

Uploading Your Bidding Documents



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I Getting Started

Getting started is easy.

1. You will need to contact your Dodge Reporter or Dodge Customer Service for a Username and Password prior to sending us your files to us the first time.

To contact Dodge Customer Service, call 1-800-FW Dodge (393-6343)

You can also go to www.fwdodge.com, click on the button toward the bottom left hand corner of the screen that says, "Get Your Project In to Dodge" to send us your project information.

Be sure to check the box that says, " I want to send you my Bidding Documents electronically. A Dodge Reporter will contact you within a few working days to verify your information.

2. Make sure that your files are formatted properly ([See Preferred File Formats](#)).
3. Follow the instructions below to send us your bidding documents.

II Determining the best Transfer Method for You

With the diversity of business technology solutions being used today, it's extremely difficult to find a single method of file transfer that will work for everyone. We believe the options we offer will meet the needs of the majority of users, however, variances in your software, firewall or proxy configurations may still prevent you from uploading files.

Before you send us your first bidding project, we highly recommend that you run a test upload to find the transfer method that works best for you.

"The best transfer method is simply the one that works."

NOTE: If you have a project out for bid now and need to get your bidding documents to us immediately, please convert them to one of the preferred file formats listed above and send it to us on a compact disk.

That takes the pressure off and gives you time to send a few test files to become familiar with the upload process and determine the method that works best with your technology.

So we invite you to try it out. When you login, you'll find simple instructions on the Project Information page. Just click on the Test Upload Method link.

We recommend that you try default method first Instructions can be found in the Upload Plans instructions section below. If that doesn't work for you, try the Alternate Upload method. The third option will be to use an FTP client software application.

You should contact your Systems Administrator to help you choose the best one and configure the firewall settings if necessary.

If none of these transfer methods work for you, please call Dodge Technical Support 1-800-FW Dodge (393-6343) for assistance.

III Logging In

The log-in screen is located at the following URL: www.mghims.com

You should bookmark this page.



Welcome
Upload Your Plans to F.W. Dodge

Authorized Access Only!

User Name	<input type="text"/>
User Password	<input type="password"/>
<input type="button" value="Login Now"/>	

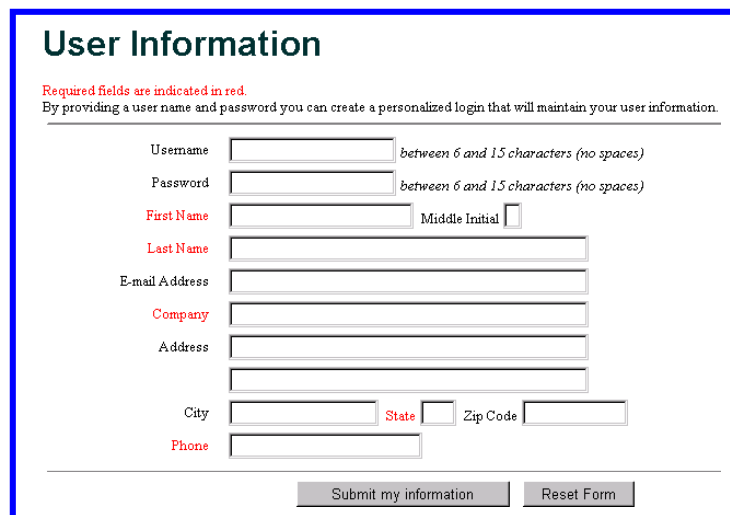
The first time you access the site, you will log-in using the universal user name and password given to you by your Dodge Reporter.

(To locate your Dodge Reporter, see the [Getting Started](#) section above.)

IV User Information (Registration)

When you login the first time, you will be taken to the User Information screen (Illustrated below). You must complete the User Information form prior to uploading your files the first time.

NOTE: You will only have to fill this form out once. You create your own username and password and will use those to access this site in the future.



User Information

Required fields are indicated in red.
By providing a user name and password you can create a personalized login that will maintain your user information.

Username	<input type="text"/>	<small>between 6 and 15 characters (no spaces)</small>
Password	<input type="password"/>	<small>between 6 and 15 characters (no spaces)</small>
First Name	<input type="text"/>	Middle Initial <input type="text"/>
Last Name	<input type="text"/>	
E-mail Address	<input type="text"/>	
Company	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
City	<input type="text"/>	State <input type="text"/>
		Zip Code <input type="text"/>
Phone	<input type="text"/>	

(All fields in red font are required)

V. Main Page

When you have completed the form and submitted your user information, you will be taken to the Main Page and are now ready to upload your files.

