FACILITIES OPERATIONS & MAINTENANCE: ACCESS PROJECT INFORMATION

Table of Content:

eBuilder Access & Accounts

Logging into eBuilder

- Go to FOD's Resources Webpage (https://fod.osu.edu/resources)

- Select "eBuilder Login" under "eBuilder".
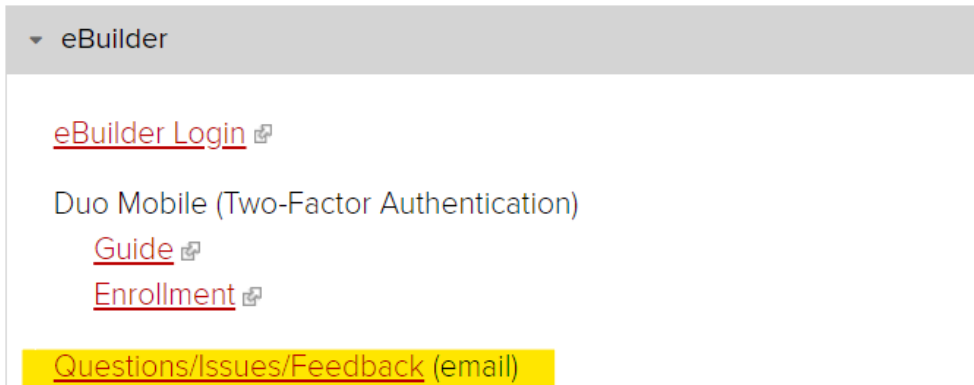
▼ eBuilder

eBuilder Login ⧉

Access All Projects

- After logging into eBuilder with your OSU name.#, switch to the "OSU_ReadOnly" or the "FDC_ReadOnly" account by clicking on the drop down next to your idm #.
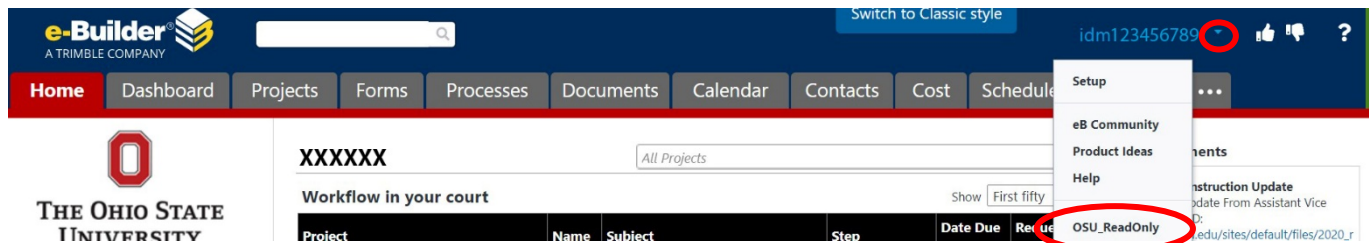
Login Issues / Account Access / General eBuilder Help For OSU
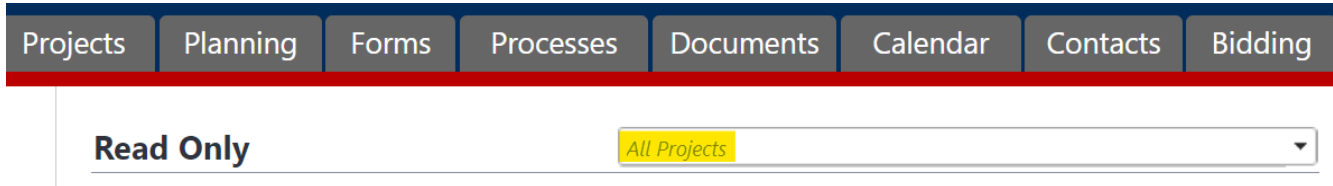
- Contact the email listed in the FOD's Resources Webpage (https://fod.osu.edu/resources)

▼ eBuilder

eBuilder Login ⧉

Duo Mobile (Two-Factor Authentication)
  Guide ⧉
  Enrollment ⧉

Questions/Issues/Feedback (email)

