



Drawing and Document Management System

GUIDE
Project *** ,**
Hungary

https://*****.plandoc.hu

PlanDoc support email:
support@plandoc.hu

1. Logging in to the system

https://****.plandoc.hu



Welcome to [REDACTED] Plan Management System!

Log In

EMAIL: **1.**

PASSWORD: **2.**

REMEMBER ME:

Forgotten Password **3.**

1. Enter your personal email address
2. Enter your password (Password for the first login: *****)
5. Please, change your password after the first login.

! Your password has expired, so you have to change it.

ok **4.**

Change password

PASSWORD: **5.**

CHECK PASSWORD:

6.

++ CHANGE THE DATA IN YOUR PROFILE

Edit Profile	
EMAIL:	<input type="text" value="support@plandoc.hu"/>
USERID:	<input type="text" value="support"/>
PASSWORD:	<input type="password"/>
CHECK PASSWORD:	<input type="password"/>
WEBDAV PASSWORD:	<input type="password"/>
ADMINISTRATOR:	<input checked="" type="checkbox"/>
LAST NAME:	<input type="text" value="PlanDoc"/>
FIRST NAME:	<input type="text" value="Support"/>
LANGUAGE:	<input type="text" value="English"/> ▼
COMPANY:	<input type="text" value="PlanDoc Kft."/>
POSITION:	<input type="text" value="support"/>
PHONE:	<input type="text" value="."/>
NEW GUI STYLE:	<input checked="" type="checkbox"/>
<input type="button" value="Ok"/>	

++ LOGOUT

2. MOVING IN THE FOLDER STRUCTURE



The view of the user's bookmarks.

PlanDoc, Support2



★ PRJ-01

Project *****

INVESTOR

CONTRACTOR

Click on the text to enter that folder

The letter icon indicates that you receive automatic email notifications about the changes of the documents in the given folder.

2. MOVING IN THE FOLDER STRUCTURE

Actual folder

This icon indicates that you receive automatic email notifications about the changes of the documents in the given bookmark folder. By clicking on it, this function can be turned off.



PlanDoc, Support



PRJ-01 > ...

PRJ-01 Project ***** 

Overview Search Edit Participants

CLIENT INVESTOR
CONTRACTOR CONTRACTOR

01 Client's documents
02 Designer's documents
03 Constructor's documents
04 PLANS

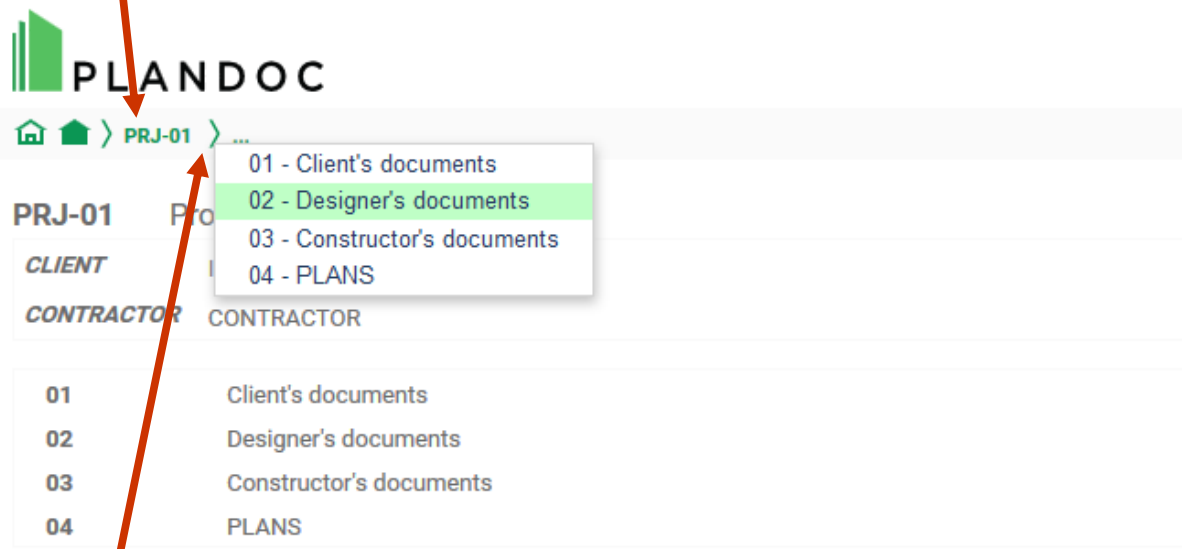
} Subfolders in the actual folder

You can choose how to view folders and documents:

- overview: you can see only the latest versions of the documents
- search: you can see all the versions of the documents and search by different parameters
- edit: you can edit the names and details of folders or documents

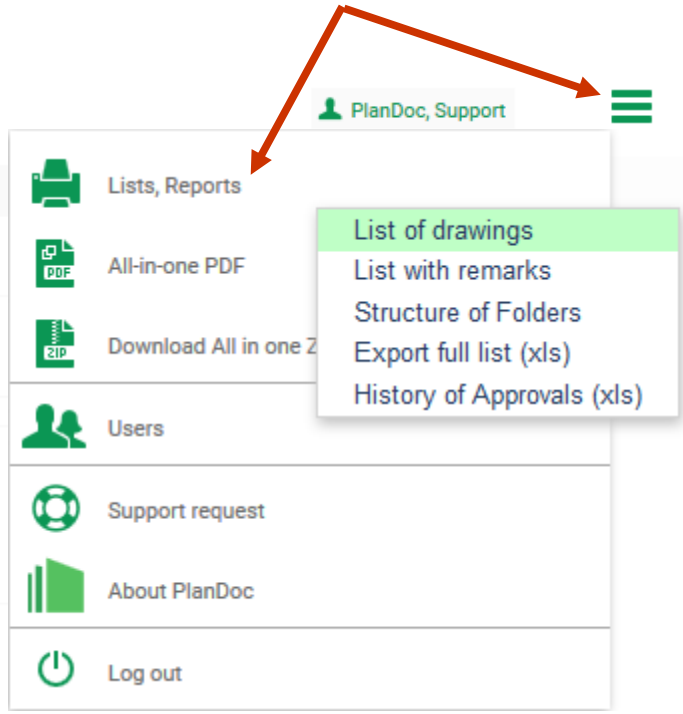
2. MOVING IN THE FOLDER STRUCTURE

You can click on the text to change the actual folder. If you wait a bit, the system shows the folders' names.



If you click on this icon, you can choose which subfolder you would like to enter from the list.

You can create a report about the contents of the actual folder.



3. DOWNLOADING DRAWINGS AND DOCUMENTS



If you click on the text, the subfolder opens in a new view (actual folder is changed).

PlanDoc, Support



PRJ-01 > 04 > 05 > S > ...

LEGEND +

S Structural

Overview Search

01N	Main building - New		
	C-S-01N-03-02-R00	FOUNDATION N16-N25_NA-NG	
	C-S-01N-03-02-02-R01	FOUNDATION N16-N21_ND-NG	
	C-S-01N-03-02-14-R00	PILECAPS_FT6363	
	C-S-01N-03-02-15-R00	PILECAPS_FT6261	

If you click on the icon, the next level of subfolders opens in the same view.



PlanDoc, Support



PRJ-01 > 04 > 05 > S > ...

LEGEND +

S Structural

Overview Search

	01N	Main building - New
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If you click on the icon and press Ctrl, the all levels of subfolders open in the same view.

3. DOWNLOADING DRAWINGS AND DOCUMENTS

Code of drawing

Description of drawing

If you click on the text, a view with the details of the drawing opens. (see next slide)

Legend (DRAFT)



PlanDoc, Support



PRJ-01 > 04 > 05 > S > ...

LEGEND +

S Structural

01N	Main building - New
	C-S-01N-03-02-R00 FOUNDATION N16-N25_NA-NG
	C-S-01N-03-02-02-R01 FOUNDATION N16-N21_ND-NG
	C-S-01N-03-02-14-R00 PILECAPS_FT6363
	C-S-01N-03-02-15-R00 PILECAPS_FT6261

- Supplying data
- ▼ Waiting for modification
- Waiting for approval
- Approved
- ◇ Start without approval
- ✗ Revoked

Status of drawings

Information and comments for drawings

If you click on the icon, you can download or view the file.




