



User Levels and Password Requirements for 21 CFR Part 11 Software

MARS 6 Software v1.45 and higher now have the functionality of assigning multiple user levels and password complexity in compliance with 21 CFR Part 11.

You can now set a maximum number of login attempts before the user is locked out.

You can set an amount of time (months) that the passwords last before expiring, up to a maximum of 12 months.

You can make previously used passwords unusable again for up to twelve months.

You can now set a minimum length requirement on passwords up to a maximum of 10 characters.

You can set mandatory characters for passwords such as uppercase letters, lowercase letters, and numeric values. (no special characters)

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How To Configure Password Requirements

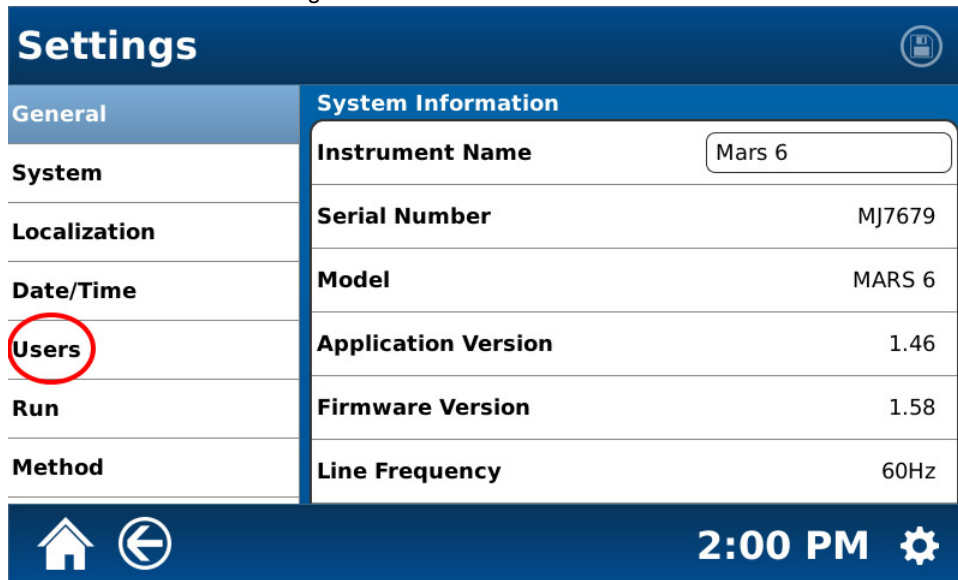
1. Log in as Admin and press the gear button in the bottom right corner of the screen



2. Select Settings from the menu



3. Select Users from the Settings menu

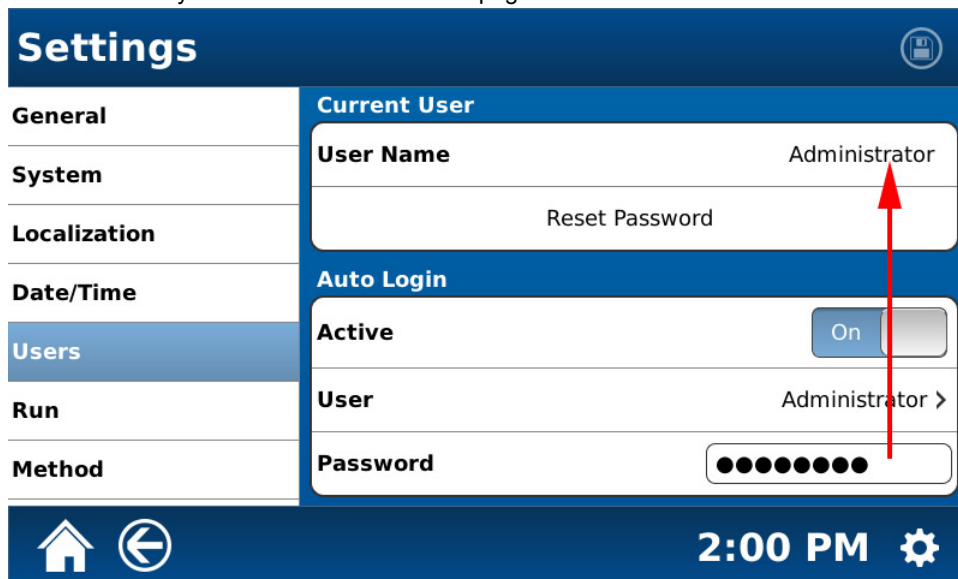


The screenshot shows the 'Settings' application interface. On the left is a vertical menu with options: General, System, Localization, Date/Time, Users, Run, and Method. The 'Users' option is circled in red. The main area on the right is titled 'System Information' and contains a table of system details.

System Information	
Instrument Name	Mars 6
Serial Number	MJ7679
Model	MARS 6
Application Version	1.46
Firmware Version	1.58
Line Frequency	60Hz

At the bottom of the screen is a navigation bar with a home icon, a back icon, the time '2:00 PM', and a settings gear icon.

4. Scroll all the way to the bottom of the Users page



The screenshot shows the 'Users' page within the 'Settings' application. The left menu has 'Users' selected. The main area is titled 'Current User' and shows the 'Administrator' user. Below this is a 'Reset Password' button. Further down is the 'Auto Login' section, which includes an 'Active' toggle switch (currently 'On') and a 'User' dropdown menu (currently showing 'Administrator >'). At the bottom is a 'Password' field represented by a series of dots. A red arrow points from the 'Administrator >' text in the 'User' dropdown to the 'Administrator' text in the 'Current User' section.

Current User

User Name Administrator

Reset Password

Auto Login

Active On

User Administrator >

Password

At the bottom of the screen is a navigation bar with a home icon, a back icon, the time '2:00 PM', and a settings gear icon.

5. Select Password Configuration

The screenshot shows the 'Settings' application interface. On the left is a sidebar menu with options: General, System, Localization, Date/Time, Users, Run, and Method. The 'Users' option is currently selected. The main area is divided into two sections: 'Users' and 'Configuration'. The 'Users' section lists two users: 'basic 1' and 'sam', each with edit and delete icons. Below this is an 'Add User' button. The 'Configuration' section contains a single option, 'Password Configuration', which is circled in red. At the bottom of the screen, there is a status bar with a home icon, a back arrow, the time '2:00 PM', and a settings gear icon.

6. Touch Enable All

This screenshot shows the 'Password Configuration' dialog box overlaid on the settings screen. The dialog has a title bar 'Password Configuration'. Inside, there is a label 'Enable CFR' followed by a button labeled 'Enable All', which is circled in red. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'. The background settings screen is dimmed, showing the same sidebar and configuration options as in the previous screenshot. The status bar at the bottom now shows the time '10:06 AM'.

7. Use the up and down arrows to set the Maximum Login Attempts, Months to Expiration, Months the password will be unusable, and minimum password length. Also select mandatory characters if desired.

The screenshot shows the 'Password Configuration' settings screen. On the left is a 'Settings' menu with options: General, System, Localization, Date/Time, Users, Run, and Method. The main area contains the following settings:

- Enable CFR: Disable All
- Max Login Attempts: 3 (with up/down arrows)
- Expiry (m): 3 (with up/down arrows)
- Non Resuable (m): 12 (with up/down arrows)
- Minimum Length: 4 (with up/down arrows)
- Mandatory Characters:**
 - ☐ Upper Case
 - ☐ Lower Case
 - ☐ Digit

At the bottom are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a white border.

