



University of Missouri System


eBuilder Training

Navigation and User Preferences


- General Navigation/User Preferences
- Important eBuilder Terms
- eBuilder Core Modules
- Project Menu
 - Details
 - Processes
 - Documents
 - Schedule
 - Cost
 - Contacts
 - Bidding and Submittals

Global Tabs provide account level insight

Search and helpful Resources



[My Home](#)
[Projects](#)
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Welcome, Patrick!

All projects

[Edit My Home](#)

My Processes

Note: Links take you directly to the **Project and Process**

Project	Instance	Subject	Step	Date Due	Requested Comment
*** UAT - User Acceptance Testing	COAR - 55	UM SYSTEM UAT-0001 Bill Copeland COAR Test	PM Review		
UM Exterior Signage	LSA - 1	UM SYSTEM A0005020 SCA Approval for ENGINEERING SURVEYS AND SERVICES LLC	PM Review		
University of Missouri Teaching Hospital - BAS Upgrade on AHU S3-1(AHU-33) and S3-2(AHU-32)	PJTUP - 4	Update	Update Project Details		

View: [10](#) [25](#) [50](#)

Showing 1 to 3 of 3 results [Previous](#) [1](#) [Next](#)

My Schedule Tasks

Project	Sequence Number	WBS	Task	% Complete	Start Date	Finish Date
No matching records found						

View: [10](#) [25](#) [50](#)

[Previous](#) [Next](#)

My Items Pending Approval

Project	Item Type	Item #	Approval Requested By	Date Approval Requested	Amount	Controlling Process
No matching records found						

View: [10](#) [25](#) [50](#)

[Previous](#) [Next](#)

Announcements

User Guides for Consultants and Contractors
Quick references for using e-Builder
<https://www.umsystem.edu/ums/fa/facilities/e-builder-information-contractors-architects-and-engineers>

User Guides for Internal Staff
Quick references for using e-Builder
<https://www.umsystem.edu/ums/fa/facilities/e-builder-information-campus-staff>

New eBuilder Support Email Contact
Please email eBuilder support issues and questions to:
ebuilderrequests@umsystem.edu

[Form Link](#)


eBuilder Enhancements
Latest documentation on internal configuration changes and enhancements to eBuilder:
<https://collaborate.umsystem.edu/sites/tpd/public/docs/eBuilder%203Q%202023%20Enhancements.pdf>

Customize My Home page

Announcements that can help inform

Global Search

My Home Projects Forms Processes Documents Calendar **Contacts** Bidding Cost Schedule Reports Setup ...



Welcome, Patrick!
My Processes

Search

1

Enter search criteria

e-Builder

My Home Dashboard Projects Forms Processes Documents

Search Results

Search Options

* Search For

remodel

Limit Search To

Select a project...

Search In

Select All | Deselect All

☐ Bidding Information

☐ Calendar Events

☐ Contact Information

☐ Cost Information

☐ Documents

☐ Forms

☒ Processes

☐ Project Issues

☒ Projects

☐ Schedule Information

Edit My Home Page

Edit My Home

...

Comment

↑↓

ious

1

Next

...

Date

↑↓

Previous

Next

...

olling Process

↑↓

Edit My Home

Main Panel Widgets

☒ My Processes

☒ My Schedule Tasks

☒ My Items Pending Approval

☒ My Submittals

☒ My Forms

☒ My Time Sheets

☒ My Quarantined Spam

Left Side Panel Widgets

☐ Announcements

☒ Events

☒ Recent Pages

☒ Quick Add

2


Select search criteria


Allows you to configure columns

Widgets can be turned off and on and reorganized

Continued

My Settings (Click on Setup Tab) 1


My Home Projects Forms P



Recent Pages...

My Settings

- > Membership
- > Preferences
- > Schedule
- > Subscriptions
- > Views

Administration Tools

- > Contacts

Sub-Categories

Membership

- Projects
- Roles

Allows you to view what projects you have access to and what roles you have.

Preferences

- Notifications Settings
- Interface Settings

Allows you to configure notifications and interface settings (Font size, display density, # of files per page, sorting, etc).

Schedule

- My Schedule Templates
- Settings

We have system schedule templates, so this is not used. Settings are for notification configuration of calendar conflicts.

