



Autodesk BIM 360

Software Instructions

Software used	Autodesk BIM360		
Version #	1		
Created by	Logan F	Date	29/01/21
Reviewed by	James T	Date	29/01/21

Software Instructions: Autodesk BIM360

Acknowledgments

We would like to acknowledge the following references used to compile these instructions for students:

1. <https://www.youtube.com/watch?v=zq1BThcXv5I&list=PLLS0SRT0TYHUUJwu7u1hwsj6n4nGZQIQkp&index=1>

COMMONWEALTH OF AUSTRALIA

Copyright Regulations 1969

WARNING

This material has been reproduced and communicated to you by or on behalf of The Engineering Institute of Technology pursuant to Part VB of the *Copyright Act 1968* (the Act).

The material in this communication may be subject to copyright under the Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.

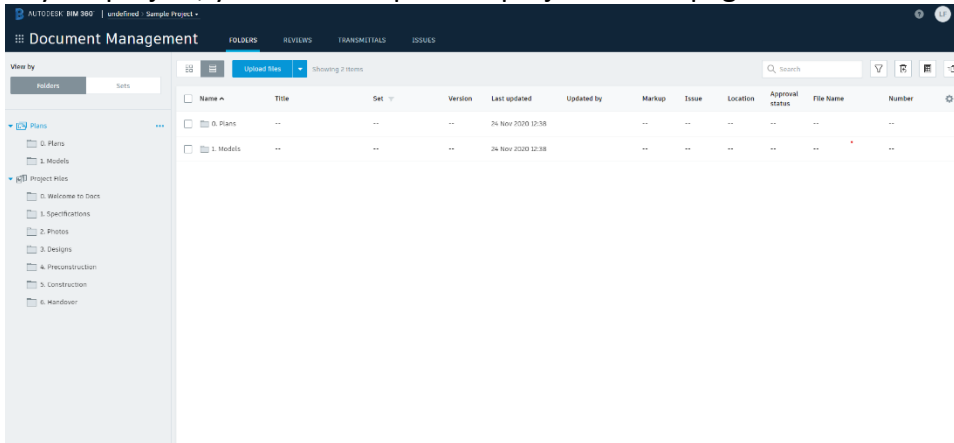
Table of Contents

1. Intro
2. Setting up your project
3. Managing your documentation
4. Revit collaboration
5. Sharing with other teams

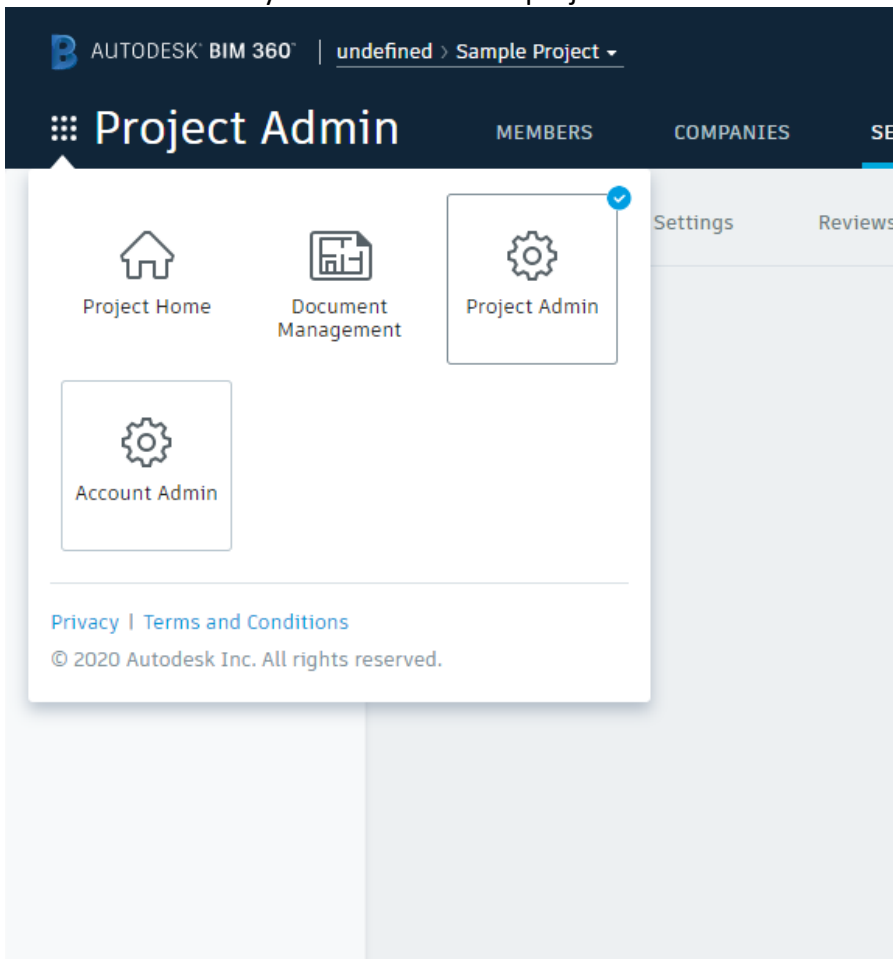
Software Instructions for Autodesk BIM360

Intro: Setting up your members

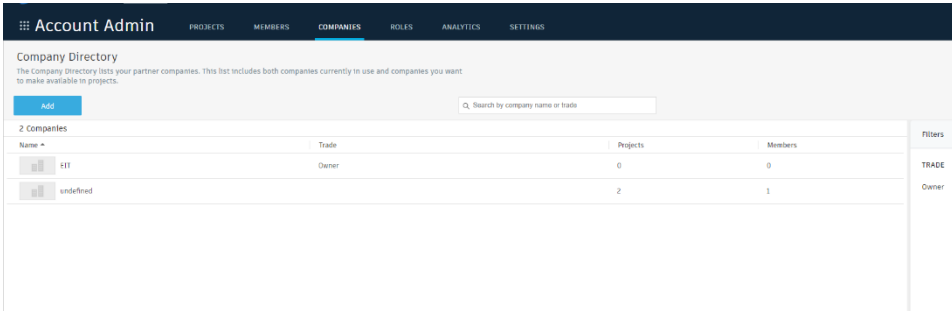
Your initial project may look like this, in order to start working on the members and administration of your project, you need to open the project admin page.



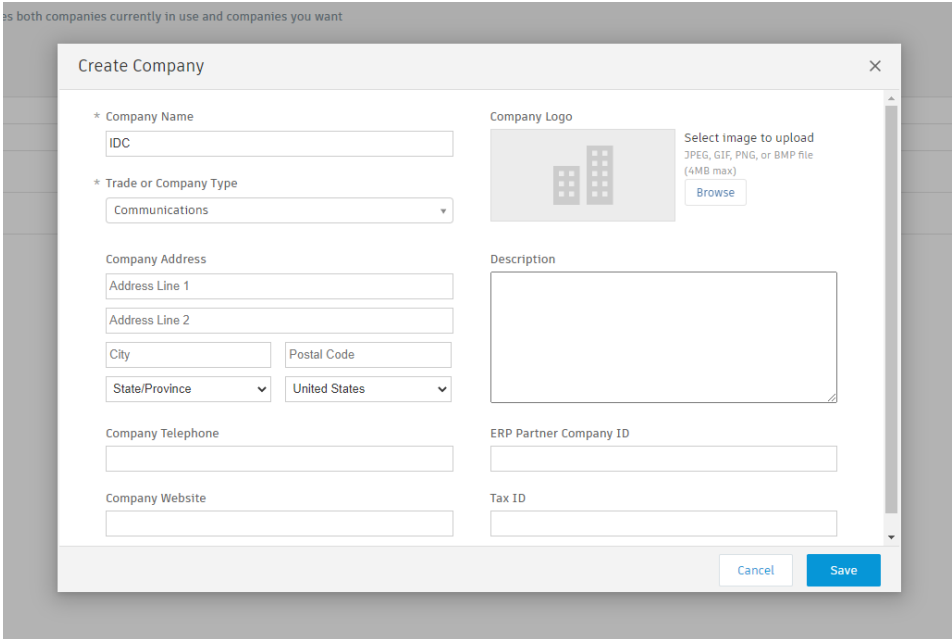
This menu will take you to the different project views.



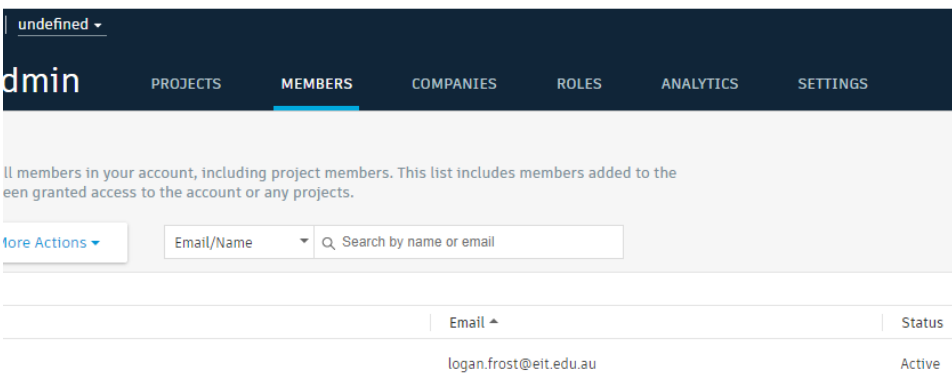
Under the companies tab, you can add new companies into the project using the add button.



