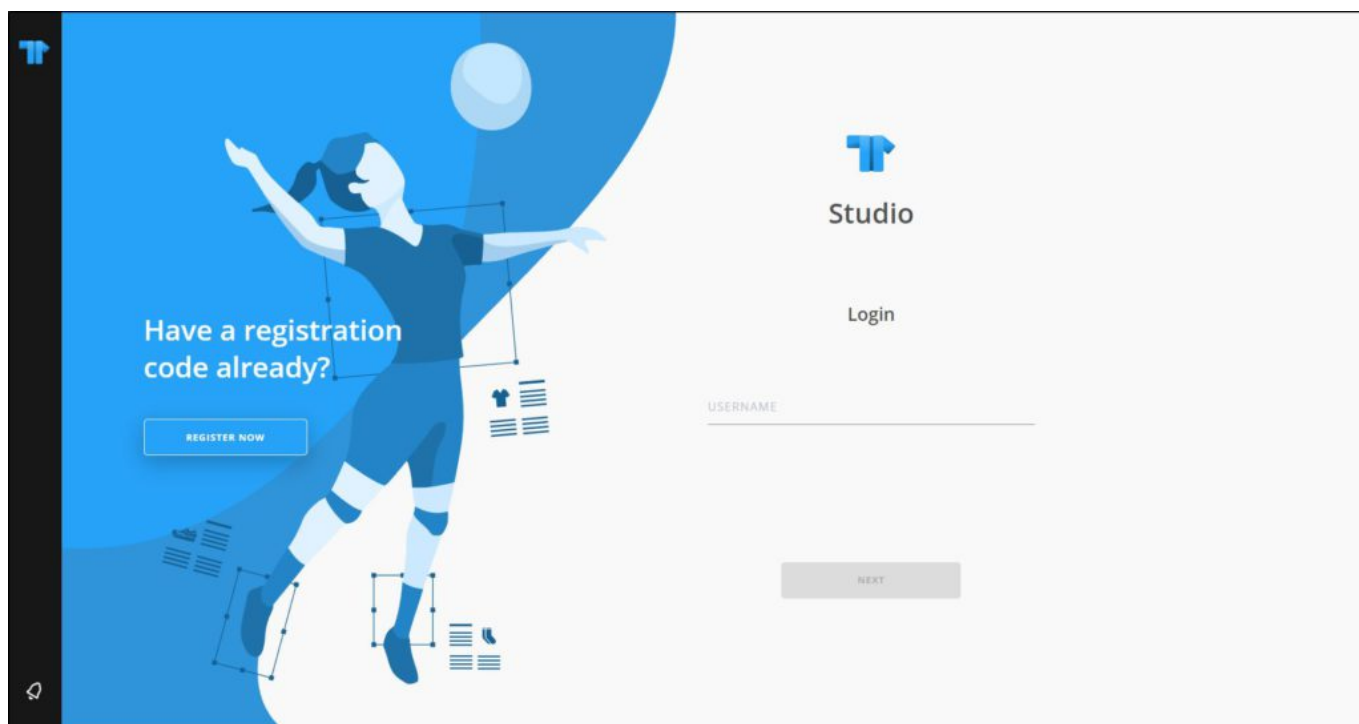# Log in to T1 Studio

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.
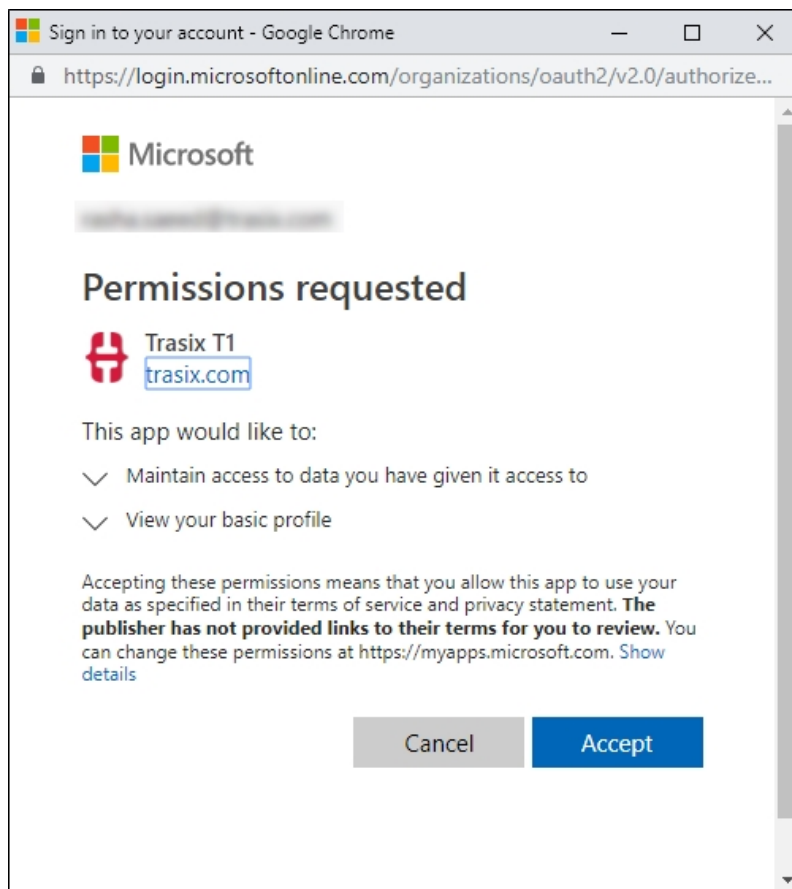
Log in using Active Directory