Subscriptions

- Documents
- Reports

Document subscriptions are added in the Documents Module but can be managed here. Report subscription allows you to add, delete or change scheduling details.

Views

- Projects
- Cost
- Processes
- Etc.

Allows you to hide admin views or views you create on each Global Tab.

Terms	Descriptions
Account Level Role	Roles, when added to, that will automatically be assumed when added as a participant to a project. Also see Project Level Roles.
Actor	A person who can take action by moving a process instance to the next step.
Commitment	Refers to money obligated to a vendor in eBuilder. (i.e.: Agreements, Contracts, POs, etc.)
Court	eBuilder uses the “Ball in Court” analogy to refer to items you are responsible for in a workflow process.
Custom Fields	Data Fields that are specific to our eBuilder account. All Custom fields are reportable.
Global Tabs	Global Tabs provide access into the different facets of your projects. As opposed to a project specific view.
Initiator	A user who can start (initiate) a workflow process instance.
Project Level Roles	Roles that are configured and managed at the project. Also see Account Level Roles.
Project Menu	Menu located on the left-hand side after selecting your project. This menu allows you to navigate through eBuilder modules while staying withing your project.
Project Participants	Subcategory of Project Details that allows you to view participants and their roles on the project.
Take Action	Selecting and using the “Take Action” button in a process instance.
Templates	This allows for a predefined information to be added to a project. Template types include Schedule, Budget, Project.
Views	Views are provided on most Global Tabs and allow you to narrow your results. You can use system views or create your own. Views are managed under My Settings > Views.



Recent Pages...

Project Menu

- > **Details**
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 - Issues
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- > Documents
- Schedule
- > Cost
- Contacts
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- Bidding
- > Submittals



Details

The Project Details page provides key information about the project, such as project name, the administrator, the status of the project and the start and target dates, for example. All project participants have access to this page.



Processes

Processes or workflows facilitate all the businesses procedures in eBuilder. These will automate typical processes to facilitate data entry, review and approval in a more efficient way.



Documents

The Documents Module provides a central location to store, organize and access project files. All project members will be able to access the most up-to-date files from any location.



Schedule

The Schedule Module is a location where you can create a schedule on a project and manage project tasks, details and get a consolidated view of your project timeline.



Recent Pages...

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- > Cost
- Contacts
- Calendar
- Bidding
- > Submittals



Cost

The Cost Module standardizes cost management for all project participants. Data is entered through processes and will ultimately make its way here for tracking costs across the project.



Contacts

The Contacts Module provides a centralized directory of contacts for all your projects. You can also use this information with the Mail Merge feature to automatically merge existing contacts into your defined contract or invoice templates




Bidding

The Bidding Module helps manage this bidding process and streamlines the exchange of documents, drawings and communications that surround it.



Submittals

The Submittal module helps the project team actively manage the full submittal process, confirming that the contractor's planned work on the job site will meet the designer's intentions as detailed in the project specifications.



Recent Pages...

Project Menu

- ▼ 📁 **Details**
- Apply Templates
- Project Participants
- Sent Items
- 📄 Forms
- 📋 Issues
- ⚙️ Processes
- 📁 Documents
- 📅 Schedule
- 💰 Cost
- 👤 Contacts
- 📅 Calendar
- 🔗 Bidding
- 📁 Submittals

Project Details AC500540 - SHSMO Center for Missouri Studies - Bouse, Chuck ▼

Details

Project Name	SHSMO Center for Missouri Studies
e-Builder Project Administrator	Bouse , Chuck
Project Status	Accounting Close
(view map) Address	Columbia, MO 65211
Country	USA
Start Date	04.17.2019
Target Date	07.27.2020
Description	Architectural and engineering services for the planning, design, and construction office space; loc
Project Webcam	
Last Modified By	Copeland, Bill
Date Last Modified	03.05.2024

Custom Fields (56)
Notes (0)
Documents (0)
Forms (0)
Processes (0)
Settings
Attached Viewpoints (0)

PROJECT INFORMATION:	*****PROJECT INFORMATION*****
Project Number:	AC500540
Scope of Work:	
Project Justification:	
Phase:	
Project Status Update:	
Project Delivery Method:	Design Bid Build
Project Classification:	New Building/Addition
Classification Sub-Type:	
Division:	
Department:	

This provides access to the Project Detail information and subcategories:

- Apply Templates
- Project Participants

Apply Project Templates

Note
These templates will be applied to the selected project(s), which will take a few minutes to process. For your convenience, an email will be sent to you when this process is complete. Please refrain from creating new project(s) that have already been processed.

