

## How to import DXF file and copy room polygons (closed polylines).

If you have access to DXF files which contain closed polylines representing the perimeter of each individual room, it is faster and easier to copy the room polygons from the DXF file to the floor plans that you are working on, instead of drawing all the rooms from scratch.

Before importing the DXF file you have to import or create a room list with each individual room and then you can start the copying process.

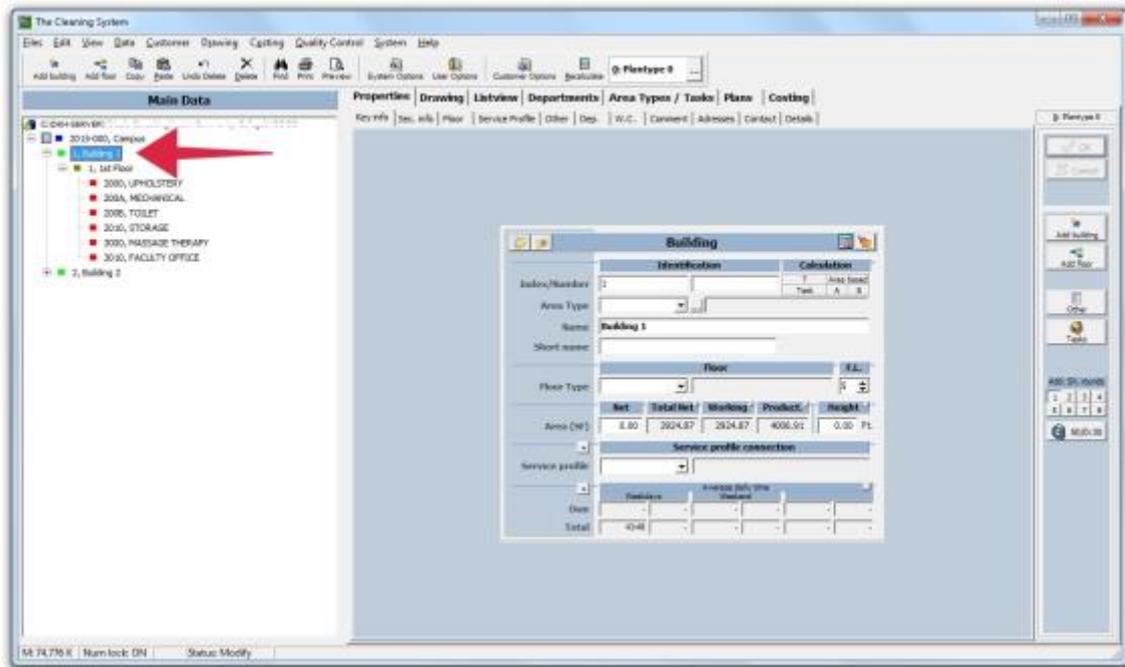
### Summary of the process:

1. Select the building in the Main data tree on which you want to add the rooms.
2. Add a temporary floor on this building and then add a temporary space on this floor.
3. Go to the Drawing tab and attach/import the DXF file to the temporary floor.
4. Create the room polygons from the DXF layers on the temporary floor.
5. Activate the "Copy" mode in the toolbar and copy the room polygons from the temporary floor plan to the original floor plan simply by clicking on the room polygons on the imported drawing which you want to assign to the rooms on the original floor plan.
6. When you have finished copying all the room polygons, go to the Properties tab and delete the temporary floor.

