

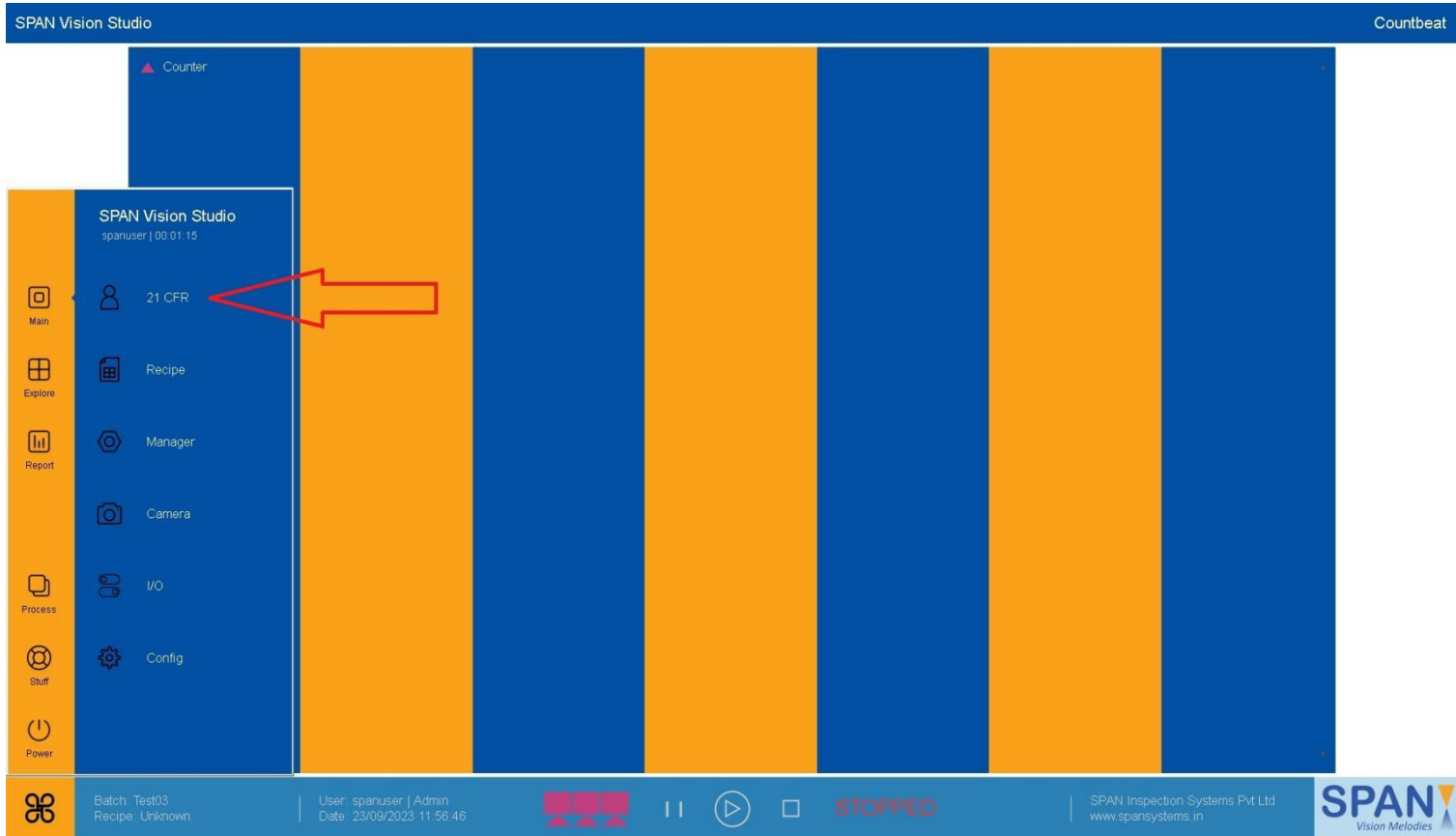


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HOW TO ENTER 21CFR MODULE

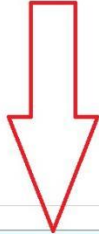
- Start the SPAN Vision Studio Software. If it is operated for first time, login using
Username: spanuser
Password: *****
- Administrator has to create his / her own user to login next time.
- Click 21CFR button as displayed in below image to enter 21CFR.



HOW TO ADD USER

- On entering 21CFR, click on “User” tab on right side of the screen.
- Click Add button on bottom side of the screen to add user.

