

## Use Search+ to find the most relevant construction leads to help you win more work

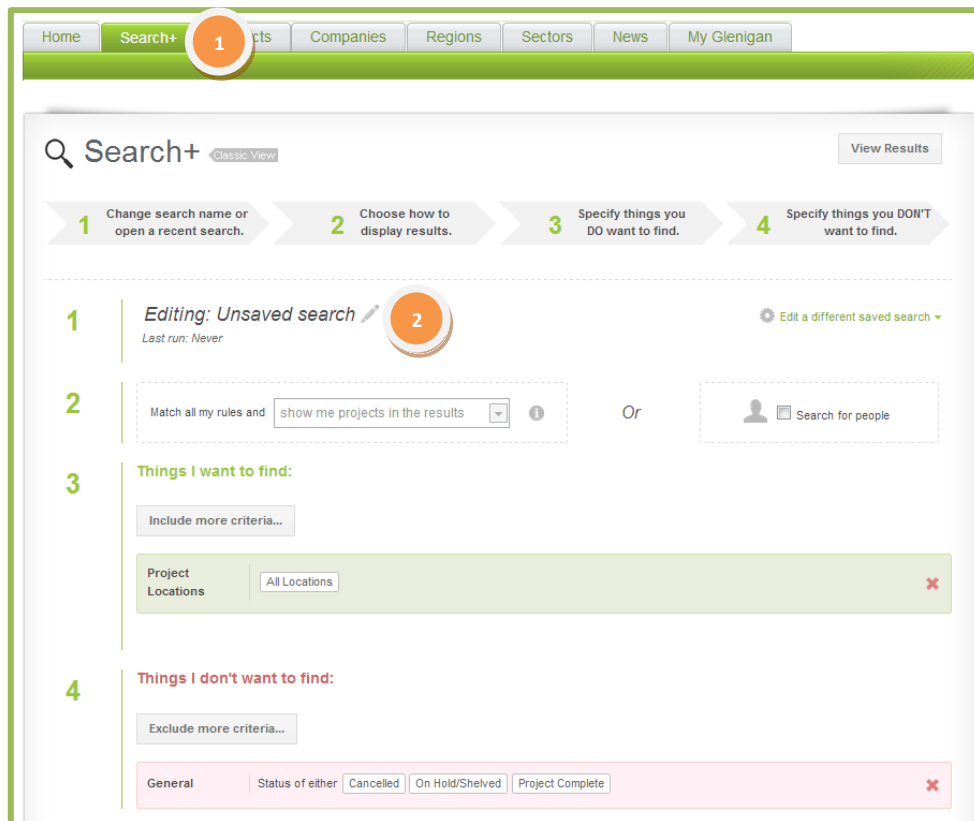
The new Search+ tool is a simple, effective way of searching Glenigan data using drop-down menus and plain English to make finding the most relevant leads for your business as intuitive as possible. This guide will show you the four simple steps involved in setting up a search and how to edit current saved searches.

### Step-by-step guide to Search+

Search+ is a more robust search tool that allows you to set multiple criteria and exclude certain details that you don't require. We've launched Search+ as part of our commitment to making it easy to find the right results for your specific requirements. We're researching and reporting on more project information than ever before and you can now view and search this data to find opportunities for your business to help you win more work.

#### 1. Search+

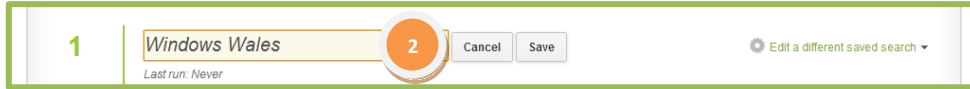
To access Search+ simply click on the tab from the homepage when logged in. There are 4 simple steps involved when creating your search



The screenshot shows the Search+ interface with a navigation bar at the top containing tabs for Home, Search+, Projects, Companies, Regions, Sectors, News, and My Glenigan. The Search+ tab is highlighted with a red circle and the number 1. Below the navigation bar, the Search+ tool is displayed with a search bar and a 'View Results' button. A progress indicator shows four steps: 1. Change search name or open a recent search, 2. Choose how to display results, 3. Specify things you DO want to find, and 4. Specify things you DON'T want to find. The current search is titled 'Editing: Unsaved search' and has a last run of 'Never'. The search criteria are set to 'Match all my rules and show me projects in the results'. The 'Things I want to find' section includes a 'Project Locations' filter set to 'All Locations'. The 'Things I don't want to find' section includes a 'General' filter with options for 'Cancelled', 'On Hold/Shelved', and 'Project Complete'.

