usBIM.sync

User Manual

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ACCA SOFTWARE	usBIM.sync – User Manual	Rev.	1
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1 usBIM.sync

usBIM.sync is an advanced service offered by **ACCA Software** that allows the user to choose which files to synchronize on their PC by choosing from all the files stored in the **cloud**. Thanks to this feature, users can always have an up-to-date copy of their documents without the need to manually download files. Synchronization is bidirectional and the choice of content to be synchronized takes place both through the **usBIM** platform and through a dedicated application installed locally. This application manages the bidirectional update process, ensuring that any changes made to the cloud or local device are immediately reported and the user can align local content to and from the cloud. This system ensures a smooth and continuous workflow, optimizing collaboration and data sharing within project teams.

1.1 Before starting

Before starting with the synchronization you need to download the desktop application and install it on your PC. In case the desktop software is already installed on your PC, you will need to start it.

To start the software or download it, you can use the usBIM.sync **command** on the lower right side of the screen (*Arrow 1 Figure 1*).
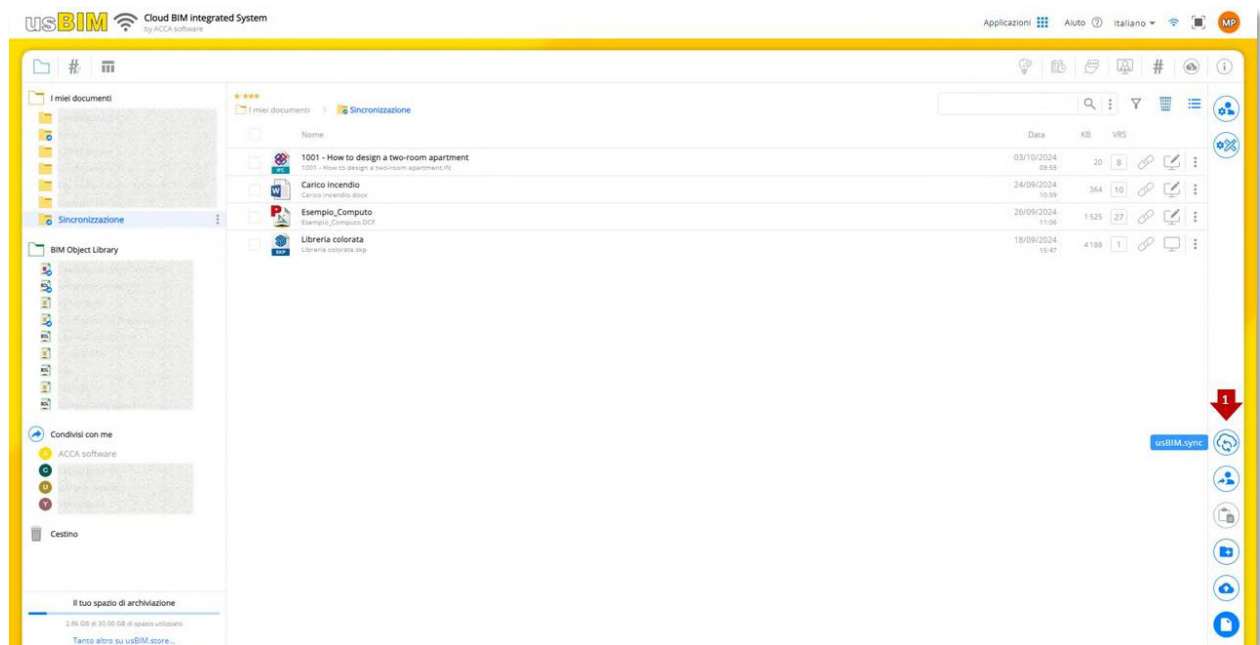

