

FACILITIES OPERATIONS & MAINTENANCE: ACCESS PROJECT INFORMATION

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eBuilder Access & Accounts

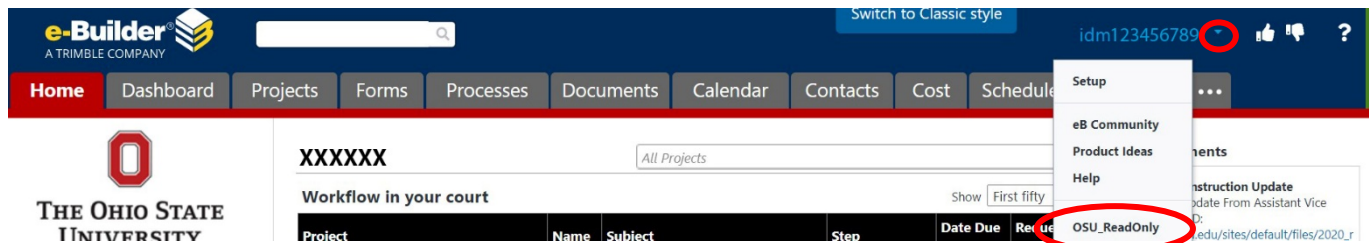
Logging into eBuilder

- Go to FOD's Resources Webpage (<https://fod.osu.edu/resources>)
- Select "eBuilder Login" under "eBuilder".



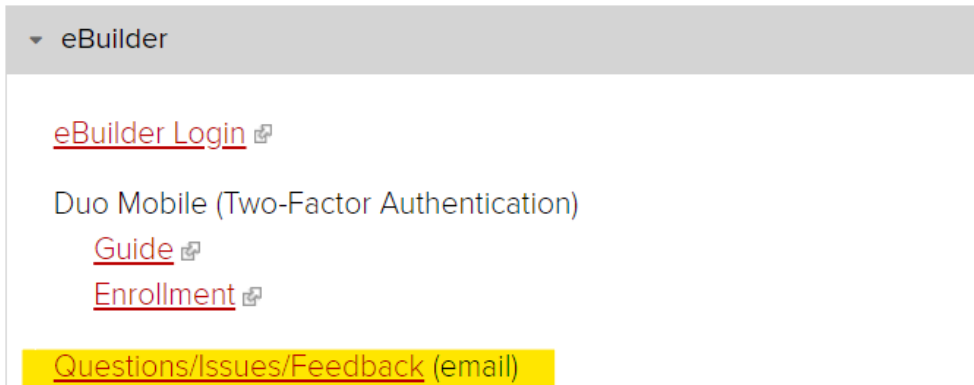
Access All Projects

- 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

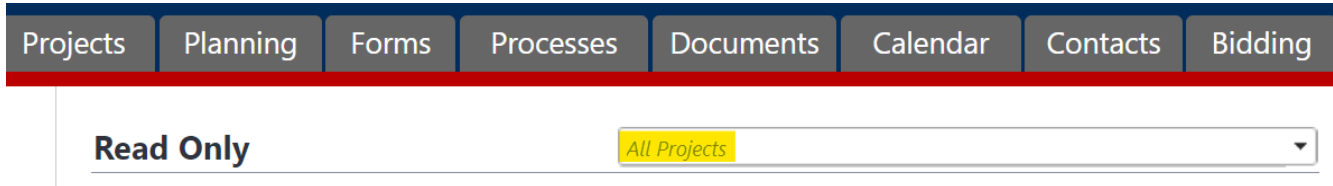
- Contact the email listed in the FOD's Resources Webpage (<https://fod.osu.edu/resources>)



Access / Find Projects

Access Project Via Project Name / Number

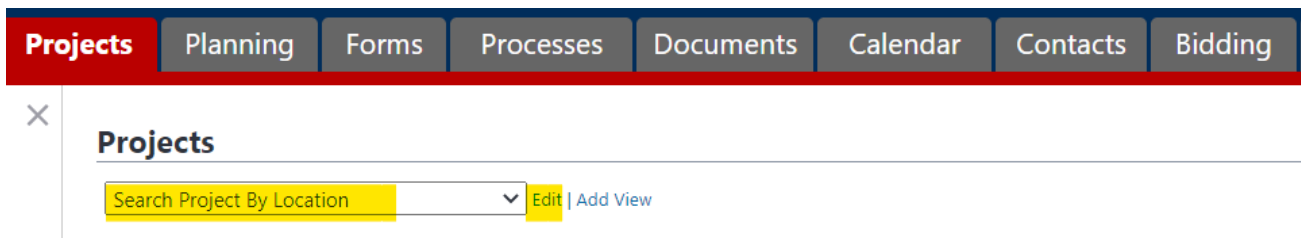
- At the top right corner of the Home page (or any other main pages), type in the project name (full or partial) or the project number in the “All Projects” field.



