



ConstructConnect Project Intelligence

Working with Search Tags



Quick Start Guide Contents

- What is a Search Tag? And how does it help you?
- Tips and tricks on managing your searches.
- How to set up and save searches.
- How to “layer” search tags with your other saved searches.

Defining Search Tags

- Search tags are color markers that appear on a project that indicates this project matches multiple criteria you're looking for based on other search tags created

☆

Amazon Glycol Treatment Plant - BP7C

...

Match

6/7

Invitation to Bid

N/A

Project Budget

\$10,000,0...

Location

Erlanger, KY

Status

GC Bidding

Bid Date

Apr 3, 20...

Start Date

May 17, 20...

Documents

Sent to Scan

Last Updated

Mar 28, 2020

Search Tags

☆

● Arlington/Upr Lewisbrg-Salem - Intersection

...

Match

6/7

Invitation to Bid

N/A

Project Budget

\$133,000

Location

Brookville, OH

Status

GC Bidding

Bid Date

Apr 9, 20...

Start Date

May 10, 2...

Documents

Drawings & Specs Available

Last Updated

Mar 30, 2020

Search Tags

Search Tag Facts

- You get 5 search tags with each paid user with your subscription
- Tags are a way to run multiple **targeted** searches at one time
- The Daily Project Email will include a notification when **a** new project that meets the criteria for a saved search with a tag is identified
- Your results can have multiple search tags identified depending on the criteria created
- You can only use search tags on saved searches that yield 5000 or less results
- Search Tag Benefits:
 - Quickly find the information most important to you
 - Save time searching and finding good results

Setting up a new Search

To set up a search tag, you have to first, set up a search. There are 2 ways to set up a search:

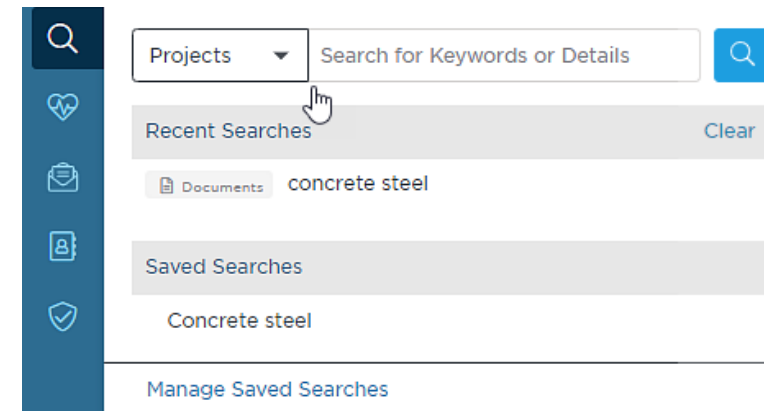
Option #1 – Use the search flyout from the navigation bar on the left to set up a new search.

How you get there

- Log in to ConstructConnect Project Intelligence first
- From the left side-bar menu on any page, hover over the magnifying glass icon to display the menu:

You can search for...

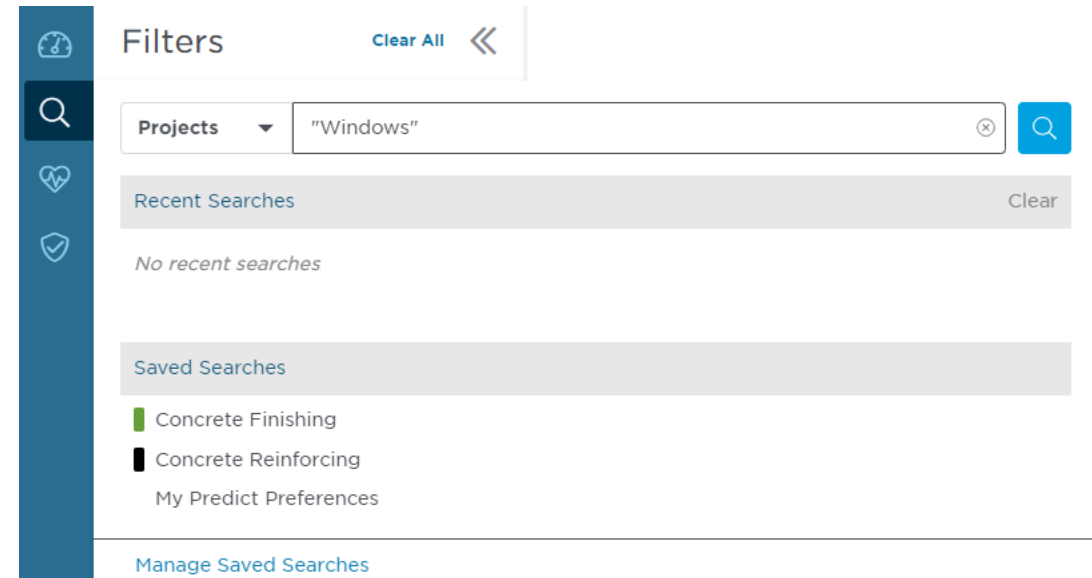
- Projects
- Project documents
- Project titles
- Description
- Companies
- Recent searches
- Saved searches
- Saved Search management