Figure 1. Direct Access to usBIM.sync

In case the software has not already been installed, a message will appear as per *Figure 2*.
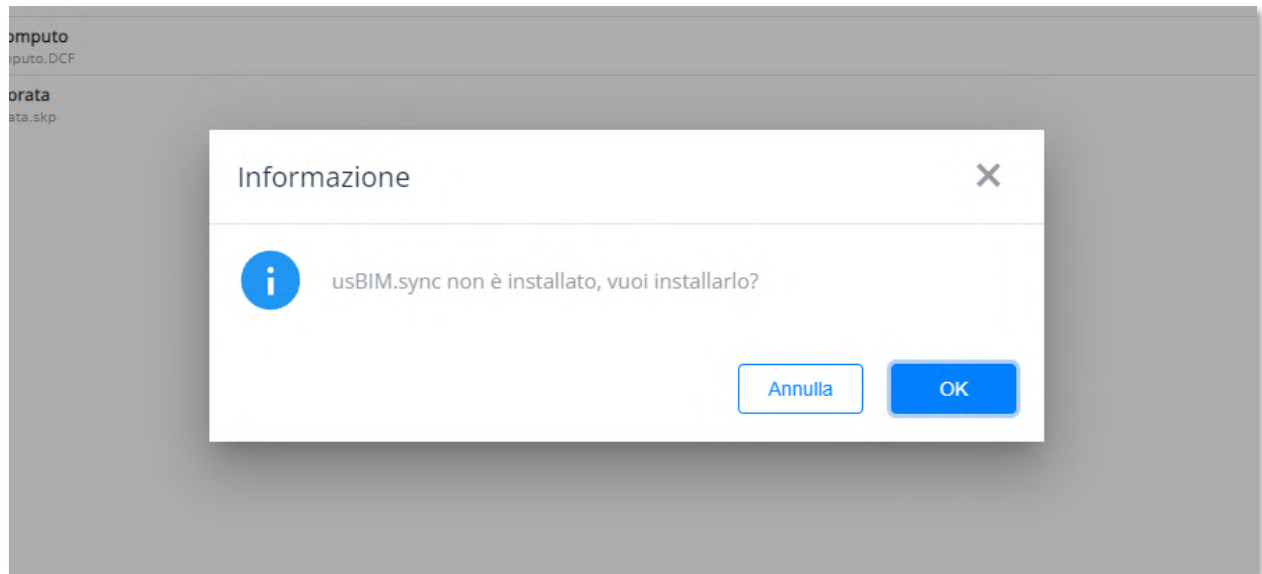
Figure 2. Message alerting you to the possibility to download the software

Clicking on "OK" will open the page of the ACCA site where you can download the software (Figure 3).
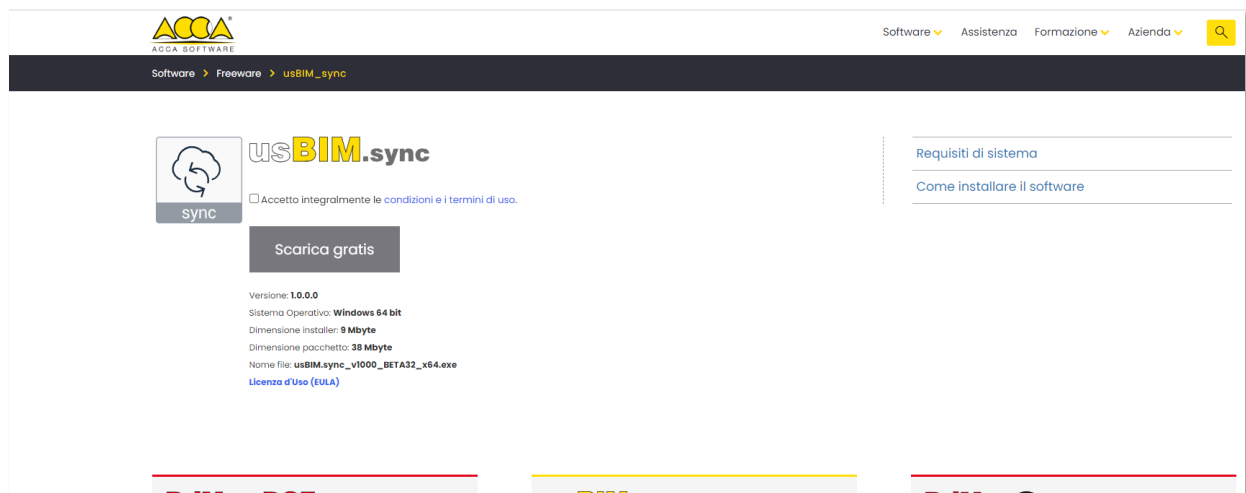

