

Import a Plan

Posted on April 1, 2026 by Smaheine

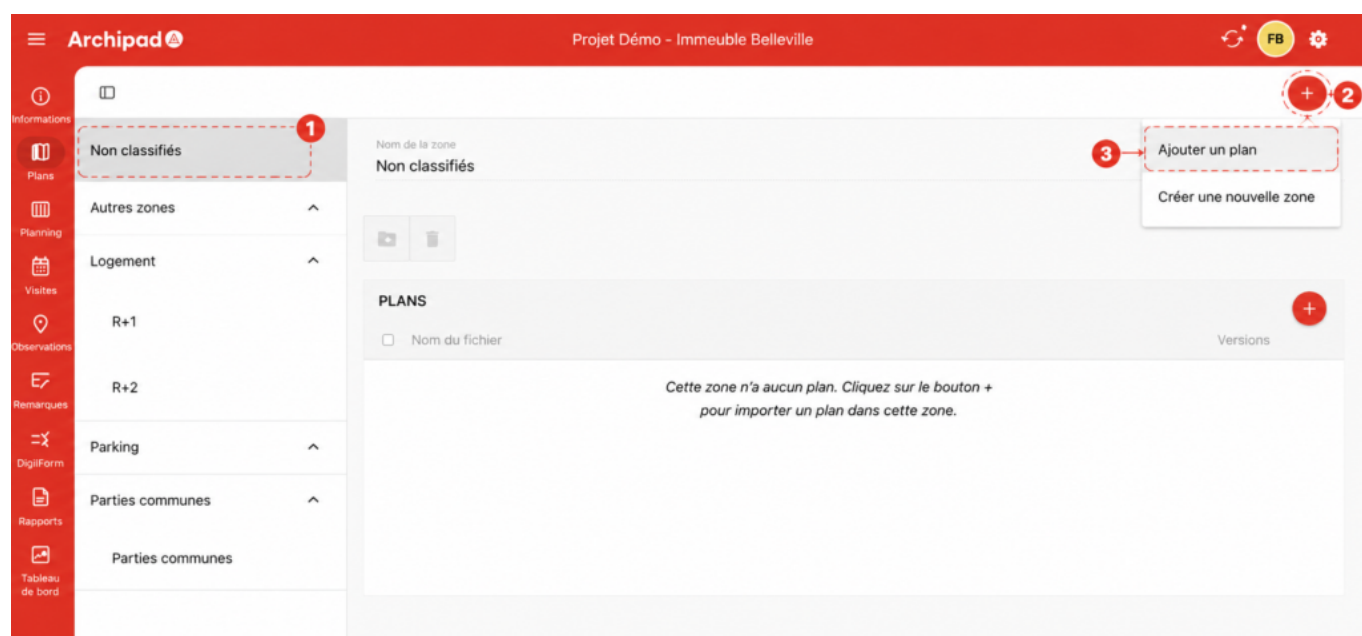
Available on

-  **Archipad Web**
-  **Android** (*same steps as the Web version*)
-  **iPhone and iPad**

Add a Plan to your Project

Add a Plan to an existing Region or to the **Unclassified** Region so you can locate your Observations and Punch items.

On Archipad Web



① *Unclassified* Region or an existing Region.

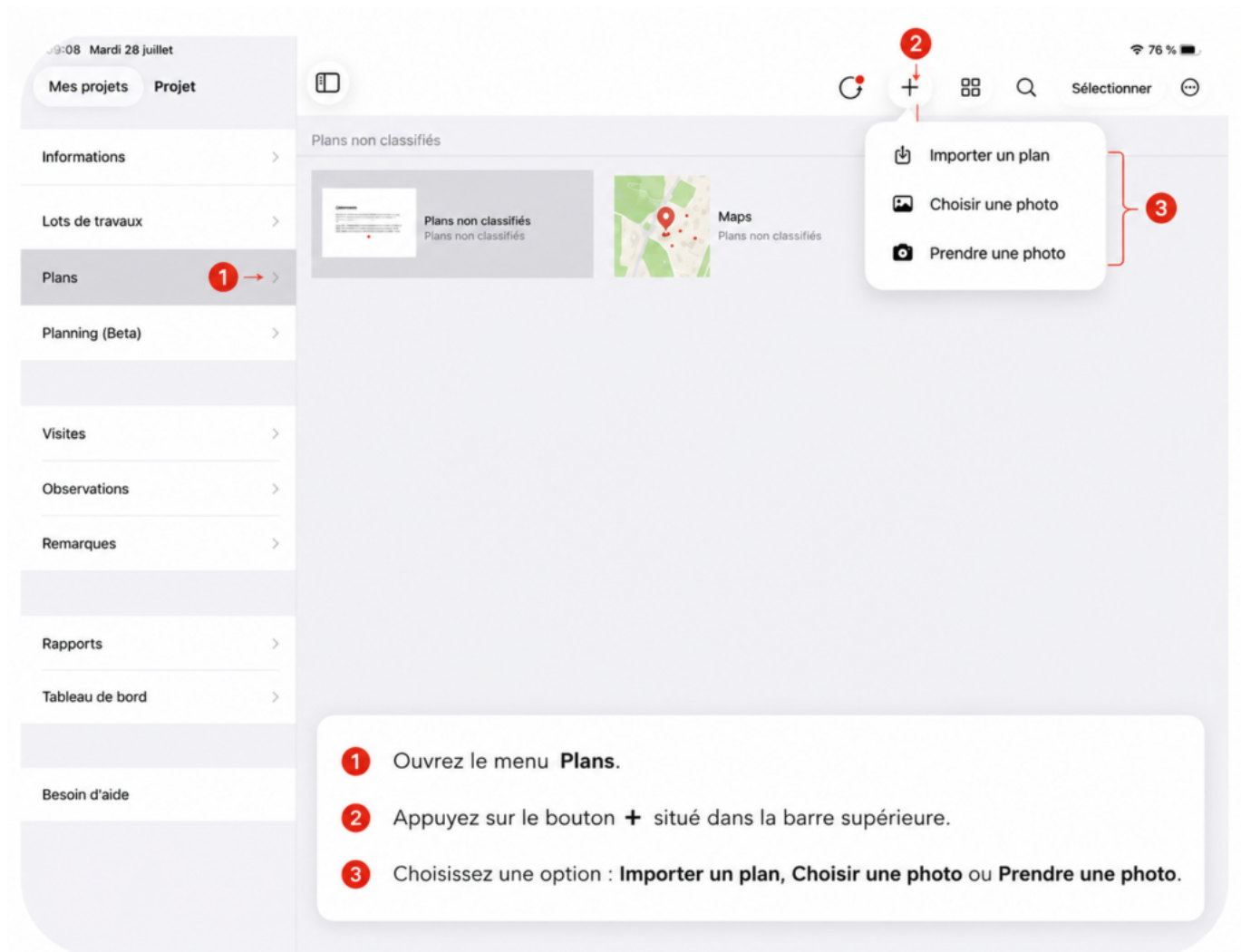
② + button.

③ Add a Plan.

Steps

1. Open the **Plans** menu.
 2. Choose the location where you want to import the Plan:
 - **Unclassified** to add the Plan without assigning it to a Region.
 - An **existing Region** to classify the Plan directly.
 3. Click the **+** button in the top right corner.
 4. Select **Add a Plan**.
 5. Choose the file to import, then confirm.
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On Archipad iOS



Good to know

You can Move a Plan to another Region at any time from Archipad Web.