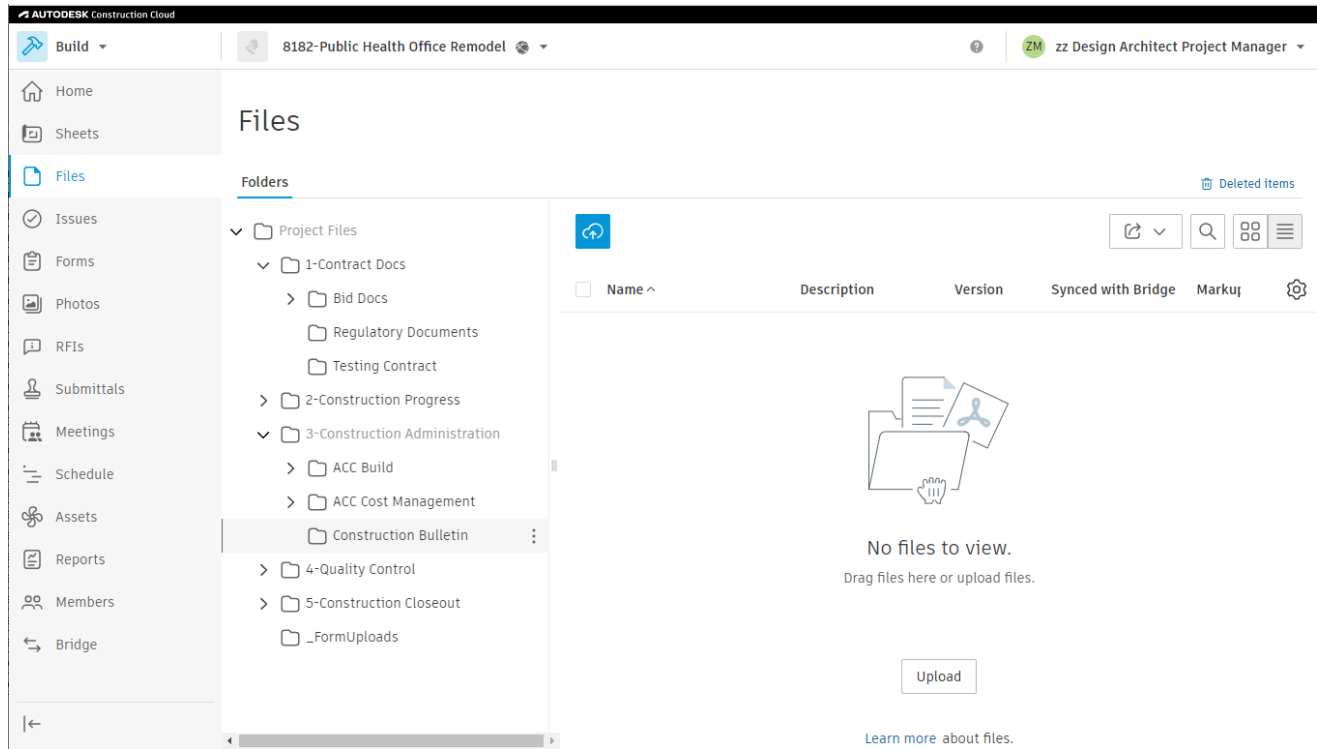


# Autodesk Construction Cloud (ACC) Guide-CB Process

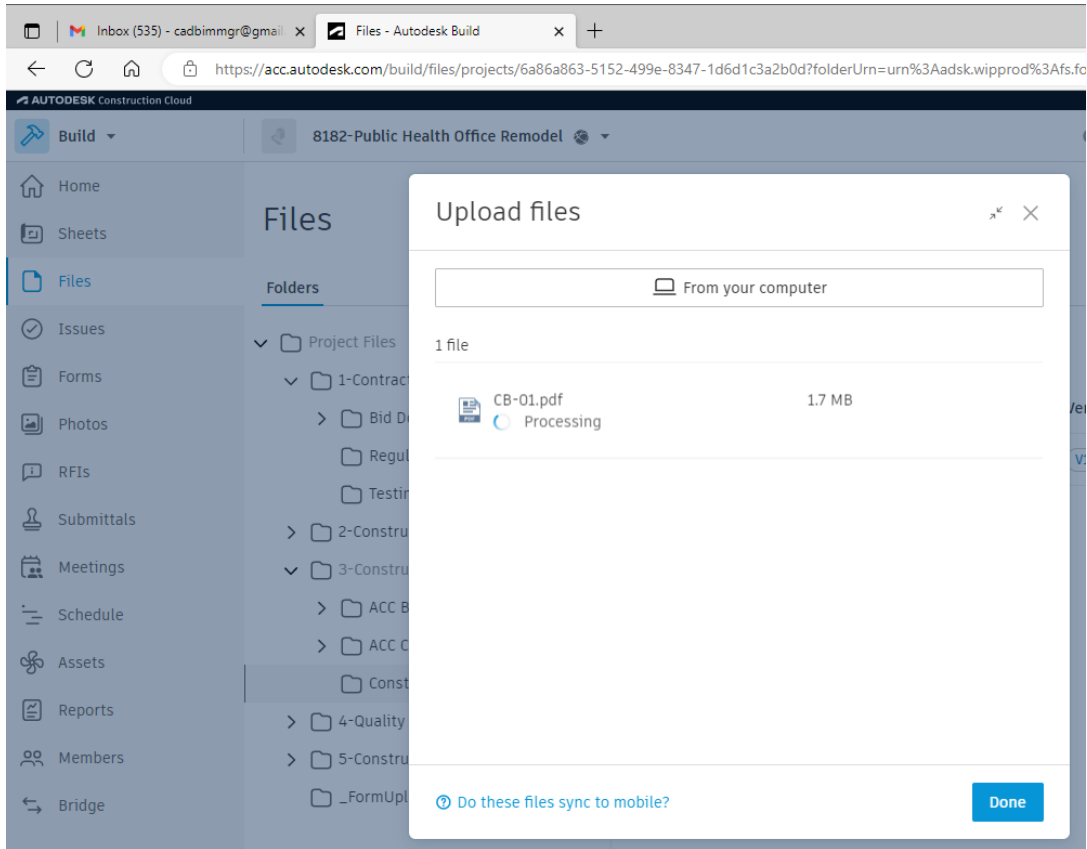
The RFI feature is used for CBs due to the similarities in the review process. Automated renaming within the system and filtering handles separating CBs from actual RFIs

## Build-Files Upload CB PDF by Architect Project Manager

Select Build module then Files on the sidebar. Navigate to Project Files > 3-Construction Administration > Construction Bulletin. Drag and drop the file, named CB-01, in this example. This file should have cover letter describing CB as first page in PDF with subsequent pages being changes to the plans.

