Revit Worksharing

Worksharing

Central Model

Worksets

Elements

Worksets

Elements

Local Model

Local Model

Local Model

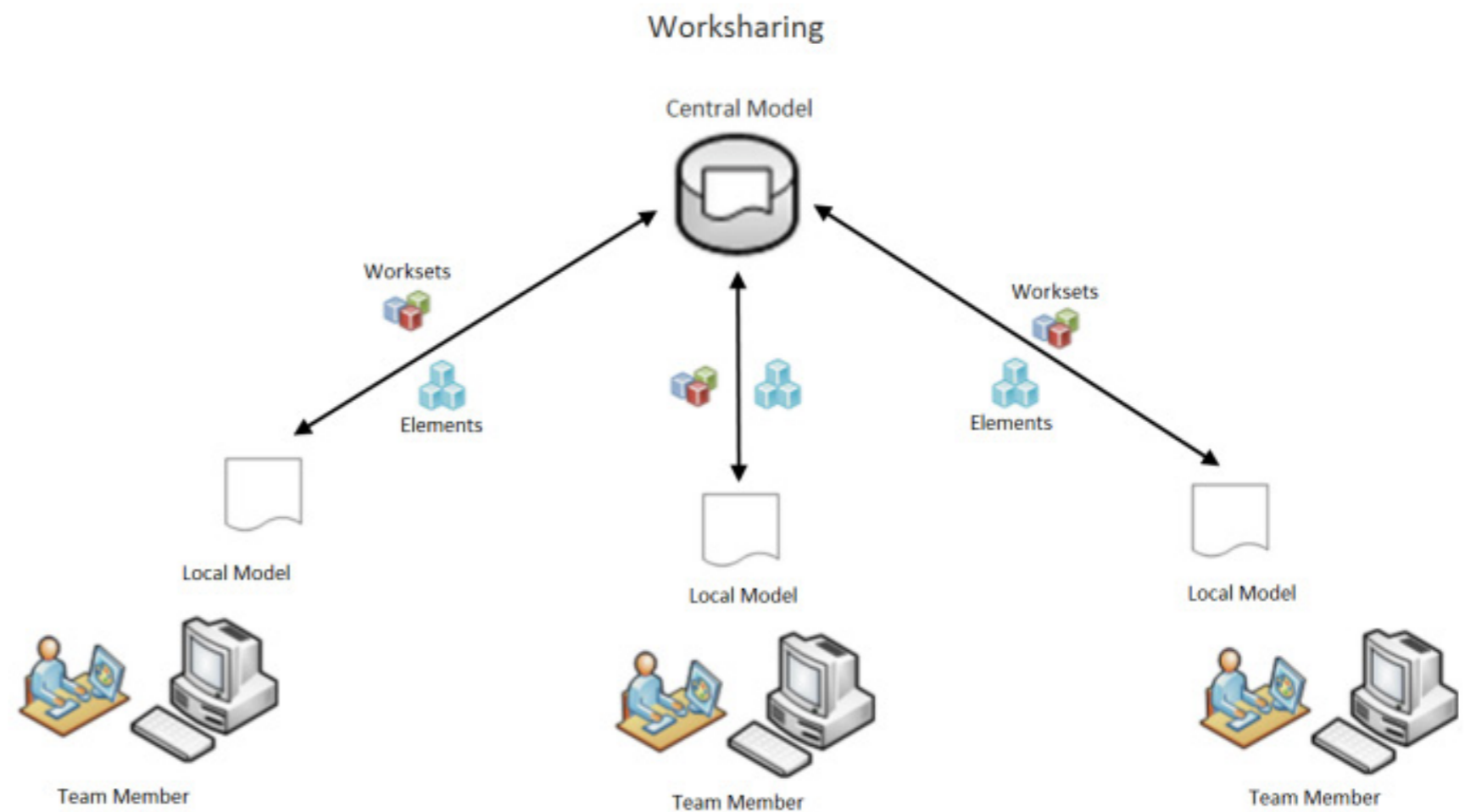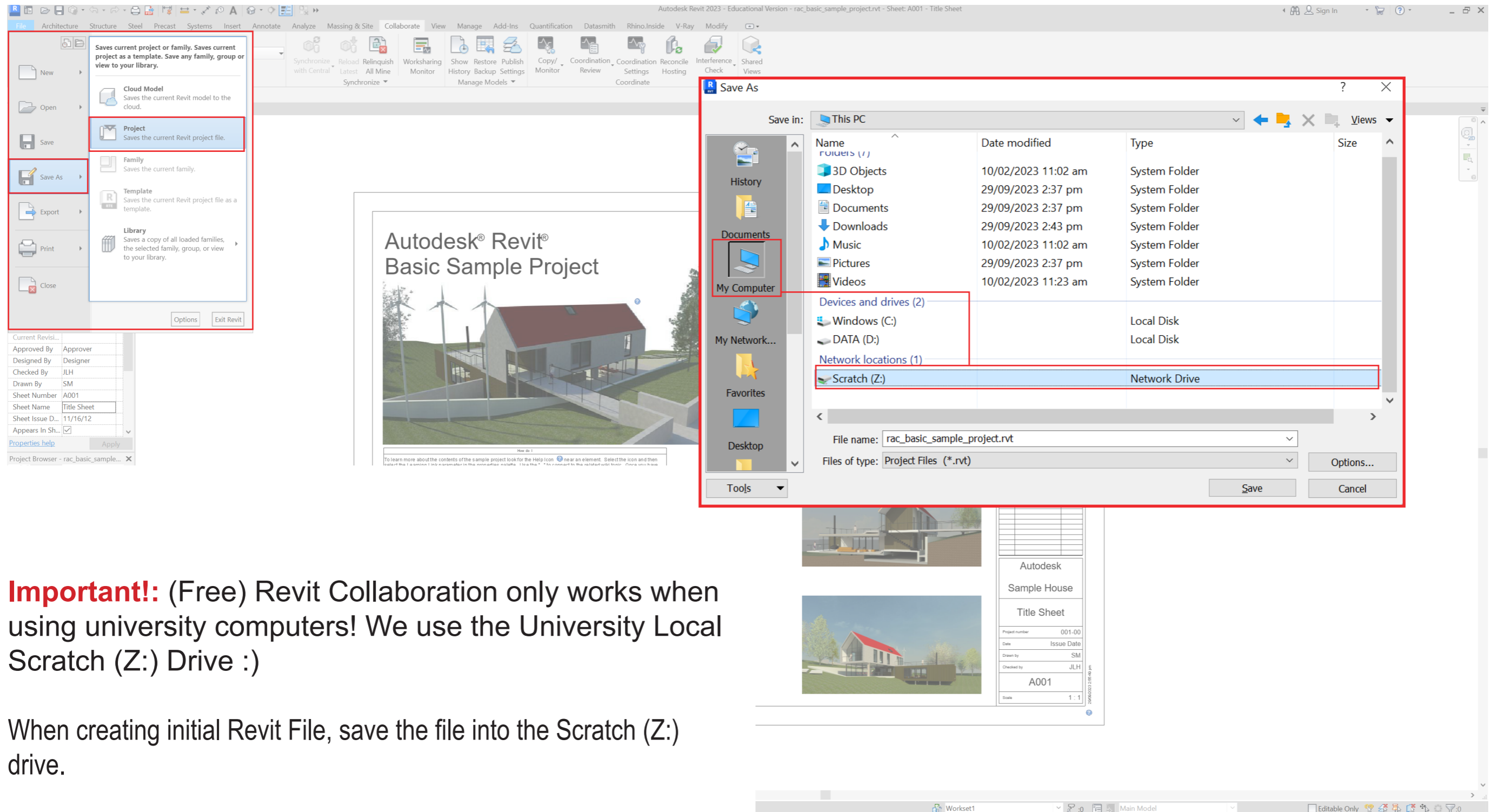Team Member