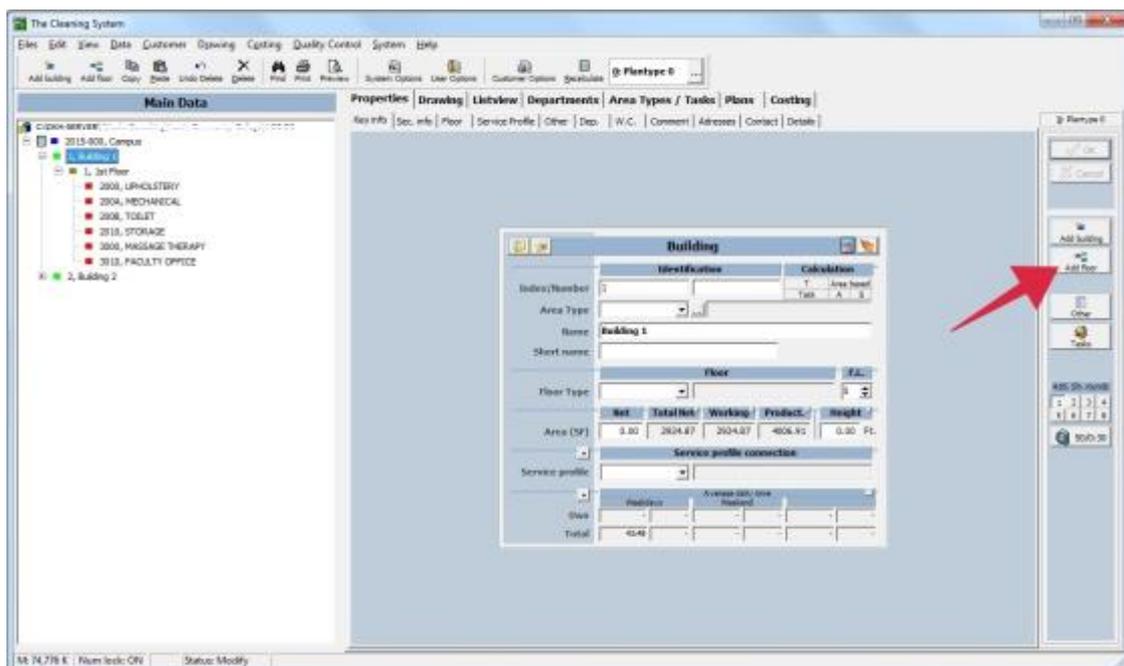
## Step by step:

How to create a temporary floor with temporary spaces to place the DXF file on to.

1. Select/mark the building under the relevant customer in the **Main Data** tree on the left side.



2. Add a new temporary floor by clicking the button “Add floor” on the right side of the screen.

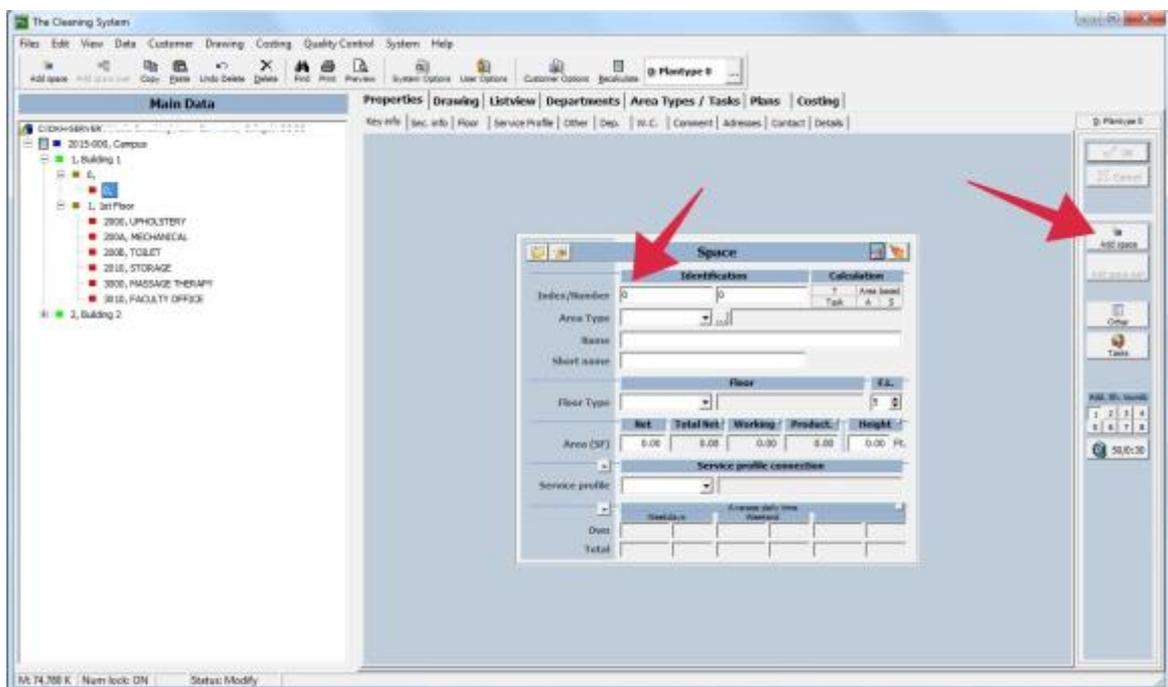


Fill out the field "Index" on the sheet. You can call this temporary floor "0" (if not already used as Index for another floor). Press "OK" on the right side of the screen.

Press **Escape** on your keyboard or the "Cancel" button on the right side of the screen to exit the "Add floor" mode.

