

3D REPO

Quick-Start Guide

Version 2.18

Welcome

This user manual is an introductory guide to the 3D Repo's easy-to-use online BIM Platform. For more information on how to use 3D repo, consult the Full User Manual.

For best optimal experience please use on of the following 64-bit Web browsers:



Sign up

- Open your internet browser and go to www.3drepo.io
- On the main page select 'SIGN UP' button
- Fill in the required user details and click the 'SIGN UP!' button
- In a verification email sent to you select a [Confirm Email Address](#) link
- Once successfully verified your account, go to the home page and log in

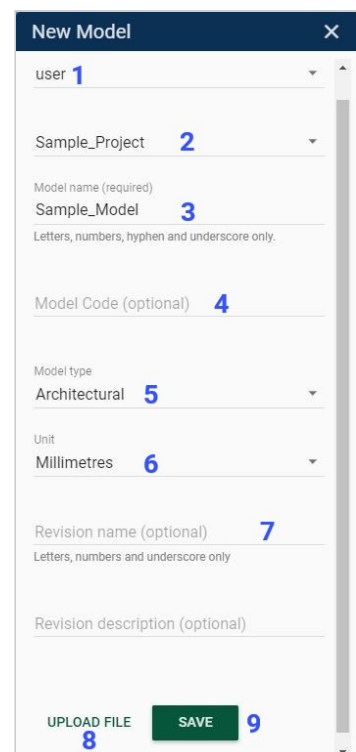
Log in

- Go to www.3drepo.io
- Fill in your login details and click the 'LOG IN' button (Usernames are case-sensitive)
- Once you are logged in, you will see a list of your projects in the Teamspaces panel

Upload Model

You can Add projects, models & federations using teamspaces. Hit the green plus button in the bottom right corner of your Teamspaces and select 'ADD MODEL'.

1. Specify a team space where your project is created
2. Select a project where model will be stored
3. Fill in the name of your model
4. Provide an optional 5 character model code
5. Select model type from the dropdown list (if you want to provide an additional model type, select Other)
6. Select model Units for correct units display when measuring the 3D Model.
7. Revision name and description are optional, but helpful to navigate through previous model revisions.
8. Click UPLOAD FILE to select a model on your PC
9. Click SAVE button for the model to be uploaded and processed on the cloud server.

A screenshot of a web form titled 'New Model' with a close button (X) in the top right corner. The form contains several input fields and dropdown menus, each with a blue number indicating a step in the process:

- 1. A dropdown menu for 'user' with 'user 1' selected.
- 2. A dropdown menu for 'Sample_Project'.
- 3. A text input field for 'Model name (required)' containing 'Sample_Model'. Below it is a note: 'Letters, numbers, hyphen and underscore only.'
- 4. A text input field for 'Model Code (optional)'.
- 5. A dropdown menu for 'Model type' with 'Architectural' selected.
- 6. A dropdown menu for 'Unit' with 'Millimetres' selected.
- 7. A text input field for 'Revision name (optional)' with a note: 'Letters, numbers and underscore only'.
- 8. A text input field for 'Revision description (optional)'.
- 9. Two buttons at the bottom: 'UPLOAD FILE' and 'SAVE'.

Model Federation

Model Federations allow you to combine multiple models into a single federation.

1. Specify a team space where your project is created
2. Select a project where models are stored
3. Fill in the name of your Federation
4. Select model Units for correct units display when measuring 3D Models
5. Add models to Federation from the list of Available models (alternatively you can remove models from a federated model)
6. Click SAVE Button for the Federation to be saved on the cloud server.

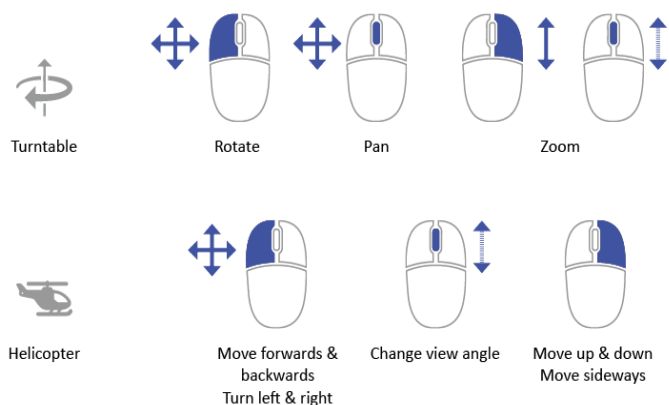


Navigation Modes

- Turntable (default)
- Helicopter

Click the Turntable or Helicopter icon in the lower toolbar to change Navigation Mode.

Using Helicopter Mode you can adjust the helicopter's speed. These can be found by clicking the Navigation mode button whilst in Helicopter Mode.



Issues

Allows users to create and manage Issues for both Model and Federation environments within the 3D Repo Viewer. When creating an issue you can comment, add screenshots, draw markup, place pins and save viewpoints. All these features can be created in a single issue.

Add Issue

You can create new Issues by clicking on the plus button at the bottom-right corner of the Issues Panel.

1. Give the Issue a Title
2. Set its Priority (Low/Medium/High)
3. Provide or update status (e.g. Open/Closed)
4. Assign the issue to a relevant party (you can reassign later in time)
5. Give an issue a Type (e.g. Clash)
6. Provide its Due Date if applicable.
7. Write a Description to provide more information about the Issue.
8. To create a Screenshot, click on the Screenshot button. (the Draw Tool is active by default and you can start sketching)*
9. To place a Pin, activate the Pin Tool. In your model space select an area where you wish to drop a pin.
10. Click the Submit button to save the new issue to the 3D Repo database

* Note Object visibility/Selection and the Pin Tool can all affect the Issue screenshot.

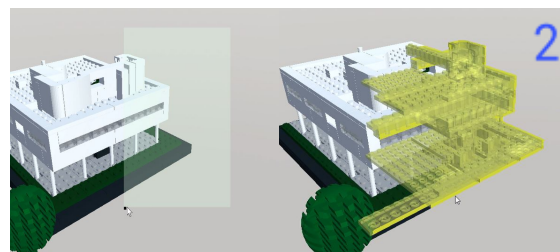
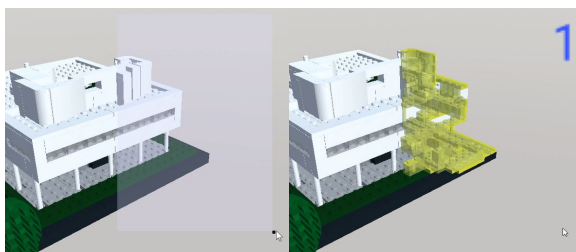
Select Objects

Click on an Object to select it. To select multiple Objects, hold down Ctrl while clicking.

Selection Box

Hold down Shift then click and drag to select all items visible within a rectangular area.

1. A Selection Box dragged to the *right* will only select objects that are *fully* within the rectangular area
2. When dragged to the *left* all objects that are *touching* the rectangular area will be selected



Hide Objects

First, select the object then click the Hide button in the lower toolbar. You can perform this action on multiple objects as well.

Isolate Objects

You can Isolate single or multiple Objects for easier navigation.

Select the Object(s) in the 3D Viewer (hold CTRL to multi-select) or use the Tree Card, then click the Isolate button. You can also Isolate Groups.

Show All Objects

To reveal all hidden Objects, click Show All.

Zoom to Object

Double-click on an Object to zoom to it. This also pivots the Turntable navigation system around the centre of the selected Object.

Return to Extent View

To return to a viewpoint from which you can see the entire Model, click on the Extent button.

Account Menu

Click on the icon to navigate back to your Teamspaces, download User Manual, switch between Lite or 3D Mode and Logout.