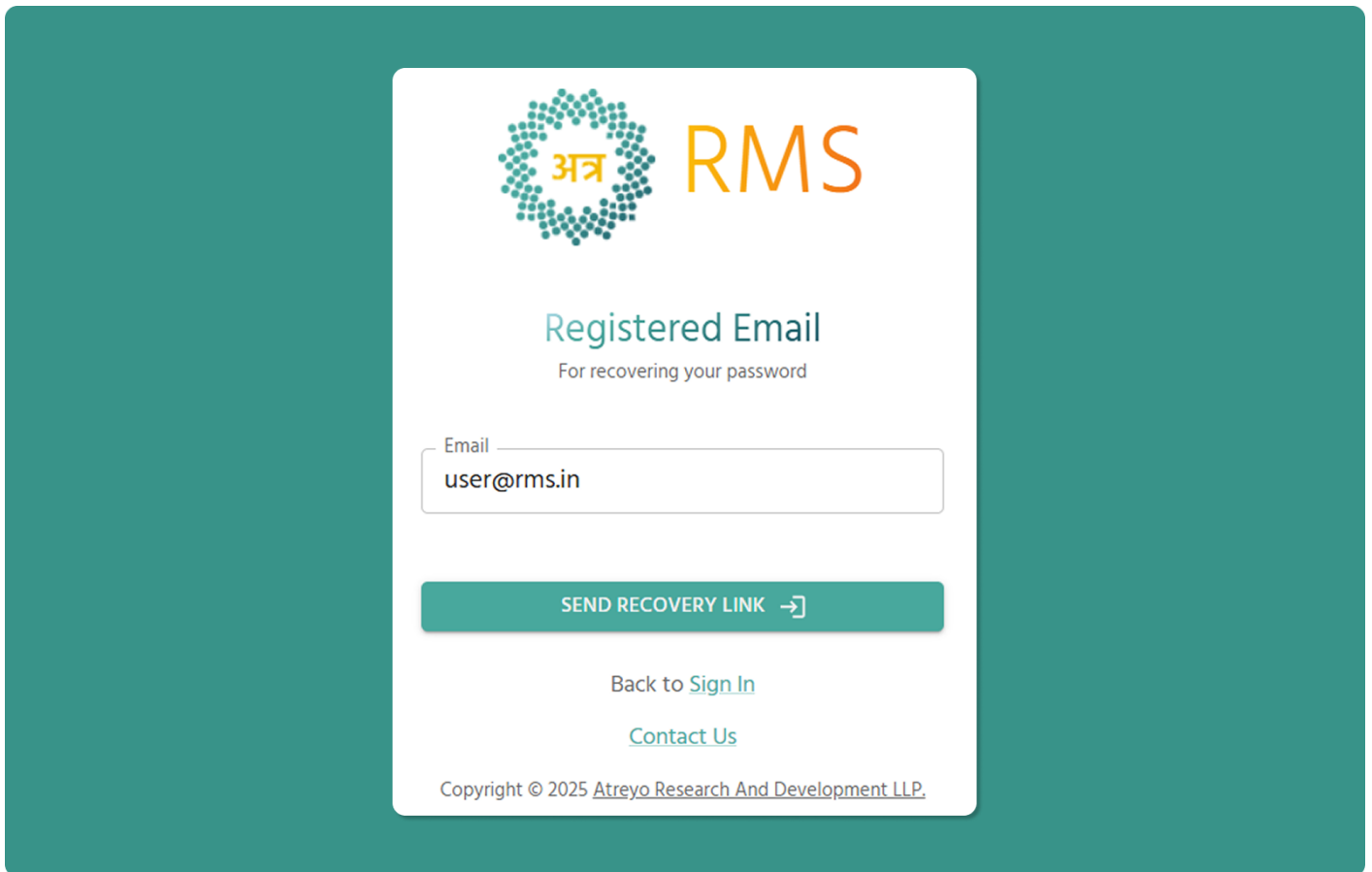



Password Recovery Guide

If you forget your password, use this process to reset it securely.

Step 1: Password Recovery Page



 **RMS**

Registered Email
For recovering your password

Email

[SEND RECOVERY LINK →\]](#)

[Back to Sign In](#)

[Contact Us](#)

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Accessing Recovery Page:

1. Go to login page
2. Click "Forgot password?" link
3. Password Recovery page opens

Step 2: Enter Registered Email

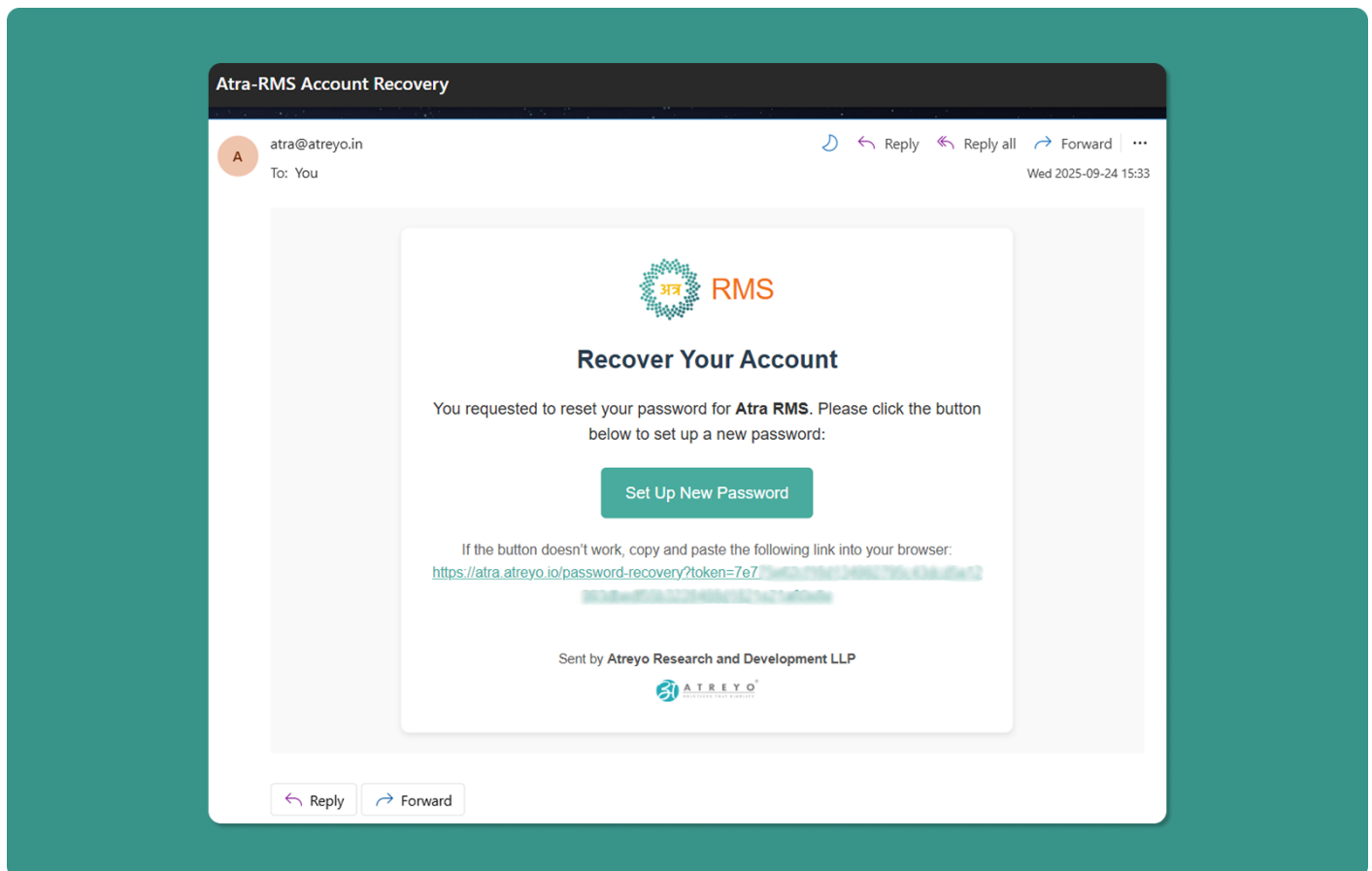
Steps:

1. Click in "Email" field (📧)
2. Type the email address associated with your Atra RMS account
3. Verify email is correct (check for typos)
4. Click "SEND RECOVERY LINK →" button

System Processes:

1. Validates email exists in system
2. Generates secure recovery token
3. Sends recovery email to address

Step 3: Check Email for Recovery Link



Email Arrives:

- Subject: "Atra-RMS Account Recovery"
- Delivery Time: Usually within 1-5 minutes
- Check Spam: If not in inbox, check junk/spam folder

Email Contents:

- Recovery confirmation message
 - "Set Up New Password" button (teal)
 - Backup recovery URL below button
-

Step 4: Click Recovery Link

Method A: Click Button

1. Open recovery email
2. Click "Set Up New Password" button
3. Browser opens password reset 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 5: Setup New Password Page

The password reset page allows you to create a new password.



Setup New Password



RESET PASSWORD →

Back to [Sign In](#)

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Step 6: Enter New Password

[INSERT SCREENSHOT: New_Password_Input.png]

Password Requirements:

- Minimum 8 characters
- At least one lowercase letter (a-z)
- At least one uppercase letter (A-Z)
- At least one number (0-9)
- At least one special character (!@#\$%^&*)
- Cannot start with hyphen (-)
- Cannot contain parentheses ()

Steps:

1. Enter new password in "Password" field
2. Click eye icon (👁) to toggle visibility if needed
3. Re-enter same password in "Confirm Password" field
4. Verify both fields match

Step 7: Reset Password

1. Verify all requirements met
2. Confirm passwords match
3. Click "RESET PASSWORD →" button

System Processes:

1. Validates password meets requirements
2. Updates password
3. Expires recovery link
4. Sends confirmation email

Password Recovery Success

After successful password reset:

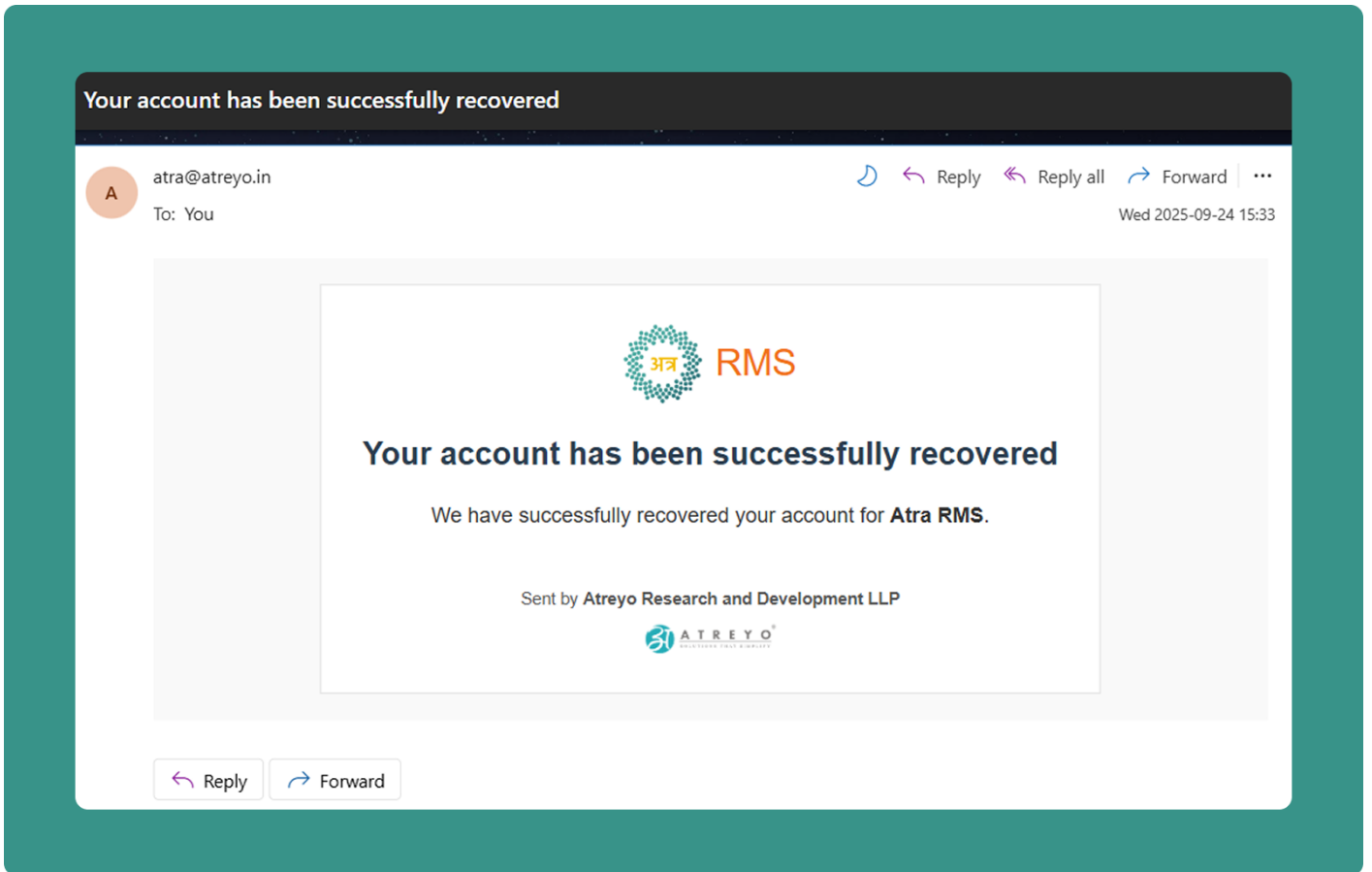
Message:

"Your account has been successfully recovered"

Next Steps:

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

Password Recovery Success Email



Confirmation email sent after successful password reset.

Email Contents:

- Subject: "Atra RMS Account Recovery Successful"
- Confirmation message

Purpose:

- Confirms password was changed
- Security notification

Important Validity Information

☐ 24-Hour Validity:

Recovery links are valid for 24 hours from email receipt.

After 24 Hours:

- Link expires automatically
- "Recovery link has expired" page displays
- Must restart recovery process from beginning

□ Post-Recovery Expiration:

After successful password reset:

- Recovery link expires immediately
- Prevents reuse of recovery link
- Security measure

Multiple Requests:

- If you request recovery multiple times, only the latest link works
- Previous recovery links are automatically invalidated
- Use the most recent email received

Other Actions on Recovery Pages

Back to Sign In:

- Click "Sign In" link
- Returns to main login page
- Use if you remember your password

Contact Us:

- Click "Contact Us" link
- Opens atreyo.in contact us form
- Get help with recovery issues

Revision #2

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