



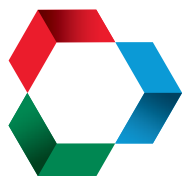
Bid Express[®]
Secure Internet Bidding

Plan Sheets Tutorial

View, Download, and Order Plan Sheets

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Prepared by:



Info Tech[™]

INNOVATION AT WORK

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Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

Contact Bid Express

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Page 1

Welcome to the Plan Sheets Tutorial. In this tutorial we will cover the basics of using the plan sheet service within your Bid Express subscription.

Page 2

Before we get started you will need:

1. An active Bid Express account
2. A subscription to the plan sheet service

Page 3

Plan sheets are the drawn out detailed prints of a proposal. You can view posted plan sheets to better aid your estimation. Not all agencies post plan sheets, and you must be signed up for the online plan sheet service in order to access them. You can also set your Bid Express messages to notify you when plan sheets are posted.

Page 4

Got to www.bidx.com and login to your Bid Express account.

Page 5

Select the agency.

Page 6

Click the **Lettings** tab.

Page 7

Select the letting date of the proposal.

Page 8

Select the proposal for which you would like to obtain plan sheets.

Page 9

The Bid Express website takes you to the proposal page.

Page 10

Select the **Plan Sheets** link located in the Also Available box on the right side. The number of plan sheets available for downloading is also listed.

You will see thumbnail sketches of each sheet uploaded for that proposal by the agency. There are fifty plan sheets per page. If the agency uploads more than fifty sheets you will see pagination at the top center of the page. Click the page number or click an arrow to move from page to page. You can view the plan sheets, download them, or order them to be shipped to you through a third party vendor.

To view a plan sheet, click the **View** link located at the bottom left side of the specific plan sheet you wish to view. A file download box displays. Click **Open**. This opens a separate page displaying the plan sheet. You can either print it or save it. Close the window once you are finished viewing the plan sheet.

There are many ways to download plan sheets. To download the full set, select **Download All**.

To select specific plans, select the check box below the preview of the plan sheet for each page you wish to download. The Marked for Download box keeps a count of how many plan sheets have been selected. If your selections are on more than one page, click the page number and continue selecting the pages for your download. When you are finished, click **Download** in the Marked for Download box.

To select a page range, type in the specific page numbers of the first and last sheets in the set, then click **Download**.

After clicking **Download** for any of these options, select **Save**.

Select the location where you would like to save the file and rename it if needed. Once the download is complete, you may open and view the file or close it and view it at a later date.

You can clear the check boxes by clicking **Select None**.

To order the entire set of plan sheets select the **Order All** link located on the left side. Choose a print vendor from the dropdown box then click **Go to Order Form**. Once you click Go To Order Form, you will leave the Bid Express website and go to the website of the selected vendor. Fill out the required information and follow the steps to complete your order.

When you are finished, enter the Bid Express address in your browser to return to the Bid Express service.