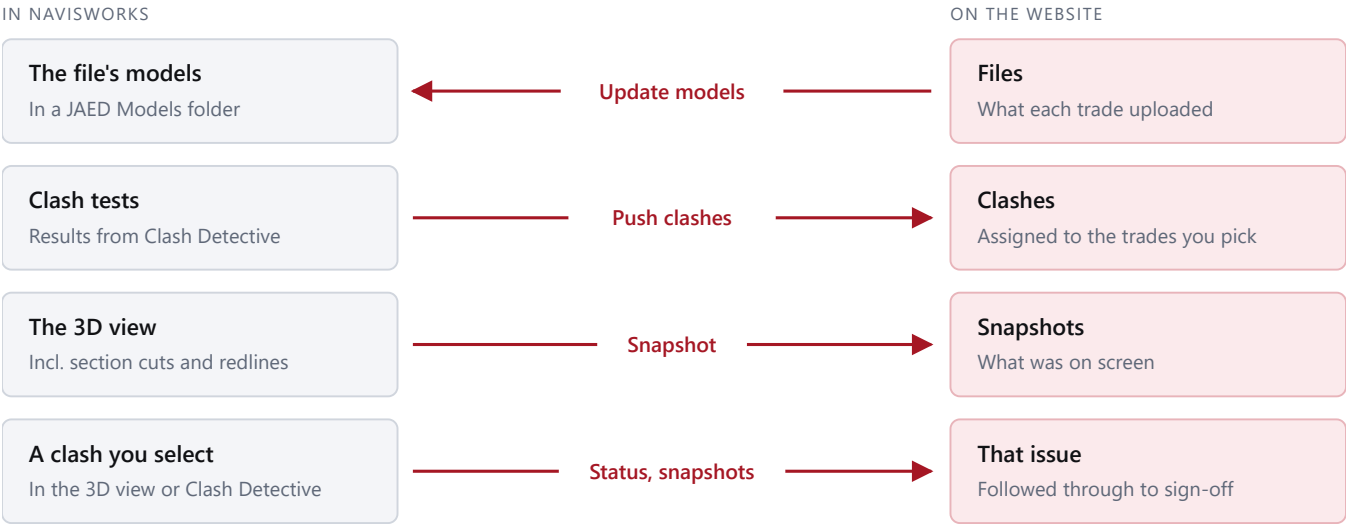


USER GUIDE

Collision Suite for Navisworks

The plugin connects Autodesk Navisworks to the Collision Suite website, in both directions. Models the trades upload to the website come down into the coordination file, so a new cycle starts without a morning of downloading and appending. Clash tests go up, with the trades each test belongs to, and every clash is tracked from the moment it arrives. Snapshots you take in the model land there too, and you can follow and update a clash without leaving Navisworks.



What moves between the coordination file and the website, and in which direction.

00 Before you start

- ☐ **Navisworks Manage 2026.** The plugin supports 2026 only, and clash results come from Clash Detective.
- ☐ **An authenticator app** set up on that account. Two-factor sign-in is required.
- ☐ **Your coordination file saved as .nwf.** Model sync refreshes the models an .nwf references; a published .nwd has them baked in, so it can't be refreshed.
- ☐ **A Collision Suite account** — the same one you use on the website.
- ☐ **Access to the project** on the website. Ask your coordinator if you can't see it.
- ☐ **Clash tests set up** in Clash Detective for the file you're coordinating.

01 Install the plugin

- 1 Download the installer.** Sign in to the website and open **Downloads**. The downloads aren't available to guest sessions.
- 2 Run the installer.** Open `jaed-collision-suite.msi`. It installs for your own Windows account.
- 3 If Windows warns you,** it may show `Windows protected your PC`, because the installer isn't code-signed. Choose **More info** then **Run anyway**.
- 4 Start Navisworks.** If it was already open, restart it. A **Collision Suite** tab appears on the ribbon.

The same installer also contains the Collision Suite add-in for Revit 2020 through 2026.

02 The ribbon tab

Every ribbon button is a shortcut to something that also lives in the panel. Shortcuts stay quiet when they work; if something goes wrong, they open the panel so you can see why.

BUTTON	WHAT IT DOES
COORDINATION	
Collision Suite	Opens the panel, where you sign in, link a project and do everything below.
Update Models	Checks the website for models that have changed and brings this file up to date. Opens the panel on Models so you can watch it.
Push Clashes	Sends the clash tests ticked on Push , with the trades picked for each.
Run Meeting	Opens the panel on Meeting and loads the project's meetings, ready to work an agenda against this model.
CLASH	
Create Issue	Reads whatever's selected in Navisworks. A clash that's already tracked shows its issue number instead of raising a second one. For Admins, Project Managers and BIM Coordinators.
Snapshot	Captures the current viewport and sends it to the project.
Focus	Moves the 3D view to the current selection.
Group Clashes	Opens the panel at Groups .
PROJECT	
Sync	Reconnects in the background and checks for model updates, without opening the panel. It tells you what it found in a small message in the corner.
Project	Chooses which project this file is coordinated against.
Project dropdown	Switches quickly between your projects once the list has loaded.

