



UNIVERSITY  
OF MIAMI

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# **Plan Drawing Vault**

## Quick Steps User Guide

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**The Office of Space Planning and Analysis**

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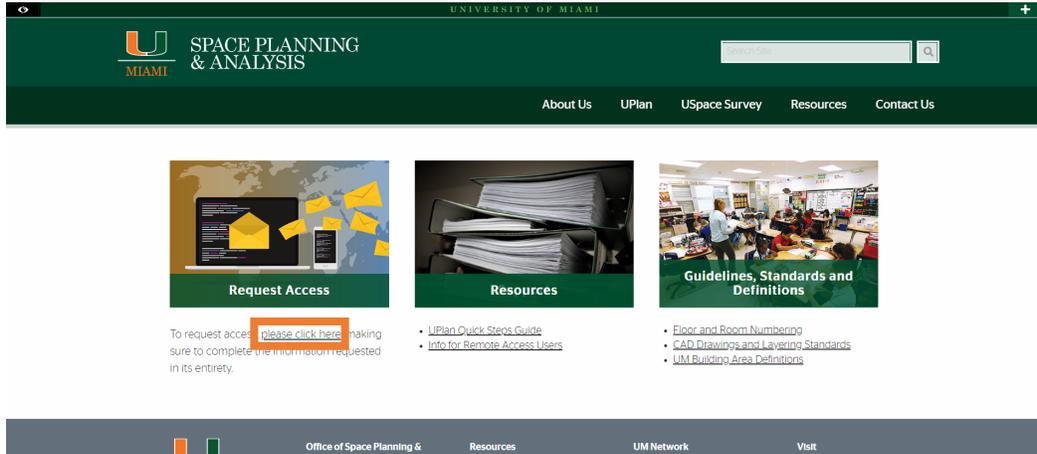
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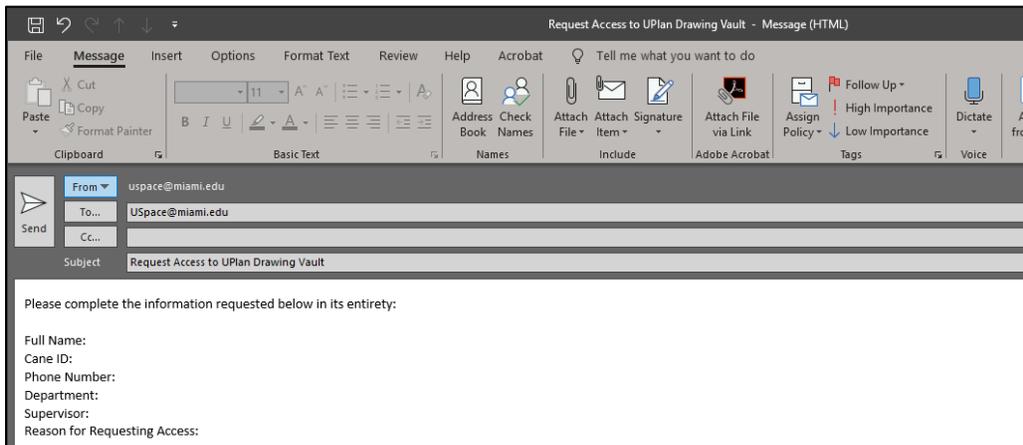


## Requesting UPlan Access

To request UPlan access navigate to <https://space.miami.edu/uplan/index.html> using your browser and select the “[Please Click Here](#)” link to compose an email.



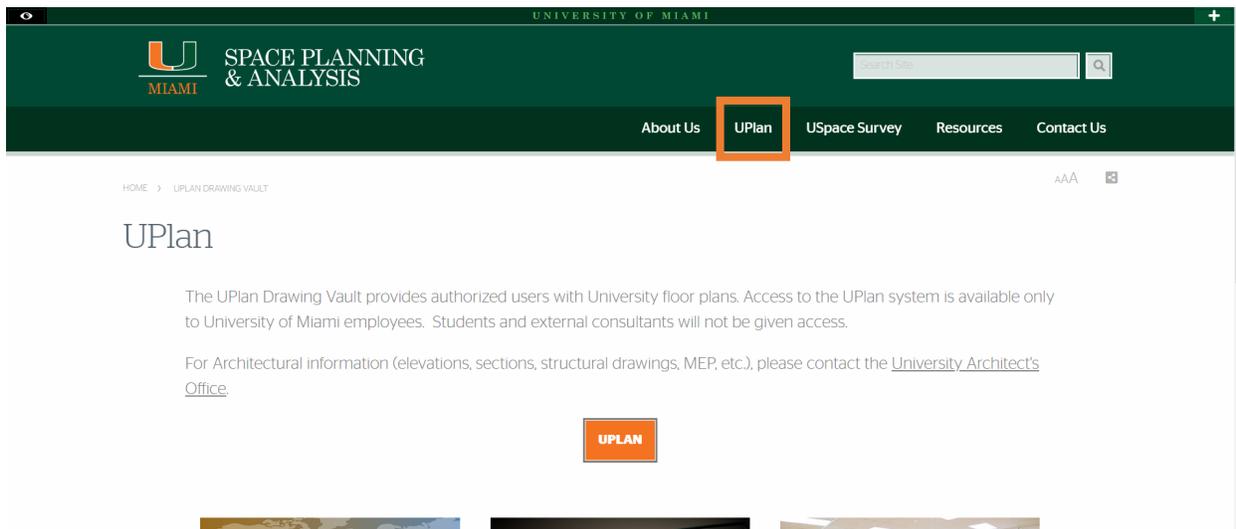
Complete and send an email with the following information.