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

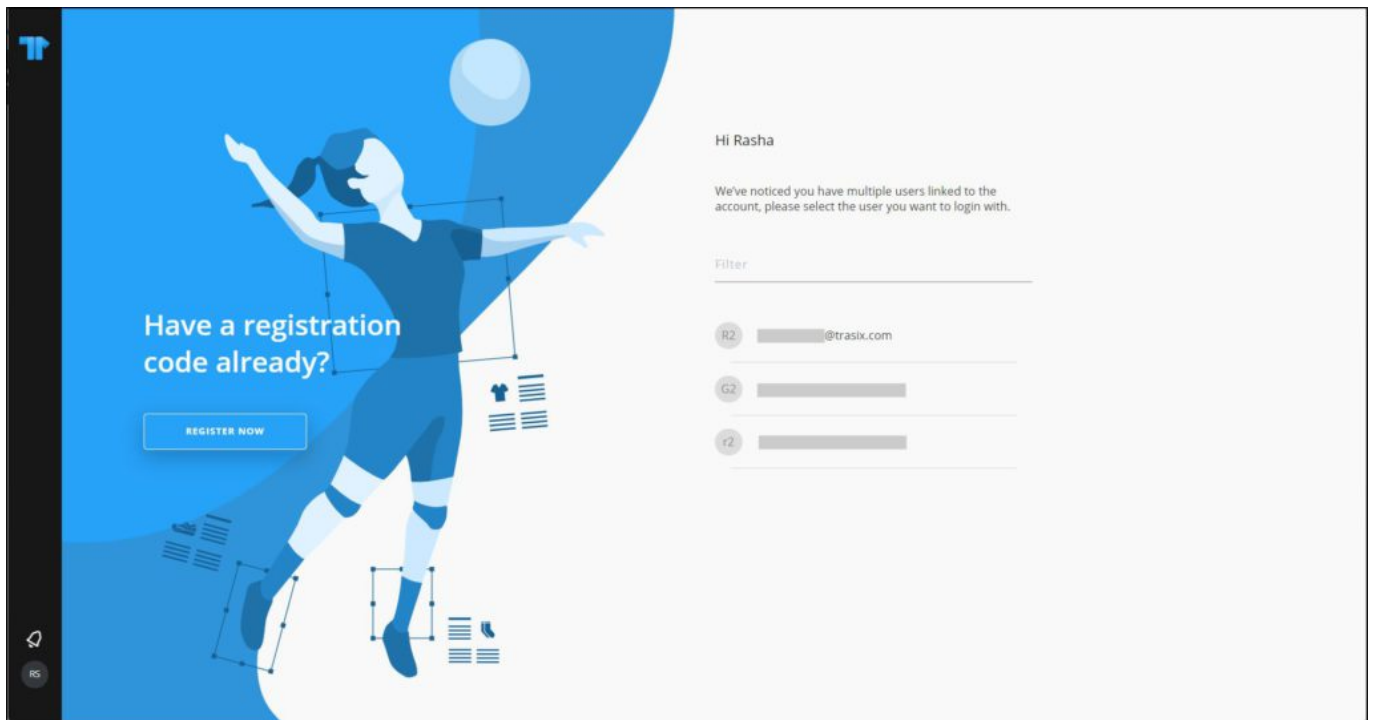1. Double-click its icon, the following window opens:

2. Enter your email address and click **Next**, the Active Directory login screen pops up,
3. Enter your credentials then click **Sign 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:
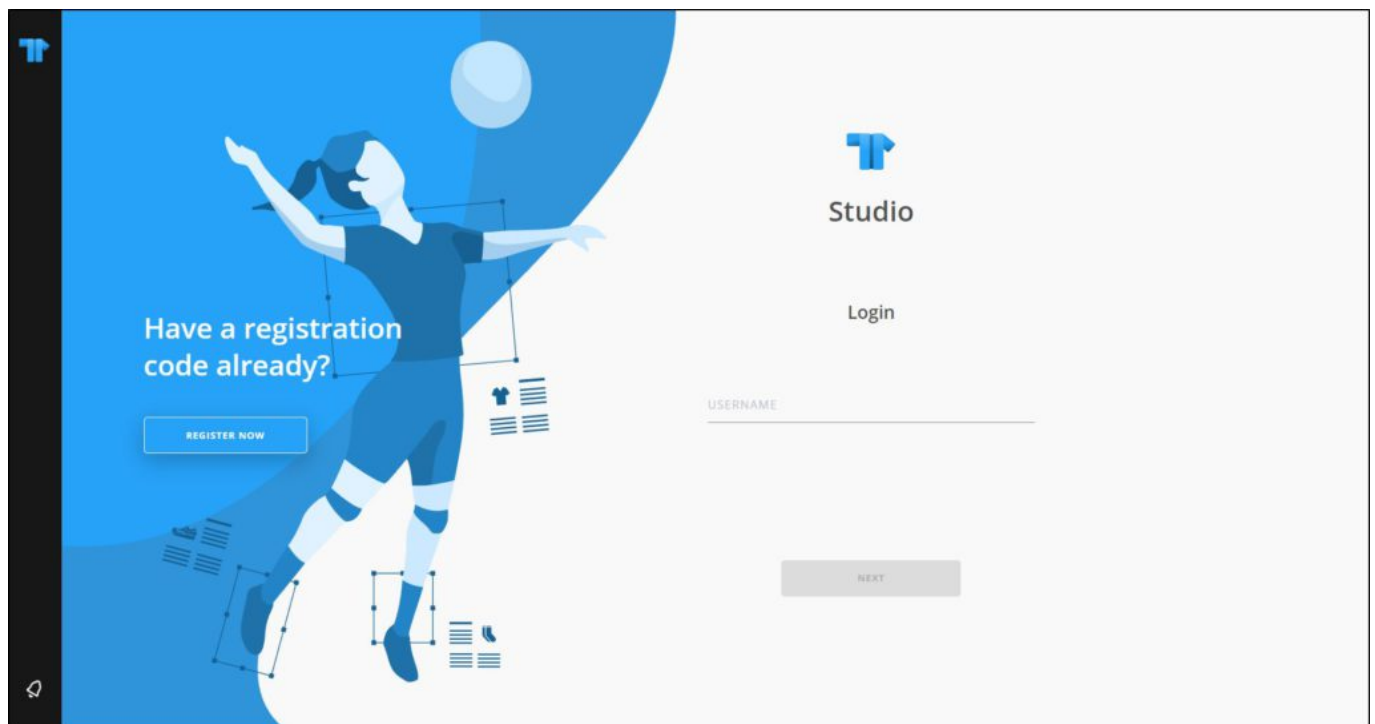
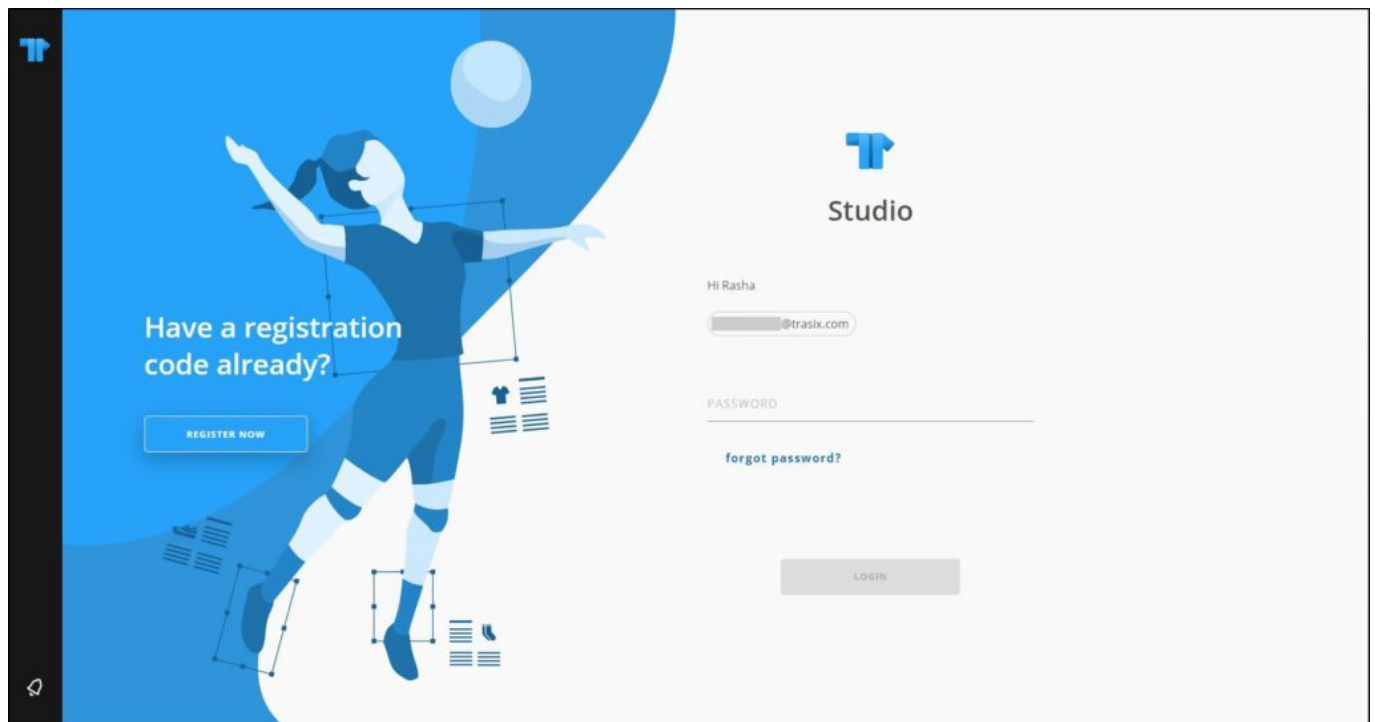Select the account you want.

