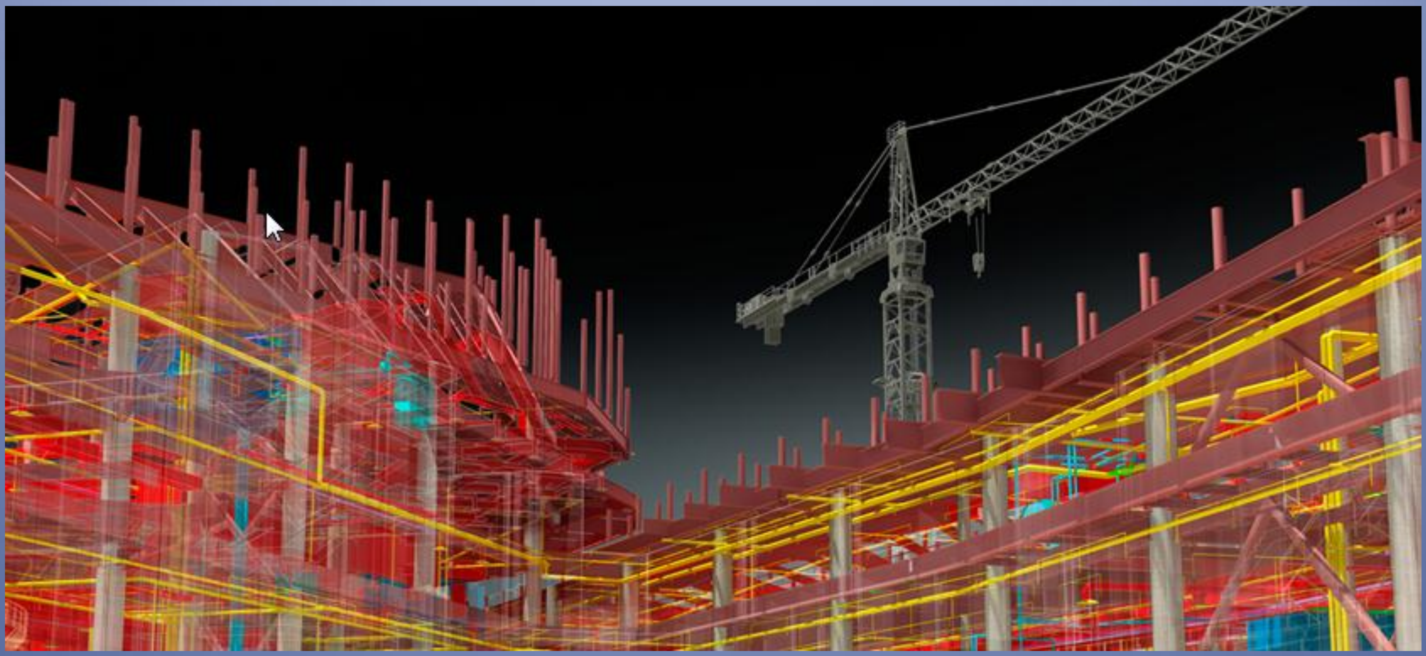


Autodesk – BIM 360 Field

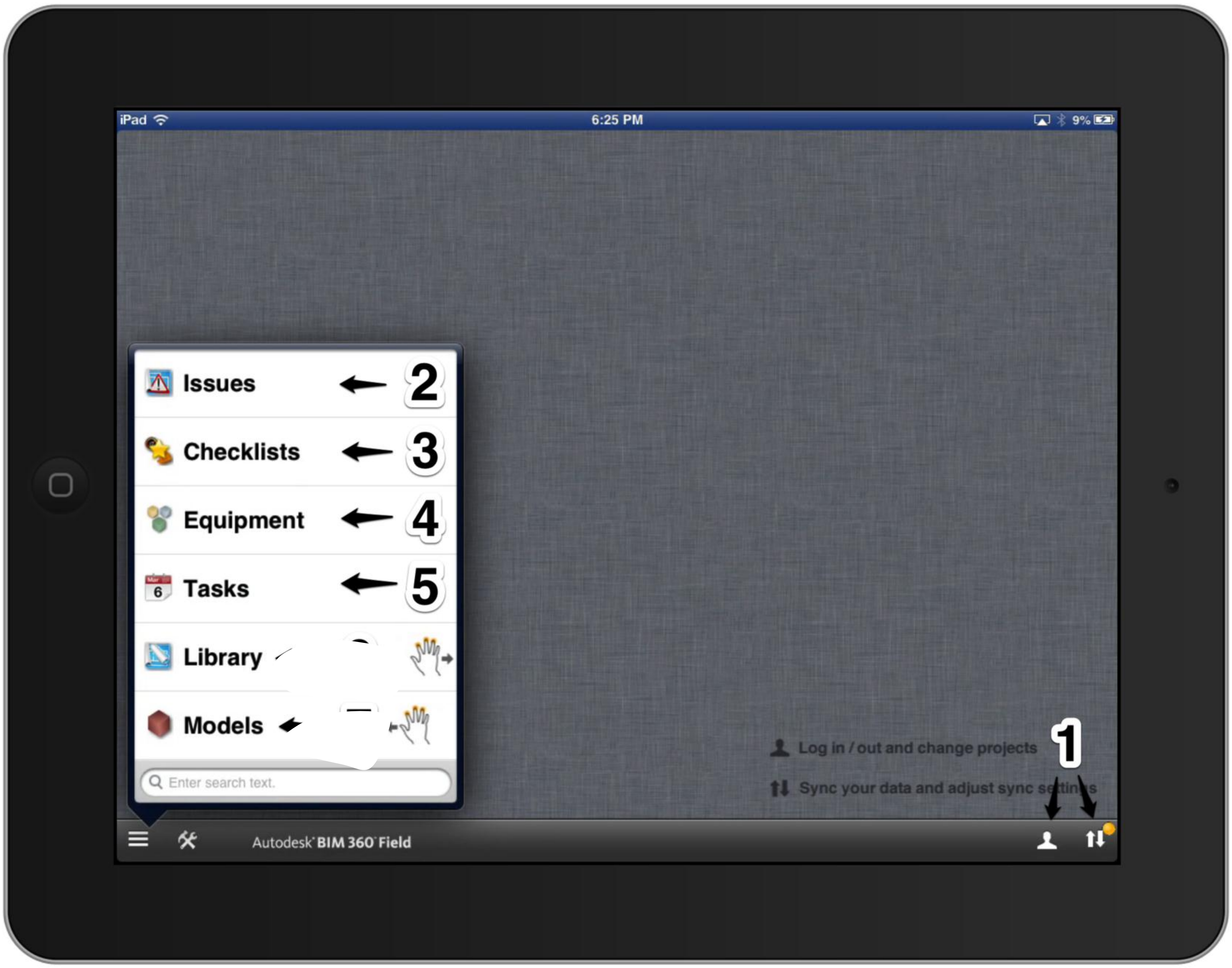
BIM 360 Field – iPad User Guide

This guide outlines how to use the BIM 360 Field mobile iPad application to create and follow up on issues; perform quality, safety, or commissioning inspections; manage, track, and update equipment information; and perform or schedule tasks.

The Autodesk BIM 360 Field iPad application is a field mobility tool that is designed to enable field level access to information and to collaborate on issues, inspections, equipment, and tasks to be performed.

For access to Autodesk BIM 360 Field Mobile, you will need an iPad and to have downloaded the free BIM 360 Field Mobile Application from the application store. Below is a screen shot of the BIM 360 Field Mobile Application on the iPad highlighting the areas of the application that will be discussed and reviewed in this guide.

The numbers listed next to the different field functionality on the iPad are the sections that are setup in the guide and each area is covered in the sequence identified below.



