

Password Policy Setup

1. Go to menu : **Tools | Options...** click on **Password Policy**.

Options

Password Policy

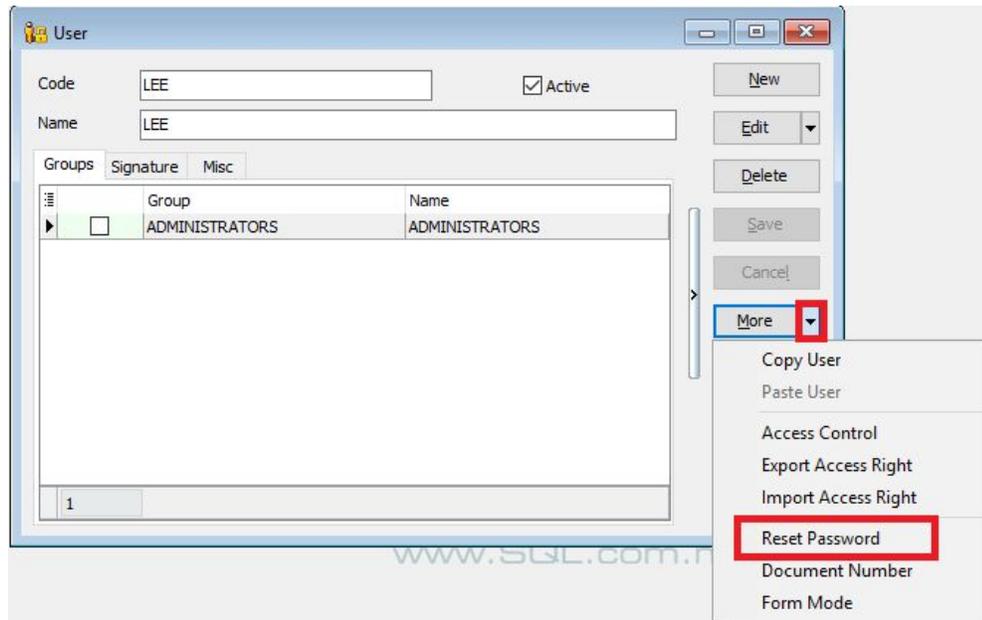
- Maximum Password Age (days)
5
- Minimum Password Length
8
- Save Password History (0-5)
5
- at least one Upper Case letter (A-Z)
- at least one Lower Case letter (a-z)
- at least one number (0-9)
- at least one non-alphanumeric character !\$%^&*()_+=@~#<,>,.?

OK Cancel Help

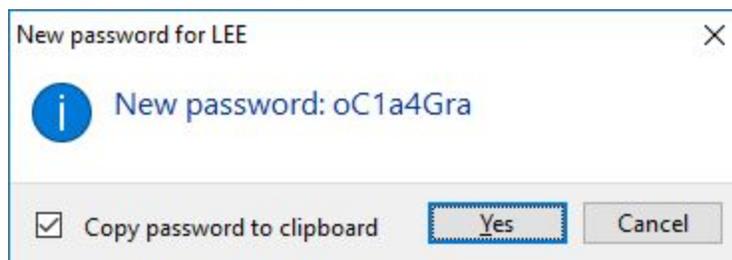
2. You can choose the following password requirement:
 - **Maximum Password Age (days):** number of days to expire and change password.
 - **Minimum Password Length:** password length cannot less than the minimum, eg. 8.
 - **Save Password History (0-5):** number of password history not allow to re-use
 - Password combination of
 - **At least one Upper Case letter (A-Z)**
 - **At least one Lower Case letter (a-z)**
 - **At least one number (0-9)**
 - **At least one non-alphanumeric character !\$%^&*()_+=@~#<,>,.?**

New User - Reset Password

1. Go to menu : **Tools | Maintain User.**
2. Click on More (arrow key down), click **Reset Password.**



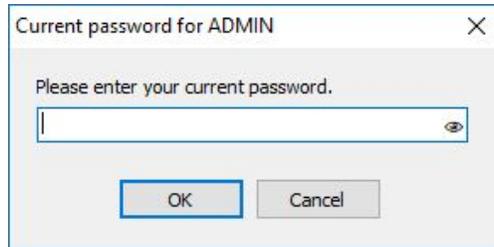
3. Click on More (arrow key down), click **Reset Password.**
4. New password auto generated.



5. Press **Yes** (Copy password to clipboard = Tick).
6. You can press **Ctrl + V** to paste the New Password into email and send to the new user.

2-Steps Verifications Login

1. Go to menu : **File | 2-Steps Verification.**



2. Enter your current password, press **Ok** to proceed.
3. Choose an Authenticator device.



4. Follow the instructions to install and setup the Authenticator in your hand-phone.
5. Each time login, you will require to enter the verification code generated from the Authenticator in your mobile phone.

