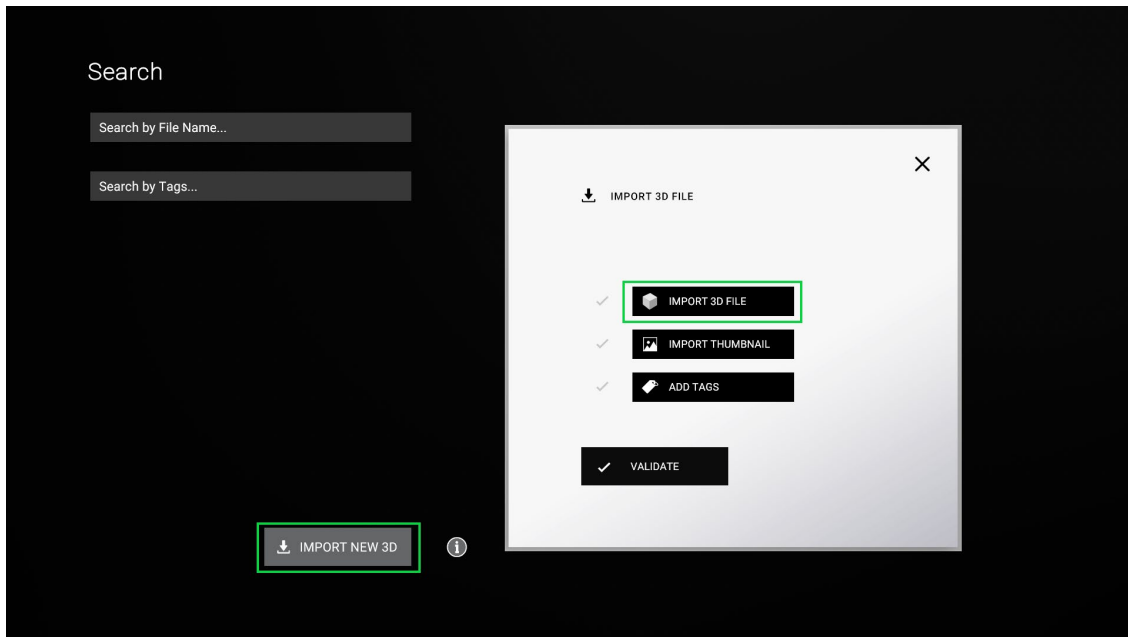
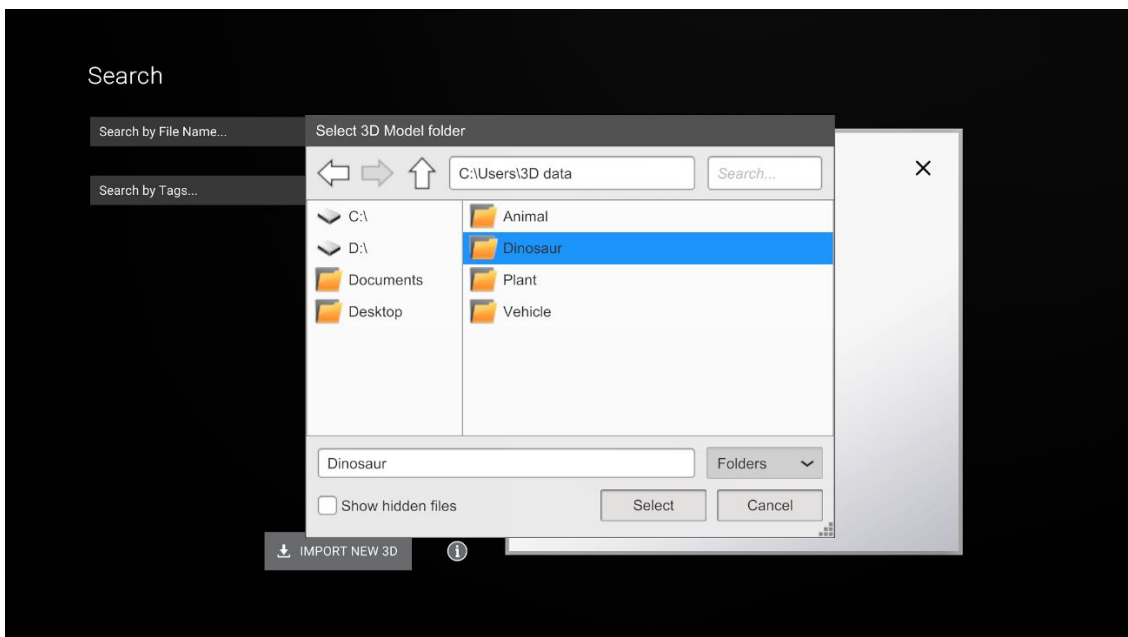