Log in using password

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

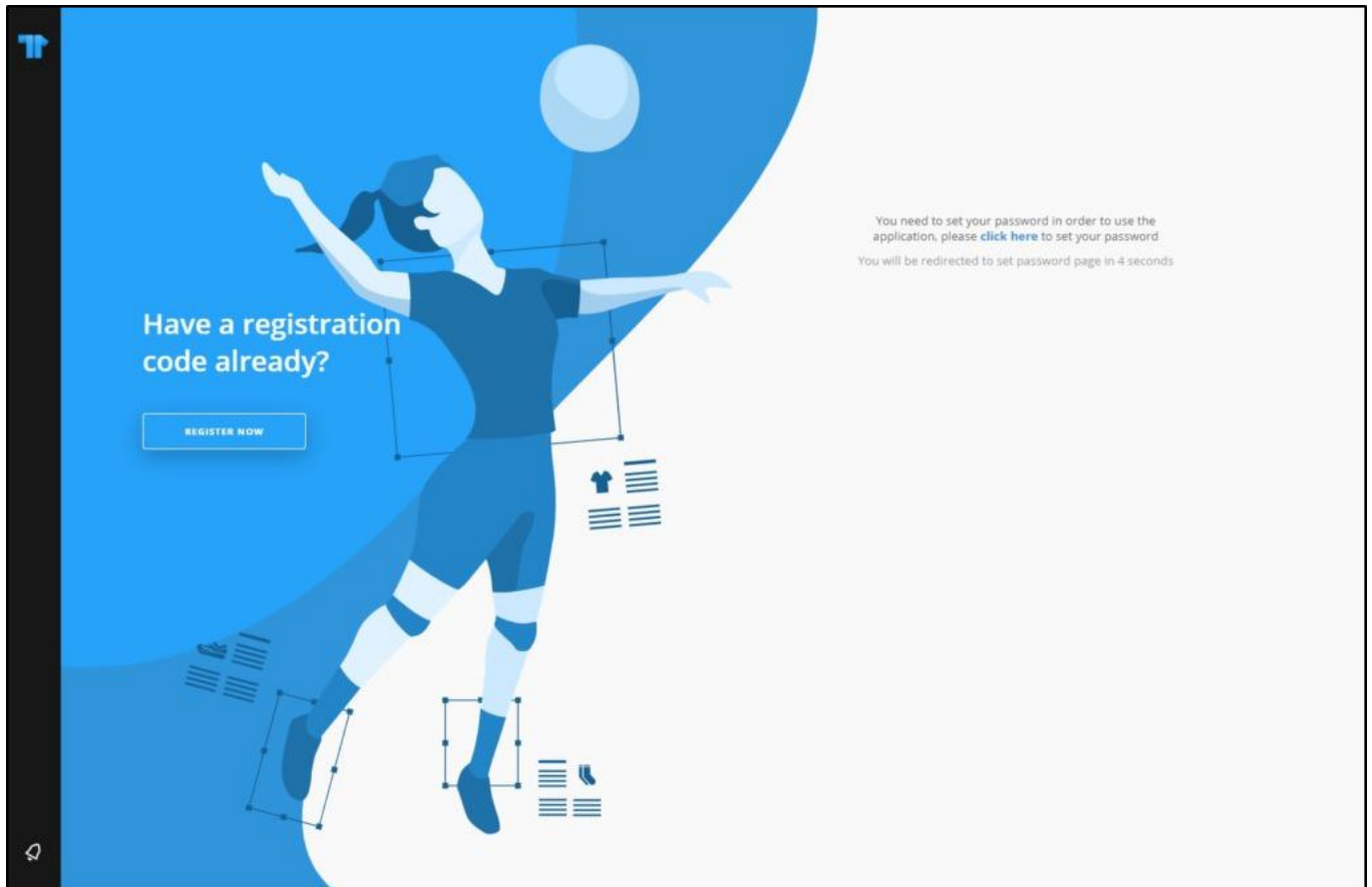1. Double-click its icon, the following window opens:

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

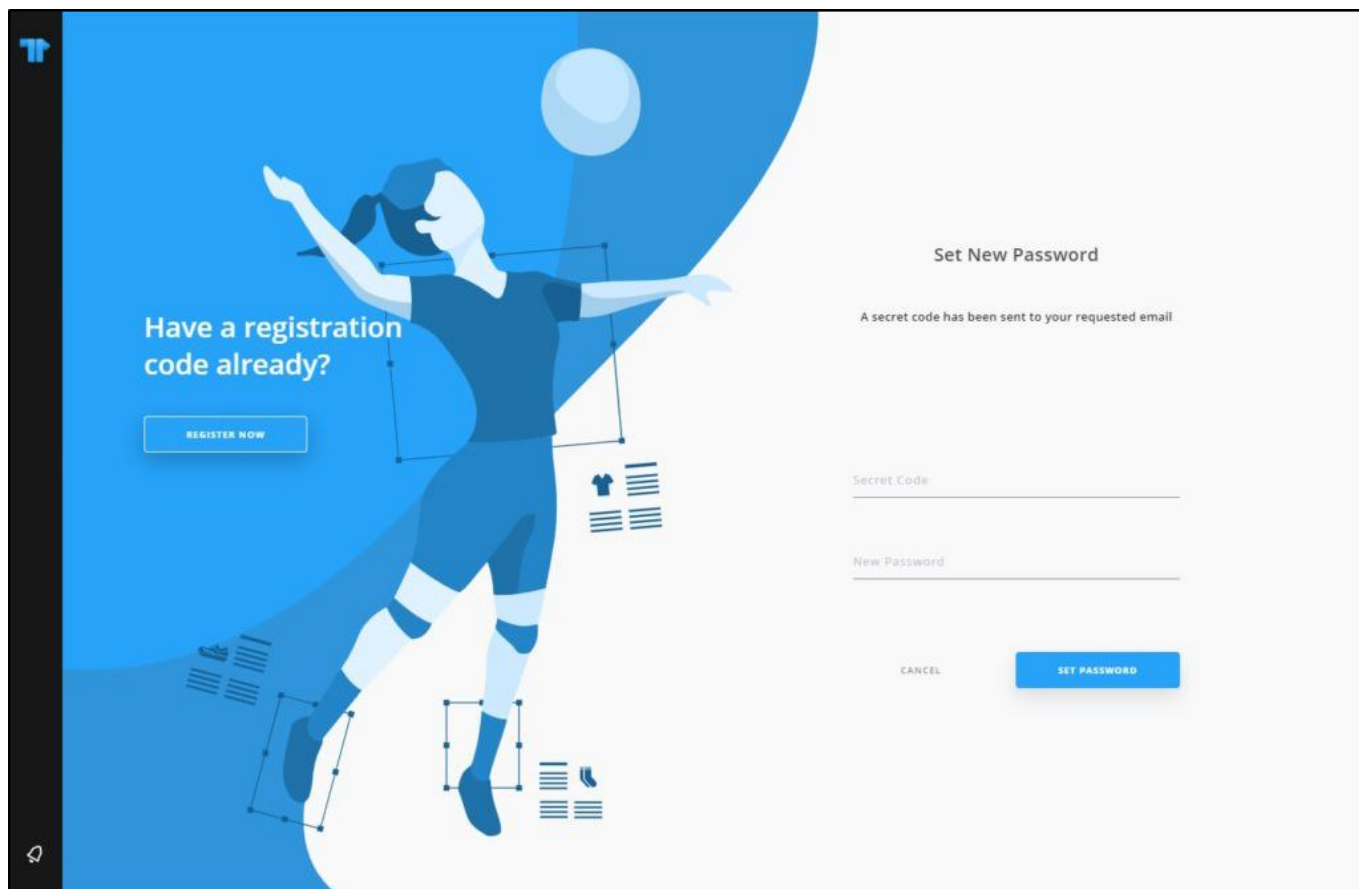4. Enter the password then click **Login**, the main window opens if the username and password are correct.