8. Click Save

This screenshot is identical to the previous one, showing the 'Password Configuration' settings screen. The 'Save' button at the bottom is circled in red, indicating the next step is to click it.

How To Add Users

1. Log in as Admin and press the gear button in the bottom right corner of the screen



2. Select Settings from the menu



3. Select Users from the Settings menu

The screenshot shows the 'Settings' application interface. On the left is a vertical menu with options: General, System, Localization, Date/Time, Users, Run, and Method. The 'Users' option is circled in red. The main area on the right is titled 'System Information' and contains a table of system details.

System Information	
Instrument Name	Mars 60
Serial Number	MJ7679
Model	MARS 6
Application Version	1.46
Firmware Version	1.58
Line Frequency	60Hz

At the bottom of the screen is a navigation bar with a home icon, a back arrow, the time '3:17 PM', and a settings gear icon.

4. Scroll to the bottom of the screen

The screenshot shows the 'Users' settings screen. The left menu has 'Users' selected. The main area is titled 'Current User' and contains fields for 'User Name' (Administrator), a 'Reset Password' button, and an 'Auto Login' section. The 'Auto Login' section has an 'Active' toggle switch set to 'On' and a 'User' dropdown menu currently showing 'Administrator'. Below these is a 'Password' field represented by a series of dots. A red arrow points from the bottom of the screen up to the 'Administrator' text in the 'User' dropdown.

At the bottom of the screen is a navigation bar with a home icon, a back arrow, the time '3:17 PM', and a settings gear icon.

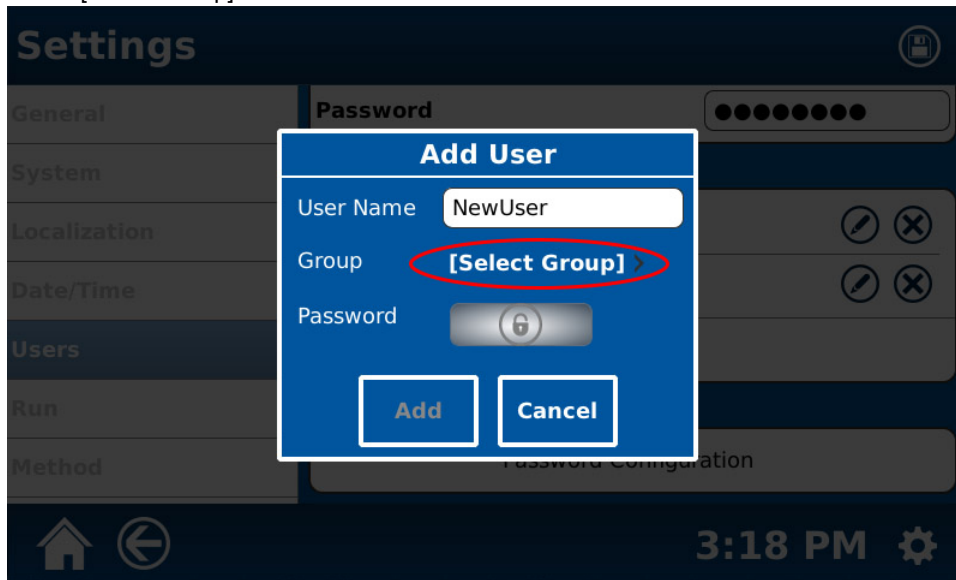
5. Select Add User

The screenshot shows the 'Settings' application with a sidebar menu on the left containing 'General', 'System', 'Localization', 'Date/Time', 'Users', 'Run', and 'Method'. The 'Users' section is selected. The main content area has a 'Password' field at the top, followed by a 'Users' list with entries 'basic 1' and 'sam', each with edit and delete icons. Below the list is a red circle around the 'Add User' button. At the bottom, there is a 'Configuration' section with a 'Password Configuration' button. The bottom status bar shows a home button, a back arrow, the time '3:17 PM', and a settings gear icon.

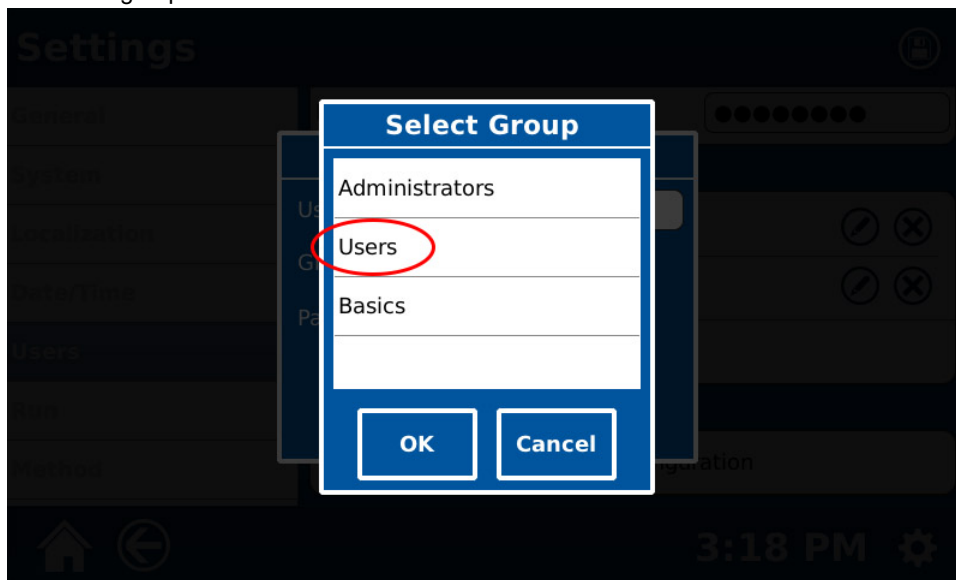
6. Touch the white box next to User Name and key in name

This screenshot shows the same 'Settings' application with the 'Add User' dialog box open in the foreground. The dialog box has a title bar 'Add User' and contains three fields: 'User Name' with a white input box circled in red, 'Group' with a '[Select Group] >' button, and 'Password' with a password field icon. At the bottom of the dialog are 'Add' and 'Cancel' buttons. The background settings screen is dimmed.

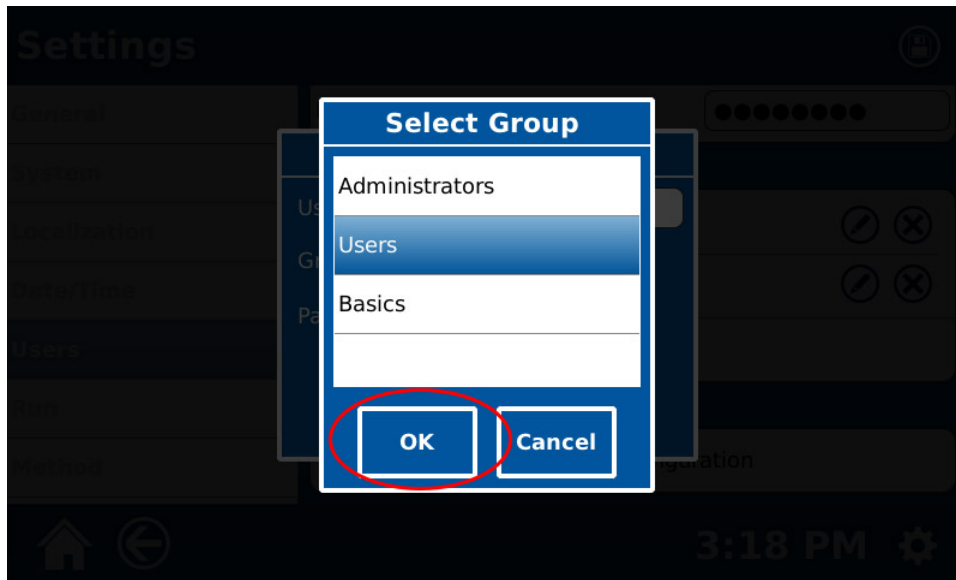
7. Touch [Select Group]



