

MFG125066-L

Managing Your Cloud Data

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Learning Objectives

- Effortlessly upload files to the Autodesk Cloud.
- Manage, share, markup, and visualize your data in the Cloud.
- Access and edit your Cloud data direction from your desktop.
- Use Fusion Mechanical with the cloud data management solution.

Description

In this hands-on lab, we will walk you through our cloud data management solution, teach you how to automatically upload and update your data from the familiar workspace on your desktop, and allow you to explore the wide range of functionality provided to you by the Autodesk cloud services. Come to this course to grab the wheel and take a spin through our cloud data management experience.

Your AU Expert(s)

Adam Luttenbacher

Adam Luttenbacher is a product owner for Autodesk, Inc.'s desktop and cloud data management solutions. With over 14 years of experience, Adam has played a significant role in improving both the user's experience and the product quality of Autodesk's data management applications. Educating and interacting directly with the user community at Autodesk University each year has been a top priority for Adam.

Craig Godfrey

Craig Godfrey is an employee of Autodesk working in various areas of the Fusion platform in the Novi Michigan office. Craig has worked at Autodesk for 14 years, with various roles such as quality assurance, experience design, and now product owner. With a primary focus on Data Management (Vault & Fusion Lifecycle) his goal is to provide quality functionality and improve the user experience along the way.

Introduction

In this hands-on lab, we will walk you through our cloud data management solution, teach you how to automatically upload and update your data from the familiar workspace on your desktop, and allow you to explore the wide range of functionality provided to you by the Autodesk cloud services.

New users of Fusion will get their own place to store and manage their data. This lab begins with the “cake already in the oven”. A team “hub” has been created and configured for all lab attendees.

Information You Will Need to Get Started

- Hub Name: **ADSK Fusion**
- URL: <https://gmail112570.autodesk360.com/>
- Username: **Refer to your card.**
- Password: **Fusion01**



Username
autodeskfusion+01
Password
Fusion01

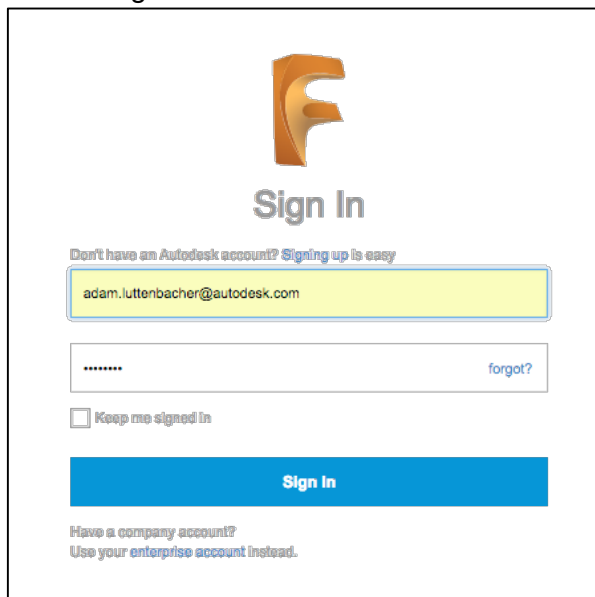
Data Management in the Autodesk Cloud

I. Log into Fusion

The web site you need to go to has been saved as a favorite in your Chrome web browser. Click there to get to the website.

Steps to log into Fusion

1. Fill in the username and password from your information card.
2. Choose Sign In.

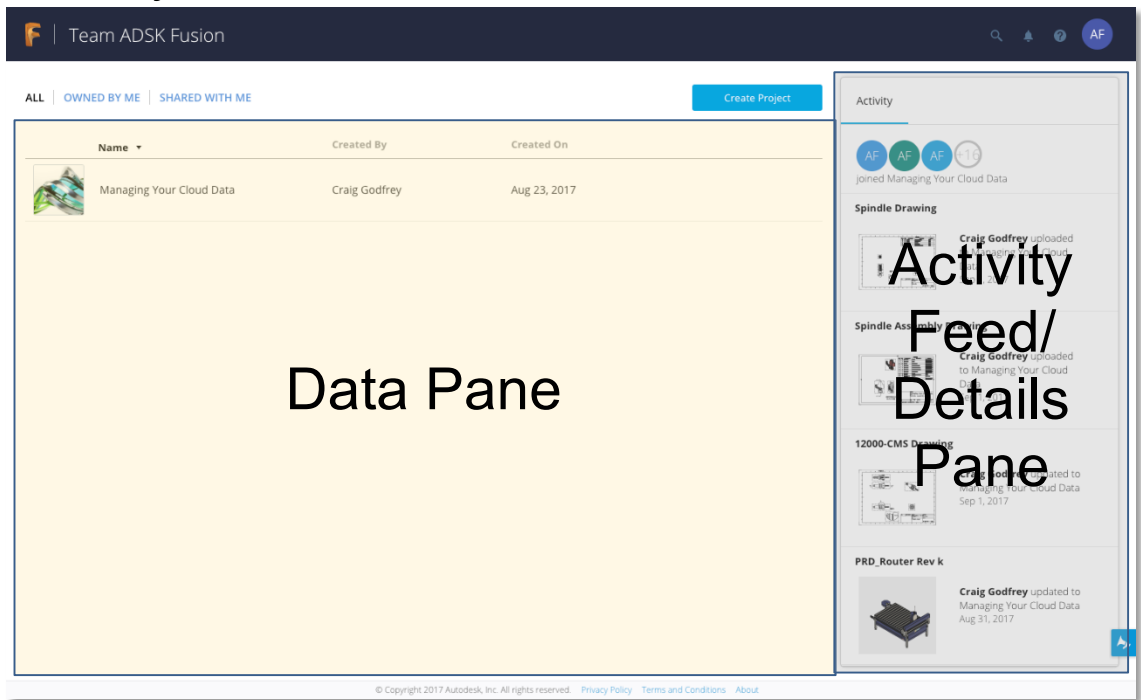


The image shows the Autodesk Fusion Sign In page. At the top is the Fusion logo (a stylized 'F') and the text 'Sign In'. Below this is a link: 'Don't have an Autodesk account? [Signing up is easy](#)'. There are two input fields: the first contains the email 'adam.luttenbacher@autodesk.com' and the second contains masked characters '*****'. To the right of the password field is a link 'forgot?'. Below the input fields is a checkbox labeled 'Keep me signed in'. At the bottom is a large blue button labeled 'Sign In'. Below the button is a link: 'Have a company account? [Use your enterprise account instead.](#)'

II. Explore the Fusion Space

Once logged in, you are looking at all of the Fusion projects that are available to you (based on your permissions). Here is a breakdown of the interface:

General Layout

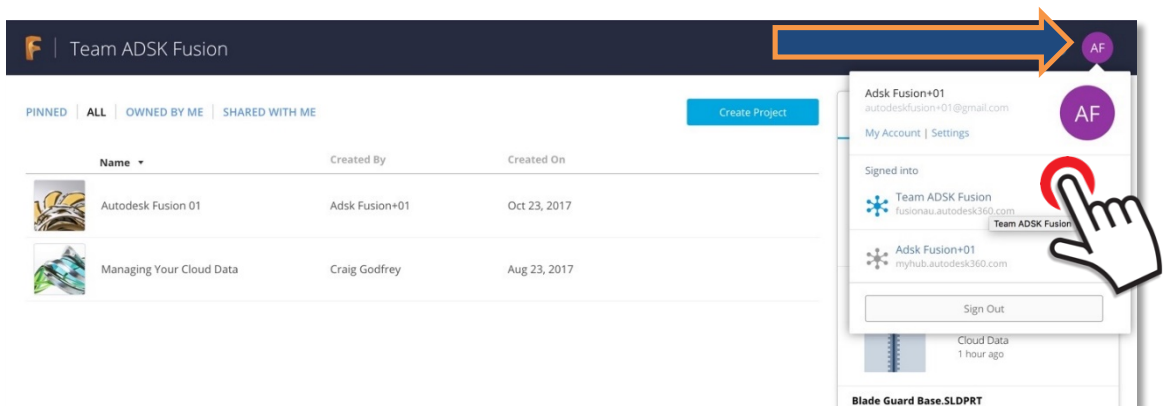


Administration & Settings

You can access your personal settings by clicking on your profile image. If you have admin privileges you will have additional options to configure your team hub. If you belong to multiple hubs you have the ability to switch between them.

