

PDS User Guide for Consultants and Subcontractors

The Planwell PDS login page can be accessed from a link provided on the Reprographer's website. Enter in the username and password created for your account.



The PDS homepage will list all projects in PDS that your Project Owner has added you into. It will also list your information, your Project Owner's information and offer two options along the top bar – “Order History” and “Contact a Planwell PDS Administrator. “

Viewing Documents and Project Packages

To begin order placement process, select the project you wish to place an order on my clicking on either the project name or number. This will bring you to the Project Team Members and Documents List page where you will be able to view documents thumbnails, packages created by the Project Owner and create packages yourself.

To view the document thumbnails, select “View Project Documents.” This option will create a listing of all document thumbnails, which can be viewed by selecting “Preview.”

MASTER REVISIONS: 1 0		Rev. Displayed: 1 ▲	
Architectural			
DRAWING #	DRAWING NAME	REV.#	REV. DATE
A-101		0	4/2/2003
A-102		0	4/2/2003
A-103		0	4/2/2003
A-104		0	4/2/2003
A-105		0	4/2/2003
Structural			
DRAWING #	DRAWING NAME	REV.#	REV. DATE
S-101		0	4/2/2003
S-102		0	4/2/2003
S-103		0	4/2/2003
S-104		0	4/2/2003
Plumbing			
		Rev. Displayed: 0 ▲	

[View Project Documents - QTY: 13](#) | [Order History](#) | [Place Order](#)

PROJECT PACKAGES

[Create New PACKAGE](#)

ARCHITECT PACKAGES:

[Current Architectural](#)

[Current Plumbing](#)

[Current Set](#)

[Current Structural](#)

DRAWING #	DRAWING NAME	REV.#	Delta Description	REV. DATE	Days Completed
S-101		0		4/2/2009	0:00:00
S-102		0		4/2/2009	0:00:00
S-103		0		4/2/2009	0:00:00
S-104		0		4/2/2009	0:00:00

DRAWING #	DRAWING NAME	REV.#	Delta Description	REV. DATE	Days Completed
P-111		0		4/2/2009	0:00:00
P-112		0		4/2/2009	0:00:00
P-113		0		4/2/2009	0:00:00
P-114		0		4/2/2009	0:00:00

Ordering documents can be completed by adding documents into packages. Pre-Populated under Project Packages will be any packages created by the Project Owner. To view the details of these packages, click on the package name and a listing of all documents included in this package will be shown along with the opportunity to view these documents. If permitted by the Project Owner, you may also have the option to create packages yourself by selecting "Create New Package" (this option is only available when specified by the Project Owner). Specify a Package name and automatic update option. By selecting to have a package automatically update, all documents include in the package will be kept updated as additional revisions are created. Documents can be added to this package by selecting individual sheets, entire disciplines, or selecting "Master" to add all documents. For all packages you create, you may also edit and delete these packages.

Order Placement

Once the desired project packages are created, you may click on the "Place Order" button to complete the ordering process.

Project | Econolet

Bill To: [Please select a Bill To] **Deliver To:** [Please select a Delivery Option] **Message from ARCHITECT:** [Message from ARCHITECT]

Due Date: (mm/dd/yyyy) 6/30/2009 **Delivery Notes:** [Delivery Notes] **Special Instructions:** [Special Instructions]

One Time: [Select Time] **Deliver Via:** [Demo Reprographics Driver]

CONSULTANTS **PROJECT PACKAGES** **PRINTING OPTIONS**

new type Current Architectural Quantity: [1]

Bakers Concrete Current Plumbing Media type: [White Bond]

Current Set Current Structural Bindery: [None]

Current Structural Size: [FULL SIZE]

CURRENT ORDER

Select the bill to, due date, due time, delivery via option and deliver to option. You may also add Delivery Notes, Messages and/or Special Instructions.

Build your order by first selecting yourself under the consultant list and check the packages you wish to order. Indicate all printing options and click on "Add to Order." The current order window will expand to reflect each piece of the order. If you wish to have different printing options for different packages, select the packages individually, set the printing options and click "Add to Order." Repeat this process for each package until the entire order is completed then click on "Review Order."