Access / Find Projects
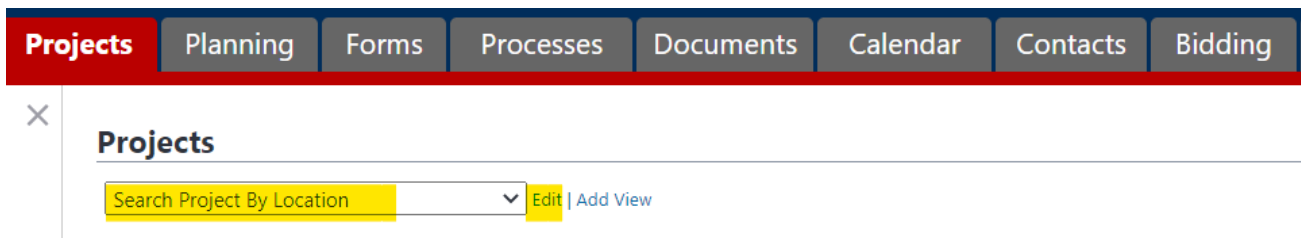
Access Project Via Project Name / Number

- At the top right corner of the Home page (or any other main pages), type in the project name (full or partial) or the project number in the "All Projects" field.

| Projects | Planning | Forms | Processes | Documents | Calendar | Contacts | Bidding |

Read Only   *All Projects*
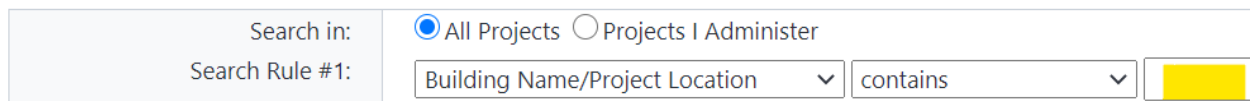
Find Project Via Project Location (View Method)

- Click on the "Project" tab on the top.
- Click on the drop down arrow and select "Search Project By Location" then click "Edit".

| Projects | Planning | Forms | Processes | Documents | Calendar | Contacts | Bidding |

Projects

Search Project By Location   Edit | Add View

- In the Search Rule #1, enter the building number or the building name (full or partial).

Search Criteria

| Search in: | ● All Projects ○ Projects I Administer |
| Search Rule #1: | Building Name/Project Location ∨ contains ∨ |

- Select the project from the list generated.

Find Project Via Project Location (Report Method)*

- Click on the "Report" tab on the top
- Type in "By Location" in the "Report" field and select "Project Info & Milestones - Search By Location" from the list generated.

| ects | Forms | Processes | Documents | Calendar | Contacts | Cost | Schedule | **Reports** |

Reports

Filter

Folder:	All Report Folders ▼
Report:	[highlighted] Clear

- In the Report Filters window, enter the building number or the building name (full or partial), then click "Okay"

Report Filters

Select filter fields to include on report

Budgets ▼		**Filter By**	**Title**		
Actual Cost To Co...	⌃⌄	Projects.Building NameProject Location		fx ∧ ∨ ✕	
Actuals Approved					
Actuals Paid					
Actuals Received					

Contains ▼	⚙ [highlighted] ▼
AND With Next Filter ▼	
☐ Group With Next Filter	

➕ Add ➕ Add Formula

SUMMARY

Projects.Building NameProject Location Contains "

Okay   Cancel

- Select "Export Excel",

▶ Project Info & Milestones... ✕ | 🏠 Getting Started

🔍 Search Report Names...   ⋮   ⊗ 🖫 Export **Excel** ▼

- Note the project name / number. Access the project by following instructions described in the "Access Project Via Project Name / Number" paragraph of this section.

* Alternatively, find the Project Name/Number via SIMS Archived Project.

Basic Project Information

Once a project has been selected, click on "Details" on the left to see the basic project information (e.g., Project Manager, Director of Project, etc.)

Design Phase Drawings & Review Comments

Once a Bluebeam review session has been completed, the drawings / documents along with the comments will be downloaded into eBuilder.

- Select a project, click on "Processes" on the left. Select "University Design Submission Review (UDR)" in the "Type of Processes" field. Select "All Processes", check the box for "Finished" then click "Filter".

- Click on the UDR process. Click on the "Attached Documents" tab, then click on "Properties" under the drawings/documents.

- Click on the "Versions" tab, and download the version uploaded by Angie Alley.

