

Standard Operating Procedure

ERP password reset

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Version: KBTT010

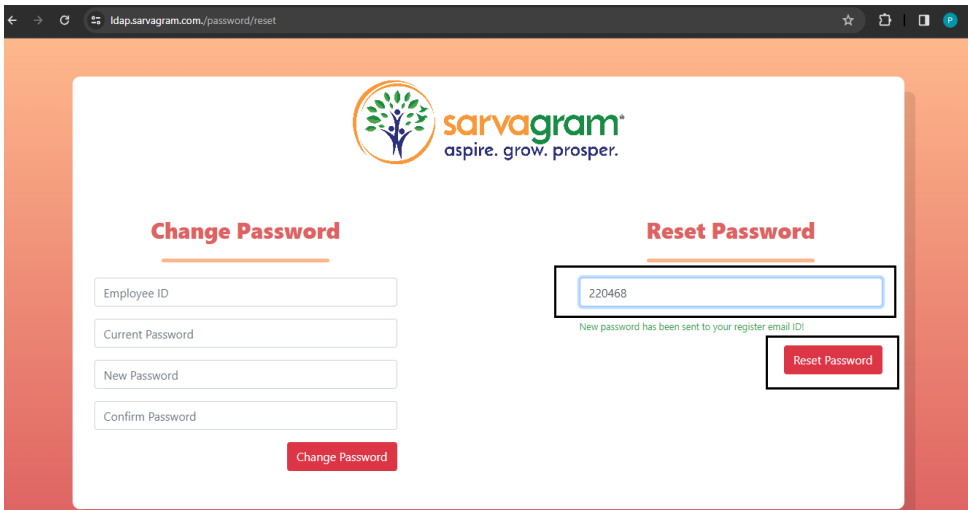
Date: **26-03-2024**

ERP

1) LDAP:

Website: <https://ldap.sarvagram.com./password/reset>

Step 1: Click on link and Enter Employee Id and click on Reset Password.

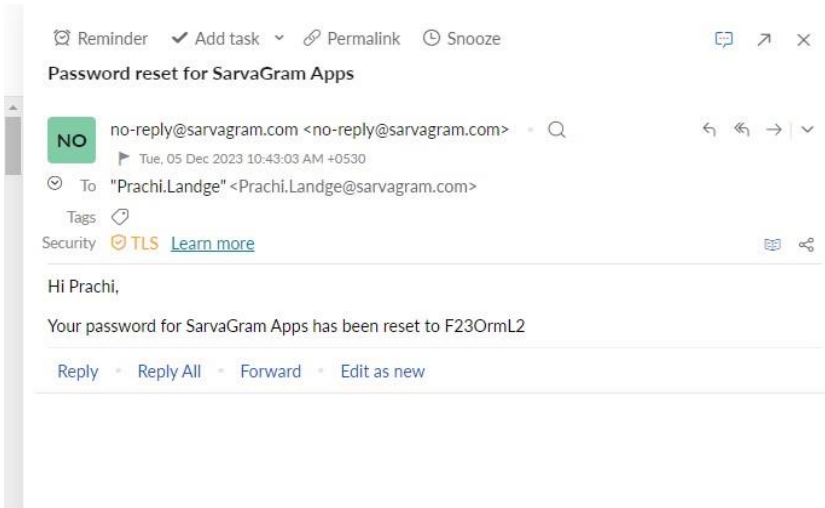


The screenshot shows a web browser window with the URL `ldap.sarvagram.com./password/reset`. The page features the Sarvagaram logo and tagline at the top. Below the logo, there are two main sections: "Change Password" and "Reset Password".

The "Change Password" section includes four input fields: "Employee ID", "Current Password", "New Password", and "Confirm Password". A red "Change Password" button is located below these fields.

