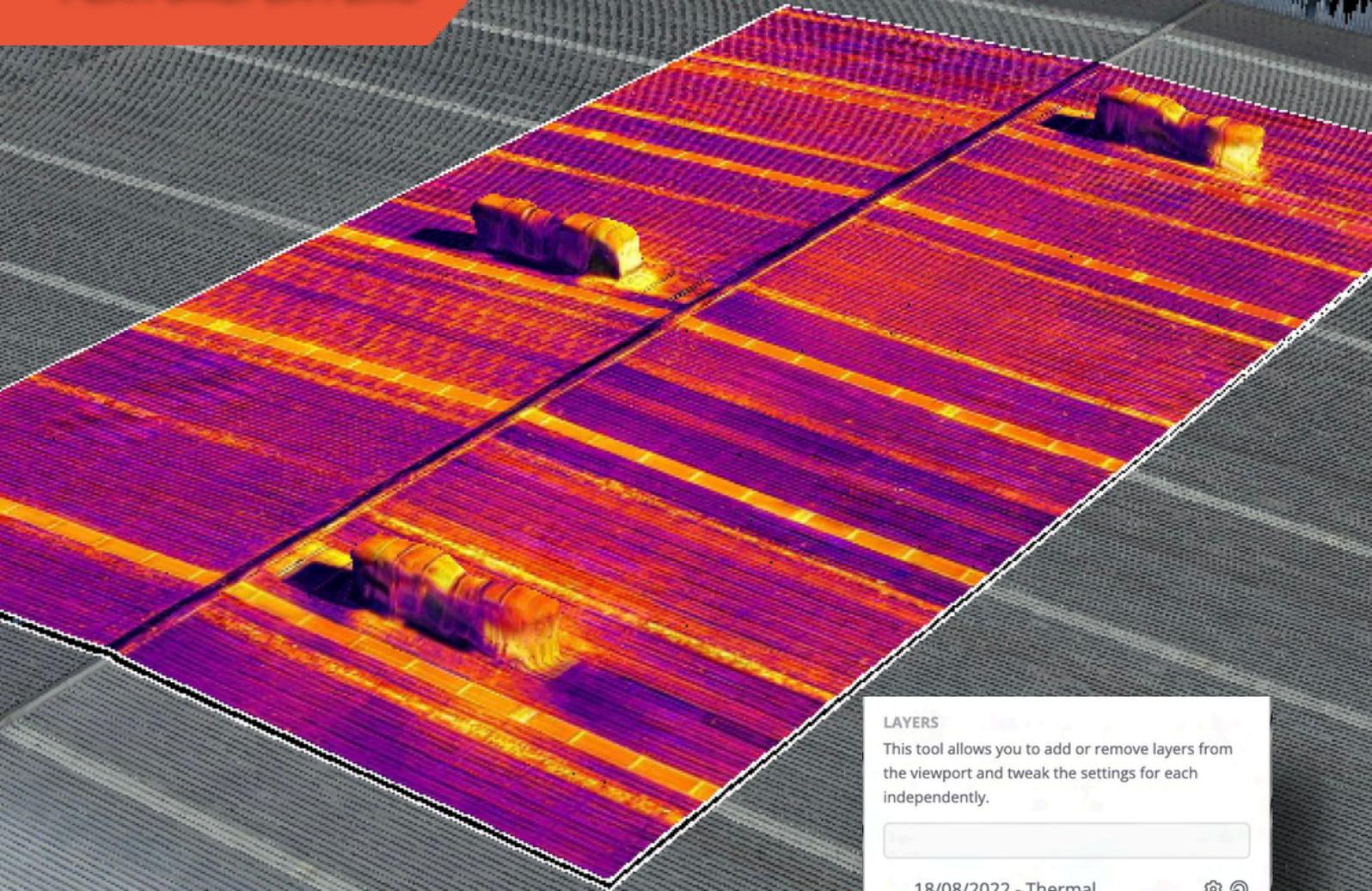


**FEATURE: LAYERS**



**LAYERS**

This tool allows you to add or remove layers from the viewport and tweak the settings for each independently.