File Properties - Versions

| | General | History | Permissions | **Versions** | Attached To |

File Versions   Compare   Cancel

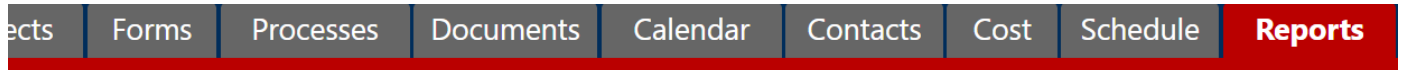|	#	File Name	Description	User	Date Created
View	Download ☐	2	OSU-160980 Plumbing System Replacement BP3 DD Submittal.pdf		Angie Alley	06.19.20 05:04PM
View	Download ☐	1	OSU-160980 Plumbing System Replacement BP3 DD Submittal.pdf	Plumbing System Replacement BP3	Todd Miller	06.02.20 02:03PM

Compare   Cancel

- Review comments and responses will be listed in the "Markup List" panel in Bluebeam or in the "Comments" panel in Adobe Acrobat.

Product Data / O&Ms / Warranties/ Reports

Access Via Project Name

- Click on the "Report" tab on the top
- Type in "Submittal" in the "Report" field and select "Submittal & O&M & Warranty Matrix - By Project" from the list generated.

- In the "Report Results For" field, select the project name, click on the submittal title to access the documents.

Access Via Project Location*

- Click on the "Report" tab on the top
- Type in "Submittal" in the "Report" field and select "Submittal & O&M & Warranty Matrix - By BLDG (BI)" from the list generated.

| ects | Forms | Processes | Documents | Calendar | Contacts | Cost | Schedule | **Reports** |

Reports

Filter

Folder:	All Report Folders ⌄
Report:	▓▓▓▓▓▓▓▓▓▓ Clear

- In the Report Filters window, enter the building number or the building name (full or partial), then click "Okay"

Report Filters

Select filter fields to include on report

Projects ▼

	Filter By	Title				
⌃⌄	Projects.Building NameProject Location		fx	⌃	⌄	✕
⇅	Submittal Items.Category		fx	⌃	⌄	✕

Allow Logins
Asset Tagging Required
BIM Required
Building NameProject Location
City

Contains ▼   ⚙ ▓▓▓▓▓▓ ▼

AND With Next Filter ▼

☐ Group With Next Filter

✚ Add   ✚ Add Formula

SUMMARY

Projects.Building NameProject Location Contains " And Submittal Items.Category Is One Of ('Operation/Maintenance Manual', 'Product Data', 'Shop Drawing', 'Test Report', 'Warranty')

Okay   Cancel

- (Optional) select "Export Excel" to save a copy in Excel (other file formats are also available)
- Note the Project Name and Submittal No. in the report

Submittal, O&M & Warranty Matrix Per Building

Project ID	Project Name	Project Manager	Project Location	Additional Building/Area Information	Spec Section	Submittal No.	Title	Category
OSU-160807	Postle Partial Replacement	Lance Timmons	Hamilton Hall (038), Postle Hall (024)	Postle Hall (024)	03 30 00 CAST-IN-PLACE CONCRETE	11	Epoxy Submittal - SUB-03C-033000-009	Product Data

- Run the "Submittal & O&M & Warranty Matrix - By Project" report with the Project Name. Follow instructions outlined in the Access Via Project Name paragraph of this section.

  * Alternatively, find the Project Name/Number via SIMS Archived Project.

Project Contacts / Warranty List & Contacts

- Select a project, click on "Processes" on the left. Select "Cert of Warranty Commencement (CWC)" in the "Type of Processes" field. Select "All Processes", check the box for "Finished" then click "Filter".

- Click on the CWC process. The Certificate of Warranty Commencement is in the "Details" tab. The project contact list and > 1 year warranty list (if applicable) are attached to the "Certificate of Warranty Commencement" document in the "CWC Signature Page".

Equipment Training Session Info

- Select a project, click on "Processes" on the left. Select "Cert of Equipment Demonstration (CED)" in the "Type of Processes" field. Select "All Processes", check the box for "Finished" then click "Filter".

- Click on the CED process. The Certificate of Equipment Demonstration is in the "Details" tab. The list of equipment demo sessions is attached to the "Certificate of Equipment Demonstration" document in the "Cert of Equipment Demo".

Permits & City / State Issued Certificates

- Select a project, click on "Processes" on the left. Select "Permit Info Update (PERM)" in the "Type of Processes" field. Select "All Processes", check the box for "Finished" then click "Filter".

- Click on the PERM process to view the process information. The Permit information is in the "Details" and the Certificate of Occupancy is attached in the "Attached Processes" tab.

Record Drawings & Project Manuals

Record Drawings & Project Manuals shall be accessed via the Archived Projects portal in SIMS.