

3D REPO

Quick-Start Guide

Version 3.6

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

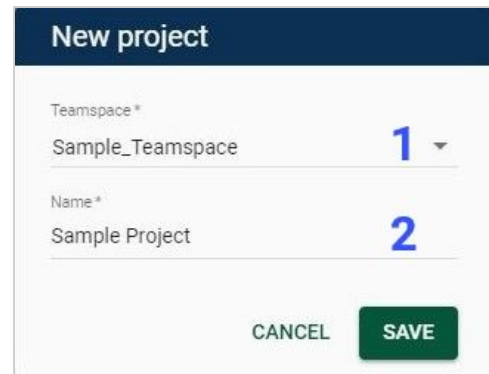
Log in

- 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 a new project.
2. Give project a Name
3. Click Save button

The screenshot shows 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 blue number '1' and a dropdown arrow to its right. The second is labeled 'Name*' and contains the text 'Sample Project' with a blue number '2' to its right. 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:

- 1: Teamspace * dropdown menu with 'SampleTeamspace' selected.
- 2: Project * dropdown menu with 'Sample_Project' selected.
- 3: Model Name * text input with 'Sample Model' entered.
- 4: Unit * dropdown menu with 'Millimetres' selected.
- 5: Model Type * dropdown menu with 'Architectural' selected.
- Model Code (optional) text input (empty).
- CANCEL and SAVE buttons at the bottom right.

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:

- 1: Teamspace * dropdown menu with 'SampleTeamspace' selected.
- 2: Project * dropdown menu with 'Sample_Project' selected.
- 3: Federation Name * text input with 'Lego House Federation' entered.
- 4: Unit * dropdown menu with 'Millimetres' selected.
- 5: A list of available models with checkboxes: 'Lego_House_Structure' and 'Lego_House_Landscape' are checked, while 'Lego_House_Architecture' is not.
- 6: An arrow button pointing right, labeled 'Available', indicating the action to federate the selected models.
- CANCEL and SAVE buttons at the bottom right.

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:

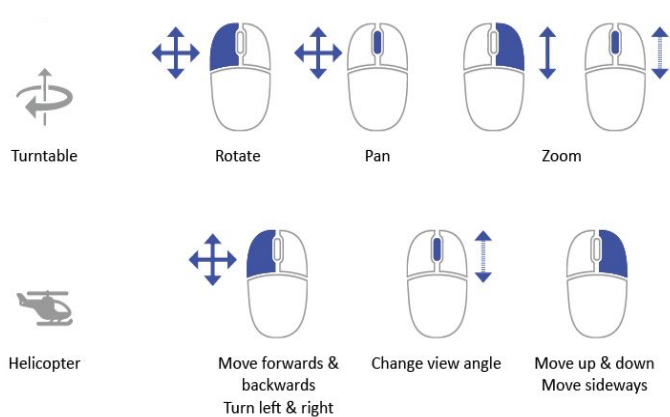
- 1: Name text input with 'R03' entered.
- 2: Description text input with 'Sample Description' entered.
- 3: A 'SELECT FILE' button next to the 'File name: Tower.ifc' label.
- CANCEL and UPLOAD buttons at the bottom right.

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, select Add Pin. 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 with a form for creating a new issue. The form includes the following fields and controls:

- Title: Untitled Issue 1
- Assignee: Johnny_Depp
- Priority: None 2
- Status: Open 3
- Assign: Unassigned 4
- Type: For information 5
- Due date: Choose a due date 6
- Add pin button: Add pin 9
- Description: 7
- Screenshot button: 8
- Submit button: 10

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

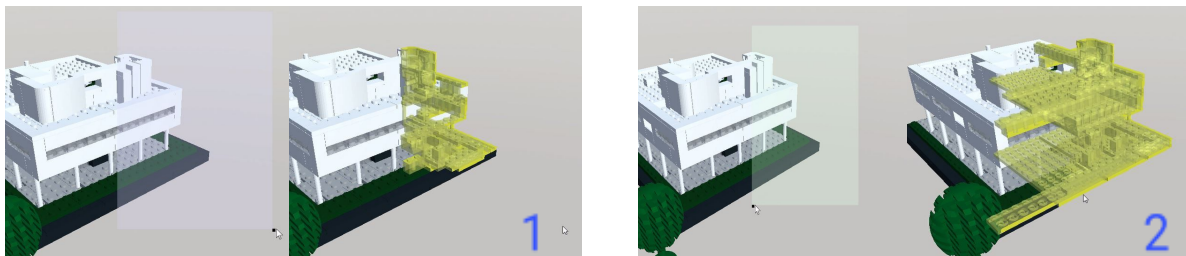
Select Objects

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



Toolbar

Located in the bottom of your screen, toolbar provides you with many options to navigate your model. Hide model elements and measure distances between them, create section planes and view element metadata.



1. Return to Extent View

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

2. Navigation Mode

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

3. Show All Objects

To reveal all hidden Objects, click Show All.

4. 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.

5. 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.

6. Focus Mode

Click the Focus Mode to hide all of the feature icons. This will leave you with a 3D Model only.

7. Clip Mode

Click on the Clip mode and choose between a single clip or clip box (6 sections).

8. Measure Tool

Click on the Measure tool to measure distances in XYZ directions between model objects.

9. BIM Cart

Click on the BIM Cart to view element metadata. Once activated, select model element and BIM cart will open on the right side of your screen.

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.

Account Menu

Click on the icon to navigate back to your Teamspaces, visit Support Centre, toggle visual settings or Logout.

Back to Teamspaces

Click on the icon to navigate back to your Teamspaces.

Notifications

Click on the icon to navigate back to view your notifications (new model uploads or issues).