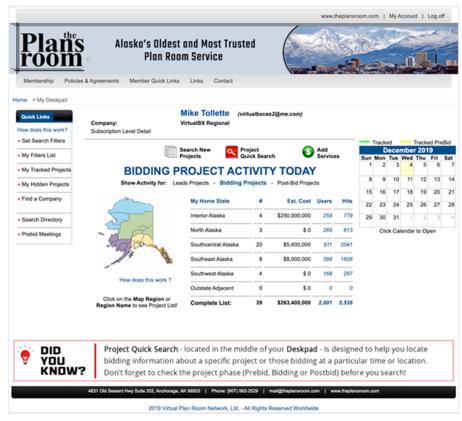


Plans Virtual Plan Room

member how - to - manual









Plans Member Login

login form is on the right side of our home page



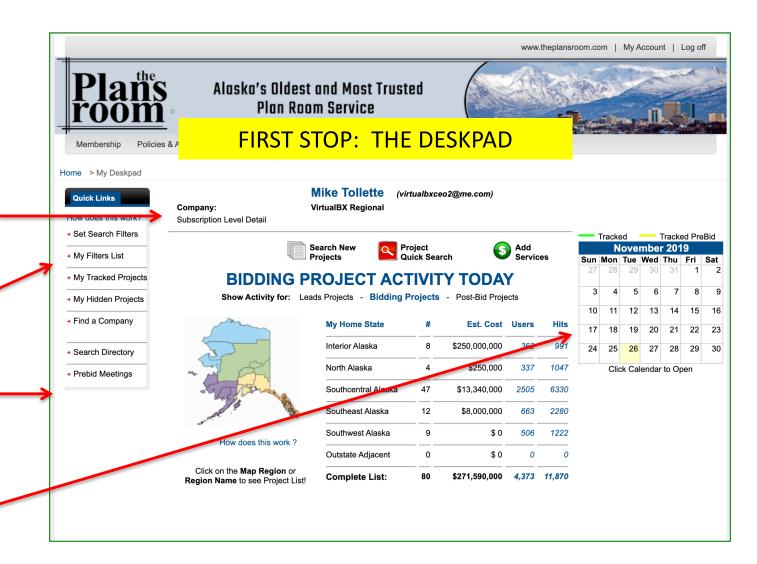


Member subscription and expiration date

Quick Links: Filters, Tracked & Hidden Projects, etc.

User Admin: Edit Company info, change passwords, etc.

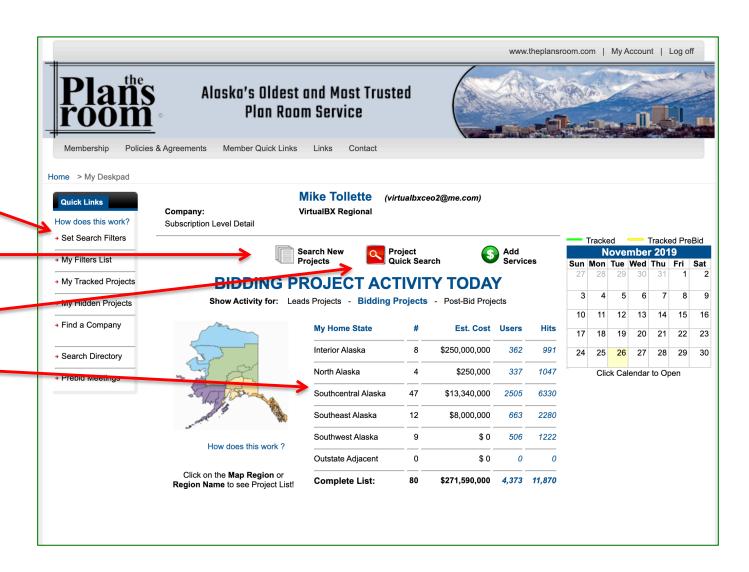
Bid Calendar





Plans My Deskpad > Search Options

Search Projects Search New Projects Project Quick Search Projects by Region





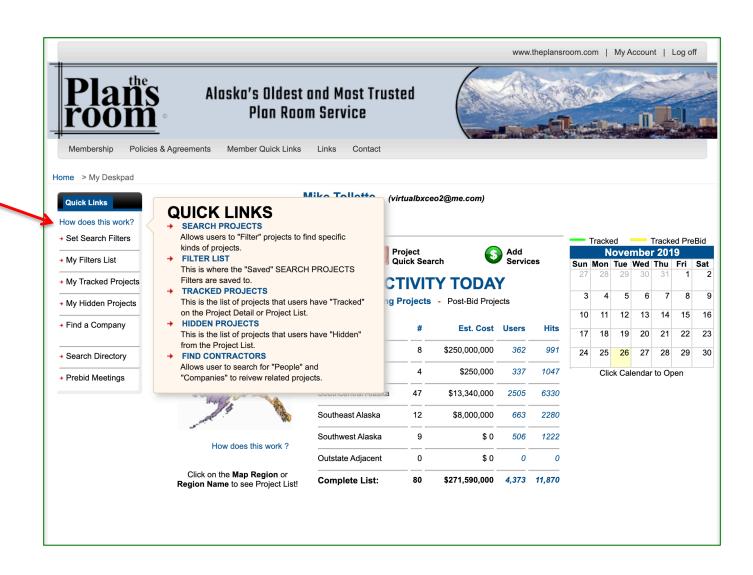
Plans My Deskpad > Search Options

How to Remember?

