II. ACEN® Working Website™ Tools - BidGetter™

Your ACEN Working Website™ is made up of a collection of modular Working Website™ Tools, customized for your specific needs. The Working Website™ Tools work together seamlessly to exchange information with your clients, customers, suppliers, employees, or associates.

Using the Working Website™ tools, your ACEN website works for you, 24/7—with a minimum of effort on your part. What's more, as with all ACEN Tools, there's no technical knowledge required.

Many Working Website™ Tools use the ACEN Contact Manager database as a basis for exchanging information. The Contact Manager is an electronic list of contacts important to your business. Detailed information about the Contact Manager can be found in Section I of this document.

• Overview

The Working Website™ Tools that use the contact database are:

1. **Library**™, a tool to post and share documents and information in a variety of useful ways;
2. **Portfolio**™, where you can post your best work for the world to come and see, and target the most important folks—your customers and contacts;
3. **Notifier**™, a place to store your news, bulletins, and events, and broadcast them to your contacts; and
4. **BidGetter**™, where you can easily post and track your job bidding online.

• Definitions

Before we go further, let's demystify some jargon with a few definitions:

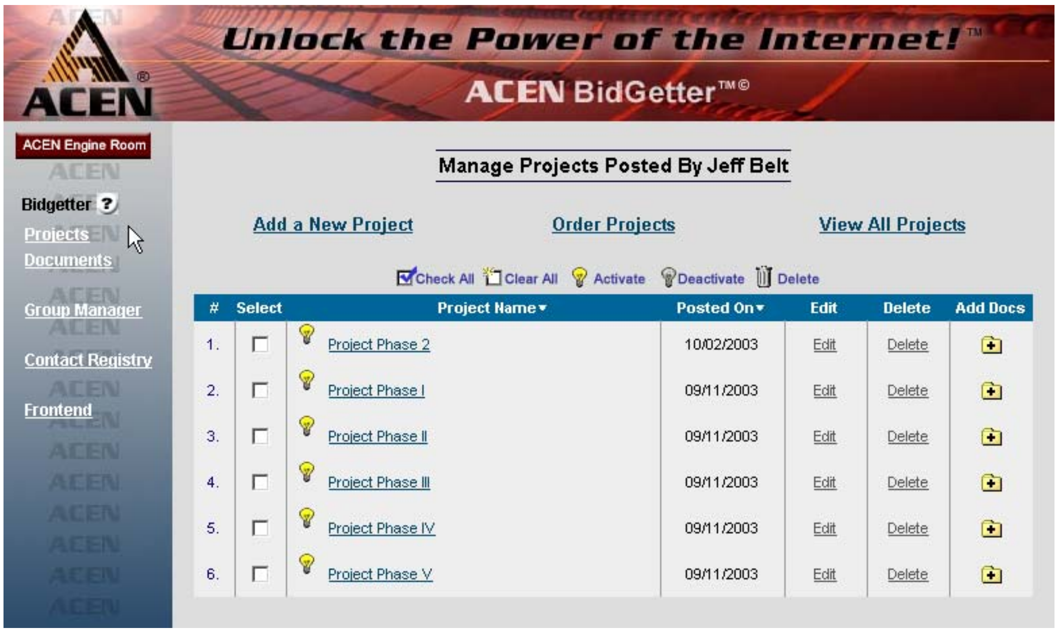
Contact is an individual associated with your website or business, such as a client, customer, or supplier (you decide how to classify your contacts). A contact is eligible to receive news and information about your company via your ACEN Working Website™ Tools. Typically, contacts manage their own accounts, deciding what options they do and don't want.

Document is an electronic file, such as a Microsoft Word file or PDF (Acrobat) file that is posted on your website. Typically, a document is associated with a specific project posted on your site. Interested users of your website can easily download, view, and/or print these documents.

4. BidGetter™

BidGetter™ puts a planroom in your website, allowing you to easily bid your jobs. Individual bidders register on your website, and are notified through your site and via e-mail of addenda and awards.

To view BidGetter™, click on the BidGetter link in the navigation bar (at left). The BidGetter™ module is displayed:



The BidGetter™ page.

The BidGetter™ module consists of two main sections:

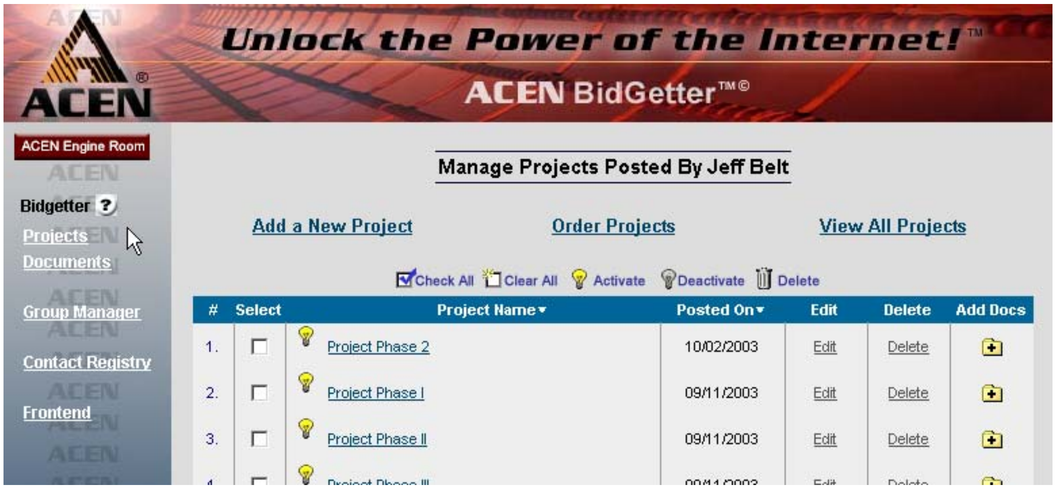
a. a list of **Projects** (displayed by default); and

b. a list of **Documents**.

Click on the links at left to navigate between these two sections. Note that **Projects** are displayed by default.

- # Project List

The Projects page contains a listing of projects (posted by you, by default):



The Projects page.

Three general options are displayed at the top of the page:

Add a New Project enables you to add a new project by entering a title and description, then selecting access permissions (who will be able to see it on your website).

Order Your Projects allows you to choose the order of displayed Projects.

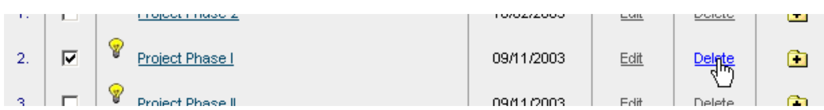
View All Projects/View My Projects displays a list of all Projects, or just the ones you've posted. (Note that you can only edit you own Projects.)

The Project List Toolbar

The Projects page includes a toolbar that allows you to edit and manipulate the projects in the list:

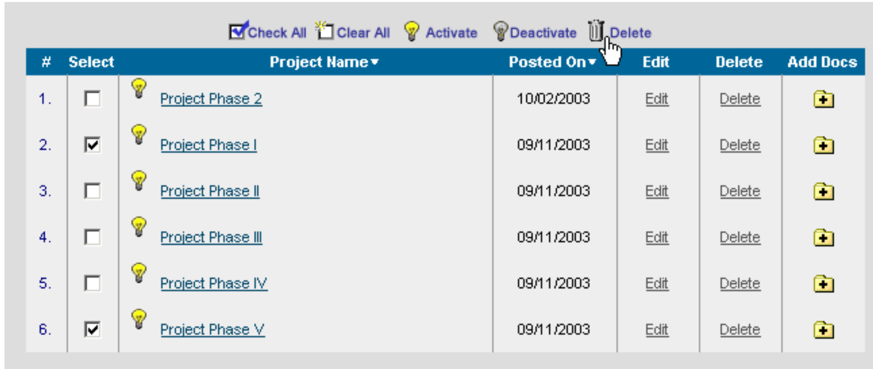
Project list toolbar.

You can modify individual projects directly, or modify multiple projects at once. The principle is this: to modify an individual project, click on the desired icon in that project's row; to modify multiple projects, select the projects that you want to modify, and then click on the desired icon in the toolbar.



Deleting an individual project.

For example, if we want to delete the "Project Phase I" project (see figure above), we simply click on "Delete" under the Delete column in that same row.



Deleting multiple projects.

If we want to delete both "Project Phase I" and "Project Phase V," we select these two contacts by checking *both* checkboxes (under the Select column) and then clicking "Delete" Delete in the Toolbar (see figure above).

Here are some definitions:

Check All selects all displayed projects

Clear All clears the checkboxes of all the displayed projects.

Activate makes the selected projects "active" or visible on the website.

Deactivate makes the selected projects "invisible" or "inactive" on the website. This is a convenient way to temporarily "shut-off" a project.

Delete permanently removes the selected projects from the database (as in our example above).

Individual Project Controls

Each item in the project list has several useful controls, defined as follows:

Light Bulb or allows you to activate/deactivate any project. The yellow bulb indicates a visible project; a gray bulb indicates an invisible project. Click to toggle the project on/off.

Project Name clicking on the project name displays a summary of that project (see "View Project Summary" below). Note that clicking on the column label sorts the list by project.

Posted On clicking on the column label sorts the list by date posted.

Edit allows you to edit that project.

Delete permanently removes the selected project from the database (as in our example above).

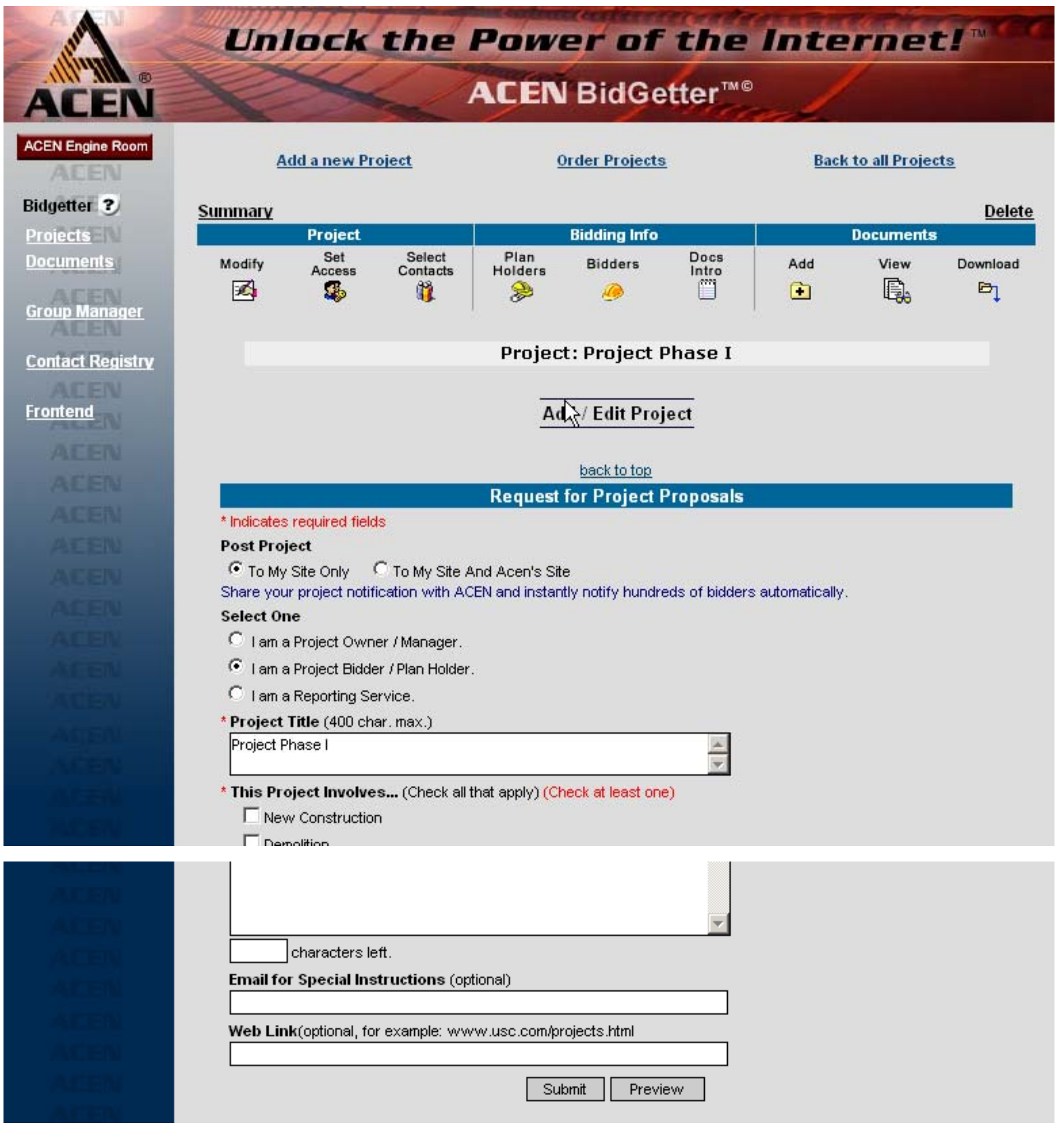
Add Docs allows you to add downloadable documents to your project (and set any desired access permissions).

Adding/Editing Projects

To add a project, click on "Add a New Project" from the main Projects page (also see "The Project List," above).

The "Add a New Project" link.

To edit an individual project, click on "Edit" (from the Project List page, above) or on the Modify icon (from the "Project Summary" page; see section below):



Adding/Editing a project.

You may now add/edit the items on the form, including the project title, description, categories, documents, etc. Note that this page also displays information about who posted the project.

Project Editing Toolbar

While editing a project, a toolbar appears at the top of the page:

*Project Editing Toolbar.**

Here are some toolbar definitions:

Summary displays a non-editable summary of the current project.

Delete deletes the current project.

Modify allows you to edit the attributes of the project (this is the page you're currently on).

Set Access allows you to set access for the project (i.e., who can see the project; see "Setting Project Access, Step 1" below).

Select Contacts allows you to select the contacts that have access to the project (see "Setting Project Access, Step 2" below).

Plan Holders displays a list of individuals (potential bidders) who have viewed this project.

Bidders displays a list of individuals who have bid on this project.

Docs Intro allows you to edit the introduction and/or disclaimer text for this project.

Add allows you to add documents to your project.

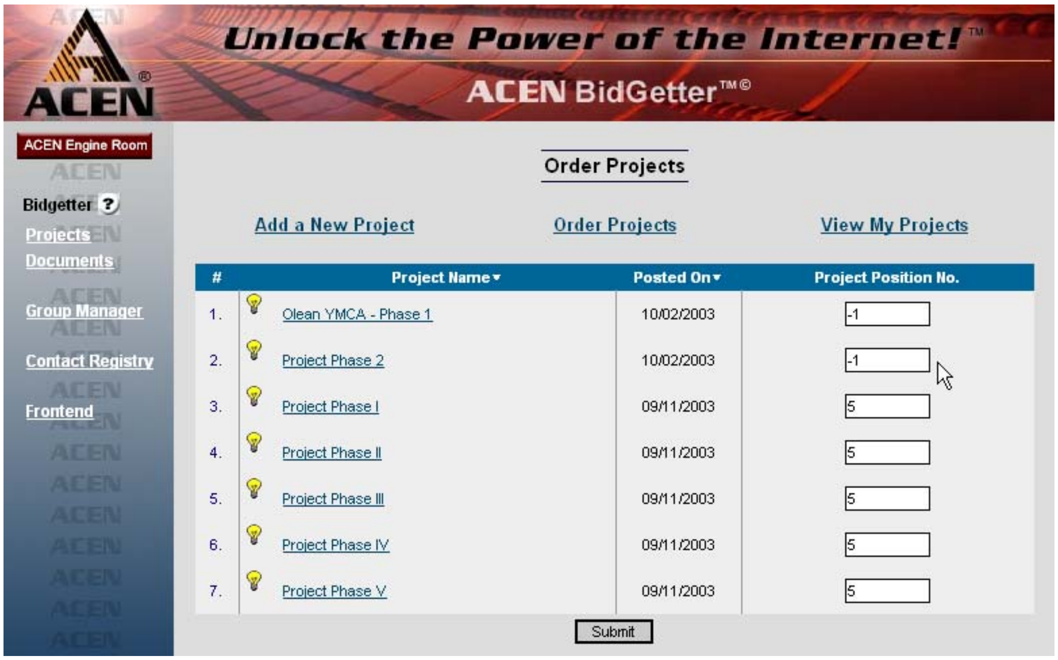
View displays the "Project Summary" page, as above (see section below).

Download allows you to set access for the project (who can see the project).

* **Note** that the toolbar is divided into three sections: (1) Project, (2) Bidding Info, and (3) Documents:

Ordering Projects

To order your Projects, click on "Order Projects" from the main Projects page (see "The Project List," above). The "Order Projects" page is displayed:



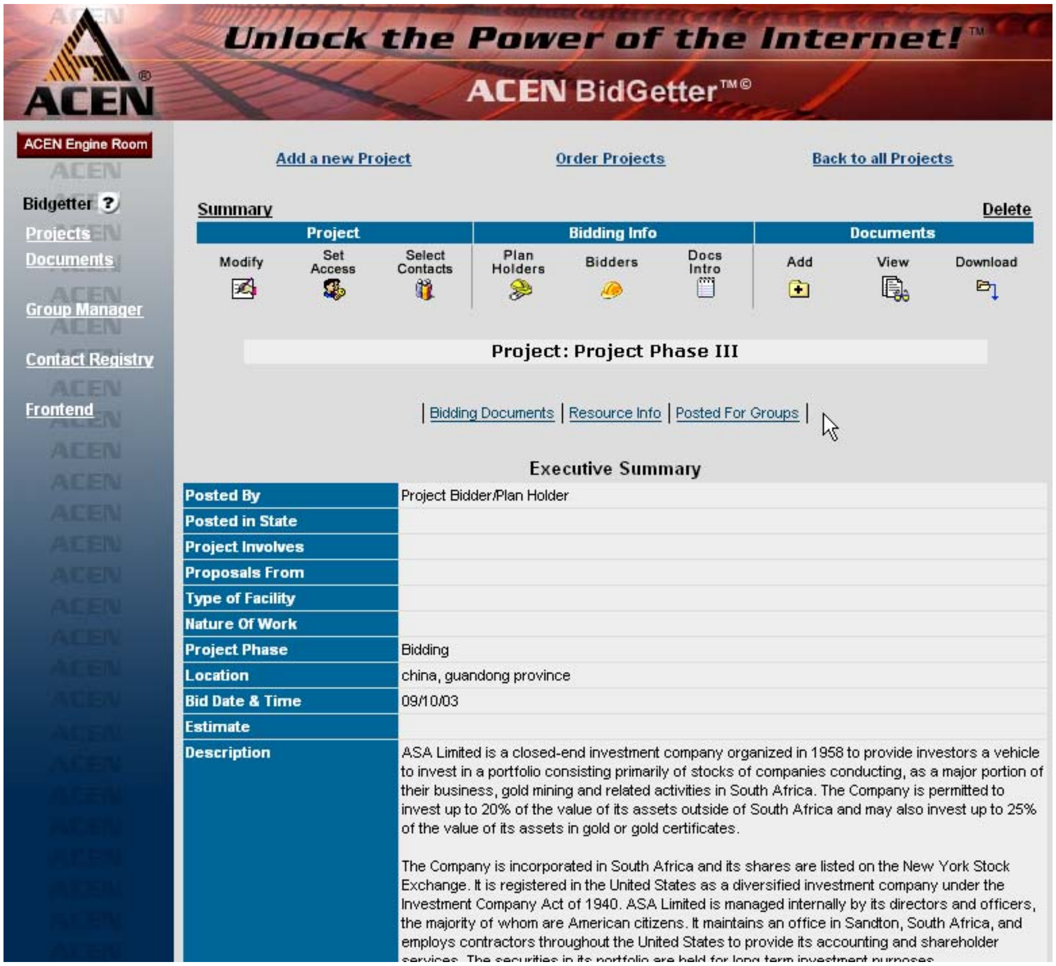
Ordering Projects.

