A blue text on a white background

AI-generated content may be incorrect.

Command Message Style Guide

# Introduction

The Guardian Command Messages Style Guide is based on common knowledge seen over the years. This guide is meant to provide a starting point for firms to customize Guardian Command Messages. Each firm can customize the Guardian Command Messages to meet their specific needs and properly inform their users of their best practices.

For each Guardian Custom Interaction and User Command, a suggested ‘Guide’ or ‘Prevent’ protection model Command Message is provided based on the recommended protection model. A suggested ‘Prevent’ Command is provided to easily convert any ‘Guide’ message to ‘Prevent’.

Each Command Message follows a similar structure while providing best practices for messaging:

1. What Revit command triggered the Command Message and why it was triggered.
2. Who is responsible for executing or maintaining the Revit command or settings.
3. How to proceed with executing the Revit command.
4. An image to help establish the tone of the message.
5. Recommended workflows that assist the users with best practices associated with the Revit command or settings.
6. Links to learning resources that help educate the user on how the Revit command or settings function within Revit. Links to [Autodesk Help](https://help.autodesk.com/view/RVT/2025/ENU/) are provided by default.

**To make adopting these Command Messages for Company Administrators easy, they are provided out of the box when Guardian is initially installed.** For existing Guardian users, creating a new Project Configuration will bring all the default Command Messages into your Guardian settings and can be propagated to existing Project Configurations by using the copy button.

# Command Message Style Guide

|  |  |
| --- | --- |
| Style Name | Style Settings |
| Opening Line | Font: Calibri  Font Size: 14  Command set to **Bold** |
| Second Line | Font: Calibri  Font Size: 12 |
| Second Line (if necessary and can be used for all additional lines of text) | Font: Calibri  Font Size: 12 |
| Image | Default Image Size: 450px x 250px  The width of the image helps to establish the width of the Command Message dialog. |
|  | |
| Recommended Workflows | Recommend Workflows set to: Font: Calibri  Font Size: 14 **Bold** and Underline  Color: 0, 176, 80  Optional Emojis: **✅ ❎**  Emoji set to: Font: Segoe UI Emoji  Font Size: 16 **Bold**  Color: 0, 176, 80 |
| Workflow Text | Font: Calibri  Font Size: 12 |
| Did You Know? | Font: Calibri Font Size: 14/18 for question mark Font Color: 46, 46, 146 **Did You Know** set to **bold** and underline. Neither for question mark |
| * Bullet List | Font: Calibri  Font Size: 12 |

# Suggested ‘Guide’ versus ‘Prevent’ Command

A side-by-side comparison is provided to demonstrate how the ‘Prevent’ Command Message can be developed from the provided ‘Guide’ Command Messages. The difference in language is shown in yellow for ‘Guide’ and red for ‘Prevent’. Prevent Command Messages are more direct in their tone.

|  |  |
| --- | --- |
| Recommended Protection Mode: Guide | |
| Recommended Frequency: Every time | |
| Guide | Prevent |
| **Opening a Linked** **Model** is not a best practice as the link will become unloaded from the project and may disrupt the work of others.  Links are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Opening a Linked Model**.    Recommended Workflows:  When opening linked models, it is best practice to open the linked model in a separate session of Revit. This allows the link to remain active in the current session for all users and doesn't take ownership of the link.  Did You Know?   * Learn more about [Managing Links](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C7094D06-D4C5-4CCB-8E7B-5C8188EC3272). | **Opening a Linked Model** requires admin collaboration.  Links are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:  When opening linked models, it is best practice to open the linked model in a separate session of Revit. This allows the link to remain active in the current session for all users and doesn't take ownership of the link.  Did You Know?   * Learn more about [Managing Links](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C7094D06-D4C5-4CCB-8E7B-5C8188EC3272). |

# Table of Contents

[Introduction 1](#_Toc192502571)

[Command Message Style Guide 2](#_Toc192502572)

[Suggested ‘Guide’ versus ‘Prevent’ Command 3](#_Toc192502573)

[Table of Contents 4](#_Toc192502574)

[Collaborate 8](#_Toc192502575)

[Coordination Settings 8](#_Toc192502576)

[Publish Settings 9](#_Toc192502577)

[Worksets 10](#_Toc192502578)

[Command 12](#_Toc192502579)

[Attach Top/Base 12](#_Toc192502580)

[Bind Revit Link 13](#_Toc192502581)

[Coordination Review (Current Project) 14](#_Toc192502582)

[Coordination Review (Select Link) 15](#_Toc192502583)

[Copy/Monitor – (Current Project) 16](#_Toc192502584)

[Copy/Monitor – (Select Link) 17](#_Toc192502585)

[Create Assembly 18](#_Toc192502586)

[Create Group 19](#_Toc192502587)

[Demolish 21](#_Toc192502588)

[Detach Top/Base 22](#_Toc192502589)

[Drag Elements on Selection 23](#_Toc192502590)

[Dynamo 24](#_Toc192502591)

[Dynamo Player 25](#_Toc192502592)

[Edit Profile 26](#_Toc192502593)

[Explode CAD 27](#_Toc192502594)

[Export to CAD Formats 30](#_Toc192502595)

[Filled Region 31](#_Toc192502596)

[Grid 32](#_Toc192502597)

[Hide Category in View 33](#_Toc192502598)

[Import Family Types 34](#_Toc192502599)

[Import Images 35](#_Toc192502600)

[Import PDF 36](#_Toc192502601)

[In-Place Mass 37](#_Toc192502602)

[Level 38](#_Toc192502603)

[Linework 39](#_Toc192502604)

[Link Open (and Unload) 40](#_Toc192502605)

[Link Reload 41](#_Toc192502606)

[Link Reload From 42](#_Toc192502607)

[Link Unload 43](#_Toc192502608)

[Link Unload For All Users 44](#_Toc192502609)

[Masking Region 45](#_Toc192502610)

[Model In-Place 46](#_Toc192502611)

[Override Graphics by Category 47](#_Toc192502612)

[Override Graphics by Element 48](#_Toc192502613)

[Override Graphics by Filter 49](#_Toc192502614)

[Paint 50](#_Toc192502615)

[Print – Chris Shafer 51](#_Toc192502616)

[Purge Unused 52](#_Toc192502617)

[Reconcile Hosting 53](#_Toc192502618)

[Run Interference Check 54](#_Toc192502619)

[Save As Family 55](#_Toc192502620)

[Save As Project 56](#_Toc192502621)

[Save As Template 57](#_Toc192502622)

[Scope Boxes 58](#_Toc192502623)

[Template from Current View 59](#_Toc192502624)

[Transfer Project Standards 60](#_Toc192502625)

[Ungroup 61](#_Toc192502626)

[Wall Opening 62](#_Toc192502627)

[Insert 63](#_Toc192502628)

[Import CAD 63](#_Toc192502629)

[Insert 2D Elements from File 64](#_Toc192502630)

[Insert Views from File 65](#_Toc192502631)

[Link CAD 66](#_Toc192502632)

[Link IFC 67](#_Toc192502633)

[Link Revit 68](#_Toc192502634)

[Load as a Group 69](#_Toc192502635)

[Load Autodesk Family 70](#_Toc192502636)

[Load Family 71](#_Toc192502637)

[Location 72](#_Toc192502638)

[Acquire Coordinates 72](#_Toc192502639)

[Mirror Project 73](#_Toc192502640)

[Publish Coordinates 74](#_Toc192502641)

[Relocate Project 75](#_Toc192502642)

[Rotate Project North 76](#_Toc192502643)

[Rotate True North 77](#_Toc192502644)

[Specify Coordinates at a Point 78](#_Toc192502645)

[Manage 79](#_Toc192502646)

[Browser Organization 79](#_Toc192502647)

[Building or Space Types 80](#_Toc192502648)

[Color Schemes 81](#_Toc192502649)

[Decal Types 82](#_Toc192502650)

[Demand Factors 83](#_Toc192502651)

[Design Options 84](#_Toc192502652)

[Edit a Panel Schedule Template 85](#_Toc192502653)

[Electrical Settings 86](#_Toc192502654)

[Fabrication Settings 87](#_Toc192502655)

[Images 88](#_Toc192502656)

[Links 89](#_Toc192502657)

[Load Classification 90](#_Toc192502658)

[Loaded Tags and Symbols 91](#_Toc192502659)

[Mechanical Settings 92](#_Toc192502660)

[Object Styles 93](#_Toc192502661)

[Manage Panel Schedule Templates 94](#_Toc192502662)

[Project Information 95](#_Toc192502663)

[Project Parameters 96](#_Toc192502664)

[Project Units 97](#_Toc192502665)

[Rebar Cover Settings 98](#_Toc192502666)

[Reinforcement Numbers 99](#_Toc192502667)

[Reinforcement Settings 100](#_Toc192502668)

[Shared Parameters 101](#_Toc192502669)

[Starting View 102](#_Toc192502670)

[Structural Settings 103](#_Toc192502671)

[View Filters 104](#_Toc192502672)

[View Templates 105](#_Toc192502673)

[Settings 106](#_Toc192502674)

[Analysis Display Styles 106](#_Toc192502675)

[Arrowheads 107](#_Toc192502676)

[Callout Tags 108](#_Toc192502677)

[Detail Level 109](#_Toc192502678)

[Elevation Tags 110](#_Toc192502679)

[Fill Patterns 111](#_Toc192502680)

[Halftone/Underlay 112](#_Toc192502681)

[Line Patterns 113](#_Toc192502682)

[Line Styles 114](#_Toc192502683)

[Line Weights 115](#_Toc192502684)

[Section Tags 116](#_Toc192502685)

[Sheet Issues/Revisions 117](#_Toc192502686)

[Sun Settings 118](#_Toc192502687)

[Temporary Dimensions 119](#_Toc192502688)

[Assembly Code 120](#_Toc192502689)

[Company Settings Users Commands 121](#_Toc192502690)

[Close 121](#_Toc192502691)

[New Annotation Symbol 122](#_Toc192502692)

[New Conceptual Mass 123](#_Toc192502693)

[New Family File 124](#_Toc192502694)

[New Project 125](#_Toc192502695)

[New Title Block 126](#_Toc192502696)

[Setting: Options 127](#_Toc192502697)

[Company Settings Custom Interactions 128](#_Toc192502698)

[Upgrade File Protections 128](#_Toc192502699)

[Open Central File Protections 129](#_Toc192502700)

[Save Over Earlier Version Protections 131](#_Toc192502701)

[Open Protections - Families 132](#_Toc192502702)

[Open Protections – Revit Templates 133](#_Toc192502703)

[Open Protections – Non-Workshared Revit Projects 134](#_Toc192502704)

[Open Protections –Workshared Revit Projects 135](#_Toc192502705)

[Pausing Guardian 136](#_Toc192502706)

[Customer Interactions 137](#_Toc192502707)

[Sync Traffic Control – Sync Conflicts 137](#_Toc192502708)

[Sync Traffic Control – Sync Reminder 137](#_Toc192502709)

[Protected Pins 138](#_Toc192502710)

[Protected Families – Prevent: Title Blocks 139](#_Toc192502711)

[Protected Families – Guide: Annotation Families 140](#_Toc192502712)

[Protected Families – Monitor: All other Families (Administrator Notes) 141](#_Toc192502713)

[Mirror Protections – Prevent: Revit Links 142](#_Toc192502714)

[Mirror Protections – Prevent: CAD Links & Imports 143](#_Toc192502715)

[Group Protections – Prevent: CAD Links 144](#_Toc192502716)

[Group Protections – Prevent: Model Groups 145](#_Toc192502717)

[Group Protections – Prevent: Detail Groups 146](#_Toc192502718)

[Copy & Array Protections – Prevent: Revit Links 147](#_Toc192502719)

[Copy & Array Protections – Prevent: CAD Links & Imports 148](#_Toc192502720)

[Copy & Array Protections – Prevent: In-Place Families 149](#_Toc192502721)

[Copy & Array Protections – Guide: Levels & Grids 150](#_Toc192502722)

[Hide Elements in View Protections – Prevent: Annotation 151](#_Toc192502723)

[Hide Elements in View Protections – Prevent: Levels & Grids 152](#_Toc192502724)

[Hide Elements in View Protections – Prevent: Revision 153](#_Toc192502725)

[Hide Elements in View Protections – Guide: 3D Model Elements 154](#_Toc192502726)

[Hide Elements in View Protections – Monitor: All Hide Elements (Administrator Notes) 155](#_Toc192502727)

[Delete Protections – Prevent: Levels & Grids 156](#_Toc192502728)

[Delete Protections – Prevent: Revit Links 157](#_Toc192502729)

[Delete Protections – Prevent: View Callouts 158](#_Toc192502730)