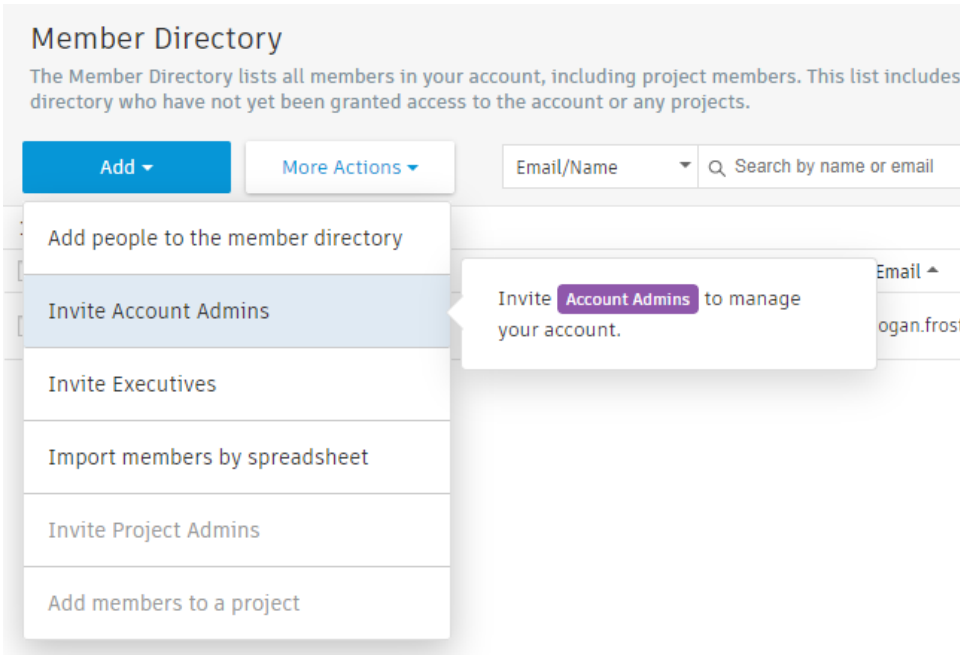
This is the menu that you will input company info into.



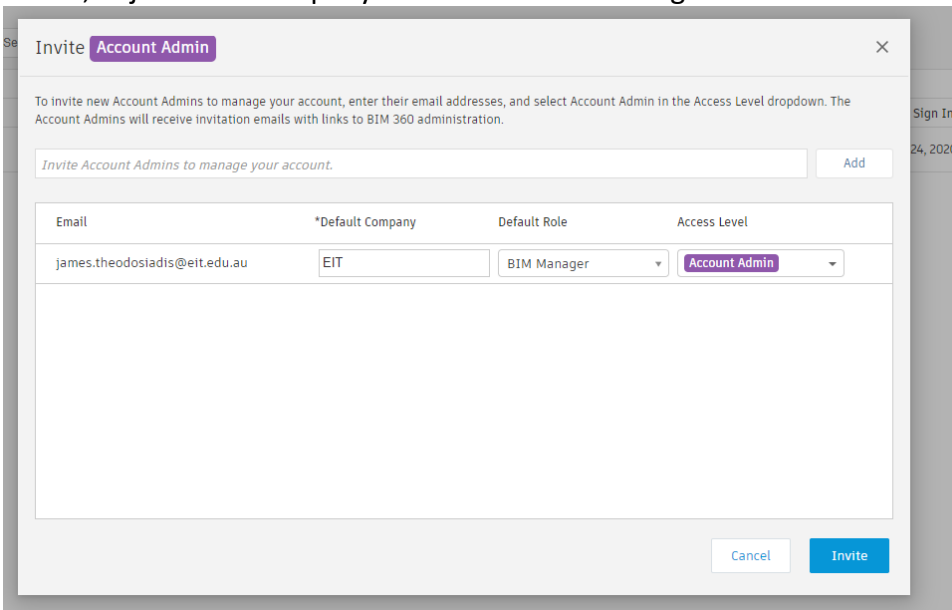
Under the Members tab, you are able to add new members to the project



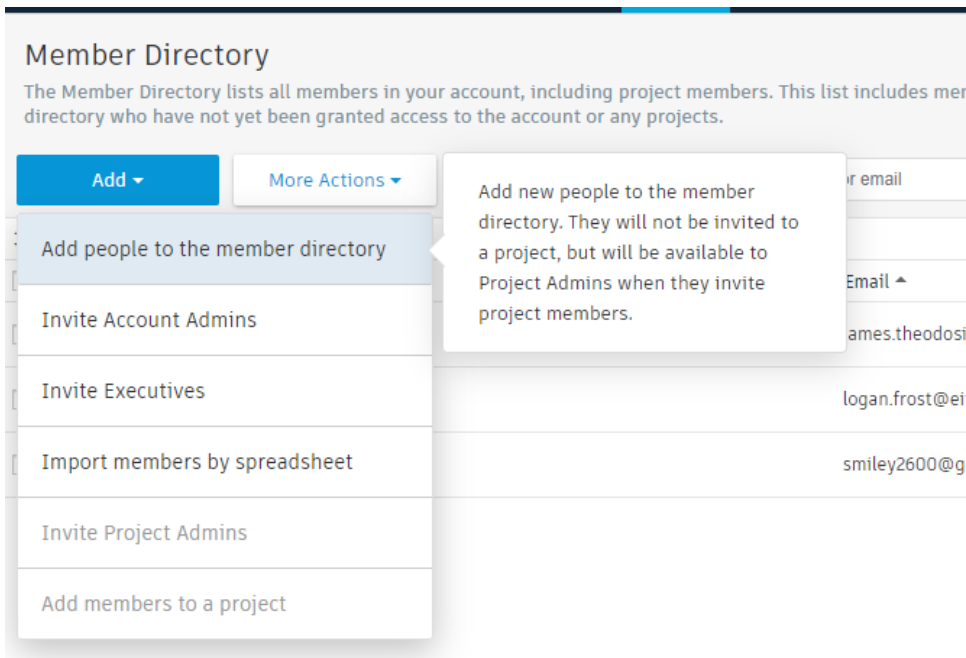
Under the add menu, you can add account admins. These admins will be able to access the account at the same level as you.



To add your account admins, fill in their email and click add. Once their entry is added to the list below, adjust their company and role before clicking invite.



You can also add other members using the member directory. These will be members whose permissions you will have more control over. These members are added in the same way account admins were added.



Setting up your project

This menu is where you will fill out the details of your new project. The address allows bim to provide weather information for your location.

Create Project Profile

* Project Name: Project name is valid.

* Project Type:

Project Image: Select image to upload (JPEG, GIF, PNG, or BMP file (4MB max))

Construction Type:

Project Value: USD

Contract Type:

Project Start Date: Project End Date:

Project Job Number:

Business Unit:

Project Address: Address Line 1: Address Line 2: City: Postal Code:

State/Province:

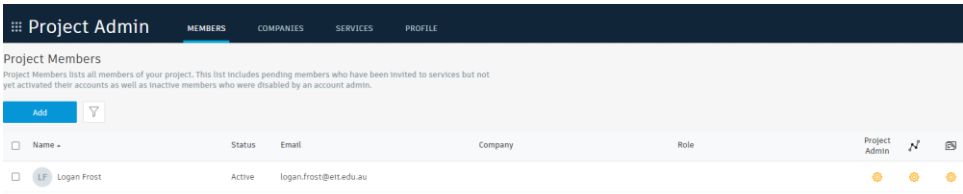
Project Time Zone:

* BIM 360 Field Project Language:

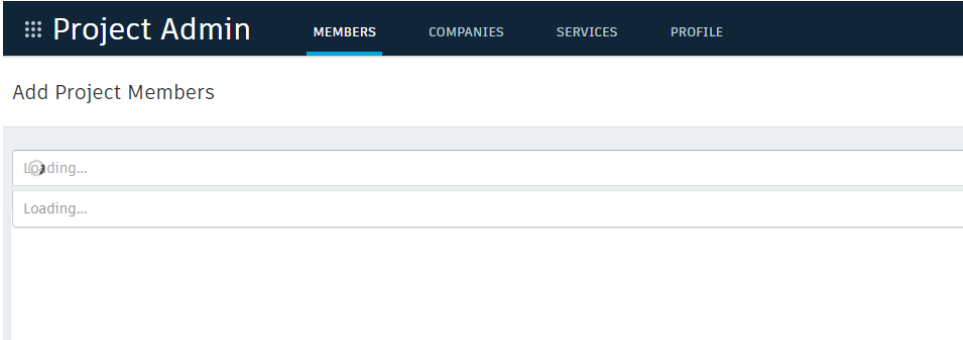
Here is how your new project will appear in the account admin page

Name	Members	Companies	Project Status	Last Sign In
Instructions Project	1	1	Active	
My Project	1	1	Active	

In the members tab of your project admin page, you can add members from your member directory using the add button.



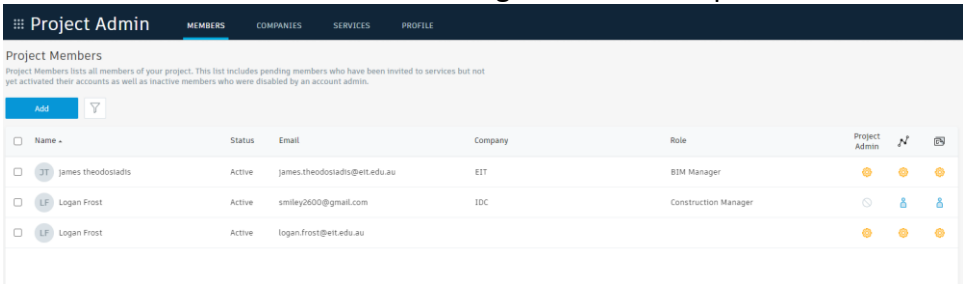
The names of your members can be searched in this menu.



Once your members are added, you can edit their permissions by clicking the symbols on their row. In this section you can decide on their admin position, their document access, and their access to analytics.

