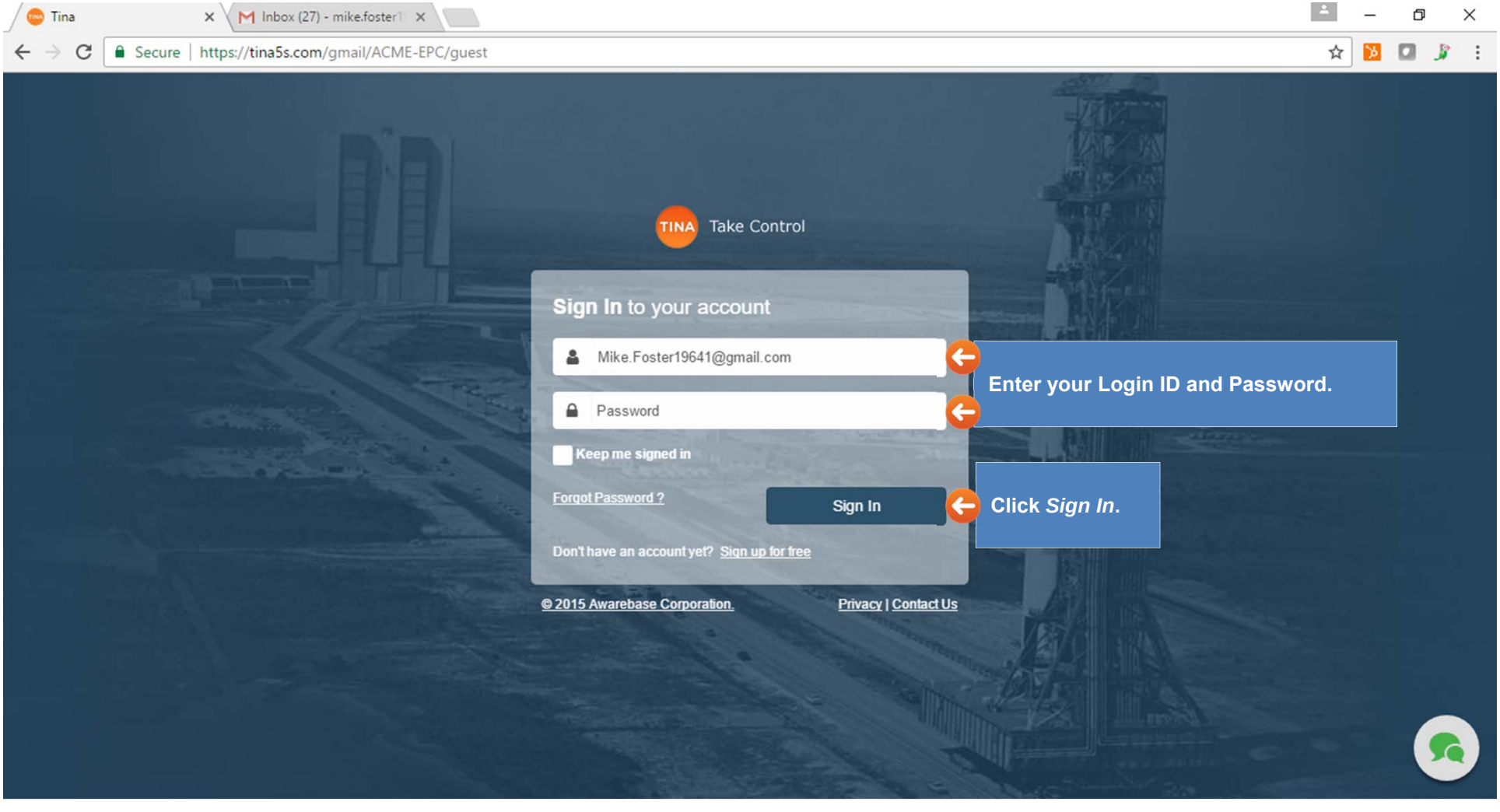
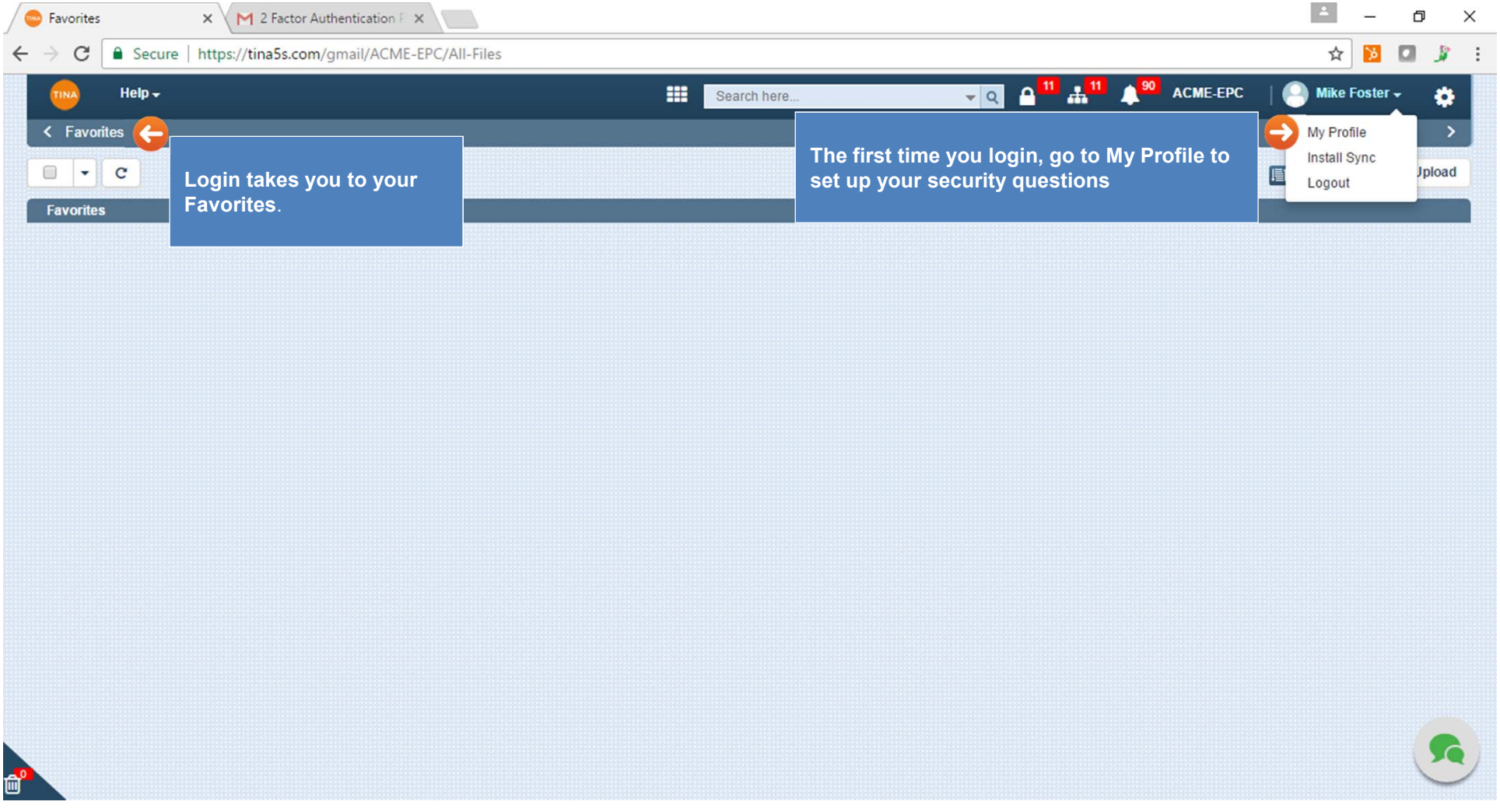