[Delete Protections – Prevent: Scope Box 159](#_Toc192502731)

[Delete Protections – Guide: Rooms 160](#_Toc192502732)

[Delete Protections – Guide: Delete Other 161](#_Toc192502733)

[Delete Protections – Monitor: All Other Deleted Elements (Administrator Notes) 162](#_Toc192502734)

[Approved Library Sources – Prevent: Large Families 163](#_Toc192502735)

[Approved Library Sources – Guide: C:\Drive (Content Catalog) 164](#_Toc192502736)

[Approved Library Sources – Guide: Avail 165](#_Toc192502737)

[Approved Library Sources – Approved: Content Catalog (Administrator Notes) 167](#_Toc192502738)

[Approved Library Sources – Monitor: All Other Sources (Administrator Notes) 168](#_Toc192502739)

# Collaborate

## Coordination Settings

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once Per Session |
| Guide |
| Modifying the **Coordination Settings** may alter how MEP Fixtures are Copy/Monitored from Linked Models.  The Coordination Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Coordination Settings**.    Did You Know?   * Learn more about the [Coordination Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-F1F4F05D-817C-48AA-A13C-C07C820C41DA). |

## Publish Settings

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Modifying the **Publish Settings** may alter how Sheets and Views are published to Autodesk Construction Cloud.  Publish Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Publish Settings.**    Did You Know?   * Learn more about the [Publish Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-09FBF9E2-6ECF-447D-8FA8-12AB16495BC3). |

## Worksets

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Worksets should be created and managed as part of the overall model management strategy.  The Worksets and their settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Worksets.**    Recommended Workflows:   * Worksets should be created in accordance with overall Workset strategy established for the firm or project. * Linked Revit Models and CAD files should be placed on dedicated Worksets. * To improve model performance of the current Revit session, Worksets that contain content not relevant to the current session can be “Closed” (*Opened* = No). * Worksets can be closed during the [opening of the model](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C4E941F0-C469-4D7F-B441-849606D9A52D) to improve model performance. * As a general rule, Worksets should not be used for visibility settings by Opening/Closing Worksets. * The *Visible in all Views* settings should only be used in special cases. * The visibility of the modeled elements should be controlled with [View Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A9C36610-6853-433D-AFB5-639090BD017F),and, if needed,[View Filters](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-145815E2-5699-40FE-A358-FFC739DB7C46). For temporary visibility control, use [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AB09B293-747B-4DA0-AFAA-77BBF42193D5). * By making a [Workset *Editable*](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-12EDFBE8-7A41-4AD4-A821-0B3E79F60B4F), will prevent all other users from modifying any element that are placed on that Workset. Synchronize with Central to release the “Ownership” of the Workset and associated modeled elements. This should be used sparingly.   Did You Know?   * Learn more about [Worksets](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-FDAA51E3-7703-4965-B09E-E61A92CD0E5A). * The primary purpose of Worksets is to divide modeled elements into distinct collections to manage the performance of the model and prevent multiple users working on the same elements within the model. * Guardian’s [Workset Manager](https://getguardian.webflow.io/resources?cat=guardian-messages&article=guardian-messages) automates the creation of Worksets and provides rules to automatically place modeled elements onto the correct workset. |

# Command

## Attach Top/Base

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| **Attach Top and Attach Base** may not be a best practice for this project.  Utilizing the **Attach Top and Attach Base** function for Revit walls limits the functionality of the restraint and offset instance parameters for those walls.  Please utilize Attach Top/Attach Base in accordance with the best practices established for this project.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with utilizing the **Attach Top or Attach Base** function.    Did You Know?   * Learn more about [Attached Top/Attach Base](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-ED60CE62-B955-45E9-9D7D-00F1552D858C). |

## Bind Revit Link

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Bind Revit Links** requires admin collaboration.  Bind Revit Links should be performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * Utilizing Bind Revit Links should never be performed on a live production model as it will permanently merge the Linked Revit Models with the live model. * When needing to Bind Revit Links to share the model, please open a [Detach From Central](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-2B3E48F7-96A3-4379-BF6B-538D8C9ED5EF) version of the model.   Did You Know?   * Learn more about [Bind Revit Links](https://help.autodesk.com/view/RVT/2024/ENU/?guid=GUID-3AC5B298-828D-498A-BECB-92AEA28E5A2F). |

## Coordination Review (Current Project)

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| **Coordination Review** is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Coordination View**.    Did You Know?   * Learn more about [Coordination Review](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-7B75C74B-2B56-4CF4-8FF7-3C1535993AD7). |

## Coordination Review (Select Link)

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| **Coordination Review** is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Coordination View**.    Did You Know?   * Learn more about [Coordination Review](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-7B75C74B-2B56-4CF4-8FF7-3C1535993AD7). |

## Copy/Monitor – (Current Project)

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| The **Copy/Monitor** command may negatively impact the performance of the model.  **Copy/Monitor** is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Copy/Monitor**.    Did You Know?   * Learn more about [Copy/Monitor](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-BC9433C7-DC3A-4F73-A905-2CF6DB7DC09E). |

## Copy/Monitor – (Select Link)

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| The **Copy/Monitor** command may negatively impact the performance of the model.  **Copy/Monitor** is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Copy/Monitor**.    Did You Know?   * Learn more about [Copy/Monitor](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-BC9433C7-DC3A-4F73-A905-2CF6DB7DC09E). |

## Create Assembly

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| The **Create Assembly** command may not be a best practice for this project.  Creating Assemblies is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with the **Create Assembly** command.    Did You Know?   * Learn more about the [Create Assembly](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-4FE91053-5923-43D3-9A15-C911173B3BBB) command. |

## Create Group

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| The use of **Groups** may not be a best practice and may negatively impact the performance of the model.  Please create groups in accordance with the best practices established for this project.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Creating Groups**.    Recommended Workflows:   * The following elements should not be included in the Revit Groups:   + CAD   + Groups in Groups   + Revit Models   + Room Separation Lines   + Scope Boxes * Utilizing Model Groups as a method of last resort is recommended as Model Groups are known to negatively impact the performance of the model. * When utilizing Detail Groups over modeled elements may cause 2D elements (i.e. Detail Items) to be constrained to the 3D geometry and may cause those 2D elements to move. Moving all elements with the Detail Group a known distance (i.e. 5’-0”) and moving it back the same distance will break the constraints and prevent the 2D elements from moving. Select “Disjoin” while using the move command.   Did You Know?   * Learn more about [Revit Groups](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-52612B0F-43AA-47AF-A76C-BB0E3DD24E34). |

## Demolish

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Once per session |
| Guide |
| Please proceed with caution utilizing **the Demolish hammer** as it’s easy to accidentally select non-demolished elements.  It is a best practice to set the “Phase Demolished” within the Properties Menu of the selected elements.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with the **Demolish Hammer**    Did You Know?   * With Revit, “Demolish” is not a phase, but is considered a sequence within the “New Construction” phase (or the equivalent phase when new work is being created). * Learn more about the [Demolish Hammer](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-F9DFEDF3-FA2C-4A9D-80A4-DDDA1898A0E4). * Learn more about [Revit Phases](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-BDCE1B94-58D0-401B-863B-2708D36D54EA). |

## Detach Top/Base

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| **Detach Top and Attach Base** may not be a best practice for this project.  Please utilize Detach Top/Attach Base in accordance with the best practices established for this project.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with utilizing the **Detach Top or Detach Base** function.    Did You Know?   * Learn more about [Detach Top/Detach Base](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-ED60CE62-B955-45E9-9D7D-00F1552D858C). |

## Drag Elements on Selection

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| **Drag Elements on Selection** is not a best practice as it may cause accidental moving of important elements.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with turning on **Drag Elements on Selection**.    Did You Know?   * Learn more about the [Drag Elements on Selection](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-4CB0246D-D7E9-4CEA-BF4C-159269220B53) command. |

## Dynamo

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| Please utilize the firm’s **Dynamo** provided scripts through **Dynamo Player**.  Dynamo scripts may not work for all projects and Revit versions as they may require project level customization. Dynamo scripts are typically executed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with utilizing **Dynamo**.    Did You Know?   * Learn more about [Dynamo for Revit](https://help.autodesk.com/view/RVT/2025/ENU/?guid=RevitDynamo_Dynamo_for_Revit_html). |

## Dynamo Player

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| **Dynamo** scripts may not work for all projects and Revit versions as they may require project level customization.  Dynamo scripts are typically executed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with utilizing **Dynamo Player**.    Did You Know?   * Learn more about [Dynamo Player](https://help.autodesk.com/view/RVT/2025/ENU/?guid=RevitDynamo_Dynamo_Player_html). |

## Edit Profile

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| **Editing the Profile of a Wall** may not be a best practice for this project.  Please Edit the Profile of the wall in accordance with the best practices established for this project.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Editing the Profile of a Wall**.    Did You Know?   * Learn more about [Editing the Profile](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-F3B8DD5E-5380-45C1-B0D6-E6B081224E63) of a Wall. |

## Explode CAD

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Explode CAD** requires admin collaboration.  See below for more information regarding best practices for Exploding CAD  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows **CAD Backgrounds:**  CAD DWG’s should be inserted into the model via the [*Link CAD*](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-5A021344-77C9-449B-8428-EA5C8B786E09) Revit command and placed on the dedicated CAD Workset. Using the [*Link CAD*](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-5A021344-77C9-449B-8428-EA5C8B786E09) command versus the [*Import CAD*](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-02E2B1A7-AA87-466A-854C-728296A84628) command will prevent the possibility of CAD files from being exploded.  **Workflow for a Detail Drawing:**  When using CAD files for details, please utilize the [Detail Item](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-40A09EB9-C28D-43D0-815D-18519042845D) Revit family template workflow:   1. Open a new Detail Item Family Template (**.rft**) that has firm standard line styles pre-loaded. 2. Save the family following the firm’s naming conventions. 3. Register the Revit family by clicking on the ***Register Family***button on the Guardian Ribbon under ***Addins > Guardian*.** 4. Go to Insert > Import CAD. 5. Explode CAD. Guardian will automatically convert the CAD lines to Revit-native lines **if the CAD line styles are mapped** to the configuration. Learn more [here for basics](https://www.getguardian.tech/resources?cat=initial-setup&article=initialmappings) & [here for a closer look](https://www.getguardian.tech/resources?cat=anatomy-of-a-mapping&article=anatomy-of-a-mapping). 6. Load the newly created Detail Item Revit Family into the project model. 7. Use Guardian to continue to identify & convert any lines missed in step 5 using the ***All Project Properties***dialogue. Learn more [here](https://www.getguardian.tech/feature-post/project-properties).   Workflows to Avoid **Exploding CAD** within the model environment cause nonstandard line patterns, line styles, fill patterns and filled regions to enter the project model that impact the graphical quality of the documentation. Exploding CAD may degrade the performance of the Revit model.  Did You Know?  [**Exploding of CAD**](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-F2D2B53E-187A-446D-8316-D7C2C35048E1) **Impact on the Revit Model: Conversion to Lines and Shapes:**   * The CAD file's geometry (lines, arcs, circles, etc.) is converted into Revit line styles, line pattern, filled regions and fill patterns, depending on the context of the explosion (e.g., in a drafting view or the model view). * 3D geometry can become disconnected surfaces or uneditable elements in Revit.   **Loss of CAD Layer Structure:**   * Layers from the CAD file are not preserved, and all elements may lose their original grouping or hierarchy, making them harder to manage.   **Increased Model Size:**   * Exploding creates numerous individual elements, significantly increasing the number of entities in the model, which can bloat file size and impact performance.   **Potential for Errors or Inconsistencies:**   * Some CAD elements may not translate cleanly, resulting in inaccuracies or corrupted geometry. * Text, hatches, and dimensions might not convert correctly and can become unmanageable or disjointed.   **Visual Clutter:**   * The exploded elements often lead to visual clutter in the Revit model, especially if the original CAD file was highly detailed. |

## Export to CAD Formats

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| When **Exporting to CAD,** please utilize the firm’s preset CAD Export settings provided.  Exporting to CAD is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Exporting to CAD**.    Did You Know?   * Learn more about [Exporting to CAD](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-7C1AC4B7-1EEA-4025-ADEB-CE1CBB974132). |

## Filled Region

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Once per session |
| Guide |
| The use of **Filled Regions** may not be a best practice.  The use of Filled Regions should be limited to Elevation, Detail, or Drafting Views and should not be used in Plan or RCP views.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with placing a **Filled Region**.    Did You Know?   * Filled Regions are made from [Fill Patterns](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-BC72C8DB-D7B5-425B-B124-998BF0128A59). Filled Regions are a Revit System Family that set the fill pattern, line weight and color. * Learn more about [Filled Regions](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-80929037-4CBB-47D7-9FA7-85DC96B7D467). |

