



ConstructConnect Project Intelligence for Hospitality

Quick Start Guide

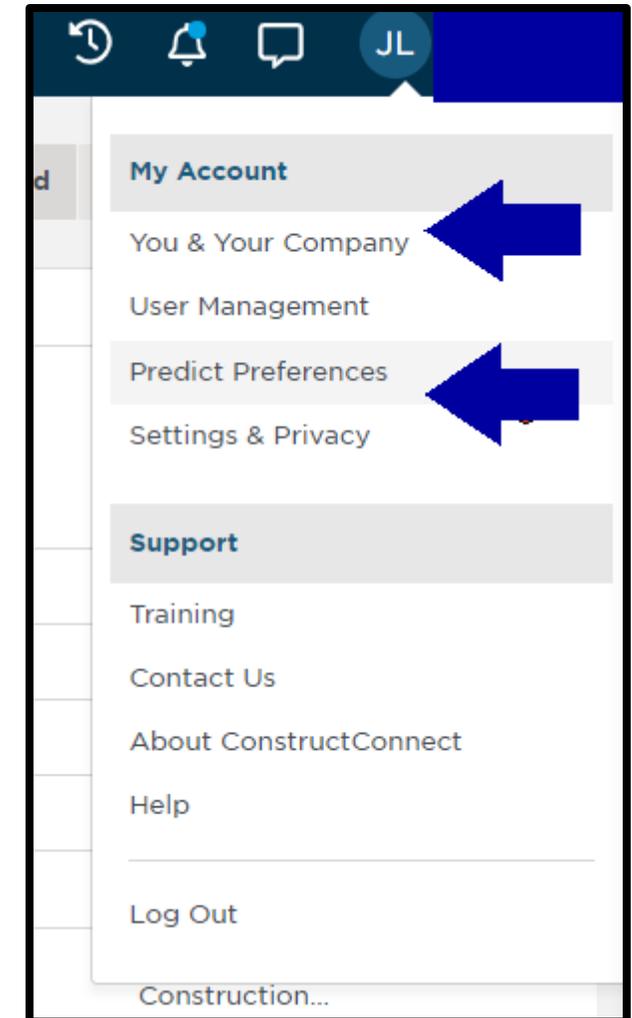
- We asked our customers what features they used most often in their previous platform. Based on that information, we will review how to achieve those same actions in your new platform.
- For an in-depth product walk-through, we host a webinar that reviews all the features and functions included in your new ConstructConnect account. You can [register here](#).

Register for Live Training 

- In this training guide, we will cover how to:
 - Update your profile
 - Find and run your saved searches
 - Create keyword, project title and company searches
 - Watch/track projects and companies
 - Set up email notifications



- When you first log in you will be prompted to complete your profile. Your profile is in the top right-hand corner of any screen, just click on ‘You and Your Company’. You can update your company contact info and add a web link for lodging. Be sure to save!



- By setting up your Predict Preferences you will be matched with projects that are most relevant to you.

Predict Preferences

[Reset Preferences](#)

Help us determine whether a project is a good match for you by filling in the information in each section.

Trades

What trades do you perform?

Common Work Results for Concrete
Cast-in-Place Concrete
Precast Concrete
Concrete Forming and Accessories
Concrete Forming
and 22 more...

Service Area



Favorite Companies

Who you like working with

| | |
|---|-------------------------------------|
| (ACGC) Atwater - Cosmos - Grove Cit... | Bilbrey Construction, Inc |
| (DCI) Design & Construction Insight, L... | Geiler Company |
| 1st Advance Security & Investigation | Graybach LLC |
| 911 Fleet & Fire Equipment | Judy Construction Company, Inc. |
| A To Z Asphalt Contractors, | Lewis Contractors |
| A&B Contracting | Mark Spaulding Construction Company |
| Al J. Mueller Construction Company | and 6 more... |

Building Use

| | |
|--------------------------|---------------------------------|
| Amusement and Recreation | Clubhouse / Community Centers |
| Arenas / Stadiums | Communication |
| Bridges / Tunnels | Conference / Convention Centers |
| Casino | and 44 more... |

Project Status

GC Bidding
Sub-Bidding

Project Sector

Private
Public - City
Public - County
and 2 more...