18/08/2022 - Thermal  

28/07/2022 - Reality Mesh  

May 2025

# User Training Guide

# Software Features

## PRODUCT FEATURE

# Layers

The Layers Tool lets you toggle between multiple datasets simultaneously and apply customised settings, all within a single tab, for powerful views of your assets with 3D context.

- Toggle between multiple datasets at once (e.g. Reality Mesh, Thermal, Point Cloud and BIM)
- Visualise asset condition over time with full 3D context

[Read Support Article](#)

## Select the Primary Layer

In the bottom left of the screen, find and open the new Layers Menu (previously the dataset picker).

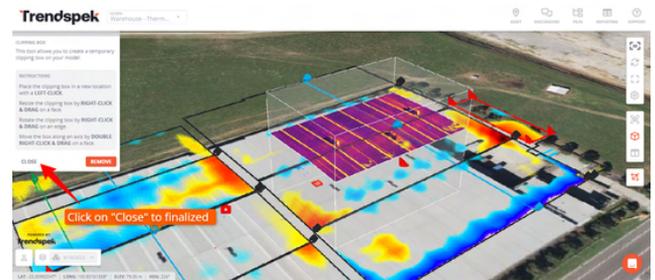
The orange layer represents the primary layer. This is the dataset associated with actions like annotations.



## Clip the Primary Layer

Open the Layers menu, locate Clipping Direction, and clip it outward.

The second dataset will now be displayed over the primary dataset.

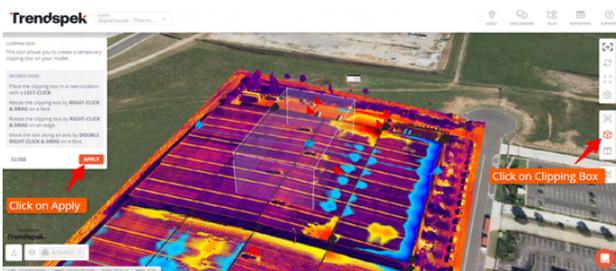


## Toggle Layers

You can now toggle between multiple datasets within the same viewer and customise settings for each layer.

For each layer, you can adjust:

- Opacity
- Render settings
- Layer description



## Apply the Clipping Box

Navigate to the area you want to isolate, then click Apply. The clipping box will be applied to all active layers.

You can modify the Clipping Box to focus on a specific section of the model (e.g., viewing thermal data around air conditioning units). Click Close to finalise the view.

## Save your Layer Configuration

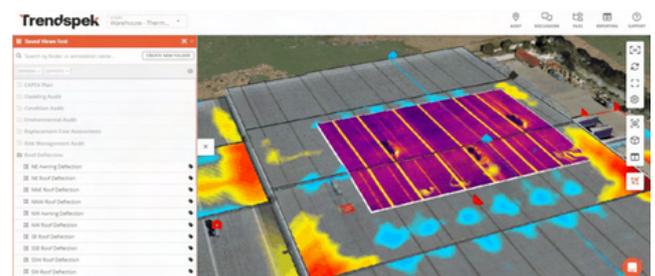
Once your layers are configured, navigate to the Save Views tab, click on Create New Folder, name it, and press Enter.

This will save your clipping box settings, camera position, and layer configurations.

## Exit and Return to Saved Views

Click the X at the top right to exit the current view.

To return to the saved view later, go to the Save Views tab, locate your saved view.



## PRODUCT FEATURE

# PDF Builder

The PDF Template Builder is a powerful tool that gives you fine-grain control over the output of your PDF reports, allowing you to customise reporting to your unique branding and batch export reports efficiently, and consistently.

- Set up and customise PDF reports that matches your unique company branding
- Batch export with ease
- Customise Cover Page, Annotation Page and End Page

[Read Support Article](#)


PDF Reports can be found within the Templates tab in the sidebar

A PDF Report consists of three main sections, each of which may include multiple pages:

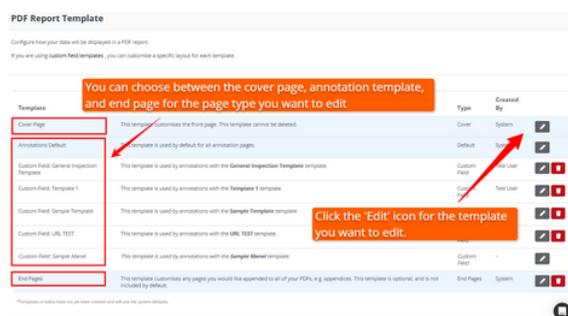
- Front Section: 1 x Cover Page
- Body Section: 1 Page per Annotation
- End Section: 1 x End Page (optional)

The PDF Template Builder allows you to customise each page type.

