

Company Hosting Newforma Project Center

- Install and setup a sample project on NPC
 - For training and to ensure that anyone who logs in for the first time has a project to load, navigate, and familiarize themselves with the Newforma Model Viewer before they are added to the real projects
 - Sample project provided is **Amberbock**. This ties to the “First Day with Newforma Model Viewer” materials.
 - Revit files
 - Demo images for linking docs
- Highly recommend** CAD\BIM Manager run through the First Day with Newforma Model Viewer using the Amberbock project
- Identify the Newforma Model Viewer administrator(s), this is typically the BIM Manager
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- Identify project(s) to use Newforma Model Viewer with
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- Ensure internal company members have all created Newforma IDs
 - Email external users to get Newforma IDs ASAP; include instructions
- Ensure all company members have Newforma Model Viewer installed
 - Send instructions on installing Newforma Model Viewer to both internal and external team members
 - Have users log into Newforma Model Viewer ASAP so they can be assigned to projects
- Once team members have created Newforma IDs and logged in, have the Newforma Model Viewer administrator assign users to the project(s)
 - If project security is not an issue add the all users group to all your projects
 - If there is a security concern create groups that fit your workflow – such as by company – and then add only the groups that have access to the correct projects.