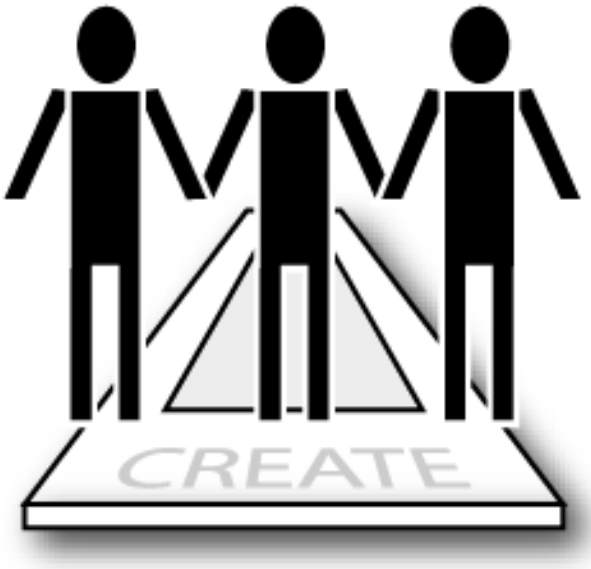
Halden Virtual Reality Centre

HVRC CREATE

User Guide

User Tool

HVRC CREATE Administration Tools



HVRC CREATE

Release 4.2.2

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HVRC CREATE: User Tool User Guide.

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Table of Contents

1 OVERVIEW 4

1.1 HVRC CREATE 4

1.2 USER TOOL 4

2 GETTING STARTED 5

2.1 SYSTEM REQUIREMENTS 5

2.2 INSTALLATION 5

2.3 STARTING THE USER TOOL 5

2.4 SUPPORT 5

2.5 USER IDENTIFICATION 6

2.6 CHANGING YOUR PASSWORD 6

2.7 OVERVIEW OF THE USER INTERFACE 6

3 MANAGING USERS 7

3.1 THE ADMINISTRATOR 7

3.2 ADDING A NEW USER 7

3.3 MODIFYING A USER'S FULL NAME 8

3.4 ASSIGNING SERVER ADMINISTRATION RIGHTS AND PROJECT MANAGER STATUS 8

3.5 SETTING A USER PASSWORD 9

3.6 DELETING A USER 10

3.7 RESURRECTING A PREVIOUSLY DELETED USER 10

3.8 PRINTING THE USER TABLE 10

4 MENUS 12

4.1 FILE MENU 12

4.2 EDIT MENU 12

4.3 USER MENU 12

4.4 HELP MENU 13

5 CONFIGURATION 14

5.1 THE PREFERENCES WINDOW 14

5.1.1 General Preferences 15

5.1.2 3D View Preferences 17

5.1.3 Proxy Preferences 18

5.1.4 Expert Preferences 19

1 Overview

1.1 HVRC CREATE

HVRC CREATE 4 is the fourth generation of the CREATE tool suite, and builds on the technical platform and functionality established during the implementation of earlier versions of the software, as well as valuable feedback gained from usability evaluations and research work by the development team.

The CREATE control room design tools combine advanced interactive 3D technology with server-based user, project, and file management, providing an integrated package that supports and traces the various stages of a human-centred design process.

The software has been designed to support a flexible, iterative, design methodology, where a control room design is refined and tested many times before a final design is reached. This contrasts with traditional control room design methods where the design process only goes through one or two human factors review iterations, and where it is necessary to build a costly physical control room mock-up. Design iterations are tracked by the system.

When these virtual reality tools are used, it is not necessary to wait until a physical mock-up has been constructed before commencing design verification and validation against human factors guidelines, so greater emphasis can be placed on finding an optimal design solution for safe and efficient control room operation. Users with a variety of technical skills can operate the software, so control room operators, designers, human factors specialists, engineers and managers can all participate to some degree in the design process.

CREATE provides features designed to support and enhance communication between the various interest groups involved in a design project. Support for communication between the layout designers and reviewers is integrated into the system, while it is possible to extract electronic documents such as models, designs and reports for distribution to other interested parties.

The CREATE tools support the management of a reusable database of 3D objects, the interactive construction of control room layouts, and the validation of control room layouts against guidelines.

The CREATE tools are based on cross-platform Internet and Java technology and open standards such as ISO VRML, DAE/COLLADA, XML, and HTML.

1.2 User Tool

The User Tool is used to manage user login names and passwords for users that can be assigned to project or have administration rights.

Users can be assigned project manager rights, enabling them to use the Project Manager Tool. Additionally, users can be assigned administration privileges if the Administrator wishes. When a user has permission to use a certain tool, she can be considered to belong to a group of users with that right.

See the Toolkit Overview document for additional details about the rights and roles of users.

2 Getting Started

2.1 System Requirements

The minimum requirements for the HVRC CREATE Tools are:

- Intel Core i5 (8th gen) x64 processor or similar
- 8GB RAM
- 64-bit Microsoft Windows 10 or Apple macOS 11
- Discrete 3D graphics accelerator with at least 2GB memory and OpenGL 3.3 driver support
- For Microsoft Windows: 250MB free disk space for the complete tool suite.
  For macOS: 1GB.
- A three-button mouse (or a two-button mouse with scroll-wheel "button")

Use the option or alt-key on your keyboard in combination with the left mouse button to simulate the middle mouse button if you do not have three mouse buttons.

