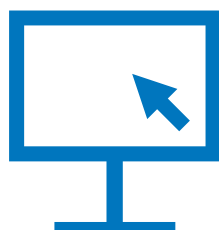


**GEBERIT PROPLANNER 2019**

# **TRAINING MANUAL**

## **INSTALLATION AND BASIC FUNCTIONS**



## **PROPLANNER LEGAL NOTICES**

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VAT no: CHE-116.306.913

Find the sales company in your country at [www.geberit.com](http://www.geberit.com) or via the link on the software's start page.

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# 1 ABOUT THIS DOCUMENT

Use this training manual during training but also to repeat what you have already learned.







Use the training manual to familiarise yourself with the installation and basic functions of Geberit ProPlanner.

The topics at a glance:

- Installation and licensing
- Projects and subprojects
- Printing and data export
- Adapting Geberit ProPlanner to your own needs

## 1.1 CHARACTERS AND SYMBOLS

The following characters and symbols are used in this training manual:

Symbol	Designation	Meaning
	Info	Reference to additional information on the subject under Help or in another training manual
	Hint	Hint for an easier or better approach
	Note	Basic information on a specific procedure
	Action	Instruction for action consisting of only one step
		Instruction for action consisting of several steps
	Result	Result of an action



Find further information using the **Help** menu or by pressing **F1**.

## 2 INSTALLATION AND LICENSING

Install and register the software before starting up Geberit ProPlanner. You can then use certain modules free of charge but will need to purchase a license for others.

Please note the technical prerequisites necessary for installation and operation of the software.

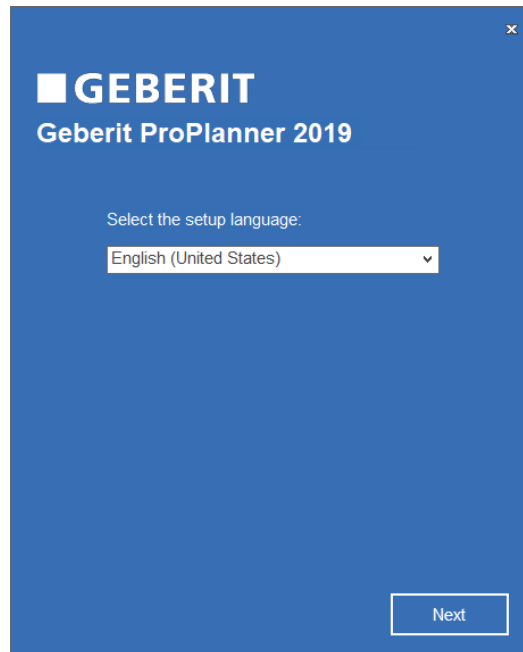
### 2.1 TECHNICAL PREREQUISITES

The following technical prerequisites apply to the Geberit ProPlanner 2019 version:

	Minimum	Recommended
<b>Operating system</b>	64 bit operating system Windows 7 SP1 / 8.1 / 10 (version 1607 or later)	
<b>Computer memory</b>	2 GB	4 GB
<b>Hard disc space</b>	3 GB free	6 GB free
<b>Graphics card</b>	64 MB, DirectX 9	256 MB, DirectX 9
<b>Display</b>	1280 pixels, horizontal resolution/ 900 pixels, vertical resolution	1400 pixels, horizontal resolution/ 1024 pixels, vertical resolution
<b>Online services</b>	<ul style="list-style-type: none"> <li>• Internet access</li> <li>• Valid e-mail address</li> </ul>	
<b>System components</b>	Required system components (included and installed automatically): <ul style="list-style-type: none"> <li>• Microsoft.NET Framework 4.7</li> <li>• Microsoft DirectX 9</li> </ul>	

## 2.2 INSTALLATION

1. Call up the following Geberit download page at:  
<http://gpp-update.geberit.com/download>.
2. Download the **ProPlanner.exe** file and double-click on the file.  
✓ The installation wizard starts up.
3. Select the installation language and click on **Next**.



4. Follow the instructions on the screen.

## 2.3 STARTING THE PROGRAM FOR THE FIRST TIME

You have to state your country when you start the program for the first time. The choice of country affects the available modules.

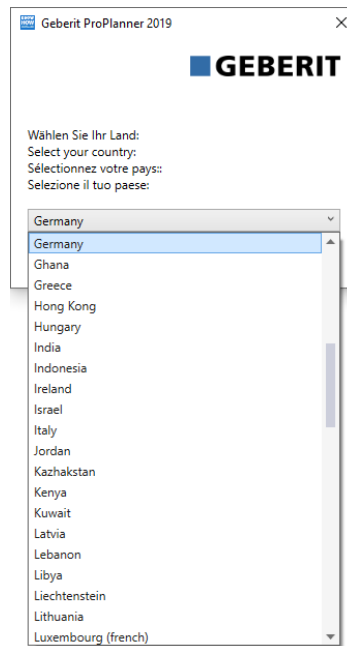


The assignment to a sales company and the associated fundamental module selection cannot be subsequently changed.



1. Start Geberit ProPlanner by double-clicking on the relevant symbol on your desktop.

✓ The following window appears after a short time:



2. Select your country.
  - ✓ As soon as you have selected a country, you will be assigned to a sales company and a market. The user interface language will also be set accordingly.
3. Click on **OK** to apply the settings.
  - ✓ The Geberit ProPlanner registration page appears.

## 2.4 REGISTRATION

You must register after starting the program for the first time. Registration is free of charge and every corporate customer receives a corporate key. The name of the individual is entered with private customers in place of the name of the company.

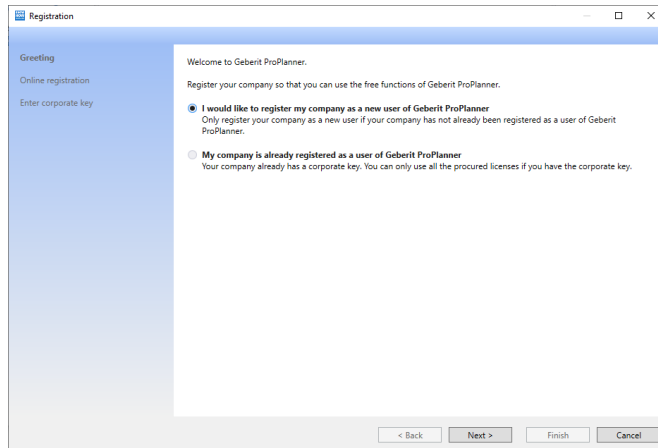


Continue reading under "Registration with Corporate Key or License File", page 9 if you have already received a corporate key.

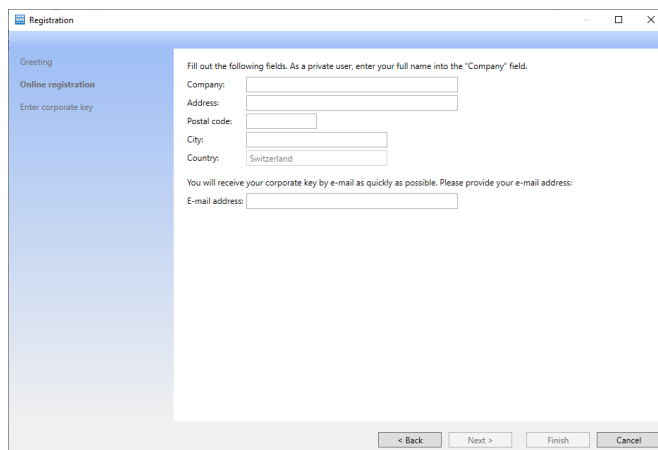
### 2.4.1 REGISTERING AS A NEW USER OF GEBERIT PROPLANNER

Proceed as follows if your company has not yet used Geberit ProPlanner:

1. Select the first registration option.



2. Click on **Next**.



3. Enter your full contact details.



Make sure that you enter your contact details correctly as they cannot subsequently be changed.