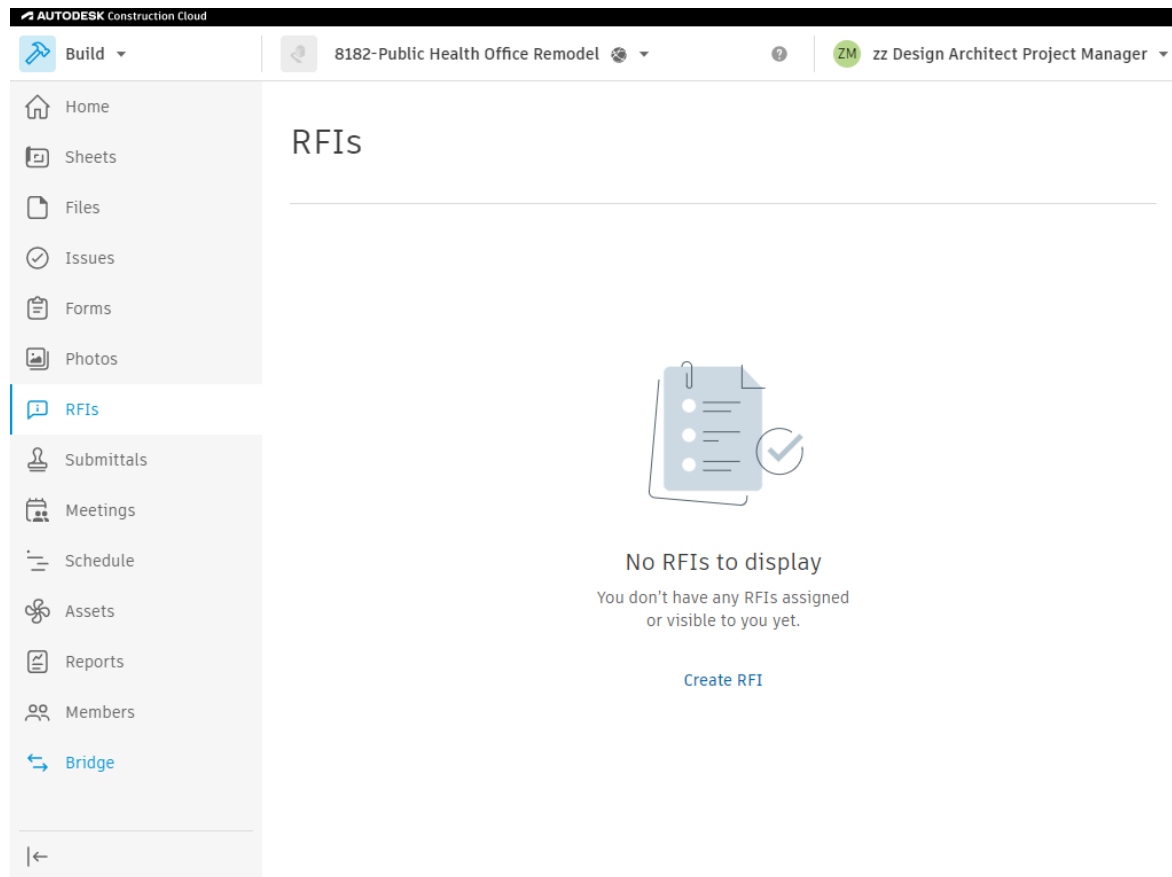


Click done and continue working



## Build-Create RFI by Architect Project Manager

Select the Build Module. Click the RFIs section of the