

Password Policy

Several password configuration parameters are available in the **Organisation Customisation** page to allow for varying levels of password complexity. To access the Password Policy feature, go to the **Admin** menu - click **Organisation Details** and Click **Customisation**.

Devices sort service users by <input type="text" value="First name / preferred name"/>	<input type="checkbox"/> Devices show other communities at the same location
Location reference is called <input type="text" value="Room number"/>	<input type="checkbox"/> Devices exclude planned care for other communities
Maximum minutes between two handed actions <input type="text" value="30"/>	<input checked="" type="checkbox"/> Track care minutes
Care plans and assessments minimum review period <input type="text" value="30"/>	<input checked="" type="checkbox"/> Require carers to input duration
Password expiry days <input type="text" value="0"/> Password minimum length <input type="text" value="6"/> <input type="checkbox"/> Password must contain upper and lower characters <input type="checkbox"/> Password must contain symbols	<input checked="" type="checkbox"/> Device shows QR icon <input checked="" type="checkbox"/> Device shows room number on each SU <input type="checkbox"/> Disable relatives gateway <input checked="" type="checkbox"/> Enable quick review for care plans <input type="checkbox"/> All baths have thermostatically controlled mixers <input checked="" type="checkbox"/> Include dashboard on communities <input type="checkbox"/> Disable autofill blanks from assessment informs <input checked="" type="checkbox"/> Disable bowel watch alerts <input checked="" type="checkbox"/> Enable action completion via Monitor
Group Reporting web hook <input type="text"/>	
Only allow monitor access from these locations (IPaddress) (; seperated list x.x.x.x/yy for netmask) <input type="text" value="Cant set for PCS"/>	

Note: You must be able to access the **Admin** menu in order to see this page. To do this, the user will need to be given the **Change communities/site and organisation customisation** access rights.

Access rights for this user <input checked="" type="checkbox"/> View limited information about service users <input checked="" type="checkbox"/> View service users information including reports, charts and processes <input checked="" type="checkbox"/> Change care delivery information and manage service users <input checked="" type="checkbox"/> Change assessments and care plans and manage service users <input checked="" type="checkbox"/> Change activity delivery information and manage service users <input checked="" type="checkbox"/> Manage staff and run staff reports <input checked="" type="checkbox"/> Run timesheets and enter payroll information <input checked="" type="checkbox"/> Allowed to Enrol Devices for carers to use <input checked="" type="checkbox"/> Change communities/sites and organisation customisation All users can access from any location (Location access control is disabled) <input checked="" type="checkbox"/> Override Location access control (if it is enabled) <input checked="" type="checkbox"/> PCS System Admin for impersonation and device building

The password policy feature contains the following parameters:

- **Password expiry days** – determines the number of days from when the password was created that it will have to be reset. The default value is '0'.
- **Password minimum length** – sets the minimum character length the password must be. The default value is 6 characters.
- **Password must contain upper and lower characters** – Indicates whether the password must contain upper and lower characters. By default, the checkbox is unchecked.
- **Password must contain symbols** – Indicates the password must contain at least one symbol. By default, the checkbox is unchecked.

The password policy configured will be set for all communities within that organisation and cannot be set at an individual community level.

For existing passwords, the password policy will come in to affect for the next time a user changes their password, or is forced to reset if the **Password expiry days** setting is in use.