The screenshot shows a navigation bar with tabs: Projects, Planning, Forms, Processes, Documents, Calendar, Contacts, and Bidding. Below the navigation bar is a search field with the text "Read Only" on the left and a dropdown menu on the right showing "All Projects".

Find Project Via Project Location (View Method)

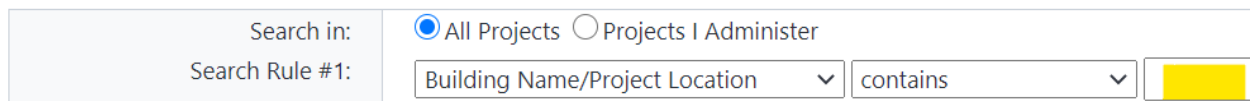
- Click on the “Project” tab on the top.
- Click on the drop down arrow and select “Search Project By Location” then click “Edit”.



The screenshot shows the "Projects" tab selected in the navigation bar. Below the navigation bar is a search field with a dropdown menu showing "Search Project By Location" and a button labeled "Edit | Add View".

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

Search Criteria



The screenshot shows the "Search Criteria" form. It has a "Search in:" field with two radio buttons: "All Projects" (selected) and "Projects I Administer". Below it is a "Search Rule #1:" field with a dropdown menu showing "Building Name/Project Location", a dropdown menu showing "contains", and a yellow button.

- 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.

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

Budgets

Actual Cost To Co...

Actuals Approved

Actuals Paid

Actuals Received

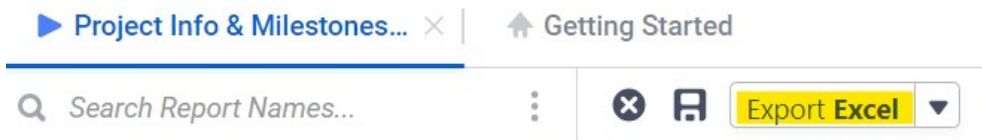
+ Add + Add Formula

Filter By	Title
Projects.Building NameProject Location	fx ^ v x
Contains	<input type="text"/>
AND With Next Filter	
<input type="checkbox"/> Group With Next Filter	

SUMMARY

Projects.Building NameProject Location Contains "

- 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.

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.)



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Recent Pages...

Project Menu

- > **Details**
- Planning
- Forms
- > Issues
- Processes

Project Details For

EBT-201015 - *Cyndi Fout - EB Training - FOD - Design and Constructic

Details

[Export Address Book](#)

Project Name	*Cyndi Fout - EB Training
e-Builder Project Administrator	Yu - Admin , Teresa
Project Status	Training
(view map) Address	
Country	
Start Date	01.15.2020
Target Date	09.15.2022
Description	
Project Webcam	
Last Modified By	Yu - Admin, Teresa
Date Last Modified	10.21.2020

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.

University Design Submission Review (UDR) - 4

Project:	*Cyndi Fout - EB Training
Process Document:	UDR - 4 Show History Current Actors
Current Workflow Step:	Finish Show Workflow Diagram
Subject:	University Stakeholder Review - Demo 1
Status:	Submitted

- 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	<input type="checkbox"/>	2 OSU-160980 Plumbing System Replacement BP3 DD Submittal.pdf		Angie Alley	06.19.20 05:04PM
View Download	<input type="checkbox"/>	1 OSU-160980 Plumbing System Replacement BP3 DD Submittal.pdf	Plumbing System Replacement BP3	Todd Miller	06.02.20 02:03PM

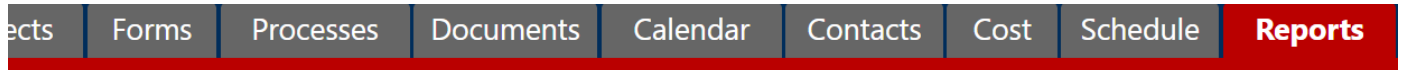
Compare Cancel

- 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.