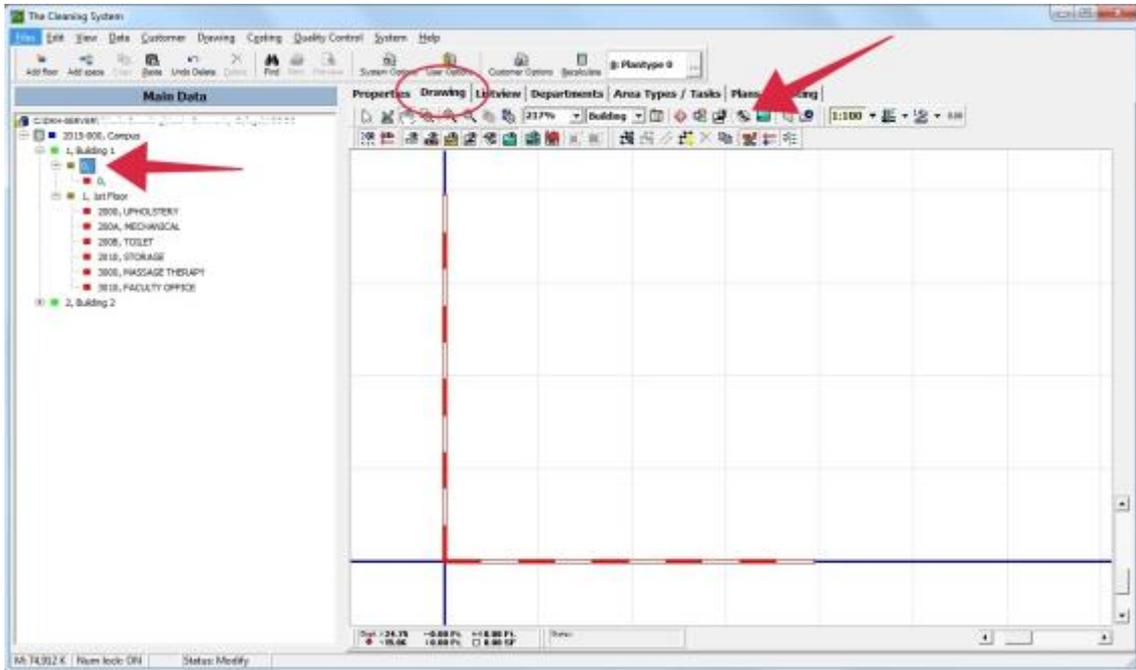
3. Mark the temporary floor (named "0") by clicking on it in the **Main Data** tree. Click the button "Add space" on the right side of the screen to add a temporary space.

Use "0" as ID for this new space. Press **Escape** on your keyboard or click the "Cancel" button to exit the "Add space" mode.

