

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

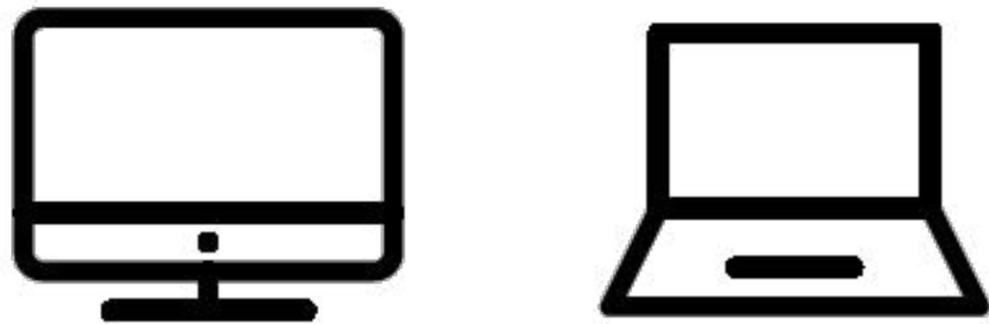
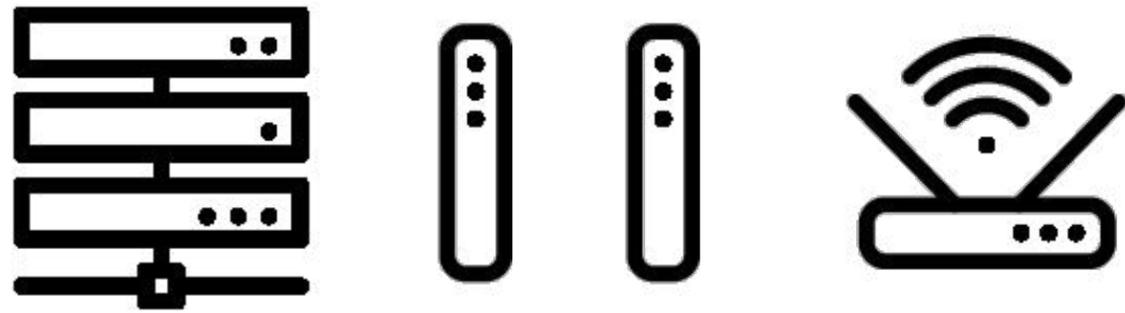
NEED FOR CHANGE

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

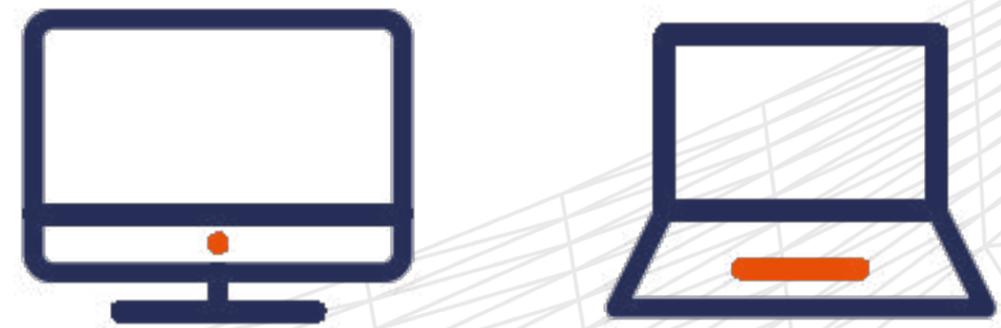


REQUIRED SYSTEMS

BIMcloud Basic



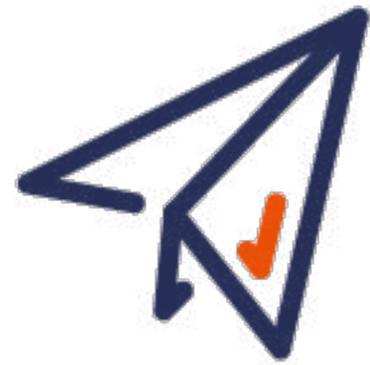
BIMcloud SaaS



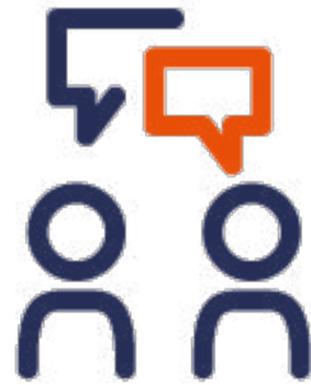
COMMUNICATION + EFFICIENCY



Questions



Send



Answer



Receive



Everyone Coordinated

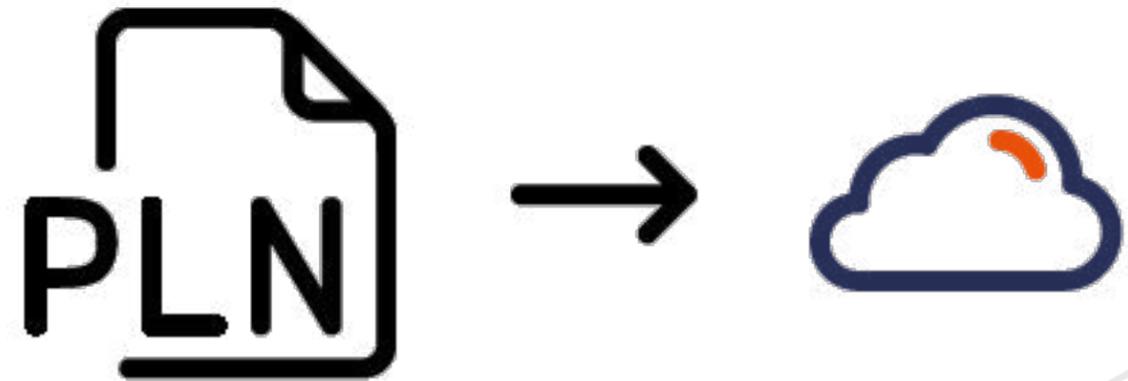
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GENERAL COLLABORATION METHODS