sidebar. Click blue *Create RFI*.



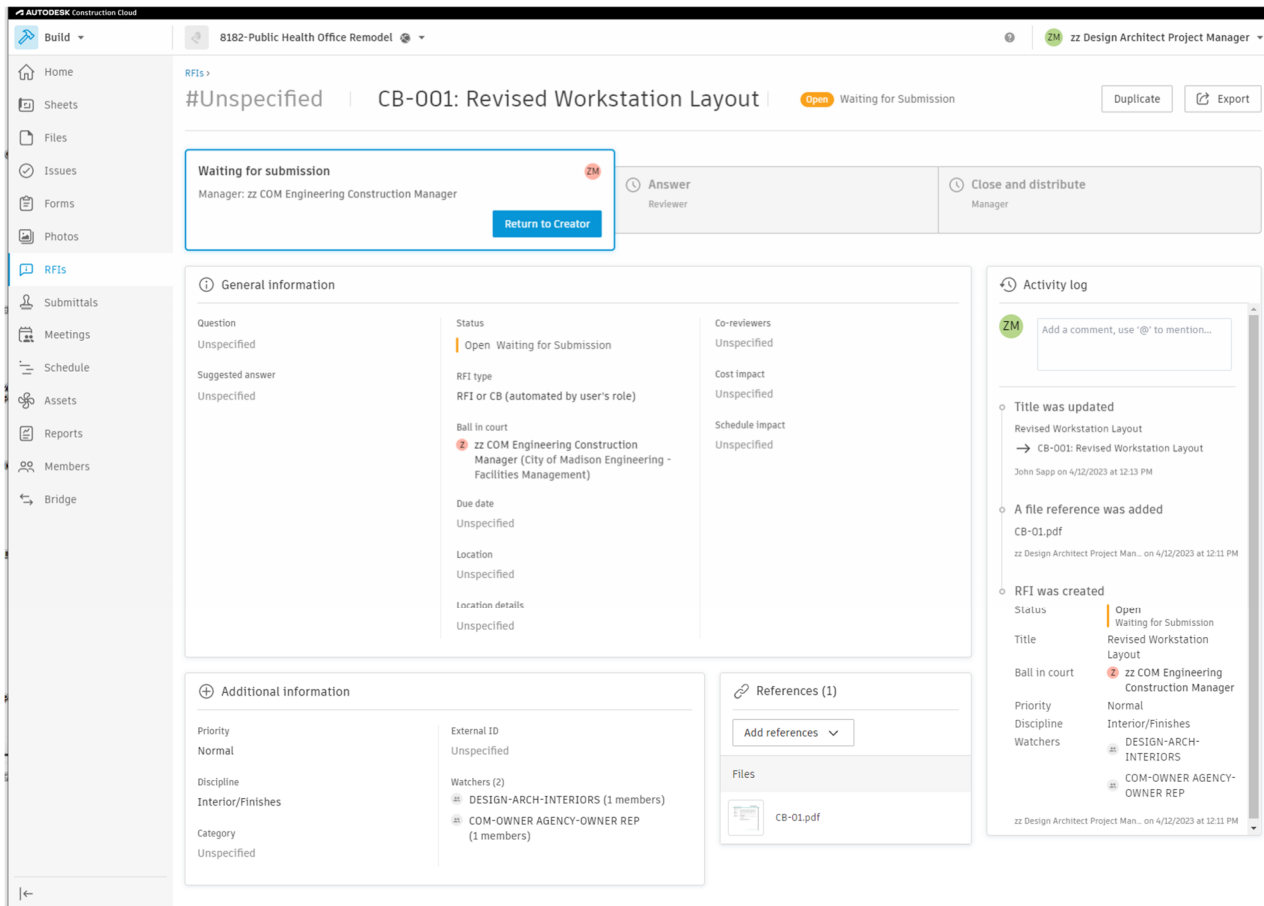
Optional: RFIs sidebar section is also used for RFI approval process. Use search "CB-" to see only RFIs (4).

