Section 1 Getting Started

Login Page <u>My Profile</u> <u>Security Questions</u> <u>Change Password</u> <u>My Details</u> <u>My Default Settings</u> <u>Forgot Password?</u> <u>Session Timed Out</u>

5				
	Sign In to your account		1	
	jane.smith@awarebase.com		E	Enter your Login ID and Password.
-	A		E	
	Remember me			
	Forgot Password ?	Sign In	E	Click Sign In.
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Got any questions? I'm happy to help.



Drag a column and drop it here to group by that column

When you sign in, the *New User Checklist* window will present.

ser Checklist	Sul	ofiles	Where Used	Locked By	Tr
You can do following things here:					
Section 1 - Getting Started					
Logging in, managing your account security and tuning Tina to work the way you work Learn More					
Section 2 - My Favorites					
Managing your own personal work space Learn More					
Section 3 - Search	- E				
Finding your files fast using Tina's common search features Learn More					
Section 4 - Search Query Builder					
Building, managing and sharing advanced search queries when you need to dig deeper Learn More					
Section 5 - Create New Document					
All the things you can do with a file from start to finish Learn More					
Section 6 - Tree Part 1					
Navigating to a hierarchy of files and moving around the tree Learn More					
Section 7 - Tree Part 2					
Building and maintaining a hierarchy (tree) of files Learn More					
Section 8 - My Workflow					
Don't want to see this pop-up again? Disable it from My Settings.					
			ick Close to go to		
C	lose 🧲	th	e <i>Favorites</i> page.		

Note: If you don't want to see this window again, disable it from *My Settings*.

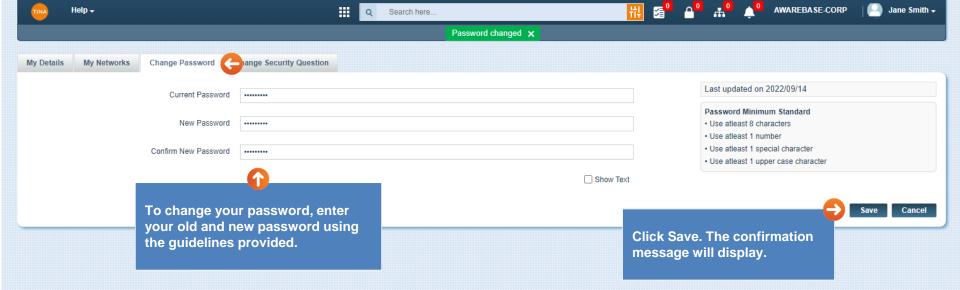
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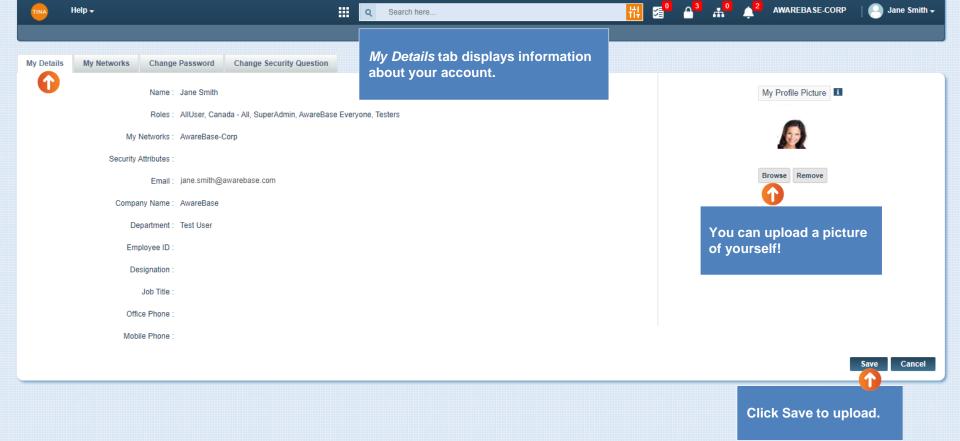
TIM Help -	Q Search here	🚻 🔁 🕒 👫 🍁 🗚 awarebase-corp	🦳 Jane Smith 🗸
< Favorites			My Settings
C			My Profile
Favorites		The first time you login, go to <i>My Profile</i> to	Install Sync
Drag a column and drop it here to group by that column		set up your security questions.	Logout
Type Lock Menu Record ID Internal ID Title	Lifecycle State Version Cate	gory Workflow Subfiles Where Used	Locked By Tree

