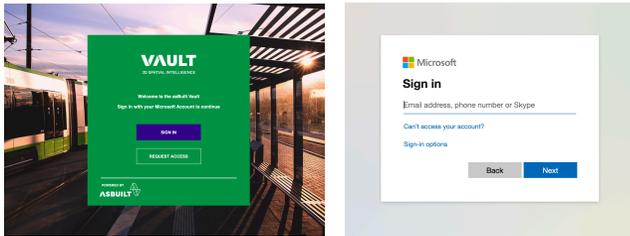


Use this guide to learn how to get started in Vault.

Sign In

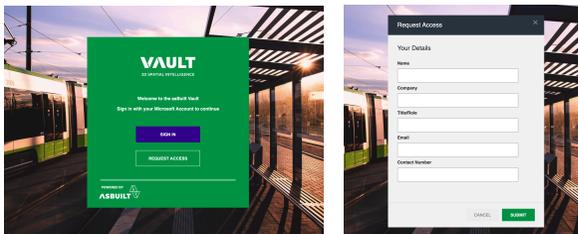
On the **Vault Sign In page**, log in with your Microsoft account username and password. If you don't have a Microsoft account, you will need to create one in order to sign in. Continue with the security prompts that show up to gain access to Vault.



Request Access

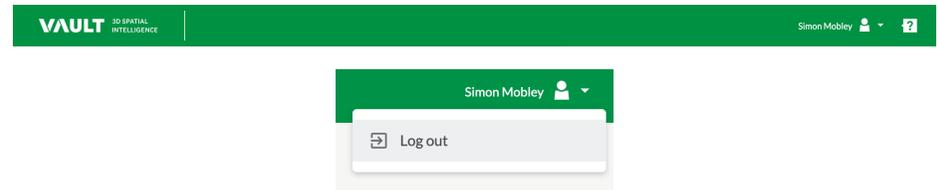
To gain access to specific assets in the Vault, you may need to request access from the Account Owner. On the Vault sign in page, click on the **request access button** to request this access.

When the popup appears, you will need to input your details. After you have completed this, click the **Submit button** and your request will move to a pending state until approved by the Account Owner.



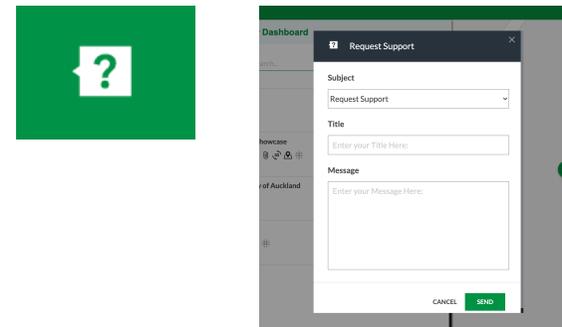
Log Out

Click on the dropdown icon on the right-hand side of the top navigation bar. Click **Log out** to sign out of the Vault.



Request Support

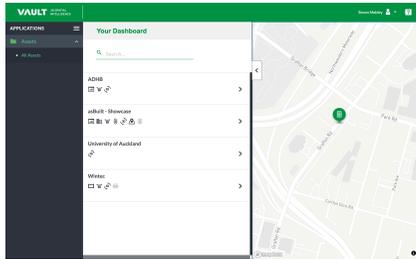
If you would like to **Request Support** or encounter any issues when using Vault, click the **icon** on the far right-hand side of the top navigation bar. Input details related to your concern and click the **Send button**.



Your Dashboard

Navigate Through Your Dashboard

The dashboard is your homepage when logging into the Vault. Click on the **Vault logo** on the top left-hand side of the navigation bar to go back to your dashboard from any page.



Access Your Assets

Access **all your assets** underneath the **Applications** menu on the left-hand bar.



