

# TEAMWORK COLLABORATION

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# LEARNING OBJECTIVES

After attending this course, the attendee will have an understanding of the following:

- 1) Have a broader perspective on collaboration workflows
- 2) Learn various steps and thinking behind collaborating in ARCHICAD's Teamwork
- 3) Understand the importance of project management when collaborating
- 4) Benefits of working more efficiently by collaborating

# AGENDA

**PART 1** - Team Collaboration Importance

**PART 2** - General Collaboration Method

**PART 3** - Teamwork User Concepts

**PART 4** - Project Management Key Topics

# TEAM COLLABORATION IMPORTANCE



# INEFFICIENT WORKFLOW

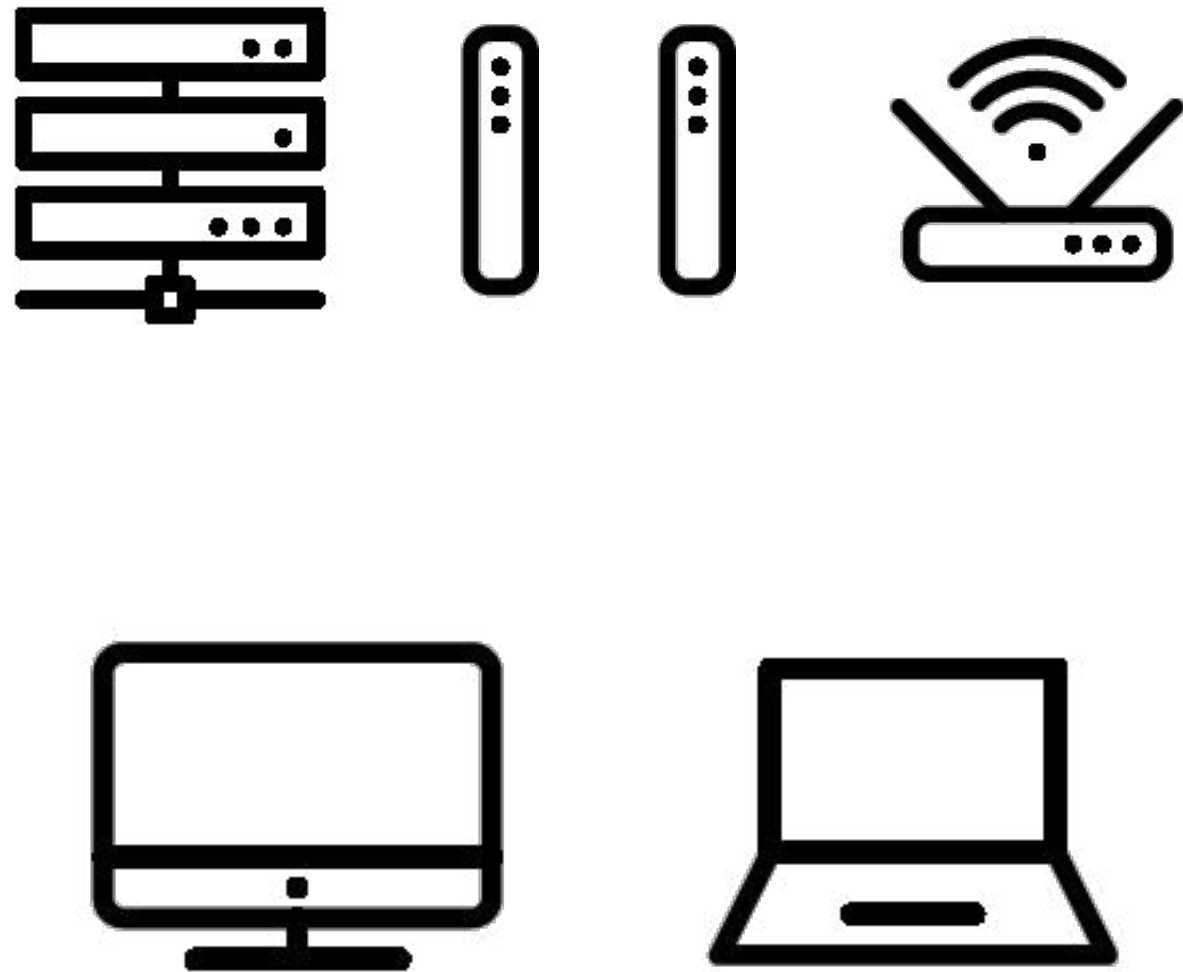
## NEED FOR CHANGE

- › New Team Members
- › Working in Different Locations
- › Project Management
  - + Duplication of Work
  - + Lack of Communication
  - + Wasted Time & Money



# REQUIRED SYSTEMS

## BIMcloud Basic



## BIMcloud SaaS

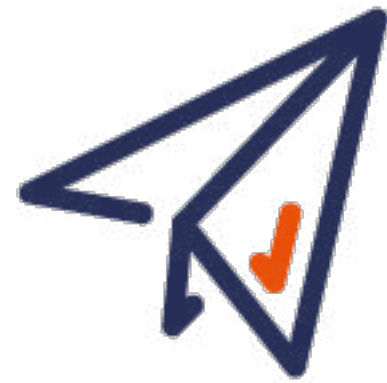




# COMMUNICATION + EFFICIENCY



Answer



Send



Receive



Questions



Everyone Coordinated

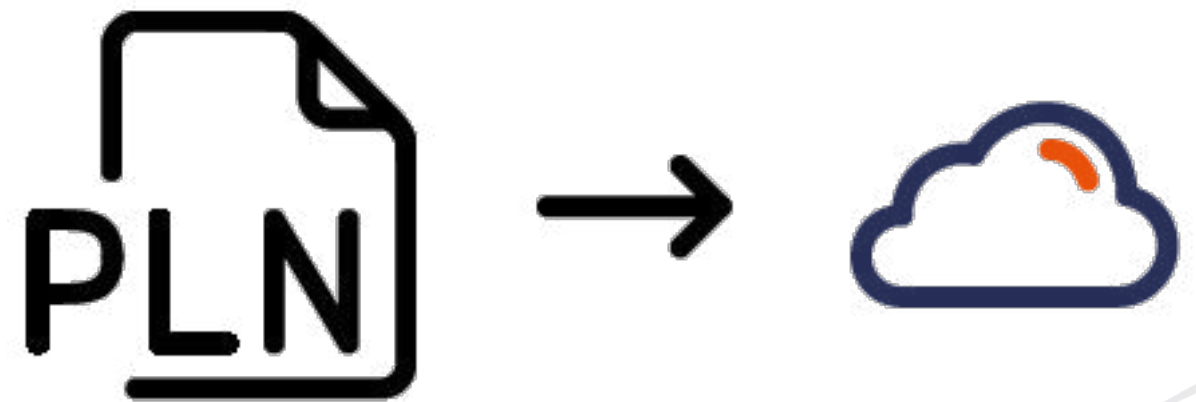
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# GENERAL COLLABORATION METHODS