The main page will be the first page that opens when you log in using the username and password that you created during the registration process.



If you wish to change your user information (i.e. username, password, address, phone number, etc.), just click on the Edit User Information link.

The Submit Plans link will take you to the Project Information page (illustrated below).

VI Project Information

This is where you give us information about your project to help us locate it in the Dodge Reports database. An explanation of each field can be found on the next page.

Project Information	
User Information	Designers, Inc John Smith 300 Oak Street Bainbridge OH 44124 216-812-9999 johnsmith@designersinc.com
Project City	Bainbridge
Project State	OH
Project Title	Bainbridge Medical Center
Bid Date	04/01/2002 <input type="button" value="v"/> Format (mm/dd/yyyy) ASAP <input type="radio"/> NDS <input type="radio"/> TBA <input type="radio"/>
Is this Addendum?	Addendum <input type="checkbox"/>
Contract / SOL #	
Bid Package #	bid package 1
CLC Number	223334 Must be 6 numbers(If Known)
DR Number	200100636566 Must be 12 numbers(If Known)
Does this upload contain additional plans and specs to a project you sent us previously? Yes <input type="radio"/> No <input checked="" type="radio"/>	
Sent by Mail <input type="radio"/> Sent Electronicy <input type="radio"/> Other <input type="radio"/> <input type="text"/>	
Comments	

VI Explanation of Project Information Fields:

The information on this page helps us identify your project in our database. Be certain to contact your Dodge Reporter to ensure that we have all the details reported accurately in the Dodge Reports.

User Information: This is the contact information you entered during the registration process. The system will remember this and display it here anytime you log-in using the username and password you created during the registration process.

Project City: Is not a required field, since sometimes jobs are built in unincorporated areas. We do ask that you fill this in whenever possible, however, as it will help us locate the project in our database.

Project State, Project Title: These fields are required. These are data elements essential to researching and validating the job.

Bid Date: This field is required. This is a data element essential to researching the job if no DR number is provided. You may enter data as text (mm/dd/yyyy), or you may elect to use calendar function (click on the calendar icon to the right of the field) Or select ASAP, NDS (No Date Set) or TBA if that more accurately reflects your bidding schedule.

NOTE: If your bid date is less than 6 days from today, we may not be able to make it available to our customers in time. We recommend that you reschedule to take full advantage of our networking capabilities.

Addendum: Please let us know if the documents you are uploading are actually an addendum to this project.

Contract / SOL Number: Your contract or solicitation number will help us locate your project in our database faster.

CLC Number: If possible, please ask your Dodge Reporter for a CLC number. Dodge uses two internal tracking numbers for incoming documents.

NOTE: A CLC number is not mandatory to submit plans.

DR Number: Whenever possible, get a DR number from your Dodge Reporter. Include the DR number, in 12-digit format.

NOTE: A DR number will help to speed up this process but it's not mandatory.

Other Documents: Sometimes we receive plans and specs by different delivery services for the same job (e.g., plans via hardcopy and specs electronically, or just civil drawings electronically). When you check "Yes" in this section, we know to divert this job to another queue for resolution.

Comments: You can enter free-text information about your project here. If there are any special instructions you would like to convey about the handling of your plans and specs, please enter that here.

VIII Uploading Files:

There are 2 default methods to upload your files:

- FTP - File Transfer Protocol
- HTTP - Hyper Text Transfer Protocol

Uploading files using the FTP capability of the browser seems to work best for the majority of users with Netscape so we set that as the default when you log in using that browser.

Uploading files using HTTP seems to work best for the majority of users with Internet Explorer so we've set that as the default when you log in using that browser.

You can switch to either file transfer type at anytime by selecting Alternate Upload method on the Project Information page.

FTP Through The Browser

The Status and FTP Instructions page (illustrated below) opens when you submit your project information.

Select the link that says, "Click here to open the FTP site in a separate window".