Search for Assets

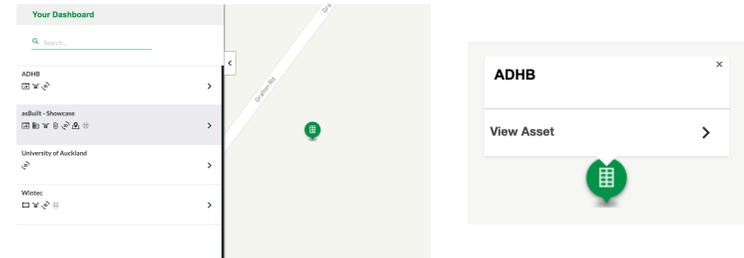
Search for specific assets using the **Search** bar.



View an Asset

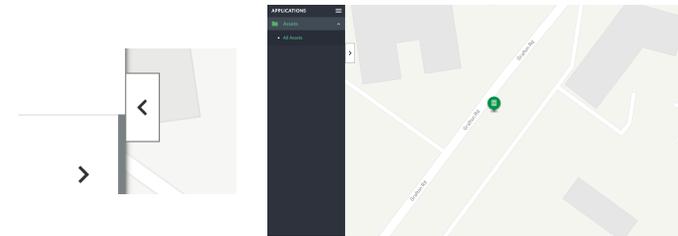
Select an asset via the **left-hand list** in your **Dashboard** by clicking to view it. The icons underneath the asset name displays the **applications accessible** to you when viewing the specific asset.

Alternatively... click on a point on the right-hand map to view an assets details. Click **View Asset** to view the asset.



View Asset Map

To exclusively view your **Asset Map**, collapse the tab of your Asset List by clicking the **left arrow icon** on the right-hand side.



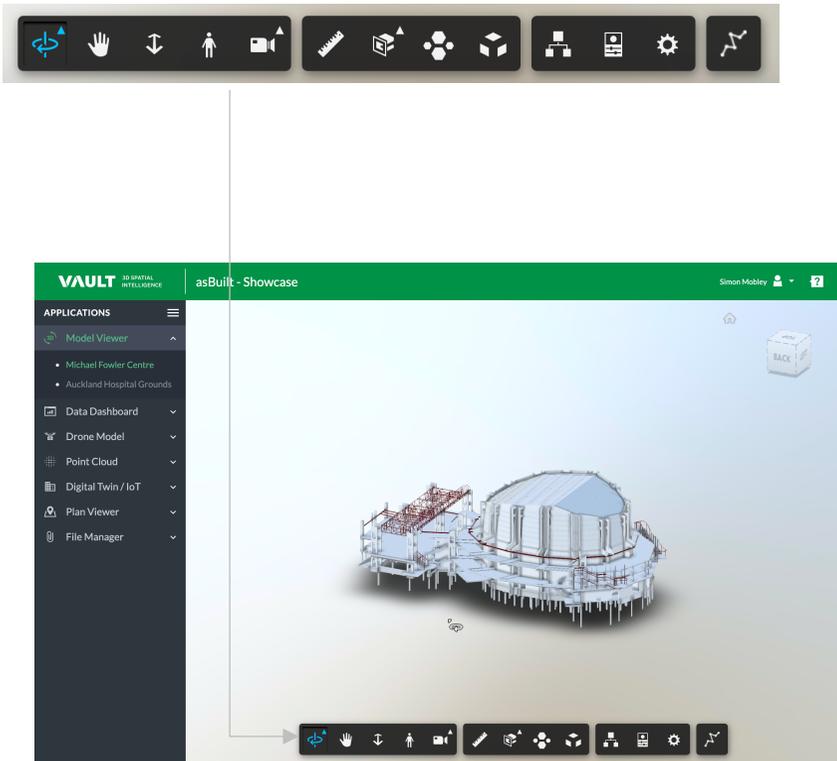
Zoom In and Out

On a laptop, use your **track pad** to **pinch in or out** while hovering over the map. If using a computer mouse, move your **mouse scroll wheel** up and down to zoom in or out.

Model Viewer

Navigate Through Models

Choose from a selection of icon buttons at the lower centre of the application to navigate your way through different tools within your models.



