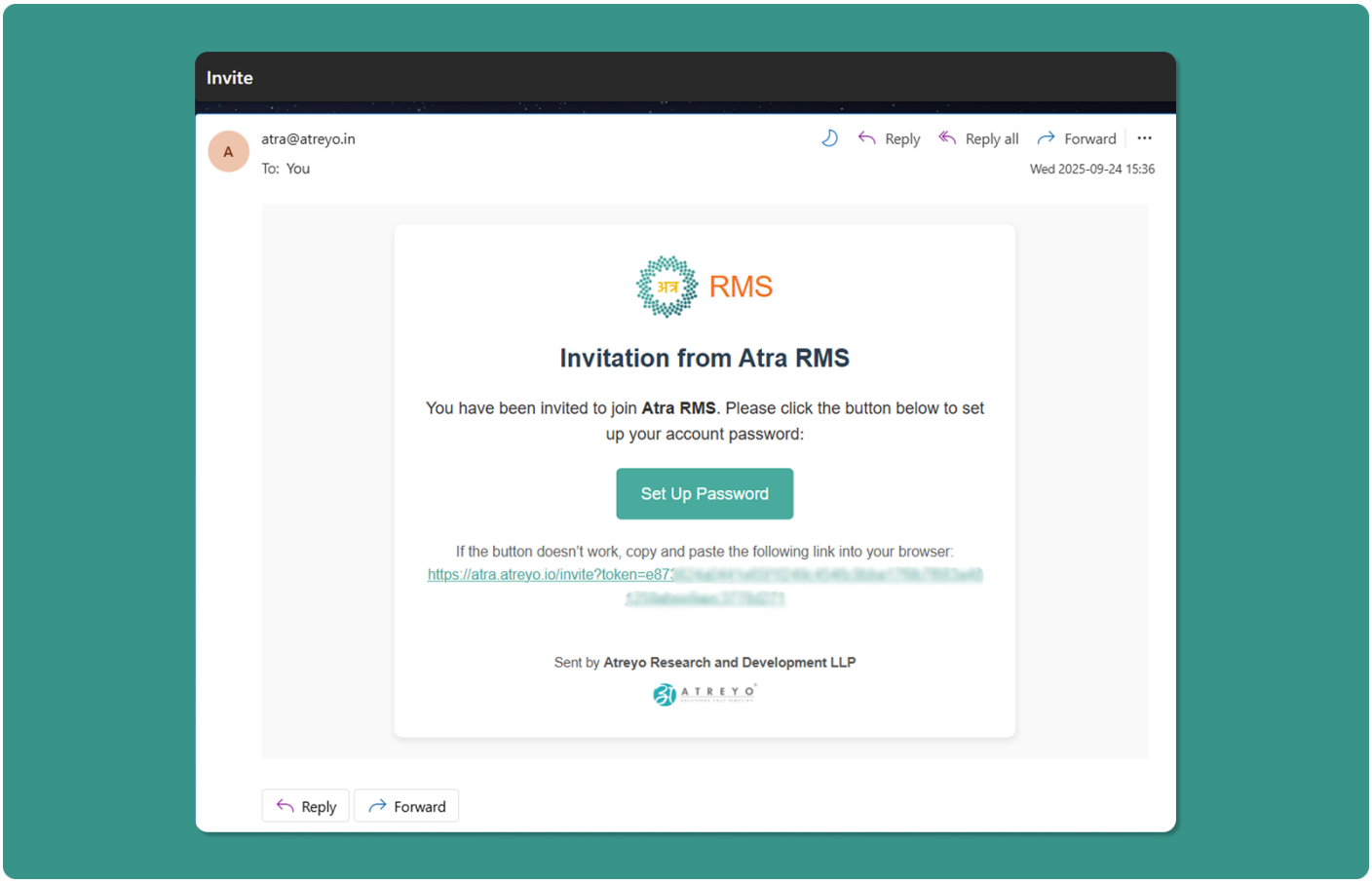
Account Setup Guide

This section guides new users through the account activation process after receiving an invitation email.

