

Using the Construction Industry Center Web Site

Welcome to the new CIC online bulletin application. This document will explain the features and functionality of the new site, as well as pointing out a few security concerns you should be aware of as a user of the CIC online bulletin. You can also download a printable version of this document.

The help section is comprised of the following sections:

Site/System Requirements

Security Considerations

Logging in to CIC

How to use the Bulletin

Help with maintaining your Profile

Site/System Requirements

Windows PC 2000 or higher with Internet Explorer version 5.5 or higher. - To determine which version of Internet Explorer you have installed on your system, launch Internet Explorer, click on the help menu and select "About Internet Explorer." If your version is not 5.5 or higher please download the latest version from Microsoft at <http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp>.

Not only will having the latest Internet Explorer version give you optimal viewing of the CIC site, it will also ensure you the have the most secure browser to date.

Adobe Acrobat Reader - Plans are available for viewing and downloading from the CIC site in PDF format. You must have the Adobe Acrobat Reader to view the plans. You can download and install the free Adobe Acrobat Reader (PDF viewer) from <http://www.adobe.com/products/acrobat/readstep2.html>.

Recommended Items

High speed internet connection - File sizes can be quite large (3 megabytes and larger). A large file on a 56 Kilobyte modem could take 5 minutes or longer to download. High speed internet will enhance your productivity and time spent on the site.

Security Considerations

In order to access the CIC bulletin you will need to provide your username and password. Protect your password at all times and do not share it with others to avoid misuse. Most computers offer to remember passwords for you. This feature, while convenient, is only safe while using a computer to which nobody save you has access. Your username and password at login ensures that you are viewing and making the decisions as to the files you wish ordered. Keep your password safe and enjoy using the CIC online bulletin.

Last, your login is time based. So long as you continue to navigate through the bulletin your login will remain active. However, after several minutes of inactivity you will be automatically logged out.

Logging on to CIC

The Construction Industry Center is a member restricted web site. A valid username and password is required to access the bulletin, your profile, and the ae site. Upon clicking on a restricted section of the site you will be asked to enter your username and password. This will allow you access to the entire site until you log off or until the session expires due to inactivity.

The logon process is as follows:

1. After clicking on a member restricted function of the web site, enter your username and password in the appropriate spaces and click "login to Construction Industry Center"
2. If you enter the correct combination of username and password you will be directed to the bulletin page (continue on to How to use the Bulletin).
3. If you enter an incorrect combination of username and password a notice will appear. You may choose to re-enter and submit your username and password (if successful, proceed to How to use the Bulletin). If you have forgotten your password you may select the "Forgot your password" link and enter your primary email address in the appropriate box on the next screen. An email will be sent to your primary email address with a new password. Retrieve your email and then return to the login screen.

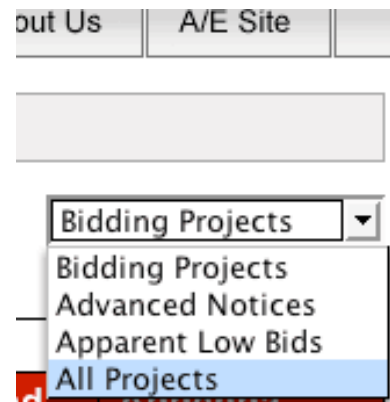
If you still cannot connect to CIC or your email is not recognized and you are a member, please call the Construction Industry Center at (605) 343-4591.

Using the Bulletin

Accessing the bulletin - To begin click on "Bulletin." This will direct you to the online bulletin if you have already logged in, or to the login screen if you have not logged in (see Logging in to CIC).

Bulletin pages - This first page you come across on the bulletin page is the "Bidding Projects." This is a list of the projects currently available to bid on from the CIC database. The list is comprised of the first 15 results sorted by date with the nearest bid date listed first. Additional pages are indicated by the numbers above the projects table.

On the right side of the bulletin page under the grey heading box, you'll find a drop down box (pictured here) from which you can choose to see "Bidding Projects," "Advanced Notices," or "Apparent Low Bids." You may also see all the projects at once by selecting "All Projects." Selecting any of these will reload the page with your selection. The functionality of Bidding Projects, Advanced Notices, and Apparent Low Bids is very similar with the exception of viewing and ordering plans. Therefore, we will concentrate on Bidding Projects as the other selections function nearly identically.



"Bidding Projects" - On the default bulletin page you'll notice a red row along the top (pictured below) of the table listing the projects. Underlined column headings indicate that the bulletin results can be sorted by that column heading (Bid date, Project Title, Location, Date Posted). Clicking once on the column heading sorts a-z. Clicking again sorts the column z-a.

The results are limited to 15 results per page. The numbers

<u>1 2 3 4 5</u>				
<u>Bid Date</u>	<u>Project Title</u>	<u>Location</u>	<u>Date Posted</u>	<u>Addenda</u>
Unscheduled - 4 Contracts	Critical Project Security Program, Missouri River Projects		Mon Oct 20, 03	'#2' on Tue Dec 30, '1 Postponned Indefinitely' on Tue Dec 30
Tue Jan 20, 04	Acme Hotel Renovation	Billings, MT	Mon Jan 5, 04	'#2' on Fri Jan 16, '1' on Tue Jan 13

located just above the red row indicate that in the current section (i.e. Bidding Projects, Advanced Notices, Apparent Low Bids) there are x number of pages remaining in the section (in this case 5). To view other projects click on the next page number. The page number you are on is indicated by a slightly larger sized number without an underline.

The last column "Addenda" indicates whether addenda have been received for this project. This can be useful for tracking changes of a project prior to its bid date.

Finally to view the project details, click on the blue underlined project title.

Project Details - this screen is broken down into the sub-navigation and four main sections - Job Info, Plan Info, Job Details, & Contracts. Take time to familiarize yourself with each of these sections. The four main sections are there to give you more information about each project before deciding whether you want to order or download the plans.

The sub-navigation



on allows you to determine what you would like to do with the current plan. The grey box with red lettering indicates the project title. Immediately below are four buttons - Bulletin, Job Summary, Plan Holders List, and Download and/or Order Plans.

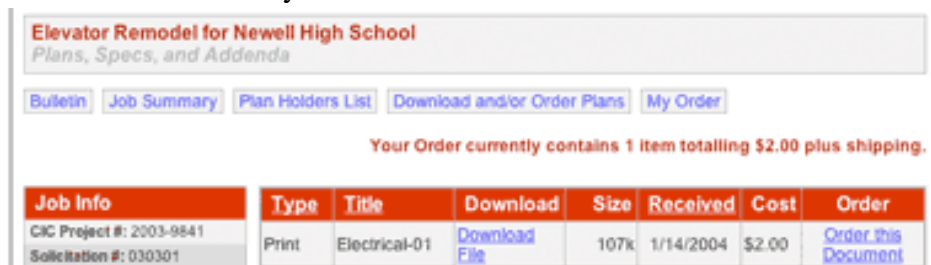
"Bulletin" takes you back to the Bidding Projects page of the bulletin.

"Project Details " is the page you are currently on. Use this button to navigate back to this page while viewing the plan holders list.

"Plan Holders List" takes you to the plan holders list. The list is broken into 2 sections: Issuing office Plan Holders List and CIC Plan Holders List.

"Download and/or Order Plans" button takes you to the Plans, Specs, and Addenda page. Here you can download a file for your own inspection by clicking download file, or you can order a full size print of this document by the Construction Industry Center. When you click on download file the plan will open up in the pdf viewer within your browser. You may zoom into the document, pan around the document and save it to your computer. (For more information on using Adobe Acrobat Reader, refer to the Adobe help manual). Once you have finished previewing the plan, click on the back button in your browser to get to the Plans, Specs, and Addenda page.

To add a document to your order click on "Order this Document. The screen will reload



with a note reflecting the current number of items in your order. Once added to your order you can

continue looking at other plans or projects in the bulletin, adding to your order as you desire.

When finished, click on "My Order" to review and confirm your CIC order.

Project	Type	Title	Order	Unit Price	Extended Cost	
Critical Project Security Program, Missouri River Projects	Addenda	#1 Postponned Indefinitely	1	\$0.00	\$0.00	<input type="button" value="Remove"/>
Critical Project Security Program, Missouri River Projects	Addenda	#2	1	\$0.00	\$0.00	<input type="button" value="Remove"/>

Subtotal: \$0.00

Please allow 24 hours to fulfill orders for pickup.

"My Order" - this page allows you to see your order details and make adjustments. You may add more prints to your order by typing in a new quantity for the document you would like more prints for and pressing "Enter" on your keyboard. You may also remove a particular plan from your order by clicking remove.

Actual Shipping Charges will be added to your order subtotal. No Handling Charges apply.

Please indicate your preferred shipping method:

Pickup	UPS	Federal Express	US Mail
<input type="radio"/> I will pick-up order at CIC Offices (please allow 24 hours to ful fill order).	<input type="radio"/> UPS Ground <input type="radio"/> UPS 2nd Day <input checked="" type="radio"/> UPS Overnight	<input type="radio"/> FedEx Overnight	<input type="radio"/> Postal Mail

Finally, select your shipping method or whether you would like to pick up your plans. Click "Place Order" to submit it to the system. Your order will be processed within 24 business hours.

This wraps up the use of the bulletin. Proceed to Help with maintaining your Profile.

Maintaining Your Profile

The profile page (link located at the top of each page) allows you to maintain and update your contact information. It is broken down into Phone, Fax, Email, and Mail information. To view this information you must be logged on to CIC.

To edit your information, select the contact information you would like to view or edit (i.e. Phone, Fax, Email, or Mail). Then click on edit. Enter your new information and click update to save your changes, or cancel if you decide not to change your information. You may also delete the contact information by selecting delete.

To add contact information, select the contact information you would like to add (i.e. Phone, Fax, Email, or Mail) and click the add button. Fill out the necessary information and then select "update." Your new information will appear.

Finally, if your company information displayed on the right hand side of your browser needs to be updated please contact CIC directly.