# PROJECT SHARING

## STEPS

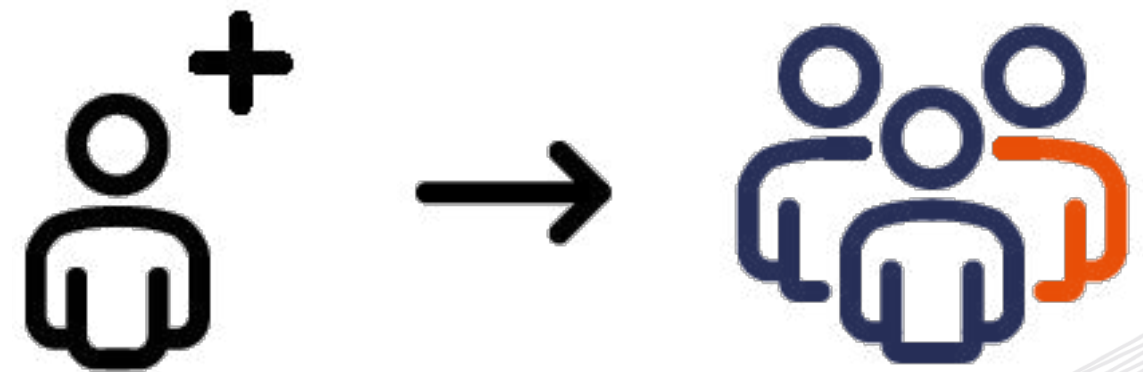
- 1) Open an ARCHICAD Solo project (PLN file)
- 2) Expand 'Teamwork' dropdown menu
- 3) Hover over 'Project' and select 'Share'
- 4) Log into BIMcloud, will need to know the following information:
  - BIMcloud Address
  - Username
  - Password
- 5) Hit the 'Share' button



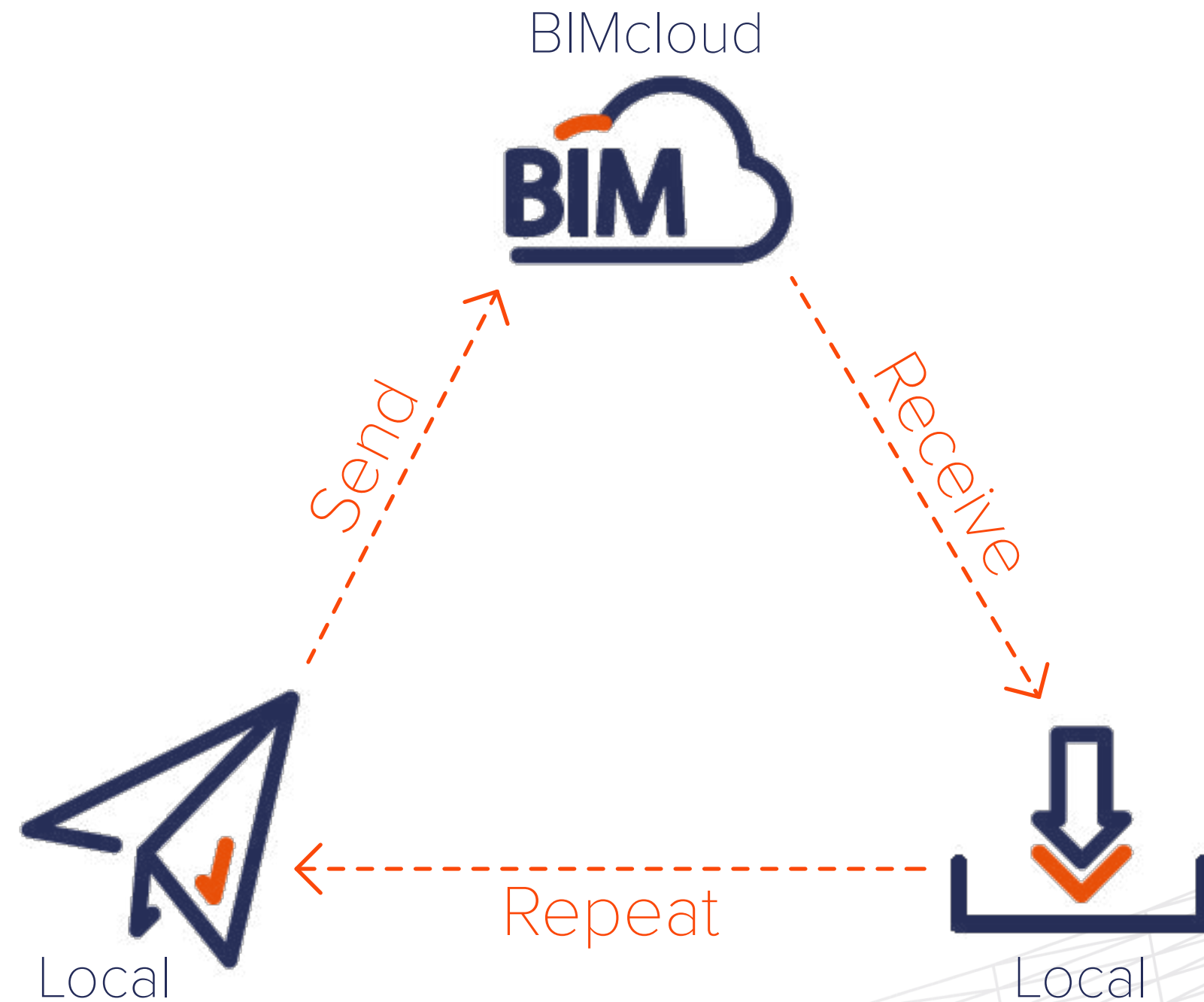
# JOINING A TEAMWORK PROJECT

## STEPS

- 1) Open up ARCHICAD
- 2) Select on Teamwork Project to join from the Startup Dialog **or** expand 'File' dropdown menu => hover over 'Open' => select 'Open/Join Teamwork Project...' => select on applicable Teamwork Project
- 3) Sign-in with Username and Password
  - BIMcloud Administrator will need to manage Users and already have them in the system
- 4) Wait for the Teamwork Project to open
  - If it is the first time opening/joining the project, it make take more time to open because a local cache is being created



# SAVING CHANGES TO TEAMWORK

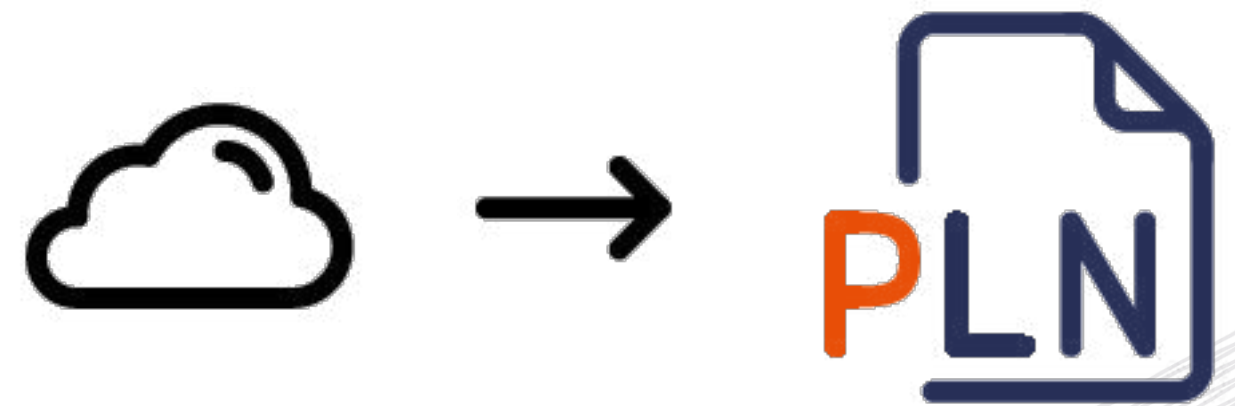




# SAVING A LOCAL COPY

## STEPS

- 1) Expand 'File' dropdown menu
- 2) Select 'Save As...'
- 3) Name project appropriately
- 4) Set 'Format' to 'ARCHICAD Solo Project'
- 5) Click on 'Save' button



# CLOSING VS LEAVING PROJECT

## CLOSING PROJECT

- › Still keeps you joined
  - + Preserves all reservations
  - + Retains local copy
    - › Cache on computer
      - + Faster load time

