



e-BUILDER TIPS OF THE MONTH

October 2019

Tip 1: Schedule Details

E-BUILDER SCHEDULE DETAILS

Schedule

Last Modified by Kelly Davis 10.23.2019 09:54 AM

10898 - *Test Kelly 1

Tasks Details **Snapshots (0)** History (554)

General

Project	*Test Kelly 1
Project Number	10898
* Manager Role	Project Coordinator
* Manager User	Coordinator, Project
Use External Scheduler	No
Automatically calculate the % complete	<input type="checkbox"/>

Calendar

* Start Date	05.22.2018
* Hours per day	8
* Hours per week	40
* Days per month	20
Work Day Start Time	8:00 am
Work Day End Time	4:00 pm
Work Week	<input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday

Tip 2: New Look & Navigation Coming Soon!

E-BUILDER CLASSIC STYLE – HOME PAGE

e-Builder A TRIMBLE COMPANY

dsutliff Like ?

Dashboard Projects Forms Processes Documents Calendar Contacts Bidding Cost Schedule Reports Setup +

Donna Sutliff All Projects

Workflow in your court Show First fifty

Project	Name	Subject	Step	Date Due	Requested Comment
*e-Builder Change Management	eBCR - 25	Streamlining Unknown Other	Committee Review		
*e-Builder Change Management	eBCR - 8	Streamlining Cost Module Funding Sources	eB Group Assigned		
*e-Builder Change Management	eBCR - 31	Existing Process Change Processes Module Project Intake Request (Initiation)	Application Manager Review Step		
*e-Builder Change Management	eBCR - 11	New Process Processes Module New Process	eB Group Assigned		
*e-Builder Change Management	eBCR - 29	Streamlining Unknown Other	Application Manager Review Step		
*Contractor Qualification	CQ - 49	F Rizzo Construction Inc-Initial Request	Hold Pending Contractor Information		
*e-Builder Change Management	eBCR - 18	Streamlining Processes Module Task Authorization	Development		
*e-Builder Change Management	eBCR - 16	Integration Cost Module Quali to eB Integration	eB Group Assigned		
*e-Builder Change Management	eBCR - 23	Streamlining Processes Module Project Approval Request (PAR)	Committee Review		
*e-Builder Change Management	eBCR - 5	New Process Processes Module New Process	eB Group Gather Info/Form Work Group		
*e-Builder Change Management	eBCR - 19	Module Activation/Implementation Bidding Module Bidding	Development		
*e-Builder Change Management	eBCR - 7	New Process Processes Module Change Order	Committee Review		
*e-Builder Change Management	eBCR - 10	New Process Contacts Module Companies/Contacts	Committee Review		
*Contractor Qualification	CQ - 56	Solar Electric Systems, Inc.-Initial Request	Hold Pending Contractor Information		
*Contractor Qualification	CQ - 52	Matrix Power Services Inc.-Initial Request	Hold Pending Contractor Information		

Forms | Processes

Announcements

Bidding Module Coming Soon!
Target launch January 1, 2020. Contractors, get a jump start on how to use the e-Builder Bidder Portal here:
<https://www.youtube.com/watch?v=X0c4qwZLM&feature=youtu.be>

Click link for additional Help Tools & Guidance Documents
<https://app.e-builder.net/da2/dsLanding.asp?CS=062cc04b610943d483f4eb309b7553cb>

Contact e-Builder Support
To contact an e-Builder Support team member, please call 888-288-5717 or send an email to support@e-builder.net

Tuesday, Oct 22, 2019

9:30 AM - 11:30 AM
OAC Weekly Meeting - Owner-Architect-Contractor (Cornell Tech- Executive Education Center & Future Lodging (VEEC))

10:30 AM - 11:30 AM
Hughes Hall Patio Construction Progress Mtg (Hughes Hall Patio Repair and Renewal)

1:00 PM - 2:30 PM
Construction Progress Meeting (Stalter Hall Elevator Infrastructure Repairs/Maintenance)

Calendar

Quick Start

- Project Intake Request (PIR)
- Contractor Qualification (CQ)
- Potential Change Order (PCO)
- Zero Dollar Budget Change Process (ZBC)
- Project Status Update (PSU)
- Contract Amendment Approval (CAA)
- Bid Preparation (BP)
- Schedule of Values (SOV)
- Project Approval Request (PAR)
- Task Authorization (TA)
- More

Available Now DATA WAREHOUSE
Learn more

Tip 2: New Look & Navigation Coming Soon!

