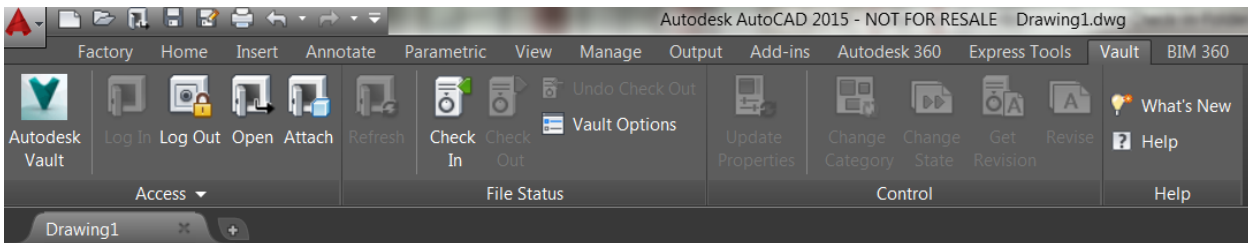


## AutoCAD – Customize Vault ribbon to include ‘Check-in-Folder’

(Applies to all Autodesk AutoCAD vertical products)

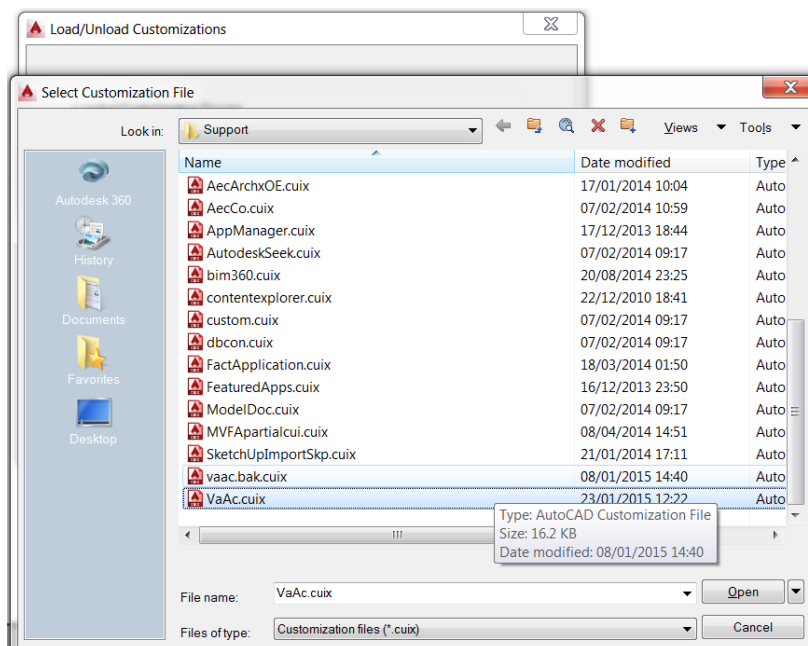
Installing Autodesk Vault Basic, Vault Workgroup or Vault Professional Client to a PC/Workstation using any AutoCAD will provide an additional Vault ribbon which will include various feature buttons to service log-in / log-out, check-in / check-out etc.



The standard ‘Check-In’ feature allows a file-by-file method of initially adding files to Vault or checking-in subsequent file version following design edits. When multiple files are required to be added on bulk, a separate AutoCAD command Vault-Import is available (VLTIMPORT), however a button for this feature is not provided as standard on the Vault ribbon.

