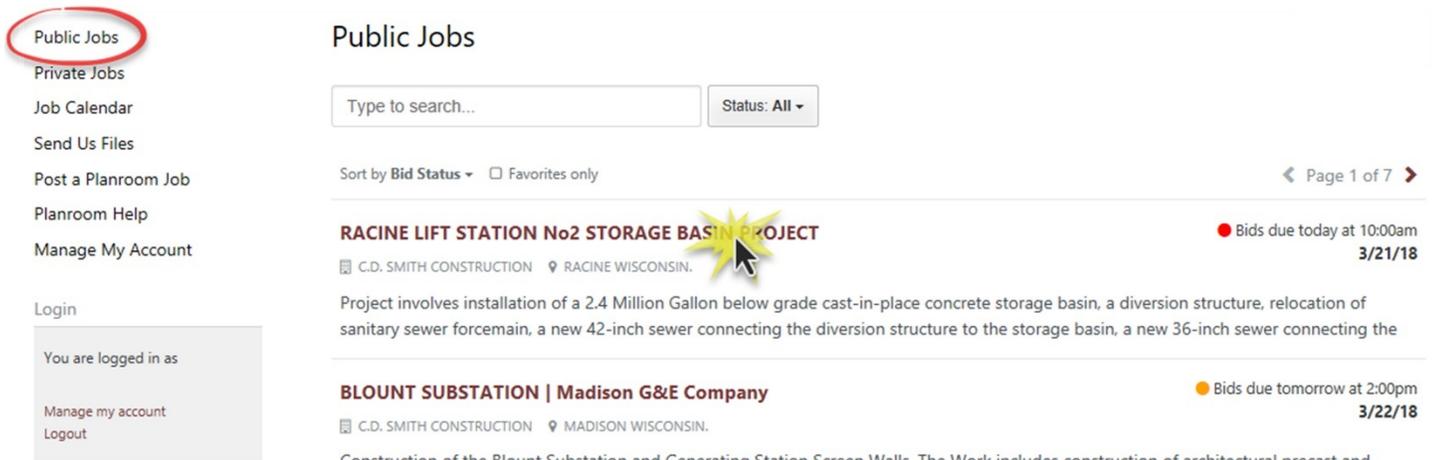
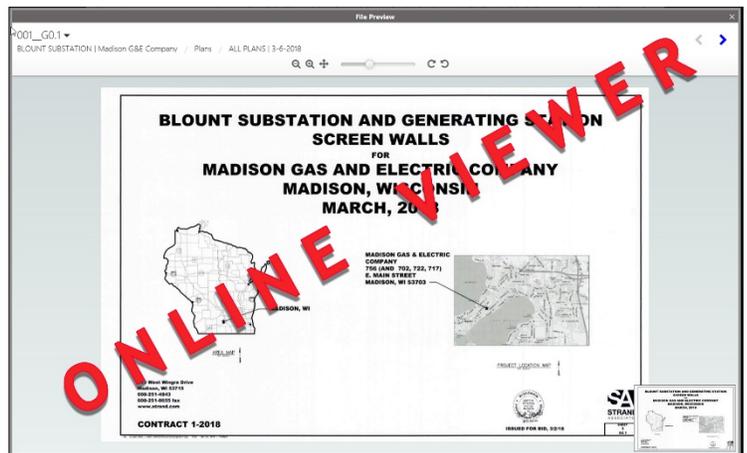
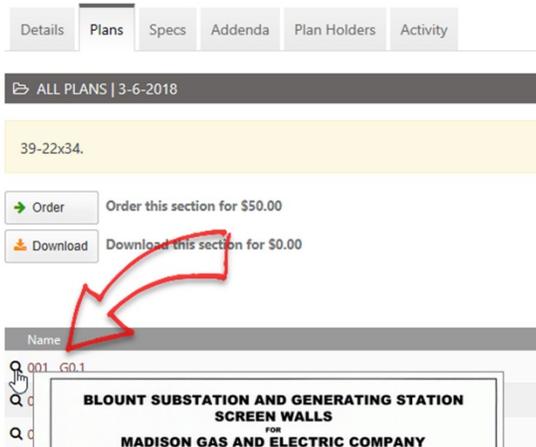
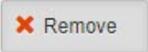