## Grid

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| **Grids** are critical project datums and should be placed and maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment stating the need for an additional Grid Line below to proceed with placing a **Grid**.    Recommended Workflows:   * Numbers are assigned to the grids in the vertical axis and letters to the grids in the horizontal axis. * Once all grids have been placed, use [Dimension Witness Lines](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-CC56A87E-E4FA-4E3B-8C50-ED7503EE5AB5) to check the grids are parallel and/or orthogonal to one another. * Ensure the grids extend to the proper extents of the building footprint. [Scope Boxes](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C787AA14-FE5C-40DC-97CC-995EB684DE61) may be used for this process. * If grids are maintained in another model, utilize [Copy/Monitor](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-BC9433C7-DC3A-4F73-A905-2CF6DB7DC09E) to add grids the to the current model. * Please utilize the [Reference Planes](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-91F64275-5E9F-44BB-B1A7-3BE26D81C857) for all project datums that are not structural grid lines. * Apply a Guardian Protected Pin to all Grids.   Did You Know?   * Learn more about [Grids](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-DBD917DB-B9F6-417B-B799-5F412A624EB4). |

## Hide Category in View

|  |
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| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Hide Category in View** requires admin collaboration.  Please use the [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AB09B293-747B-4DA0-AFAA-77BBF42193D5) for temporary visibility control or the [View Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A9C36610-6853-433D-AFB5-639090BD017F), and, if needed, [View Filters](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-145815E2-5699-40FE-A358-FFC739DB7C46), for permanent visibility control.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * For Views Placed on Sheets, please use the [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AB09B293-747B-4DA0-AFAA-77BBF42193D5) or [View Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A9C36610-6853-433D-AFB5-639090BD017F). * For 3D views or working views, please use the [Visibility and Graphic Display Dialog](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-997DA39A-EC39-41BF-ACAC-975087E986E7) within the View Properties menu.   Did You Know?   * Learn more about [Hide Category in View](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-B056FB7C-084E-4580-86A9-5735EA92CB7C). |

## Import Family Types

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| The **Import Family Types** commandmay significantly increase the file size of the Revit family.  It is a best practice to select only the family types necessary and not to select all the family types within the Type Catalog.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Import Family Types**.    Did You Know?   * Learn more about [Import Family Types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-71B8ADD1-0307-4DC4-9549-E25355EA0621) and [Type Catalogs](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-5DB0797C-B0CA-4C3F-B72A-84176738AEC5). |

## Import Images

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Once Per Session |
| Guide |
| Excessive use of **Images**may impact the performance of the Project Model.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Images**.    Did You Know?   * Learn more about [Images](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-FDBF9893-B13A-4B6E-BF9E-2C38D8B684C1). |

## Import PDF

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Once Per Session |
| Guide |
| Excessive use of **Imported PDF’s**may impact the performance of the Project Model.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Importing PDFs**.    Did You Know?   * Learn more about [Import PDF](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-FDBF9893-B13A-4B6E-BF9E-2C38D8B684C1). |

## In-Place Mass

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| Modifying the **Starting View** may alter the initial view seen by all users within the project model.  The Starting View is typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Starting View**.    Did You Know?   * Learn more about the [Starting View](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-622E667E-FB0B-47E1-8F66-E237A70771BD). |

## Level

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| **Levels** are critical project datums and should be placed and maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment stating the need for an additional Level below to proceed with placing a **Level**.    Recommended Workflows:   * Levels should be named in accordance with the firm’s best practices. * Ensure the levels extend to the proper extents of the building footprint. [Scope Boxes](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-5F22D076-345B-4539-9362-483CF898A77E) may be used for this process. * If levels are maintained in another model, utilize [Copy/Monitor](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-BC9433C7-DC3A-4F73-A905-2CF6DB7DC09E) to add grids the to the current model. * Please utilize the [Reference Planes](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-91F64275-5E9F-44BB-B1A7-3BE26D81C857) for all project horizontal datums that are not levels. * Apply a Guardian Protected Pin to all levels.   Did You Know?   * Learn more about [Levels](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-075B9A47-69AB-44D2-8A05-6136EFF26946). |

## Linework

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Using the **Linework Tool** is not a best practice and should be used as a last resort. Once used, it is very difficult to resolve overridden linework.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with the **Linework Tool**.    Recommended Workflows:   * Utilize Object Styles, View Templates, View Filters or Temporary View Overrides first. * Limit the use of the Linework Tool for Linked CAD or in 3D, non-documentation views. * Avoid utilizing the Linework Tool in 2D documentation views.   Did You Know?   * Learn more about the [Linework Tool](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-8979FAF8-8E25-4977-BFC8-0C065654CD0E). |

## Link Open (and Unload)

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| **Opening a Linked** **Model** is not a best practice as the link will become unloaded from the project and may disrupt the work of others.  Links are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Open Link**.    Recommended Workflows:  When opening Linked models, it is best practice to open the linked model in a separate session of Revit. This allows the link to remain active in the current session for all users and doesn't take ownership of the link.  Did You Know?   * Learn more about [Managing Links](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C7094D06-D4C5-4CCB-8E7B-5C8188EC3272). |

## Link Reload

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| **Reload Link** in accordance with the best practice associated with the project.  Links are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Reload Link**.    Recommended Workflows:   * By executing **Reload Link** you will assume ownership of the workset, preventing others from reloading the same link until the model is Synced with Central. * Sync with Central as soon as the model is reloaded. * Closing and Re-Opening the Workset in which the model placed will also execute the Reload Link with assuming ownership of the workset.   Did You Know?   * Learn more about [Managing Links](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C7094D06-D4C5-4CCB-8E7B-5C8188EC3272). |

## Link Reload From

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| **Reload Link From** will change the currently linked model to the model to be selected. Proceed with caution.  Links are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below stating where the link is being reloaded from in order to proceed with **Reload Link**.    Did You Know?   * Learn more about [Managing Links](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C7094D06-D4C5-4CCB-8E7B-5C8188EC3272). |

## Link Unload

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Reload Link** requires admin collaboration.  Links are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Unloading Links may remove modeled content from views, eliminate hosting, delete dimensions, and require other unintended rework. * Learn more about [Managing Links](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C7094D06-D4C5-4CCB-8E7B-5C8188EC3272). |

## Link Unload For All Users

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Reload Link For All Users** requires admin collaboration.  Links are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Unloading Links may remove modeled content from views, eliminate hosting, delete dimensions, and require other unintended rework. * Learn more about [Managing Links](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C7094D06-D4C5-4CCB-8E7B-5C8188EC3272). |

## Masking Region

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| It is a best practice to use **Masking Regions** inonly Detail or Drafting Views.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with placing a **Masking Region**.    Did You Know?   * Learn more about [Masking Regions](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3BA1B0F7-24C9-40C5-9F1F-3C459B693B91). |

## Model In-Place

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Using **Model In-Place** is not a best practice and should only be used for unique elements where there is only one instance of that element.  Modeling In-Place, rather than using loadable Revit, increases the file size and the performance of the project model. See below for more information regarding best practices for **Model In-Place.**  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Model In-Place**.    Recommended Workflows:   * Model In-Place should only be used for one-off, bespoke elements that are designed to the environment that it is placed in. * Assign the appropriate [Revit Category](https://help.autodesk.com/view/RVT/2022/ENU/?guid=GUID-4CDCDFB3-3EF6-4688-BB5A-F51185E15F63) to the In-Place family to ensure it can be properly managed with View Templates. * If the In-Place family is to be used more than once, a [Loadable Revit Family](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-144E4D2B-4CF4-46A8-8596-0D2952CDF150) should be used. * Avoid placing In-Place families in model groups.   Did You Know?   * Learn more about [Model In-Place](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-B63B71A6-E8F2-40C9-9CAC-FFB738C431E4). |

## Override Graphics by Category

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Override Graphics by Category** requires admin collaboration.  Please use the [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AB09B293-747B-4DA0-AFAA-77BBF42193D5) for temporary visibility control or the [View Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A9C36610-6853-433D-AFB5-639090BD017F),and, if needed,[View Filters](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-145815E2-5699-40FE-A358-FFC739DB7C46), for permanent visibility control.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Override Graphics by Category](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-CFE335EC-D17A-447C-999D-4D2E91C62C77). |

## Override Graphics by Element

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| **Override Graphics by Element** is not considered a best practice for controlling the visibility graphics of an element.  Please use the [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AB09B293-747B-4DA0-AFAA-77BBF42193D5) for temporary visibility control or the [View Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A9C36610-6853-433D-AFB5-639090BD017F),and, if needed,[View Filters](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-145815E2-5699-40FE-A358-FFC739DB7C46), for permanent visibility control.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Override Graphics by Element**.    Recommended Workflows:   * Please limit the use to only non-sheet views. * Please revise the View Template category graphics first. * Consider rule-based graphic overrides by setting up View Filters within the View Template.   Did You Know?   * It can be a time-consuming task to track and check one by one which elements whose graphics have been overridden. * Learn more about [Override Graphics by Element](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C8976D73-6590-4D65-9B41-626F48F4D9BB). |

## Override Graphics by Filter

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| **Override Graphics by Filter** is not considered a best practice for controlling the visibility graphics of an element.  Please use the [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AB09B293-747B-4DA0-AFAA-77BBF42193D5) for temporary visibility control or the [View Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A9C36610-6853-433D-AFB5-639090BD017F),and, if needed,[View Filters](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-145815E2-5699-40FE-A358-FFC739DB7C46), for permanent visibility control.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Override Graphics by Filter**.    Recommended Workflows:   * Please limit the use to non-sheet views. * Please revise the View Template category graphics first. * Consider rule-based graphic overrides by setting up View Filters within the View Template.   Did You Know?   * It can be a time-consuming task to track and check one by one which elements whose graphics have been overridden. * Learn more about [Override Graphics by Element](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C8976D73-6590-4D65-9B41-626F48F4D9BB). |

## Paint

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| Using the **Paint Tool** is not a best practice and may inadvertently change the assigned material and negatively impact the performance of the project model.  See below for more information regarding best practices for the **Paint** **Tool.**  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with the **Paint Tool**.    Recommended Workflows:   * Create and assign a [Revit Material](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AC8941BE-1A36-49E6-A1EC-57EB7AEAB345) to the Revit family to be rendered as the Paint tool will override the material assigned to the modeled element. * Only apply Paint to an applied finish that cannot be modeled in any other fashion within Revit. * Avoid utilizing the Paint tool in a manner similar to Match Properties where a new wall or floor type is to be created.   Did You Know?   * Learn more about the [Paint Tool](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-8BAA7C07-D174-4F02-AA81-239FD33BE363). |

## Print

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| Please note the firm’s best practices associated with **Printing** within Revit.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with the **Printing**.    Recommended Workflows:   * [Export to PDF](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-64A143EB-ADAA-42F5-9FF0-404615F65DE1) workflow is an alternative workflow utilizing the print command within Revit.   Did You Know?   * Learn more about the [Printing within Revit](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-6608A80C-992E-464D-9809-8F54BF137222). * The [Print Order](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-95C483DA-84FF-47D8-84B2-30718E8183B6) can now be set within Revit? |
| Administrator Note:  Many firms use the Print Command Message to notify users when the firm utilizes other printing software such as Bluebeam or RTVtools. |

## Purge Unused

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Proceed with caution with the **Purge Unused** command.  **Purge Unused** is typically performed by the project BIM or Model Manager. See below for more information regarding best practices for Purge Unused.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with the **Purge Unused** command.    Recommended Workflows:   * It is a best practice to first select *Check None* and only purge specific model categories. * Avoid purging all *View Types* (i.e. Elevations, Sections and Plan views). * Avoid purging *Other Styles* and utilize Guardian’s [Project Properties](https://www.getguardian.tech/resources) to clean and remove any non-standard “Styles”.   Did You Know?   * Learn more about [Purge Unused](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-4EBBDE76-E019-486E-BFBF-EE326CAAE2C4). |

## Reconcile Hosting

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| Please follow best practices when **Reconcile Hosting.**  Reconcile Hosting is typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Reconcile Hosting**.    Did You Know?   * Learn more about [Reconcile Hosting](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-CE73C639-A93D-4388-9885-ECA5806551C2). |

## Run Interference Check

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: N/A |
| Guide |
| **Running an Interference Check** is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Running an Interference Check**.    Recommended Workflows:  Intersections between elements often require coordination review with other disciplines. Ensure that any overlapping elements require addressing before modifying locations.  Did You Know?   * Learn more about [Interference Checks](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-890A9FE0-EFF4-4CFB-9E81-B0DE1A132BEC). |