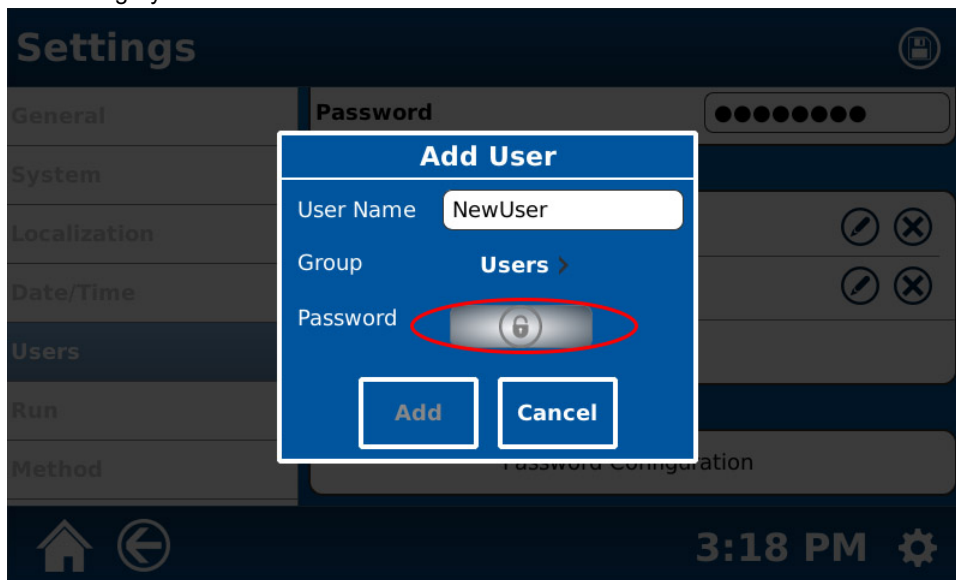
8. Touch the group to which the new user should be added



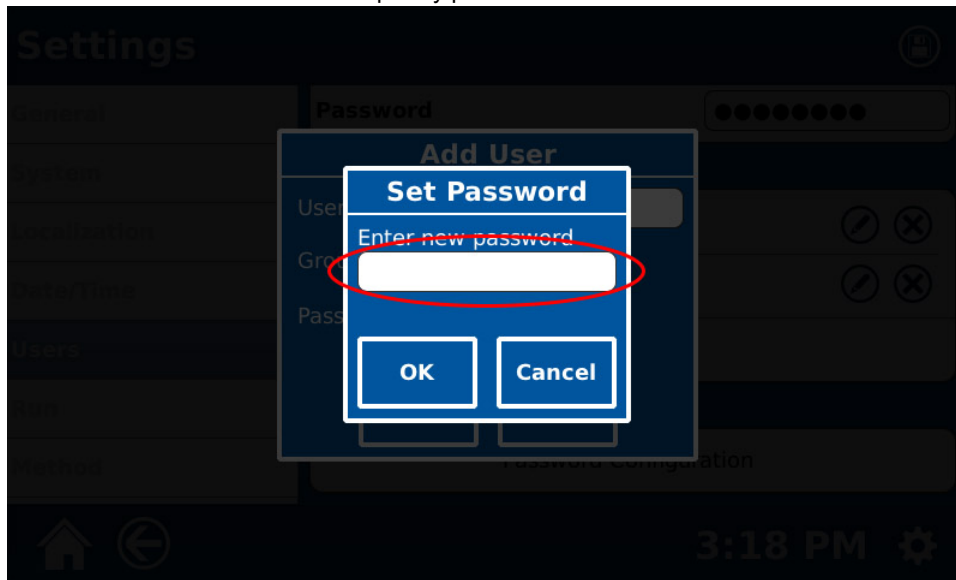
9. Press OK



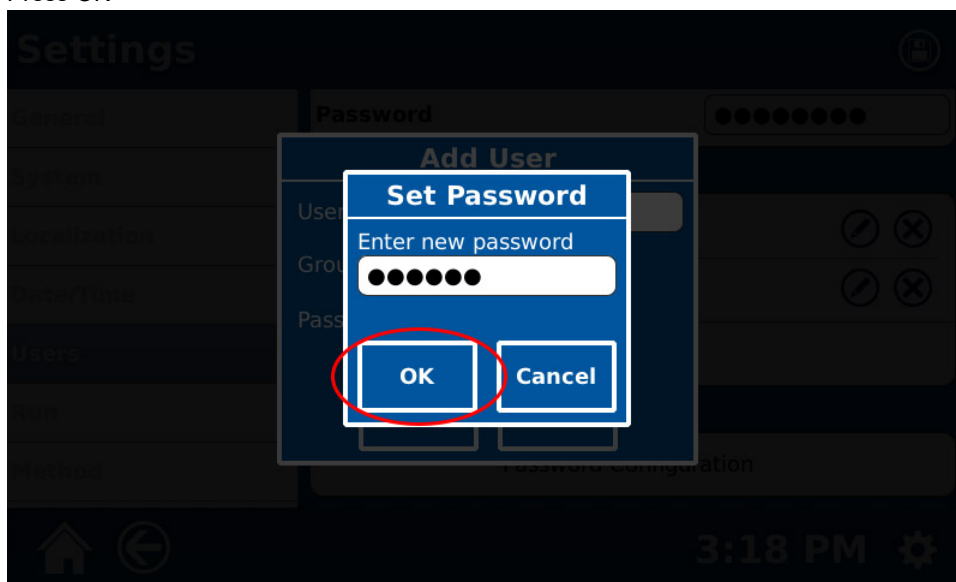
10. Press the gray Password button



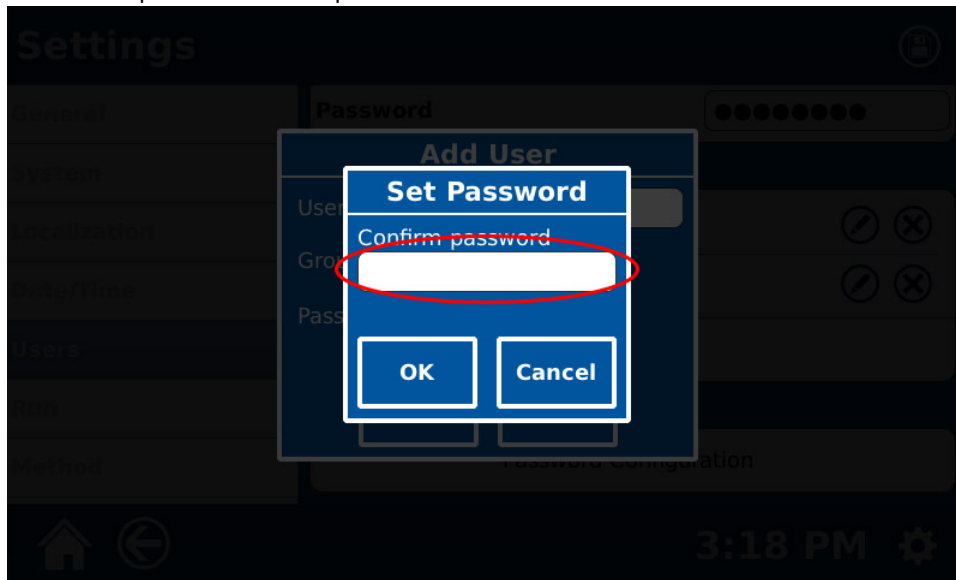
11. Touch the white box to enter a temporary password for the new user



