

# La Crosse Builders Exchange Virtual Planroom Manual For Members



**La Crosse Builders Exchange**

Wisconsin • Minnesota • Iowa

# How to Find Upcoming Bid Dates

1. Go to [www.laxbx.com](http://www.laxbx.com) and login to the virtual planroom with your login credentials.
2. Click anywhere on the calendar on the right side of the screen. This is the entire calendar with all the upcoming bid dates.

Tracked Tracked PreBid

July 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Click Calendar to Open

3. Find the date you would like to view and click the Bid: # or Prebid Mtg: #.

25

Bid: 16, Prebid Mtg: 15

Project Event: 229

4. You can click *Project #*, *Addn*, *Time*, *Project*, *City*, or *State* to sort that column. You can also click the green arrows to open the details of all the projects.

+ Open All - Close All

Show 50 entries

Search:

Project #	Addn	Bid Date	Time	Project	City	State
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5. You can also scroll down to find Prebid Meetings.

6. Be sure to click *Next* at the middle and bottom of the page if there are additional pages.

Showing 1 to 15 of 15 entries

Previous 1 Next

# How to Find New Projects

1. Click *Search New Projects*.



2. Make sure the dropdown menu is *All Subscription States* (so it includes Iowa and Minnesota) and enter the date from which you want to pull new projects. The list will populate any new projects that have been entered since the date in the box. You can choose a closer date or further date, depending on your preferences. Click *Submit*.

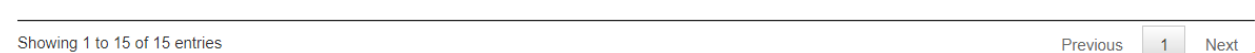


3. You can click *Project #*, *Addn*, *Time*, *Project*, *City*, or *State* to sort that column. You can also click the green arrows to open the details of all the projects.



4. You can also scroll down to find Prebid Meetings.

5. Be sure to click *Next* at the middle and bottom of the page if there are additional pages.



# How to Find a Specific Project

1. Click *Project Quick Search*.



2. Complete the fields you choose and click *Submit*.

### Project Quick Search

Choose options below and click "Submit" to search projects

**Select State(s) Where You Have A Subscription:** All selected

**Choose Phase or Phases:**

<input type="checkbox"/> All Phases	<input type="checkbox"/> <b>Prebid</b> <ul style="list-style-type: none"><li><input type="checkbox"/> PreBid \ Speculative</li><li><input type="checkbox"/> PreBid \ Owner Conceptual / No Design</li><li><input type="checkbox"/> PreBid \ Request for Qualifications (RFQ)</li><li><input type="checkbox"/> PreBid \ Request for Proposal (RFP)</li><li><input type="checkbox"/> PreBid \ AE Schematics / Prelims</li><li><input type="checkbox"/> PreBid \ AE Programming / Feasibility</li><li><input type="checkbox"/> PreBid \ AE Design Dev. / Workings</li><li><input type="checkbox"/> PreBid \ AE Contract Docs. / Bids Pending</li><li><input type="checkbox"/> PreBid \ Project on Hold</li><li><input type="checkbox"/> PreBid \ CM / GC Selected / Sub Bids Pending</li><li><input type="checkbox"/> PreBid \ Prime Contractor Award Pending</li><li><input type="checkbox"/> PreBid \ Prebid - Archived</li></ul>	<input type="checkbox"/> <b>Bidding</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Bidding \ Active</li><li><input type="checkbox"/> Bidding \ On Order</li></ul>	<input type="checkbox"/> <b>Postbid</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Post Bid \ Apparent Lows</li><li><input type="checkbox"/> Post Bid \ Contract Awards</li><li><input type="checkbox"/> Post Bid \ Archived</li></ul>
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**Choose Search Criteria**

Proj #:  Bid Date:  First Date:  OwnerRefID:

Name:

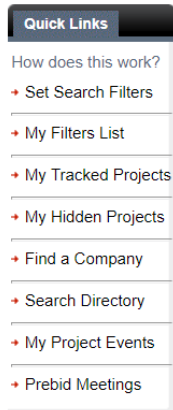
City:  State: All States  Zip:  County: All Counties

Reporter: All Reporters  Reporter's Region:

**Projects With Blue Notes only** Note contains word

# How to Set Your Own Customized Search Filters to Receive an Automatic Email

1. Click *Set Search Filters* in the upper left column.

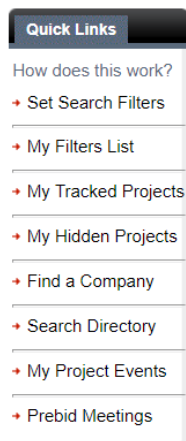


2. Follow steps 1-10 to choose exactly what types of projects you would like to receive.

3. Click *Save My Filter* on the bottom of the page.

4. You should start receiving an email every morning with project information related to the search filters you set up. You still have access to and can search for any/all projects in the virtual planroom. This system simply creates an email with your preferences so you don't have to perform the same searches repeatedly.