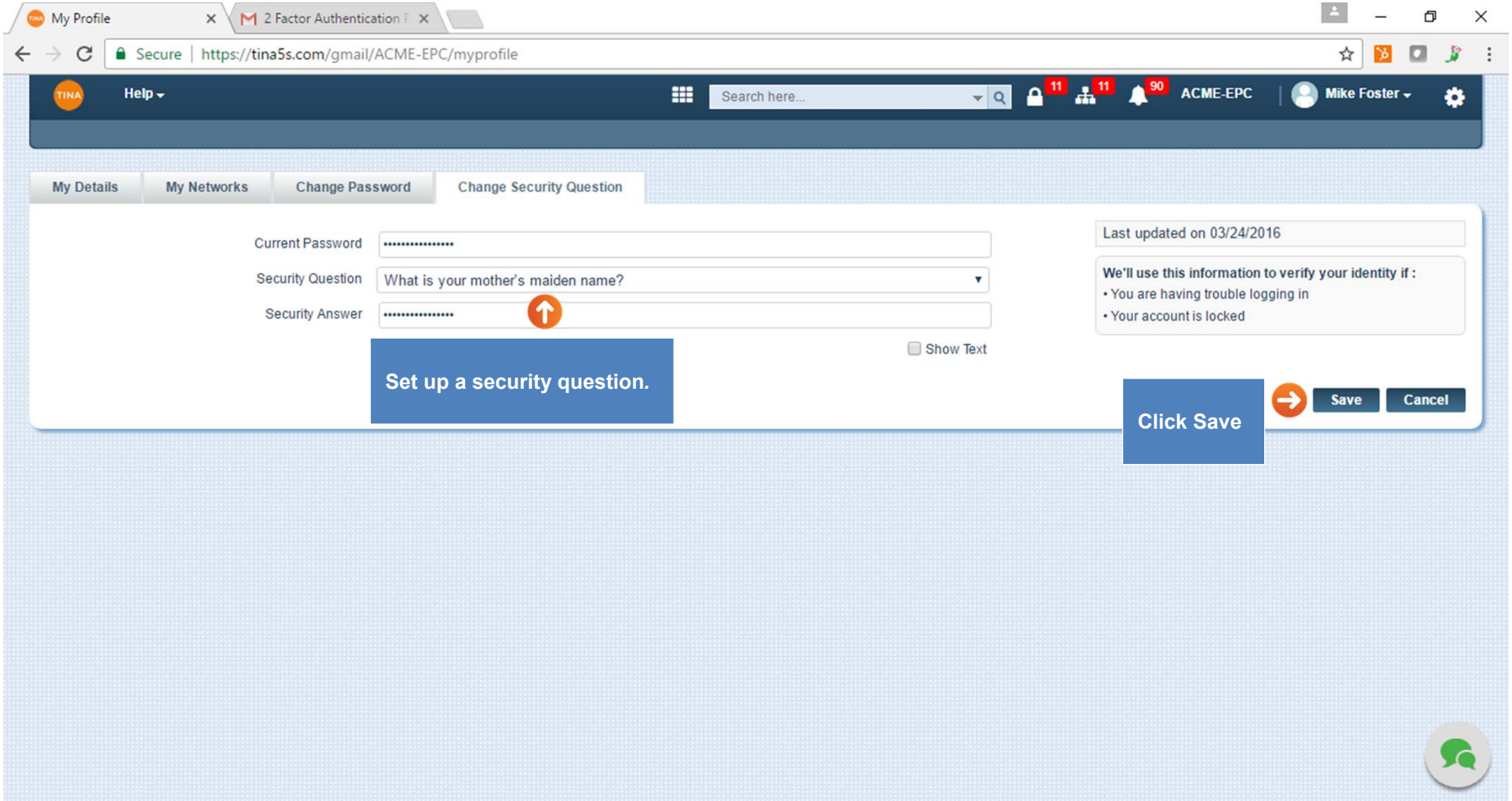
Section 1

