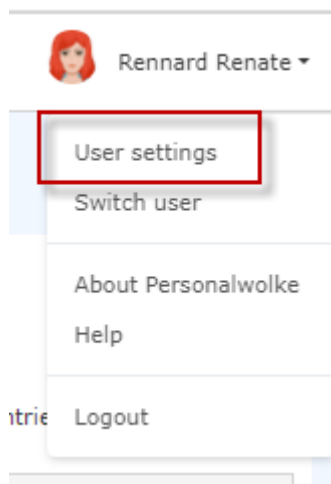


2nd Factor Authentication

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 this, the page is divided into two main sections. On the left, there is a sidebar with a user profile picture and a list of settings categories: Deputy, Project Time, Security, Travel management, and Workflow Settings. On the right, there is a main content area. It starts with a 'Language' dropdown set to 'English' and a 'Menu' dropdown set to 'Desktop'. Below these is a 'Link Page With Menu' checkbox which is unchecked, with a question mark icon. A search bar is present. Below the search bar, there are several settings cards: 'Deputy' with a plus icon, 'Project Time' with a plus icon, 'Security' with a minus icon, and 'Travel management' with a plus icon. The 'Security' card is expanded, showing a 'Change password' button and a button labeled 'Enable 2nd Factor Authentication' (highlighted with a red rectangle). A chat bubble icon is visible 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.