03 The panel

The panel opens on the project this file is linked to, with the open cycle beneath it, and six sections across the top.

SECTION	WHAT'S THERE
Overview	How many clashes are in the file, how many issues are open on the project, how many models need updating, and how many clash tests you have. The cycle card offers Update models when anything has changed.
Clash	The clash you have selected in Navisworks, its issue, and snapshots.
Models	Every model on the project and whether this file has the current copy. The number on the tab is how many need updating.
Push	The clash tests in the file, what trades each one belongs to, and the push itself.
Groups	Grouping nearby clashes and writing the groups into Clash Detective.
Meeting	The project's coordination meetings, and running one against this model.

04 First-time setup

Two things, once each: sign in, then tell the plugin which project this file belongs to.

1 Sign in. Click **Collision Suite** on the ribbon and enter:

- **Website** — the Collision Suite site address
- **Username** and **Password** — your website account
- **Authenticator code** — the current code from your authenticator app

You only do this once. The plugin keeps your session encrypted on this computer and never stores your password. What you're allowed to do comes from your role on the website: change a role there, and the plugin follows.

2 Link the file to a project. Click the project at the top of the panel — or **Project** on the ribbon — and choose it. The file must already be saved.

The link is remembered for that file, so you won't be asked again. It's stored on your computer rather than inside the model, which means linking never changes a file your team shares. If you move or rename the file, just link it again.

05 The weekly round

- 1 **Update the models.** Open the file and the panel says what changed: `3 updated models for Cycle 14`. Click `Update models`. Each changed model is downloaded into a **JAED Models** folder beside the file, swapped in, and the file refreshed; models that are new to the file are appended. Models nobody has touched are left alone.
- 2 **Save the file** if models were added — the panel asks, with a `Save file` button, because an appended model is only in the file once it's saved.
- 3 **Run your clash tests** in Clash Detective as you normally would.
- 4 **Pick the trades, then push.** On `Push`, tick the tests to send and pick which trades each test's clashes belong to — a duct-versus-beam test is Mechanical and Structural. The website assigns every clash in that test to those trades, so nobody has to sort them by hand afterwards. Your choice is remembered per project and test for next week.
- 5 **Run the meeting in the model.** When the coordination meeting comes round, open `Meeting` and work the agenda from here: each clash is isolated on screen as you reach it, and what the room decides is recorded as it's agreed. Section **07** covers it.
- 6 **Coordinate on the website.** The team assigns, comments and sets status between meetings. Run the tests again later and push again — each clash keeps its issue number, status, comments and history.

Pushing again doesn't start the clashes over

The website recognises a clash it has seen before: by its Navisworks ID, by the two elements involved, or by its name. If the model was regenerated and all of those changed, it recognises the clash by where it sits in the model. Where two earlier clashes sit in exactly the same spot, it treats the clash as new rather than guessing — so it never attaches the wrong history to a clash.

A clash that no longer shows up has been fixed in the model. It stays on the website with its comments and history, and is closed if it was still being worked. If it comes back in a later push, it is reopened.

A trade you set on the website wins

If someone corrects a clash's trade on the website, that correction stays put through later pushes. The trades picked here apply to clashes nobody has corrected.

06 Model sync in detail

What **Update models** actually does, and what it never does.

STATUS	WHAT IT MEANS
UP TO DATE	This file has the copy that's on the website.
REV 2 → 3	A newer revision was uploaded. Updating replaces the file in JAED Models and refreshes it in place, so clash tests, selection sets and viewpoints that use it keep working.
NEW	A model this file doesn't have yet. Updating downloads it and appends it.
NOT IN FILE	The current copy is already downloaded, but this file doesn't reference it — updating appends it.

- Each model keeps one file name in JAED Models for the life of the project, so the file's reference to it never changes — even if the model is renamed on the website.
- Downloads resume where they left off, and each one is checked against the website's copy before it's used. A model that fails the check is discarded rather than loaded.
- An interrupted update is safe to run again: what finished is kept, and only what's still behind is fetched.
- Nothing is deleted. A model removed from the website stays in your folder and in your file until you take it out yourself.

07 Running the meeting

The agenda is the website's — the same meeting, the same items, the same record. What happens here is the walkthrough, because this is where the model is. A clash everyone can see is a clash everyone can decide about.

- 1 Open the meeting.** **Run Meeting** on the ribbon, or the **Meeting** section of the panel, lists the project's meetings newest first with how many items each has and how many are covered. Click **Open** on the one being held. Meetings are created and their agendas built on the website; the panel runs them.
- 2 Work the agenda.** The panel opens on the first item nobody has covered yet. **Show in model** selects the clash, frames the camera on it and — with **Isolate** ticked — hides everything else, so the room is looking at two elements instead of the whole federated model. **Show everything** puts it all back.
- 3 Record what was decided.** Type the decision and the action item, pick the owner from the people at the meeting, and set a due date with **1 week**, **2 weeks** or **1 month**. **Record and next** saves it and moves to the next item nobody has covered — the owner is told, and the action item appears on the website straight away.
- 4 Publish the minutes** when the agenda is covered. Everyone who was recorded as attending is told, except you.

