

New Lead Manager Feature How-To-Guide – April 2012 Bidding Intelligence – Companies

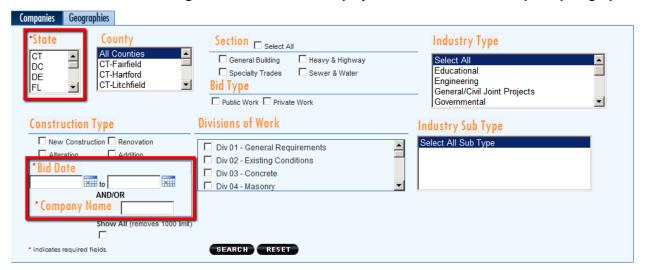
Lead Manager Toolbar:



This new Lead Manager feature was added to the toolbar under the Resource Center tab Home | Search | Track | Calendar | Address Book | Manage | Resource Center

NEW – Bidding Intelligence – Companies (BI-C)

- Go to the Resource Center tab on the Lead Manager toolbar
- Click on Bidding Intelligence on the Resource Center sub-menu dropdown
- The following BI-C search form is displayed below the BI-C description paragraph



NOTE: State & Bid Date AND/OR Company Name are required fields.

Historical data available back to 01/01/2009

BI-C searches can be further drilled-down by also selecting any one or combination of the following parameters. <u>HINT</u>: Hold "Ctrl" key on keyboard to make multiple selections.

- County/Counties
- Section
- Bid Type
- Construction Type
- Division(s) of Work
- Industry Type
- Industry Sub-Type

EXAMPLE: Search for all the companies which begin with ABC that bid on projects in Florida in 2011

COMPLETE BI-C SEARCH FORM:

Select State: FL

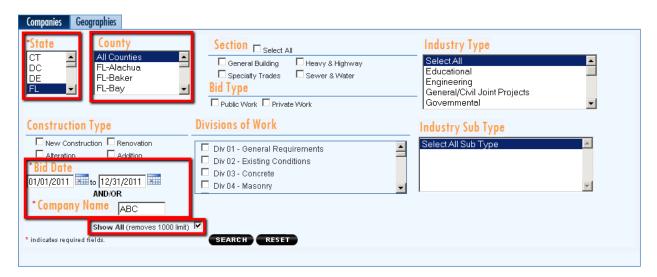
Select County: All Counties

Select/Enter Bid Date From: 01/01/2011
Select/Enter Bid Date To: 12/31/2011

Company Name: Enter ABC

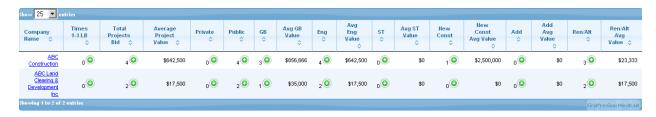
• Check Show All (removes 1000 limit) checkbox

NOTE: Leaving 1000 limit checkbox unchecked returns 1000 results for project drill-down lists in columns which produced more than 1000 results!



• Click SEARCH

RESULTS DISPLAYED:



BI-C SEARCH RESULTS:

- Hover-over Company Name hyperlink with mouse-pointer to view company profile
- Sort-able by column data: click column header to sort results ascending/descending order
- Data designated with plus signs are expandable to view data details
- Click minus sign to close data details

EXAMPLE: Clicking the plus sign obesides the number 4 in ABC Construction Total Projects Bid column displays:



HINT: To view specific project details click on a project title hyperlink

HINT: To display less than 25 projects per page select 10 in the "Show Entries" box in upper left-hand corner of report. To display more than 25 projects per page select 50 or 100 in the "Show Entries" box.

NOTE: To perform a Company Name wildcard keyword search perform the following:

To perform a wildcard search for Company Name add an asterisk (*) after the keyword or letter.
• Example 1: ABC* will display company names beginning with ABC

 Example 2: Z* will display company names beginning with Z