Architect for Building Design

Passport Subscription

The Architect for Building Design Passport Subscription is the affordable alternative to perpetual software license purchases for architects. This unique Passport Subscription includes a discipline specific portfolio of software products, training courses, and manufacturer's content for architecture projects, plus SELECTseries software upgrades and SELECTsupport.

Courtesy of Flad Architects

Subscription Advantages

With a Passport Subscription, there are three key advantages:

- **Annual Subscription Model** is the affordable alternative to buying several mission-critical software products for a named user. By removing all software purchase barriers, Architects can equip themselves with the right software products to tackle building design project work.
- **Discipline-specific Software Portfolios** help users overcome the challenges associated when they force-fit generic software products for specialist project work. This Passport Subscription delivers all the infrastructure software required by Architects to complete building design project work.
- **Unlimited Access to Product Training**, technical support and software upgrades empowers Architects to skill-up quickly, sustain productivity, and develop their competitive edge by using the latest software products to successfully deliver building design project work.

Subscription Benefits

With a Passport Subscription, everyone benefits:

Architects are equipped with the right mix of software for their building design project work. Each user can enjoy unlimited access to live training and OnDemand eLearning all from the convenience of their desk. This accelerates time to productivity and helps to keep projects on schedule.

Architecture Firms realize financial savings by eliminating software procurement and training costs. Firms are rewarded with a more capable team to maintain a competitive edge. And teams can also more easily collaborate when they subscribe to the same software mix for project execution.

Project Clients can be rewarded with higher quality projects that are delivered in less time and for a lower cost. Clients can also be assured that their project teams are collaborating smoothly to sustain and extend the value of project information created and shared.

Software At A Glance

The Architect for Building Design Passport Subscription includes the following software and licenses:
MicroStation V8*i*, Bentley Architecture V8*i*, GenerativeComponents V8*i*, ProjectWise Passport, ProjectWise Navigator V8*i*, ProjectWise Clash Resolution Visa, ProjectWise Schedule Simulation Visa, i-model plugin for Revit.

Learn more about available Bentley Passport Subscriptions:
bentley.com/passportsubscriptions

Review all of Bentley's subscription programs:
bentley.com/subscriptions

Find out about Bentley at: www.bentley.com

Contact Bentley
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Global Office Listings
www.bentley.com/contact

Architect for Building Design Passport Subscription Offerings

Use the tools, training, and manufacturer's content in this Passport Subscription to complete all phases of the architectural workflow from conceptual design to visualization, drawing production, and reporting of quantities and costs. Explore the complete collection of Passport Subscription offerings to learn how each key deliverable contributes to your project success.

