



**MONTANA**

Department of Transportation

September  
2022

BIM 360 User Guide

OVERVIEW

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## OVERVIEW

This process describes the steps involved for utilizing Autodesk BIM 360 as the working repository for design files.

## REFERENCES

### [BIM 360 Design File Naming - Naming Standards](https://www.mdt.mt.gov/other/webdata/External/ESDC/Library/ACC-Autodesk-Docs-Design-File-Naming-Standards.pdf)

<https://www.mdt.mt.gov/other/webdata/External/ESDC/Library/ACC-Autodesk-Docs-Design-File-Naming-Standards.pdf>

### [Introduction to Autodesk Desktop Connector](https://uscad.cadlearning.com/lesson/160324)

<https://uscad.cadlearning.com/lesson/160324>

### [Sharing Documents in Autodesk Docs \(BIM 360\)](https://uscad.cadlearning.com/lesson/158837)

<https://uscad.cadlearning.com/lesson/158837>

## NAMING STANDARDS

### NAMING OF DESIGN FILES

1. Design files saved in ACC - Autodesk Docs (BIM 360) are required to follow the naming conventions established for PCMS. This is to ensure successful transfer of design files to PCMS at project closeout. Please refer to the following link for details on the naming standard:

### [BIM 360 Design File Naming – Naming Standards](https://www.mdt.mt.gov/other/webdata/External/ESDC/Library/ACC-Autodesk-Docs-Design-File-Naming-Standards.pdf)

1041000rdmap001.dwg

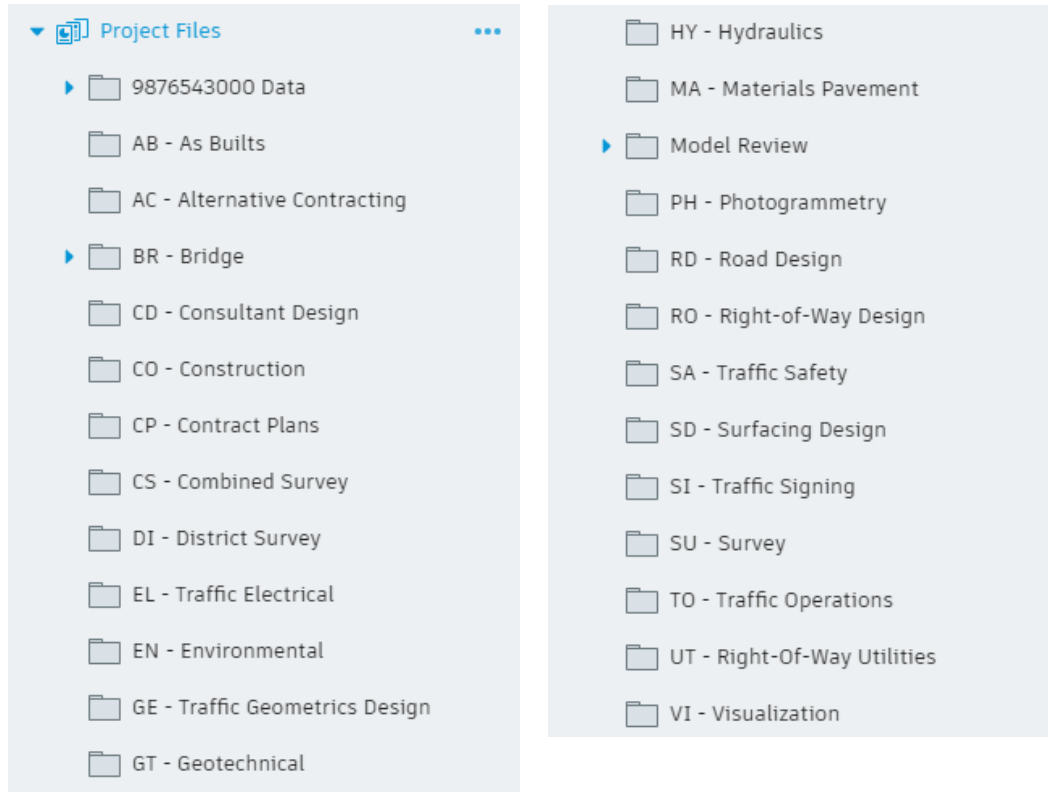
Project Directory	Folder	Document Class	Series No.	Document Type
↓	↓	↓	↓	↓
1041000	rd	map	001	.dwg

**\*\*Note:** PCMS Phase 2 is currently under development and will include an enhancement to increase the flexibility of the naming standard.

## FOLDER ACCESS

### PROJECT FOLDER STRUCTURE AND ACCESS

1. ACC - Autodesk Docs (BIM 360) project folder structure follows the design file folder names in PCMS.



2. Folder access to Upload and Edit is given at the folder level to the role(s) that need it. Other roles will have View and Download only access. For example, the District Automation Specialist and Survey roles have View/Download/Upload/Edit access to the CS – Combined Survey folder, but all other roles have View/Download.