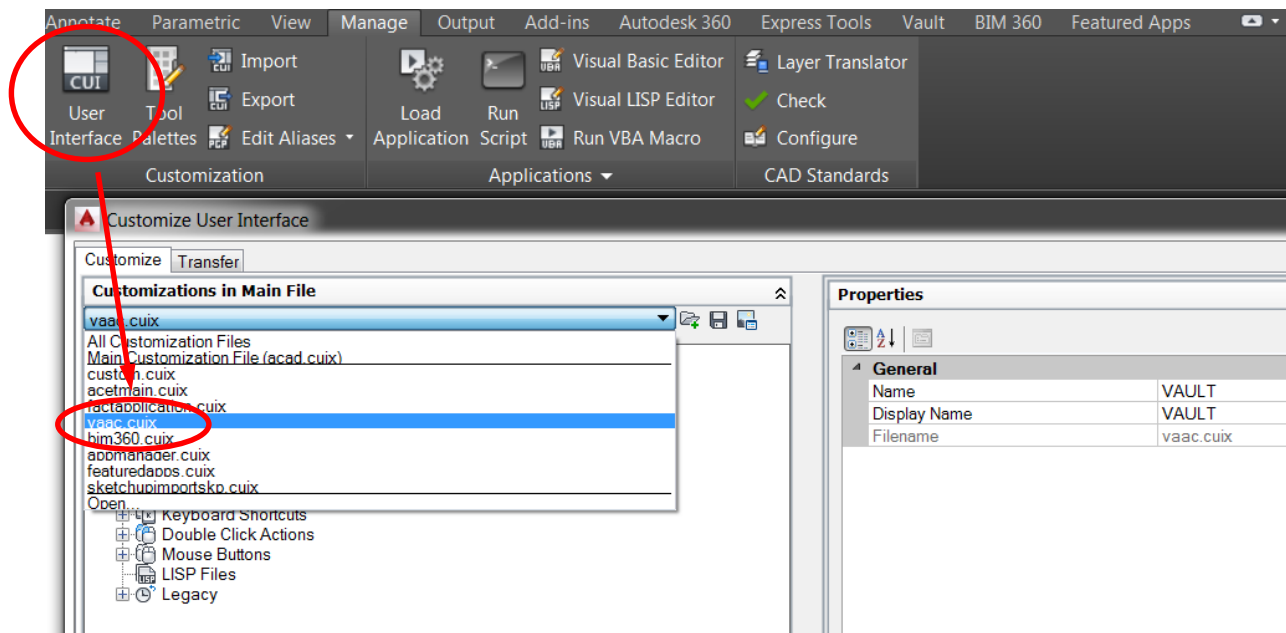
It is also worth noting the following:

1. An Autodesk Vault Client product should always be installed after installing any compliant Autodesk CAD or Microsoft Office applications.
2. If after the Vault Client installation the Vault Ribbon is not evident, then load the file ‘VaAc.cuix’ via the Load/Unload Customizations dialog (command = MENULOAD).

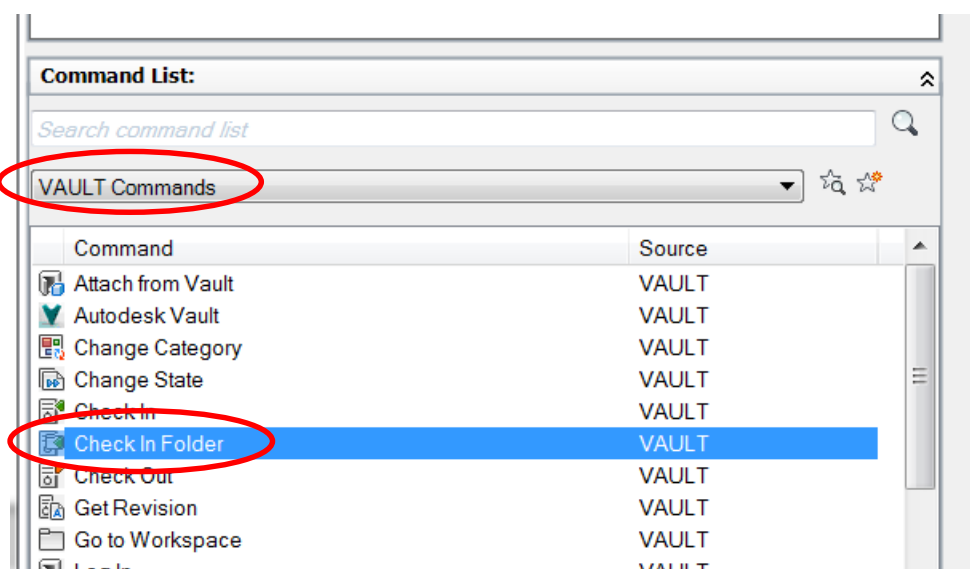


The following procedure describes how to add a button for Vault-Import to the AutoCAD Vault ribbon.

