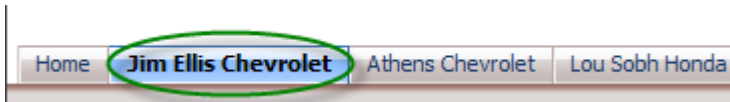


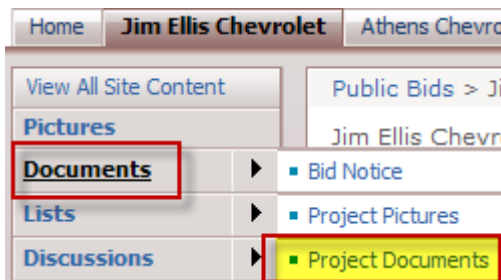
P.R.O. Building Systems

Steps for Downloading documents from the Public Bidding Projects

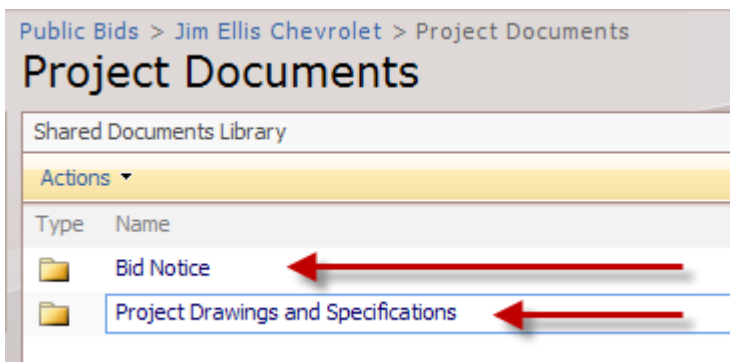
1. Go to the P.R.O. Building Systems Public Bidding area (<http://bids.problgdsystems.com/>) and click on the Tab corresponding to the Project Name (for example, Jim Ellis Chevrolet, Lou Sobh Honda, etc.):



2. After selecting the project, CLICK on the “Documents” menu item on the left of the site (see image below)
3. Then CLICK on the any one of sub menu items that appear to the right (for example “Bid Notice”, “Project Pictures” or “Project Documents”):

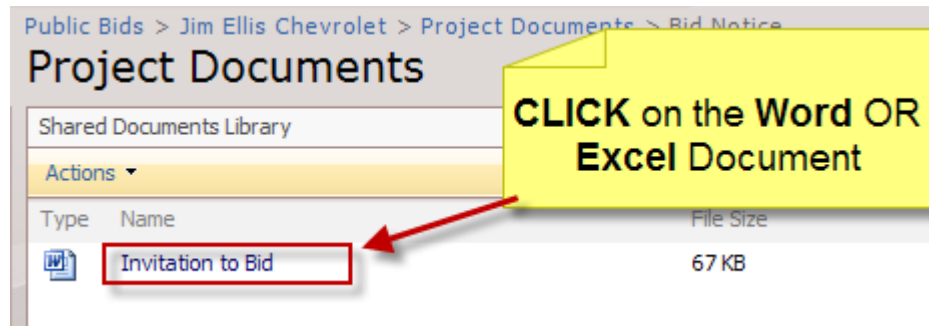


4. In the document library that opens, CLICK on the desired folder (for example “Bid Notice” or “Project Drawings and Specifications”):

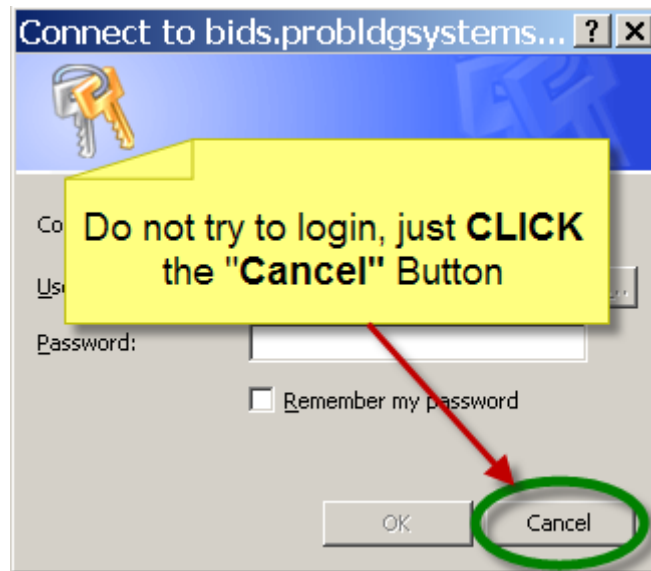


5. To open and save a document:
 - a. For a Word or Excel document:

- i. **CLICK** on the document



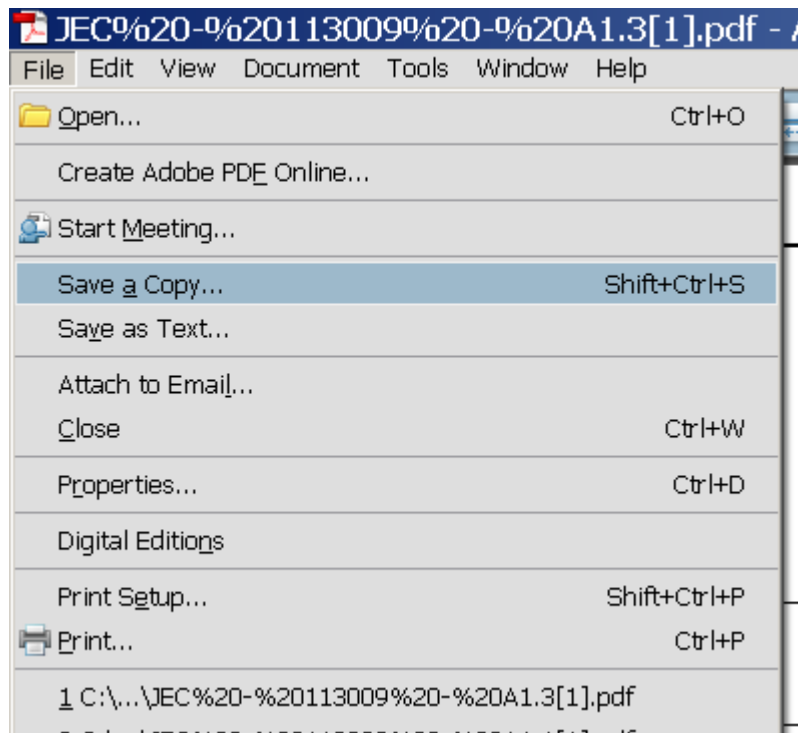
- ii. You may get a Windows Prompt to Login with a UserID and Password. This Login Box can be **ignored** by **CLICKING** the **CANCEL** button



- iii.
- iv. **NOTE:** the login screen will pop up one, two or three times but Clicking the Cancel button will eventually result in access to the document.

b. For a PDF document

- i. you will need to have Adobe Acrobat Reader installed on your computer. If needed, please download Adobe Acrobat Reader at <http://get.adobe.com/reader/>.
- ii. Click on the PDF Document to open it
- iii. When it opens in PDF, depending on your version of Adobe Acrobat Reader:
1. You can either click on the DISK icon in the top bar (under the menu) of the reader OR
 2. Click on the File/"Save As" or File/"Save a Copy" (*see image below*)



6. At this point you can PRINT or SAVE the document as needed.