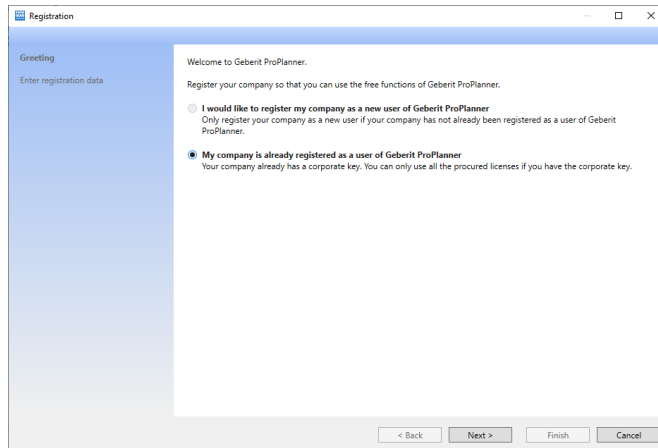
4. Click on **Next**.
  - ✓ You data is transmitted.
  - ✓ You will automatically receive the corporate key by e-mail.
5. Once you have received the corporate key by email, enter it and confirm with **Finish** to complete registration.



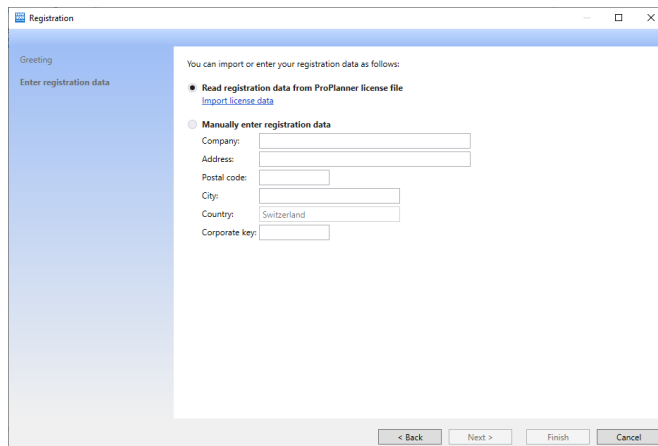
**2.4.2 REGISTERING WITH A CORPORATE KEY OR LICENSE FILE**

Proceed as follows if your company has already used Geberit ProPlanner:

1. Select the second registration option.



2. Click on **Next**.
3. Import your company's license data from the license file or manually enter the registration details and corporate key.



4. Click on **Finish** to complete registration.

**2.4.3 OFFLINE REGISTRATION**

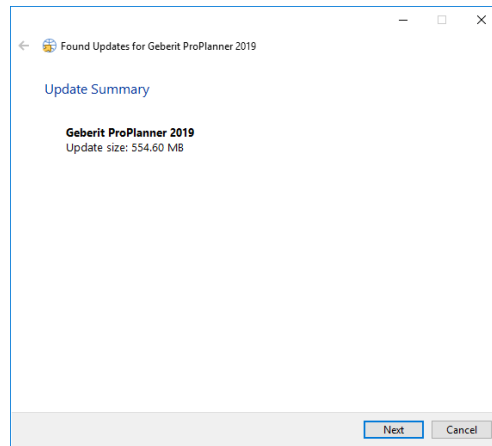
You can register offline if you do not have internet access and your company has not yet registered.

1. Start Geberit ProPlanner and register as a new user.
2. Call your sales company to obtain a corporate key and additional information.

#### 2.4.4 UPDATING GEBERIT PROPLANNER

Geberit ProPlanner automatically checks each time it starts up whether a new program version is available. You can also manually update Geberit ProPlanner if you need to.

If a new program version has been found, the **Found Updates for Geberit ProPlanner 2019** window appears at start-up.

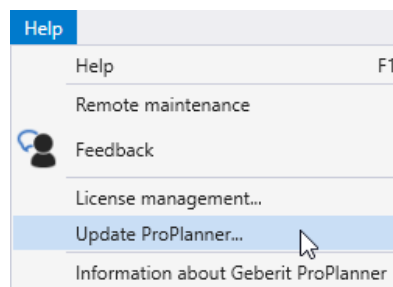


1. Select one of the following options:
  - ▶ Click on **Cancel** to skip the update.
  - ▶ Click on **Next** to download the update and install the new program version.

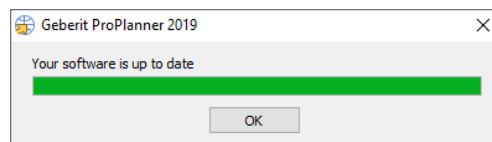
##### 2.4.4.1 MANUALLY UPDATING GEBERIT PROPLANNER

Proceed as follows to update Geberit ProPlanner manually:

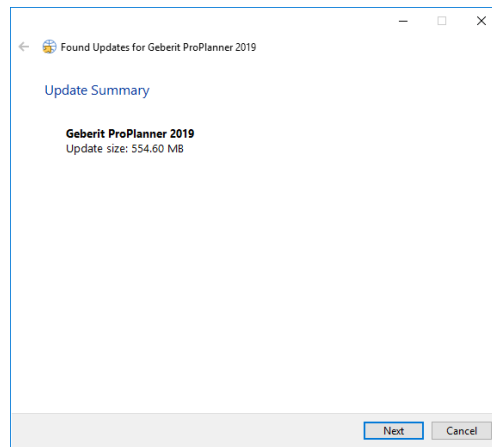
1. In the menu list, click on **Help** and select **Update ProPlanner**.



- ✓ The following message appears if no new program version has been found:



- ✓ If a new program version has been found, the **Found Updates for Geberit ProPlanner 2019** window appears.



2. Select one of the following options:
  - ▶ Click on **Cancel** to skip the update.
  - ▶ Click on **Next** to download the update and install the new program version.

## 2.5 LICENSING

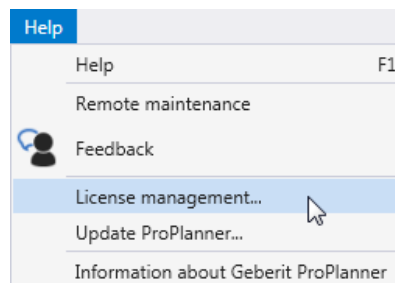
After registering, you can use some modules free of charge but will have to purchase licenses for additional modules. The licenses are issued for a limited period of time but can be used on many computers as required.



The available modules depend on the respective sales company.

### 2.5.1 BUYING A LICENSE

1. Start GeberitProPlanner.
2. In the menu list, click on **Help** and select **License management**.



3. Select a module and click in the relevant line on **Administrate**.

Licenses				
Module	Costs	Status	Training	License
<b>Roof drainage systems</b>				
Pluvia	€ 300 per year	✘ Not licensed		<input type="button" value="Administrate"/>
<b>Detailed planning 3D</b>				
Detailed planning 3D	€ 300 per year	✔ Licensed until 30.06.2019 (license key: U4-B2)		<input type="button" value="Administrate"/>

4. Enter your e-mail address and send off the license order.



Call the relevant sales company if you do not have internet access.

## 2.5.2 USING THE LICENSE ON ADDITIONAL COMPUTERS

The licenses purchased by your company can be used on as many computers as required. If your computer has an internet connection, your licenses will be automatically downloaded onto all computers when you start Geberit ProPlanner.

