



New Security Features

We recently introduced additional system security measures which are available from software version 37241.

Password Criteria

The password criteria for Formpak User's has changed. Existing passwords remain valid. As soon as an existing password is changed, or a new password is created, it will need to meet the following criteria:

- At least 8 characters
- At least 1 number
- At least 1 uppercase
- At least 1 lowercase
- At least 1 special character

Locking Failed Login Attempts

This is a configurable new feature and the default position is no change.

These options are selected from **Manage Application Settings**, under the **Security** category:

- Failed Login Attempts Limit – how many failed attempts, e.g. 3. If 0 then there is no limit.
- Failed Login Attempts Period – over how many seconds the failed login attempts are to be measured, e.g. 60.
- Failed Login Attempts Lockout Period – how many seconds to lockout the account. e.g. 120.

These settings can only be updated by an Administrator. The changes will take effect after a restart of the Tomcat service (this service is automatically restarted during the evening Backup Formpak process).

Captcha

This allows you to add an extra layer of security when signing into Formpak.

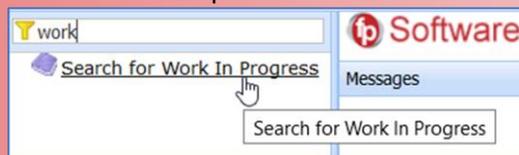
This feature can be turned off or on in **Manage Application Settings**, under the **Security** category.

The screenshot shows the 'FORMPAK LOGIN' page. It has a white background with a blue border. At the top, the text 'FORMPAK LOGIN' is displayed in bold. Below this, there are three input fields: 'User ID', 'Password', and a captcha field. The captcha field contains a distorted image of the characters 'W4D3X'. Below the input fields are two buttons: 'Login' and 'Reset'. At the bottom of the page, there is a copyright notice: '©2007-2019 Formpak Limited. All Rights Reserved. Build #37172 Built on 2019-10-18 11:01:30 BST'.

Mini Tip

Can't find your formulation?... Search 'Work In Progress'

This allows you to find formulations which have been saved as 'Interim Save' and other checked out compositions.



Select the User using the instant search function.

The results will show formulations that are part way through being added to the system, or those which are currently being modified. If a formulation is in a 'Work In Progress' state, then several functions are not possible, eg changing the code of items, global changes.

Highlight the formulation of interest and choose an appropriate action from the menu bar:

- Load WIP - Loads into the Composition Design Tool (CDT) for you to continue working on
- View Job Detail - Opens 'View a Development Job' in a new window
- View Current Formulation - Opens 'View a Formulation' in a new window
- View Current Composition - Opens 'View Composition' in a new window

From 'Load WIP' you can continue to modify the formulations composition and then 'Save & Check In' to make the formulation available for other functions.

To see previous 'Tip of the Month' articles, please see [here](#).

All of our training and support material can be accessed from our **Support Centre**. The Support Centre is available 24/7 and is a great resource to use at your convenience. It includes:

- Over 100 training and support articles
- Links to training videos
- Quick Start Guides
- The Formpak Training Matrix

The Support Centre can be accessed on the Home screen of Formpak software or via the following link:

https://formpak-software.com/Support_Centre/Pages/Support_Centre.html

You can contact us by **Email** or **Telephone** - Email: support@formpak-software.com / Phone: +44 (0) 1235 250 020

Our Support Team are available Monday – Friday 8:30 to 17:30 (GMT)

The Formpak **Help Centre** is included directly in Formpak software, just press the 'Help' button to access it. The Formpak Help Centre offers explanations for each function of the application as well as a glossary of the technical terminology used.

View our **YouTube** channel with lots of helpful guides and information about Formpak

<https://www.youtube.com/user/FormpakSoftware/videos>