Introducing:
The Digital Vault

How To Get The Most Out Of This Exciting New Tool!

THERMA·TRU® DOORS

Email Address

Password

☐ Remember Me

Sign In   Create Account

Forgot your password?

See our Support page if you need assistance.
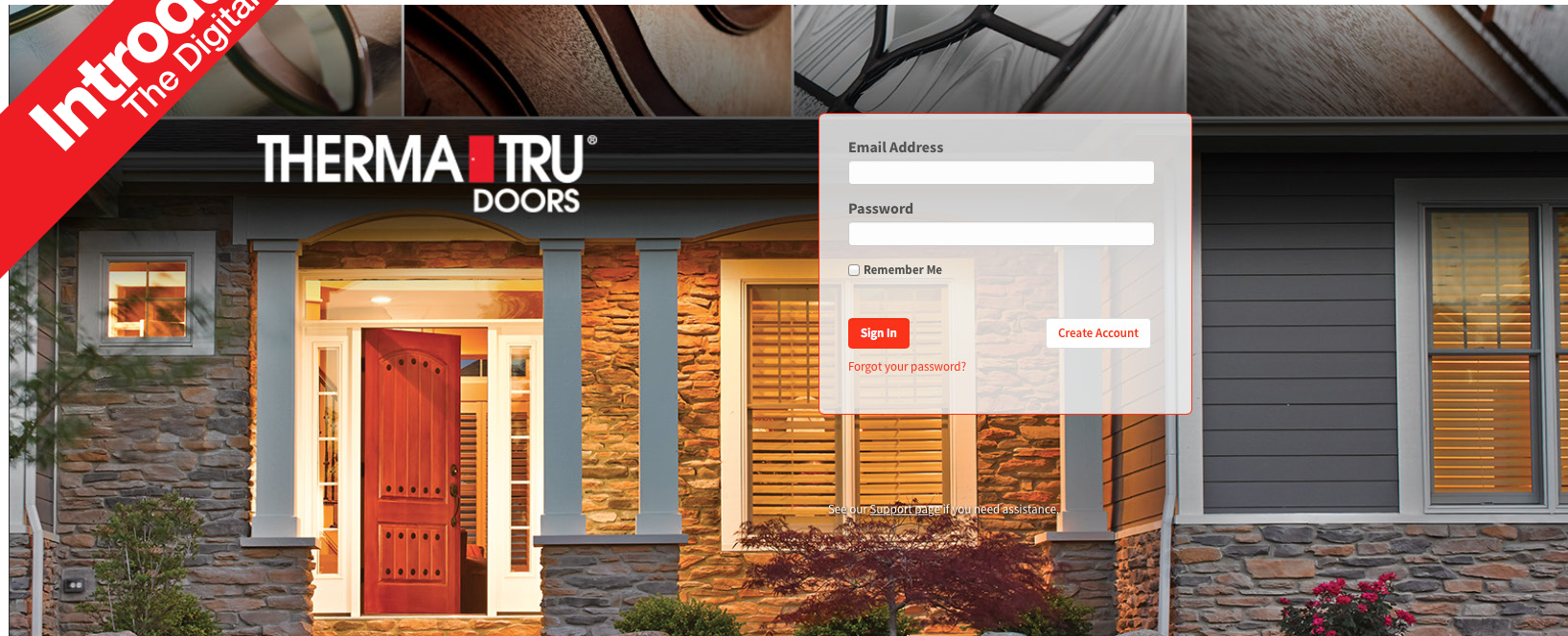
How To Get Started:

To access the Therma-Tru Digital Vault, you must first log-in to the system by going to: https://thermatru.widencollective.com/login

If this is your first time logging into The Digital Vault, you will need to select "Create Account" and establish a username/password.

You will be prompted for a registration code in order to complete your account, use the registration code provided in the email sent with this PDF.

If you are having any difficulty, please note that there is a link to a support page right under the log-in box. This is NOT a Therma-Tru support system. If you have a specific Therma-Tru question, please use the contact 1-800-THERMA-TRU (843-7628).

Walk-Through Tutorial:

Upon your first log-in, a series of quick tutorial screens will appear for you to click through. Below is a summary of that tutorial as you will not be able to access it after your first log-in.

1: The Interactive Dashboard:

The interactive dashboard will be your starting point every time you log into The Digital Vault. From here, you have access to perform a search, view your activity, share content, and download content.

The dashboard is also where any important messages posted by administrators can be accessed and read. These are displayed just under the "Welcome to..." text.

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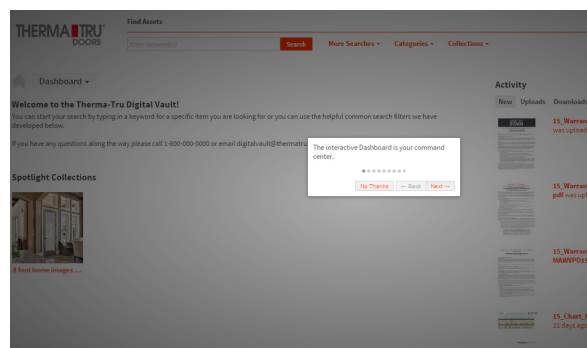
1-800-THERMA-TRU (843-7628)   www.thermatru.com
1750 Indian Wood Circle, Maumee, OH 43537

2: Starting a Search:

The Digital Vault gives users the following four ways to start a search through the assets:

▌ Select **"Search"** from the **Dashboard drop down menu** located in the upper left-hand corner of the screen.

▌ Enter a keyword into the **search bar** at the top.

▌ Click the "**More Searches**" drop down menu and choose from advanced Search, All Assets Search, or Global Collections Search.

▌ Click the "**Categories**" drop down menu located next to the primary search bar. This will bring up a new window allowing you to check boxes and further narrow your search.
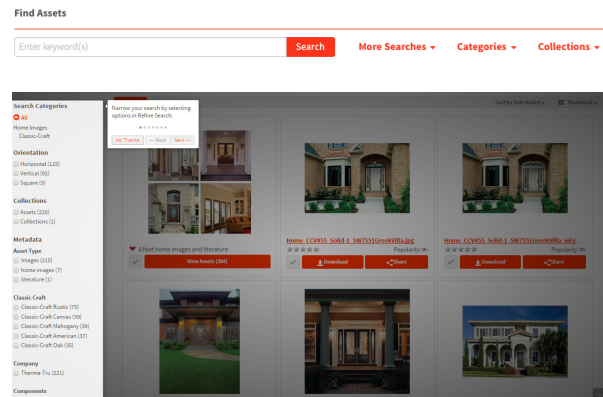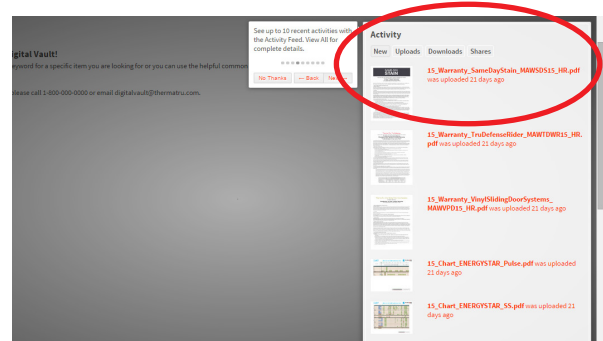

3: Spotlight Collections:

This section is used to feature collections that Therma-Tru wishes to showcase.
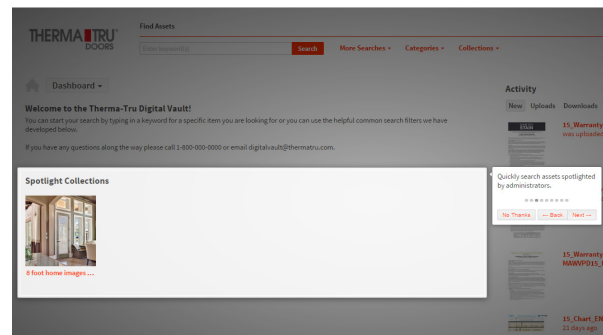

4: Activity Feed:

The activity feed is located on the right-hand side of the dashboard screen. This feature allows users to look at their previous searches, downloads, and shared content.

5: Navigation Links:

The navigation drop-down menu is your key to knowing where you are within The Digital Vault, as well as being able to switch between the dashboard, downloads, searches, and shares.
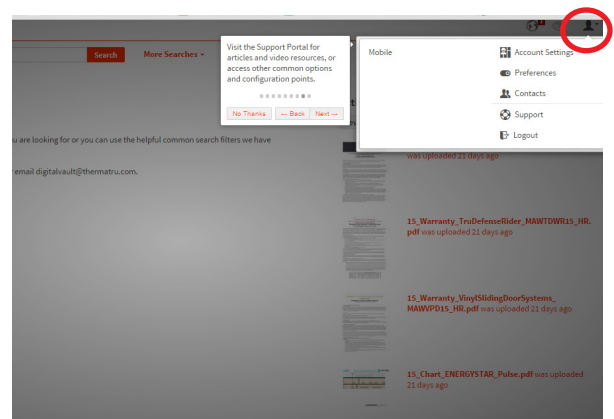
The Home icon next to the navigation menu will always bring you back to your dashboard view.
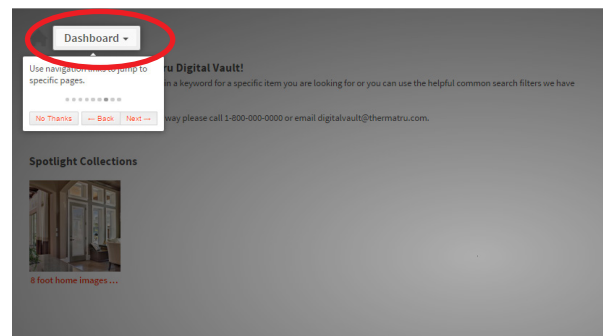
6: User Icon:

Located in the top right-hand corner of the screen is the user icon. This icon allows users to perform a variety of functions including:

❚ Change account settings

❚ Manage preferences

❚ View and add contacts

❚ Access the Support Portal

❚ Log out of The Digital Vault

THE BASICS

Searching For Assets:

After you have determined what it is you would like to search for, type the keyword(s) or filename (ex: Fiber Classic) into the **search bar** located at the top and click search.

A new window will appear with assets located on the right and search **filters** located on the left. By checking boxes under each filter category, you can narrow down your search by file type, collection, glass, etc..

Global Collections, once created, will be available for all users of the system to see on their Dashboard. System administrators will be the creators of this content, but these collections can also be a useful search tool.

The **Search Help** link at the bottom left corner of the screen can provide guidance as to how to search effectively.
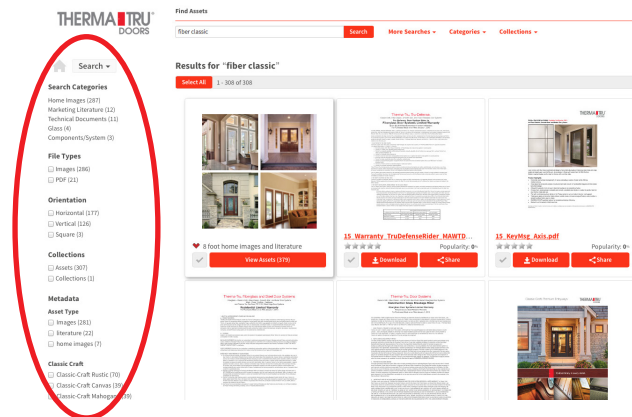

Downloading Assets:

❚ To download individual assets, click the "download" button and select what file type/resolution you need. By default, all downloaded content will be stored in your user downloads folder. To specify where your downloads are saved to you will need to edit your browser preferences.

