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Fusion 360 Team Hubs Explained

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Learning Objectives

- Learn why a company should care about using Fusion Team
- Learn about what a team member can do in Fusion Team
- Learn how to collaborate with non-team members invited to your team
- Learn how to request your company's Fusion Team and transfer your personal designs over

Description

Are you confused about the way data is stored with Fusion 360 software? Would you like to know more about sharing designs and tool libraries, or even inviting users outside your team to collaborate? This class will explain the Fusion Team company hub in full detail, including why you should be looking into it, and how to get the most out of it if you've already set it up for your company.

Speaker

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[Shayne's bio here]

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Intro

Why should you care about Fusion Team Hubs? If you're using Fusion 360, the cloud-based storage integrates directly into the program.

Although it seems almost unnecessary, I have to pause to answer a question I still get often: Do I *have* to store my Fusion 360 data on the cloud? Can't I just work locally? The answer is yes, you have to. Fusion 360, and especially our main topic here, Fusion Team, are both built around cloud-based tools and technology. Designs you build *should* be stored in the cloud, that's the only way to use most of the great tools that Fusion 360 and Fusion Team provide. While it is true you can disconnect and work locally for a short period of time, your data ultimately will live in the cloud. What's the best way to manage that data and what can be done with it in the cloud? Fusion Team.

You're not using Fusion 360? What about other Autodesk programs like Inventor, AutoCAD, even Plant 3D? If you have an Autodesk Collection you may already have access to Fusion Team even if you're not currently using it!

Wait, you're not using Autodesk programs? SolidWorks, Microsoft Word or Excel? A Fusion Team Hub for your company can still give you some great collaboration capabilities, especially if you're using a tool like Generative Design that employs Fusion 360 tech.

I proposed this class because as I've worked with companies to answer questions and get Fusion Team set up, I have realized there is a lot of confusion over it. My goal is to answer all your questions about Fusion Team and give you a path to taking advantage of this powerful tool.

One last note – Fusion Team is changing fast. Even since proposing this class and starting work on it, several things have changed. For example, in October of 2019 users without Fusion Team entitlement started getting messages about having Basic Access only. What does that mean? What changes were made? Also, around that time, new users were automatically prompted to start a Fusion Team hub if they weren't already in one. The legacy "myhub" personal drive is no longer an option. My original presentation was going to focus on transferring from a Personal Hub to a Team Hub, however even that will soon be obsolete as personal hubs are phased out.

This document may become out of date, but you can continue to get up-to-date information from Autodesk and from D3 Technologies on this topic. The documentation online for [Fusion Team](#) is regularly updated and contains a comprehensive overview of Fusion Team.

Why should your company care about Fusion Team Hubs?

Design is not done in a vacuum. Most design projects included multiple designers or multiple stops in a company, and design reviews with managers or others. Even if your entire design and approval process involves a team of just one, you probably still have to communicate designs with vendors, customers, or others.

If this is the case for you (and it is) then you should care about Fusion Team. Let's take a look at just one scenario where the importance of a Team Hub for your company is clear.

Without a company Fusion Team Hub

TLDR; without a company Fusion Team Hub you can't control your data.

Imagine you have an employee, Javan. He has been working with your company for a few years. Javan brought his own seat of Fusion 360 with him when he started. While he is using Fusion Team, he currently stores all his data on own Team Hub. He has shared links for others in your company to be able to view, comment, and markup drawings. His organizational skills leave a lot to be desired, but it's not a big deal since he's mainly sending links for you to work from.

This process of working from public links seems a little messy, but it's better than the emails with attachments of obsolete CAD versions that used to go flying around between departments and vendors!

One day Javan approaches the CAD Manager to let her know he has found a new opportunity he wants to pursue and will no longer be working with your company. What happens next?

Since Fusion 360 access is user-based and access is assigned to an Autodesk account, it's likely Javan will take Fusion 360 and his Team Hub with him. After all, it contains other projects he subcontracted for other companies. But what about your designs which Javan has worked on?

