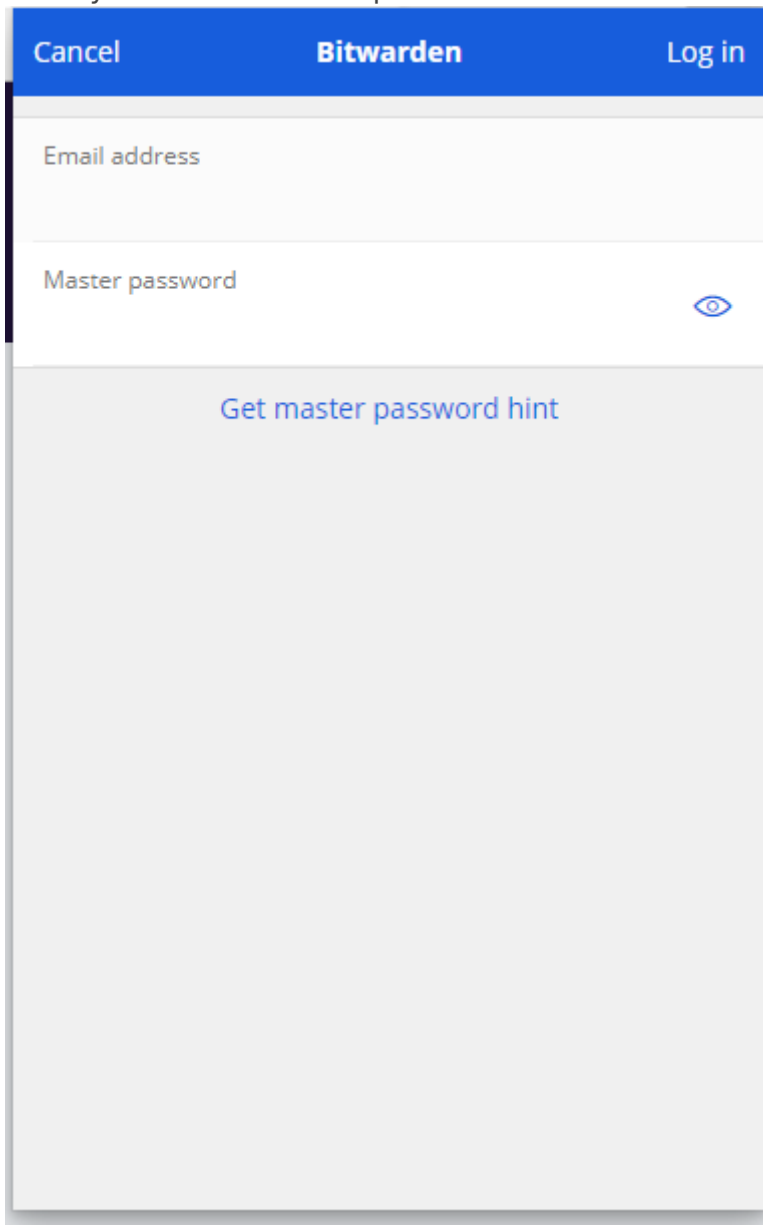
Create account



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 area containing the text "Get master password hint" in blue.

Revision #2

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