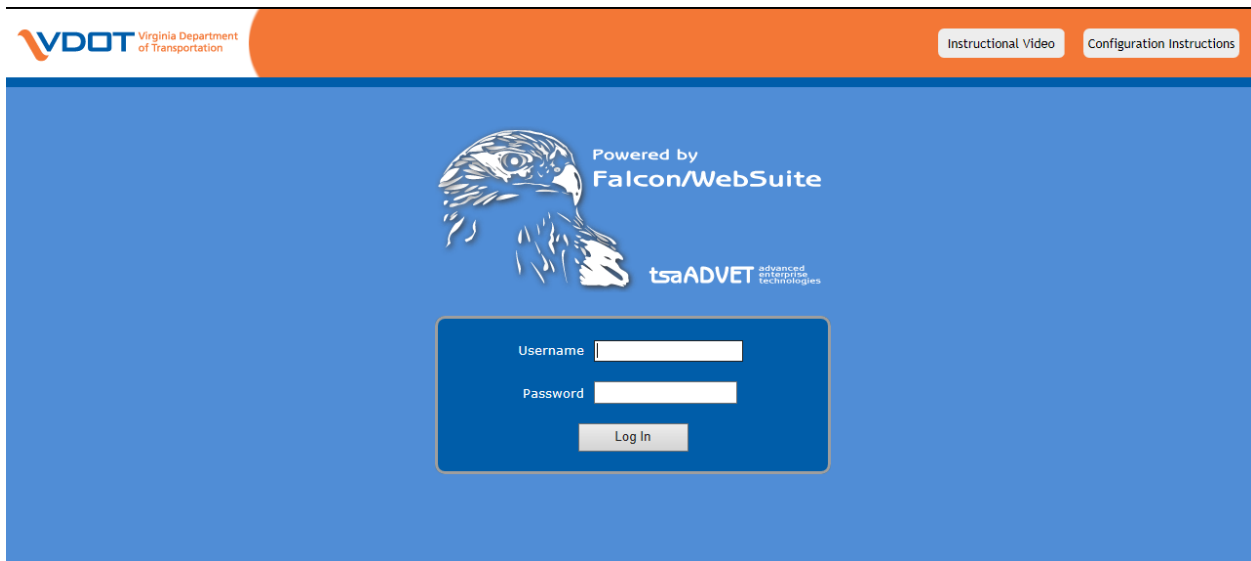


Instructions for Accessing the VDOT's Electronic Plans Web Portal

- 1- Make sure you are using **Microsoft's Internet Explorer**
- 2- Go to the Construction Advertisement Bulletin Board (CABB): <http://cabb.virginiadot.org/>
- 3- Search for the order number you wish to obtain the proposal and/or plans; when you have found the order number click on either *EPLANS* or *PROP* in the E-Plan column

Order #	Notices	E-Plan	Plan Holders
K34	No Notices	EPLANS	A
L55	No Notices	EPLANS	

- 4- This should take you to VDOT's Electronic Plans Web Portal login screen (There is a possibility it might take you a few tries before you are able to log in) – Put in your Username and Password and select Log In



VDOT Virginia Department of Transportation

Instructional Video Configuration Instructions

Powered by Falcon/WebSuite

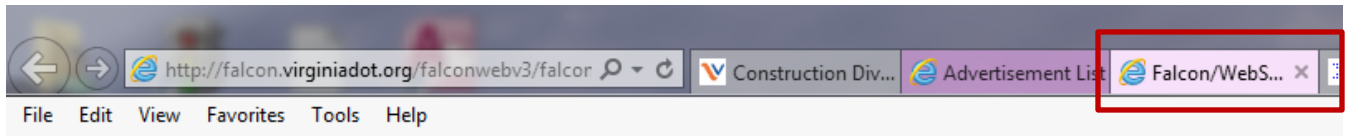
tsaADVET advanced technologies

Username

Password





Log In


Also notice that a new tab has been created for the Falcon page:



Instructions for Accessing the VDOT's Electronic Plans Web Portal

- 5- You should see a screen like this which should list either both plan set and proposal or just proposal.

