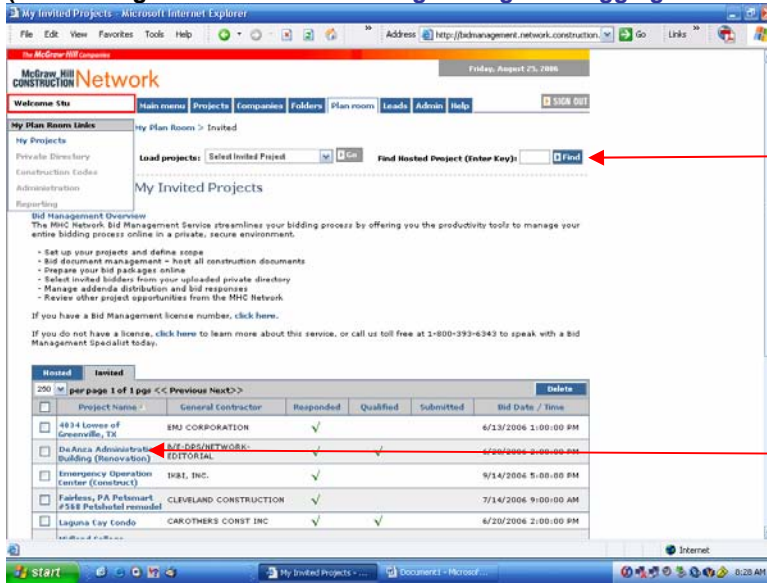


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STEP 1 – Log Into Your Plan Room

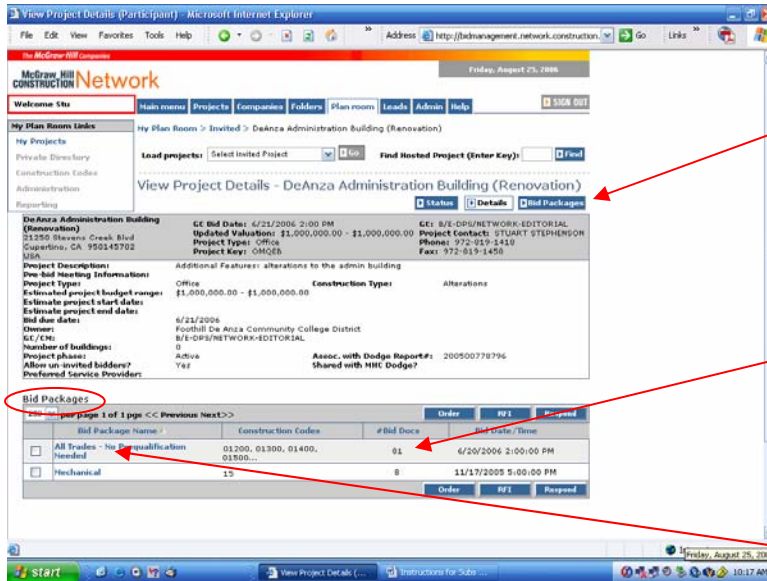
(Note: See guide titled **Guide 1 – Registering and Logging Into The Plan Room**)



If you have been given a project key you may enter it here and then click “Find” to enter the project that you have been invited to look at.

Projects that you have been directly invited to, or that you have already looked at will be listed in this table. Click on the Project Name to view details and bid documents.

STEP 2 – Main View



Once you have entered a project your screen will look similar to this. Clicking on these 3 buttons shows you different parts of the project as the GC has it listed.

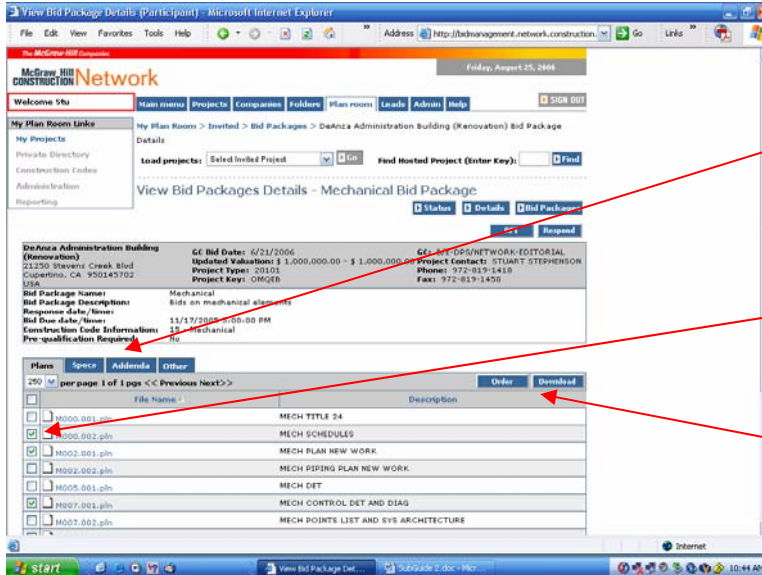
To look at the bid documents look for bid package(s) at the bottom of the screen. Notice the number of bid documents that you have been given access to.

Click on the name of a bid package to see a list of the bid documents.

