

How To Enable 2FA (Two Factor Authentication) ?

Authenticator Apps

To secure access to MXSuite, **two factor authentication** can be enabled. Two factor authentication (2FA) is also known as multi-factor authentication (MFA), or one time password (OTP). It adds an additional layer of security to users' accounts, requiring a verification code to be entered in addition to the password when logging in. This code is generated by an authenticator app and is usually renewed within 30 seconds. You can use any authenticator app that is available in your Apple app store or the Android Play store.

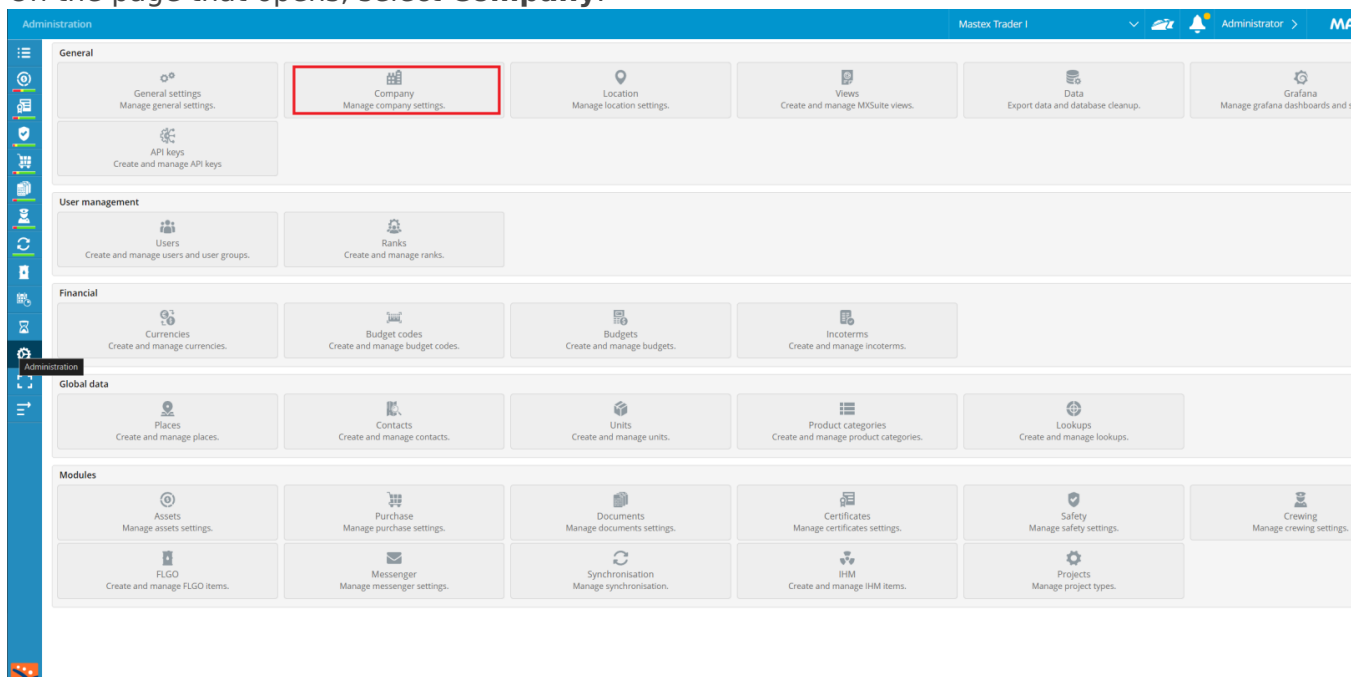
Video

<https://www.youtube.com/embed/cOlgvdxUHTI>

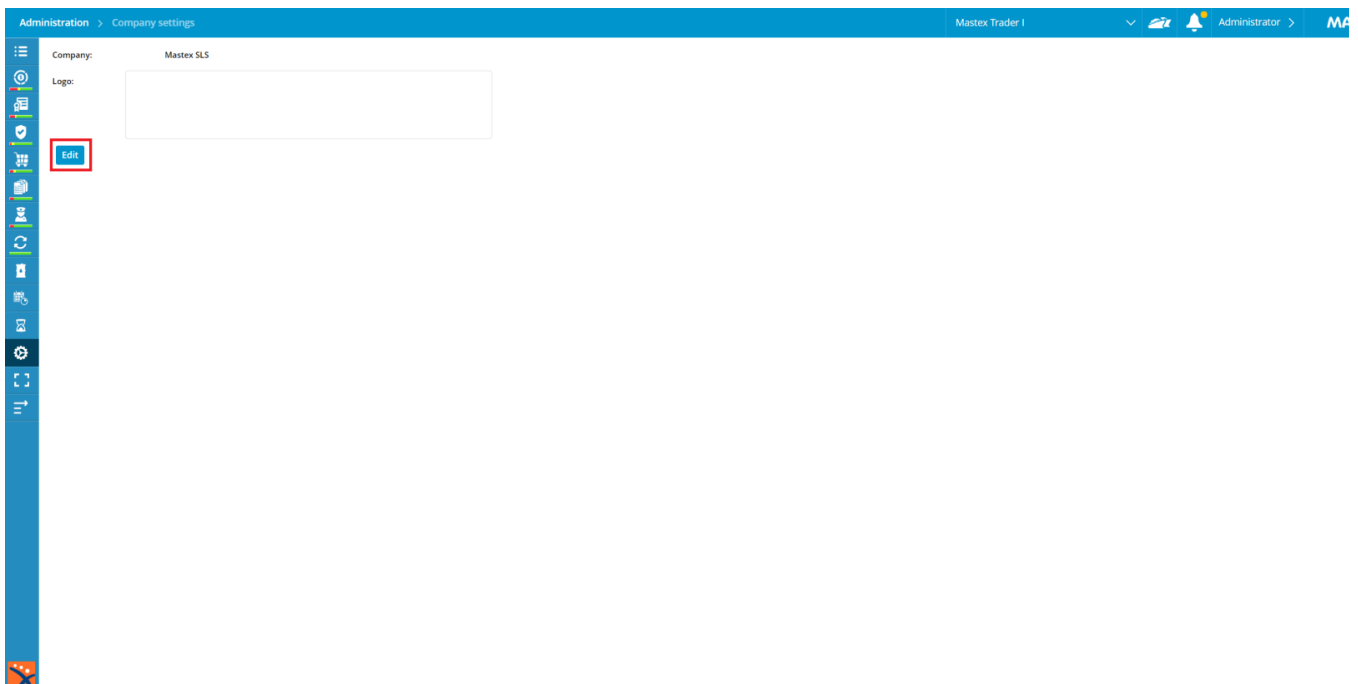
How to Activate 2FA in MXSuite?

To activate two-factor authentication in MXSuite:

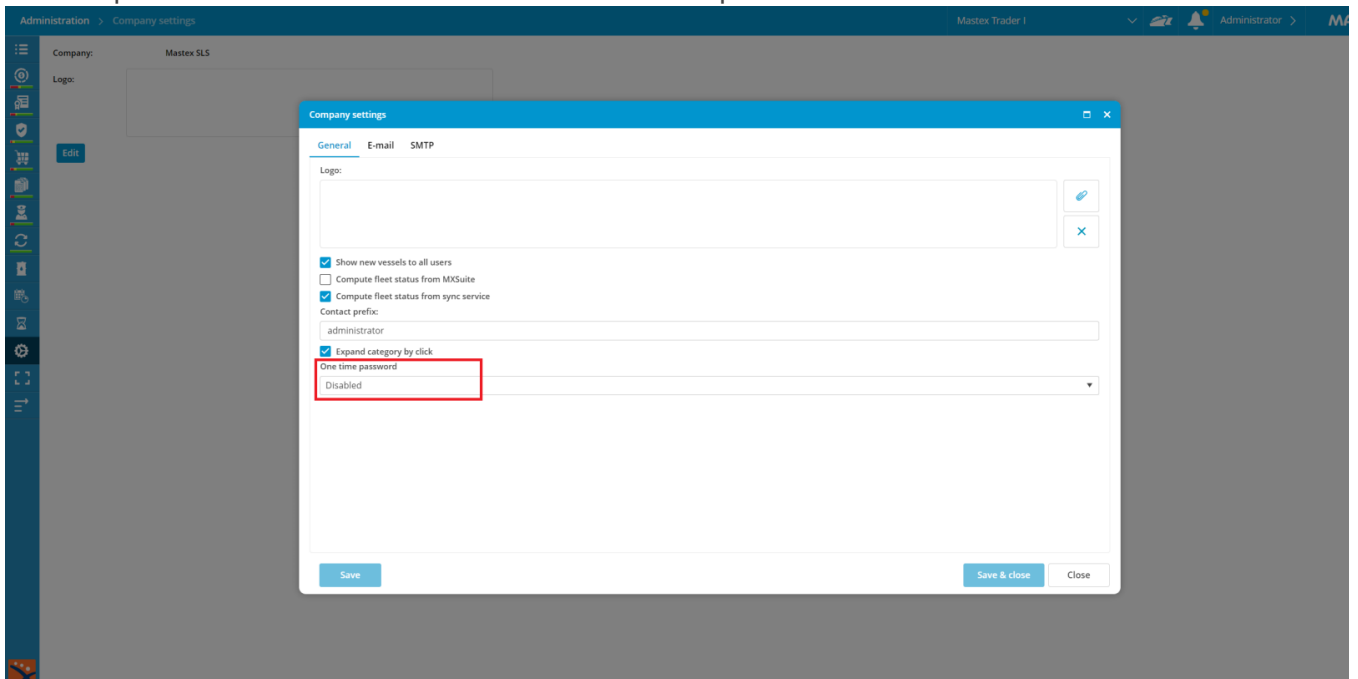
1. The first step to do is to go to the **Administration** section.
2. On the page that opens, select **Company**.



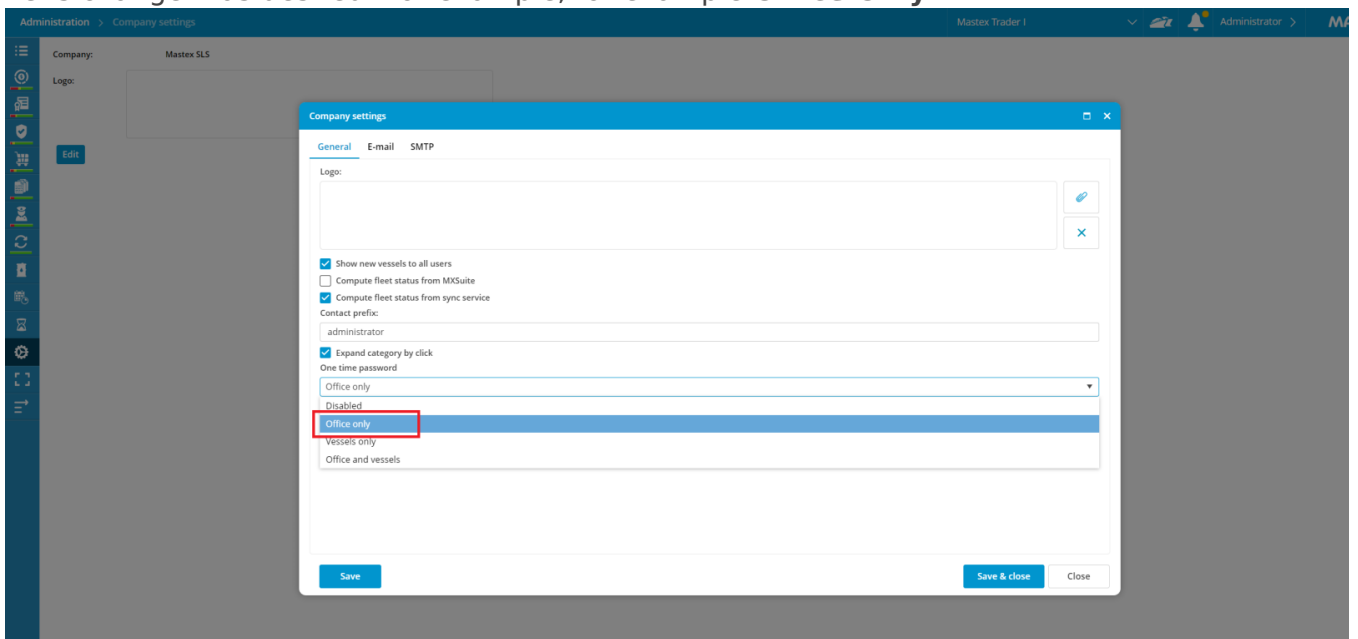
3. Select **Edit**.



