

ConstructConnect

**Searching for Projects
including
Creating saved searches**

| Searching for Projects

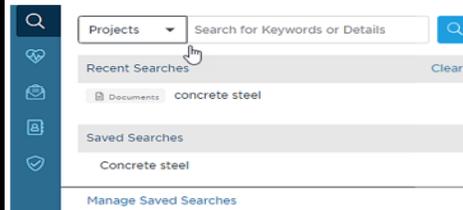
In this training aid, you will learn:

- You can search for projects and companies using keywords and phrases that you want to find in project listings, project documents, company listings and associated contacts.
- You can create, save and run a new search.
- You can also add search tags, as well as rename and edit any of your saved searches.

Searching for Projects

How you get there

From the left side-bar menu on any page, hover over the spyglass icon to display the menu:



You can search for...

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

Searching for Projects

How you use the menu

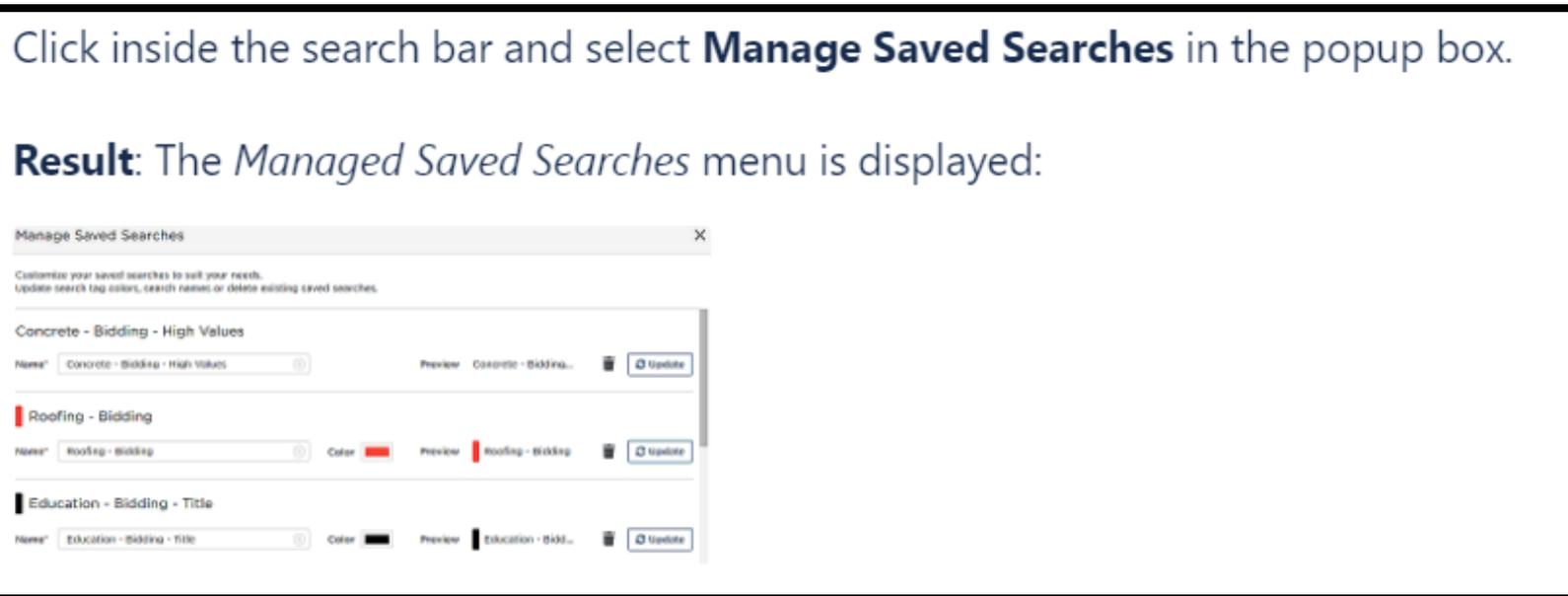
- Use the search bar to find keywords or details in a new search and in your recent and saved searches.
- Click **Projects** to open the project and company search menu. In the menu, you can
 - Click to switch between projects and companies.
 - Click **Projects** to select **Title** and **Documents**.
 - 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.