2.2 Installation

Important: See System Requirements above before installing.

On Windows, the installer called “CREATE Tools Installer” installs the full set of tools, including the User Tool. Double-click on the installer and follow the instructions.

On macOS, simply drag the User Tool (or the whole folder enclosing it) from the installation image into your Applications folder.

2.3 Starting the User Tool

To run the User Tool, open the CREATE directory, which was created when you installed the tools, and double-click on the User Tool icon.

Depending on what options you selected when running the installer, you may also be able to start the tool by double clicking on an icon on the Microsoft Windows desktop or by selecting it from the Start menu (in the " HVRC CREATE" group).

Important: The first time you run a CREATE tool, a wizard will appear that guides you through configuring your connection to a CREATE Server. After the wizard has completed, you can change your settings via the Preferences Window (see The Preferences Window - section 5.1). Ask your system administrator or project manager for assistance if you do not know what to enter.

The information above assumes that you are using Microsoft Windows. On other platforms, the installation follows the platform conventions to provide easy access to the installed software.

2.4 Support

Please send questions, bug reports, or requests for new features to: create-support@ife.no

When submitting bug reports, please include the following information:

- A description of the result and how it differed from what you expected
- The conditions or circumstances under which the problem occurred
- Any other information that could be useful to isolate the problem, including the version of CREATE you are using, the version of the operating system of your computer, and the type of graphics card you are using. An overview of useful technical information is displayed in the tool’s About dialog, located in the Help menu, and can be copied into an email or saved to disk in a text file.

2.5 User Identification

Before you can use the User Tool to do any work, the server administrator must have assigned a login name and password to you.

If you are the system administrator, then you can use the login name “admin”. The administrator’s password is initially set to “admin”. You should change this password as soon as possible. Only users with CREATE server administration rights are permitted to use this tool. If you are not the system administrator and believe that you should have permission to use this administrative tool then contact the server administrator for assistance.

When the User Tool starts up and needs to retrieve data from the server, it will usually request that you enter your login name and password. If this does not occur then you should check that the CREATE server address has been correctly set (see The Preferences Window – section 5.1). If the server address is correct then you should verify that the server is currently operating and accessible on your network.

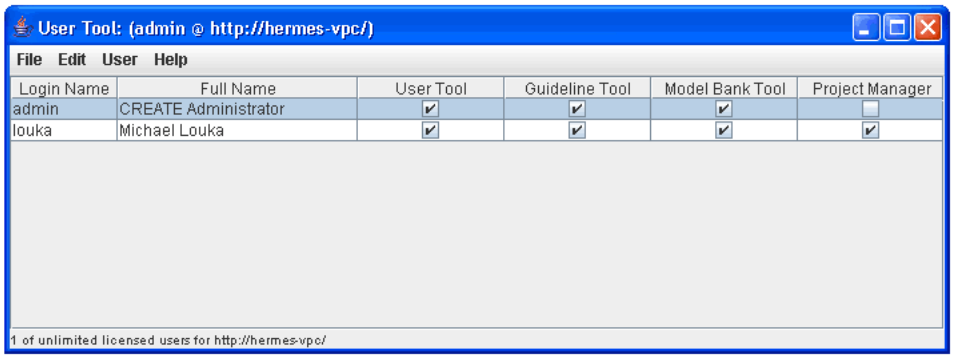
You will not be able to use the User Tool to do anything other than access items in the Help menu and specify the server address in the Preferences Window if you are not logged on to a CREATE server.

Important: If you enter an incorrect username and/or password then you may have to restart the User Tool in order to log onto the server. After a successful login, you can enable an auto-login feature via the Preferences Window so that you do not need to enter your username and password each time.

2.6 Changing Your Password

See Setting a user password (section 3.5).

2.7 Overview of the User Interface



The User Tool User Interface

The User Tool user interface consists of a window title bar, a main menu, a user table, and a status bar.

The window title bar indicates which user you are logged in as and which server you are using.

The menus in the main menu bar are described in Menus (section 4).

The status bar indicates how many more users can be added to the current server.

The user table shows all of the users in the user database. If there are a large number of users then the window can be scrolled to view all of the users.

The first column in the table shows the users’ login names. These are the names that the users use to identify themselves when logging into CREATE tools.

The second column shows the users’ full names, which are descriptive names that are used in reports and lists of users in other tools.

The remaining columns indicate access rights to administrative tools on a tool-by-tool basis, and whether the user has project manager status. Users with project manager status are permitted to use the Project Management Tool. If the box is checked then the right or status has been assigned.

The user data is manipulated via the User menu and direct interaction with the user table. See Managing Users (section 3).

3 Managing Users

This chapter describes how to use the User Tool to manage CREATE users.

3.1 The Administrator

The *Administrator* user has full access to the system administration tools and cannot be disabled, replaced, or deleted.

The administrator's login name is *admin*.

