

## New CAD User Training Agenda




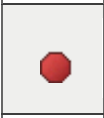



1. Vault Profession
  - a. Basics
    - a. Check in/check out software
    - b. How it works
    - c. Local WIP folder
  - b. Log In
    - a. Windows Account
      - i. User name & Password
      - ii. Server: vault.rettew.com
      - iii. Vault: RettewVault
      - iv. Automatically log in next session checkbox
  - c. Navigation
    - a. Scroll or search
    - b. Create shortcuts
    - c. Standard files
      - i. Documents
      - ii. Details
      - iii. Templates
    - d. Files
      - i. History
      - ii. Check box to show all versions
      - iii. Uses
      - iv. Where used
      - v. Preview
      - vi. Icons
  - d. Files and Symbols
    - a. Get latest
    - b. Check out
    - c. Opening a file / C3D checkout or not
    - d. Undo check out
    - e. Check in
    - f. Renaming
    - g. Copy design
    - h. Bring detail into drawing file
    - i. Versions
    - j. Revisions
  - e. Bringing back a previous version
  - f. Keep Vault files clean by reading & understanding all dialog boxes
  - g. Log out
















2) AutoCAD

- a. Basic drawing settings & setting
- b. Drawing file names and contents
- c. How to create new Base drawing using templates
- d. Xref using overlay only
- e. Using & understanding UCS
- f. Using blocks
- g. Overview of standard layers
- h. Use of Layer 0 and defpoints
- i. Layer properties should be by layer
- j. Use of text callouts
- k. Use of annotation scales
- l. Data referencing
- m. Plotting your drawing
- n. Exporting the drawing
- o. Civil 3D objects
- p. Keep clean drawing
  - 1) Remove any unused data
  - 2) Drawing Audits
- q. Vault integration

### Vault Professional Symbols

Icon	Meaning
	If no icon is displayed, the drawing has been added to the project, but there is no local copy.
	The drawing is available to be checked out. The version of the master copy in the Vault database matches the user's local copy.
	The drawing is available to be checked out, but the local copy is newer than the latest version in the Vault database. This usually means that the user changed the local copy without checking it out.
	The drawing is available to be checked out. The local copy is older than the latest version in the Vault database.
	The drawing is checked out by the current user. There is no local copy of the object.
	The drawing is checked out by the current user. The version of the drawing in the Vault database matches the local copy.
	The drawing is checked out to the current user. The local copy is newer than the latest version in the Vault database. This usually means that the current user has changed the drawing since they last checked it out.

	The local copy of the file is the released version of the latest revision, but not the latest version of the latest revision. This typically happens when a user has a local copy of the released version but a quick change has been executed by another user.
	The file is not in Vault. The file can be added by using the Check In feature.
	The local copy is a historical revision of the leading revision in Vault.
	The local copy of the file does not match the latest version in Vault. Use the Refresh from Vault feature to obtain the latest version of the file.
	The file is locked and the local copy is up-to-date.
	The file is locked and the local copy is not up-to-date.
	There has been an unexpected result with the file (e.g., the local file has been changed without being checked out). See the tooltip for more information.
	The drawing is checked out to the current user. The local copy is older than the latest version in the Vault database.
	The drawing is checked out to another user. The current user does not have a local copy.
	The drawing is checked out to another user. The local copy matches the latest version in the Vault database.
	The drawing is checked out to another user. The local copy is newer than the latest version in the Vault database.
	The drawing is checked out to another user. The local copy is older than the latest version in the Vault database.
	The file is not in Vault.