You may now re-order the Projects in the list by changing the numbers under "Project Position No." at right. Click "Submit" when you are done.

* **Note**: to sort alphabetically by name, change all the Position Numbers to "1" (or to any identical number).

Project Summary Page

The Project Summary page contains basic information about the project, including the project's documents.



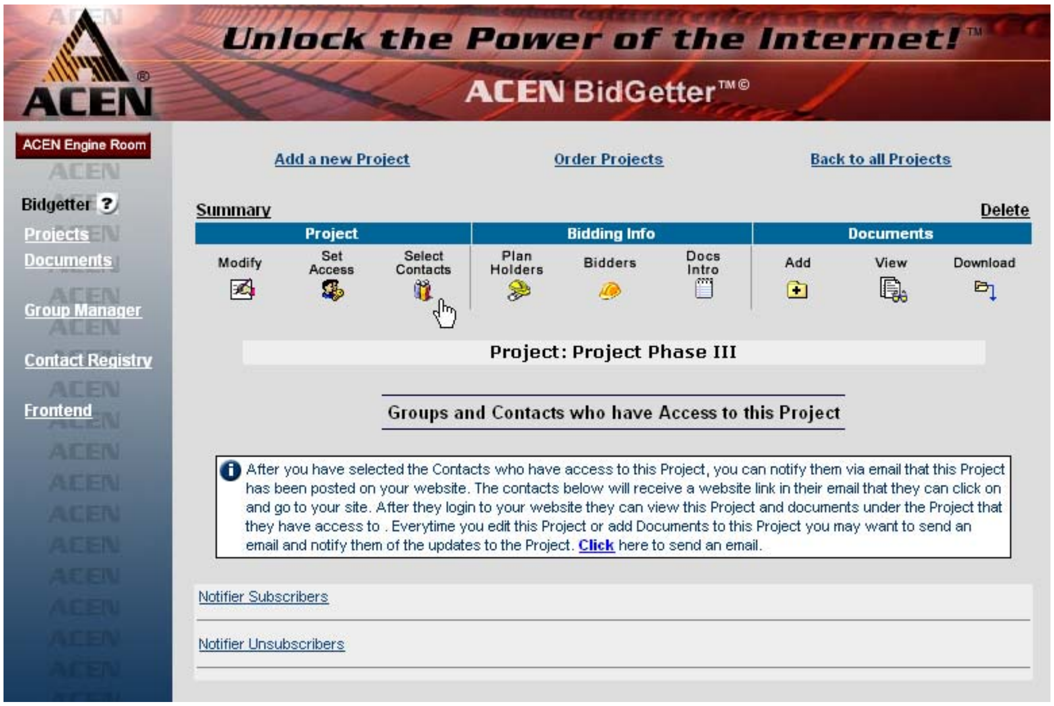
Project Summary page.

* **Note**: on this page, information is **not** editable.

Setting Project Access

Step 1:

To set who can see your project, click on **Select Contacts** from the Project Summary Screen. The Groups and Contacts page displays:



Setting project access, Step 1.

Select a group to give that group permission to see the project. You can select from (1) **Public** (any visitor to the website), (2) **Registered User** (any user registered on the website), or (3) any of the groups you created in the **Group Manager**.

Click "Submit" when you're ready to proceed to Step 2.

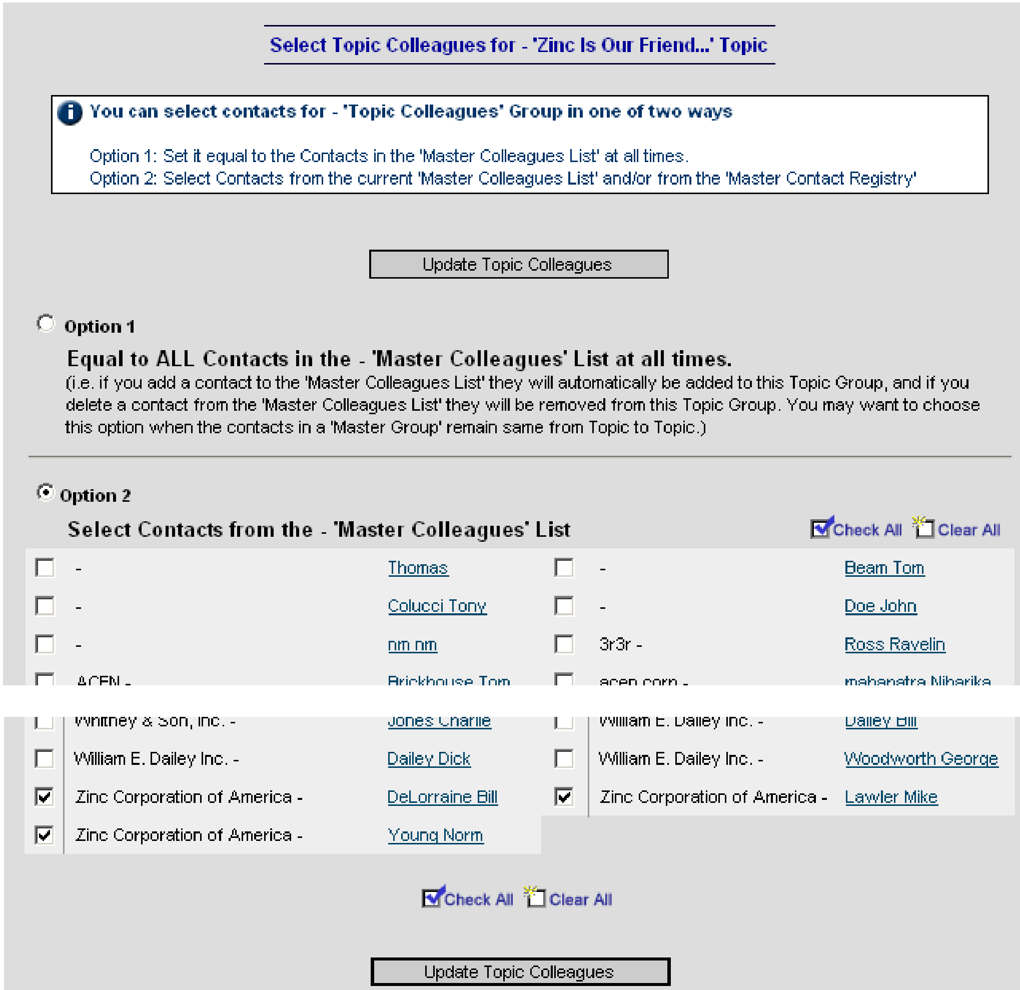
Step 2: (a.k.a. "Project Team")

After hitting "Submit" in Step 1 above, the Contact Access page displays. This page contains more information about the groups allowed to see your project (selected in Step 1). Here, you must set access for the individual contacts within each group:

Setting project access, Step 2.