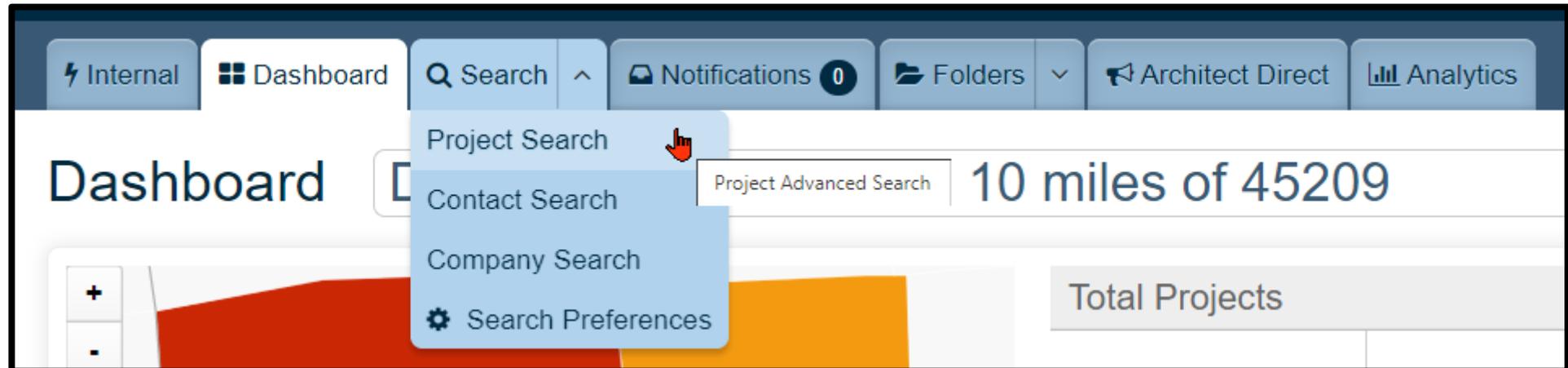
Project Value

\$0 to \$100+ Million



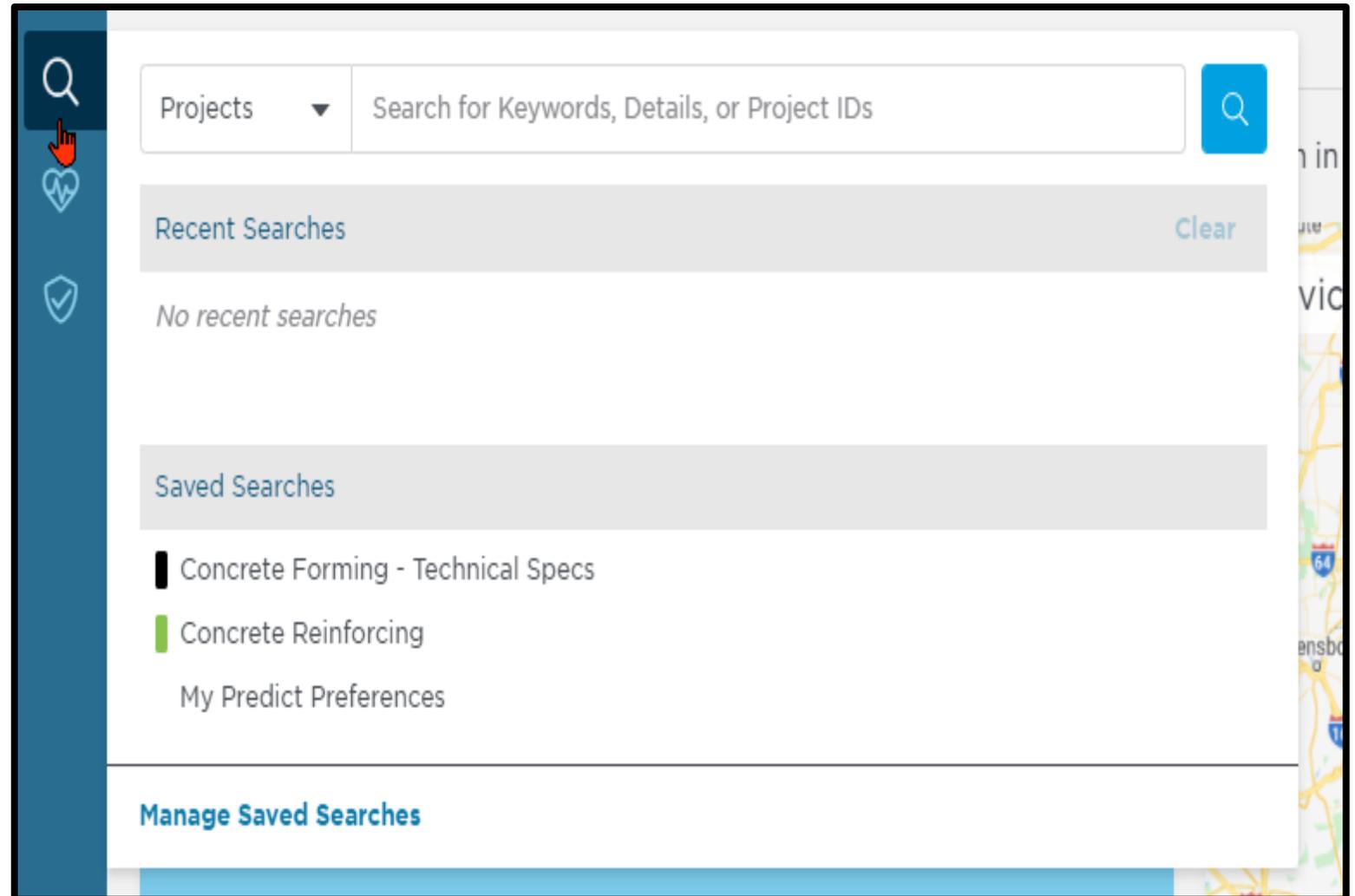
- **How to Find and Run your Saved Searches**