Invitation Email Overview



The invitation email contains:

Header:

- Subject: "Invitation to Join Atra RMS"
- Sender: Atra

Body:

- Welcome message

Primary Action:

- "Set Up Password" button (teal)

- Clicking opens account setup page in browser

Alternative Access:

- Full invitation URL provided below button
- Format: https://atra.atreyo.io/invite?token=...
- Use if button doesn't work (copy and paste into browser)

Expiration Notice:

- Invitation valid for 24 hours from the time you are invited.
- After 24 hours, link becomes invalid.
- Must request new invitation from organization administrator or the person who invited you.

Account Setup Steps

Step 1: Click Setup Link

Method A: Click Button

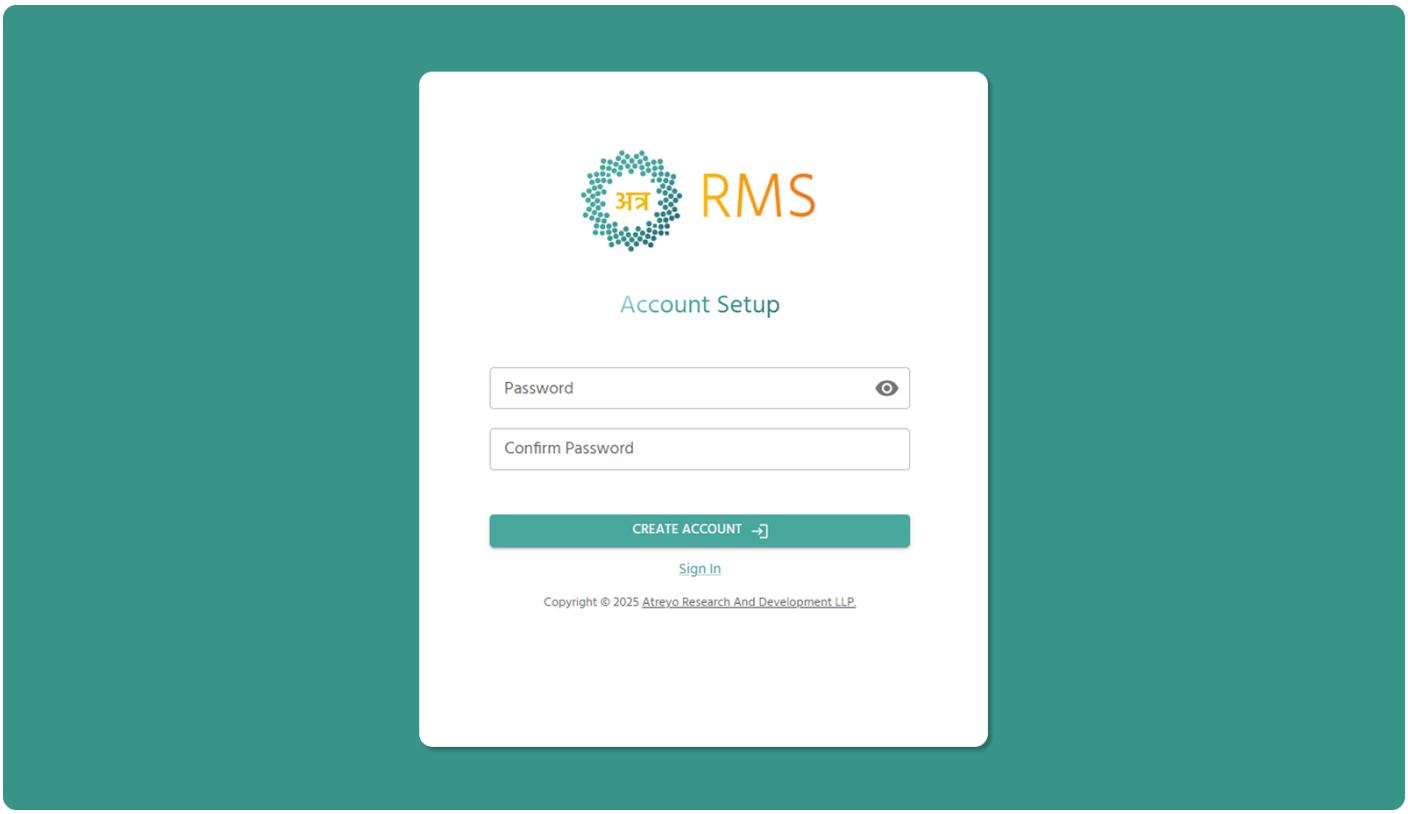
1. Open invitation email
2. Click "Set Up Password" button
3. Browser opens account setup page

Method B: Copy/Paste URL

1. Locate full URL in email (below button)
2. Copy entire URL
3. Paste into browser address bar
4. Press Enter

Step 2: Account Setup Page

The Account Setup page allows you to create a password for your new Atra RMS account.