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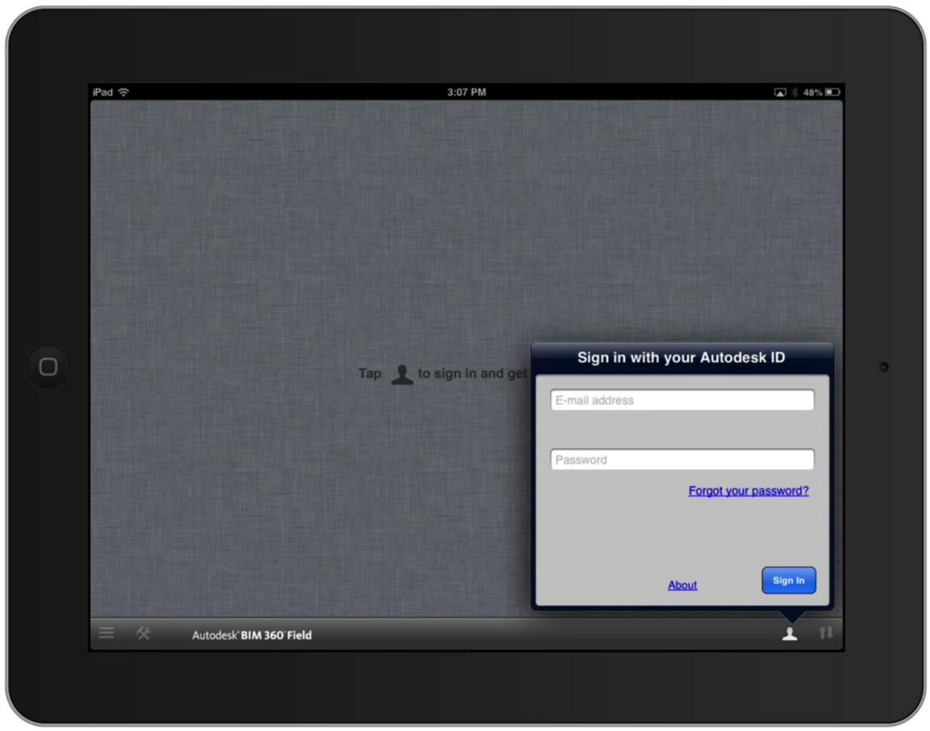
<table>
<tr>
<td>1a</td>
<td>Login to BIM 360 Field Mobile</td>
<td>
To login into BIM 360 Field Mobile you will need to be connected to the Internet to perform this function. Ensure that you are connected to the internet using a Wi-Fi signal, or if Wi-Fi is not available and the iPad has 3G capabilities you may use a 3G connection on your iPad if available.

To Login to BIM 360 Field Mobile:
• Tap on the BIM 360 Field Mobile application icon to open the application.
• Tap on the “silhouette” at the bottom right of the main window to login.
• Enter your email address or the email address used to setup your account, enter the password that was setup when you first logged into BIM 360 Field Web and tap on “Log in”.
• Once logged in select the desired project from the project drop down menu list.


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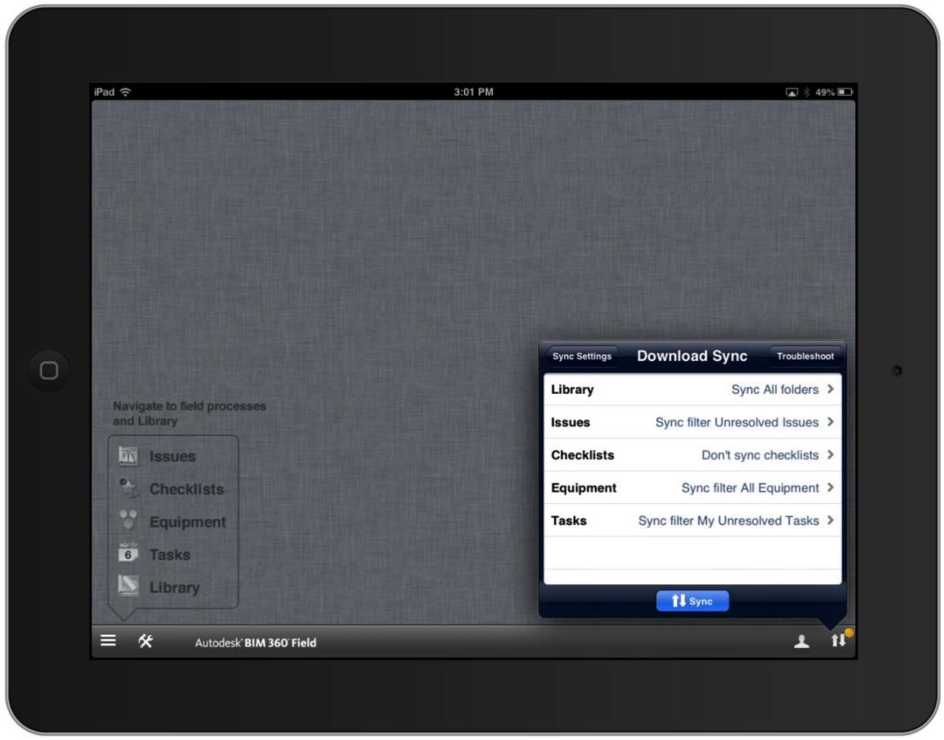
1b **Synchronize - Download**

Prior to going out to the field you will need to sync the BIM 360 Field Mobile application with the project database. When syncing your iPad you can choose what to download to bring out to the field with you. You will be able to review your current download sync settings in the Login dialogue box.



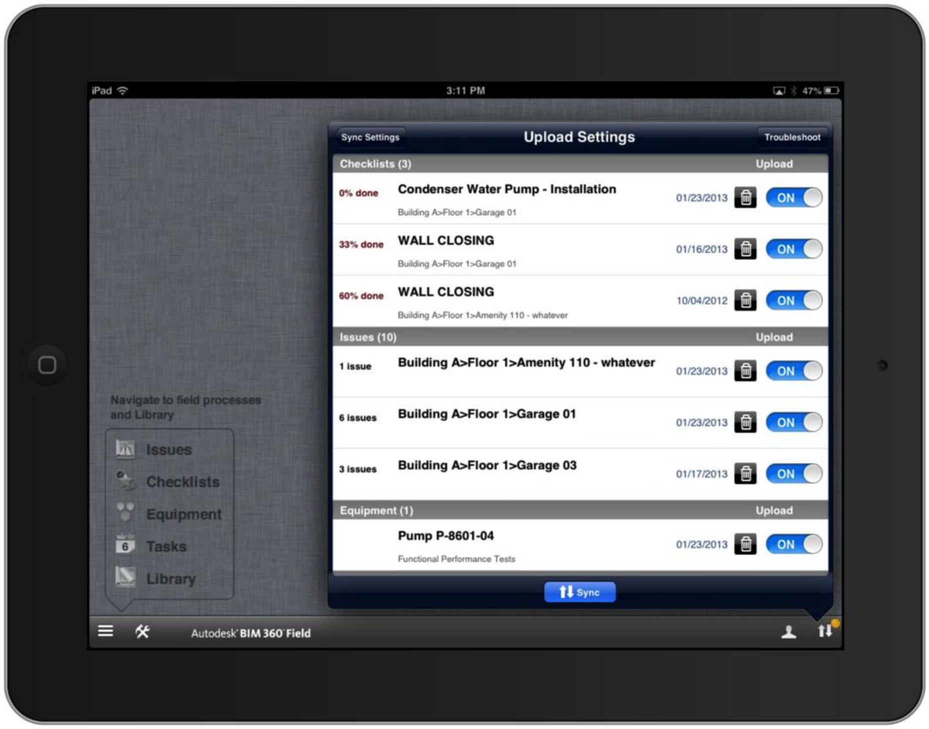
- To sync BIM 360 Field Mobile select the “up and down arrow” icon at the bottom right of the screen to view the “Download Sync” Settings window.
- To select or change the Sync Settings for the Library, Issues, Equipment Checklists or Tasks tap the “>” to the right of the download settings.
- Library – To change the library setting to specify the information to download to the iPad tap on “Library”.
    - To download “All Folders” which is recommended, tap “All Folders” and tap on “Download Sync” to exit.
    - To select specific folders to be downloaded, tap on “Selected Folders” and tap the blue arrow to the right which will enable you to Select the folder(s) to download. When finished tap “Sync Library” and to exit the library settings tap the “Download Sync” button.
- Issues - To change the Issues sync setting tap “Issues”, select the desired filter to be applied, and tap the “Download Sync” button to exit. If a filter is not available your BIM 360 Field Admin may edit existing filters as well as create new filters.
- Checklists – To change your Checklist sync setting tap on “Checklists” and select the desired sync setting.
    - To not download any previously completed checklists select “Don’t Sync Checklists”. If you wish to review all completed or previously uploaded checklists, select “All Checklists”. To access previously uploaded open or closed checklists tap on either “Open Checklists” or “Closed Checklists”.
    - When Finished tap on “Download Sync” to exit.

- Equipment - To download equipment details and any associated information (checklists, attachments, issues, and comments), tap on “Equipment” and select the desired sync setting.
    - Selecting “Don’t sync equipment” will only download the equipment name to the iPad. Selecting “All Equipment” will download all Equipment and the related details.
    - When Finished tap on “Download Sync” to exit.
- Tasks – To change your Task sync setting tap on “Tasks” and select the desired filter.
    - To download any tasks that are assigned to you or that you have created and assigned to others select “My Unresolved Tasks”. If you do not want to download any task information select “Don’t Sync Tasks”.
    - When Finished tap on “Download Sync” to exit.
- Once all the Download Sync settings are configured to your liking tap on the Sync button to begin the download process.

