Buzzsaw™ Site Member
Quick Reference Guide

How to Log In to your Site

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2. Enter your Buzzsaw site address.
   (For quick reference, fill in your site address, username, and password below.)
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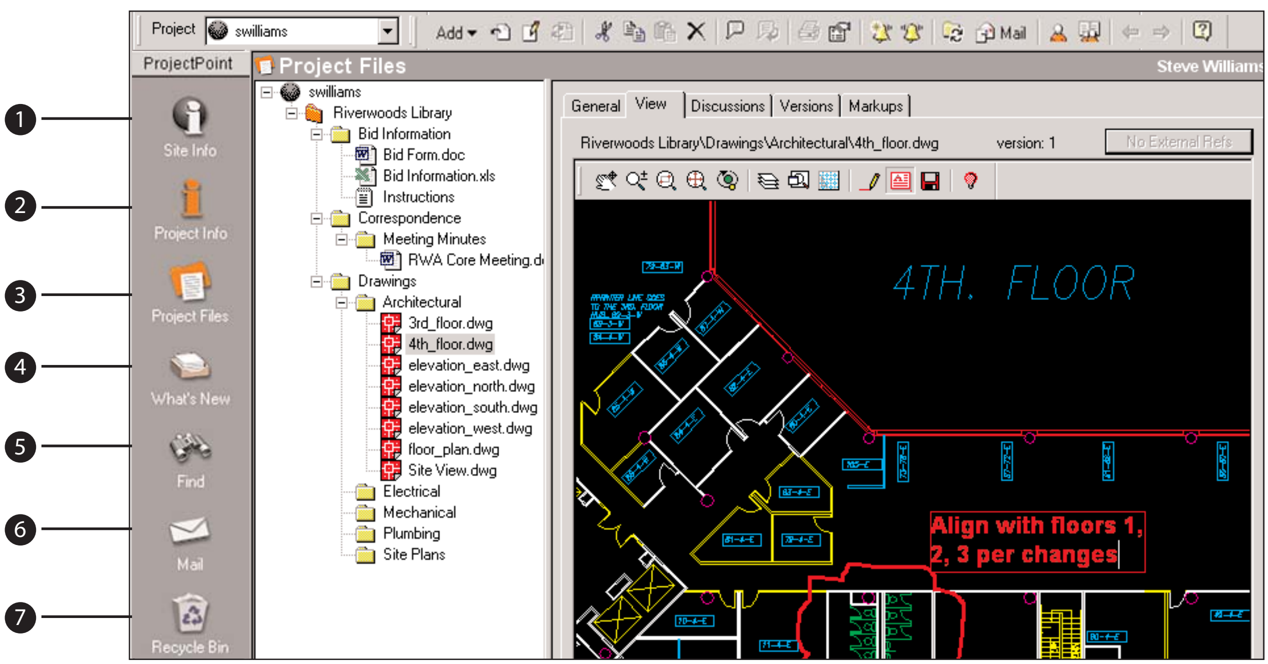
Project Site Address: https://projectpoint.buzzsaw.com/client/yoursitenamehere

Your Username: ______________________ Your Password: ______________________

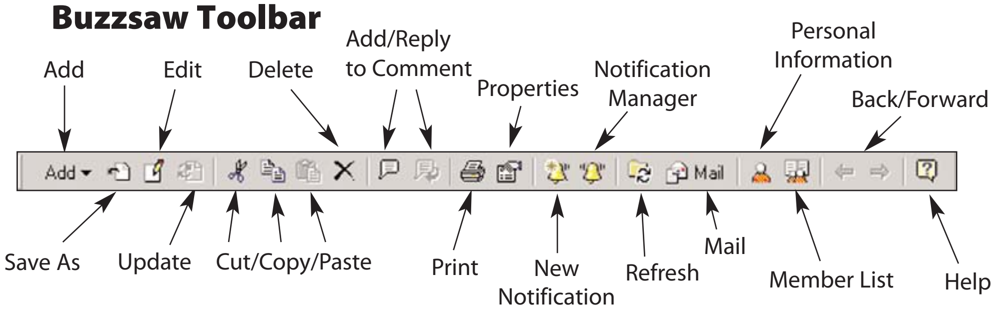
Customer Care Contact Information

Phone: (800) 892-0449
Email: bcs.support@autodesk.com
Online: Click **Support** at **www.autodesk.com/collaborate**.