## 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>



- Select the link for access





## Using UPlan Remotely

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

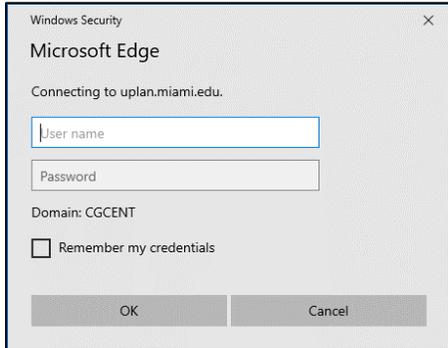
**Note:** GlobalProtect software is not overseen by the Office of Space Planning & Analysis. This is a Virtual Private Network managed by UMIT. Any questions or issues must be addressed directly with UMIT.

If you have any questions about installing or using Global Protect VPN, contact UMIT Service Desk at (305) 284-6565 or [help@miami.edu](mailto:help@miami.edu).



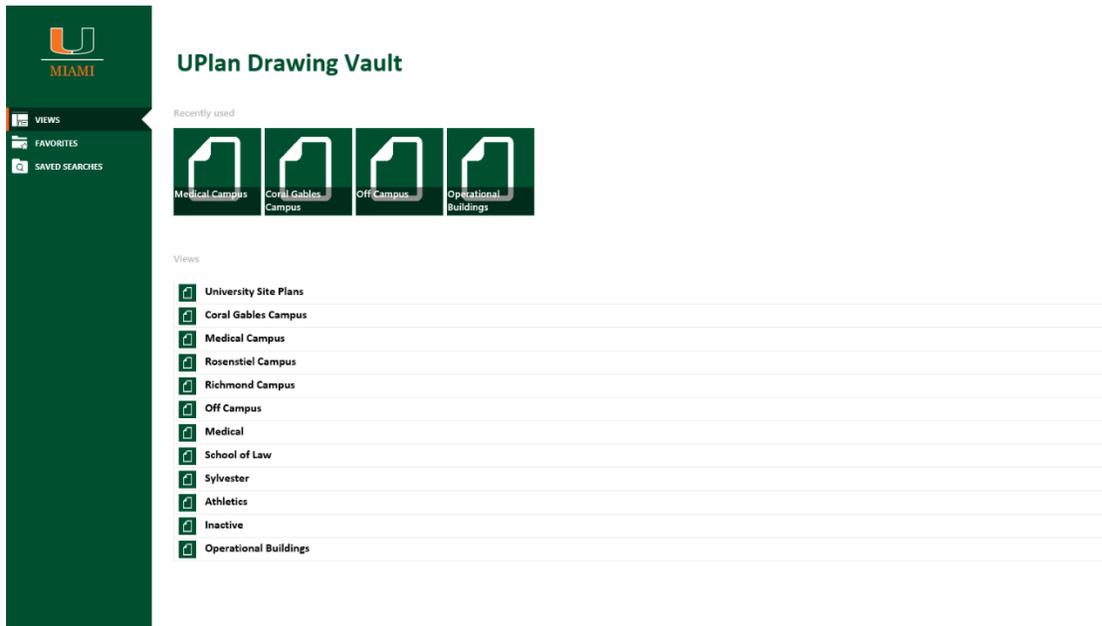
## Navigating UPlan

**\*If you are asked to log in:** Please use CaneID and Password. If a domain is requested, use CGCENT.



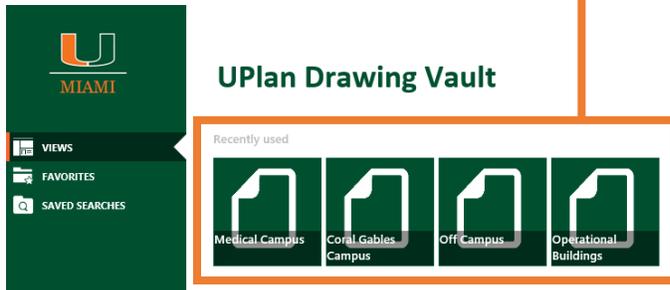
### UPlan Landing Page.

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

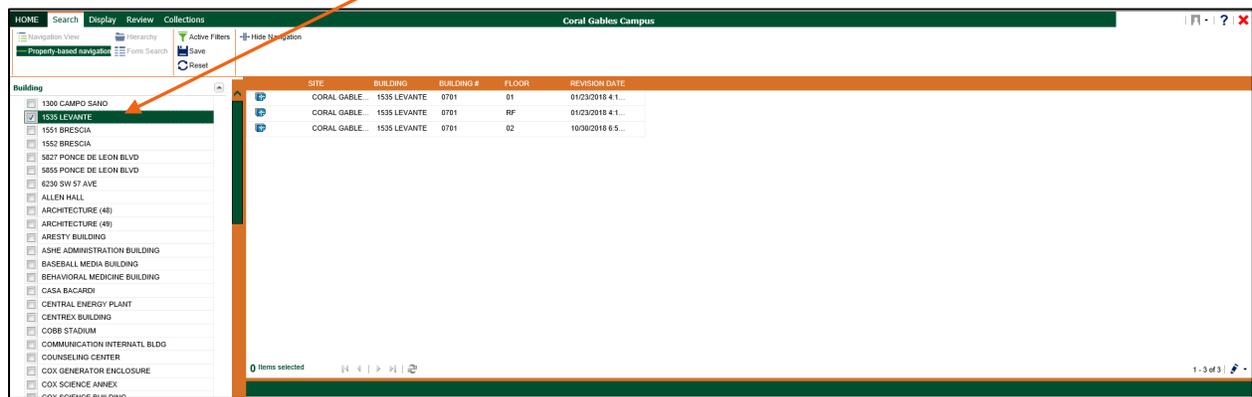




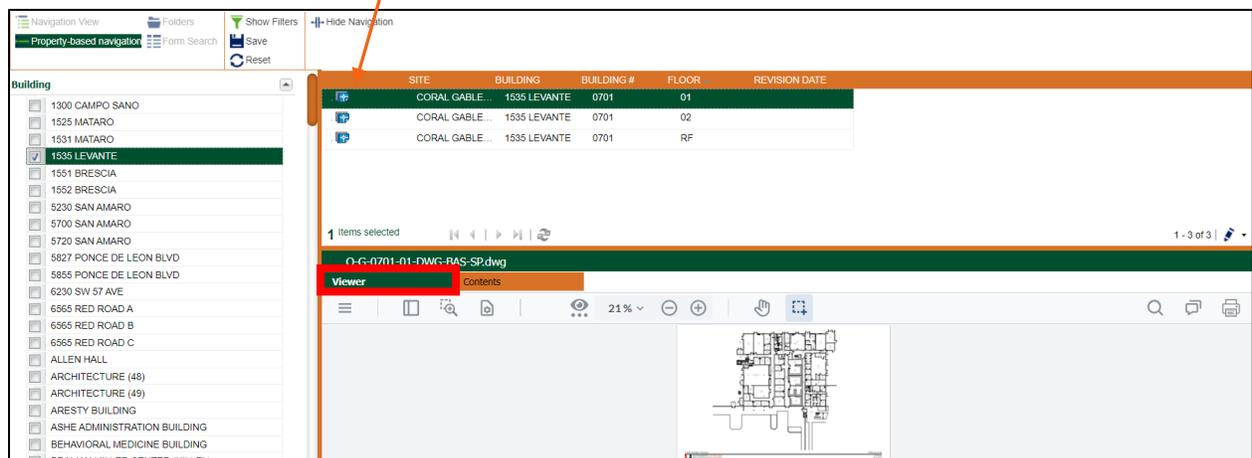
Select the desired view.



Select the desired building.

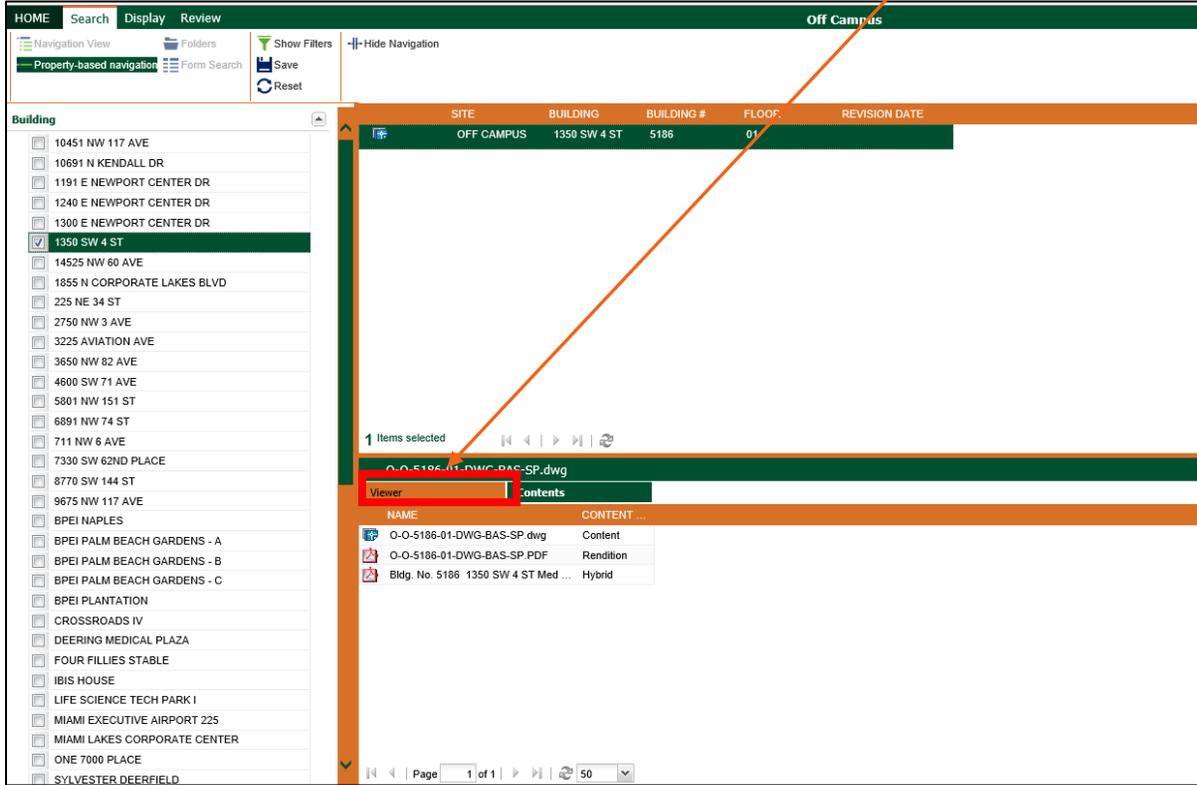


Select the desired floor.





\*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.

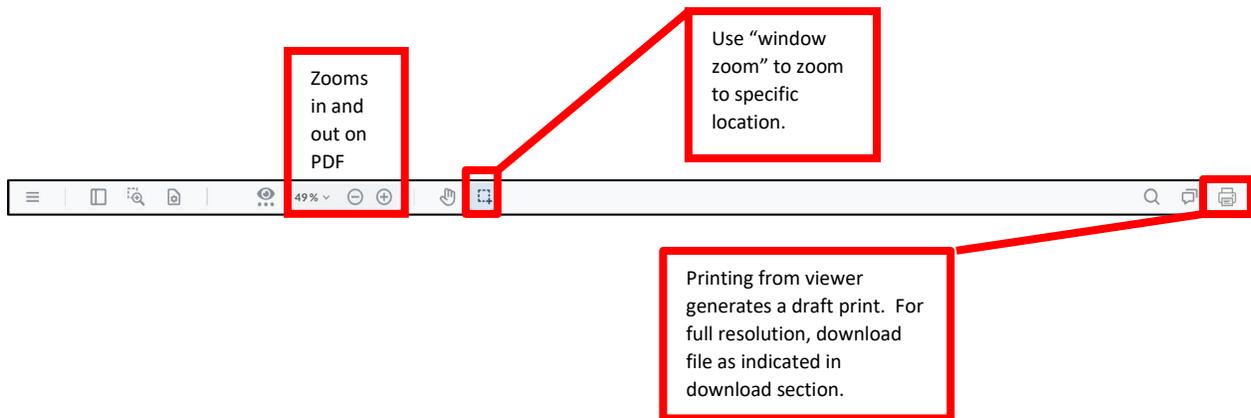


Double-clicking the drawing opens its details in a new UPlan tab.





The UPlan Drawing Vault PDF viewer has the following basic functions.

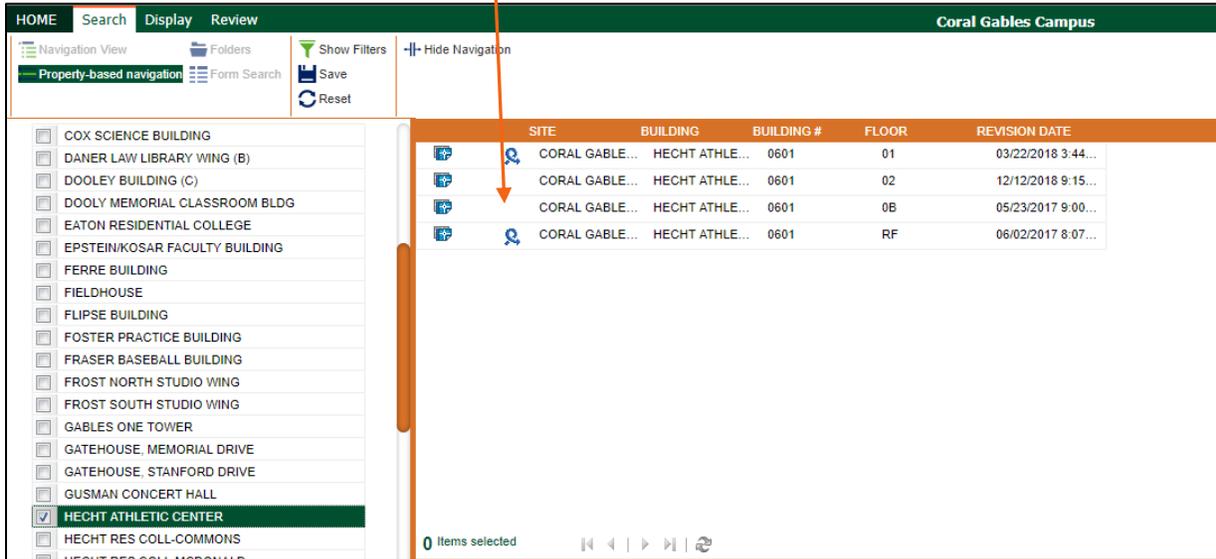


Holding down on the "ctrl" key allows you to use your mouse scroll wheel to zoom in and out.



## 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.



SITE	BUILDING	BUILDING #	FLOOR	REVISION DATE	
	CORAL GABLE...	HECHT ATHLE...	0601	01	03/22/2018 3:44...
	CORAL GABLE...	HECHT ATHLE...	0601	02	12/12/2018 9:15...
	CORAL GABLE...	HECHT ATHLE...	0601	0B	05/23/2017 9:00...
	CORAL GABLE...	HECHT ATHLE...	0601	RF	06/02/2017 8:07...

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



**ERROR (COMEXCEPTION)**  
Not allowed in this context.

CONTINUE  RESTART 

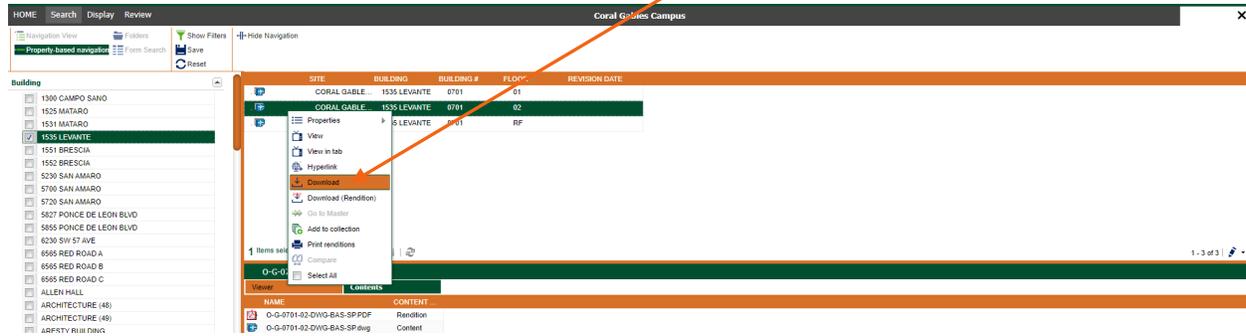
If you require this drawing or need further information, please contact the Office of Space Planning and Analysis for details.

