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How to View \ Order \ Download Documents from Letterman's Digital Vault

Once you have completed the registration and login you are now ready to view, order, or download documents.

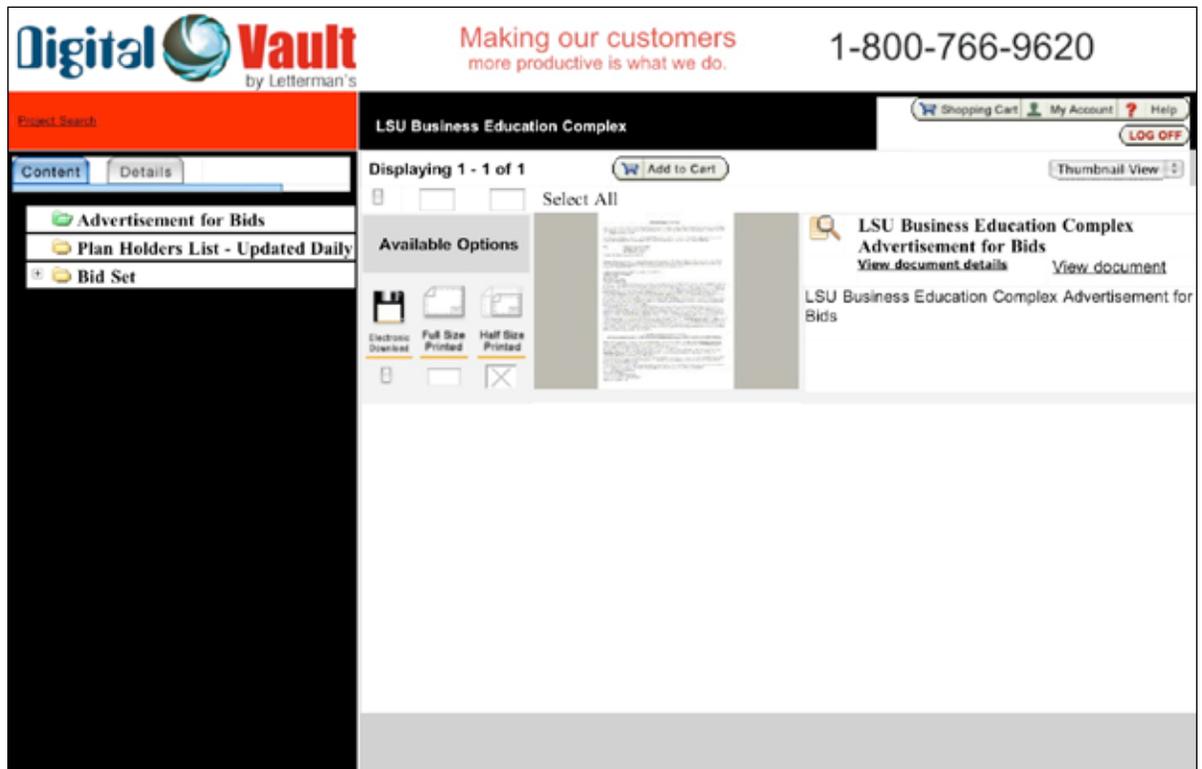
Upon login, the first screen that opens is the main project search page. Here you can browse all of the projects to which you have been given access. In the Public Plan Room all users have access to every project; in the Private Plan Room you will see all private projects that you have been invited to see.

Please note that throughout the site you can switch between a thumbnail view and a list view of documents. To change views just select your preference from the dropdown list in the upper right corner beneath the logoff button.



VIEWING DOCUMENTS

From the project search page, just click on the project you want to view. The screen below shows a basic Project View page:



The folder structure in the black column at the left of the screen shows the documents available to view.

Click on the folders to view the contents of that folder. In the example above the advertisement for bids is selected (green folder) and its contents appear in the main preview pane.

To view the actual file just click on the thumbnail or click “view document.” The PDF will open in a new window.

Note: You may see a folder listed called “Current Set.” If you see this folder it contains the most updated version of every document issued on the project, including all addenda, revision, etc. This is an optional service we provide and is made available at the discretion of the Owner\Architect\Contractor providing the documents.



HOW TO ORDER PRINTED DOCUMENTS OR DOWNLOAD ELECTRONIC FILES

There are two ways to distribute documents through Letterman's Digital Vault:

1. Downloading electronic files
2. Ordering a printed set of plans

The procedure for both is very similar.