## Select Page Type

Open the PDF Template Builder for the specific template you want to edit or create.

Confirm you're in the correct template by checking the displayed template information.



## Add Page Elements

Select an item from the dropdown menu to add content to the page.

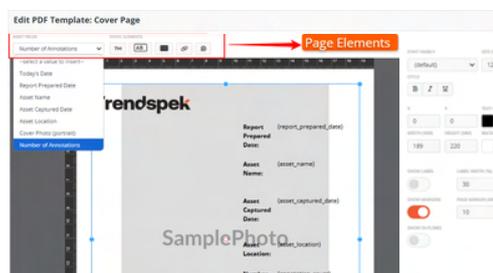
Options include:

- Text fields (e.g., date, title)
- Static elements (e.g., logos, footers)
- Dynamic elements (e.g., asset name, annotation details)

## Customise the Elements

Use the right-hand panel to configure each element.

- Resize and Position: Drag elements to position them or resize by adjusting their corners.
- Change Font and Style: Select options for font, size, colour, and other style features.
- Toggle Label Visibility: Use the Show Label toggle to show or hide labels on elements.
- Bring to Front or Send to Back: Adjust the layer positioning of elements using the "Bring to Front" or "Send to Back" options.



## Adjust Page Layout and Margins

Use the rulers to position elements precisely on each page.

To adjust the margins, update the value in the Page Margin text box. The rulers will automatically align to the new margin settings, enabling accurate element placement.

## Preview and Save

Preview your template to ensure all elements are correctly positioned and styled. Save the template.

Your template is now ready for use. It will automatically apply all customisations when generating a PDF report.

## PRODUCT FEATURE

# Uploading data

Trendspek's Uploader Tool has been recently upgraded, allowing for multiple users on multiple devices to upload data for a single Trendspek asset at the same time.

- Upload over multiple days
- Built to allow multiple users to upload simultaneously
- Duplicates will be detected automatically by the software and skipped

[Read Support Article](#)


The Uploader is designed to handle interruptions and will auto-detect and automatically skip any duplicates.

Built to support collaborative and multi-day projects, the uploader features real-time upload monitoring and automatic deduplication to prevent file re-uploads.

## Dashboard overview

**Uploads in Progress:** View ongoing uploads and their status.

**Pending Uploads:** View uploads that are awaiting processing.

**Account Overview:** Displays your limits (gigapixel, storage, asset, dataset) and upload consumption summary.

*Note that insufficient limits will prevent uploads.*

The screenshot displays the Trendspek Uploader interface. It is divided into several sections:

- Asset:** Includes a dropdown for 'Existing Asset' and a 'New Asset' button. Below is a text input for 'New Asset Name' with the placeholder 'Example Upload'.
- Dataset:** Features a 'Dataset Date' dropdown set to '23/9/2024' and an 'Upload Type' dropdown set to 'Trendspek Photogrammetry'.
- Upload Projects:** Contains a 'Project Name' input field with 'Project 2' entered, and a 'CANCEL NEW UPLOAD PROJECT' button.
- Account Overview:** Shows usage and limits: 'Usage / Limits' (7660 488 GP / 15000 GP), 'Storage' (5.22 TB / 10 TB), 'Assets' (191 / Unlimited), and 'Datasets' (256 / Unlimited).
- Upload Project Summary:** A section for reviewing details before proceeding, with a 'CANCEL NEW UPLOAD PROJECT' button.
- Comments:** A text area for entering comments for the processing team, with a 'POST' button.

## Simple Uploads

Click on "New" to start a new upload

Fill out the asset details as required:

- Asset Type
- Asset Name
- Capture Date
- Upload Type

Select the files that you wish to upload.

Check the Automatic submission box on the right if you want the data to be processed immediately after upload.

Uncheck the box to upload in stages, allowing for further uploads later (see Advanced Uploads).