Setting up a new Search

Use the menu

- Use the search bar to find keywords or details in a new search and in your recent and saved searches.
- Click **Projects** to open the project and company search menu. In the menu, you can
 - Click to switch between projects and companies.
 - Click **Projects** to select **Title**, **Description**, **Details** and **Documents**.
 - Click to select an **Exact** and **Smart** search.
- Click in the *Recent Searches* to select one of your recent searches.
- Click **Managed Saved Searches** to edit your saved searches.



The screenshot displays the ConstructConnect search interface. On the left is a dark blue sidebar with icons for a clock, search, heart, and shield. The main content area has a 'Filters' section with a 'Clear All' link and a double-left arrow. Below this is a search bar with a dropdown menu set to 'Projects' and a text input containing '"Windows"'. To the right of the input is a blue search button with a magnifying glass icon. Below the search bar is a 'Recent Searches' section with a 'Clear' link and the text 'No recent searches'. Further down is a 'Saved Searches' section listing three items: 'Concrete Finishing' (with a green square icon), 'Concrete Reinforcing' (with a black square icon), and 'My Predict Preferences'. At the bottom of the interface is a link that says 'Manage Saved Searches'.

Setting up a new Search

Option #2 – You can also set up a new search by clicking on the magnifying glass.

How you get there

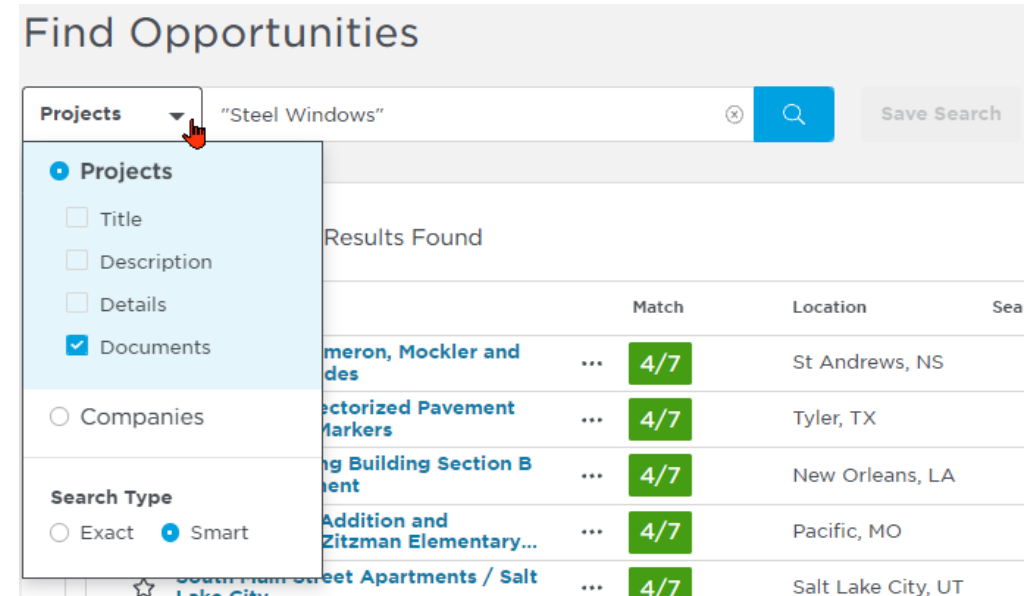
After opening the *Find Opportunities* page, click **Projects** to show the search menu:

You can search for...

