Plan Drawing Vault
Quick Steps User Guide

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Requesting UPlan Access

To request UPlan access navigate to https://space.miami.edu/uplan/index.html using your browser and select “Please Click Here” link to compose an email.

Complete and send email with the following information:

Please complete the information requested below in its entirety:

- Full Name:
- Case ID:
- Phone Number:
- Department:
- Supervisor:
- Reason for Requesting Access:
How to Access the UPlan Drawing Vault

- To Access the UPlan Drawing Vault start at the Space Planning and Analysis UPlan Page: [https://space.miami.edu/uplan/index.html](https://space.miami.edu/uplan/index.html)

- Select link for access
Using UPlan Remotely

UPlan is only accessible on the University’s network or the SecureCanes wireless network. UM faculty and staff must use their CaneID and password to authenticate to the SecureCanes network. If you are working from a remote location / outside the UM network, you must use GlobalProtect VPN to access UPlan.

**Note:** GlobalProtect VPN software is not overseen by the Office of Space Planning & Analysis. This is a Virtual Private Network managed by UMIT. Any questions or issues must be addressed directly with UMIT.

GlobalProtect VPN instructions and download can be found at:

https://www.it.miami.edu/a-z-listing/virtual-private-network/index.html

If you have any questions about installing or using Pulse Secure, contact UMIT Service Desk at (305) 284-6565 or help@miami.edu.
Navigating UPlan

*If you are asked to login:* Please use CaneID and Password. If domain is requested, use CGCENT.

UPlan Landing Page.

**Note:** Views shown are for illustrative purposes. The Views users may have access to will vary based on requirements.
Select desired view.

Select desired building.

Select desired floor.
*The Navigation page remembers if you left off on the contents or viewer tab. If a PDF does not appear as above, please go to the viewer tab.

Double clicking the drawing opens its details in a new UPlan tab.
The UPlan Drawing Vault PDF viewer has the following basic functions.

Holding down on the “ctrl” key allows to use your mouse scroll wheel to zoom in and out.

Use “window zoom” to zoom to specific location.

Printing from viewer generates a draft print. For full resolution, download file as indicated in download section.

Zooms in and out on PDF.
Drawings Under Revision

If a Drawing has the following symbol it means the drawing is under revision by the Office of Space Planning and Analysis.

When you click on a file with symbol you will receive the error illustrated below.

If you require this drawing or need further information, please contact the Office of Space Planning and Analysis for details.
Downloading Files

Downloading a PDF or CAD file

*Unless Noted, PC and Mac browsers behave the same.

Select the Contents tab.

Right-click on desired file type and select download.

Internet Browsers

When clicking download, individual browsers react differently. Please review how your preferred browser reacts.

**Internet Explorer:** Downloads to your BC-Workspace location.
Chrome: Downloads to the browser default download location and opens in default PDF viewer.

Edge: Select Open or Save as desired.

Firefox: Select save or open

A folder with campus, building, drawing hierarchy will be created in the selected or default download folder.
When you download multiple drawings at one time, it will only download the PDF version.

Hold “Ctrl” and select desired floors.
Room Bookmarks in PDFs

Some buildings are very large, and you may be looking for a specific room or suite. Bookmarks have been created to help you find what you are looking for.

When using Adobe Acrobat locate the bookmarks toolbar.

Select the bookmark icon and the bookmarks will display. The rooms are listed in numerical order. You may scroll the list to find the desired room.
Click on the desired room.

And it will zoom into the room for you.
Collections

A Collection is like your favorites or bookmarks in an internet browser. Collections can be helpful for drawings you frequently access.

Creating a Collection

To create your own collection proceed to the footer of any UPlan Navigation Page and select the Collections link.

<table>
<thead>
<tr>
<th>SITE</th>
<th>BUILDING</th>
<th>BUILDING #</th>
<th>FLOOR</th>
<th>REVISION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>CORAL GABLE...</td>
<td>0101</td>
<td>01</td>
<td>08/27/2010 3.1....</td>
</tr>
<tr>
<td>37</td>
<td>CORAL GABLE...</td>
<td>0101</td>
<td>02</td>
<td>09/23/2010 3.1....</td>
</tr>
<tr>
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<td>0101</td>
<td>03</td>
<td>10/29/2014 10....</td>
</tr>
<tr>
<td>37</td>
<td>CORAL GABLE...</td>
<td>0101</td>
<td>04</td>
<td>10/29/2014 10....</td>
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<td>0101</td>
<td>05</td>
<td>10/29/2014 10....</td>
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<td>CORAL GABLE...</td>
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<td>CORAL GABLE...</td>
<td>0101</td>
<td>10</td>
<td>10/29/2014 10....</td>
</tr>
</tbody>
</table>

NO DATA TO DISPLAY
After you click Collections the ribbon on the top of the page will change. Click “New Collection” to create a collection.
Name your collection.

Once you have created a collection, go to any navigation page and select desired drawings to add to your collection.
Select your desired collection.

Download a Collection

You may download the drawings in your collection. However, downloading a collection downloads files in PDF format. You will have to select individual drawing contents to download the CAD file.
When you download a collection, it will create a folder with campus, building, drawing hierarchy. It does not download to collection folder.

Deleting files from a collection

Select desired file and right-click to select Remove from “Collection Name”.
Delete entire collection
Right-click on desired collection select delete.