



My Deskpad

MBEX Plan Room Guide

Project Filters:
*Refining your search by
location (state and/or county)*

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Bid Calendar

26 Tue	27 Wed	28 Thu	29 Fri	2 Mon

[View Entire Month](#)



Quick Search

will search project name, ID, scope, and notes

- Planning Bidding
 Postbid Archived

[Search](#)

Current Weekly Bulletin

Daily Plans Received

Daily Addenda Received

[Get Oncenter Plan Viewer](#)



Deskpad

Projects

Filters

Research

Administration

Help

My Deskpad



My Reminders

[Add Reminder](#)

Today:

none

Tomorrow:

none



New Project Activity Since

Last Login

Last 24 hrs

Last 48 hrs

Custom



New Projects Bidding

43 projects entered since 4/18/2022 9:38:03 AM



New Apparent Low

4 projects in Apparent Lows since 4/18/2022 9:38:03 AM



New Contract Award

6 projects in Contract Awards since 4/18/2022 9:38:03 AM



New Projects in Planning

0 projects in Planning since 4/18/2022 9:38:03 AM



My Nightly Emails

Today

Last 5 Days



New Filter Results

302 projects, 300 unseen



Tracked Project Changes

0 changes, 0 projects



My Tracked Projects

2 projects



Bid Calendar

20
Wed

21
Thu

22
Fri

25
Mon

26
Tue

[View Entire Month](#)



Quick Search

Search Projects

will search project name, ID, scope, and notes

Planning

Bidding

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From the Deskpad, select Filters from the top navigation menu.



My Project Filters



#	Name	Email	Count	Last Run	Edit	Run	Delete
1	BWBR	Yes	1	11/19/2021 9:56:00 AM			
2	Custom Filter	Yes	214	11/3/2021 12:39:00 PM			
3	Entertainment	Yes	66	3/24/2022 9:01:00 AM			
4	MN-ND-SD Only	Yes	416	4/20/2022 8:36:00 AM			
5	Theatre Projects	Yes	0	4/20/2022 8:34:00 AM			



Once on your 'My Project Filters' page, either (1) select the filter you are wanting to update by clicking the blue pencil icon to edit OR (2) create a brand new filter by selecting the orange button with the plus sign in the upper left-hand corner.



Create a New Filter

Search the spec book for:

Search Term 1

Search Term 2

Search Term 3

Search Term 4

Search Term 5

Search Term 6

Search the contents of the spec book

Search only in the spec index

Search for these CSI Codes

CSI Code 1

CSI Code 2

CSI Code 3

CSI Code 4

Phases

- Planning - No A/E
- Planning - A/E
- Planning - CM/GC
- Bidding
- Apparent Lows
- Contract Awards

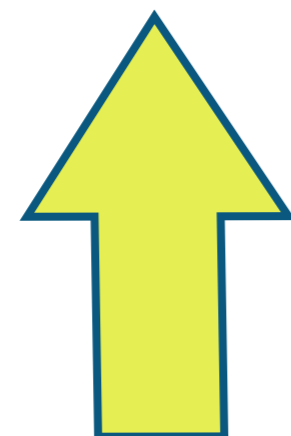
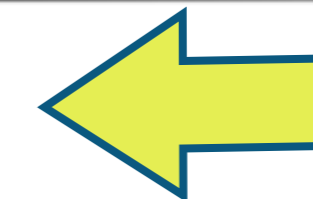
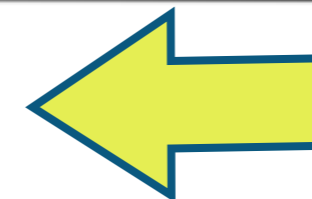
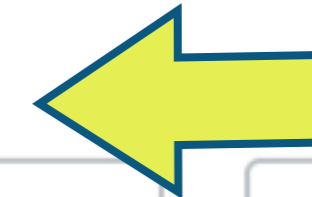
Project Types

- ABATEMENT
- ADDITION
- ADDITION/REMODELING
- ALTERATIONS
- COMMUNICATION
- CONSTRUCTION MANAGER SOUGHT
- DEMOLITION
- DEMOLITION/REPLACEMENT
- DESIGN BUILD
- DREDGING
- ENGINEER SRVCS SOUGHT
- ENVIRONMENTAL
- EXPANSION