Project Name	Project Administrator
SHSMO Center for Missouri Studies	Bouse, Chuck

Select a project template

Select a role template

Select a schedule template

Select a budget template

Select a cash flow template

Select a funding template

Select a custom field. ▾

Select a value ▾

Please select... ▾

Please select... ▾

Please select... ▾

Please select... ▾

Please select... ▾



Allows you to update templates after projects are created.


Example: A Project Inquiry Only budget template will be selected during project setup. During planning, the template with the correct PS account code will be applied before the budget is approved.

Project Participants

Allows you to view project participants and their roles.



Groups				Members			
Create Rename Delete				First Name: <input type="text"/>			
<input type="checkbox"/> Administrators				Last Name: <input type="text"/>			
<input type="checkbox"/> Members				Username: <input type="text"/>			
				Company: <input type="text"/>			
				Custom Field: <input type="text"/>			
Roles							
<input type="checkbox"/> 0 - eB Admin							
<input type="checkbox"/> 0 - Implementation Core Team Member							
<input type="checkbox"/> 0 - Manage Membership							
<input type="checkbox"/> 0 - No Actor Role							
<input type="checkbox"/> 0 - Reports							
<input type="checkbox"/> 1 - Accounting/BSS							
<input type="checkbox"/> 1 - Agreement Administrator							
<input type="checkbox"/> 1 - AHJ							
<input type="checkbox"/> 1 - Campus Code Reviewer							
<input type="checkbox"/> 1 - Campus Fiscal Officer							
<input type="checkbox"/> 1 - Campus Fiscal Officer II							
<input type="checkbox"/> 1 - CBO Permit Review							
				Name	User Name	Company Name	Date Added
				<input type="checkbox"/> UM System Administrator	eb@UniversityofMissouriSystem	UM System	05.03.2019
				<input type="checkbox"/> 3rd-Party Agent	3rd-Party-Agent	FPD	05.03.2019
				<input type="checkbox"/> Beth Asbury	asburyb@umsystem.edu	University of Missouri System	04.05.2019
				<input type="checkbox"/> Chuck Bouse	bousec@umsystem.edu	University of Missouri System	04.05.2019
				<input type="checkbox"/> Taylor Braunworth	taylor@avicado.com	Avicado	10.27.2022
				<input type="checkbox"/> Butch Garrett	garrettab@umsystem.edu	UM	05.03.2019
				<input type="checkbox"/> Dennis Haynes	haynesdj@umsystem.edu	University of Missouri System	05.03.2019
				<input type="checkbox"/> Manage Membership	managemembership	FPD	05.15.2019
				<input type="checkbox"/> Jody Miller	jrmkdm@umsystem.edu	University of Missouri	04.03.2024



Recent Pages...

Project Menu

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- Cost
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- Calendar
- Bidding
- Submittals

Project Processes AC500540 - SHSMO Center for Missouri Studies - Bouse, Chuck

Filter by...


Allows you to start processes, filter your view and configure table layout

Start process

Filters

Instance ↑↓	State ↑↓	Subject ↑↓	Step ↑↓	In Step Since ↑↓	Total Age (days) ↑↓	Status ↑↓	Responsible Actors ↑↓	Date Due
CA - 1	Closed	GCA Approval for Gould Evans (GCA - 5005-03 - 1)	Finish	May 23, 2019	27	Approved		
CA - 3	Closed	GCA Approval for CCS Group (GCA - De5005-05 - 3)	Finish	May 23, 2019	24	Approved		
CA - 4	Closed	SCA Approval for Gould Evans (SCA - 04 - 1)	Finish	May 30, 2019	7	Approved		
CA - 5	Closed	SCA Approval for Engineering Surveys & Services (LSA - -02 - 3)	Finish	Jun 3, 2019	0	Approved		
DBB - 1	Closed	5005-4 River City DBB Contract	Finish	May 2, 2019	0	Void		
GCA - 03 - 1	Closed	UM SYSTEM CC500540 GCA Approval for Gould Evans, P.C.	Finish	Apr 26, 2019	2	Void		
GCA - 5005-03 - 2	Closed	GCA Approval for Gould Evans	Finish	Apr 26, 2019	0	Void		
GCA - De5005-05 - 3	Closed	GCA Approval for CCS Group	Finish	Apr 29, 2019	3	Void		

Majority of interactions with a project in eBuilder occur utilizing a workflow process. Processes “Landing Page” allows you to initiate and manage workflow processes within your project. All processes in eBuilder must start within a project.



