

# CPlans.com User Manual

The screenshot displays the CPlans.com user interface. At the top, there is a navigation bar with the following links: [My Home Page](#), [Projects](#), [View Cart](#), [Print History](#), and [Logout](#). Below the navigation bar, the main content area is divided into several sections:

- User Information:** A sidebar menu with options: [Update Personal Info](#), [Update Credit Card Info](#), [Update My Trade Codes](#), [My Contact List](#), [My Contact Groups](#), [Change Password](#), and [My Logo](#).
- Company Info:** A sidebar menu with options: [Manage Company](#), [Create New User](#), and [Company Contact List](#).
- Search Projects:** A sidebar menu with a "Bid Due After" dropdown, "Project Name" and "Company" input fields, and a "Search" button.
- Welcome Demo:** A central message in red text.
- Site news:** A large empty box with the text "Site news" centered inside.
- Footer:** A box containing the CPlans.com logo, a "Demo Account Demo" section with contact information (P: (000) 000-0000, F: (000) 000-0000, Demo@CPlans.com), and "Trade Code 00016: Printing Companies". Below this is a link for [End-User Help](#) and the version number "0.922".

## Welcome to CPlans.com

Once you sign in, you are welcomed to CPlans with your personal welcome screen. Site news is displayed here, along with your logo and information. From this screen you can navigate at the top to your projects, shopping cart, print history or Logout. The left side bar takes you to screens to edit your user information or company information.

# Index

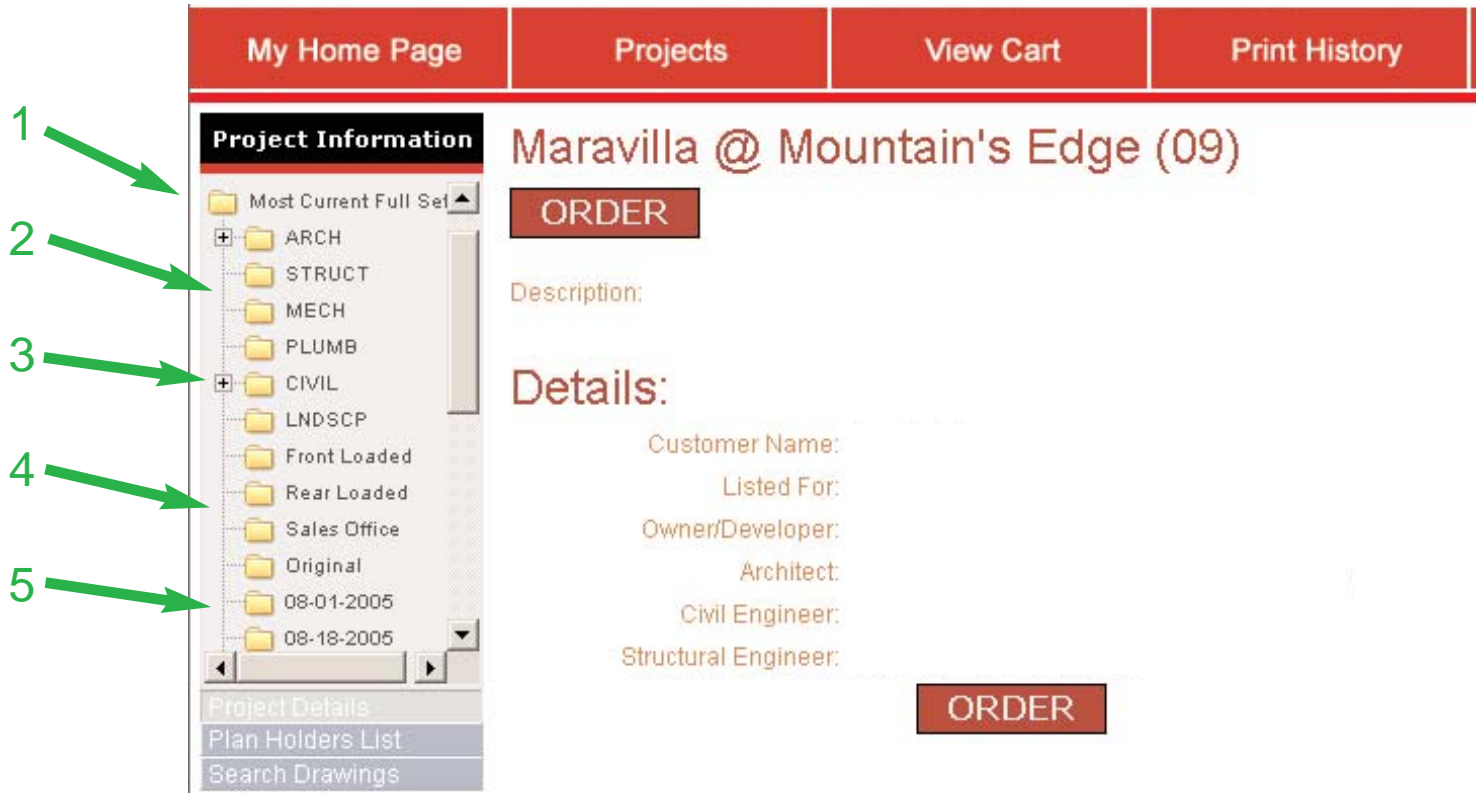
<b>Edit Personal Information.....</b>	<b>3</b>
<b>Project Information.....</b>	<b>4</b>
<b>Drawing Information Page.....</b>	<b>5</b>
<b>The Viewer.....</b>	<b>6</b>
<b>Your Cart.....</b>	<b>7</b>
<b>Order Checkout.....</b>	<b>8</b>

