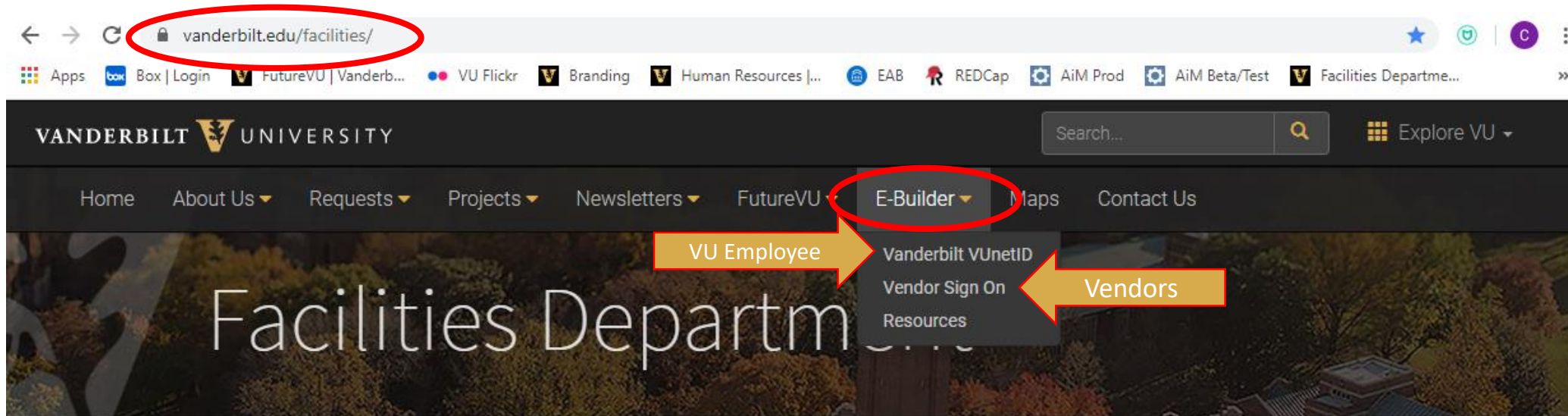
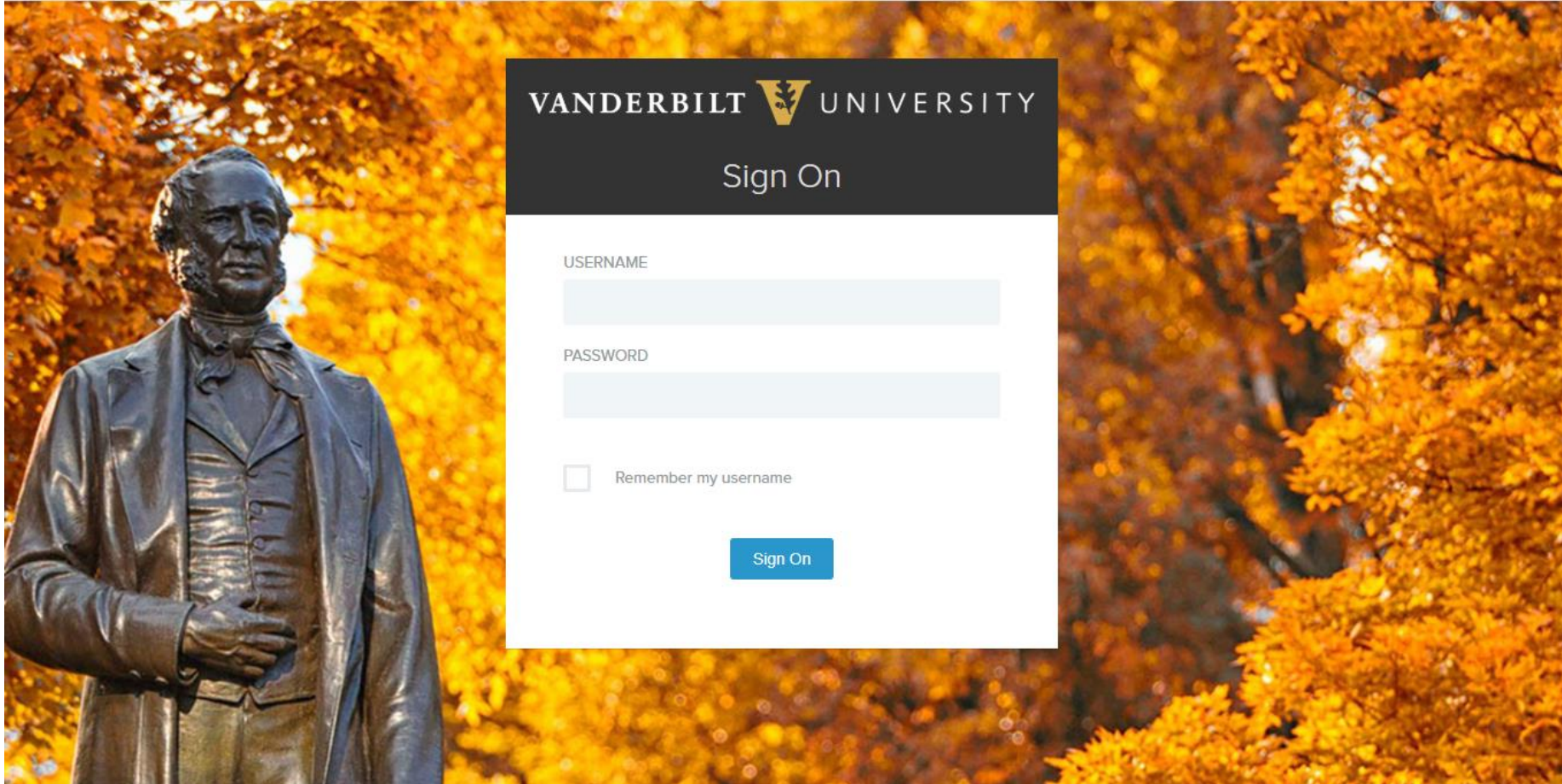