If your computer does not have an internet connection, export your licence data into a license file and then import it again on another computer.

### 2.5.2.1 EXPORTING LICENSE DATA

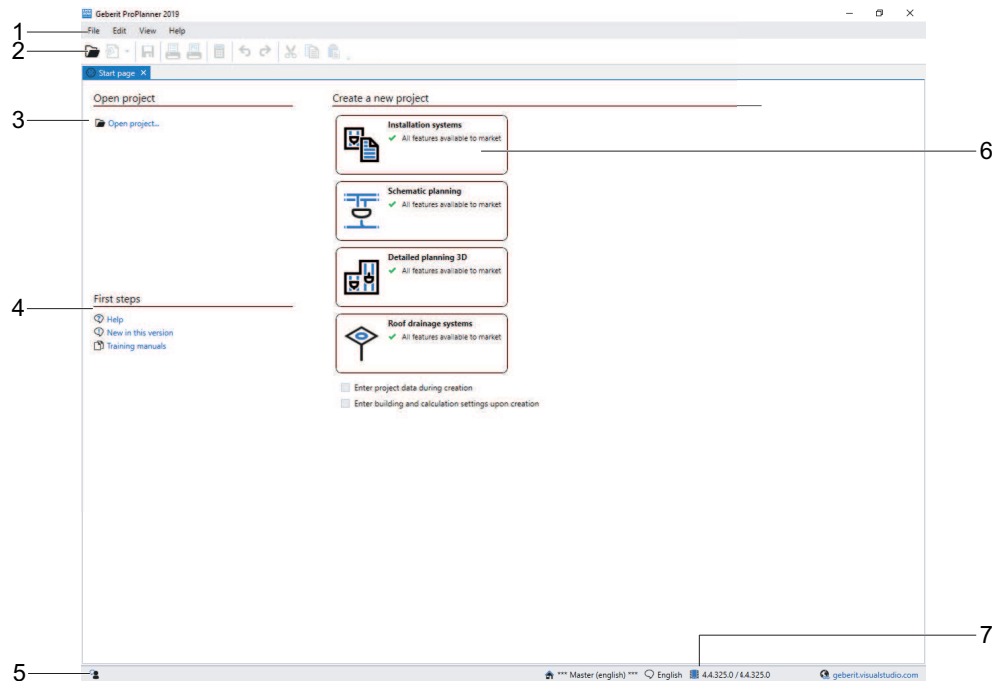
1. Start GeberitProPlanner.
2. In the menu list, click on **Help** and select **License management**.
3. Click on **Export license data** and select a directory.
4. Copy the license file onto all computers on which you wish to use Geberit ProPlanner.

### 2.5.2.2 USING THE LICENSE ON ADDITIONAL COMPUTERS

1. Start GeberitProPlanner.
2. In the menu list, click on **Help** and select **License management**.
3. Click on **Import license data** and confirm the security query.
4. Switch to the directory into which you have copied the previously exported license file and select a license file.

## 2.6 GEBERIT PROPLANNER START PAGE

The following program window appears as soon as Geberit ProPlanner has started:



- 1 Menu list
- 2 General toolbar
- 3 Open project
- 4 First steps
- 5 Give user feedback to Geberit ProPlanner
- 6 Create a new project
- 7 Program information

### 2.6.1 OPENING A PROJECT

Available projects are displayed in the **Open project** area as soon as the projects have been saved.

Clicking on the respective project lets you open the project directly.

### 2.6.2 FIRST STEPS

This provides Help and information on innovations in the current version of Geberit ProPlanner. There is also a link via which you can call up the training manuals and additional documents.

### 2.6.3 PROGRAM INFORMATION

This is where to find:

- Information on the program version
- Information on the selected market
- Information on the selected language
- Information on the data version
- Date of the price lists used
- Link to Geberit on the internet

In addition, by clicking on the market or language you can call up the **Market and language selection** window and change the set market or set language.

### 2.6.4 CREATING A NEW PROJECT

By clicking on a module in the **Create a new project** area you are able to create a new project.



The modules you can select depend on the sales company and respective license.

---

## 3 PROJECTS

You always work within a project in Geberit ProPlanner. A project can consist of several subprojects from the following modules:

- Installation systems
- Schematic planning
- Detailed planning 3D
- Roof drainage system

When you create a new project, a subproject of the module you have selected is automatically added.




---

You can only select modules that you have licensed and are available in the selected market.

---

### 3.1 CREATING A NEW PROJECT

You will now create a new project and, initially, enter the general project data (e.g. the person responsible for the project) and specific project data (e.g. hourly rates).

1. Activate **Enter project data during creation** and **Enter building and calculation settings upon creation** on the home page.
  - Enter project data during creation
  - Enter building and calculation settings upon creation
2. Click on a module in the **Create a new project** area.
  - ✓ The **New project** wizard appears.

### 3.1.1 ENTERING PROJECT DATA



You can also enter or change the project data at a later stage. Click on the **Change project data** link in the **Project** window.

1. Click on **Project information** and enter the data for the project.

Information for title block and cover sheet

Project number:

Project name:

Street:

Postal code/city:

Description:

Information for cover sheet

Project information:

✓ This information appears in the title block of the drawing area and on the cover sheets of lists.

2. Click on **Plumber/sanitary engineer** to change the company logo and enter the address of the person responsible for the project.

Plumber/sanitary engineer

Company logo: 

[Change company logo](#) [Use Geberit logo](#)

Company:

Person responsible:

Street:

Postal code/city:

Telephone:

Fax:

✓ The logo and the sanitary engineer's details appear in the title block and on the cover sheets of lists.

3. Click on **Next** and document the **Change history** of the project.

Date created:

Change date

Use date of last save

Use fixed date:

Change history

Date	Person responsible	Change
10.02.2016		ProPlanner project created

✓ The **Change history** appears on the cover sheets of lists.

4. Click on **Next** to specify the **Hourly rate** and the **Value Added Tax for Quotations**.

Settings for quotations

Hourly rate:  EUR

Value Added Tax:  %

5. Click on **Finish** to exit the wizard.

✓ The **Building and calculation settings** window appears with the Detailed planning 3D and Schematic planning modules.



### 3.1.2 DEFINING BUILDING AND CALCULATION SETTINGS

Define the properties of the building and the settings for the calculation in the **Building and calculation settings** window. You can separately define the settings for the entire building or single floors or installation units.



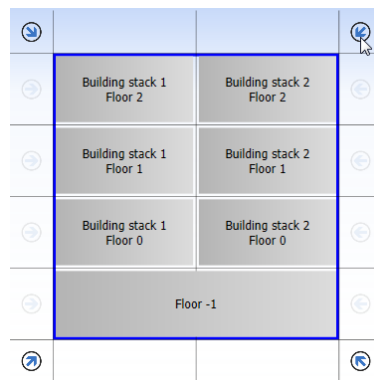
You can also adapt the building and calculation settings at a later stage. Click on the **Building and calculation settings** link in the **Building** window.



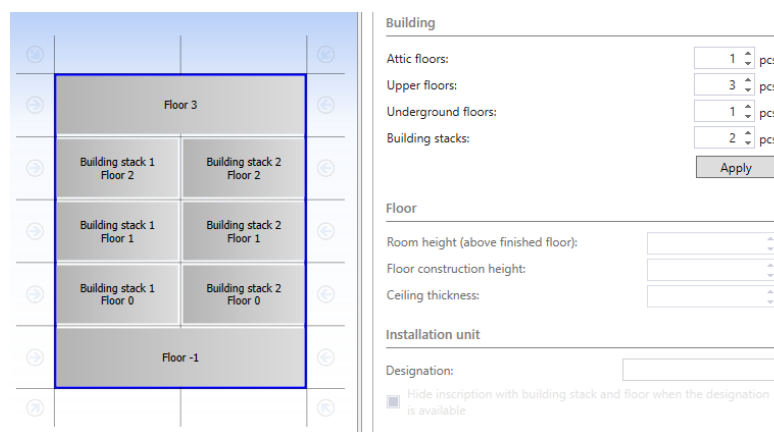
Building and calculation settings can only be entered for the Detailed planning 3D and Schematic planning modules.

