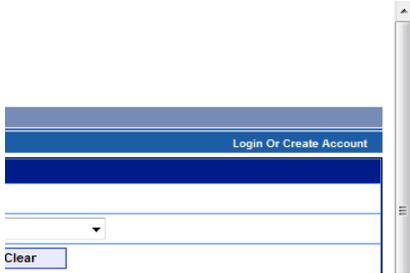
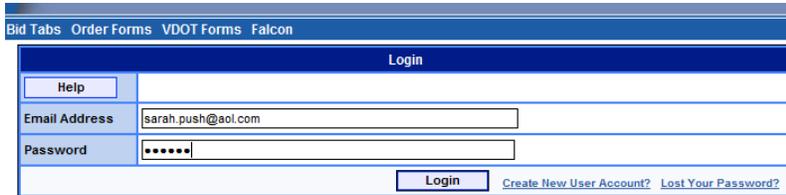


# HOW TO EXPORT THE Q&As FROM THE CONSTRUCTION ADVERTISEMENT BULLETIN BOARD (CABB)

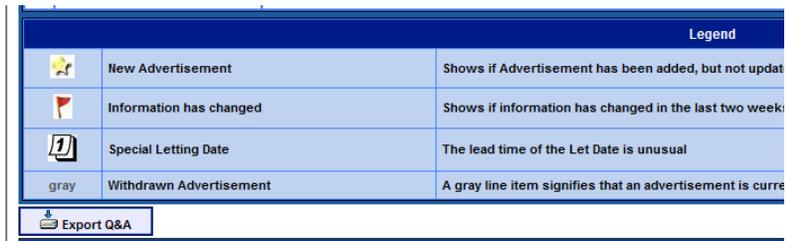
1. Go to our CABB system: <http://cabb.virginiadot.org/>
2. At the top right-hand corner, select *login or create Account*



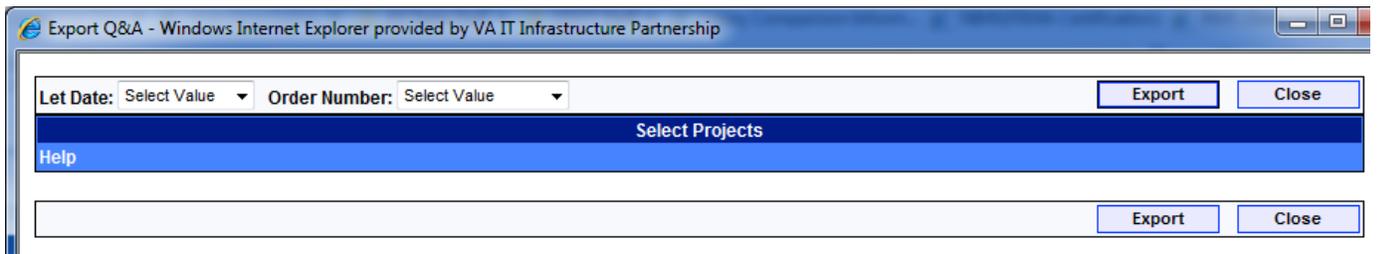
3. Put in your email address and password and hit Login