Step 3: Password Requirements

Your new password must meet all of the following security requirements:

Mandatory Requirements:

Requirement	Description	Example
Length	Minimum 8 characters	MyP@ssw0rd (10 chars ✓)
Lowercase	At least one lowercase letter (a-z)	myPassword1! ✓
Uppercase	At least one uppercase letter (A-Z)	MyPassword1! ✓
Numeric	At least one number (0-9)	MyPassword1! ✓
Special Character	At least one symbol (!@#$%^&*)	MyPassword1! ✓

Additional Restrictions:

- Cannot start with hyphen (-): -MyPassword1! is invalid
- Cannot contain parentheses ( ): MyPass(word)1! is invalid

Password Examples:

 Valid Passwords:

- SecurePass123!
- W0rk@Home2025
- MyStr0ng#Pass
- $ecure123Work

 Invalid Passwords:

- password (no uppercase, number, or special char)
- Password1 (no special character)
- PASSWORD1! (no lowercase)
- -Password1! (starts with hyphen)
- Pass(word)1! (contains parentheses)
- Pass1! (too short, only 6 characters)

Step 4: Enter Password and Confirm Password

Password Field:

1. Click in "Password" input field
2. Type your chosen password meeting all requirements
3. Click eye icon (□□) to toggle visibility (optional)

Confirm Password Field:

1. Click in "Confirm Password" input field
2. Re-type the exact same password
3. System validates both passwords match

Step 5: Create Account

1. Verify all password requirements satisfied
2. Confirm both password fields match
3. Click "CREATE ACCOUNT →" button

System Processes:

1. Validates password meets all requirements
2. Validates passwords match
3. Creates account in Atra RMS
4. Expires invitation link
5. Sends confirmation email

