



BIDBUILD TRAINING · SCENES

How to Create and Share Scenes

A companion to the video walkthrough. Build an interactive gallery from your own work, place the widgets, and send a client a link they can explore.

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OVERVIEW

What a Scene is

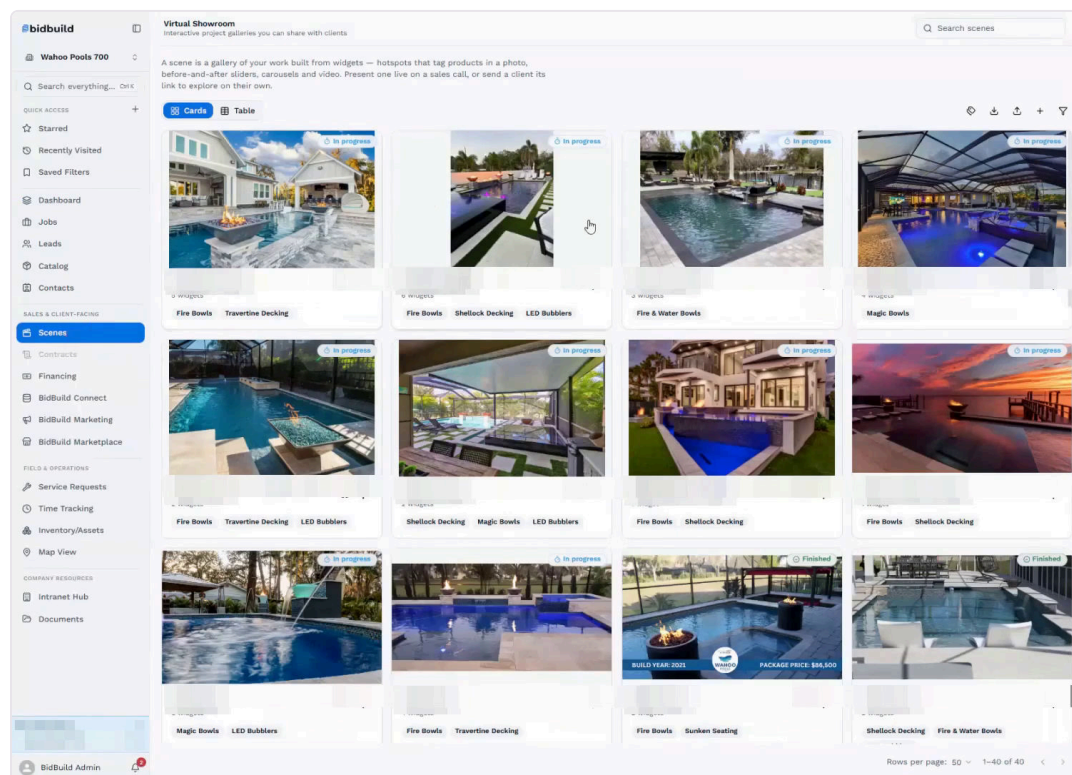
A Scene is an interactive gallery built from your own finished work. You place widgets on a photo or video — hotspots that open product details, before-and-after sliders, photo galleries — then present the scene live on a sales call or send the client a link they can explore on their own.

PIECE WHAT IT DOES

Scene	One project gallery: a background photo or video plus every widget placed on it
Widget	Anything you drop on the scene — hotspot, before-and-after slider, gallery of photos, video roll
Hotspot	A numbered marker that opens a product card, a video, or your own custom content
Share link	A magic link that lets a client open the scene without an account — and that you can switch off later

START HERE Open Scenes

Scenes lives in the left menu under the sales and client group. Selecting it opens the Virtual Showroom — every scene your company has built.



SCENES · CARD VIEW

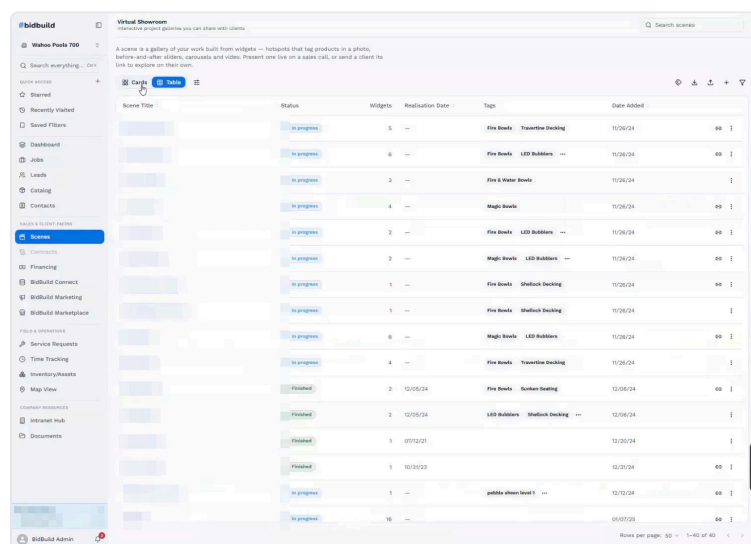
SECTION 01

Two ways to read the list

The Virtual Showroom opens in Cards by default. Table view trades the thumbnails for the detail you need when the list gets long.

STEP 01 Cards or Table

Switch views with the **Cards** and **Table** buttons above the list. Cards show a preview image and the tags on each scene. Table shows status, widget count, realization date, tags and the date the scene was added — and sorts on any of them.



The screenshot shows the Bidbuild Virtual Showroom interface. On the left is a sidebar with navigation links: Home, Recently Visited, Saved Filters, Dashboard, Jobs, Leads, Catalog, Contacts, and a section for 'My Scenes' which includes Contracts, Financing, Bidbuild Connect, Bidbuild Marketing, and Bidbuild Marketplace. Below these are 'Tools & Resources' (Service Requests, Time Tracking, Inventory/Assets, Map View) and 'Company Resources' (Internet Hub, Documents). The main area is titled 'Virtual Showroom' and contains a description of a scene as a gallery of work built from widgets. Above the table are buttons for 'Cards' and 'Table', with 'Table' being the active view. The table has columns for Scene Title, Status, Widgets, Realization Date, Tags, and Date Added. It lists 15 scenes with various statuses like 'In progress' and 'Finished', and tags such as 'Fire Books', 'LED Builders', and 'Shedlock Decking'.

