

Two step authentication.

Introduction

How does two step authentication work?



- 1 Enter your password**
When you log on, enter your password as usual
- 2 Enter your the verification code**
You will be asked to enter the verification code that you received via SMS or e-mail.

How do I enable authentication in two steps?

Enabling as authentication in two steps is very simple.

First, make sure that the user who wants to connect has an email address.

If the user has no email adress, it may be, that after activation, he has not fully access PlanManager.

You can manage phone numbers (and mobile number) of your staff via the "Maintenance" tab - "Organisation" - "Personnel"

PlanManager

Help Workshop Job Planning Report Maintenance System Car Fleet

Back Organisation Third Parties Task Types Part Types Standard Jobs Comm Templates Catalog Tablet Vehicle Checklists English (United Kingdom)

Personnel data

Lastname: Smets
 Forename: JM
 Number: Number
 Click here to change the address.
 Phone: Phone
 Email: jm@insypro.com
 Use e-mail for: Newsletter X Invoicing X

Location: select a location
 Usergroup: Administrator
 Language: English (United Kingdom)
 Team: select a team
 Hourly Cost: £

Security

Password:
 Confirm Password:
 Visible:

- ☒ Login
- ☐ Workshop
- ☐ Planning
- ☒ Notifications
- ☒ Inspection
- ☒ Webservice
- ☐ Courtesy Car
- ☒ Reception

This will allow the user to be able to use the reception app.

ACL

Save Delete

Please check your then via the "System" tab - "permissions" if you have the correct permissions to see the "security" menu.

Back Settings Permissions Custom Fields Log Shortcut Vault Security Credits Status Translation Survey English (United Kingdom)

Usergroup Selector
 Name: Administrator
 Save Permissions

Job	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/>
Invoicing	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/>
Workshop	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/>
Maintenance	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/>
Planning	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/>
Car Fleet	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/>
Report	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/>
System	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/>
System -> Custom Fields	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	
System -> Log	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	
System -> Shortcut	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	
System -> Vault	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	
System -> Security	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	

Then go to the "System" tab - "Security". Here you can enable two-step authentication.

HTTPS/SSL

HTTPS/SSL status: On

Results: No items found.

Id	Ip	Creation Date	User
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Previous

Next

Info

This is an overview of all ip addresses that are trusted.

Two step authentication

Disabled

How does two step authentication work?

1

Enter your password

2

When you log on, enter your

How do I log in?

To connect, open PlanManager. He will ask you your usual username and password.

And then he will ask you to enter a code. The code has been sent to you by mail.



Login



VERSION 20130508

Security code

Please insert the security code

☐ Trust this ip

Login

Important: If you do not login via your office network (eg at home), then do not check the "Trust this IP." If you connect via your office network, then check the "Trust this IP."

This will ensure that PlanManager will recognize your network and ask your code sent via SMS but only once a month.

How do I manage the trusted IP addresses?

The screenshot shows the PlanManager interface with the 'Security' tab selected under the 'System' menu. On the left, there are sections for 'HTTPS/SSL' (status: On) and 'Info' (overview of trusted IP addresses). The main area displays a table of trusted IP addresses with columns: Id, Ip, Creation Date, and User. A small red minus icon is visible next to the first entry.

Id	Ip	Creation Date	User
22	83.134.100.157	2017-08-14 15:25	JM Smets

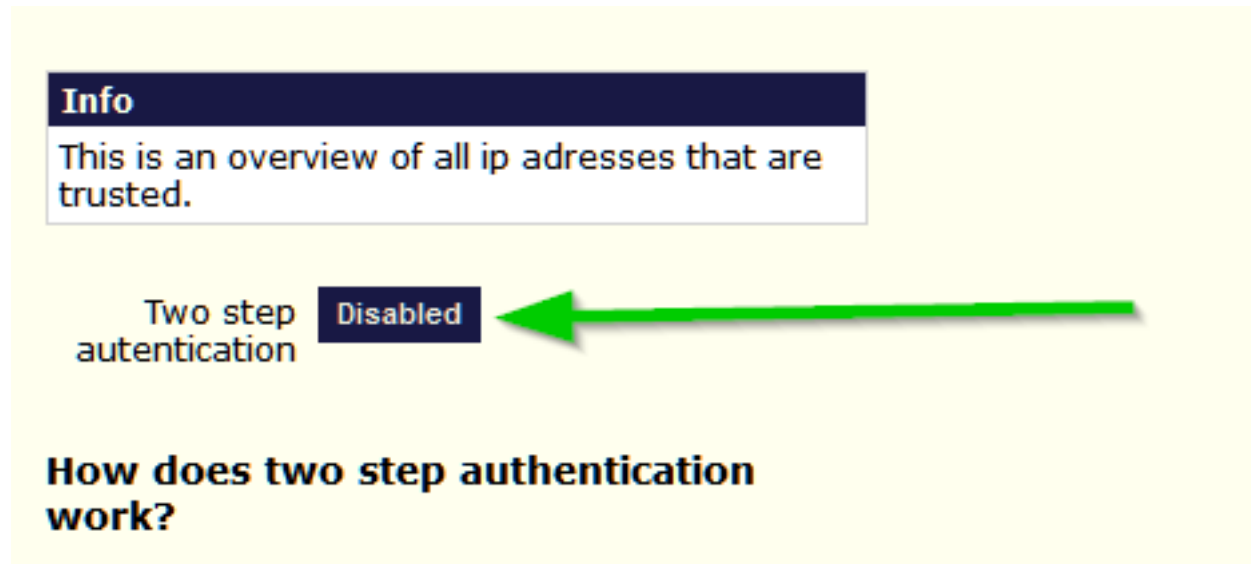
If accidentally you add your home network as a trusted IP address, you can remove it easily from the "System" tab - "Security". There you will see a list of all the trusted IP addresses.

Click on the small red icon to delete an IP address from the list. The person who connects via that IP address must then always fill in a security code.

Note: PlanManager automatically deletes all IP addresses that are 30 days old. If the address is not active, it will be removed.

Can I disable authentication in two steps?

Disable by clicking the enabled button:



Unikátní ID: #2130

Autor: Jean-Marie

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