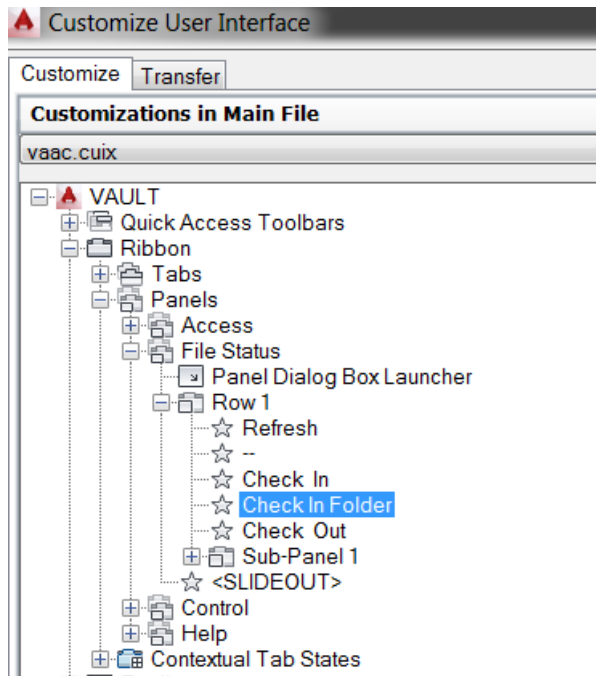
1. Open the Customize User Interface tool (command = CUI) available on the Manage Ribbon, the menu group Vaac.cuix from the available drop-down list.



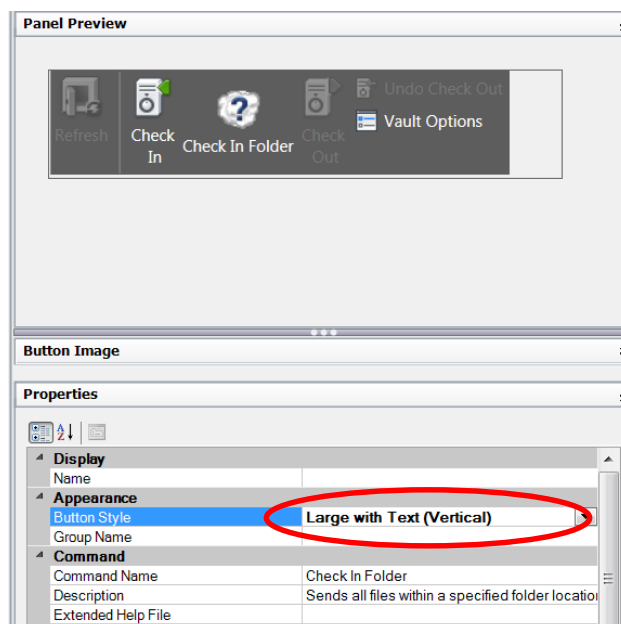
2. From the lower part of the CUI dialog, filter the command list to Vault commands and select the command 'Check In Folder'.



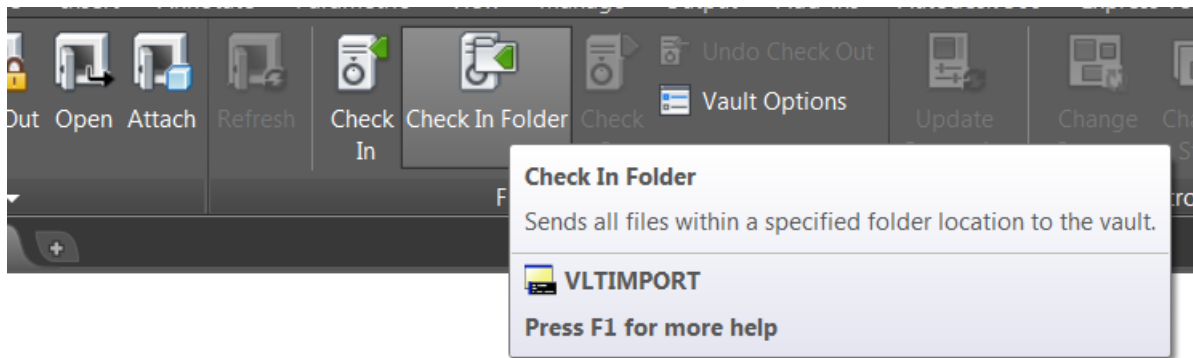
3. Drag the command into the upper window, position the command into the VAULT > Ribbon > File Status > Row 1 area following the Check-In command.



4. From the right-hand detail panel, change the button style to `Large with Text (Vertical)`.



- Finally select 'Apply' then OK on the CUI dialog to save the change to the ribbon. The command button will now be ready to use from the Vault ribbon.



### Using the Vault-Import Tool

The Check In Folder dialog is straight forward, first select the folder location that contains the data that you wish to import (note that this is not limited to dwg files), then select the target folder in the Vault (note the `...` browse button allows selection either of an existing Vault folder, or allows the user to create a new folder. Select the 'Non-Interactive Mode' and settings to select how the attached visualization file (dwf) is created.