21 CFR

User Details	Configure Responsibilities																																												
<div style="margin-bottom: 5px;">User Name* <input type="text"/></div> <div style="margin-bottom: 5px;">Employee Id <input type="text"/></div> <div style="margin-bottom: 5px;">First Name* <input type="text"/></div> <div style="margin-bottom: 5px;">Last Name* <input type="text"/></div> <div style="margin-bottom: 5px;">Designation <input type="text"/></div> <div style="margin-bottom: 5px;">Contact No.* <input type="text"/></div> <div style="margin-bottom: 5px;">EMail Id <input type="text"/></div> <div style="margin-bottom: 5px;">User Role* <input type="text"/></div> <div style="margin-bottom: 5px;">Password* <input type="password"/></div> <div style="margin-bottom: 5px;">Confirm Password* <input type="password"/></div> <div style="margin-bottom: 5px; text-align: center;">Register Fingerprint</div> <div style="margin-bottom: 5px; text-align: center;"><input type="checkbox"/> User Enable</div> <div style="margin-bottom: 5px; text-align: center;">Reset Password</div> <div style="margin-top: 10px;">Electronic Signature</div> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div>Signature Meaning <input type="text"/></div> <div>Generate <input type="button" value="Generate"/></div> </div>	<div style="margin-bottom: 5px; text-align: center;">Configure from existing user <input type="text"/></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 33%;">Application</th> <th style="width: 33%;">Main Control</th> <th style="width: 33%;">Sub Control</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> VisionStudio</td><td><input type="checkbox"/> 21 CFR</td><td><input type="checkbox"/> User Management</td></tr> <tr><td><input type="checkbox"/> Countbeat</td><td><input type="checkbox"/> Report</td><td><input type="checkbox"/> Role Management</td></tr> <tr><td></td><td><input type="checkbox"/> Inspect</td><td><input type="checkbox"/> Security Policy</td></tr> <tr><td></td><td><input type="checkbox"/> Recipe</td><td><input type="checkbox"/> Change Password</td></tr> <tr><td></td><td><input type="checkbox"/> Camera</td><td></td></tr> <tr><td></td><td><input type="checkbox"/> I/O</td><td></td></tr> <tr><td></td><td><input type="checkbox"/> Batch Manager</td><td></td></tr> <tr><td></td><td><input type="checkbox"/> Config</td><td></td></tr> <tr><td></td><td><input type="checkbox"/> Utility</td><td></td></tr> <tr><td></td><td><input type="checkbox"/> Share</td><td></td></tr> <tr><td></td><td><input type="checkbox"/> Backup</td><td></td></tr> <tr><td></td><td><input type="checkbox"/> Language</td><td></td></tr> <tr><td></td><td><input type="checkbox"/> Manager</td><td></td></tr> </tbody> </table> <div style="text-align: center; margin-top: 20px;">  </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Add Edit Save Cancel </div>			Application	Main Control	Sub Control	<input type="checkbox"/> VisionStudio	<input type="checkbox"/> 21 CFR	<input type="checkbox"/> User Management	<input type="checkbox"/> Countbeat	<input type="checkbox"/> Report	<input type="checkbox"/> Role Management		<input type="checkbox"/> Inspect	<input type="checkbox"/> Security Policy		<input type="checkbox"/> Recipe	<input type="checkbox"/> Change Password		<input type="checkbox"/> Camera			<input type="checkbox"/> I/O			<input type="checkbox"/> Batch Manager			<input type="checkbox"/> Config			<input type="checkbox"/> Utility			<input type="checkbox"/> Share			<input type="checkbox"/> Backup			<input type="checkbox"/> Language			<input type="checkbox"/> Manager	
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	<input type="checkbox"/> Language																																												
	<input type="checkbox"/> Manager																																												

Batch: Test03
Recipe: Unknown

User: spanuser | Admin
Date: 23/09/2023 12:01:02


STOPPED

SPAN Inspection Systems Pvt Ltd
www.spansystems.in

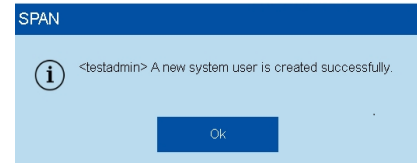
User Details
User Name* testadmin
Employee Id 001
First Name* test
Last Name* user
Designation admin
Contact No.* 1234567890
EMail Id admin@pharma.in
User Role* Admin
Password*
Confirm Password*
Register Fingerprint
<input checked="" type="checkbox"/> User Enable
Reset Password
Electronic Signature
testadmin 23/09/2023 12:05:25
Signature Meaning <input type="text"/> Generate <input type="button" value="Generate"/>
Generate <input type="button" value="Generate"/>

- Enter the required information in “User Details” section.
- All the fields marked with asterisk are compulsory.
- Select User Role as Admin for first user.
- After all the information is entered, click “Generate” button to generate Electronic Signature.