Quick Links

Search New Projects

Project Quick Search



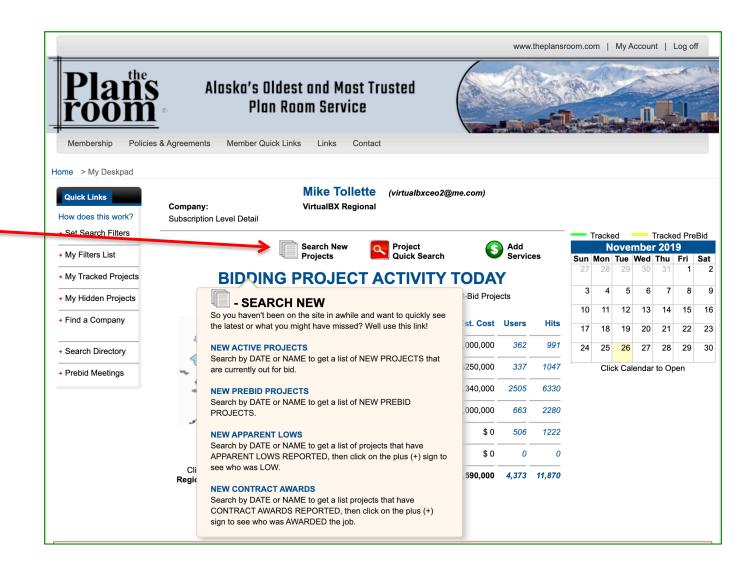


How to Remember?

Quick Links

Search New Projects

Project Quick Search



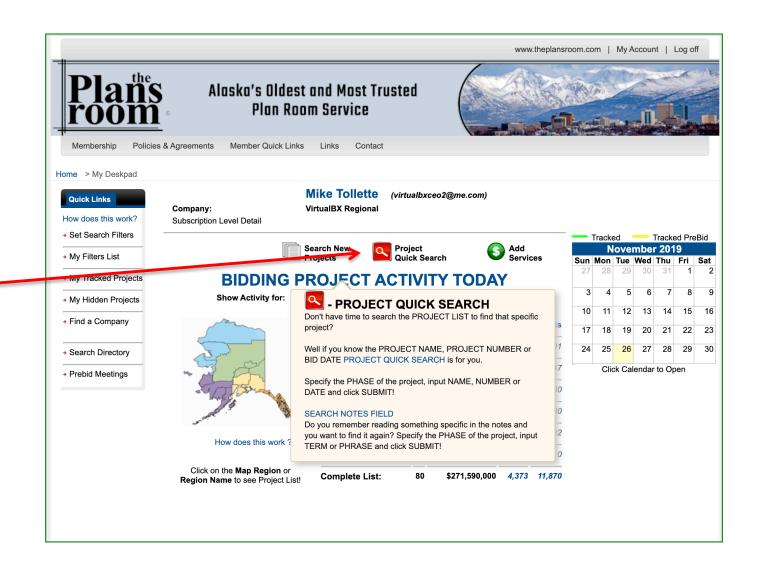


How to Remember?

Quick Links

Search New Projects

Project Quick Search





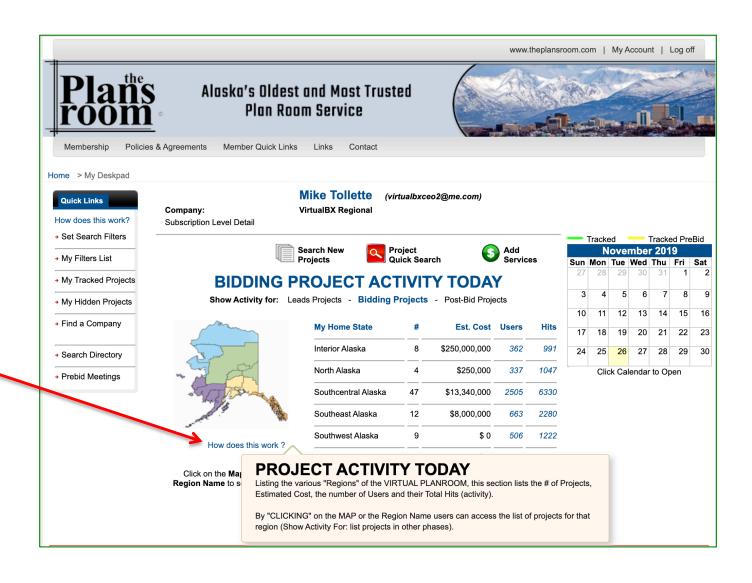
Plans My Deskpad > Search Options

How to Remember?