## 2. Name your search

Step 1: By clicking on 'Editing: Unsaved search' you will then be able to name your search appropriately and save. Once saved any changes that you make to your search will be automatically updated



## 3. Choose a search combination

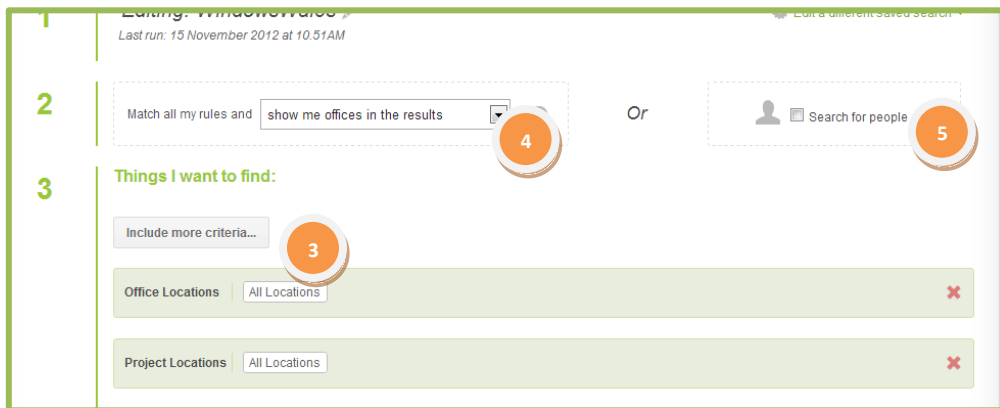
Step 2. Depending on the criteria you select, you can choose how the results of your search are displayed.

## 4. Choose results by projects or offices

You can choose to view either a list of projects with details of the offices working on them (the default), or show a list of offices working on the projects matching your criteria.


## 5. Contacts search

At this stage you can also opt to search for contacts by the ticking the option.



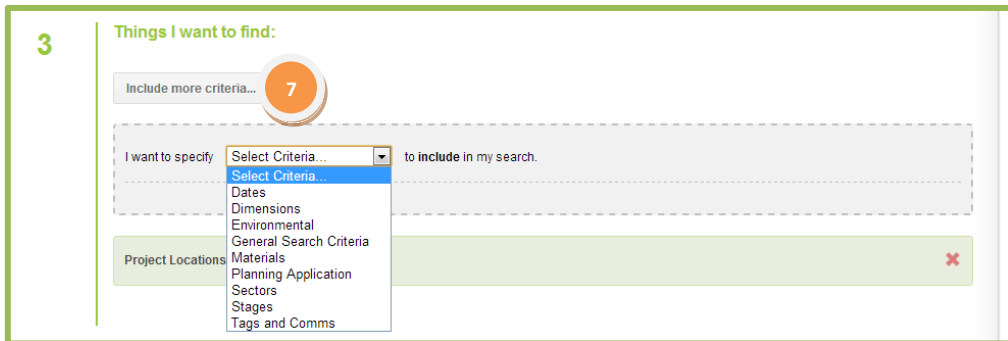
## 6. Things I want to find

Step 3: Select the criteria you would like to include in your search. The default selection will be to search for all locations (in accordance with your subscription). To change locations, simply click on 'All Locations' and a list will appear. Use the tick boxes to select the relevant locations. You can also expand the regions to display counties, towns or postcodes by using the + buttons.



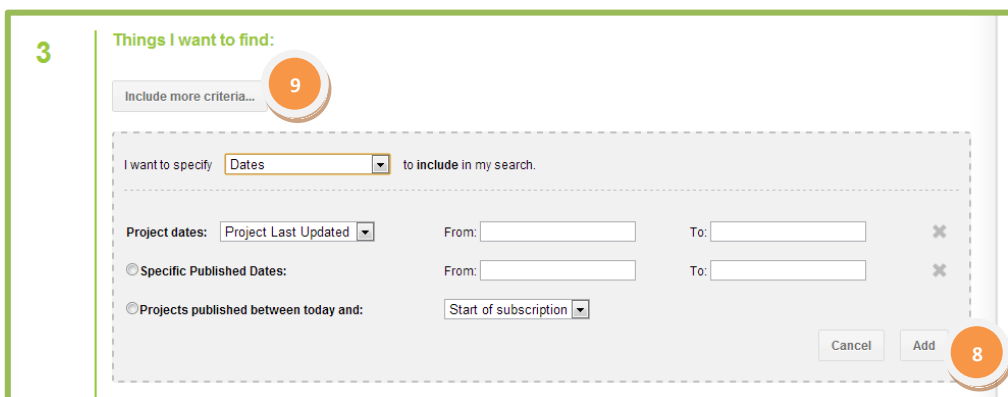
**7. Include more criteria**

To include additional search variables click on 'include more criteria'. You will see a drop down menu. Click on the relevant option. All search variables are listed at the end of this document.



**8. Select criteria**

You will then be presented with additional criteria to choose from. Use the drop down menus, tick boxes or fill in the relevant fields. Once you are happy with your selections click 'Add'. Your search will then update and save automatically. You will be able to view how many projects meet your criteria in the top right hand corner of the Search+ page.

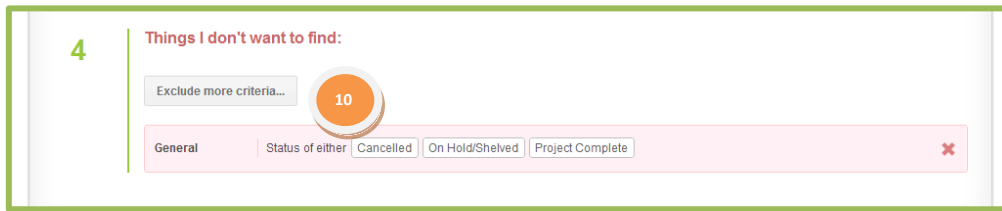


**9. Build your query by adding more criteria**

To include additional search criteria simply click on 'include more criteria' again (as discussed in point 6) and select from the drop down menu. Some examples you can select from are BREEAM and CEQUAL ratings, materials, sectors and projects you have previously tagged. You can include as much or little of the criteria as you like.

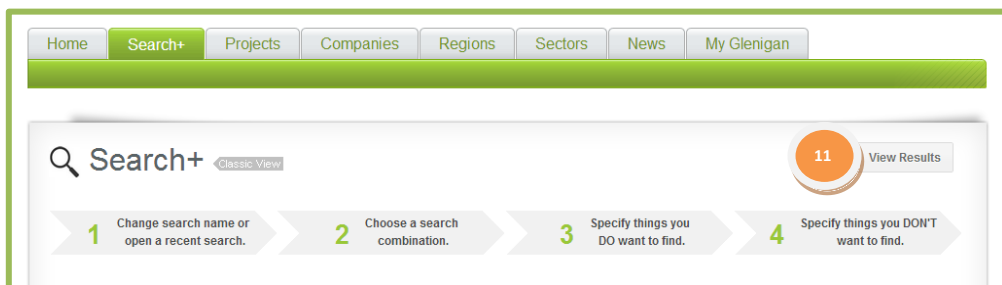
**10. Things I don't want to find**

Step 4 gives you the option to exclude criteria. The Search+ page will default to exclude projects that have been cancelled, shelved or completed. If you wish to include this criteria use the red X to remove the selections. As discussed in point 6, there is the option to select further exclusions by clicking on 'Exclude more criteria'. You will then be presented with a drop down menu from which to select as before.