PROJECT PACKAGES

- Current Architectural
- Current Plumbing
- Current Set
- Current Structural
- Coffee Spill (Bakers Concrete)

CURRENT ORDER

Qty	Package	Consultant
1	Current Architectural	Bakers Concrete
1	Current Plumbing	Bakers Concrete

PRINTING OPTIONS

Quantity:

Media type:

Bindery:

Size:

ADD TO ORDER

Order Date: 6/30/2003 Project: Escalot
 Ordered By: Richard Carlson CONSULTANT: Bakers Concrete
 Address: 3005 Randolph Lane, Plymouth, Minnesota, 54955 Phone/Fax: 5555555

Delivery notes:
 Special Instructions to Demo Reprographics:

CONSULTANT: Bakers Concrete BIR To: CONSULTANT'S Expense
 Message from ARCHITECT: Date Time Due: 6/30/2003 2:30:00 PM
 Delivery To: Bakers Concrete Delivery Via: Demo Reprographics Driver
 Delivery Attn: Richard Carlson
 Address: 3005 Randolph Lane
 City: Plymouth State: Minnesota Zip: 54955
 Phone: 5555555 Fax:

Package	QTY	Drawings	Size	Media Type	Bindery	Remove
Current Architectural	1	architectural A-101, A-102, A-103, A-104, A-105	FULL SIZE	White Bond	Staple	Remove
Current Plumbing	1	plumbing P-111, P-112, P-113, P-114	FULL SIZE	White Bond	Staple	Remove

Add More To Order.....

Confirm all details of the order. You may remove specific details by clicking on "Remove." This will remove that portion of the order while leaving the rest of the order intact. You may also choose to "Add More To Order". This button will bring you back to the previous screen where you can add additional pieces to the order. After verifying the order is correct, click the "Submit Order" Button.

An order confirmation will appear on both the next screen and also via email. Notification of this order will also go to the Reprographer who will then begin the printing process.

Thank you for your Order. Your Work Order is: 80
 You will be sent an email confirmation shortly.

Order History Option

ORDER HISTORY

Along the top bar of each page you access in PDS, you will be given the opportunity to view all orders placed by selecting "Order History." You may sort these orders by project or date by clicking on any of these titles. For all orders listed, you are able to view the date the order was placed, the order number, the status of this order as maintained by the Reprographer, and you may also review the details of the order by clicking on "Review Order."

- SORT BY PROJECT - SORT BY DATE	
Econolot	
■ 6/30/2003 - #81	Review Order - Status: In Production
■ 6/25/2003 - #78	Review Order - Status: Shipped

Work Order: 65					
Order Date: 6/19/2003	Project: 0418 Demo				
Ordered By: Lee Erickson	ARCHITECT: Digital Theat				
Address: 3005 Ranchview Lane Plymouth, Minnesota 55555	Phone/Fax: 5555555				
Delivery Notes:					
Special Instructions to Demo Reprographer:					
EDUCHELANE: Digital Theat	Bill To: ARCHITECT'S Demo Reprographic Account				
Message From: ARCHITECT:					
EDUCHELANE Contact: Lee Erickson	Order Time Due: 6/19/2003 7:00:00 PM				
Delivery To: Digital Theat	Delivery Via: Demo Reprographic Driver				
Delivery Address: Lee Erickson					
Address: 3005 Ranchview Lane					
City: Plymouth					
State: Minnesota Zip: 55555					
Phone: 5555555 Fax:					
Part Type	QTY	Description	Size	Media Type	Quantity
Line Package	1	architectural	FULL SIZE	White Bond	Imagin
		A-102, A-100			
		mechanical			
		M-112			

Contact Planwell PDS Administrator Option

CONTACT PLANWELL PDS ADMINISTRATOR

Contact PlanWell PDS Administrator

Use this form to send a message to the PlanWell PDS Administrator.

Your Name:

Message:

OR

[Contact PlanWell PDS Administrative Office directly:](#)

If you need to contact the PDS Administrator at the Reprographer's location, you may click on the "Contact PDS Administrator" option. Based on your login information, your name will pre-populate. You may then type in a message that will be sent via email to the PDS administrator. You may also scroll down to view the administrator's name and phone number if you would prefer to call the administrator.