

Advanced Functionality within your A360 hub

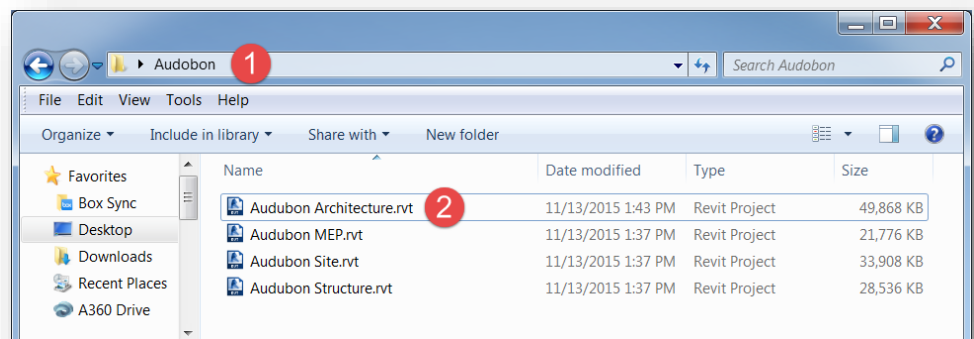
This document will cover instruction on the below functions.

- Uploading 3D models & assemblies
- Moving a Project to another hub (TRANSFER)
- Using the Calendar
- Live Review
- Get additional Help

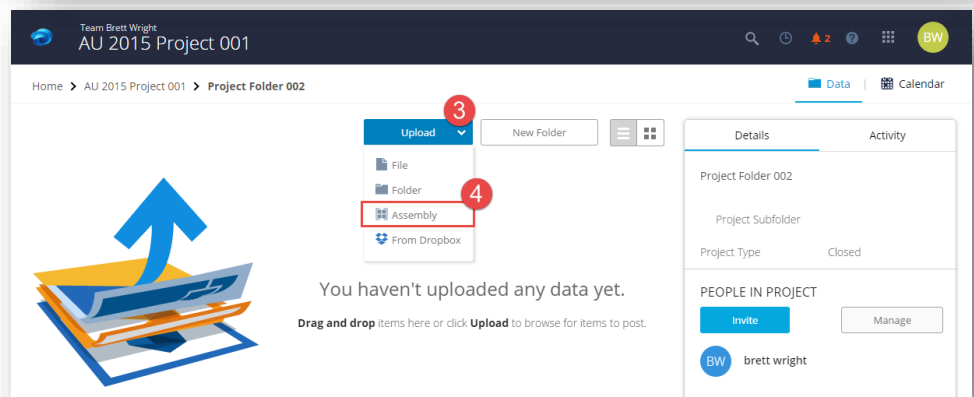
Uploading 3D Models & Assemblies

- To upload a File that references other Files, you'll want to use the **"Assembly"** upload option.
- These files could be things like Revit Models, or Inventor Assemblies, or even OBJ files, however, there are a few steps that you must take first to ensure a successful upload.

1. Put all files in **same** folder (parent and children).
2. Verify link paths in **parent** file that they correctly reference **children** now that they've moved into the same folder.



