

# User Guide

## Company Profile - Security Setup

Admin



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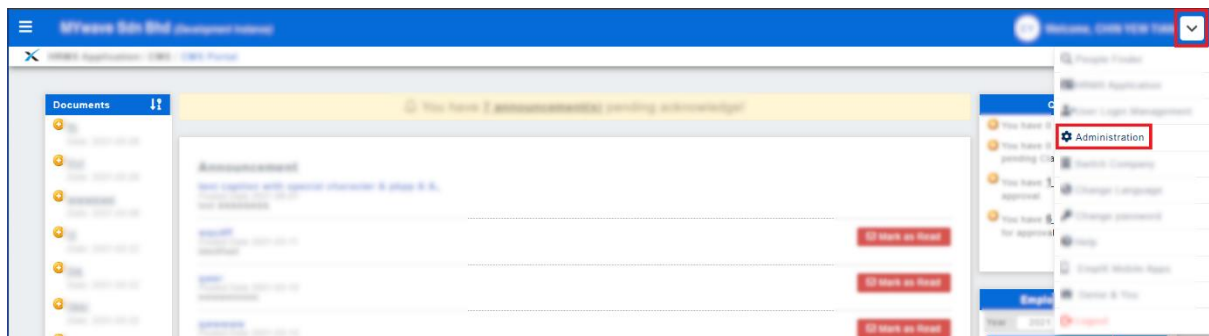
## SECURITY SETUP

Admin able to setup the following features in Company Profile

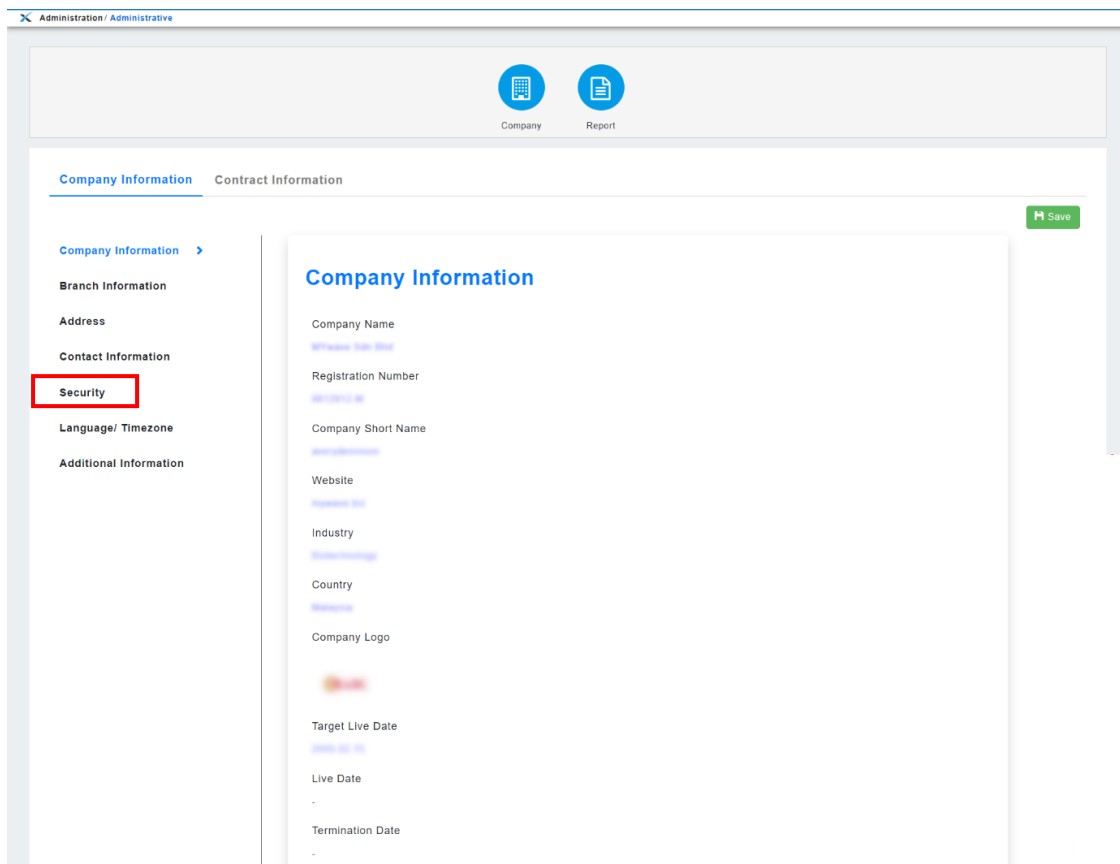
- Login ID Preference
- Security Level
- Password Expiry Duration
- Temporary Password Expiry Duration
- Default Password Generator Pattern

## 1.1. Accessing Administrative Company Profile

1. Click on top-right menu after login into the EmplX system
2. Click on **Administration**



- Once loaded, the below screen will be displayed. Click on the **Security** tab, to view the Security Setup section



Administration / Administrative

Company Report

Company Information Contract Information

Save

Company Information  
Branch Information  
Address  
Contact Information  
**Security**  
Language/ Timezone  
Additional Information

### Security

**Login ID Preference**

Login ID will generate based on below availability from top to bottom

<input checked="" type="checkbox"/>	Email Address	<Email Address>
<input checked="" type="checkbox"/>	ID No. (New)	@Company Short Name <ID No. (New)>@
<input checked="" type="checkbox"/>	Employee No.	@Company Short Name <Employee No.>@

**Password**

**Security Level**

☒ Password
 ☒ Secure word
 ☒ Two-factor authentication (2FA)

\* Using mobile authenticator like Google Authenticator or Microsoft Authenticator for 2FA

**Password Expiry Duration**

☒ Never Expire

**Temporary Password Expiry Duration**

1 Day(s) ☐ Never Expire

**Default Password Generator Pattern**

☒ On ☐ Off

Password Preview (Maximum 4 patterns)

9909091222219700101ABC0123ABC0123

≡	Identification No.	▼	🗑️
≡	Date Of Birth	▼	🗑️
≡	Employee No.	▼	🗑️
≡	Employee No.	▼	🗑️

Follow the steps below to setup Security features for your Company.

1. Check the desired login ID patterns available for selection during Multiple User Setup. User can select 1 or more login ID patterns
2. Click to enable/disable Secure Word and Two-Factor Authentication
3. Setup password expiry duration by checking/unchecking **Never expire** option. If unchecked, enter the desired duration in the field as shown below

**Password Expiry Duration \***

0 Day(s) ☐ Never Expire

4. Setup password expiry duration by checking/unchecking **Never expire** option. If unchecked, enter the desired duration in the field as shown below

### Temporary Password Expiry Duration \*

  ☐ Never Expire

5. Turn Default Password Generator Pattern On/Off by clicking the slider. If turned on, select the type of pattern to be used from the dropdown list. Click **Add** button to add a new pattern or click the **trash** icon to delete a pattern.

### Default Password Generator Pattern \*

Password Preview (Maximum 4 patterns)


990909122222



Identification No.




Add

6. Click on the  **Save** button. System will prompt user for confirmation.

## Confirmation

Do you want to save the changes ?

7. Click on  **Yes** button to save the changes. A success message will be displayed.

## Success

Successfully updated