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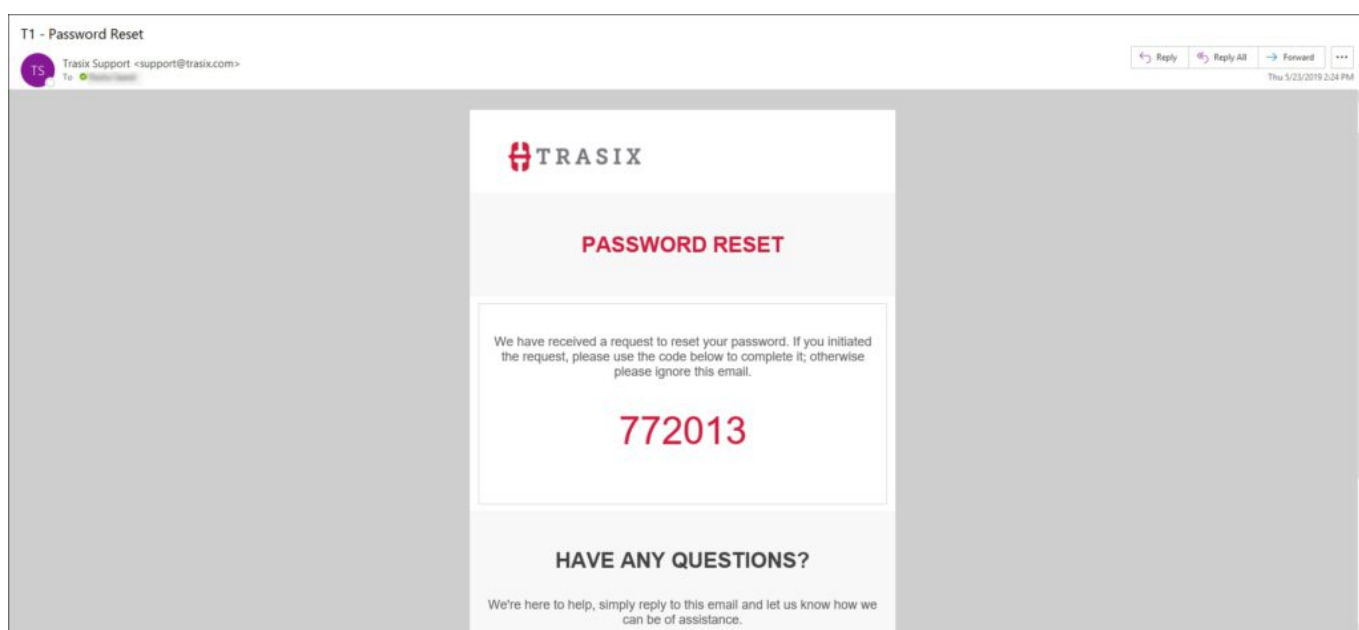

You need to set your password by following the steps below:

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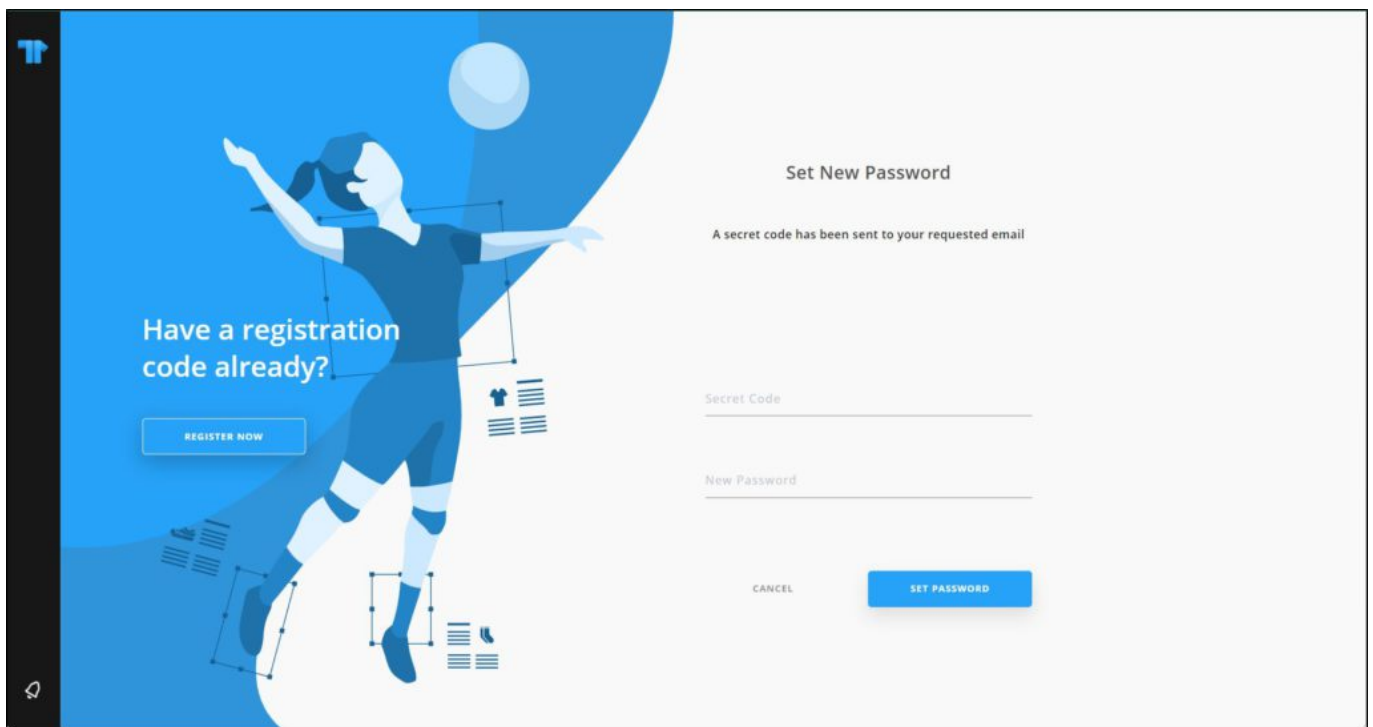
2. Enter the secret code and the password you would like to assign your account, your password should be a minimum of 5 characters and a maximum of 50, and can include any letter, number and special characters,
3. Click **Set Password**, your password is set.

Forgot Password

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

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

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.

2. How we use your personal data

2.1 In this Section 2 we have set out:

(a) the general categories of personal data that we may process;

(b) in the case of personal data that we did not obtain directly from you, the source and specific categories of that data;

(c)   the purposes for which we may process personal data; and

(d) the legal bases of the processing.

2.2 We may process data about your use of our website and services ("**usage data**"). The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. This usage data may be processed for the purposes of analyzing the use of the website and services. The legal basis for this processing is consent OR our legitimate interests, namely monitoring and improving our website and services.

2.3 We may process your account data ("**account data**"). The account data may include your name and email address. The source of the account data is yourself or your employer. The account data may be processed for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is consent OR our legitimate interests, namely the proper administration of our website and business OR the performance of a contract between you and us and/or taking
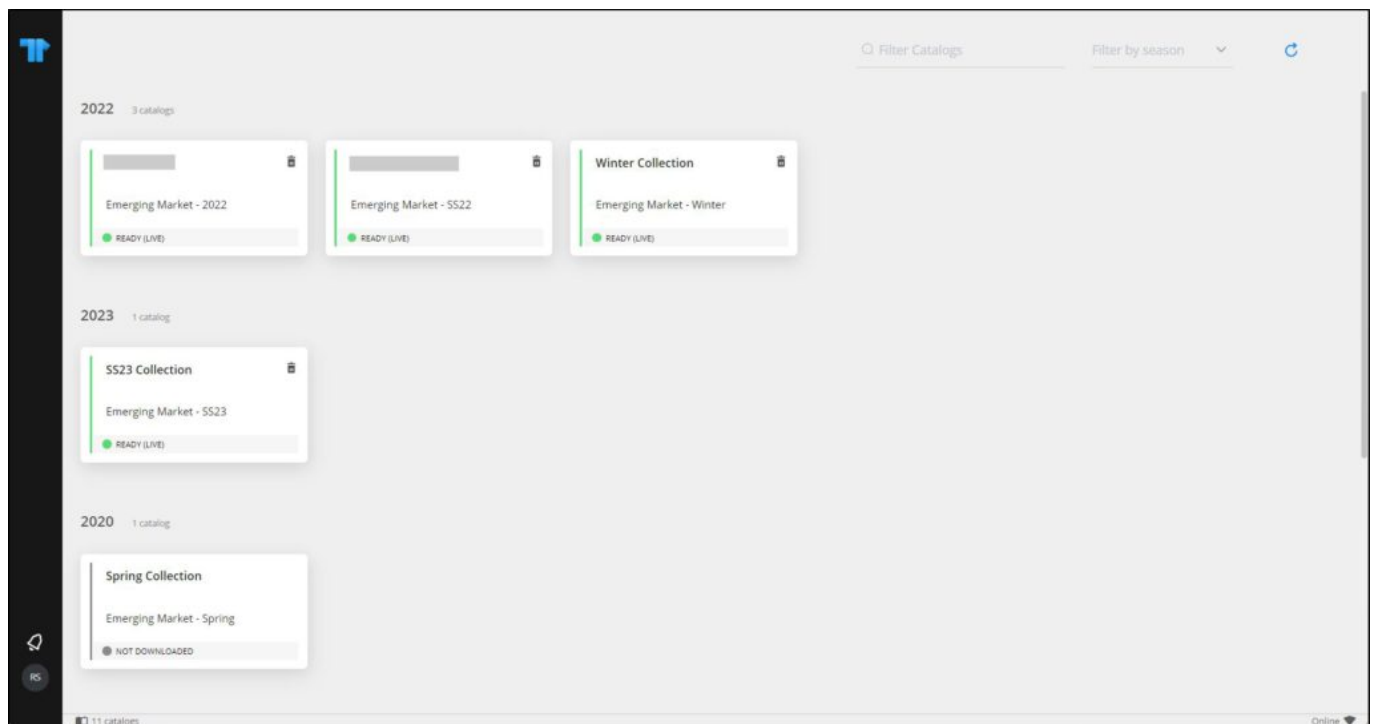
☐ I have read and accept the privacy policy