- Projects
- Project titles
- Project Description
- Project Details
- Project Documents
- Companies

How you use the menu

- Next to the search bar, click **Projects**.
- Click the to switch between projects and companies.
- Click **Projects** to select **Title**, **Description** and **Documents**.
- Click to select between **Exact** and **Smart** searching. (what is the difference here?)



The screenshot shows the 'Find Opportunities' page. At the top, there is a search bar with the text 'Steel Windows' and a magnifying glass icon. To the left of the search bar is a dropdown menu labeled 'Projects'. A red hand cursor is pointing at the 'Projects' dropdown. Below the dropdown, a search menu is open, showing options: 'Projects' (selected with a blue dot), 'Title' (checkbox), 'Description' (checkbox), 'Details' (checkbox), 'Documents' (checkbox with a blue checkmark), and 'Companies' (radio button). Below the search menu, there is a 'Search Type' section with 'Exact' (radio button) and 'Smart' (radio button with a blue dot). To the right of the search menu, a table titled 'Results Found' is visible. The table has columns: 'Match', 'Location', and 'Sea'. The table contains five rows of results, each with a project name, a match score of 4/7, and a location.

	Match	Location	Sea
meron, Mockler and des	4/7	St Andrews, NS	
ectorized Pavement Markers	4/7	Tyler, TX	
ing Building Section B ent	4/7	New Orleans, LA	
Addition and Zitzman Elementary...	4/7	Pacific, MO	
South Main Street Apartments / Salt Lake City	4/7	Salt Lake City, UT	

Creating & Saving a Search with a Search Tag

Set up a search that you would want to save and receive future updates on.

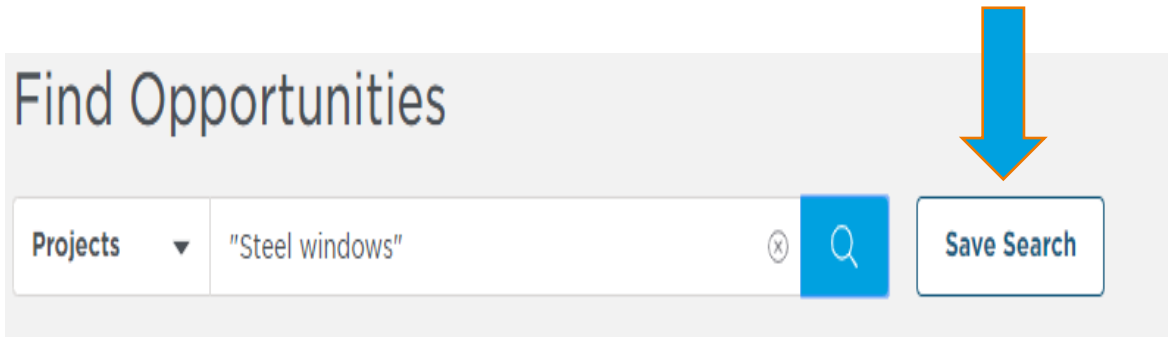
For example--- Steel Windows

- 1. Go to the magnifying glass in the Navigation bar to the left of your screen*
- 2. Insert your key word (with quotation marks) ie. "Steel Windows"*
- 3. Then click on the blue magnifying glass to run your search and apply filters as needed*
- 4. Use the 'Save Search' icon in the top center of the screen to save your search*
- 5. After giving your search a name, you can then 'Create the Search Tag' by checking the box under the search name*
- 6. Save your newly created search with search tag and you are all set!*