Obviously, his data will go with him. Now your company must contact Javan and request that he archive and send all his designs to someone else in your company who now has to figure out how to upload and continue work with all these projects. Good luck digging through all those designs! We've already talked about his organizational skills. Javan himself couldn't even tell you how his data is organized.

With your own Fusion Team Hub

TLDR; with a company Fusion Team Hub, you control your data!!

This time imagine your company was thinking ahead. Instead of leaving Javan to store data wherever he wants, you have set up a Fusion Team Hub for your company. The CAD Manager has invited Javan into your Fusion Team Hub as a Team Member.

The CAD Manager has created projects for different clients and jobs. He has also invited other stakeholders into these projects to comment and give feedback during the projects. The CAD
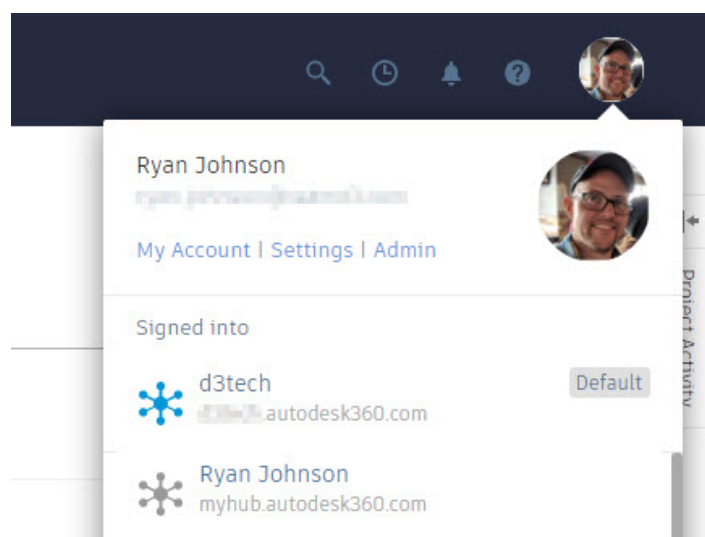

Figure 1: Account showing both the Fusion Team Hub and the personal hub, myhub.autodesk360.com

Manager is able to restructure and reorganize data whenever he needs to right from the web, even though Javan is working on these designs inside of Fusion 360. Instead of working off of Public links, all stakeholders in a project are always seeing all relevant designs, including related data and comments and markups from the entire design history.

Again, Javan has found a new job opportunity he cannot pass up. He stops working for your company and along with his departure, takes his Fusion 360 and his Team Hub with him. However, this time the CAD Manager just deactivates Javan's access to your company's Fusion Team Hub. The data is still available to everyone else in your Team Hub, even the new contractor you've hired!

Other Team Hub benefits

There are other benefits to Fusion Team. In the following section we'll review some of the functions and benefits of Fusion Team for full participants. Here are just a few:
- User Management
- Syncing data to a local drive using Desktop Connector
- Commenting and redlining
- Public/Private design sharing

What can a Team Participant do in Fusion Team?

We'll focus on many different areas of the Fusion Team administration in this topic. Being a Team Participant means you have full access to Fusion Team, either along with Fusion 360 or through a standalone Fusion 360 - Team Participant license.

Team Administration

Team Administrators provide basic configuration for access and approval for the entire Fusion Team Hub. From the User icon at the top right of the screen pick the Admin link.
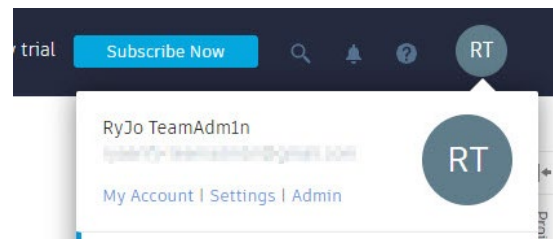
Figure 2: Admin menu available from profile link

Change the Team Name
From the Team Name section, the Team Admin can change the Fusion Team Hub name.

Access Controls
The Team Admin can determine whether other Team Members can invite new members, and if so what kind of approvals are needed when new members are invited.

