



## How to Install and Configure

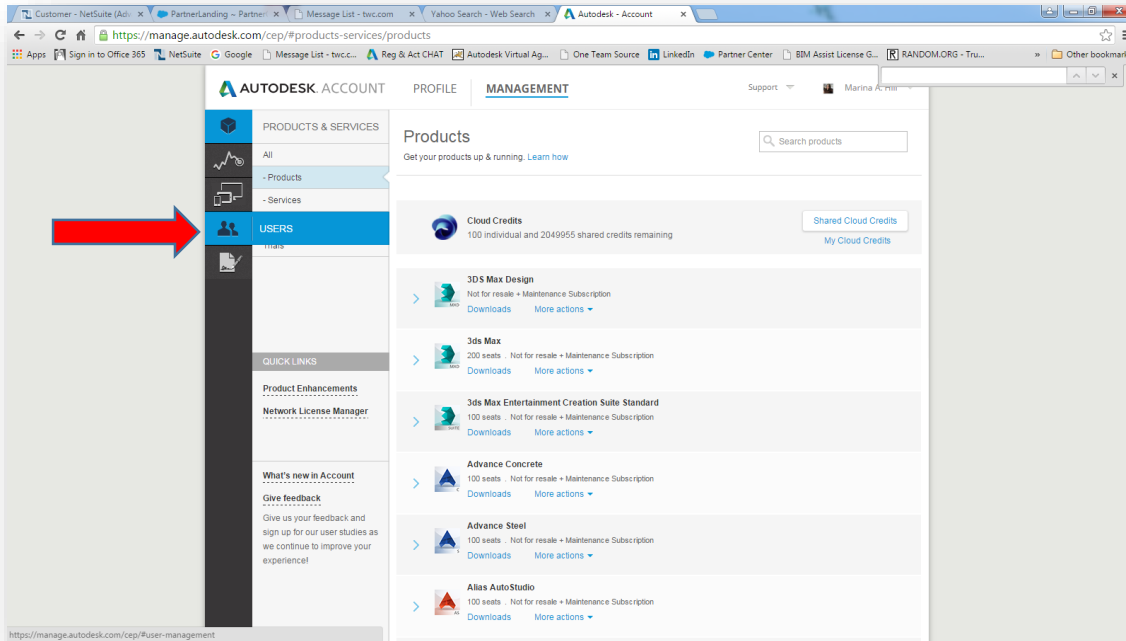


## A360 Collaboration for Revit

## How to Set-up Autodesk Collaboration for Revit 2015/2016

Make sure that Revit software (Building Design Suite Premium, Building Design Suite Ultimate, Revit, Revit Architecture, & Revit Structure) is installed on each station that will be running Autodesk Collaboration for Revit. ***This has to be done for each station that will be using Autodesk Collaboration for Revit.***

Contract Managers log into your [www.autodesk.com/account](http://www.autodesk.com/account) with your User ID and Password to set up permissions for your user(s) to be able to access Autodesk Collaboration for Revit. To do that go to the Management tab and click USERS.



Click **Edit Access** for the user(s) you are setting up for **Autodesk A360 Collaboration for Revit**.

<input type="checkbox"/>	>	<b>Adrianna Schneider</b> aschneider@advsolinc.com	<b>Products &amp; Services</b> 57	<b>Benefits</b> 2	<b>Status</b> ✓	<u>Edit Access</u>
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Once you're in the **Edit Access** panel assign both **Autodesk A360 Collaboration for Revit** and **Autodesk A360 Team** for your user(s) by selecting these boxes and clicking Save. Both have to be selected in order to be able to work in **Autodesk A360 Collaboration for Revit**.

>	<b>Autodesk A360 Collaboration for Revit</b> Contract #110000511389	5/5	Service On	34	Seats Available	<input checked="" type="checkbox"/> Assign
>	<b>Autodesk A360 Team</b> Contract #110000511389	5/5	Service On	34	Seats Available	<input checked="" type="checkbox"/> Assign

Once those permissions are set up for your user(s) Autodesk A360 Collaboration for Revit and Autodesk A360 Team will show up in their Autodesk Accounts under the Management Tab.

The screenshot shows the Autodesk Account Management interface. The top navigation bar includes 'AUTODESK ACCOUNT', 'PROFILE', and 'MANAGEMENT' (which is underlined). A search bar for 'Search products & services' is located in the top right. The left sidebar contains a 'PRODUCTS & SERVICES' menu with options like 'All', '- Products', '- Services', 'Product Updates', and 'Trials'. Below this is a 'QUICK LINKS' section with 'Product Enhancements' and 'Network License Manager'. The main content area is titled 'All Products & Services' and lists three items: 'Cloud Credits' (100 individual and 1974955 shared credits remaining), 'A360 Collaboration for Revit' (Included with Subscription), and 'A360 Team' (50 seats, Not for resale + Maintenance Subscription). Red arrows point to the 'Access now' buttons for the A360 Collaboration for Revit and A360 Team items.

Now you need to set-up your A360 Team hub – in your **Autodesk Account** ([www.autodesk.com/account](http://www.autodesk.com/account)) > **Management Tab** > **A360 Team** > click **Access now...**

***The creation of an A360 Team hub is done (1) time by the Contract Administrator at beginning of working with Autodesk Collaboration for Revit. Once the contract is aligned with the hub then a project can be created, Project Members can be invited to that project, and Revit files (.rvt) can be uploaded into A360 Team.***

The screenshot shows the 'A360 Team' product page. The top section features a blue checkmark icon, the product name 'A360 Team', and the text 'Included with Subscription'. The 'Access now' button is highlighted in yellow. Below this, there is a section for 'Subscription info' which states: 'You get access to this service as a benefit of the below subscription(s). Subscription # 110000511389'.