## Downloading Files

### Downloading a PDF or CAD file

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

To download one file, locate the desired file and right-click on Download for a CAD file or Download (Rendition) for the PDF.

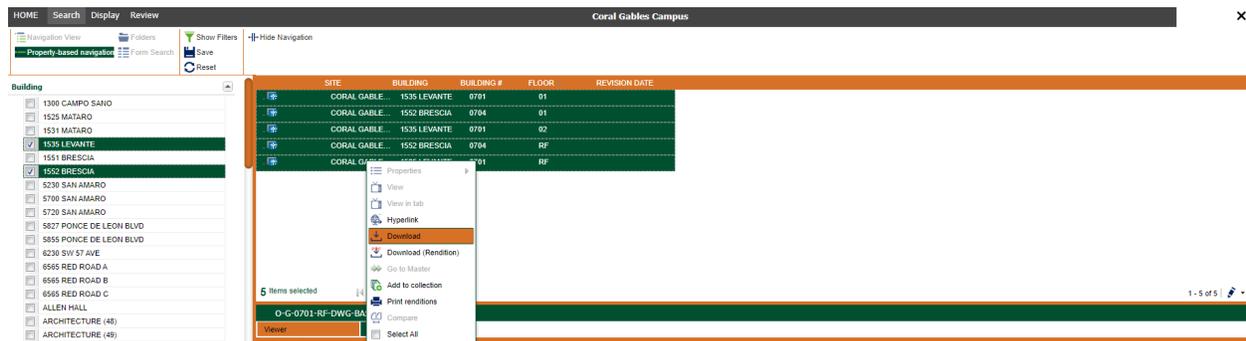


### Multiple files

To download multiple files, select them just as you do on your PC or Mac and download them with a single click. On the left navigation pane you may select multiple buildings as well.

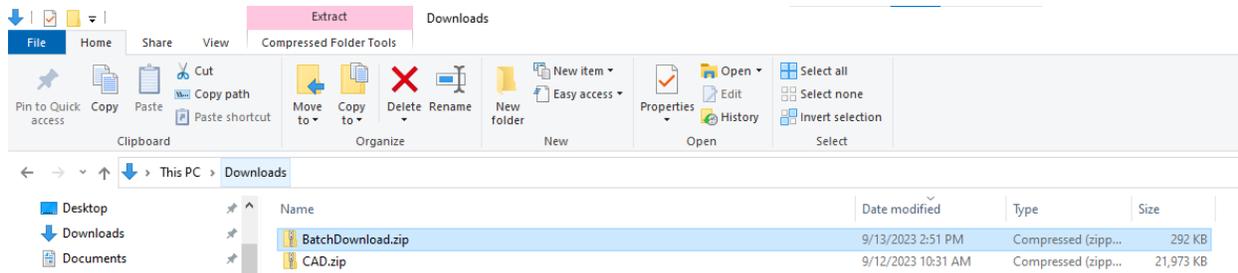


### Right click select Download or Download (Rendition)





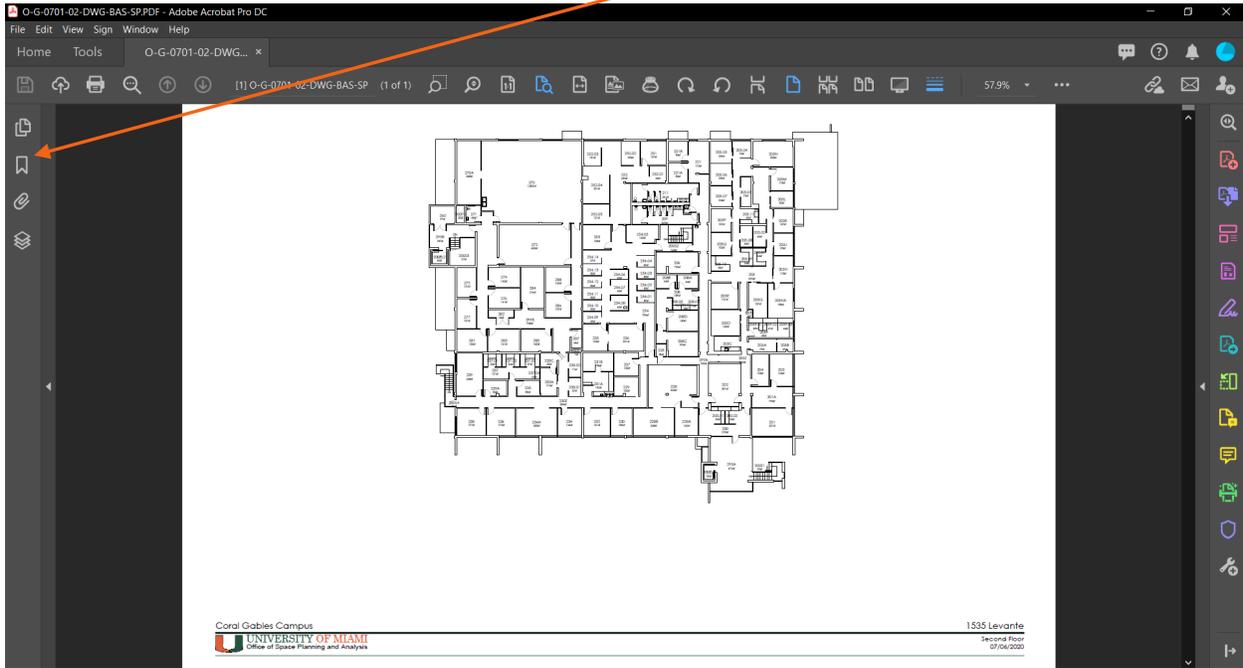
When the download is complete it will create a “BatchDownload.zip” folder in the desired download folder.



