

# Setting User Preferences

## Security Preferences

### Legacy password changing

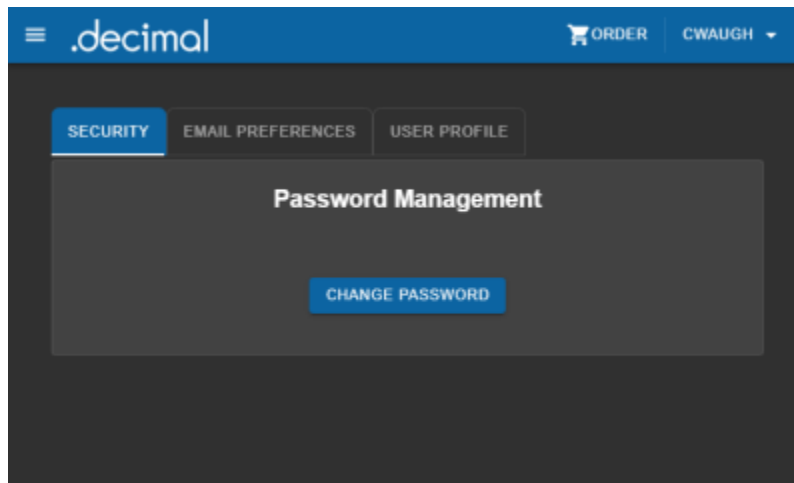


Fig. 1: Legacy Password changing From the user preferences page, users have the ability to change their decimal Direct login password. The following requirements must be met to change:

1. You must know your existing password.
2. New passwords must be at least 8 characters long, contain at least one uppercase character, lowercase letter, and a number.
3. Passwords must not contain the word 'decimal'.

**NOTE:** Users must be logged in in order to change their password. If you've forgotten your decimal Direct username or password, you must contact .decimal's Customer Support staff at 1-800-255-1613 to have your password reset.

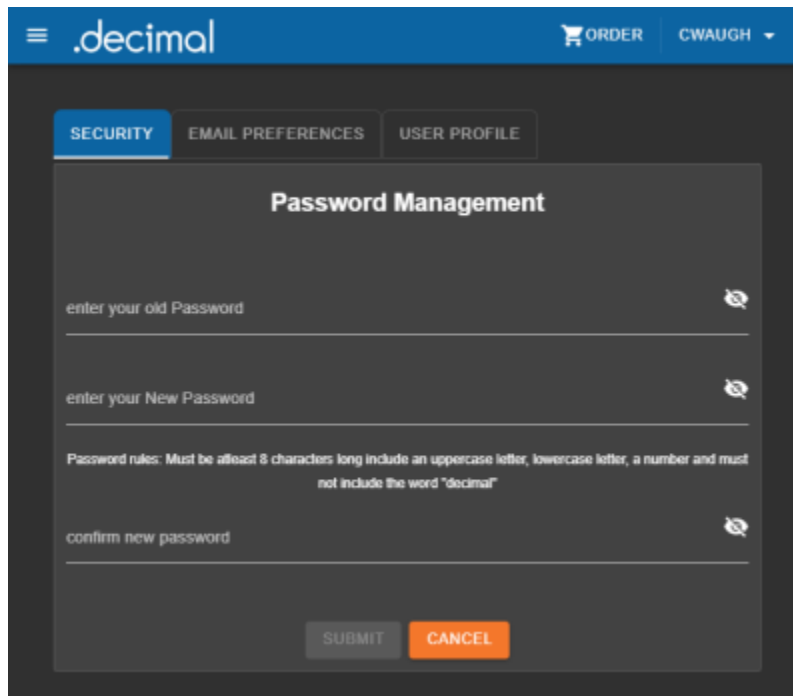


Fig. 2: Legacy Password changing

## Password changing

If you are logged in using your email, instead of changing your password in direct, you will be presented with an option to reset your password via a password reset link. This link will automatically be sent to the email tied to your user account and the steps in the email should be followed to reset your password.

