MONTANA
Department of Transportation

October 2026

Autodesk Forma User Guide

OVERVIEW

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OVERVIEW

This process describes the steps involved in utilizing Autodesk Forma as the working repository for design files.

COMPANION DOCUMENTATION

Autodesk Civil 3D Naming Standards, File Types & Referencing Relationships

https://www.mdt.mt.gov/other/webdata/external/esdc/library/AdeskC3DNamingStdsFileTypes-RefRelationships.pdf

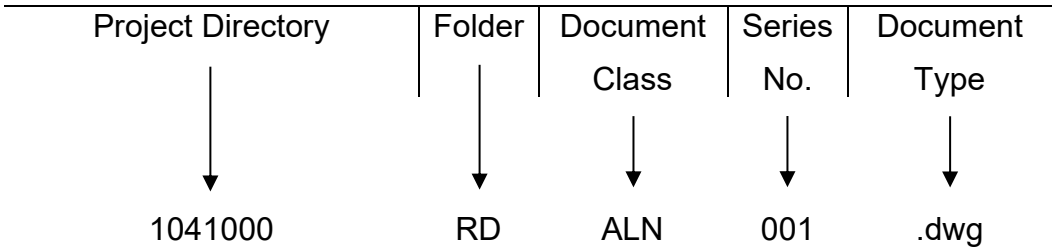
NAMING STANDARDS

NAMING OF DESIGN FILES

1. Design files saved in Autodesk Forma are required to follow the naming conventions established for PCMS. This is to ensure successful transfer of design files to PCMS at project closeout. Please refer to the following link for details on the naming standard:

   Autodesk Civil 3D Naming Standards, File Types & Referencing Relationships

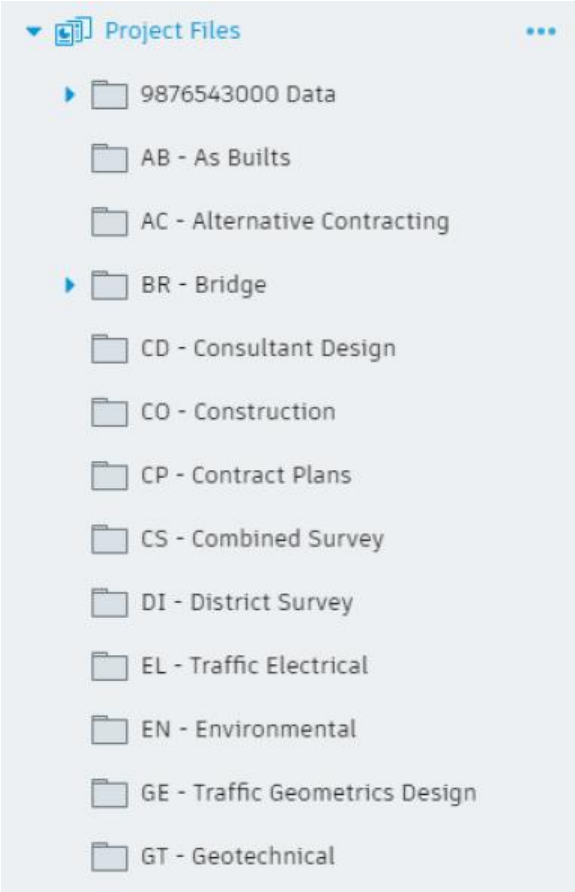
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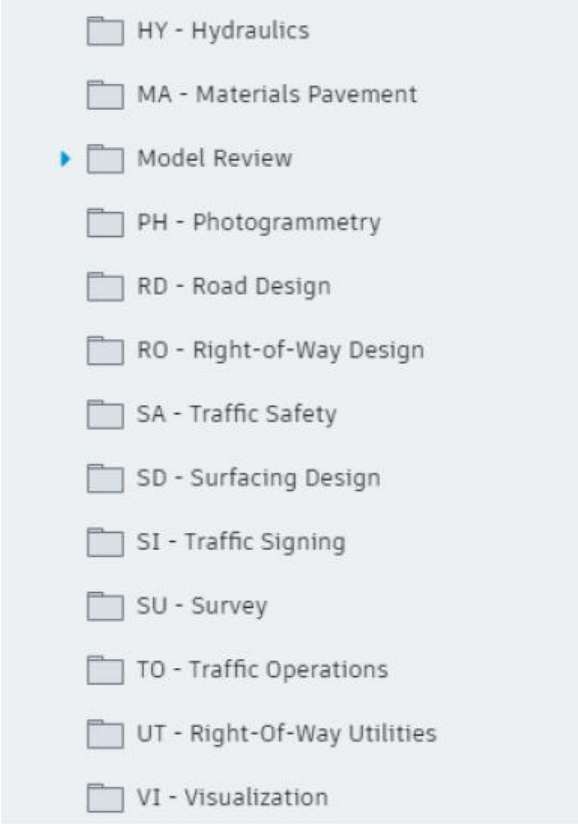