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.

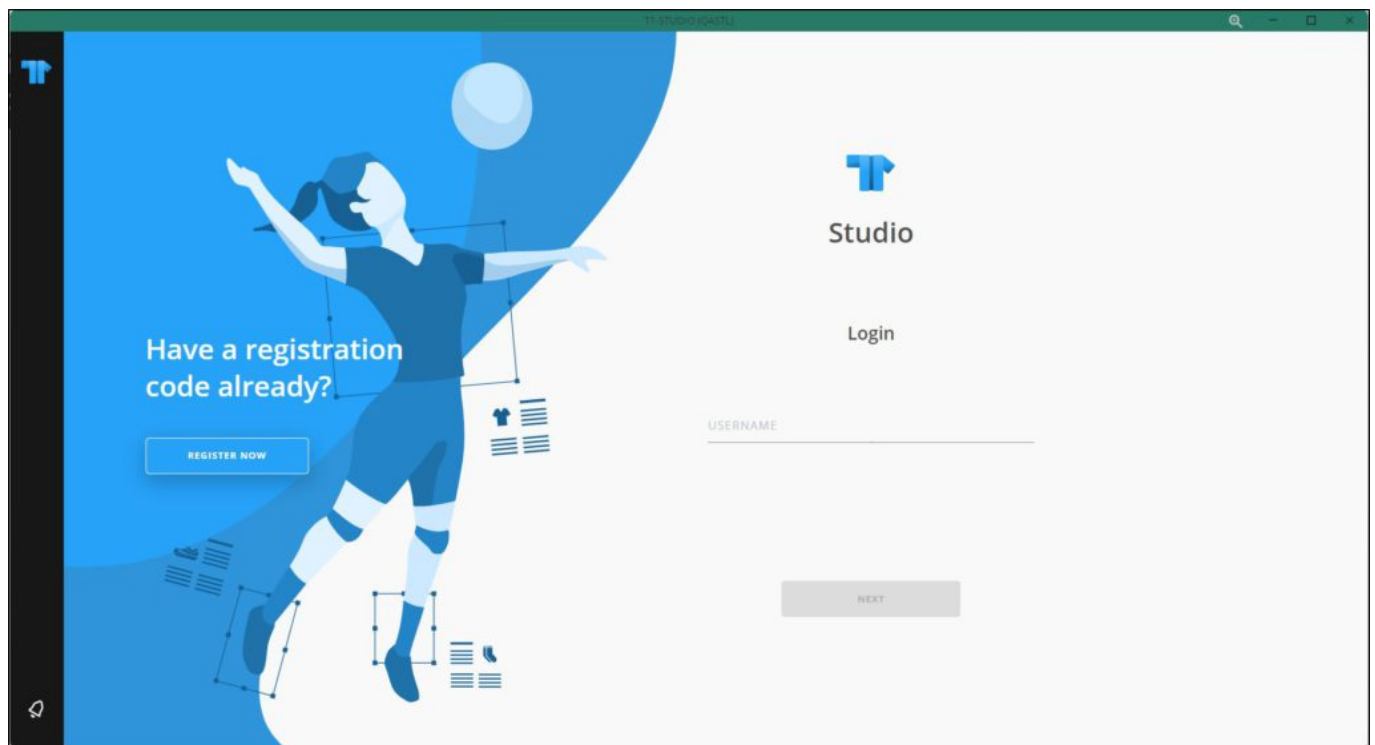T1 Studio window appears as shown below:

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.

