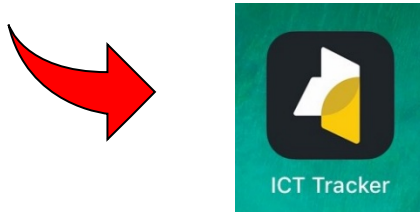


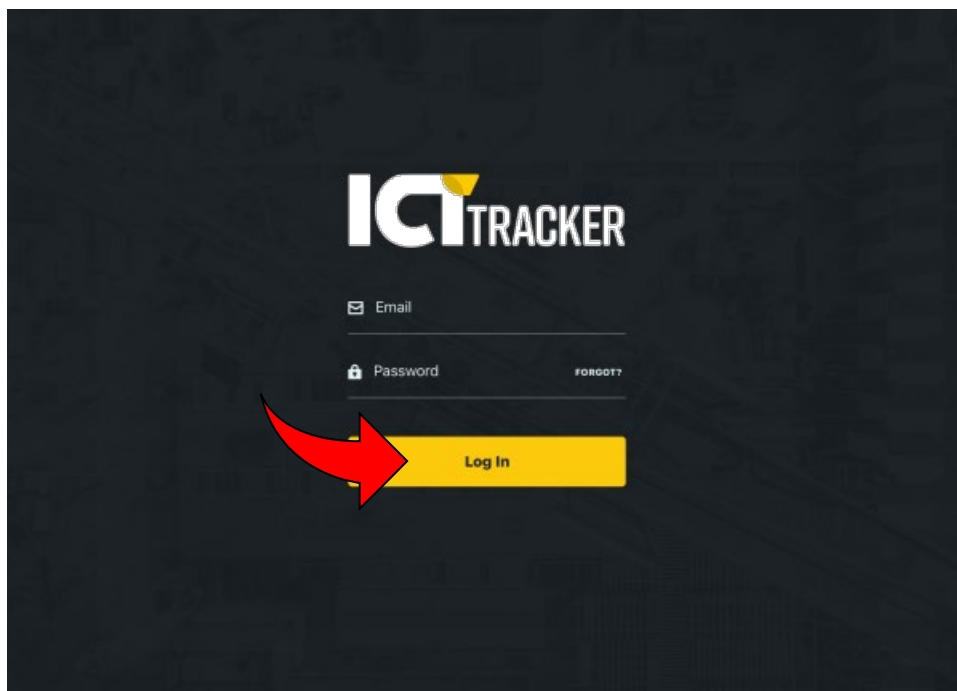
Starting the ICT Tracker App and Uploading Models

Once the app is downloaded to the iPad, tap on the ICT Tracker Icon to open the app.



When the app opens, it will take you to the login screen.

- Enter the ICT Tracker provided email address and password.
- Tap on the “Log In” button to enter the app.



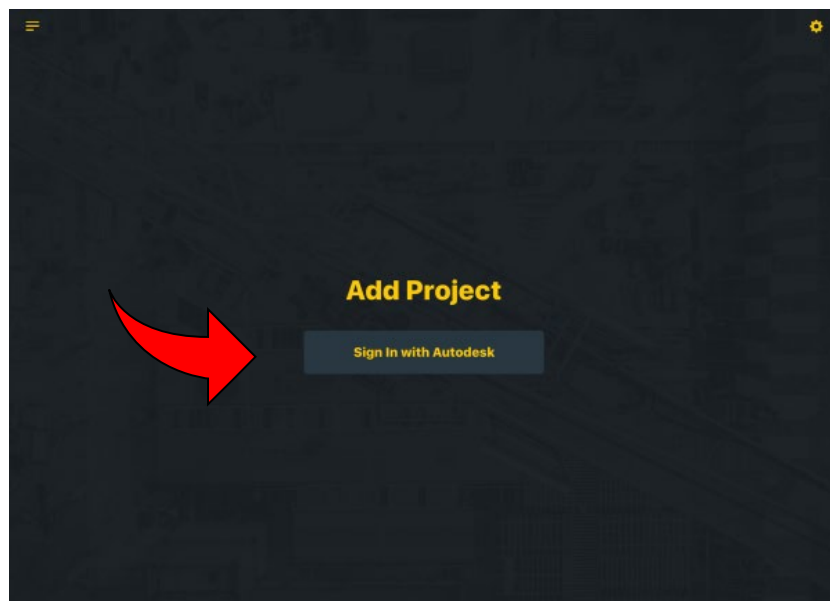
Add Project

The first time the app is used, you will be directed to the “Add Project” Screen.