You may now make refinements to the groups you've already selected by clicking on a group under the "**Add/Remove People**..." column. Let's try an example:

When we click on the “Select ‘Colleagues’ for this Project” link, an options page is displayed:



Refining project access.

You may select **all contacts** in this group (Option 1) or limit access to **certain members** in this group (Option 2). If Option 2 is selected, be sure to double-check your selections before clicking “Update Project Colleagues.”

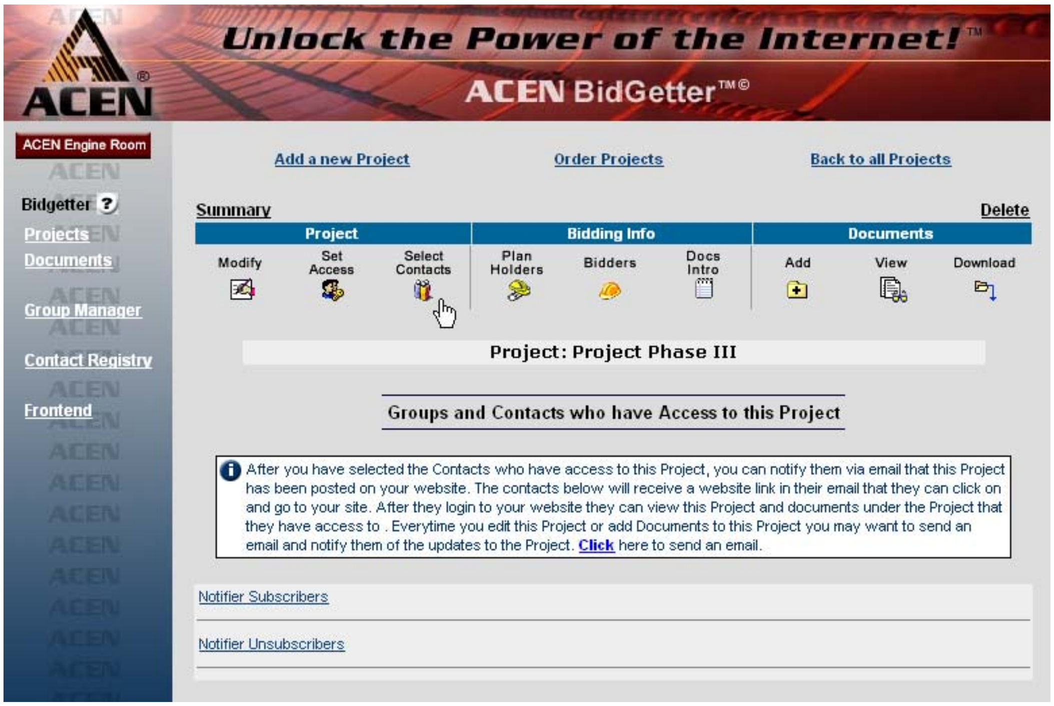
Refining project access.

In this example, we added Mike Lawler (from Zinc Corporation of America) to our list. Note the changes above.

Selecting Project Contacts

Step 1:

To set who can see your project, click on **Select Contacts** from the Project Summary Screen. The Groups and Contacts page displays:



Setting project access, Step 1.

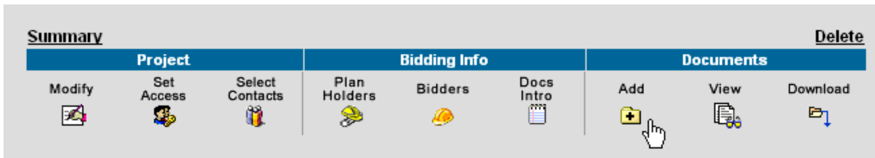
Select a group to give that group permission to see the project. You can select from (1) **Public** (any visitor to the website), (2) **Registered User** (any user registered on the website), or (3) any of the groups you created in the **Group Manager**.

Click "Submit" when you're ready to proceed to Step 2.

Adding Documents

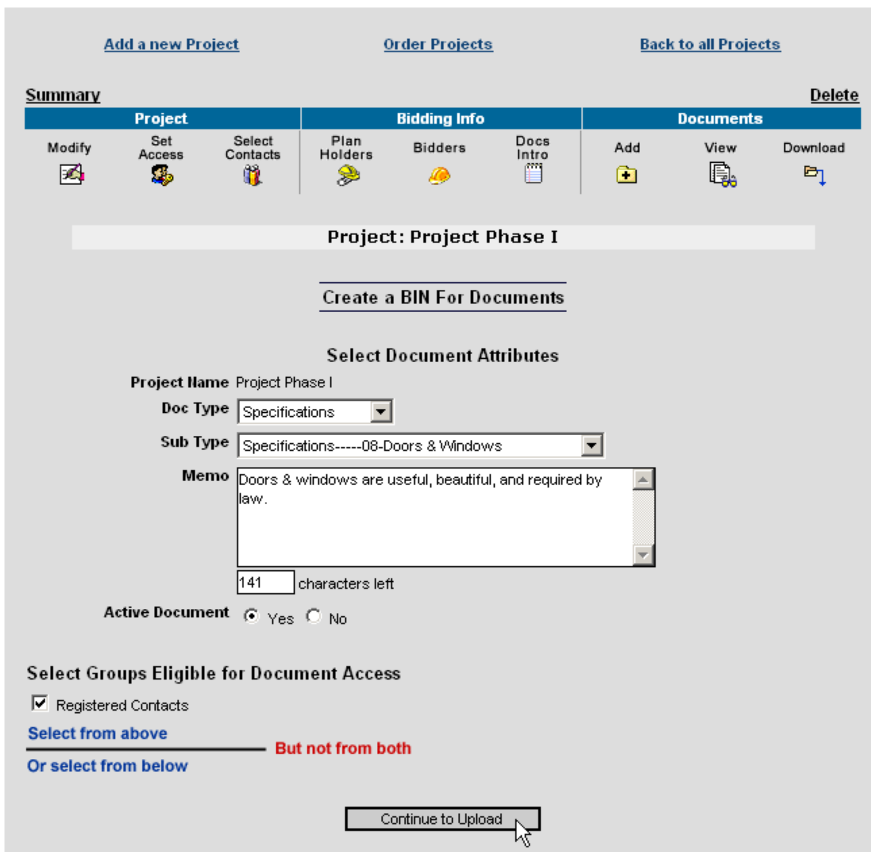
Step 1:

Click on the "Add" icon in the toolbar to add a document to your project:



Adding documents, Step 1-A.

