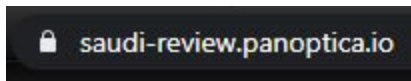


Panoptica Review - Web Usage Guide

Getting Started

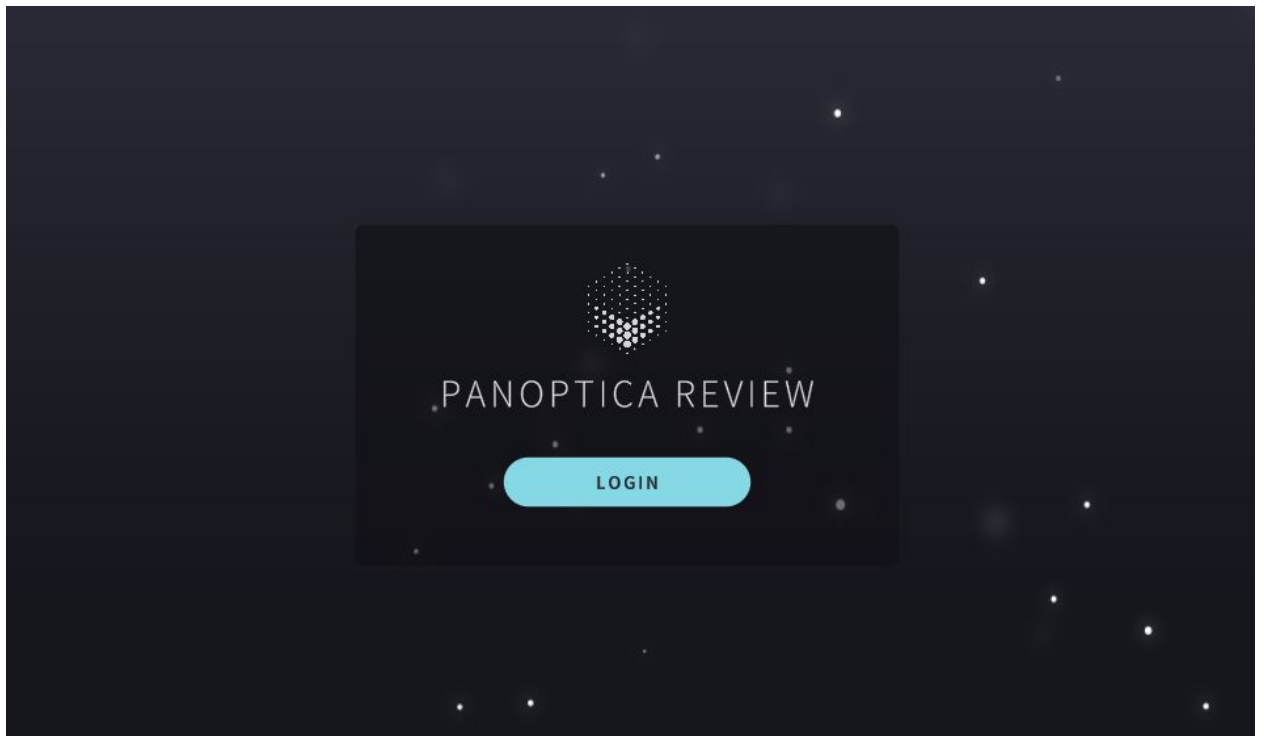
1. Navigate to saudi-review.panoptica.io on a compatible web browser:



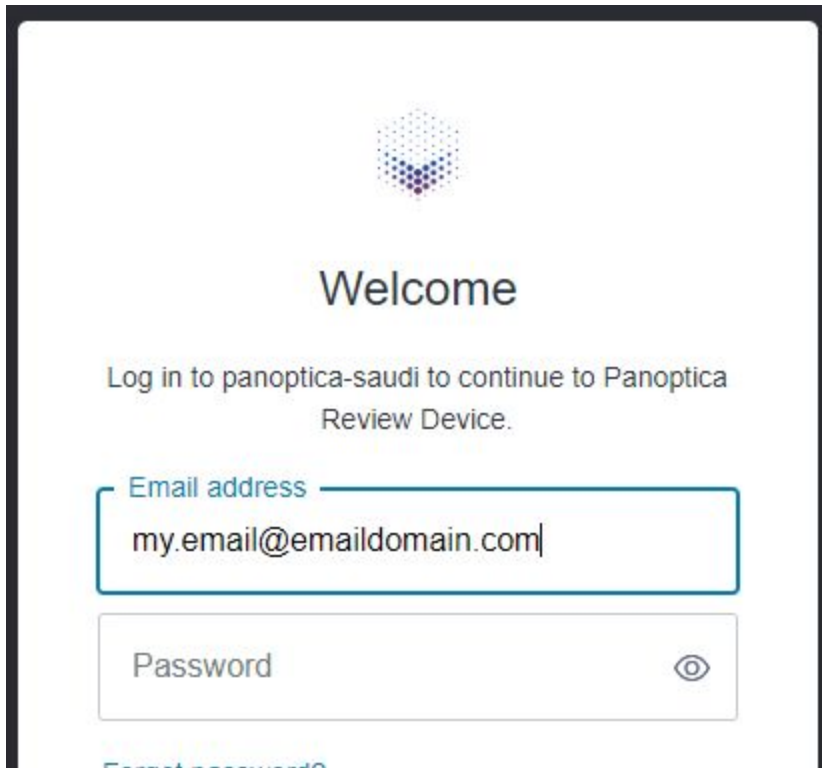
Recently-updated versions of these common web browsers should work properly:

- Chrome
- Firefox
- Microsoft Edge
- Safari
- Opera

2. Click LOGIN:



3. Enter your email address in the Email address field:



The screenshot shows a login interface with a logo at the top, the word "Welcome" in the center, and instructions to log in to "panoptica-saudi" to continue to "Panoptica Review Device". Below the instructions are two input fields: "Email address" and "Password". The "Email address" field is highlighted with a blue border and contains the text "my.email@emaildomain.com". The "Password" field is below it and contains a redacted password. A "Forgot password?" link is visible below the password field.

4. In the password field, enter **ilovepanoptica**



The screenshot shows the same login interface as above, but now the "Password" field is filled with the text "ilovepanoptica". The "Email address" field is now empty. The "Forgot password?" link is still visible below the password field.

