# FACILITIES OPERATIONS & MAINTENANCE: ACCESS PROJECT INFORMATION

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eBuilder Access & Accounts

Logging into eBuilder

- Go to FOD’s Resources Webpage (https://fod.osu.edu/resources)
- Select “eBuilder Login” under “eBuilder”.

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)
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.

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”.

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.
In the Report Filters window, enter the building number or the building name (full or partial), then click “Okay”

Select “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.
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](image)

• 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.
• In the Report Filters window, enter the building number or the building name (full or partial), then click “Okay”

Report Filters

• (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

• 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”.

  ![Image of Filter Processes]

- 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”.

  ![Certificate of Warranty Commencement]

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”.

  ![Image of Filter Processes]

- 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”.

  ![Certificate of Equipment Demonstration]
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.