



# Planroom User View-Download-Order Instructions

(ver.01: 12-27-2019)

- 1) **Create New User Account** by clicking here <https://www.blueprintfdl.bid/register/user>. An email will be sent to confirm your address. Please click the **activate my account** button within that email. Contact [support@blueprintfdl.com](mailto:support@blueprintfdl.com) if you do not receive the activation email.
- 2) **Login** to the Planroom @ <https://www.blueprintfdl.bid/> using your credentials.
- 3) Select **Public Jobs** from the sidebar MENU at the left and select desired job to open. (Or use search box.)

Public Jobs

Type to search... Status: All ▾

Sort by Bid Status ▾  Favorites only

Page 1 of 7

**RACINE LIFT STATION No2 STORAGE BASIN PROJECT** ● Bids due today at 10:00am 3/21/18

C.D. SMITH CONSTRUCTION RACINE WISCONSIN.

Project involves installation of a 2.4 Million Gallon below grade cast-in-place concrete storage basin, a diversion structure, relocation of sanitary sewer forcemain, a new 42-inch sewer connecting the diversion structure to the storage basin, a new 36-inch sewer connecting the

**BLOUNT SUBSTATION | Madison G&E Company** ● Bids due tomorrow at 2:00pm 3/22/18

C.D. SMITH CONSTRUCTION MADISON WISCONSIN.

Construction of the Blount Substation and Generating Station Screen Walls. The Work includes construction of architectural project and

- 4) **View Plans** online by simply clicking on the name of the file you wish to view and the html5 online viewer opens in the same window, no software needed. Use the Viewer tools to pan, zoom, or open another file. Hover over the *spyglass* to the left of the sheet name for a thumbnail preview.

Details Plans Specs Addenda Plan Holders Activity

ALL PLANS | 3-6-2018

39-22x34.

Order Order this section for \$50.00

Download Download this section for \$0.00

Name

001\_G0.1

**BLOUNT SUBSTATION AND GENERATING STATION SCREEN WALLS FOR MADISON GAS AND ELECTRIC COMPANY**

File Preview

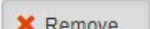
001\_G0.1

BLOUNT SUBSTATION | Madison G&E Company / Plans / ALL PLANS | 3-6-2018

**BLOUNT SUBSTATION AND GENERATING STATION SCREEN WALLS FOR MADISON GAS AND ELECTRIC COMPANY MADISON, WISCONSIN MARCH, 2018**

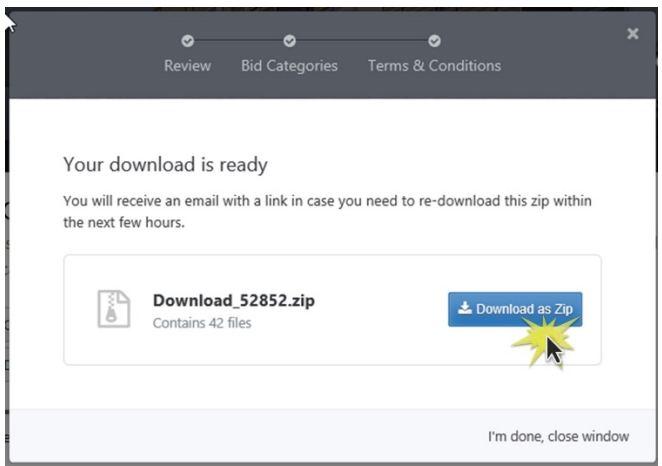
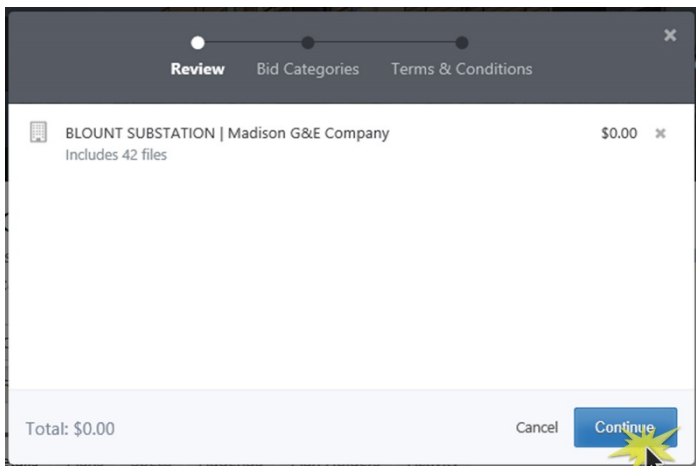
MADISON GAS & ELECTRIC COMPANY  
750 GRAND AVE., 2ND, 7TH FLOOR  
E. MAIN STREET  
MADISON, WI 53703

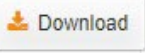
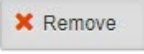
CONTRACT 1-2018

