



D A M S T R A

Password Management Safety



[DISCLAIMER]

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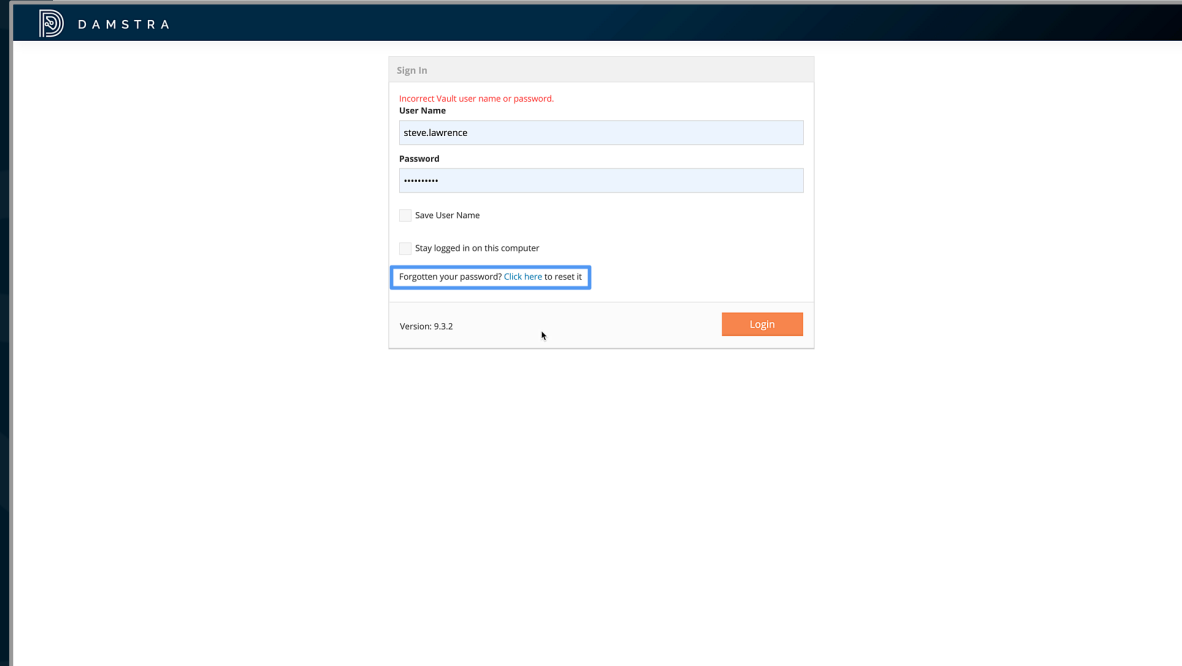
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Password Management

Changing a Forgotten Password

Damstra Safety offers several different methods for managing login passwords.

Firstly, if you have forgotten your password and therefore cannot log in to Damstra Safety, you may **click** the 'Forgotten your Password' link at the login screen. You will be prompted to enter your email address, and a link will be emailed to you with further instructions.



The screenshot displays the Damstra Safety login page. At the top left, the Damstra logo and the text 'DAMSTRA' are visible. The main content area is titled 'Sign In'. Below the title, there is a red error message: 'Incorrect Vault user name or password.' The form contains the following fields and options:

- User Name:** A text input field containing 'steve.lawrence'.
- Password:** A password input field with masked characters '.....'.
- Save User Name
- Stay logged in on this computer
- [Forgotten your password? Click here to reset it](#) (This link is highlighted with a blue box in the image.)

At the bottom left of the form, it says 'Version: 9.3.2'. At the bottom right, there is an orange 'Login' button.

Password Management

Changing your own Password

In the second method, once logged-in to your Damstra Safety system, you may change your password by **clicking** the profile icon toward the top of the screen, then **selecting** 'Change Password'.

Simply confirm your existing password before entering and confirming a new one, noting the password requirements displayed below.

The screenshot displays the DAMSTRA web application interface. At the top, the 'My Dashboard' header is visible. In the top right corner, a user profile icon is highlighted, and a dropdown menu is open, showing options for 'Settings', 'Change Password', and 'Logout'. The 'Change Password' option is selected and highlighted with a blue box. Below this, a 'Change Password' dialog box is centered on the screen. The dialog box contains three input fields: 'Current Password *', 'New Password *', and 'Retype New Password *', each with a blue border and a blue highlight. Below the input fields, a 'Note' section provides password requirements: 'Your password must be between 8 and 64 characters. Password should have at least one special character. Commonly used passwords cannot be used. Repeating characters or patterns cannot be used. Your last 10 passwords cannot be used. 'Vault' or your organisation's name cannot be used.' At the bottom of the dialog box, there are two buttons: 'Change Password' (highlighted with a blue box) and 'Cancel'. The background of the dashboard shows various charts and data points, including a bar chart for 'My Corrective Actions' and several smaller bar charts for 'Event Corrective Actions', 'Formal Invest. Corrective Actions', and 'Compliance Types Corrective Actions'.

