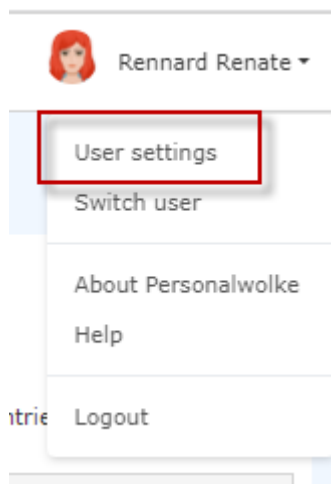


2nd Factor Authentication

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".

A screenshot of the 'Settings' page. At the top, there are two buttons: 'Save & Close' and 'Save'. Below these, there is a user profile section with a red-haired avatar and a pencil icon. To the right of the avatar, there are dropdown menus for 'Language' (set to 'English') and 'Menu' (set to 'Desktop'). Below these is a checkbox for 'Link Page With Menu' which is unchecked. On the left side, there is a sidebar menu with items: 'Deputy', 'Project Time', 'Security', 'Travel management', and 'Workflow Settings'. The main content area has a search bar and a list of settings categories: 'Deputy', 'Project Time', 'Security', and 'Travel management'. The 'Security' category is expanded, showing options like 'Change password' and 'Enable 2nd Factor Authentication' (highlighted with a red rectangle). There is also a chat icon in the bottom right corner.

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.

NOTIZ

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.