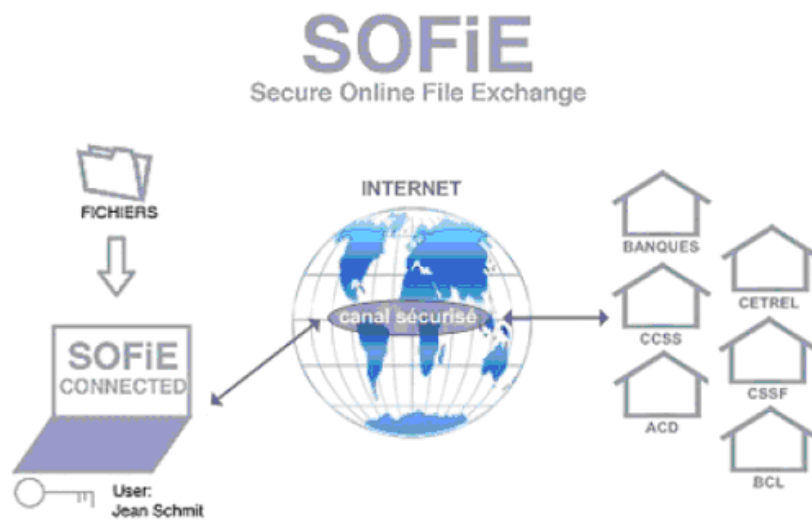


## User Manual

# PASSWORD MANAGEMENT

V1.08



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## 1. INTRODUCTION

### 1.1 Document purpose

This document describes the expiration of user password in SOFiE. This functionality has been introduced from version 4.9 to strengthen the security of the application.

## 2. PASSWORD MANAGEMENT

### 2.1 Description

The user password has a validity period and expires after **90** days.

To remind the user of the expiration, a warning message is displayed during the 15 last days preceding the expiry date. The reminder is displayed when the user logs-in the application through the login screen.

When the expiration date is reached, the access to the main menu is locked to the user whose password has expired. To unlock the access, the user must define a new password.

A new validity period of 90 days starts when the user logs-in through the GUI for the first time with the new password.

**Remark for batch mode users:**

*The batch mode remains functional when the expiry date is reached. However if a new password is set to unlock the GUI, the new login data need to be saved once in the login screen:*

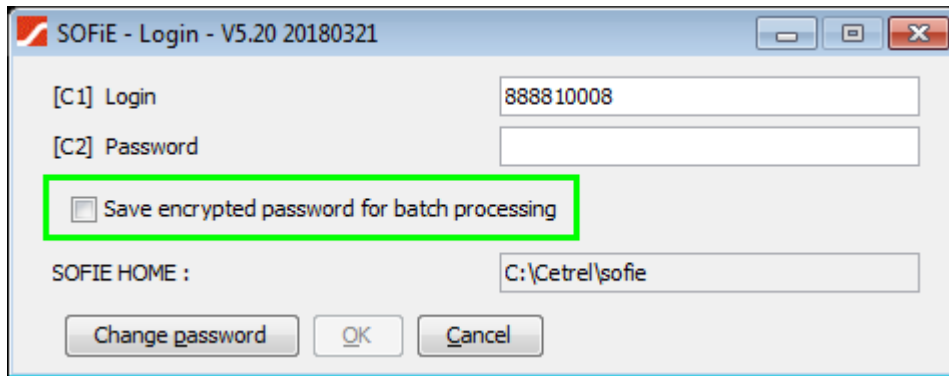


Figure 1: Saving login data for batch

### 2.2 Expiration reminder

The different types of expiration reminder are presented hereunder.

In most reminders, the user is asked to either start the application, or change the password.