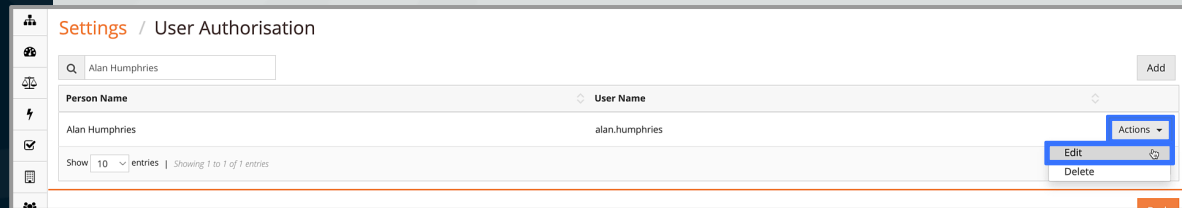
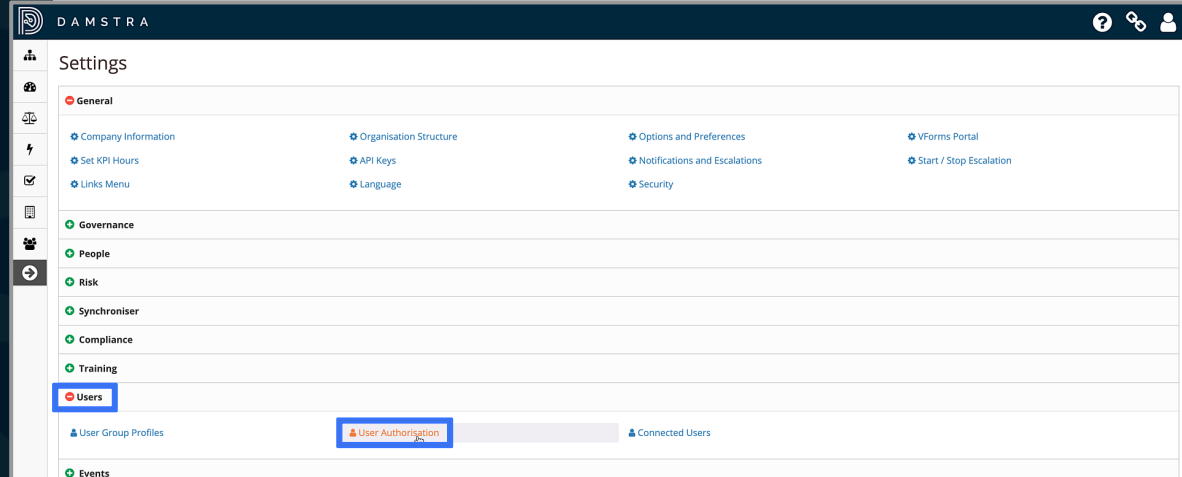
Password Management

Changing another User's Password

In the third method, you may change the password on behalf of another Damstra Safety User, provided you have sufficient User permissions in your system.

To do this, **go** to Settings, then Users, then User Authorisation. Find the target User whose password you would like to change and **select** 'Actions', then 'Edit'.

If you do not see these options in your system, you do not currently have sufficient permission to change another User's password. Contact your systems administrator if you feel that this is an error.

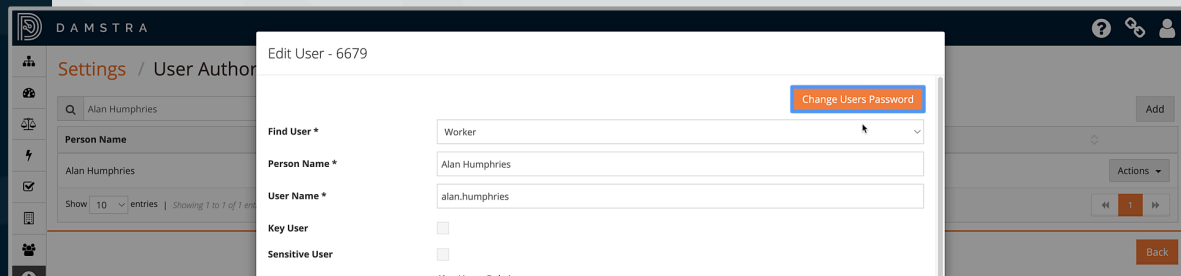


Password Management

Changing another User's Password (cont)

Provided you do have adequate permission, in the pop-up form that appears, **click** the 'Change Users Password' button at the top of the form, and enter your current password, then the target User's new password. Enter it once more to confirm.

Optionally, if you'd like to force the target User to reset their password to something known only to them the next time that they login, **check** the 'Force User to reset their password on next login' checkbox. The User will need to know the password you have temporarily set for them, and then they will be able to select a password of their own choosing.



DAMSTRA

Settings / User Authorisation

Alan Humphries

Person Name

Alan Humphries

Show: 10 entries | Showing 1 to 1 of 1 entries

Edit User - 6679

Change Users Password

Find User *

Worker

Person Name *

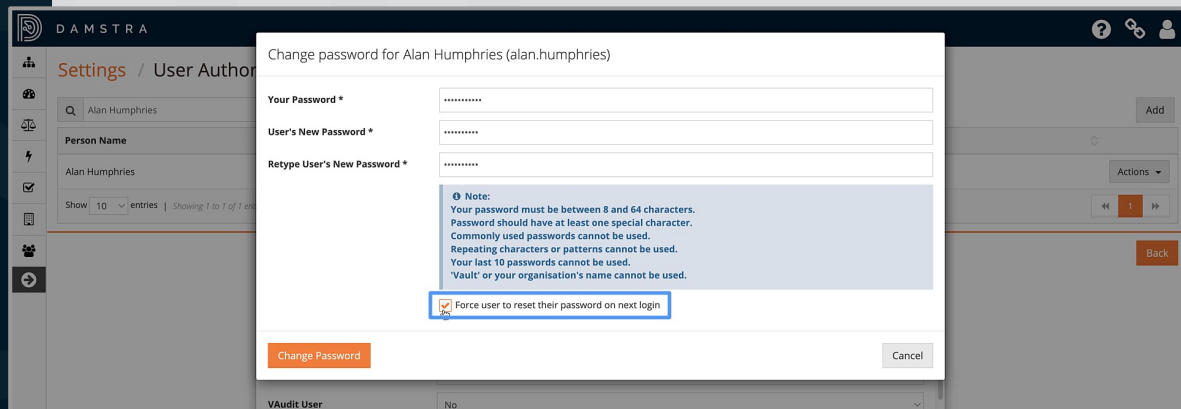
Alan Humphries

User Name *

alan.humphries

Key User

Sensitive User



DAMSTRA

Settings / User Authorisation

Alan Humphries

Person Name

Alan Humphries

Show: 10 entries | Showing 1 to 1 of 1 entries

Change password for Alan Humphries (alan.humphries)

Your Password *

User's New Password *

Retype User's New Password *

Note:

- Your password must be between 8 and 64 characters.
- Password should have at least one special character.
- Commonly used passwords cannot be used.
- Repeating characters or patterns cannot be used.
- Your last 10 passwords cannot be used.
- Vault or your organisation's name cannot be used.

Force user to reset their password on next login

Change Password

Cancel

VAudit User

No

Password Management

Changing another User's Password (cont)

In some instances, your Damstra Safety system may have been configured for Users to manage their own passwords.

In this case you will not be able to set the User's password but will instead see a 'Send Password Reset Link' button at the top of the form.

Click the button to send reset instructions to the target User's email address as recorded within their Worker record.

The screenshot displays the Damstra user management interface. On the left, a sidebar shows a list of users under 'Settings / User Author'. The main area shows the 'Edit User - 6679' form for Alan Humphries. A green success message at the top right states 'Success Email sent successfully!'. A blue button labeled 'Send Password Reset Link' is highlighted at the top of the form. The form fields include:

- Find User *: Worker
- Person Name *: Alan Humphries
- User Name *: alan.humphries
- Key User:
- Sensitive User:
- Email Address: Alan.Hump@abci.com
- Date Format *: dd/mm/yyyy
- Timezone *: (UTC+13:00) Pacific/Auckland
- Business Intelligence: Report Consumer
- VAudit User: No
- Vault Audit: User Access
- Vault Check: User Access
- Vault App Portal: Vault Event Portal
- Select User Group Profile: Administrators
- Company Structure: Assigned Structure

Buttons at the bottom of the form include 'Save User' and 'Cancel'. A 'Help' button is visible in the bottom right corner of the interface.