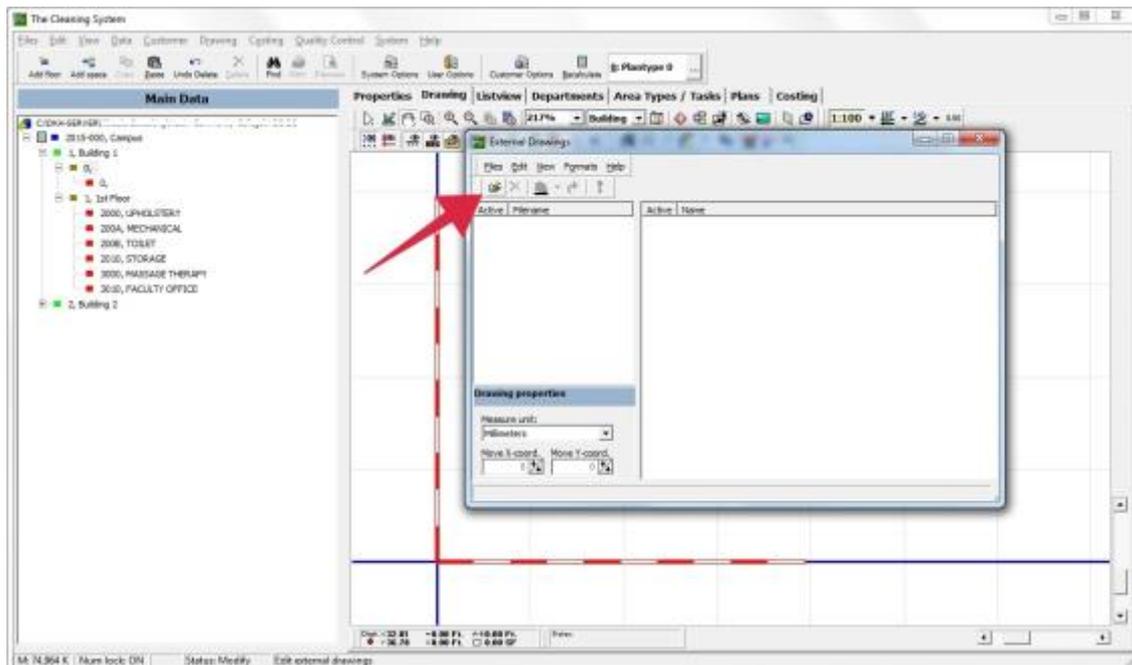


## How to import DXF file to the temporary floor

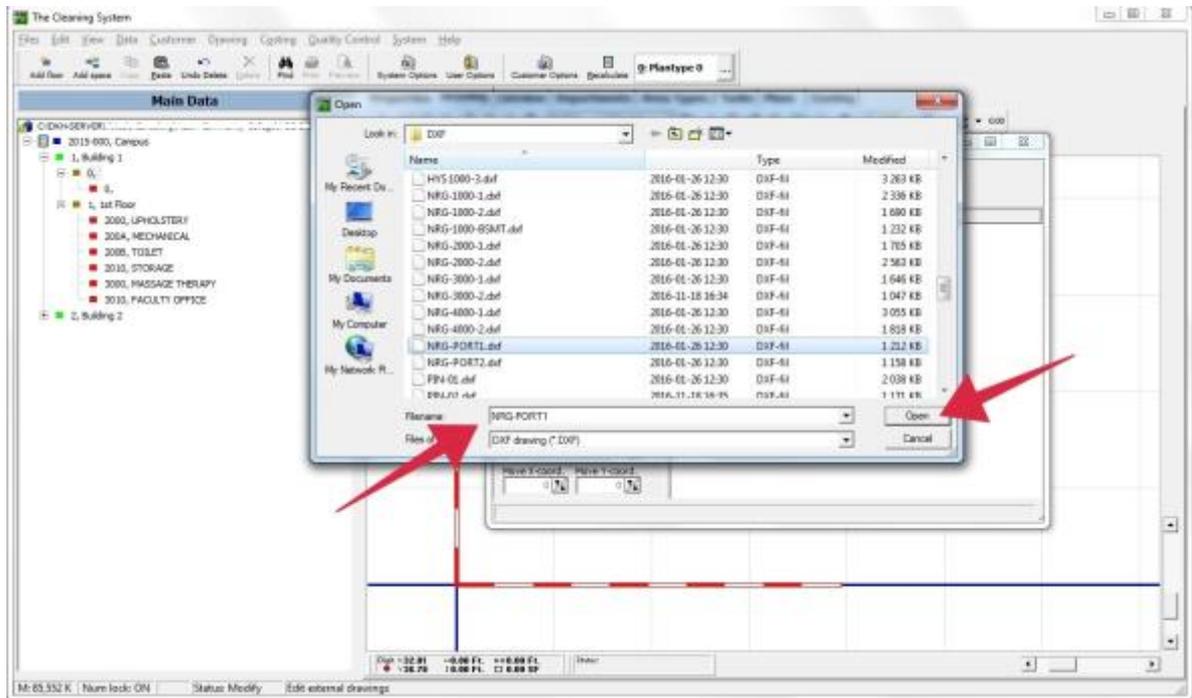
- Go to the **Drawing** tab next to the **Properties** tab. Select/mark the temporary floor “0” you just made and click on the “DXF” button in the toolbar above the drawing area. The External Drawing window will open.



