

Settings

 **Saved your changes?**

Settings screen must be used with caution. If you want to save the changes you have made, click on the **Save** button that appears underneath the tab where you have made your changes. Changing a property underneath a tab and clicking the **Save** button underneath a different tab won't save your changes.

 **Understand Settings impact**

If the changes made to the Settings affect how roster data is analyzed, all existing and new entries will be impacted. However, if the changes affect how roster data is uploaded or entered, only new entries will be affected.

To open this screen, click on the gear (⚙️) icon at the bottom of the menu panel in the FRIPRO web application.

The Settings screen allows you, the user or the administrator or the company administrator, to change the fundamental behaviour of the FRIPRO application. Using this screen you can change default values of most of the properties you will find in the FRIPRO application according to your role. This screen comes with 5 different tabs. In this guide, we will look at the functionality tied to each of these tabs.

Preferences

The Preferences tab is as straightforward as it can get. It allows any user to change their default display options and also manage when they want to receive email notification from us. See the table below for more details on properties available under this tab.

Property	Description
Default create roster visibility	This dropdown lets you choose the default visibility option that should be selected when you are creating a new roster. Choose either Public or Private. A public roster can be viewed by anyone who is part of the company team that has an account to access this instance of

Property	Description
	FRI^{PRO} application. A private roster can only be viewed by the person uploading it and the administrator of this instance.
Show sleeps	This dropdown lets you choose whether to show the sleep data or hide it. Choose either Show sleeps or Hide sleeps .
Show fatigue	This dropdown lets you choose whether to show the fatigue data or hide it. Choose either Show fatigue or Hide fatigue .
Show risk	This dropdown lets you choose whether to show the Duty Risk Metric data or hide it. Choose either Show risk or Hide risk .
Email on Roster Upload Success	This dropdown lets you choose whether to send email notification to you after a roster is successfully uploaded to SAFE application. Choose either Send email or Do not send email .
Email on Roster Upload Failure	This dropdown lets you choose whether to send email notification to you if a roster could not be uploaded to SAFE application. Choose either Send email or Do not send email .
Email on Roster Shared	This dropdown lets you choose whether to send email notification to you when your roster is shared with anyone. Choose either Send email or Do not send email .
Duty Bar End Data	This dropdown lets you change the numeric value that appears at the end of the duty bar in the Fatigue chart. The numeric value represents data for one of the following metric: Max Fatigue (SP), Max Fatigue (KP), or Risk Score

Administrator Settings

Only the Instance Administrator or Company Administrator can see the Administrator Settings tab. This tab has different sections that allow you to fine-tune the application's behaviour. Changes to this section affect all users. Explore the tabs below for more details on properties available for each section under Administrator Settings tab.

General

Property	Description
Roster Visibility	Use this dropdown to set the visibility of the uploaded roster. - A public roster can be viewed by anyone who is part of the company team that has an account to access this instance of FRI^{PRO} application. - A private roster can only be viewed by the person uploading it and the administrator of this instance.
Date Format	Use this dropdown to select the default date format for uploaded roster. Choose between: - dd/MM/yyyy - MM/dd/yyyy ● If the uploaded roster has dates in a different format, FRI^{PRO} application will see it as an upload error.
Preferred Alertness Scale	Use this property to set the default scale that should be used to show alertness. See below for a video demonstration. Choose between: - Karolinska (KSS) - Samn Perelli (SP) recommended 100 point (AS) - Karolinska probability (KP) - Vigilance degradation (VD) - Complex reaction degradation (CRD) - Percentage missed response degradation (PMR)
Alertness Threshold	Use this property to change the scale threshold for staff. You can change the value of this property by adjusting the slider control left or right. We recommend that you use SP scale and set the Staff Threshold to 5.0.