Click "Start Upload" to begin the upload process.

After completion, view an upload summary including project name, uploader, storage usage, and number of images.

## Advanced Uploads

Better manage your data by splitting it across multiple days or users, e.g. create two separate projects: "Upload Day 1" and "Upload Day 2".

Share upload links with your team for seamless collaboration on the same project.

Assign a project name to each upload, and create new projects as needed. The system will skip already uploaded files and detect duplicates.

## PRODUCT FEATURE

# Saved Views

(Pro Plan only)

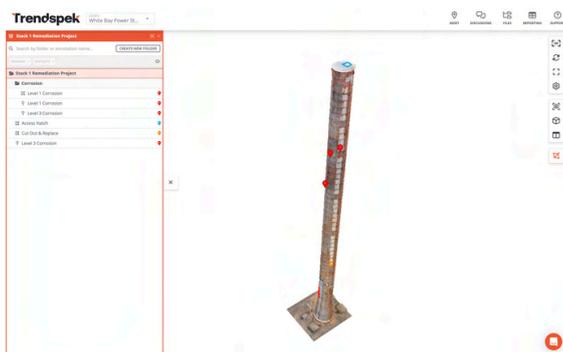
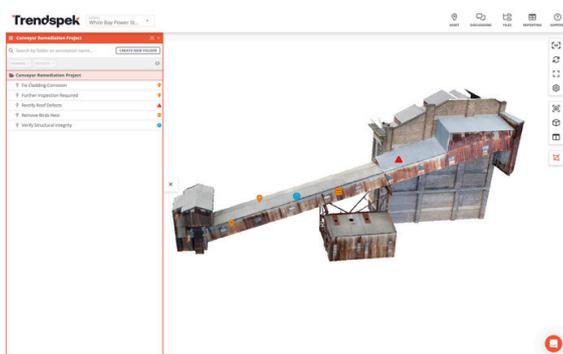
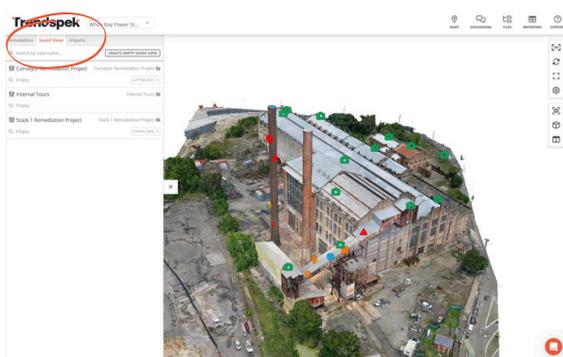
Isolate, save and return to a specific views of your 3D models, such as a northern facade or plant room. This allows you faster access and saves you having to relocate the area each time.

- Create an isolated view for a specific project and share for consistent project updates and communication.
- Expand your utilisation of Trendspek by repurposing 3D models.

[Read Support Article](#)

This feature not only simplifies navigation, but facilitates better communication of project details.

Saved Views is most useful when working with larger 3D models with multiple elements and annotations, allowing you select, save and return to a specific part of the model without reloading it and repeating the process.



## Subset Selection

- Save a specific part of a model, or select a certain group of annotations, rather than navigating around the entire 3D model.

## Clipping and Viewing

- You can apply a Clipping Box to isolate and focus on a particular area of interest within the model.
- Drag to adjust and refine the sides of the Clipping Box, to ensure all desired parts of the area of interest are captured before saving.

## Saving a View

- You can save a particular view of the 3D model for quick access within the Annotation List.
- Create a new folder in the Annotation List and save the view from there.
- This Saved View will include Clipping Box crops, camera position, and annotations.

## Applying and Exiting Views

- All Saved Views can be edited and accessed from the Save Views tab.
- You can return to the Saved View, or exit it to return to the 3D model's complete state, by clicking the [X] at the top right of the navigation panel.
- When exiting the Annotation List, the view indicator remains orange, showing that a Saved View is currently applied.

## Managing Annotations

- You can add new Annotations to a Saved View, or modify existing ones.
- This is useful if you need to add new Annotations to describe particular tasks, like repair or replacement needs, or structural materials required.