- Click Save Button  to save newly created User.

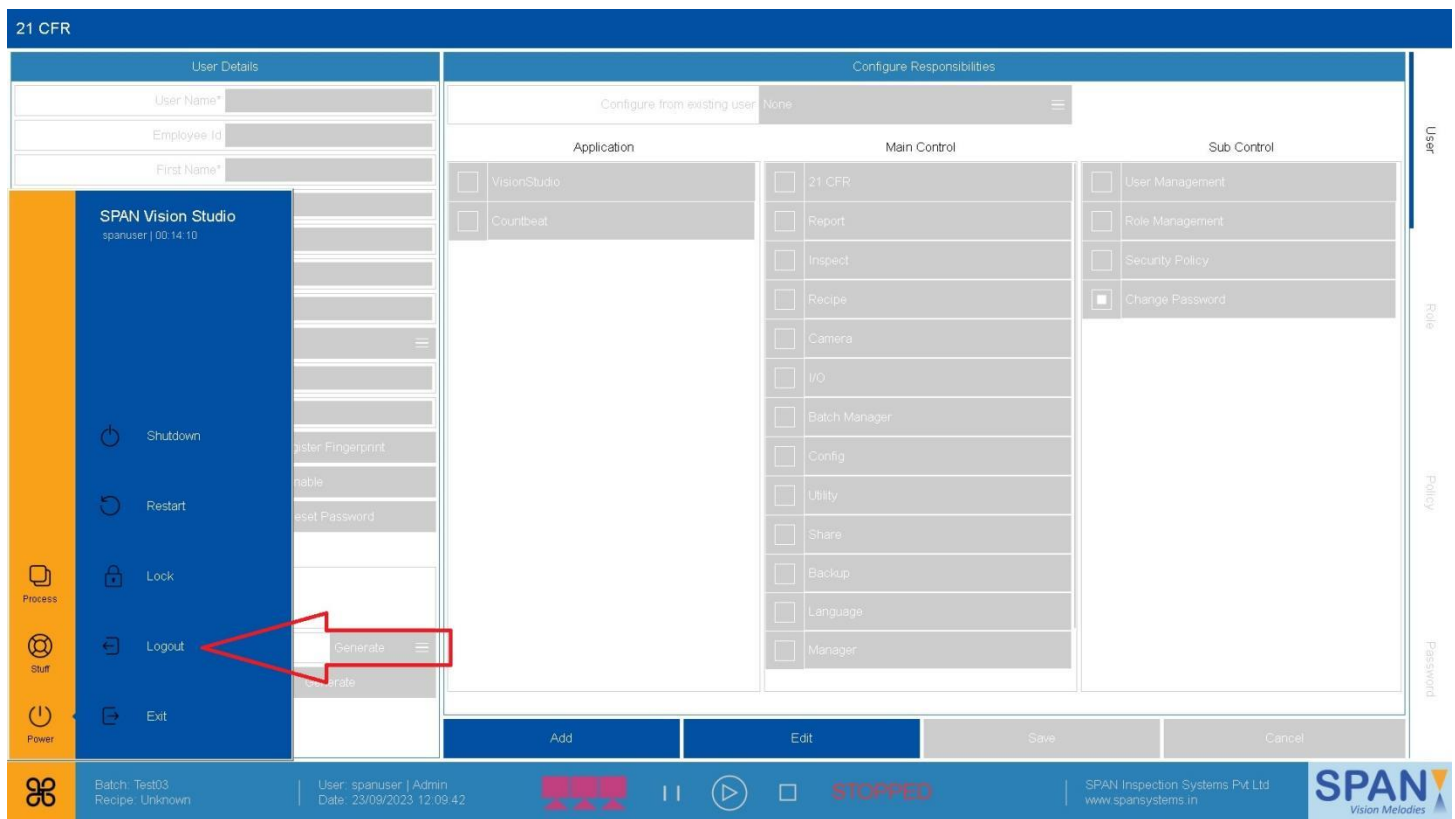
- User details and rights can also be edited by click on. 

- After Save system give a confirmation that user is created successfully.