- In your previous platform, you could access your Saved Searches in 2 ways:
 - Click on your search from your Dashboard or
 - Use the Search Tab drop down

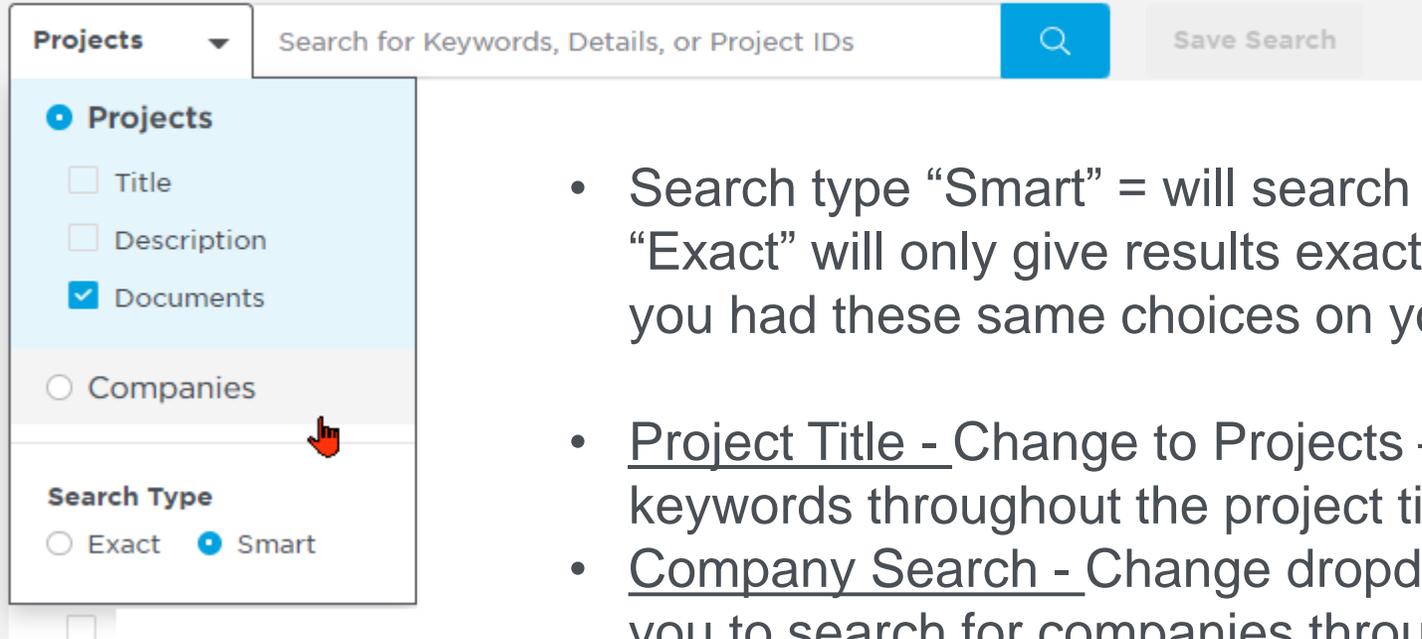


- **How to Find and Run your Saved Searches**

- To access your Saved Searches in your new ConstructConnect platform, move your cursor down the Left Blue Bar and hover over the “Magnifying Glass” symbol.



