Dokumente von Bimplus herunterladen

All members of a project are authorized to download project documents from the Bimplus platform.

To download a document from the Bimplus platform

This is only possible if ...

You are signed in to the **BIMPLUS** web portal (see "Signing in to the **BIMPLUS** web portal")
You are a member of the Bimplus project

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. If ⬛⬛ *Icon view is selected:*

   Point to the document that you want to download. Click ⋮ **Options** and then ⬇ **Download document**.

   Or:

   If ⊞ *Table view is selected:*

   Click ⬇ **Download document** in the **Options** column of the document that you want to download.

   Or:

   On the side menu, open the tree structure and go to the ⊟ **Document** that you want to download. Click ⋮ **Options** and then ⬇ **Download document**.

5. A dialog box opens. Decide whether you want to open the document or save it locally on your computer. Then click **OK**.

6. *If you want to save the document locally:*
   Select the folder and file name and click **Save**.

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