A360

All Contracts > 110000511389

Plan: **A360 Team (100 members)**

Purchase date: **November 4, 2015**

Purchased by: **mhill@advsolinc.com**

Assign this contract to A360 Team Hub


Enter the URL of the hub you want to assign this contract to:

\* required

Don't have a hub? **Sign up now.**

Important: Once assigned, you can't change the hub to which this contract is assigned.

Which will take you to this sign-up page...if you don't already have an A360 Team hub click **Sign up now...**




Sign Up

Enter your email address

We'll send an email to this address for verification.

When you click **Sign up now** it will take you here – enter your email address and click **Submit...**



Account Activation

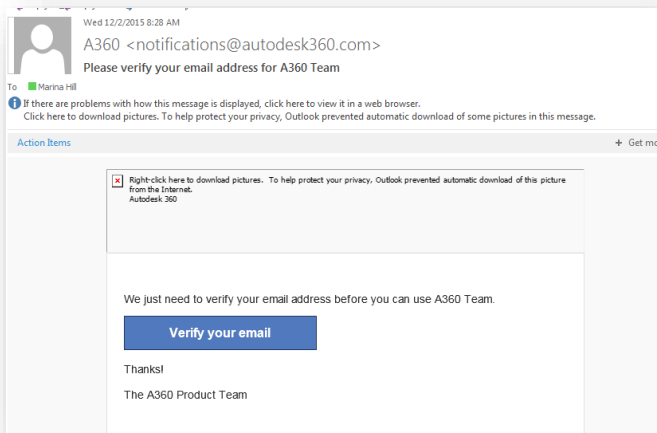
Whoosh!

We just sent you an invite.  
We just sent you an invitation to the email that you provided. Click the link to access A360.

[Resend my invitation](#)

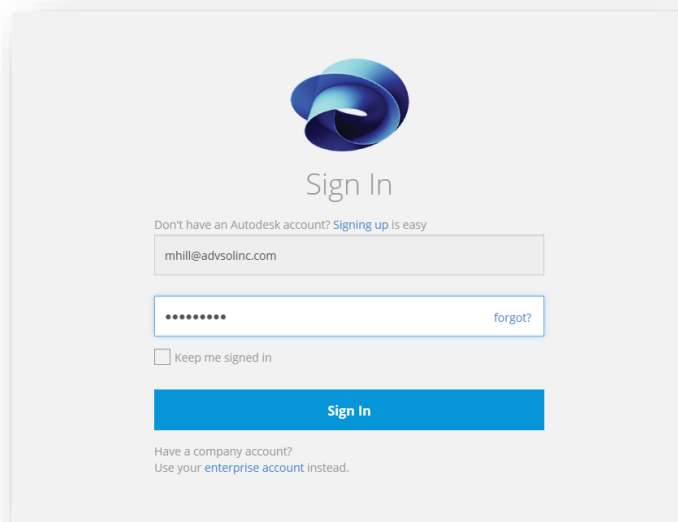
Didn't get the invitation email? Check in your spam folder or unblock notifications@autodesk360.com.

Once you click **Submit** you'll see this **Account Activation** page – go to your inbox and look for an email from Autodesk. If you don't see one within a couple of minutes click **Resend My Invitation.**



You'll get this email from Autodesk asking you to verify your email address.

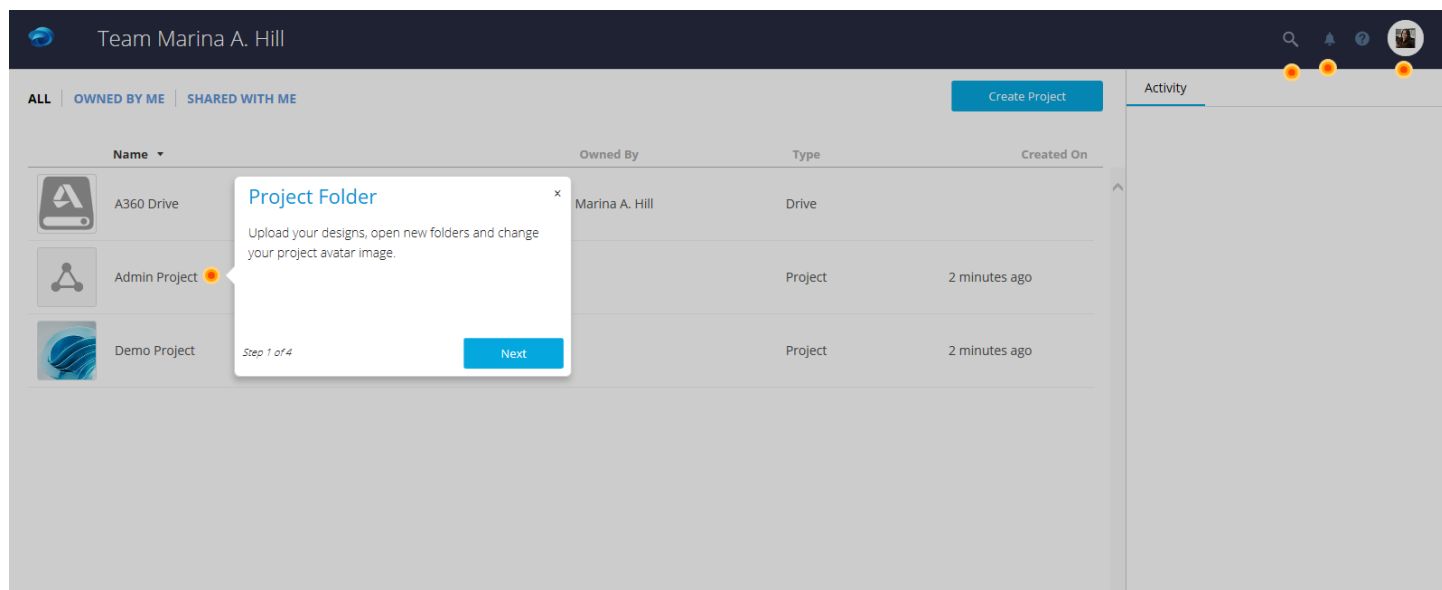
When you click on **Verify your email** and it will take you to the A360 Team sign-on page.