#### 3.1.2.1 ADAPTING SETTINGS FOR THE ENTIRE BUILDING

1. Highlight the entire building by clicking on one of the arrows at the corners of the building.



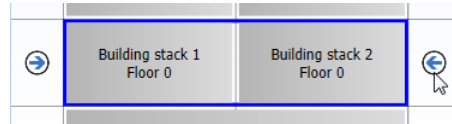
- ✓ The **Building** area on the **Building** tab is activated and you can define the settings for the entire building.



2. Define the number of floors and building sections in the **Building** area and confirm your entry with **Apply**.

### 3.1.2.2 ADAPTING SETTINGS FOR A FLOOR

1. Highlight a single floor by clicking on one of the arrows at the sides of the building.



- ✓ The **Floor** area on the **Building** tab is activated and you can define the settings for the highlighted floor.

**Building**

Attic floors: 0 pcs  
 Upper floors: 3 pcs  
 Underground floors: 1 pcs  
 Building stacks: 2 pcs  
 Apply

**Floor**

Room height (above finished floor): 250,0 cm  
 Floor construction height: 10,0 cm  
 Ceiling thickness: 20,0 cm

**Installation unit**

Designation:

Hide inscription with building stack and floor when the designation is available

2. Adapt the building properties, such as **Room height (above finished floor)**, **Floor construction height** or **Ceiling thickness**.

### 3.1.2.3 ADAPTING SETTINGS FOR AN INSTALLATION UNIT

1. Highlight an installation unit by clicking on it in the building.



- ✓ The **Installation unit** area on the **Building** tab is activated and you can adapt the settings for the highlighted installation unit.

**Building**

Attic floors: 0 pcs  
 Upper floors: 3 pcs  
 Underground floors: 1 pcs  
 Building stacks: 2 pcs  
 Apply

**Installation unit**

Designation:

Hide inscription with building stack and floor when the designation is available

2. Enter a **Designation** for the installation unit.

### 3.1.2.4 ADAPTING SETTINGS FOR TRADES AND PRODUCT RANGES

1. Enter the required settings for the individual trades or product ranges in the other tabs. Note when doing so that you will have to adapt the settings for the entire building or highlighted floors or installation units, depending on the selection in the building.
2. Click on **Close** to apply the settings.



- You will learn how to adapt the building and calculation settings in detail in the respective Detailed planning 3D and Schematic planning training manuals.
- More information on the building and planning principles within a building can be found in the Help at **Schematic planning > Building** or **Detailed planning 3D > Building**.

### 3.1.3 SAVING A PROJECT



1. Click in the toolbar on **Save**.
2. Enter a file name in the **Save project as** window.
3. Click on **Save**.

As soon as a project has been saved, the project appears in the **Open project** area on the **Start page** and is automatically linked.



Remember to save your projects regularly.

## 3.2 CREATING SUBPROJECTS

You can create and edit several subprojects within a project. There are various functions available to you to manage your subprojects so that you retain an overview of them.

### 3.2.1 ADDING SUBPROJECTS

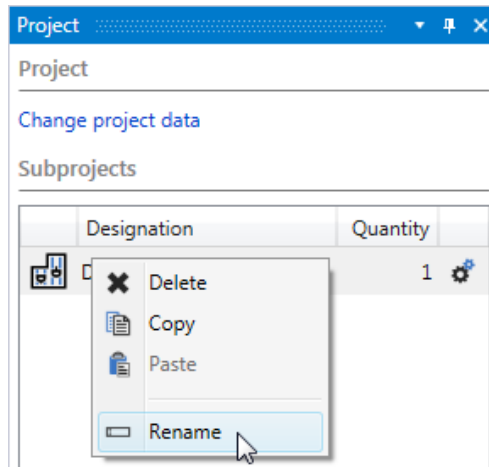


1. Click on **Add subproject** in the toolbar.
2. Select a module.
  - ✓ The subproject appears in the Project window.

### 3.2.2 RENAMING SUBPROJECTS

Geberit ProPlanner automatically names subprojects according to the respective module. If you wish to create several subprojects of the same module, you can rename the subprojects to differentiate more easily between them.

1. Right-click on the subproject in the Project window and select **Rename** in the pop-up menu.

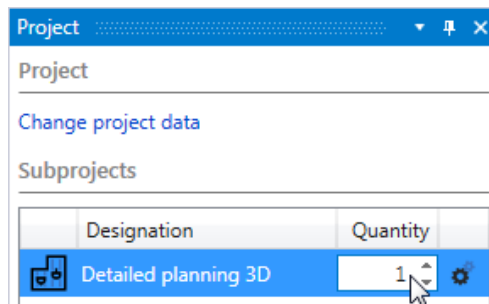


2. Enter a designation and confirm with **Enter**.

### 3.2.3 COPYING SUBPROJECTS


Copy this installation as follows if you wish to plan an installation multiple times:

1. Double-click on a subproject in the **Quantity** field in the Project window.



2. Enter the required number per subproject and confirm with **Enter**.
  - ✓ The number previously entered appears in the **Quantity** column.
  - ✓ The quantities will be adjusted in the material list to match this figure.

---

 Additional information is available in the Help under **Projects and subprojects > Subprojects**.

---

## 4 PRINTING AND EXPORTING

Geberit ProPlanner lets you print or export your lists and drawings.

Export graphics in the following formats:

- 2D CAD file (DXF, DWG)
- 3D CAD file (DXF/DWG)
- other image formats (TIF, JPEG, BMP etc.)

Export lists as Excel or CSV files. You can also export your plan for use in industry software (GAEB, UGL, IGH451, CalWin).

### 4.1 PRINTING AND EXPORTING GRAPHICS

#### 4.1.1 SELECTING GRAPHICS

Proceed as follows to print or export graphics in the Detailed planning 3D, Schematic planning and Roof drainage system modules:



1. Click in the toolbar on **Show/print graphic**.  
 ✓ The **Print/export** window appears.



If you print or export graphics in the Detailed planning 3D module, the installation unit selected in the **Building** window will be printed or exported. The item in the building appears in the title block. Other installation units and subprojects cannot be selected here.

2. Select which view you wish to print or export in the **Graphics** area.

**Graphics**

<input checked="" type="checkbox"/> Plan view	A4
<input checked="" type="radio"/> <input type="checkbox"/> Front views	
<input type="checkbox"/> Front view 1	A4
<input type="checkbox"/> Front view 2	A4
<input type="checkbox"/> 3D view	A4

### 4.1.2 PRINTING GRAPHICS

1. Select a printer in the **Output** area.



2. Select the paper format to be used by the printer. The paper format needs to be available in the printer.



For an optimum printing result, select the same print format that you have defined for the plan.

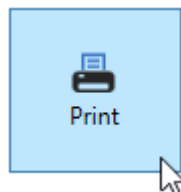
3. If you need to, click on **Printer settings** to enter the advanced settings for your printer, e.g. select paper tray, activate printing on both sides.