❚ To download multiple assets at once, you must first select all of the assets you will need. This is done by clicking on the box with the check mark so that the area around the asset turns yellow. Once you are satisfied with your selection, click on the download icon in the top right-hand corner and choose your preferred file format.

❚ You can view all of the assets you have selected as one group by clicking the selection drop down in the top right-hand corner of the screen and selecting "view selection". This same menu also allows you to clear your selection if you want to start over.

❚ The Digital Vault is also capable of exporting a PDF file of assets in your collection or in a search you perform. The PDF will look like a photo contact sheet with the asset thumbnail images along with the file name listed under each asset.
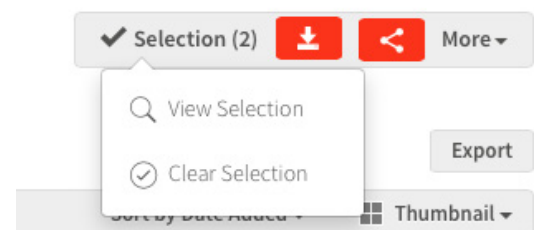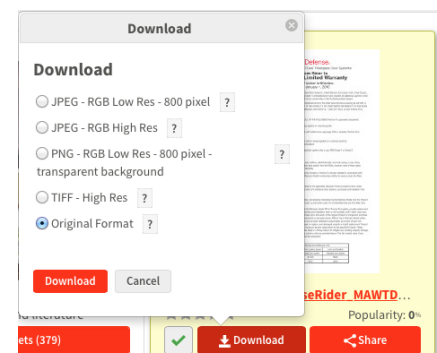
Sharing Assets:

Sharing is easy with The Digital Vault. Click on the "Share" button and a window will pop up where you select to **share a link** to an asset, or you can **embed** an asset by clicking the "<>" icon and pasting the provided link where you want to embed that asset.

Links can be customized using the links drop down menu to serve as an asset download link, thumbnail view of the asset, a document view of the asset, or a document view as well as a download of the asset. Note: These **links will need to be pasted into an e-mail** as this method of sharing does not e-mail directly.

E-mails can be sent through the system as a sharing method. To do this, you must first **have at least one asset selected** to bring up the selection toolbar at the top right side of the screen. Click the share icon next to the download icon and you will be able to e-mail your selection to the specified recipient.
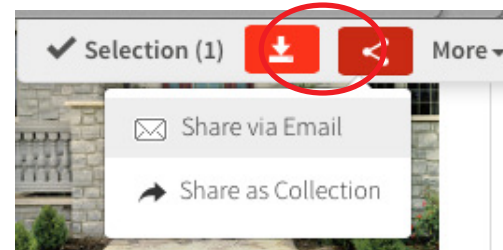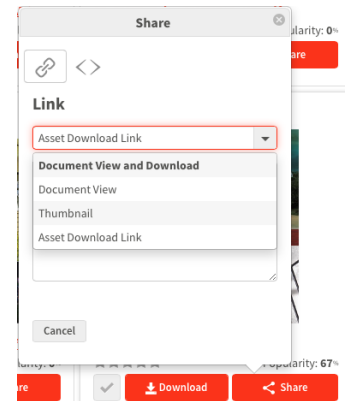
Asset Details:

Each asset within The Digital Vault has unique information about it including the file name, keywords, a description, file type, etc. To view this information, hover over the thumbnail of an asset and select **"quick view"**. This will bring up a large view of the asset and the information will be displayed to the right.

This view also allows you to quickly scroll through assets using the left and right arrow button on either side of the asset preview image.

Another perk of the quick view is that you are able to download, share, and add an asset to your current selection using the buttons beneath the preview image.