Steps to switch Hubs

1. Select your user profile in the upper right corner
2. Choose the "Team ADSK Fusion" hub.



III. Take a Look at Projects

Fusion Team offers Open, Closed, and Secret projects. Open projects are wide open to all users in a Fusion hub. Closed projects can be viewed by all and accessed when granted permissions. Secret projects are only viewable and accessible to those granted permissions.

An **open project** for all class attendees called, “Managing Your Cloud Data” has been created in the Fusion hub. The administrators of this space have configured this project to be available to all class attendees.

Steps to find and view the open project

1. Select the *Managing Your Cloud Data* project. This will open the project and by default display its data.

In addition to Data, which is the default view, a project can manage other information that project members have access to view, create and update. Let's explore other aspects of a project such as Calendar, Discussions, and Wiki pages. We will return to Data later in the lab.

Steps to access Data, Calendars, Discussions, and Wiki Pages:

1. Select the drop down above the projects activity feed & Details panel
2. Take some time to explore each area found in the drop down



Calendar - Track important project dates and events

Team ADSK Fusion
Managing Your Cloud Data

Home > Managing Your Cloud Data > Calendar

CALENDAR

November 2017

Today < > + Add

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

NOVEMBER 2017

Events:

- 3:00 PM Project AU2345 S...
- 3:00 PM Internal Project R...
- 12:00 AM Autodesk University
- 3:30 PM Managing Your CL...
- 3:00 PM Approval Board R...

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Discussions - a way for you to have conversations within a project

Team ADSK Fusion
Managing Your Cloud Data

Home > Managing Your Cloud Data > Discussions

DISCUSSIONS

Start a new discussion

Craig Godfrey
1 hour ago

Welcome to Managing Your Cloud Data!
Take a minute and let us know what you think about the class in real time!
Discussions are a great way for team members to collaborate while working on a project.
"Can we move the produ ... More

Adam Luttenbacher
1 hour ago

Possibly the best class I've seen so far!

Reply

Details Activity

Managing Your Cloud Data
Project Type: Open

Follow Pinned

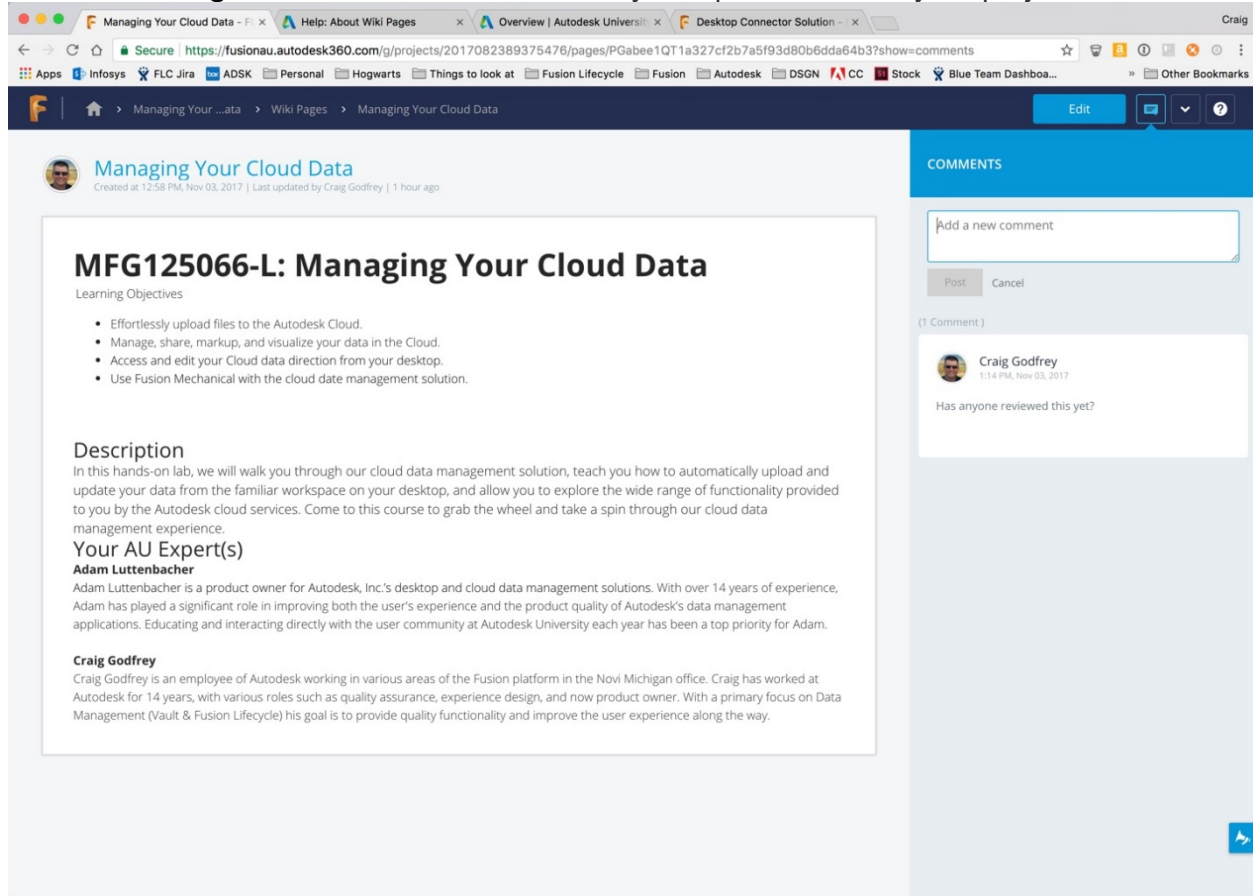
PROJECT MEMBERS (58) Invite

- Craig Godfrey**
craig.godfrey@autodesk.com Project Admin
- Adam Luttenbacher**
adam.luttenbacher@autodesk.com Editor
- ADSK Fusion+19**
autodeskfusion+19@gmail.com Editor
- ADSK Fusion+11**
autodeskfusion+11@gmail.com Editor
- ADSK Fusion+01**
autodeskfusion+01@gmail.com Editor
- ADSK Fusion+41**
autodeskfusion+41@gmail.com Editor
- ADSK Fusion+45**
autodeskfusion+45@gmail.com Editor

View and Manage Members

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Wiki Pages - create content on a variety of topics related to your project