Customize columns using gear symbol (5). You can control size, order, visibility, and can pin to left or right as desired.

<p>Create RFI <span style="float: right;">✕</span></p>	<p><b>Input data in pop-up window:</b></p>
<p>Status *  <input type="text" value="Open For manager"/></p>	<p>Can be changed to Draft (1) in case you want to make edits after initial data entry</p>
<p>Title *  <input type="text" value="Revised Workstation Layout"/></p> <p>Type ⓘ  <input type="text" value="RFI or CB (automated by user's role)"/></p>	<p>Title, must be filled out (2). <b>Do not include "RFI" or "CB" text anywhere in title.</b> Appending with CB index number is automated</p> <p>Not adjustable by user</p>
<p>Ball in court *  <input type="text" value="zz COM Engineering Construction Manager"/></p> <p>Due date  <input type="text" value="Choose date"/></p>	<p>Gets notified and gains control of the RFI. If status is draft, grayed out</p> <p>Date RFI response is due</p>
<p>Location  <input type="text" value="Select..."/></p> <p>Location details  <input type="text" value="Enter location details"/></p>	<p>Not supported</p>
<p>Question  <input type="text"/></p> <p>Suggested answer  <input type="text"/></p>	<p>Leave Blank</p>
<p>References</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Add references ^</p> <ul style="list-style-type: none"> <li> Files</li> <li> Sheets</li> <li> Photos</li> <li> Submittals</li> <li> Issues</li> <li> RFIs</li> <li> Schedule</li> <li> Assets</li> <li> PCO</li> <li> Forms</li> <li> Upload files</li> </ul> </div> <p>Files</p> <p> CB-01.pdf</p>	<p><b>Required: Upload CB-01.pdf file</b>                  Reference components in ACC as needed</p>
<p>Cost impact  <input type="text" value="Select impact"/></p> <p>Schedule impact  <input type="text" value="Select impact"/></p> <p>Priority  <input type="text" value="Normal"/></p>	<p>Each of these fields are optional but will help the project team to prioritize as needed</p>
<p>Discipline  <input type="text" value="Interior/Finishes"/></p> <p>Category  <input type="text" value="Select category"/></p>	<p><b>Required:</b> Necessary so the project team can determine who needs to review RFI. Check all that apply.</p>
<p>External ID  <input type="text" value="Enter external ID"/></p> <p>Watchers ⓘ  <input type="text" value="Search by members, roles or companies"/></p>	<p>Optional</p> <p>Add anyone who may need to watch the progress of the RFI by role, company, or member name.</p>
<p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Create"/> </p>	<p>Click to Create</p>

At this stage, nothing else is needed, unless you need to edit information. If you need to edit information, click the Return to Creator button.