## Save As Family

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Once Per Session |
| Guide |
| Performing a **Save As for a Revit Family** should be completed in accordance with the firm’s best practices. Please Save As with the proper naming convention and project directory.  Modifying and saving project specific Revit families is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Save As the Revit Family**.    Did You Know?   * Learn more about working with [Revit Families](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-846981B7-1636-44AC-89A3-59F8E063C800). |

## Save As Project

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Once Per Session |
| Guide |
| Performing a **Save As for a Revit Project** should be completed in accordance with the firm’s best practices.  Saving a Revit Project is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Save As the Revit Project.**    Recommended Workflows:   1. To create a copy of this model, close the model without performing a Save As. 2. Open again from within Revit. 3. Ensure the [Detach From Central](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-2B3E48F7-96A3-4379-BF6B-538D8C9ED5EF) box is checked in the open dialog. 4. Please Save As with the proper naming convention and project directory.   Did You Know?   * Doing Save As on a cloud worksharing file will disconnect the model from the central model. Changes will not be synchronized with the central model. * Learn more about [Saving Files](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A00D1018-6D25-40C9-8B58-D051830C59B0). |

## Save As Template

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Once Per Session |
| Guide |
| Creating a new **Revit Template** may alter the initial view seen by all users within the project model.  Creating new Revit Templates is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with creating a new **Revit Template**.    Did You Know?   * Learn more about [Project Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-4C16B54A-7ADA-4DEB-A278-C199B1BC4207). |

## Scope Boxes

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| **Scope Boxes** are used to establish the 3D extents of views when applied within the View Properties menu.  **Scope Boxes** are typically created and maintained by the project BIM, Model Manager or Project Architect.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with creating a **Scope Box**.    Recommended Workflows:   * Scope Boxes can be applied to Levels and Grids to ensure the extents are consistent throughout the project and within views. * Following a naming standard for Scope Boxes, such as the type of view being applied (i.e. Overall Plans, Part Plan A) helps keep them organized when applied to Views and inform users how they are to be applied.   Did You Know?   * Learn more about [Scope Boxes](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3E75F88D-D212-43D4-8176-5B7F305B60F2). |

## Template from Current View

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| Creating a **View Template for the Current View** may not be a best practice.  View Templates are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with creating a **View Template for the Current View**.    Did You Know?   * Learn more about [View Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A9C36610-6853-433D-AFB5-639090BD017F). |

## Transfer Project Standards

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| **Transfer Project Standards** can significantly alter the graphical and Revit standards of the project and may negatively impact the performance of the project model.  **Transfer Project Standards** is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Transfer Project Standards**.    Recommended Workflows:   * Only transfer the relevant categories. * When prompted to select *Override* or *New Only*, select *New Only.* * Only in specific circumstances should *Override* be used as it *will* override the current settings and standards within the project model.   Did You Know?   * Learn more about [Transfer Project Standards](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-2A49FE80-1B07-4C95-A0FE-42CE2001F3C2). |

## Ungroup

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| **Ungrouping** will orphan the elements within the group. If needed, replace the group rather than try to recreate the group.  Groups are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with the **Ungroup** command.    Did You Know?   * Learn more about modifying [Groups](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-B59163B4-E1DF-4C10-9DB9-F64B2861825E). |

## Wall Opening

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Wall cutting fenestration Revit families (walls, doors, etc.) should be used prior to using the **Wall Opening** Command.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with utilizing the **Wall Opening** command.    Recommend Workflows:  Many firms utilize a “Wall Openings” Revit family to wall cut the openings as they are more stable than the Wall Openings tool.  Did You Know?   * Learn more about [Wall Openings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-DE386617-D2BB-4F71-96B1-51D157DAEAA7). |

# Insert

## Insert: Get Autodesk Content

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Please utilize the firm’s Revit family library for all available vetted and approved Revit families prior to utilizing the Autodesk provided Revit Families.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Get Autodesk Content**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to [Load Autodesk Family](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-9918E806-7F1A-483A-85CF-7D9EE86C1663). |

## Import CAD

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Import CAD** requires admin collaboration.  CAD files are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows   * Rather than Import CAD, [Link CAD](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3A1F3B88-BCE6-4F23-B66F-5E3E77471C3C) is preferred methodology to bring CAD files into a Revit model. * If using a CAD file for a detail, creating a new [Detail Item](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-40A09EB9-C28D-43D0-815D-18519042845D) Revit family template and Insert and Explode CAD within the family before inserting the properly names Detail Item family into the project model. Please utilize Guardian’s Project Properties to properly clean the family of the CAD layers and map to the project standards.   Did You Know?   * How to [Link CAD](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3A1F3B88-BCE6-4F23-B66F-5E3E77471C3C). |

## Insert 2D Elements from File

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| **Insert 2D Elements from File** will not only bring in the 2D elements, but all the Revit properties and standards within those elements. Please proceed with caution.  Inserting content from another project is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Import CAD**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:  Utilize Guardian’s Project Properties to clean and map the incoming 2D elements to the properties and standards of the project model.  Did You Know?   * How to [Insert 2D Elements in File](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-246707F0-6ECB-42F3-9044-511067569C2E). |

## Insert Views from File

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| **Insert Views from File** will not only bring in the views, but all the Revit properties and standards within those elements. Please proceed with caution.  Inserting content from another project is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Insert Views from File**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:  Utilize Guardian’s Project Properties to clean and map the incoming content within the views to the properties and standards of the project model.  Did You Know?   * How to [Insert Views from File](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-8DC49C5E-E0B0-41A1-8933-B62755A2FA07). |

## Link CAD

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Please follow the best practices for **Linking a CAD** file listed below.  Linking CAD is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Link CAD**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:   * Place the Linked CAD on its dedicated Workset. * Follow the project standard for [Positioning for Imports and Links](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C922A152-0A30-4E27-BED2-BCE9FF2E5E30) when Linking the CAD file. * Prior to Linking CAD, open the CAD file in AutoCAD and clean any unnecessary linework. * Check the extents of the CAD file does not exceed the [extent limitations](https://www.autodesk.com/support/technical/article/caas/sfdcarticles/sfdcarticles/Geometry-in-the-file-File-Name-dwg-has-extents-greater-than-20-miles-33km-while-inserting-a-CAD-link-into-model-in-Revit.html) within Revit. * Check the Import Units.   Did You Know?   * How to [Link CAD](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-D184A004-D0BF-44D1-9C02-99480B129CAD). |

## Link IFC

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Please follow the best practices for **Linking an IFC.**  Linking IFC is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Link IFC**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:   * Place the Linked IFC on its dedicated Workset.   Did You Know?   * How to [Link IFC](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-DE8B322A-A507-4E03-93EC-AA21F354E43B). |

## Link Revit

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Please follow the best practices for **Linking a Revit** model**.**  Linking a Revit Model is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Link Revit**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:   * Place the Linked Revit model on its dedicated Workset. * Follow the project standard for [Positioning for Imports and Links](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C922A152-0A30-4E27-BED2-BCE9FF2E5E30) when Linking the Revit Model.   Did You Know?   * How to [Link Revit](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3D79F9CC-005B-4C4D-9F47-60CEAAE65638). |

## Load as a Group

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| **Load as a Group** is not a best practice as Groups may cause significant performance issues with the Revit Model.  Loading content is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Load as a Group**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:   * Groups within Revit can cause significant performance issues if utilized improperly.   Did You Know?   * How to [Load Group](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AD57A0E7-8DC6-45FD-8571-8FF51E5BC3A2). |

## Load Autodesk Family

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Please utilize the firm’s Revit family library for all available vetted and approved Revit families prior to utilizing the Autodesk provided Revit Families.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Load an Autodesk Family**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to [Load Autodesk Family](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-9918E806-7F1A-483A-85CF-7D9EE86C1663). |

## Load Family

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Please utilize the firm’s Revit family library for all available vetted and approved Revit families.  Please consult the project BIM or Model Manager for more information or enter a comment below stating why the family is required to proceed to **Load Family**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to [Load Family](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-2A6C26DE-63D7-48E8-A986-CAB6C362049A). |

# Location

## Acquire Coordinates

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Acquire Coordinates**requires admin collaboration.  The Location Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment and password below to proceed with the **Acquire Coordinates** command.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to use the [Acquire Coordinate](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-651EE8A9-FCFC-4999-91C6-4628FBCED902) commands. |

## Mirror Project

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Mirror Project**requires admin collaboration.  The Location Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to use the [Mirror Project](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-8836F60A-12E8-4A74-81A3-659127F3E331) command. |

## Publish Coordinates

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Publish Coordinates** requires admin collaboration.  The Location Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to use the [Publish Coordinates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-92EB55C8-A5C3-46C9-90F1-50E4FAD1548C) command. |

## Relocate Project

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Relocate Project** requires admin collaboration.  The Location Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to use the [Relocate Project](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-87EC952E-2B13-4246-9F40-C78F4A642619) command. |

## Rotate Project North

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Rotate Project North** requires admin collaboration.  The Location Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to use the [Rotate Project North](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C240FF71-D7D4-42C0-981C-4931C7A5E50C) command. |

## Rotate True North

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Rotate True North** requires admin collaboration.  The Location Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to use the [Rotate Project North](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C240FF71-D7D4-42C0-981C-4931C7A5E50C) command. |

## Specify Coordinates at a Point

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Specify Coordinates at a Point** requires admin collaboration.  The Location Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to use the [Specify Coordinates at Point](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-89298C90-FD56-4DA2-9DA2-84D29BA8A21E) command. |

# Manage

## Browser Organization

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| Modifying the **Browser Organization**requires admin collaboration.  Browser Organization settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Browser Organization](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C8D3E5A6-02A5-43A9-AFFC-D49DD27398B1). |

## Building or Space Types

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifyingthe **Building/Space Types**may alter how MEP/FP systems and workflows function within the Revit Model.  The **Building/Space Types**settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Building/Space Type** settings.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Spaces](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-48509199-F248-4B61-9DC6-CEFBE2E302F2). |

## Color Schemes

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifyingthe **Color Schemes**may alter how Rooms and Areas appear, and, for some uses, how their areas are calculated within the Project Model.  The **Color Schemes**settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Color Scheme** settings.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Color Schemes](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-4809E31D-8385-4EB9-89C2-B58D7FB25B00). |

## Decal Types

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Excessive use of **Decals**may impact the performance of the Project Model.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Decals**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Decals](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-969930D8-16D9-49CB-9E7E-5D8DF10C3C2B). |

## Demand Factors

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifyingthe **Demand Factors**may alter how electrical system calculations and workflows are performed within the Revit model.  The Demand Factor settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Demand Factors**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Demand Factors](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-554537D9-842A-46A0-9905-AD41C221EA10). |

## Design Options

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Once Per Session |
| Guide |
| Please utilize **Design Options** in accordance with the best practices established for this project.  Please consult the project BIM or Model Manager for more information or enter a comment below how **Design Options** are to be used and managed for this project model.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Design Options](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-D48B1E7E-BC34-414E-85BD-790F199BB2C0). |

## Edit a Panel Schedule Template

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifyingthe **Panel Schedule Template**may alter how Panel Schedules are displayed and loads are calculated.  The **Panel Schedule Template**settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Panel Schedule Template** settings.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Panel Schedule Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3D2D0E77-ED17-4FBF-AAE4-CB9185A3F779). |

## Electrical Settings

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifyingthe **Electrical Settings**may alter how electrical systems are modeled, graphically displayed, tagged and calculated within the Revit model.  The Electrical Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Electrical Settings**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Electrical Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-47D035DE-7C07-451F-B123-89AF9F5ABFBD). |

## Fabrication Settings

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifyingthe **Fabrication Settings**may alter the fabrication detailing within the Revit model and cause issues with fabrication systems.  The Fabrication Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Fabrication Settings**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Fabrication Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-4757F894-9C59-422E-92FC-FC56EA59FFB4). |

## Images

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Excessive use of **Images**may impact the performance of the Project Model.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Images**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Images](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-FDBF9893-B13A-4B6E-BF9E-2C38D8B684C1). |

## Links

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Modifying **Links**may alter how linked elements are displayed and referenced within the project model.  Manage Links is typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Managing Links**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Manage Links](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C7094D06-D4C5-4CCB-8E7B-5C8188EC3272). |

## Load Classification

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifyingthe **Load Classifications**may alter how electrical system calculations and workflows are performed within the Revit model.  The Load Classifications settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Load Classifications**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Load Classifications](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-54D9CE95-B417-45E5-BCAE-3E18B8FCF1F7). |