Team Roles
Users who are invited into a Fusion Team Hub fall into three Team roles. Generally, users inside of a company are assigned one of the Team roles, whereas vendors, customers, and others outside of a company would only be given a Project Contributor role.
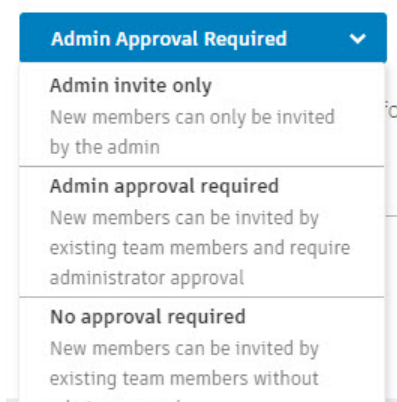
Figure 3: Access control options

Team Administrator

The Team Administrator is responsible for Administration of the entire Fusion Team Hub, not just individual projects. Several Team members may be assigned Team Administrator role.

The Team Administrator can also activate and deactivate projects and users in the Administrator Console.

Team Member

Team Members are normal users inside your company. Team Members are able to create projects and invite users into those projects, both inside and outside a company. The invitations may require Admin approval, depending on the settings the Team Administrator has chosen in the Access area of the Administration Console.

Team Members can see and join all Open and Closed projects. They cannot see Secret projects unless they've been invited into them.

Project Contributor

Project Contributors can view content in projects they're invited into. They can also invite other users into a project, with Project Administrator approval.
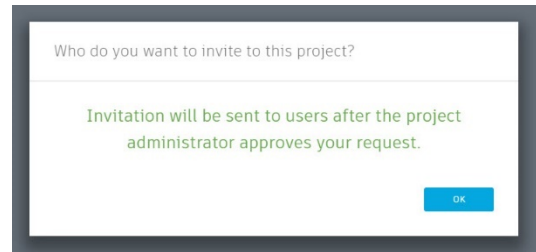
Figure 4: Admin approval required to invite new users as a Contributor

Project Contributors cannot interact with or see Open projects. They have no permission to create new projects or view any projects they're not already a part of. The also cannot be assigned as a Project Administrator.

Project Contributors that are not Team members will be noted with a flag on the members list of a project. Hovering over this flag will show a tooltip indicating the meaning of the flag.
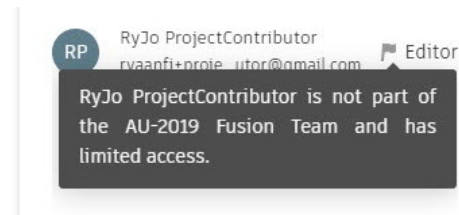
Figure 5: Limited access flag

Projects

In Fusion Team, a project is a group workspace where many members can edit and review data. Each project can have different members with distinct roles.

Project Types

Fusion Team allows three project types: Open, Closed, and Secret projects.

o **Open Projects** – Open projects are open and visible to all Team users. They are not available or visible to Project Contributors.

Open projects would be a useful place to store projects and documents you would like to be freely available to any Team member inside your company.

o **Closed Projects** – Closed Projects have tighter security. Closed projects can be seen by any Team member; however, they must request to access the project to view or interact with any of the data inside.

Figure 6: Team Member joining an open project

Requesting access to a Closed project will send a notification to the Project Administrator with the request. Once the Project Administrator has approved access, Team Members will be able to see data inside the project.

Project Contributors may be invited into a closed project by the Project Administrator or other Team Members. Closed projects will not be seen by any Project Contributor unless they've been invited into the project already.

Figure 7: Team Member requesting to join a closed project

o **Secret Projects** – Secret Projects have the same security as Closed projects, with one exception. Secret projects cannot be seen by Team Members unless they have been invited into the project.

