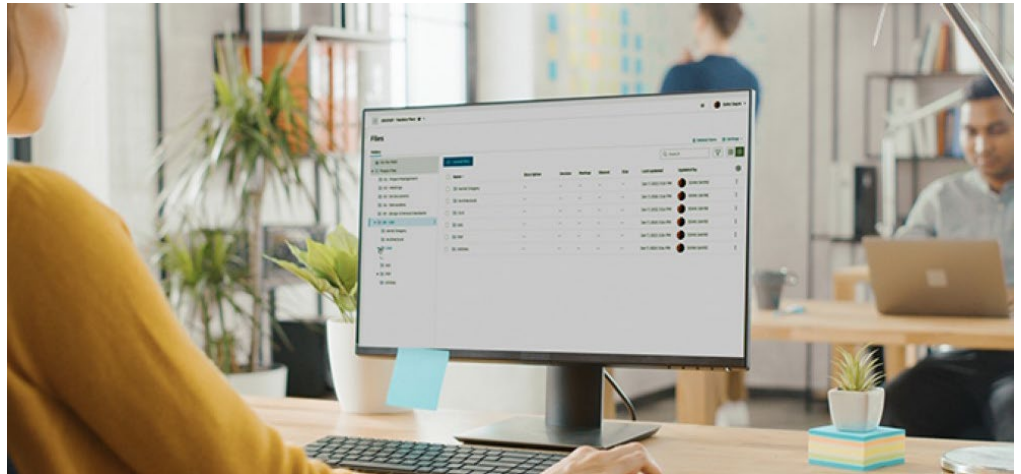


Autodesk Docs is a cloud-based file management and control solution for Autodesk Construction Cloud projects.

As your common data environment (CDE), Docs lets you manage and share project information, and review and approve files, enhancing team collaboration.



Course summary

Teaches the key functionality available in Autodesk Docs to manage drawings, models and documents associated with a project. Sessions include:

- Account administration
- Folder structures, security and permissions
- Managing files
- Desktop connector
- Version control
- Reviews and approvals
- Exporting and sharing files
- Reports
- Mobile access

Duration

One day.

Who should attend?

New users of Autodesk Docs who need to manage construction projects, collaborating with internal and external users.

Prerequisites

No prior knowledge of Autodesk Docs is required.

In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information

Armada is a long-standing Autodesk authorised Training Centre (ATC), and our courses are accredited by Autodesk.

Courses are hosted by Autodesk Certified Instructors (ACIs) with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed software to practice the techniques taught.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate confirming successful completion of an accredited *Autodesk Docs* course.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

After course support

Following training, you're entitled to 30 days' email support from your trainer.

Further information

See armada.co.uk/course/autodesk-docs.

Course syllabus

See over.

Course syllabus

Session	Topics
Account administration	Managing Projects Managing Team Members Project-Level settings
Folder structures, security and permissions	Creating Folders Naming Standards Folder Permissions Package Managers
Managing files	Uploading Files Moving and Editing Files Folder-Level Attributes Managing the Holding Area Scanning for Duplicate Files Sharing Files Filtering and Sorting Files Managing Packages
Desktop connector	
Version control	Version history Tracking changes Viewing file activities Reverting to previous versions

Session	Topics
Reviews and approvals	Creating and managing approval workflows Initiating a review Reviewers: reviewing and commenting on files Approvers: giving approval for documents to be used
Exporting and sharing files	Downloading and Exporting Files Creating transmittals Viewing, managing, sharing and exporting transmittals
Reports	The Reports tool Creating Reports Scheduling Reports Report Templates
Mobile access	Account Navigation Basics on mobile Project Navigation Basics on mobile Viewing 2D and 3D Files via the Web