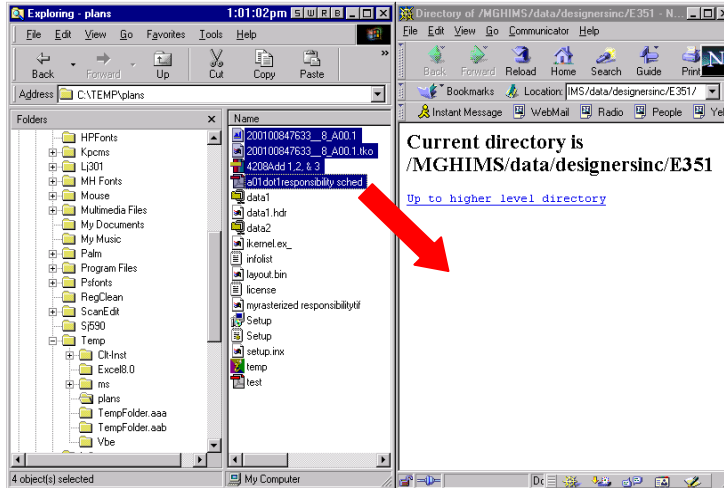
Status and FTP Instructions																									
Status	The contact and project information, displayed below, has been successfully submitted.																								
Instructions	<ul style="list-style-type: none">• Click here to open the FTP site in a separate window• Use My Computer, Windows Explorer, or another file selection tool and drag the files into the FTP window you just opened.• Use the validation link below to complete the submission process. Advanced FTP Users• Use the validation link below to complete the submission process.																								
FTP validation	The link below will take you to a validation page that will present you with information about the files that you have sent us. This page will provide you with a button that will indicate to us that you are ready for us to process the files. http://ftp.mghims.com/ValidateUpload.asp?Ticket=designersinc/E398																								
Job Ticket: E398																									
<table border="1"><thead><tr><th>User Information</th><th>Value</th></tr></thead><tbody><tr><td>User ID</td><td>john_smith</td></tr><tr><td>Last Name</td><td>Smith</td></tr><tr><td>First Name</td><td>John</td></tr><tr><td>MI</td><td></td></tr><tr><td>Company</td><td>Designers, Inc</td></tr><tr><td>Address</td><td>300 Oak Street</td></tr><tr><td>City</td><td>Bainbridge</td></tr><tr><td>State</td><td>OH</td></tr><tr><td>Zip</td><td>44124</td></tr><tr><td>Phone</td><td>216-812-9999</td></tr><tr><td>EMail</td><td>johnsmith@designersinc.com</td></tr></tbody></table>		User Information	Value	User ID	john_smith	Last Name	Smith	First Name	John	MI		Company	Designers, Inc	Address	300 Oak Street	City	Bainbridge	State	OH	Zip	44124	Phone	216-812-9999	EMail	johnsmith@designersinc.com
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ClcNumber	223334																								
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biddate	04/01/2002																								
subcomplete	No																								
subinfo																									
SubInfoOther																									
Comments	This is bid package 1, bid package 2 is due in 2 weeks																								
Click to submit another project Click to log out																									

Your browser will open a new window, which will be empty, except for the words "Up to a higher level directory".

NOTE: Upload rights have been deactivated in the higher levels (root directories). Do not move to a higher directory. To successfully upload your files, you must drag and drop them into the first window that opens.

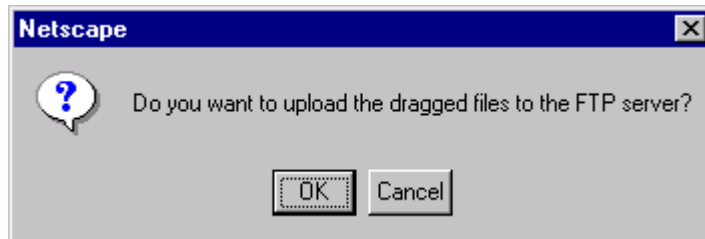
From Windows Explorer (or My Desktop) To your Netscape browser's FTP window

Drag and drop files



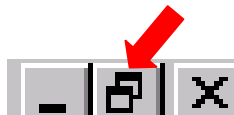
Once the FTP site opens in the new window, you can drag and drop your files directly from Windows Explorer.

Each time you drag and drop files into the FTP Window, you are given the choice to continue or cancel with the prompt below.



NOTE: It will likely be necessary to minimize Windows Explorer (see icons below, found in your upper-right corner of your terminal), so you can drag and drop files and see the prompt above.

Size your windows:



You may drag and drop multiple by holding down the shift key, and clicking on desired files, or holding shift+down arrow. Select multiple non-contiguous files by holding down the control key, and clicking desired files.

