InSite guide: User access control

v 3.18

March 2022

ISO 9001:2015

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.
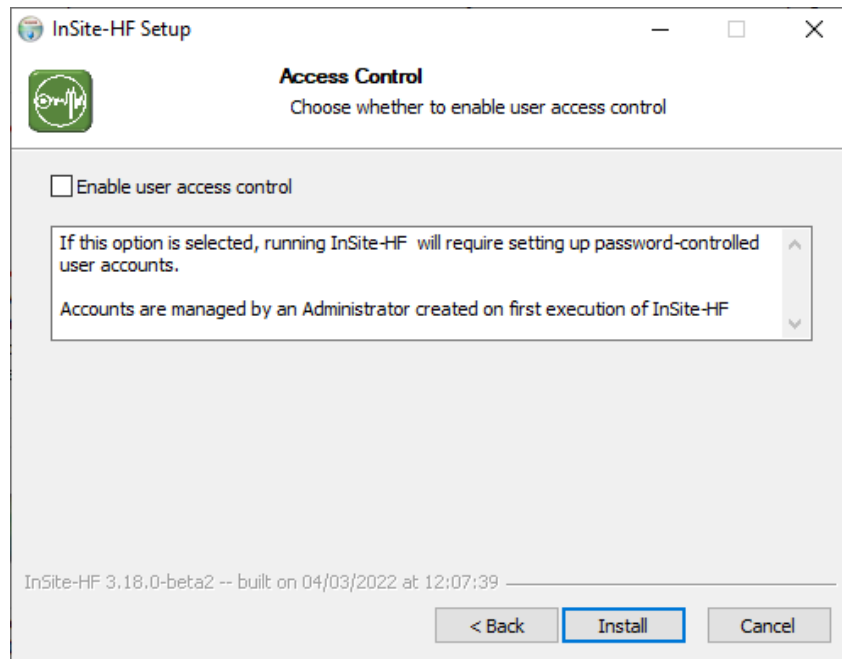

Figure 1: Enable the setup of user control in InSite during installation.
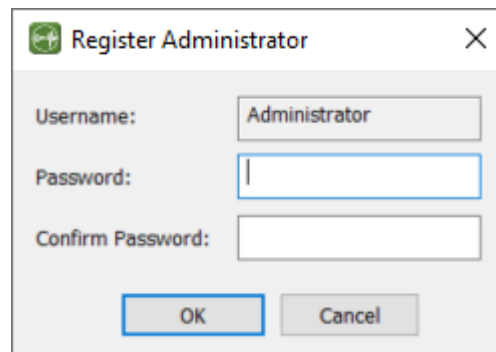

Figure 2: Setting up Administrator account during installation of InSite.

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).
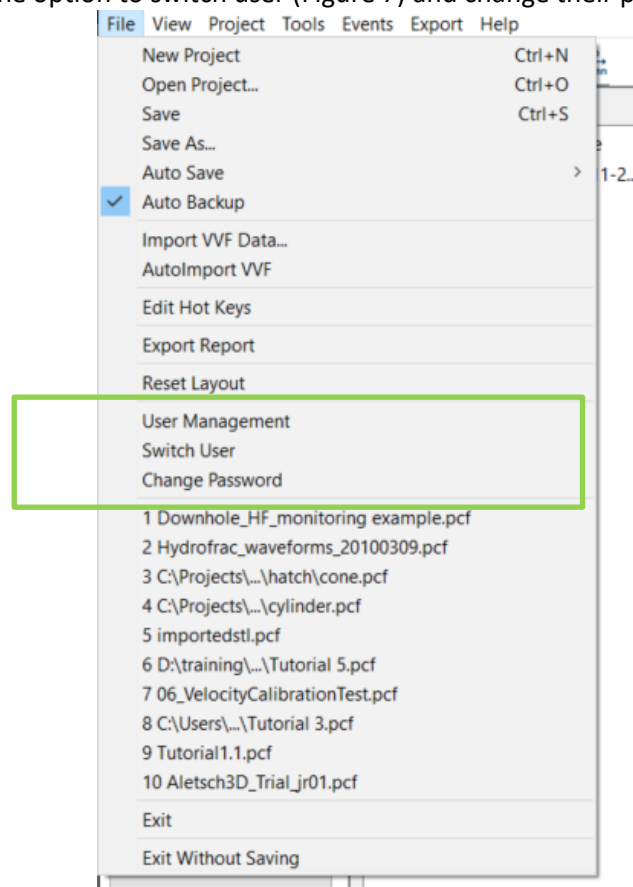

