



ALLPLAN SHARE MANUAL

ALLPLAN 2021

Manual

Allplan Share

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1st edition, April 2021

Document no. 210eng01m07-1-BM0421

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Welcome

This manual provides a comprehensive overview of Allplan Share, showing you all you need to know about this topic.

In several chapters, you will learn how to set up Allplan Share, purchase and assign licenses, and use Allplan to work on an Allplan Share project.

Finally, the **FAQ** (see "**FAQs**" on page 32) chapter summarizes the most important questions (and answers) about Allplan Share.

Have fun with Allplan Share! We wish you every success!


General information

What is Allplan Share?

By means of the **Allplan Share** option, you can use cloud computing to edit native Allplan project data. You save and manage the Allplan project data on the openBIM platform **Allplan Bimplus**, which is hosted by ALLPLAN GmbH.



By combining Allplan and Allplan Share, you can directly collaborate with planning partners all over the world on one and the same Allplan project. Allplan Share not only reduces your administrative costs and staff costs but also helps you avoid extra costs. You do not need to buy, install, or maintain a local server because Allplan Bimplus uses cloud storage to save the data.

In addition, the  **BIMPLUS** (<https://portal.bimplus.net>) web portal, which is based on the openBIM platform Allplan Bimplus, provides additional functionality, such as the issue management tool named **Issue Manager**, document management, and much more. When you use Allplan Bimplus to maintain your Allplan specialist model, **BIM Explorer** as a model viewer gives you a clear impression of your Allplan specialist model or the complete coordination model of the construction project anytime and anywhere.

Requirements for Allplan Share

Hardware requirements and software requirements

Network

- An internet connection that is stable and uninterrupted.
 - **Minimum requirements:** 10 Mbps for upload; 20 Mbps for download; the latency must be less than 50 milliseconds (you can check this by means of Allplan Diagnostics, for example).
 - **Recommended:** 50 Mbps for upload; 100 Mbps for download; the latency must be less than 10 milliseconds (you can check this by means of Allplan Diagnostics, for example).
- Current network drivers
- Network connections based on LAN (better than WLAN)

Local file storage folder

- If possible, use a local (SSD) hard drive for the local file storage folder; network drives slow down access. The local file storage folder must not be shared between several users; this might cause massive problems. The Services window shows the path of the local file storage folder.
- You can find information about how to change the path of the local file storage folder in an FAQ on Allplan Connect; for example, enter the following search term: "local file storage folder Allplan Share".

Hardware

- The hardware requirements are the same as those for Allplan.

Further requirements

- You have an Allplan Bimplus account, an Allplan Connect account, or an Allplan Campus account; see **Creating a Bimplus account** on page 7.
- A Bimplus team is available; see **Creating a Bimplus team** on page 7.
- If you want to create Allplan Share projects, you must be the team owner or team administrator of the Bimplus team; see **User rights in Allplan Share** on page 15.
- You have one or more **Allplan Share** licenses; see **Purchasing licenses** on page 9.

How Allplan Share and Allplan Bimplus interact


With **Allplan Share**, you can use the openBIM platform **Allplan Bimplus** only for cloud storage of native Allplan project data and for collaboration on projects across locations.

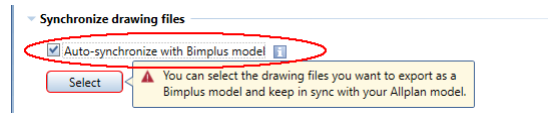
However, if you want to take it one step further, you can integrate your Allplan Share projects directly in the BIM-compliant planning process by including the specialist models created in Allplan Share in the BIM coordination model of the construction project. Thus, all planning partners involved in the construction project gain insight into your planning status, regardless of their planning tools. The specialist model integrated in the coordination model and the Allplan Share project can be automatically synced afterward.

Note: You can find more information about BIM-compliant planning in the Bimplus User Manual (<https://doc.allplan.com/display/BIMPLUSMANUAL/Bimplus+Benu-tzerhandbuch>).

Allplan Share is closely linked with Allplan Bimplus:

- Bimplus uses cloud storage to save the native Allplan data.
- Bimplus manages the users for Allplan Share projects.
- Each Allplan Share project is linked with exactly one Allplan Bimplus project. When you create an Allplan Share project, you can either create this Bimplus project as a new project or select it from existing Bimplus projects that do not contain Allplan Share data yet.
- Considering network performance, the native Allplan data in an Allplan Share project does *not automatically* create a specialist model in Bimplus. However, you can upload the model data of the Allplan Share project *directly* to Bimplus at any time.

- When you include a specialist model for the Allplan Share project in the BIM coordination model of the Allplan Bimplus project, you can transfer the Allplan model data manually or automatically and sync the Allplan Bimplus project.
 - **Manual:** Click  **Upload Model to Bimplus.**
 - **Automatic:** Select the **Auto-sync to Bimplus model** option in the **Upload Model to Bimplus** dialog box.



Note: This does not sync the native Allplan data (for example, drawing files, layouts) but the Allplan specialist model in the Bimplus project.

Setting up Allplan Share

Bimplus account and Bimplus team

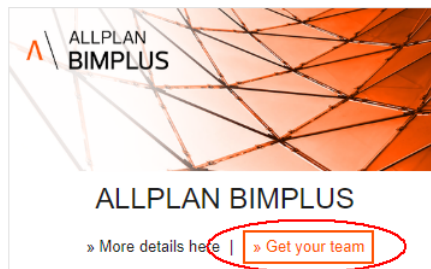
Creating a Bimplus account

If you are a registered Allplan Connect user or Allplan Campus user, you do not need to do anything else. In this case, you are automatically a registered Bimplus user. To sign in to Bimplus, you can use the same details as for signing in to Allplan Connect or Allplan Campus.