1. Site Info	2. Project Info	3. Project Files	4. What's New	5. Find	6. Mail	7. Recycle Bin
This is the first page displayed on a site. This can be an external website, a customized info page, or any other file.	Project Info pages, like Site Info pages, can show a project web site, job camera, or other important information.	Use this tree view to see all project photos, documents, drawings, and other files.	Everything that you have not yet viewed will show up in this area.	Use this feature to locate files across the entire site or within individual projects.	This shows all mail that you have sent out of Buzzsaw.	All deleted files are stored in the Recycle Bin. You can restore files you have deleted.

Buzzsaw Toolbar

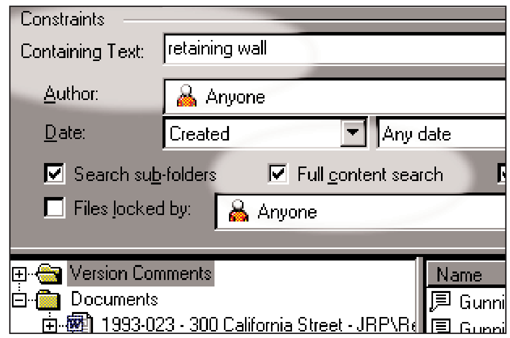


Note:
Toolbar items will vary depending on permission level.

How To...

Find a File

In this example, we will search for the phrase "retaining wall," which we know is the subject of a memo that is currently on the site.

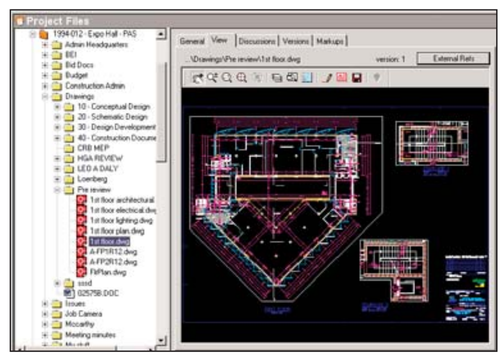


1. Click on the **Find** icon.
2. Type "retaining wall" next to **Containing Text:**
3. Check the **Full content search** option.
4. Click **Search**.
5. All text documents that have the words "retaining wall" appear below.

You can search by file name, author, date, or content.
To search within a certain type of document, include the file type under **File Name -** such as ***.doc** for a Microsoft Word® document or ***.dwg** for an AutoCAD drawing.

View and Copy to your Computer

Next we will view an AutoCAD drawing on Buzzsaw, and make a copy onto our desktop.



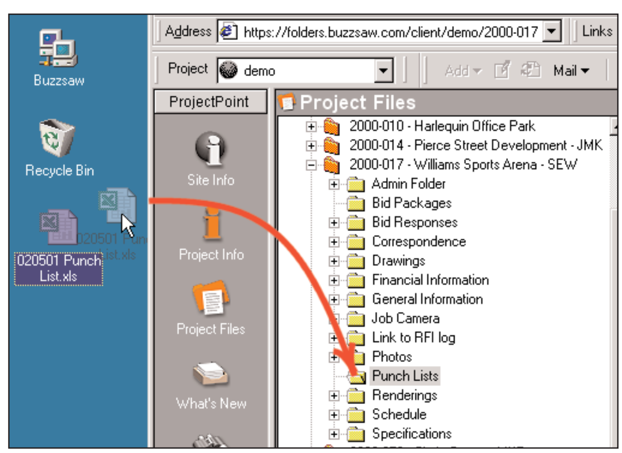
1. Click on the **Project Files** icon.
2. Double-click on projects and folders until you find the drawing you want to view.
3. Click on the drawing name.
4. Click on the **View** tab.
5. Use the Volo View or Volo View Express toolbar to navigate around the drawing.
6. To make a copy to your desktop, just click on the drawing file name and drag onto your desktop.

