

Online Planroom Tips & Tidbits

LOOKING FOR A SPECIFIC PROJECT IN THE ONLINE PLANROOM?

The fastest and easiest way to find a specific project is by using the "Project Info Search" option. This is found under the "Search" menu.

VALLEY CONTRACTORS EXCHANGE ONLINE PLANROOM					
My Desk	Planrooms	Browse Projects	Search	Support	Print This Page
			Project Info Search	Welcome To	
			Keyword Specs Search		
			Daily Project Email		

Clicking "Project Info Search" opens the window shown below. Here are some tips:

- If you know the VCE Number, just enter it into the "Plan Number" field and hit "Submit".
- "Location" searches have to match what the Exchange has entered. (If you search for *Chico* but we entered the location as *Butte County*, you won't find it).
- For "Project Name" searches, enter one or two specific words that you know are in the title. If you enter more than one word, include a "+". (*chico+school*)
- If you're searching for a specific single bid date, enter it into the "Bid Date (Start)" field. The "Bid Date (End)" field is if you want to find all jobs within a range of dates from start to end.
- The window defaults to "Active" so if you want to find a job that bid prior to today, you have to check "Archive".

SEARCH PROJECTS	
Search Active jobs, Archived jobs or jobs available for purchase from other Exchanges →	<input checked="" type="radio"/> Active <input type="radio"/> Archive <input type="radio"/> Pay Per Projects
Location Searches →	Location: <input type="text"/>
Search by Project Title →	Project Name: <input type="text"/> (use "+" for "and")
	Description: <input type="text"/>
Search by a specific bid date →	Bid Date (Start): <input type="text"/> (One Date)
	Bid Date (End): <input type="text"/>
	Date Received: <input type="text" value="Select"/>
Search for the VCE project number →	Plan Number: <input type="text"/>
	OPR#: <input type="text"/>
	Project Type: <input type="text" value="Select"/>
Click here to start the search →	<input type="button" value="Submit"/>

If your first results don't display the project you were looking for, try slightly different criteria. For example, if you search for *elementary+school* in the "Project Name" field and we abbreviated to *elem*, you won't find it on your first attempt.

Feel free to contact VCE at (530) 343-1981, (530) 674-2030 or teresa@vceonline.com anytime you have questions. We're here for you.