

## **Workgroup Manager: checking out computer and working with user privileges**

Technical Support FAQ

Category: Technical Services->Workgroup manager

Programs: Allplan 2020  
Allplan 2019  
Allplan 2018  
Allplan 2017  
Allplan 2016  
Allplan 2015  
Allplan 2014

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### **Question:**

How can I check out a computer and continue to work as a normal CAD user with my usual settings and permissions?

### **Answer:**

#### **Install the "Microsoft Loopback Adapter" driver.**

This driver is necessary so that network services are running on the computer all the time.

Go to Allplan Connect for a detailed description: <https://connect.allplan.com/en/faqid/000162ae.html>

Sign in as the Allplan administrator to the computer.

#### **Step 1: add the computer to workgroup manager**

You must add the computer to the workgroup so that you can store data (data server) on this computer. Do the following:

#### **Create data folders:**

Create a folder - for example, "Nemdata" - on the computer and share it (full control).

Create the "Allplan" subfolder in this folder. Create two subfolders - "usr" and "prj" - in the Allplan folder.

In this example: "...\\Nemdata\\Allplan\\prj" and "...\\Nemdata\\Allplan\\usr"

To share a folder for the Allplan file storage

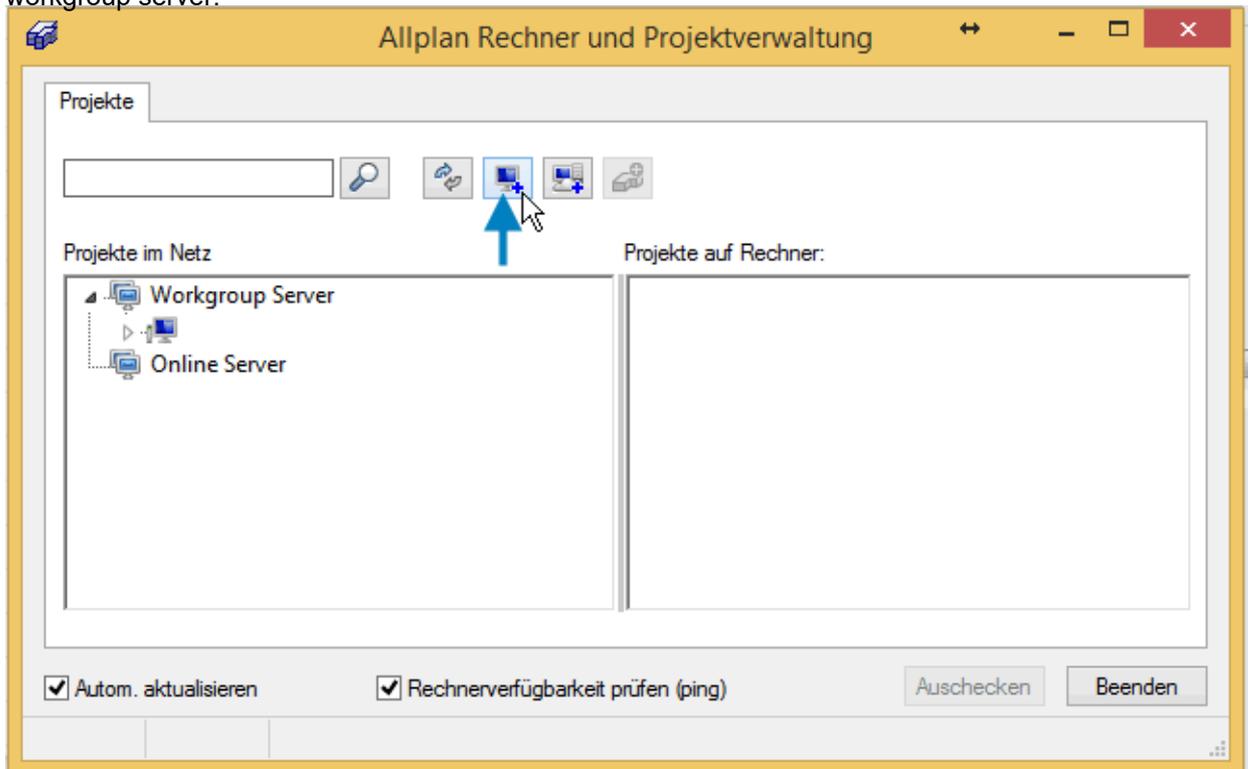
1. Start File Explorer on the computer that you want to use for file storage and switch to the folder that you want to share (in this example, the "Nemdata" folder).
2. Right-click the folder that you want to share and select Give access to -> Specific people on the shortcut

menu.