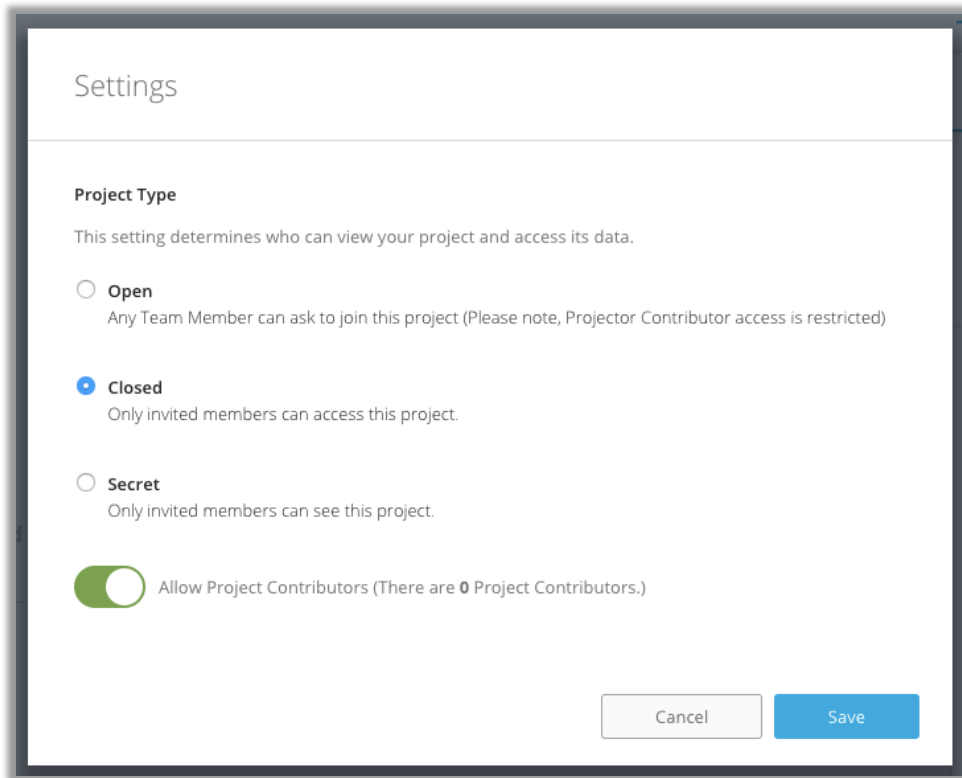


The screenshot shows a web browser window displaying a Wiki page titled "Managing Your Cloud Data". The page is part of a project named "MFG125066-L: Managing Your Cloud Data". The page content includes "Learning Objectives" (Effortlessly upload files to the Autodesk Cloud, Manage, share, markup, and visualize your data in the Cloud, Access and edit your Cloud data direction from your desktop, Use Fusion Mechanical with the cloud date management solution), a "Description" (In this hands-on lab, we will walk you through our cloud data management solution, teach you how to automatically upload and update your data from the familiar workspace on your desktop, and allow you to explore the wide range of functionality provided to you by the Autodesk cloud services. Come to this course to grab the wheel and take a spin through our cloud data management experience.), and "Your AU Expert(s)" (Adam Luttenbacher and Craig Godfrey). The page also features a "COMMENTS" section on the right with a text input field for adding a new comment and a list of existing comments (1 Comment).

IV. Create a New Project

You will create your own project to work in. You can choose any type of project to create. Here are the differences:

- Open – All hub members can view and modify content of this project.
- Closed – All hub members can see the project but access is restricted to those with permission.
- Secret – Only you and invited users can view and modify content of the project.



Settings

Project Type

This setting determines who can view your project and access its data.

☐ Open
Any Team Member can ask to join this project (Please note, Projector Contributor access is restricted)

☒ Closed
Only invited members can access this project.

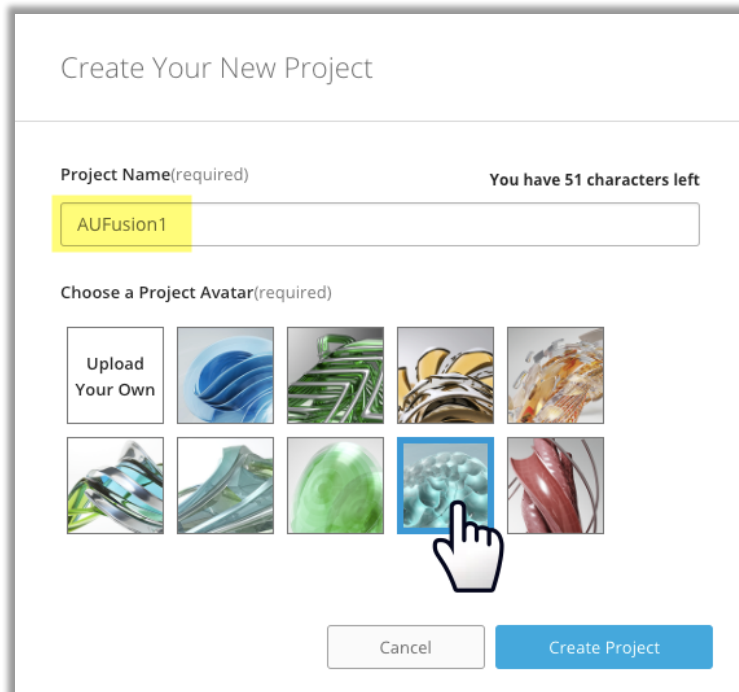
☐ Secret
Only invited members can see this project.

☐ Allow Project Contributors (There are 0 Project Contributors.)

Cancel Save

Steps to create your project

1. Choose the “Create Project” button from the home page of the hub.
2. Use your username for the project name and choose an image.



Create Your New Project

Project Name(required) You have 51 characters left

AUFusion1

Choose a Project Avatar(required)

Upload Your Own

Cancel Create Project

3. Select *Create Project* button.
4. Result: You are viewing the project with no content.

Steps to change the project type if you change your mind

1. In the *Details* pane, choose the gear icon.
2. In the *Settings* dialog, choose the type you prefer.

V. Manage Project Members

Now that you have created a new project, you can invite members to it. You will just need their email address and assign a role.

PROJECT ACCESS LEVELS			
	Viewer	Editor	Project Admin
View Files(online), folders, comments(view and post) and people	✓	✓	✓
Discussions & Calendar Access to conversations and events	✓	✓	✓
Get Link and Live Review Get link for shared files and initiate live review		✓	✓
Edit, Upload, Download Copy, move, rename and delete files/folder		✓	✓
Manage Sharing Enable and set public sharing, invite others to project		✓	✓
Project Admin Project settings, approve people in project, set access levels			✓

Done

Steps to invite members

1. Select the Invite button from the Details pane.
2. Enter an email address. Feel free to add **autodeskfusion@gmail.com**
3. Choose a role from the picklist.

Who do you want to invite to this project?

Email addresses or names of the people you'd like to invite(required)

ROLE

Editor
 Editor
 Viewer

(Don't use mailing lists.)

Project Contributors are allowed in this Project.
 Users you invite will be invited as Project Contributors into this hub.

Cancel
 Send Invitations

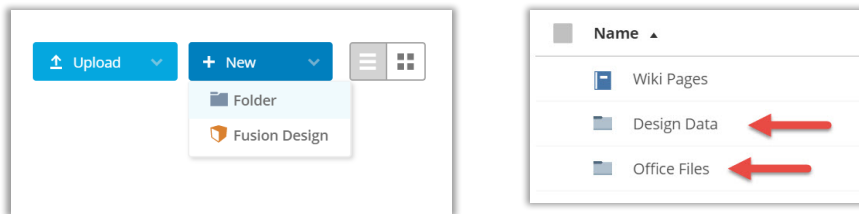
VI. Create a Folder Structure in Your Personal Project

Treat this project as your own workspace and create a folder structure that would be logical to support your daily work activities.

Steps to create a folder structure

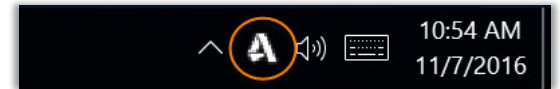
1. From inside of your personal project, choose *New > Folder*.
2. In the *Folder Name* field, create a folder named **Office Files**.
3. Choose *Create* and notice the folder is created in your project.
4. Create another folder named **Design Data**.
5. Choose *Create* and notice the folder is created in your project.

Note: Files will be added to these folders later in the lab.



Connected Desktop – Access Your Cloud Data from Your Workspace

Desktop Connector is a utility installed on your lab machine that will allow you to upload and modify data in the cloud. It's always on and waiting for you in the system tray.

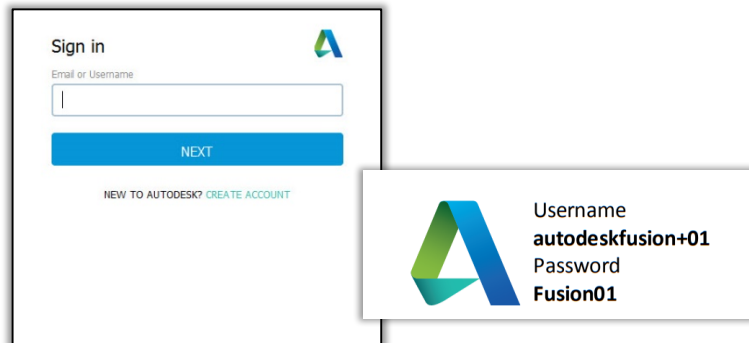


I. Log into the Cloud

Your Autodesk ID is the common key used to identify you and give you access to all of the Fusion functionality.

