



Thank you for using the Zappcha Cloud. This guide will help you find your way around the platform and show you its key functions.

If you have any problems, you can arrange a video chat with our tech experts by [clicking here](#).

Getting started with the Zappcha Cloud

Creating an account and logging in

1. Visit Zappcha.com and click on “Get Started Now” to create an account. If you already have an account, proceed to step 3
2. Fill in your details and press “Sign Up.” You will need to confirm your email address before you can log in
3. On the Zappcha website, click “Login” at the top right of the homepage and enter your details

Navigating the Zappcha Cloud

1. When you log in, you will see a list of all the point clouds saved in your Zappcha account
2. At the top right of the window, you will see several icons:
 - a. Upload new data to your Zappcha Cloud
 - b. Refresh the view of your files
 - c. View your data usage and manage your subscription
 - d. See the welcome message again
 - e. Log out
 - f. See the total number of files in your Zappcha Cloud
3. Ticking the box to the left of each file enables you to select multiple files. New icons will appear in the top right that enable you to perform bulk actions with these files:
 - a. Email point clouds – sends a link giving recipients access to the selected point clouds for a limited time
 - b. Delete – deletes the selected point clouds from the Zappcha Cloud
4. You can also sort your files by name, date uploaded and size by clicking the icon at the right-hand side of each column heading

Viewing point clouds

1. To view a point cloud, click on it to open the Zappcha Viewer
2. Your point cloud will appear in the Zappcha Viewer. You can click and drag to rotate your point cloud in any direction, and use your mouse’s scroll wheel to zoom in and out
3. Click the hamburger menu in the top left to access point cloud measurement and manipulation tools

