

AUTODESK DOCS

Autodesk Docs Base Deployment

Autodesk Docs is a centralised document management solution that acts as a single source of truth across the project lifecycle for all project teams.



Deliverable

Autodesk Docs Base Deployment is a quick and straight forward service to enable access to this industry standard and trusted cloud-based document management solution.

In addition to the provision of Autodesk Docs it includes:

- Consulting Time
- Best Practice Configuration and Integration
- Customising Options
- Up and Running 'Quick Start' Training

Autodesk Docs Implementation Consulting **1 Day**

This hand-holding consulting service will give you access to an Autodesk Certified Professional in order to discuss best practices and industry standards before your implementation of customised configuration(s) such as:

- Custom Folder Structure
- Member and Role Configuration
- Folder Access and Permissions Configuration
- ISO 19650 Naming Convention Setup
- Custom Attribute Configuration
- Issue Management Customisation
- Review Workflow Building
- Actual Project Setup

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Administration Overview 0.5 Days

Topics covered in this half day training include:

- Autodesk Construction Cloud Interface Overview
- Account Administrator's Roles
- Account Administrator's Typical Workflows
- Adding Account Administrators
- Adding Members and Companies
- Editing and Creating Roles
- Activating Services
- Setting up and Working with Project Templates (*Autodesk Docs Only*)
- Setting up a Project Ready to be Used
- Project Settings
- Adding Members, Assigning Roles, Companies and Services
- Setting Folder Permissions (*by Member, Role or Company*)
- Document Management Settings (*Attributes, Naming Standards, Advanced Settings*)
- Project Workflow Reviews (*Setting up and Working on a Project*)
- Issues (*Types, Customised Fields, Permissions, and Root Causes*)
- Reports (*Templates and Creating Reports*)

General User Overview 0.5 Days

Topics covered in this half day training include:

- Autodesk Construction Cloud Interface Overview
- Project Administrator's Roles and Functions
- Folders (*Members Permissions and Subscriptions*)
- Uploading Files through the Web Browser
- Uploading Files through the Desktop Connector
- Downloading Files
- Folder Attributes
- Viewing Files (*Drawings, Models, Documents, Microsoft Office Files*)
- Marking up Drawings
- Issue Management (*Creation of Issues, Types, Root Causes*)
- Document Compare (*Drawings and Model Versions*)
- Moving, Copying, Sharing, Locking and Deleting Files
- View File Activities
- Project Workflow Review
- Transmittal Creation
- Insights