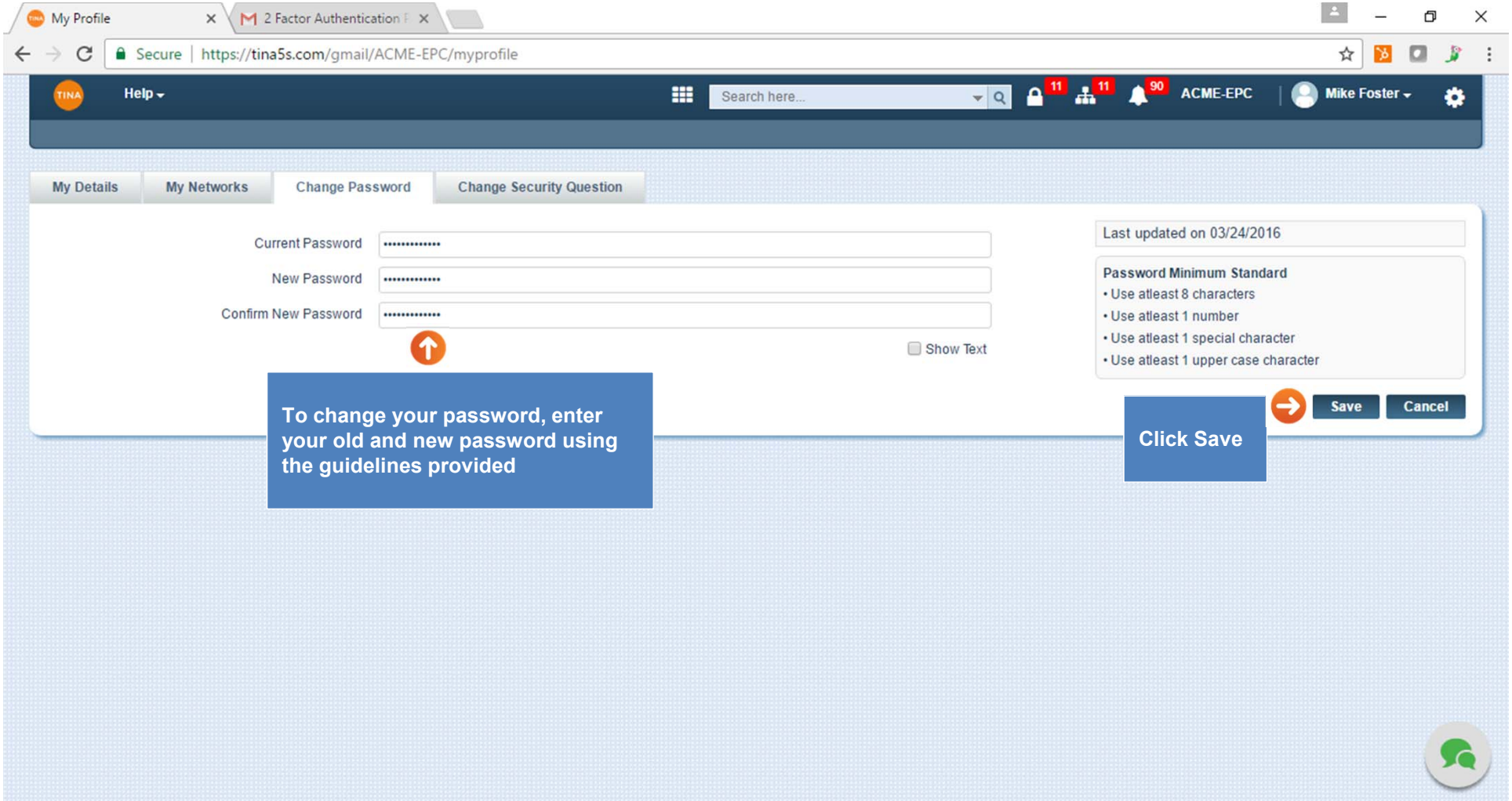
Getting Started

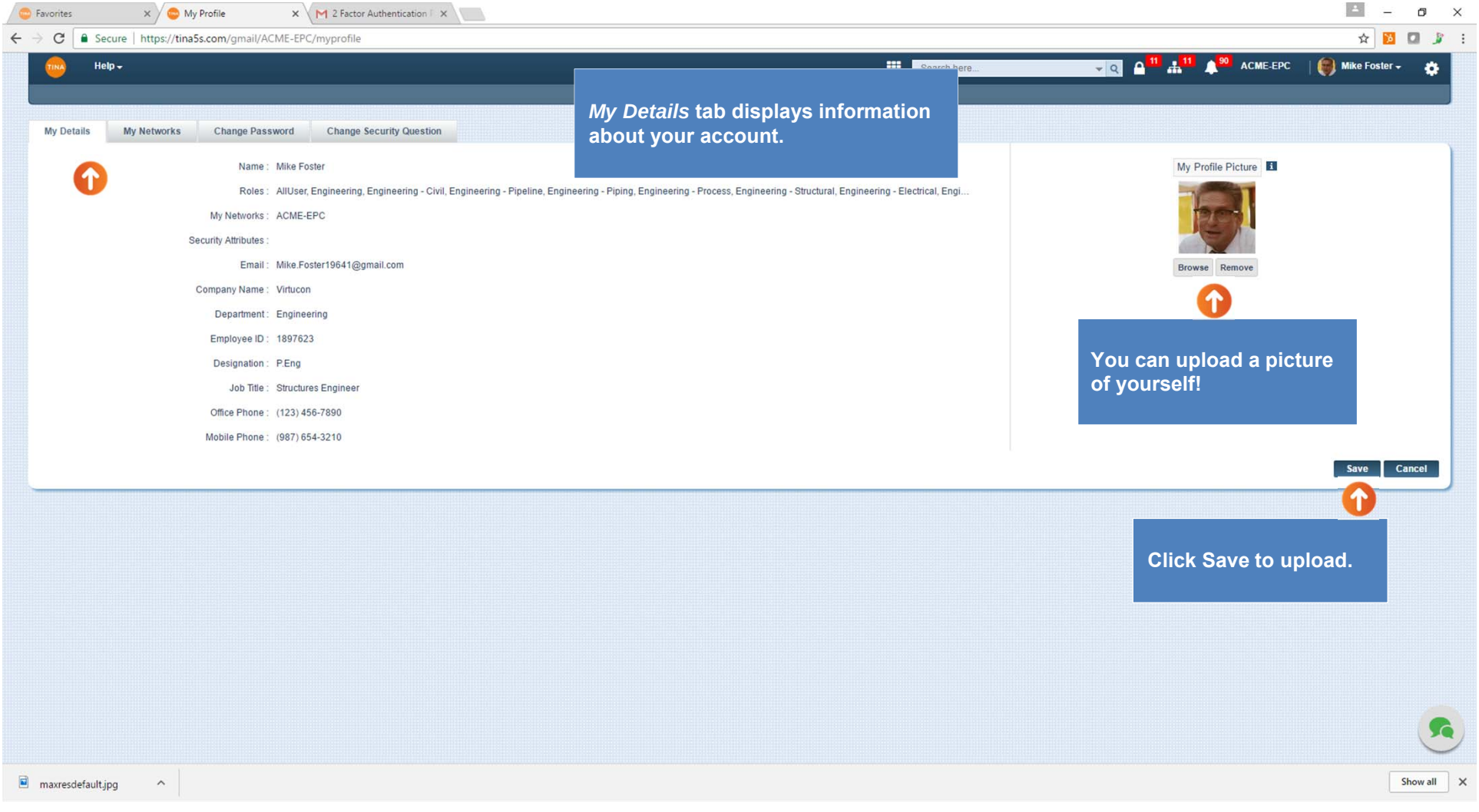
- Login Page
- My Profile
  - Security Questions
  - Change Password
  - My Details
- My Default Settings
- Forgot Password?
- Session Timed Out