Save viewpoints leaves the meeting in the file

Save viewpoints writes one saved viewpoint per agenda item into a folder named after the meeting, in agenda order. They're part of the .nwf, so anyone who opens the file afterwards — with this plugin or without it — can walk the same clashes in the same order. Save the file to keep them.

Two things the panel won't do

Items with no clash in this file. An agenda item that came from an uploaded report, rather than a push from this plugin, carries no Navisworks identity — so the panel shows it without the model actions rather than guessing which geometry is meant. You can still record a decision on it.

Recording, if you're not a coordinator. Anyone on the project can open a meeting and follow along in the model. Recording decisions and publishing minutes is for Admins, Project Managers and BIM Coordinators, the same as on the website.

08 The other actions

The selected clash PANEL

Select a clash in the 3D view or in Clash Detective, then click **Use current selection**. Once its test has been pushed, the panel shows it as tracked: its issue number, status, owner, priority and due date. Change its status there, open it on the website, or add the current view to it with **Add snapshot to issue**. Selecting a Clash Detective group shows the group, and a status change applies to every clash in it.

A clash whose test hasn't been pushed isn't on the website yet — **Push this clash** sends just that one. **Create issue** on a clash that's already there doesn't make a second record: it tells you the issue number and saves any attached view to it.

What you can change depends on your role

Only Admins, Project Managers and BIM Coordinators can mark a clash Verified or Closed, or create an issue. The button still appears for other roles, but the website will refuse the request.

Focus RIBBON · PANEL

Select a clash in the 3D view or Clash Detective first, then click **Focus**. The view moves to that clash — useful for getting back to something you're discussing.

Snapshot RIBBON · PANEL

Captures exactly what's on screen and sends it to the project's **Snapshots** tab. It includes any active section plane or section box, and any redline markup — clouds, arrows and text — not just the bare model. A snapshot from the ribbon isn't tied to a particular clash; to add one to the selected clash, use [Add snapshot to issue](#).

Groups RIBBON · PANEL

Gathers clashes that sit near each other into groups so they can be assigned together. Choose a clash test and how close is close enough, click [Preview groups](#), and look the result over — nothing has changed in Navisworks at that point.

Writing groups changes the open file

[Write to Navisworks](#) asks first, then adds the groups to Clash Detective and sets **Assigned To** on their clashes. It's the only thing in the plugin that writes into your file besides model sync, and it can't be undone from the panel.

09 Settings

Open Settings from the gear at the top of the panel.

SECTION	WHAT'S THERE
Account	Who you're signed in as and your role, with a link to manage the account on the website.
Updates	The version you have and the latest published one, with Check now and Download installer . Updates never install themselves: you choose when to run the installer, and it can only replace the plugin while Navisworks is closed.
Connection	The website address, the project this file is linked to, the JAED Models folder, and Open diagnostics log .
Terms	The terms for using Collision Suite.
About	Version details, support, and Copy version details for a support message.

10 What the panel is telling you

The dot beside the project name is the connection; the line along the bottom is the file.

YOU SEE	WHAT IT MEANS	WHAT TO DO
Green dot, Connected	Signed in and ready.	Nothing.
No project linked	This file isn't linked to a project yet.	Click the project at the top of the panel and choose one.
Session expired - sign in again	Your sign-in has lapsed.	Click Sign in again .
Website unavailable	The site couldn't be reached.	Check your connection, then Retry . Reading and grouping this file's clashes keeps working.
Working offline	Opened on your last sign-in because the site was unreachable.	Reconnect when you're back online; pushing and model updates need it.
No clash tests in this file yet	Clash Detective has no results in this file.	Set up and run a test, then look again.
Model sync works on an .nwf	The open file is a published .nwf, whose models can't be refreshed.	Open or save the coordination file as .nwf.

11 If something doesn't work

MESSAGE

FIX

Save this file as an .nwf first	A project is linked to a saved file. Save it, then link it.
Link this file to a project first	Click the project at the top of the panel and choose one.
is in use and wasn't replaced	Something else has that model file open — another Navisworks window, or Explorer previewing it. Close it and update again.
didn't match the website's copy	The download was corrupted and thrown away. Click Update models again.
The open file changed during the download	You switched files mid-update. Open the file again and update; nothing was downloaded twice.
Tick at least one clash test to push	On Push , tick the tests you want to send.
Read-only session	You continued offline, or signed in as a guest. Sign in with your own account to push.
No Collision Suite tab	The plugin runs in Navisworks 2026. Restart Navisworks after installing; if the tab still isn't there, run the installer again.

12 What the plugin sends and keeps

SENT TO THE WEBSITE

The clash tests you push, with their images and the trades you picked; status changes you make to a clash; and the snapshots you send. Nothing goes up until you click to send it.

KEPT ON YOUR COMPUTER

Your session, encrypted — never your password; which project each of your files is linked to; the trades picked per test; the models themselves, in a JAED Models folder beside the file; and a diagnostics log under AppData.

LEFT ALONE

Everything else in your model file. Model sync only replaces files in JAED Models and refreshes or appends them; the one other thing that writes to the file is applying clash groups.