To add a project:

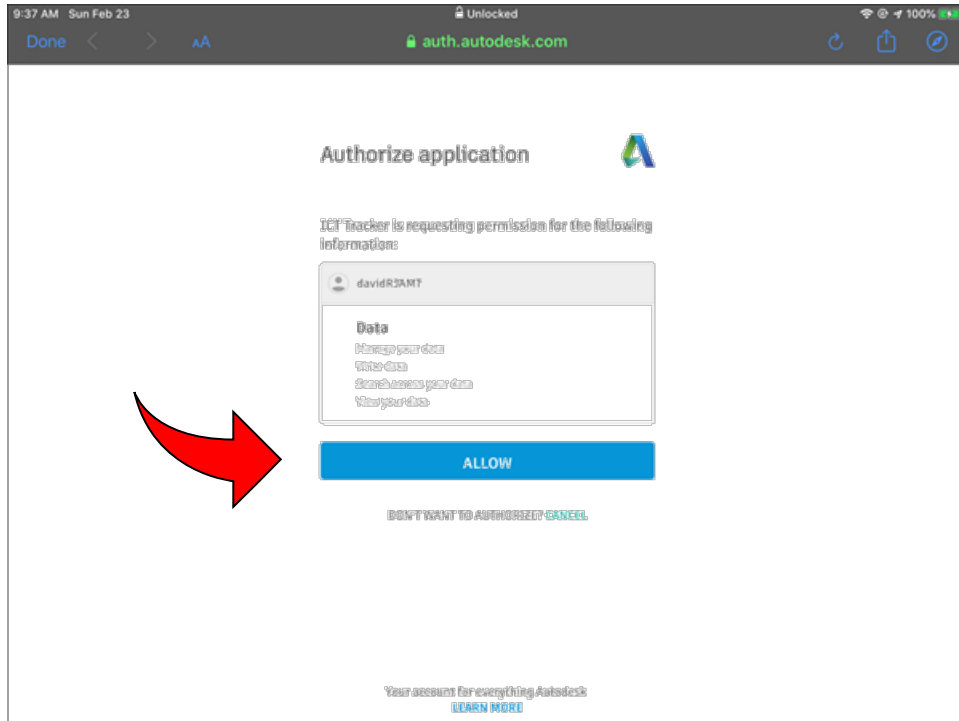
- ➔ Tap the “Sign in with Autodesk” button to open the BIM 360 account and add a new Project to the app.

Note: You need to have created an Autodesk Account to be added to BIM 360 DOCs. Use the same credentials to “Sign In with Autodesk” in the app.



After entering your credentials a screen will display asking you to allow ICT Tracker to have access to the data on the BIM 360 DOCs site

➔ Select the “Allow” button



After a project has been loaded, you will see a new option to load a project file.

➔ Select “Create New Project” button text on the top right of the “Project Files” screen to open the “Add Project” screen.

