Introduction

The Virtual Worlds Design Viewer was created to extend the reach of your business by breaking down barriers of distance or time. The Design Viewer allows you to provide a remote service by publishing ‘time protected’ designs to your customer’s freely downloadable 3D interactive Virtual Worlds Viewer App.

This design viewer displays a 3D view of a Virtual Worlds design that your clients can access without the need to arrange a meeting in the showroom. This viewer can be accessed from any PC/Laptop via a web link that is sent to your client, or within the Virtual Worlds Viewer App that can be downloaded from the App store or Google Play.

The purpose of this guide is to help you set up the Virtual Worlds Design Viewer for the first time and show you how to use and administer the system moving forward.

Important Note regarding Flash and Internet Browsers

Various Internet Browsers have started to remove support for Adobe Flash based plugins hosted within a web page and have had the Flash option switched off. This means that for some users, the web link for your published designs may not work. We are working to change the way the Design Viewer application works to combat this change but in the meantime, there will be detailed instructions and how-to videos on the page that appears if the web link doesn’t work for a customer. If you require more information, please contact Virtual Worlds Support.
Accessing Your Online Account

Once you have received your account details from the Virtual Worlds Support Team, you will be able to administer your own account, using this link: http://designs.virtualworlds.co.uk.

Once you reach this page you will need to click on Login... and enter the account details that the Support Team have provided.

Within this portal, you will be able to change your email and password, add email addresses, check design history, edit text designs and more.

Note - The account name and password is case sensitive. If you are unable to log in, please contact support on 01908 448899

The Online Account Administration Features

Once logged in you will be taken to the home page of the Virtual Worlds Design Viewer administration page, which will look like the image below.

This page gives you information on when your design uploads quota will expire and how many available uploads you have left. If you start to run low on these, just give us a call!

You can also manage your Virtual Worlds Viewer designs and account details, explained later in this document.
Managing Your Online Account

On the main page of the Design Viewer administration system, select the Manage Account option which will show you settings relating specifically to your account. From here you can change contact email addresses, change the account password or alter other settings.

Update Settings

This page is used if the location of your Virtual Worlds catalogues is different or has been changed. The catalogue path within the Design Viewer Update Settings needs to be the same path that Virtual Worlds looks at. This needs to be updated to the upload of the published files to work correctly. You can do this by highlighting and copying the Catalogue path in Virtual Worlds Professional, shown below, and pasting it in to the Design Viewer administration system.
Update Emails

The **Update Emails** option allows you to add, edit and remove email address for your Design Viewer account. There is no limit to how many email address you can have, however you must have a minimum of 1 email address to be able to publish a design in Virtual Worlds Professional. Once a design is published, an automatic email is generated and sent to the email addresses you have provided in this section.

![Update Contact Emails](image)

Change Password

This section will allow you to change the password linked to your Design Viewer account. You will need to know your current password to be able to change your password. If you have forgotten your password, please contact the Virtual Worlds Support Team to assist you.

Managing Your Designs

The design management page allows you to manage any designs that have been published, including those that have been selected as **Permanent**.
Editing Designs

If you select **Edit Designs** you can select any published design and the name, description and reference.

Manage Permanent Designs

By selecting **Manage Permanent Designs** you will see all active designs and if required, you can make them **Temporary** or **Permanent** by selecting the wording in **blue**.

This page also allows you to quickly see how many days are remaining on any temporary designs, how many times a design has been viewed and when the design was uploaded. The **Published Design History** page displays any active designs and allows you to see how many days the design is active for and how many times it has been viewed.

In addition, you can re-send the automatic email notifications that contain the code for the Virtual Worlds Viewer app and the web link to access the design online. This is very handy for when you can’t find the email!
Publishing Designs in Virtual Worlds Professional

Designs are added to the Virtual Worlds Viewer application by publishing them from within Virtual Worlds Professional. In Virtual Worlds Professional, open the 3D design you wish to publish and select File > Publish from the top toolbar.

The above image shows you where you need to sign in before being able to publish the design. To log in, click the icon where you will be prompted to sign in with the login details the Virtual Worlds Support Team have provided. Once these are entered, click Save and then Select.

This Image shows you the start of the Design Publishing process.

**Design Name:** This is the name of the design which your client will see at the top of the screen when they view the design. This is a compulsory field.

**Design Description:** This is where you may want to add in more description about the design for your customers to view. This field is optional and can therefore be left blank.

**Design Shelf Life:** This section allows you to select how long you wish the design to be visible from the date of publishing. After this date, the design will automatically be deleted.

**Mark as Permanent:** This tick box acts as an override to the Design Shelf Life, and prevents the design from being deleted when the expiration date passes. **Note – Your account is permitted to have 10 permanent designs only.**
Designs can be made Temporary via the Manage Permanent Designs option, found in the 'Manage Account' section of this guide.

Once all information has been added and settings are correct, you can now click 'Publish As New' to start the process.

Once the process has completed, you will be sent an automated email with a link and code to view the design online or on your portable smart device. You will also be able to view the design which will open in a separate browser window once you have clicked on View Design. If Virtual Worlds Professional detects that this design has already been published, the Replace Existing link is activated. This button enables you to replace the existing design rather than generating an entirely new design.

When a customer views the design, the email linked to your Design Viewer account will be notified with an automated email to let you know when it has been viewed.

If you have any questions or require further help with the Virtual Worlds pricing system, feel free to get in contact with the Support and Training team on the details below.

+44 (0) 1908 448899  +44 (0) 1908 663848    vworlds.support@logicom.com

www.virtualworlds.co.uk  1 Portland Drive, Willen, Milton Keynes, MK15 9JW, UK