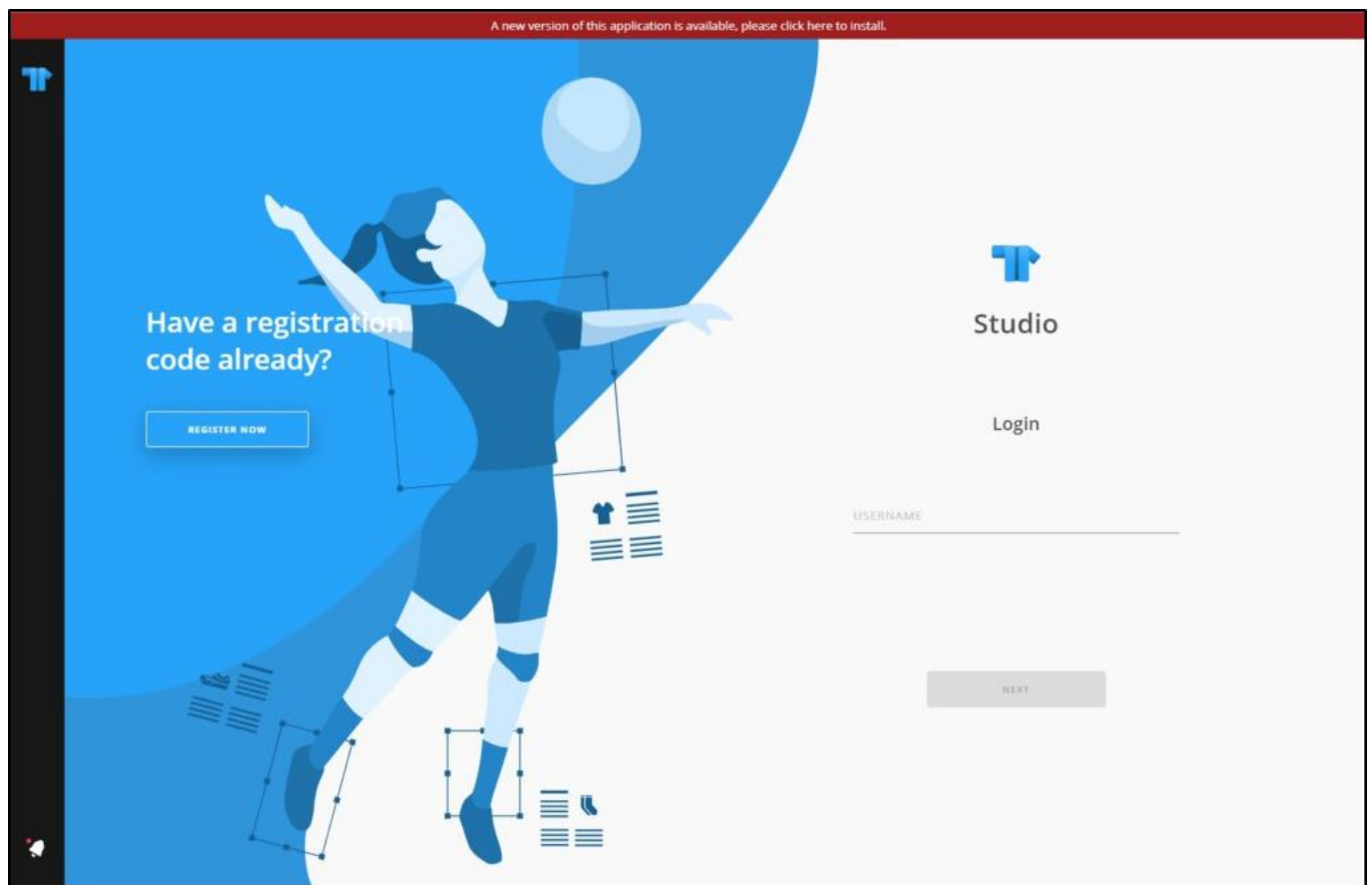For each catalog, its name, account, season and catalog status are displayed.

Note:

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

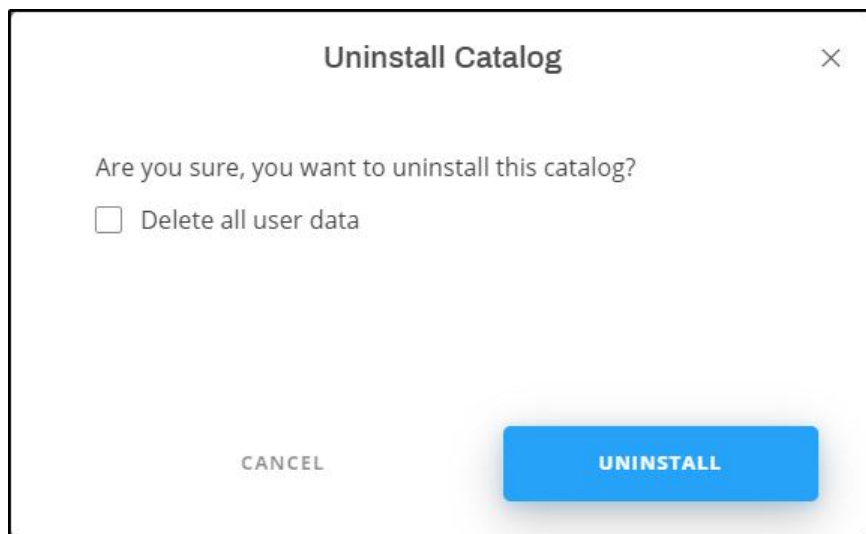If the configuration is not added, the default color is white.

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:
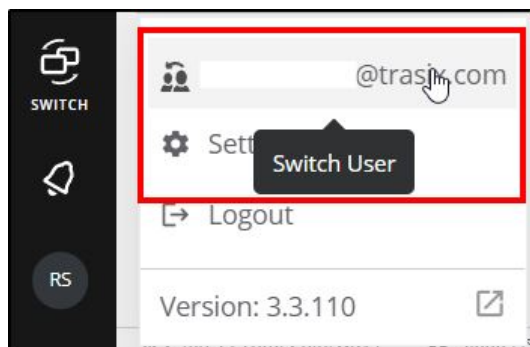
Select whether you want to delete orders, favorites, and merchandising boards related to this catalog by clicking the checkbox, otherwise, all the information related to this catalog will be available when you download the catalog again. Click **Uninstall**, the catalog status changes to **Not Downloaded** 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.