

HOW TO: DATA SHARING

After worksets are launched in a project model, the project must be saved as a Central file to enable others to collaborate on the model. The file will collect all work done by project teams/members and allow them to receive regular updates of changes being made to the model and documentation.

1.0 Create a Central File (From existing Workshared File)

- (1) Open the existing Workshared file >> From the Application menu, select Save As >> Project, the Save As dialog box will appear.

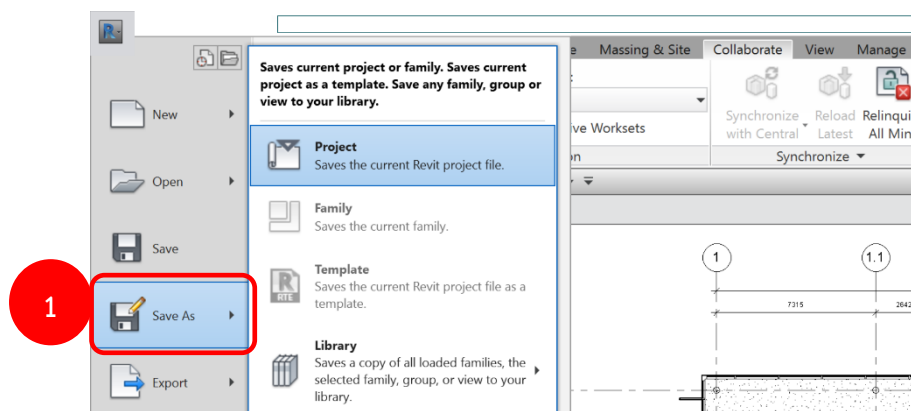


Figure 1.1 Create a new project

- (2) In the Save As dialog box, click the Options button to access the option.
- (3) In the File Save Option dialog, select Make this a Central File after save.
- (4) Select a default workset for local copies. In the Open worksets default list.

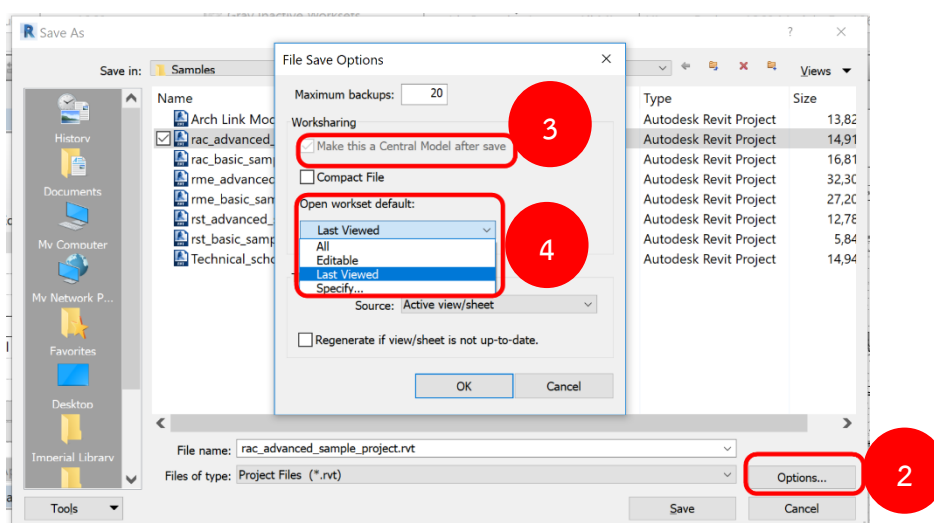


Figure 1.2 Create a central file

Note* File Naming with some clarity that helps identify it as a central file, such as MyProject-Central.rvt

2.0 Create a Local File

Creating local copy from an existing central file is needed to organize worksets for team collaboration and continue design and documentation.

- (1) Select a central file through the Open dialog box, check the Create New Local box.

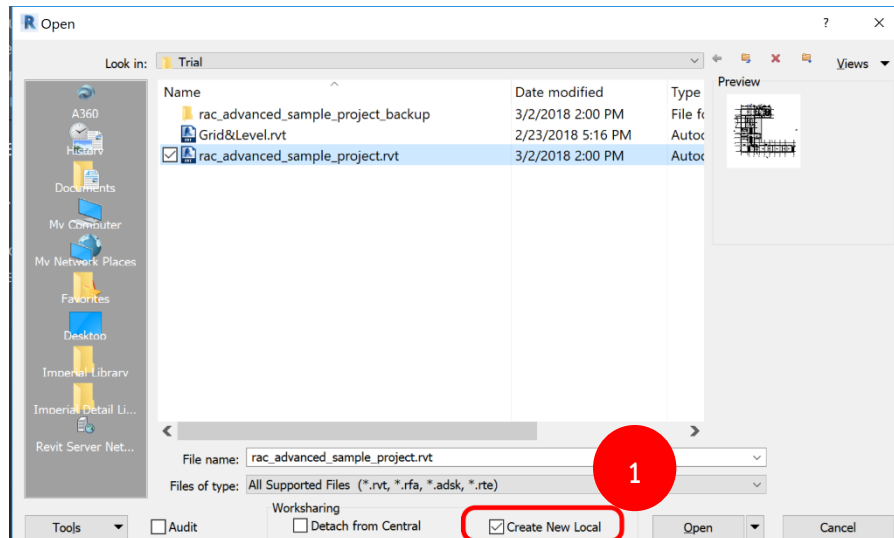


Figure 2.1 Create a new local

- (2) Before proceeding to open the file, the way to interact with worksets can be selected from drop-down list option on the right arrow of Open button.

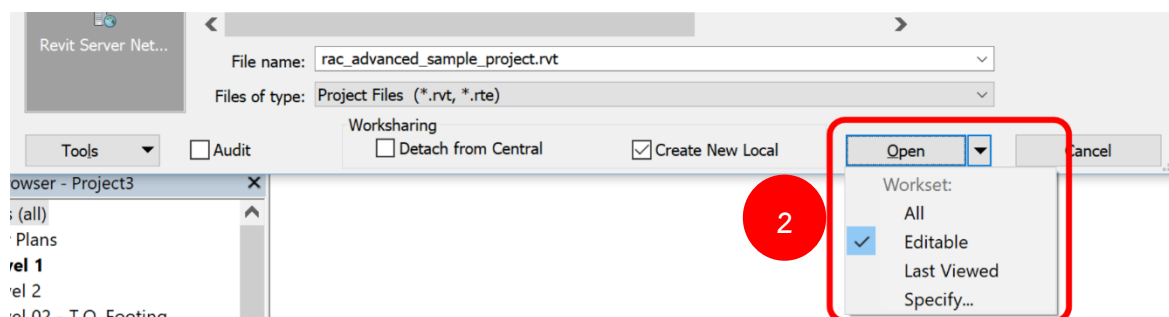


Figure 2.2 Workset setting for a local file