

## COOKIES POLICY – FOURTH’S SOLUTIONS AND APPLICATIONS

This Cookies Policy sets out which cookies are used within Fourth's various Solutions and both the Fourth Engage Application and Purchase-to-Pay and Inventory mobile application (“**Applications**”), and for what purposes.

Our Solutions and Applications use cookies to distinguish you from other users. This helps us to provide you with a good browsing experience and also allows us to make improvements. By continuing to use the Solutions and Applications, you are agreeing to our use of cookies as set out in this policy.

A "cookie" is a piece of information, like a tag, that's stored on your device when you visit a website or an application. Cookies make web surfing easier for the user by saving user preferences. The only personal information a cookie can contain is information supplied by the user. A cookie cannot read data from a user's hard drive or read cookie files created by other websites. The use of cookies is an industry standard that can be found on most major websites.

Any changes to the cookies that we use will be updated in this Policy

We use the following cookies:

**Necessary cookies:** These are cookies that are required for the operation of our Solutions and Applications.

**Analytics (or Performance) cookies:** These allow us to recognise and count the number of visitors and to see how visitors navigate the Solutions and Applications when they're using them. This helps us to improve the way that our Solutions and Applications work.

You can find more information about the cookies we use and the purposes for which we use them in the table below:

### 1. WORKFORCE MANAGEMENT SOLUTION

Cookie	Function	Category and expiry
<b>Necessary Cookies (First Party Cookies)</b>		
ASPFIXATION	Required for the platform to function and prevents malicious session fixation attacks.	Session cookie – expires on browser close
ASPSESSIONIDSSSSSQRQT	Required for the platform to function and allows our platform to respond to your actions whilst you are using it.	Session cookie – expires on browser close
PRD-PS-STD-COOKIE	Required for the platform to function and allows our platform to respond to your actions whilst you are using it.	Session cookie – expires on browser close

### 2. INVENTORY SOLUTION

Cookie	Function	Category and expiry	More information
<b>Necessary Cookies (First Party Cookies)</b>			
LiveAccessToken	Allows the site to use the information contained in the token to decide whether the user is authorised or not.	100 min	

ASP.Net_SessionId	General purpose platform session cookie, used by sites written with Microsoft.NET based technologies. Used to maintain an anonymised user session by the server.	Session cookie – expires on browser close	
LiveRememberMe	Used to remember a user at Login.	5 days	

### 3. RECIPE AND MENU ENGINEERING SOLUTION

Cookie	Function	Category and expiry
<b>Necessary Cookies (First Party Cookies)</b>		
CUSTOM_AUTH	Stored in your computer's memory only during your browsing session and automatically deleted from your computer when the browser is closed. These cookies store a session ID that is not personally identifiable to users, allowing the user to move from page to page without having to log-in repeatedly and to keep track of personalisation or other settings.	Session cookie – expires on browser close
ASP.NET_SessionId	General purpose platform session cookie, used by sites written with Microsoft.NET based technologies. Used to maintain an anonymised user session by the server.	Session cookie – expires on browser close
SC_IS_SSO	Stored in your computer's memory only during your browsing session and automatically deleted from your computer when the browser is closed. These cookies store a session ID that is not personally identifiable to users, allowing the user to move from page to page without having to log-in repeatedly and to keep track of personalisation or other settings.	Session cookie – expires on browser close
StarChef.NET ('Cookies')	Used to determine whether or not cookies are allowed to be used by your browser.	Session cookie – expires on browser close

### 4. TRADE SIMPLE SOLUTION

Cookie	Function	Category and expiry
<b>Necessary Cookies (First Party Cookies)</b>		
ASP.NET_SessionId	General purpose platform session cookie, used by sites written with Microsoft.NET based technologies. Used to maintain an anonymised user session by the server.	Session cookie – expires on browser close
ASPSESSIONIDAQQAASA	General purpose platform session cookie, used to maintain an anonymised user session by the server.	Session cookie – expires on browser close

### 5. PURCHASE TO PAY AND INVENTORY APPLICATIONS

Cookie	Function	Category and expiry	More information
<b>Necessary Cookies (First Party Cookies)</b>			
l7auth_prod	Stored in your computer's memory only during your browsing session	Session cookie –	

	and automatically deleted from your computer when the browser is closed. These cookies store a session ID that is not personally identifiable to users, allowing the user to move from page to page without having to log-in repeatedly and to keep track of personalisation or other settings.	expires on browser close	
<b>Analytics Cookies (Third Party Cookies)</b>			
mp_cac7c07ef68568746d9 70bb01066e2c9_mixpanel	Set by Mixpanel for analysing traffic, and in particular how users reached the platform.	1 year	<a href="#">Click here for more privacy information</a>
ai_user	This cookie is associated with the Microsoft Application Insights software, which collects statistical usage and telemetry information for apps built on the Azure cloud platform. This is a unique user identifier cookie enabling counting of the number of users accessing the application over time.	1 hour	
ai_session	This cookie is associated with the Microsoft Application Insights software, which collects statistical usage and telemetry information for apps built on the Azure cloud platform. This is a unique anonymous session identifier cookie.	Session cookie – expires on browser close	