5. Click CONTINUE

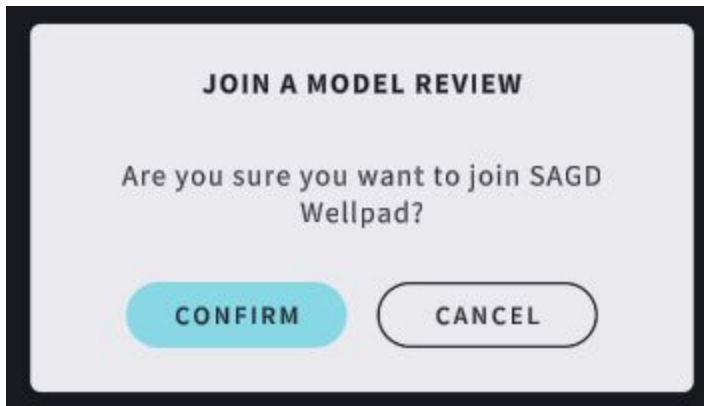


The screenshot shows the same login interface as above, but now the "Continue" button is highlighted in a light blue color. The "Forgot password?" link is still visible above the button.

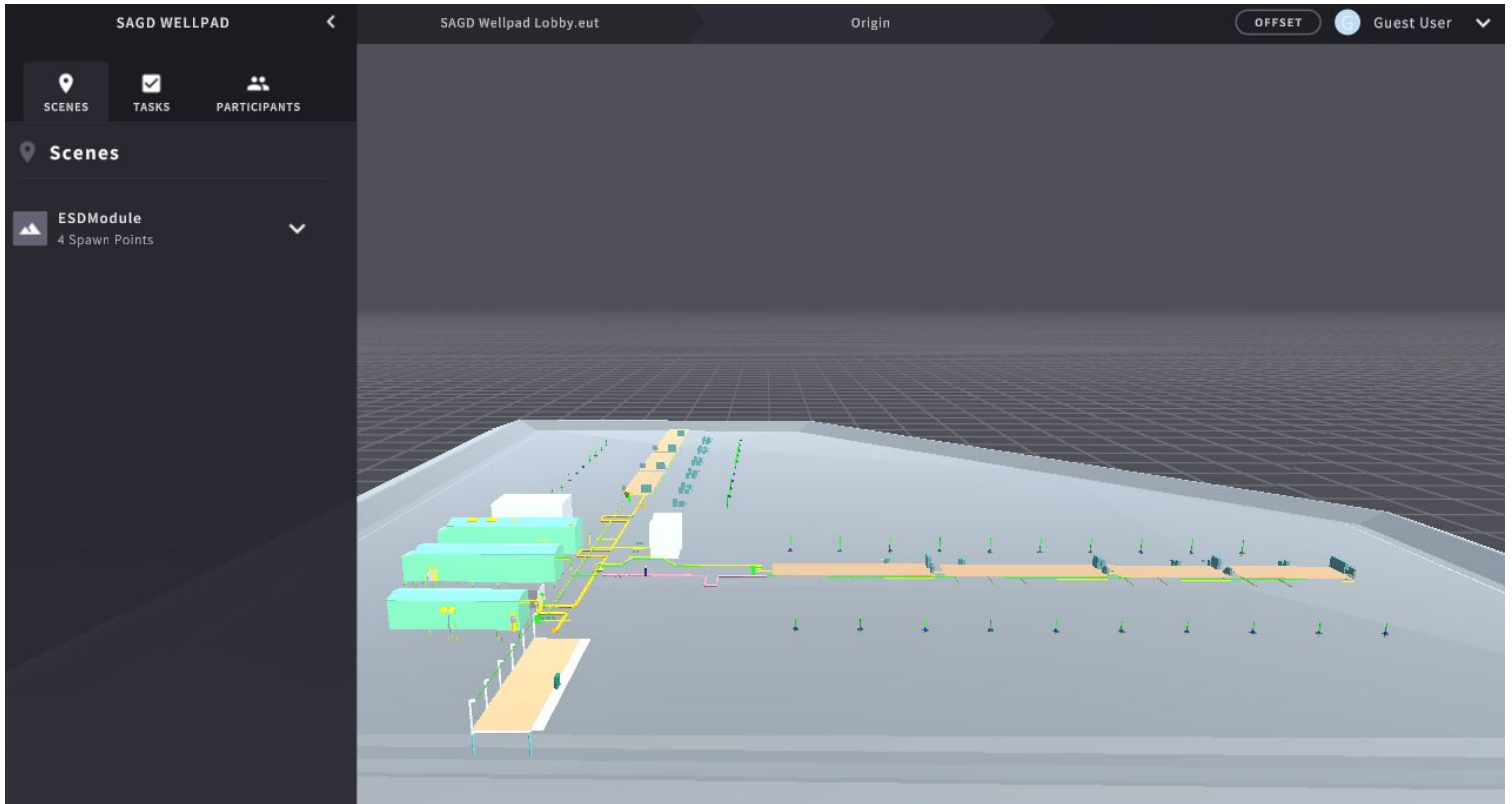
6. After waiting a moment to be logged in, you will arrive at the list of model reviews you have been invited to. Click the **SAGD Wellpad** model review to enter it:

MODEL REVIEWS			
Please select a model review to join			
TITLE	PROJECT	CLIENT	
S SAGD Wellpad	SAGD Wellpad Design Review	Engineering Inc.	16 June 2020