## PRODUCT FEATURE

# Panoramas and Internal Tours

Upload internal images and link them together to create immersive 3D panorama tours for more insights about structural condition of your asset, from the inside.

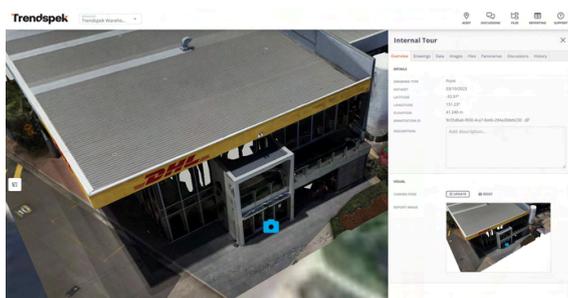
- Verify the presence of key internal items, such as fire extinguishers
- Perform internal audits of areas such as plant rooms on top of buildings

[Read Support Article](#)

By using Panoramas, you can leverage insights from internal environments without the need for excessive data processing or modelling complexity.

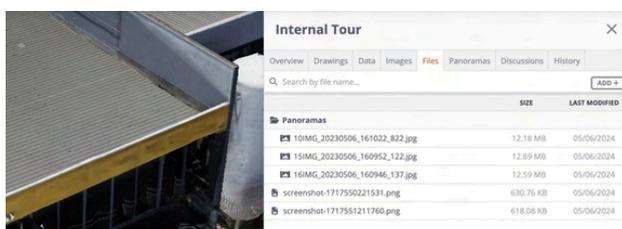
## Create an Annotation

Start by creating any type of annotation.



## Upload your Panorama images

Within your annotation, navigate to the Files tab and upload your panoramic imagery for the desired area. For better organisation, store your panoramas in a single folder.



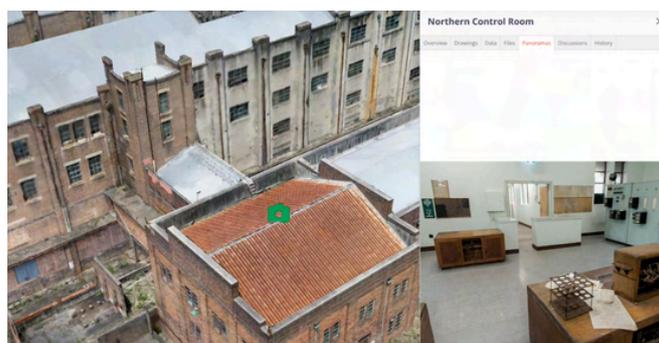
## View an Individual Panorama

Once uploaded, you can view a panorama interactively by clicking on it in the annotation Files tab. Click and drag to explore the image.



## Creating a Panorama Tour

A panorama tour allows you to explore a location with 360-degree panoramic images. You can navigate through different areas by clicking on hotspots within the panoramas. To create a tour, link at least two panoramas together.



## Order your Panorama Images

Before you begin, work out how the Panorama Images will work together. It might be helpful to number the order of your Panoramas to avoid confusion - e.g. Panorama 1 leads to Panorama 2.

## Create a Node

In the Panoramas tab of the annotation panel, click Panorama 1 and right-click on where you'd like the origin point for the next Panorama (Panorama 2).

Click Create Node and select Panorama 2 from the thumbnails, then click Save to establish the link between Panorama 1 and Panorama 2.

## Link your Panoramas together

If you would also like to navigate from Panorama 2, back to Panorama 1, you will need to establish a link in the opposite direction.

Right-click on where you'd like the origin point to go back to Panorama 1.

Click Create Node and select Panorama 1 from the thumbnails, then click Save to establish the link.

## PRODUCT FEATURE

# Annotating on Images

You can annotate directly on source photos, and Trendspek will automatically replicate the drawing onto the 3D model for an alternate method of marking up.