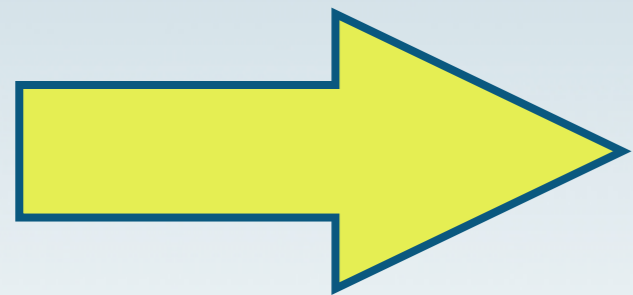
Categories

- AIRPORT
- AUDITORIUM
- BRIDGE
- CASINO
- CHILD CARE FACILITY
- COMMERCIAL
- CONVENIENCE STORE
- CORRECTIONAL FACILITY
- EDUCATIONAL
- ELEVATOR
- ENTERTAINMENT
- ENVIRONMENTAL
- EROSION CONTROL
- FEDERAL GOVERNMENT
- GENERATOR
- MUSEUM
- NOT SPECIFIED
- OFFICE BUILDING
- PARKING STRUCTURE
- POWER PLANT
- PRIVATE RESIDENCE
- RECREATIONAL
- RELIGIOUS
- RESIDENTIAL
- RESIDENTIAL COMPLEX
- RESTAURANT
- RETAIL FACILITY
- SENIOR/ASSISTED LIVING
- SEWER/WATER LINES
- SPORTS COMPLEX

To set up your filter, enter key terms, such as "HVAC," "airport," or "concrete" into the spec book search term boxes. Select the phases, project types, and categories for the types of projects you are seeking.



To filter projects specifically by state, click on the state of Minnesota map under "States & Counties".



- REROOFING
- RESTORATION
- RESTORATION/RENOVATION
- ROADWORK
- ROOFING
- SEWER/WATER
- SHELTER
- SIDEWALK CONSTRUCTION
- SIGNAGE
- SITE DEVELOPMENT
- SITE IMPROVEMENTS
- STORE/SHOPPING FAC
- STREET CONSTRUCTION
- STREET IMPROVEMENTS
- SUPPLY/INSTALL
- TECHNOLOGY UPGRADE
- TRANSPORTATION
- UPGRADE
- UTILITY
- WALKWAY
- WINDOWS

