

Basic Level Course



# AUTODESK® CONSTRUCTION CLOUD / DOCS

## BIM COORDINATION / COLLABORATION / DOCUMENTATION

This course provides an overview of how to manage files in the cloud using Autodesk Docs. Autodesk Docs manages files by controlling sharing and distribution, managing conflicts and changes, and better predicting project deliverables, all with the aim of lowering project risk. Companies using Autodesk Docs to manage their Building Information Modelling (BIM) workflow will benefit from this course in that they will learn the fundamental tools that will allow them to begin managing their data in the cloud.

### Course Overview

In this course, you will learn how to upload and manage architectural, structural, MEP and infrastructure models in the ACC platform. You will review and use markup tools for communicating issues across disciplines, how to work with transmittals and reports on your project. Account and Project Administration will be covered to ensure you know how to create a project, manage project settings, team members, account library, how to create and configure project templates including setup to ISO 19650 naming and workflows. The ACC platform contains many products and modules that enable you to manage your project. This course focuses on Autodesk Docs and Account and Project Admin but we will provide an overview of the additional services.

### Recommended experience level

No previous experience required.

### Modality

5 hours course (1 hour per session), delivered online through Microsoft Teams, over 5 days.

### Material

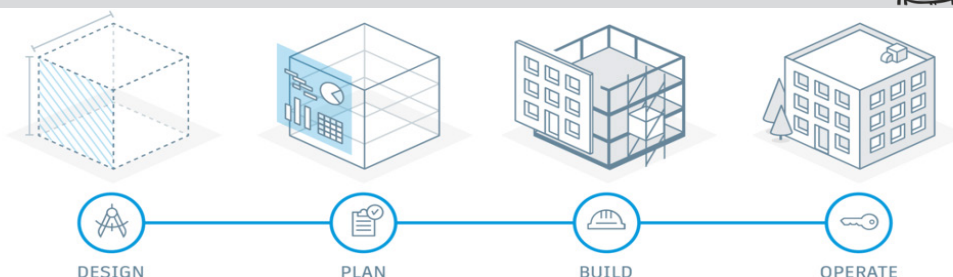
All files are provided.

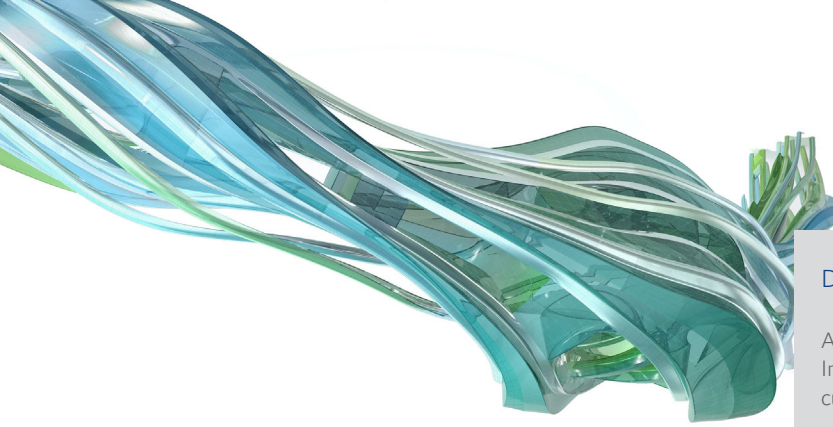
### Certificate

At the end of the course as Autodesk® Authorized Training Centre (ATC®) you will receive an official certificate from Autodesk. This course was designed to meet your learning needs with professional instructors, relevant content, authorized course ware, and evaluation by Autodesk.



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## DOCS Modules

### Day 1 - Overview of the ACC and Insight

ACC overview and services, explaining the different modules available. Insight overview, project dashboards, executive overview and reports, customizing dashboards and working with cards.

### Day 2 - Account Administration and Project Administration

Overview of Admin tools and settings, how to access and Create Projects, managing account members, managing account library and settings.

Understanding project admin members and settings tools, creating a project, editing project settings, managing project team members, assigning member roles and company affiliations, reviewing and managing member permissions.

Overview of project templates, creating and configuring project templates

### Day 3 - Docs - Overview, Establishing folder structure and permissions

Docs overview, user interface, admin tasks including Naming Standard; project creation and basic setup, inviting team members, creating project folder structures, managing folder permissions and advanced settings

### Day 4 - Docs - Working with files, viewings/comparing, markups, document reviews

Working with Files in Docs, Viewing and Comparing files, markups and measuring, downloading documents and publishing sheets from pdf documents. Setting up Document Reviews, initiating and managing reviews. Revit and the Autodesk Connector

### Day 5 - Docs - Working with transmittals, issues and reports

Working with Transmittals, creating and managing transmittals, viewing and exporting transmittals. Setting up and working with issues, creating and closing issues, editing, searching, sorting, filtering and exporting issues.

Working with reports:

Setting up, creating, viewing and managing reports

## About Training in ArcDox

ArcDox is unique in Ireland as the only working practice that is also an AutoDesk Authorised Training Centre. Our AutoDesk Certified Trainers, are also professionally qualified users, working with BIM on a daily basis.

We can provide a range of online training options, whether at our scheduled courses (check our website for pricing and dates), or On-Site training at your company or for your project teams. We are also developing bespoke Training courses which are underpinned by ArcDox's expertise and support services, compiling all modules that might be relevant for your role or team, give us a call and let our experts prepare a full plan for you.



## ARCDOX

Architecture & Training Centre

8 Fem Road  
Sandyford Business Park  
Dublin D18 FP98  
Ireland.

mail@arcdox.com

Tel: +353 (0)1 4371200