



Instructions for Uploading Documents to the MEDA-D/W/MBE Construction Connection

To maintain security over your documents, before you can access this site, your company and you personally must be set up by MEDA & Franz Reprographics. If this has not been done yet, please contact Tim Kennedy at MEDA, (612) 259-6561. After Franz Reprographics has been directed by MEDA, they will email you your login and password.

1. The first step is to access the website at the following address and enter your **Login** (your email address) and your password. If you have forgotten your password, please select the **Forgot Login** button, and you can request your password to be immediately emailed to you.

<https://www.DesignBidBuild.net/franz/ProjectShare?MEDA>

A screenshot of a Windows Internet Explorer browser window displaying the ProjectShare website. The browser's address bar shows the URL: https://www.designbidbuild.net/BX/SmartUpload/index.php?ACCT=Franz%20Reprographics&VIEWER=FTP&subaccount=MEDA&bookmark=http%3A//www.DesignBidBuild. The website header features the "ProjectShare" logo in blue. Below the header, there is a grid of small images on the left and a large image of a construction worker on a steel beam. To the right of the images is the MEDA logo, which includes the text "MEDA - D/W/MBE Construction Connection". Below the logo is a login form with fields for "Login:" and "Password:", and buttons for "Login", "Forgot Login", and "User Register". A red text message reads: "Please ensure that you have your email setup to receive notifications from the system. Click here for instructions." At the bottom of the page, it says "ProjectShare® Copyright© 1995-2008". The Windows taskbar at the bottom shows the start button, a search bar, and the time 8:29 PM.

- Once you are logged in, you will see a screen that looks like the following with a folder in the left column with your company name. Click on that folder and a sub-folder will open called **Projects**. If you see no folder with your name, you have not been set up to upload documents (see above).



- Once you have opened the folder called **Projects**, you will have a screen that looks like the following, and you can select the **Create Folder** button and create a folder for each project using the project name. Under each project name, please create two additional sub-folders called **Original Bid Documents** and **Addendums**. (See second screen below)

DataWEB your information partner. - Windows Internet Explorer

Address bar: https://www.designbidbuild.net/BX/SmartUpload/index.php?ACCT=Franz%20Reprographics&VIEWER=FTP&subaccount=MEDA&bookmark=http%3A//www.DesignBidBuild

File Edit View Favorites Tools Help

ProjectShare

Create Folder Delete Folder Refresh

Select The Folder To View Files

- ABC Construction
 - Projects




MEDA
MEDA – D/W/MBE
Construction Connection

Please select the desired project from the list on the left.

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JavaScript:openFolder('Projects', '2')

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DataWEB your information partner. - Windows Internet Explorer

Address bar: https://www.designbidbuild.net/BX/SmartUpload/index.php?ACCT=Franz%20Reprographics&VIEWER=FTP&subaccount=MEDA&bookmark=http%3A//www.DesignBidBuild

File Edit View Favorites Tools Help

ProjectShare


Create Folder Delete Folder Refresh

Select The Folder To View Files

- ABC Construction
 - Projects
 - Vikings Football Stadium
 - Addendums
 - Original Bid Documents