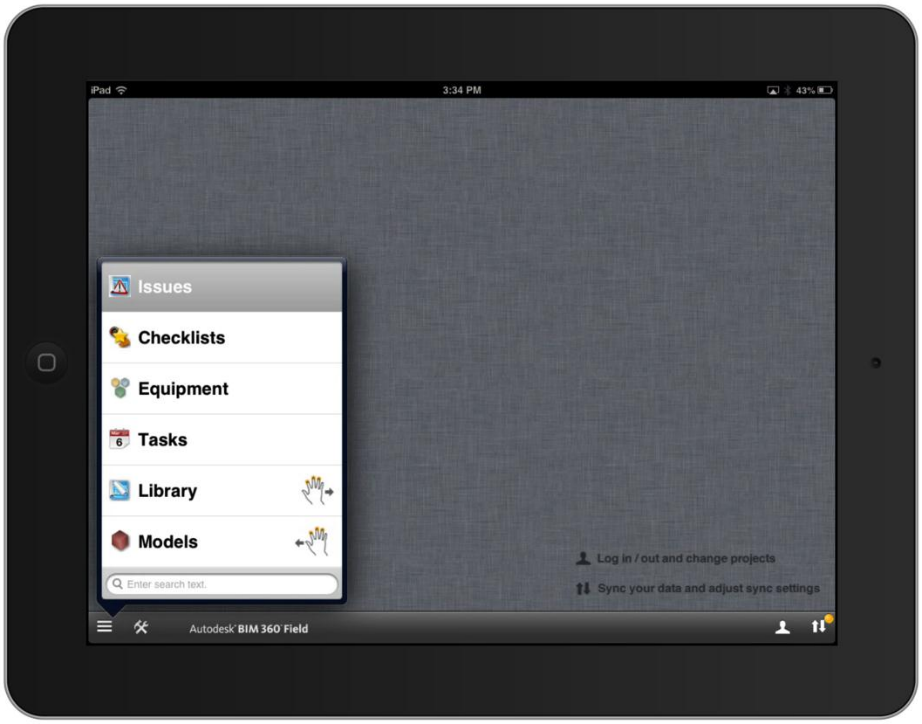
Note: If this is the first time that you are logging into BIM 360 Field Mobile we strongly recommend that you connect to the internet using a Wi-Fi signal as you may exceed any data plans associated with 3G or 4G.

1c **Synchronize - Upload**

Once you are finished for the day you will want to upload any information to send any changes that have been entered or captured in the field to the project database. “Sync Upload” enables field users to view, edit, and delete work in progress prior to syncing the information to the server.



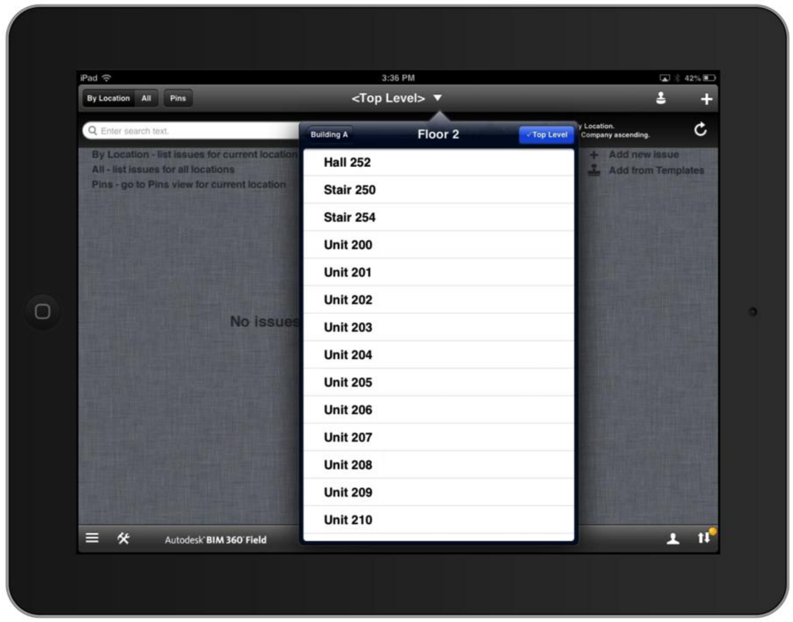
- To review the Upload Sync Settings prior to uploading all data tap the “>” to the right of the upload settings.
- To make any changes or edit the items listed in this view, tap on the item from the list and make the change directly to the desired item.
- If the item is a duplicate or is not needed one may delete the item or any updates by selecting the “trash can” icon to delete the item.
- The “Upload” area on the right side of the Upload Settings control screen will enable you to specify what is uploaded from the iPad to the server. If you want a checklist or issue to remain on the iPad and not be uploaded to the database, tap on the ON/OFF switch to change the setting to “OFF”. If you toggle the upload switch to “OFF”, BIM 360 Field will automatically leave the information behind on the iPad and going forward these items will need to be selected individually for Upload.
- To Sync the “In Progress” information tap on the Sync button (Up / Down Arrows icon) at the bottom of the Upload Settings window.
- Sync will upload current work done on the iPad that is set to “ON” mode to the server, and will download new data from the server based on your sync download settings in the Sync menu.
- After the full sync is complete all “In Progress” information will have been removed from the iPad and will now be included in the data downloaded from the project database.
- It is recommended that you sync multiple times a day if possible and at least once at end of day in order to keep data on the server current.

2	**Issue Management**	Issues are any items that have been identified in the field that require a follow up action or to document the information. In BIM 360 Field Mobile you will be able to view and manage any of the issues that you have decided to sync and download to your iPad from your project database. To get to the Issues functionality in BIM 360 Field Mobile you will click on the "Go To" button on the lower left corner of the screen and select Issues from the list of field processes available on the iPad. 

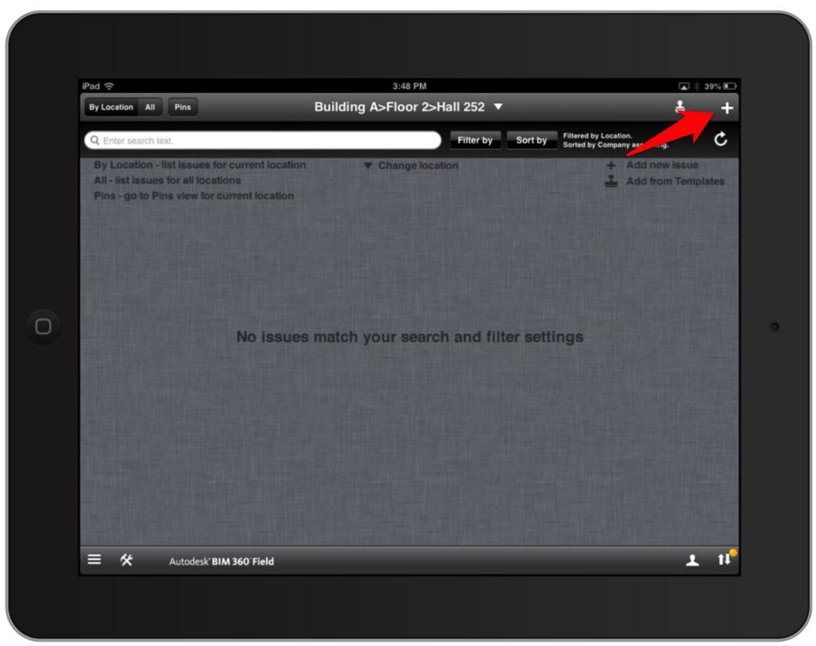
2a **Issue Creation**

To create a new issue you will need to specify the location where the issue is being identified.

- You start by selecting the “By Location” button on the top left of the screen that will enable you to select a location from the Location Hierarchy dropdown at the top of the window.
- Tap on the down arrow next to <Top Level> to select or specify the location where the issue is to be entered.



- Click on the “+” icon on the upper right corner of the screen to create a new issue. Enter the issue description, specify the issue type, select the company, as well as add any other information as desired.
- Issues are automatically saved on the iPad as they are entered.



<table>
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<td>2b</td>
<td>Add Issues using Issue Templates</td>
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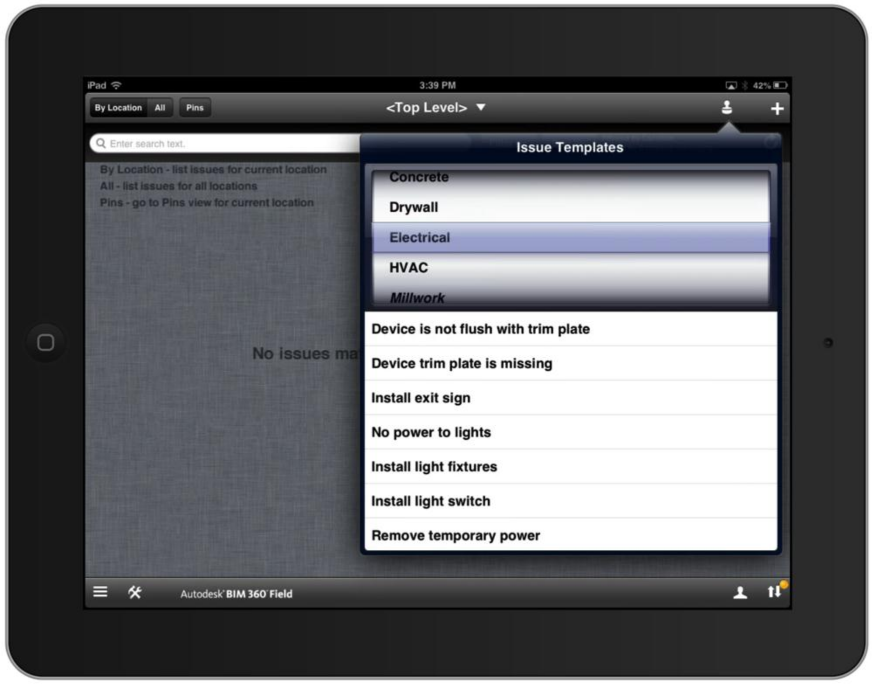
Templates are used for common or repeatedly found issues and work items on the project. Templates will enable you to have a majority of the issue detail information already filled out and pre-defined for an issue to make it easier and faster for the users in the field.



- Select or specify the location under the location hierarchy dropdown where you are identifying the issue and click on the Template icon (looks like a rubber stamp) to open the list of available templates for the project.
- Tap on the template group to find the correct issue template and then select the Issue template that will be used to create the issue.
- To exit from the template list to edit the issue tap anywhere on the screen outside of the off the Issue Template list.
- To add additional detail or edit the issue if desired, tap the issue description to open the issue details and make any appropriate changes, such as adding an attachment, adding a comment, changing the company, due date, or adding location detail.

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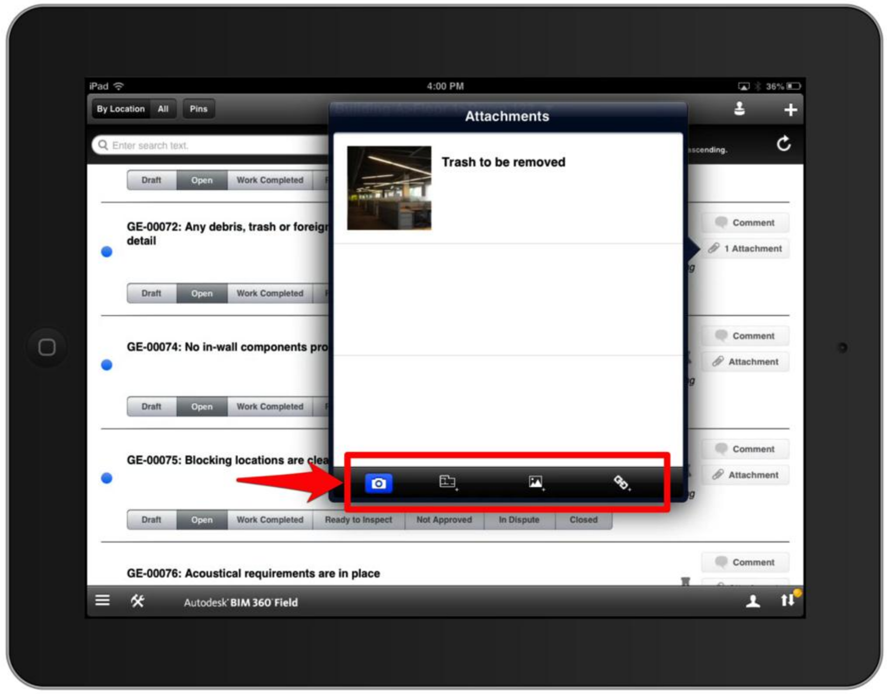
2c **Adding Issue Attachments**

The attachment functionality in BIM 360 Field mobile will enable BIM 360 Field mobile users in the field to attach pictures, documents, document folders, and/or web hyperlinks as attachments to an issue. You can attach a photo taken with the iPad built in camera, a document or folder from the BIM 360 Field Library, a photo from the iPad photo album, and/ or a hyperlink to a website or URL.

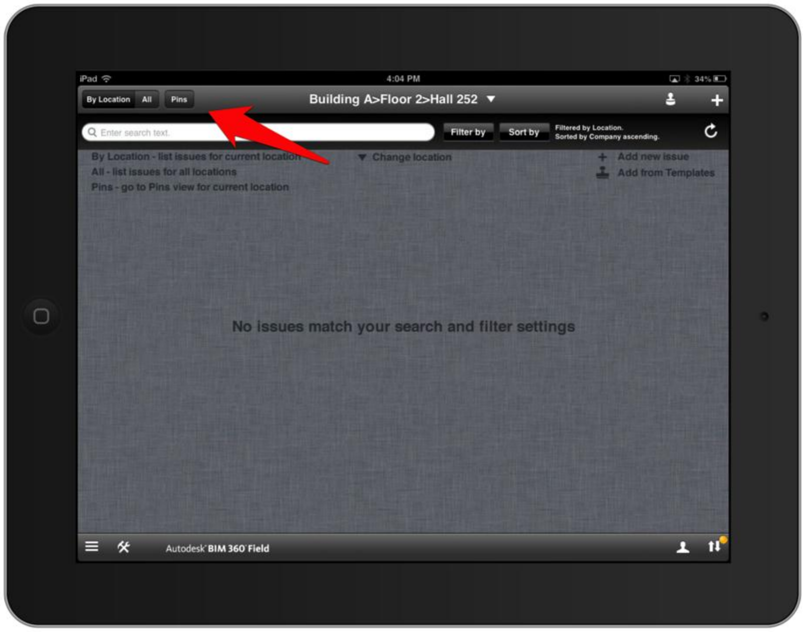


- To access the attachments functionality for an issue, tap on the issue description and select attachments under the issue details, or tap on the attachments button to the right of the issue in the “list” view.
- This will open the Attachments view (see screenshot above)
- To attach a photo using the built in iPad camera, tap on the blue camera icon and take the photo by orienting the iPad camera and tapping on the camera icon at the bottom of the screen. Tap “Use” to add the picture to the issue or “Retake” if the picture needs to be reattempted.
- To attach a document or folder from the BIM 360 Field Document Library, tap on the folder icon and select the folder that contains the document (or folder) to attach it to the issue.
- Tap “Attachments” to return to the attachments screen.
- Note: Folder attachments do not show up on the report and you cannot markup documents attached within a folder.
- To attach a photo from the iPad photo album, tap on the “Mountain Silhouette icon and select the desired photo from the iPad photo library.
- To attach a Link, tap on the “Link” icon and type in the URL path or hyper-link to the desired website.
- When finished with attachments, tap anywhere outside the Attachments window to go to the “List” view or tap the issue ID to return to the Issue Detail window.

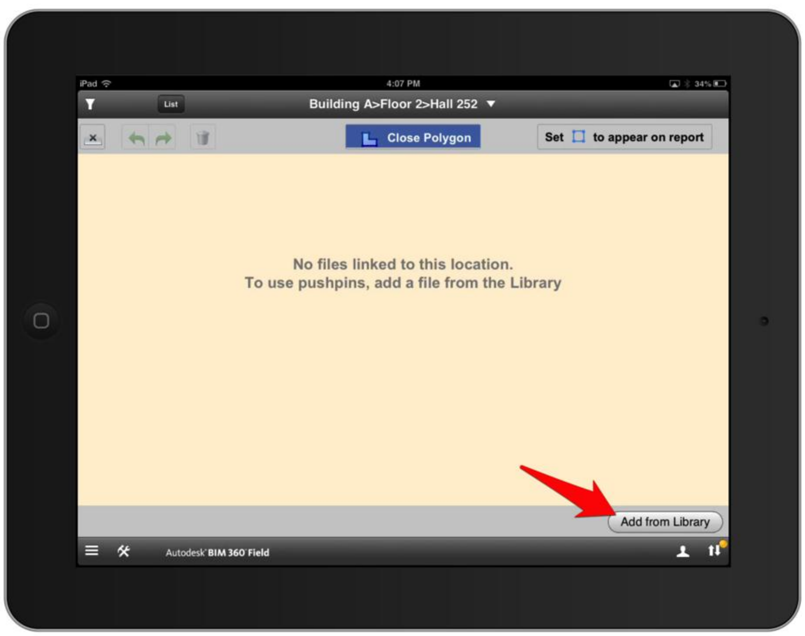
2d	**Add Issues using Pushpins**

Using pushpins in BIM 360 Field Mobile will enable you to create and view issues on a document. Managing issues using pushpins will assist in locating an issue on a document or drawing that has been linked to a location within the project Location Hierarchy.

- To create issues using a pushpin select the location from the Location Hierarchy dropdown where the issue exists and then tap on the “Pins” button located at the upper left part of the screen.

