

Registration and User Guide – Regular Member

Welcome to your Membership with the Quest Construction Data Network!

We are very pleased that you have elected to join with us as a Free Member of QuestCDN, the leading provider of public construction project bid opportunities and information. We are providing this document to help you get the most out of this membership right from the beginning. We have endeavored to design our website's communication functionality to be intuitive and easy to use.

Registration for Membership:

To register with QuestCDN:

Go to <https://www.questcdn.com/questcdn/action/questLogin> and click on the 'Join' button (just below the login area). Next, fill out the 'Company Info', 'User Info', 'Payment Info and 'Profile' tabs. Then, click the 'Register' button. Your membership will be active immediately. The 'Regular' Membership option is a free membership to QuestCDN, you will not be charged for this type of membership, but there is a cost to download project documents.

Downloading the Project PDF documents and adding your company to the Plan Holders List:

Log into your QuestCDN Account with your User Name and Password. Enter the QuestCDN project number and click the 'Search' button. You may have to click on the title of the project to open the bid advertisement window. At the top of this page in the green bar, click 'Download Document', verify your designation for the project and then click the 'Download Doc.' Button. Please remember to save the downloaded PDF files to your computer.

Please note, some projects may have the option to view the bid documents for free ('courtesy view') before downloading for a fee. The 'View Bid Documents' section is located on the upper right corner of the green bar in the bid advertisement.

User Guide

Searching for Projects

With our Free Membership, you will need to know the QuestCDN Project Number or Request Number (eBidDoc™). If you are looking for a specific project and do not know the QuestCDN Project/Request Number or would like more information on Premier Memberships and Advance Project Searching, please feel free to call or email the Customer Support Staff so we may assist you with the information needed.

Customer Support at 952-233-1632 or email us at info@questcdn.com.

1. Project & Request Number Box

- Select QAP Projects and enter the QuestCDN project number (eBidDoc™) into the blank Project Number Box and click on the search button.
- Select Request and enter the QuestCDN request number (eBidDoc™) into the blank Requests Box and click on the search button.

The screenshot shows the QuestCDN website interface. At the top, there is a navigation menu with links for Home, Contact Quest, FAQ's, and Logout. Below this is a header for 'The Construction Industry's Premier Bid Management System' with sub-links for Projects, Requests, Industry Directory, and My Account. A search box is present with a dropdown menu for 'Project Number' and 'is' (likely 'is' for 'is' or 'is not'), and a text input field containing '4685346'. A blue arrow points to this input field with the label 'Project/Request #'. Below the search box is a 'search' button. The main content area is titled 'Quest Alliance Partner (QAP) Projects' and contains a table with columns: Post Date/Time, Category, Name, Bid Date/Time, City, County, State, Owner, and Solicitor.

2. Project & Request Information Page

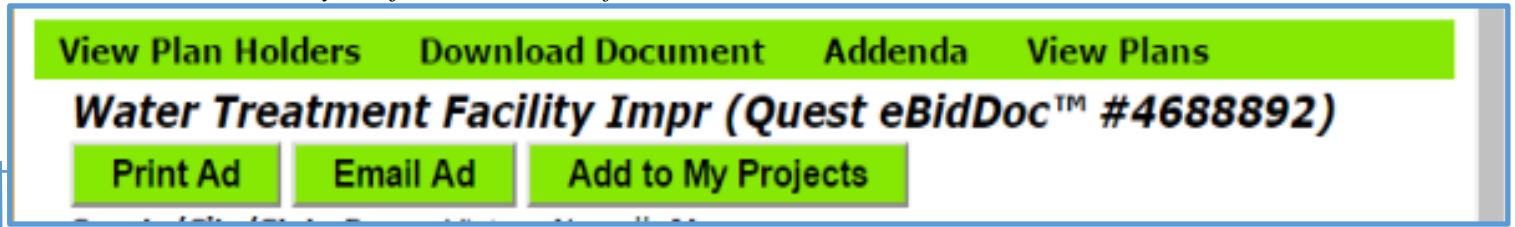
The project is shown and listed by Category. The example below shows one project (project **Name** is the same) with four listed Category's. (Building/Public, Curb Gutter and Sidewalks, Masonry Construction & Restoration, and Parks Recreation, Buildings). Clicking on any of the underlined project names will open the Bid Advertisement Page. The Bid Advertisement Page will include one downloadable PDF or ZIP file which will include the projects Plans and Specifications in their entirety.

The screenshot shows the search results page for the QuestCDN website. It features the same navigation and search interface as the previous screenshot. The main content area is titled 'Quest Alliance Partner (QAP) Projects' and displays a table of search results. The table has the following columns: Post Date/Time, Category, Name, Bid Date/Time, City, County, State, Owner, and Solicitor. The results show four entries for 'Rice Park Improvements' with different categories: Buildings/Public, Curb, Gutter and Sidewalks, Masonry Construction & Restoration, and Parks, Recreation, Buildings. Each entry has a link to the project name.

Post Date/Time	Category	Name	Bid Date/Time	City	County	State	Owner	Solicitor
10/06/16 09:3	Buildings/Public	Rice Park Improvements	10/25/2016 01:30 PM CD	Willmar	Kandiyohi	MN	City of Will	SRF Consulting Group, Inc.
10/06/16 09:3	Curb, Gutter and Sidewalks	Rice Park Improvements	10/25/2016 01:30 PM CD	Willmar	Kandiyohi	MN	City of Will	SRF Consulting Group, Inc.
10/06/16 09:3	Masonry Construction & Restoration	Rice Park Improvements	10/25/2016 01:30 PM CD	Willmar	Kandiyohi	MN	City of Will	SRF Consulting Group, Inc.
10/06/16 09:3	Parks, Recreation, Buildings	Rice Park Improvements	10/25/2016 01:30 PM CD	Willmar	Kandiyohi	MN	City of Will	SRF Consulting Group, Inc.