Steps to log into the cloud

1. Right-click on the Autodesk Drive system tray icon.
2. Choose "Sign In" from the menu.
3. Enter the username provided for you: **autodeskfusion+<number>@gmail.com** (see card)
 - a. **IMPORTANT:** use the same account you used to log into Fusion.



4. Choose NEXT.
5. Enter the password: ***Fusion01***

II. View Hubs and Folder Structure

Now that you are logged in, you are connected to the same workspace you set up in Fusion. You can navigate into your Fusion connector and explore the workspace.

Steps to View your project

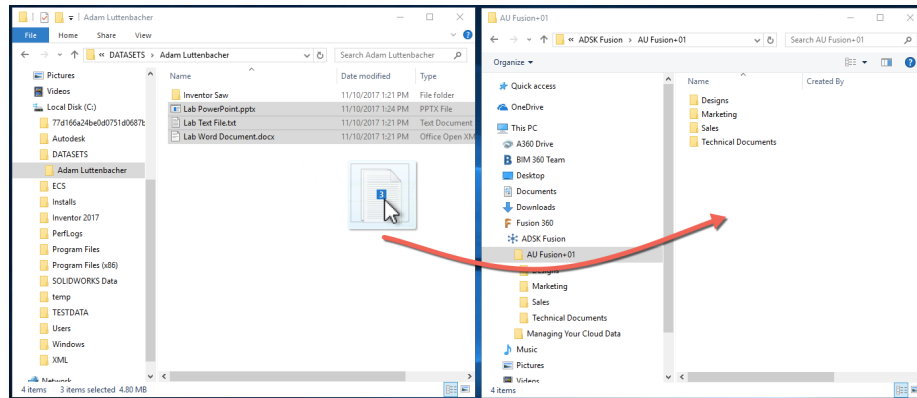
1. Open the Fusion drive in Windows File Explorer.
2. Notice the open projects and your project is available.
3. Explore the workspace.

III. Add Data to the Cloud

Adding data to the cloud is simple with **Desktop Connector**. By saving files to the Fusion workspace, they will be uploaded to the cloud for you. In this step, you will be uploading the data to the cloud using a drag-and-drop copy command.

Steps to add office documents to the cloud

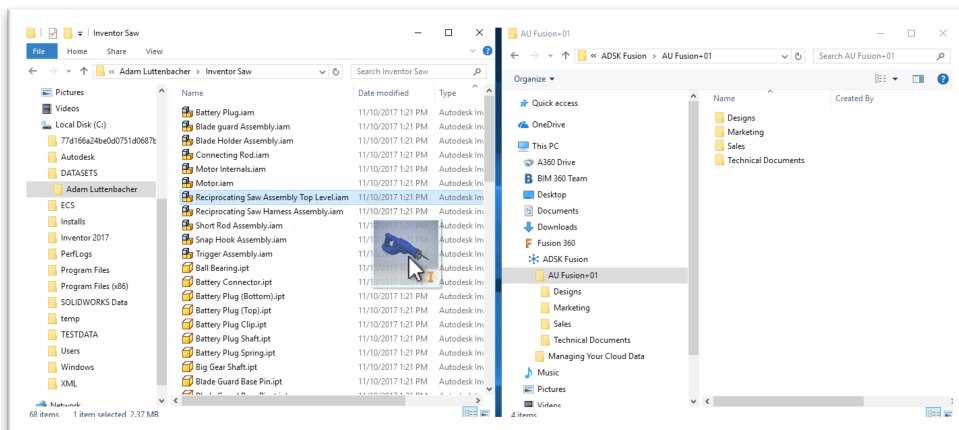
1. Navigate to **C:\Datasets\Adam Luttenbacher**
2. Shift-select the files.
3. Drag-and-drop files from the location in step 1 to your projects "Office Files" folder in your Fusion project.



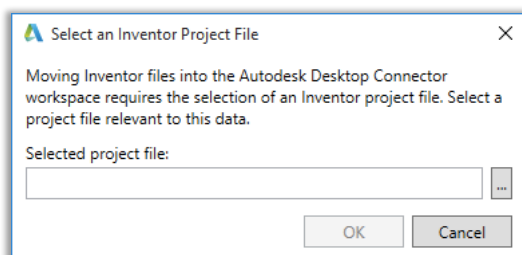
4. With the files added through Desktop Connector, they are automatically uploaded to Fusion.

Steps to add design data to the cloud

1. Navigate to **C:\Datasets\Adam Luttenbacher\Inventor Saw**
2. Drag-and-drop only file **Reciprocating Saw Assembly Top Level.iam** from the **Local** folder on your machine to the “Design Data” folder you created in your project.



3. You will be asked to select an ipj, “reciprocating saw.ipj” is included in the data set



4. Notice the related data is copied in to the folder with it.

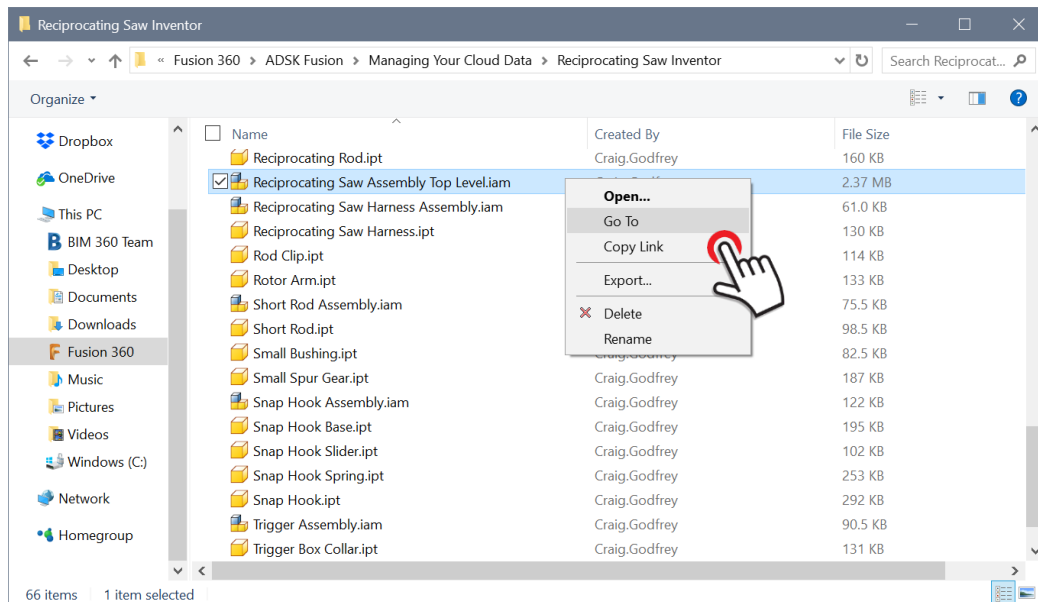
So what? Move one file → get all files = smart data management. Autodesk Drive is watching the kind of data you are moving in and out of the cloud. When it recognizes the file type, it cracks the file open and searches for related data. This means you can drag the top-level file and Autodesk Drive will bring all of the child assemblies and parts for you.

