GRAPHISOFT
BIMcloud

On-premises edition

2026.1

Help

GRAPHISOFT®
A NEMETSCHEK COMPANY

Graphisoft®

Visit the Graphisoft website at www.graphisoft.com for local distributor and product availability information.

BIMcloud Help

Copyright © 2026 by Graphisoft, all rights reserved. Reproduction, paraphrasing
or translation without express prior written permission is strictly prohibited.

Trademarks

MEP Designer®, Archicad®, and DDScad® are registered trademarks of
Graphisoft. All other trademarks are the property of their respective holders.

Contents

Welcome to BIMcloud ... 6
- **Key Features of BIMcloud** ... 6
- **BIMcloud vs. BIMcloud Basic: Feature Differences** ... 11
- **Downgrade from BIMcloud to BIMcloud Basic** ... 13
- **Upgrade from BIMcloud Basic to BIMcloud** ... 28
- **BIMcloud Help resources** ... 28

Install or reconfigure BIMcloud ... 30
- **BIMcloud hardware/software requirements** ... 30
- **Compatibility** ... 30
  - Update components to current BIMcloud ... 30
- **Using the Hardware License Key** ... 33
- **Clean Installation** ... 33
  - Configure BIMcloud Server ... 43
  - Configure BIMcloud Manager ... 46
  - MacOS: Enable Full Disk Access ... 48
  - Redefine file storage location ... 49
  - Reconfigure BIMcloud components ... 49
  - Redefine Snapshot folder ... 50
- **Using a CodeMeter Server** ... 51
- **BIMcloud Delta Cache** ... 52
- **Uninstall BIMcloud** ... 54

Working in BIMcloud Manager ... 55
- **Open BIMcloud Manager** ... 55
- **Quick links from BIMcloud** ... 56
- **Display, filter, and search BIMcloud content** ... 58
- **Quick info on selected item** ... 63
- **Settings Inheritance** ... 69
- **Monitor BIMcloud activities** ... 69
- **BIMcloud app tray icon** ... 72

Manage BIMcloud users and groups ... 74
- **List of users on BIMcloud** ... 74
- **Add or remove user group members** ... 76
- **Create user group** ... 80
- **Force a user to leave Teamwork project** ... 81
- **Send email** ... 84
- **Create a new user** ... 84
  - Import users ... 85
  - Export users ... 86
- **User settings and license** ... 87
- **User information** ... 93
- **Duplicate user or group** ... 95
- **Delete users or groups** ... 95

Projects and files on BIMcloud ... 97
- **Publish from Archicad to BIMcloud** ... 97

Share a Teamwork Project to BIMcloud 98
Upload a folder or file to BIMcloud 98
Store file versions 100
Subscribe to changes 102
View a BIMx model or image file 104
Management commands for projects and files 105
See info summary for any item 105
Define project name, folders, host server 105
Check status of Teamwork Project 108
Lock or unlock a Teamwork project 108
Create a project folder 109
Export list of folder contents 109
Move an item 110
Duplicate an item 111
Delete an item 111
Change the Host Server of project or library 111
See list of users on a Teamwork Project 112
Force users to leave Teamwork project 113
Export Teamwork project or library 115
Import Teamwork project or library 117
BIMcloud Projects 118
Create BIMcloud Project 119
BIMcloud Project Teams 119
Convert folder into a BIMcloud Project 122
Convert a BIMcloud Project into a folder 122
Create and manage snapshots 123
Types of snapshots 123
Schedule automatic snapshots 124
Manual snapshots 127
Restore data from snapshots 128
Snapshot file location 130
Using Tags 130
Tag an item 132
Create or duplicate a tag 134
Edit or delete a tag 136
Find items by using tags 137
Remove a tag 140

Manage BIMcloud roles 142
Create role 142
Duplicate role 143
Edit a role 143
Delete roles 145
Import roles 146
Export roles 147
Assign role to user or group 148

BIMcloud Servers 149
Server Settings 149
BIMcloud Servers - basic settings 151
Server Connections 153
Server Status (Running/Stop/Restart) 161
BIMcloud User License 162
LDAP - User directory 165
Project/Library data 171

Server Backups 173
How to restore backup for BIMcloud Server or Manager 175
Where are the server backup files? 177
Server folders 177
Move Server items 178
System notifications 178
List of System Notifications 184
Disconnect BIMcloud Server 185

Access and permissions on BIMcloud 187
Troubleshooting: Permissions Deadlock 187
Archicad-related permissions 187
Revoke access 193
BIMcloud Access panels 194
Management permissions: Simplified and Detailed 198
Simplified management 198
Management-related permissions 200
Grant access 201
Switch to Detailed management 209

Welcome to BIMcloud

Feature overview, plus more help resources for the on-premises versions of BIMcloud.

Key Features of BIMcloud

Overview of BIMcloud

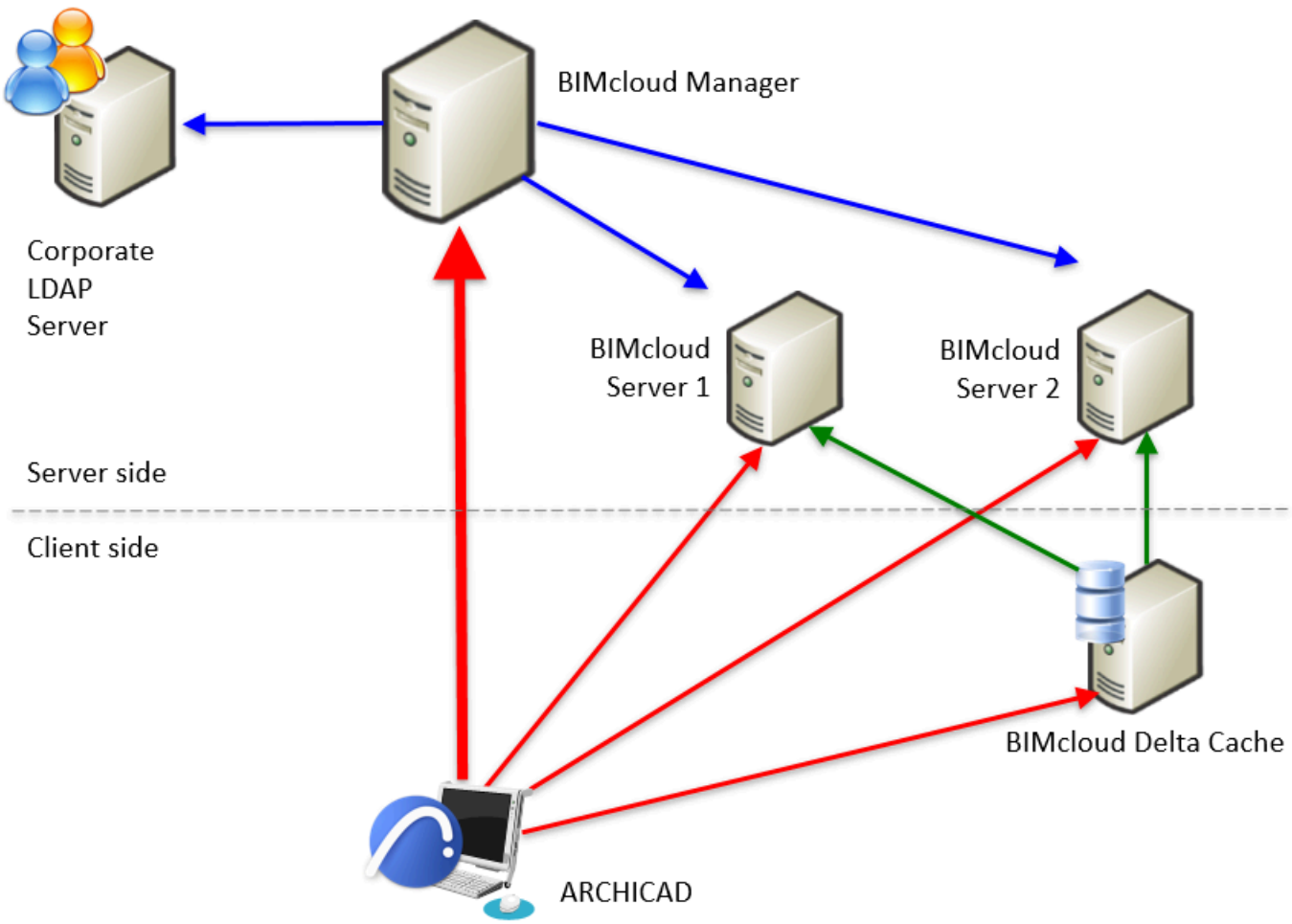
This page summarizes the structure and features of BIMcloud.

> **Note:**
>
> BIMcloud Basic includes a limited feature set.

BIMcloud components

- BIMcloud Manager: Management function of BIMcloud
- BIMcloud Server: Model handling component of BIMcloud. Multiple BIMcloud Servers can be installed to the same or separate computers
- BIMcloud Delta Cache: Optional component which optimizes data transfer between Archicad clients and a BIMcloud Server

The BIMcloud is centrally managed through the BIMcloud Manager, whose browser-based interface provides central management of the BIMcloud Servers, BIMcloud Delta Caches and Archicad clients.



- Allows multiple BIMcloud Servers to function within a single BIMcloud
- Keeps track of a project's location
- Maintains a single, integrated list of users with their defined roles

When a Teamwork user joins or opens a Teamwork project, the BIMcloud Manager automatically redirects to the correct project on the correct BIMcloud Server and ensures the automatic connection without any user interaction. If a server administrator shifts a project from one BIMcloud Server to another, the user can work without interruption, without needing to sign in to a different BIMcloud.

See BIMcloud Servers on page 149.

Browser-Based Management

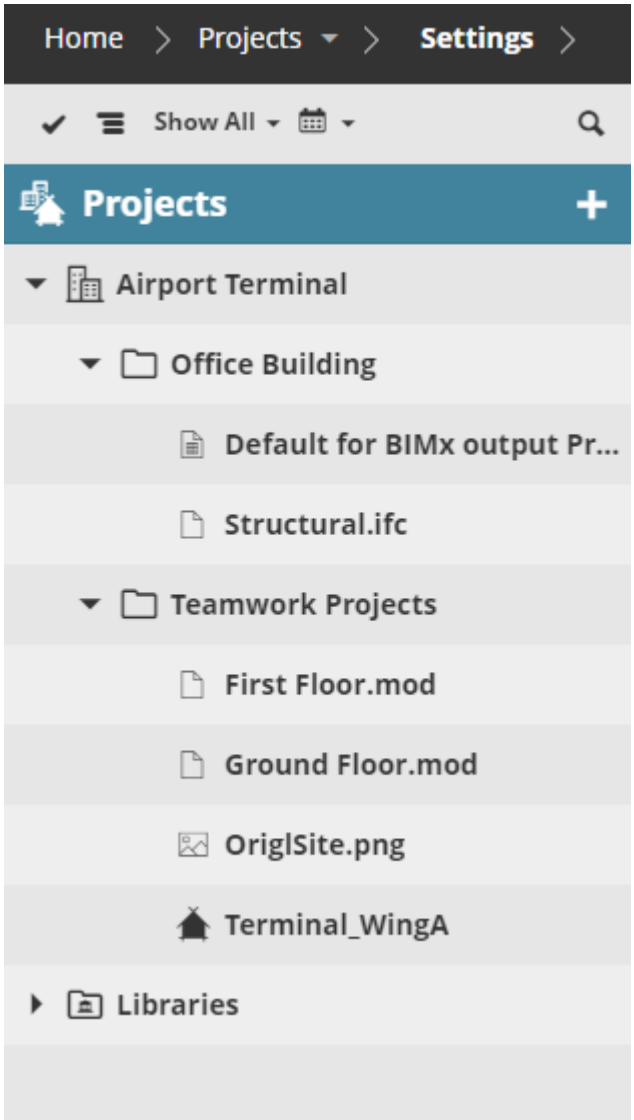
The BIMcloud Manager is a browser-based management interface that controls each aspect of the BIMcloud. This is a zero deployment tool in the hands of server managers: start a web browser on any computer, enter the address of the BIMcloud, and log in.

This solution is accessible from any device with internet access.

In addition to server managers, users with the right permissions can access the BIMcloud Manager to review the status of their projects, access the project Activities list, and modify their personal parameters (e.g. password).

Folder-based Project Organization

The project management interface allows users to create folders for projects and servers.



Large firms with many projects must be able to organize them into a logical hierarchy. The folder logic is up to the company's strategy: set up folders based on studios, offices, project types, owners or architects. The folder organization even allows for setting up several completely different business units on the same BIMcloud. The visibility of these folders can be controlled based on responsibilities.

A special type of folder is the BIMcloud Project: a folder-like container, created on the Projects page of BIMcloud Manager. Use a BIMcloud Project to store Teamwork Projects, files of any format, and sub-folders in one place. Unlike regular folders, BIMcloud Projects can have unique Teams of users assigned to them and/or to their sub-items.

The folder organization is not limited to projects. Folder hierarchies enable managers to set up or modify centralized backup strategies and access permissions, because lower-level folders and items in the folder hierarchy inherit these parameters from a higher level. Changing the backup settings for the folder immediately changes the backup settings for all the projects in that folder and all its sub-folders. If a particular project requires unique backup settings, these can be easily customized without affecting the whole system inheritance.

Folders can be also useful for organizing the BIMcloud Servers (for example, all BIMcloud Servers located in a particular office can be organized in a single folder). Their settings are inherited within the folder hierarchy, just as for projects.

Standardized, Secure Communication

All BIMcloud components use the standard http or https protocol for communication.

The https protocol is a trusted and secure communication channel. Utilizing the company's existing certificates, Archicad is able to communicate through this secure channel, enabling work on a BIMcloud from a remote location and preventing 3rd parties from accessing sensitive data.

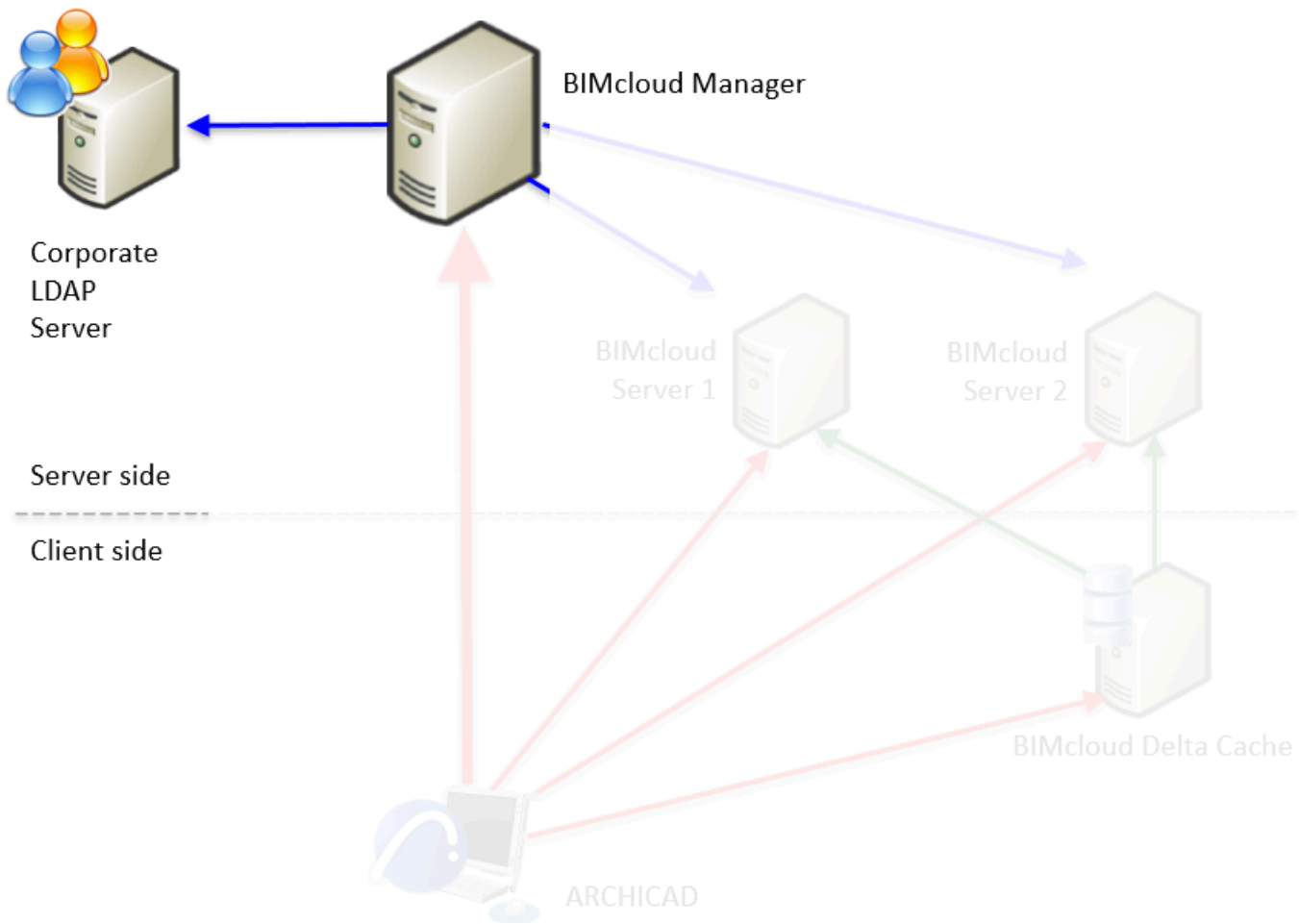
Streamlined User Management, User Groups

The BIMcloud integrates user management with the company's existing corporate user directory, using the worldwide standardized LDAP protocol.

A large company with many employees generally has a User Directory service. The BIMcloud - like other software (e.g. email server, intranet) - can connect to this User Directory, or even to several user directories simultaneously. User directory groups can be replicated on the BIMcloud Manager. Additional and/or ad-hoc user groups can be created if needed.

Users who log in to their office computers use the same login name and password to join a Teamwork project. This can greatly simplify the maintenance of the company user list.

See LDAP - User directory on page 165.



Detailed Management Permissions

The BIMcloud allows the fine-tuning of user permissions for all resources on the BIMcloud (e.g. users, roles, libraries).

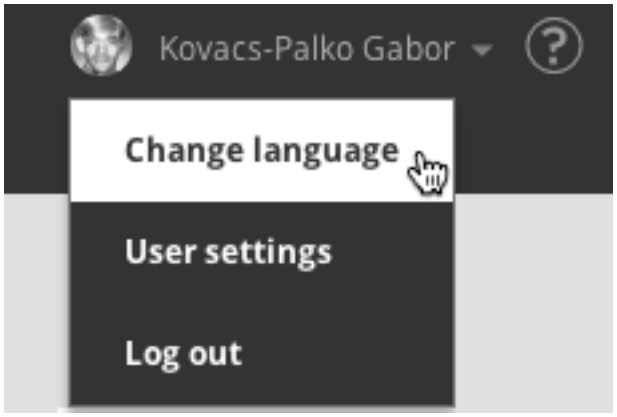
A large firm with far-flung offices may well have multiple users with different levels of server manager competencies. The BIMcloud allows you to configure this at a very detailed level. For example, each server manager has access only to the users they need to manage. Similarly, a server manager's right to manage hardware functions (e.g. restart) can be limited to a particular server.

If subcontractors are also allowed to work on the BIMcloud, their access can be restricted to their particular project: they will not be able to see any other projects, users or settings of the BIMcloud.

See `Access Panel`.

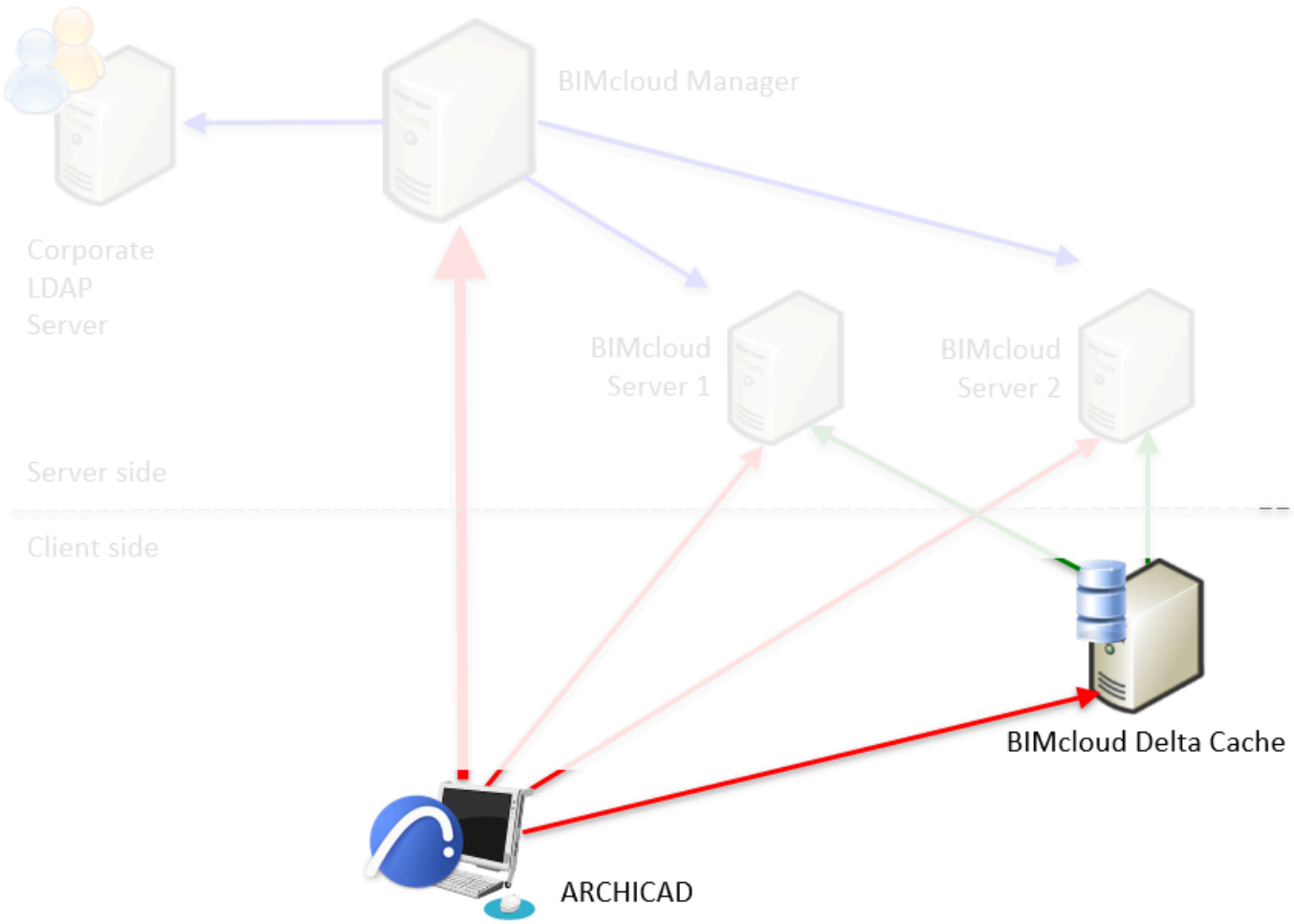
Multi-Language Support

The language of the BIMcloud Manager interface can be changed on the fly from a language pop-up - located at the top-right corner of the interface.



Companies with multiple offices across multiple continents will probably use the local languages in each office. Users from the local offices logging in to the BIMcloud Manager can change their language to a preferred one. This change has no effect on anyone else in the company, or on the settings and modifications made on the BIMcloud Manager.

BIMcloud Delta Cache



If multiple Archicad clients are working from the same location, while the project is hosted on a remote BIMcloud Server, the same data must be downloaded multiple times - once for each client. This redundancy increases server load and reduces available bandwidth.

The BIMcloud Delta Cache component optimizes data transfer between the Archicad clients and a BIMcloud Server by caching the data on the client side. Once an Archicad client downloads a part of the project, the data will be cached locally by the BIMcloud Delta Cache and offered to the next Archicad client who requests the same data.

See BIMcloud Delta Cache on page 52.

BIMcloud vs. BIMcloud Basic: Feature Differences

Compare feature sets for the basic and full versions of BIMcloud On-Prem

The basic version of BIMcloud enables Archicad Teamwork and simplified access control. Use the full version for detailed access control, multiple Archicad version support, file hosting, change tracking, and more.

	BIMcloud Basic	**BIMcloud**
Teamwork from Archicad	+	+

	BIMcloud Basic	**BIMcloud**
Browser based Management	+	+
http/https Support	+	+
System Notifications	+	+
Change Languages in BIMcloud Manager		+
Support for Multiple Archicad Versions		+
Upload folders and files to BIMcloud		+
Store versions of uploaded files		+
Store Project/Library Snapshots in any dedicated folder, by Server		+
Multi-level folder hierarchy		+
BIMcloud Projects and Teams		+
User Groups		+
Detailed Management Permissions		+
LDAP Connection		+
Tags		+
Change Notifications (folders and files)		+
Reservation Assistant		+
BIMx Messaging		+
Automated Server Backups		+
Resource Monitoring		+
Send Emails		+
Multiple BIMcloud Servers		+
BIMcloud Delta Cache		+

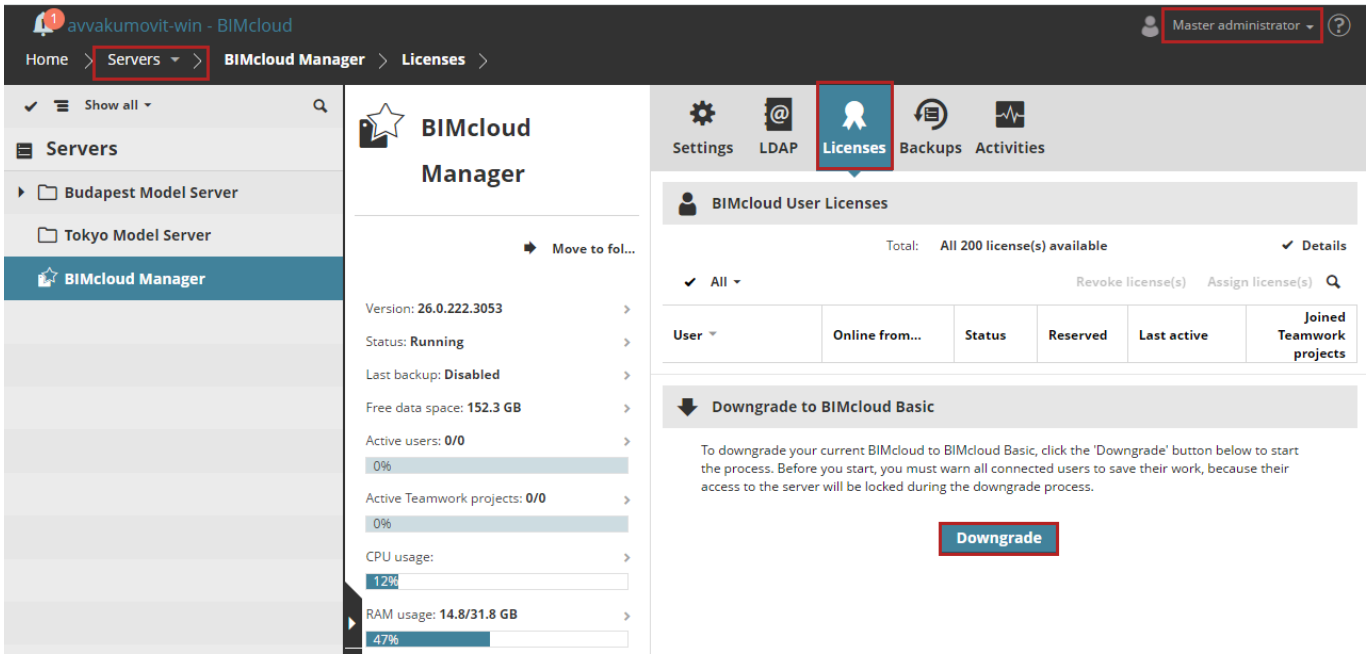
Downgrade from BIMcloud to BIMcloud Basic

Steps to downgrade to the Basic version of BIMcloud and manage your existing content

> **Note:** To complete this process, you must log in as **Master Administrator**.

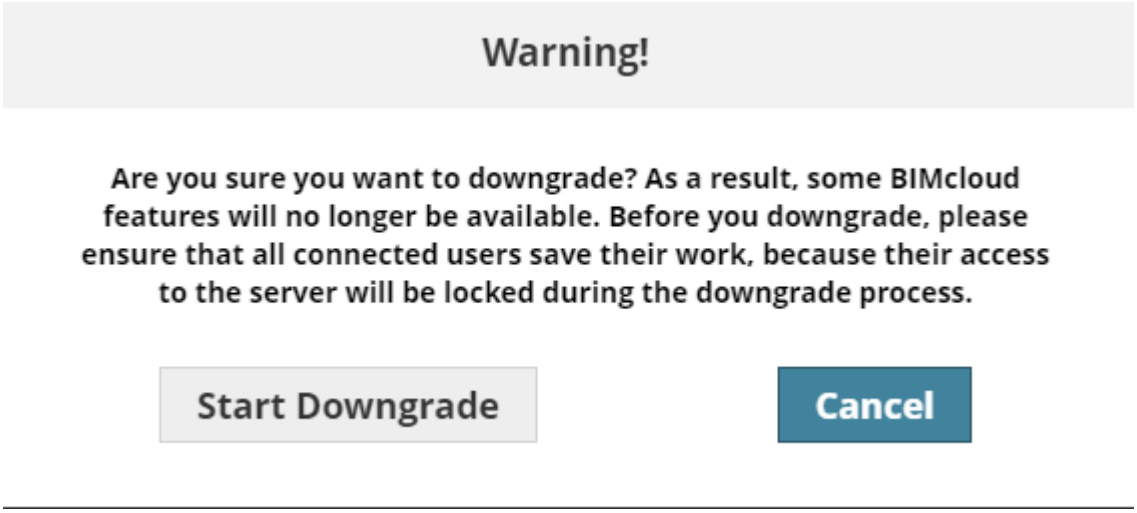
Follow these steps to downgrade the full BIMcloud to the BIMcloud Basic version.

1. Log in as Master Administrator.
2. Alert all users who are connected to the BIMcloud that they must save their work. Access to the server will be locked during the downgrade process!
3. Go to the Servers page of BIMcloud Manager.
4. Select the BIMcloud Manager Server.
5. Open the Licenses page.
6. Click **Downgrade**.



Downgrading involves the loss of certain features that are not available in BIMcloud Basic. Thus, as part of the downgrade process, you must reconfigure certain Manager definitions.

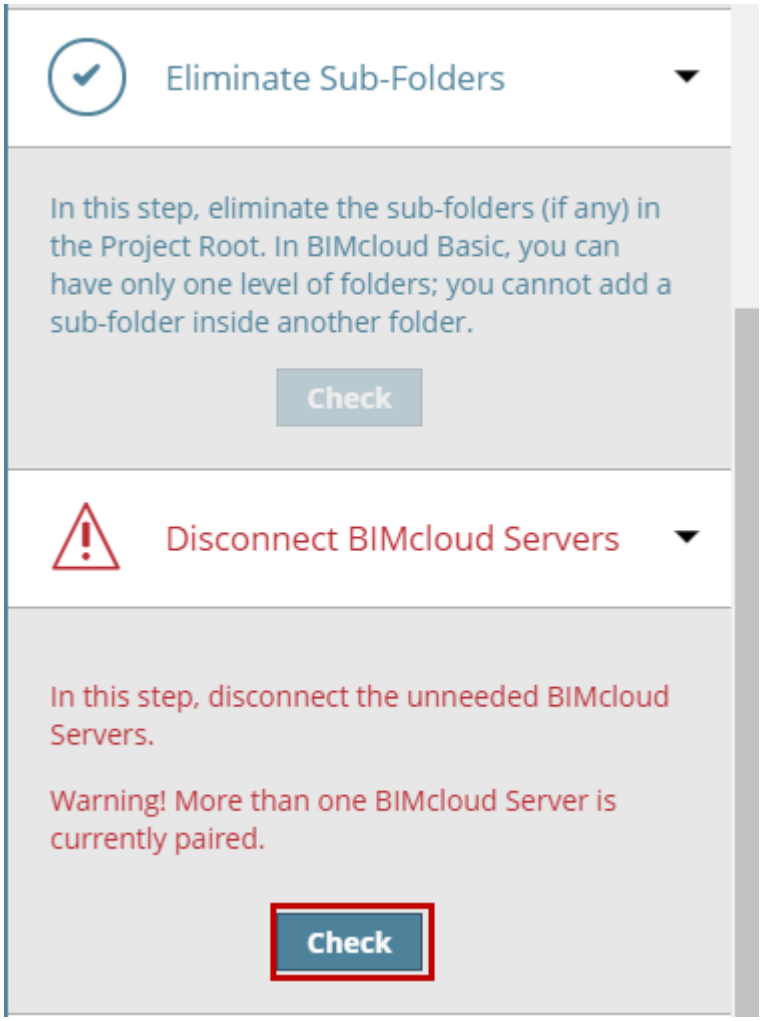
The built-in Downgrade Wizard will take you through this step by step.

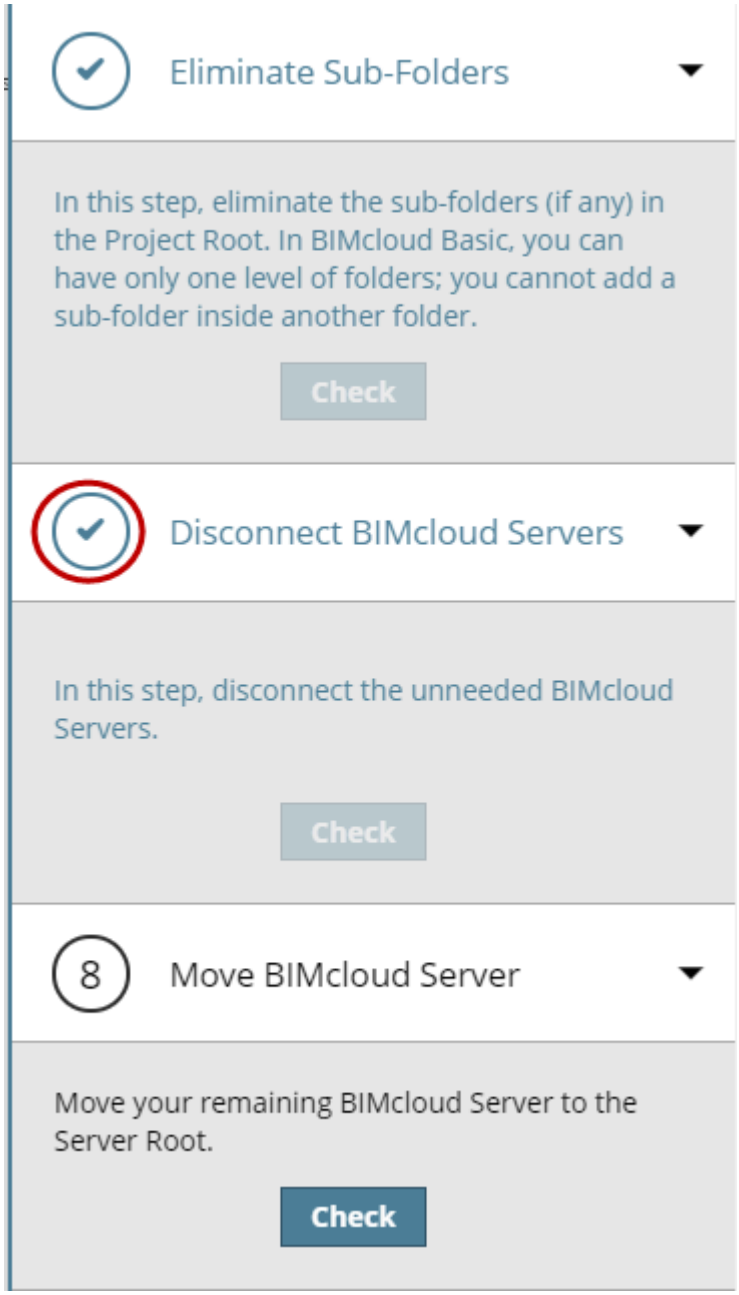


Click **Start Downgrade**. This launches the Downgrade Wizard.

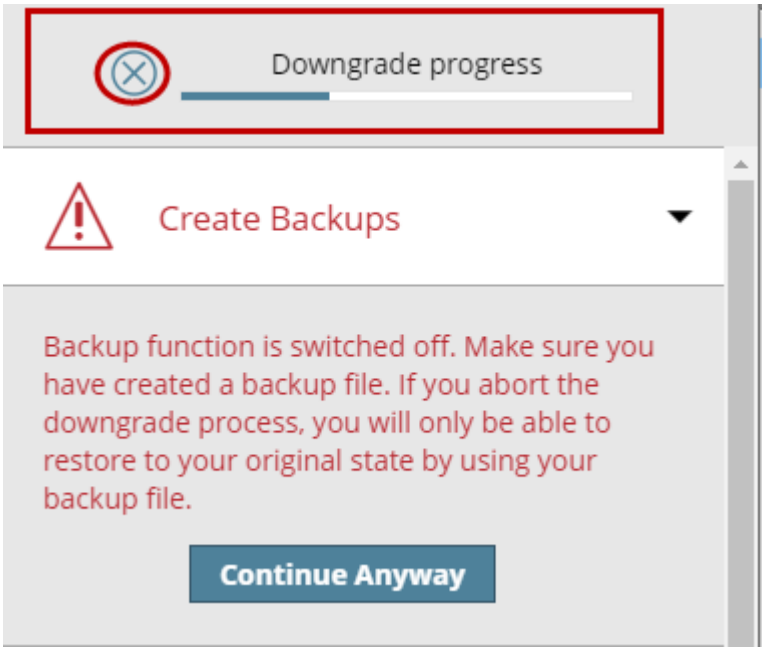
Using the Downgrade Wizard

- The Downgrade Wizard appears at the edge of your screen, prompting you to complete each step.
- For the current step, click **Check**.
- If this step applies to you, it will be shown with a red warning triangle, and you are automatically taken to the right page of BIMcloud Manager, where you can adjust the settings as directed.
- When you complete the step, click **Check** again. If everything is OK, the red warning changes to a checkmark, and you can move to the next applicable step.


Eliminate Sub-Folders
In this step, eliminate the sub-folders (if any) in the Project Root. In BIMcloud Basic, you can have only one level of folders; you cannot add a sub-folder inside another folder.
Check
Disconnect BIMcloud Servers
In this step, disconnect the unneeded BIMcloud Servers.
Warning! More than one BIMcloud Server is currently paired.
Check



- If a certain step is not applicable (e.g. you have no subfolders that need removing), it is grey.
- To abort the Downgrade process, click **X** in the progress bar at the top of the Wizard.



STEP 1: Create Backups

Make sure you have backups of your BIMcloud Manager and BIMcloud Servers.

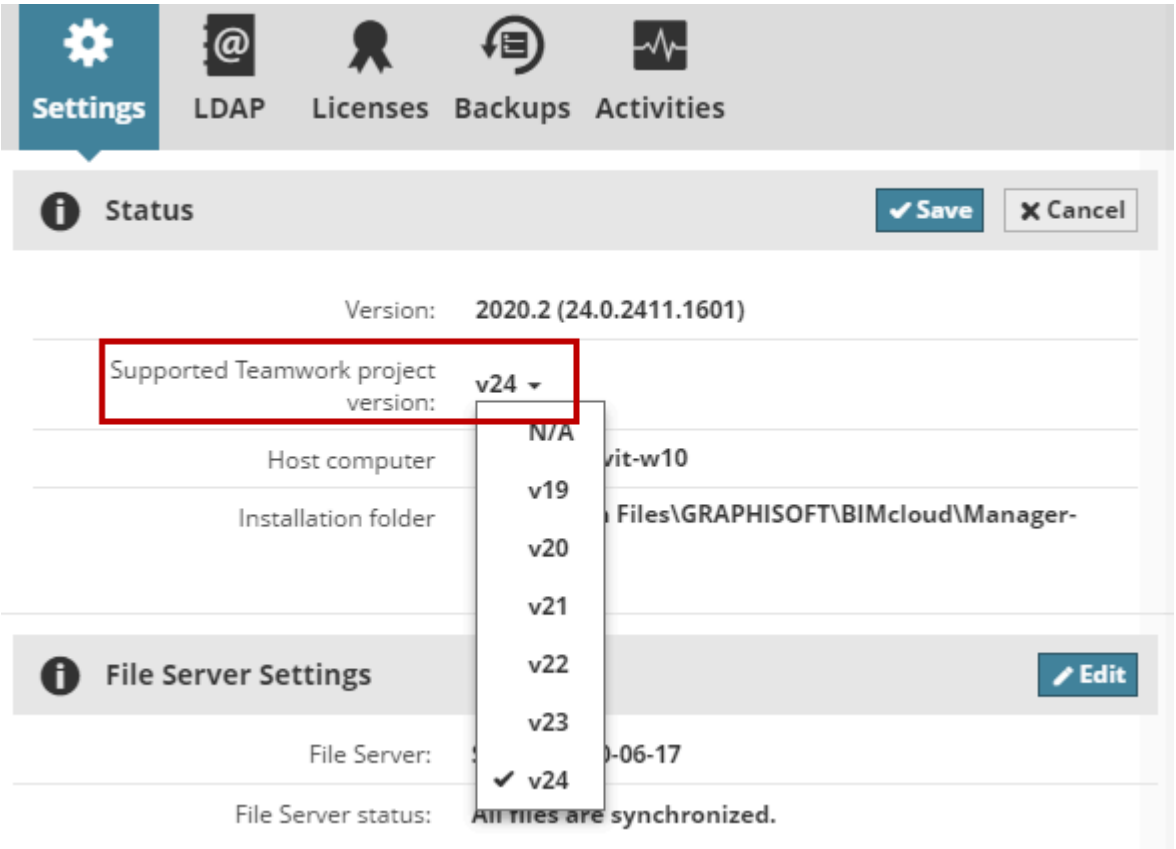
If you abort the downgrade process before completing it, you must use these backups to restore the original state of the BIMcloud.

STEP 2: Lock Version

BIMcloud Basic can support only one version of Archicad. Once you choose your preferred Archicad version, your BIMcloud Basic will be able to host only Teamwork projects that were created in that version. For example, if you lock to version 22, then your BIMcloud Basic can host only Archicad 22 Teamwork projects.

1. Go to BIMcloud Manager > Settings > Status. (Or click **Check** in the Downgrade Wizard to take you there.)
2. At **Supported Teamwork project version:** Choose the single Archicad version to support.

> **Note:**
>
> In BIMcloud for Archicad 29 Technological Preview: the only supported version is Archicad 29.

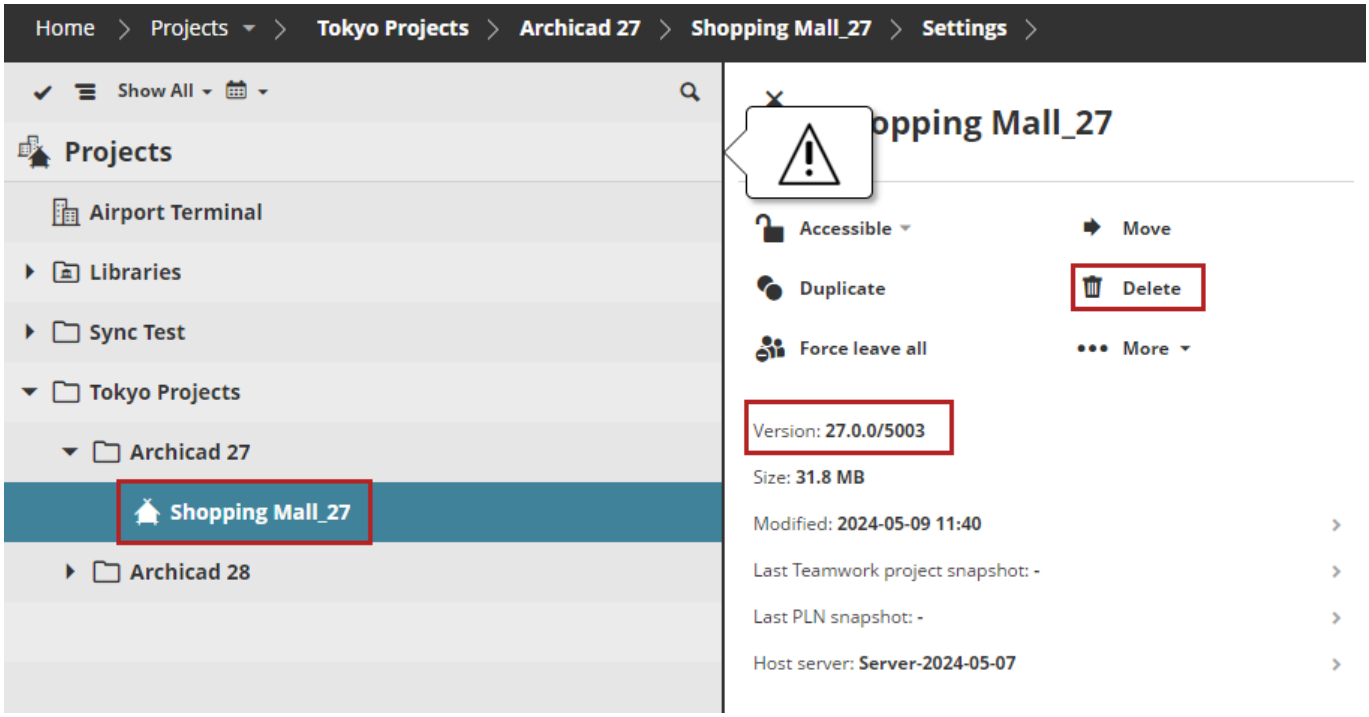


STEP 3: Delete Incompatible Teamwork Projects

In the previous step, you locked BIMcloud Basic to a particular Archicad version.

Now you must delete all incompatible Teamwork projects from BIMcloud Manager - that is, all projects shared from other Archicad versions:

1. Go to the Projects page of BIMcloud Manager. (Or click **Check** in the Downgrade Wizard to take you there.)
2. Select the Teamwork Project(s) to delete.
3. Click **Delete**.

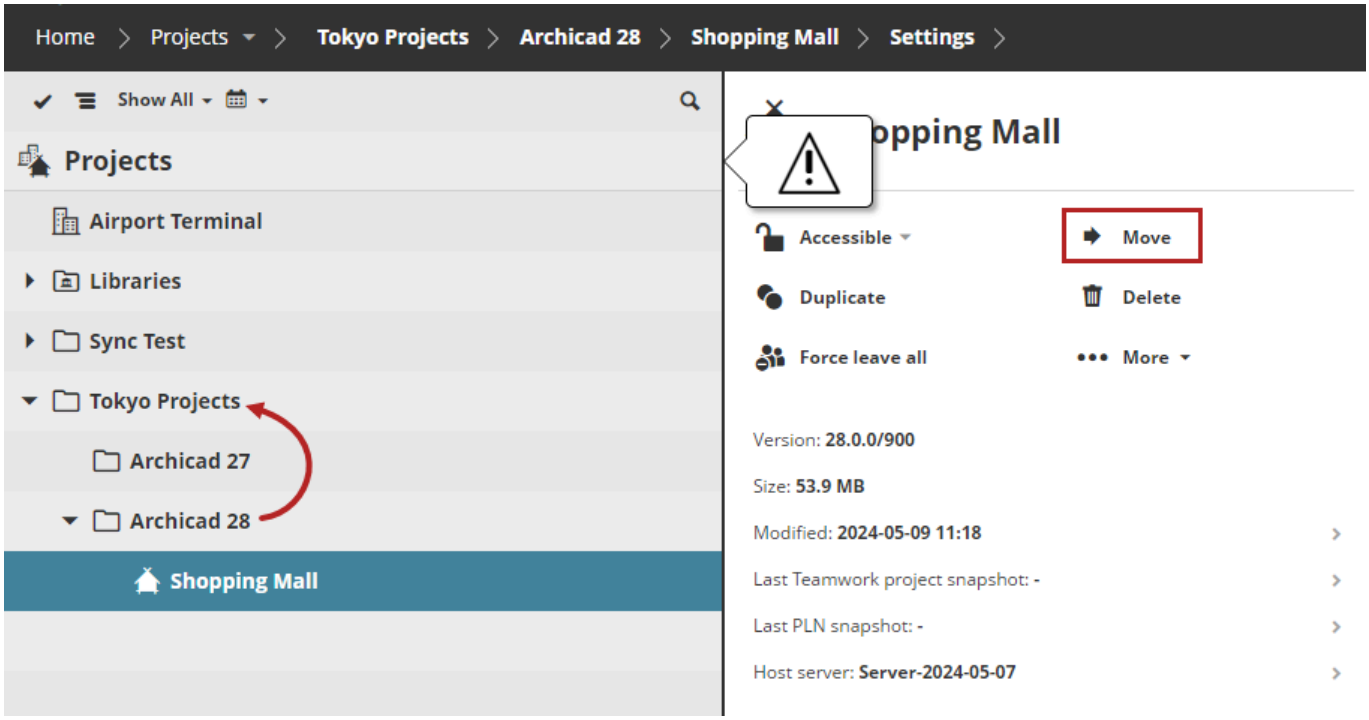


STEP 4: Move Teamwork Projects

BIMcloud Basic supports only one level of folders in the Projects Root.

If your Teamwork Projects are located in lower-level sub-folders, you must move them now:

1. Go to the Projects page of BIMcloud Manager.
2. Select any Project(s) that are located in sub-folders. (Or click **Check** in the Downgrade Wizard to take you there.)
3. Click **Move**, then select a target folder: either the Projects Root, or else another folder that is one level below.



STEP 5: Move Libraries

In BIMcloud Basic, Libraries can be located only in the default Libraries folder.

If you have Libraries in other folders, you must move them now to the default Libraries location.

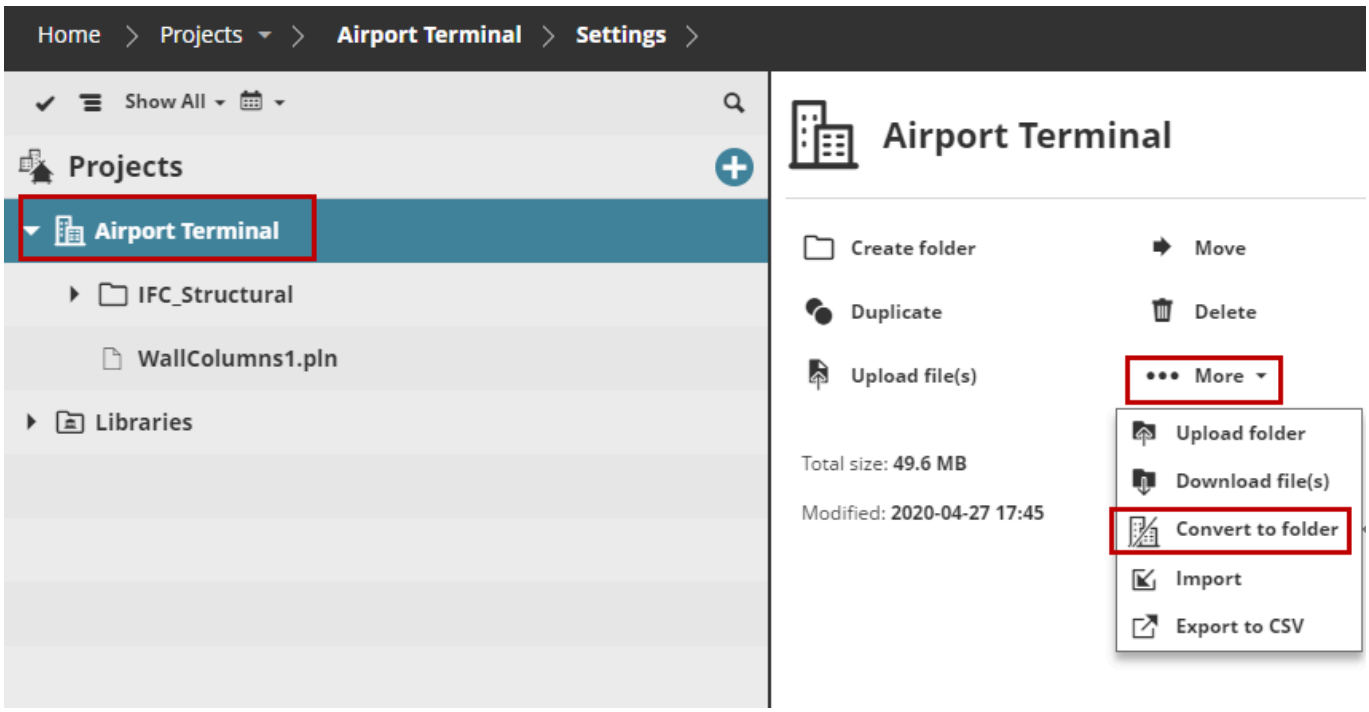
1. Go to the Projects page of BIMcloud Manager. (Or click **Check** in the Downgrade Wizard to take you there.)
2. Select any Library located in a non-default location.
3. Click **Move**, then select the default Libraries folder.

STEP 6: Eliminate BIMcloud Projects

BIMcloud Basic does not support BIMcloud Projects.

If your Projects page contains any BIMcloud Projects, you must convert them to folders now. The contents will remain in the folder, but the Teams definitions of the BIMcloud Projects will be eliminated.

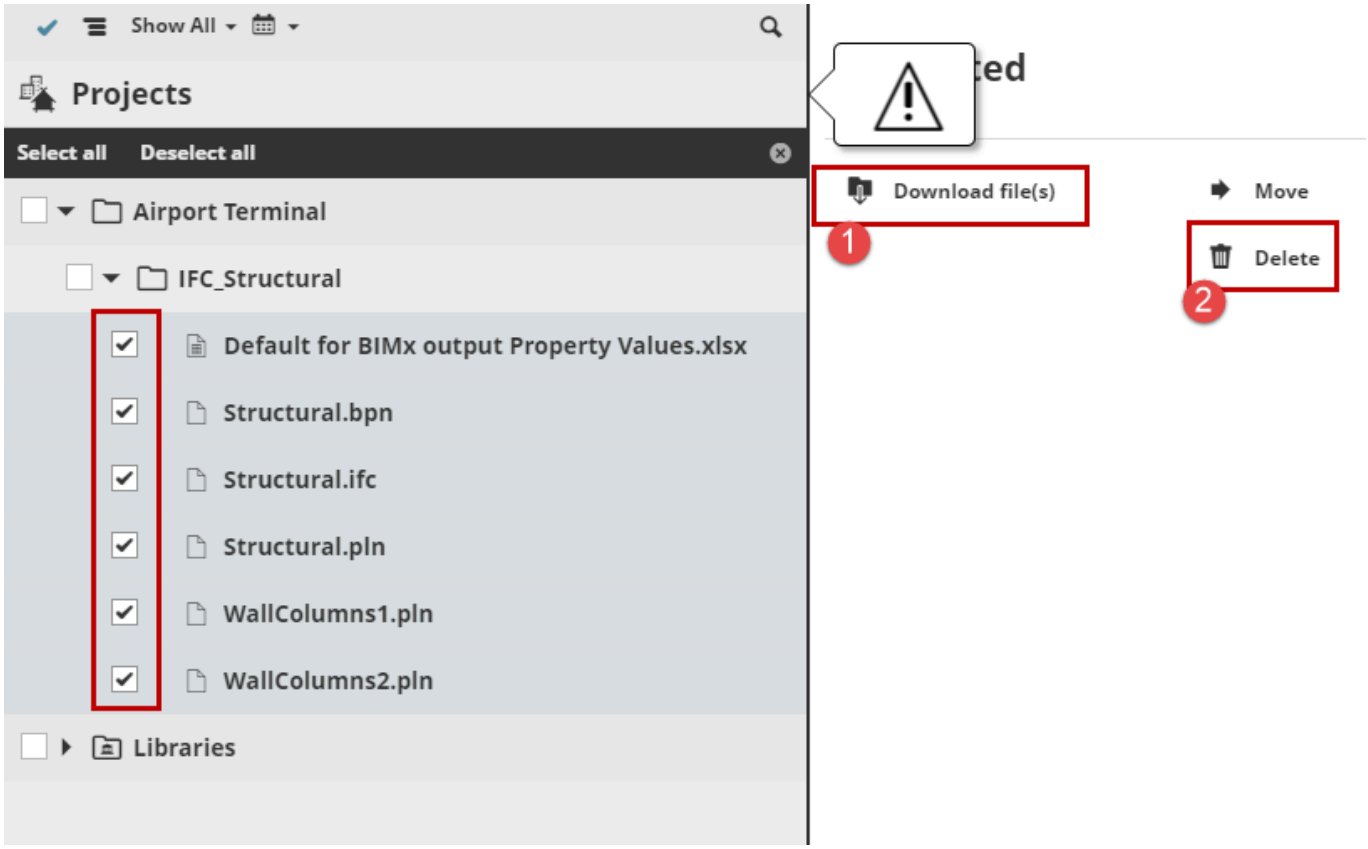
1. Go to the Projects page of BIMcloud Manager. (Or click **Check** in the Downgrade Wizard to take you to the Convert to folder command.)
2. Select any BIMcloud Projects.
3. For each, click **Convert to folder**.



STEP 7: Download, then Remove File(s)

BIMcloud Basic does not support the upload of files to the BIMcloud.

1. Go to the Projects page of BIMcloud Manager. (Or click **Check** in the Downgrade Wizard to take you there.)
2. Select every uploaded file and click **Download files**, so you have local saved copies.
3. Then click **Delete** to remove them from BIMcloud Manager.



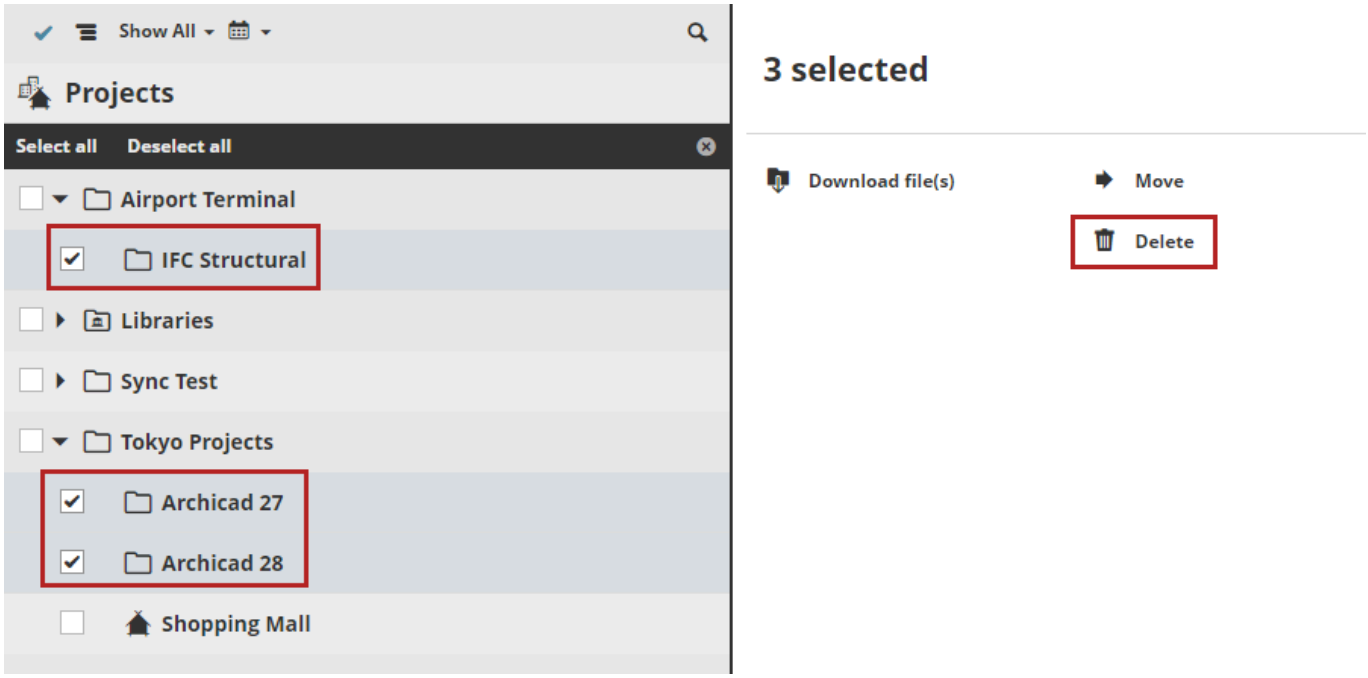
STEP 8: Eliminate Sub-Folders

BIMcloud Basic supports only one level of folders in the Projects Root.

If your Projects page contains any sub-folders, you must delete them now:

> **Note:**
>
> These sub-folders are now empty: in the previous steps, you moved any projects or libraries they had contained.

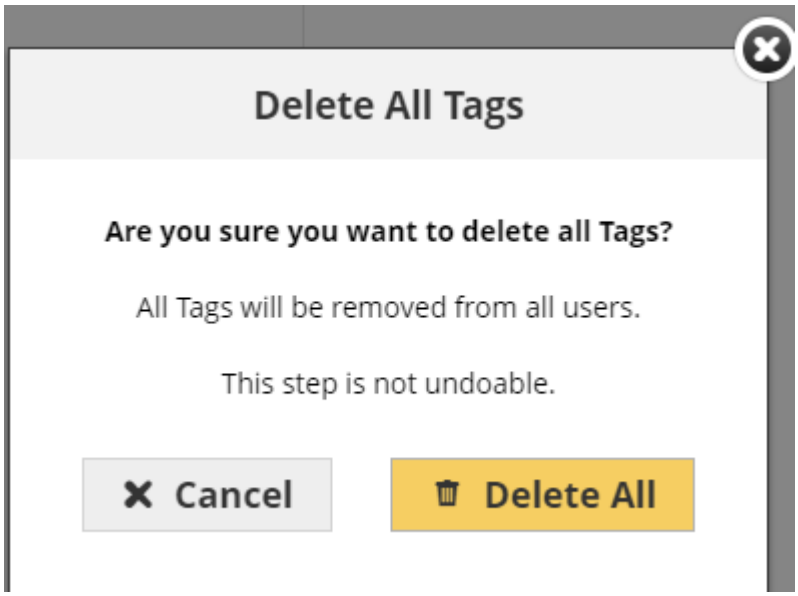
1. Go to the Projects page of BIMcloud Manager. (Or click **Check** in the Downgrade Wizard to take you there.)
2. Select any sub-folders.
3. Click **Delete**.



STEP 9: Delete All Tags

Tags and the My Tags page of BIMcloud Manager are not available in BIMcloud Basic. This step will delete and remove all tags you have assigned to Project/Library items.

1. Go to the Projects page of BIMcloud Manager. (Or click **Check** in the Downgrade Wizard to take you there.)
2. You are prompted to Delete All Tags.



STEP 10: Delete All Subscriptions

Change subscriptions are not available in BIMcloud Basic. This step will delete all subscriptions of all users.

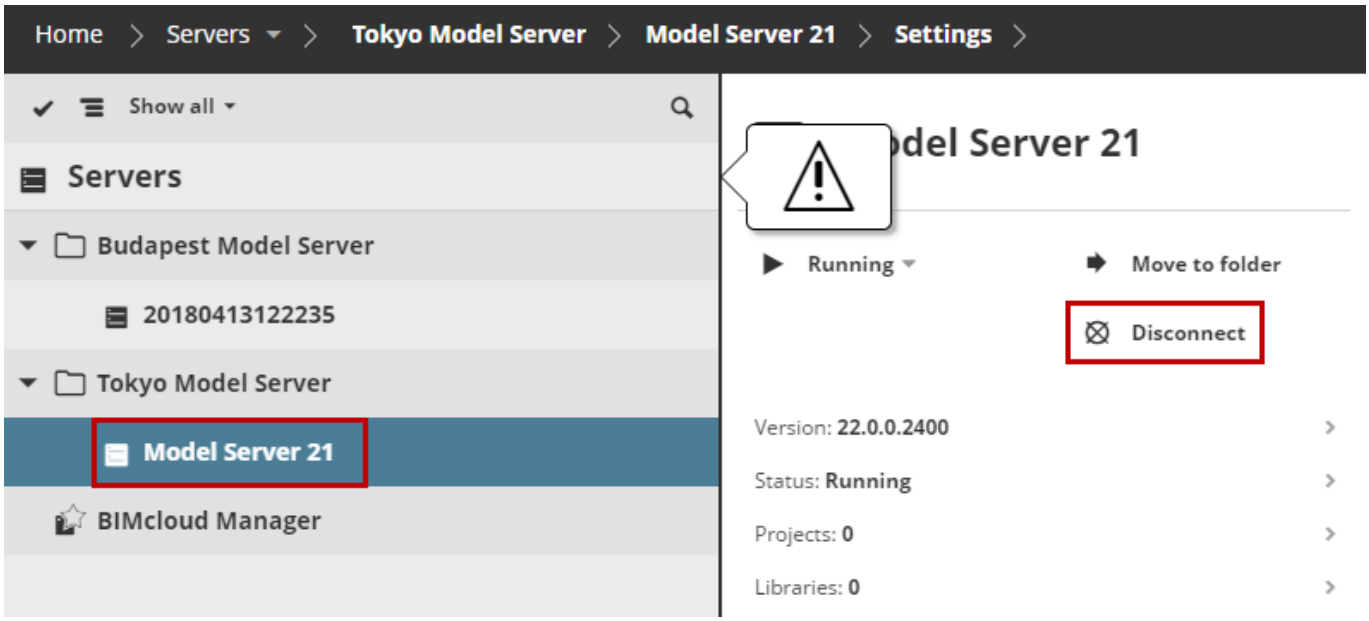
1. Go to the Projects page of BIMcloud Manager. (Or click **Check** in the Downgrade Wizard to take you there.)
2. You are prompted to **Delete All**.

STEP 11: Disconnect BIMcloud Servers

BIMcloud Basic can connect to only a single BIMcloud Server.

In this step, remove all extra BIMcloud Servers, so that only one remains.

1. Go to the Servers page of BIMcloud Manager (Or click **Check** in the Downgrade Wizard to take you there.)
2. Select the BIMcloud Server that will no longer be used
3. Click **Disconnect**.



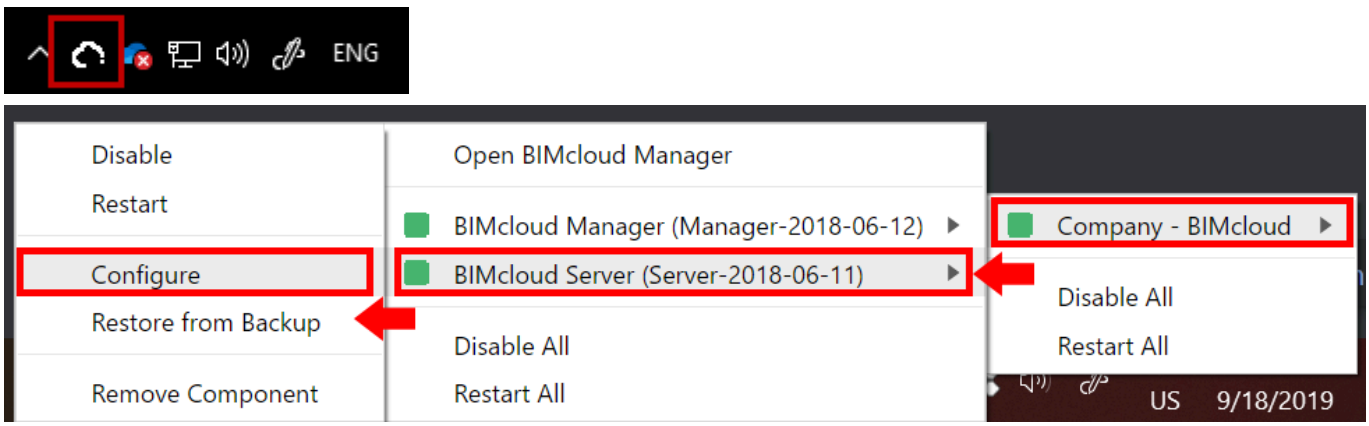
STEP 12: Disable external Snapshot folder

The option to save Snapshots to an external folder is not available in BIMcloud Basic.

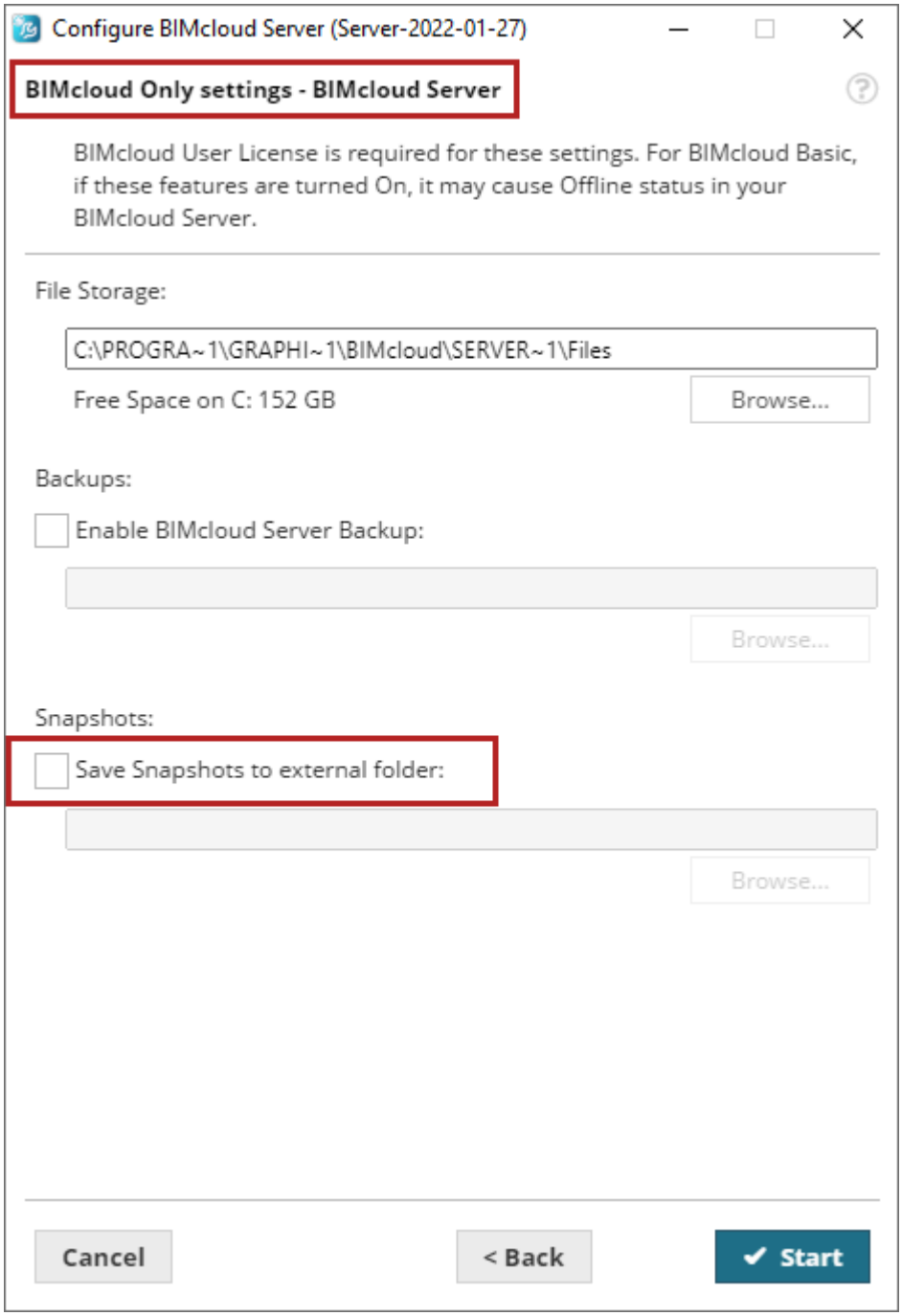
If you have activated this option in BIMcloud, you must now disable it, in order to use BIMcloud Basic.

If you do not disable it, your BIMcloud server will go offline after the downgrade!

1. Open the BIMcloud Server Configurator from the tray icon:



1. The Configure dialog box opens. Click Next to open the BIMcloud Only settings page.
2. Uncheck the box to Save Snapshots.

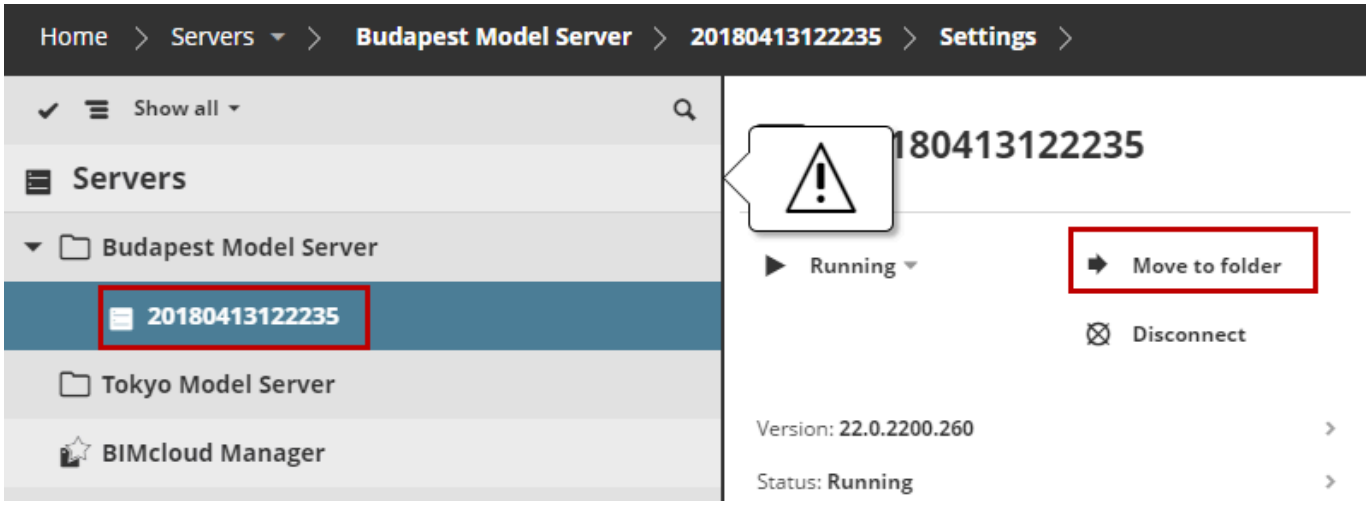


STEPS 13 and 14: Move BIMcloud Server and/or BIMcloud Manager

BIMcloud Basic does not support folders on the Servers page.

If your BIMcloud Server or BIMcloud Manager is located in a folder, you must move it to the Servers Root:

1. Go to the Servers page of BIMcloud Manager (Or click **Check** in the Downgrade Wizard to take you there).
2. Select the Server that is located in a folder.
3. Click **Move to Folder**, and choose the Servers Root.

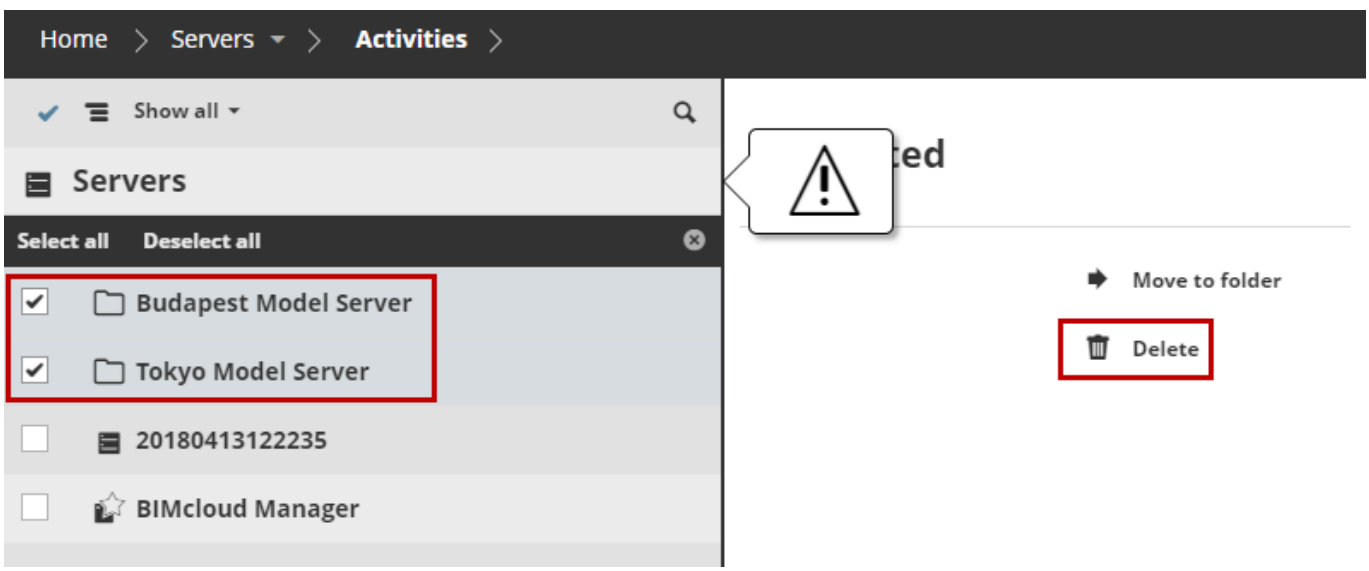


STEP 15: Eliminate Folders from Server Root

BIMcloud Basic does not support folders in the Server Root.

> **Note:**
>
> These folders are now empty: in the previous steps, you moved any servers they had contained.

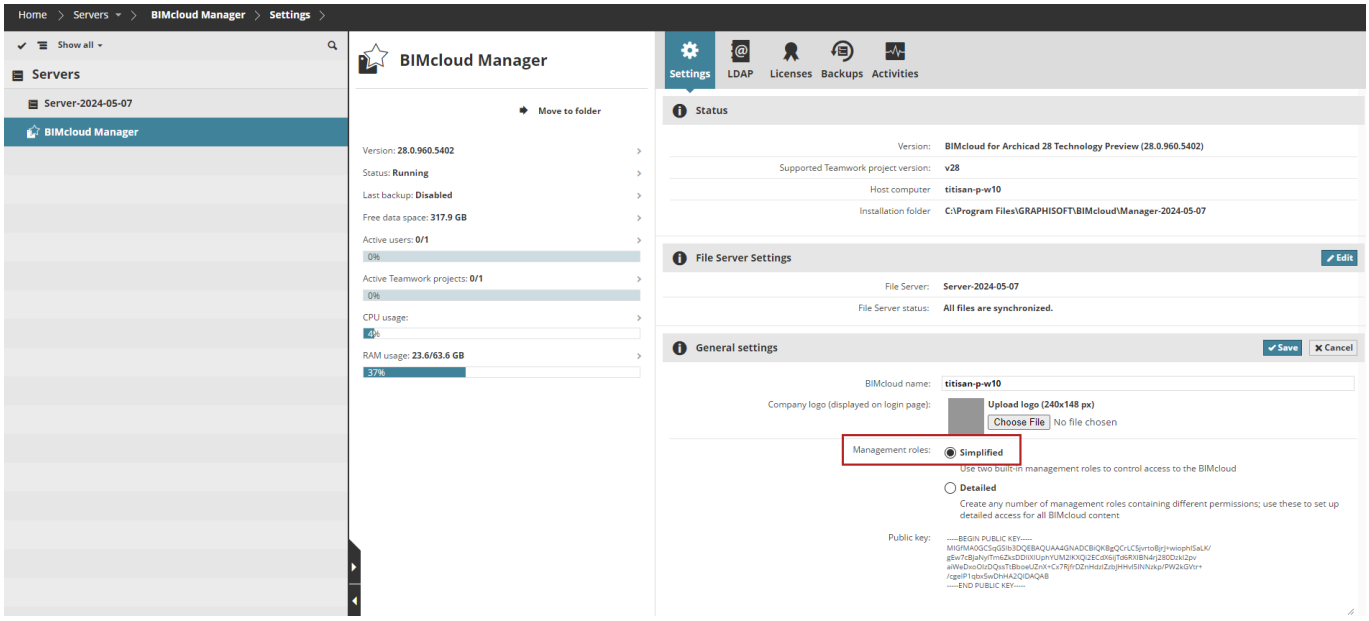
1. Go to the Servers page of BIMcloud Manager (Or click **Check** in the Downgrade Wizard to take you there).
2. Select the folders.
3. Click **Delete**.



STEP 16: Change to Simplified Permissions

In BIMcloud Basic, only Simplified Permissions mode is available.

1. On the Servers page, select the BIMcloud Manager (Or click **Check** in the Downgrade Wizard to take you there).
2. In General Settings, click Edit, and choose the **Simplified** option at**Management Roles**.
3. Click **Save**.



STEP 17: Disconnect LDAP Services

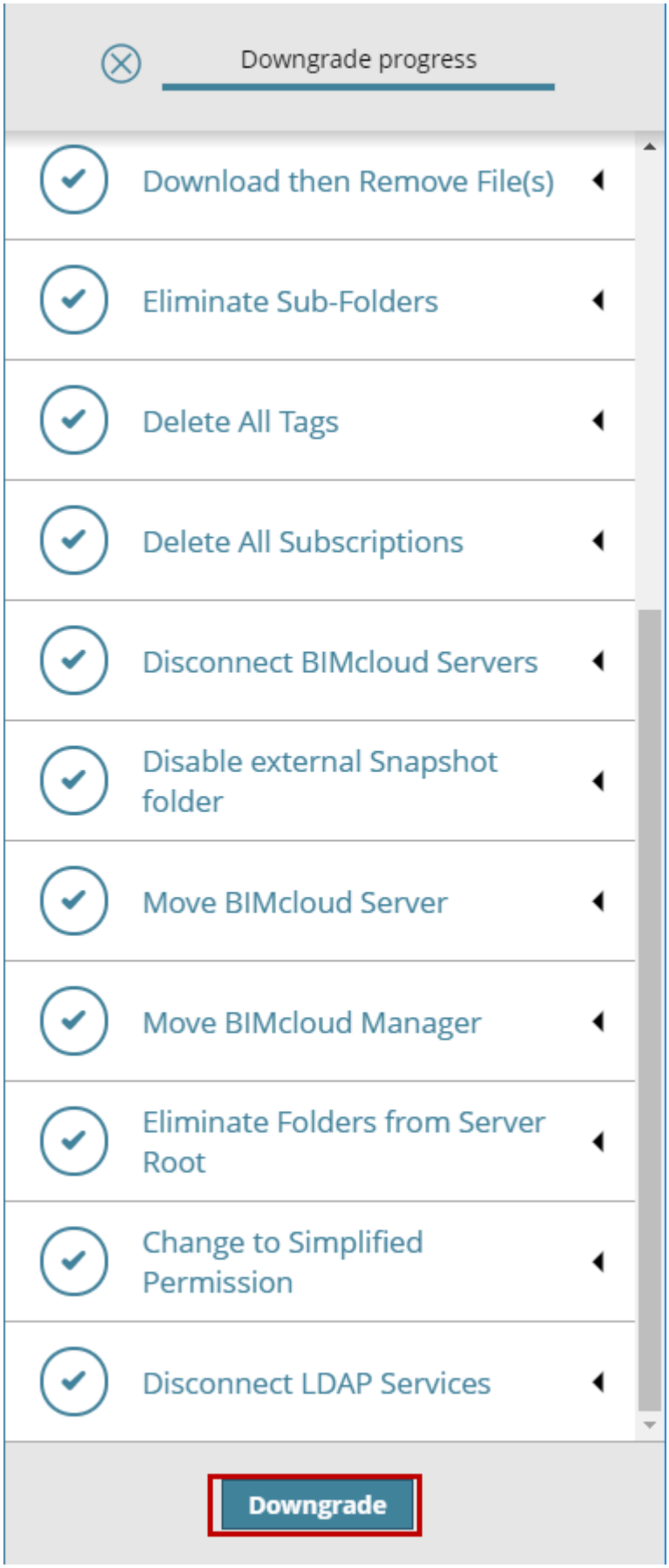
LDAP is not available in BIMcloud Basic.

1. On the Servers page, select the BIMcloud Manager and go to the LDAP page (Or click **Check** in the Downgrade Wizard to take you there).
2. Select the Directory service from the list and click **Disconnect**.

Complete Downgrade

As shown in the Wizard, you have successfully completed all the steps required for downgrade.

Click **Downgrade** to complete.


Downgrade progress
Download then Remove File(s)
Eliminate Sub-Folders
Delete All Tags
Delete All Subscriptions
Disconnect BIMcloud Servers
Disable external Snapshot folder
Move BIMcloud Server
Move BIMcloud Manager
Eliminate Folders from Server Root
Change to Simplified Permission
Disconnect LDAP Services
Downgrade

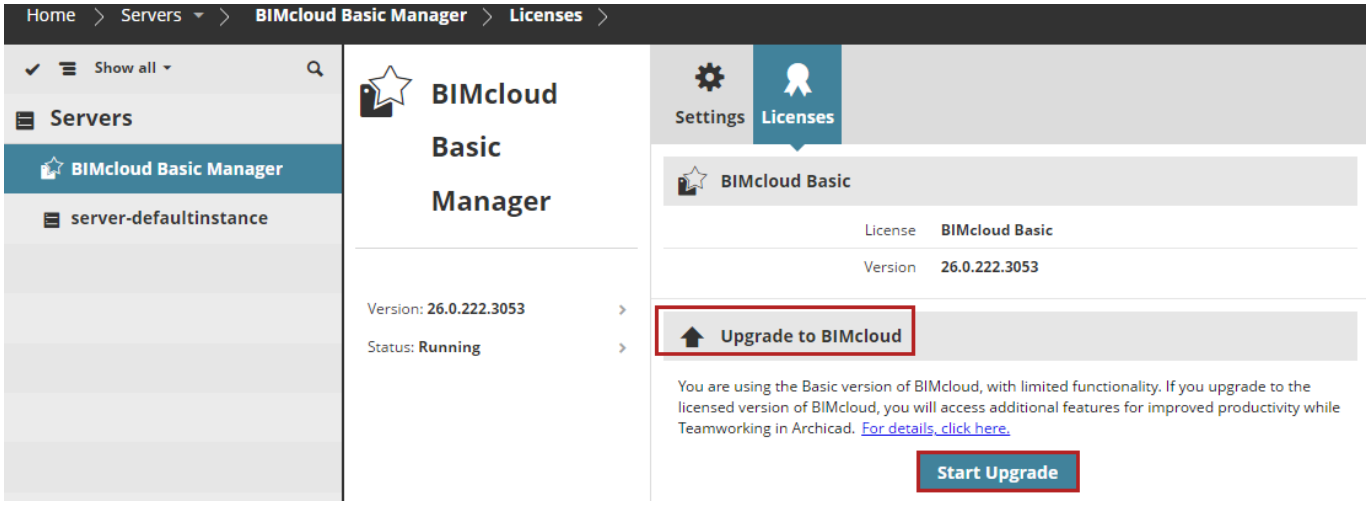
Upgrade from BIMcloud Basic to BIMcloud

Access the full functionality of BIMcloud

> **Note:** To use this option, you must log in as **Master Administrator**.

Follow these steps to upgrade your BIMcloud Basic to BIMcloud.

1. Go to the Servers page of BIMcloud Manager.
2. From BIMcloud Basic Manager, open the Licenses page.
3. Click **Start Upgrade**.
4. The upgrade takes place at once. You can now use the full BIMcloud.

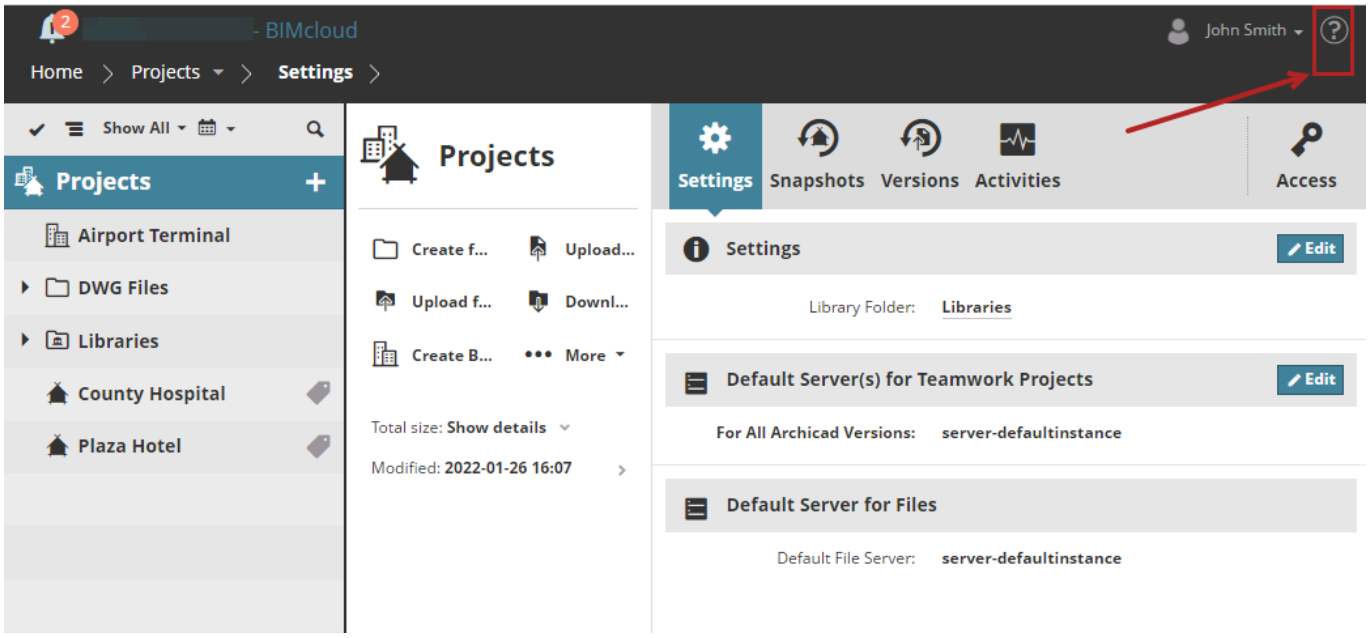


BIMcloud Help resources

Find answers to your BIMcloud questions

Context-Sensitive Help

On any page of BIMcloud Manager, click the question mark at top right.



The Help will open to a description of the currently active content/panel.

Help in PDF format

Access the Help in PDF format: BIMcloud.pdf

Additional Resources

See the BIMcloud-related Knowledge base articles at the Graphisoft Community site.

For Technical Support:

https://graphisoft.com/contact-us/local-contacts

Install or reconfigure BIMcloud

Check system requirements, install or reconfigure BIMcloud components, set up the CodeMeter server

BIMcloud consists of the following components:

- BIMcloud Manager: Management function of BIMcloud
- BIMcloud Server: Model handling component of BIMcloud. One or more BIMcloud Servers can be installed to the same or separate computers
- BIMcloud Delta Cache: Optional component which optimizes data transfer between Archicad clients and a BIMcloud Server

BIMcloud hardware/software requirements

Latest system requirements for BIMcloud

Hardware/software requirements are modified from time to time. For up to date information, please consult:

http://www.graphisoft.com/support/system_requirements

Compatibility

Which Archicad versions and BIMcloud Servers does BIMcloud support?

BIMcloud supports

- BIMcloud Servers 2018.2 and up
- Archicad versions 19 and up

Note: Make sure your Archicad version is updated.

Components

BIMcloud Manager must be on the same or newer version as all the connected Servers.

On BIMcloud Basic: BIMcloud Manager and BIMcloud Server must use the same version.

It is recommended that you update all components (BIMcloud Server, BIMcloud Manager) to the latest version.

Update components to current BIMcloud

Keep BIMcloud updated with the latest features and fixes

It is recommended that you update all components (BIMcloud Server, BIMcloud Manager) to the latest version. The update process keeps all existing data and configuration intact on the server (users, roles, projects, permissions.)

For the most recent BIMcloud components, this is a one-step update process that you initiate from the BIMcloud Installer.

If your components are older, a link will direct you to instructions on how to update legacy components.

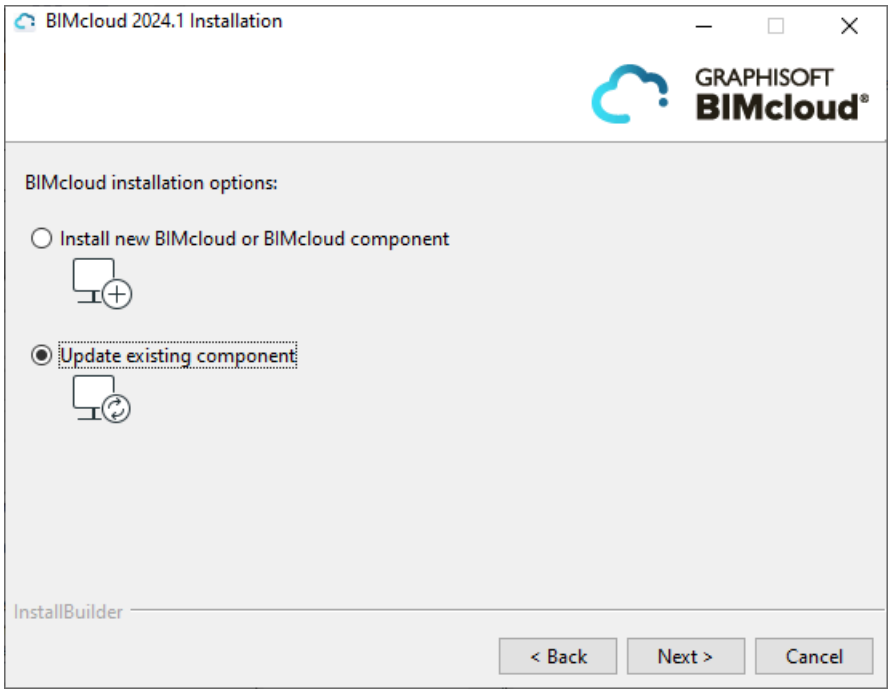
Update components using BIMcloud Installer

Run the update(s) straight from the installer

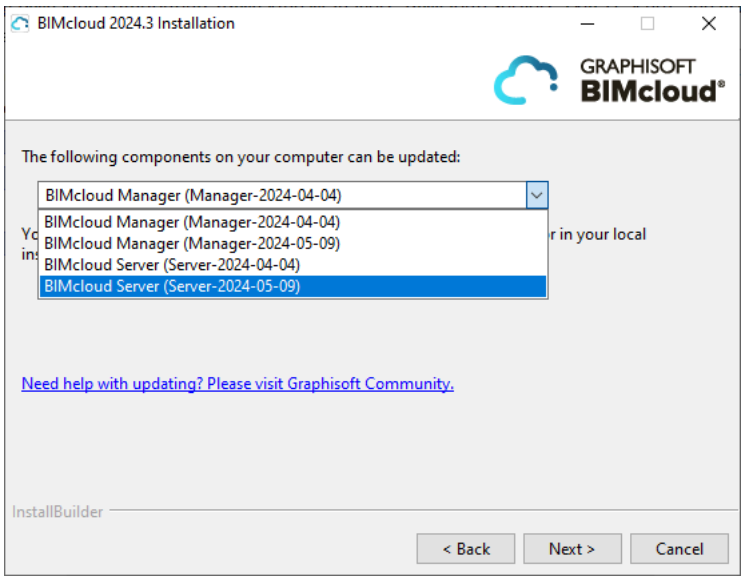
When you start BIMcloud Installer, the program automatically checks your computer for any existing BIMcloud components (BIMcloud Managers, BIMcloud Servers, Delta Cache), and lists those for which an update is available.