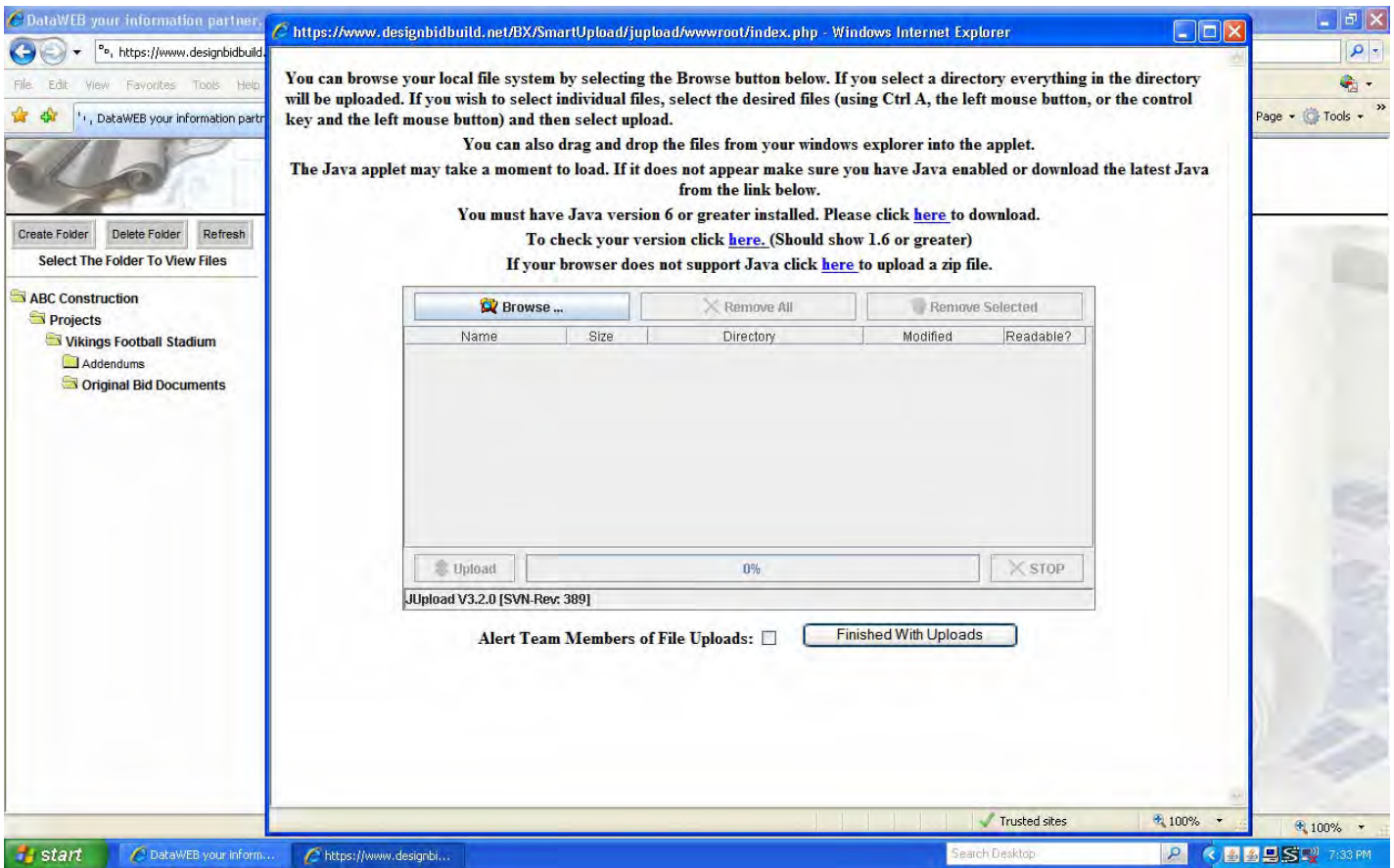
Select All Select None Add Files Delete Files Download Files

If you wish to download multiple files, 'check' the desired file(s) and select 'Download'



start DataWEB your inform... Trusted sites 100% Search Desktop 7:26 PM

4. You can then either select the **Original Bid Documents** or **Addendums** folder, and start uploading documents. To do this, select the **Add Files** button at the top of the screen, and in a moment the following screen will appear. If you do not see the **Browse** button and the associated box, then you do not have Java loaded on your computer. Instructions are shown on how to down Java, which is required for the upload process.



Please Note: Before you upload your drawings, please confirm that they are saved each drawing in a PDF format in **landscape view**; and that they have been given a file name that matches the sheet number of the drawing. (For example: A101.pdf) The specifications must be in a project manual format in one PDF file.

5. Select the **Browse** button to access the files on your computer and select the files you would like to upload. Once you are satisfied with your selections, you select the **Upload** button. After the upload process is finished, select the **Finished With Uploads** button. Your uploaded files will appear in the folder of your project. The **Alert Team Members of File Uploads** box does not need to be checked.

If you have any questions about using this upload process, please contact Franz Reprographics at 763-503-3401; indicate you need help uploading documents for the MEDA Plan Room.