Options	Filename	File State	Description	File Format	Last Modify Date
 	plan set.set	On Server	Plan Files in pdf format	set	
 	proposal.set	On Server		set	



- 6- If you wish to download the proposal, select the *list of document* icon 

Options	Filename
 	plan set.set
 	proposal.set

- 7- On the following screen you will see the option to select the file for download. Click in the check box

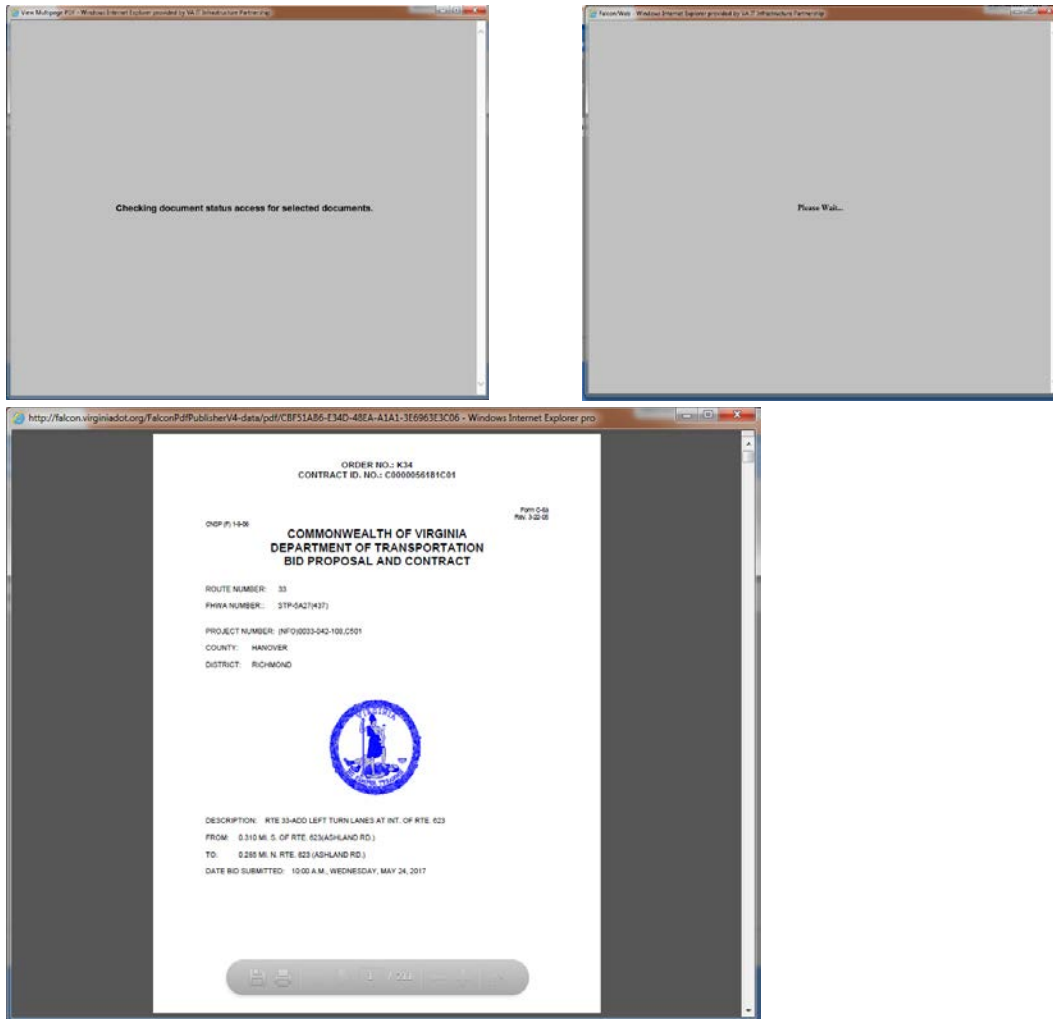
Options	Filename	File State
<input checked="" type="checkbox"/>  	k34_56181.pdf	On Server


