

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

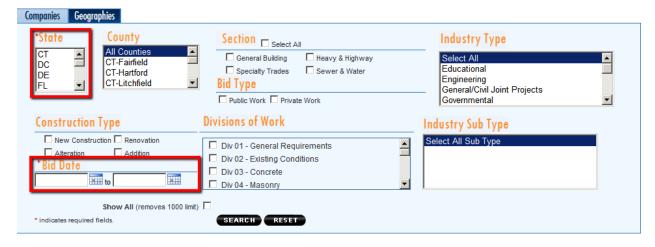
Lead Manager Toolbar:



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 – Geographies (BI-G)

- Go to the Resource Center tab on the Lead Manager toolbar
- Click on Bidding Intelligence on the Resource Center sub-menu dropdown
- Click on the light blue "Geographies" tab below the BI-G description paragraph and the following BI-G search form is displayed



NOTE: State & Bid Date are required fields. Historical data available for 3-years

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

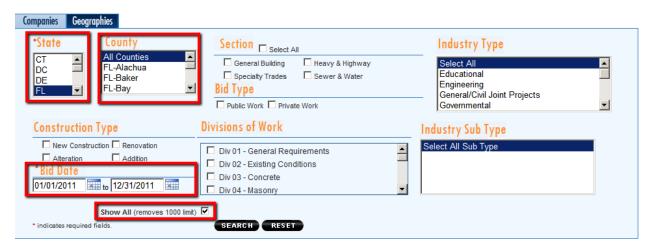
- County/Counties
- Section
- Bid Type
- Construction Type
- Division(s) of Work
- Industry Type
- Industry Sub-Type

EXAMPLE: Search for all projects which bid in Florida in 2011

COMPLETE BI-G SEARCH FORM:

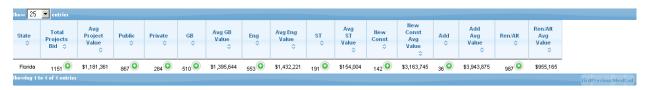
- Select State: FL
- Select County: All Counties
- Select/Enter Bid Date From: 01/01/2011
- Select/Enter Bid Date To: 12/31/2011
- Check Show All (removes 1000 limit) checkbox

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



• Click SEARCH

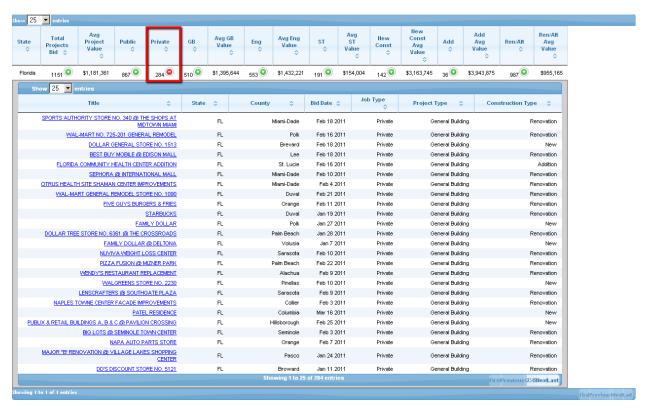
RESULTS DISPLAYED:



BI-G SEARCH RESULTS:

- Clicking Project Title hyperlink opens project details
- 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 besides the number 284 in Private 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.