Offerings	Key Deliverables	Benefits
Annual Subscription	**All Passport Subscription offerings for a low start-up cost.**	
Single Annual Fee	Software, training, support, upgrades and manufacturer's content.	Eliminate purchase costs.
Personal Subscription Access	Named-user access to all offerings for discipline specific work.	High user ROI.
Software Portfolio	**Advance levels of practice through information modeling with integrated software.**	
MicroStation® V8*i*	Software foundation for infrastructure design; includes the ability to add third party or your own manufacturer's content.	Design without barriers.
Bentley Architecture V8*i*	BIM software for architectural design and documentation.	More intuitive, interactive and interoperable design capabilities.
GenerativeComponents® V8*i*	Associative and parametric design software for managing complex geometric relationships.	Automate design processes and accelerate design iterations.
ProjectWise® Passport	The named-user license for ProjectWise Navigator, ProjectWise i-model Composer, and ProjectWise InterPlot Organizer.	Lower the software cost of collaboration.
ProjectWise Navigator V8*i*	Dynamic collaboration software for iterative project review and analysis of information contained in i-models.	Improve project insight to avoid on-site errors.
ProjectWise i-model Composer V8*i*	Standalone desktop software for producing multi-discipline i-models from multiple software sources.	Unlock the value of multi-discipline information.
ProjectWise® InterPlot® Organizer V8*i*	Desktop software to produce intelligent PDFs from CAD and Office documents.	Improve quality of project deliverables.
ProjectWise Clash Resolution Visa	Incremental license to enable clash detection and resolution within MicroStation and ProjectWise Navigator.	Avoid on-site errors and reduce waste.
ProjectWise Schedule Simulation Visa	Incremental license to enable schedule simulation and optimization within MicroStation and ProjectWise Navigator.	Improve quality of project planning.
i-model plugin for Revit	Plug-in for Revit to enable users to directly produce i-models from inside the Revit environment.	Unlock the value of Revit models.
Product Training	**Learn new software with unlimited access to Live Training and OnDemand eLearning.**	
Live Training	Hands-on training courses delivered via a virtual classroom.	Eliminate travel-related training cost.
OnDemand eLearning	Lectures and courses accessible on your own schedule.	Eliminate wait-time for learning needs.
Software Support	**Get help when needed most with 24/7/365 self-service and assisted SELECTsupport.**	
Assisted Support	Your choice of assisted chat, phone or remote desktop support.	Maintain high productivity.
Self Service Support Center	Online knowledge bases, solution libraries, how-tos and FAQs.	Find solutions faster.
Electronic Service Ticket Manager	Service ticket creation, status and next steps available online.	Maintain high user satisfaction.
Escalation Management	Subject matter experts with the knowledge to solve any issue.	Shorten time-to-resolution.
Be Communities	Web-based knowledge-sharing with a global user community.	Find solutions faster.
Service Level Agreement	Qualitative response to Service Tickets in less than 4 hours.	Reduce downtime.
Software Upgrades	**Upgrade software in accordance with project needs in line with your preferred schedule.**	
SELECTseries Upgrades	Productivity-enhancing new releases, features and updates.	Increase competitive edge.
Access Upgrades Anytime	Download and install software according to project schedules.	Avoid project disruption.
Unlimited Upgrades	Upgrades as often as you like during the subscription term.	Upgrade at no cost.

Bentley®
Sustaining Infrastructure

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Welcome to your new Bentley Passport Subscription!

A Bentley Passport Subscription is the affordable alternative to perpetual license purchases for architectural, engineering, and mapping professionals. Your Passport Subscription includes a discipline specific portfolio of software products, training courses, and appropriate manufacturer's content for the project work that you do, plus anytime software upgrades and 24/7/365 technical support.

In the event that you are not currently a Passport subscriber and would like to learn more about how this program can help you to become more productive, please request more information at www.bentley.com/RequestInformation.

Getting Started

Before you begin, please review the information provided in this Quick Start Guide. It includes detailed descriptions and instructions for accessing the features of your Bentley Passport Subscription.

1. We recommend that you start by becoming familiar with the online Bentley Passport Subscriber Tools. Use this page to access everything included in your Passport Subscription, including software products and upgrades, training courses, manufacturer's content, and various support options.

    a. Go to www.bentley.com/PassportSubscriberTools.
    b. Choose your specific Passport Subscription from the subscription details table. This link will take you directly to a web page that describes the products and training included in the subscription.

2. Contact your Site Administrator to

    a. Request your Bentley **SELECTservices user name and password**.
    b. Obtain your Passport **Subscription Server Name and Site Activation Key**.

Please note: Your Passport Subscription is for your personal use only. Licenses and training courses may not be shared in any manner with other members of your team.

Software

Your Bentley Passport Subscription includes a specific set of products that fulfill the design, modeling, and analysis requirements for a distinct project type.

Download, Install, and Activate

Follow these instructions to download and install your products. You will need your SELECTservices user name and password to log into the website and your Server Name and Site Activation Key to activate your software.

1. Go to www.bentley.com/PassportSubscriberTools to get the list of products available in your Passport Subscription.

    a. Choose your Passport Subscription from the subscription details table.
    b. See the list of products available. Each one is linked to its product home page for more information, including features, advantages, and technical requirements.