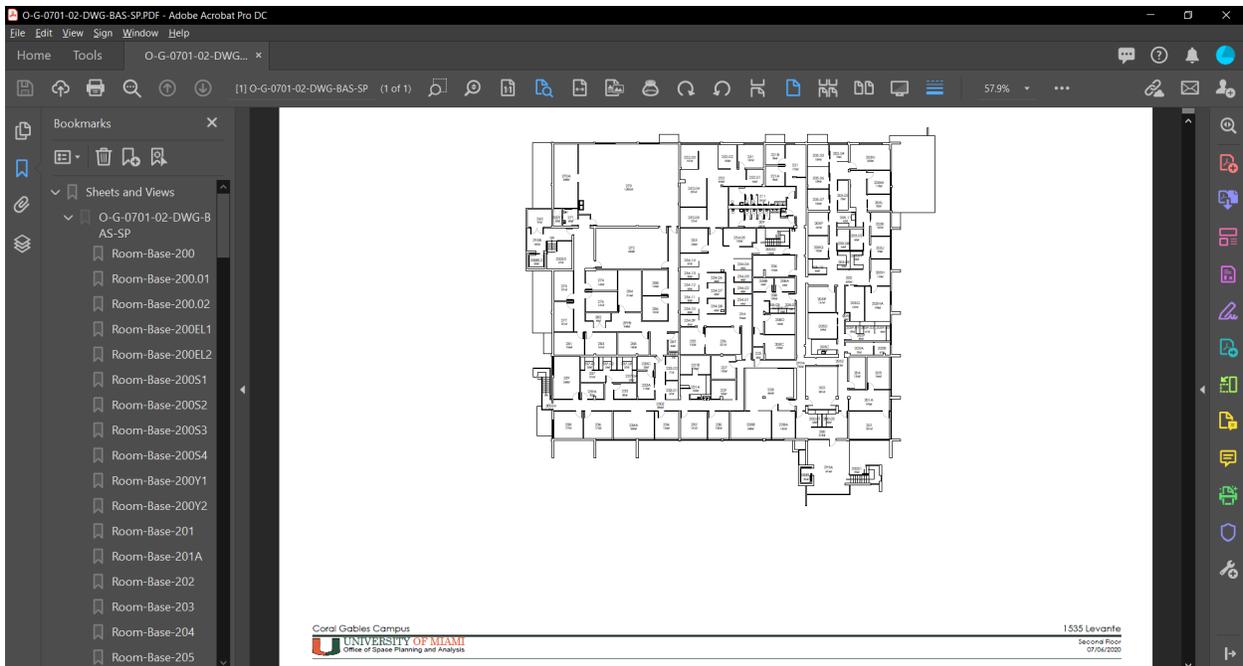
## Room Bookmarks in PDFs

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.

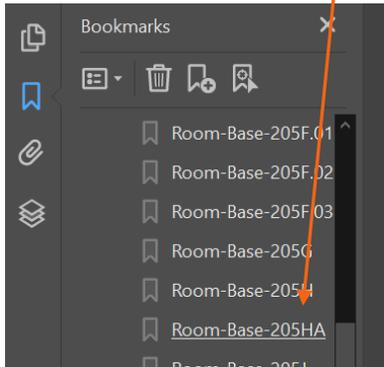


Select the bookmark icon and the bookmarks will display. The rooms are listed in numerical order. You may scroll through the list to find the desired room.

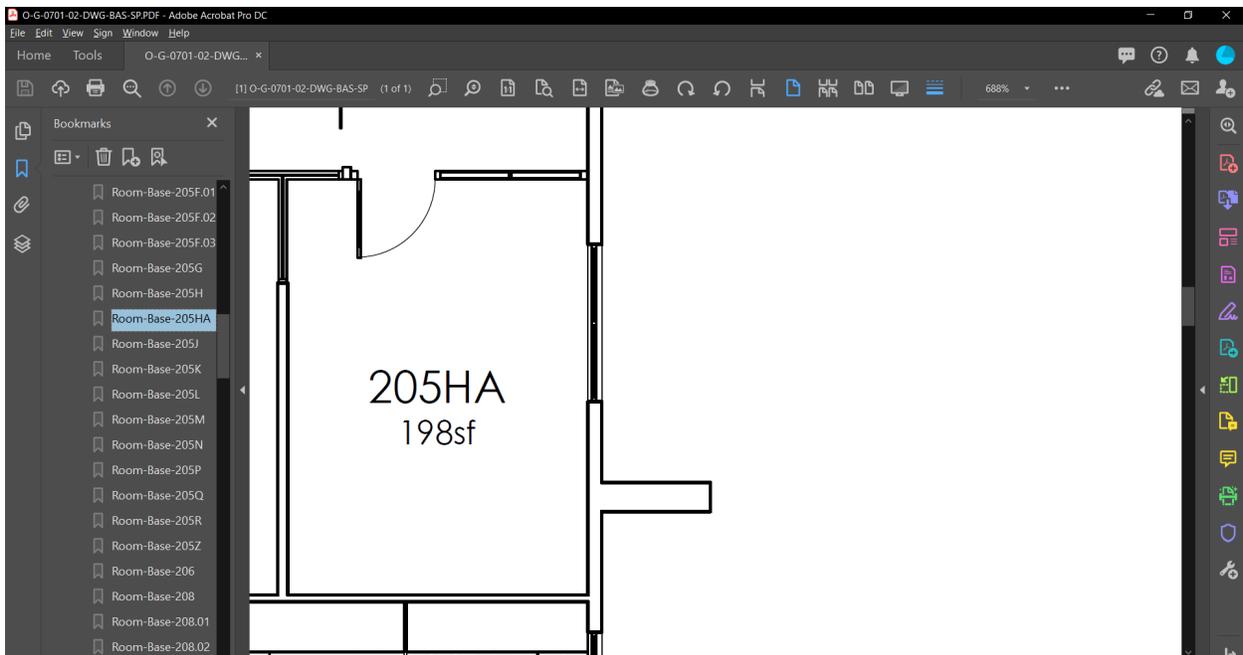




Click on the desired room.