Scene Title	Status	Widgets	Realization Date	Tags	Date Added
	In progress	5		Fire Books, Translucent Decking	11/26/24
	In progress	6		Fire Books, LED Builders	11/26/24
	In progress	3		Fire & Water Books	11/26/24
	In progress	4		Magik Books	11/26/24
	In progress	2		Fire Books, LED Builders	11/26/24
	In progress	3		Magik Books, LED Builders	11/26/24
	In progress	1		Fire Books, Shedlock Decking	11/26/24
	In progress	1		Fire Books, Shedlock Decking	11/26/24
	In progress	6		Magik Books, LED Builders	11/26/24
	In progress	4		Fire Books, Translucent Decking	11/26/24
	Finished	2	12/15/24	Fire Books, Shedlock Decking	12/15/24
	Finished	2	12/15/24	LED Builders, Shedlock Decking	12/15/24
	Finished	1	01/12/25		12/15/24
	Finished	1	10/21/24		12/15/24
	In progress	1		public show level 1	12/12/24
	In progress	16			09/17/24

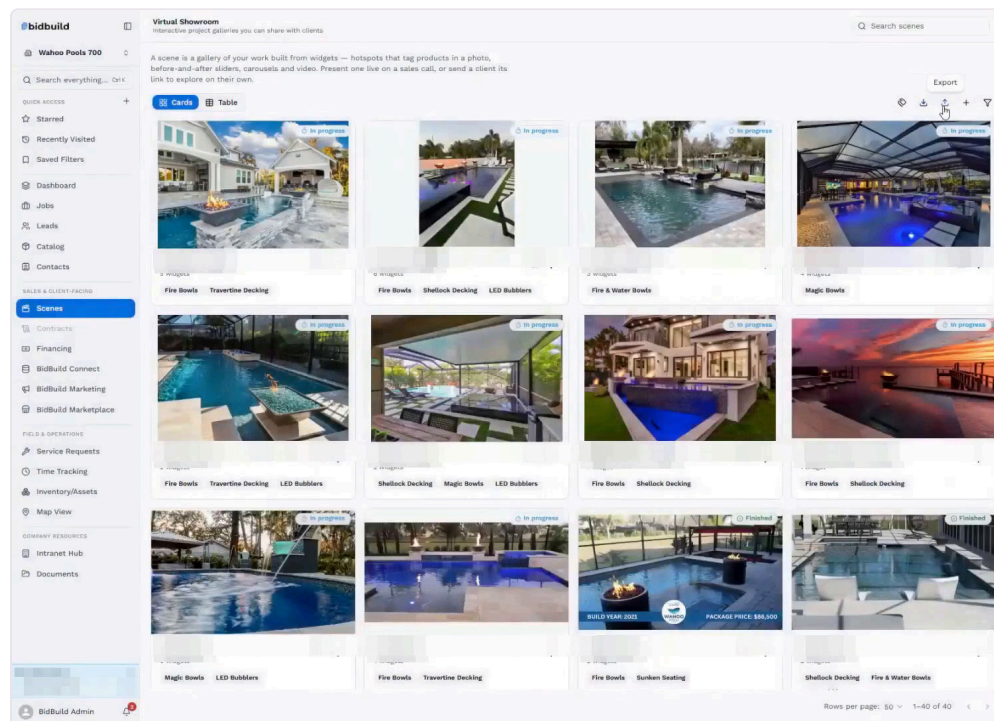
SCENES · TABLE VIEW

SECTION 01

The list toolbar

STEP 02 The toolbar

The icons at the top right of the list run the housekeeping: manage the tag library, import or export scenes, create a new scene, and filter the list down to what you are looking for.



SCENES · TOOLBAR AND TAG MANAGER

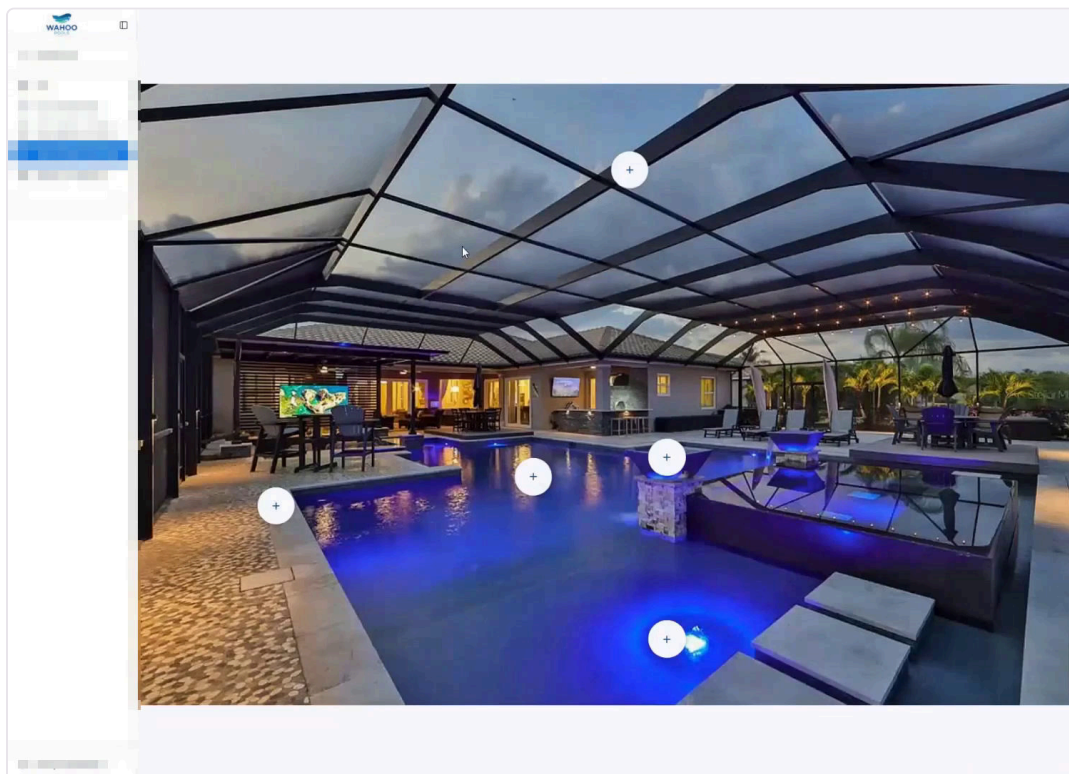
SECTION 02

Opening a scene

Selecting a scene opens it full width. The numbered markers on the image are the widgets; this is exactly what the client sees.

