

NAVIGATING THE LBB ONLINE CONSTRUCTION NEWS

1. Go to www.buildersbureau.com ; *Online Construction News*. There are 3 options here. You can go to *BX Leads* which is information regarding Prebid, *Virtual Plansroom* is where the Active projects are listed, *Private* is for private projects.
2. Enter your username and password. (*both are lower case sensitive*)

Project List: A complete listing of all active projects on file at the Exchange (click on the project name to view more details about the project)

New Projects: Will generate a report of all new active projects that have been reported since the date of your choice.

Search Page: Allows you to search for projects based on the criteria of your choice: phase, type, category, county, keywords, CSI numbers, or any combination of the above

My Projects: Displays projects you have tracked or for which you have set filters or searches.

My Deskpad: A central location for you to easily view all of the filters, searches, and tracking options you have selected, as well as important information and notices from the LBB staff; the administrative contact for your company may also maintain company information (personnel, company profile, company usage) from My Deskpad.

Archive: A compilation of projects that have previously bid, includes a search option to help you locate the project for which you're looking.

Member Directory: Search our membership directory to find contact information about other LBB members.

After selecting a project from the project list or from one of your searches, you may access specifications, addenda, and blueprints online. You may even order blueprint copies with just a few clicks of your mouse button!

**The specifications and addenda are pdf files. To view them you will need a pdf file reader, such as Adobe® Acrobat® Reader®.

Viewing Specifications

- 1) Select and click on a project name from the project list
 - a) The project details will be displayed
- 2) Click the *View Specs* button in the top right-hand corner of the screen
 - a) The specification sections will be displayed according to their CSI code
- 3) To view a section, click on the CSI code or the section heading
- 4) Select *Open* from the dialog box that appears
- 5) Your pdf reader program should open the specifications for the section you have chosen

Viewing Addenda

- 1) Select and click on a project name from the project list
 - a) The project details will be displayed
- 2) Scroll to the bottom of the your screen and click the *Addenda* hyperlink in the bottom left-hand corner of the screen
 - a) A new page which list the addenda separately will appear
- 3) Click on the number for the addendum you wish to view
- 4) Select *Open* from the dialog box that appears
- 5) Your pdf reader program should open the addendum you have chosen

Viewing Plans

- 1) Select and click on a project name from the project list
 - a) The project details will be displayed
- 2) Click the *View Plans* button in the top right-hand corner of the screen
 - a) First time viewers: In order to view plans, you will need to download On Center Software to your computer. A free version of On Center is available for download by clicking on the *On Center Software* button at the top of the screen and filling out the required information. Please note that this is a partial version of On Center Software. You may view their site for information on purchasing the full version, if you so choose.
- 3) Once you have On Center downloaded, you will be able select the pages for your viewing.

Ordering Blueprints

- 1) Select and click on a project name from the project list, click P for Plans
- 2) Do not click on the On Center icon to open the plans, scroll down and you will see a listing of the drawings.
- 3) Select the drawings you would like by putting a check mark in the box to the left of the drawing title.
- 4) Once you have selected the sheets, click *Review Blueprint Order*.
- 5) Review this order, if everything is correct click *Order Blueprints*. This email immediately is sent the Lincoln Builders Bureau along with a copy to yourself. Keep that copy - that is your invoice. If you would like plans put out in the Overnight Drop Box please call us and let us know. Otherwise, they will be at the LBB for you to pick-up.