Searching for Projects

- The *Managed Saved Searches* menu lets you rename and delete your searches, as well as change the color of a tagged search.
- To use the Managed Searches menu:

Click inside the search bar and select **Manage Saved Searches** in the popup box.

Result: The *Managed Saved Searches* menu is displayed:



Searching for Projects

The line for each search contains options for editing the search name and the tag color for tagged searches. You can also delete a search by clicking the trashcan icon.

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To edit the search name,

- make any changes in the name box. Click **Update** to see the edited name in the *Preview* section.

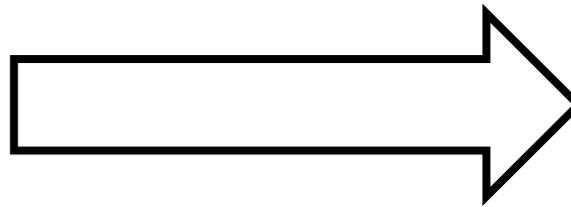
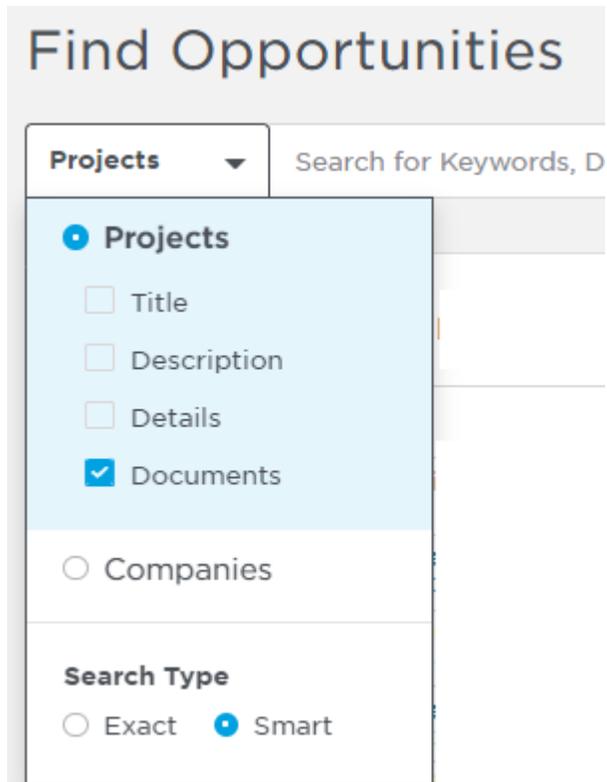
To change the search tag color,

- click on the tag color and select the new color from the palate. Click **Update** to see the edited color in the *Preview* section.

Click **Close Window** when you are finished. Your changes are automatically saved.

Searching for Projects

At the top of the *Find Opportunities* page, click **Projects** to show the search menu:

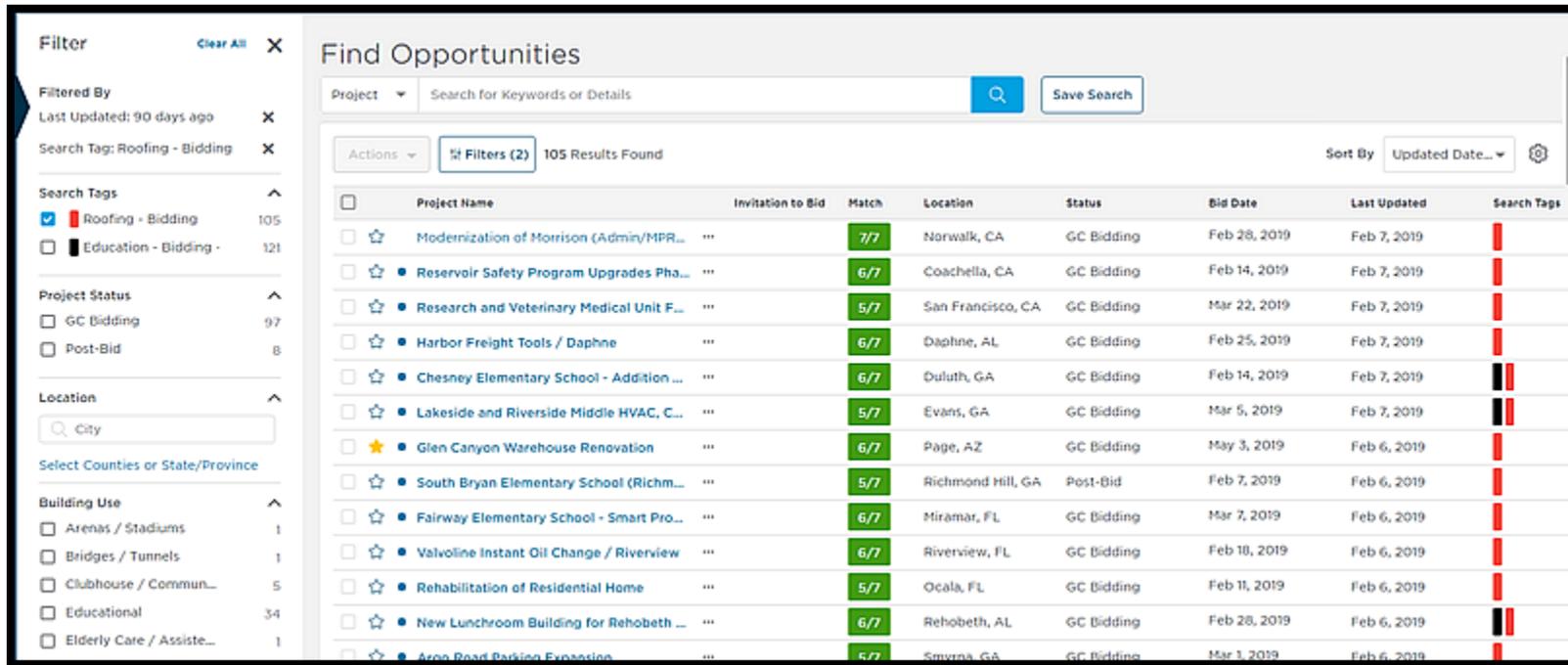


You can search for...

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

Searching for Projects

Once you perform a search, the Find Opportunities screen displays the results of your search.



The screenshot displays the 'Find Opportunities' interface. On the left, a 'Filter' sidebar shows 'Filtered By' (Last Updated: 90 days ago, Search Tag: Roofing - Bidding) and 'Search Tags' (Roofing - Bidding: 105, Education - Bidding: 121). Below are sections for 'Project Status' (GC Bidding: 97, Post-Bid: 8), 'Location' (City search), and 'Building Use' (Arenas / Stadiums: 1, Bridges / Tunnels: 1, Clubhouse / Commun...: 5, Educational: 34, Elderly Care / Assiste...: 1). The main area shows '105 Results Found' sorted by 'Updated Date...'. The table below lists project details:

Project Name	Invitation to Bid	Match	Location	Status	Bid Date	Last Updated	Search Tags
Modernization of Morrison (Admin/MPR...	...	7/7	Norwalk, CA	GC Bidding	Feb 28, 2019	Feb 7, 2019	
Reservoir Safety Program Upgrades Pha...	...	6/7	Coachella, CA	GC Bidding	Feb 14, 2019	Feb 7, 2019	
Research and Veterinary Medical Unit F...	...	5/7	San Francisco, CA	GC Bidding	Mar 22, 2019	Feb 7, 2019	
Harbor Freight Tools / Daphne	...	6/7	Daphne, AL	GC Bidding	Feb 25, 2019	Feb 7, 2019	
Chesney Elementary School - Addition	6/7	Duluth, GA	GC Bidding	Feb 14, 2019	Feb 7, 2019	
Lakeside and Riverside Middle HVAC, C...	...	5/7	Evans, GA	GC Bidding	Mar 5, 2019	Feb 7, 2019	
Glen Canyon Warehouse Renovation	...	6/7	Page, AZ	GC Bidding	May 3, 2019	Feb 6, 2019	
South Bryan Elementary School (Richm...	...	5/7	Richmond Hill, GA	Post-Bid	Feb 7, 2019	Feb 6, 2019	
Fairway Elementary School - Smart Pro...	...	6/7	Miramar, FL	GC Bidding	Mar 7, 2019	Feb 6, 2019	
Valvoline Instant Oil Change / Riverview	...	6/7	Riverview, FL	GC Bidding	Feb 18, 2019	Feb 6, 2019	
Rehabilitation of Residential Home	...	5/7	Ocala, FL	GC Bidding	Feb 11, 2019	Feb 6, 2019	
New Lunchroom Building for Rehobeth	6/7	Rehobeth, AL	GC Bidding	Feb 28, 2019	Feb 6, 2019	
Arno Road Parking Expansion	...	5/7	Smarna, GA	GC Bidding	Mar 1, 2019	Feb 6, 2019	

Searching for Projects

- The search results page contains information about the project and company listings returned in the search. You can perform a range of tasks with the listings on the page.