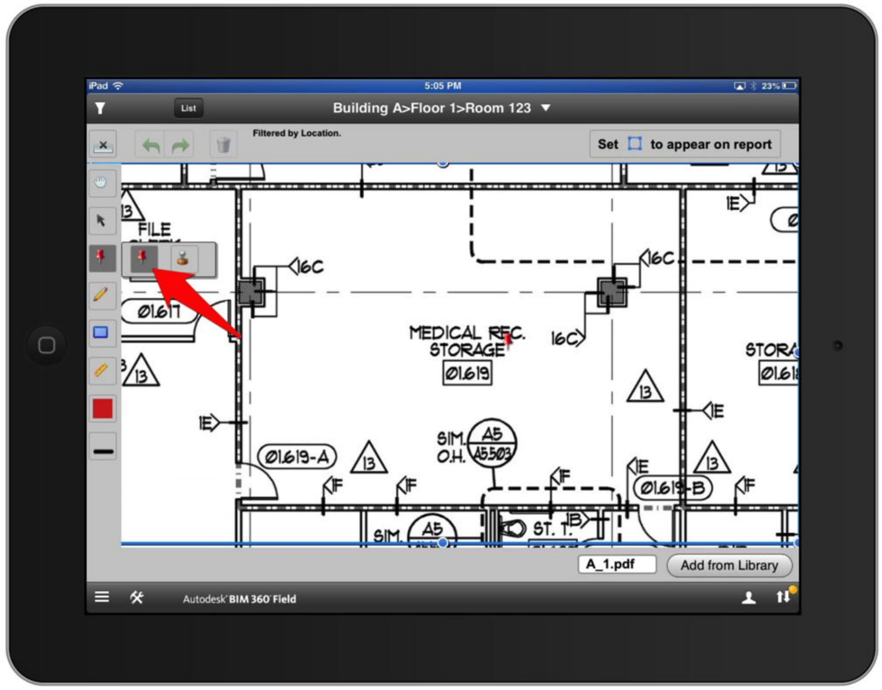


- If this is the first time you are using pushpins in a location you may be directed to go to the mobile document library to link a drawing to the location.



- To link a drawing to the Location tap on “Add From Library” and select the drawing or document from the BIM 360 Field Document Library.

- Once the document is displayed use the “pinch to zoom” functionality to zoom into the area of the drawing where the issue exists. Once the correct room is in the view screen make sure to set the print area by selecting the “Set ‘Print Area’ to appear on report” at the upper right of the screen.
- To add pushpins manually tap on the pushpin icon at the left side of the



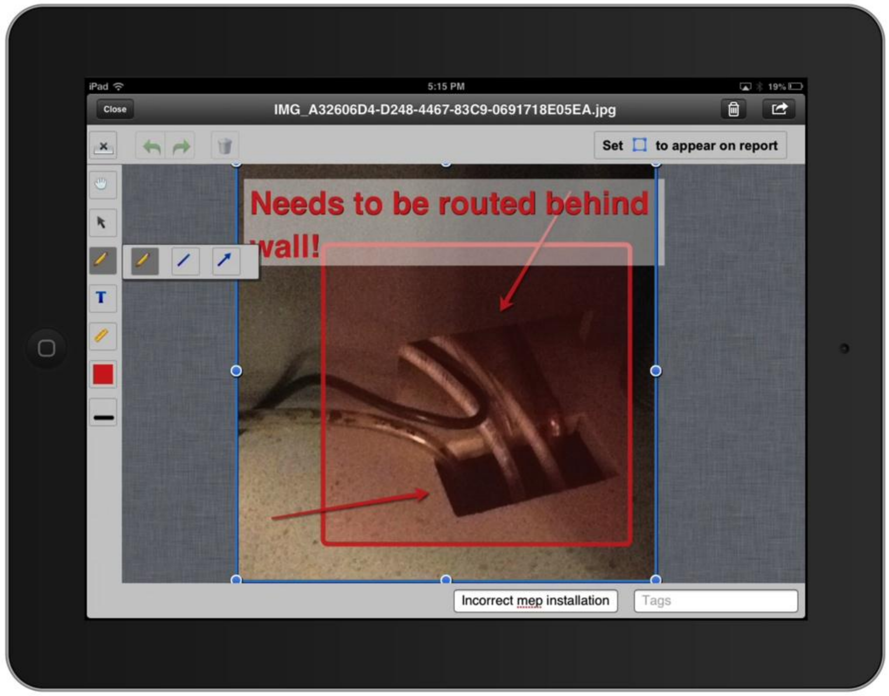
screen and then tap the spot on the drawing in the room where the issue is located. Within the Issue Details window; enter the issue description, specify the issue type, assign the company, or add any other relevant information. Once finished adding the issue details tap anywhere outside of the issue detail window to exit the issue and add additional pushpin issues.
- To add an issue via templates, tap on the template icon within the pushpin window. Select the Group and then the issue template. Tap on the drawing to place the issue.
- To change issue data added by a template, tap on the pin once it is placed to bring up the issue detail form.
- To zoom in and out, or pan across the page, tap on the hand icon which will enable you to navigate through the drawing.

Best Practices when using pushpins:

- Use single page PDF formatted drawings.
- Use a single “generic” drawing per location as the same drawing may be linked to multiple locations within a floor, level, or area.
- Link a drawing to a “detailed” location at the lowest level of the Location Hierarchy (i.e. A Room or a Column / Grid Line location, not a floor or level)

2e **Mark up attached Documents**

Documents or photos that are attached to Issue can be “marked up” using the BIM 360 Field Mobile drawing utility that is built directly into the application.

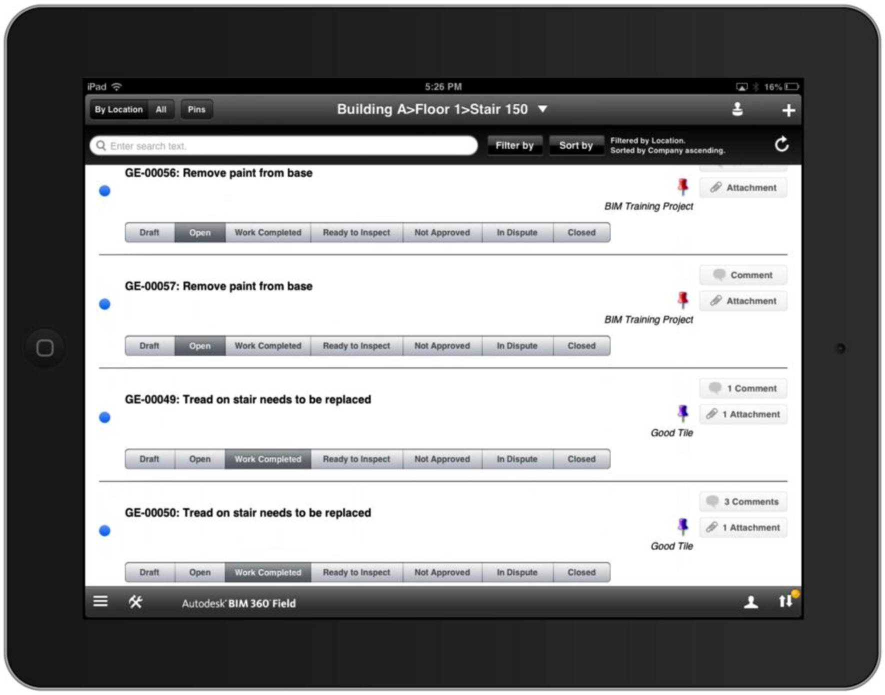


- To mark up an attachment to an issue, open the “attachment” view for an issue and tap on the image icon for the document or photo to be marked up which will enable the BIM 360 Field Mobile “mark up” utility.
- The drawing options in the BIM 360 Field Mobile mark up utility are to:
  - Select a “Hand” tool to zoom in and out and pan around the image or drawing.
  - Select a “Pointer” tool to tap existing markup items to edit, modify, or delete them.
  - Select a “Pencil” tool to draw solid or highlight freestyle or straight lines, and arrows.
  - Select a preset tool to add circle, square, or polygon markups as well as a text box markup utility.
  - Select a “Ruler” measurement tool to specify a markup scale and then add line or area markups with associated measurements.
  - Adjust the markup line thickness, or select different colors from the color palette.
- Additionally you can undo and redo markups, delete the attachment, or email the attachment with any markups.
- Once finished adding any mark up’s to an attachment, make sure to always set your “print area” for the region of the attachment which is to appear on the report, then tap on “close” to go back to the issue details screen.

2f **Re-Inspecting Existing Issues**

When re-inspecting existing issues you will be able to view the issues and any issue details with the most current updates. The issue information that is available will be based on the sync setting specified for issues and will have been downloaded to BIM 360 Field Mobile before starting work, or prior to taking the iPad into the field.