If you do not have a Bimplus account yet, create an account in Allplan Connect (<https://connect.allplan.com>) or Allplan Campus (<https://campus.allplan.com/>).

Creating a Bimplus team

Create a Bimplus team in **Allplan Connect** (<https://connect.allplan.com/bimgetteam>) or **Allplan Campus** (<https://campus.allplan.com/>).



Note the following when creating a Bimplus team:

- Each registered email address with Allplan Connect or Allplan Campus can open exactly *one* Bimplus team. We recommend that you use a generic email address (for example, info@company.com) instead of a personal email address of an employee because the email address *cannot* be changed anymore.
- The person behind the email address automatically becomes the team owner. This role *cannot* be transferred or changed later.
- The team name is automatically the company name behind the email address in the Allplan Connect account. The team owner can change the Bimplus team name *at any time*.
- When you – as a project editor – are invited to join an Allplan Share project, you do *not* need your own Bimplus team.

Licensing Allplan Share

Note: If you are a student or a teacher, go to “Licensing for students and teachers (on page 12)”.

The team owner can subscribe to Allplan Share licenses for the team owner's Bimplus team. When subscribing to these licenses in the Allplan Shop, the team owner can select a license term of 3 or 12 months or, after consultation with a salesperson, of 36 months.

For each Allplan Share license, the Bimplus team gets 100 GB of memory on the openBIM platform **Allplan Bimplus**. If you need more memory, subscribe to additional licenses.

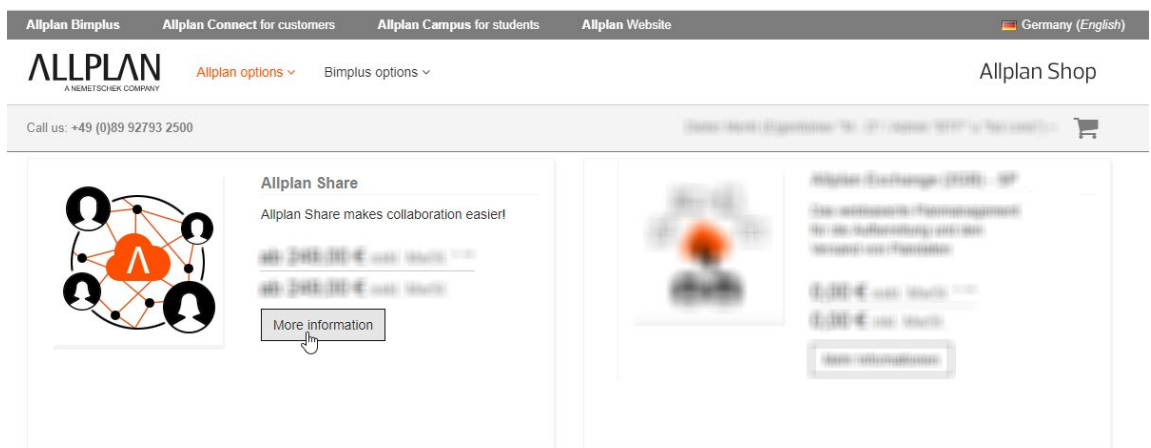
The team owner or a team administrator assigns the licenses to the team members or external project participants. These people can then work on all the projects within the Bimplus team (if they are at least project editors).

Purchasing licenses

Allplan Share licenses can be purchased by the team owner *only*.

You can purchase licenses for Allplan Share in two ways.

- Use the **Allplan Shop** <https://shop.allplan.com> – Allplan Options:





- Go to **Allplan Share**, click **More information**, select the term and the required number of licenses, and add your selection to the shopping cart.
- Follow the instructions and complete the purchase.
Your Bimplus team automatically gets the licenses purchased. You can then assign them to the team members (see "Assigning licenses to users (on page 10)").
- Contact your Allplan sales partner:
 - When purchasing licenses from your Allplan sales partner, you create your Bimplus team together with your sales partner. The team created gets the licenses purchased.

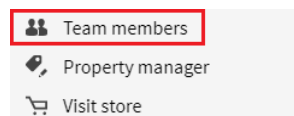
Assigning licenses to users



Each project member who is to work on an Allplan Share project must have an Allplan Share license. This can be the project member's own license or a team license assigned to this project member.

As a team owner or team administrator, you manage the Allplan Share licenses that are available to the Bimplus team either on the  **BIMPLUS** (<https://portal.bimplus.net>) web portal or directly in the **Allplan Shop** <https://shop.allplan.com>.

To assign an Allplan Share license to a team member

- ➡ You are the owner or an administrator of the Bimplus team.
- 1 Sign in to the  **BIMPLUS** (<https://portal.bimplus.net>) web portal and click  **Team members** on the navigation menu.

