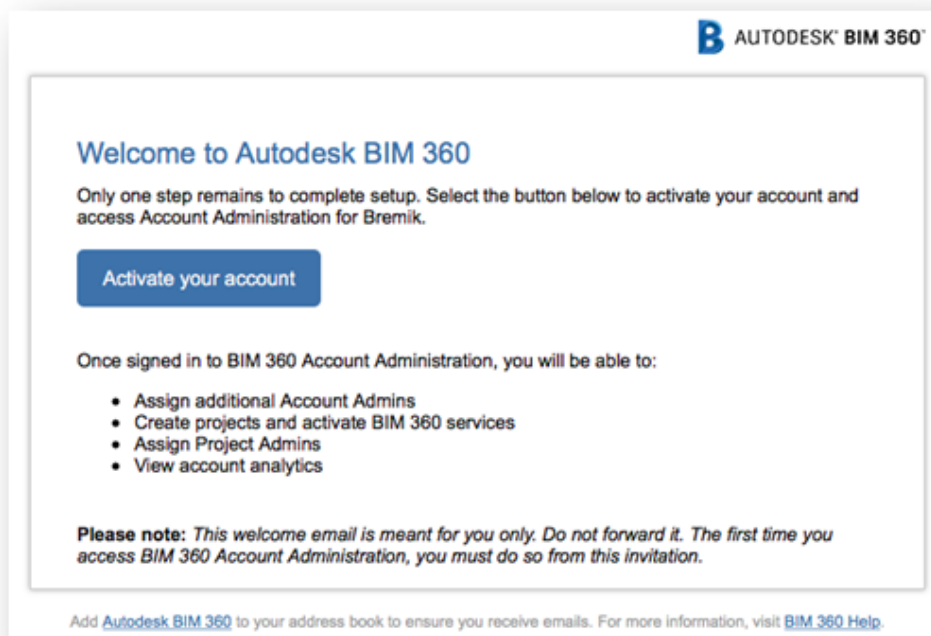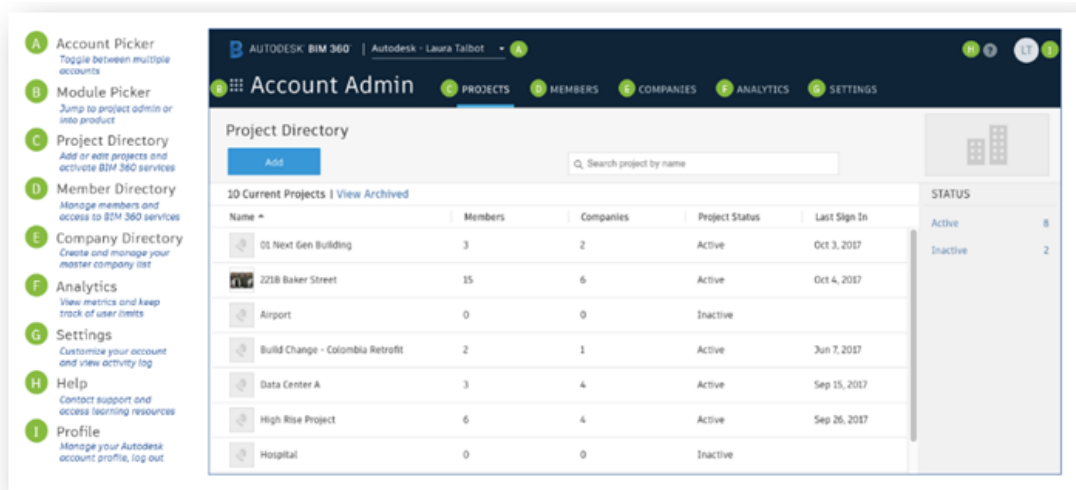# Getting Started with BIM 360 Docs

To help you get started with BIM 360 Docs, here is a short guide to getting set-up with some links to useful content.

When your subscription to BIM 360 is activated, an email similar to the one shown below, will automatically be sent to the assigned Account Administrator. Your BIM 360 login is typically your email address provided at the time of purchasing.

The next thing you will need to do is to setup your Account Administration. This involves adding your company members, creating projects & activating services, how to do this is explained in this article from Autodesk. Below is a view of what you will see on your Account Admin page.

Once you have completed your Administration set-up you are ready to create your first project within BIM 360. This Autodesk Article explains the project set-up process you need to follow. Below is the Project set-up page, all of this information can be entered later if you do not have it available at this stage.

Now that you have set-up your first project, you can start to add your folder structure and control the folder access permissions to suit your project. To understand how to create folders and set user permissions, watch this short video.

Take a deeper dive into BIM 360 Document Management in this 1-hour webinar. This covers creating projects, adding users, adding roles, activating services & using BIM 360 to compare various file types.

