

Issues über Allplan anlegen, abrufen und bearbeiten

In Allplan, you do not need a web browser to communicate directly with Bimplus and thus with your planning partners. By using the **Issue Manager** palette in Allplan, you can retrieve the issues of a Bimplus project from the Bimplus web platform. In addition, you can create new issues or edit existing issues.



Important!

This is only possible if the Allplan project is linked with the Bimplus project. In other words, the Allplan project data has been uploaded to Bimplus *at least once*. If this is not so, start by linking the Allplan project with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)").

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Showing the Issue Manager palette

In Allplan, the **Issue Manager** palette is integrated in the palette window, where you can select it directly.

If this is not so, you must show the palette first.

To show the Issue Manager palette in Allplan

This is only possible if ...

Allplan is running

1. Right-click in the workspace and select  **Issue Manager** on the shortcut menu.
2. *Only if you have not yet signed in to Bimplus from Allplan:*
Use the  **BIMPLUS** dialog box to sign in to Bimplus (see "[Signing in to Bimplus from Allplan](#)").

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Retrieving properties of issues

To retrieve the properties of an issue in Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")
The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")
You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue Manager** palette (see [Showing the Issue Manager palette](#)).

The **Issues** area contains the list of issues created for the linked Bimplus project. This list adapts automatically to reflect the current status on Bimplus.

2. Point to the issue whose properties you want to retrieve. Click  **Options** and select  **Issue properties**.

Or:

Double-click the issue.

The **Issue properties** palette displays the properties of this issue.

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Focusing on spots

When you click an issue, all its spots automatically appear in both the preview and the active viewport. To select the view of the model so that the focus is on a spot, select the required spot in the list of spots in the issue properties.

To focus on a spot in Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")

The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")

You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue properties** palette for the required issue (see "[Retrieving properties of issues](#)").

2. Click  **Spots**.

You can see the list of spots that were placed for this issue in the model on the **BIMPLUS** web portal.

3. Click an entry in the list.

The view of the model in the active viewport changes so that the focus is on the spot.

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Creating new issues

To create a new issue for a Bimplus project in Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")

The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")

You have the required rights (see "[Rights in Bimplus](#)")

1. Select an appropriate perspective of the building model in the active viewport. This perspective will be saved together with the new issue.
2. Select the **Issue Manager** palette (see [Showing the Issue Manager palette](#)).

3. Click  **New issue** in the **Issues** area.

You can see the **Issue properties** palette.

4. Click  **Issue details** and enter detailed information about this issue.

5. Click **SAVE**.

Or:

Click **PUBLISH**.

This creates the issue, saving the view (see step 1) together with the issue. When you have immediately published the issue, the **Responsible** person and the people behind **CC email** addresses get emails informing them of the new issue.

6. To add a comment, attachment, hyperlink, or link to a document, click  **Comments**,  **Attachments**,  **Hyperlinks**, or  **Links to documents** (see "[Adding further information to issues](#)").
 7. To focus on particular elements or objects, mark them in color (see "[Marking design elements](#)").
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Editing properties of issues

To edit the properties of an issue in Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")
The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")
You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue properties** palette for the required issue (see "[Retrieving properties of issues](#)").
2. Click  **Issue details** and change the required detailed information about the issue.
3. Click **SAVE**.

The **Responsible** person and the people behind **CC email** addresses get emails informing them of the changes in the issue.

4. To change or add a comment, attachment, hyperlink, or link to a document, click  **Comments**,  **Attachments**,  **Hyperlinks**, or  **Links to documents** in the **Details** palette (see "[Adding further information to issues](#)").
 5. You can change the perspective that is saved for the issue (see "[Changing perspectives for issues](#)").
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Adding further information to issues

To add a comment, attachment, hyperlink, or link to a document to an issue in Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")
The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")
You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue properties** palette for the required issue (see "[Retrieving properties of issues](#)").
2. If you want to add a comment, click  **Comments**, enter the comment in the box, and click **ADD COMMENT**.

Or:

If you want to add an attachment, click  **Attachments** and then **ADD ATTACHMENT**. Select the required file in the **Open** dialog box and click **Open**.