FOLDER ACCESS

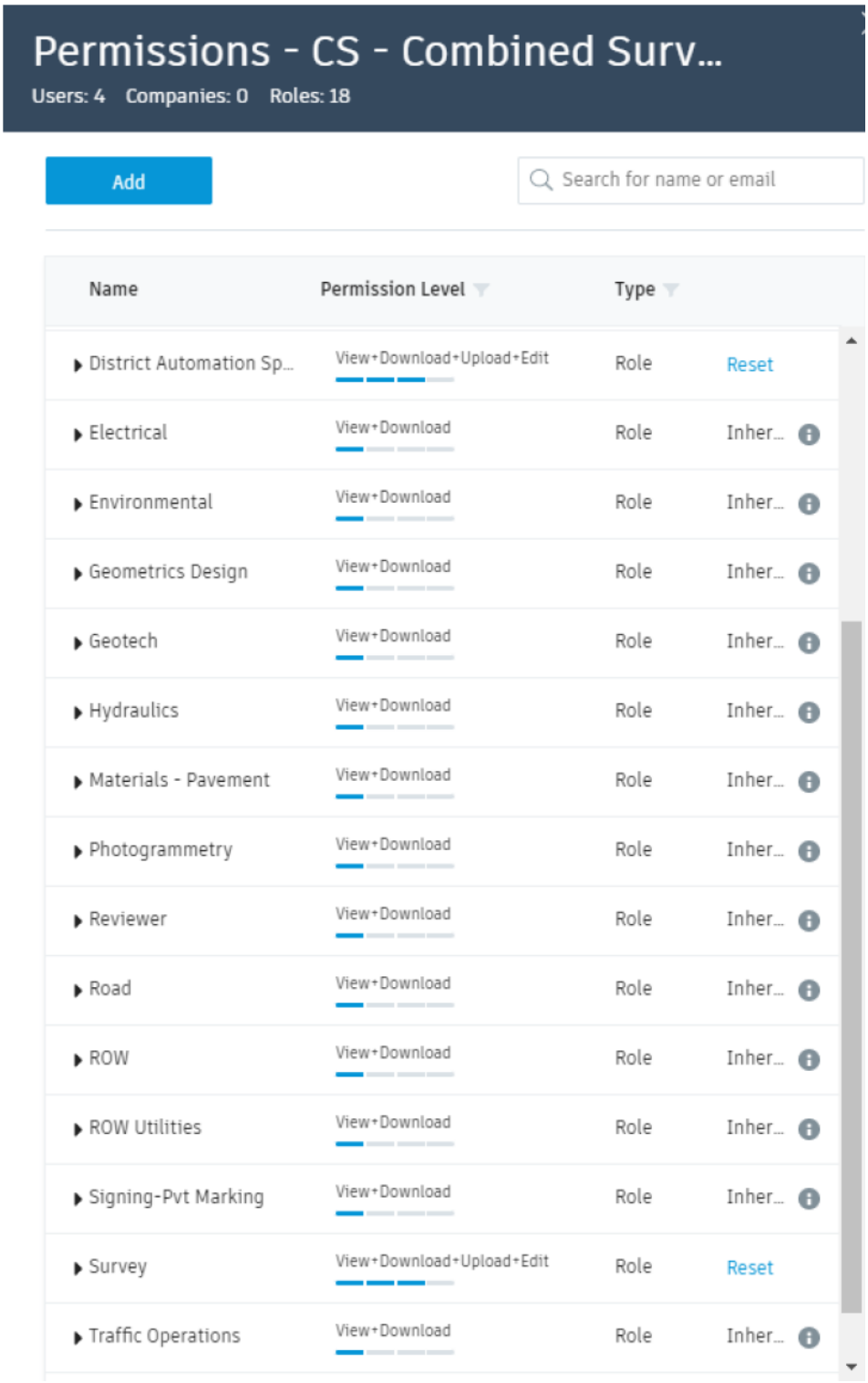
PROJECT FOLDER STRUCTURE AND ACCESS

1. ACC - Autodesk Docs project folder structure follows the design file folder names in PCMS.

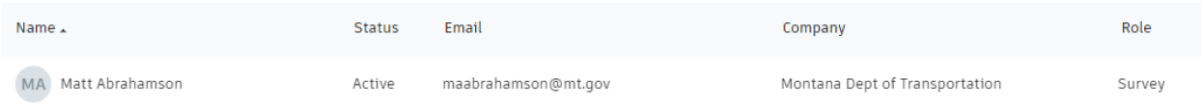




2. Folder access to Upload and Edit is given at the folder level to the role(s) that need it. Other roles will have View and Download only access. For example, the District Automation Specialist and Survey roles have View/Download/Upload/Edit access to the CS – Combined Survey folder, but all other roles have View/Download.