The update process keeps all existing data and configuration intact on the server (users, roles, projects, permissions.)

1. Start the BIMcloud Installer.
2. Existing components have been detected. It is recommended to update them. Click Update existing component.



3. The updateable components are listed in the popup. Choose one to update (e.g. BIMcloud Manager or BIMcloud Server). Click Next.



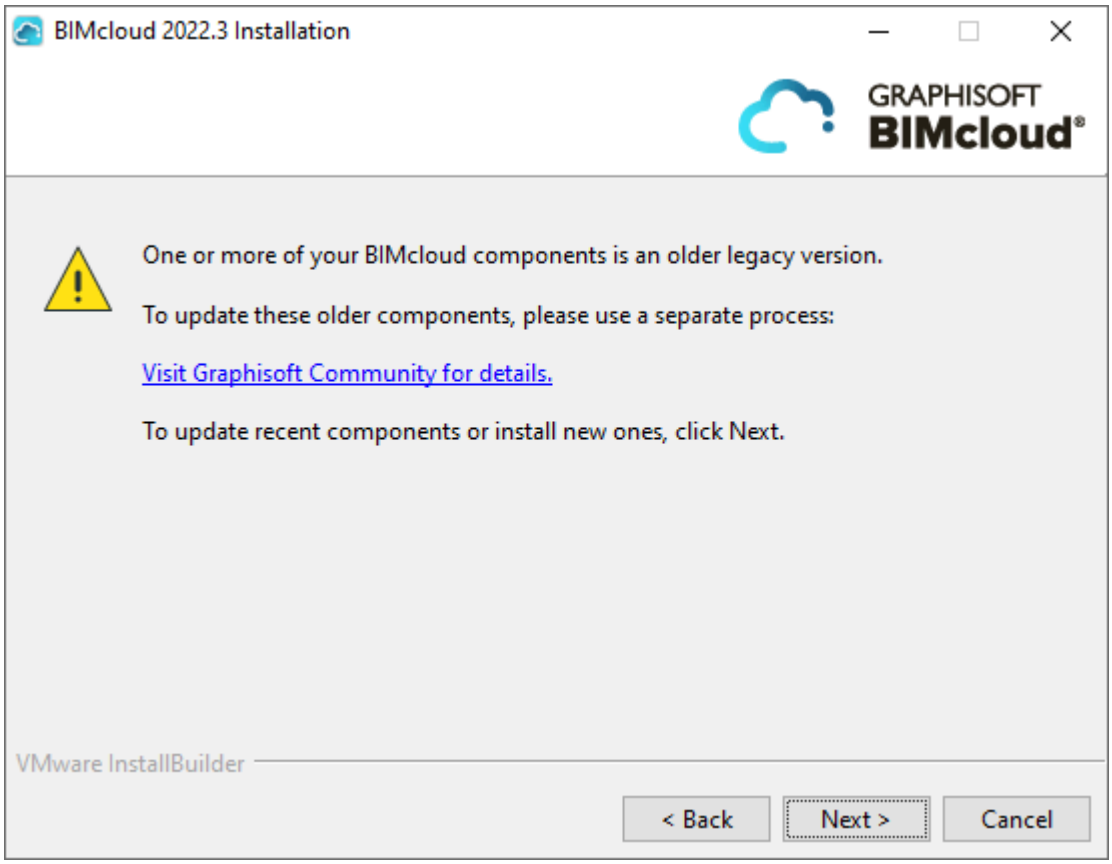
4. The component is updated. The older version is removed, and the latest version is installed in its place.
5. Click Finish.

6. If needed, run the installer again to update any additional components in the list that still need to be updated.
7. If all components are up to date, the installer no longer offers the update option.

Update legacy BIMcloud components

How to update legacy components (older than version 2020)

If any of your existing BIMcloud components are older (legacy) versions, the installer will alert you that you can't update them straight from the installer:



But you can do it through a two-round update process. First you update the components to an intermediate version, then you update them to the latest BIMcloud version.

See this Community site article for details.

How to identify BIMcloud components

Where to find the name/version number of BIMcloud components

You may have multiple BIMcloud Servers and multiple BIMcloud Managers installed.

- Earlier version components are identified by version number. (e.g. BIMcloud Manager 21, BIM Server 19)
- As of v2018, BIMcloud components are identified by the name of their installation folder, which includes the date of installation. This folder name is automatic and cannot be changed.

You can see your installed BIMcloud components by name in the following places:

- on the Status page of BIMcloud Manager (Servers page)
- on the BIMcloud Tray icon

Using the Hardware License Key

Connect and program your hardware key for BIMcloud (On-Premises)

After installing BIMcloud Manager, you should restart your computer before setting up the hardware key. The hardware key must be accessible by the BIMcloud Manager. To ensure this, do one of the following:

- Connect the key to the BIMcloud Manager computer's USB port.
- Connect the key to a different computer and install a CodeMeter Server on it, which will provide access to the license for the BIMcloud Manager computer.

Programming the Hardware License Key

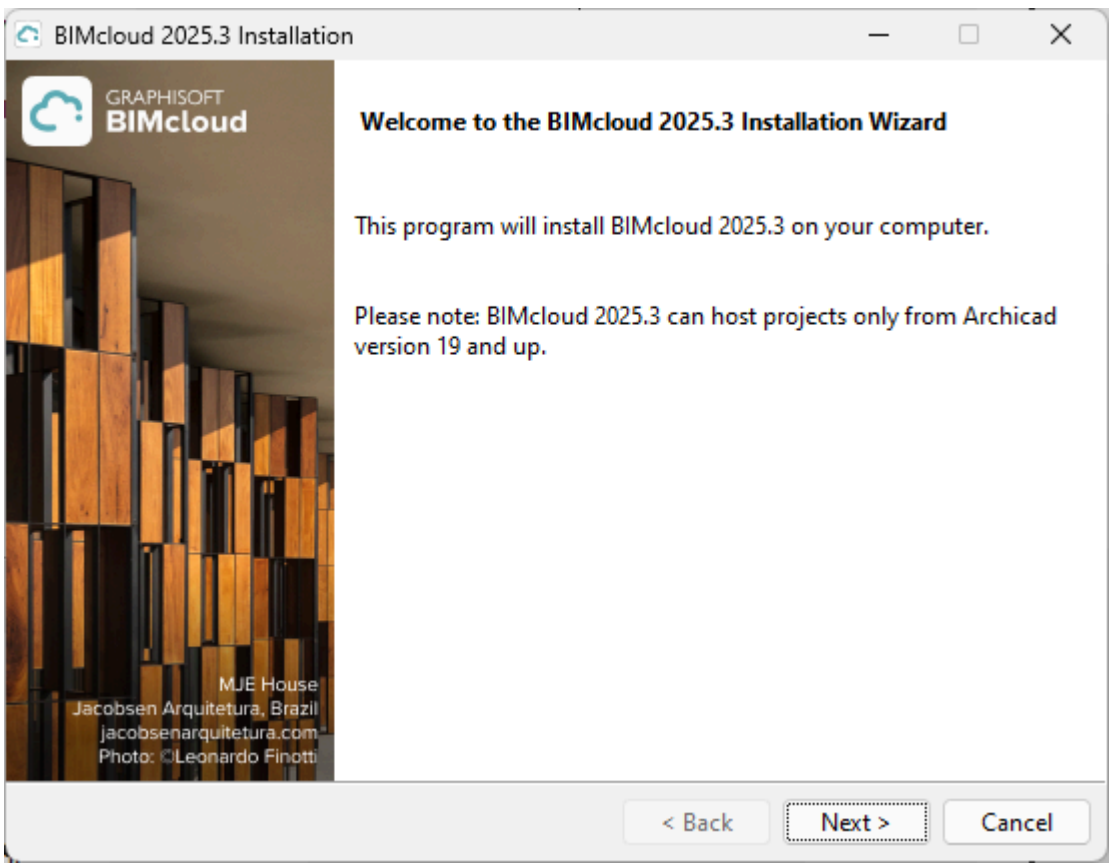
CodeMeter hardware protection keys for Graphisoft BIMcloud can be remotely programmed via http://www.graphisoft.com/downloads/licensing.

If you have recently purchased Graphisoft BIMcloud, you will receive an empty CodeMeter key that you must “load” through the licensing site.

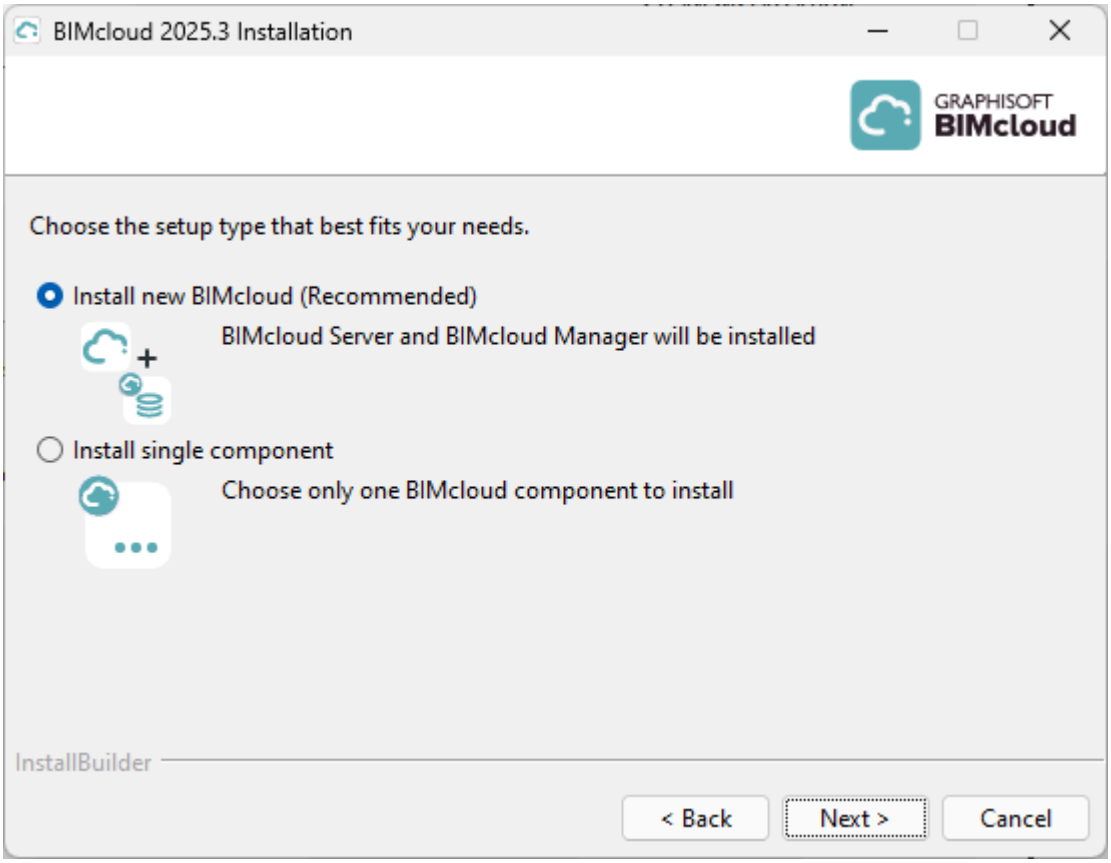
Clean Installation

First-time installation of BIMcloud on this computer, using a wizard

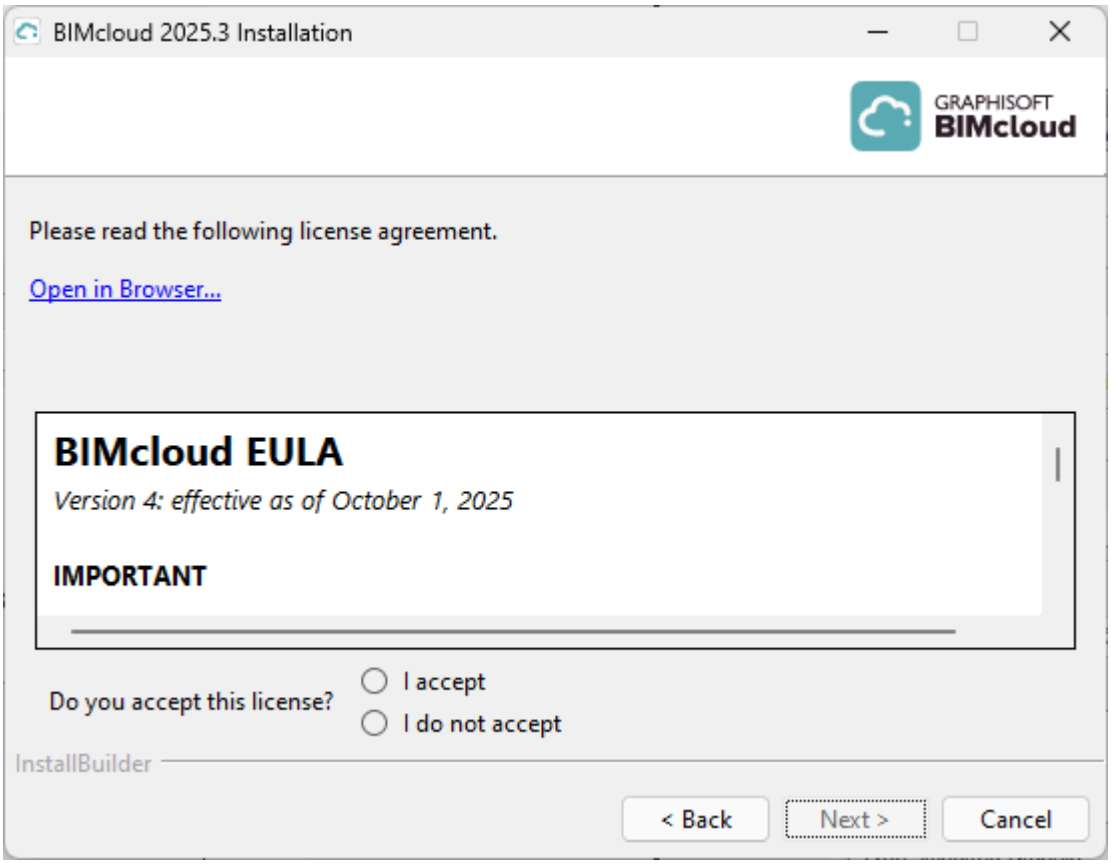
1. Download and start the BIMcloud installer for BIMcloud.
2. The welcome page opens. Click Next.



3. Choose Install new BIMcloud. You will now install and configure two components, one after the other:
   - BIMcloud Server
   - BIMcloud Manager



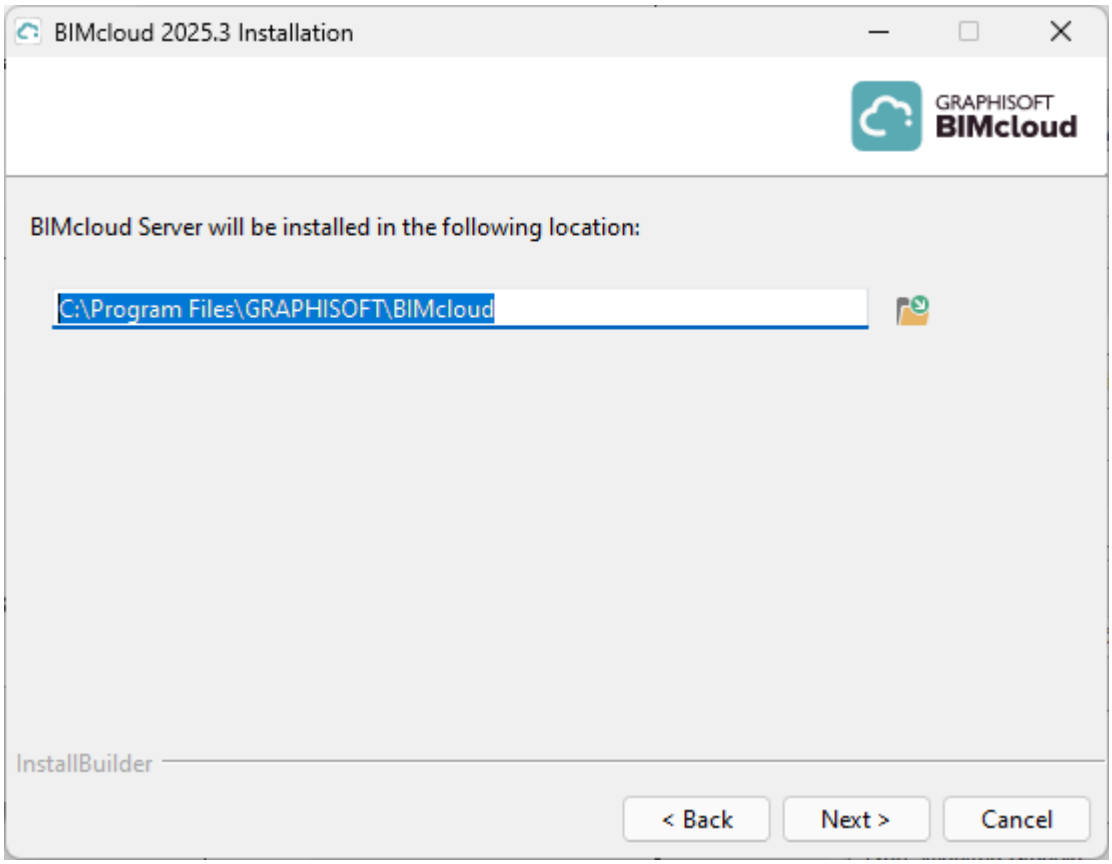
4. Accept the license agreement. To see the full text, click Open in Browser.



The wizard is now ready to install BIMcloud Server.

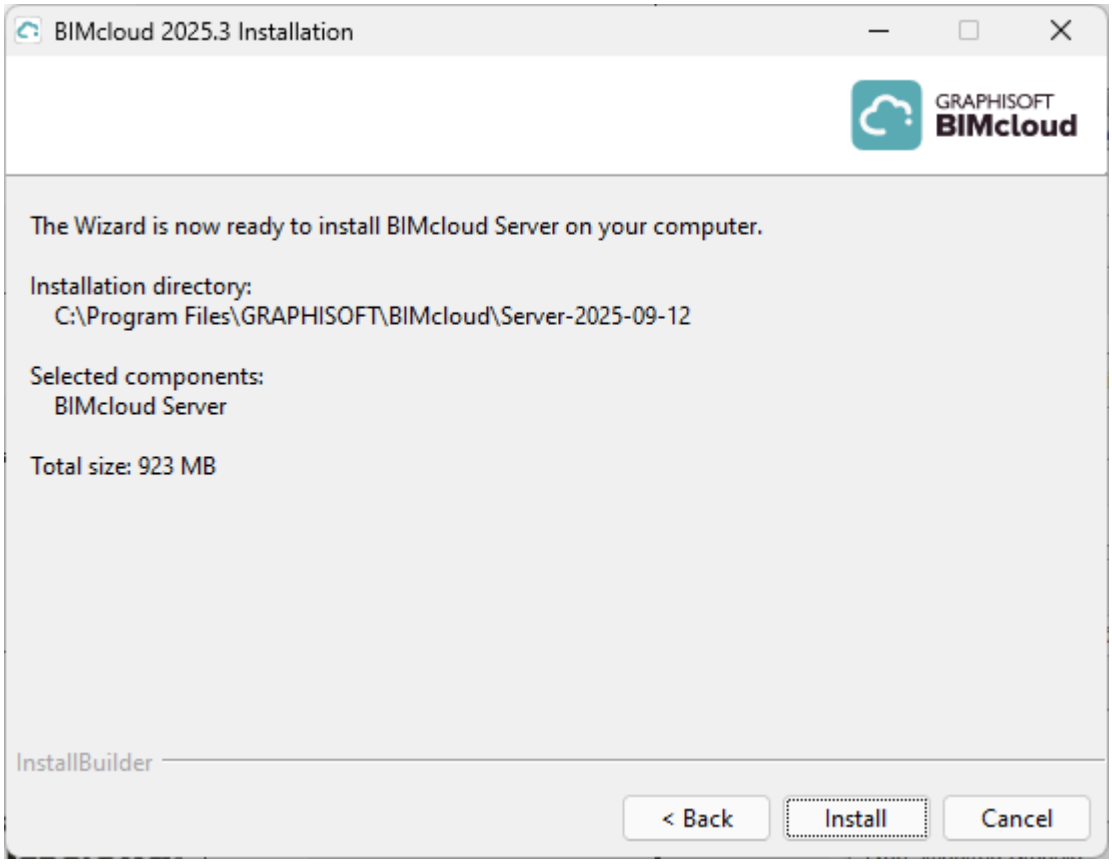
Install BIMcloud Server

1. Choose the installation location.

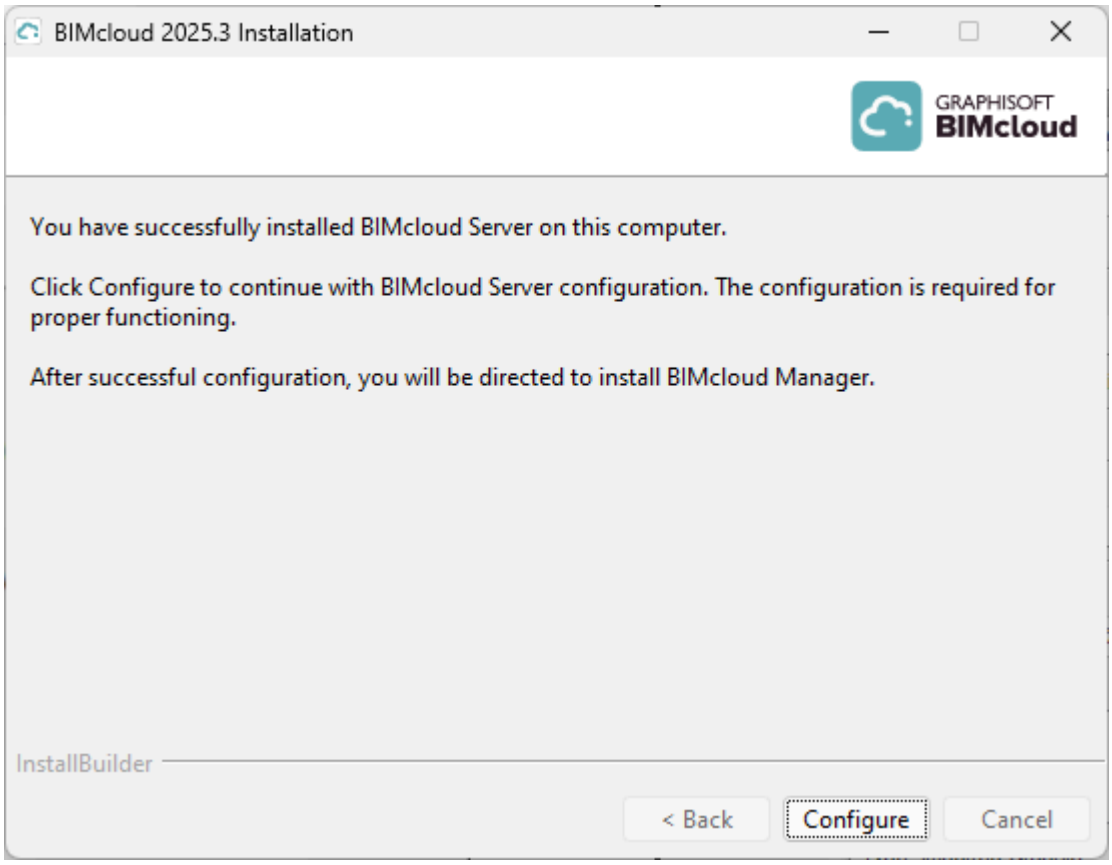


   - **For macOS users:**
     - Install to a location that is in or underneath the Applications folder.
     - You must grant Full Disk Access for BIMcloud. The BIMcloud Full Disk Access Tool appears automatically to guide you through the steps.

   See this Community site article for details.
2. A summary panel shows you where BIMcloud Server will now be installed. Click **Install** to start.



3. When the installation is complete, the following panel appears:



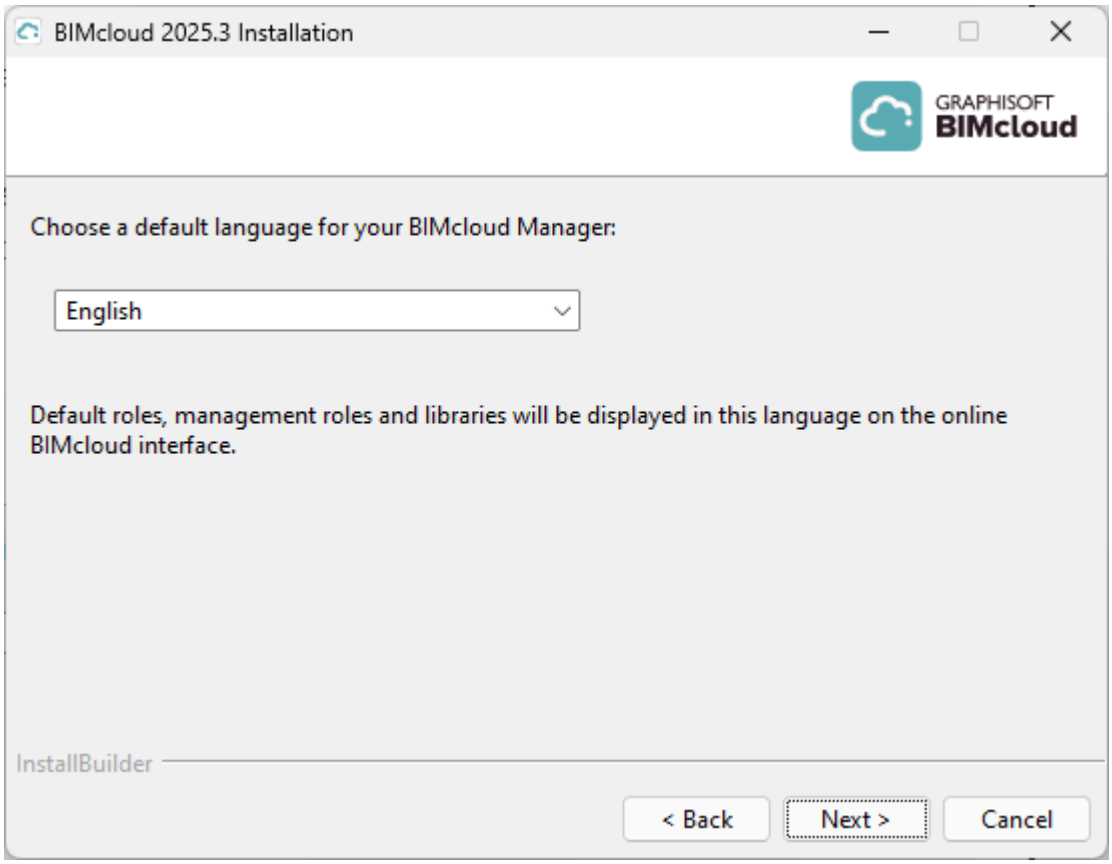
4. Click **Configure**. Follow the steps described here: Configure BIMcloud Server on page 43

5. After configuring the BIMcloud Server, you are prompted to click **Start**, to launch the BIMcloud Server.

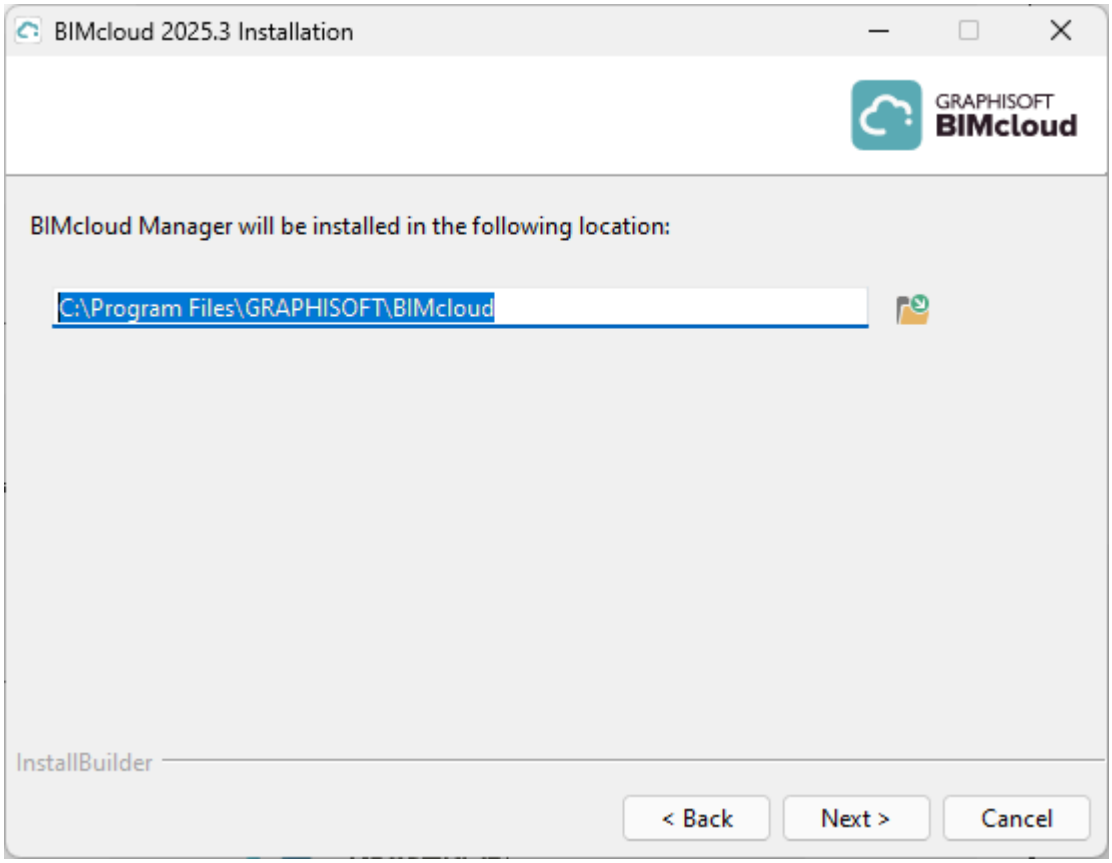
Next, you will install BIMcloud Manager.

Install BIMcloud Manager

1. The Installer Welcome screen appears for the next process: Install BIMcloud Manager. Click Next.
2. Choose a default language. This is the language used by the BIMcloud Manager's browser-based interface. You can later switch languages from BIMcloud Manager, if needed.



3. Accept the license agreement. To see the full text, click Open in Browser.
4. Choose the installation location for BIMcloud Manager.

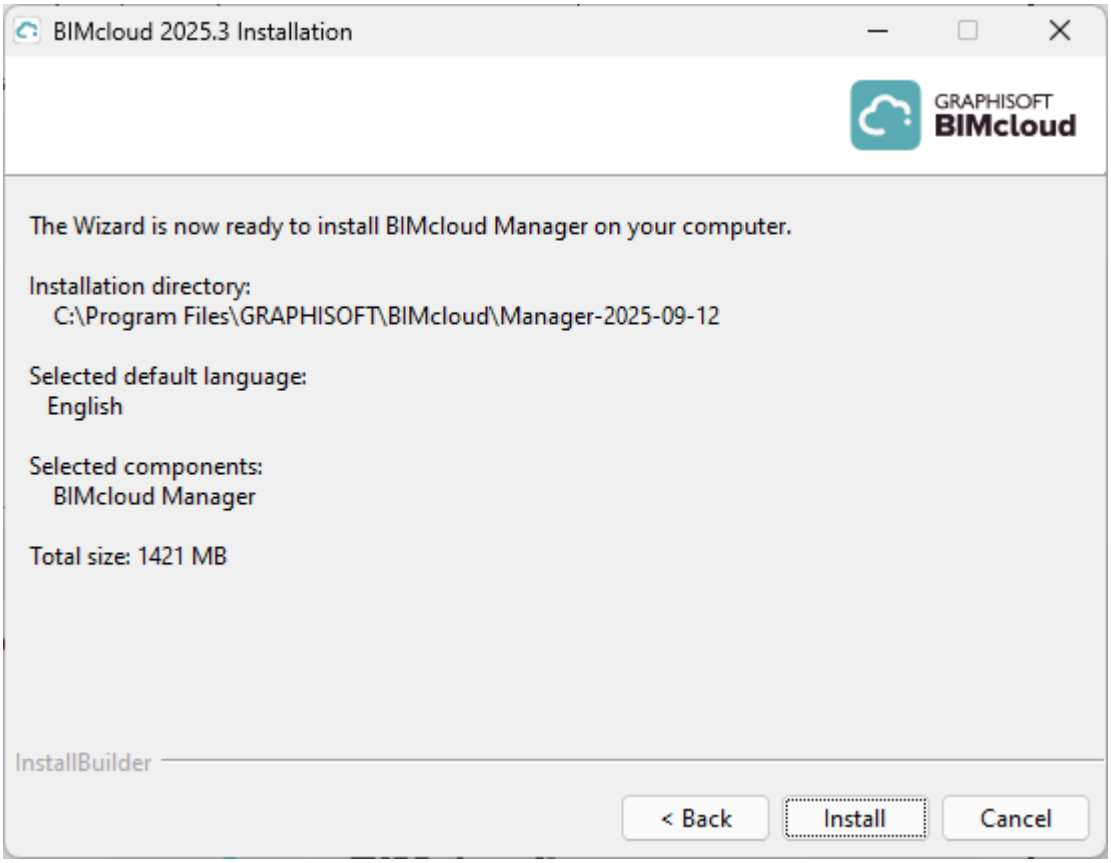


For macOS users:

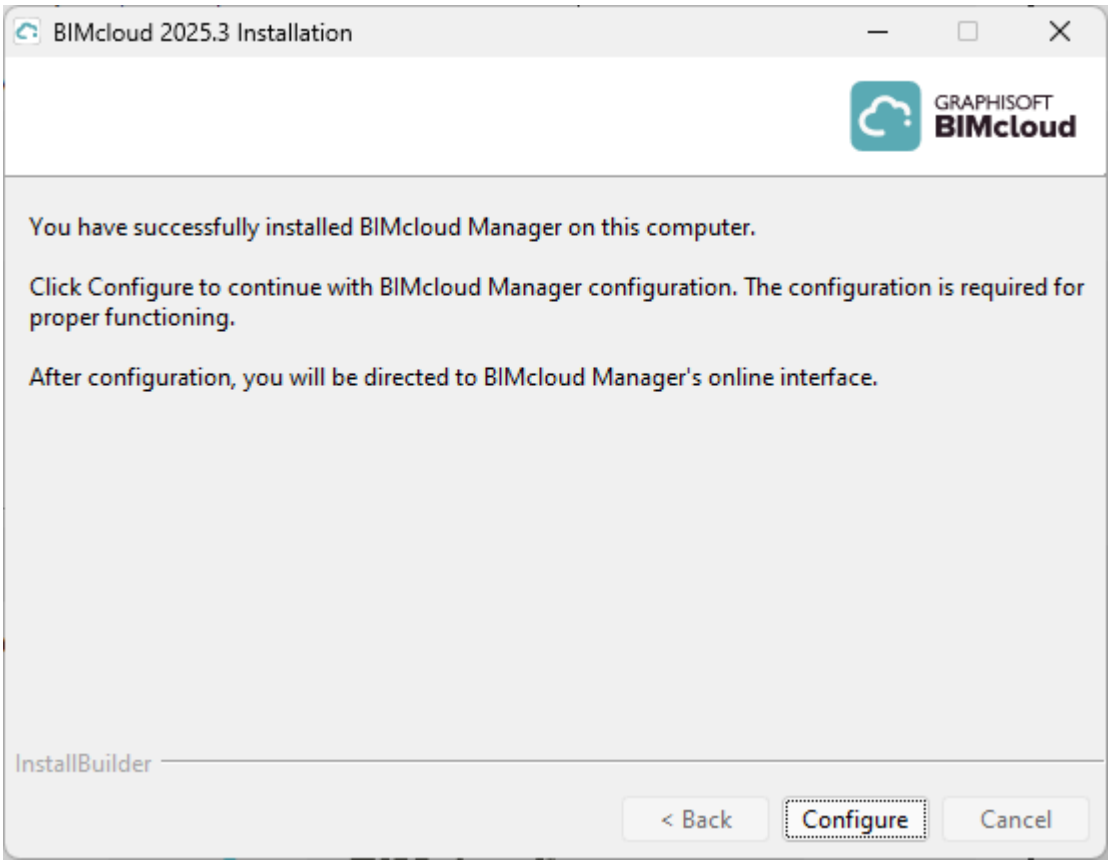
- Install to a location that is in or underneath the Applications folder.
- You must grant Full Disk Access for BIMcloud. The BIMcloud Full Disk Access Tool appears automatically to guide you through the steps.

  See MacOS: Enable Full Disk Access on page 48.

5. A summary panel shows you where BIMcloud Manager will now be installed. Click **Install** to start the process.



6. When the installation is complete, the following panel appears:

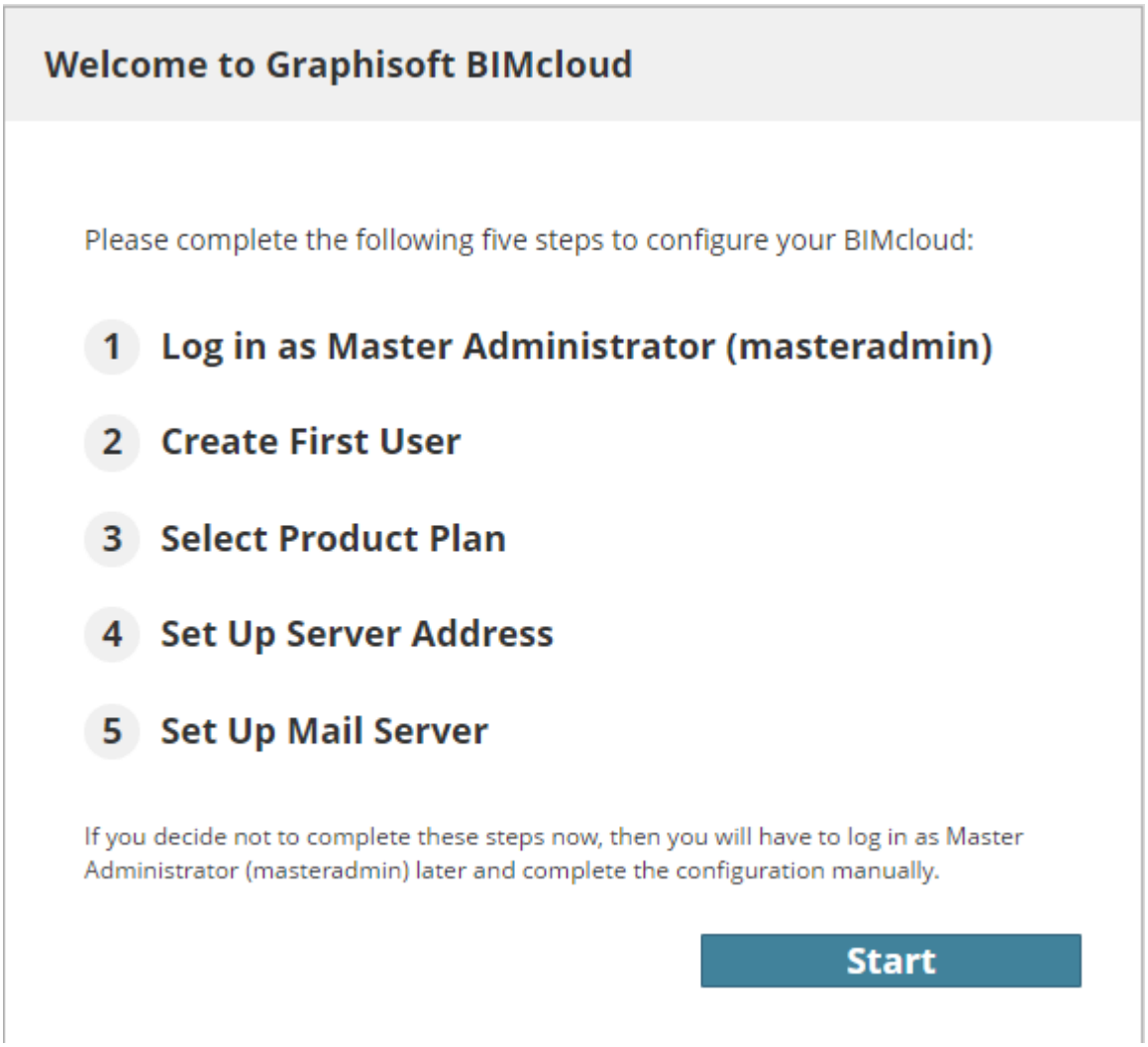


Click **Configure**. Follow the steps described here: Configure BIMcloud Manager on page 46

To finish setup, you must complete the next few steps in a browser (see next section):

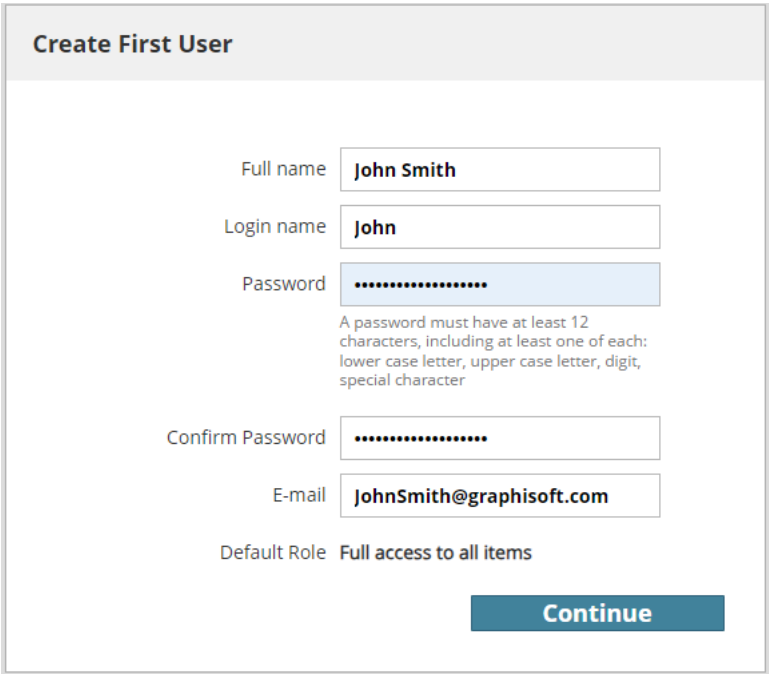
Finish setup and launch BIMcloud

Your browser window will open to show the next 5 steps needed to complete BIMcloud setup. (If your browser does not open automatically, then use the following URL: `http://localhost:PORT`, where PORT is the port you entered on this Configuration page.)



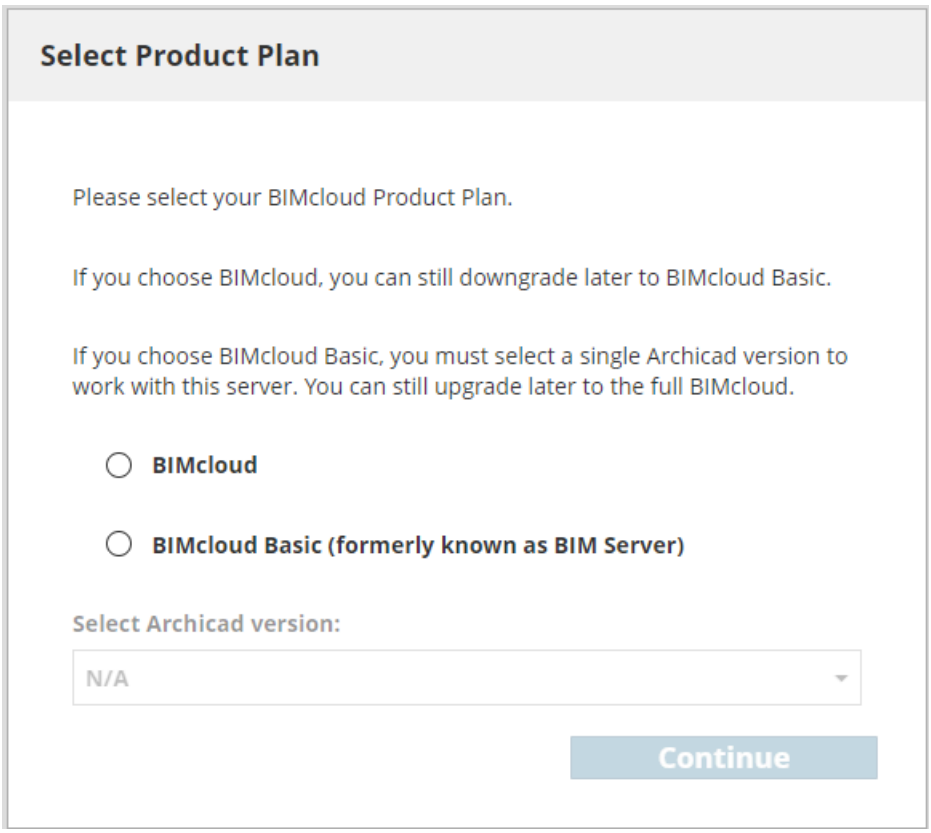
Click **Start**.

1. Log in to the BIMcloud Manager as Master Administrator, using the Master Administrator password.
2. Create First User: fill in all fields for the first user, who will be the first Server Administrator on the BIMcloud Manager:



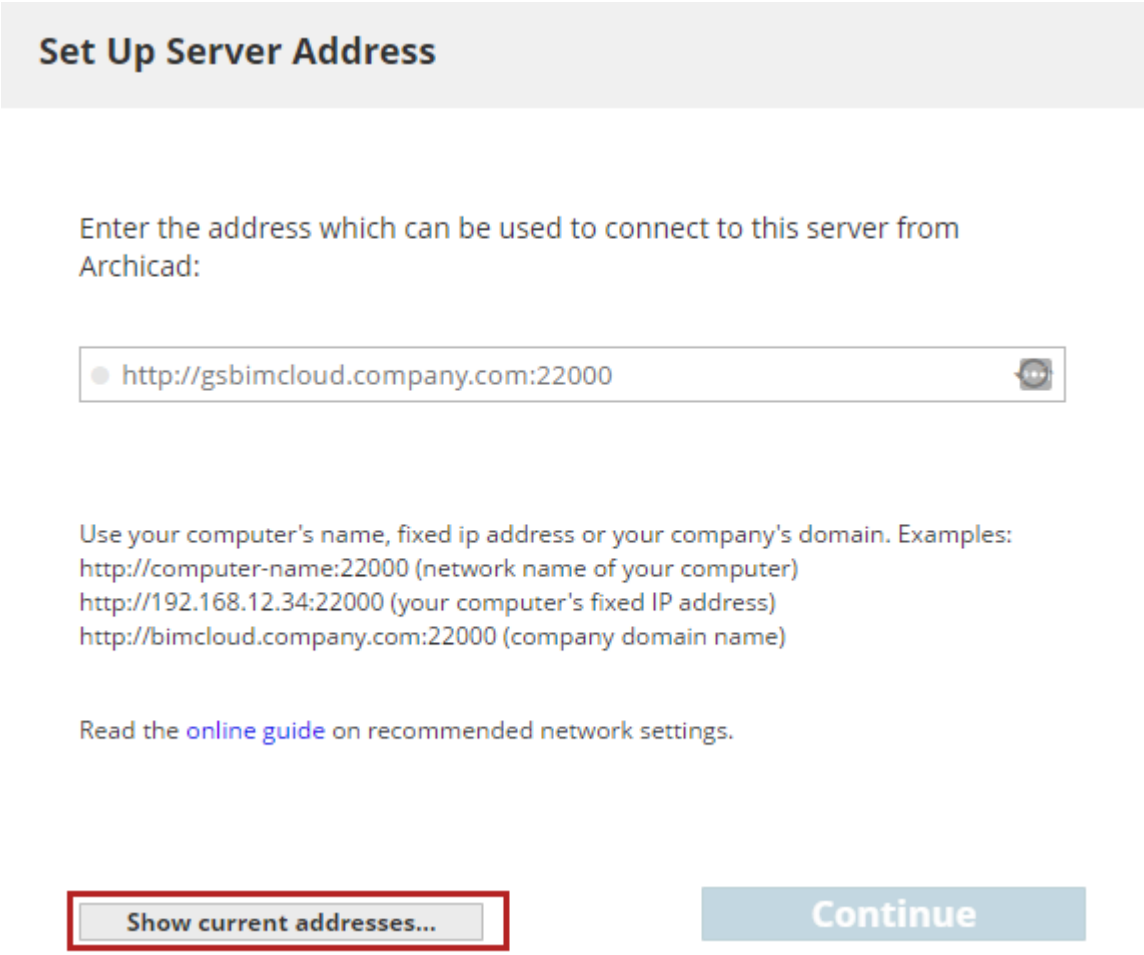
3. Select Product Plan - the full BIMcloud, or BIMcloud Basic

- The full BIMcloud, with all features, requires a BIMcloud User License
- BIMcloud Basic requires no license, but has limited functionality
- For the difference, see BIMcloud vs. BIMcloud Basic: Feature Differences on page 11
- Regardless of the product you choose here, you can upgrade or downgrade later.



- If you chose BIMcloud Basic: from the “Select Archicad version” dropdown, you must select a single Archicad version (AC 19 or later) to use. (BIMcloud Basic can support projects from only a single Archicad version.)

4. Set up Server Address - this address will uniquely identify your server, even if Archicad is using a different address to connect. See details at Server Connections on page 153.



- To use one of the server's current addresses, click **Show current addresses** and pick one
- You can change this address later, on the BIMcloud Manager's Settings panel
- If you already set up the server's address, you can enter it directly in the address field
- Keep in mind that if you use Dynamic IP Addresses at your office, then this address can easily change day by day. It is recommended to use a fixed IP address, a computer name, or a fully qualified domain name as the primary address.

5. Set Up Mail Server (optional). Define the server that will send emails from the BIMcloud to the users. You can modify this address later if needed.

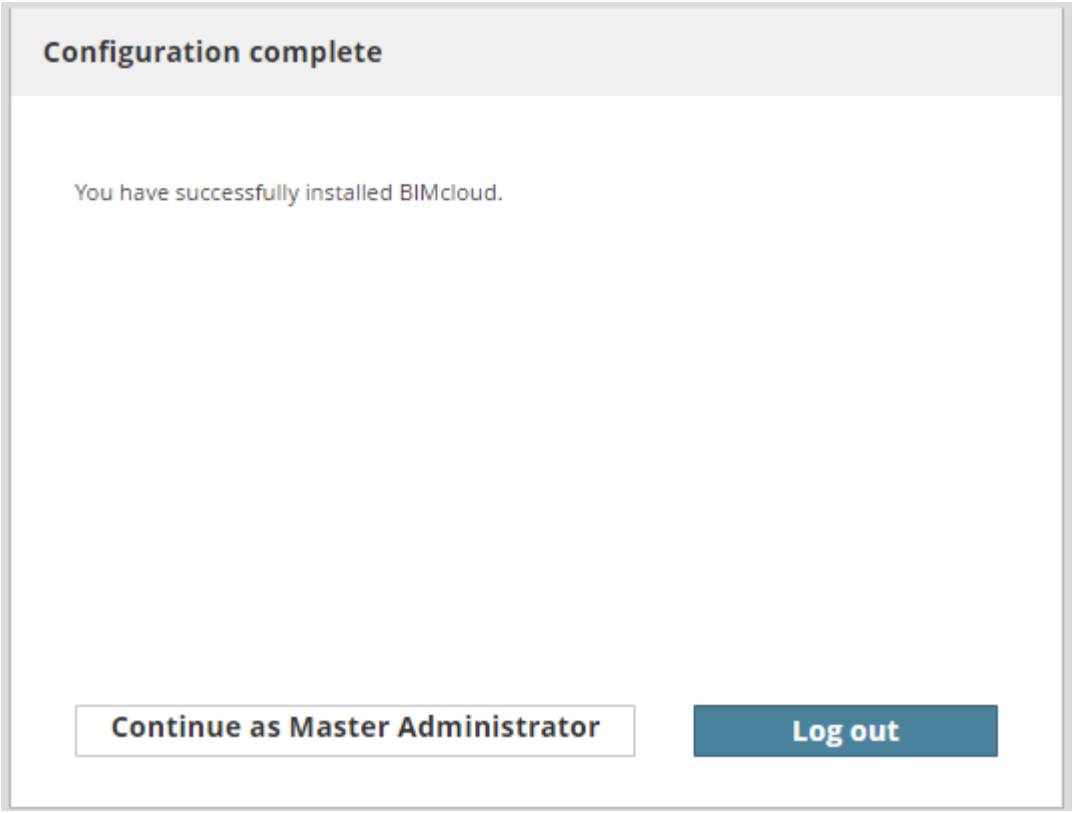
Click **Continue**.

If a BIMcloud Server is already installed on the computer, then the install process will automatically pair the new BIMcloud Manager with the existing BIMcloud Server.

If the computer does not have a BIMcloud Server installed, then you will have to manually pair the BIMcloud Manager and the BIMcloud Server.

See Pair BIMcloud Server on page 158.

BIMcloud Configuration Complete

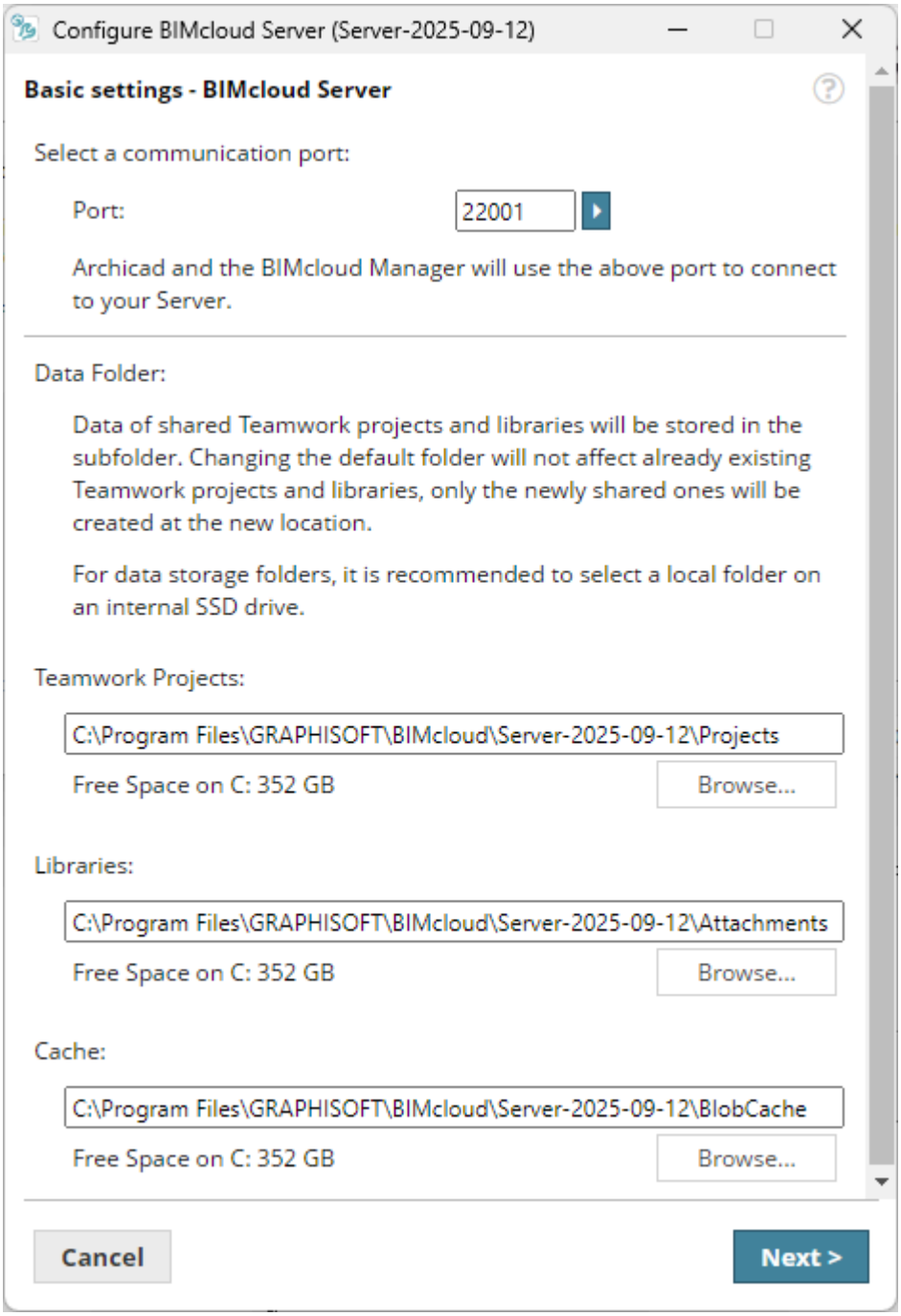


It is recommended to log out now as the Master Administrator, and then log in with the user you created in the Create First User step (above). It is not recommended to use the Master Administrator account for everyday tasks.

Configure BIMcloud Server

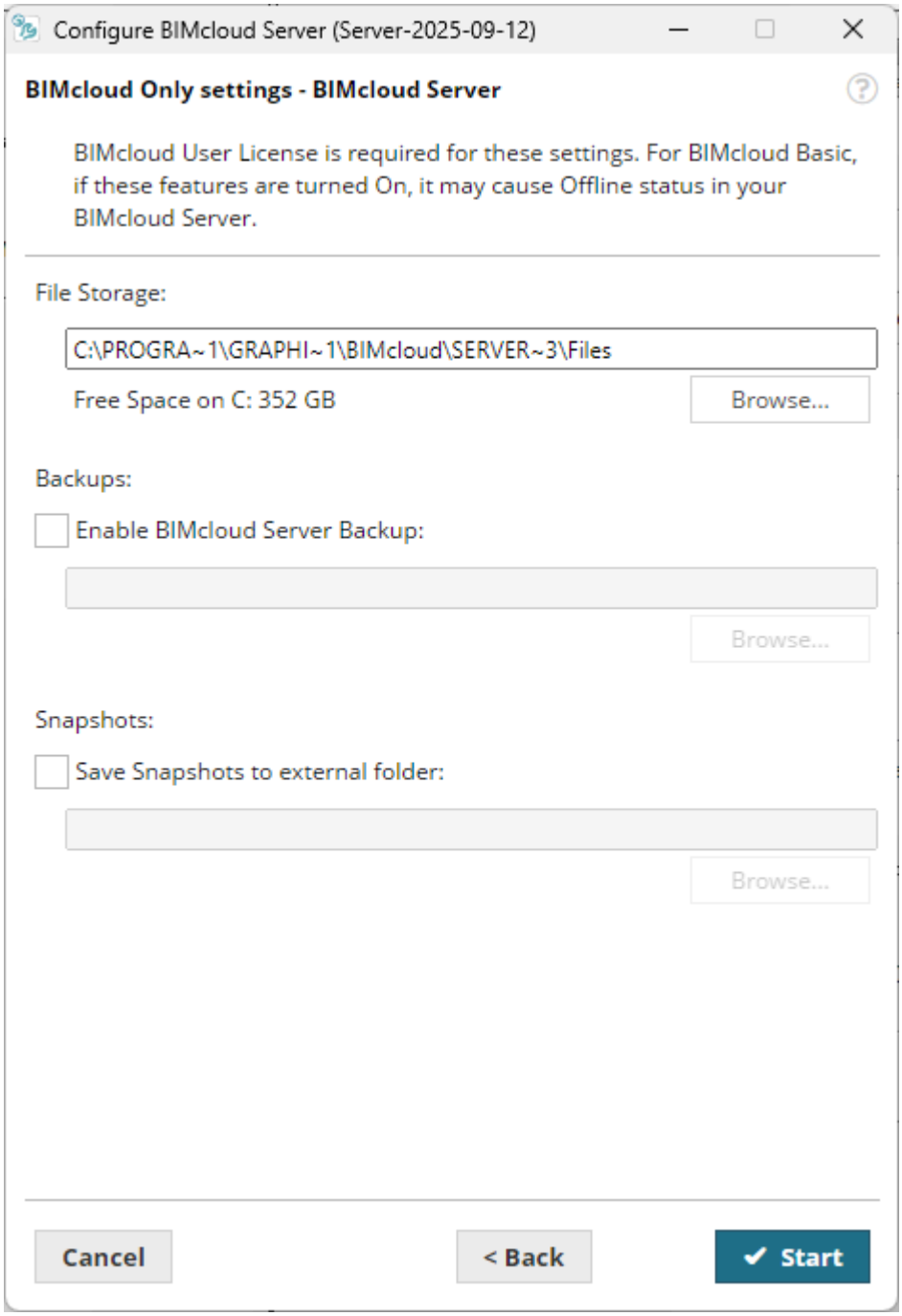
Set the basic configuration of the installed BIMcloud Server

1. Define basic Server settings on the first page of the Configurator:



- **Port:** Select a free port or use the “Find an available port” command to automatically find one.
- **Data Folders:** Enter or Browse the location of the default Data Folders for Projects, Libraries and Cache.
  - **Teamwork Projects** and **libraries** on this BIMcloud Server will be stored in these folders
  - The default **Cache** folder stores temporary Teamwork data, which is used to speed up Teamwork processes.
  - **For Windows users:**The Cache folder you choose must be in a drive for which 8.3 naming is enabled. If this is not the case, you will get a warning. Please select a different drive, where 8.3 file naming is enabled, and then you can proceed. Alternatively, you can enable 8.3 name generation for the current drive, then create a totally new folder, and select it as the new Cache location. The new folder’s parent folders (if any) must also be created *after* you enable 8.3 name generation.
- Click **Next** to open BIMcloud Only Settings - BIMcloud Server.

2. On the second page, define additional Server settings.These settings require a BIMcloud User License. If you plan to use BIMcloud Basic, don't set these options. They will have no effect, and may cause anomalies.



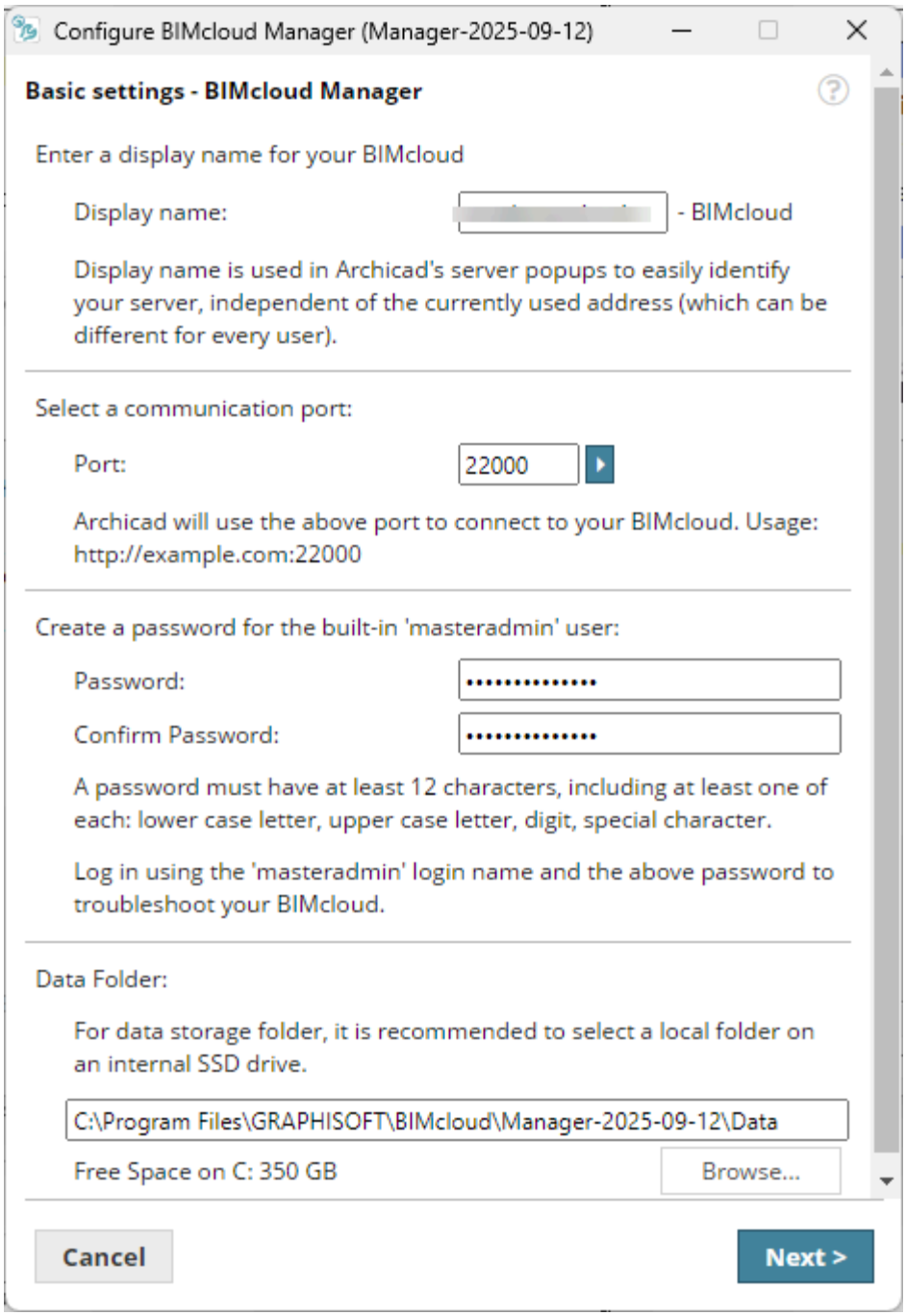
- **File Storage:** Files uploaded to BIMcloud Manager will be stored at this location.
- **Enable BIMcloud Server Backup:**Check this if you plan to create backups of BIMcloud Server data. After checking the box, you must enter (or browse for) the path of the backup folder location.
- **Save Snapshots to External Folder**: Optionally, redefine folder to which Project and Library snapshots are saved. (By default, snapshots - with extension .archive - are saved to the folder where you installed the BIMcloud Server.) (If needed, you can later redefine this snapshot folder path.

3. Click **Start**, to launch the newly configured BIMcloud Server.

Configure BIMcloud Manager

Define name, ports, password, and backup preference for the BIMcloud Manager

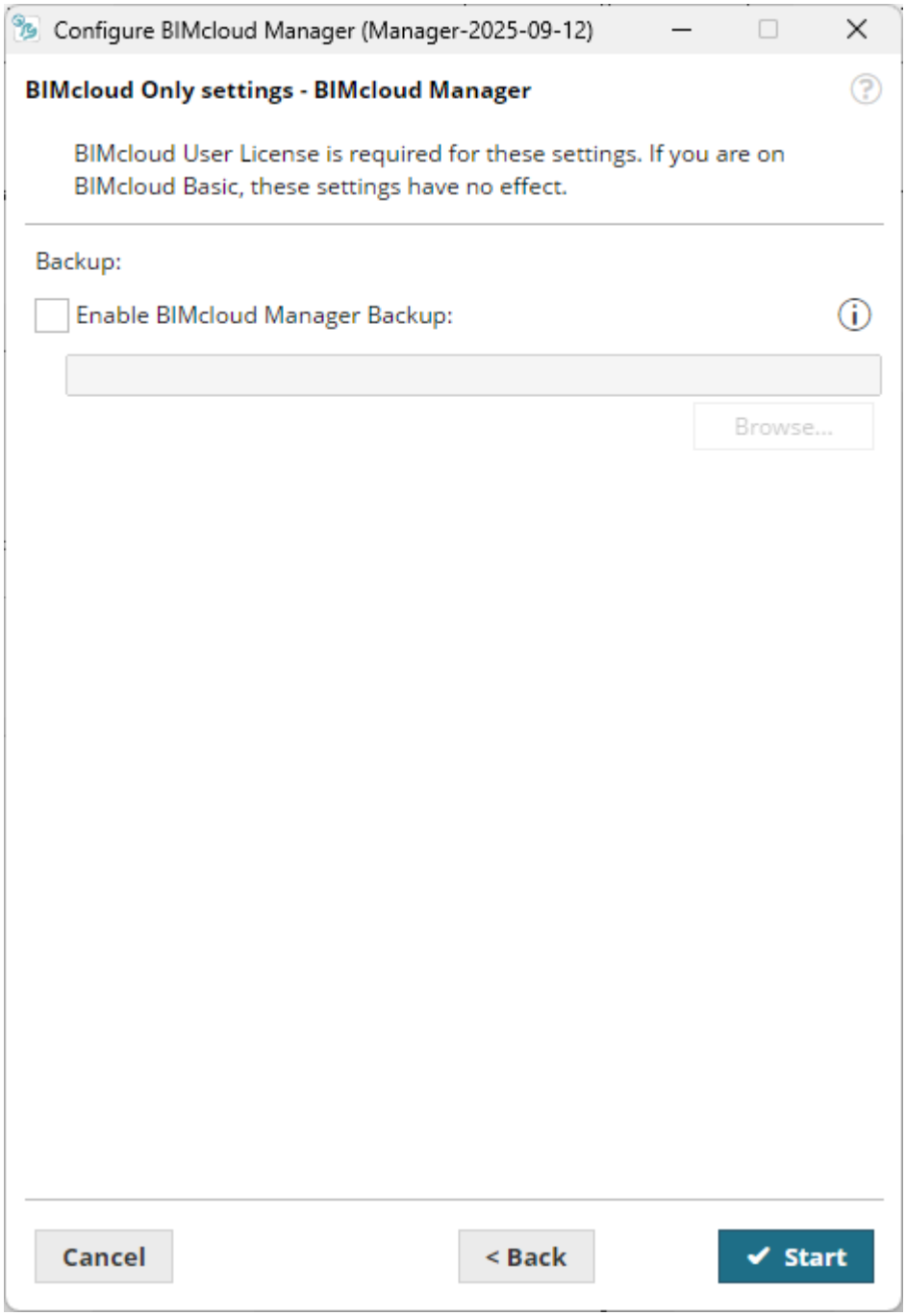
Define basic BIMcloud Manager settings on the first page of the Configurator:



- **Display Name:** By default, the BIMcloud will use the name of your computer. All server pop-ups will identify the BIMcloud by this name.
- **Port:** Select a free port, or use the Pick free port command to automatically find one.
- **Master Administrator password:** Create a secure password for the Master Administrator (masteradmin) user. This Master Administrator will always be able to log in with full access to all hosted data. In case you forget the password, you must reconfigure your BIMcloud and enter a new password.
  - Password must have at least 12 characters
  - Password must include at least one of each of the following:

    - a lower case letter from the English alphabet
    - an upper case letter from the English alphabet
    - a number
    - a special character from the following list:
    - **. ! # $ % & ' * + = ? ^ _ ` { | } ~ -**
- **Data folder:** This is the BIMcloud Manager's data storage folder. (Note: Projects are not stored in the data folder. They are stored in a different folder, as defined on the first page of the BIMcloud Server configuration wizard.)

Click **Next** to open BIMcloud Only Settings - BIMcloud Manager.



Settings on this page require a BIMcloud User License. Do not set these options if you plan to use BIMcloud Basic; the settings here will have no effect, and may cause anomalies.

- **Enable BIMcloud Manager Backup:**Check this box if you plan to create backups of BIMcloud Manager data. After checking the box, you must enter (or browse for) the path of the backup folder location.

> **Note:** To set up a backup schedule, see Server Backups on page 173.

Click **Start** to apply the configuration.

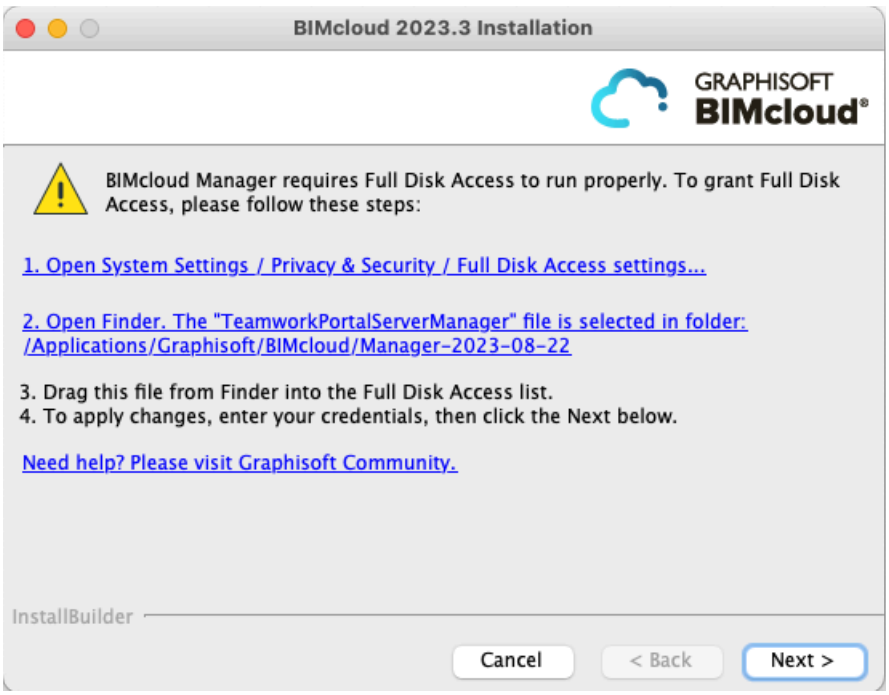
MacOS: Enable Full Disk Access

Mandatory when installing on a Mac

After you install or update a BIMcloud component on a Mac, an extra dialog will pop up: for BIMcloud to run properly, you must first enable Full Disk Access in macOS settings.

The reason: from time to time, Apple enhances the security features of macOS to protect customers better. Thus, when you install an application (such as BIMcloud) on macOS, it can't function until you provide explicit permission for the app to access the required folders and data on your computer. This is called "enable full disk access".

The appearing dialog walks you through the steps.



1. Click the first link to open System Settings/ Privacy & Security/ Full Disk Access.
2. Click the second link to open the Finder. The BIMcloud component (for example, TeamworkPortalServerManager) is already selected for you.
3. Drag the selected file into the Full Disk Access list
4. When prompted, enter your credentials to apply the changes.
5. Click Next to continue.

> **Note:** This Full Disk Access dialog will appear for each BIMcloud component that you install: BIMcloud Server, BIMcloud Manager, and/or BIMcloud Delta Cache.

What to do if you did not enable Full Disk Access

For BIMcloud to function, you have to enable Full Disk Access for each installed BIMcloud component. If you skipped this step, BIMcloud will not function.

To resolve this, start the BIMcloud installer again. On the first installation page, choose “Repair component” and select the component to repair. Follow the steps to enable Full Disk Access.

See this Community site article for details.

Redefine file storage location

Set where to store the files uploaded to your BIMcloud

When you install BIMcloud, you define the File Server location as part of BIMcloud Server configuration.

If needed, you can redefine this folder path.

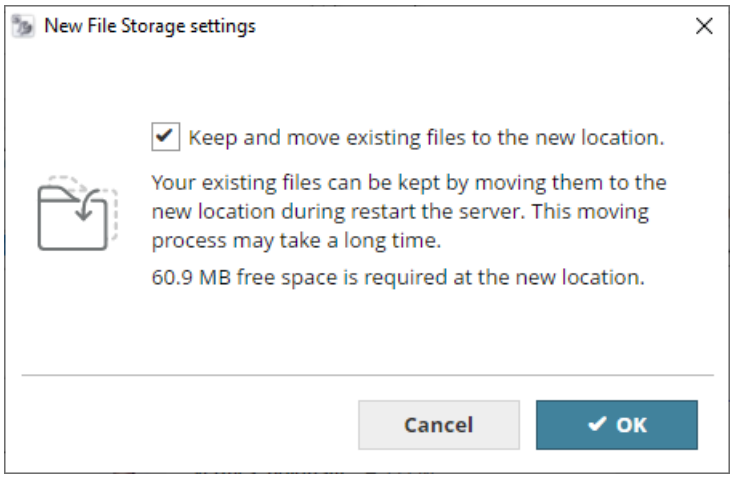
1. From the BIMcloud Monitor tray icon, open the Configuration dialog for the BIMcloud Server. See Reconfigure BIMcloud components on page 49 for how to open the Configuration dialog.
2. Click **Next** to go to the BIMcloud Only page.
3. At File Storage, browse for a new folder location.
4. Click **Next**.

At this point, you can decide whether to keep your existing files (by moving them to the new location), or else delete them.

Keep and move existing files

Check this to move the existing files to the new folder you have just defined.

If you leave the box unchecked, any existing files in the old location will be deleted.



Click **Restart**.

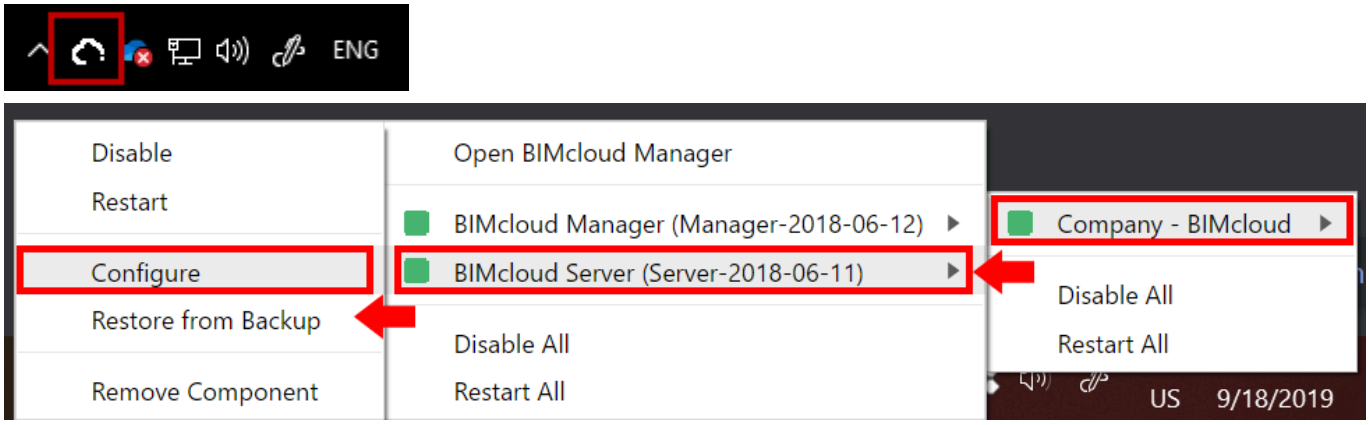
> **Note:** In the BIMcloud Server Configurator, you can redefine either the File Storage location or the Snapshot folder, but you can only redefine one location at a time. Complete the steps and close the dialog. To redefine the other location, open the Configure dialog again, then redefine the other location.

Reconfigure BIMcloud components

Redefine a BIMcloud component that you already installed

To re-configure a BIMcloud component:

1. Locate the BIMcloud tray icon
2. Click to open it
3. Find the component you need from the available contextual commands
4. Click **Configure**



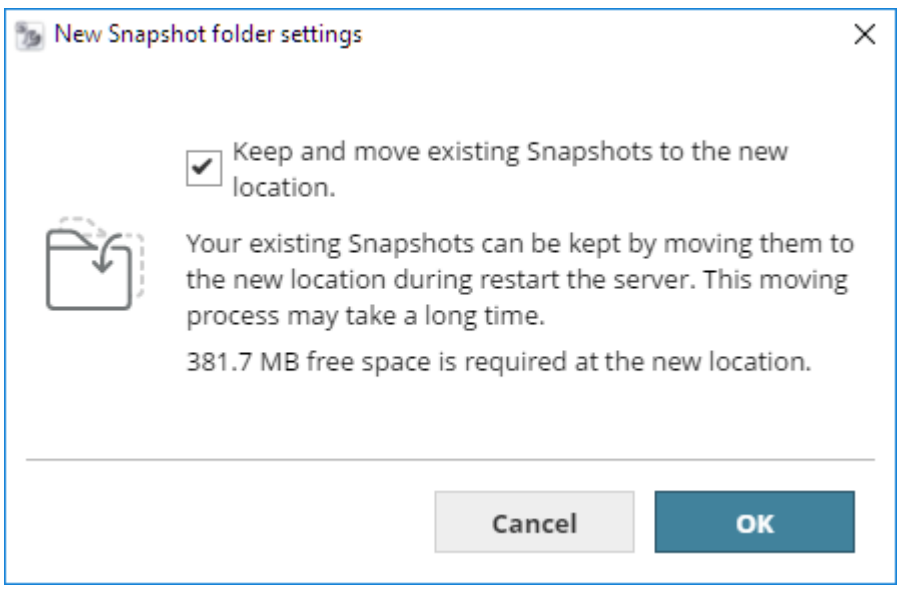
Redefine Snapshot folder

Set where to store your BIMcloud snapshots

When you install BIMcloud, you define the location of your Project/Library Snapshots as part of BIMcloud Server configuration.

If needed, you can redefine this folder path:

1. From the BIMcloud Monitor tray icon, open the Configuration dialog for the BIMcloud Server.
2. Click **Next** to go to the BIMcloud Only page.
3. At **Save Snapshots to External Folder**, do one of the following:
   - Check the box and/or redefine the existing folder path
   - Uncheck the box: Snapshots will now be saved to their default location
4. Click **Next**.
5. Check **Keep and Move Snapshots**to move the existing Snapshots to the new folder you have just defined. If you leave the box unchecked, any existing snapshots in the old location will be deleted.



6. Click**Restart**.

Note: In the BIMcloud Server Configurator, you can redefine either the File Storage location or the Snapshot folder, but you can only redefine one location at a time. Complete the steps and close the dialog. To redefine the other location, open the Configure dialog again, then redefine the other location.

Using a CodeMeter Server

Set up a license server

Select a computer on your network to serve as a license server. Make sure:

- The computer has a network connection (should be running during work hours)
- The computer has at least three free USB ports
- CodeMeter driver is installed

Note: Whenever CodeMeter is updated on your computer, you must restart BIMcloud Manager and BIMcloud Server. Failure to do so may affect backup/snapshot creation.

Open CodeMeter Web Admin

Do one of the following:

- Open CodeMeter Center (from Applications or the Start menu), then click Web Admin
- Open localhost:22350 on your browser

From that point, the server runs and shares licenses on the local network.

Note: Whenever CodeMeter is updated on your computer, you must restart BIMcloud Manager and BIMcloud Server. Failure to do so may affect backup/snapshot creation.

Enable CodeMeter Server

In CodeMeter Web Admin:

1. Go to Configuration/Network tab.
2. Check Run Network Server checkbox.
3. Apply the changes.

Client Side Settings

All clients on the local network should find the server automatically. In case this does not work (e.g. your server is in a different subnet, or you are connecting remotely through the Internet), then you may need to specify the server's hostname IP address. On the client:

1. Open WebAdmin.
2. Configuration/Network.
3. Add the server to the Server Search List.

This field can have multiple entries; the client searches for available licenses in the specified order and only on the specified servers. Only when the list is empty does the client search for other available servers.

Access Control

With the default settings, all computers on the same local network (same subnet) can use a license from the server.

To restrict access:

- Open WebAdmin.
- Go to Configuration/Access Control.

If the Clients' list is empty, anyone on the local network can use a license. If at least one entry is listed here, only the listed entries can request a license.

> **Note:** If the server is public on the Internet, or no one is allowed to use a license, make sure that this list is filled out correctly to avoid unwanted license usage.

You may want to check who is using a license:

1. Open WebAdmin on the server computer.
2. Go to Server/User tab.

Here you can see a list of active clients and clients who have borrowed licenses.

BIMcloud Delta Cache

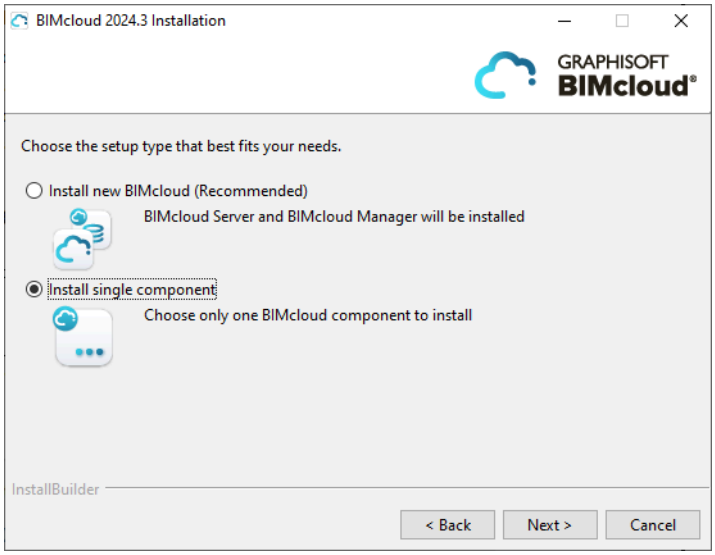
Optional component to optimize data transfer with Archicad

> **Note:** Not available in **BIMcloud Basic**.

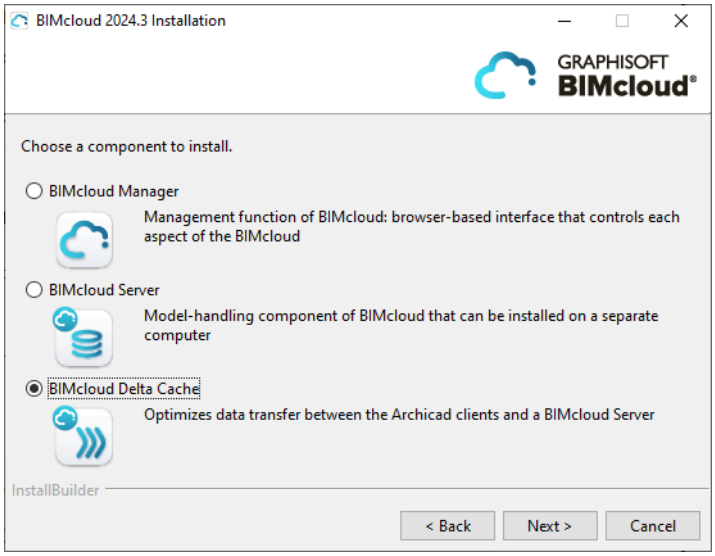
The BIMcloud Delta Cache component optimizes data transfer between the Archicad clients and a BIMcloud Server by caching the data on the client side. Once an Archicad client downloads a part of the project, the data will be cached locally by the BIMcloud Delta Cache and offered to the next Archicad client who requests the same data.

Install Delta Cache

1. Launch the BIMcloud Installer wizard.
2. Choose **Install single component**, then click Next.



3. Choose BIMcloud Delta Cache.



4. Continue and complete installation.

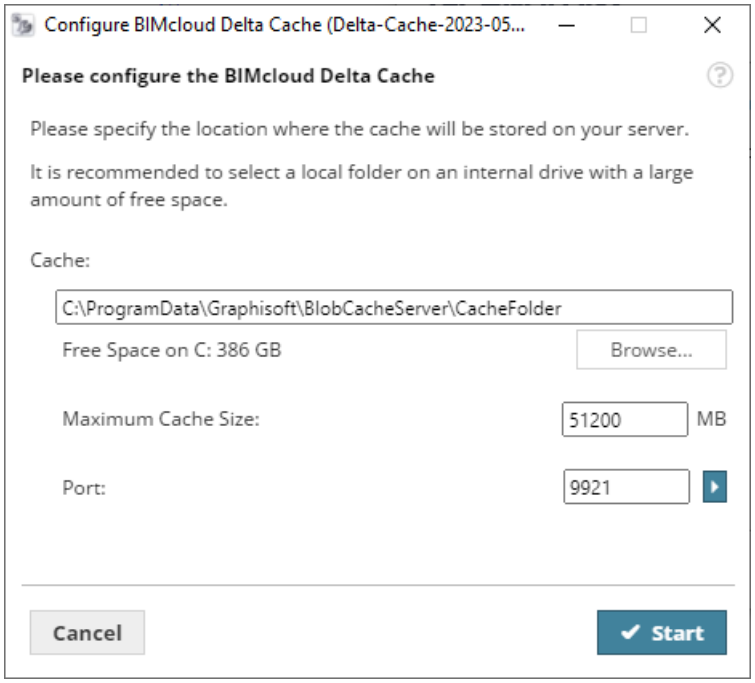
Note: For macOS users:

- Install to a location that is in or underneath the Applications folder.
- You must grant Full Disk Access for BIMcloud. The BIMcloud Full Disk Access Tool appears automatically to guide you through the steps.

See this Community site article for details.

Configure BIMcloud Delta Cache

BIMcloud Delta Cache configuration takes place after you install a new BIMcloud Delta Cache.



1. Enter the following parameters:

- **Port:** Select a free port or use the “Pick free port” command to automatically find one.

- **Cache folder:** The BIMcloud Delta Cache will store temporarily cached data in this folder. Enter its path or click Browse.
- **Maximum Cache Size:** Enter the maximum size for the cached data. The more space you allocate, the more effectively the BIMcloud Delta Cache will operate.

2. Click **Start**.

To start using the BIMcloud Delta Cache:

1. In Archicad, go to **Options > Work Environment > Network and Update**
2. Activate the checkbox to “Use BIMcloud Delta Cache”
3. Enter the Delta Cache folder address

Uninstall BIMcloud

Remove BIMcloud components

Each BIMcloud component can be uninstalled independently.

However, if you uninstall the BIMcloud Manager, then you will not be able to work on any of the previously connected BIMcloud Servers until you pair the servers with a different BIMcloud Manager.

See Pair BIMcloud Server on page 158.

To uninstall a BIMcloud component, do one of the following:

- Use the Uninstall shortcut located in the component's install folder
- Go to the BIMcloud Tray Application and use Remove Component from the item’s context menu

See BIMcloud app tray icon on page 72.

Working in BIMcloud Manager

Overview of BIMcloud Manager

This web interface is the main control center of your BIMcloud. Server administrators can use it to manage all tasks related to the BIMcloud. Non-administrator users can access BIMcloud Manager to review their own settings and get information about the projects they are currently working on.

The initial server administrator signs on as the Master Administrator (masteradmin), and has full access to all controls. He/she then adds users and assigns them roles and permissions.

Note: Certain functions described in this manual are not available in BIMcloud Basic. See BIMcloud vs. BIMcloud Basic: Feature Differences on page 11

Open BIMcloud Manager

Access the BIMcloud Manager interface in a browser

You can open the BIMcloud Manager web interface from any computer which has network access to the BIMcloud. Do any of the following:

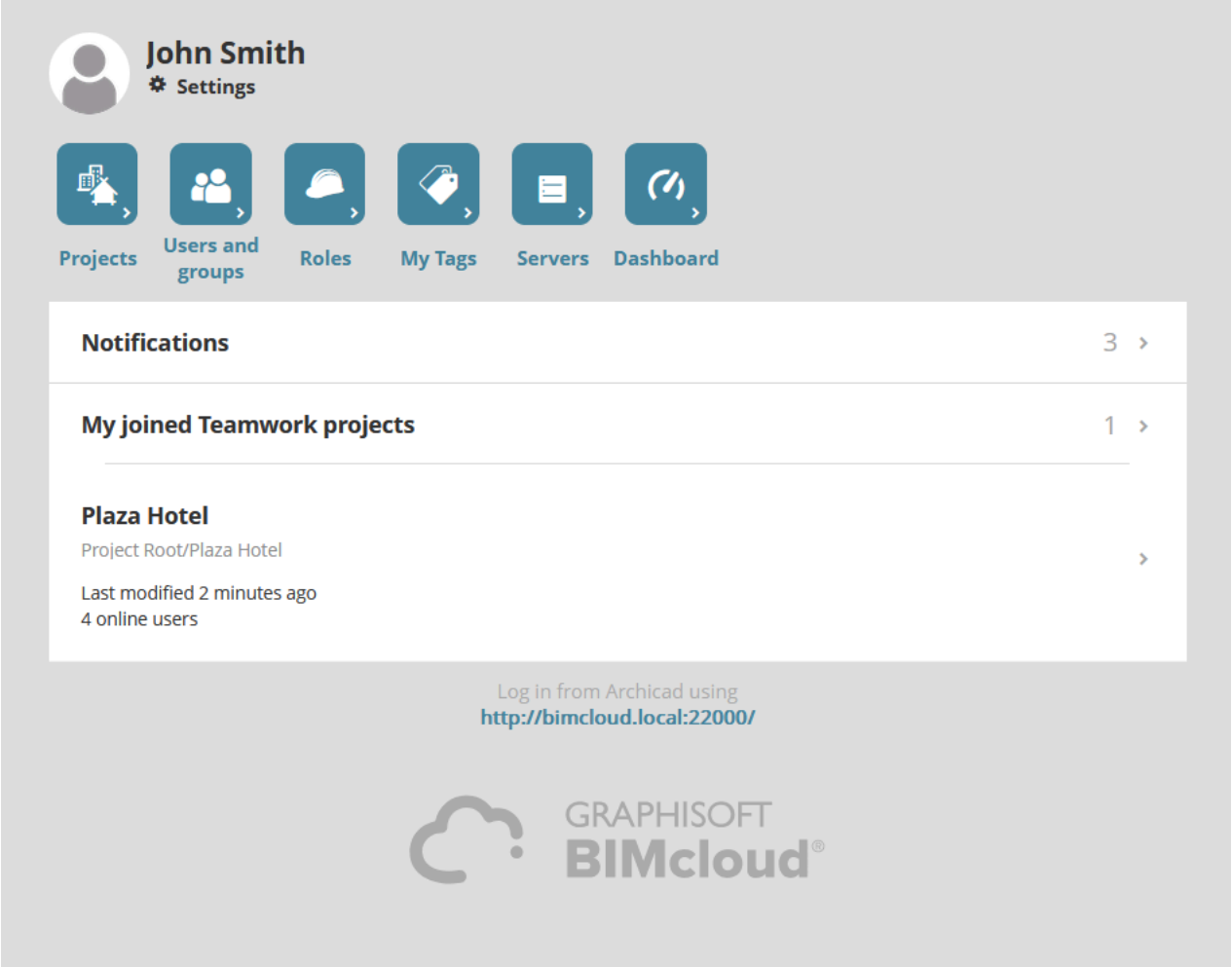
- Navigate to the same URL in your browser as you use in Archicad
- From the BIMcloud tray application, click on BIMcloud Manager, then Open BIMcloud Manager command from the context menu
- From an Archicad Teamwork project, use Teamwork > Project > Open BIMcloud Manager

The initial server administrator signs on as the Master Administrator (masteradmin), and has full access to all controls. He/she then adds users and assigns them roles and permissions.

