

How Add Models to a Project in Project Analytics

Last Modified on 04/21/2021 12:16 pm EDT

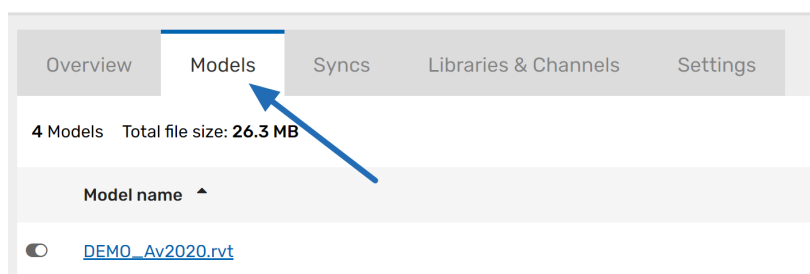
When setting up a project in Project Analytics, there are 4 main steps:

1. [Create the project](#)
2. [Add models to the project](#)
3. [Set up the data collection options](#)
4. [Establish company-wide Revit warning categories](#)

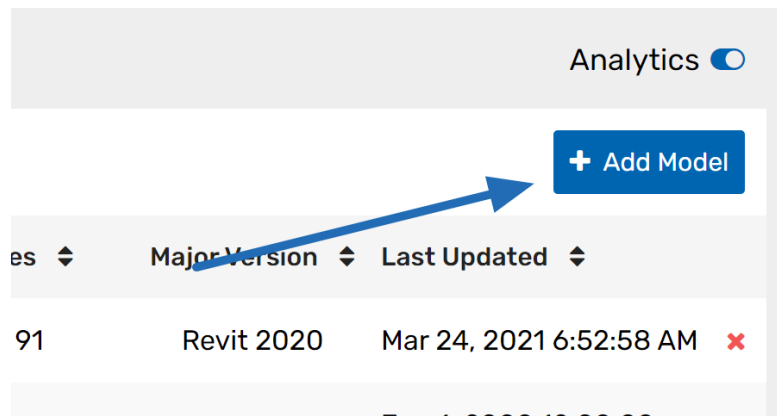
In this article, we are going to cover how to add models to a project.

Within your project, click on the **Models** tab.

[Project Analytics](#) > UNIFI - Demo Project



Click + Add Model in the upper right corner of the screen.



It's a good idea to have the project open within Revit while setting it up within Project Analytics. After UNIFI is installed, it is able to look at the file history to see the models it can access. If you cannot see a model that you *have* synced at least once, it just means that it hasn't been opened since UNIFI has been installed. Simply open the model in Revit, sync it, and then come back to this screen to view it in the list.

Select which models you want to add to your project. You'll notice that the model path is shown to you for each model so that you can ensure that you are selecting the correct one.

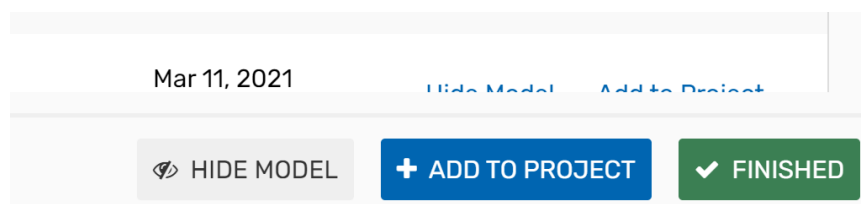
Add Models to UNIFI - Demo Project

Start typing to filter...

To add your model to this list, ensure you're logged in to the UNIFI desktop application prior to opening your model in Revit.

<input type="checkbox"/> Model	Model Path	Created	
<input type="checkbox"/> NewFinish.rvt	\\MSPDC\BIM STANDARDS\New Library\Families\Schedules to be Vetted\NewFinish.rvt	Apr 8, 2021 8:27:01 AM	Hide Model Add to Project
<input type="checkbox"/> TEST.rvt	C:\Users\kpiep\OneDrive\Desktop\TEST.rvt	Apr 1, 2021 8:54:39 AM	Hide Model Add to Project
<input type="checkbox"/> MECH - 2019-171.00 U Fieldhouse Ph 2 - V20.rvt	BIM 360://U of U Field House/MECH - 2019-171.00 U Fieldhouse Ph 2 - V20.rvt	Mar 11, 2021 7:08:16 PM	Hide Model Add to Project

Next, select **+ ADD TO PROJECT** and then **FINISHED** in the bottom right corner of the screen.



Feel free to continue Revit file maintenance procedures of auditing, purging, and recreating your central model. As long as the file path stays the same, the model will continue to gather the data.

Now that your model is added, you can now modify your [data collection settings](#).