- When re-inspecting issues you will be able to determine if an issue is either an existing issue that has been downloaded from the database during the sync process, versus a “new” issue. For an existing issue you will see an “Issue ID”, where in contrast a new issue that has not been downloaded will show <New Issue> for the Issue ID.
- For an existing issue that was downloaded during the last full sync, you will see a small blue dot to the left of the issue. The “blue dot” is a visual indicator to assist in the re-inspection workflow to show whether the issue has had any changes or updates since the last full sync. If any changes are made to the issue the “blue dot” will disappear to inform you that the issue has been updated.



- To update or make any changes to an issue, simply open the issue details by tapping on the issue description.
- To change the details of an issue simply tap on the desired detail item such as the Issue Status, select the appropriate status, and tap anywhere on the screen outside of the issue details window to save the choice and exit the issues details window.

2g	**Filtering Issues**	Filters may be applied to the issues view so that you may quickly and easily find and identify specific issues on which you would like to re-inspect and/or update. Once filters have been applied they will stay in place until they are removed and will show only the desired issues in both the list and pushpin views. • To filter issues by Status, Company, Issue type, or many other available options tap on the filter button in list view, or tap on the filter in pushpins view (it looks like a funnel) to open the filter options dropdown list. • To start applying any of the available filters tap on the desired field and then either select or remove any of the items for the filtered view. The default selection by default will have everything selected under each category. To uncheck all selections, tap on the “X” at the upper right of the filter window and then make any specific filter selections. To clear the filters or select all options, tap on the “check mark” icon at the upper right of the filter window • To sort or arrange the view of the issues based on Company, Status, Identifier, Description, or Last Changed tap on the “Sort by” button. • To arrange the issues in either Ascending or Descending tap on the appropriate sort based on the desired view. Once finished with editing or viewing any issues, make sure to “clear” or remove the filters if they are no longer applicable.
2h	**Adding Comments to Issues**	Comments may easily be added or viewed for an issue to ask a question, reply with an answer, or to provide more information or additional context such as what was done to complete any work, or why the work may be incorrect. • Comments may be viewed or added to an issue when viewing the issues in a “list view” or in a “push pin” view. • To add or view existing comments for an issue when in list view, tap on the “Comment” button to the right of the issue, add the comment in the open text box, and tap on the “+” icon. • To add or view existing comments for an issue when in Pins view, tap on the pushpin to open the issue details, tap on the “Comments” field in the list and add the comment in the open text box. When finished adding the comment tap the “+” icon to add the comment and tap anywhere outside the issue detail window to exit.

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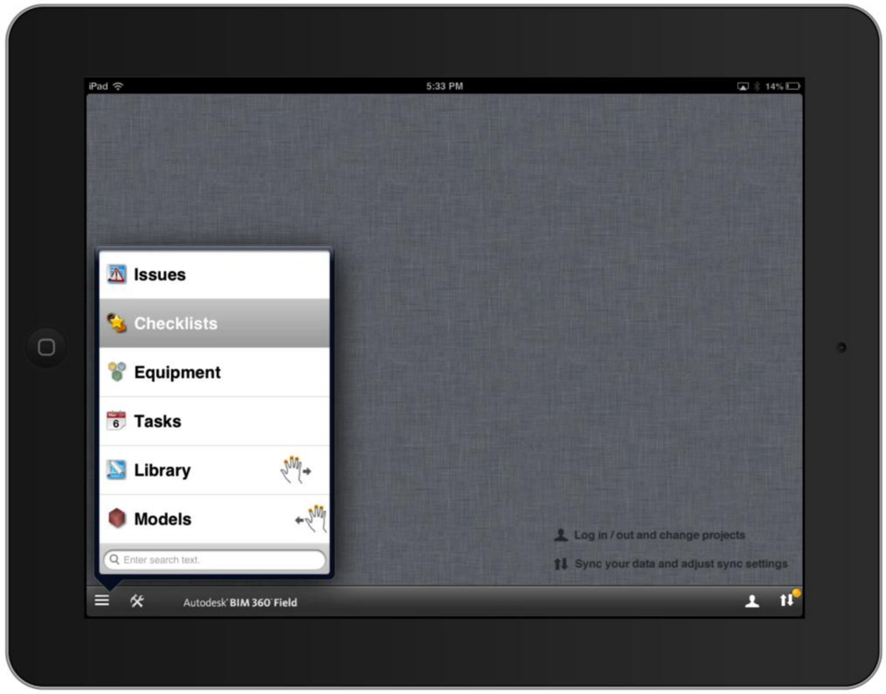
<tr>
<td>3</td>
<td>Checklist Creation</td>
<td>
Checklists can be created using any of the templates that have been setup in BIM 360 Field for the QA/QC, Safety, and Commissioning functions. Completing a checklist is done the same way within each field process and when checklists are setup correctly by the Project Administrator, they will greatly enhance your quality, safety, and commissioning programs as well as to provide automated efficiencies in the field.



To access the Checklist functionality in BIM 360 Field Mobile tap on “Go To” at the bottom right of the screen and select “Checklists”. To view a list of all the currently available checklists for the project tap on the “Checklists” button at the Top left corner of the Checklists window/screen. The checklists that are available will be divided up into three sections for QAQC, Safety, and Commissioning.
To open or begin filling out a checklist, tap on the desired template from the available checklists.
The first step when filling out a new checklist is to specify the location where the checklist is being performed as well as the default company that will be responsible for any deficiencies/non conformances that are found, etc. To set the location and company tap on the “Header” button at the top right corner of the screen and enter the appropriate information.
Once the desired header information has been added tap anywhere outside of the “Header” information text box to begin filling out the checklist.
When filling out the checklist tap on a positive response (Yes, True, Pass, or +) when conforming, and a negative response (No, False, Fail, -) when non-conforming. A best practice recommendation is to add a comment to any response conforming or non-confirming prior to selecting a response type.

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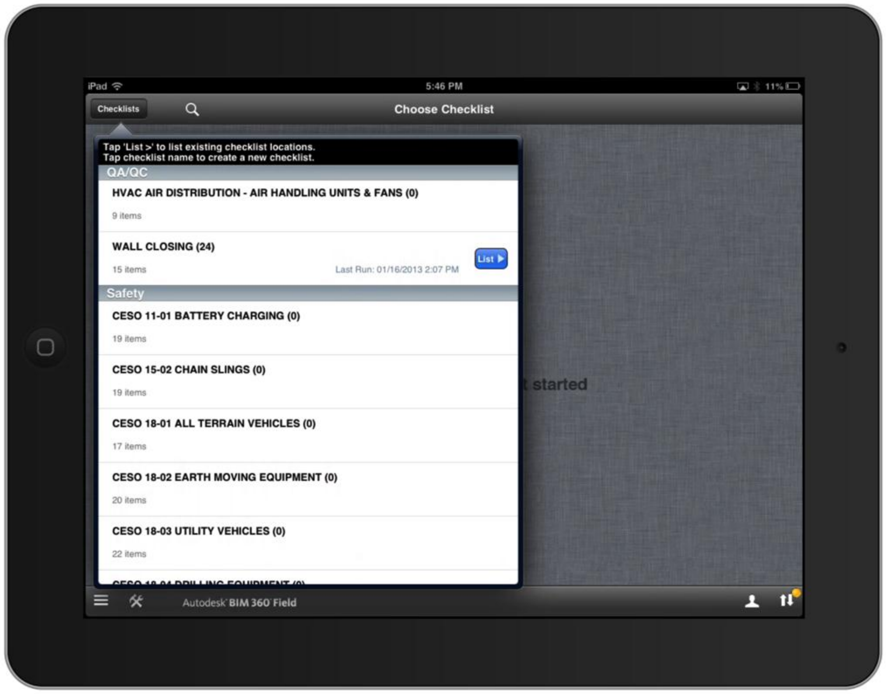
		• If the response to the checklist item is non-conforming, an issue may be automatically created as long as the checklist is configured to create issues. The Project Administrator for BIM 360 Field can setup and configure checklists to auto default the issue details to simplify this process. • If an issue is not created automatically, a non-conforming or conforming issue may also be created for the checklist item by tapping on the “Issue” button the left side of the checklist item. • To edit an issue that has been created automatically tap on the issue description and edit any of the desired issue details, or if you have more than one issue to assign to multiple sub-contractors for the inspection item, tap the “+” icon to add additional issues. • Add an attachment to the issue for any conforming or non-confirming item identified. • When the checklist is complete change the status of the checklist from “Open” to “Closed”. • To create the same checklist but for a different location, go to the bottom of the checklist window and tap on “Fill out another checklist like this one”. • Once done with your inspections tap on “Checklists” to go to a different checklist template.

<table>
<tr>
<td>3a</td>
<td>Selecting and Editing Existing Checklists</td>
<td>
Existing checklists may be edited if they have been downloaded to the iPad based on the sync settings, or if they have been downloaded specifically when connected to a Wi-Fi signal.



