

Course Title: Vault Introduction

Course Code: VLT-1

Duration: 3 Days

Courseware Description

This course is designed to teach new users the essential elements of using Autodesk Vault for managing files and projects. The primary focus of this guide is on using Autodesk Vault with Autodesk® Inventor®. The guide also includes lessons on working with other products such as AutoCAD®, AutoCAD® Mechanical, and AutoCAD® Electrical.

Objectives

Upon completion of the course, students will be able to:

- Describe the features and functionality of Autodesk Vault.
- Log in to Vault and work with non-CAD files using Autodesk Vault and the Vault add-in for Microsoft Office.
- Add existing Autodesk Inventor models to a vault and work with Inventor files from the vault.
- Add existing AutoCAD® drawings to a vault and work with AutoCAD files from the vault.
- Add an AutoCAD® Electrical project to a vault and work with AutoCAD Electrical files from the vault.
- Add existing AutoCAD® Mechanical drawings to a vault and work with AutoCAD Mechanical files from the vault.
- Perform common everyday tasks using Autodesk Vault.
- Organize Autodesk® Inventor® files for best results with Vault.
- Set up Vault, manage users and file properties, and backup and restore your vaults.

Prerequisites

It is recommended that you have a working knowledge of the following products:

Microsoft® Office, Autodesk Inventor, AutoCAD, AutoCAD Mechanical, AutoCAD Electrical, Microsoft® Windows® 7, Microsoft® Windows® XP

Course Outline

Introduction to Autodesk Vault

Autodesk Vault Overview

- About Vault
- Autodesk Data Management Server
- Vault Clients
- A Typical Workflow
- Extending Vault

Basic Vault Tasks

Accessing the Vault

- About Vault Clients
- Vault Add-ins
- Logging in to Vault

Autodesk Vault User Interface

- Vault Explorer UI
- Navigation Pane
- Main Pane
- Preview Pane
- Shortcuts and Saved Searches

Working with Files and the Vault

- Folder Structure
- Adding Files
- Working on Files
- File Status
- Versions of Files

Working with Autodesk Vault and Autodesk Inventor

Adding Inventor Models to a Vault

- How Autodesk Inventor Files Are Organized
- Autodesk Autoloader
- Adding Inventor Files to a Vault

Common Vault Tasks in Inventor

- Autodesk Vault for Autodesk Inventor
- Typical Edit Workflow
- Getting Files from a Vault
- Editing Inventor Files
- Saving Files to a Vault

Working with Vault in Inventor

- Placing Files from a Vault
- Updating Parent Files
- Adding a New Design
- Streamlining Vault Workflows

Working with Vault and AutoCAD

Opening and Accessing the Vault in AutoCAD

- Opening and Accessing the Vault in AutoCAD

Working with AutoCAD Files

- Typical Workflow for AutoCAD and Vault
- Use a Shared Workspace
- Check In and Check Out Drawings
- Open from Vault
- Attach from Vault

Working with External References in AutoCAD

- External References Palette
- External References Palette and the Vault

Working with Vault and AutoCAD Electrical

Working with AutoCAD Electrical Files

- Opening and Accessing
- Typical Workflow
- Use a Shared Workspace
- Check In Projects and Drawings
- Open from Vault
- Attach from Vault

Working with Vault and AutoCAD Mechanical

Working with AutoCAD Mechanical Files

- Opening and Accessing
- Typical Workflow
- Use a Shared Workspace
- Check In and Check Out Drawings
- Open from Vault
- Attach from Vault

Working with External References in AutoCAD Mechanical

- External References Palette
- External References Palette and the Vault

Common Vault Tasks

Customizing Views

- Customizing the Panes
- File Properties
- Viewing File Properties
- Saving Customized Views

Finding Files

- Finding Files
- Basic Find
- Advanced Find
- Using Search
- Defining Custom Filters
- Saving Searches
- Shortcuts

Managing Versions

- File Versions
- Viewing File History
- Getting a Previous Version
- Getting the Latest Version
- Reverting to a Previous Design
- Labeling Designs

Renaming and Moving Files

- File Dependencies and Vault
- Renaming Files
- Moving Files

Reusing Designs

- About Copy Design
- Using Copy Design

Using Vault Files Outside of the Vault Environment

- About Pack and Go
- Using Pack and Go

Managing Properties

- Viewing Properties
- Editing File Properties

Replacing Files

- Replacing Files

Organizing and Populating a Vault

How Inventor Files are Organised

- About Project Files
- About Model Files
- About Library Files
- About Content Center Files

Adding Existing Models to a Vault

- Preparing Models
- Uploading Models

Managing Vault

Setting Up Vault

- Components of Autodesk Vault
- Creating Vaults
- Setting the Environment
- Visualization Publishing Options

Managing Users and Access

- Creating Users and Groups

Managing File Properties

- Renaming Properties
- Changing Property States
- Mapping Properties
- Adding AutoCAD Attributes
- Adding Other Properties
- Re-Indexing Vault Databases

Backing Up and Restoring Vaults

- Backing Up a Vault
- Restoring a Vault

Maintaining Vault

- Viewing Vault Statistics
- Purging Versions
- Tracking File Status
- Indexing File Contents