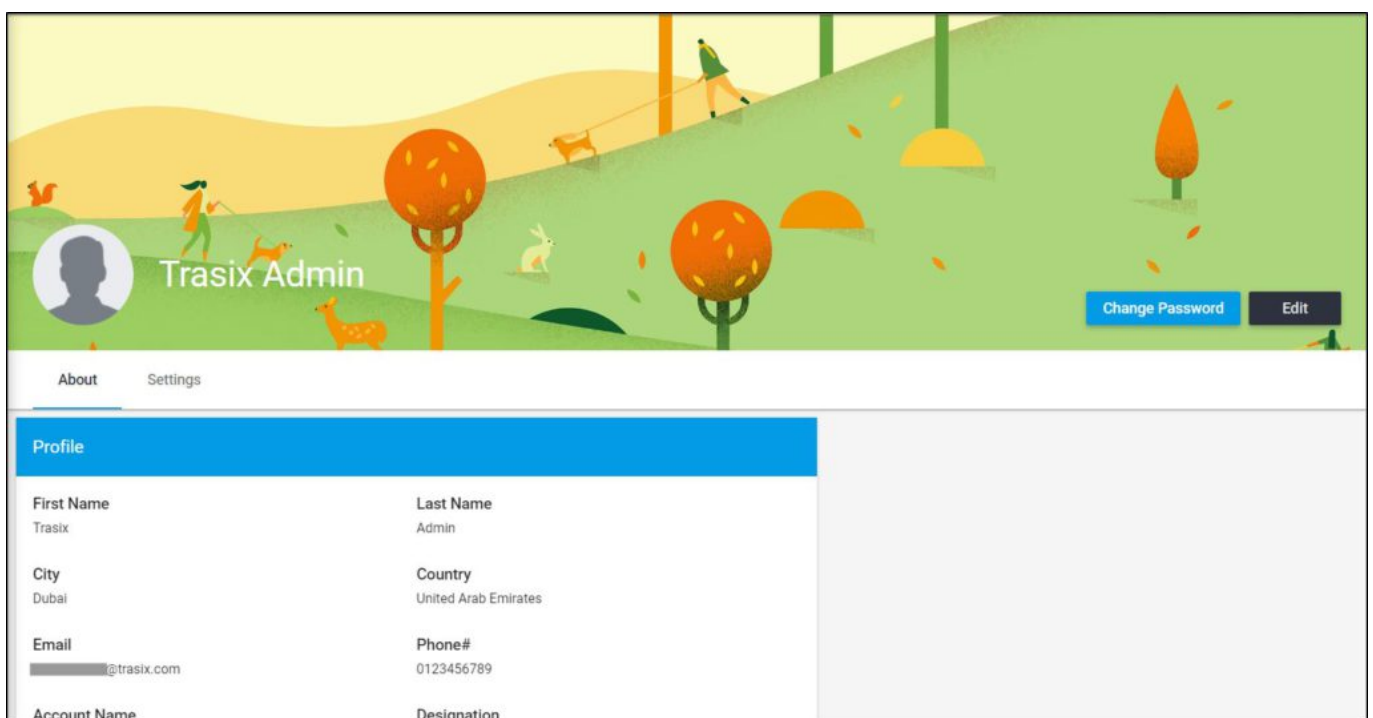


## My profile

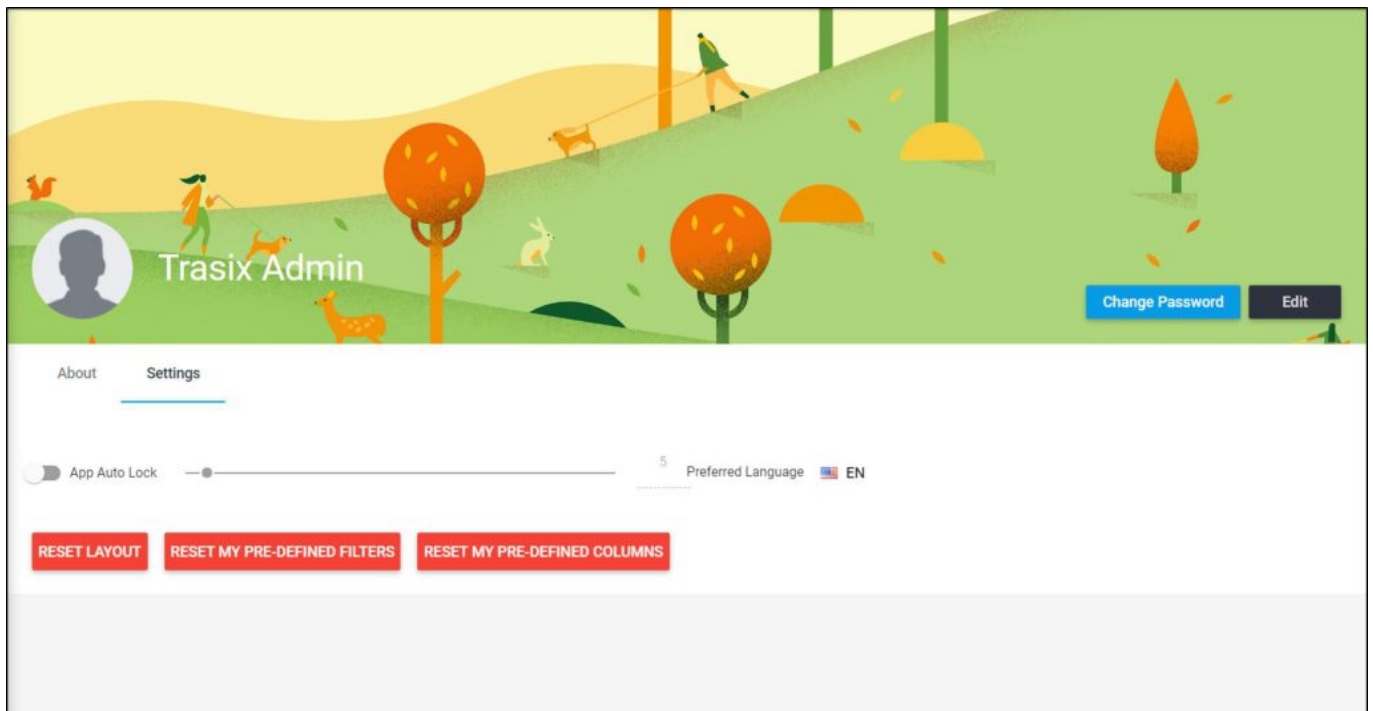
Through this page, you can view and update your profile such as your personal information, profile settings, and password.

Click **My Profile**, or click the button that represents your name and select “My Profile”, the following page appears:



The page shows two tabs, **About** and **Settings**. In the **About** section, your information is displayed such as your first name and last name, email, phone number, etc. Once the email is set, it cannot be changed.

The **Settings** tab appears as shown below:



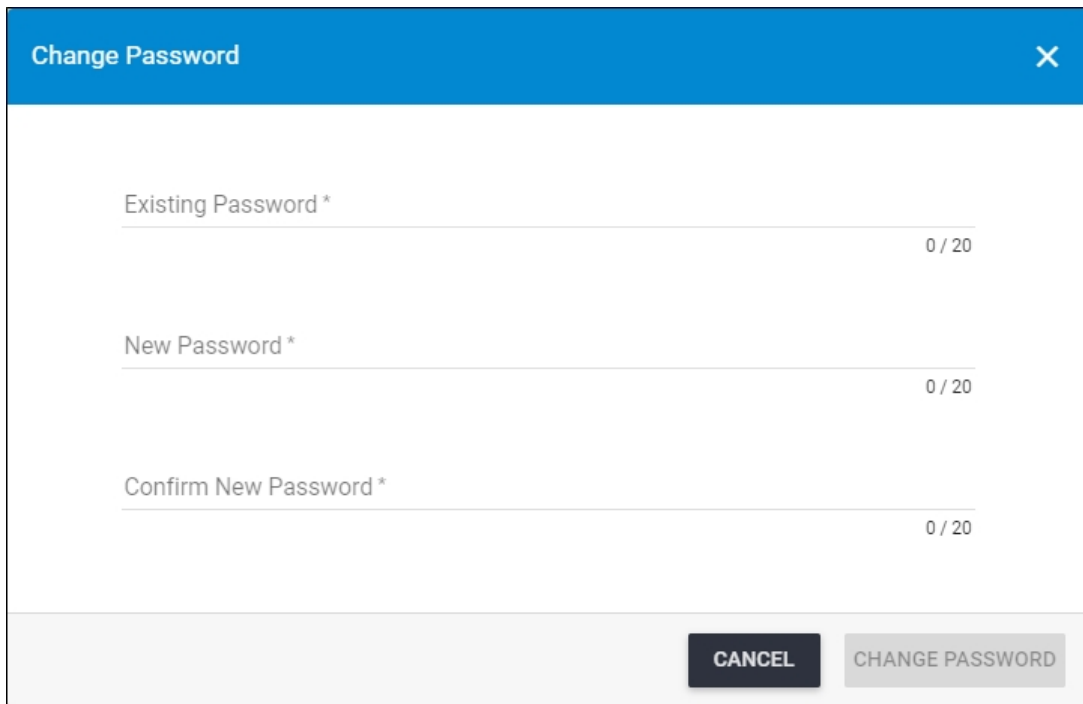
Through this tab, you can to change your settings and specify the time after which you are automatically logged out of T1. You can also activate or change the interval of live data updates to get instant database changes from other users who are currently working on the same active catalog.

All the actions you can perform through this page are discussed below.

## Change Password

To change your password, follow these steps:

1. Click **Change Password**, the following window appears:

A dialog box titled "Change Password" with a blue header and a white body. It contains three text input fields: "Existing Password \*", "New Password \*", and "Confirm New Password \*". Each field has a character count indicator "0 / 20" on the right side. At the bottom right, there are two buttons: a dark grey "CANCEL" button and a light grey "CHANGE PASSWORD" button. A close button (X) is located in the top right corner of the header.

Change Password

Existing Password \* 0 / 20

New Password \* 0 / 20

Confirm New Password \* 0 / 20

CANCEL CHANGE PASSWORD

2. Enter the current password in the “Existing Password” field,
3. Enter the new password and its confirmation, each in its field, password must be between 8 and 20 characters, contain at least one digit and one alphabetic character, and must not contain special characters,
4. Click **Change Password** to confirm or click Cancel to discard changes.

## Edit Profile

To edit your profile, follow these steps:

1. Click **Edit**, the following page appears:

### Edit Record ✕

Q Search

First Name*	Trasix	Last Name*	Admin
	6 / 20		5 / 20
Phone#	0123456789	Country*	United Arab Emirates ✕
	10 / 20		
City	Dubai	Designation	
	5 / 25		0 / 20
Department			