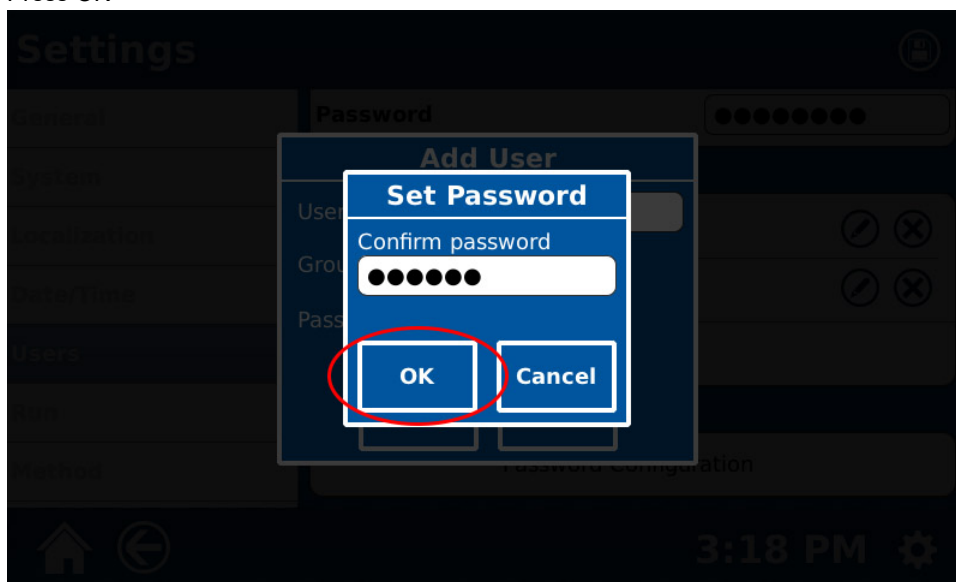
12. Press OK



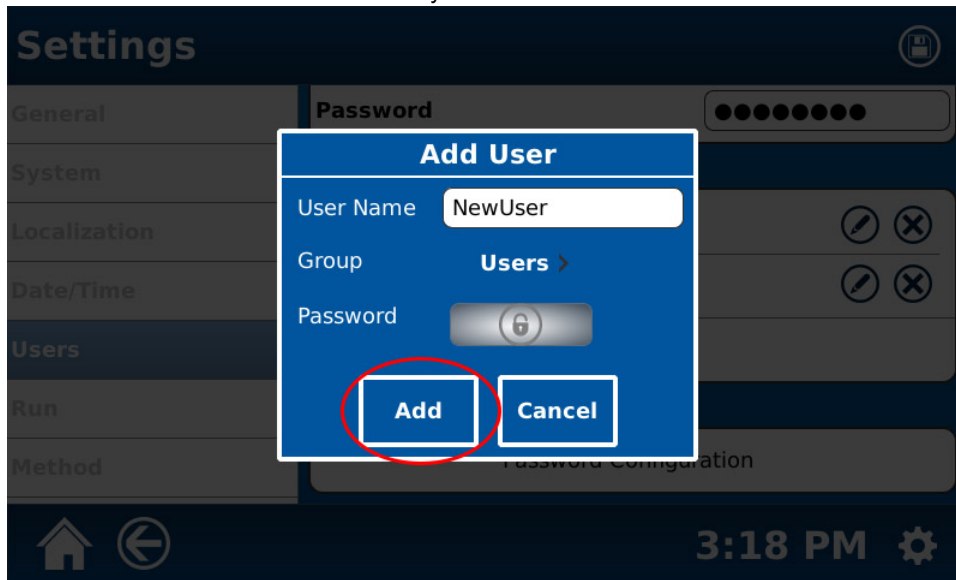
13. Reenter the password from step 11



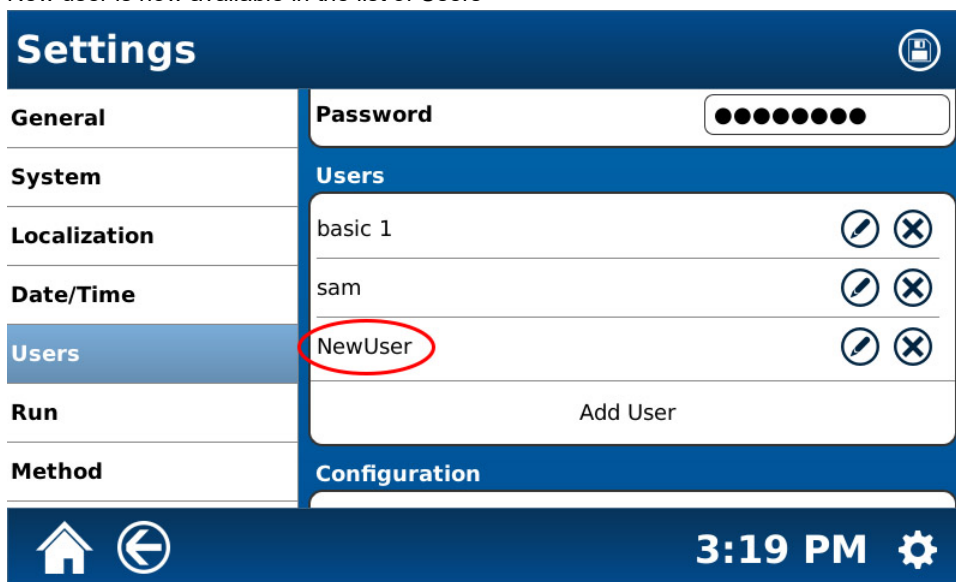
14. Press OK



15. Press Add to save the new user in the system



16. New user is now available in the list of Users



NOTE: The first time the new user logs in they will be prompted to change their password. A new password, not used by the admin, must be entered and confirmed before the user can log into the system.

How To Change Password

If Logged In As A User

1. From any screen on the MARS 6 touchscreen, press the gear button in the bottom right corner



2. Select Settings from the menu



3. Select Users from the Settings menu

The screenshot shows the 'Settings' application interface. On the left is a vertical menu with options: General, System, Localization, Date/Time, Users, Run, and Method. The 'Users' option is circled in red. The main area on the right is titled 'System Information' and contains a table of system details.