To edit an existing or already completed checklist tap on “Go To” at the bottom of window, select “Checklists” and then tap on the “Checklists” button on the upper left to view the available templates.
If a checklist template has a button with the word “List” next to it (See above screenshot), this indicates that there are previously filled out checklists where you will be able to see the date and time of when the last of this type of checklist was created.
To view a list of the previously filled out checklists, tap on the “List” button. The next view will display all the different locations where the checklists have been created. The number in parenthesis is the total number of checklists that have been filled out for that specific location.
Tap on the Location where the checklists you would like to review or edit reside and select the specific checklist instance you wish to review/edit. If you selected, “Don’t sync checklists” in the sync settings page, you will see the option to “Download” the previously completed checklist. The option to “Download” will only work if you are connected to Wi-Fi or 3G signals to retrieve the checklist from the database. If your sync selection was “Sync all checklists” at the time of the last full iPad sync, you will be able to tap on the checklist and it will bring up the checklist on the iPad.

NOTE: If your project administrator has specified the preference that “Closed Checklists are not Editable” then any checklist that is downloaded to the iPad that has the status “Closed” will be locked and will not be able to be modified or edited.
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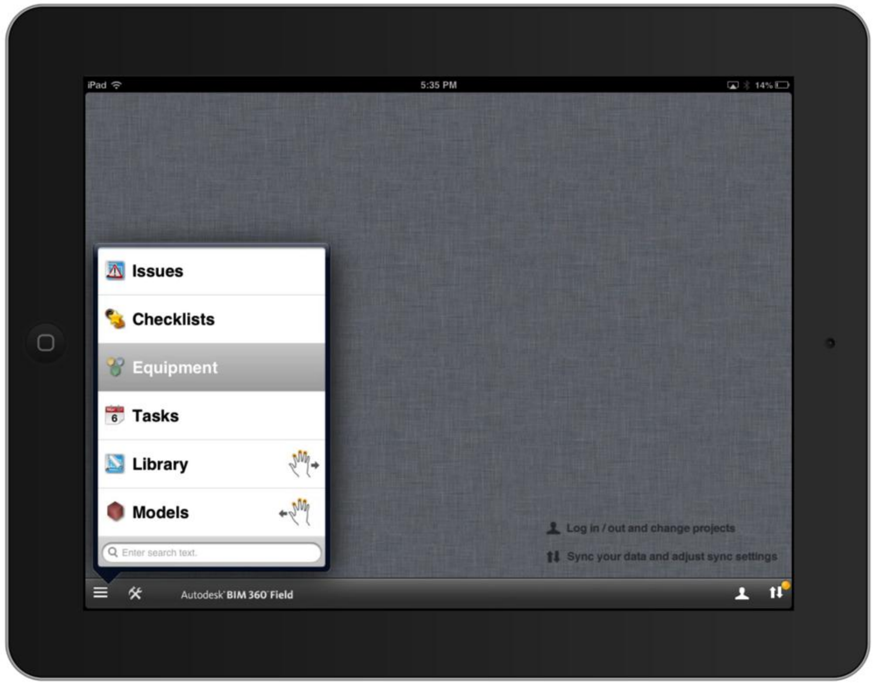
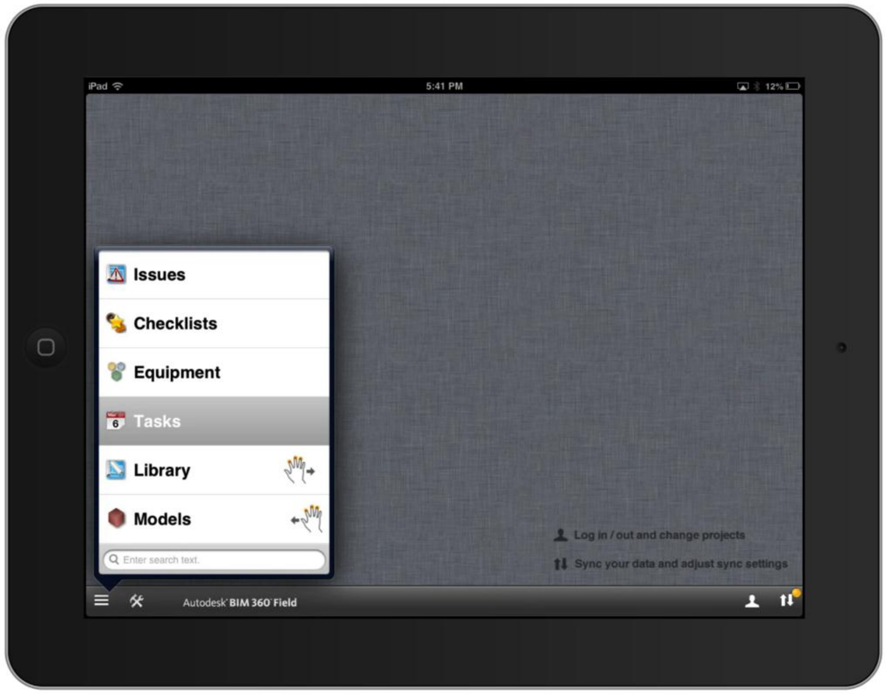
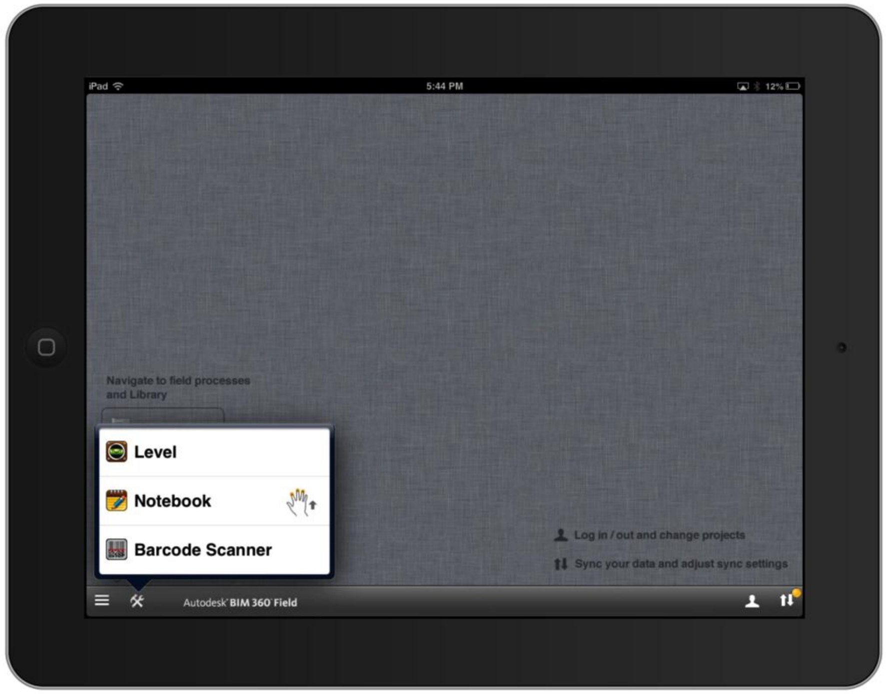
4	**Equipment Tracking and Commissioning**	The Equipment module in BIM 360 Field Mobile may be used to track and update information for equipment or physical objects for a project as well as being able to associate Checklists, Commissioning Inspections, Attachments, Track Issues, and add or review Comments related to an equipment-tracking program.  To access the Equipment Tracking and Commissioning functionality in BIM 360 Field Mobile: • Tap on “Go To” at bottom of window to view the list of BIM 360 Field Mobile Field Processes and select “Equipment” and the screen will display the list of any equipment downloaded to the iPad based on the sync setting. • To search for a look up a piece of equipment, enter name, description, type or barcode in the search box at the top of the screen. You could use a hand-held scanner to scan in the barcode to search. • Filter down to a piece of equipment using the filter options on the top right of the screen. Tap on “Type” or “Status” and make your selection to filter equipment. “X” will remove all filtered selections and the checkmark will select all data within that field to be filtered. • Tap on “Name”, “Type”, “Status” or “Last Changed” to sort through your equipment list.
4a	**Edit Equipment Information**	• To edit or modify any of the fields being tracked for a piece of equipment tap on the specific piece of equipment from the list of available equipment downloaded to the iPad based on your sync settings. • The next page will display all the information currently being tracked for the piece of equipment. Tap on any field on the left to edit or add information.