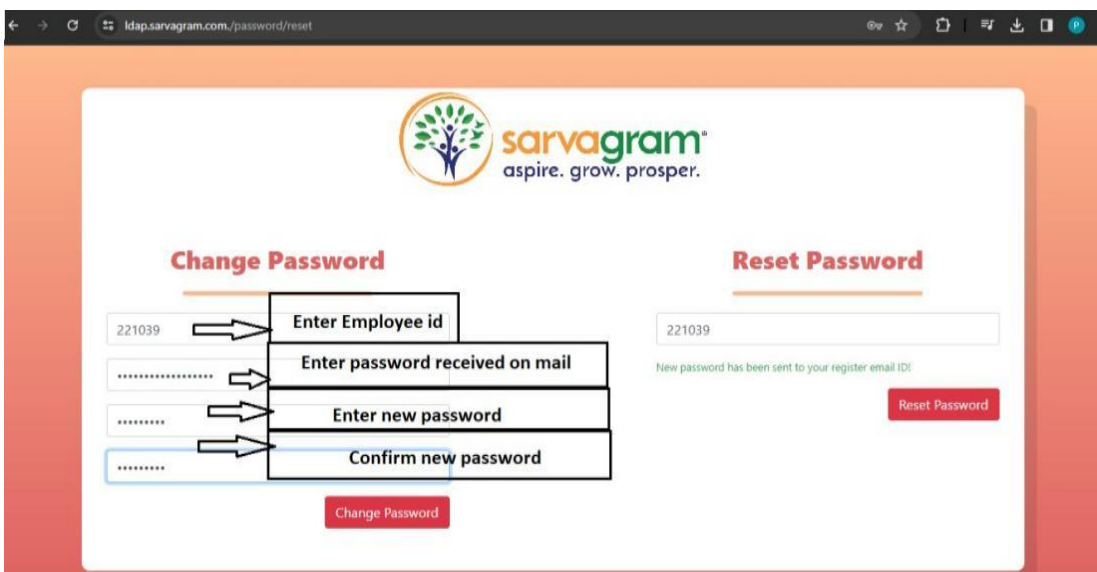
The "Reset Password" section includes a single input field containing the value "220468". Below this field, a message states "New password has been sent to your register email ID". A red "Reset Password" button is located below the message.

Step 2: New password is sent to registered email id.



Step 3 : Create a new password by entering the following fields:

- 1) Employee id
- 2) Current password
- 3) New password
- 4) Confirm New Password



The screenshot shows a web browser window with the URL `ldap.sarvagaram.com/password/reset`. The page features the Sarvagaram logo and two main sections: "Change Password" and "Reset Password".

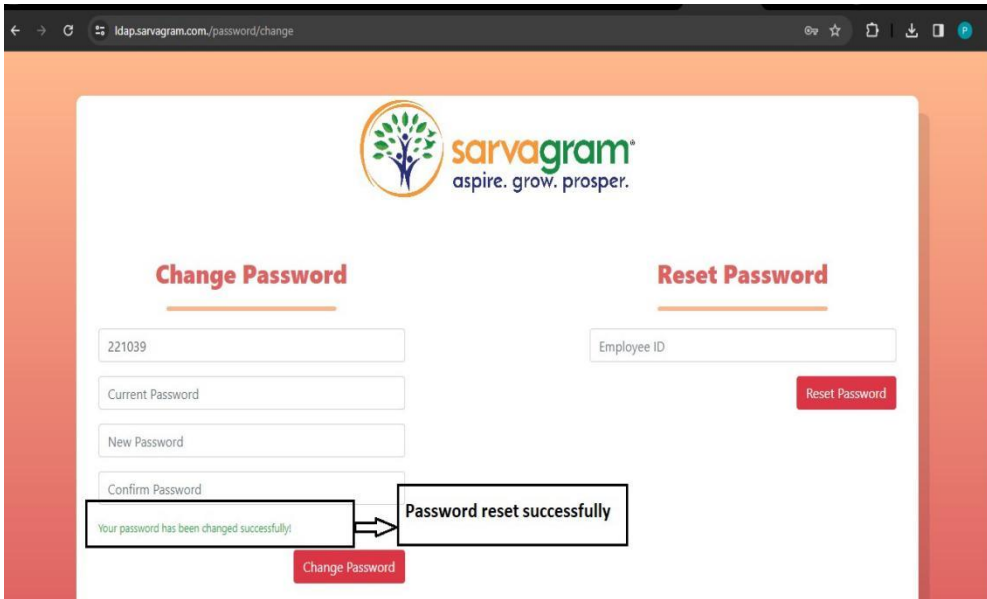
Change Password Section:

- Employee ID field: with a label "Enter Employee id".
- Current password field: with a label "Enter password received on mail".
- New password field: with a label "Enter new password".
- Confirm new password field: with a label "Confirm new password".
- A "Change Password" button is located at the bottom of this section.

