

Oracle  
**GradeBeam**  
**User Guide**

**Version 20**  
February 2021



# Contents

---

|   |           |
|---|-----------|
| About GradeBeam .....                     | 7         |
| Login .....                               | 9         |
| <b>About Personal Information .....</b>   | <b>11</b> |
| PI Data in GradeBeam .....                | 11        |
| Cookie Usage in GradeBeam .....           | 11        |
| <b>Workspace .....</b>                    | <b>13</b> |
| Projects for Your Organization .....      | 13        |
| Opportunities for Your Organization ..... | 13        |
| <b>Project.....</b>                       | <b>15</b> |
| Project Description .....                 | 15        |
| Create Project .....                      | 15        |
| <b>Documents .....</b>                    | <b>19</b> |
| Folder Structure.....                     | 19        |
| File Viewer.....                          | 20        |
| Upload Files .....                        | 20        |
| Drag and Drop Files .....                 | 21        |
| Click to Upload.....                      | 21        |
| Uploader Details .....                    | 21        |
| <b>Project Coverage.....</b>              | <b>23</b> |
| + Add Trade Code.....                     | 23        |
| Send Unsent ITBs .....                    | 23        |
| Remove Organization .....                 | 24        |
| Trade Code View .....                     | 24        |
| Expanded Trade Code.....                  | 25        |
| Filter by Trade Code .....                | 25        |
| Organizations View .....                  | 26        |
| ITB Response Filter .....                 | 26        |
| Table Settings.....                       | 27        |
| Comments .....                            | 27        |
| Expanding an Organization .....           | 28        |
| Manage Trade Codes per Organization ..... | 29        |
| <b>Contacts.....</b>                      | <b>29</b> |
| Contacts Dialog Box .....                 | 30        |
| <b>Invitation To Bid (ITB).....</b>       | <b>31</b> |
| Bid Response Page .....                   | 32        |

|                                       |           |
|---------------------------------------|-----------|
| <b>Auto Invite</b> .....              | <b>34</b> |
| <b>Send Message</b> .....             | <b>34</b> |
| <b>Message History</b> .....          | <b>35</b> |
| <b>My Messages</b> .....              | <b>35</b> |
| <b>Editors</b> .....                  | <b>35</b> |
| <b>Add Package</b> .....              | <b>35</b> |
| <b>Leads</b> .....                    | <b>36</b> |
| <b>Public Opportunities ITB</b> ..... | <b>36</b> |
| <b>Reports</b> .....                  | <b>36</b> |
| <b>My Organization</b> .....          | <b>39</b> |
| Overview.....                         | 39        |
| Locations.....                        | 39        |
| UCI Codes.....                        | 40        |
| Counties Served .....                 | 40        |
| Work Types.....                       | 40        |
| Organization Types .....              | 40        |
| Certifications.....                   | 41        |
| Contacts .....                        | 41        |
| Additional Information.....           | 41        |
| User Accounts .....                   | 41        |
| Partner Groups .....                  | 41        |
| Partner Attributes .....              | 42        |
| Employees.....                        | 42        |
| Private Partners .....                | 42        |
| Qualifications .....                  | 43        |
| Request Qualification Access .....    | 43        |
| My Qualification.....                 | 43        |
| My Qualification Access .....         | 43        |
| View by Request .....                 | 43        |
| View by Name .....                    | 44        |
| Partner Qualifications .....          | 44        |
| <b>My User Account</b> .....          | <b>45</b> |
| <b>Directory</b> .....                | <b>47</b> |
| Directory Search .....                | 47        |
| UCI Code Selector.....                | 47        |
| Basic Search.....                     | 47        |
| Advanced Search.....                  | 48        |
| Search Results.....                   | 48        |

Product Summary Page ..... 48  
Member Status ..... 49  
Copyright..... 50



# About GradeBeam

---

This guide outlines the features available in GradeBeam. General Contractors and Subcontractors can use this guide to learn how to effectively post, manage, and store project bids and documents with GradeBeam.





# Login

---

General Purpose: The GradeBeam.com login system connection is over a secure and encrypted link to ensure your login and password information is correct. Once you have been validated, a warning may appear telling you that you are about to leave a secure connection each time you leave this part of the site. This should not be a concern. The password information has transmitted securely which grants access to your user account.

---

**Note:** Your account will be locked out if you incorrectly entered your password five (configurable number) or more times. To reset your password, contact your administrator.

---



# About Personal Information

---

Personal information (PI) is any piece of data which can be used on its own or with other information to identify, contact, or locate an individual or identify an individual in context. This information is not limited to a person's name, address, and contact details. For example a person's IP address, phone IMEI number, gender, and location at a particular time could all be personal information. Depending on local data protection laws, organizations may be responsible for ensuring the privacy of PI wherever it is stored, including in backups, locally stored downloads, and data stored in development environments.

## In This Section

---

|                                 |    |
|---------------------------------|----|
| PI Data in GradeBeam .....      | 11 |
| Cookie Usage in GradeBeam ..... | 11 |

### PI Data in GradeBeam

PI may be visible in multiple areas of GradeBeam including but not limited to user administration, admin module, role administration, ITB, projects and documents, reports, report downloads, and API.

### Cookie Usage in GradeBeam

When using GradeBeam, the server may generate cookies and send them to the user's browser. The user's machine stores the cookies, either temporarily by the browser, or permanently until they expire or are removed manually. Cookies may store Personal Information (PI).

Oracle might use cookies for authentication, session management, remembering application behavior preferences and performance characteristics, and to provide documentation support. Also, Oracle might use cookies to remember your log-in details, collect statistics to optimize site functionality, and deliver marketing based on your interests.



# Workspace

---

General Purpose: General Contractors and Bidders may both use this page to examine projects and current Invitations To Bid (ITBs).

## In This Section

---

|   |    |
|---|----|
| Projects for Your Organization.....       | 13 |
| Opportunities for Your Organization ..... | 13 |

### Projects for Your Organization

- ▶ As a user, you will see projects which you created or are set up to edit.
- ▶ As an administrator, you will see all projects created by your organization.

---

**Note:** Administrators that have not been set up as project users can only view project information.

---

- ▶ Select the project name for details on current project out for bid. If all required project information has not been entered, then you will be redirected to the **Create Project Wizard**.
- ▶ Use the drop-down menu to view All Projects or filter by project status.
- ▶ **Project Search** will show search results of project names that include the search term.

---

**Note:** The searched results will still be affected by the filter.

---

- ▶ Projects with multiple packages have a **View Packages** link.
- ▶ Click on **View UCI Coverage** for single projects to navigate to the **Project Coverage** page to see bid response information.

### Opportunities for Your Organization

- ▶ Select the ITB name for details on Invitations To Bid from leading construction companies.
  - ▶ This link will direct you to the **Bid Response** page for a project. Use the **Bid Response** page to gather more project details, find contact information, and communicate your intent to bid.
- ▶ Use the drop-down menus to view opportunities based on status and bid response.
- ▶ Use the **Close ITBs** link at the top to change all selected projects to closed status.
- ▶ Use the **Send RFQ** link to clone an opportunity and make a project for your organization.



# Project

---



General Purpose: Use this page to see an overview of your project, edit this project, send a message, review ITB responses, or review message history.

