

# 3D REPO

## Excel Issues Guide

Version 1.1

# Welcome

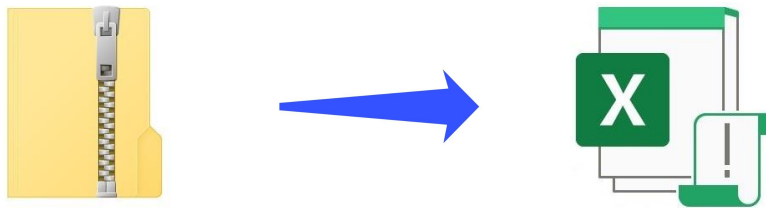
This user guide is designed to provide documentation for people who will use Excel Template to batch upload or download the Issues in [3drepo.io](https://3drepo.io).

Follow the steps in this guide to establish a seamless connection with your project in 3D Repo.

## Download the Template

- Open your internet browser and go to [3drepo.com/downloads](https://3drepo.com/downloads)
- Scroll down to BIM Forensics
- Download the Issues Template

## Open the Excel Template file



- Open the downloaded ZIP folder
- Copy-paste the template file to your local drive and open it
- Follow the next few steps in this guide to set up a live link for your project

In the Issues template file, you will find 3 tabs *User*, *Issues* & *Lists*. Each tab has information to display or for a user to fill out.

- The *User tab* will require user information for authentication and linking your project.
- The *Issues tab* will display Issues downloaded from 3D Repo or a list of issues you have created to upload to 3D Repo.
- The *Lists tab* contains all the relevant information of custom or default fields you can fill out.

## Things to remember before you start

- You can attach a screenshot image or resource files in excel to new issues **ONLY** (You can not update the screenshots of existing issues or attach resource files to existing issues)
- Only the following files types are supported when you attach them to issue in Excel:
  - .PNG
  - .JPG

## Step 1. Set up your connection

Open the template file and you will see three tabs (User, Issues & Lists). Click on the User tab and provide the following information:

1. Teamspace (name of the teamspace where your project is stored)
2. Model ID (see *model settings image*) you can get this information from the model/federation settings
3. API Key (for more information on how to get this information watch the [tutorial video](#))
4. Screenshot location & Resources location (as a folder file path)

	A	B	C	D	E	F
1	TeamSpace	1 *****	<i>Input 3D Repo teamspace name</i>			
2	Project		<i>Input 3D Repo project name (optional)</i>			
3	Model ID	2 *****	<i>Input Model ID</i>			
4						
5	API Key	3 *****	<i>Input user account API key</i>			
6						
7	Screenshot location	C:\xxxxxxx 4	<i>Input base path for screenshot folder</i>			
8	Resources location	C:\xxxxxxx	<i>Input base path for resources folder</i>			
9						



	A	B	C	D	E	F
1	TeamSpace	Sample-TeamSpace-Name	<i>Input 3D Repo teamspace name</i>			
2	Project		<i>Input 3D Repo project name (optional)</i>			
3	Model ID	a72Hdf994jsKKSJdiv994jhdSJ3	<i>Input Model ID</i>			
4						
5	API Key	83JSji94kkpspiUS8d7JSiek4kfa	<i>Input user account API key</i>			
6						
7	Screenshot location	C:\Users\Username\Documents\Folder\Issue Screenshots	<i>Input base path for screenshot folder</i>			
8	Resources location	C:\Users\Username\Documents\Folder\Issue Resources	<i>Input base path for resources folder</i>			
9						

## Step 2. Update the lists Tab

Open the lists tab and update the information to match your project in 3D Repo. Note that *Priority* and *Status* columns contain predefined fields from 3D Repo. However, *Type* and *Assigned To* columns information can be customised in 3D Repo. Any new and custom field must be included in the Excel spreadsheet. (See *Lists Tab Image*)

- Include any custom Issue types that you have created in your Teamspace settings (see *TeamSpace settings image*)
- Update the Assigned To column to match the Jobs list you have in 3D Repo (See *User management image*).

