Virtual Worlds Design Cloud Help Guide

Shaping the Future of KBB Retail...

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Introduction

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

The Design Cloud 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 on iOS or Google Play store.

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

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: **https://designs.virtualworlds.co.uk**.

Once you reach this page you will need to click on **Log In…** 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.

The Online Account Administration Features

Once logged in you will be taken to the home page of the Virtual Worlds Design Cloud 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 Design Cloud designs and account details, explained later in this document.

Managing Your Online Account

On the main page of the Design Cloud administration system, select the **Manage Account** option to display the 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 Cloud Update Settings needs to be the same path that Virtual Worlds looks at. This needs to be updated for 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 Cloud administration system.
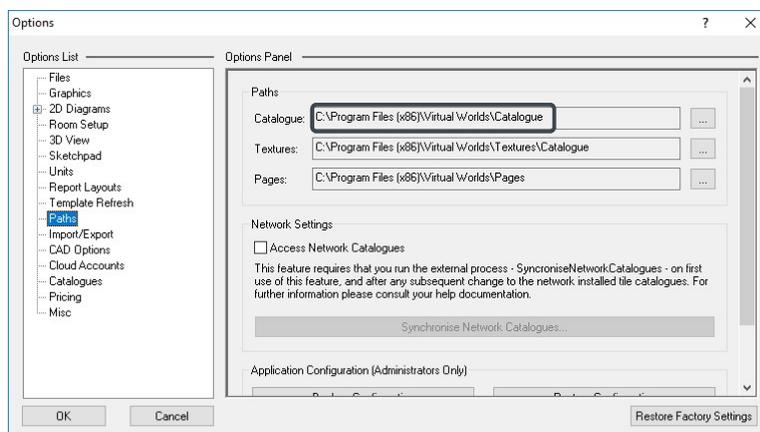
Update Emails

The **Update Emails...** option allows you to add, edit and remove email address for your Design Cloud 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.

Change Password

This section will allow you to change the password linked to your Design Cloud 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 edit the name, description and reference.
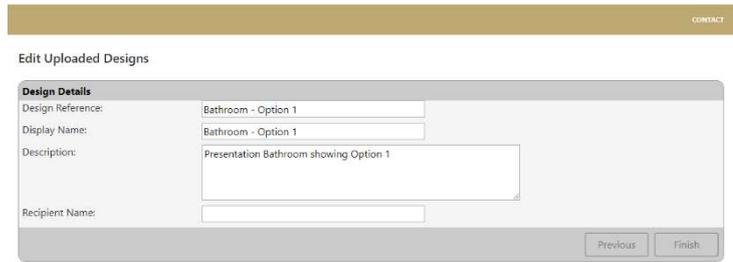
Manage Permanent Designs

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 Design Cloud by publishing them from within Virtual Worlds Professional. In Virtual Worlds Professional, open the 3D design you wish to publish and select **Design** > **Publish** from the top toolbar.
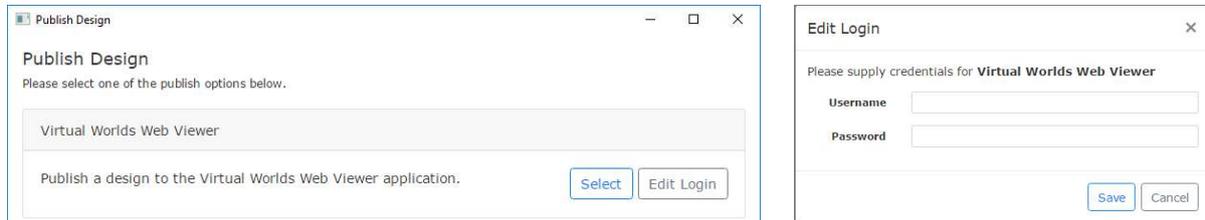

Before you can publish a design, you need to be logged in to the Design Cloud system. Select the **Edit Login** button and enter the credentials that have been supplied to you by the Virtual Worlds Support and Training Team. Once these are entered, click **Save** and then **Select** to access the design publish window.

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.

Design Description: This optional section is where you may wish to add in more description about the design for your customers to view.

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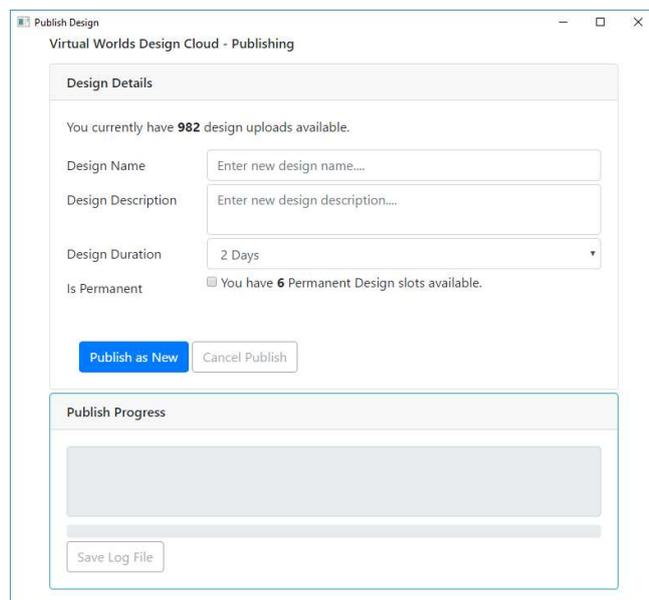
Is Permanent: This tick box prevents the design from being deleted when the expiration date passes. **Note – Your account is permitted to have 10 permanent designs only**. Designs can be made Temporary via the **Manage Permanent Designs** option, found in the '**Manage Account'** section of this guide.

Once all information has been added and settings are correct, you can now click '**Publish As New'** to start the design publish 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 can also view the design on your PC by clicking the **View Design** when the upload is complete.

If Virtual Worlds Professional detects that this design has already been published, a **Replace Existing** button is available too. This button enables you to replace the existing design rather than generating a new design.

When a customer views the design, the email linked to your Design Cloud 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 Design Cloud, feel free to get in contact with the Support and Training team on the details below.

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