#### 2.2.1 From 15 to 2 days left before expiration

The number of days left is displayed:

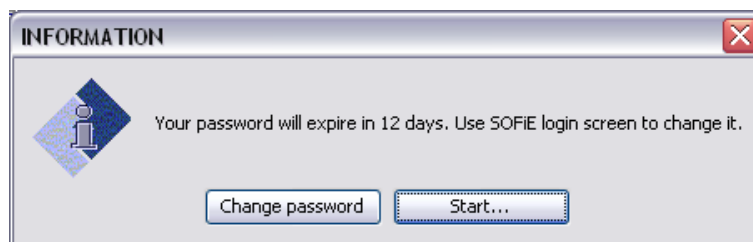


Figure 2: Reminder 1

### 2.2.2 From 2 days to 2 hours left before expiration

The number of hours left is displayed:

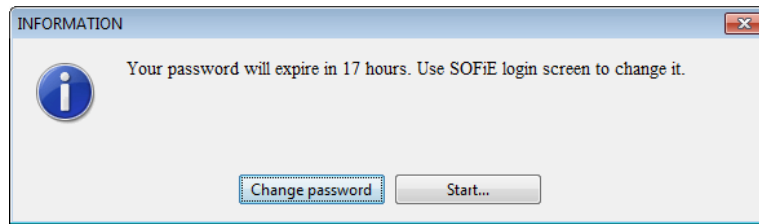


Figure 3: Reminder 2

### 2.2.3 Less than 2 hours left before expiration

The message informs the user that the password is about to expire:



Figure 4: Reminder 3

### 2.2.4 After expiration

You are not allowed to start the application. You must change your password:

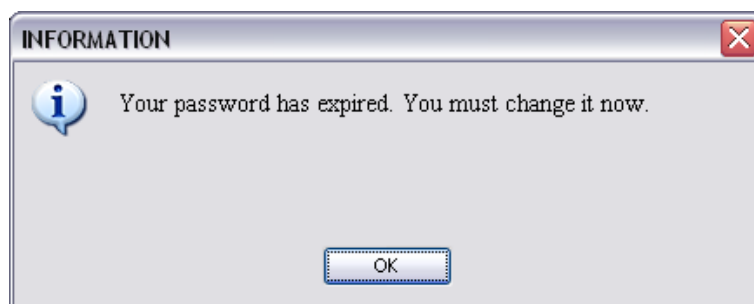
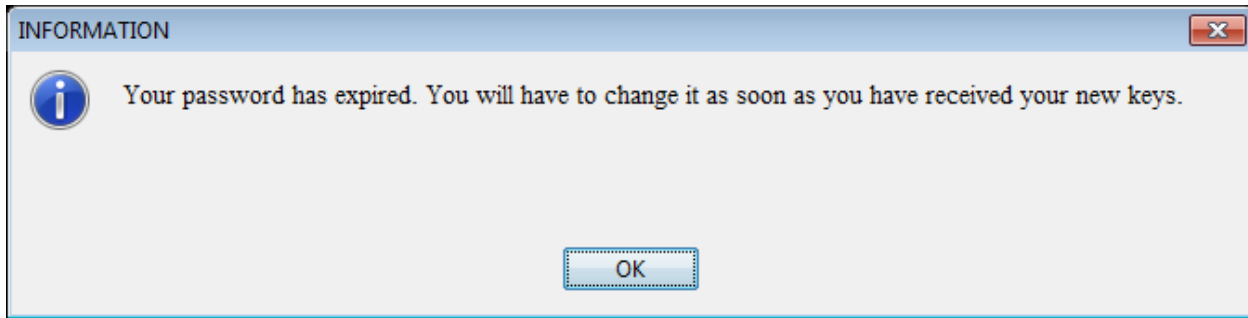


Figure 5: Reminder 4

### 2.3 Password change during certificate renewal

If the password expires during the certificate renewal procedure, the following message is displayed.



Please complete the renewal process and restart the SOFiE client once again afterwards. One of the messages described in the previous chapter will be displayed.

Until then, the password remains valid even if it has expired and you can use SOFiE as usual.