The screenshot shows a user profile management interface. At the top is a navigation bar with links: My Home Page, Projects, View Cart, Print History, Logout. The main content area is divided into sections: User Information, Company Info, and Search Projects. The User Information section contains fields for Email (Username), first and last name, company, phone, fax, other phone, primary trade code, billing method, house account number, delivery method, and shipping account number. There are also dropdowns for preferred bid and addendum notifications. A 'Save Info' button is at the bottom. The Company Info section has links for Manage Company, Create New User, and Company Contact List. The Search Projects section has filters for bid due after, project name, and company. A 'Your Shipping Addresses' box on the right shows two addresses, with the second one selected and marked as primary. A green arrow points to the 'Update Personal Info' link in the left sidebar. Numbered callouts 1 through 6 highlight specific fields and buttons.

To update your personal information, you simply select “Update Personal Info” from your welcome screen. Here you can change all the information necessary to keep your account accurate.

- (1) **Email address, first and last name, Company name, phone, fax, other phone (such as a cell phone) and primary UCI code** are edited here. The UCI codes are not important since bid requests are not sent out by this code in our area.
- (2) You need to add your shipping address and select it as “Primary” before you continue. At any time you can add additional shipping addresses that you normally use (such as a job site) so they do not have to be typed in each time you order plans. You can also edit and delete shipping addresses from this screen.
- (3) Your billing method will be set as “House Account”. You will not be able to edit your account number from your personal information screen. This can only be done by one of our site administrators. If you do not have an open account at Valley Blueprint, your account will be defaulted to COD. If you wish to establish an open account, please contact our office.
- (4) “Delivery Method” selection is very important. This is your default setting that will show up on your order entry screen. It can be changed at the order entry point, but we suggest you default the delivery to Pick Up at the Valley Blueprint store nearest you.
- (5) All “Notifications” will be by E-mail. The FAX is disconnected due to the expense of broadcast faxing services.
- (6) Once you verify your information is correct, simply click the “SAVE INFO” button and the system will update all your information.

By clicking on “PROJECTS” on the red banner at the top, the list of projects you have permission to view will be displayed. If the project you are looking for is not displayed, type part of the name of the project or “listing” Company in the appropriate search box on the left side of the screen. Once the project name shows up in blue, click on that name to continue to the following screen. Occasionally you are invited into a project, but the “listing” Company has forgotten to add you to the permissions list. Please contact your “listing” Company to have them add you to the project permissions. CPlans cannot add you to a project without the “listing” Company’s permission.



The Project Information screen is viewed similar to the familiar Windows Directory Structure. At the top is “Document Vault” (not shown) which is a list of all the drawings ever put on CPlans for this project. This is only visible when you have permissions to view revisions.

