



Insight online

A Newsletter Of The Construction Update
Online Plan Room Powered By iSqFt

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New Plan Room Copy Charges

Effective November 1, 2007, plan room copy charges have been reduced. The Cedar Rapids, Des Moines, Omaha, Rock Island, Sioux City, Mason City and Waterloo plan rooms are equipped with printers/copiers that will print 8.5x11, 11x17, 24x36, 30x42, or 36x48 plan pages. If the project is in one of our plan rooms or online, then we can print it for you! Please call one of the plan rooms to place an order or stop in and submit your print request.

Following are the new plan copy charges:

- 8.5" x 11" = \$0.10
- 11" x 17" = \$0.25
- 24" x 36" = \$1.50
- 30" x 42" = \$2.50
- 36" x 48" = \$2.75

Construction Update Plan Room Network Locations

Master Builders of Iowa – Cedar Rapids

521 3rd Ave SW, Ste A
Cedar Rapids, IA 52404
Phone: 319.369.4848
Fax: 319.369.4809
E-Mail: mbiplanroom-cr@mbionline.com

Master Builders of Iowa/ Construction Update Plan Room

221 Park Street
PO Box 695
Des Moines, IA 50306
Phone: 515.288.8904
Fax: 515.288.2617
E-Mail: mbiplanroom-dsm@mbionline.com

Dubuque Builders Exchange

801 Cedar Cross Road
Dubuque, IA 52003
Phone: 563.583.8459
Fax: 563.582.6113
E-Mail: dubbxplanroom@mbionline.com

Master Builders of Iowa – Omaha Builders Exchange

4255 S. 94th Street
Omaha, NE 68127
Phone: 402-593-6908
Fax: 402.593.6912
E-Mail: omahaplanroom-obe@mbionline.com

Master Builders of Iowa – Rock Island Office

520 24th Street
Rock Island, IL
Phone: 309.788.9260
Fax: 309.794.0568
E-Mail: Illowaplanroom-qc@mbionline.com

Master Builders of Iowa – Sioux City Office

903 6th Street
Sioux City, Iowa 51101
Phone: 712.255.9533
Fax: 712.255.9571
E-Mail: mbiplanroom-sc@mbionline.com

Master Builders of Iowa – Waterloo Office

612 Mulberry
Waterloo, Iowa 50703
Phone: 319.232.3621
Fax: 319.274.0986
E-Mail: mbiplanroom-wat@mbionline.com

Planning News:

cuplanning@mbionline.com

For questions regarding project

information: Please contact Cindy Adams at 515.288.8904 or one of the plan rooms listed above.

For Technical Issues: Contact iSqFt at 888.768.4569. iSqFt also provides online help and support through the **iSqFt Online Help site**. Support Hours are Monday – Friday, 7:30am – 8pm ET (6:30am – 7pm CST)

Click on the Support link in the left-hand navigation pane. See the "FAQ's" and "How To's" for guidance with the commonly requested support topics. In addition, be sure to view the Customer Training schedule of web-based seminars conducted throughout the week for the best chance to learn what our site has to offer.

When Will The Plans Be Online?

So, you see the project details are already online, but then you go to pull up the plans or specs and nothing is there. You may be asking yourself, “Well, where are they?”

To upload plans and specifications to iSqFt, several steps are involved, starting in the physical plan rooms themselves. Typically, when each plan room receives plans and specifications or a notice to bidders for a specific project, the respective plan room reporter puts in all details of that project which appears immediately onto iSqFt. In the “Availability” field under the “Document Information” section, “Sent to Scan” is selected. This indicates that the plans and specs will be sent to a local reprographic firm to be scanned.

After the reprographic firm scans all bidding documents, the files are then sent to iSqFt for upload. It takes approximately forty-eight hours from the point that the reprographic firms pick up bidding documents to the time that iSqFt uploads the electronic files to the website.

As soon as the plans and specifications have been uploaded to iSqFt, the “Availability” field is changed to read “Available”. Plans are ready to be viewed online!

Quality and efficiency are imperative with each and every project to assure that the members of the Construction Update Online Plan Room Network receive the services that they deserve. If you should have any questions regarding a certain project, please contact one of the plan rooms. Contact information for each of the plan rooms is located on the first page of this newsletter.