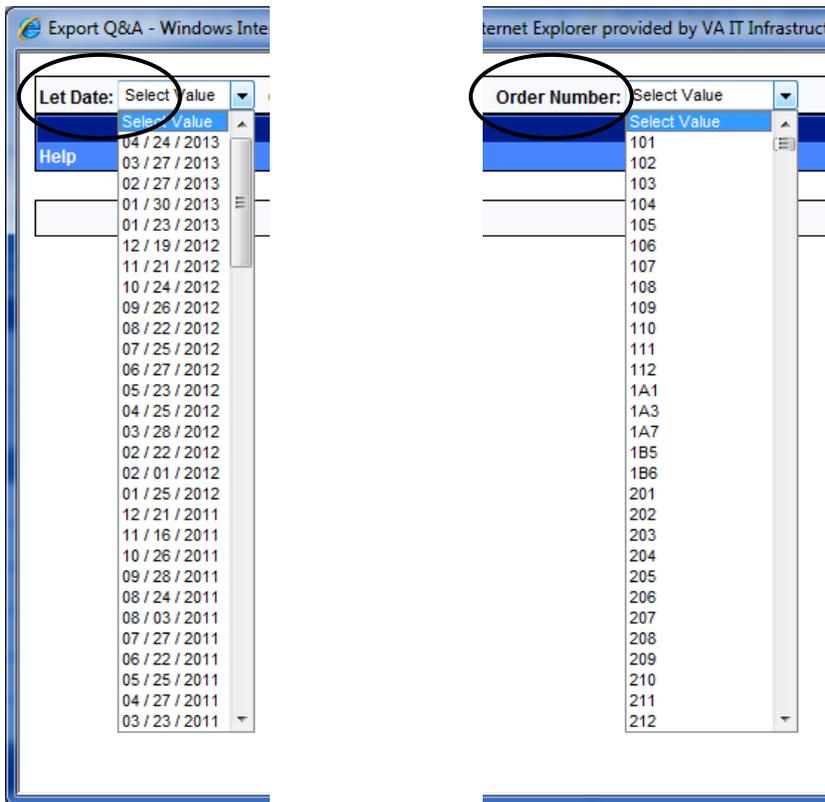
4. Select *Export Q&A* located at the bottom left-hand side of the Legend



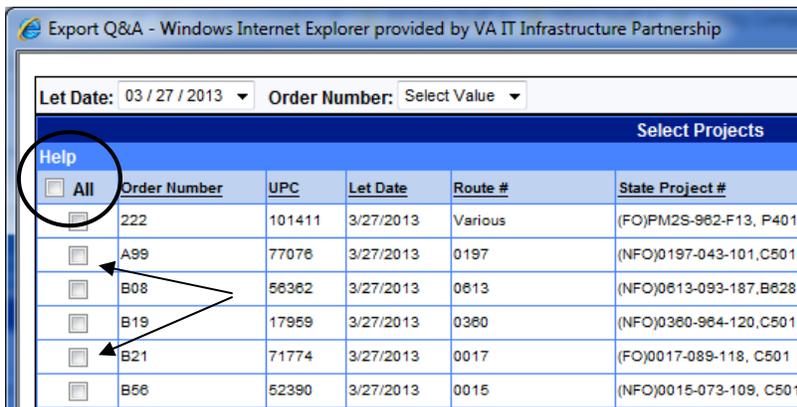
5. The *Export Box* will pop up (give it a few seconds to open fully)



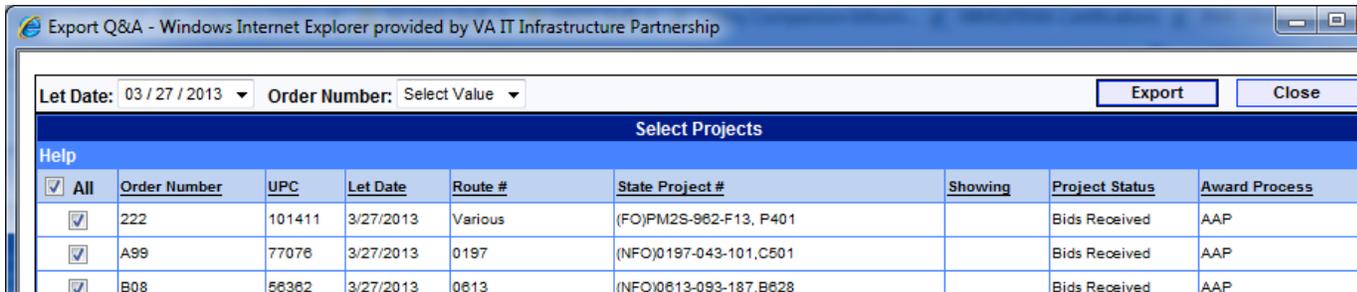
6. You can choose by either *Letting Date* or *Order Number* (Whichever selection you choose, please give it several sections to display)