- (1) The most current set, which when clicked will pull up the entire current set for the project.
- (2) Each discipline is called out separately and when a discipline is clicked, only the most current drawings are displayed.
- (3) In some cases a discipline may have to be broken down further. If this happens, there will be a plus sign (+) next to the discipline name. By clicking the plus sign, the sub-directories will be displayed.
- (4) In some jobs, especially housing subdivisions, there may be multiple buildings or models. These may also be broken out to allow you to look at only the drawings related to the building or model you are working on. Clicking on this name will display the most current set of drawings for that building or model.
- (5) If you have revision viewing rights (not normal for sub contractors), you will see directories with a date as their name(s). This date represents the day the revision was received by CPlans and uploaded into the system. The files contained in these directories may or may not be current since they may have been replaced by a more recent revision.

My Home Page    Projects    View Cart    Print History    Logout    Site Admin

**Project Information**    Maravilla @ Mountain's Edge (09)

Order Full Project    ← 9  
 Order Individual Sheets

1    2    3    4    5    6    7    8    Order    ← 10

Print Friendly Version    ← 11  
Export as CSV    ← 12

View	Order	File Name	DrawingNumber	Description	Revision	RevisionDate	SystemDate
	<input type="checkbox"/>	100t1.TIF	T-1	TITLE SHEET	5	06/17/2005	Oct 19 2005 3:11PM
	<input type="checkbox"/>	105g1.TIF	G-1	ABBREVIATIONS & SYMBOLS	2	02/25/2005	Oct 19 2005 3:11PM
	<input type="checkbox"/>	105g2.TIF	G-2	FIRE PROTECTION - R-3 / U-1 OCCUPANCY SEPARATION	3	03/28/2005	Oct 19 2005 3:12PM
	<input type="checkbox"/>	105g3.TIF	G-3	GENERAL NOTES	5	08/17/2005	Oct 19 2005 3:12PM
	<input type="checkbox"/>	105g4.TIF	G-4	GENERAL NOTES	2	02/25/2005	Oct 19 2005 3:12PM
	<input type="checkbox"/>	105g5.TIF	G-5	GENERAL NOTES	5	08/17/2005	Oct 19 2005 3:12PM
	<input type="checkbox"/>	105g6.TIF	G-6	GENERAL NOTES	2	02/25/2005	Oct 19 2005 3:12PM
	<input type="checkbox"/>	105yd1.TIF	YD-1	YARD FENCE	1	02/01/2005	Oct 19 2005 3:12PM
	<input type="checkbox"/>	120a1-01.TIF	A-1.1	PLAN 1 - FOUNDATION PROFILE - SPANISH COLONIAL	3	03/28/2005	Oct 19 2005 3:12PM
	<input type="checkbox"/>	120a1-02.TIF	A-1.2	PLAN 1 - FIRST FLOOR PLAN - SPANISH COLONIAL	4	04/08/2005	Oct 19 2005 3:12PM
	<input type="checkbox"/>	120a1-03.TIF	A-1.3	PLAN 1 - SECOND FLOOR PLAN - SPANISH COLONIAL	2	02/25/2005	Oct 19 2005 3:12PM
	<input type="checkbox"/>	120a1-04.TIF	A-1.4	PLAN 1 - FIRST FLOOR UTILITY PLAN - SPANISH COLONIAL	5	08/17/2005	Oct 19 2005 3:12PM
	<input type="checkbox"/>	120a1-05.TIF	A-1.5	PLAN 1 - SECOND FLOOR UTILITY PLAN - SPANISH COLONIAL	5	08/17/2005	Oct 19 2005 3:12PM

406 Items    ← 13

Project Details  
Plan Holders List  
Search Drawings

**Project Activities**

Edit & Create  
Email Notifications  
Project Permissions  
Reports  
Upload  
Send Notice  
Export

**Search Projects**

Bid Due After  
Project Name  
Company

This is one of the most important and informative screens on CPlans. The view shown is of the most current set of this project.