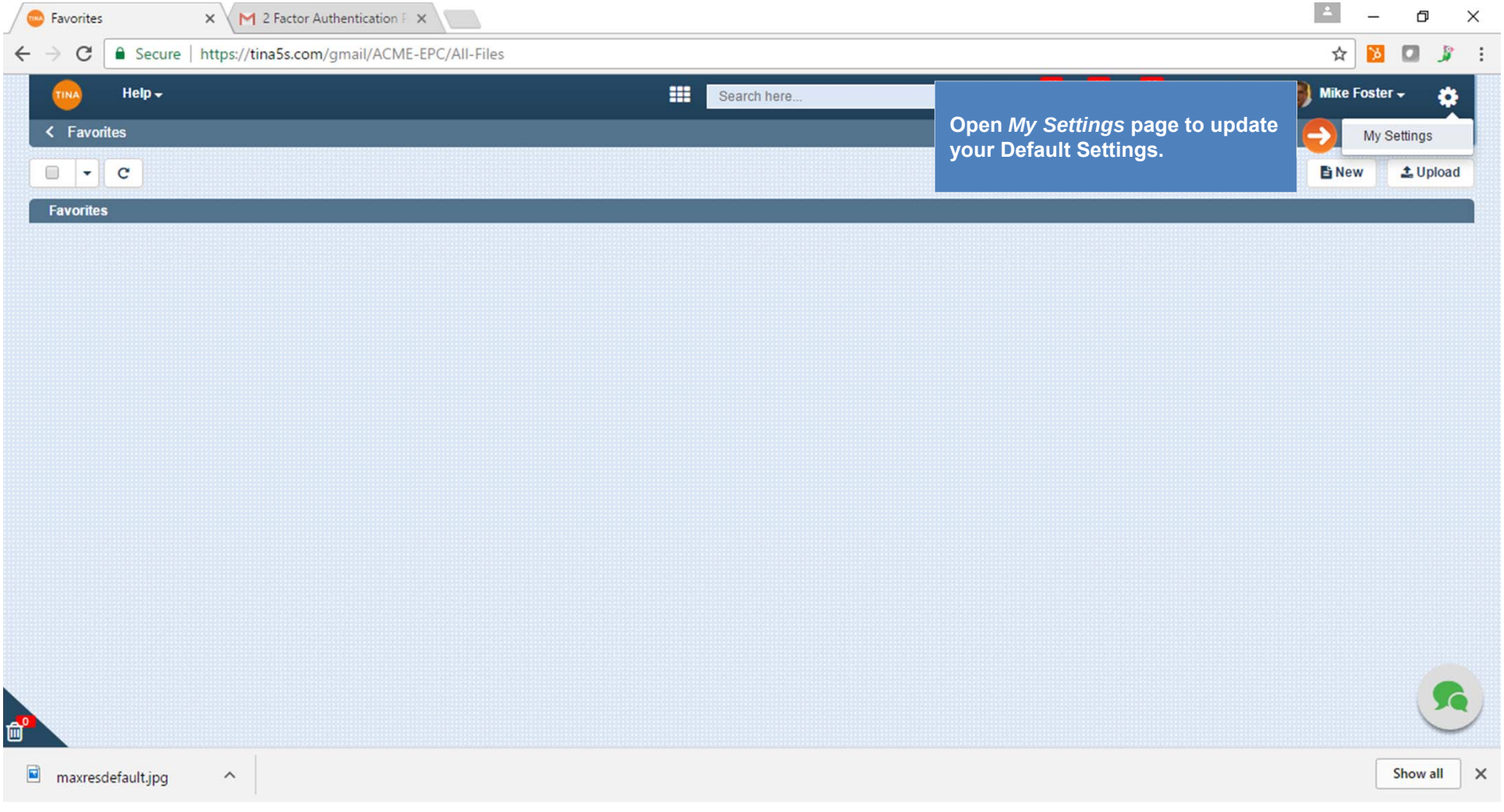

Tina
Inbox (27) - mike.foster
Secure
https://tina5s.com/gmail/ACME-EPC/guest
TINA
Take Control
Sign In to your account
Mike.Foster19641@gmail.com
Password
Keep me signed in
Forgot Password ?
Sign In
Don't have an account yet? Sign up for free
© 2015 Awarebase Corporation.
Privacy | Contact Us
Enter your Login ID and Password.
Click *Sign In*.