4. Select the **Print at drawing scale** option in the **Format adjustment** area.



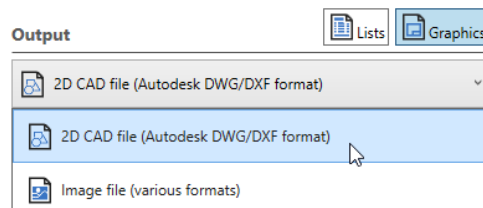
- If the paper format in the printer differs from the paper format of the plan, you can automatically reduce or enlarge the graphic to a sheet or manually by a user-defined percentage when printing. The scale of the drawing is then lost.
- Select a **User-defined scaling** of more than 100% to distribute a graphic in a large format on several pages to be glued together.

5. Click on **Print**.

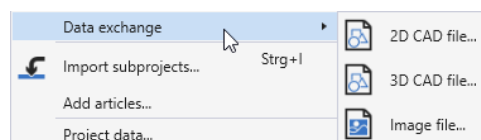


### 4.1.3 EXPORTING GRAPHICS

1. Select the required graphic format in the **Output** area.



If you open the print dialogue using the **File > Data exchange** menu item, you can immediately call up the required graphic format.



2. If you have selected **Image file (various formats)**, specify the **Size** of the graphic.
3. Click on **Export**.



- ✓ The **Save as** window appears.
4. Select the storage location you require and the **File type** and enter a file name.
5. Click on **Save**.

## 4.2 PRINTING AND EXPORTING LISTS

### 4.2.1 SELECTING LISTS

Proceed as follows to print or export lists:



1. Click in the toolbar on **Display/print lists**.  
✓ The **Print/export** window appears.
2. Select from which subprojects, installation units and modules you wish to print or export lists in the **Source data** area.

#### Source data


All subprojects Prints the data for all subprojects	▼	🔍
All modules Prints the data of all modules	▼	🔍

3. Open the range of list types in the **Lists** area and select the lists you require.

#### Lists

Factory setting	▼	🏠	✕	⚙️
▼	<input type="checkbox"/>	Cover sheets		
▲	<input checked="" type="checkbox"/>	Sanitary appliances & Final installation elements		
	<input checked="" type="checkbox"/>	Material list		⚙️
	<input type="checkbox"/>	Quotation		⚙️
	<input type="checkbox"/>	Bill of material		⚙️
▲	<input checked="" type="checkbox"/>	Detailed planning 3D		
	<input checked="" type="checkbox"/>	Material list		⚙️
	<input type="checkbox"/>	Quotation overview		⚙️
	<input type="checkbox"/>	Quotation		⚙️
	<input checked="" type="checkbox"/>	Installation instructions		⚙️
	<input type="checkbox"/>	Bill of material		⚙️
▼	<input type="checkbox"/>	Cumulative lists		
▼	<input type="checkbox"/>	Lists per installation unit		

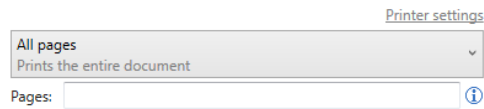


- Clicking on  lets you adapt the respective list to your requirements.
- More information on adapting lists and saving the settings can be found in the Help at **Print and export > Print lists**.

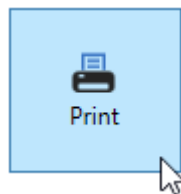


### 4.2.2 PRINTING LISTS

1. Select a printer in the **Output** area.
2. Select which pages you wish to print.

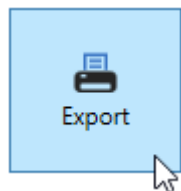


3. If you need to, click on **Printer settings** to enter the advanced settings for your printer, e.g. select paper tray, enable printing on both sides.
4. Select the number of **Copies** in the **Print** area.
5. Click on **Print** to start the print process.



### 4.2.3 EXPORTING LISTS

1. Select **Excel export** or **CSV export** in the **Output** area.
2. Click on **Export**.



- ✓ The **Save as** window appears.
3. Select the storage location you require and enter a file name.
4. Click on **Save**.

## 4.3 EXPORT FOR INDUSTRY SOFTWARE

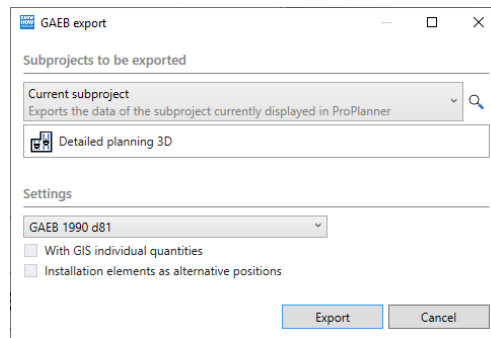
Geberit ProPlanner provides various export formats to facilitate a uniform standard for the exchange of data for specifications or requests for tenders:

- GAEB
- UGL
- IGH451
- CalWin



The export formats offered depend on the market set in the program settings.

1. Click on **Data exchange** in the **File** menu and then on an export format.
2. Select the subprojects you wish to export.
3. Select a file format and other settings for the GAEB export.



4. Enter a customer number, a supplier number and one of the following kinds of enquiries for the UGL export:
  - TB: Call-off order by contractor to wholesaler
  - AN: Inquiry from contractor to wholesaler
  - BE: Order by contractor to wholesaler
  - A0: Call-off by contractor to wholesaler for delivery from a call-off order
  - A1: Call-off by contractor to wholesaler for delivery from a quotation
  - A2: Creation of a call-off order from a quotation
  - PA: Price quotation by wholesaler to contractor
  - AB: Order confirmation by wholesaler to contractor

5. Enter **Export type**, Customer address and Supplier address for the IGH451 export.

Settings

Export type:	Request
Customer:	Geberit Verwaltungs AG
E-mail address:	<input type="text"/>
Vendor:	1900 Geberit Vertriebs AG
E-mail address:	<input type="text"/>

6. Click on **Export**.
7. Select the storage location you require and enter a file name.

## 5 ADAPTING PROPLANNER TO YOUR OWN NEEDS

### 5.1 ADAPTING THE WINDOW LAYOUT

You can also move single windows or change the window layout to enlarge the space in the drawing area when planning.

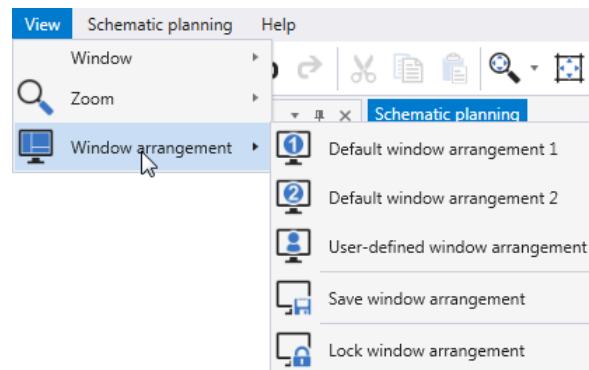
#### 5.1.1 SELECTING THE WINDOW ARRANGEMENT

The following window layouts are available in all modules in Geberit ProPlanner:

- **Default window arrangement 1** with many opened setting windows
- **Default window arrangement 2** with preferably large drawing area
- **User-defined window arrangement** with your save window layout

Proceed as follows to select one of the window layouts:

1. In the menu list, click on **View** and select **Window arrangement**.



2. Select **Default window arrangement 1**, **Default window arrangement 2** or **User-defined window arrangement**.



The **User-defined window arrangement** is available as soon as you have saved a proprietary window arrangement for the respective module.

## 5.1.2 ARRANGING WINDOWS

The user interface windows can be moved and arranged as required for every module in Geberit ProPlanner.

### 5.1.2.1 SHOWING AND HIDING WINDOWS

1. Click on the pin in the title bar of a window.



✓ The window is hidden but remains visible at the edge as a tab.

