SyncWare™

Private Plan Room

Help Guide

The Blue Book Product Support
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Monday through Friday, 8:45am – 8:00pm EST

AEC Solutions

Powered by THE BLUE BOOK BUILDING & CONSTRUCTION www.thebluebook.com

SyncWare is the industry’s fastest and most efficient method for transmitting Plans, Specifications and Addendums*. From your computer, simply drag and drop documents directly into SyncWare to populate your private plan room. The Blue Book will automatically create your SyncWare Private Online Plan Room once you have successfully uploaded your documents.

Note: Since addendums are time-sensitive, these documents will be activated in your private plan room immediately upon receipt, when using SyncWare.

Helpful Hints for Getting Started:

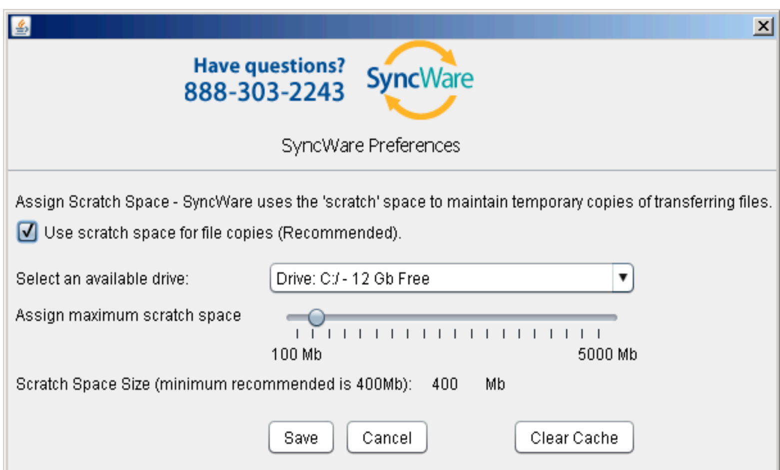
SyncWare is compatible with all Windows Platforms XP or higher.

Mac Users: SyncWare has been tested and works with Mac Operating System 10.5 (Mac OS X Leopard version 10.5) or higher.

You may need to update your *Java* version. To update Java from the Mac O/S:
1) From the Apple menu, choose ‘Software Update’.
2) In the Software Update window, select ‘Java’, and click Install.
3) Enter an administrator account name and password.
4) After installation is complete, restart the computer if required.

SyncWare utilizes java technology and requires the latest version (Version 6 update 13 or newer). If you get an “Application Error” when downloading SyncWare, most likely you need to update Java. You can update your current version free at http://java.com/en/download/index.jsp. Once you have updated Java, return to the SyncWare download page and try again.

After successfully downloading SyncWare you will receive the following “SyncWare Preferences” window:

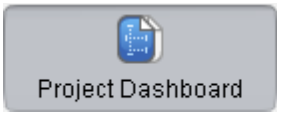


The “scratch space” refers to the amount of memory the PC will use to encrypt your files for uploading through SyncWare. The default amount meets the necessary requirement (400Mb). However, you can allow for more to accelerate the uploading process. Be sure to hit “Save” to avoid having to set the “Scratch Space” each time you launch SyncWare.

