

18 November 2016

This user bulletin describes changes made with this update of GoFileRoom®.

CHANGES

With this release, we've made the following changes in GoFileRoom to strengthen data security and help to protect your business.

Updated security settings

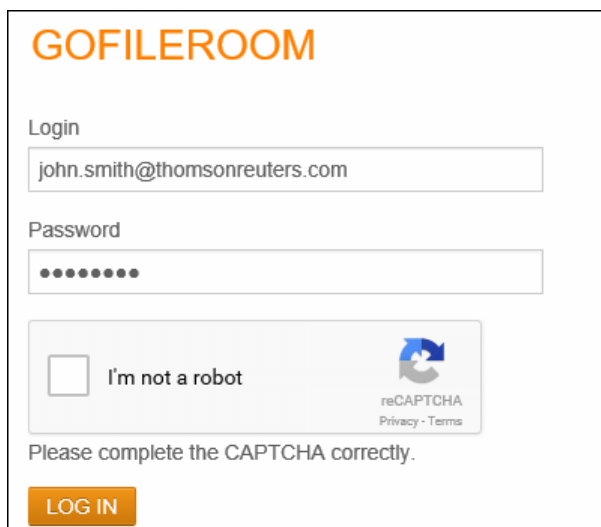
We've changed the settings in the Administration > Manage Configurations > Security tab.

- The **Minimum Password Length** field now defaults to 8 characters, which is the minimum number of allowable characters.
- The **Minimum Password Strength** field is now read only and is set to Best. All passwords must contain at least one uppercase letter, one lowercase letter, one number, and one symbol.
- The **Maximum Password Age** field now defaults to 90 days. All users must reset their passwords at least every 90 days.
- The **Idle Session Timeout Minutes** field is now read only and is set to 30 minutes. Users are required to log back in after 30 minutes of inactivity.
- You can now specify the maximum number of login attempts in the new **Lockout Threshold** field with a default minimum setting of 3 and a maximum setting of 10.

| IP ADDRESS | EMAIL SETTINGS | LOCATIONS | CLIENT FLOW | TAXSORT | SECURITY |
|---|----------------|---|-------------|---------|----------|
| Minimum Password Length | | | | | |
| Minimum Password Length | | <input type="text" value="8"/> | | | |
| Maximum Password Length | | | | | |
| Maximum Password Length | | <input type="text" value="254"/> | | | |
| Minimum Password Strength | | | | | |
| Minimum Password Strength | | Good <input type="radio"/> Better <input type="radio"/> Best <input checked="" type="radio"/> Passwords must contain UPPERCASE, LOWERCASE, NUMBERS, and SYMBOLS | | | |
| Maximum Repeated Characters | | | | | |
| Maximum Repeated Characters | | No restriction <input type="button" value="v"/> | | | |
| Maximum Sequential Characters | | | | | |
| Maximum Sequential Characters | | No restriction <input type="button" value="v"/> | | | |
| Maximum Similarity to Login or Full Name | | | | | |
| Maximum Similarity to Login or Full Name | | No restriction <input type="button" value="v"/> | | | |
| Forbidden Password Words | | | | | |
| | | <input type="text"/> <input type="button" value="+"/> <input type="button" value="UPDATE"/> <input type="button" value="REMOVE"/> <input type="button" value="CLEAR ALL"/> | | | |
| Permitted File Types | | | | | |
| | | <input type="text"/> <input type="button" value="+"/> <input type="button" value="UPDATE"/> <input type="button" value="REMOVE"/> <input type="button" value="CLEAR ALL"/> | | | |
| Maximum Password Age | | | | | |
| Maximum Password Age | | <input type="text" value="90"/> days. Specify the maximum number of days (1-90) a password may be used before it expires | | | |
| Use 'Remember Me' Login Cookie | | | | | |
| Use 'Remember Me' Login Cookie | | <input type="checkbox"/> | | | |
| Idle Session Timeout Minutes | | | | | |
| Idle Session Timeout Minutes | | <input type="text" value="30"/> | | | |
| Lockout Threshold | | | | | |
| Lockout Threshold | | <input type="text" value="3"/> Specify the maximum number of incorrect password (3-10) that may be entered before an account is locked out | | | |

CAPTCHA

We've added a CAPTCHA dialog to the GoFileRoom Log In screen. This field helps to verify that a human, not a malicious program, is trying to log in.



The screenshot shows the GoFileRoom login interface. At the top, the logo "GOFILEROOM" is displayed in orange. Below it, there is a "Login" section with a text input field containing the email address "john.smith@thomsonreuters.com". Underneath is a "Password" field with masked characters. A CAPTCHA challenge is presented with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. Below the CAPTCHA, the text "Please complete the CAPTCHA correctly." is shown. At the bottom of the login area is an orange "LOG IN" button.


GoFileRoom access through multiple browsers and device types

When you [access GoFileRoom through multiple browsers and device types](#), the new security requirements are reflected in the login screen for m.gofileroom.com.

HELP & SUPPORT

GoFileRoom help topics

The GoFileRoom help includes information about application features and related procedures. Click the

Help link in the GoFileRoom menu. You can also enter text in the search field and click the Search  button. For more information, including sample searches, see [Finding answers in the Help & How-To Centre](#).

PRODUCT SUPPORT

You can request support via Submit Ticket through the [Support Portal of our website](#). To speak directly with a Support Representative, call us on **0845 180 909**. Select the appropriate option when prompted. You can also send a message to digita.support@thomsonreuters.com.