2. Find your products. You will find, download, and install your products one at a time.

    a. Go to www.bentley.com/PassportSubscriberTools.
    b. Choose “Download Software” from the Subscriber Resources table.
    c. See the two short videos if you’d like more information about obtaining software before moving on to the next step.
    d. Choose “Search Downloads” in the Software Downloads/MySELECT CD section. *Please note: You must be logged in to access this download site.*
    e. Set your search and filter criteria.

        - **Search by Product** – choose your product’s name
        - **Filter by Language** – all products are available in English, and many are also available in additional languages. If your native language is not available, designate English or another alternative
        - **Download Category** – set to “SELECT Released Products”
        - **Files Posted Within Last** – choose “All”. The product versions will be sorted by release date.
        - **Show Dependencies Required/Supporting Files** – check this box to make sure you have all of the prerequisite software you need

    f. Click on the “Search” button.

3. Download and install your product.

    a. Choose your product from the search results.
    It is recommended that you select the most recent release, but you can choose older versions should you need to be compatible with older versions in use at your organization.
    b. Click “Continue”
    c. Choose “Download”
    d. Click “Continue”
    e. Accept the SELECTservices Online Legal Terms of Use.
    f. Click “Download”
    g. Click “Save”
    h. Set the “Save In” option to your desktop or another local directory of your choice.
    i. Click “Save”
    j. Once the download is complete, locate the file and double click on it to start the installation.
    k. Follow the prompts to complete the installation.

4. Activate your software.

    a. After your first application has been installed, you will be prompted to run the Activation Wizard. Choose “Yes” to initialize the Product Activation Wizard.
    b. Refer to the site activation information you received from your Site Administrator and select the type of installation.

        - **SELECT subscriber activating against a hosted SELECTserver** – the Server Name will be “SELECTserver.bentley.com”
        - **SELECT subscriber with a deployed (local) SELECTserver** – the sever name will be a different name provided by your site administrator
        - **Non SELECT user** – although shown, this choice does not apply
        - **Evaluation Only – no license information** – although shown, this choice does not apply

    c. Verify or enter the Server Name and Site Activation Key.
    d. Click “Test Connection”
    This test simply pings the server to verify a connection can be made. You should receive the message "SELECTserver and Activation Key Verified.”
        - If you receive the message "An Error Has Occurred While Attempting to Verify the Server and Activation Key,” there may be an error with your internet connection.
        - If you receive the message "Server Does Not Support This Activation Key," please check to make sure that there are no spaces at the end of the activation key. If there are no spaces, please contact Bentley SELECTsupport. Go to www.bentley.com/SELECTsupport for contact options.
    e. Click “OK”
    f. Click “Next”

g. You will be asked to check out a license. This is an optional step that should only be done if a checked-out license is needed because you will be working without access to your license management server for extended periods of time. If a checked-out license is not needed, leave the fields blank and click “Next.”
h. Click “Finish”
This will return you to the application.

Since the activation is stored in your registry, additional Bentley applications will find the activation key when they are installed without need to complete the activation process.

5. For STAAD users, activate your Country Design Codes.

If your Passport Subscription includes a license for STAAD.Pro or STAAD.Pro Advanced, then you may also want to use a STAAD Country Design Code. The product license by itself will provide all of the basic analysis functionality. However, if you wish to perform a design, then an applicable STAAD Country Design Code is required. For example, the US Design Codes (Standard) code pack supports the AISC ASD, LRFD, 360-05 steelwork codes, the ACI 318 concrete code, and the AITC timber code.

An installation of STAAD.Pro or STAAD.Pro Advanced software contains all the design codes and modules available to the program. Passport Subscriptions that include one of these products also include a license to use one STAAD Country Design Code of your choice.