### 3. PASSWORD CHANGE

#### 3.1 Password change

To change your password you can either use the login screen, or the reminder message when possible:

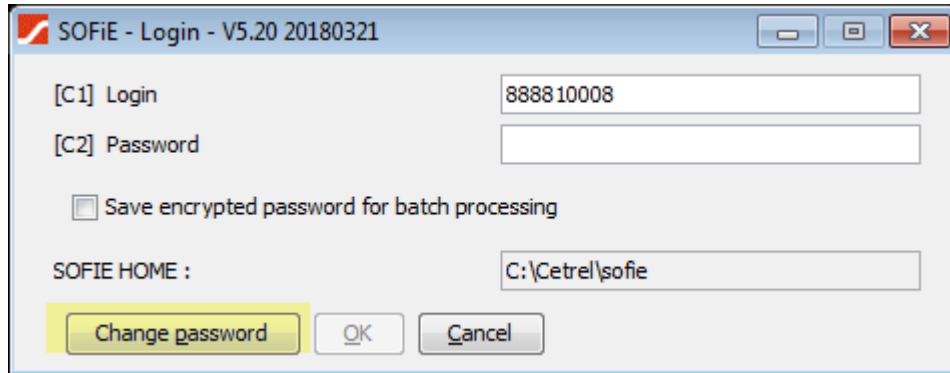


Figure 6: Login screen

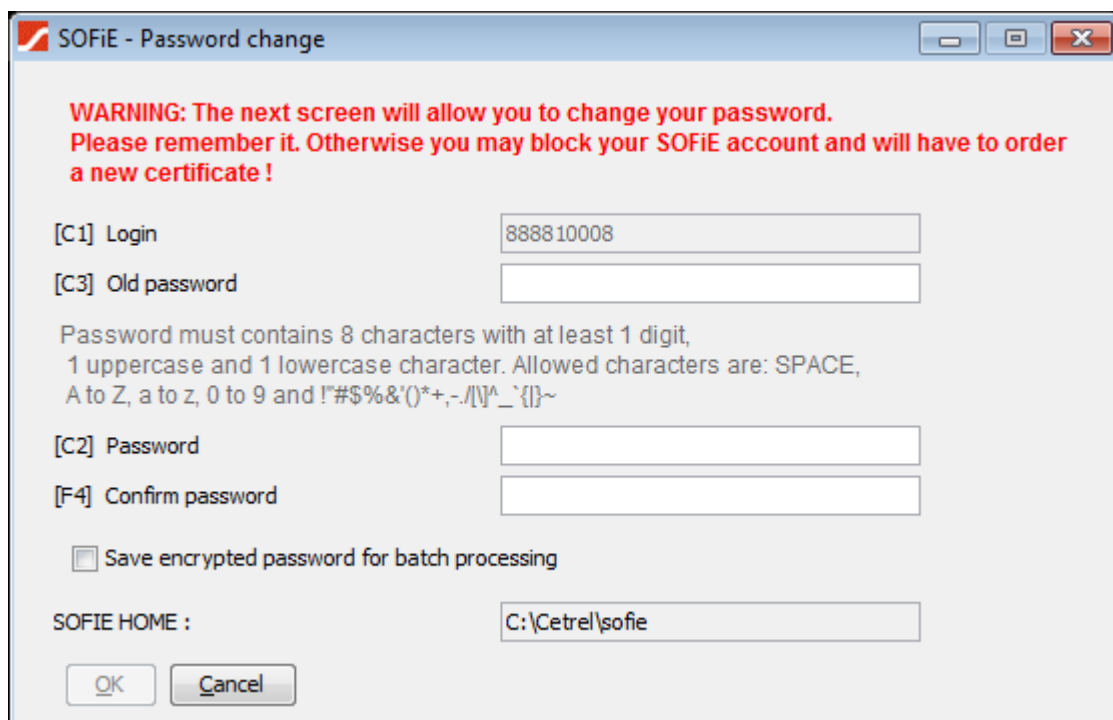


Figure 7: Password change

**Remark:**

*Using one of the last ten previous passwords is not allowed. If you try you will see the message:*



Figure 8: Password already used

### 3.2 Profile backup – before version 5.19

After a password change, it is strongly recommended to backup (zip archive) the following folders of your SOFIE\_HOME :

- \cetrel\sofie\bin (files run\_batch\_<identifiant SOFiE>.\* )
- \cetrel\sofie\keys\ (folder)
- \cetrel\sofie\data\<user\_ID>\passwords (file)
- \cetrel\sofie\data\<user\_ID>\loginHash (file)
- \cetrel\sofie\properties\ (folder)

