BatchMaster WEB Login Process Time-Based One-Time Password (2FA)

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Purpose of the Manual

This user guide provides instructions for using BatchMaster Enterprise. The scope of the document is limited to training users on how various BatchMaster modules are inter-related, the purpose of various BatchMaster screens, and the procedural steps to maintain them. The training objective is to help the user get hands-on experience of how BatchMaster Enterprise functions.

This document aids as a hand-out during training and as an introduction to other manuals. It is not as descriptive as other accompanying manuals, but it is packed with necessary and important information that is required for someone to use BatchMaster Enterprise as a new user.

We designed the user guide based on experience obtained from numerous training sessions. This document aims to strengthen user knowledge on the functioning of BatchMaster Enterprise.

Target Audience

This document is intended for a vast group of people which may include Trainers, VARs, Customers, and even BatchMaster employees who are undergoing BatchMaster training. We hope it will be of immense use as a conceptual guide for Trainers, as a resource material for VARs and customers, and as a reference guide for existing BatchMaster Users and employees.

Organization

The user guide is organized in parts module-wise to reduce bulkiness and enhance usability. Each module contains an overview of the module, concepts you must know before you begin using the module, an overview or purpose of the screen, how to maintain data in the screen, Key Points, and FAQs. Examples have been included to help you understand the logic better and maintain data quickly.

Symbols & Conventions

Symbol	Description
	Note
	Mandatory setting
	Tips

Convention	Description
Italicized (*Sales Order Entry*)	Module name, screen name & components
“ ” (“BME 8.60 Accounting Guide”)	Reference document

Abbreviation	Description
BME	BatchMaster Enterprise
ERP	Enterprise Resource Planning
2FA	Two Factor Authentication

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1 Document Overview

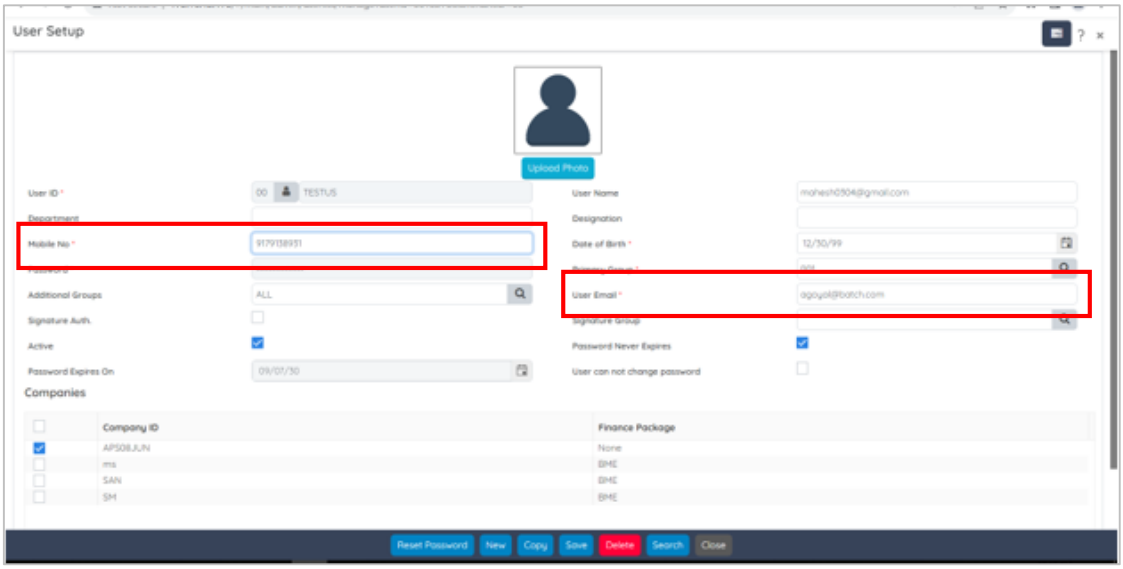
This document will help you understand BatchMaster WEB Normal/Time-Based One-Time Password (2FA) Login process. After reading this document you should be able to understand the process at least in a basic way.

2 BatchMaster WEB Login Process Time-Based One-Time Password (2FA)

BatchMaster WEB is accessible via the provided IP (Internet Protocol) Address or URL. The URL access is specifically designed to enable access to individual application over a network. With this several separate users, working on different company databases can be managed in one system at the same time.

2.1 User Setup

BatchMaster WEB supports Normal/Time-Based One-Time Password (2FA) login process with the user's registered Mobile/Email as configured on *User Setup* Screen.