The administrator's initial password is also *admin*. If you are the administrator then you should change this to a more secure password. See Setting a user password for details about how to change your password.

See also:

Assigning server administration rights and project manager status

3.2 Adding a new user

New users with unique login name, passwords, and descriptive full names, can be created.

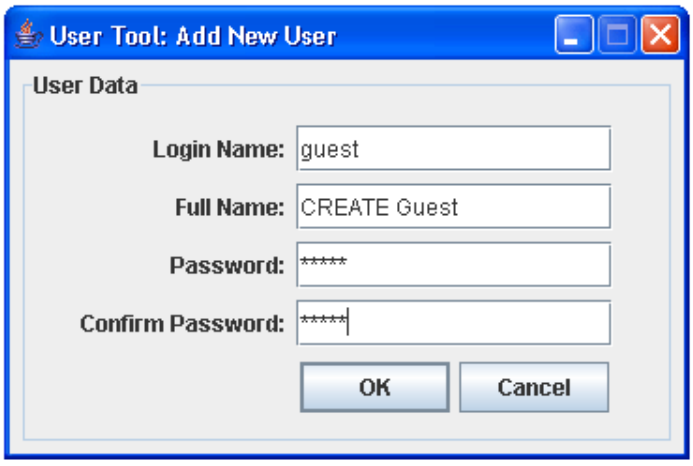
The administrator user cannot use the project tools so at least one user with project manager rights must be created in order to create a project and assign users to the project using the Project Management Tool.

Login names and passwords should not include spaces.

A user's login name cannot be modified once the user has been created so select a suitable login name with care.

To add a new user:

1. Select User > Add...
2. Fill in the form in dialog window that appears with appropriate data:



   Note that the login name must be unique and the password for the new user needs to be entered for both the Password and Confirm Password fields.

3. Press OK to create the user or Cancel to abort
4. If the two passwords entered do not match then you will be asked to enter them again
5. If the login name is the same as that of a user that has been previously deleted then you will be asked if you want to resurrect the user (see Resurrecting a previously deleted user)

See also:

Modifying a user's full name

Assigning server administration rights and project manager status

Setting a user password

Deleting a user

Resurrecting a previously deleted user

3.3 Modifying a user's full name

The user's full name is a descriptive name that is used in reports and when lists of users are shown in the other tools. The full name can contain spaces and non-English characters.

To modify a user's full name:

1. Double-click on the user's full name in the user table to make the text editable
2. Edit the text
3. Hit enter or select another user to finish editing

Changes are saved automatically when you finish editing.

See also:

Adding a new user

3.4 Assigning server administration rights and project manager status

By default, a newly created user has no administration or project management rights. Administration rights can be assigned to users on a per-tool basis. A user can also be assigned project manager rights. Only users with Project Manager rights can use the Project Management Tool.

The administrator user's access rights cannot be changed. The administrator can access all of the administrative tools but cannot take the role of project manager so at least one user other than the administrator user should be assigned project manager rights.

Any user other than the administrator can be assigned to project and be given project roles by a project manager using the Project Management Tool.

For security reasons, it is recommended that only the administrator should be permitted to access the User Tool. You should restrict access to the Guideline Tool and Model Bank Tool to only those users who really need to use those tools.

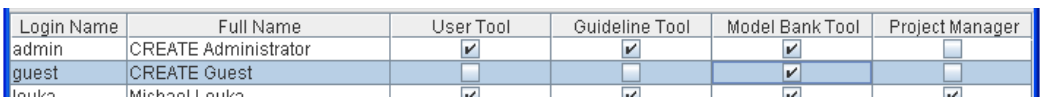
To change a user's administration rights and project manager status:

1. Locate the checkboxes for the user:



   In the snapshot above, the checkboxes for the and the user 'CREATE Guest' are shown.

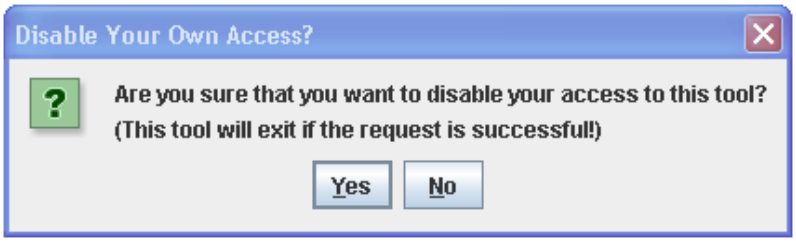
2. Click on the checkboxes for the tool or status that you wish to toggle:



   In the snapshot above the user 'CREATE Guest' has been assigned permission to use the Model Bank Tool and has been assigned project manager status, and can therefore use the Project Management Tool to create and modify projects.

Changes are saved immediately.

If you are not the administrator and have User Tool access rights and attempt to remove your rights then you will be asked to confirm the action. The User Tool will exit if you proceed:



Modifying a user's access rights or status will not affect any data that that user has previously controlled or added to the server. You are only restricting the user's ability to log into the associated tools. For example, revoking a project manager's manager status will only hinder that user's access to the Project Management Tool. Any projects managed by that user will not be lost.