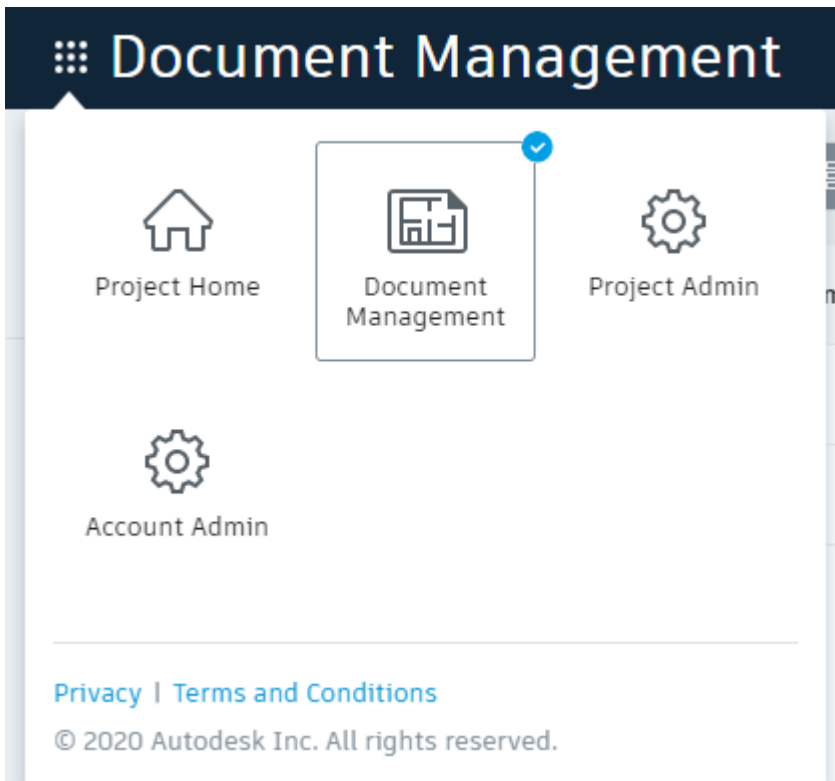


Here are the members we will be using for these examples.

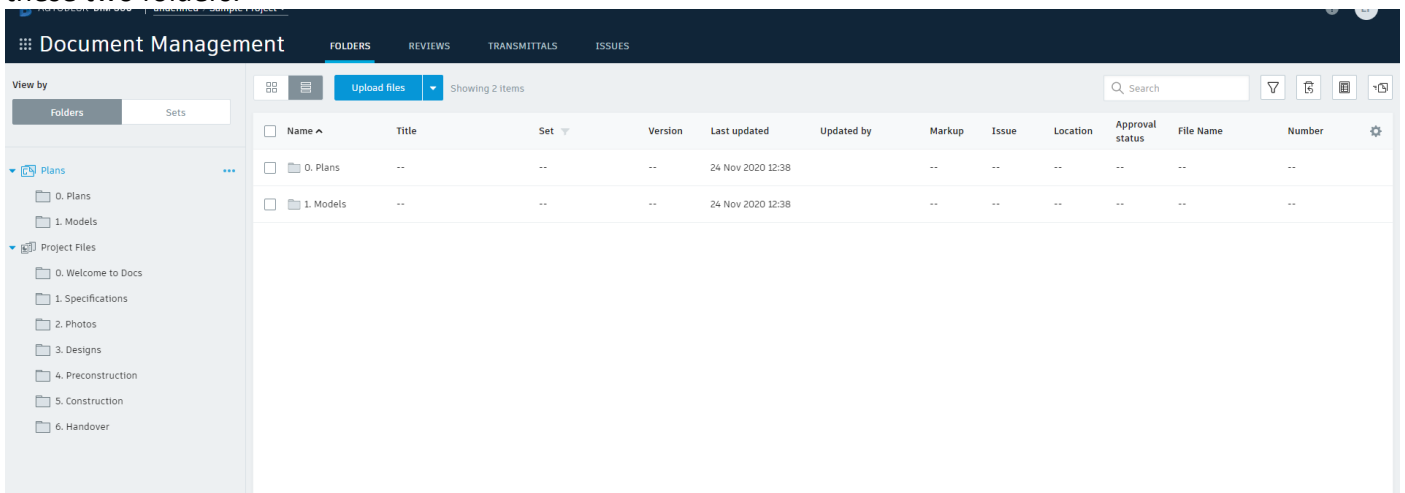


Managing your Documentation

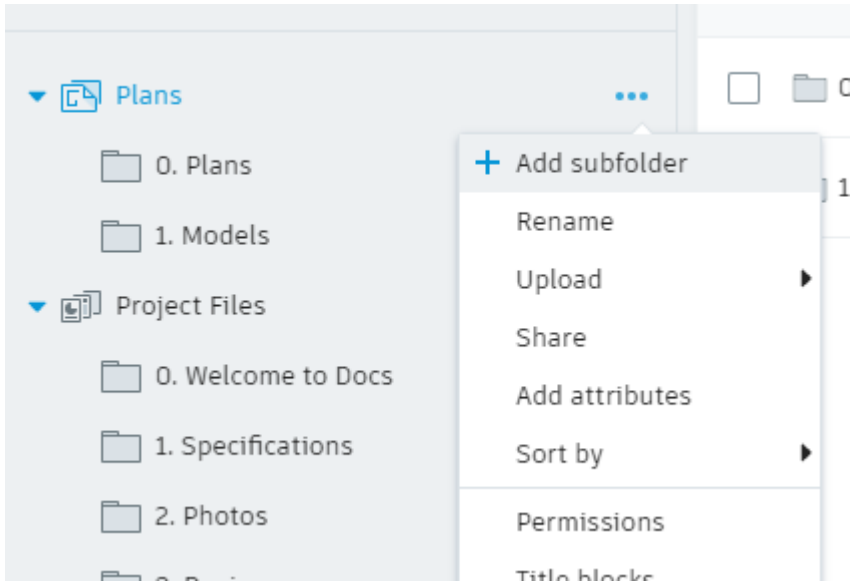
In the navigation menu, go to document management to begin setting up the document structure of this project.



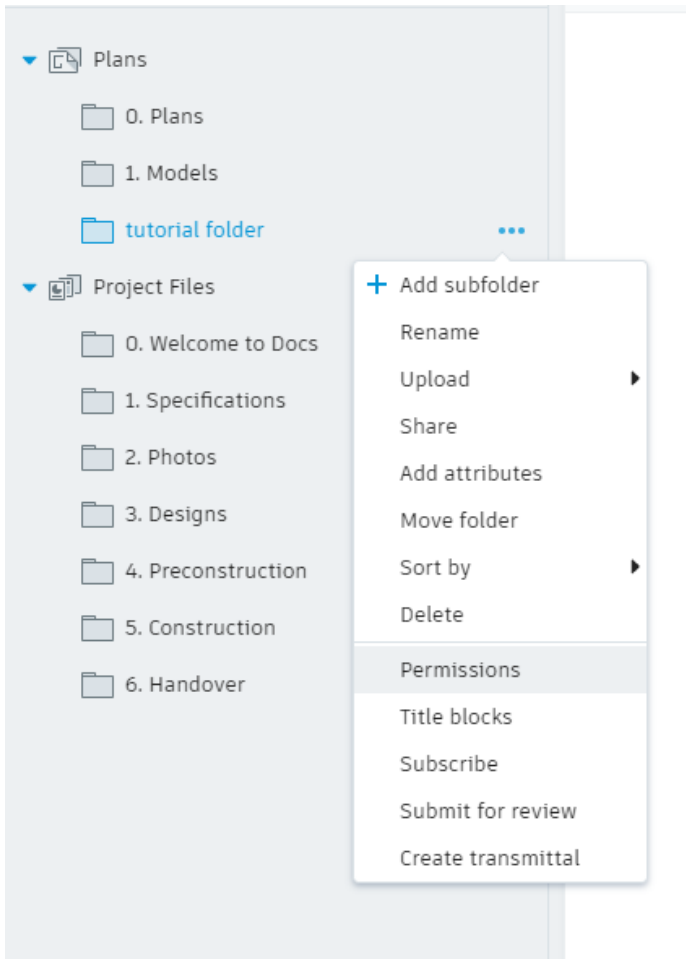
This is what your initial document structure will look like. The main thing to pay attention to is the two main folders. Plans, and Project Files. Most of your subfolders are going to be contained within these two folders.



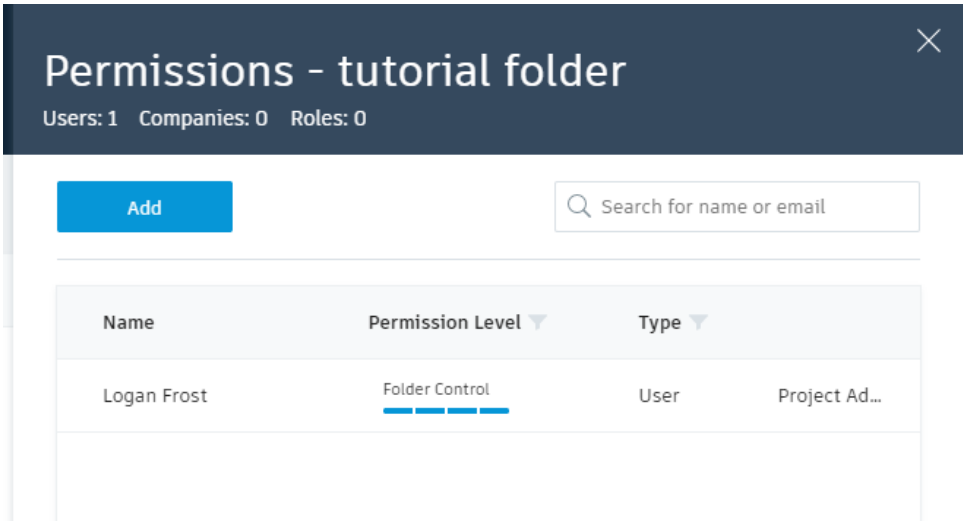
Create a new subfolder in the Plans folder to begin setting up folders and permissions.