PROJECT SHARING

STEPS

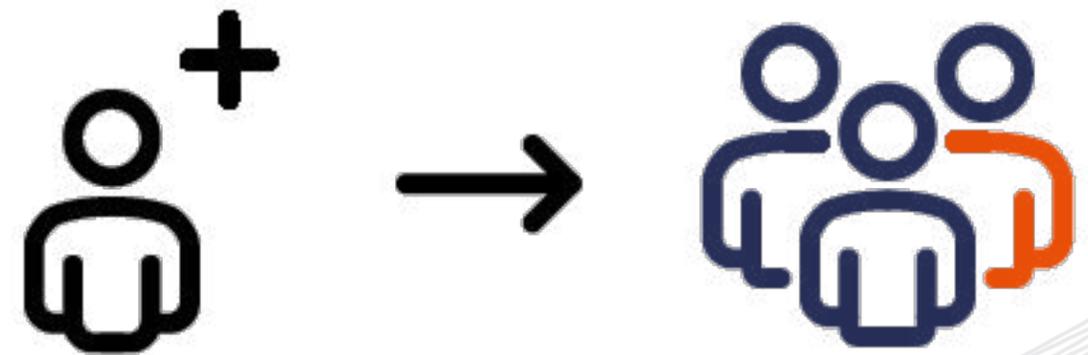
- 1) Open an ARCHICAD Solo project (PLN file)
- 2) Expand 'Teamwork' dropdown menu
- 3) Hover over 'Project' and select 'Share'
- 4) Log into BIMcloud, will need to know the following information:
 - BIMcloud Address
 - Username
 - Password
- 5) Hit the 'Share' button



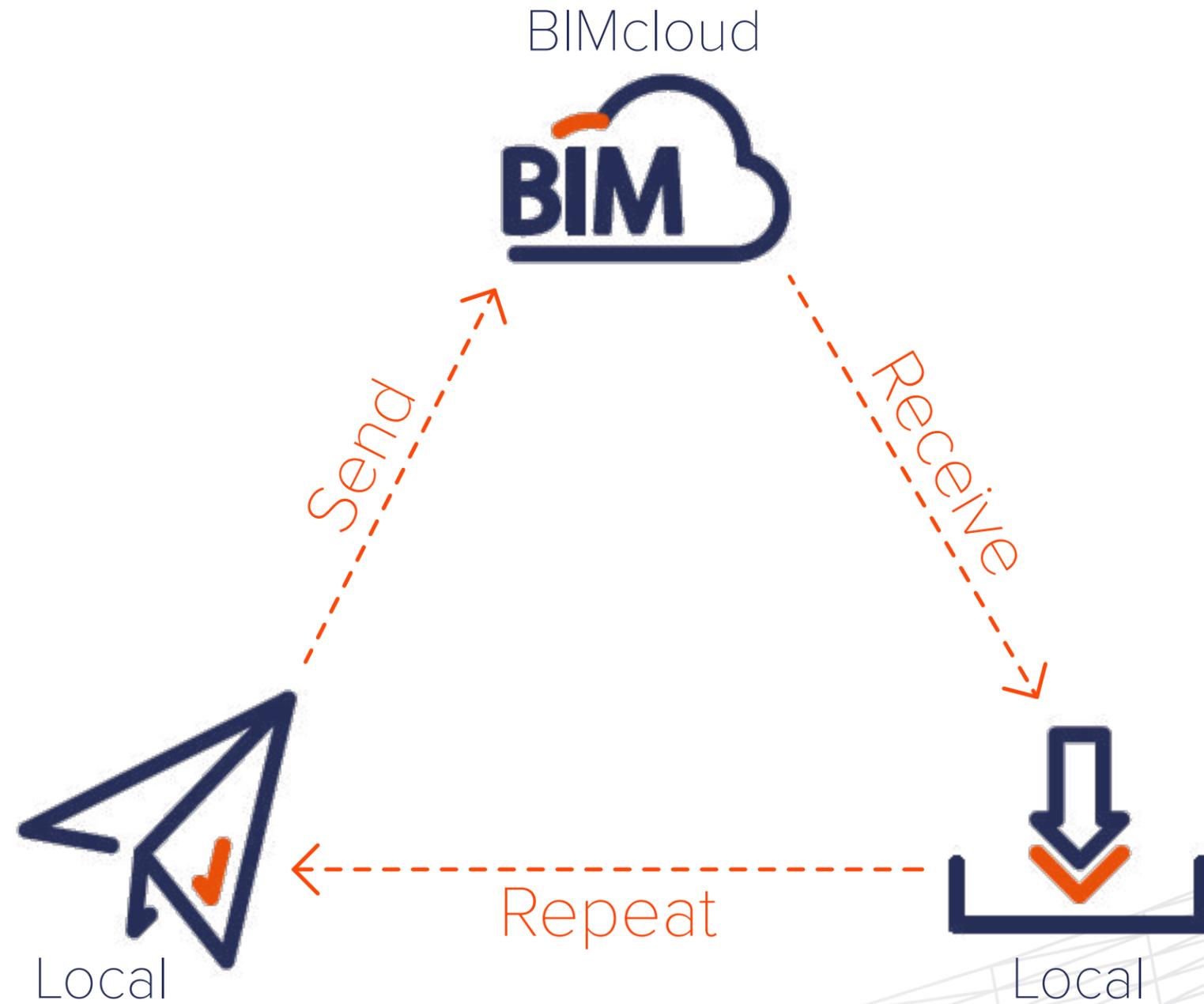
JOINING A TEAMWORK PROJECT

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 may take more time to open because a local cache is being created