Recent Pages...

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- > Submittals

Project Documents

AC500540 - SHSMO Center for Missouri Studies - Bouse, Chuck












Folders	Documents \ 20 Contract Documents \ 20.01 Agreements																																																
Expand All Collapse All Refresh All	Upload Properties Subscriptions Copy To Clipboard: Private URL																																																
<ul style="list-style-type: none"> Documents[1151] 2 <ul style="list-style-type: none"> 00 Reports & Surveys[0] 10 Project Costs[0] 20 Contract Documents[21] <ul style="list-style-type: none"> 20.01 Agreements[20] <ul style="list-style-type: none"> 20.02 Construction Contracts[1] <ul style="list-style-type: none"> Bonds[0] Post NTP Documents[0] 20.03 Work Authorizations[0] 30 Consultant - CMR Selection[0] 40 Design[0] 45 Bidding & Proposals[0] 50 Construction[876] 60 Close Out[254] 70 Procurement[0] 99 General Correspondence[0] Progress Photos[0] 3 <ul style="list-style-type: none"> 00.01 Existing[0] 00.02 Finished[0] 	<table border="1"> <thead> <tr> <th>Name</th> <th>Version</th> <th>Size</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>5005-2 Amend 1 executed.pdf</td> <td>(version 1)</td> <td>Download (181.8KB)</td> <td>Redline Stamp Compare With Send Properties</td> </tr> <tr> <td>5005-2 Amend 2 executed.pdf</td> <td>(version 1)</td> <td>Download (265.5KB)</td> <td>Redline Stamp Compare With Send Properties</td> </tr> <tr> <td>5005-2 Amend 3 executed.pdf</td> <td>(version 1)</td> <td>Download (158.6KB)</td> <td>Redline Stamp Compare With Send Properties</td> </tr> <tr> <td>5005-2 ESS Land Survey SCA exec.pdf</td> <td>(version 4)</td> <td>Download (1.1MB)</td> <td>Redline Stamp Compare With Send Properties</td> </tr> <tr> <td>5005-3 Gould Evans GCA executed.pdf</td> <td>(version 1)</td> <td>Download (555.2KB)</td> <td>Redline Stamp Compare With Send Properties</td> </tr> <tr> <td>5005-3 Insurance.pdf</td> <td>(version 3)</td> <td>Download (177.4KB)</td> <td>Redline Stamp Compare With Send Properties</td> </tr> <tr> <td>5005-4 Gould Evans Diversity Participation.docx</td> <td>(version 1)</td> <td>Download (21.8KB)</td> <td>Redline Compare With Send Properties Edit</td> </tr> <tr> <td>5005-5 CCS GCA signed.pdf</td> <td>(version 1)</td> <td>Download (760.8KB)</td> <td>Redline Stamp Compare With Send Properties</td> </tr> <tr> <td>5005-5 CCS Termination Letter.pdf</td> <td>(version 1)</td> <td>Download (307.7KB)</td> <td>Redline Stamp Compare With Send Properties</td> </tr> <tr> <td>Consultant Supplier Diversity Participation.pdf</td> <td>(version 3)</td> <td>Download (101.2KB)</td> <td>Redline Stamp Compare With Send Properties</td> </tr> <tr> <td>GCA-00001 - GCA Approval for Gould Evans.pdf</td> <td>(version 1)</td> <td>Download (113.9KB)</td> <td>Redline Stamp Compare With Send Properties</td> </tr> </tbody> </table>	Name	Version	Size	Actions	5005-2 Amend 1 executed.pdf	(version 1)	Download (181.8KB)	Redline Stamp Compare With Send Properties	5005-2 Amend 2 executed.pdf	(version 1)	Download (265.5KB)	Redline Stamp Compare With Send Properties	5005-2 Amend 3 executed.pdf	(version 1)	Download (158.6KB)	Redline Stamp Compare With Send Properties	5005-2 ESS Land Survey SCA exec.pdf	(version 4)	Download (1.1MB)	Redline Stamp Compare With Send Properties	5005-3 Gould Evans GCA executed.pdf	(version 1)	Download (555.2KB)	Redline Stamp Compare With Send Properties	5005-3 Insurance.pdf	(version 3)	Download (177.4KB)	Redline Stamp Compare With Send Properties	5005-4 Gould Evans Diversity Participation.docx	(version 1)	Download (21.8KB)	Redline Compare With Send Properties Edit	5005-5 CCS GCA signed.pdf	(version 1)	Download (760.8KB)	Redline Stamp Compare With Send Properties	5005-5 CCS Termination Letter.pdf	(version 1)	Download (307.7KB)	Redline Stamp Compare With Send Properties	Consultant Supplier Diversity Participation.pdf	(version 3)	Download (101.2KB)	Redline Stamp Compare With Send Properties	GCA-00001 - GCA Approval for Gould Evans.pdf	(version 1)	Download (113.9KB)	Redline Stamp Compare With Send Properties
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1. Standardize Folder Structure. Processes will place documents in the correct folders automatically.
2. Workflow processes configured to add documents
3. Document counters on all folders.
4. Email address for correspondence.
5. Properties on file edits, version control and deleted files.



