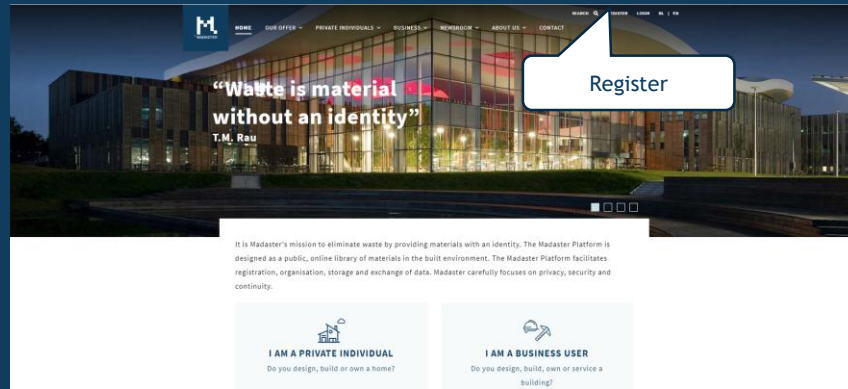


Madaster Quick Start Guide

Step 1: Register on the [Madaster website](#)

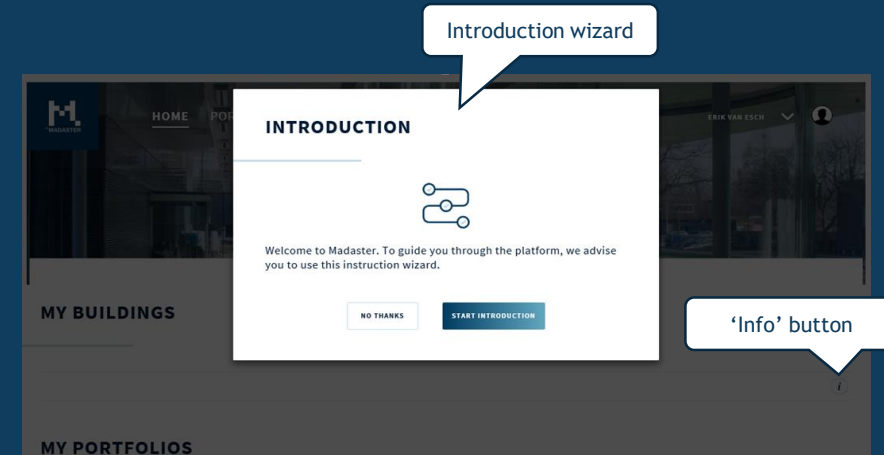


Step 2: Gather and validate data of your building(s)

- Madaster is able to upload and process BIM/IFC files automatically. This commonly used format (.IFC) can be exported from a 3D modelling application.
 - Download [here](#) the Madaster user manual IFC-export (Archicad & Revit).
 - Download [here](#) the Madaster IFC export template for Archicad.
 - Download [here](#) the Madaster BIM guidelines.
 - Download [here](#) the Madaster Smart View set (BIMCollab) to validate the quality of your IFC files in advance.
 - Download [here](#) the BIMCollab-ZOOM-Quick-Start-Guide.

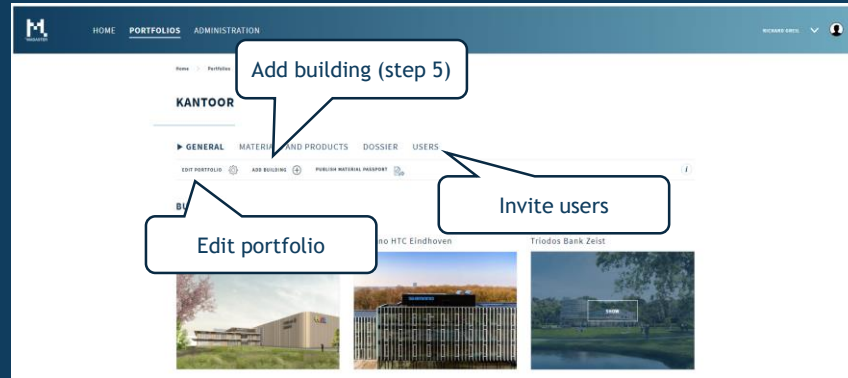
Step 3: Log in to the [Madaster-platform](#)

- Users who log on to the Madaster platform for the first time are guided by the Introduction Wizard. You can use this function at the first visit to navigate you through the necessary steps of the system.
- All pages in the Madaster platform contain an 'Info' button at the top right. Click this button and a new screen will open that explains step by step how to perform the actions on the relevant page.
 - Click [here](#) to open the online HELP catalogue for users.
 - Click [here](#) for the latest Madaster release notes.