E-BUILDER MODERN STYLE – HOME PAGE

e-Builder
A TRIMBLE COMPANY

crodriguez ▾ Feedback ?

Home Dashboard Projects Planning Forms Processes Documents Calendar Contacts Bidding Cost Schedule Reports Time Tracking ...

Carlos Rodriguez All Projects ▾

Workflow in your court

Project ▾	Name	Subject	Step	Date Due	Requested comment
New office	Lead Architect	03.28.2016 - 04.03.2016	Resubmit Post Failure		
New office	Lead Architect	04.04.2016 - 04.10.2016	Review Request		
New office	Project Admin	04.18.2016 - 04.24.2016	Resubmit Post Failure		

View [10](#) [20](#) [50](#) All Forms | Processes | Time Sheets

My first 10 tasks Filter: All in my court ▾

Project ▾	Task	Finish Date	%	Manager
There are no tasks				

View [10](#) [20](#) [50](#) All Tasks

Submittal items in your court

Project ▾	Title	#	Rev #	Package #	Status	Due Date	Held By
There are no submittal items in your court							

View [10](#) [20](#) [50](#) All

Announcements ▾

To contact e-Builder support
Please call (888) 288-5717 or email
support@e-builder.net. Thank you!

www.e-builder.net

Wednesday, Aug 14, 2019

10:00 PM - 11:00 PM
daily ramp up (All Towers)

11:00 AM - 12:00 PM
Applewood Street Homes (All Towers)

6:00 PM - 7:00 PM
Design Review (All Towers)

Calendar

Quick Start

- 40 - Daily Site Report
- 40 - Budget Change (BCT)
- 00 - Expense Report Approval
- 00 - Contact Update
- 00 - Vacation Request
- 40 - Request for Information (RFI)
- 40 - Potential Change Order (PCO)
- 20 - Invoice/Pay Application Approval
- 40 - Accident Report
- 40 - Inspection Report
- More

TRAINING VIDEOS ON-DEMAND
WATCH NOW

Tip 2: New Look & Navigation Coming Soon!

E-BUILDER CLASSIC STYLE – PROCESSES TAB

The screenshot displays the 'Processes' tab in the e-Builder software. The interface features a top navigation bar with tabs for Dashboard, Projects, Forms, Processes, Documents, Calendar, Contacts, Bidding, Cost, Schedule, Reports, Setup, and a plus sign. The 'Processes' tab is active, showing a search bar with the text '10055 - *Test Donna 1'. Below the search bar is a 'Filter Processes' section with options for 'Search In' (Processes Initiated By Me, Processes In My Court, All Processes), 'Type of Process' (All Processes), 'Status' (All Statuses), and 'Containing Text'. A 'Filter' button is located at the bottom right of the filter section. The main content area displays a table of process entries with the following columns: Process, Subject, Step, In Step Since, Status, Responsible Actors, and Requested Comment.

Process	Subject	Step	In Step Since	Status	Responsible Actors	Requested Comment
TET	[/No subject]			NotAssigned		
TET	[/No subject]			NotAssigned		
SOV - 9	SOV: CA - 00009; 10055 - 802/ Sample General Contractor Company	Cap Proj Acct Input Account String	08.27.2019	Pending	Capital Project Accountant	
RFI - 8	GC starting RFI	A/E Review	02.18.2019	Submitted	A/E Tester	
RFI - 7	Frozen Han Solo found	PM/CM Concur	07.05.2018	Approved	Construction Manager, Project Manager	
RFI	[/No subject]			NotAssigned		
RFI	[/No subject]			NotAssigned		
RFI	[/No subject]			NotAssigned		
RFI	Color not specified on wall paint			NotAssigned		
PSU - 15	Test	Project Manager Udate	10.03.2019	Submitted	Project Manager	
PSU - 7	May 2019 Update	Project Manager Udate	03.14.2019	Submitted	Project Manager	
PCO - 23	Testing process steps	PM/CM Review	02.20.2019	Pending	Construction Manager, Project Manager	
PCO - 22	GC Add Closet Ceiling	PM/CM Review	02.20.2019	Pending	Construction Manager, Project Manager	
PCO - 21	PM Remove existing sprinkler branch piping not shown on demo drawings	PM/CM Review	02.20.2019	Pending	Construction Manager, Project Manager	
PCO - 20	Testing GC starting PCO	PM/CM Review	02.18.2019	Pending	Construction Manager, Project Manager	

Tip 2: New Look & Navigation Coming Soon!