3. Users are assigned one or more roles based on their functional area. These roles provide the needed folder access.



Name	Status	Email	Company	Role
MA Matt Abrahamson	Active	maabrahamson@mt.gov	Montana Dept of Transportation	Survey

4. When the project is created in Autodesk Forma, the Design Project Manager will be notified and will add the appropriate members and roles to the project.

5. When added to the project, Project Members will receive an email notification from Autodesk Forma.

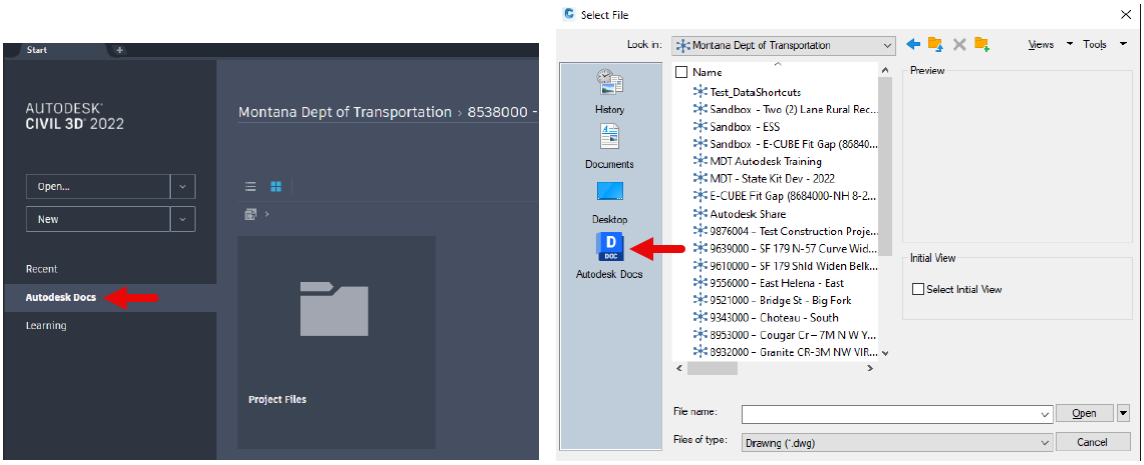
INTEGRATION WITH CIVIL 3D

SAVING DESIGN FILES FROM CIVIL 3D TO AUTODESK FORMA

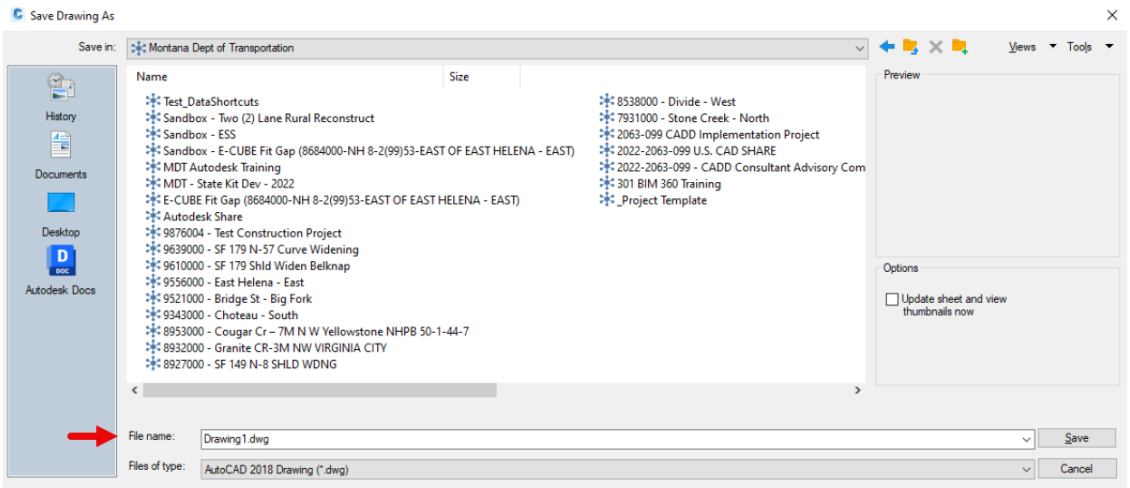
1. Opening and saving files within Civil 3D to Autodesk Forma is managed through the Autodesk Desktop Connector. This program is installed on all design staff computers.