Bid Advertisement Page

The Bid Advertisement Page lists detailed information about the project. The following available options are located in the Green Title Bar. **View Plan Holders**, **Download Document** (solicitors download fee will be charged to your credit card), **Download Addenda**, and **View Plans** (if the solicitor allows). You can also print and email the advertisement. *Add to My Projects is reserved for Premier Members.*



←1. View Plan Holders

Plan Holders are listed by Company Name, Contact, Designation, Business Type, Entry Date, Doc Type, and Comments. Hover over the Company Name or Contact to view address and contact information of the plan holder. Every Column is a sortable column, simply click on the Column title to sort.

- Email to Plan Holders and Download to CSV – *This feature is reserved for Premier Members.*
- Print – Print the plan holder list including their company and contact information.

←2. Download Document

Download Document allows you to electronically download the Projects Plans and Specifications supplied by the solicitor/owner of the project for a specified delivery fee. The download confirmation window will list the delivery fee that will be charged to your credit card.

Change your Designation - (Example: From Prime Bidder to Subcontractor) by clicking the down arrow and choosing a new designation.

- **Download Doc** - Select this button to download the project PDF or Zip file to your computer. **WARNING** – once this button is selected your credit card will be charged. QuestCDN **does not** refund downloaded projects. Once you download the project you are automatically added as a Plan Holder. As a Plan Holder you will receive automated Addendum Notifications, Q&A's, and Post Results via email.

←3. **Addenda** - Select this button to download the addenda PDF or Zip file to your computer. There is no additional charge for Addenda's but can only be downloaded if you have first downloaded the project Plans & Specifications.

←4. **View Plans** – View Plans allows you to view project information contained in the plans and specifications. (this option will not be available if not allowed by the solicitor). You will **not** be able to print or screen print from these files.

←5. **Print Ad** – Select the Print Ad button to print the bid advertisement.

←6. **Email Ad** – Select the Email Ad to email a copy of the bid advertisement

←7. **Add to My Projects** – *This Feature is reserved for the Premier Member*

My Account [See arrow on illustration A](#)

My Account allows your company's main contact of the account (**known as the System Administrator**) to maintain or change the company profile, add/modify the On-line Bid ID Code, add/modify/delete user information, print receipts, change payment information, and make changes to the membership type and State options.

My Account – Located in the Green Title Bar in the functional menu.

- **Company Info** - Modify the Company Address, Email, Time Zone, Default Designation, Certifications, Phone Numbers and Website Information.
- **User Info** - Change Passwords, add On-Line Bid ID Code, and add/modify/delete users in the edit users option.
- **Payment Info** - Add or change credit card information.
- **Membership Type** - Change your membership type, add additional States and view membership rates.
- **Profile** - Select Category Listings for your company. (Hold down the CTRL key-click to change or add additional category's). Add company Profile Information, which will be included in the Industry Directory.
- **Receipts** - View and print receipts for downloaded projects.

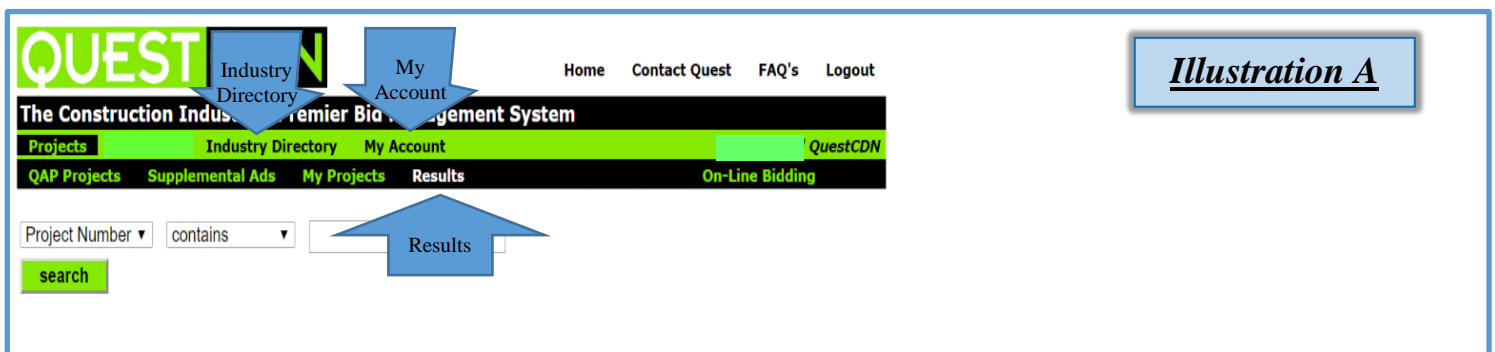
Industry Directory [See arrow on illustration A](#)

A comprehensive listing of industry participants and their contact information. Create your Company's Profile by listing your specific company services, products, and other information that will match your company with the search inquiries of other companies.

Industry Directory - Located in the Green Title bar in the functional menu.

Search by – Category, Company, City, State.

- **Sort** - Click on the column name to sort.
- **Select** - Company name to show company profile and contact information.



Results [See arrow on illustration A](#)

The Results page lists projects that have results posted by the soliciting agent/owner of the project. Enter in the QuestCDN Project Number or click on the underlined Project Name to open the bid results page. From this page you can view project information and results, Print Results, and Download Results Document (if included by solicitor). Results can be searched by Category, Name, Bid/Date Time, City, County, State, Owner, and Solicitor by entering information into the white search boxes. Columns can be sorted by clicking on the columns Title Name.