

BIM 360 set-up

Each ICT Tracker user will need to have an Autodesk login to access BIM 360 and use the ICT Tracker app

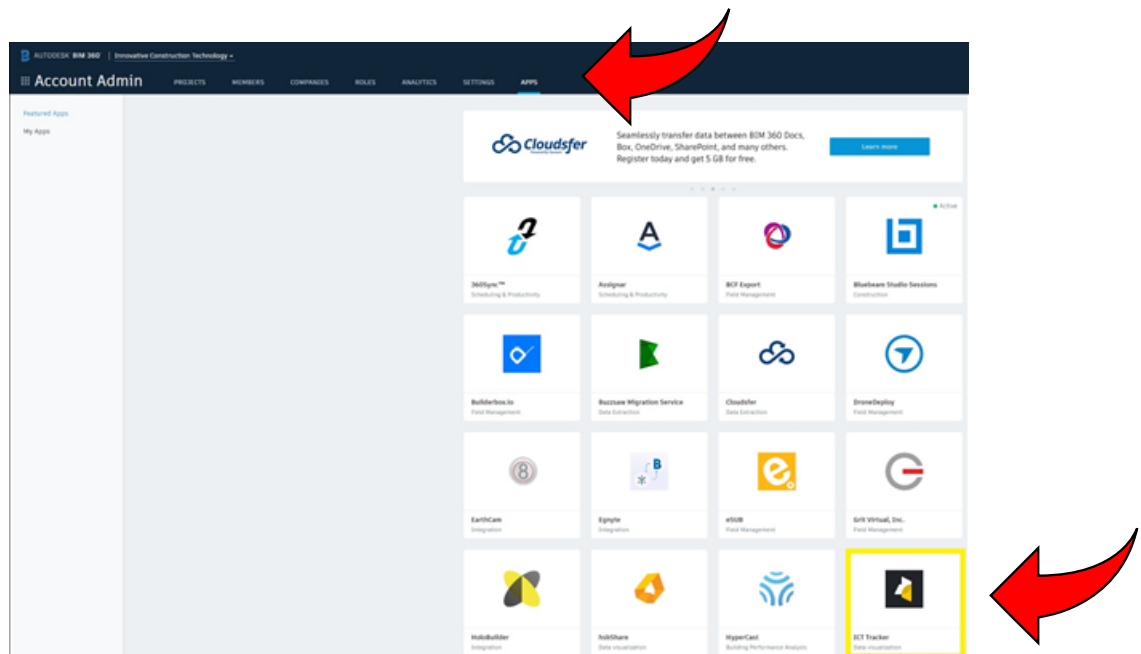
If a user does not have an account, use this link to have them sign up
<https://accounts.autodesk.com/register>

The first item that needs to be done before using the ICT Tracker app with BIM 360, the BIM 360 DOCs ICT Tracker app needs to be loaded for the iPad app to have access to the NWD files within BIM 360 DOCs.

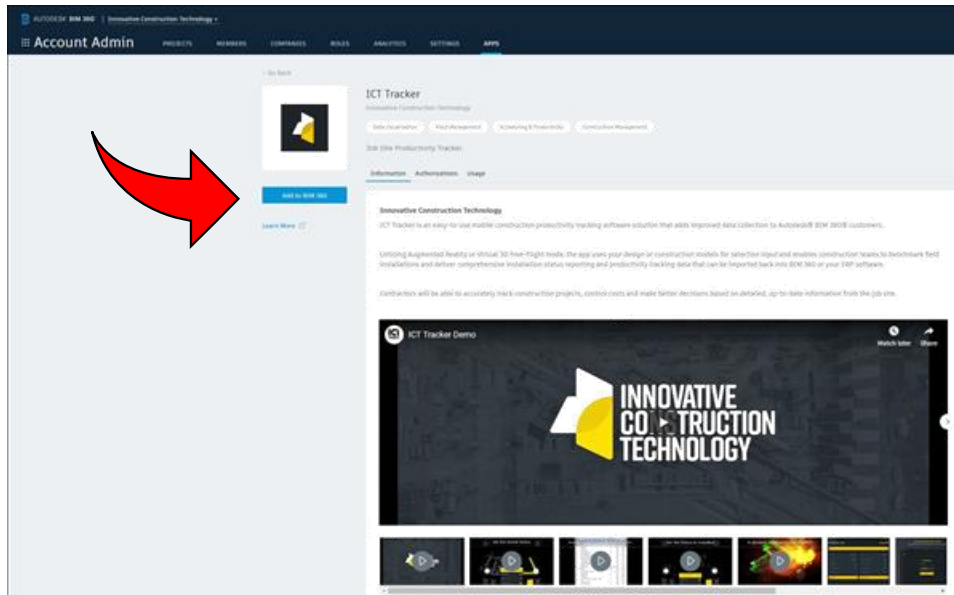
A company BIM 360 account admin will need to log in as an admin user on BIM 360.