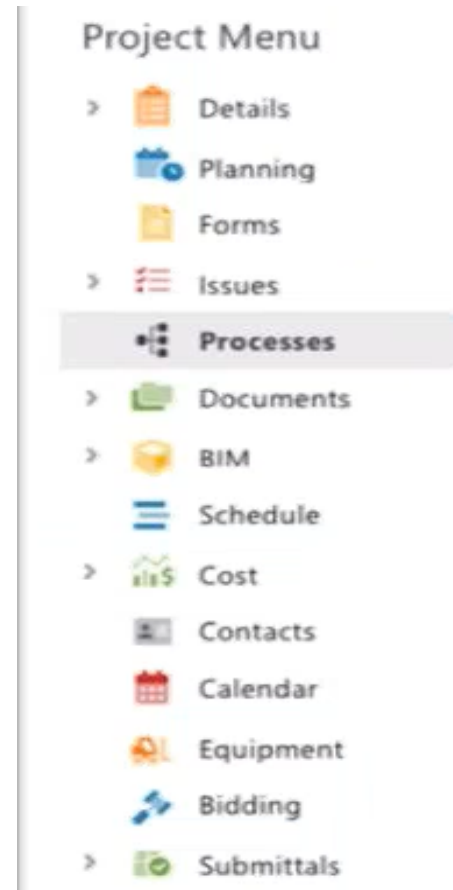
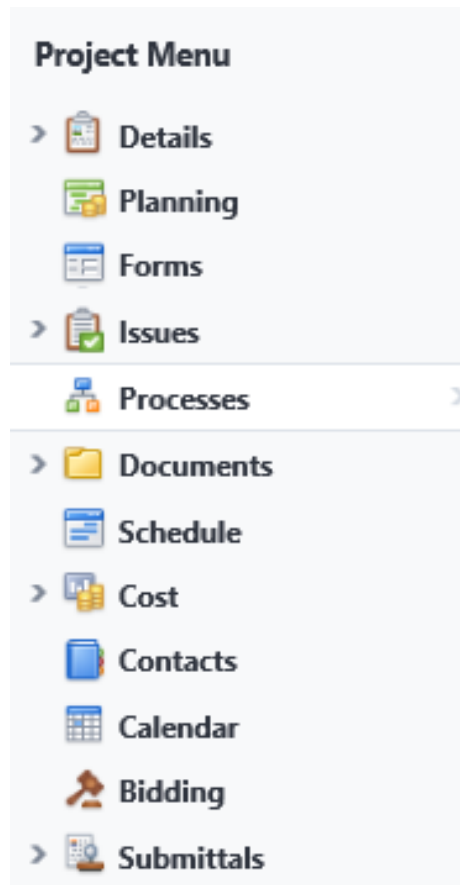
E-BUILDER MODERN STYLE – PROCESSES TAB

The screenshot displays the e-Builder web application interface. At the top, there is a navigation bar with the e-Builder logo and a user profile dropdown for 'crodriguez'. Below the navigation bar, a secondary menu contains various project management tools: Home, Dashboard, Projects, Planning, Forms, **Processes** (highlighted), Documents, Calendar, Contacts, Bidding, Cost, Schedule, Reports, and Time Tracking. On the left side, a 'Project Menu' lists categories like Details, Planning, Forms, Issues, **Processes**, Documents, BIM, Schedule, Cost, Contacts, Calendar, Equipment, Bidding, and Submittals. The main content area is titled 'Processes for All Towers - 123456789 - South' and includes a 'Filter Processes' section with search options for 'Processes Initiated By Me', 'Processes In My Court', and 'All Processes'. It also has dropdowns for 'Type of Process' (set to 'All Processes') and 'Status' (set to 'All Statuses'), along with checkboxes for 'Draft', 'Open', and 'Finished'. A 'Filter' button is located at the bottom right of the filter section. Below the filter section is a table listing various process items.