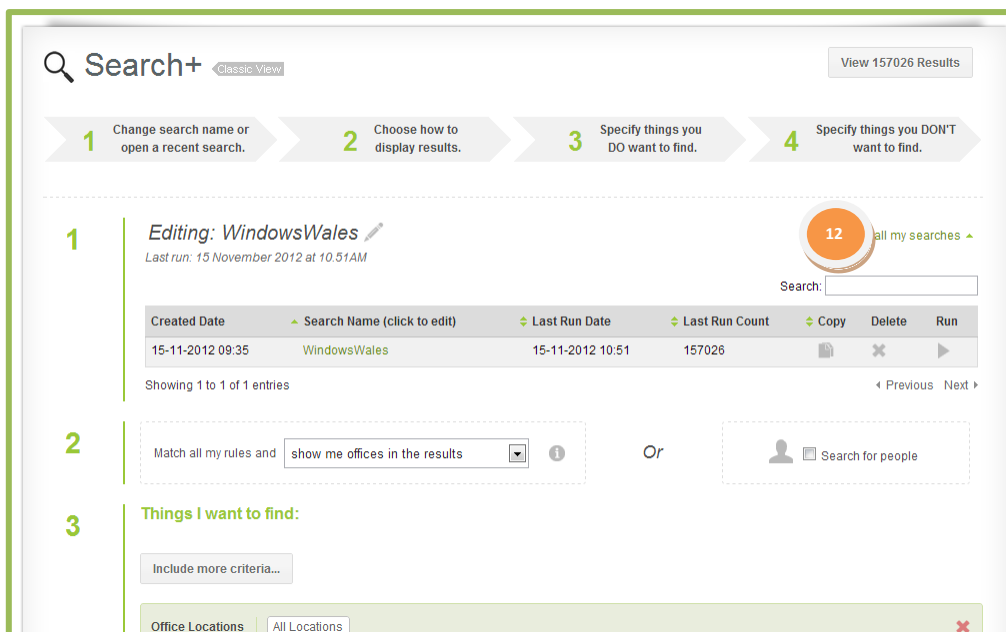
### 11. View results

When you are happy with your search selections, click on the 'View Results' button in the top right hand corner of the Search+ screen to view your results



### 12. Edit a saved search

All of the saved searches are accessible by clicking on 'Edit a different search'. From here you can click on the name of your search in order to run at a later date. View the date of which you last run your search and the number of your results, copy, delete or open to edit



The Search+ tool makes it easy to build queries that filter the wealth of new construction project data released with Projects+ to deliver relevant leads for your requirements. A separate guide and video are available for Projects+.

### Appendix: Reference list of all searchable categories and variables (PTO)

|                                       |
|---------------------------------------|
| <b>Project criteria</b>               |
| Dates                                 |
| Project dates                         |
| Project last updated (date range)     |
| Project last checked (date range)     |
| Specific Published Dates (date range) |
| Projects published between today and: |
| 2 years ago                           |
| 1 years ago                           |
| 6 months ago                          |
| 3 months ago                          |
| 1 month ago                           |
| 2 weeks ago                           |
| 1 week ago                            |
| 1 day ago                             |
| Dimensions                            |
| Site area (Ha)                        |
| Floor area (Sqm)                      |
| Storeys                               |
| Underground Storeys                   |
| Length (Km)                           |
| Blocks                                |
| Users                                 |
| Parking Spaces                        |
| Height (m)                            |
| Units                                 |
| Environmental                         |
| BREEAM Reference                      |
| BREEAM Rating                         |
| Excellent                             |
| Good                                  |
| Outstanding                           |
| Pass                                  |
| Very Good                             |
| BREEAM Percentage Score               |
| 0-100                                 |
| CSH Rating                            |
| Level 1                               |
| Level 2                               |
| Level 3                               |
| Level 4                               |
| Level 5                               |
| Level 6                               |
| CEEQUAL Code                          |
| CEEQUAL Rating                        |
| Excellent                             |
| Very Good                             |
| Good                                  |
| CEEQUAL Percentage Range              |
| 0-100                                 |
| General Search Criteria               |
| Project Type                          |
| Any                                   |
| Planning Alert                        |

|                         |
|-------------------------|
| New                     |
| Updated                 |
| Archived                |
| Project Size            |
| All                     |
| Large                   |
| Small                   |
| Project Value (£m)      |
| From                    |
| To                      |
| Guideline               |
| Estimated               |
| Confirmed               |
| Funding                 |
| European Union          |
| Housing Association     |
| L.I.F.T                 |
| Lottery Fund            |
| PFI                     |
| PPP                     |
| Private                 |
| Procure 21              |
| Public                  |
| Lottery fund app        |
| Project Status          |
| Site to be sold         |
| Cancelled               |
| Info declined           |
| In progress             |
| On hold/shelved         |
| Project complete        |
| Status pending          |
| Site sold               |
| Contract type           |
| Any                     |
| Traditional             |
| Design and build        |
| Design and construct    |
| Management              |
| Construction management |
| Lane rental/comp tender |
| Measured team           |
| Schedule of rates       |
| Design competition      |
| Turnkey                 |
| PFI                     |
| Build, own & operate    |
| Partnering agreement    |
| Framework agreement     |
| Developer / builder     |
| Prime contract          |
| Self build              |
| Land sale               |
| Unknown                 |
| Development Type        |
| New                     |
| Extensions              |

|   |
|---|
| Refurb Only   |
| Refurb & New  |
| Refurb & Extension  |
| New & Extensions  |
| All Refurbishment   |
| Add your list of keywords (separate using a comma, eg: demolition, asbestos)                          |
| Match whole word  |
| Match partial word  |
| Look for my keywords in:  |
| Project Heading   |
| Project Description   |
| Project Texts (This includes Tender Text, Additional texts, Demolition Text, Movers Text, Civil Text) |
| Planning Application Descriptions   |
| Project News  |
| Materials   |
| All Materials   |
| Architectural Hardware  |
| Doors   |
| Fittings  |
| Floors  |
| Foundations   |
| Frame   |
| Heating   |
| Lift  |
| Refurbishment   |
| Roof  |
| Site Works  |
| Walls   |
| Windows   |
| Planning Application  |
| Application ID  |
| Planning Authority (Select from list)   |
| Application Type  |
| Standard building application   |
| Retrospective building application  |
| Resubmission of building application  |
| Building notices  |
| Certificate of Lawfulness   |
| Lawful development certificates   |
| Notice of intention   |
| Prior approval  |
| Removal of conditions   |
| Retentions  |
| Variations  |
| Amendment of building application   |
| Renewal of building application   |

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| Revised building application   |
| Non-building application   |
| <b>Planning Application Dates</b>                                    |
| Submitted Date   |
| Appeal Date  |
| Withdrawn Date   |
| Expiry Date  |
| Refused Date   |
| Committee Date   |
| (Select date range)  |
| <b>Sectors</b>   |
| <b>All Sectors</b>   |
| Community and Amenity  |
| Education  |
| Health   |
| Hotels and Leisure   |
| Industrial   |
| Infrastructure   |
| Offices  |
| Private Housing  |
| Retail   |
| Social Housing   |
| Utilities  |
| (Specific sector types can be selected by expanding sector headings) |
| <b>Stages</b>  |
| <b>All Stages</b>  |
| <b>Planning Stages</b>   |
| <b>Early Planning</b>  |
| Approved   |
| Reserved Matters   |
| Detailed Plans   |
| Refused  |
| Detailed Plans   |
| Submitted  |
| Detailed Plans   |
| Withdrawn  |
| Outline Grant after Appeal   |
| Outline Plans  |
| Granted  |
| Outline Plans  |
| Refused  |
| Outline Plans  |
| Submitted  |
| Outline Plans  |
| Withdrawn  |
| Pre-Planning   |
| Public Enquiry   |
| <b>Plans Approved</b>  |
| Circular 18/84   |
| Detailed Plans   |
| Granted  |
| Listed Building Consent  |
| Planning not Required  |
| Plans Approved on Appeal   |

|  |
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| <b>Reserved Matters</b>  |
| Granted  |
| <b>Contract Stages</b>   |
| <b>Pre-Tender</b>  |
| Pre-Tender   |
| <b>Tenders</b>   |
| Applications to Tender   |
| Bills Called   |
| Preferred Bidder Appointed                                       |
| Tender Currently Invited   |
| Tenders Returned   |
| <b>Contract Awarded</b>  |
| Completed  |
| Imminent   |
| Completion   |
| Main Contract  |
| Awarded  |
| Start on Site  |
| Projects can be in any stages selected                           |
| Projects must be in both stages (limitation: select one of each) |
| <b>Tags and Communications</b>                                   |
| <b>Projects tagged with</b>                                      |
| (Click to select from your tags)                                 |
| <b>Offices tagged with</b>                                       |
| (Click to select from your tags)                                 |
| <b>Projects with Communications</b>                              |
| Phoned   |
| Emailed  |
| Mailed   |
| Mailmerged   |
| <b>Offices with Communications</b>                               |
| Phoned   |
| Emailed  |
| Mailed   |
| Mailmerged   |
| <b>Favourite project</b>   |
| Is in favourites list  |
| <b>Favourite office</b>  |
| Is in favourites list  |
| <b>Project has notes</b>   |
| Projects have notes  |
| <b>Office has notes</b>  |
| Offices have notes   |
| <b>Company criteria</b>  |
| Company & Contracts  |
| <b>Company keywords</b>  |
| Match full or partial words                                      |
| <b>Look for my keywords in</b>                                   |
| Company name   |
| Company addresses  |
| Head offices only  |
| Search in favourites   |
| Parent company name  |