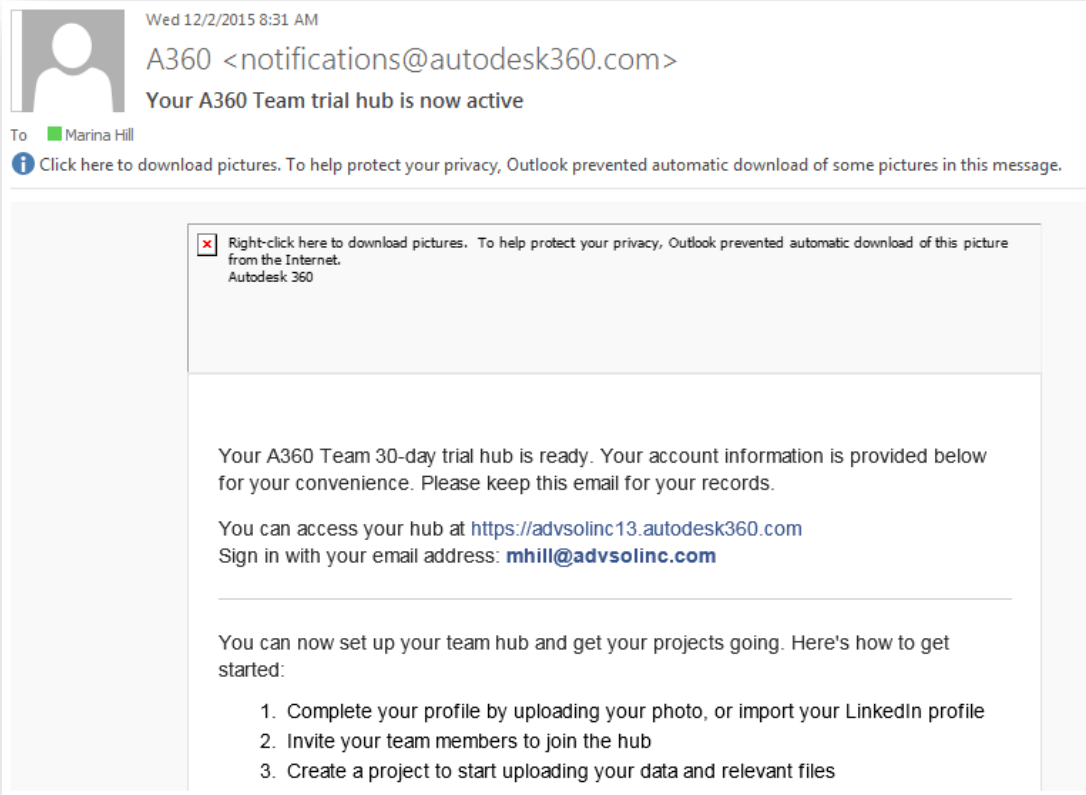


Sign in using your Autodesk Account Password and click **Sign In**.

You may see a pop-up message about browser compatibility, click **Continue to Autodesk** to access A360 Team.

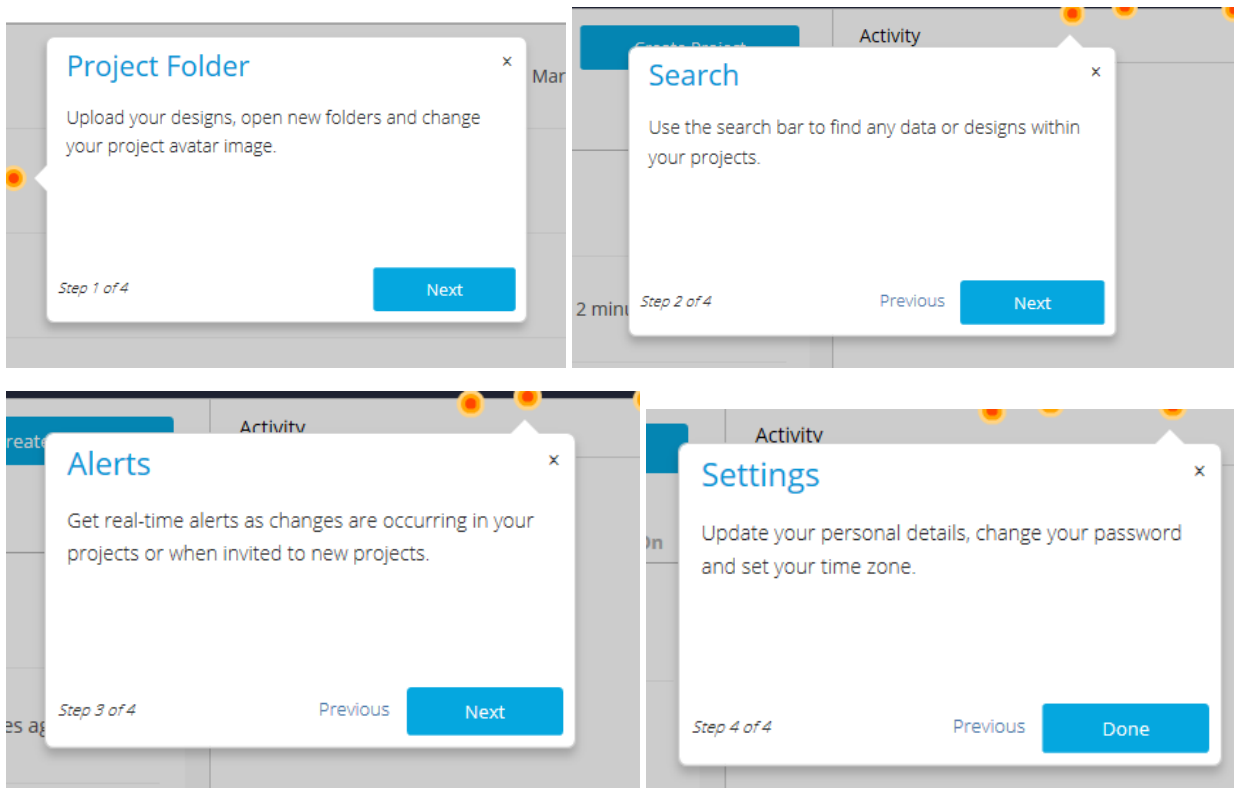
You should now be in your **A360 Team hub** – your hub IP address will be sent to you by Autodesk by email.