Note: Passwords on BIMcloud

- Users who connect to **BIMcloud via GSID** manage their passwords on the GSID page.
- For **local users on BIMcloud (non-GSID):**
  - Password must have at least 12 characters
  - Password must include at least one of each of the following:
    - a lower case letter from the English alphabet
    - an upper case letter from the English alphabet
    - a number
    - a special character from the following list:
    - **. ! # $ % & ' * + = ? ^ _ ` { | } ~ -**

The appearing home page provides shortcuts to the BIMcloud content types (available shortcuts depend on your permissions):



- Projects
- Users and groups
- Roles
- My Tags
- Servers
- Dashboard (visible to Server Administrators by default)

Quick links from BIMcloud

Quick controls to navigate, change language, see notifications

Change language, log out

On the right side of the header is your avatar and name, with a pop-up:

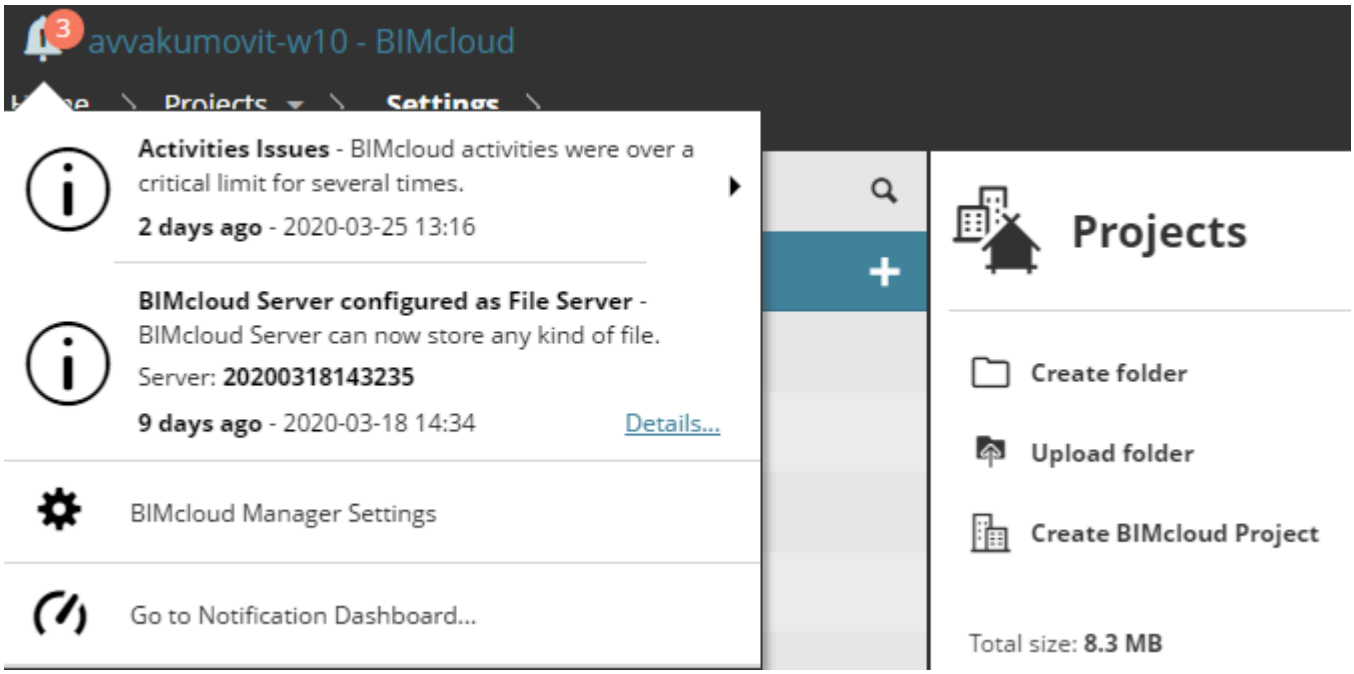
- **User settings** takes you to your own user page.

- **Change Language** affects the language of the web interface. (This language change does not affect the other users; it is your personal setting.)
- **Log out**

The Help link on the far right side opens the BIMcloud help.

Notifications

The header contains notifications about the BIMcloud and shortcuts to BIMcloud settings.



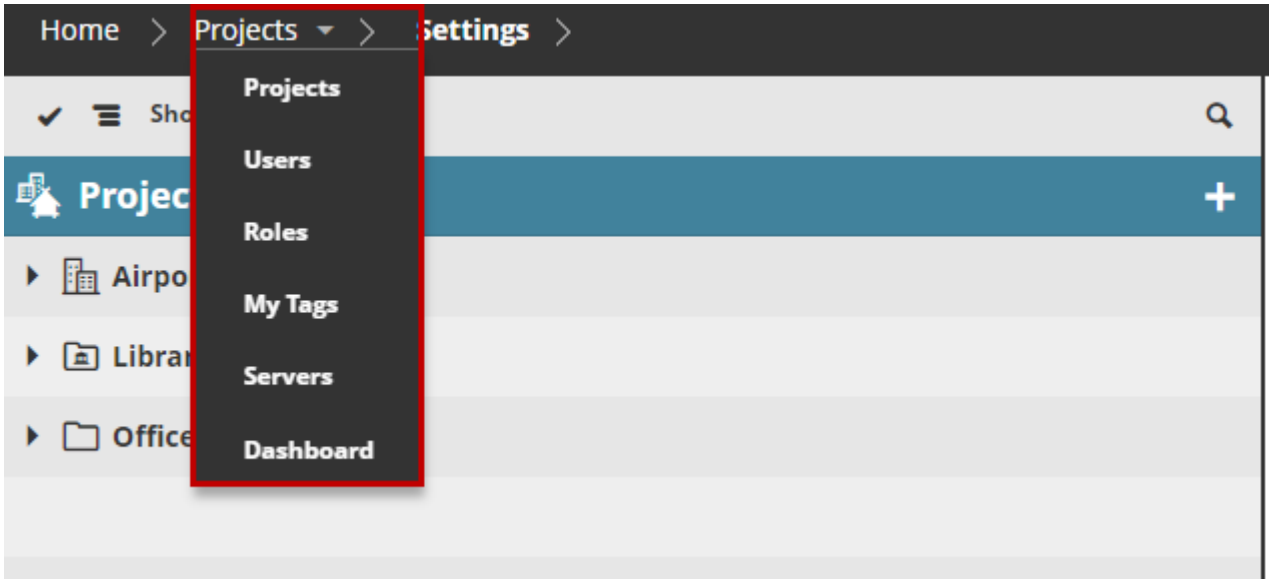
Use the pop-up for quick info:

- Currently running job(s)
- Warning(s) and information about the BIMcloud
- Shortcut to the BIMcloud Manager settings

> **Note:** The content of this pop-up changes depending on your permissions.

Switch among BIMcloud content pages

Use the pop-up in the breadcrumb to quickly switch between the different content types.

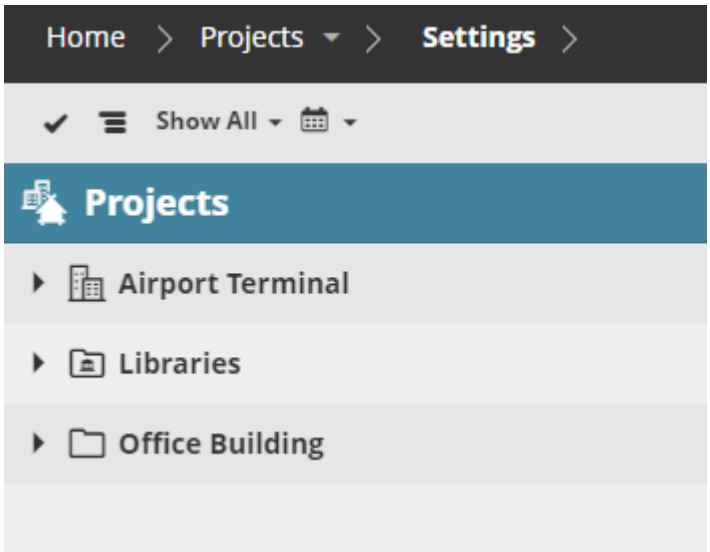


Display, filter, and search BIMcloud content

Find the item you're looking for

The Navigator lists all elements of the currently selected content type (for example, "Projects").

Each content type has a Root item, which acts as a folder in the Navigator.



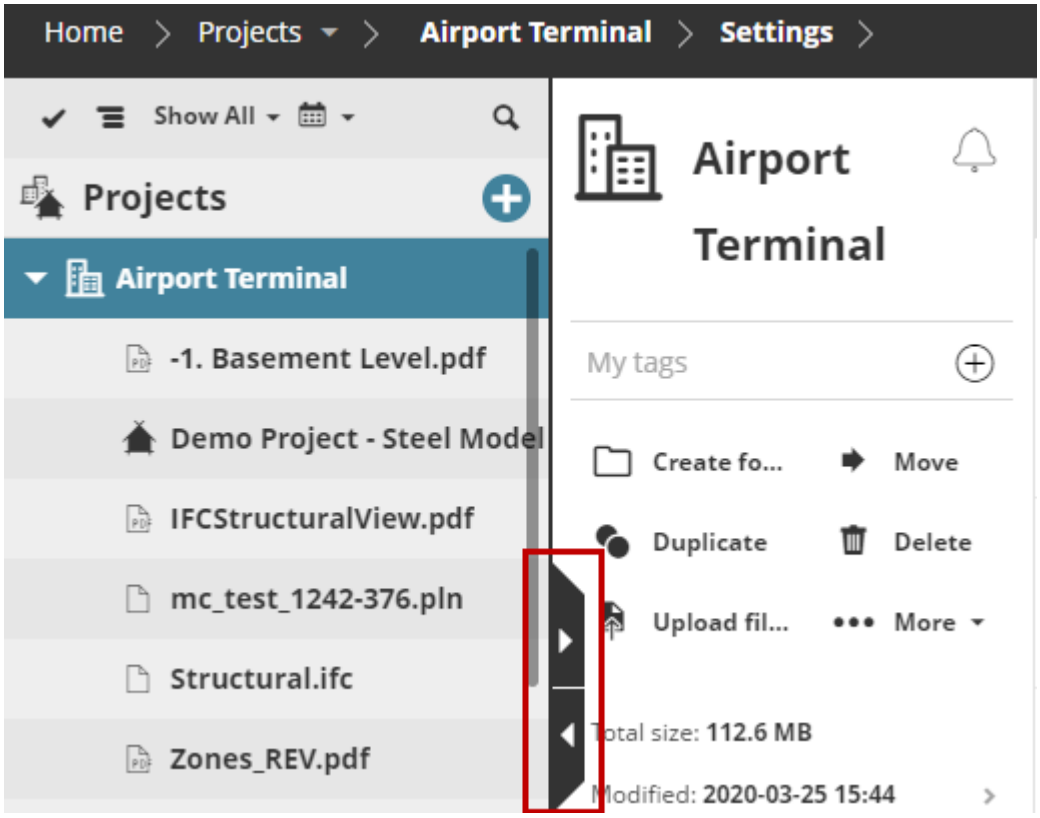
Click an element to select it and display further information about it.

Note: Depending on your permissions, the visible content and commands can vary.

View and sort items in table format

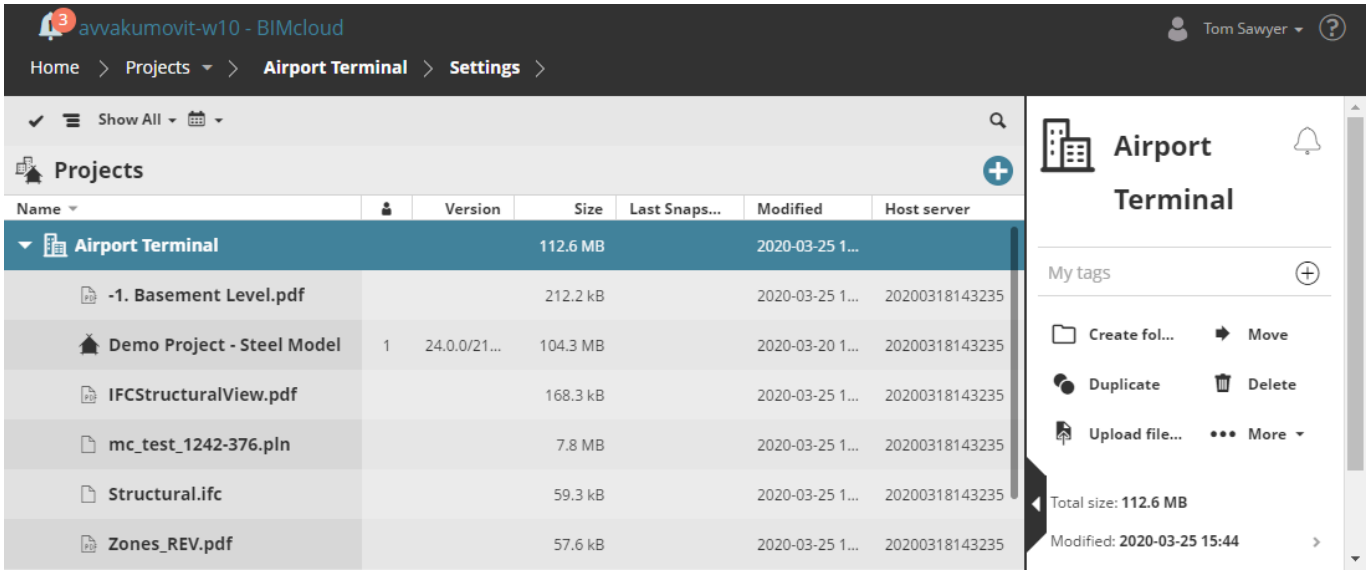
Use the arrows on the right side of the Navigator to switch to a table (expanded) format.

Note: Table layout not available on small screens.



You can then sort the columns to find the information you are looking for.

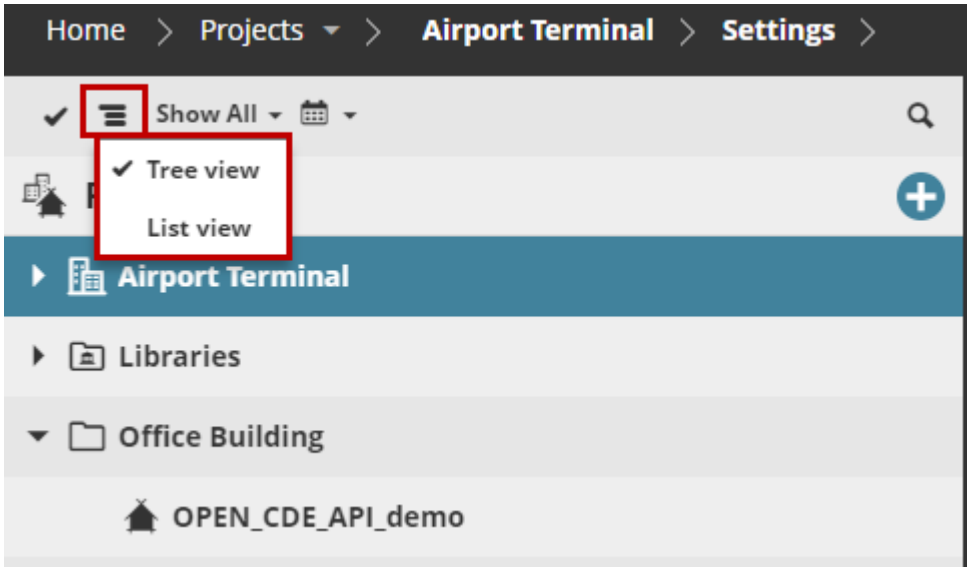
For example, in the Projects table, you can sort by size, last modified date, or host server.



In the Servers table, sort by last backup, or number of active users.

Tree view or flat list

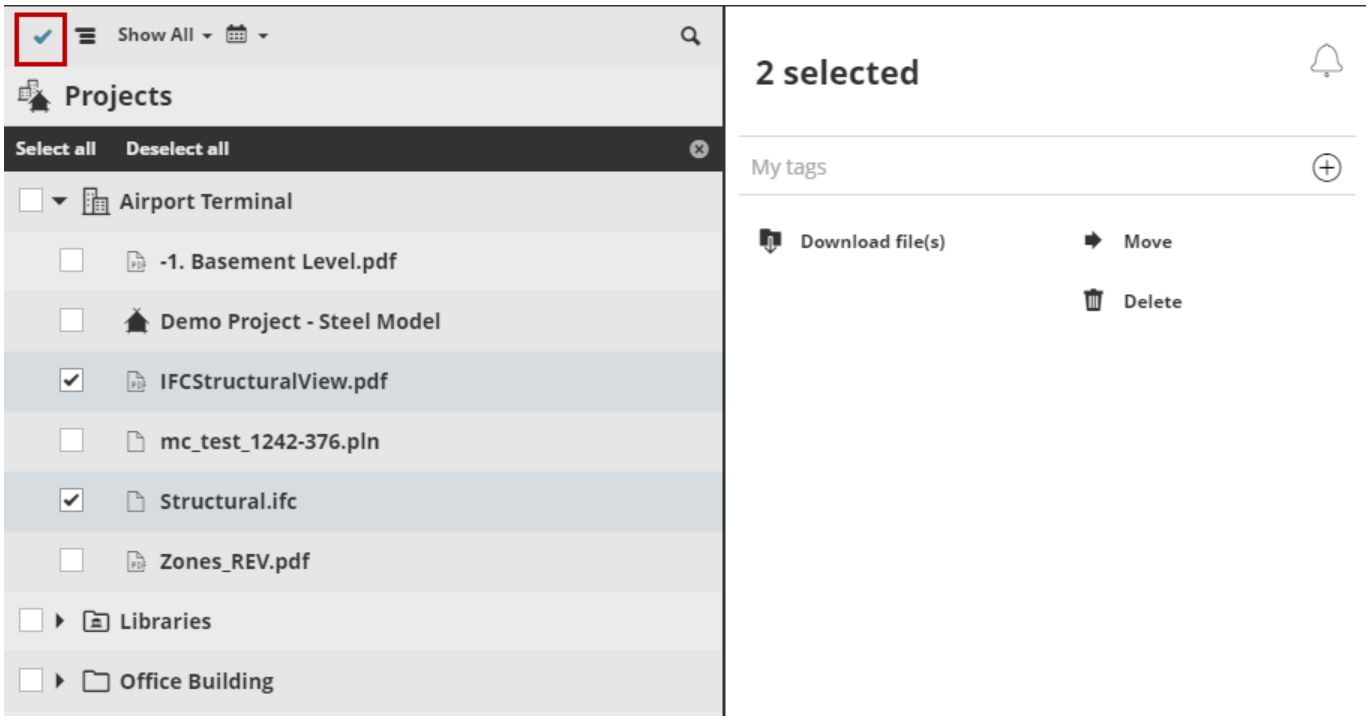
On the Projects and Servers pages: Display items in either a hierarchical tree view or flat list.



The Roles, Users and Tags pages use a flat list only.

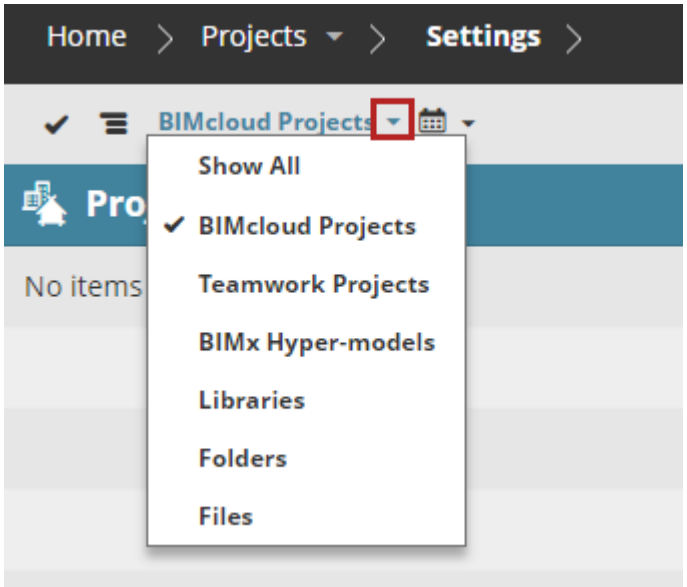
Select/multi-select items in Navigator

- **Select** an element by clicking on it.
- **Multi-select:** Activate multi-selection by clicking the checkmark icon on the top left of the list



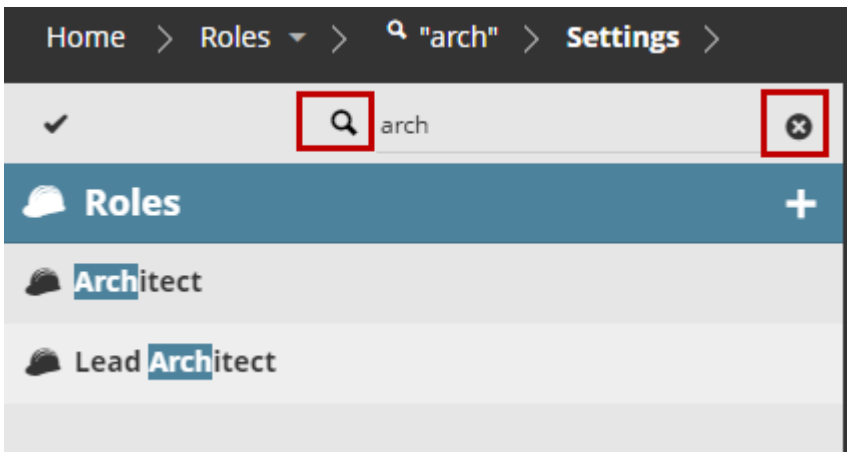
Filter items

On the Projects and Users pages, use the filters to narrow the displayed list of items.



Search items

Click the Search icon and enter a text, then click Enter.



Click X to cancel the Search.

Search results are always displayed in a flat list.

Focus on a folder (Projects page)

Click the focus icon on a folder item to limit the displayed items to the folder's child elements.

The Filter pop-up changes: the filters only apply to the focused branch of the hierarchy.

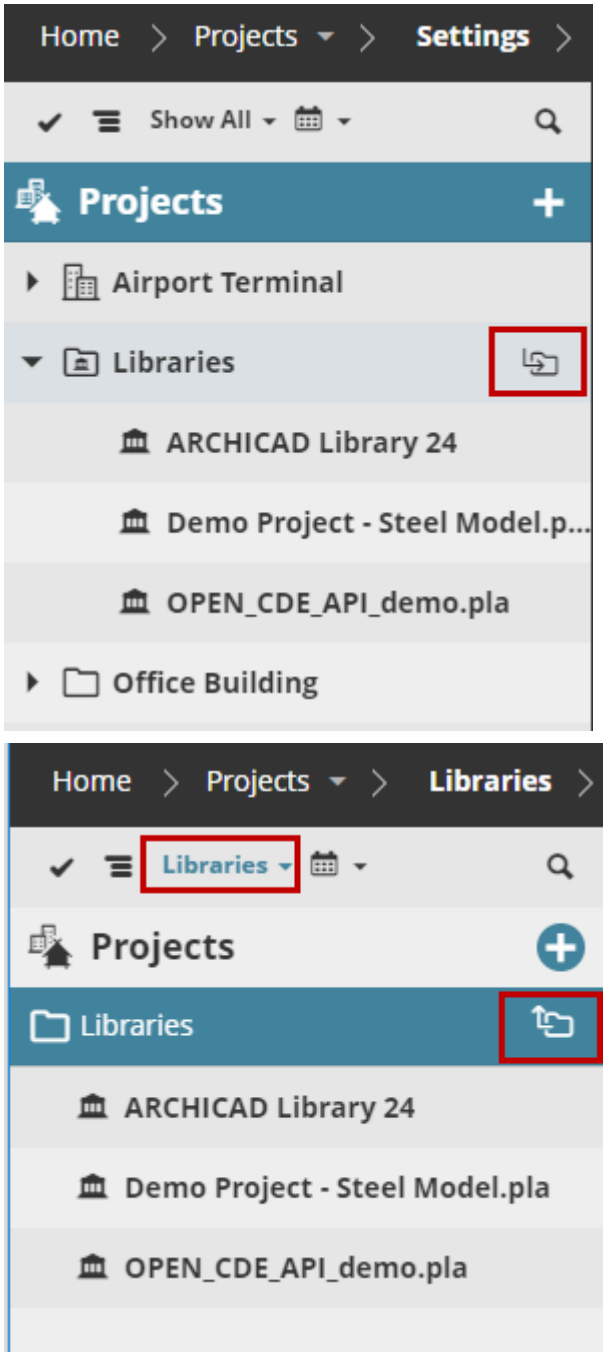


Figure 1: Focus on Folder Item

Filter by date (Projects page)

In the list view of the Projects Page of BIMcloud Manager:

Click the calendar to set a date range to filter the list by their last modified date.

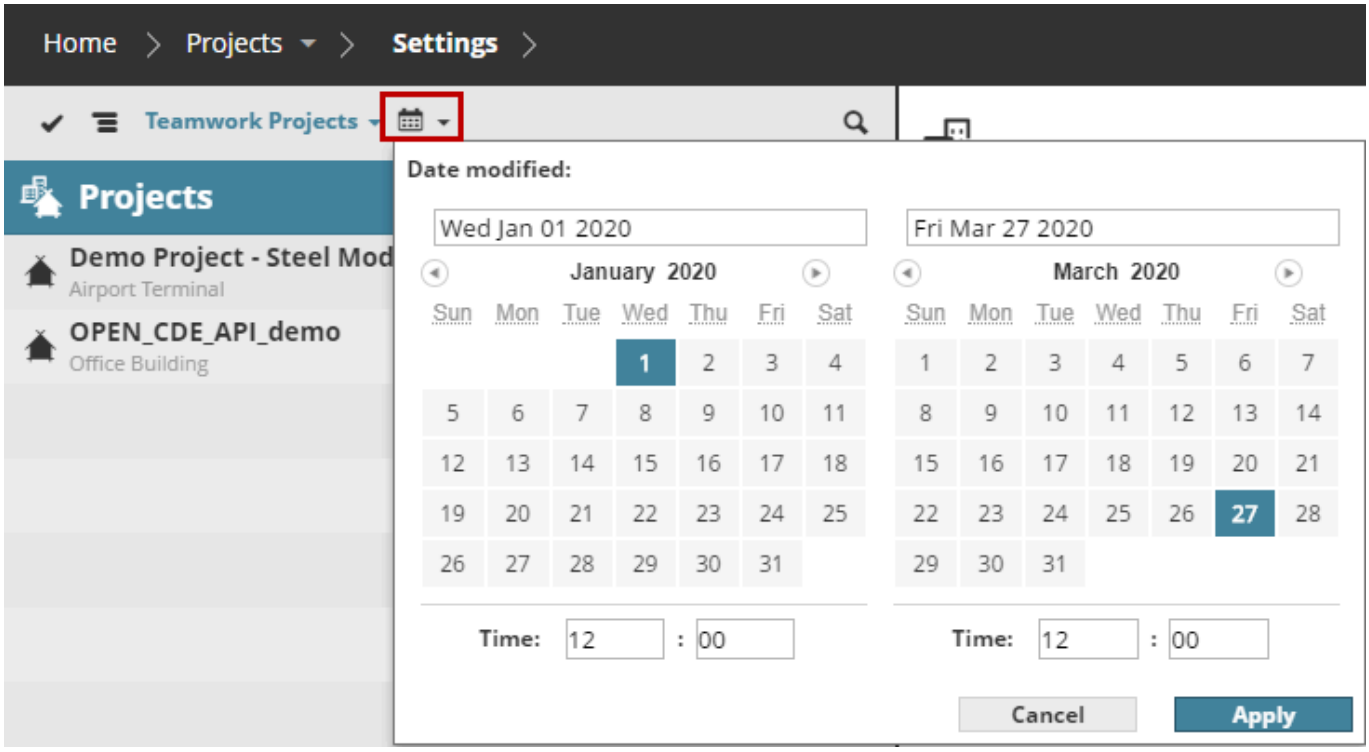
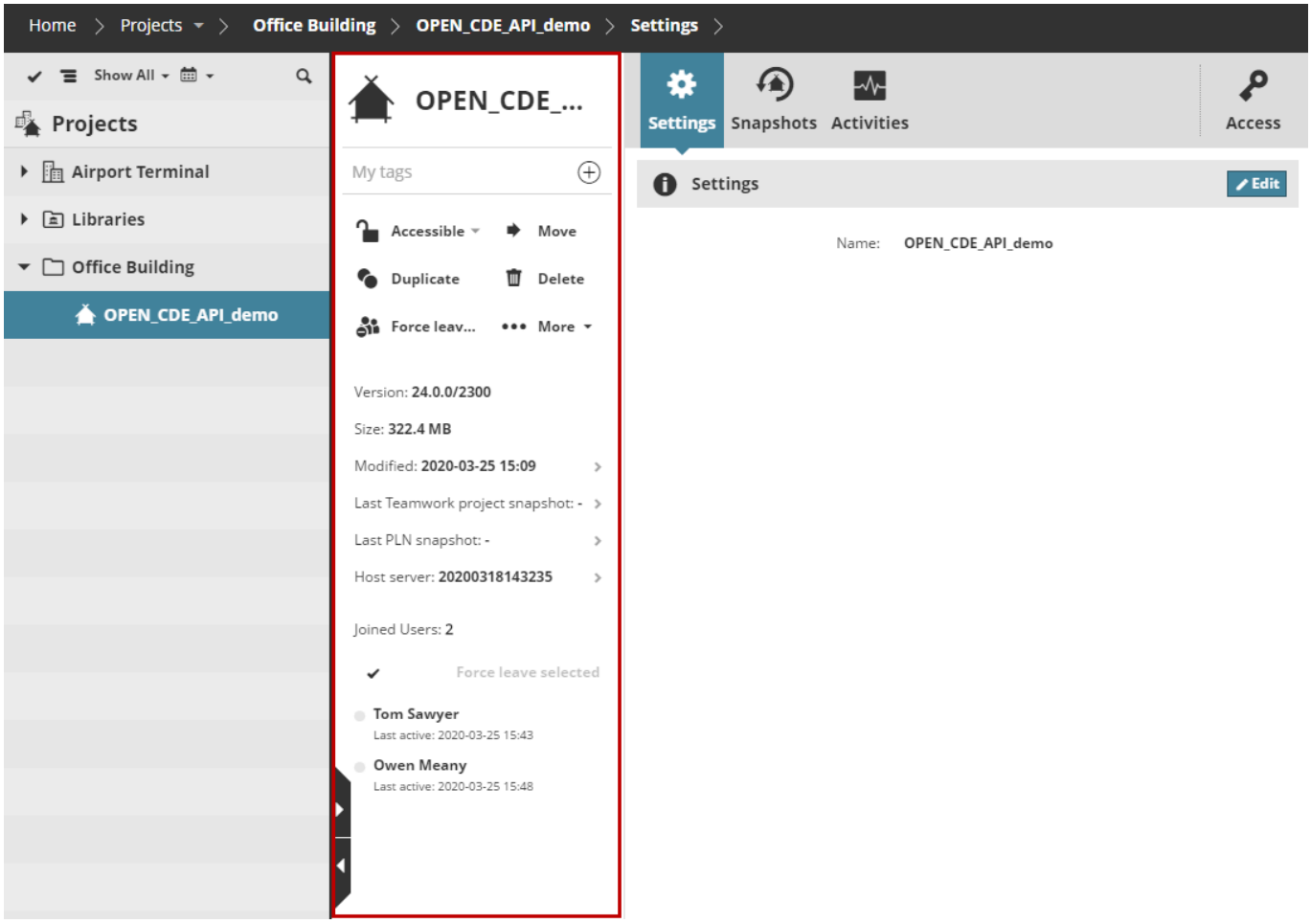


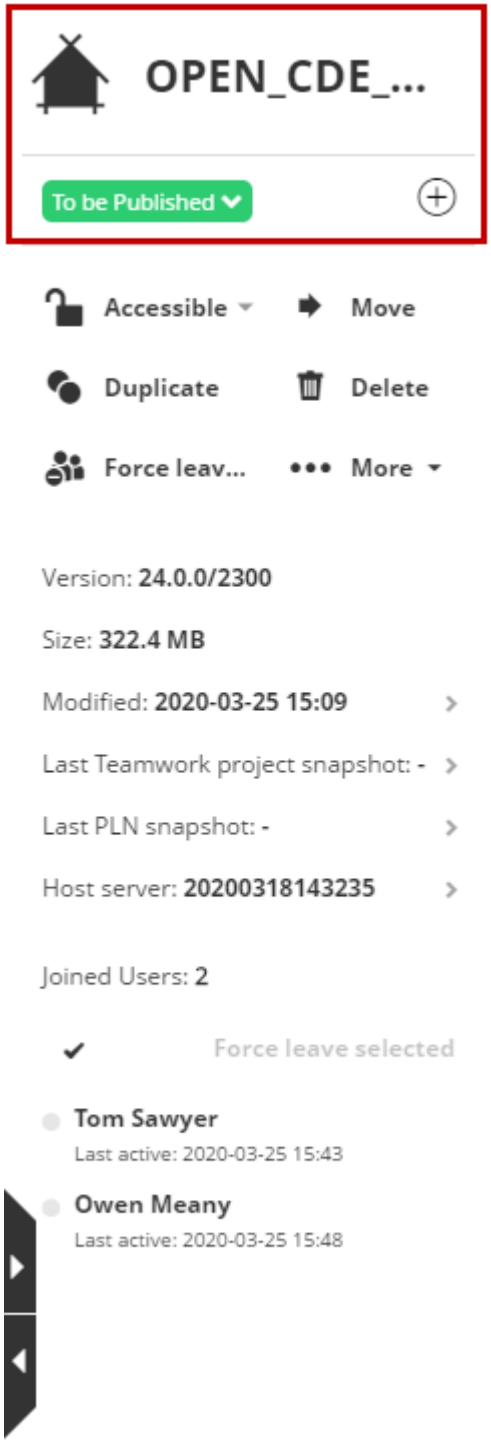
Figure 2: Filter project items by Date modified

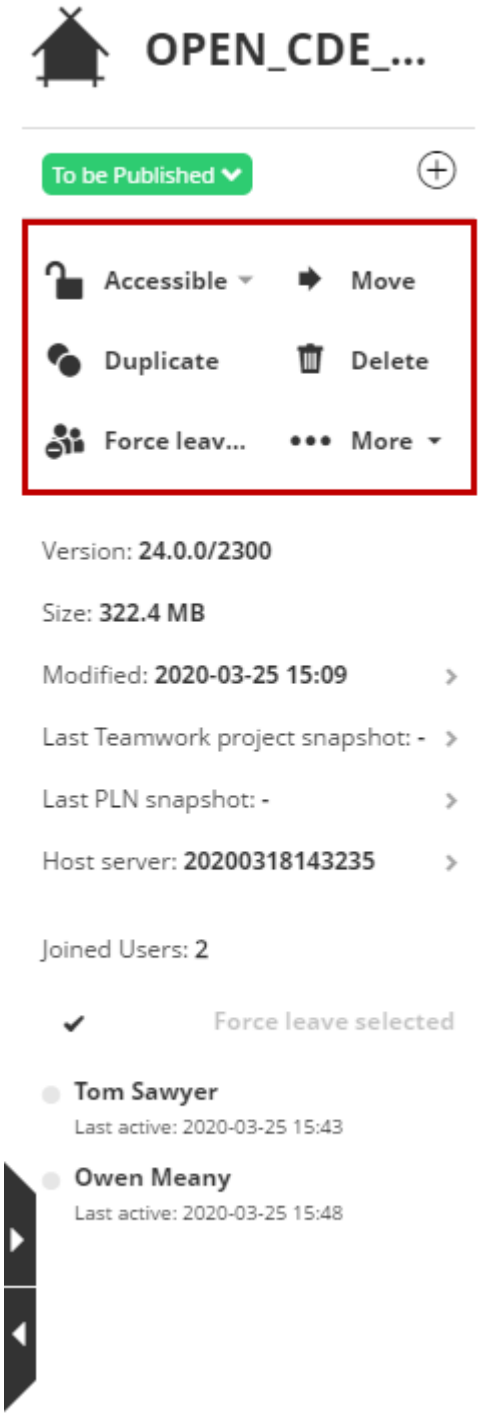
Quick info on selected item

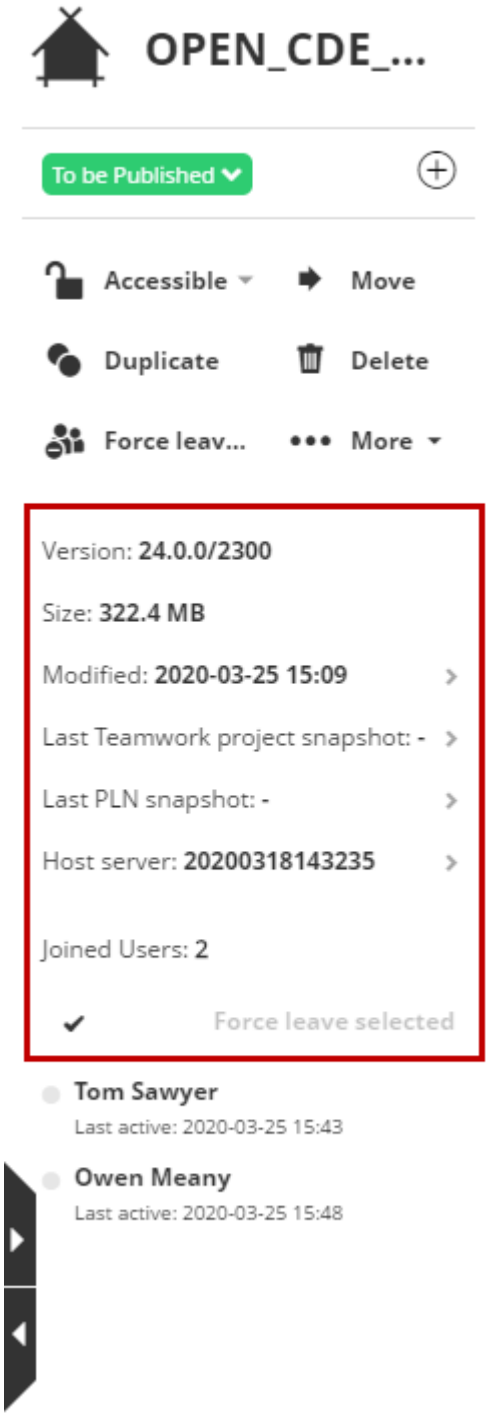
Get key info about any selected BIMcloud content item

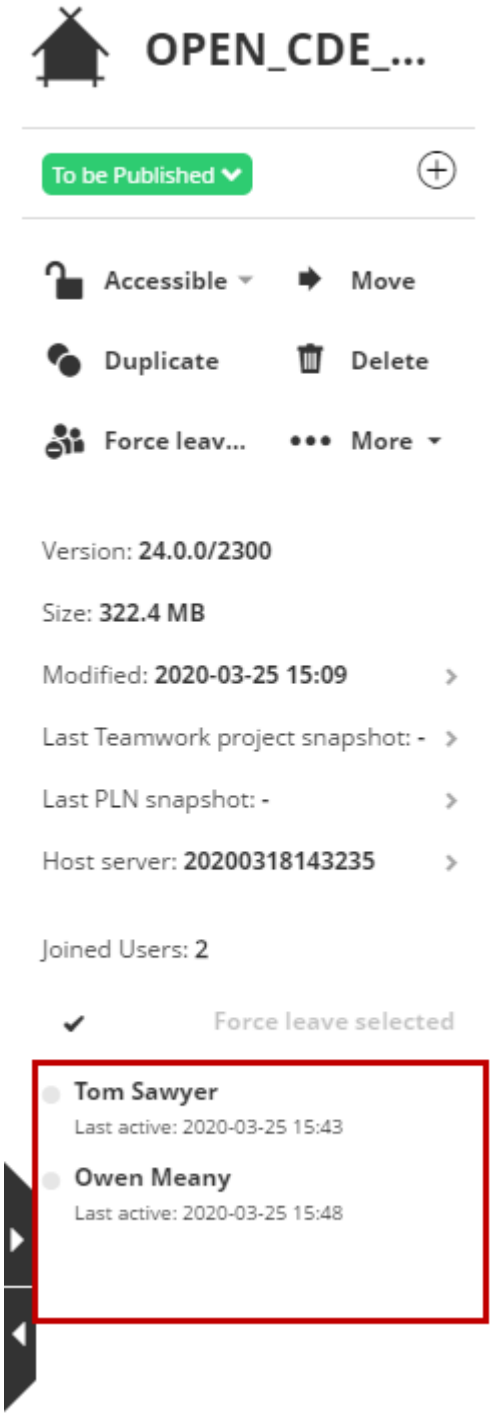
Select any item in BIMcloud Manager: the summary section displays quick info and related functions.


Home
Projects
Office Building
OPEN_CDE_API_demo
Settings
Show All
Projects
Airport Terminal
Libraries
Office Building
OPEN_CDE_API_demo
OPEN_CDE_...
My tags
Accessible
Move
Duplicate
Delete
Force leav...
More
Version: 24.0.0/2300
Size: 322.4 MB
Modified: 2020-03-25 15:09
Last Teamwork project snapshot: -
Last PLN snapshot: -
Host server: 20200318143235
Joined Users: 2
Force leave selected
Tom Sawyer
Last active: 2020-03-25 15:43
Owen Meany
Last active: 2020-03-25 15:48
Settings
Snapshots
Activities
Access
Settings
Edit
Name: OPEN_CDE_API_demo


OPEN_CDE_...
To be Published
Accessible
Move
Duplicate
Delete
Force leav...
More
Version: 24.0.0/2300
Size: 322.4 MB
Modified: 2020-03-25 15:09
Last Teamwork project snapshot: -
Last PLN snapshot: -
Host server: 20200318143235
Joined Users: 2
Force leave selected
Tom Sawyer
Last active: 2020-03-25 15:43
Owen Meany
Last active: 2020-03-25 15:48


OPEN_CDE_...
To be Published
Accessible
Move
Duplicate
Delete
Force leav...
More
Version: 24.0.0/2300
Size: 322.4 MB
Modified: 2020-03-25 15:09
Last Teamwork project snapshot: -
Last PLN snapshot: -
Host server: 20200318143235
Joined Users: 2
Force leave selected
Tom Sawyer
Last active: 2020-03-25 15:43
Owen Meany
Last active: 2020-03-25 15:48


OPEN_CDE_...
To be Published
Accessible
Move
Duplicate
Delete
Force leav...
More
Version: 24.0.0/2300
Size: 322.4 MB
Modified: 2020-03-25 15:09
Last Teamwork project snapshot: -
Last PLN snapshot: -
Host server: 20200318143235
Joined Users: 2
Force leave selected
Tom Sawyer
Last active: 2020-03-25 15:43
Owen Meany
Last active: 2020-03-25 15:48



- Name
- Tags (on the Projects page only): Shows any tags assigned to the item, plus related commands.
- Functions, depending on the content type.
- Quick information: Displayed in multiple rows. Most of the rows also act as a link to a page, where further information is available. If you do not have permission to view further details about a linked item, then the link is blocked.
- Joined users/projects:
  - For a selected User (Users page only): the projects the user has joined.
  - For a selected Project (Projects page only): the users who have joined this project.

Settings Inheritance

Higher-level settings inherited by child items

The BIMcloud allows you to set up generic rules for a group of items by arranging them into a hierarchy and applying the settings at a higher level: items at a lower hierarchical level inherit settings from those at a higher level.

For example, settings on the Project Root are inherited by all Teamwork Projects by default.

The inherited settings can be overridden at lower levels, if you have the necessary permissions.

> **Note:** Not all content types can be organized into a hierarchy. In those cases (e.g. Users, Roles), the only hierarchy is between the Root item and all the others. For these content types, too, settings applied to the Root will be inherited by all child items.

Monitor BIMcloud activities

Keep track of what is happening with projects, users, and servers

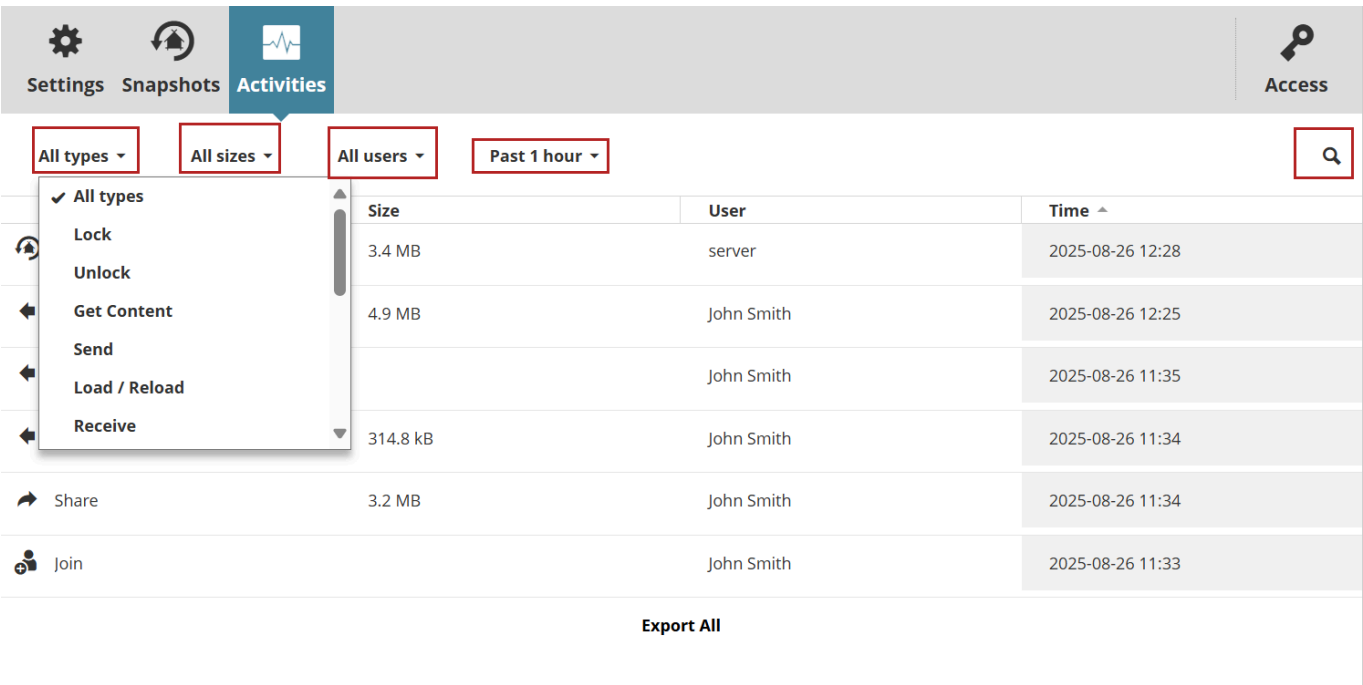
Check the Activities panel, available for:

- Projects, Project folders
- Users, Groups
- Servers, Server folders

The available filters and columns vary depending on the content type.

For Servers only, a graphical Activity Monitor is available.

Filter Activities Data



- **Activity Type:** Choose one or more activity types to display its info.
- **Size:** Filter the activities by the size of the data event.

- **User:** Choose a user from the list to display his/her activities only.
- **Project:** Choose a project from the list to display related activities only.
- **Range:** Limit the list of displayed activities. You can list the last 50 events, or list events from a specific a date/time range. (Maximum date range: the last 30 days)
- **Search:** Type any text to search for it.

Load more/Load all: If the list does not contain all the possible elements, use these buttons at the bottom to expand the list.

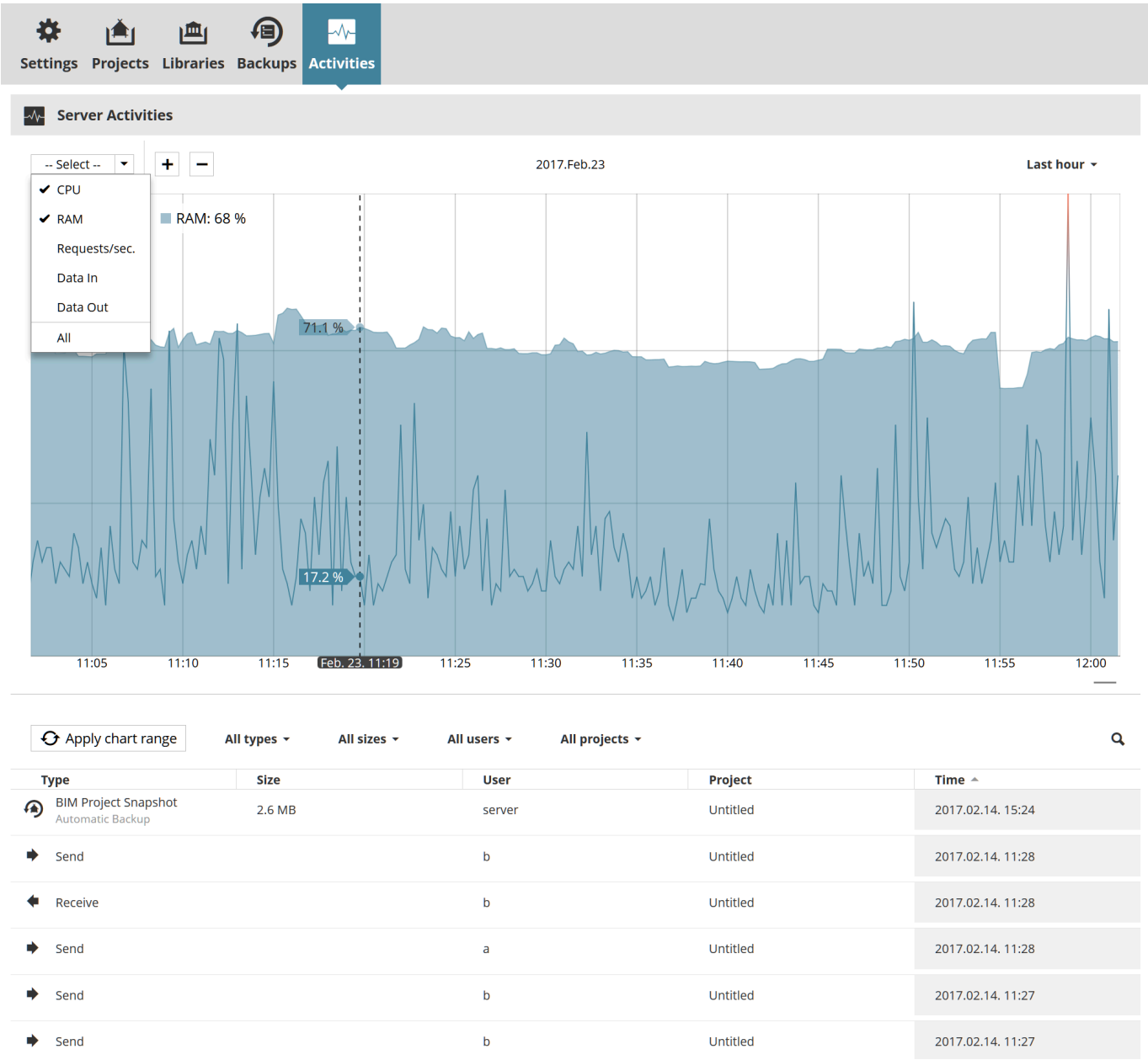
If a filter has been set, that column name is shown in blue. To cancel a filter, select All from its options again.

Click **Export All** at the bottom to download all entries, in CSV format, to your browser's download folder. (Maximum export size: 100,000 lines)

> **Note:**
>
> Depending on the amount of activity data, the export process can take more than a minute.

Monitor Server Activities

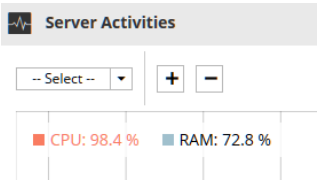
Available on the Servers page, for a selected BIMcloud Server.



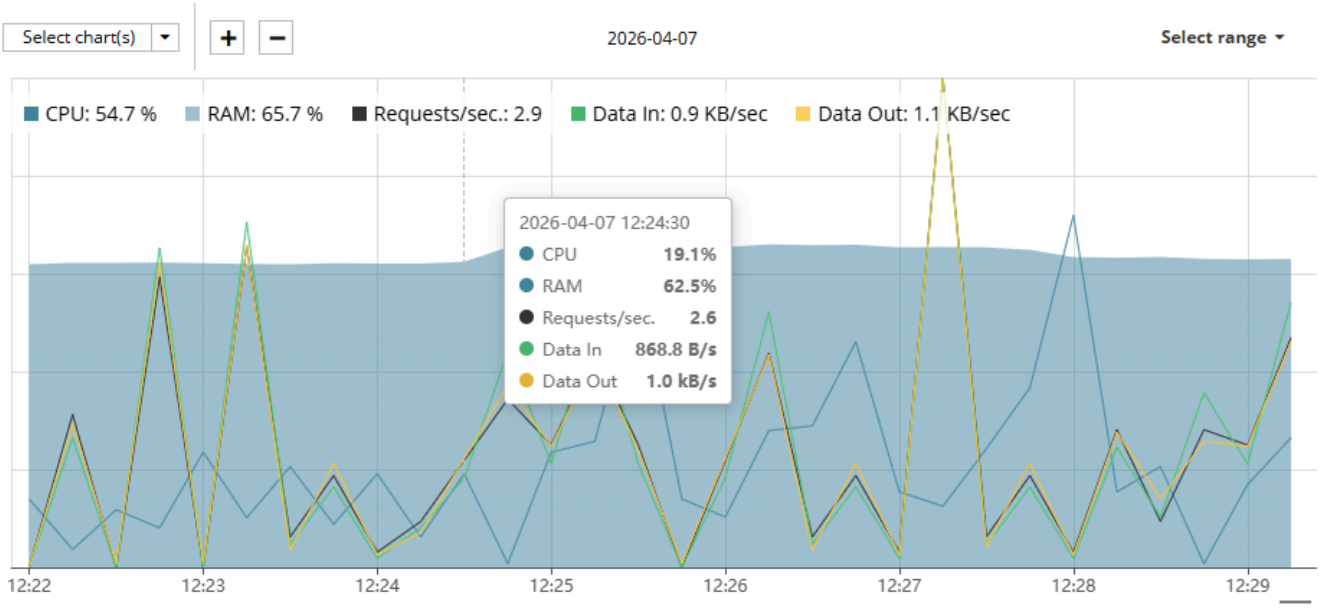
- **Select Chart:** Check the data items you want to view (CPU and RAM usage are checked by default.)
- **Select Range:** Choose a time interval from the pop-up menu at top right. (“Now” refers to the past one hour.)

The selected data types are shown in graphical format in the chart, and as values at the top of the chart.

If any data item’s usage runs into the High range, it is shown in red:



- Hover the cursor over any point on the graph see those data for a specific point in time.



- Zoom in or out (or use the plus/minus buttons) on the chart as needed.

Refresh List

BIMcloud Server activities are listed below the chart.

To list only activities that occurred during the time range shown on the chart, click **Refresh List.**

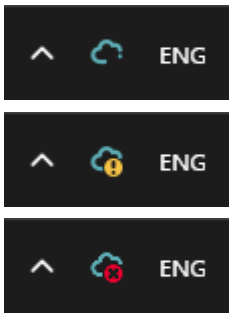
BIMcloud app tray icon

Control center for all BIMcloud components

Use the BIMcloud tray icon application to check and control the status of installed BIMcloud components. The application is installed and started automatically on the server computer.

Check BIMcloud status

The tray icon gives you feedback in case of issues:

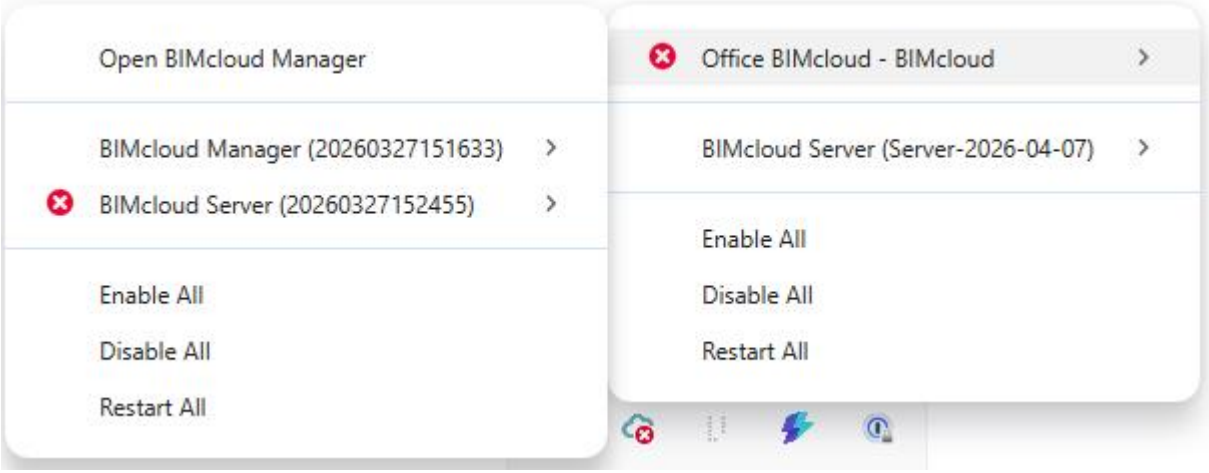


- Yellow warning: All components are running, but one or more issues have been detected (e.g. blocked port)
- Red X: One or more components are not running

Access BIMcloud components from tray icon

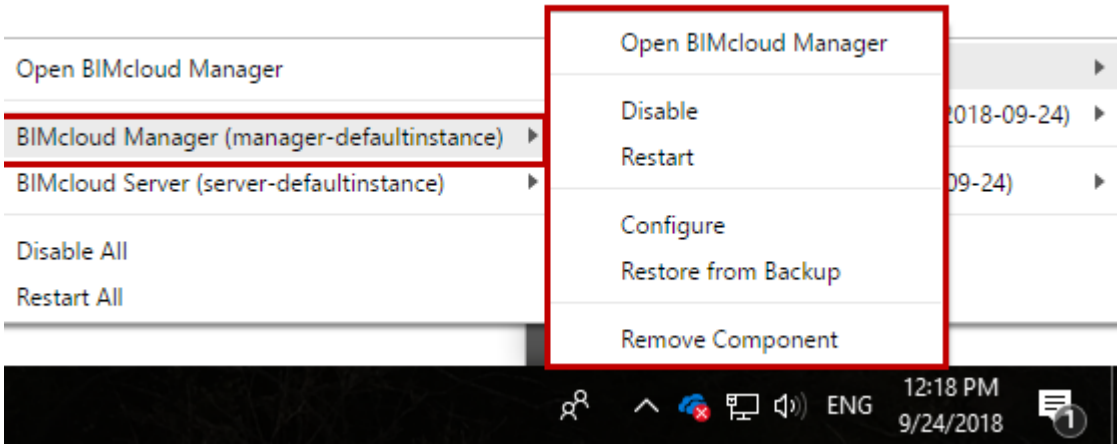
Click the tray icon to access installed BIMcloud components and related commands. BIMclouds are differentiated by their names (the BIMcloud name is displayed at BIMcloud Manager - General Settings.)

- Paired BIMcloud components (Manager plus Server) are grouped accordingly.
- Unpaired Servers are listed separately.
- Color indicates status of the component(s): Yellow if running with problems, red for stopped.



Access commands for BIMcloud components

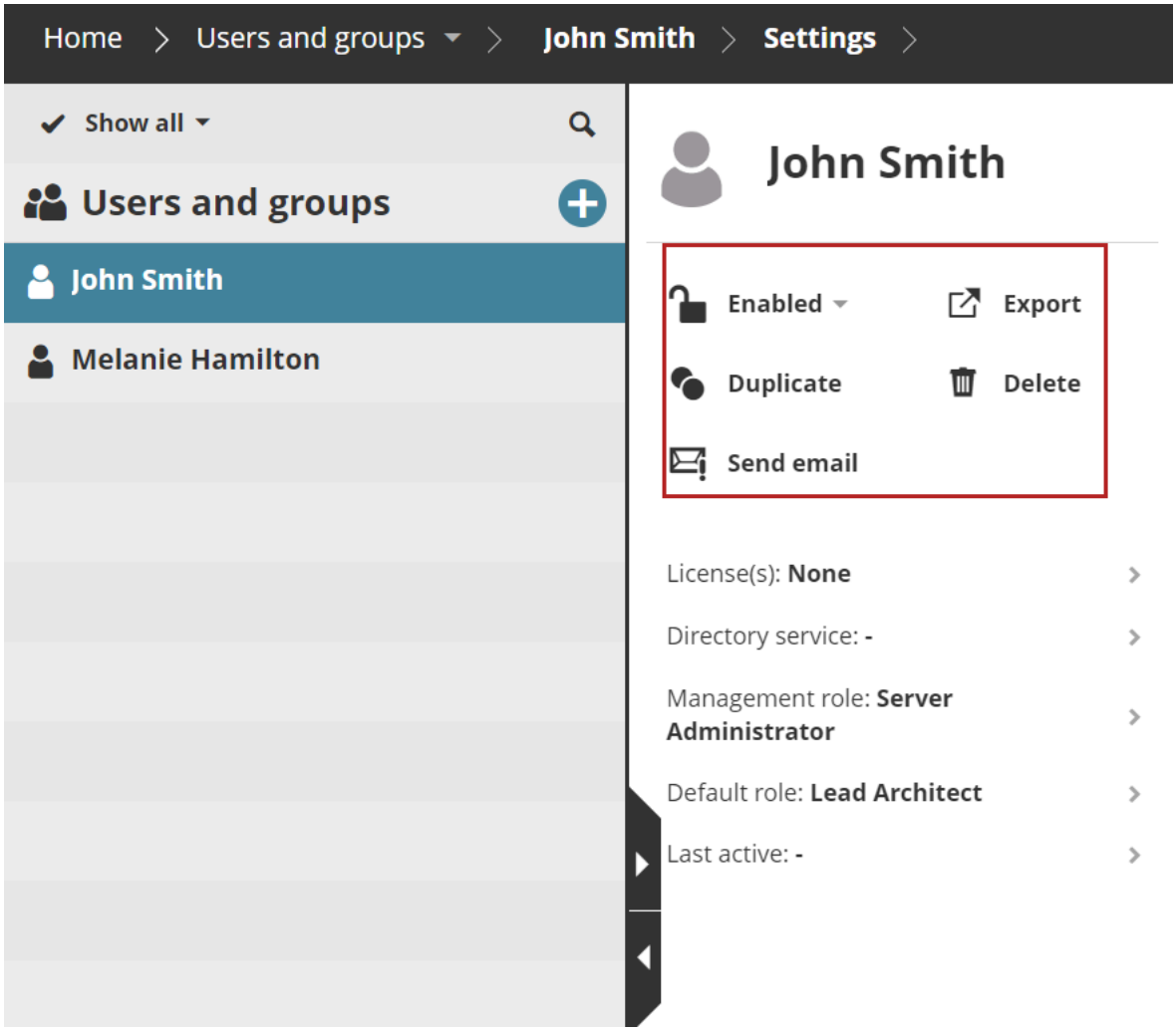
Click a component to see its related commands:



Manage BIMcloud users and groups

Organize and manage users and groups

From the Users and groups page of BIMcloud Manager, you can view and filter the user list and create user groups. Other available functions vary depending on what you have selected in the Navigator (user or user group):

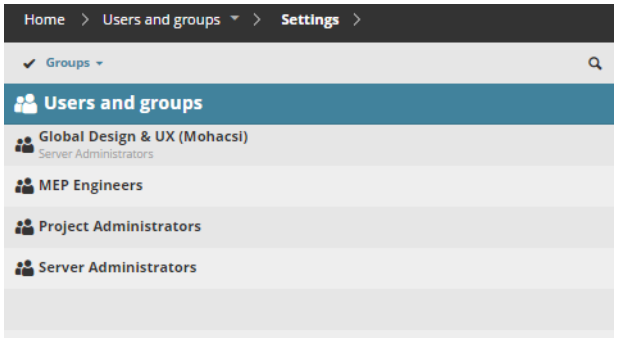


List of users on BIMcloud

Filter and sort the user list

The Navigator on the Users and groups page lists users and user groups.

There is no “tree view” option on the Users and groups page, just a list.

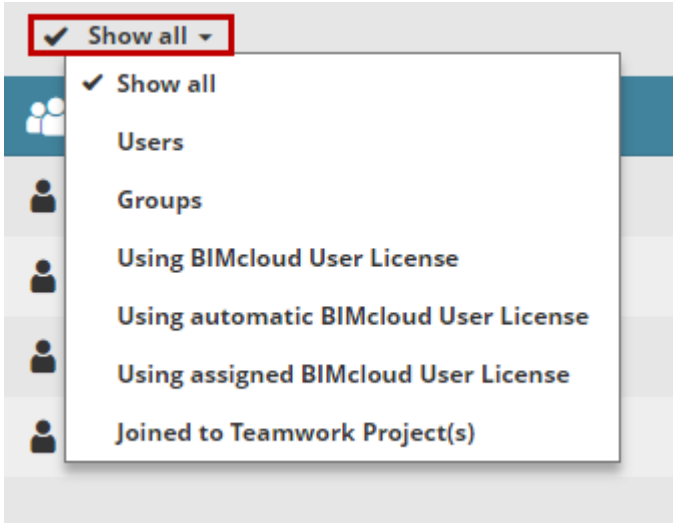


A group can contain other groups.

> **Note:** Circular membership references are not allowed. E.g. if Group A is a member of Group B, then Group B cannot be a member of Group A.

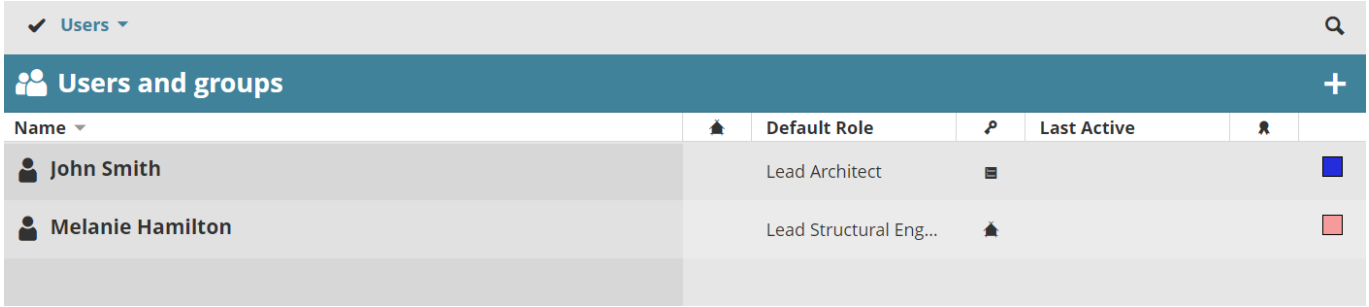
Filter list of users

As needed, use the filter to limit the list. (You might have additional or different filters.)



Expanded user list

In the expanded view, you can sort the users by various additional data:



- Number of Joined projects
- Default role
- User's Management role, if any (Server or Project Admin)
- LDAP directory service of this user (if this BIMcloud is connected to an LDAP)
- Last active: the last time this user interacted with the server

- License(s): the icon indicates the type of license used by this user:

Icon	License Type
	Automatically reserved license
	Manually assigned license
	not using a license

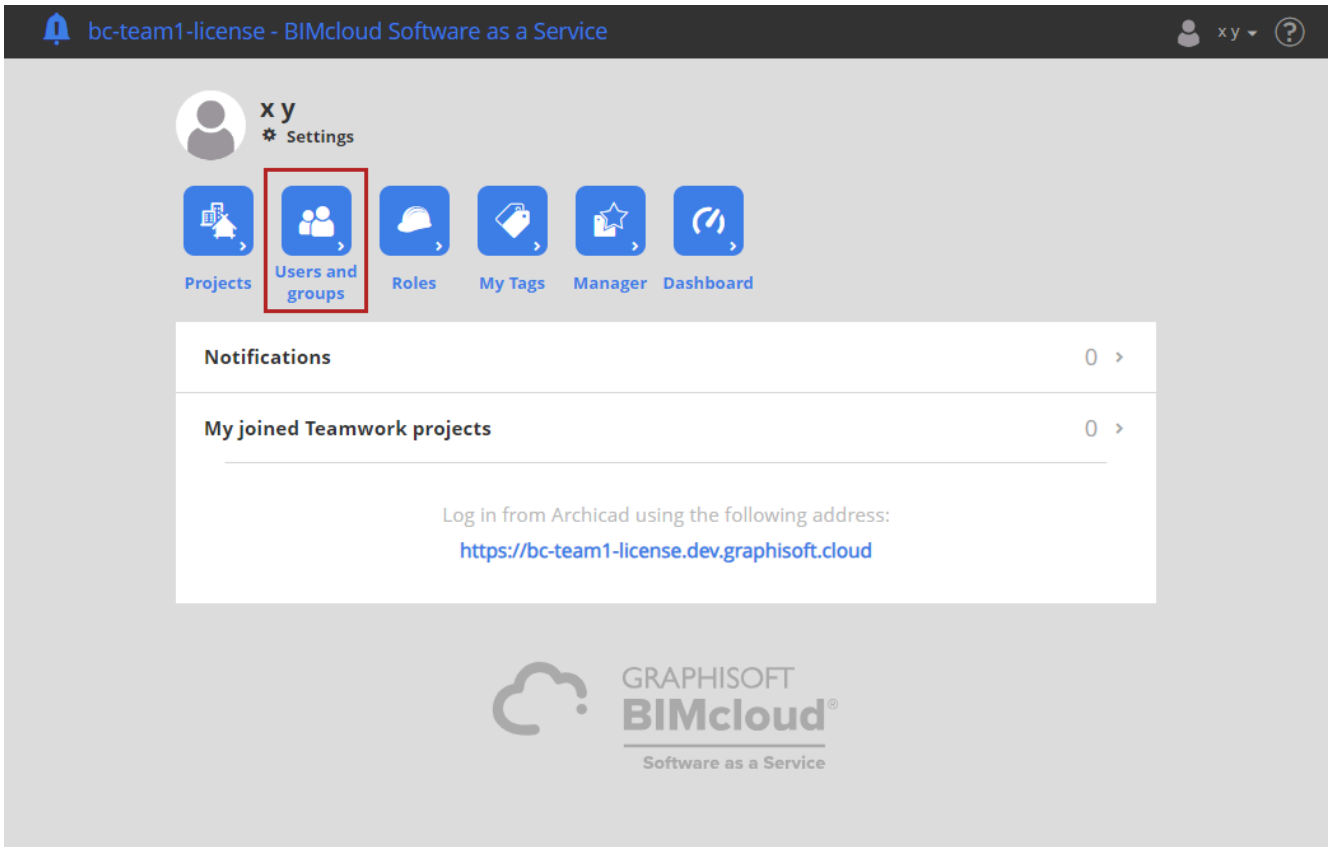
- User Color

Add or remove user group members

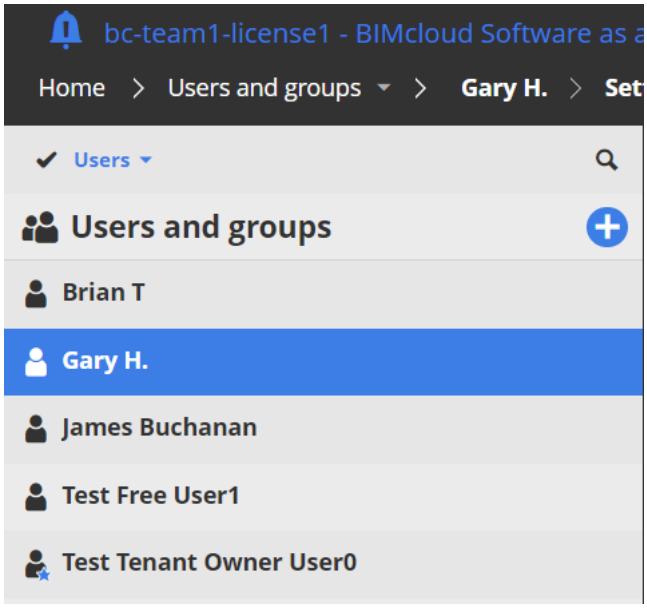
Add or remove members of a user group

Add member to group

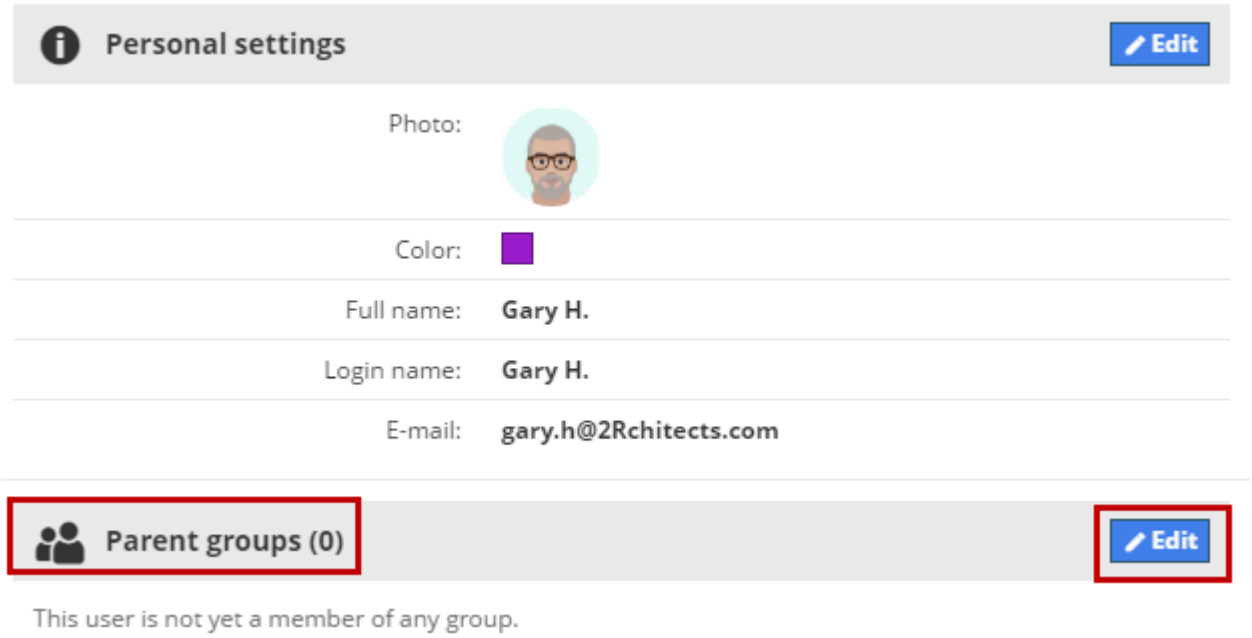
1. Navigate to the **Users and groups** page.



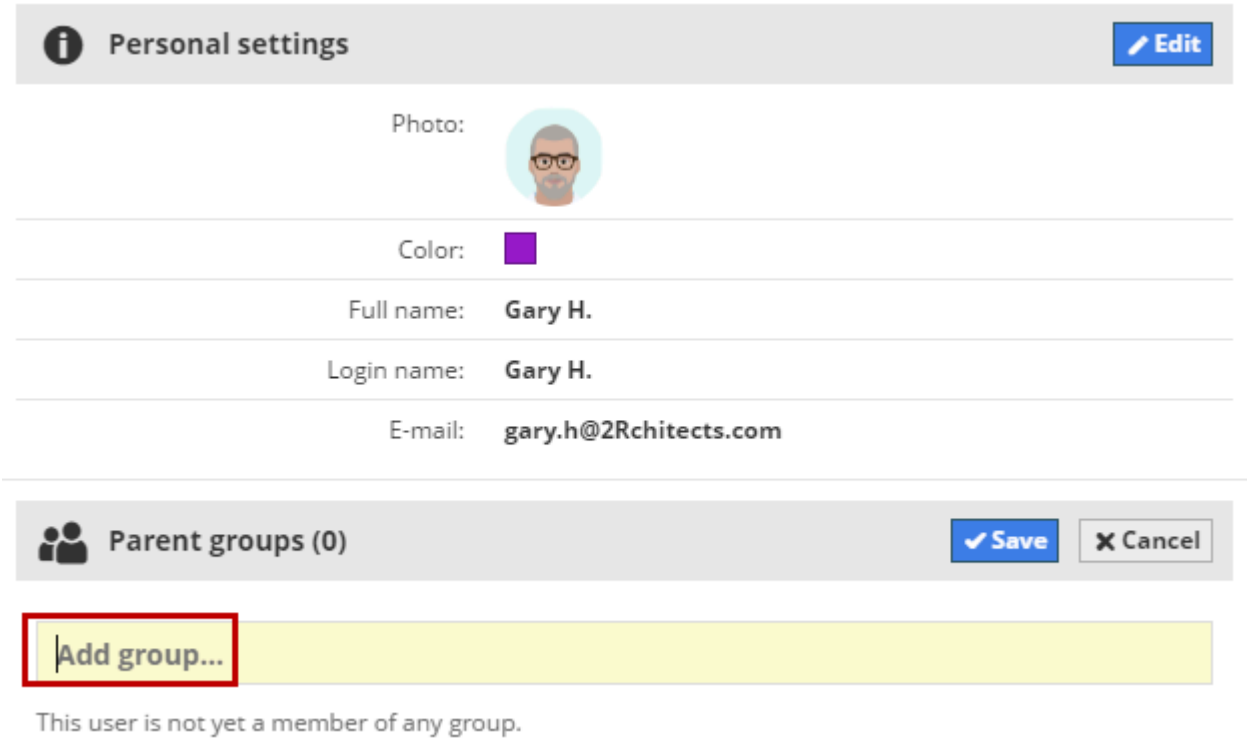
2. Click any user name to select it.



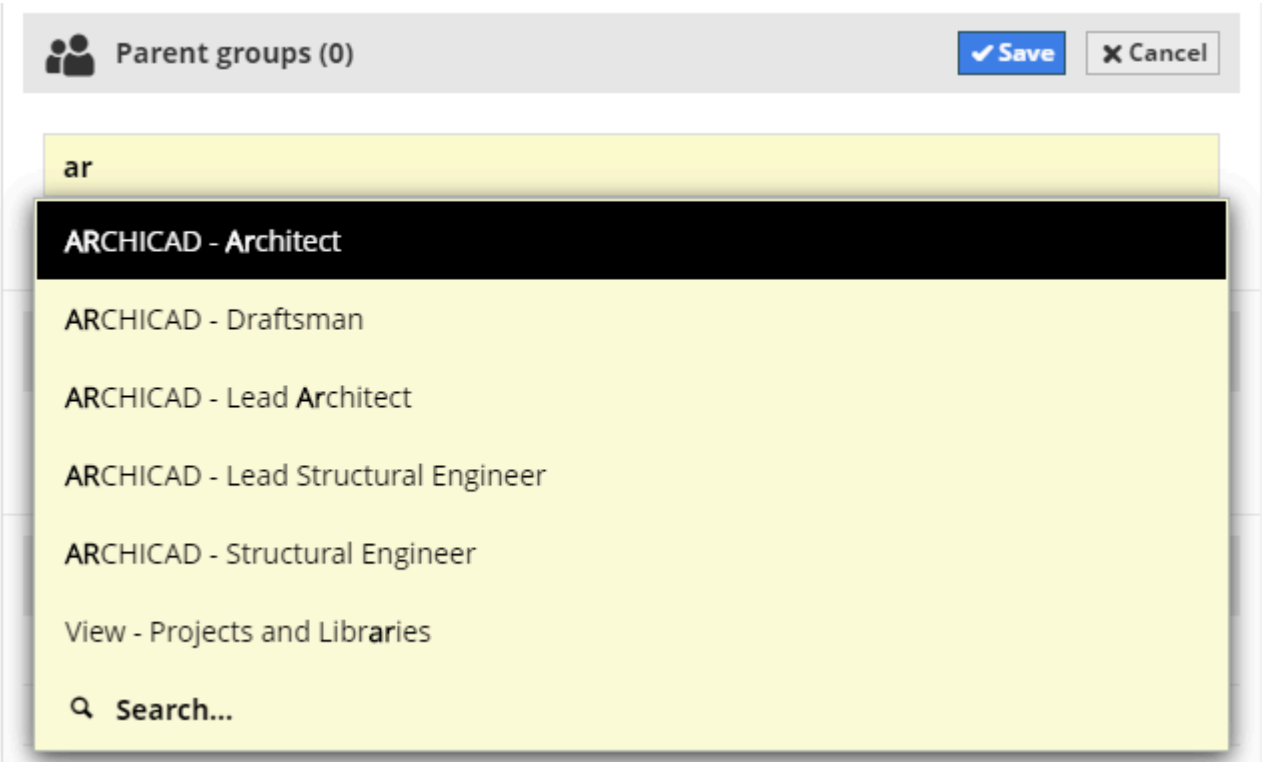
3. Go to **Parent groups** and click **Edit**.



4. Click in the **Add group...** field and start typing the name of the group.



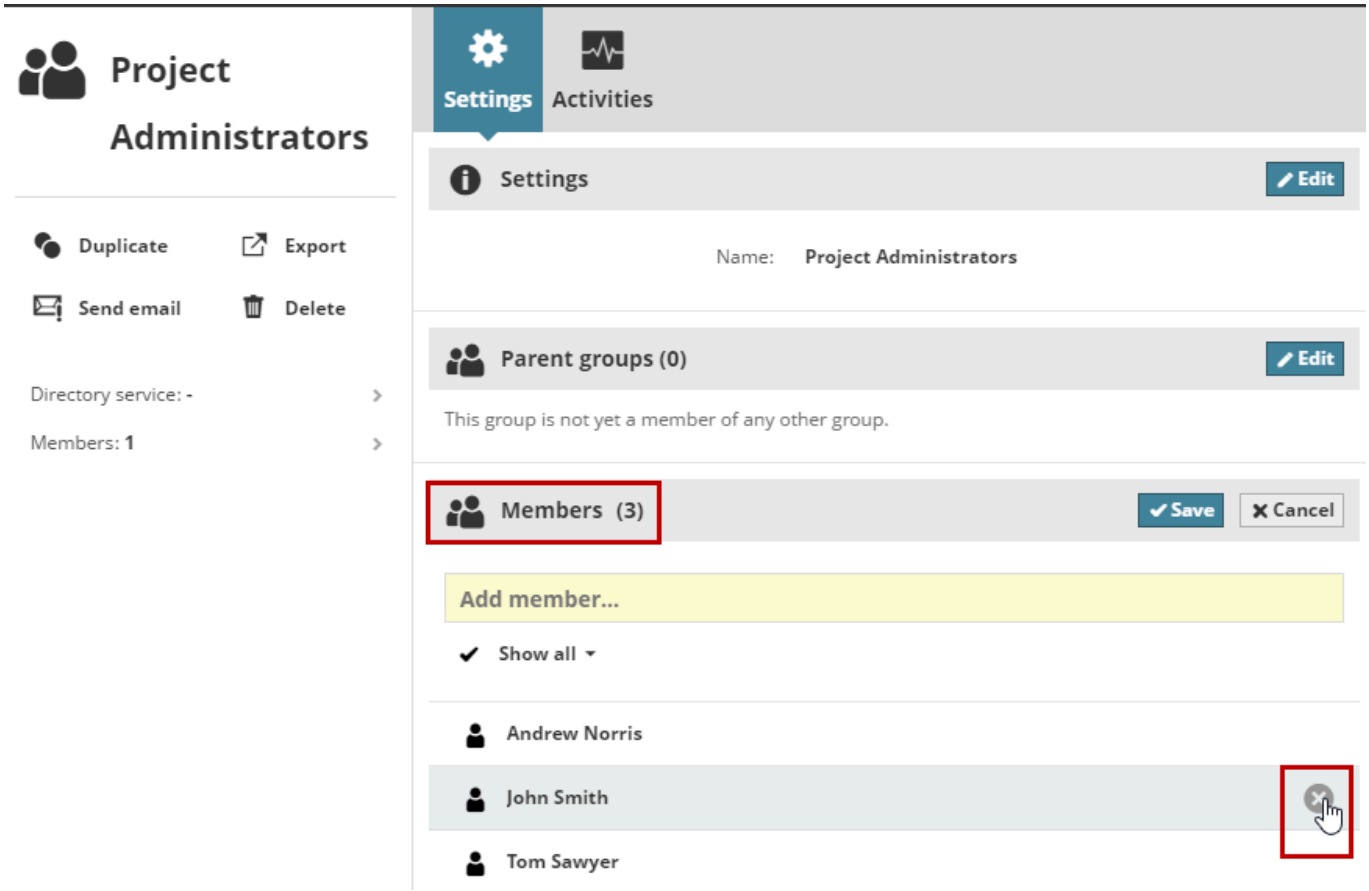
5. From the appearing list, click the group name to add the user.



6. Repeat as needed to add this user to any number of user groups.
7. Click **Save** to finish the process.

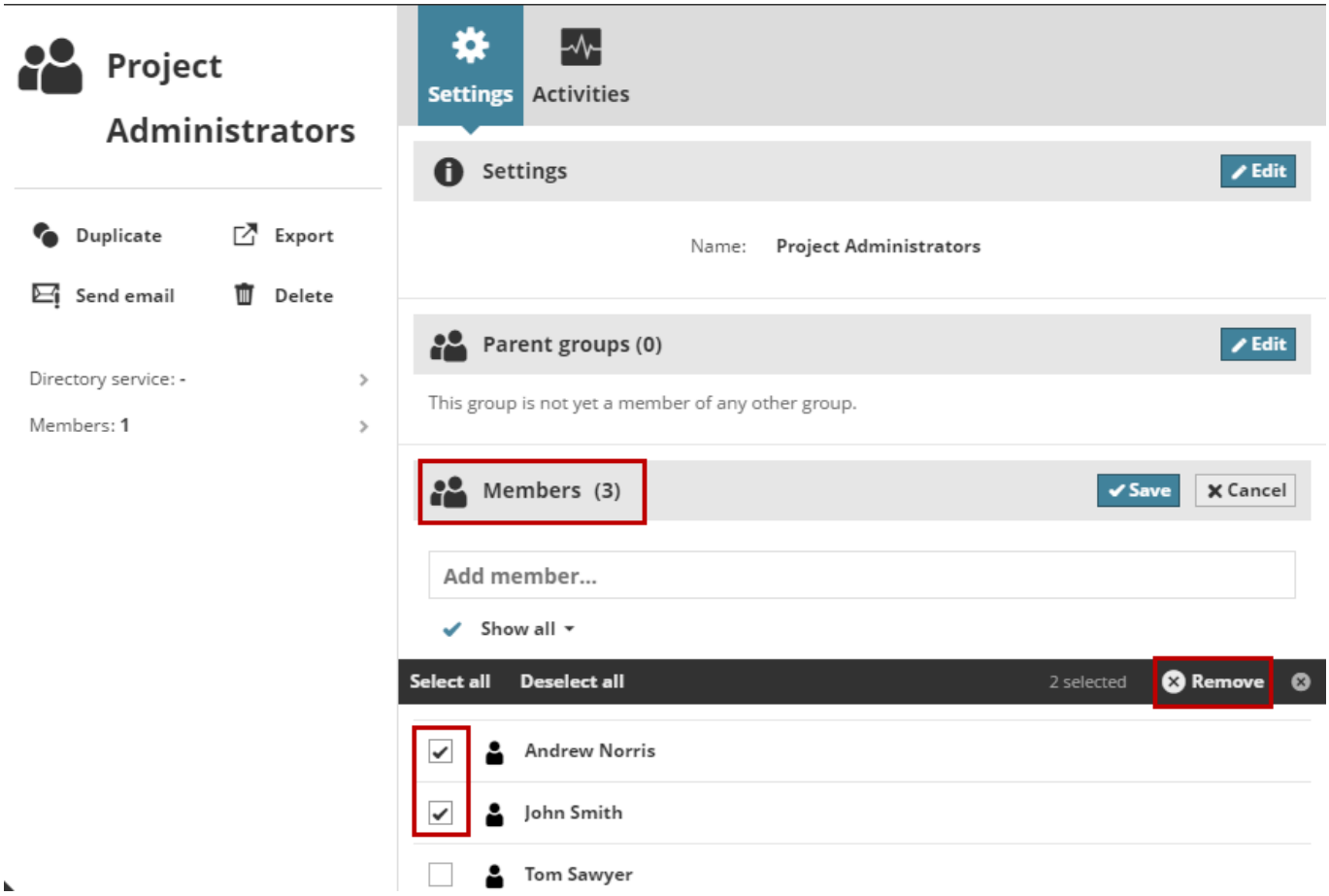
Delete Member from Group

1. In the Members part of User Group Settings: Click **Edit**.
2. Hover over the name of a user to delete, then click the X.



Delete multiple members

1. In the Members part of User Group Settings: Click **Edit**.
2. Click the checkmark to display a checkbox next to every user.
3. Check the boxes of each user to be deleted (or use Select all), then click **Remove**.



Create user group

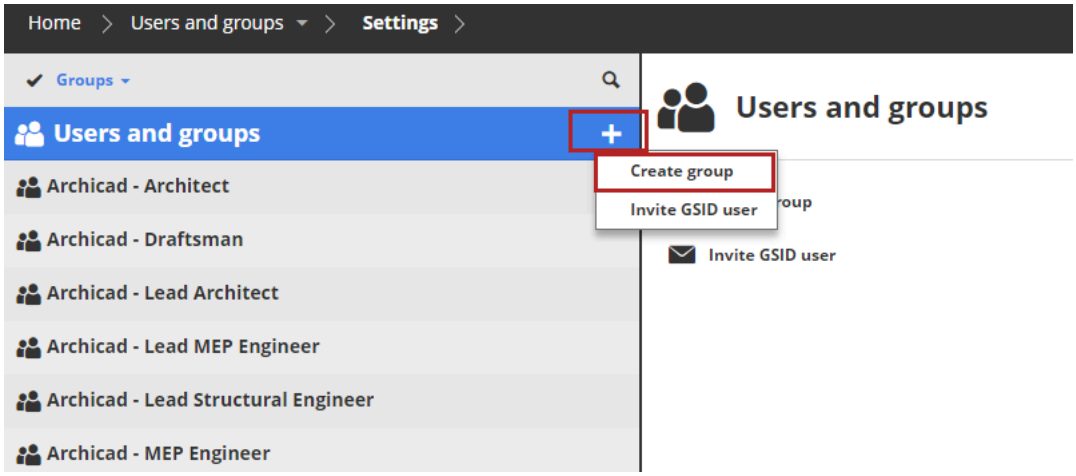
Create a user group on BIMcloud

For most BIMcloud SaaS setups, the default groups work well: assign your company members to those existing groups for easy management.

It is also possible to create custom user groups.

On the Users and groups page:

Click the plus-sign pop-up and choose **Create Group**. (If the Users and groups root is selected, you can also choose the command from the Summary panel.)



Enter the name of the group in the dialog and click **Create**.

Note:

- Do not use a period at the end of the group name
- Do not use non-printing or special characters such as <>:;*?"|/\

The Group settings panel will open; you can start to add members to your new group.

After creating the group and adding members, make sure you also grant the proper access rights to the group.

See Assign role to user or group on page 148

Force a user to leave Teamwork project

Remove a user from one or more Teamwork projects

1. Select a user from the Navigator.
2. In the Joined Teamwork projects list, hover over a project name to display and click the **Force Leave** icon.

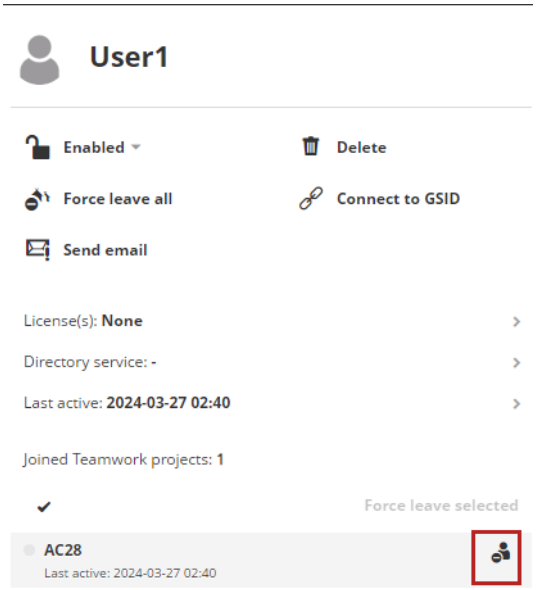


Figure 3: Force Leave User from Single Project

Force Leave from Multiple Selected Projects

1. In the Joined projects list, click the checkmark above the list to enable checkboxes.
2. Check project(s) from which to Force Leave the user.
3. The “Force Leave selected” button is enabled: click to Force Leave the user.