Or:

If you want to add a hyperlink, click  **Hyperlinks**, enter the name and URL of the link, and click **ADD HYPERLINK**.

Or:

If you want to add a link to a document saved on the Bimplus web platform, click  **Links to documents** and then **ADD DOCUMENT**. Select the required document.

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Marking design elements

Design elements affected by an issue can be marked in Allplan. Each time you select the issue, the marked elements appear in color in Allplan. You can select the marked elements in the list box of  **Assigned objects** in the **Issue properties** palette on the **BIMPLUS** web portal.

To mark design elements in Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")

The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")

You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue properties** palette for the required issue (see "[Retrieving properties of issues](#)").
2. Click  **Select Elements, Clear Selection** at the bottom of the **Issue properties** palette.
3. Go to the active viewport and click the elements that you want to mark for this issue.
4. Right-click to confirm.

The selected design elements appear in color. When you look at the bottom of the palette, you can see how many elements are currently marked for this issue.



Note: To remove all markings from design elements for an issue, click  **Select Elements, Clear Selection** again.

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Hiding design elements that are not marked

To show and hide design elements that are not marked in Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")

The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")

You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue properties** palette for the required issue (see "[Retrieving properties of issues](#)").
2. Mark all design elements that you do *not* want to hide (see "[Marking design elements](#)").
3. Click  **Show/hide elements that are not selected** at the bottom of the **Issue properties** palette.

This hides all design elements that were *not* marked. Click  **Show/hide elements that are not selected** again to show the hidden elements again. As soon as you select another issue in the **Issue Manager** palette, all hidden elements are visible again.

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Changing perspectives for issues

Each issue has a perspective of the building model. Regardless of the other information about the issue, you can change this perspective by using both Allplan and the **BIMPLUS** web portal.

To change the perspective saved for an issue in Allplan

This is only possible if ...

You signed in to Bimplus from Allplan (see "[Signing in to Bimplus from Allplan](#)")
The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")
You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue properties** palette for the required issue (see "[Retrieving properties of issues](#)").
2. Change the perspective in the active viewport.
3. Click  **Save view** at the bottom of the **Issue properties** palette.

The **Responsible** person and the people behind **CC email** addresses in the  **Issue details** get emails informing them of the changes in the issue. The **BIMPLUS** web portal automatically displays the new perspective the next time you select the issue.

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Importing and exporting issues as BCF files

To guarantee as smooth a communication as possible with your planning partners, you can import issues as BCF files to a Bimplus project or export issues of a Bimplus project as BCF files directly from Allplan.



Important!

The project must contain the associated model with the objects described in the issue. Otherwise, BCF files do not work correctly. Therefore, load the model into your project before you import BCF files.

To import issues as a BCF file from Allplan

This is only possible if ...

You signed in to Bimplus from Allplan (see "[Signing in to Bimplus from Allplan](#)")
The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")
You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue Manager** palette (see [Showing the Issue Manager palette](#)).
2. Click  **Options** in the header of the issue list (next to the  **Search** box) and select  **Import BCF**.
3. You can see the **Open** dialog box. Select the BCF file that contains the issues that you want to import. The extension of this file is usually *.BCFZIP.
4. Click **Open**.

This imports the issues in the BCF file to the Bimplus project that is linked with the project that is currently open in Allplan.

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To export a single issue to a BCF file from Allplan

This is only possible if ...

You signed in to Bimplus from Allplan (see "[Signing in to Bimplus from Allplan](#)")
The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")
You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue Manager** palette (see [Showing the Issue Manager palette](#)).

The **Issues** area contains the list of issues created for the linked Bimplus project. This list adapts automatically to reflect the current status on Bimplus.

2. Point to the issue that you want to export. Click  **Options** and select  **Export to BCF**.

You can see the **BCF export** dialog box.



Note: Only issues that have already been published can be exported to the BCF format. You must publish issues in draft mode before you export them.

3. Select the BCF format (**BCF 2.0** or **BCF 2.1**).
4. Decide whether you want to save the BCF file locally on your computer or make it available for other planning partners so that they can download it directly from Bimplus.

Download

Click **DOWNLOAD** and save the BCF file in any folder.

Or:

Share file

Enter the email addresses of the recipients and click **SEND**. The recipients get emails informing them of the BCF file that can be downloaded from Bimplus.

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To export several issues to a BCF file from Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")

The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")

You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue Manager** palette (see [Showing the Issue Manager palette](#)).

The **Issues** area contains the list of issues created for the linked Bimplus project. This list adapts automatically to reflect the current status on Bimplus.

2. Select the issues that you want to export by selecting the required **Select issue(s)** check boxes in the right column.



Note: Only issues that have already been published can be exported to the BCF format. You must publish issues in draft mode before you export them.

3. Click  **Options** in the header of the issue list (next to the  **Search** box) and select  **Export to BCF**.

You can see the **BCF export** dialog box.

4. Select the BCF format (**BCF 2.0** or **BCF 2.1**).
5. Decide whether you want to save the BCF file locally on your computer or make it available for other planning partners so that they can download it directly from Bimplus.

Download

Click **DOWNLOAD** and save the BCF file in any folder.

Or:

Share file

Enter the email addresses of the recipients and click **SEND**. The recipients get emails informing them of the BCF file that can be downloaded from Bimplus.

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Exporting issues as an Excel table

It is often difficult to keep track of issues. This is particularly true when you have a complex issue list. Therefore, you can export the issues of a Bimplus project as an Excel table from Allplan.

To export the issues of a Bimplus project to an Excel file from Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")

The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")

You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue Manager** palette (see [Showing the Issue Manager palette](#)).

The **Issues** area contains the list of issues created for the linked Bimplus project. This list adapts automatically to reflect the current status on Bimplus.

2. Select the issues that you want to export by selecting the required **Select issue(s)** check boxes in the right column.



Note: Issues in draft mode are marked in the Excel table.

3. Click  **Options** in the header of the issue list (next to the  Search box) and select  **Export to Excel**.

The **Save As** dialog box appears.

4. Save the Excel file in any folder.

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Retrieving chronologies from issues

To retrieve the chronology of an issue in Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")

The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")

You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue properties** palette for the required issue (see "[Retrieving properties of issues](#)").

2. Click  **Reports**.

You can see the changes made to each issue in chronological order (author, date, time, and type of change).

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Deleting issues

To delete a single issue from a Bimplus project in Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see "[Signing in to Bimplus from Allplan](#)")

The Allplan project is open and linked with the Bimplus project (see "[Linking an Allplan project with a Bimplus project](#)")

You have the required rights (see "[Rights in Bimplus](#)")

1. Select the **Issue Manager** palette (see [Showing the Issue Manager palette](#)”).

The **Issues** area contains the list of issues created for the linked Bimplus project. This list adapts automatically to reflect the current status on Bimplus.

2. Point to the issue that you want to delete. Click  **Options** and select  **Delete**.
3. Click **DELETE** to confirm the prompt.



ATTENTION!

This deletes the issue including all spots and further information not only from Allplan but also from the database saved on the Bimplus web platform. You *cannot undo* this operation.

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To delete several issues from a Bimplus project in Allplan

This is only possible if ...

You signed in to Bimplus *from Allplan* (see [“Signing in to Bimplus from Allplan”](#))

The Allplan project is open and linked with the Bimplus project (see [“Linking an Allplan project with a Bimplus project”](#))

You have the required rights (see [“Rights in Bimplus”](#))

1. Select the **Issue Manager** palette (see [Showing the Issue Manager palette](#)”).

The **Issues** area contains the list of issues created for the linked Bimplus project. This list adapts automatically to reflect the current status on Bimplus.

2. Select the issues that you want to delete by selecting the required **Select issue(s)** check boxes in the right column.

3. Click  **Options** *in the header* of the issue list (next to the  **Search** box) and select  **Delete issues**.

4. Click **DELETE** to confirm the prompt.



ATTENTION!

This deletes the selected issues including all spots and further information not only from Allplan but also from the database saved on the Bimplus web platform. You *cannot undo* this operation.

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