Figure 3. ACCA webpage where you can download usBIM.sync

As soon as the software is installed and/or started, you can continue with the synchronization.

1.2   Start Sync

Synchronization takes place directly on usBIM in two different ways.

1.2.1 Sync to this PC

This mode is intended to start the synchronization of a file that is already present on usBIM (it has been uploaded directly by the interested party in the past, it has been shared by a colleague, etc.). Then, to proceed, you need to first select the file of interest and click on the "**Sync to this PC**" command.

This command can be used from two different points:

- in the context menu (Arrow 1 *Figure 4*)
- in the information screen on the right (Arrow 2 *Figure 4*)

An important thing to specify is that the this previously seen function is the only one that you can use when synchronizing multiple files.
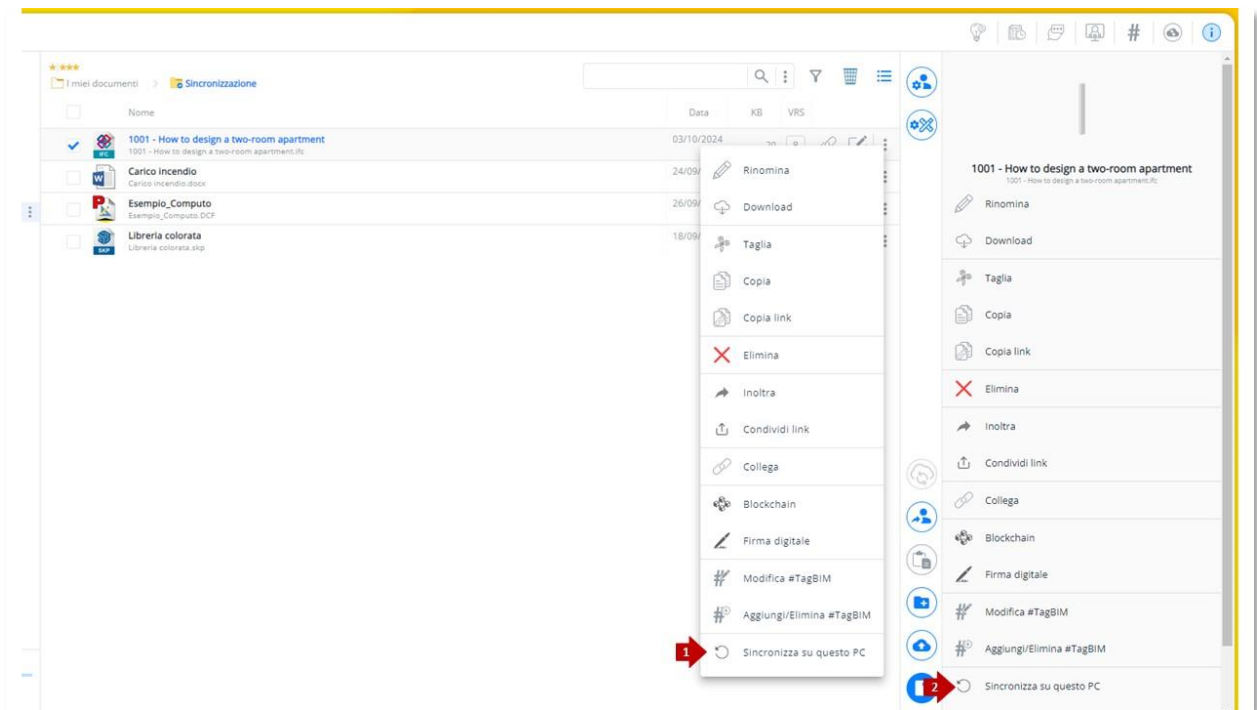

Figure 4. Sync to this PC

1.2.2 Upload and sync to this PC

This second method is intended to speed up the synchronization of a file that is not yet present in the cloud. In fact, instead of first uploading the file to the cloud from your PC and starting the synchronization later, you can perform the two operations simultaneously.

To proceed with this functionality, you must first click on the "Upload file" command (Arrow 1 *Figure 5*) and then choose the "Upload and sync to this PC" item (Arrow 2 *Figure 5*)
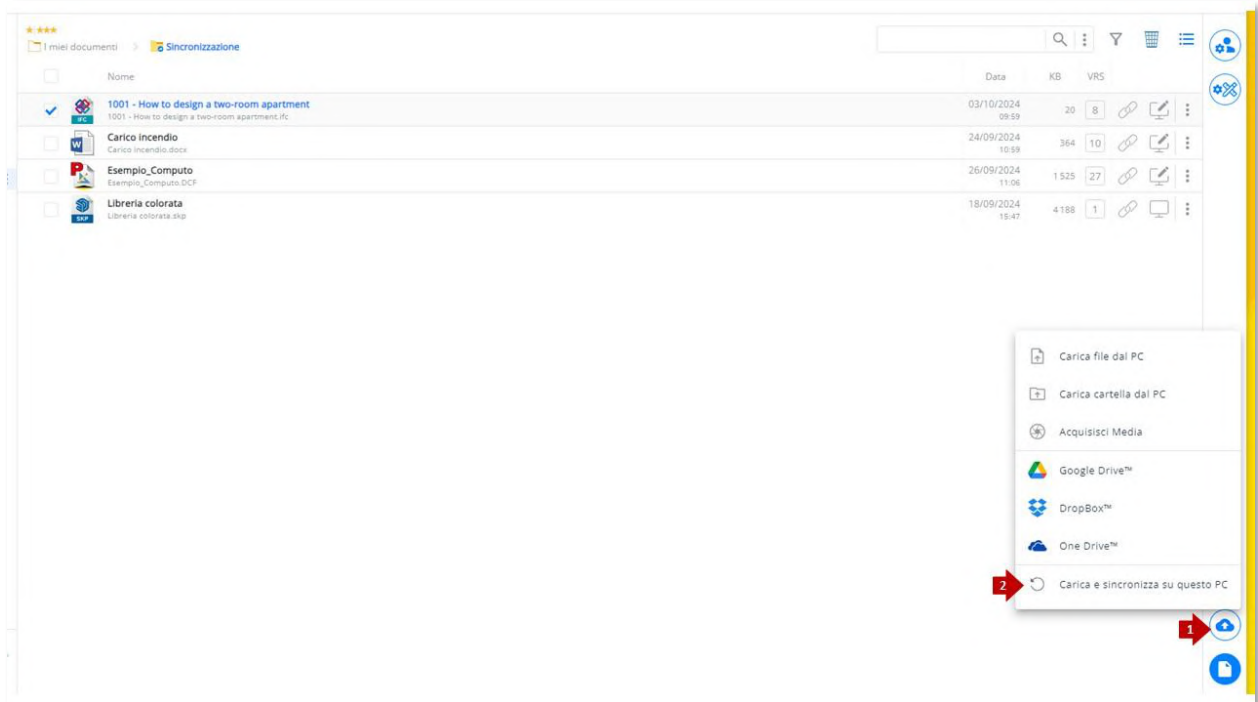