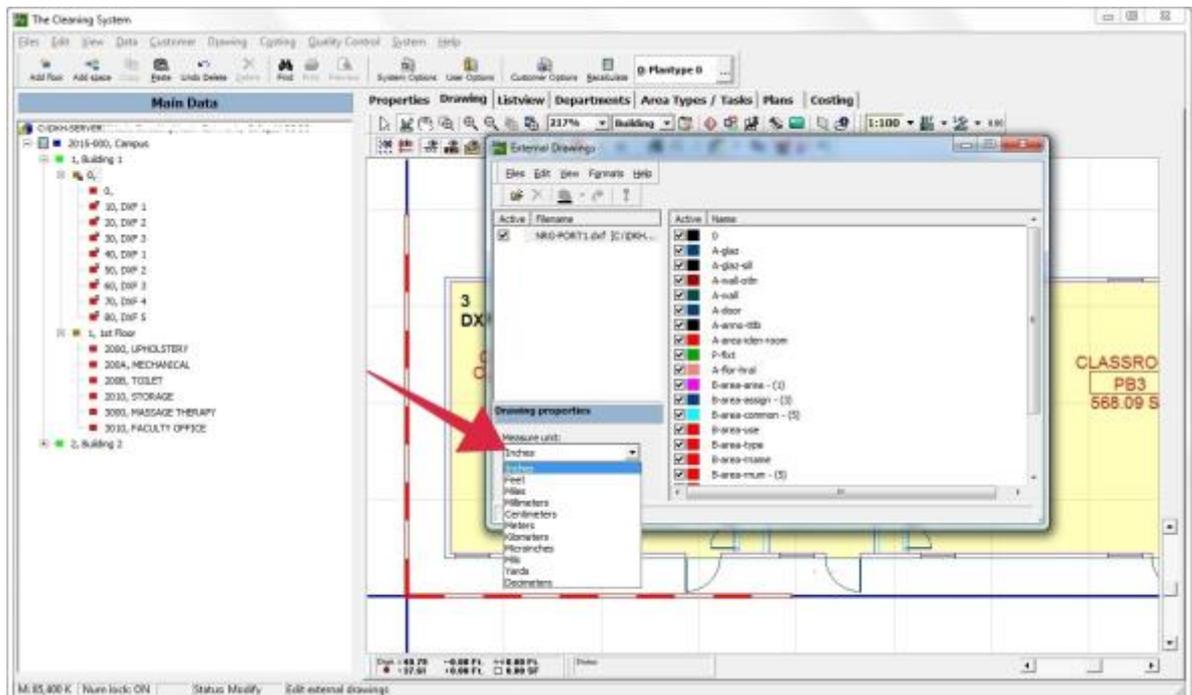
- Click the “Open folder” button or use the “Files” menu and click “Import”.



- Find your DXF file in your library. Double click on the file, or select it and press “Open”. The file will now show under “Filename” inside the External Drawings window.



- Under the “Drawing properties” you can change the measure unit. Normally The Cleaning System will recognize the correct measure unit. Select the proper measure unit, if the drawing is displayed in wrong size.



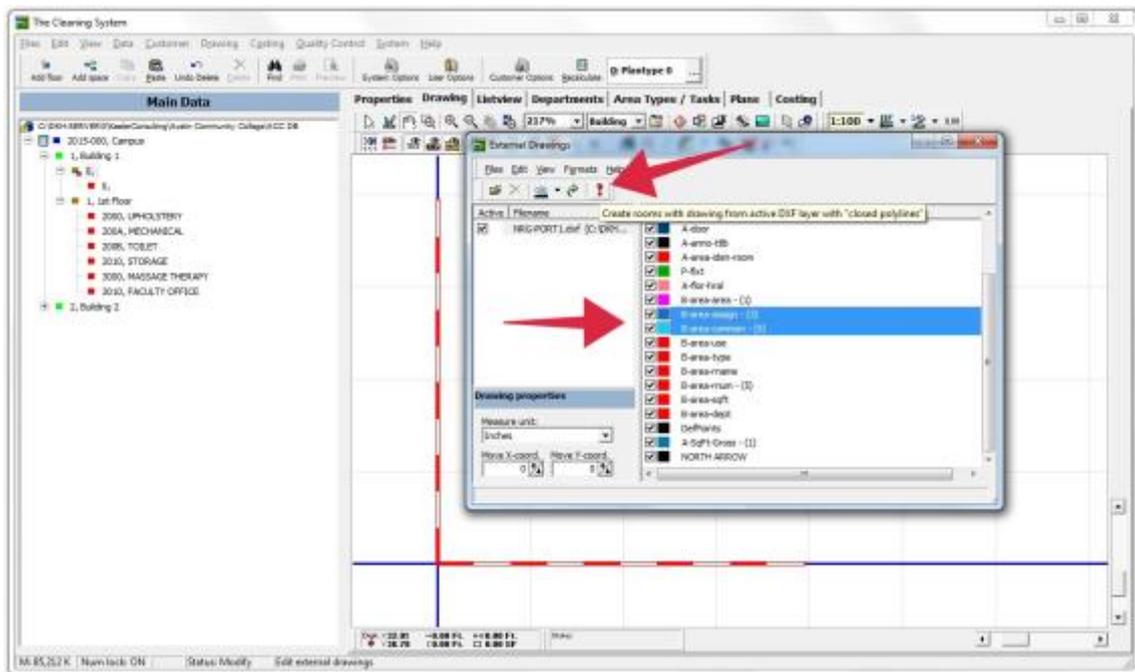
## How to create and apply room polygons to the temporary floor from the DXF layers

8. To import the closed polylines from the DXF layer(s) and create rooms on the temporary floor, click on the layer(s) that contains the polylines under “Names”.

