

# Dokumenteigenschaften einsehen, ergänzen oder ändern

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




- **Document name**
- **Description**
- **File name**
- **Document type**
- **Owner**
- **Created on** and date of the last **Update**

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

## To show the Properties palette for a Bimplus document

### This is only possible if ...

You are 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. 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 of the current project.
4. Click  **Show properties** in the upper-right area of the document overview.  
You can see the **Properties** palette.
5. Go to the document overview or side menu and click the document whose properties you want to check or change.
6. *If you have added or changed properties:*  
Click **SAVE** in the **Properties** palette.

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