Figure 5. Upload and sync to this PC

1.3   PC folder selection

Regardless of the procedure adopted at this point, you must declare the folder on your PC where the synchronized files will be placed (*Figure 6*). On this screen it is also possible to create a new folder and use it for synchronization (Arrow 1 *Figure 6*).
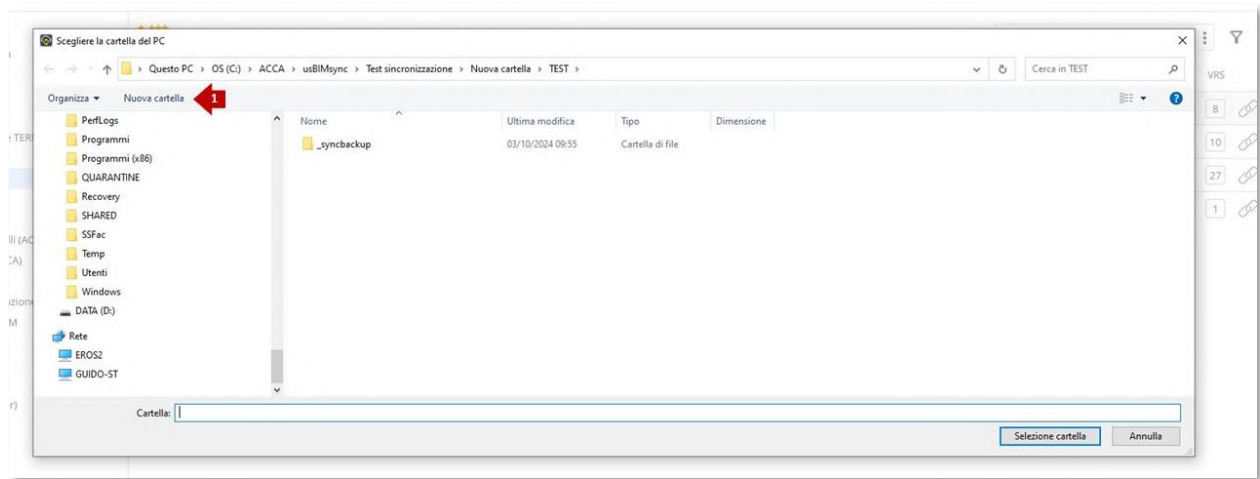
Figure 6. Folder Selection

At the end of the process, it is possible to verify that the synchronization operation has been successful thanks to the presence of a symbol (a green dot) that appears on the right side of the screen on the same line as the file (Arrow 1 of *Figure 7*).
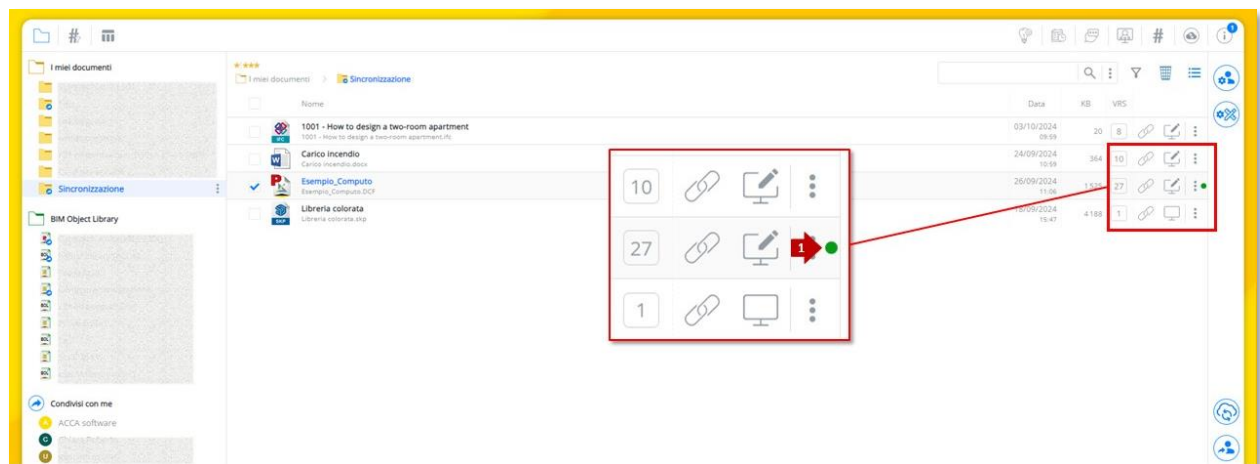