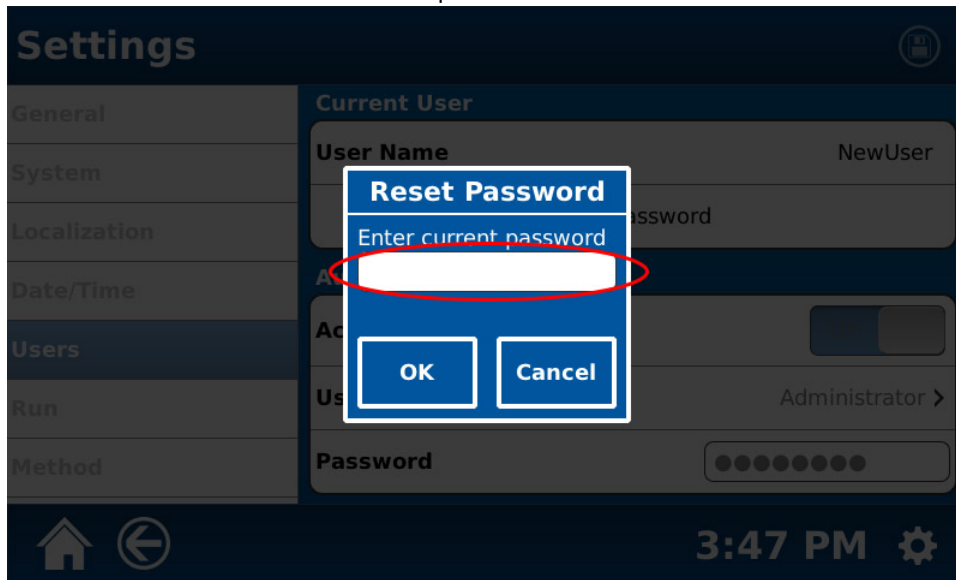
System Information	
Instrument Name	Mars 6
Serial Number	MJ7679
Model	MARS 6
Application Version	1.46
Firmware Version	1.58
Line Frequency	60Hz

At the bottom of the screen is a navigation bar with a home icon, a back arrow, the time '3:47 PM', and a settings gear icon.

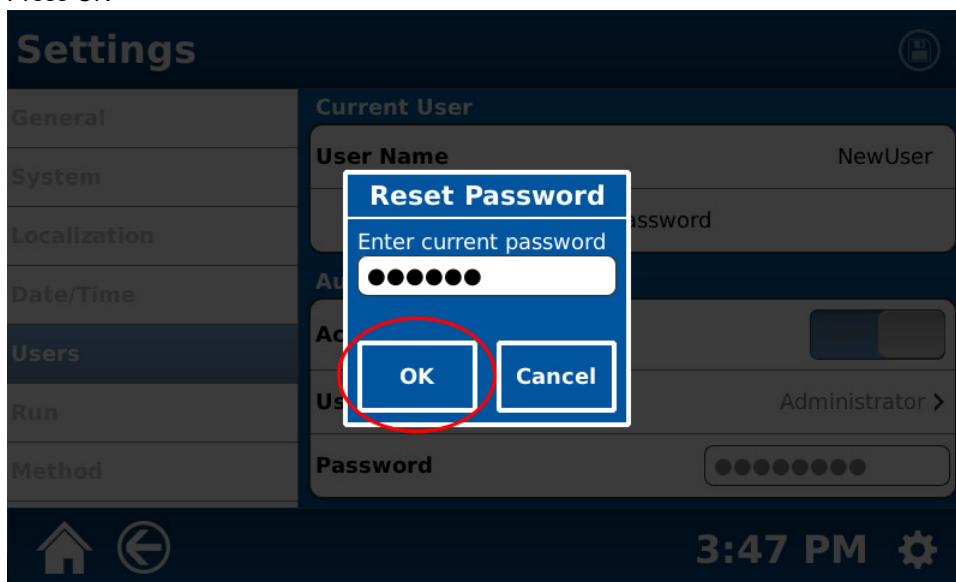
4. Touch the Reset Password button

The screenshot shows the 'Users' settings screen. The left menu has 'Users' selected. The main area is titled 'Current User' and shows 'NewUser' as the current user. Below this is a 'Reset Password' button, which is circled in red. Further down is the 'Auto Login' section, which includes an 'Active' toggle switch (currently 'On') and a 'User' dropdown menu set to 'Administrator'. At the bottom is a 'Password' field with a masked input (dots). The bottom navigation bar is identical to the previous screenshot, showing the time '3:47 PM'.

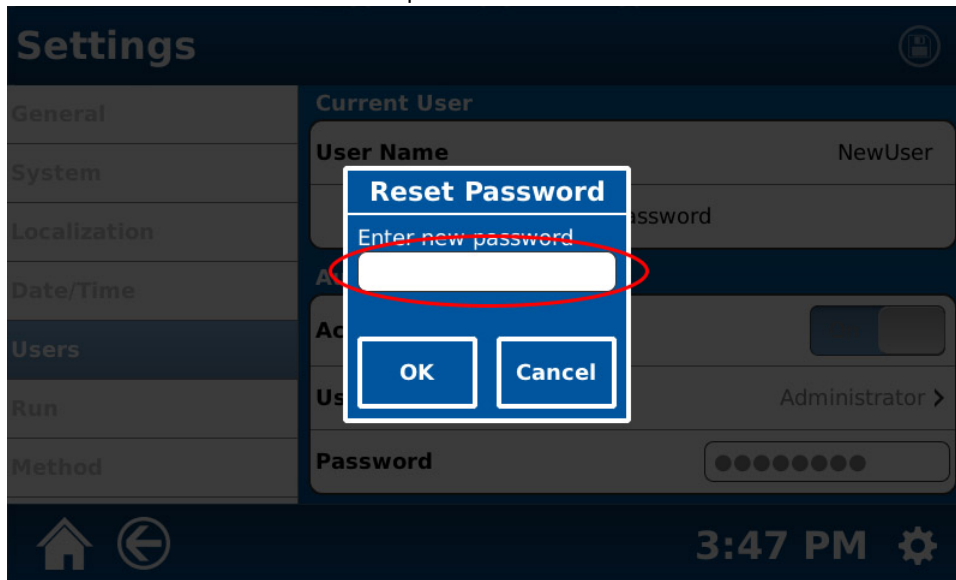
5. Touch the white box to enter the current password



