

AUTODESK BUILD ESSENTIALS

- Duration:** 8 hours
- Prerequisite:** Working knowledge of a Windows OS and Web Browser, Autodesk Docs Essentials, or general familiarity with the Autodesk Construction Cloud.
- Learning Units:** Valid for 8 LU's

OBJECTIVE

This course will teach you how to take the fundamentals of creating and contributing to an online project in the Autodesk Construction Cloud platform, through Build.

TOPICS INCLUDE:

- **An introduction to AUTODESK BUILD:** In this session we will be logging into the Autodesk Construction Cloud and the various tools available within Autodesk Build. We will also cover the platform at a high level and emphasize the importance of adding References between the many tools to make navigating through the project data more fluid.
- **Account & Project Administration:** Create projects, build templates, invite members, control access via roles or permissions.
- **The AUTODESK BUILD Interface:** An introduction and explanation of the various modules, dashboards and metrics.
 - **Sheets**
 - **Files**
 - **Specifications**
 - **Issues**
 - **Forms**
 - **Photos**
 - **RFIs**
 - **Submittals**
 - **Meetings**
 - **Correspondence**
 - **Schedule**
 - **Assets**
 - **Reports**
 - **Bridge**
- **Autodesk Docs:** Navigate the Common Data Environment through the Files module.
- **Sheets:** Upload and manage Sheets into Version Sets, rename sheet names, work with hyperlinks, add and publish markups, add issues, add References to Sheets.
- **Specifications:** Add and publish specifications for use by project members. Leverage the Optical Character Recognition (OCR) to extract specification information and automate connections between section codes and descriptions.
- **Issues:** Track, manage, and communicate problems across the construction lifecycle. Reference data on Sheets, Forms, RFIs, and other project files.
- **Forms:** Create custom form templates or upload a smart fillable PDFs.
- **Photos:** Take photos with the mobile app, add manual tags, add photos as References to other tools.
- **RFIs:** Create an RFI, respond to an RFI, send reminder emails, add watchers, and respond via email.
- **Submittals:** Create and review submittals. Manage submittals with packages.
- **Meetings:** Create a meeting agenda, generate a Teams or Zoom link, add and manage action Items, convert to meeting minutes, attach project files as References.
- **Correspondence:** Create and manage communication with project members and external collaborators. Leverage the project email address to consolidate all correspondence in a single location.
- **Schedule:** Import a Schedule file and review schedule items.
- **Assets:** Add assets, manage categories, add barcodes and References.
- **Reports:** Manage reports, schedule reports, create report templates.
- **Bridge:** Create a Bridge from one project to another, share files across company projects or across consultants.

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