Plan Drawing Vault
Quick Steps User Guide

Authored by:
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How to Access the UPlan Drawing Vault

• To Access the UPlan Drawing Vault start at the Space Planning and Analysis Resources Page: https://space.miami.edu/resources/index.html

• Select “UPlan” link for access

If you do not yet have UPlan access select “Request UPlan Access”
**Requesting UPlan Access**

To request UPlan access select “**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:
- Core ID:
- Phone Number:
- Department:
- Supervisor:
- Reason for Requesting Access:
Navigating UPlan

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

UPlan Landing Page.

Select desired view.
*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.
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.
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.