<input type="checkbox"/>	Company Name
<input type="checkbox"/> ★ ●	Zach McGhee & Associates
<input type="checkbox"/> ★	Zach Building Company
<input type="checkbox"/> ★ ●	Wyatt Johnson Volkswagen
<input type="checkbox"/> ★ ●	Wrightson Johnson Haddor

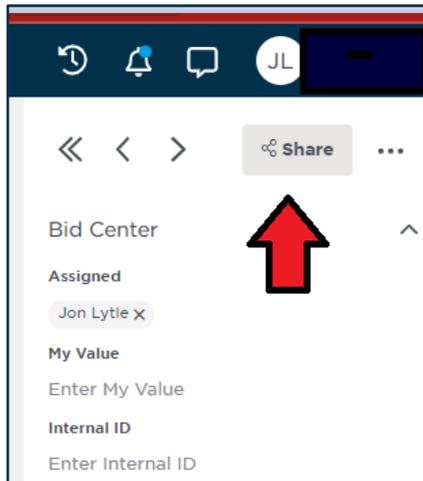
A gold star indicates that the listing is in your *Watch List*.

- You can add and remove a listing from your *Watch List* by clicking the star.

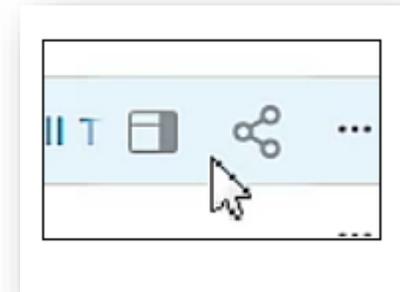
A blue dot indicates that the listing is new and has not been viewed in your account.

Searching for Projects

- You can share projects with any email address, 2 different ways:



- Click the 'Share' icon in the upper right corner of the Project Details page.

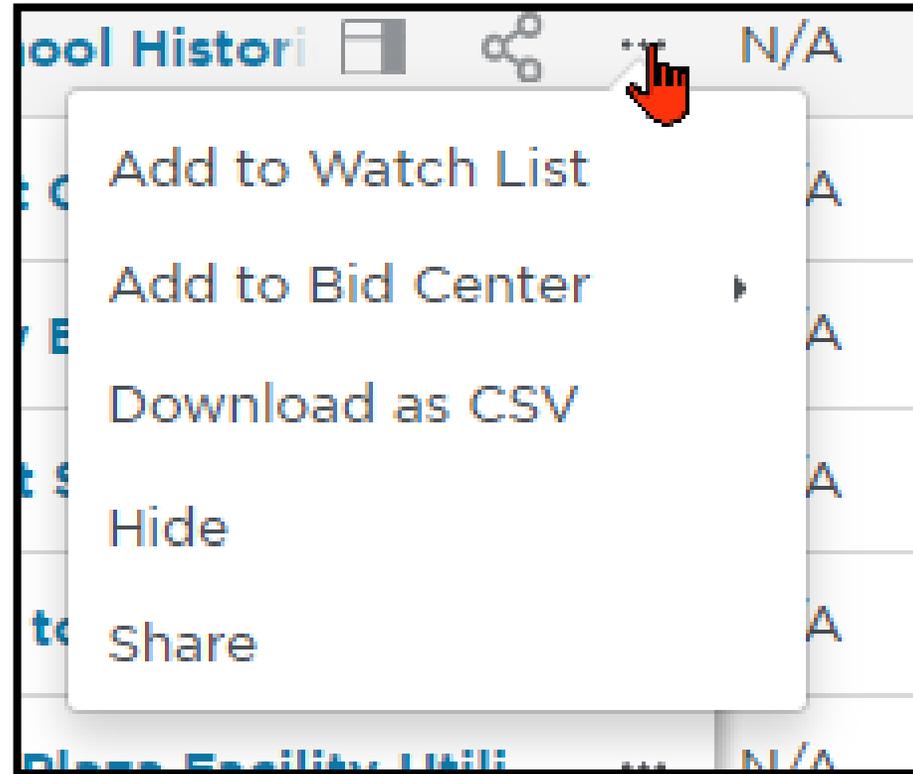


- Hover over the project's line and click the network icon to display the *Share* menu.