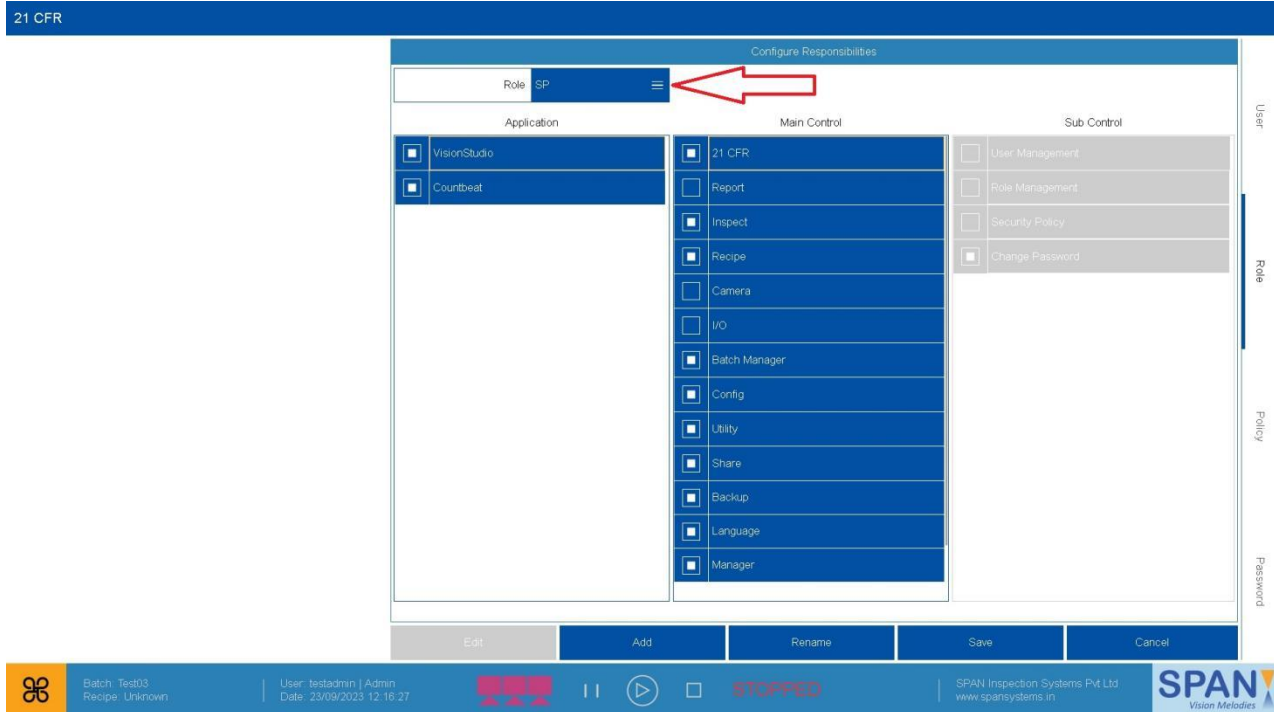


LOGIN USING ADMIN USER

- Logout from current user “SPANUSER”, by clicking on Logout Button as shown below.



- Select Role to be edited.
- Select / Dis-select the desired rights to the selected role of user.
- Click save button once finished selecting rights.
- Now, whenever new user is created here after these new roles will be applied by default (however customization of rights is even possible during user management).



For example, select Alarm and Learn functionality to the Supervisor role which is dis-selected by default. (This is just for example)

<input type="checkbox"/>	Alarm
<input type="checkbox"/>	Machine
<input type="checkbox"/>	Learn
<input type="checkbox"/>	Segment

HOW TO EDIT POLICY

- Click on Policy tab.
- Edit the required fields and click “Save”.
- Note that this setting will be applicable to all the users.

21 CFR

Configure Security Policy					
Minimum Password Length	1	1	45	No. of characters	User
Lockout Attempts	2	2	5	0 means never lockout	
Password Expiry	0	1	365	No. of days, 0 means never expire	
Password Expiry Prompt	0	1	365	No. of days	
*Lock Application	0	2	10	In Minutes, 0 means no lockout	
Complex Password	On		Off		Role
Password History	On		Off	Remembers last 3 passwords	
Change Password	On		Off	Ask on first time login	
					Policy
					Password



Save

HOW TO CHANGE PASSWORD

- Click Password tab.
- Enter Old Password, New Password and Confirm Password.
- Note that the new password complies with the password property set in security policy.

21 CFR

Configure New Password

Old Password

New Password

Confirm Password

Save

User

Role

Policy

Password



