



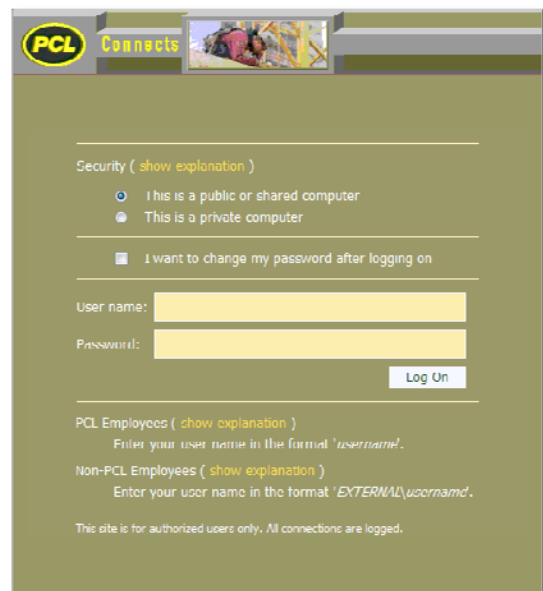
Quick Steps to Use the PCL Plan Room

When you receive a solicitation from PCL, you should receive the following information:

- 1) A link to the Plan Room site. This website contains all the documents related to the bid.
- 2) A user name and password to access the site.

Step 1: Log into the Site

- 1) Type the link given to you from the solicitation into the address bar of Internet Explorer.
- 2) You will be presented with the PCL login screen. Enter the user name and password that was given to you in the **User name** and **Password** fields and click on the **Log On** button. Leave all the other settings as default.



- 3) You will be presented with the home page of the Plan Room site.

Step 2: Locate the Documents

- 1) The documents stored in the Plan Room site are organized into folders named after the specific project. To access these folders, click on the project name.



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- 2) The documents for that project will be located here.

Type	Name	Modified	Modified By
Folder	Addendums	3/3/2011 10:46 AM	Kevin Pfeiffer
Folder	Correspondence	3/3/2011 10:45 AM	Kevin Pfeiffer
Folder	Drawings	3/3/2011 10:45 AM	Kevin Pfeiffer
Folder	Plans	3/3/2011 10:46 AM	Kevin Pfeiffer
Folder	Specifications	3/3/2011 10:46 AM	Kevin Pfeiffer
Folder	Tender Notice	3/3/2011 10:46 AM	Kevin Pfeiffer

Step 3: Download the Documents

- 1) To download documents from the Plan Room site, click on the **Actions** button.

Type	Name	Modified
Folder	Addendums	3/3/2011
Folder	Correspondence	3/3/2011
Folder	Drawings	3/3/2011
Folder	Plans	3/3/2011

- 2) From the **Actions** button, click on the **Download Multiple Documents** button.

Actions

- Export to Spreadsheet**
Analyze items with a spreadsheet application.
- View RSS Feed**
Syndicate items with an RSS reader.
- Download Multiple Documents**
Download multiple documents from the site.
- Download Multiple Documents**
Select multiple documents from the site to be downloaded as a single zip package.
- Download Multiple Documents - Filtered Version**
A filtered version of the download tool for sites with slower connection speeds.



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- 3) The **Multiple File Downloader** tool will open, allowing you to download single or multiple documents at the same time. In the **Select Files to Download** section, locate and select the documents that you would like to download and click the **Add to The File Locker** link. The files you selected will appear in **The File Locker** below.

Select Files to Download [Hide]

Collapse All | Refresh

Select All **Add to The File Locker** Items Per Page: 100

- A02_of_15.pdf (Modified: 3/3/2011 10:45:02 AM, Modified By: Kevin Pfeiffer)
- A03_of_15.pdf (Modified: 3/3/2011 10:45:04 AM, Modified By: Kevin Pfeiffer)
- A04_of_15.pdf (Modified: 3/3/2011 10:45:04 AM, Modified By: Kevin Pfeiffer)
- A05_of_15.pdf (Modified: 3/3/2011 10:45:05 AM, Modified By: Kevin Pfeiffer)
- A06_of_15.pdf (Modified: 3/3/2011 10:45:06 AM, Modified By: Kevin Pfeiffer)
- A07_of_15.pdf (Modified: 3/3/2011 10:45:07 AM, Modified By: Kevin Pfeiffer)
- A08_of_15.pdf (Modified: 3/3/2011 10:45:08 AM, Modified By: Kevin Pfeiffer)
- A09_of_15.pdf (Modified: 3/3/2011 10:45:09 AM, Modified By: Kevin Pfeiffer)
- A10_of_15.pdf (Modified: 3/3/2011 10:45:10 AM, Modified By: Kevin Pfeiffer)
- A11_of_15.pdf (Modified: 3/3/2011 10:45:11 AM, Modified By: Kevin Pfeiffer)
- A12_of_15.pdf (Modified: 3/3/2011 10:45:12 AM, Modified By: Kevin Pfeiffer)
- A13_of_15.pdf (Modified: 3/3/2011 10:45:13 AM, Modified By: Kevin Pfeiffer)
- A14_of_15.pdf (Modified: 3/3/2011 10:45:14 AM, Modified By: Kevin Pfeiffer)
- A15_of_15.pdf (Modified: 3/3/2011 10:45:15 AM, Modified By: Kevin Pfeiffer)

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- 4) Review the list of files in **The File Locker**, then click the **Download Files** button. The maximum size of documents you can download at one time is **250 MB**.

The File Locker [Hide] Total size of the 5 selected file(s) is 3.47MB (maximum size is 250MB).

Download Files Remove All Files

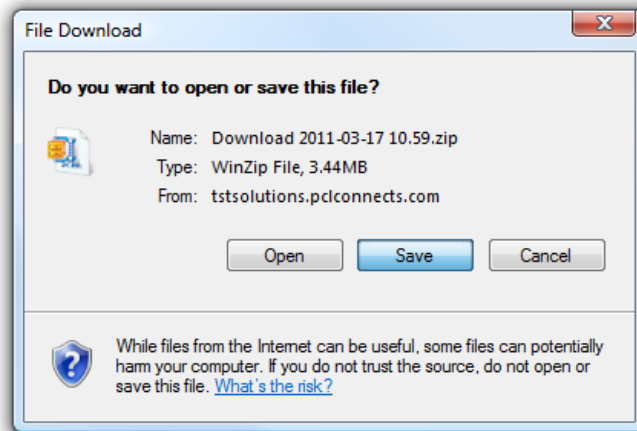
Library	Folder	Document	File Size	Remove File
Bid Documents	Open	A06_of_15.pdf	665KB	Remove
Bid Documents	Open	A07_of_15.pdf	982KB	Remove
Bid Documents	Open	A08_of_15.pdf	566KB	Remove
Bid Documents	Open	A09_of_15.pdf	476KB	Remove
Bid Documents	Open	A10_of_15.pdf	859KB	Remove

Download Files Items Per Page: 100 1 - 5 of 5 Page: 1 of 1 Remove All Files



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- 5) A window will appear that includes a package (in zip format) of the files you selected. Please be patient, for depending on the amount of files you are downloading, it may take 1 - 2 minutes for the window to appear. Once the window appears, save the zip file to your computer.



- 6) Once the zip file has finished downloading, extract the documents from the zip file to your computer. You will need the latest version of **WinZip** to extract the files. If you do not have the latest version, errors can occur when trying to extract the files.