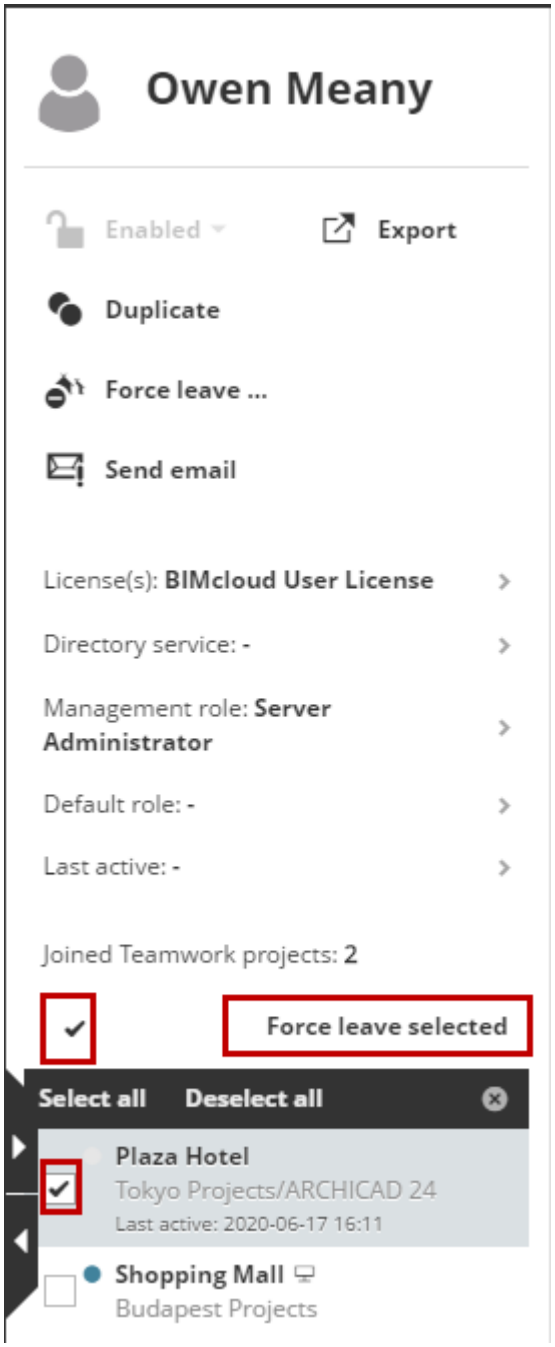


Figure 4: Force Leave User from Selected Projects

Note: Force Leaving a user is immediate; the user will not be able to send in his/her changes. A Force Leaved user can re-join the project immediately without further restrictions. If you would like to prevent the user from re-joining the project, revoke his/her permissions on the project's access panel.

Force user(s) to leave all Teamwork projects

1. Select one or more users or user groups in the Navigator.
2. Click **Force leave all**.

Send email

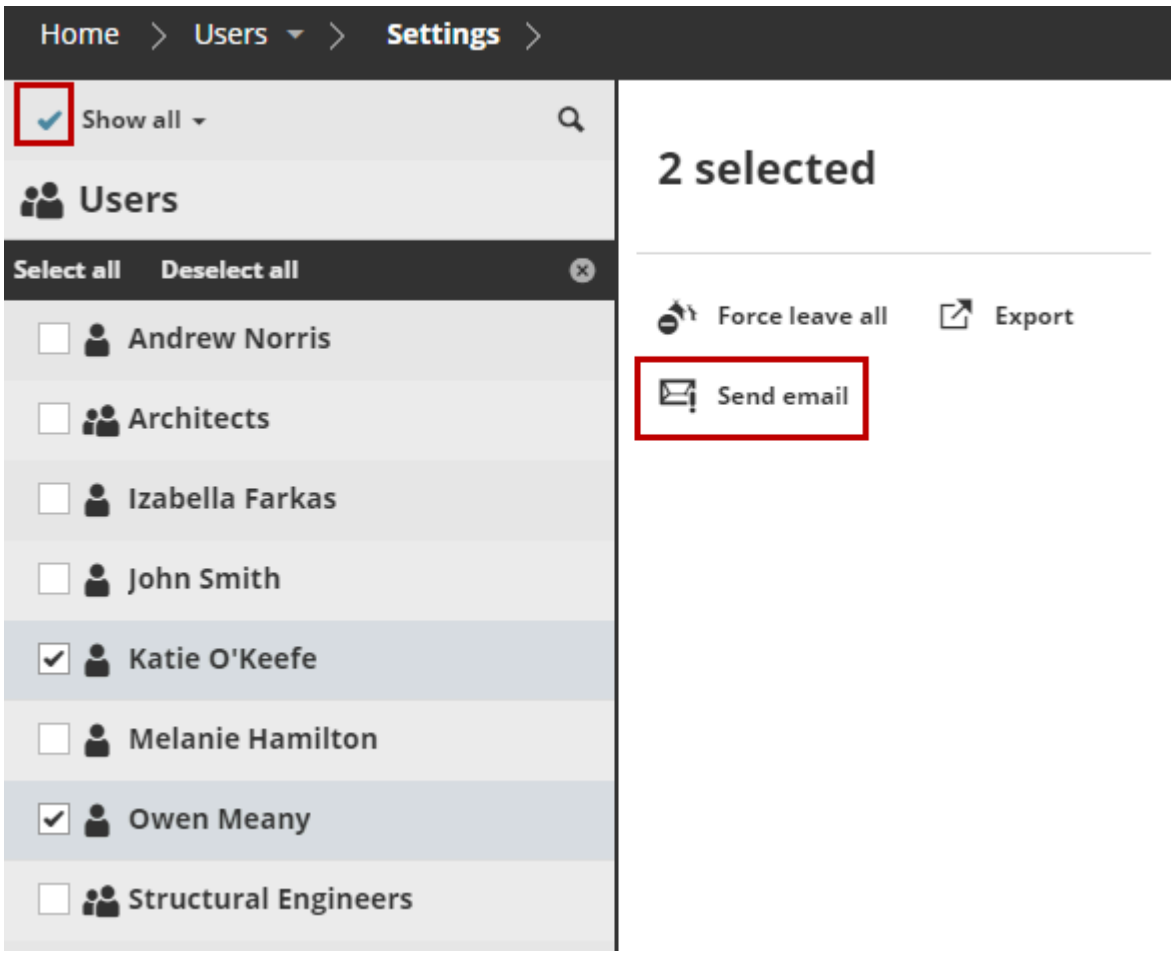
Send an email to selected BIMcloud users

> **Note:** To use this feature, you need a configured SMTP server. To configure an SMTP folder, go to the Servers page, select the BIMcloud Manager, go to the Settings panel, and then Email preferences. See BIMcloud Servers - basic settings on page 151.

For example, you may want to send an email to announce a scheduled server maintenance.

Select one or more Users from User list, or select a User Group.

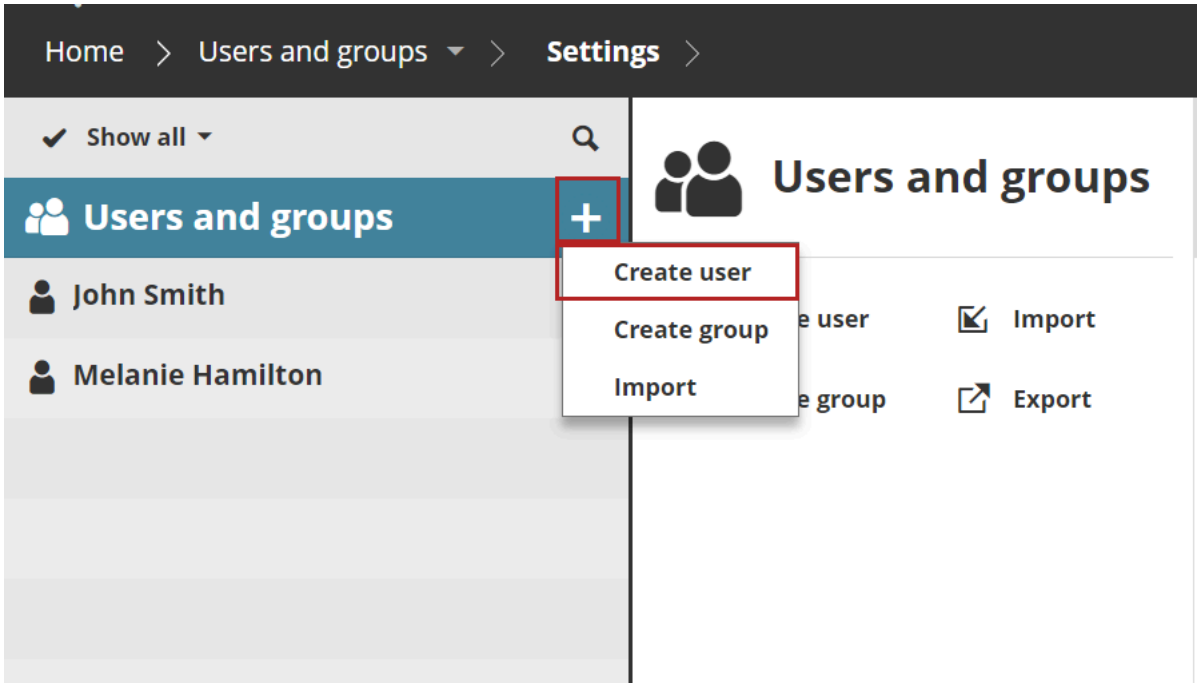
Click **Send Email** to compose a message.



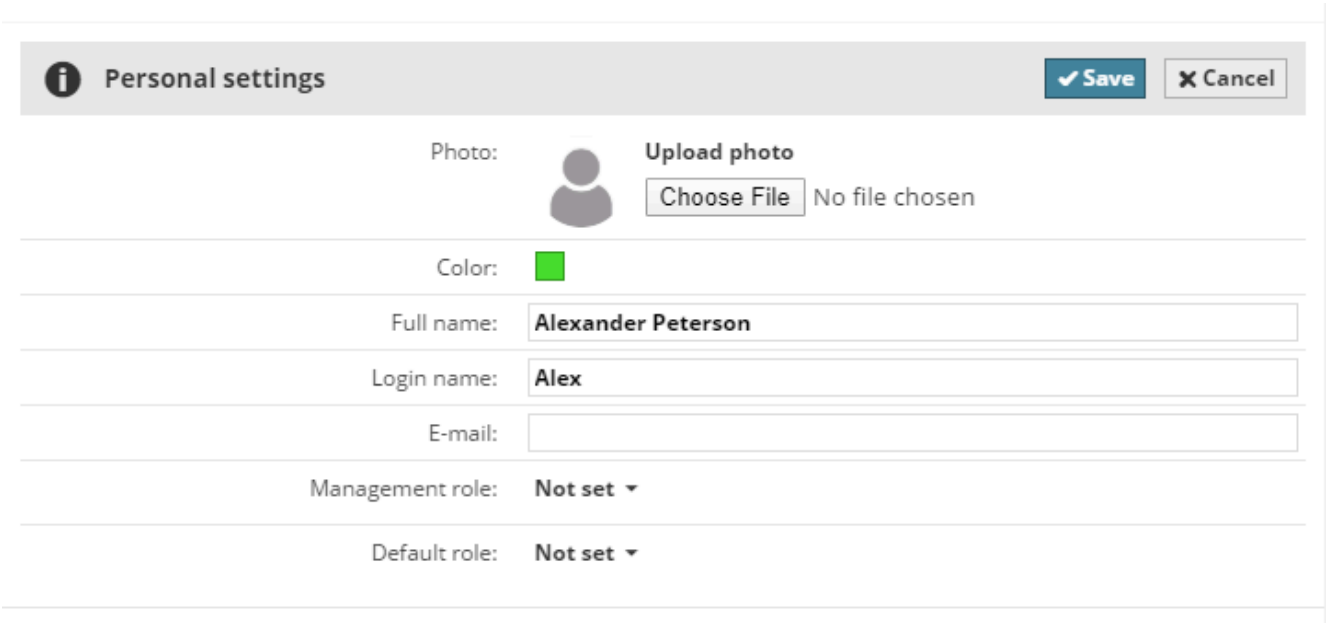
Create a new user

Add local user who can use licenses from your BIMcloud license pool only

1. Open the Users and groups page of BIMcloud Manager.
2. Click **Create user**



3. Fill in the fields, then click **Next**.
4. Type in the user's email address. Upload an optional photo and set a user color.
5. The new user's Settings page opens.



6. Type in the user's email address. Upload an optional photo and set a user color.
7. Click **Save** to finish the process.

Import users

Import users from a different BIMcloud

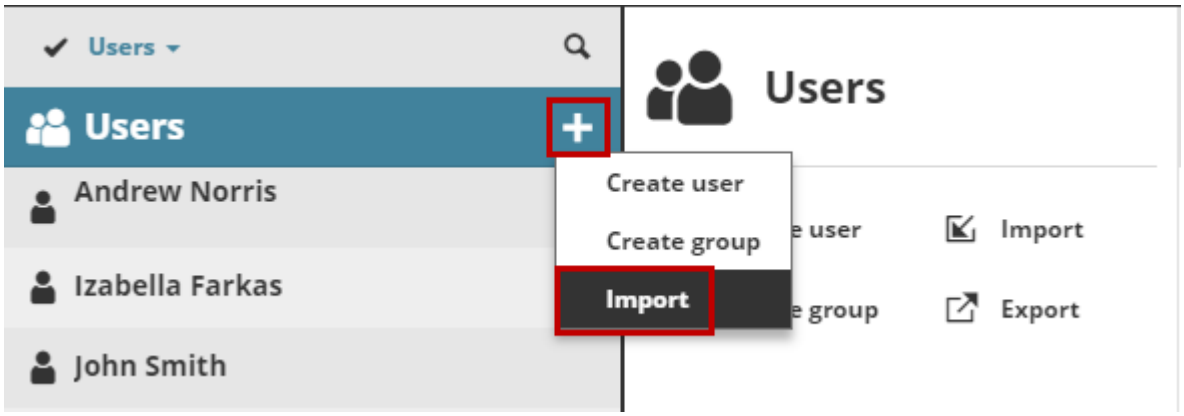
First, export the users from another BIMcloud. For this process, see:

Then follow these steps to import the users file to the current BIMcloud.

1. Select the Users and groups root.

2. Do one of the following:

- Click the **Plus** button on the User root
- Click **Import** from the available functions.



Browse for a file containing the users to import (with extension **.bimusers**), then click Open.

The user file is imported to the BIMcloud Manager.

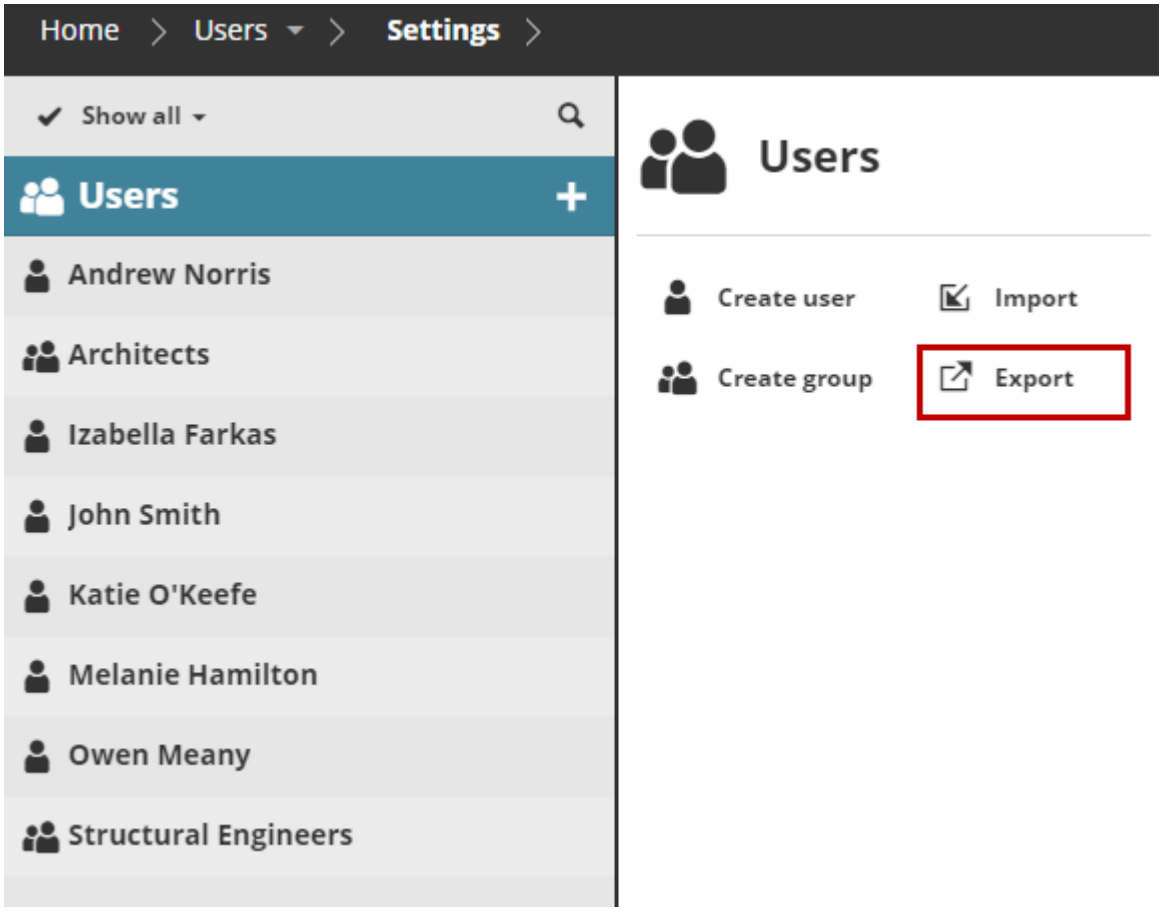
You cannot import a user with the same name as an existing BIMcloud user - the import will not take place.

Export users

Use this to transfer users to a different BIMcloud, or as a backup

Select the user(s) you wish to export:

- To export all users, click on the Users root folder.
- To export all users from a particular user group, focus on the group and select all its users.
- To export a single or multiple users/groups, select them in the Navigator.



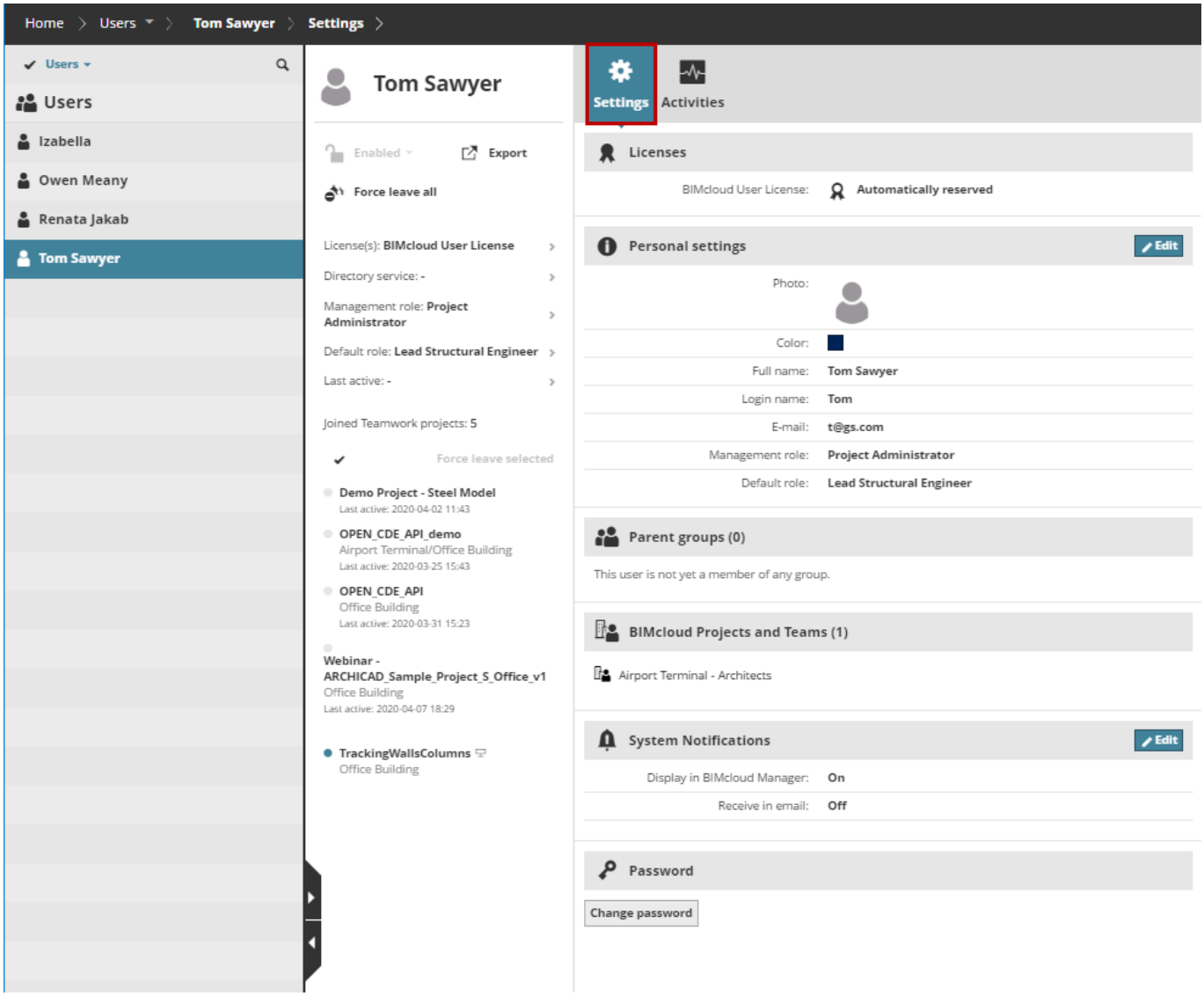
Click **Export**.

The data for all exported users will be placed into a single file and downloaded into your browser's download folder, with extension **.bimusers**.

User settings and license

License, personal settings, password

Set license, personal settings, and password in the Settings panel for a selected User:



Click **Edit** to modify fields in any of the sections.

Note: You cannot edit certain parameters of users that originate from an LDAP directory service. Such parameters are marked with an LDAP tag.

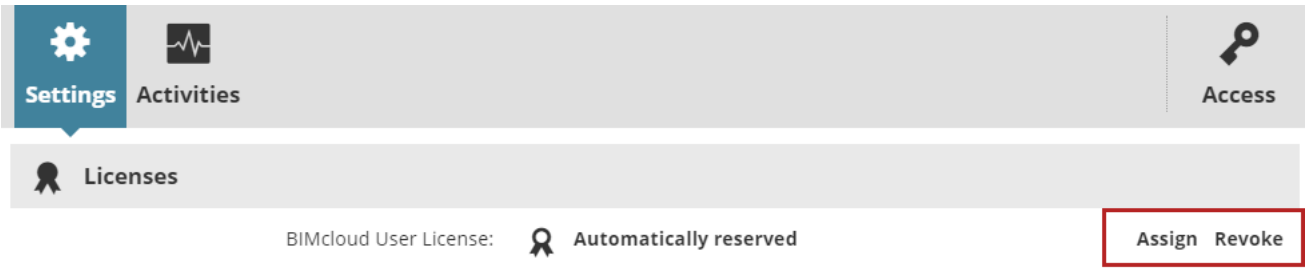
Licenses Section

The icon indicates the license type assigned to this user:

Icon	License Type
	Automatically reserved license

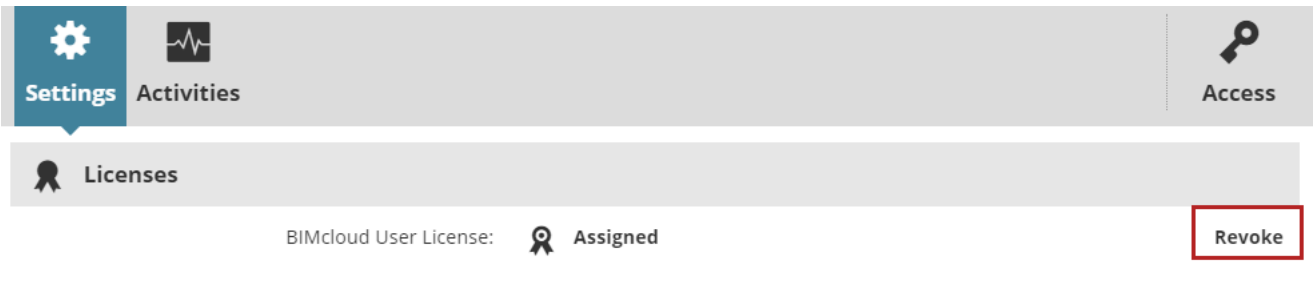
Icon	License Type
	Manually assigned license
	not using a license

An administrator can manually assign a license to the user: click **Assign**.



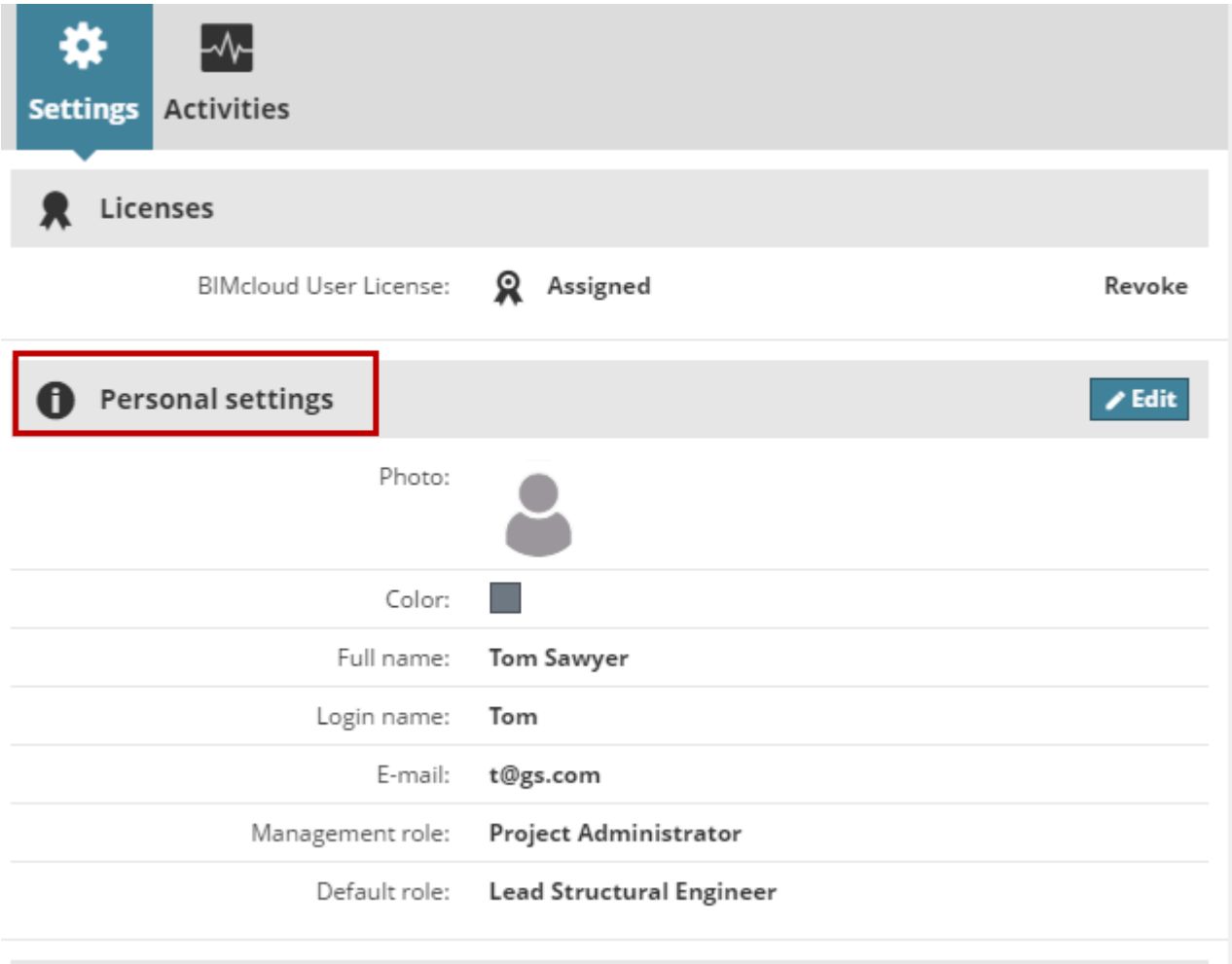
A manually assigned BIMcloud User License remains assigned to the user even after the user closes all projects on the BIMcloud or goes offline.

An Administrator can revoke this manually assigned license with the **Revoke** button. If available, an automatic license is then reserved for this user.

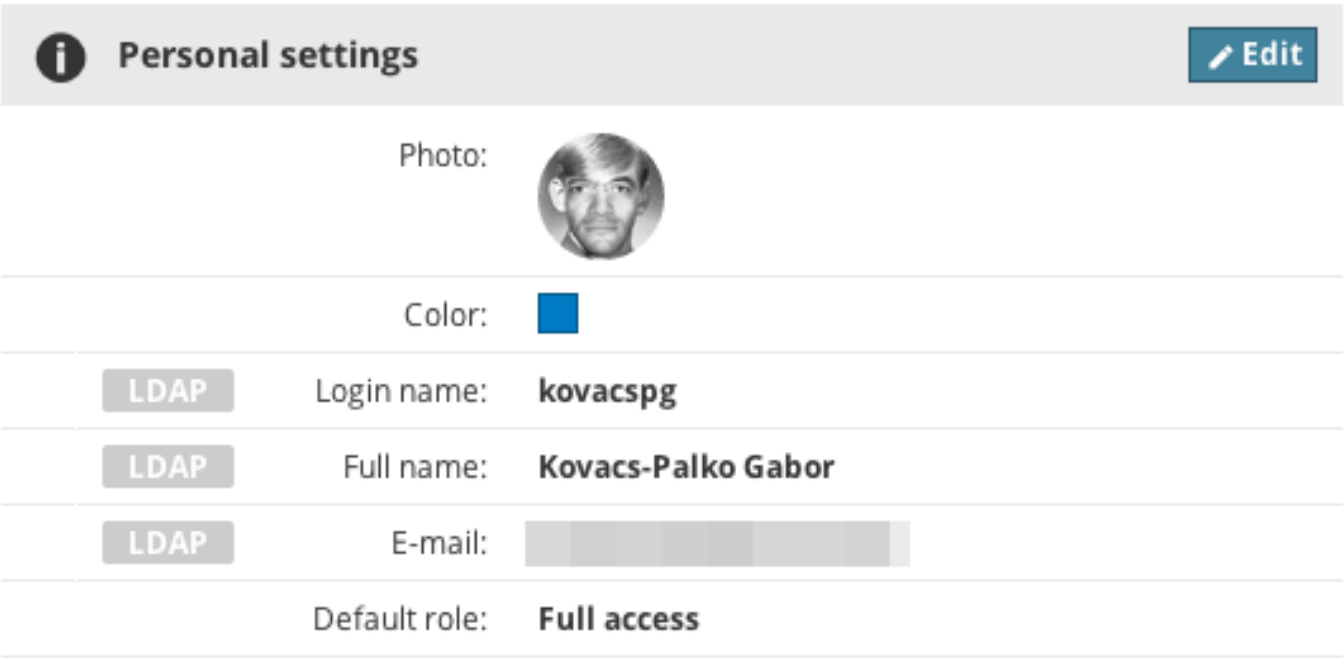


Personal Settings Section

- **Photo:** Click to browse for an image-format file to use as a user photo, with a maximum file size of 2MB.

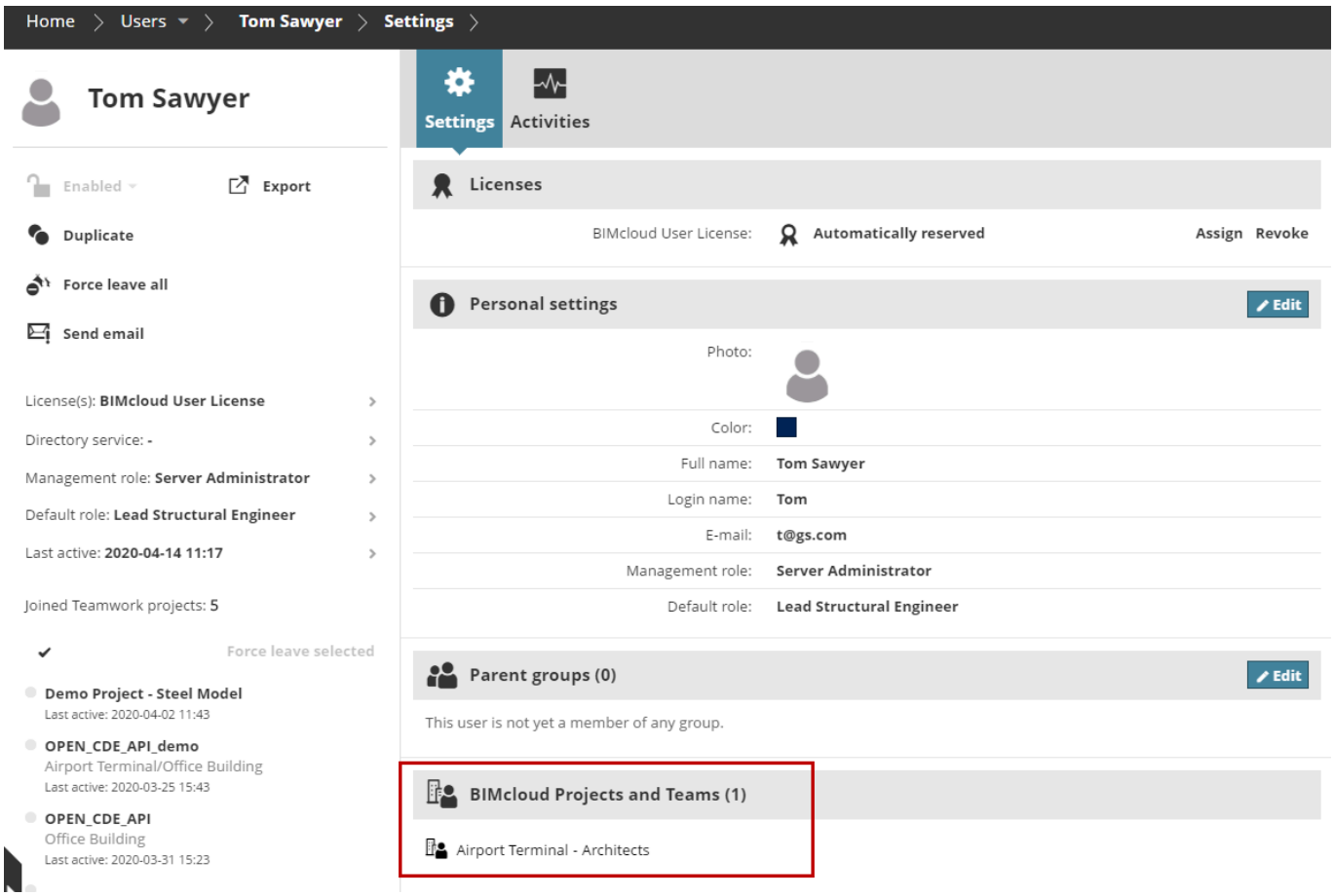


- **Color:** Click the color picker to assign a user color.
- **Full Name:** Full name of the user. This name will appear in the header, and will be the name seen by other users in Archicad. This field cannot be left empty.
- **Login Name:** Enter the login name of the User. Do not use spaces or special characters (e.g.,–/"...) This field cannot be left empty.
- **Email address:** Email address of the user. This field cannot be left empty.
- **Management role:** If the Simplified management mode is used, then you can assign the Management role for the user from this pop-up.
- **Default Role:** Choose a role from the pop-up. If you do not wish to assign a Default Role, then select "Not set" from the pop-up.
- If custom fields have been defined, they will also appear in the personal settings section. (Optional custom fields are defined by the Server Administrator on the Servers page, at BIMcloud Manager Settings.)
- Fields imported from LDAP servers are marked with an LDAP tag. Those parameters cannot be modified here.



BIMcloud Projects and Teams Section

Lists the BIMcloud Projects and associated Teams to which this user belongs.

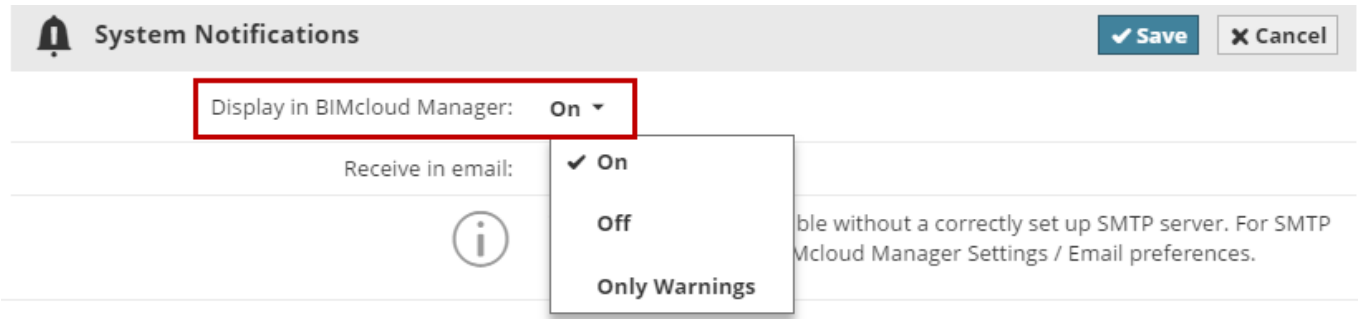


System Notifications Section

Notifications are informational or warning messages that automatically appear in the BIMcloud Manager.

In this section, click **Edit** to set Notifications preferences for the selected User.

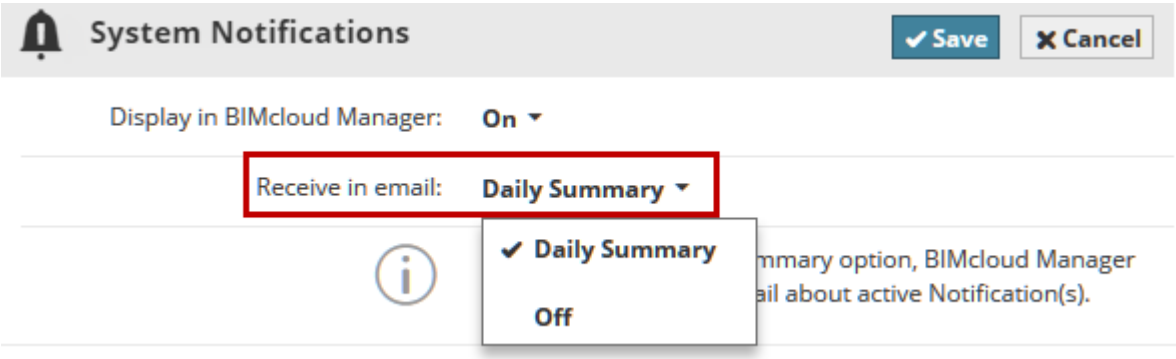
Display in BIMcloud Manager



A User will see only those System Notifications that are relevant, based on his/her User Role.

- **On:** All System Notifications (**Info** as well as **Warning** messages) will pop up as needed in the relevant locations of the BIMcloud Manager.
- **Off:** System Notifications will not pop up anywhere in the BIMcloud Manager interface.
- **Only Warnings:** Only Warning-type notifications will pop up.

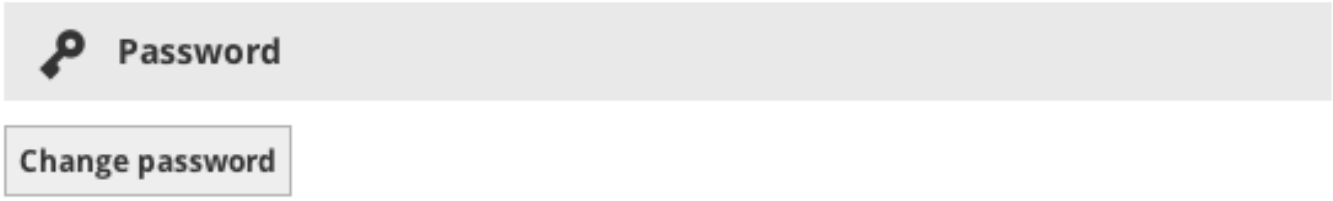
Receive in email



Choose Daily Summary to automatically receive an email every morning, listing all current Notifications.

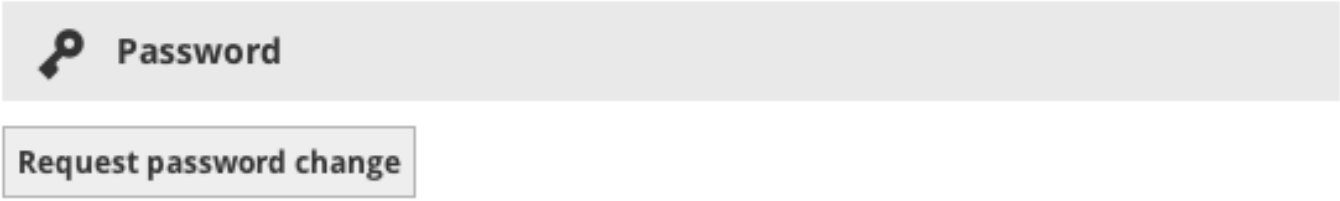
> **Note:** To use this feature, you need a configured SMTP server. (This is done on the Servers page, under the BIMcloud Manager's Settings panel, at Email preferences.)

Password Section



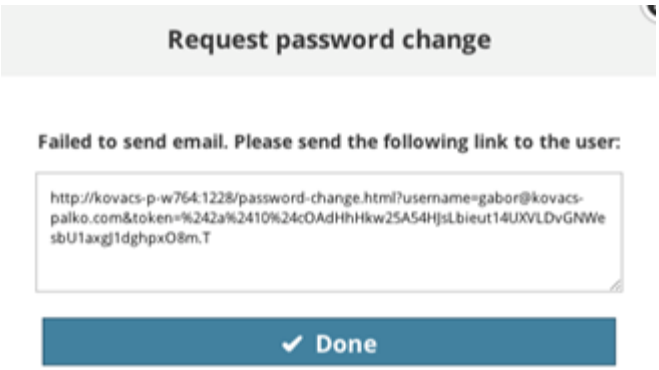
For your own account: click **Change Password**.

For another user (if you are the Server Administrator): click **Request password change**.

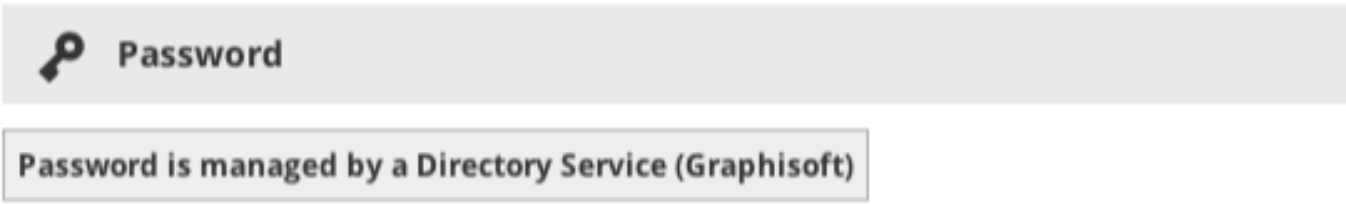


The user will receive an email asking him/her to change the password, with a link to the password change page. The user then changes the password and returns to the BIMcloud Login page.

If the BIMcloud Manager is not able to send the email, then it will display a link where the password can be changed. Send this link to the user to have him/her reset the password.



This function is not available for users imported from an LDAP server.



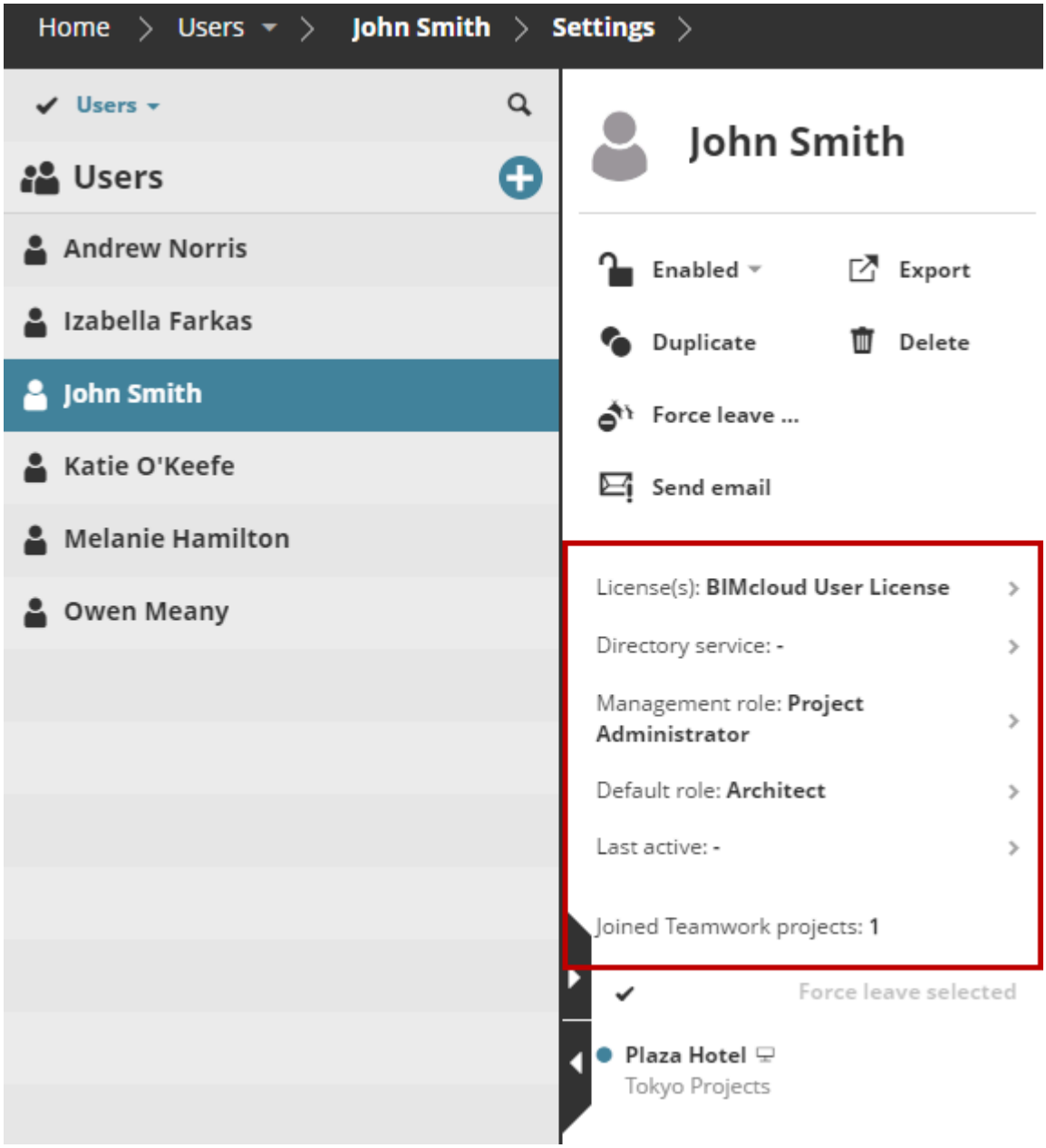
Password rules

- Password must have at least 12 characters
- Password must include at least one of each of the following:
  - a lower case letter from the English alphabet
  - an upper case letter from the English alphabet
  - a number
  - a special character from the following list:
  - **. ! # $ % & ' * + = ? ^ _ ` { | } ~ -**

User information

BIMcloud SaaS with key-based licenses

Select an item (Root, Group, or User) from Navigator to see summary info:



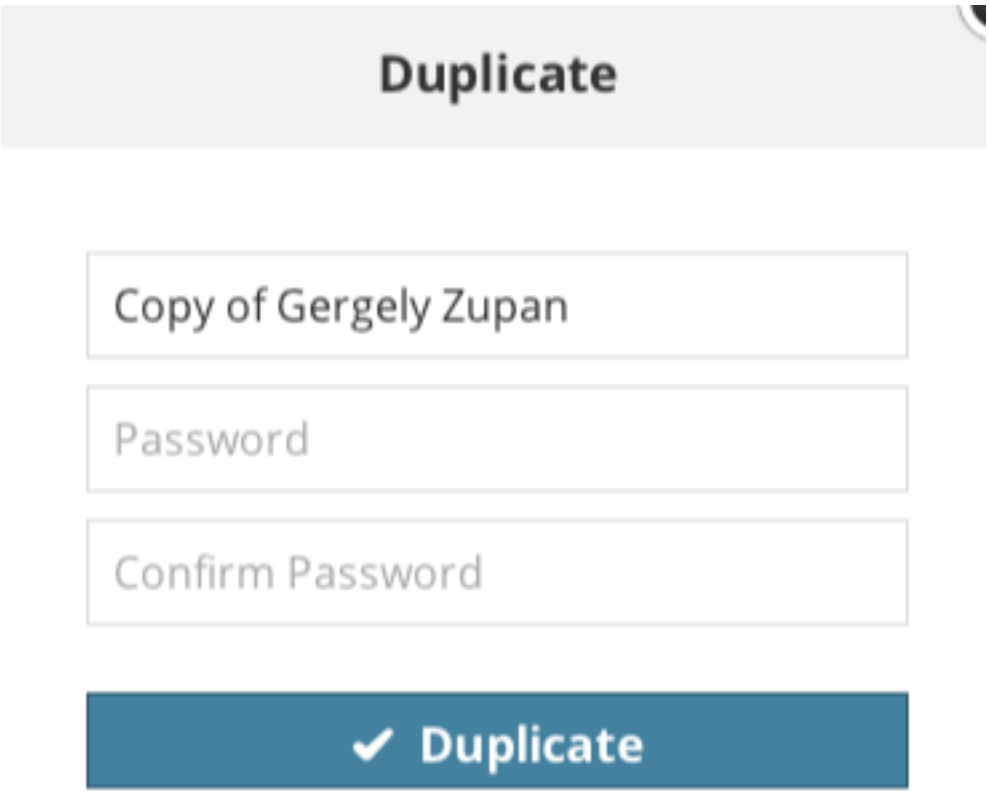
	User	Group	Description
License(s)	+		Indicates whether user has a BIMcloud User License.
Members		+	Number of members and groups within the selected group.
Directory service	+	+	Indicates whether the selected Group or User was imported through a Directory Service. (See LDAP - User directory on page 165
Default role	+		User's Default role, if assigned.
Management role	+		Server or Project Admin (if applicable), if Simplified Management is in use. See

	User	Group	Description
Last active	+		The last time this user interacted with the server.
Joined Teamwork projects	+		List of Teamwork projects the user is currently joined into. The color of the dot indicates the user's status for each project: • **Online:** Blue • **Offline:** Gray Icons next to each user name indicate the type of client application on which the user is working (e.g. Archicad or mobile BIMx application).

Duplicate user or group

Create a copy of existing user or group

Select the existing user or group, then click **Duplicate**.



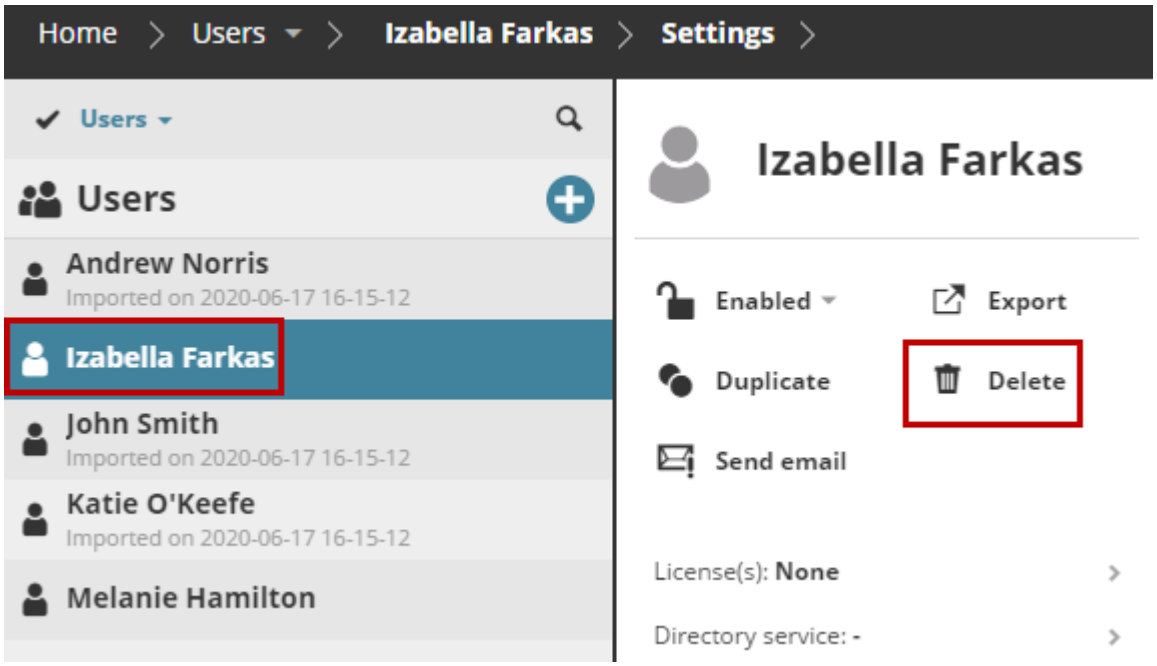
Give the duplicate user a new name. Then adjust its settings in the Settings panel.

Delete users or groups

BIMcloud SaaS with key-based licenses

To remove users or groups from BIMcloud:

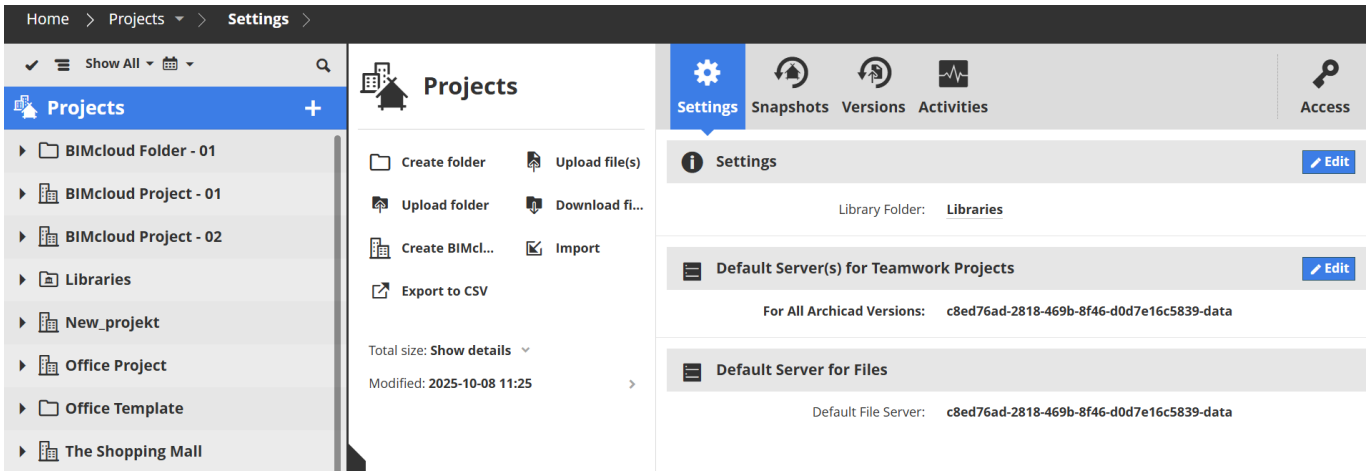
Select one or more users or user groups to delete. Confirm the Delete process in the upcoming dialog box.



You cannot delete users or groups that originate from an LDAP directory service.

Projects and files on BIMcloud

Use the Projects page to organize and manage projects and files



The following content can appear on the Projects page:

- Teamwork Projects shared from Archicad
- BIMcloud Libraries (uploaded automatically when a Teamwork project is shared)
- Folders (regular folders uploaded by you, plus library folders)
- Files uploaded by you or published by you from Archicad
- Uploaded BIMx Hypermodels
- BIMcloud Projects ("containers" created by you on BIMcloud to group related files, and associated to a team of users

Provided you have access to them, you can organize these items into any folder hierarchy as needed.

Publish from Archicad to BIMcloud

Publish the project, any Publisher items, or a BIMcloud Hyper-model directly to BIMcloud, and access them from Archicad

Do any of the following from Archicad:

- Use **File > Export to BIMcloud**. This uploads the current model to the BIMcloud in a variety of formats.
- Use the **Publisher** to set up one or more Publishing sets or items. In the **Publisher Set Properties** dialog, use the Browse button to choose "To BIMcloud".
- From **Issue Organizer**, select and export Issues to BIMcloud in BCF format.
- Use **File > Publish BIMx Hyper-model**

As always, you must log in to a running BIMcloud as a valid user with appropriate permissions, and you must choose a destination folder to which you have permission.

For all such files published to BIMcloud, you can use file versioning and subscribe to change notifications.

Access BIMcloud files from Archicad

Archicad can directly access all files published to BIMcloud. For example:

- Place and update hotlinked models directly from BIMcloud
- Place and update any drawing (e.g.: DWG, DXF) directly from BIMcloud

- Merge any drawing or model into the current project from BIMcloud (File > Interoperability > Merge from BIMcloud)

Share a Teamwork Project to BIMcloud

Share an Archicad project in Teamwork via BIMcloud

The process of creating a new Teamwork Project is called “Share.” You open a solo Archicad Project file (.pln) in Archicad, then to add it to the BIMcloud using the Share command.

1. Open Archicad
2. From the startup dialog, choose **Create a New Project**, or **Open** an existing project.
3. Go to **Teamwork > Project > Share..**
4. Enter the name of your Project if needed.
5. Choose a target folder and click to select it. (This is the folder on BIMcloud, where you will locate the Teamwork project.)
6. Click **Share**.

Upload a folder or file to BIMcloud

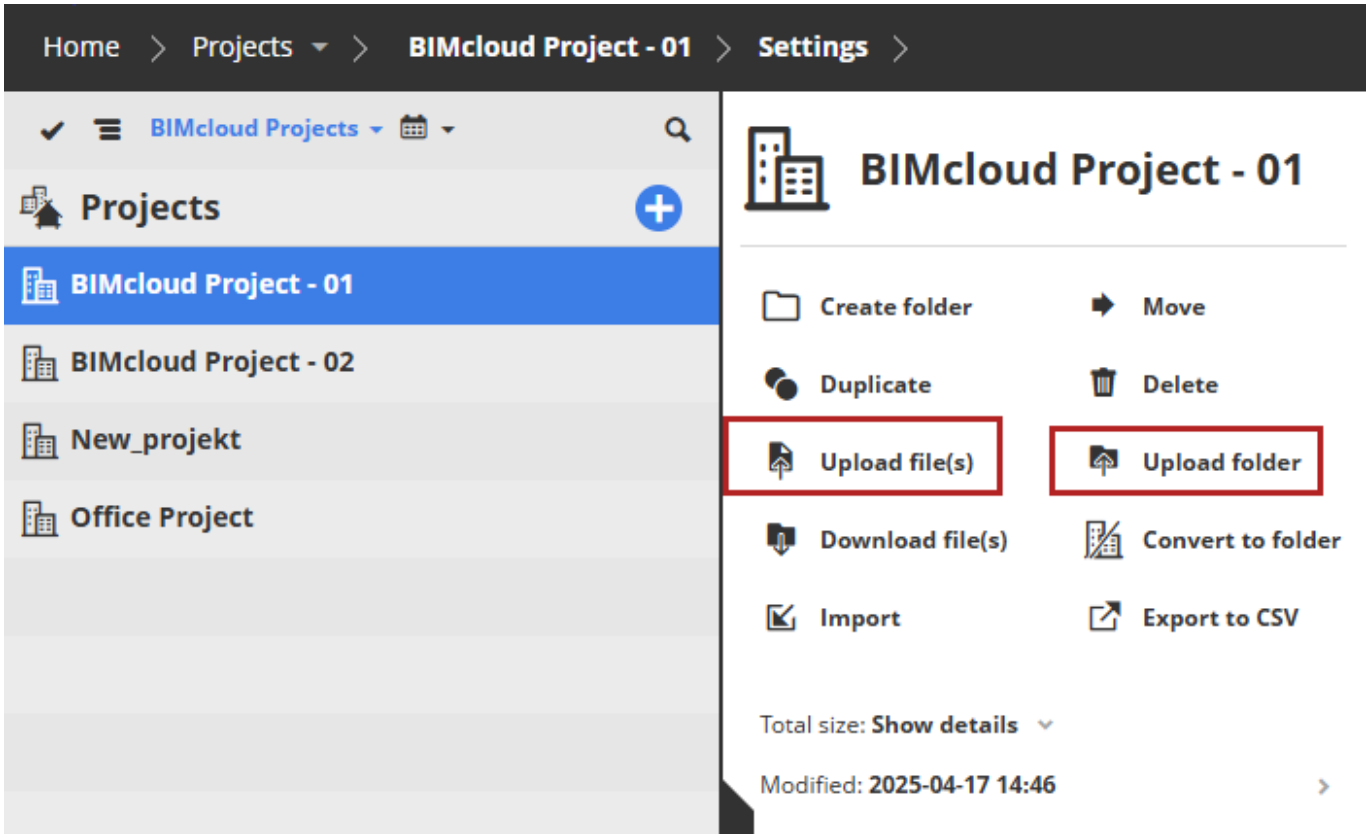
Upload Archicad project files (such as PLN), BIMx models, PDFs, Excel files, and image files

For uploaded files and folders, you can use store file versions and subscribe to change notifications.

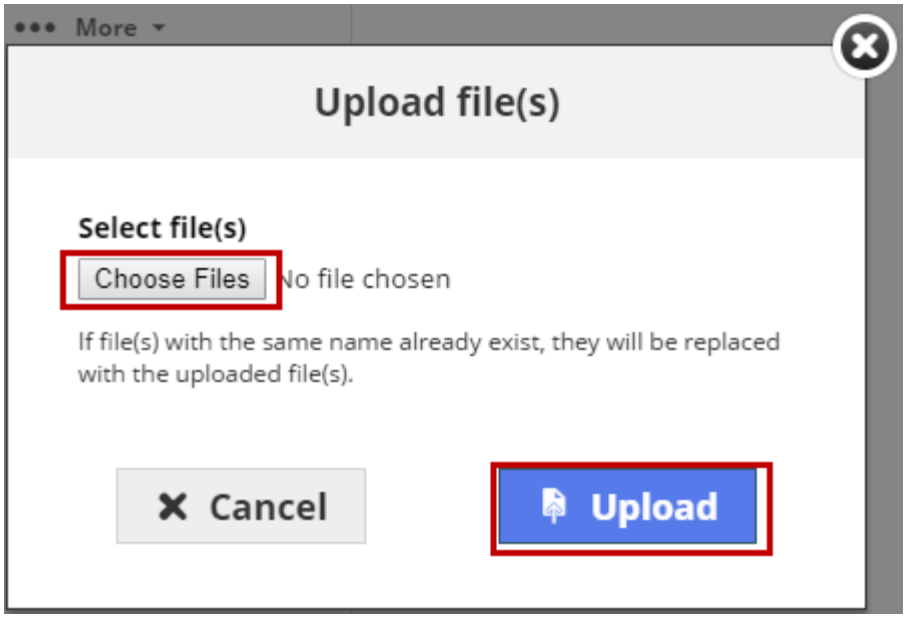
1. Go to the Projects page of BIMcloud Manager.
2. From any selected item in the Projects tree: click **Upload File** or **Upload Folder**.

Note:

The Upload folder command is not available in Internet Explorer.



1. From the dialog, click **Choose Files** to browse for the items.
2. Click **Upload**.



Note: A PLN file uploaded to BIMcloud is not the same as a shared Teamwork Project. An uploaded PLN file cannot be used in Teamwork. To create a Teamwork project, you must share the project from Archicad. See Share a Teamwork Project to BIMcloud on page 98

Store file versions

Store and retrieve previous versions of files on BIMcloud

These older versions can be useful if you want to retrieve or rollback a previous state. However, storing old versions takes up space. Use BIMcloud's versioning rules to decide whether and how long to store file versions.

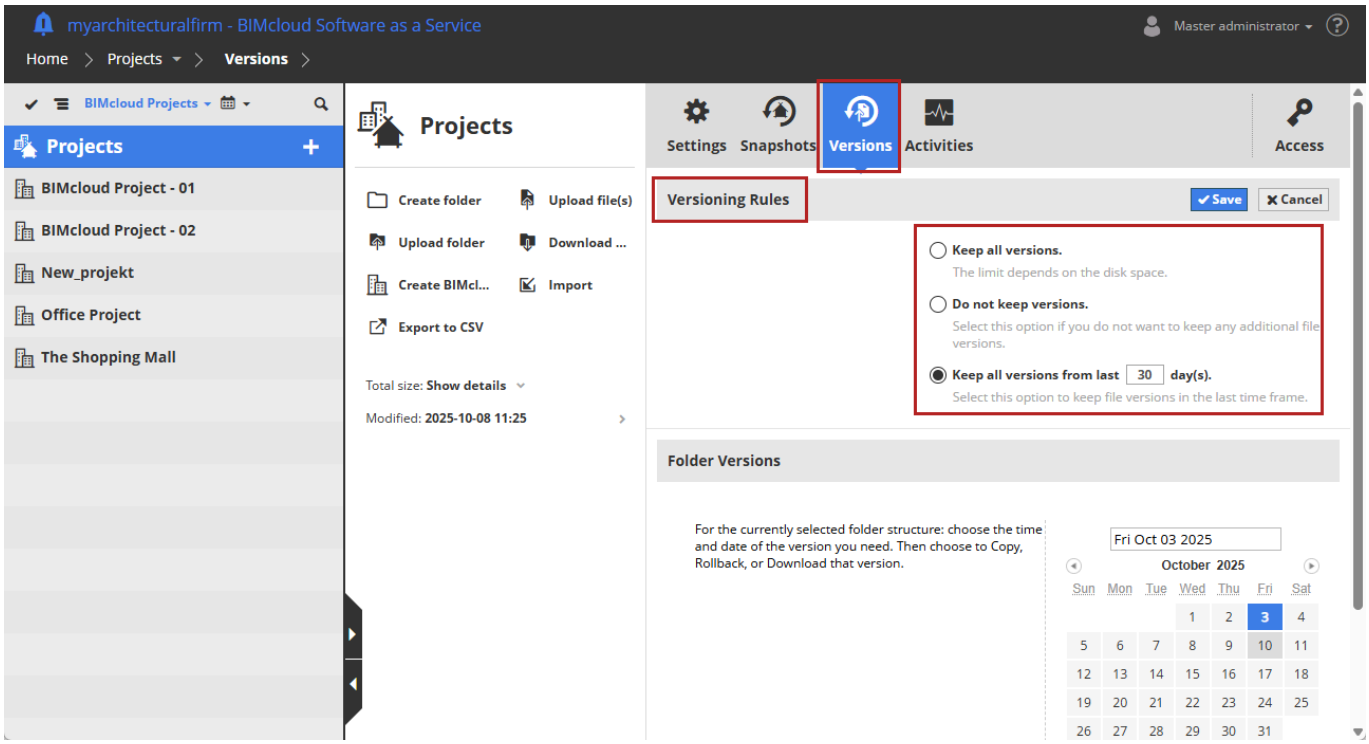
> **Note:** File versioning is not available for file types that can have snapshots: Teamwork projects, Libraries, PLN snapshots.

Set up versioning rule

1. Open the Projects page of BIMcloud Manager.
2. From the Navigator, select the Projects root.
3. Go to the Versions panel.
4. At Versioning Rules: click Edit.

> **Note:** You can set versioning only at the top-level Projects root. Whatever you set here applies to all files and folders listed on the Projects page.

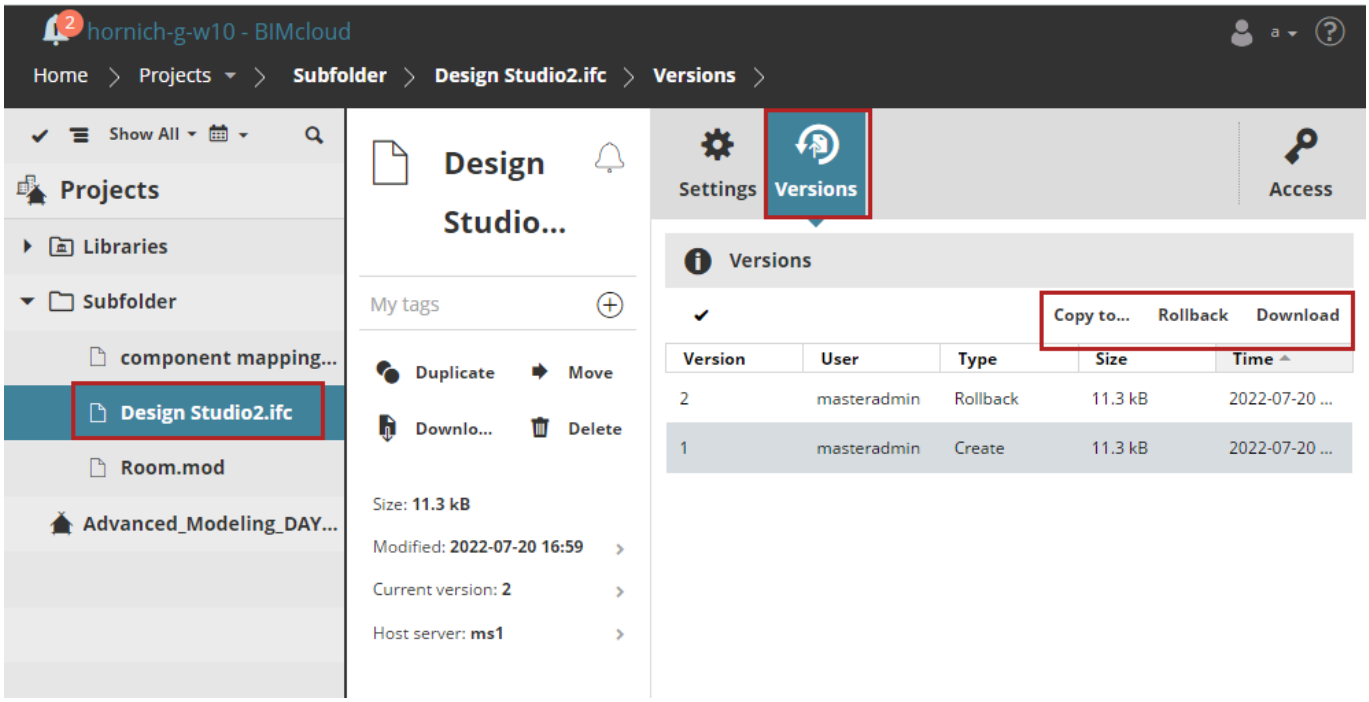
5. Choose a rule:



- Keep all versions: This is the default: all previous versions are kept indefinitely, as long as space permits.
- Don't keep any versions: Select this to save space: all previous versions are deleted automatically. With this option, you only have the most current version of each uploaded file.
- Keep all versions from last () days: Select this to keep previous versions only for a certain number of days. Enter the number of days. Files older than this limit are deleted automatically.

> **Note:** If you switch to a different versioning rule which entails deleting older items, they will be deleted during the next automatic scan - not immediately, but within a week.

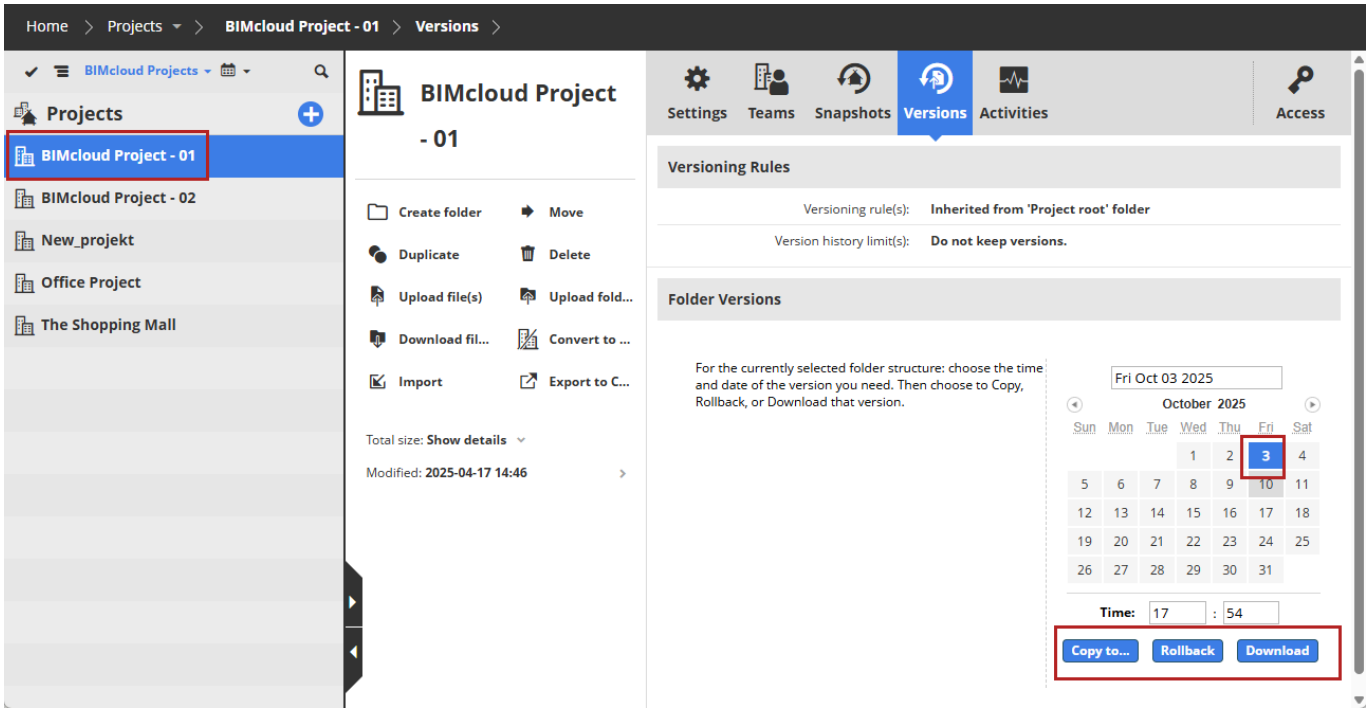
Get a file version



1. From the Navigator, select a file from the Projects page.
2. Open the Versions panel, which shows a list of stored file versions.
3. Select the file you need from the version list.
4. Choose a command:
   - **Copy to:** From the appearing dialog, choose a destination to copy the selected file there.
   - **Rollback**: Retrieve this file version and make it the latest (current) version. (No file versions are deleted as a result of Rollback).
   - **Download:** Download a copy of the selected file version to your browser's download folder.

Get a folder version

Retrieve an earlier version of a folder with all the files it contains.



1. From the Navigator, select a folder from the Projects page.
2. Open the Versions panel.
3. From the calendar, click the date of the folder version you need.
4. Choose a command:
   - **Copy to:** From the appearing dialog, choose a destination to copy the folder there.

     Note: The copied folder will contain only the latest version of each uploaded file.
   - **Rollback**: Files in this folder will rollback to the selected date.
   - **Download**: Download the selected folder in zipped format to your Downloads folder.

Subscribe to changes

Get notified about changes to particular files or folders

Note: Not available for Master Administrator.

Keep track of changes made to the files and folders on BIMcloud by subscribing to these items in the Projects page of BIMcloud Manager. “Folder” can be a regular folder, a BIMcloud Project, or a Library folder.

Once you subscribe to a file or folder, you get a notification whenever that file is modified, or (for a folder) whenever any of its files are modified.

Changes to Teamwork Projects or Libraries are **not tracked** on BIMcloud, and **you cannot subscribe to these items**.

How to Subscribe or Unsubscribe

On the Projects page of BIMcloud Manager:

Select the file(s) or folder(s), then click the bell icon.

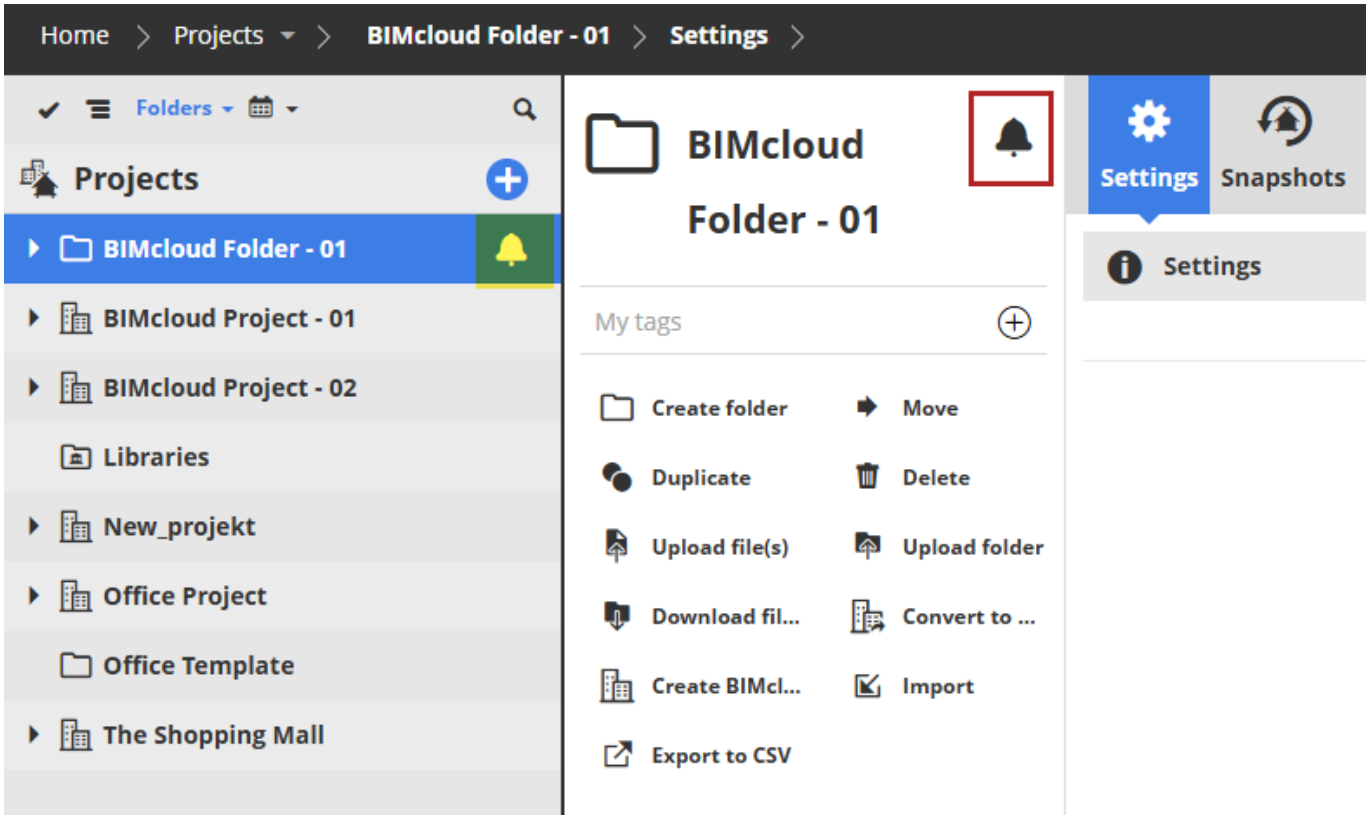


Figure 5: Click to Subscribe

You can only subscribe to an item if you have permission to view it. All such items have a bell icon.

> **Note:** If you can see a folder only because of traversing, you cannot subscribe to that folder - you must have explicit view permissions.

To unsubscribe, just click the bell again.

Subscriptions are for personal use: no one else can see what you have subscribed to. Managers cannot centrally create subscriptions for users.

> **Note:** Signing up for Change subscriptions is different from enabling System Notifications, which alert you to issues related to the functioning of the BIMcloud servers. See System notifications on page 178.

What counts as a modification?

For the items you subscribed to, you receive a notification whenever its Modified date has changed.

For a subscribed **file**, the following events will trigger a notification:

- Rollback file
- Move
- Upload new version
- Rename

For a subscribed **folder**, the following events will trigger a notification:

- Upload new file
- Upload new version of a file
- Move existing file into this folder
- Move existing folder (which is not empty) into this folder

- Move this folder elsewhere

Note: If the folder is moved to a location where the subscribed user has no view permissions, he/she will not see the notification until view permissions are granted.

- Rename
- Rollback folder (Exception: no change is logged if the Rollback only results in deleted files, and no existing file is replaced.)

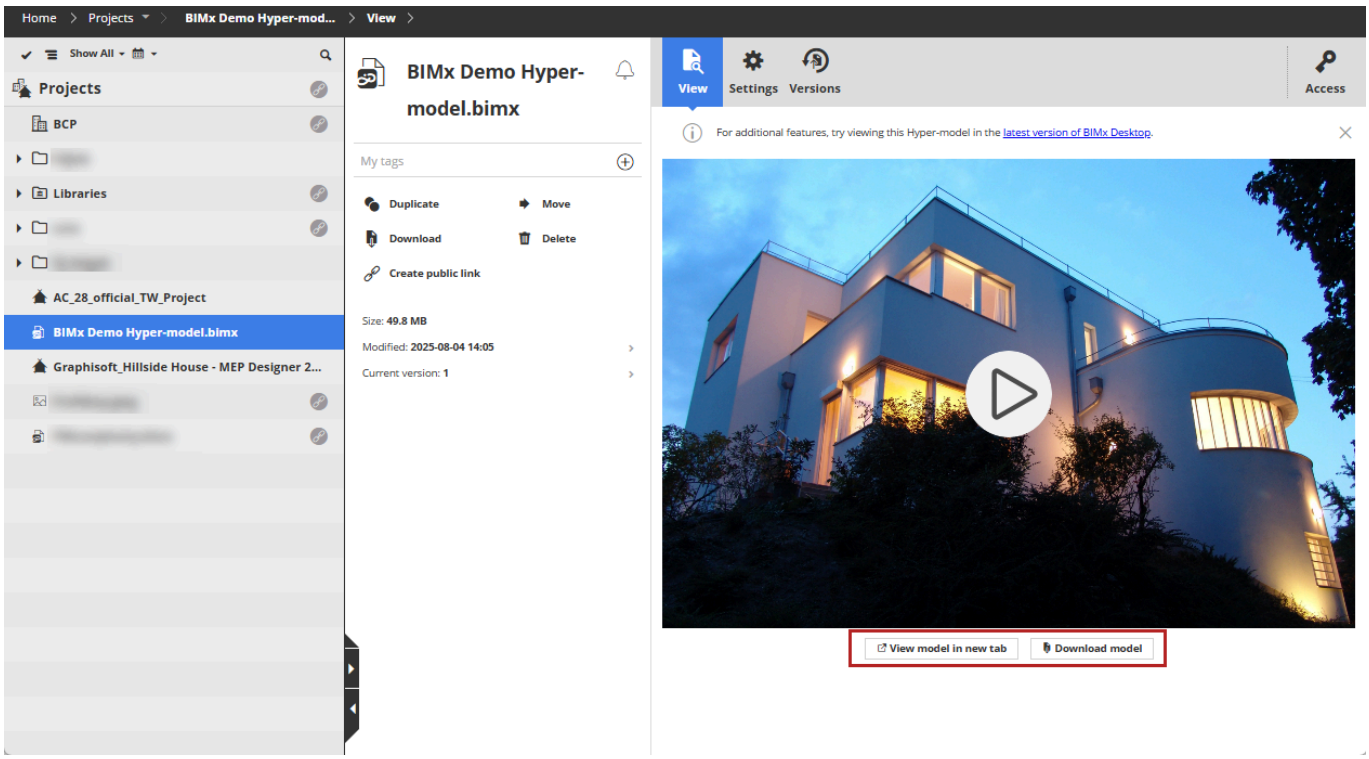
View a BIMx model or image file

View or navigate images or BIMx models uploaded to the BIMcloud

1. Go to the Projects page of BIMcloud Manager
2. For any uploaded BIMx models and or image -type files, of these formats: .bmp, .jpeg, .jpg,png, and .gif: click the View panel to see the image.
3. Use the Settings tab to edit the file name.
4. Use the Versions tab to retrieve file versions if any.

For BIMx models:

- Click the arrow to start navigating in the model
- View the model in a new tab or download it



Note: To view the BIMx model, your BIMcloud components (BIMcloud Manager, BIMcloud Servers) have to be up to date. In case one or more components is out of date, the View page will alert you to update.

Note: An updated version of BIMx Desktop Viewer may be available, which is not yet built into BIMcloud. For additional features, try viewing this Hyper-model in the latest version of BIMx Desktop instead.

Management commands for projects and files

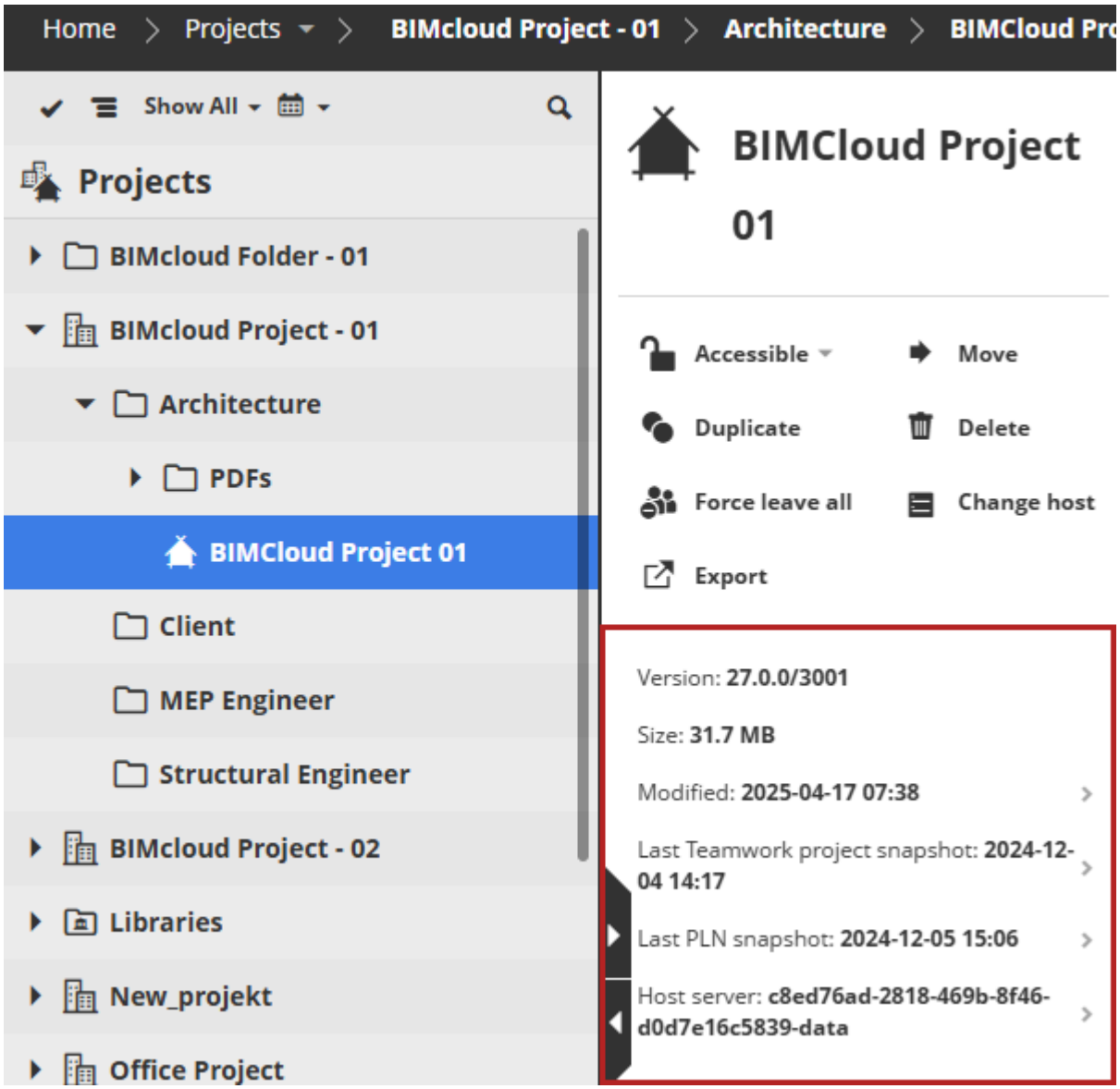
For selected BIMcloud items, use available commands to manage them.

Available commands vary depending on what you have selected in the Navigator: Root, Folder, Teamwork Project, BIMcloud Project, Library, or other file type.

See info summary for any item

See key data about a selected item on the Projects page

Summary information is shown for each selected Project item).



As applicable, click on an item to navigate to the relevant page of BIMcloud Manager (for example, click on the Host Server item to open the Servers page.)

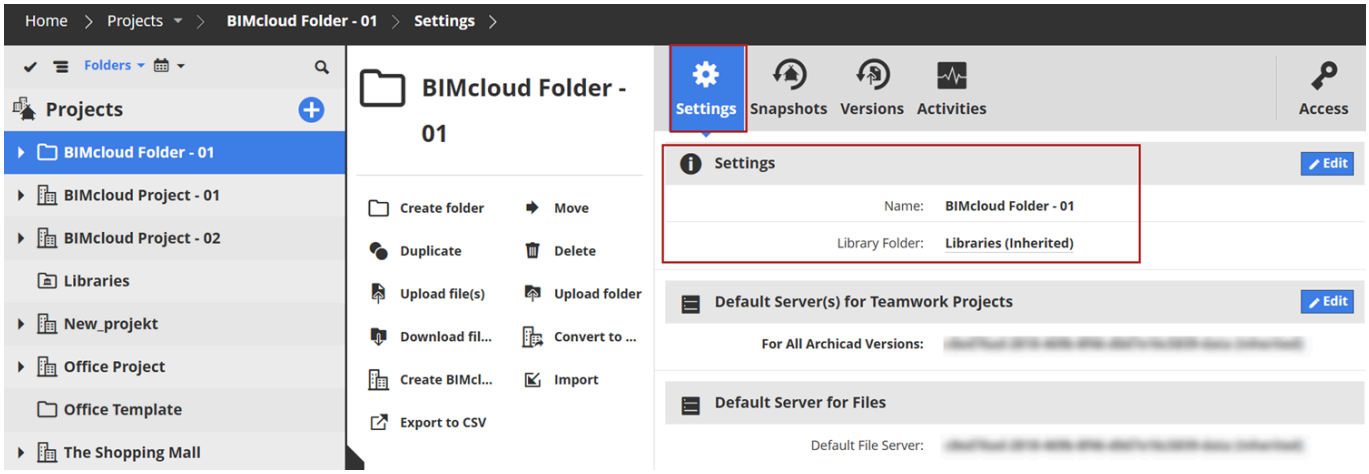
Define project name, folders, host server

Use Project Settings to define or view a project's name, default folders, and host server

Select a project, library, folder or file. Use the Settings tab to edit its settings.

Name

For Teamwork projects: make sure to use a different name for each Teamwork project. Do not use the same name as that of an existing project, even if the letter cases are different (e.g. ParkingGarage and PARKINGGARAGE). If you do, users may not be able to Open or Join the project they need.



Library Folder

Available at the Project Root or a selected folder.

This is the default Libraries folder for the selected item.

When you share a Teamwork project from Archicad, the Share process (Libraries dialog) uploads or links libraries to the Library Folder shown here.

At the Project Root, this folder is created automatically and cannot be deleted or changed.

For a selected folder, you can change its default Library location:

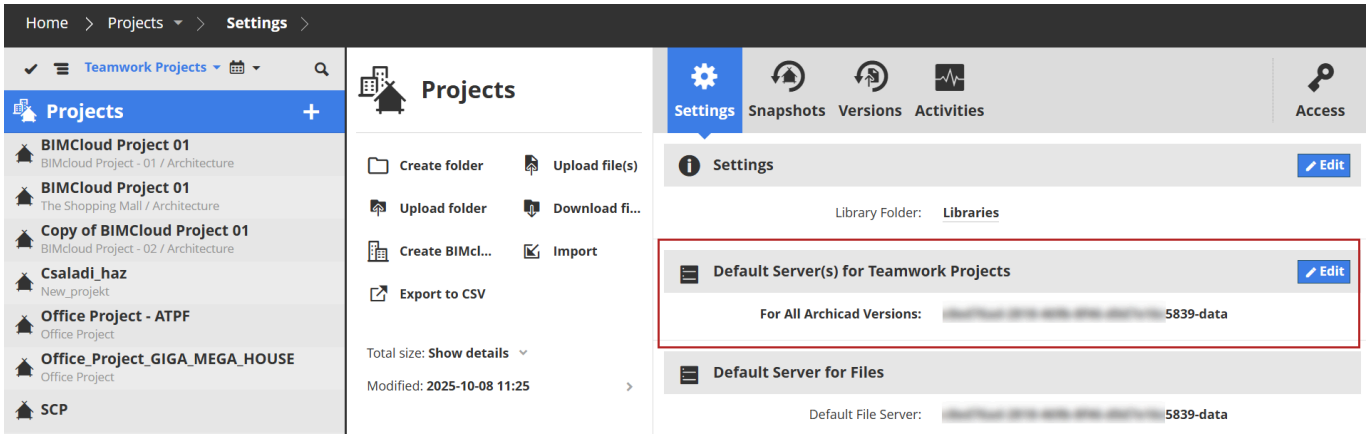
1. Click **Edit**.
2. From the Library Folder pop-up:

- Choose **Select folder** to pick a different folder as the default, or
- **Defined manually from Archicad:** with this setting, the Share process from Archicad requires the user to specify a Library folder on BIMcloud.

Default Server(s) for Teamwork Projects

When a user shares a project from Archicad, and places it in the currently selected BIMcloud folder, the project will be automatically hosted by the BIMcloud Server chosen here.