Enter any memo information you desire, and select the groups eligible to see the project:

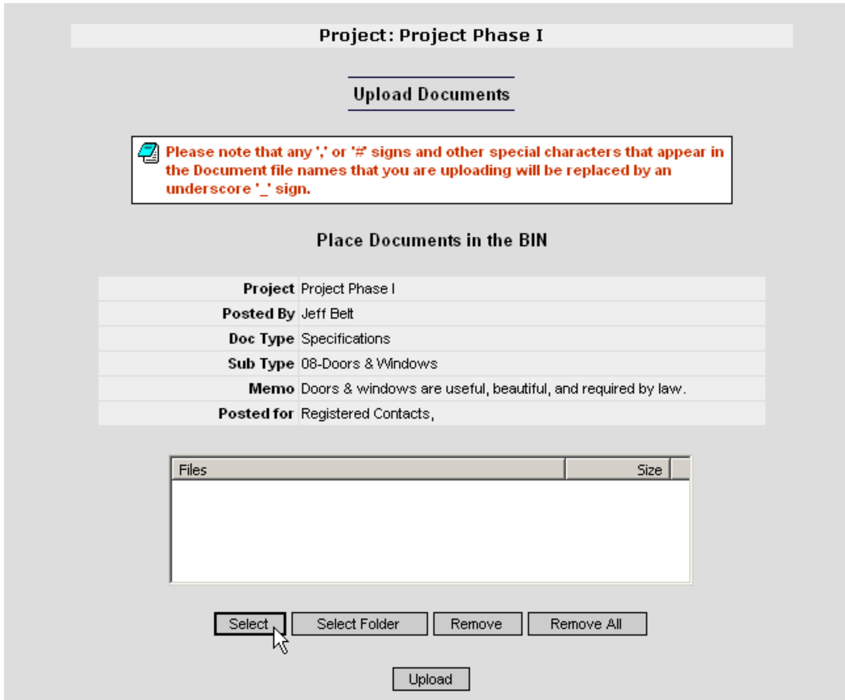


Adding documents, Step 1-B.

Click "Continue to Upload" when you're ready to move on to Step 2.

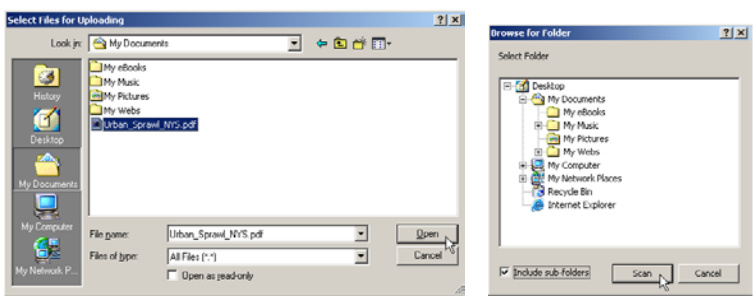
Step 2:

After clicking “Continue to Upload” an upload page is displayed:



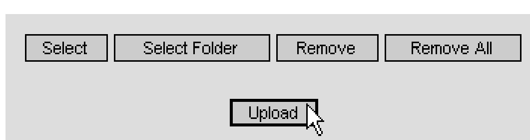
Adding documents, Step 2.

Click “Select” to upload individual files from your computer, or click “Select Folder” to upload entire folders. Use the “Remove…” buttons to remove uploads from the list.



Adding documents: the “Select” and “Select Folder” dialogs.

Clicking “Select” or “Select Folder” displays a dialog box. Browse to the file/folder you want to upload and click either “Save” or “Scan.” From the “Upload Documents” page, click “Upload”



Adding documents, Step 2: the Upload button.

You may now verify your uploaded files in the Project Documents page:

Adding documents, Step 2: verify your uploads.

You're finished!

Downloading Documents

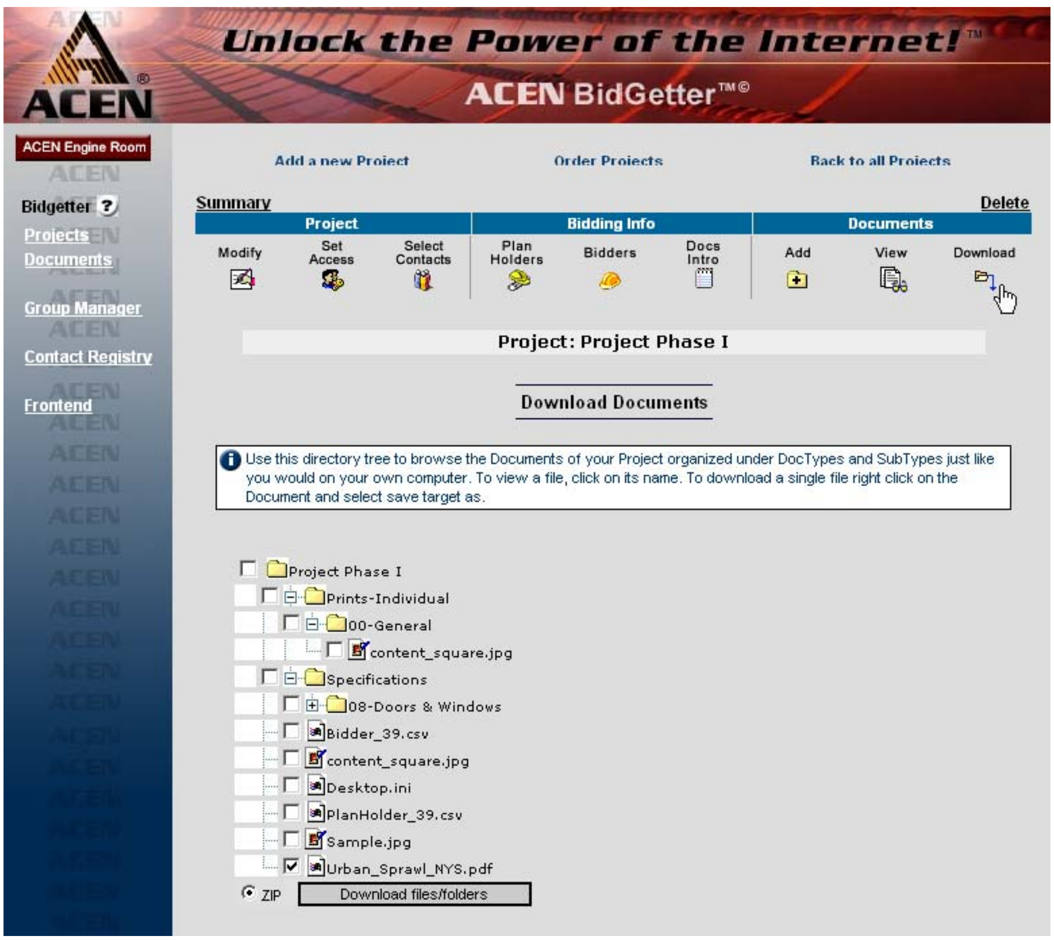
- ## Single Documents

To download individual documents to your computer, check the document(s) you wish under the "Select" column at left, then click "Download Docs" in the toolbar:

Downloading document(s).