3. From the Project folder, select **Upload**.
4. Select **Assembly**.



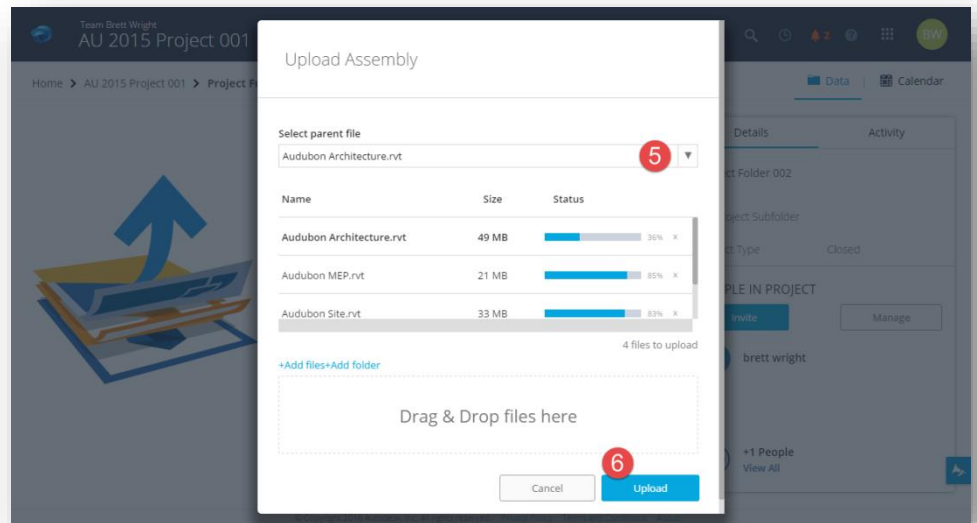
5. Choose the **Parent** file.
6. Select **Upload**.

- **Tip:** If you're using AutoCAD, you can use **eTransmit** to package all files up first to simplify steps 1 and 2 for you, or **Pack and Go** for Inventor assemblies.

Moving Projects to another hub

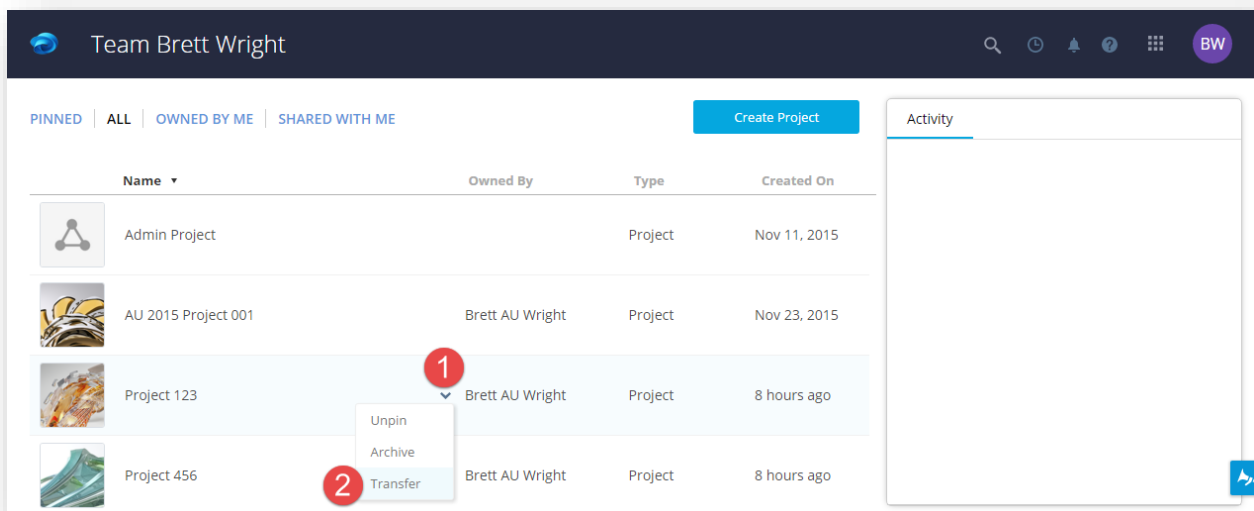
Leverage the **Transfer Project** function to transfer projects across various A360 hubs.

- Projects can be transferred from A360 Free to A360 Team and from A360 Team to A360 Team hubs only.
 - Project Transfer does **not** support transfer from A360 Team to A360 Free hubs.
- Only **Administrators** of A360 Hubs are able to transfer projects across hubs.
 - For A360 Free hubs, the **hub owner** is able to transfer projects.