**CANCEL** **SAVE**

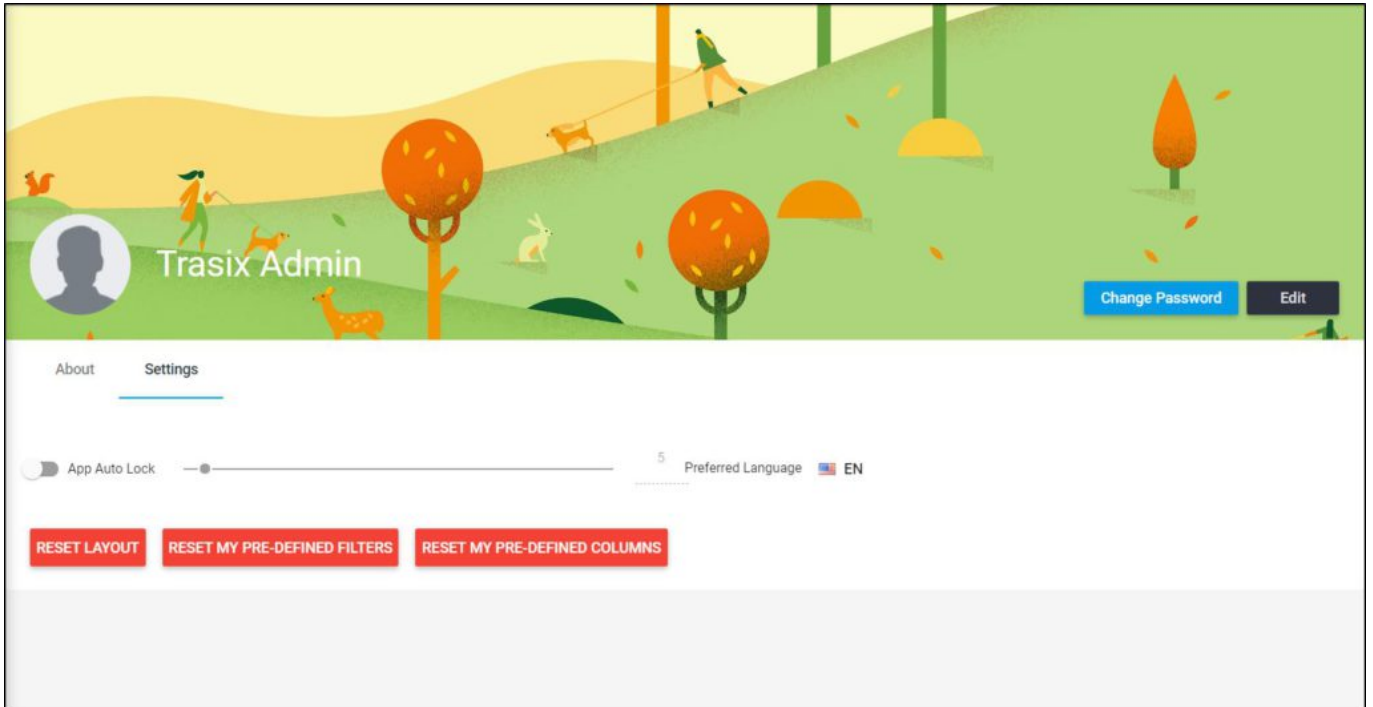
The page displays the information defined when your account was created and you can change any of it.

2. Make the required changes on any of the displayed information,
3. Click **Save**.

## Settings

Through this tab you can specify the time after which you are automatically logged out of the system if you were not doing any activity, and reset your filters and column.

Go to **Settings** tab, the following page appears:

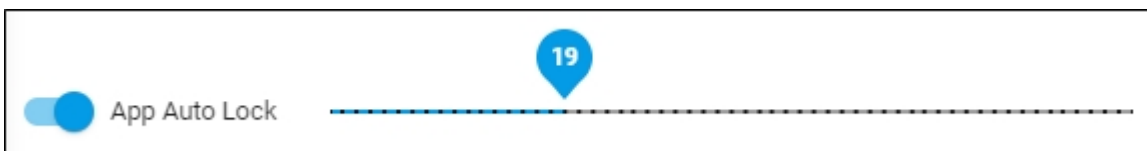


The page displays the default settings of the system and you can update them according to your preference.

### **App auto lock**

This option specifies the time, in minutes, after which you are automatically logged out of T1 in case you were not doing any activity. This option is added for your security in case you left your computer unattended without logging out. The value ranges from 1 to 60 minutes.

To change the time, drag the slider, you will notice the number next to it changes accordingly as in the below example:



You can also enter the value you want in the field.

### **Note:**

- You cannot turn this option off and the slider button is deactivated. Only a Trasix user

has the privilege to turn this option off.

### **Reset Layout**

This option resets the system pages to display only the default columns and in the default order. In case you have chosen to show or hide specific columns using the Column chooser or changed the columns sequence, this button resets your changes back to the default. For more information on using the Column chooser, refer to "[Column chooser and pre-defined columns](#)".

### **Reset my predefined filters**

This option deletes all the filters you have created in different system pages. For more information on using filters, refer to "[Filter records](#)".