STEP 03 The scene opens in presentation view

Each numbered marker is a hotspot. Select one and its panel opens over the image — the client stays in the photo instead of being sent somewhere else.



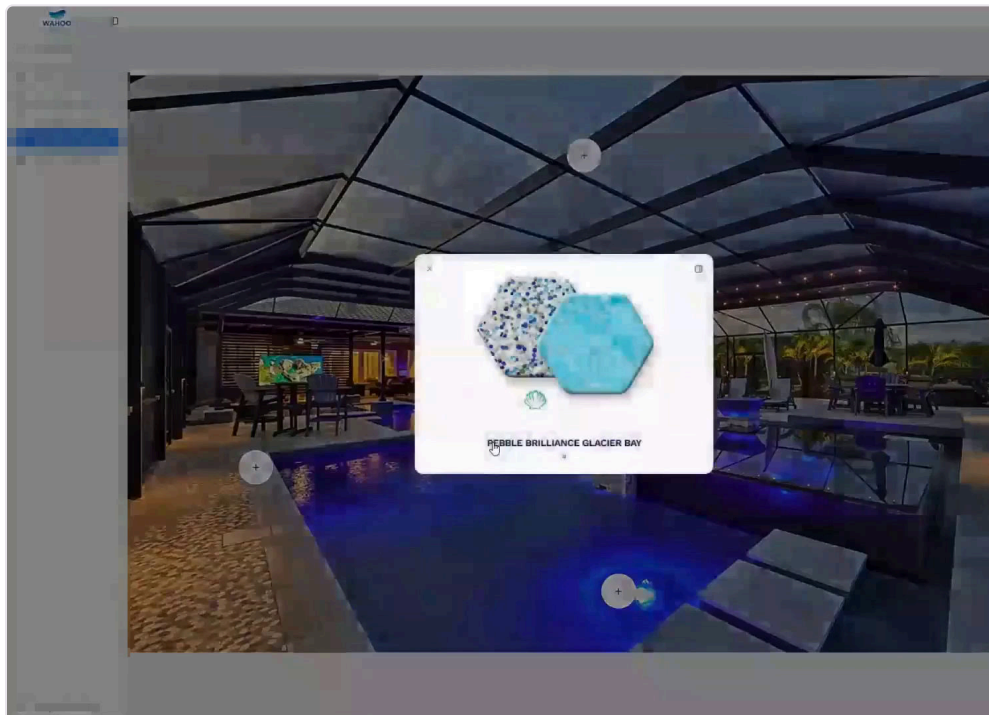
SCENE · PRESENTATION VIEW

SECTION 02

Hotspots carry the detail

STEP 04 Hotspots carry the product detail

A product hotspot opens the item from your catalog — name, image and the detail you have loaded on it. This is how a finish or a feature gets explained without digging for a brochure.



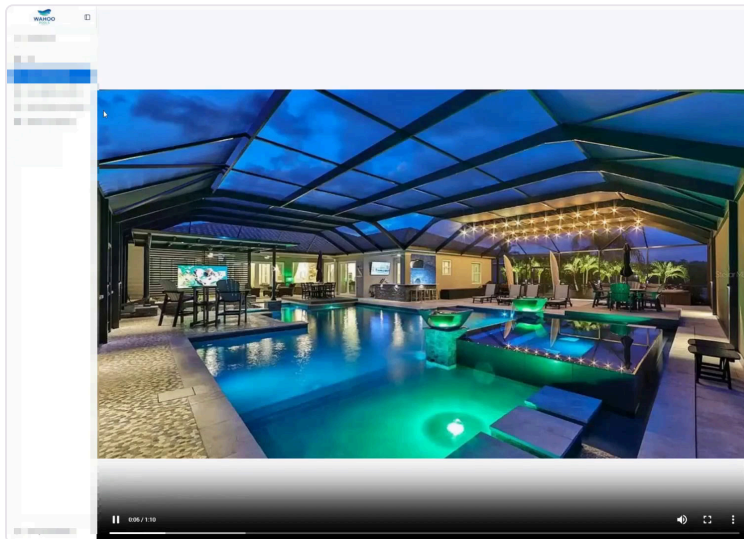
HOTSPOT · PRODUCT DETAIL

SECTION 02

Video, sliders and galleries

STEP 05 A hotspot can also play video

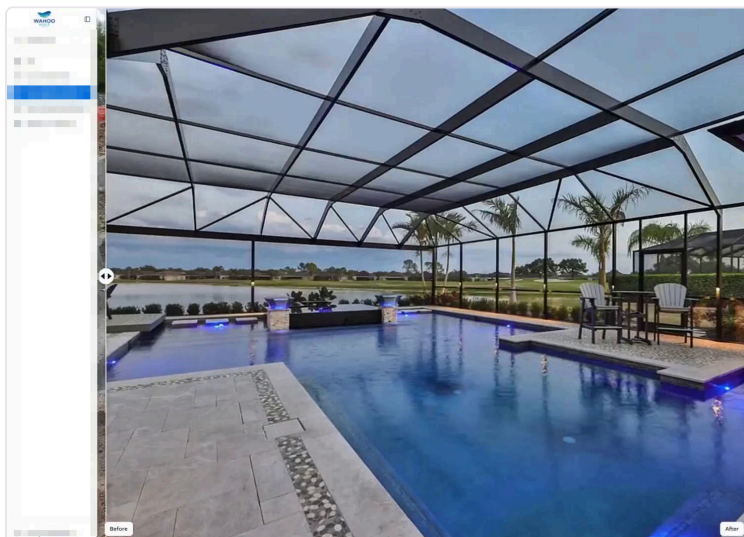
Point a hotspot at a video and it plays inside the scene — useful for equipment walkthroughs, water features and anything a still photo undersells.