## Permissions - CS - Combined Surv...

Users: 4 Companies: 0 Roles: 18

[Add](#)

Name	Permission Level	Type	
▶ District Automation Sp...	View+Download+Upload+Edit	Role	<a href="#">Reset</a>
▶ Electrical	View+Download	Role	Inher... ⓘ
▶ Environmental	View+Download	Role	Inher... ⓘ
▶ Geometrics Design	View+Download	Role	Inher... ⓘ
▶ Geotech	View+Download	Role	Inher... ⓘ
▶ Hydraulics	View+Download	Role	Inher... ⓘ
▶ Materials - Pavement	View+Download	Role	Inher... ⓘ
▶ Photogrammetry	View+Download	Role	Inher... ⓘ
▶ Reviewer	View+Download	Role	Inher... ⓘ
▶ Road	View+Download	Role	Inher... ⓘ
▶ ROW	View+Download	Role	Inher... ⓘ
▶ ROW Utilities	View+Download	Role	Inher... ⓘ
▶ Signing-Pvt Marking	View+Download	Role	Inher... ⓘ
▶ Survey	View+Download+Upload+Edit	Role	<a href="#">Reset</a>
▶ Traffic Operations	View+Download	Role	Inher... ⓘ

3. Users are assigned one or more roles based on their functional area. These roles provide the needed folder access.

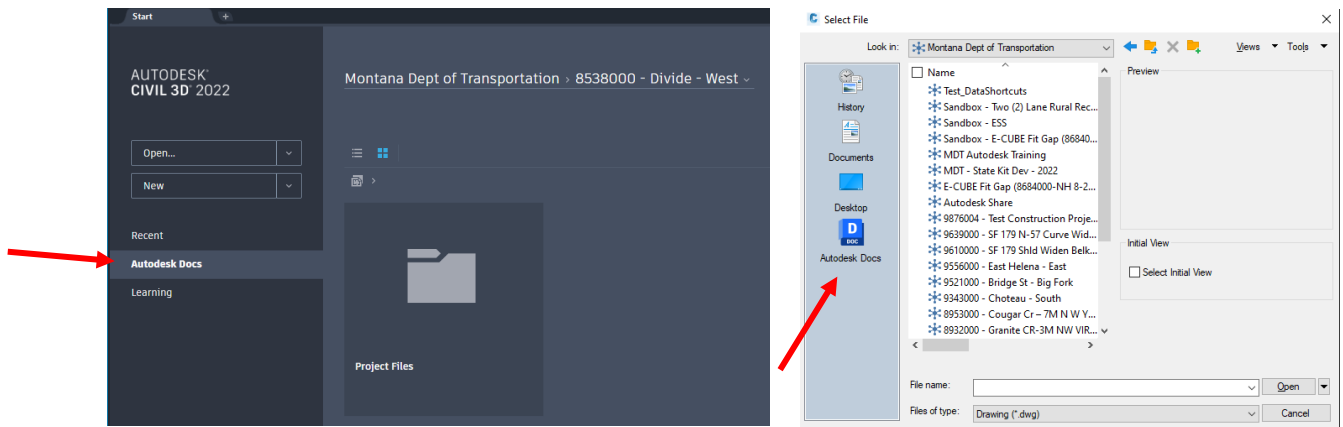
Name	Status	Email	Company	Role
MA Matt Abrahamson	Active	maabrahamson@mt.gov	Montana Dept of Transportation	Survey

- 4. When the project is created in ACC - Autodesk Docs (BIM 360), the Design Project Manager will be notified and will add the appropriate members and roles to the project.
- 5. When added to the project, Project Members will receive an email notification from Autodesk BIM 360.

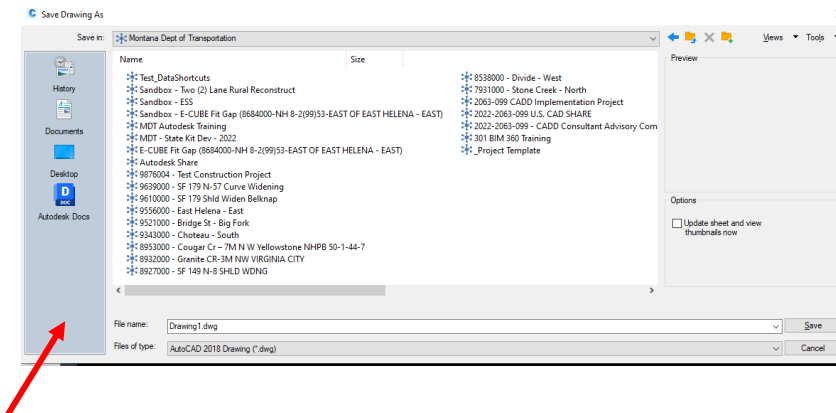
# INTEGRATION WITH CIVIL 3D

## SAVING DESIGN FILES FROM CIVIL 3D TO AUTODESK DOCS

1. Opening and saving files within Civil 3D to ACC – Autodesk Docs (BIM 360) is managed through the Autodesk Desktop Connector. This program is installed on all design staff computers.
2. Design files can be opened and saved in Autodesk Docs in several ways
  - a. To open a design file, select Autodesk Docs from the Start tab in Civil 3D or use Open Drawing > Select File



