

Field Services Unlimited

Matterport Deliverables

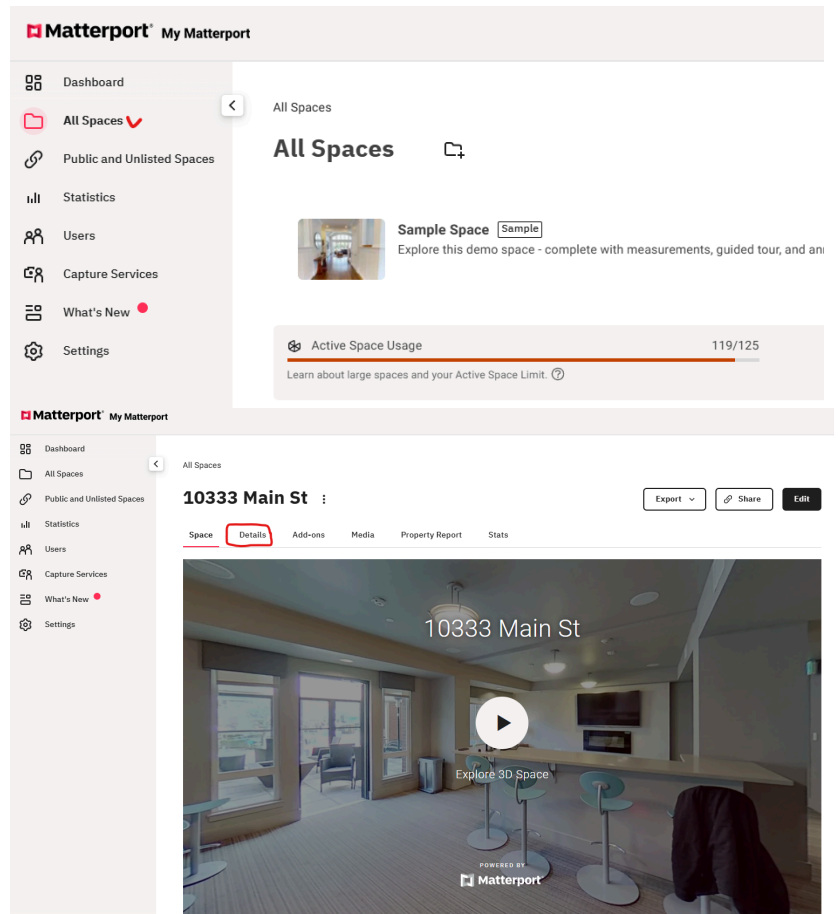
All Programs

Login

1. Login to Matterport's website: [Click Here](#)
2. Sign in using FSU's email and password (provided in team's QC/Draft tools).

Locate Specific Site

1. On the Matterport homepage, locate your assigned site under "All Spaces"
2. Click the site, then click on the "Details" tab
3. Confirm the site number, name, and address match the information in Procore (If any information is incorrect, click "Edit" and update accordingly)
4. Save all changes to ensure data consistency



Generate Virtual Tour Link

1. Click on the “Share” button in the upper right corner.
2. Set **Privacy Settings** to “Unlisted”.
3. Click “Copy Link” to copy the virtual tour URL.

The screenshot shows the Matterport interface for a virtual tour titled "10333 Main St". The "Share & Invite" section is open, showing three privacy options: "Private" (Restricted to collaborators), "Password Protected" (Anyone with the password can view), and "Unlisted" (Anyone with the link can view, and Publishable to other sites via Matterport Add-Ons). The "Unlisted" option is selected, indicated by a red checkmark. The "Copy link" button is also highlighted with a red checkmark.

Prepare Virtual Tour Document

1. Open the “Virtual Tour” Word document template (located in Dropbox, 3D Team folder)
2. Update the project number and name fields to match your assigned site
3. Paste the copied Matterport URL under the designated link section and press Enter
4. Save the document using the following naming convention:
5. [Site Number] - [Site Name City, State] _ Virtual Tour
6. Example: 12345-678 - Main Street Plaza, Dallas TX_Virtual Tour

The screenshot shows a Word document template for a virtual tour. The "Virtual Tour Link" section is highlighted, and the "Copy link" button from the previous screenshot is pasted into the designated link section. A red arrow points to the pasted link.

Finalize and Upload

1. Export the Word document as a **PDF**
2. Upload the finalized PDF to the project's "**Final Deliverables**" folder in Dropbox
3. Save the Word document into the Working Deliverables Folder.

Contingency:

4. If your site is not listed in Matterport under "All Spaces," contact the **BIM Manager** via e-mail immediately for resolution.