ConstructConnect Project Intelligence

Working with Search Tags

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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

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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

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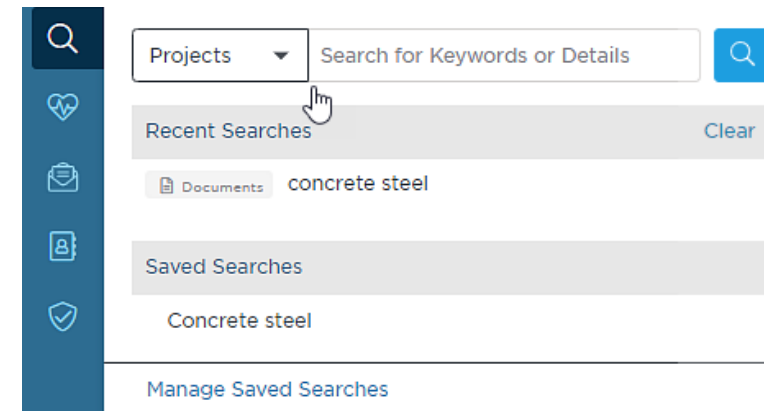
Option #1 – Use the search flyout from the navigation bar on the left to set up a new search.

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:
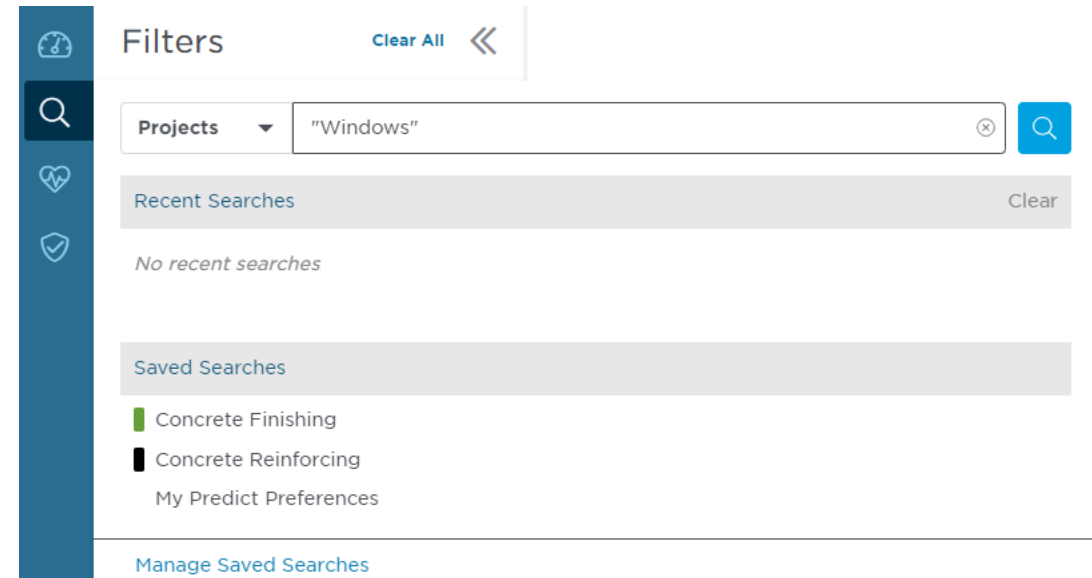
You can search for...

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

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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.

