

## FINPACK Vault QuickStart

The FINPACK Vault is an online data storage site where you can securely back up your FINPACK files. To initiate use of the Vault, you will log in and then **Add** all of your FINPACK files. Your original files will still reside on your local computer. By adding files to the Vault, you are creating a backup copy of them. Then, when you later change a file, it will have a status of **Check In**. When you check in that file by clicking **Sync**



, a new copy of that file will be stored in the Vault. The vault creates a history of each file so you can always get back to a previous version if anything goes wrong.

Here is a set of QuickStart instructions for getting started using the FINPACK Vault.

1. We have provided you with an initial user name and password. For security purposes, you should first go to the Vault Website: <https://www.fpvault.umn.edu/> and change the password (under Account Settings).
2. In FINPACK, go to Tools > Options > FINPACK Vault.
3. Click Enable the Vault and enter **fpvault.umn.edu** for the Vault URL. Click Test Connection to verify that you have access to the website. **Do not "Map Vault Locations."** That is only for database reviewers.
4. Exit back to the main FINPACK page. The FINPACK Vault should now be listed at the bottom of your Files dialog box.
5. Click on FINPACK Vault and log in. You will need to log in only once each FINPACK session. At this point, the Vault will scan all of your FINPACK files in your default FINPACK folder. All files will initially be listed under the **Add** status bar.
6. Select the files you want to Add to the Vault (suggestion, click Select All).
7. Click the Sync  icon (third from left).
8. Selected files will be uploaded to the Vault and will now have a status of Current.
9. If you make a change in a file, its status will change to Check In. Select it and Sync again to upload the change.

Full instructions for the FINPACK Vault are available at:

[https://www.cfm.umn.edu/downloads/setfiles/FINPACK\\_Vault\\_documentation.pdf](https://www.cfm.umn.edu/downloads/setfiles/FINPACK_Vault_documentation.pdf)