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STEP 3 – Bid Documents

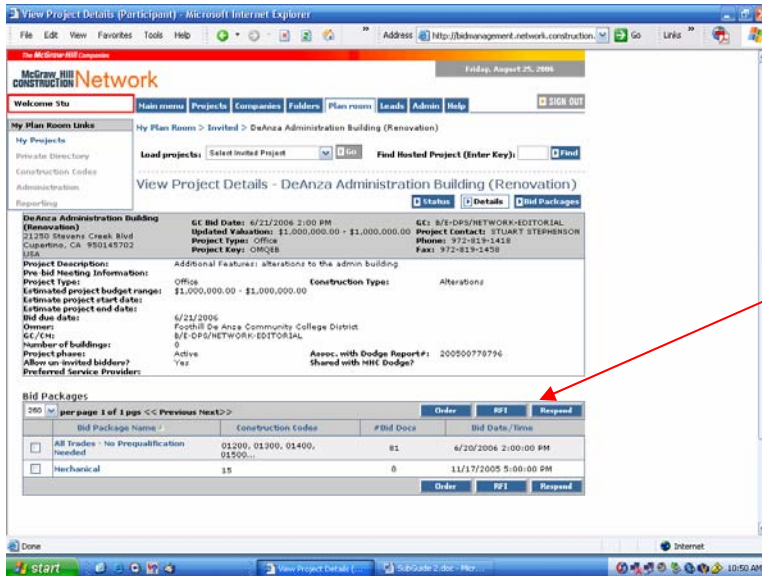


The bid documents will be listed in tables in these 4 sub tabs. Click on each tab to view their contents. (Note: You may need to scroll down to see these tabs.)

Put a check mark in each item you want.

You may "Order" hardcopy or "Download" what you have checked.

STEP 4 – Communicate Back To The GC



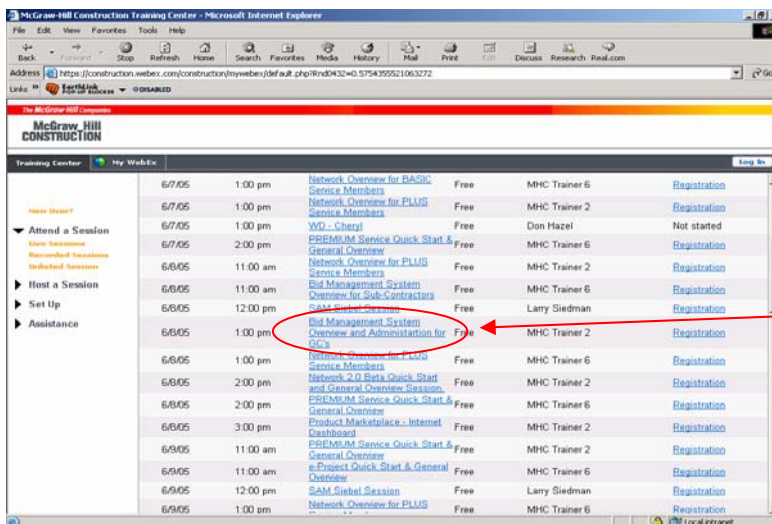
You may "Respond" directly back to the GC or you may send that GC an "RFI" (Request for Information) by clicking these buttons. Doing so opens a new window in which you can type a message and send it back to the GC. (Note: You are strongly encouraged to get a response back to the GC who has invited you asap. This is what the GC's need the most from you.)

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If you need technical support please call McGraw Hill Construction's toll-free sub contractor support line at: **800-474-1874**
This line is available Monday thru Friday from 7:00 AM to 6:00 PM (EST).

You may also want to take advantage of free **WebEx** training sessions, which are held weekly by going to:

<http://construction.webex.com>



Date	Time	Session Title	Cost	Trainer	Action
6/7/05	1:00 pm	Network Overview for BASIC Service Members	Free	MHC Trainer 6	Registration
6/7/05	1:00 pm	Network Overview for PLUS Service Members	Free	MHC Trainer 2	Registration
6/7/05	1:00 pm	YD - Cheryl	Free	Don Hazel	Not started
6/7/05	2:00 pm	PREMIUM Service Quick Start & General Overview	Free	MHC Trainer 6	Registration
6/8/05	11:00 am	Network Overview for PLUS Service Members	Free	MHC Trainer 2	Registration
6/8/05	11:00 am	Bid Management System Overview for Sub-Contractors	Free	MHC Trainer 6	Registration
6/8/05	12:00 pm	SAM Siebel Session	Free	Larry Siedman	Registration
6/8/05	1:00 pm	Bid Management System Overview and Administration for Sub Contractors	Free	MHC Trainer 2	Registration
6/8/05	1:00 pm	Network Overview for PLUS Service Members	Free	MHC Trainer 6	Registration
6/8/05	2:00 pm	Network 2.0 Beta Quick Start and General Overview Session	Free	MHC Trainer 2	Registration
6/8/05	2:00 pm	PREMIUM Service Quick Start & General Overview	Free	MHC Trainer 6	Registration
6/8/05	3:00 pm	Product Marketplace - Internet Dashboard	Free	MHC Trainer 2	Registration
6/9/05	11:00 am	PREMIUM Service Quick Start & General Overview	Free	MHC Trainer 2	Registration
6/9/05	11:00 am	PREMIUM Service Quick Start & General Overview	Free	MHC Trainer 6	Registration
6/9/05	12:00 pm	SAM Siebel Session	Free	Larry Siedman	Registration
6/9/05	1:00 pm	Network Overview for PLUS	Free	MHC Trainer 6	Registration

Look for a session called "Bid Management System Overview for Sub Contractors"

Lastly, you may access an On-Line information by going to:
<http://www.construction.com/bidmanagement>