IV “Go To” the Cloud Data

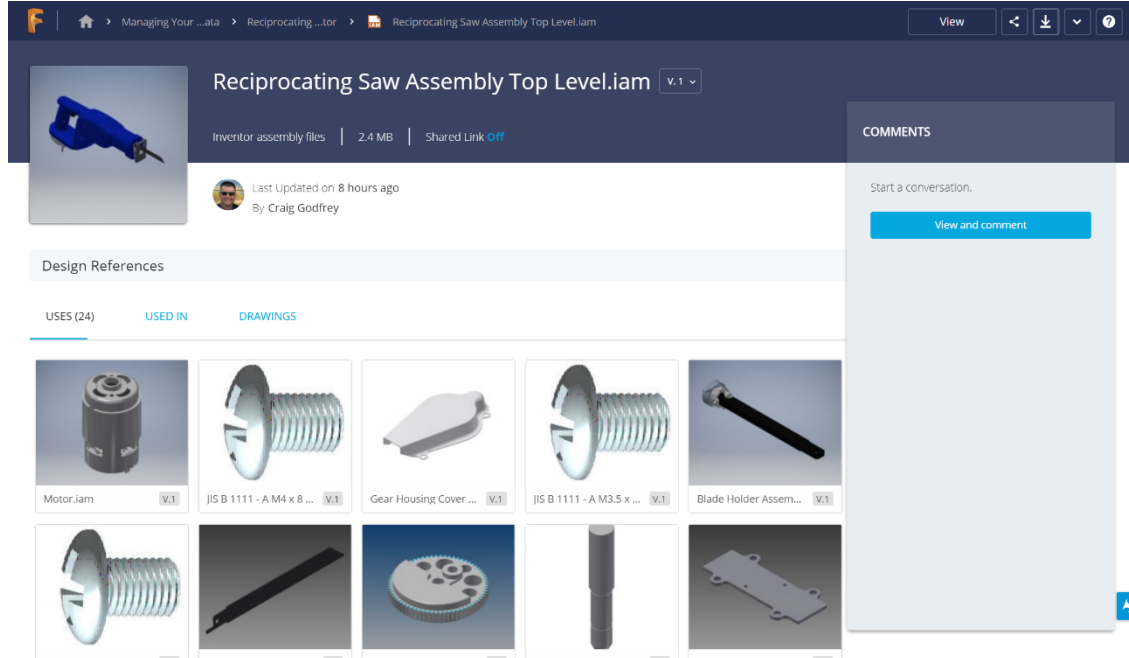
The files you see in the Fusion workspace are stored in the cloud. To view the file in the cloud, you can use the Go to command on any file.

Steps to Go to on a file

1. Navigate back to the “Manage Your Cloud Data” Project
2. Go into the “Reciprocating Saw” folder
3. Right-click on “**Reciprocating Saw Assembly Top Level.iam**” and choose the Go to command.



4. Result: Fusion opens showing an overview of the file.



Fusion Data Management

Now that you have added your data, let's take a look at what you can do to manage it within the system. Data Management is more than storing versions of data, let's take a look how you can organize, view, share, and communicate with others about the data.

I Overview and Related Data

In addition to viewing the design you can view the associated data. What other files are referenced by the design, who has commented on the design, how many changes over time have happened, and who made those changes?

Explore the “Overview” page:

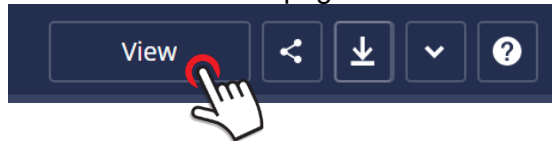
1. Design References
 - Uses - child components that make up the file you are viewing.
 - Used In - all files that consume the particular file you are viewing.
 - Drawings - associated drawing files for the file you are viewing.
2. Comments
 - View comments created by yourself or others regarding the particular file.
3. Related Data
 - The following types of design data are shown here depending on the file type: Simulations, Renderings, CAM, Views, Animations, etc.

II Large Model View of Data in Fusion

The viewer in Fusion offers a lot of powerful functionality, let's take a look at some of the capabilities available.

Steps to Viewing the model:

1. From the "Overview" page select the "View" button

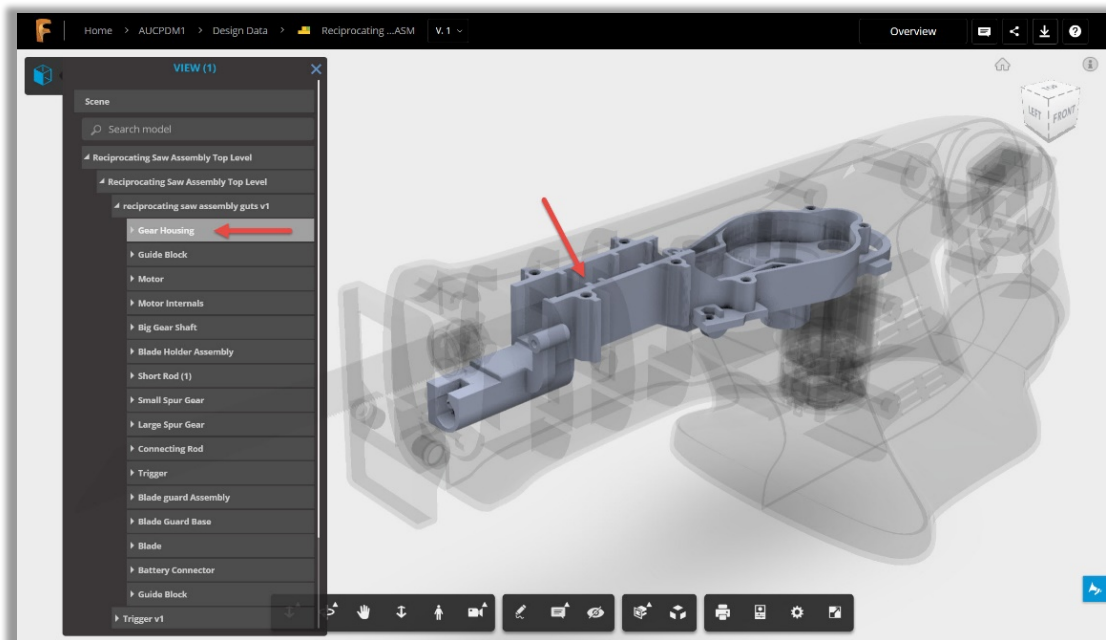


2. Once the View is loaded expand the File Structure
In the upper-left corner of the viewable, choose the *Scene* button. This will expose an overlay of the file structure. Select objects, search for objects, and expand the tree structure.



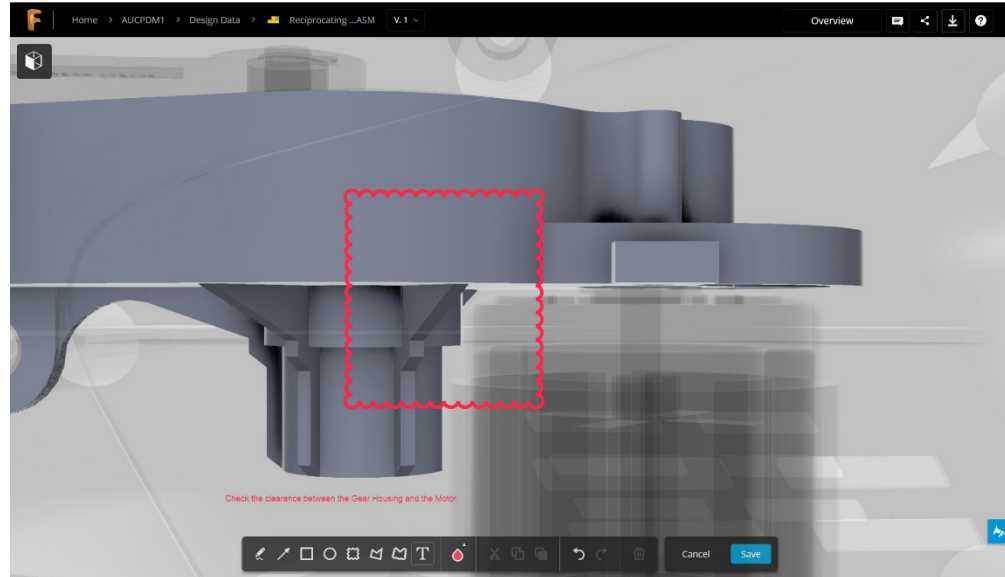
3. Isolate Components in Assembly

After expanding the structure, select a sub-assembly or component to isolate the object in the image.