Searching for Projects

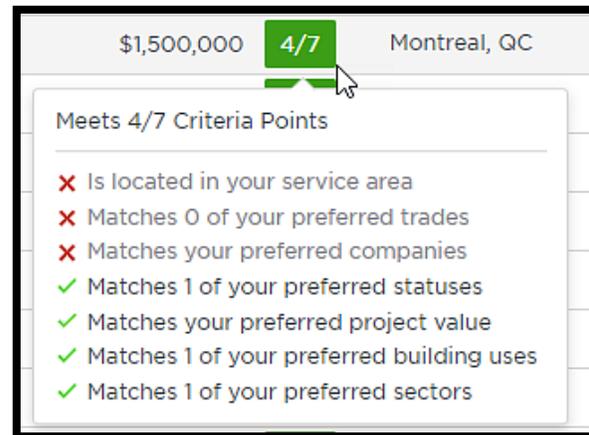
Searching for Projects

- The 3-dot ellipsis next to the Project Name allows you to:
- Add to Watch list
- Add to Bid Center
- Download as CSV
- Hide
- Share



Searching for Projects

The *Match* score indicates how well a project meets your criteria points for projects. The *Match Score* appears on the line for each project and is shown as number of points compared to the total number of points, always seven (7) for paid subscriptions. Hovering over the score displays the name and breakdown for each criteria point.



Tip: If you are not getting high scores, consider updating your predict preferences.

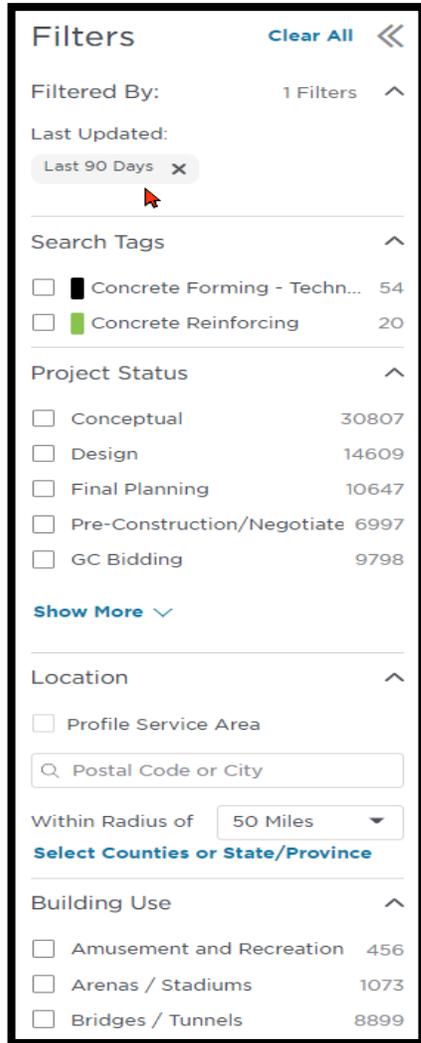
Searching for Projects

Setting the sort order

- You can set the sort order for your results using a variety of options. The list refreshes each time you apply an option.
- To access this menu,
- Click the down arrow next to *Sort By* at the top right of the page.