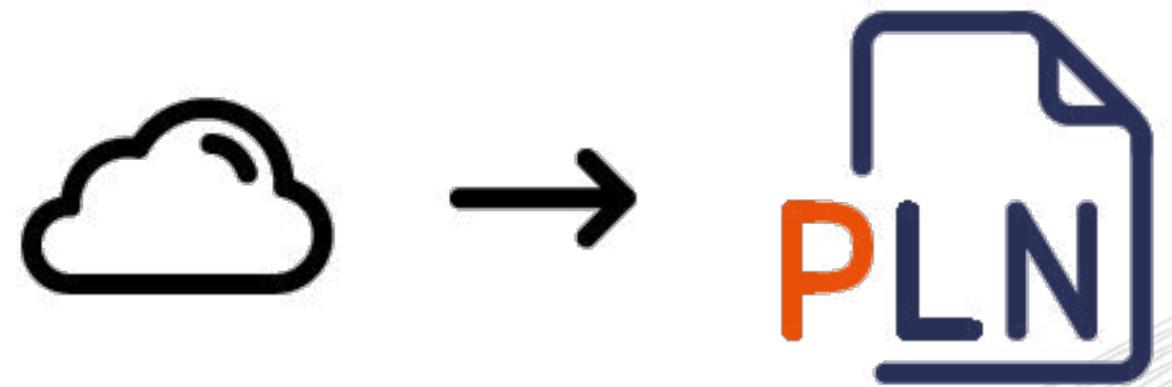
SAVING CHANGES TO TEAMWORK



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

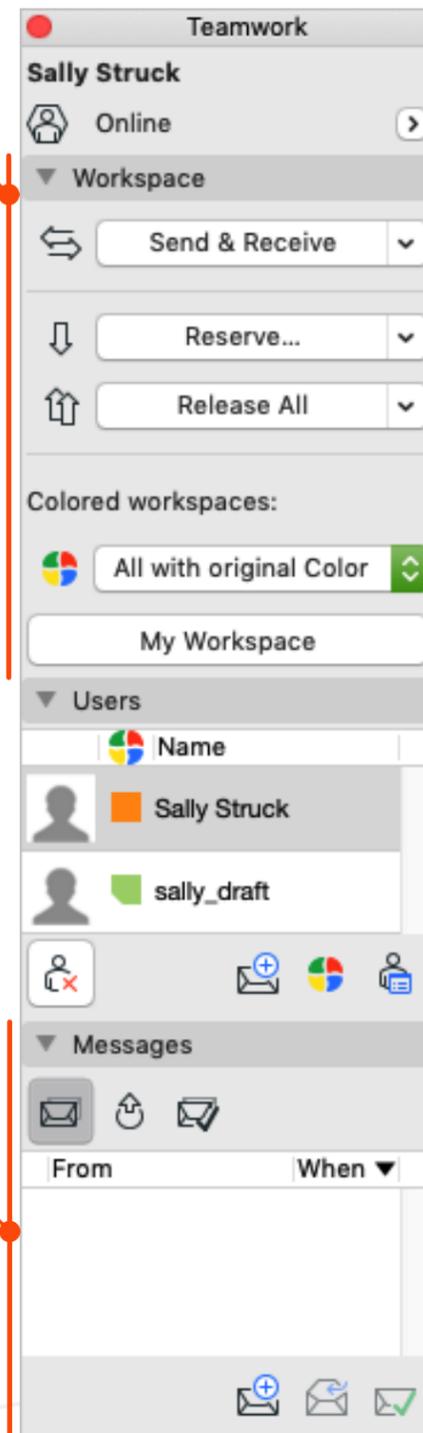
TEAMWORK INTERFACE

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

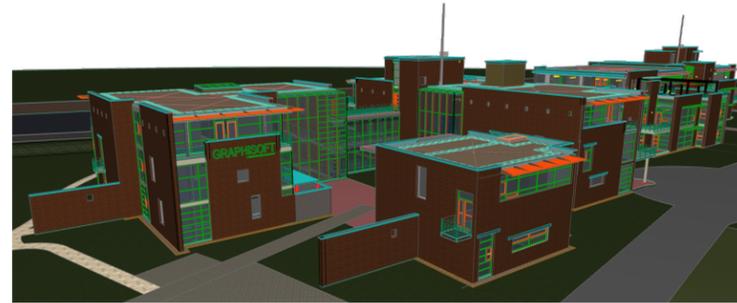
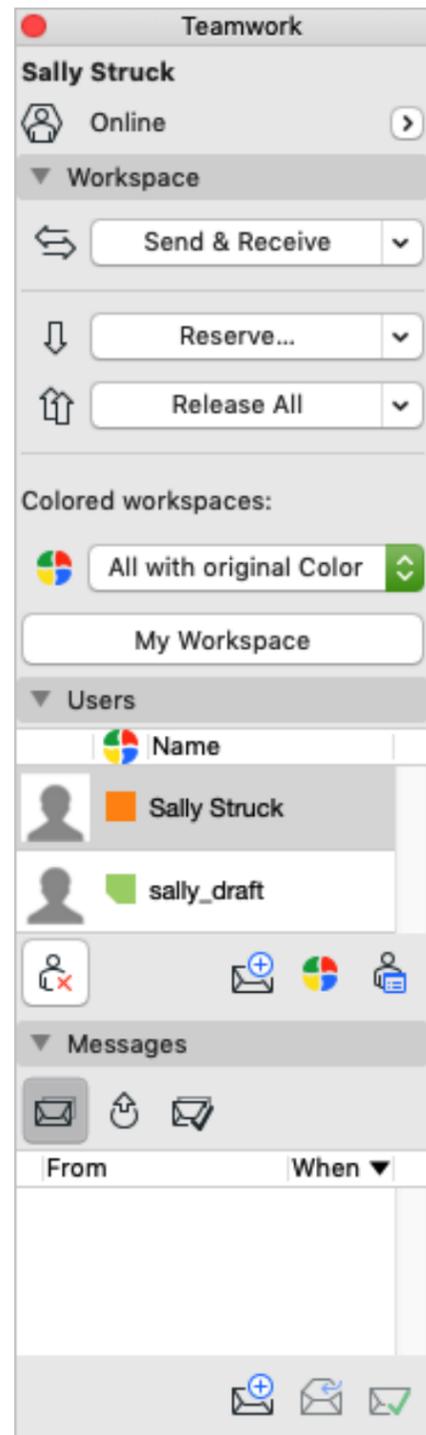
GENERAL STATUS