- ## Multiple Documents

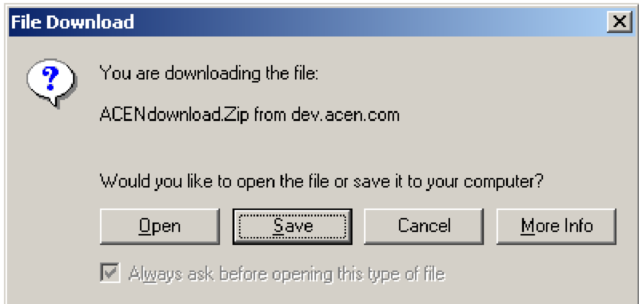
Click on the "Download" icon in the toolbar to download the project's document(s) to your computer:



Downloading documents, Step 1.

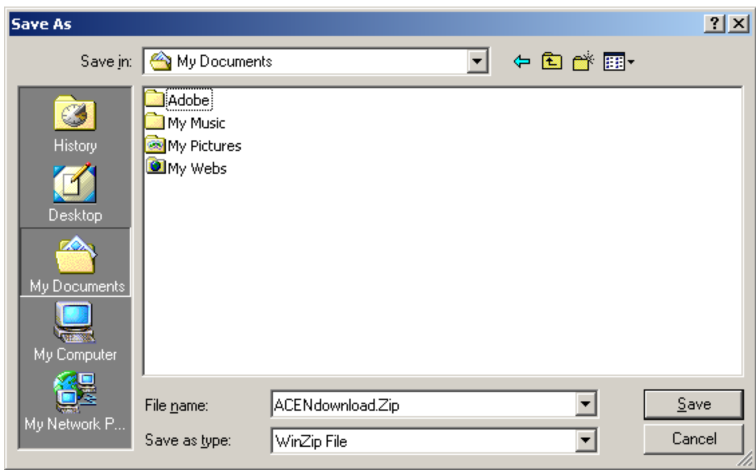
Select folders or individual files using the displayed list, then click "Download files/folders" at bottom.

This displays a download dialog box. Click "Open" to open the file(s) directly, or click "Save" to choose location on your computer that you'd like to download the document(s):



Download dialog box.

Choose a location on your computer to save the document(s):

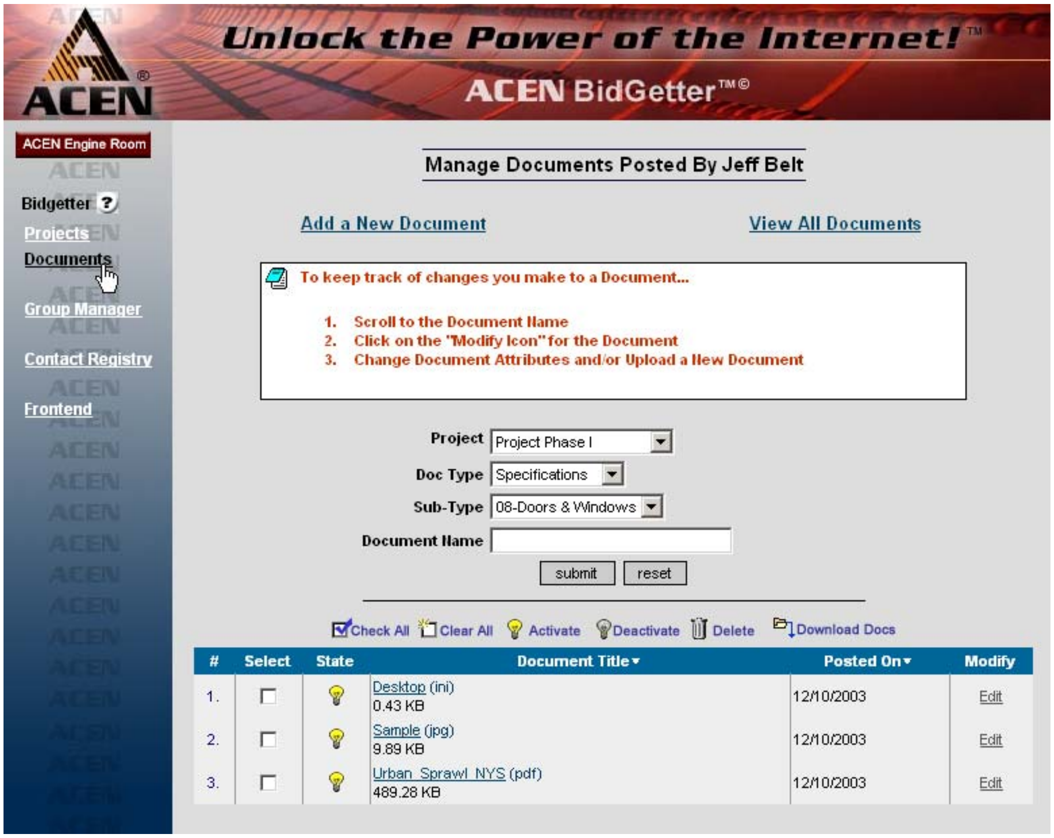


Choosing a location to download.

Click "Save" to start the download. Download time will vary depending on the size of the document(s) and your internet connection speed.

- # Documents

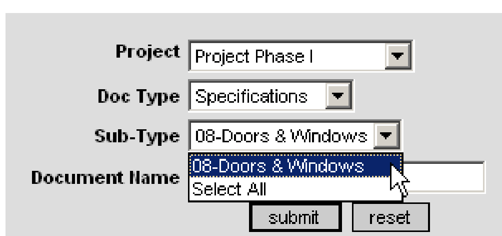
You may view and manage your documents in the Documents section. Clicking on “Documents” at left brings you to the Manage Documents page:



The Manage Documents page.

From this page, you may now **add**, **edit**, **delete**, **activate/deactivate**, or **download** documents.

