

3D REPO

Quick-Start Guide

Version 3.0

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 one 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

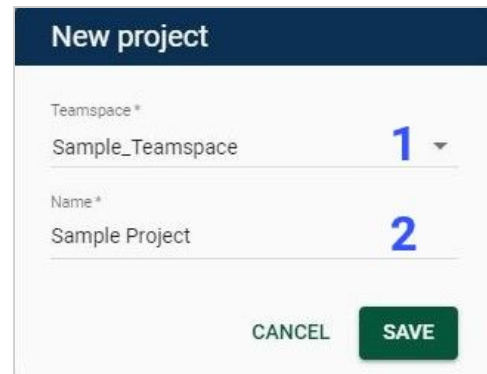
Log in

- 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

New Project

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

1. Specify a teamspace where you want to create new project.
2. Give project a Name
3. Click Save button

The image is a screenshot of a 'New project' dialog box. It has a dark blue header with the text 'New project'. Below the header, there are two input fields. The first is labeled 'Teamspace*' and contains the text 'Sample_Teamspace' with a dropdown arrow on the right. A large blue number '1' is overlaid on the right side of this field. The second field is labeled 'Name*' and contains the text 'Sample Project'. A large blue number '2' is overlaid on the right side of this field. At the bottom right of the dialog, there are two buttons: a 'CANCEL' button and a green 'SAVE' button.

New Model

1. Specify a team space where your project is saved
2. Select a project
3. Fill in the name of your model
4. Select model Units
5. Select model type from the dropdown list (if you want to provide an additional model type, select *Other*)
6. Click Save button

The 'New model' form contains the following fields and annotations:

- Teamspace *: SampleTeamspace (1)
- Project *: Sample_Project (2)
- Model Name *: Sample Model (3)
- Unit *: Millimetres (4)
- Model Type *: Architectural (5)
- Model Code (optional): (empty)
- Buttons: CANCEL, SAVE

New Federation

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

1. Specify a team space where your project is saved
2. Select a project
3. Fill in the name of your Federation
4. Select model Units
5. Select available models from the list (to select all of the models choose the box next to *Available*)
6. Click on the arrow to federate the models.
7. Click Save button

The 'New federation' form contains the following fields and annotations:

- Teamspace *: SampleTeamspace (1)
- Project *: Sample_Project (2)
- Federation Name *: Lego House Federation (3)
- Unit *: Millimetres (4)
- Available: Available (6) →
- Federated: Federated ←
- Selected models: Lego_House_Structure, Lego_House_Landscape (5)
- Buttons: CANCEL, SAVE

Upload Model

1. Fill in the Model Revision field
2. Give model revision a description
3. Select a file you want to upload
4. Click Upload button

The 'Upload Model' form contains the following fields and annotations:

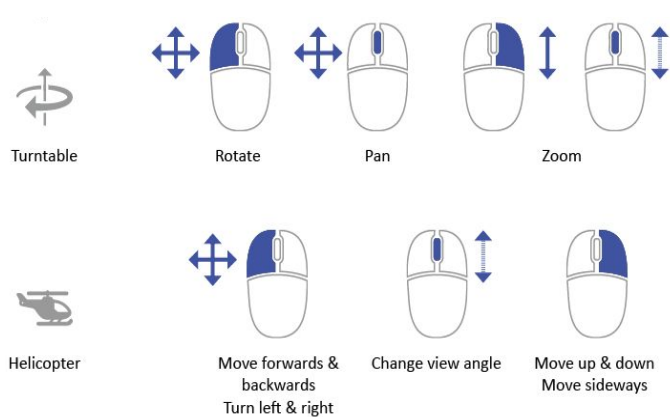
- Revision 2: R01 - 03 Jan 2019
- Name: R03 (1)
- Description: Sample Description (2)
- Model units: Millimetres
- File name: Tower.ifc
- Buttons: SELECT FILE, CANCEL, UPLOAD (3)

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

The screenshot shows the 'Issues' panel in a software interface. At the top, there is a back arrow and the title 'Issues'. Below this, there is a text input field for 'Title*' with a red asterisk and a dropdown arrow, containing the number '1'. Underneath is a radio button. There are two rows of dropdown menus: the first row has 'Priority' set to 'None' (with a blue '2' next to it) and 'Status' set to 'Open' (with a blue '3' next to it); the second row has 'Assign' set to '4' (with a blue '4' next to it) and 'Type' set to 'For information' (with a blue '5' next to it). Below these is a 'Due Date' dropdown set to '6' (with a blue '6' next to it). At the bottom, there is a 'Description' text area with a blue '7' next to it. At the very bottom of the panel, there are three buttons: a camera icon with a blue '8' next to it, a location pin icon with a blue '9' next to it, and a submit button with a blue '10' next to it.

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

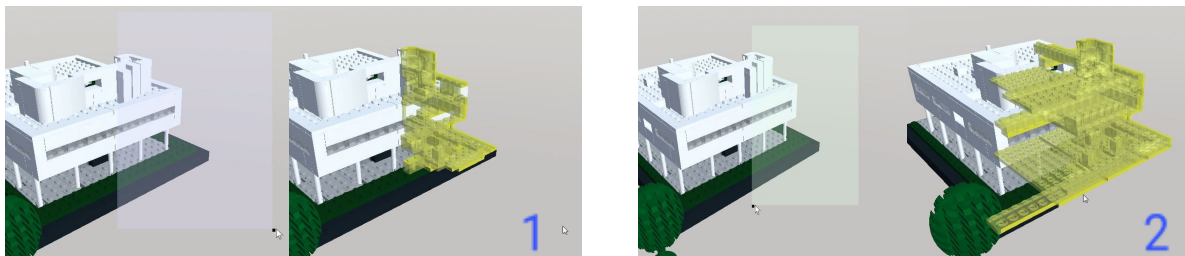
Select Objects

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 Manuals, switch between Lite or 3D Mode and Logout.