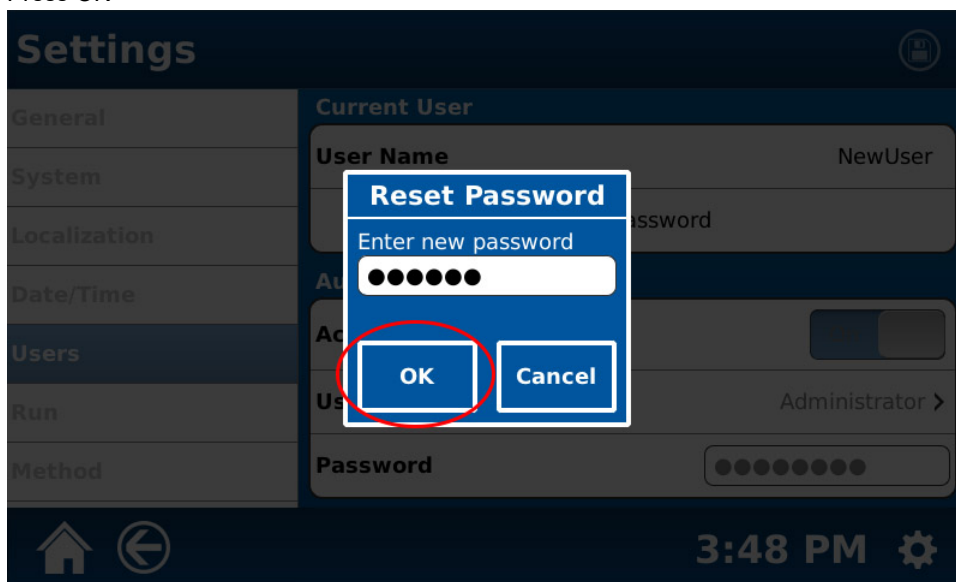
6. Press OK



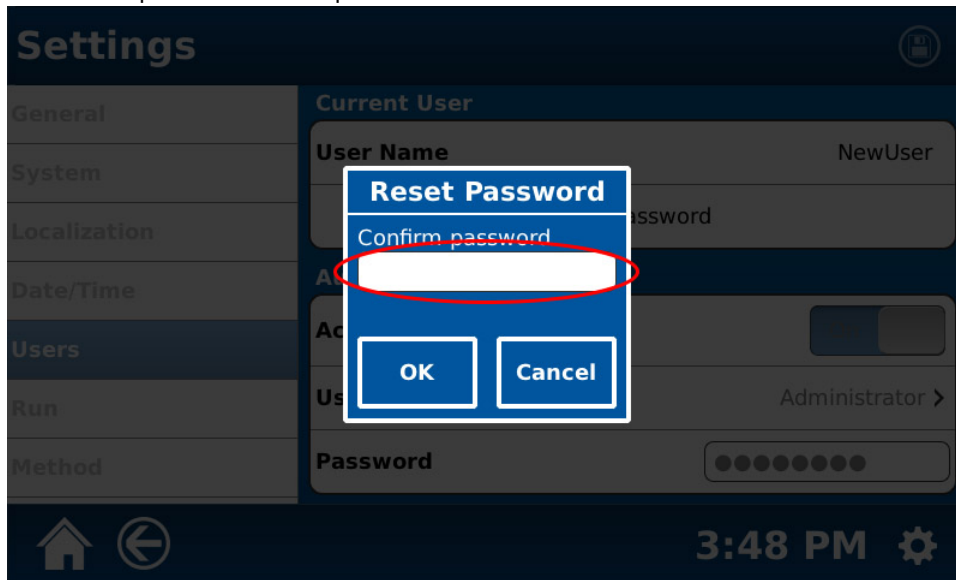
7. Touch the white box to enter the new password



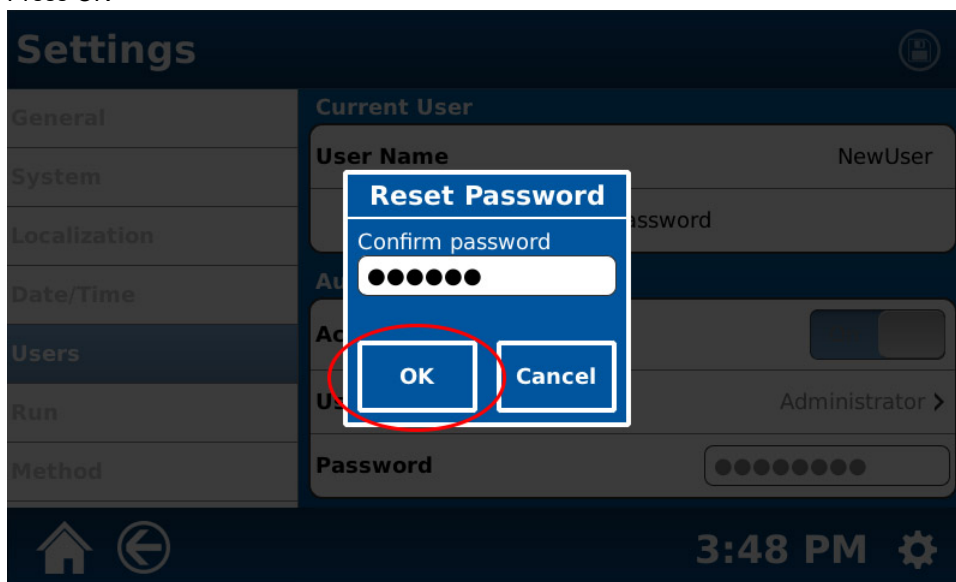
8. Press OK



9. Reenter the password from step 7



10. Press OK



If Logged In As An Admin

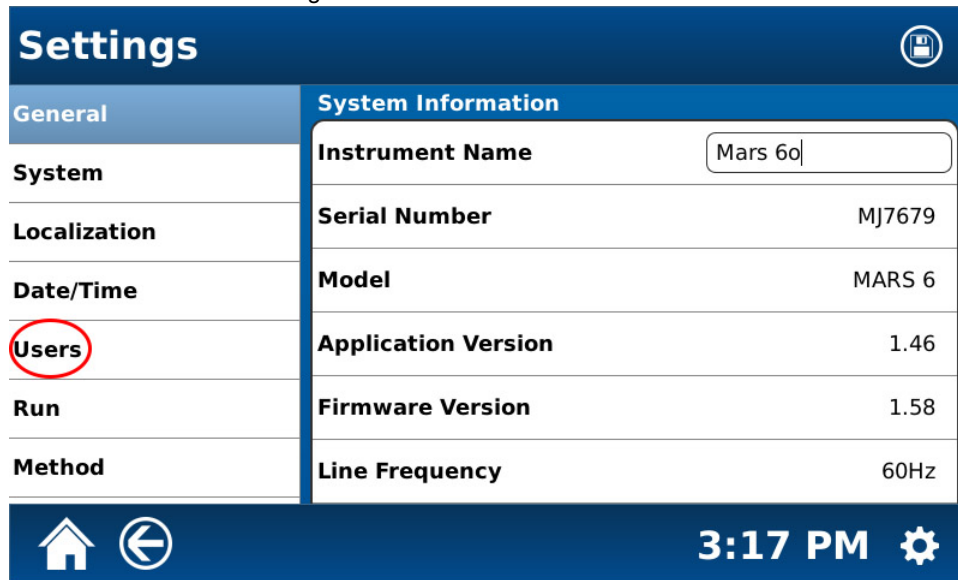
1. From any screen on the MARS 6 touchscreen, press the gear button in the bottom right corner



2. Select settings from the menu



3. Select Users from the Settings menu

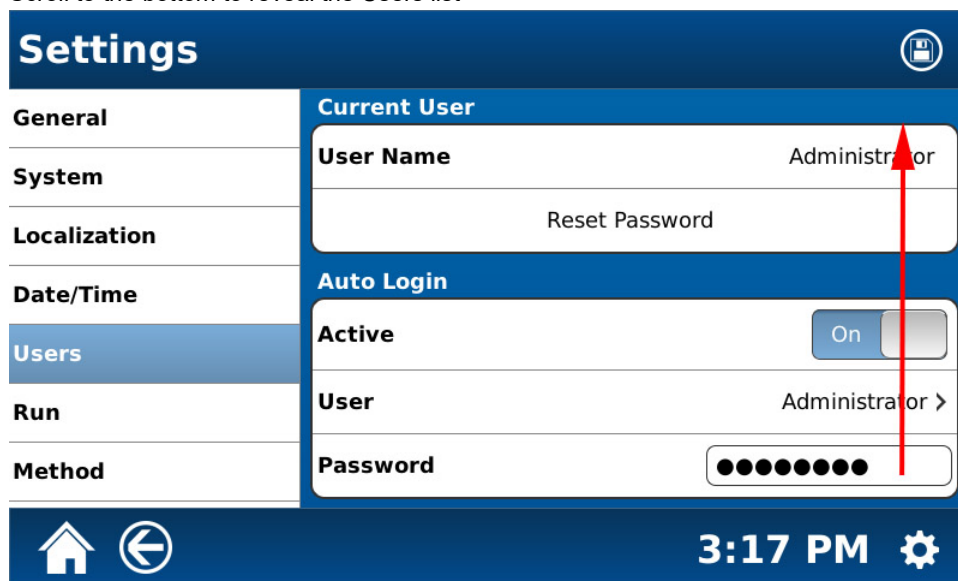


The screenshot shows the 'Settings' application interface. On the left is a vertical menu with options: General, System, Localization, Date/Time, Users, Run, and Method. The 'Users' option is circled in red. The main area on the right is titled 'System Information' and contains a table of system details.

