

AUTODESK®
BUZZSAW®

Questions and Answers

Autodesk® Buzzsaw® collaborative project management helps you keep your projects on schedule and within budget, ensuring that accurate information is always available to everyone involved in the creation and management of your built assets. Leading companies across all industries use Autodesk Buzzsaw to run projects simply, securely, and profitably.

Autodesk Buzzsaw speeds time to market, increases team accountability, and helps keep projects on time and on budget

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Product Information

1. What is Autodesk Buzzsaw?

Autodesk® Buzzsaw®, delivered on-demand, helps organizations simplify, centralize and streamline all project-related documents and information, enabling the successful execution of your projects based on timely decisions and accurate information. Leading companies across all industries use Autodesk Buzzsaw to run projects simply, securely, and profitably.

Autodesk Buzzsaw facilitates better management and administration of processes and tasks through all phases of the project lifecycle. Not only does Autodesk Buzzsaw help you manage your designs and documents, but it also helps you streamline business processes such as bid collection and analysis, construction administration, and facility management. Dashboard and reporting capabilities allow you greater visibility into project status and processes, and workflow rules, roles and templates help team leaders to identify and resolve issues and discrepancies with their projects, boosting productivity across teams and the entire project portfolio. Autodesk Buzzsaw is simple to deploy, maintain and use, keeps your information safe, and is used by over 1000 customers across all industries as a proven solution for collaborative project management.

New features in the latest release of Buzzsaw provide greater administrative control and the ability to better manage vendors in the bid process.

2. How can Buzzsaw help me monitor the status of my projects?

Buzzsaw executive and project-level dashboards allow managers and team members to monitor progress and quickly identify potential problems and discrepancies. The Project Portfolio Dashboard and Reports provide project status, schedule, and budget information for all of your projects. In addition, activity logs provide a complete listing of all site and project activity, including who accessed what and when. Automatic notifications keep project team members informed of important changes and updates.

3. How can Buzzsaw help my project team members address action items in time?

Buzzsaw tracks the assignment status of all outstanding forms and tasks. Team members have Personal Dashboards that display the current action items assigned to them, as well as action items they assigned to other team members. All actions and responses are tracked in central logs and in the form history and are displayed on project and site dashboards. In addition to displaying status in dashboards and reports, Buzzsaw also sends automatic email reminders and overdue notices so that team members can respond in a timely manner.

4. How can my team use Buzzsaw during the design phase of a project?

With Buzzsaw, all project team members get on-demand access to the latest project documents and designs. Buzzsaw design collaboration features include version control, locking, check-in and check-out notifications, and automatic xref scanning of all AutoCAD® drawings during upload and download. You can post background drawings for your consultants and verify who has accessed the drawings and when. The Buzzsaw design review and approval workflow expedites design review by facilitating faster approvals, so team leaders and clients can make decisions more quickly and identify potential issues sooner rather than later.

Autodesk Buzzsaw: Frequently Asked Questions

5. How do external consultants, suppliers, and contractors benefit from Autodesk Buzzsaw?

Buzzsaw provides enhanced control over project processes and improved communication and collaboration for all project team members, throughout the project lifecycle – from design through bidding, procurement, and construction. All project documents, including design drawings, bid documents, construction RFIs, submittals, and meeting minutes are stored and managed centrally for easy team access. All team members get the right information at the right time. Having the entire project team working on Autodesk Buzzsaw enables consistency across the board, saves money on printing and distribution costs, reduces the need for travel, and lowers the incidence of planning and construction errors that can be attributed to outdated information.

6. If I work with external consultants, suppliers, and contractors, do they have to purchase Buzzsaw, too?

Your consultants, suppliers, and contractors do not have to purchase Buzzsaw to participate in your projects. Your subscription includes licenses that provide your extended team members with access; when you invite your consultants and contractors to your Buzzsaw site, the Buzzsaw software is automatically downloaded.

7. How does Autodesk Buzzsaw support large sites that require different amounts of storage for multiple offices, divisions, and projects?

Site administrators can set storage limits on individual projects, controlling the actual space usage by each office, division, or project on their Autodesk Buzzsaw site. In addition, you can monitor project members' activity by displaying their last login date or inactivity. You can sort or filter members of your project by their level of activity, and enable or disable multiple users at once.