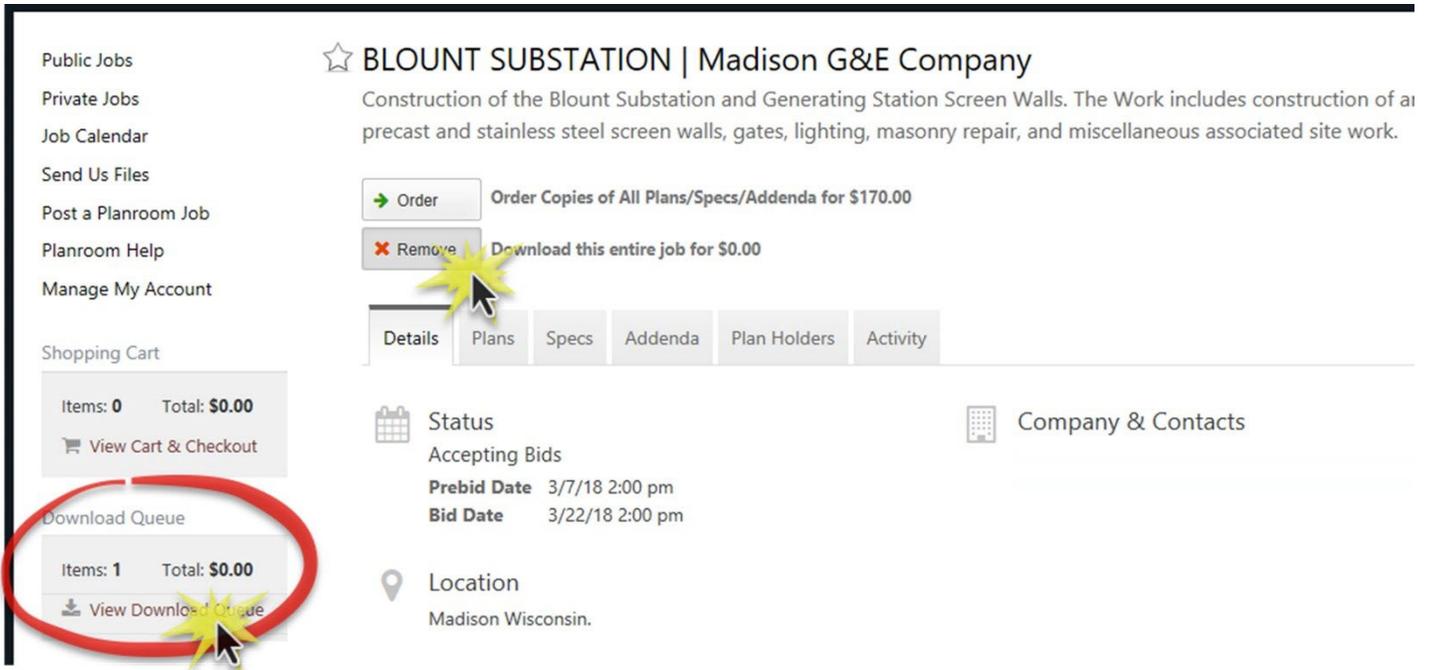
- 1) **Create New User Account** by clicking here <https://www.fdlbidlink.com/register/user>. An email will be sent to confirm your address. Please click the **activate my account** button within that email. Contact support@fdlbidlink.com if you do not receive the activation email.
- 2) **Login** to the Planroom @ <https://www.fdlbidlink.com/> using your credentials.
- 3) Select **Public Jobs** from the sidebar MENU at the left and select desired job to open. (Or use search box.)



