UNIVERSITY OF MIAMI

Plan Drawing Vault

Quick Steps User Guide

Authored by:

The Office of Space Planning and Analysis

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Requesting UPlan Access

To request UPIan access navigate to <u>https://space.miami.edu/uplan/index.html</u> using your browser and select the "<u>Please Click Here</u>" link to compose an email.



Complete and send an email with the following information.

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How to Access the UPlan Drawing Vault

• To Access the UPIan Drawing Vault start at the Space Planning and Analysis UPIan Page: <u>https://space.miami.edu/uplan/index.html</u>

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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 <u>help@miami.edu</u>.

Navigating UPlan

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

Windows Security		×
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User name		
Password		
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UPlan Landing Page.

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

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*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.

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The UPIan 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.

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When you click on a file with symbol you may 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.

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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 UPIan 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.

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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.

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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.