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

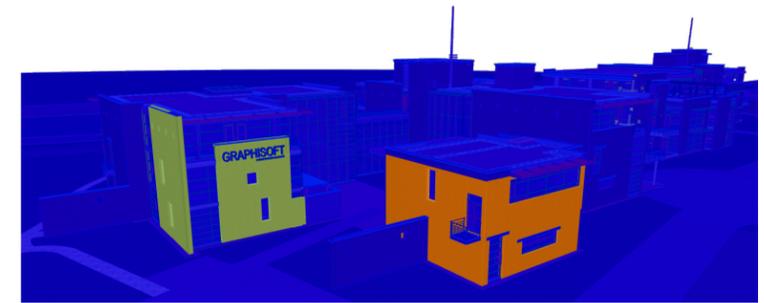
USERS PANEL

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

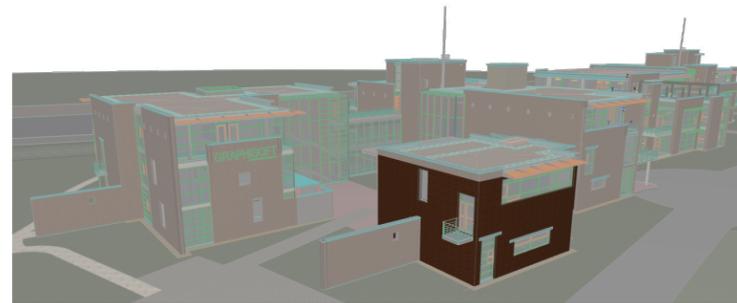
UNDERSTANDING WORKSPACE



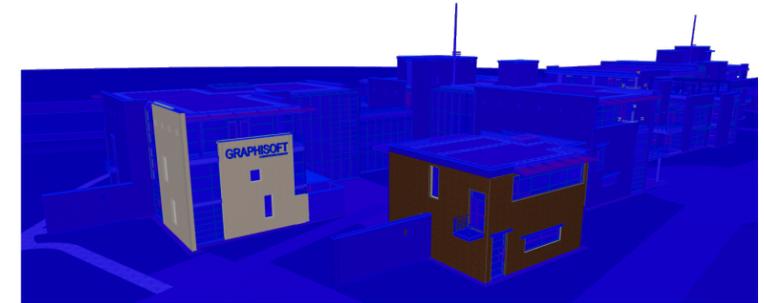
