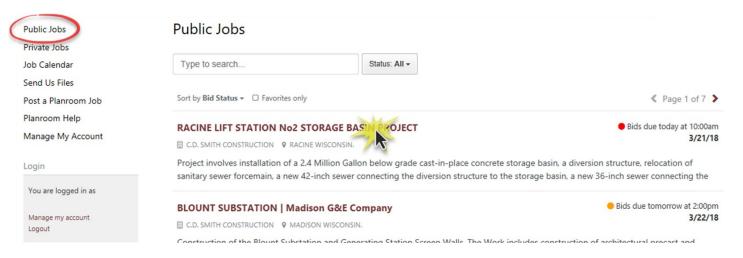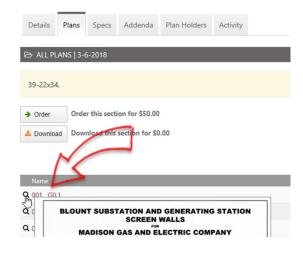# C.D. SMITH
CONSTRUCTION

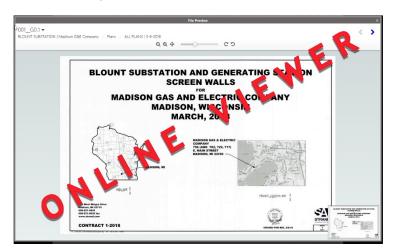# Planroom User
View-Download-Order
Instructions
(ver.02: 3-21-2018)

1) **Create New User Account** by clicking here https://www.cdsmithplans.com/account/register.php
   An email will be sent to confirm your address. Please click the ***activate my account*** button within that email. Contact support@cdsmithplans.com if you do not receive the activation email.

2) **Login** to the Planroom @ www.cdsmithplans.com with your credentials.

3) Select **Public Jobs** from the sidebar MENU to the upper left and select desired job to open.
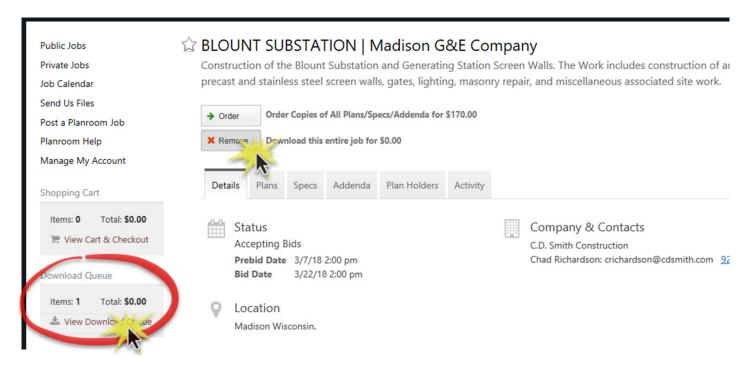

4) **View Plans** online by simply clicking on the name of the file you wish to view and the html5 online viewer opens in the same window, no software needed. Use the Viewer tools to pan, zoom, or open another file. Hover over the *spyglass* to the left of the sheet name for a thumbnail preview.
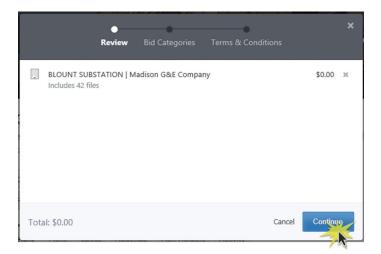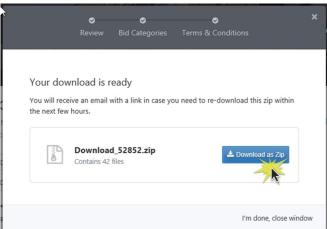
5) **Download** files by clicking **Download this entire job**. This selection will add ALL plans, specs, addenda to the Download Queue. To remove the file from the download queue simply click the Remove *(with red 'x')* button.
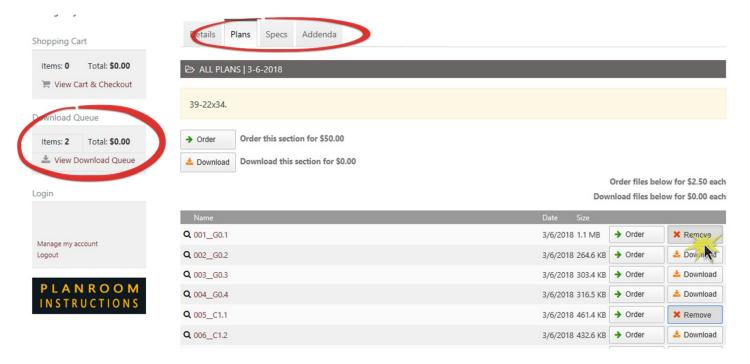

6) Selecting **View Download Queue** opens a pop-up. Click **Continue**. Select a **Bid Category**, **Agree to Terms**, and **Download as a ZIP file** to your Desktop.

7) **Optionally**, you can download individual plan sheets by clicking on the **Plans, Specs,** or **Addenda** tab and add each file you need to the **Download Queue** by clicking on the corresponding **Download** button to the far right. To remove the file from the download queue simply click the Remove *(with red 'x')* button. After all necessary files are selected click the **View Download Queue** button, Proceed to Download, and then save ZIP file to your desktop.

8) **Need Paper Copies?** Follow the same instructions above however select the **Order** and **View Cart & Checkout** buttons in lieu of the Download buttons.

Have a question? Please email support@cdsmithplans.com