You can access this interface at <https://admin.b360.autodesk.com/> or within BIM 360 “Account Admin” option

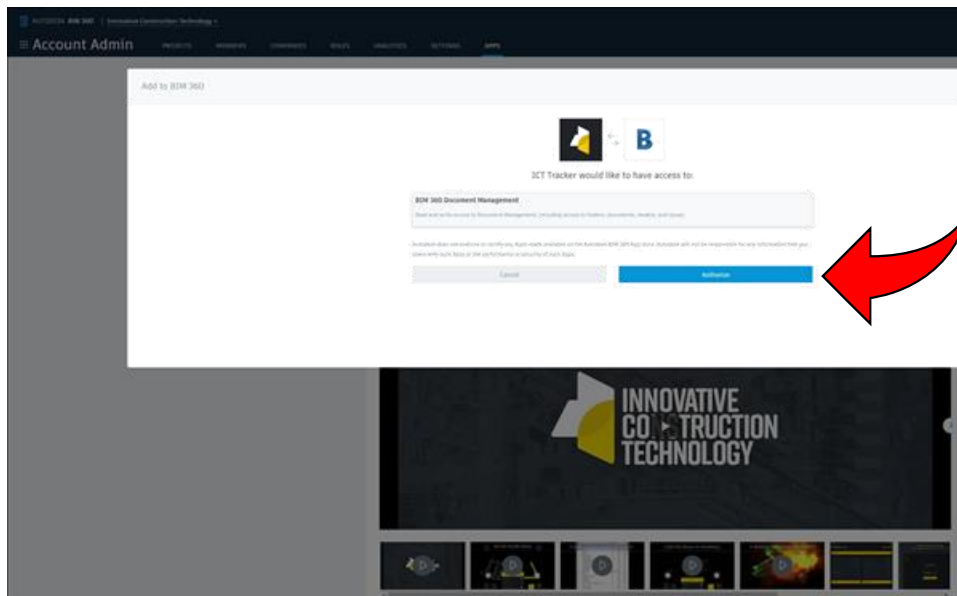
- ➔ Navigate to the “APPS” tab on the ribbon see the “Featured Apps” section.
- ➔ Look for “ICT Tracker” in the app selection list and click on the ICT Tracker App icon.



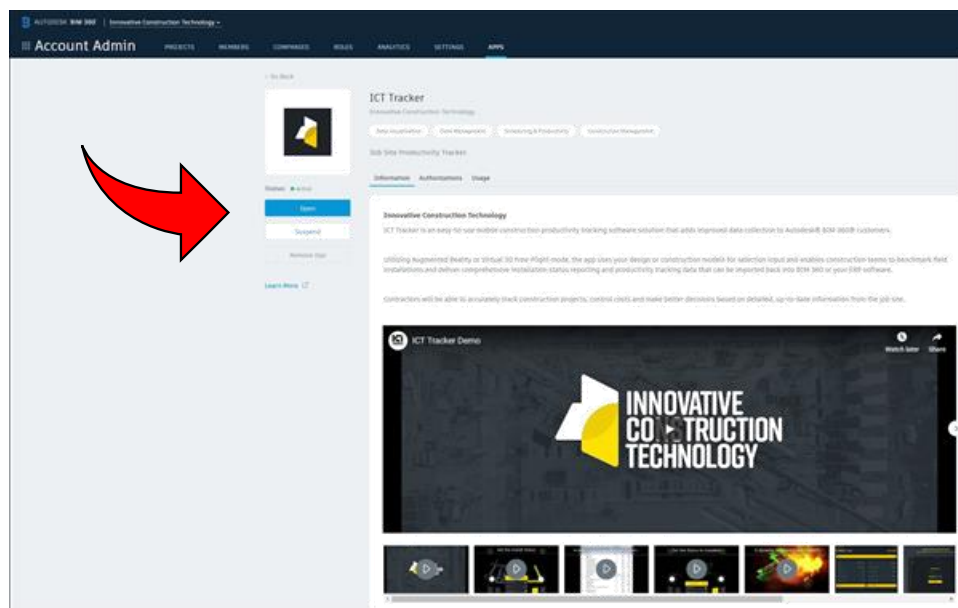
➔ Select the blue “Add to BIM 360” button under the ICT Tracker logo to start the install.