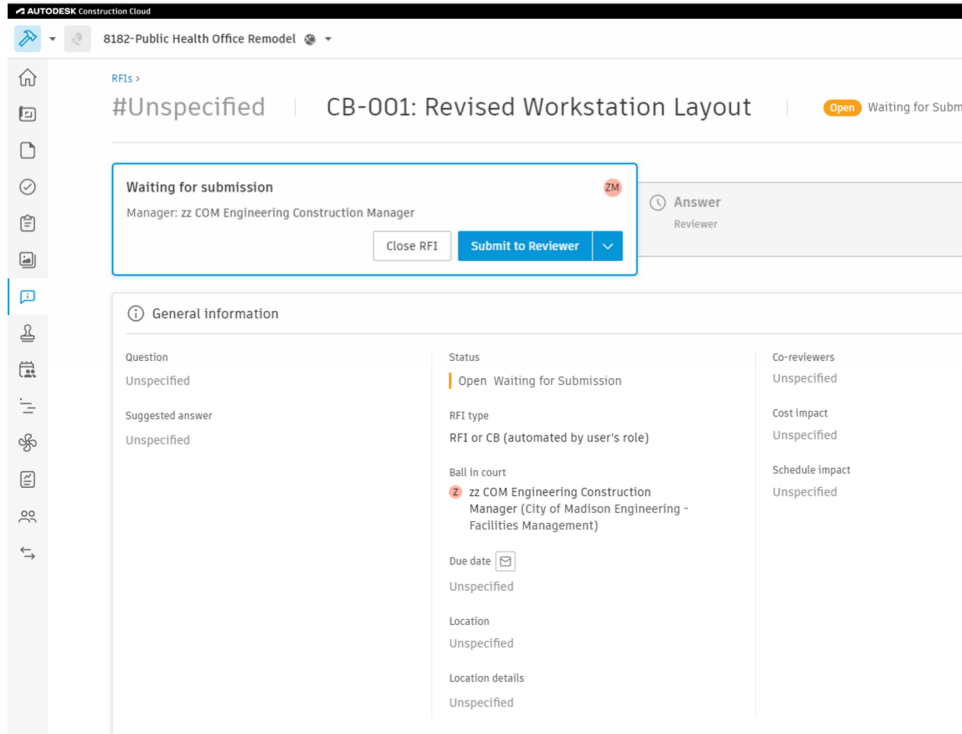
**Description of next screen:** Has a lot of the same information, just presented in a different format. Main differences are the progress bar (1) and activity log (2). The activity log contains the comment box (3). The comment box supports @ functionality where you can type role, company or name right after @ symbol to send a message directly to member(s). **Note that the Title has automatically changed to be appended with the "CB-001:" (4). This was completed by an automation and should not be adjusted in any way.**



## Build-Review RFI by COM Engineering Construction Manager

You should receive an “Action required email”. Note that the RFI ID # in email isn’t pertinent and should be ignored. Click the link to the RFI. Review the information. See pages 2 and 3 for descriptions and functionality of the RFI page. At this status of *Open: Waiting for Submission*, all of the fields are editable. **Do not edit the title. It has automated naming. In our example only “Revised Workstation Layout” should be considered for renaming.**

Click the Blue Submit to Reviewer button



Select yourself as the reviewer

### Submit to Reviewer

RFI number \* ⓘ

Type ⓘ  
RFI or CB (automated by user's role) ▼

Reviewer \*  
zz COM Engineering Construction Manager ▼

Co-reviewers  
Search by members, roles or companies ▼

Due date  
Choose date

Watchers  
2 selected ▼

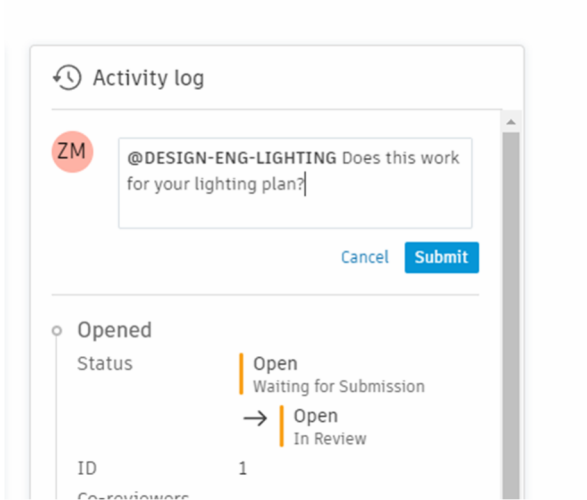
ⓘ Submitting to the Reviewer changes the status to OPEN in review