|                          |
|--------------------------|
| <b>Business Type</b>     |
| Accountant               |
| Advertising/Media Agency |
| Aerospace/Defence        |
| Agriculture              |
| Airline/Airport          |
| Architect/Interior Desr  |
| Planning Consultant      |
| Association/Institution  |
| Automotive               |
| Biotech/Genetic Engrng   |
| Broadcasting             |
| Building Materials       |
| Building Society         |
| Bus/Coach Operator       |
| Car Park Operator        |
| Catering                 |
| Charity                  |
| Chemicals                |
| Civil/Consulting Enginr  |
| Structural Engineer      |
| Clearing Bank            |
| Computer Hardware        |
| Computer Servs/Consult   |
| Computer Software        |
| Construction             |
| Demolition               |
| Credit/Finance Company   |
| Distribution/Logistics   |
| Education                |
| Electrical & Electronic  |
| Electrical Engineering   |
| Electricity & Nuclear    |
| Embassy/High Commission  |
| Emergency Service        |
| Environmental            |
| Estate Agt/Chart'd Surv  |
| Facilities Management    |
| Financial Servs/Consult  |
| Food & Drink             |
| Foreign Bank             |
| Gambling                 |
| Gas                      |
| Government Dept./Agency  |
| Hotels & Leisure         |
| Sport/Sporting Body      |
| Housing Association      |
| Import/Export            |
| Information Services     |
| Insurance Broker/U'wrtr  |
| Insurance Company        |
| Investment Fund/Pension  |
| Law (Barrister/Solicitor |
| Local Government         |
| Mail/Parcel Services     |
| Management Consultancy   |
| Manufacturing (Other)    |

|                             |
|-----------------------------|
| Marketing/Market Resrch     |
| Mechanical Engineering      |
| Mechanical/Electrical       |
| Merchant Bank               |
| Metal/Glass Production      |
| Mining                      |
| Office Supply               |
| Oil                         |
| Patent Agency               |
| Printing & Publishing       |
| Private Healthcare          |
| Prop. Developer/Investor    |
| Private Client              |
| Public Healthcare           |
| Public Relations            |
| Quantity Surveyor           |
| Rail Operatr/Infrastruct    |
| Recruitment & Training      |
| Regulatory Body             |
| Religious Body              |
| Retail/Mail Order           |
| Security Transit            |
| Serviced Office Operator    |
| Shipping                    |
| Stck Brkr/Market/C'mod's    |
| Telecommunications          |
| Textiles/Clothing/Paper     |
| Trade Union                 |
| Vehicle Rental              |
| Warehouse/Storage           |
| Waste Management            |
| Water                       |
| Wholesale                   |
| Unconfirmed                 |
| Project Manager             |
| <b>Company type</b>         |
| Housing Associations        |
| House Builders              |
| Contractors                 |
| Consultants                 |
| Public Clients              |
| Private Clients             |
| <b>Company last updated</b> |
| Date range                  |

|                                    |
|------------------------------------|
| <b>Contract awarded between</b>    |
| Date range                         |
| <b>Contract start date between</b> |
| Date range                         |
| <b>Contract value between</b>      |
| Any                                |
| 250k                               |
| 500k                               |
| 1m                                 |
| 2m                                 |
| 5m                                 |
| 10m                                |
| 50m                                |
| <b>Contract type</b>               |
| Traditional                        |
| Design & Build                     |
| Design & Construct                 |
| Management                         |
| Construction Management            |
| Lane Rental/Comp Tender            |
| Measured Term                      |
| Schedule of Rates                  |
| Design Competition                 |
| Turnkey                            |
| PFI                                |
| Build, Own & Operate               |
| Partnering Agreement               |
| Framework Agreement                |
| Developer/Builder                  |
| Prime Contract                     |
| Self Build                         |
| Let under a Framework              |
| Land Sale                          |
| Unknown                            |
| <b>Minimum contract period</b>     |
| Months                             |
| <b>Company Locations</b>           |
| <b>All locations</b>               |
| East Midlands                      |
| East of England                    |
| London                             |
| North East                         |
| North West                         |
| Northern Ireland                   |

|  |
|--|
| Scotland   |
| South East   |
| South West   |
| Wales  |
| West Midlands  |
| Yorkshire and the Humber<br>(Counties, towns and postcodes can be selected by expanding regions) |
| <b>Roles</b>   |
| <b>Role added between</b>  |
| <b>All roles:</b>  |
| Architect / Plans By   |
| Client / Promoter  |
| Contractor   |
| Key Consultants  |
| Sub-Contractor   |
| (Specific roles can be selected by expanding role types)   |
| <b>Contact criteria</b>  |
| <b>Contacts</b>  |
| <b>Contacts</b>  |
| Companies have contacts  |
| <b>Email Details</b>   |
| Contacts must have an email address and optionally match a specific email address                |
| <b>Phone Number Details</b>  |
| Contacts must have a phone number and optionally match a specific phone number                   |
| <b>Contact name</b>  |
| Text match   |
| <b>Contact last updated</b>  |
| Date range   |