## In This Section

---

|                           |    |
|---------------------------|----|
| Project Description ..... | 15 |
| Create Project .....      | 15 |

### Project Description

- ▶ Only authorized editors in your organization may edit project information.
- ▶ Select **Copy Project** to copy project sheet and all information pertaining to bidders, etc.
- ▶ **Print Preview** icon () allows you to see the printable layout of this form.
- ▶ **Estimator/Project Contact** is the contact person for this project. Edit contact names from **Manage Employees** for your organization.
- ▶ Use the drop-down menu to select a printer that is associated with GradeBeam.com, or indicate your own printer. Printers that have online capabilities are indicated with a double-asterisk (\*\*) and the **Prints Available Online** icon ()
- ▶ If the printer has online capabilities, you can click on the **Prints Available Online** checkbox to enter in the **Prints Username** and **Prints Password** necessary to view the prints online on the printer's website. You can also enter the date the drawings will be available.
- ▶ All inquiries regarding prints online should be directed to the printer.
- ▶ If the project is a multiple package project, packages are listed below project information. Select the package name to view and edit package information.
- ▶ If the project is a multiple package project, **UCI Coverage** links are listed below project information for each package.

### Create Project

Select **Add Project** in the secondary navigation to input information on projects that are going out for bid.

#### Add Create Project (Step 1)


General Purpose: Use this form to provide basic information on the project available for bid.

- ▶ Required fields are indicated with an asterisk (\*).

- ▶ **Estimator/Project Contact** is edited from the **Manage Employees** page. When an Estimator is selected, their corresponding contact information will appear if applicable. At least one employee must exist to create a project since this is a required field.
- ▶ Indicate multiple packages for project by selecting the box below. This indicator controls the setup of the rest of the wizard.
- ▶ Use **Back** to return to **My Workspace**. All entered information will be lost.
- ▶ Use **Next** to save all information entered and go to the second step of the wizard.

### Create Project (Step 2)

General Purpose: Use this form to provide more information on the project available for bid.

- ▶ Required fields are indicated with an asterisk (\*).
- ▶ If this project has multiple packages, please input a package name that differs from the project name.
- ▶ Check the box if you would like to make this project available for public viewing and bidding.
- ▶ Use the drop-down menu to select a printer that is associated with GradeBeam.com, or indicate your own printer. Printers that have online capabilities are indicated with a double-asterisk (\*\*) and the **Prints Available Online** icon (.
- ▶ If the printer has online capabilities, you can select the **Drawings Available Online** checkbox to enter in the **Drawings Username** and **Drawings Password** necessary to view the prints online on the printer's website. You can also enter in the date the drawings will be available.
- ▶ Use **Next** to continue adding more details about your project.
- ▶ Select **Done** if you need to stop and save your work.
- ▶ **Manage Editors** - Select users which will have rights to edit project information.

### Create Project (Step 3)

General Purpose: Click on desired UCI codes from the **Available** listing, then select **Add** or **Remove** to create a list for your specific project.

- ▶ Use **Next** to save the UCI Codes added and continue adding more details about your project.
- ▶ Select **Done** if you need to stop and save your work, or if you prefer to add trade codes and organizations.

### Create Project (Step 4)

General Purpose: Provides a summary of coverage for each UCI Code.

- ▶ Select **Invite** or the **UCI Code** to invite your bidders to bid. This will bring you to the **Directory**.
- ▶ **Directory**: Enter specifications to search for bidders within desired UCI codes. Invite selected bidders to bid on the current project.



- ▶ Directory specifications are in Directory section of Help.
- ▶ Selecting a UCI Code from **Directory** search will only add the UCI Code to the search. This will not add a UCI Code to the project or package.
- ▶ The **Delete** icon (X) deletes the UCI from the Project Builder if there are no outstanding invitations to bid or if none have been sent out yet.
- ▶ Use **Next** button to go to the summary screen.
- ▶ Select **Done** if you need to stop and save your work.

---

**Note:** Neither **Next** nor **Done** actions can be selected unless one organization has been invited under any UCI Code.

---

### Create Project (Step 5)

General Purpose: This is a summary of the project that was just created. Use **Back** to revise project specifications. Use **Done** or **Send ALL** to finish creating your project. **Send ALL** will send all ITBs just created. **Save ALL** will save all current information.

- ▶ Under each bidder invited to bid, please indicate your decision to pay for project prints by checking the box. The check box is defaulted to what was selected from the project information page.
- ▶ Select the delete icon (X) to remove the bidder from the **Invitee List**. Select the magnifying glass to see the actual ITB.
- ▶ Use the drop-down menu for each bidder to indicate the contact person to whom attention should be addressed. The listing contains both public contacts and your company's private contacts for each organization.
  - ▶ The drop-down automatically selects the default public contact if one exists.
  - ▶ The drop-down automatically selects the default private if there is no default public contact.
  - ▶ No name is automatically selected if there are contacts but no default contacts available.
  - ▶ No names appear if the organization does not have any contacts associated with it.
  - ▶ Select **Other** to add a new contact name.
- ▶ Select **Send ALL** to launch information to targeted organizations.
- ▶ Select **Save ALL** to save all current information.
- ▶ Select **Done** to save all current information and go to the **Project** page where you can edit the information further.



# Documents

---

General Purpose: This feature enables the user to store, manage, and share documents with others involved in the project.






## In This Section

---

|                       |    |
|-----------------------|----|
| Folder Structure..... | 19 |
| File Viewer .....     | 20 |
| Upload Files .....    | 20 |
| Uploader Details..... | 21 |


## Folder Structure





Users have the ability to create folders that organize uploaded documents in a way that makes the most sense for the project at hand. Use the following action buttons to add, delete, or arrange your folder hierarchy.


- ▶  - Creates a new folder at the bottom of the folder list.
- ▶  - Creates a subfolder for the selected folder.
  - ▶ Users can have an unlimited amount of subfolders.
  - ▶ Users cannot create subfolders for the **Recycle Bin**.
- ▶  - Edits a folders name.
  - ▶ Users can also edit by double-clicking on the folder itself.
- ▶  - Deletes the selected folder.
  - ▶ All subfolders and files are deleted as well.
  - ▶ Files are not moved to the Recycle Bin once deleted.
- ▶  - Allows you to move the selected folder's hierarchy up 1 spot.

## File Viewer

General Purpose: Displays listing and details of all files currently in a folder.



| <input type="checkbox"/> | File Name  | Size   | Recipients  | Status | Expiration |
|--------------------------|--|--------|---|--------|------------|
| <input type="checkbox"/> | <a href="#">Concrete Materials Details and Budget.xlsx</a> | 8 KB   |  | Active | 12/18/2016 |
| <input type="checkbox"/> | <a href="#">Disclosure Agreements.rtf</a>                  | 0 KB   |  | Active | 12/18/2016 |
| <input type="checkbox"/> | <a href="#">Steel Quantities and Cost layout.xlsx</a>      | 8 KB   |  | Active | 12/18/2016 |
| <input type="checkbox"/> | <a href="#">Walmart - 2463 N. Maize Drawings.png</a>       | 463 KB |  | Active | 12/18/2016 |

- ▶ Select the checkboxes to the left of the file name to complete the following actions. These actions can all be done with multiple files at once.
  - ▶ **Delete Files** – removes files from the folder and changes the file's status to **Deleted**.
  - ▶ **Download Files** – prompts a download of the files to your PC. You are also able to download an individual file by simply clicking the file name.
  - ▶ **Move Selected Files to Folder** – drop-down list showing the other folders in the project where the user can move already uploaded files. User must select the checkbox, then select a folder from the list.
  - ▶ **Fax files** – sends a fax notification to specified contacts listing the files selected on the project.
- ▶ **Recipients icon**  - select the icon in the **Recipients** column to display each user who has downloaded that file.
- ▶ **Status** – shows the availability of the given file (detailed below). There is a drop-down list that filters a folders files by status on the top-left side of the viewer.
  - ▶ **Active** – a file uploaded to a project, which can be downloaded by any user with access to the project.
  - ▶ **Expired** – a file that expired after 90 days of being uploaded, and is no longer accessible.