Saving a Search

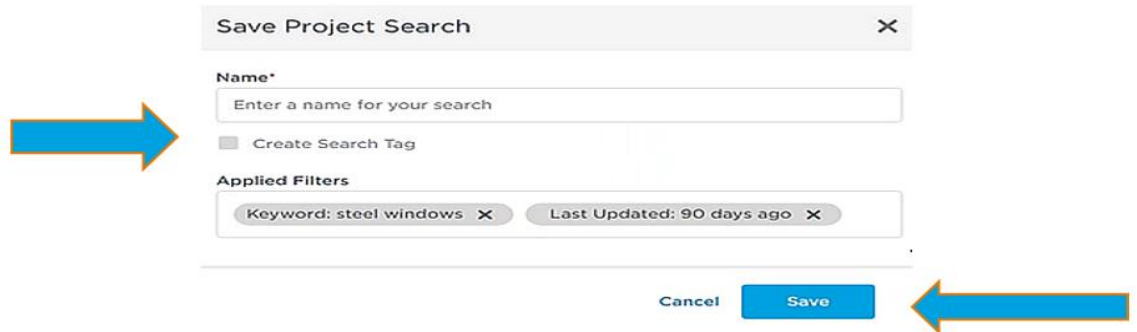
Next, click the **Save Search** button.

In the *Save Search* menu, enter the name for the search.



The image shows a search interface titled "Find Opportunities". It features a dropdown menu set to "Projects", a search input field containing the text "Steel windows", a magnifying glass icon, and a blue "Save Search" button. A large blue arrow points down from the "Save Search" button in this interface to the "Save Project Search" dialog box in the next image.

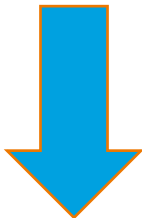
Finally: The **Save Project Search** menu is displayed (be sure to Create your Search Tag):









The image shows a "Save Project Search" dialog box. It has a close button (X) in the top right corner. Below the title bar, there is a "Name*" field with the placeholder text "Enter a name for your search". Below that is a checkbox labeled "Create Search Tag". Under the "Applied Filters" section, there are two filter tags: "Keyword: steel windows" and "Last Updated: 90 days ago", both with close buttons (X). At the bottom of the dialog, there are "Cancel" and "Save" buttons. A blue arrow points from the "Save Search" button in the previous image to the "Save" button in this dialog.

Search Tags Benefits

- Use them as a visual queue for the presence of a keyword in a project
- Use them to run multiple searches at the same time. (also called ‘layering searches’)



<input type="checkbox"/>		The Banks Bid Package No.6 Garage Signage and Security									...
		Match	Invitation to Bid	Project Budget	Location	Status	Bid Date	Start Date	Documents	Last Updated	Search Tags
		7/7	N/A	\$8,834,064	Cincinnati, OH	Sub-Bidding	Mar 18, 20...	May 18, 20...	Drawings & Specs Available	Mar 12, 2020	 
<input type="checkbox"/>		Correct Med Unit Patient Privacy Issues - 6th Floor 539-330									...
		Match	Invitation to Bid	Project Budget	Location	Status	Bid Date	Start Date	Documents	Last Updated	Search Tags
		6/7	N/A	\$10,000,0...	Cincinnati, OH	GC Bidding	Mar 31, 20...	May 31, 20...	Drawings & Specs Available	Mar 12, 2020	 

Search Tags Benefits

Get notified of new projects each morning in your Daily Project Update email.

ALL RECENTLY AWARDED EPOXY FLOORING IN PLANS/DIV 9 1 Projects

New Academic Building and Site Renovations - Bi...

Bid: Thu, Feb 13, 2020

Status: Award

CA

Lemoore,

DAVE'S SELF STORAGE/CLEAR SPAN METAL IN DOCUMENTS 1 Projects

U-Haul Self Storage Facility / South Springfield

Bid: Wed, Apr 1, 2020

Status: GC Bidding

IL

Springfield,

Additional Tips and Tricks

Add Search Tags to your toolbox to help you:

- Find projects based on keywords and keyword strings.
- Layer searches to find the best projects for your needs.
- Get updates on projects that match your Search Tags each morning.



Got Questions?

- Reach out to your Customer Success Manager
- Project Questions: contentcase@constructconnect.com
- Contact training: Training@constructconnect.com
- Ask support: customercare@constructconnect.com

BEFORE YOU BUILD.