4b	**Fill Out Equipment Checklists**	• To fill out a checklist for a piece of equipment while in the equipment module tap on the “Checklists” tab to the right side of the Equipment detail screen and a list of checklist(s) that have been attached to the equipment will be visible. • To start or open a new checklist tap on the desired checklist, fill out any necessary header information such as the Location, Company, etc., and fill out the checklist items to complete the inspection. • The lists of checklists that are available for any piece of equipment in BIM 360 Field is configured and controlled by the BIM 360 Field Project Administrator
4d	**Adding and Viewing Equipment Issues**	• To view or add an issue to a piece of equipment tap on the “Issues” tab to the right of the equipment details. In this view you will only be able to view issues that were downloaded to the iPad based on your sync settings. • To add an issue to the piece of equipment tap on the “+” icon to add an issue. Enter the issue description, select the company, specify the issue type, and add any other information as desired. • To add issues to the piece of equipment using an Issue Templates tap on the Template icon. Tap on the Template Group, and then select the desired Issue template. To exit tap anywhere outside of the Template screen to add the issue. • To edit or modify the details of the Issue tap the issue to make any appropriate changes, such as changing the company, due date or adding location detail.
4e	**Adding and Viewing Attachments to Equipment**	• To add or view attachments for a piece of equipment tap on the “Attachments” tab where you will see a list of any existing attachments. • To view or edit an existing attachment tap on the attachment icon which will open up the attachment in the BIM 360 Field Markup Tool. • To add a new attachment tap on the options at the bottom of the attachments window, then select the appropriate icon for the “Camera”, ”Library”, ”Photos” or “Link”. • To take a photo using your iPad2, tap on camera icon, which will activate the camera. Take the desired photo and tap on “Use” to attach the photo to the equipment. • To attach a document or a folder from the BIM 360 Field Mobile Library, tap on the folder icon and select the document or folder to attach. Note: Folder attachments do not show up on the report and you cannot markup documents attached within a folder. • To attach a photo from the iPad photo album, tap on the mountain landscape icon and select the desired photo from the iPad Camera Roll or Photo Stream. • To attach a Hyperlink or a Website URL tap on Link and enter or add the path to the linked document.
4f	**Adding and Viewing Comments to Equipment**	• To view the comment history for a piece of equipment or to add a new comment tap on the "Activity" tab to the right of the equipment details window. • Enter the desired comment and tap on "+".

4g	**Reviewing /Editing Equipment Checklists**	• To review or edit a checklist that is linked to a piece of equipment tap on the “Checklists” tab to the right of the equipment details screen. • If an available checklist template has the word “List” next to it, it indicates that this checklist has been created or started and the number in parenthesis to the right of the checklist template is the number of checklists filled out for the piece of equipment. • To view the completed checklists, tap on the “List” button to the right of the desired template and the next view will display all the different checklists available to view or edit. • Tap on the instance you wish to review/edit. • Once finished viewing or editing the checklist tap on the equipment description button at the upper left of the screen to go back to the equipment details. Note: If you selected, “Don’t sync checklists” in the settings page, you will see the option to “Download” the previously completed checklist as long as you are in range of a Wi-Fi signal. If your selection was “Sync all checklists”, you will be able to tap on the checklist and it will bring up the checklist to view / edit on the iPad.

5	**Tasks**	Tasks are items that require a future action by an individual and are follow up items assigned to a person in BIM 360 Field.  • To review or schedule tasks tap on “Go To” and select “Tasks” from the field processes list and you will see a list of any tasks that have been downloaded to the iPad based on the sync settings. • Click on the “+” icon to add a Task. Enter the task Name, description, Category, Assigned to, Responsible Sub, Scheduled for date, Location, Location detail and Status for the Task. • Select Tasks are automatically saved on the iPad as they are entered. • You may delete a task from the Sync upload window. Tap the trash can icon and confirm the Delete. Task Templates may be used and setup for commonly used or scheduled tasks and are created by the BIM 360 Field project Administrator. • To create a Task using a Task Template select the Template icon (looks like a stamp) and select the desired template. • Complete the Task fields as identified above. Note: If the desired Task Template is not available the BIM 360 Field Project Administrator can setup and configure new Task Templates in the application.
5a	**Fill out Task Checklists**	• Tap on “Checklists” on the right side of the screen and a list of checklist(s) attached to the Tasks will appear under “Attached Checklists”. Tap on a checklist to complete the checklist. • The lists of checklists that appear under “Created” are the previously created checklists for Tasks. To review or complete a previously created checklist, click on “Download” to bring the checklist onto the iPad. You must have an internet connection to perform the download.

5b	**Add Issues to Tasks**	• Tap on “Issues” to add or view issues for Task. You will only view issues that match your sync issues filter on the “Settings” page. • Tap on the “+” icon to add an issue. Enter issue description, select the company and add other information as desired. • To add issues using templates tap on the Template icon. • Tap on the Group and then the Issue template. Tap off the Template screen to add the issue. • Tap the issue to make any appropriate changes, such as changing the company, due date or adding location detail.
5c	**Add Attachments to Tasks**	• Tap on “Attachments” to view or add attachments to the Task. • Tap on an existing attachment to view or mark it up. • To add a new attachment tap on the options at the bottom of the attachments window, then select “Camera”, ”Library”, ”Photos” or “Link”. • To take a photo using your iPad2, tap on “Camera”, this will activate the camera. Take the photo and tap on “Use” to attach the photo to the equipment. Tap on “Attachments” to the left of “Top Level” to return to the attachments screen. • To attach a document or a folder from the Library, tap on “From Library” and select the document or folder to attach. Folder attachments do not show up on the report and you cannot markup documents attached within a folder. • To attach a photo from the iPad photo album, tap on “From Photos” and select the photo to attach to the Task. • To Link, tap on Link and add the path to the linked Task.
5d	**Add Signatures to Tasks**	• Tap on “Signatures” to view or add signatures to the Task. • Select “Sign” and sign the signature box. Select “Done” when complete. Note: The BIM 360 Field Project Administrator must configure Signatures if they are to be used in conjunction with Tasks.
5e	**Add Comments to Tasks**	• Tap on "Activity" to view or add comments to the Task • Enter the comment and tap on "+".

6	**Gadgets**	Gadgets are some additional tools that are available in the BIM 360 Field Mobile application for the convenience of any users in the field. The tools that are available in the Gadgets functionality are a Bubble Level, a field Notebook, and a Barcode Scanner. 
6a	**Bubble Level**	The Level is a basic bubble level that can be used in the field that utilizes the native gyroscopes that are built into the iPad. • To access the bubble level tap on “Gadgets” at the bottom of the screen and then tap on “Level” where you will be able to use a basic level that will give readings in degrees from –90 degrees to +90 degrees with zero being horizontal.
6b	**Notebook**	The Notebook in BIM 360 Field Mobile is the electronic equivalent of a “back pocket” field notebook where you can write down any thoughts, observations; follow up items, or other information that one may keep in a daily field notebook. The Notebook in BIM 360 Field Web has additional capabilities in that any notes entered may easily be emailed out from the application as well as issues may easily be created from any daily of the notes in the Notebook. Any notes that are entered will be specific to the user and login used and will not be visible to any other users of the application. • To access the Notebook tap on the “Gadgets” button at the bottom of the screen and then select “Notebook” where it will open the Notebook page view with a new note loaded for editing • To edit the subject of the new note tap on “Here is my note title” field to type in the subject of the note. • To edit or add the general content of the note tap on “Here is my note” to begin typing in any of the details of the desired note. When adding in the detail you will also be able to use the “Return” button to create separate lines or breaks within the notes detail. • To add a new note tap on the “+” icon at the upper right of the Notebook screen which will open a new note where a new note title and note details may be added.

		• To review any of the notes that have been added tap on the "Notes" button at the upper right of the screen where you will see a list of all the different notes that have been entered to date. To review a note either select it from the list, or from the Notes main screen use two fingers to swipe either left or right to "flip" through the available notes. • To Email, Create an Issue, or Delete the note tap on the note action button at the upper right area of the screen (It looks like a page with an arrow coming out of it) and tap on the desired action. • When finished using the Notebook tap on the "Done" button at the upper left area of the screen to exit. Note: When using Delete in the Notebook there is not an undo function to recreate the note once it has been removed.
6c	**Barcode Scanner**	The Barcode Scanner in BIM 360 Field Mobile is used in conjunction with the Equipment module and will enable any field users to scan a barcode using the iPad camera. When scanning a barcode it will automatically open the details for a related piece of equipment as long as the BIM 360 Field Project Administrator has configured barcodes in the application. • To access the BIM 360 Field Mobile Barcode Scanner tap on the "Gadgets" button at the bottom of the screen and then select "Barcode Scanner". • To read the desired barcode center the "Red Window" over the barcode where if configured for a piece of equipment in BIM 360 Field it will automatically open the related equipment details. • If the barcode does not exist in BIM 360 Field or had not been setup you will get an alert message that will inform you that the code is not mapped. If there is equipment setup in the application, BIM 360 Field Mobile will enable you to "map" the code to a recently viewed item list for the project. If the equipment related to the barcode is not available in the list, you will be able to cancel the process to view the piece of equipment on the iPad, scan the barcode again, and it will provide the option to map the barcode to the desired object. • When finished with the Barcode Scanner, tap on the "Cancel" button to