Figure 7. Symbol identifying files that are synchronized

1.4   Synchronization status legend

In relation to the operations that are carried out and the state of synchronization, different similar ones can be displayed as those listed below.

🟢	Files are synchronized	The active version of the file in usBIM coincides with the file on the PC.
⬇	File in the most up-to-date **usBIM**	The active version in **usBIM** is more up-to-date than the file on the **PC**. In this case, you can continue with the download by clicking directly on the icon. This allows the alignment of the two files and, therefore, the updating of the file on the PC.
⬆	File on the most up-to-date **PC**	The file on the **PC** is more up-to-date than the active version in **usBIM**. In this case, you can continue with the download by clicking directly on the icon. This allows the alignment of the two files and the creation of a new version.
🔼🟠	New version of the file both in **usBIM** and on the **PC**	The file has a new version **both in usBIM and on the PC**. In this case, the PC version will be uploaded and, consequently, in usBIM you will have a new active version.
🟥	Cloud file is in draft	The modification of the file in the cloud is active and, therefore, it is "in draft". In this case it is not possible to download or upload a new version of this file.
🔴	File no longer present	The synchronized file has been deleted, renamed or moved to another folder in usBIM and/or on the PC. This only allows the deactivation of the synchronization with the consequent deletion from the list of the usBIM.sync desktop software

1.5   Cloud Sync

When a file has undergone changes and has an icon as per the previous table, you can start certain operations directly from usBIM.

1. when the symbols as in Arrow 2, 3 and 4 and 6 are present *Figure 10*, it is possible to perform the operations by clicking directly on the icons;

2. in the event that the file in usBIM is in the draft state (Arrow 1 *Figure 10*) or is synchronized correctly (Arrow 2 *Figure 10*), no synchronization actions are foreseen.
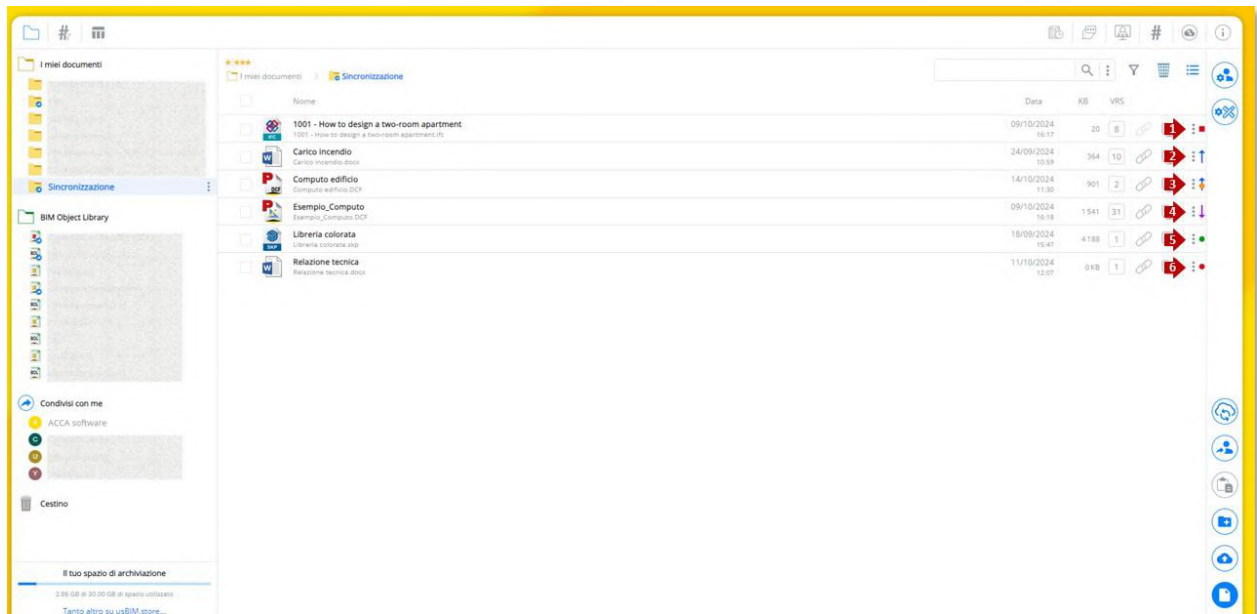
Figure 8. Synchronization icons displayed in the cloud