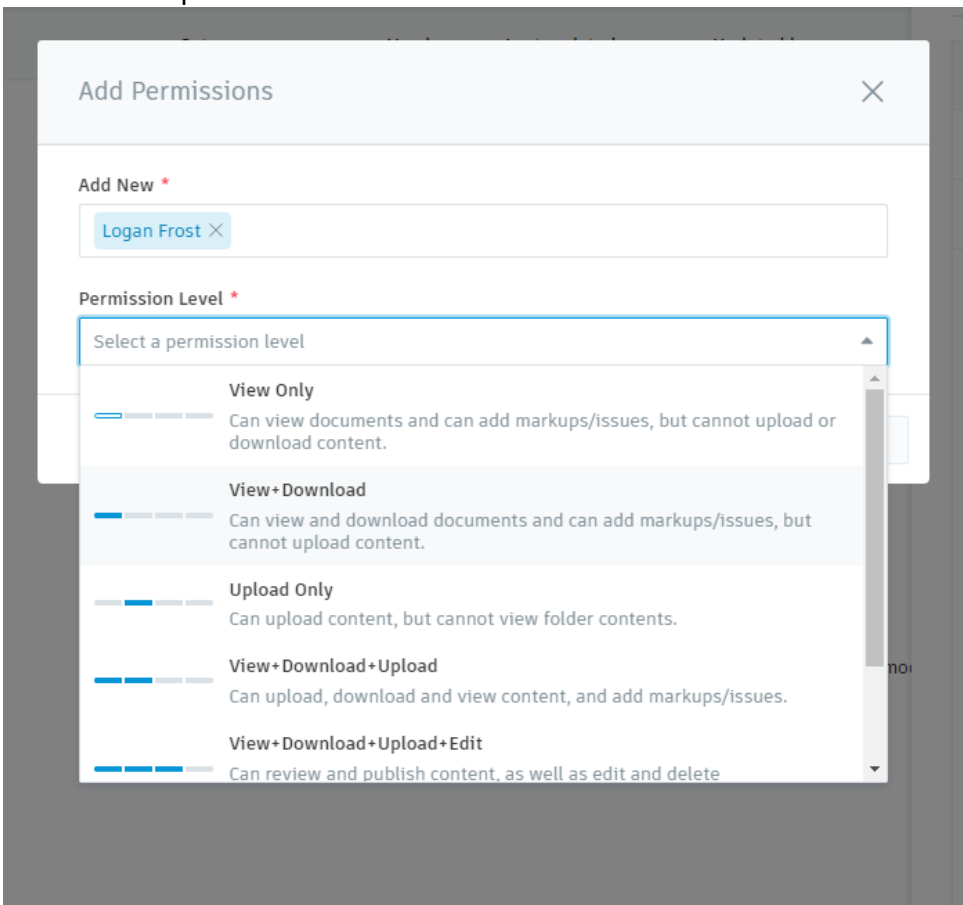
Right click on the new folder and select permissions. This will open up the menu to assign who can access the folder.



This is what the menu will look like. Your project admins will always appear with full permissions.



When adding a new person to the folder permissions, add their name from the member directory. Once the member has been selected, you can select their level of access. The levels of access available are view only, view and download, upload only, view + download + upload, view + download + upload + edit.

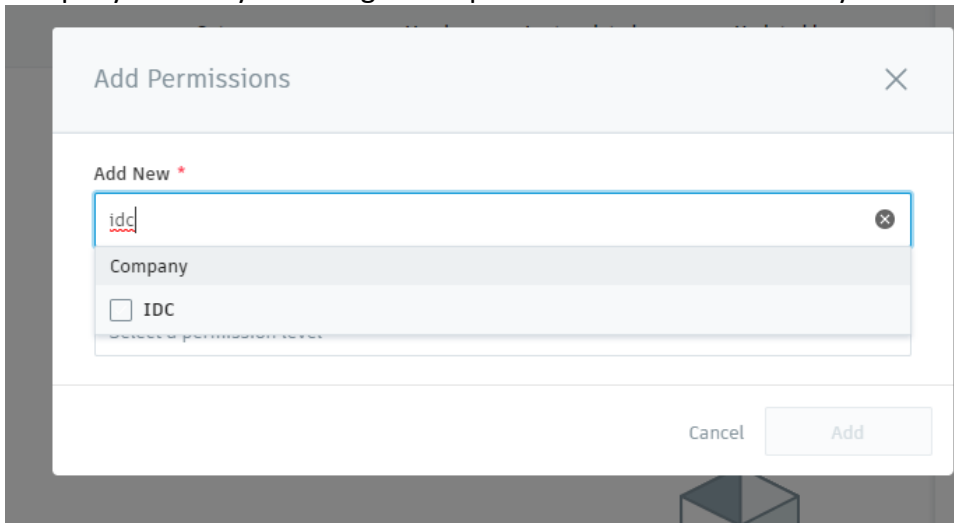


Here is an example of a file's permission structure.

[Add](#)

Name	Permission Level	Type	
Logan Frost	Folder Control	User	Project Ad...
james theodosiadis	Folder Control	User	Project Ad...
Logan Frost	View+Download	User	Remove

The permission selections can also be done on a by company basis. Select a company from your company directory and assign their permissions in the same way you did with the members.



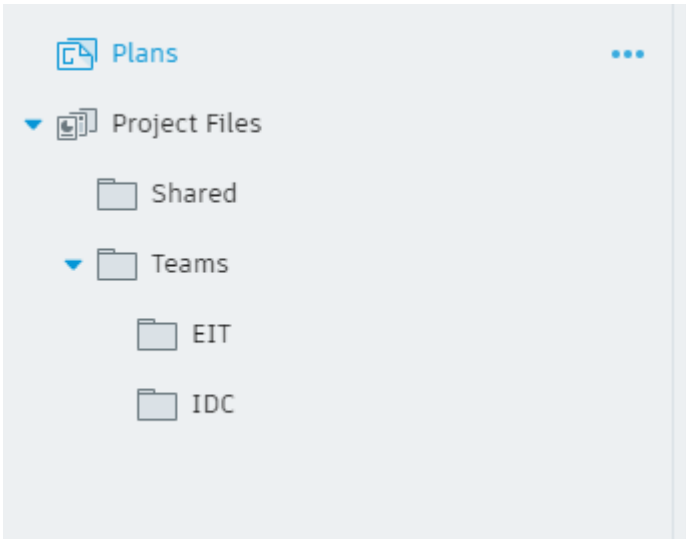
With the company added, you can open its dropdown to see all of the members that the company permissions apply to.

▼ IDC	View Only	Company	Remove
Logan Frost			

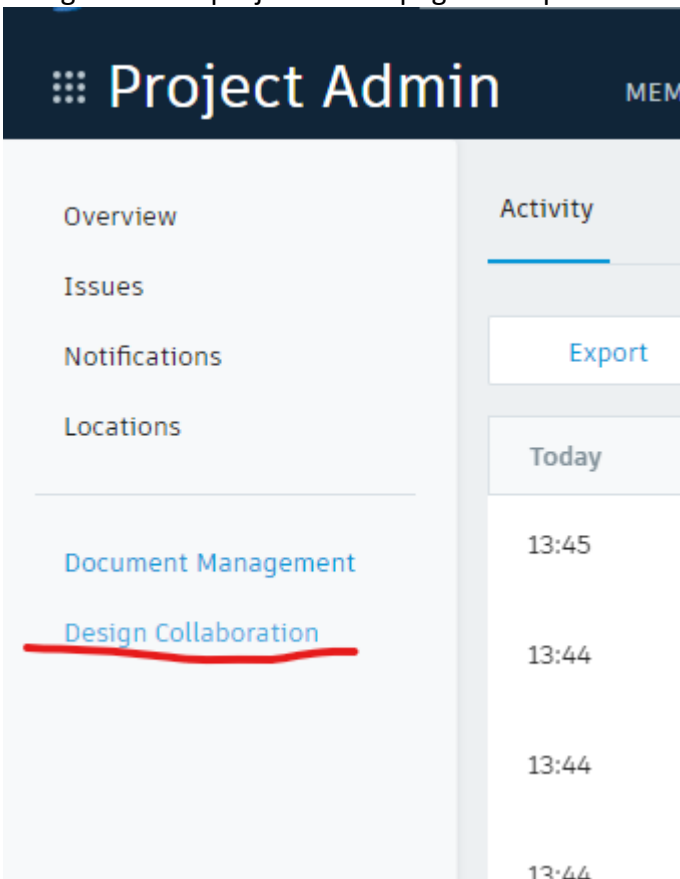
The same can also be done using roles.

▶ Construction Manager	View+Download	Role	Remove
------------------------	---------------	------	------------------------

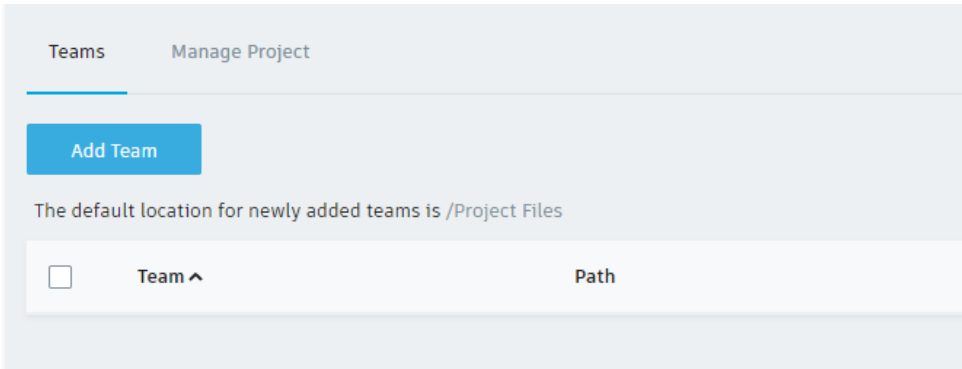
Once you understand folder permissions, you can move on to setting up team folders. Under project files, create a new teams subfolder, and in that folder, create new subfolders for each team.