System Information	
Instrument Name	Mars 60
Serial Number	MJ7679
Model	MARS 6
Application Version	1.46
Firmware Version	1.58
Line Frequency	60Hz

At the bottom of the screen is a navigation bar with a home icon, a back arrow, the time '3:17 PM', and a settings gear icon.

4. Scroll to the bottom to reveal the Users list



The screenshot shows the 'Settings' application with the 'Users' option selected in the left menu. The main area is titled 'Current User' and contains fields for 'User Name' (Administrator), a 'Reset Password' button, and an 'Auto Login' section. The 'Auto Login' section has an 'Active' toggle switch set to 'On' and a 'User' dropdown menu currently showing 'Administrator >'. Below these is a 'Password' field represented by a series of dots. A red arrow points from the password field up to the 'Administrator' text in the 'User Name' field.

At the bottom of the screen is a navigation bar with a home icon, a back arrow, the time '3:17 PM', and a settings gear icon.

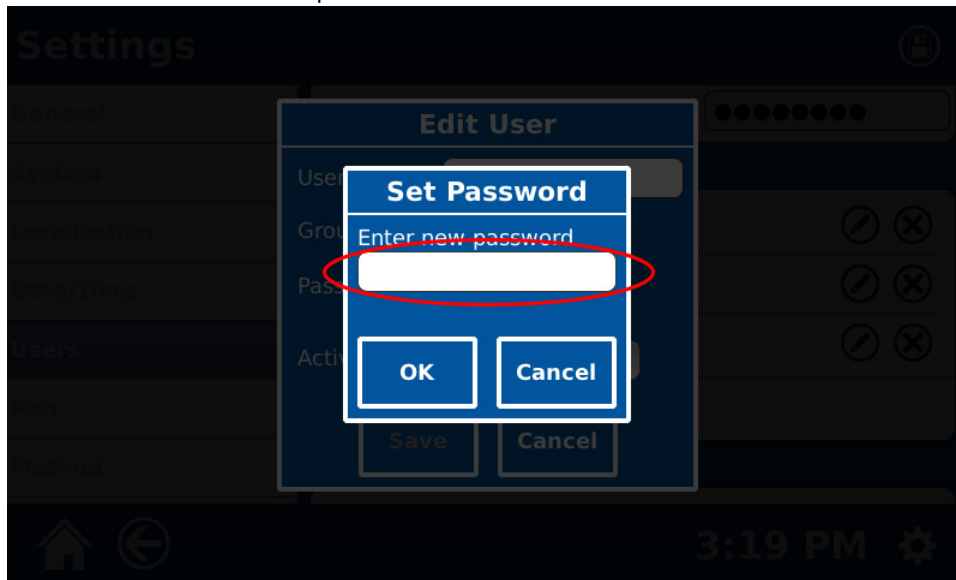
5. Touch the Pencil icon next to the user you wish to edit

The screenshot shows the 'Settings' application with a sidebar menu on the left containing 'General', 'System', 'Localization', 'Date/Time', 'Users', 'Run', and 'Method'. The 'Users' section is selected. On the right, there is a 'Password' field with masked characters and a 'Users' list. The list contains three entries: 'basic 1', 'sam', and 'NewUser'. Each entry has a pencil icon (edit) and an 'X' icon (delete). The pencil icon for 'NewUser' is circled in red. Below the list is an 'Add User' button. At the bottom, there is a navigation bar with a home icon, a back arrow, the time '3:19 PM', and a settings gear icon.

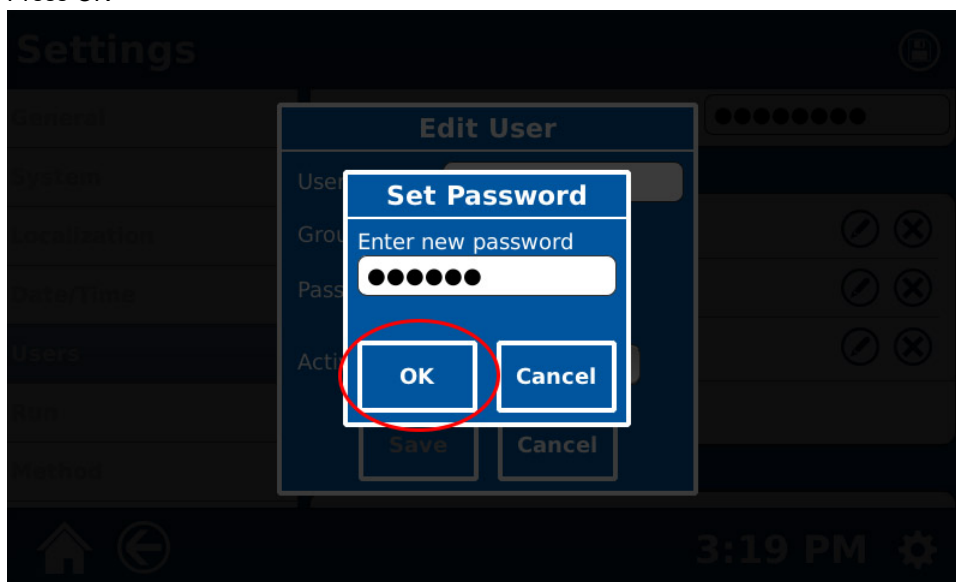
6. Press the grey Password button

The screenshot shows the 'Edit User' dialog box overlaid on the 'Settings' app. The dialog box has a blue header with the title 'Edit User'. It contains four fields: 'User Name' with the value 'NewUser', 'Group' with the value 'Users' and a right arrow, 'Password' with a grey button featuring a lock icon, and 'Activation' with a toggle switch currently set to 'Inactive'. At the bottom of the dialog are 'Save' and 'Cancel' buttons. The 'Password' button is circled in red. The background shows the 'Settings' app with the 'Users' list, and the bottom navigation bar shows the time '8:52 AM'.

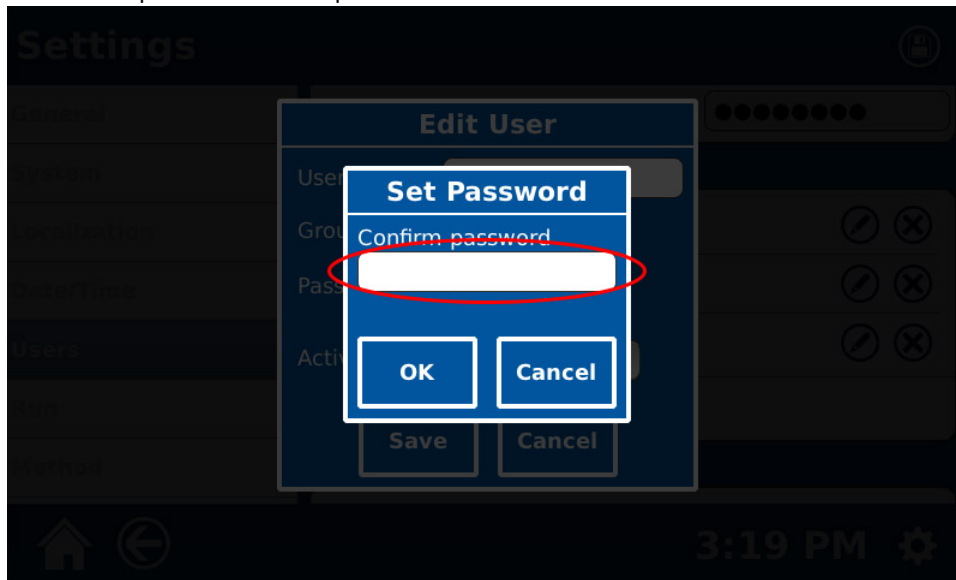
7. Touch the white box to enter password for the user



