

Dokumente nach Bimplus hochladen

Project administrators and project editors are authorized to upload documents to Bimplus. Project viewers are authorized to view and download documents.

To upload a document to the Bimplus platform

This is only possible if ...

You are signed in to the **BIMPLUS** web portal (see "[Signing in to the BIMPLUS web portal](#)")

The Bimplus project exists

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

1. Make sure the required project is the current project (see "[Selecting the current Bimplus project](#)")
2. Select the navigation menu by clicking  **Show navigation menu** on the title bar of the **BIMPLUS** web portal.

3. Click  **Documents**.

You can see the documents that have already been uploaded to the current project.

4. Click  **ADD DOCUMENT**.

5. Select the required file in the **Open** dialog box.

6. Click **Open**.

7. You can see the **Add document** dialog box. Enter a name for the document in the **Document name** box.

This is the name by which you can identify the document after upload to Bimplus.

8. Click **UPLOAD**.

This uploads the document to Bimplus.

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