8. How can I control access to individual files or documents?

Autodesk Buzzsaw provides a flexible, multilevel system for managing user access to project data. Each new team member is assigned one of eight (8) permission levels ranging from full "administrative" access to "no access" at the project, folder, and individual file level. Site and project administrators can use the permissions matrix to quickly and easily view and change permissions.

9. How can I share the cost of the Buzzsaw service with my client (as I do for other reimbursable costs such as printing and shipping)?

Autodesk Buzzsaw has teamed up with Sepialine, the leader in cost recovery for design professionals, to offer you the Argos Data Exchange - Buzzsaw Edition software, which gives you a powerful way to capture, report, and bill your clients quickly and easily. This is included, at no extra charge, with your Buzzsaw subscription. Alternatively, you can use the Statistics tab in the Site Administration dialog box, which shows you how much storage space is taken up by each project within your site.

10. How can my project team members view or mark up drawing files if they don't have AutoCAD software?

The Buzzsaw service integrates the latest viewing technology from Autodesk. This allows project members to view and revise drawings in DWG, DWF™, and DXF™, as well as Microstation® DGN files, and then automatically bring back those comments into the original CAD file.

Autodesk Buzzsaw: Frequently Asked Questions

11. Can I use Autodesk Buzzsaw effectively for projects where team members speak multiple languages?

Yes, Autodesk Buzzsaw is available in English, French, German, Italian, Spanish, Japanese, Korean, and Simplified Chinese. The interface appears in the native language for each user (commands, dialog boxes). To ensure data integrity, the project documents and data are not translated.

12. Can I customize forms, reports, and dashboards? What about using my company's forms and applying our company's look and feel to Buzzsaw?

You can create your own forms using the Forms Configurator tool in Autodesk Buzzsaw. You can also add, remove or re-order fields on Buzzsaw Professional's standard forms and add your own logo to duplicate paper-based forms you currently use. The Autodesk Consulting team can further customize forms, reports, and dashboards to fit your company's specific needs. An Autodesk consultant converts your forms, reports, and dashboards to a format that the Autodesk Buzzsaw system database can read, and then safely and securely configures your site with the custom forms, reports, and dashboards.

13. Can I customize the welcome email that users receive to login to Buzzsaw?

You can apply your own subject line and custom content to the standard welcome email that gives users the secure link to set their password and access your site. The welcome email message can be changed globally or ad-hoc as each welcome message is sent.

14. What do I need to run Autodesk Buzzsaw?

Microsoft Internet Explorer 5.5 or higher is required to use Autodesk Buzzsaw. A modem connection speed of 56K or higher is required (a faster connection, such as DSL, Cable Modem, or T1, is recommended).

There are several ways to access Buzzsaw:

- Buzzsaw client software: The most popular, fully-functional method of access. In order to access all of the administrative features of Buzzsaw, you will need to install the Buzzsaw software, which requires a PC with Windows 98 or higher operating system.
- Buzzsaw Web Access: Gives full access to project data, including projects, folders, files, and forms, without the need to install the software. This is available from any Internet connection (Internet Explorer 5.5 or higher is required for Buzzsaw Web Access).
- Buzzsaw via WebDAV (Web-based Distributed Authoring and Versioning): Provides access to folders and files. WebDAV is a standard for web authoring and collaboration.

15. How do I get started using Autodesk Buzzsaw?

Call 866-815-3501. Alternatively, to start a trial site, go to www.autodesk.com/buzzsaw, register, set up your site, and start adding team members, projects, workflows, and files. Your entire team can begin working online almost immediately. If you have been invited to an Autodesk Buzzsaw site, just click the URL in your invitation email; you will be prompted to change your password immediately upon login.

16. What if I need help using Autodesk Buzzsaw?

Support: You can get customer support by sending email to bcs.support@autodesk.com or by calling 800-892-0449.

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Training: Autodesk also hosts live free weekly training sessions online. Autodesk also offers training and implementation consulting services tailored to your specific requirements, to help you quickly and easily take full advantage of the Autodesk Buzzsaw service. For details visit the Support Center at www.autodesk.com/buzzsaw-support.

17. How much does Autodesk Buzzsaw cost?

Autodesk offers annual subscriptions at various levels designed to meet the needs of your business. Call 866-815-3501 to discuss your specific needs.

Industry Information

18. How do I benefit from Autodesk Buzzsaw if I am a Building Owner or Homebuilder?

For owners and project managers, the Buzzsaw service provides heightened project visibility, which enables more timely decision making and can directly translate into faster time to market and optimized profitability. Moreover, the ability to create flexible and customizable views that adapt to your processes and integrate with your company's data makes it easier to oversee and manage multiple projects simultaneously. For team members, up-to-date summaries of project contents, task lists, and action items all enhance accountability and help to reduce errors.

