

Manual – Asset Manager

This manual describes how to use Asset Manager.

The following items will be discussed:

1. [Create new folder](#)
2. [Upload file](#)
3. [Assign image as hotspot marker](#)
4. [Assign image as Nadir logo](#)

Some common terms used in this manual

Location: The virtual tour consists of several panoramic (360 degrees) photos taken inside the place of business. Each of these pictures is a “location” in the tour. You maneuver from one location to the other by the familiar white arrows on the screen or by selecting navigation menu items created by TourDash itself.

View: At each location you can look around the panorama photo. Your current perspective, the image you currently see on the screen, is called your “view”.

Virtual tour: This is the Google Maps Business View photo tour that is created of the business. It consists of several panoramic photos of the site. TourDash allows you to create an easy to use overlay of this tour to make it easier to find things and present information inside the tour.

The Asset Manager offers you the possibility to upload any type of image into your TourDash-account. You can use this image to personalize your hotspot marker for the Dynamic Hotspots or to customize the Nadir point in the virtual tour.

(The Nadir point is the point at which a vertical line through the perspective centre of a camera lens pierces the plane of the pano. This is the place where you can see the tripod of the camera.)

You can enter the Asset Manager by simply clicking on the “Asset Manager” tab when you are logged in to TourDash.

For resellers

Assets

Name	Type	Actions
BANA NAS.gif	Image	

+ Create new folder Upload file

For business owners

Assets

Name	Type	Actions
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+ Create new folder Upload file

Create new folder

On your Asset Manager page you can create folders to bring structure to your uploaded images. Click on the “Create new folder” button and provide a folder name. Now you can upload your images to this folder.

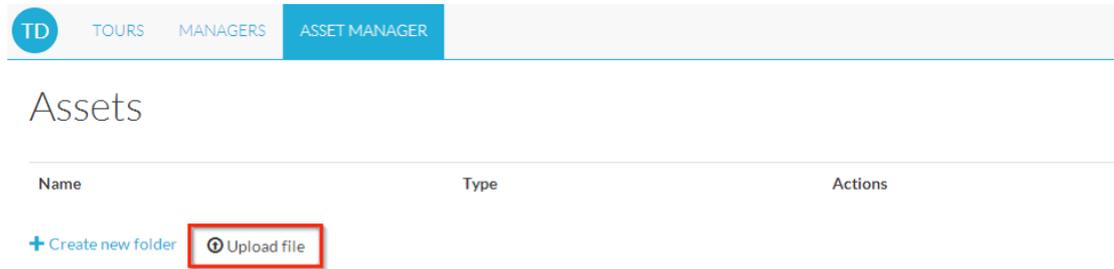
Assets

Name	Type	Actions
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+ Create new folder Upload file

Upload file

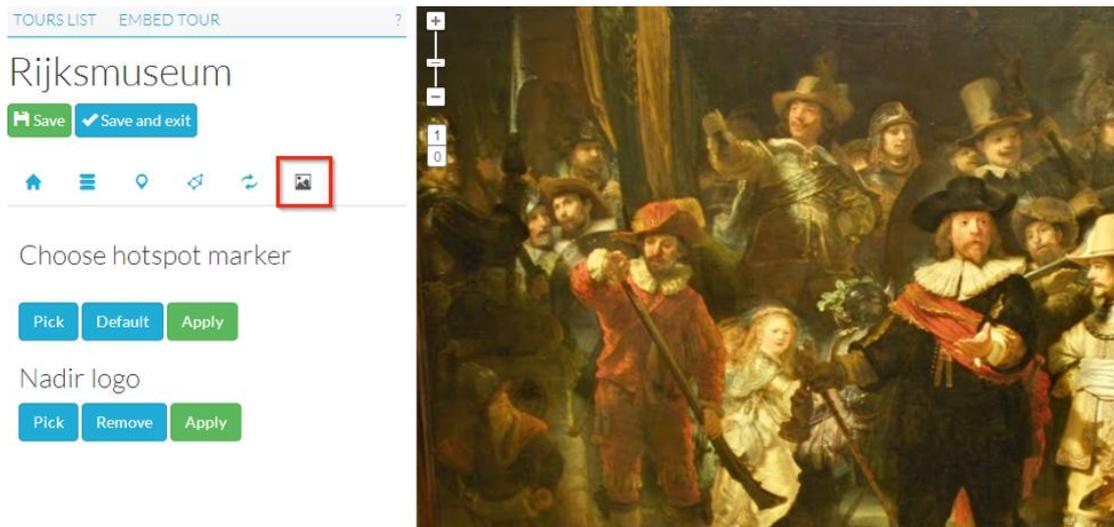
Use the “Upload file” button to upload a file into your TourDash account. First click on the right folder name so that the file is uploaded to the right one.



Assign an image as hotspot marker

Once you have uploaded your images you can choose to assign an image to your hotspot marker. This is done in the Editor. Please note that only one image can be assigned to the hotspot marker. This means that all the hotspot markers in your virtual tour will show the same image (the default or the personalized one).

To get to the Editor click the green “Edit” button next to your virtual tour. If at any time you require help in the Editor itself you can press the “?” icon on the top left part of the screen. When on the “Edit” page you will find that the last option is the “Visuals” feature.



Here you have two options, by clicking on:

- the blue “Pick” button you can select the image you have uploaded.
- the blue “Default” button you can set back the hotspot marker to the default option (the blue I icon).

Click on the green “Apply” button to confirm your previous choice (your chosen image or the default image as hotspot marker). All hotspot markers in your virtual tour will change accordingly.

Assign an image as Nadir logo

Just as you can personalize your hotspot marker, you can also customize your Nadir Logo Point. Only one image can be assigned to the Nadir Logo Point. This image will be the same for all panos.

Also here you have two options, by clicking on:

- the blue “Pick” button you can select the image you have uploaded.
- the blue “Remove” button you remove your image for the Nadir point. The Nadir point will be vacant/empty.

Click on the green “Apply” button to confirm your previous choice. All Nadir points in your virtual tour will change accordingly.

Disclaimer

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