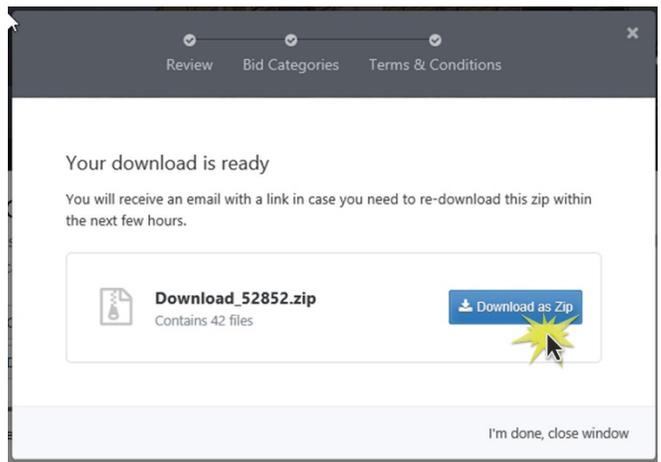
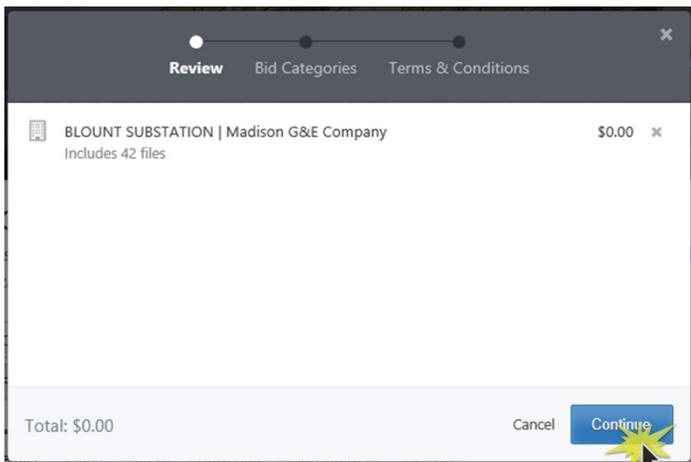
- 4) **View Plans** online by simply clicking on the name of the file you wish to view and the html5 online viewer opens in the same window, no software needed. Use the Viewer tools to pan, zoom, or open another file. Hover over the *spyglass* to the left of the sheet name for a thumbnail preview.

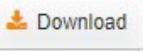
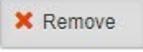