## LEAVING PROJECT

- › Removes you from project
  - + Relinquish all reservations
  - + Discards local copy
    - › No cache on computer
      - + Longer load time to create cache

# TEAMWORK USER CONCEPTS

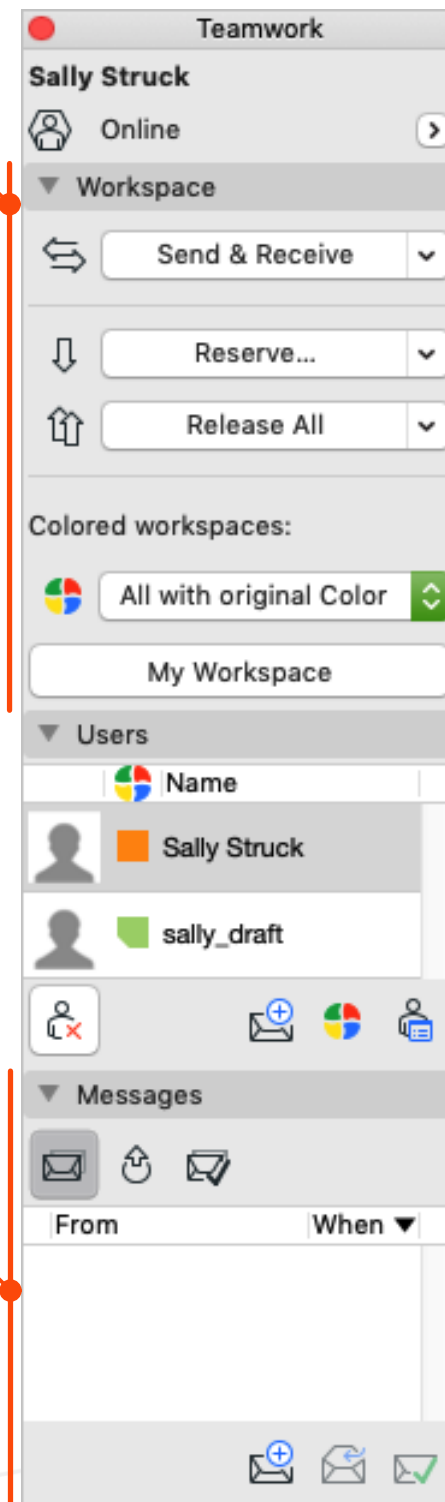
# TEAMWORK INTERFACE

## WORKSPACE PANEL

- Send
  - Modifications made are merged with project data on BIMcloud
- Receive
  - Modifications made are merged with project data on local copy
- Reserve
  - Allows modifications to be made to element
- Release
  - Relinquish reserved elements
- Colored Workspace
  - Instant graphical information on data/element reservation status

## MESSAGES PANEL

- Communication
  - Comments and notes are instantly transmitted to other users in the project, which can be associated with elements in the project



## Teamwork => Teamwork Palette

### GENERAL STATUS

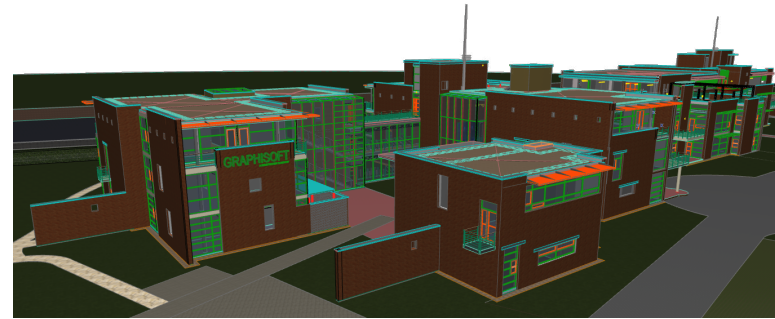
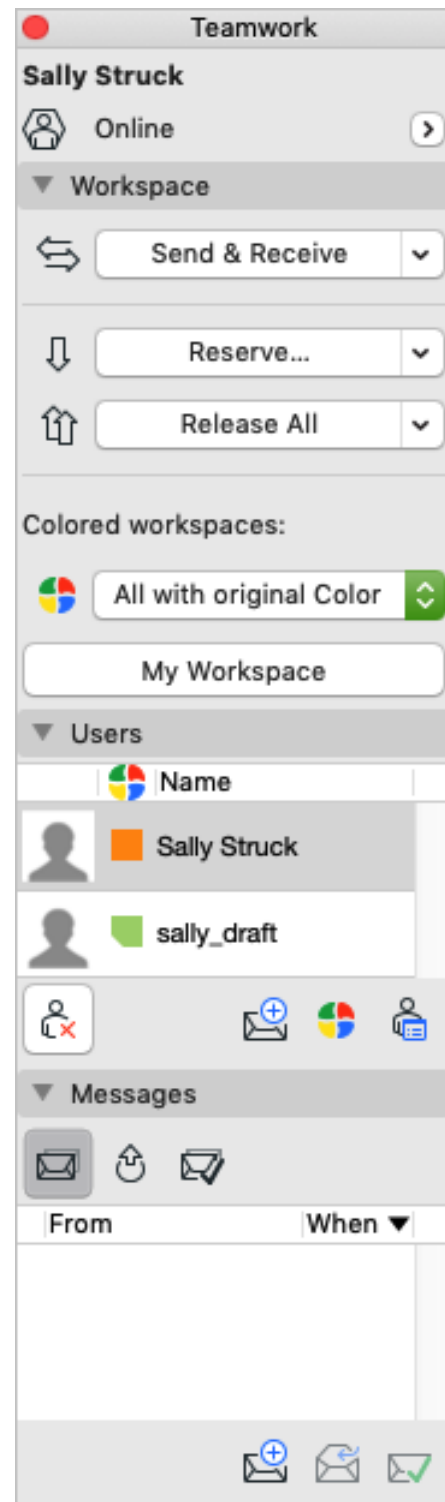
- GSID Name
- Online Status
  - In Offline mode, changes made to the project cannot be synchronized

### USERS PANEL

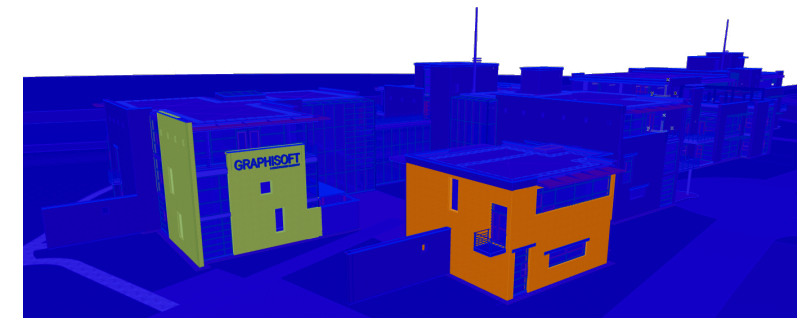
- Color Identification
  - Each user is associated with a color used for identification dependent on colored workspace selection
- User Status
  - Shows users online status



