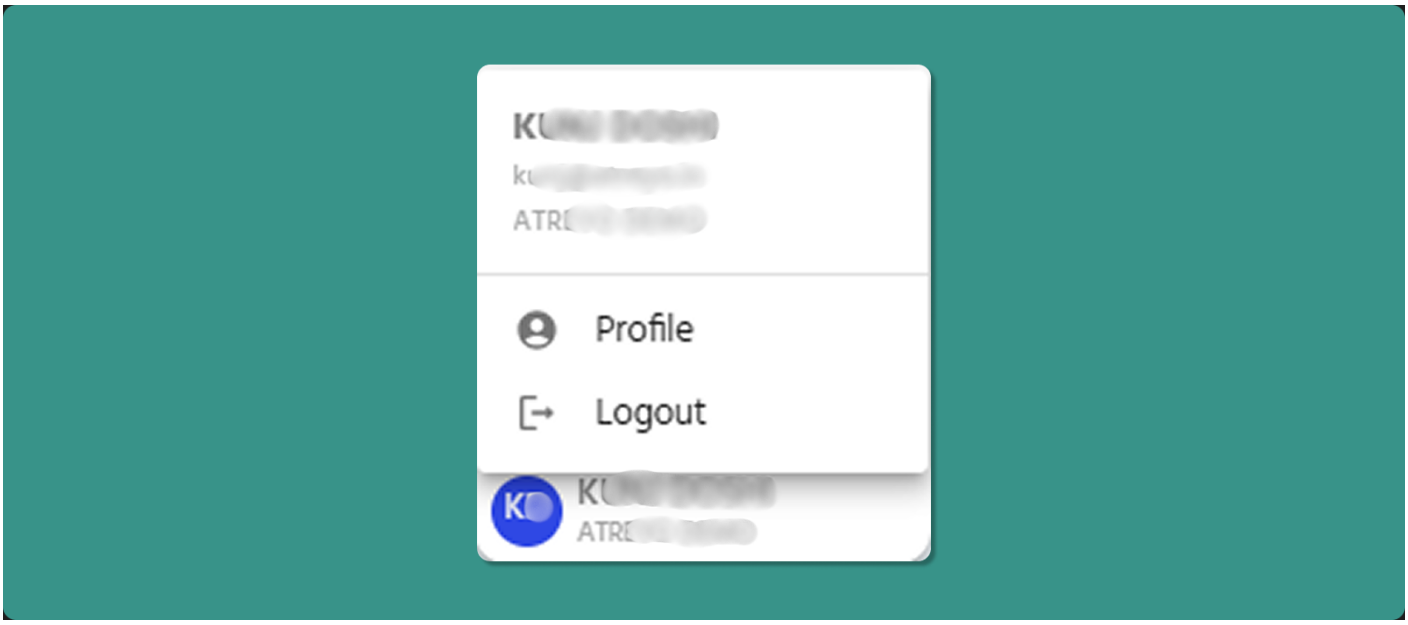
Account Profile

Account Menu & Profile Options

Access user-specific settings and account information through the account menu.



Accessing Account Menu

Location: Bottom-left corner of sidebar

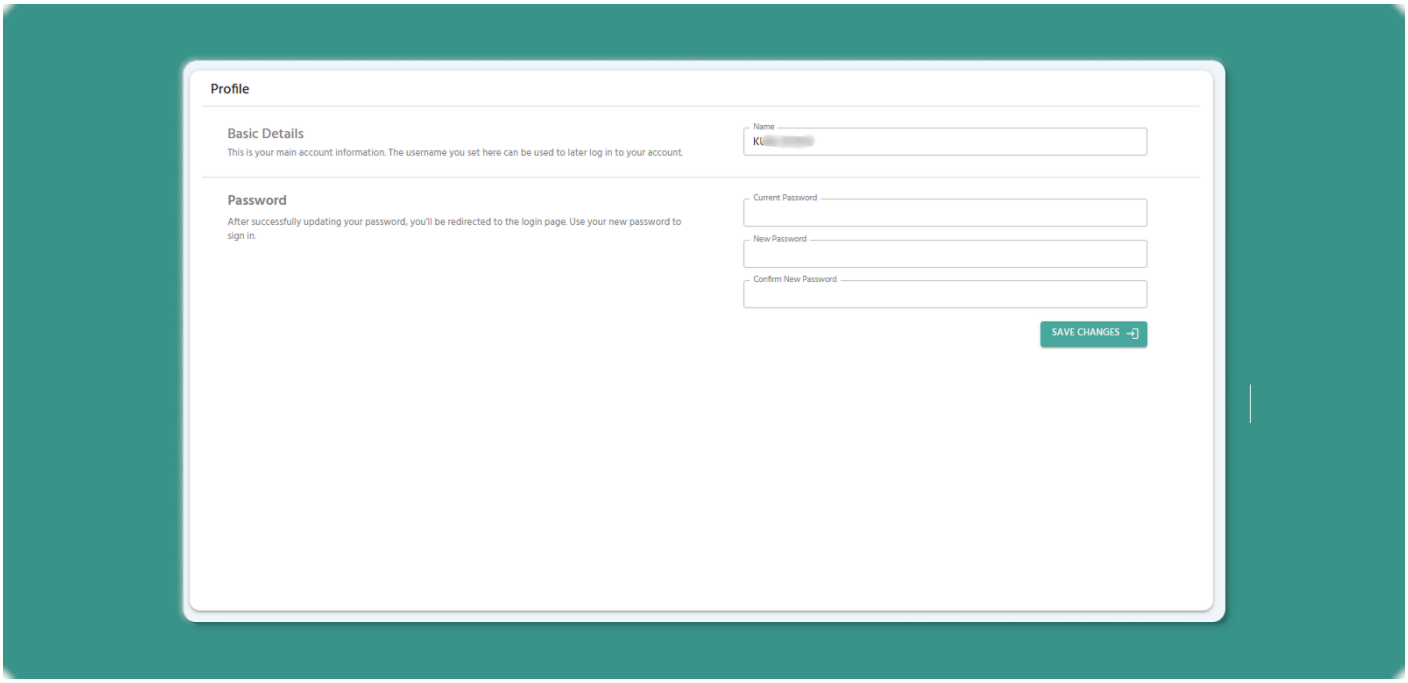
Steps:

1. Look for your name at bottom of left sidebar
2. Click on your name
3. Pop-up menu appears

User Information Display

The top section of the menu displays your account details:

Information Shown:



- **Name:** Your full name
- **Email:** Your registered email address
- **Organization:** Your assigned organization

Purpose:

- Quick reference to confirm logged-in account
- Verify organization context
- Check account details without navigating away

Available Actions

Profile (Person Icon □□)

Action: Click Profile option

Result:

- Navigates to Profile page

- Displays basic details, including: Username
- Displays Password section (used to change the password):

Password Change Fields:

- Current Password
- New Password
- Confirm New Password

Conditions:

- The current password must be correct.
- The new password and the confirm password must match.
- Password input rules are the same as the account setup and recovery password rules.

Results:

- The password is successfully changed.
- The user is redirected to the login page.
- The user must log in using the new password.

Use Cases:

- Verify account information
- Change password.

Logout (Exit Icon □)

Action: Click Logout option

Result:

1. Immediately logs you out of Atra RMS
2. Session terminated securely
3. Redirected to login page
4. Must re-enter credentials to access again

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