Team Member

Team Member

AUTODESK
Revit 2023

Collaborate

Saving Initial Project File

Important!: (Free) Revit Collaboration only works when using university computers! We use the University Local Scratch (Z:) Drive :)

When creating initial Revit File, save the file into the Scratch (Z:) drive.

File → Save As → Project → My Computer → Scratch (Z:) → New Folder (Alt 5) → (Name Folder) → (File Name) → Save

Collaborate

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Saving Project File

Under Tabs → Collaborate → Click Collaborate → Within your network → OK → Save(Ctrl S) → Yes to 'Save File as Central Model' → Your project in now Collabaritive!

Collaborate

Enables collaboration so team members can work on a model simultaneously.

You can edit and sync a model in the cloud, on a Local Area Network (LAN), or on a Wide Area Network (WAN).

Press F1 for more help

Collaborate

You are enabling collaboration. This will allow multiple people to work on the same Revit model simultaneously.

How would you like to collaborate?

○ **Within your network**
Collaborate on a local or wide area network (LAN or WAN). The model will be converted to a workshared central model.

○ **In the cloud**
Collaborate with controlled permissions among project members. The model will be cloud workshared in the project you select.

Which collaboration method should I choose?

[OK] [Cancel]

Save File as Central Model

This is the first time that the project has been saved since Worksharing was enabled. This project will therefore become the central model. Do you want to save this project as the central model?

If you want to save the file as the central model with a different name and/or different file location, click No and use the Save As command.

[Yes] [No]

Important!: Every semester, Scratch drive gets cleared. Remember to save onto another cloud/ your own storage!!!
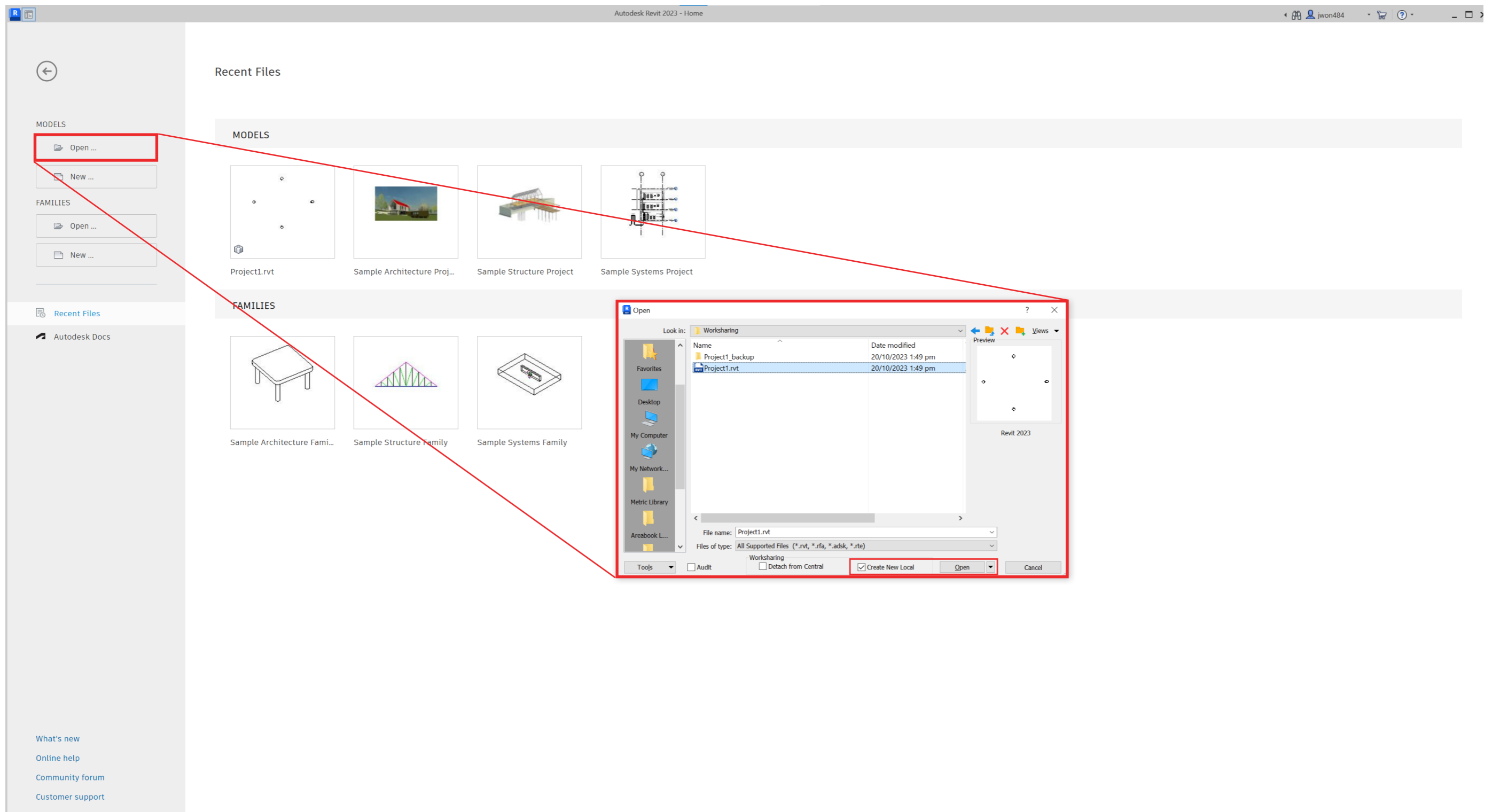
Collaborate

