

PIN Before Signature

Reference	Revision	Date
TL-UGA PIN-001	1.0	11th November 2024

Overview

The **PIN Before Signature** feature provides additional security by requiring users to enter a personal PIN before adding a signature. This feature ensures that only the logged-in user can authorise actions requiring a signature. It is available starting from **App version 1.32**.

Enabling PIN Before Signature

1. Navigate to: Operator Settings -> Edit Operator Settings -> User Management -> iPad Signoff Options.
2. Enable PIN Before Signature by selecting the checkbox.
3. Save Settings to activate the feature.

Assigning PINs to User Accounts

There are two methods for assigning PINs:

Method 1: User Sets Own PIN

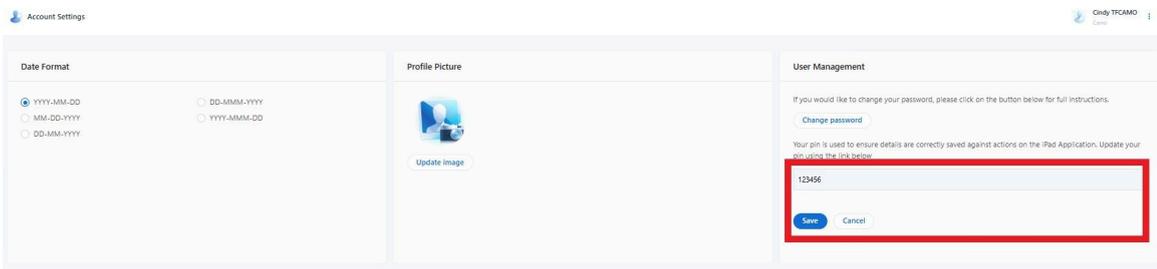
Log into the Web Dashboard. Go to the Fleet Dashboard, click the three-dot menu next to the account, and select Account Settings.



Under the User Management section, click Change PIN.



Enter a 6-digit PIN and click Save.

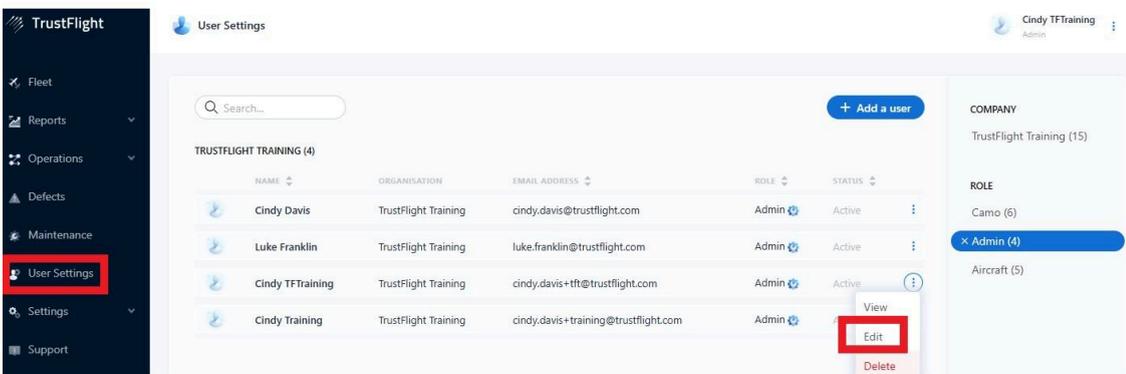


Note: This process can also be used by users to reset their PIN.