## Loaded Tags and Symbols

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| Modifyingthe **Loaded Tags and Symbols**may alter how elements are tagged within the Project Model.  The **Loaded Tags and Symbols**settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Loaded Tags and Symbols**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:  All necessary Tags and Symbols that meet the firm’s graphical standards are typically provided as part of the firm’s Revit Template.  Did You Know?   * Learn more about [Loaded Tags and Symbols](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C92F0BE0-DE01-42D4-83F1-90C6491E944D). |

## Mechanical Settings

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifyingthe **Mechanical Settings**may alter how mechanical systems are modeled, graphically displayed, tagged and calculated within the Revit model.  The Mechanical Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Mechanical Settings**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Mechanical Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-BD8B6695-F2DA-4290-8946-EF8AEEA932E0). |

## Object Styles

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| **Object Styles** drive the graphical representation of all elements within all Views and Sheets.  **Object Styles** are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Object Styles**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:   * Guardian’s Project Properties provide an automated solution to ensure all Object Styles and associated Subcategories meet those established by the firm’s graphical and Revit Standards.   Did You Know?   * Learn more about [Object Styles](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-30290298-D23B-40FC-8642-050C3BD1830D). |

## Manage Panel Schedule Templates

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifyingthe **Panel Schedule Template**may alter how Panel Schedules are displayed and loads are calculated.  The **Panel Schedule Template**settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Panel Schedule Template** settings.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Panel Schedule Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3D2D0E77-ED17-4FBF-AAE4-CB9185A3F779). |

## Phases

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Modifying the **Phase Settings** may alter the graphical representation of *all* modeled elements within the project model.  The **Phase Settings** are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Phase** s**ettings**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * With Revit, “Demolish” is not a phase, but is considered a sequence within the “New Construction” phase (or the equivalent phase when new work is being created). * Learn more about [Revit Phases](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-BDCE1B94-58D0-401B-863B-2708D36D54EA). |

## Project Information

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| The **Project Information Settings** are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Project Information Settings**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:  If the values of the Project Information Parameters are required, they usually can be edited through the project cover sheet titleblock and/or a titleblock on any sheet.  Did You Know?   * Learn more about [Project Information](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-183531FC-83D3-4C75-B912-3877142DA319). |

## Project Parameters

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| The **Project Parameters** are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Project Parameters**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Project Parameters](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-24033B80-62D4-4E04-AC15-FA8A6194A64F). |

## Project Units

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Modifyingthe **Project Units** may alter how dimensions are shown throughout the project.  The **Project Units** are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Project Units**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:   * If a modification to a specific dimension is necessary, it is a best-practice to modify the [Dimension Type](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0AD483DF-3721-4F5E-96DB-720A80231620) or create an unique [Dimension Type](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0AD483DF-3721-4F5E-96DB-720A80231620). * Setting the tolerance of dimensions to 1/256” can be a good thing! It is a way to demonstrate to users of elements that need to be moved to a constructable dimension.   Did You Know?   * Project Units are global settings established as part of the firm’s graphical and technical standards. * Learn more about [Project Units](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3AC18F2E-AEB3-43F5-A77A-4E9B72CE9357). |

## Rebar Cover Settings

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifying **Rebar Cover Settings**may alter the offset value from the face of the fire exposed surface and the rebar surface.  **Rebar Cover Settings** are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Rebar Cover Settings**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Rebar Cover Settings](https://help.autodesk.com/view/RVT/2024/ENU/?guid=GUID-4770D847-9CD5-4D12-AB0D-697D866CF88A). |

## Reinforcement Numbers

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifying **Reinforcement Numbers**may alter how reinforcement is tagged and scheduled.  **Reinforcement Numbers**are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Reinforcement Numbers**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Reinforcement Numbers](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-6AC222F6-CDE0-4572-8A26-7E0250D2DD5D). |

## Reinforcement Settings

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifying **Reinforcement Settings**may alter how reinforcement is modeled and documented.  **Reinforcement Settings**are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Reinforcement Settings**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Reinforcement Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-D893035B-FA99-41E6-B024-EFBB31C22F0E). |

## Shared Parameters

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| The **Shared Parameters** are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Shared Parameters**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Shared Parameters](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-E7D12B71-C50D-46D8-886B-8E0C2B285988). |

## Starting View

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Modifying the **Starting View** may alter the initial view seen by all users within the project model.  The **Starting View** is typically established by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Starting View**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about the [Starting View](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-622E667E-FB0B-47E1-8F66-E237A70771BD). |

## Structural Settings

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifyingthe **Structural Settings**may alter how structural systems are modeled, graphically displayed, tagged and calculated within the Revit model.  The **Structural** **Settings** are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **Structural** **Settings**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Structural Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0DBE0F40-0D81-4BE8-9817-0172EDFB3AF1). |

## View Filters

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| **View Filters** control the graphical representation ofmodeled elements for the views in which they have been assigned.  Because of the complexities of **View Filters,** they are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **View Filters**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:   * Following a naming standard for View Filters helps keep them organized when applied to View Templates. * Use the native View Templates settings first to modify the graphical representation of modeled elements and only use View Filter when the necessary graphical modifications cannot be accomplished within the View Template.   Did You Know?   * Learn more about [View Filters](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-145815E2-5699-40FE-A358-FFC739DB7C46). |

## View Templates

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| **View Filters** control the graphical representation of *all* modeled and annotation elements for the views in which they are applied.  **View Templates** are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying the **View Templates**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:   * Changes in the View Template propagates to all views in which that View Template is applied. If certain settings within the View Template need to be view specific, rather than creating multiple View Templates, deselect the *Include* button and this will allow that View Template setting to be set on a view-by-view basis. * If temporary modification to the view settings are needed for views in which View Templates have been applied, please use the [Temporary View Overrides](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AB09B293-747B-4DA0-AFAA-77BBF42193D5) feature. * All views that are placed on sheets should have a View Template applied.   Did You Know?   * Learn more about [View Templates](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-DD1AF833-EAA0-4C91-8CF3-EA8BB8B5C3D5). |

# Settings

## Analysis Display Styles

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| Modifying **Analysis Display Styles** may alter the appearance of analytical studies.  The Additional Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Analysis Display Styles** settings.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Analysis Display settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-84A57C91-14D4-406F-A9F6-972B21029521). |

## Arrowheads

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| Modifying **Arrowheads** requires admin collaboration.  The Additional Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Arrowheads settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-F45D546A-B43C-44A1-BA0E-B916126CA44C). |

## Assembly Code

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Modifying **Assembly Code** settingsmay alter how modeled elements with model are classified and tagged.  The Additional Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Assembly Code** settings.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Assembly Code settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-656CB002-1AC2-4300-99DF-E3CEF8395DDF). |

## Callout Tags

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| Modifying **Callout Tags** requires admin collaboration.  The Additional Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Callout Tags settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0E567E06-C803-4019-98D0-92B84DF90395). |

## Detail Level

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| Modifying **Detail Level** requires admin collaboration.  The Additional Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Detail Level settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0A0C92EC-DC99-4E25-B089-605772148718). |

## Elevation Tags

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| Modifying **Elevation Tags** requires admin collaboration.  The Additional Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Elevation Tags settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-9969B463-8300-41D7-9B8C-394F7A5F5A92). |

## Fill Patterns

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Modifying **Fill Patterns** may alter the graphical standards of the project.  The Additional Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Fill Patterns** settings.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Fill Patterns settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A75F6411-3D09-43F7-8302-B5AAA2A04D2D). |

## Halftone/Underlay

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| Modifying **Halftone/Underlay** settings requires admin collaboration.  The Additional Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Halftone/Underlay settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3B363D33-70F7-491C-9ED0-9D27977E635F). |

## Line Patterns

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Modifying **Line Patterns** may alter the graphical standards of the project.  The Additional Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Line Patterns** settings.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Line Patterns settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-4DD0736F-191C-4C13-AF77-29AE372CA074). |

## Line Styles

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Modifying **Line Styles** may alter the graphical standards of the project.  The Additional Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Line Styles** settings.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Line Styles settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A4E8ACE9-F03A-487C-9C25-8C41DBBBB450). |

## Line Weights

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| Modifying **Line Weights** requires admin collaboration.  The Additional Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Line Weights settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-35EF0EF0-9E1B-42E9-AB53-FC94F9AD8C97). |

## Section Tags

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| Modifying **Section Tags** requires admin collaboration.  The Additional Settings are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Section Tags settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-046AB486-4B45-44C7-AB47-17743DA38FCA). |

## Sheet Issues/Revisions

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Once per session |
| Guide |
| Creating and maintaining **Sheet Issues and Revisions** should be done in accordance with the project requirements.  The Sheet Issues and Revisions are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Sheet Issues and Revisions**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to create and maintain [Sheet Issues and Revisions](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0F2A9A13-0A88-4D18-9DF7-C0296DE0FFE4). |

## Sun Settings

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| The default **Sun Settings** should be done in accordance with the project requirements.  The Sheet Issues and Revisions are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Sun Settings**.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Recommended Workflows:  The Sun Settings are the default settings for all 3D views created in the project model. [View specific Sun Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-1074AB24-51A4-43BE-816B-BB2231D5C988) can be modified on a view-by-view basis.  Did You Know?   * How to modify [Sun Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-D799F1AE-FA7C-4361-AD19-6EAA251E0C44). |

## Temporary Dimensions

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Modifying **Temporary Dimensions** may alter the functionality of the placing and modifying modeled Walls, Door and Windows.  The Additional Settings are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Temporary Dimensions** settings.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * How to modify [Temporary Dimensions settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0C635A25-161D-4756-A3D1-C564079A1965). |

# Company Settings Users Commands

## Add-ins Manager

|  |
| --- |
| Recommended Protection Mode: Prevent |
| Recommended Frequency: Every time |
| Prevent |
| **Add-ins Manager** requires admin collaboration.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant holding a sign  AI-generated content may be incorrect.  Did You Know?   * Learn more about [Add-ins Manager](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-97276239-B101-4ECE-B30A-3CCD7174EEC4). |
| Administrator Note:  Add-ins Manager provides users a means to disable Guardian. By setting the Protection Mode to prevent will disable Add-ins Manager unless the user enters the Administrator provided password. If disabling by end users is absolutely necessary, it is recommended to either change the protection mode temporarily or provide users access to the Guardian Pause button.   The Add-ins Manager can be customized by BIM Managers and System Administrators to manage Revit Add-Ins Manager settings on users' machines. Learn more about [Admin controls for the Add-ins Manager](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-EB1DBBC4-1802-4D0A-B244-2D72EAA36DF0). |

## Close

|  |
| --- |
| Recommended Protection Mode: Guide |
| Recommended Frequency: Every time |
| Guide |
| Please Synchronize with Central prior to **Closing** the Revit model to prevent loss of completed work.  Please enter a comment below to proceed with **Closing** the Revit model**.**    Did You Know?   * Learn more about [closing a model without saving](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-B1922844-37B9-40D8-952C-CC9E72FFA8FA). |

## New Annotation Symbol

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| Before creating a **New Annotation Symbol,** please confirm the necessary Annotation Family (Tag or Symbol) is not available with the Project Browser or the firm-provided Revit family library.  Consider performing a Save As of an existing Annotation Family as they contain all necessary Text Styles and Shared Parameters.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with creating a **New Annotation Symbol**.    Did You Know?   * Between Revit Tags and Revit Symbol families, the primary difference is Tags are “Smart” as data is transferred from the element to the tag family. Symbol families are not “Smart” and no data is transmitted between the two. * Learn more about Revit [Tag](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0BF5C1C2-445E-43E6-9680-40C2818A8BAF) and [Symbol](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C81A1DB6-17D6-49EE-9E1E-B713554F53A9) Families. |

## New Conceptual Mass

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| **Conceptual Masses** should be created and used in accordance with the firm’s best practices.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with creating a **New Conceptual Mass**.    Did You Know?   * Learn more about [Conceptual Design with Revit](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A3097388-C28F-4425-877A-406038BCD55F). |

## New Family File

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| Before creating a **New Family,** please confirm the necessary Revit Family is not available with the Project Browser or the firm-provided Revit family library.  Please utilize the appropriate Revit Family Template or consider performing a Save As of an existing Revit Family as they contain all necessary settings and parameters.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with creating a **New Family**.    Did You Know?   * Learn more about [Creating Loadable Revit Families](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-81A12807-A549-4722-BD14-FEE16DAA747E). |

## New Project

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| When creating a **New Project** please utilize the firm provide Revit Templates.  Creating new **Revit Projects** is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with creating a **New Revit Project**.    Recommend Workflows:  When starting a new project in Revit, file naming is crucial for organization. Here's our standard naming convention: ***YYMM-XXX\_Discipline-ProjectName\_Phase***  Did You Know?   * Learn more about [Starting a New Revit Project](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-99FF7FDC-A3D6-4EB8-996B-FB716FA92F99). |