• All With Original Color



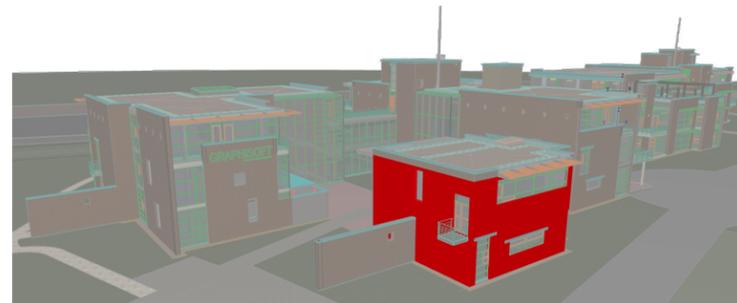
• Show Reservation By Users



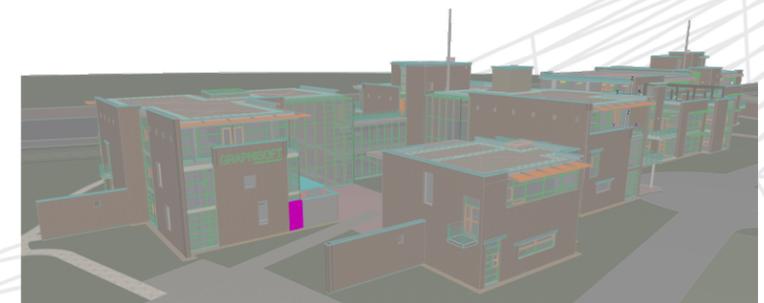
• Gray Out Unknown Workspace



• Own Elements/Free Elements/Others' Workspace



• Highlight My Reservation

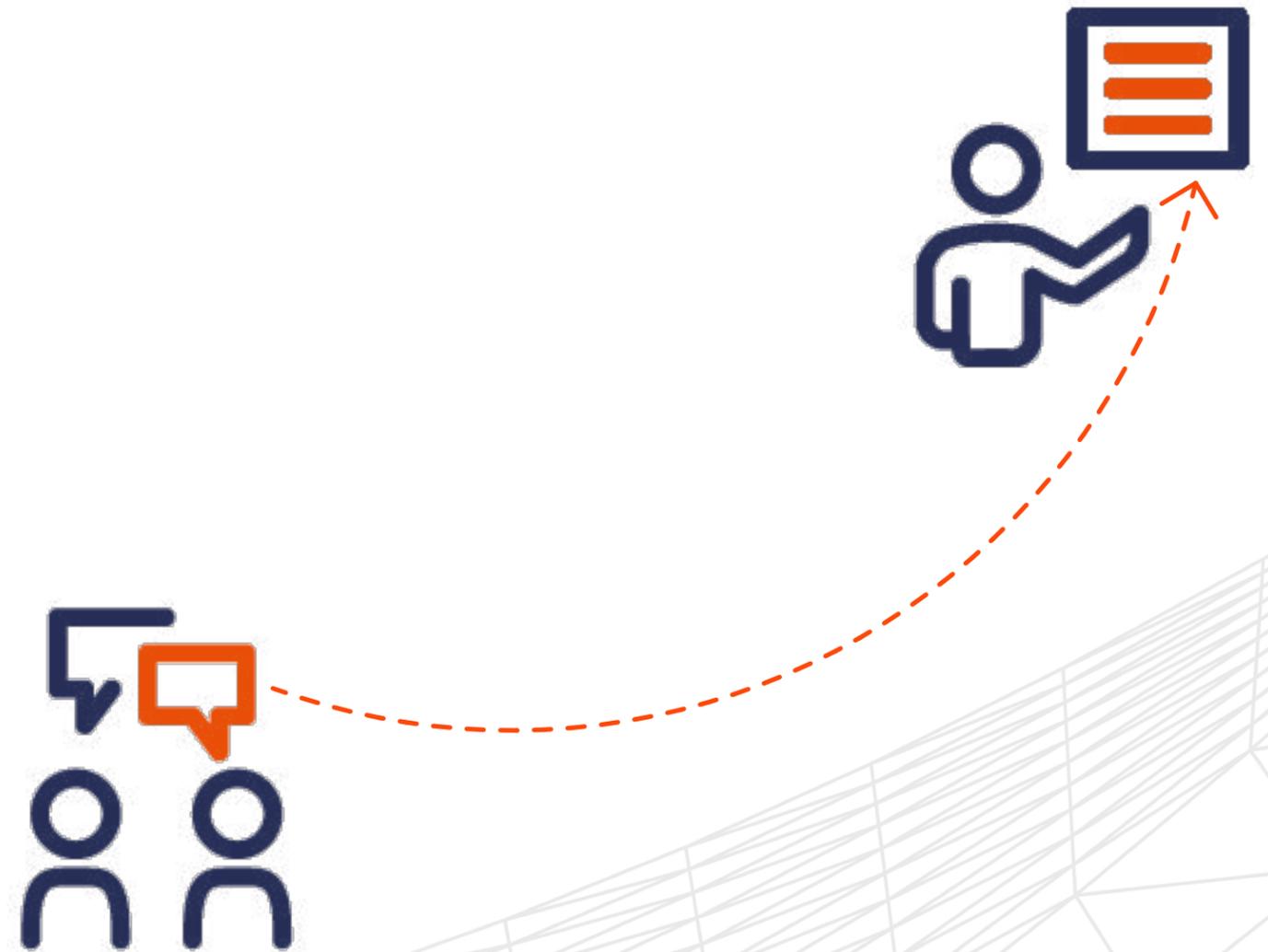


