

Web Site User Guide

Requirements: Valid E-Mail Address and access to the Internet.

Note: **Administrator rights** are required for first time installation of MaxView and Internet Download Manager.

Step 1 Register/Login

1. At www.aeplans.com click on the "Legal Notice" link at the bottom right of the AEPlans home page--read the Legal Notice and Agreement.
2. Next, select the AEPlans Bid Site "Register Login" button.
3. Click on the "Register" button on the left and complete the FREE Member Registration form and click "Submit".
4. **Note:** Projects posted on AEPlans contain file types that require the use of free viewers. A dialog box will appear stating MaxView and IDM should be installed for downloading project files.
 - a. Click the link to download MaxView with the AEPlans Internet Download Manager
 - b. When the download dialog box opens choose "Open".
 - c. The "MaxView Install Shield Wizard" will start and will guide you thru the installation process for each application. A MaxView icon and an AEPlans icon will appear on your desktop on completion.
5. You will immediately receive e-mail from support@aeplans.com with your new User ID and confirming the password you entered. If the email is not received in your in-box please check Spam filters.

Step 2 Visit the AEPlans Web Site Project Areas

1. Return to www.aeplans.com and click "Register Login"
2. Enter your new User ID and password and Sign In. **The User ID and Password are not case sensitive.**
(To go directly to a Private Project listing, enter the Private Project Code given to you by the architect or general contractor)
3. A reminder to install the MaxView MaxReader and AEPlans IDM software will display, choose "do not show this again" if already installed.
4. The standard login takes you to the Main Menu web page.

Main Menu Options:

Public Job Listings - Complete Public Job Listings and Information for your selected Default State.

Private Job Listings - This area is for projects that are accessible only to users that have the private project code.

Search Assistant - Search for jobs by Bid Date, City, State, Estimated Cost and Full Text Search of Project Information and Word Documents.

Update Account Information - Edit your Account Information

Contact Database - Manage and maintain business contacts, sub/supplier lists and project notification services.

Transaction Listings - Complete listing of transactions and downloads.

Step 3 Project Information

1. From the Main Menu select Public Job Listings. You will be directed to a list of public jobs where you can select a job by clicking on the highlighted job name. Choose another State if interested in jobs outside of your default State.
(Private Jobs (job code required for access) will automatically direct you to the Project Information Screen for the specific job code you entered.)
2. The Project Information Tab will provide: a short job summary, contact information, prime bidders, interested parties, bid dates, pre-bid meetings, budgets.
3. Other Tabs at the top of the page are Plan Page selection, Specification selection, Addenda/Other selection and Order submittal and a link to return to main menu or return to project listing page.

Step 4 Plans, Spec and Addenda Selection – FREE Downloads

1. If the entire project set is needed click the "Add All Items To Cart" button beside the Project Name, then proceed to # 5 below.
2. To select plans for free download (or send a print order) choose the Plan selection tab. Click on the "picture icon" to preview a plan page. To select pages, put a check mark by the desired page by clicking the white box on the left of the drawing name or check Select all Pages (and uncheck any not needed). When pages are chosen, click the Add To Order button.
3. To select specifications before downloading choose the Specification selection tab. Check the box on the left of the selection name or check Select all Sections(s) then click the Add To Order button.
4. To select addenda plans and/or specifications before downloading choose the Addenda/Other tab. Click on the "picture icon" to preview plan pages. To select pages, put a check in the box on the left of the plan name. To select specifications sections click the box on the left of the item name, or for the complete Addenda check the Select all items box for each listed Addenda. Click Add To Order.