Activate your Country Design Code

a. Start the product and examine the Configuration panel in the Start Screen to find the Country Design Code that you have chosen with your subscription.
b. Place a check mark in the appropriate box. The license will be checked out and a green dot will be displayed on the License Configuration panel.
c. If a red dot is displayed, then the license is not yet available and design work requiring that Country Design Code will not be possible at that time.

For assistance in downloading and activating your products and Country Design Code, please navigate to www.bentley.com/SELECTsupport, where you can submit a Service Ticket, initiate a live chat session, or look up the phone number of a Bentley SELECTsupport technician.

Training

Your Bentley Passport Subscription includes unlimited access to live training in a virtual classroom and OnDemand eLearning for your Bentley software products**. Take advantage of training to learn your products' capabilities and best practices and to improve your skills.

To see what training is included in your subscription, go to your specific Passport Subscription's web page and scroll down to the product information table at the bottom of the page. Training availability is indicated in the third column.

Training courses for many Bentley products are included within learning paths that help you organize and prioritize training. When you click on a learning path icon, you will see the recommended progression of professional development for that product. Green live training icons take you to upcoming live training schedules. Blue OnDemand eLearning icons take you to self-paced course listings. For products that do not have a learning path, live training and OnDemand eLearning icons directly access all related course listings.

Included in Learning Path

Live Training

OnDemand eLearning

***Please note: Bentley Passport Subscription training is provided for your personal use as the designated user only and may not be shared in any manner with other members of your team. Only the distance learning and OnDemand eLearning courses related to the products in your specific Passport Subscription are included. While you may be able to access other courses by virtue of having access to the Bentley LEARN Server, you are not authorized to take them unless you make payment for each individual course or your company has purchased a Bentley LEARN subscription.*

Course Registration

Follow these instructions to register for live training courses or OnDemand eLearning. You will need your SELECTservices login and password to log into the Bentley website to register.

Registering for a Live Training Course
Please note: You must be logged into the Bentley website to register.

1. **For products <u>with</u> a learning path,** click on the learning path icon to see the available courses and recommended progression of training for that product.

    a. Click the live training icon within the gray box for the desired course to see the upcoming live training schedule.
    b. Click on the course title to see its description. All live training courses in the virtual classroom are listed as "distance learning" under Course Type.
    c. Click Register to enroll.

2. **For products <u>without</u> a learning path,** click on the live training icon to see the available courses and schedule.

    a. Click on the course title to see its description. All live training courses in the virtual classroom are listed as "distance learning" under Course Type.
    b. Click "Register" to enroll.

3. After you register for a live training course in the virtual classroom, you will receive an email confirming your registration and providing additional instructions for preparing for your session. You will also receive a reminder with instructions for joining the class on the start date. Course manuals will be shipped to your location prior to the start of the class.

    You can easily access and review the details of any live training course you registered for or enter the virtual classroom to begin your course from www.bentley.com/MyTrainingCourses.

Registering for an OnDemand eLearning Course
Please note: You must be logged into the Bentley website to register and access an OnDemand eLearning course.

1. **For products <u>with</u> a learning path,** click on the learning path icon to see the available courses and recommended progression of training for that product.

    a. To see the self-paced course listings, click the OnDemand eLearning icon within the gray box for the desired topic.
    b. Click on a course title to see its description.
    c. Click "Register" to enroll.

2. **For products <u>without</u> a learning path,** click on the OnDemand eLearning icon to see the available courses.

    a. Click on the desired course title to see its description.
    b. Click "Register" to enroll.

To launch any OnDemand eLearning course for which you have registered:

a. Click the "My Registered Training" tab in the left navigation panel.
b. To start, click "Launch" next to the course title.

You can also start taking any OnDemand eLearning courses that you registered for or resume any you have not completed at www.bentley.com/MyTrainingCourses.

My Training History

For every Bentley training course you complete, Bentley Institute Learning Units are recorded to your Bentley online transcript. Use it to demonstrate your professional growth over time and report professional development hours.

Learning Units

Learning Units are Bentley Institute's equivalent to Professional Development Hours (PDH). For every hour of training you complete, one Learning Unit is added to your online transcript.