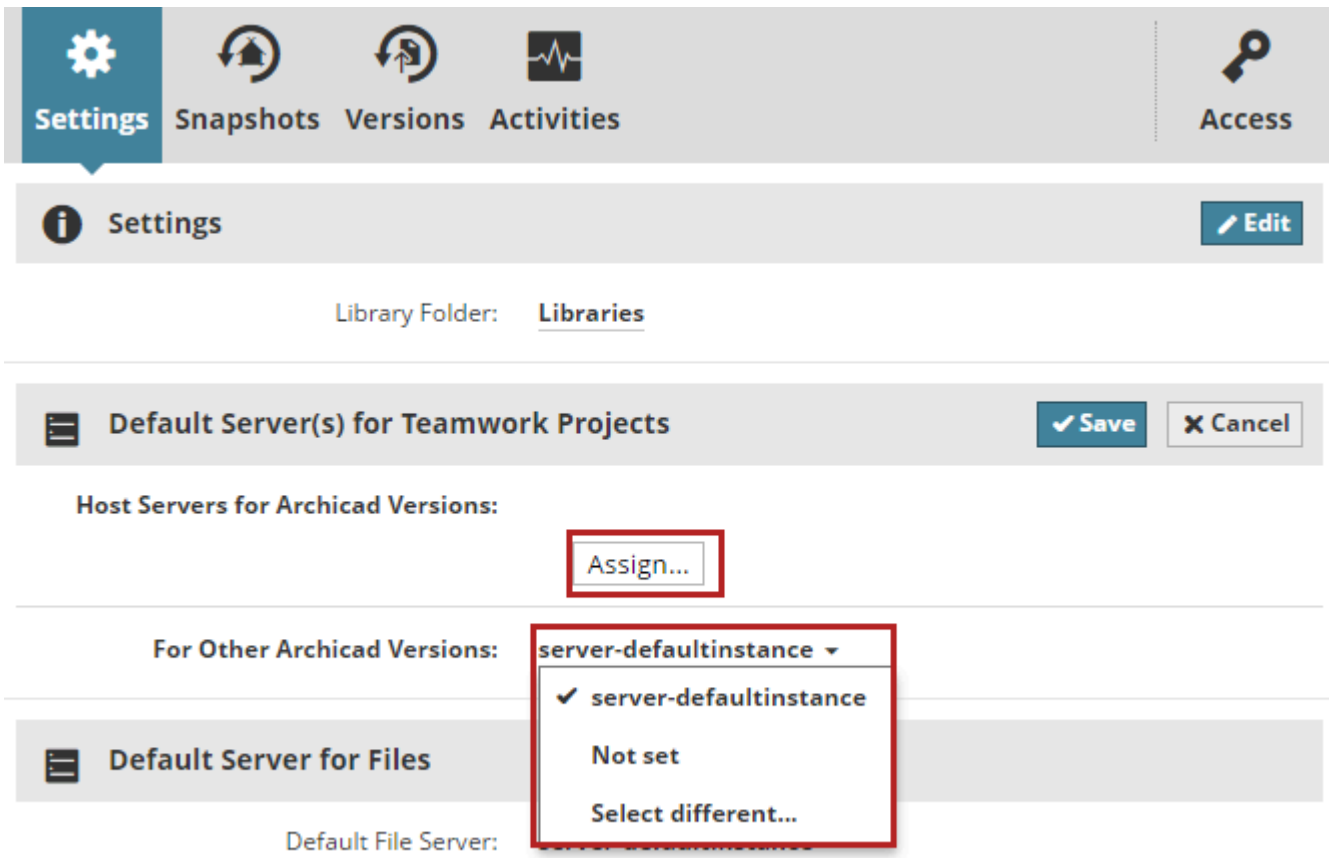
You can set separate default host servers for different versions of Archicad, or use a single default server for all Archicad versions.



To change defaults, click **Edit**.

Click **Assign** to open a dialog to set separate default host servers for any or all different versions of Archicad.

For all other Archicad versions (to which you did not assign a particular host server): use the default, or click the pop-up to assign a different host server.



Default Server for Files

Displays the name of the BIMcloud Server that hosts the files you have uploaded to the BIMcloud. This server is automatically selected and configured during the BIMcloud installation process.

You cannot change this server here. To change the File Server (master admin only), go to the Servers page of BIMcloud Manager.

Check status of Teamwork Project

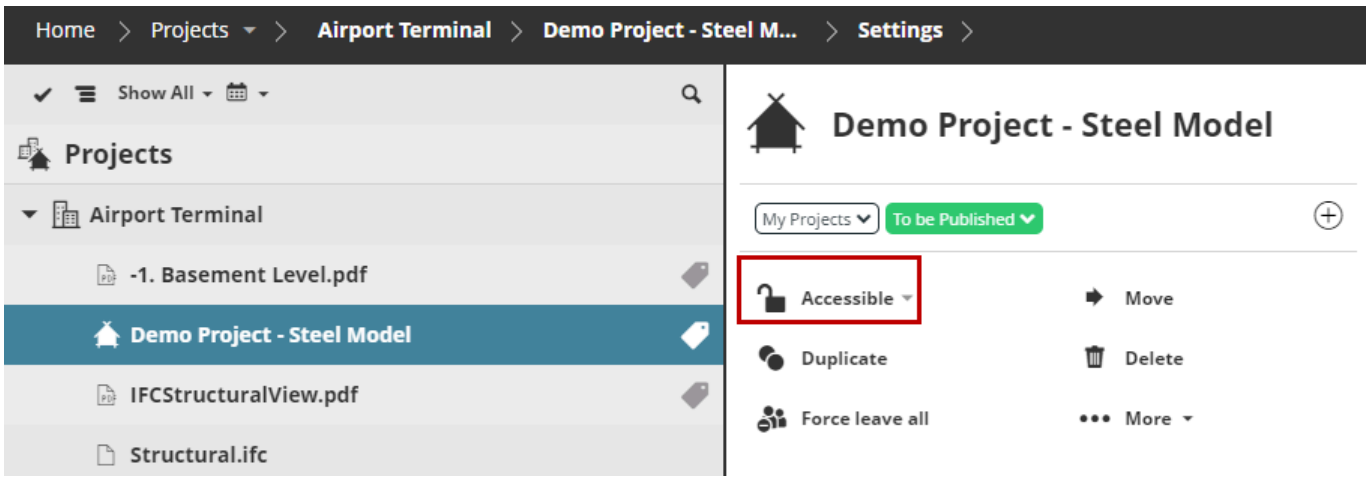
See if the server is running and if project data is available

On the Project Page of BIMcloud, the selected project's status tells you

- whether its host server is running and accessible
- whether its data is available on the host server
- whether the Teamwork Project is accessible or locked

The popup contains different commands for the different statuses:

- **Lock / Unlock** depending on its Locked or Accessible status.
- **Link to**...: If the project's data is not found on the host server, then it can be re-linked to a different, currently unused project.



Lock or unlock a Teamwork project

Temporarily lock a project while an admin carries out management functions

While a project is locked, joined users cannot send/receive changes or make any changes in project data.

A project is also locked automatically when you migrate a Teamwork project from one version to another. (Teamwork > Migrate Project)

A locked project is listed with a red badge in the navigator:

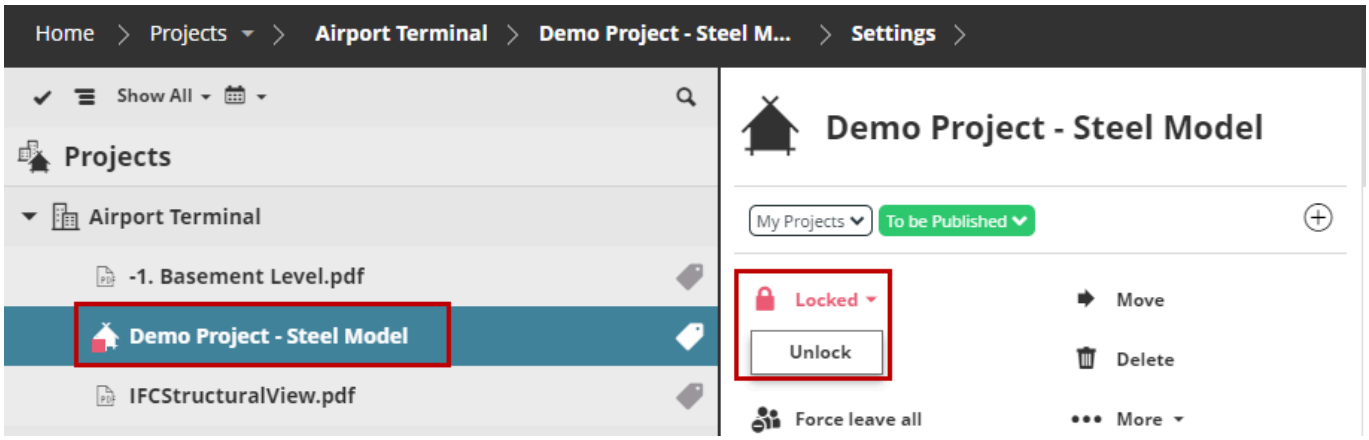


Figure 6: Locked Project

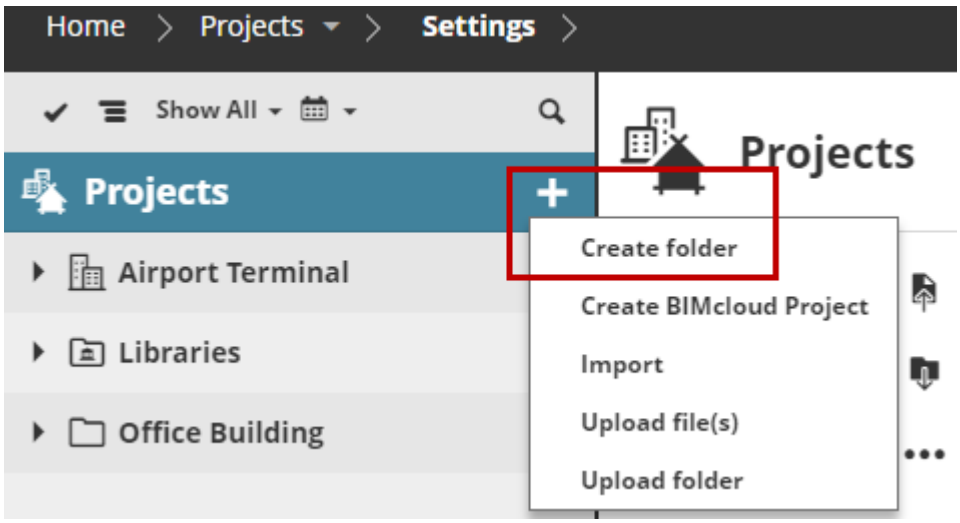
Similarly, a locked project is shown with a lock icon in Archicad's Open/Join Teamwork Project dialog box.

Once the project is unlocked, users can again work in the project and send/receive changes.

Create a project folder

Create a new folder inside the current one

This function is available on the Projects page, if the root folder or any other folder is selected.



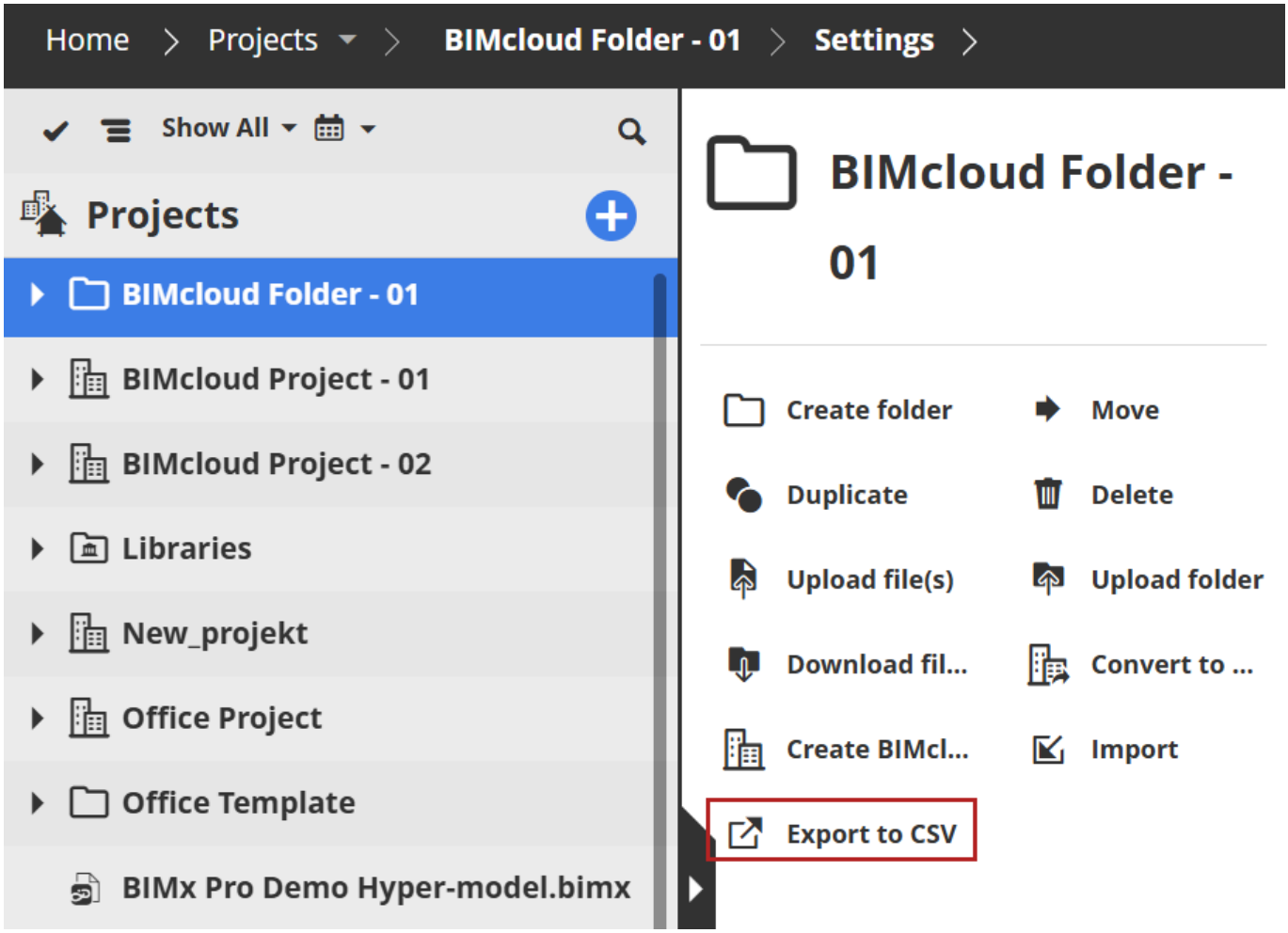
Click **Create Folder** and enter the new folder name in the appearing dialog. Make sure the new folder name is unique within this folder.

Export list of folder contents

Export a list of contents and open it in Excel

A list of the folder contents (Teamwork Projects and all libraries with their key data) are downloaded in CSV format, in a zipped folder. The list can be opened in Excel.

1. In the Navigator, select any folder.
2. From the Functions area, click **Export to CSV**.



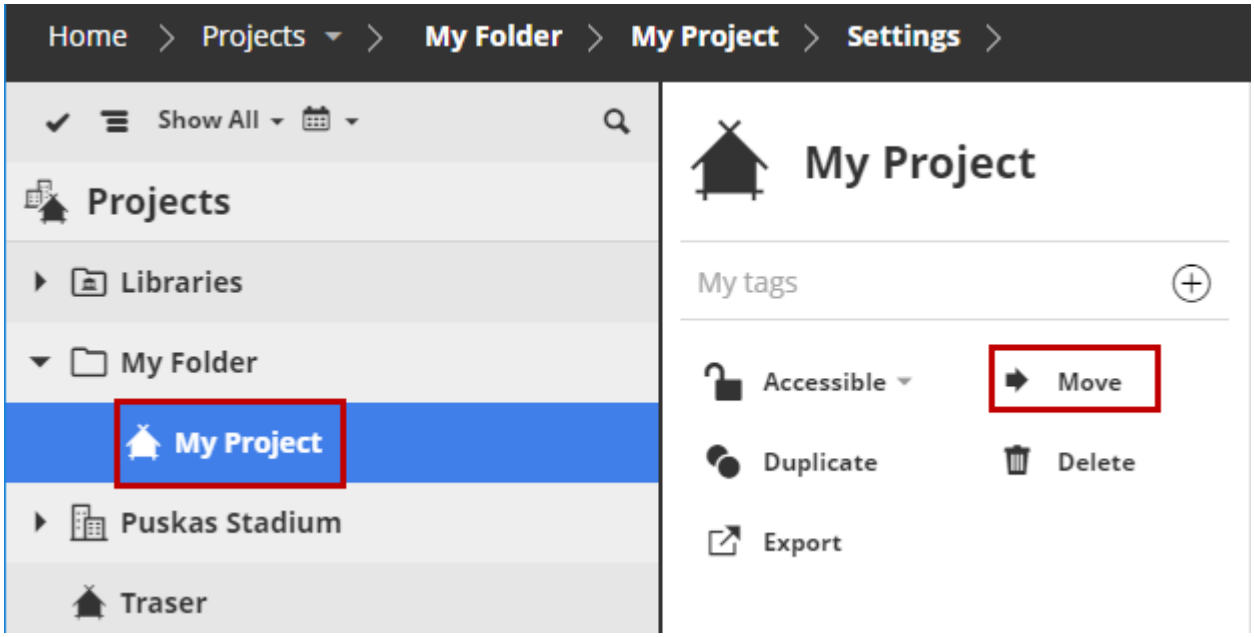
Move an item

Moves the selected item(s) to a new folder

The Move function is available on the BIMcloud Projects page for all items except the Project Root.

If you are moving a folder, this will also move the folder's child item(s).

Click **Move** and pick a folder to which to move the item.



Note: The folder picker will contain all the folders you can see in the Navigator. To select a folder as a destination, you must have permission to modify its content.

Duplicate an item

Make a copy of a selected item on the Projects page

The Duplicate function is available on the BIMcloud Projects page for all items except the Project Root.

If a folder is duplicated, then all its child items will be duplicated. The newly created items will inherit both the original permissions and their new parent's permissions.

1. Select an existing item.
2. Click **Duplicate** from the Functions area.
3. In the appearing dialog, give the duplicate item a new name.
4. Choose a folder location for the duplicate.
5. Click **Duplicate** to create the copy.

Delete an item

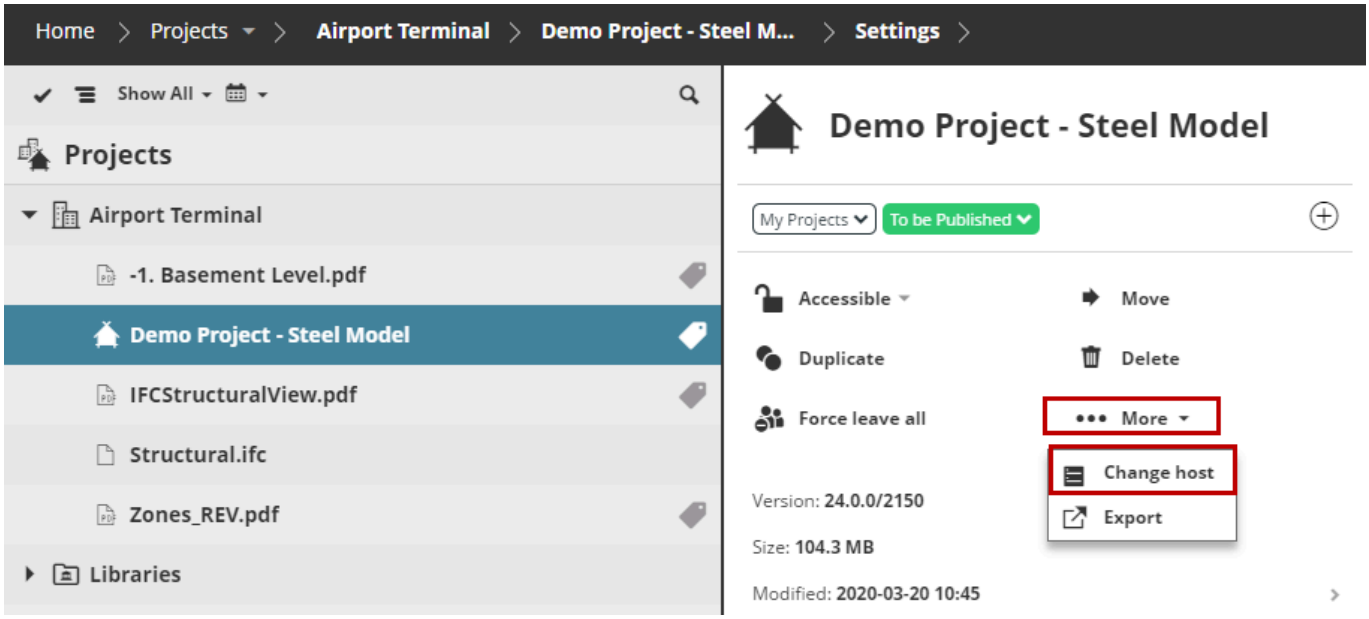
Delete a selected item from the Projects page

Deletes the selected item. If you delete a folder is selected, all of its contents will be deleted too!

Change the Host Server of project or library

Move project or library data from one host server to another

Use **Change Host** to move data of a Teamwork Project or Library from one host server to another on the BIMcloud.



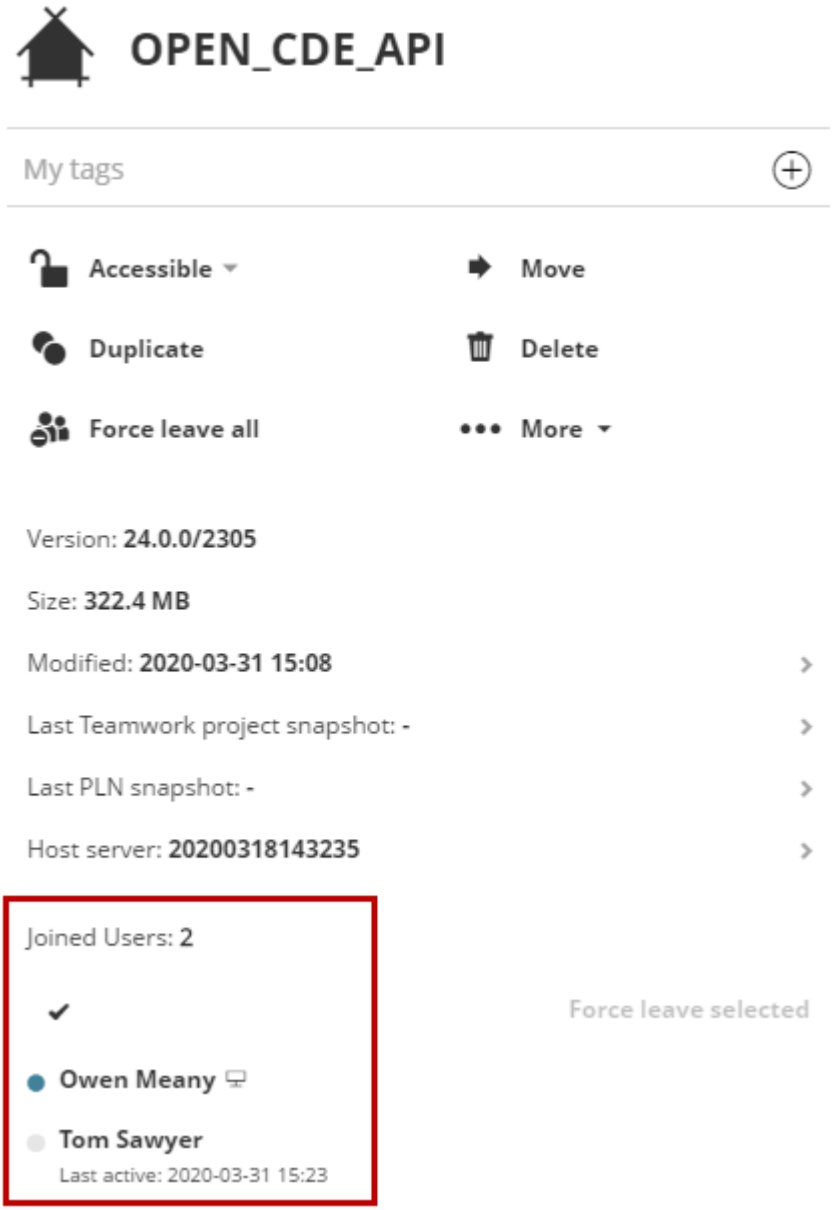
As a result, the Teamwork Project will temporarily be offline for the Joined users, but once the process is complete, the Teamwork Project will be online again and they can send in changes.

See list of users on a Teamwork Project

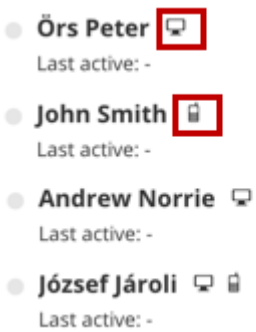
See who is currently joined into a Teamwork project

On the Projects page of BIMcloud Manager, select a Teamwork project. Currently joined users are listed. The color of the dot indicates each user's status for this project:

- **Online:** Blue
- **Offline:** Gray



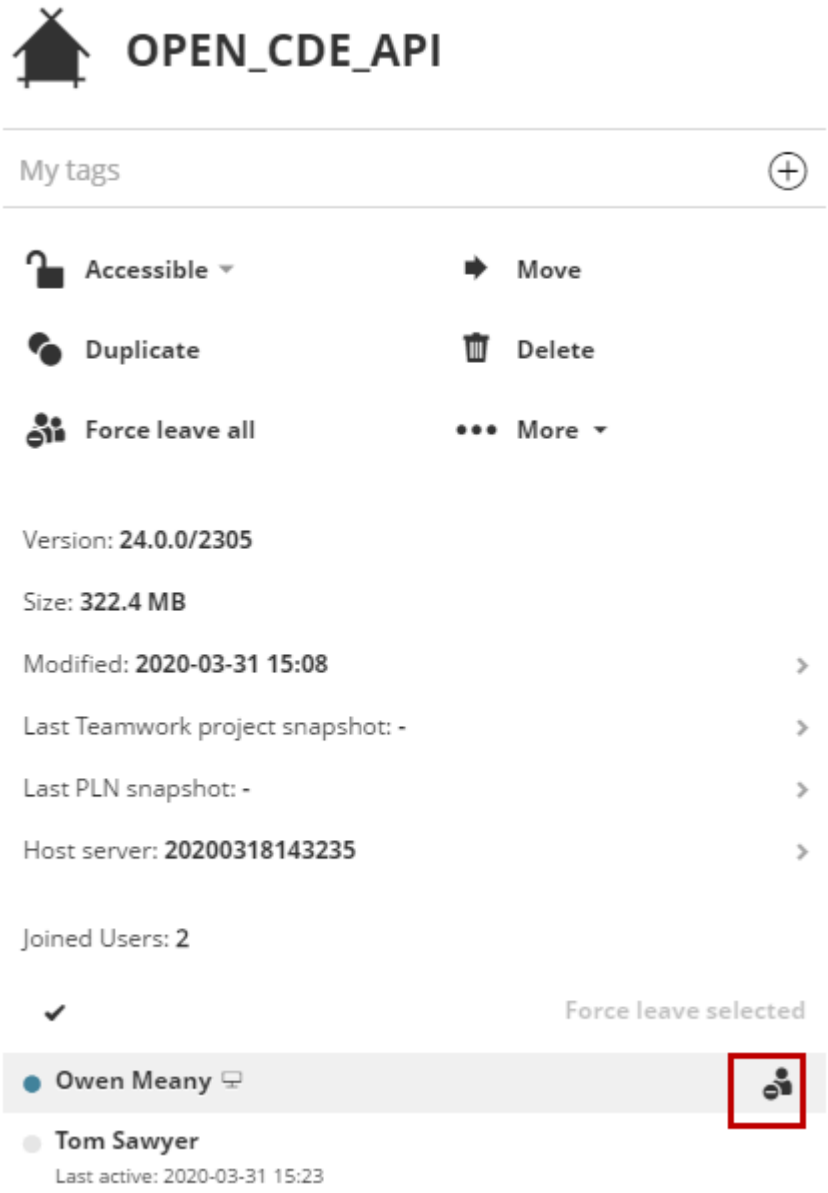
Icons next to each user name indicate the type of client application on which the user is working (e.g. Archicad or mobile BIMx application).



Force users to leave Teamwork project

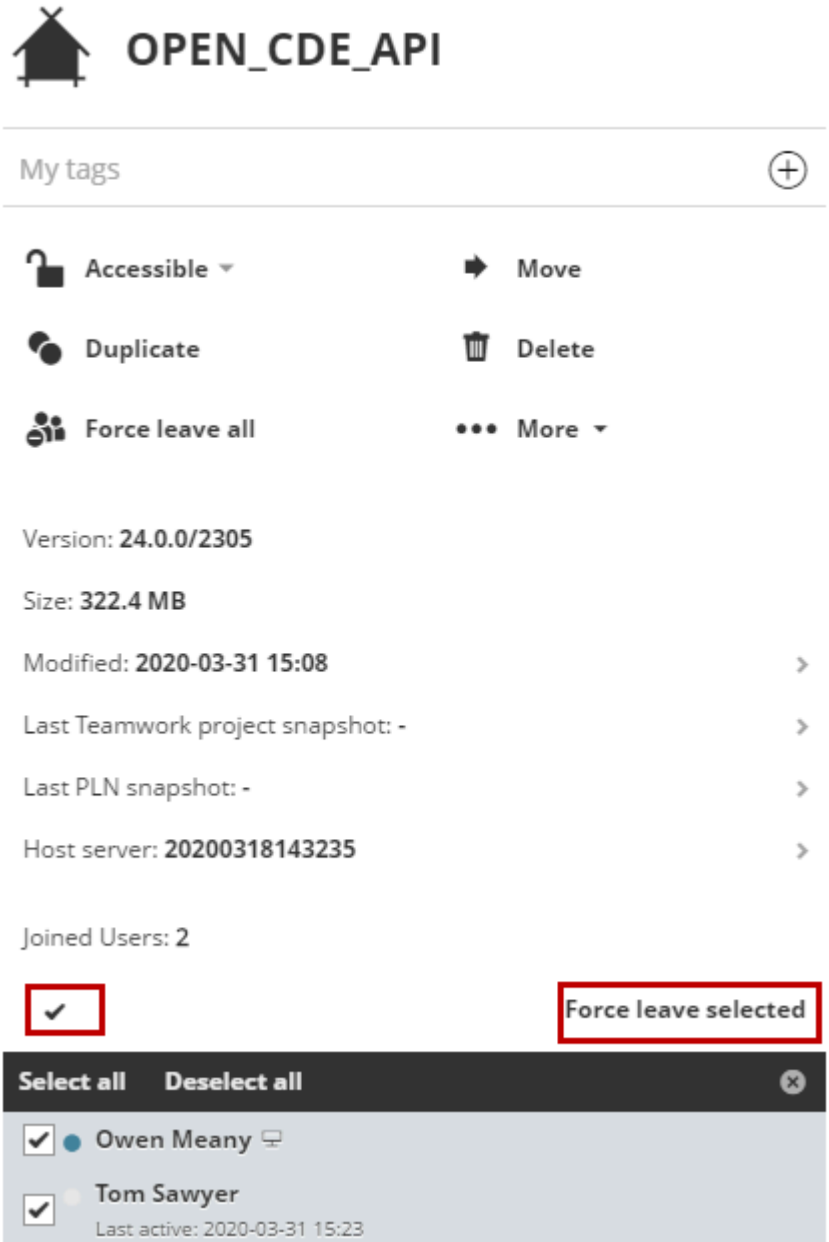
Remove joined users from a Teamwork project

1. Select one or more projects in the Navigator.
2. In the Joined users list, hover over a user name to display the **Force Leave** icon.
3. Click to Force Leave.



Force Leave multiple users

1. In the Joined user(s) list, click the checkmark above the list to enable checkboxes.



1. Check users whom you want to Force Leave from the project: The “Force Leave selected” button is enabled.
2. Click “Force leave selected.”

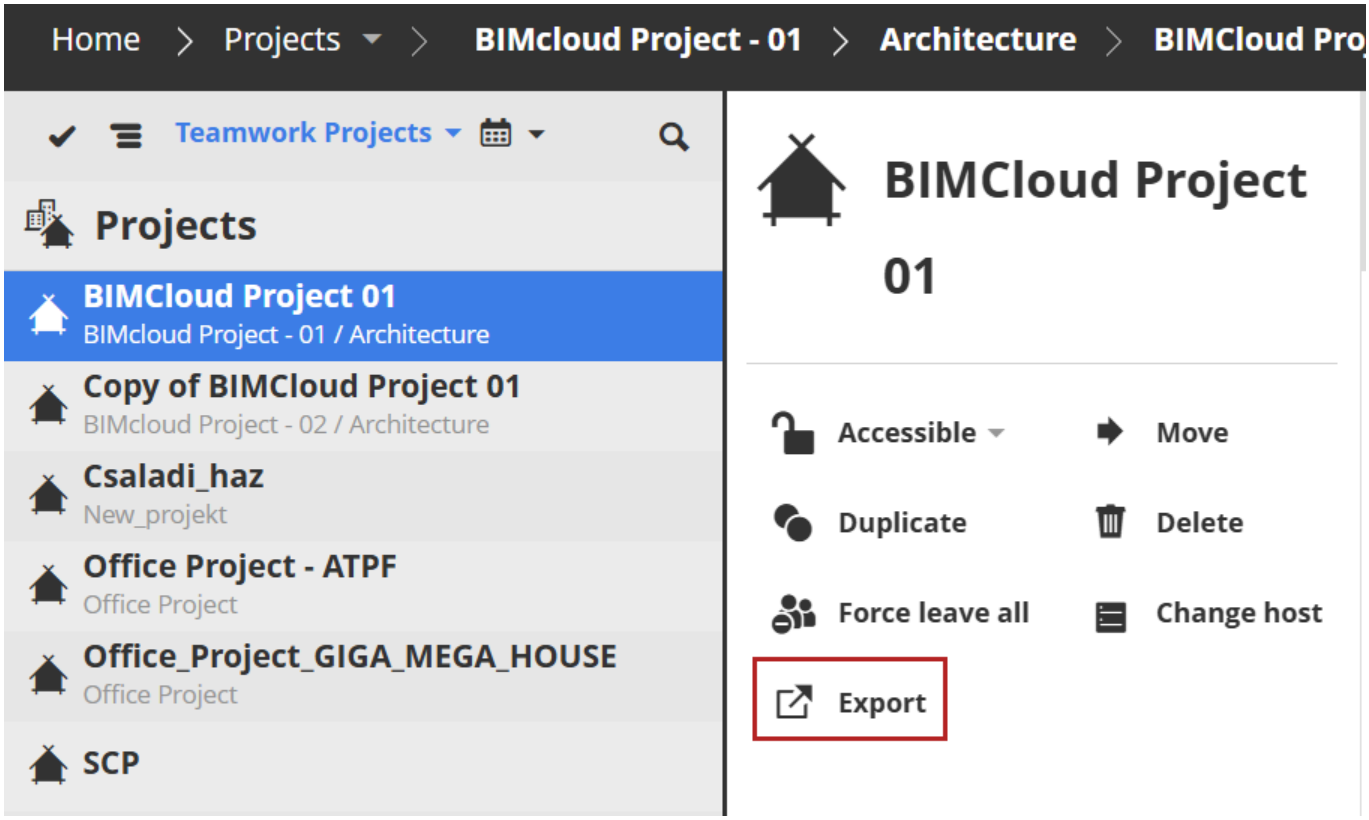
Note: Force Leaving a user is immediate; the user will not be able to send in their changes. A Force Leaved user can re-join the project immediately without further restrictions. If you would like to prevent the user from re-joining the project, revoke their permissions on the project’s access panel.

Export Teamwork project or library

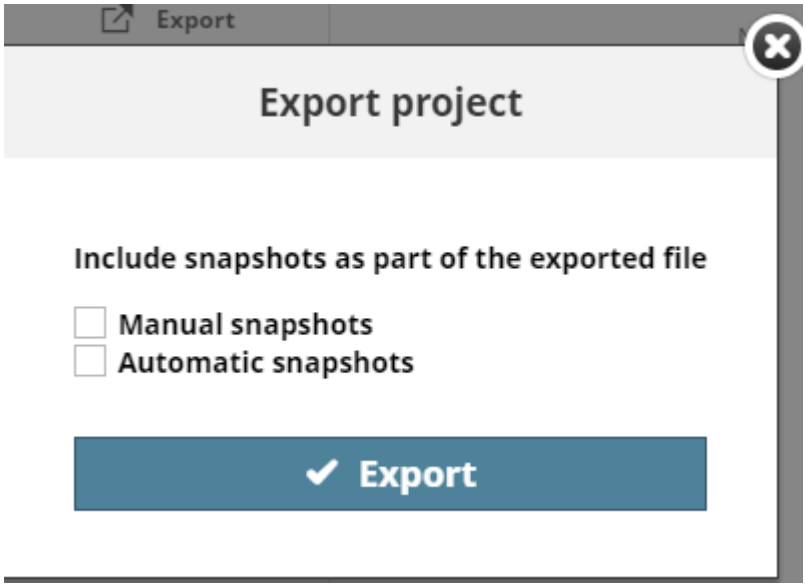
Download a Teamwork project or a library from BIMcloud to your computer

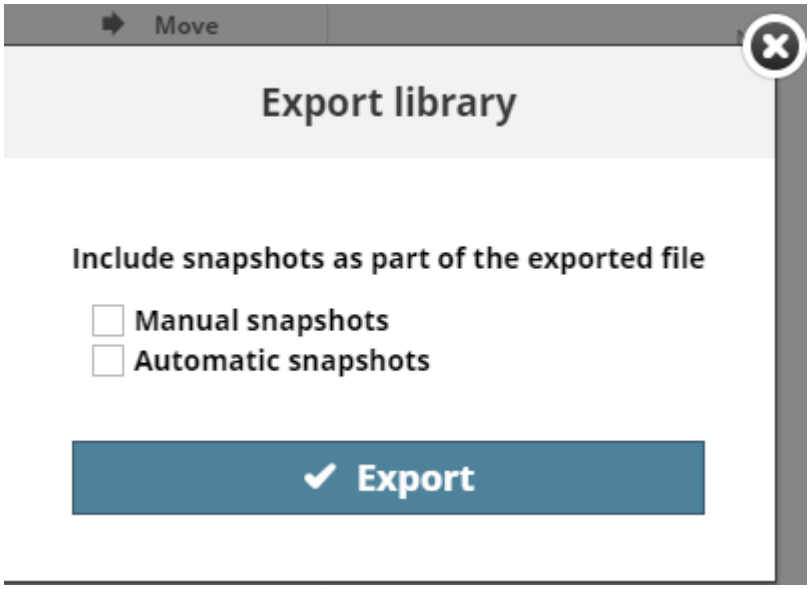
This function downloads a **Teamwork Project** or **Library** to your computer, with file format .BIMProject or .BIMLibrary).

1. In the Navigator, select a Teamwork Project or a Library.
2. From the Functions area, click **Export**.



If needed, check options to include snapshots in the exported file.





Note: Browse for the file destination if your browser requires it. Otherwise the exported file will be downloaded into your default download folder.

Import Teamwork project or library

Import a Teamwork project file or library file to BIMcloud

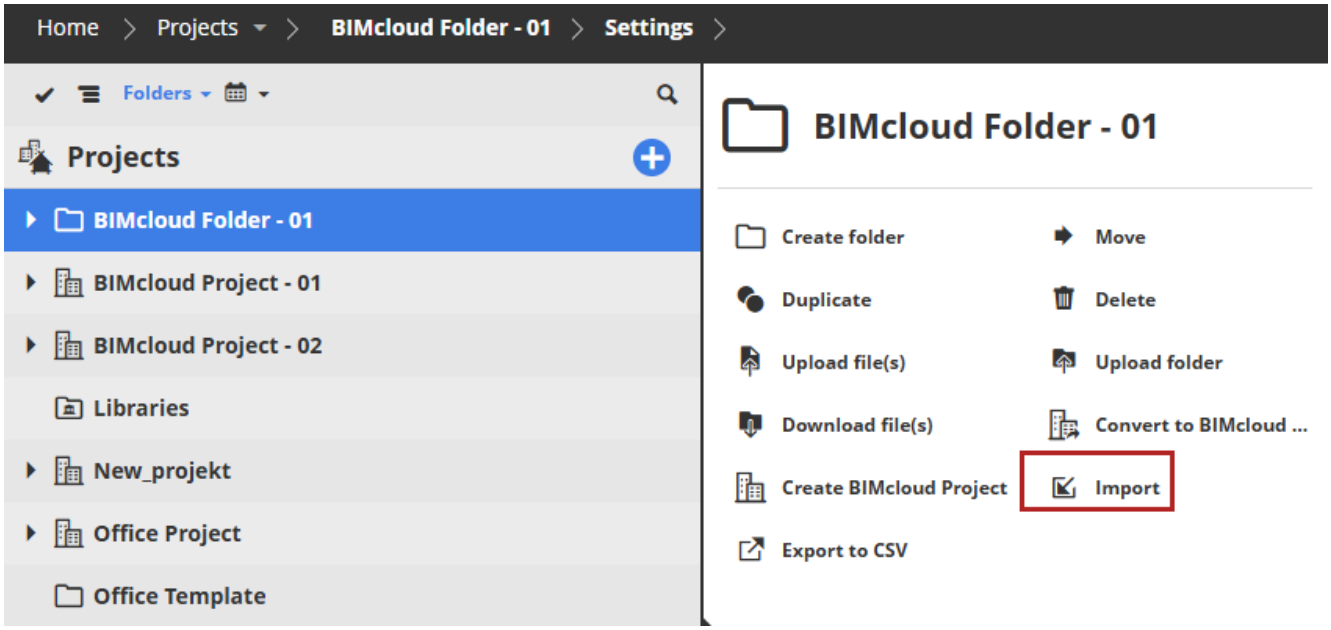
You can import a Teamwork Project file (extension .BIMProject) or a Library file (.BIMLibrary) into a selected folder on BIMcloud.

These file formats are available if you either:

- Exported a Teamwork Project/library from the BIMcloud (see Export Teamwork project or library on page 115), or
- Created a Project or Library snapshot

  (see Create and manage snapshots on page 123)

1. In the Navigator, select any folder (Project Root, BIMcloud Project or regular folder).
2. From the Projects pop-up or the Functions area, click **Import**.



3. Click **Choose File**, then browse for the file (.BIMProject or .BIMLibrary) you wish to import.
4. Select a host server as destination.
5. Click **Import.**

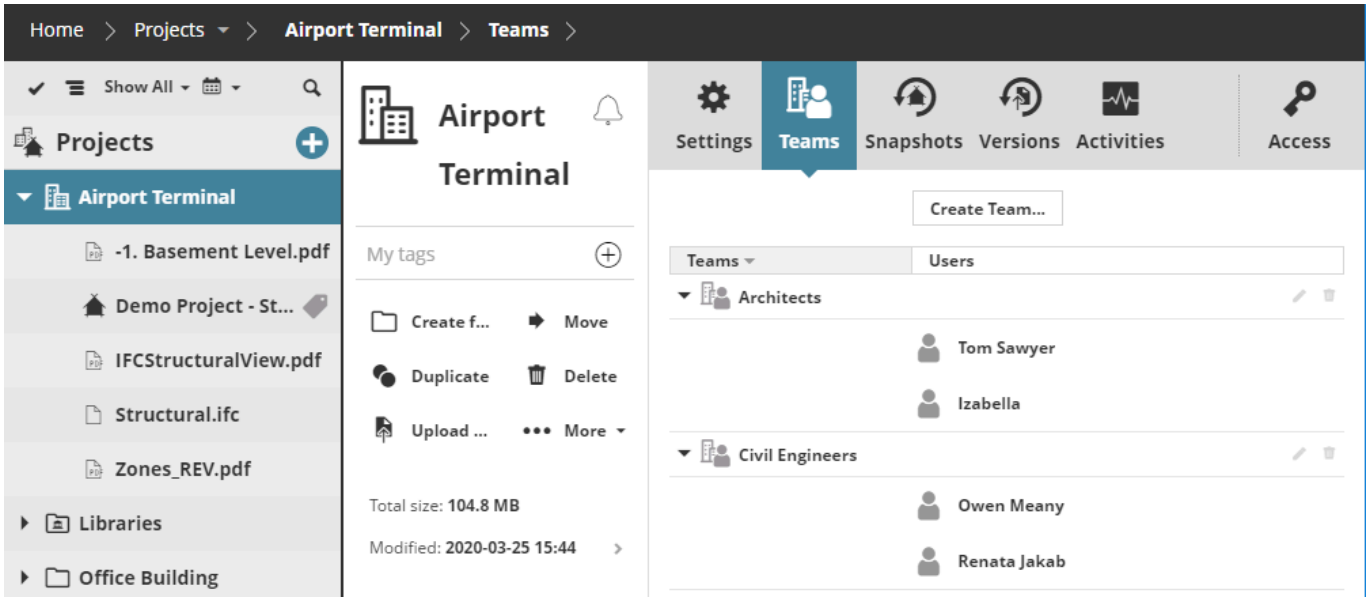
You can also import a file with the .archive extension (these are saved Snapshots). In this case, the dialog will ask you whether the file is a project or a library

BIMcloud Projects

Group any projects, files, and sub-folders together in one place, and assign a Team of users to it

A BIMcloud Project functions as a special kind of folder. For example, your BIMcloud Project can include Teamwork Projects, files of any format, and sub-folders in any hierarchy. You can assign a unique Team of users to your BIMcloud Project and/or to its sub-items.

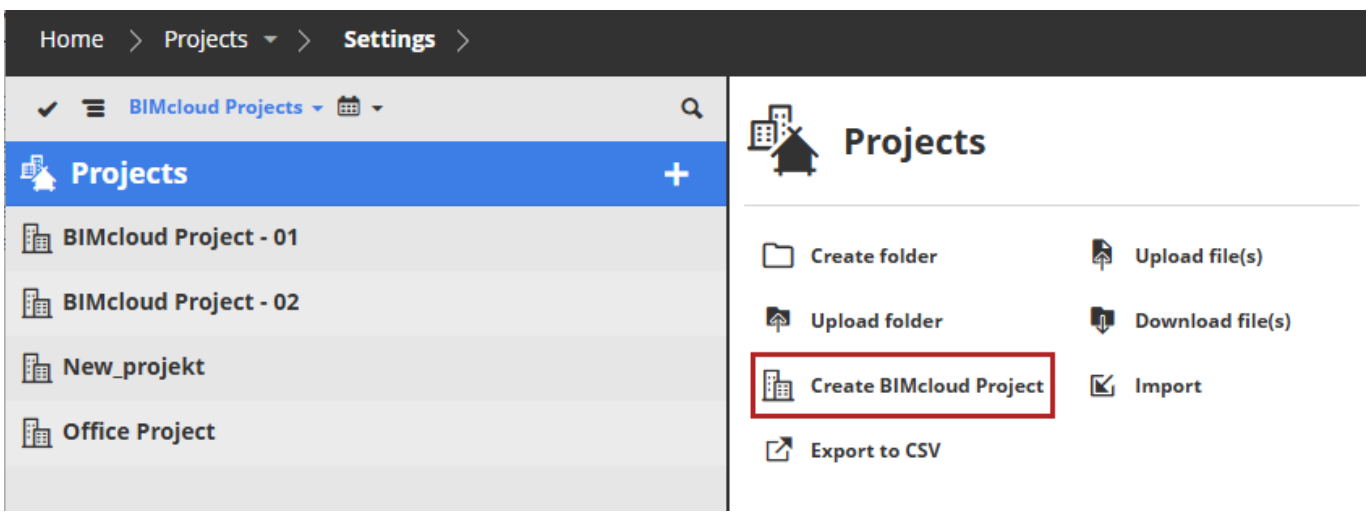
Note: A PLN file uploaded to BIMcloud is not the same as a shared Teamwork Project. Even if you upload a PLN file to the BIMcloud, you cannot use it for Teamwork. To create a Teamwork project, you must share the project from Archicad. See Share a Teamwork Project to BIMcloud on page 98



Create BIMcloud Project

Create a new BIMcloud Project

1. Go to the Projects page of BIMcloud Manager.
2. From the Projects root or any folder in the Projects tree: click Create BIMcloud Project.



Note:

A BIMcloud Project cannot contain other BIMcloud Projects within it.

BIMcloud Project Teams

A Team is a group of users associated to a BIMcloud Project

When you create Teams for a BIMcloud Project, you select Team Members from existing BIMcloud users. A BIMcloud Project Team often represents a discipline (e.g. “Structural Engineers”, “Architects”).

- Teams contain individual users only. You cannot add User Groups to a Team.
- A user can be a member of multiple Teams.

- Teams are relevant only to BIMcloud Projects and the items contained in them..

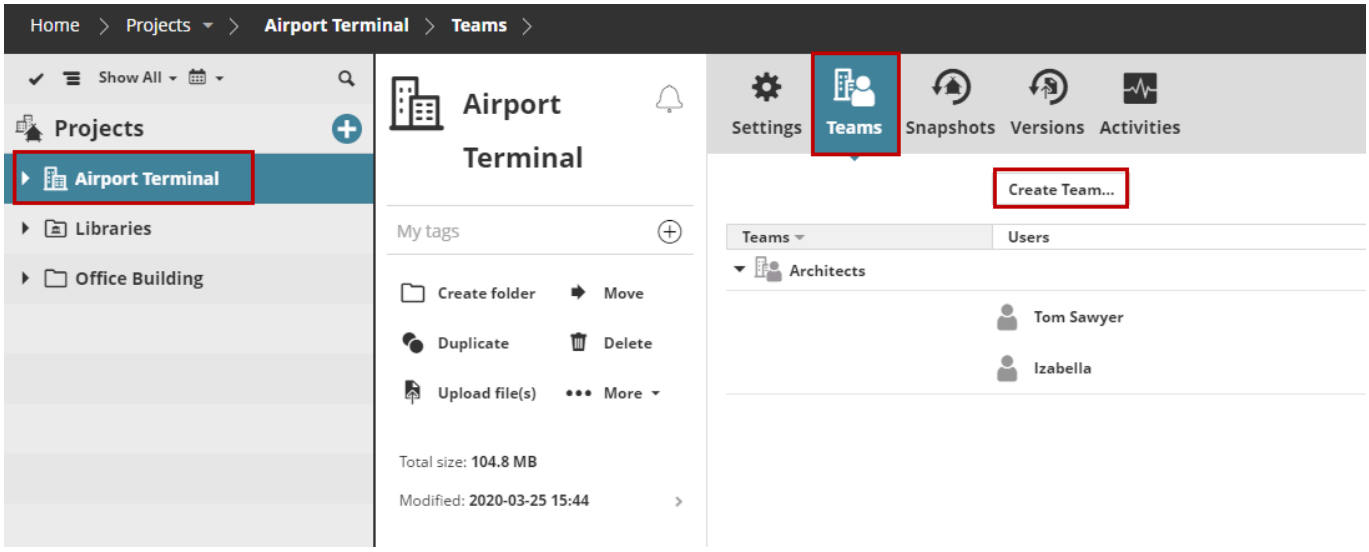
Unlike User Groups, a Team is used exclusively with a particular BIMcloud Project.

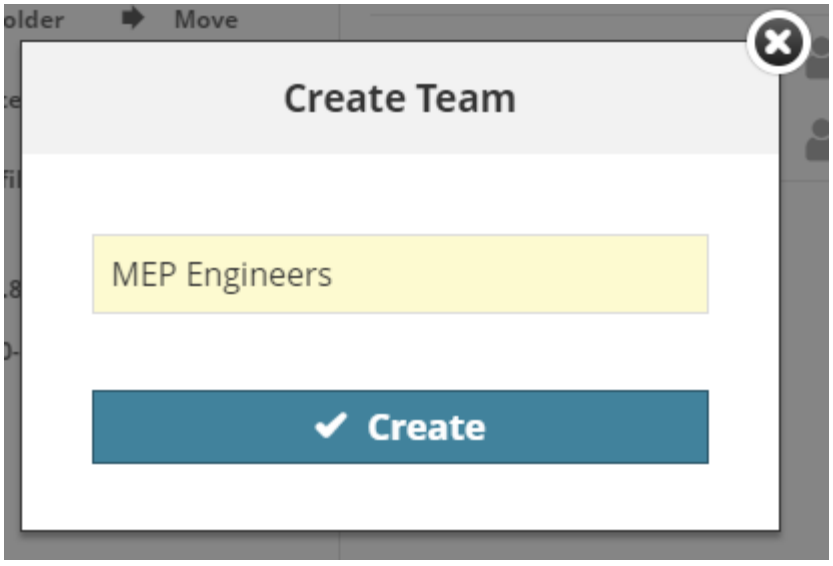
- Each Team is specific to its BIMcloud Project: you cannot re-use Teams for multiple BIMcloud Projects.
- However, you can create several Teams with the same name, and add them to different BIMcloud Projects.

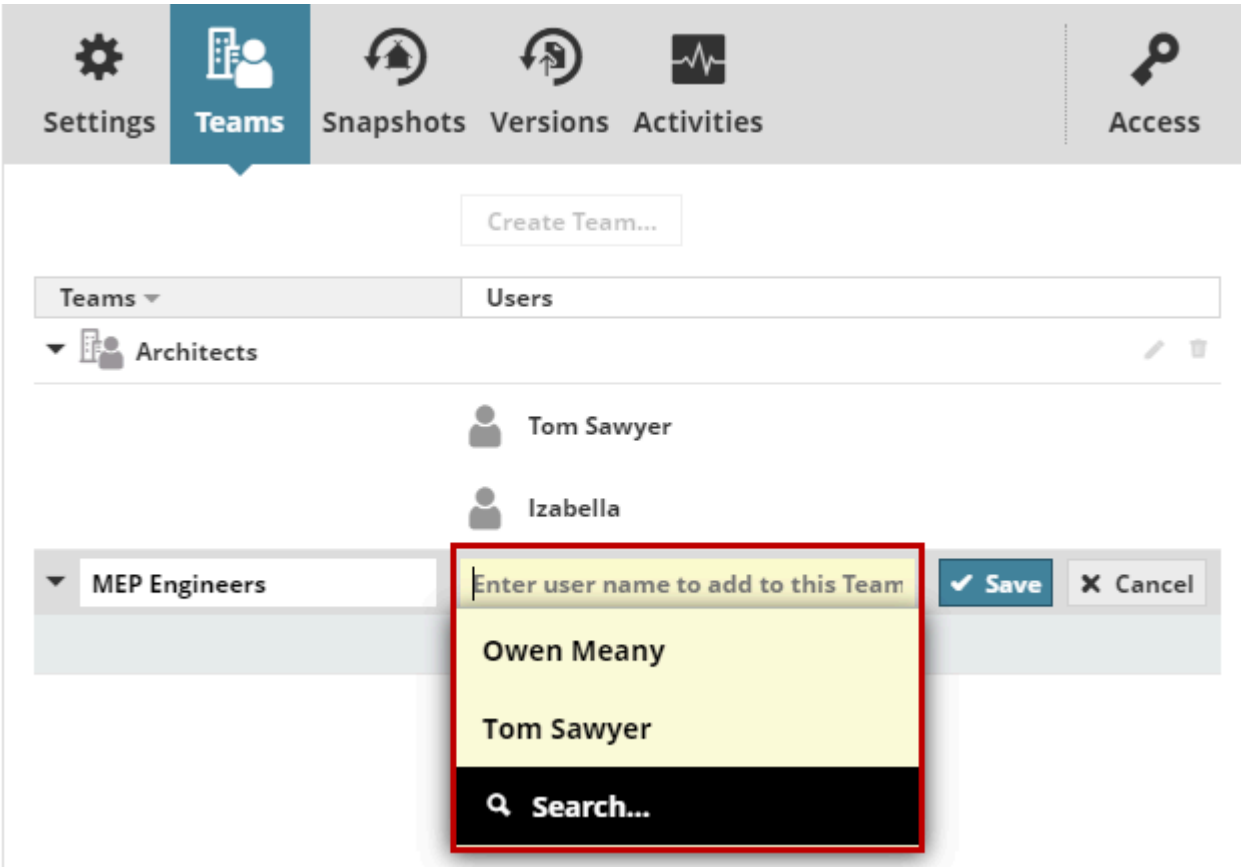
Create or add a BIMcloud Project Team

Set up a Team for a BIMcloud Project

1. From the Projects page of BIMcloud Manager, select a BIMcloud Project.
2. Go to the Teams panel, and click **Create Team**
3. Enter a Team name (e.g., “MEP Engineers”), then click **Create**
4. Click in the appearing Users field and start typing User names, or **Search** to bring up a searchable list of Users. Click to add the names you need.
5. Click **Save**.





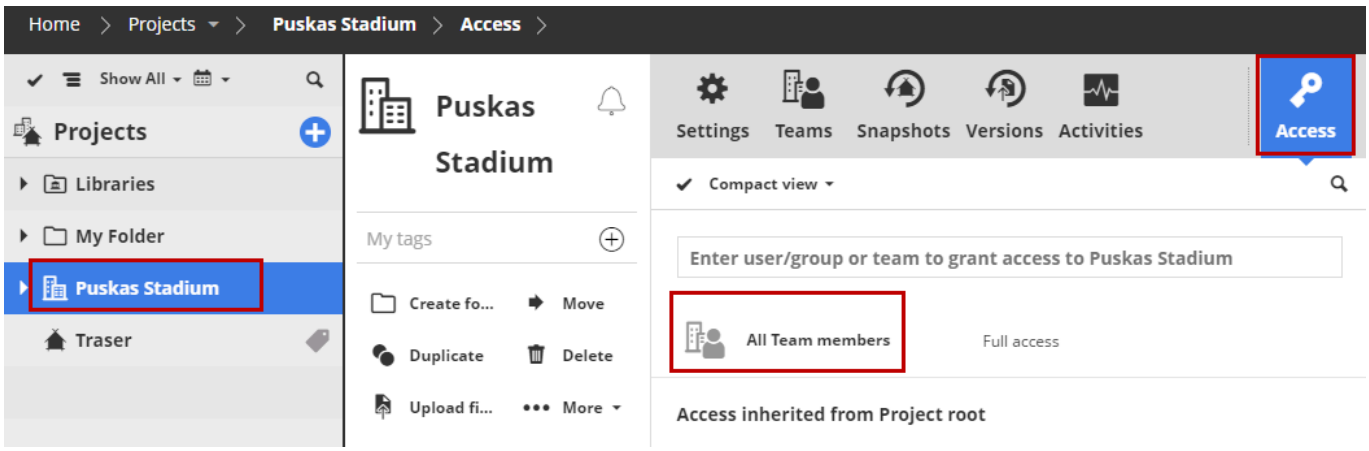


Permissions for BIMcloud Projects and Teams

Define permissions for Teams assigned to a BIMcloud Project

A BIMcloud Project Team often includes outside consultants with a wide range of different project duties. Use a Team setup that best matches your company's needs:

- To mirror real-life project environments, where different design teams have different liabilities, Teams can be assigned specific permissions to access BIMcloud Projects.
- If no such differentiation of responsibilities is needed among the Teams, the manager can grant identical access to all members of all Teams of a BIMcloud Project by selecting the 'All Team members' option.



Permission to View BIMcloud Project

A user added to a Team automatically gets the “View BIMcloud Project” permission: the user can see the Team panel of the BIMcloud Project with the list of other Team members. However, they will *not* automatically see all the sub-items (such as folders) inside the BIMcloud Project.

Dedicated Team Folders

BIMcloud Projects can include dedicated folders for specific Teams, for exclusive data exchange. Each file inside these folders can be modified only by the Team which has permission to modify the folder.

As needed, fine-tune the permissions needed to view or modify these Team folders.

Convert folder into a BIMcloud Project

Make a regular folder into a BIMcloud Project, so you can assign Teams to it

On the Projects page of BIMcloud Manager:

1. Select the folder.
2. Click **Convert to BIMcloud Project**.

You can now create and assign Teams for the new BIMcloud Project.

Convert a BIMcloud Project into a folder

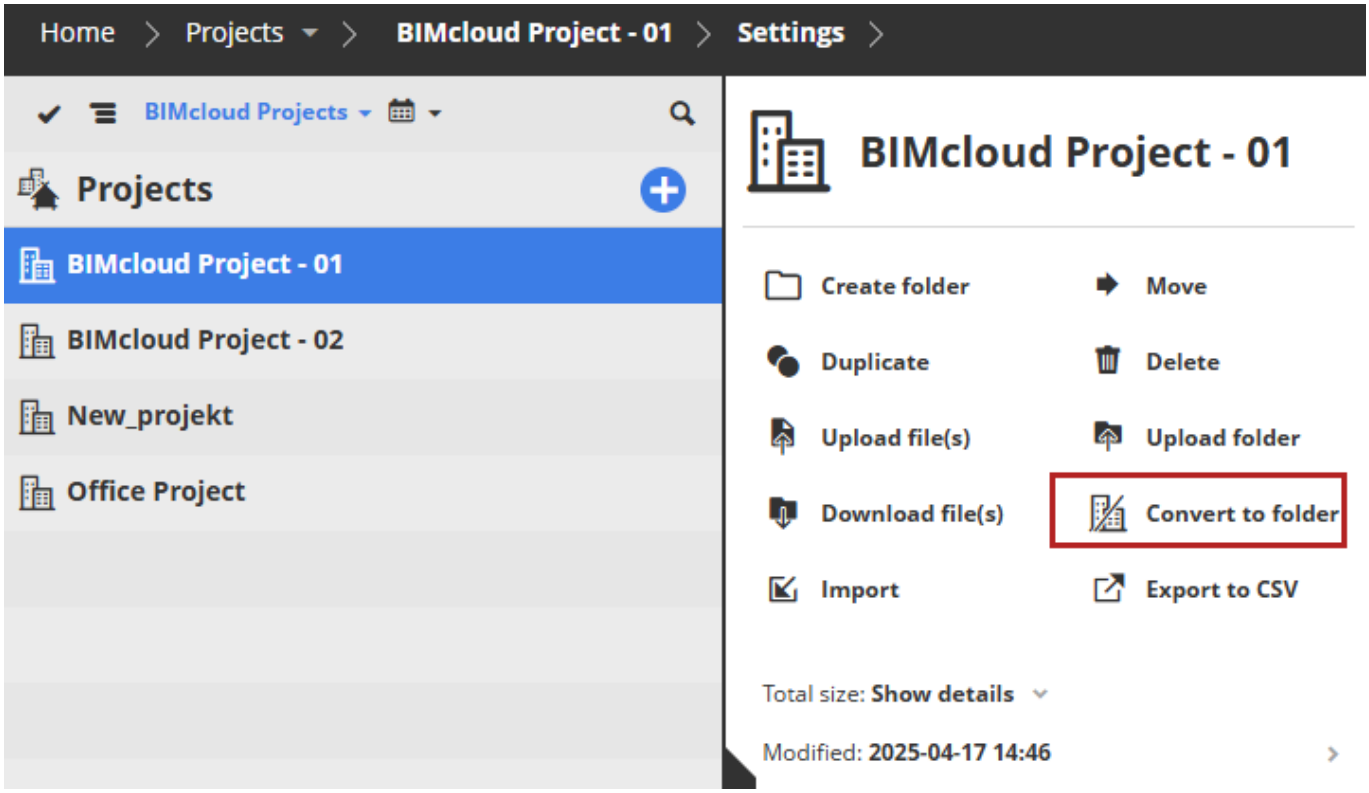
Organize files in a regular folder instead of BIMcloud Project

If you are downgrading to BIMcloud Basic, you must convert any existing BIMcloud Projects to a regular folder, because BIMcloud Basic does not support BIMcloud Projects. The downgrade process will prompt you to use this command.

See Downgrade to BIMcloud Basic.

From the Projects page of BIMcloud Manager:

1. Select the BIMcloud Project
2. Click **Convert to folder**.



Converting a BIMcloud Project to a folder means that its Teams and related access definitions will be lost. (Teams are relevant only to BIMcloud Projects - they have no meaning for regular folders or other items on the BIMcloud).

Create and manage snapshots

Create backup of a Teamwork project or library

Create automatic or manual snapshots of BIMcloud data - to ensure backups in case of project or server failure, or whenever the project reaches particular milestones.

Types of snapshots

PLN snapshots, Teamwork Project snapshots, Library snapshots

There are 3 kinds of snapshots:

- Teamwork project snapshot
- Library snapshot
- PLN Project snapshot

Teamwork Project Snapshots and Library Snapshots

- **Teamwork project snapshots** contain model data, plus all BIMcloud related information, such as user data and roles. In case of server failure, if you repair it or set up a new BIMcloud, you must rollback a Teamwork project snapshot in order to keep working. Archicad cannot read data from a Teamwork project snapshot (but Archicad can read a PLN snapshot - see below).
- **Library snapshots** contain all the data of the library's Library Parts. Reservation data is ignored: even if a Library Part was reserved by a certain user at the time of the snapshot, it will be free for reservation after the Rollback.

Automatically scheduled snapshots of both types (Teamwork project snapshots/Library snapshots) are created in the background according to the Snapshot Schedule. No user interaction is needed.

PLN Project Snapshots

PLN Project Snapshots contain your model data only, and can be used to reopen the Teamwork project in solo Archicad mode. You don't have to do a rollback; you just reopen the PLN project in Archicad, then reshare it as a Teamwork project to the BIMcloud.

Creating a PLN snapshot requires confirmation by a user joined into the running Teamwork project.

When a PLN snapshot is created (either manually or automatically by schedule) from a Teamwork project, all joined users are informed (via an icon in the Teamwork Palette) that a snapshot is pending. The snapshot will be created when any one of the users clicks **Create snapshot** during a Send and Receive.

> **Note:** PLN snapshots can only be created on the computers of those users whose role includes the following permission: "**PLN Snapshot - Use computer for creating**

Although any number of online users may be alerted to and asked to perform a pending PLN snapshot, only one of them needs to click **Continue** to carry it out. The rest of the users can work as usual. While the PLN snapshot is in progress, the confirming user cannot work in Archicad.

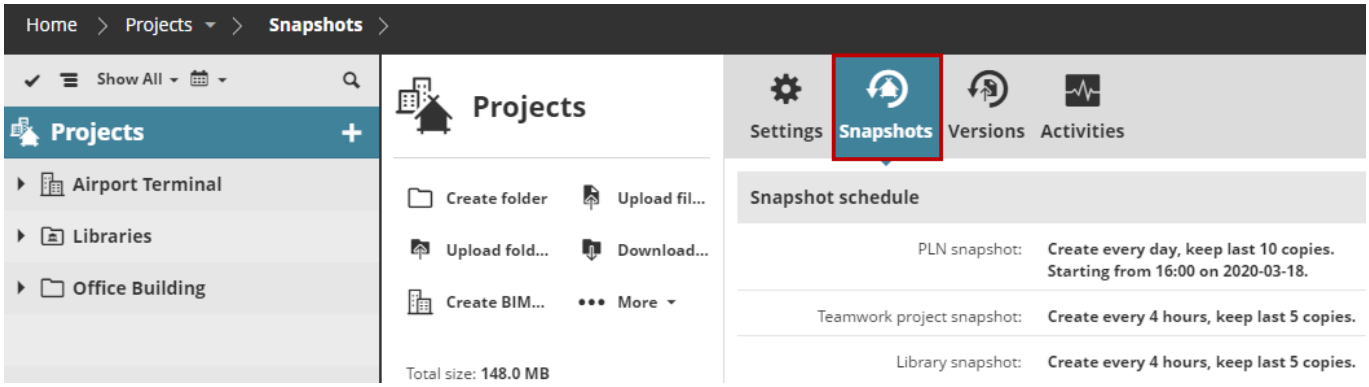
Schedule automatic snapshots

Create a schedule for automatic backups

Schedule automatic Snapshots on the Snapshots panel, at the level of the Projects root, or any folder, or individual Teamwork project.

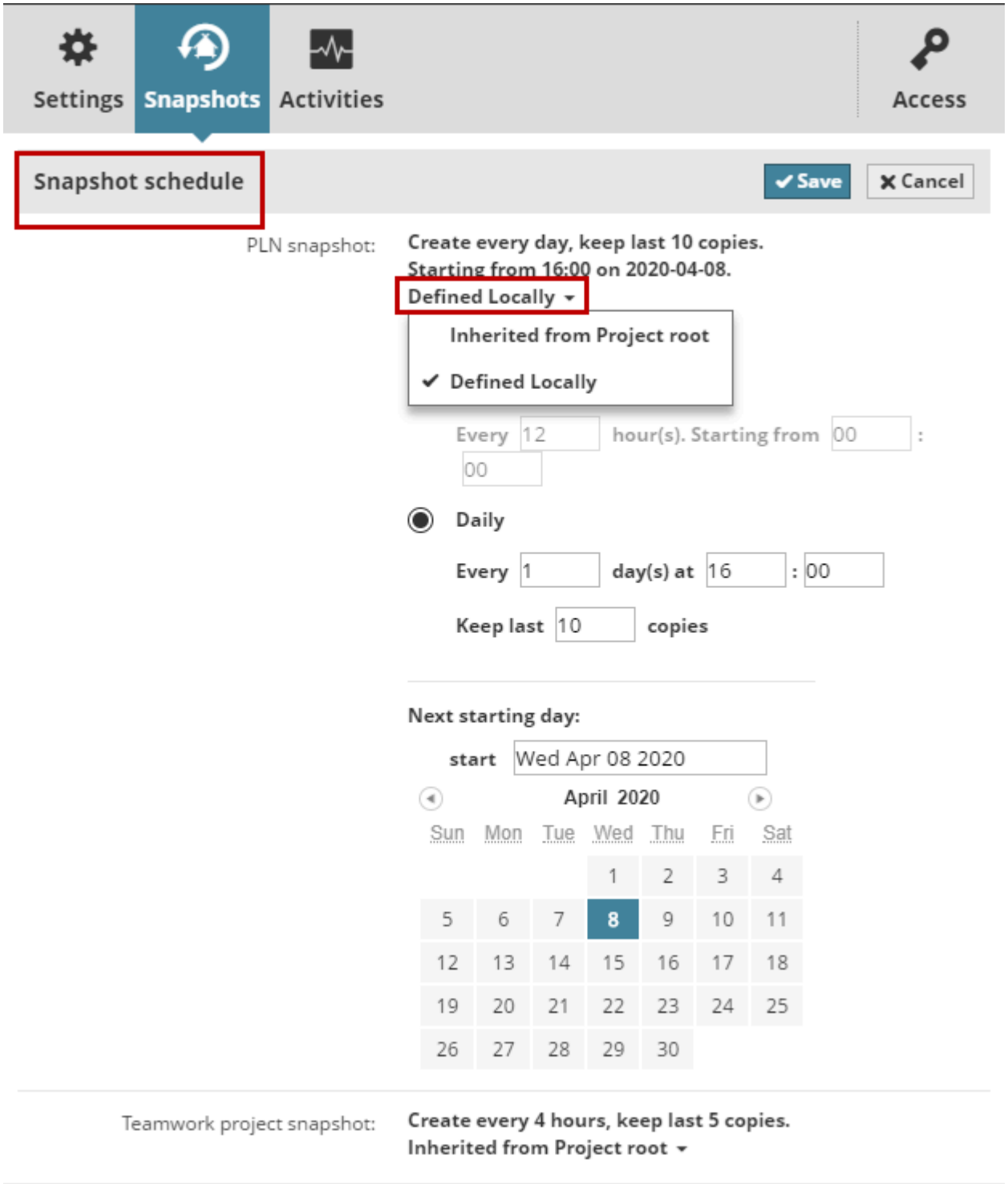
By default, all Teamwork projects and libraries inherit the Snapshot schedule of their parent folder.

If needed, you can define a different Snapshot schedule locally for any of these child items.



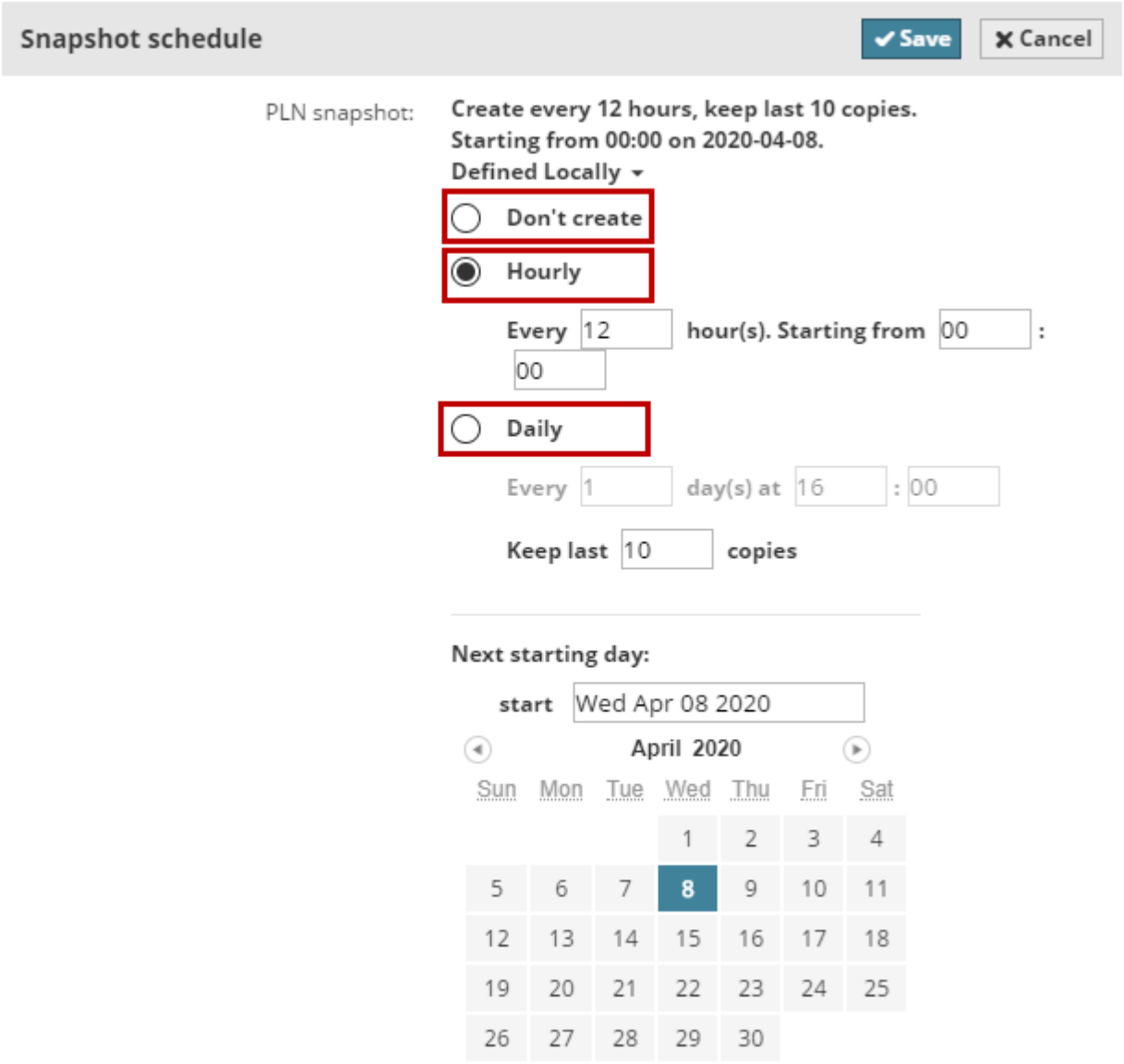
Defining snapshot settings for a folder will not back up the contents of that folder. The only purpose of defining snapshot settings for a folder is to apply these snapshot settings to the Teamwork projects/libraries they contain.

Click **Edit** to choose a schedule:



Inherited (default): Use the Snapshot settings of the parent folder.

Defined locally: Set a snapshot schedule at the local level to override the parent folder's snapshot settings



- **Don't Create:** This snapshot type will not be created
- **Hourly:** The snapshot will be created hourly, based on the below settings
- **Daily:** The snapshot will be created at a set time each day
- **Keep last:** Enter the number of snapshots to keep. (You must keep at least one copy.) With each additional automatic snapshot, the oldest stored snapshot will be deleted.

Click **Save**.

Keep snapshot (prevent automatic delete)

Not available for PLN snapshot.

From the list at the bottom of the Snapshots panel, select an automatic snapshot.

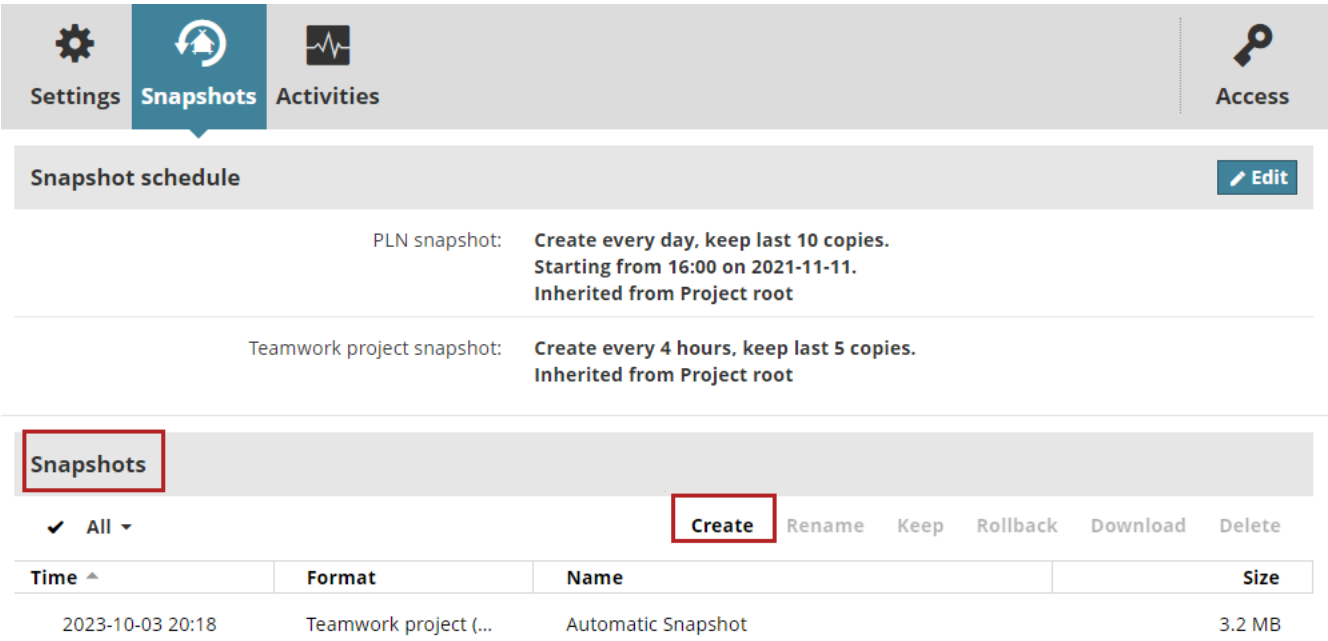
Click **Keep** to retain this automatic snapshot even after it would otherwise be scheduled to be deleted.

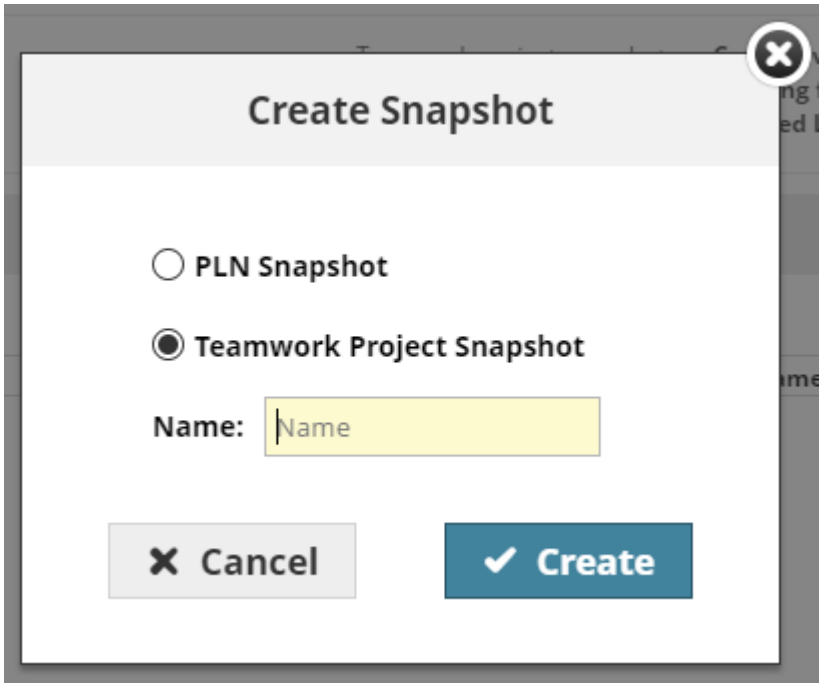
After you click Keep, the automatic snapshot becomes a Manual Snapshot, with an editable Name, and will henceforth be listed as a Manual Snapshot.

Manual snapshots

Create a manual snapshot of a Teamwork project or library at any time

1. In the Projects root, select the Teamwork project or library that needs a snapshot.
2. In the Snapshots panel, at the Snapshots list section: Click Create.





- For a project: Choose the type of snapshot you want (PLN or Teamwork project), and give it a name.
- For a library: Give the snapshot a name.

Note: The snapshot file name can't contain any of the following characters:

<>:;?"*|//

- A **Teamwork project snapshot** starts immediately as a background job, and you will receive a notification after it completes. The new snapshot is listed in the Snapshots list (as well as on the Activities panel).
- For a **PLN Project snapshot**: See PLN Project Snapshots on page 124

If a snapshot of the chosen type is already in progress or pending, you cannot create another one until the first one is complete.

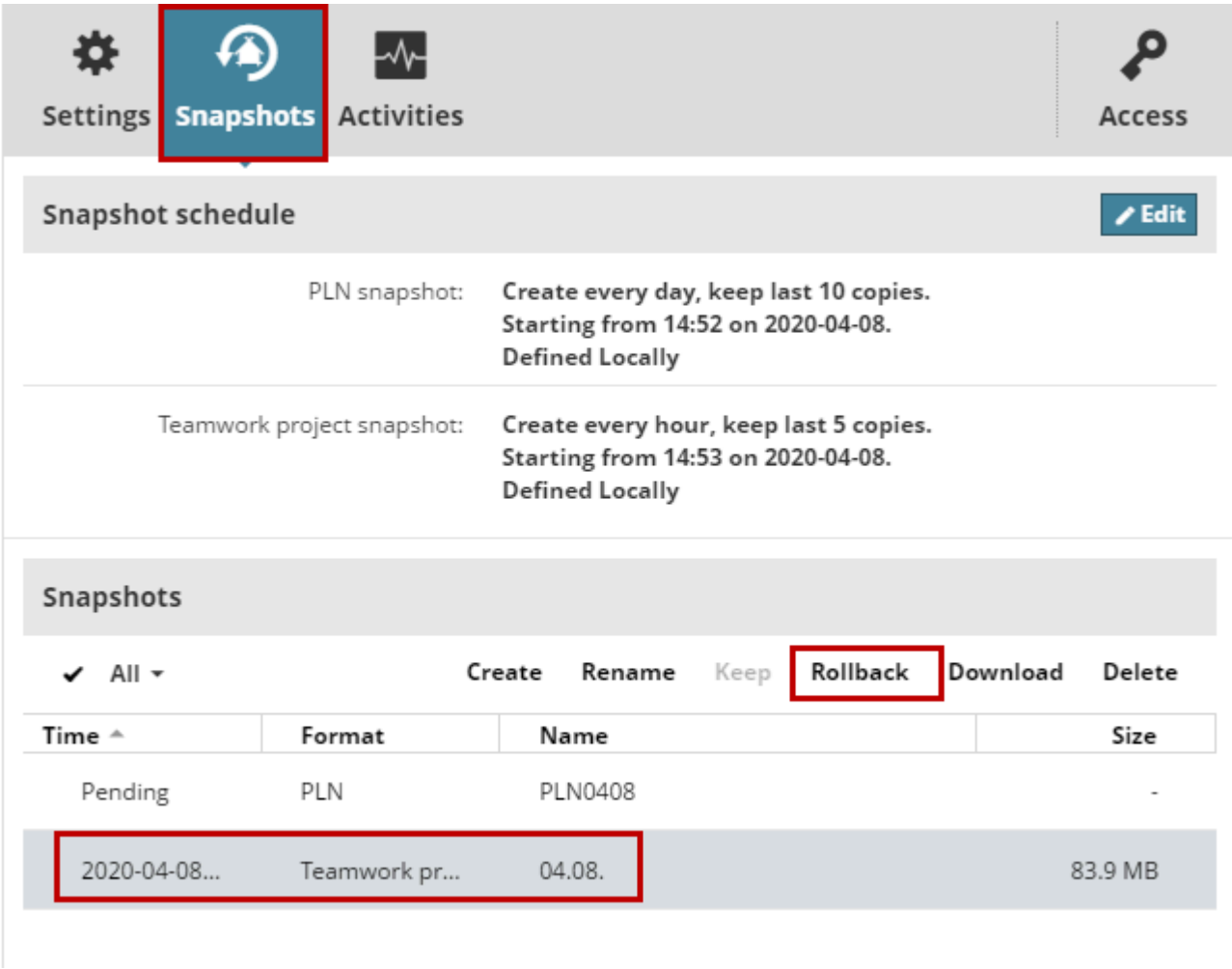
Restore data from snapshots

Restore data from saved snapshots

In case of server or project failure, you can recover data in different ways from snapshots.

- With a Teamwork project or Library-type snapshot: Either rollback to the current BIMcloud, or import it to a different BIMcloud.
- With a PLN snapshot: Open it as a solo Archicad project, then re-share it.

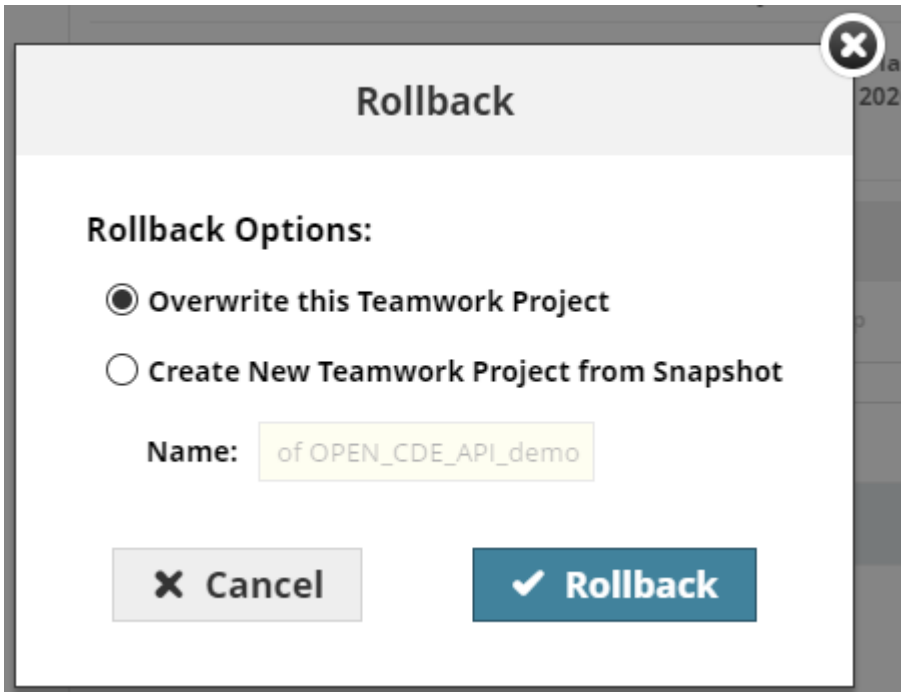
Rollback project/library snapshot on the same BIMcloud



1. From the Navigator of the Projects page in BIMcloud Manager: Select a project or library.
2. Open the Snapshots panel.
3. From the Snapshots list, select a Teamwork project snapshot or Library snapshot.
4. Click **Rollback**.
5. Choose a Rollback option:

- **Overwrite this Teamwork Project/Library:** The selected snapshot will overwrite and replace the current selected item.
- In a Teamwork Project Rollback, all users must re-join the new version of the project. (Users must discard any unsent changes, or save the version they currently have as a solo project, but they can no longer send any unsent modifications to a project that has been overwritten.)
- **Create New Teamwork Project/Library from Snapshot:** The selected snapshot file will be created as a new, separate project or library on the server.

6. Click **Rollback**, then **OK**.



The project or library is now available in the BIMcloud Manager's Project page.

Download snapshot, then import to another BIMcloud

If you want to work with the Teamwork project or library on a different, functioning BIMcloud: download the snapshot file, then import this file to a different BIMcloud.

1. From the Navigator of the Projects page in BIMcloud Manager: Select a project or library.
2. Open the Snapshots panel.
3. From the Snapshots list, select a Teamwork project snapshot or Library snapshot.
4. Click **Download**.
5. Choose a folder to which to save the snapshot.
6. Import this saved snapshot to any functioning BIMcloud, using the Projects page of its BIMcloud Manager. See Import Teamwork project or library on page 117.

Note: Since a Teamwork project snapshot contains all user data and roles, you can resume working right away - no need to re-add users or re-define roles.

Download PLN snapshot, then open and re-share

PLN snapshots can only be opened as solo Archicad projects. You can use any version of Archicad to open them. As soon as you gain access to a functioning BIMcloud, re-share this project and continue in Teamwork.

1. From the Navigator of the Projects page in BIMcloud Manager: Select a project.
2. Open the Snapshots panel.

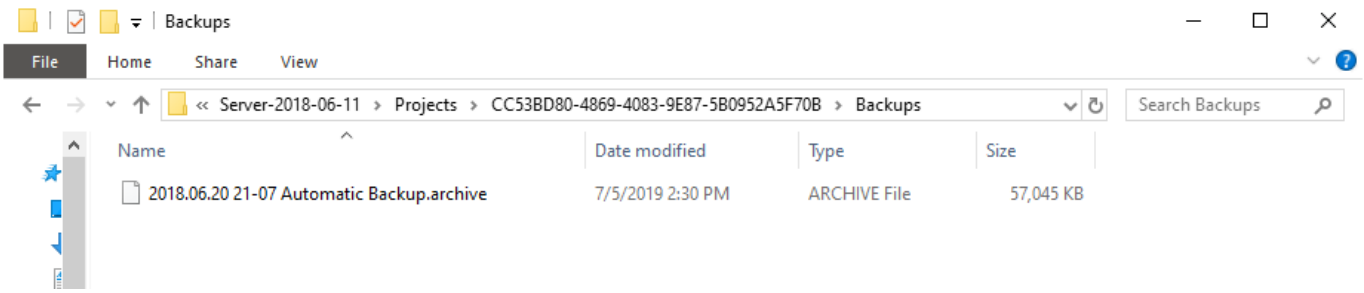
3. From the Snapshots list, select a PLN snapshot.
4. Click **Download**.
5. Choose a folder to which to save the snapshot file.
6. Open this PLN file as a solo project in Archicad.
7. As soon a BIMcloud is running again, re-share the project and continue working in Teamwork.

Snapshot file location

Where to find saved snapshots of your BIMcloud data

By default for the BIMcloud:

- Project snapshot files of both kinds (**Teamwork project snapshots and PLN snapshots**) are saved to **Projects > [ID number] > Backups**, at the location where you installed the BIMcloud Server, with an .archive extension.



- **Library snapshots** are saved to **Attachments > [ID number] > Backups**, at the location where you installed the BIMcloud Server, also with the .archive extension.

You can define a different, external folder to store your snapshots when you configure BIMcloud:

See Configure BIMcloud Server on page 43.

If needed, you can redefine this snapshots folder:

See Redefine Snapshot folder.

As long as the BIMcloud is running, you can **download** the saved snapshot files to any other location of your choice (see Restore data from snapshots on page 128). At download, the file's extension becomes .BIMLibrary or .BIMProject.

Using Tags

Use tags to categorize and help locate your projects, folders, and files

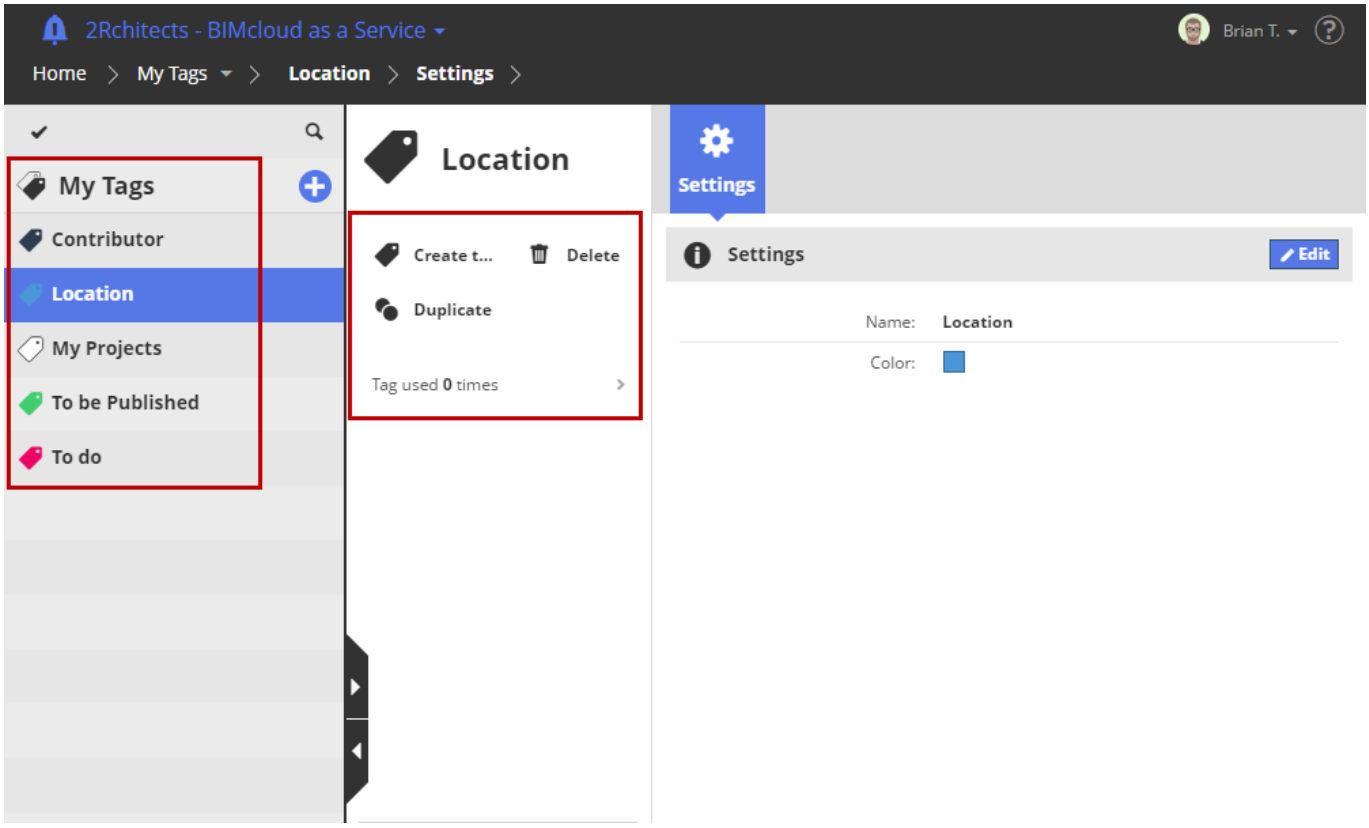
For example, tag the two projects that you work on daily, then use search and filter to quickly display these projects in the navigator.