Reset Password Section:

- Employee ID field: with a label "Enter Employee id".
- A message: "New password has been sent to your register email ID!".
- A "Reset Password" button is located below the message.

Step 4: Password reset successfully.



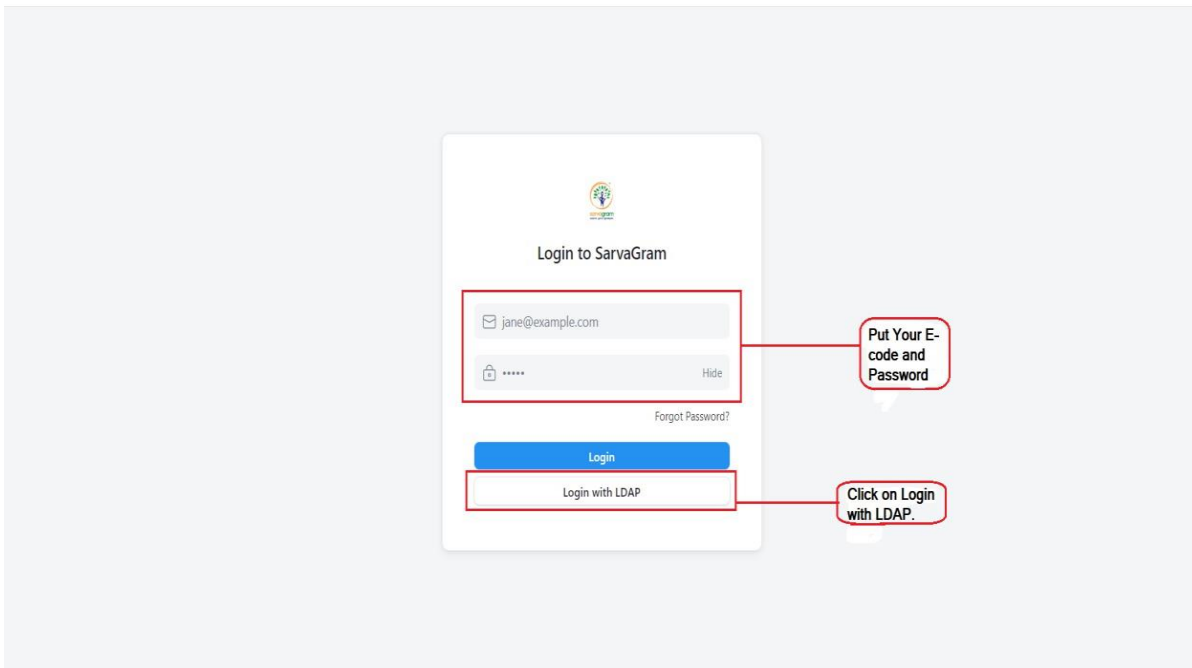
Note: Once password is reset click on Erp link given and follow steps.

ERP :

Website: <https://erp.sarvagram.com>

Step 1: Click on website and Enter Employee code and password and click on login with LDAP.

 SarvaGram Solutions Pvt. Ltd.



The screenshot shows the login interface for SarvaGram. At the top, there is a logo and the text "Login to SarvaGram". Below this, there are two input fields: one for an email address (containing "jane@example.com") and one for a password (containing "*****" and a "Hide" link). A "Forgot Password?" link is located below the password field. There are two buttons: a blue "Login" button and a "Login with LDAP" button. Two red callout boxes with arrows point to the input fields and the "Login with LDAP" button. The first callout box says "Put Your E-code and Password" and the second says "Click on Login with LDAP."

After password reset successfully you can login in ERP.