States & Counties



Funding

- Public
- Private

Include in Nightly Email



Filter Name

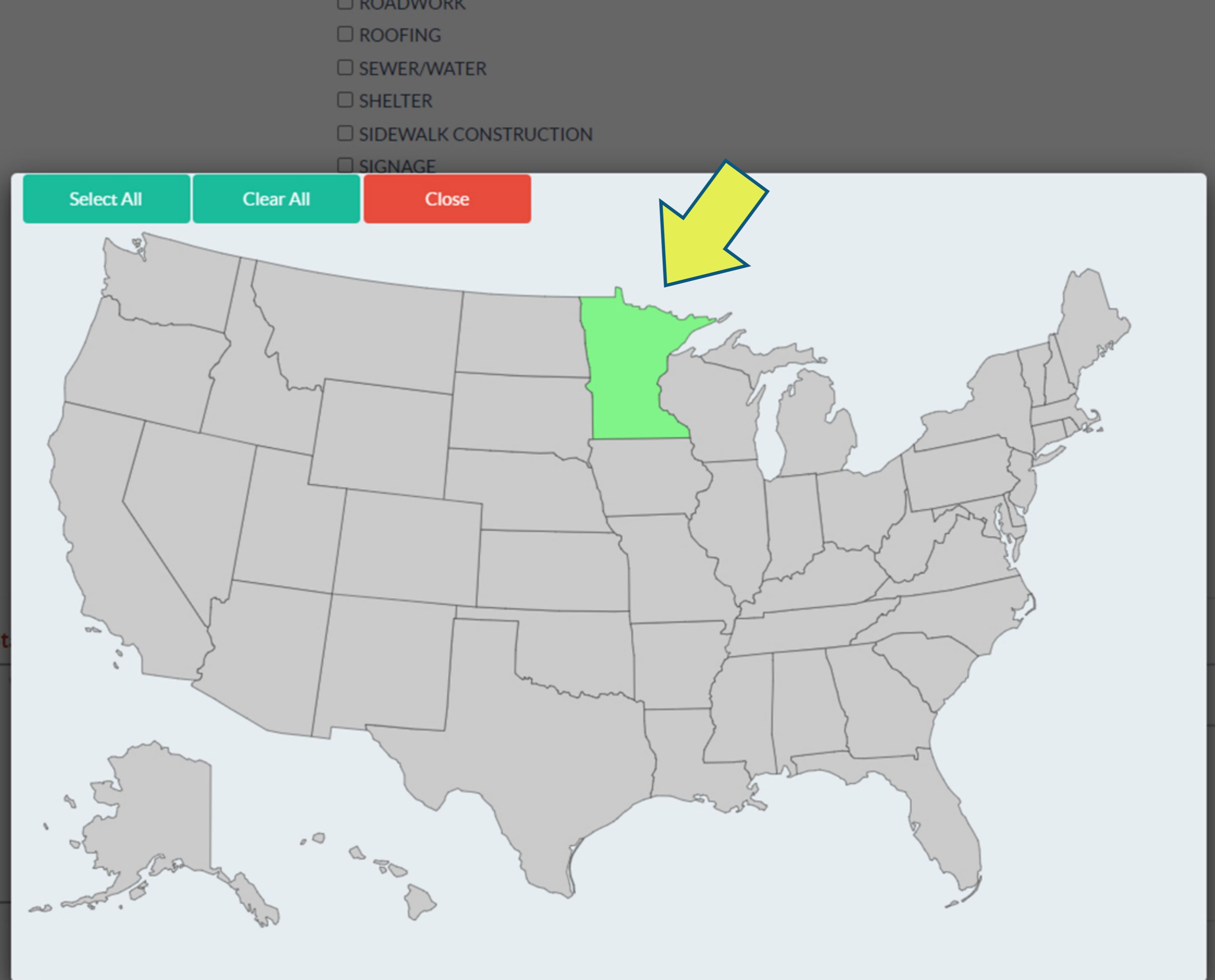
Filter Name

Preview Filter

Save Filter

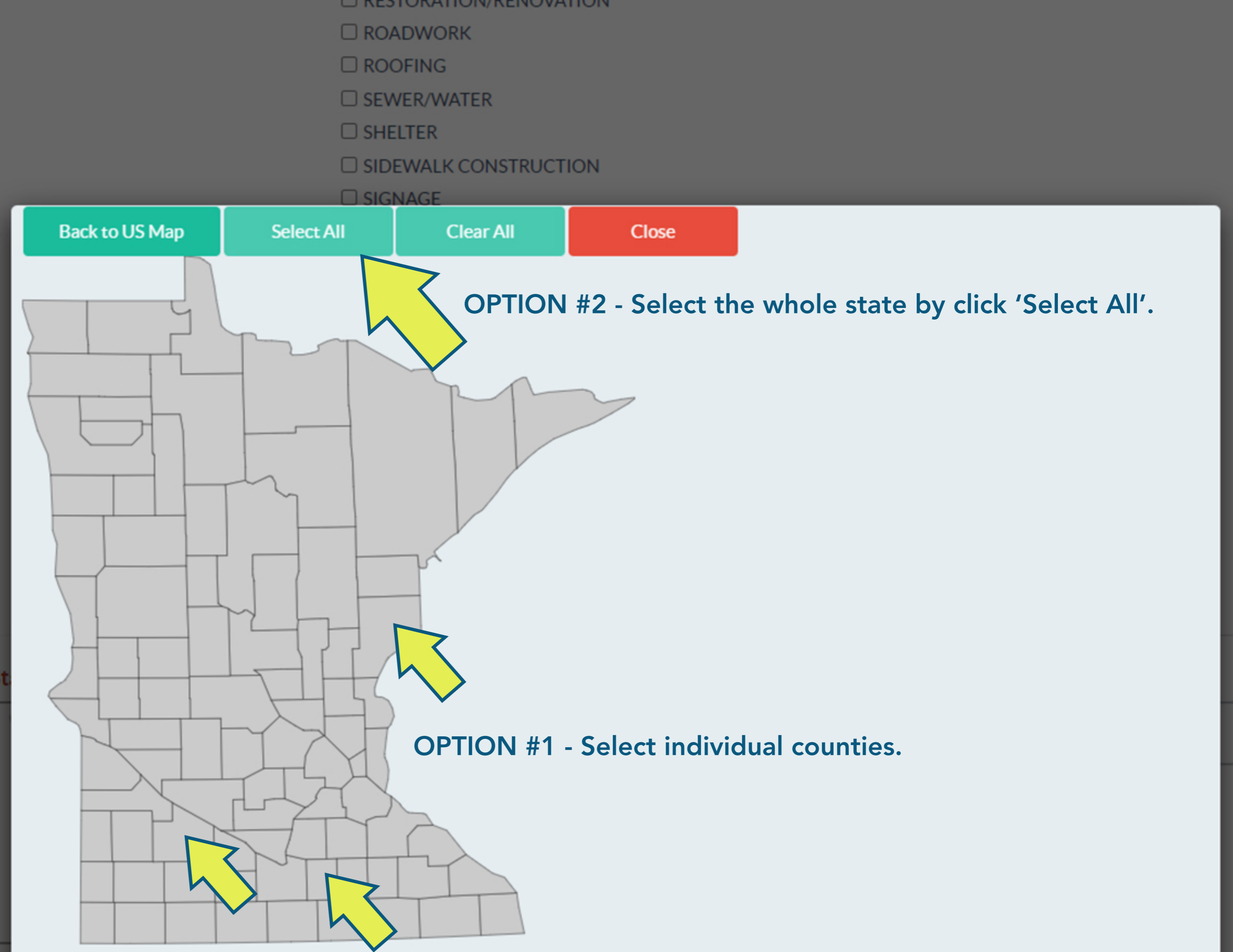
Select the state you want to find projects for by clicking on said state.