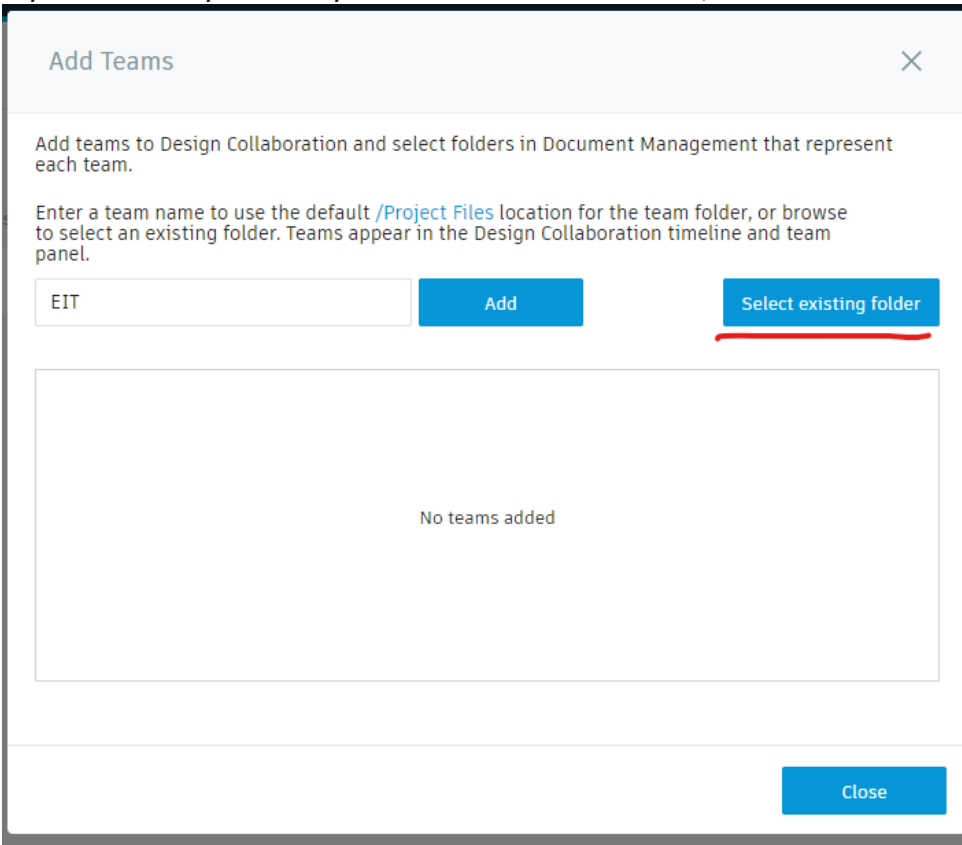
Navigate to the project admin page and open the design collaboration menu.



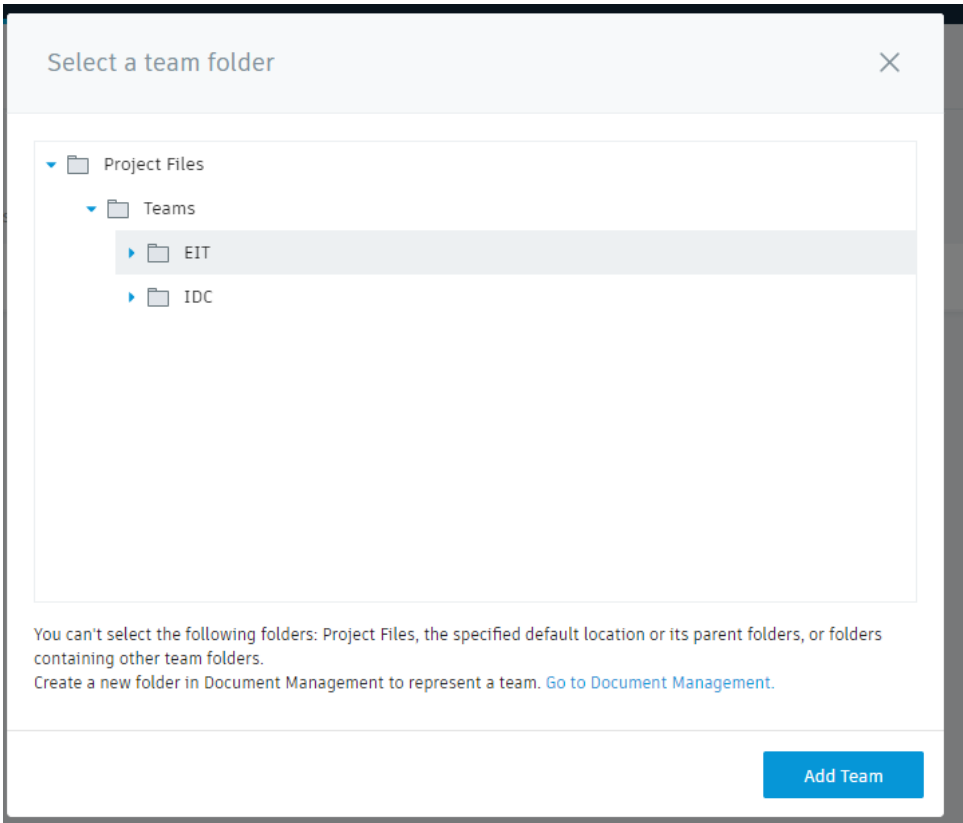
Under the teams tab, click add team to begin creating your teams.



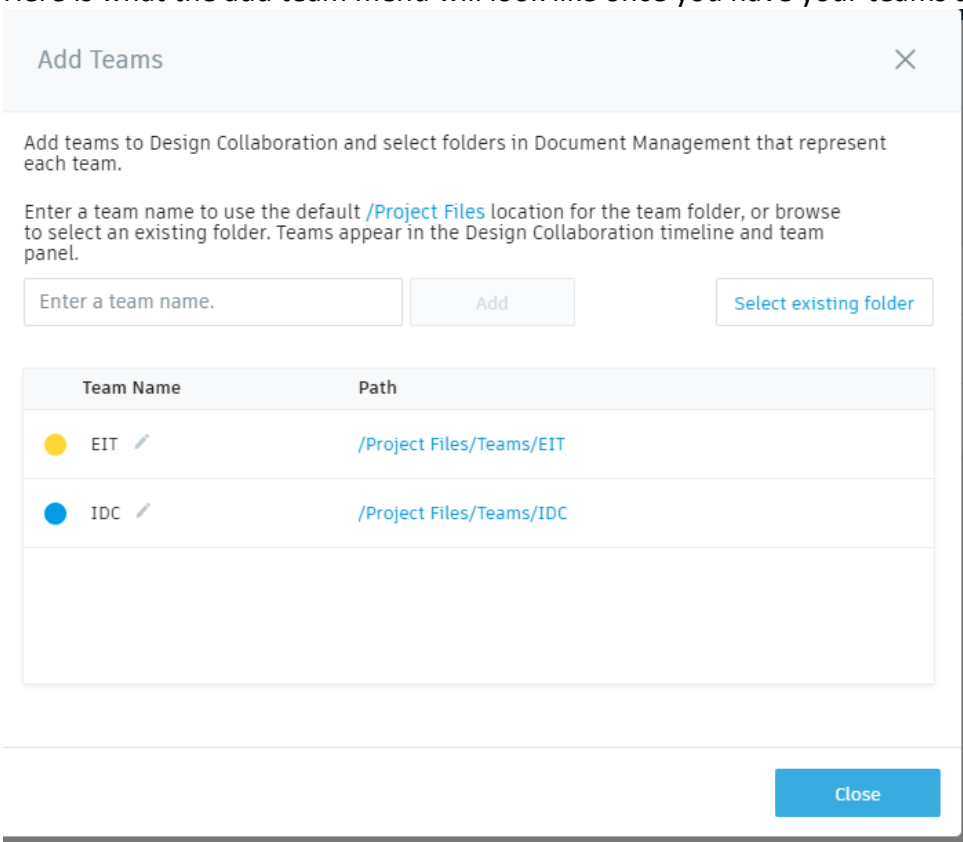
If you've already created your team folders like above, click on the select existing folder button.



Select one of the team folders to create a team for that folder. BIM 360 will automatically name the team after the folder you selected.



Here is what the add team menu will look like once you have your teams added.



Under the teams tab in design collaboration, you can open the members menu by the link in the members column on the right.

Team ^	Path	Members
EIT	/Project Files/Teams/EIT	2
IDC	/Project Files/Teams/IDC	2

This is the members menu where you can see the permissions of all the team members similar to the folder permissions from before. Add members from your member directory to fill the teams.

Manage members of IDC

Add existing team members or invite new team members into this team.

Logan Frost Add

Permission level Manage

Name ^	Permission level	Type	
james theodosiadis	Manage	User	Inherited
Logan Frost	Manage	User	Inherited

Close

Here is what the added member looks like.

Manage members of IDC

Add existing team members or invite new team members into this team.

Enter roles, companies, or individual names Add

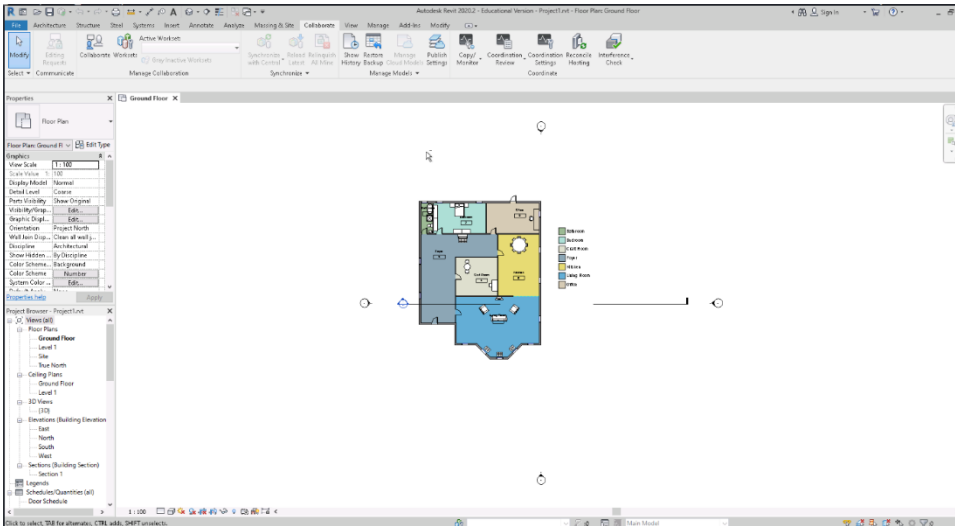
Permission level Manage

Name ^	Permission level	Type	
james theodosiadis	Manage	User	Inherited
Logan Frost	Manage	User	Inherited
Logan Frost	Manage	User	Remove