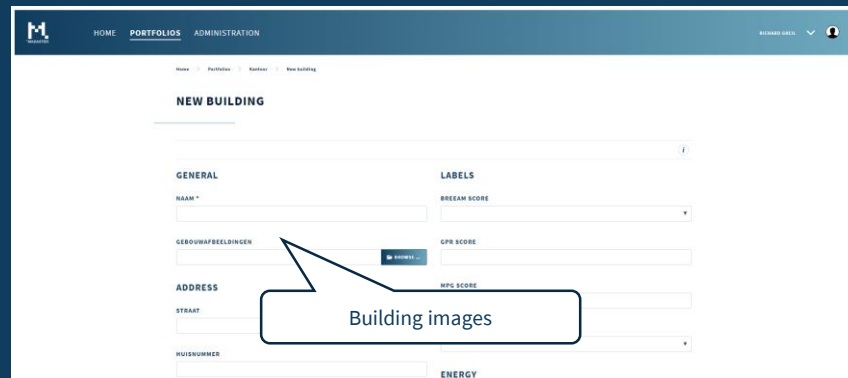
Step 4: Personalise your portfolio (optional)

- Invite any users with whom you want to share the entire portfolio.



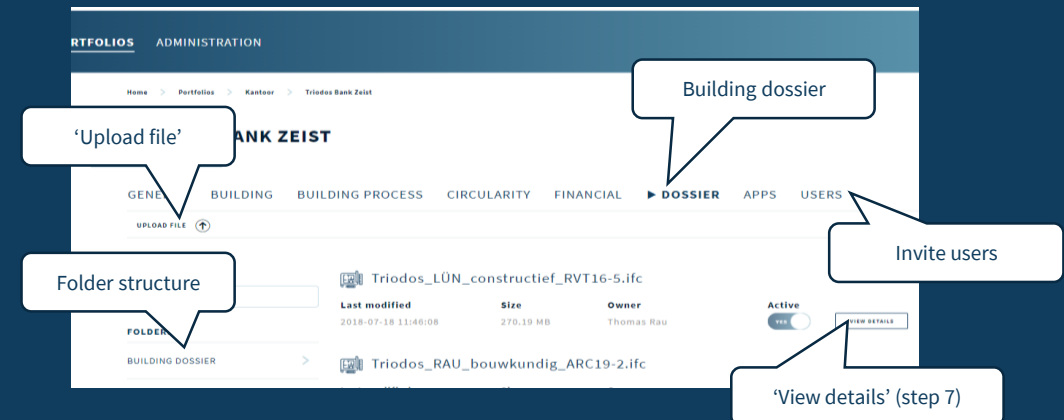
Step 5: Add your building to your portfolio

- Insert the general building information (* mandatory fields) and finally click on the 'Save' button.