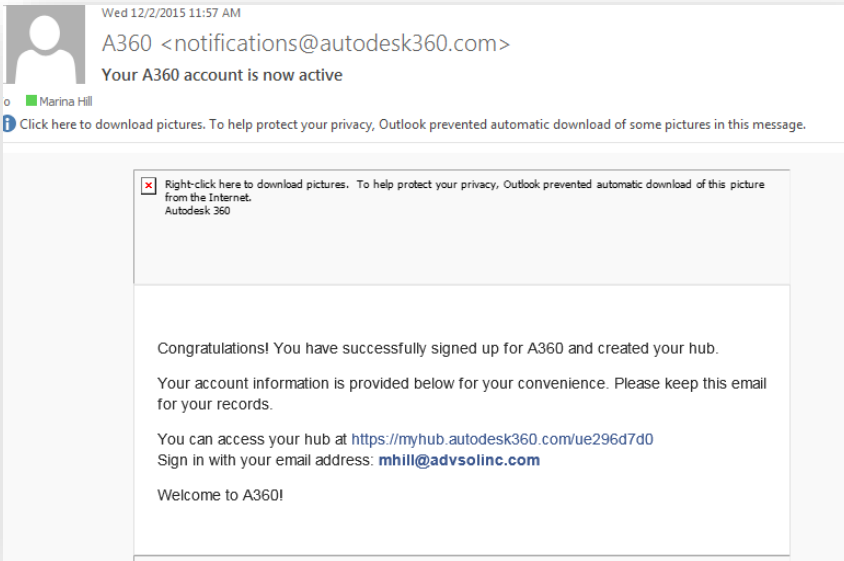




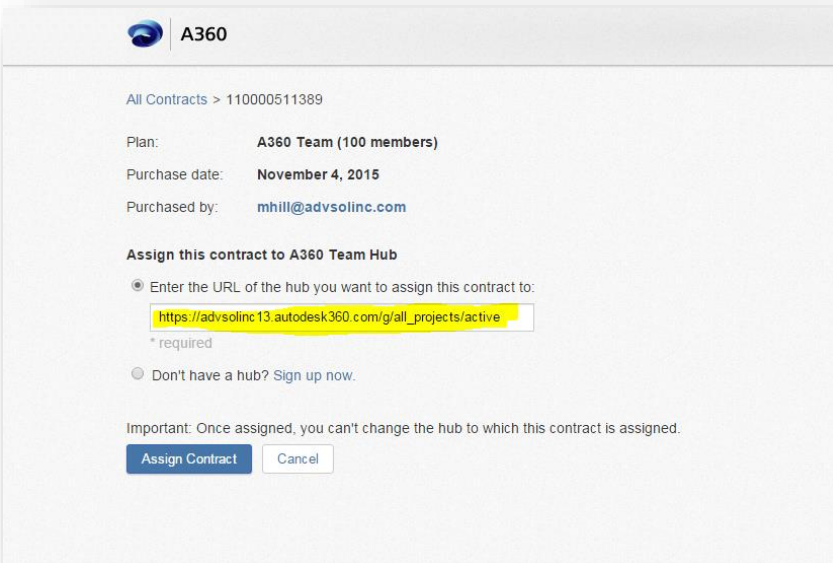
You'll get a 2<sup>nd</sup> email from Autodesk confirming your **A360 Team** account has been created asking you to complete your profile.

You can do this by following these (4) recommended steps to complete your **A360 Team** profile.



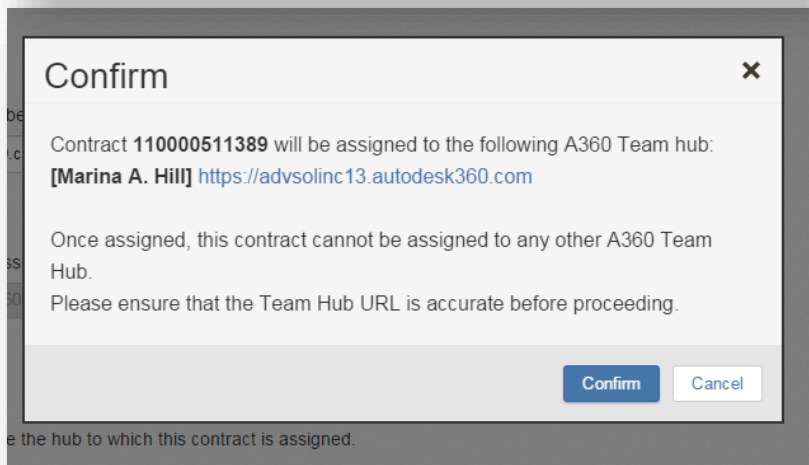
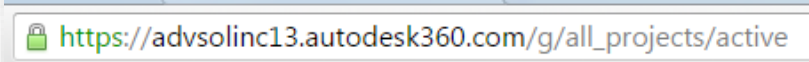


You'll get a 3<sup>rd</sup> email from Autodesk confirming your **A360 Team hub** has been set-up with your hub IP address.