- Whoever initiates the project transfer should be an Admin of the Source hub and a Member (Admin/Team Member) of the Destination hub.
- User should be part of multiple hubs in order for the Transfer Projects option to show up.
 - If the User owns or administers only a single hub, the **Transfer Project** option will not be available.
- Once Project Transfer is initiated, all content in selected project will be transferred to a **Secret** project of the same name in the destination hub.
- All members of selected project will be invited as **Project Contributors**, unless they are already Team members of the destination hub.
- Once Project is moved, all content will be deleted from Source hub and project will only be in Destination hub.
- Currently, the **Transfer Projects** option is **disabled for C4R Enabled hubs**.

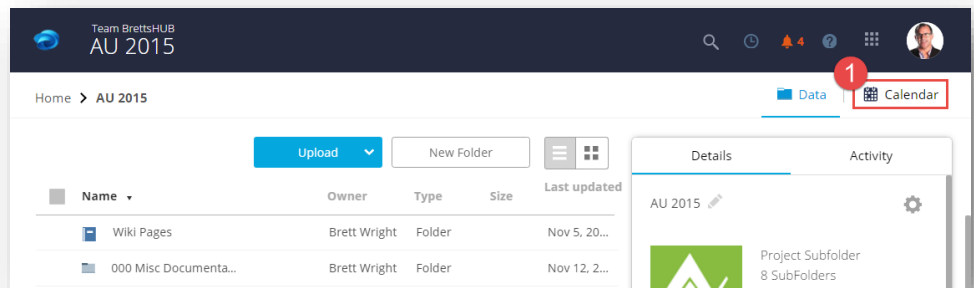
Click [here](#) for screencast video of steps to follow.



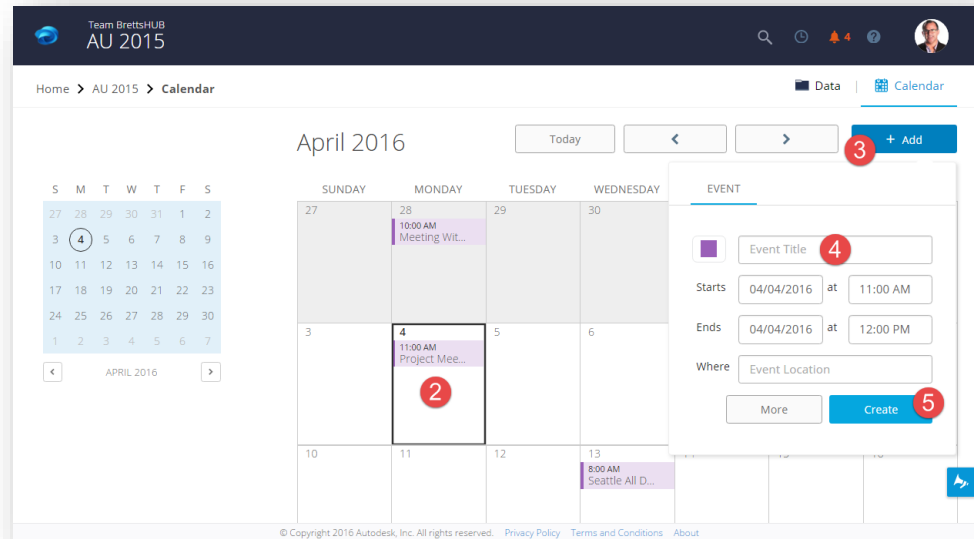
Using the Calendar

Create single or multi-day Events, add them to your local calendar, and forward them onto your Team.

