



# Autodesk BIM 360 Docs

1 Day Course

## Who Should Attend?

This course is for users who need to manage documentation on a secure and fast cloud-based system, with the aid of some great communication and visualisation capability.

Attendees of this course should be familiar with operating computers with Microsoft Windows 7 or newer. Users are requested to come equipped on the day with an iPad (4 or newer) with BIM 360 Docs installed.

## Objectives

BIM 360 Docs web ensures the entire project team is building from the correct version of documents, plans, and models. Save time, reduce risk, and mitigate errors in construction projects. The objectives of the course are to show users how they can collaborate with other users both inside and outside of the organisation. The course will look at how we manage project information with advanced communication and viewing technology.

## Agenda

**Note:** We normally train on the latest version.

During the course delegates will cover:

### Agenda Topics:

- Introduction to BIM360
- Account level configuration
- Project configuration
- Setting up users and permissions
- Creating project file structure
- Uploading data
- Comparing 2 versions
- Mark up and commenting
- Creating Issues
- Creating RFI's
- Working with BIM files
- Audit Trail
- iPad application
- Future functionality (OCR technology, Revit sheet extraction)

*The above may be varied to suit client's preferences and requirements.*

## Qualifications

On completion of the course you will be presented with an Autodesk Authorised Training Certificate.