The user can proceed to sign in to BatchMaster WEB account with the provided credentials/generated OTP. It is a security process in which users provide two different authentication factors to verify account login. 2FA improves users account security by providing an extra layer of security while login to the application and ascertains the application users are who they say they are.

Accessing BatchMaster WEB lets you:

- Login to the BatchMaster WEB application (Normal/Tenant User)
- Company database selection

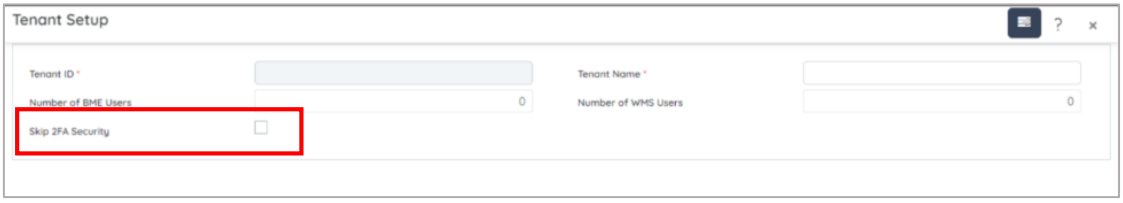
- Generate OTP (If two-factor authentication is applicable)
- Verify OTP (If two-factor authentication is applicable)

- Change password
- Reset login password.

2.2 Tenant Setup

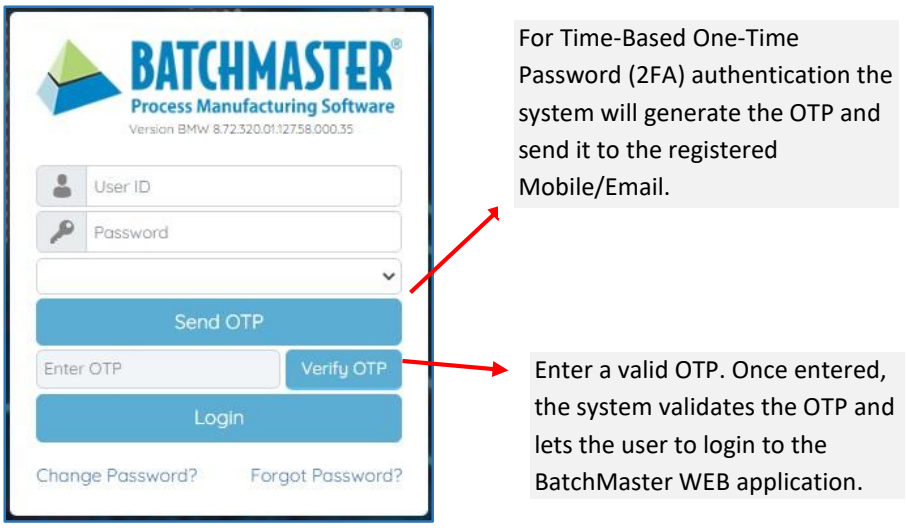
BatchMaster WEB supports multi-tenant deployment, allowing the Administrator to create and manage several enterprise accounts called tenants, through a single BatchMaster WEB deployment. The system provides option to decide whether to implement Time-Based One-Time Password (2FA) authentication for Tenant users or not. To do so, *Skip 2FA Security* checkbox is provided on the *Tenant Setup* screen.

⚠ The Skip 2FA Security setting is applicable to all the users of the tenant.



<u>Skip 2FA Security</u>:

1. If Skip 2FA Security checkbox is unmarked, the system considers the Time-Based One-Time Password (2FA) process for the respective BatchMaster WEB user. The system will generate the OTP and send it to the registered Mobile/Email. Further, the user needs to enter the received OTP. The system validates the entered OTP and lets the user to login to the BatchMaster WEB application.



Example of an OTP Email:

OTP From BatchMaster

admin@batchmaster.co.in
Wed 8/9, 10:40 AM
Nimish Joshi

Reply all

---------- Password generation report ----------

Dear password n,
Your password is generated on 09-08-2023 10:39:59.Details are as below:

Login ID : N
One time password : n2023221571039
Password Valid for : 11 Days

*** Password is case sensitive ***

---------- End Report ----------

2. Users can skip 2FA authentication for the Tenant users by marking the *Skip 2FA Security* checkbox. If this checkbox is checked, the system skips the 2FA verification for the BatchMaster WEB users. The Login window is displayed as follows: