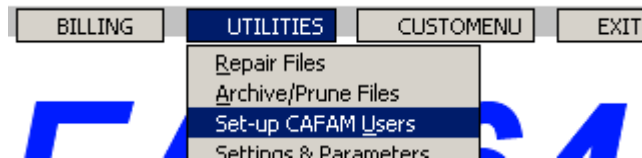


SECURITY AND MASTER PASSWORD

1. CHANGING MASTER PASSWORD

By default the Master Password for CAFAM is “omega”. It is recommended that this be changed to your own secure master password once you are familiar with the system. To do this,

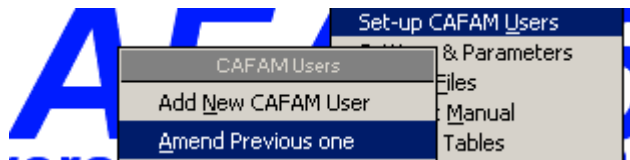
1. Go to:



2. Enter the Master password e.g. omega

Enter MASTER Password

3. Select the option “Amend Previous one”



4. Enter the CAFAM-own User Name “CF\$” when prompted as below

A screenshot of the 'CAFAM System' user setup form. It has a blue header bar with the text 'CAFAM System'. Below the header, there are two rows of labels and input fields. The first row has 'Initials' with the input 'CF\$' and 'Password' with the input 'omega'. The second row has 'Full Name' with the input 'Master Password for CAFAM' and 'Expires On' with an empty input field. An arrow points from the 'Amend Previous one' option in the previous screenshot to the 'Password' field in this form.

5. Change the Master Password to suit and exit

6. USING HIGH SECURE PASSWORDS

Those Users requiring high secure User Passwords have the option to turn this feature on from Utilities > Settings and Parameters – Item: “Force use of high secure Passwords ?”. Setting this “Y” will enforce the following Password rules:

Rules of Password

1. User entered and Password must contain
 - at least 7 characters
 - at least 1 of the following character types:
 - lower alpha(a-z)
 - Upper alpha(A-Z)
 - numeric (1-9)
 - special character (!@#\$% ^ & * - + = \ { } [] : ; ' " < > , . ? /)
2. Password used cannot be used again within 365 days.
3. Number of failed logins is limited to 5 attempts after which password is “LOCKED” and can only be released by CAFAM Administrator
4. User is forced to change his/her password every 90 days