

Use this guide to learn how to upload media and place Points of Interest on a plan.

## Access Point of Interest Placement Tool

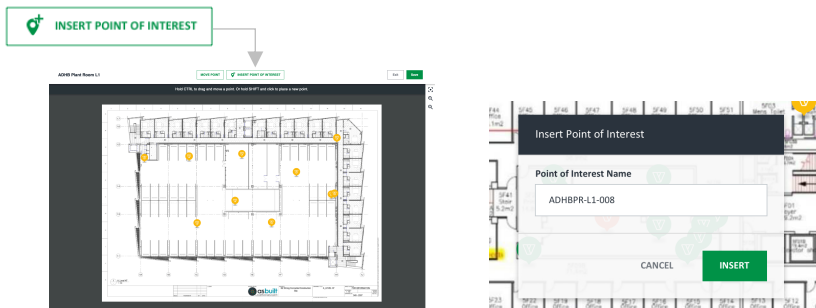
In the **Plan Viewer application**, click on the **Point Placement Icon** in your floor plan to access the **Point of Interest (POI)** placement tool.



## Insert a Point of Interest

Click on the **Insert Point of Interest** button and select anywhere on the plan to place a point. This will open up a popup for you to name the POI. Once you have entered a name, click the **Insert button** to insert the point on the plan.

To cancel inserting the Point of Interest, click on the **Cancel button** instead.



## Save or Discard Changes

To **Save** your POI inserts, placement changes or uploaded media, click on the **Save button** in the top right-hand corner.

To **Discard** POI inserts, placement changes or uploaded media, click on the **Exit button** in the top right-hand corner. A confirmation popup will also appear before you discard any unwanted changes.



## Move an Existing Point of Interest

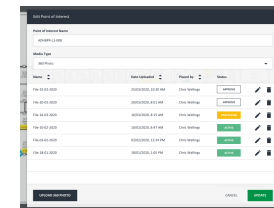
Click on the **Move Point button** and select a POI. Click anywhere on the plan to move the existing point to your desired location.

Alternatively... **hold Ctrl** if using Windows or **hold Cmd** if using Mac while clicking on a POI. Drag your cursor to move an existing point.



## Edit Point of Interest

To edit, upload, approve or delete media types in a specific point of interest, click on a POI on the plan. This will open up a popup to complete any of the above actions.



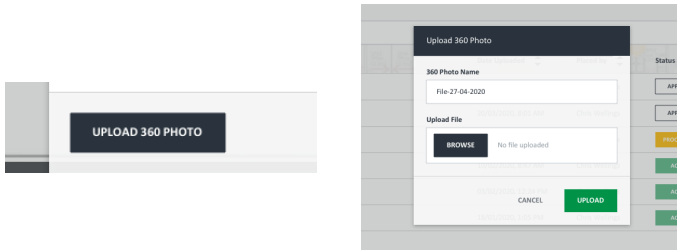
## Continued...

### Upload Media to a Point of Interest

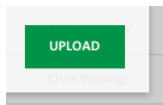
Select an option under the **Media Type dropdown** and choose between 360 Photo, Image, Video and Document. If any option is selected, all files of the selected media type will appear in the list below.

Name	Date Uploaded	Placed by	Status
File-25-03-2020	25/03/2020, 10:30 AM	Chris Wellings	APPROVE
File-20-03-2020	20/03/2020, 8:01 AM	Chris Wellings	APPROVE
File-16-03-2020	16/03/2020, 8:15 AM	Chris Wellings	PROCESSING

In the example above the media type chosen is 360 Photos. To upload new media click on the **Upload button** in the bottom left-hand corner of the popup. This will open a secondary popup to upload your chosen media type.



Enter a name for your media type and click **Browse** to choose a file to upload from your device. Click on the **Upload button** in the bottom right-hand corner to upload your chosen file.



### Approve Media Files

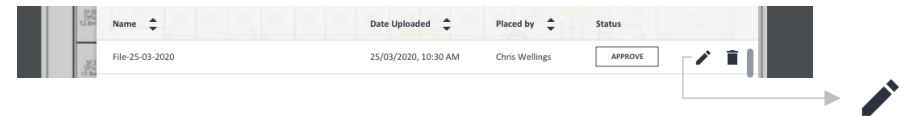
All types of media will have to be approved before they are uploaded and shared within the Vault. Check the status of a file underneath the **Status Column** on the right-hand side.

To approve a file, click on the **Approve button**. This will change the status to **Processing**. Once it has been processed, the status will then change to **Active**. If you cannot see an **Approve button**, talk with your **Vault Admin** to request approval of media files.

Date Uploaded	Placed by	Status
25/03/2020, 10:30 AM	Chris Wellings	APPROVE
20/03/2020, 8:01 AM	Chris Wellings	APPROVE
16/03/2020, 8:15 AM	Chris Wellings	PROCESSING
10/02/2020, 8:47 AM	Chris Wellings	ACTIVE

### Rename Media Files

Select a file in the list and click on the **Edit icon** on the far right-hand side. Rename your media file by typing into the **Input box**.



### Delete Media Files

Select a file in the list and click on the **Trash icon** on the far right-hand side. This will delete your selected file. If you cannot see a **Trash icon**, talk with your **Vault Admin** to request deletion of media files.