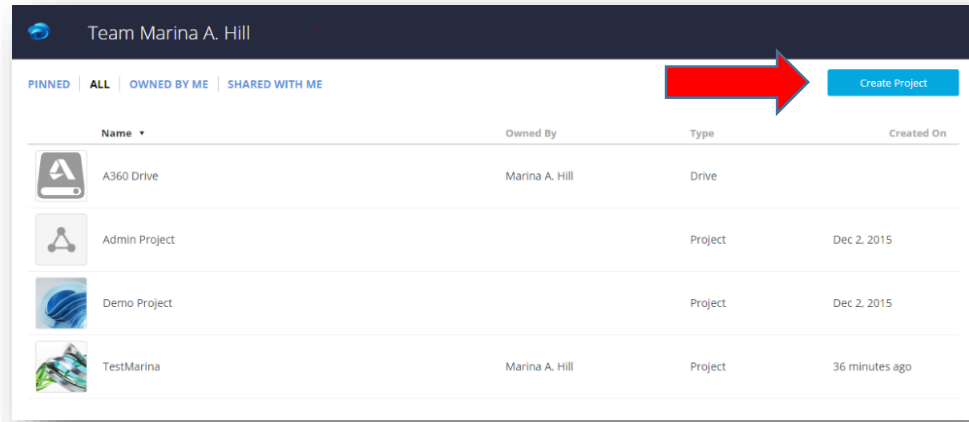


Once you get this email from Autodesk you now have to assign the contract to the A360 Team hub.

You do that by going back into Autodesk Account, clicking **Access Now** under **A360 Team** (under the Management tab) which will populate the same dialogue box as when you signed up for a hub. It will populate your hub IP address automatically and you click **Assign to Contract**. If it doesn't populate your hub IP address you can cut & paste it from you're a 360 Team page.



After you click **Assign to Contract** you'll get this pop-up window - click **Confirm** to assign the contract to the A360 Team hub.



You now need to create a project in A360 Team.

### Create Your New Project

**Project Name** (required) You have 60 characters left

**Project Purpose** (optional) You have 120 characters left

**Choose a Project Avatar** (required)

Upload Your Own

Cancel Create Project

You do that by clicking Create Project, creating a project name, including the project purpose, choosing an Avatar, and clicking Save.

Now you can start inviting users to your project.


***Everything till this point has been the administrative set-up that's needed for Autodesk Collaboration for Revit***

***Everything from this point is workstation set-up that has to be done on every station that runs Autodesk Collaboration for Revit***



## Installing Autodesk Collaboration for Revit *(this process has to be followed for each station running A360 Collaboration for Revit)*

Under **All** in the **Management Tab** in Autodesk Account you'll find the **Access Now** button under **A360 Collaboration for Revit**. When you click the blue arrow to the left of **Access Now** it takes you to the serial number/product key and under more details you'll find additional support links such as download and installation help. Clicking any of the highlighted areas will take you to more information.

✓  **A360 Collaboration for Revit**  
50 seats . Not for resale + Cloud Service Subscription  
[Access now](#)

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Subscription info      Not for resale + Cloud Service Subscription ⓘ  
**Auto-renews** Jan 31, 2016      [Subscription details](#)


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Description      A360 Collaboration for Autodesk® Revit® connects project teams so they can work better together on shared building information models.

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More details      [Help downloading](#)  
[Help installing](#)

Click **Access Now** ...

✓  **A360 Collaboration for Revit**  
Included with Subscription  
[Access now](#)

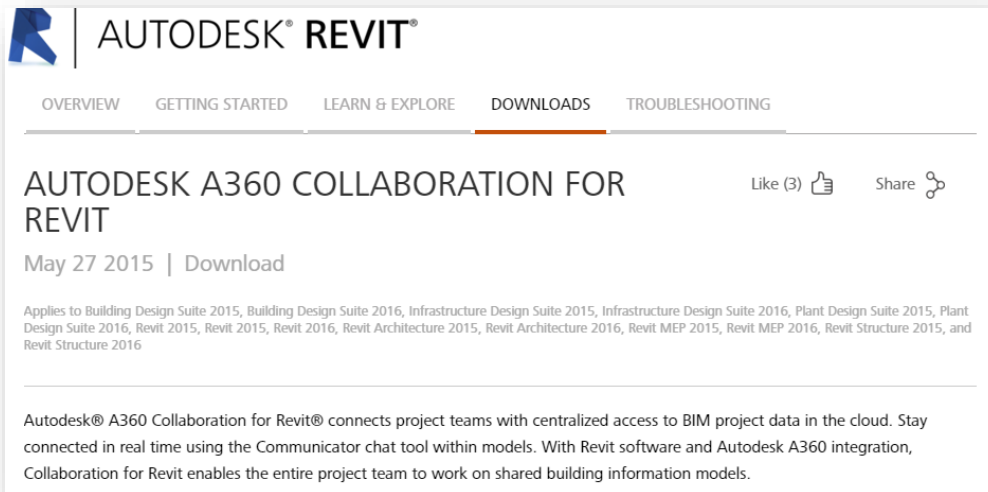
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Subscription info      You get access to this service as a benefit of the below subscription(s).  
**Subscription** # 110000511389

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Description      A360 Collaboration for Autodesk® Revit® connects project teams so they can work better together on shared building information models.

It will take you to this page with help and information – as below...



From this page you'll need to download a 2015 or 2016 plug-in according to the version of Revit you have...