Tags are for personal use: no one else who accesses the BIMcloud will see the tags you are using.

Note: Not available for Master Administrator.

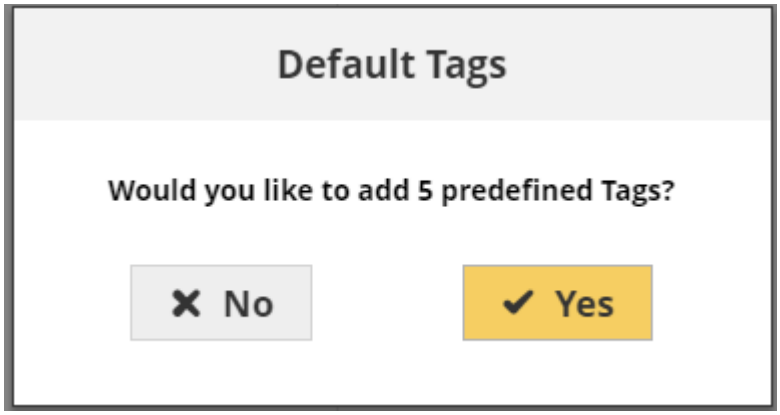
On the My Tags page of BIMcloud Manager:

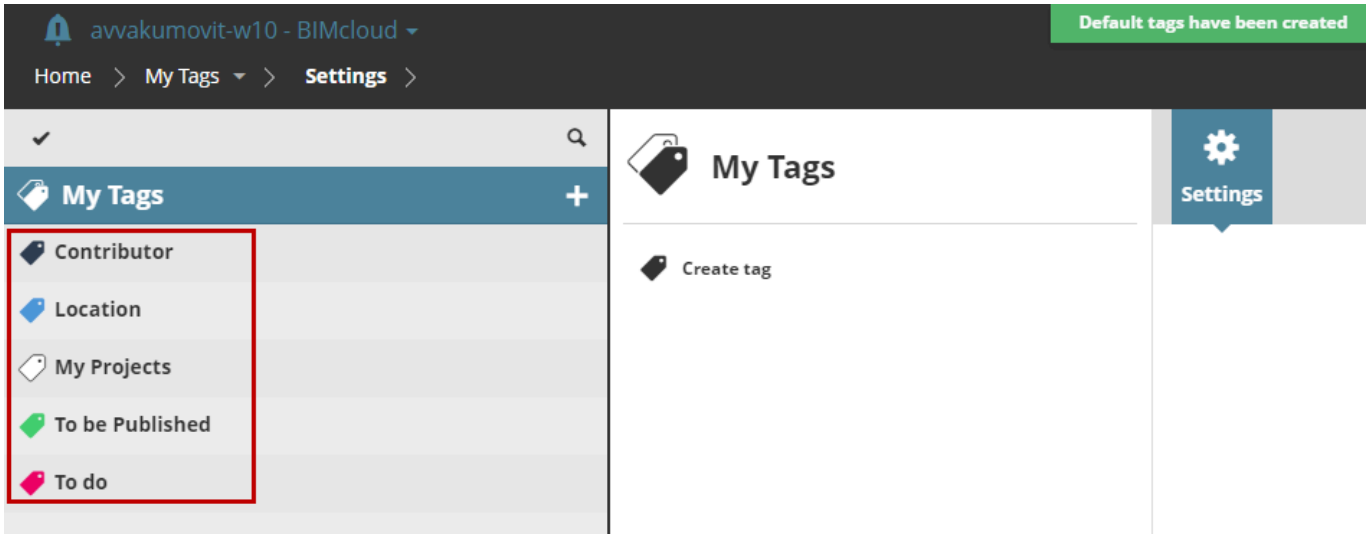
- Tags are listed in the Navigator in a flat list.
- For any selected Tag, relevant commands are available (described in the following sections).



Default Tag Set

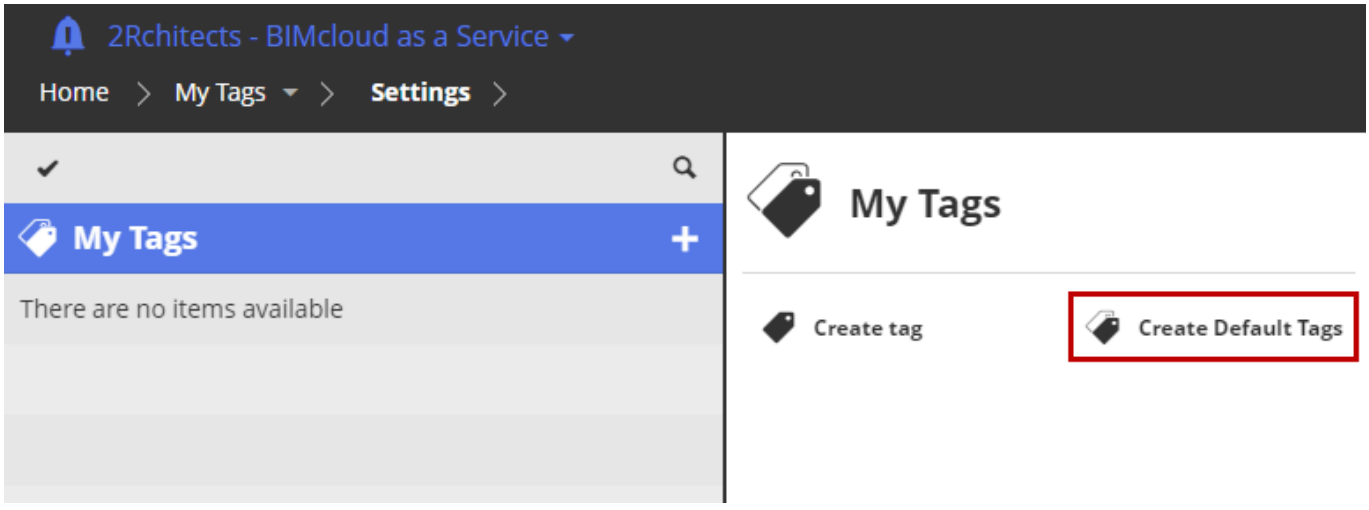
The first time you open the **My Tags** page, you get the option to add five predefined Tags.





These are available for your convenience, but you do not have to add them or use them. You can create any number of tags in addition to the default set.

If your tag list is empty, you can create the Default tag set at any time using the command:



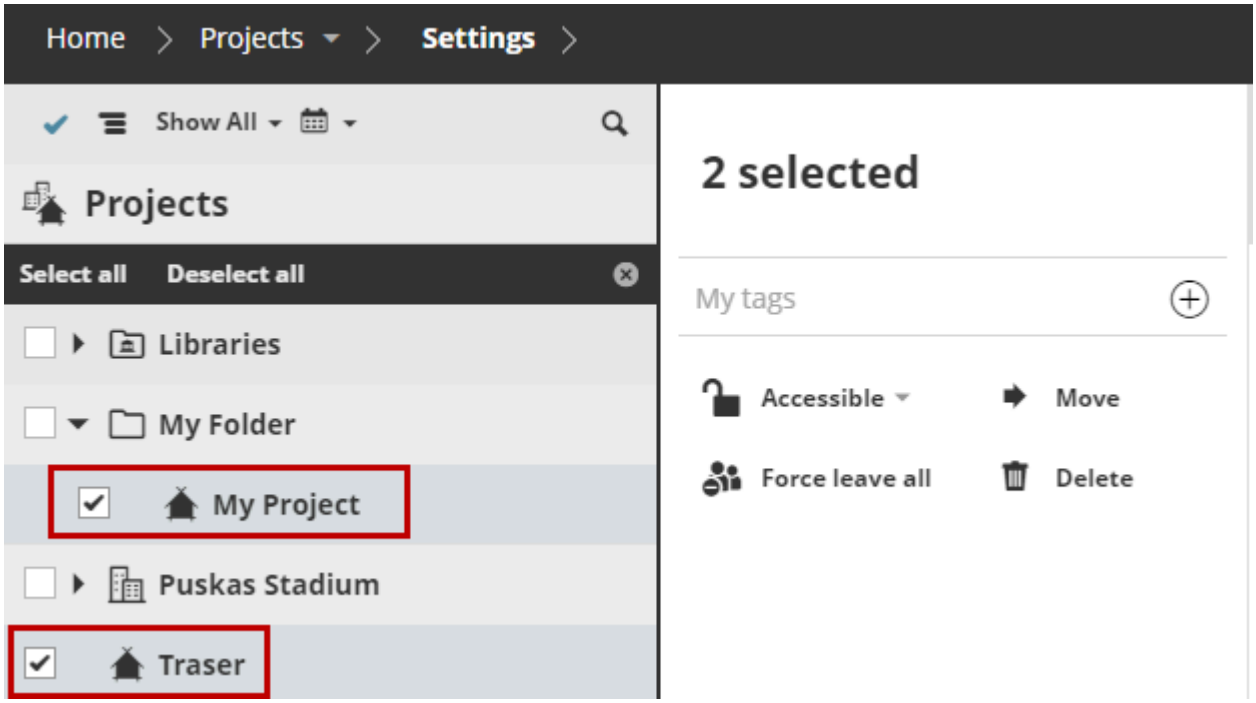
Tag an item

Add a tag to any item on your Projects page

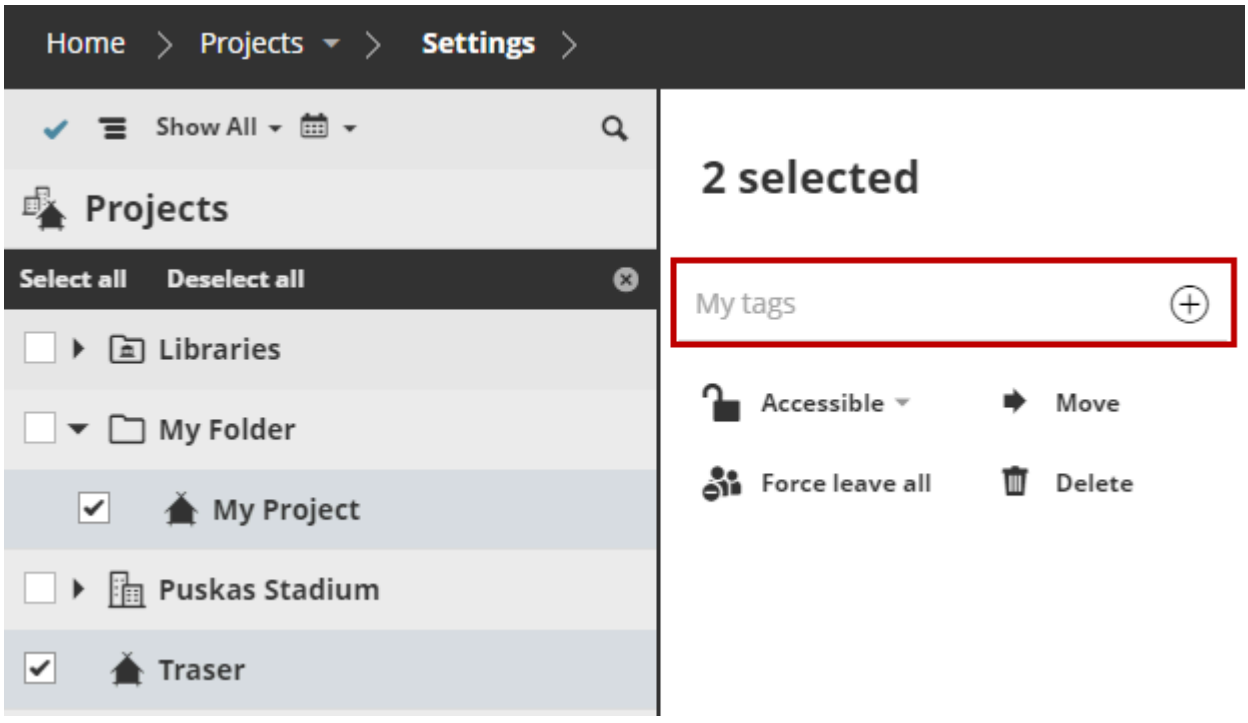
Taggable items are all those listed on the BIMcloud Projects page: Teamwork Projects, BIMcloud Projects, Libraries, folders, and uploaded files.

You can assign any number of tags to an item.

1. Open the Projects page of BIMcloud Manager.
2. Select one or more items.

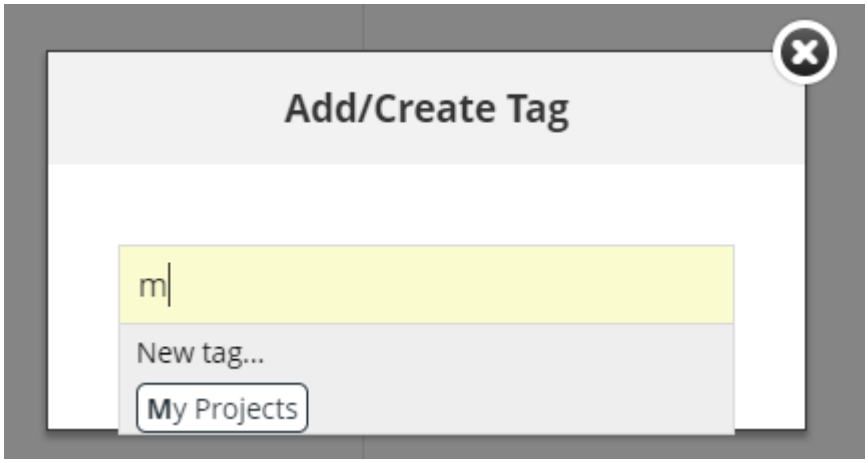


3. At “My Tags”, click the Plus sign:



4. The **Add/Create Tag** dialog appears. Do one of the following:

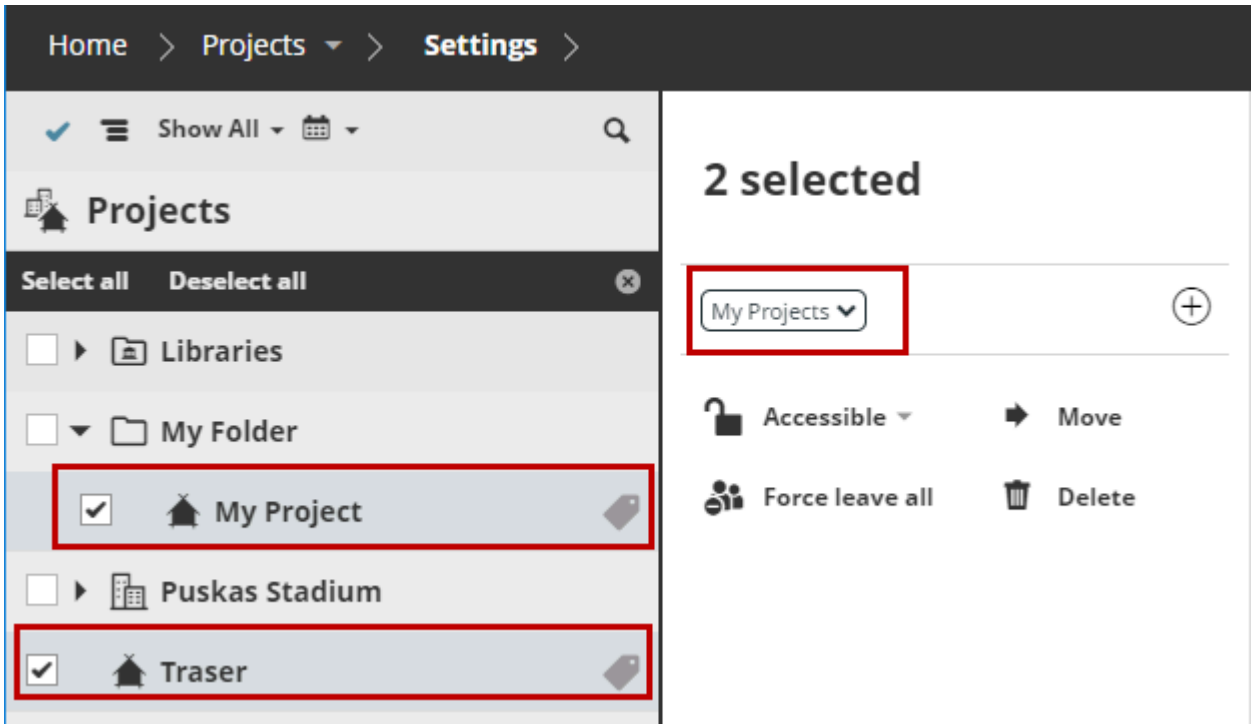
- Start typing the name of an existing tag (e.g. “My Projects”) until the desired tag appears in the list below. Click to assign.



- Click **New tag** to create a new one.

The tag (e.g. “My Projects”) is now assigned to the selected item(s).

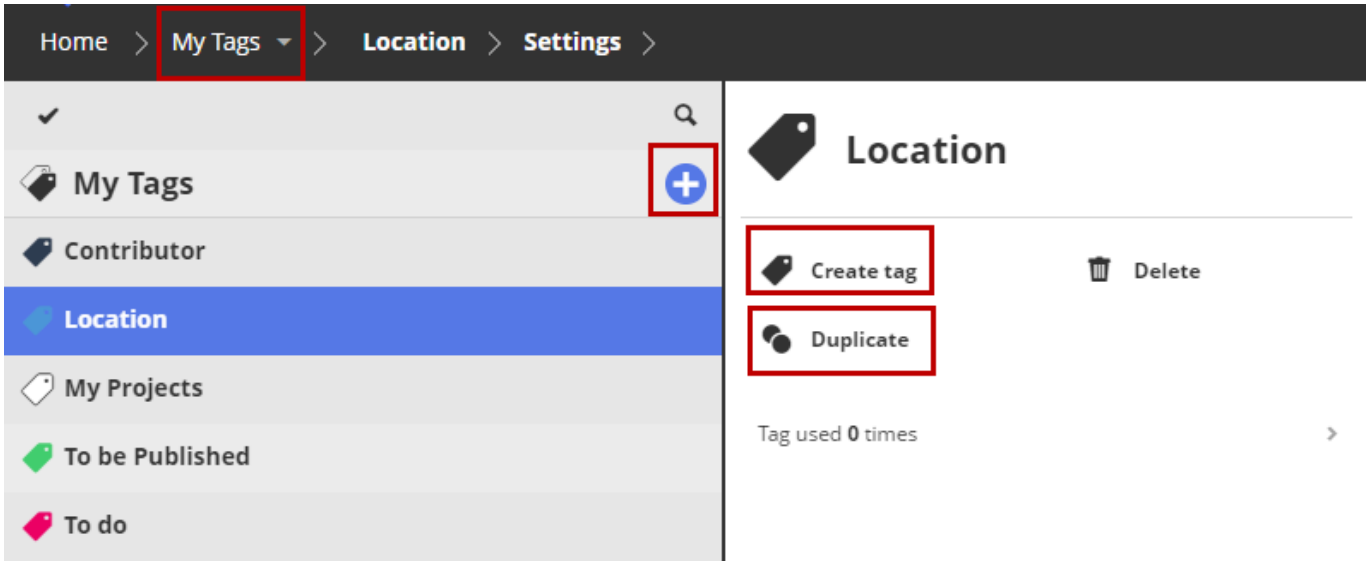
Tagged items get a tag icon in the Projects Navigator, and the tags are shown in the summary section:



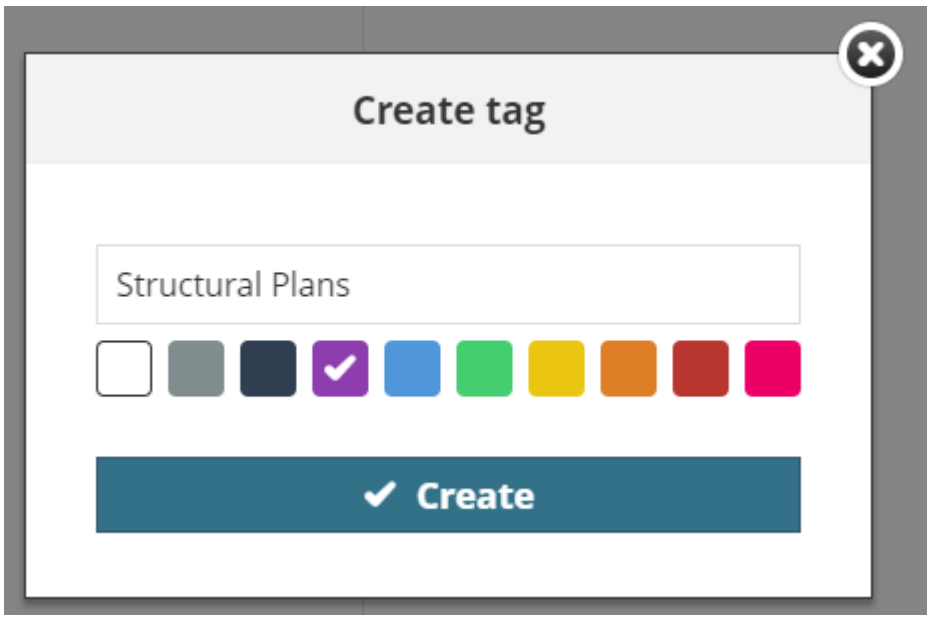
Repeat to add any number of tags to the selected item(s).

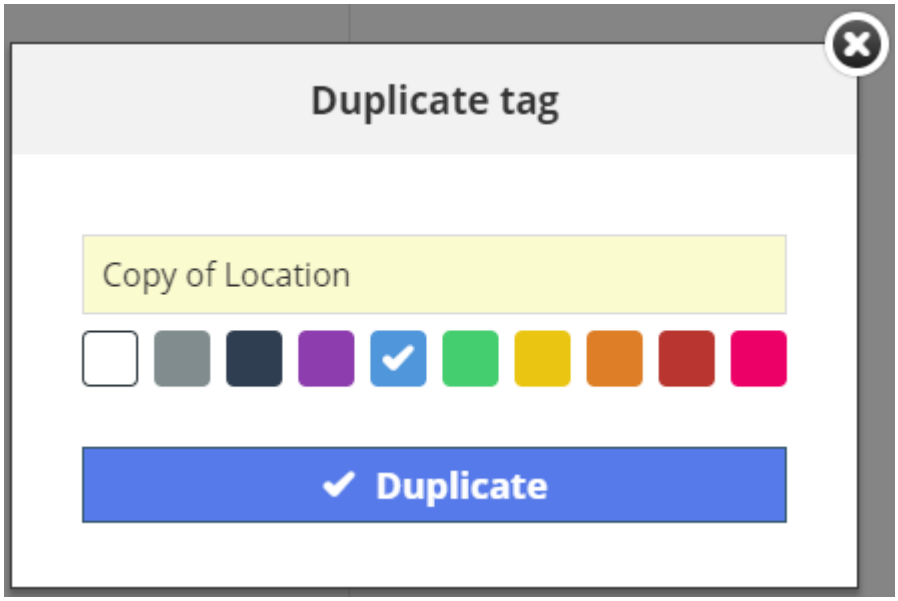
Create or duplicate a tag

Make a new tag or copy an existing one



1. Open the My Tags page of BIMcloud Manager.
2. Do one of the following:
   - Click the plus sign from the My Tags root item
   - Click the **Create Tag** command
   - Select an existing tag, then choose **Duplicate**.
3. In the appearing dialog, enter the name of the new (or duplicate) tag. Each tag name must be unique.
4. Click one of the ten color buttons to use it for the new tag. You can re-use colors for any number of tags.





Note: You can also create a new Tag on the Projects page.

Edit or delete a tag

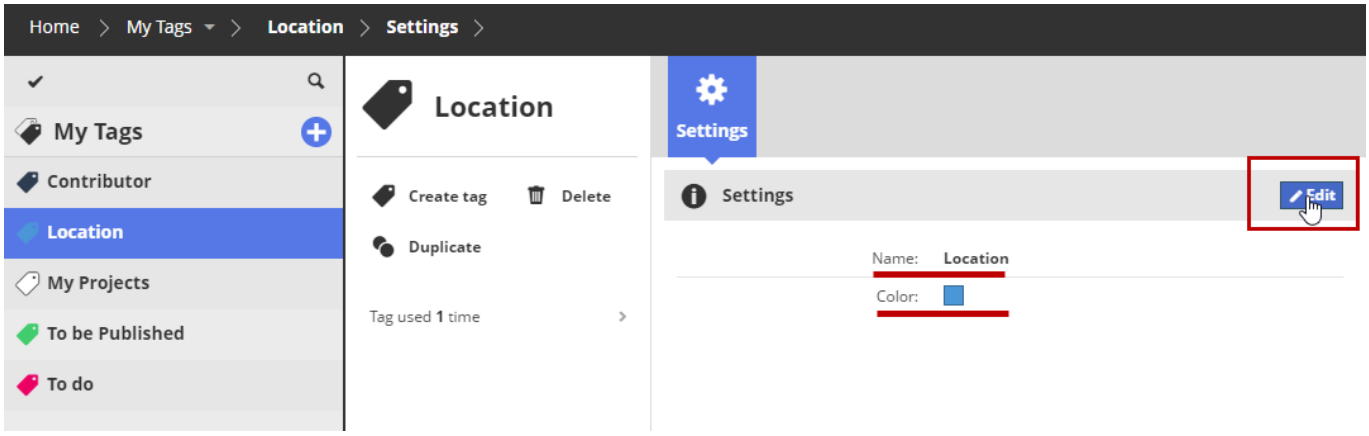
Change the tag name or color, or delete a tag

1. Open the My Tags page of BIMcloud Manager.
2. Select a tag to edit.

Edit tag name or color

In Settings, click **Edit**.

Modify the name and/or color, then click **Save**.



Delete a tag

Click **Delete** from the summary section.

This eliminates the tag entirely. The tag will be removed from all items that used it.

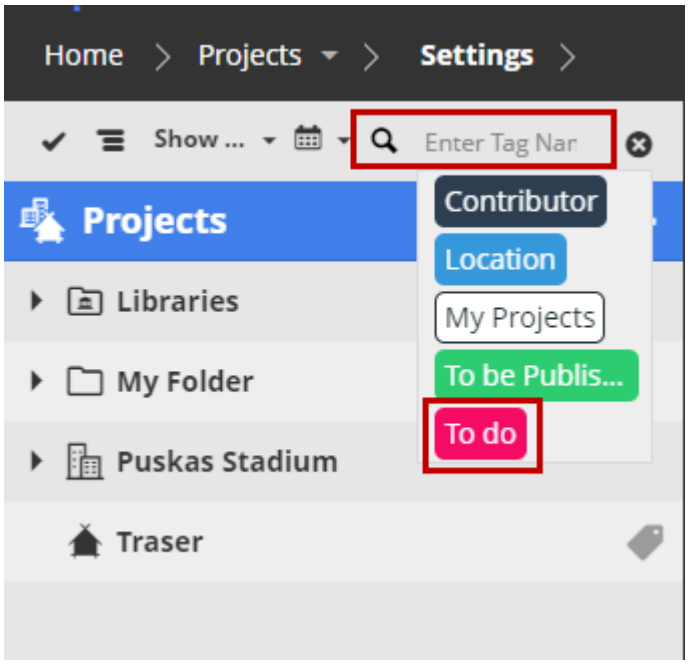
Find items by using tags

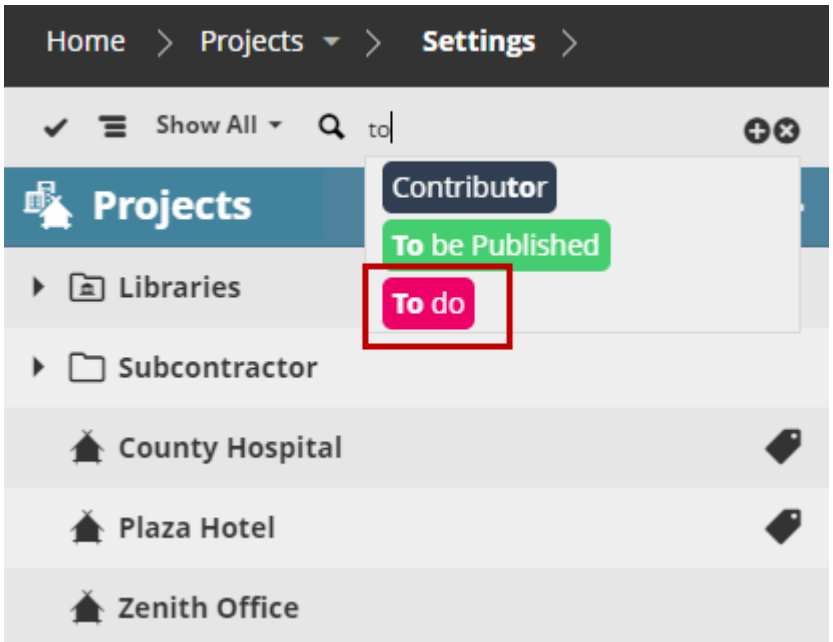
Use tags to filter and locate project items in BIMcloud Manager

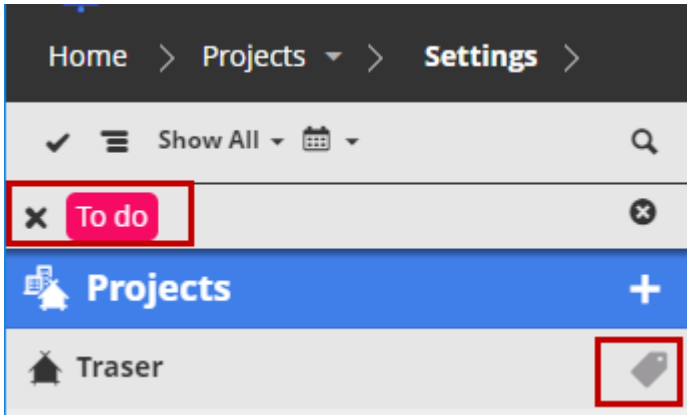
Do one of the following:

Search for Tag (Projects Page)

1. Open the Projects page of BIMcloud Manager.
2. Click the search icon.
3. Click into the search field. Tags are now listed.
4. Click on the desired tag to add it to the search filter, or start typing a tag name (e.g. “To do”).
5. Add as many tags as needed. The resulting list is filtered based on those tags.



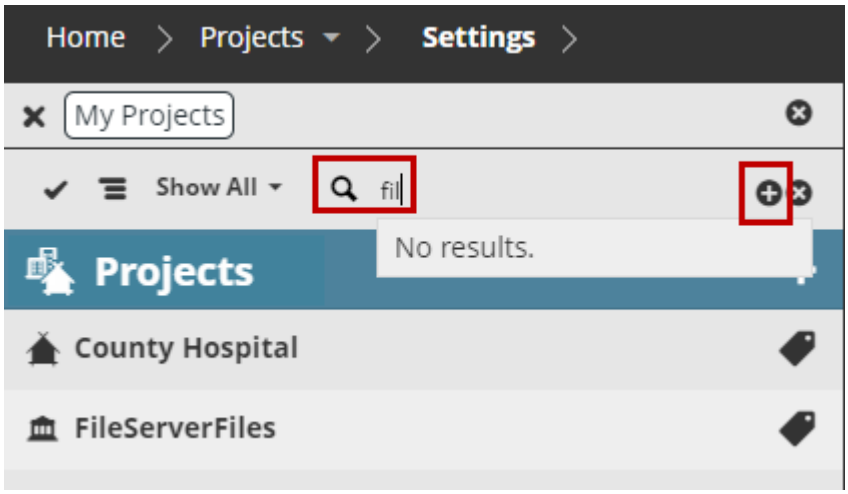




Add Search Term

To add a search term (text and/or tag), type it in and click the Plus sign.

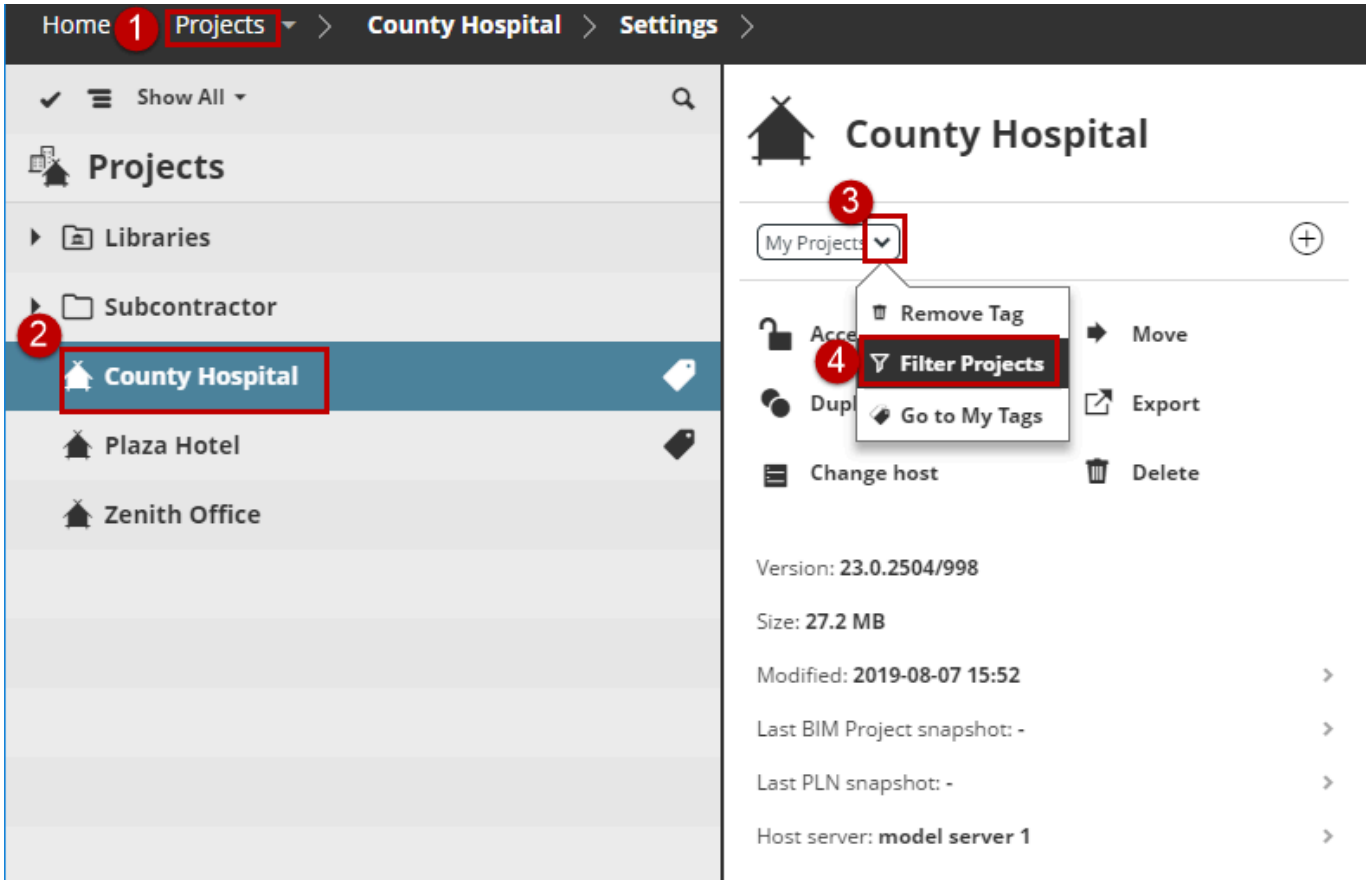
To search by just text (instead of tag), type in the text and press Enter.



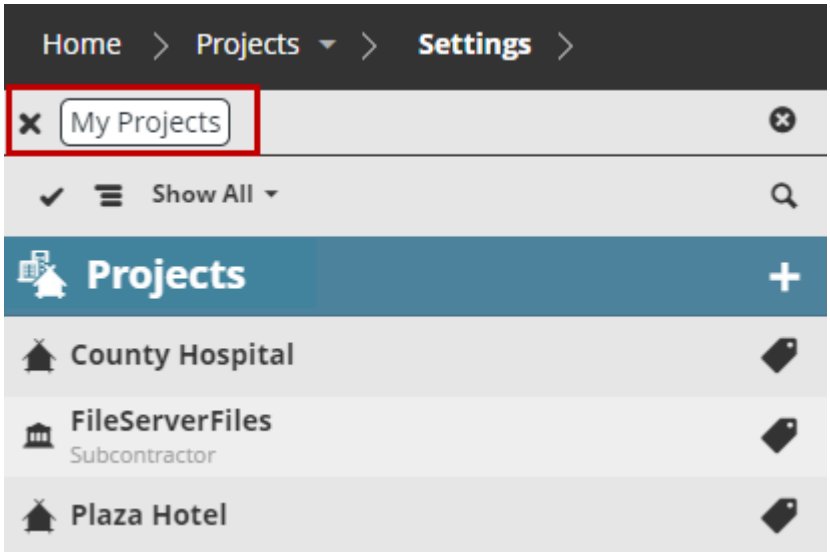
Click x in the Search field to cancel the search and display all elements again.

Filter Items by Tag (Projects Page)

1. Open the Projects page of BIMcloud Manager.
2. Select an item.
3. In the summary section, click the tag you want to filter for, to open its drop-down menu.
4. Click **Filter Projects**.

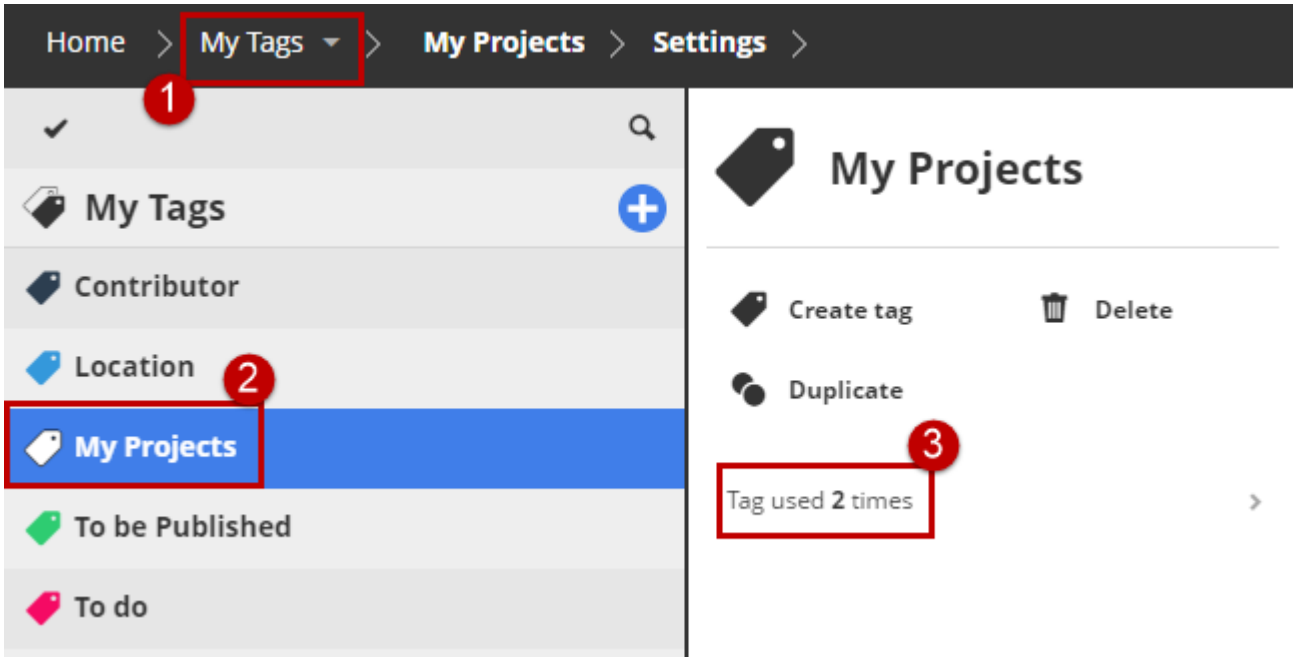


The list is filtered to show all items with that tag.

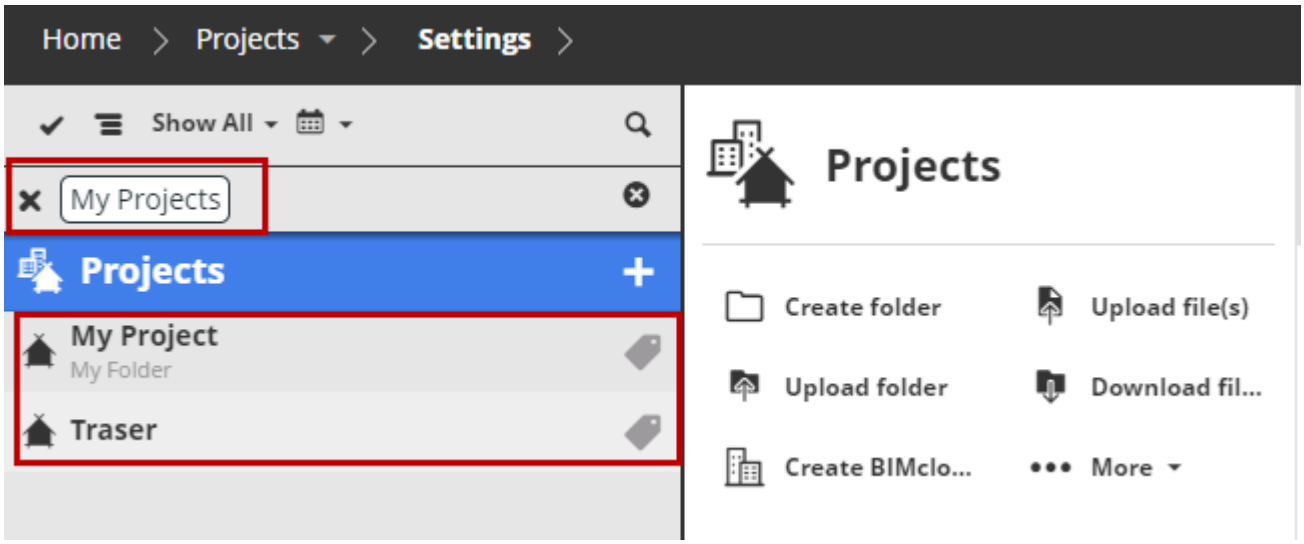


Filter Items by Tag (My Tags)

1. Open the My Tags page of BIMcloud Manager.
2. Select the tag you want to filter for (e.g. “My Projects”).
3. Click the “Tag used” line.



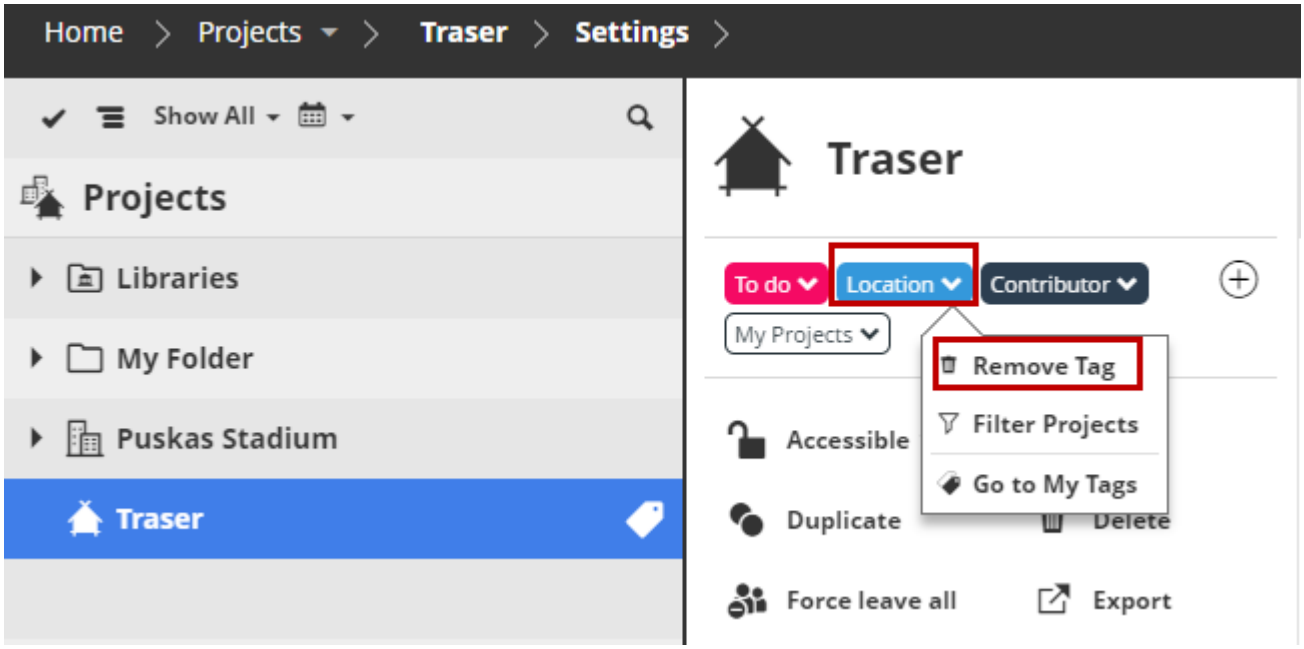
The Projects page opens: the list is now filtered to show all projects that use the tag.



Remove a tag

Remove a tag from a Project item

1. Open the Projects page of BIMcloud Manager.
2. Select the item from the Navigator.
3. From the summary section, click the tag you want to remove.
4. Click **Remove Tag**.

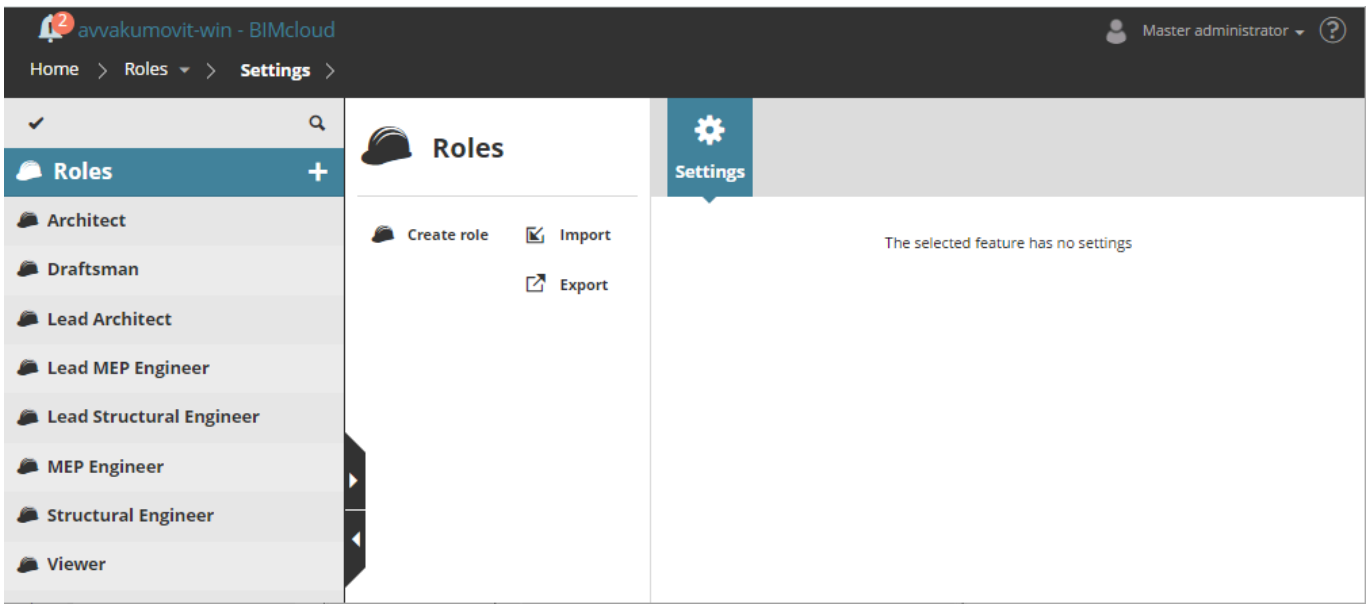

Home
Projects
Traser
Settings
Show All
Projects
Libraries
My Folder
Puskas Stadium
Traser
Traser
To do
Location
Contributor
My Projects
Remove Tag
Filter Projects
Go to My Tags
Accessible
Duplicate
Delete
Force leave all
Export

Manage BIMcloud roles

View, create, and modify roles and their permissions.

Roles are a set of permissions that describe what the owner of the role can do with specific element types or data types, both on the BIMcloud Manager or in Archicad Teamwork projects.

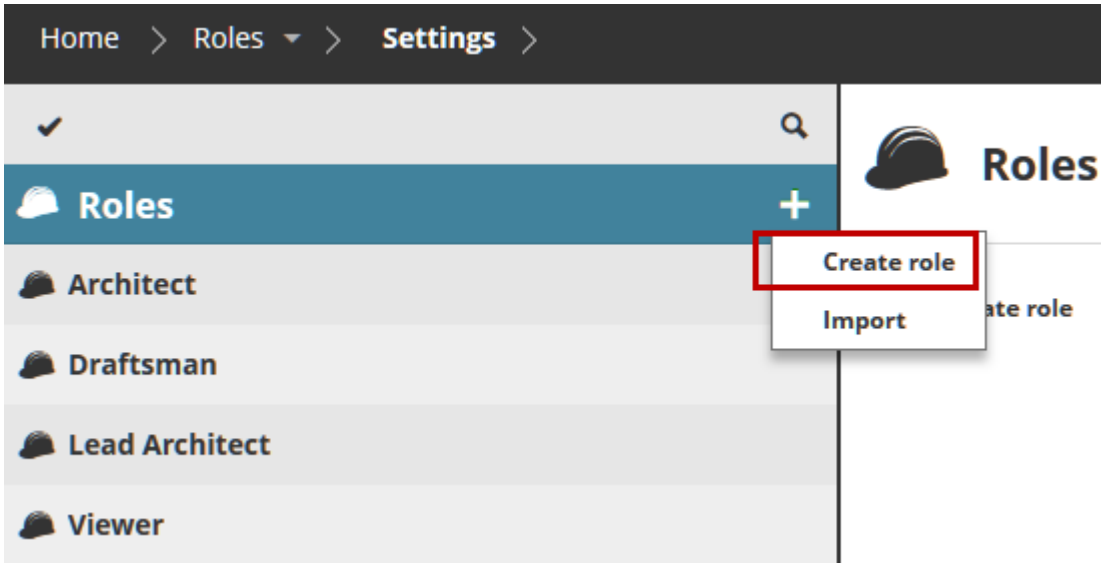
The administrator can use roles to limit the functions available for a specific user to prevent accidental damage or unwanted modifications to the project. Each user can have different roles for different projects. Even a view-only role can be created, allowing such users to join the project without being able to modify anything.



Create role

Create a new role

Click **Create Role** from the plus sign next to the Roles root, or from the Root Summary. Enter a role name.



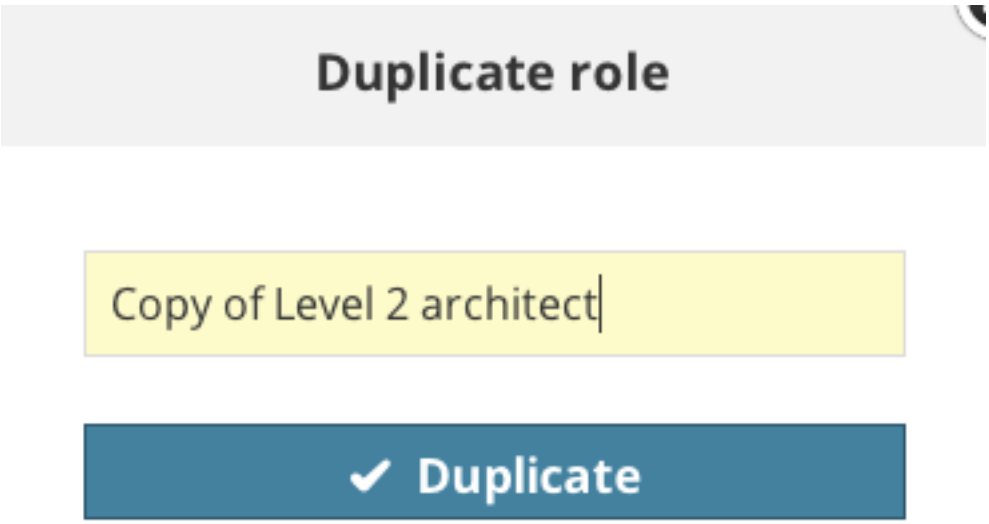
Define its permissions by editing the checkboxes in the Settings panel.

See alsoEdit a role on page 143.

Duplicate role

Create a copy of an existing role

Use this if you want to create a user with settings similar to those of an existing role.

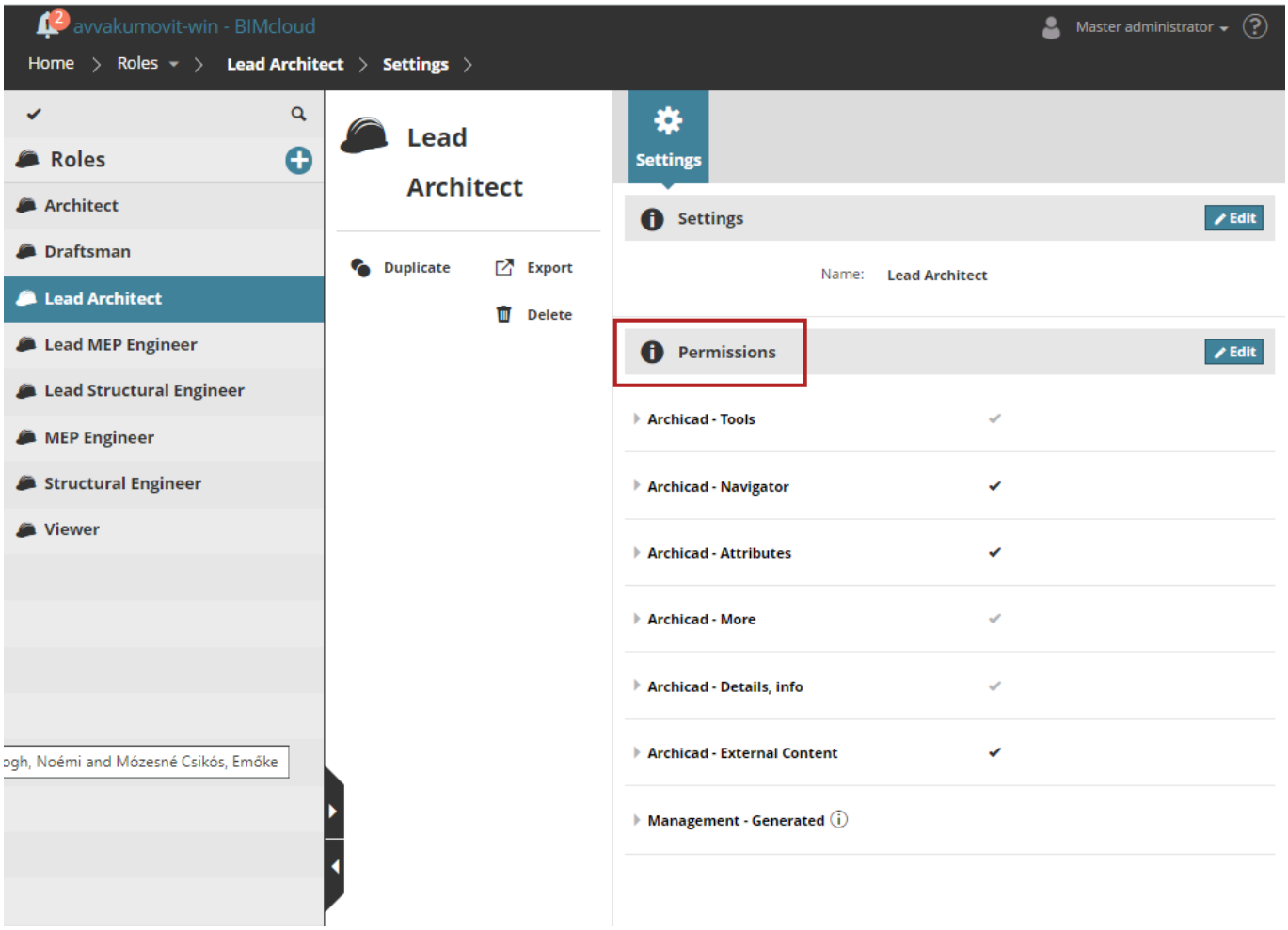


Select the existing role, then click **Duplicate** from the Summary panel. Give the duplicate role a new name. Then adjust its settings in the Settings panel.

Edit a role

Fine-tune the permissions associated with a role

Go to the Roles page of BIMcloud Manager, and select a role to see its permissions.



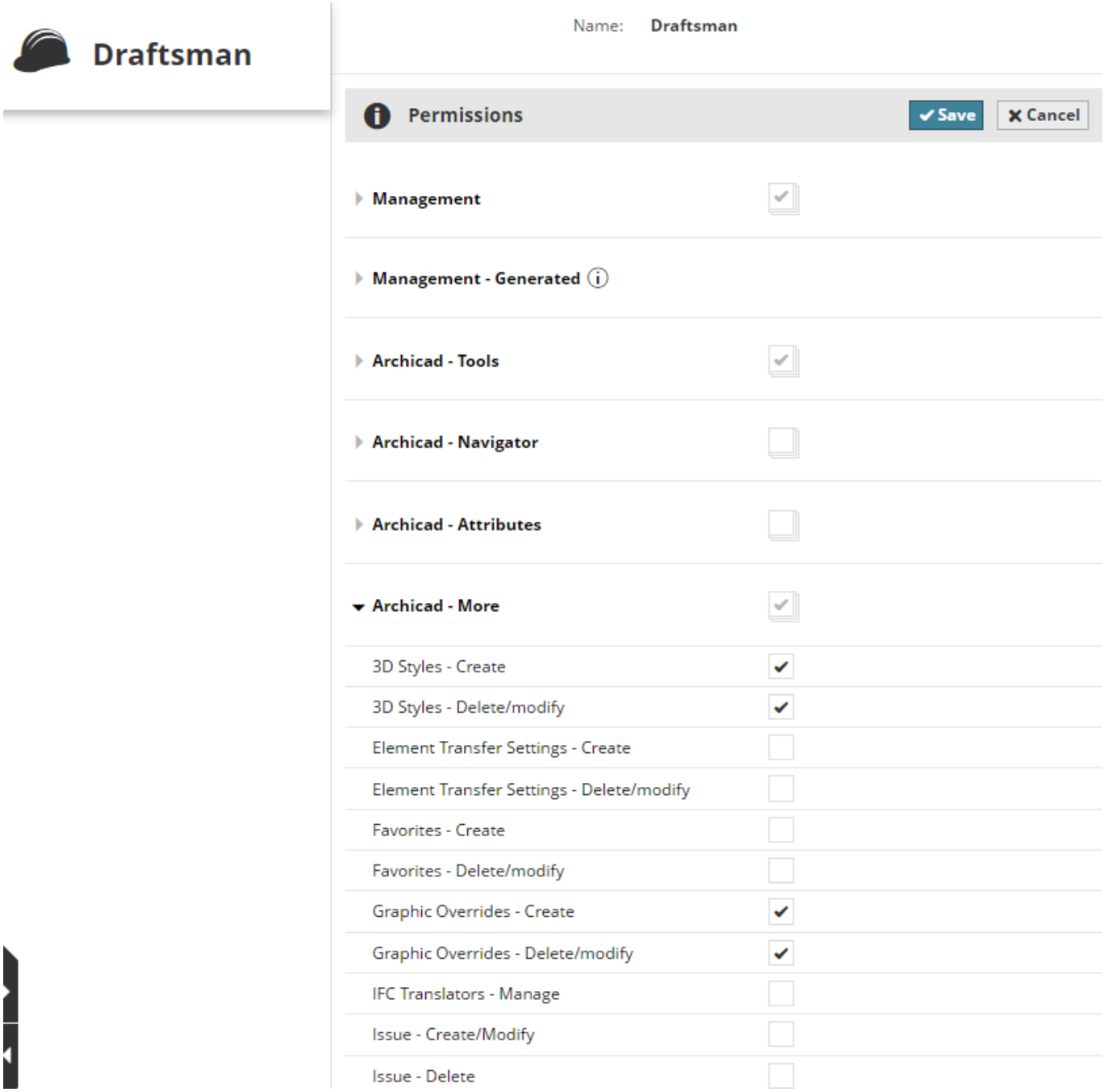
Role permissions are divided into six groups of Archicad-related permissions, plus one group of Management permissions. Click the category headers to expand/minimize the lists in each.

See Archicad-related permissions and Management-related permissions on page 200.

Note: Management permissions are not available while using **Simplified Management**.

Click **Edit** to edit permissions for the currently selected role.

- Check/uncheck a box to add or remove permissions .
- Check/uncheck a permissions group name to add/remove all permissions of that group at once.



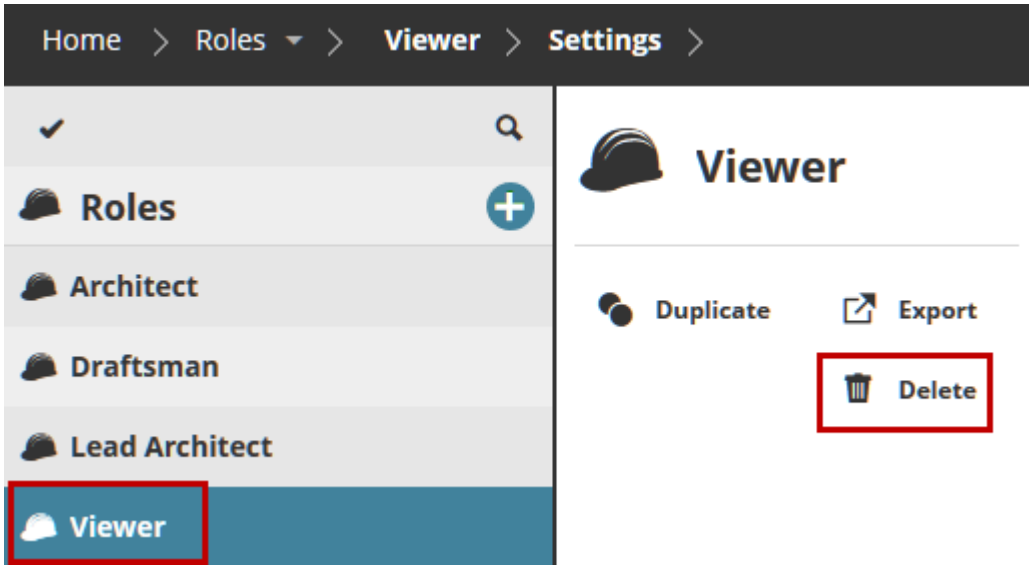
If the checkmark of a permissions group is grey, some (but not all) permissions from that group are enabled.

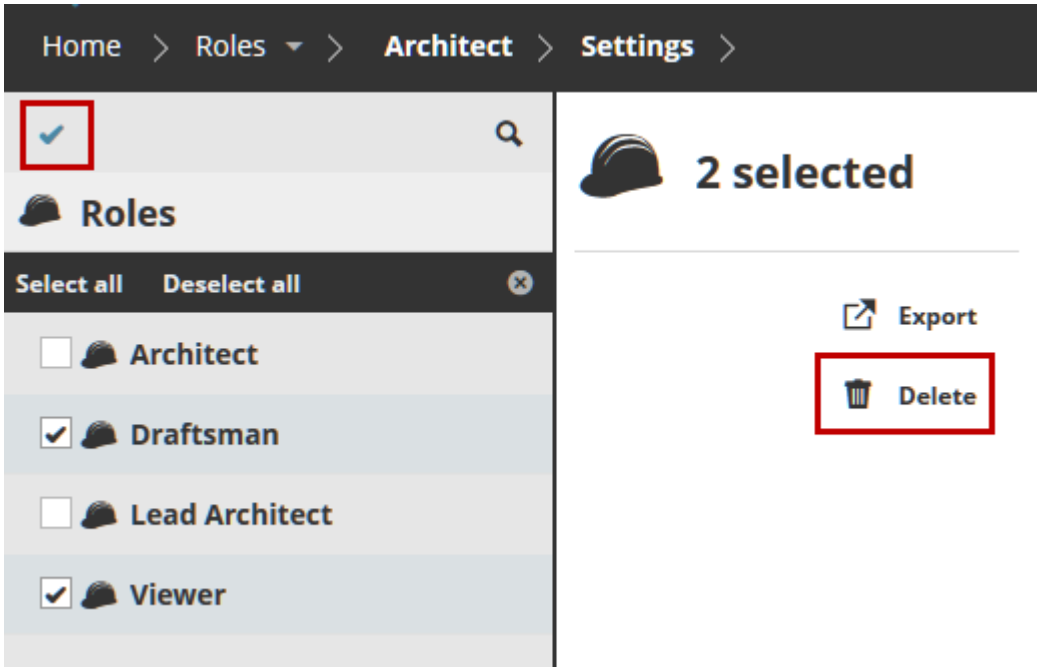
Delete roles

Remove one or more roles from BIMcloud

Select one or more roles to delete.

> **Note:** To multi-select items in the Navigator, activate the checkboxes by clicking the checkmark at the top of the page.



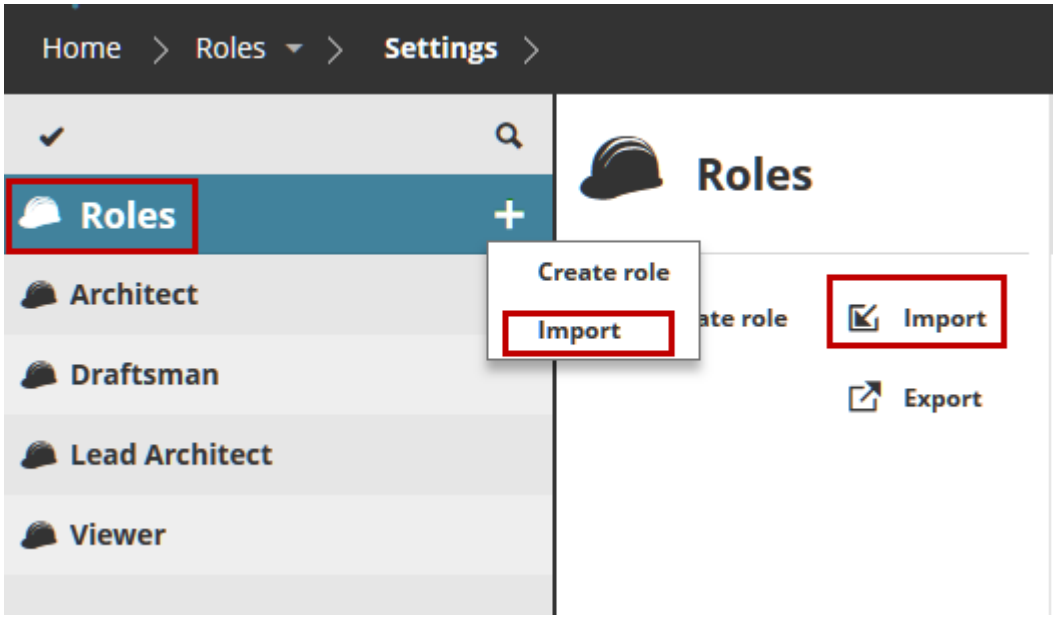


Import roles

Import existing role data from another BIMcloud

First, export the roles from the other BIMcloud. For this process, see: Export roles on page 147.

Then follow these steps to import the roles file to the current BIMcloud.



1. Select the Role root.
2. Do one of the following:
   - Click **Import** from the available functions
   - Click the **Plus** button on the Role root, then **Import**
3. Browse for the file which contains the roles to import (with extension **.bimroles**), then click Open.

The role file is imported to the BIMcloud Manager.

If you import a role with the same name as an existing BIMcloud role: the existing role remains unchanged, and the imported role is added with a new (suffixed) name.

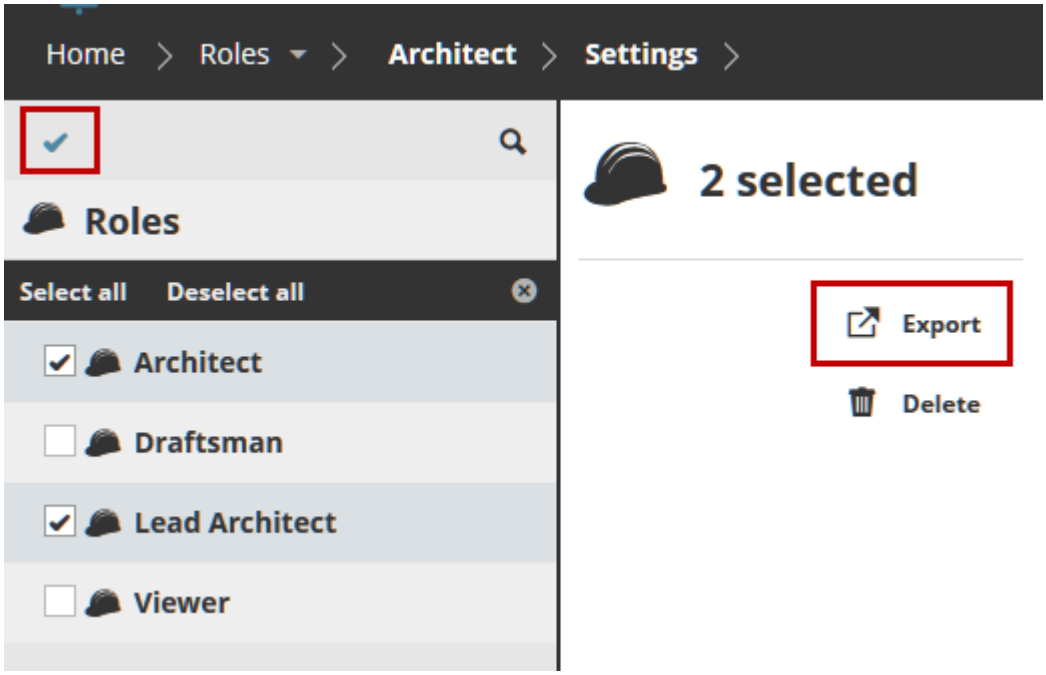
Export roles

Use this to transfer roles to a different BIMcloud, or as a backup

1. Select the role(s) you wish to export.

   Note: To multi-select items in the Navigator, activate the checkboxes by clicking the checkmark at the top of the page.

2. Click **Export**.



Data for all the roles you are exporting will be placed into a single file and downloaded into your browser's default download folder, with extension**.bimroles**.

Assign role to user or group

Control user access to Archicad and BIMcloud functions

Use the **Access panel** of the BIMcloud items to grant a **Role** to a **User or Group** for the currently selected item (e.g. Project Root, Folder, or Project).

See Access and permissions on BIMcloud on page 187.

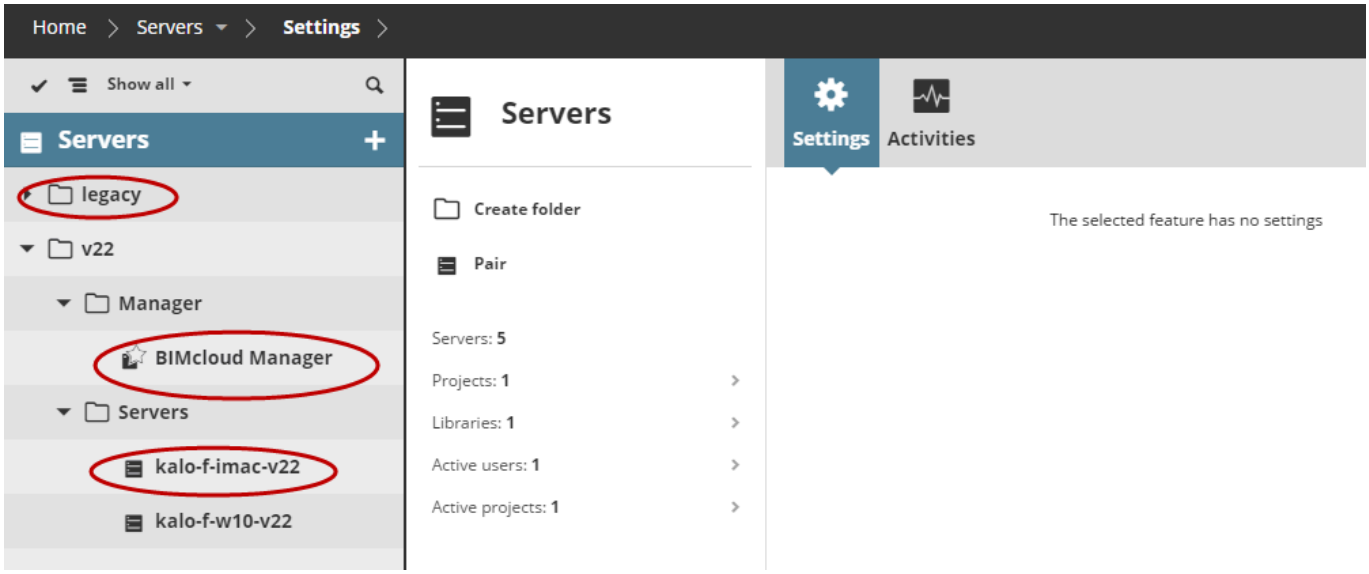
BIMcloud Servers

View and modify server settings in BIMcloud Manager

Servers are the hardware components of a BIMcloud: the BIMcloud Manager, and any number of BIMcloud Servers. These servers act together as a single BIMcloud.

The Servers page lists the servers to which you have access. In addition to folders, it contains two server types:

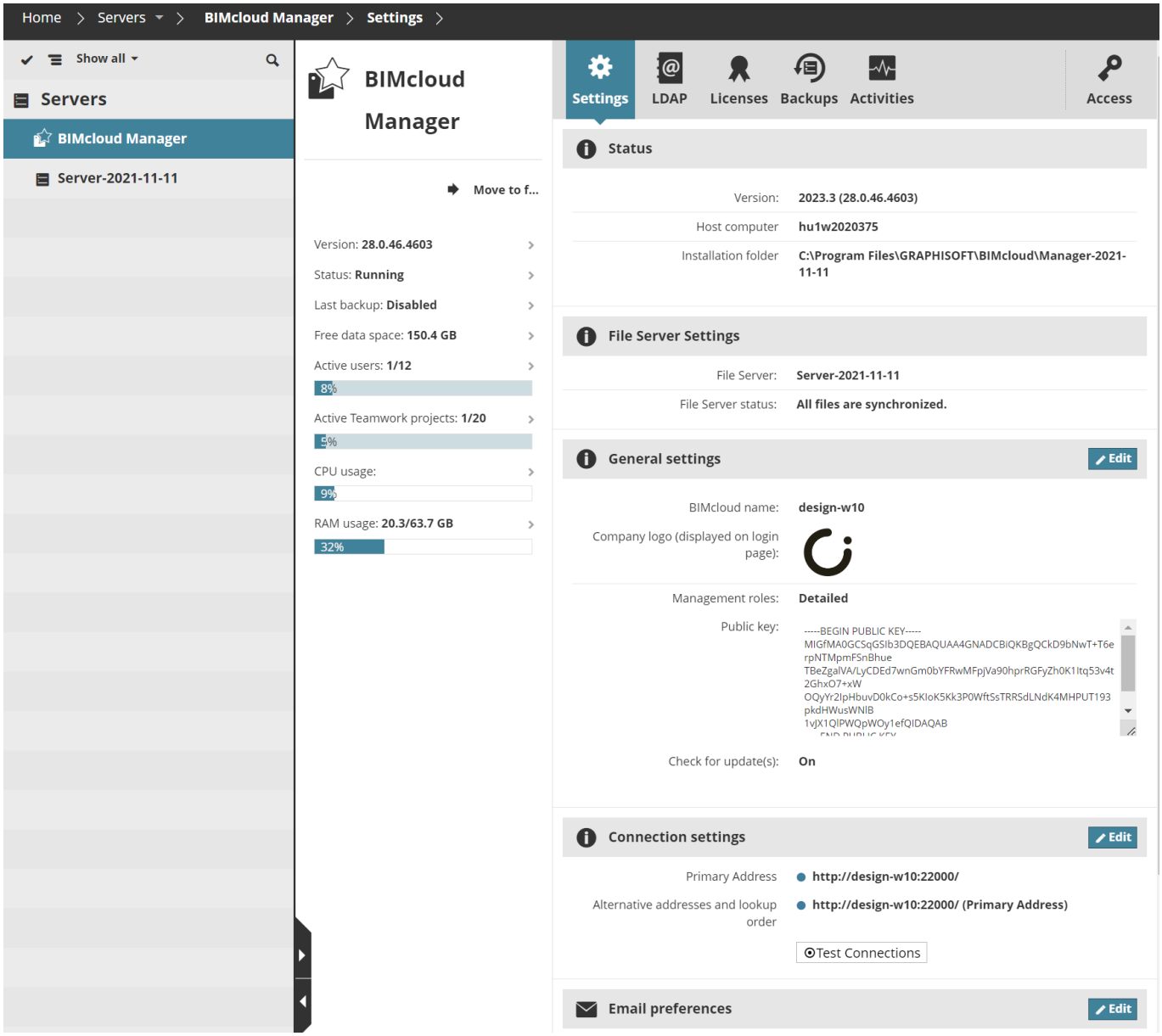
- BIMcloud Manager (only one instance is possible)
- BIMcloud Server (several BIMcloud Servers are possible)



Server Settings

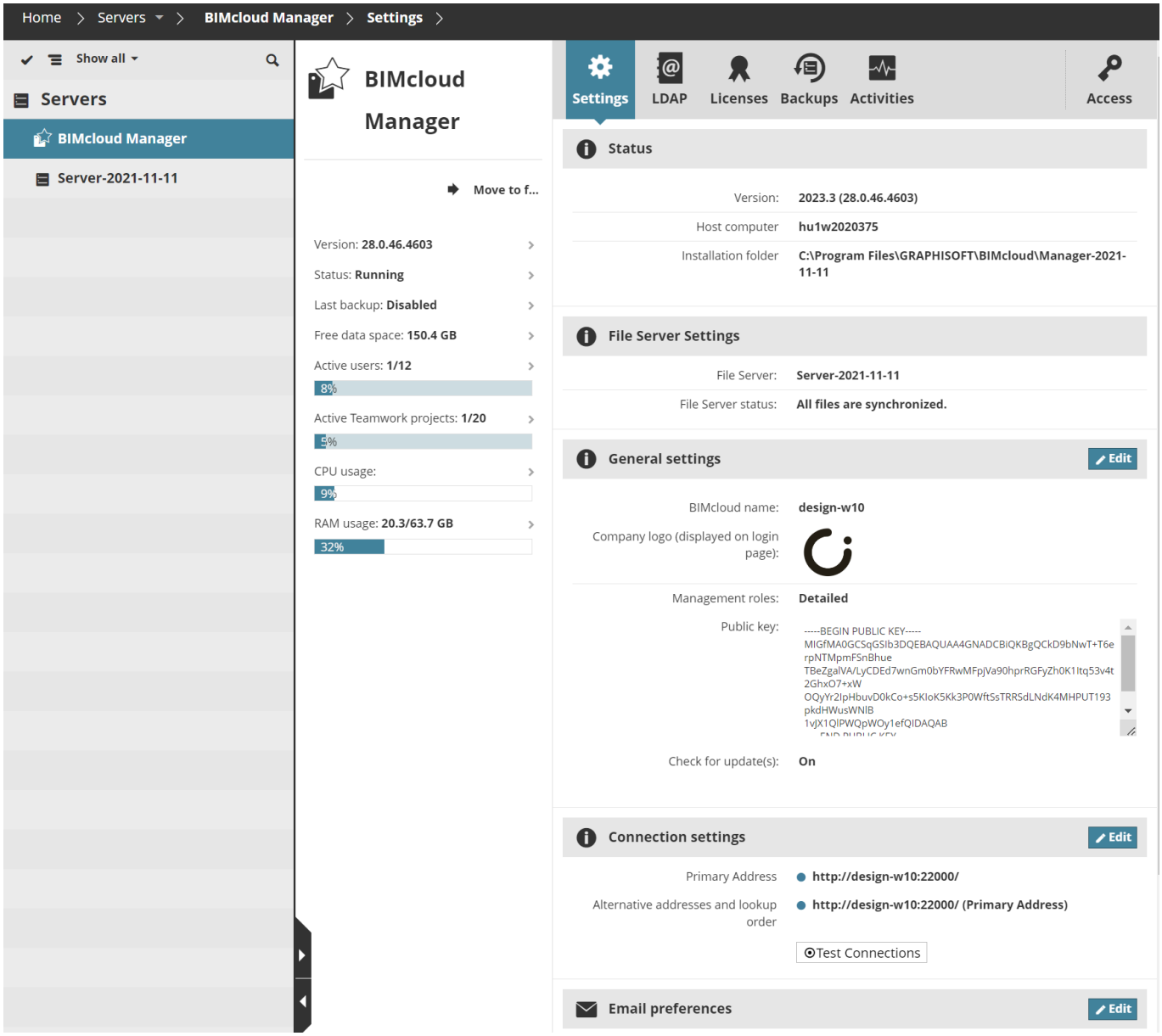
Key data of the selected BIMcloud server or BIMcloud Manager server

For a selected server, get feedback and info in the summary and Settings panel on the right.



The available information varies depending on what is selected: The Servers root folder; other server folder; the BIMcloud Manager; and/or a BIMcloud Server.

The BIMcloud Manager item on the Servers page is itself a server.



BIMcloud Servers - basic settings

Basic server settings

On this page

- Check basic server data on page 151
- BIMcloud name, File server, Management mode, Updates on page 152
- Email preferences on page 152
- Custom user fields on page 153

Check basic server data

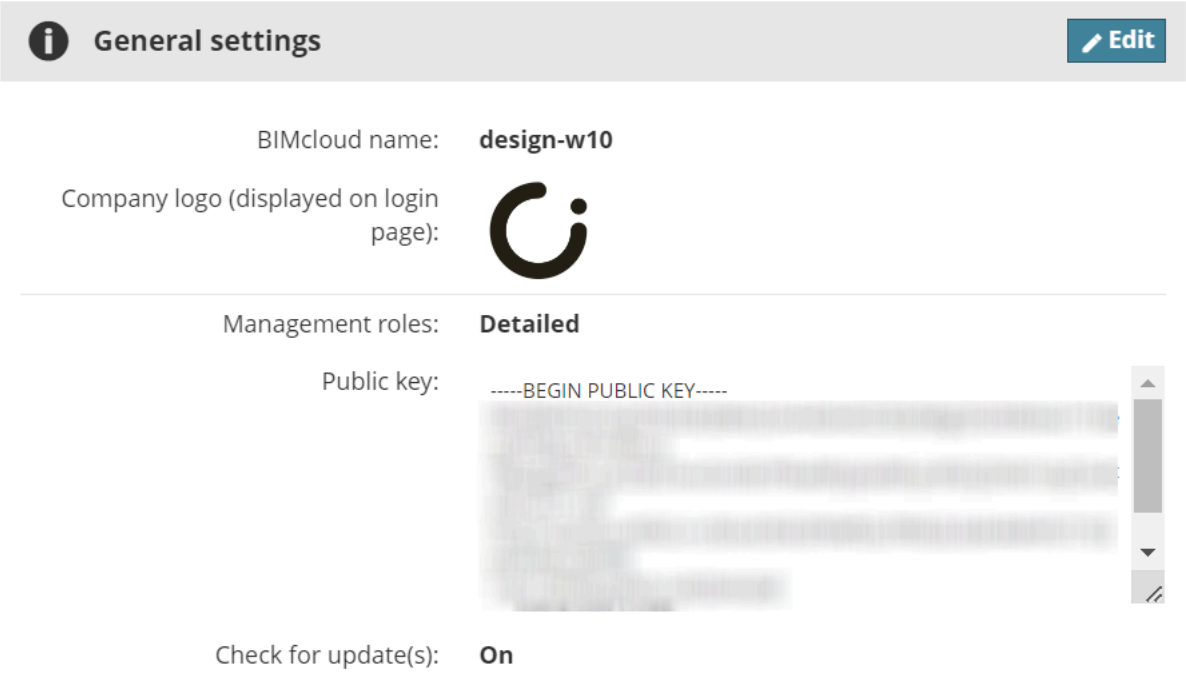
On the Servers page, select BIMcloud Manager or a BIMcloud Server.

The Status section of the Settings page displays the status, version, host computer, and installation folder of the selected server.

BIMcloud name, File server, Management mode, Updates

On the Servers page, select BIMcloud Manager.

At General settings, click edit to modify the following data if needed:

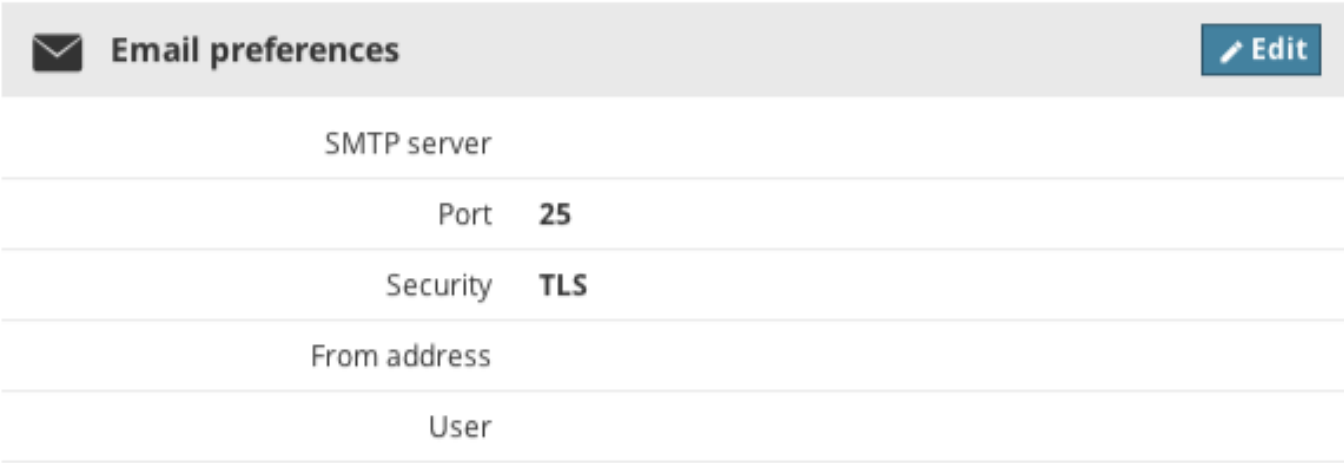


- **BIMcloud Name:** This name is displayed in the Manager web interface and the Tray icon app. Archicad users see this name in the BIMcloud pop-ups throughout the Archicad interface.
- **Management roles:**Use “Detailed” or “Simplified” role management. See Management permissions: Simplified and Detailed on page 198.
- **Company logo:** Optionally, load a company logo to your BIMcloud’s login page. Click Choose File to browse for the desired image file.
- **Public Key:** The BIMcloud Manager’s public key. The public key cannot be modified.
- **Check for update(s)**: Turn this feature on to enable BIMcloud to communicate with Graphisoft servers to check for available program and license updates.

Email preferences

On the Servers page, select BIMcloud Manager.

Configure the email server which will allow you to send notifications and password reminders.



- **SMTP server:** address of your SMTP server
- SMTP server port
- **Connection Security:** Select the security level your server requires
- **From address:** Emails will be sent using this email address
- **Server requires authentication:** Check if a username and password are necessary to access the server. Enter the username and password.

Send emails from the users page: see Send email on page 84.

Custom user fields

Create optional fields to be available for all users' settings, to enter additional, server-wide information. (E.g. Skype address, or the office where the user is located.)

On the Servers page, select BIMcloud Manager.

- **Add new:** Click this button to add a new field and enter its name
- **Remove:** Removes the field from here and from all users' settings panels. Data entered into this field by users will be lost.

Server Connections

Configure the addresses Archicad can use to connect to the Server

On this page

- Primary address on page 154
- Alternative addresses on page 155
- Fallback on page 156
- Lookup order on page 156

- Automatic/Manual address selection on page 156
- Connection Process on page 157
- Best practice for server addresses on page 157
- Troubleshooting on page 158

BIMcloud offers a very flexible method to set up and establish the connection between the different components. The identification of the BIMcloud component, and the address used to access it, are completely separated. Users can use different addresses to connect to the same server and at the same time maintain the internal project links.

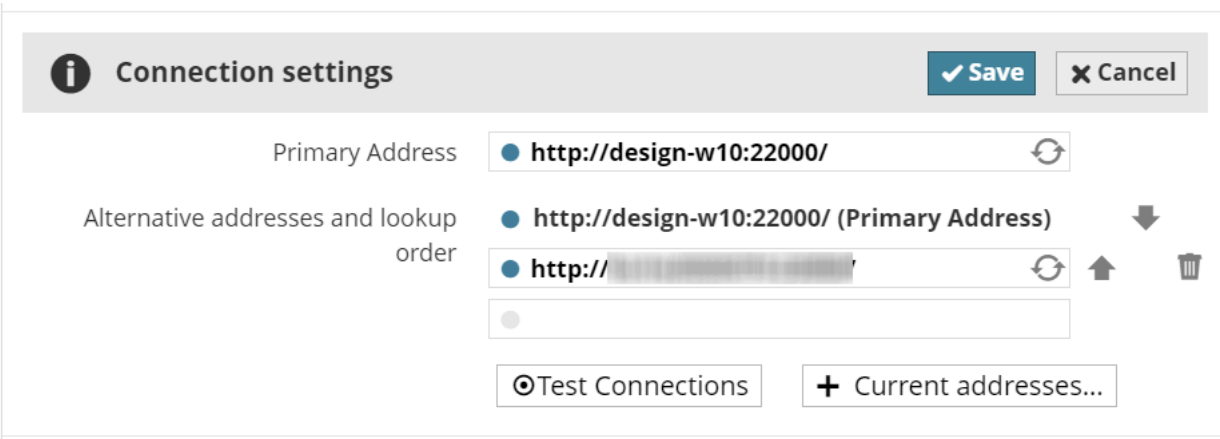
You can set up the servers (BIMcloud Server and BIMcloud Manager) for all possible connections in advance and set up the different addresses centrally. This ensures that Archicad users will not have to worry about how to connect, because the Server Administrator has set up everything. If the connection was not configured on the server in advance, then users can add alternative addresses and connect using a custom address.

To define server connections:

1. Open the Servers page
2. From the Navigator, select a server (BIMcloud Manager or a BIMcloud Server).
3. Open the Settings panel.

Use the Connection settings to configure server connections.

- **Primary address** (required)**:** This address uniquely identifies the server.
- **Alternative addresses and lookup order** (optional)**:** Archicad will select the most suitable one to connect to.



Primary address

Unique identification of the server, set up by the person installing the BIMcloud. There is only one primary address for each BIMcloud server.

Archicad uses this address to uniquely identify the server – even if it is communicating using a different address at the moment. This addresses is also used when placing references to the server (e.g. placing a hotlinked module from a Teamwork project).

When Archicad opens a project which contains a reference to a BIMcloud not yet known by Archicad, then Archicad will use the primary address stored in the hotlink reference to find the server:

- If the address is working, then Archicad will download all the alternative addresses and pick the most suitable one based on priorities.
- If the address is not working, then it will prompt the user to enter a currently working address to the new server. Once a working address is entered, Archicad will download the list of alternative addresses based on the pre-defined priorities.

It is recommended not to change the Primary address of the BIMcloud. In case it must be changed, it is a good practice to add the old Primary address to the list of alternative addresses – even if it is not working any more. This ensures that Archicad will be able to identify links placed by the old Primary address and keep the references alive in projects.

BIMcloud Manager automatically tests the addresses while entering them and provides feedback about the result.

Changes cannot be saved if one of the entered addresses points to a different BIMcloud.

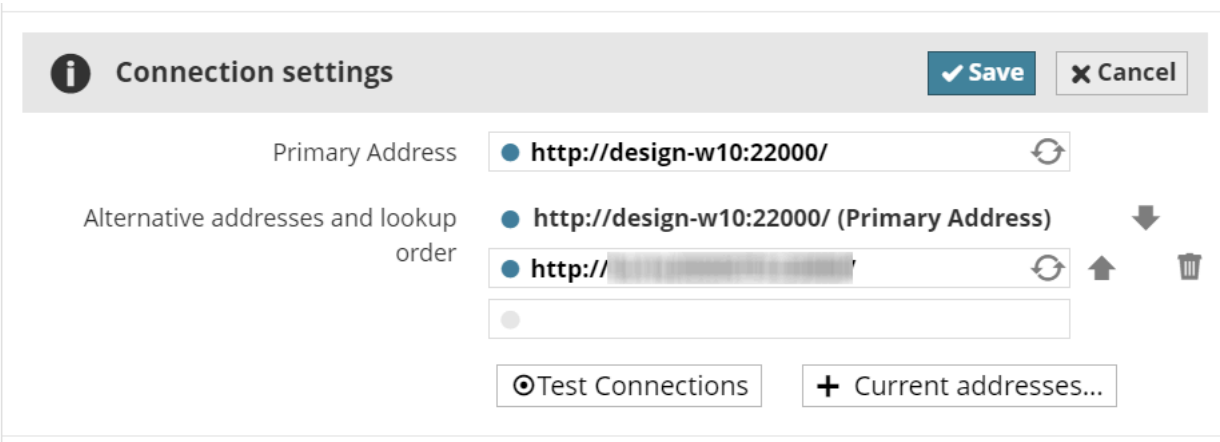
If you want to add the server computer's current IP address or computer name to the list, click **Current addresses** and pick one.