- b. To save a design file, use Save As Drawing



3. For more detailed information on the Autodesk Desktop Connector and sharing files with Autodesk Docs (BIM 360), you can watch the following short videos on the U.S. CADLearning website.  
**\*\*You will need to login with your CADLearning username and password**

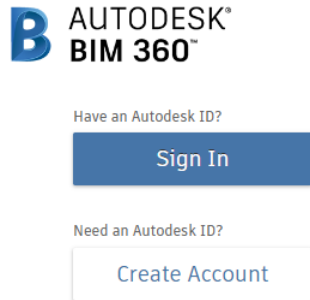
[Introduction to Autodesk Desktop Connector](#)

[Sharing Documents in Autodesk Docs \(BIM 360\)](#)

## LOGIN AND PROJECT ACCESS

### LOGIN TO ACC AUTODESK DOCS (BIM 360)

1. From your Internet browser, navigate to <https://admin.b360.autodesk.com/login>
  - a. Click Sign In



**B** AUTODESK®  
**BIM 360™**

Have an Autodesk ID?

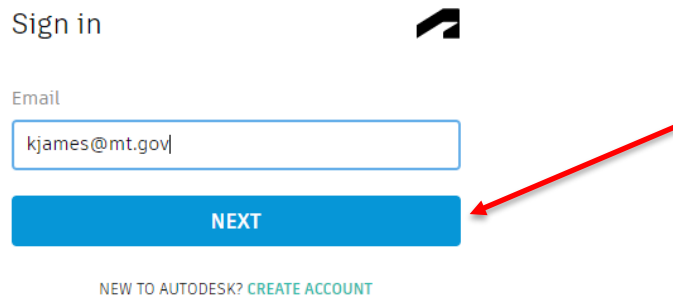
**Sign In**


Need an Autodesk ID?

Create Account

A red arrow points to the 'Sign In' button.

- b. Enter your email address and click NEXT



Sign in 

Email

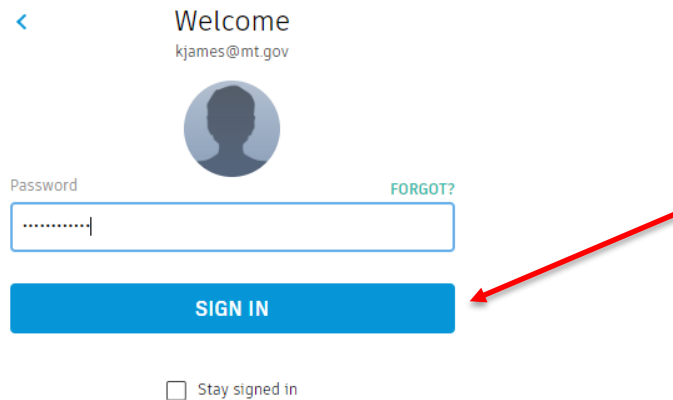
kjames@mt.gov

**NEXT**


NEW TO AUTODESK? [CREATE ACCOUNT](#)

A red arrow points to the 'NEXT' button.

- c. Enter your password and click SIGN IN



< Welcome  
kjames@mt.gov



Password [FORGOT?](#)

.....

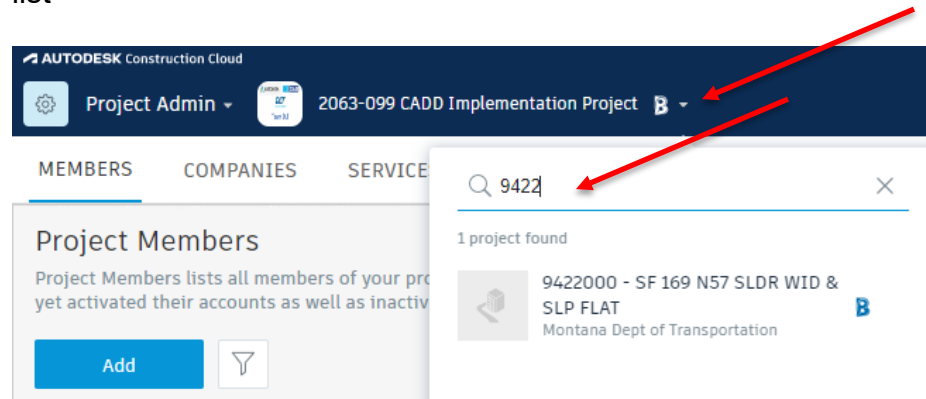
**SIGN IN**

Stay signed in

A red arrow points to the 'SIGN IN' button.

## SEARCH AND OPEN A PROJECT

1. From the Project List dropdown menu, search for your project
  - a. Click the drop down arrow and enter the UPN or project name to filter the list



- b. Click on the project to select it