4. VIEW OF THE DETAILS OF THE DRAWING

*** C-S-01N-03-02-02-R01** FOUNDATION N16-N21_ND-NG **Last uploads** All uploads Edit Upload

 The machine in A1 is not approved. **Information added by the uploader**



Type	Size	Last Uploader	Date of Last Upload	Gen. based on
	545-KB	PlanDoc, Support	Aug 1, 2016 5:06:16 PM	

Users' remarks (3)

Remark	User	Kind	Date
<input type="text" value="Put your remark here!"/>			
 -	PlanDoc, Support	* Revoked	Aug 3, 2016 3:24:13 PM
 -	PlanDoc, Support	● Approved	Aug 3, 2016 3:19:19 PM
 -	PlanDoc, Support	▼ Waiting for modification	Aug 3, 2016 3:19:05 PM

Other Versions (1)

Other Versions (1)

 C-S-01N-03-02-02-R00 FOUNDATION N16-N21_ND-NG 
--

If you click on the text, the details of the given version can be seen.

Click here to open the list of other versions.

If you click on this icon, the comparison algorithm starts running. It might take several minutes.

5. SEARCH



PRJ-01 > 04 > ...

04 PLANS

Conditions

PERIOD: -

PART OF NAME:

PART OF REMARK:

- All
- Supplying data
- Waiting for modification
- Waiting for approval
- Approved
- Start without approval
- STATUS: Revoked
- Hiba bejelentve
- Hiba kezelés alatt
- Hiba kezelve, jóváhagyásra küldve
- Hiba jóváhagyva és lezárva
- Hibakezelés nincs jóváhagyva
- EVERY DOCUMENT VERSION
- SHOW REVOKED DOCS
- ONLY SELECTED
- GHOST DOCUMENTS

UPLOADER

Change to Hierarchy View

Documents

	05/S/01N/R00/ C-S-01N-03-02-14-R00	PILECAPS_FT6363		
	05/S/01N/R00/ C-S-01N-03-02-15-R00	PILECAPS_FT6261		
	05/S/01N/R00/ C-S-01N-03-02-R00	FOUNDATION N16-N25_NA-NG		
	05/S/01N/R01/ C-S-01N-03-02-02-R01	FOUNDATION N16-N21_ND-NG		

The view of search

The period of uploading

Description of the document

Part of the information or comments of the documents

If you modify the conditions, you have to push the filter button in order to see the results of the search.

5. SEARCH

2. After choosing the tag, you have to choose an item from the drop-down list. If you want to choose more than one item from the list, you have to add the same tag again.

3. If you want to see not only the latest version of the drawings, check this box.

The screenshot shows a search interface with the following elements:

- LEGEND** (with a plus icon)
- Overview** and **Search** buttons
- CONDITIONS** section:
 - PERIOD: [] []
 - PART OF NAME: []
 - PART OF REMARK: []
 - STATUS: All, Uploaded, Sub-designer approved, TECTON approved, SECL sent for approving, Good for construction, Rejected
 - EVERY DOCUMENT VERSION, SHOW REVOKED DOCS, ONLY SELECTED, GHOST DOCUMENTS
 - UPLOADER: []
 - Change to Hierarchy View **Filter** button
- TAGS** section:
 - X FERROBETON PLAN GROUP: 3 - Columns
 - X FERROBETON PLAN TYPE: [] (dropdown menu open showing: 0 - Plan, 1 - Reinforcement Plan, 2 - Plan, 3 - Reinforcement Plan, 4 - Plan, 5 - Reinforcement Plan, 6 - Plan, 7 - Reinforcement Plan)
 - Add tag button
- Documents** section:
 - 0/R00/ S-0104-0400-R00 Arrangement plans - Plan
 - Vertical list of PDF icons

Annotations with red arrows:

- Arrow 1: Points to the 'Add tag' button.
- Arrow 2: Points to the '1 - Reinforcement Plan' item in the dropdown menu.
- Arrow 3: Points to the 'SHOW REVOKED DOCS' checkbox.
- Arrow 4: Points to the 'Filter' button.