## Lists tab

	A	B	C	D
1	<b>Priority</b>	<b>Status</b>	<b>Type</b>	<b>Assigned To</b>
2	high	open	clash	Architect
3	medium	in progress	constructibility	Asset Manager
4	low	for approval	design	Client
5	none	closed	diff	Main Contractor
6	<b>Default</b>		for_information	MEP Engineer
7			gis	Project Manager
8			rfi	Quantity Surveyor
9			risk	Structural Engineer
10				Supplier
11				
12				<b>Custom</b>

## Model Settings

← Model Settings

**Model Information**

Model ID: 239a4ca0-6e82-11ea-a9b4-253aa7f93e55 Model ID

Model name: Structure

Model type: Structural

Model code: \_\_\_\_\_

4D Sequence Tag: \_\_\_\_\_

Unit: Millimetres

## Teamspace Settings

← Teamspace Settings

Teamspace: Demo\_3D\_Repo

Default & Custom Issue Types

**Issue Types**

Clash Constructibility Design Diff FM For information

GIS H&S RFI Risk VR Enter new issue type...

**Risk Categories**

Commercial Issue Environmental Issue Health - Material effect

Health - Mechanical effect Other Issue Safety Issue - Event

Safety Issue - Fall Safety Issue - Handling Safety Issue - Public

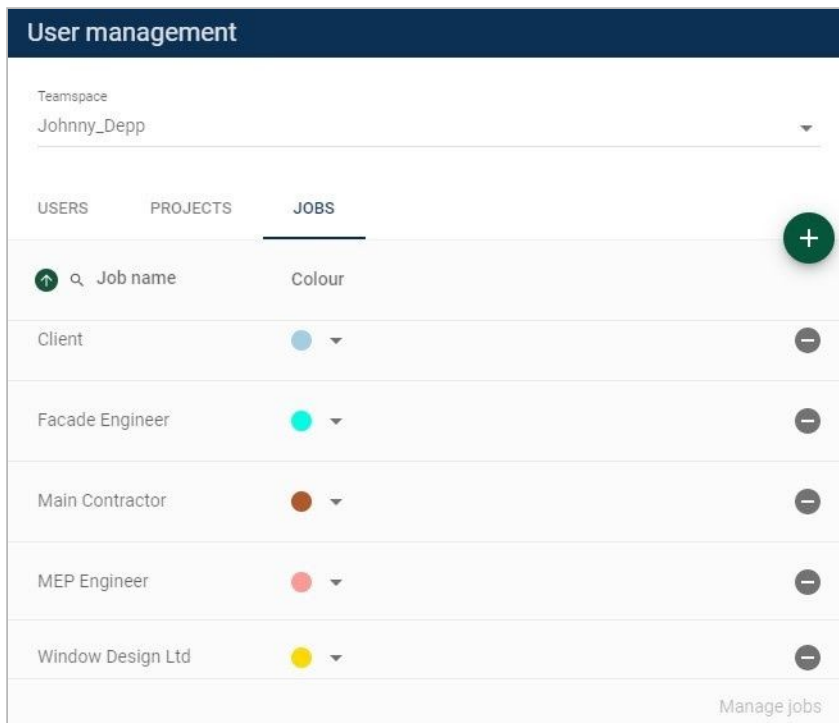
Safety Issue - Struck Safety Issue - Trapped Social Issue Unknown

Enter new category...

**Treatment Suggestions**

No suggestions uploaded ✎ + GET TEMPLATE

## User Management



### Step 3. Download & Upload issues

When the Users & Lists tab are both set up you can start downloading & uploading issues.

To download the issues list from 3D Repo you will need to do the following:

- Complete the set up in steps 1 & 2
- Open the Issues tab and click on the [PULL FROM 3DREPO](#) button
- Existing issues will populate your spreadsheet
- You can amend the following cells for any issue (*See image below*):
  - Priority
  - Status
  - Assign
  - Type
  - Due Date
  - Description
- To submit the changes click on the [PUSH TO 3DREPO](#) button