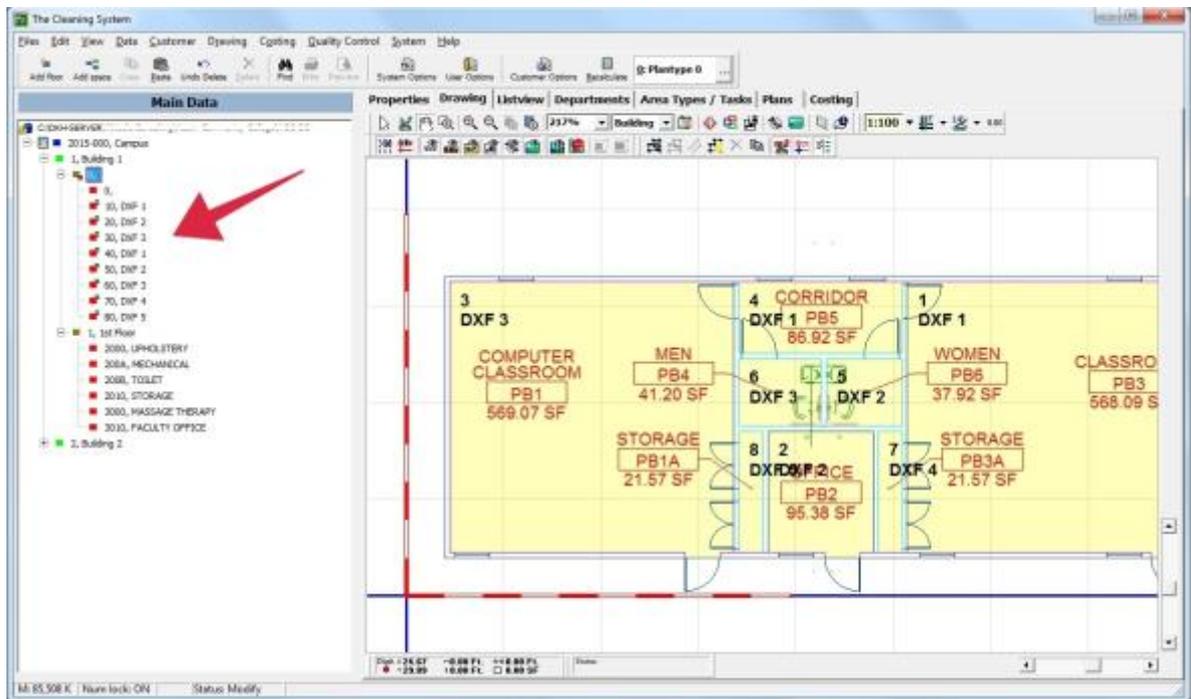
The number in parenthesis after the layer name indicates how many closed polylines The Cleaning System has recognized during the import of the DXF files.

\* Please note that some layers will contain closed polylines which represents other drawing elements (not room polygons). These layers should not be imported.

Mark the layer(s) you want to create the room drawings from and press the “!” button in the toolbar. Confirm that you want to create the rooms by clicking “Yes”.