4. The dropdown menu below is marked as one-time password **Disabled**.



5. Let's change it as desired. For example, for example **Office Only**.

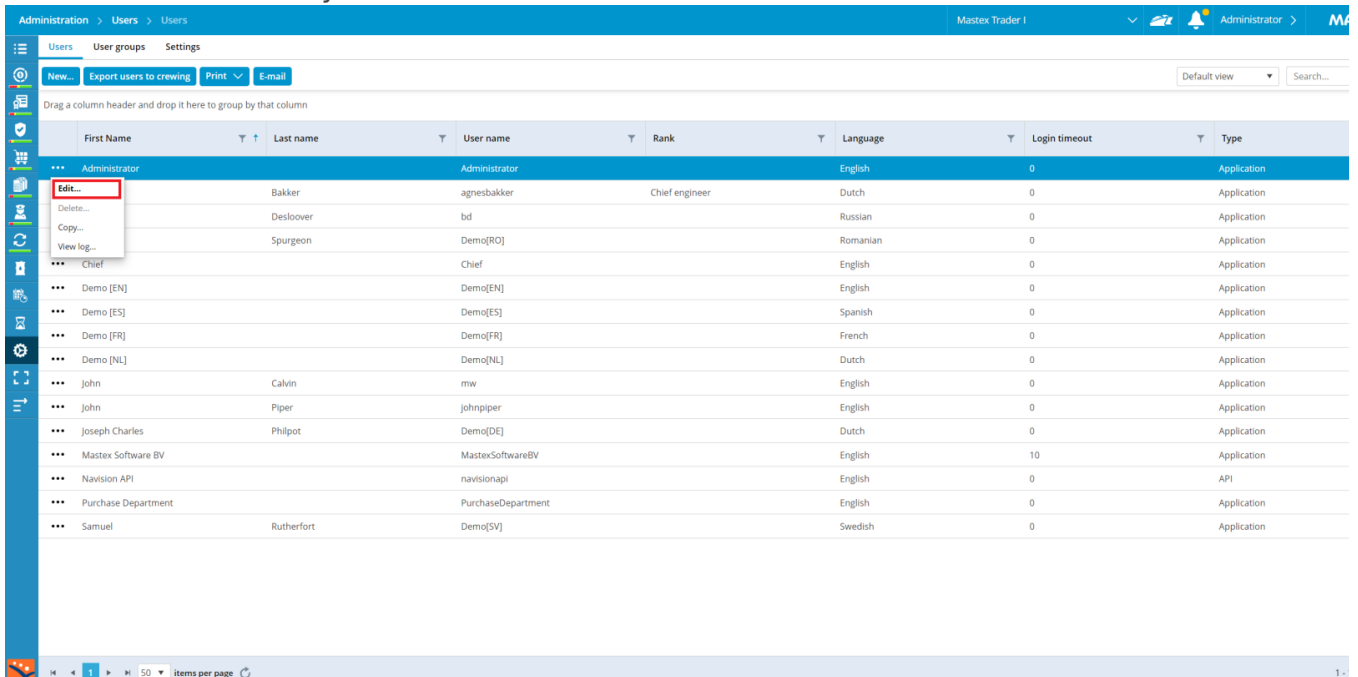


6. Click **Save & close**.

Reset 2FA for a user

If a user has a new phone, or for any reason the second authentication does not work for that user anymore, you can reset the 2FA.