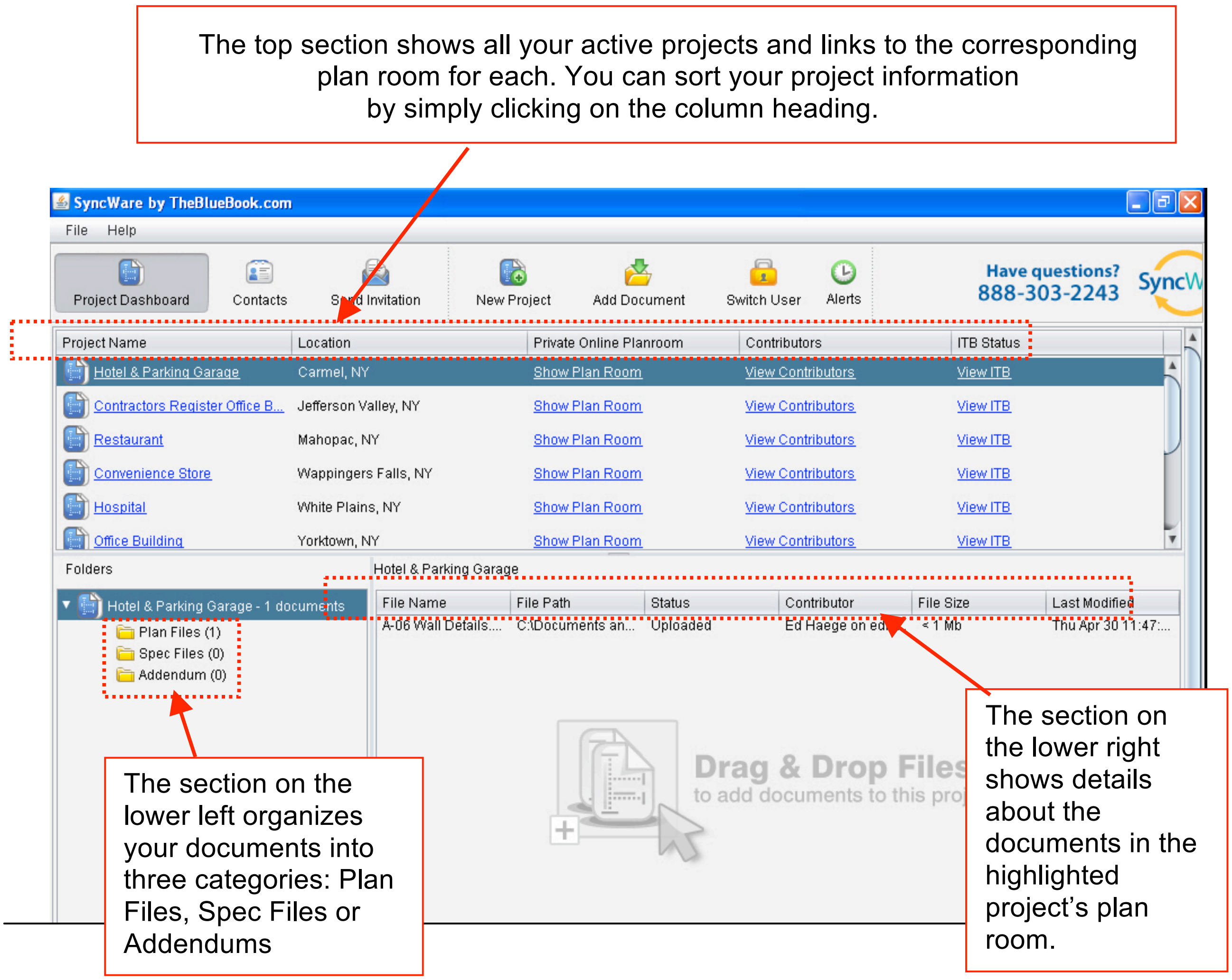
The “Clear Cache” button should be used when you need to re-establish connection to your plan room or to clear it of any failed document uploads.

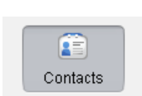
Using SyncWare:

SyncWare will automatically open the first time you download the application. A desktop shortcut will be created and the application will also be store in a “Blue Book” folder within your “’Programs” folder for future use.



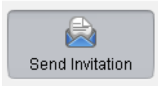
Project Dashboard:
Once SyncWare launches, you will automatically be brought to the ‘Project Dashboard’. The *Project Dashboard* is divided into three sections that provide details and easy access to information on your projects and documents:





Contacts: lets you manage contacts previously messaged within the SyncWare plan room**.**

- SyncWare will automatically list contacts previously messaged.
- By selecting a contact, you can easily edit or remove information.



Send Invitation: enables you to send an ITB to your Contacts.

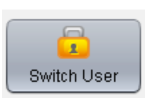
- SyncWare automatically will ‘sync up’ to your Outlook contact list as well as those that you have manually entered.
- Simply select the desired project from the list of active projects.
- Select the contacts you want to receive your invitation to bid (you can select multiple contacts at once).
- Click on the arrow to move your desired contacts to the “Invite Contacts to Bid” list and click “Send Invitation”.

New Project: allows you to add a new project to your plan room.

- Click on ‘New Project”. A ‘Project Details’ window will appear. Enter the high level details of the project (similar to the general tab on ‘Add Project’ in BB-Bid).
- The *project title*, *status*, *address*, *city*, *state*, *zip, bid due date* and *time* fields must be filled in before saving.

Add Document: enables you to add project documents one file at a time

- A project must be highlighted on the Project Dashboard screen
- An ‘Open’ dialog box will appear. This box allows you to search through any folder on your computer.
- Select the desired document and hit the open button. Documents automatically sync up to your plan room.



Switch User: allows you to log in as a different user

- A ‘Switch User’ dialog box will appear.
- You can select a user from the dropdown list.

Alerts: notifies you of the most recent activity in your plan room.

- View the success/failure of your transmitted documents and plan rooms.

Note: You will want to leave SyncWare running while you have documents pending for upload. You can close the SyncWare window and SyncWare will still run from the ‘System Tray’ (at the bottom of your screen). To check the uploading status of your documents, right-click on the SyncWare logo and select “Launch Application to Desktop.” SyncWare will re-open on your desktop.

To exit SyncWare completely, close the window (x) *and* right click on the SyncWare logo in your System Tray and select ‘Exit’.

For additional help with SyncWare, please contact:
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