Issues über das Webportal BIMPLUS anlegen, abrufen und bearbeiten

You communicate with your planning partners via the Issue Manager on the BIMPLUS web portal.

By using the Issue Manager, 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.

Topics on this page:

- Showing the issue manager
- Retrieving properties of issues
- Creating new issues
- Editing properties of issues
- Adding further information to
- issues Placing spots
- Changing perspectives for issues Importing and exporting issues as **BCF** files
- Exporting issues as an Excel table
- Retrieving chronologies from issues
- **Deleting issues**

Showing the issue manager

To show the Issue Manager on the BIMPLUS web portal

This is only possible if ...

The Bimplus project is loaded in BIM Explorer (see "Loading the building model into BIM Explorer")

1. Click Show Issue Manager on the left sidebar of BIM Explorer.

The Issue Manager palette appears on the left side, displaying the issues of the current Bimplus project. By means of custom FILTER CRITERIA, you can filter and sort the issues by various categories.

Û Tip: To hide the Issue Manager palette, click Show Issue Manager again.

2. Select the issues that you want to display on the Issue Board by selecting the required Select issue(s) check boxes in the right column.

The Issue Board appears at the top. Its table lists the most important information about the issues selected in the Issue Manager palette.

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Retrieving properties of issues

To retrieve detailed information about an issue on the BIMPLUS web portal

This is only possible if ...

The Bimplus project is loaded in BIM Explorer (see "Loading the building model into BIM Explorer") The Issue Manager palette is open (see "Showing the issue manager")

Click the issue whose properties you want to retrieve in the Issue Manager palette or on the Issue Board.

The Issue properties palette appears on the right side. It displays the current properties of this issue.

In addition, you can see the perspective of the building model in full view. This is the perspective that is currently saved for the issue. Bimplus automatically selects all required specialist models, object types, and structural levels of the building structure.

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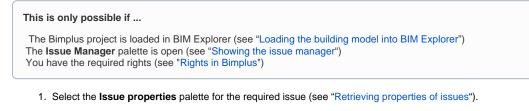
Creating new issues

To create a new issue on the BIMPLUS web portal

This is only possible if
The Bimplus project is loaded in BIM Explorer (see "Loading the building model into BIM Explorer") The Issue Manager palette is open (see "Showing the issue manager") You have the required rights (see "Rights in Bimplus")
1. Select an appropriate perspective of the building model in full view. This perspective will be saved together with the new issue.
2. Click Create issue in the Issue Manager palette.
Or:
Click Create issue on the toolbar of BIM Explorer (at the bottom of full view).
The Issue properties palette appears on the right side.
3. Click Susue details and enter detailed information about this issue.
4. 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.
5. To add a comment, attachment, hyperlink, or link to a document, click Comments, UAttachments, Or Hyperlinks, or Links to documents (see "Adding further information to issues").
6. If you want to focus on a particular point, you can mark this point by placing a spot (see "Placing spots").
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Editing properties of issues

To edit the properties of an issue on the BIMPLUS web portal



- 2. Click **P** 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, UAttachments, CHyperlinks, or EL L inks to documents (see "Adding further information to issues").
- 5. You can place a new spot (see "Placing spots").
- 6. 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 on the BIMPLUS web portal

This is only possible if
The Bimplus project is loaded in BIM Explorer (see "Loading the building model into BIM Explorer") The Issue Manager palette is open (see "Showing the issue manager") 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 ELLinks to documents and then ADD DOCUMENT. Select the required document.
The Responsible person and the people behind CC email addresses in the PIssue details get emails informing them of the changes in the issue.
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Placing spots

To place a spot for an issue in the building model on the BIMPLUS web portal

This is only possible if
The Bimplus project is loaded in BIM Explorer (see "Loading the building model into BIM Explorer") The Issue Manager palette is open (see "Showing the issue manager") 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**.

3. Click ADD SPOT and then the point on which you want to place the spot in full view.

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 the **BIMPLUS** web portal and Allplan.

To change the perspective saved for an issue on the BIMPLUS web portal



- 1. Select the Issue properties palette for the required issue (see "Retrieving properties of issues").
- 2. Click Issue details and then EDIT in the 3D PREVIEW.
- 3. Change the perspective in full view.
- 4. Click SAVE.

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

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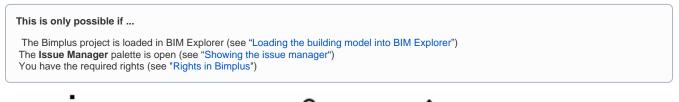
Importing and exporting issues as BCF files

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 on the **BIMPLUS** web portal.

(i) 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 on the BIMPLUS web portal



- 1. Click Options in the header of the issue list (next to the Search box) and click EF Import BCF.
- 2. You can see the **Upload file** dialog box. Select the BCF file that contains the issues that you want to import. The extension of this file is usually *.BCFZIP.
- 3. Click Open.

This imports the issues in the BCF file to the current Bimplus project.

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To export an issue to a BCF file on the BIMPLUS web portal

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The Bimplus project is loaded in BIM Explorer (see "Loading the building model into BIM Explorer") The **Issue Manager** palette is open (see "Showing the issue manager") You have the required rights (see "Rights in Bimplus")

1. 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.

2. Select the BCF format (BCF 2.0 or BCF 2.1).

3. 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 on the BIMPLUS web portal

This is only possible if ...

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The Bimplus project is loaded in BIM Explorer (see "Loading the building model into BIM Explorer")
The Issue Manager palette is open (see "Showing the issue manager")
You have the required rights (see "Rights in Bimplus")
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1. 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.

2. Click • Options in the header of the issue list (next to the Search box) and click • Export to BCF.

You can see the BCF export dialog box.

- 3. Select the BCF format (BCF 2.0 or BCF 2.1).
- 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:

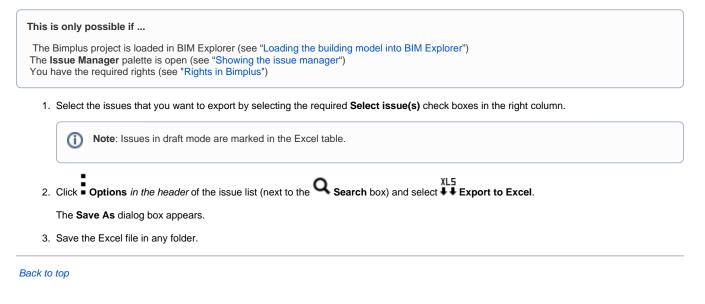
Share file

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.

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.

To export the issues of a Bimplus project to an Excel file on the BIMPLUS web portal



Retrieving chronologies from issues

To retrieve the chronology of an issue on the BIMPLUS web portal



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

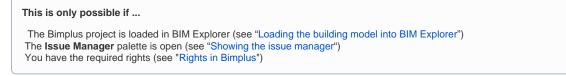
2. Click **Reports**.

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 on the BIMPLUS web portal



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

() ATTENTION!

This deletes the issue including all spots and further information. You cannot undo this operation.

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To delete several issues from a Bimplus project on the BIMPLUS web portal

This is only possible if							
The Bimplus project is loaded in BIM Explorer (see "Loading the building model into BIM Explorer") The Issue Manager palette is open (see "Showing the issue manager") You have the required rights (see "Rights in Bimplus")							
1. Select the issues that you want to delete by selecting the required Select issue(s) check boxes in the right column.							
2. Click Options in the header of the issue list (next to the Q search box) and select D belete issues.							
3. Click DELETE to confirm the prompt.							
This deletes the selected issues including all spots and further information. You cannot undo this operation.							

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