

# System

## 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 adress.

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

# System

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

**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

**Security**

Password: [Password]  
Confirm Password: [Confirm Password]  
Visible:  
☒ Login  
☐ Workshop  
☐ Planning  
☒ Notifications  
☒ Inspection  
☒ Webservice  
☐ Courtesy Car  
☒ Reception

ACL

Save Delete

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

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

**Usergroup Selector**

Name: Administrator  
Save Permissions

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

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

# System

**HTTPS/SSL**  
HTTPS/SSL status: **On**

Results: No items found.


Previous | Next

| Id | Ip | Creation Date | User |
|----|----|---------------|------|
|----|----|---------------|------|

**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

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.



# System

**Login**

 **PlanManager**

VERSION 20130508

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?

 **PlanManager**

Help Workshop Job Planning Report Maintenance **System** Car Fleet Invoicing


Back Settings Permissions Custom Fields Log Shortcut Vault **Security** Credits Status Translation Survey

English (United Kingdom)

**HTTPS/SSL**  
HTTPS/SSL status: On

**Info**  
This is an overview of all ip addresses that are trusted.  
  
Two step authentication **Enabled**

Results: Viewing items 1-1 of 8.

|   | 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.

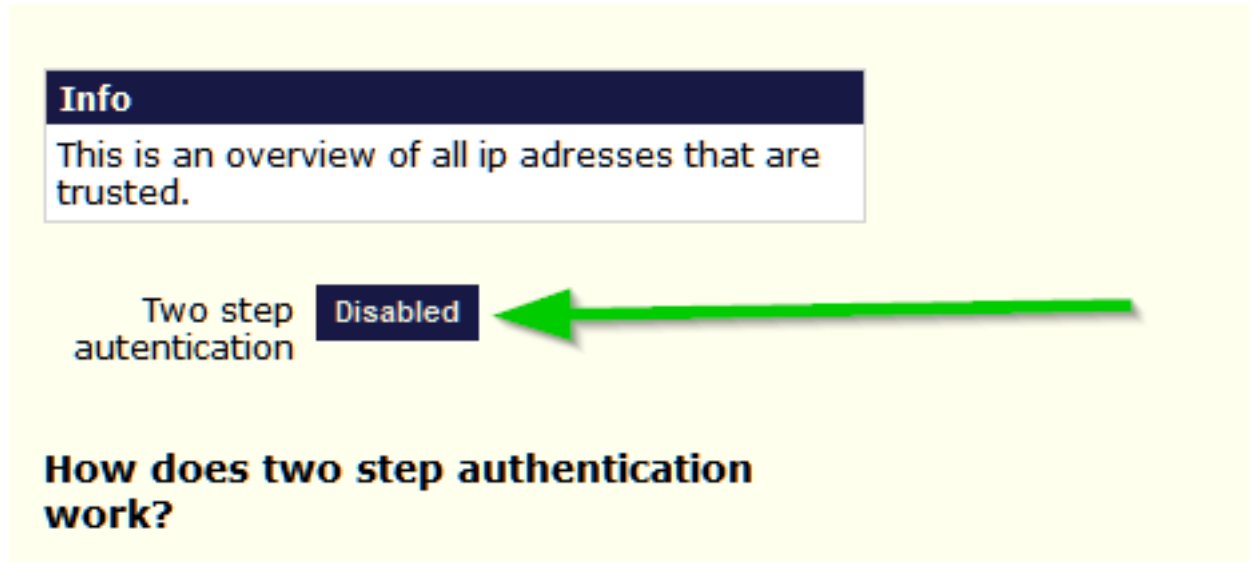
Click on the small red icon to delete an IP address from the list. The person who connects via that IP address must then always fill in a security code.

# System

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:



Unique solution ID: #1595

Author: Jean-Marie

Last update: 2021-11-10 16:08