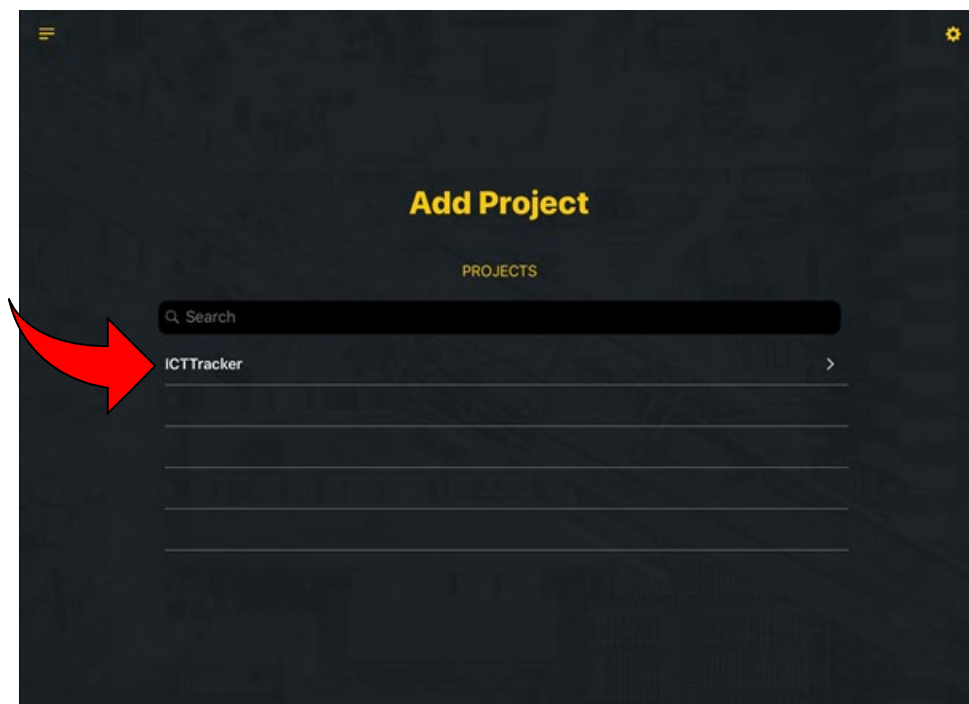


Add Project

The “Add Project Projects” screen will open and list all the projects that you have access to on the BIM 360 DOCs site in the folder named “ICT” under the Project Files section.

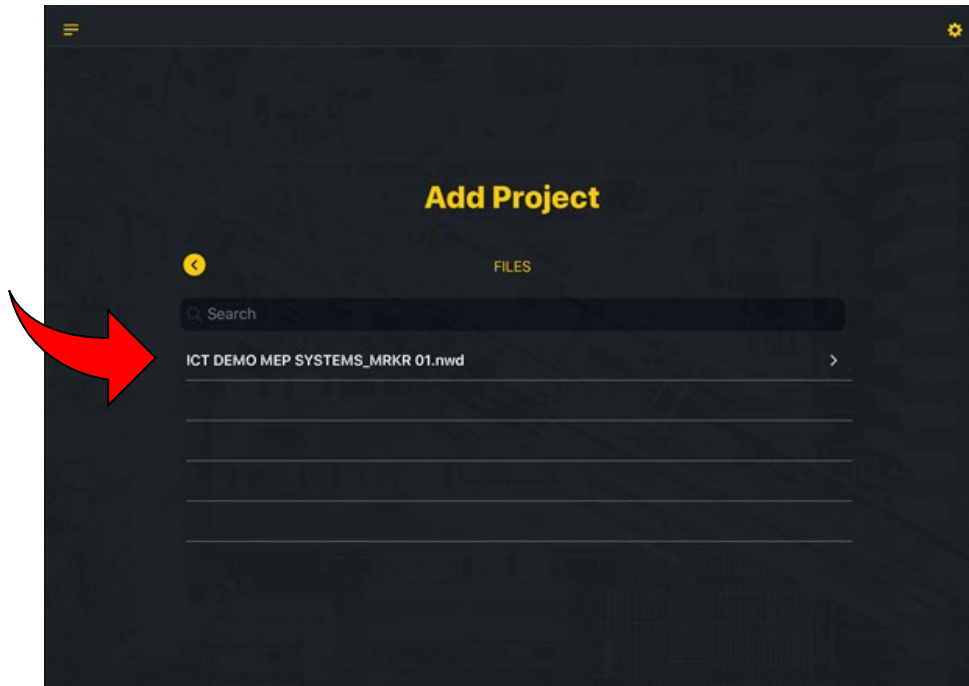
→ Tap the project you want to select files from.