HOTSPOT · VIDEO

STEP 06 Before-and-after slider

The slider widget wipes between the two images as you drag it. On a renovation this does more selling than any description.



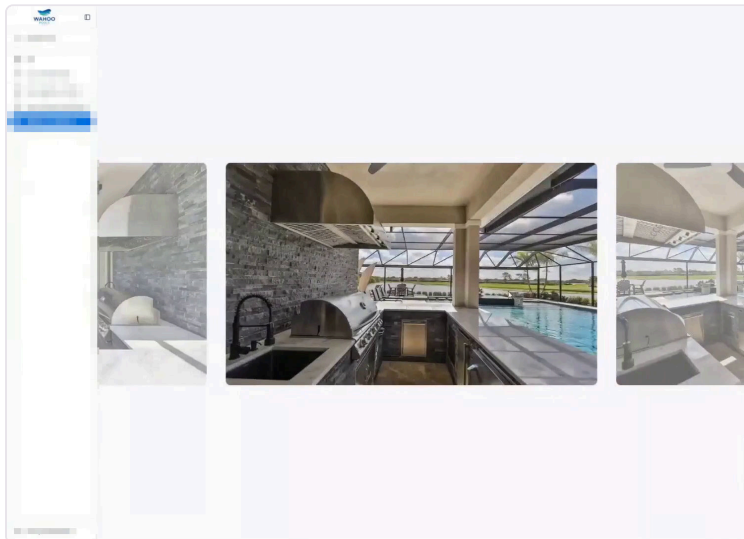
WIDGET · BEFORE AND AFTER

SECTION 02

Galleries and getting back out

STEP 07 Gallery of photos

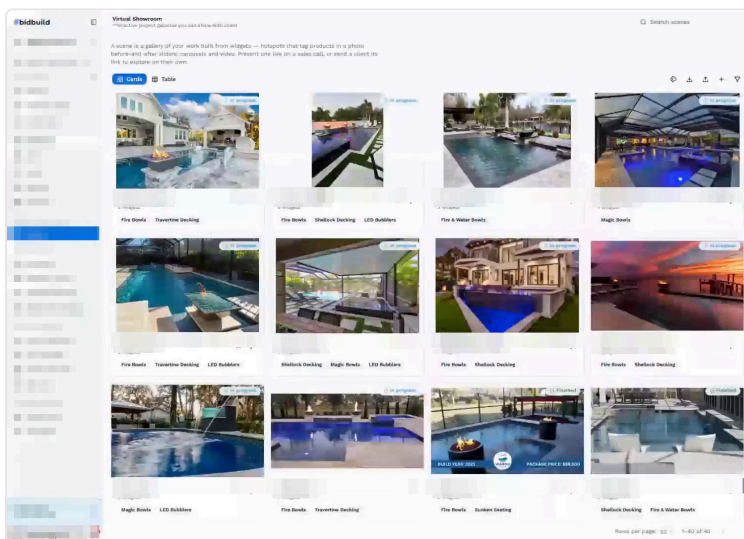
The gallery widget holds a set of images the client can page through — the rest of the project, other angles, or comparable work.



WIDGET · GALLERY OF PHOTOS

STEP 08 Leaving the scene

The side menu can be minimised while you present so the image fills the screen. **Exit Scene** in the lower left returns you to the Virtual Showroom.



BACK ON THE SCENE LIST

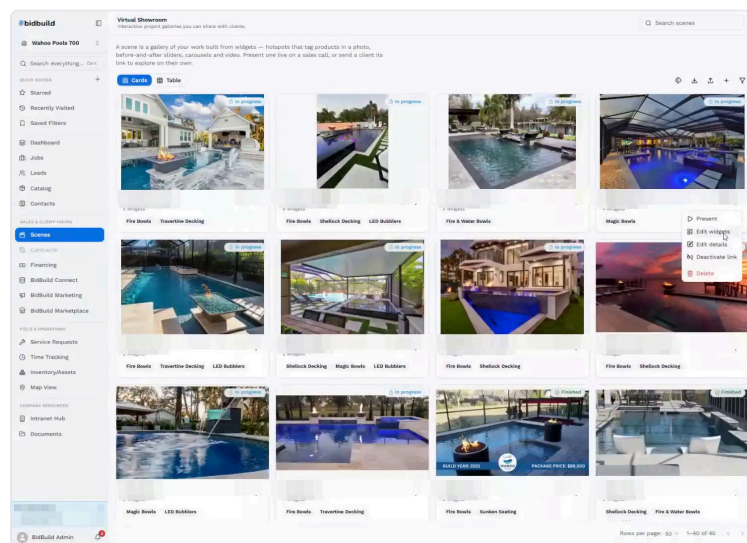
SECTION 03

Editing the widgets on a scene

Everything on a scene is editable after the fact. You do not rebuild a scene to change one marker.

STEP 09 Three dots → Edit Widgets

On the scene card (or in the list row), open the three-dot menu and choose **Edit Widgets**. That opens the scene in edit mode instead of presentation mode.