Adjust the lookup order of the addresses using the up/down arrows. Use the delete icon to remove an address or the refresh icon to test it again.

Alternative addresses

The list of predefined alternative addresses is a 'menu' for Archicad. It will go through this list in a certain order and connect to this server, using the first functioning one.

Alternative addresses can be pre-set on the BIMcloud Manager for every server component.



Automatic address

Automatic addresses are available for BIMcloud Servers. Automatic addresses are not absolute addresses, but rather relative addresses.

Automatic addresses are generated automatically based on the currently used (active) address.

For example:

- Archicad uses the `http://server-computer:1228` address to connect to the server
- The Automatic address is `$protocol://$host:1229`
- Archicad will automatically use `http://server-computer:1229` to connect to the Server.
- The user goes home and uses a different address to connect to the server through the internet: `https://bimcloud.company.com:1228`
- Archicad will automatically use `https://bimcloud.company.com:1229` to connect to the Server.

Two fields are used to generate automatic addresses:

- **'$protocol':** the protocol part of the url; in the above example, this is '`http`' and '`https`'
- **'$host':** the address part of the url without the protocol and the port. In the above example, this is: '**server-computer**' and '**bimcloud.company.com**'

Fallback

In case Archicad is not able to directly communicate with a BIMcloud Server, then it will use the BIMcloud Manager as a fallback, or 'bridge', to the BIMcloud Server and send all traffic through it. (Keep in mind that this kind of communication can affect the overall performance of BIMcloud, depending on the locations of the different components.)

Lookup order

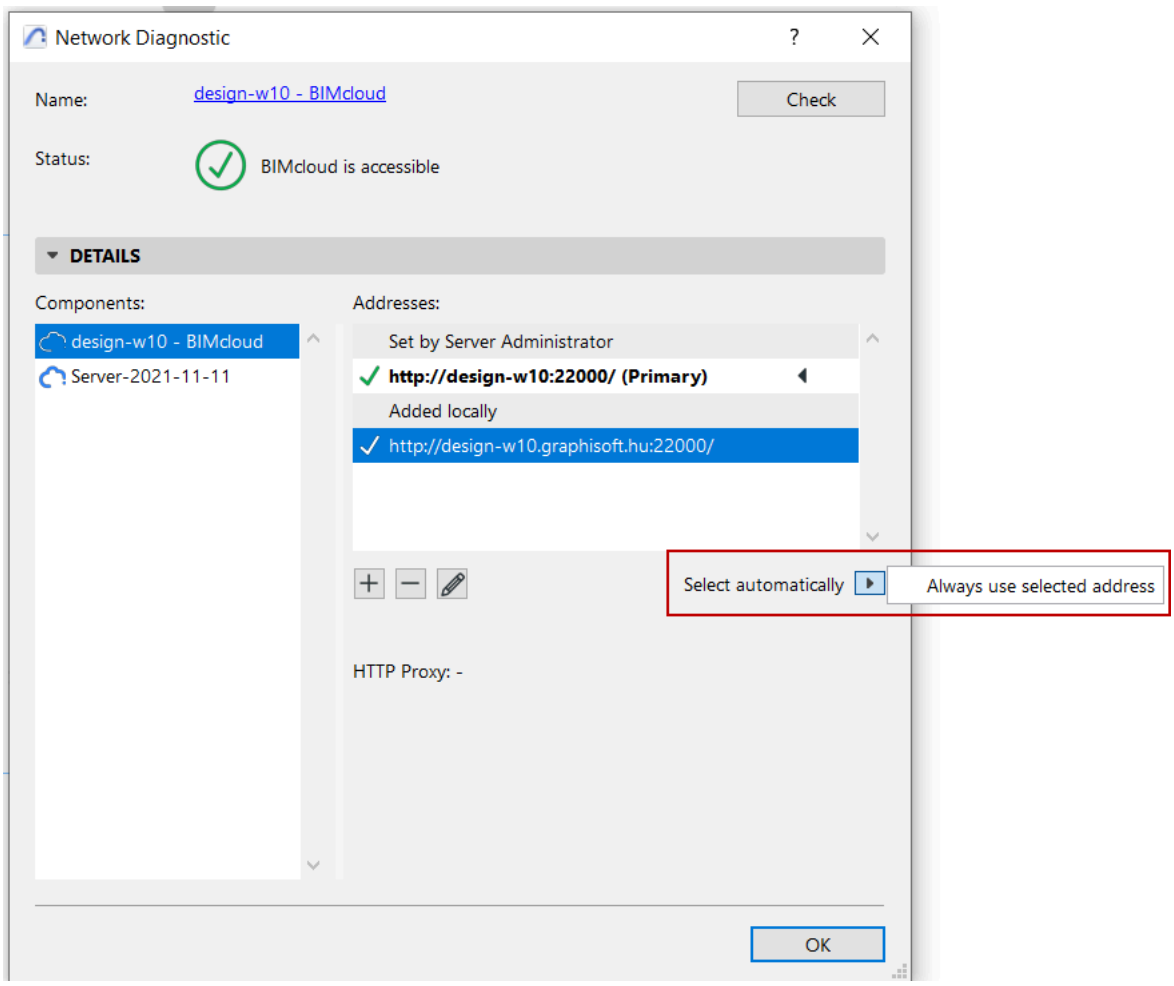
When Archicad tries to connect to a BIMcloud, it will go through the alternative addresses in a certain order. This order can be set on the BIMcloud Manager. Alternative addresses added locally from Archicad ("local addresses") will always be at the bottom of the lookup order.

Automatic/Manual address selection

It is possible to override the address selected automatically by Archicad, and force it to use a specific address instead. To do this, open the Network Diagnostic tool from Archicad to override the automatically selected address.

Note:

The Network Diagnostic dialog box is accessible from all parts of the Archicad interface where you select and log in to a server, plus the Teamwork Palette.



Keep in mind that manually selecting an address might force Archicad into an offline state even if there is a different – currently working – alternative address available.

Active address: The address currently used by Archicad to connect to the BIMcloud Manager.

Connection Process

Archicad goes through the following steps when it connects to a BIMcloud.

When Adding a New BIMcloud Server:

When the user adds a new server to the server list, Archicad asks for an address, a username and a matching password.

Archicad connects to the BIMcloud Manager using the entered address and:

- Downloads its primary address and stores it as a unique identifier for this new server
- Downloads the list of alternative addresses and the lookup order
- Automatically selects the most suitable address based on the lookup order

When re-connecting to a currently offline server:

When Archicad detects that the selected server is offline, the user will be able to start Archicad's Network Diagnostic tool and enter a new alternative address for the server.

> **Note:**
>
> The Network Diagnostic dialog box is accessible from all parts of the Archicad interface where you select and log in to a server, plus the Teamwork Palette.

Archicad will remember this alternative address in the future and use it in the lookup order when trying to connect to this server.

When connecting to an unknown server referenced from a hotlink module or a library:

Hotlink modules and Linked libraries contain the Primary address of their server in the reference. When Archicad is about to check their status, it will use this Primary Address to identify the server.

- If this server is already known by Archicad (it is available on its server list), then it will go through the regular connection process and pick the most suitable address automatically.
- If the server is not known yet, but the stored Primary Address is working, then it will automatically download the additional connection details and pick the most suitable address automatically.
- If the server is not known yet and the link does not work either, then Archicad will prompt the user to enter a working alternative address to the server. Once a working address is entered, it will download the additional connection details and pick the most suitable address automatically.

BIMcloud Manager automatically tests the addresses while entering them and provides feedback about the result.

You may need to enter a non-working address (if it might work from a different location.)

Changes cannot be saved if one of the entered addresses points to a different BIMcloud.

To add the server computer's current IP address or computer name to the list, click **Show current addresses** and pick one of the addresses.

Adjust the lookup order of the addresses using the up/down arrows. Use the delete icon to remove an address or the refresh icon to test it again.

Best practice for server addresses

Setting up multiple alternative addresses on the BIMcloud ensures that:

- Archicad users will not have to worry about how the Archicad connects to the BIMcloud; the IT administrator sets everything up
- The connection will always be optimal

Direct connection between the components is always the most effective way of communication. Any extra routes or processing will only increase the transfer time:

- http proxy servers: data is always tunneled through a common server and then forwarded to the relevant component
- https security: data is always encoded and decoded
- fallback communication: data is tunneled through BIMcloud Manager

The best practice for setting up addresses and the lookup order is to start with the most effective way of communication and then add the less effective ones:

1. Direct connection with an IP address: `http://192.168.1.101:1228`
2. Direct connection with a computer name: `http://server-computer:1228`
3. Connection with a fully qualified address: `http://bimcloud.company.com:1228`
4. Connection through a secure connection: `https://bimcloud.company.com:1228`

Archicad will automatically select the following addresses from the above list depending on its location:

- From the office it will pick either #1 or #2, because the computers are on the same LAN.
- From a branch office it will pick either #1, #2 or #3, depending on how the two LANs are connected.
- From a remote location with a simple internet connection it will always choose #4. It is the least effective method, but it automatically provides the highest level of security.

Troubleshooting

Use Archicad's built in Network Diagnostic tool to find and fix connection related errors.

The Network Diagnostic is accessible from all parts of the Archicad interface at which you select and log in to a server, plus the Teamwork Palette, and the Work Environment Settings Network and Update page (if you have installed a Delta Cache Server with BIMcloud).

See Network Diagnosticin Archicad Help.

Pair BIMcloud Server

Pairs the BIMcloud Manager with a newly installed BIMcloud Server

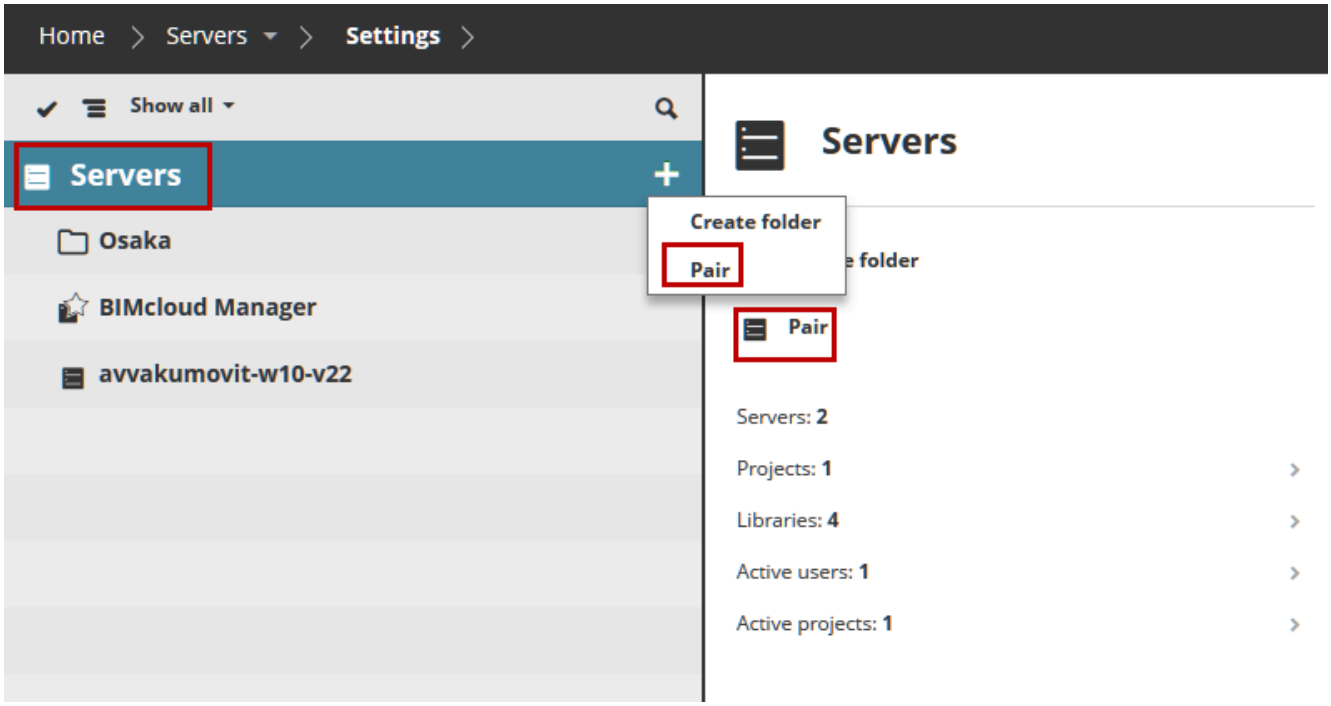
Pairing ensures that a newly installed BIMcloud Server can communicate with the BIMcloud Manager.

> **Note:** If you install a new BIMcloud Manager, and you then install a new BIMcloud Server immediately afterwards (as described at Clean Installation on page 33), the pairing process occurs automatically.

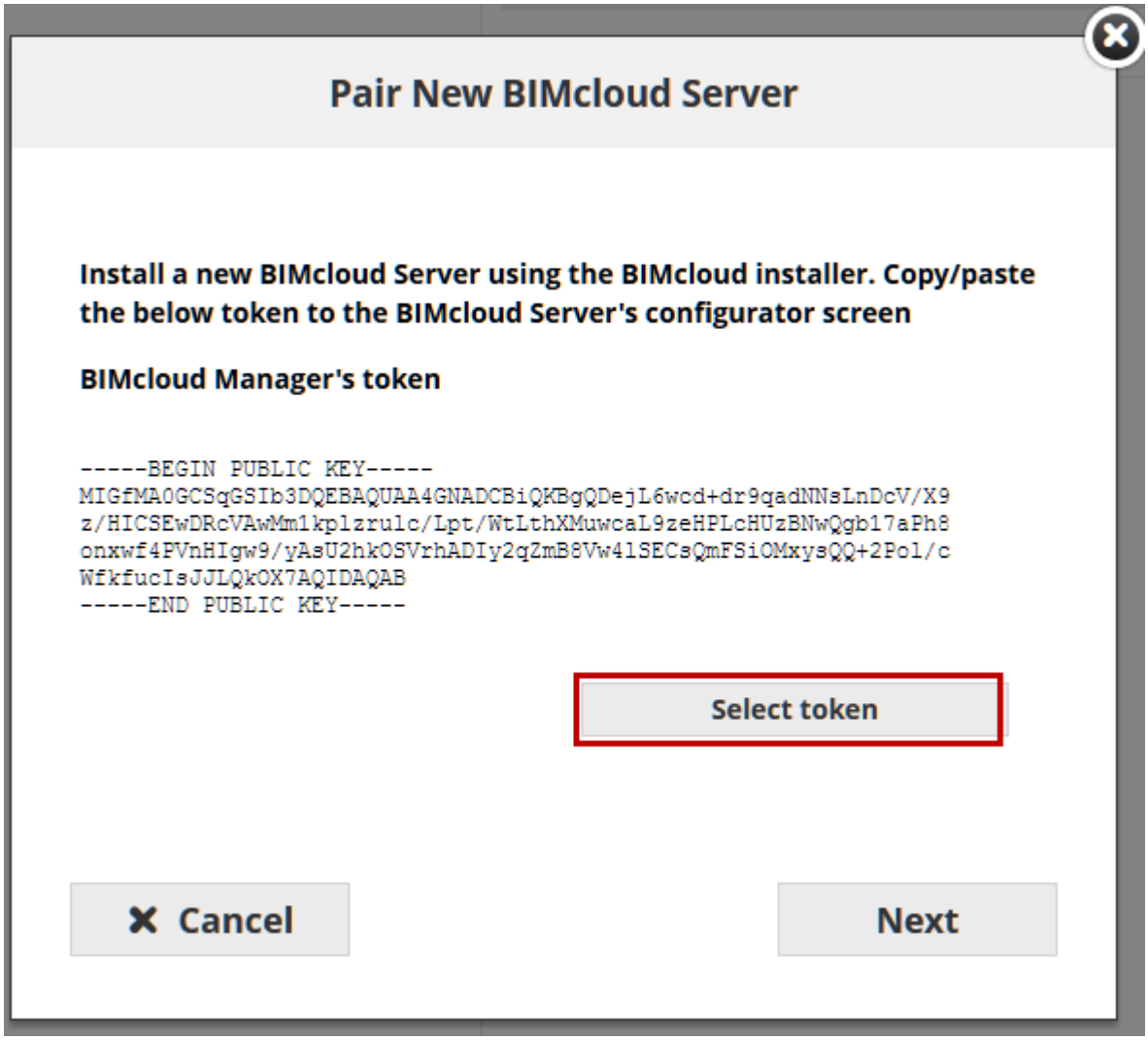
If you need to pair a BIMcloud server with the BIMcloud Manager manually, you can copy-paste the BIMcloud Manager's public key (token) into the BIMcloud Server's Configuration screen.

This function is available in the Server Root folder and any of the server folders.

1. Open the BIMcloud Manager web interface in a browser window.
2. Select the folder (Servers root or another server folder) where you wish to place the BIMcloud Server that is being paired.
3. Click the **Pair** command.



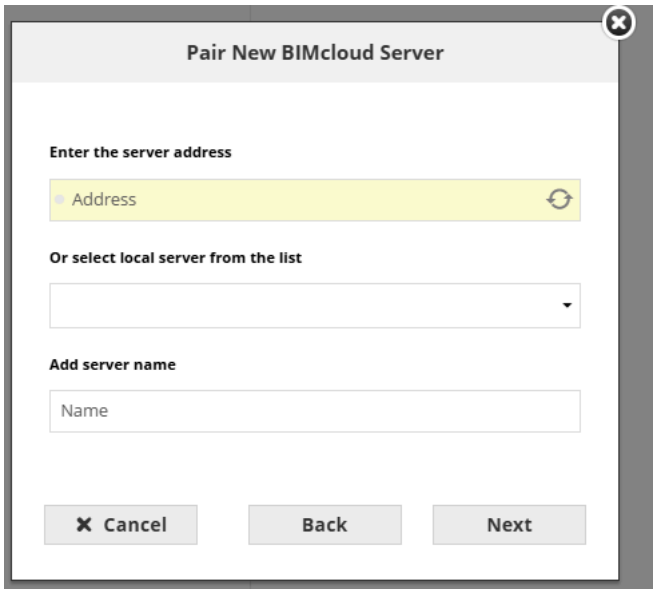
4. In the appearing dialog, click **Select Token**.



5. The text has been selected. Now copy this selected text to the Clipboard (e.g. using Ctrl + C).
6. Click **Next.**
7. Paste the copied text to the BIMcloud Server's configurator screen.

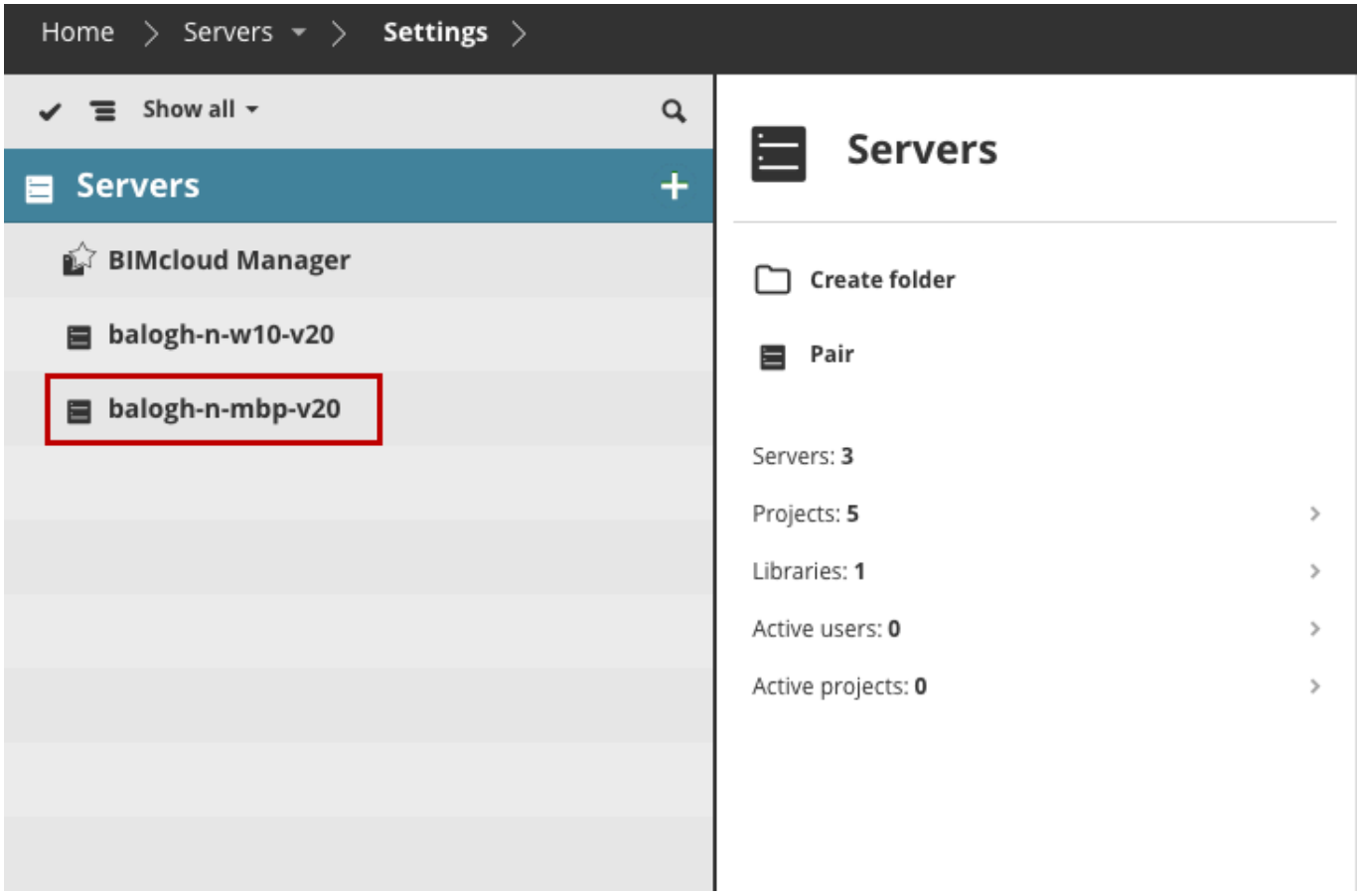
> **Note:** If the configuration is not currently in progress, you can access the configurator screen here: go to the Tray application or the BIMcloud application folder, then use **Configure BIMcloud Server**. See BIMcloud app tray icon on page 72.

8. The BIMcloud Server configuration interface appears. Click **Next.**
9. Use the Paste command (e.g. Ctrl + V) to paste the previously copied token into the Public Key input field, then restart the server.
10. Return to the web interface: the **Pair New BIMcloud Server** dialog.
11. Enter the URL of the BIMcloud Server (including the http:// or https:// prefix and the port number e.g.: `http://computer.com:1228`). Or select the name of a local server from the list.



12. Add a name to your server. This name will be displayed in the Navigator and used in Archicad when referring to it as a host server.
13. Click **Next.** (If the URL is not working, fix the error.)
14. On the final screen, click **Finish**.

The BIMcloud Server will automatically appear in the Navigator of the BIMcloud Manager.

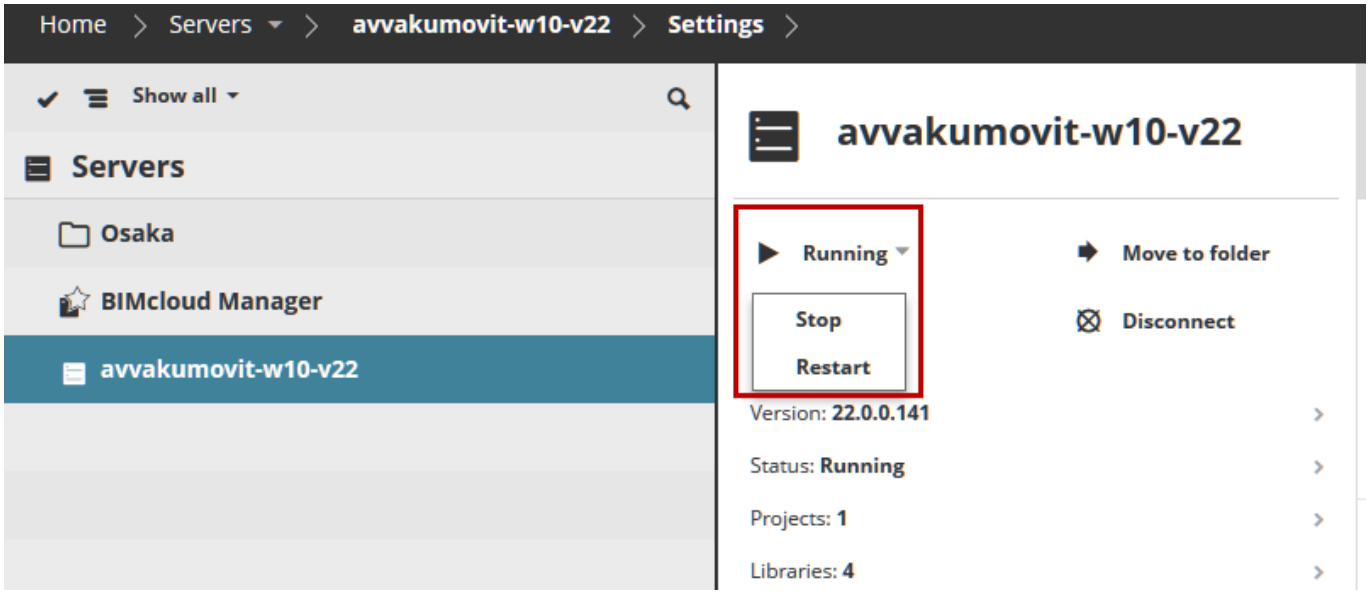


Troubleshooting

- Make sure the BIMcloud Server was successfully restarted
- Make sure you Copy/Pasted the correct public keys
- Make sure the BIMcloud Server's URL you've entered is accessible from the BIMcloud Manager computer

Server Status (Running/Stop/Restart)

Show current status; stop and restart server



Status: Indicates the current status of the BIMcloud Server:

- Running (Everything is OK)
- Stopped (The server is accessible, but the service is not running)
- Not Accessible (The server is not accessible)

The start and stop process might take some time, because first the server will make sure all open connections are closed. You will be notified when the process is complete.

BIMcloud User License

Assign or revoke licenses; see license overview info

Each user needs a BIMcloud User License to do the following:

- Access BIMcloud content from the browser
- Share, open or join a Teamwork project from Archicad or BIMx

Note: You only need one BIMcloud license to do all of these functions, even simultaneously.

A BIMcloud User License is automatically assigned to the user when they join a Teamwork project in Archicad - provided that a license is available. If there are no more available BIMcloud User Licenses, then the user can only work offline.

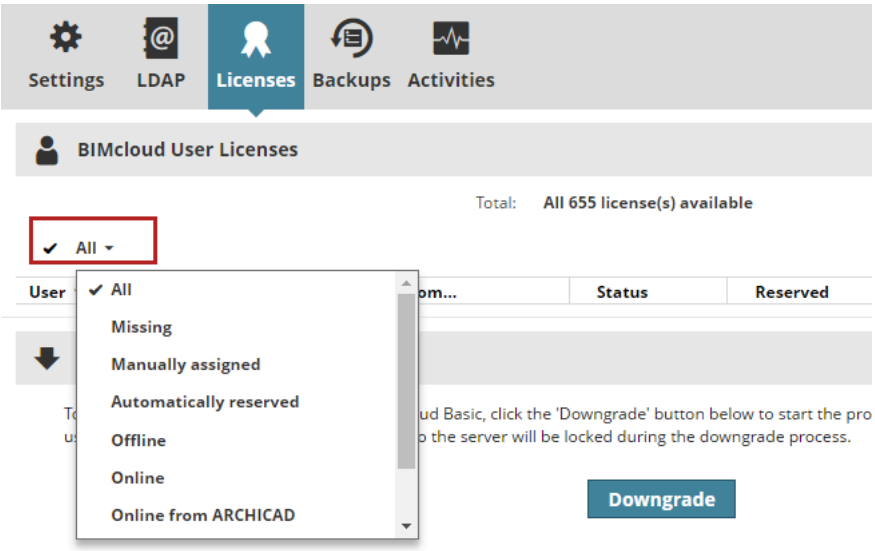
Alternatively, an administrator can manually assign a license to the user, and also revoke it.

Open Licenses Panel

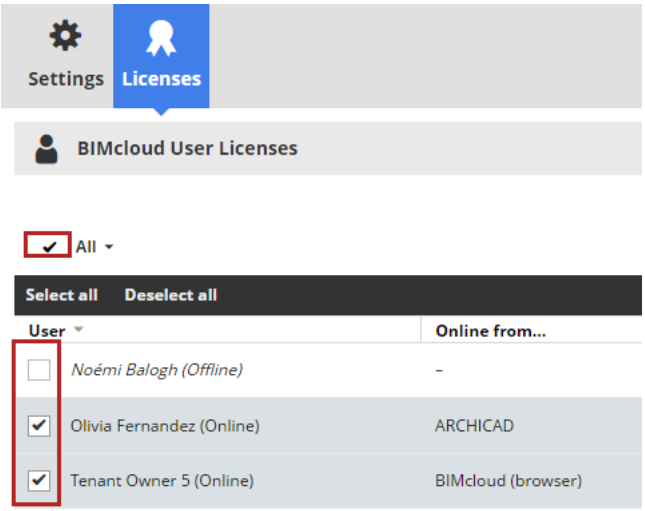
1. Open the Servers page
2. From the Navigator, select BIMcloud Manager.
3. Open the Licenses panel.

This gives an overview about the currently used, available, and missing BIMcloud User Licenses.

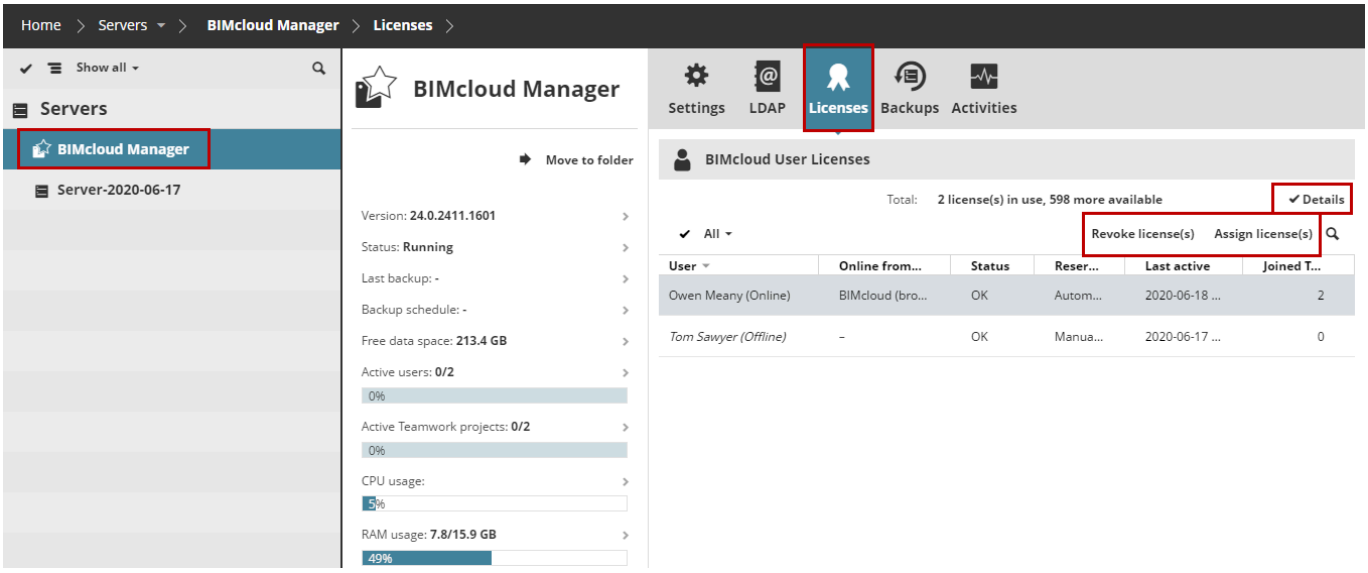
As needed, use the filter to display only certain license types:



To select and edit multiple rows: click the arrow icon to the left of the filter:



Assign or revoke license



Select the a user from the list to manage their licenses.

Assign license(s)

Assigns a license to the user manually. This remains permanently assigned to the user even after he/she closes all projects on the BIMcloud or goes offline.

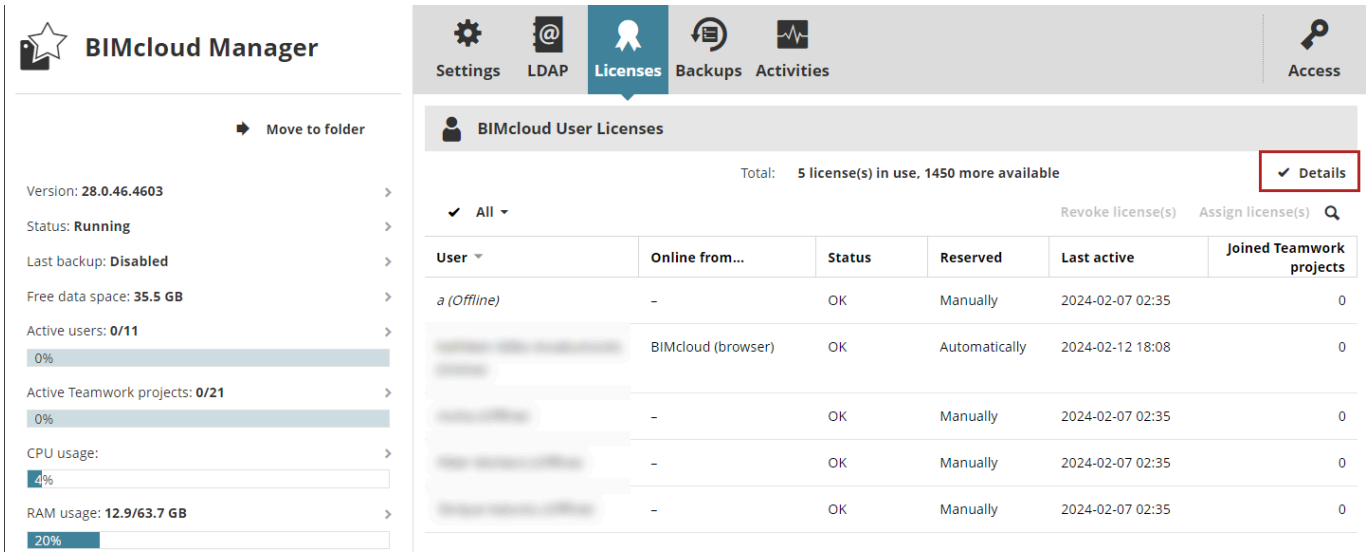
Revoke license(s)

An Administrator can **revoke** a manually assigned license. If available, an automatic license is then assigned to the user.

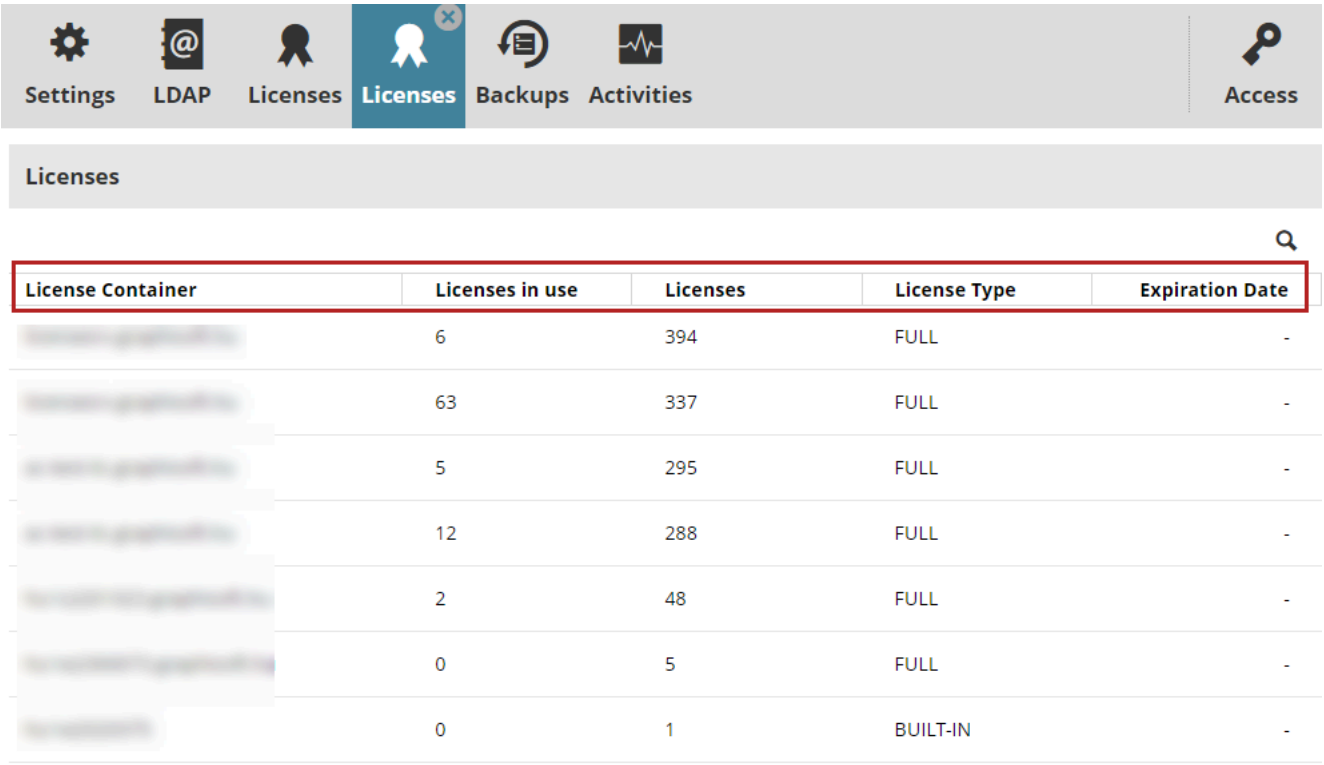
You can also assign or revoke a user's license at User Settings (Users page).

Overview of licenses on your BIMcloud

Click the Details button to get overview info for all the licenses of your BIMcloud:



This opens the License Details tab page.



License Container	Licenses in use	Licenses	License Type	Expiration Date
[illegible]	6	394	FULL	-
[illegible]	63	337	FULL	-
[illegible]	5	295	FULL	-
[illegible]	12	288	FULL	-
[illegible]	2	48	FULL	-
[illegible]	0	5	FULL	-
[illegible]	0	1	BUILT-IN	-

- License Container: Source of the licenses (e.g. name of license server)
- Number of licenses available/in current use
- Type of license (e.g. FULL, EDU)
- Expiry date

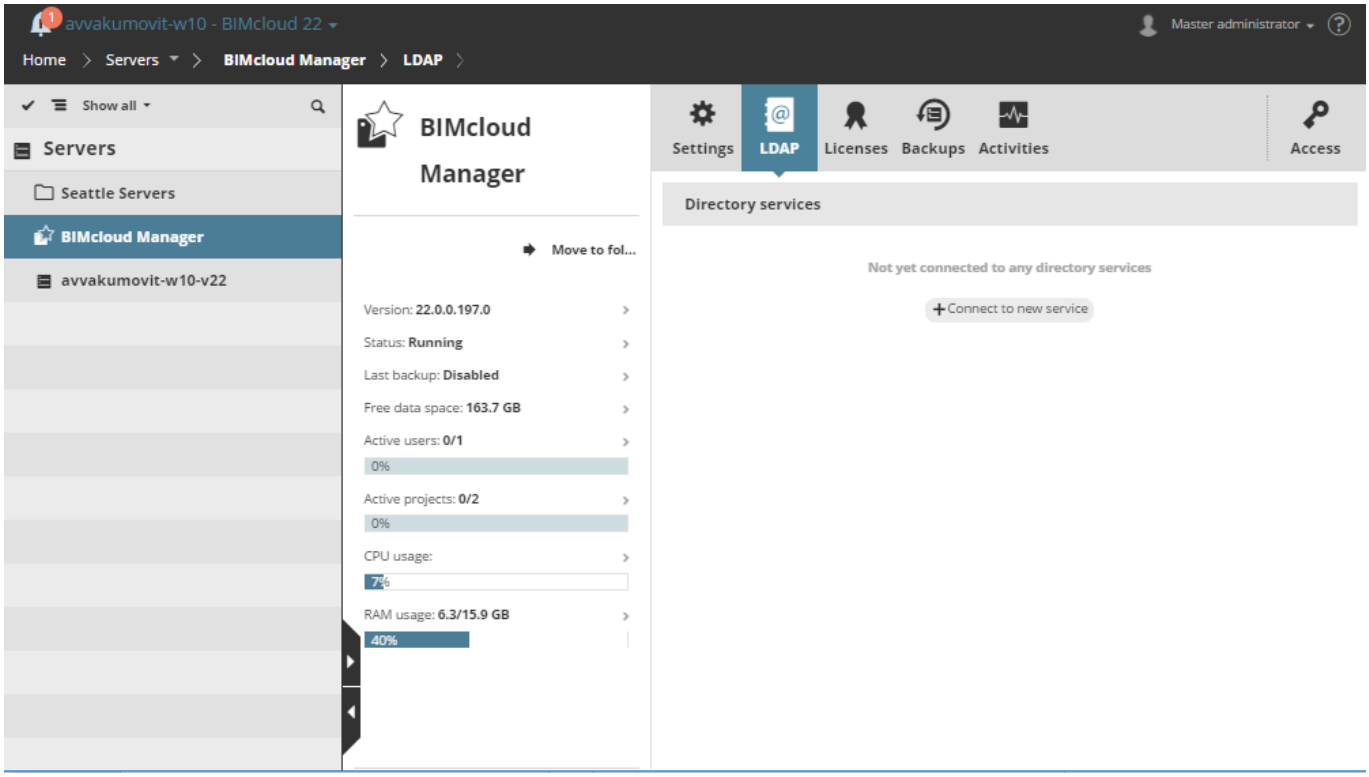
LDAP - User directory

Sync BIMcloud user data from a directory

The BIMcloud Manager is able to connect to one or more Directory Services and import users/groups from that server - all of them, or just a selection.

To keep the user/group information up to date, it is possible to set up regular and automatic synchronization with the Directory Services.

On the Servers page of BIMcloud Manager, the LDAP Panel contains a list of the currently connected Directory Services. Use this panel to add/remove Directory Services, or to modify the settings and imported data for already existing ones.



Connect to New Service

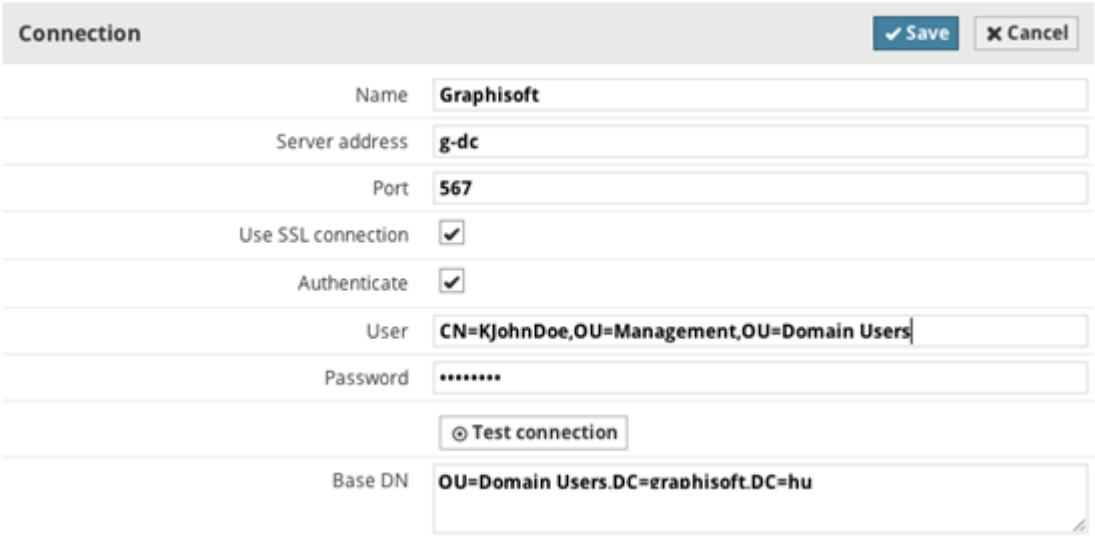
Click **Connect to new service** to bring up the **Connection Panel.**

Steps to set up a connection:

1. Create connection.
2. Set up the parameter mapping.
3. Filter the users and groups to be imported.
4. Modify the synchronization schedule.

Each step is detailed below.

Step 1: Create Connection

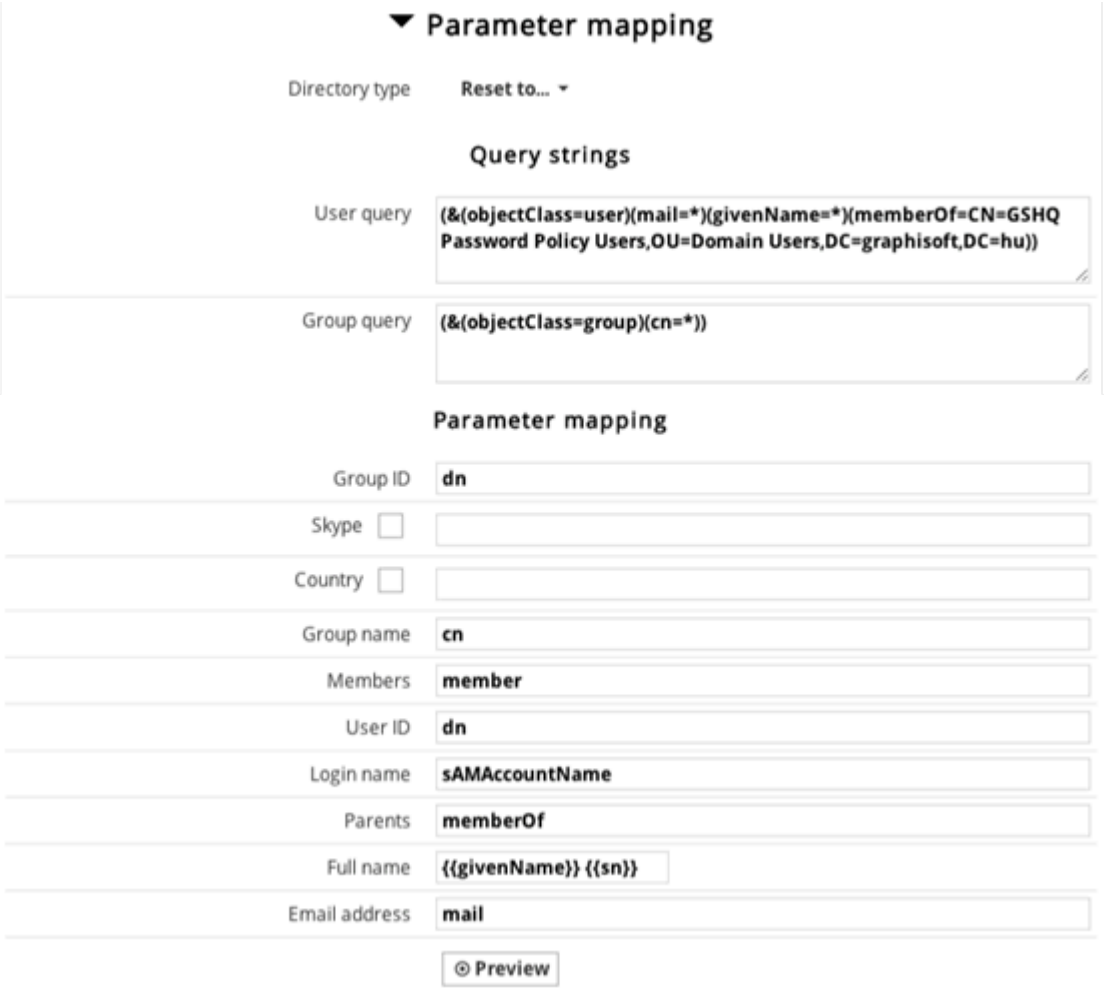


Enter the following parameters (all parameters are required unless marked as optional):

- **Name:** Enter a name for this directory service for easier identification. You will see this name in the list of the directory services, and users/groups will reference the directory service by this name.
- **Server address:** The address of the directory service
- Use SSL Connection.
- **Port:** Port of the directory service.
- **User** (optional)**:** Authenticate with this user during connection. If left empty, no authentication is used.
- **Password** (optional)**:** Use this password for authentication.
- **Base DN** (optional)**:** An LDAP search criterion used to narrow down the imported users/groups.

After you have entered the parameters, push the **Test connection** button. If you get any error message, correct the parameters and/or make sure the server address is accessible from the BIMcloud Manager.

Step 2: Set Up Parameter Mapping



The directory service will contain a large number of objects and parameters, so it is important to narrow down the imported elements.

We provide two built-in configuration schemes, which will work with the default settings, but it is likely that you will have to fine-tune their mapping parameters:

- Active Directory
- OpenLDAP

Use the Directory type pop-up to enter the basic values of the selected service type (either Active Directory or OpenLDAP).

Click the **Preview** button to see the result of the mapping and import. If you do not see the expected entries, then you must fine-tune the queries and mapping options.

Queries: the LDAP objects passing these queries will be handled as users and groups:

- **User query:** All items which will pass through this LDAP query will be handled as users
- **Group query:** All items which will pass through this LDAP query will be handled as groups. Enter the names of the LDAP parameters to map them to the BIMcloud's user parameters. All parameters are required unless marked as optional.

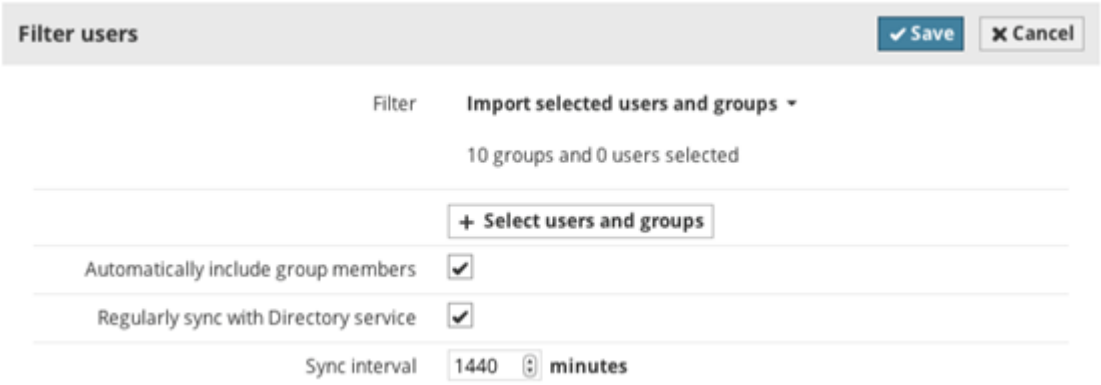
Mapping: select the parameters of the objects passing the queries and map them to BIMcloud user parameters:

- **Group ID:** unique ID for groups
- **Group name:** Name of group
- **Members:** comma-separated list of group members
- **User ID:** unique ID for users
- **Login name:** login name for the user
- **Parents:** comma-separated list of parents
- **Full name:** you can combine two LDAP parameters into a single user name (the second field is optional)
- **Email address:** email address of user
- **Prefix for user/group names** (optional)**:** Prefix the name of all imported users and groups to avoid duplicate names

Click the **Preview** button to open a list and see the result of the Parameter mapping. If there is an error in the mapping process and some of the required fields remain empty, then those entries can't be imported to the BIMcloud Manager. The rest of the items will be automatically imported during the first Synchronization.

Click **Save** to finalize the Directory Service connection settings.

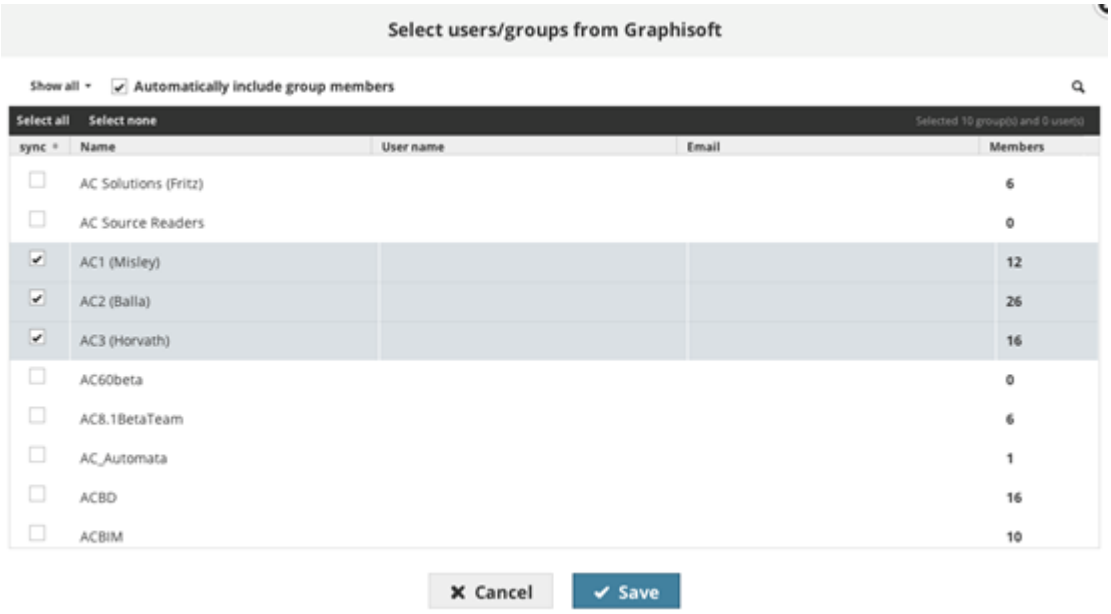
Step 3: Filter Users and Groups to be Imported



If you do not wish to import all the users and groups who pass through the connection filter, then you can fine-tune the import.

In the Filter users section, click **Edit**, and switch the Filter to “Import selected users and groups.”

Click the **Select users and groups** button and mark the users and groups you wish to import.



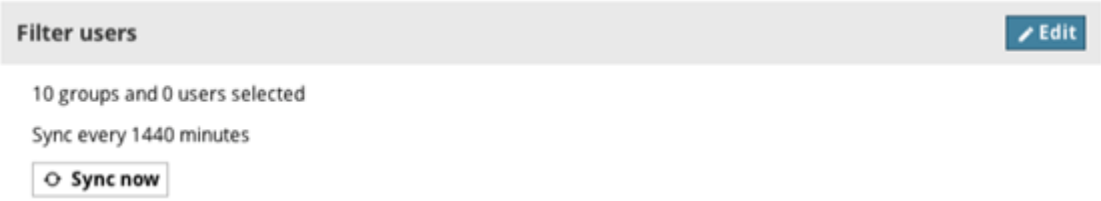
Note: Only those users are listed here for which the parameter mapping created a valid result.

Click **OK** to close the selection dialog.

If you wish to automatically import all members of the selected groups (rather than selecting them one by one), activate the “Automatically include group members” checkbox.

Click **Save** to store your changes.

Step 4: Manual Synchronization

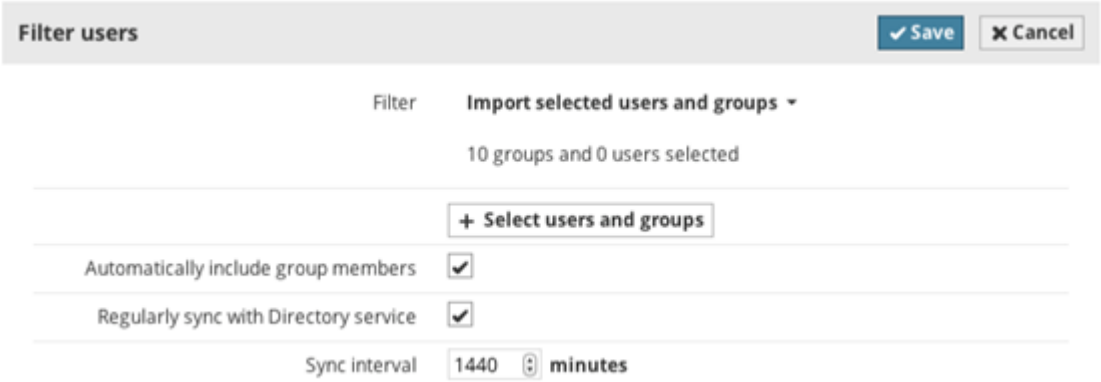


Click the **Sync** button in the Filter users section to synchronize the directory service for the first time.

You can review the process status on the Server Messages dropdown at the top-left of the page.

Automatic Synchronization

It is a good practice to set up regular synchronization for the directory service to make sure all settings are always up to date: new users added and obsolete users removed from the BIMcloud.



In the Filter users section, activate the checkbox “Regularly sync with Directory service”, then enter the interval in minutes. Click **Save** to store your changes.

Review Synchronization Results

The result of the automatic synchronization is logged. To review this log, select the directory service from the list and click the **Details** button. You will find the Sync history in the bottom section of the panel.

Modify a Directory Service Connection

If something changes in the connection settings or you modify the filtering, select the directory service from the list and click the **Details** button.

Edit the required section and click **Save** again.

If the number of the imported users changes and some of them are removed because of the modifications, a confirmation dialog will pop up about how to handle removed users. You can decide between two options:

- **Remove them from BIMcloud:** Removed users will be forced to leave their existing projects and all their unsent changes will be lost. (They can still save a Solo PLN from their local data folder on their local computer.)
- **Keep them as BIMcloud users:** Removed users will be kept on the user list.

Troubleshoot connection

If there is an error in the synchronization, the process stops automatically and logs the error event into the sync history. The sync history also lists the errors that must be fixed in order to sync again. Users with View Item permission for the BIMcloud Manager will receive a warning about the synchronization error when they Log in to BIMcloud Manager.

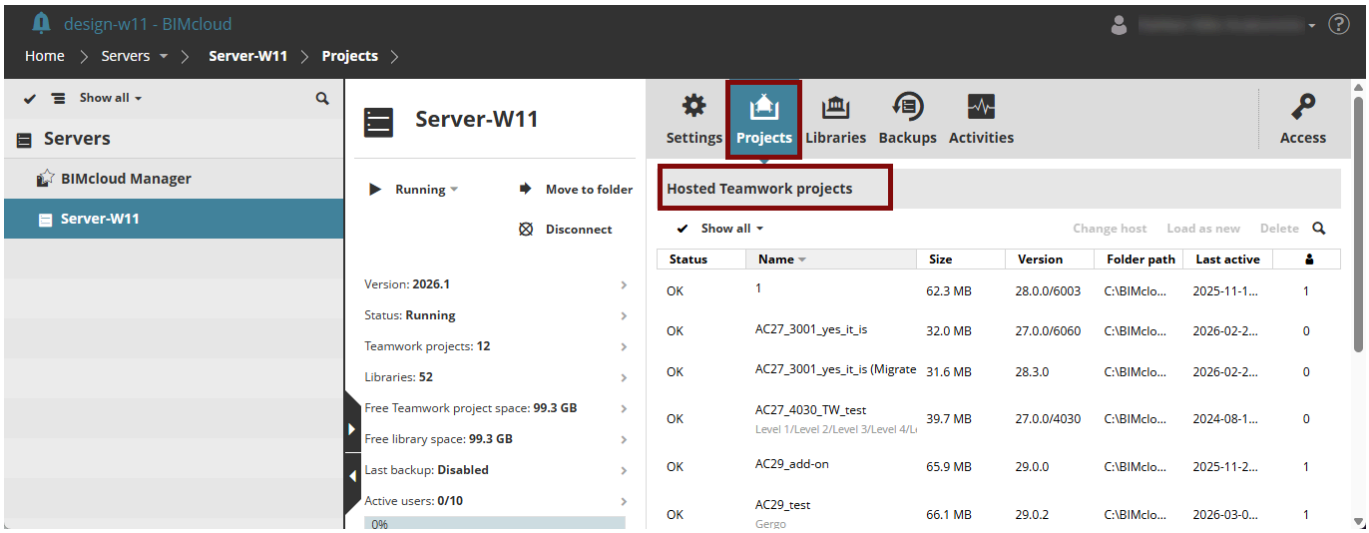
Disconnect from a Directory Service

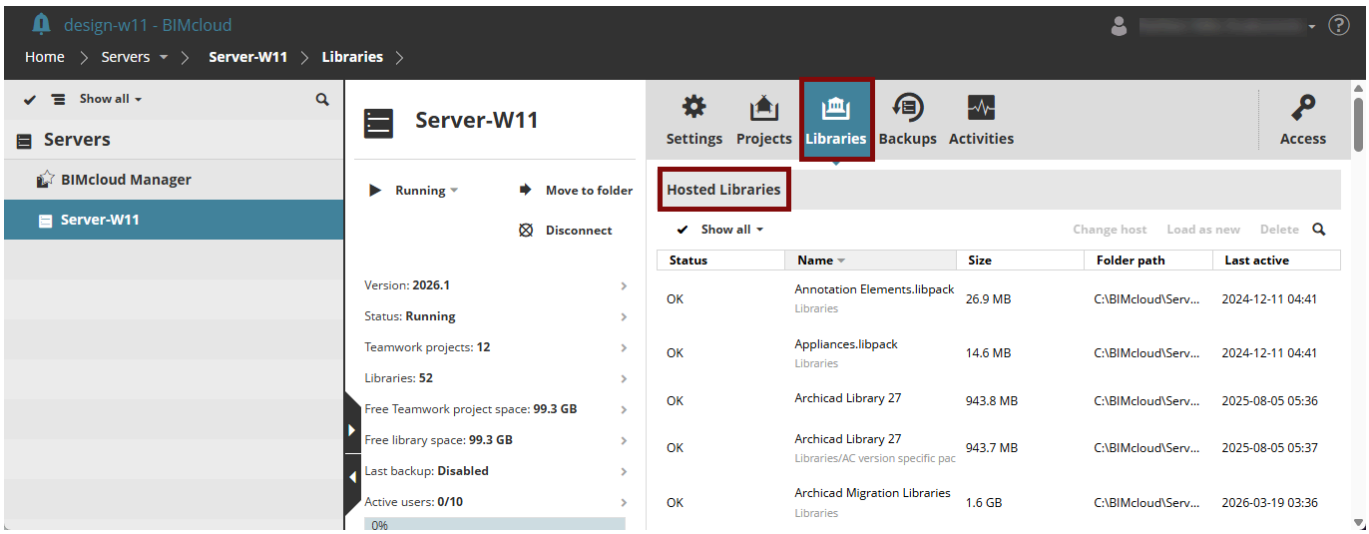
Select the Directory service from the list and click **Disconnect**.

Project/Library data

Review or troubleshoot project/library data on the Servers page of BIMcloud Manager

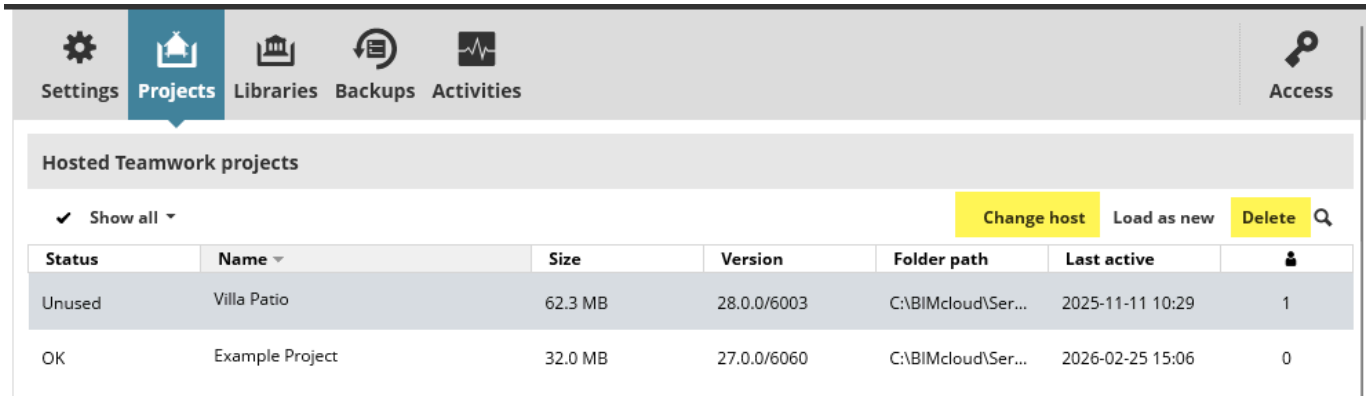
For a selected BIMcloud Server or folder on the Servers page, the Projects and Libraries panels list all hosted items, plus their key data.





Project/library data: Change host or Delete

If you have multiple servers on your BIMcloud, use the **Change host** command to move Teamwork Project or Library data from one server to another.



You can also do this on the Projects page of BIMcloud Manager. See Change the Host Server of project or library.)

Delete: Deletes the project/library.

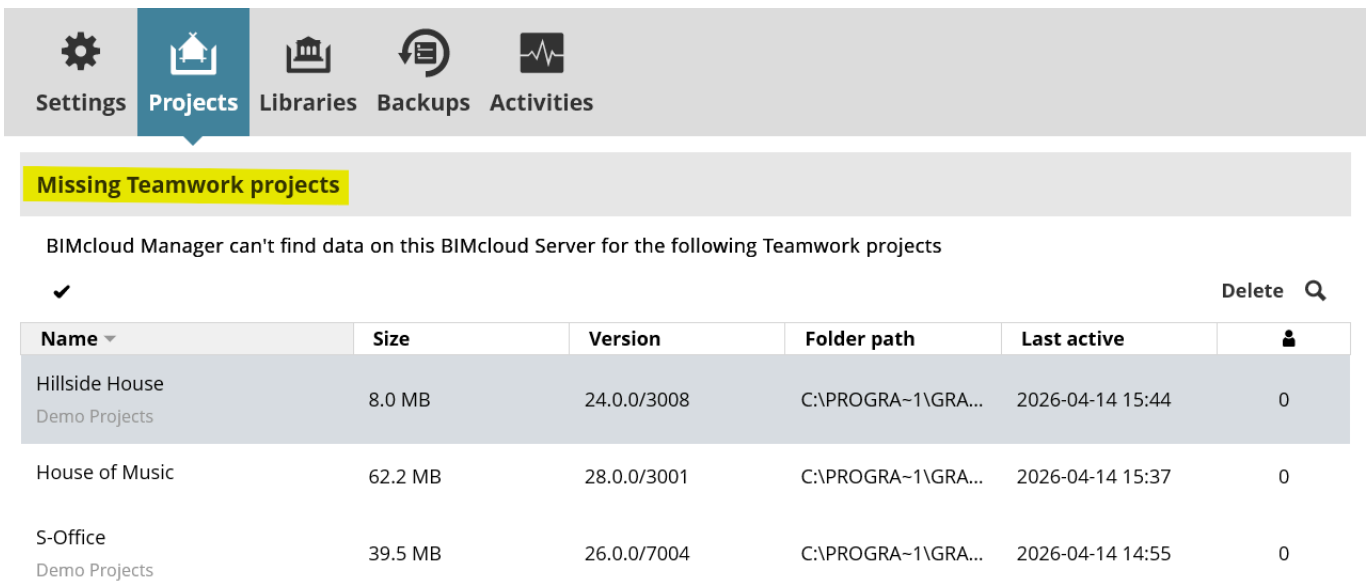
"Missing" or "unused" project/library data

The BIMcloud Manager and the BIMcloud Server are separate components. The BIMcloud Manager must be able to access the linked project or library data available on the server.

Sometimes the two components will become out of sync - for example, one of the components has been restored from a snapshot. The following errors can appear on the list of hosted projects or libraries:

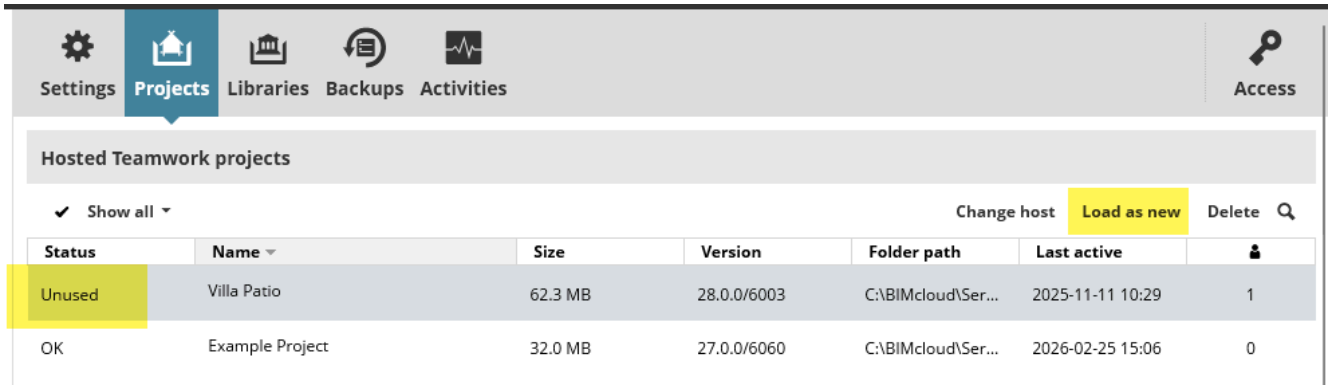
- **Missing project/library:** This "Missing" section appears if any listed project or library is missing its referred data.

  To fix this, ensure that the project/library data is available on the given folder path.



- **Unused project/library:** If the BIMcloud Manager does not recognize the project/library data, even though it's listed on the Servers page of BIMcloud Manager, the hosted item's status is shown as "Unused".

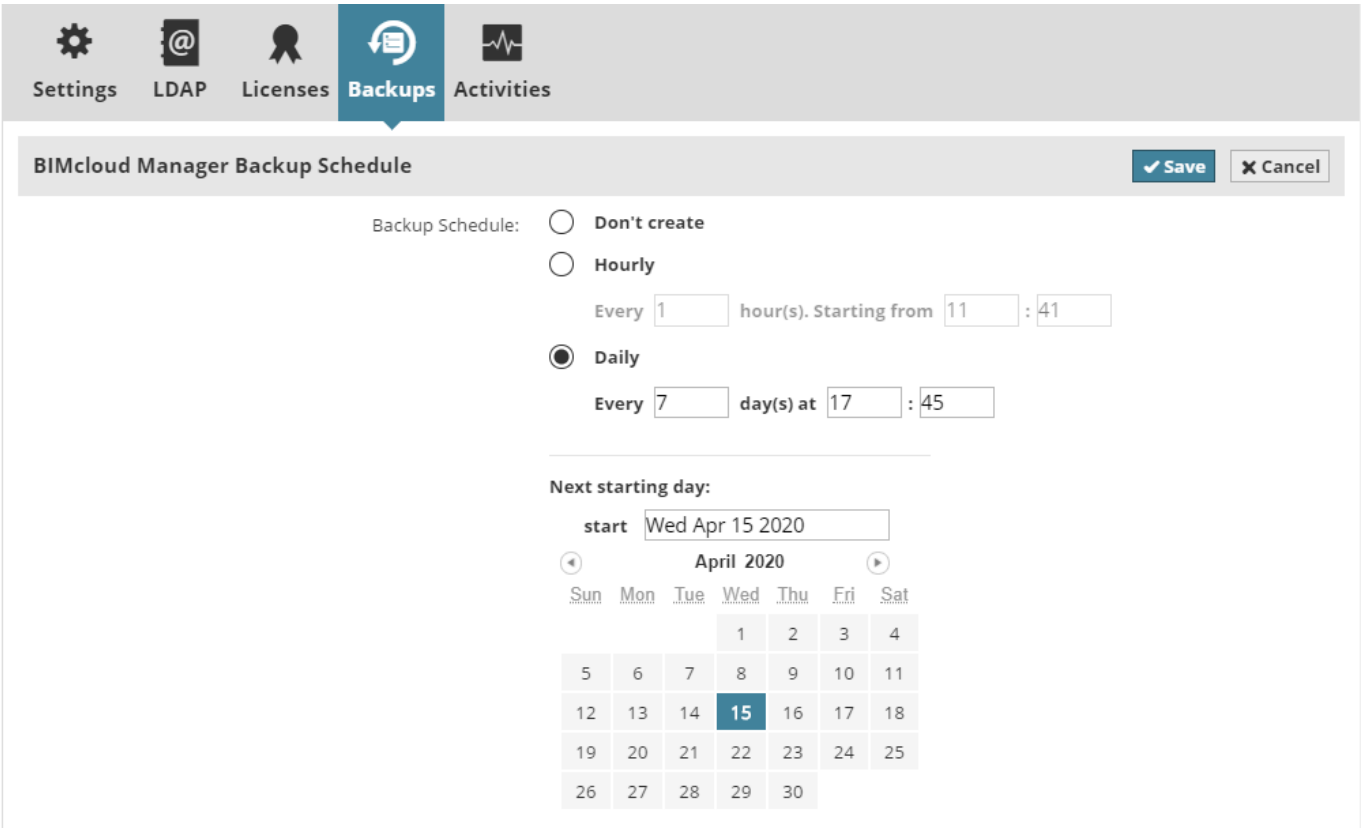
  To fix this, use **Load as new**: this will import the project/library data to the BIMcloud Manager.



Server Backups

Schedule or manually create backups of the BIMcloud Server or BIMcloud Manager

Use the Backups panel of the Servers pages (BIMcloud Server and BIMcloud Manager).



Enable BIMcloud backups in Server Configuration

The backup function for BIMcloud Server and/or BIMcloud Manager can work only if:

1. you check the **Create Server Backup** box during the Configuration process, and
2. you **define a path** for Server Backup Content during the Configuration process.

See Configure BIMcloud Server on page 43 and Configure BIMcloud Manager on page 46.

Schedule Backup

On the Backups Panel of the Servers page:

Click **Edit** to choose a schedule for server backups (for either BIMcloud Server or BIMcloud Manager):

- **Don't Create:** No backup will be created
- **Hourly:** The backup will be created every certain number of hours, based on the settings you provide
- **Daily:** The backup will be created at a set time every certain number of days, based on the settings you provide.

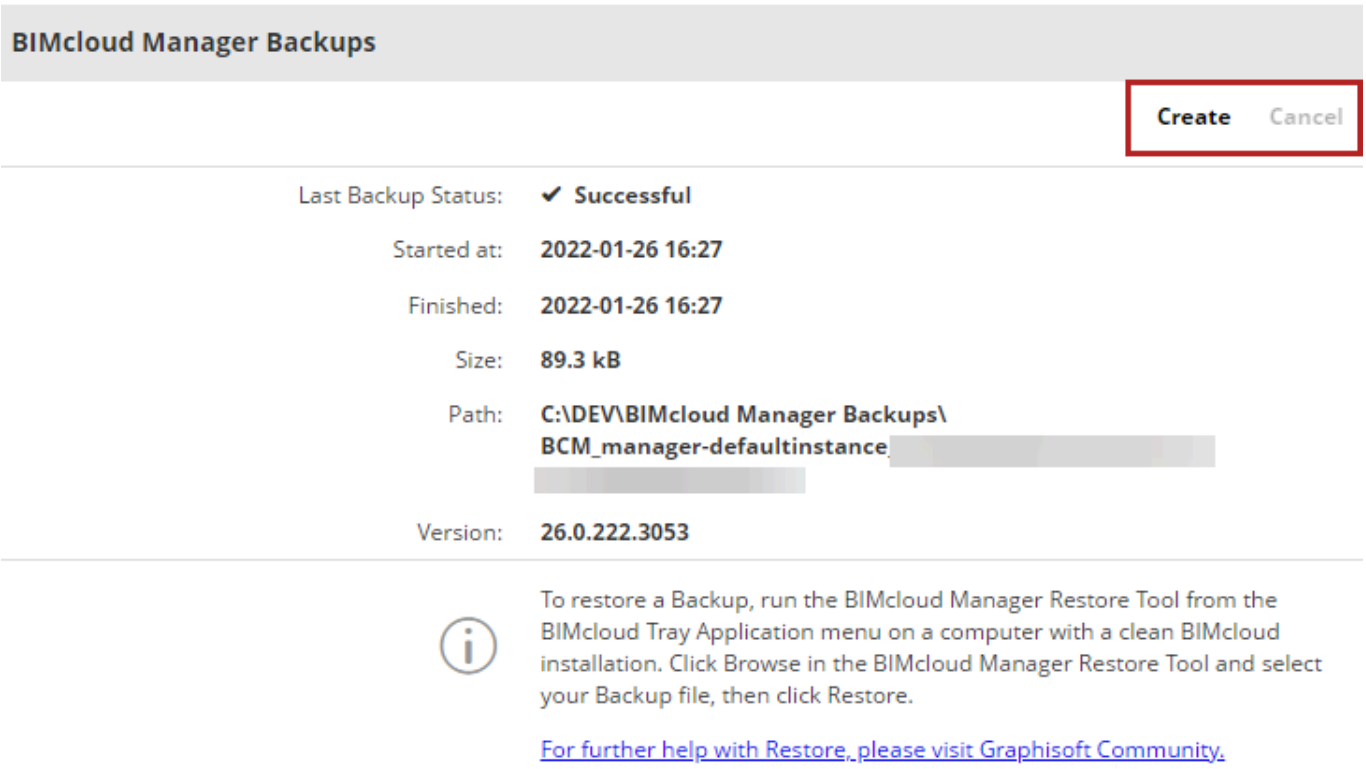
Click **Save** to save changes.

Backup Status

Status of the last backup, including any errors that occurred during the last backup.

Create Manual Backup

On the Backups panel, click **Create** to back up the server at any time, regardless of any scheduled backup.



What's included in backups?

BIMcloud Server backups include all Teamwork data: Projects, Libraries, and their snapshots; Activity Log, mail and Server configuration information.

BIMcloud Manager backups include all the above data, and also includes Folders, Users and Roles.

> **Note:** Server monitoring data (e.g. CPU, memory usage) are not included in the backup.

Only one copy of each backup type (BIMcloud Manager backup and BIMcloud Server backup) is retained at a time. If a backup process is unsuccessful, the last saved backup is kept until a newbBackup is created to replace it.

How to restore backup for BIMcloud Server or Manager

Restore server backup in case of server malfunction

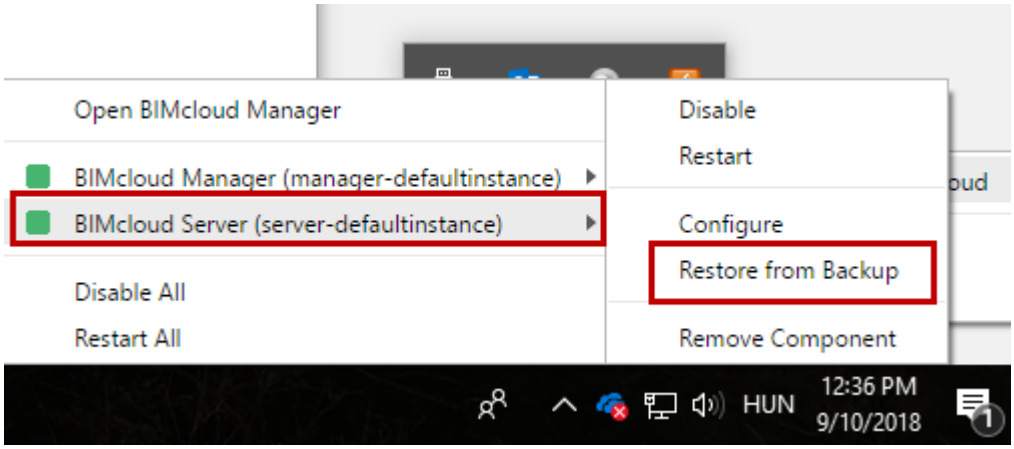
You must restore the backups for each reinstalled Server/BIMcloud Manager separately. You can only restore data for servers that have saved backups.

To restore a server backup, follow these steps:

1. As needed, uninstall the corrupted BIMcloud Server components from the machine.
2. Reinstall the BIMcloud Server and/or BIMcloud Manager.

   Notes about reinstalling BIMcloud:

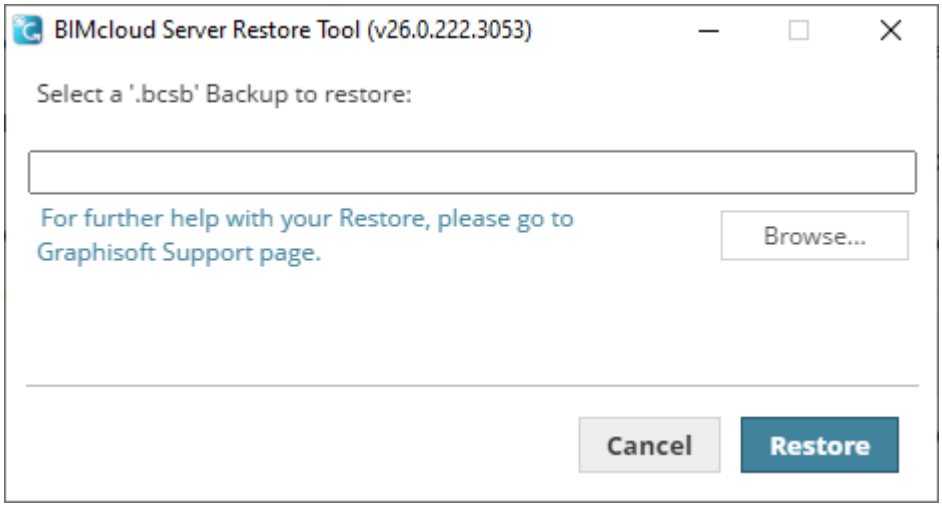
   - Make sure new installations are of the same version and build number as the original installations! This is necessary in order to read the backup files. In case of build/version discrepancy, you will get a warning telling you which build you need to install.
   - If possible, use the same address and port settings for the new BIMcloud Server as for its original installation. (This way, the BIMcloud Manager can locate the newly installed Servers automatically.)
   - The new installations do not have to use the same folder paths for Project data and Library data as the previous BIMcloud installations.
3. Click the BIMcloud tray icon.
4. Click the name of the component whose data you wish to restore: BIMcloud Server or BIMcloud Manager.
5. From its popup menu, choose **Restore from Backup**.
6. In the appearing dialog, browse for the Backup file you need.



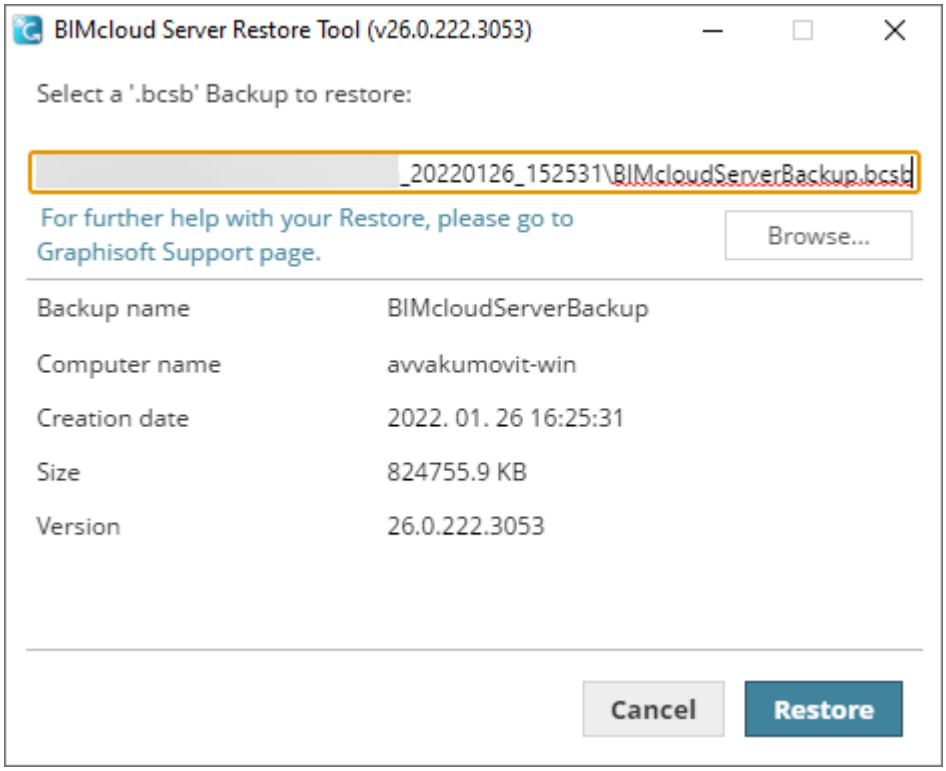
- Server Backups of BIMcloud Server have the extension “bcsb”.
- Server Backups of BIMcloud Manager have the extension “bcmb”.

> **Note:** The Backup location was defined by you when you configured the BIMcloud Server or Manager. See Where are the server backup files? on page 177

7. Click **Restore.**



8. Review the appearing dialog to check the name, creation date, size and version of the chosen Backup file.
   - **Also restore server settings (Recommended):** By default, this option is checked and recommended. It means that you will restore not only the Teamwork projects and libraries, but also the port settings, keys, and configuration information of the originally installed BIMcloud Server/Manager.
   - Activating this checkbox is especially important if you are restoring only one Server component: this way, the other components will automatically locate the restored component.



9. Click **Restore**. The Server data are restored, and the Server will start up.
10. If you restored a BIMcloud Server, the appearing dialog reminds you to check that the new BIMcloud Server's primary address is accessible by the BIMcloud Manager.

> **Note:** If the reinstalled BIMcloud Server has a different primary address than before (i.e. it's on a different computer), you must add this address information manually:
>
> - Go to BIMcloud Manager

- Go to the Servers page
- Select the BIMcloud Server you reinstalled
- On the Settings panel, go to Connection and enter the primary address of the reinstalled BIMcloud Server.

Note: Even if you have entered the new primary address, it is a good idea to add the previous primary address as an alternative (provided it is not in use by another computer). This way, you will not have to re-link external content and libraries manually.

After restoring the server backup, you can start working again.

New backups created after the Restore process

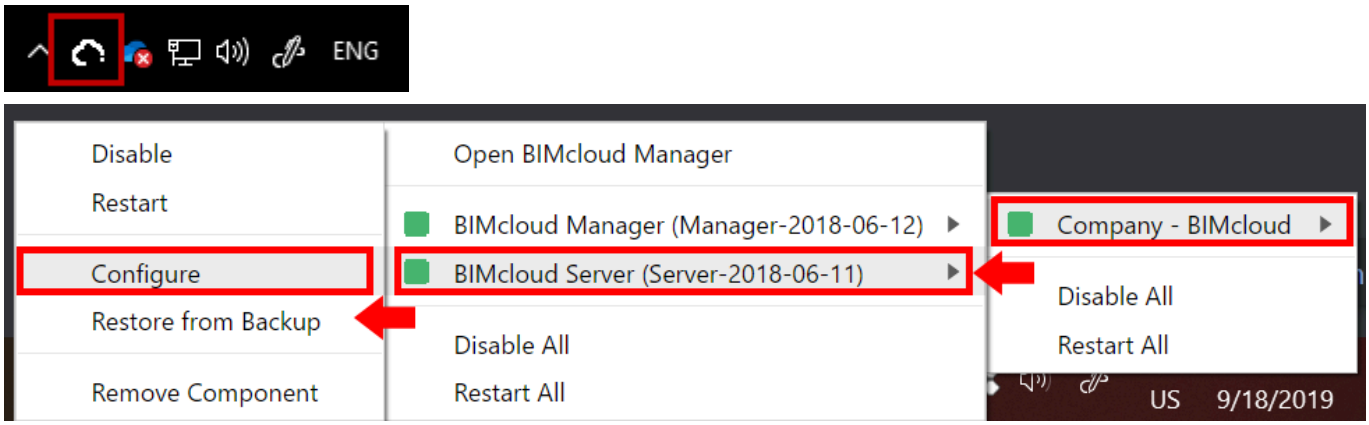
As soon as a new backup is created, the old (pre-restore) backups will be deleted, if the Backup path remains the same as before.

Where are the server backup files?

Find location of saved server backups

Server Backup files are saved to the location(s) you specified in the Configuration process, when you installed the BIMcloud Server and BIMcloud Manager.

To check these locations, locate the BIMcloud Server's tray icon. Right-click, then find the component you need and click **Configure** from the available commands.

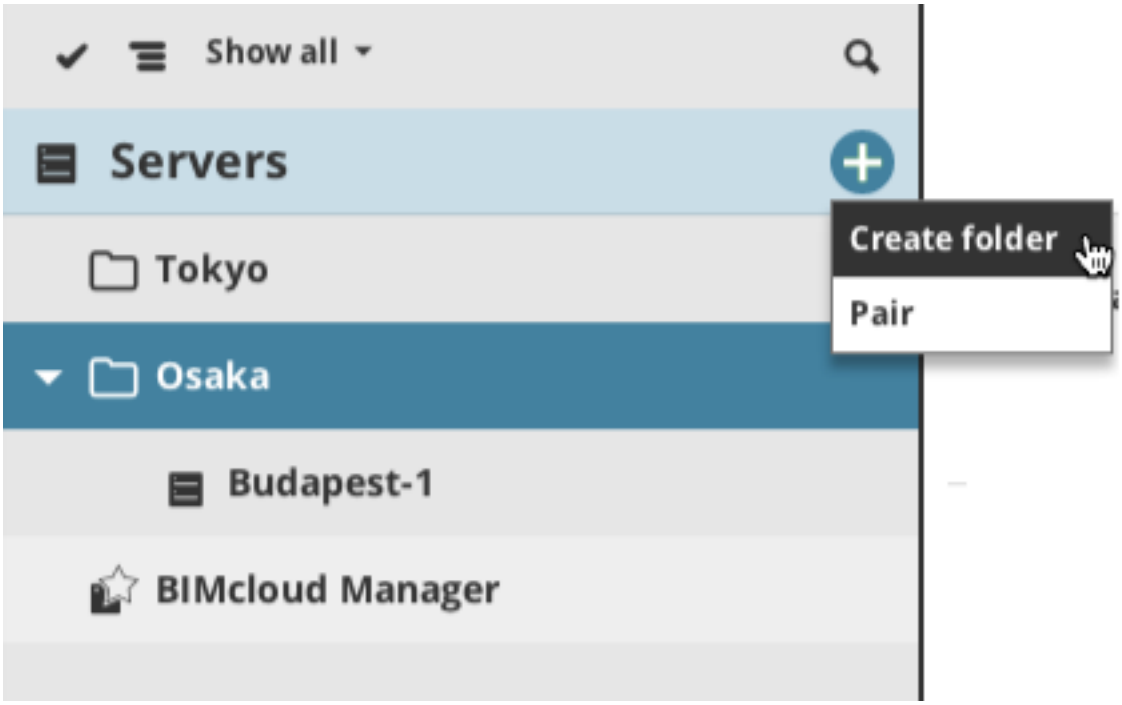


Server folders

Use folders to organize servers on your BIMcloud

Create folder

Available for the Server Root folder and any of the server folders.



On the Servers page of BIMcloud Manager, click **Create Folder** and enter the new folder name in the appearing dialog. Make sure the new folder name is unique within this folder.

Delete folder

Select a folder, then click **Delete folder**.

You can only delete a folder if it is empty.

Move Server items

Move items from one folder to another

On the Servers page of BIMcloud Manager, select one or more items. Click Move, then pick a destination folder.

This will also move any child items of the selected item.

> **Note:** When you pick a destination, the folder list will contain all the folders to which you have View permissions. To select a folder as a destination, you must also have permission to modify its content.

System notifications

Warnings or info about server function

Each user will see only relevant notifications, based on their role and permissions.

When enabled, notifications appear automatically:

- in the Notifications dropdown (bell icon) on any page of BIMcloud Manager
- in the Notifications Dashboard (a separate page of BIMcloud Manager)
- as pop-ups, in a relevant location of the BIMcloud Manager web interface
- by email

Note: You can also subscribe to receive change notifications whenever certain items on the Projects page (files, folders) are modified.

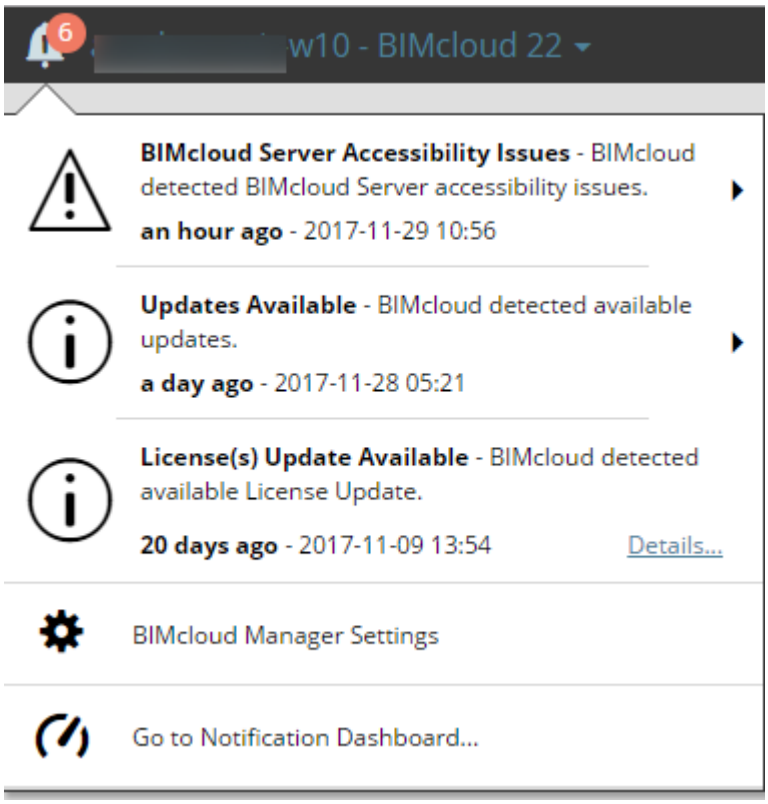
Turn notifications on/off

Set up Notifications preferences for each user at User Settings. See System Notifications Section on page 91.