Note: You will only see projects you have permission to access in BIM 360 DOCs.



The “Add Project: Files” screen will open and list all the NWD files that are available in the BIM 360 DOCs project folder.

➔ Tap the file you want to upload to the ICT Tracker app.



The “Add Project: Naming” screen will open and show the file that you selected to be uploaded.

➔ You will now fill in three fields that are used for tracking in the app and reporting.

The following are the required fields:

1. Project Number: company project number
2. Level: project level as identified on the project
3. Project Name: added information about the project file

Note: Recommended project naming example: **TT-AA-MRKR 00-00**.

- A. TT: Two-character trade or element type identification.
 - a. When dealing with multiple trades you might consider this option, or characters for different model elements based on the breakout tracking strategy.
- B. AA: Area or zone the model is broken into.
- C. MRKR-00-00: If AR Marker(s) are associated with the model (optional).

To fill the fields:

- ➔ Tap to the right of the field name on the screen, a keypad will come up from the bottom of the screen.
- ➔ Enter the required information related to the project NWD file. Do this for all three fields.
- ➔ When these three pieces of information are entered, select the “Continue” button

9:38 AM Sun Feb 23 100%

Add Project

ICT DEMO MEP SYSTEMS_MRKR 01.nwd

Project #

Level

Name

Continue

Project Status Setup

The “Project Status Setup” screen will open to give you the option to add an Extended Status and/or Cost Code or add a Procore Cost Code to the file.

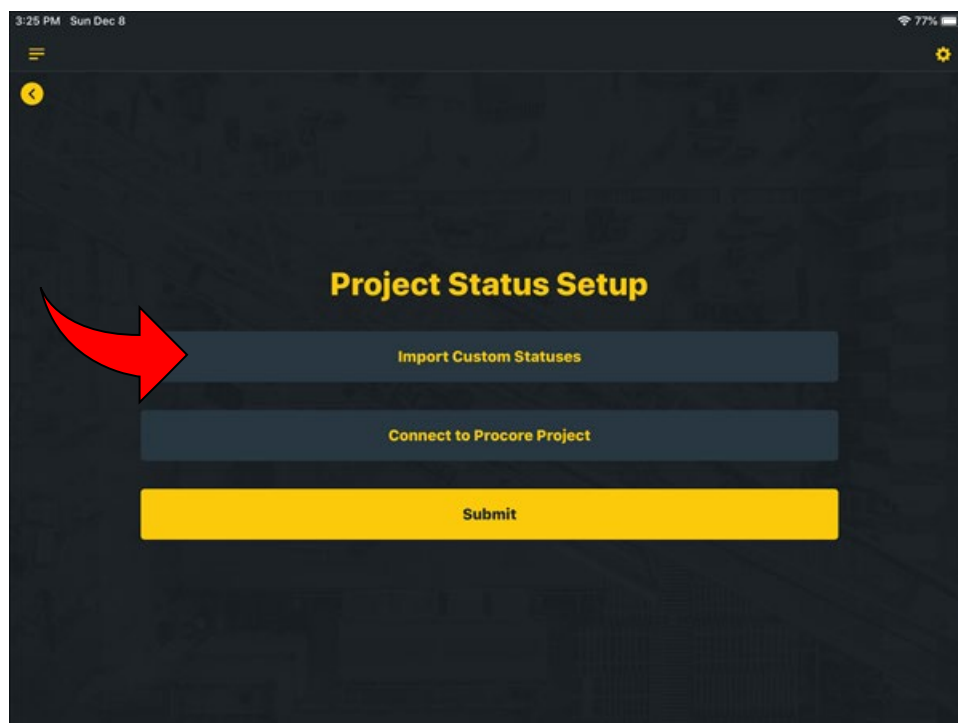
To use Extended Status codes or Procore Status Cost codes, the user needs to prepare a CSV file for use.

→ Click [HERE](#) to go back to the CSV file preparation instructions.