2. Click on the corresponding tab if you wish to show the window temporarily.

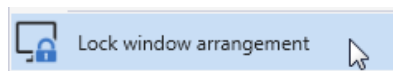
3. If you wish to show the window permanently, click on the pin in the title bar of the window.



### 5.1.2.2 RE-DOCKING WINDOWS

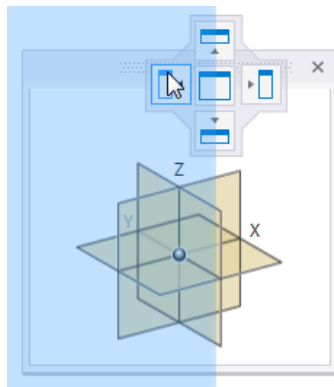
You can move a window so that it is then docked at a new position. To do so, first cancel the fixed arrangement.

1. Click on **Window arrangement** in the **View** menu and deselect **Lock window arrangement**.



2. Move the windows by clicking in the title bar and, holding down the left mouse key, slide them using one of the blue arrows. A total of 8 blue arrows are visible.

✓ The new position of the window appears as a blue rectangle.



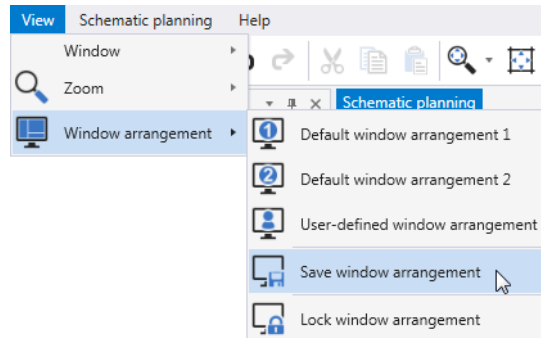
✓ Your window will be docked in its new position when you release the mouse key.

3. If you wish to protect the new window layout from unintentional changes, click on **Window arrangement** in the **View** menu and activate **Lock window arrangement**.

### 5.1.3 SAVING A WINDOW LAYOUT

You can save a separate window arrangement for each module.

1. Click on **Window arrangement** in the **View** menu and select **Save window arrangement**.

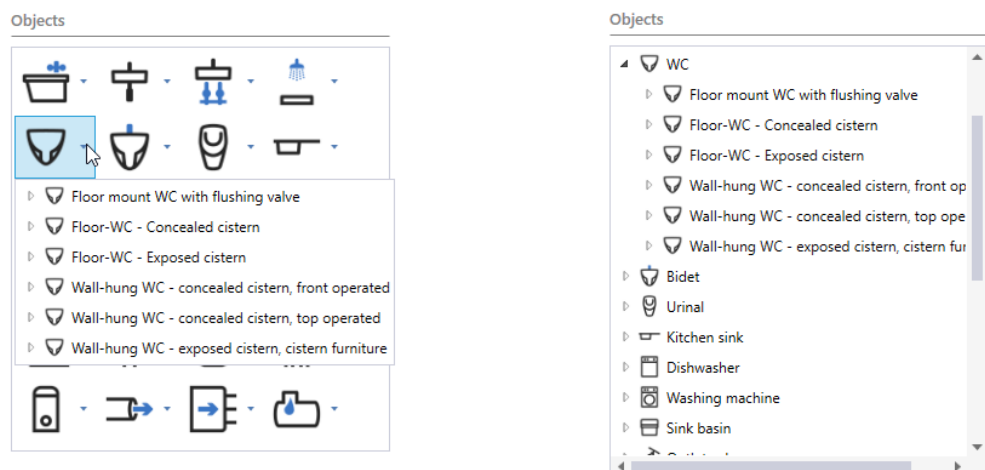


- ✓ An information window appears.
2. Confirm with **OK**.

## 5.2 CHANGING THE VIEW IN THE OBJECTS WINDOW

In the Detailed planning 3D and Schematic planning modules you can select between the **Large symbols** and **Tree** views in the **Objects** or **Pipes/objects** window. Change the view at any time using the right mouse key pop-up menu.

The objects are displayed in a tree structure in both views. Expand the tree structure using the triangle in front of the entry and select a specific object. Otherwise Geberit ProPlanner inserts a market-dependent default object.



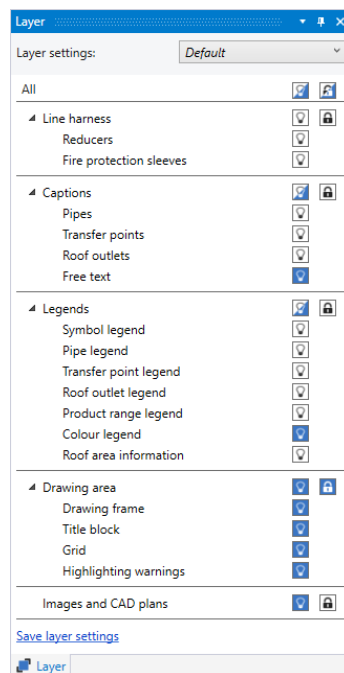
**Large symbols** view (on left) and **Tree** view (on right)



## 5.3 ADAPTING THE VISUALISATION OF THE DRAWING AREA

You can adapt the visualisation of the drawing area and your plan in the **Layer** window in the Detailed planning 3D, Schematic planning, Roof drainage system and Waste water prefabrication modules. You can partly or fully show and hide the pipes, objects, legends, labels, the drawing area, images and CAD plans. You can lock elements of your plan to prevent unintentional moves.

### 5.3.1 SHOWING AND HIDING ELEMENTS



1. Show the **Layer** window.



2. Click on  beside the element to show the element.
3. Click on  beside the element to hide the element.

### 5.3.2 LOCKING ELEMENTS

Locked elements cannot be selected or moved. The properties of locked elements cannot be called up and cannot be changed.

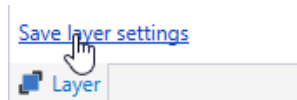
1. Click on  beside the element to lock the element.
2. Click on  beside the element to unlock the element.

### 5.3.3 MANAGING LAYER SETTINGS

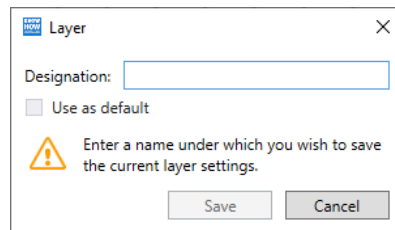
You can save and upload your setting in the **Layer** window so that you can quickly switch between different settings.

#### 5.3.3.1 SAVING LAYER SETTINGS

1. Click on **Save layer settings** in the **Layer** window.



- ✓ The **Layer** window appears.



2. Enter a **Designation**.

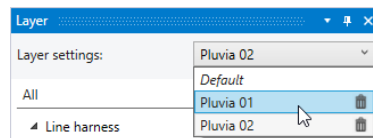


You can save this setting as the default setting for all additional projects of the module in the Roof drainage system module by activating **Use as default**.


3. Click on **Save**.

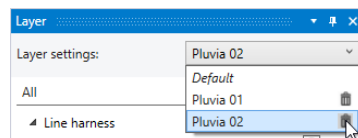
#### 5.3.3.2 SELECTING LAYER SETTINGS

- Select the setting you require in the **Layer settings** selection field.



#### 5.3.3.3 DELETING LAYER SETTINGS

- Expand the **Layer settings** selection field and click on  next to the layer setting you wish to delete.