See also:

The Administrator

Adding a new user

3.5 Setting a user password

The User Tool can be used to set the password of any user, however only the administrator is permitted to modify the administrator's password.

Users other than the administrator can change their passwords themselves using any of the other tools, however, you can use this functionality in the User Tool to reset the password for a user that has forgotten his/her password and to modify the administrator's password.

To set the password for a user:

1. Select the user in the user table
2. Select User > Change Password…
3. Enter the new password into the Password field of the dialog that appears:



4. Enter the password again in the Confirm Password field
5. Press OK to save the new password or Cancel to abort
6. If the two passwords entered do not match then you will be asked to enter them again

See also:

Adding a new user

3.6 Deleting a user

A user can be disabled so that the user can no longer log onto the system and cannot be assigned to projects.

The administrator cannot be deleted.

You are not permitted to delete yourself if you are not logged in as administrator.

To delete a user:

1. Select the user in the user table
2. Select User > Delete
3. Confirm or cancel deletion in the dialog box that appears

See also:

The Administrator

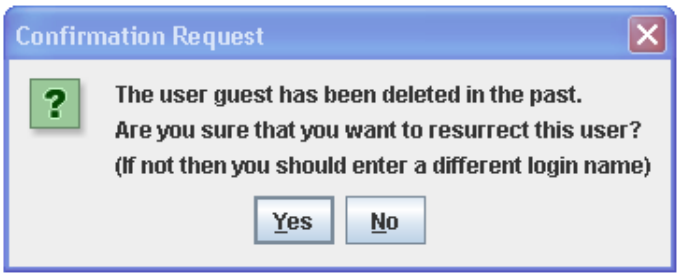
Resurrecting a previously deleted user

3.7 Resurrecting a previously deleted user

A previously deleted user can be resurrected so that the user can use the same login name as in the past.

To resurrect a previously delete user:

1. Follow the procedure for adding a new user (see Adding a new user)
2. If the login name is the same as that of a user that has been previously deleted then you will be asked if you want to resurrect the user:



3. If you wish to resurrect the user then click on Yes, otherwise click on No and enter a different login name

See also:

Adding a new user

Deleting a user

3.8 Printing the user table

The User Tool supports printing of the user table to any printer configured on your computer.

Always set the orientation of the paper using the page setup dialog.

Note that the dialog windows shown by the User Tool will depends on the operating systems you are using, so the actual dialog window on a computer running macOS will differ from the equivalent dialog window on a computer running Windows.

To set up the page:

1. Select File > Page Setup…
2. Choose the required settings and confirm or reject your changes

To print the user table:

1. Select File > Print…
2. Choose the required settings
3. To ensure correct results, do not select orientation using the print dialog (Use File > Page Setup… instead)
4. Continue (typically, click on OK) or abort (typically, click on Cancel)

4 Menus

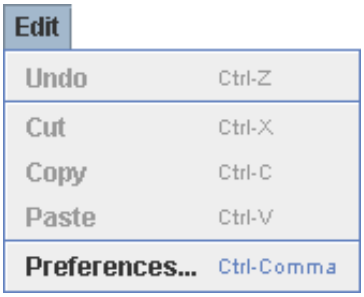
4.1 File Menu



Most of the available items in the File menu have keyboard shortcuts (shown to the right of the menu items above).

Refresh User List…	is used to reload the user table from the server. Can be useful if another user is using the User Tool simultaneously (not recommended) to manage users, or if the server has been temporarily offline and you want to make sure that you have the latest view of the user database.
Page Setup…	is used to set the page orientation and paper size (see Printing the user table).
Print…	is used to print the user table (see Printing the user table).
Exit	is used to quit the User Tool. If you choose this menu item then you will be requested to confirm that you want to quit. Any work that has not been submitted to the CREATE host (e.g. add user or set password dialogs that have not been filled in and closed) will be lost but all completed actions will have been saved automatically so you do not need to specifically save any changes.

4.2 Edit Menu

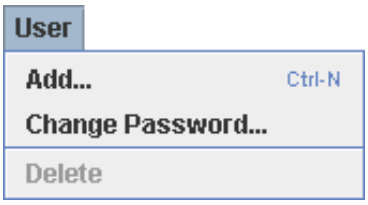


All of the available items in the Edit menu have keyboard shortcuts (shown to the right of the menu items above).

Only the Preferences… item is available in this menu, however you can use the undo, cut, copy, and paste shortcuts when editing text such as user login names, full names, and passwords.

Preferences…	is used to open the Preferences Windows (see Preferences Window for usage information).

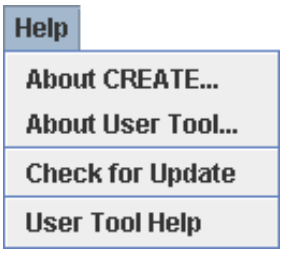
4.3 User Menu



The User menu enables you to add and delete users and change passwords. A keyboard shortcut is provided for adding new users (shown to the right of the menu item above).

Add…	is used to a new user to the user database, or resurrect a deleted user (see Adding a new user and Resurrecting a previously deleted user).
Change Password…	is used to change the password of the selected user (see Setting a user password).
Delete	is used to delete the selected user (see Deleting a user).