• Requested By Me/From Me/Other Elements

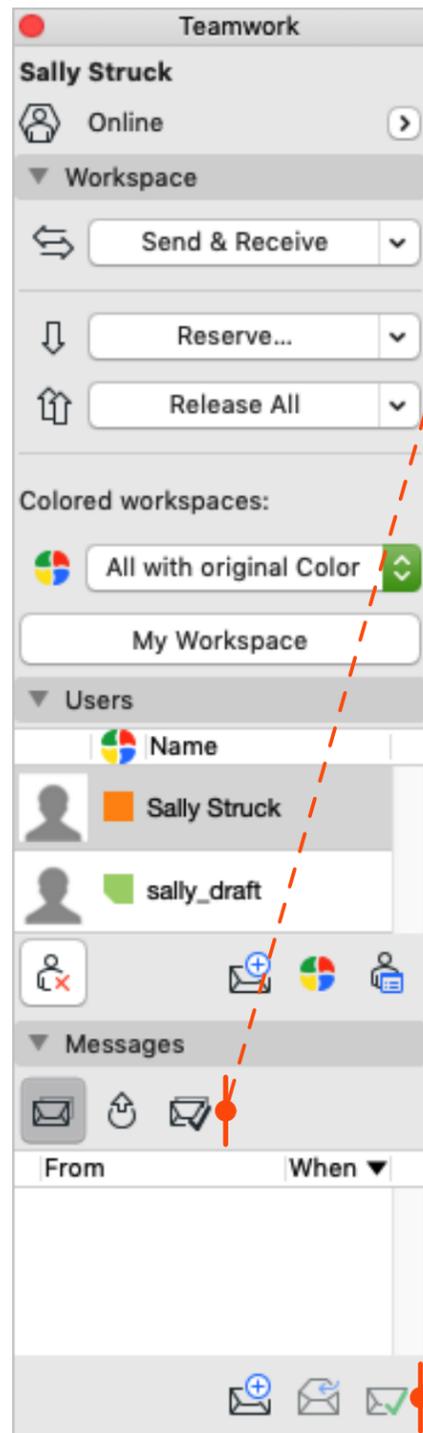
ASSIGN ELEMENTS & SETTINGS

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

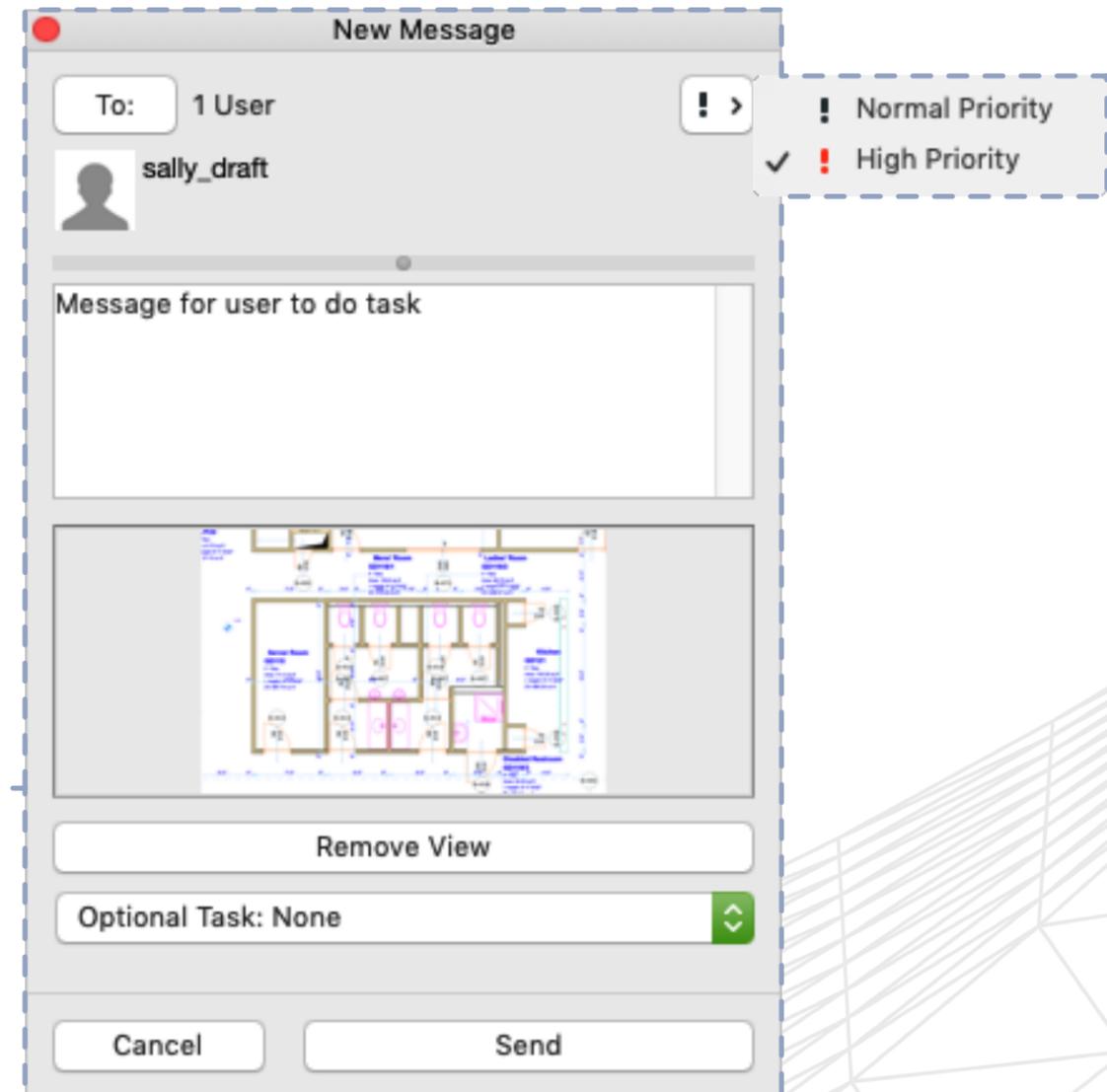


MESSAGE TAB

- 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

