Section 1

Getting Started

Sign In to your account

jane.smith@awarebase.com

●●●●●●●●●●●

☑ Remember me

Forgot Password ?

Sign In

Privacy | Contact Us

Enter your **Login ID and Password.**

Click *Sign In*.

TINA

Got any questions? I'm happy to help.

Help ▾

Search here...

AWAREBASE-CORP

Jane Smith ▾

Favorites

Login takes you to your *Favorites* page.

Grid Layout: Favorites

New

Upload

Favorites

Show files in subfolders

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

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

Title

Subfiles

Where Used

Locked By

Tree

User Checklist

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**
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.

Close

Click *Close t*o go to the *Favorites* page.

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

Help

Search here...

AWAREBASE-CORP

Jane Smith

My Settings

My Profile

Install Sync

Logout

The first time you login, go to *My Profile* **to set up your security questions.**

Favorites

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

	Type	Lock	Menu	Record ID	Internal ID	Title	Lifecycle State	Version	Category	Workflow	Subfiles	Where Used	Locked By	Tree

No data to display

Security question changed! ✕

My Details | My Networks | Change Password | Change Security Question ←

Current Password   ••••••••••

Security Question   What is the name of your favourite sports team?   ▾

Security Answer   ••••••••••

☐ Show Text

Last updated on 2022/09/14

We'll use this information to verify your identity if :
• You are having trouble logging in
• Your account is locked

Set up a security question.

Click Save. The confirmation message will display.

Save   Cancel

Password changed ✕

| My Details | My Networks | Change Password | ⬅ | Change Security Question |

Current Password   ●●●●●●●●●

New Password   ●●●●●●●●●

Confirm New Password   ●●●●●●●●●

☐ Show Text

Last updated on 2022/09/14

Password Minimum Standard
• Use atleast 8 characters
• Use atleast 1 number
• Use atleast 1 special character
• Use atleast 1 upper case character

⬆

To change your password, enter your old and new password using the guidelines provided.

Save   Cancel

➡

Click Save. The confirmation message will display.

Search here...

AWAREBASE-CORP

Jane Smith ▾

My Details	My Networks	Change Password	Change Security Question

My Details tab displays information about your account.

Name : Jane Smith

Roles : AllUser, Canada - All, SuperAdmin, AwareBase Everyone, Testers

My Networks : AwareBase-Corp

Security Attributes :

Email : jane.smith@awarebase.com

Company Name : AwareBase

Department : Test User

Employee ID :

Designation :

Job Title :

Office Phone :

Mobile Phone :

My Profile Picture ℹ

Browse Remove

You can upload a picture of yourself!

Save Cancel

Click Save to upload.

My Settings
My Profile
Install Sync
Logout

| Manage Devices | Notification Settings | My Default Settings | y Workflow Templates | Connect Email to Tina | My Grid Layouts |

Open *My Settings* page to update your *Default Settings*.

Default Language   English (US)

Default Date-Time Format   yyyy/mm/dd   ⓘ

Search Configuration   Preceding & Trailing Wildcard (Network-Default-Value)   ⓘ

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 Favorites (if you choose this behavior, files will also be sync'd off when they are de-linked)

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 TinaSync, just open it from TinaSync

Thumbnail Viewer Behavior ☑ When hovering over version numbers, show a thumbnail preview of the file

Save Changes   Cancel

TINA   Help ▾   Jane Smith ▾

My Settings
My Profile
Install Sync
Logout

Set your *Default Settings* here

| Manage Devices | Notification Settings | My Default Settings | | Grid Layouts |

Default Language   English (US)

Default Date-Time Format yyyy/mm/dd

Search Configuration   Preceding & Trailing Wildcard (Network-Default-Value)

Search Configuration

Default Time Zone   Select Country

Default Time Zone will be disabled. Application will show default system time for the user.

Show Dashboard ☑ Default Landing Page Favorite

Default Landing Page

Favorites Page Defaults ☐ When unlocking files, automatically de-link them from folders in my Favorites (if you choose this behavior, files will also be sy...

Favorites Page Defaults

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Search Defaults
Workflow Defaults

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Show Master

Show Master File Icon ☑

Version Number Click Behavior Show in Web Viewer ▾   the   File Version That Is 'Set as Viewable'

Version Number Click Behavior

Download Behavior ☑ When I click on the version number, and the file is available in TinaSync, just open it from TinaSync

Download Behavior

Thumbnail Viewer Behavior ☑ When hovering over version numbers, show a thumbnail preview of the file

Thumbnail Viewer Behavior

Save your changes.   Save Changes   Cancel

Search Configuration | Preceding & Trailing Wildcard (Network-Default-Value) | ⬅

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.

- **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.

Show Dashboard ☐ Default Landing Page | Favorite

Default Landing Page:
Will open default page after login as per your setting.

Search Defaults ☑ When searching, show results from inactive categories ⬅

Search Defaults:
Search will show results from inactive categories. By default, this box is checked.

| 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 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
Show Master File Icon	☐

Workflow Defaults:

By selecting this option, when adding (+) step to a workflow, will automatically create a new row in the workflow grid. By default, this box is checked.

Show Master File Icon, not a file that set as Viewable.

By default, this box is unchecked.

Version Number Click Behavior Download ⌄ the File Version That Is 'Set as Viewable' ⌄ ℹ

Version Number Click Behavior:
You can specify the required behavior when clicking on a version number in Tina:
• **download the file, or**
• **show in Web Viewer.**
Either option selected would be set as the default behavior for the user.
Default selection: Download.

Another part of the Version Click behavior picklist is the option to choose version type:
• **Master, or**
• **Viewable.**
You can choose between the master file and the viewable file to download if you have both permissions.
This setting will become the default behavior for the user.
Default selection: File Version That is 'Set as Viewable'.

Download Behavior ☑ When I click on the version number, and the file is available in TinaSync, just open it from TinaSync

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.

Sign In to your account

👤 jane.smith@awarebase.com

🔒 Password

☐ Remember me

Forgot Password ?

Sign In

Privacy | Contact Us

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.

TINA

Got any questions? I'm happy to help.

✕

Help ▾   AWAREBASE-CORP   Jane Smith ▾

| Manage Devices | Notification Settings | My Default Settings | My Workflow Templates | Connect Email to Tina | My Grid Layouts |

Default Language   English (US)

Default Date-Time Format yyyy/mm/dd

Search Configuration   Preceding & Trailing Wildca

Default Time Zone   Select Country   Hide on UI ☐

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Search Defaults   ☑   When searchin

Workflow Defaults   ☑   When I add (+) steps

External Repositories   ☐   When searching, incl

Consider X-Ref   ☑   Consider Xref while

Show Master File Icon   ☑

Version Number Click Behavior   Show in Web Viewer   ble'

Download Behavior   ☑   When I click on the ve

Thumbnail Viewer Behavior   ☑   When hovering over version numbers, show a thumbnail preview of the file

If your session has expired, the *Session Timed Out* window will display.

Session Timed Out   ✕

Your session has timed out- please enter your password to continue.

🔑 ●●●●●●●●

Continue

Enter your password and click *Continue*.

You will be right back where you were, and unsaved changes will be there.

Save Changes   Cancel

Go back to .