Quick Links

Search New Projects

Project Quick Search





Switch Regions

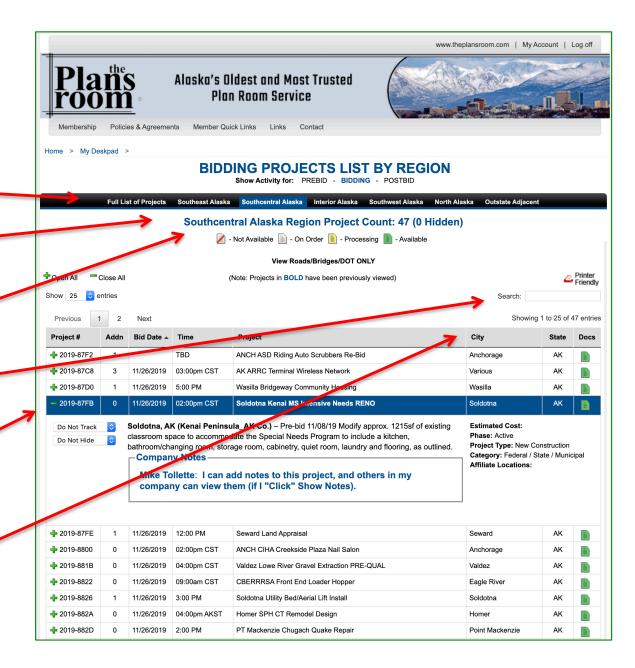
Selected Region and Project Count

Document Status

Search Name

Expanded View Lists basic information about project.

Sortable Columns





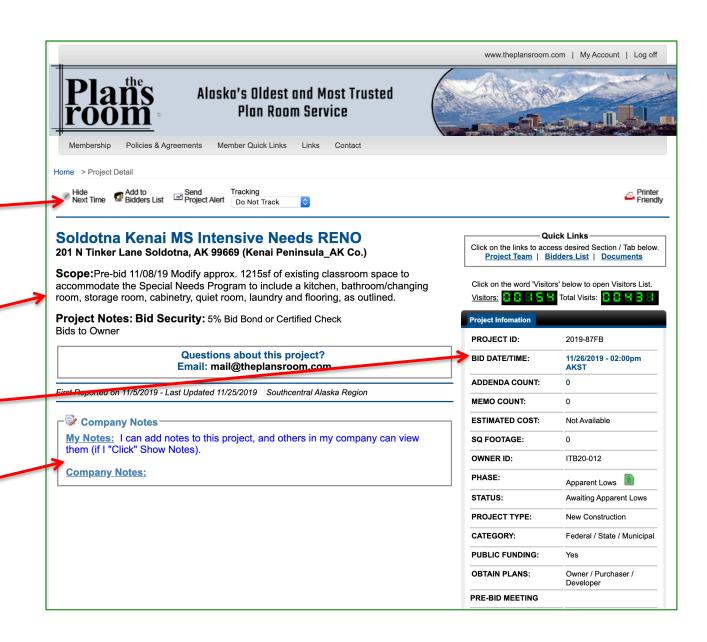
Plams Project Detail (top half)

Add to Bidders List Send Project Alert Project Tracking

Editorial-Style Description

Table-style Bid Info.

Company Specific "internal notes"