Project Roles

There are three roles inside of a project. Roles may be unique to each project. For example, you may be a Project Admin for one project but only an Editor in another.

o **Project Admin** – The Project Admin can assign other Team members to be a Project Admin. They can also invite other users into a project and change their project role.
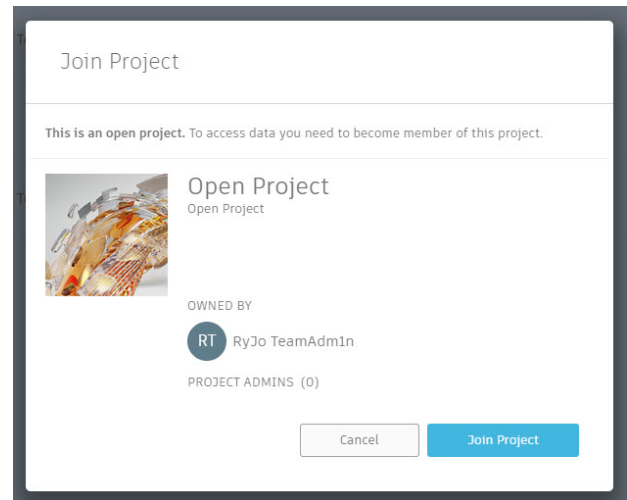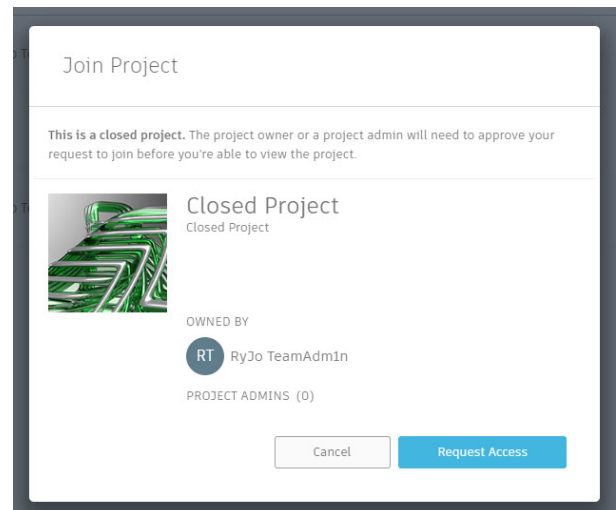
- o **Editor** – An Editor in a project may edit any data in a project. They may also add new data into a project. They can invite new Team Members or Project Contributors to join the project.
- o **Viewer** – A viewer may only view data in a project. They can comment and create markups. They cannot add new files into a project. They may be able to download files, if it has been allowed.

Collaboration

Collaboration tools are available to all Team members as well as to Project Contributors. Full collaboration including design-based commenting and mentions is possible to any member invited into the project, even Project Contributors with Basic Access.

Users can be invited into a Project whether they are a licensed Fusion Team user or not. Inviting a user in will allow them to view and interact with all data in a project, according to their roles.

Alternately, Fusion Team members can share links to individual designs or files stored in their projects. These links can be controlled in various ways.

- You can turn on or off access with the generated link
- You can allow or disable downloading of the design
- You can add a password to protect your designs from unauthorized review

Sharing a design link doesn't give the recipient full access to a design or its comment or markup history. It does give them access to viewing and measuring tools. The Public Link for any design will always provide the latest version of that design, regardless of if it was the original version the link was generated from.
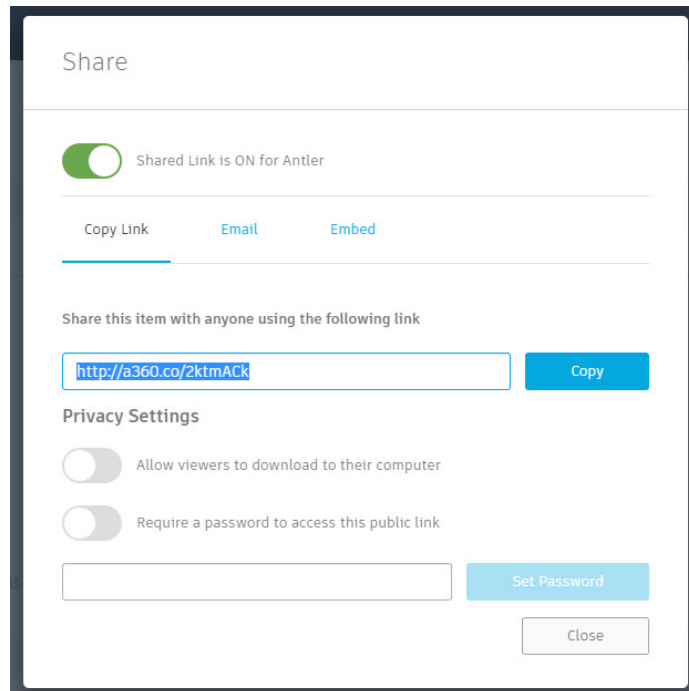
Figure 8: shared link options