Drag and drop by right clicking your mouse, and dragging the files anywhere in the white space of the mostly blank browser window.

You will see the progress of the file transfer on the status bar at the bottom of your browser. When files are done copying the status will say "Document: Done". CLOSE WINDOWS EXPLORER and the FTP site window. This will take you back to **Status and FTP Instructions** page.

File Upload Validation Screen: When you are satisfied that all of your files have been transferred, you *must* go to the File Upload Validation screen to complete the upload.

File Upload Validation

Name	Size
200100847633__8_A00.1.pln	1656116
200100847633__8_A00.1.ko	153
FTP.txt	18
JobTicket.txt	581

Please validate the list of files above. If the list contains all of the files that you intended to submit, press the "The upload is complete." button to let us know that we can continue processing your files.

If there are files missing please submit them now then revisit this page to complete the submission.

If you are using your browsers FTP capability

- [Click here to go to the FTP site.](#)
- Use My Computer, Windows Explorer, or another file selection tool and drag the files into the FTP window you just opened.
- Refresh this page.

If you are using a FTP client application.

- Connect to the following FTP site as an Anonymous user: <ftp.mghims.com>
- Change to your working directory to: <MGHIMS/data/designersinc/E398>
- Initiate the transfer process.
- Refresh this page.

You may review which files you have selected, to ensure your submission is complete. If you have omitted any files, follow the instructions in blue hypertext (those are the same as the previous step). When done, you *must* click on the "submit for processing" button.

You will see the following message:

Congratulations
You have completed the
submission process.

Remember, the next time you visit this site, log into the Project Submission Login page with the unique username and password you created earlier in the User Information Screen.

"At this point, you may either log out or submit another project. "

NOTE: You should not include plans and specs for 2 separate jobs in the same upload. If there are 2 distinct jobs, you must complete 2 upload transactions.

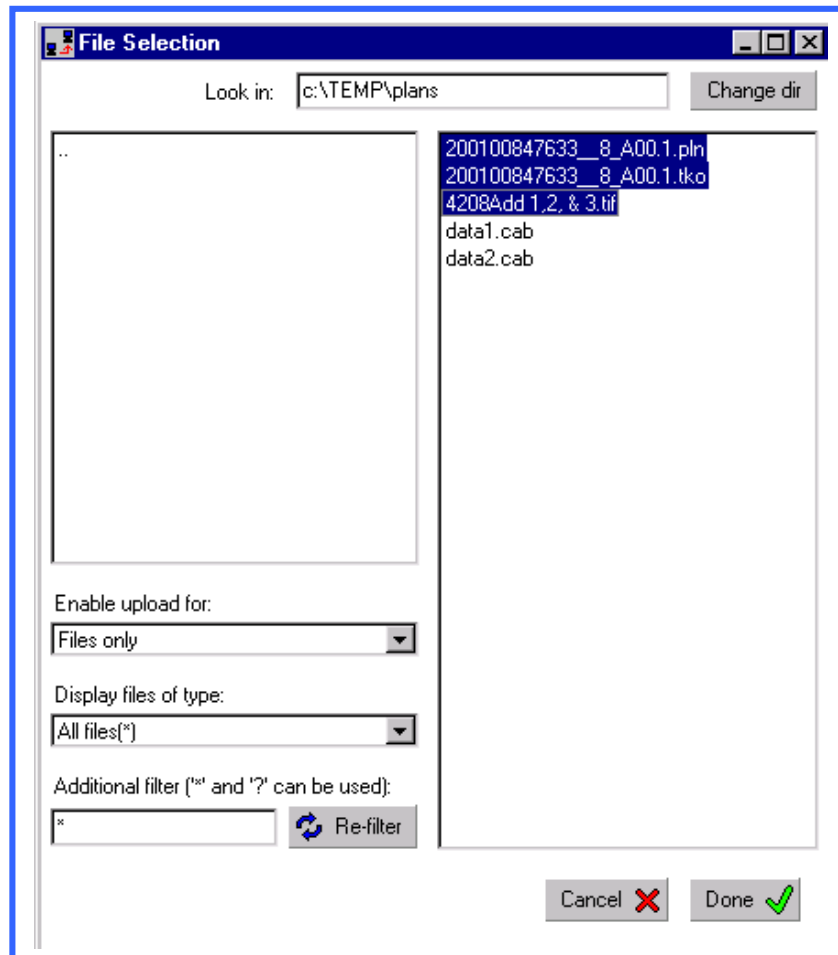
HTTP Through the Browser:

Bring up directory from sending PC
Select files from that PC
Put files in upload dialog box
Highlight files in upload dialog box
Send files from upload dialog box



This function allows you to select which files on your PC or network you want to upload. By clicking the “Add Files/Directory” button, you can see their own directory tree, and pick files. (You may see a Java applet message, asking to grant authorization. Click “OK” to grant authorization.)