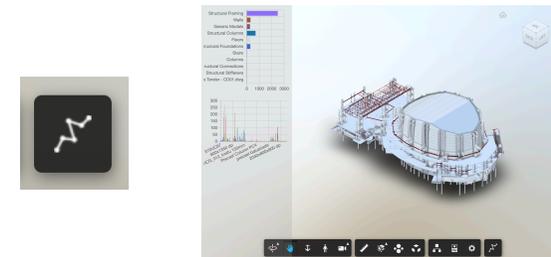
Visualize Model Information Categorically

Click the **BIM Cluster** button to sort and view models in different structural categories. Click on the button again to exit out of the cluster mode.



View Model Analytics

Click on the **Model Data** button to view an element breakdown of information with the help of analytical graphs. Click on the button again to collapse the pop out tab.



Plan Viewer

The screenshot shows the Vault Plan Viewer interface. At the top, there's a green header with the Vault logo and 'asBuilt - Showcase'. Below the header is a navigation bar with a hamburger menu icon. The main area displays a 360-degree photo of a construction site. On the left, there's a sidebar with 'APPLICATIONS' and a list of items including 'Model Viewer', 'Data Dashboard', 'Drone Model', 'Digital Twin / IoT', 'Plan Viewer', and 'File Manager'. The 'Plan Viewer' item is selected, and it shows a dropdown menu with 'ADHB Plant Room' and 'Progress Photo'. At the bottom left, there's a '34-GF' label. On the right side of the photo, there's a vertical toolbar with various icons for navigation and actions. A timestamp '6 Nov 2017, 12:13 PM' is visible in the center of the photo.

Go Back to Your Dashboard
Click on the **Vault** logo on the top left-hand side of the navigation bar to return to your assets on the Dashboard.

Zoom In and Out of 360 Photo
Click on the **plus or minus icon** to zoom in or out of the 360 photo. Alternatively... on a laptop, use your track pad to pinch in or out. If using a computer mouse, move your mouse scroll wheel up and down to zoom in or out.

Navigate Through Floor Plan Files
Click on the **dropdown** here to **quick access** floor plan files via a list.

Access Floor Plan Map
Click on the **Location icon** to open the Floor Plan Map. Click the icon again to close the map.

Minimize Menu Bar
Click on the **Hamburger menu button** to minimise the Applications menu on the left-hand bar. Click the button again to expand the menu.

Change Building Levels
Access different building levels underneath the **Plan Viewer** dropdown. Click on a level to change.

Change 360 Photo Quality Output
Click on the **Wheel icon** to change the 360-photo quality output.

View Historic Files of The Same Photo
Click on the **dropdown** here to change and view previous historic photos according to their timestamp.

Download File
Click on the **Download icon** to download the currently viewed photo.

Share to Microsoft Teams
Click on the **Teams icon** here to **share a link** of the photo via Microsoft Teams.

Access Floor Plan Files
Click on the button here to open the **Floor Plan File Menu**. Click the button again to close the menu.

Compare Historic Photos
Click on the **Split icon** here to compare two historic photos of the same location.

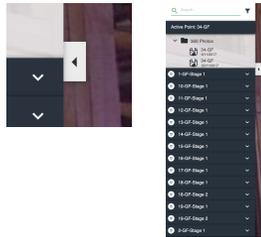
Find Photo ID Reference
See here to find the **photo ID reference** on the bottom left-hand side of the screen.

Navigate Around A 360 Photo
Click anywhere on the 360 photo and drag your cursor to rotate your view.

Plan Viewer

Access Floor Plan Files

Click on the triangle button here to open the Floor Plan File Menu. Click the button again to close the menu.



Search for Files

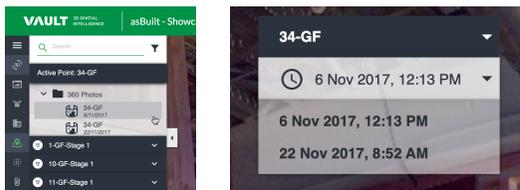
Search for specific files using the **Search** bar.



View New Photo

Pick a file via the **left-hand list** and click to view the file.