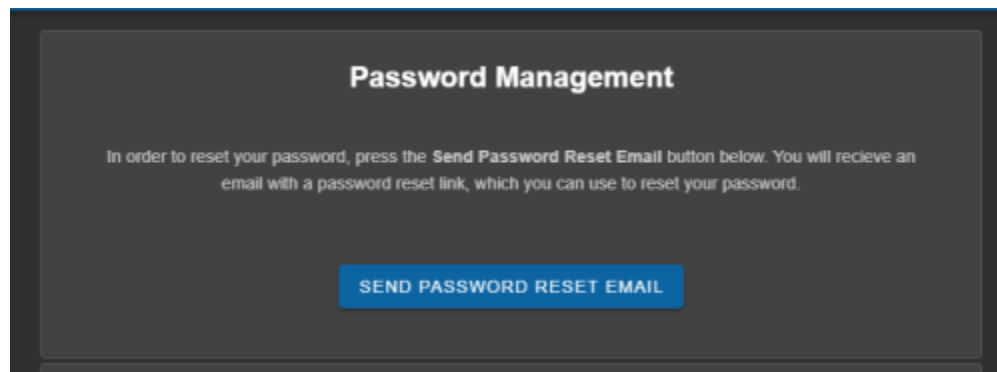


Fig. 3: Password changing

## Multifactor authentication

If you are logged in using your email, you can set up two factor authentication by clicking the “**Enable Multifactor Authentication**” button. This will open a new tab where you can set up multifactor authentication for your account.