4. Create a Mark Up on the file

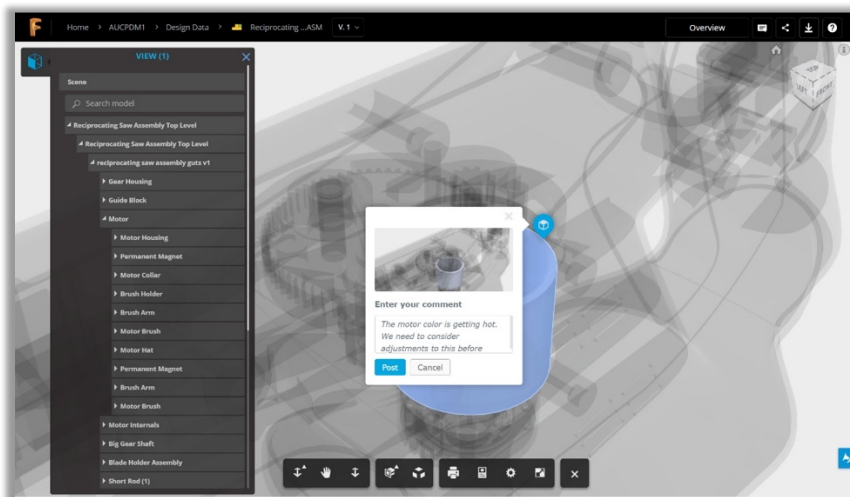
The mark up tool allows consumers to use a variety of tools to make notes on the visualization. Mark-ups are stored as comments on the file. Choose the file in the grid/list to see associated mark-ups.



5. Add Comments

Comment on Objects – Choose the “objects” option to associate comments with specific objects in the assembly.

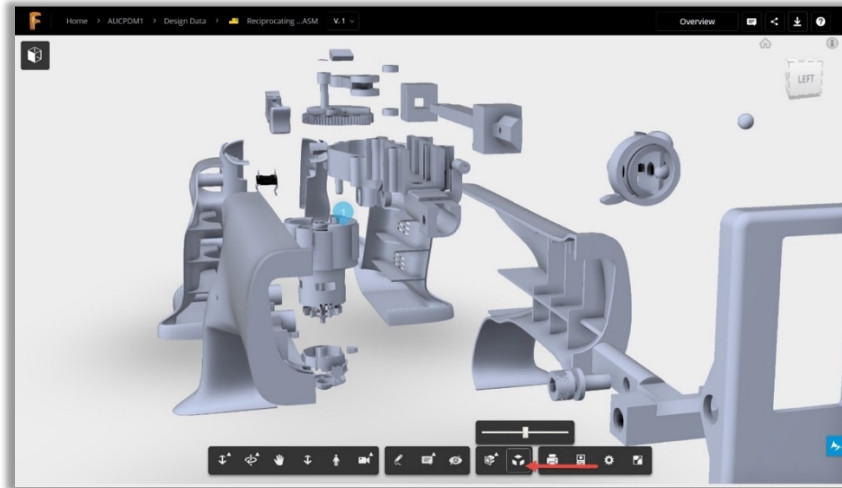
Comment on Points – Choose the “points” option to insert comments to any point in the visualization.



Comments created here will be available on from the visualization and the overview of the assembly.

6. Explode Assembly

This command allows the consumer to view the assembly in varying levels of exploded views.



II. Working with Your Data

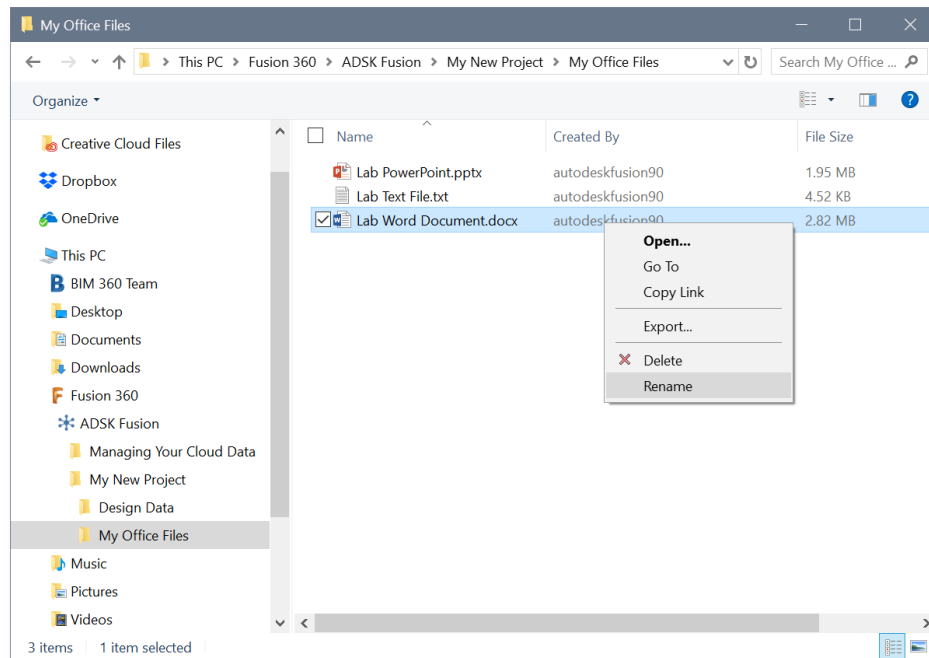
Users do not want to have to go to the cloud just to do their job. They want to work from the place they are comfortable – their desktop. This section will cover making modifications or creating new files on disk, and will highlight the syncing of data. Here we will use the Simple files data set but you can use any files you have added to the system.

Steps to Rename files

If you need to rename a file you can choose to do so on the desktop or in Fusion. Let's make the edit on the desktop and see how Fusion stays in sync.

1. In Windows Explorer navigate to the personal project you created in the ADSK Fusion Hub.
2. Right click on the "Lab Word Document.docx" and select **Rename**

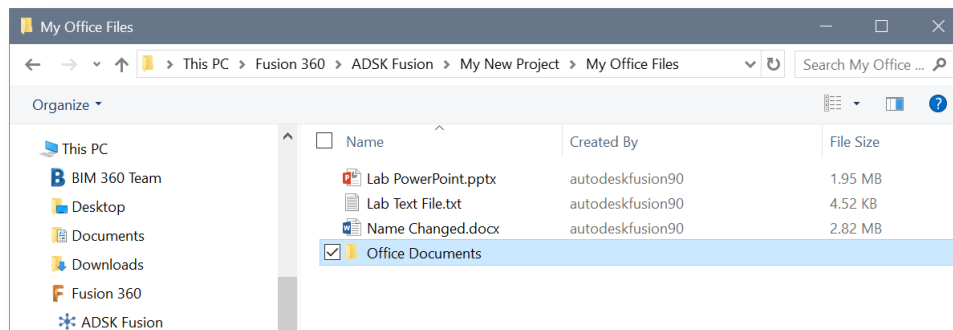
3. Give the file a new name "Name Changed.docx"



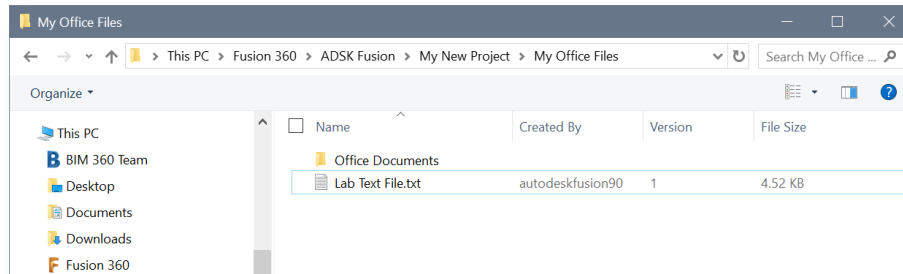
Steps to Move Files

If you need to move your files to a new location simply follow the steps you do today using windows explorer. Let's create a new folder and move existing files to that location.