[Autodesk® A360 Collaboration for Revit® 2015](#) – Applies to Building Design Suite 2015, Infrastructure Design Suite 2015, Plant Design Suite 2015, Revit 2015, Revit Architecture 2015, Revit MEP 2015, and Revit Structure 2015

[Autodesk® A360 Collaboration for Revit® 2016](#) - Applies to Building Design Suite 2016, Infrastructure Design Suite 2016, Plant Design Suite 2016, Revit 2016, Revit Architecture 2016, Revit MEP 2016, and Revit Structure 2016

***When you click on [Autodesk® A360 Collaboration for Revit® 2016](#) or [Autodesk® A360 Collaboration for Revit® 2015](#) it will take you to the .exe folder and installation instructions. Please print the Readme file before you start the download – it's an installation guide with known issues and possible fixes.***

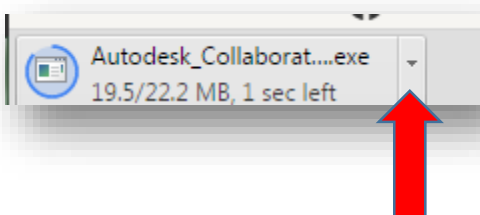
## Download



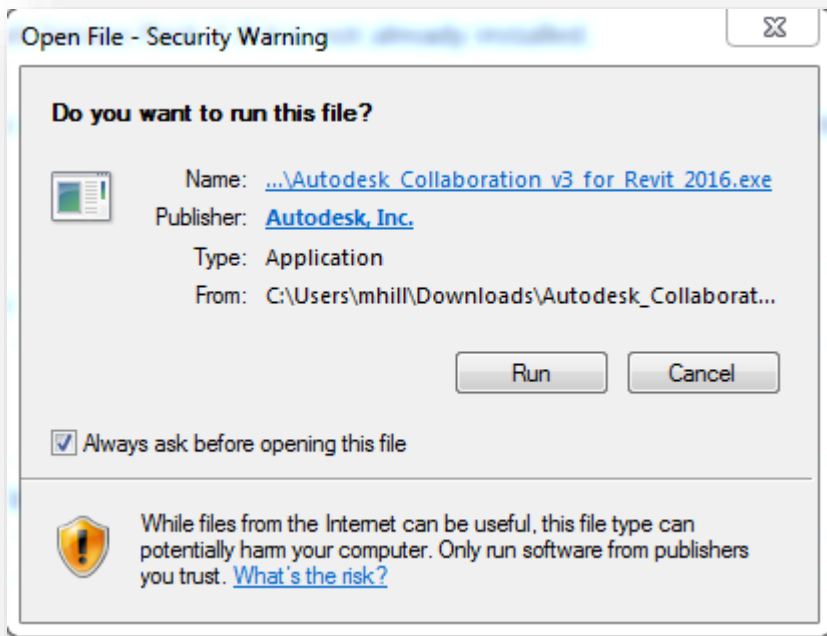
## Readme



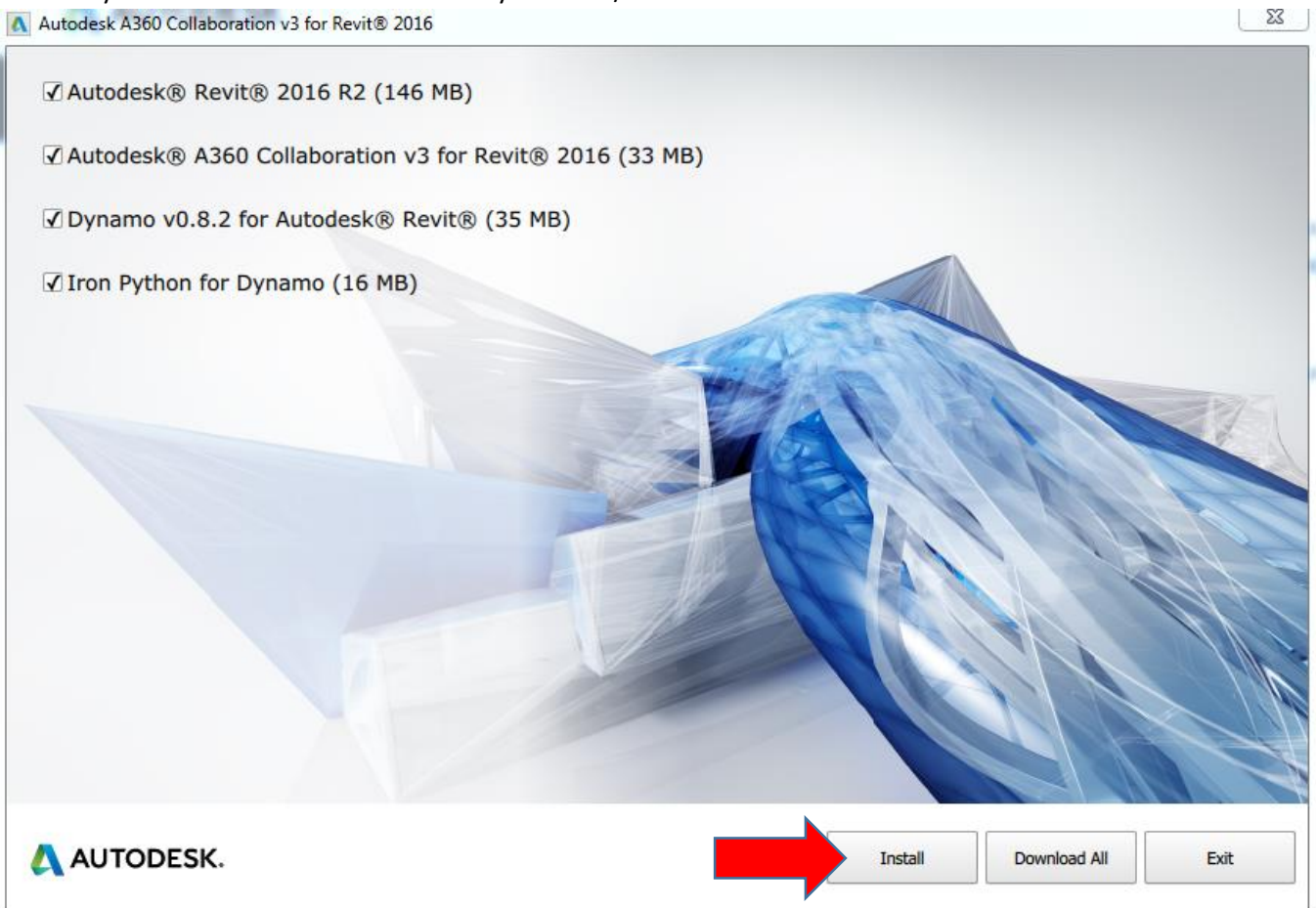
Once you click the [Autodesk\\_Collaboration\\_v3-for-Revit\\_2016.exe](#) link this is what you'll see bottom left on your screen...