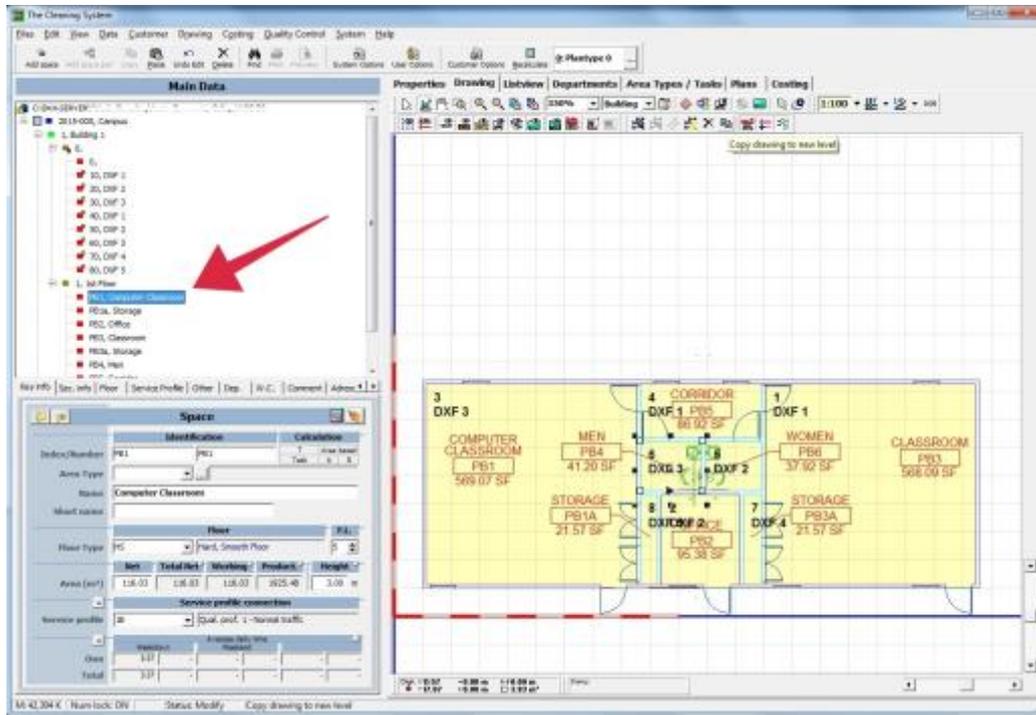


- The rooms will now be added under the temporary floor in the **Main Data** tree. Close the “External Drawings” window.