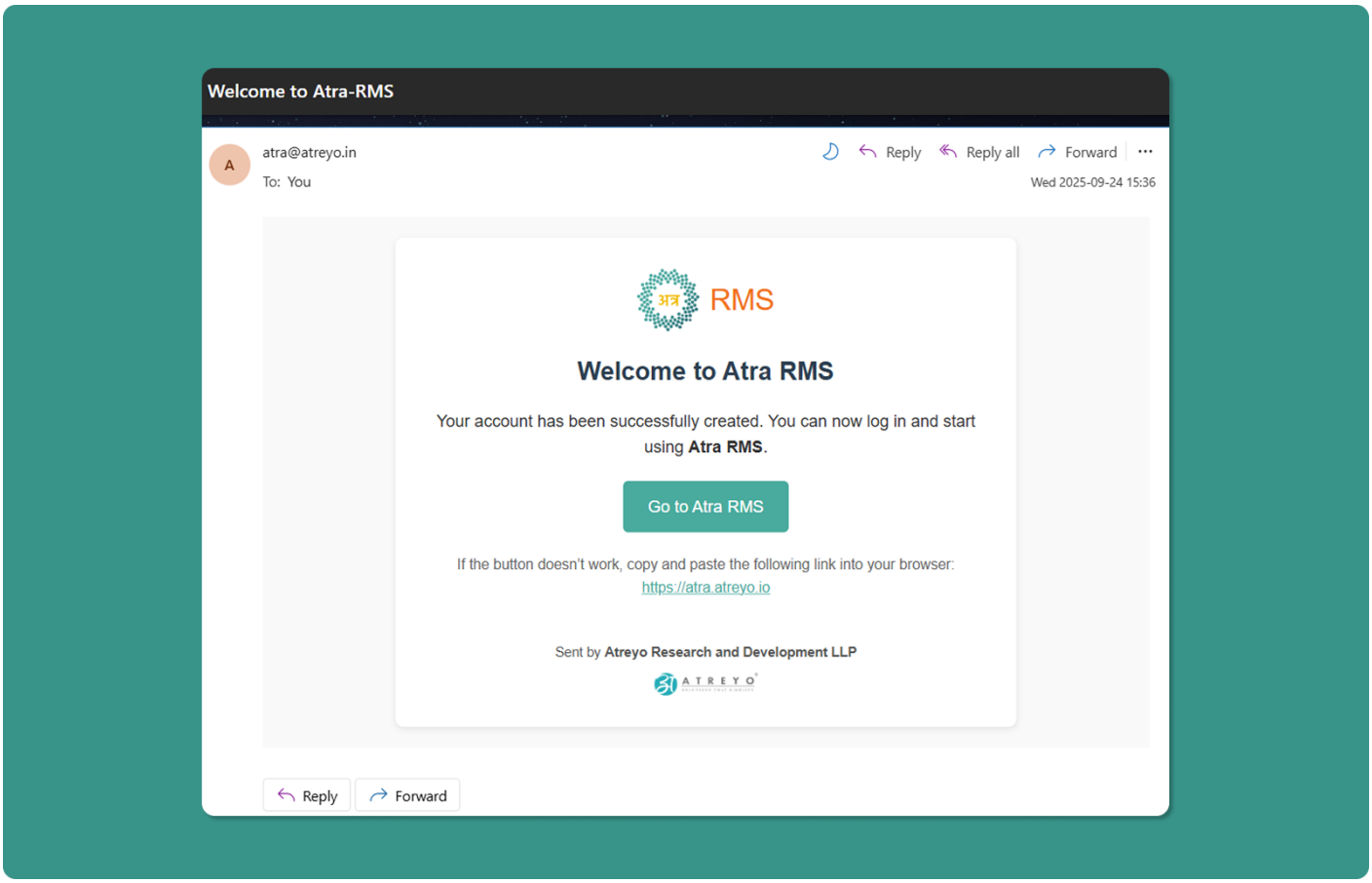
Success:

- Account created successfully
- Confirmation email sent to your address

Error:

- If validation fails, error message displays
- Correct the issue and try again

Account Creation Success Email



Shortly after account creation, you'll receive a confirmation email.

Email Contents:

- Subject: "Atra RMS Account Creation Successful"
- Confirmation message
- "Go to Atra RMS" button linking to login page
- Backup URL for login page

Purpose:

- Confirms account is active and ready
- Provides easy access to login page
- Serves as confirmation record

Important Notes on Expiration

 24-Hour Validity:

The invitation link is valid for 24 hours from the time you are invited.

After 24 Hours:

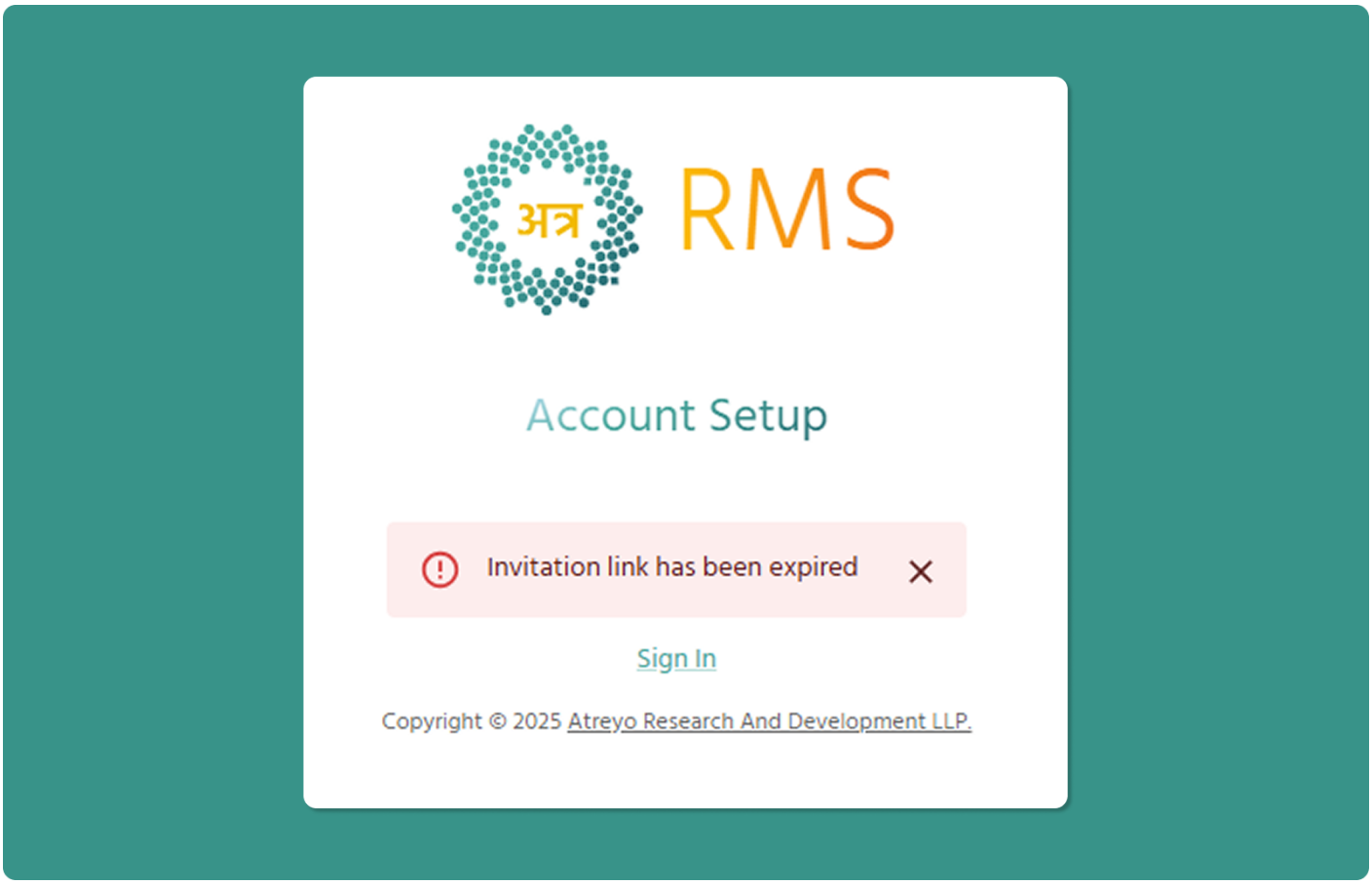
- Link expires automatically
- "Invitation link has expired" page displays
- Cannot complete account setup with expired link

 Post-Setup Expiration:

Once you successfully set up your password:

- Invitation link expires immediately
- This prevents reuse of the invitation
- Security measure to protect your account

Invitation Expired



If you try to access an expired invitation link, you'll see:

Message:

"Invitation link has expired"

Common Reasons:

Time Limit: 24 hours passed since invitation was sent

Next Steps:

If Account Already Created:

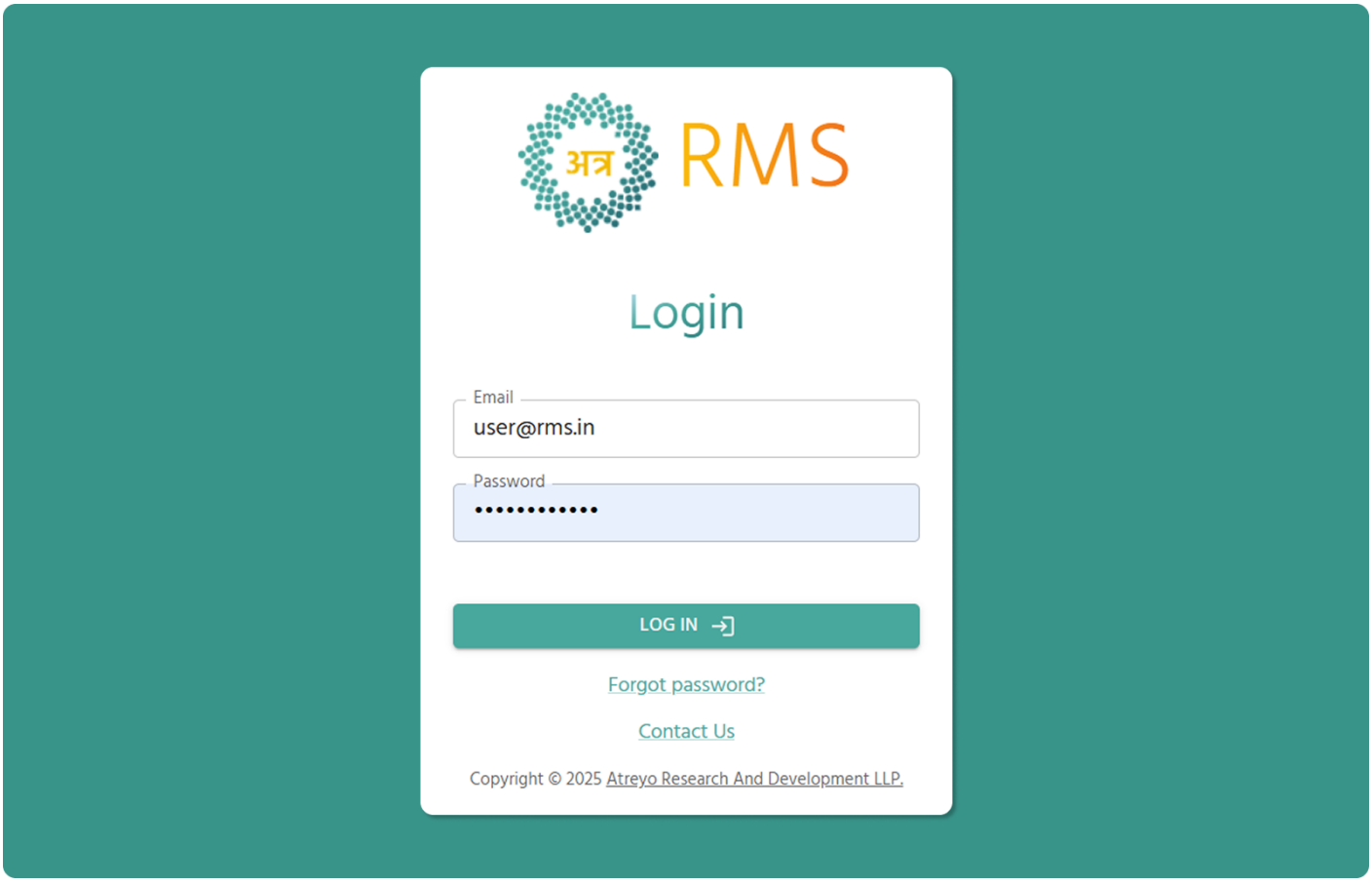
- Click "Sign In" link
- Go to login page
- Use your email and password

If Account Not Yet Created:

- Contact the person who invited you
- Request a new invitation email
- Complete setup within 24 hours of new invitation

Login Page Guide

The login page is your entry point to the Atra RMS platform.



Accessing the Login Page

Direct URL:

https://atra.atreyo.io/login

From Emails:

- Click "Go to Atra RMS" button in any system email
- Backup URL provided in emails

How to Log In

[INSERT SCREENSHOT: Login_Form.png]

Step 1: Enter Email

- Click in "Email" field (□□)
- Type your registered email address
- Example: user@rms.in

Step 2: Enter Password

- Click in "Password" field (□□)
- Type the password you created during setup
- Click eye icon (□□) to toggle visibility (optional)

Step 3: Log In

- Click "LOG IN →" button (teal)
- System validates credentials
- If valid, redirects to Atra RMS overview page

Troubleshooting Login Issues

Problem: "Invalid Password" Error

Solutions:

- □ Verify email is correct (check for typos)
- □ Ensure password is correct (check Caps Lock)
- □ Use "Forgot password?" if password unknown

Problem: "User Not Found"

Solutions:

- Verify account setup was completed
- Check if invitation expired before setup
- Contact administrator to verify invitation was sent
- Request new invitation if needed

Need Help?

Forgot Password?

- Click "Forgot password?" link below login button
- Initiates password recovery process
- See Password Recovery Guide section

Contact Us:

- Click "Contact Us" link at bottom
- Opens Contact Us forml
- Atreyo Research and Development LLP

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