Recent Pages...









Project Menu






- >  Details
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Schedule

Last Modified by Vickie Moore Oct 14, 2019 09:52 AM

Tasks Details Snapshots (0) History (0)

 Export
  Out
  Fit
  Expand
  Previous
  Critical Path
  Toggle
  Working Time

 Send
  In
  Collapse
  Next
  Set

Actions
 Zoom
 Navigate
 Baseline
 Calendars

Feels like Microsoft Project when adding tasks and milestones












					2019		
					Q2	Q3	
Task Name	Duration	Start	Finish				
SHSMO Center for Missouri Studies	16.70 months	Apr 17, 2019	Jul 27, 2020				
1 Project Initiation	1 day	Apr 17, 2019	Apr 17, 2019				
1.1 Project Request Form	0 days	Apr 17, 2019	Apr 17, 2019				
1.2 Project Initiation Form (PIF)	1 day	Apr 17, 2019	Apr 17, 2019				
1.2.1 System Approval	1 day	Apr 17, 2019	Apr 17, 2019				
1.2.2 BOC Approval	1 day	Apr 17, 2019	Apr 17, 2019				
1.3 RFQ	0 days	Apr 17, 2019	Apr 17, 2019				
1.3.1 Issue	0 days	Apr 17, 2019	Apr 17, 2019				
1.3.2 Received SOQ	0 days	Apr 17, 2019	Apr 17, 2019				

Right click on tasks to manage details



Recent Pages...

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- >  Cost
 - Cost Summary**
 - Funding Sources
 - Budget Details
 - Forecasts
 - Commitments
 - Actual Costs
 - Cash Flow
 - Other Cost Columns
- >  Contacts
- >  Calendar
- >  Bidding
- >  Submittals