And it will zoom into the room for you.



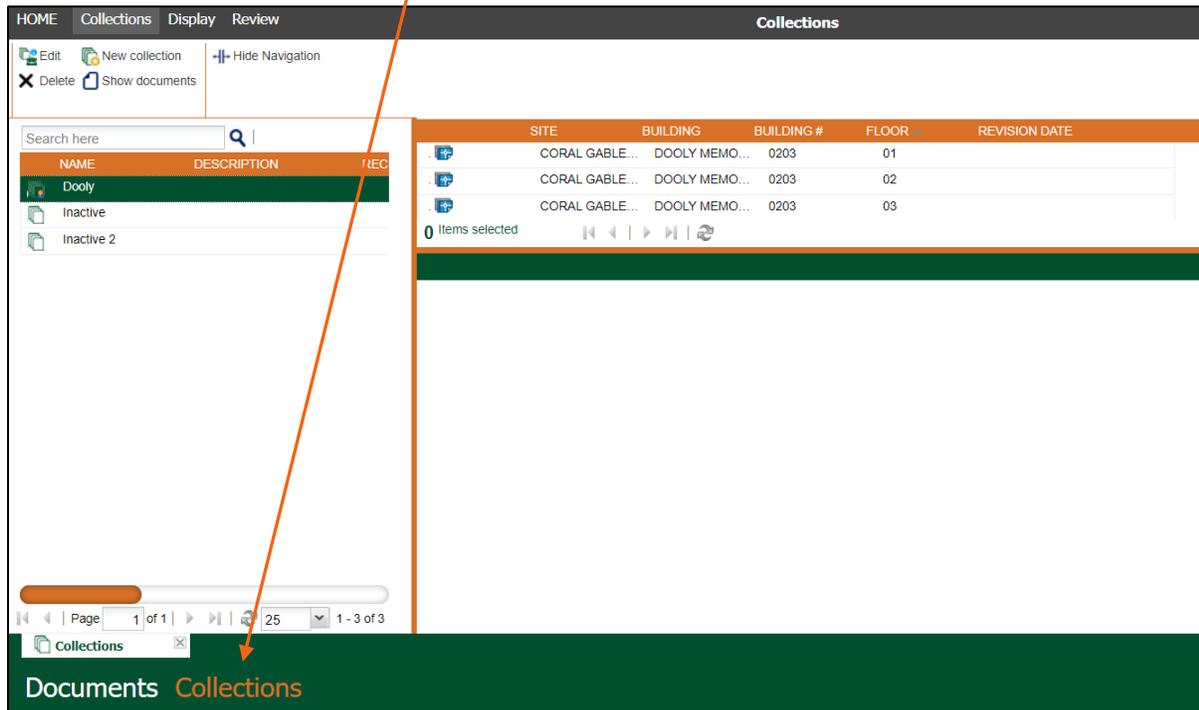


## Collections

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 a collection proceed to the footer of any UPlan Navigation Page and select the Collections link.





After you click Collections the ribbon on the top of the page will change. Click “New Collection” to create a collection.

The screenshot shows a software interface with a ribbon at the top. The ribbon has tabs for HOME, Collections, Display, and Review. The Collections tab is active, showing buttons for Edit, New collection, Delete, Show documents, and Hide Navigation. An orange arrow points to the 'New collection' button. Below the ribbon is a search bar and a list of items with columns for NAME, DESCRIPTION, and REC. To the right is a table with columns for SITE, BUILDING, BUILDING #, FLOOR, and REVISION DATE. The table contains three rows of data. At the bottom, there is a footer with 'Documents Collections' and a page indicator 'Page 1 of 1'.

SITE	BUILDING	BUILDING #	FLOOR	REVISION DATE
CORAL GABLE...	DOOLY MEMO...	0203	01	
CORAL GABLE...	DOOLY MEMO...	0203	02	
CORAL GABLE...	DOOLY MEMO...	0203	03	



Name your collection.

**NEW COLLECTION**

**PROFILE**

Name:

Collection type:

OK [checkmark] CANCEL [X]

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

HOME Search Display Review Coral Gables Campus

Navigation View Folders Show Filters Hide Navigation

Property-based navigation Form Search Save Reset

**Building**

- 1300 CAMPO SANO
- 1525 MATARO
- 1531 MATARO
- 1535 LEVANTE
- 1551 BRESCIA
- 1552 BRESCIA
- 5230 SAN AMARO
- 5700 SAN AMARO
- 5720 SAN AMARO
- 5827 PONCE DE LEON BLVD
- 5855 PONCE DE LEON BLVD
- 6230 SW 57 AVE
- 6565 RED ROAD A
- 6565 RED ROAD B
- 6565 RED ROAD C
- ALLEN HALL
- ARCHITECTURE (48)
- ARCHITECTURE (49)
- ARESTY BUILDING
- ASHE ADMINISTRATION BUILDING
- BEHAVIORAL MEDICINE BUILDING
- BRAMAN MILLER CENTER (HILLEL)

