

User Guide

Company Profile - Security Setup

Admin



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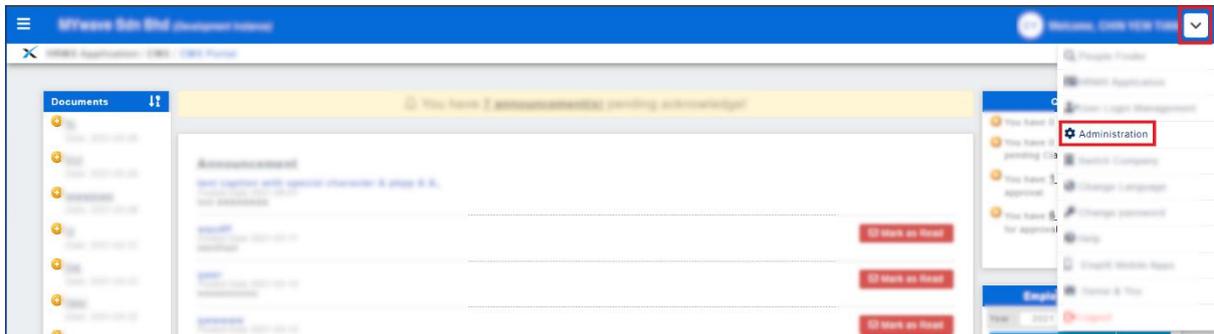
SECURITY SETUP

Admin able to setup the following features in Company Profile

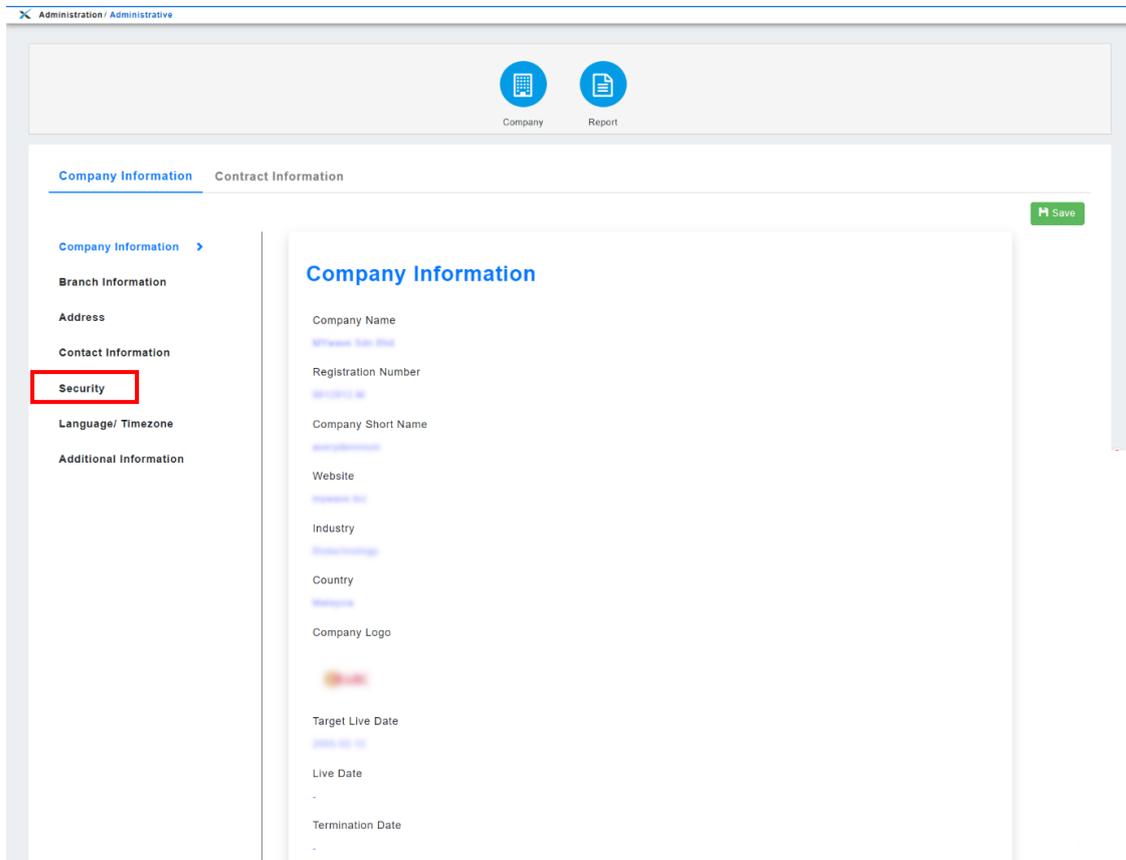
- Login ID Preference
- Security Level
- Password Expiry Duration
- Temporary Password Expiry Duration
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1.1. Accessing Administrative Company Profile

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



3. 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 1

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

- Email Address <Email Address>
- ID No. (New) @Company Short Name <ID No. (New)>@
- Employee No. @Company Short Name <Employee No.>@

Password 2

Security Level

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

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

Password Expiry Duration 3

Never Expire

Temporary Password Expiry Duration 4

1 Day(s) Never Expire

Default Password Generator Pattern 5

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 *

 Hour(s) 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 *

 On Off

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 ?

Yes No

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

Success

Successfully updated

OK