

A Quick Start Guide for:

COOLNET Alberta

NEW LOOK
NEW TOOLS
NEW OPPORTUNITIES





What is new in COOLNet Alberta?

- 1. A new menu based appearance and navigation
- 2. New options for viewing and downloading documents
- 3. Introduction of the COOLNet on demand invitation only project functionality
- 4. Introduction of Invitation to bid and Company directory features
- 5. Keyword based opportunity notifications
- 6. Integrated online bid submission



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4 Steps to project access:

- Login Every User in the system requires their own unique login and password. If you don't have one you can register at www.coolnetalberta.com. Once approved you will have access to the system.
- 2. Search Once logged in to the Dashboard click on a Quick Search to see a list of available projects
- **3. Select** click on the blue project description link to see the detailed project information
- **4. View** click on View Documents to access the list of available documents



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To take full advantage of document viewing and other system features:

- Enable Pop-ups in your Browser
- 2. Install Adobe Acrobat or an alternate PDF Viewer of your choice
- 3. To utilize the optional SourceViewer to view, search, mark-up and perform take-off tasks download and install Java





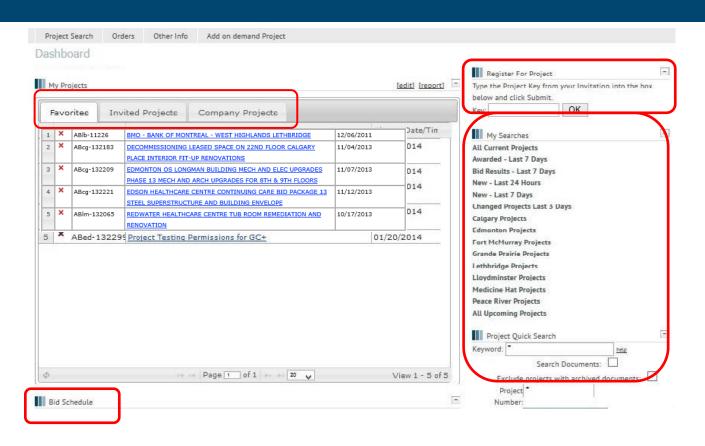
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COOLNet Dashboard & Project Searching



- Locate your favourite, private & company projects under the "My Projects" table.
- Search for projects with the predefined links and project quick search.
- Open the Bid Schedule to see projects closing on specific dates.
- Register for Invitation Only projects by entering the key in the "Register For Project" box







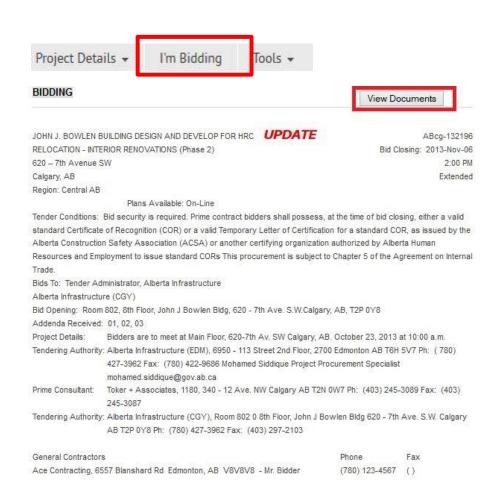


- Search results display in the Project Browser. Sort them by clicking the headers on the top row.
- Click on the project description to see the project sheet or click view to go directly to the documents

Project Summary Sheet

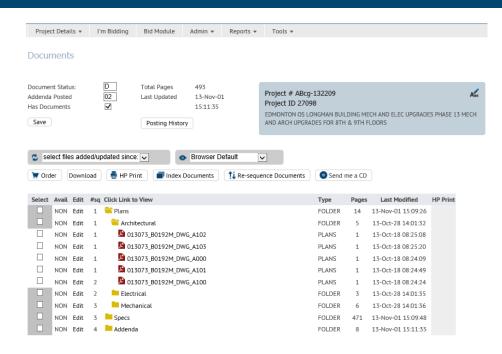
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- Clicking the project description link displays the detailed project information
- List yourself as a planholder by clicking the "I'm Bidding" button. You will now receive project and Addenda notifications.







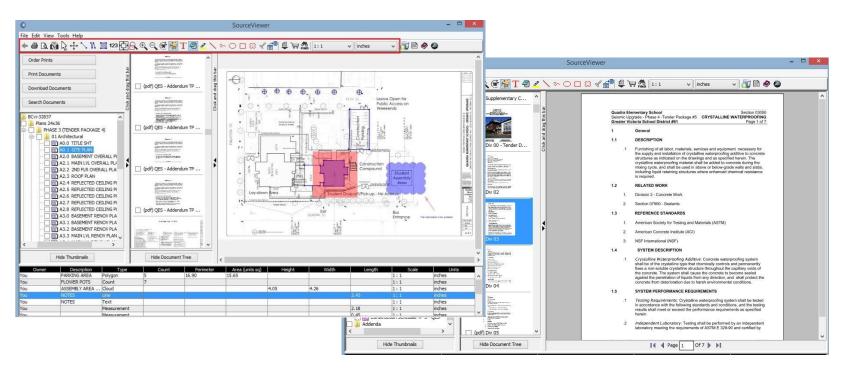


- Expand the folders by clicking the folder name.
- Check the boxes in the select column to order, print or download documents.
- Use the select viewing options dropdown to choose your preferred viewer.
 Selecting Browser Default enables your system default applications to open the documents such as Adobe Acrobat. Selecting SourceViewer requires
 Java on your computer but gives you many tools to work with.



Source Viewer & Take Off Tools

COOLNet



- Integrated take-off tools are located on the toolbar
- Mark up documents with notes or annotations
- Print locally with or without your annotations
- Export take offs to a spreadsheet
- Search for text in specifications by clicking the search button and typing in words you'd like to search for.



Invitation to Bid: Uptown Shopping Centre Future Shop Upgrades

Dear May Loo.

Fastenhawk Contracting invites you to submit a bid for your scope of work on the following project:

Project: Uptown Shopping Centre Future Shop Upgrades

Closing Date/Time: 23 Dec 2013 / 15:00

The project documents are available for viewing, printing and downloading in COOI Net with an up-to-date subscription. Documents may be previewed with a free account. Click here to access project information

If you do not already have a login and password to **COOLNet** click the **Sign Up Here** link and complete the registration form to obtain a free account. If you are unsure if you have an account, enter your email address in the **Forgot Your Password** form to have your account information sent to you.

Please indicate your intentions to bid on this project using the online form in the project file. You will be prompted to complete the form when accessing the Documents Tab.

For project questions or concerns, please contact:

May Loo Fastenhawk Contracting Phone: (604) 294-6557 Fax: (604) -

Email: may.loo@outlook.com

For Technical Assistance contact Infinite Source toll-free at 888-294-6557 ext 0 or email support@infinitesource.com

For Customer Support contact May Loo at Infinite Source toll-free at 868-294-8557 ext 104 or email mloo@infinitesource.com

- When invitations are received to an Invitation Only project, access the project with your COOLNet Alberta login by clicking the highlighted link.
- The project will be available to you under "Invited Projects" on the Dashboard