## New Title Block

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| Before creating a **New Title Block,** please confirm the necessary Title Block Family is not available with the Project Browser or the firm-provided Revit family library.  Consider performing a Save As of an existing title block family as they contain all necessary Text Styles and Shared Parameters.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with creating a **New Title Block**.    Did You Know?   * Learn more about creating a [New Title Block](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-B687C849-67F0-4616-ABBC-05BD127DC5BA). |

## Settings: Options

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Recommended Frequency: Every time |
| Guide |
| The **Options** are set by the firm and please limit customization to *Colors Settings*.  Options Settings are set per the firm’s Revit deployment as established by the Revit.ini file.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with modifying **Option Settings**.    Recommended Workflows:  Most firms utilize the [Revit.ini](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-9ECD669E-81D3-43E5-9970-9FA1C38E8507) file to establish the [Options Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0AF5A08C-D04B-48DB-B6D6-F421CDC13F5D) for all Revit users. Did You Know?   * Learn more about the [Options Settings](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0AF5A08C-D04B-48DB-B6D6-F421CDC13F5D). |

# Company Settings Custom Interactions

## Upgrade File Protections

|  |
| --- |
| Recommended Protection Mode: Guide |
| Guide |
| The Project or Family is about to be **Upgraded to a Newer Version of Revit**.  Once saved, the Project or Family cannot be reverted to the previous version.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Upgrading the Project or Family**.    Recommend Workflows:  Best Practices for Upgrading a Revit Model:   * For projects hosted on **Autodesk Construction Cloud**, please utilize the [Upgrade Revit Cloud Models](https://help.autodesk.com/view/DOCS/ENU/?guid=Upgrade_Revit_Cloud_Models_Docs) feature. * For projects hosted on **Revit Server,** please utilize the [Upgrade a Central Model](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-586FD651-F5EE-4413-8B41-BAE3275D0128) workflow. * For Workshared enable projects hosted on a **Local Network**, please open the model [Detach from Central](https://www.autodesk.com/learn/ondemand/course/coordination-and-work-sharing-for-architects/unit/3RWhtP1yMticz8gJeKW911?cjdata=MXxOfDB8WXww&AID=10282382&PID=100357191&SID=oc5A05L8E_cFrofF6SHThLpDzSqQJRHmry0AC5vPz3VaBFKlwfxzKDgn2yCRqGGC&mktvar002=afc_us_deeplink&cjevent=78e79d06dd8c11ef812100960a82b836&affname=100357191_10282382) and perform a “Save As Central” and rename per the firm’s model naming conventions.   Did You Know?   * Learn more about [Upgrading Could Models](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-166E90D0-90B9-45F0-AB21-535DA18F5B4F). |

## Open Central File Protections

|  |
| --- |
| Recommended Protection Mode: Guide |
| Guide |
| **Caution! The Central Model is about to be opened.**  Please follow the Recommend Workflows below for properly opening Revit models.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Opening the Central Model**.    Recommend Workflows:  Always open a Local Copy of a Central Model:   * For projects hosted on **Autodesk Construction Cloud:**   1. Access the [Revit Home](https://help.autodesk.com/view/RVT/2023/ENU/?guid=GUID-C9D9F160-1898-42BC-87FC-0AC6CE985A24) page.   2. Select a cloud project.   3. Locate the Revit Cloud model you would like to open.   4. Click on the filename to open the model. * For projects hosted on **Revit Server:**   + 1. In the left pane of the Open dialog, click (Revit Server Network).     2. Select the server that hosts the model.     3. Select the model.     4. Click Open. * For Workshared enable projects hosted on a **Local Network:**  1. In the left pane of the Open dialog, navigate the Project Model hosted on the Local Server. 2. Select the model. 3. Click Open.  * Avoid opening models directly from the folders within Windows Explorer or through [Autodesk Desktop Connector](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-F64C5E7C-EF37-4FF2-9CAD-D7A4773DB07D).   Did You Know?   * Learn more about [Opening Revit Models](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-E7EB9EDD-4167-4F64-9688-D7E7B7934806). * Directly opening a Central Model may cause the following issues:  1. Performance Degradation 2. Risk of File Corruption 3. Loss of Worksharing Functionality 4. Overwriting Others' Work 5. Increased Sync Failures 6. Unrecoverable Changes 7. Locking of Elements |

## Save Over Earlier Version Protections

|  |
| --- |
| Recommended Protection Mode: Guide |
| Guide |
| **Caution!** The Revit Model is about to be **Saved over an Earlier Version of Revit.**  Once saved, the Project or Family cannot be reverted to the previous version.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Saving to an earlier version of Revit**.    Recommend Workflows:  Best-Practices for Upgrading a Revit Model:   * For projects hosted on Autodesk Construction Cloud, please utilize the [Upgrade Revit Cloud Models](https://help.autodesk.com/view/DOCS/ENU/?guid=Upgrade_Revit_Cloud_Models_Docs) feature. * For projects hosted on Revit Server, please utilize the [Upgrade a Central Model](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-586FD651-F5EE-4413-8B41-BAE3275D0128) workflow. * For Workshared enable projects hosted on a Local Network, please open the model [Detach from Central](https://www.autodesk.com/learn/ondemand/course/coordination-and-work-sharing-for-architects/unit/3RWhtP1yMticz8gJeKW911?cjdata=MXxOfDB8WXww&AID=10282382&PID=100357191&SID=oc5A05L8E_cFrofF6SHThLpDzSqQJRHmry0AC5vPz3VaBFKlwfxzKDgn2yCRqGGC&mktvar002=afc_us_deeplink&cjevent=78e79d06dd8c11ef812100960a82b836&affname=100357191_10282382) and perform a “Save As Central” and rename per the firm’s model naming conventions.   Did You Know?   * Learn more about [Upgrading Could Models](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-166E90D0-90B9-45F0-AB21-535DA18F5B4F). |

## Open Protections - Families

|  |
| --- |
| Recommended Protection Mode: Guide |
| Guide |
| Please utilize the firm’s Revit family library for all available vetted and approved Revit families.  Please consult the project BIM or Model Manager for more information or enter a comment below stating why the family is required to proceed to **Open the Family**.    Did You Know?   * How to [Load Family](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-2A6C26DE-63D7-48E8-A986-CAB6C362049A). |

## Open Protections – Revit Templates

|  |
| --- |
| Recommended Protection Mode: Guide |
| Guide |
| **Caution!** A **Revit Template** is being Opened.  Please utilize a firm-provided Revit Template to start a project.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Open the Revit Template**.    Did You Know?   * Learn more about [Revit Templates](https://help.autodesk.com/view/RVT/2023/ENU/?guid=GUID-4C16B54A-7ADA-4DEB-A278-C199B1BC4207). |

## Open Protections – Non-Workshared Revit Projects

|  |
| --- |
| Recommended Protection Mode: Monitor |
| Guide |
| **Caution!** A **Non-Workshared Revit Model** is being **Opened from a non-approved location.**  **Opening** and saving consultant models to a project directly is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Open the Non-Workshared Revit Project**.    Recommend Workflows:  Best practices for Saving a Non-Workshared a Revit Model:   * For projects hosted on **Autodesk Construction Cloud**, please follow the instructions for [Uploading a Non-Workshared Model to ACC](https://help.autodesk.com/view/RVT/2023/ENU/?guid=GUID-90A1CEFA-FF93-41B3-9903-CB7FFFFC5B3A). The model is to be saved within the proper ACC folder location and renamed per the firm’s model naming conventions. * For projects hosted on a **Local Network**, please perform a “Save As” and rename per the firm’s model naming conventions. * Avoid saving Revit models to your local machine as these models will not be accessible by others.   Did You Know?   * Learn more about [Worksharing Terminology](https://help.autodesk.com/view/RVT/2023/ENU/?guid=GUID-6ED32B4D-4BDE-4AB0-83A8-C2D284AD0950). * Learn more about [Saving Models](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A00D1018-6D25-40C9-8B58-D051830C59B0). |

## Open Protections – Workshared Revit Projects

|  |
| --- |
| Recommended Protection Mode: Guide |
| Guide |
| **Caution!** A Revit modelis being **opened from a non-approved location.**  **Opening** and saving consultant models to a project directly is typically performed by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to **Open the Revit Model**.    Recommend Workflows:  Best practices for Saving a Workshared a Revit Model:   * For projects hosted on **Autodesk Construction Cloud**, please follow the instructions for [Save a Model to the Cloud](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-D8A81717-0D9A-40C2-9FBC-D3C91729C71B). The model is to be saved within the proper ACC folder location and renamed per the firm’s model naming conventions. * For projects hosted on a **Local Network**, please open the model [Detach from Central](https://www.autodesk.com/learn/ondemand/course/coordination-and-work-sharing-for-architects/unit/3RWhtP1yMticz8gJeKW911?cjdata=MXxOfDB8WXww&AID=10282382&PID=100357191&SID=oc5A05L8E_cFrofF6SHThLpDzSqQJRHmry0AC5vPz3VaBFKlwfxzKDgn2yCRqGGC&mktvar002=afc_us_deeplink&cjevent=78e79d06dd8c11ef812100960a82b836&affname=100357191_10282382) and perform a “Save As Central” and rename per the firm’s model naming conventions. * Avoid saving Revit models to your local machine as these models will not be accessible by others.   Did You Know?   * Learn more about [Saving Models](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-A00D1018-6D25-40C9-8B58-D051830C59B0). |

## Pausing Guardian

|  |
| --- |
| Recommended Protection Mode: Guide |
| Guide |
| Pausing Guardian should only be used in the most critical situations and not as a means to bypass Guardian’s project protections.  Please consult the project BIM or Model Manager for more information or enter a detailed explanation of why to proceed to **Pause Guardian**.    Recommended Workflows:  Most Guardian users will only select Messages and Prompts.  Did You Know?   * Pausing will be enabled for 2 hours. |

# Customer Interactions

## Sync Traffic Control – Sync Conflicts

|  |  |
| --- | --- |
| Recommended Protection Mode: Prevent | |
| Guide | Prevent |
| Another user is currently synchronizing the same file.  Select **Add to Queue** to be notified when the file is free to be synced.  To continue with Sync with Central, enter a comment below.  Did You Know?   * Overlapping syncs slows everyone down within the model. * Attempting to sync when others are syncing will prevent you from continuing to work in the model. | Another user is currently synchronizing the same file.  Select **Add to Queue** to be notified when the file is free to be synced.  Did You Know?   * Overlapping syncs slows everyone down within the model. * Attempting to sync when others are syncing will prevent you from continuing to work in the model. |

## Sync Traffic Control – Sync Reminder

|  |
| --- |
| N/A |
| This is a reminder to **Synchronize with Central**.  It is a best practice to synchronize frequently to prevent extended sync times and reduce the risk of potential model corruptions.    Did You Know?   * Syncing with Central more frequently makes everyone on the team go faster. |

## Protected Pins

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Guide | | |
| Guide | Prevent |
| Caution! The selected elements have been **Pin Protected**.  Please confirm the selection and enter a reason below as to why it must be unpinned and re-pin after editing.  Please consult the project BIM or Model Manager for more information.    Recommended Workflows:  It is best practice to apply protected pins to the following to prevent the accidental moving of the elements:   * Critical project datums such as Grids, Levels, Project Base Point, Project Survey Point, Property Lines and critical Reference Planes. * Linked elements such as Linked Revit Models and CAD files. * View Elements such as Views, Sheets and Scope Boxes.   Did You Know?   * Learn more about [Protected Pins](https://getguardian.webflow.io/resources?cat=guardian-messages&article=guardian-messages). | The selected elements require Admin collaboration to **Unpin**.  Managing the selected elementsis the responsibility of the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:  It is best practice to apply protected pins to the following:   * Critical project datums such as Grids, Levels, Project Base Point, Project Survey Point, Property Lines and critical Reference Planes. * Linked elements such as Linked Revit Models and CAD files. * View Elements such as Views, Sheets and Scope Boxes.   Did You Know?   * Learn more about [Protected Pins](https://getguardian.webflow.io/resources?cat=guardian-messages&article=guardian-messages). |

## Protected Families – Prevent: Title Blocks

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Caution! Overwriting or editing of the **Title Blocks** within the family editor should be done in accordance with the project requirements.  The Title Block Type and Instance parameter values can be modified from within the project model.  Title Blocks are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to overwrite or edit the **Title Blocks**.    Did You Know?   * Learn more about [Title Blocks](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-647C7077-BF9E-45EE-9E14-3614AD974998). | Editing of the **Title Blocks** within the family editor requires admin collaboration.  The Title Block Type and Instance parameter values can be modified from within the project model.  Title Blocks are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Title Blocks](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-647C7077-BF9E-45EE-9E14-3614AD974998). |

