

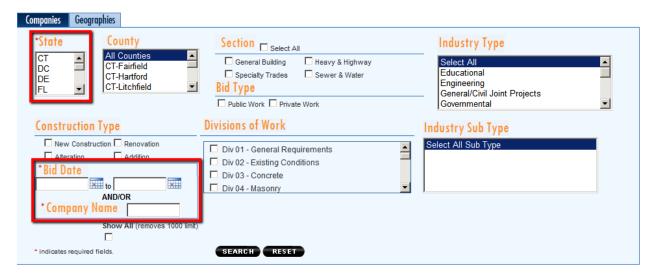
How-To-Guide

Lead Manager Toolbar:



CLICK on the Lead Manager toolbar to access the Commercial Construction Market Intelligence™ (CCMI™) features. The following search form is displayed:

CCMI™ - Companies (CCMI™-C)

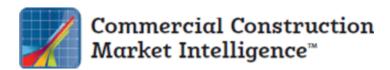


NOTE: State & Bid Date AND/OR Company Name are required fields.

Historical data available back to 01/01/2009

CCMI™-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

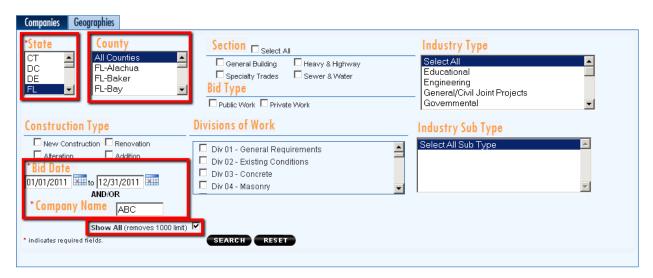


EXAMPLE: Search for all the companies which begin with ABC that bid on projects in Florida in 2011

COMPLETE CCMI™-C SEARCH FORM:

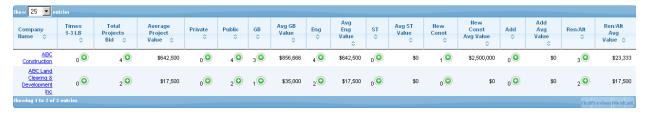
- Select State: FL
- Select County: All Counties
- Select/Enter Bid Date From: 01/01/2011
- Select/Enter Bid Date To: 12/31/2011
- Company Name: Enter ABC
- Check Show All (removes 1000 limit) checkbox

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



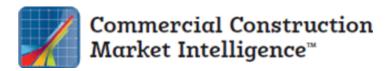
• Click SEARCH

RESULTS DISPLAYED:



CCMI™-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 besides the number 4 in ABC Construction Total Projects Bid column displays:



HINT: 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 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