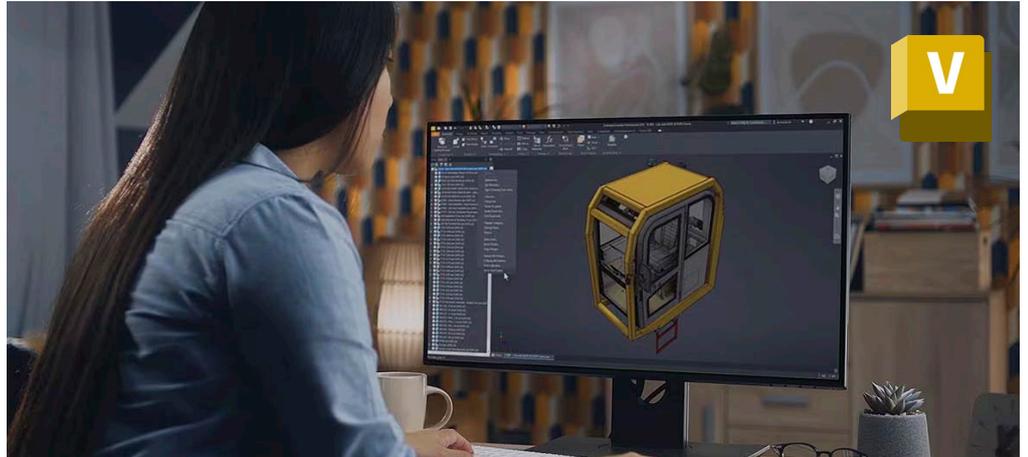


Vault End User training

Training course outline

Autodesk Vault is a data management tool that integrates with design applications such as Inventor and AutoCAD, enabling teams to collaborate and share designs, working from a central source of organised data.



Course summary

Training for end users of Inventor or AutoCAD who work with and manage their files in Vault Basic or Vault Professional

Sessions typically include:

- Getting started with Autodesk Vault.
- Vault server and folder setup.
- Working with files – adding files to the Vault, retrieving and opening files, checking files out and in, previous versions.
- Application-specific practices – Inventor / AutoCAD / non-CAD (MS Office) files.
- Searching the Vault.
- Common Vault tasks – managing data, copy design, sharing files, revisions, markups, getting previous versions, categories and lifecycles.
- Generating Bills of Materials (BoMs).

Vault is flexible, and we adapt the training we provide to reflect your configuration, the design software you use, e.g. Inventor or AutoCAD, and the specific outcomes you're looking to achieve. We arrange for you to have a conversation with our instructor beforehand to discuss this.

So, whilst we have a standard syllabus (see over), this is very much a list of topics typically covered rather than a rigid syllabus. We don't necessarily cover them all, and additional topics can be included if requested.

Some administration features are covered where it supports the end user's understanding. A separate course is available for Administrators; see www.armada.co.uk/course/vaultadmin for details.

Duration

Two days.

Prerequisites

You should have a basic working knowledge of the CAD application you use, i.e. Inventor or AutoCAD.

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 Vault courses are accredited by Autodesk.

Courses are hosted by Autodesk Certified Instructors (ACIs) with vast experience of using Vault 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 *Vault End User* course.

After course support

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

Further information

See armada.co.uk/course/vault.

Course syllabus

Session	Topics
Getting Started with Autodesk Vault	What is Autodesk Vault? Autodesk Vault Features About this course Accessing Vault Vault Client Logging In to the Vault Client Vault Add-in Logging In to the Vault Add-in The Vault User Interface Vault Basic UI Vault Professional UI Menus Toolbars Navigation Pane
Vault Server and Folder Setup	Vault File Store and the Working Folder Setting the Working Folder Inventor – Single Vault Project Strategy Initial Vault Environment Setup Vault Folder Structure Setup
Working with Files – General Techniques	Adding Files to the Vault Getting Vault Files Opening Vault Files Checking Out Files Checking In Files File Status Previous Versions
Working with Autodesk Inventor Files	Adding Inventor files to the Vault Inventor Add-in Vault Browser Opening and Placing Vault Files in Inventor Modifying an Inventor Design Releasing an Inventor Design

Session	Topics
Working with AutoCAD Files	Adding AutoCAD files to the Vault Opening and Attaching Vault Files in AutoCAD AutoCAD Add-in Xrefs Palette Modifying an AutoCAD Design Releasing an AutoCAD Design
Working with non-CAD (MS Office) Files	
Searching the Vault	Search Methods - Tokens, Wildcard and Boolean Performing a Search Quick Search Advanced Search Saving a Search
Common Vault Tasks	Managing Data in the Vault Copy Design Sharing Vault Data Revisions Revising a Single File or Item using the Vault Client Revising Multiple Files or Items using the Vault Client Revising a Single File using the AutoCAD Vault Add-in / Inventor Vault Add-in Markups Getting previous versions Categories Changing a Category using the Vault client / AutoCAD Add-In / Inventor Add-In Lifecycle Changing the Lifecycle State of an Object using the Vault Client / AutoCAD Add-in / Inventor Add-in
Generating Bills of Materials (BoMs)	Introduction to Bills of Materials Generating Bills of Materials