

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.



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.

[Back to top](#)

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.

[Back to top](#)

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  **Issue 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**,  **Attachments**,  **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](#)").

[Back to top](#)

Editing properties of issues

To edit the properties of 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. Click  **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**,  **Attachments**,  **Hyperlinks**, or  **Links 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](#)").

[Back to top](#)

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  **Links to documents** and then **ADD DOCUMENT**. Select the required document.

The **Responsible** person and the people behind **CC email** addresses in the  **Issue details** get emails informing them of the changes in the issue.

[Back to top](#)

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.

[Back to top](#)

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

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  **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.

[Back to top](#)

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.



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

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

[Back to top](#)

To export an issue to a BCF file 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. 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.

[Back to top](#)

To export several issues to a BCF file 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 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**).
4. 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.

[Back to top](#)

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

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 export by selecting the required **Select issue(s)** check boxes in the right column.



Note: Issues in draft mode are marked in the Excel table.

2. Click  **Options** in the header of the issue list (next to the  Search box) and select  **Export to Excel**.
The **Save As** dialog box appears.
3. Save the Excel file in any folder.

[Back to top](#)

Retrieving chronologies from issues

To retrieve the chronology of 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. Click  **Reports**.

You can see the changes made to each issue in chronological order (author, date, time, and type of change).

[Back to top](#)

Deleting issues

To delete a single issue 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. 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.

[Back to top](#)

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  **Search** box) and select  **Delete issues**.
3. Click **DELETE** to confirm the prompt.

**ATTENTION!**

This deletes the selected issues including all spots and further information. You cannot *undo* this operation.

[Back to top](#)