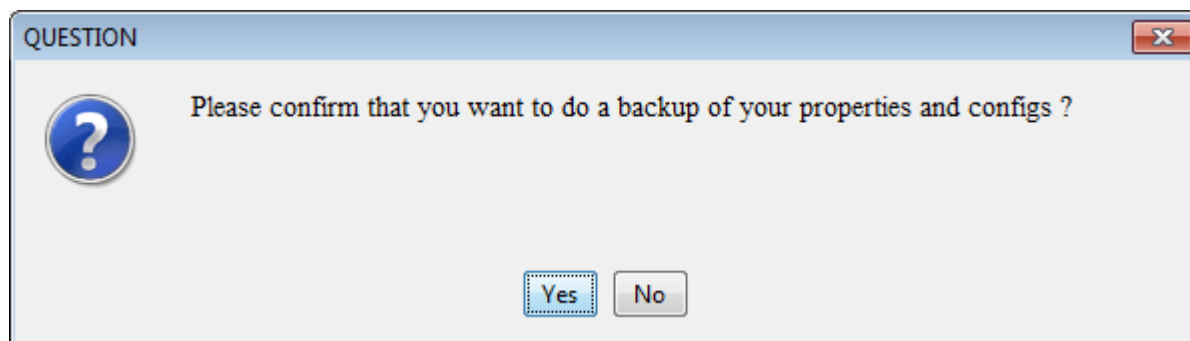
Should you need to restore your data, you need to use the password set when the backup was done in order to login to application using this restored profile.

### 3.3 Profile backup – starting with version 5.19

Starting with version 5.19 of the SOFiE client software, users may manually launch a backup of most important profiles files.

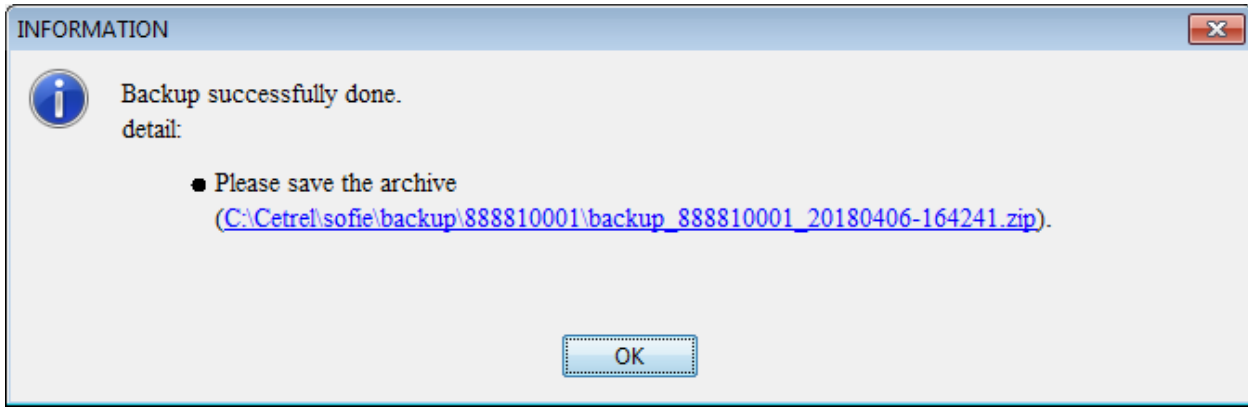
This function is available through the menu “Tools” and sub-item “Backup config and properties”.

A message is then displayed asking for confirmation.



If the users confirms he wants to get a backup of this SOFiE profile and everything goes well, a new message is displayed that shows the name of the archive file created (in zip format).





## 4. CONTACTS

### 4.1 SOFiE Business

- Contract sales or technical questions :
  - Tel : (+352) 355 66 - 600
  - Email : [sofie.lux@worldline.com](mailto:sofie.lux@worldline.com)

### 4.2 SOFiE S.O.R.T (legal reporting)

- Contract for sales questions :
  - Phone (+352) 355 66 – 424
  - Email : [reporting@cetrel-securities.lu](mailto:reporting@cetrel-securities.lu)
- Technical questions :
  - Phone : (+352) 355 66 600
  - Email : [sofie.lux@worldline.com](mailto:sofie.lux@worldline.com)