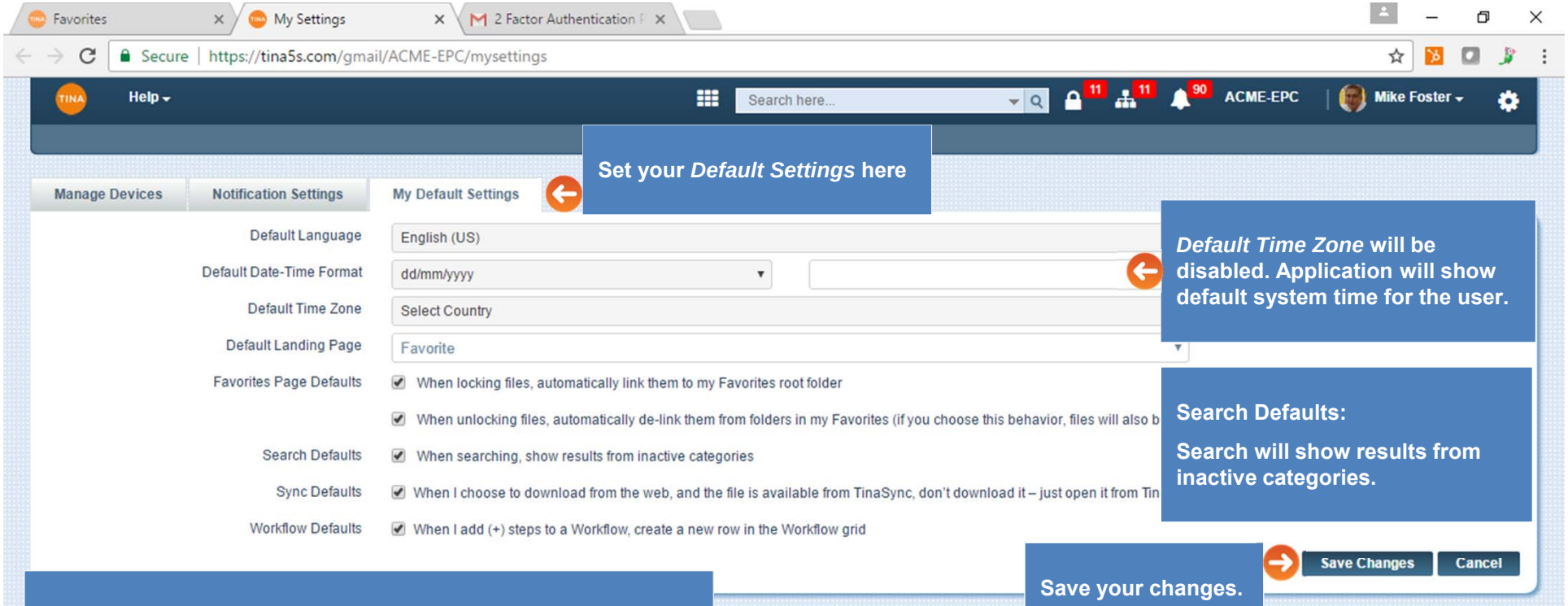

Favorites
2 Factor Authentication
Secure
https://tina5s.com/gmail/ACME-EPC/All-Files
Help
Search here...
11
11
90
ACME-EPC
Mike Foster
My Profile
Install Sync
Logout
Favorites
Favorites
Upload
Login takes you to your Favorites.
The first time you login, go to My Profile to set up your security questions