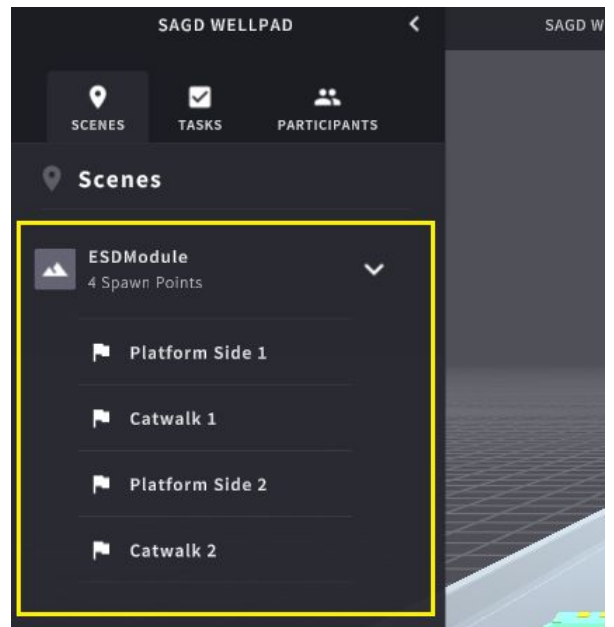
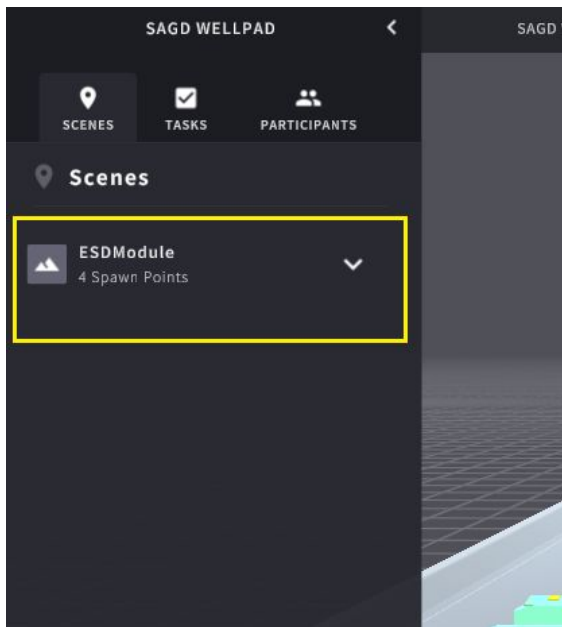
7. Click CONFIRM to enter:



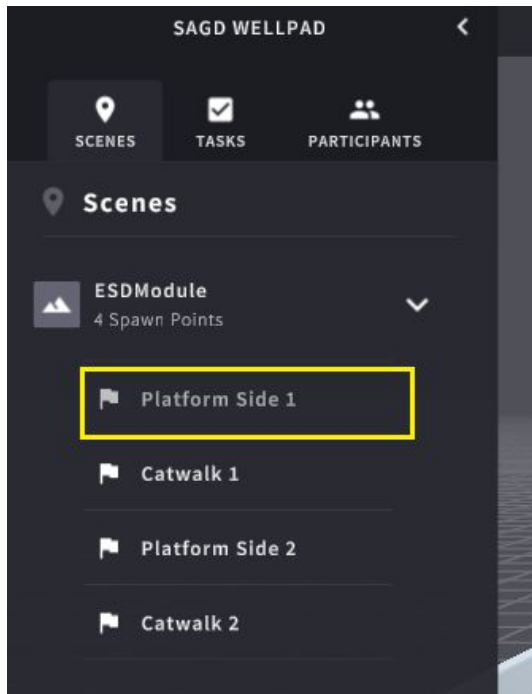
8. If it is your first time joining this model review, you will start in the model review's Lobby:



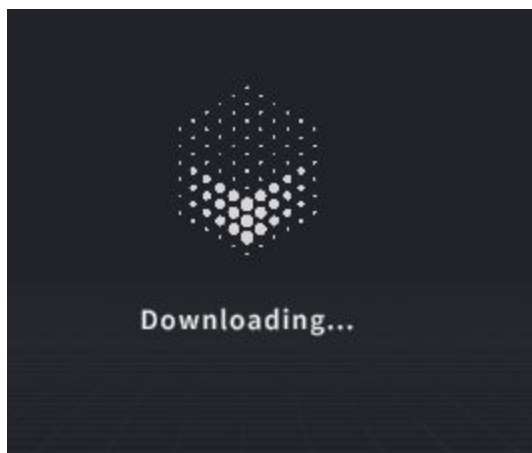
9. Next, we will enter a scene in the model review. Click on the **ESD Module** scene on the main menu. This will reveal Spawn Points that can be jumped to in that scene:



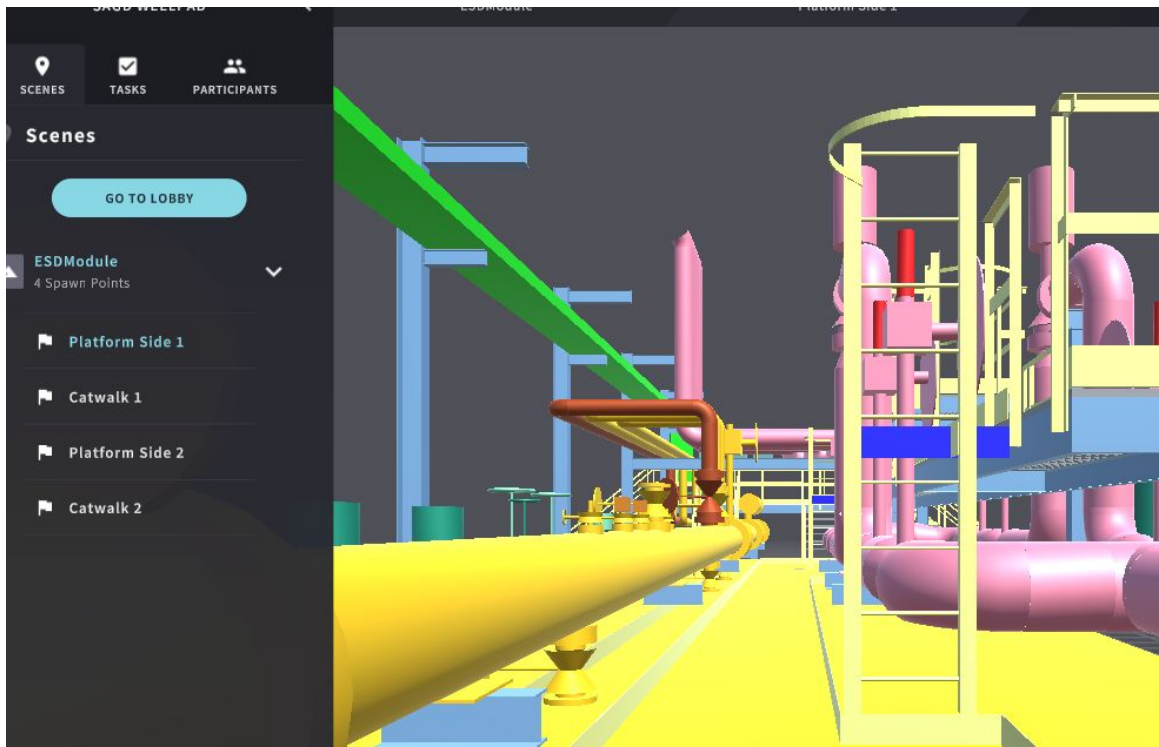
10. Click any of the Spawn Points in the list (such as Platform Side 1) to jump into the scene at this location:



11. The scene will take a moment to download:




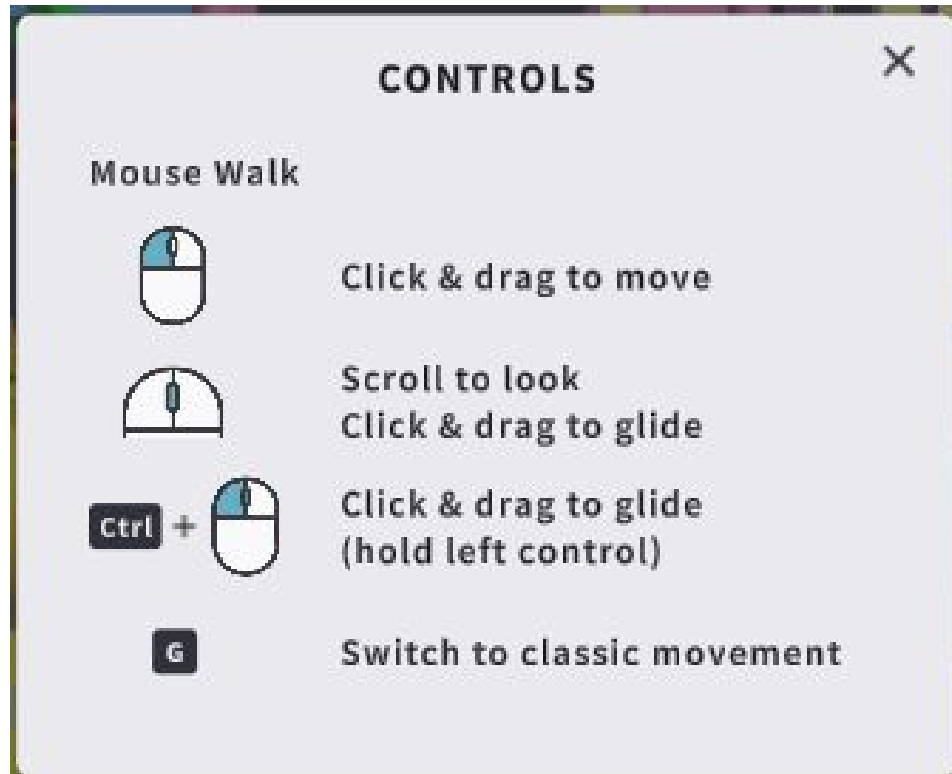
12. After downloading is complete, you will find yourself at your selected Spawn Point location and are now ready to review the scene.



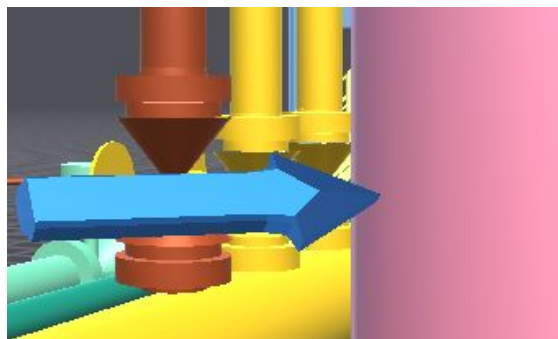
Controls

Mouse Walk

By default, **Mouse Walk** is active. You should see the  icon on your mouse. This movement mode can be used to easily move around the scene by left-clicking and dragging your mouse.

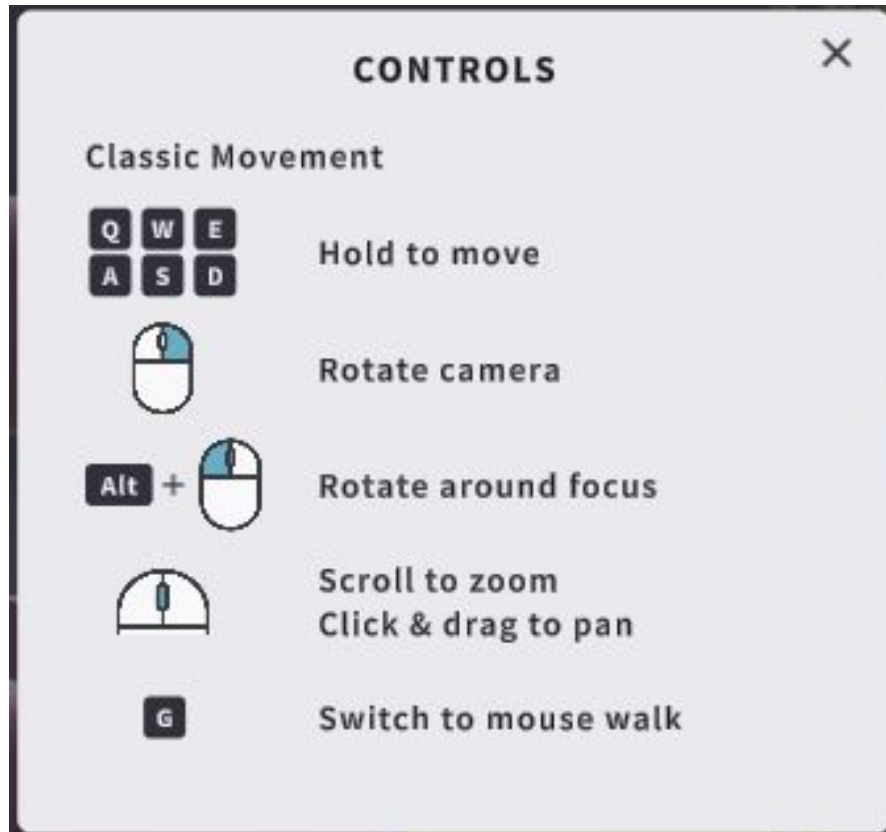


To **select objects** in mouse walk mode, **double click** the left mouse button over an object. You will see your **selection arrow** appear on the object you selected.