You can also copy to your computer by using the **Copy** and **Paste** Windows® commands, or by right-clicking a file and selecting **Download**.

Add Files and Notify Team Members

Now we will add a punch list (an Excel® spreadsheet) from our computer to the site, and notify team members.

1. Click on the **Project Files** icon.
2. Double-click on projects and folders until you find the desired folder - in this case, the Punch Lists folder.
3. Drag the punch list from your desktop and drop it into the Punch List folder.
4. When the Add to Project Wizard comes up, select **Next**.
5. Add a subject and a body to a comment for the punch list and select **Next**.
6. Click on **Paste comment** to paste into an email, and select **To:** to select recipients. Click **OK** and then **Finish**.



Team members receive an email notification with a hyperlink to that Excel spreadsheet on Buzzsaw.

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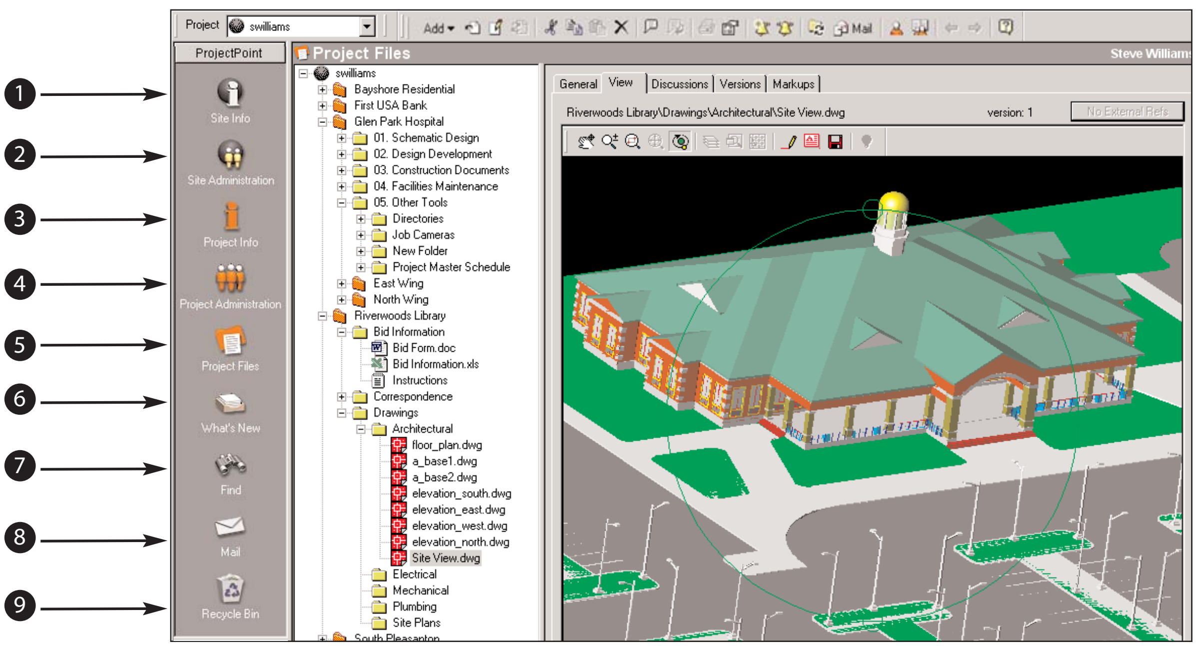
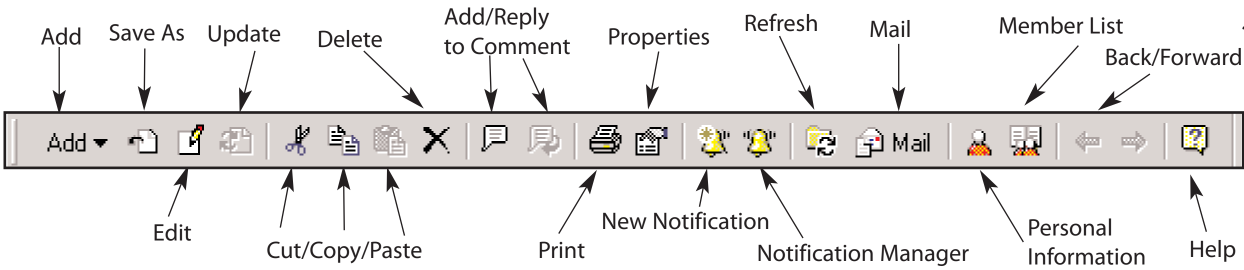