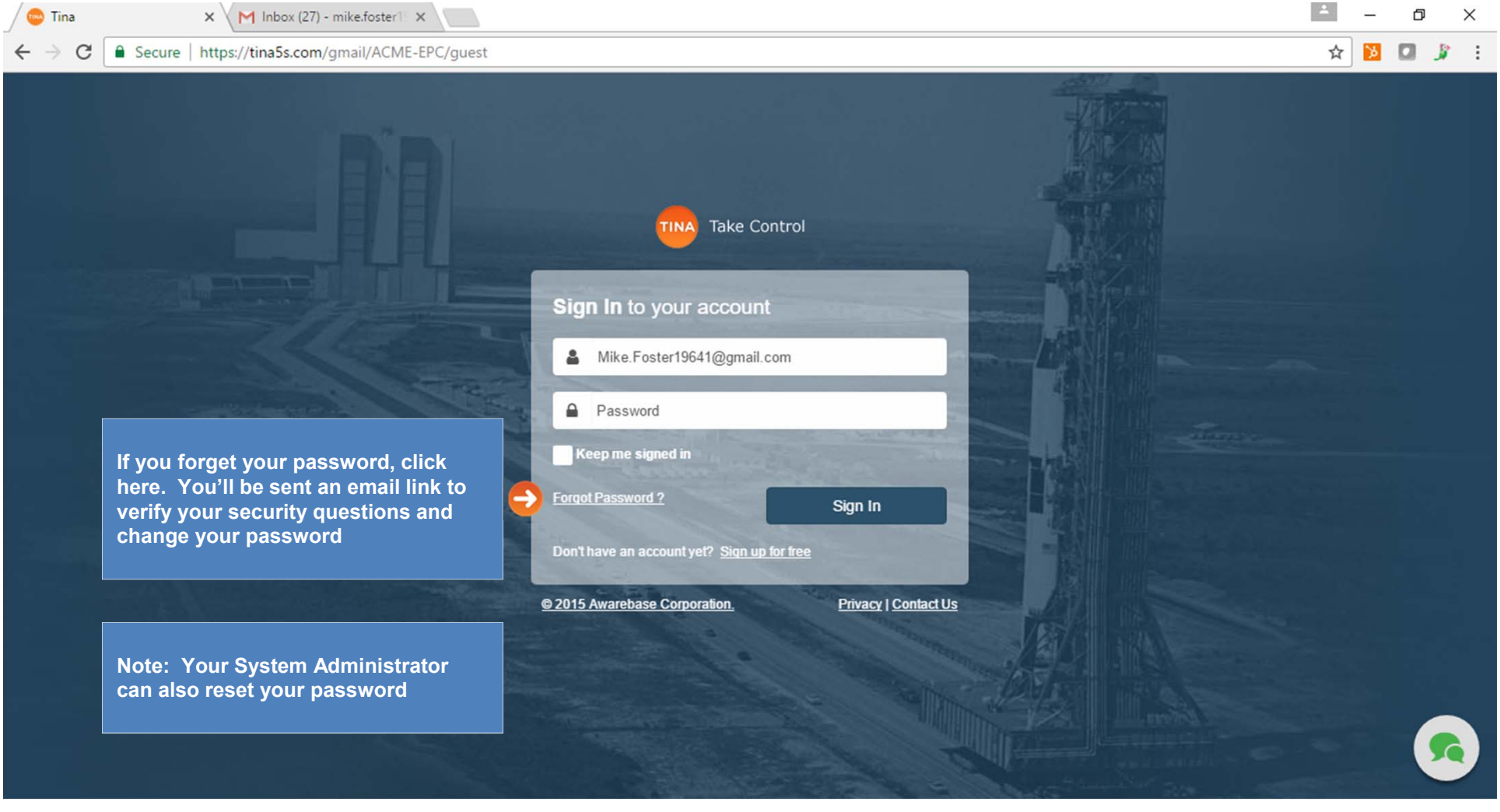

My Profile
2 Factor Authentication
Secure
https://tina5s.com/gmail/ACME-EPC/myprofile
Help
Search here...
11
11
90
ACME-EPC
Mike Foster
My Details
My Networks
Change Password
Change Security Question
Current Password
Security Question
What is your mother's maiden name?
Security Answer
Show Text
Last updated on 03/24/2016
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
Save
Cancel