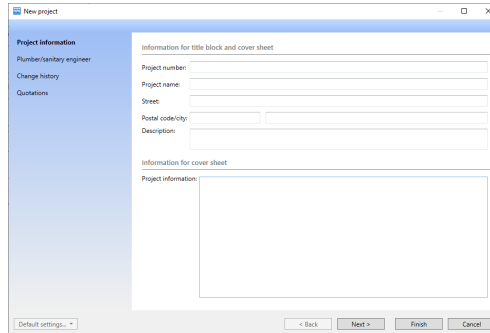


## 5.4 USING YOUR OWN COMPANY LOGO

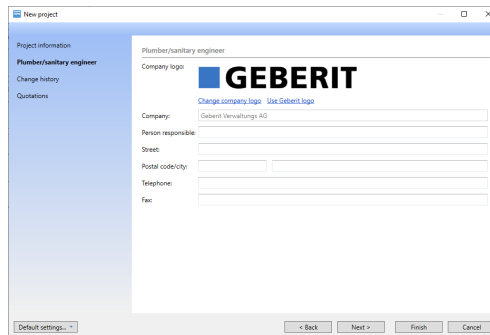
You can use your own logo instead of the Geberit logo to customise your lists and quotations. The logo and the sanitary engineer's details will appear later in the title block and on the cover sheets of lists.



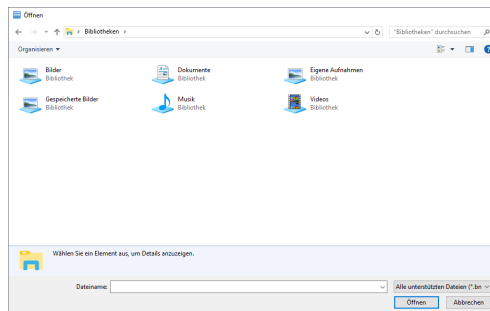
1. Show the **Project** window.
2. Click in the **Project** window on **Change project data**.  
✓ The **Project data** window appears.



3. Click on **Plumber/sanitary engineer**.



4. Click on **Change company logo** and select an image file.



5. Click on **Open** to integrate the image file.
6. Click on **Finish** to apply the settings.  
✓ Your logo now appears in the title block and on the covers sheets of lists.

## 5.5 ADAPTING HOURLY RATES AND VAT



1. Show the **Project** window.
2. Click in the **Project** window on **Change project data**.  
✓ The **Project data** window appears.

3. Click on **Quotations**.

4. Adapt the default **Hourly rate** and the default **Value Added Tax**.
5. Click on **Finish** to apply the settings.  
✓ The quotations are calculated with the modified hourly and value added tax rates.

## 5.6 SAVING SETTINGS AS DEFAULT SETTINGS

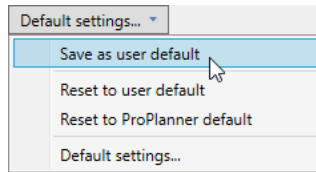
You can save the settings entered as default settings for new subprojects in many windows or tabs. As soon as a new subproject has been created, it is automatically given the saved settings. For instance, you can save general settings, like your own logo or your individual hourly rate as a user default.

You can also save specific settings in the respective modules as a user default, such as settings for potable water or waste water in the Schematic planning module.

When saving, you can select whether you wish to save the settings of the current tab or the settings of several tabs as a user default.

### 5.6.1 SAVING THE SETTINGS OF THE CURRENT TAB AS A USER DEFAULT

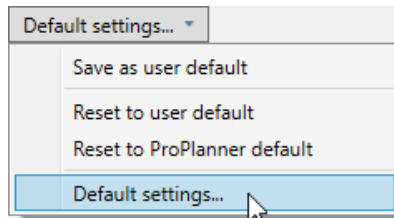
- ▶ Click on **Default settings** and select **Save as user default**.



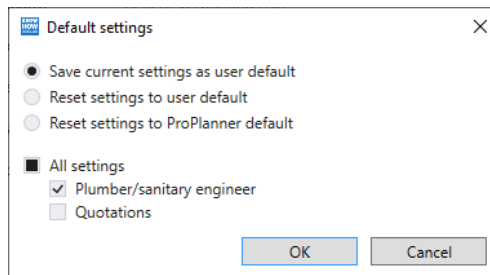
- ✓ The settings of the current tab have been saved as a user default.

### 5.6.2 SAVING THE SETTINGS OF MULTIPLE TABS AS USER DEFAULTS

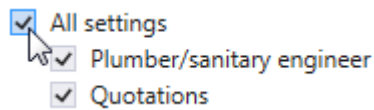
1. Click on **Default settings** and select **Default settings**.



- ✓ The **Default settings** window appears.



2. Select **All settings**.



3. Click on **OK** to save the settings of the selected tab as the user default.

## 5.7 RESETTING SETTINGS TO DEFAULT SETTINGS

If required, you can reset the modified settings of one of more tabs to the user default or the ProPlanner default.

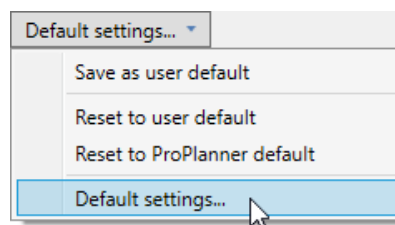
### 5.7.1 RESETTING THE SETTINGS OF THE CURRENT TAB TO DEFAULT SETTINGS



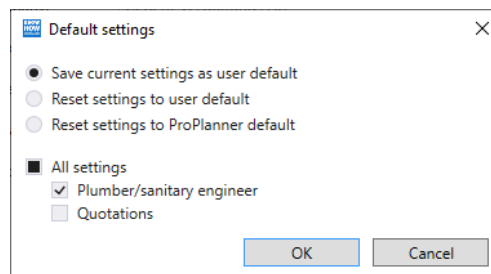
1. To reset the settings of the current tab to the ProPlanner default, click on **Default settings** and select **Reset to ProPlanner default**.
2. To reset the settings of the current tab to the user default, click on **Default settings** and select **Reset to user default**.

### 5.7.2 RESETTING THE SETTINGS OF MULTIPLE TABS AS DEFAULT SETTINGS

1. Click on **Default settings** and select **Default settings**.



- ✓ The **Default settings** window appears.



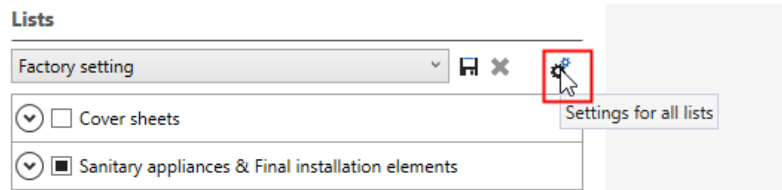
2. If you wish to reset the settings to the user default, select the **Reset settings to user default** option.
3. If you wish to reset the settings to the ProPlanner default, select the **Reset settings to ProPlanner default** option.
4. Activate the respective checkbox for every tab, the settings of which you wish to reset.
5. Click on **OK** to reset the settings of the selected tabs.