Find Opportunities



Projects ▾ Search for Keywords, Details, or Project IDs 🔍 Save Search

- Projects
 - Title
 - Description
 - Documents
- Companies

Search Type

- Exact
- Smart

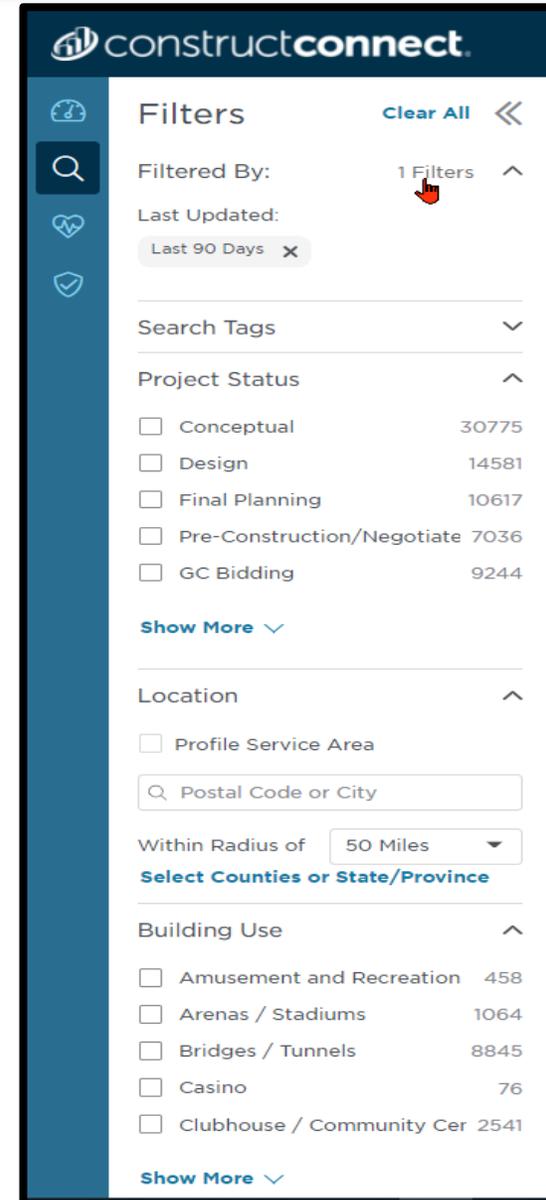
- Search type “Smart” = will search for variations of your words while “Exact” will only give results exactly as you typed it. You may remember you had these same choices on your previous platform.
- Project Title - Change to Projects – Title – This will look for the keywords throughout the project title.
- Company Search - Change dropdown to Companies – This will allow you to search for companies throughout your subscription region or companies listed on projects throughout your subscription region.
Enter company name or
Leave blank and use filters for a list of companies.

- Filter Search

- Searches can also be done by selecting any filters you'd like from the menu on the left side that would be relevant to projects you want to see in your results.