If you need expiration dates extended, please contact Gradebeam Client Services at [support@gradebeam.com](mailto:support@gradebeam.com) or call 1-866-482-7669.

- ▶ **Deleted** – a file removed from the project documents and can no longer be accessed or moved to active status by any user.
- ▶ **Expiration Date** – shows the date 90 days after a file is uploaded.

## Upload Files

General Purpose: The uploader component allows the user to quickly upload one or more files at once, in a single setting.

## Drag and Drop Files

- 1) Select the **Upload Files** button, the **Upload** dialog box appears.
- 2) Drag one or multiple files from either your desktop or a folder to inside the drop zone, which is marked by the dotted blue rectangle. Your files will automatically upload to the designated folder in your projects documents.

### Adjustable Window Size and Position

**Tip:** *You are able to adjust the window size and position, making it easier to fully view folders and seamlessly drop files during an upload session.*

### Actual Folders Do Not Upload

**Tip:** *Instead of dragging the folder, open it in the window and select all files (Ctrl+A). Then you can easily drag all of them to the dropzone. This allows you to quickly upload a large file set with drag and drop. You can always use the **Click to Upload** feature to upload large file sets as well.*

## Click to Upload

- 1) Select the **Upload Files** button on the **Document Manager**.
- 2) The **Upload** dialog box will appear. Then click anywhere inside the dotted blue line for a **Documents** dialog box to appear.
- 3) Select one or multiple files to upload in a single instance.

**Tip:** *There is no limit to the number of files you can select, so feel free to choose as many as you like!*

- 4) After the upload, a confirmation message will appear.
- 5) Once you close the confirmation message, you can either upload additional files or close the **Upload** dialog box.

## Uploader Details

- ▶ The individual file size limit is 2GB.

**Tip:** *Break files larger than 2GB down into separate files. There is no storage limit on your project documents.*

- ▶ Unlimited data storage. All users have the ability to upload as many files as they want to any project in GradeBeam.

- ▶ There is also no limit on the amount of files you upload per instance.
- ▶ Once selected or dropped, the upload process automatically begins.
- ▶ A visual display appears during the upload showing each file's progress as well as progress for the entire upload.
- ▶ A detailed breakdown of upload size per file, and total upload is shown in the confirmation message.

# Project Coverage

---

General Purpose: This page is used to assemble and manage all trade codes and organizations associated with the project.

## In This Section

---

|                          |    |
|--------------------------|----|
| + Add Trade Code.....    | 23 |
| Send Unsent ITBs.....    | 23 |
| Remove Organization..... | 24 |
| Trade Code View.....     | 24 |
| Organizations View.....  | 26 |

## + Add Trade Code

General Purpose: This feature gives users the ability to quickly add trade codes to the project or package.

- ▶ Select the **+ Add New Trade Code(s)** link to open the **Add Trade Codes** dialog box.
- ▶ You can select multiple codes to add in a single use.
- ▶ The arrows to the left of the code expand it, so you can view or select trade codes related to the parent code that was expanded.

Project Name: Oracle Office

Package Name: Oracle Office

[+ Add New Trade Code\(s\)](#)

View By: Organizations (17) Trade Codes (12)

[Send Unsent ITBs](#)

[✕ Remove](#)

## Send Unsent ITBs

If you select the checkboxes next to any trade code or organization then hit the **Send Unsent ITBs** button, the **Send Unsent ITBs** dialog box appears. Use the dialog box to choose the delivery method and template type for the ITBs that will be sent. Invitations To Bid will be sent to every organization who has not already been sent an ITB and is either selected or assigned to a selected trade code.

Send Unsent ITBs

Options

|                        |                 |
|------------------------|-----------------|
| <b>Delivery Method</b> | Email Or Fax ▼  |
| <b>Template Type</b>   | ITB (default) ▼ |

## Remove Organization

Manage the organizations listed on your projects with business rules that allow you to delete organizations at any point in the project life-cycle.

**Remove Organizations**

The following organizations will be removed from the package:

- LaMotte Construction
- DeRee Construction
- Love's Construction
- About Excellence

Are you sure you want to remove these organizations?

## Trade Code View

**General Purpose:** The **Trade Code** tab allows you to quickly see key project statuses while improving the core workflow and functionality for your bid coverage needs within GradeBeam.

- ▶ Each row is a different trade code that has been added to the project.
- ▶ The **Bid Coverage Status** column displays the count of each response (or no response) for organizations assigned to that particular trade code in the current project.
  - ▶ The legend at the top shows the color scheme on the column's chart.
- ▶ The **Sent ITBs** column shows the count of how many organizations assigned to that trade code have received an ITB.
- ▶ The **Unsent ITBs** column shows the count of how many organizations assigned to that trade code have not received an ITB.



- ▶ The number is also a link to send the unsent ITBs for that particular code.

## Expanded Trade Code

General Purpose: View and modify invited organizations' intent to bid per trade code and see a more detailed overview of the trade code activity when you select the expand icon. Quickly add new organizations and filter by response in this view.

000000 - Procurement and Contracting Requirements

Legend: Will Bid (Green), Undecided (Yellow), Will Not Bid (Red), No Response (Grey), Did Bid (Blue), Not Sent (Light Grey)

| Organization               | Will Bid | Undecided | Will Not Bid | No Response | Did Bid | Awarded |
|----------------------------|----------|-----------|--------------|-------------|---------|---------|
| * FLOROCK POLYMER FLOORING | ○        | ○         | ○            | ○           | ○       | ○       |
| Henry1                     | ○        | ○         | ✓            | ○           | ○       | ○       |
| Jaime's Plumbing           | ✓        | ○         | ○            | ○           | ○       | ○       |

Contacts for Jaime's Plumbing:  
 Jaime Smith  
 p: (708) 573-7178  
 f: (847) 235-8483  
 Email: jaime.williams@texturacorp.com

- 1) Drill into an organization to see the contacts listed on the project and manage project contacts.
- 2) Select the contact name to open the **Contact Manager**.
- 3) Select **View Comments** to open the **Comments** dialog box.

## Filter by Trade Code

This feature allows you to filter by one or many trades in order to see only the trade codes needed. Select trade codes from the drop-down menu or simply search for the code. The trade code table will filter all non-selected trades from the view until you remove the filters.

Filter By: Click to filter...

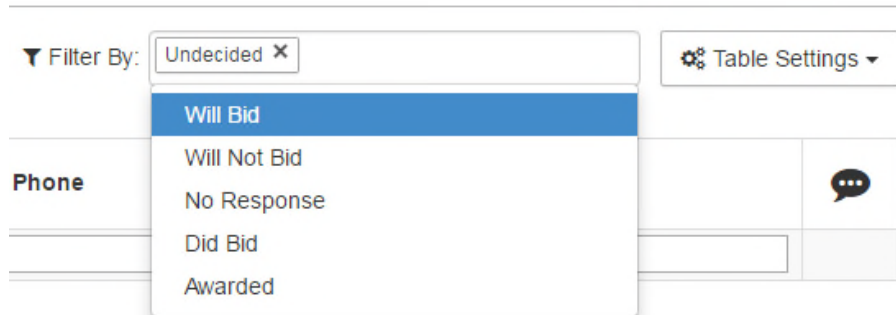
- 000000 - Procurement and Contracting Requirements
- 030000 - Concrete
- 040000 - Masonry
- 050000 - Metals

## Organizations View

General Purpose: The **Organization** tab allows you to easily navigate and view relevant information concerning all organizations included in the project or package. It also manages the extent on their involvement in the project.

- ▶ There is a search box at the top of most of the columns that allows you to input text. Once text is entered, the results will instantly update to only show the rows containing that text.
- ▶ Some of these filters are drop-down lists, which allow you to filter on the options available. For example, the **ITB Status** column allows you to select **Sent** or **Unsent** and shows the selected results instantly.
- ▶ The page uses infinite scroll; this means that the page loads a set number of results, and if more rows exist than are shown, they are loaded immediately when you scroll down the page.
  - ▶ Infinite scroll removes the need to have pages of results, which would require the system to load a new page each time you needed to see more results.
  - ▶ Infinite scroll allows the search filters to return all search results, instead of only the results of a single page.

## ITB Response Filter

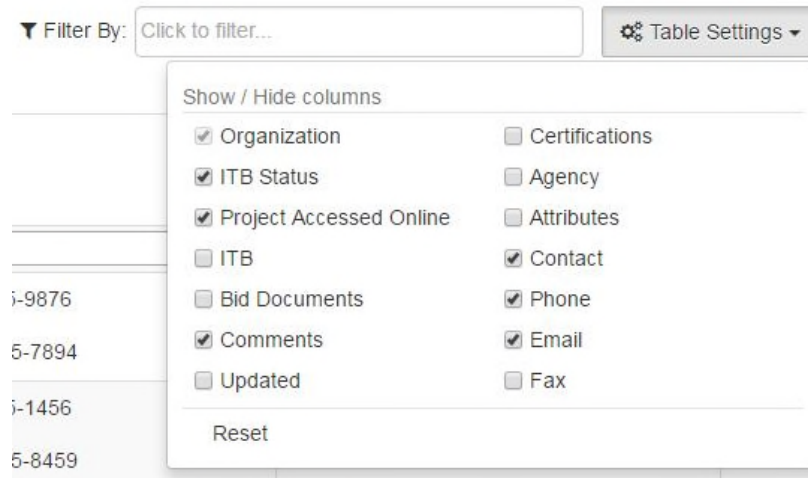


The **Filter By** field allows you to view organizations based on project level intents, meaning you only see organizations with the response selected from the drop-down list.

- ▶ Filtering based on project level intents saves time and energy during the bidding process.
- ▶ Multiple responses can be selected at once.
- ▶ Deselect responses by clicking on the (X) icon in the right side of the box that appears.

## Table Settings

Use the **Table Settings** to customize the layout of the **Organization** tab, which persists across all projects and sessions.



- ▶ **ITB Status** – states whether ITB has been sent.
- ▶ **Project Accessed Online** – shows if the **ITB Response** page has been accessed by the organization it was sent to.
- ▶ **ITB** – provides a link showing the specific **ITB Response** page that the organization has access to.
- ▶ **Bid Documents** – shows the count of bid documents uploaded by the bidder. The count is a link that opens a menu to download those documents.
- ▶ **Comments** – shows the count of private comments made by your organization about that organization. That count is a link that opens the **Comments Manager**, which allows you to add and remove private comments and view any comments left by the bidder.
- ▶ **Contact** – displays the assigned contact for that organization. It is also a link that opens the **Contact Manager**.

## Comments

General Purpose: This feature provides the ability to quickly view comments left by the bidder or by your organization about the bidder.

Access the dialog box:

1. Enable the **Comments** column in the **Table Settings** on the **Organization** tab.
2. Select the number listed in the **Comments** column.

**Note:** The number represents the count of private comments.

✕
directory test Comments

Private Comments (1)
Bidder Comments (No)

### Comments

| First Name | Last Name | Date ▾           | Comment   |
|------------|-----------|------------------|---|
| Chaitanya  | Deva      | 6/7/2016 1:26 pm | naupad test comment-edited <span style="float: right; color: red;">✕</span> |

### Add New Comment

Add Comment

## Expanding an Organization

Expand an organization to quickly view the trade codes to which it is assigned on the project, the response to those codes, and the all-time ITB response history between the organization and your organization.

Naupad Doshi Sub  
View Message History

Sent

Naupad\_Email9 T...

p: (989) 954-1129

m: (989) 954-1129

naupad.doshi@texturacor...
0

[+/- Manage Trade Code\(s\)](#)

| Trade Code              | Will Bid | Undecided | Will Not Bid | No Response | Did Bid | Awarded |
|-------------------------|----------|-----------|--------------|-------------|---------|---------|
| 030000 - Concrete       | ✓        | ○         | ○            | ○           | ○       | ○       |
| 050000 - Metals         | ○        | ✓         | ○            | ○           | ○       | ○       |
| 051100 - Steel Erection | ○        | ○         | ✓            | ○           | ○       | ○       |

8  
Total Bids

Naupad Doshi Sub Bid History

Legend

- Will Bid
- Undecided
- Will Not Bid
- No Response
- Did Bid
- Awarded

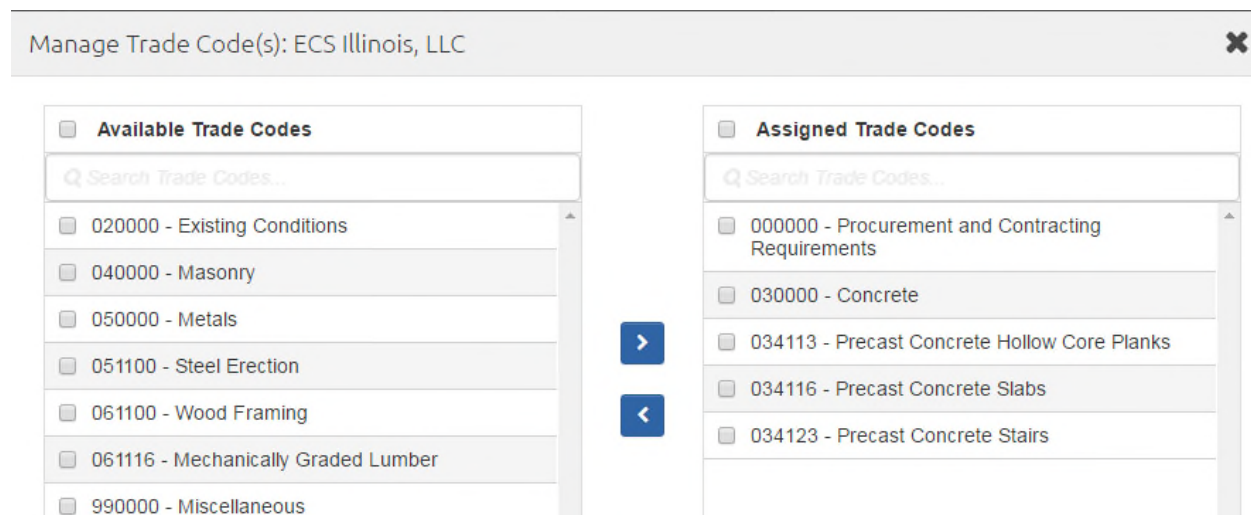
- ▶ Once expanded, all of the trade codes the organization was invited to display, as well as the organization's responses to those codes.
  - ▶ No response checkmarks will show if an ITB has not been sent.

- ▶ You are able to manually change the bidder’s responses.
- ▶ The chart beneath the project trade codes displays all historical ITB responses between that organization and yours.
  - ▶ This chart updates in real time and will display the correct response count as they change.

### Manage Trade Codes per Organization

The **Manage Trade Code(s)** dialog box allows you to quickly add or remove trade codes currently assigned to the project, from any organization.

- ▶ Access the dialog box by expanding an organization and selecting the **+/- Manage Trade Code(s)** link to the top-right of the trade code table.



- ▶ The left side contains all trade codes that have been added to the project, but not assigned to that organization.
- ▶ The right side shows all trade codes that have been assigned to that organization for the project.
- ▶ Select one or more trade codes, then use the arrow buttons to add or remove them.
- ▶ Both sides have an instant search to help find trade codes as quickly as possible.
- ▶ If an ITB has been sent to that organization already, an added trade code will automatically show **No Response**.
- ▶ If a trade code is added after being removed, its response will *not* persist.

## Contacts

General Purpose: This feature specifies individuals who will be receiving project information, and utilizes their contact information for correspondence. It enables pertinent information to reach the correct individuals in an easy-to-use manner.

- ▶ You can add, delete, or edit contacts within a project for a specific organization using the **Contact Manager**.
- ▶ You can access the **Contact Manager** in the **Organization Profile** or on the **Project Coverage** page by either:
  - ▶ **Organization Profile** – select an organization name, then scroll to the **Contacts** section near the bottom.
  - ▶ **Trade Code** tab – expand a trade code, then an organization under it, and select the contact name or **Manage Contact** if there is no assigned contact yet.
  - ▶ **Organization** tab – enable the **Contact** column in **Table Settings**, then select the contact name or **Manage Contact** if there is no assigned contact yet.

## Contacts Dialog Box



- ▶ **Project Contacts** (1<sup>st</sup> tab)
  - ▶ Displays contact currently assigned to this project.
  - ▶ Provides the ability to quickly edit or delete contact. If deleted, this contact is removed from the organization. You can **Remove Contact from Project** individually or **Remove Contact from All Project**.

**Note:** Removing from all projects removes the contact from projects in the past, present, and future. This means:

- **Past** – this contact will be removed from all previous projects, enabling you to copy past projects and not have to edit contacts that were removed.
  - **Current** – this contact will be removed from other open projects.
  - **Future** – when using this organization in future projects this contact won't be assigned for this organization.
- 

▶ **Additional Contacts** (2<sup>nd</sup> tab)

- ▶ Allows you to pick from other organization contacts not added to this project.
  - ▶ You can add contacts to the current project or to all projects in past, present, and future.
- 

**Note:** Adding to all projects adds the contact to projects in the past, present, and future. This means:

- **Past** – this contact will be added to all previous projects, enabling you to copy past projects and not have to add the new contact again.
  - **Current** – this contact will be added to other open projects.
  - **Future** – when using this organization in future projects this contact will be assigned for this organization.
- 

▶ **Add New Contact** (3<sup>rd</sup> tab)

- ▶ Fill out the appropriate fields and add a new contact to an organization.

## Invitation To Bid (ITB)

---

General Purpose: After reviewing details for an Invitation to Bid (**ITB**), the bidder indicates an intention to bid on specified trade codes for this project.

- ▶ **Created From** indicates where the ITB was created.
  - ▶ **Public** means it was created from **Public Opportunities**.
  - ▶ **Invitation** means that the organization was invited by the sender.
- ▶ ITBs are inaccessible when an organization's status is inactive.
- ▶ Select a response on the **Invitation to Bid** email to automatically select that response for each trade code, and go to the **Bid Response** page.
- ▶ Select **View Project Online** to go to the **Bid Response** page.


## Bid Response Page


- ▶ Bidders can submit their intent to bid at the trade code level, providing a more accurate indication of a project's bid coverage.

ITB from ARK

Project Name: Hotel and Suites

[View 10 Project Documents](#)

 **Bid Due Date**  
Mar 03, 4545

 **Project Location**  
123 test lane,  
Chicago, IL 60606

[View Docs in PlanSwift](#)

### Select Your Intent to Bid by Trade

| Trade Codes                                       | Will Bid                            | Undecided                           | Will Not Bid                        |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| 000000 - Procurement and Contracting Requirements | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 000101 - Project Title Page                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 000105 - Certifications Page                      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 000107 - Seals Page                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

▼ Bid Documents

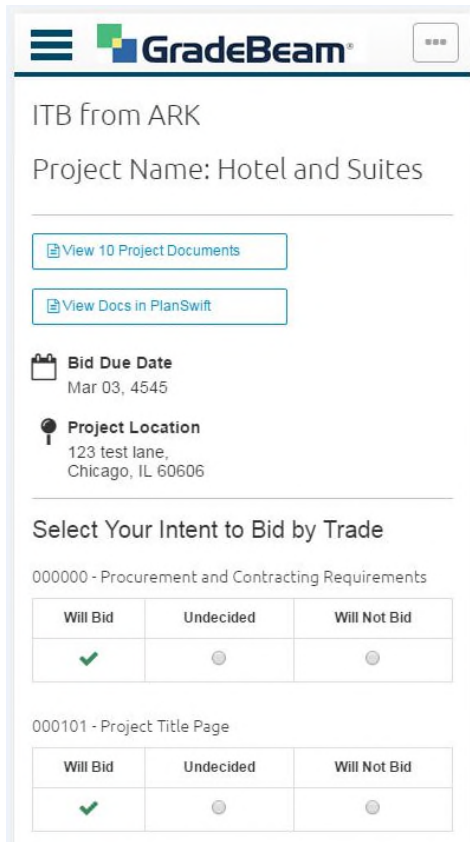
[Upload Documents](#)

No Bid Documents exist

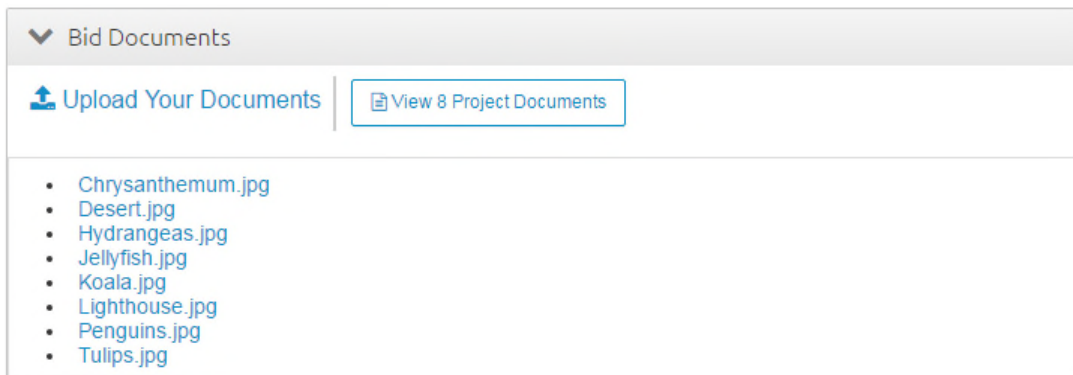
▶ Project Details



**Note:** The **Bid Response** page is mobile-responsive, bidders can easily provide intents for the project on any device.



- ▶ Bidders can upload multiple documents at a time from any device by selecting the **Upload Your Documents** button in the **Bid Documents** section.
  - ▶ Users can either use touch-to-select (Mobile) or drag-and-drop to upload files.
  - ▶ Uploaded documents will be listed in the **Bid Documents** section.



## Auto Invite

General Purpose: Auto Invite provides the ability to quickly add all available organizations that fall within the defined parameters to selected trade codes.

- ▶ Select the parameters for which the organizations should qualify.
- ▶ Highlight the project trade codes to which you want to auto invite subcontractors.
- ▶ Select the **Auto Invite to Bid** button to add organizations to the project or package.
- ▶ An **Invitation To Bid** will remain unsent for all organizations added on a project through the **Auto Invite** feature.

## Send Message

General Purpose: The Send Messages Page provides the ability to send a message to any organization that has been added to the project.

- ▶ Messages can be sent on the project or package level. This is indicated on the screen.
- ▶ If the project is a multiple package project, all organizations invited for each package will be listed along with the package they were invited under.
- ▶ This page allows for multi-level dynamic filtering to help you build a more targeted list of recipients.
  - ▶ You can refine the recipient list by ITB (Invitation To Bid) status and response at the trade code level.
  - ▶ This improves your delivery stats by sending pertinent information only to those that require it.

### Filter Recipients

Select Your Recipients By ITB Status

|  |                                   |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> Will Bid | <input type="checkbox"/> Did Bid  |
| <input type="checkbox"/> Undecided           | <input type="checkbox"/> Awarded  |
| <input type="checkbox"/> Will Not Bid        | <input type="checkbox"/> Not Sent |
| <input type="checkbox"/> No Response         |                                   |

### Refine Recipients By

Trade Code

Q Search Trade Codes

- 000000 - Procurement and Contra...
- 017317 - Steel Erection (2)
- 030000 - Concrete (1)
- 040000 - Masonry (0)
- 050000 - Metals (0)

### Recipients (2)

| <input type="checkbox"/> Organization                    | ITB Status | Trade Codes             |  |
|--|------------|-------------------------|--|
| <input checked="" type="checkbox"/> LaMotte Construction | Will Bid   | 017317 - Steel Erection |  |
| <input checked="" type="checkbox"/> Love's Construction  | Will Bid   | 017317 - Steel Erection |  |

## Message History

---

General Purpose: View all messages that have been sent to other organizations about the current project or package. If it is a multiple package project then the message can be viewed per package. Otherwise, messages listed are for the project.

- ▶ **Message Type** indicates what type of message was sent. For example, if the type is **ITB**, the message received by the organization was regarding an Invitation To Bid (ITB) sent to them. The date the message was sent is also indicated.
- ▶ Click the **Preview** icon on the far right to see the message layout and content.
- ▶ View the recipient and delivery type of all messages sent.
- ▶ Use the drop-down menu to filter the messages shown.

## My Messages

---

General Purpose: View all messages sent from **GradeBeam.com** organizations regarding projects and organization information.

- ▶ Select **Messages** in top navigation, between **Workspace** and **Partner Directory**
- ▶ From the drop-down menu choose whether to view all messages or only unread messages.
  - ▶ Unread messages will appear in bold.
- ▶ Use the checkbox next to a message and select **Delete** to delete the selected messages.
- ▶ Select **Receive Alert** under **Manage Groups** to enable **Organization Updates**.

## Editors

---

General Purpose: Select users who will have rights to edit and view Invitation To Bid (ITB) information.

- ▶ Users listed can be edited from **User Accounts** under **My Organization**.
- ▶ At least one editor for the organization is required.
- ▶ ITB Editors will receive fax and email messages according to their user preferences.
- ▶ Click the **Save** button when you are finished.

## Add Package

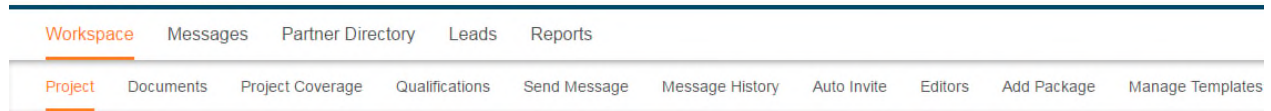
---

General Purpose: This feature allows users to divide the scope of a project to make more manageable sections.

You can add a package two different ways:

## Existing Project

- ▶ Select the Project from the **Workspace**.
- ▶ Select the **Project** link in the secondary navigation. The **Add Package** link will then appear in the secondary navigation to the far right.



## New Project

- ▶ Select **Yes** when prompted with the question **Do you want to break this bid into multiple packages?:**



## Leads

---

General Purpose: Use this page to discover project opportunities posted for public viewing.

- ▶ Enter search criteria to view available public opportunities. At least one search criterion is required to continue.
- ▶ To select UCI Codes, select **Choose UCI Codes** and select the UCI Codes from a category. Select **OK** to return to the directory and continue your search.
- ▶ When entering in criteria to search by, the check box to the left must be checked in order to search by that criteria.
- ▶ Select the initiator name for information about the organization.
- ▶ Select the **Project Name** for information about the project, and to navigate to the **Public Opportunities ITB**.

### Public Opportunities ITB



General Purpose: Use this page to discover information about a project posted for public viewing. This page also provides the ability to respond to the opportunity by trade code.

- ▶ Selecting at least one UCI Code is required to respond to an opportunity.
- ▶ Click the **Choose UCI Codes** to select the UCI Codes to which you will respond.
- ▶ If **Will Bid** is selected on the bottom, this project will show up in your **Opportunities** table on the **Workspace** page.

## Reports

---

General Purpose: View or download for specified project or vendor reports.

- ▶ Files downloaded in XML or Tab Delimited format. Tab Delimited reports can be viewed in Microsoft Excel.
- ▶ Select **View** to show the report chosen from the drop-down menu (if applicable).
- ▶ When viewing reports, select the **Print** icon () to print preview the report.
- ▶ Click the **Download** icon () to download the report chosen. Files will download in .dat format but are in XML or Tab Delimited format. File extensions should be changed from .dat to .xml if xml is chosen. This can be opened using Excel.



# My Organization

---

General Purpose: This is a summary of your organization. All information shown is read-only. To edit the information shown, use the manage features shown on the left menu.

## In This Section

---

|                             |    |
|-----------------------------|----|
| Overview .....              | 39 |
| Locations.....              | 39 |
| UCI Codes.....              | 40 |
| Counties Served.....        | 40 |
| Work Types .....            | 40 |
| Organization Types .....    | 40 |
| Certifications .....        | 41 |
| Contacts.....               | 41 |
| Additional Information..... | 41 |
| User Accounts.....          | 41 |
| Partner Groups.....         | 41 |
| Partner Attributes .....    | 42 |
| Employees .....             | 42 |
| Private Partners.....       | 42 |
| Qualifications.....         | 43 |

## Overview


Administrators may use the various **Manage** features to input and revise details about your organization. These features can be accessed from the left menu.

- ▶ The public information entered allows other organizations to find yours through search criteria in the **Directory**.
- ▶ **Print Preview** allows you to see the printable layout of this form.
- ▶ The first address listed is the default address of the organization.
- ▶ The designated administrator is given a list of ways in which to manage their organization account.
- ▶ In order to edit the fields on this page, you must select the corresponding links in the secondary navigation.  
For example, to add UCI codes you must select **UCI Codes** up top.

## Locations

General Purpose: View and edit locations for your organization.

- ▶ Select **Add Location** to add another address for your organization.
- ▶ The default address is indicated by a selected radio box.
- ▶ Select the **Delete** icon (X) to remove an address.

- ▶ You cannot delete a default address.
- ▶ Deleting an address will delete all associations with the address for contacts and employees.
- ▶ Select the **Edit** icon (  ) to change location information.

## UCI Codes

General Purpose: Select available UCI Codes to indicate your expertise.

- ▶ Select a category to view UCI Codes underneath it.
- ▶ Select a code and click the **Add** button to add the UCI Code.
- ▶ To select multiple UCI Codes at once, hold down the CTRL or SHIFT key down while you make your selection.
- ▶ Click the **Save** button when you are done.

## Counties Served

General Purpose: Select available counties to indicate those you serve.

- ▶ Select a county and use the **Add** button to add it.
- ▶ Select the **Save** button when you are done.
- ▶ Only the states shown have counties associated with them.
- ▶ To select multiple counties at once, hold down the CTRL or SHIFT key down while you make your selection.

## Work Types

General Purpose: Click on available work types to indicate your experience.

- ▶ Select the arrow pointing right at button to add selected work type.
- ▶ Select the **Apply** button when you are done.
- ▶ These will be the work types under which other organizations can find your organization in the **Directory**.
- ▶ To select multiple work types at once, hold down the CTRL or SHIFT key down while you make your selection.

## Organization Types

General Purpose: Select available organization types that describe your organization.

- ▶ Select the arrow pointing right at button to add a selected organization type.
- ▶ Select the **Apply** button when you are done.
- ▶ Other organizations can find your organization in the **Directory** by searching these organization types.
- ▶ To select multiple organization types at once, hold down the CTRL or SHIFT key down while you make your selection.



## Certifications

General Purpose: Enter certification information applicable to your organization.

- ▶ **Certification Type** and **Agency** are required fields.
- ▶ Current certification(s) are listed below.
- ▶ Select the delete icon (X) to a remove certification.
- ▶ Select the edit icon (✎) to edit a certification.

## Contacts

General Purpose: Use this form to add, edit, and remove your organization's contact information.

- ▶ These are public contacts that may be viewed without restriction.
- ▶ Select the **Edit** icon (✎) to change information for each contact.
- ▶ Select the **Delete** icon (X) to remove the contact.

## Additional Information

General Purpose: Enter additional information about your organization.

- ▶ All information except for **Organization Login** is available to the public.
- ▶ **Organization Login** is used in the **Organization** field for logging into the GradeBeam system.

## User Accounts

General Purpose: Use this form to add, edit, and delete information on user accounts within your organization.

- ▶ An **Administrator** has both read and write access to all user information for your organization.
- ▶ **Users** have read-only access to organization information, and read/write access to their own information.
- ▶ Select the **Edit** icon (✎) to change information for each user.
- ▶ Select the **Add User** to add another user for your organization.
- ▶ When adding a new user, a new employee will automatically be added as well, with matching information. Note that any changes made to the user information after its creation will not change employee information. To change employee information, go to **Manage Employees**.
- ▶ If you are editing a user, select **Change Password** to change that user's password.

## Partner Groups

General Purpose: View, add and delete group members from each group.

- ▶ By checking the **Receive Alert?** box you request to receive notification of changes in location and contact information for the organizations within the specified group.
- ▶ Click **Add Group** to add another group for your organization.

- ▶ Deleting a group will delete associations with organizations underneath it.
- ▶ You may view the names of member organizations by clicking on the group name.
  - ▶ Select the organization name to view information about that organization.
  - ▶ Select the **Delete** icon (X) to remove the association of that organization with the group.
  - ▶ Selecting **Add Group Member** will bring you to the directory where you can add organizations to the selected group.

## Partner Attributes

General Purpose: Enter in private, pre-defined attributes to set values about chosen organizations

- ▶ All information is private to your organization.
- ▶ When you are done entering in a value for the attribute, select the **Save** button.
- ▶ Click **Add Attributes** to add another private attribute.
- ▶ Deleting an attribute will delete all values associated with it.

## Employees

General Purpose: View and edit information on employees of your company that are not authorized GradeBeam.com users.

- ▶ Select the **Edit** icon (✎) to change information for each employee.
- ▶ Select the **Delete** icon (X) to remove the employee.

## Private Partners

General Purpose: Private Organizations are organization added in by your organization and can only be seen by your organization.

- ▶ Select **Add Organization** to add another private organization.
- ▶ Select the **Delete** icon (X) to delete a private organization. The deleted private organization will no longer be accessible for future use.
- ▶ Select the name to edit organization information.
- ▶ When editing a private organization, use the top menu to manage information for your private organization.

## Qualifications

### In This Section

|                                    |    |
|------------------------------------|----|
| Request Qualification Access ..... | 43 |
| My Qualification.....              | 43 |
| Partner Qualifications .....       | 44 |

### Request Qualification Access

General Purpose: Request access to another organization's qualifications.

- ▶ On the **Send Message** page, select **Qualification Request** from the **Select Message Type** drop-down list.
- ▶ Fill out the required fields, and then select recipients at the bottom.
- ▶ Another way is to select an organization and go to its profile. Then click the **View Qualification** link near the top, and follow instructions on the page.
- ▶ You can select **Request Nonmember Qualification Access** from the **Message Type** drop-down on the **Send Message** page, and it will send that organization a link to a page where they can fill out their qualification fields for you to view.

### My Qualification

General Purpose: This feature provides the ability to manage qualifications seen by designated organizations.

There are 3 tabs to enter or edit your organization qualification information.

- ▶ **Company & Financials**
- ▶ **Insurance & Safety**
- ▶ **Projects & References**

### My Qualification Access

General Purpose: Manage organizations which have access to your organization's qualifications.

#### View by Request

- ▶ View the list of organizations that have requested access to your organization's qualifications.
- ▶ Click **Grant Access** to grant the requesting organization access.
- ▶ Click **Deny Access** to remove the requesting organization from your request list.
- ▶ The **Granted Access** box contains the list of organizations that you have granted access to your qualifications.

- ▶ To remove qualifications access from an organization that has already been granted access, either:
    - ▶ Select the organization's name from the **Granted Access** box and click the **Remove** button
    - ▶ Select the **Remove All** button to remove access of all organizations.
- Select the **Save** button when you are done.

My Qualification   **My Qualification Access**   Partner Qualifications

---

### Qualification Access

View Access By Request   View Access By Organization Name

Requesting Organization Name ▲

\*arkgc   [Grant Access] [Deny Access]

Enter a reason why denying access:

Organizations Granted Access: (Count: 5)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Ben Keller_\$/&#603;lg&#275; - Chicago - IL    |
| <input type="checkbox"/> | CENTRAL BLACKTOP CO., INC. - LaGrange - IL     |
| <input type="checkbox"/> | Old Veteran Construction, Inc. - Chicago - IL  |
| <input type="checkbox"/> | TOWER CONTRACTING - Markham - IL               |
| <input type="checkbox"/> | Tri-State Lockers & Shelving - Pittsburgh - PA |

**Remove**   **Save**

### View by Name

- ▶ To begin your search, enter in at least three characters and select the **Search** button.
- ▶ Select organization name(s) and select the **Add** button to grant the organization(s) access.
- ▶ Select the **Save** button when you are done.
- ▶ To select multiple organizations at once, hold down the CTRL or SHIFT key down while you make your selection.

## Partner Qualifications

General Purpose: This feature provides the ability to view all organizations you have requested qualification access to, view their qualification once granted, and cancel request if it is still pending approval.

- 1) Filter by **Access Status** above the table.
- 2) Select **Cancel Request** for access requests pending approval.
- 3) Select **View Qualification** to view qualifications in the same layout as your **My Qualifications** page in a read-only format.

## My User Account

---

General Purpose: Use this form to record information about your user account.

- ▶ Required fields are marked with an asterisk (\*).
- ▶ To indicate preferred mode of message delivery, click to enable email or fax option. A corresponding valid email or fax is required when choosing message delivery type.
- ▶ Click the **Save** button when you are done.
- ▶ Click the **Change Password** to change your login password.



# Directory

---

General Purpose: Enter specifications to search for bidders. Selected bidders can be added to a pre-defined group.

## In This Section

---

|                         |    |
|-------------------------|----|
| Directory Search.....   | 47 |
| UCI Code Selector ..... | 47 |
| Basic Search .....      | 47 |
| Advanced Search.....    | 48 |
| Search Results.....     | 48 |

### Directory Search

- ▶ At least one search criterion must be selected in order to continue with a search.
- ▶ To select UCI Codes to search for, select **Choose UCI Codes** and choose the UCI Codes from a category. Select **OK** to return to the directory and continue your search.
- ▶ When choosing criteria from the drop-down boxes, the checkbox to the left must be selected to search by that criterion.
- ▶ Create groups for which to search from **My Organization** under **Manage Groups**.
- ▶ Select various specifications, then hit **Search**.
- ▶ Use the drop-down list at the bottom of the page to select a group. Select **Add** to add the selected organizations to the chosen group.

### UCI Code Selector

- 1) Select UCI Codes to add to the search on the **Directory**.
- 2) Select a category to view UCI Codes underneath it.
- 3) Choose UCI Codes and select **Add** to add the UCI Codes.
- 4) To select multiple UCI Codes at once, hold down the CTRL or SHIFT key down while you make your selection.
- 5) Select **OK** when you are done.

### Basic Search

- ▶ Use this form to perform a basic search for bidders who meet your project needs.
  - ▶ Select group and/or UCI code.
  - ▶ Enter the bidders' name for more information.

- ▶ At least three characters are required to search by **Organization Name**.

## Advanced Search

- ▶ Use this form to perform an advanced search for bidders to meet your project needs.
  1. Select the group and/or UCI code.
  2. Enter the bidders' name.
  3. Select a county for a state that is selected.
  4. Select a work type, certification, or an attribute.
  5. Enter in a value for more information.
- ▶ If counties are available to search, a state must be selected first. A county must be selected to continue with the search.
- ▶ Create attributes for which to search from **My Organization** under **Manage Attributes**. An exact value for the attribute selected must be entered. To set these values:
  1. Select a bidder's name.
  2. Change private attribute values.

## Search Results

- ▶ Search results produce bidders meeting your specifications.
  - ▶ If you have chosen to search by UCI Codes, search results will include any organization which is associated with any of the UCI Codes.
  - ▶ If you have chosen to search by any other criterion, search results will include any organization which is associated with all criteria chosen.
- ▶ Select the Bidder's name for detail.
- ▶ To filter your search, select any letter from the search results header to view organization that meet that criteria.
- ▶ To reset your search, click the **Search** button again.

## Product Summary Page

---

General Purpose: This is a summary of the project currently being edited.

- ▶ Under each bidder invited to bid, you can indicate your decision to pay for project prints by checking the box. The checkbox defaults to selections from the project information page.
- ▶ The preview icon (Q) shows the ITB email that would be sent to the specific organization.
- ▶ The delete icon (X) removes the bidder from the Invitee List. Select the magnifying glass to see the actual ITB.
- ▶ Use the drop-down list for each bidder to indicate the contact person to whom attention should be addressed. The listing contains both public contacts and your company's private contacts for each organization.
  - ▶ The drop-down automatically selects the default public contact if one exists.



- ▶ The drop-down automatically selects the default private contact if there is no default public contact.
- ▶ No name is automatically selected, if there are contacts but no default contacts.
- ▶ No names appear if the organization does not have any contacts associated with it.
- ▶ Select **Other** to input a new contact name.
- ▶ Select the **Save ALL** button to save all current information.

## Member Status

---

### VIP Member

GradeBeamer's have the option of selecting **\*VIP MEMBER** status when registering. **VIP Member** status provides enhanced visibility within the GradeBeam allowing your company to *stand out* and be noticed. VIP Member organizations are listed in the directory in a large, blue colored font, in ALL CAPITAL LETTERS and are designated with the eye-catching GradeBeam.com logo next to their organization's name. Organizations selecting VIP Member status can choose to have a color version of their company's logo listed on their GradeBeam information screen, as well as, a direct link to their company's website from anywhere that their VIP Member name is listed on GradeBeam. As a result, VIP Members gain increased exposure to the other industry professionals doing business on GradeBeam and can attract customers to their website.

Please contact GradeBeam.com by phone (866) 482-7669 or E-mail (***Sales@GradeBeam.com***) (see <mailto:sales@gradebeam.com> - ***mailto:sales@gradebeam.com***) to become a VIP Member.

### Member Org

Internet Members are listed higher than other firms in GradeBeam.com to illustrate that they are technology leaders who have secure access to GradeBeam.com for updating their contact information, maintaining the accuracy of their business qualifications, reviewing project information online and responding to invitations through the system. GradeBeam.com Internet Members communicate efficiently through the website which saves time for GradeBeam.com Users to focus on estimates, contracts and project management.

Companies can register as GradeBeamer's by contacting:

- ▶ Phone: (866) 482-7669
- ▶ E-mail: (***Sales@gradebeam.com***) (see <mailto:sales@gradebeam.com> - ***mailto:sales@gradebeam.com***)
- ▶ Website: ***http://www2.gradebeam.com/public/***

# Copyright

---

Oracle GradeBeam User Guide

Copyright © 2021, Oracle and/or its affiliates.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

**U.S. GOVERNMENT END USERS:** Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate failsafe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

This software or hardware and documentation may provide access to or information on content, products and services from third-parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.