- (1) This is the viewer button to view the drawing on line.
- (2) The order box requires a check mark on each drawing you wish to order. If you are ordering over half the drawings, it is easier to check the box next to the word "ORDER" and de-select the ones you don't need.
- (3) CPlans server file name
- (4) Drawing number from the sheet index.
- (5) Drawing description
- (6) Revision number
- (7) Revision date
- (8) System date is the date and time the drawing was uploaded to CPlans.
- (9) When you enter this screen, the "Full Set" button is automatically selected. If you select individual files for ordering, this button will automatically change to "Individual Sheets". If you change your mind and wish to order a full set after you have begun to order individual sheets, simply click the full set button.
- (10) Once you have selected the files you want to order, click this button
- (11) By clicking this button you will get a printer friendly view of the document list to print.
- (12) You are able to export the list of drawings and meta-data to a CSV file for importation into Microsoft Excel.
- (13) This is the total number of documents in the full set.

One more important feature on this page is the ability to sort by column. You will notice in the header, next to the column name that there is an up-down arrow. You can select one of these arrows to sort that column either by increasing or decreasing values. This is handy if you want to check all sheets in a certain revision, want to find a certain page by name etc. Please note that you can only sort by one column and that the system is not designed to do concurrent searches.

**My Home Page** | **Projects** | **View Cart** | **Print History** | **Logout** | **Site Admin**

**Project Information** Item: 2 of 40 Zoom: 50%

**Project Details**

**Project Activities**

**DrawingNumber: G-1 Description: ABBREVIATIONS & SYMBOLS**  
 Image is 14400 X 9600 pixels, 36.00 X 24.00 inches, 914 X 609 mm; Resolution=400 dpi; Color Depth=1 bit; File Size=606250 bytes.

CPlans has one of the finest viewers of any on-line plan room. We are very pleased with the functionality and ease of use the developers have given our viewer.

- (1) Thumbnail view of the drawing. When you use the zoom function, a small red box will appear on the thumbnail to show you where you are viewing on the drawing. You can also move the viewing box by clicking on another part of the thumbnail to move the zoomed area to a new area.
- (2) The “Golden” back arrow permits you to return directly to the drawing list without going back through each magnification or panning step you have done.
- (3) This icon tells you what sheet number in the set you are on, and how many sheets there are in the set.
- (4) Even though the Windows print and save icon shows up on the drawing, you can not print it. If you do try to print it, you will get a blank page. The same is true for saving the file. This has been done for security and copyright reasons.
- (5) The “Information” icon toggles the file information on and off at the bottom of the page.
- (6) The “Contrast” button changes the contrast from grayscale to black and white mode.
- (7) Even though all drawings on CPlans are properly rotated, you may wish to rotate them to view them at a 90, 180 or 270 degrees rotation.
- (8) This tells you what magnification of the original drawing you are viewing.
- (9) The “Zoom menu” has a number of functions. When you enter the viewer, it defaults to the window function of the zoom menu. You can click on the drawing and draw a box the viewer will zoom to. You can also use the “Hand” or pan function to move around the drawing. You can also zoom in, zoom out by selecting these functions and clicking on the area to be zoomed on the drawing. You can also zoom full size 1 to 1.
- (10) With the information toggle on, you get all pertinent information about the file you are viewing.



My Home Page | Projects | View Cart | Print History | Logout

**Search Projects**  
 Bid Due After: [ ] [ ] [ ]  
 Project Name: [ ]  
 Company: [ ]  
 Search

**Checkout**

**Billing Address:** 1  
 Bill to House Account

**Shipping Address:** 3  
 Demo Account  
 Demo  
 XXXX  
 XXXX, NV XXXX  
 (XXX) XXXX-XXXX

> Click to go back and change Shipping Address.  
 > Click to Split Shipping or use a contact's address. 4

**Payment details:** 2  
 Billed to House Account: XXXXXXXX

> Click to go back and change Payment Method.

> Click to attach Transmittals. 5  
 --- Transmittals --- 6

April 2006  
 S M T W T F S  
 1  
 2 3 4 5 6 7 8  
 9 10 11 12 13 14 15  
 16 17 18 19 20 21 22  
 23 24 25 26 27 28 29  
 30  
 2.1.165

Order 14541	Quantity	Size	Price Each	Discount Each	Total
3269STRADA	1	Full-Size	\$0.00		Call
35 Files - Total Product Cost:					Call
SubTotal:					Call
Shipping method: Valley Blueprint Courier					
Shipping cost will be:					

Special Instructions: 8  
 Include any special instructions including scale or size changes and paper color if other than white. Also include binding instructions.

