

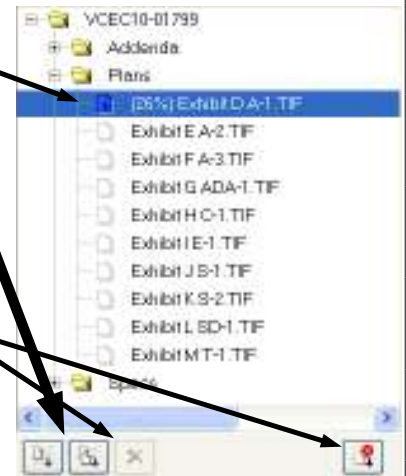
Online Planroom Tips & Tidbits

UNDERSTANDING WHAT HAPPENS WHEN YOU OPEN A PROJECT IN ON-SCREEN TAKEOFF

Many of you have either switched to or have always used On-Screen Takeoff (OST) as your plan viewer when viewing projects in Online Planroom (OPR). We're going to show you what is happening when you open a plan, how the OPR is your tool for archiving your own projects and the computer 'housekeeping' you should be doing.

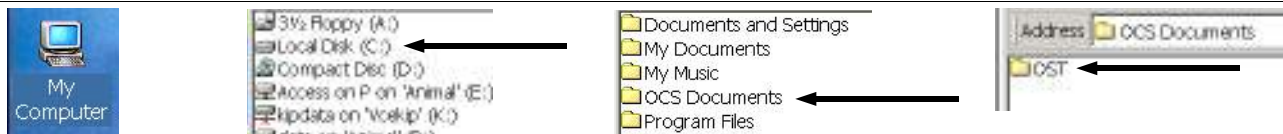
To the right you will see we are opening / downloading page A-1. You start this process by either double clicking on the specific page number you want or by highlighting (single clicking) the page or folder (if we wanted all the "Plans", for instance) and clicking the "Download Page" button (has a picture of one piece of paper with a downward arrow). The button next to it with two pieces of paper, "Download All", downloads the entire project (all plans, specs, addenda, etc.).

The "X" button will delete a file you've already downloaded (deletes from OST and your hard drive) and the button to the far right with the little "x" will stop an active download of multiple files from continuing.

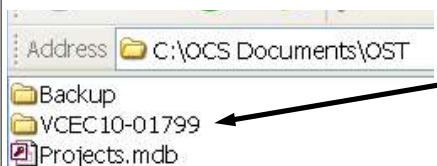


NOTE: Opening to view and downloading (saving) are the same thing in OST, so when you look at a plan, you have saved that plan to your hard drive. This is why computer 'housekeeping' is necessary. Here's where those docs are being downloaded to:

Click "My Computer" on your desktop or from "Start", then "Local Disk (C:)"; here you'll see a folder called "OCS Documents" and inside that is a folder called "OST". That OST folder is where all your projects are being stored.



NOTE: If we shared a project with another Exchange online, the number in the OST folder may not match the VCE number. The folder number is what is shown at the top of the OST screen and at the top of the "Tools" box in the project detail page in the OPR.



DO NOT delete the "Projects.mdb" (or any other .MDB file) from the "OST" folder. It's necessary for OST to work properly.

The numbered folder contains all the document folders you saw online but only the specific plans or PDF files you opened. This is where you'd find them if you wanted to attach them to an E-mail or save them to a CD.

If you move these files/folders out of the main "OST" folder or you rename them, they will not be available through OST so if you want to view them again, you'll need to go into the OPR then OST and download them again. The single pages are still available in the moved / renamed folder, just not through OST. *For instructions on how to import non-OPR plans into OST, contact Teresa in the Chico VCE.*

You can see why it's necessary to **delete unneeded info** from the main OST folder as well as the "Bids" tab, as both can become congested quickly. Secondly, take note that with these plans downloaded on your computer, **you have an archive** of any project you view. They can be saved to disk or E-mailed as attachments.