

# New Lead Manager Feature How-To-Guide – March 2012 Project Competitive Analysis (PCA)

## **Lead Manager Toolbar:**

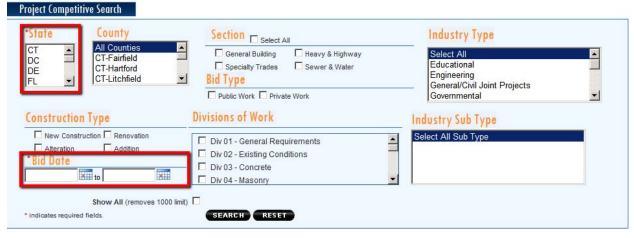


These new Lead Manager features were added to the toolbar under the Analyze tab Home | Search | Track | Calendar | Address Book | Manage | Analyze | Ask The Experts

# **NEW** - Project Competitive Analysis (PCA)

- Go to the Analyze tab on the Lead Manager toolbar
- Click on Project Competitive Analysis on the Analyze sub-menu dropdown
- The following PCA search page is displayed:





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

PCA 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 PCA SEARCH FORM:**

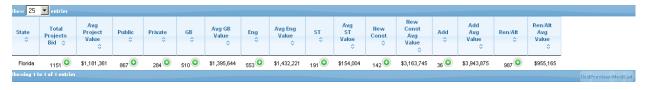
- Select State: FL
- Select County: All Counties
- Select/Enter Bid Date From: 01/01/2011
- Select/Enter Bid Date To: 12/31/2011
- Check Show All (removes 1000 limit) checkbox

NOTE: Leaving 1000 limit checkbox unchecked returns 1000 results



• Click SEARCH

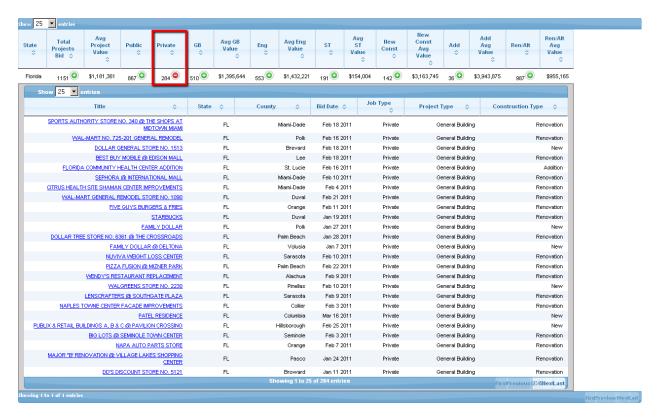
### **RESULTS DISPLAYED:**



#### **PCA 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:



<u>HINT</u>: To view specific project details click on a project title hyperlink <u>HINT</u>: To display less than 25 projects per page select 10 in the "Show Entries" box in

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.