## Protected Families – Guide: Annotation Families

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Guide | | |
| Guide | Prevent |
| Caution! Overwriting or editing of the firm standard Annotation families within the family editor should be done in accordance with the project requirements.  Annotation families are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed to overwrite or edit the **Annotation Families**.    Did You Know?   * Learn more about [Annotation Families](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0BF5C1C2-445E-43E6-9680-40C2818A8BAF). | Editing of the **Annotation Families** within the family editor requires admin collaboration.  The Annotation Families and Instance parameters values can be modified from within the project model.  Annotation Families are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Annotation Families](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0BF5C1C2-445E-43E6-9680-40C2818A8BAF). |

## Protected Families – Monitor: All other Families (Administrator Notes)

|  |
| --- |
| Administrator Note:  It is best practice for the Guardian Company Administrators to create a “Monitor” rule for all other Families that have been edited in the family editor or overwritten:   * By setting the **Protection Mode** to **Monito**r, this rule provides a record of who, when and where of all families that have been overwritten. * This data is available through **Project Central** and **Guardian Backstage**. |

## Mirror Protections – Prevent: Revit Links

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Caution! A **Linked Revit** model has been selected to be **Mirrored**.  Linked Revit Models are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Mirroring Linked Revit** models.    Did You Know?   * Learn more about [Linked Revit models](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0FBC74D9-C739-4ED3-962E-20DC4526A678). | Mirroring of **Linked Revit** models has been prevented.  Linked Revit Models are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Linked Revit models](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0FBC74D9-C739-4ED3-962E-20DC4526A678). |

## Mirror Protections – Prevent: CAD Links & Imports

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Caution! A **CAD file** has been selected to be **Mirrored**.  Linked CAD files are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Mirroring Linked CAD** files.    Did You Know?   * Learn more about [Linked CAD files](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3A1F3B88-BCE6-4F23-B66F-5E3E77471C3C). | Mirroring of **Linked CAD** files has been prevented.  Linked CAD files are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Linked CAD files](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3A1F3B88-BCE6-4F23-B66F-5E3E77471C3C). |

## Group Protections – Prevent: CAD Links

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Caution! Adding **CAD Links to Groups** is not a best practice and may impact model performance.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Grouping of CAD Links**.    Did You Know?   * Learn more about [Revit Groups](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-52612B0F-43AA-47AF-A76C-BB0E3DD24E34). | Adding **CAD Links to Groups** has been prevented.  Grouping of CAD Links is not a best practice and may impact model performance.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Revit Groups](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-52612B0F-43AA-47AF-A76C-BB0E3DD24E34). |

## Group Protections – Prevent: Model Groups

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Caution! Nesting **Model Groups into Model Groups** is not a best practice and may impact model performance.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Grouping of Model Groups**.    Did You Know?   * Learn more about [Revit Groups](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-52612B0F-43AA-47AF-A76C-BB0E3DD24E34). | Nesting **Model Groups into Model Groups** has been prevented.  Nesting Model Groups into Model Groups is not a best practice and may impact model performance.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Revit Groups](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-52612B0F-43AA-47AF-A76C-BB0E3DD24E34). |

## Group Protections – Prevent: Detail Groups

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Caution! Nesting **Detail Groups into Groups** is not a best practice and may impact model performance.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Grouping of Detail Groups**.    Did You Know?   * Learn more about [Revit Groups](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-52612B0F-43AA-47AF-A76C-BB0E3DD24E34). | Nesting **Detail Groups into Groups** has been prevented.  Nesting Details Groups into Groups is not a best practice and may impact model performance.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Revit Groups](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-52612B0F-43AA-47AF-A76C-BB0E3DD24E34). |

## Copy & Array Protections – Prevent: Revit Links

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| A **Linked Revit** model has been selected to be **Copied or Arrayed**.  Copying or Arraying Linked Revit Models may impact model performance.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Copy or Arraying Revit Models**.    Did You Know?   * Learn more about [Linked Revit models](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0FBC74D9-C739-4ED3-962E-20DC4526A678). | Copying or Arraying of **Linked Revit** models has been prevented.  Copying or Arraying Linked Revit Models may impact model performance.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Linked Revit models](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0FBC74D9-C739-4ED3-962E-20DC4526A678). |

## Copy & Array Protections – Prevent: CAD Links & Imports

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Caution! A **Linked CAD** file has been selected to be **Copied or Arrayed**.  Copying or Arraying Linked CAD files may impact model performance.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Copy or Arraying Linked CAD** files.    Did You Know?   * Learn more about [Linked CAD files](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3A1F3B88-BCE6-4F23-B66F-5E3E77471C3C). | Copying or Arraying of **Linked CAD** file has been prevented.  Copying or Arraying Linked CAD files may impact model performance.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Linked CAD files](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-3A1F3B88-BCE6-4F23-B66F-5E3E77471C3C). |

## Copy & Array Protections – Prevent: In-Place Families

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Caution! An **In-Place Family** has been selected to be **Copied or Arrayed**.  Copying or Arraying In-Place Families may impact model performance.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Copy or Arraying In-Place Families**.    Recommended Workflows:   * If an In-Place Family needs to be used multiple times, please create the family as a loadable Revit family. * If this is a custom family that is project-specific, please follow the process of [saving in-place families as groups and converting them to loadable Revit families](https://www.youtube.com/watch?v=mpQ9n4jlJtM).   Did You Know?   * Learn more about [In-Place Families](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-B63B71A6-E8F2-40C9-9CAC-FFB738C431E4). | Copying or Arraying of an **In-Place Family** has been prevented.  Copying or Arraying In-Place Families may impact model performance.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * If an In-Place Family needs to be used multiple times, please create the family as a loadable Revit family. * If this is a custom family that is project-specific, please follow the process of [saving in-place families as groups and converting them to loadable Revit families](https://www.youtube.com/watch?v=mpQ9n4jlJtM).   Did You Know?   * Learn more about [In-Place Families](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-B63B71A6-E8F2-40C9-9CAC-FFB738C431E4) |

## Copy & Array Protections – Guide: Levels & Grids

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Guide | | |
| Guide | Prevent |
| Caution! A **Level or Grid** has been selected to be **Copied or Arrayed**.  **Copying or Arraying Levels or Grids** should be completed by the project's BIM or Model Manager.  Please enter a comment on why Copying or Arraying Levels or Grids must be executed and proceed accordingly.  Please consult the project BIM or Model Manager for more information.    Did You Know?   * Learn more about [Levels](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-075B9A47-69AB-44D2-8A05-6136EFF26946) & [Grids](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-DBD917DB-B9F6-417B-B799-5F412A624EB4). | Copying or Arraying of a **Level or Grid** has been prevented.  **Levels and Grids** are critical project datums and are placed and maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * Learn more about [Levels](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-075B9A47-69AB-44D2-8A05-6136EFF26946) & [Grids](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-DBD917DB-B9F6-417B-B799-5F412A624EB4). |

## Hide Elements in View Protections – Prevent: Annotation

|  |  |  |
| --- | --- | --- |
| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Using the **Hide** **Elements in View**command for **Annotation Elements** is not a best practice as [annotation is view specific](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-467CAA75-D380-48AB-B00F-0C47F21E15E7) in Revit.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with hiding **Annotation Elements**.    Recommended Workflows:   * **For temporary hiding of Annotation,** please utilize [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select the appropriate annotation under the Annotation Categories tab. | Using the **Hide** **Elements in View**command for **Annotation Elements** is not a best practice as [annotation is view specific](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-467CAA75-D380-48AB-B00F-0C47F21E15E7) in Revit.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * **For temporary hiding of Annotation,** please utilize [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select the appropriate annotation under the Annotation Categories tab. |

## Hide Elements in View Protections – Prevent: Levels & Grids

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| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Using the **Hide** **Elements in View**command for **Levels & Grids** is not a best practice.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with hiding **Levels & Grids**.    Recommended Workflows:   * **For permanent hiding of Levels** **&** **Grids**, please edit the assigned View Template by unchecking Levels and Grids. Or, in a 3D View where View Templates are not established, please utilize the Visibility/Graphics Overrides in the view's Properties menu and de-select Levels or Grids under the Annotation Categories tab. * **For temporary hiding of Levels & Grids,** please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select Levels or Grids under the Annotation Categories tab. | Using the **Hide** **Elements in View**command for **Levels & Grids** is not a best practice.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * **For permanent hiding of Levels** **&** **Grids**, please edit the assigned View Template by unchecking Levels and Grids. Or, in a 3D View where View Templates are not established, please utilize the Visibility/Graphics Overrides in the view's Properties menu and de-select Levels or Grids under the Annotation Categories tab. * **For temporary hiding of Levels & Grids,** please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select Levels or Grids under the Annotation Categories tab. |

## Hide Elements in View Protections – Prevent: Revisions

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| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Using the **Hide** **Elements in View**command for **Revision Clouds and Tags** is not a best practice.  The display of Sheet Revisions should be managed project-wide through the [Sheet Issues/Revisions](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0F2A9A13-0A88-4D18-9DF7-C0296DE0FFE4) dialog.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with hiding **Revision Clouds and Tags**. | Using the **Hide** **Elements in View**command for **Revision Clouds and Tags** is not a best practice.  The display of Sheet Revisions should be managed project-wide through the [Sheet Issues/Revisions](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-0F2A9A13-0A88-4D18-9DF7-C0296DE0FFE4) dialog.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed. |

## Hide Elements in View Protections – Guide: 3D Model Elements

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| Recommended Protection Mode: Guide | | |
| Guide | Prevent |
| Using the **Hide** **Elements in View**command for **3D Model Elements** is not a best practice.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Hide Elements in View**.    Recommended Workflows:   * **For permanent hiding of 3D Model Elements**, please edit the assigned View Template by de-selecting appropriate 3D Model elements under the Model Categories tab. Utilize [View Filters](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-145815E2-5699-40FE-A358-FFC739DB7C46) within the View Template for the hiding of specific 3D Model Elements. * **For temporary hiding of 3D Model Elements,** please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select appropriate 3D Model elements under the Model Categories tab. | Using the **Hide** **Elements in View**command for **3D Model Elements** is not a best practice.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * **For permanent hiding of 3D Model Elements**, please edit the assigned View Template by de-selecting appropriate 3D Model elements under the Model Categories tab. Utilize [View Filters](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-145815E2-5699-40FE-A358-FFC739DB7C46) within the View Template for the hiding of specific 3D Model Elements. * **For temporary hiding of 3D Model Elements,** please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select appropriate 3D Model elements under the Model Categories tab. |

## Hide Elements in View Protections – Monitor: All Hide Elements (Administrator Notes)

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| Administrator Note:  It is best practice for the Guardian Company Administrators to create a “Monitor” rule for all other Hide Elements in View:   * By setting the **Protection Mode** to **Monitor**, this rule provides a record of all elements that have been hidden within the model. * This data is available through **Project Central** and **Guardian Backstage**. |

## Delete Protections – Prevent: Levels & Grids

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| Recommended Protection Mode: Prevent | |
| Guide | Prevent |
| Caution! A **Level or Grid** and associated Annotation have been selected to be **Deleted.**  **Levels or Grids** should be completed by the project's BIM or Model Manager.  Please enter a comment on why the Level or Grid must be deleted and proceed accordingly.  Please consult the project BIM or Model Manager for more information.    Recommended Workflows:   * **For permanent hiding of Levels** **&** **Grids**, please edit the assigned View Template by unchecking Levels and Grids. Or, in a 3D View where View Templates are not established, please utilize the Visibility/Graphics Overrides in the view's Properties menu and de-select Levels or Grids under the Annotation Categories tab. * **For temporary hiding of Levels & Grids,** please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select Levels or Grids under the Annotation Categories tab. | A **Level or Grid** and associated Annotation have been selected to be **Deleted.**  **Levels and Grids** are critical project datums and are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * **For permanent hiding of Levels** **&** **Grids**, please edit the assigned View Template by unchecking Levels and Grids. Or, in a 3D View where View Templates are not established, please utilize the Visibility/Graphics Overrides in the view's Properties menu and de-select Levels or Grids under the Annotation Categories tab. * **For temporary hiding of Levels & Grids,** please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select Levels or Grids under the Annotation Categories tab. |