Figure 3: User control options for Administrator user in InSite's File menu.
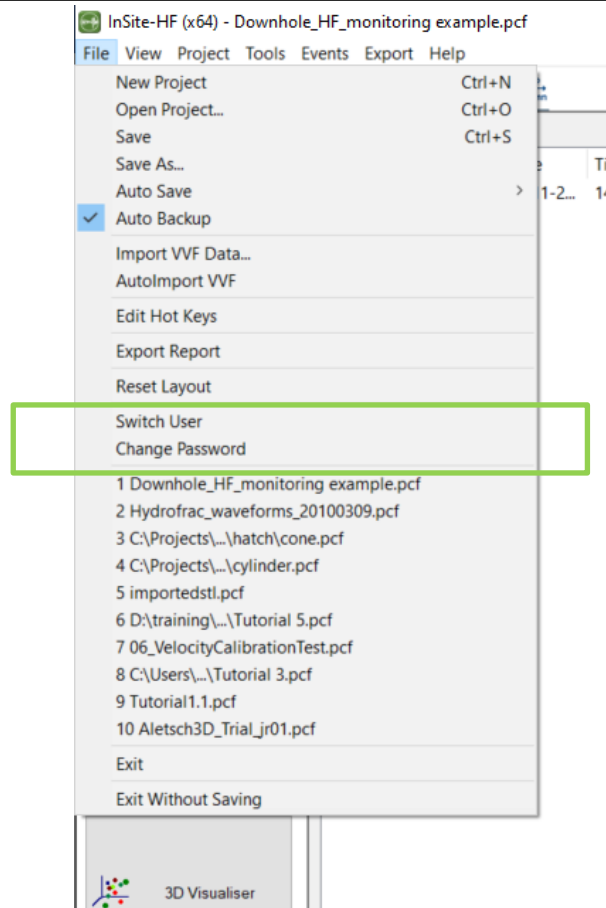
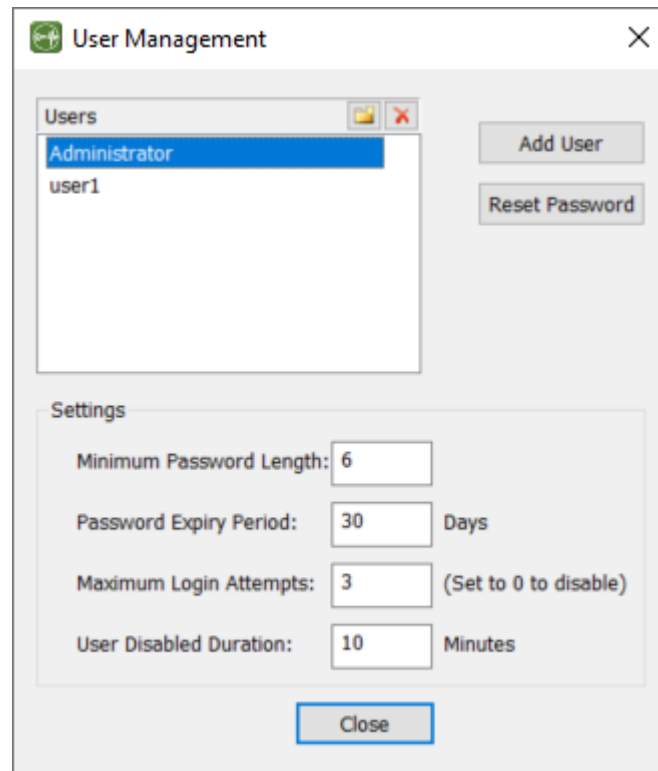Figure 4: User control options for Standard user in InSite's File menu.

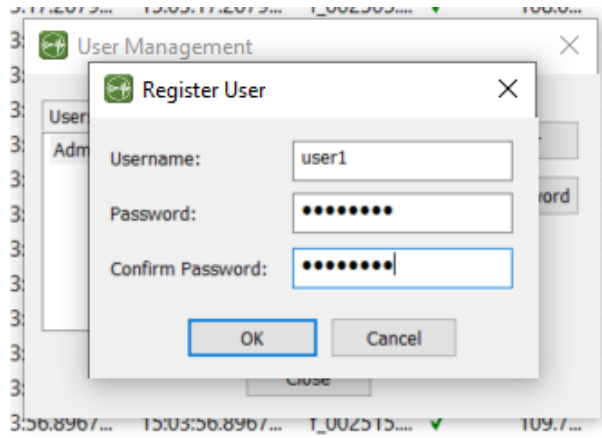Figure 5: User management menu for Administrator users.
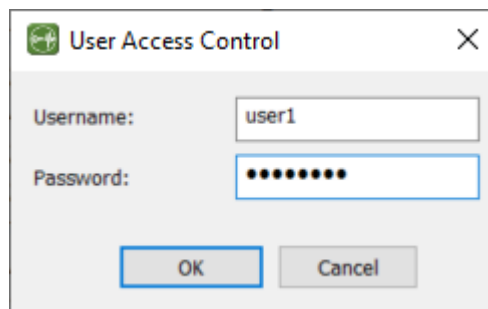
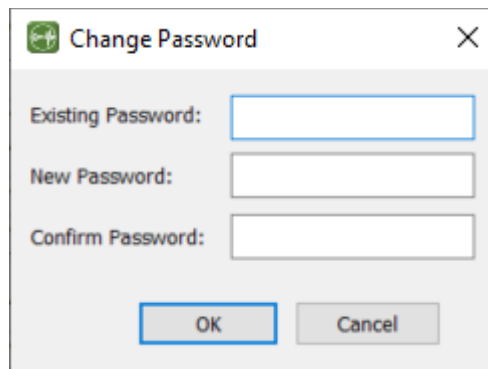*Figure 6: Adding a new user to InSite.*

Figure 7: Switching users in InSite.

Figure 8: Changing user's password in InSite.