4.4 Help Menu

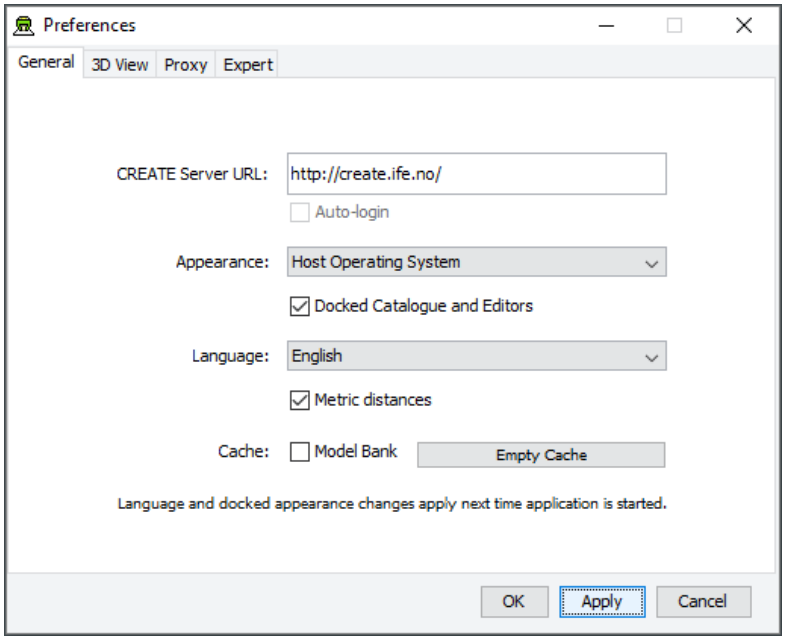


The Help menu provides access to copyright information about this software and to online help.

About HVRC CREATE…	is used to display copyright information about the CREATE tool suite.
About User Tool…	is used to display technical information about this tool.
Check for Update	is used to check if the latest version of the tool is being used.
User Tool Help	is used to access the online user guide for the User Tool.

5 Configuration

5.1 The Preferences Window



The Preferences Window

The first time you use one of the CREATE tools you will normally be presented with a wizard that assists you in setting the configuration options that you need to get started using HVRC CREATE. Subsequently, you can adjust your personal configuration via the options in the Preferences Window.

The Preferences Window can be accessed from the main menu bar's Edit > Preferences… menu item. The keyboard shortcut to open the Preferences Window is ctrl-comma (or command-comma).

Changes to preferences are global and therefore affect all CREATE tools that you use, however they are also personal and will not affect any other users of CREATE that share a computer as long as you are not sharing a computer user account.

There are four sets of preferences in the Preferences Window, the most important of which is the "General" set, which is used to enter the address of the CREATE server that will be used. The individual sets and the options they contain are described in the subsections below.

The Preferences Window has three buttons:

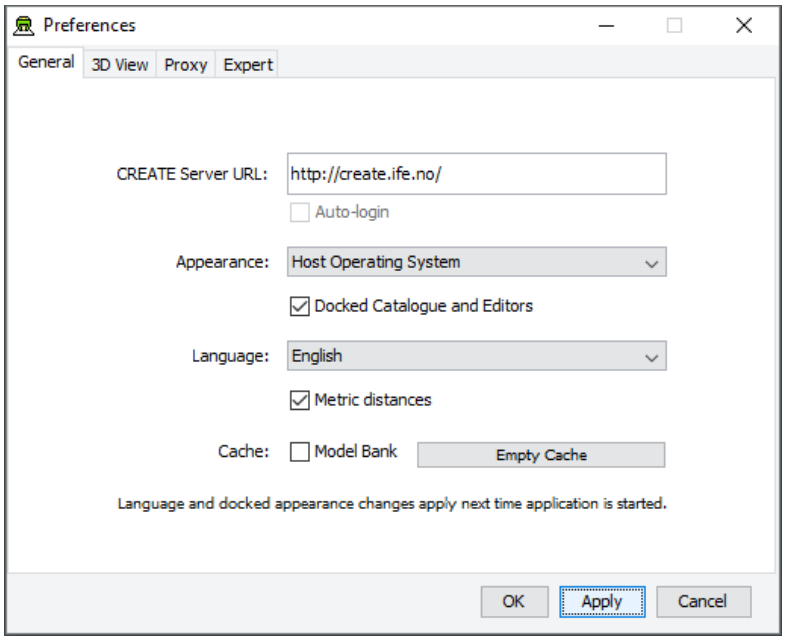
- OK is used to update the preferences and close the window
- Apply is used to set the update the preferences but not close the window
- Cancel is used to dismiss the window without making any changes

Clicking Apply followed by Cancel is equivalent to clicking OK.

A configuration file containing your preferences is created in your home directory and will be applied the next time you run a CREATE tool.

Closing the window by clicking on the close box (top right of the window) is equivalent to clicking on the Cancel button. Hitting the escape key is also equivalent to clicking on the Cancel button.