By default, only the documents you posted are displayed. To display a list of all documents posted, click “View All Documents” at top right. To view the list by different Projects, by all Projects, by Doc Type / Sub-Type, or by Document Name, use the drop-down boxes:



Viewing documents by different categories.

Adding Documents

To add a new document click the "Add a New Document" link at top. Follow the instructions under the chapter "Adding Documents" above.

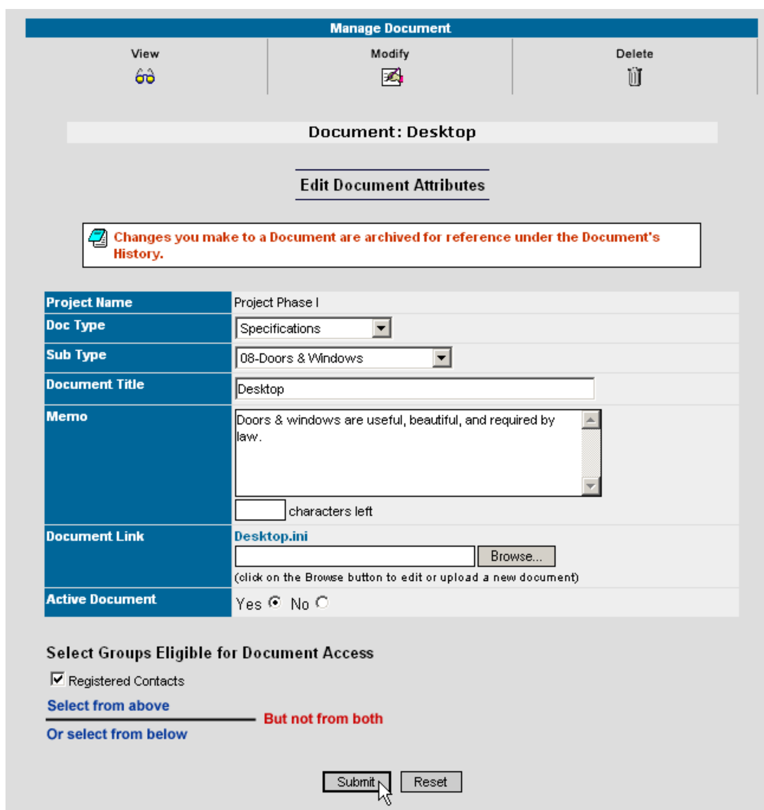
Adding a document.

Editing Documents

To edit a document, click "Edit" next to the document you wish to edit.

Editing a document.

The Manage Documents page will be displayed:



Editing a document.

After you're finished making your changes, click "Submit."

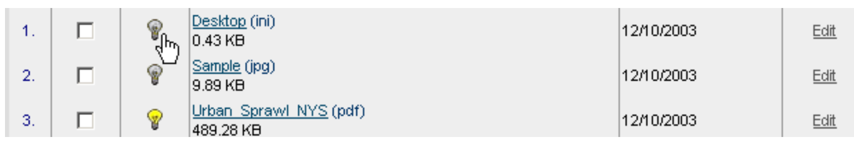
Deleting Documents

To remove a document, select the checkbox in the item's row, then click "Delete" in the toolbar:

Deleting a document.

Activating/Deactivating Documents

An active document is visible* on the website, and is indicated by a yellow light bulb; an inactive document is indicated by a gray bulb. Click on the light bulb to activate/deactivate a document:



Activating/deactivating a document.

***Note**: Documents under an inactive project will not be displayed. However, if any of those documents are cross-listed under another visible project, those documents will still be displayed.

Downloading Documents

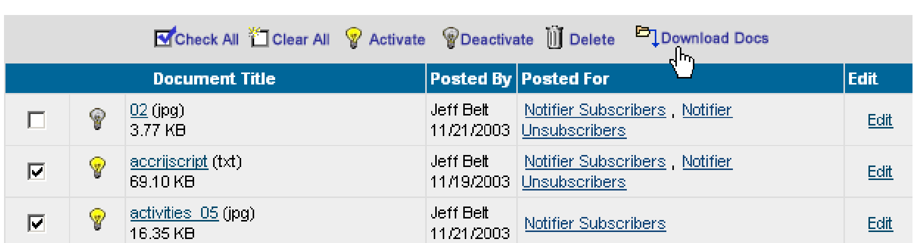
- ## Single Documents

To download individual documents to your computer, check the document(s) you wish under the "Select" column at left, then click "Download Docs" in the toolbar:

Downloading document(s).

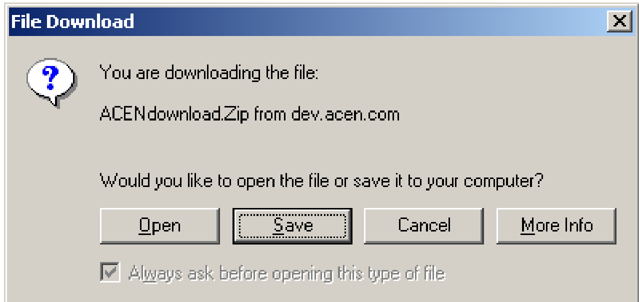
- ## Multiple Documents

To download documents to your computer, check the document(s) you wish under the "Select" column at left, then click "Download Docs" in the toolbar:



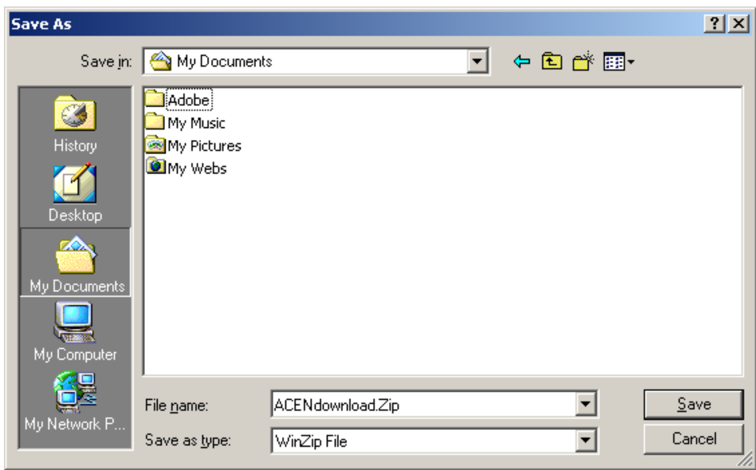
Downloading document(s).

This displays a download dialog box. Click “Open” to open the file(s) directly, or click “Save” to choose location on your computer that you’d like to download the document(s):



Download dialog box.

Choose a location on your computer to save the document(s):



Choosing a location to download.

Click “Save” to start the download. Download time will vary depending on the size of the document(s) and your internet connection speed.