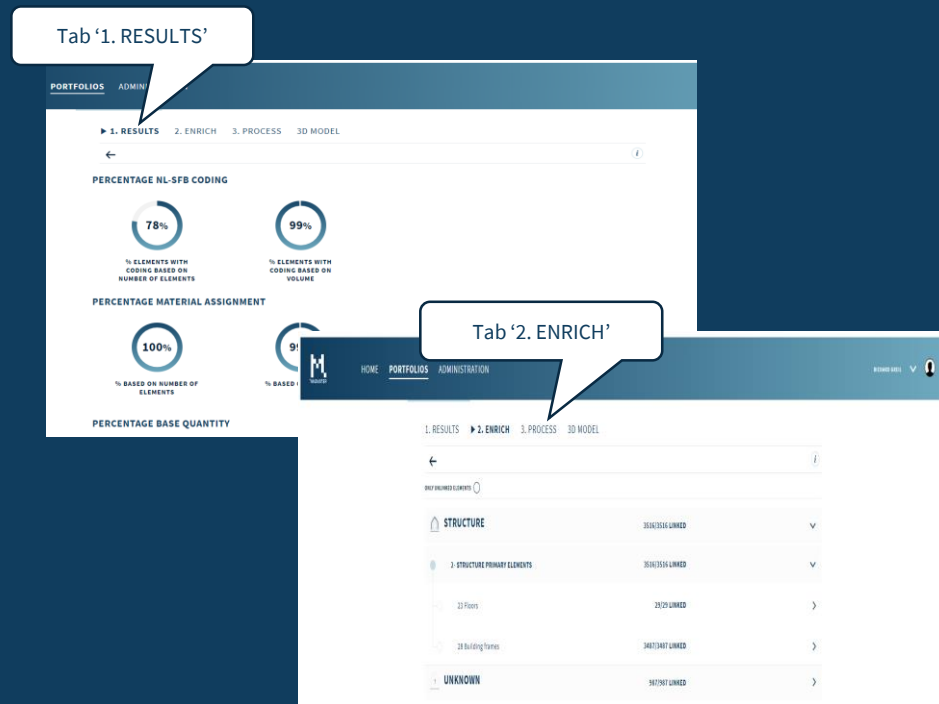
Step 6: Upload your source file(s) and building specific documents

- Through the name / image of your building you can open the tab 'DOSSIER'.
- In the building dossier you can import your files via the button 'Upload file', assign them to your folder structure and, if desired, provide them with search tags.
- If desired, invite new users to share only the data of this building.



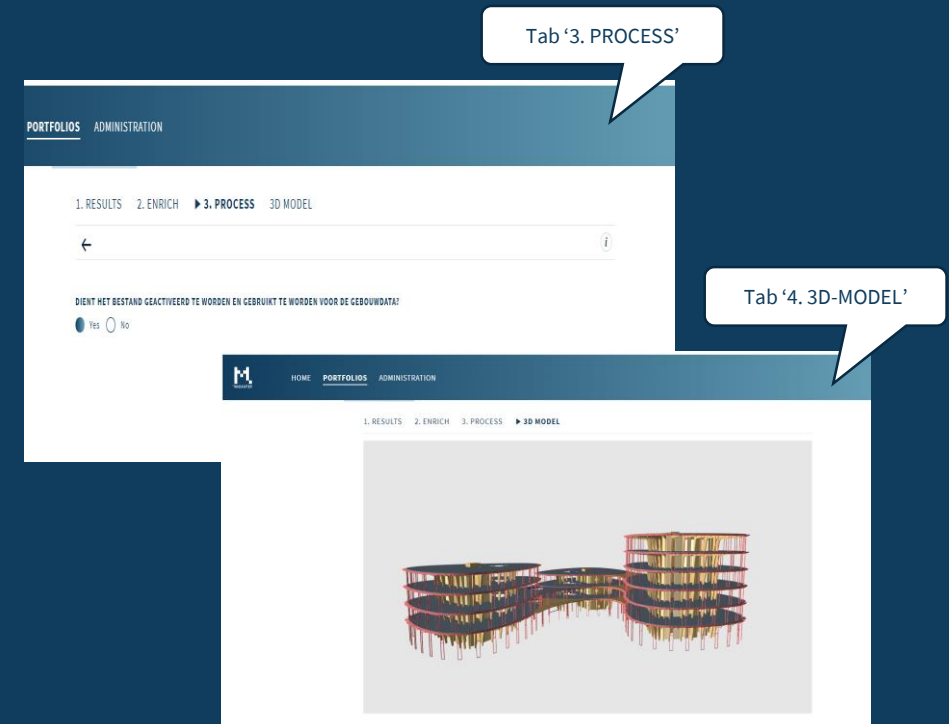
Step 7: Enrich your source file data in Madaster

- Use the 'View details' button (for each IFC and / or Excel source file).
- In tab '1. RESULTS' you will find a check of the information contained in the IFC file. Ideally everything is 100%.
- Tab '2. ENRICH' shows how many elements of the specific source file have been automatically matched to a material or product by Madaster.
- In tab '2. ENRICH' you can manually link non-found elements to a material and / or product and you can view and adjust the automatically matched elements.