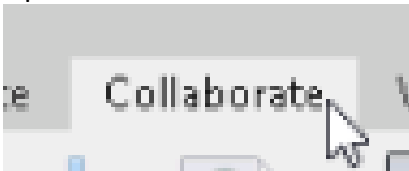
Close

Revit Collaboration

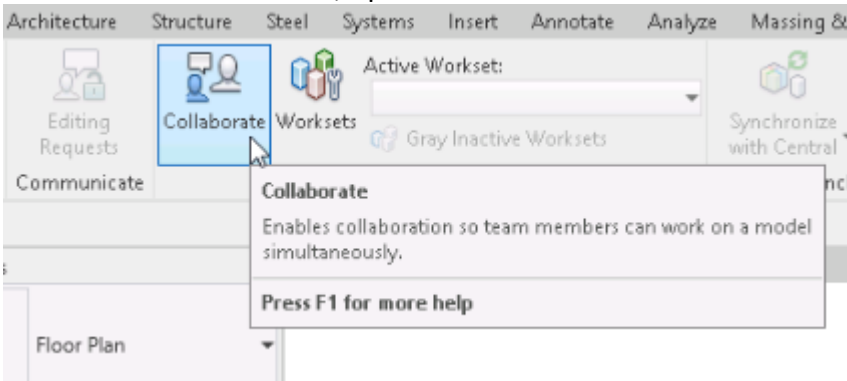
Once you have your document structure set up, you can begin collaborating with Revit. Open a project document in Revit that you want to share with the BIM 360 project.



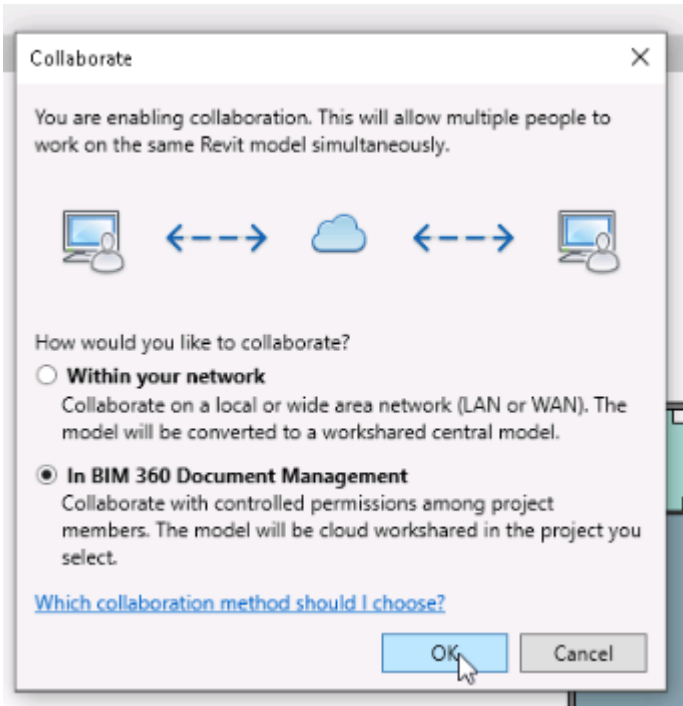
Open the collaborate tab on the toolbar.



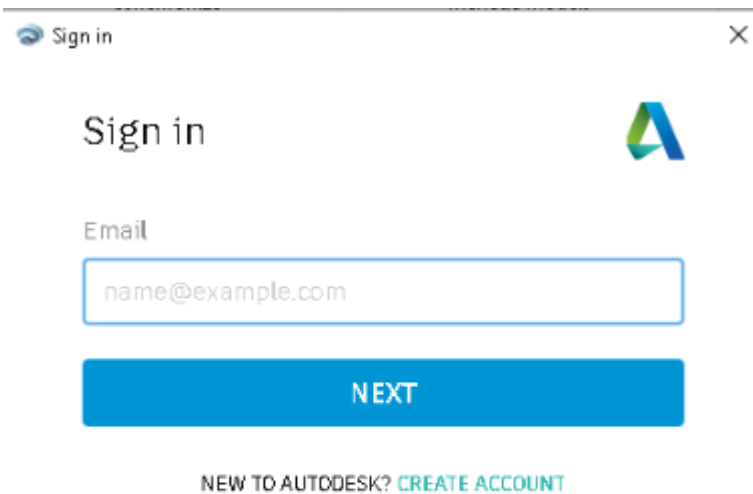
In the collaborate toolbar, open the collaborate menu.



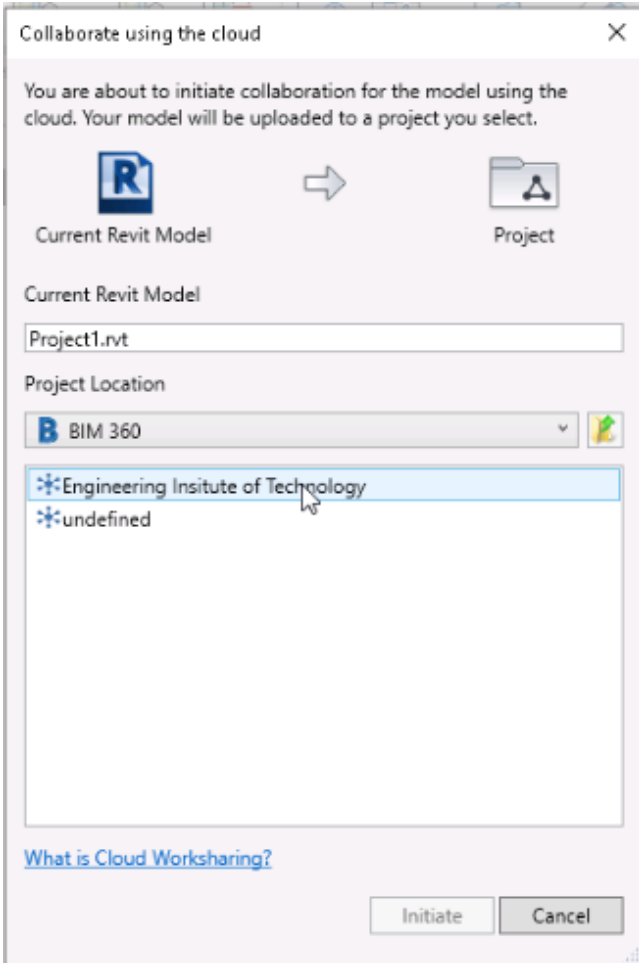
In this collaborate menu, make sure to select “In BIM 360 Document Management” before clicking OK.

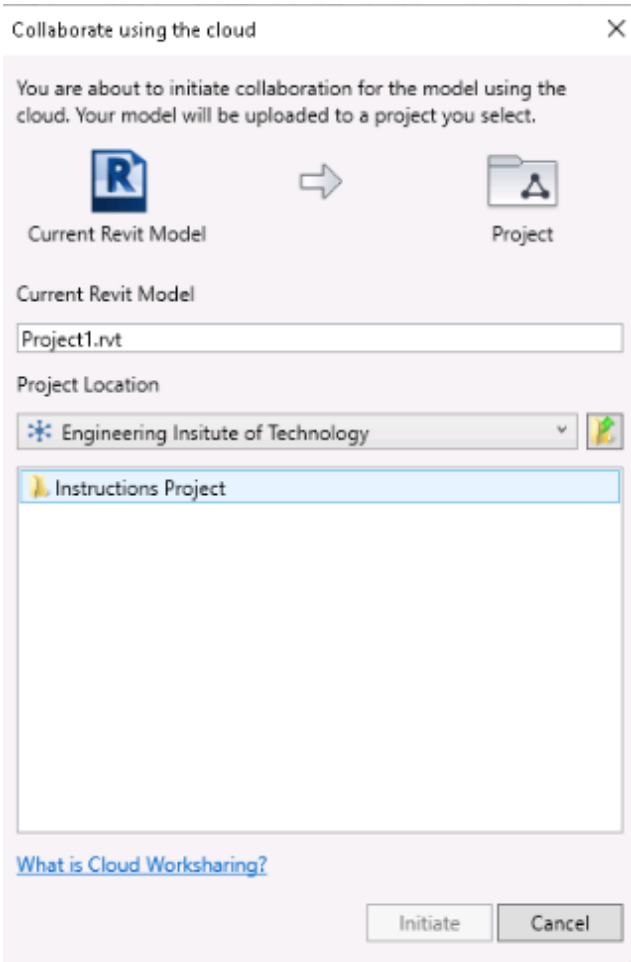


Revit will ask you to sign in to BIM 360 so it can link your accounts.

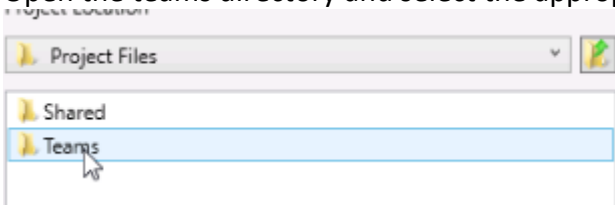


Select which project you want to link to.