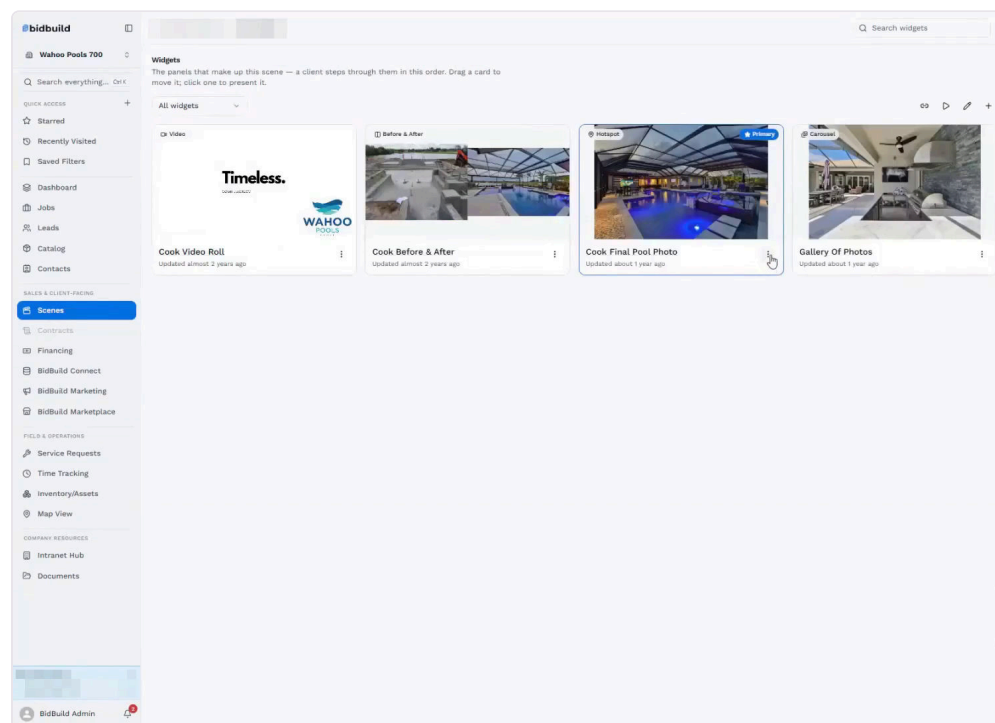
SCENE MENU · EDIT WIDGETS

SECTION 03

The widget list

STEP 10 The widget list

Edit mode lists every widget on the scene down the right side. Each widget has its own three-dot menu with **Edit**, so you can change one without touching the others.



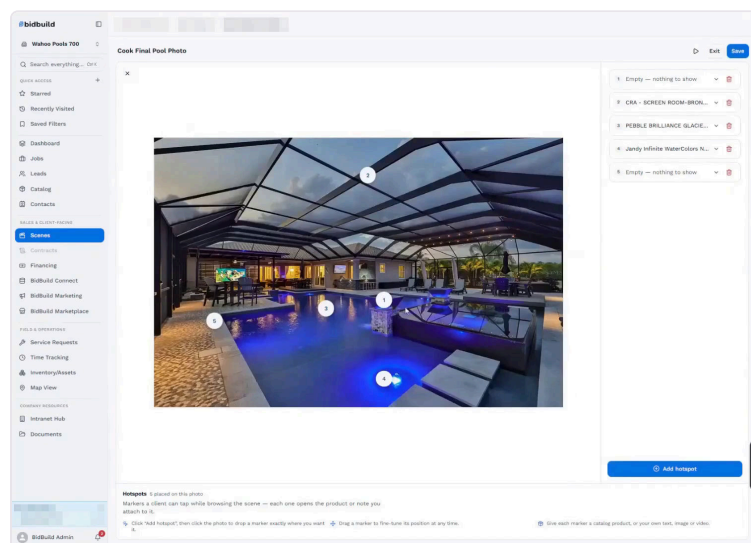
EDIT MODE · WIDGET LIST

SECTION 03

Adding a hotspot

STEP 11 Add New Hotspot, then place it

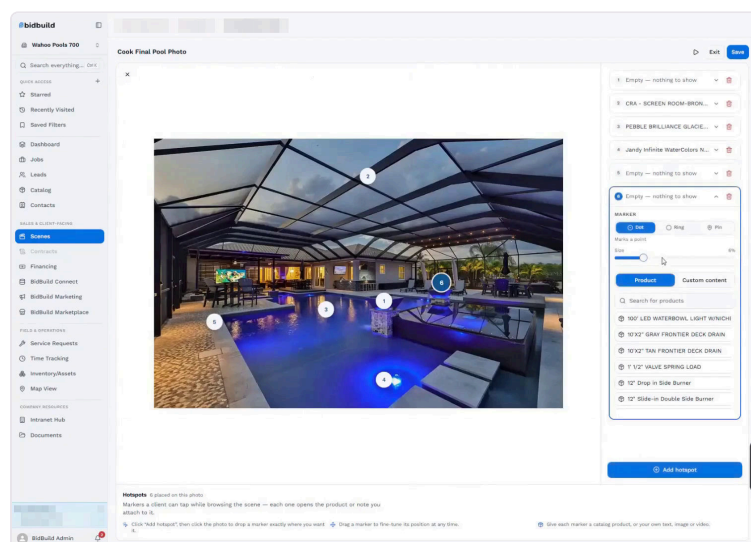
Choose **Add New Hotspot** and click the spot on the image where the marker belongs. The marker drops where you click, and you can move it afterwards.



EDIT MODE · ADD NEW HOTSPOT

STEP 12 Pick the marker type

Choose how the marker looks and what it is for — the marker type is what tells the client at a glance whether they are opening a product, a video or a note.



