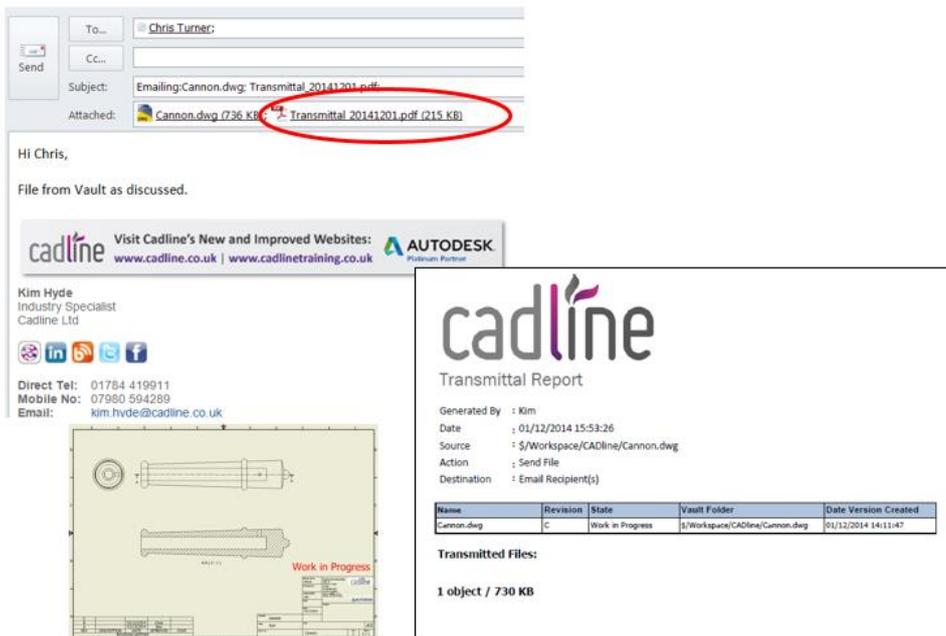


## Autodesk Vault – Send files with customized transmittal report

Content:

A really useful but underused Vault feature is 'Send – File', it is the perfect solution for sharing files directly from Vault Explorer via email ... even to those not using Autodesk Vault!



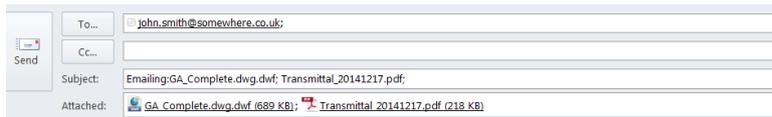
### What to Send?

By pre-selecting single or multiple files, either a dwf or a URL can be sent via email. From the File Menu, the 'Send' function exposes the selection:



## Send File –

Opens a new email via Outlook with a dwf for each file selected\* is added as an attachment together with a transmittal report. Use this option for send files to users with no direct access to Vault and/or need to use Design Review to mark-up and comment on designs. (\* the original file will be sent where no associated dwf exists).



Dear John,

Please find latest design for your approval.



Kim Hyde  
Industry Specialist  
Cadline Ltd



Direct Tel: 01784 419911  
Mobile No: 07980 594289  
Email: [kim.hyde@cadline.co.uk](mailto:kim.hyde@cadline.co.uk)  
Web: [www.cadline.co.uk](http://www.cadline.co.uk) | [www.cadlinetraining.co.uk](http://www.cadlinetraining.co.uk)  
Head Office: Northumberland House, Drake Avenue, Staines, Middlesex, TW18 2AP  
Registered in England and Wales. Registration Number: 2486719. VAT Number: 530 2330 05.  
Registered Office: Northumberland house, Drake Avenue, Staines, Middlesex TW18 2AP.

To view the attached DWF file, download the free Autodesk DWF(TM) Viewer from <http://www.autodesk.com/dwfviewer-download>.

DWF - the ideal way to accurately share designs with your team!

## Send Link –

Opens a new email via Outlook with a URL link included in the email and a transmittal report is added as an attachment. Use this option for users who can access Vault directly.



Dear John,

Regarding the current design, please refer to the Vault link below so that you can have a look yourself.

The message is ready to be sent with the following file or link attachments:

<http://localhost/AutodeskDM/Services/EntityDataCommandRequest.aspx?Vault=Vault&Objectid=%24%2Fworkspace%2FCADline%2FRobotics%2Fworkspace%2FMID-INV-0048.dwg&ObjectType=File&Command=Select>

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



Kim Hyde  
Industry Specialist  
Cadline Ltd



Direct Tel: 01784 419911  
Mobile No: 07980 594289  
Email: [kim.hyde@cadline.co.uk](mailto:kim.hyde@cadline.co.uk)  
Web: [www.cadline.co.uk](http://www.cadline.co.uk) | [www.cadlinetraining.co.uk](http://www.cadlinetraining.co.uk)  
Head Office: Northumberland House, Drake Avenue, Staines, Middlesex, TW18 2AP  
Registered in England and Wales. Registration Number: 2486719. VAT Number: 530 2330 05.  
Registered Office: Northumberland house, Drake Avenue, Staines, Middlesex TW18 2AP.

## Transmittal Attachment

By default either 'Send' options will also attach a transmittal report as confirmation. Autodesk supply a number of report templates (available with Vault Workgroup and Vault Professional) which can be found in the following default installation location:

**C:\Program Files\Autodesk\Vault Professional 2015\Explorer\Report Templates**

Although not covered in any detail in this Blog, it is possible to copy and edit the default templates for your own particular requirements. The following Autodesk link provides information on this subject, including a tool 'ReportTemplateAuthoringUtility.exe':

<http://knowledge.autodesk.com/support/vault-products/learn-explore/caas/CloudHelp/cloudhelp/2015/ENU/Vault/files/GUID-6D1DF94C-7498-4836-9CA8-FFFB25C002EA-htm.html>

You may find the RDL Designer application from FYI Reporting a useful tool for your report designs. See link: <http://www.fyireporting.com/download.html>

My example below:



### Transmittal Report

Generated By : Kim  
 Date : 17/12/2014 16:58:41  
 Source : \$/Workspace/CADline/Robotics/Workspace/GA\_Complete.dwg.dwf  
 Action : Send File  
 Destination : Email Recipient(s)

Name	Revision	State	Vault Folder	Date Version Created
GA_Complete.dwg.dwf			\$/Workspace/CADline/Robotics/Workspace/GA_Complete.dwg.dwf	17/12/2014 16:58:21

#### Transmitted Files:

1 object / 683 KB

*Happy Vaulting!*