Note: This is optional and not required to use the app. The default app status options are:

1. Not Installed
2. Installed
3. Needs Rework

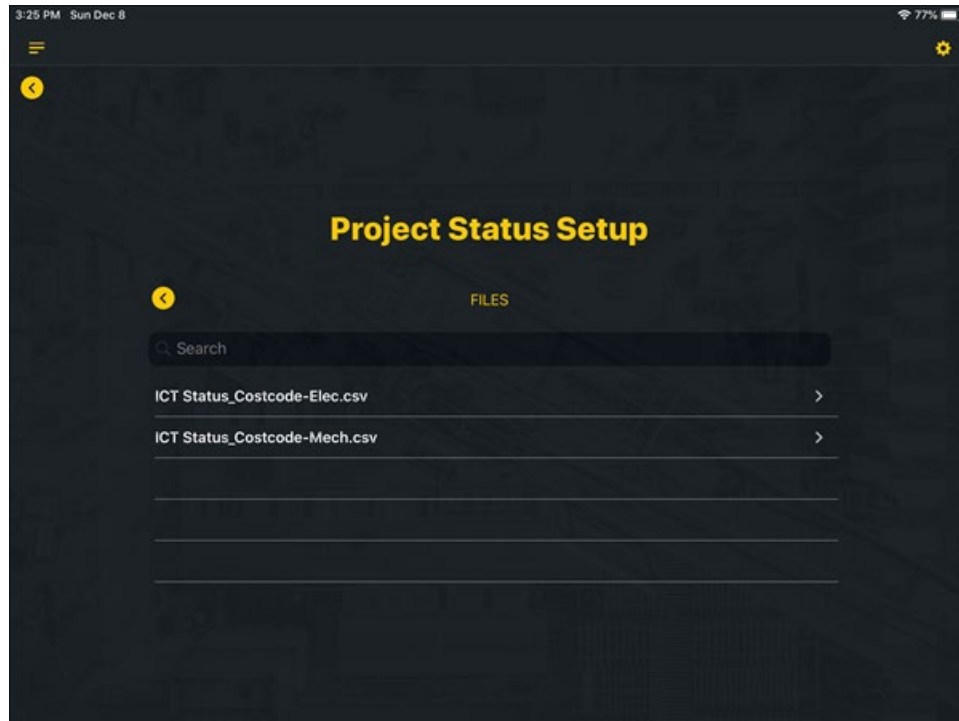
→ To add Custom or Procore Statuses, select the “Import Extended Statuses” button on the app.



The “Project Status Setup: screen will open to give you the option to load an Extended Status and/or Cost Code CSV file.

You will be directed back to the BIM 360 DOCs interface to navigate back to the project folder where the CSV file(s) for that model are located

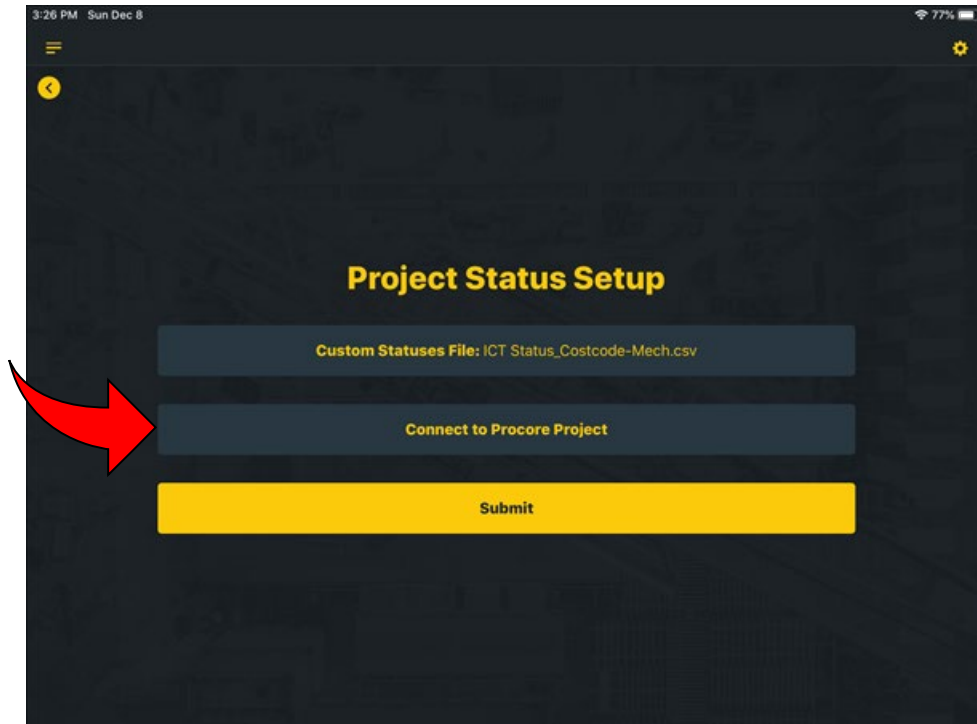
➔ Select the file to be used to load into the project.