1. Goto **Administration > Users**.
2. Select the user where you want to reset the 2FA and select **Edit**.



Administration > Users > Users Mastex Trader I Administrator

Users User groups Settings

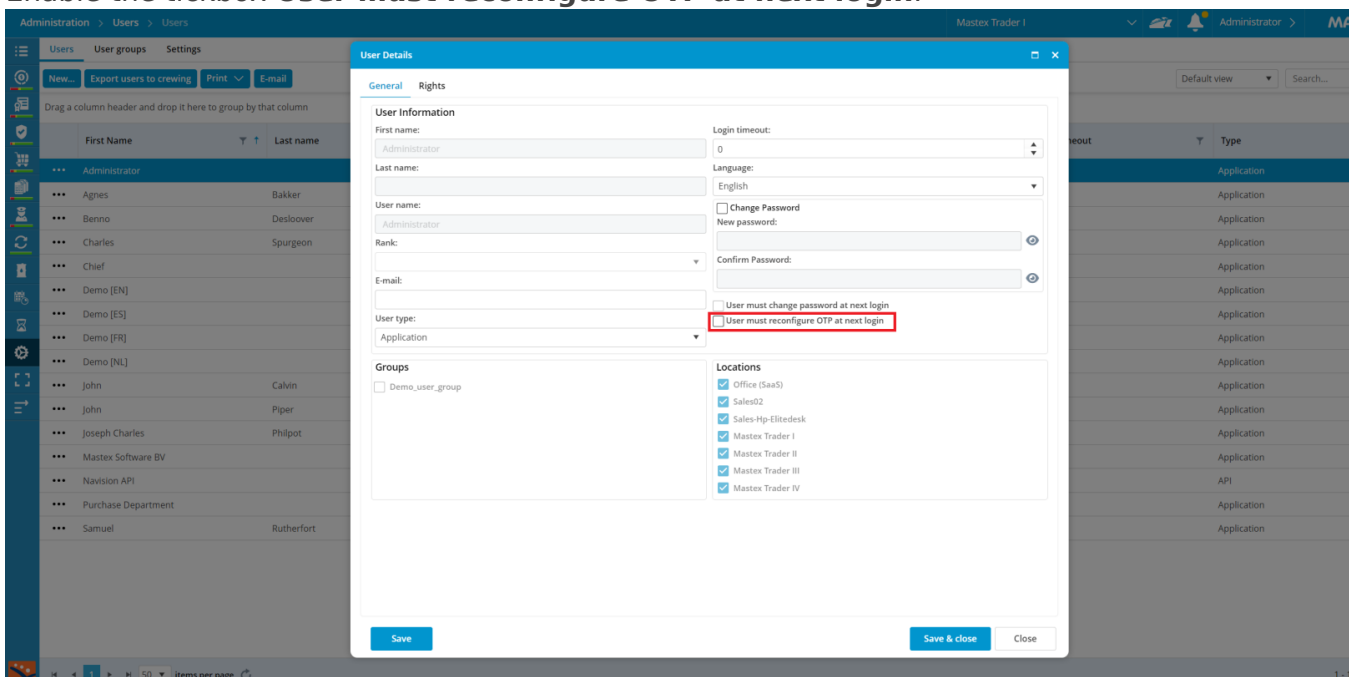
New... Export users to crewing Print E-mail

Drag a column header and drop it here to group by that column

First Name	Last name	User name	Rank	Language	Login timeout	Type
Administrator		Administrator		English	0	Application
Agnes	Bakker	agnesbakker	Chief engineer	Dutch	0	Application
Benno	Desloover	bd		Russian	0	Application
Charles	Spurgeon	Demo[RO]		Romanian	0	Application
Chief		Chief		English	0	Application
Demo [EN]		Demo[EN]		English	0	Application
Demo [ES]		Demo[ES]		Spanish	0	Application
Demo [FR]		Demo[FR]		French	0	Application
Demo [NL]		Demo[NL]		Dutch	0	Application
John	Calvin	mw		English	0	Application
John	Piper	johnpiper		English	0	Application
Joseph Charles	Philpot	Demo[DE]		Dutch	0	Application
Mastex Software BV		MastexSoftwareBV		English	10	Application
Navision API		navisionapi		English	0	API
Purchase Department		PurchaseDepartment		English	0	Application
Samuel	Rutherford	Demo[SV]		Swedish	0	Application