5.1.1 General Preferences



The General Preferences section of the Preferences Window with server create.ife.no set

The General Preferences section of the Preference Window is used to set the CREATE server URL, to specify the appearance of the CREATE tools, and to toggle caching to local disk of 3D models in the Model Bank.

Important information about changing the server URL:

- In general, it is recommended that you change the server URL setting either immediately after starting up a tool or immediately after saving any unfinished work to the current server, to avoid any risk of data loss before switching to a different server.
- If you are behind a firewall and are using a proxy server to access the internet then you should also refer to Proxy Preferences – section 5.1.3 if you need to access a CREATE server that is not on your local network (e.g. to access the demonstration server on `create.ife.no`).

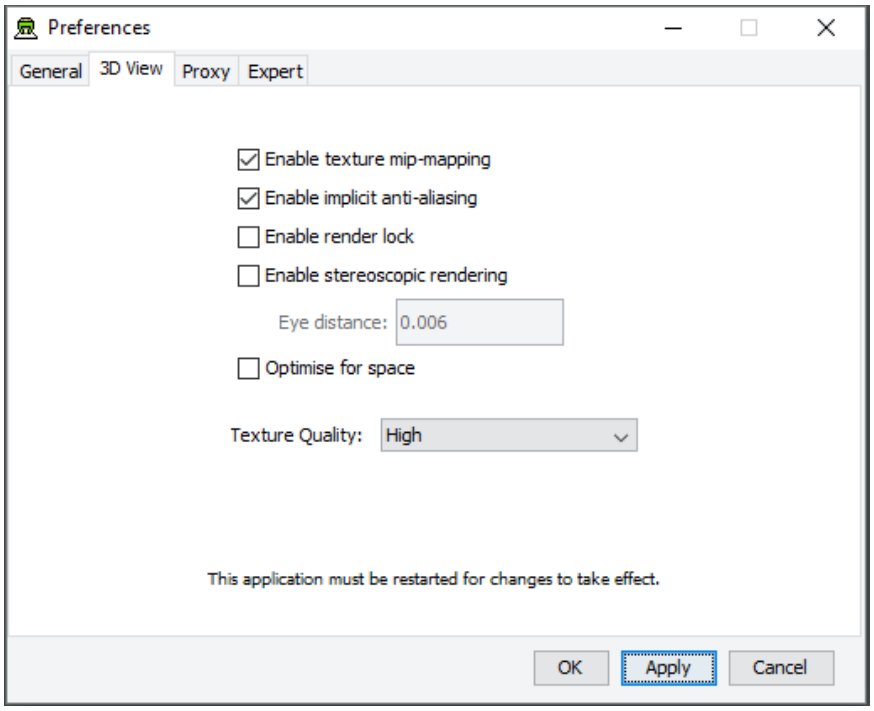
If some features of the tool are not working correctly and the software is reporting server access errors then the reason may be that the server is incorrectly configured, in which case you should report this to your CREATE server administrator.

The General options are described below:

CREATE Server URL	The server URL is the Web address of the CREATE server where all CREATE system and project data is stored. It is shared by all of the tools. If you attempt to modify the server URL then you will be asked to confirm the change. Changing the server URL to a non-existent host will render the tools unusable until a valid host URL has been entered. Changing the server URL before saving any work that has been done during the current work session will result in any unsaved data being lost. **Important: See notes above regarding changing the URL.**
Auto-login	If you are logged onto a CREATE Server then this option will be enabled. Once enabled, you can select it to indicate that you would like the tools to remember your user name and password for the current server and use it to automatically log on to the server at any time where you would otherwise be prompted to enter user name and password. The password is stored in encrypted form in the create preferences file for security reasons.

Appearance	The default Appearance is that of the host operating system. The host operating system appearance normally gives the CREATE Tools a look similar to that of other applications on your computer. The cross-platform setting provides a consistent user interface look and feel regardless of whether you are running the software on Windows, Linux, macOS, or some other operating system.
Docked Catalogue and Editors	This option (currently only used by the Layout Tool) causes the Model Bank Catalogue and Editors side panels to be detached from the main application window. When detached, the panels appear as floating windows that can be moved freely around your computer screen. This is especially useful if you have multiple displays attached to your computer as you can then move the Catalogue and Editor panels to a different display, giving more space to work with the 3D view on your main display. This option takes effect the next time the Layout Tool is started.
Language	The text of the HVRC CREATE tools user interfaces can be displayed in English, US English, French or Norwegian. By default this option is set to system default, enabling the software to select the language automatically depending on your operating system language settings. However, you can also select the language specifically. For example, this can be useful if you are working on an international project where English is the project language, but your personal computer is otherwise configured to use a non-English language.
Metric distances	If you want distances to be displayed using U.S. measurement units then you can turn this option off, otherwise distances are displayed in metric units.
Cache	If Model Bank caching is enabled then frequently used models load faster as copies of the models are read from the local hard drive, rather than transferred over the network, each time the model is loaded. The effect of this depends on the speed of the network and the size of the models. The greatest benefit of using caching is achieved when frequently accessing models over a slow connection to a server. Since the model cache is stored on the local disk, it is important that there is sufficient disk space (a few megabytes is usually sufficient) and that you are not using an insecure computer and an insecure user account to access the models (from which the cached models could be copied). Pressing “Empty Cache” deletes the data in your local cache, freeing up disk space. Caveat: If you are using a computer where your home directory is on a server (rather than stored locally on the computer that you are using) then turning on the cache may actually slow down the loading of Model Bank data, if the network connection to the CREATE Server is not significantly slower than the connection to your home directory. **We do not recommend turning on the cache if your home directory is on a network server.**

