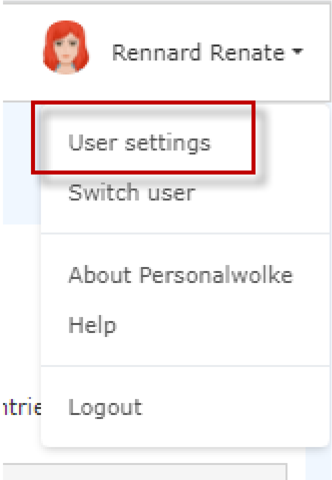
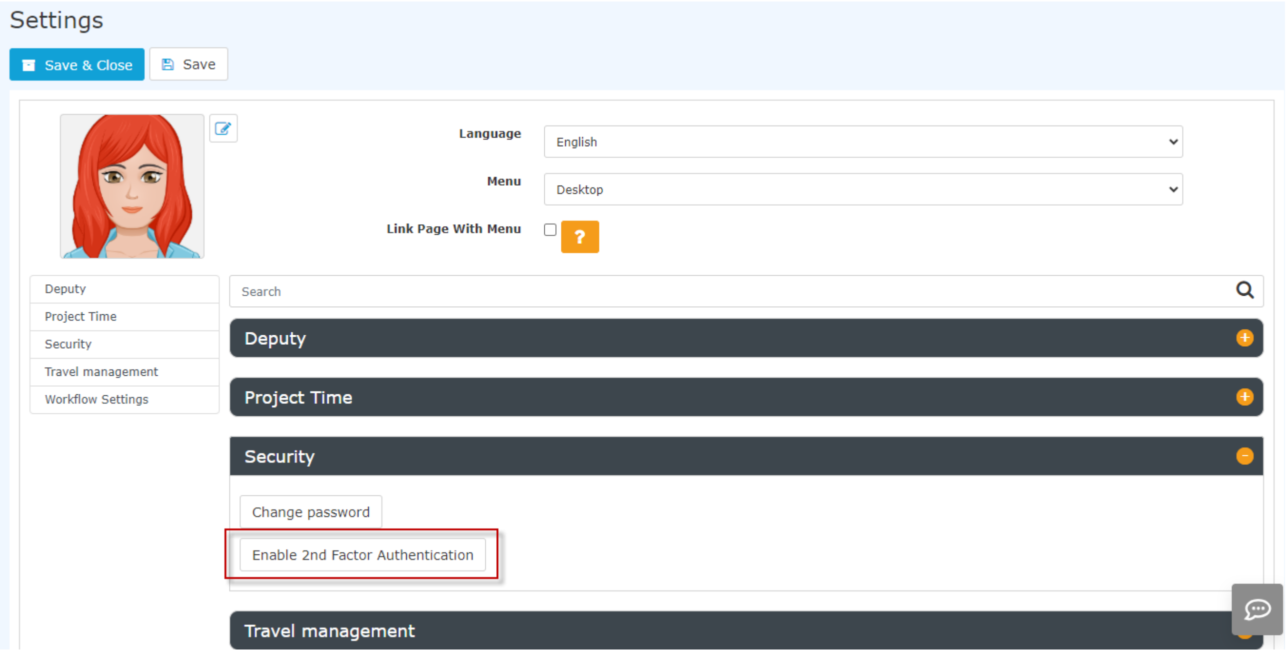
2nd Factor Authentication

To set the 2-factor authentication, the employee must go to the profile settings on the start page (click on the avatar or name in the upper right corner of the start page, see picture).



The information and input mask is opened by clicking on "User settings".



Activation is done by clicking on the button "Enable 2-factor authentication" and following the instructions in the window that then opens. The process itself is supported by the use of apps such as Google Authenticator.

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> Attention! Each staff member can decide for themselves whether 2-factor authentication takes place at login, as this is an individual entry in the profile settings.
> However, it is also possible to make this mandatory for the entire organisation. This is done via a setting directly on the client. If you would like mandatory 2-factor authentication, please contact the Workflow advisors.