Welcome New CU Online Members

Lee’s Welding & American Excavation – Lincoln, Nebraska

C’s Landscaping & Design – Boone, Iowa

Precision Plastering, Inc. – Franklin Park, Illinois

O’Connor Company – Sioux Falls, South Dakota

Bishop Engineering – Des Moines, Iowa

Apple Creek Flooring – Urbana, Iowa

United Concrete – Elk Run Heights, Iowa

Two Rivers Glass & Door, Inc. – West Des Moines, Iowa

Brocon Services LLC – Johnston, Iowa

CUOnline Tips



Requesting Plans

If there is a project that you would like to have online that is not currently available, please contact a local plan room within the Construction Update Plan Room Network with any or all of the following information:

- ✓ Bid Date
- ✓ Architect/Engineer
- ✓ Name of Project
- ✓ Contact Information

If there is adequate time before the bid date, we will strive to obtain the plans and upload them on iSqFt.





Carla Long
Construction Update
Editor & Accounting
Coordinator

With over 20 years of service at Master Builders of Iowa, Carla Long serves as the Construction Update Editor and Accounting Coordinator. Her main responsibility is reporting on projects during and after the bid phase, which includes calling for bidders lists, confirming tomorrow's bidders, and entering bid results. Carla also assimilates and edits information from all ten plan rooms within the Construction Update Plan Room Network for the Construction Update Publication as well as works with the publication company to place member/plan room advertisements.

Carla Long has also been assisting the Accounting Manager with accounts receivables and payables.

When asked what she likes most about her position, Carla responded, "There is such a variety of things to do and it is a fast-pace position – I like that, especially the accounting part of my position." She also said, "It is fun to see what future projects are coming to our area."

Carla is married to husband Denny. She has 2 sons, Brian, whom is married to Jen, and Eric, as well as 2 stepdaughters, Courtney and Brittney. Carla's 2 grandsons are the highlights of her life, Keaton and Mason. She enjoys spending her time outside the office with her grandsons. Carla also enjoys biking, hiking, and is planning to learn how to golf!

The Look Of Your Online Plan Room Has Changed

Many of you have certainly noticed the recent enhancements to the look and flow of the Master Builders of Iowa online plan room.

If you have not yet had the opportunity to work with the new interface and site navigation, we suggest you visit <http://www.isqft.com/home/tour/index2.shtml> to view a tour of the changes and answers to some frequently asked questions. This will give you an overview of the improved navigation menus as well as a new Home Page with quick links to commonly used pages, the improved Notifications Inbox with Shared Inbox functionality, and Communication Manager to customize your daily Project Updates email.

Important changes to be aware of ...

- Navigation has been moved from the 'file tree' on the side into a more streamlined top navigation bar to give you more space on your screen.
- The Notifications Inbox now allows you to more easily sort the private invitations that you receive from general contractors utilizing the iSqFt Private Construction Office.
- A 'counties served' field has been added to your profile. It is important that you update this information as it is the mechanism that general contractors using the Private Construction Office will rely on when searching for bidders on their projects. The default settings for all MBI members include

all counties in our market area across several states so if you do not serve the entire geographic audience you will want to stress only your work area.

Training on this new interface and navigation is available for free through online sessions conducted by iSqFt's Support Team. The current list of scheduled online seminars is as follows:

Weekly Informational Seminars:

- Mondays – 2:30 pm CT
- Tuesdays – 8:30 am CT or 2:30 pm CT
- Wednesdays – 3:30 pm CT
- Thursdays – 8:30 am CT or 3:30 pm CT
- Fridays – 8:30 am CT

To register for one of these sessions:

1. Visit www.isqft.com/ProgramTypesnew.asp
2. Select 'iSqFt Internet Plan Room Training (Online)' and Click 'Next'
3. Select the session you wish to attend from the dropdown menu at the top of the page
4. Complete the registration information
5. Click on 'Register' at the top to complete the registration process
6. You will receive an email confirmation and reminder to attend the session you have chosen

If you have any questions about this new enhancement, contact iSqFt Support directly at 1.800.364.2059.

Plan Room E-Mail Addresses

Des Moines: mbiplanroom-dsm@mbionline.com
Cedar Rapids: mbiplanroom-cr@mbionline.com
Sioux City: mbiplanroom-sc@mbionline.com
Rock Island: illowaplanroom-qc@mbionline.com

Waterloo: mbiplanroom-wat@mbionline.com
Quad Cities: illowaplanroom-qc@mbionline.com
Omaha: omahaplanroom-obe@mbionline.com
Dubuque: dubbxplanroom@mbionline.com