No data to display

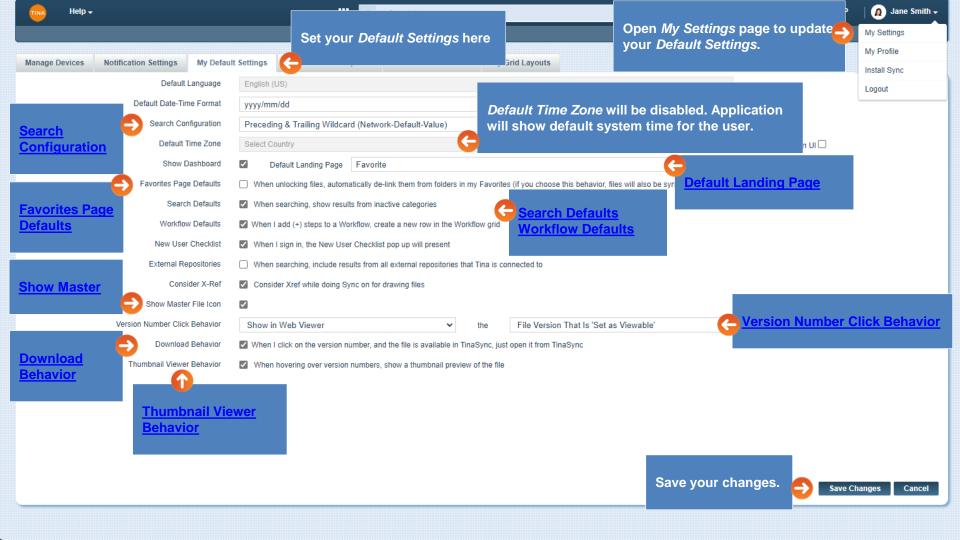
.

TINA	Help -	Q Searc	h here	▲ ₩ ♦	AWAREBASE	E-CORP 🛛 🔛 Jane Smith 🗸
			Security question changed! ×			
My Details	My Networks Change Password	Change Security Question				
	Current Password	•••••		Last updated	on 2022/09/14	
	Security Question	What is the name of your favourite sports team?	~		ig trouble logging in	ify your identity if :
	Security Answer					
		\bigcirc	Show Text			
	Set up a s	ecurity question.		e. The confi will display.		Save Cancel





Help -		Q Search here		🛗 💁 📲 🔺	AWAREBASE-CORP	Jane Smith
						My Settings
Manage Devices No	otification Settings My Det	ult Settings Cy Workflow Templates Connect Email to Tina	My Grid Layouts	Open <i>My</i> Settings pa	ge to update	My Profile
manage Devices inc			my one Layouts	your Default Settings	- · · ·	Install Sync
	Default Language	English (US)				Logout
	Default Date-Time Format	yyyy/mm/dd		¥ 1		
	Search Configuration	Preceding & Trailing Wildcard (Network-Default-Value)		¥ 1		
	Default Time Zone	Select Country		*	Hide on UI	
	Show Dashboard	Default Landing Page Favorite		♥		
	Favorites Page Defaults	When unlocking files, automatically de-link them from folders in my Fa	vorites (if you choose this behavior, file	s will also be sync'd off when they are de-	inked)	
	Search Defaults	When searching, show results from inactive categories				
	Workflow Defaults	When I add (+) steps to a Workflow, create a new row in the Workflow	grid			
	New User Checklist	When I sign in, the New User Checklist pop up will present				
	External Repositories	When searching, include results from all external repositories that Tina	is connected to			
	Consider X-Ref	Consider Xref while doing Sync on for drawing files				
	Show Master File Icon					
	Version Number Click Behavior	Show in Web Viewer 🗸 the	File Version That Is 'Set as	Viewable'		
	Download Behavior	When I click on the version number, and the file is available in TinaSyn	c, just open it from TinaSync			
	Thumbnail Viewer Behavior	$\begin{aligned} \hline & & \\ \hline \hline & & \\ \hline \hline & & \\ \hline & & \\ \hline \hline \\ \hline & & \\ \hline \hline & & \\ \hline \hline \\ \hline \hline & & \\ \hline \hline \\ \hline \hline \\ \hline \hline \\ \hline \hline \hline \\ \hline \hline \hline \\ \hline \hline \hline \\ \hline \hline \hline \hline \hline \hline \hline \\ \hline \hline$	e file			