3. Select **Everyone** and click **Share**.

#### Add computer:

1. Start the Services application as the workgroup administrator.
2. Click and select Manage computers and projects.
3. Click the **Add any computer to Allplan workgroup** icon and select the computer that you want to add.
4. Select the "Allplan" subfolder under the share and click "OK" to confirm. This computer is now listed under workgroup server.



**Note:** If you have problems adding the computer to workgroup manager, read the following instructions:  
<https://connect.allplan.com/en/faqid/20200317162849.html>

#### Step 2: define project owner

A user can only move a project if the user is the owner of this project.

The ownership of a project can only be changed by an Allplan administrator (or the owner of the project).

**Allplan -> File -> ProjectPilot ->**

Go to the "Projects" node, right-click the required project and click **Properties** on the shortcut menu. Define the owner.

#### Step 3: move projects

Sign in as the user who wants to check out the computer.

Select the **Services application -> Workgroup Manager -> Manage computers and projects**.

Click the main server and select the project that you want to move.

Drag the projects one after the other to the computer to be checked out.

**Important note:** You can take projects with you in several ways.

1. You move the project to the computer.

Move project: Drag the project to the destination computer, or open the shortcut menu of the project and click "Cut". After this, open the shortcut menu of the destination computer and click "Paste".

After you have checked in the computer, move the project back to the server so that it is available to all and included in backups again.

2. You copy projects. Click a project, select and hold the Ctrl key and drag the project to the destination computer. Or: Open the shortcut menu of the project and click "Copy". After this, open the shortcut menu of the destination computer and click "Paste".

You can continue in two ways: Lock the original project on the server to protect it from changes.

Consequently, nobody in the office can work on this project, but it is still on the server. When you check in the computer again, you unlock the project on the server, delete the project and copy your copy back to the server if you have changed the project.

Alternatively, both projects remain active. Consequently, both the project copied and the original on the server can be worked on. In this case, however, you must adjust the data manually when you are back in the office by copying the changed drawing files of the projects by using ProjectPilot.

#### **Step 4: check out the computer**

Select the **Services application -> Workgroup Manager -> Manage computers and projects**.

Click your computer and then click **Check out** in the lower-right area.

Confirm the message that tells you that there are still user folders on the computer to be checked out.

Enter a comment and click OK. Users in the office see this comment when they try to access a project that is on the computer that is checked out.

Specify the parts of the office standard you want to copy to the computer and click OK to confirm.

The first time you check out the computer, you must copy the office standard once so that the entire STD folder is on this computer. This is no longer necessary when you check out the computer afterward because the contents of the STD folder do not change very often.

#### **Conclusion:**

You can now remove the computer from the network and work on your projects when you are out of the office. To make sure that the projects are not changed in the office in the meantime, the projects that are on the computer checked out are locked for the CAD users on the network. These users see the comment you entered when you checked out the computer.

#### **Notes:**

- You can only check out a computer to which you are signed in. You cannot check out another computer over the network.
- Projects on this computer must be neither locked nor in use.
- For installations with license server: You must also borrow a license from the license server for the computer you want to check out.

Description of the Nemetschek Softlock license server:

<https://connect.allplan.com/en/faqid/20120321113607.html>

Description of WiBu license server:

Allplan 2016: <https://connect.allplan.com/en/faqid/20150618134322.html>

Allplan 2017 and later: <https://connect.allplan.com/en/faqid/20160523165423.html>

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