Importing the 3D Model

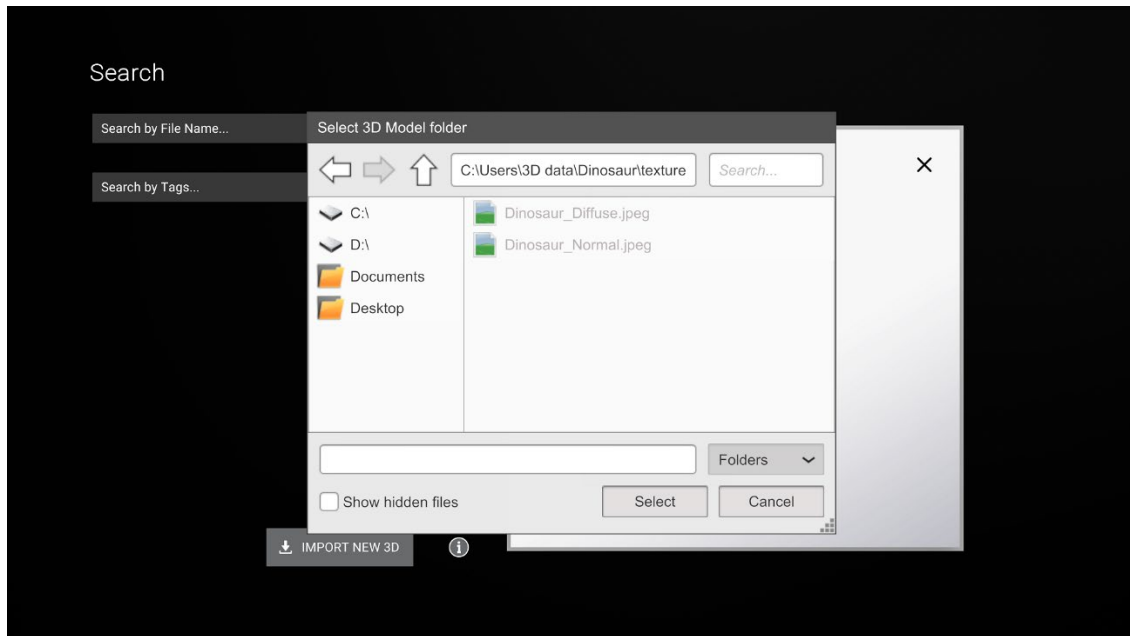
To successfully upload a 3d model please follow the following steps. Click on “Import New 3D” button followed by the “Import 3D File” button.



