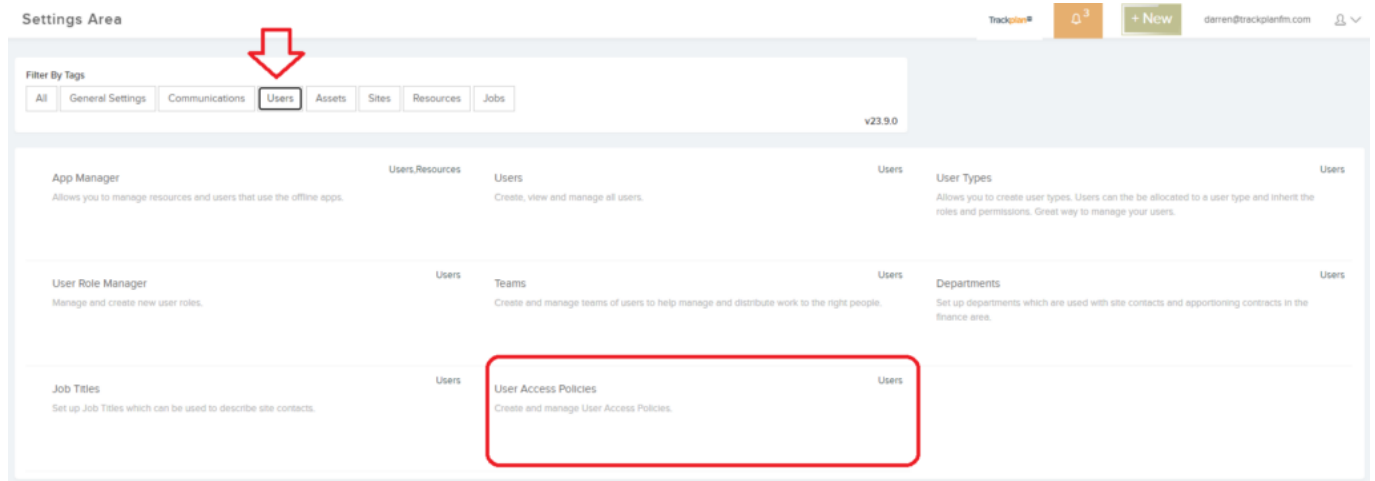


# User Access Policy

User Access Policies can be created in the settings area. (By default only Full Access users have access to this module).



Here you can create multiple policies by clicking the create button.

### User Access Policy

Name	Description
Details	

Name

Description

Default

☐

Multi-Factor Authentication

Disabled

Only Ask MFA Every Number Of Attempts

Login Options

Both

Minimum Password Length

0

Require Upper Case

☐

Require Lower Case

☐

Require Special Characters

☐

Force Password Change Frequency

Never

Lock Account After Number Of Wrong Attempts

Once created, the list of policies will be available to choose per User or Usertype.

Per User via the 'User Access Policy' tab on the user details page and per Usertype by editing the 'User Type Details' page. Also on the user details page you have the ability to apply user privileges for an upcoming date. Here you can disable their login or change their role.

Darren McGill

Full Name

darren@trackplanfm.com

User Name

User Details

General Settings

Email & Notification Settings

User Access Policy

User Access Policy

Medium Security

Minimum Password Length

6

Require Upper Case

No

Require Lower Case

No

Require Special Characters

No

Force Password Change Frequency

Never

Lock Account After Number Of Wrong Attempts

Multi-Factor Authentication

By Email Only

Only Ask MFA Every Number Of Attempts

2

Login Options

Username And Password Only

User Privileges Management

Add

Type

Role

Apply On Date

Applied

No Records Found

10

Items Per Page

No Items to Display