Plans Project Detail – Bidders List

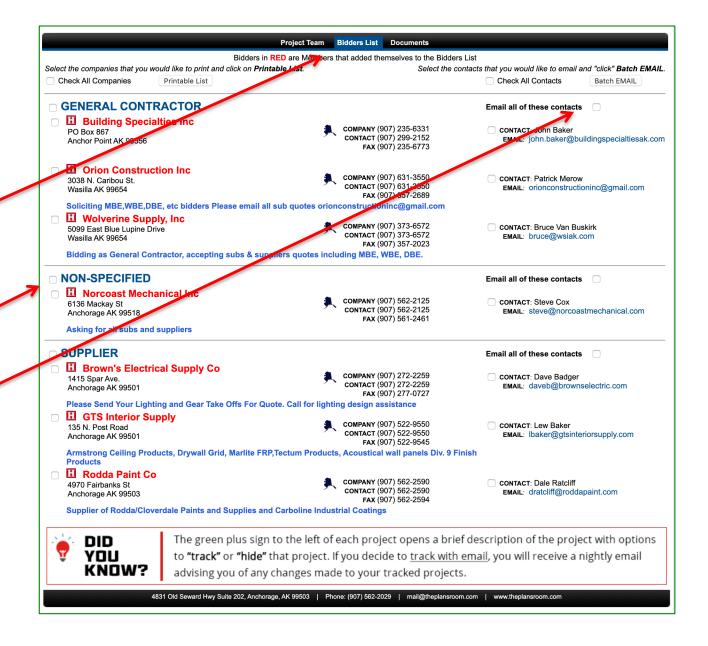
Tab Style Navigation

- Project Team
- Bidders List
- Documents

Companies listed by Trade / Type

Batch Email

- All Companies
- By Trade
- Individually





Plans Project Detail – Documents Tab

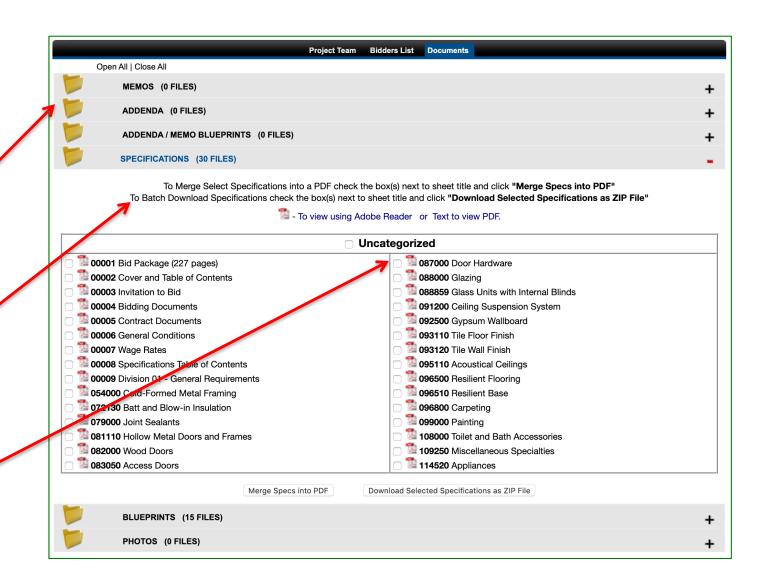
Expandable Folders:

- Addenda
- Specifications
- Blueprints

User Instructions:

- File Merge
- Download

Specificcations and Addenda in PDF format





Plans Project Detail – Blueprints

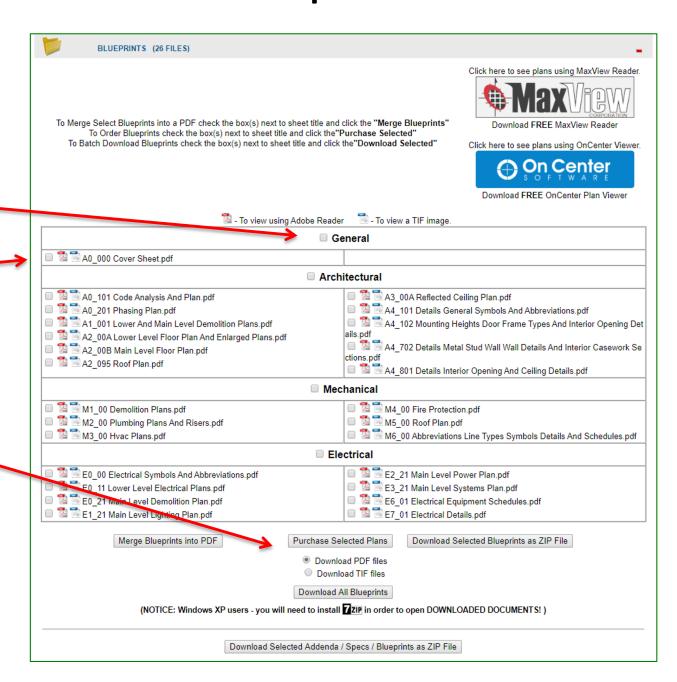
Divided by Section

Viewing Options:

- Acrobat
- MaxView
- OST

Blueprints Options:

- Order Plans
- Merge in PDF
- Download as ZIP





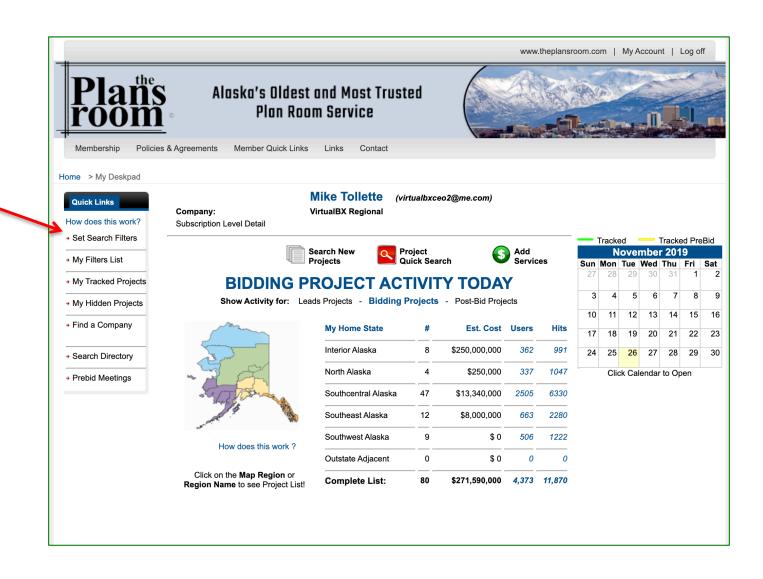
Plans My Deskpad > Search Options

Search Projects

Search New Projects

Project Quick Search

Purchased Projects



Clear Steps

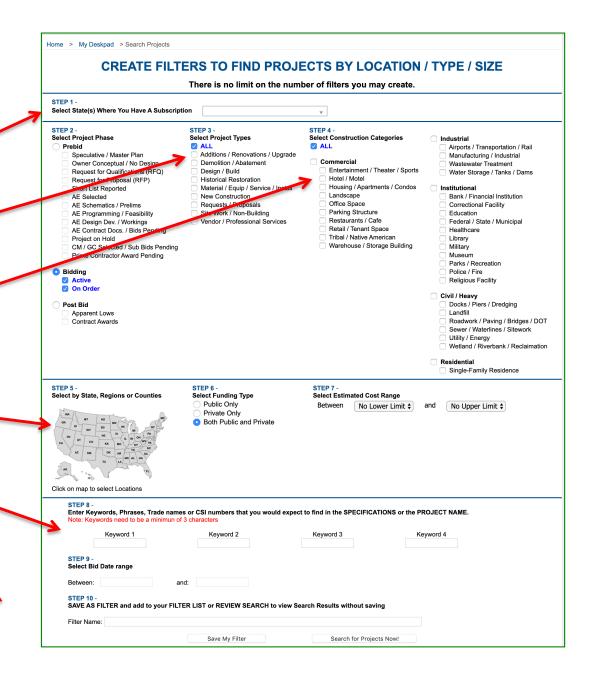
Project Types

Project Categories

Search State, Region or County.