Option	Description
<i>Name A to Z</i>	Sorts either the project title or the company name in ascending alphabetic order.
<i>Name Z to A</i>	Sorts either the project title or the company name in descending alphabetic order.
<i>Location A to Z</i>	Companies only, sorts the company list in ascending alpha order.
<i>Location Z to A</i>	Companies only, sorts the company list in descending alpha order.
<i>Updated Date (Newest)</i>	Projects only, the newest projects sort to the top of the list.
<i>Updated Date (Oldest)</i>	Projects only, the oldest projects sort to the top of the list.
<i>Project Count Asc</i>	Companies only, companies with the most projects sort to the top of the list.
<i>Project Count Desc</i>	Companies only, companies with the fewest projects sort to the top of the list.
<i>Bid Date (Nearest)</i>	The projects with the earliest bid dates sort to the top of the list.
<i>Bid Date (Farthest)</i>	The projects with the most distant bid dates sort to the top of the list.
<i>Start Date (Nearest)</i>	The projects with the earliest start dates sort to the top of the list.
<i>Start Date (Farthest)</i>	The projects with the most distant bid dates sort to the top of the list.
<i>Project Value (Highest)</i>	The projects with the highest value sort to the top of the list.
<i>Project Value (Lowest)</i>	The projects with the lowest value sort to the top of the list.
<i>Match Score (Highest)</i>	The projects with the highest <i>Match Score</i> sort to the top of the list.
<i>Match Score (Lowest)</i>	The projects with the lowest <i>Match Score</i> sort to the top of the list.

Searching for Projects



The screenshot shows a 'Filters' sidebar menu. At the top, it says 'Filters' with a 'Clear All' button and a back arrow. Below that, it indicates 'Filtered By: 1 Filters' with an upward arrow. The 'Last Updated:' section has a filter for 'Last 90 Days' with a close button. The 'Search Tags' section lists 'Concrete Forming - Techn...' (54) and 'Concrete Reinforcing' (20). The 'Project Status' section lists 'Conceptual' (30807), 'Design' (14609), 'Final Planning' (10647), 'Pre-Construction/Negotiate' (6997), and 'GC Bidding' (9798). A 'Show More' button is present. The 'Location' section includes a search box for 'Postal Code or City' and a 'Within Radius of' dropdown set to '50 Miles', with a link to 'Select Counties or State/Province'. The 'Building Use' section lists 'Amusement and Recreation' (456), 'Arenas / Stadiums' (1073), and 'Bridges / Tunnels' (8899).

- Using the *Filters* menu:
- You can use the options in the *Filters* menu at the left of the page to narrow your search results. Clicking on a filter name automatically applies the filter to the list.
- Click **Clear All** to reset the menu.

Searching for Projects

- The following table describes the available filtering options for your search results:

Option	Description						
<i>Filtered By</i>	Indicates the current filters applied to the list. Click the X next to a filter to remove the filter from the results.						
<i>Search Tags</i>	When present, indicates that the project or company listing is a match to the criteria of one of your tagged searches. For more information, see the section on search tags in the topic Working with search.						
<i>Role</i>	For companies only, select to filter by the role for the company.						
<i>Status</i>	The stage of the project, such as <i>Design</i> or <i>GC Bidding</i> .						
<i>Location</i>	<p>The physical address of the project or company. You can use the filter bar to enter a location or search for the location using a map.</p> <p>Choose from the following to use the filter.</p> <table border="1"><thead><tr><th>Option</th><th>Description</th></tr></thead><tbody><tr><td>Search box</td><td>Enter the city name in the box. For more precision, you can add the state name or state abbreviation.</td></tr><tr><td>click Select Counties or State/Province</td><td>Click to open the <i>Filter by State & County</i> menu. You can<ul style="list-style-type: none">enter states and counties by name in the boxuse the map to locate projects.</td></tr></tbody></table>	Option	Description	Search box	Enter the city name in the box. For more precision, you can add the state name or state abbreviation.	click Select Counties or State/Province	Click to open the <i>Filter by State & County</i> menu. You can <ul style="list-style-type: none">enter states and counties by name in the boxuse the map to locate projects.
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Searching for Projects

- More Filters....