1 Site Info	2 Site Admin	3 Project Info	4 Project Admin	5 Project Files	6 What's New	7 Find	8 Mail	9 Recycle Bin
Use this page to display important information about your site.	Add members and groups, change permissions, and view site activity log.	Use this page to display project info and a project directory.	Add project members and groups, change permissions, and view project activity log.	Use this tree view to see all files in a project.	Review a list of all files that have not been viewed by a user.	Use this feature to locate files across the entire site or within individual projects.	Access all mail that has been sent out using Buzzsaw.	Recover deleted files.

Buzzsaw Toolbar



Note:
Toolbar items will vary depending on permission level.

Permission Levels

	Add projects	Add/Remove site members	Add/Remove project members	Set user/group permission levels	Add/ Delete files	Edit files	View files	Add/Edit notes and comments	View project folder list only
Site Administrator	•	•	•	•	•	•	•	•	
*Project Administrator			•	•	•	•	•	•	
Edit					•	•	•	•	
Update						•	•	•	
Review							•	•	
View							•		
**List									•

* By default, a Project Administrator has the ability to add/remove members and set permission levels at the project level only. They can also be given the ability to create new members and assign them for their projects.
** A List permission level is assigned so a member has the ability to navigate through several folder levels within a project, then see and interact with a single file as needed.
*** The 'No Access' permission level prohibits the member from seeing a project folder or file. This overrides other permission levels.

Getting Started with Buzzsaw

The following tasks are essential to setting up a Buzzsaw site and can be completed in any order. After projects and groups are created, new members can be added to a site, project(s), and group(s) all at the same time.

Create a Folder Structure

Projects created in Buzzsaw behave like Windows folders, containing subfolders and files.

To add a new project:
In the tree view, right-click the site or project icon and select Add Project from the menu. Enter the project folder name. Repeat process as necessary.

To add a new folder:
Select a project folder, right-click, and select Add Folder from the menu. Enter the project folder name. Repeat process as necessary.

Invite Your Team

Site members are people that you can assign to one or more projects on your Buzzsaw site.

To add new site members:
1. In the Buzzsaw bar, click Site Administration.
2. Select the Site Members tab.
3. Click New to display the New Member dialog box.
4. In the Identification section, enter member information in the Name and Email Address fields. These fields are required. All other information is optional.
5. Select the Site Administrator check box to assign the member Site Administrator permission.
6. Select the Notify member by email check box and click Create. The new site member appears in the Members list.

Create Groups

Groups provide a quick and efficient way to manage a large number of members assigned to projects.

To create a group:
1. In the Buzzsaw bar, click Site Administration.
2. Select the Groups tab.
3. Click New to display the New Groups dialog box.
4. Select the site member name(s) from the Site Members list and click Add. Group members are listed in the bottom pane. Repeat until all members are added to the group.
5. Enter a group name and click OK. Group names can contain up to 32 characters and spaces.

To add a member to a group:
1. Select the member's name from the Group Members list, then click Add.
2. Click OK.

Helpful Tips for Managing Your Site

1. If you select the **Notify member by email** check box when creating a new member, they will receive an automatically generated email message with their user name and password.
2. If there are many project members assigned to projects, and if permission levels vary, it is a good idea to create and use groups to assign members. Then each time a new member is added to an existing group, that member has access to all projects where the group is assigned.
3. To change the Site Information page, click Site Administration on the Buzzsaw bar, then select the General tab. Enter a URL in the Site Information field. Or, to load your own customized HTML page from your local computer, click Choose and select the file you want.