Cancel **Submit**

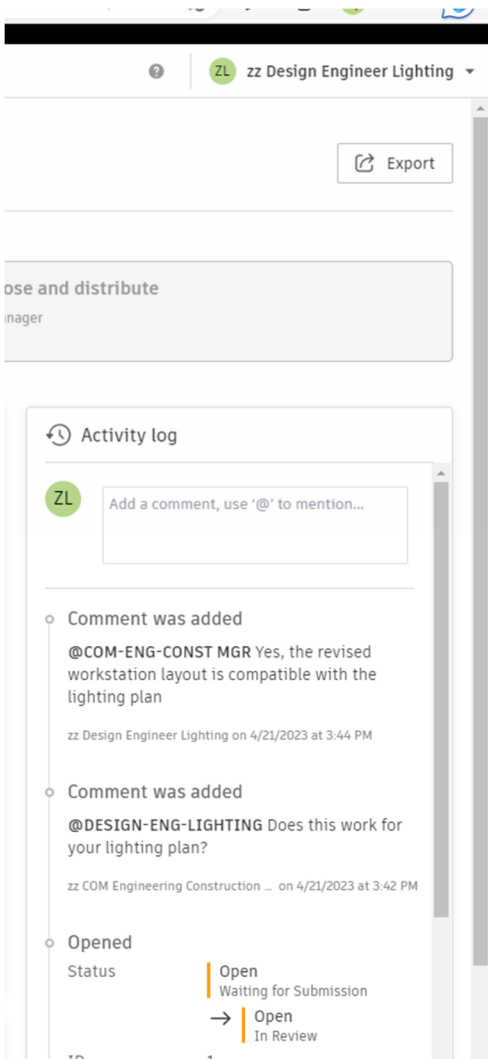
Use the @ functionality in the comment box to get input from anyone in the project by user, role, or company. An email is sent to any user in that role or company with ACTION REQUIRED in the subject and a link to the CB.

The screenshot displays the Autodesk Construction Cloud interface for a project named "8182-Public Health Office Remodel". The user is logged in as "zz COM Engineering Construction Manager". The main view shows RFI #1, "CB-001: Revised Workstation Layout", which is currently "Open In Review". A notification box indicates the RFI was submitted by the user on April 21, 2023, and is now in review. The "General Information" section shows the RFI type as "RFI or CB (automated by user's role)", the ball in court as "zz COM Engineering Construction Manager (City of Madison Engineering - Facilities Management)", and the status as "Open In Review". The "Activity log" shows a recent action by the user to "Open In Review" the RFI. A dropdown menu is visible over the activity log, showing options for "@User", "Member", "Role", and "Company", with "zzDesign Lighting Company" selected under the "Company" category.

Click submit



A clear history of the comments and CB progress is visible in the Activity Log:





### Build-Submit Official Response and Close by COM Engineering Construction Manager

After all the necessary individuals have weighed in via the comments, the reviewer can click blue Submit Official Response button.

Submit official response

Status \*  
Open Answered

Official Response \*  
CB Review Complete. Proceeding to publish to sheets

Your response will be submitted to Manager

Cancel Submit

Click Close and distribute.