Opening File

On any of the studio computers, you will be able to find your file saved on the Scratch (Z:) drive.
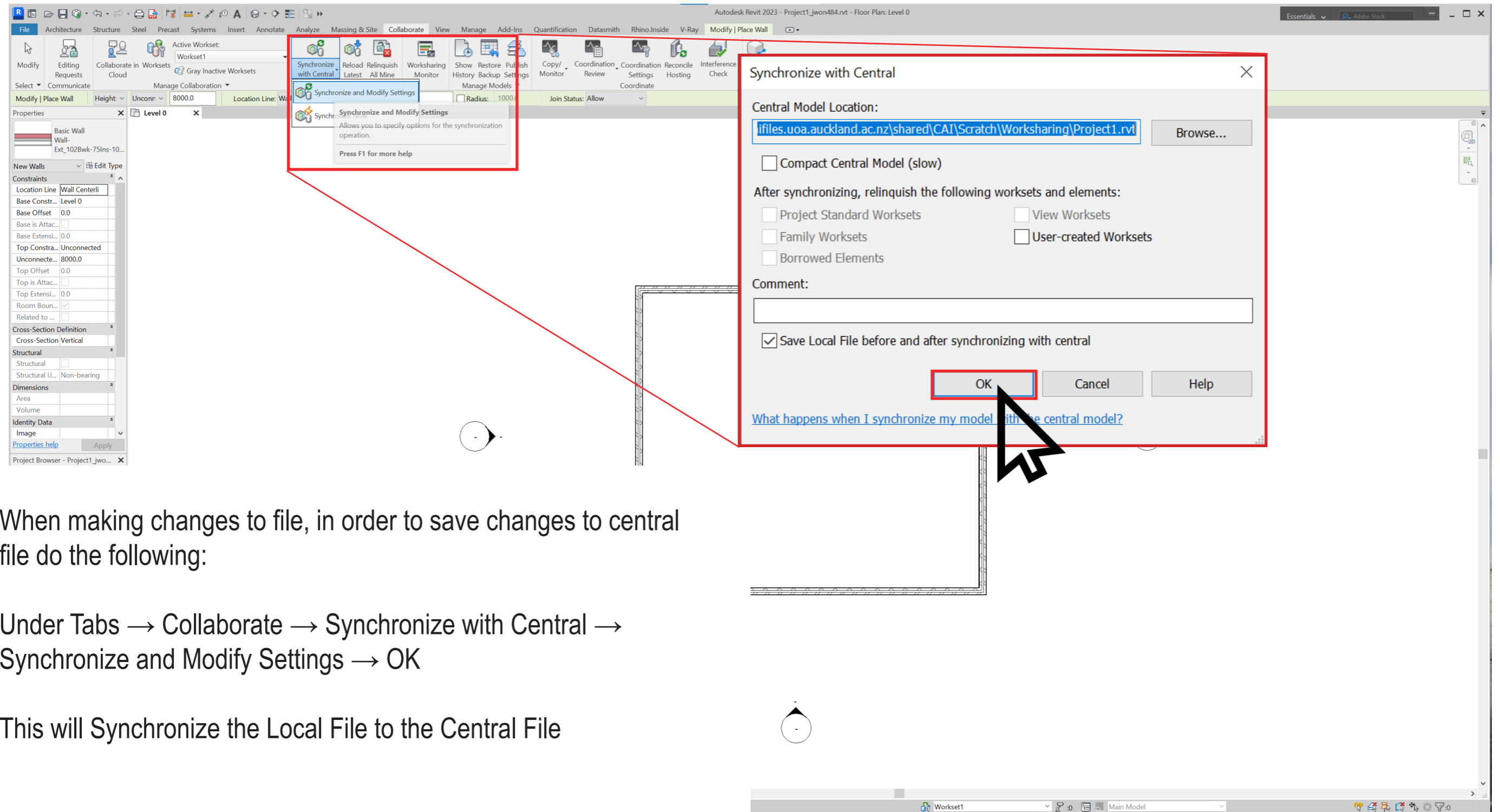
When Opening Project follow:
Open Revit → Open (MODELS...) → Locate file in Scratch (Z:) drive → 'Create New Local' checked → Open → This will create new Local File

