

BIM 360 ADMINISTRATOR

ONLINE WORKSHOP



Solutions Store

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This workshop will start by creating an Administrator account and go through the processes of creating an account and a sandbox project. From there we will cover all the bases of how to store and access models/drawings through BIM 360. Our objectives for this course will be for the administrators of the account to gain knowledge on the setup and operation of BIM 360. After this class attendees should have a good understanding of the administrator capabilities within BIM 360.

Prerequisite: A working knowledge of Microsoft Windows is recommended.

Session Length: 2 hours

- Account Admin and Project Setup
- Adding Companies
- Adding Account members
- Overview of Roles
- Activating Services
- Project Analytics
- Integration Application overview
- Project Administrator Overview
- Adding Project Members
- Creating folder structure and uploading files
- Setting permissions on a folder
- Setting up a project Home screen
- Customizing Project Cards