AUTODESK Construction Cloud

8182-Public Health Office Remodel

zz COM Engineering Construction Manager

RFIs > #1 | CB-001: Revised Workstation Layout | Open Answered

Submitted  
zz COM Engineering Construction Manager  
Submitted: Apr 21, 2023

Reviewed  
zz COM Engineering Construction Manager  
Reviewed: Apr 21, 2023

Answered: Approved  
Manager: zz COM Engineering Construction Manager

Return to Reviewer Close and distribute

Official response Activity log

Close RFI

### Close and distribute ✕

Ball in court

zz Design Architect Project Manager ▼

Watchers

2 selected ▼

Add comment

ⓘ All project members will be able to view this RFI

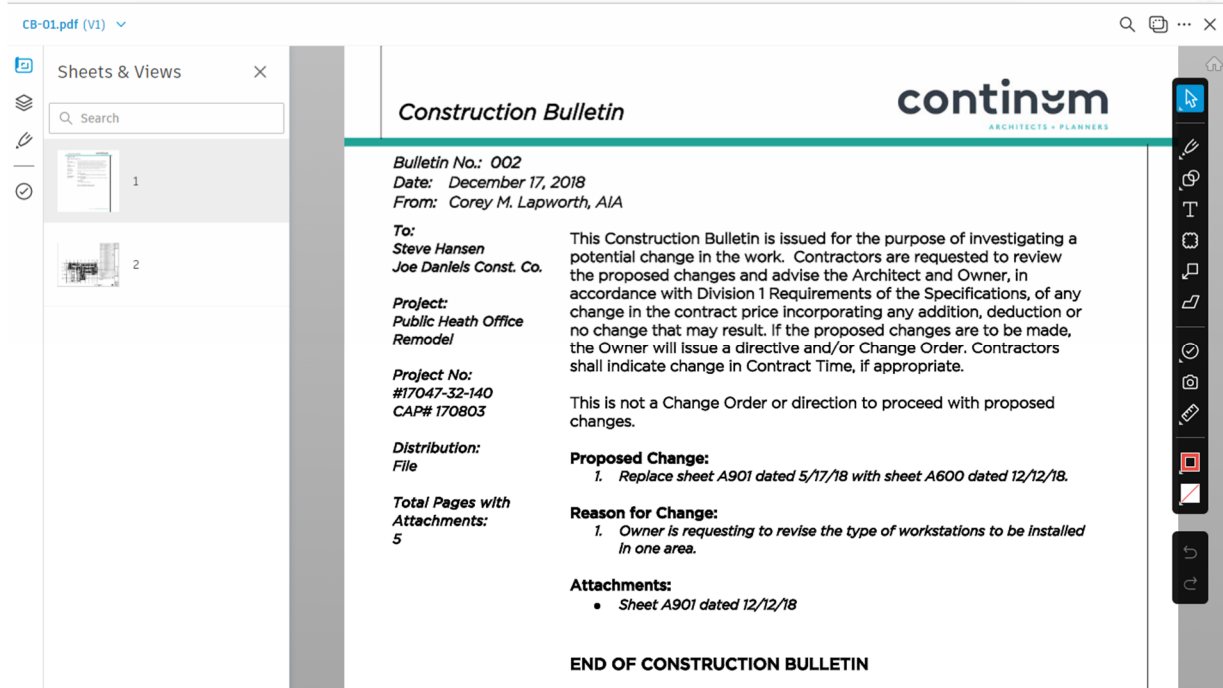
Cancel Close RFI

# Build-Sheets Publish CB as Sheets Version by COM Engineering Construction Manager

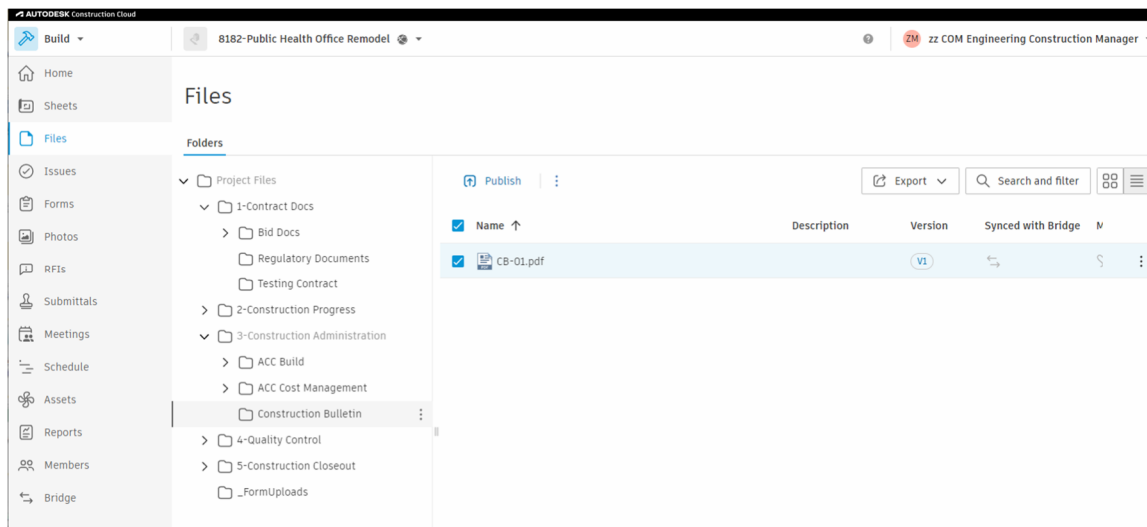
Scroll down to the references section. Click the file.