1 50 items per page

3. Enable the tickbox **User must reconfigure OTP at next login**.



Administration > Users > Users Mastex Trader I Administrator

Users User groups Settings

New... Export users to crewing Print E-mail

Drag a column header and drop it here to group by that column

First Name	Last name
Administrator	
Agnes	Bakker
Benno	Desloover
Charles	Spurgeon
Chief	
Demo [EN]	
Demo [ES]	
Demo [FR]	
Demo [NL]	
John	Calvin
John	Piper
Joseph Charles	Philpot
Mastex Software BV	
Navision API	
Purchase Department	
Samuel	Rutherford

User Details

General Rights

User Information

First name: Administrator Login timeout: 0

Last name: Language: English

User name: Administrator

Rank: Change Password

E-mail: New password: Confirm Password:

User type: Application

Groups: Demo_user_group

Locations: Office (SaaS), Sales02, Sales-Hq-Elitedesk, Mastex Trader I, Mastex Trader II, Mastex Trader III, Mastex Trader IV

User must change password at next login

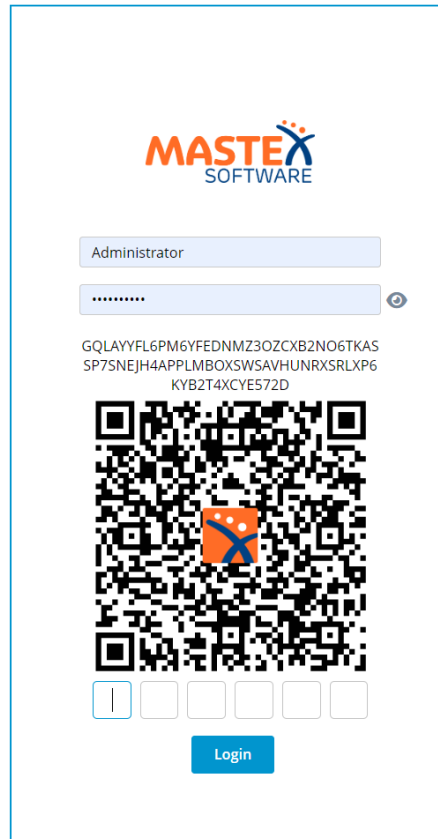
User must reconfigure OTP at next login

Save Save & close Close

4. Click **Save & close**.

First login after 2FA is enabled or reset

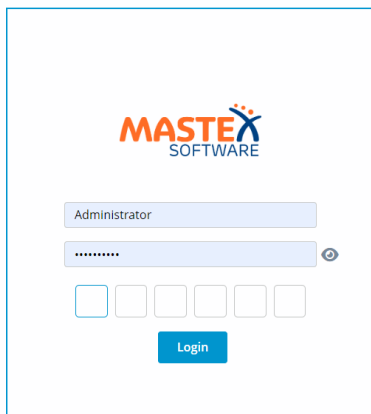
1. When the user tries to log in, a **QR code** will appear after the username and password are correctly entered.



The screenshot shows the MASTEX SOFTWARE login interface. At the top is the MASTEX SOFTWARE logo. Below it are two input fields: the first contains 'Administrator' and the second contains masked characters '*****' with an eye icon to its right. Under the password field is a 3-line alphanumeric key: 'GQLAYYFL6PM6YFEDNMZ3OZCXB2NO6TKAS', 'SP7SNEJH4APPLMBOXSW5AVHUNRXSRLXP6', and 'KYB2T4XCYE572D'. Below the key is a large QR code with the MASTEX logo in the center. Under the QR code is a row of six input boxes, with the first one containing a vertical line. At the bottom is a blue 'Login' button.

2. Scan the QR code with the **Authenticator app** you downloaded
3. In the authenticator app, a 6-digit code appears. Enter this 6-digit number below the QR code and login.

Every time the user logs into MXSuite, the authenticator app should be opened, and the given 6-digit number should be entered during login.



This inset screenshot shows the same MASTEX SOFTWARE login interface as the main image, but with the QR code removed. Instead, there are six empty input boxes for a 6-digit code. The 'Login' button remains at the bottom.

Revision #1

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