Issue title	Priority	Status	Assign	Type	Due date	Description	x	y	z	Screenshot file
Chimney Flue	high	open	Buro Happold	clash	18/01/19	Move Flue. It's too close to the Balustrade	-3326.66	2537.888	24049.01	https://api1.www.3dr
Fire Place	medium	open	Architect	clash	18/01/19	Fire place is clashing with Curtain Wall	-2560.03	-550.08	24945.41	https://api1.www.3dr
Outdoor Slab	medium	open	Structural Engineer	design	18/01/19	Update Slab edges to meet the design				https://api1.www.3dr
Balustrade alignment	medium	open	Architect	design	17/01/19	Update the position of internal balustrade	-12134.2	2999.844	9766.32	https://api1.www.3dr
Balustrade Double Count	low	open	Architect	clash	18/07/19	(No Description)	-6712.09	3000.051	14657.45	https://api1.www.3dr
Mullion Alignment	medium	open	Architect	design	24/01/19	Update Curtain wall's mullion layout				https://api1.www.3dr
Retaining Wall	none	closed	Structural Engineer	for_information	24/01/19	Review thickness of the walls				https://api1.www.3dr
Lounge Balcony Balustrade	medium	open	Architect	for_information	24/01/19	Update the design to suit minimal height	-1785.86	-550.052	26686.46	https://api1.www.3dr
Bedroom Balustrade	none	for approval	3D Repo Ltd	design	24/01/19	Update design to minimum height				https://api1.www.3dr
Balcony Slab	none	for approval	3D Repo Ltd	design	18/01/19	Check structural performance. Balcony position extended	-24182.3	3000.156	22380.82	https://api1.www.3dr
Wall overhang	none	closed	Structural Engineer	design	18/01/19	Update structural design for overhanging wall support system				https://api1.www.3dr
Water tank connection	none	closed	MEP Engineer	design	16/01/19	(No Description)				https://api1.www.3dr
Wall Corner Hanging	medium	open	Architect	design	24/01/19	(No Description)				https://api1.www.3dr
Wind turbine position	high	open	EP Engineer	design	30/01/19	Move the Wind Turbine to sit equally spaced out				https://api1.www.3dr
Light Fixtures	none	open	EP Engineer	design	30/01/19	Light Fixtures are too big				https://api1.www.3dr
Curtain Wall Junction	none	for approval	Architect	clash	30/01/19	Update the curtain wall mullion arrangement				https://api1.www.3dr
Update Railing Corner	none	open	Architect	design	30/01/19	(No Description)				https://api1.www.3dr
Corner Column Position	none	open	Structural Engineer	clash	30/01/19	Review column design clashing with Windows				https://api1.www.3dr
Wrong Spec Solar Panels	medium	closed	MEP Engineer	design	10/01/19	Check the design spec				https://api1.www.3dr
Corner of the Bridge	none	open	Structural Engineer	design	07/01/19	Needs to be flash with the window edge	-15235.2	2999.997	8727.039	https://api1.www.3dr
Window alignment	none	open	Architect	design	06/01/19					https://api1.www.3dr

When you want to create a new issue in Excel and upload it to 3D Repo, follow these steps:

- Provide Issue with a title
- Provide further information such as *Priority, Status, Assign, Type, Due Date & Description*
- XYZ information for the pin Location. *This feature is optional*
- Screenshot file name and its file type. *example: Beam Connection.png*
- Resource file name (comma separated for multiple files).  
*example: beam.png,wall.jpg,windows.png*
- To create new issues in 3D Repo click on the **PUSH TO 3DREPO** button

Issue title	Priority	Status	Assign	Type	Due date	Description	x	y	z	Screenshot file	Resource files (comma separated)
Chimney Flue	high	open	Buro Happold	clash	18/01/19	Move Flue. It's too close to the Balustrade	-3326.66	2537.888	24049.01	https://api1.www.3drepo.io/api/Bogdan_D/115929c1-a3bd-42	
Fire Place	medium	open	Architect	clash	18/01/19	Fire place is clashing with Curtain Wall	-2560.03	-550.08	24945.41	https://api1.www.3drepo.io/api/Bogdan_D/115929c1-a3bd-42	
Outdoor Slab	medium	open	Structural Engineer	design	18/01/19	Update Slab edges to meet the design				https://api1.www.3drepo.io/api/Bogdan_D/115929c1-a3bd-42	
Balustrade alignment	medium	open	Architect	design	17/01/19	Update the position of internal balustrade	-12134.2	2999.844	9766.32	https://api1.www.3drepo.io/api/Bogdan_D/115929c1-a3bd-42	
Balustrade Double Count	low	open	Architect	clash	18/07/19	(No Description)	-6712.09	3000.051	14657.45	https://api1.www.3drepo.io/api/Bogdan_D/115929c1-a3bd-42	
Rather long issue title lve	low	in progress	Client	for_information	29/11/2019	(No Description)				https://api1.www.3drepo.io/api/Bogdan_D/115929c1-a3bd-42	
Untitled issue	none	in progress		for_information	29/11/2019	hello I though this is going to be the title				https://api1.www.3drepo.io/api/7key-3c6455496de590ff46f	
New Issue	high	open	MEP Engineer	design	12/05/2020	Please resolve this issue				Pipes.jpg	resource1.jpg, resource 2.jpg