Project Cost Summary U9999999 - Sample Test Project System - Copeland, Bill

Cost Summary | Items Pending Approval | Unfinished Draft

Financial Summary

Layout: Current

Group By: Line Item

* - Click on the amount to see more details

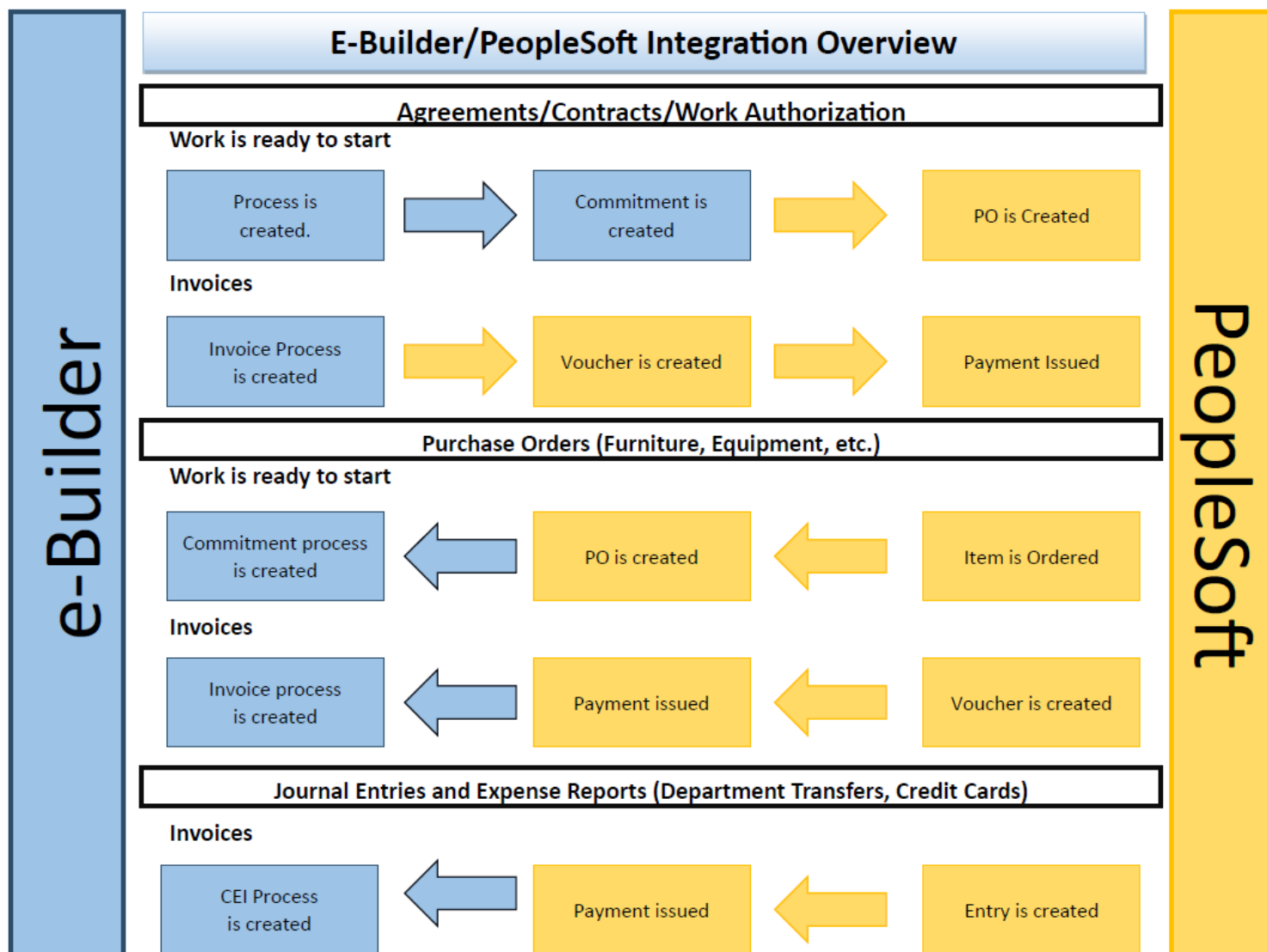
		A	B	C
Line Item	Description	Current Budget *	Current Commitments *	Actuals Received *
742000-6500	General Invoices to be Allocated (Accounting Use Only)	10,000.00	0.00	0.00
742000-6501	Offset to General Invoices (Accounting Use Only)	10,500.00	0.00	0.00
750000-0100	Basic Services	11,000.00	1,435.09	1,435.09
750000-0800	Asbestos Testing	10,500.00	1,000.00	0.00
750000-2550	Code Inspections	10,000.00	0.00	0.00
750000-5110	Air Monitoring	10,000.00	0.00	0.00
Totals		62,000.00	2,435.09	1,435.09

Interaction with the Cost Module is primarily done through eBuilder workflow processes and integrations with People Soft:

10.00 – Project Authorization (Budget Establishment)
 10.05 – Project Budget Re-Allocation/Change
 10.20 – Work Authorizations
 10.50 – Schedule of Values
 20.10 – Standard Consultant Agreement
 20.30 – General Consultant Agreement
 Etc.

Additional subcategories under the Cost Module

Note: Financial Controls – eBuilder has budget, commitment and line-item controls.