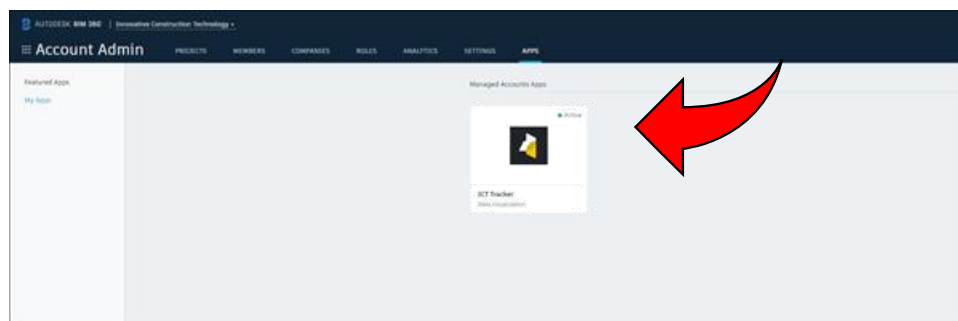
➔ On the Add to BIM 360 dialogue box, select the blue “authorize” button to continue load



This will bring you back to the ICT Tracker app screen and if the install went correctly, you will see the status under the ICT Tracker logo now shows “Active”.



- ➔ If you selected the “Apps” from the ribbon, go back to the “Featured Apps” screen.
- ➔ You can now select the “My Apps” option on the left to see the apps installed. You will see the ICT Tracker app in the list and the radio button on the top right will be green and the status will be “Active”



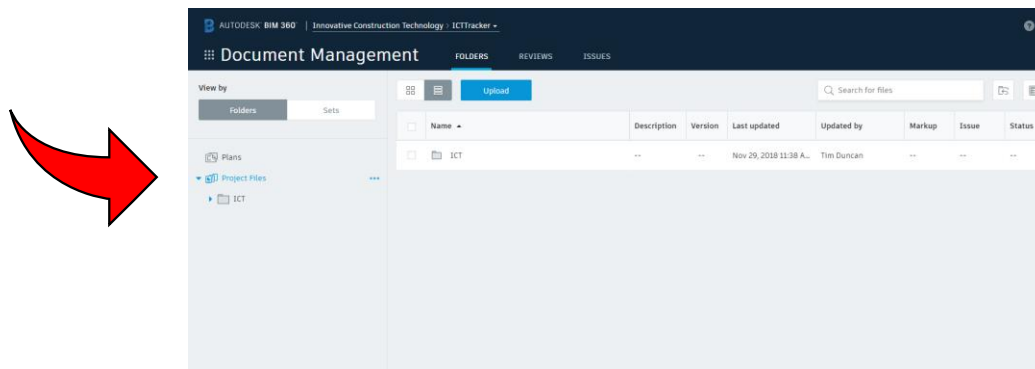
Uploading models to BIM 360 DOCs

Upon completion of the file preparation, all conditioned NWD models and Extended Status CSV files must be uploaded to BIM 360 DOCs

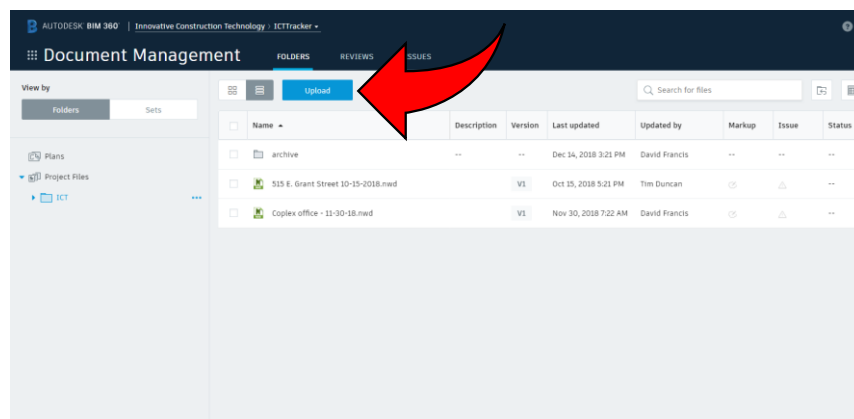
To upload model(s) to BIM 360 DOCs, you will need access to a new or existing project within the BIM 360 Docs Account from your Account of Project Admin.

The ICT Tracker NWD/CSV files must be located under the Project Files section within BIM 360 DOCs, under a folder named “ICT”.

If this folder does not exist, the Account or Project Admin needs to create the “ICT” folder for you.



➔ Use the “Upload” feature to load the user prepared NWD/CSV files in the ICT folder. Remember that files without the AR markers cannot be used with the app.



Once the project NWD/CSV files are loaded in BIM 360 DOCs, the files are ready to use the app.