- Display in BIMcloud Manager (this is On by default).
- Enable the option to receive a daily email listing the current Notifications for your BIMcloud Manager

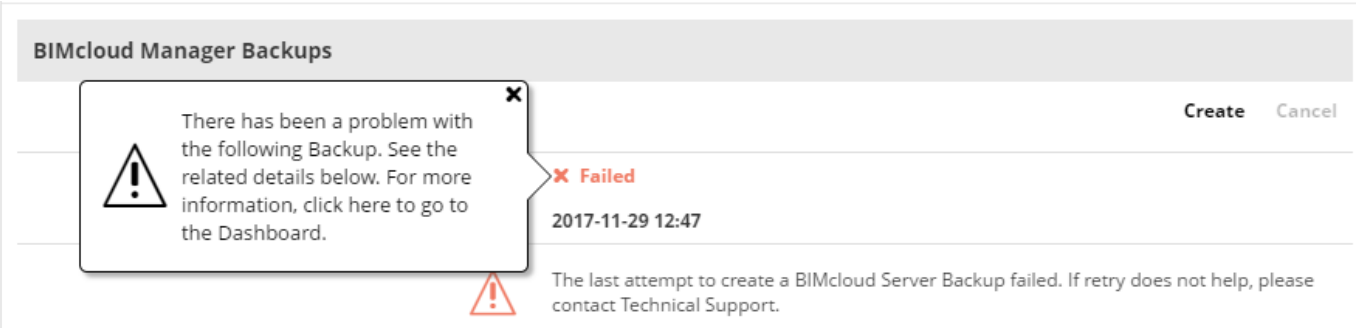
View list of notifications

The Notifications dropdown, with the full list of current Notifications, is available from the top left corner of every page of BIMcloud Manager.



Notification pop-ups

You will also see Notifications in pop-ups at the relevant parts of BIMcloud Manager:



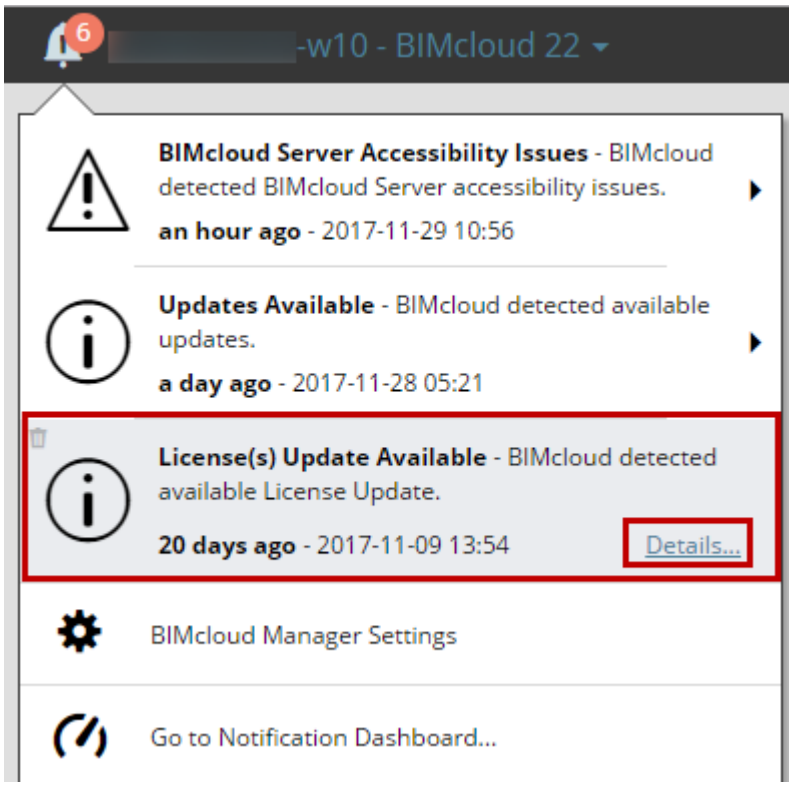
Click on a pop-up to get more information and navigate to the Dashboard.

Resolve the issue

Notifications are designed to be context sensitive, and to allow you to easily navigate to the right page of BIMcloud Manager or other resource, so you can view and/or fix the issue.

For example:

1. The Notifications dropdown indicates an available License update.
2. Click **Details** to open the Dashboard.



3. In the Dashboard, the Notification tells you to go to License Manager Tool and update your license.

View notifications on a dashboard

The Notification Dashboard lists the currently active notifications for the BIMcloud. To access the Dashboard, do one of the following:

- Click on the “Dashboard” content type from the BIMcloud Home screen (visible to Server Administrators only)
- Click **Details,** next to any item of the Notifications dropdown list
- Use **Go to Notification Dashboard**, at the bottom of the Notifications dropdown list
- Click the Notifications pop-up arrow from the BIMcloud Home screen

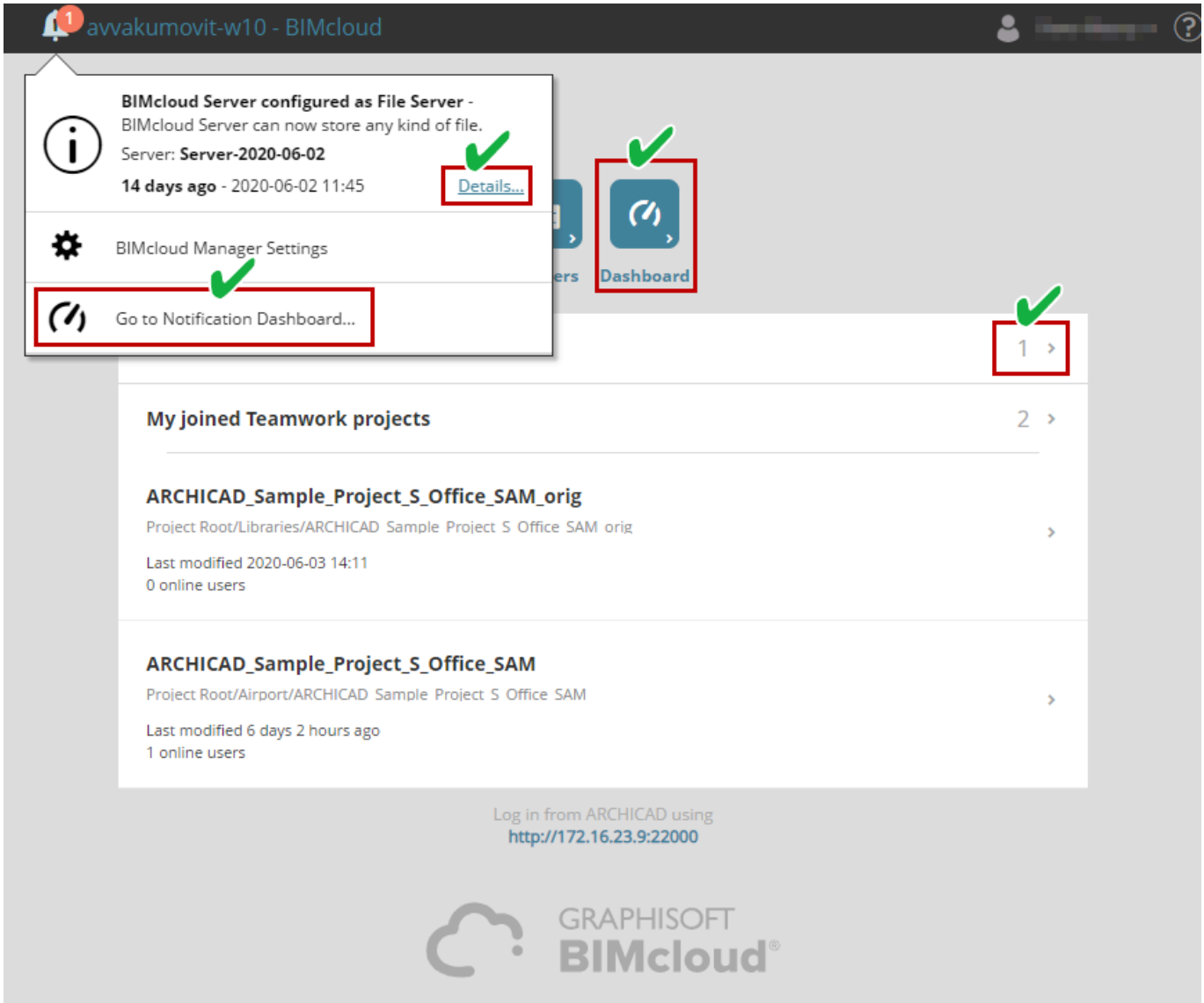
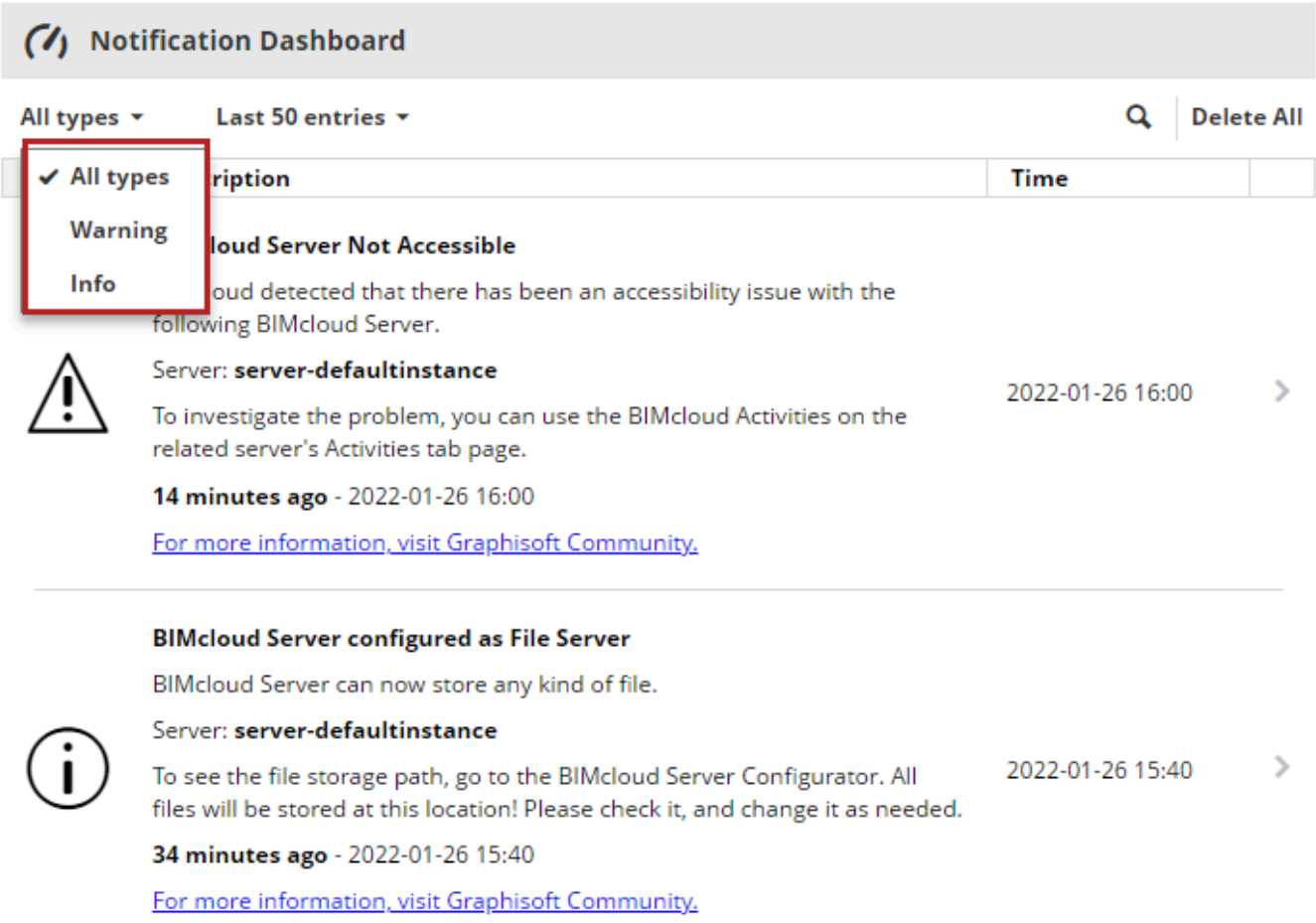


Figure 7: Go to Notification Dashboard

You can filter the list by Notification type:



For any item, click the arrow to automatically open the page of BIMcloud Manager or other location, where you can view or fix the issue as needed.

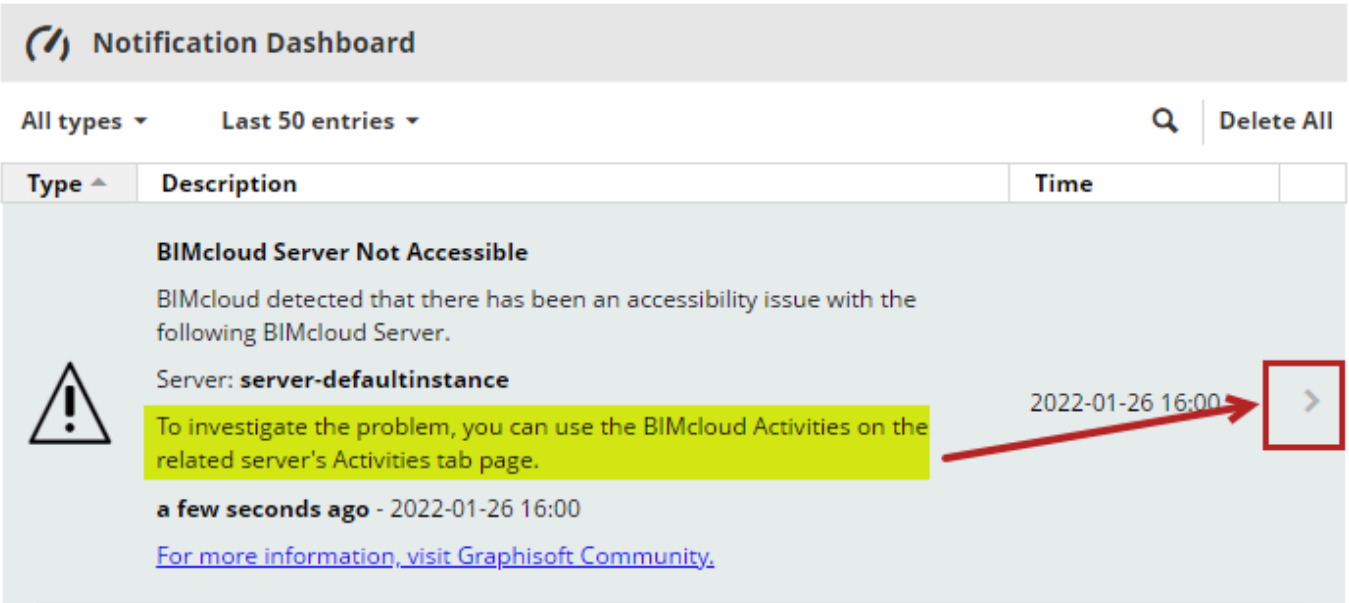


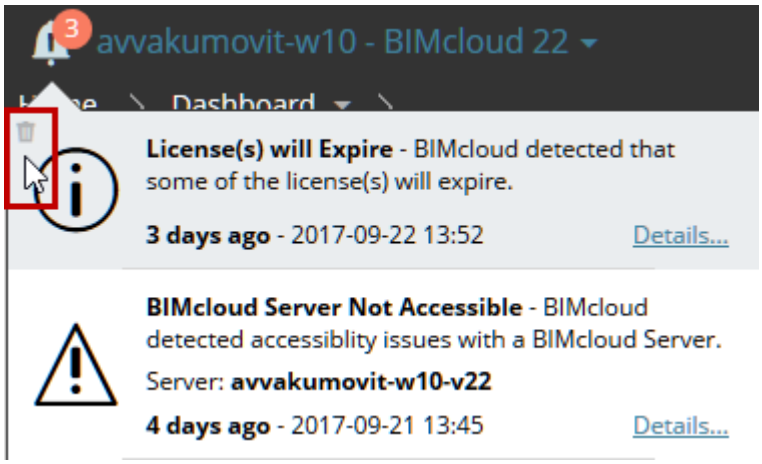
Figure 8: Dashboard: Click Arrow to Navigate

Delete notifications

Some Notifications in the list disappear on their own when the issue is resolved. Other Notifications remain until you delete them.

To delete a Notification:

1. Hover over the Notification in either the Dashboard or the Notifications Dropdown.
2. The trash bin icon appears at left. Click to delete.



Notification types: warnings and info

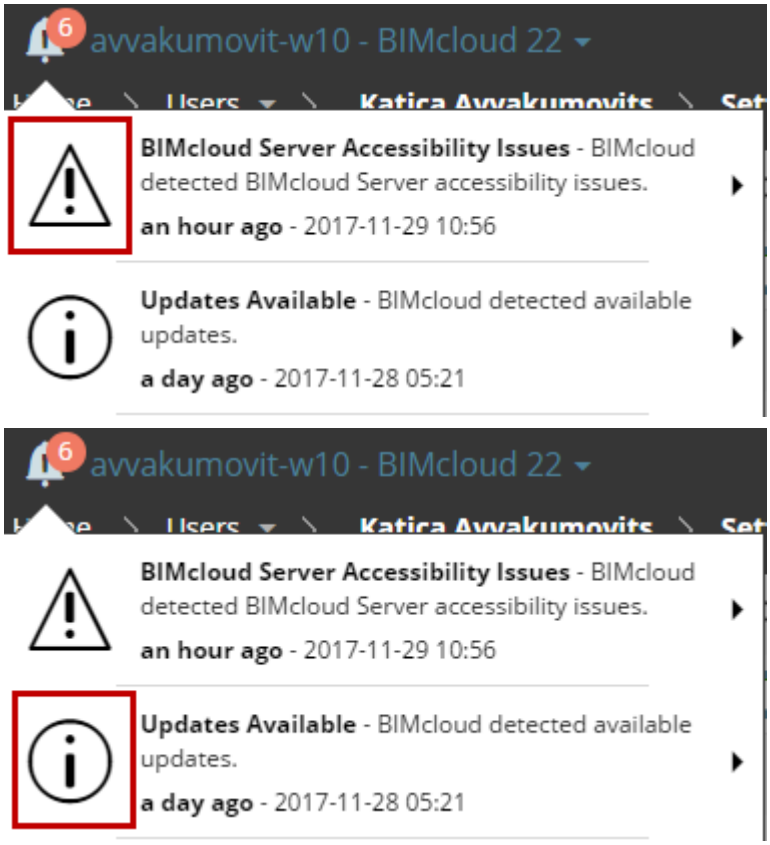


Figure 9: Warning-Type and Info-Type Notification

Warning notifications require urgent action in order for work to continue:

- For example: Server not accessible; Licenses due to expire within a week; Backup failed; Critically high CPU/RAM usage.

Info notifications are for situations that do not require immediate attention. Work can continue, at least in the short term.

- For example: Update available; Licenses due to expire within a month; LDAP sync failed.

List of System Notifications

Notifications and who can see them

Type	Notification	Permissions required to see the Notification		How to Delete[1]
		Simplified	Detailed	
	License Update(s) Available	Server Admin	Manage Licenses for BIMcloud Manager	Auto
	Server Update(s) Available	Server Admin	View and Modify Server	Auto
	Server Activities - CPU or RAM usage	Server Admin	View and Modify Server	Manual
	Insufficient Licenses (User cannot join a project because no license is available)	Server Admin	Manage Licenses	Manual
	License About to Expire	Server Admin	Manage Licenses	Manual
	BIMcloud Server configured as File Server	Server Admin	View and Modify Server	Manual
	Import Project/Library Failed	User who initiated the Import		Auto
	Change Host Failed	User who initiated the Change Host		Manual

[1] "Auto" delete: This Notification type disappears on its own when the issue is resolved. "Manual" delete: This Notification type remains visible until you delete it manually. See Delete notifications on page 183.

Type	Notification	Permissions required to see the Notification		How to Delete[1]
		Simplified	**Detailed**	
	Server Backup Failed	Server Admin User who initiated the Backup (for immediate Backups only)	View and Modify Server User who initiated the Backup (for immediate backups only)	Manual
	Project/Library Snapshot Failed	Server Admin Project Admin	View and Modify Project User who initiated the Snapshot	Manual
	LDAP Sync Failed	Server Admin	View and Modify Project User who initiated the LDAP sync process	Manual
	Model Server Not Accessible	Server Admin	View and Modify Server	Manual

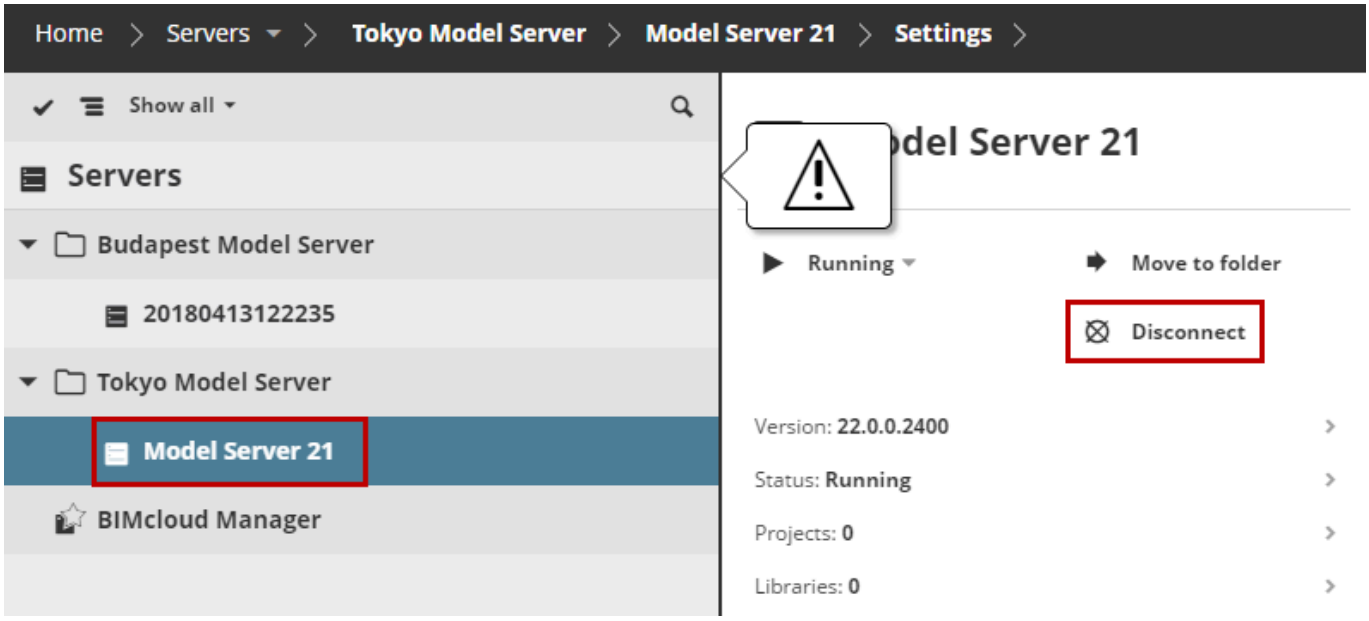
Disconnect BIMcloud Server

Disconnect a BIMcloud Server

You might have to disconnect a server - for example, when replacing the computer.

1. Before you disconnect, remove (export or move) all hosted projects and libraries from the BIMcloud Server.
2. On the Servers page of BIMcloud Manager, select the server to disconnect.
3. Click **Disconnect**, then confirm your decision.

[1] “Auto” delete: This Notification type disappears on its own when the issue is resolved. “Manual” delete: This Notification type remains visible until you delete it manually. See Delete notifications on page 183.



If you decide to reconnect it later, repeat the Pairing process.

See Pair BIMcloud Server on page 158.

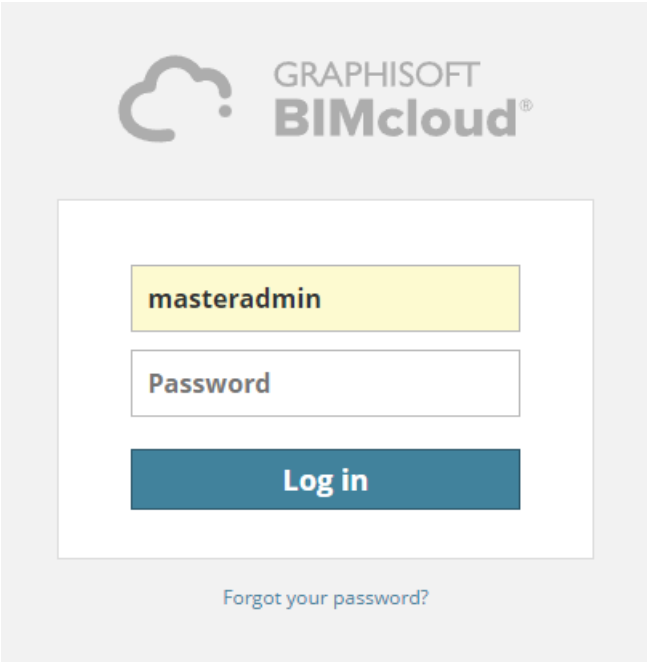
Access and permissions on BIMcloud

Setting up access and permissions for BIMcloud content

Troubleshooting: Permissions Deadlock

What to do if all access fails

In case of a system deadlock (e.g. permissions were revoked from all managers and no one is able to control the server), use the Master Administrator user to solve the problem.



The Master Administrator user is a built-in user. It is not possible to delete it, and it always has full access to the whole server. The Master Administrator does not appear on the user lists.

The login name for the Master Administrator is: **masteradmin.** The password was defined during the server installation in the BIMcloud Manager configurator. If you have forgotten the password, then re-run the BIMcloud Manager Configurator and define a new password.

Note: It is not recommended to use the Master Administrator user for everyday management tasks. Use it only in case of emergency.

Archicad-related permissions

Who can do what in Teamwork projects

These predefined permissions enable an Archicad user to create, delete/modify, and/or manage particular data types in Teamwork projects.

Most permissions are self-explanatory. In this table, we have added a brief explanation where warranted.

Archicad - Tools	
Design Tool Elements	All Archicad tools listed in the Design Tools sub-menu
Document Tool Elements	All Archicad tools listed in the Documenting Tools sub-menu
Structural Analytical tool elements	
Grid tool elements	
MEP tool elements	

Archicad - Navigator	
Layouts and Subsets - Create	
Layouts and Subsets - Delete/Modify	
Master layouts - Create	
Master layouts - Delete/Modify	
Publisher Sets - Create	
Publisher Sets - Delete/Modify	
Publisher Sets - Publish	
Transmittal Set – Manage	• Create new Transmittal Set • Add or remove Layouts • Edit data of open Transmittal Set • Delete open Transmittal Set • Close Transmittal Set
Transmittal Set – Modify History	• Reopen a closed Transmittal Set • Revise data (name, ID) of a closed Transmittal Set
Schedules and Indexes - Create	
Schedules and Indexes - Delete/Modify	
Story - Create	• Create new story with Navigator context menu or Story Settings dialog (you must reserve the dialog) • Not associated with the “Viewpoint - Manage” permission

Archicad - Navigator	
Story - Delete/Modify	Not associated with the “Viewpoint - Manage” permission
Set Up List Schemes - Manage	
Viewpoint - Manage	Create, modify and delete source markers and independent markers (e.g. markers which create a new viewpoint). If you do not have this right, you can only place linked-type Section/Elevation/IE and Detail/Worksheet markers.
Views and Folders - Create	
Views and Folders - Delete/Modify	

Archicad - Attributes	
Building Materials - Create	
Building Materials - Delete/Modify	
Cities - Create	
Cities - Delete/Modify	
Composites - Create	
Composites - Delete/Modify	
Fill types - Create	
Fill types - Delete/Modify	
Layers/Layer Combinations - Create	
Layers/Layer Combinations - Delete/Modify	
Line types - Create	
Line types - Delete/Modify	
MEP System - Create	
MEP System - Delete/Modify	
Markup styles - Create	
Markup styles - Delete/Modify	

Archicad - Attributes	
Surfaces - Create	
Surfaces - Delete/Modify	
Operation Profile - Create	
Operation Profile - Delete/Modify	
Pen sets - Create	
Pen sets - Delete/Modify	
Profiles - Create	
Profiles - Delete/Modify	
Renovation Override Styles - Manage	Relevant for Archicad projects up to v19

Archicad - More	
3D Styles - Create	
3D Styles - Delete/Modify	
Element Transfer Settings - Create	
Element Transfer Settings - Delete/Modify	
Favorites - Create	
Favorites - Delete/Modify	
Graphic Overrides - Create	
Graphic Overrides - Delete/Modify	
IFC Translators - Manage	
Issue - Create	
Issue - Delete/Modify	
Issue Tag - Create/Modify/Delete	
Keynotes - Create	
Keynotes - Delete/Modify	
Model view options - Create	

Archicad - More	
Model view options - Delete/Modify	
PLN Snapshot - Use computer for creation	Enables PLN snapshots (scheduled in BIMcloud Manager) to be run on this user's computer.
Classification and Properties - Create	
Classification and Properties - Delete/Modify	
Public Find/Select criteria - Create	
Public Find/Select criteria - Delete/Modify	
Rendering scene - Create	
Rendering scene - Delete/Modify	
Renovation Filter - Create	
Renovation Filter - Delete/Modify	
Change - Create	
Change – Delete/Modify	
Save as PLN/PLA/TPL, MOD, GSM	
Change – Delete/Modify	
Save as DXF/DWG	
Save as IFC	
Save as RVT	
Save as SAF	
Structural Analytical Model Generation Rules - Manage	
SAF Translators - Manage	
Load Manager and Load Creation - Create	
Load Manager and Load Creation - Delete/Modify	
Update to later Archicad build	

Archicad - Details, Info	
Project Info	
Project Location (including Survey Point)	
Project Notes	
Project Preferences	
Project Preview	
MEP Preferences	

Archicad - External Content	
Add-ons setup - Manage	Load/unload the project's Add-ons as listed in the Add-On Manager
Hotlink Instances	• Reserve, modify or delete instances of placed hotlink modules • Place additional instances of project's existing hotlinks Does not enable user to manage hotlinks of the project.
External Drawings - Manage	• Place drawings from an external source • Link placed drawings to an external source
Hotlink and XREF - Manage	• Add new hotlinks to the project • Use all commands in the Hotlink Manager • Attach XREFs • Manage XREF sources in the XREF Manager
IFC Project Manager - Manage	• Reserve and modify data (project, building, site, IfcGroup, IfcZone properties) in IFC Project Manager (**File > Interoperability > IFC Project Manager**) • Edit element-level Ifc Properties for elements not reserved by another user. **Note:** No permission needed to edit IFC properties of elements in their Settings dialog box, if you have reserved the elements.
Libraries - Add/Remove	Add BIMcloud Libraries to project using Library Manager Does not enable user to manage server libraries - that requires permissions on the BIMcloud Manager.
Library Part - Create	

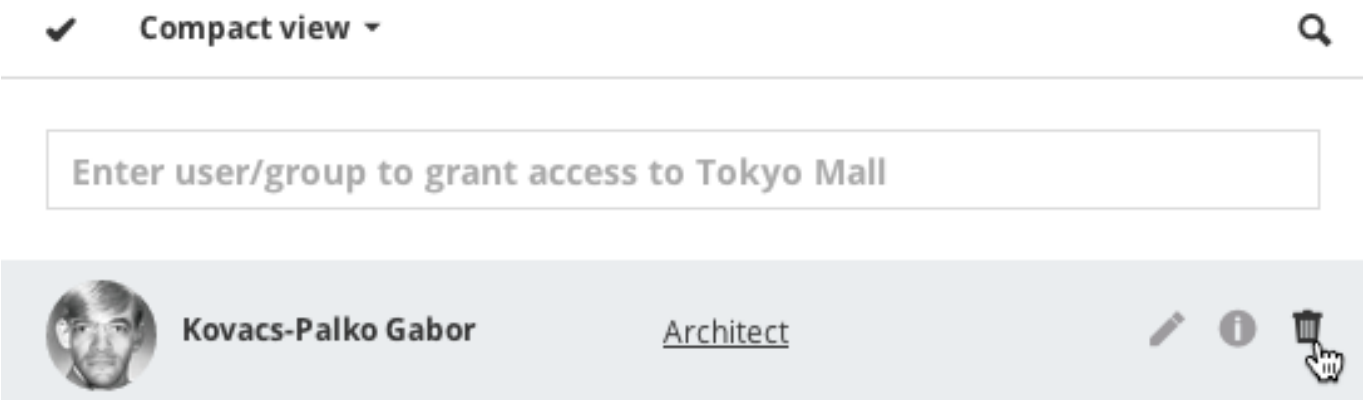
Archicad - External Content	
Library Part - Delete/Modify	
XREF instances	• Reserve, modify or delete XREF instances • Attach additional instances of project's existing XREFs Does not enable user to manage XREFs of the project.

Revoke access

Remove user access

To revoke a user's access to content item from a user:

1. Open the content item's Access panel
2. Hover over the user you would like to remove.
3. Click the **Delete** icon.

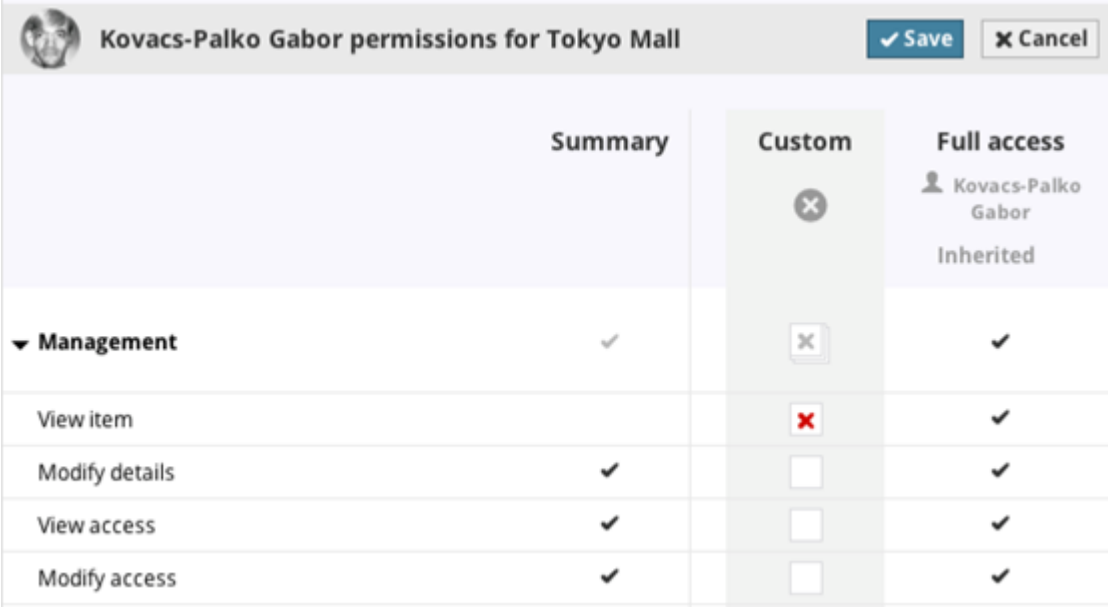


However, if the user has been granted access as a member of a group, then it is not possible to revoke the individual user's access.

The solution is to assign the user a Custom role, and then revoke specific permissions:

1. Start to type the name of the user and pick the name from the pop-up list.
2. Select **Custom role** from the Role pop-up.
3. Click **Save**.

The permissions view for the selected user will open immediately: revoke any permissions by clicking twice in the box to create a red X.



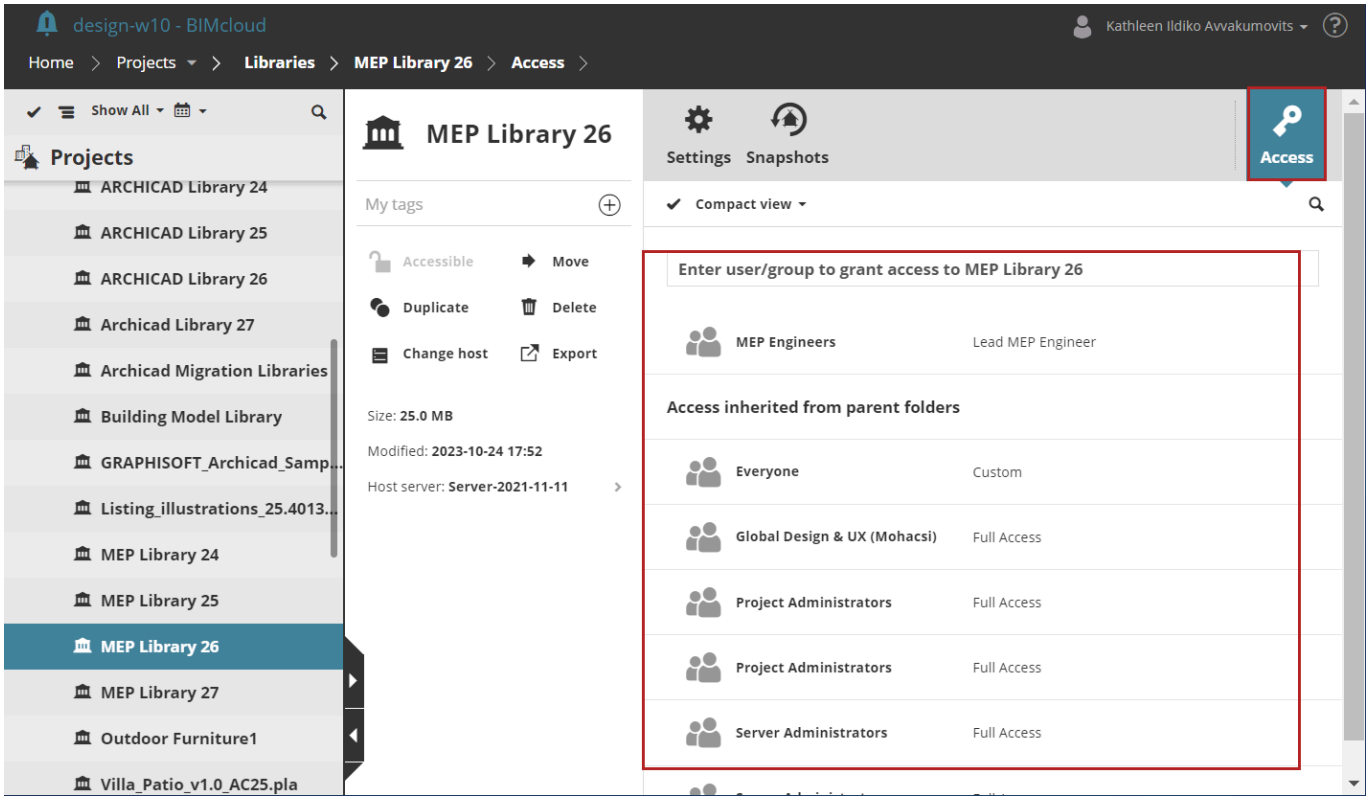
Note: To revoke all permissions, it is enough to uncheck the **View item** permission box in the Custom column. Now user will not be able to see the current content item at all, and so cannot exercise any other existing permissions either.

Similarly, if access has been granted to a user on a content item at a higher level in the hierarchy, then it can be revoked at a lower level only by assigning a Custom role to the user.

BIMcloud Access panels

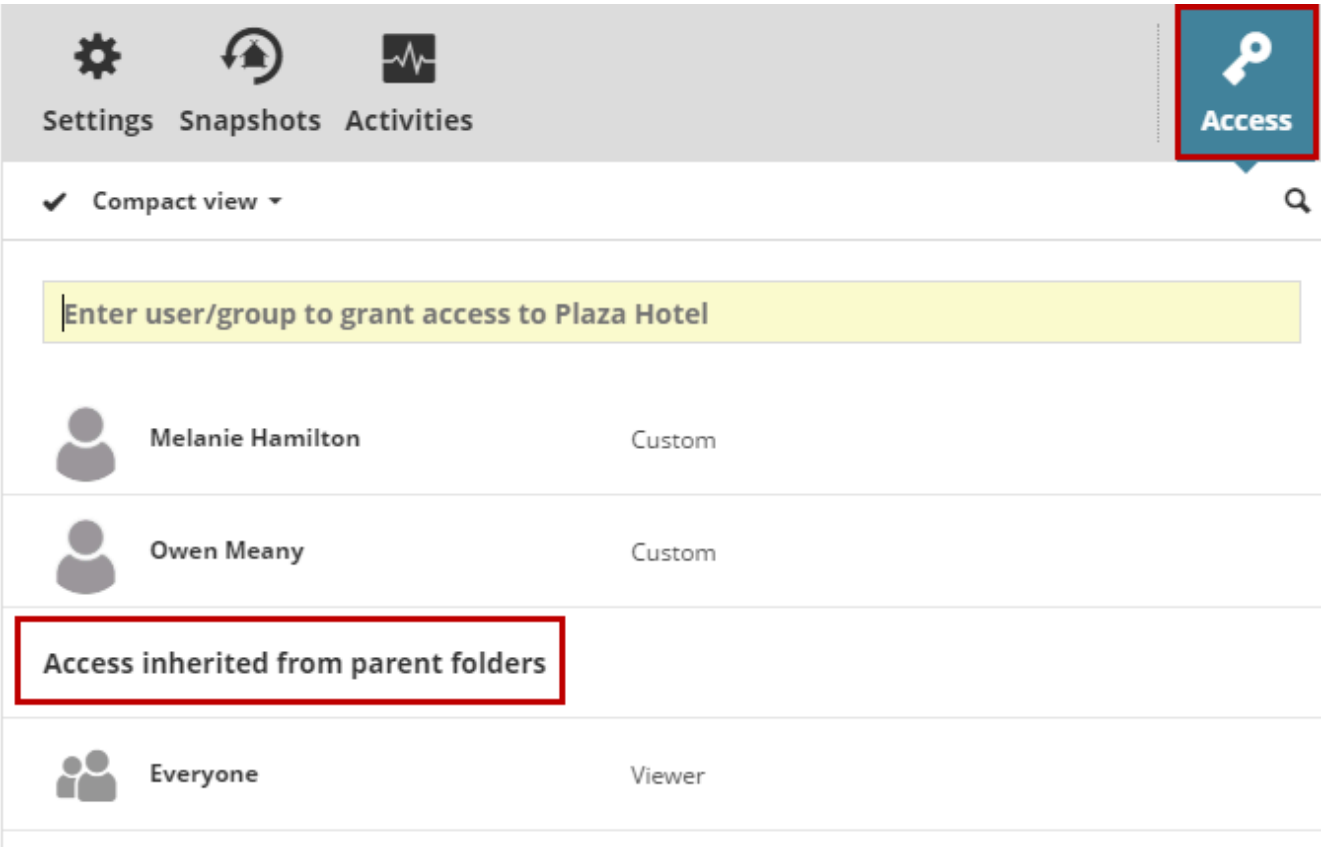
See who has access to each content item on BIMcloud Manager

Select a content item in BIMcloud Manager. The Access panel shows which users or groups have access to that item.



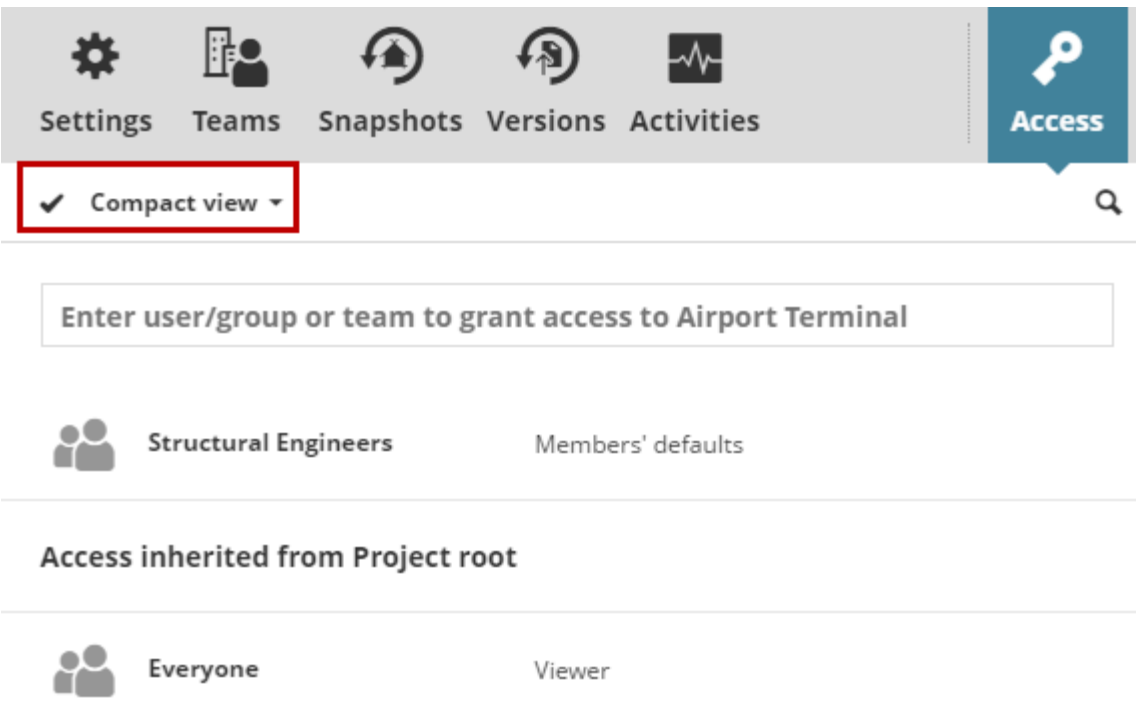
The Access panel can display who has access in two different ways:

- **Compact view**:
  - The top part of the list displays users/groups if they were granted access to this particular item (the admin added their name manually - see Grant access on page 201)
  - The bottom section ("Access inherited from parent folders") displays users/groups who can access this item because they already have access to the parent folder. Access granted at a higher level of the folder hierarchy is inherited downwards by all of its child elements.



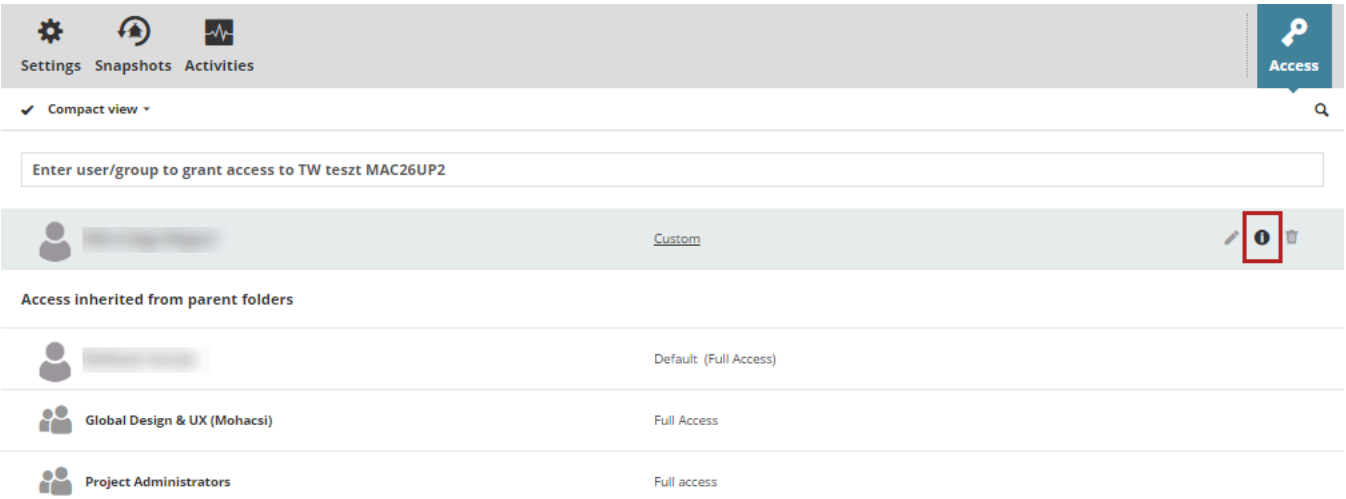
- **Summarize by users:**This is a flat list of users and groups who have access to this item

To switch between Compact View and Summarize by users, use the pop-up above the list.

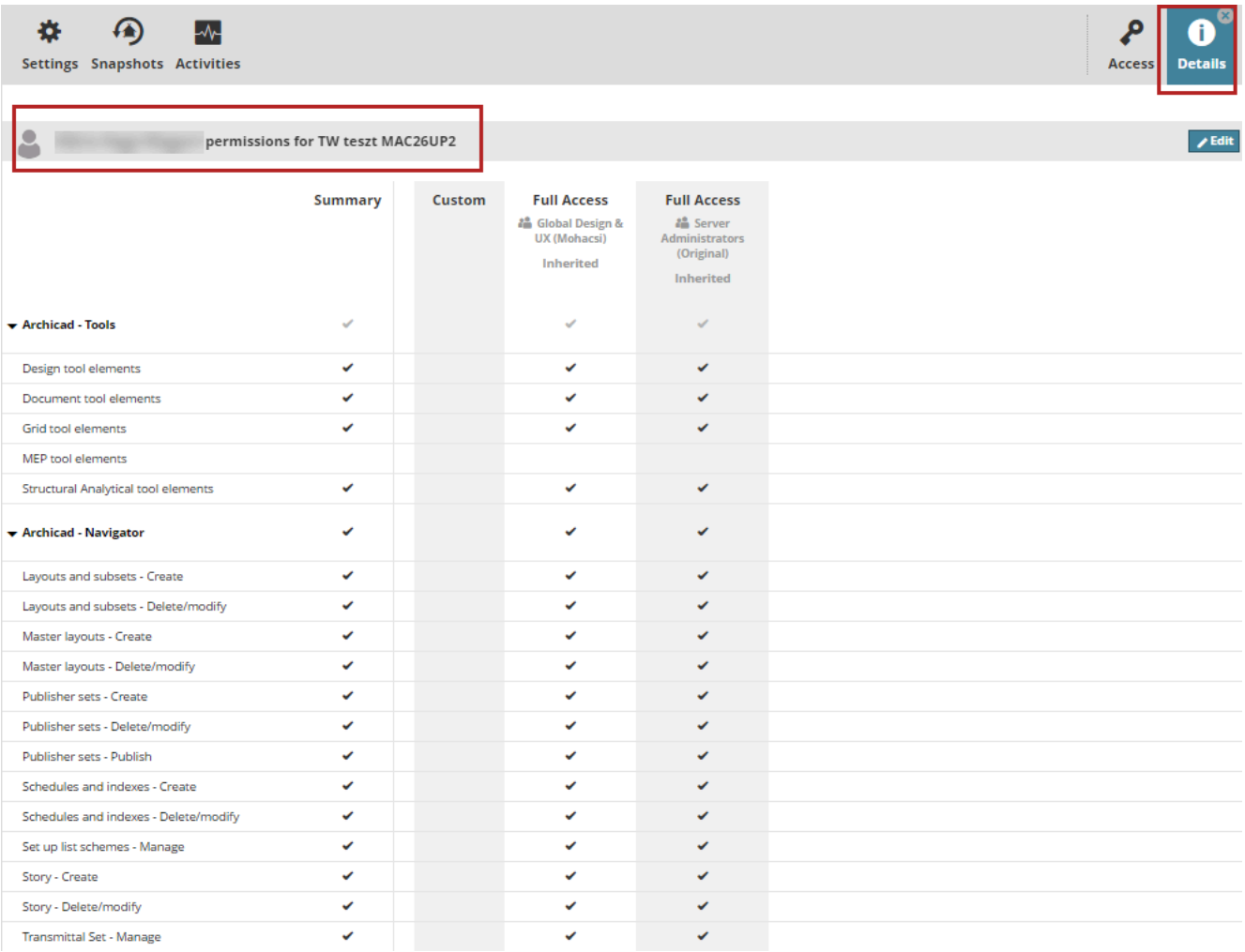


See user's permissions

In the Access panel of any content item: Hover over a user or group and click Details.



The details page shows all permissions for this user, by role.



	Summary	Custom	Full Access Global Design & UX (Mohacsi) Inherited	Full Access Server Administrators (Original) Inherited
Archicad - Tools	✔		✔	✔
Design tool elements	✔		✔	✔
Document tool elements	✔		✔	✔
Grid tool elements	✔		✔	✔
MEP tool elements				
Structural Analytical tool elements	✔		✔	✔
Archicad - Navigator	✔		✔	✔
Layouts and subsets - Create	✔		✔	✔
Layouts and subsets - Delete/modify	✔		✔	✔
Master layouts - Create	✔		✔	✔
Master layouts - Delete/modify	✔		✔	✔
Publisher sets - Create	✔		✔	✔
Publisher sets - Delete/modify	✔		✔	✔
Publisher sets - Publish	✔		✔	✔
Schedules and indexes - Create	✔		✔	✔
Schedules and indexes - Delete/modify	✔		✔	✔
Set up list schemes - Manage	✔		✔	✔
Story - Create	✔		✔	✔
Story - Delete/modify	✔		✔	✔
Transmittal Set - Manage	✔		✔	✔

Each permission allows the user to perform a specific operation. The Summary column shows the aggregated permissions for the selected user/group.

The final permission set for a user for the content item is an aggregate of all roles which have been assigned to them or their groups.

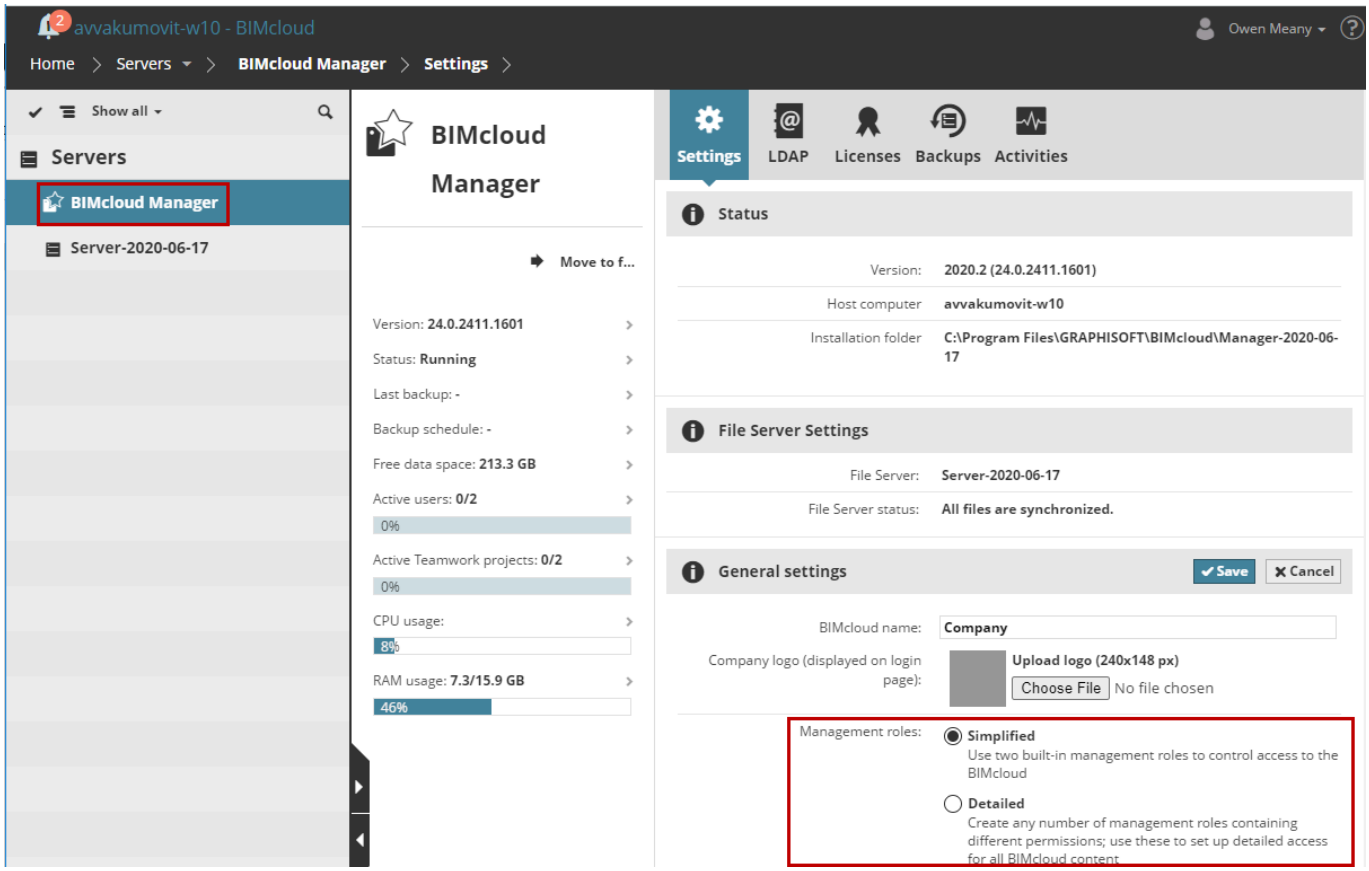
Management permissions: Simplified and Detailed

How to handle management rights on BIMcloud

BIMcloud offers two approaches to administrative roles on BIMcloud: Simplified and Detailed.

- “Simplified” uses just two built-in management roles to control access to the BIMcloud.
- “Detailed” allows you to create any number of server management roles, containing different permissions for various BIMcloud content types.

Choose Simplified or Detailed Management



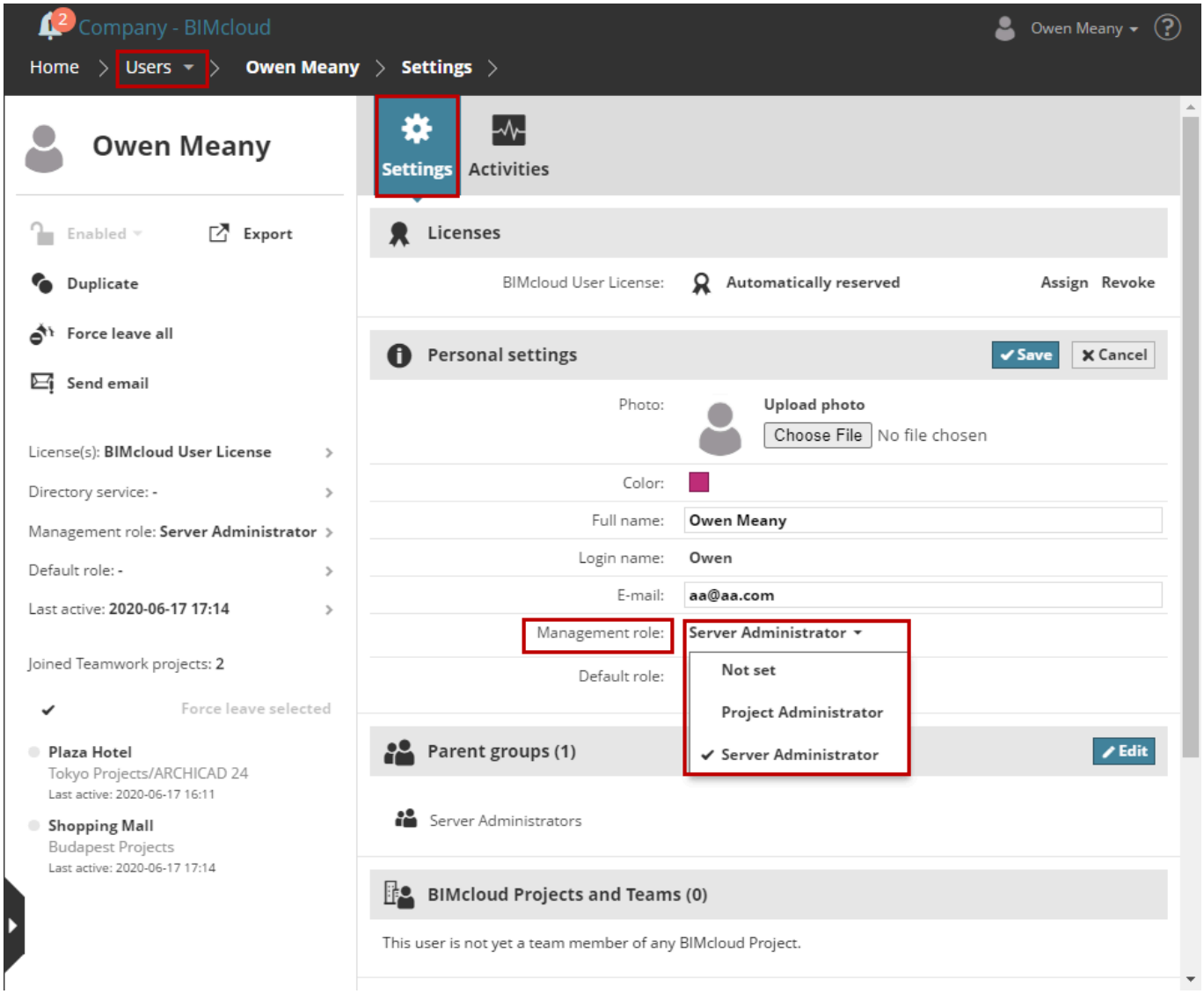
1. Go to the Servers page of BIMcloud Manager.
2. From the Servers list, select “BIMcloud Manager” (as shown on the screenshot)
3. Click the Settings panel.
4. At **General settings**, click Edit.
5. At “Management roles”, choose either **Simplified** or **Detailed**.

Simplified management

What can you do in simplified management mode?

In simplified permissions mode, you can assign users to one of three management roles: Project Administrator, Server Administrator, or Not set.

1. Go to the **Users** page of BIMcloud Manager.
2. Select the User.
3. Click the Settings panel.
4. At **Personal settings**, open the Management role pop-up and choose a role:



- Server Administrator
- Project Administrator
- Not set

For each of these Management roles, the table below displays the level of access granted to each root page of BIMcloud Manager.

Note:

- "Full access": Contains all permissions
- "View only": Contains the View item permission only

Page of BIMcloud Manager (Root)	Server Administrator Role	Project Administrator Role	Role Not set	Master Admin
Projects	Full access	Full access	View all...	Full access
Users	Full access	View only	View only	Full access

Page of BIMcloud Manager (Root)	Server Administrator Role	Project Administrator Role	Role Not set	Master Admin
Roles	Full access	View only	Not available	Full access
Servers	Full access	View only	Not available	Full access
My Tags	Available	Available	Available	Not available
Dashboard	Available	Not available	Not available	Available

Management-related permissions

Granular management permissions for admins

These permissions allow different admins to have variable management permissions for differnt types of BIMcloud content. Available with Detailed management mode.

Create/Delete BIMcloud Project

- User can create or delete a BIMcloud Project
- View item permission also required

Delete/Remove folder content (Applicable to All Folders, Including All Root Folders)

- User can delete items (folders, projects, users, groups, roles) within the folder
- User can disconnect BIMcloud Server located within the folder
- View item permission also required

Enable/Disable User

- User can enable or disable a user
- View item permission also required

Lock/Unlock Teamwork project (Applicable to a Particular Project)

- User can lock or unlock the project
- View item permission also required

Manage licenses

Applicable to a particular user and to the BIMcloud Manager's Licenses panel.

- User can assign or revoke Licenses for the user
- User can modify the settings (add/revoke/upgrade) of the BIMcloud Manager's Licenses panel
- View item permission for the user or server also required

Modify details

- User can modify all settings related to this item (except Access settings)
- View item permission also required

Modify access

- User can modify all Access settings related to the item
- View Access (and View Item) permissions also required

Modify content (Applicable to All Folders, Including All Root Folders)

- User can create new folders within the folder. (Modify Details permission for the folder is also required)
- User can assign a new BIMcloud Server to the folder (using the Pair process)
- User can Share a project that is inside the folder
- View item permission for the folder also required

Modify default role

- User can modify another user's default role

Start/Stop Server (Applicable to a Particular Server)

- User can start or stop the server
- View item permission for the server also required

Modify hosted data on BIMcloud Server (Applicable to a Particular BIMcloud Server)

- User can assign this BIMcloud Server as the default server of a Project folder
- View item permission for this server also required

View Item

- User can view all settings related to the item, except
  - Access Panel - which also requires View Access permission
  - Activities Panel - which also requires View Activities permission
- If the item is a Project, a user with View Item permission can Open or Join the project from Archicad

View Access

- User can view the item's Access settings (View Item permission also required)

View Activities

- User can view the item's Activities panel (View Item permission also required)

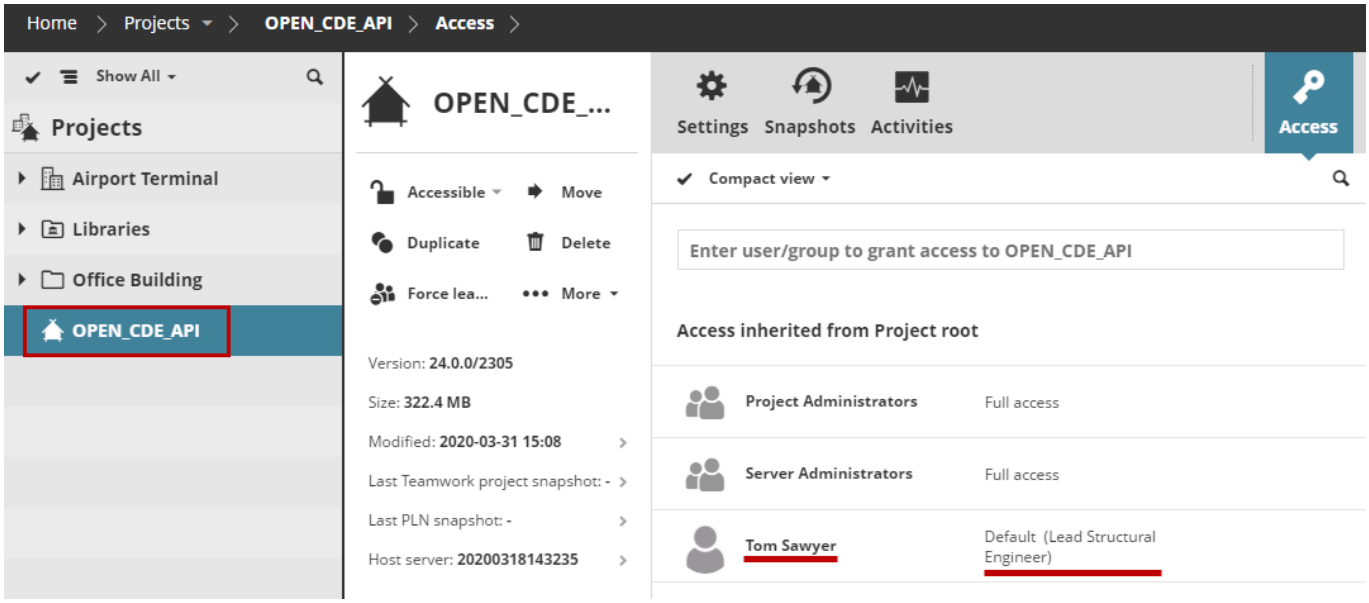
View BIMcloud Project (Generated)

Automatically generated for a User who is added to a BIMcloud Project Team. This permission cannot be added manually to any Role.

Grant access

How to provide users with access to BIMcloud content

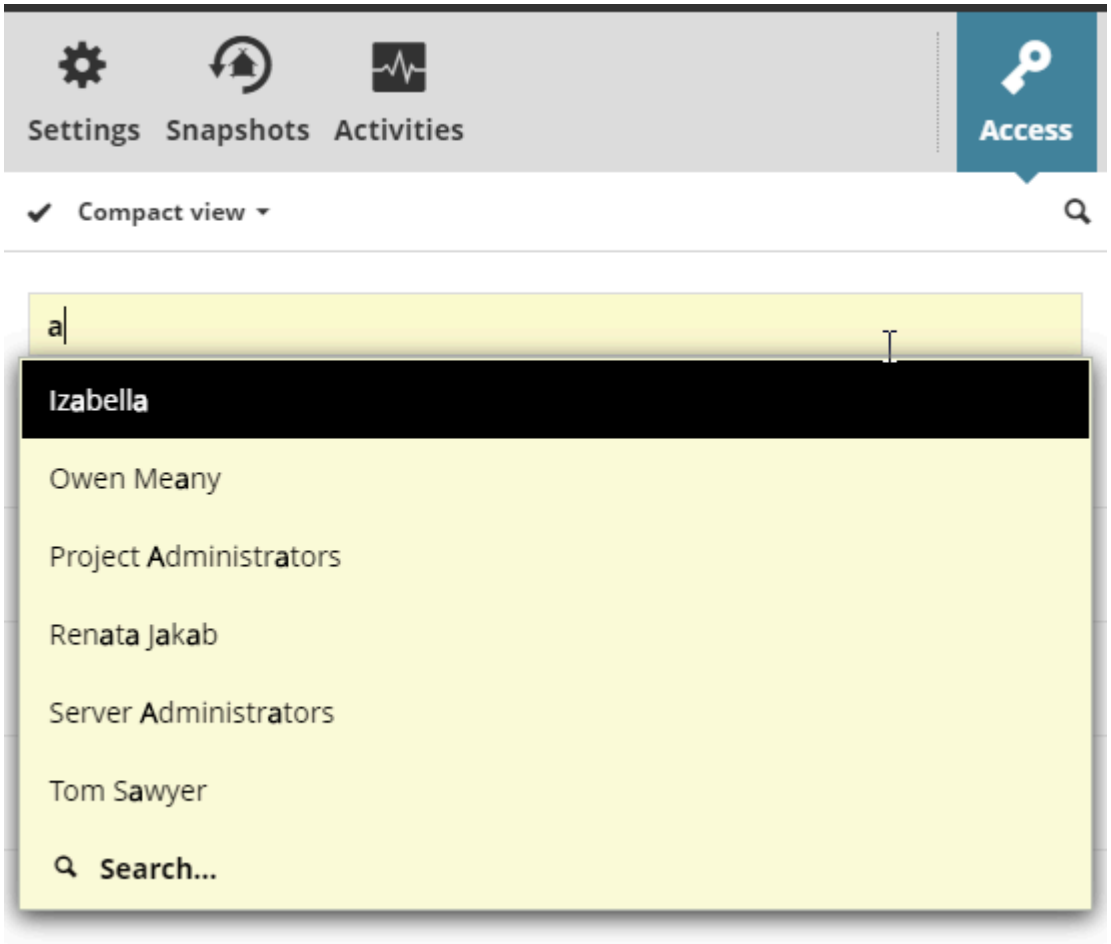
Granting access involves three aspects:



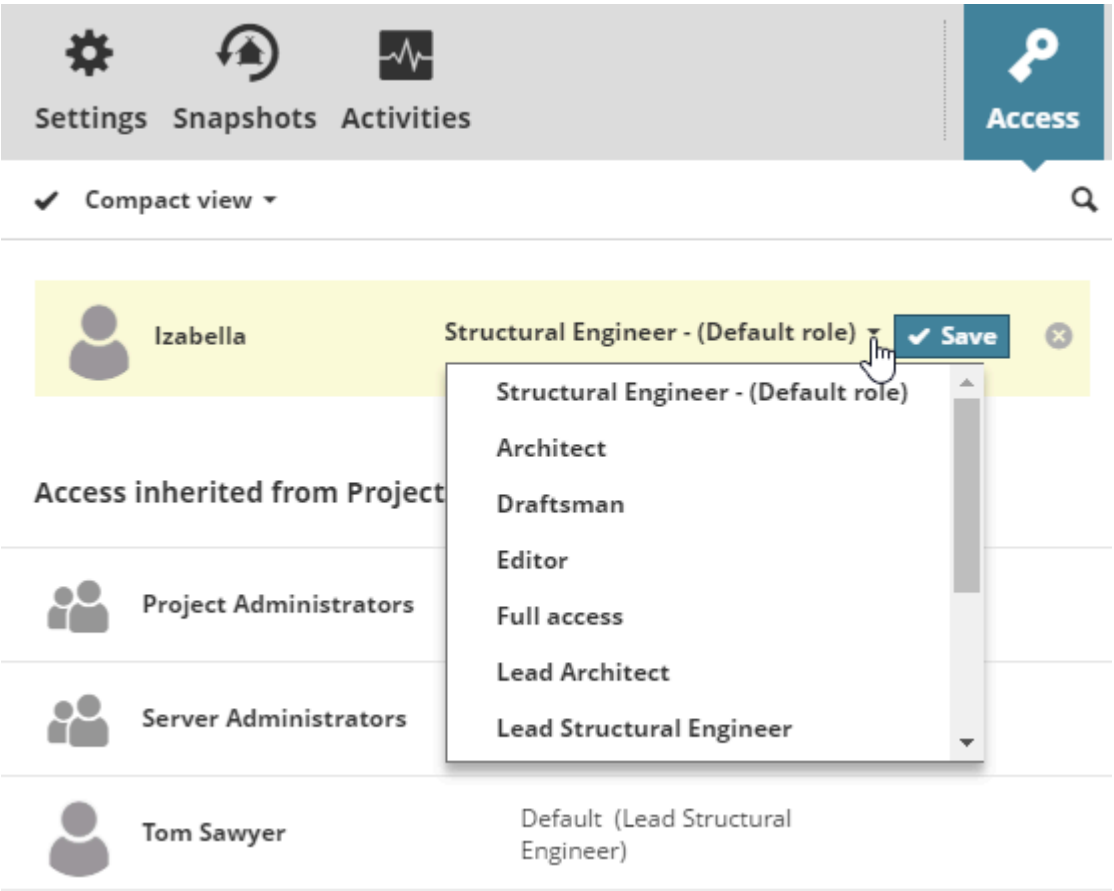
- **Which**content item is accessible by
- **Whom,** and
- **What** can they do with it

To grant access to a content item on the BIMcloud, follow these three steps:

1. Select the item in the Navigator.
2. Open the Access panel and start to type the name of **who** can access it (user or group), or click Search. To grant access to all users, use the special Everyone group.



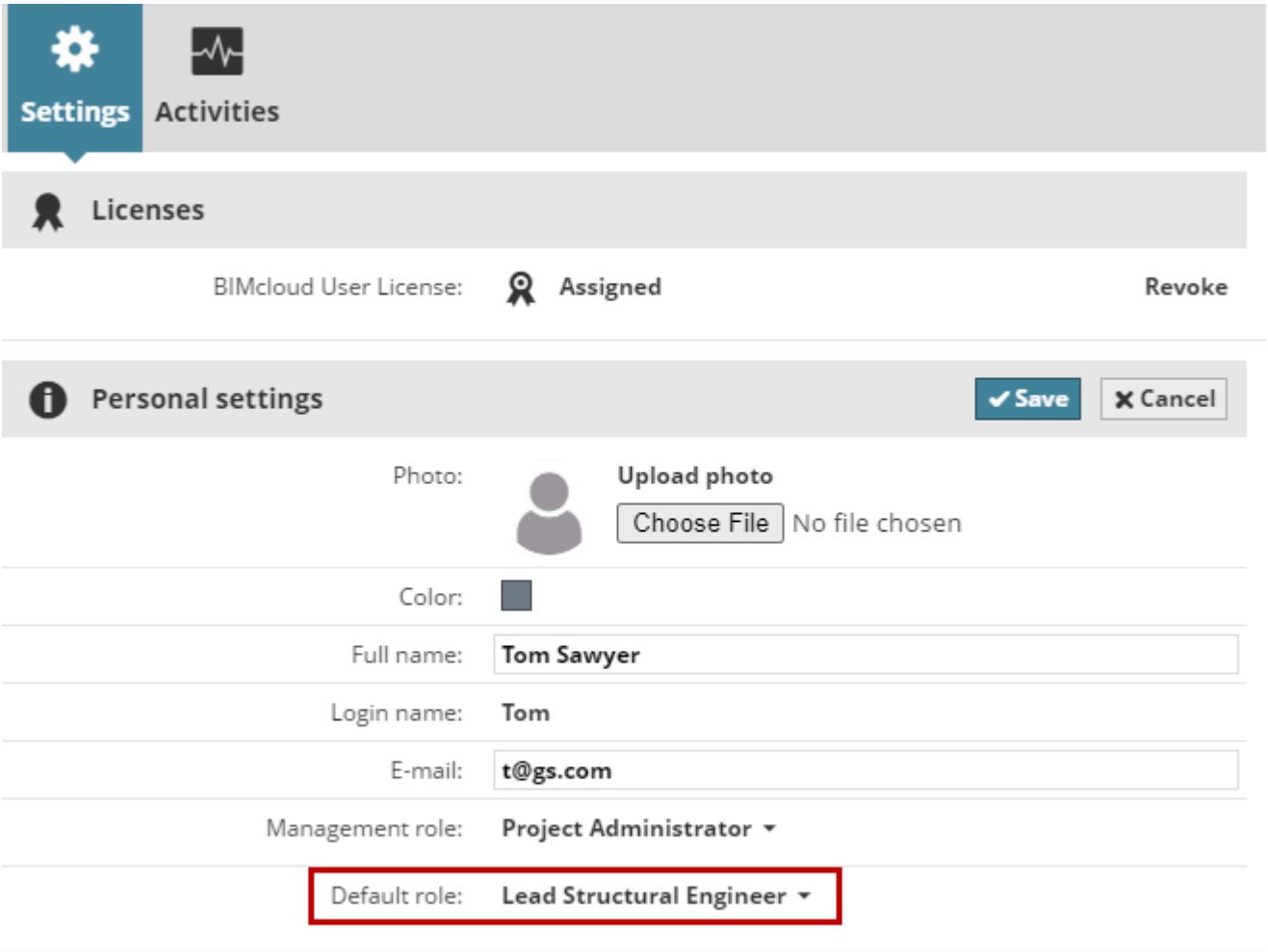
3. Choose a role for the selected user or group – this defines **what** role they have for the selected item. (Each role is a set of permissions. Define and edit roles on the Roles page.) You can:
   - Set their default role
   - Choose a different role
   - Define a Custom role for this purpose



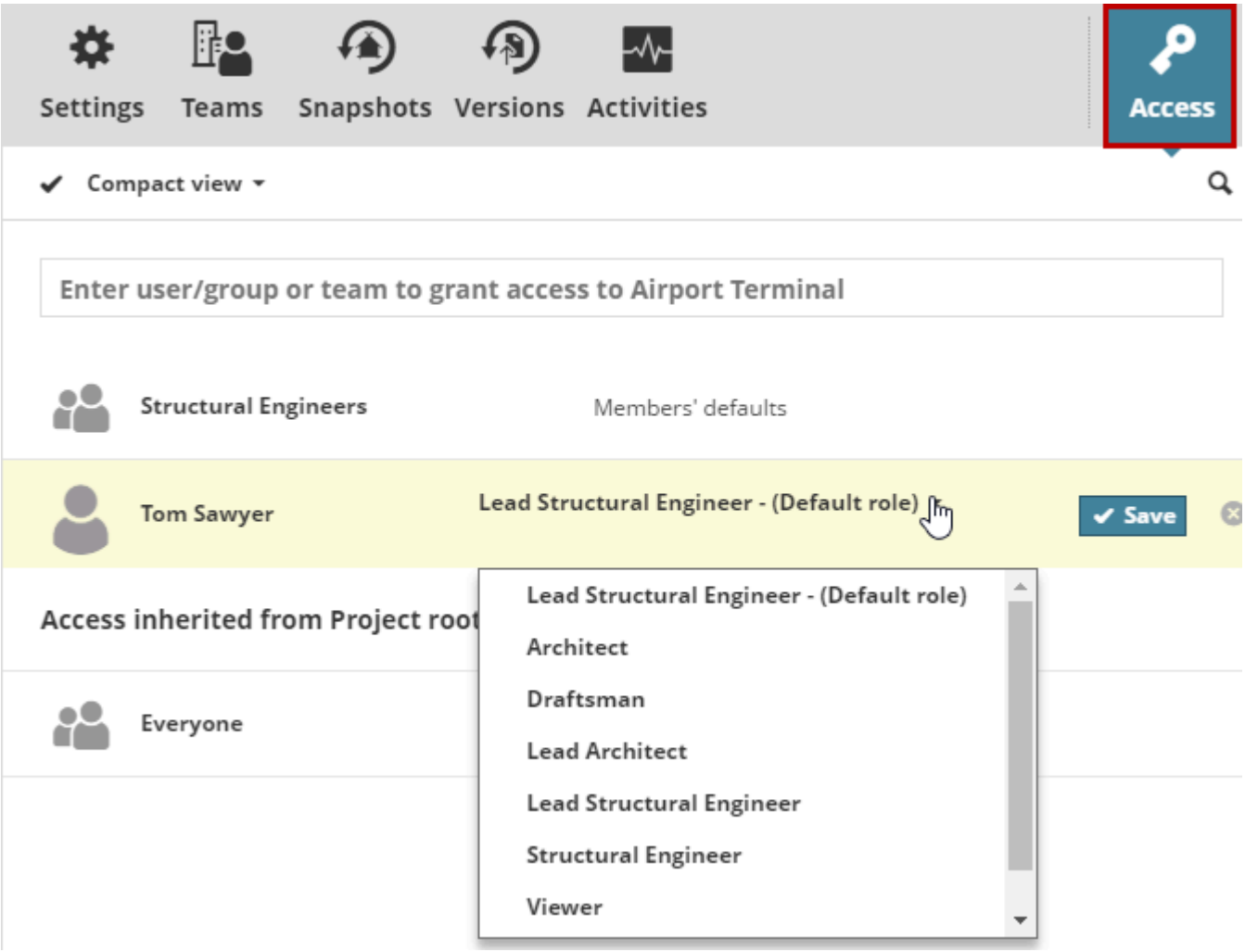
Default role

User's default permission set

Each user can have a default role defined in their user settings. (A default role is optional.)



When you grant access to a user on the Access panel, they bring this default role, unless you assign them a different role.

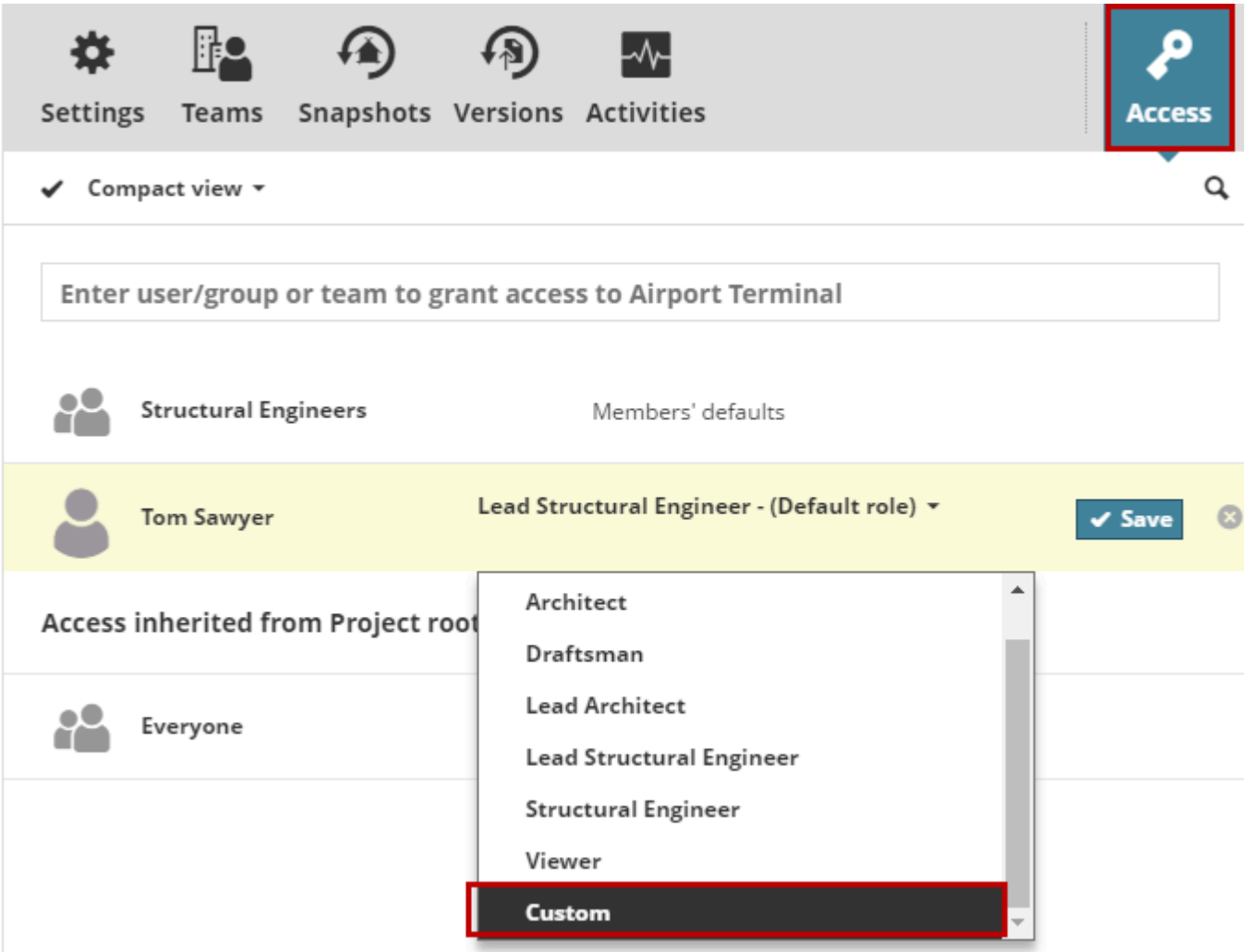


If a group is granted access with its default role, then each group member also comes with their own default role.

Define a custom role

Create a custom permission set for a particular item

Sometimes it is easier to grant certain permissions locally to someone for a content item, without saving this permission set as a new generic role. In this case, when granting Access, select **Custom** from the pop-up, then click **Save**.

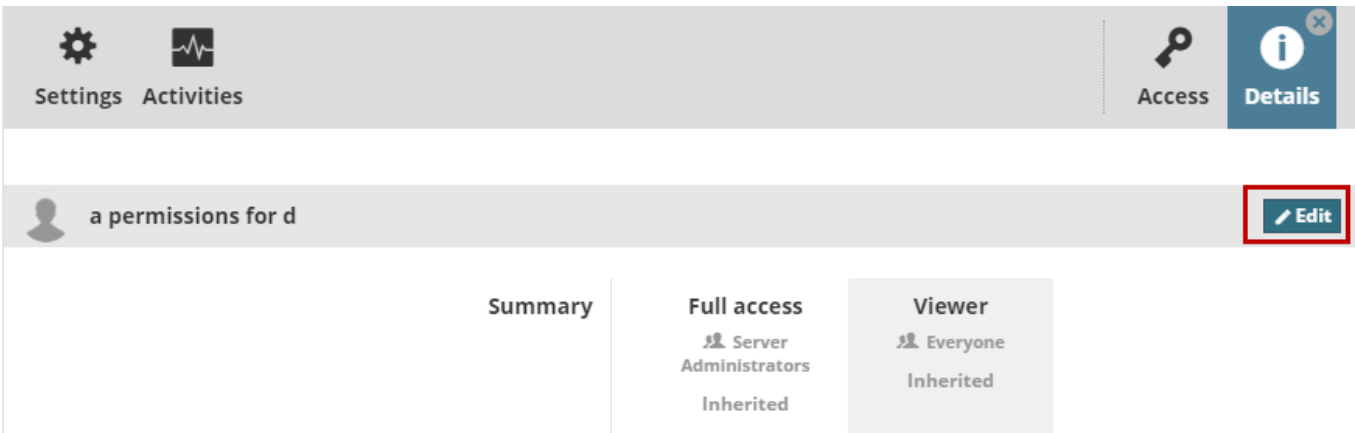


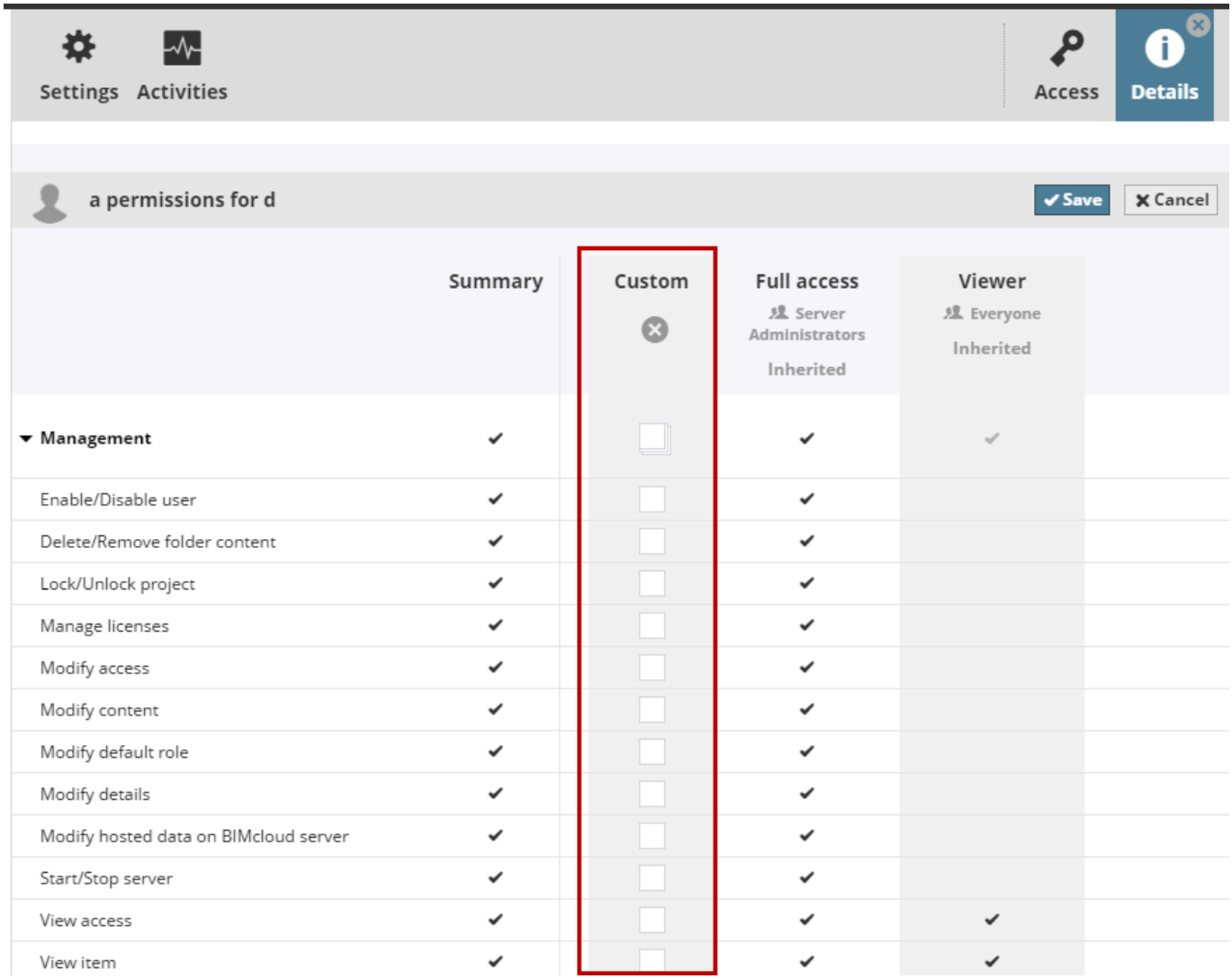
The Detail page will automatically open and you will be able to pick the necessary permissions as part of a custom role for the selected user/group (see below).

Grant or revoke a permission

From the Details view of a user or group:

Click **Edit** on the header to make the Custom role appear.





- Click once in the checkbox to **grant the permission**
- Click a second time in the checkbox to **revoke the permission**.

Click **Save** to store your changes.

If a permission has been revoked, then it cannot be re-granted again at a lower level in a hierarchy.

For information about specific permissions, see:

- Archicad-related permissions
- Management-related permissions on page 200

Traversing

Why users see content they can't access

Traversing allows administrators to enable users to see the content structure of BIMcloud Manager, without necessarily having access to all of its items.

Traversing ensures that users will be always able to access all content items for which they have **View item** permission - even if they do not have permission to access the parent folders.

In this case, the parent folders (which would otherwise be hidden from the user) are visible in the Navigator and the user can traverse through them, but no additional information will be displayed about that parent folder.

If access to the content item is revoked from the user, these traversed parent folders will automatically disappear too.

Note:

- Traversing works for all content types, even those without multi-level hierarchies (Roles and users).
- Traversing does NOT work when subscribing to change notifications on BIMcloud folders. If you can see a folder only because of traversing, you cannot subscribe to that folder - you must have explicit view permissions.

Example:

Hierarchy in Navigator:

- Folder A
  - Project A

You have View item permission for **Project A**, but you do not have any permission for **Folder A**.

Folder A will be still visible in the Navigator to allow traversing through it, but no additional information will be displayed about **Folder A**.

You can subscribe to changes on Project A, but you cannot subscribe to changes on Folder A.

Permission dependencies

How permissions can be codependent

Certain permissions will only be effective if another permission is also granted.

Examples:

- **View Item** permission is superior to all other permissions. If a user does not have **View Item** permissions, then the other permissions related to that item will not be effective, since the user cannot find the item in the BIMcloud Manager.
- **View Access** permission is superior to the **Modify Access** permission. The Access panel of an item will only appear if the **View Access** permission is also granted. Without seeing the Access panel, it is not possible to edit anything on it.

Switch to Detailed management

What happens when you change from simplified to detailed management?

If you switch from simplified to detailed management, all existing access permissions will be retained; all users can continue work without further interruption.

Two new User Groups appear on the Users page:

- Project Administrators
- Server Administrators

The existing Project and Server Administrators are added to these groups.

Two new roles are created on the Roles page:

- “Full access”: Contains all permissions
- “View only”: Contains the View item permission only

For these two User Groups, the table below displays the level of access automatically granted to each Root page of BIMcloud Manager.

Page of BIMcloud Manager (Root)	Server Administrator User Group	Project Administrator User Group
Projects	Full access	Full access
Users	Full access	View only
Roles	Full access	View only
Servers	Full access	View only

These new permissions will automatically be applied to all sub-items beneath the root folder. You can now fine-tune all permissions for each and every content item.