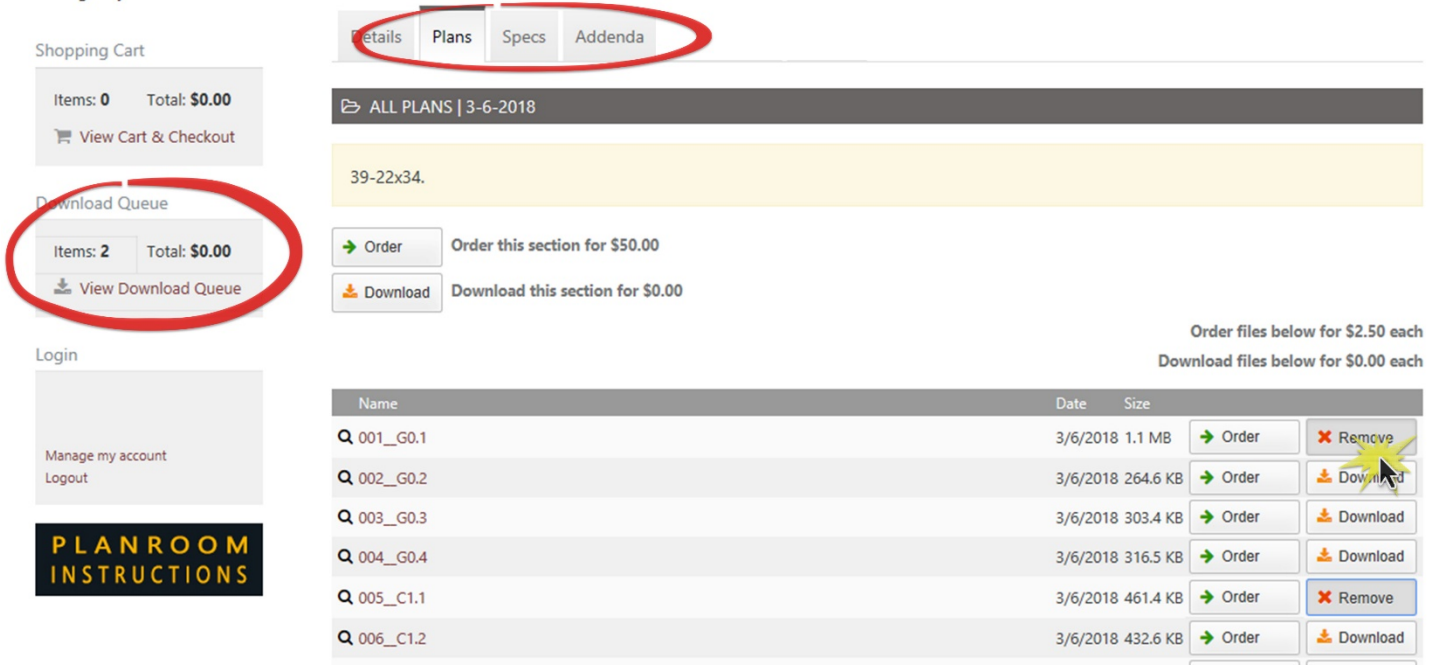
5) **Download** files by clicking **Download this entire job**. This selection will add **ALL** current plans, specs, and addenda to the Download Queue. To remove **ALL** the files from the Download Queue simply click the  button.



6) Selecting **View Download Queue** opens a pop-up. Click **Continue**. Select a **Bid Category**, **Agree to Terms**, and **Download as a ZIP file** to your Desktop.

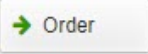


7) **Optionally**, you can download individual plan sheets by clicking on the **Plans, Specs, or Addenda** tab and add each file you need to the **Download Queue** by clicking on the corresponding  button to the far right. To remove the file from the Download Queue simply click the  button. After all needed files are selected click the **View Download Queue** button, **Proceed to Download**, and then **Save as ZIP file** to your desktop.



The screenshot shows the PlanRoom interface. On the left, there are three sections: 'Shopping Cart' (Items: 0, Total: \$0.00), 'Download Queue' (Items: 2, Total: \$0.00), and 'Login'. The 'Download Queue' section is circled in red. The main content area has tabs for 'Details', 'Plans', 'Specs', and 'Addenda', with 'Plans' circled in red. Below the tabs, there are buttons for 'Order' (Order this section for \$50.00) and 'Download' (Download this section for \$0.00). A table lists plan sheets with columns for Name, Date, Size, and actions (Order, Download, Remove). A yellow starburst highlights the 'Download' button for the second row.

Name	Date	Size	Order	Download	Remove
Q 001_G0.1	3/6/2018	1.1 MB	Order	Download	Remove
Q 002_G0.2	3/6/2018	264.6 KB	Order	Download	Remove
Q 003_G0.3	3/6/2018	303.4 KB	Order	Download	Remove
Q 004_G0.4	3/6/2018	316.5 KB	Order	Download	Remove
Q 005_C1.1	3/6/2018	461.4 KB	Order	Download	Remove
Q 006_C1.2	3/6/2018	432.6 KB	Order	Download	Remove

8) **Need Paper Copies?** Follow the same instructions above, however, select the  button and then **View Cart & Checkout** in lieu of the Download and View Download Queue buttons.

**Have a question or feedback?** Please email [support@blueprintfdl.bid](mailto:support@blueprintfdl.bid)