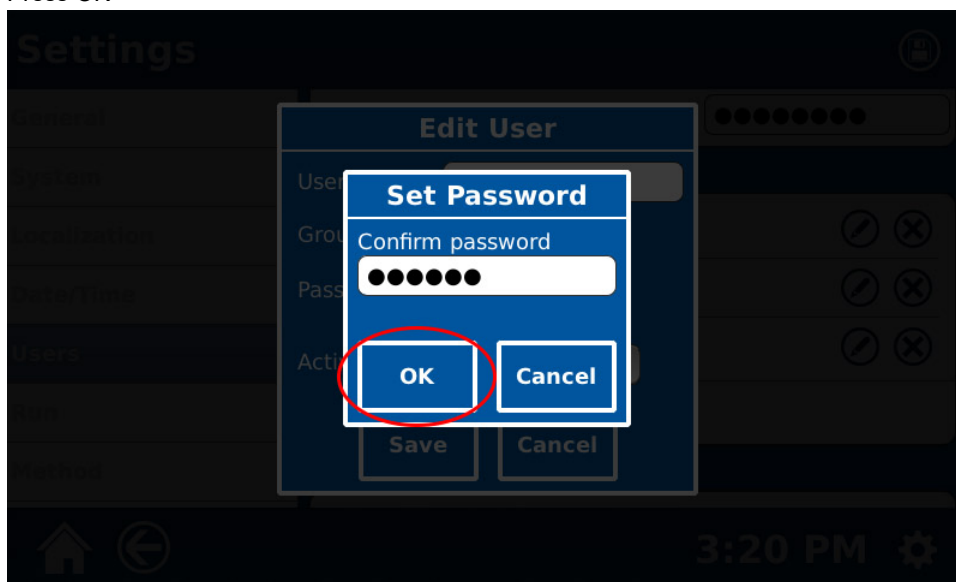
8. Press OK



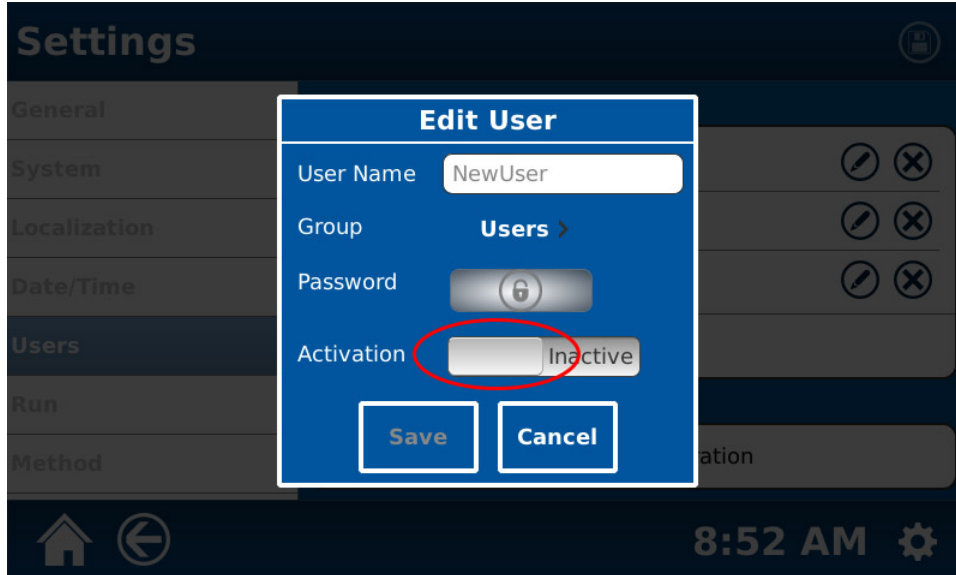
9. Reenter the password from step 7



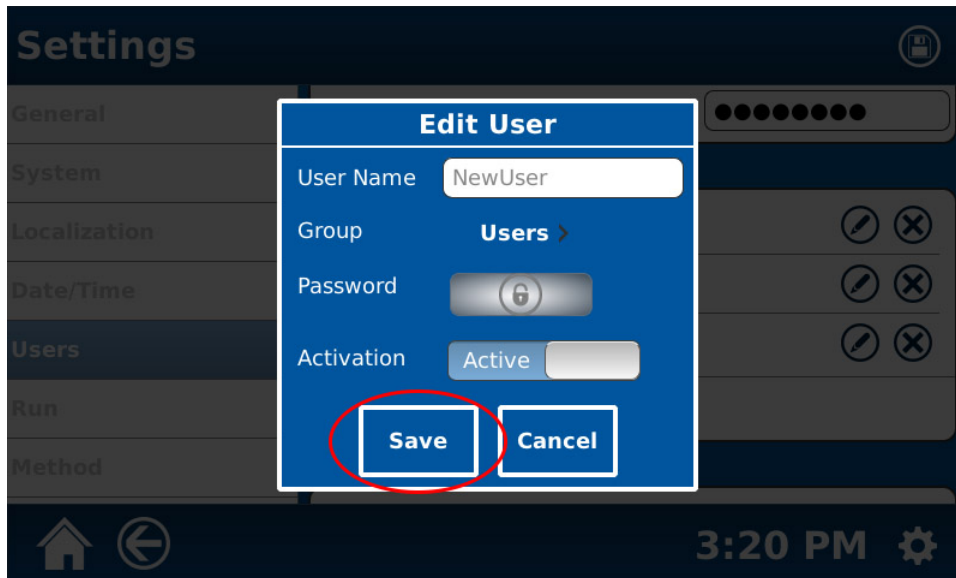
10. Press OK



11. If the user has been locked out for entering the wrong password too many times touch the button next to Inactive to reactivate the user in the system



12. Press Save



NOTE: The next time this user logs in they will be prompted to change their password. A new password, not used by the admin, must be entered and confirmed before the user can log into the system.

FAQ

- **How do I access the new CFR compliant password settings?**
 - Follow instruction for “How To Configure Password Requirements” on page 1 of this document.
- **Do CFR compliant password features apply to all users/basics/admins?**
 - Yes they apply to all accounts on the instrument including administrators.
- **Who can determine which CFR compliant features are to be used for passwords?**
 - Only administrators can adjust the settings for CFR password compliance.
- **If a user or basic gets locked out from entering the wrong password too many times how do I unlock them?**
 - Follow instructions for “How To Change Password – If Logged In As An Admin” on page 19 of this document.
- **If one of my users forgets their password how do I reset it?**
 - Follow instructions for “How To Change Password – If Logged In As An Admin” on page 19 of this document.
- **If the administrator account gets locked out from entering the wrong password too many times how do I unlock it?**
 - Contact CEM for a Password Key at service@cem.com.
- **If the administrator forgets their password while CFR compliance is enabled?**
 - Contact CEM for a Password Key at service@cem.com.
- **When my password expires, how do I reset it?**
 - The MARS 6 software will prompt you to change your password from the login screen.