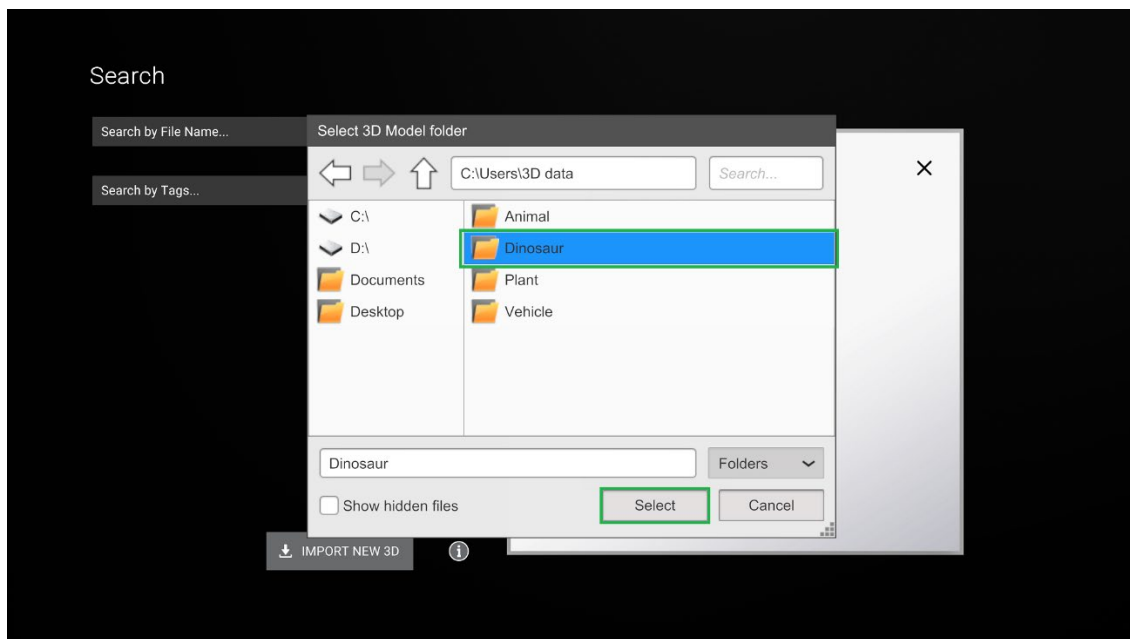
Next, navigate to a folder containing the .fbx file.



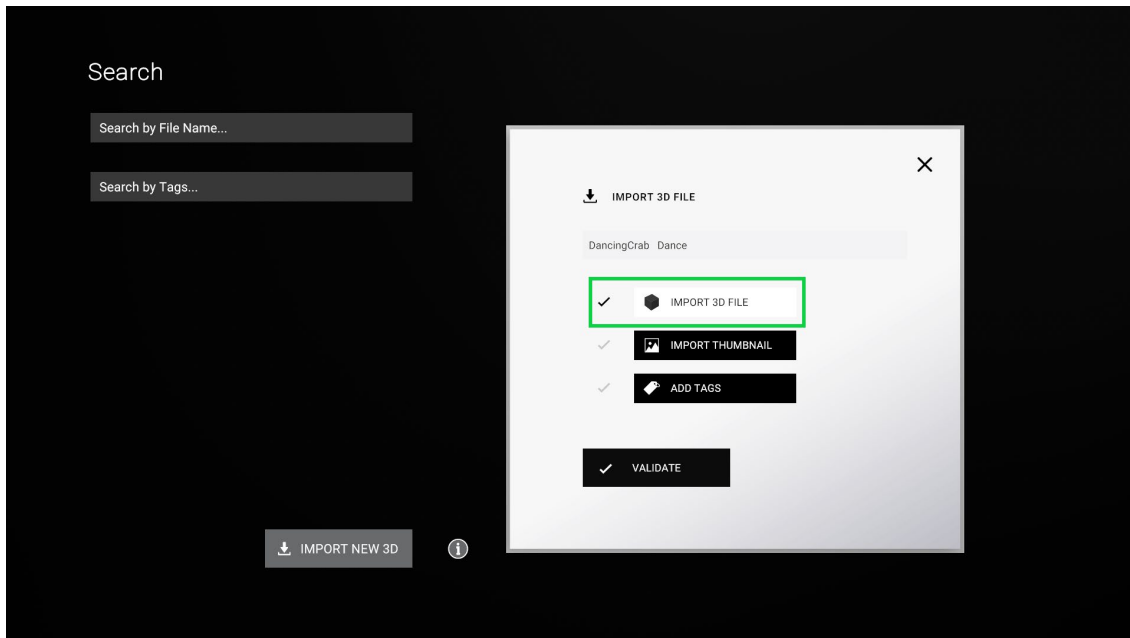
You may inspect the content of the folder to ensure that the folder contains either textures in the root of the model folder or in any sub-folder.



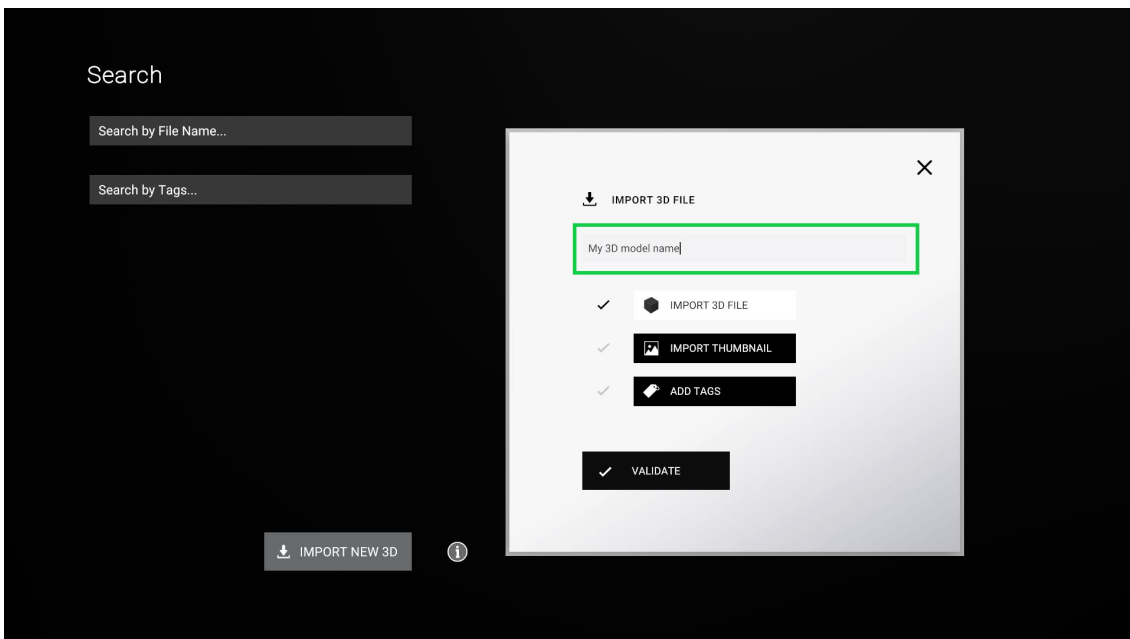
Lastly, click on the model folder followed by “Select” button



If the selection was successful the “Import 3D File” button background will turn light and the checkmark will change color.

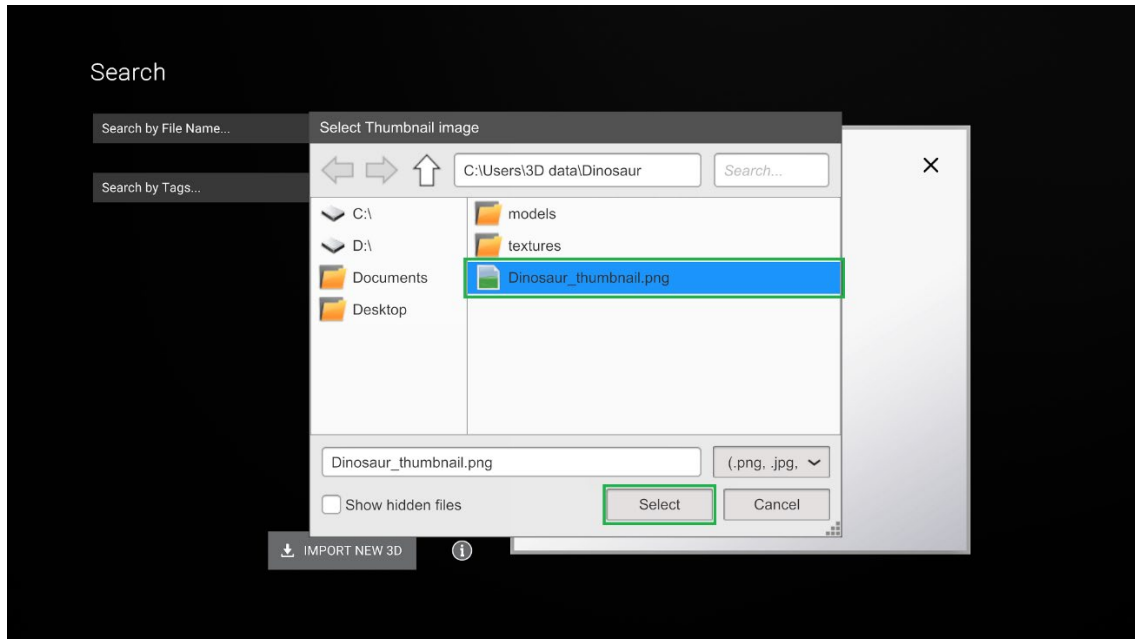


In case you need to rename the model, you may do so via the input field above the “IMPORT 3D FILE” button



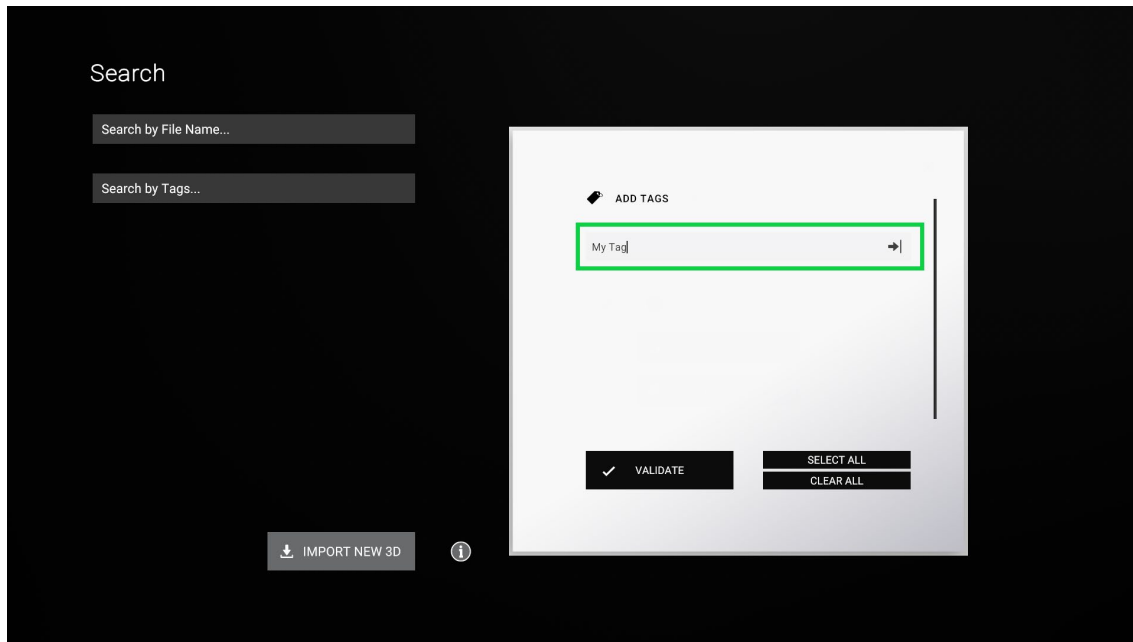
Thumbnail import (optional)

Thumbnail import is done in a similar fashion to the 3D model import. The thumbnail import feature accepts the following file extensions: **.png, .jpg, .jpeg**. For aspect ratio and resolution please refer to the document “How to prepare 3D model & requirements”.

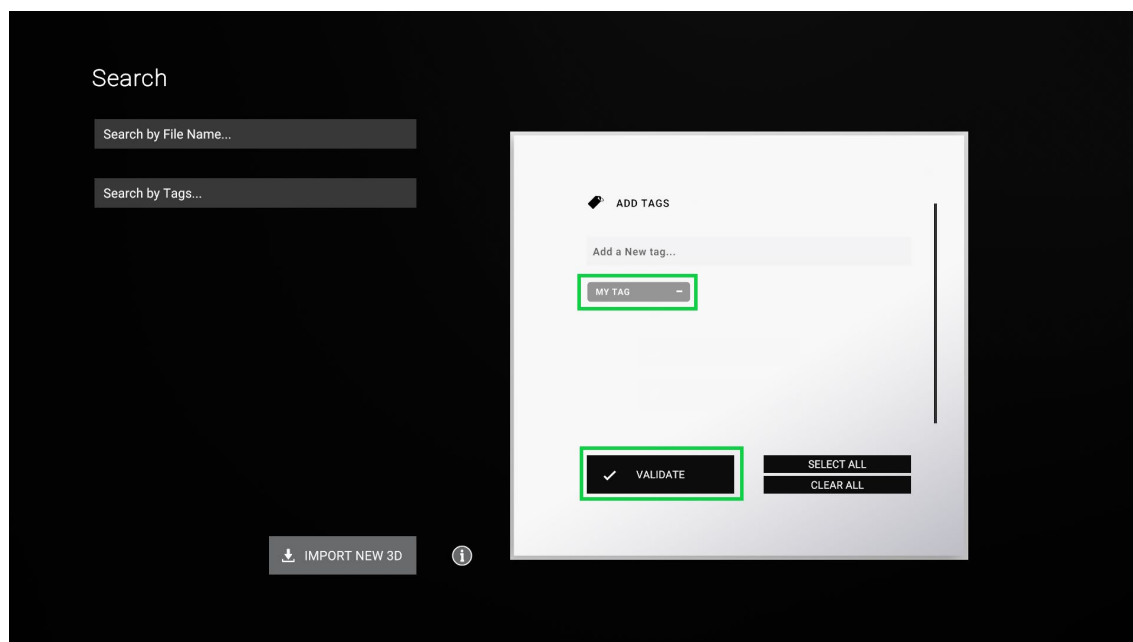


Assigning tags to the 3D model (optional)

You may attach custom tags to the model depending on the context to facilitate search and filtering of the catalogue. To attach a tag to a 3D model, simply click on the “ADD TAGS” button and enter a custom tag name in the Input Field. Once you have entered the tag name, click on the arrow icon to submit the operation or press ENTER.

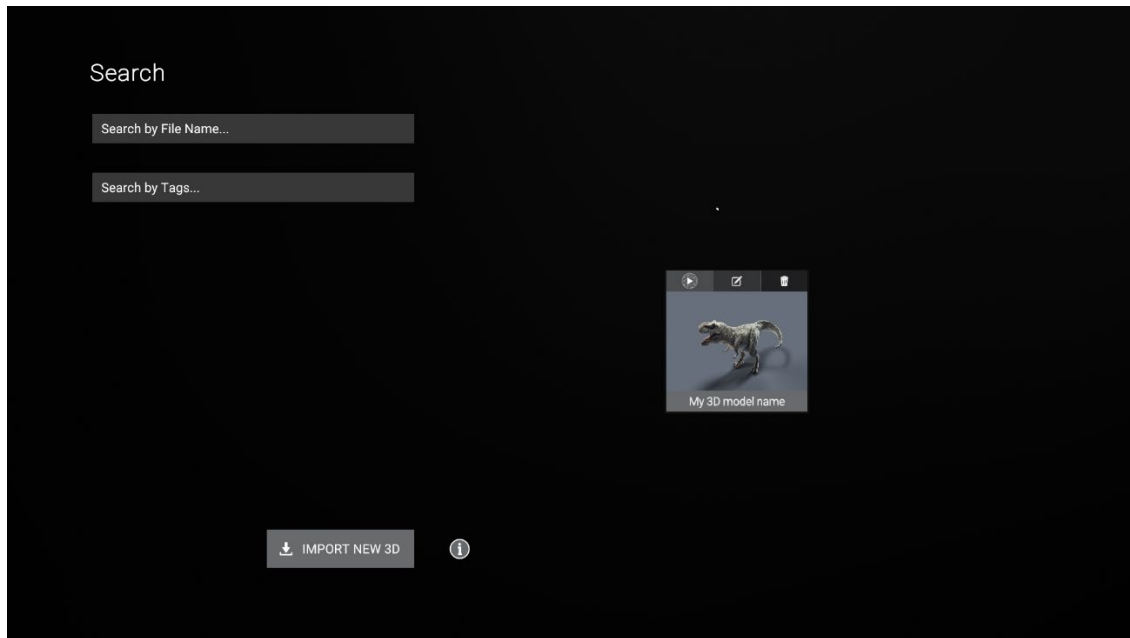


If the operation was successful you will see your tag appear in the area below. After that you are free to either Add additional tags and/or Validate the step by clicking the “VALIDATE” button. Please note that you can use “SELECT ALL” to attach all available tags or deselect all tags by using the “CLEAR ALL” button.

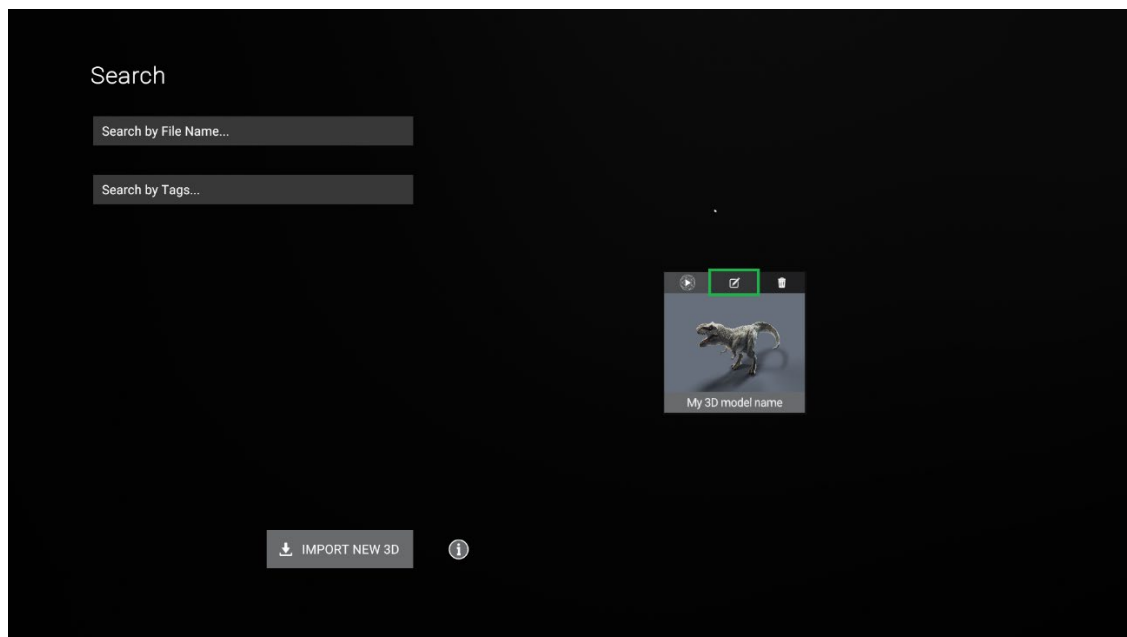


Validation, Editing and Deleting

To validate your input simply click on Validate button. Your model will appear in the catalogue.



If needed, you have the ability to Edit your 3D model's information (name, thumbnail and tags are editable). You can do so by clicking on Edit button in the header of the model Tile. Editing is done in similar fashion as the Import step.



If you decide to delete your document, simply click on the bin icon and a window will appear to confirm your operation.
(Warning: deletion is permanent from the catalogue)

