

Standard Operating Procedure (SOP)

Autodesk Content Catalog for Revit

This SOP details the administrative setup, installation, and user workflow for accessing the Autodesk Content Catalog.

Document Name	SOP: Autodesk Content Catalog Setup & Use (Revit)
Version	1.0
Target Audience	BIM Manager/ACC Admin & All Revit Users
Prerequisites	Active Subscription to Autodesk Docs (via AEC Collection, BIM Collaborate, etc.) and Revit (2021 or newer) .

Part A: ACC Administrator Setup (BIM Manager)

The Content Catalog is primarily a cloud-based service, so the initial setup is performed in the Autodesk Construction Cloud (ACC) Admin Portal.

A1. Activate Content Catalog in ACC

1. Log into the **Autodesk Construction Cloud (ACC) Admin Portal** (manage.autodesk.com).
2. Navigate to **Account Admin > Library** in the left-hand navigation pane.
3. Select the **Content Catalog** card.
4. Review the terms of use and click **Start using Content Catalog** or **Activate**.
 - *Note: This grants the ACC Account Admin the ability to create and manage content collections.*
5. (Optional) Click **Manage content preferences** to open the dedicated Content Catalog web interface for more detailed management.

A2. Configure Collections and Permissions

1. In the ACC Content Catalog web interface (or Library section in Account Admin), define your firm's content structure by creating **Collections** (e.g., "US Imperial - Architectural," "MEP Standards," "Work-in-Progress").
2. Create **User Groups** (e.g., "Architecture Team," "MEP Team," "Content Editors").
3. **Assign Permissions:** Grant specific User Groups access and permissions (View, Edit, or Admin) to your created Collections.



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- *Pro Tip:* Designate a small group of "Content Editors" with upload/edit permissions. All other end-users should typically have "View" permissions only.

A3. Install the Revit Extension (Add-in)

1. Log into your **Autodesk Account** (\$manage.autodesk.com\$).
2. Go to **Products and Services** and find **Revit** for the desired year (e.g., Revit 2024).
3. Click **View Details** and look for **Extensions** or **Updates**.
4. Search for the **Content Catalog Extension** (or Add-in) for your specific Revit version and download the installer.
5. Run the downloaded installer on your machine (or deploy it to all firm workstations).
 - *Note: This is the critical step that creates the "Content Catalog" tab/palette within the Revit interface.*

Part B: User Workflow (Revit End-User)

This procedure details how a Revit end-user finds and inserts families using the Content Catalog.

B1. Accessing the Catalog in Revit

1. Open your Revit project file (RVT).
2. Navigate to the **Content Catalog** tab (usually found on the Ribbon).
3. Click the **Launch** button to open the Content Catalog palette/window.
 - *Note: The first time, you may need to sign in with your Autodesk ID.*

B2. Finding and Reviewing Content

1. **Select Collection:** Use the dropdown menu to select the desired content **Collection** (e.g., "US Imperial - Architectural").
2. **Search:** Use the robust search bar to find content by family name, category, or parameter value.
 - *Pro Tip: Filter by **Revit Category** (e.g., "Doors") or **Tags** (e.g., "ADA," "Fire-Rated") to narrow results.*
3. **Preview:** Click on a family result to open the **Details** pane. This allows you to:
 - View a 3D model preview.
 - Review family properties, parameters, and file history.

B3. Inserting Content

1. Once you have selected the desired family, click the **Insert** button (located on the search result or in the Details pane).



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2. A message will confirm the family is loaded into your active Revit project.
 - *For placeable components (e.g., doors, windows, furniture), the family will be attached to your cursor, ready to place.*
 - *For non-placeable families (e.g., annotations, title blocks), the family will be loaded into the project's Family Browser.*

B4. The "Approved Content" Workflow

(This is the essential process to adhere to the firm's quality standards discussed in the blog.)

1. **Internal Library First:** Always check the **firm's internal network content library** (or a dedicated Content Management System, if used) before searching the Autodesk Content Catalog.
2. **Request Review:** If a necessary family is found in the Content Catalog, the user **MUST NOT** load it directly into a live project.
3. The user must submit a request (via email/ticket) to the BIM Manager/Content Editor to **Review, Cleanse, and Approve** the family (refer to the **Curate and Integrate** steps in the blog post above).
4. Once cleansed and approved, the BIM Manager will place the family into the firm's **Internal Content Library** and notify the user to retrieve it from the approved location.