1.6   Disable Syncing

Similarly to what happens for synchronization, in case you want to disable synchronization, you need to first select the file of interest and then click on the "Disable synchronization" command.

The command can be displayed:

- in the context menu (Arrow 1 *Figure 9*)

- in the information screen on the right (Arrow 2 *Figure 9*)

It is necessary to specify that also in this case it is possible to operate simultaneously on several files by deactivating the synchronization after making a multiple selection.
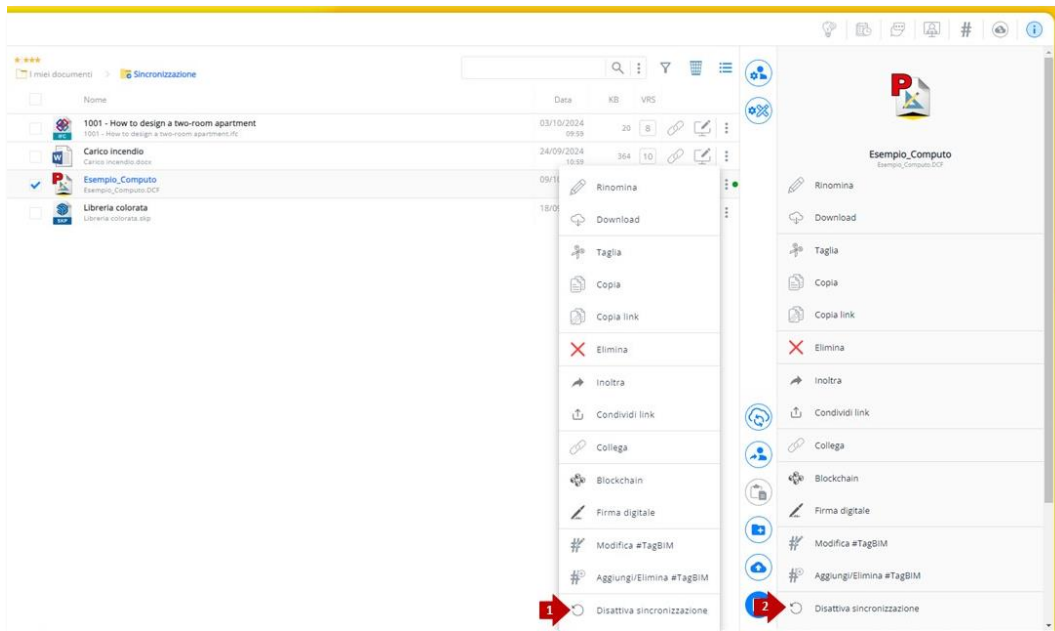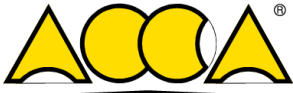
Figure 9. Disable Syncing

1.7 usBIM.sync desktop application

The usBIM.sync desktop application can be defined as a control window that makes it possible to view the change of the different synchronization states. In addition to this you can also start the synchronization of one or more files at the same time, in a similar way as described above.