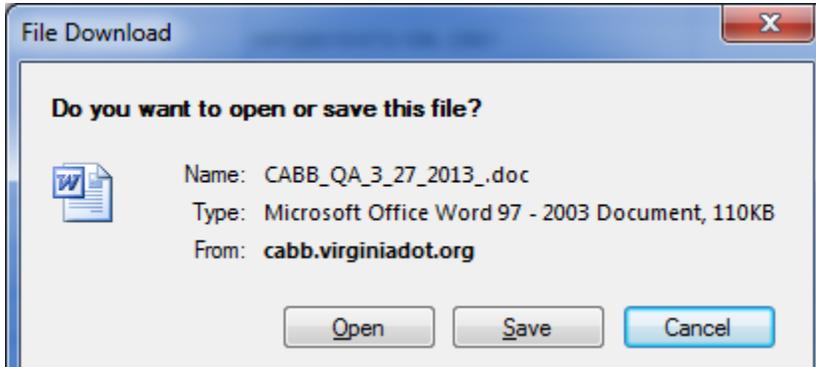
7. Let us start with the Letting Date. For this example: letting date 03/27/2013 is chosen and in a few seconds the lists of projects for that letting should display. From here you can select **ALL** to display any Q&As from the projects listed or select **one to multiple** Q&As you would like to obtain.



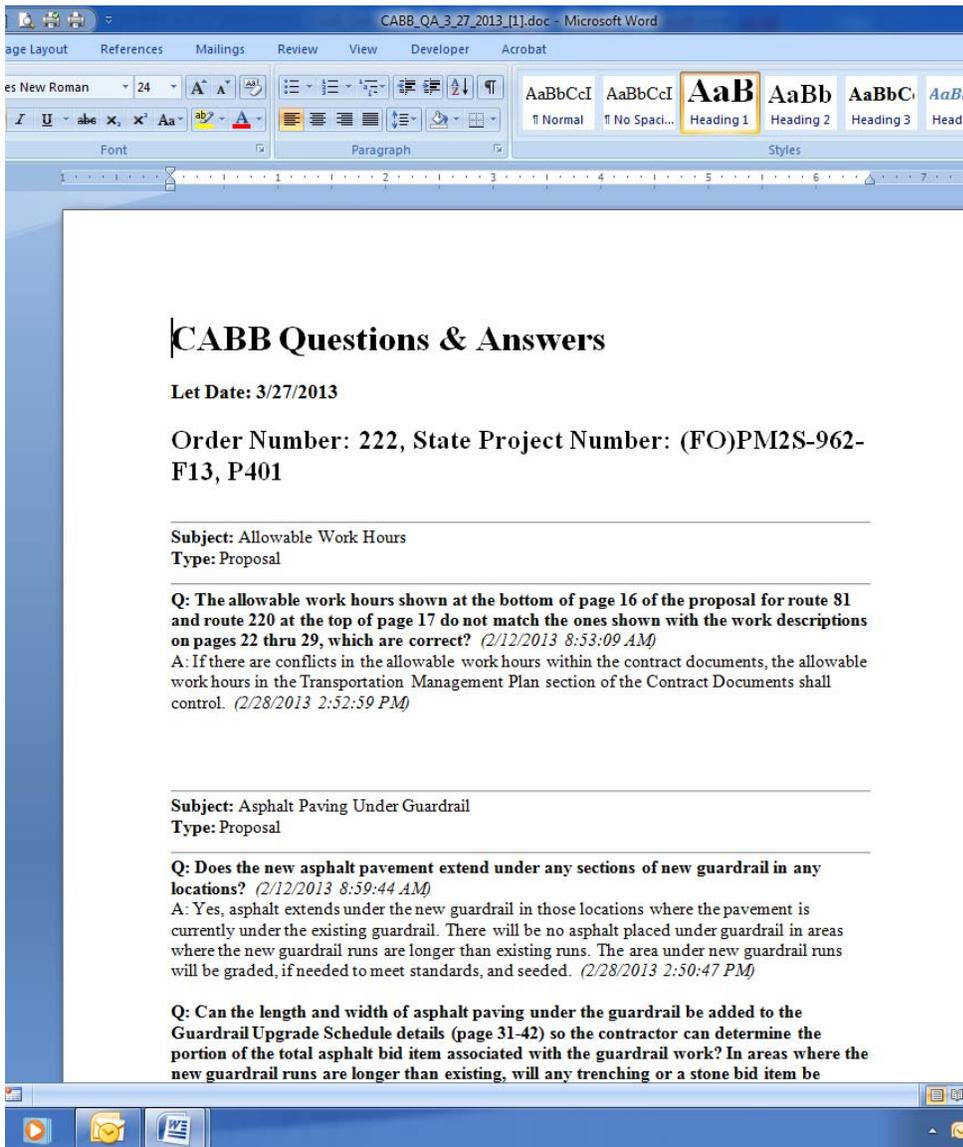
8. For this example, we will select *All* and then click the *Export* button.