5. You can also click *My Filters List* to review your filters and remove or edit them.



# How to Find Post Bid Projects

1. Click *Post Bid Projects* and then click *Complete List*.

My Mailbox (0) Unread   Search New Projects   Project Quick Search   Add Services

## POST-BID PROJECT ACTIVITY - Last Month

Show Activity for: Leads Projects - Bidding Projects - Post-Bid Projects

How does this work ?

Click on the **Map Region** or **Region Name** to see Project List!

My Home State	#	Est. Cost	Users	Hits
Northern Wisconsin	56	\$77,608,300	1097	6175
Southeast Wisconsin	255	\$79,126,000	4409	23266
Southwest Wisconsin	110	\$383,848,514	2734	21211
Outstate Adjacent	90	\$9,889,500	815	4502
<b>Complete List:</b>	<b>511</b>	<b>\$550,472,314</b>	<b>9,055</b>	<b>55,154</b>

2. You can refine your search by clicking a region, a type of post bid project (awaiting apparent lows, etc.) and/or choose specific dates and click *Submit*.

## ALL POST-BID PROJECTS LIST BY REGION

Show Activity for: PREBID - BIDDING - POSTBID

Full List of Projects   Northern Wisconsin   Southwest Wisconsin   Southeast Wisconsin   Outstate Adjacent

Refine Search: Awaiting Apparent Lows   Apparent Lows Reported   Awaiting Awards   Awards Reported   All Post Bid Projects

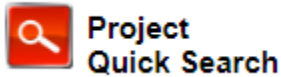
Project Count: 511 (0 Hidden)

BidDate between 06/25/2018 and 07/25/2018 Submit

- Not Available   - On Order   - Processing   - Available

# Another Way to Find Apparent Lows and Contract Awards

1. Click *Project Quick Search*.



2. Click *Post Bid/Apparent Lows and/or Post Bid/Contract Awards*. Click *Submit*.

**Project Quick Search**  
Choose options below and click "Submit" to search projects

**Select State(s) Where You Have A Subscription:** All selected

**Choose Phase or Phases:**

<input type="checkbox"/> All Phases	<input type="checkbox"/> <b>Prebid</b>	<input type="checkbox"/> <b>Bidding</b>	<input type="checkbox"/> <b>Postbid</b>
	<input type="checkbox"/> PreBid \ Speculative	<input type="checkbox"/> Bidding \ Active	<input checked="" type="checkbox"/> Post Bid \ Apparent Lows
	<input type="checkbox"/> PreBid \ Owner Conceptual / No Design	<input type="checkbox"/> Bidding \ On Order	<input checked="" type="checkbox"/> Post Bid \ Contract Awards
	<input type="checkbox"/> PreBid \ Request for Qualifications (RFQ)		<input type="checkbox"/> Post Bid \ Archived
	<input type="checkbox"/> PreBid \ Request for Proposal (RFP)		
	<input type="checkbox"/> PreBid \ AE Schematics / Prelims		
	<input type="checkbox"/> PreBid \ AE Programming / Feasibility		
	<input type="checkbox"/> PreBid \ AE Design Dev. / Workings		
	<input type="checkbox"/> PreBid \ AE Contract Docs. / Bids Pending		
	<input type="checkbox"/> PreBid \ Project on Hold		
	<input type="checkbox"/> PreBid \ CM / GC Selected / Sub Bids Pending		
	<input type="checkbox"/> PreBid \ Prime Contractor Award Pending		
	<input type="checkbox"/> PreBid \ Prebid - Archived		

**Choose Search Criteria**

Proj #:  Bid Date:  First Date:  OwnerRefID:

Name:

City:  State: All States County: All Counties

Reporter: All Reporters Reporter's Region:

**Projects With Blue Notes only** Note contains word

# Frequently Asked Questions

## **Why can't I login?**

It could be a variety of reasons. First make sure your username and password are correct. If you're not sure, call us and we can tell you. The best internet browsers for the virtual planroom are Google and Firefox. If you still cannot login, your account may be expired (we haven't received payment yet) or there is a glitch on our end.

## **How do I reset my password?**

If you forgot your password, click *Forgot Password* on the login screen. You will be prompted to follow a few steps and reset the password. You can also call us and we can reset it for you.

## **Can we share our username and password with co-workers?**

No, each user needs his or her own seat. This allows each user to organize his or her work and keeps each account secure.

## **How many users from my company can be in the virtual planroom at the same time?**

We grant each company five (5) seats. A package of five additional seats can be purchased for \$60 per month. Each person can then login anytime, anywhere and save their own projects and information within their profile.

## **How many filters can I build?**

There is no limit to the number of filters you can use.

## **How many bidding opportunities will I see every day?**

We have an average of more than 300 bidding projects valued at more than \$300,000,000.

## **Can you guarantee we will win work?**

No, we cannot guarantee you bid will be accepted on any project. Fortunately, our members are able to quickly find and secure new work with our service.

## **What do I do when someone with a username and password leaves the company?**

You should have an account administrator who can make changes to your account. If you are unsure, please contact us and we will be happy to remove that user and add a new one.

## **Do you offer training on the virtual planroom?**

Yes, we would be glad to visit you or meet over the phone or computer to explain the any easy-to-use features in the virtual planroom. Call us and set up an appointment at your convenience.