Reports

Filter

Folder: All Report Folders

Report: Clear

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

Report Results For

Report Options

Columns: Create Date

Duration: Custom

Dates: Start Date: End Date: Clear

Sorting: Building/Location

Reset

Ascending Descending

Spec Section


Ascending Descending

Title

Ascending Descending

Submittal & O&M & Warranty Matrix - By Project

Hide Details Print View Send Exp

 <p>Filter By: Project Name equals * Configuration Testing Status equals Approved, Approved As Noted, For Record Only</p>						
Building Name/Project Location	Building/Location-	Spec Section	Number	Title	Category	
Building/Location: (1 records)						
Category: Shop Drawing (1 records)						
**Site-see project information, 4-H Center (191), Ackerman Rd, 610 (2437)		01 00 00 - GENERAL REQUIREMENTS	3	Submittal 1	Shop Drawing	

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.

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

Allow Logins

Asset Tagging Required

BIM Required

Building NameProject Location

City

+ Add **+ Add Formula**

Filter By	Title				
Projects.Building NameProject Location		fx	^	v	x
Submittal Items.Category		fx	^	v	x

Contains

AND With Next Filter

Group With Next Filter

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”.

The screenshot shows the 'Project Menu' on the left with 'Processes' selected. The 'Filter Processes' window is open, showing search criteria: 'Type of Process' is 'Cert of Warranty Commencement (CWC)', 'Status' is 'All Statuses', and 'Finished' is checked. Below the filter is a table of processes.

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status	Most Recent Comment
<input type="checkbox"/> CWC - 1	Cert of Warranty Commencement	Finish			12.10.2020	10.22.2020	49	Submitted	

- 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”.

The screenshot shows the 'Details' tab for a process. It includes a navigation bar with 'Comments (0)', 'Attached Documents (1)', 'Attached Processes (0)', 'Attached Forms (0)', 'Attached To (0)', and 'Attached Viewpoints (0)'. The main content area is titled 'Certificate of Warranty Commencement' and shows a 'CWC Signature Page:' with a PDF document: 'CWC-00001 - Cert of Warranty Commencement_DS.pdf (version 1)'. There are links for 'Properties' and 'Download (340.5KB)'.

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”.

The screenshot shows the 'Project Menu' on the left with 'Processes' selected. The 'Filter Processes' window is open, showing search criteria: 'Type of Process' is 'Cert of Equipment Demonstration (CED)', 'Status' is 'All Statuses', and 'Finished' is checked. Below the filter is a table of processes.

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status	Most Recent Comment
<input type="checkbox"/> CED - 1	Cert of Equipment Demonstration	Finish			11.13.2020	11.12.2020	1	Submitted	

- 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”.

The screenshot shows the 'Details' tab for a process. It includes a navigation bar with 'Comments (0)', 'Attached Documents (2)', 'Attached Processes (0)', 'Attached Forms (0)', 'Attached To (0)', and 'Attached Viewpoints (0)'. The main content area is titled 'Certificate of Equipment Demonstration' and shows a 'Cert of Equipment Demo:' with a PDF document: 'CED-00001 - Cert of Equipment Demonstration_DS.pdf (version 1)'. There are links for 'Properties' and 'Download (284.5KB)'.

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”.

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Recent Pages...

Project Menu

- Details
- Forms
- Issues
- Processes**
- Documents

Filter Processes Start Process

Search In: Processes Initiated By Me Processes In My Court All Processes

Type of Process: Draft Open Finished

Status:

Step Name:

Containing Text:

Filter

Processes Reports (1)

Print Log

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status	Most Recent Comment
<input type="checkbox"/> PERM - 1	ODIC BUILDING PERMIT & ELEVATOR PERMIT	Finish			10.19.2020	10.19.2020	0	Submitted	

- 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.

Details **Comments (1)** **Attached Documents (0)** **Attached Processes (1)** **Attached Forms (0)** **Attached To (0)** **Attached Viewpoints (0)**

Group By Show Filter Row Height:

Download

Record Drawings & Project Manuals

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