

How to Use the Plan Room (From a Public Login) V4.4

Note:

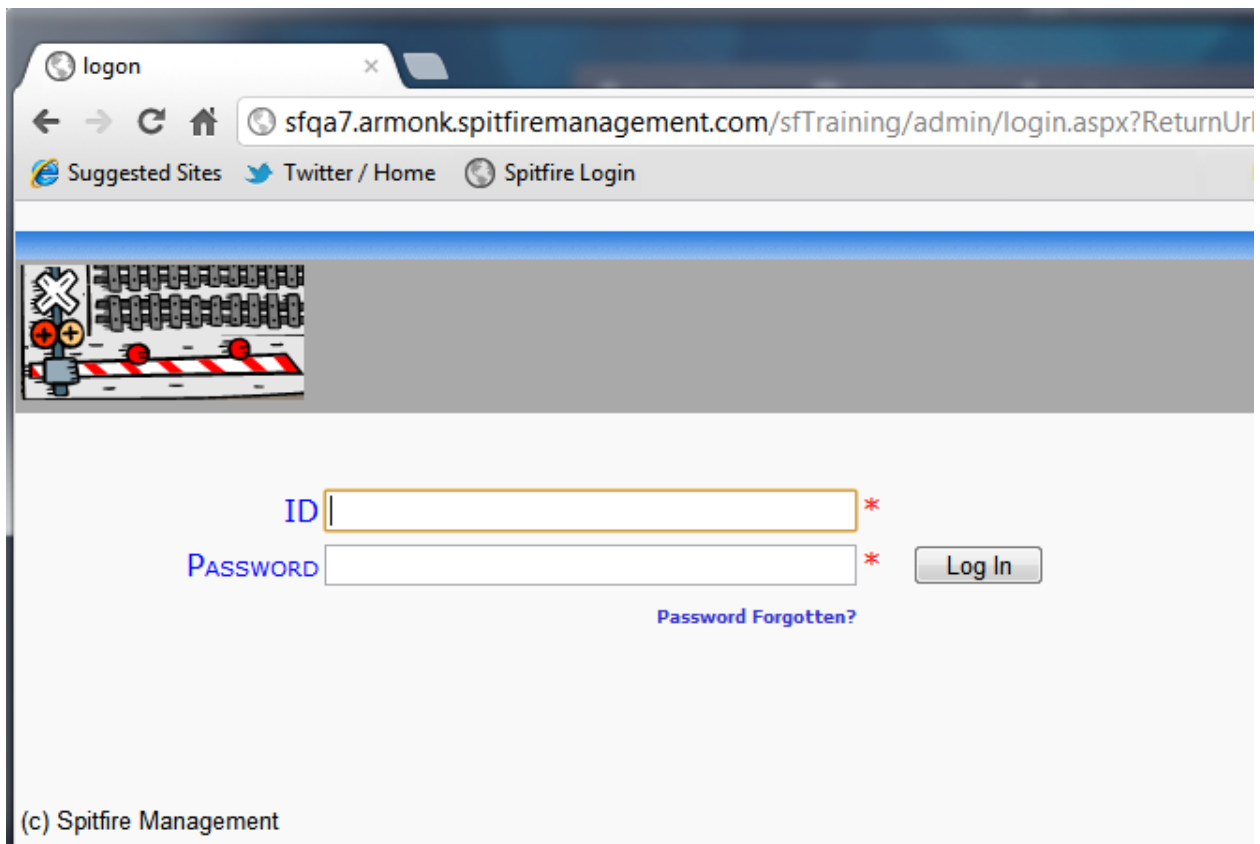
If you encounter a problem when accessing or using the Spitfire Plan Room, check first with your own IT department or help desk. The problem may be caused by something on your workstation.

If IT can't fix the problem, contact _____ and explain the nature of your problem in detail.

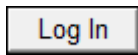
The Spitfire Plan Room lists documents that contain bidding plans, drawings, specifications, addendums, and other project-related information.

To Access the Plan Room


1. Go to the URL provided to you. The Login in screen will appear.



The screenshot shows a web browser window with the address bar containing the URL: `sfqa7.armonk.spitfiremanagement.com/sfTraining/admin/login.aspx?ReturnUrl`. The page features a header with a logo and navigation links. The main content area contains a login form with two input fields: "ID" and "PASSWORD", both marked with a red asterisk. A "Log In" button is positioned to the right of the password field. Below the password field is a link for "Password Forgotten?". The footer of the page reads "(c) Spitfire Management".