Tool Libraries

Tool Libraries can be shared for all team members inside a Fusion Team Hub. This allows multiple CAM operators to access the same tool libraries in different projects or designs, instead of needing to recreate them individually. When a new tool is added, all users in the Team Hub have access to it.

Desktop Connector

Desktop Connector allows you to sync data from your projects onto your local machine. It is a bi-directional link, so any data you add into this local folder will also by synced up to Fusion Team.

How can outsiders collaborate in my Team Hub?

Full Access

Full access is granted to any licensed user inside a Fusion Team Hub. Any Fusion 360 user, any assigned Manufacturing Collection user, or any Fusion 360 Team Participant will get full access to a Fusion Team Hub.

As discussed earlier, full access provides a lot deeper access into a Team Hub. Users with full access who have been made Team Members on your hub can create projects, invite users, upload and manage data, and even install the Desktop Connector to sync a hub to their local computer.

Basic Access

Basic Access for non-paying users. This includes anyone who doesn't have access to Fusion 360 or a Fusion 360 Team Participant license.

Basic Access will allow a user to participate in a project by viewing designs and commenting and marking up designs. Users with Basic Access will not be able to add designs or files to a Project or to share links of a design from a Project.
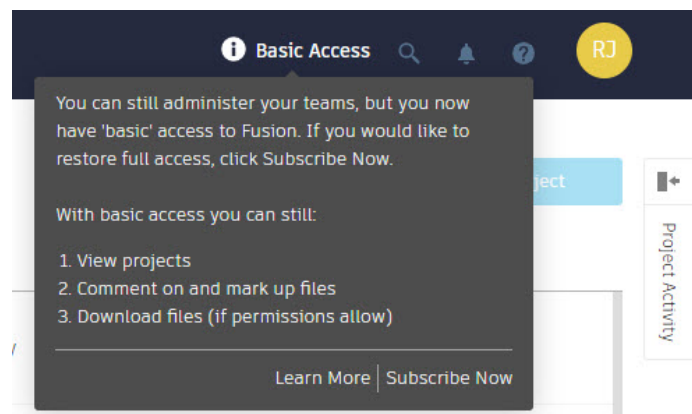

Figure 9: Description of Basic Access

Autodesk Accounts that are brand new to Fusion Team will get a 30-day trial of all Team Participant features. After the 30-day trial if they do not subscribe to either Fusion 360 or as a Fusion 360 Team Participant, they will revert to Basic Access.
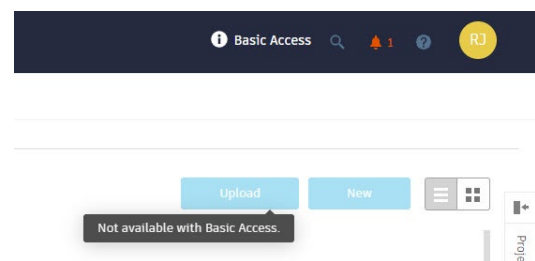

Figure 10: Uploading new files is not available with Basic Access

Bringing Users into your Project

Collaborators can be invited into any Fusion Team project using the process below. Alternately, the Team Admin can invite users directly into the Fusion Team Hub. They will do this from the Admin menu under their user icon in Fusion Team.