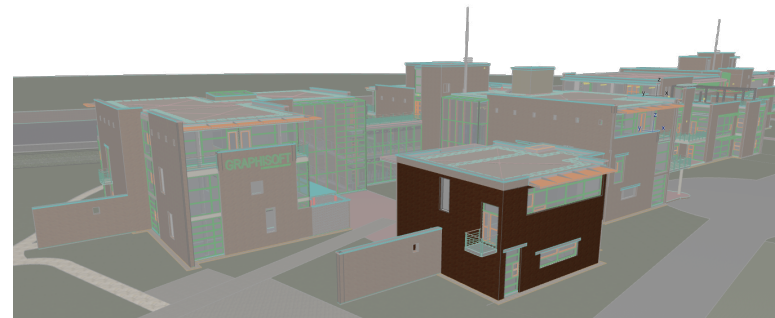
# UNDERSTANDING WORKSPACE



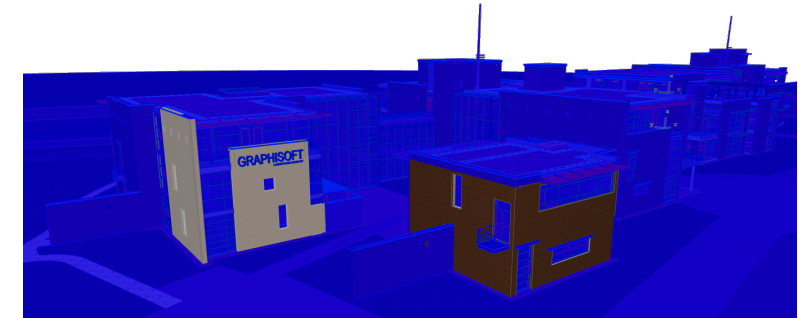
● All With Original Color



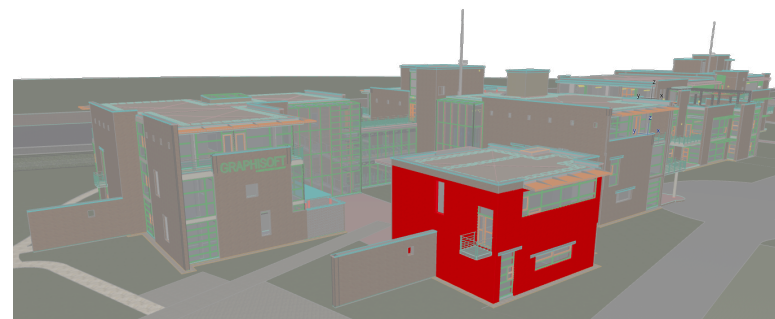
● Show Reservation By Users



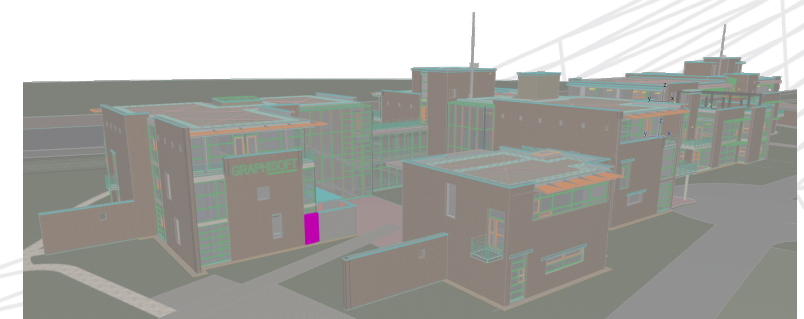
● Gray Out Unknown Workspace



● Own Elements/Free Elements/Others' Workspace



● Highlight My Reservation



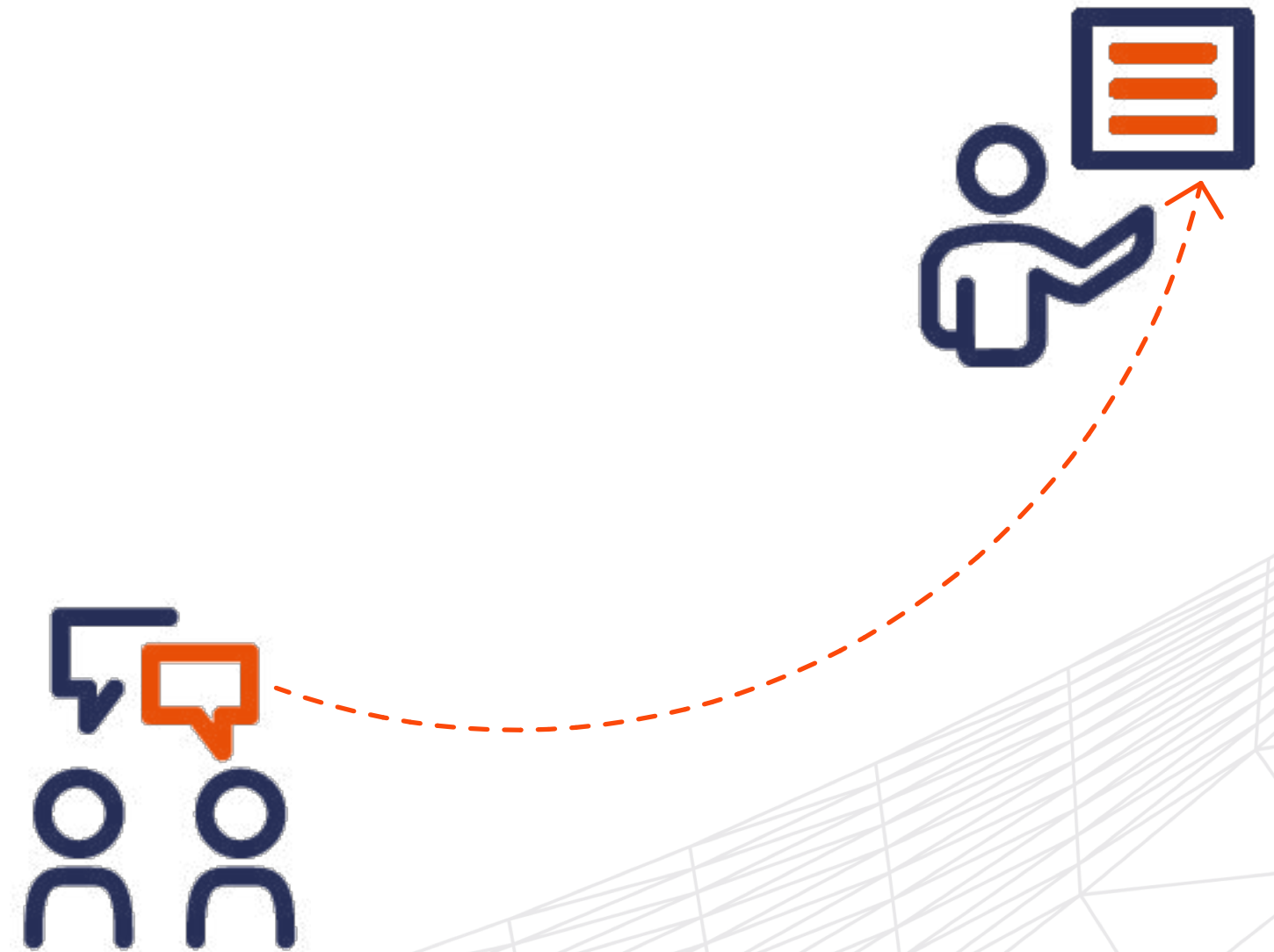
● Requested By Me/From Me/Other Elements