<i>Building Use</i>	The building use of the project, such as <i>Casino</i> or <i>Educational</i> .
<i>Project Type</i>	The building type of the project, such as <i>Addition</i> or <i>Demolition</i> .
<i>Dates</i>	Click on the filter name to select from the following: <ul style="list-style-type: none">• <i>Last Updated</i> - The date range of the most recent significant update to the project listing.• <i>Start Date</i> - The date range for the expected start of work on the project.• <i>Bidding Events</i> - The date range of any bidding events for the project.
<i>Trades</i>	Enter the <i>CSI code</i> for the trade or click Browse All Trades and use the menu to locate trades. Click Apply to add the selected trades to the filter list.
<i>Sector</i>	The sector of the project construction, such as <i>Private</i> or <i>Public - City</i> .
<i>Value</i>	Use the slider to select the value range for the projects you want to find.
<i>Document Type</i>	Click Select Document Types to open the <i>Select Document Types</i> menu. In the menu, you can select to show the following: <ul style="list-style-type: none">• <i>Addenda</i>• <i>Plans</i>• <i>Specifications</i>• <i>Additional Documents</i> <p>Tip: Click the down arrow next to each type to see the full list of selections.</p>

Searching for Projects

- The following are the advanced filters you can apply to your search results.

<i>Contracting Method</i>	The contracting method for the project, such as <i>Bidding as Prime</i> or <i>Open GC Bidding</i> .
<i>Project Section</i>	The industry section for the project, such as <i>General Bidding</i> or <i>Water and Sewer</i> .
<i>Category</i>	<p>The category for the project, which can be <i>Construction</i> or <i>Service, Maintenance and Supply</i>.</p> <p>Note: Projects listed as service, maintenance and supply (SMS) are projects that include bids for construction materials or project materials (such as electronic equipment, furniture, and wiring). Also included is work for services or trades that are task specific, such as tree pruning, on-call, renewable, or as needed (such as snow removal). SMS bid opportunities typically call for ongoing services over time, rather than a single trade project (such as re-roofing). These services or supplies are construction related, typically performed by contractors who are also interested in construction project opportunities.</p>
<i>Stories</i>	The range of stories above grade.
<i>Stories Below Grade</i>	Select either Yes or No for stories below grade.
<i>Unit Types</i>	The unit types for projects you want to find, such as <i>Apartments</i> or <i>Beds</i> .
<i>Certifications</i>	Any required certifications, such as <i>Minority Business Enterprise</i> or <i>Small Business Enterprise</i> .

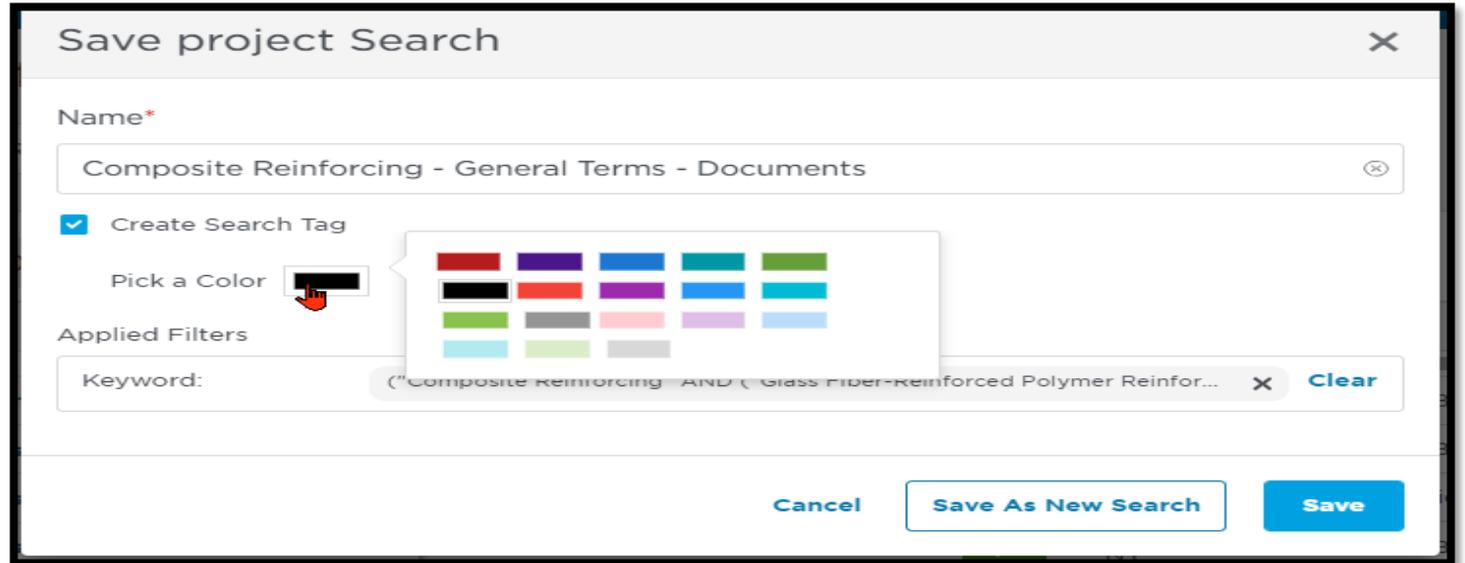
Searching for Projects

- After using Keywords and filters to get the search results you are looking for, ensure you save that search to keep using it.