Learning Units track the time you invest in improving your skills. Measure your learning achievements to establish your growing value to your organization.

Personal Learning History

*Please note: You must be logged into the Bentley website to access your online transcript.**

Your Bentley online transcript demonstrates your professional growth over time. To access your online transcript:

1. Go to www.bentley.com/MyTrainingHistory.
2. Choose Personal Learning History.
3. Your online transcript will be displayed.

Your online transcript displays names, dates, Learning Units, and any accreditations for live training and OnDemand eLearning courses you have completed. Buttons are provided to print your transcript and/or forward it to others, and you can click on any course title for a printable Certificate of Completion.

Please note: The default view displays live training courses. Click the OnDemand eLearning link in the green bar at the top of the table to view the OnDemand eLearning courses that you have completed.

Certificate of Completion

A printable Certificate of Completion for each training course you complete is available from your online transcript. Click on any course title listed on your transcript to generate and print your personal record of accomplishment. Follow these instructions:

1. Set Internet Explorer to print background images.

    a. In Internet Explorer, go to "*Tools*" > *"Internet Options"*. This will bring up the Internet Options dialog.
    b. Click the far right tab labeled "Advanced."
    c. Scroll down to "Printing".
    d. Check the "Print background colors and images" box.
    e. Click "OK".

2. From your online transcript, click on the name of the course for which you would like to print a Certificate of Completion. You will see a personalized certificate with printing instructions.

3. Choose “Print”. A new Print Preview will open.

4. To print a certificate that can be displayed in a frame or on a wall, choose “Page Setup”.

    a. Set “Orientation” to Landscape.
    b. Reduce the bottom margin to avoid printing an extra blank sheet.
    c. Click the button to turn off headers and footers, or press Alt+E.

5. Choose “Print”. In the Print dialog box that pops up, choose “Print” again.

6. To turn off the option to print background images from your Internet Explorer web browser and return it to the original state

    a. In Internet Explorer, go to “*Tools”* > *“Internet Options”*. This will bring up the Internet Options dialog.
    b. Click the far right tab labeled "Advanced."
    c. Scroll down to “Printing”.
    d. Uncheck the "Print background colors and images" box.
    e. Click “OK”.

24/7/365 Technical Support

Your Bentley Passport Subscription lets you get help when you need it most 24 hours a day, 7 days a week, every day of the year.

For assistance, go to www.bentley.com/SELECTsupport. You can submit support tickets, chat with a technician, or access a number of other self-help resources from the “Support Tools” column, including a Knowledgebase and TechNotes and FAQs.

You can also access Bentley SELECTsupport from www.bentley.com/PassportSubscriberTools. Choose “Get SELECTsupport” in the Resources for Current Passport Subscribers table.

Please note: Several of the links in this section require you to log in using your SELECTservices login and password.

Software Upgrades

When newer versions of your products become available, you may repeat steps 2 and 3 in the Download, Install and Activate topic of the Software section in this guide. (If you are reading this document in electronic form, click here: Download, Install, and Activate)

Bentley Content

Bentley Content is a collection of key product information from the catalogs of selected manufacturers who participate in the Bentley Content Partner Program. The information includes model numbers, performance data, dimensions, and specifications, and it is conveniently available at the point of design so that busy architectural, engineering, and construction professionals can quickly find the accurate and up-to-date component information they need. There are three methods for accessing Bentley Content.

Embedded in Bentley Applications

In general, Bentley Content that is available with your Bentley Passport Subscription is embedded in your applications. No separate download is required. You will normally access it via a menu button and then select the desired components to place or utilize during the design process. It is also possible that you will want to supplement the Bentley-provided content with other manufacturers' data. For that reason many Bentley applications provide a utility for your use in adding your own data.

Symbols Catalog and the Parts Database for promis•e Control System Design Software

Bentley offers a large assortment of catalogs available for promis•e products. This content is available in two forms, the Symbols Catalog and the Parts Database.