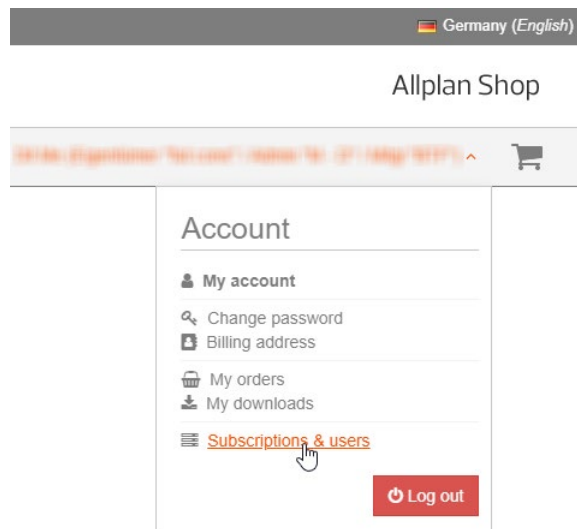


Tip: If the navigation menu is not visible, click  **Show navigation menu** on the title bar of the  **BIMPLUS** (<https://portal.bimplus.net>) web portal.

This opens the **Allplan Shop**; you can see the **Subscriptions & users** section.

Or:

Open the **Allplan Shop** <https://shop.allplan.com> directly and click **Subscriptions & users** on the **User menu**.



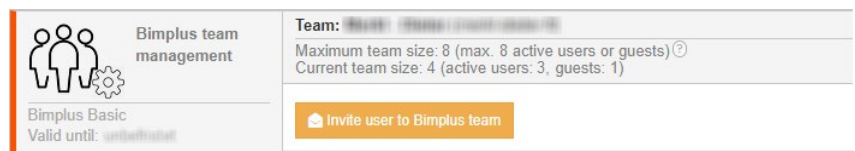
The **Subscriptions & users** section opens.

- 2 *Only if you are the owner or administrator of several Bimplus teams:*

Use the list box under **List of available teams** to select the team whose rights of use you want to manage for Allplan Share.

- 3 The **Bimplus Team Management** tab lists all members of the current Bimplus team and all employees of your company who are registered with Allplan Connect.

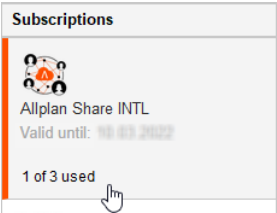
If the list does not include the required person, click **Invite user to Bimplus team**.



Important: Do not assign the role of **team administrator** to a new team member unless this is absolutely necessary because this role has more rights than the role of project administrator. You can create project administrators in the user management of the Bimplus project.

You can find the new member in the member list of the team as soon as this person has accepted the invitation.

- 4 Select the **Allplan Share** tab.



- 5 Assign Allplan Share licenses to the required team members.

To do this, select the check box in the **Ass.** column of each team member who is to get a license. Clear the check box to remove a license assigned.

| Ass. | Name | Company | St. | Email | Role |
|-------------------------------------|--------------------|---------|-----|-------|--------------------|
| <input checked="" type="checkbox"/> | Team administrator | Company | | email | Team administrator |
| <input checked="" type="checkbox"/> | Guest | Company | | email | Guest |

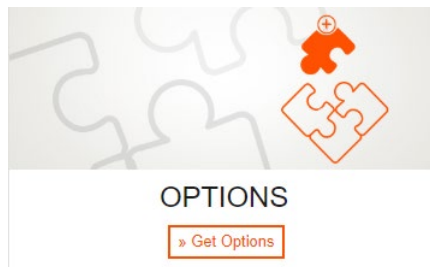
Licensing for students and teachers

Each student or teacher whose Allplan student license is registered and verified can get a free license for Allplan Share. The Allplan Share license will be assigned automatically.

Note: The available memory is 2 GB for student licenses.

To get a license for Allplan Share Student

- 1 Sign in to **Allplan Campus** (<https://campus.allplan.com/>).
- 2 Click **Get options**.



- 3 Read the information on the **Options** page and make sure that you meet the requirements mentioned.
- 4 Click **Go to Allplan Shop**.

Tip: To get more information about the Allplan Shop, click **Allplan Share: Guided Tour** below the button.

to the Allplan Shop

- 5 Click the Allplan logo in the upper-left area of the **Allplan Shop** to go to the home page.

- 6 Click **Education**. Go to **Allplan Share Student** and click **More Information**.

The screenshot shows the Allplan Shop website. At the top, there is a navigation bar with links: Allplan Bimplus, Allplan Connect for customers, Allplan Campus for students, and Allplan Website. On the right, it says 'Germany (English)'. Below this is the Allplan logo and a navigation menu with 'Allplan options', 'Bimplus options', and 'Education' (highlighted in orange). The main content area features two product cards. The left card is for 'Allplan Share', which includes an icon of four people connected by lines, the text 'Allplan Share makes collaboration easier!', and pricing: '0,00 € excl. VAT * **' and '0,00 € incl. VAT'. A 'More information' button is at the bottom of this card, with a mouse cursor hovering over it. The right card is for 'Allplan Exchange (2021) - SP', which includes an icon of a gear and text in German: 'Das vollständige Projektmanagement für die Ausführung von den ersten bis zu den letzten Schritten'. It also shows pricing: '0,00 € excl. MwSt. ***' and '0,00 € excl. MwSt.', with a 'Mehr Informationen' button below.

Call us: +49 (0)89 92793 2500

Germany (English)

Allplan Shop

Allplan Share

Allplan Share makes collaboration easier!

0,00 € excl. VAT * **

0,00 € incl. VAT

More information

Allplan Exchange (2021) - SP

Das vollständige Projektmanagement für die Ausführung von den ersten bis zu den letzten Schritten

0,00 € excl. MwSt. ***

0,00 € excl. MwSt.

Mehr Informationen

- 7 Follow the instructions.

Working with Allplan Share projects

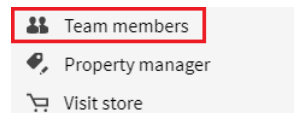
User rights in Allplan Share

The Bimplus portal manages both Bimplus users and Allplan Share users. Rights consist of two levels: First-level rights are the access rights at team level; second-level rights are the access rights at project level.

Roles at team level

- **Team owner:** same rights as the team administrator; this role cannot be changed.
- **Team administrator:** inviting and removing team members; creating and deleting projects; appointing and deleting project administrators; appointing and deleting other team administrators; managing licenses; project administrator in every Bimplus project.
- **Team member:** no rights at team level; can be assigned any role at project level.

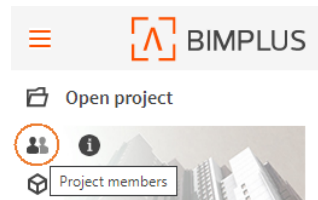
You manage team administrators and team members in the **Team members** area of the Bimplus portal.



Roles at project level

- **Project administrator:** same rights as a project editor; plus: deleting models; deleting documents; inviting and removing members; assigning member roles at project level; assigning a property set template
- **Project editor:** same rights as a project viewer, plus: creating, uploading, and downloading models; creating revisions; uploading documents; creating, editing, and deleting issues; editing project properties; checking for clashes
- **Project viewer:** viewing models, documents, and issues; downloading documents

Project administrators and project editors apply to the relevant project only; you manage these roles in the **Project members** area of the Bimplus portal.





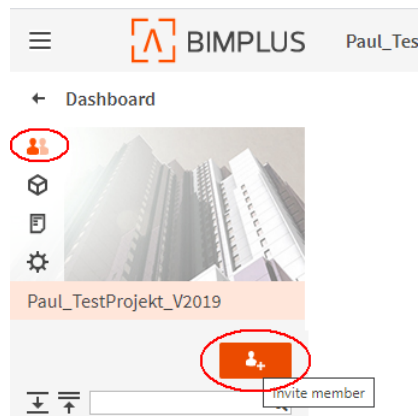
Notes:

- If you have copied an existing Allplan project as an Allplan Share project to Bimplus cloud storage, you must define the project members again in the **Project members** area of **Bimplus project management**.
- You must assign user rights for print sets and privilege sets again in Allplan.

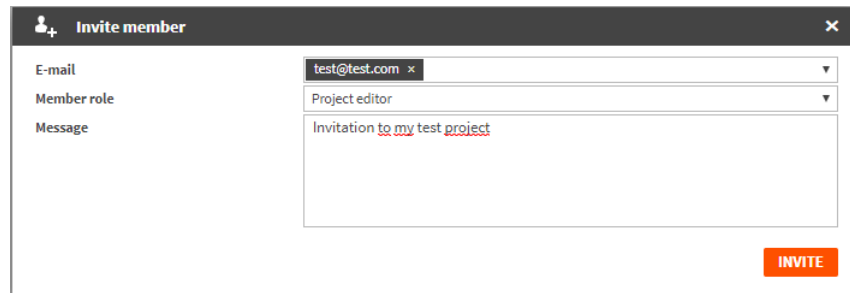
Inviting a new project editor to an Allplan Share project

To invite a new project editor

- 1 Click  **New Project, Open Project...**
- 2 Click  **Share** in the left column.
- 3 Click **Bimplus project management** on the shortcut menu of the project.
- 4 In Bimplus, click **Project members** and then **Invite member**.



- 5 The **Invite member** dialog box opens. Enter the email address of the new project member and select the member role. If you want, you can enter a message. Finally, click **INVITE**.



The screenshot shows a dialog box titled "Invite member" with a close button (X) in the top right corner. The dialog contains three input fields: "E-mail" with the value "test@test.com", "Member role" with the value "Project editor", and "Message" with the text "Invitation to my test project". An orange button labeled "INVITE" is located at the bottom right of the dialog.

- 6 If this email address is already linked with a Bimplus account, this Bimplus user is immediately visible as an active user in the project. If this email address is not yet linked with a Bimplus account, this email address gets an invitation. As soon as the person behind this email address accepts and confirms the invitation, a Bimplus account will be generated for this email address.

Note: A new project member is automatically a new team member.

- 7 Assign the new project member an Allplan Share license (see "Assigning licenses to users" on page 10).

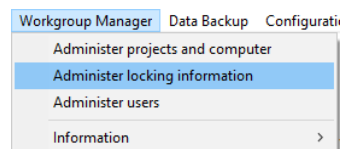
Working on an Allplan Share project in Allplan

The procedure for working on an Allplan Share project is almost exactly the same as that for working on an "ordinary" Allplan project. To open an Allplan Share project, you need to sign in to your Bimplus account. In addition, you must have the role of project editor for this project and an Allplan Share license.

Working together on an Allplan Share project

Several users can work on the same Allplan Share project at the same time. This is just like working on an "ordinary" Allplan project. Drawing files, layouts, and filesets that have been opened by a user are locked and cannot be edited by any other user at the same time. However, locked drawing files can be opened in reference mode by other users.

To manually manage locked data, the Allplan administrator can use a tool in the Services application to display the locking information for each project and manually delete this locking information. This ensures that documents do not remain unnecessarily locked just because an internet connection does not work properly.