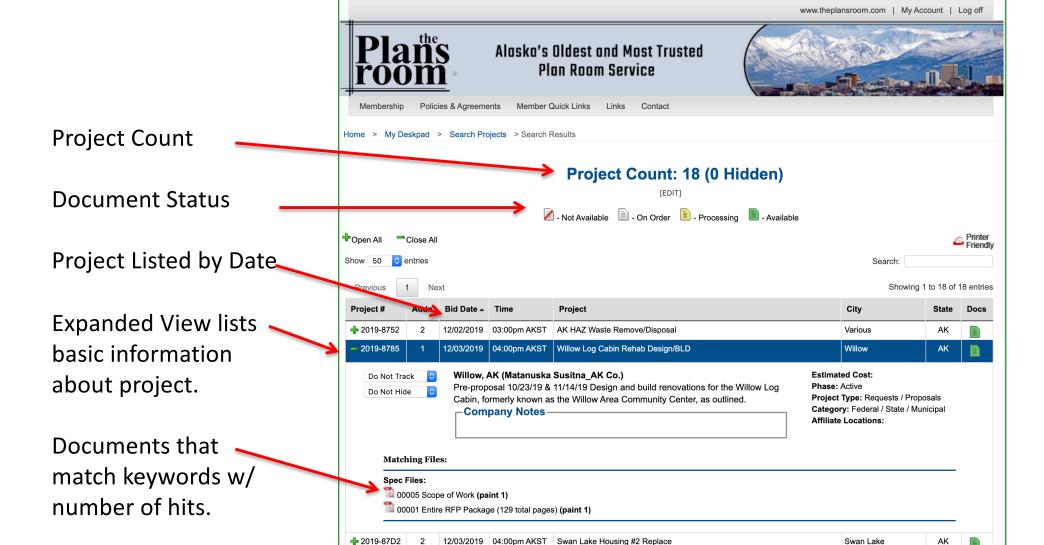
Key Word Search

Save Search Filter





Plans Search Projects > Search Results



12/03/2019 4:00 PM AKST Eielson AFB Storage Aids System

Eielson AFB

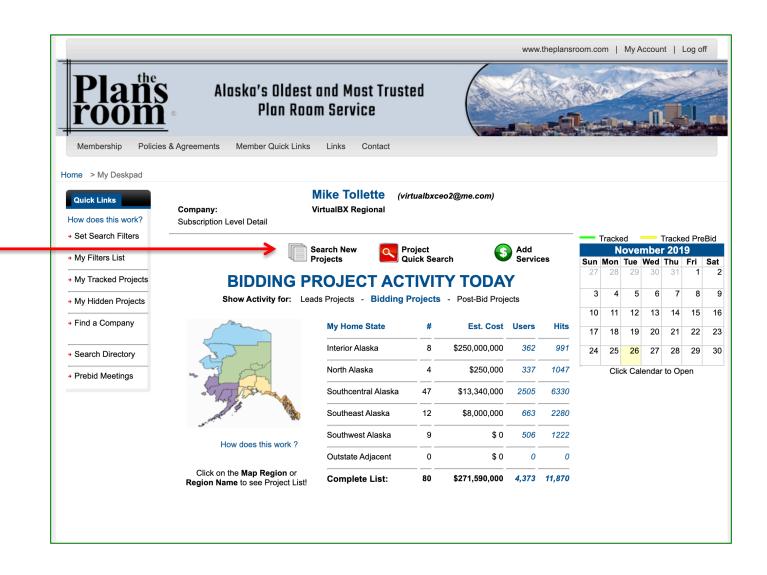
ΑK

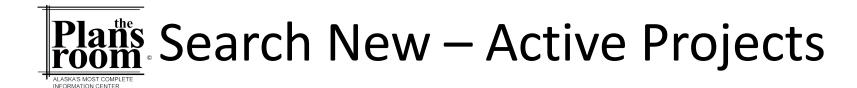


Plans My Deskpad > Search Options

Search Projects Search New Projects

Project Quick Search



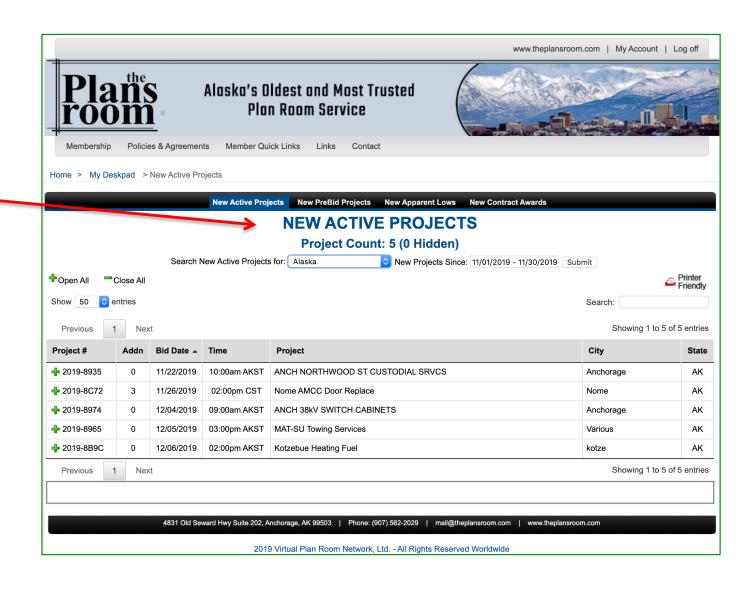


Search New Projects

- New Active
- New Prebid

New Apparent Lows

New Contract Awards





Plans Search New – Apparent Lows

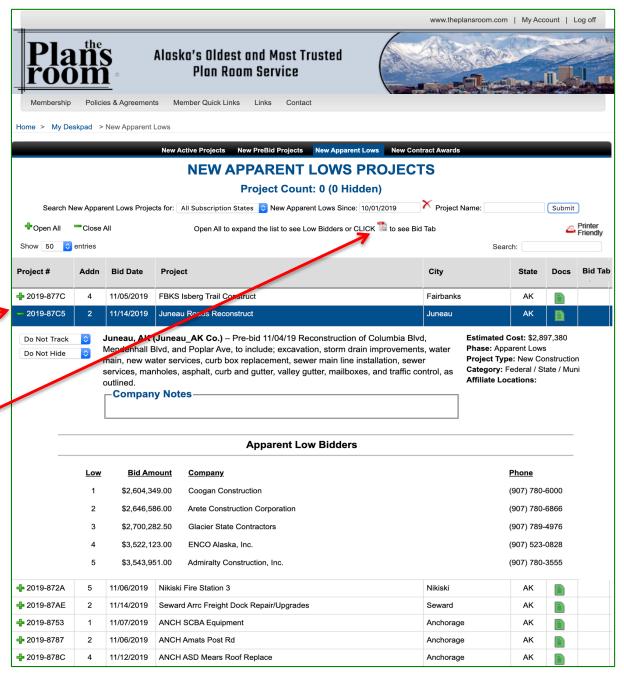
Search New Projects

- New Active
- **New Prebid**

New Apparent Lows

- **Expand view lists Apparent Lows**
- View Bid Tab for Alternates.