- 8- Select Merge PDF in the option list above


Options	Filename	File State
<input checked="" type="checkbox"/>  	k34_56181.pdf	On Server

Instructions for Accessing the VDOT's Electronic Plans Web Portal


- 9- You will see the following screens – CHECKING DOCUMENT STATUS ... and PLEASE WAIT and then the document loads and is displayed for you to SAVE to your computer :



- 10- Use the back button to go back to the *list of choice items*  :

Options	Filename ▲	File State	
 	plan set.set	On Server	PI
 	proposal.set	On Server	

- 11- To download the plan set you are going to use similar means as you did with the proposal only you will be able to select several at one time. (*Suggestion*: when selecting the electronic plans, try *ten* at a time for best results and then up the volume by *five* to measure the time for collating.)

Select the list of document icon  for the plan set

Instructions for Accessing the VDOT's Electronic Plans Web Portal

12- You will see a list of PDF files:

Options	Filename ▲	File State	Description	File Format	Last Modify Date
<input type="checkbox"/>	0033-042-108 c501_01.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input type="checkbox"/>	0033-042-108 c501_01a.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input type="checkbox"/>	0033-042-108 c501_01b_r12.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input type="checkbox"/>	0033-042-108 c501_01c_r13.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	4/12/2017
<input type="checkbox"/>	0033-042-108 c501_01d.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input type="checkbox"/>	0033-042-108 c501_01d1.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input type="checkbox"/>	0033-042-108 c501_01e.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input type="checkbox"/>	0033-042-108 c501_01f.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input type="checkbox"/>	0033-042-108 c501_01g.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input type="checkbox"/>	0033-042-108 c501_01h.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input type="checkbox"/>	0033-042-108 c501_01j.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017

Page 1 of 1 Displaying 1 - 124 (124 matched)

13- For this exercise, I will select the first eleven files and then select Merge PDF:

archives - Document Set

Back Select All Deselect Merge PDF Search Environments Adv. Sort Preferences

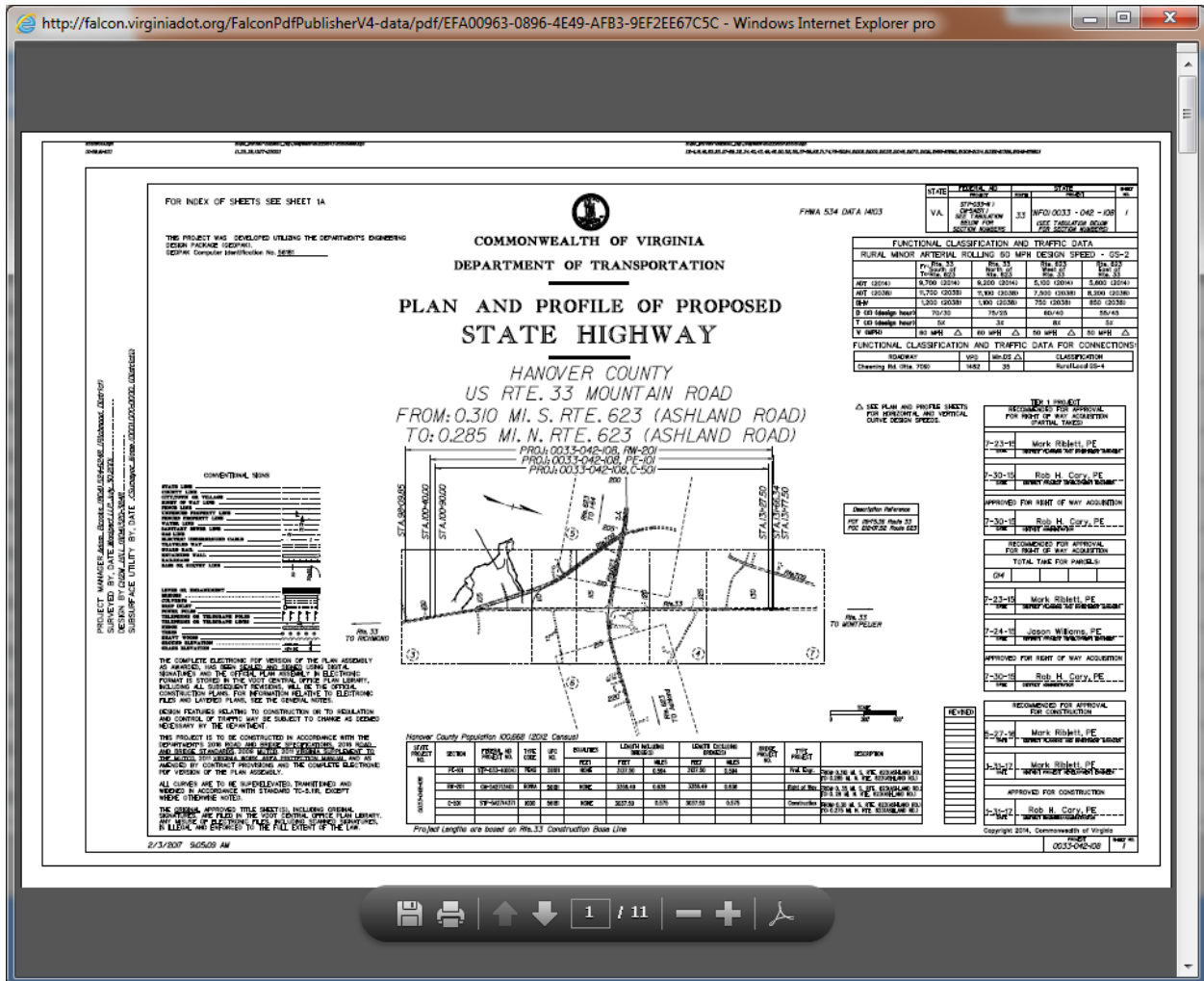
Multi-Page PDF

Options	Filename ▲	File State	Description	File Format	Last Modify Date
<input checked="" type="checkbox"/>	0033-042-108 c501_01.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input checked="" type="checkbox"/>	0033-042-108 c501_01a.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input checked="" type="checkbox"/>	0033-042-108 c501_01b_r12.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input checked="" type="checkbox"/>	0033-042-108 c501_01c_r13.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	4/12/2017
<input checked="" type="checkbox"/>	0033-042-108 c501_01d.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input checked="" type="checkbox"/>	0033-042-108 c501_01d1.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input checked="" type="checkbox"/>	0033-042-108 c501_01e.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input checked="" type="checkbox"/>	0033-042-108 c501_01f.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input checked="" type="checkbox"/>	0033-042-108 c501_01g.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input checked="" type="checkbox"/>	0033-042-108 c501_01h.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017
<input checked="" type="checkbox"/>	0033-042-108 c501_01j.pdf	On Server	Fr: 0.310 Mi S Rte 623 (Ashland Road) To: 0.285 Mi N Rte 623 (Ashland Road)	pdf	3/24/2017

Page 1 of 1 Displaying 1 - 124 (124 matched)

Instructions for Accessing the VDOT's Electronic Plans Web Portal

14- Again, after selecting the Merge PDF button you will see several *processing* screens before you see the file sets emerge as one document. Save this set to your computer:



15- When you are finished saving this set to your computer, you can then use the **X** to close out of this Pop-up and select the next set for collation and downloading. Remember when saving each set to name them different as in K34Plns1.pdf; K34Plns2.pdf; K34Plns3.pdf, etc.

16- When you are finished downloading your files simply exit out of the Tab page using the **X** :

