SKANSKA

Autodesk BIM 360 Field manual for subcontractors

The manual instructions are also available in video format. Follow the link below:

https://www.youtube.com/watch?v=RbbJFBT8ce0

1. Installation of BIMB60 to the iPad at the site

- Make sure your iPad is connected to the Internet.
- Search and install from **App-Store** the application **"BIM 360 Field"**.
- Open the BIM 360 Field software. Sign in with your Autodesk account
  - If you have no account yet, you can create the account when starting the software **("Forgot your Password?" "Sign In" - "Create Account").**
- When signing in for the first time, the application will install the necessary information to your iPad and search for all of your BIM 360 Field projects. It can take some time.
- After completing the installation, tap the **"Sync"** button at the right bottom corner; after that the list of the sites is displayed in a new window. You can download these by tapping on the blue **"Sync"** button; after that, all of your **project** information will be available.

2. Solving a problem

- The contractor or your supervisor marks up the problems right after detecting these at the site. Only the problems connected with you or your company shall be displayed to you.
- You will receive reports of problems either on paper or via email to your iPad, showing the location and a brief description of the problem and, if available, the picture.
- The status of the problem can be changed to **"Completed"** or to **"Ready to inspect"**.
- The person who has registered the problem, will be notified of the work and will be able to check the work. After the work has been approved, the inspector "closes" the problem; otherwise they will reopen the problem, in which case the work must be started again.

3. How to create the reports:

- The subcontractors who have no iPads can view the problems using the browser version or reports in the pdf-format can be printed for them using the instructions listed below.
- Reports can only be drafted with the browser version (computer).
- You will receive an email invitation from the project owner to the BIM 360 website. Click on the link and sign in using your Autodesk account. You do not have to install anything to your computer.

- In the web browser, go to **"Reports"** part (the last one) in the left vertical bar on the display.
- A list is displayed, click on **"Issues"** tab (default).
- Thereafter click on the **"List"** button, displaying the report form.
- Set the required filters.
- o By subcontractors: **"Group By" - "Company (with location details)".**
- o Location on the layout drawing shall be displayed from **"Pushpins".**
- Thereafter choose **"Run report"**, after which the report in the pdf-format shall be displayed and you can save it to your computer. A copy of the report will automatically be sent to your email.
- To receive all of the information and the attachments (pictures, drawings) of the problem, choose from the bottom of the filter settings **"Show Attachments"**, thereafter choose from the drop-down menu **"After each item"**.

Instructions for creating the report from the video starting from 1 m 54 s: https://www.youtube.com/watch?v=ZGPtYAqSYRE

Questions? *Antti Talo*, 040 9616001, antti.talo@skanska.fi