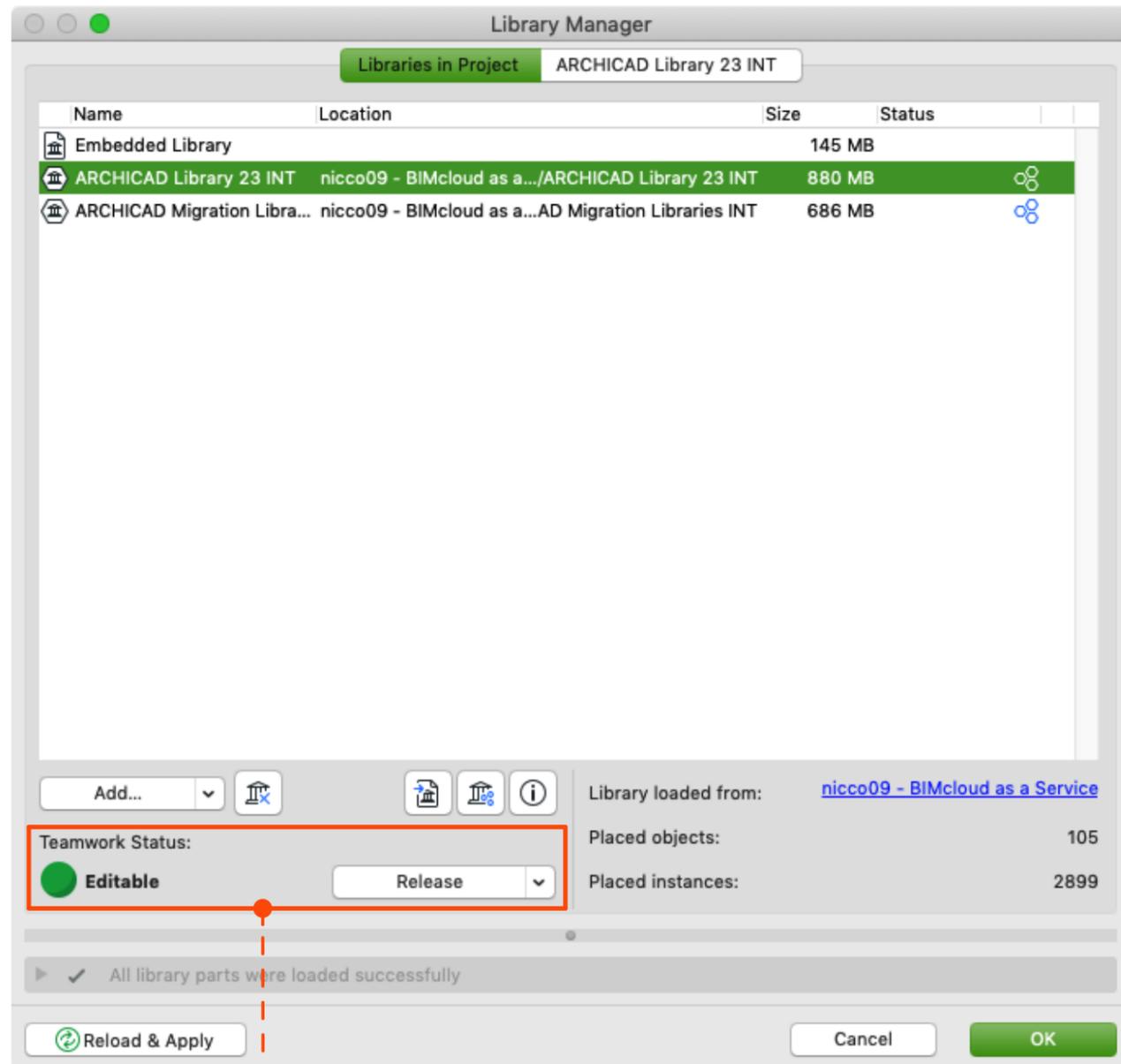
MESSAGE ACTIONS

- 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

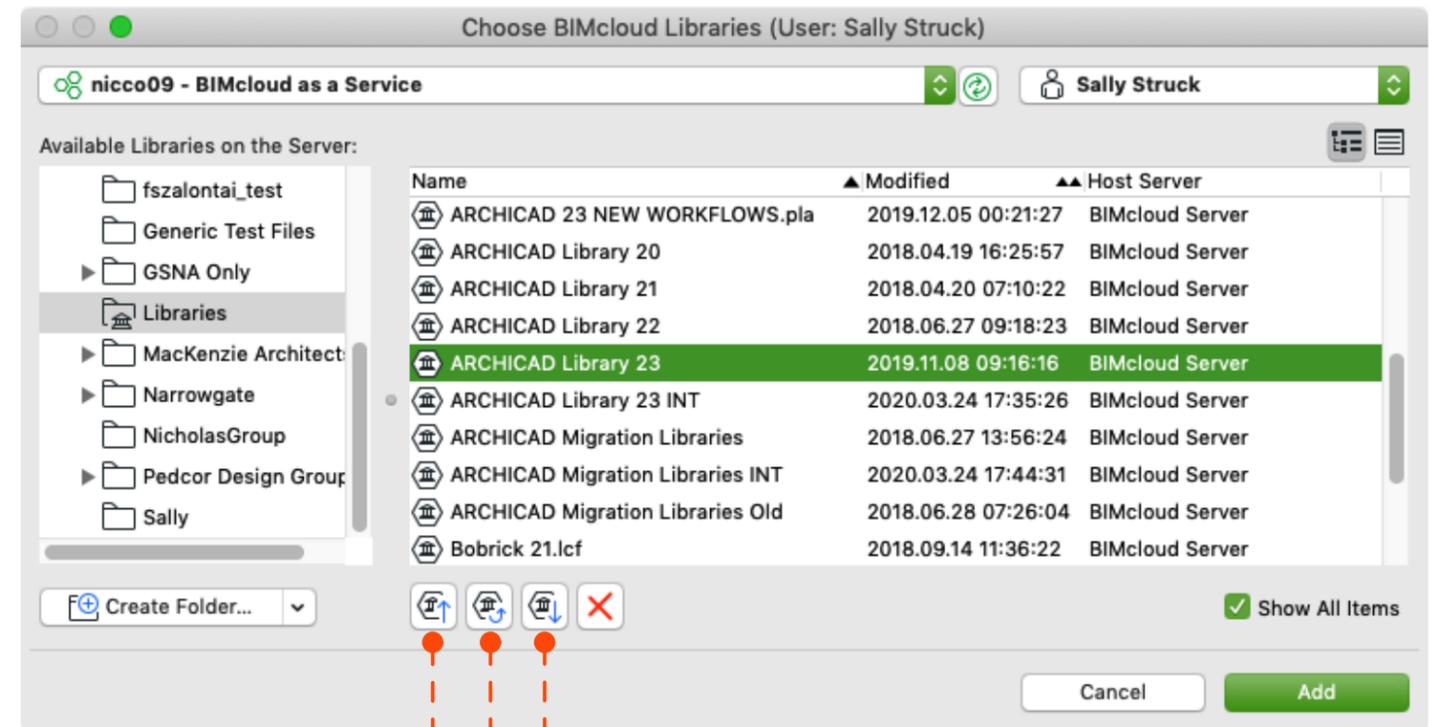


PROJECT MANAGEMENT KEY TOPICS

LIBRARY MANAGEMENT



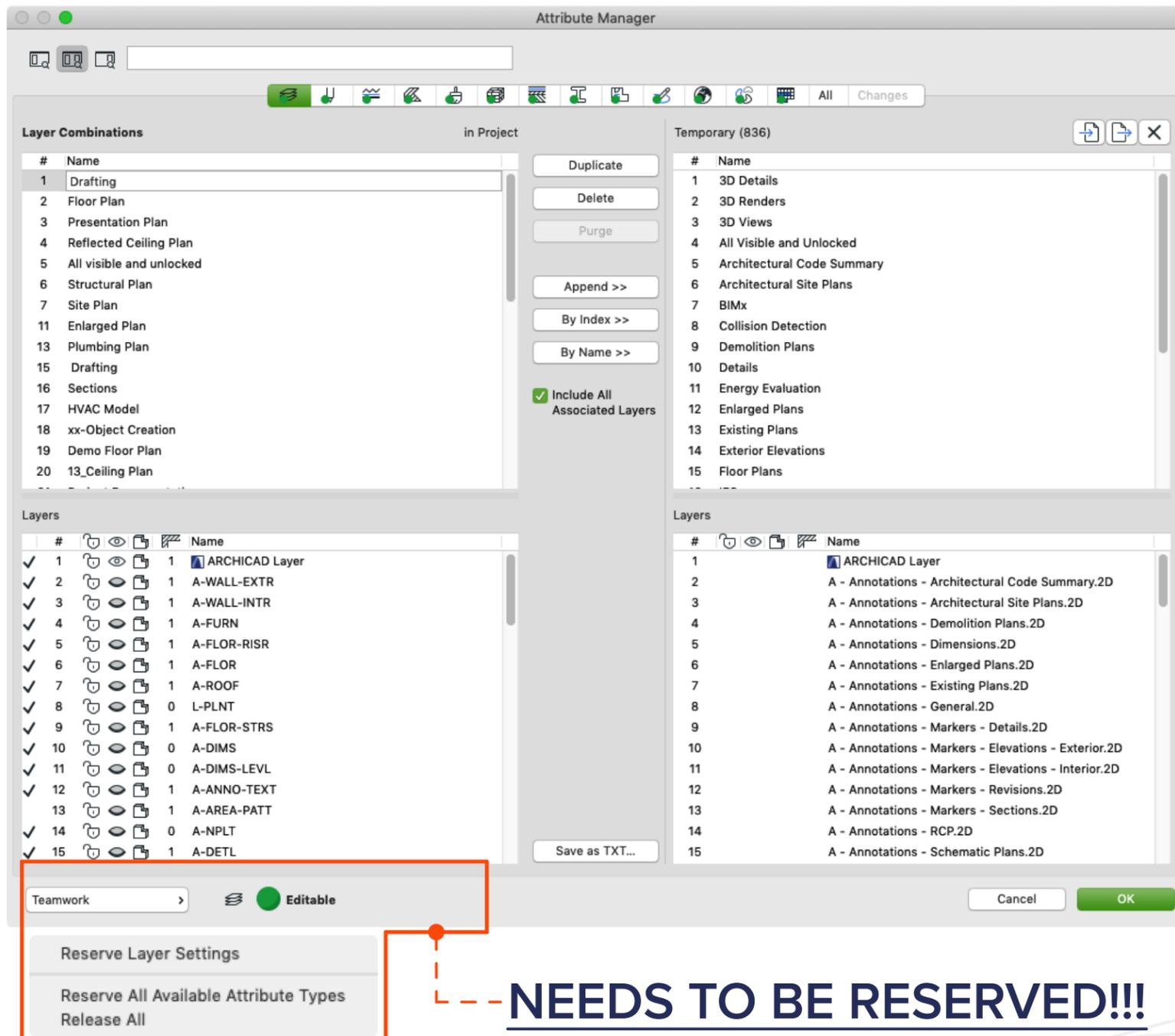
NEEDS TO BE RESERVED!!!