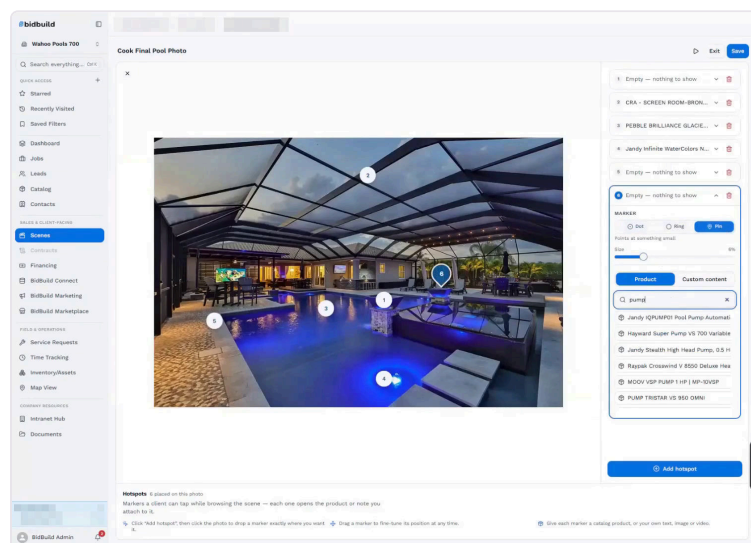
HOTSPOT · MARKER TYPE

SECTION 03

Product or custom content

STEP 13 Attach a product

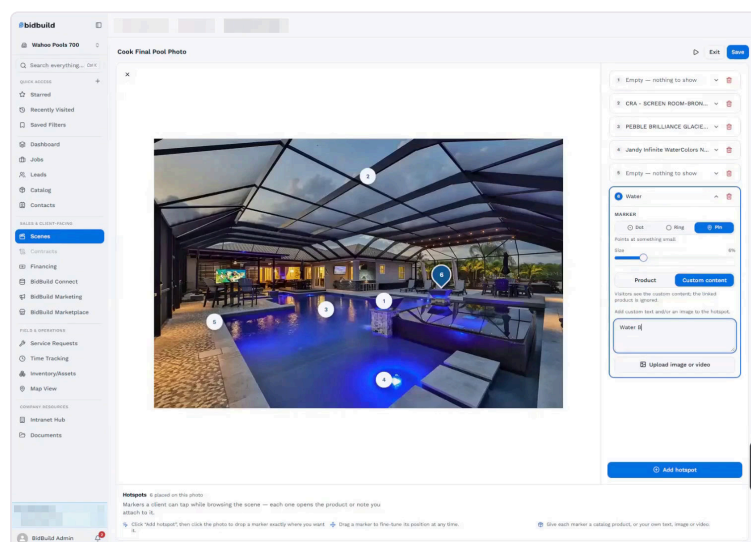
Search your catalog and attach the product. The hotspot then shows that item's name and image straight from the catalog, so it stays correct when the catalog changes.



HOTSPOT · PICK A PRODUCT

STEP 14 Or write custom content

Choose **Custom Content** when there is no catalog item — a note about the deck, a spec, an explanation. You type the title and the body yourself.



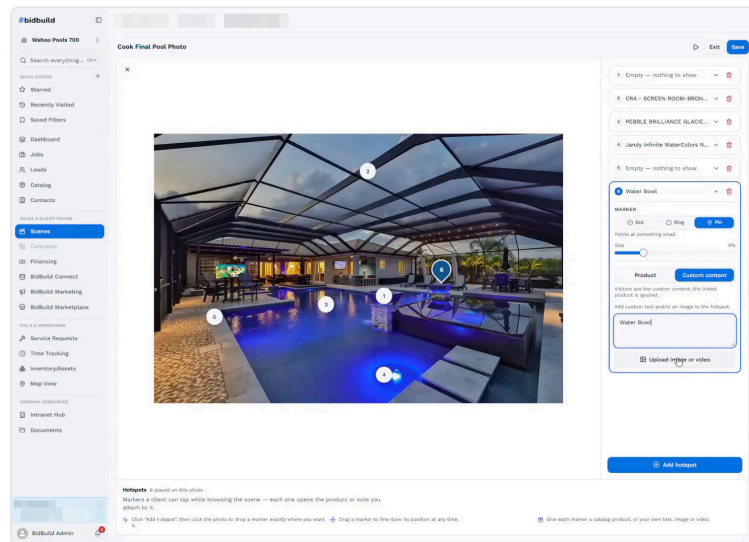
HOTSPOT · CUSTOM CONTENT

SECTION 03

Images, saving and deleting

STEP 15 Upload an image

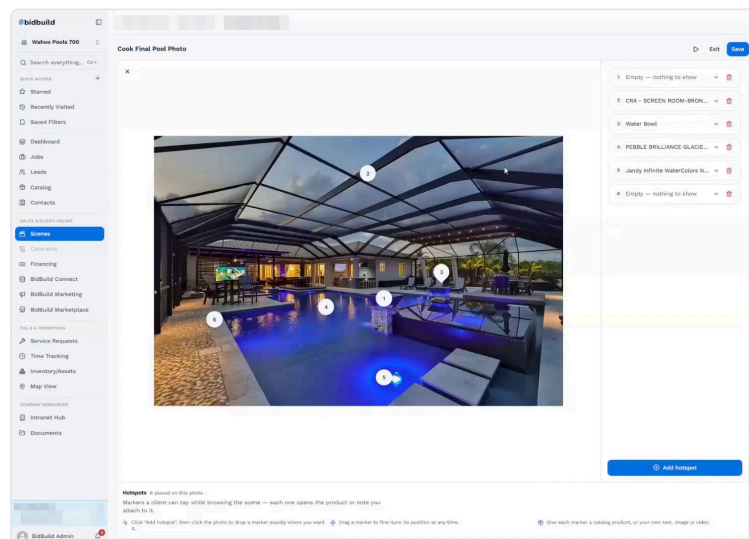
Custom content takes its own image. Upload it here so the panel is not text only.



HOTSPOT · UPLOAD IMAGE

STEP 16 Save, then play it back

Save the widget and play the scene to check the marker sits where you want it and opens what you expect. Check it in presentation view before it goes to a client.