Bring up directory from sending PC
Select files from that PC
Put files in upload dialog box
Highlight files in upload dialog box
Send files from upload dialog box



Click with the mouse to select files. When finished selecting files, click “Done”. The selected files will appear in the upload dialog box:

Bring up directory from sending PC
Select files from that PC
Put files in upload dialog box
Highlight files in upload dialog box
Send files from upload dialog box



We've included a lot of flexibility to make last-minute changes:

“Reverse Select”: inverts selected files. In the example below, hitting “Reverse Select” will highlight the last plan, and de-select the first two.

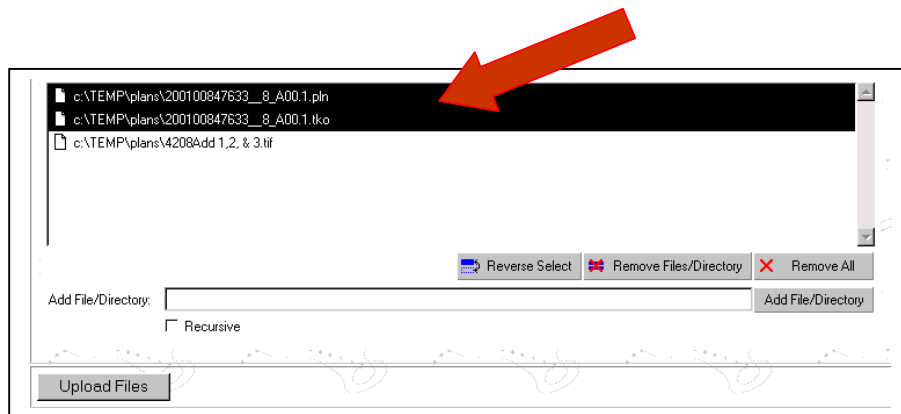
“Remove Files/Directory:” deletes highlighted files from the upload dialog box. In the example below, the first two files will be deleted from download selection (but not deleted off the source’s hard drive).

“Remove All”: removes all files from the upload dialog box. In the example below, though two files were highlighted, hitting the “Remove All” key will remove all three files from the upload dialog box (the files will be untouched on the source’s PC).

“Recursive”: If you enter a directory name, the tool will add all files within that directory and all the files that are in each subdirectory below the specified directory.

At this point, highlight the files again by clicking with the mouse. In the example below, though the user selected three files to download, only two were chosen at the last minute. Users can remove that unwanted file, de-select it, or just not highlight it.

Bring up directory from sending PC
Select files from that PC
Put files in upload dialog box
Highlight files in upload dialog box
Send files from upload dialog box

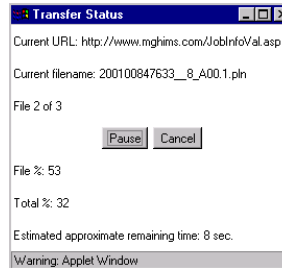


When finished selecting files, click on “Upload Files”. In the example below, the first two plans will be uploaded.

- Bring up directory from sending PC
- Select files from that PC
- Put files in upload dialog box
- Highlight files in upload dialog box
- Send files from upload dialog box



You will see a progress box, showing files as they are copied:



Upload Results:

This screen gives confirmation that the upload was successful. It also displays a unique transmission number (“Job Ticket” number) in case you need to refer back to a specific transmission they made:

File Upload Results

[Click to submit another project](#)
[Click to log out](#)

User Information		Job Ticket: E399	Value
User ID		john_smth	john_smth
Last Name		Smith	John
First Name		John	
MI			
Company		Designers, Inc	
Address		300 Oak Street	
City		Barabrage	
State		OH	
Zip		44124	
Phone		216-812-9999	
Email		johnsmth@designerinc.com	

Project Information	
Comments	
bidpackage	bid package 1
ProjState	OH
ProjTitle	Bay Village Medical Center
solman	
subinfoother	
ClkNumber	
subcomplete	No
ProjCity	Barabrage
biddate	04/01/2002
DrNumber	

File Data		
File	File Size (bytes)	File Name
file1	153	c:\TEMP\plans\200100847633__8_A00.1.doc
file2	1655115	c:\TEMP\plans\200100847633__8_A00.1.pln

At this point, users may either log out or submit another project. You should not include plans and specs for 2 separate jobs in the same upload. If there are 2 distinct jobs, you must complete 2 upload transactions.

