Log in to T1 Studio

In order to use T1 Studio, you need to log in to the system with your credentials. Login types are different, it is either by password or by Active Directory credentials as mentioned below.

Log in using Active Directory

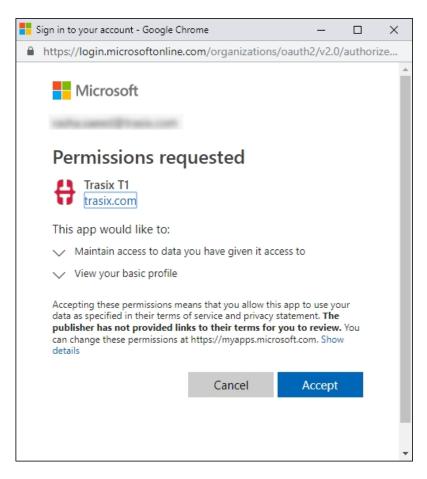
To log in to T1 Studio using your Active Directory, follow these steps:

1. Double-click its icon, the following window opens:



- 2. Enter your email address and click Next, the Active Directory login screen pops up,
- 3. Enter your credentials then click ${\bf Sign}~{\bf In}.$

If this is the first time you log in to T1 Studio, the following window appears asking you to give permission to T1 to access your information:



Click Accept, this is done only once, and you will not be prompted to do so again.

If you have multiple accounts with Trasix, you will be prompted to select the username you would like to use as shown below:

T		
		Hi Rasha We've noticed you have multiple users linked to the account, please select the user you want to login with.
		Filter
	Have a registration code already?	R2 @trasix.com
а С		

Select the account you want.

Log in using password

To log in to T1 Studio using your password, follow these steps:

1. Double-click its icon, the following window opens:

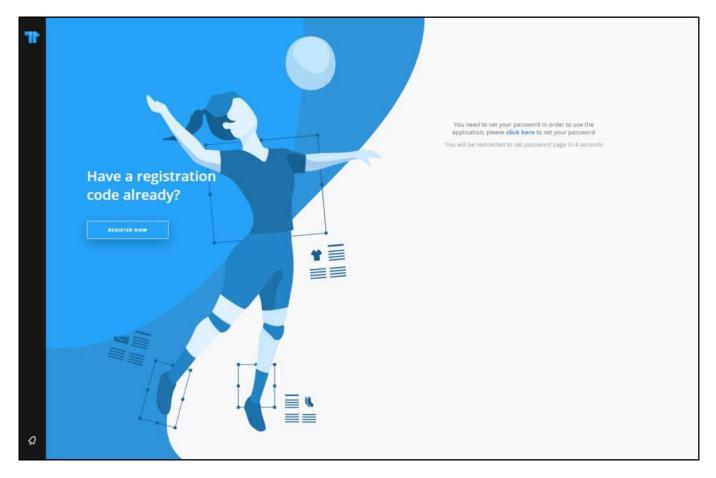
T		T Studio	
	Have a registration code already?	Login	
Q		NEXT	

- 2. Enter your username, the Next button is activated,
 3. Click Next, the following window appears:

T		
		Studio
	Have a registration	Hi Rasha
	code already? ■ ■ ■	PASSWORD forgot password?
		LOGIN
ର		

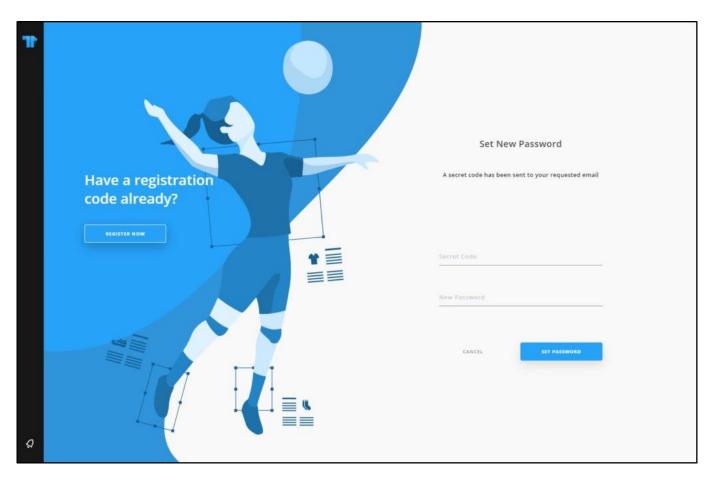
4. Enter the password then click **Login**, the main window opens if the username and password are correct.

If this is the first time you log in to T1 Studio, the following window appears:

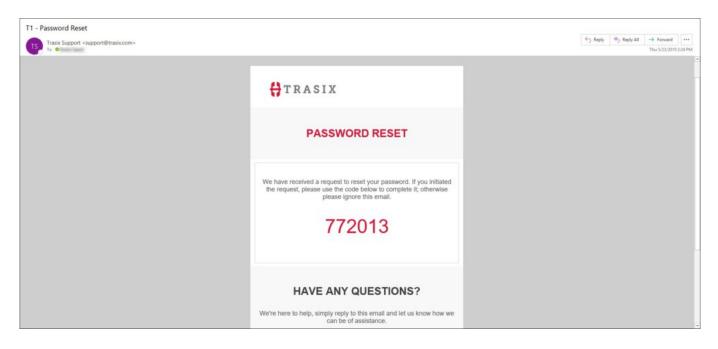


You need to set your password by following the steps below:

1. Click the link to set your password, the following window appears:



An email will be sent to you containing a secret code as shown in the below example:



- 2. Enter the secret code and the password you would like to assign your account, your password should be a minimum of 5 characters and a maximum of 50, and can include any letter, number and special characters,
- 3. Click Set Password, your password is set.