Alternatively... click on the **dropdown** here to view Floor Plan files via the Quick Access list.



Access Floor Plan Map

Click on the **Location icon** to open the Floor Plan map. Click the icon again to close the map.



Zoom In and Out of Map

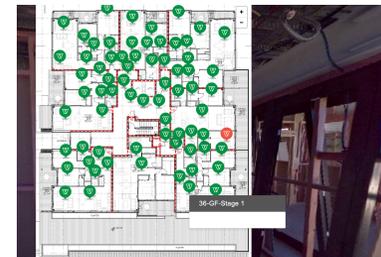
Click on the **plus or minus icon** to zoom in or out of the map.

Alternatively... on a laptop, use your track pad to **pinch in or out**. If using a computer mouse, move your **mouse scroll** wheel up and down to zoom in or out.



Change Floor Location

Pick a point on the Floor Plan Map. Click on any available point to change the photo location. The **red point** indicates your current location.

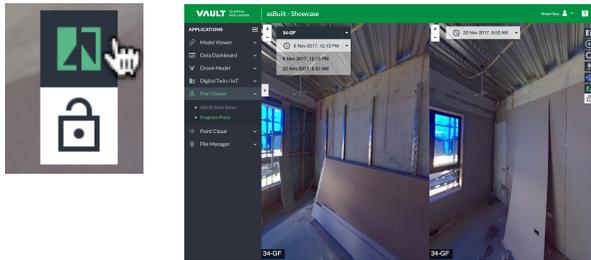


Plan Viewer

Compare Historic Photos

Click the **Split icon** to change the view into a **Split Screen mode**. In this mode you can compare two historic photos at different stages of the asset lifecycle. To exit out of the mode, click the Split icon again.

This option will only become available if there are multiple 360 photos for the one location.



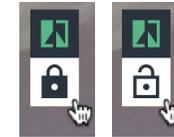
View Different Historic Photos

In this mode, click on the **dropdown** to change and view previous historic photos according to their timestamp.



Lock 360 Photo Perspective

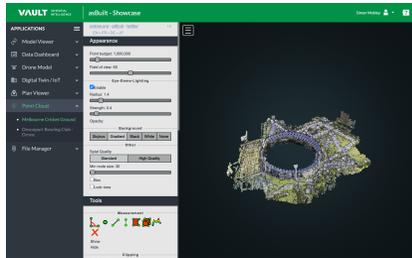
Click the **Lock icon** to lock the current perspective to enable the rotation of two images in unison. Click the lock again to unlock the perspective.



Point Cloud Viewer

Access Point Cloud Tools

Find all tools and functions for viewing your Point Clouds via the **left-hand tab**. Click on the **Hamburger menu icon** on the right-hand side of the tab to expand or collapse it.



Change Number of Point Clouds

Adjust the **Point Budget** slider to increase or decrease the number of points shown in your Point Cloud.



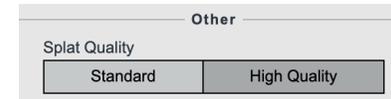
Customize Background

Change and customize the background to your preference by clicking the button options underneath the **Background** section.



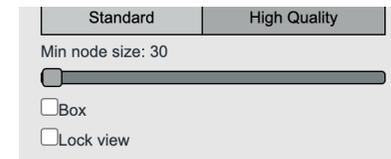
Change Point Cloud Quality

Adjust the quality of your Point Clouds underneath the **Splat Quality** section. Choose between two options of **Standard** or **High Quality**.



Change Node Size

Adjust the **Minimum Node Size** slider to modify the size of your Point Cloud nodes.



Measure Distance, Areas and Volumes

Measure a range of areas within Point Clouds by clicking the button options underneath the **Measurement** section.

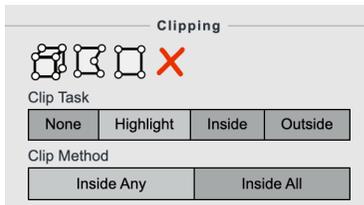
To clear the selected options, click on the **Red Cross icon** to remove all active measurements on the Point Cloud.



Point Cloud Viewer

Isolate Sections

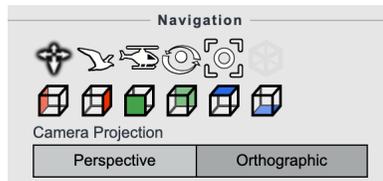
Create section boxes within your Point Cloud by using the variety of clipping tools underneath the **Clipping** section. To clear the selected options, click on the **Red Cross icon** to remove all active clipping on the Point Cloud.



Change Navigation Style

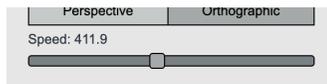
Select from a range of different navigational styles to view your Point Cloud underneath the **Navigation** section.

Change your camera projection in the **Camera Projection** section. Choose between two options of **Perspective** and **Orthographic**.



Change Navigation Movement Speed

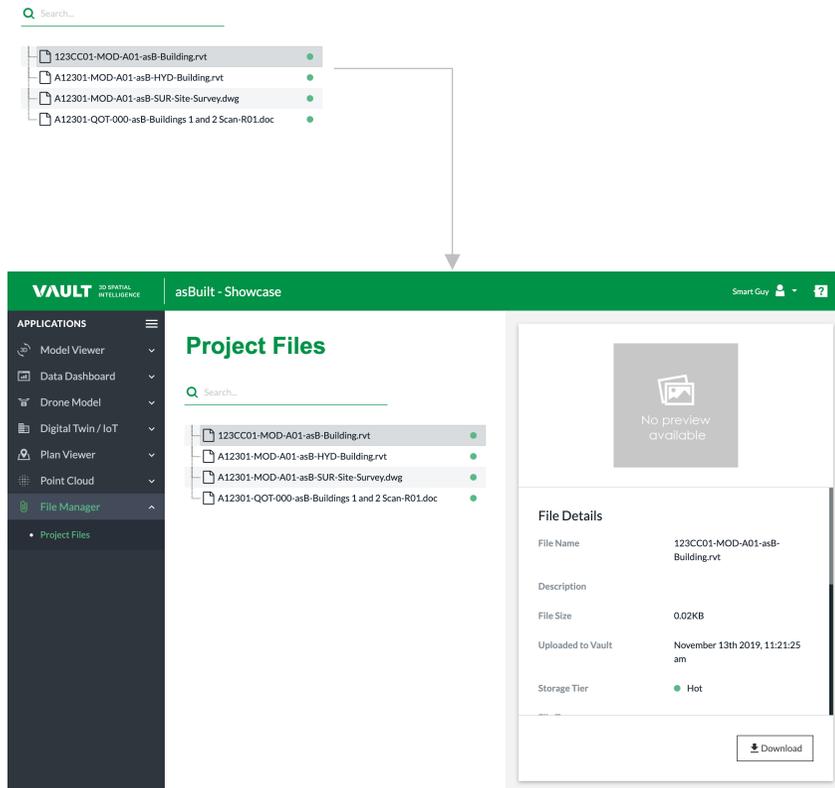
Adjust the **Speed** slider to change the movement speed while navigating through Point Clouds.



File Manager

View a File

Pick a file via the **left-hand list** and click to view. The file details will appear on the right-hand side with information about the file.



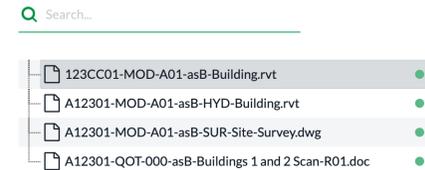
Find Storage Tier Status of File

The different coloured circles displayed on the right-hand side of a files name shows their **Storage Tier Status**.

The keys below show the meanings of each colour status:

- Green = Hot**
- Blue = Cold**
- Grey = Archived**

You can also find this in the file details information box on the right-hand side.



Search for Files

Search for specific files using the **Search** bar.



Download File

Click on the **Download** button on the bottom right-hand side of the File Details tab.

