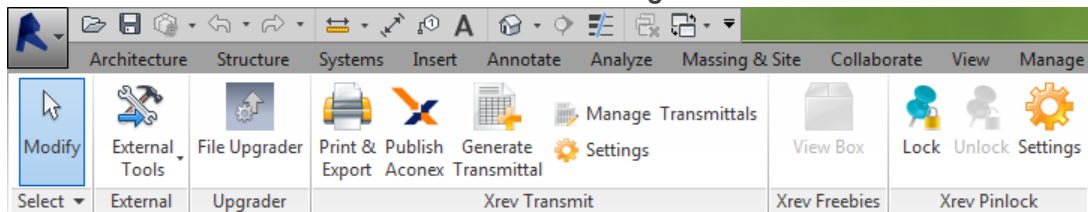


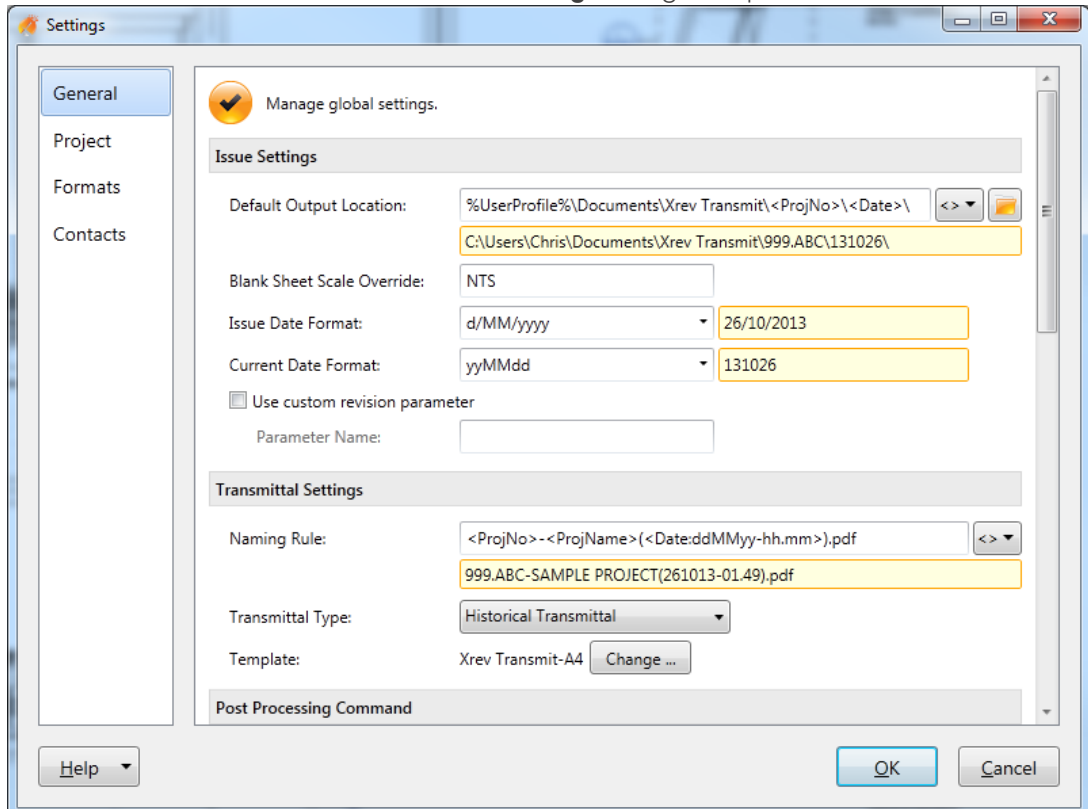
1.2 Getting Started / Quick Start Guide


Below is a quick start guide to configuring Xrev Transmit for your first Sheet/Drawings Issue. There are more advanced tasks you can complete with it which are outlined further in this document. But, the below guide should give you enough information to install Xrev Transmit, setup and do an issue with your required settings fairly quickly.



1. Download Xrev Transmit from www.xrev.com.au
2. **Install the appropriate versions** you require (2013, 2014, ...). Note that you will require **Administrator privileges** on your workstation to install and each version uses the same "database" of settings.
3. Follow the prompts and install the sub-components if prompted. Xrev Transmit requires BioPDF for automatic naming of PDF's (the PDF Printer Xrev Transmit uses). If this is already installed the installation takes no longer than a minute to complete on most workstations.
4. Xrev Transmit is now installed and **ready to use**.
5. Open the version of Revit you installed Xrev Transmit on, and open a project **with a project number entered**. NOTE: Xrev Transmit will not be visible in the family environment; you must have a project file open.
6. Click on the **Add-Ins Tab** and select **Xrev Transmit Settings** button.



7. You should now see the **General tab** of the **Settings** dialogue as per below:




8. This tab is used to manage settings that will be used generally for all projects. The first item to setup is the **"Default Output Location"**. This is the root directory of where you want files to be output to when doing your sheet/drawing issues. By clicking the **Browse**  button you can navigate to the folder you wish the files to always go. However, you can be clever about it! By clicking **<>** you can use parameter information from Revit and substitute out folder names that match with **Revit parameters**. You can even have the formats append to this output location to place different formats (DWG's, PDF's) into their own folders. For further information review the [Output Locations](#) section.
9. Here is an example of a parametric output location (this way is doesn't matter what project your work on, you never have to change this setting!):

P:\<ProjNo>-<ProjName>\Deliverables\<Date> <[-]IssueName?>  


P:\999.ABC-SAMPLE PROJECT\Deliverables\131026-Issue Name

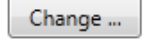
10. The next important section is the **Transmittal Type** and the **template** it's using as well as the **naming rule** required. There are 3 different Transmittal types you can have; Historical, Single & MS Word Single. The former 2 user the built in report designer for the transmittal customisation which get stored in the database and the latter uses a Microsoft Word template file which is located here, which you can copy and modify as required:

Transmittal Settings

Naming Rule: ..\Transmittals\<ProjNo>-Transmittal(<Date:ddMMyy-hh.mm>).pdf 

..\Transmittals\999.ABC-Transmittal(261013-01.53).pdf

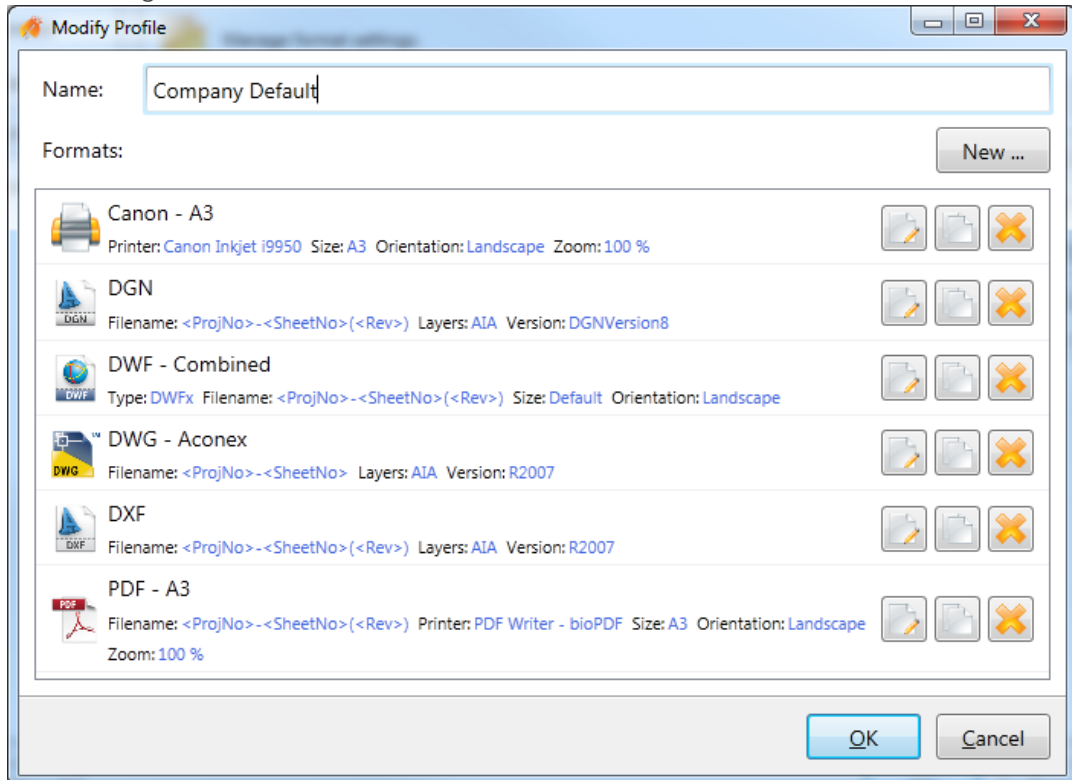
Transmittal Type: Historical Transmittal 

Template: Xrev Transmit-A4 

- C:\ProgramData\Xrev\Transmittal Template.docx

11. You can **edit the template file using Microsoft Word 2007** or later or select **"Change"** to open the report designer to create new or modify existing transmittals. You can re-layout the sections, reorder the columns and completely change all the fonts and styles in the document to meet your office protocols. We suggest creating a copy first and editing the copy in case you make a mistake. Please refer to section **customising the transmittal** for more information.
12. Next, set the **Naming Rule**. In the above example you can see that by using the **<>** button you can add Revit and Windows parameters into the name to have it adjust automatically for each project. You can also set the naming convention up to have a complete file path or a relative file path to have it placed into a separate folder to the default output location. Refer to [Output Locations](#) for more information.
13. After customising the transmittal, please setup the **Issue Methods, Issue Reasons & Paper Sizes** to align with your own standards. The Name is what is shown in the dialogs, and the Code is what displays on the Transmittal.
14. The last critical area to setup is your **format requirements and profiles**. Select the **Formats tab** in the left hand window.
15. You can see that it is possible to setup multiple **profiles**. These profiles are groups of output formats. You may have a Profile for the office, a profile for particular clients or even profiles for specific projects depending on their exact requirements. The **"Default"** Profile is the one that is automatically selected in the Print & Export Wizard. Choose **"Modify"** or double click on the Profile in order to edit it.
16. This opens a new window displaying the Profile Name and all the formats it includes. Generally we suggest **renaming the default profile** to be more specific to your company. This way you know that you have customised it to suit your office standards. IE: In our case it would be "Xrev Default".
17. You can Delete unwanted formats from this profile , Edit them to suit your office standards as needed or duplicate them to create a slightly different version. As well as Add new

formats using the **New...** button.



18. For each format you can see a preview of the most important settings like the naming convention, Paper Size etc to help you identify the differences at a glance.
19. The settings generally match those that are within the Revit Print and Export menus, with the exception of the **Naming Rule** fields. Again by using the <> Drop Down menu you can **add parameters** from Revit to format the actual naming of the files.
20. Here is an example of a **PDF naming convention**. In this case all the PDF's would get placed in a PDF subfolder within the "**Default Output Location**"

Naming Rule:

PDF\<ProjNo>-<SheetNo>(<Rev>)

PDF\10225-A-00(B).pdf

Combine selected views and sheets into a single file

21. Finish setting up all your formats to your requirements and then click **OK** to save them. **Xrev Transmit is now setup for you to issue sheets/drawings with!**