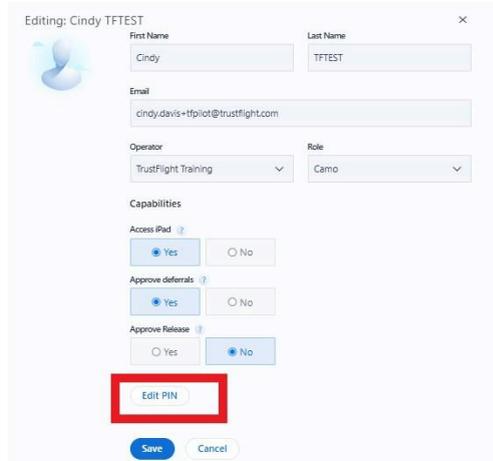
Method 2: Admin Sets or Resets a User's PIN

Admins can set user PINs via the Web Dashboard:

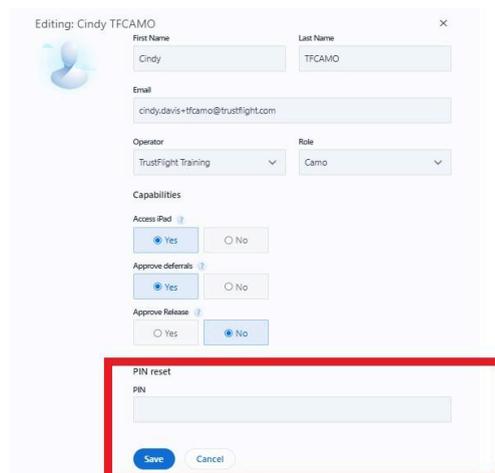
Go to User Settings and Click the three-dot menu for the user account requiring a PIN reset and select Edit.



Click Edit PIN



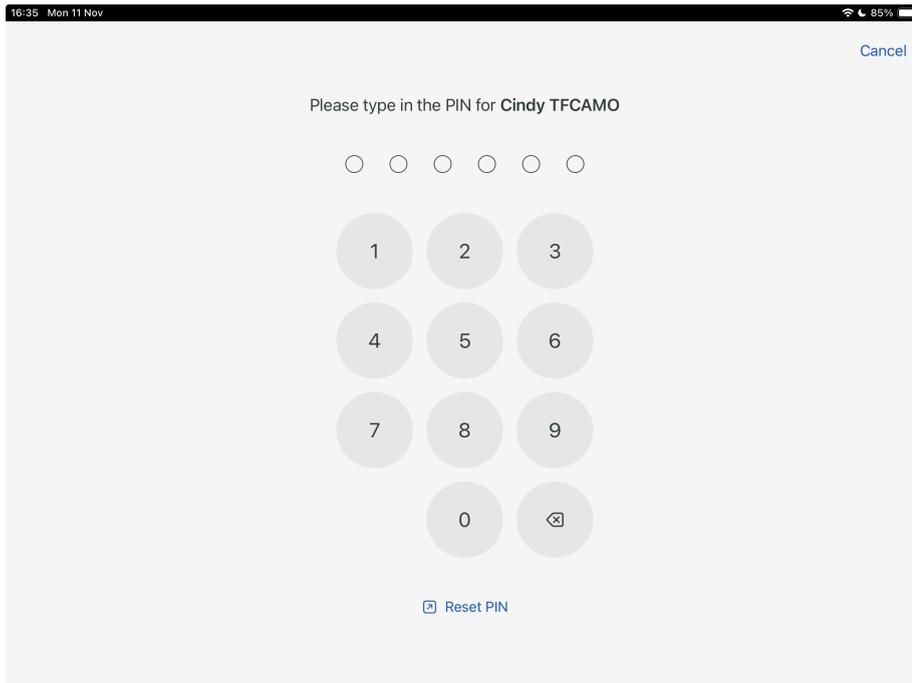
Enter a 6-digit PIN for the user and Click Save to confirm the new PIN.



Note: This process can also be used to reset a PIN. The system does not send a notification to users when a PIN is set or reset by an admin.

Using the PIN on the App

The user will log into the App with their unique username and password. Before each signature is entered, the user will be prompted to enter their PIN.



If a PIN is entered incorrectly **10 times**, the user will be logged out of the App and is able to log back immediately. They will require to reset PIN (if they have forgotten it)