Classic Movement

The **G** key can be pressed to switch to classic movement. This movement mode uses a combination of mouse and keyboard buttons to move.

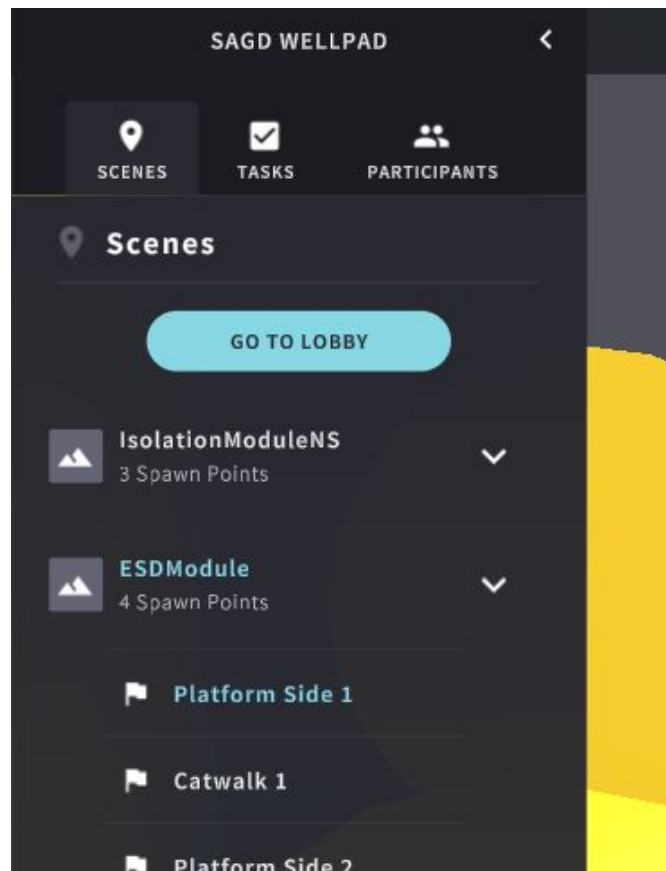


To **select objects** in classic movement mode, simply **click the left mouse button** over an object. You will see your **selection arrow** appear on the object you selected.

User Interface

Scenes Tab

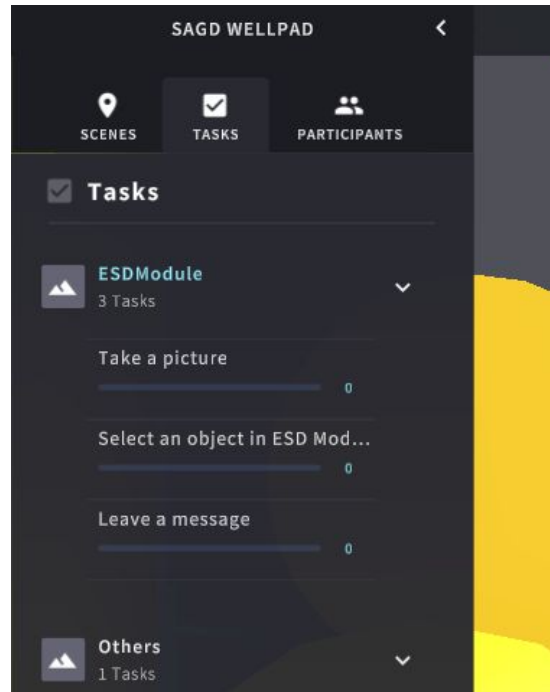
Use the scenes tab to go to a different Spawn Point in your current scene, or load a new scene. **Spawn Points** are different locations within a scene that you can instantly move to.



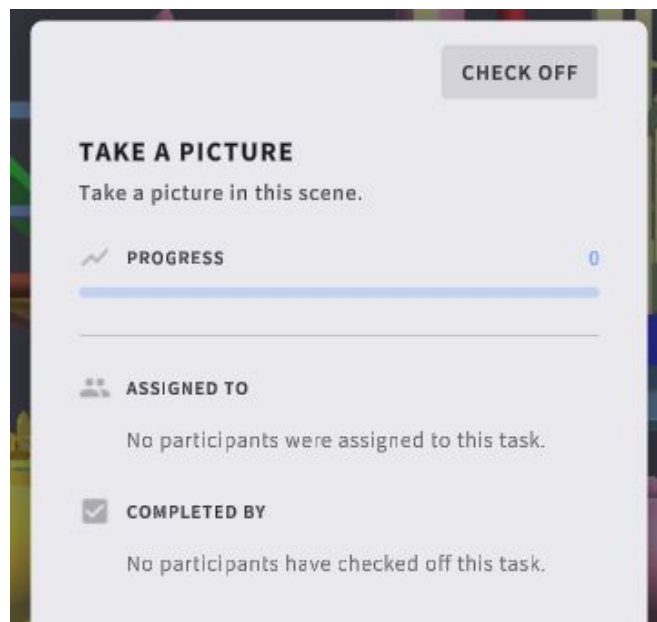
A **Lobby** is a scene that is typically a miniaturized version of the entire project featured in the model review. To go back to the Lobby, click GO TO LOBBY.

Tasks Tab

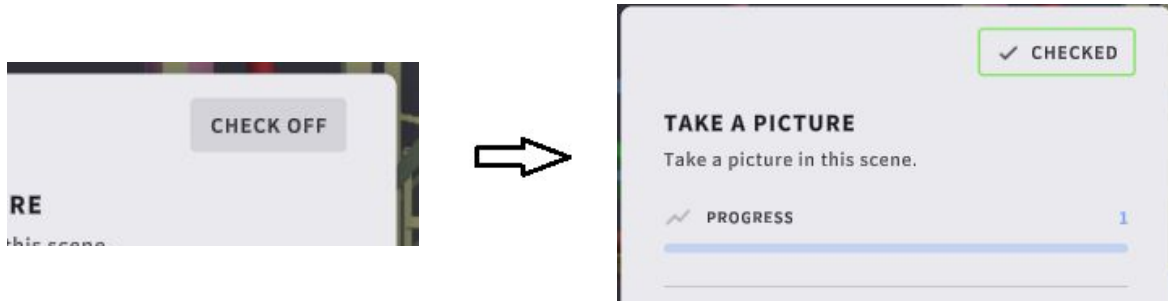
Use the tasks tab to monitor and check off tasks created for your model review.