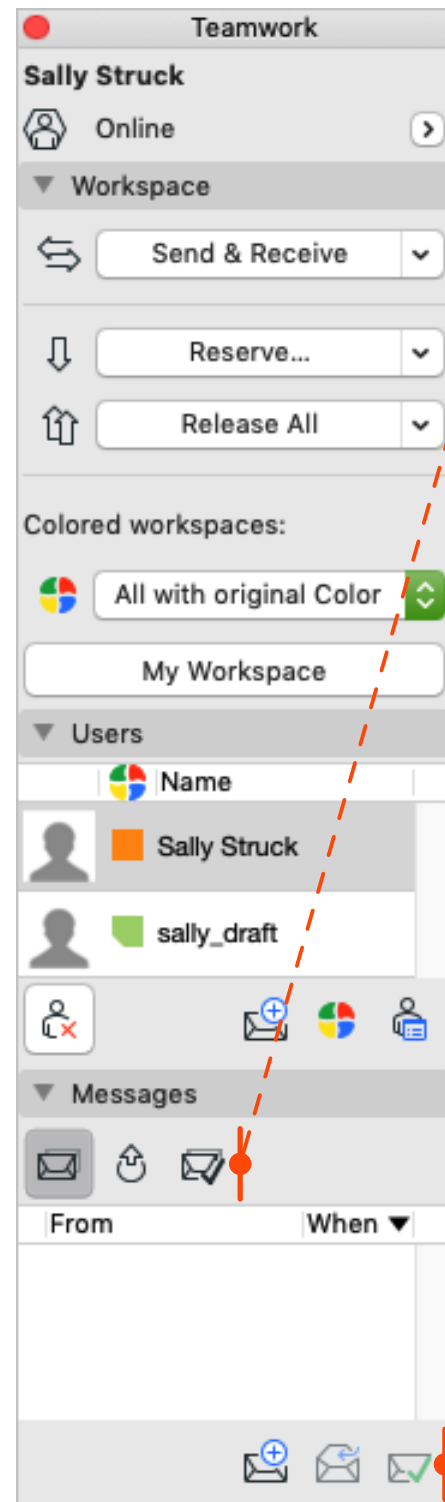
# ASSIGN ELEMENTS & SETTINGS

## STEPS

- 1) Select on element/drawing/layout/setting
- 2) 'Reserve' the selection by using one of the methods noted below:
  - Option 1: use 'Teamwork Palette' and click on 'Reserve Selected Elements' button
  - Option 2: right-click with mouse on part of the selection and select 'Reserve Elements'
  - Option 3: use keyboard shortcut Command + J (Mac) or Control + J (PC)
- 3) After reservation, the selection can be assigned by right-click with the mouse on part of the selection
- 4) Hover over 'Assign Selected Elements To' and choose the applicable user
- 5) Update message as appropriate and select 'Assign'



# MESSAGING

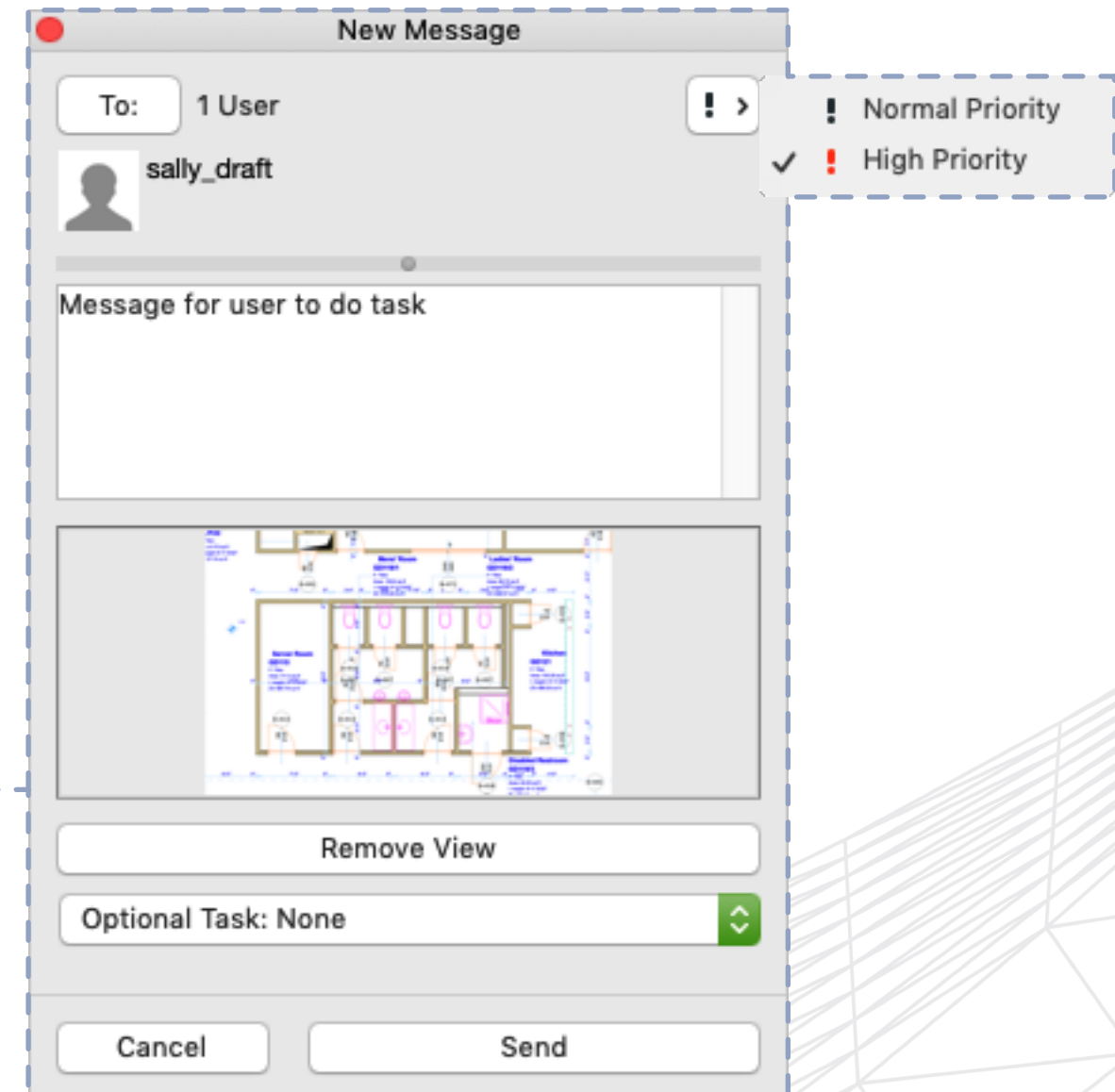


## MESSAGE TAB

- To Do List
  - Shows messages and actions sent to you
- Pending Request
  - Shows messages and actions requested from you
- Completed List
  - Repository of messages and actions