1. Select your project then the Calendar icon.



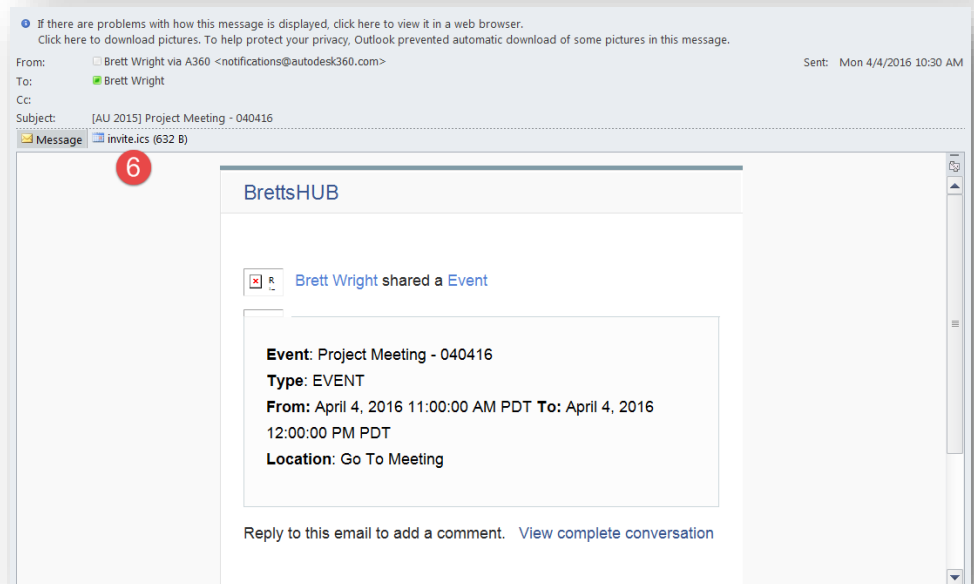
2. Select the day(s) for your event.
3. Select +Add.
4. Complete the Title, Time and Location information.
5. Select Create to add the event to your online calendar as well send you a direct email.



6. Open email and save event to your local email system via the .ics file.

Tip: Calendar invites are **NOT** bi-directional, i.e. modifying your local invite will **NOT** update the event in the A360 Calendar.

Tip: Click on any existing event to **edit** it. Once saved, it will send another direct email along with an updated .ics file so that you can update your local calendar.



Leveraging Live Review

Share your designs directly from A360 using the Live Review function to any person(s) on your team.

1. Select **Share** icon.

2. Select **Live Review**.

3. Add Name, select **Start**.

4. Select “+” to show hyperlink you’ll send to those you want to add into your session.

5. **Copy link**.

6. **Email link** to individual or team.