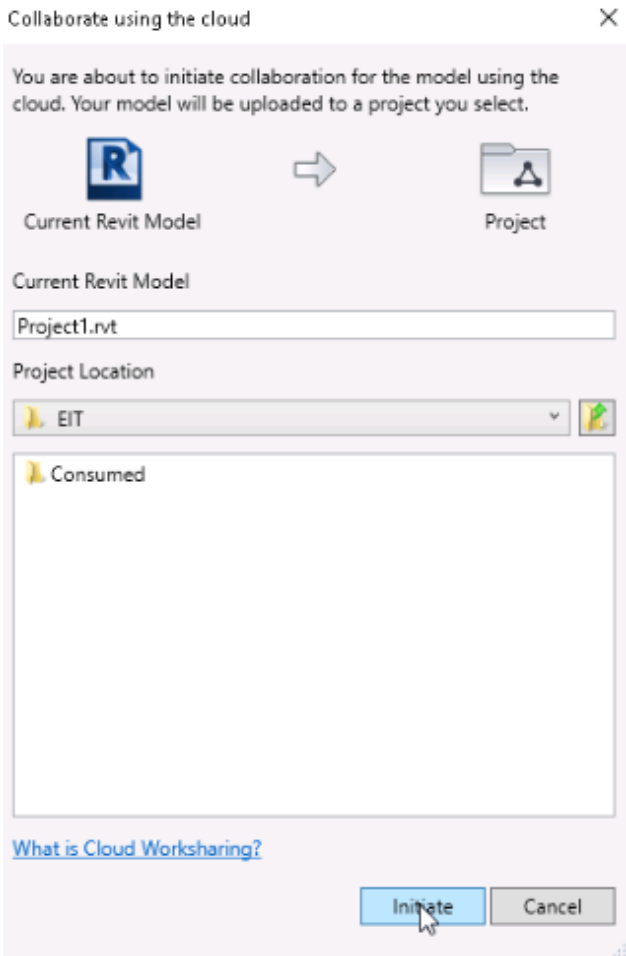




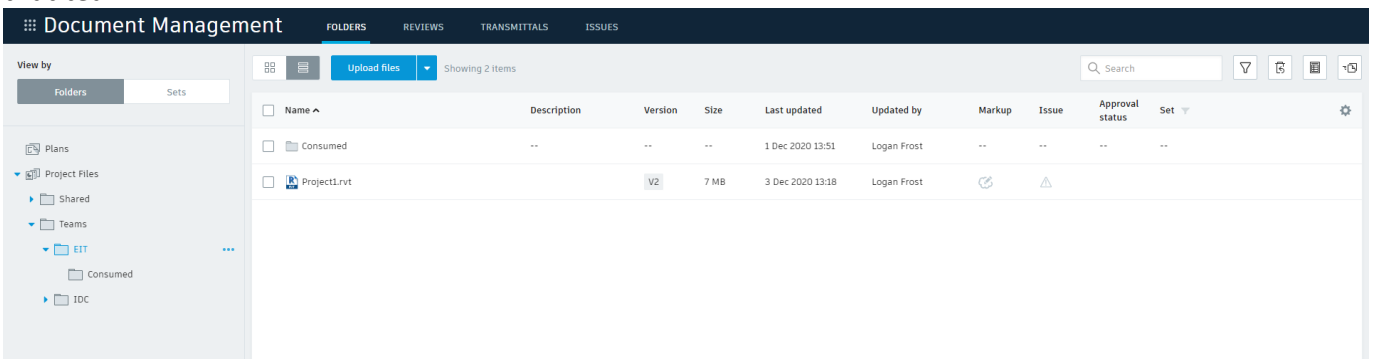
Open the teams directory and select the appropriate team to share with.



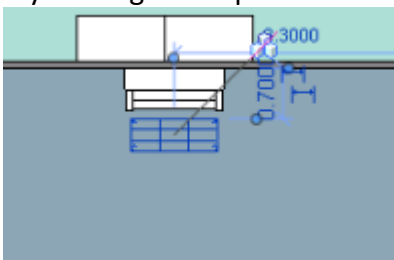
Once you have the team folder chosen, click initiate.



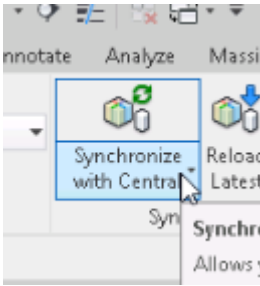
In BIM 360 the file will appear under the team file. This will only be accessible to the members in that team.



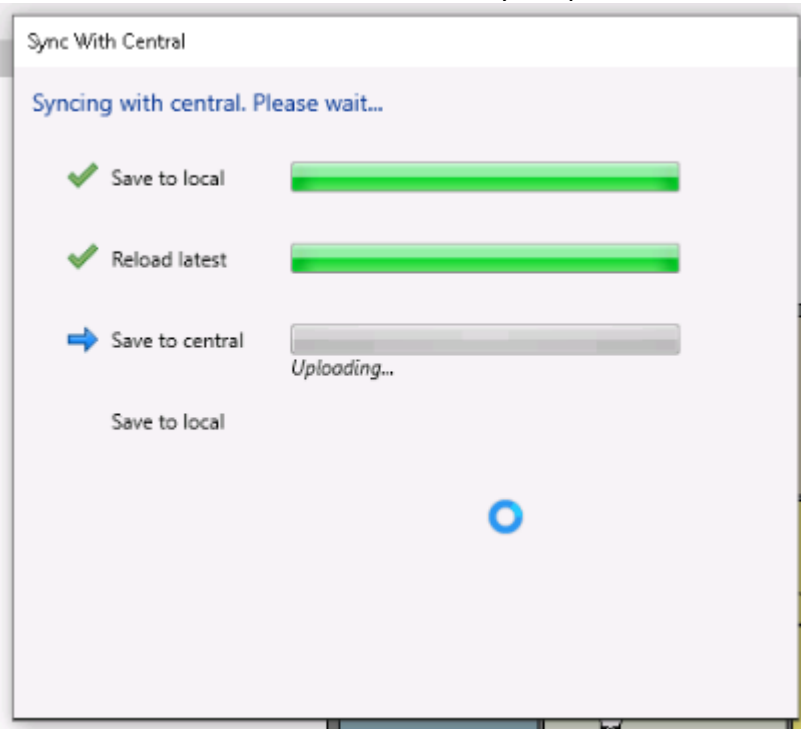
If you change an aspect of the Revit file, The changes won't make it to BIM 360 until you publish it.



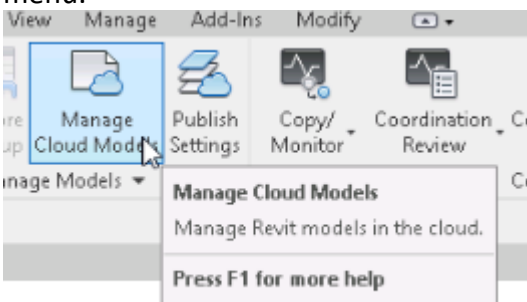
This is done by opening the synchronize with control menu.



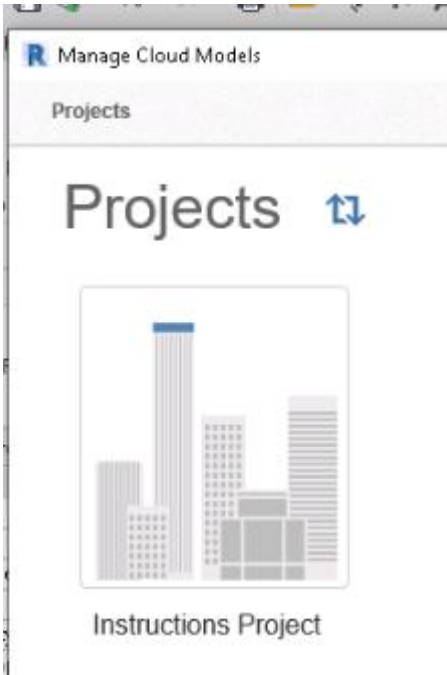
The softwares will take some time to sync up.



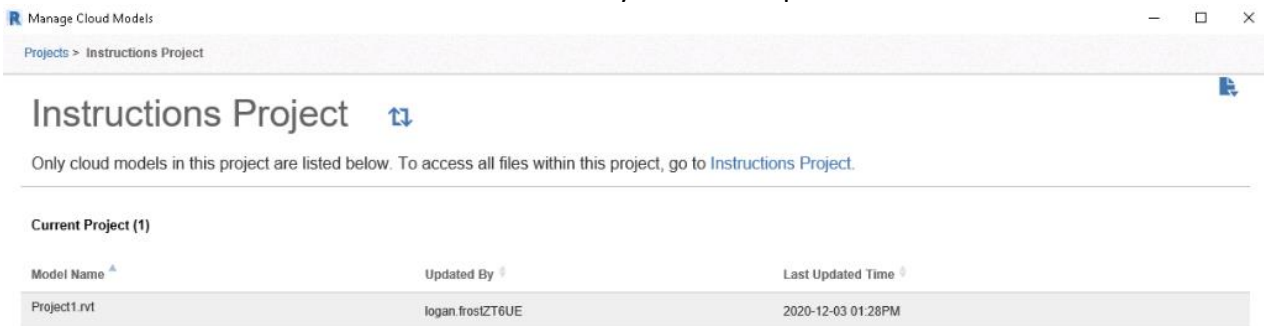
To look at the versions you have and how synchronized they are, open the manage cloud models menu.



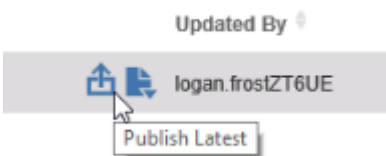
Select the project you want to look at.



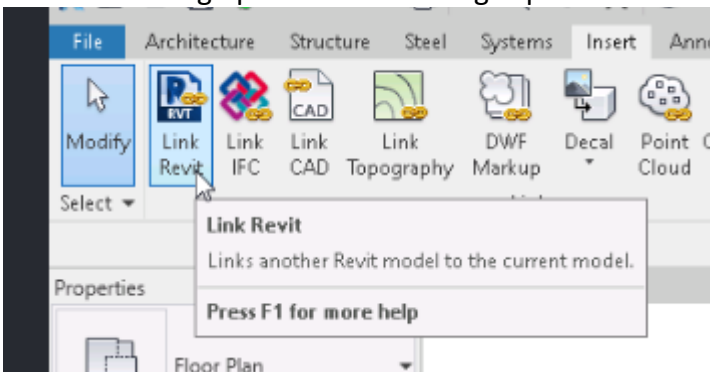
You can see the different models and when they were last updated.



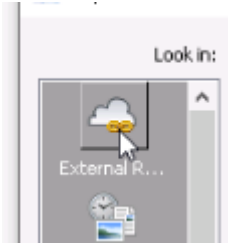
If the latest version in Revit isn't yet published, the blue publish button will appear next to the updated by entry. You can click This to publish the Revit model.