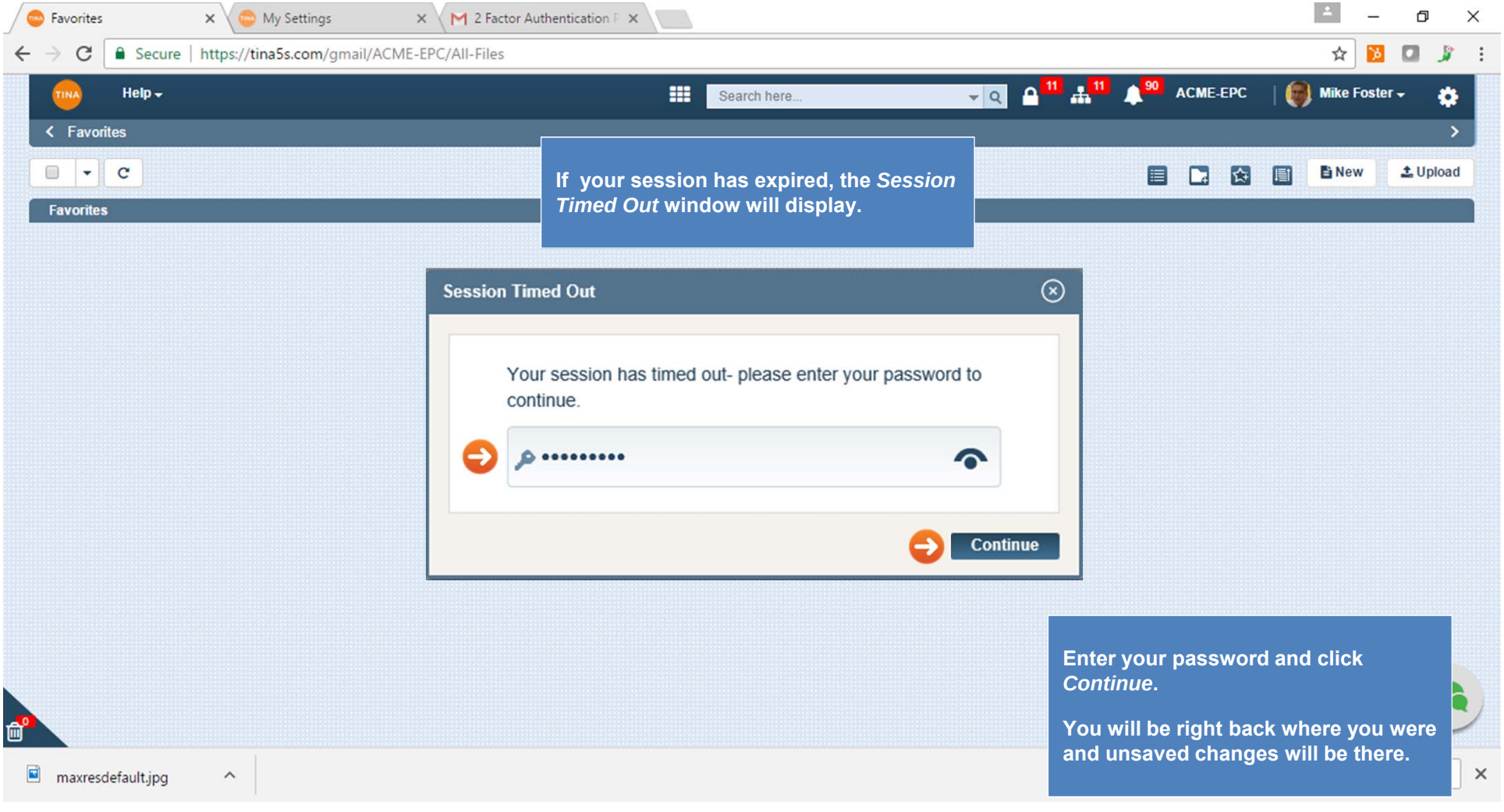

My Profile
2 Factor Authentication
Secure
https://tina5s.com/gmail/ACME-EPC/myprofile
Help
Search here...
11
11
90
ACME-EPC
Mike Foster
My Details
My Networks
Change Password
Change Security Question
Current Password
New Password
Confirm New Password
Show Text
Last updated on 03/24/2016
Password Minimum Standard
• Use atleast 8 characters
• Use atleast 1 number
• Use atleast 1 special character
• Use atleast 1 upper case character
Save
Cancel
To change your password, enter your old and new password using the guidelines provided
Click Save


Favorites
My Profile
2 Factor Authentication
Secure | https://tina5s.com/gmail/ACME-EPC/myprofile
Help
ACME-EPC
Mike Foster
My Details
My Networks
Change Password
Change Security Question
Name : Mike Foster
Roles : AllUser, Engineering, Engineering - Civil, Engineering - Pipeline, Engineering - Piping, Engineering - Process, Engineering - Structural, Engineering - Electrical, Engi...
My Networks : ACME-EPC
Security Attributes :
Email : Mike.Foster19641@gmail.com
Company Name : Virtucon
Department : Engineering
Employee ID : 1897623
Designation : P.Eng
Job Title : Structures Engineer
Office Phone : (123) 456-7890
Mobile Phone : (987) 654-3210
My Details tab displays information about your account.
My Profile Picture
Browse
Remove
You can upload a picture of yourself!
Save
Cancel
Click Save to upload.
maxresdefault.jpg
Show all


Favorites
2 Factor Authentication
Secure
https://tina5s.com/gmail/ACME-EPC/All-Files
Help
Search here...
Mike Foster
Favorites
My Settings
New
Upload
Favorites
Open *My Settings* page to update your Default Settings.
maxresdefault.jpg
Show all


Favorites
My Settings
2 Factor Authentication
Secure
https://tina5s.com/gmail/ACME-EPC/mysettings
Help
Search here...
11
11
90
ACME-EPC
Mike Foster
Manage Devices
Notification Settings
My Default Settings
Set your Default Settings here
Default Language
English (US)
Default Date-Time Format
dd/mm/yyyy
Default Time Zone
Select Country
Default Landing Page
Favorite
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 b
Search Defaults
When searching, show results from inactive categories
Sync Defaults
When I choose to download from the web, and the file is available from TinaSync, don't download it – just open it from Tin
Workflow Defaults
When I add (+) steps to a Workflow, create a new row in the Workflow grid
Default Time Zone will be disabled. Application will show default system time for the user.
Search Defaults:
Search will show results from inactive categories.
Save Changes
Cancel
Save your changes.
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.
Sync Defaults:
Select this option to be able to open a file directly from the Tina Drive on downloading. By default, this box is unchecked.
Workflow Defaults:
By selecting this option, when adding (+) step to a workflow, will automatically create a new row in the workflow grid.


Tina
Inbox (27) - mike.foster
Secure
https://tina5s.com/gmail/ACME-EPC/guest
TINA
Take Control
Sign In to your account
Mike.Foster19641@gmail.com
Password
Keep me signed in
Forgot Password ?
Sign In
Don't have an account yet? Sign up for free
© 2015 Awarebase Corporation.
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


Favorites
My Settings
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Secure
https://tina5s.com/gmail/ACME-EPC/All-Files
Help
Search here...
ACME-EPC
Mike Foster
Favorites
New
Upload
Favorites
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.
maxresdefault.jpg