HOW TO OBTAIN THE PLAN HOLDERS LIST VIA PROJECTWISE

1. Log onto CABB: http://cabb.virginiadot.org/

2. Select PROP or EPLANS from the project you are interested in (just as you would to view the electronic plans and/or proposals

3. When the Projectwise login screen pops up, log in

4. Just as you would see if you were viewing or downloading plans and/or proposals, you will see the folders to the left and a list of links to the right. From the list on the right, find the link that displays 1) Plan Holders List and 2) UPC number and says Set
   fx: **Plan Holders list 120707.set**

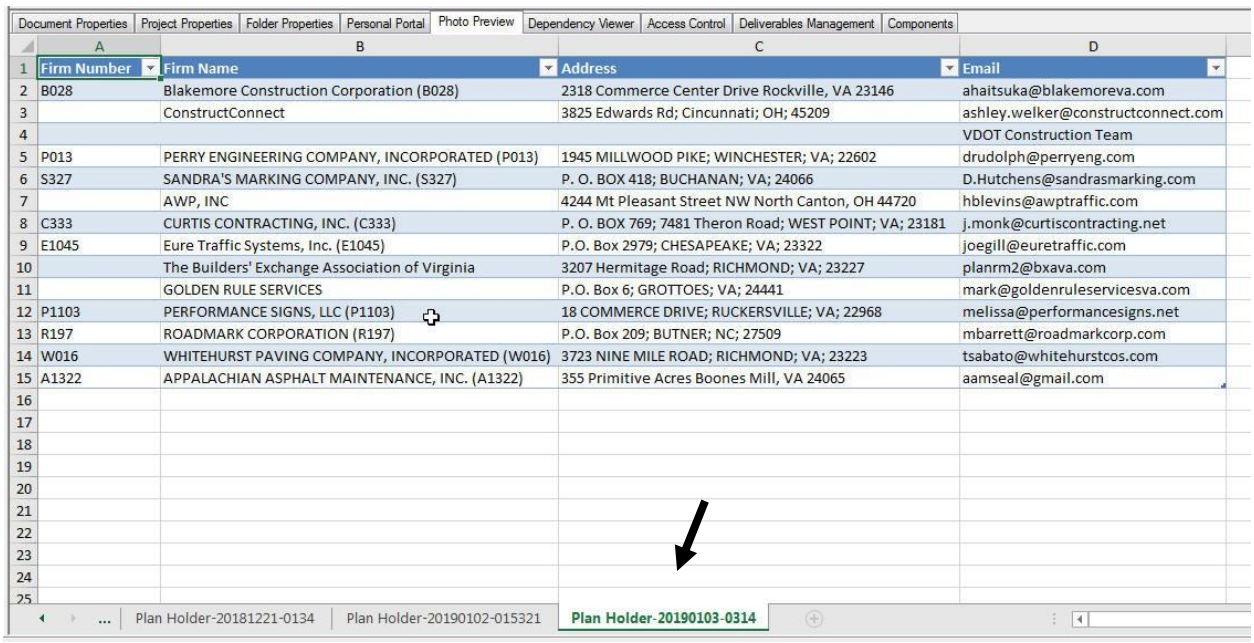
5. Click on the link

6. You will see an excel file named "Plan Holders List – *UPC number*"
   fx: Plan Holders List – 120707.xlsx

7. Click on the excel file, you will have a choice to open or save the file.

When you open the file, either directly from ProjectWise or after you have saved it to your computer, you will see a list displaying the 1) Firm Number 2) Firm Name, 3) Address, and 4) Email of the ones who have viewed and/or downloaded the files. There should be no duplicates of company names. You will also notice that each time the list is created; a new tab will be generated showing the run-time date. (see below) The latest tab will always be on the right (highlighted one). The date format is **yyyyMMdd-hhmm**.

The list will be run weekly.



Document Properties | Project Properties | Folder Properties | Personal Portal | Photo Preview | Dependency Viewer | Access Control | Deliverables Management | Components

	A	B	C	D
1	Firm Number	Firm Name	Address	Email
2	B028	Blakemore Construction Corporation (B028)	2318 Commerce Center Drive Rockville, VA 23146	ahaitsuka@blakemoreva.com
3		ConstructConnect	3825 Edwards Rd; Cincunnati; OH; 45209	ashley.welker@constructconnect.com
4				VDOT Construction Team
5	P013	PERRY ENGINEERING COMPANY, INCORPORATED (P013)	1945 MILLWOOD PIKE; WINCHESTER; VA; 22602	drudolph@perryeng.com
6	S327	SANDRA'S MARKING COMPANY, INC. (S327)	P. O. BOX 418; BUCHANAN; VA; 24066	D.Hutchens@sandrasmarking.com
7		AWP, INC	4244 Mt Pleasant Street NW North Canton, OH 44720	hblevins@awptraffic.com
8	C333	CURTIS CONTRACTING, INC. (C333)	P. O. BOX 769; 7481 Theron Road; WEST POINT; VA; 23181	j.monk@curtiscontracting.net
9	E1045	Eure Traffic Systems, Inc. (E1045)	P.O. Box 2979; CHESAPEAKE; VA; 23322	joegill@euretraffic.com
10		The Builders' Exchange Association of Virginia	3207 Hermitage Road; RICHMOND; VA; 23227	planrm2@bxava.com
11		GOLDEN RULE SERVICES	P.O. Box 6; GROTTOES; VA; 24441	mark@goldenruleservicesva.com
12	P1103	PERFORMANCE SIGNS, LLC (P1103)	18 COMMERCE DRIVE; RUCKERSVILLE; VA; 22968	melissa@performancesigns.net
13	R197	ROADMARK CORPORATION (R197)	P.O. Box 209; BUTNER; NC; 27509	mbarrett@roadmarkcorp.com
14	W016	WHITEHURST PAVING COMPANY, INCORPORATED (W016)	3723 NINE MILE ROAD; RICHMOND; VA; 23223	tsabato@whitehurstcos.com
15	A1322	APPALACHIAN ASPHALT MAINTENANCE, INC. (A1322)	355 Primitive Acres Boones Mill, VA 24065	aamseal@gmail.com

... | Plan Holder-20181221-0134 | Plan Holder-20190102-015321 | Plan Holder-20190103-0314