Once you have entered the project and viewed the documents you would like to receive, your ordering options are listed under the "available options" column. These may include "Electronic Download", "Full-Size Printed" and "Half-Size Printed." If any of these options have an "X" in the selection box then that option has been disabled at the discretion of the Owner/Architect/Contractor providing the documents.

The screenshot displays the Digital Vault website interface for a project titled "Early Childhood Development Center". The header includes the logo, the slogan "Making our customers more productive is what we do.", and the phone number "1-800-766-9620". Navigation links for "Shopping Cart", "My Account", and "Help" are visible. The main content area shows a list of documents with columns for "Available Options" (Electronic Download, Full Size Printed, Half Size Printed) and document details. The "Electronic Download" option is selected for the first document. The document list includes:

- Folder Set
- A0.1 - Bid Set - 10/9/2009
- A0.2 - Bid Set - 10/9/2009
- A0.3 - Bid Set - 10/9/2009
- TS.1 - Bid Set - 10/9/2009

Figure 1



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1. Users may select individual sheets or a complete set of plans. Project Manuals are usually multipage documents and can only be ordered/downloaded as a multipage file. To order an electronic download, click the check mark next to the sheets you desire or next to the sheet named "set" for a full set of plans (Figure 1). To order printed sheets, just type in the number of full and half size sets you desire in the box next to the sheet. Once you have ordered all that you need, [click add to cart](#).
2. The next screen you will see (Figure 2) is just an overview of what you are ordering. It will show a list of all files being downloaded or ordered for printed plans. If this is correct, click [check out](#).

**note- although electronic files are downloaded for free, a \$0.00 subtotal will show throughout the process. If printed plans are ordered, the subtotal will show the price of the plans before taxes and shipping.*