## 6. TEAM HOURS SOLUTION

Cookie	Function	Category and expiry	More information
<b>Necessary Cookies (First Party Cookies)</b>			
ASP.NET_SessionId	This cookie is used in the server to retrieve the current users' context (session state) during every request, including which department/location is selected and which page the user is on.	Session cookie – expires on browser close	
.ASPXAUTH	Authentication cookie - this is used to track whether a user is authenticated. Without this cookie, users would not be able to access any of the resources that require authentication (i.e. everything except the login and forgotten password pages).	60 minutes	

## 7. ATS SOLUTION

Cookie	Function	Category and expiry
<b>Necessary Cookies (First Party Cookies)</b>		
cb-enabled	Cookie for storing information about acceptance of the cookie policy by the user.	1 month

PHPSESSID	Used for storing user sessions.	Session cookie – expires on browser close
<b>Necessary Cookies (Third Party Cookies)</b>		
__ssid	Cookie set up by <a href="#">Vimeo</a> video service to display externally stored videos.	Until 2030-02-01
_abexps	Cookie set up by <a href="#">Vimeo</a> video service to display externally stored videos.	Until 2020-04-08
_ga	Cookie set up by <a href="#">Vimeo</a> video service to display externally stored videos.	Until 2021-06-03
_gcl_au	Cookie set up by <a href="#">Vimeo</a> video service to display externally stored videos.	Until 2019-06-23
has_logged_in	Cookie set up by <a href="#">Vimeo</a> video service to display externally stored videos.	Until 2029-06-01
is_logged_in	Cookie set up by <a href="#">Vimeo</a> video service to display externally stored videos.	Until 2029-06-01
vimeo	Cookie set up by <a href="#">Vimeo</a> video service to display externally stored videos.	16 days
vuid	Cookie set up by <a href="#">Vimeo</a> video service to display externally stored videos.	Until 2029-06-01

## 8. FOURTH ENGAGE APPLICATION

Cookie	Function	Category and expiry	More information
<b>Necessary Cookies (First Party Cookies)</b>			
sid_Client	Used to authenticate a user.	Session cookie – expires on browser close	
sid	Used to authenticate a user.	Session cookie – expires on browser close	
oinfo	Functional cookie. Used to track the state of a customer's organisation.	2 months	
oid	Used to redirect a user to the correct organisation and assist the user for the next login.	2 years	
autocomplete	Used to determine whether the browser remembers a user's login ID.	2 months	
clientSrc	Used to redirect a user to the correct Salesforce server.	Session cookie – expires on browser close	
inst	Used to authenticate a user.	Session cookie – expires on browser close	

BrowserID	Used to collect metrics, such as the number of visitors to a community.	2 months	
<b>Analytics Cookies (Third Party)</b>			
_gat	Google Universal Analytics - used to throttle the request rate, limiting the collection of data on high-traffic sites.	10 minutes	<a href="#">Click here for more privacy information</a>
_gid	Google Universal Analytics - used to throttle the request rate, limiting the collection of data on high-traffic sites.	24 hours	<a href="#">Click here for more privacy information</a>
_ga	Google Universal Analytics - used to distinguish unique users by assigning a randomly generated number as a client identifier. It is included in each page request in a site and used to calculate visitor, session and campaign data for the site's analytics reports.	2 years	<a href="#">Click here for more privacy information</a>
mp_d05e922b139adab46ba1bbbf98c59d1_mixpanel	User analytics, including: analysis of login methods, duration and times; the number of opened and viewed items; the number of posts viewed or commented on; how many messages and tasks are created, etc.	1 year	<a href="#">Click here for more privacy information</a>
ai_user	This cookie is associated with the Microsoft Application Insights software, which collects statistical usage and telemetry information for apps built on the Azure cloud platform. This is a unique user identifier cookie enabling counting of the number of users accessing the application over time.	1 hour	
ai_session	This cookie is associated with the Microsoft Application Insights software, which collects statistical usage and telemetry information for apps built on the Azure cloud platform. This is a unique anonymous session identifier cookie.	Session cookie – expires on browser close	

## Turning Analytics Cookies Off

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. It is also possible to remove cookies from your browser history. Information on how to turn Google Analytics cookies off can be found in the following Google Analytics [User Opt-Out](#) link, or by downloading the Google Analytics [Opt-Out Browser Add-On](#). Information on how to opt-out of Mixpanel's analytics cookies can be found on the following [Opt Out of Tracking](#) link. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our Solutions or Apps.

You may also like to visit the [following page](#) from the Information Commissioner's Office which sets out further information about controlling and disabling cookies.