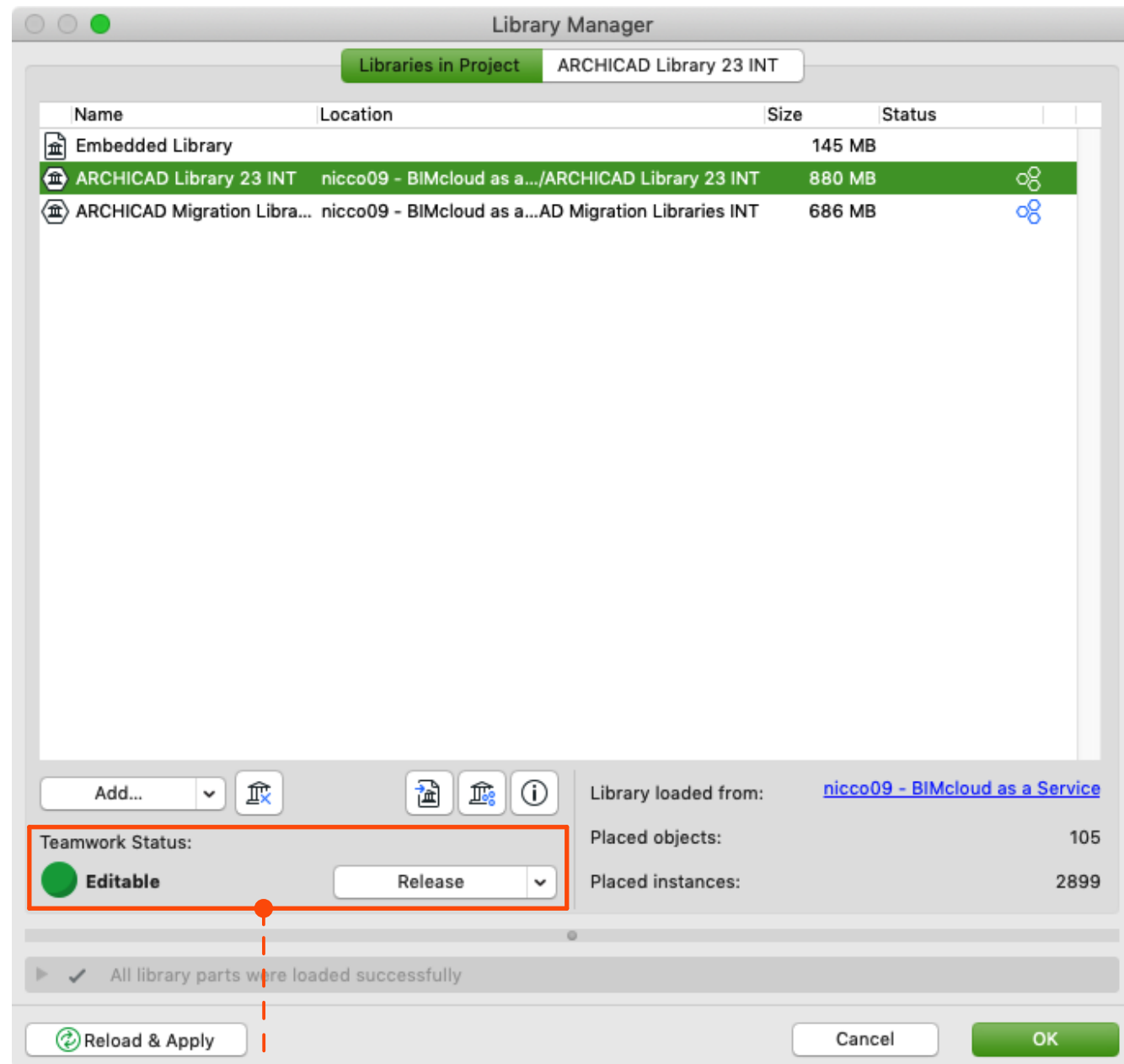
## MESSAGE ACTIONS

- Send New Message
  - Create new message
- Reply Message
  - Reply to the selected message
- Move to Completed
  - Move message to Completed List
- Delete Message
  - Option only available from the Completed List

