



# TACHO MASTER

## Password Policy

 Search for Driver/Vehicle:  Find  
Logged in as **Test Account**  
The Road Tech Transport Management System

Home List Calendar Modules Reports Tools **Data Download** Download Supplies Help Invoices Logout

**Common Settings** **Workforce Agreements** **Reference Period** **Modules** **Policies** Password Policy

**User Profile** Password Policy

Update all User Profiles below with this policy

Minimum Password Length:  (minimum value of 10)

Disallow repeated characters more than twice

Require 3 of 4 uppercase, lowercase, number and special characters

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**Administrator**  Minimum Password Length:  (minimum value of 10)

Disallow repeated characters more than twice

Require 3 of 4 uppercase, lowercase, number and special characters

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**Departmental Manager**  Minimum Password Length:  (minimum value of 10)

Disallow repeated characters more than twice

Require 3 of 4 uppercase, lowercase, number and special characters

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**Read Only**  Minimum Password Length:  (minimum value of 10)

Disallow repeated characters more than twice

Require 3 of 4 uppercase, lowercase, number and special characters

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**Traffic Manager**  Minimum Password Length:  (minimum value of 10)

Disallow repeated characters more than twice

Require 3 of 4 uppercase, lowercase, number and special characters

# Configuring your own Tachomaster User Policy

## Table of Contents

Tachomaster Password Policy overview	3
Password reset rules	3
Setting up password policy for user profiles	4
Creating a new user	6
How to reset a password if forgotten	8

# Tachomaster Password Policy Overview

Tachomaster password policy setup enables you to follow your own internal company policy for password length, repetition of characters and also what type of characters.

The screenshot shows the Tachomaster web application interface. At the top, there is a navigation bar with the Tachomaster logo on the left and a search bar on the right. Below the navigation bar, there are several tabs: Company Settings, Workforce Assessments, Reference Period, Modules, Policies, and Password Policy. The Password Policy tab is selected. The main content area is titled 'Password Policy' and contains a table with columns for 'User Profile' and 'Password Policy'. The table has five rows, each representing a different user profile: Administrator, Departmental Manager, Read Only, and Traffic Manager. Each row has a 'User Profile' column with a profile icon and a 'Password Policy' column with several settings: 'Minimum Password Length' (with a text input field and a '(minimum value of 10)' note), 'Disallow repeated characters more than twice' (with a checked checkbox), and 'Require 3 of 4 uppercase, lowercase, number and special characters' (with an unchecked checkbox). At the bottom of the form, there are two buttons: 'Save Policies' and 'Reset Form'.

*Fig 1 In this image you can see the setup from Tools> Company Settings> Password Policy.*

Tachomaster can enable you to have multiple accounts using the same email address but you will require each username to reset passwords. This is for users who work on more than one data set, maybe as a transport manager. If you only have one account with each specific email address then entering your email address can also work to reset passwords.

Tachomaster does not have a password reset policy built in as general advice is that resetting passwords is more of a risk than not (as of September 2022). The following link from the British National Cyber Security Centre explains in more detail. <https://www.ncsc.gov.uk/collection/passwords/updating-your-approach#PasswordGuidance:UpdatingYourApproach-Don'tenforceregularpasswordexpiry>

To have a password reset policy please use the Tachomaster Single Sign-On (SSO) utility—please contact [Tachomaster Support](#) for more details. You can then control all aspects of password and username policy.

# Setting up password policy for user profiles

Most companies will want a standard policy for all user profiles but other companies have policies for administrators that are different to standard users. It is possible to setup a password policy by user profile.

To access the Password Policy section, click on Tools> Company Settings (Fig 2) and select the Password Policy tab (Fig 3). If you do not have administrator rights it is unlikely you will be able to see these settings.

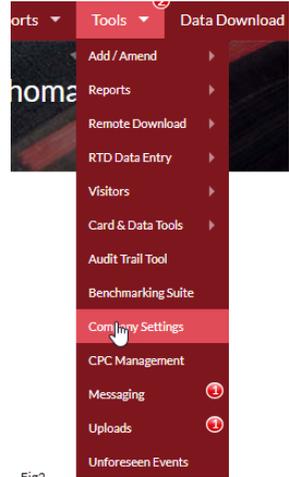
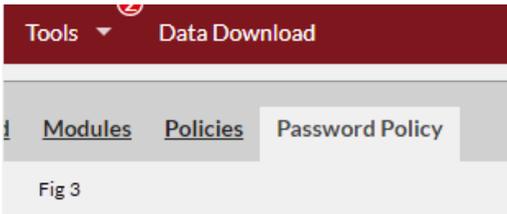


Fig2



From this page you will see a setting to update all user profiles and a setting for each individual profile. (Fig 4)

