

## AUTODESK BUILD ESSENTIALS

- Duration:** 6 hours (8 hours with Account and Project Administration)
- 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 BUILD platform.

### TOPICS INCLUDE:

- **An introduction to AUTODESK BUILD:** In this session we will be logging into the Autodesk Construction Cloud and the various tools available with 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.
- **The AUTODESK BUILD Interface:** An introduction and explanation of the various modules, dashboards and metrics.
  - **Sheets**
  - **Files**
  - **Issues**
  - **Forms**
  - **Photos**
  - **RFIs**
  - **Submittals**
  - **Meetings**
  - **Schedule**
  - **Assets**
  - **Reports**
  - **Bridge**
- **Review of Autodesk Docs functionality:** briefly cover Files and Issues, which is part of the Docs platform.
- **Sheets:** Upload and manage Sheets into Version Sets, rename sheet names, work with hyperlinks, add and publish markups, add issues, add References to Sheets.
- **Forms:** Create custom form templates within Autodesk Build, or upload a smart PDF.
- **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, respond via Email
- **Submittals:** Create a Submittal, review Submittal Package, approving Submittal
- **Meetings:** Create meeting Agenda, generate Teams or Zoom link, add and manage action Items, convert to meeting minutes, attach files, add References
- **Schedule:** Import a Schedule, manage schedule items
- **Assets:** Add Assets, manage categories, add barcode, add References
- **Reports:** Manage reports, schedule reports, create report templates
- **Bridge:** create a Bridge from one project to another, share files across bridge, setup Bridge automations
- **Account & Project Administration:** Create Projects, Build Templates, Invite Members, control access

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