1. Right Click in the white space of "My Office Files" and select **New Folder**
2. Name the folder "Office Documents"



3. Drag and Drop the PowerPoint and Word file into the new folder. The result should look like the following



Making Edits using the Native application

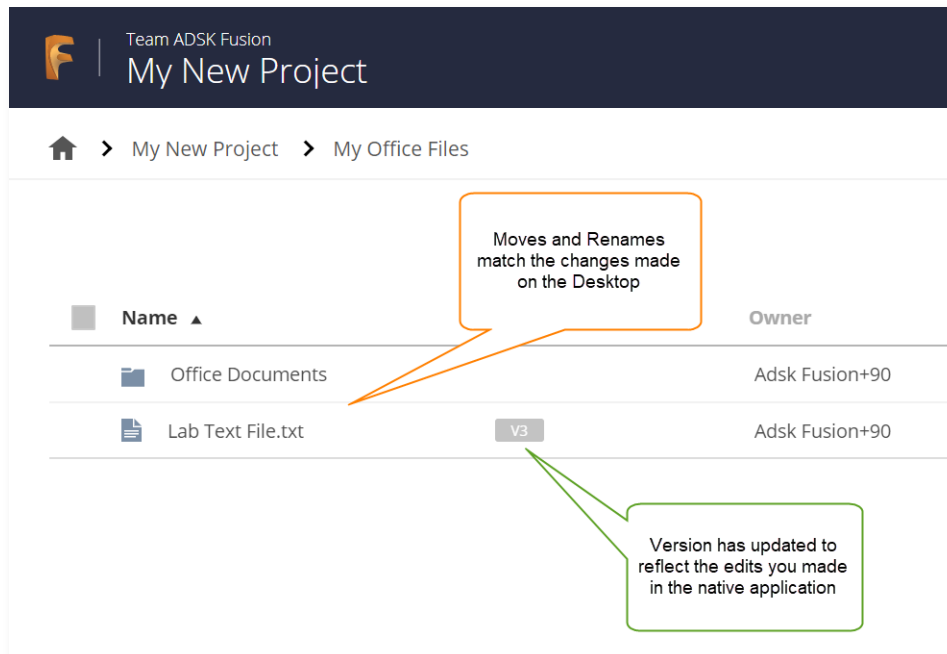
With Desktop Connector, you continue to use the native application to create new documents and edit existing ones.

1. Open the “Lab Text File” (double click or right click and choose open)
2. Make a change to the document
3. Save and Close the application

Reviewing all of the edits

We have made changes on both the desktop and in the cloud. Let’s see how those look in Fusion.

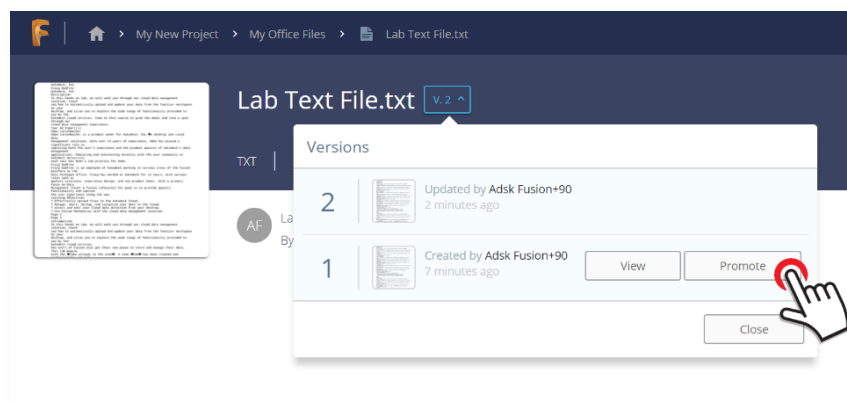
1. Right Click on “Lab Text File.txt” in windows explorer and choose Go To
2. The Overview page for the file is opened in your browser
3. In the bread crumb navigate back to “My Office Files”



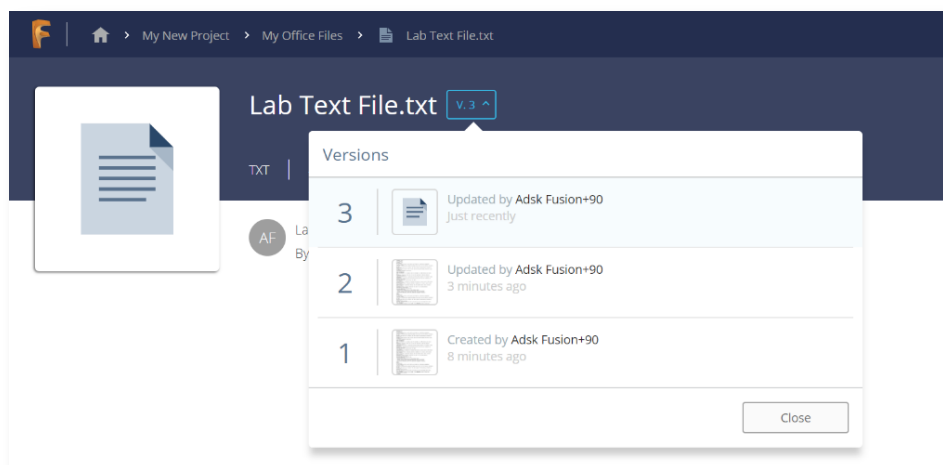
Promote a previous file version

There will be times when a previous version of a file needs to be promoted so it is the latest. For example, the edits that we made to the Lab Text File should not have been done so we need to return the document to its original state. Let's head back to the cloud!

1. Select the version drop down
2. You will see the original upload version as well as the version for the edits that you made on the desktop.
3. Hover over version 1 and select the Promote button



4. When asked if you would like to confirm the promote say yes.
5. Now when you view the version drop down you will see version 3 was created which restored the document to its version 1 state.

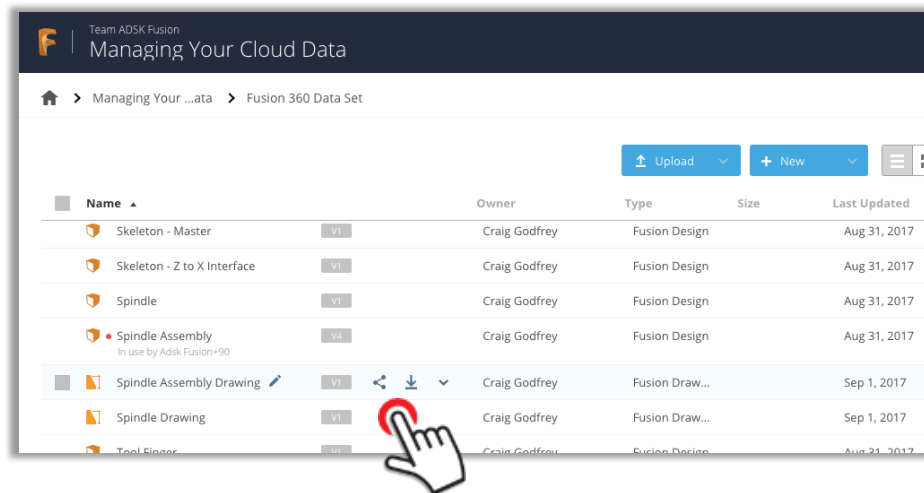


III More Fusion Capabilities

In this section, you will explore more capabilities of Fusion.

Sharing Data with Others

1. Navigate to the managing your data project
2. Select the “Fusion 360 Data Set” folder
3. Hover over any file in the table, notice a set of commands are shown
4. Select the share button



5. Once selected you can choose how you want to share the file
 - Copy the link and share it
 - Email the link to an external stake holder
 - Embed the file in another application
6. You can also choose from various security settings
 - Enable or Disable the file to be downloaded when shared
 - Require a password in order to view the file

Share

☒ Shared Link is ON for Lab Text File.txt

[Copy Link](#)
[Email](#)
[Embed](#)

Send a link to

autodeskfusion@gmail.com

Personal Message

Check out this complex text document I just created.

Privacy Settings

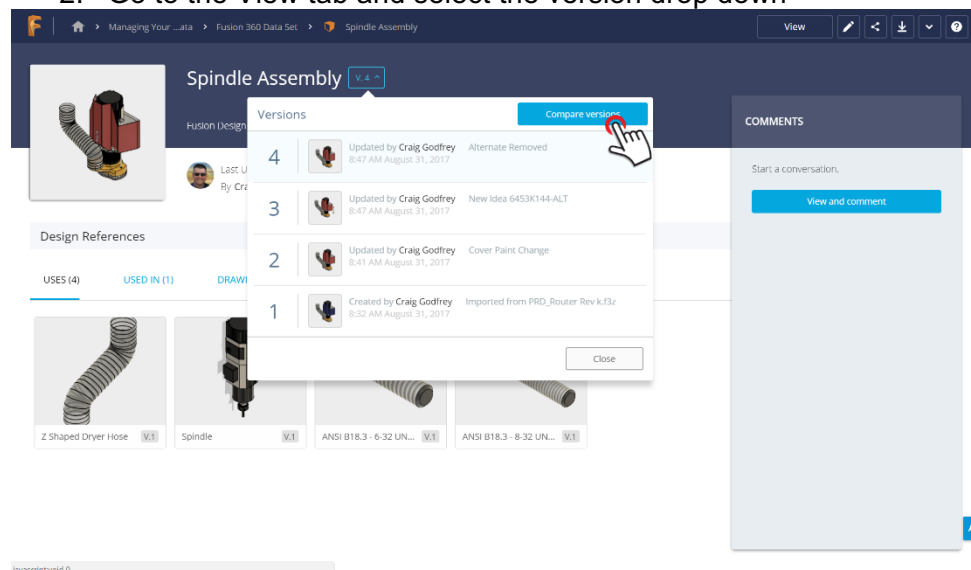
☐ Allow viewers to download to their computer

☒ Require a password to access this public link

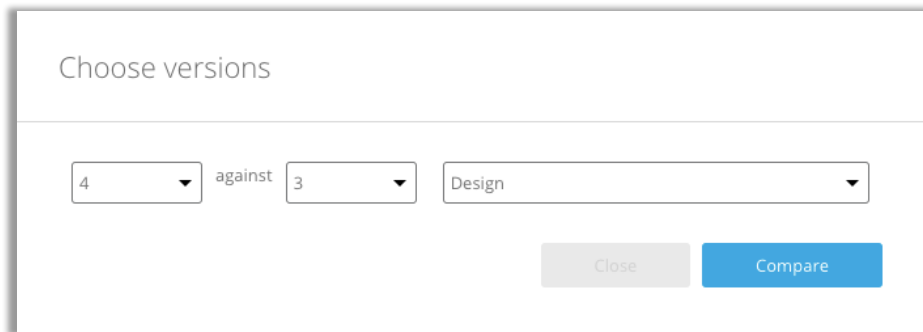
Comparing Versions

If you are managing Fusion 360 data you have the ability to compare versions to see the details of what has changed between them. You can view components that have been added, removed, or modified.

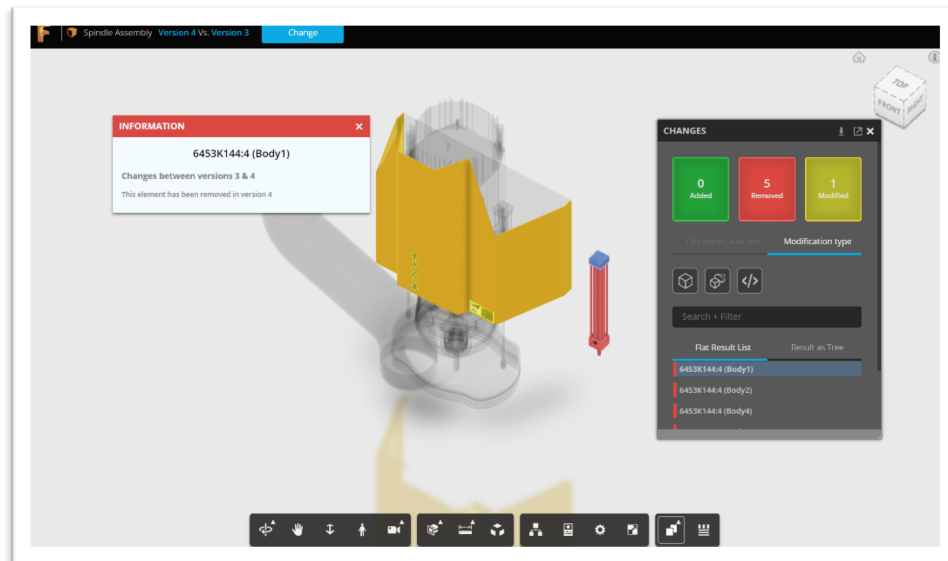
1. Select the Spindle Assembly
2. Go to the View tab and select the version drop down



3. Choose Version 4 against Version 3 and select compare



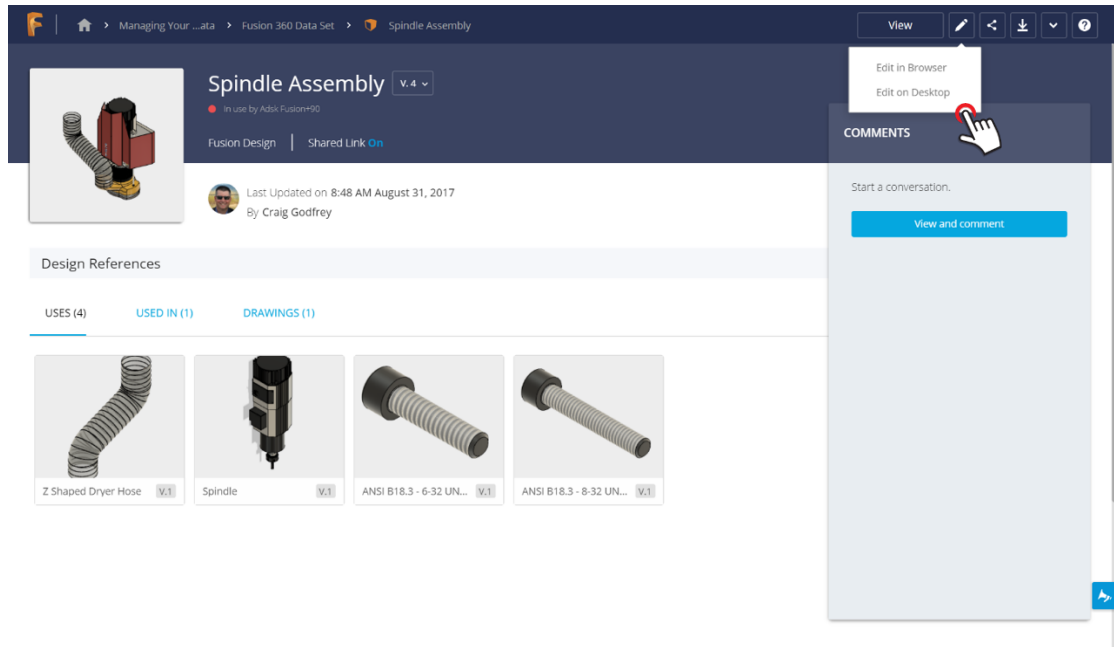
4. Once open you have the ability to visually compare the files using various filters
 - Items added
 - Items Removed
 - Items Modified
 - Selecting one of these from the list view will provide more details as well as highlight the change in the model itself



Editing in Fusion 360

In addition to editing files in native applications using Desktop Connector as well as modifying data once it is in Fusion team, you also have the ability to create/modify data directly in Fusion 360 from Fusion Team.

1. While on the View or Overview page of the “Spindle Assembly” select the pencil icon in the upper right corner of the screen
2. Choose Edit on Desktop



3. Fusion 360 is launched and the Spindle Assembly is open.
4. Take a look around and make some modifications.

