

Password Policy



Password policy is a set of rules to setup password. Stronger password can strengthen system security whereas weaker password can enhance user convenience.

b2b WeM system grants part of the rights to user, so that user can strike a balance between system security and user convenience for best results.

Setup at Master > General Setting > Password Policy

Password policy	
Password length	Setup password length from 7 to 10. Set password minimum length to [6] [7] [8] [9] [10] Set password maximum length to [15] [14] [13] [12] [11] [10] [9] [8] [7]
Stronger password (Control must include both upper case letter, lower case letter, number and symbol)	Stronger password - control must include both upper case letter, lower case letter, number and symbol [Press change to password]
Allow user change own password at main menu	Not allow user change own password at main menu [Press change to allow] Exception : User have access group rights to change own password - Master > Shortcuts > Change own password
Password expire reminder	Password expire reminder enabled [Press change to disable]
Password expire reminder period	4 Month When login date = lastupdated password date + Password expire reminder period, will display Your password is expired, please change as alert Press following to change default item expiry date [+30] [+10] [+5] [+3] [+2] [+1] [90] [60] [30] [Nil] [-1] [-2] [-3] [Day] [Month] [Year]

Setup content:

-  Password length : Setup password minimum length and maximum length.
-  Stronger password: After select stronger password, users need to include both upper case letter, lower case letter, number and symbol when setting the password, otherwise the password changed by user will not be allowed.

📖 Allow user change own password at main menu :


If select not allow, users cannot change own password at main page except those with access group rights to change own password.

Setup user allow change own password at Staff > Setup > User access group

First access level: Master; Second access level: Short cut; Third access level: Change own password;

Fourth access level: Change own password

Tick the corresponding access right box to grant the related access right.

User group rights				
First access level : Master				
Second access level	Third access level	Fourth access level	<input type="checkbox"/> Admin Select	<input type="checkbox"/> Front desk Select
<input type="checkbox"/> Short cut Select	<input type="checkbox"/> Change own password	<input type="checkbox"/> Change own password	<input checked="" type="checkbox"/> Granted	<input type="checkbox"/> -

At main page, Change own password button will display for those users with Change own password access right

Apply own leave

Approve leave

Staff leave calendar

Print 1T password

Today birthday member

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Change own password

Sign In

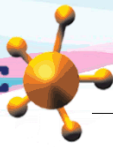
[Logout]



Change password
 Stronger password - control must include both upper case letter, lower case letter, number and symbol

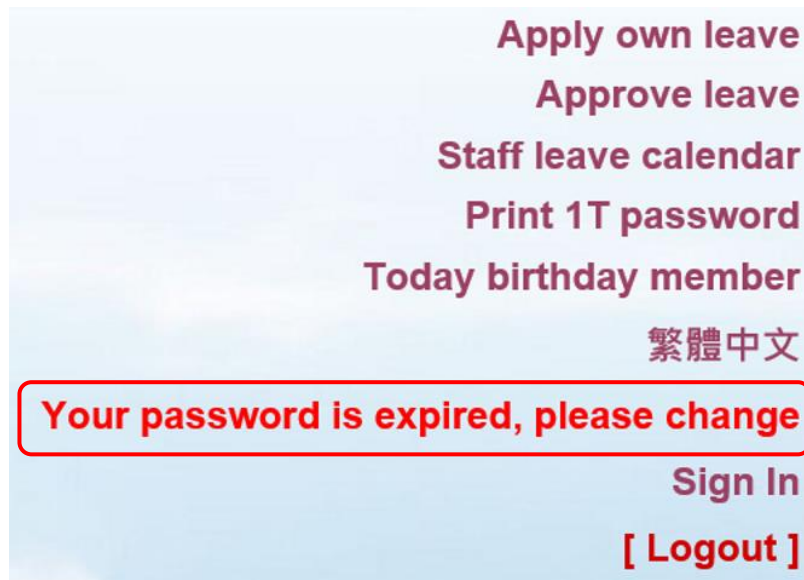
Staff code	beauty
Last change date	2-Jun-2020
Password	<input style="width: 90%;" type="password"/> <div style="text-align: right; border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Generate random password</div>
Confirm password	<input style="width: 90%;" type="password"/>

Submit
 Reset
 Cancel

System will display Change password page, user can press <Generate random password> or input new password manually, press <Submit> to change password.



-  Password expire reminder : Select enable or disable password expire reminder function.
-  Password expire reminder period : After enabled password expire reminder function, setup expired reminder period by selecting day/month/year. When user login date is later than last updated password date and selected password expire reminder period, system will display “Your password is expired, please change” as alert.



Apply own leave
Approve leave
Staff leave calendar
Print 1T password
Today birthday member
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Your password is expired, please change

Sign In
[Logout]