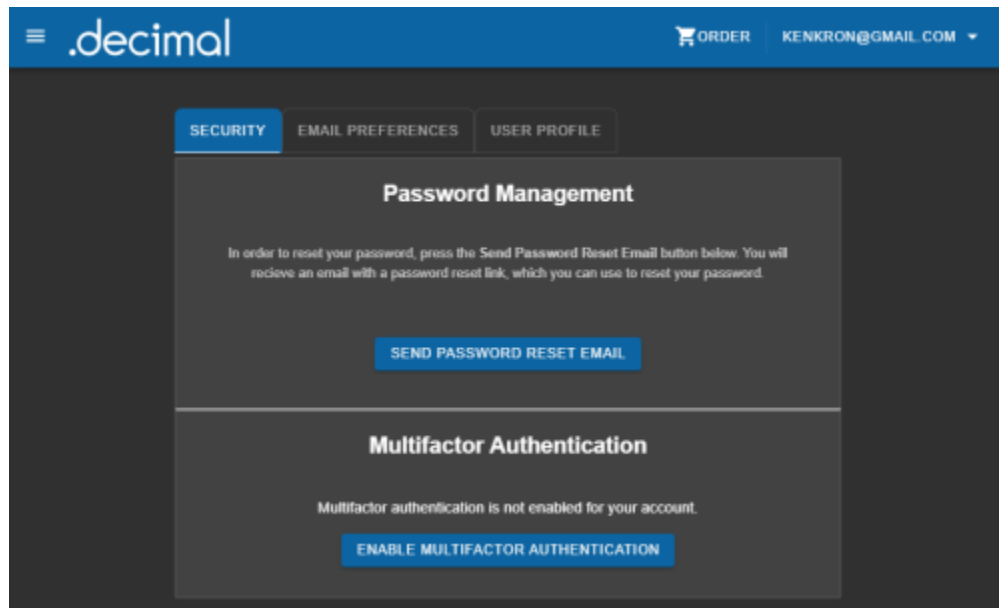


Fig. 4: MFA setup

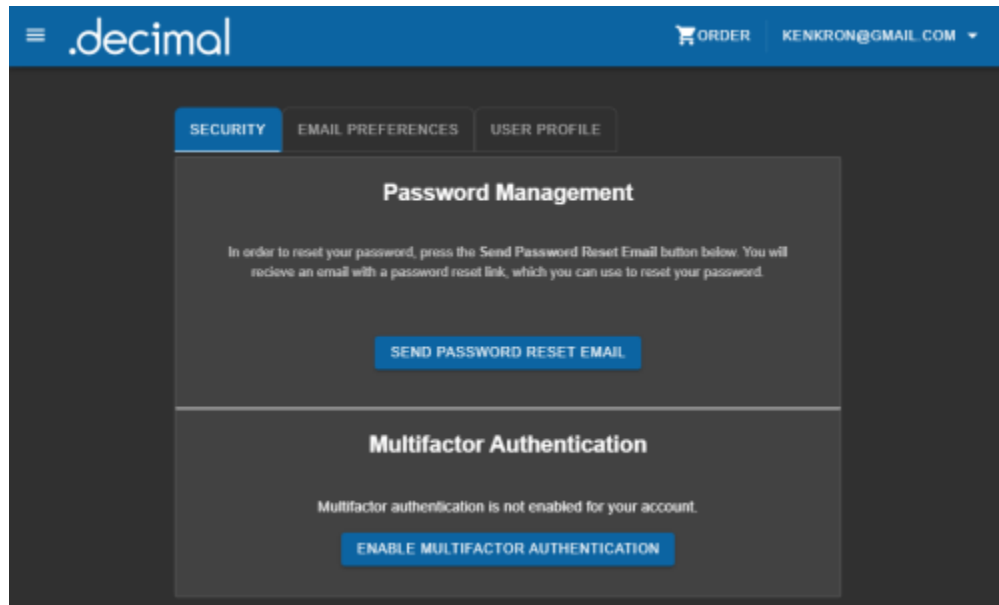


Fig. 5: MFA setup

Once multifactor authentication has been enabled, the security tab will be changed, and there will be an option to disable multifactor authentication.

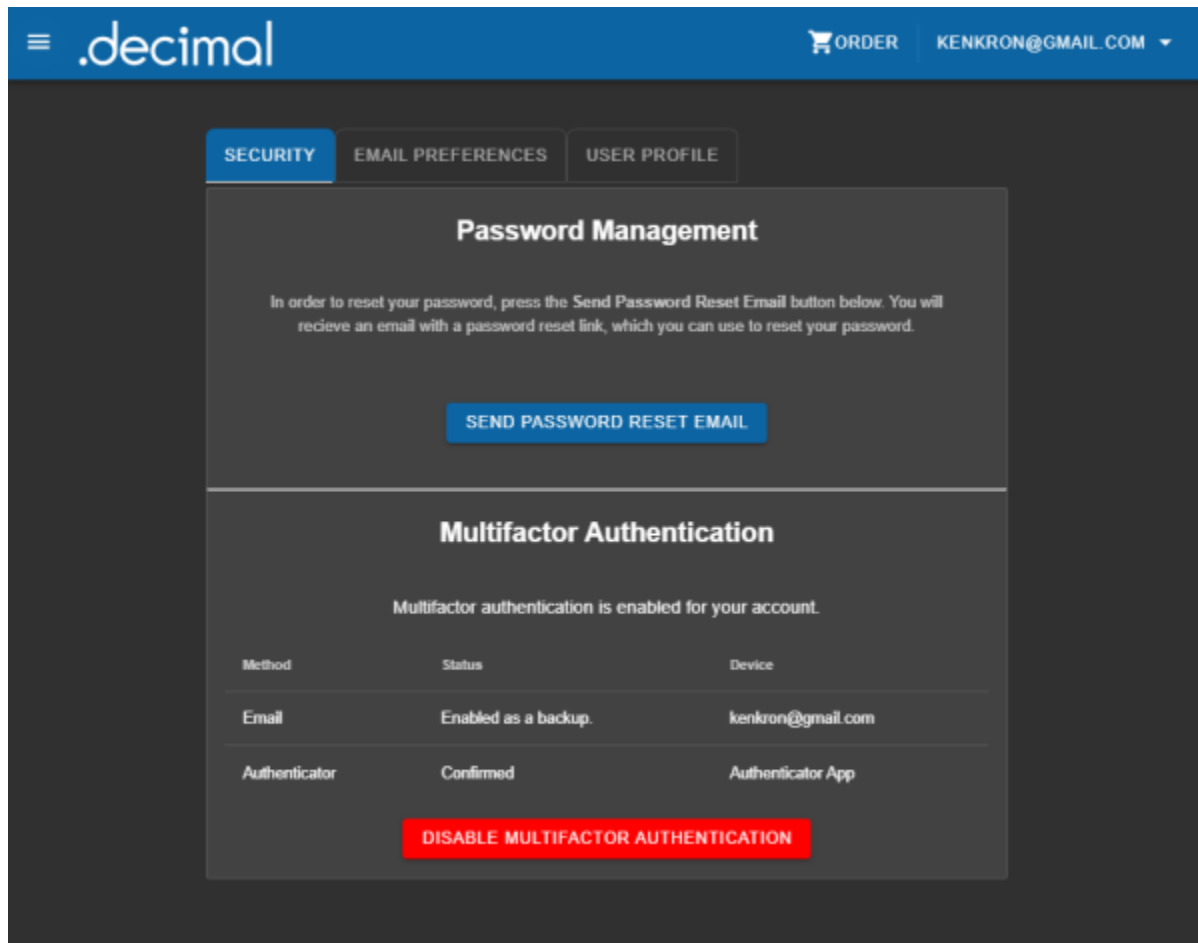


Fig. 6: MFA removal

## Email Confirmations

Additionally from this page, users have the ability to enable/disable emails for order and shipment confirmations. You can also add extra email addresses so that other individuals can be notified as well.