Inviting Collaborators

You must be a member of any project you want to invite new users into.

To invite new collaborators into a Fusion Team Project, use the Invite button inside the Project Details > Details tab. Just click Invite and type in the email addresses of all users you'd like to join this project.

Alternately, you can invite users directly inside of Fusion 360 while working in any project. Just click on the People tab inside the Data Panel. You'll see a button to invite new users into the project there.

Joining a Team Hub
When you're initially invited into a new Team Hub, you'll get an email invite to join the hub. You must accept the invitation to a new hub using this email invitation.

If you are already part of a team hub and are simply invited into a new project in the hub, your access will automatically be granted. Next time you log in to Fusion Team you'll see the new projects available in the Team Hub.

Starting your own Fusion Team Hub

When this class was first proposed, the process to get a new hub involved filling out a form and requesting access from a team at Autodesk. The process is greatly improved now. New Fusion 360 users or new Fusion 360 Team Participants will automatically be walked through the process of setting up a new Fusion Team hub when first accessing Fusion Team.

In the following sections we'll cover details of creating a Team Hub. But first, there's one important question to ask.

Figure 11: Creating a new Team Hub

What does Fusion Team cost?
This is an Important question. The main question is, are you a Team Participant or just a Collaborator?

Team Participants can create new projects, add and remove files, and add or remove other users in projects they are members of in your Team Hub. Users inside your company are usually Team Participants. They either get access through Fusion 360 or a Collection license, or they can purchase a Team Participant license. To keep this relevant, I won't list pricing here. You can see current pricing by visiting the Fusion 360 subscribe page here: https://www.autodesk.com/products/fusion-360/subscribe or by contacting your Autodesk Partner for more info.
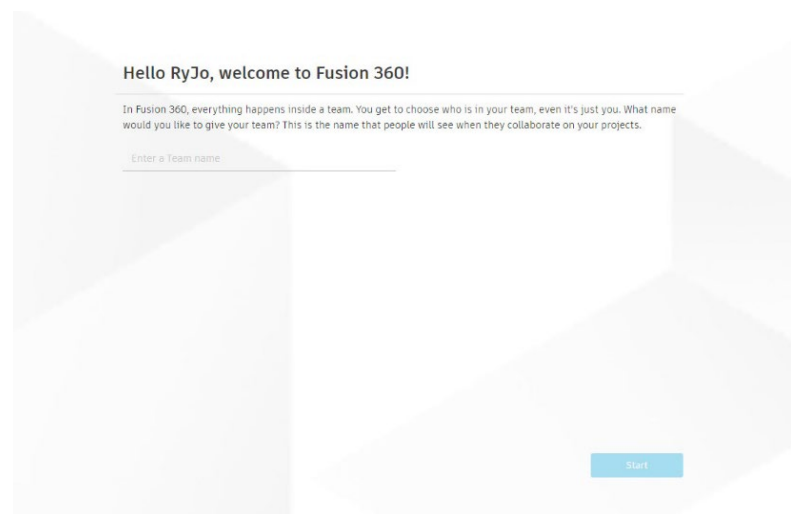
If you need to invite Vendors, customers, or others into projects simply to review, comment, and markup designs, they can do this with Basic Access. Or, if they already have access to Fusion Team, they can use their existing license to interact fully with your Team Hub once you've invited them.

Creating a Team Hub for New Users

For both Fusion 360 and Fusion 360 Team Participant users, the process of creating a new hub is the same.

Upon launching Fusion 360 with your new login, you'll see the process automatically unfold for you. Simply specify the name you want for your Fusion Team Hub and continue!

Invite Existing Users to your Team Hub

To invite existing Fusion 360 or Fusion 360 – Team Participants into your new hub, just use the Admin Portal link in your profile menu.

Figure 12: Accessing the Admin Portal

Existing Personal Hub

If you already have a Personal hub and you'd like to move all your data, there is a new easy process for this.