5.1.2 3D View Preferences



The 3D View Preferences section of the Preferences Window

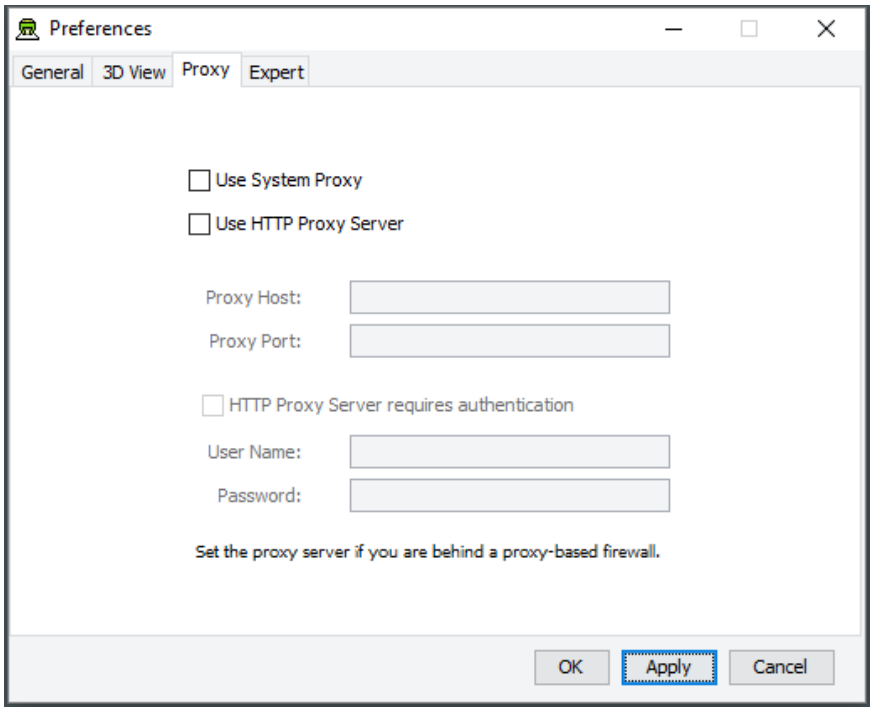
The 3D View Preferences are only applicable to the tools that display 3D graphics, and offer control over the way in which the 3D graphics are rendered. These options generally have no effect until the application has been restarted as the affect the way in which the 3D view is initialised.

The 3D View options are described below.

Enable texture mip-mapping	Enable generation of multi-resolution textures when textured models are loaded. This option improves the appearance and performance of textures, however some older graphics cards may not support this feature and the loading of textured models may be significantly slower if this option is enabled.
Enable implicit anti-aliasing	Allow the display driver to control full-screen anti-aliasing settings. If you have a graphics card with support for anti-aliased rendering then this option enables will cause the tool to acknowledge your anti-aliasing set-up. This option can greatly improve the visual appearance of the 3D view but there may be a performance impact, and some older graphics cards may not support this feature.
Enable stereoscopic rendering	Enable initialisation of 3D views in stereo mode. This option will only have an effect if you have a graphics card that supports active stereoscopic rendering. Unless you are actually using stereoscopic hardware, you should not enable this option as stereoscopic rendering will decrease the overall performance of the 3D view as it requires more effort of the graphics card. Default off.
Enable render lock	Controls rendering execution. Try changing this if you have driver problems. In general, you should leave it off. This option is offered only because it can resolve graphics driver problems in some special cases. Default off.
Optimize for space	Optimize 3D geometry to use less memory at the expense of slower performance. Disable this if you need to squeeze out a little more performance. In most cases the difference is unperceivable so we recommend leaving it on. Default on.

Texture Quality	If your layouts contain many high-resolution image surface parametric objects then you may reach a point where the rendering performance degrades significantly as you run out of memory on the GPU. You can improve performance by reducing the maximum quality used for texture rendering. Note that the images themselves are always stored at high resolution within CREATE so this only affects their appearance (both in the 3D view and when exporting 2D images). You can safely work with this set to Low if you want to maximise performance while working on a design, and increase it when you are ready to output high quality images. Default is High.

5.1.3 Proxy Preferences



The Proxy Preferences section of the Preferences Window

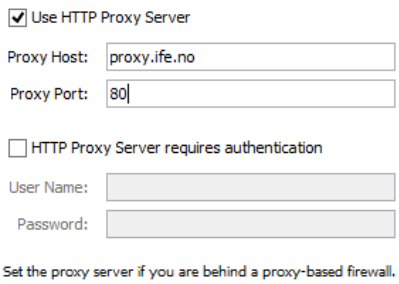
If you are behind a firewall and are using a web proxy server to access the Internet then you will need to configure the CREATE tools to use a proxy server if you wish to access a CREATE server that is not on your local network (e.g. to access the demonstration server on create.ife.no).

