Worksharing

The term "Worksharing" applies collectively to the various techniques used in Revit Architecture to work in teams of multiple individuals and firms. This involves the use of both linked external files and Worksets. Worksets allow a single Revit project file to be divided into smaller pieces with which team members can work independently and simultaneously without impeding the work of others.

Linking a File

You can link Revit and CAD files to your project. A Linked file will remain connected to the original file and reflect changes made to the original each time it is updated.

1. On the Insert tab, on the Link panel, click the **Link Revit** tool or click the **Link CAD** tool.
2. Browse to the location of the file, configure any desired options at the bottom of the dialog, such as positioning, and then click Open.
3. Depending on the positioning option you chose, you may need to move or rotate the file after linking.
4. Use the **Manage Links** tool (Manage tab, Manage Project panel) to edit, reload, or remove the link.

Worksets

Enabling Worksets in a project allows more than one person to access and make changes to the project at the same time. A master file called the "Central" file is maintained on the network server and individuals works in their own "Local" file that they periodically synchronize with the Central file.

Enable Worksets and Create a Central File

1. Open an existing project or create a new project.
2. On the Collaborate tab, on the **Worksets** panel, click the Worksets tool.
3. In the "Worksharing" dialog, accept the defaults and click OK.

4. In the "Worksets" dialog, create additional Worksets if necessary and then click OK.
5. Save the project to a network server location. This will become your Central file.
6. Close the central file.
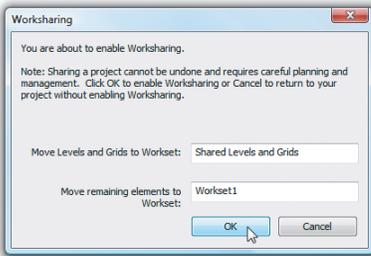
Create a Local File

1. From the Application menu, choose Open (or use the icon on the QAT).
2. In the "Open" dialog, browse to and select the Central file. Make sure the "Create New Local" checkbox is checked.
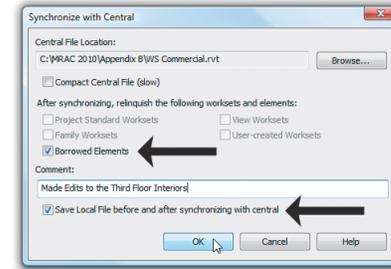3. If you already have a Local file, you can overwrite or add a timestamp.
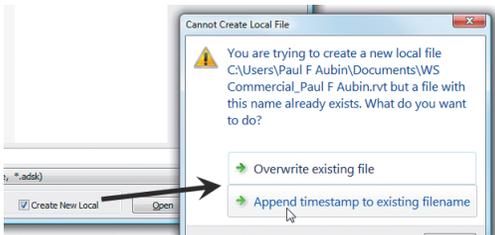
Synchronize with Central

You must remember to both save your Local and synchronize to Central often. Both operations are critically important. The normal Save command (on the Application menu and QAT) saves your Local file only. This does not update the Central nor any of your teammates. Use Synchronize with Central to update the Central file and make your edits available to the team.
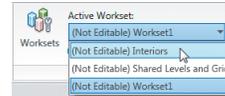
1. On the Collaborate tab, on the Synchronize panel, click the **Synchronize with Central** tool.
2. In the "Synchronize with Central" dialog, you can relinquish any elements that you were editing and add comments. You can also save your Local after synchronization. This is recommended.
3. Click OK to complete the operation. Not only will you update the Central with your edits, but other users' edits will be loaded into your Local file.

Set the Active Workset

Before you create any new elements, be sure that you have the correct Workset set active.

1. On the Collaborate tab, on the Worksets panel, choose the Workset you wish to make active from the list.

All elements you create will be created on this Workset.

2. To change the Workset assigned to an existing element, edit its Instance Properties. In the "Instance Properties" dialog, choose the desired Workset.

Other Workset commands:

Reload Latest–Downloads the latest changes from the Central file to your Local file without uploading your changes.

Relinquish All Mine–If you make edits that you do not want to save, use this command. Often you will have to close your Local without saving and then choose the Relinquish option in the dialog that appears.

Editing Requests–Sometimes other team members will send you a request to edit an element that you have locked. You can grant or deny their request in this dialog. If you are an Autodesk Subscription customer, the Worksharing Monitor available for download provides better tools to monitor requests.