Forgot Password

If you cannot remember your password, follow these steps to reset it:

*	Have a registration	Set New Password A secret code has been sent to your requested email
	code already?	Secret Code
ସ		CANCEL SET FASSWORD

1. Click *Forgot Password*?, the following window appears:

- 2. Enter the secret code you received by email and the new password you want to set for your password, your password should be a minimum of 5 characters and a maximum of 50, and can include any letter, number and special character,
- 3. Click **Set Password**, you can log in using your new password. Same steps should be followed if the system admin resets your password.

If this is the first time you are logging in to the application, or a new version of the application is downloaded, the following window appears to display the terms and conditions of T1 Studio:

Privacy Policy		
Privacy policy 1. Introduction 1.1 We are committed to safeguarding the privacy of our service users. 1.2 This policy applies where we are acting as a data controller with respect to the personal data of our website visitors and service users; in other words, where we determine the purposes and means of the processing of that personal data. 1.3 In this policy, "we", "us" and "our" refer to Trasix DMCC. For more information about us, see Section 11.		
I have read and accept the privacy policy DECLINE ACCEPT		

Go through the terms and conditions then click the checkbox next to "I have read and accept the privacy policy". If the checkbox is selected, the **Accept** button is activated and you can click it to use the application, or click **Decline** to close the window and go back to the login page.

T1 Studio window appears as shown below:

T				C Filter Catalogs	Filter by season 🗸 🗸	c
	2022 B catalogs					
	B Emerging Market - 2022	Emerging Market - 5522	Winter Collection			
	2023 transfor					
	SS23 Collection					
	2020 t catalog					
ର	Spring Collection Emerging Market - Spring					
RS	ID 11 catalogs					Online 🎔

All the active catalogs assigned to you are displayed. Catalogs are grouped by year and the number of catalogs for each year is displayed next to it.

You can filter catalogs by entering any part of the catalog name in the "Filter Catalogs" field, or select the season you want from the "Filter by season" dropdown list.

For each catalog, its name, account, season and catalog status are displayed.

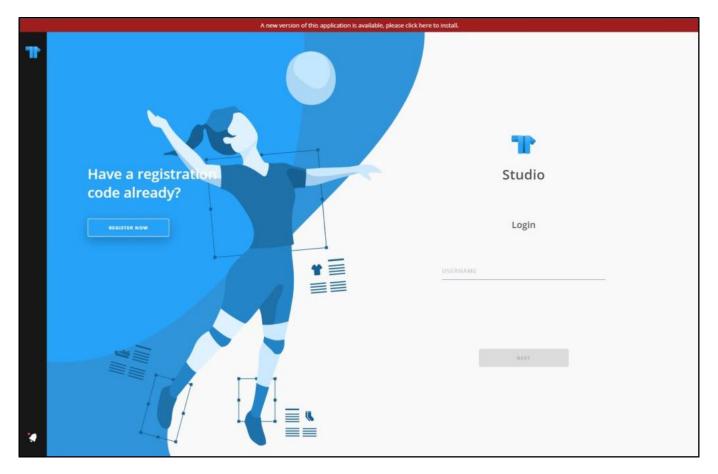
Note:

• The title bar background color can be changed using an app configuration as shown in the below example:

6		TT-STUDIO (Q4STL)	Q – 🗆 ×
T		Studio	
	Have a registration code already?	Login	
Q		NEXT	

If the configuration is not added, the default color is white.

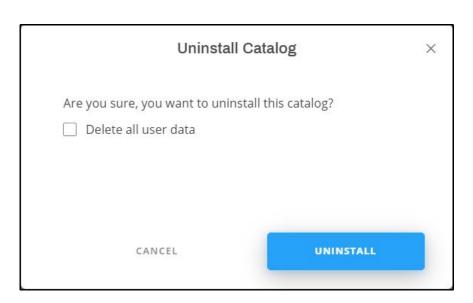
The application checks for new versions of T1 Studio, if a new version is available, the following message appears:



Click the message, the system checks for updates, downloads them then restarts automatically.

You can click **Refresh** to refresh the listed catalogs and also check for new versions of the application. If a new version is available, a message appears as shown above.

You can delete any of the downloaded catalogs by clicking the delete button next to it, right clicking on the catalog then clicking **Delete Catalog**, or if you are using a touch screen then click and hold the catalog you want then select **Delete**, the following message appears:



Select whether you want to delete orders, favorites, and merchandising boards related to this catalog by clicking the checkbox, otherwise, all the information related to this catalog will be available when you download the catalog again. Click **Uninstall**, the catalog status changes to **Not Downloaded** and you can download it again by following the steps mentioned in "Download Catalog".

To logout of the application, select **Logout** from the button that displays your initials on the titlebar. You can also manage your preferences through the **Settings** module as mentioned in the coming section.

You can download a catalog and view its articles, set favorites, and manage merchandising boards, etc. as mentioned in the following sections.

Note:

• If you have more than one account, you can switch between your different accounts without logging out of the system. An option to switch your user account is now available as shown in the below example:



When you click the account, you are redirected to the account selection page.