

Online Planroom Tips & Tidbits

GET STARTED WITH ON-SCREEN TAKEOFF (OST)

Some big advantages of OST over the “Java” viewer is that you can measure lines and areas in OST as well as print zoomed sections of plans showing any notes, measurements, etc. you’ve made!!

First, you’ll need to install the free version of On-Screen Takoff—go to the “Install Software” page found in the Online Planroom (link is on the far left). Contact VCE for help

To open a project in OST, click “Get Project Docs (OST)” in the “Tools” box to the right of the project detail page.




The system will quickly open a “Bids” tab (your project will be added to the list) and then it will roll to the “Image” tab. The screen will be divided into three windows. The larger one on the right will say “(Download document to view)” and the smaller one at bottom-left will show a folder with the project’s online number. This is the ‘document tree’.

Clicking the plus sign (+) next to a folder will expand it so you can see the contents.

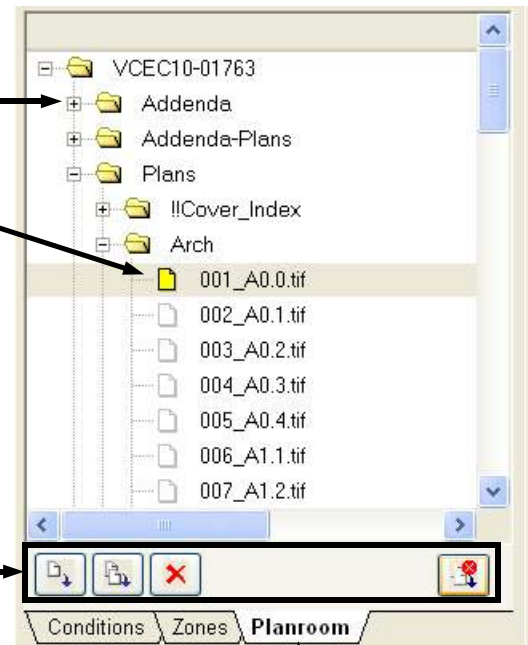
If you want to view a plan, double-click on it and it will ‘download’. Once done, the paper icon next to it will turn yellow and the page will appear in the larger screen to the right. After you’ve downloaded multiple pages, you can single-click on any one of them to view it.

Another way to download a page or if you want to download everything in a folder, single-click on the page or folder in the document tree and then click the “Download Page” icon at the bottom left.

“Download All”  starts downloading everything—plans, specs, addenda, etc.

If you download a page and want to delete it from the yellow available plans in the tree AND from your hard drive, while on the page, click Delete”.

If you mistakenly start a download of an entire folder or all the docs and don’t want to wait for it to finish, click “Cancel Downloads”.



Don’t click the “Conditions” or “Zones” tabs. They don’t function in the free version of OST. You only see the document tree on the “Planroom” tab.

Downloading/viewing spec files (PDF) works basically the same way except once the paper icon goes yellow, the large screen to the right will say “(Press Enter to view)”. You then hit “Enter” on your keyboard and your computer should automatically open the file into Adobe Acrobat. If you don’t have Adobe installed, you can find a link for the latest version of Adobe Reader on the same “Install Software” page where you installed OST from.

If you ever have any questions, don’t hesitate to call. We’re here for you.