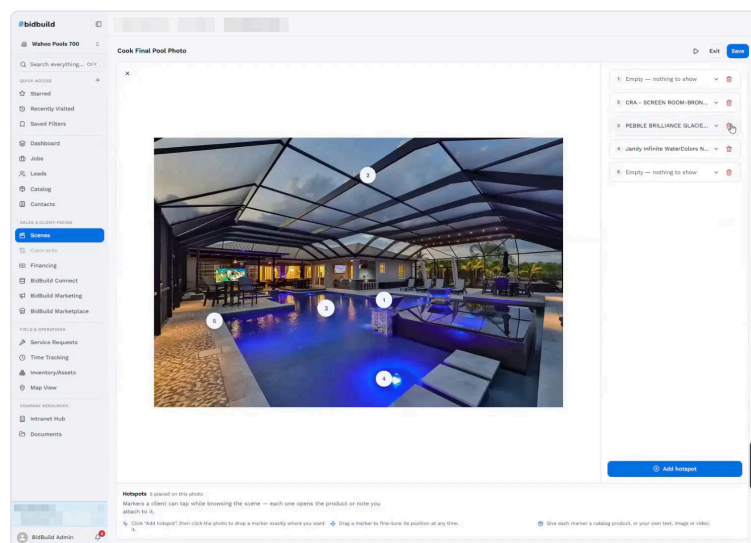
EDIT MODE · SAVE AND PLAY

SECTION 03

Removing a widget and going back

STEP 17 Delete a widget

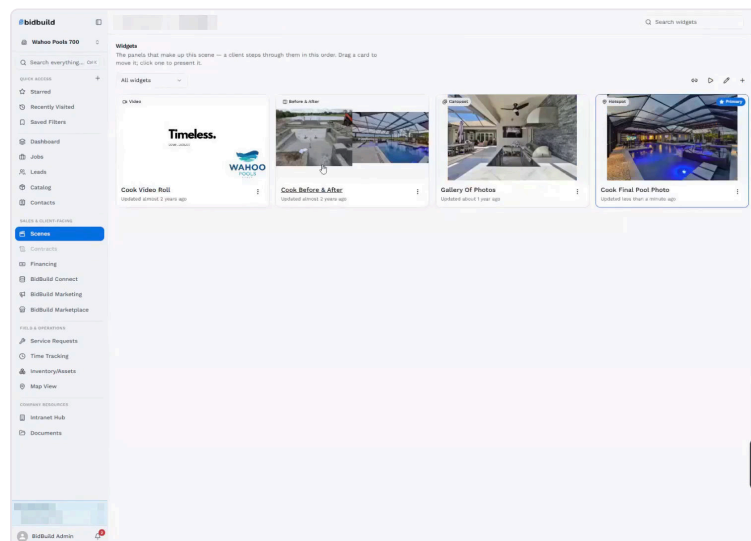
A widget's three-dot menu also holds **Delete**. It removes that marker only — the scene and the rest of its widgets stay as they are.



WIDGET MENU · DELETE

STEP 18 Breadcrumb back to the list

The breadcrumb at the top left takes you back out of edit mode to the Virtual Showroom.



EDIT MODE · BREADCRUMB

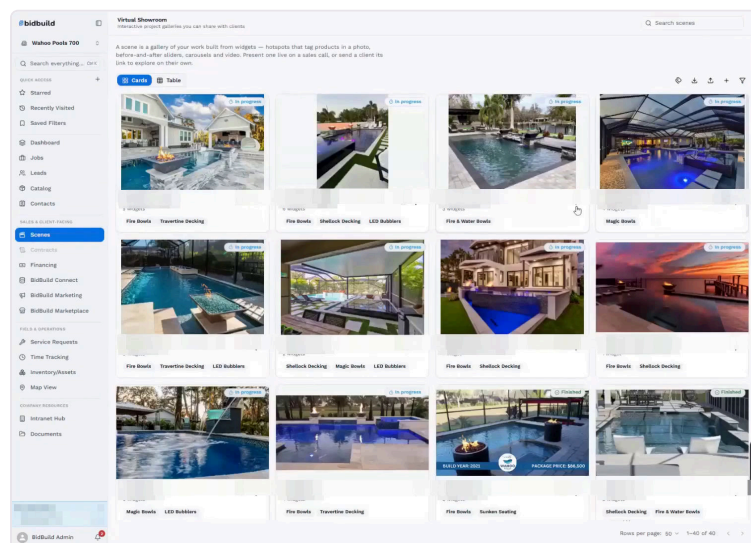
SECTION 04

Sharing a scene with a client

A scene is worth as much after the meeting as during it. The share link lets a client open the scene on their own — no login, no account.

STEP 19 Copy Link

The link icon on the scene copies the share link to your clipboard, ready to paste into an email or a text.



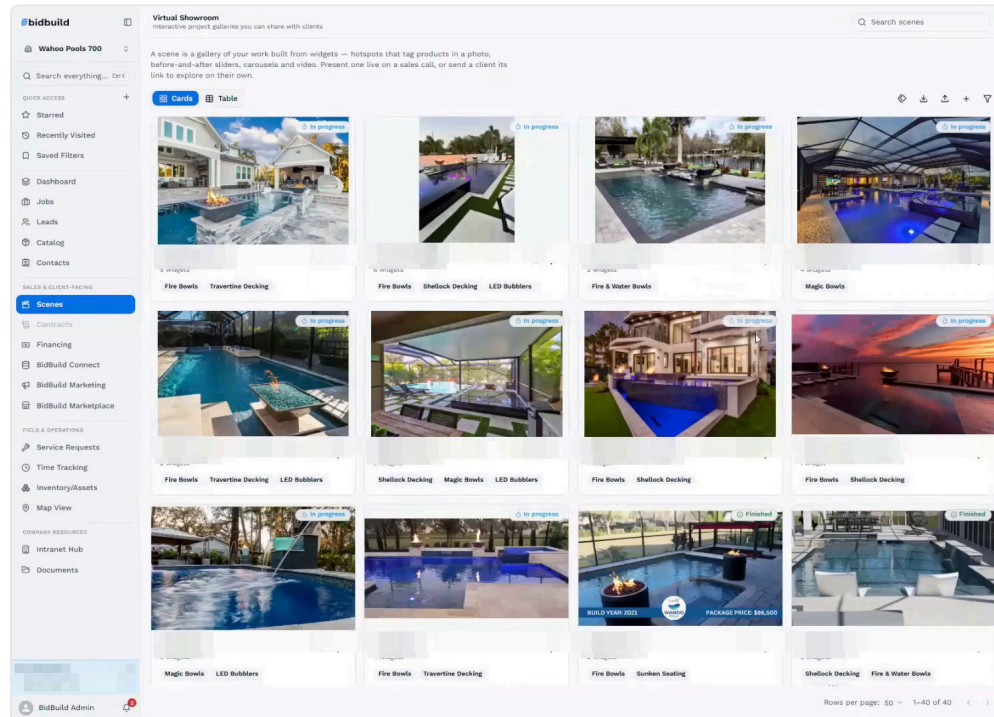
SCENE · COPY LINK

SECTION 04

Generating the link

STEP 20 Generate the link

If a scene has not been shared yet, generate the link first. That creates the magic link the client will open.