Collaborate
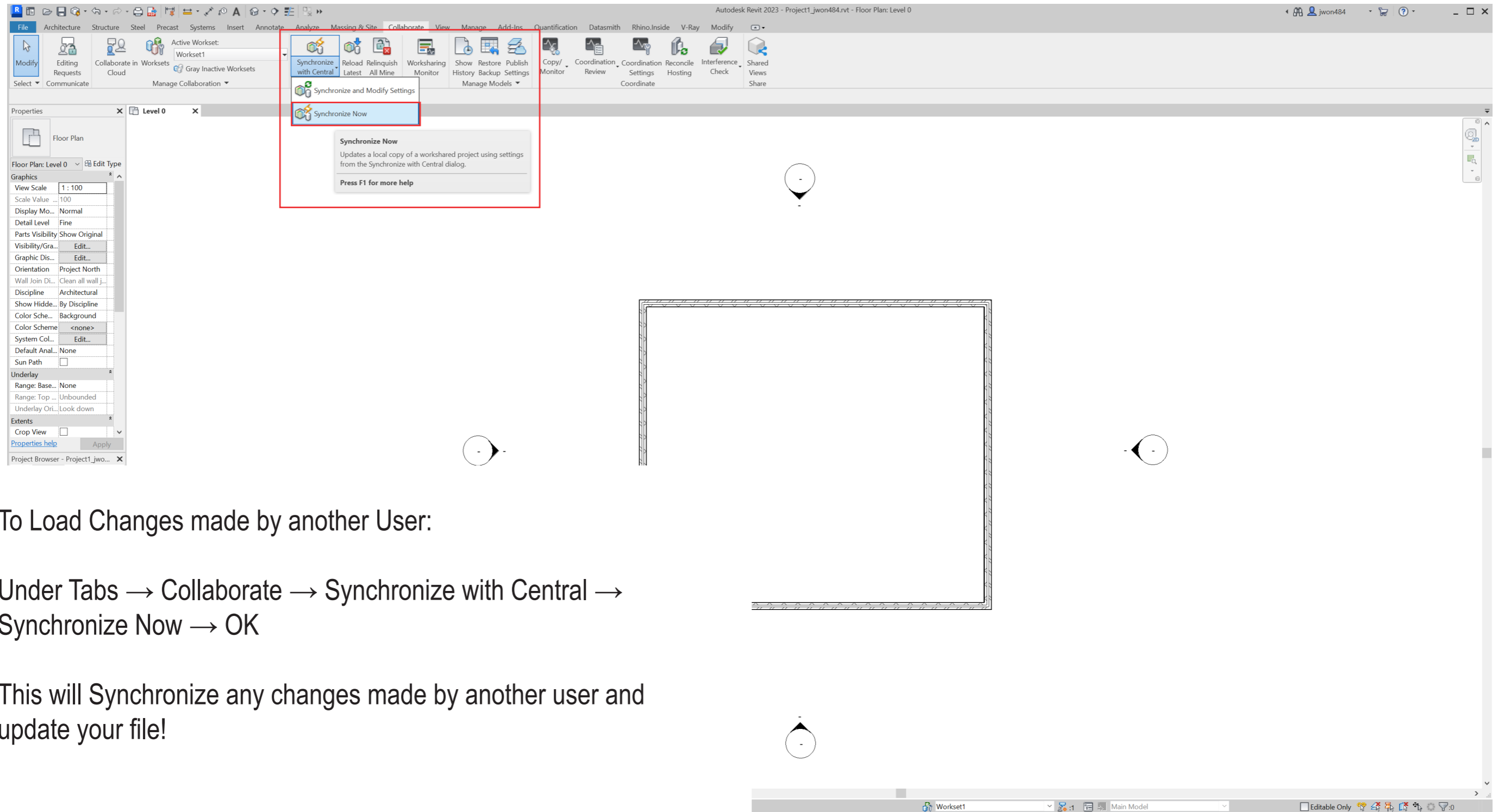
Synchronising Changes from Local to Central File

When making changes to file, in order to save changes to central file do the following:

Under Tabs → Collaborate → Synchronize with Central → Synchronize and Modify Settings → OK

This will Synchronize the Local File to the Central File

Collaborate

Synchronising Changes from Local to Central File

To Load Changes made by another User:

Under Tabs → Collaborate → Synchronize with Central →
Synchronize Now → OK

This will Synchronize any changes made by another user and
update your file!