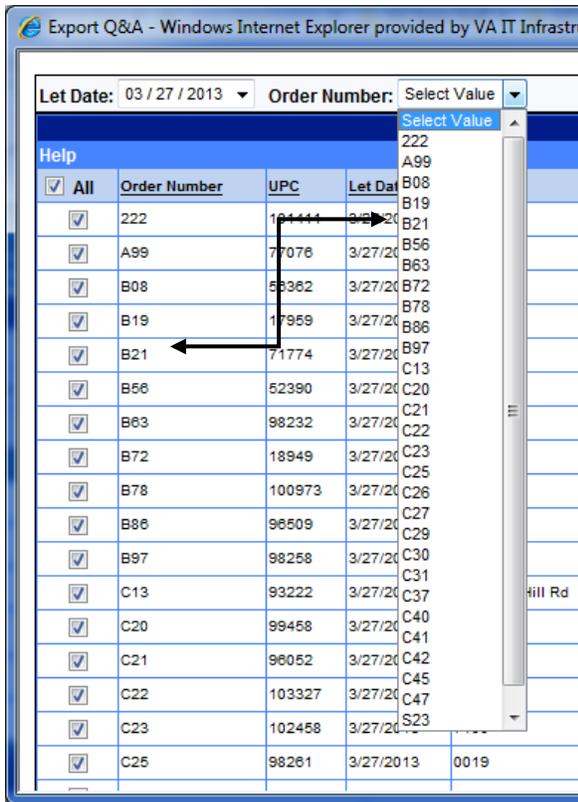
9. A *File Download Box* will pop up (again it may take a few seconds). You can select *Open or Save*. For this example I will choose Open.



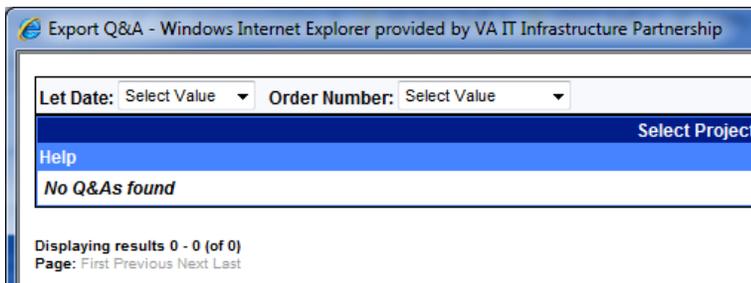
10. The list for all projects which contained Q&As will come up in a Word Document as shown below:



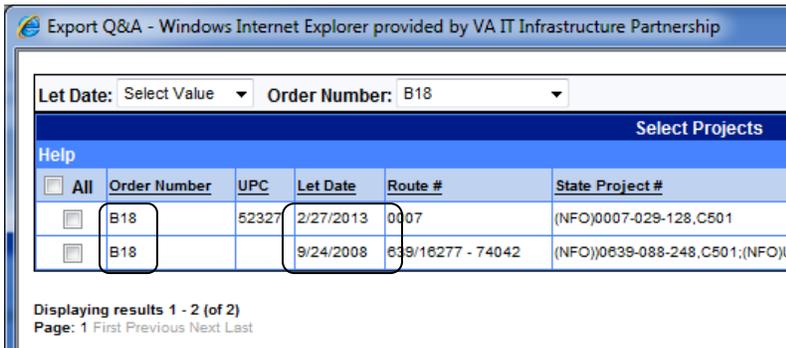
11. Let us go back to the CABB Export page. Let us say from here you wish to obtain the project of an order number you know; how do you get back to this. You cannot just jump to the *Order Number* option, if you do, it will only list the projects that are from the letting date you just picked (03/27/2013). Please observe the screen shot below; see how they match:



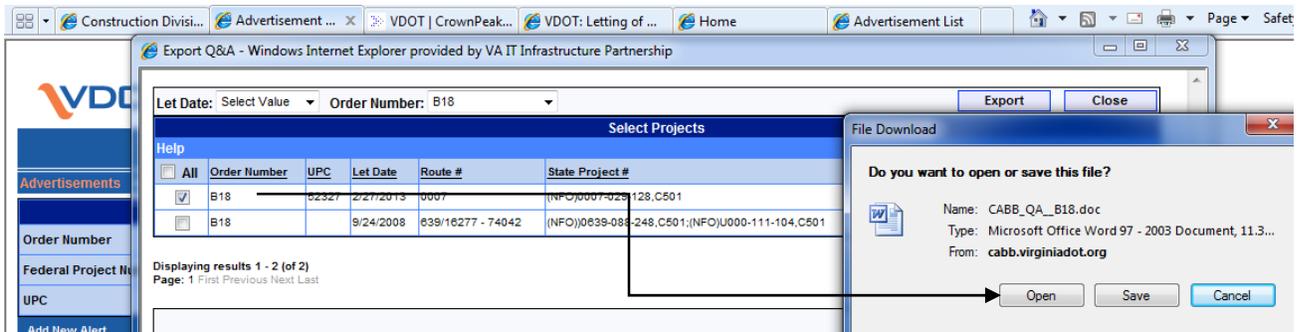
12. In order to clear this, you will have to choose the drop-down arrow from the *Let Date* and select Select Value; give it a few seconds (see below: note it says, “No Q&As found”)



13. Now onto the *Order Number* option. When you select the drop-down arrow from this option, you will see ALL order numbers ever used for a project. For this example, I will choose B18. To jump to the B's you can hit the *B* on your keyboard after selecting the drop-down arrow. Scroll down to B18 and give it a few seconds to pop up. You will notice there are two B18s. To decide, choose by the letting date.



14. I will choose the B18 with the letting date of 2/27/2013. Then I will click on the *Export* button to the right of the screen and choose to OPEN the document.



15. Voila! Your CABB Q&As for B18 let 2/27/2013.

## CABB Questions & Answers

**Order Number: B18**

**Order Number: B18, State Project Number: (NFO)0007-029-128,C501**

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**Subject:** Geotech Report  
**Type:** Other

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**Q:** Please provide the geotech report and/or soil boring information for this project. (1/17/2013 4:55:13 PM)  
**A:** It is posted on Falcon. (1/24/2013 2:52:59 PM)

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**Subject:** Hydraulic Cement  
**Type:** Bid Sheet

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**Q:** There is a pay item for Hydraulic Cement, item #810, by the ton which we assume to be the lime required for subgrade stabilization. The plans read that the cost for the hydraulic cement (lime) shall be included in the manipulation cost. Please clarify. (1/18/2013 2:30:5 PM)  
**A:** The pay item for Hydraulic Cement is for the subgrade stabilization. It is a separate quantity that is paid for per the Road and Bridge Specifications. Note G-7 on Sheet 2 (General Notes) was incorrectly edited to say the item would be included in the cost of manipulation. An upcoming Addendum will be provided which will include an edit to Note G-7 on Sheet 2 (General Notes)