- Make more precise measurements by zooming further in, or annotate areas of low 3D quality without restriction
- Provide an alternate method of marking up an asset using a reliable source

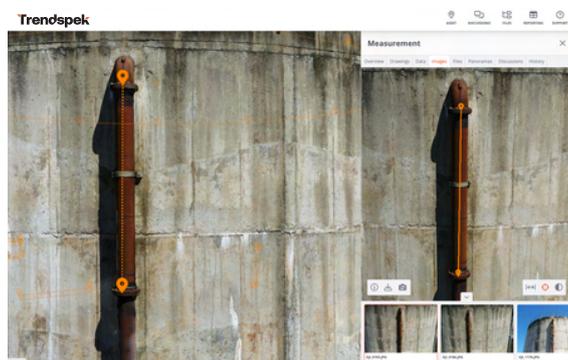
[Read Support Article](#)

Draw pins and polygons on the source picture itself, which are reflected on the 3D Precision Reality Twin model in real-time.

This works in the same way that drawing a standard Annotation would in Trendspek.

You can adjust, or move, your annotation by right-clicking and dragging the pin to the desired location.

Once finished, every source photo will show the annotation — this can be toggled off using the crosshair icon.



## Dealing with Problems

If you see a red cross ( ) symbol, this indicates that Trendspek has not been able to match the point on the photo with a point on the model.

This often happens when you pick a point in the sky or the ground.

If this happens, you won't be able to save your annotation until the drawing is corrected.

To move a point, you can right-click and drag the point to another point on the photo.

Once the drawing is valid, the Finish button will appear.

## Select the Best Photo

Right-click on the 3D model and select the Photo Browser. This will open the photo and show the point you clicked on.

Select a different photo using the photo navigation strip at the bottom of the screen.



## Draw and Edit Annotation

Right-click to open the context menu and select Start Drawing.

The drawing can be styled to change its colour and icons using the Style Picker.

If you simply want to create a point annotation, click Finish.

If you want to draw a line or a polygon, continue clicking with the right mouse button.

You can edit your drawing by hovering over a point until the icon grows, then right-click and drag the point to the desired location.



## Finish the Drawing

Once you are finished, click Finish.

The image will be shown on both the photo and the 3D model to create an annotation.

## PRODUCT FEATURE

# Edit Existing or New Annotations

Adjust pins while drawing annotations, or edit new ones, to refine your markups and ensure they are accurate down to the millimetre.

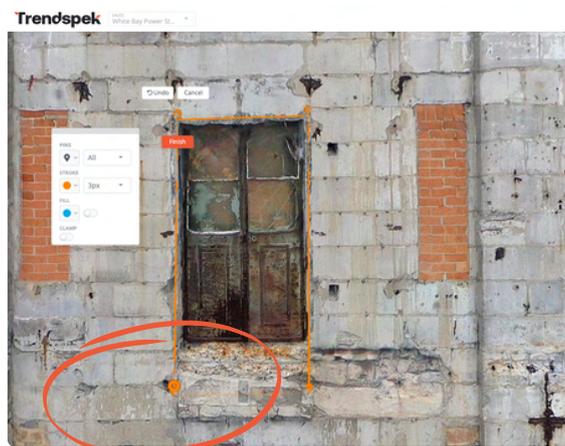
- Refine and update a drawing after its initial creation to reflect new changes.
- Refine and adjust markups without repeating steps, or starting from scratch.

[Read Support Article](#)

This feature allows you to adjust the pins of polygon and line drawings in Trendspek, to ensure your markups are accurate.

This gives you the ability to:

- Edit, adjust and move pins of existing annotation drawings
- Edit, adjust or move pins while creating a new annotation, without starting from scratch.



## Editing a New Annotation

While viewing a dataset page, Right-Click to start your drawing.

At any stage of the drawing process, Right-Click and Drag each pin to adjust where it is on the 3D model.

Once you've finished with your edits, click 'Finish' and 'Create'.



**Whenever you edit or adjust an annotation, its measurements are automatically updated.**

## Editing an Existing Annotation

You can also adjust the pins on any existing line or polygon annotations, without this compromising your 3D model reporting outputs.

Open up the right-hand Annotation Panel and open the Drawings Tab.

Click "Edit Drawing."

Then, Right-Click and Drag each pin to adjust where it is on the 3D model.

If you want to add new pins, simply click Undo and add, adjust or remove as required

Once you've finished with your edits, click 'Finish' and 'Create'.

The History tab will show that the drawing has been updated in the Annotation Panel.

## PRODUCT FEATURE

# Templates and Advanced Fields

Customise and streamline your reporting outputs by including important details, including project completion date, project notes, risk classifications and related URLs.

