

## 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) the order number, 2) UPC number 3) and says Plan Holder Set
  - a. For Example – **N95 673 Plan Holders.set**
5. Select the link
6. You will see an excel file named “Plan Holders List – *UPC number*” (fx: Plan Holders List – 673)
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											
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@sandramarking.com													
7	AWP, INC	4244 Mt Pleasant Street NW North Canton, OH 44720		hblevins@awptraff.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; GROTTUES; 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													
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Plan Holder-20181221-0134 | Plan Holder-20190102-015321 | **Plan Holder-20190103-0314**