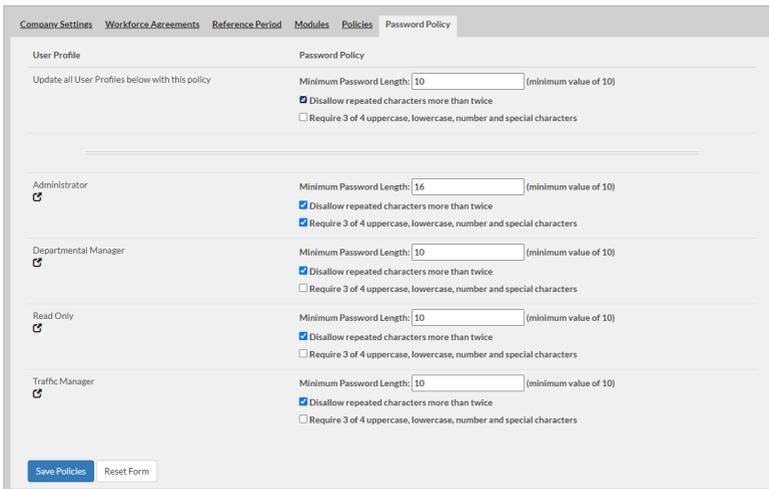
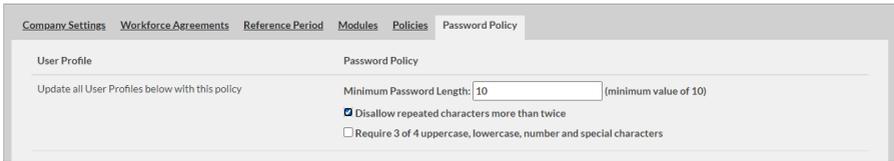


Fig 4



*Fig 5*

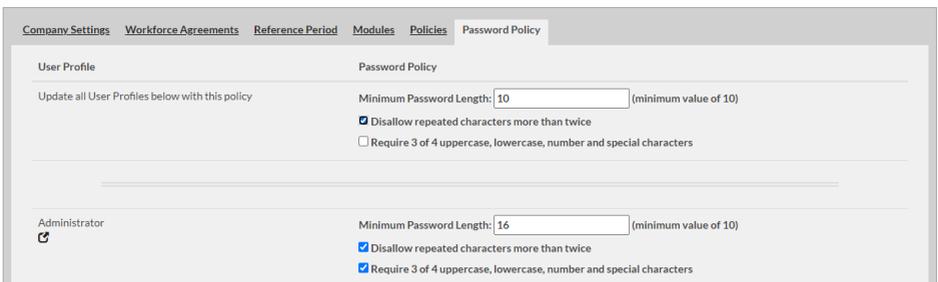
You can set a default for all User Profiles. (Fig 5) Changing these settings will apply to all user profiles.

To set this baseline for all user profiles change each of the password characteristics you wish to use. You do not need to use all three settings.

**Minimum Password Length:** This has a minimum of 10 characters and will default to that setting when set up. Most people will set the range to be between 10 and 18 characters. Enter the number required.

**Disallow repeated characters more than twice:** This stops users using the same character more than twice in a row when creating their own or amending a password on a users' behalf.

**Require 3 of 4 uppercase, lowercase, number and special characters:** At least 3 of the 4 options is used in each password. This means passwords are more complex.



*Fig 6*

You can then set a password policy for individual user profiles that differs from standard set at the top. (Fig 6)

# Creating a new user

To create a new user go to Tools> Add/amend> Users— Add a New User. Create the user in the usual way and remember to add the correct User Profile to the user record.

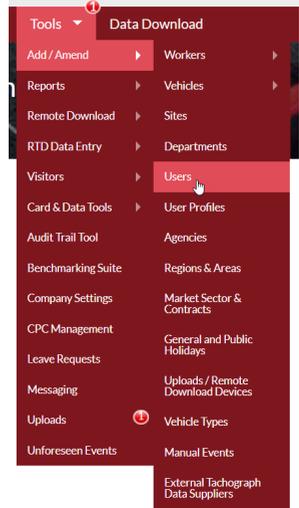


Fig 7

A screenshot of the 'Add New User' form. The form contains the following fields and options:

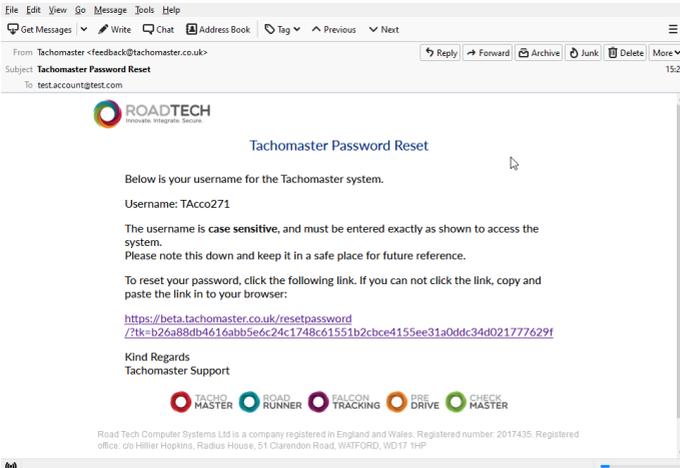
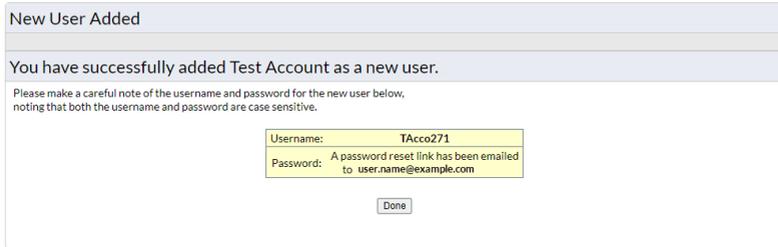
- First Name: User
- Last Name: Name
- Email: user.name@example.com
- Phone: 01923460000
- Based at Site: MANCHESTER (dropdown)
- Access To Department: -- Select -- (dropdown)
- User Profile: Departmental Manager (dropdown)
- Site Access section:
  - Available Sites: BEDFORD, BIRMINGHAM, EDA, HEMEL HEMPSTEAD, LEEDS, MANCHESTER, SHENLEY HALL, ST NEOTS, Trailers, WATFORD (list)
  - Access To Sites: >>>>> ALL SITES <<<<<< (dropdown)
  - Buttons: Add >>, << Remove
- Agency Access section:
  - Available Agencies: Agency 1, Agency 2, Boam Agency, Driver Hire Bradford, Driver Hire Leeds, Fullers Logistics, Taylors Recruitment St Helens (list)
  - Access To Agencies: >>>> ALL AGENCIES <<<< (dropdown)
  - Buttons: Add >>, << Remove
- Chart Administration Rights:  Yes  No
- Allow allocate charts to any worker:  Yes  No
- Allow allocate charts to any vehicle:  Yes  No
- Help Popup Enabled:  Yes  No
- User is a Trainer:  Yes  No
- Buttons: Save User, Cancel

Fig 8

Once you have entered the correct information, click Save User. (Fig 8)

Once the user has been created you will be shown the user account name and informed that the user will be emailed to be able to set their own password up (Fig 9). This will be required to follow the rules you have set up for the specific User Profile.

Fig 9



The user receives an email similar to this. This includes a link that the user clicks on and creates their own password. (Fig 10)

Fig 10

The user enters and repeats the password and the field will prompt the expected rules that are required for that user profile.

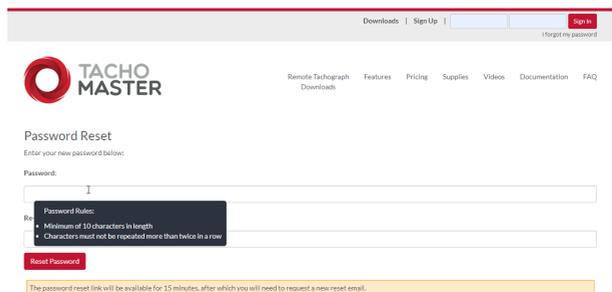


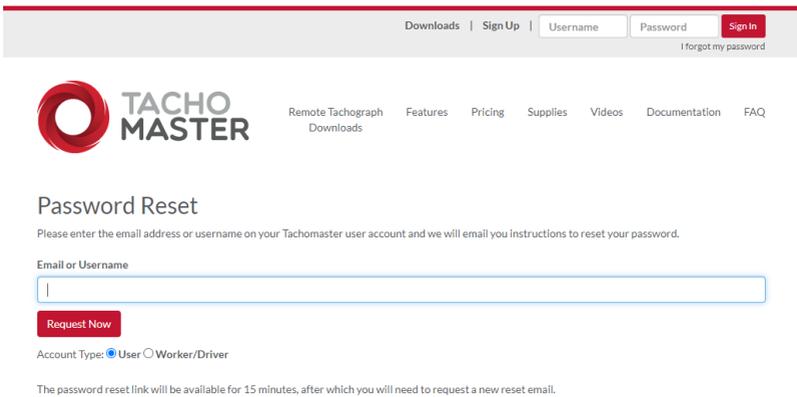
Fig 11

# How to reset a password if forgotten

Should a user forget their password, navigate to the “I forgot my password” link from the Tachomaster Website. (Fig 12)



The user enters either their email address or username, account type of user and the password reset email will be sent to the user if the email address or username are valid. (Fig 13)





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