

## Autodesk Vault Training – Course Outline

### Duration:

Vault Basic: 1 day

Vault Pro: 2 days

Vault Administration: Additional Third Day

### Who should attend?

This course is designed for new Vault users who need to become familiar with all the main tools within Autodesk Vault Software.

### Prerequisites

Before starting this course, students should have a working knowledge of Vault products or similar data management products. It is also recommended that delegates have a working knowledge of Microsoft Windows XP or newer and know how to navigate the Internet.

### Product Overview:

Autodesk Vault enables workgroups to improve productivity and provide faster design cycle times by making it easier to create and share Digital Prototyping information.

Enable your workgroups to control and manage their design data with increased functionality for data management, data search and reuse, revision control, and simple administration and configuration.

### User interface

- Vault Access
- User interface navigation
- Project Explorer
- Item Master\*
- Change Orders\*
- Custom views
- Worklists/Shortcuts
- Grouping /Filters

### Working with Vault Client

- File Check In/Out Autodesk Products
- File Check In/Out Microsoft Office products
- Folder creation/Structure
- Folder/ File Category Assignment\*
- Revision schemes\*
- Lifecycles
- Custom Properties
- Property mapping and Configuration\*
- Searching Capabilities
- Reporting\*
- Share Views\*
- Assigning files to ECO (Engineering Change Requests)
- Web Client\*

## Export from Vault

- File transmittals
- Send file link\*
- Batch plot
- Package Files

## BOM Control

- Item assignment\*
- Item Numbering\*
- Primary, Secondary, Tertiary linked files\*
- BOM export to ERP\*
- Release Management\*

## Advanced configuration

- Job processor\*
- Revision Table\*
- User Account Set up
- Folder level Control ACL\*
- Content Indexing
- ECO configuration\*
- File/Item Numbering Schemes\*
- Vault Autoloader

## Administration

- User management
- Roles
- Groups

\*Vault Professional only

## Course Requirements:

Microsoft® Windows®10, Windows®7, Vista® or XP working knowledge. Drafting and design experience is a plus.

## Additional Info:

Candidates receive comprehensive courseware and upon completion an industry - recognised Autodesk training certificate.



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