SITE	BUILDING	BUILDING #	FLOOR	REVISION DATE
CORAL GABLE...	1535 LEVANTE	0701	01	
CORAL GABLE...	1535 LEVANTE	0701	02	
CORAL GABLE...	1535 LEVANTE	0701	RF	

3 Items selected

O-G-0701-RF-D

Viewer

NAME

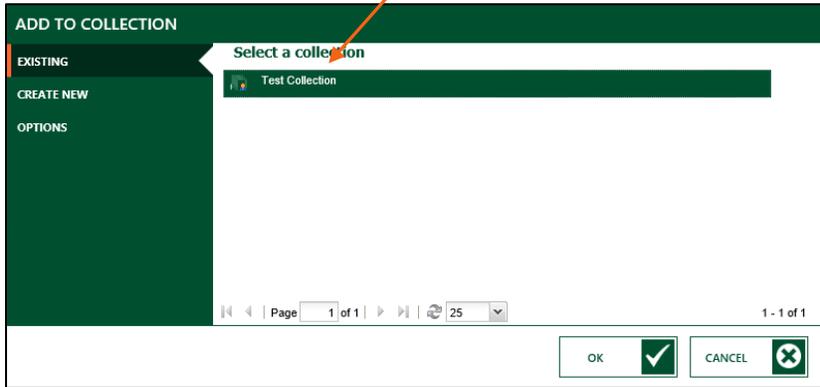
- O-G-0701-RF-DV
- O-G-0701-RF-DV

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Documents Collections

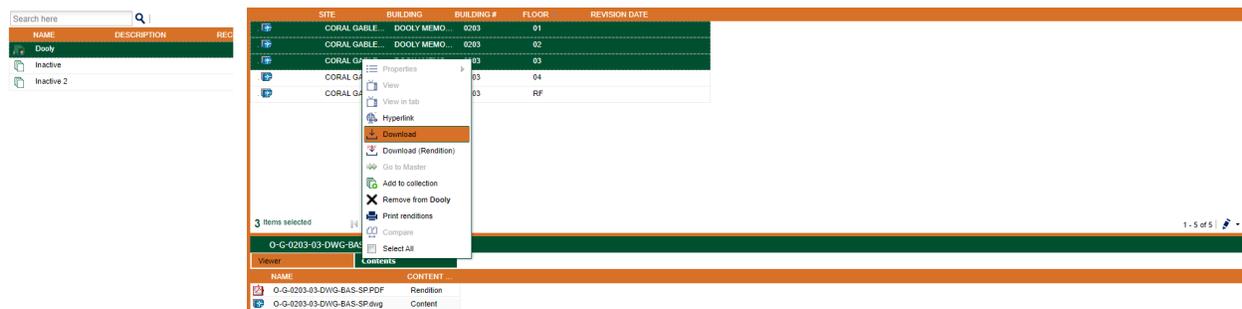


Select your desired collection.

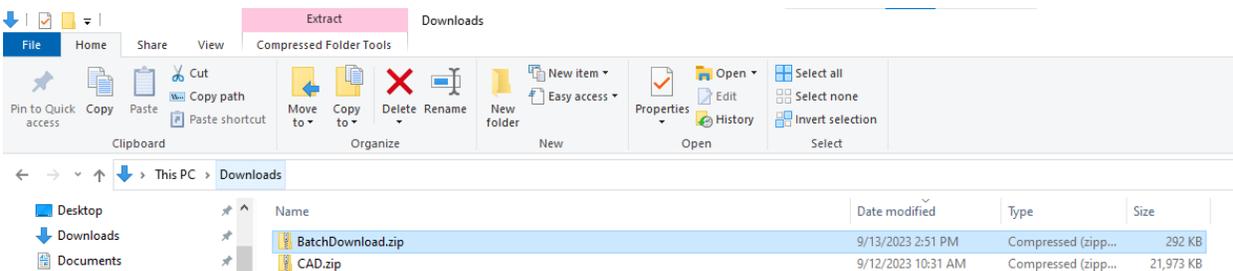


## Download a Collection

To download multiple files, select them just as you do on your PC or Mac and download them with a single click.



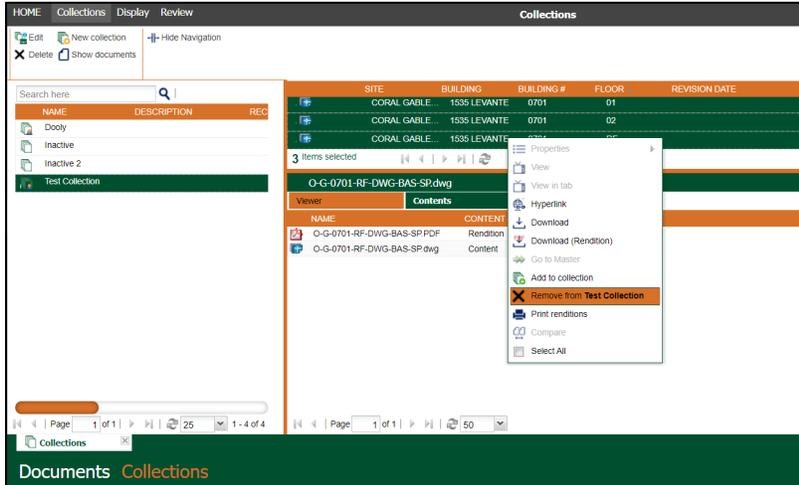
When the download is complete it will create a "BatchDownload.zip" folder in the desired download folder.





## Deleting files from a collection

Select the desired file and right-click to select Remove from “Collection Name”.



## Delete entire collection

Right-click on the desired collection and select delete.