Once you have mastered the basics, there are many more features that will streamline your processes and help you get the most out of BIM 360 Docs.
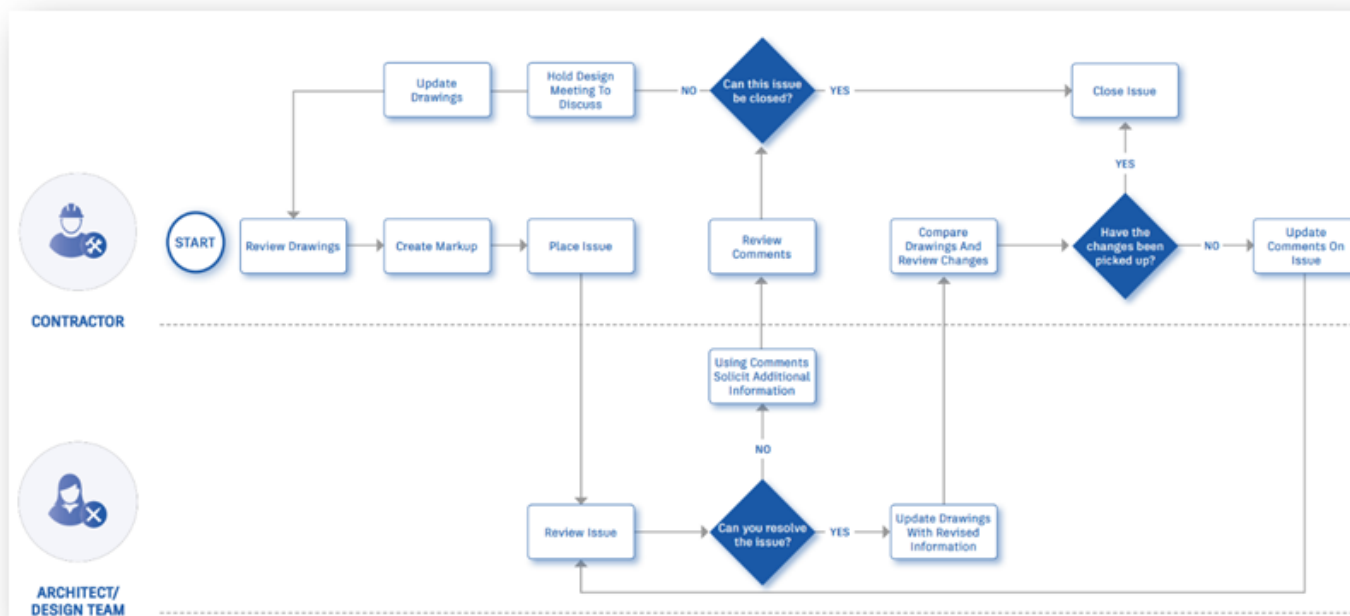
Here are some great resources to help you understand them;

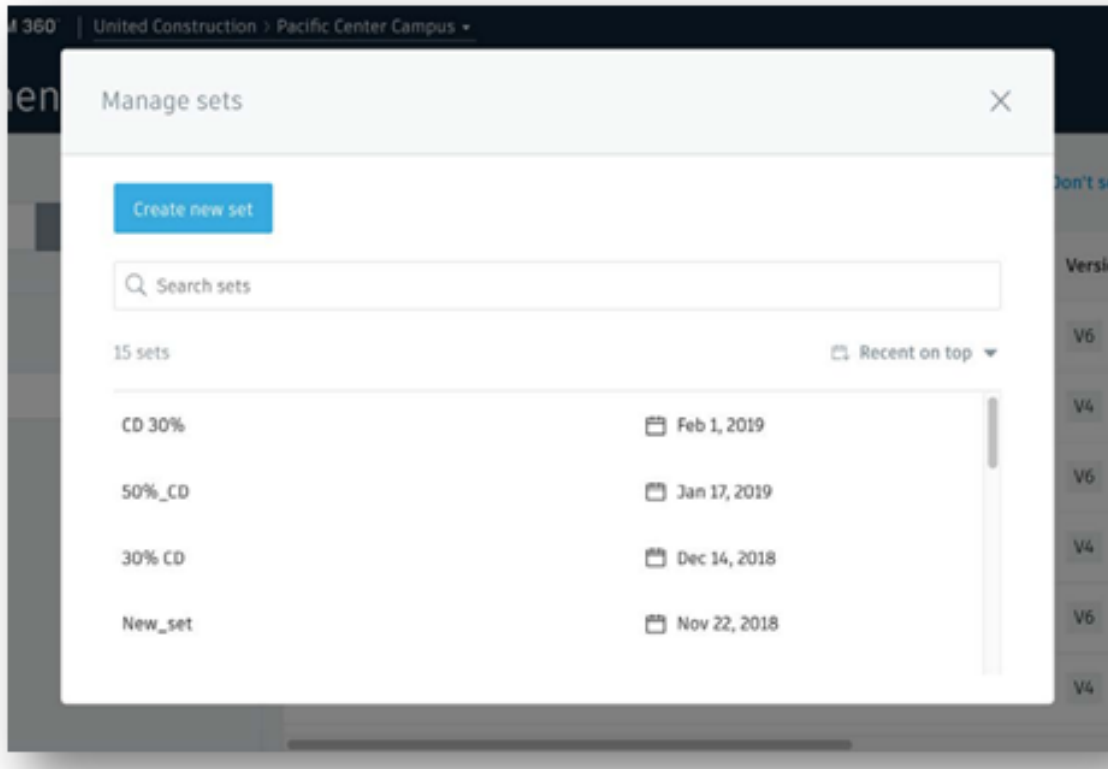Autodesk also offers a great online video course in BIM 360 Document Management here.

