

# Online Planroom Tips & Tidbits

## Finding Projects In The Online Planroom (OPR)

When you want to find a specific project in the OPR, the fastest way is to use the "Project Info Search" option under the "Search" menu.



This opens a window where you enter the criteria for your search. For instance, to search for a project with "Road" in the title located in Butte County, you could enter as shown to the left.

The system defaults to searching current "Active" projects (anything with a bid date today or later). To search for a project that already bid, change to "Archive".

To search for a project title using multiple words, use the plus sign "+" between words (for instance, to search for the Mendocino Auto Shop, you'd type "auto + shop" in the "Project Name" field.

You can also search using the VCE number using the "Plan Number" field.

Tip: Bid Date searches can be deceiving because bid dates change.

You have two tabs at the top. The default is "Projects" showing the current projects available in your planroom(s). The default sort order is ascending by bid date.

The "Pending" tab shows you projects that VCE may or may not receive docs for but that might be of interest to you.

You can change the sort order by clicking the various column headers. For instance, to sort by the number of days since the project was received, click the house/clock icon. This is great for bringing the newest entered projects to the top. Or to sort (group) by location, click the "Location" header.

The best way to browse all projects to see if you spot a project of interest that you didn't already know about is to use the "Bidding Projects" option under "Browse Projects".

VCE	BID DATE	PROJECT NAME (Click Here To Sell)	LOCATION	AWARDS
VCEC 38	1478 08/01/2010	MENDOCINO RUIH - REPLACE AUTO SHOP	WLUITS	2
VCEC 34	1512 08/01/2010	ARCATA-EUREKA AIRPORT PASSENGER TERMINAL REROOFING & REPLACE MESSAGE CLAM CONVEYOR	WCKINLEYVILLE	3
VCEC 39	1520 08/01/2010	LARKSPUR FERRY TERMINAL UTILITY REHABILITATION	LARKSPUR	2
VCEC 31	1538 08/01/2010	TABOR NEIGHBORHOOD PARK	FAIRFIELD	2
VCEC 31	1543 08/01/2010	BROWNS STEWARTS PHASE ONE - SHASTA-TRINITY NF	TRINITY COUNTY	4
VCEC 4	1792 08/01/2010	PRIVY GARDEN APARTMENTS REHABILITATION (NO GC OPENING)	ANDERSON	0
VCEC 40	1850 08/03/2010	REDWAY WATER TREATMENT PLANT IMPROVEMENTS PROJECT	REDWAY	1
VCEC 1	1548 08/03/2010	CANYON DAM BOAT LAUNCH RECONSTRUCTION	PULMUS COUNTY	1
VCEC 24	1556 08/03/2010	FOREST PALMS SENIORS CENTER RENOVATION	SACRAMENTO	0

At the bottom of the browse page are options to move through all the available pages.

Tip 1) Hover over a column header to see what the column represents. Tip 2) Click the header again to toggle between ascending & descending order.

**"Project Info Search" & "Browse Project" can help you make the most of your time in the Online Planroom.**