## Delete Protections – Prevent: Revit Links

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| Recommended Protection Mode: Prevent | |
| Guide | Prevent |
| Caution! A **Linked Revit Model** has been selected to be **Deleted.**  Linked Revit Models are typically maintained by the project BIM or Model Manager through the [Manage Links Dialog](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-06B93886-3D55-4967-ABE2-4B6B262663CD).  Please enter a comment on why the Linked Revit Model must be deleted and proceed accordingly.  Please consult the project BIM or Model Manager for more information.    Recommended Workflows:   * **For permanent hiding of Linked Revit models** in a specific view, please edit the assigned View Template by de-selecting the appropriate Linked Revit model from under the Imported Categories tab. * **In a 3D View** where View Templates are not established, please utilize the Visibility/Graphics Overrides in the view's Properties menu and de-select the appropriate Linked Revit model from under the Imported Categories tab. * **For temporary hiding** of Linked Revit models in a specific view, please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select the appropriate Linked Revit model from under the Imported Categories tab. | A **Linked Revit Model** has been selected to be **Deleted.**  Linked Revit Model are maintained by the project BIM or Model Manager through the [Manage Links Dialog](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-06B93886-3D55-4967-ABE2-4B6B262663CD).  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * **For permanent hiding of Linked Revit models** in a specific view, please edit the assigned View Template by de-selecting the appropriate Linked Revit model from under the Imported Categories tab. * **In a 3D View** where View Templates are not established, please utilize the Visibility/Graphics Overrides in the view's Properties menu and de-select the appropriate Linked Revit model from under the Imported Categories tab. * **For temporary hiding** of Linked Revit models in a specific view, please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select the appropriate Linked Revit model from under the Imported Categories tab. |

## Delete Protections – Prevent: View Callouts

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| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Caution! A **View Callout** has been selected to be **Deleted.**  Views are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Deleting the View Callout**.    Recommended Workflows:   * **For permanent hiding of View Callouts,** please edit the assigned View Template by de-selecting the appropriate Callouts, Elevations and/or Sections. Utilize View Filters within the View Template for more specific callout types. * **For temporary hiding** of callouts, please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select Callouts, Elevations and/or Sections under the Annotation Categories tab. * **For the hiding of Unreferenced View Tags during print,** please ensure the "Hide unreferenced view tags" is selected within the Print Settings dialog**.** | A **View Callout** has been selected to be **Deleted.**  Views are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * **For permanent hiding of View Callouts,** please edit the assigned View Template by de-selecting the appropriate Callouts, Elevations and/or Sections. Utilize View Filters within the View Template for more specific callout types/ * **For temporary hiding** of callouts, please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select Callouts, Elevations and/or Sections under the Annotation Categories tab. * **For the hiding of Unreferenced View Tags during print,** please ensure the "Hide unreferenced view tags" is selected within the Print Settings dialog**.** |

## Delete Protections – Prevent: Scope Boxes

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| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| Caution! A **Scope Box** has been selected to be **Deleted.**  Scope Boxes are typically maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Deleting the Scope Box**.    Recommended Workflows:   * **For permanent hiding of Scope Boxes,** please edit the assigned View Template by unchecking Scope Boxes under the Annotation Categories tab. Or, in a 3D View where View Templates are not established, please utilize the Visibility/Graphics Overrides in the view's Properties menu and de-select Scope Boxes under the Annotation Categories tab. * **For temporary hiding** **of Scope Boxes**, if required, please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select Scope Boxes under the Annotation Categories tab. | A **Scope Box** has been selected to be **Deleted.**  Scope Boxes are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * **For permanent hiding of Scope Boxes,** please edit the assigned View Template by unchecking Scope Boxes under the Annotation Categories tab. Or, in a 3D View where View Templates are not established, please utilize the Visibility/Graphics Overrides in the view's Properties menu and de-select Scope Boxes under the Annotation Categories tab. * **For temporary hiding** **of Scope Boxes**, if required, please enable [Temporary View Properties](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-C70CAB27-1DBF-4A54-87CA-953DDB223727) and then select Visibility/Graphics Overrides in the view's Properties menu and de-select Scope Boxes under the Annotation Categories tab. |

## Delete Protections – Guide: Rooms

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| Recommended Protection Mode: Guide | | |
| Guide | Prevent |
| Caution! A **Room** has been selected to be **Deleted.**  It is best practice to move rooms to the new location rather than deleting the room. When a room is deleted, all associated room data (parameter values) is also lost.  Please consult the project BIM or Model Manager for more information or enter a comment below to proceed with **Deleting the Room**    Did You Know?   * If a room must be deleted, the room is not permanently deleted from the project until it is [deleted from a room schedule](https://help.autodesk.com/view/RVTLT/2024/ENU/?guid=GUID-5E8F1C03-C7CC-4BFB-B752-74A0D77A8D88). | A **Room** has been selected to be **Deleted.**  Rooms are maintained by the project BIM or Model Manager.  It is best practice to move rooms to the new location rather than deleting the room. When a room is deleted, all associated room data (parameter values) is also lost.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Did You Know?   * If a room must be deleted, the room is not permanently deleted from the project until it is [deleted from a room schedule](https://help.autodesk.com/view/RVTLT/2024/ENU/?guid=GUID-5E8F1C03-C7CC-4BFB-B752-74A0D77A8D88). |

## Delete Protections – Guide: Delete Other

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| Recommended Protection Mode: Guide |
| Guide |
| Caution! Elements not present in the current view are being **Deleted**.  Please review the list of deleted elements below prior to proceeding.  The element selected to be deleted has dependent elements host to it that are not present in the current view. Please select the "Show in View" button to confirm the selected items to be deleted.  Please consult the project BIM or Model Manager for more information. |

## Delete Protections – Monitor: All Other Deleted Elements (Administrator Notes)

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| Administrator Note:  It is best practice for the Guardian Company Administrators to create a “Monitor” rule for all other deleted elements:   * By setting the **Protection Mode** to **Monitor**, this rule provides a record of all elements that have been deleted from the model. * This data is available through **Project Central** and **Guardian Backstage**. |

## Approved Library Sources – Prevent: Large Families

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| Recommended Protection Mode: Prevent | | |
| Guide | Prevent |
| A **Revit Family larger than 3 MB** has been selected to be inserted into the project model**.**  Large families can significantly impact model performance.  Please consult the project BIM or Model Manager for more information or enter a comment below indicating why the family is required to proceed with **Inserting the Revit Family.**  A cartoon elephant carrying a stack of books  AI-generated content may be incorrect.  Recommended Workflows:   * Some situations do require the use of large families. Please be conscious of the number of placed instances and frequency of loading large families. * If a Revit family has multiple [family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AFD96736-F47C-4B62-A568-68961067C878), especially for families with [Type Catalogs](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-5DB0797C-B0CA-4C3F-B72A-84176738AEC5), please only [load the necessary family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-71B8ADD1-0307-4DC4-9549-E25355EA0621) to keep the model size to a minimum. * Large and non-approved families have been known to induce model corruptions.   Did You Know?   * Learn more about [Revit Family Best-Practices](https://help.autodesk.com/view/RVT/2025/ENU/?caas=caas/sfdcarticles/sfdcarticles/Best-practices-for-families-modeling.html). | A **Revit Family larger than 3 MB** has been selected to be inserted into the project model**.**  Large families can significantly impact model performance.  Revit Families are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.  A cartoon elephant carrying a stack of books  AI-generated content may be incorrect.  Recommended Workflows:   * Some situations do require the use of large families. Please be conscious of the number of placed instances and frequency of loading large families. * If a Revit family has multiple [family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AFD96736-F47C-4B62-A568-68961067C878), especially for families with [Type Catalogs](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-5DB0797C-B0CA-4C3F-B72A-84176738AEC5), please only [load the necessary family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-71B8ADD1-0307-4DC4-9549-E25355EA0621) to keep the model size to a minimum. * Large and non-approved families have been known to induce model corruptions.   Did You Know?   * Learn more about [Revit Family Best-Practices](https://help.autodesk.com/view/RVT/2025/ENU/?caas=caas/sfdcarticles/sfdcarticles/Best-practices-for-families-modeling.html). |

## Approved Library Sources – Guide: C:\Drive (Content Catalog)

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| Recommended Protection Mode: Guide | | |
| Guide | Prevent |
| Please check out **Content Catalog** for all company-vetted and approved Revit families before loading content from external sources**.**  Please consult the project BIM or Model Manager for more information or enter a comment below indicating why the family is required to proceed with **Inserting the Revit Family.**    Recommended Workflows:   * Please add to the comments the name and purpose of the family and if it should be made available on Content Catalog. * If a Revit family has multiple [family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AFD96736-F47C-4B62-A568-68961067C878), especially for families with [Type Catalogs](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-5DB0797C-B0CA-4C3F-B72A-84176738AEC5), please only [load the necessary family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-71B8ADD1-0307-4DC4-9549-E25355EA0621) to keep the model size to a minimum. * Non-approved families can make it difficult to maintain graphics and technical standards for the project by bringing in old or duplicate parameters, object styles, line styles, line patterns, and unnecessary sub-categories. * Non-approved families have been known to induce model corruptions. | Please check out **Content Catalog** for all company-vetted and approved Revit families before loading content from external sources**.**  Revit Families are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * Please add to the comments the name and purpose of the family and if it should be made available on Content Catalog. * If a Revit family has multiple [family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AFD96736-F47C-4B62-A568-68961067C878), especially for families with [Type Catalogs](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-5DB0797C-B0CA-4C3F-B72A-84176738AEC5), please only [load the necessary family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-71B8ADD1-0307-4DC4-9549-E25355EA0621) to keep the model size to a minimum. * Non-approved families can make it difficult to maintain graphics and technical standards for the project by bringing in old or duplicate parameters, object styles, line styles, line patterns, and unnecessary sub-categories. * Non-approved families have been known to induce model corruptions. |

## Approved Library Sources – Guide: Avail

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| Recommended Protection Mode: Guide | | |
| Guide | Prevent |
| AVAIL  Please check out **AVAIL** for all company-vetted and approved Revit families before loading content from external sources**.**  Please consult the project BIM or Model Manager for more information or enter a comment below indicating why the family is required to proceed with **Inserting the Revit Family.**    Recommended Workflows:   * Please add to the comments the name and purpose of the family and if it should be made available on Content Catalog. * If a Revit family has multiple [family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AFD96736-F47C-4B62-A568-68961067C878), especially for families with [Type Catalogs](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-5DB0797C-B0CA-4C3F-B72A-84176738AEC5), please only [load the necessary family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-71B8ADD1-0307-4DC4-9549-E25355EA0621) to keep the model size to a minimum. * Non-approved families can make it difficult to maintain graphics and technical standards for the project by bringing in old or duplicate parameters, object styles, line styles, line patterns, and unnecessary sub-categories. * Non-approved families have been known to induce model corruptions. | AVAIL  Please check out **AVAIL** for all company-vetted and approved Revit families before loading content from external sources**.**  Revit Families are maintained by the project BIM or Model Manager.  Please consult the project BIM or Model Manager for more information or enter the Guardian Administrator provided password below to proceed.    Recommended Workflows:   * Please add to the comments the name and purpose of the family and if it should be made available on Content Catalog. * If a Revit family has multiple [family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AFD96736-F47C-4B62-A568-68961067C878), especially for families with [Type Catalogs](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-5DB0797C-B0CA-4C3F-B72A-84176738AEC5), please only [load the necessary family types](https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-71B8ADD1-0307-4DC4-9549-E25355EA0621) to keep the model size to a minimum. * Non-approved families can make it difficult to maintain graphics and technical standards for the project by bringing in old or duplicate parameters, object styles, line styles, line patterns, and unnecessary sub-categories. * Non-approved families have been known to induce model corruptions. |

## Approved Library Sources – Approved: Content Catalog (Administrator Notes)

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| Administrator Note:  It is best practice for the Guardian Company Administrators to create “Approved” rules for content coming from approved library sources:   * By setting the **Protection Mode** to **Monitor**, this rule provides a record of all content loaded from the approved content source in order to track the usage of all content. * If the approved library has been cleaned using Guardian’s Project Properties, it is recommended to set the **Scanning/Processing Experience** to **Do not do Anything** as that will speed up the inserting of the Revit family by disabling Guardian’s processing of Project Properties. |

## Approved Library Sources – Monitor: All Other Sources (Administrator Notes)

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| Administrator Note:  It is best practice for the Guardian Company Administrators to create “Monitor: All Other Sources” rules for content coming from non-approved library sources:   * By setting the **Protection Mode** to **Monitor**, this rule provides a record of all content loaded from locations that are not caught by other rules in order to track the usage of all content. * It is recommended to set the **Scanning/Processing Experience** to **Silent Mode** to clean the incoming Revit families.   + Guardian will automatically clean used properties for all known Mappings that have been created within the Mapping Configuration assigned to the active project model.   + Any used property that does not have a known Mapping will be allowed to enter the model and can be cleaned using Guardian’s All Project Properties feature.   + Guardian will automatically purge any unused properties that exist in the incoming Revit family, reducing the file size of the family. |