New Contract Awards





Plans Search New – Contract Awards

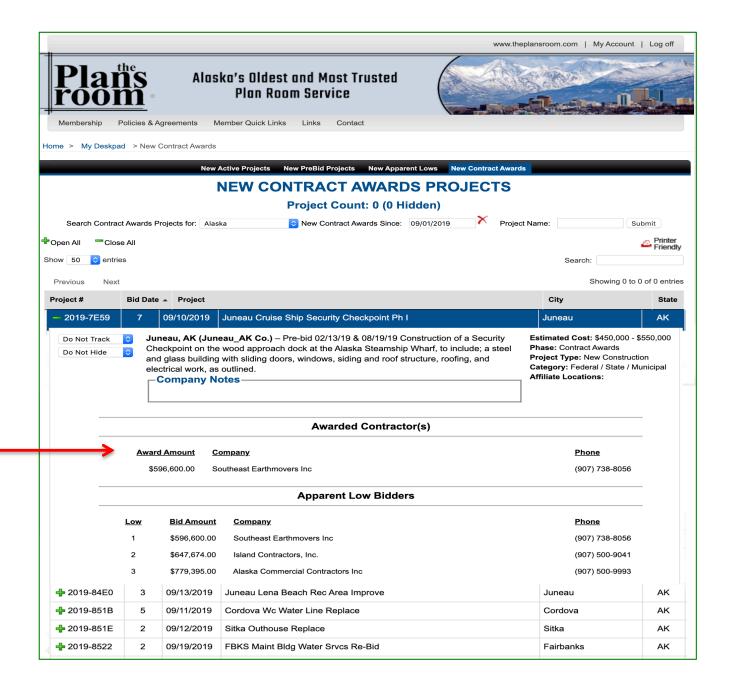
Search New Projects

- New Active
- **New Prebid**

New Apparent Lows

New Contract Awards

Expand view lists who was Awarded

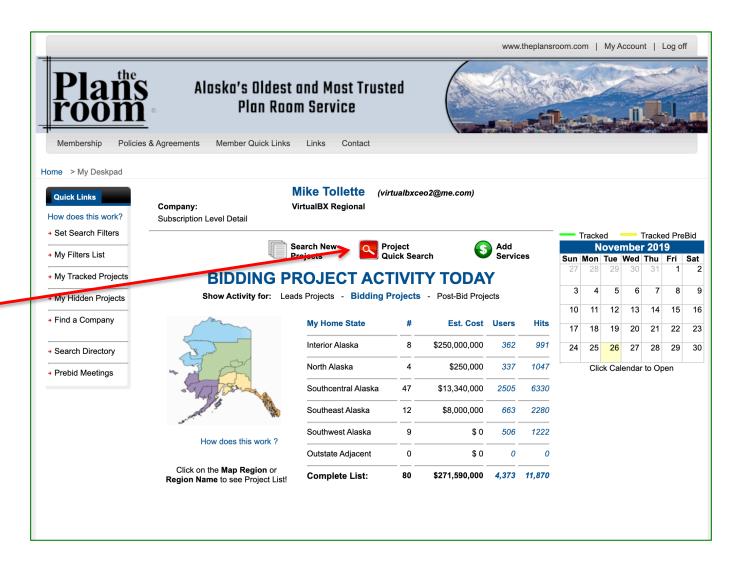




Search Projects

Search New Projects

Project Quick Search



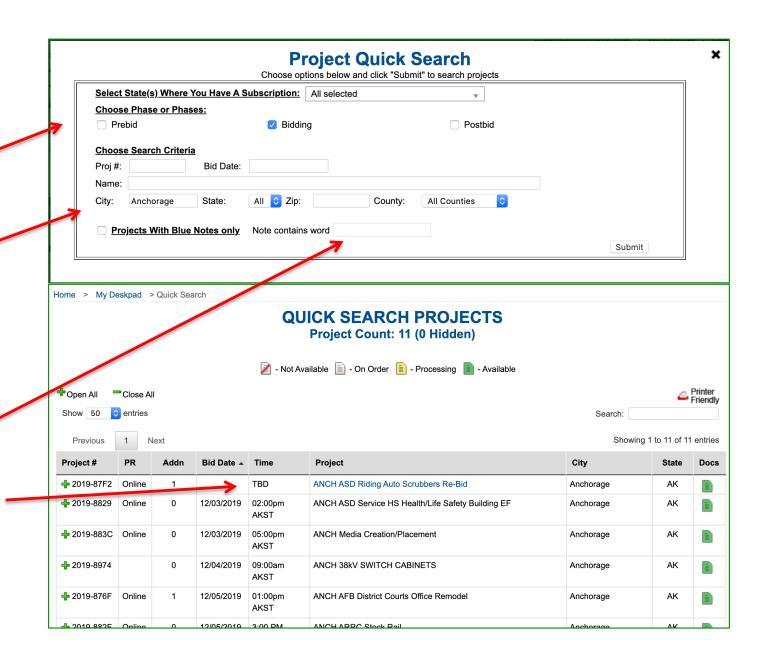
Choose Phase(s)

Search Criteria:

- Project #
- Bid Date
- Name
- City/State/Zip
- County

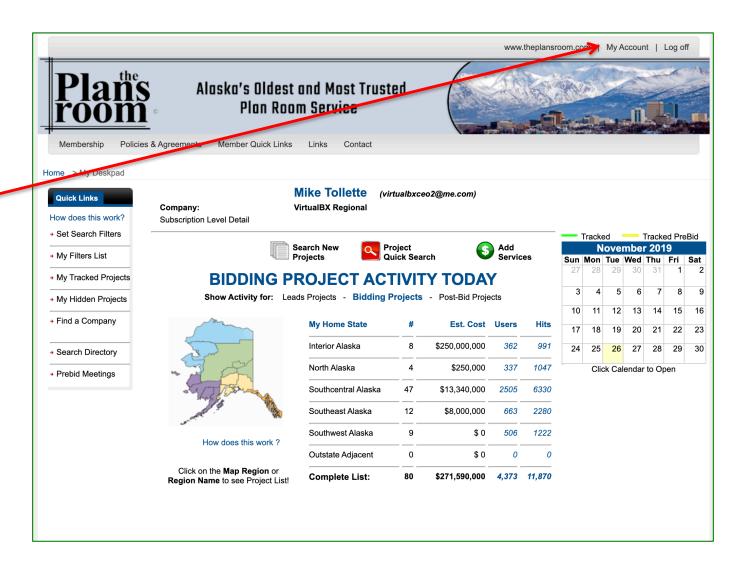
Company Notes

Quick Search Results





Edit Company OptionsMy Account





Annual Verification

Personnel

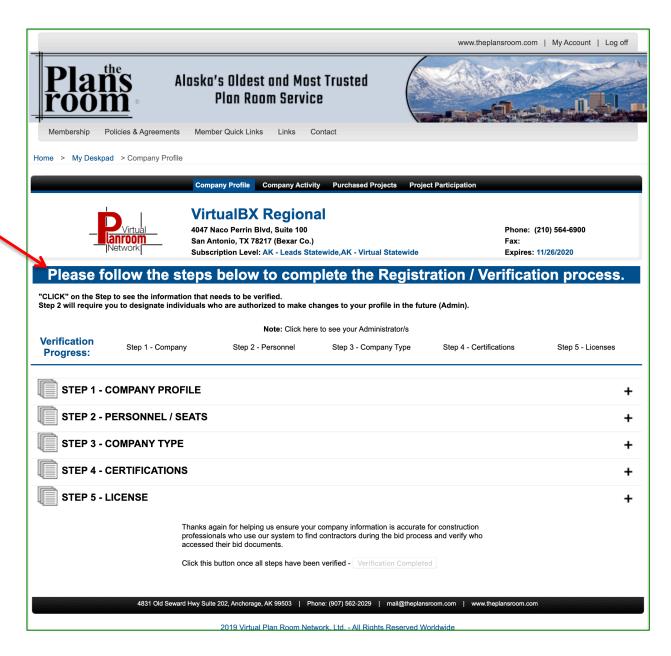
- Add / Delete
- Change Passwords

Seat Licensing

Company Type

Choose Trade(s)

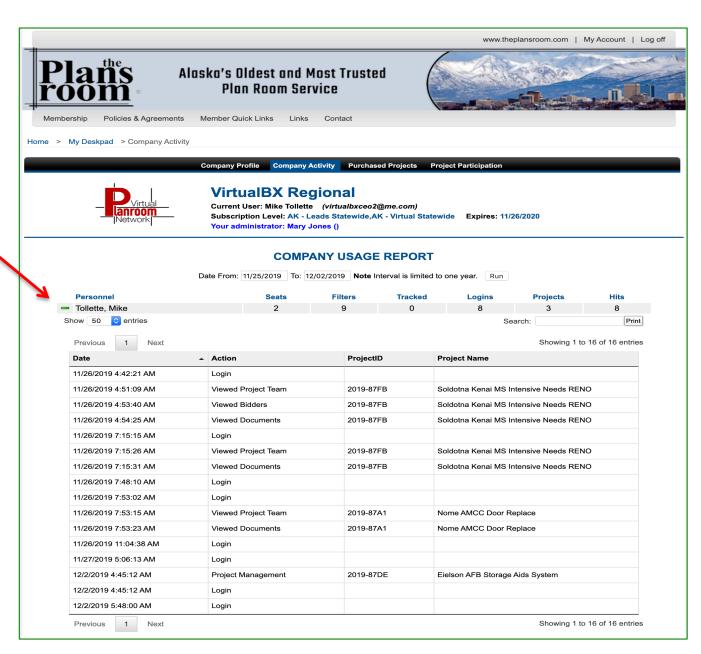
Certifications





View Usage of Company Personnel

- Logins
- Projects Accessed
- Project Team
- Bidders
- Documents





Call us at (907) 563-2029 or email us at mail@theplansroom.net