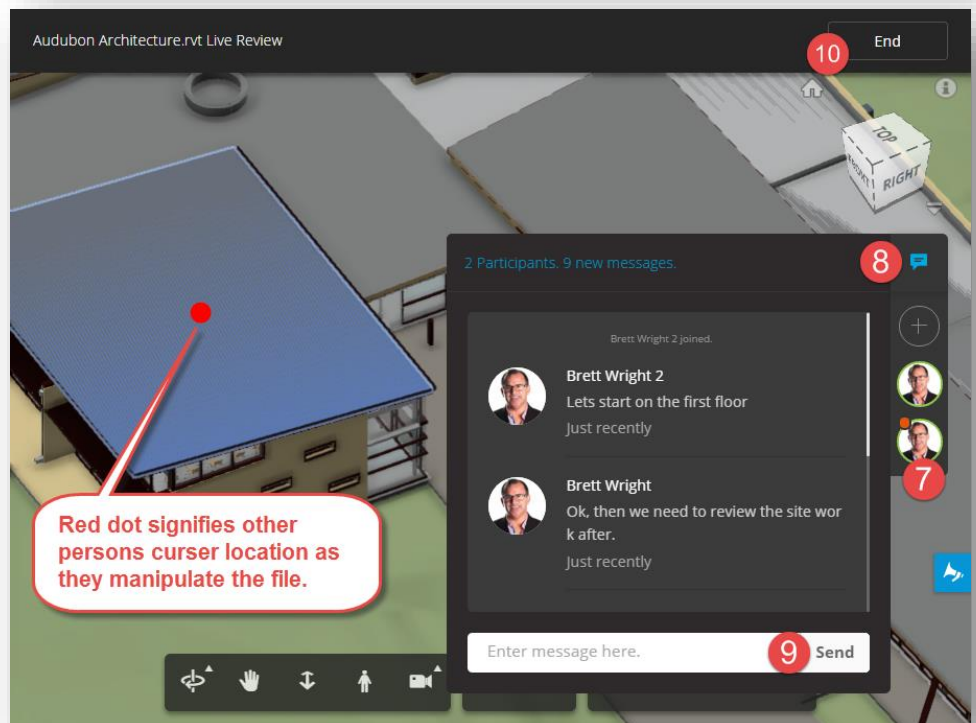
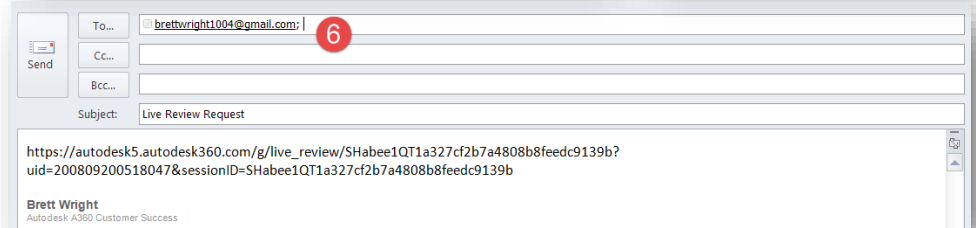
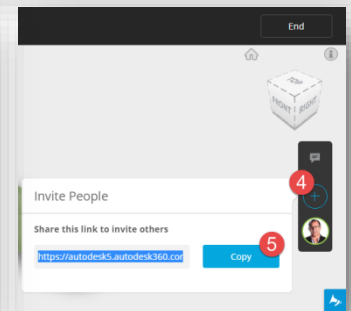
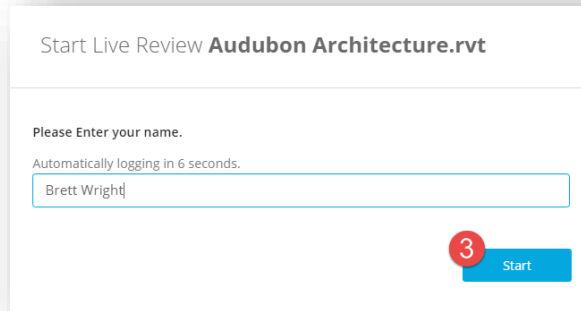
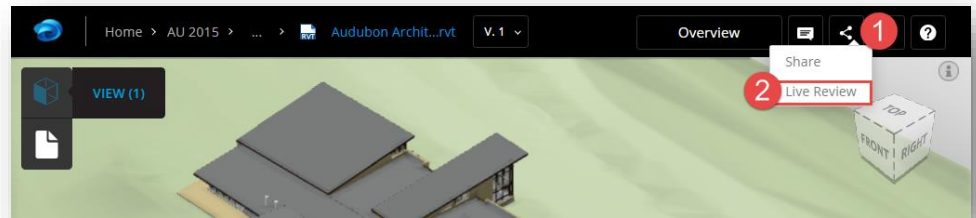
7. See additional Team Members join Live Review Session.

Tip: A red dot will appear on screen signifying persons cursor that is manipulating the design.

8. **Comment** icon allows visibility to the current message feed.

9. **Enter** and **Send** your own instant messages to the team.

10. Select **End** at any time to leave the Live Review session.



Get additional help

If you're looking for additional learning content, or want to submit a question, please leverage the links below.

A360 In-Product

- [In-Product A360 Help](#)

A360 Online Forums

- [A360 Tips, Tricks and Tutorials](#)
- [A360 General Discussion](#)
- [A360 Ideastation](#)
- [Submit a question via the Forums](#)