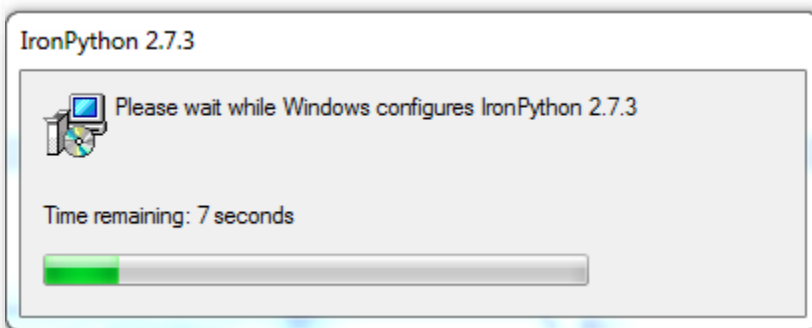
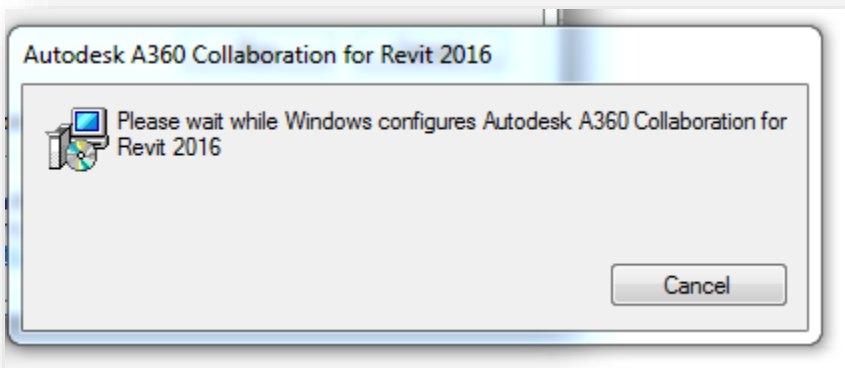
From here you click the small arrow to the right of the .exe box to launch the plug-in installer – this opens this dialogue box and you click **Run**...



After you click **Run** you'll get the dialogue box below - choose **Install (not download all)** to install the plug-ins that are necessary to run Collaboration for Revit in your 2015/2016 software – this installation will take about 30-40 minutes...



During the installation process you'll see the following pop-up windows – *don't do anything with these boxes. These are just notifications that the installation is proceeding correctly.*

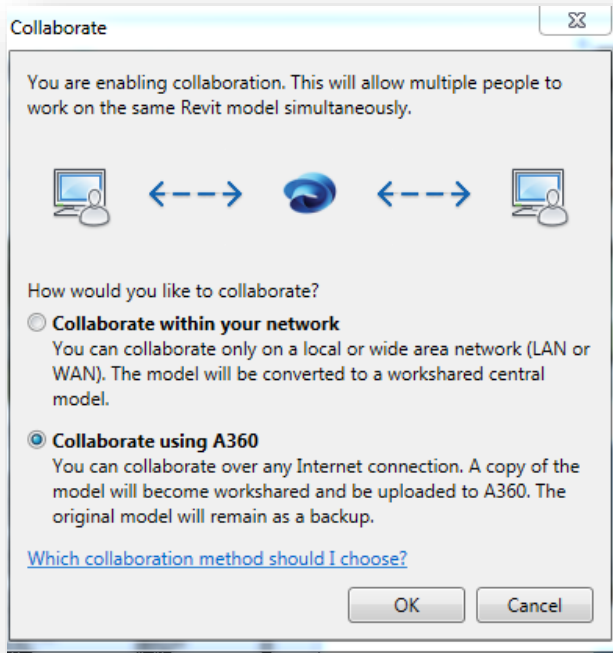
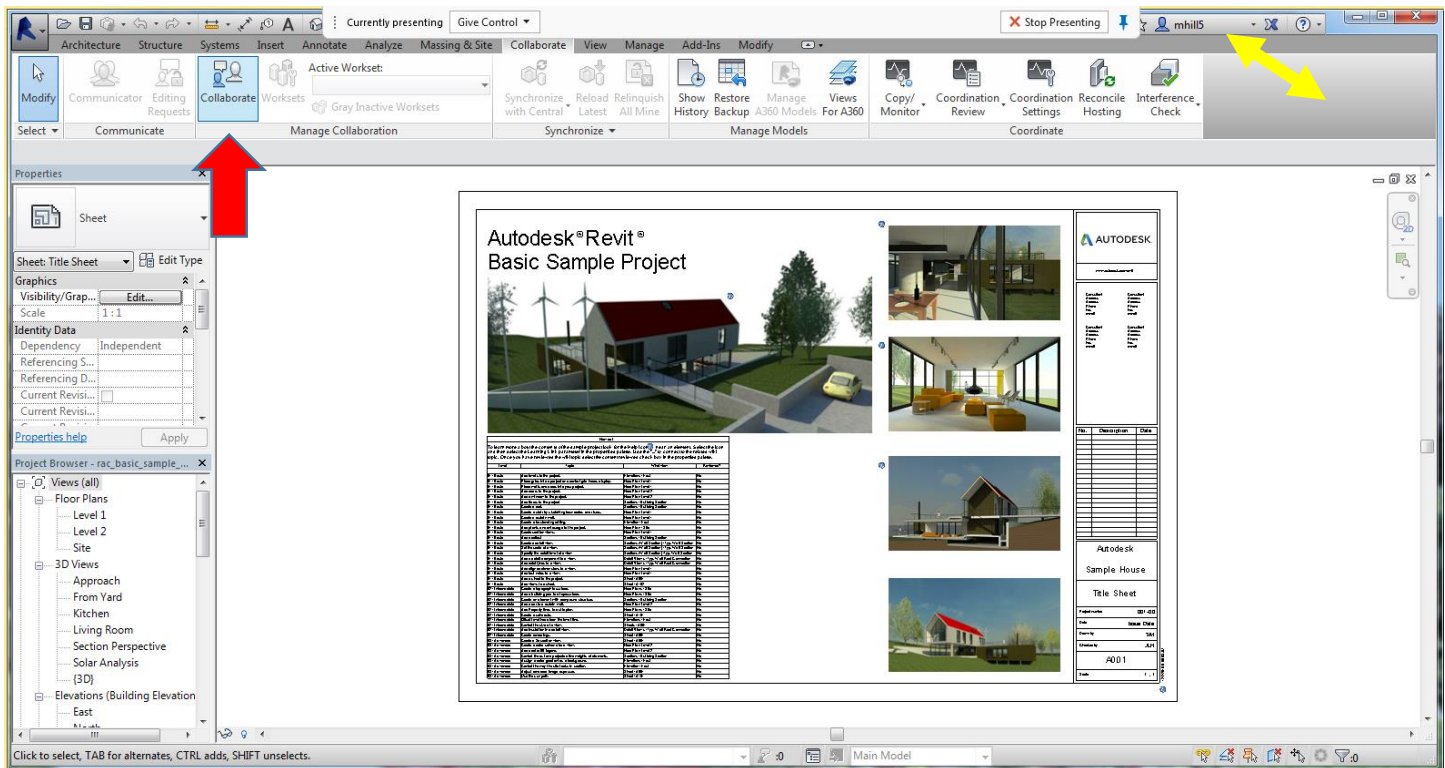