## 5.8 SURCHARGES AND DISCOUNTS ON MATERIAL AND TIME

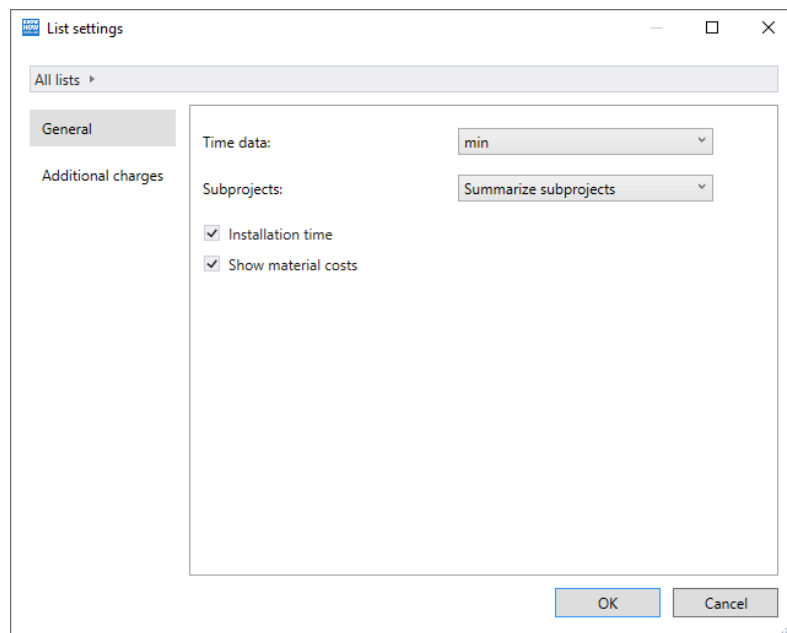
You can specify surcharges or discounts for various items in the lists, which are then taken into account when calculating the lists. On request, you can specify that the surcharges imposed or the discounts granted are displayed in the lists.



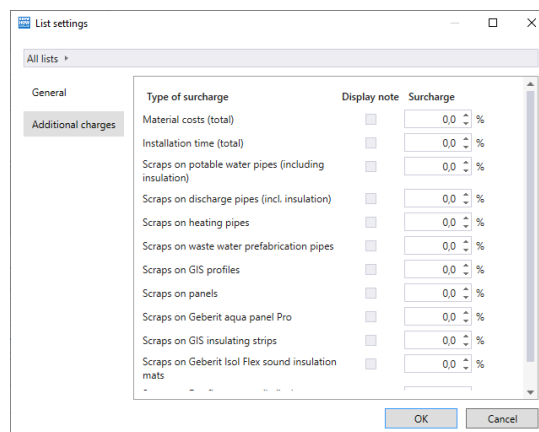
1. Click in the toolbar on **Display/print lists**.  
✓ The **Print/export** window appears.
2. Click on **Settings for all lists**.



- ✓ The **List settings** window appears.



3. Click on **Additional charges**.



4. Enter positive values for surcharges and negative values for discounts.

5. Activate the respective checkbox **Display note** if you wish a note to be displayed in the lists about the surcharges imposed or discounts granted.

Type of surcharge	Display note	Surcharge
Material costs (total)	<input checked="" type="checkbox"/>	-5,0 %
Installation time (total)	<input checked="" type="checkbox"/>	2,0 %
Scraps on potable water pipes (including insulation)	<input type="checkbox"/>	0,0 %

6. Click on **OK** to apply the settings.  
 ✓ The lists are updated and the activated notes are issued.

**Note:**  
 The calculation was performed in accordance with DIN 1988-300.  
 The following surcharges have been added:  
 - Installation time (total): 2,0%  
 The following deductions have been granted:  
 - Material costs (total): 5,0%

## 5.9 FAVOURITES

You can create favourites to reuse individual construction situations on other plans. You have the option of saving single objects or complete assemblies as favourites. Assemblies can be several connected objects within a pipe system (e.g. a basement installation).

Quickly call up favourites in the **Favourites** window and place them like objects into the drawing area.

Rename your favourites and arrange them in folders to make the favourites list clearer.



Single markets provide predefined favourites. Predefined favourites are shown in italics and cannot be reorganised or deleted.

### 5.9.1 CREATING FAVOURITES

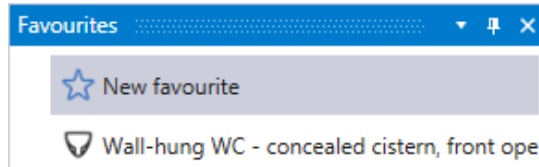
1. Highlight one or more objects in the drawing area.



2. Right-click on the highlighted objects and select **Add to favourites** in the pop-up menu.



3. Click on **Window** in the **View** menu and select **Favourites**.
  - ✓ If you have highlighted an object, the object will appear with a symbol and object designation. If you have highlighted several objects, the assembly will appear with a star symbol and the designation **New favourite**.



## 5.9.2 USING FAVOURITES

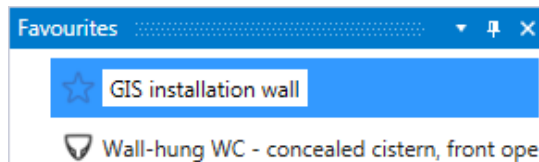
1. Open the **Favourites** window.
2. Highlight a favourite.
  - ✓ The favourite is suspended from your cursor and appears in the drawing area.
3. Click at the required position in the drawing area to place the favourites.

## 5.9.3 ORGANISING FAVOURITES

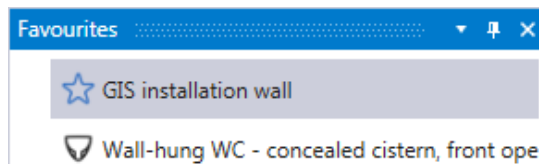
### 5.9.3.1 RENAMING FAVOURITES

You can rename objects, installation walls and the Favourites folder.

1. Highlight the **Favourites** in the working area.
2. Right-click on the favourite and select **Rename** in the pop-up menu.
3. Enter a name for the Favourite.



4. Press **Enter** to confirm the name.



### 5.9.3.2 DELETING FAVOURITES

1. Highlight the **Favourites** in the working area.
2. Right-click on the favourite and select **Remove** in the pop-up menu.



### 5.9.3.3 ORGANISING FAVOURITES INTO FOLDERS

Organise your favourites in folders to make the favourites list clearer.



1. Right-click in the **Favourites** window and select **New favourites folder** in the pop-up menu.

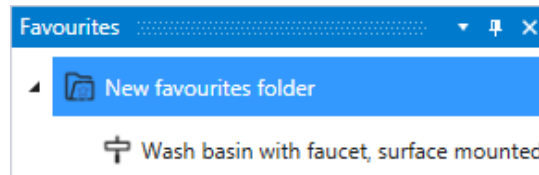
✓ The favourites folder appears in the **Favourites** window.

2. Highlight the favourites folder.



3. Right-click on an object or installation wall in the drawing area and select **Add to favourites** in the pop-up menu.

✓ The object or the installation wall appears in the favourites folder.



4. Expand or collapse the Favourites folder by clicking on the triangle ( ▸ ).



---

Press and hold down the left mouse key to move existing favourites into a Favourites folder.

---

### 5.9.3.4 EXPORTING FAVOURITES

You can export favourites to swap favourites between different Geberit ProPlanner installations. You can then file the favourites at a central place and access them from different locations.



---

Favourites can only be swapped between subprojects of the same type within one market, from one Geberit ProPlanner installation to another ProPlanner installation.

---

1. Highlight an object or a Favourites folder in the Favourites window.



2. Right-click on the favourite and select **Export** in the pop-up menu.
3. Enter a file name and select a storage location in the **Save As** window.
4. Click on **Save** and confirm the information window with **OK**.  
✓ A Favourites file with the file extension .gpf is saved.



**5.9.3.5 IMPORTING FAVOURITES**

Import exported favourites into every subproject or the same module within a market.



1. Right-click in the Favourites window and select **Import** in the pop-up window.
2. Open the folder in which the Favourites file is saved.
3. Highlight the file and click on **Open** to import the favourites into your subproject.
4. Confirm the information window with **OK**.
  - ✓ Favourites appear in a new Favourites folder in the Favourites window.





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