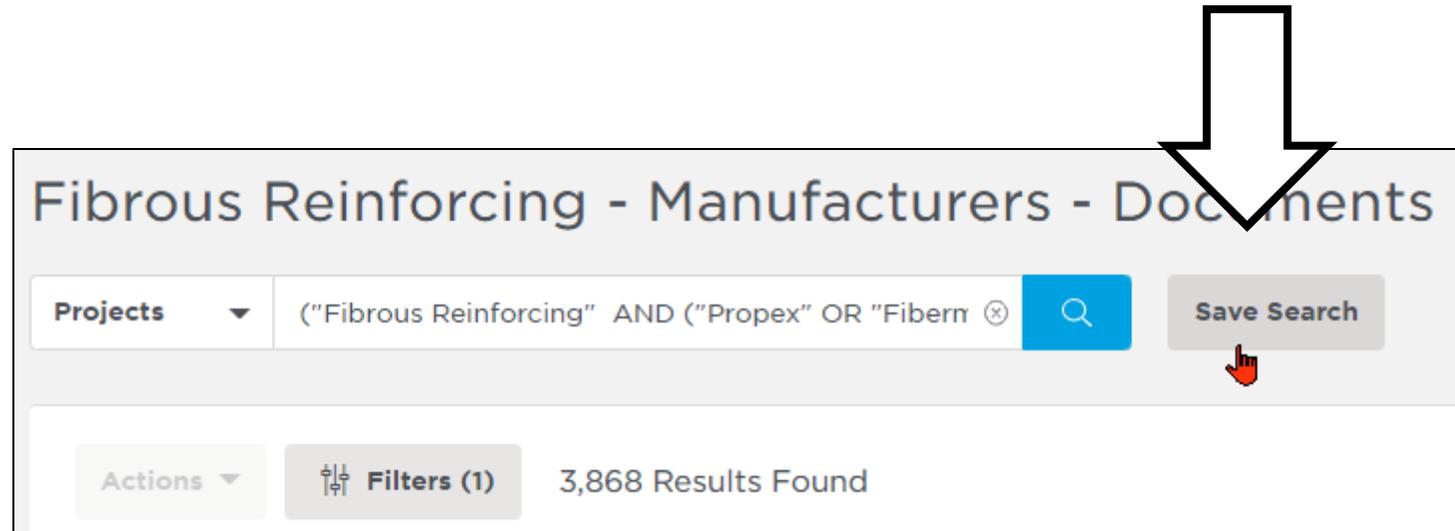
- ***Pro Tip***

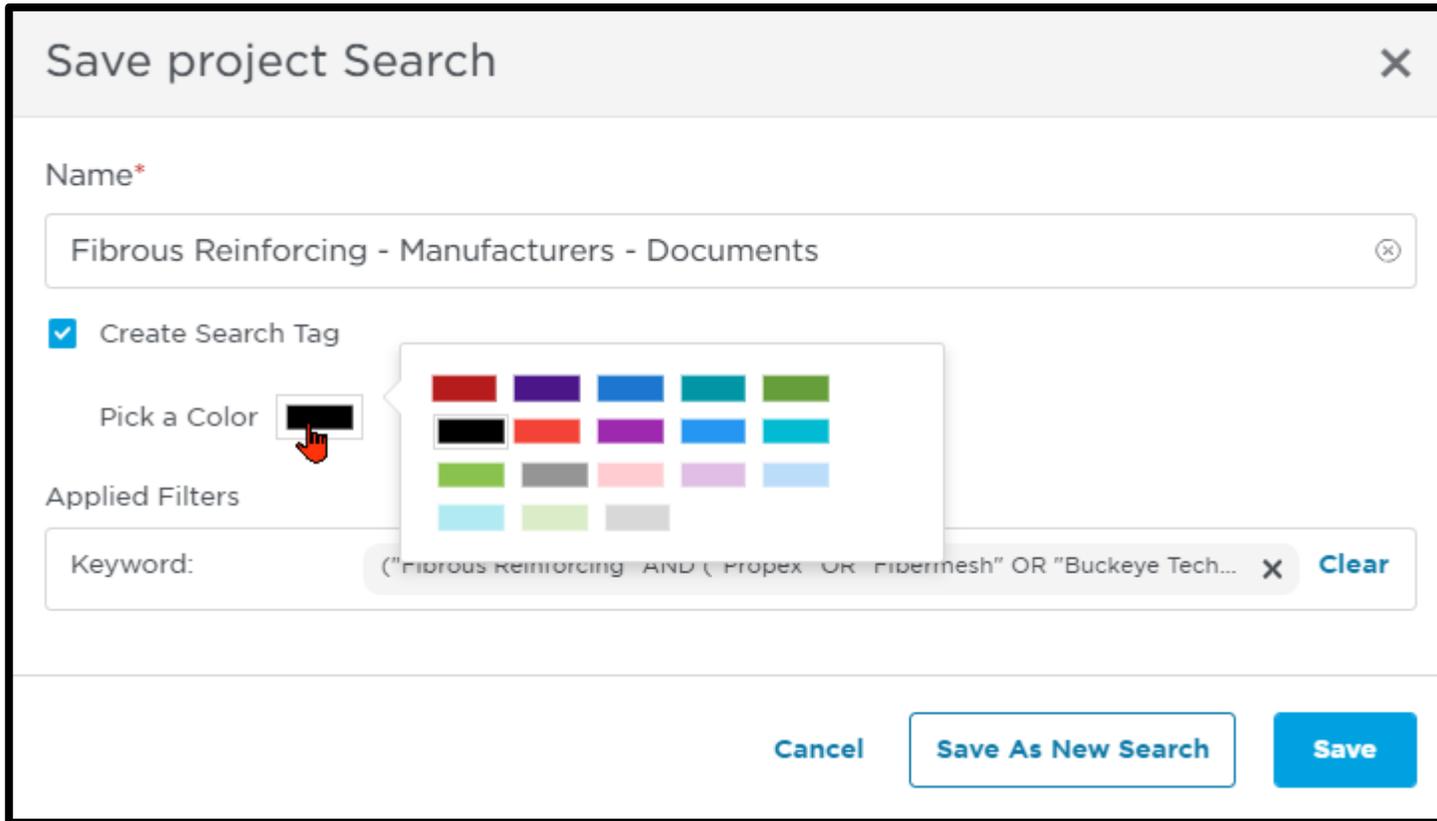
- You do not have to pick an option for each filter. If you leave a filter blank, you will just get results from every option within that filter.