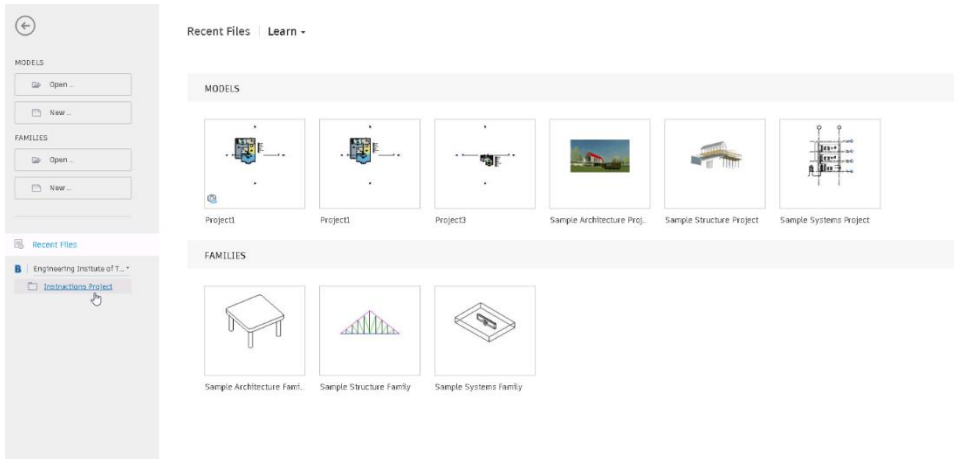
Another sharing option is Live Linking. Open the Link Revit option in Insert tab.



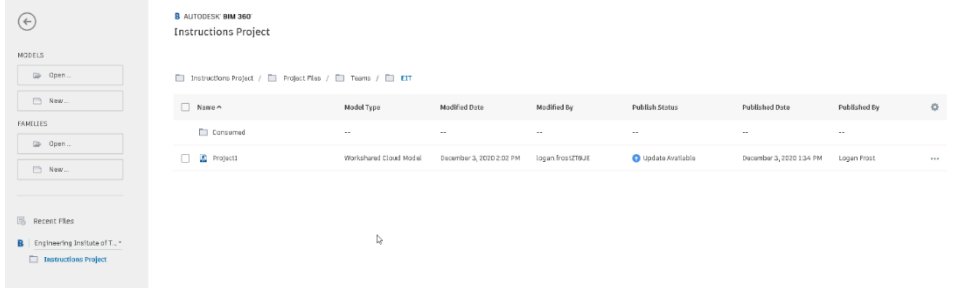
Under external sources, you will find the BIM 360 project directory to navigate to your file.



Alternatively you can, in the main menu before opening a model, open the BIM directory under recent files.

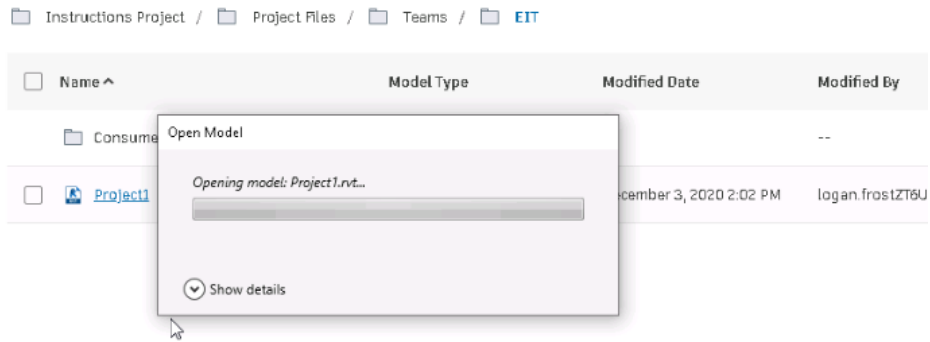


Follow the directory to your file and open it in Revit.



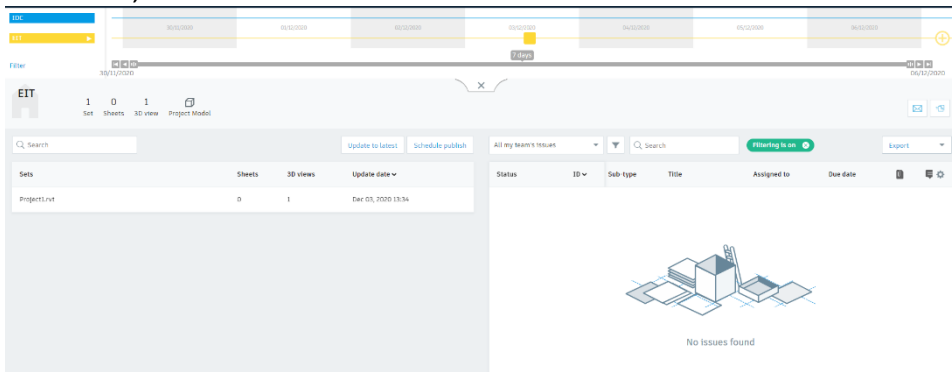
It will initially take a while to cache the model, but in the future it will only need to load the changes.

AUTODESK BIM 360
Instructions Project

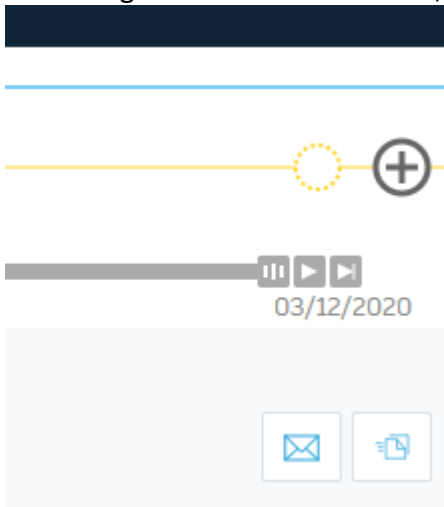


Sharing with other teams

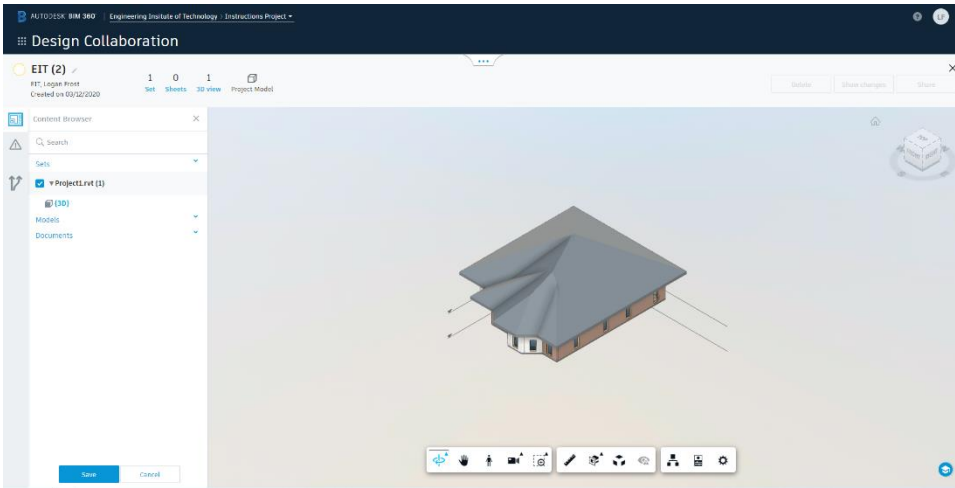
Here is what your team timeline will look like. It shows any time changes or uploads occur in your team files,



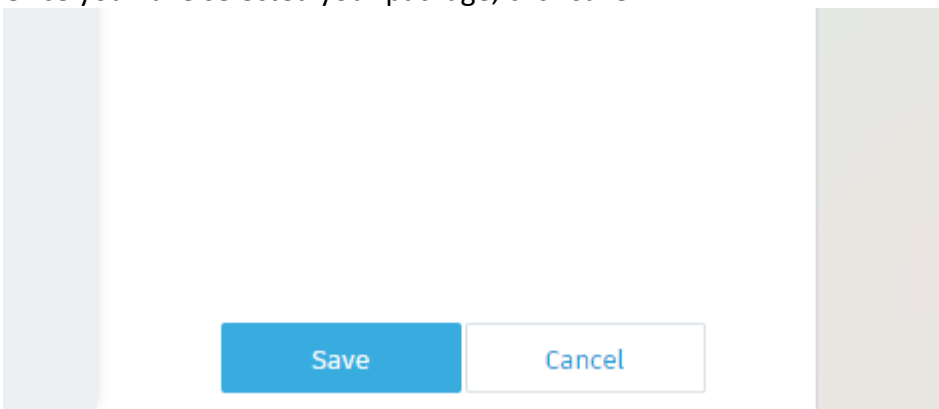
On the right of the team timeline, there is a plus button which will allow you to share team files.



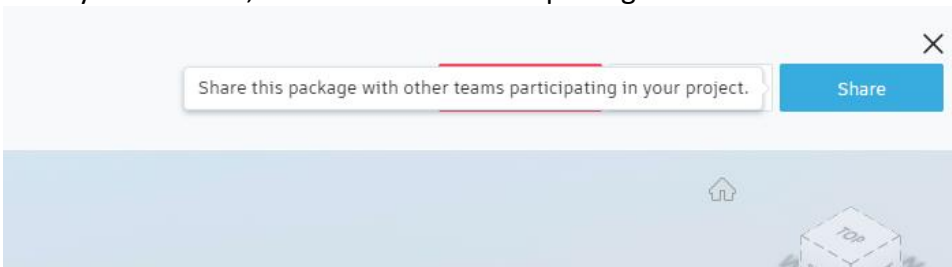
Select the aspects of your model to create a package from.



Once you have selected your package, click save.



Once you've saved, click share to add the package to the shared folder.



You can name the package and add details, and share.

Share package

You are about to share this package, which will make it available to all teams in the project.

Package name *

Package description

Select an existing Document Set to add the content of this package to:

i Content in this package is being processed. Linked models will be updated, but the content itself won't be viewable until processing completes.

When linking models like before, you can access these shared packages regardless of your team.