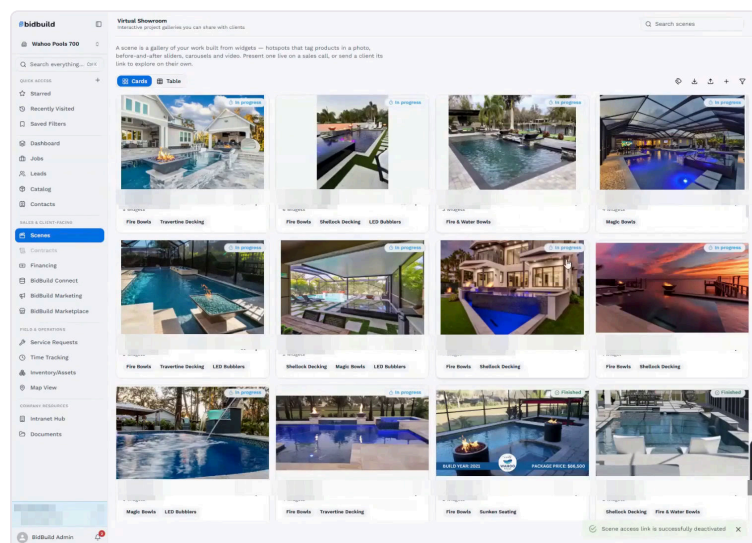
SCENE · GENERATE LINK

SECTION 04

Turning a link off

STEP 21 Deactivate when you are done

A link can be deactivated. The scene stays in your showroom; the client's copy of the link simply stops working. Use it when a project closes or pricing moves on.



SCENE · DEACTIVATE LINK

BEFORE YOU SEND

Play the scene once as the client will see it. Every hotspot should open something, and nothing on the image should reference another client's job.

SECTION 05

Creating a scene from scratch

New scenes start from the plus icon in the Virtual Showroom toolbar.

STEP 22 New Scene

Give the scene a name, select the project it belongs to, and set a realization date if you track one.

NEW SCENE · DETAILS

STEP 23 Name it and tag it

Tags are how you find a scene later — finish, feature, pool type, whatever your team searches by. Add them here, then create the scene.

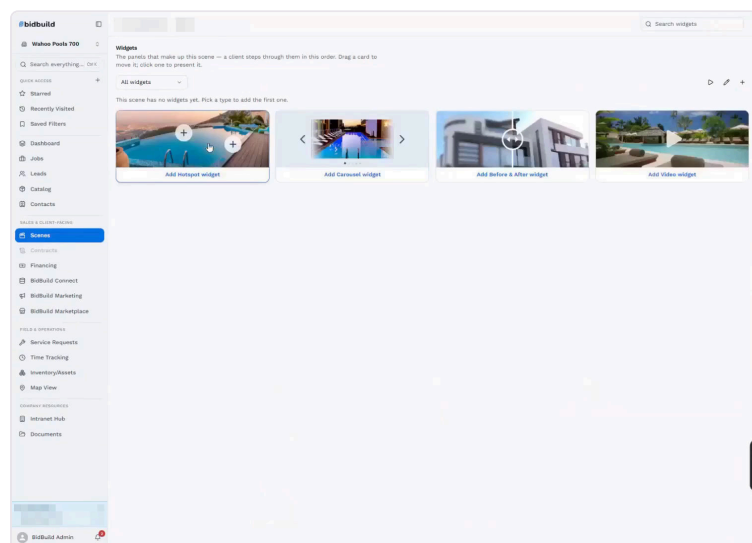
NEW SCENE · TAGS

SECTION 05

Filling it and setting the primary

STEP 24 Open it and add widgets

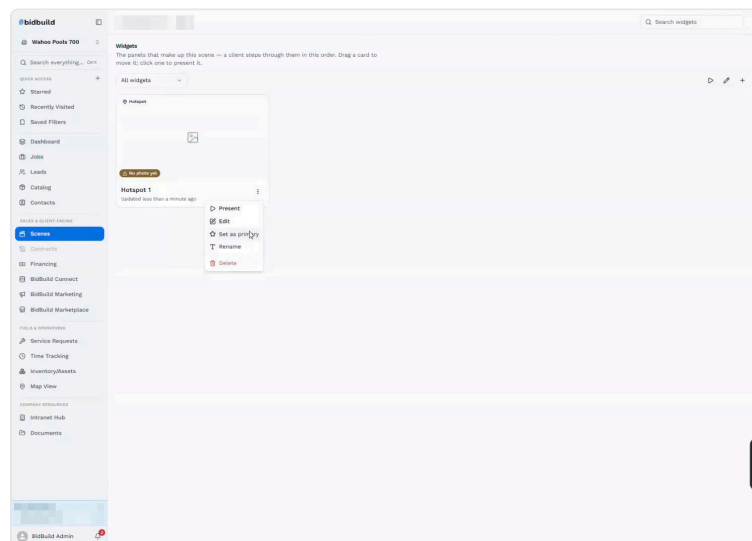
A new scene is empty. Open it, choose Edit Widgets, and add the hotspots, sliders and galleries the same way as above.



NEW SCENE · ADD WIDGETS

STEP 25 Set the primary widget

One widget can be set as primary — that is the one the scene leads with. Use the widget's three-dot menu to set it.



WIDGET MENU · SET PRIMARY

REFERENCE

Quick reference

WHERE THINGS LIVE

YOU WANT TO	DO THIS
See every scene	Left menu → Scenes (Virtual Showroom)
Sort by status or widgets	Switch to Table view
Create a scene	Plus icon in the list toolbar
Change what is on a scene	Three dots → Edit Widgets
Change one marker	Widget three dots → Edit
Add a marker	Add New Hotspot, then click the image
Send it to a client	Generate link, then Copy Link
Cut off access	Deactivate the link
Manage the tag library	Tag icon in the list toolbar

THINGS THAT TRIP PEOPLE UP

- **Presentation mode and edit mode are different.** Opening a scene presents it. To change it, use Edit Widgets from the three-dot menu.
- **Save the widget, then play the scene.** Placement always looks different in presentation view than it does on the edit canvas.
- **Product hotspots follow the catalog.** Attach the catalog item rather than retyping it, and the scene stays right when the product changes.
- **Deactivating a link does not delete the scene.** It only stops the copy the client is holding.
- **Tag as you build.** Tags are the only fast way to find the right scene once the showroom has fifty of them.