1.7.1 File Synchronization Status Update

When a file has an update, the icons indicated in paragraph "*Synchronization status legend*" are displayed. Similarly to what happens in usBIM, in the desktop software, different operations can be carried out, or not, as follows:

- when the symbols as in Arrow 2, 3, 4 and 6 are present *Figure 10*, it is possible to perform the operations directly on the software, by clicking on the icons that appear on the right side of the window (at the file of interest). As for the symbols at Arrow 2 and 4, multiple synchronization can be carried out. In fact, you can select the files to be synchronized and then click on the "Sync" command (Arrow 7 *Figure 10*);
- in the event that the file in usBIM is in the draft state (Arrow 1 *Figure 10*) or is synchronized correctly (Arrow 2 *Figure 10*), no synchronization actions are foreseen.
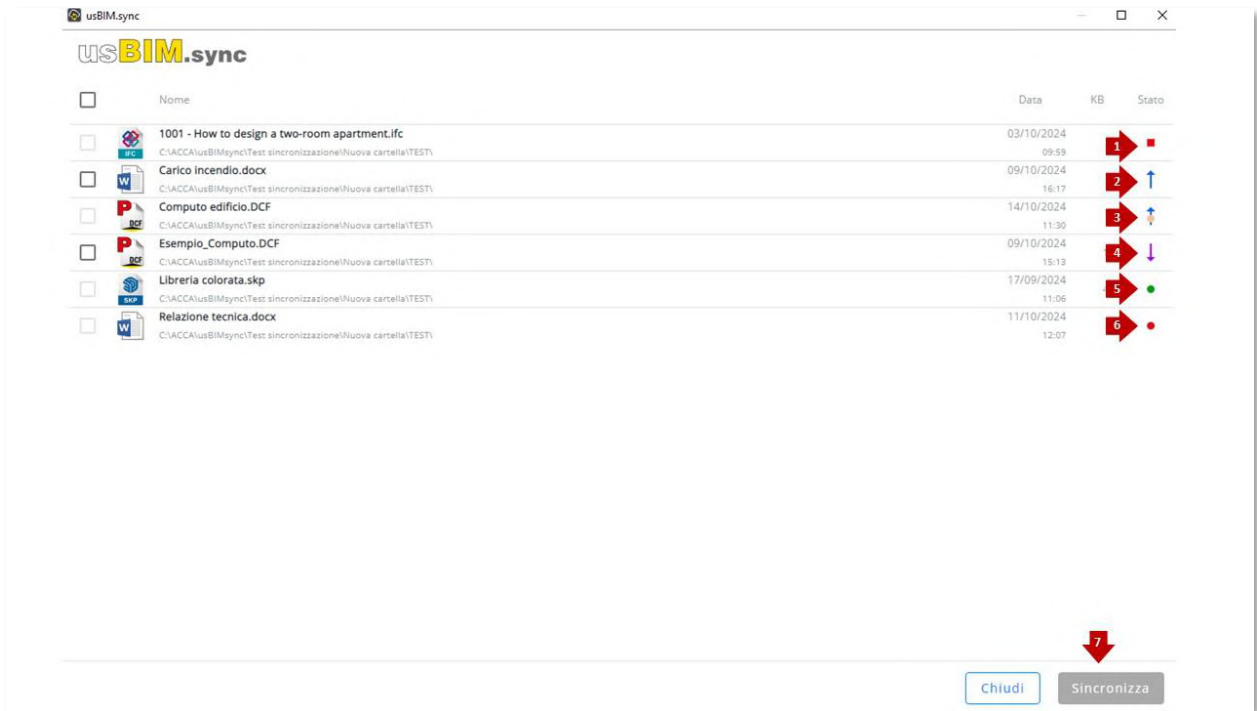
Figure 10. UsBIM.sync Desktop Application Window