- **Save a Search**

- You can save the search by selecting Save Searches to the right of the Search bar.





Save project Search

Name*

Fibrous Reinforcing - Manufacturers - Documents

Create Search Tag

Pick a Color

Applied Filters

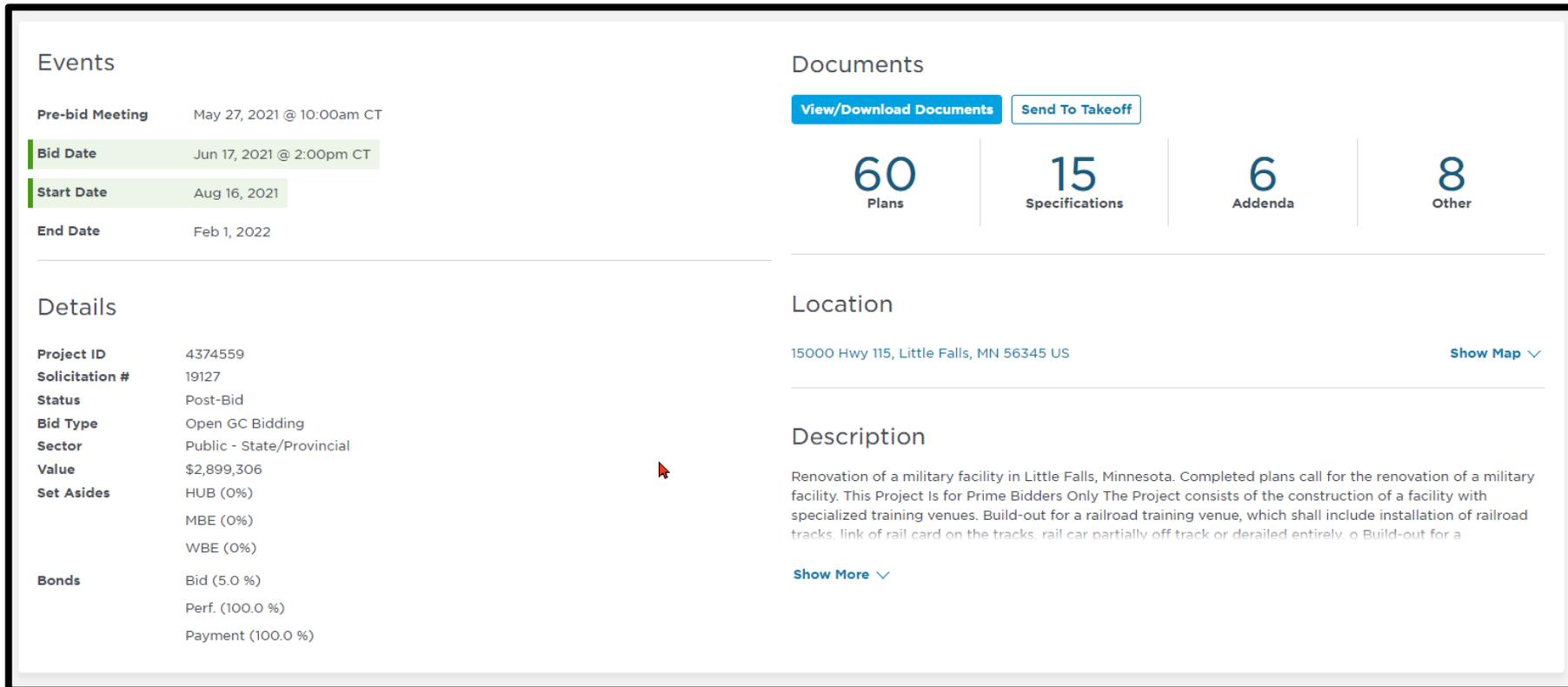
Keyword: ("Fibrous Reinforcing" AND ("Propex" OR "Fibermesh" OR "Buckeye Tech...") Clear