## Order and Shipping Confirmations

1. An order confirmation is an email alert that provides confirmation that the order has successfully been placed. It includes the unique .decimal serial number of each device that was ordered.
2. A shipment confirmation is an email alert that provides notification of a part completing manufacturing and being shipped. It includes the shipping vendor tracking numbers for each box shipped.

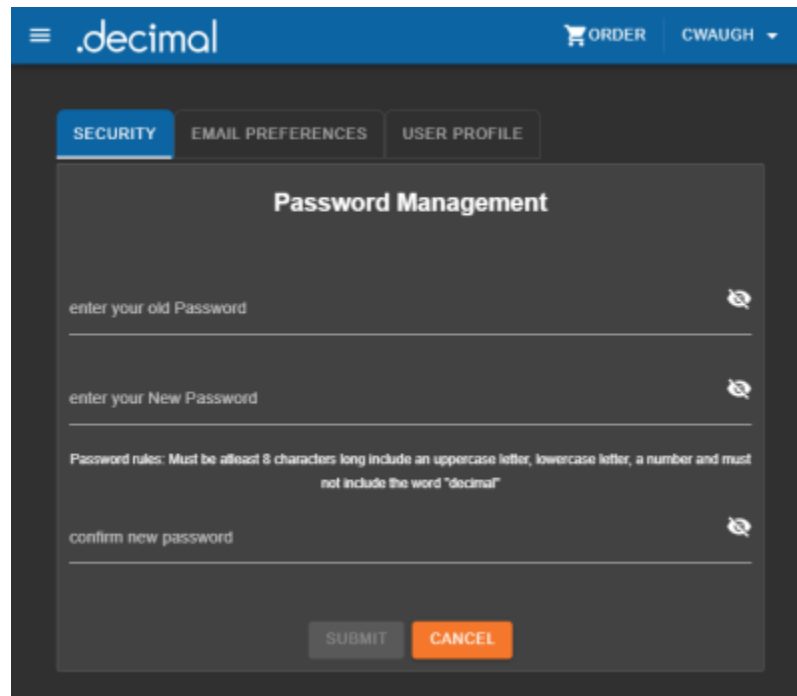
The screenshot shows a web interface for a user account. At the top is a blue header with a hamburger menu icon, the text ".decimal", and links for "ORDER" and "CWAUGH". Below the header are three tabs: "SECURITY" (which is active and highlighted in blue), "EMAIL PREFERENCES", and "USER PROFILE". The main content area is titled "Password Management" and contains four input fields: "enter your old Password", "enter your New Password", "confirm new password", and a "Password rules" section. The password rules state: "Must be atleast 8 characters long include an uppercase letter, lowercase letter, a number and must not include the word 'decimal'". At the bottom of the form are two buttons: "SUBMIT" and "CANCEL".

Fig. 7: Email Preferences

For each email confirmation alert, users can specify the following email options:

- Use the email address from the order file.
  - Each job order file contains an email address that is the default email associated with your decimal Direct account. Contact .decimal Customer Support to change this email at customersupport@dotdecimal.com or call 1-800-255-1613.
- You can add up to 5 additional email addresses.
  - These additional email addresses will also be notified of each email confirmation when an order is placed by or shipped to the user account they are specified under.

## Updating User information


Also from this page, users have the ability to update some of their user information. There are four fields that can be updated using the Direct site:


1. First Name: User's first name.
2. Last Name: User's last name.
3. Email: User's contact email. **NOTE:** This is the contact email for use by .decimal Customer Support. This does NOT have to do with shipping/order notification emails as addressed above.
4. Phone Number: User's contact phone number.

≡ .decimal ORDER CWAUGH ▾


SECURITY EMAIL PREFERENCES USER PROFILE

### Password Management

enter your old Password 

enter your New Password 

Password rules: Must be atleast 8 characters long include an uppercase letter, lowercase letter, a number and must not include the word "decimal"

confirm new password 

SUBMIT CANCEL

Fig. 8: Your user profile

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<http://apps.dotdecimal.com/doku.php?id=direct:userguide:preferences&rev=1732302523>

Last update: **2024/11/22 19:08**