UPS  
 UPS 2 Day  
 Pick up At Valley Blueprint DI  
 Valley Blueprint Courier  
 Pick up at Valley Blueprint NW  
 Fed-Ex

Continue

You are now at the first checkout screen. Here you will verify all the information about your order.

- (1) "Billing Address" which will default to "House Account" even though you may be paying cash or paying by Credit Card.
- (2) "Payment Details" will show you the "House Account" the prints will be billed to. If the account number is 8888, that means you are to pay by cash, check, or credit card.
- (3) The "Shipping Address" the plans are to go to IF they are being delivered.
- (4) By clicking one of these links, you can either change your shipping address, or add additional addresses for a split delivery.
- (5) If you wish to send a transmittal to go along with your prints, you can attach it here. Please remember to also mention the transmittal in the "Special Instructions" area below just in case we do not get the attachment, or we miss it with the order. This is just a cross check to try to avoid mistakes.
- (6) When you attach a transmittal for inclusion with your order, the file name will appear here.
- (7) In your personal information screen you set up a default shipping method. Here is where that method shows up. If you wish to change it from delivery to will call or vice versa, here is where that is done. If you are picking the plans up at one of our stores, make sure to select the correct store or you will be in one place and your plans in another.
- (8) The "Special Instructions" box is one of the first things we look at in Customer Service when we receive your order. This tells us if there is anything we need to do other than print the sheets you have ordered. Here is where you will tell us if you want to print you plans 1/2 size, 11X17, on colored paper, whether you want the plans loose, stapled or bound, if there is a transmittal etc. If there are no instructions here, we will run the plans full size on white paper and use our judgement as to whether to staple, bind, or leave them loose.

**Search Projects**

Bid Due After

Project Name

Company

## Checkout

**Billing Address:**  
 Bill to House Account

**Shipping Address:**  
 Demo Account  
 Demo  
 XXX  
 XXX, NV XXX  
 (XXX) XXX-XXXX

**April 2006**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2.1.165

**Payment details:**  
 Billed to House Account: XXXXXX

--- Transmittals ---

Order 14540	Quantity	Size	Price Each	Discount Each	Total
3269STRADA - Custom Set 1615 - 3 Sheets Set	5	Full-Size	\$0.00		Call
15 Files - Total Product Cost:					Call
SubTotal:					Call
Valley Blueprint Courier Shipping:					TBD
Shipping cost will be determined and charged separately.					
<b>TOTAL:</b>					<b>TBD</b>

**Special** Enter your special instructions including output size changes here. Also use this area to advise us if the prints are to be bound,  
**Instructions:** steapled,put on colored paper, any special delivery notes etc.

Welcome to the "LAST CHANCE" screen. At the final checkout screen you are given one more chance to check your order before submittal. Make a note of your order number (14540 for this example) for tracking purposes. You will notice your special instructions appear at the bottom of the screen just above the "Place Order" button. after you have once again verified everything is correct, click the "Place Order" button.

Since you signed onto CPlans.com you have been running one of our servers through "Thin Client Technology". What this means is that you are not sending the order over the internet, but instead are only sending instructions via the "Net". Within 30 seconds from you entering your order a number of things happen. First the file locations are compiled by our main server for submittal to customer service. An Email is generated telling you we "received" your order. The work order is created and sent to customer service.

After customer service verifies the information you sent through your account, the job is forwarded to the production floor for printing. The work order is printed at the same time and delivered to an operator at the CPlans work station. The operator then sends the job to one or KIP large format printers for printing. The entire process can be accomplished in just minutes. I tell you this to let you know how fast things can happen. If you make a mistake and submit an order improperly, or change your mind about ordering the job, call us immediately to cancel the order. Once the job is printed, you will be responsible to pay for it. Prior to printing anything can be cancelled.



Valley Blueprint & Supply Co.

[www.Valleyblue.com](http://www.Valleyblue.com)

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