

Advanced Security Features

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Overview

Order Time advanced security features are available to give your management team full control over your company file. Access control in this day and age is more important than ever. These three features take access control to the next level.

IP Restrictions

You must be an Admin to edit the Roles for your company. Head to your Admin section, click on Roles. Click on the Edit button on the Role you wish to edit. Click on the IP Restrictions Tab.

The screenshot displays the 'Role-Sales' configuration interface. At the top, a breadcrumb trail shows 'Admin > Roles > Role'. The main content area is divided into two columns. The left column contains a 'Name' field with 'Sales' and a 'Description' field with 'Has view access to everything and full access to Sales section'. The right column contains an 'Active' checkbox and a list of permissions with checkboxes, including 'Role can manage profile lists', 'Role can edit activity history', 'Role can edit default doc number', 'Can manage accounting integration', 'Can manage EDI/Ecommerce integrations', and 'Can allocate inventory to Sales Orders'. Below the permissions is a 'PO Limit' field. A horizontal tab bar at the bottom of the main content area includes 'General', 'Sales', 'Purchasing', 'Production', 'Warehouse', 'IP Restrictions' (which is highlighted with a red box), and 'Time Of Day Restrictions'. Below the tab bar is a green 'Add' button with a plus icon, also highlighted with a red box. Below the 'Add' button is a section titled 'IP ADDRESS'. A modal dialog box titled 'Enter IP' is open in the foreground, featuring a text input field and an 'OK' button highlighted with a red box.

From here you can enter all the whitelisted static IP addresses you wish to allow for this Role.

- If no IP addresses are listed then all IP addresses can login as this Role.
- The restriction occurs when at least one IP address is listed.
- Make sure the IP addresses on your network block are static. Dynamic addresses could be locked out by accident!

After adding the addresses you want, click on the Save button in the top-right corner.

Time of Day Restrictions

You must be an Admin to edit the Roles for your company. Head to your Admin section, click on Roles. Click on the Edit button on the Role you wish to edit. Click on the Time of Day Restrictions

Tab.

Weekdays Only - Restricts this Role's access to only Mon-Fri

Enable Times - Restricts this Role's access to only a particular Start Time and End Time. Access outside of the preordained shift is restricted.

Both can be enabled at once for superior control over access for particular roles.

Using both the **IP Restriction** and **Time of Day Restriction** gives your company next level access control. Be warned that this can hamper logins from home or from mobile devices if it is not implemented properly. For any questions, reach out to support@ordertime.com

Two-Factor Authentication (2FA)

With the release of 1.0.31, Order Time comes with built-in two-factor authentication by default although a user will be able to disable it.

Two-factor authentication (2FA) is a security system that requires two separate, distinct forms of identification in order to access something. The first factor is a password and the second commonly includes a text with a code sent to your smartphone or email address.

- You will log in with your Email and Password
- Then you will be prompted with a screen asking for you to verify by entering in an access code.
- You can choose to have the access code sent to your primary email address or cell phone.
- A new access code needs to be entered every 30 days for each IP address that you login with.