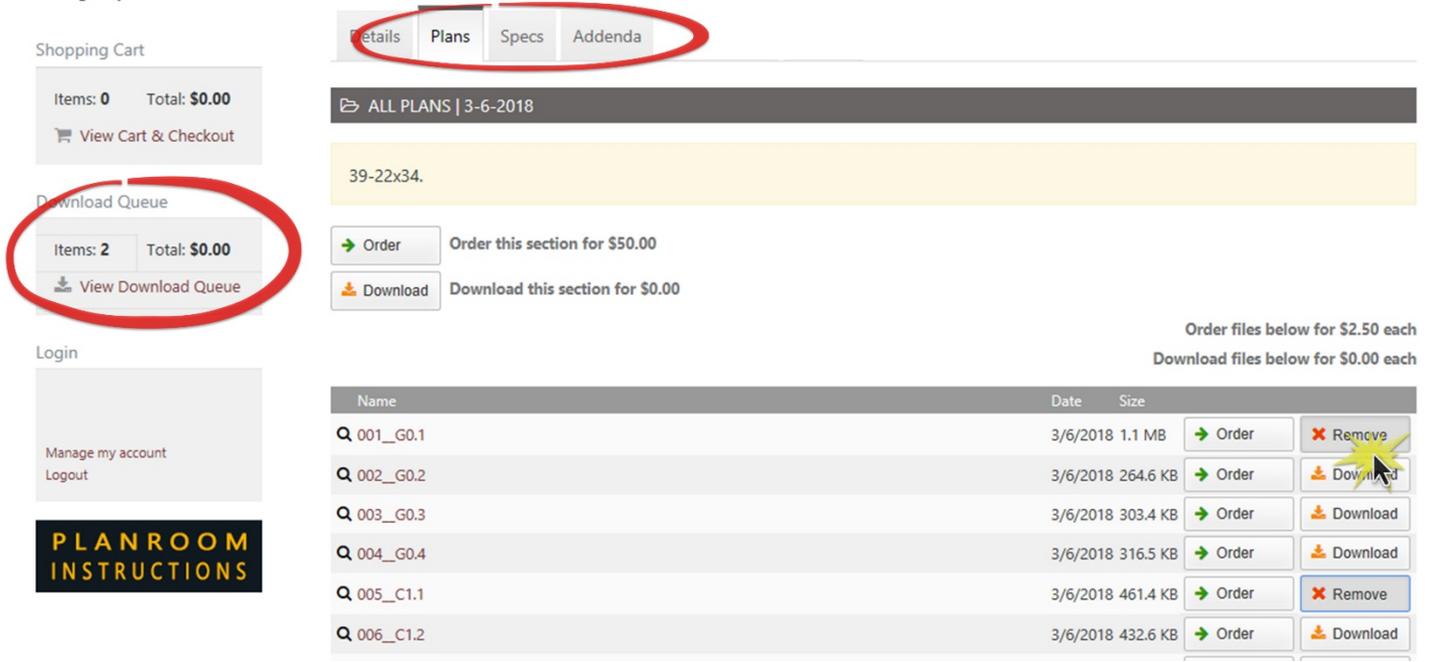
5) **Download** files by clicking **Download this entire job**. This selection will add **ALL** current plans, specs, and addenda to the Download Queue. To remove **ALL** the files from the Download Queue simply click the  button.



6) Selecting **View Download Queue** opens a pop-up. Click **Continue**. Select a **Bid Category**, **Agree to Terms**, and **Download as a ZIP file** to your Desktop.

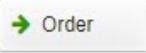


7) **Optionally**, you can download individual plan sheets by clicking on the **Plans, Specs, or Addenda** tab and add each file you need to the **Download Queue** by clicking on the corresponding  button to the far right. To remove the file from the Download Queue simply click the  button. After all needed files are selected click the **View Download Queue** button, **Proceed to Download**, and then **Save as ZIP file** to your desktop.



The screenshot shows the Plan Room interface. At the top, there are tabs for 'Details', 'Plans', 'Specs', and 'Addenda', with 'Plans' circled in red. Below the tabs, there is a section for 'ALL PLANS | 3-6-2018' with a yellow background. Underneath, there are two buttons: 'Order' (with a green arrow) and 'Download' (with a download icon). The 'Order' button is labeled 'Order this section for \$50.00' and the 'Download' button is labeled 'Download this section for \$0.00'. To the right of these buttons, there is text: 'Order files below for \$2.50 each' and 'Download files below for \$0.00 each'. Below this is a table with columns for 'Name', 'Date', and 'Size'. The table contains six rows of plan sheets, each with 'Order' and 'Download' buttons. The 'Remove' button for the first row is circled in red. On the left side of the page, there is a 'Shopping Cart' section with 'Items: 0' and 'Total: \$0.00', and a 'Download Queue' section with 'Items: 2' and 'Total: \$0.00', both circled in red. At the bottom left, there is a 'PLANROOM INSTRUCTIONS' button.

Name	Date	Size	Order	Download	Remove
Q 001_G0.1	3/6/2018	1.1 MB			
Q 002_G0.2	3/6/2018	264.6 KB			
Q 003_G0.3	3/6/2018	303.4 KB			
Q 004_G0.4	3/6/2018	316.5 KB			
Q 005_C1.1	3/6/2018	461.4 KB			
Q 006_C1.2	3/6/2018	432.6 KB			

8) **Need Paper Copies?** Follow the same instructions above, however, select the  button and then **View Cart & Checkout** in lieu of the Download and View Download Queue buttons.

Have a question or feedback? Please email support@fdlbidlink.com