Buzzsaw™ Professional Site Member
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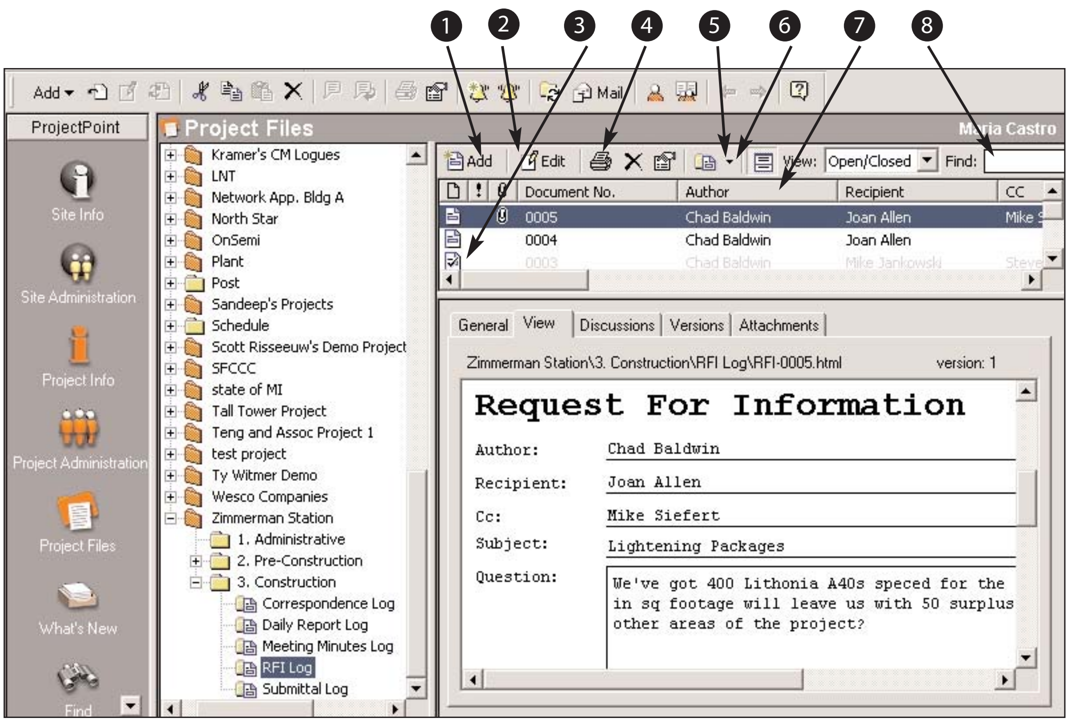
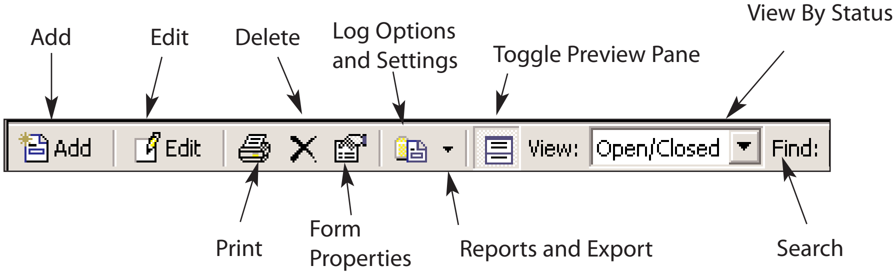


1. Add a Form	2. Edit a form	3. Close a form	4. Print a Report	5. Reports	6. Export	7. Sorting and Filtering	8. Search
Click *Add* to create a new form and send a notification.	Edit/respond to forms by clicking *Edit*	Users with administrator rights on a log can close logs by right-clicking on the form icon to make them uneditable.	Click this button and print an individual form that is selected in the log.	Click on this arrow button and then *Reports* on the dropdown menu to run a printable report.	Click on this arrow button then *Export* to export data to .csv format.	Sort by clicking on the column header. Filter forms by clicking on the *View* dropdown menu	Search the local log to find the outstanding issues quickly.