To enable proxy support, check the Use HTTP Proxy Server option, enter the server address (without entering `http://` in front of it and without any trailing slashes) in the Proxy Server field and the port number in the Port field. If you leave the port field blank then the default port (80) will be used.

To disable proxy support, uncheck the Use HTTP Proxy Server option.

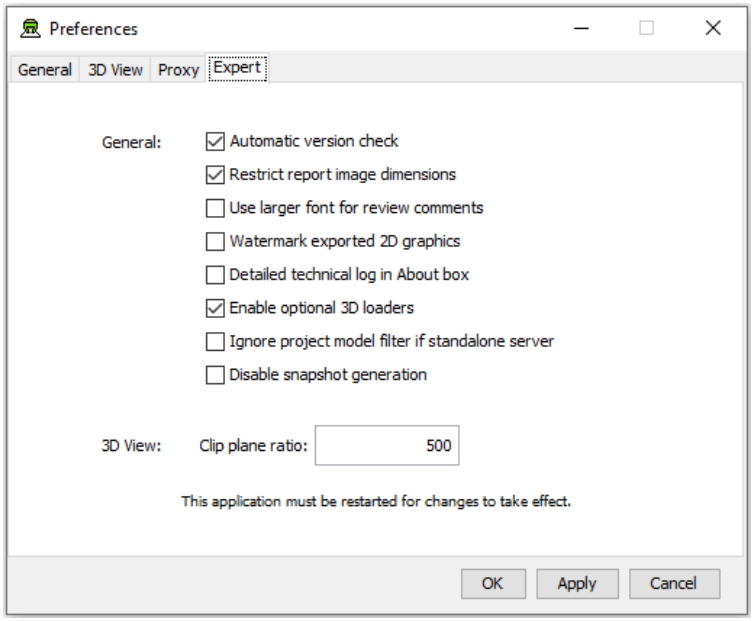
If necessary, select Proxy Server Requires Authentication and enter your network (i.e. not CREATE) user name and password.

Note that changing these items while in the middle of doing work with a CREATE tool is not recommended. Change these settings immediately after starting up a tool or after saving any unfinished work to avoid any risk of data loss.



Example of a filled-in Proxy Preferences section of the Preferences Window

5.1.4 Expert Preferences



The Expert Preferences section of the Preferences Window

The Expert preferences provide access to additional options, described below.

Automatic version check	Turn off the automatic daily checking for a new release of the HVRC CREATE Tools. If you turn this off then you will not be informed automatically of new updates, but can still check for updates manually via the Help-menu (Help > Check for Update). Default on.
Restrict report image dimensions	In versions of CREATE up to 4.0, snapshots of the 3D view added to reports in the Verification Tool were exact duplicates of the image in the 3D view, with the same resolution and aspect. From CREATE 4.0, the snapshots are taken with a consistent aspect to always fit neatly into a report page, with landscape or portrait format depending on the current 3D view aspect. Default on.
Use larger font for review comments	When using a non-Latin character set for entering review comments or procedures, some users may find the text easier to read if a large font is used than the system default size. Default off.
Watermark exported 2D graphics	If this option is enabled then “HVRC CREATE” and the name of the licensee is inserted at the top left on exported images. In the demo version of CREATE then this cannot be turned off. Default off.

Detailed technical log in About box	Select to enable detailed technical logging of system behaviour in the log in the About box. This is useful for troubleshooting if you experience technical issues with the software, and you need to contact CREATE support for assistance. Enabling this option has a small negative effect on the system performance. Default off.
Enable optional 3D loaders	Select to enable 3D loaders, to support importing 3D models in glTF, LWO, OBJ, PLY, and SCENE (Ogre3D) formats. These are described as optional as they are not guaranteed to load all files in those formats correctly but are useful as they can load most files in those formats. Saving your work before attempting to import a model for the first time in one of these formats is recommend. Default on.
Clip plane ratio	If you experience tearing effects in the 3D view then this may be because your graphics processor is unable to draw surfaces that are close together with sufficient accuracy. Reducing this number may minimise that effect, although at the cost of not being able to view near surfaces as closely. Similarly, if you are not having any problems with tearing then you might want to try increasing this number in order to be able to move even closer to surfaces before they disappear from view. A ratio of 1000 is a good choice for most modern discrete graphics cards. Default is 500.
Ignore project model filter if standalone server	If you are using a standalone CREATE Server (as opposed to a networked server), on the same machine that you are running the CREATE Tools on, then you can opt to ignore any project level model filters set for the Model Bank. This makes all categories and models visible in the Layout Tool regardless of any filters that have been specified using the Project Management Tool. If you are the only user of the server then this can be useful as you will see all new categories added to the Model Bank without having to update the project context using the Project Management Tool. Default is off.
Disable snapshot generation	Enable a partial workaround to enable CREATE 3D tools to run on hardware that does not fully support the 3D hardware minimum requirements. Default is off.