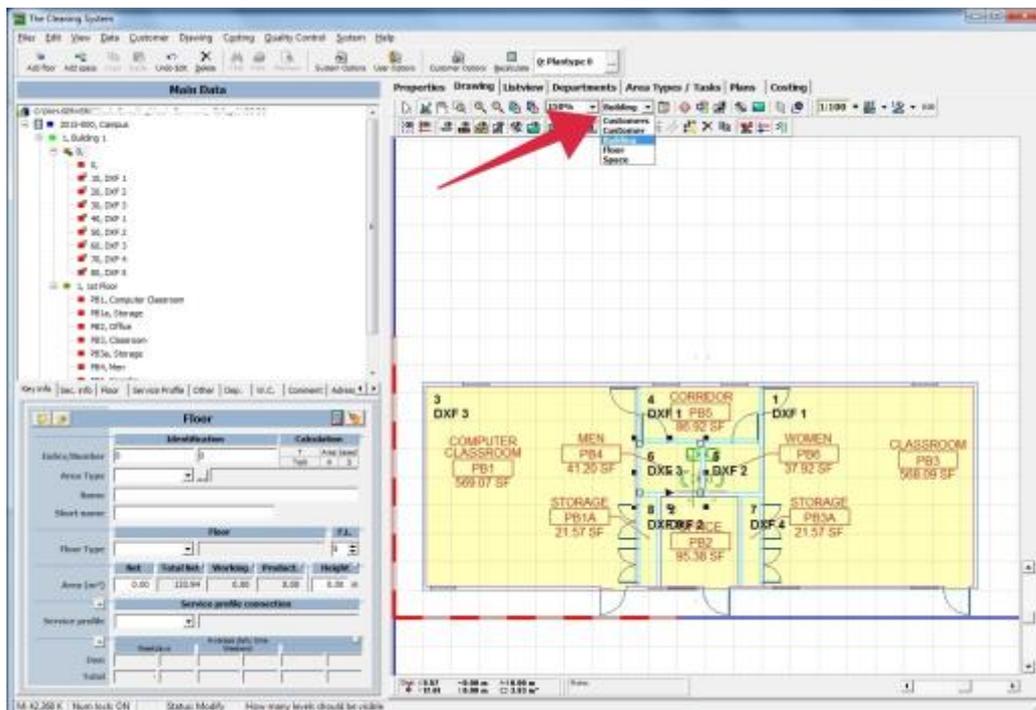


## How to copy rooms

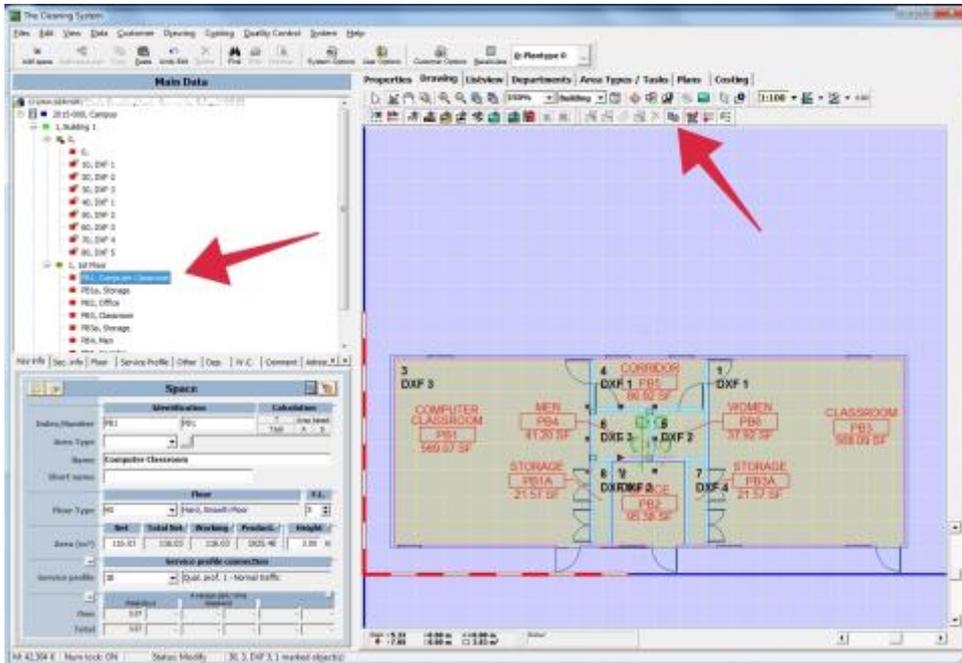
- Go to the **Main Data** tree on the left side of the screen. Open the floor you want to copy the room polygons to. It is important that both the temporary floor and the original floor are open.



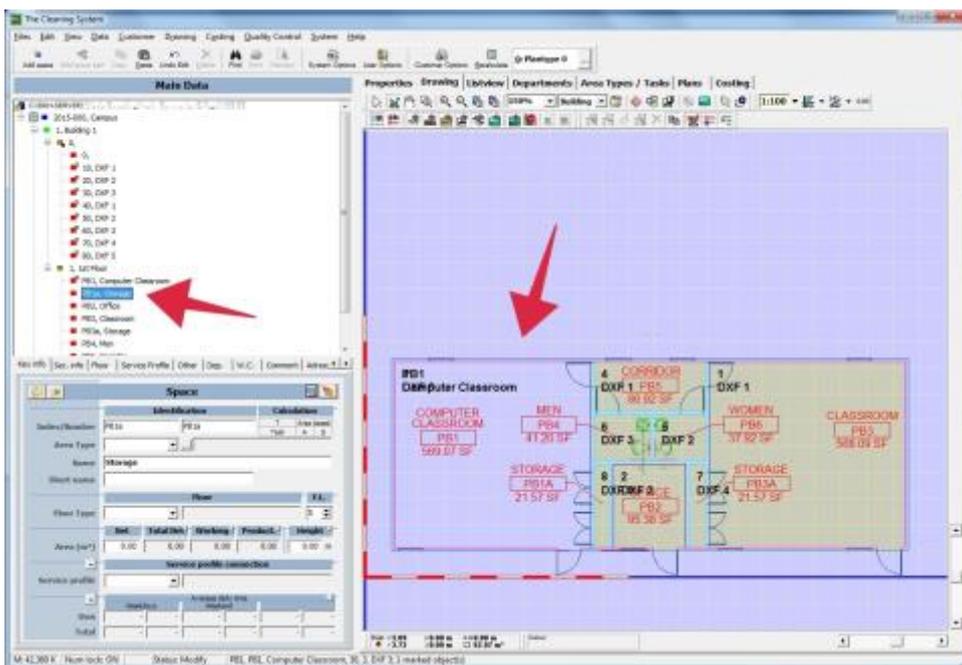
- Make sure that the drawing shows both floor plans in the selected building by clicking "building" in the dropdown box.



- Select the space on the original floor which you want to copy the room polygons to. Click on the “Copy” button in the toolbar. The Drawing space will change color and you can now click on the room polygons on the drawing, you want to copy to your original floor.



- When you assign a room to a space on the original floor, a small yellow square will appear on the space name in the **Main Data** tree. The marker will automatically jump to the next space without a room polygon and you can now assign another room polygon to this space. If you want to exit the copy mode, press “ESC” or right-click and choose “Close”.



## How to delete the temporary floor and spaces

- When you are done copying all the room polygons onto the spaces on your original floor, go to the **Properties** tab. Mark the temporary floor in the **Main Data** tree. Delete it by clicking “Delete” on your keyboard and right-click and select “Delete”.