Collaborate

Editable Elements

To make sure your teammates can edit the file → Under Tabs →
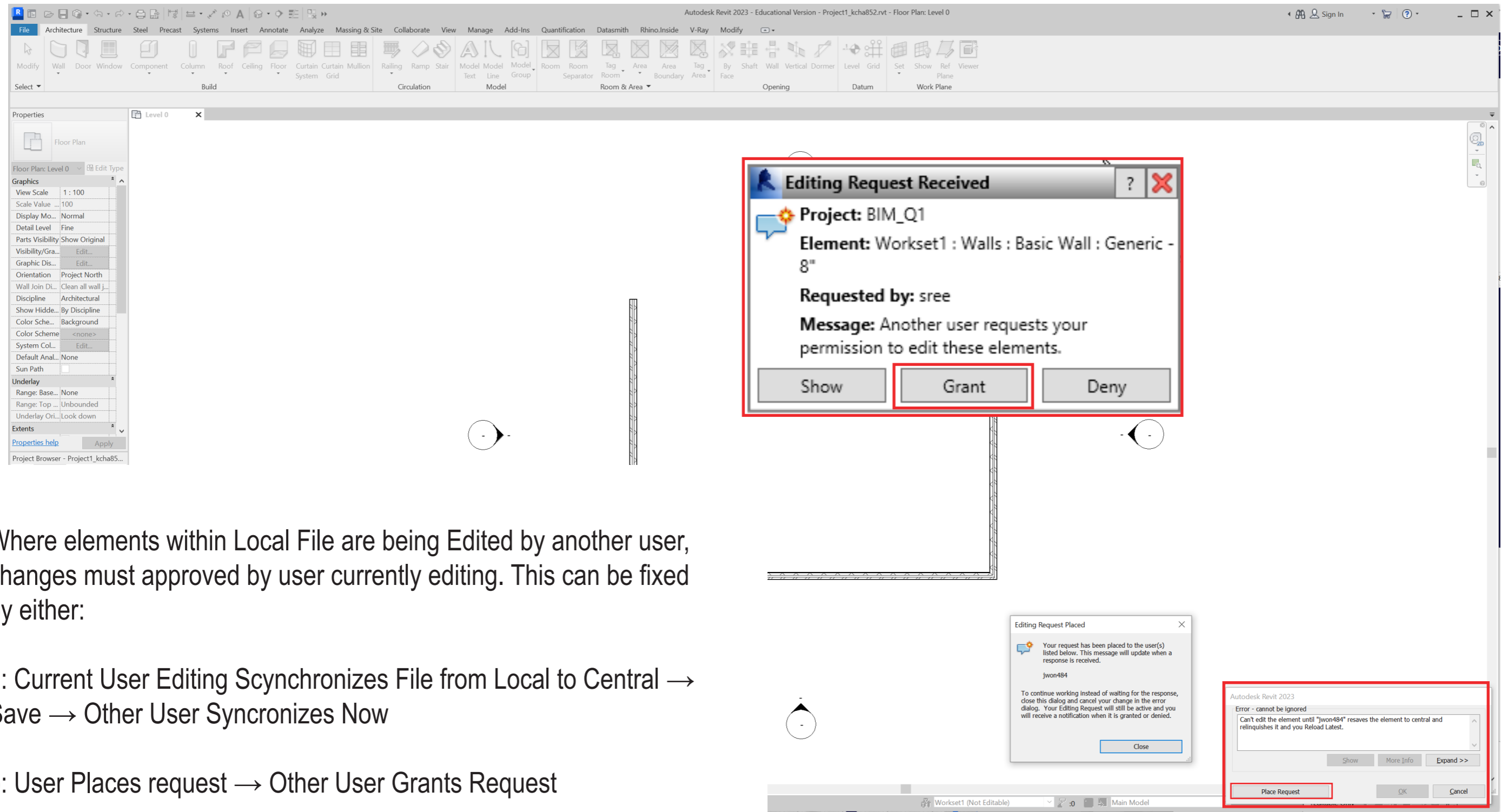Collaborate → Worksets → Under Editable → Yes to All → OK