Remember, the next time you visit this site, log into the Project Submission Login page with the unique username and password you chose earlier in the User Information Screen.

IX File Transfer Using FTP Client Software

If you already use an FTP client software package to send your files, you may use it to upload them to our server.

Just follow the instructions for FTP through the browser to send us your project and user information then select "Advanced FTP Users" when you get to the Status and FTP Instructions page.

Follow the instructions there to configure the path in your FTP client to login and send your files to the correct sub-directory on our FTP server.

We do not currently support any individual FTP Client software. These typically require firewall configurations that only your systems administrator can help you with.

We will be happy to help you with our site as much as possible, but recommend this function for advanced FTP users only at this time.

X Preferred File Formats for Electronic Receipt of Plans and Specs

1. Plans: prefer PDF, Cal, Tiff, or PLT format

- prefer multiple plan pages per PDF
- For PLT, CAL or Tiff, prefer one file per plan page
- preferred naming convention of each file is:

drawing number_sheet title (title exactly as appears on each plan page)

- acceptable (not preferred) plans formats include dxf, dwg, wmf
- If dwg or dxf is used, please also send any proprietary fonts, all xref files, and page sizes.
- Color photos cannot be used

2. Specs: Preferred final documents are multi-page tiff files, broken into separate files by CSI division (17 multi-page tiff files).

Acceptable, in descending order of preference (best is a, worst is f)

- a.) 17 separate tiff files
- b.) 1 separate tiff file
- c.) 17 .pdf documents
- d.) 1 .pdf document
- e.) 17 MS Word documents
- f.) 1 MS Word document

XI Browser Specifications:

- **For IE 5.0: - Fully Supported**
- **For IE 4.5 for the Mac: - Not Supported at this time**

With Internet Explorer 4.5, Microsoft changed the implementation of uploading. On Macintosh systems, files are stored in two parts - a resource fork and a data fork.

Previous to Internet Explorer 4.5, only the data fork was being sent. However, the latest version of Internet Explorer for the Macintosh now uploads both the data fork and the resource fork in MacBinary format, which our software is not currently equipped to handle. A future release will feature MacBinary decoding. For now, the only solution is to use another browser to upload the files. Netscape Navigator 4.0 and 4.5 and Internet Explorer 4.0 can all upload files from the Macintosh without this problem.

- **For IE 4.0: - Fully supported on platforms other than Mac**

IE 4.0 for Mac: There is a bug in the Macintosh implementation of IE 4.0. IE 4.0 will occasionally send corrupted uploads, especially when trying to transfer picture files. Unfortunately, there is nothing that can be done about this at this time short of switching to another browser. We currently recommend that all Mac users use Netscape Navigator.

- **For IE 3.02 (32-bit): - Supported with add-on**

You must install the File Upload Add-on from Microsoft

- **Netscape Navigator - Supported with limitations.**

Primary Method - FTP - Versions 2.0 and greater.

File uploads are performed using the browsers built in FTP support. There are a number of security settings that can interfere with the ftp transfer. If you are behind a firewall, you must make sure that your configuration settings are correct and you have FTP read and write access through the firewall. If you have configuration questions, please contact you network administrator.

Alternate Method - HTTP - Versions 2.0 3.0 and 4.0

The alternate method is for users that do not have ftp support. This method uses a http transfer protocol that has limitations on the Netscape browsers.

These versions support RFC1867 and supported with limitations. Netscape Navigator is supported on each of these platforms as long as the Java Virtual Machine is loaded in the browser. There are significant variances between versions of Netscape. We have noted some cosmetic differences when viewing the current web-site. Most of these do not effect the operation of the site. There are a number of security settings that can interfere with the operation of the site.

*As always, thank you for using **Dodge Plans**, the most widely-used and most comprehensive source for uploading and retrieving bidding documents!*