Cancel Save As New Search Save

When you save a project search you can:

- Name each of your searches
- Give that search a search tag
- Save as a New Search or
- Save your updates

Instead of tabs across the top of a project, information is clearly and concisely presented

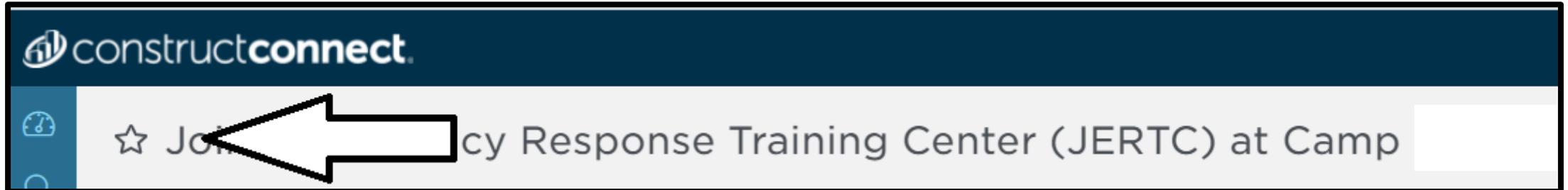


The screenshot displays a project intelligence dashboard with the following sections:

- Events:**
 - Pre-bid Meeting: May 27, 2021 @ 10:00am CT
 - Bid Date:** Jun 17, 2021 @ 2:00pm CT
 - Start Date:** Aug 16, 2021
 - End Date: Feb 1, 2022
- Documents:**
 - Buttons: View/Download Documents, Send To Takeoff
 - 60 Plans
 - 15 Specifications
 - 6 Addenda
 - 8 Other
- Details:**
 - Project ID: 4374559
 - Solicitation #: 19127
 - Status: Post-Bid
 - Bid Type: Open GC Bidding
 - Sector: Public - State/Provincial
 - Value: \$2,899,306
 - Set Asides: HUB (0%), MBE (0%), WBE (0%)
 - Bonds: Bid (5.0%), Perf. (100.0%), Payment (100.0%)
- Location:** 15000 Hwy 115, Little Falls, MN 56345 US [Show Map](#)
- Description:** Renovation of a military facility in Little Falls, Minnesota. Completed plans call for the renovation of a military facility. This Project is for Prime Bidders Only. The Project consists of the construction of a facility with specialized training venues. Build-out for a railroad training venue, which shall include installation of railroad tracks. link of rail card on the tracks. rail car partially off track or derailed entirely. o Build-out for a [Show More](#)

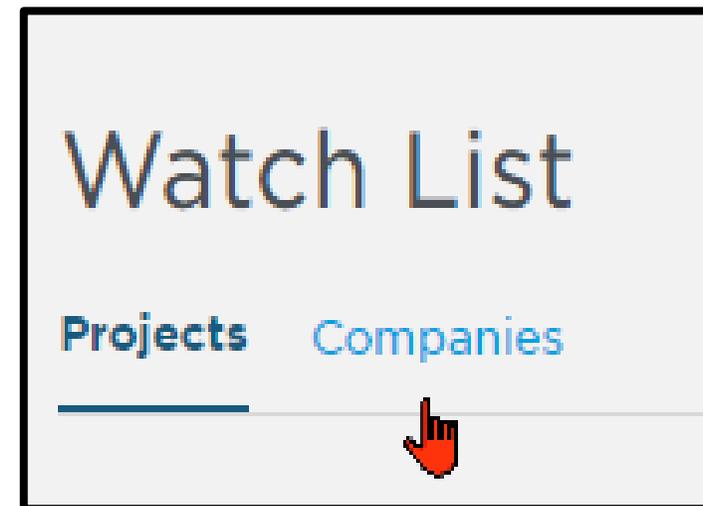
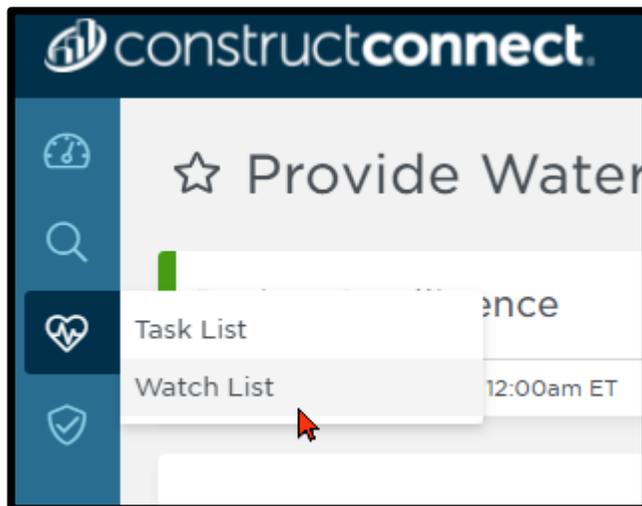
- **Watch icon**

- In the top left of the project, you'll notice the star. When you select the star, that project will be added to your Watch List. You'll now be notified of any changes to those projects.



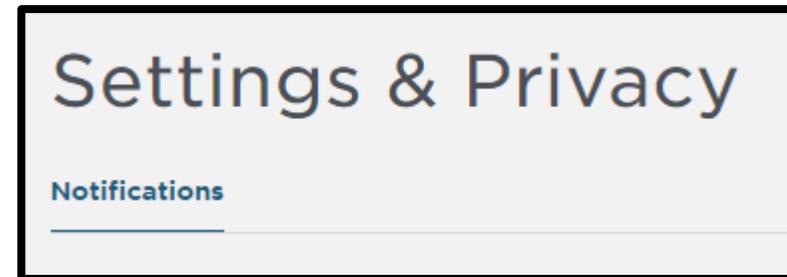
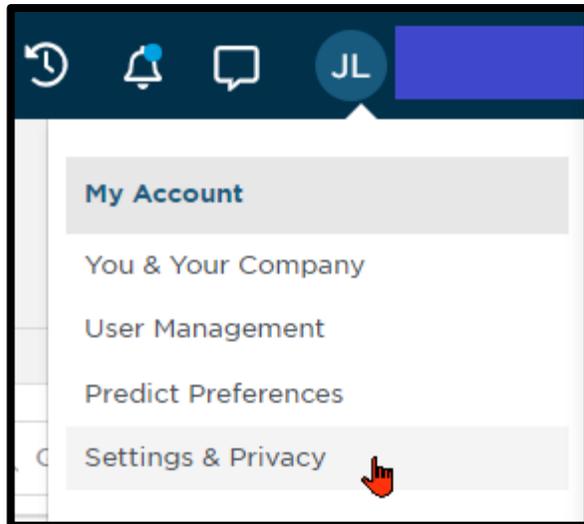
- **Watch List**

- You can find all projects you're watching by selecting the heartbeat icon and watch list. On your previous platform you had the availability to select what folders you would like to place projects in. Now all your projects and companies you're watching will be found in one central location



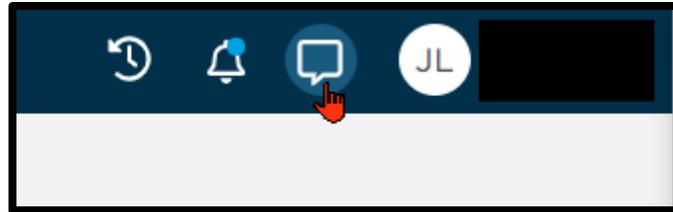
- **Setting and Privacy**

- Here you can decide how you'd like to receive each type of notification.
- Pro Tip* Watching Projects will allow you to be notified of when a contractor has been selected for that project



- **Live Chat**

- You can click on the live chat Speech Bubble in the top right-hand corner for Customer Support.



- Training

- Select Training from the drop down under your name to be taken to our [Training Resource Page.](#)

Questions?
800-364-2059
training@constructconnect.com