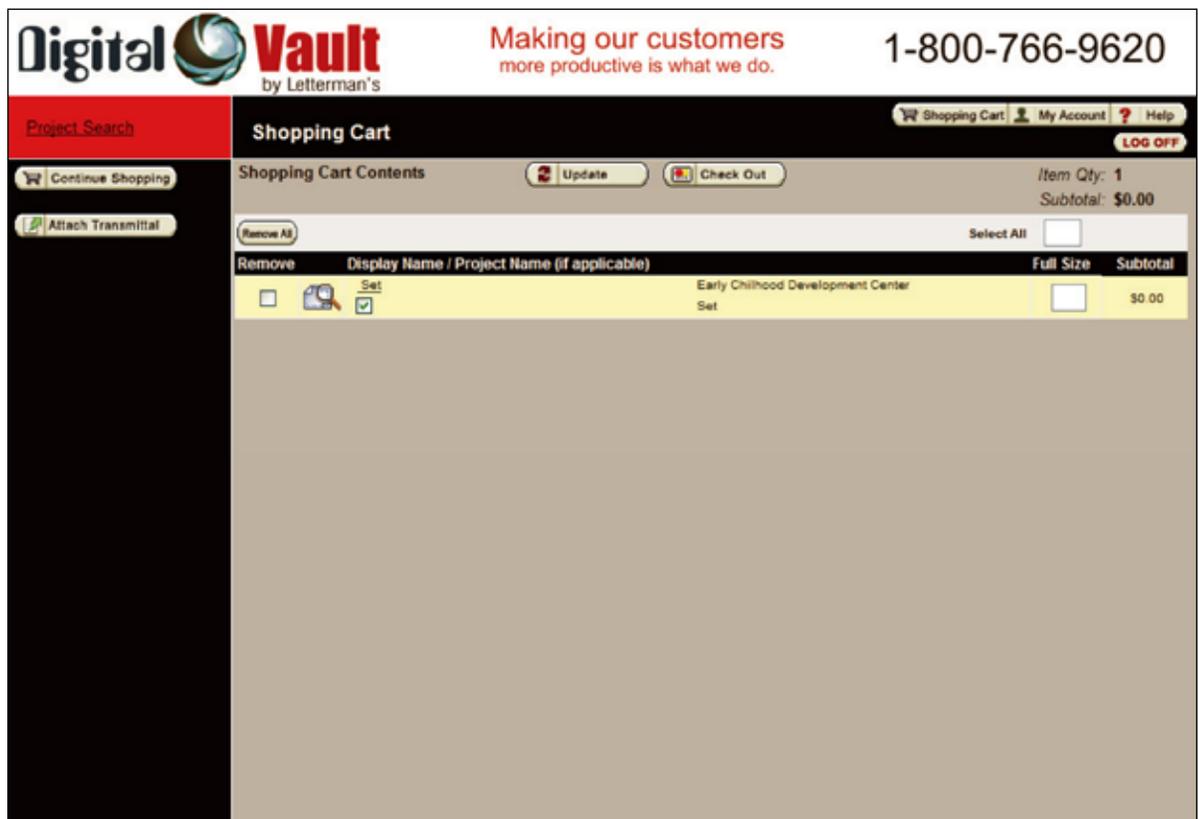


Figure 2

3. Figure 3 shows the shipping information screen. If you need to change any of the shipping information, click on the link that is your name and change information accordingly. If you are ordering sets of printed plans or sheets, taxes and shipping will not be tallied until Letterman's staff receives the order. Once Letterman's staff receives the order, you will be contacted regarding payment and delivery instructions. Click [continue](#).



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The screenshot shows the 'Check Out - Shipping Information' page. The top navigation bar includes the Digital Vault logo, the slogan 'Making our customers more productive is what we do.', and the phone number '1-800-766-9620'. Below the navigation bar, there are links for 'Project Search', 'Shopping Cart', 'My Account', 'Help', and 'LOG OFF'. The main content area is divided into several sections: a 'Back' button, a 'Distribution' section with an 'Add Distribution' button, a 'Payment Options' section with a table for account information, and an 'Order Recipients' table. The 'Payment Options' section shows 'COD/INVOICE' selected, with a message: 'You have selected to be invoiced for your order.' The 'Order Recipients' table lists one recipient, Jason Wendt, with a 'Pickup' shipping method and a quantity of 1.

Account Number	Billing Address	Type
COD/INVOICE		

You have selected to be invoiced for your order.

Delete	Shipping Address	Order Shipping Method	Shopping Cart	Qty
<input type="checkbox"/>	Jason Wendt Wendt, Jason 4726 Government St Baton Rouge, LA 70806	Pickup	Customize Card	1

Figure 3

- Figure 4 shows the next page. There shouldn't be any information required on this page, just click [purchase](#) to move on.



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Digital Vault by Letterman's

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1-800-766-9620

Project Search

Order Information

Shopping Cart | My Account | Help

LOG OFF

Check Out - Page 2 of 2

Purchase

Item Qty: 1

Subtotal:	\$0.00
Adjustments:	\$0.00
Tax:	\$0.00
Shipping Cost:	\$0.00
Total Cost:	\$0.00

Additional Order Information

Order Name: Reference Number:

Requested Date

Date: (M/d/yyyy) Time: (h:mm tt)

Order Comments / Special Instructions

Figure 4

- The last page you will come to will be an overview and receipt for those who have purchased printed sets or sheets. For those downloading sheets, at the bottom of the page will be a link to download the electronic documents. Click on this link, then click the download button on the next page and your documents will begin downloading shortly to a zip file containing pdf files of the plans.



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Order Confirmation LOG OFF

Thank you for your order Printer-Friendly

Your Order is Complete!

Order Name:
Wendt, Jason (Early Childhood Development Center)

Order Number:
100000252

Reference Number:
Unassigned

Date Order Was Placed:
10/8/2009 9:13:54 AM

Requested Due Date:
10/9/2009 12:00:00 PM

Pickup Location:
Baton Rouge

Comments:
Output Preferences:
Binding Type: Staple Bound
Media Color: White

Shopping Cart Summary

Item Qty:	1
Adjustments:	\$0.00
Tax:	\$0.00
Subtotal:	\$0.00
Shipping Cost:	\$0.00
Total Cost:	\$0.00

Billing Information
Jason Wendt
4726 Government St
Baton Rouge, LA 70806
Phone: 225-925-2663
Payment Method: COD/invoice

Order Items

Document Name	Project Name	Qty
Set (Default Electronic)	Early Childhood Development Center	1

Electronic Files

Download Files
[Click here to download your electronic documents](#)

Figure 5

If you have any questions, please contact our staff at 1-800-766-9620.