Clicking a task will bring up a more detailed view of it, where you can see who has also checked off the task, and if it is assigned to anyone specific:

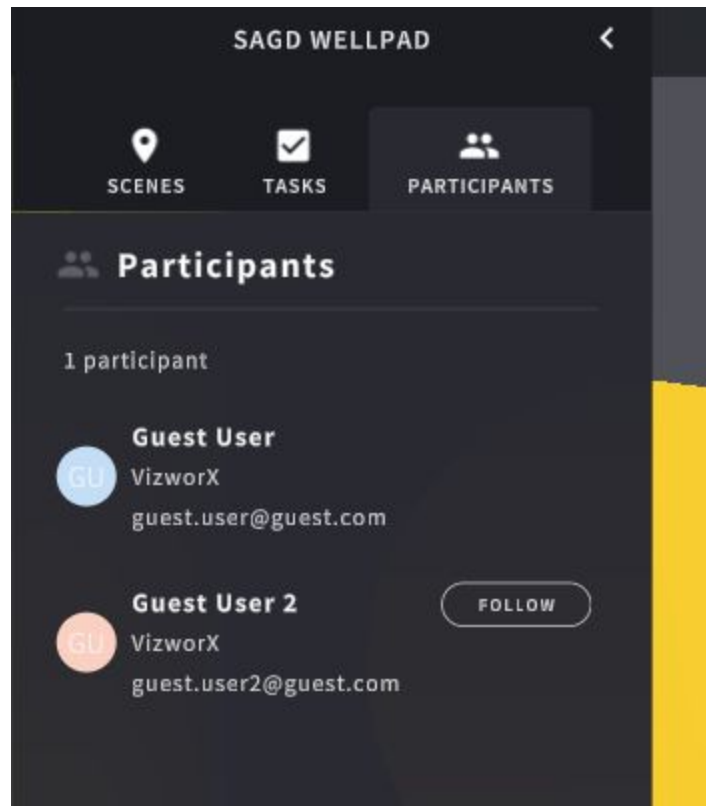


Click the CHECK OFF button to complete the task:



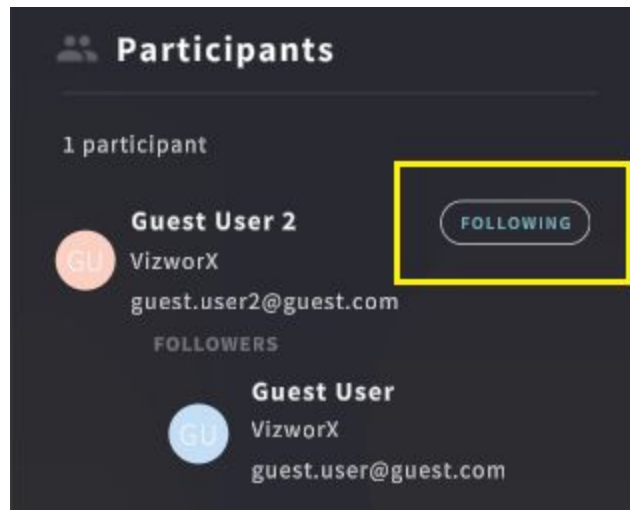
Participants Tab

Use the participants tab to see who else is in your model review, and to **follow** others.



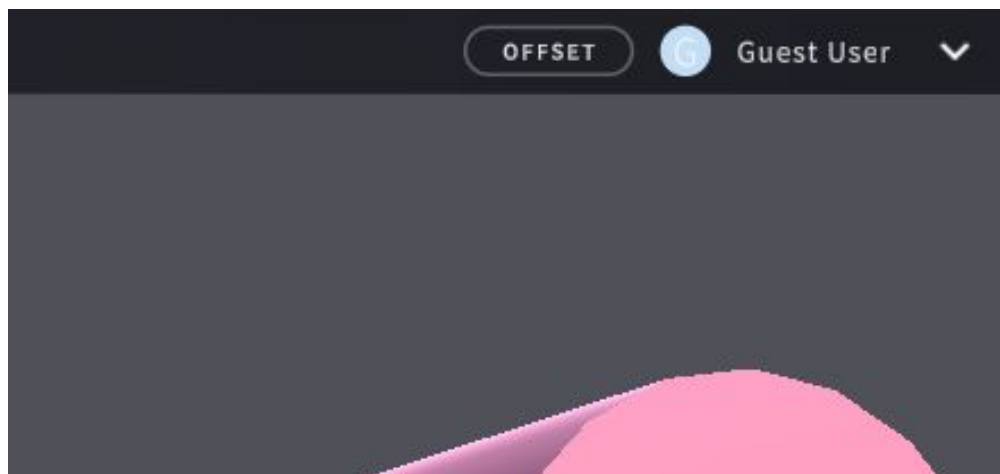
To follow someone, click FOLLOW by the user's name who you wish to follow. Upon **following** another user, your scene and spawn point will change to be theirs, as will any offset they apply to their scene. This is useful for allowing a team lead to ensure everyone is with them, for example, especially when reviewing multiple scenes and traversing multiple spawn points.

To stop following someone, simply click the FOLLOWING button by their name:

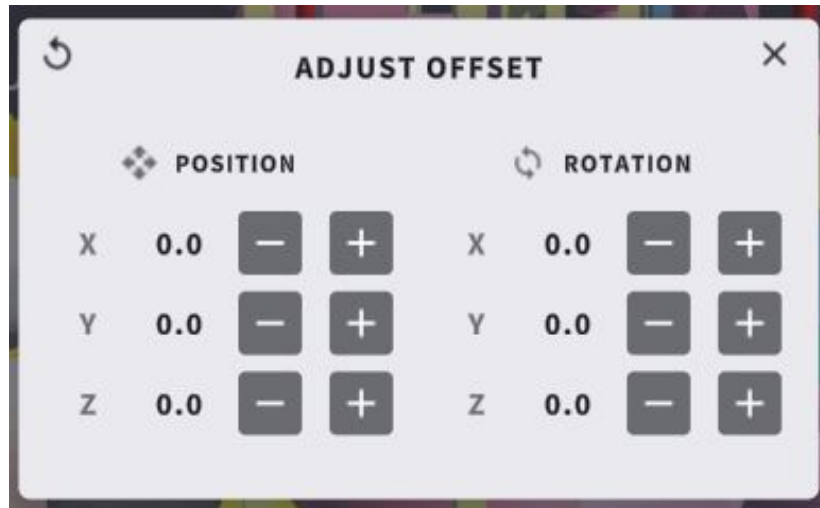


Offset

You can move the scene around in small increments by clicking the OFFSET button near the top-right corner of the user interface:




This brings up a menu which allows you to translate and rotate the scene:



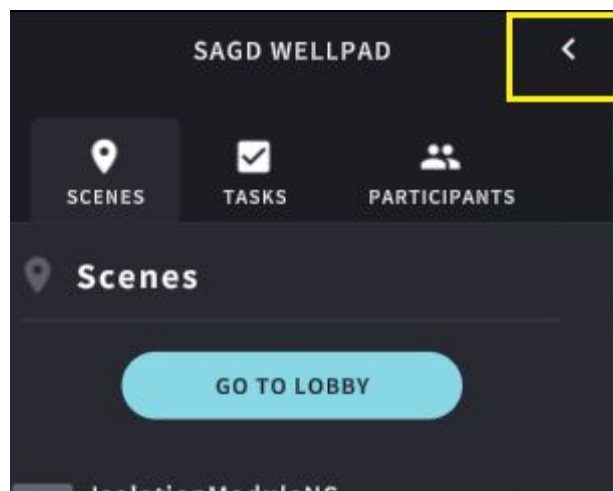
Click the + and - buttons beside your desired axes to adjust the scene in small increments.

Note: if you have others following you while adjusting offset, they will see the scene move, too.

To **reset your offset**, click the reset  button on the top-left corner of the adjust offset window.

Hide the Main Menu

To hide the main menu on the left, click the < button:



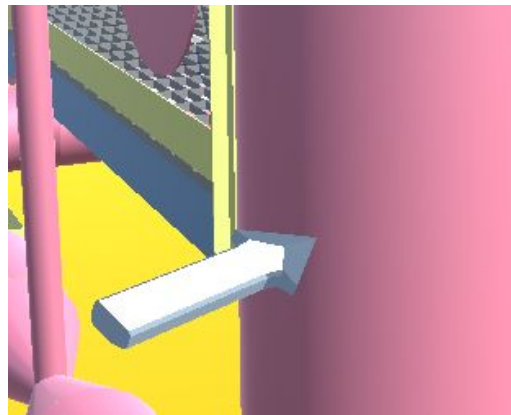
This allows for a larger area to see during your model review.

To bring the main menu back, simply click the ☰ button on the top-left corner of the screen when the main menu is hidden:

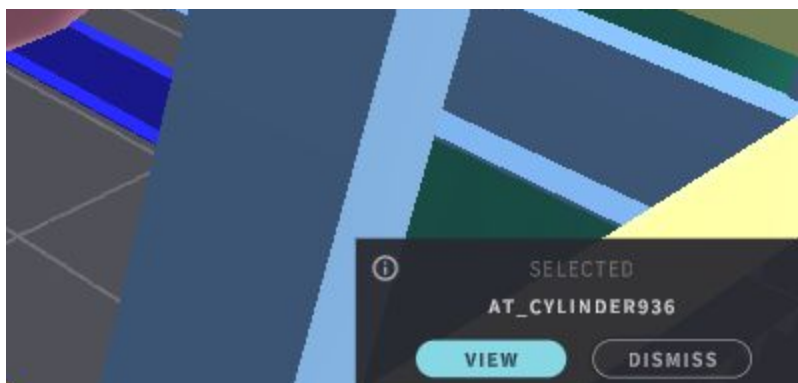


BIM Data

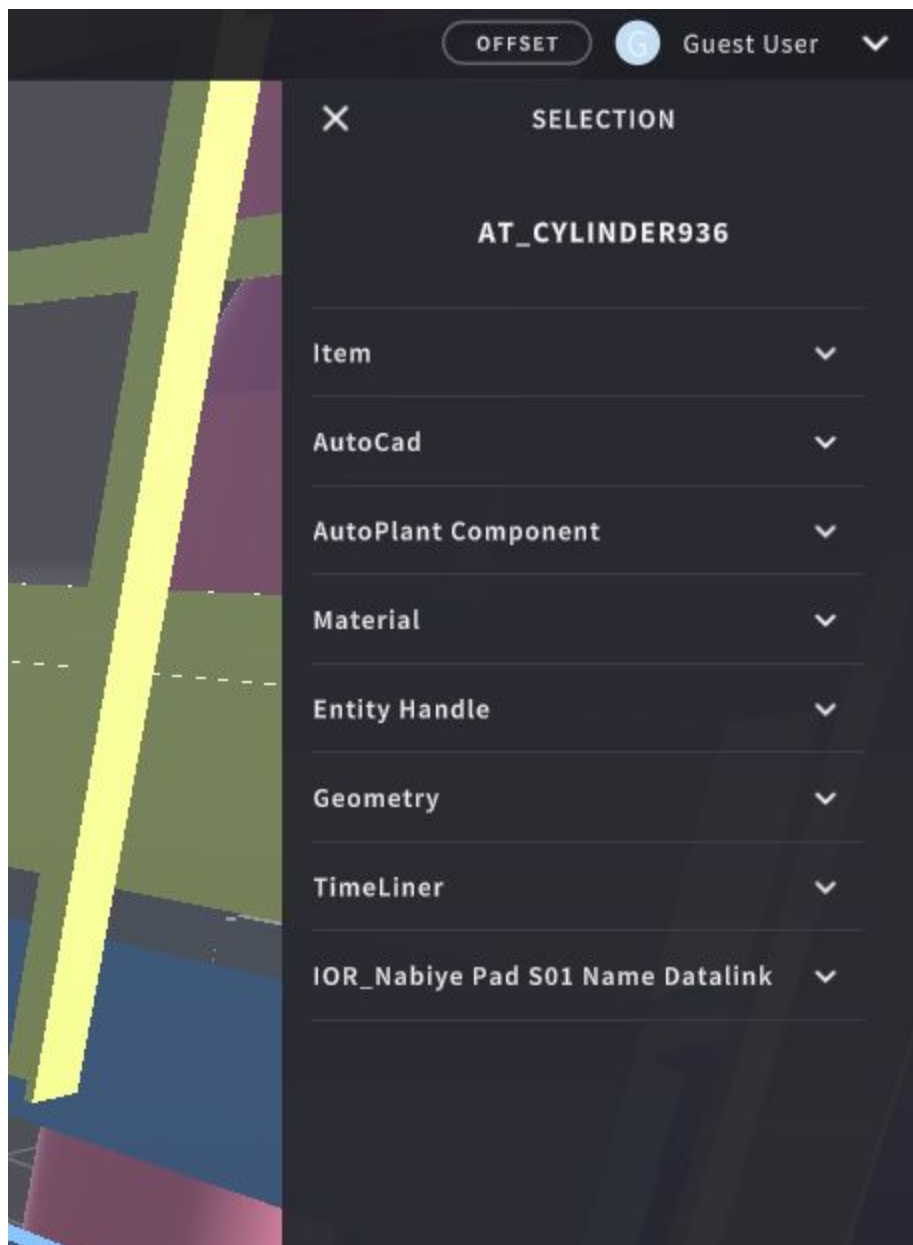
BIM data can be viewed on selected objects. First, select an object so your selection arrow is visible (instructions on how to select in [Mouse Walk](#) and [Classic Movement](#) above):



Now, click on the VIEW button on the bottom-right corner of the screen:



This will bring up the **selection menu** with any data attached to this object to be viewed on the right side of the screen.

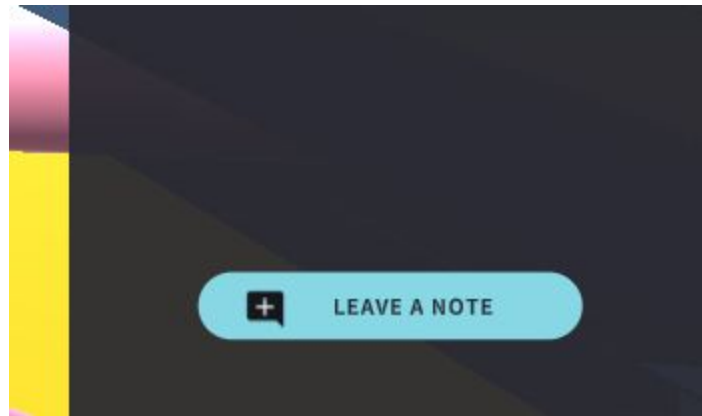


To hide this, simply click away from the selection menu, or click the X button on it.

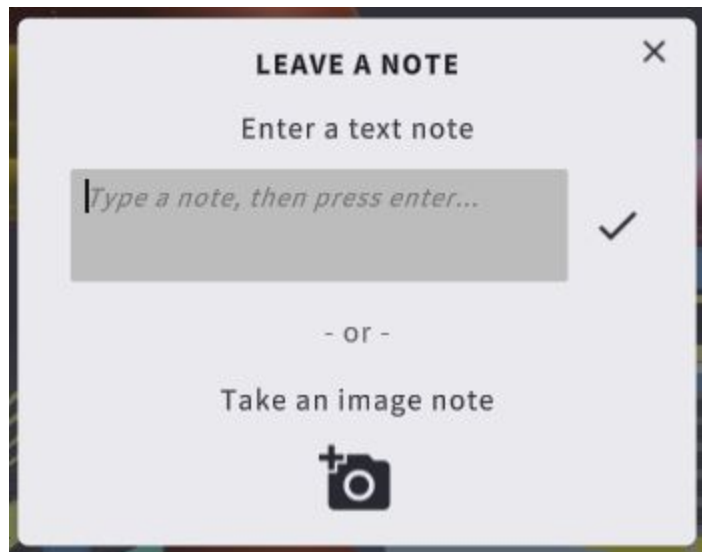
Creating Notes

Text and **photos** can be left in the scene to record findings and opinions in your model review.

To create a note, **first select an object**, and then click the LEAVE A NOTE button on the bottom part of the selection menu (on the bottom-right corner of the screen):



This will bring up the note-taking window, where you can create a text note or take a photo for others to see:

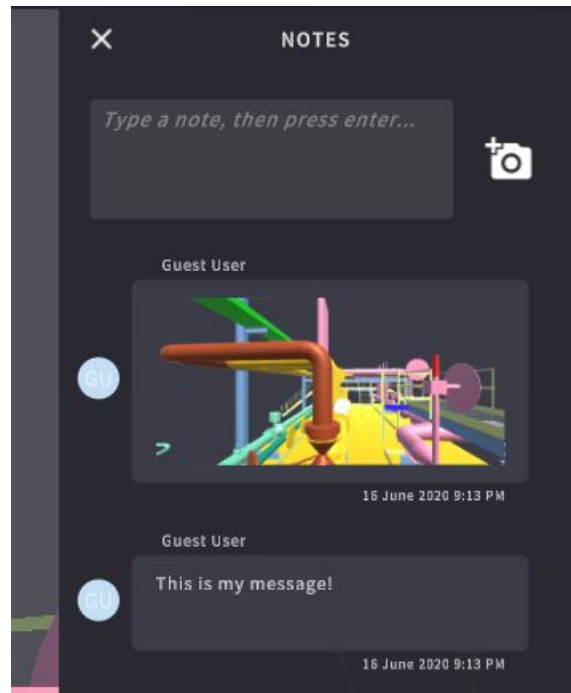


To create a text note, type in your message in the box, and then press enter to submit it (or click the checkmark button).

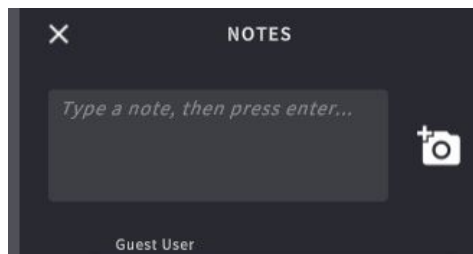
To create a photo, simply click the camera button:



A **rotating note icon** will appear in the scene where your selection arrow was, and your new notes will be visible on the right side of the screen:



You can add more notes to this collection of notes, called a **thread**, by using the text box and photo button there.



Other participants can see your notes, and they can add their own notes to your thread.

Click on rotating note icons in the scene to view the messages and photos left by other participants.