1. You can add new conditions for the search. The tags come from the code profile with revision.

4. After adding every condition, push the button.

6. UPLOADING FILES – WHICH FOLDER IS IT? (FOLDERS AND FILES BELOW THE ACTUAL FOLDER)

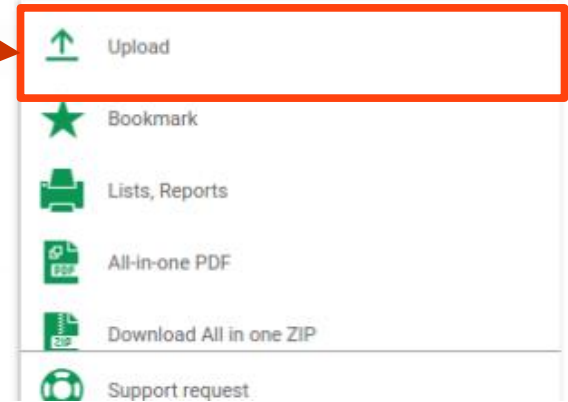


Home > 03 > 01 > 07 > 01

01 Plan

+ 01	Section 1
+ 03	Section 3
+ 04	Section 4

If the actual folder is empty, you can add a new folder or upload files.

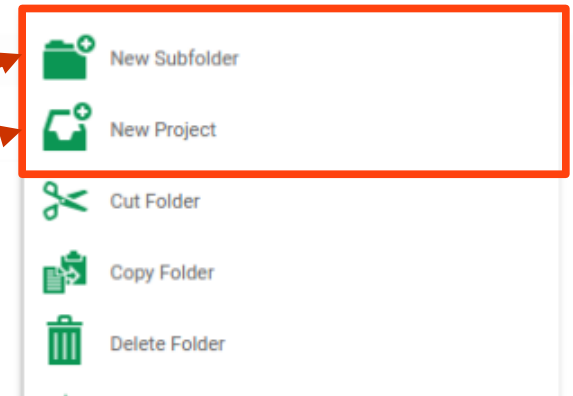


Home > 03 > 01 > ...

01 Production building

01	Architectural
02	Structural
03	HVAC, building mechanical
04	Building electrical
05	
06	

If the actual folder has subfolders, you can only add a new folder, you cannot upload files below this folder. If it has any files, you cannot add new folders.



6. UPLOADING FILES – DRAWINGS (WITH REVISIONS, INDIVIDUAL CODE PROFILE)

1. Click to upload

2. Select files

4. Upload



To file: 2 Correct: 2 Selected: 0 Total: 2 Incorrect: 0

3. Check the information (parameters, description)

Uploading drawings is more complicated than uploading documents, because the file names have to comply with the complex code profile created based on the rules of coding.

6. UPLOADING FILES – DRAWINGS (WITH REVISIONS, INDIVIDUAL CODE PROFILE)

JAVA PLUGIN IS NEED FOR UPLOADING FILES

- 1. Visit to www.plandoc.hu**
- 2. Click to Support menu**
- 3. To follow steps and setup your JAVA by guide**

7. Change the statuses of documents

2. „Edit statuses”

The screenshot shows a software interface with a document list. A menu is open over the list, with 'Edit statuses...' selected. A legend titled 'Legend of statuses' is visible in the top right, listing various status icons and their meanings. The document list includes items like 'Arrangement plans - Plan 0300' and 'Columns - Plan 3402'.

1. Select documents (cart has been shown)

3. Add new status of document

4. Optional comment with status

The screenshot shows a dialog box for adding a new status to a document. It features a dropdown menu for selecting a status, a text input field for a comment (containing 'missing some information'), and an 'OK' button. A legend for statuses is also visible in the bottom right corner of the dialog.

5. Click „OK” to get new statuses