Transferring data from a Personal Hub to Fusion Team

Simply visit this link: https://autode.sk/teamonboarding, as outlined in this June 24 blog post from the Fusion Team. You'll be presented with a list of your personal hub projects, and a list of Fusion Team Hubs you're already a Team Member on. Just pick which Team Hub to transfer your projects and you're good to go!
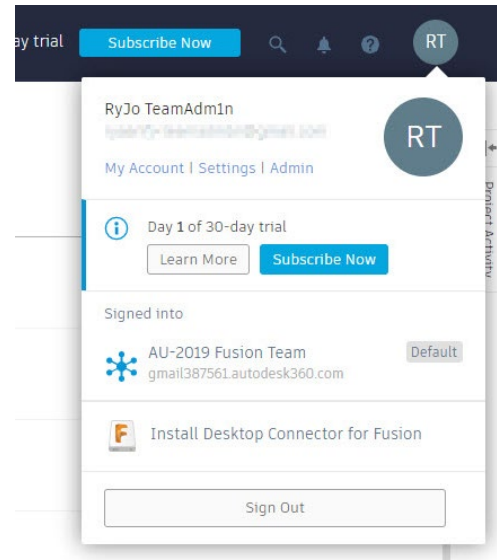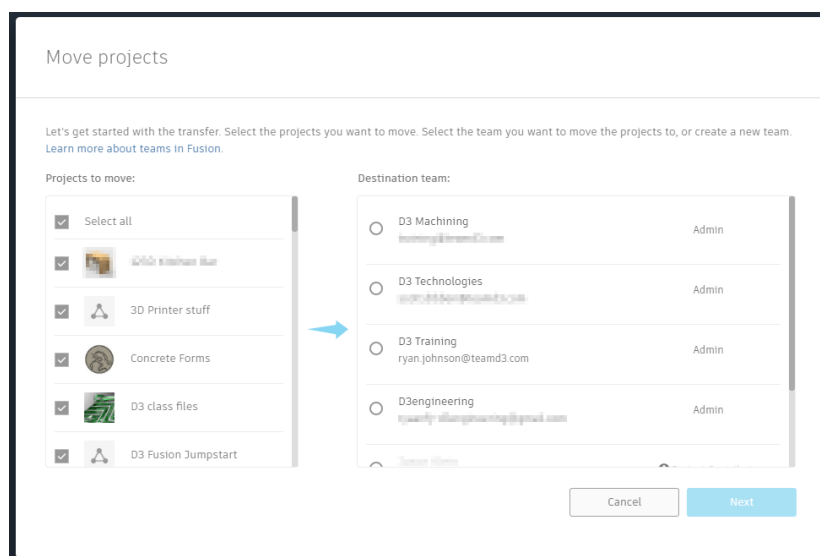
Figure 13: Transferring a Personal Hub

Alternately, you can always transfer data one project at a time from your Personal Hub. Just use the menu on the right side of any project to access the transfer option. There are some guidelines to transferring a project which you'll be notified of.

Transfer Project

What are the prerequisites for successful project transfer?

The Destination Team **MUST** :

- Be in active state
- Allow Project Contributors

What happens to a project that is transferred?

Project: A project with the same name will be created on the Destination team you select. The project will not be available on the Source team after transfer.

Project Data: Will be available in the project except data that is being edited offline when the project transfer is initiated.

Referenced Files: Will no longer be available.

Project Members: Will be invited as Project Contributors to the project if they are not already Team Members on the Destination team.

Learn more about project transfer

Cancel   Proceed

Figure 14: Project Transfer Notice

Concluding Notes

I hope this was an informative overview of Fusion Team for your company. This is by no means a comprehensive overview of Fusion Team. And as discussed at the outset, the tools will continue to evolve. There are many exciting data management tools on the horizon for Fusion Team, and I encourage you all to keep exploring them!

If you have any questions please reach out to me at ryan.johnson@teamd3.com or visit us at www.teamd3.com. You can always contact the Autodesk teams by leaving feedback directly inside of Fusion 360 or Fusion Team as well.