



WINNIPEG CONSTRUCTION ASSOCIATION

ONLINE PLANROOM ORIENTATION SESSIONS

Winnipeg Construction Association is pleased to provide your company with full access to the Online Planroom. Obtain full plans, specs and addenda for over 1,500 projects per year - 24 hours a day, seven days a week. In order to help you utilize this technology, we are once again recommending a representative from your company attend one of the following training sessions.

This session will introduce you to all aspects of the Online Planroom and will cover installation, project lists, plan viewing, specs and addenda, online booking, document searching, running bulletins, keyword search and self bidding. Receive instruction on the Plan Viewer, which features measuring and counting tools, printing options and tricks. This session will also show you how to use and edit reports, set up a quick launch button and export information into a spreadsheet.

There is *no charge* for this session but you must register.

WE WILL NOT CALL TO CONFIRM YOUR ATTENDANCE UNLESS CLASS IS FULL.

All sessions take place at the WCA Office located at 290 Burnell Street, Winnipeg.

*****PLEASE CALL US @ 775-8664 IF YOU ARE UNABLE TO ATTEND*****

- Wednesday October 7, 2009 9:00 am - 10:30 am
- Wednesday October 21, 2009 9:00 am - 10:30 am
- Wednesday, November 4, 2009 9:00 am - 10:30 am
- Wednesday, November 25, 2009 9:00 am - 10:30 am
- Tuesday, December 8, 2009 9:00 am - 10:30 am

Contact Name: _____

Company: _____

Phone #: _____

If you have any questions, please call us at 775-8664.

Fax this back to: 783-6446