A useful PDF guide to BIM 360 Document Management can be found here. This guide explains various step by step ways to getting started as well as suggested workflows between project consultants & stakeholders.

Now that you've created your first project it's time to take a deeper dive into BIM 360 Docs. The next thing to do is to familiarise yourself with the various workflows for your intended use of BIM 360 in this handy PDF guide. Below is an example of the workflows you will see in the guide.
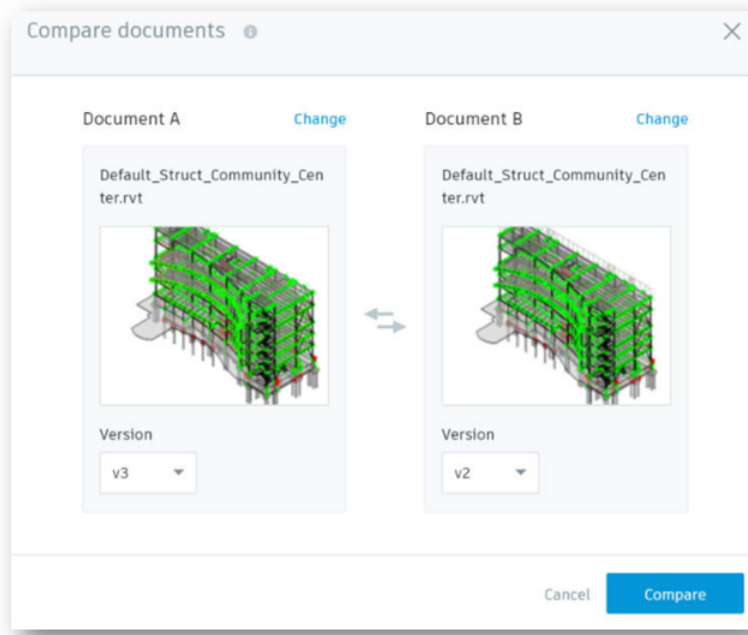

Once you start uploading document's to BIM 360 you can begin to assign sets for easier document management as shown in this article & video. Below is the Manage sets screen.

After sharing your first documents you can setup Approval workflows so that files move from person to person based on the approved or rejection criteria, read more in this useful Autodesk article. The following is a simple example of an approval workflow you could set-up.

BIM 360 Docs has a powerful compare function. This works across Revit files, DWG, PDF's and many more 2D & 3D formats. This Compare Function in BIM 360 for PDF, DWG and RVT Files video explains it in detail. This is a great tool for ensuring your teams pick up all design changes from version to version. The following image shows just how simple it is to use.

Once you have set-up your project and have mastered these first steps you can develop your use of BIM 360 Docs to securely publish and distribute all drawings, documents, and models in a single, cloud-based platform. This enables document distribution, document control, mark-up drawings, version control, approval workflow, mobile access, and the ability to edit O365 documents directly in BIM 360.

Autodesk offers free online courses in advanced BIM 360 Docs to support you in using these features and getting the most out of BIM 360.

BIM 360 Document Management can also be used to facilitate ISO 19650 workflows. Watch our ISO BIM 360 video to find out more on creating permissions, approvals & folder management.

BIM 360 Docs is only 1 of 4 great products inside the BIM 360 platform. BIM 360 Build connects to your BIM 360 Docs data to use for site inspections & site management, see our quick video explaining BIM 360 Build.

If you like what you see, you can watch our more detailed BIM 360 Build Overview webinar.

Finally a note on data security, BIM 360 applications are hosted in AWS. As such, security and infrastructure are a shared responsibility between Autodesk and Amazon. For more information on the comprehensive security framework, please visit here.

For more information on BIM 360 Security, read our blog post "BIM 360 Security - Everything you need to know and More".