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- > BIM
- > Schedule
- > Cost
- > **Contacts**
- > Calendar
- > Bidding
- > Submittals



Project Companies For CP232931 - University Hall Renovate 225 - Crocker, Jessica

Companies

Filter

Company:

Contact:

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 0-9 | All

Companies (5)

Contacts (2)

Remove Companies

Add Existing Companies

Add New Company

<input type="checkbox"/> Company	City	State	Phone	Fax
<input type="checkbox"/> Design Services-MU				
<input type="checkbox"/> Environmental Health & Safety - MU				
<input type="checkbox"/> INTERNATIONAL ARCHITECTS ATELIER INCORPORATED	Kansas City	MO	(816) 471-6522	
<input type="checkbox"/> NABHOLZ CONSTRUCTION CORPORATION	Lenexa	KS	(417) 450-6021	
<input type="checkbox"/> PeopleSoft Ledger Entries				

Remove Companies

Add Existing Companies














Add N

Contact refers to external users and companies you interact with on a project.



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-  **Bidding**
- >  Submittals

Bidding KC640101 - Miller Nichols 3rd Floor Renovation - Jenkins, Angel ▼

Bid Packages

	Name	Due Date▲
Edit	Miller Nichols Library 3rd Floor Renovation	11.19.2020 02:00 PM

Note: These are self-contained modules with built-in workflow.














eBuilder allow for the management of Bidding and Submittals





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Bid Package Details

Bidding Details Bid Scope Potential Bidders Invited Bidders Bid Documents Questions/Responses Bid Tabulation Permissions Bid History

Bid Package

Project	Miller Nichols 3rd Floor Renovation
Project Number	KC640101
Bid Package	Miller Nichols Library 3rd Floor Renovation
Status	Closed
Bid Package Description	<p>Renovation of portions of the Third and Fourth Floor of the existing Miller Nichols Library building.</p> <p>The design includes new walls, finishes, ceiling, lighting, electrical, plumbing, and mechanical configurations.</p>
Adjustments	Allow

Package Invitation














Pre-Bid Meeting Date/Time	11.10.2020 9:00 AM
Pre-Bid Meeting Location	videoconference
Required to Attend Pre-Bid Meeting	
Bidding Contact	Angel Jenkins
Bid Start Date/Time	11.10.2020 10:00 AM
Bid Due Date/Time	11.19.2020 2:00 PM
Bid Time Zone	(UTC-06:00) Central Time (US & Canada)
Tentative Award Date	11.20.2020
Tentative Work Start Date	12.19.2020
Tentative Work Finish Date	06.25.2021
Allow Bids After Due Date	
Bid sqft	
Bid Instructions Document	

Response Form



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Submittal Register

Miller Nichols 3rd Floor Renovation

Filter Submittal Items

Search In	<input type="radio"/> All <input checked="" type="radio"/> Pending my review	Item Status	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Overdue
Title	<input type="text"/>	Description	<input type="text"/>
Status	<input type="text" value="Please select a status..."/>	Category	<input type="text" value="Please select a category..."/>
Number	<input type="text"/>	Priority	<input type="text" value="Please select..."/>
Revision	<input type="text"/>	Spec Section	<input type="text"/>
Submittal Package #	<input type="text"/> - <input type="text"/> - Rev <input type="text"/>	Sub Section	<input type="text"/>
Responsible Sub/Manufacturer	<input type="text"/>	Submittal Coordinator	<input type="text" value="Please select..."/>
Custom Field 1	<input type="text" value="Please select a custom field..."/>	Reviewer	<input type="text"/>
Custom Field 2	<input type="text" value="Please select a custom field..."/>		

Group By Page of Show per page

Add to Package

<input type="checkbox"/>	Item Details	Title	#	Rev #	Package #	Spec Section	Sub Section	Category	Status	Submittal Coordinator	Held By
There are no submittal items pending for review											



Submittals
subcategories

Contractor will create Submittal packages, then create Submittals through the Register and add to packages.

Typically, the Consultant will then manage the review process. PMs/CPMs can be notified when reviews move through the process.

The End Questions?

More – Specific Training Coming:

- Process Module
- Cost Module
- Schedule
- Reports / BI Dashboards
- Bidding
- Submittals