Default Schedule Preparation Time	Use this property to select the default preparation time for the crew.
Default Duty Commute Time	Use this property to select the default duty commute time for the crew. See below for a video demonstration.
Duty Bar End Data	This dropdown lets you change the numeric value that appears at the end of the duty bar in the Fatigue chart. The numeric value represents data for one of the following metric: 1. Max Fatigue (SP), 2. Max Fatigue (KP), or 3. Risk Score
Sleep Start	Use this control to set a default sleep start time for all new sleep entries.
Sleep End	Use this control to set a default sleep start time for all new sleep entries

[How to change alertness scale?](#)[How to change commute times?](#)

Upload

Property	Description
Upload Error Handling	Use this dropdown to select the action SAFE application must take if the upload has errors. Choose either: • Fail Schedules with one or more invalid duty to remove staff members with invalid duty data but proceed to upload the remaining duty information in the roster for staff members with valid data. • Fail entire roster if any duty is invalid to discard the entire upload. • Omit duties that are invalid and allow the rest of the schedule to be uploaded. (not recommended) to discard the invalid duties and proceed to upload all valid duties. Since fatigue is cumulative, choosing this option will result in analytical errors from not considering the fatigue created by the missing duty.

- **Omit duties that are invalid and thereafter. (not recommended)** to upload only those duty data preceding any invalid duty entry. If there is an invalid duty data in your roster, choosing this option means the FRI^{PRO} application will have incomplete picture of the duty data, resulting in analytical errors.

Auto-purge

Property	Description
Date Range to Purge	Use this dropdown to delete roster analysis that are past a certain age. You can choose from different time intervals, such as 1 day, 2 days, 30 days, 60 days, or 365 days. Analyses that are older than the selected value will be removed from the application by an automatic process that runs at night. You can turn this functionality off by choosing the Off option from the dropdown.
User's Data to Purge (Optional)	Use this property to delete only the uploads of specific user(s). • This setting will work only if the Date Range to Purge is not disabled. • Type the email address of each user whose upload you want auto-deleted. • Separate the email addresses using a comma, if you are specifying more than one user. If Date Range to Purge is set to any value other than Off, leaving this field empty will delete all rosters older than the specified time period.

Duty limit

Property	Description
Duties in	The total number of duties held by this instance of the application.

system

Limit

The total number of duties this instance of the application can hold. If you want to increase this limit, contact us at info@frmssc.com.



If the number of duties in this instance has reached the instance limit, you will not be able to process new duties. You could delete old duties or archive them as a workaround, if you would like to continue processing new duties without increasing the instance limit. However, archived duties can't be analysed or processed.

Company Settings

Only the Company Administrator can see the Company Settings screen. The properties you see in this page are focused on managing login and user session behaviour. See the table below to learn more about each property.

Login

Property	Description
Remember me enabled	Use this property to enable or disable the Remember me checkbox you will see in the login screen. If toggled on, the Remember me checkbox will appear in the login screen.
Log on warning message	Use this property to show a message to each user upon successful login. Type in the message you want show. If left blank, the warning message screen will not appear.  Use caution when enabling this message as it can disorient your users. Only enable this feature, if you are trying to share important information to the users.
Account suspension active	Use this property to decide whether to suspend an account after a certain number of failed login attempts. Toggle this property on to enable suspension. You can set the threshold for failed attempts below.

Suspend user account days	Use this property to set the number of days a user can remain inactive before their account is automatically suspended.
Maximum login attempts	Use this property to specify the threshold for failed login attempts. This property works in conjunction with Account suspension active property.
Lockout suspension days	Use this property to set the number of days a suspended user will be locked out before they can attempt to login again.
Two Factor Enabled	Use this property to enable or disable two factor authentication (2FA). If enabled, users must use the code received in their email to validate their account before accessing the system.
Saml SSO Enabled	Use this property to enable or disable SAML Single Sign On feature. When you toggle this property on, you will see a list of the following additional properties you must set to start using SAML Single Sign On. • Saml URL lets you specify the SSO provider's URL. • Saml Module Path indicates the base path of the Saml2 endpoints. Default is <code>/Sam12</code>. • Metadata Location lets you specify the URL to an XML document which contains information necessary for interaction with SAML-enabled identity or service providers.

User Management

Only administrators can see the User Management screen. The properties you see in this page are focused on managing users in your company. There are a few actions you can take using this screen. You can learn about them in [How to manage users](#)

API

Most users can see this screen, however this screen is designed solely to get keys required to use FRIPRO APIs. You can learn more about FRMSc FRIPRO APIs in our [developer documentation](#).