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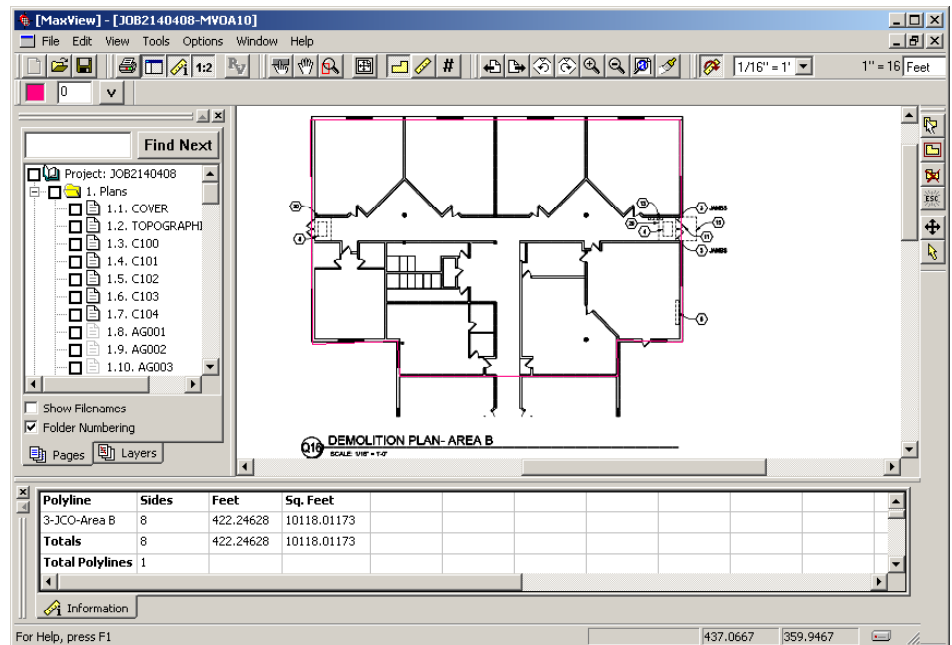
Step 5 Order Submittal

1. On the Order Submittal tab, select a delivery method for your order. Review the terms and click the "I Agree, Submit Order" button.
 - a) The Free Download button will automatically download files to your AEPlans Download Manager software when you select **Open** on the File Download dialog box. Once files are downloaded, you can work with files offline. Launch the AEPlans Download Manager from the shortcut on your Desktop. Double-click the project name to open.
 - b) Alternatively, select Order Paper or Order CD-ROM. Select your reprographer of choice and method of delivery. AEPlans facilitates the electronic notice of your paper order via email; however note the terms and your responsibilities for payment with paper delivery. AEPlans does not bill for print orders you send to a particular repro firm. CDs will be shipped direct from AEPlans.

Note: Bidders are responsible for viewing all project plan documents including Addenda Plan Pages.

Step 6 Navigate/View/Print Your Download Order

1. Opening a project in the AEPlans Internet Download Manager will launch MaxView.
(If you would like to use the enhanced MaxMarkUp estimating tools during the 30-day free evaluation period, select the link next to MaxMarkUp and click "Evaluate." All AEPlans projects are specifically enabled at the MaxTakeOff level, which provides advanced printing and takeoff tools for your use.) Schedule a FREE online training session at the AEPlans home page to learn how to benefit from using these valuable tools. MaxReader is given to you free of charge.
2. Your project, viewed with MaxView, will be organized in a tree structure with Folders. Plan pages in the Plans folder are viewed by double clicking on the drawing name in the MaxView Document Explorer in the left side window. Select "File/Print" to print any drawings. You can also choose to print a file that you have bookmarked or the entire set by setting the "Print Range" in the print dialog box. Tools to do screen based counts and measurements are available with Secure MaxTakeOff. Segment and Area Measurement and Count tools enable you to do screen-based takeoffs that you can copy and paste to any spreadsheet or estimating software packages.
3. All drawings, specifications and addenda files will be listed in the Document Explorer page list. Note that only those you "selected and ordered for download" are available for viewing offline. Downloaded files have a highlighted page icon to the left of the page name. The page names for files not downloaded will appear, however, the icon will be light gray. You can return to the website and download additional files at any time.
4. Specification sections, spec addenda and plan addenda are located at the bottom of the plan list and can be viewed by clicking the + next to the folder name or double clicking the folder to open.
5. The specs/addenda you selected will appear with a highlighted page icon. Double click on the icon to view. (If the file is in PDF file format, the Acrobat Reader will launch and the file will be opened for viewing. If the file is a Word document, the link will open Word.) To print, click File/Print. You can select or bookmark multiple files in the Document Explorer window to do a batch print.



If you have questions or require assistance, contact AEPlans Ltd at (800) 220-1298 or email support@aeplans.com.