Once the installation is complete you'll see the following dialogue box – click **Exit**.



## How to Start Using Collaboration for Revit

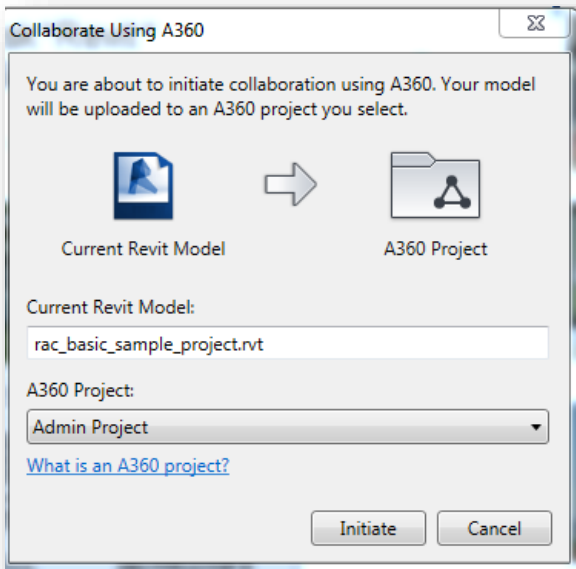
Launch your Revit 2015/2016 software, make sure to sign into A360 Team from the ribbon in your software (top right-yellow arrow), then open a file and click the **Collaborate** icon top left to initiate collaboration...



Then follow these prompts to complete the collaboration process – this connects your Autodesk software/file to Collaboration for Revit.

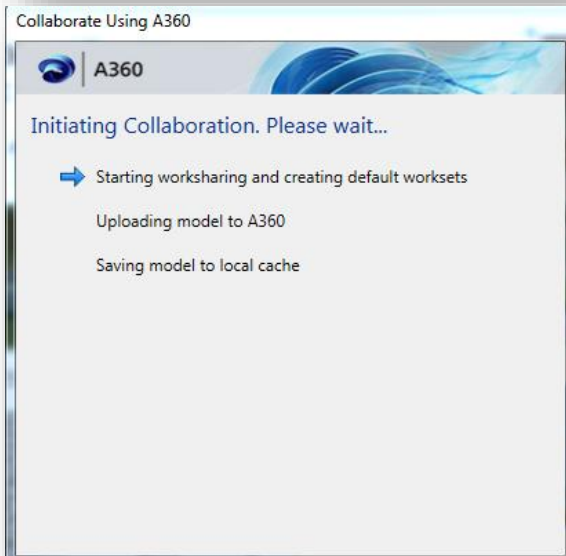
Choose **Collaborate using A360** and click OK



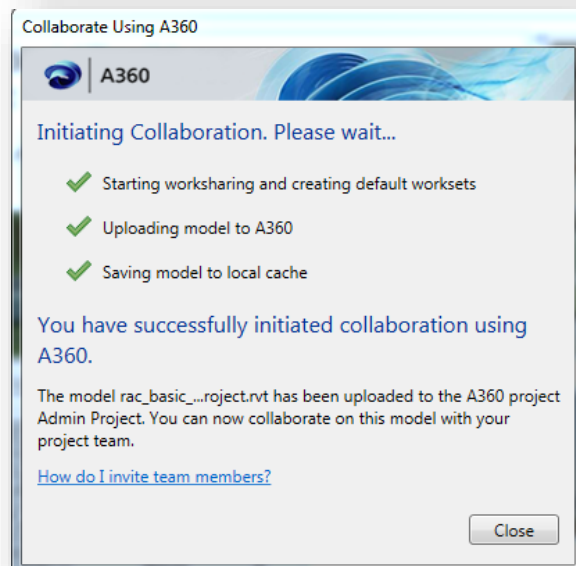


Because you're already in a Revit (.rvt) file it will default to that particular file/model.

Then you choose a previously created A360 project from the drop down menu and click **Initiate**.



Once you do that it will go through the initiation process.



After this process is complete you'll see this window – click **Close**.

Now you're set-up to start using Autodesk Collaboration for Revit.