You can also manage locking information by selecting this tool on the shortcut menu of a project in the **New Project, Open Project** dialog box.

Data storage in an Allplan Share project


When working with Allplan Share projects, you do not directly access the files of Bimplus cloud storage; instead, you work with a local copy. The local copy is in the folder you specified for the local file storage folder during installation. If you did not specify a folder during installation, the local copy will be created in the LocalData\Bimplus folder, which is a subfolder of the central file storage folder.

The *first* time you open an Allplan Share project, all project data (except drawing files, filesets, and layouts) will be copied from Bimplus cloud storage to the local file storage folder.

As soon as you open a drawing file, layout, or fileset in an Allplan Share project, this document will be copied from Bimplus cloud storage to the local file storage folder and opened from there.

Syncing the local file storage to Bimplus cloud storage

Changed drawing files and layouts will automatically be copied to Bimplus cloud storage when you ...

- close a drawing file or open it in reference mode.
- close a project.
- switch to layout editor.
- open ProjectPilot.
- select  **Save** to upload changed drawing files or layouts.
- change Allplan resources. These resources will be copied from the local file storage folder to Bimplus cloud storage as soon as you close a project. Other users will not see these changes until they close and reopen the project.

Creating and managing Allplan Share projects

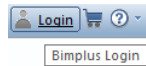
Creating projects as Allplan Share projects for Bimplus cloud storage


You can directly create new Allplan projects as Allplan Share projects for Bimplus cloud storage. All you need to do is select BIMPLUS for storage when you create the project. This automatically links the Allplan project with the new Bimplus project created.

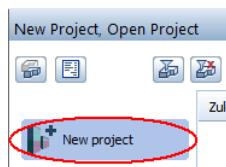
To create an Allplan Share project for Bimplus cloud storage

➡ You are the Bimplus team owner or team administrator.

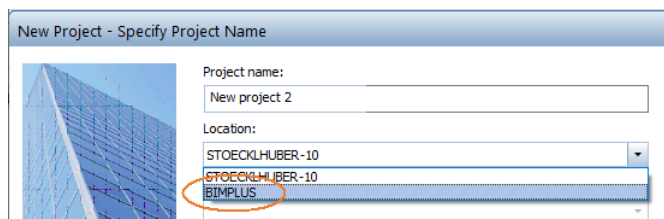
- 1 Start Allplan and sign in to Bimplus.



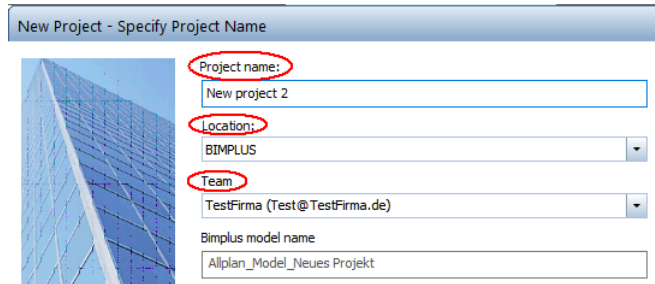
- 2 Click  New Project, Open Project....
- 3 Click New project.



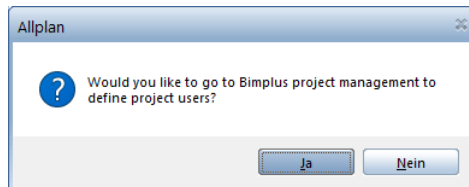
- 4 Select BIMPLUS for the Location.



- 5 Enter the name of the new project in the **Project name** area, select the Bimplus **Team**, and enter the name of the Allplan model in the **Bimplus model name** area.



- 6 Click **Finish**.
- 7 If you want to invite more members to this project, you can switch directly to Bimplus project management.



Copying Allplan projects to Allplan Share

You can also copy existing Allplan projects (that is, local Allplan projects or Allplan projects in a workgroup environment) to Allplan Share for Bimplus cloud storage.

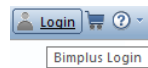
Note: Depending on the project size and internet connection speed, this can take a bit longer (up to one hour).

Important! Afterward, the original Allplan project and its copy in Allplan Share are *not* connected anymore. Therefore, make sure that you use the appropriate project version for further editing.

To copy an Allplan project to Allplan Share

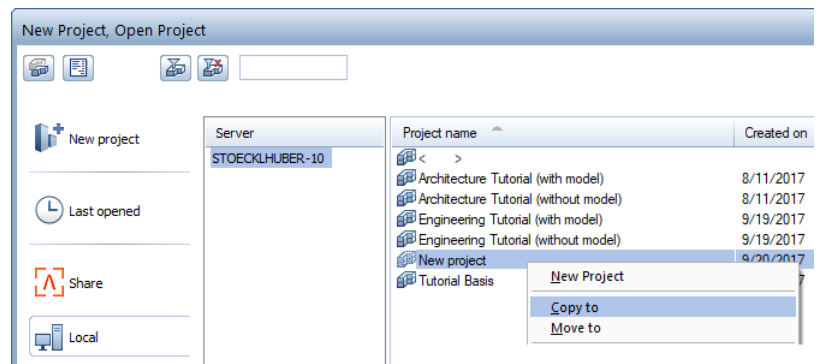
➤ You are a team owner, team administrator, or project administrator in Bimplus.

1 Start Allplan and sign in to Bimplus.

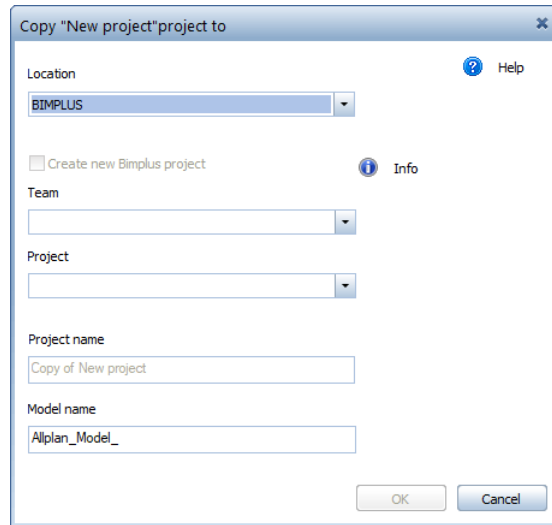


2 Click  **New Project, Open Project...**

3 Open the shortcut menu of the project that you want to copy and click **Copy to**.



- 4 Select **Bimplus** for the location.



Copy "New project"project to

Location
BIMPLUS

☐ Create new Bimplus project

Team
[Empty dropdown]

Project
[Empty dropdown]

Project name
Copy of New project

Model name
Allplan_Model_

OK Cancel

- 5 If you want to create a new Bimplus for the Allplan Share project:
Select the **Create new Bimplus project** check box.

Note: Only the Bimplus team owner or a Bimplus team administrator is authorized to create new Bimplus projects.

Or:

If you want to create the Allplan Share project in an existing Bimplus project:

Clear the **Create new Bimplus project** check box.

- 6 For the **Team**, select the Bimplus team who is to work on the Allplan Share project.
- 7 *Only if you selected the **Create new Bimplus project** option:*
Enter the name for the new Bimplus project in **Project name**.

Or:

*Only if you did not select the **Create new Bimplus project** option:*

For the **Project**, select the Bimplus project in which you want to store the Allplan Share project.

- 8 Enter a name for the Allplan Share project in **Model name**.
- 9 Click **OK**.

This copies the native Allplan project data as an Allplan Share project to the selected Bimplus project. The Allplan Share project contains *only* native Allplan data. Considering network performance, the BIM specialist model will *not automatically* be created.

Important! If you want to include the Allplan Share project as a BIM specialist model in Bimplus and make it visible in BIM Explorer, you need to upload the model data of the Allplan Share project to Bimplus (see "Uploading the BIM model of the Allplan Share project to Bimplus (on page 25)").

Note: After having copied the project to Bimplus cloud storage, you must assign user rights for print sets and privilege sets again.

Uploading the BIM model of the Allplan Share project to Bimplus

If you want to include the Allplan Share project as a BIM specialist model in Bimplus (for example, in the coordination model of an existing Bimplus project) and make it visible in BIM Explorer, you need to upload the model data of the Allplan Share project to Bimplus.

Note: See "Handling projects with Allplan Bimplus" for more information about handling projects in a BIM-compliant manner with Bimplus, the web service offered by ALLPLAN GmbH.


To upload Allplan Share model data to Bimplus

- 1 Click  **Upload Model to Bimplus**.

The **Upload Model to Bimplus** dialog box opens.

- 2 Go to the **Setting** area and decide whether you want to update the existing model, overwrite it, or create a new revision:
 - **Update the current model**
Updates the current model based on the selected design elements (see step 1) that have changed since the last upload.
 - **Upload current model again**
Replaces the current model with the design elements selected (see step 1).

- **Create a new revision**

Creates a new revision of the model, keeping the original version. You can still display and edit the old version by using the  **BIMPLUS** web portal (<https://portal.bimplus.net>).

- 3 Go to the **Synchronize drawing files** area and decide whether you want to automatically sync the BIM specialist model when there are changes in the drawing files selected in the **Select drawing files** area in the Allplan Share project.

Select the **Auto-sync to Bimplus model** check box and click **Select** to select the required drawing files.

Note: You can also update the BIM specialist model at any time by uploading the model data from the Allplan Share project again.

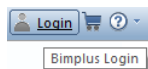
- 4 Click **OK**.
This uploads the model data to Bimplus.
- 5 Click **OK** to confirm the message that appears when the upload is completed.



Copying or moving Allplan Share projects from Bimplus cloud storage

You can copy or move Allplan Share projects from Bimplus cloud storage to the local hard drive or the workgroup server. Depending on the project size and internet connection speed, this can take a bit longer (up to one hour).

To copy or move an Allplan Share project from Bimplus cloud storage

- ➡ You are a team owner, team administrator, or project administrator in Bimplus. To copy or move an Allplan Share project to an Allplan workgroup server, you must be the Allplan administrator.
- 1 Start Allplan and sign in to Bimplus.



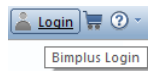
- 2 Click  **New Project, Open Project...** and then  **Share** in the left column.
 - 3 Open the shortcut menu of the project that you want to copy or move and click **Copy to** or **Move to**.
 - 4 Select the local computer or workgroup server for the location.
-



Deleting Allplan Share projects

By deleting an Allplan Share project, you delete the Allplan project data only; this does not affect any other data of the Bimplus project (for example, models, documents, and so on) or the Bimplus project itself.

To delete an Allplan Share project

- You are the Bimplus team owner, team administrator, or project administrator.
- 1 Start Allplan and sign in to Bimplus.



- 2 Click  **New Project, Open Project...**
- 3 Click  **Share** in the left column.
- 4 Open the shortcut menu of the project that you want to delete and click **Delete project**.
- 5 Click **Yes** to confirm the prompt.

The symbol for the project changes from  (project with Allplan data) to  (project without Allplan data).

This also deletes the data from the local file storage folder.

Backing up and restoring Allplan Share project data

Backing up Allplan Share projects

To create a backup copy of an Allplan Share project, open the **New Project, Open Project** dialog box, right-click the project that you want to back up, and choose one of the two options:

- **Copy to:** Use this to create a copy of the selected project in the "Copy, move project" dialog box. As soon as Allplan has copied the selected project, this dialog box closes and Allplan switches to the new project.
- **Create project backup:** Use this to compress a project and save it as a ZIP file. For example, a planning partner can add a compressed project to the project list by using drag-and-drop editing.

In addition, a backup copy of each drawing file or layout that has been changed and uploaded will automatically be saved in the local file storage folder in `backup\Ndw` (drawing files) or `backup\Layout` (layouts). Allplan saves the last three versions of each drawing file and layout, naming the files according to the following pattern:
`[file name]_[yyymmdd]_[hhmm]`.


Restoring project data from a backup

You can restore not only an entire project but also one or more drawing files or layouts from a data backup. By means of **Allplan Share Project Explorer**, you can also restore any other Allplan data and resources.

Restoring an entire project

Use this procedure when you want to replace an entire Allplan Share project with a project backup. Create a new Allplan project (on the local computer or on a workgroup server) from the project backup, delete the existing Allplan Share project, and copy the new project to the Bimplus project, which is now empty.



To restore an entire Allplan Share project from a project backup

- 1 Click  **New Project, Open Project...**
 - 2 Add the project from the project backup to the project list by using drag-and-drop editing.
This creates a new Allplan project.
 - 3 Delete the Allplan Share project (see "Deleting Allplan Share projects" on page 27) that you want to replace.
 - 4 Copy the new project to Allplan Share (see "Copying Allplan projects to Allplan Share" on page 23) into the Bimplus project, which is now empty.
-

Restoring several drawing files

Use this procedure when you want to replace several drawing files in an Allplan Share project with a backup.


To restore several drawing files of an Allplan Share project from a backup

- 1 Open the Allplan Share project in which you want to restore several drawing files.
 - 2 Click  **Open on a Project-Specific Basis.**
 - 3 Click  **Edit building structure, plane model (lock for other users).**
 - 4 Right-click the structural node in which you want to replace the drawing files and select **Import drawing files** on the shortcut menu.
 - 5 Select the drawing files in any folder (for example, a project) or a project backup saved as a ZIP file and click **OK**.
-

Restoring a single drawing file

Use this procedure when you want to replace a single drawing file in an Allplan Share project with a backup.


To restore a single drawing file of an Allplan Share project from a backup

- 1 Open the Allplan Share project in which you want to restore a single drawing file.
 - 2 Click  **Open on a Project-Specific Basis**.
 - 3 Right-click the drawing file that you want to restore and select **Replace drawing file** on the shortcut menu.
 - 4 Select the drawing file (*.ndw) in any folder (for example, a project) or a project backup saved as a ZIP file and click **OK**.
-

Restoring individual layouts

You can restore individual layouts from a file (*.npl) or a project backup.

To restore individual layouts

- 1 Open the Allplan Share project in which you want to restore layouts from a backup.
 - 2 Switch to layout editor and click  **Open on a Project-Specific Basis**.
 - 3 Right-click the layout that you want to replace and select **Replace layout** on the shortcut menu. Make sure that the layout is not open or was open shortly before.
 - 4 Proceed in either of the following ways:
 - Select the layout (*.npl) in any folder (for example, a project) and click **Open**.
 - Select **ZIP files** in the lower-right area of the dialog box and double-click a project backup saved as a ZIP file. Select the layout that you want to restore and click **OK**.
-

Restoring other resources (for example, building structure, textures, and so on)

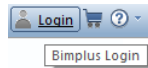
Apart from drawing files and layouts, you can also restore other resources, such as the building structure, textures, and so on.

Important: Do this only if you know exactly how the individual resources work and how changes affect the resources!

To restore any resources in an Allplan Share project

➡ You are at least the Bimplus project administrator.

- 1 Start Allplan and sign in to Bimplus.



- 2 Click  **New Project, Open Project...**

- 3 Click  **Share** in the left column.

- 4 Right-click the project in which you want to restore resources and select **Manage project files**.

This opens **Allplan Share Project Explorer**, which you can use to download files from Allplan Share or upload files to Allplan Share.

- 5 You can do the following by using the shortcut menu (multiple selection is possible):
 - **Download file:** Downloads the selected files in the Allplan TMP folder.
 - **Upload file:** Uploads files from any folder to Allplan Share.
 - **Open, edit file:** Opens the file in the linked application.
 - **Delete file:** Deletes the selected objects.
 - **Open download folder:** Opens the Allplan TMP folder that contains the files that you downloaded from Allplan Share.
-

FAQs

What is Allplan Share?

Allplan Share is a cloud solution; you use cloud computing to edit and store native Allplan project data.

By combining Allplan Share, Allplan Architecture or Allplan Engineering, and an Allplan Bimplus account, you can directly collaborate with planning partners all over the world on one and the same Allplan project. Being based on the openBIM platform Allplan Bimplus, Allplan Share provides additional functionality, such as Model Viewer, Issue Manager (the tool for issue management), revision control, and much more. Allplan Share not only reduces your administrative costs and staff costs but also helps you avoid extra costs. You do not need to buy, install, or maintain a local server because Allplan Bimplus uses cloud storage to save the data.