- 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

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

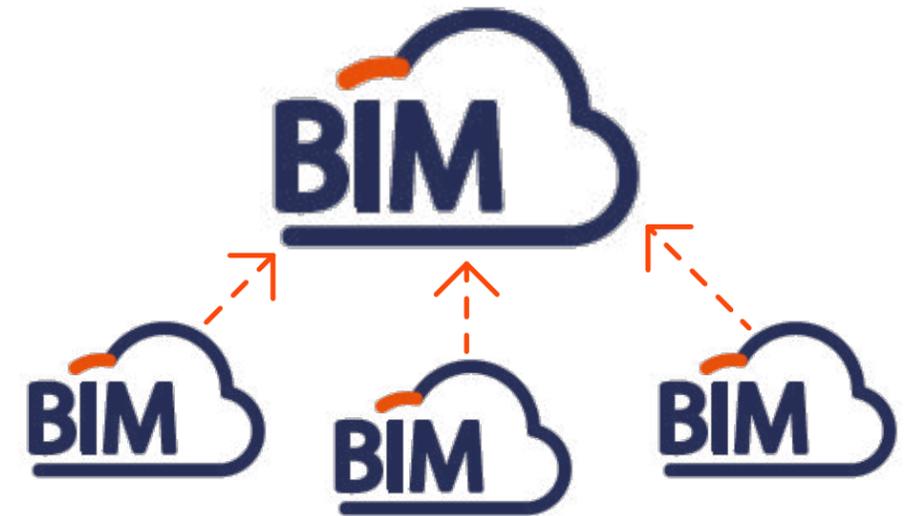
Hotlink Considerations

- › 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

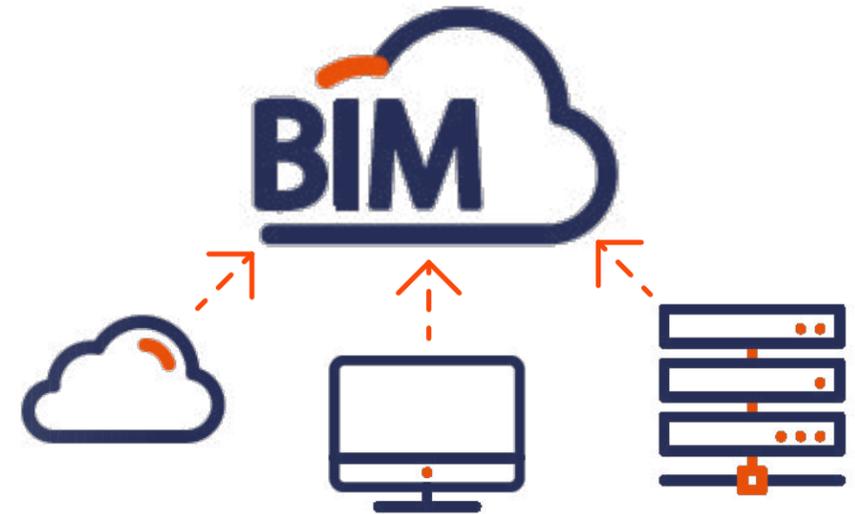
- 1) Upload file & library to BIMcloud
- 2) In host Teamwork Project, create a new layer to associate the hotlink with
- 3) Expand 'File' dropdown menu => hover over 'External Content' => select 'Place Hotlink..'
- 4) Click on 'Select Module..' button => expand 'New Module..' => select 'from BIMcloud'
- 5) Search for applicable project and select => choose 'All Stories (Entire Model)' to bring 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

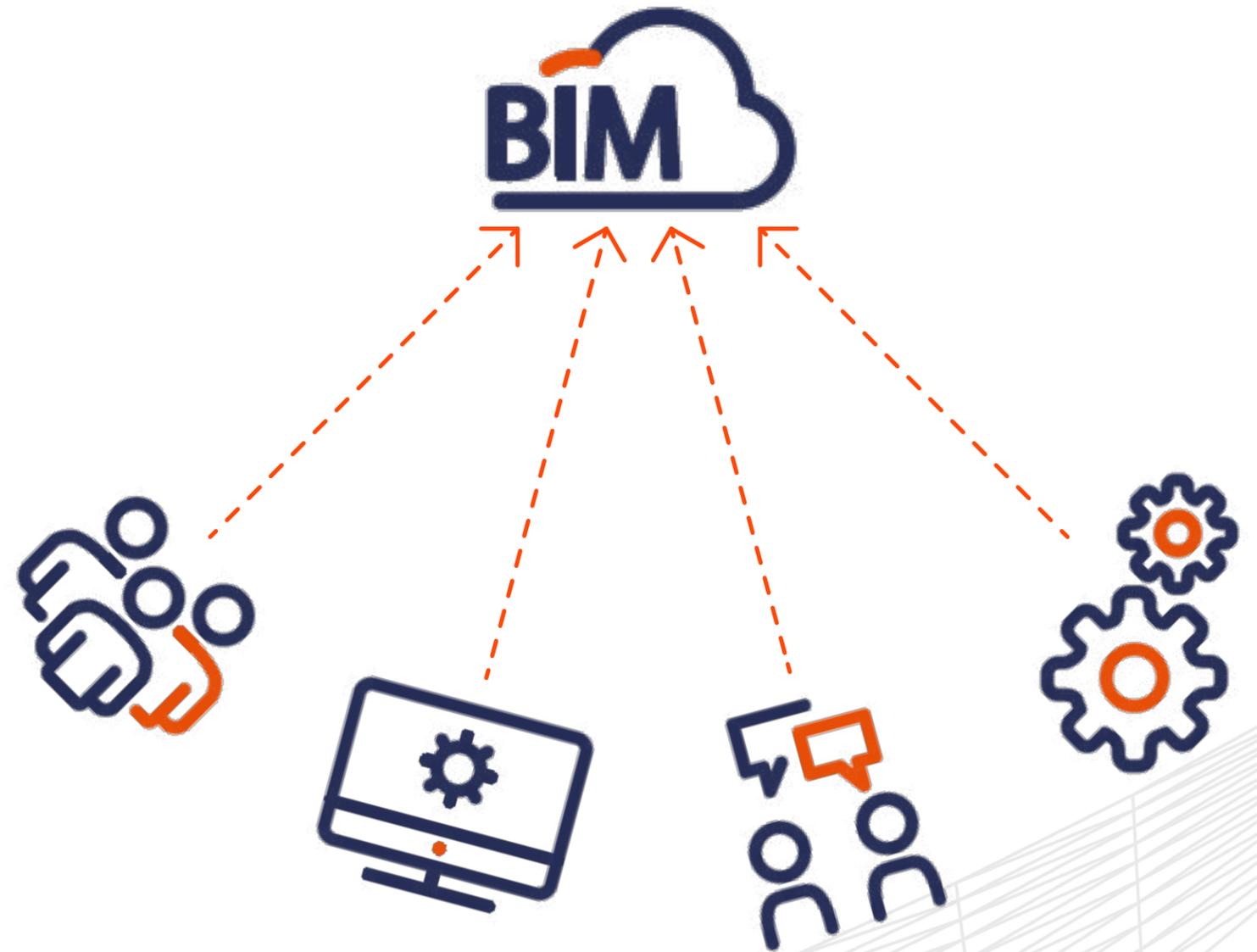
- Setup Teamwork Project
- Save a Local Copy
- Teamwork & Local Copy Relationship

Teamwork User Concepts

- Teamwork Interface
- Understanding Workspace
- Messaging

Project Management Key Topics

- Library Management
- Attribute Management
- Hotlink Management

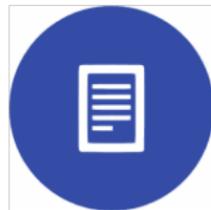


Help Center

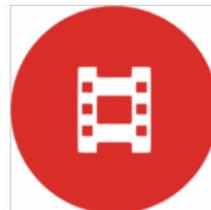


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THANK YOU

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