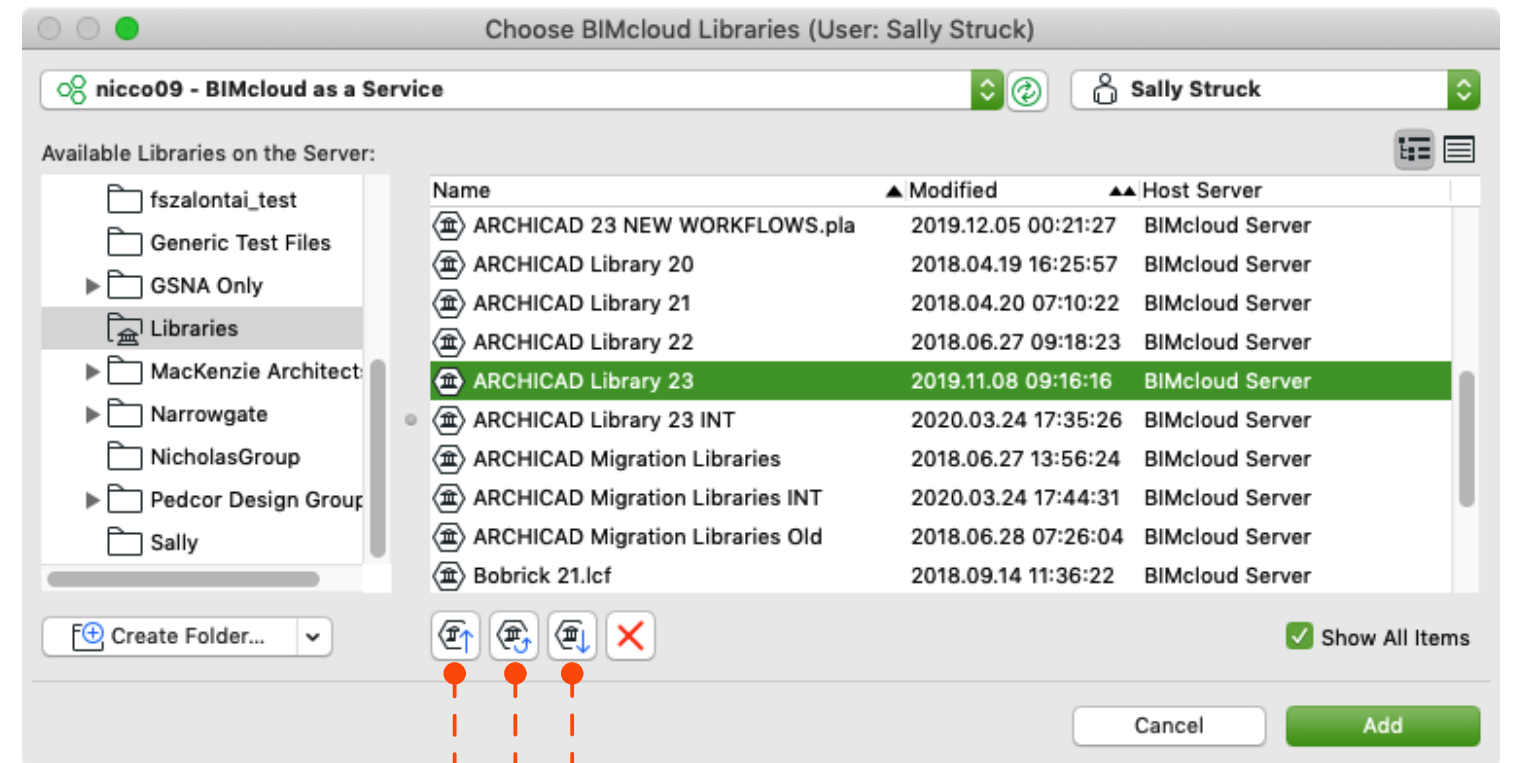


# PROJECT MANAGEMENT KEY TOPICS

# LIBRARY MANAGEMENT



**NEEDS TO BE RESERVED!!!**



Download BIMcloud Library as Local Library

Update BIMcloud Library w/Local Library

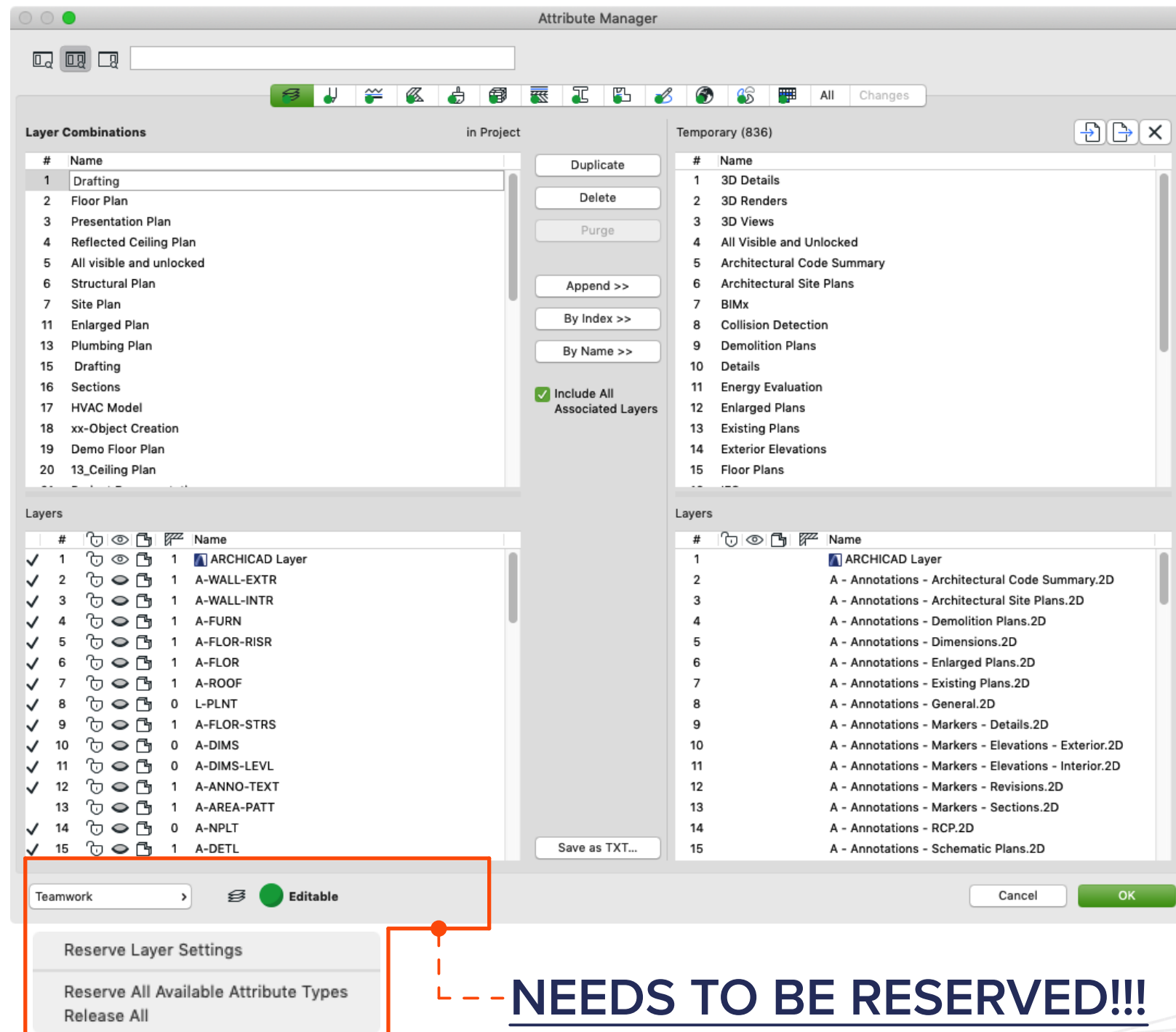
Upload Local Library to BIMcloud

**Making changes to a BIMcloud library will impact ALL PROJECTS using the library**

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# ATTRIBUTE MANAGEMENT



Reserving settings will unlock the following actions in the project:

- Ability to rename and edit settings within the project
- Overwriting from another project/template
- Deletion

Without Reservation, one only has the ability to 'Append' to the current project

- This means one is only able to add

**Making changes to the Attribute Manager will impact ALL USERS in the project**

**NEEDS TO BE RESERVED!!!**



# EXTERNAL LINKED FILES

## BIMcloud Hosted

- › PLN
- › PLA
- › MOD

» Becomes a  
Teamwork Project

## External Hosted

- › IFC
- › RVT
- › Rhino 3D Model
- › DWG
- › PDF
- › JPEG
- › PNG

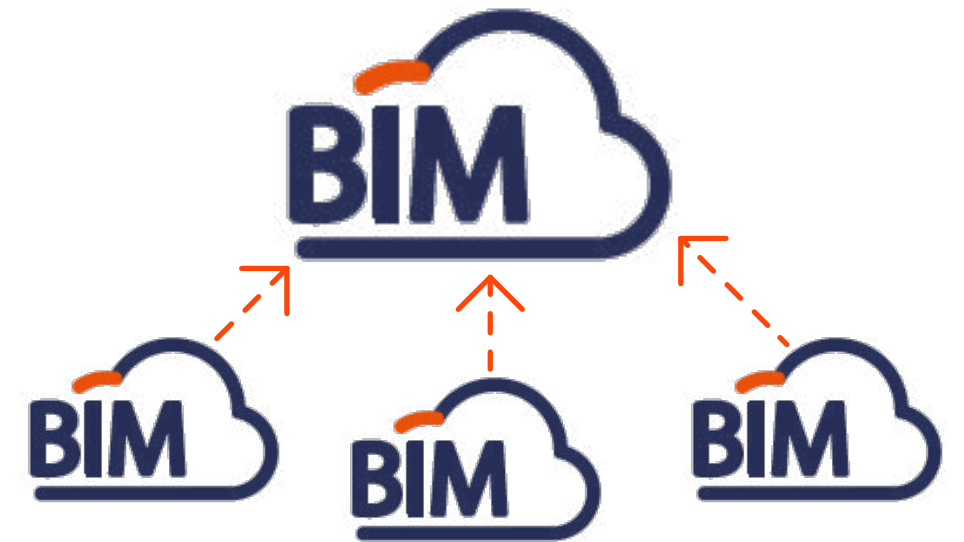
## Hotlink Considerations

- › Libraries of Hotlink files need to be embedded or uploaded as a BIMcloud library
- › Hotlink IFC/RVT/Rhino 3D Model files can be converted to PLN to upload to BIMcloud
- › Hotlink Teamwork file attributes should match the Host Teamwork Project
- › Embed DWG/PDF/JPEG/PNG into Teamwork project
  - + Can lead to a larger project size
  - + If changes are made to the source, they will not be captured

# BIMcloud HOTLINK PROCESS

## STEPS

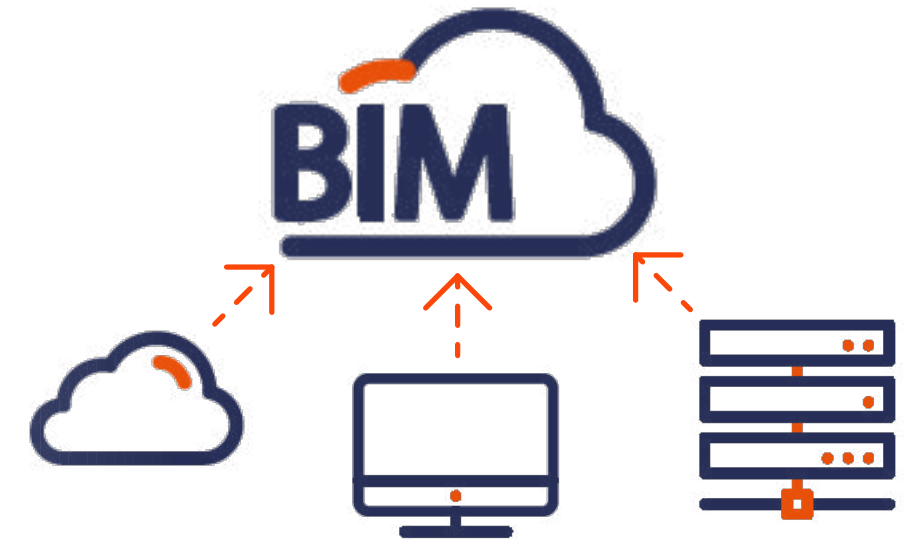
- 1) Upload file & library to BIMcloud
- 2) In host Teamwork Project, create a new layer to associate the hotlink with
- 3) Expand 'File' dropdown menu => hover over 'External Content' => select 'Place Hotlink...'
- 4) Click on 'Select Module...' button => expand 'New Module...' => select 'from BIMcloud'
- 5) Search for applicable project and select => choose 'All Stories (Entire Model)' to bringing all elements => click on 'Select'
- 6) In the 'Master Layer' portion of the dialog box, search for the new layer created to associate the hotlink with (filling out 'Master ID' portion will be optional)
- 7) Setting 'Elements' Elevation' to 'Keep Elevation as in Story Structure of Hotlink Source' is recommended
- 8) Hit 'Place Hotlink' button
- 9) 'Match Stories' dialog box will appear and ask you to make sure that they stories match, after review select 'OK'
- 10) If hotlink isn't visible, check the following:
  - Check that the hotlink library used is added to the host Teamwork Project
  - Check that the new layer created to associate the hotlink with is visible in view and that all the individual layers that may have been imported with the hotlink are also visible
  - Check the Renovation Filter