For example, if you're seeking projects in Minnesota, click on Minnesota



The full state will be brought up, divided by the state's counties. (1) You can select certain counties of interest by simply clicking on the individual county (it will turn bright green once selected). (2) Or, select the 'Select All' button at the top of the map for full state coverage.

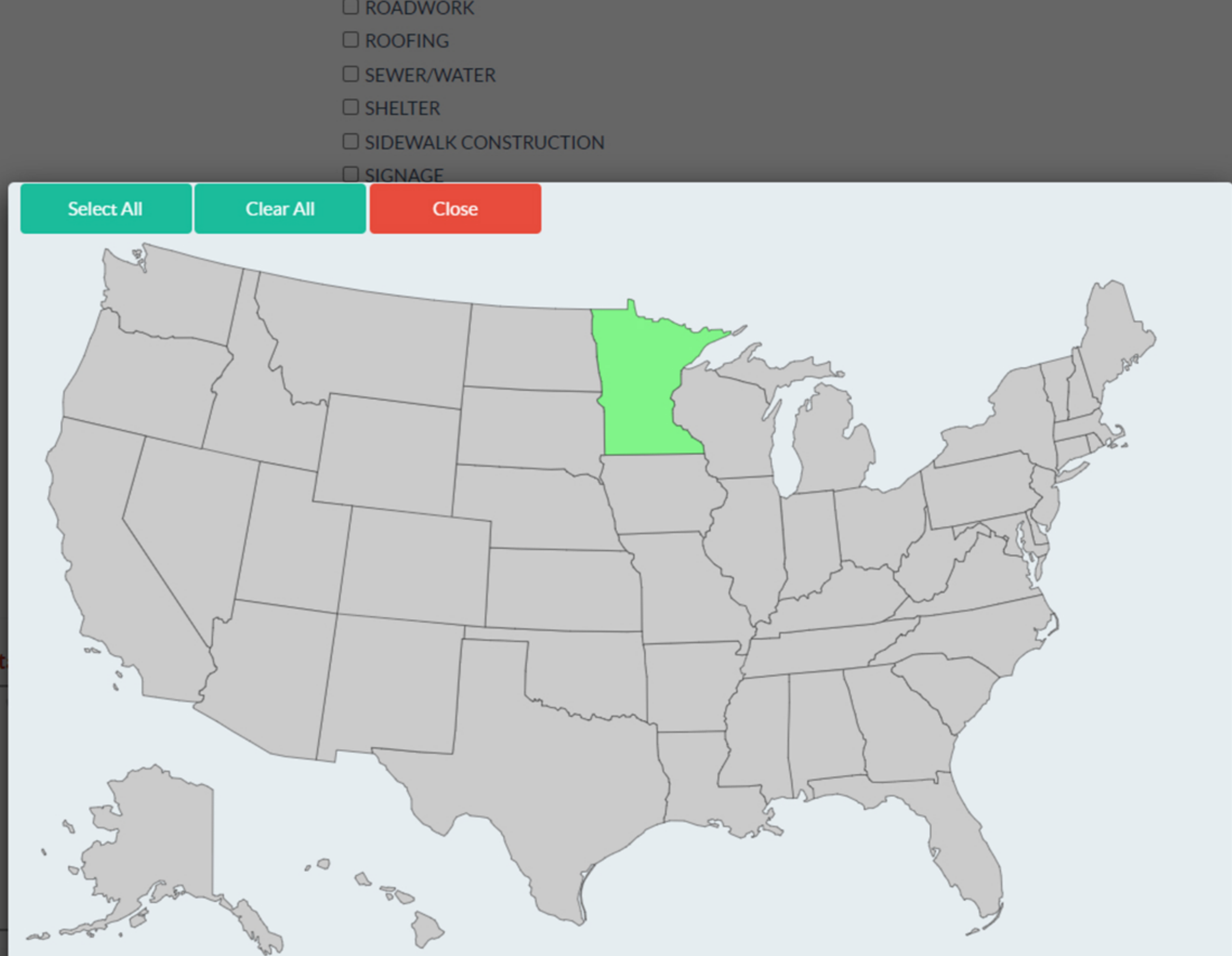
Once all selections have been made, click the 'Back to US Map' button at the top of the map.