The Symbols Catalog contains the general symbols for the standard that you are using, for example push buttons or relays. Once it is downloaded, promis•e can be easily configured to read this data.

The Parts Database can be similarly downloaded. You are able to select which parts are required for your work and add them to your promis•e database, making them available for assignment to projects in promis•e.

All promis•e catalogs are downloaded from the same SELECTservices download site that is used to download products.

1. Find the promis•e Symbols Catalog or Parts Database.

    a. Go to www.bentley.com/PassportSubscriberTools.
    b. Choose "Download Software" from the subscriber resources table.
    c. Choose "Search Downloads" in the Software Downloads/MySELECT CD section. *Please note: You must be logged in to access this download site.*
    d. Set your search and filter criteria.

    - **Search by Product** – choose "promis•e"
    - **Filter by Language** – all products are available in English, and many are also available in additional languages. If your native language is not available, designate English or another alternative
    - **Download Category** – set to "Enhancements and Updates"

- **Files Posted Within Last** – Select “All”. The catalogs will be sorted by release date. Choose the most recent version.
- **Show Dependencies Required/Supporting Files** – This selection is not necessary, since there are no dependencies.

e. Click “Search”

2. Download the Symbols Catalog or Parts Database.

   a. Choose the Symbols Catalog or Parts Database from the search results.
   b. Click “Continue”
   c. Click “Download”
   d. Click “Continue”
   e. Accept the SELECTservices Online Legal Terms of Use.
   f. Click “Download”
   g. Click “Save”
   h. Set the “Save In” option to your desktop or another local directory of your choice.
   i. Click “Save”

3. To install the Symbols Catalog and Parts Database, follow the instructions in the User Guide. The User Guide is available on the Welcome screen menu when promis•e is first launched. For detailed instructions on how to install this content, please refer to:

   a. Symbols Catalog – page 329
   b. Parts Database – page 413

Bentley Content Online Catalog

This web-based searchable product directory provides access to product overviews, specifications, and technical PDF catalogs. You can search by company, product name, or generic product group. All products are linked to the manufacturer, providing address, telephone, and email communication, and capability for you to send specific product requests directly to the manufacturer.

To access the Bentley Content Online Catalog, go to www.bentley.com/OnlineContentCatalog.

Additional Resources

As a subscriber, you are a valued part of Bentley's global community of users, and we invite you to take advantage of the many additional resources available to you through Bentley-empowered (Be) programs for news, technical information, training, and professional networking.

Be Communities

The Be Communities website is the destination for the world's infrastructure community members to connect, communicate, share, and learn from each other through forums, a wiki, blogs, and resource libraries. Be Communities is for anyone involved with infrastructure, including current and potential users of Bentley's solutions, Bentley colleagues, and others.

Join a community today and begin networking with other professionals and Bentley colleagues who specialize in your field of interest.

communities.bentley.com

Be User Group

Be User Group is the official global program for independent user groups dedicated to sharing their ideas and building their knowledge about Bentley products. User group members exchange ideas and experiences, receive training, and provide feedback to Bentley by holding user meetings and conferences.

The result of this networking and training is increased knowledge, an invaluable connection with other users, and enhanced productivity for organizations.

Find a user group near you!

www.bentley.com/BeUserGroup

Be Connected Seminar Series

The Be Connected Seminar Series offers educational and informative content from the leading minds in infrastructure about real world infrastructure projects and the best practices and software products used to design, build, and operate them.

Browse the online library of solutions best practices and product seminars for infrastructure professionals.

connected.bentley.com

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Bentley Passport Subscriber Tools
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SELECTservices Center
selectservices.bentley.com

SELECTsupport
www.bentley.com/SELECTsupport

Product Licensing and Activation
appsnet.bentley.com/licensing

Be Communities
communities.bentley.com

Be User Group
www.bentley.com/BeUserGroup

Be Connected
connected.bentley.com

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