Process	Subject	Step	In Step Since	Date Due	Status	Requested Comment	Responsible Actors
IPIAP - 1	Headline	PM Review	07.04.2018		Received		Project Admin, Martin Aztiazarain, Ahmad Itayem
IPIAP - 2	Headline	PM Review	07.04.2018		Received		Project Admin, John Mariner, Rob S PMuser
IPIAP - 3	Headline	SPM Review	07.04.2018		Received		Kervin JB
IPIAP - 4	Headline	PM Review	07.04.2018		Received		Project Admin, Martin Aztiazarain, Ahmad Itayem
PCO - 1	Window height and width	PM Review	04.22.2019		Projected		Project Admin, Martin Aztiazarain, John Mariner
PCO - 1	Alternate doorknobs	Error Fix	11.12.2015		Submitted		Project Admin, Martin Aztiazarain, John Mariner
PCO - 2	Alternate rails	Error Fix	05.07.2018		Submitted		Kervin JB
PCO - 3	Carpet	Error Fix	03.17.2016		Submitted		Project Admin, Martin Aztiazarain, Ahmad Itayem
PCO - 4	Ceiling fans	Error Fix	09.07.2016		Submitted		Project Admin, Martin Aztiazarain, John Mariner
PCO - 5	Wall height in stairwell	Error Fix	12.08.2016		Submitted		Project Admin, Martin Aztiazarain, Ahmad Itayem

Tip 2: New Look & Navigation Coming Soon!

E-BUILDER CLASSIC VS. MODERN – PROJECT MENU



Tip 2: New Look & Navigation Coming Soon!

E-BUILDER CLASSIC VS. MODERN STYLE

Bidding For Susan's Classy Clubhouse

Bid Packages Message History Add Bid Packa

Name	Due Date	Status	# Invited	# Responses
Edit Duck Pond Installation	03.28.2019 05:00 PM	Open	3	0
Edit Swimming Pool	04.30.2019 05:00 PM	Open	0	0
Edit Tile Roof - Main House, Gate House	07.26.2019 04:00 PM	Open	2	0

Tip 3: Payment Application Review

E-BUILDER PAYMENT APPLICATION REVIEW

C Construction Phase
C1 - Construction Phase Master
C2 - Pay App Review Cornell Funds *
C2a - First Pay App Review
C2b - Interim Pay App Review
C2c - Final Pay App Review
C2d - First and Final Pay App Review
C3 - Pay App Review Campus Let
C3a - First Pay App Review
C3b - Interim Pay App Review
C3c - Final Pay App Review
C3d - First and Final Pay App Review
C4 - Red Zone
C5 - Pre-installation Meetings - TOC

Tip 3: Payment Application Review

E-BUILDER PAYMENT APPLICATION REVIEW

<p>* Application: ?</p> <p>* Type of Payment: ?</p> <p>* Have you submitted the following documentation?: ?</p>	<p>NOTE: A Construction Agreement requires submission of a pencil copy.</p> <p><input checked="" type="radio"/> Pencil Copy <input type="radio"/> Official Application</p> <p>Interim <input type="button" value="v"/></p> <p>Check the box for each document required by your contract and attach those documents on the "Attached Documents" tab before taking the "Submit" action. Browse e-Builder to find files if already in e-B, otherwise upload files from your computer. Attach each as an individual pdf document.</p> <p><u><i>Certified Payroll must only be attached to the "Certified Payroll" file field below when applicable to your contract.</i></u></p> <p>-----</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Construction Progress Schedule <input type="checkbox"/> Cash Flow Projection <input type="checkbox"/> Certified Payroll Records for State Owned Facilities (attached below to file field only!) <input type="checkbox"/> OSHA 10 Confirmation <input type="checkbox"/> Monthly Affirmative Action Workforce Report <input type="checkbox"/> Updated Construction Progress Schedule <input type="checkbox"/> Stored Materials Documentation, as applicable <input type="checkbox"/> Waivers of Lien, Blanket Agreements <input type="checkbox"/> Partial Releases <input type="checkbox"/> Subcontractor Invoices <input type="checkbox"/> General Condition Expense Documentation <input type="checkbox"/> Current Estimated Probable Costs <input type="checkbox"/> Statement of Current Indicated Final Cost <input type="checkbox"/> Fee Calculation Worksheet <input type="checkbox"/> Equipment Purchase Inventory <input type="checkbox"/> None; this is a Task Authorization Payment (ONLY select this item if payment request is for a Blanket or IDIQ Task)
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e-BUILDER QUESTIONS?

October 2019