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. |
| | © 2022 AwareBase Corp All Rights Reserved | Privacy Contact Us | | |

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*.

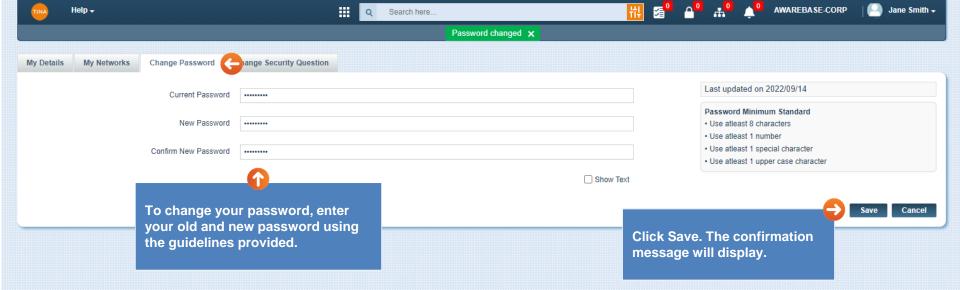
₿

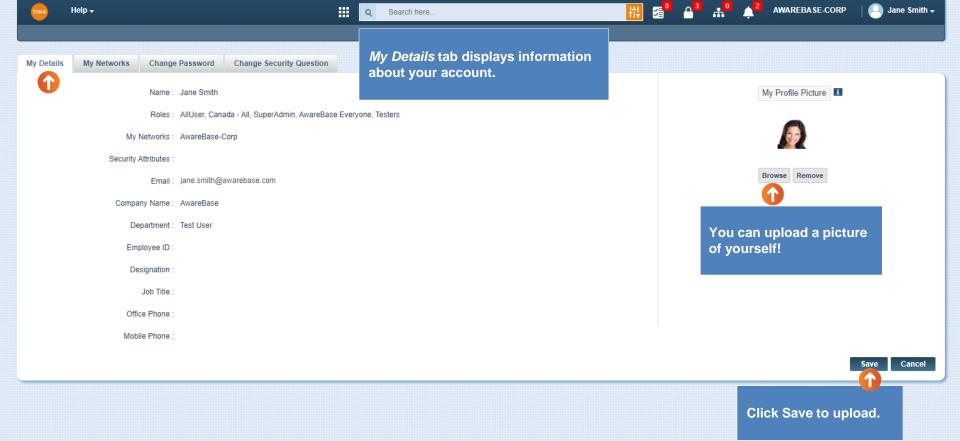
| TIM Help - | Q Search here | 🚻 🔁 🕒 👫 🍁 🗚 awarebase-corp | 🦳 Jane Smith 🗸 |
|--|------------------------------|--|----------------|
| < Favorites | | | My Settings |
| C | | | My Profile |
| Favorites | | The first time you login, go to <i>My Profile</i> to | Install Sync |
| Drag a column and drop 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

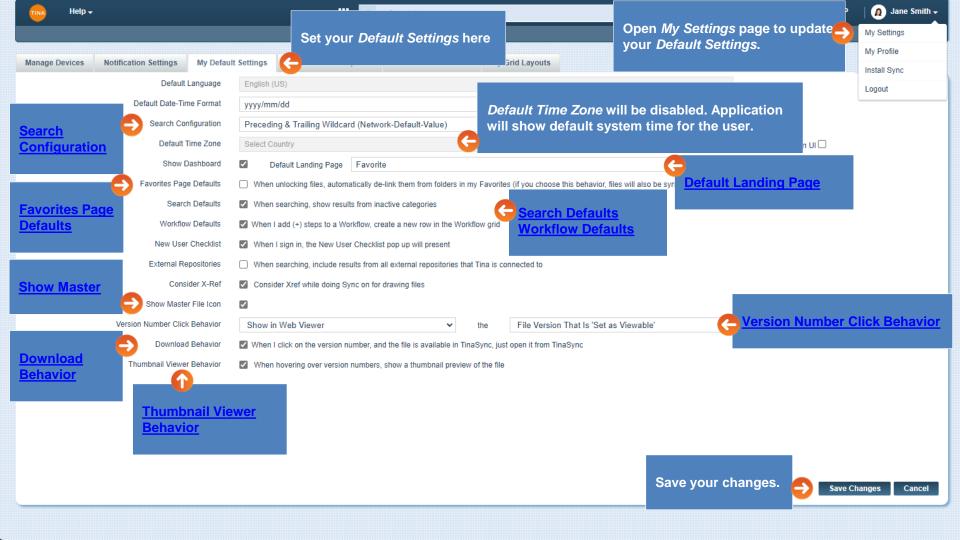
.

| 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

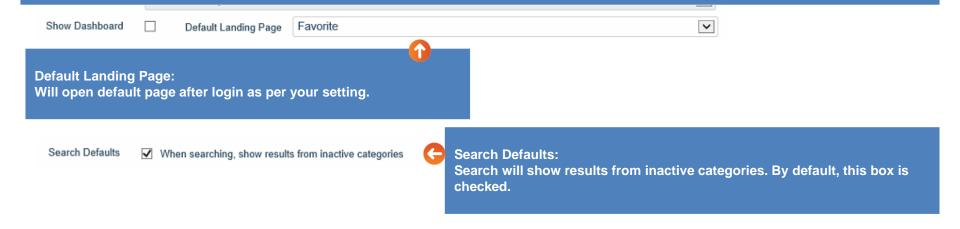
Expected: The search will return records that have words *containing* the keywords specified. The asterisk * is implied in the search string at the beginning/end of each keyword.

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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



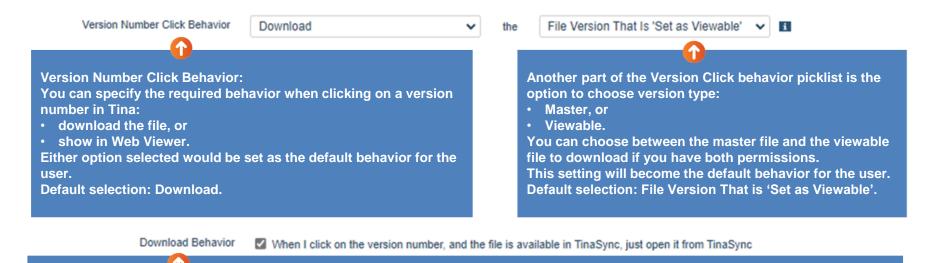
When unlocking files, automatically de-link them from folders in my Favorites (if you choose this behavior, files will also be sync'd off when they are de-linked)

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.