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Search is configurable at the user level:

Search Configuration = Preceding & Trailing Wildcard

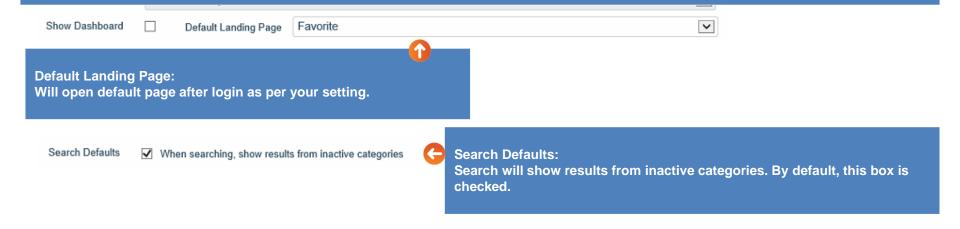
Expected: The search will return records that have words *containing* the keywords specified. The asterisk * is implied in the search string at the beginning/end of each keyword.

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Search Configuration = Trailing Wildcard

Expected: The search will return records that have words that *start* with the keywords specified in the search. The asterisk * is implied in the search string at the end of each keyword.

Note: If you want to search for words that *contain* the keyword, you need to add an asterisk * in front of the keyword. Note: Also, Search can be configured at the network level but always will follow the user's level settings.



Favorites Page Defaults

When locking files, automatically link them to my Favorites root folder



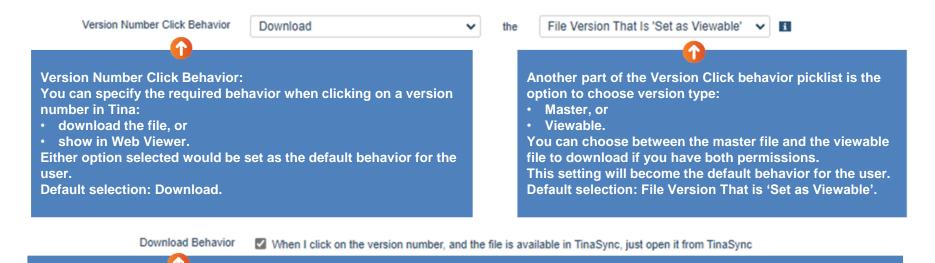
When unlocking files, automatically de-link them from folders in my Favorites (if you choose this behavior, files will also be sync'd off when they are de-linked)

Favorites Page Defaults:

Locking /Unlocking Objects and Favorites are configurable options. You can select the following options:

- When locking a file, it will automatically link to the Favorites root folder.
- When unlocking a file, it will automatically de-link it from the folders in Favorites. Also, by selecting this function, associated file will be synced off.

Workflow Defau	Its 🗹 When I add (+) steps to a Workflow, create a new row in the Workflow grid 🧲	Workflow Defaults:
New User Check	ist 🗹 When I sign in, the New User Checklist pop up will present	By selecting this option, when adding
External Repositori	es D When searching, include results from all external repositories that Tina is connected to	(+) step to a workflow, will automatically create a new row in the workflow grid.
Show Master File Ic	on 🗌	By default, this box is checked.
	Show Master File Icon, not a file that set as Viewable. By default, this box is unchecked.	



Download Behavior:

Select this option to be able to open a file directly from the Tina folder on downloading. When you click on the version number, and the file is available in TinaSync, it will open from TinaSync.

Thumbnail Viewer Behavior

When hovering over version numbers, show a thumbnail preview of the file

Thumbnail Viewer Behavior:

You can specify the thumbnail viewer behavior - when hovering over version numbers, show a thumbnail preview of the file. Default selection: Unchecked.

Go back to <u>Default Settings</u>, <u>Section 1: Getting Started</u> or continue.

If you forget your password, click here. You'll be sent an email link to verify your security questions and change your password.

Note: Your System Administrator can also reset your password.

Sign In to your account

Password			
Remember m	ie	1	Contra la
Forgot Password			

Got any questions? I'm happy to help.

Go back to Section 1: Getting Started or continue.