The screenshot displays the Autodesk Construction Cloud interface for a project named "8182-Public Health Office Remodel". The user is logged in as "zz COM Engineering Construction Manager". The main content area shows a Request for Information (RFI) titled "#1 | CB-001: Revised Workstation Layout" which is in a "Closed" state. A status bar indicates "Closed and distributed" with an "Approved" tag, submitted by "zz COM Engineering Construction Manager (City of Madison Engineering - Facilities Management)" on April 21, 2023. An "Official response" section states "CB Review Complete. Proceeding to publish to sheets" and was submitted by "ZM" on the same date. The "General information" section provides details such as "Status: Closed", "RFI type: RFI or CB (automated by user's role)", and "Ball in court: zz Design Architect Project Manager (zzArchitectural Company)". The "Additional information" section lists "Priority: Normal", "Discipline: Interior/Finishes", and "Category: Unspecified". The "References" section contains one file, "CB-01.pdf". The "Activity log" on the right shows a sequence of events: "Closed" (Status: Open, Answered, Closed), "Ball in court" (zz COM Engineering..., zz Design Architect...), "Answered" (Official response: CB Review Complete. Proceeding to publish to sheets), and "Comment was added" (@COM-ENG-CONST MGR Yes, the revised workstation layout is compatible with the lighting plan).

You are now viewing the CB pdf. Click the X in the file viewer to navigate to the folder containing the file.



Check the box next to the CB. Click the Publish icon.



Make a new version set named CB-001. Pick an issuance date (typically from original CB Cover letter).

8182-Public Health Office Remodel Publish sheets

Version set Sheet numbers Titles and tags

### Select version set

New version set

Version set name \*

CB-001

Issuance date \*

4/12/2023

Existing version set

Bid Set  
May 5, 2018

Next to sheet numbers

Click Continue

### Markups not included

If your files include markups, they won't be included in the published sheets.

Do not show this again

Continue

Manually Renumber the first page as CB. Others should be automatically detected. Click Next to titles and tags

8182-Public Health Office Remodel Publish sheets

Version set Sheet numbers Titles and tags

### Review sheet numbers

Sheet numbers display after extraction. You can edit any displayed sheet numbers.

2 sheets total Remove sheets Draw sheet number area Edit sheet numbers

File name	Sheet thumbnail	Sheet number	Revision history
<input type="checkbox"/> CB-01.pdf Page 1		<input type="text" value="CB"/>	<ul style="list-style-type: none"><li>● CB-001 (Apr 12, 2023)</li></ul>
<input type="checkbox"/> CB-01.pdf Page 2		<input type="text" value="A901"/>	<ul style="list-style-type: none"><li>● CB-001 (Apr 12, 2023)</li><li>○ Bid Set (May 5, 2018)</li></ul>

Row height Save for later Back to version set Next to titles and tags

If everything is ok on the last page, select Publish sheets

8182-Public Health Office Remodel Publish sheets

Version set Sheet numbers Titles and tags

### Review sheet titles and tags

Sheet titles sourced from index sheet or previous version set. Tags assigned based on sheet numbers.

2 sheets total Remove sheets Draw sheet title area Edit with rules Edit Tags

Sheet number	Sheet thumbnail	Sheet title	Tags
<input type="checkbox"/> CB		<input type="text" value="Enter title"/>	<input type="text" value="Select tags..."/>
<input type="checkbox"/> A901		<input type="text" value="FURNITURE PLAN - PARTIAL LEVEL 05"/>	<input type="text" value="Select tags..."/>

Row height Save for later Back to sheet numbers Publish sheets

An email is automatically sent to everyone on the project.