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Setting up a new Search

Option #2 – You can also set up a new search by clicking on the magnifying glass.
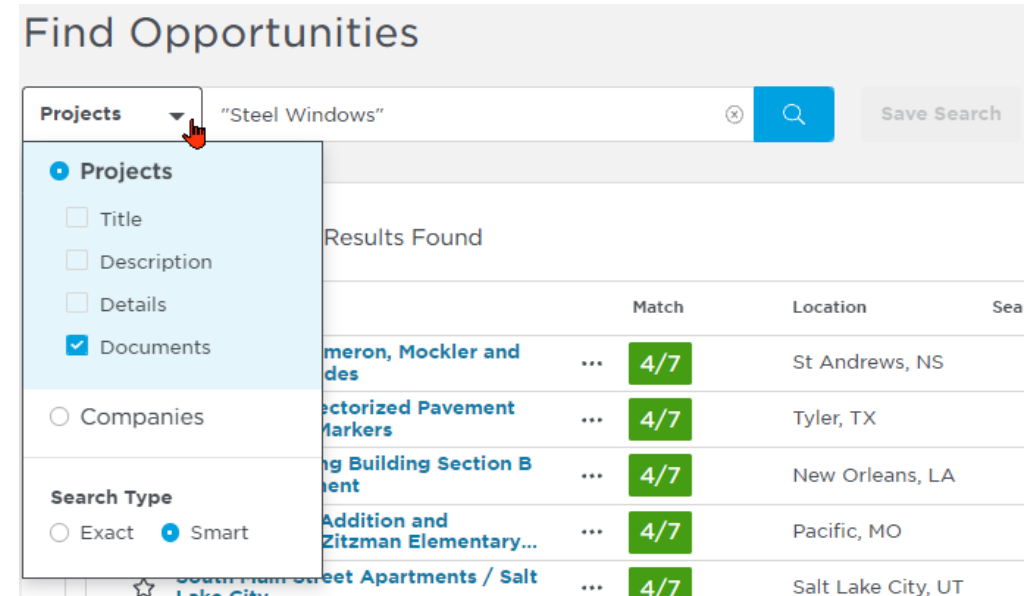
How you get there
After opening the *Find Opportunities* page, click **Projects** to show the search menu:

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?)

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Creating & Saving a Search with a Search Tag

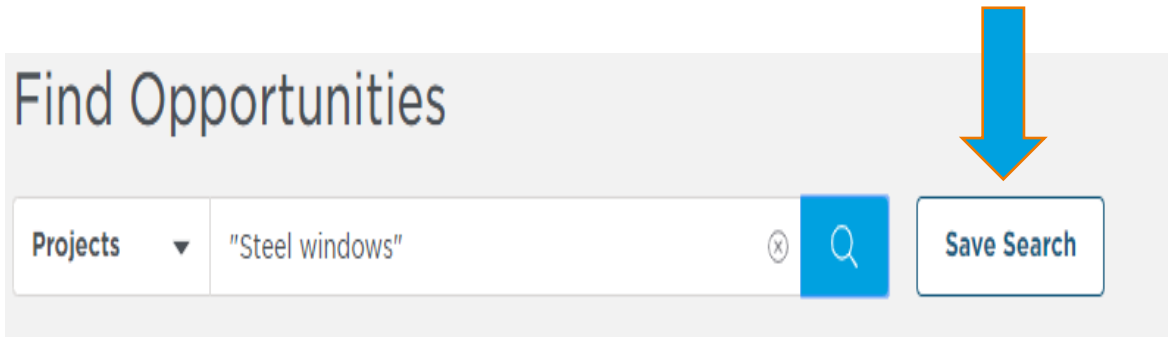*Set* up a search that you would want to save and receive future updates on.
For example--- Steel Windows

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*
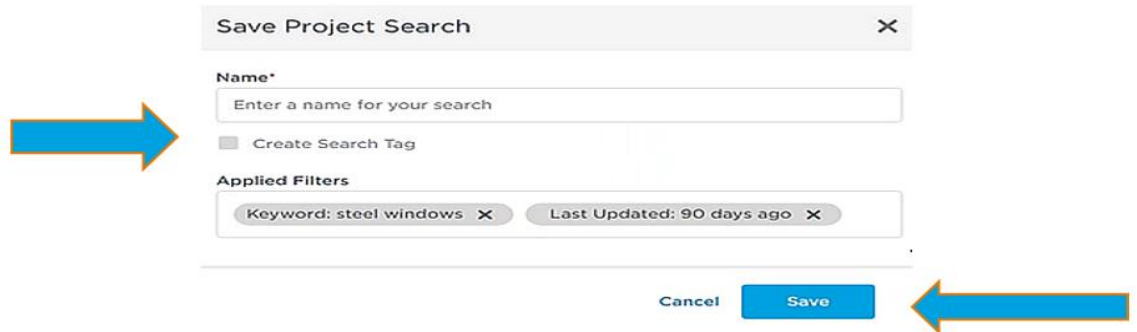6. *Save your newly created search with search tag and you are all set!*

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Saving a Search

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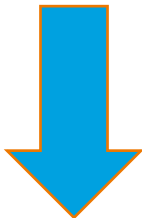In the *Save Search* menu, enter the name for the search.

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

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')

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

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

Lemoore, CA

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

Springfield, IL

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

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