# EXTERNAL HOTLINK PROCESS

## STEPS

- 1) In host Teamwork Project, create a new layer to associate the hotlink with
- 3) Expand 'File' dropdown menu => hover over 'External Content' => select 'Place Hotlink...'
- 4) Click on 'Select Module...' button => expand 'New Module...' => select 'from File'
- 5) Enable the applicable format for the hotlink to un-grey it as an option => search for project and select => if selection is an IFC file, also choose the applicable 'Translator' => click on 'Select' => make sure the file is highlighted and hit 'Select' button
- 6) In the 'Master Layer' portion of the dialog box, search for the new layer created to associate the hotlink with (filling out 'Master ID' portion will be optional)
- 7) Setting 'Elements' Elevation' to 'Keep Elevation as in Story Structure of Hotlink Source' is recommended
- 8) Hit 'Place Hotlink' button
- 9) 'Library Parts Location' dialog box may appear, choose from the following options:
  - 'Embedded Library' will place all the created library parts into the Teamwork host project
  - 'External Location' will place the library in a destination of your choosing
    - This library will have to be added to BIMcloud to be visible in the Teamwork host project
- 9) 'Match Stories' dialog box will appear and ask you to make sure that they stories match, after review select 'OK'
- 10) If hotlink isn't visible, check the following:
  - Check that the hotlink library used is added to the host Teamwork Project
  - Check that the new layer created to associate the hotlink with is visible in view and that all the individual layers that may have been imported with the hotlink are also visible
  - Check the Renovation Filter



# COURSE RECAP

## Team Collaboration Importance

- Faster More Efficient Communication
- All Working In Same Project
- Less Duplication

## General Collaboration Method

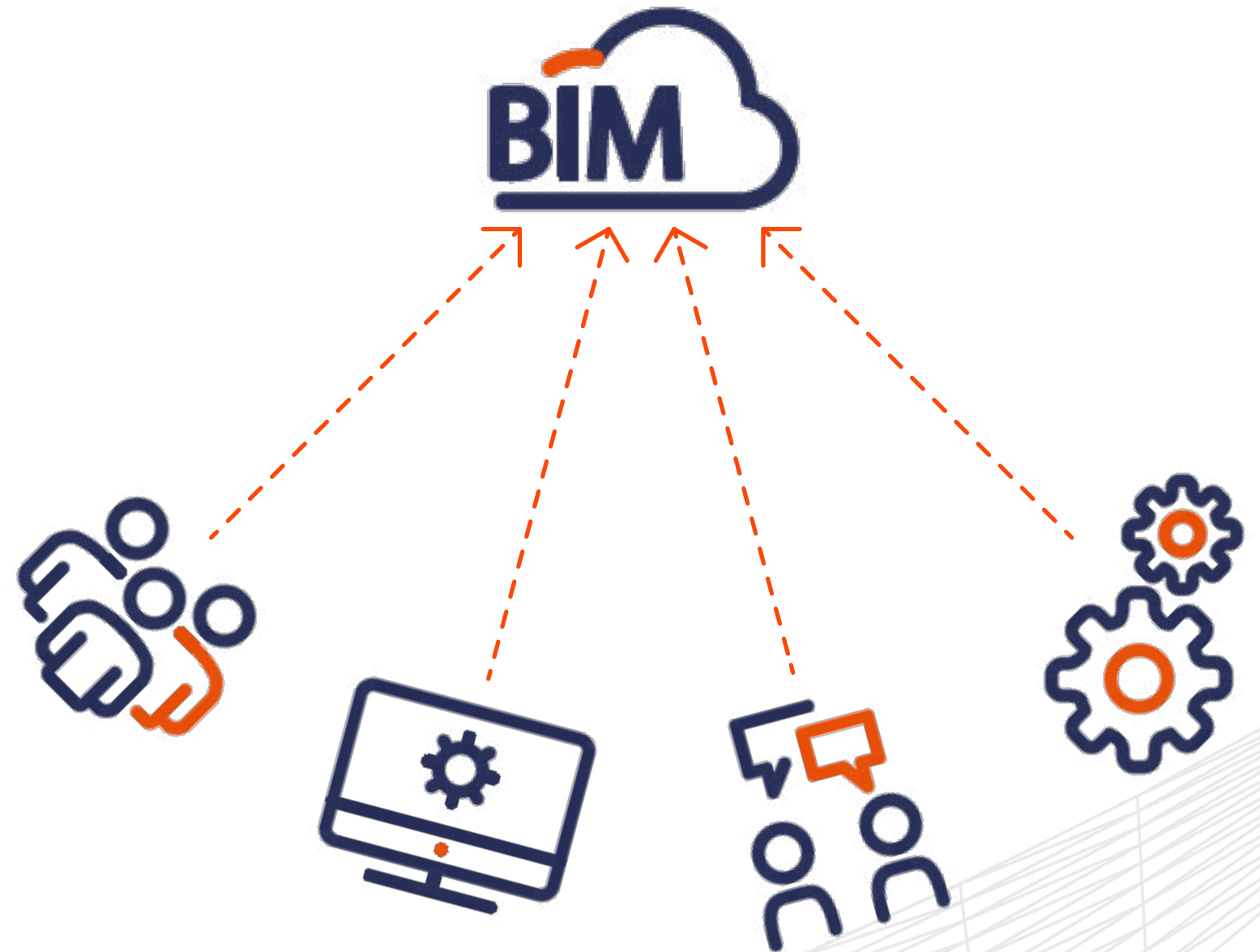
- Setup Teamwork Project
- Save a Local Copy
- Teamwork & Local Copy Relationship

## Teamwork User Concepts

- Teamwork Interface
- Understanding Workspace
- Messaging

## Project Management Key Topics

- Library Management
- Attribute Management
- Hotlink Management





# Help Center

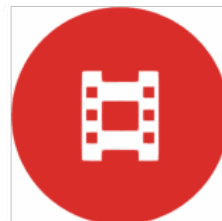


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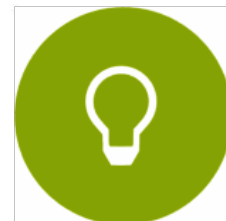
Welcome to Help Center, GRAPHISOFT's ARCHICAD-integrated knowledge base that aggregates the wealth of ARCHICAD knowledge in a single, easy-to-search website.



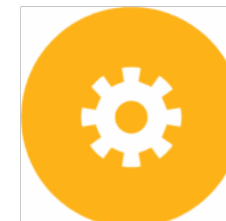
Learn  
from guides



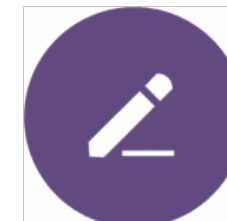
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# THANK YOU

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