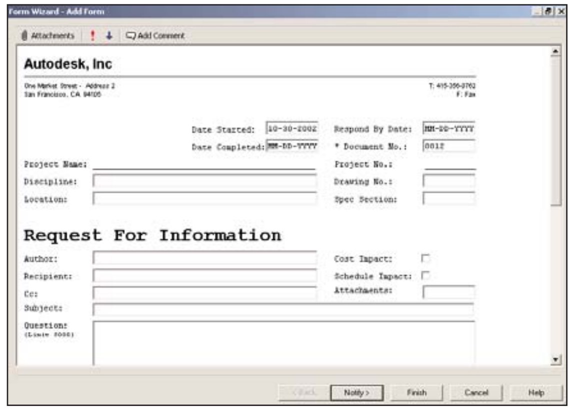
Buzzsaw Professional Toolbar



How To...

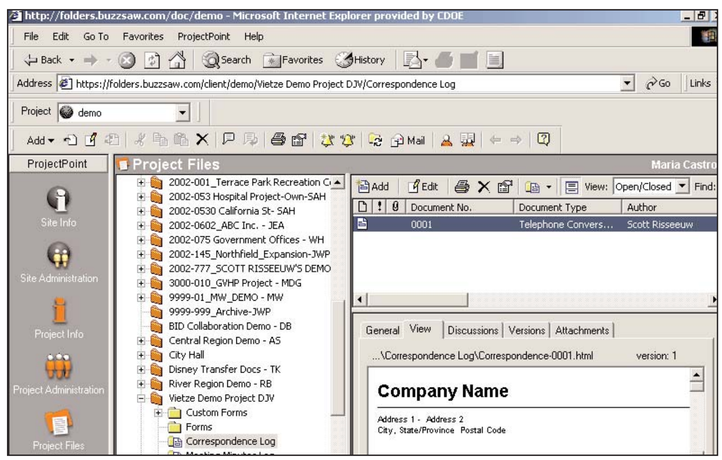
Add a form and notify users

1. Click on the **Add** icon on the toolbar
2. Fill out all required fields on the form
3. Check **Notify** to choose users to notify.
4. Click **Finish**.to save the form in the database without notifying users



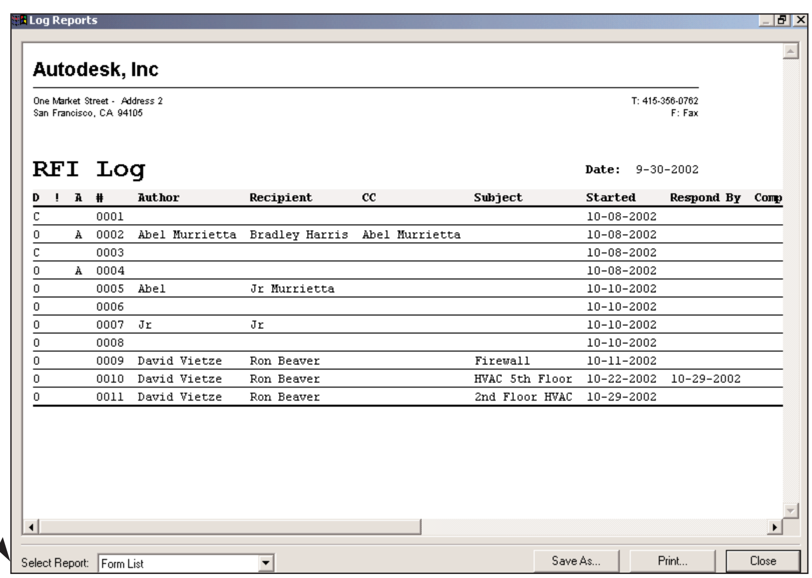
Respond to a form and notify users

1. Click on the link with the notification email
2. Log in and view the form
3. Close the view window
4. Right-click on the form in the log and select **Edit**
5. Answer the form (make edits)
6. **Notify** intended users of changes



Run a Report

1. Click on the **Log Options** icon within the toolbar.
2. Select **Reports**
3. Click on **Select Reports** dropdown list to choose between summary (Form List) and detail (Form Details) report.