The state of Minnesota should now be bright green.

Repeat the same selection process with other states of interest.

When finished, select the red 'Close' button.



You'll be brought back to the Filter page.

Select the type of funding, make sure the 'Include in Nightly Email' box is checked, and name your filter.

When you've made all your filter specifications, click the green 'Save Filter' button.

- REROOFING
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- TRANSPORTATION
- UPGRADE
- UTILITY
- WALKWAY
- WINDOWS

States & Counties



1

Funding

- Public
- Private

2

Include in Nightly Email

3

Filter Name

Filter Name

Preview Filter

Save Filter

4



Search Results for "Filter Demo" Filter

There are 417 projects that match your filter criteria

and 223 projects WITHOUT DOCUMENTS that match your project types, categories, and/or counties.



Filter Demo

Save Filter

- Track with Email
- Track without Email
- Print
- Hide Project

City: ANOKA,
 County: MN-ANOKA
 Type: REMODELING/RENOVATION
 Category: EDUCATIONAL
 Plan Issuer: ANOKA-HENNEPIN ISD #11

Estimated Bid Date: TBD
 Project ID: [REDACTED]
 Planroom Location:
 Estimate: n.a.
 Last Updated: 11/30/2017
 Plans: ✘ Specs: ✘ Addenda: No Bidders: 0

- Track with Email
- Track without Email
- Print
- Hide Project

City: COON RAPIDS,
 County: MN-ANOKA
 Type: REMODELING/RENOVATION
 Category: EDUCATIONAL
 Plan Issuer: ANOKA-HENNEPIN ISD #11

Estimated Bid Date: TBD
 Project ID: [REDACTED]
 Planroom Location:
 Estimate: n.a.
 Last Updated: 12/6/2017
 Plans: ✘ Specs: ✘ Addenda: No Bidders: 2

- Track with Email
- Track without Email
- Print
- Hide Project

City: BLAINE,
 County: MN-ANOKA
 Type: NEW CONSTRUCTION
 Category: EDUCATIONAL
 Plan Issuer: ANOKA-HENNEPIN ISD #11

Estimated Bid Date: TBD
 Project ID: [REDACTED]
 Planroom Location:
 Estimate: n.a.
 Last Updated: 12/7/2017
 Plans: ✘ Specs: ✘ Addenda: No Bidders: 1

All the projects that meet your filter's criteria currently posted inside the Plan Room will be shown here.

If no results appear, go back and edit your filter to be either more specific or broaden your search criteria.



My Deskpad

Thank You for Viewing our Guide!

For more tutorials and step-by-step assistance, visit our YouTube channel:

www.youtube.com/c/MinnesotaBuildersExchange/videos

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