All project team members get instant, anytime access to up-to-date project documents and designs. This access provides superior insight into projects for all team members. As a result, this access helps to save money on document printing and distribution, reduces travel expenses, and minimizes planning and construction errors due to outdated information. Buzzsaw provides enhanced control over project processes and improved communication and collaboration for all project team members, throughout the project lifecycle – from design through bidding, procurement, and construction.

19. How do I benefit from Autodesk Buzzsaw if I am an Architect or Engineer?

Many architects and engineers use Buzzsaw for project collaboration with their clients and consultants. All project documents, including design and construction drawings, are centralized for easy team access at any time, so that all team members get the right information at the right time. Autodesk Buzzsaw maintains detailed activity logs at multiple levels: site, project, file, and user, so you can keep an audit trail of all document changes and user actions. The Buzzsaw service includes viewing and markup tools for design files, including DWG, DWF, DXF, and DGN file formats, so your clients can review your designs without AutoCAD.

20. How can my team use Buzzsaw for construction administration and management?

With Buzzsaw, you can manage all of your construction project drawings, documents, and processes. Buzzsaw Professional offers industry-standard forms to help you get the job done on time and on budget. Buzzsaw forms include RFIs, submittals, change order requests, correspondence, daily reports, meeting minutes, Architect's Supplemental Instructions (ASI), additional RFI, bulletin, transmittal, addendum, and print order form. Project managers can assign specific routing rules for each form and process, with configurable timers, reminders, and tracking features. Using standardized forms for all construction processes makes it easier to track and report progress to everyone involved.

In addition, Autodesk Buzzsaw Professional includes a complete submittals package module, designed to save significant time in the submittals review cycle. The module includes multi-item submittal packages with per-item review status, transmittals, re-submittals, and automated industry-standard review and approval process flow. The new

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submittals package module allows you to set up the submittal package schedule, issue transmittals with each submittal package, track the status of individual items, and easily route each item to the appropriate reviewers with automated email notifications and reminders.

21. How can my team use Buzzsaw for bidding and procurement?

With Buzzsaw, you can manage your bidding process more effectively and drastically reduce your shipping and printing costs. Post your project drawings--we recommend using the Design Web Format™ (DWF) functionality, specifications, and instructions to bidders on your Buzzsaw site. Create a private group for your bid participants using the Buzzsaw service's group management features, and create a folder with the "Deposit" permission for your bidders to securely, submit proposals electronically, to provide you confidentiality and control over bid document distribution and review.

Reporting Information

22. What Dashboards are available with Autodesk Buzzsaw?

Autodesk Buzzsaw offers both standard and custom dashboards. The standard dashboards provided follow:

- Site Level Executive Dashboards
 - Project Portfolio Dashboard (Site Level) – high level summary of the status of all projects, by region, by status (Green, Yellow, or Red) and by project type
 - Executive Summary - high level view of important data at across all projects
 - Site Details – A list of all action items for all site members (across all projects)
- Project Level Executive Dashboards
 - Executive Summary – high level view of important project information
 - Project Details – a list of all action items for all project members
- Personal Dashboards
 - Site Personal Summary – a view of all action items and important information for the individual team member.
 - Site Details – Personalized list of all action items across all projects.
 - Project Personal Summary – a view of all action items and important project information for the individual project team member
- Site and Project Information – Administrators can configure multiple Information Pages for the site as well as for each project. This can include published schedules and calendars, project photos, and other important information all site and project members should see
- Custom dashboards can also be created for your specific business and project requirement

23. Who can access Executive Dashboards and other Dashboards?

Access to Executive dashboards, as well as all other dashboards, is controlled by the Site and Project Administrators using "Site Setup" and "Project Setup" functions.

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24. What types of reports can be generated with Autodesk Buzzsaw?

Autodesk Buzzsaw tracks and reports detailed information on all users, folders, documents, logs, and forms within a site. You can run reports across your entire portfolio of projects, within individual projects, and within individual logs to get thorough project tracking and information on open or outstanding items and gain clear visibility into schedules, budgets and project status. Standard reports include summary reports, detailed reports, and overdue action items. The Autodesk Consulting team can customize reports to meet a project's or team's specific data-reporting requirements.

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