Collaborate

Editable Elements

Where elements within Local File are being Edited by another user, changes must approved by user currently editing. This can be fixed by either:

a: Current User Editing Scynchronizes File from Local to Central → Save → Other User Syncronizes Now
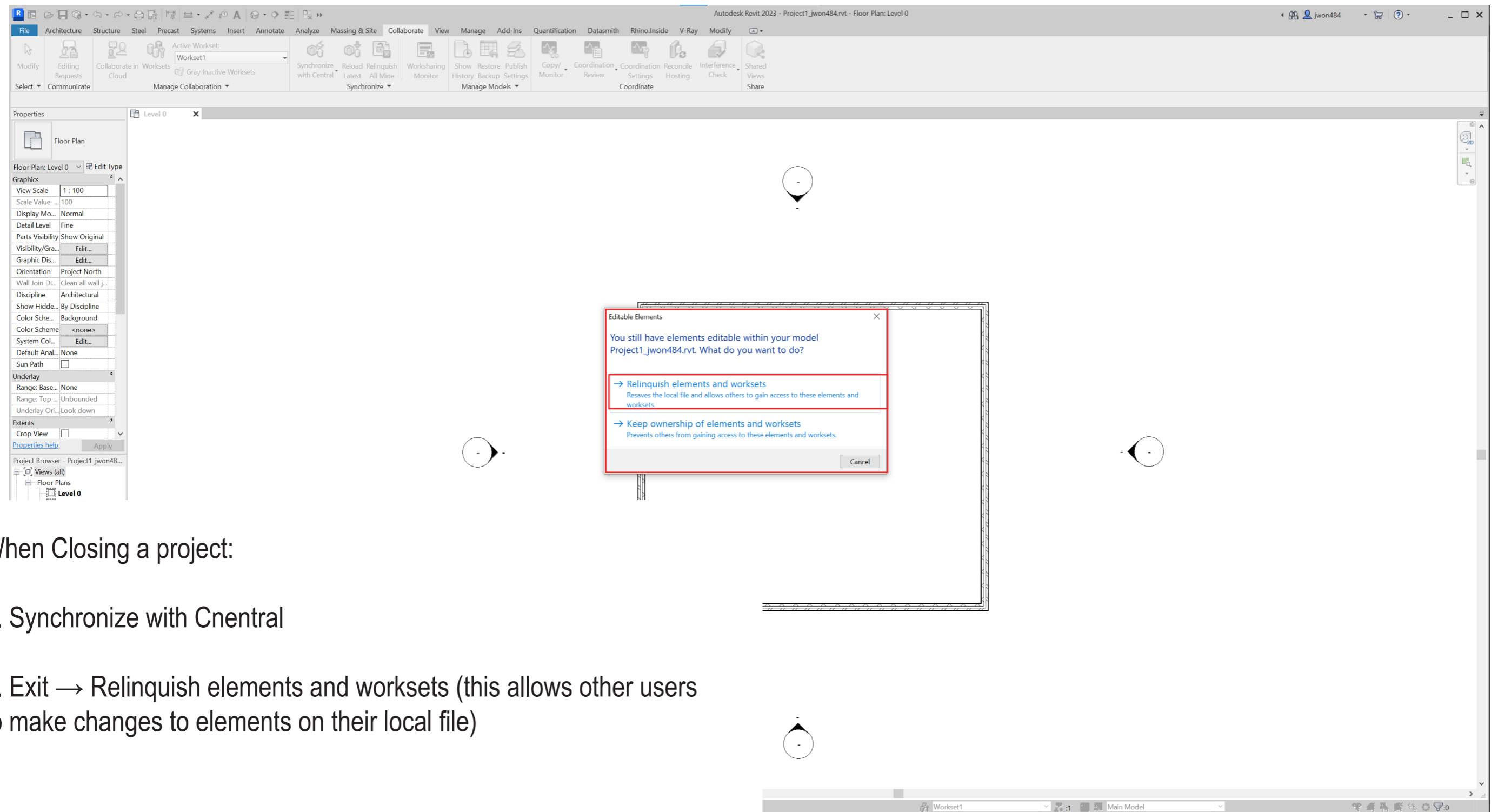
b: User Places request → Other User Grants Request

Collaborate

Closing Project

When Closing a project:

1. Synchronize with Cnentral

2. Exit → Relinquish elements and worksets (this allows other users to make changes to elements on their local file)