

InSite guide: User access control

v 3.18

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User access to InSite can be controlled choosing the option to 'Enable user access control' during installation (Figure 1). This will allow to set a password-protected Administrator account on first execution of InSite (Figure 2). Please note that the first account set after installing InSite will have Administrator rights and InSite should be first executed by a person with these rights. For security, make sure that the installation program is only accessible to administrators as reinstalling InSite will override and reset this option.

🌍 InSite-HF Setup						_		×
()	Ac Ch	cess Contro noose whethe	ol er to ena	ble user a	iccess co	ntrol		
Enable user acce	ess control							
If this option is sele user accounts.	ected, runni	ng InSite-HF	will requ	ire setting	g up pass	word-co	ntrolled	^
Accounts are mana	aged by an A	Administrator	created	on first e	xecution	of InSite	-HF	~
InSite-HF 3,18,0-beta2	2 built on ()4/03/2022 a	it 12:07:0	39	Inst	all	Can	cel
				DOCK	1150	.cm	Can	

Figure 1: Enable the setup of user control in InSite during installation.

Register Administrator X					
Username:	Administrator				
Password:					
Confirm Password:					
ОК	Cancel				

Figure 2: Setting up Administrator account during installation of InSite.

When the option is selected during the installation, InSite will request a user login to run. It will also request password input if the PC is left idle for longer than 15 minutes.

The File menu will include different user control options for Administrator and Standard users as shown in Figure 3 and Figure 4.

The Administrator account is set on first execution of a fresh installation of InSite by adding a password. Passwords for InSite user accounts must follow the following format:

• Minimum of four (4) characters. The Administrator can change the minimum length of the password once inside the program using the 'User Management' dialog. On first execution the

default value is set to eight (8) characters

- Password must include as a minimum:
 - One lower case letter
 - One upper case letter
 - One number
 - One special character (symbol): !,",#,\$,%,&,',(,),*,+,-,.,,,/,:,<.=,>,?.@.[,\,],^,_{,},

InSite Administrator has the option to add new users, reset users passwords or edit the security settings by clicking the 'User Management' option in the file menu. This will launch the dialog window shown in Figure 5.

Adding a new user will launch the window shown in Figure 6, with the option to set user name and temporary password.

The Administrator can customise the following user account settings:

- Minimum password length: minimum number of characters for user accounts passwords. The value must be between 4 and 100.
- Password expiry period: number of days after which users must change their password. The value must be between 1 and 1000.
- Maximum login attempts: number of attempts after which the user account is temporarily blocked. Setting the value to 0 disables this option.
- User Disabled Duration: number of minutes the user account is blocked after a the maximum login attempts have been exceeded. The value must be an integer between 1 and 1000000.

Standard users have the option to switch user (Figure 7) and change their password (Figure 8).

File	View	Project	Tools	Events	Export	Help	
~	New Pr Open P Save Save As Auto Sa Auto Ba	oject roject 5 ave ackup				Ctrl+N Ctrl+O Ctrl+S	> 1-2
	Import Autolm	VVF Data					
	Edit Ho	t Keys					
	Export	Report					
	Reset L	ayout					
	User Ma Switch Change	anageme User Passwore	nt				
	1 Dowr 2 Hydro 3 C:\Pro 4 C:\Pro 5 impo 6 D:\tra 7 06_Ve 8 C:\Us 9 Tutor 10 Alet Exit	hole_HF_ ofrac_way ojects\\t ojects\\t rtedstl.pc ining\\T elocityCal ers\\Tut ial1.1.pcf sch3D_Tri	monito eforms hatch\cc ylinder. f 'utorial ibration orial 3.p al_jr01.j	ring exai _201003(one.pcf pcf 5.pcf Test.pcf ocf	mple.pcf 09.pcf		
_	Exit Wi	thout Sav	ing				

Figure 3: User control options for Administrator user in InSite's File menu.

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File	View P	roject To	ols	Events	Export	Help			
	New Proj Open Pro Save Save As Auto Save	ect ject e				Ctrl+I Ctrl+(Ctrl+	N D S	1-2	Tii 14
~	Auto Bac Import V AutoImpo	kup VF Data ort VVF							
	Edit Hot	Keys							
	Export Re Reset Lay	eport out							
	Switch Us Change P	er assword							
	1 Downhu 2 Hydrofri 3 C:\Proje 4 C:\Proje 5 importe 6 D:\train 7 06_Velo 8 C:\User: 9 Tutorial 10 Aletsci Exit	ole_HF_mu rac_wavefu ects\\hate ects\\cyli edstl.pcf ing\\Tut ocityCalibr s\\Tutori 11.1.pcf h3D_Trial_	onitor orms_ ch\co nder.p orial ation al 3.p jr01.p	ring exai _201003(ne.pcf pcf 5.pcf Test.pcf pcf	mple.pcf 09.pcf				-
	Exit With	out Saving							
بإر	🐫 3D	Visualiser							

Figure 4: User control options for Standard user in InSite's File menu.

🕃 User Management	×
Users 🔛 🗙 Administrator	Add User
user1	Reset Password
Settings	
Minimum Password Length: 6]
Password Expiry Period: 30	Days
Maximum Login Attempts: 3	(Set to 0 to disable)
User Disabled Duration: 10	Minutes
Close]

Figure 5: User management menu for Administrator users.

5.11.201	J 13.03.17.2075	_002303 •	100.0
3: 😪 U	lser Management		×
3	Register User		X
3: User	a negister oser		<u> </u>
3: Adm	Username:	user1	
3:	obername.		ard
3:	Password:	•••••	, oru
3:			
3:	Confirm Password:	••••••	
3:			
3:	ОК	Cancel	
3:		Liuse	-
3:50.890	/ 15:03:56.8967	T_002515 ▼	109.7

Figure 6: Adding a new user to InSite.

🔀 User Access Control					
Username:	user1				
Password:	•••••				
ОК	Cancel				

Figure 7: Switching users in InSite.

Change Password X			
Existing Password:			
New Password:			
Confirm Password:			
OK Cancel			

Figure 8: Changing user's password in InSite.