

Manual for basic use Bimsync

In this document, a short manual how to use the Bimsync collaboration for the following basic functionalities:

- Registration
- General layout Bimsync
- Project tasks

16-12-2020



Registration

You will receive an email with an invitation.

Accept the invitation to the project by clicking on the link.

Bimsync

Invitation to project

Digtal Support Team general account (dst@pellikaan.com) has invited you to join the project 61429 Kerkrade Sportcomplex Atriumterrein in bimsync.

Click here to accept the invitation

© Catenda AS. All rights reserved. Manage notification settings



Registration

Are you new on the platform: Click on "Sign up as…"

If you are already registered at Bimsync: Choose for "Accept invitation as..."

Invitation



(9 2 minutes ago

Sign up as

⇒ Bimsync



Registration – Sign up

Register with your own first name and last name.

Choose a password, accept the terms and click on continue and sign up.

Sign up Complete your Bimsync account details





Registration – Profile

After finishing your registration you will see the Bimsync dashboard of the project.

Next is to turn on notifications.

Click on "my account" (1)

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Registration



Registration - Notifications

Bimsync • CVM Click on Notifications (1) Projects 2ns Notifi Profile 8 Notifications Choose for Email (2) ations you would like to receive Choose v ✤ Preference 💄 Account Authentica Email Slack Bimsync R Organizations . 3 Turn on Email Notifications (3) Email notifications Issues It's possible to choose which notifications A new issue is created An issue is assigned to me you would like to receive. An issue is mentioning me New comment in an issue 🛃 assigned to me requested by me followed by me Status changed in an issue. assigned to me Click on Preferences to change the requested by me followed by me language (4) Type changed in an issue. assigned to me requested by me followed by me Documents A document or a folder is created A new document revision is uploaded To turn back to the project dashboard A document or a folder is deleted Models click on the Bimsync logo or projects in A new model is created A new revision is imported the upper left. A new export is created Users A person is invited to the project A new user has joined the project A member is added to a team Send notifications When the event occurs Recent updates As summary on Help > Monday

General layout



Homepage

This is the homepage.

All the projects you have been invited to can be found here.

> Select the desired project

| Bimsync | | сум ~ |
|---|---|-----------|
| Projects Notifications Account Organizations | Projects Owner: Anyone Filter by name Q Favorites Map Projects C1420 Vicular de Spectramenter à trium transie de d & presenter | w project |
| | 61429 Kerkrade Sportcomplex Atriumterrein Last updated 0.5 days ago | |
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| | | |
| Recent updates | | |
| Help > | | |



Dashboard

This is the dashboard

On the upper right side is your account 1) displayed and display buttons. By selecting 3D or one of the other buttons the view will change.

2

- In the list all modules used in Bimsync 2) are displayed.
- 3) Open issues are displayed. There is a preview of two **Issue boards**. In this example there are more issue boards available. Select All issue boards to view.
- An overview of the recent 3D model 4) versions. Click on 3D behind the model title to view them in 3D.

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Models

All IFC models and their revisions are displayed. The last revision stands on top.

It is possible to upload IFC2x3 and IFC4.

Modeling parties can upload their models and revisions here.



⇒ Bimsync



Issues

Issues of one issue board are shown (1)

On the left side it is possible to filter issues.

You can filter on issue status, type, due date, assignment.

Filtered issues can be exported into a **BCF** file

Choose for Export issues -> Export filtered issues (2)

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General layout



Milestones

The milestones for the timeschedule of the project can be shown here.

Pellikaan is responsible for monitoring the timeschedule and milestones.





Documents

In the documents tab it's possible to upload 2D information (pdf, dwg, MS office files).

It's also possible to upload for example your RVT files to share with project members who are using Revit.

Pellikaan creates a document folder to upload RVT files and revisions.





Members

Registered users/members of the project.

Members can be devided in teams (disciplines or company name) shown on the right side.





Project tasks

The following project tasks will be highlighted:

- Download model
- Upload model
- View model(s)
- Display issues



Download model

Click on the title of an model (1)

In the new screen click on the download symbol (2)

Your download will be start directly.





Upload model

Click on the title of an model (1) In the new screen click on Import (2)

Search for your newest IFC model.

Enter a comment and press on Submit.

It will take a few minutes before the model is uploaded.





2D

View model(s)

From the model overview as well as from the project dasboard, models can be displayed.

Click on the 3D symbol to view a model.

Click on more 3D symbols to add more models to the view.

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Registration

General layout

Project tasks



Display issues

In the dashboard menu you can choose the issues overview.

In this overview you can filter on:

| Status | |
|--------------|--|
| Туре | |
| Due Date | |
| Assigned to | |
| Requested by | |
| Milestone | |
| Label | |

On the right side the issues are displayed.

By clicking on an issue, more information can be read.





Display issues

An issue contains the following items:

- 1) Title of an issue
- 2) Status (open/resolved/closed) and Type (error/warning/info)
- 3) Assigned to and Requested by
- 4) Description
- 5) Preview

6) Communication

It is possible to give a response to an issue and react on a response (6)

After the issue is solved you can change status in resolved. Pellikaan will judge if the issue is solved well and should be closed (2)

Click on the play button in the preview picture <u>e Hep</u> to view the issue in 3D.