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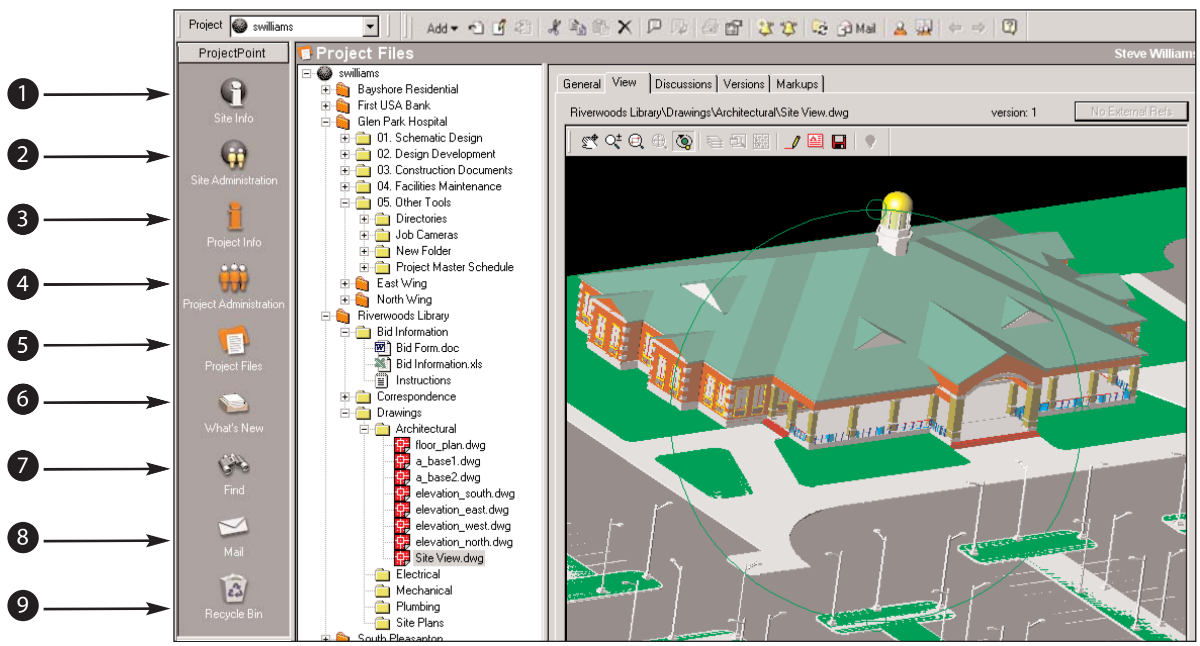

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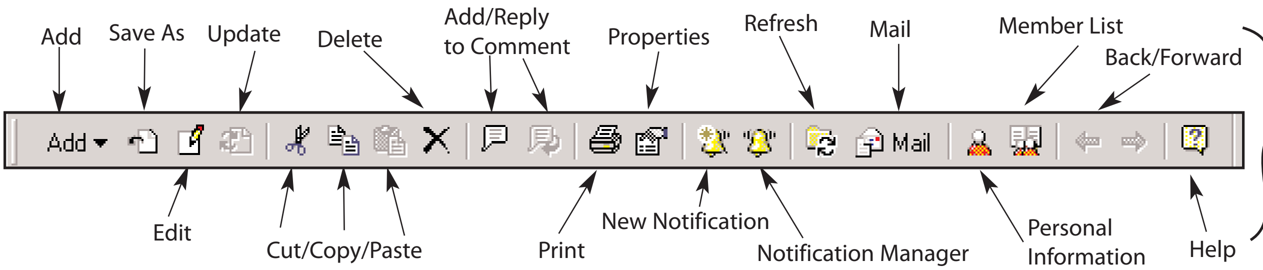

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