AUTODESK DOCS TRAINING

<u>Objectives</u>

The main objective of this course to teach trainee the commands and tools necessary in managing cloud-based documentations and common-data environment. After completing this course trainee will be able to:

- ✓ To understand the fundamental concept of Autodesk Docs software user interface
- ✓ To display ability as centralized document management solution
- ✓ To demonstrate right approach in using Autodesk Docs to aid regular work operation

Chapter	Topic	Duration	Time
	Training Programme Day 1		
Chapter 1	**Introduction of Docs** • Introduction of Docs	0.5-Hour	9.00 AM - 9.30 AM
Chapter 2	**Workflow for Docs** • Upload models and Documents • Publish Documents • Preview Models and Documents • Compare Document Versions • Markup Documents • Create Issues	1.5-Hours	9.30 AM – 11.00 AM
Chapter 3	**User Interface** • Module Selector • Plans • Project Selection • Navigation • Document Search • Publish Logs • Files	1.5-Hours	11.00 AM – 12.30 PM
Chapter 4	**Folders and Sub folders** • Create Folders and Sub-folders	0.5-Hour	12.30 PM – 1.00 PM
Chapter 5	**Documents** • Upload Models and Documents	0.5-Hour	2.00 PM – 2.30 PM
Chapter 6	**Navigate Models** • Viewer Toolbar	0.5-Hour	2.30 PM – 3.00 PM
Chapter 7	**Design Compare** • 3D Models • 2D CAD • PDF	0.5-Hour	3.00 PM – 3.30 PM
Chapter 8	**Mark Ups** • Create • Publish	0.5-Hour	3.30 PM – 4.00 PM
Chapter 9	**Issues** • Create • Assign • Publish • Answer • Closed	1.0-Hour	4.00 PM – 5.00 PM