2. Design files can be opened and saved in Autodesk Docs in several ways

   a. To open a design file, select Autodesk Projects from the Start tab in Civil 3D or use Open Drawing > Select File



   b. To save a design file, use Save As Drawing

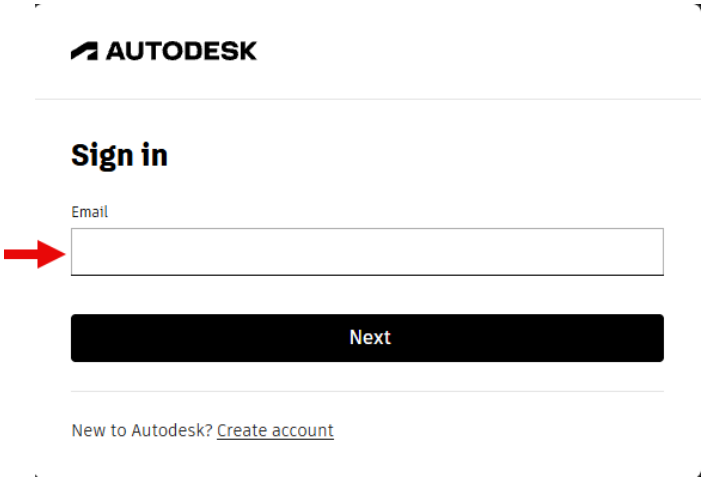


LOGIN AND PROJECT ACCESS

LOGIN TO AUTODESK FORMA

1. From your Internet browser, navigate to https://acc.autodesk.com/

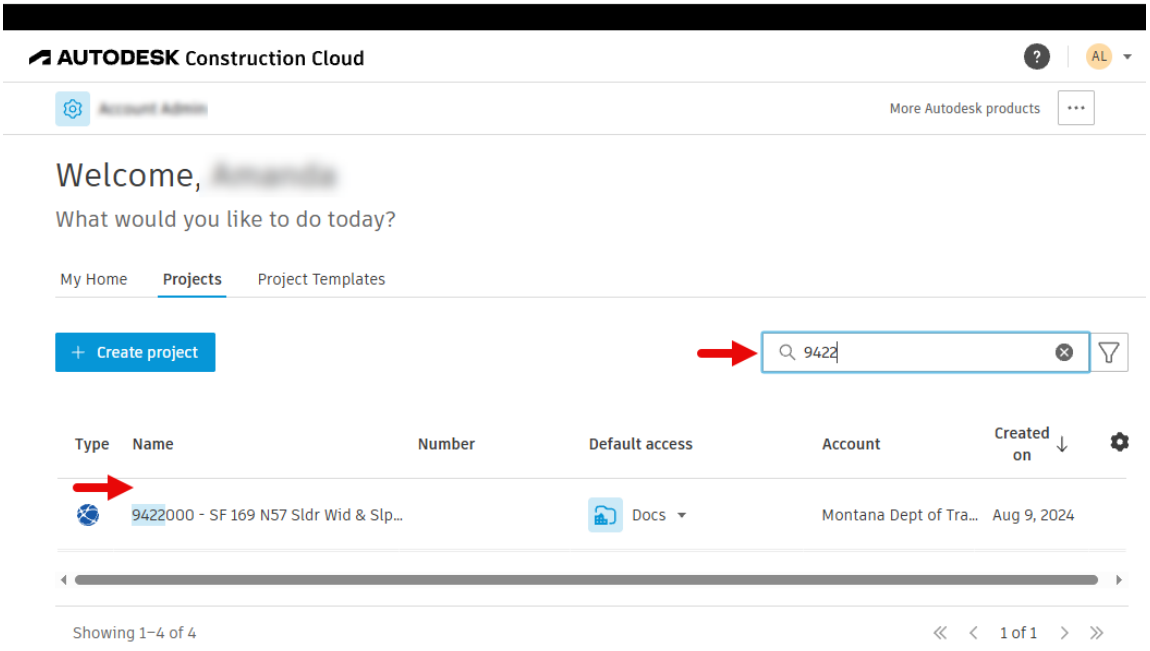
   a. Enter your email address and click NEXT



SEARCH AND OPEN A PROJECT

1. From the Project List dropdown menu, search for your project

   a. Click the search field and enter the UPN or project name to filter the list



   b. Click on the project to select and explore files.