Connect to Procore

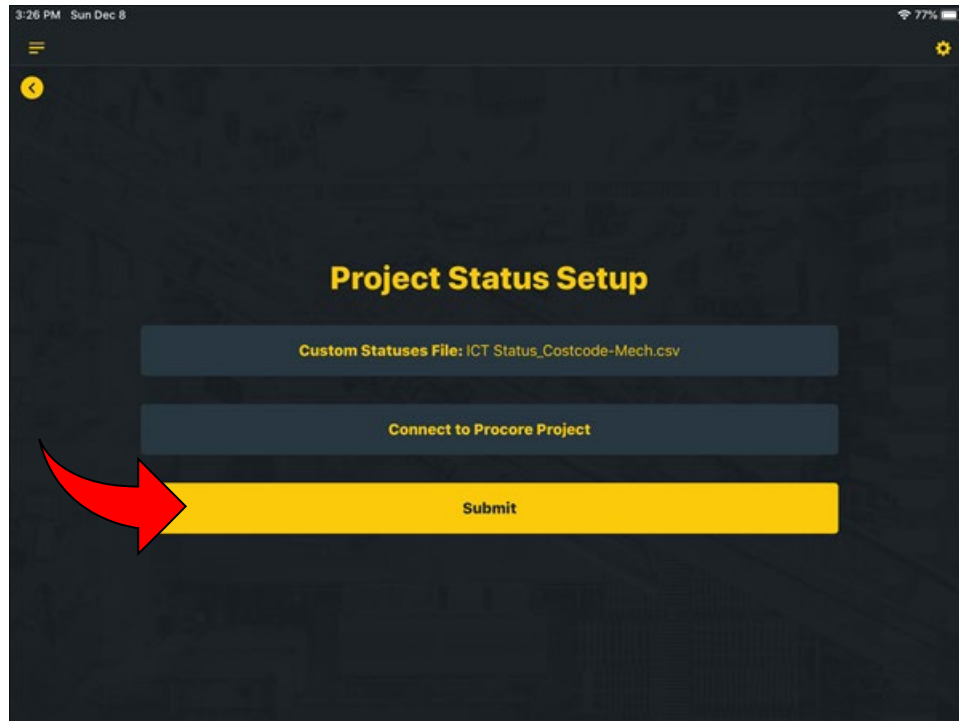
To connect the data to Procore, sign in with your Procore project by using the “Connect to Procore Project” button. This will direct you the Procore login screen.

➔ Fill in the required data and then you will be returned to the app



The “Project Status Setup” screen will reappear and display the name of the CSV file appended to the “Custom Statuses File” button.

➔ Tap the “Submit” button to start the file conversion and upload to the iPad.



The “Importing Project” screen will be displayed.

Note: The import process can vary depending on NWD files size, groupings(scenes) and WIFI speed.

While waiting for the model to be processed, there is an option to exit the processing screen and go back to the app project screen.

To do this:

- ➔ Select the 3 bar icon on the top left of the processing screen to exit back to the projects screen

Note: At this point you can work on other projects or create another project while the file(s) are processing. You can also create multiple new project files at a time to get ready for use.

