General Options - Password Settings

Permissions

You will require an Access Role with the following permissions:

- General Options.

1. Navigate from the **Home** page to **Administrative Settings** | **Tailoring** | **General Options**.

2. From the 'Page Options' menu, click **Password Settings**.

Password Settings	Description

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Number of attempts before lock-out	Set the amount of password attempt failures before a user is locked out of their account. This number resets after successful login. The login screen will display how many attempts are left based upon the value entered here less the number of failed attempts. This can also be used within email templates by adding the 'Attempts' field.
Password expires after x days (0 never expires)	A user's password will expire after this set amount of days. Assure Expenses checks the last date which the password was changed and then calculates how many days have passed until the current day. For example, when this value is set to 10 and the password was last changed on the 16th July, the date when it expires will be the 27th July @ 00:00:00. If this value is set to 0 (zero), the password will not expire.
Password length	Select from the following password length options: ○ **Password can be any length** ○ **Password must be equal to** - Specify the length (number of characters) that the password must be equal to. ○ **Password must be greater than** - Specify the length (number of characters) that the password must be greater than. ○ **Password must be less than** - Specify the length (number of characters) that the password must be less than. ○ **Password must be between** - Specify the minimum and maximum length (number of characters) of the password.
Password must contain upper case letters	Each login password must contain at least one upper case letter.
Password must contain numbers	Each login password must contain at least one number.
Password must contain a symbol character	Each login password must contain at least one symbol character.
Previous passwords not permitted	The number of unique passwords you must have in between your current password and the next time that you use your current password.

Failed Logon Message Options	Description
Account locked	Enter a message which will display when a user is locked out of their account after too many incorrect password attempts. Leaving this field blank will use the default system message.
Account currently locked	Enter a message which will display when a user is currently locked out of their account. Leaving this field blank will use the default system message.

3. Click **Save** to confirm or **Cancel** to discard any changes and return to the Tailoring page.