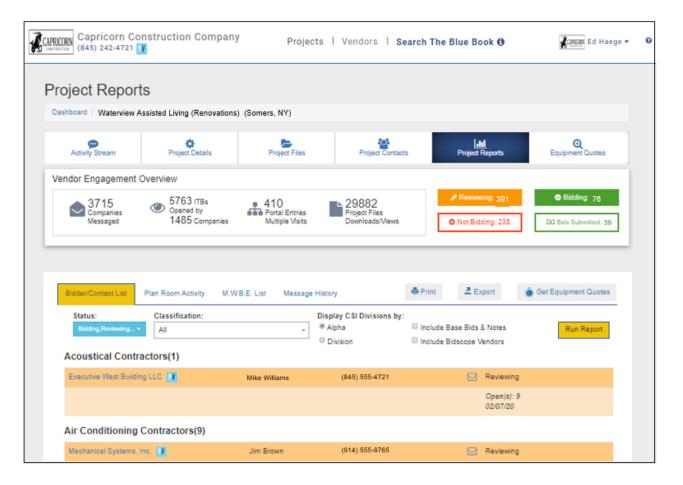
Project Reports

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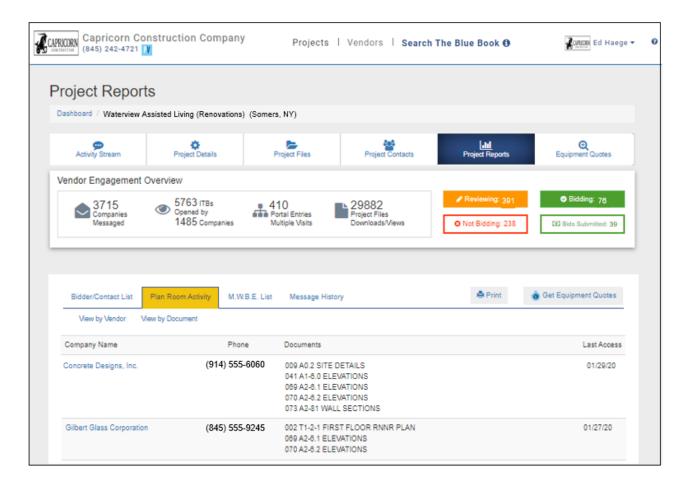
The "Project Reports" tab enables you to track your subcontractors' responses, engagement, activity and bid submittals.

At a glance, you can see the total number of companies that were messaged. You can monitor engagement by the total number of bid invitations that were opened; the total number of portal entries; and the total number of project files that were viewed and downloaded. Also, at a glance, you can see the number of companies Reviewing, Bidding, and Not Bidding and the number of Bid Submittals.

For more detailed reporting, you can click on the "Bidder/Contact List" to review companies' statuses, notes – yours and your subcontractor's, and submitted bids in all or specific trade categories. This report can be printed or exported if you want to distribute to your team to make follow-up calls to invited subcontractors and suppliers. To add notes from those conversations, go to the "Project Contacts" tab; click on the "Project Vendors" screen; conduct a company search; and click on the "P" image for that company.

Under "Project Reports", you can also run a "Plan Room Activity" report. This report will

identify the companies that entered your plan room; the files that they viewed and downloaded; and their last plan room visit date. This report will confirm that your subcontractors and suppliers have all the documents that they need to prepare a complete bid.



If your project has MWBE goals, The Blue Book will not only help you find and communicate with those subcontractors but you can produce a report – the MWBE List – to submit with your bid to validate for the owner that you made a good faith effort to satisfy the project's goals.

The project's "Message History" is located under "Project Reports". This report will identify all the message types that you sent with the date it was sent. It also includes the results – total messages queued and delivered.

Lastly, under "Project Reports", you can request quotes from equipment suppliers for jobsite items like site trailers, fencing, portable toilets, and much more. Our GC ONETEAM users have reported that getting new jobsite equipment pricing has helped them win more projects. The General Contract bid margins are so close that plugging these fresh numbers into their bid has made a significant and positive impact.