Searching for Projects

- Name or Rename your search
- Create a Search Tag
- Give that tag a color
- Save as a new search
- Or Save changes on an existing search



Save project Search

Name*

Composite Reinforcing - General Terms - Documents

Create Search Tag

Pick a Color

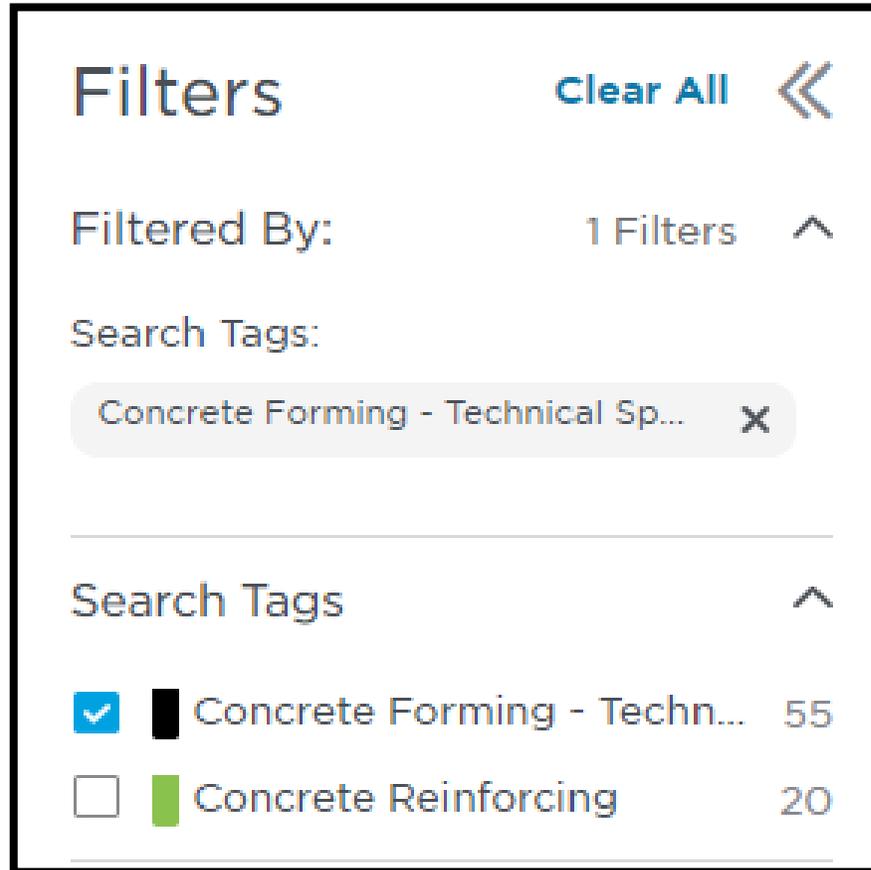
Applied Filters

Keyword: Composite Reinforcing - AND (Glass Fiber-Reinforced Polymer Reinfor... Clear

Cancel Save As New Search Save

Searching for Projects

- Your saved searches can be found at the top of the filter column



Filters [Clear All](#) <<

Filtered By: 1 Filters ^

Search Tags:

Concrete Forming - Technical Sp... X

Search Tags ^

<input checked="" type="checkbox"/>	Concrete Forming - Techn...	55
<input type="checkbox"/>	Concrete Reinforcing	20

| Searching for Projects

ConstructConnect can use your profile information to auto generate suggested searches that can return projects most closely aligning with your business.

For more information on Suggested Searches, please use this link to access our [Training Resource Center](#).



THANK YOU

BEFORE YOU BUILD.



Let's Connect:

