

# Formworks

## Two-Factor Authentication User Guide



## Two-Factor Authentication (2FA)

Two-factor authentication is available for the Formworks Portal only. This is a configurable setting that can be changed by any user that has visibility of the Admin Licence page and the Manage Users & Roles page i.e. a Client Administrator, Client System Administrator or Client Task Manager.

The 2FA setting can be found below Current Permissions on the Licence page, it is the last checkbox option (Is 2FA required?). By default this option is disabled. Once enabled there will be an additional System Role called 'MFA' visible on the Manage Users & Roles tab per user. A user will need this role enabled before two-factor authentication is required at their next login.

Formworks v 2.0

Web Forms | Form Templates | Admin | Install | Docs | Support | Log Off

Manage Users & Roles | Manage User Groups | Manage Devices | Manage Exports | Template Exports | Export History | Licence | Sync Management | Databases | Token Management | Bridge Management

Basic licence settings | Custom icons

Licence is good This licence will expire in 3407 days

	Licensed	Used
Max number of users	20	10
Number of device users	15	10
Number of published templates	100	3
Open link Web Forms	10	5
Number of data fields on a template	2000	

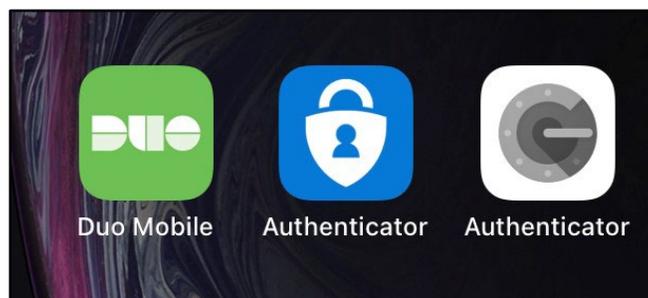
Current Permissions

Validation Scripts | Prefilled Forms | Notifications | Strong Passwords | Access form after submission | Automated PreFill | Export to Web Service | Web Forms | Local Tables | Audio | Export to Excel

Export to BIM360 | Export to Dropbox

Allow users to save passwords on devices?  Allow users to save to camera roll on device?  Allow users to read from camera roll on device?  Allow crash reporting?  Is 2FA required?

All mobile authentication applications can be used with this setting eg. Google Authenticator, Microsoft Authenticator, DuoMobile, etc. These applications can be found in any mobile devices application store.



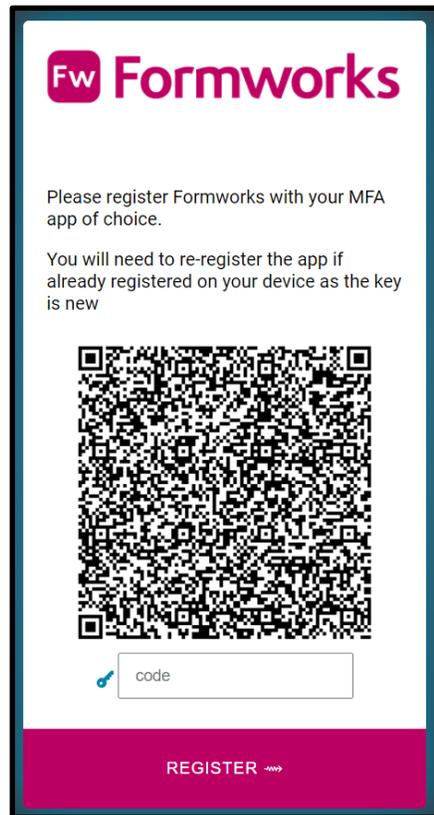
Duo Mobile, Microsoft Authenticator and Google Authenticator, respectively

Once the 'Is 2FA required?' checkbox has been enabled, there should be a blue alert message in the top right corner of the screen to confirm the change has been made.

The User account that requires 2FA will now need to be updated on the Manage Users & Roles page. Select the User to display the Edit User screen, then the 'MFA' permission will need to be enabled.

<p><b>Email</b></p> <input type="text" value="jane.doe@digitalfieldsolutions.com"/> <p><b>Name</b></p> <input type="text" value="Jane Doe"/> <p><b>Short Name</b></p> <input type="text" value="Jane"/> <p><input checked="" type="checkbox"/> <b>Is Active</b></p> <input type="text" value="Default user"/>	<p><b>SYSTEM ROLES</b></p> <p><input type="checkbox"/> Client System Administrator</p> <p><input checked="" type="checkbox"/> Client Administrator</p> <p><input type="checkbox"/> Client Task Manager</p> <p><input type="checkbox"/> Device Users</p> <p><input checked="" type="checkbox"/> Form Author</p> <p><input type="checkbox"/> Hub Admin</p> <p><input type="checkbox"/> Hub User</p> <p><input type="checkbox"/> Web Forms</p> <p><input checked="" type="checkbox"/> MFA</p>
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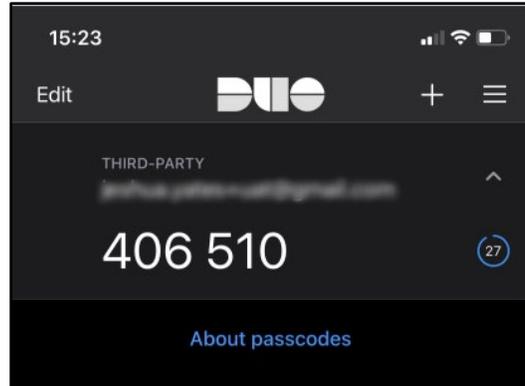
Once both steps have been completed, the next time the user logs into the portal, after entering their password and pressing login they should see the below screen with a QR code.



The User should then open up their mobile authentication application, the below example will use Duo Mobile.

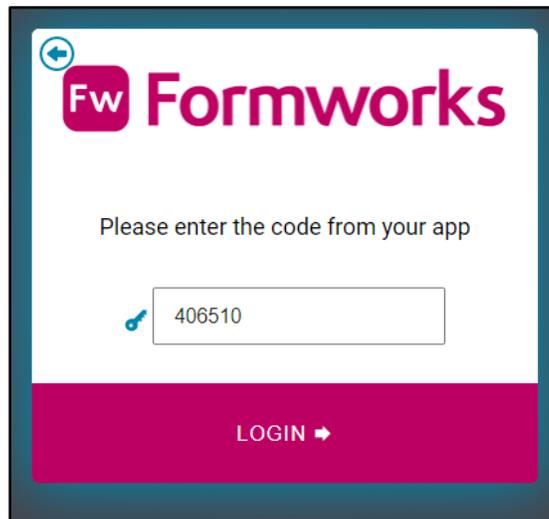


Press the '+' button to scan a new code, this will bring up the camera to scan the QR code image. Point your phone to the code on the web browser. You will then be provided with a 6 digit code as below, please note that the email address you are using to log into Formworks should show alongside the code.



A new code should be generated roughly every 30 seconds, depending on the authentication application you are using.

Enter the provided code in the given space below the QR code image and press 'Register'. You will then be prompted to enter the code again (if the code on your authentication app has changed, please enter the updated code) and then press Login.



As long as the 2FA has been enabled for your Client account and a User has the MFA permission enabled a code will be required for every login to the Formworks Portal.

## Resetting 2FA

For occurrences where a User loses either their authentication app or the Formworks Account on the authentication app, resetting the 2FA is possible via the Manage Users & Roles tab.

After a User has successfully logged into the Formworks Portal using 2FA, a 'Reset MFA' button will appear below User details in the Edit User screen.

<p><b>Email</b></p> <input type="text" value="jane.doe@digitalfieldsolutions.com"/> <p><b>Name</b></p> <input type="text" value="Jane Doe"/> <p><b>Short Name</b></p> <input type="text" value="Jeshua"/> <p><input checked="" type="checkbox"/> Is Active</p> <p>Default user <span>▼</span></p> <p><b>Reset MFA</b></p>	<p><b>SYSTEM ROLES</b></p> <p><input type="checkbox"/> Client System Administrator</p> <p><input checked="" type="checkbox"/> Client Administrator</p> <p><input type="checkbox"/> Client Task Manager</p> <p><input type="checkbox"/> Device Users</p> <p><input checked="" type="checkbox"/> Form Author</p> <p><input type="checkbox"/> Hub Admin</p> <p><input type="checkbox"/> Hub User</p> <p><input type="checkbox"/> Web Forms</p> <p><input checked="" type="checkbox"/> MFA</p>
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If the button is pressed, on the Users next login attempt a new QR code will display, prompting the User to set up the account on their mobile authentication app. Any previously set up accounts for the Formworks User using another QR code will no longer work.

## Removing 2FA

If the 2FA setting has been disabled on the Licence page the MFA permission will be removed from any Users that had it enabled. If the 2FA setting is re-enabled, Users will need to be manually given the MFA permission again via the Manage Users & Roles page.