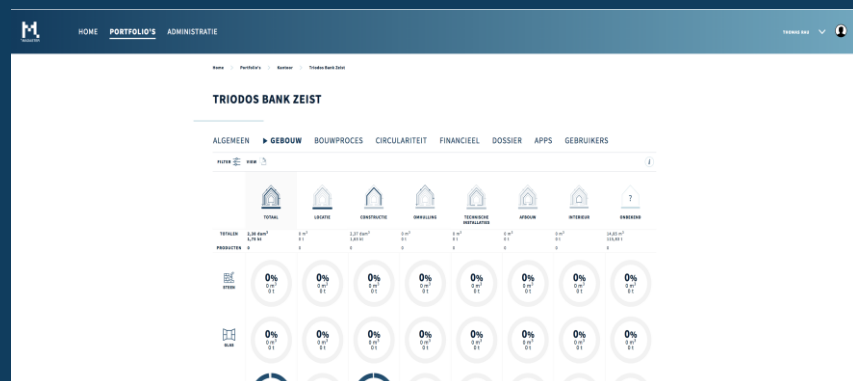
Step 8: Activate your source files in Madaster

- In tab '3. PROCESS' you can use the 'Process file' button to activate the imported and enriched source file in Madaster (select 'Yes').
- Multiple source files can be made active per building in Madaster.
- Tab '4. 3D MODEL' shows a three-dimensional (3D) representation of the IFC file.



Step 9: View the results in Madaster

- The results of all activated and enriched source files are displayed in the various tabs ('BUILDING', 'BUILDING PROCESS', 'CIRCULARITY' and 'FINANCIAL') in Madaster.



SOURCE FILES

MADASTER primarily uses IFC files because it can contain the most information, also for use in the total life cycle of a building.

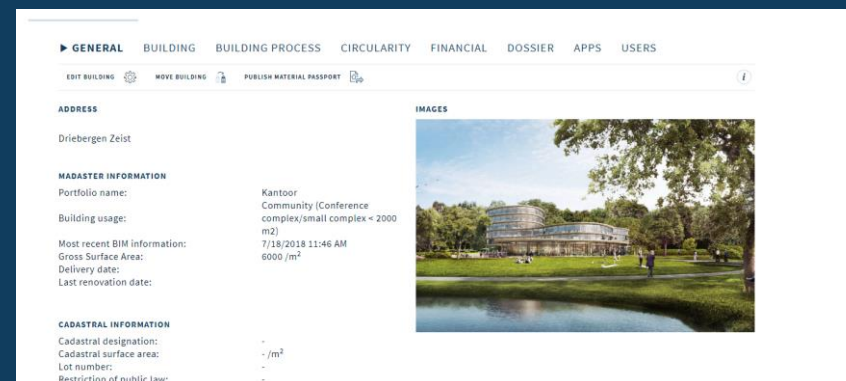
If no BIM model / IFC file is available from your building, with an Excel template, Madaster offers an alternative way to register materials and products in a building.

Download here the [Madaster Import Template](#) (Excel template).

Madaster can also contain relevant documents with building information, such as reports on energy or environmental performance, scanned contracts or drawings, photographs, assembly instructions, maintenance plans, etc. These documents can easily be added to the building file in Madaster in their own file format.

Step 10: Publish a materials passport of your building

- In the 'GENERAL' tab you can publish a materials passport for your building at any time.
- All material passports that have been published can be found in the 'DOSSIER' tab (in the folder structure under 'Passports').
- Every material passport is available in both PDF and Excel format.
- If desired, a material passport can be viewed, downloaded and / or deleted (depending on user role) in the 'DOSSIER' tab.



Do you require more information? Please download the [User Manual](#).

Do you have questions? Contact Madaster via:

Telefoonnummer: 085-0657436

Email: service@madaster.com