# Weiterführende Informationen an Objekte anfügen

One of the most important features of the **BIMPLUS** web portal is the option to attach comments or other information, such as file attachments or hyperlinks, to objects. Thus, all those involved in the project can communicate and exchange information directly through the building model. As a result, any additions or changes are always up to date and available to all project participants at any time.

## To add a comment, attachment, or hyperlink to an object

**This is only possible if ...**

The Bimplus project is loaded in BIM Explorer (see "Loading the building model into BIM Explorer")
You have the required rights (see "Rights in Bimplus")

1. Go to the building model and click the object to which you want to add further information.

    Or:

    If you want to add further information to several objects, select and hold the Ctrl key and click the objects one after the other.

    The **Details** palette opens on the right side.

2. *If you have selected several objects:*
   Go to the **Details** palette and select the required object in the upper list box.

3. If you want to add a comment, go to the **Details** palette, click Comments, enter the comment in the box and click **ADD COMMENT**.

    Or:

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

    Or:

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

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*Back to top*