- Customise your reporting templates to specific matrixes, classifications and other complex requirements.
- E.g. you can specify a DUE DATE to signify project completion date.

[Read Support Article](#)

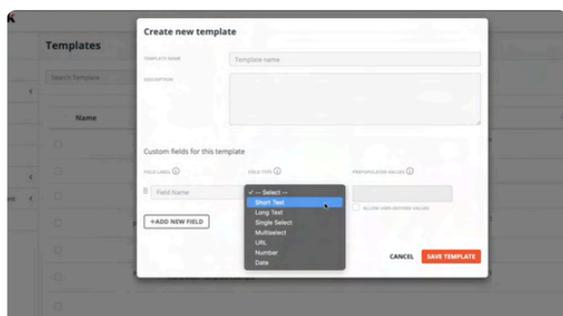
Templates bring you new levels of customisation and flexibility to your asset management, speeding up your workflows and enhancing reporting outputs.

Set and standardise custom fields to use across multiple datasets, ensuring consistency of inspection data when, for example, assessing an entire portfolio.

Better adhere to specific criteria, such as WSCAM for Ports and Maritime assets, or TEEFA for Tertiary Institutions.

## Template Fields include:

Short Text	<i>e.g. names, short descriptions</i>
Long Text	<i>e.g. a paragraph description</i>
Single Select	<i>specify one selection from a list of options</i>
Multiselect	<i>specify possible values</i>
URL	<i>enter a link to another page or website</i>
Number	<i>numerical input</i>
Date	<i>opens up a calendar date picker</i>
Header	<i>Separate your reports into sections</i>



## Creating a Template

If you have sufficient “Edit Templates” company permission, you will see the Template Manager on the dashboard.

To create a new template click on Templates on the dashboard.

Click on Create New Templates in the top right to create a new template.

You must specify a Template Name and at least one field.

Each Field should specify a Field Type.

Once you have configured your template, click the SAVE TEMPLATE button. You can always make changes later.

**A default template has been created for every existing asset**

To ensure a seamless transition, we have created a template for every existing asset.

We understand that this may not be ideal for all scenarios. If you have similar or identical templates, you can merge them.

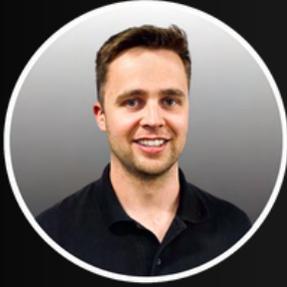
## Using Templates within Annotation Cards

Choose your template within the Data tab of the annotation card.

You can also choose your template when creating an Annotation, before clicking Finish.

NEED MORE HELP?

# Your Support Team



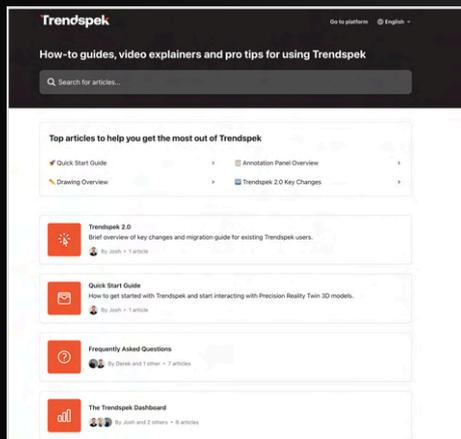
**Josh Sinclair**  
Head of Product  
[josh.sinclair@trendspek.com](mailto:josh.sinclair@trendspek.com)



**Sue Sivam-Raja**  
Head of Customer Success  
[sue.sivamraja@trendspek.com](mailto:sue.sivamraja@trendspek.com)



**Elaine Regalado**  
Support Lead  
[elaine.regalado@trendspek.com](mailto:elaine.regalado@trendspek.com)



## Support Center

Visit our Support Center for step-by-step guides, walkthroughs and other helpful videos:

[support.trendspek.cloud](https://support.trendspek.cloud)

## In-App Support



Reach out to us via the Chatbot, located in the bottom right-hand corner. Our team will get back to you directly to help troubleshoot the issue.

If you have more questions, please contact:  
[support@trendspek.com](mailto:support@trendspek.com)