2. Type the ID provided in the **ID** field and the password in the **Password** field.
3. Click the . The Plan Room will appear:

Plan Room

PROJECTS							
Site Photo	Project Name	Location	Description	Start	Completion	Status	Schedule
	Northwind Office Building GC-500	1000 Discovery Way Marysville, WA 98271 (map)		10/15/2009	5/31/2010		

AVAILABLE DOCUMENTS							
Date	Due	Title	Type	DocNo	Project	Project Name	Status
1/31/2013	2/1/2013	Invitation to Bid 0001	Invitation to Bid	0001	GC-500	Northwind Office Building	Published
1/31/2013	3/13/2013	16000 Electrical Bids	Bid Package	0001	GC-500	Northwind Office Building	Accepting Bids





To Select a Project

You may have access to more than one project in the Plan Room. All accessible projects are listed at the top of the dashboard.

Spitfire Dashboard

File View Window Help




Plan Room

Select	Project Name	Location	Description	Start	Completion	Status	Schedule
	City Hall Renovation GC-006	121 N La Salle St Chicago, IL 60602 (map)	This set of existing buildings was renovated including seismic, mechanical, electrical and code up-upgrades including a new computer center building complete with a new emergency power service. Our services included hiring the architect and other design services, procuring permits and getting approval for all changes to the exteriors of the buildings from Stanford University who owned the property and the	4/10/2012	11/30/2012	Completion	On Schedule
	Fabrikam Manufacturing Facility GC-005	3500 Lemp Avenue St. Louis, MO 63118 (map)	Acme completed the build out of 32,000 SF of space containing 20,000 SF of raised floor with technology in floor and full height demountable partitions designed for 45 PSF. Full UPS and generator back-up as well as heating and cooling of one zone for every two individuals.	4/9/2012	2/25/2013	Buildout	Ahead of Schedule
	Western Plaza GC-004	400 Pine Street Seattle, WA 98101 (map)	Acme recently completed the approximately 608,403 SF three level, Western Plaza mixed use project. Located between Disney's front gate at the Magic Kingdom, the new California Avenue and Disney's newly announced Third Park, it is hailed as "Orange County's newest lifestyle shopping center". Buildings include a transportation center, retail stores, entertainment centers and restaurants sitting on a 19.3 acre parcel.	2/7/2012	1/15/2013	Awarded	On Schedule
	Palms Shopping Center GC-007	3300 E Expressway 83 McAllen, TX 78501 (map)	This multiple phased project expanded the existing mall from 1 million SF to 1.3 million SF while in operation, including new floor tile, new ceiling treatments and the addition of a new mall entry. There also is a 220,000 SF village addition, consisting of an outdoor retail and entertainment center, a new theater and two new 1,100 stall cast in place parking structure. Site work consisted of regrading/resurfacing/retaining of the	1/11/2012	12/19/2012	Punchlisting	Minor Delay

- Click on the photo of the project you want to select
-or-
Click on the Project Name of the project you want to select.


The selected project will remain at the top and available documents for that project will be listed below it, for example:


PROJECTS							
Site Photo	Project Name	Location	Description	Start	Completion	Status	Schedule
	Northern Lights Plaza GC-003	84 Business Park Drive Armonk, NY 10504 (map)	This \$274 million mixed use plaza will contain retail shopping, office space, and food service establishments. REIT funding was completed and commercial leases are now completed for 60% of available space	6/1/2007	1/31/2008	Concrete Work	On Schedule




AVAILABLE DOCUMENTS							
Date	Due	Title	Type	DocNo	Project	Project Name	Status
 1/17/2013	4/19/2013	Drawings Electrical	Drawings	0002	GC-003	Northern Lights Plaza	Published
 1/23/2013	2/23/2013	Trane CGACD104 100 Ton 460V Chiller	Bid Package	0327	GC-003	Northern Lights Plaza	Accepting Bids
 2/1/2013	2/2/2013	16000 Electrical - Addendum	Bid Package Addendum	0001	GC-003	Northern Lights Plaza	Published
 1/23/2013	2/23/2013	16000 Electrical	Bid Package	0329	GC-003	Northern Lights Plaza	Accepting Bids
 2/1/2013	2/1/2013	Drawings Architectural	Drawings	0003	GC-003	Northern Lights Plaza	Published
 1/23/2013	2/23/2013	Drywall & Finishes	Bid Package	0328	GC-003	Northern Lights Plaza	Accepting Bids

- To return to the Project List, click  above the photo.

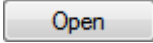
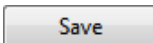
To Download Files to Your Computer

You can download all attached files onto your computer. The download icon  appears on the Plan Room document list. The download function creates a compressed .zip file that contains all the document's attached files.

- Click  from the document list:

AVAILABLE DOCUMENTS				
Date	Due	Title	Type	
 1/17/2013	4/19/2013	Drawings Electrical	Drawings	
 1/23/2013	2/23/2013	Trane CGACD104 100 Ton 460V Chiller	Bid Package	
 2/1/2013	2/2/2013	16000 Electrical - Addendum	Bid Package Addendum	

A dialog box will appear.

- Select  to see the folders within the .zip file saved on a default location on your computer/network. You can open each folder to find files.
- Select  to indicate a different location for the .zip file.

To Log Off and End Your Session

- Click on the **Logoff** link:

