

How to Access on-line Drawings & Specifications
Located at Dunn Blue Reprographics' Web Site
(Updated: 11/28/2007)

- 1) Go to the following web site:

<http://www.dunnblue.com>

- 2) On the right side of Dunn Blue's home page (in the PlanWell box), select the "Connect to PlanWell Enterprise" button.



- 3) A login box is then displayed on the left column of the screen, and a non-login portal to on-line documents is located in the center column.

A) Accessing Documents Using Your Account ID:

If you already have a login account with Dunn Blue Reprographics, enter you user ID & password. If you do not have a login account, you may create your own Dunn Blue Reprographics log-in account by clicking the "sign up now" link. You will need to create a user ID and password for this account.

B) Accessing Documents without needing to log-in:

You may access drawings & specifications located in the "Public Planroom" without having a log-in account. To do so, click the "GO" button next to "no login required" in the center box labeled "Public Planroom".

Find Public Projects open
for Bidding here!

No Login Required

GO

- 4) Next, select the "Public Planroom" tab.
- 5) Then look at the list of projects for the name of the project that you wish to view. If you know the name or part of the project's name, you can use the Search Box option to find it quicker (e.g. Type in "Sudworth" or "Sudworth Building" and then select the "GO" button to quickly locate the link for the Sudworth project's documents).
- 6) Once you have located the project you are looking for in the list of public projects, click on the "Project Number" link to access all of the documents for that project (e.g. click on "02 0285" for the "Sudworth Building" project).
- 7) On the left sidebar, click the "+" to expand the project's folders (e.g. Current Set → Specification, Civil, & Architectural). These folders are just like the file folder tree in Microsoft Windows Explorer. The most current drawings and specifications for this project are located in the folders listed under the "Current Set" link.
- 8) You can then view the drawings and related documents by selecting the relevant folder. The list of files will be displayed in the box on the right side.
- 9) Select the "Sheet No." icon to view a document.

Note 1: To ensure that you are able to view these on-line drawings, the following conditions are required:

- 1) You must be using Microsoft Internet Explorer as your browser.
- 2) Make sure that the browser's security settings allow Java.

- 3) Allow the Java applet to load (e.g. "PlanWell Viewer"). This step is quick and automatic. No system re-boot is required.

Note 2: Once the PlanWell Viewer has been installed, it normally will not need to be re-loaded the next time that you go to view drawings at Dunn Blue Reprographics.

Note 3: If you are having difficulties viewing on-line drawings and specifications, you may contact Dunn Blue's Troy office and ask for PlanWell Support (1-248-288-5600).

- 10) Select the "Shopping Cart" icon to purchase give drawing or document page from Dunn Blue Reprographics.

- 11) Follow the prompts required to purchase your selected pages.

Note 4: When ordering on-line documents, you may have the requested documents mailed to you, or have them printed at a specified Dunn Blue Reprographics location for picking them up.

Dunn Blue Reprographics Locations

(Open Monday – Friday 8:30 AM to 5:00 PM)

Ann Arbor

2813 Boardwalk Street
Ann Arbor, MI 48104
Ph: 734-663-2471
Fx: 734-663-8906

Detroit (Downtown)

500 Griswold Street
Detroit, MI 48226
Ph: 313-961-4444
Fx: 313-961-4144

Farmington Hills

37660 Hills Tech Drive
Farmington Hills, MI 48331
Ph: 248-489-1999
Fx: 248-489-7112

Southfield

20390 West 8 Mile Road
Southfield, MI 48075
Ph: 248-353-2950
Fx: 248-357-5944

Troy

1009 West Maple Road
Clawson, MI 48017
Ph: 248-288-5600
Fx: 248-288-1198