

# Bimplus Projekte verwalten

Managing Bimplus projects is more than just creating and deleting projects. The project administrator is also responsible for selecting and assigning roles to project members, controlling communication between project members, and managing the specialist models of the project and the associated documents and files.

## Topics on this page:

- [Checking, adding, or changing project properties](#)
- [Adding or changing the project picture](#)
- [Managing project members](#)
- [Managing the building model](#)
- [Managing documents and other files](#)

## Checking, adding, or changing project properties

The most important information about a Bimplus project is available to each project member. You can find this information in the **Properties** palette:




- **Name**
- **Address**
- **Description**
- **Created on**
- **Status**
- **Project statistics** (hard-drive space used; number of members, models, and documents)

If you have the required rights, you can also change these entries.

## To show the Properties palette for a Bimplus project


### This is only possible if ...

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

1. Select the navigation menu by clicking  **Show navigation** menu on the title bar of the **BIMPLUS** web portal.
2. Click  **Open project**.  
You can see the projects of the current Bimplus team.
3. *Only if you are a member of several Bimplus teams:*  
Click the  **Bimplus team** on the side menu.



**Tip:** If you cannot see the side menu, click  **Toggle side menu** at the bottom of the left sidebar.

4. Click  **Show properties** in the upper-right area of the project overview.  
You can see the **Properties** palette.
5. Go to the project overview and click the project whose properties you want to see.

[Back to top](#)

## To change the properties of a Bimplus project

#### This is only possible if ...

You signed in to the **BIMPLUS** web portal (see "[Signing in to the BIMPLUS web portal](#)")  
You have the required rights (see "[Rights in Bimplus](#)")

1. Show the **Properties** palette for the project whose properties you want to change (see "[Palette Eigenschaften einblenden](#)").
2. Make the required changes.
3. Click **SAVE** in the **Properties** palette.

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[Back to top](#)

## Adding or changing the project picture

You can add a picture to each project so that the Bimplus projects can be identified quickly and easily.

### To add or change the project picture

#### This is only possible if ...

You signed in to the **BIMPLUS** web portal (see "[Signing in to the BIMPLUS web portal](#)")  
You have the required rights (see "[Rights in Bimplus](#)")

1. Show the **Properties** palette for the project to which you want to add a picture or of which you want to change the picture (see "[Palette Eigenschaften einblenden](#)").
2. Click the **Image** in the **Properties** palette.
3. Select the required image file in the **Open** dialog box.
4. Click **Open**.
5. Click **SAVE** in the **Properties** palette.

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[Back to top](#)

## Managing project members

The project administrator creates the list of project members, adding all planning partners involved to this list. By assigning different roles, the project administrator controls the members' access rights. If a planning partner is no longer involved in a project, the project administrator removes this planning partner from the project.

For details, see "[Appointing project members](#)".

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[Back to top](#)

## Managing the building model

Managing the building model of a Bimplus project plays a central role in cooperative planning based on Bimplus. Therefore, this topic is covered in a separate chapter, where you learn how to upload planning data to Bimplus and handle planning states (see "[Uploading specialist models to Bimplus and managing these models](#)").

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[Back to top](#)

## Managing documents and other files

In addition to the model data of the building model, you can upload other documents and files in any format to Bimplus so that the other project members can view or download these documents and files. You can do this for every project.

For details, see "[Uploading and managing other documents](#)".

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[Back to top](#)