What do I need to use Allplan Share?

- An internet connection that is stable and uninterrupted; at least 10 megabits for upload and 20 megabits for download; the latency must be less than 50 milliseconds; recommended: 50 megabits for upload; 100 megabits for download, the latency must be less than 10 milliseconds.
- The hardware requirements are the same as those for Allplan.
- Current network drivers

Further requirements

- Bimplus account or Allplan Connect account
- Bimplus team
- At least one license for Allplan Share
- If possible, use a local (SSD) hard drive for the local file storage folder; network drives slow down access. The local file storage folder must not be shared between several users; this might cause massive problems.

How do I create an Allplan Bimplus account?

Register with Allplan Connect (<https://connect.allplan.com/de/registrierung.html>) or Allplan Campus (<https://campus.allplan.com/>).

How do I create a Bimplus team?

Create a Bimplus team in Allplan Connect (<https://connect.allplan.com/bimgetteam>) or Allplan Campus (<https://campus.allplan.com/>).

We recommend that you use a generic email address (for example, info@company.com) because you cannot change the email address later. The team name is automatically the company name behind the email address in the Allplan Connect account. The team owner can change the Bimplus team name at any time.

How does licensing of Allplan Share work?

The team owner can subscribe to Allplan Share licenses for the team owner's Bimplus team. When subscribing to these licenses in the Allplan Shop, the team owner can select a license term of 3 or 12 months or, after consultation with a salesperson, of 36 months.

For each Allplan Share license, the Bimplus team gets 100 GB of memory on the openBIM platform **Allplan Bimplus**. If you need more memory, subscribe to additional licenses.

The team owner or a team administrator assigns the licenses to the team members or external project participants. These people can then work on all the projects within the Bimplus team (if they are at least project editors).

How and where can I purchase licenses for Allplan Share?

If you are the team owner, you get a license for Allplan Share in the Allplan Shop <https://shop.allplan.com> – **Allplan Options**. Alternatively, contact your sales partner.

Note: The available memory is 2 GB for trial licenses.

How can I assign licenses for Allplan Share?

Allplan Share licenses can be assigned or removed by the team owner in the Allplan Shop in the **My account – Subscriptions and users** area or by the team owner or a team administrator in **Bimplus** in the **Team members** area.

How does licensing work for students and teachers?

If you are a student or teacher, you can use the free student version of Allplan Share. The only requirement is that your Allplan student license is registered and verified. Do the following to get the Allplan Share license:

Register with **Allplan Campus** (<https://campus.allplan.com/>); click **Get options**; click **Go to Allplan Shop**; click the upper-left Allplan logo; click **Education**; add the free **Allplan Share Student** option to the shopping cart; follow the instructions.

The Allplan Share license will be assigned automatically.

Note: The available memory is 2 GB for student licenses.


How can I create a new Allplan Share project or copy an existing Allplan project to Allplan Share?

Create a new project in Allplan and select BIMPLUS for the location (team administrator or team owner only).

You can use the shortcut menu to copy existing Allplan projects to Allplan Share. In doing so, you can either create a new Bimplus project (requires at least the role of team administrator) or use an existing project that does not yet contain any Allplan data (requires at least the role of project administrator).

Which actions make Allplan upload edited data to Allplan Share?

- Close a drawing file or open it in reference mode.
- Close the project.
- Switch to layout editor.
- Open ProjectPilot.

In addition, you can use  **Save** to manually save and upload all changed drawing files or layouts to Allplan Share.

How can I create a backup of an Allplan Share project?

Open the dialog box for managing projects in Allplan, right-click the project you want to save and select **Copy project** or **Create project backup**.

How can I restore an Allplan Share project from a data backup?

- **Restoring an entire project from a project backup:** Drag the project backup into the dialog box for selecting projects in Allplan (this creates a new project); delete the Allplan Share project; copy the new Allplan project to the existing Bimplus project.
- **Restoring individual drawing files:** Open the dialog box for selecting drawing files; right-click a structural node; select **Import drawing files** on the shortcut menu.
- **Restoring a single drawing file or layout:** Open the dialog box for selecting drawing files or layouts; right-click a drawing file or layout; select **Replace drawing file** or **Replace layout** on the shortcut menu.
- **Restoring other resources:** Open the dialog box for selecting projects; right-click an Allplan Share project; select **Manage project files** on the shortcut menu; replace the resources in Allplan Share Project Explorer.

What are the rights in an Allplan Share project and where are they managed?

The Bimplus portal manages both Bimplus users and Allplan Share users. Rights consist of two levels: the first level is the access rights at team level; the second level is the access rights at project level.

Roles at team level

- Team owner
- Team administrator
- Team member

Roles at project level

- Project administrator
- Project editor
- Project viewer

ABOUT THE COMPANY

ALLPLAN is a global provider of Building Information Modeling (BIM) solutions for the AEC industry. For more than 50 years ALLPLAN has pioneered the digitalization of the construction industry. Always focused on our clients we provide innovative tools to design and construct projects – inspiring users to realize their visions.

Headquartered in Munich, Germany, ALLPLAN is part of the Nemetschek Group. Around the world over 400 dedicated employees continue to write the ALLPLAN success story.

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