FACILITIES WEBSITE & SIGN ON LINK



OUR VISION: To be the **BEST** facilities department in the country by
PROVIDING OUTSTANDING, INNOVATIVE SERVICES to the community.

VU EMPLOYEES LOG IN THROUGH SINGLE SIGN ON

The image shows a login page for Vanderbilt University employees. The background is a photograph of a bronze statue of a man in a long coat, standing in front of trees with vibrant yellow autumn leaves. Overlaid on the right side of the image is a white rectangular login form. At the top of the form is a dark grey header bar containing the text 'VANDERBILT UNIVERSITY' in white, with a gold 'V' logo between the words. Below the header, the text 'Sign On' is centered. The form contains two input fields: 'USERNAME' and 'PASSWORD', both with light blue borders. Below the password field is a checkbox labeled 'Remember my username'. At the bottom of the form is a blue button with the text 'Sign On' in white.

VANDERBILT UNIVERSITY

Sign On

USERNAME

PASSWORD

☐ Remember my username

Sign On

E-BUILDER HOME SCREEN

The screenshot shows the e-Builder Home Screen for Christina Fly. The top navigation bar includes tabs for Home, Dashboard, Projects, Planning, Forms, Processes, Documents, Calendar, Contacts, Bidding, Cost, Reports, and Setup. A red box highlights the 'Home' tab. A red arrow points from the 'Home' tab to the 'Workflow in your court' section. Another red arrow points from the '?' icon in the top right to the 'Announcements' section. A third red arrow points from the 'Name' column header to the 'Workflow in your court' table. A fourth red arrow points from the 'Requested Comment' column header to the 'Workflow in your court' table. A fifth red arrow points from a checkmark in the 'Requested Comment' column to the 'Workflow in your court' table. A sixth red arrow points from the 'Workflow in your court' table to the 'Workflow in your court' section. A seventh red arrow points from the 'Workflow in your court' table to the 'Workflow in your court' section. 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A ninety-seventh red arrow points from the 'Workflow in your court' table to the 'Workflow in your court' section. A ninety-eighth red arrow points from the 'Workflow in your court' table to the 'Workflow in your court' section. A ninety-ninth red arrow points from the 'Workflow in your court' table to the 'Workflow in your court' section. A hundredth red arrow points from the 'Workflow in your court' table to the 'Workflow in your court' section.

Workflow in your court

Project	Name	Subject	Step	Date Due	Requested Comment
Rand: Dining Servery Renovation	Action Item #1	Add Project Participants		01.09.2020	
Branscomb: Munchie Market Renovation	Action Item #2	ADD AE Vendor names to project		01.09.2020	
FY20 R&R-B QUAD STAPLETON (8E) BATHROOM REMODEL	Action Item #2	Monthly Project Status Update		01.12.2020	
Residential College C	Action Item #13	adding contact to residential college C project		01.14.2020	
ESB: Pit Buildout for SOM Cryo-EM Facility	Action Item #6	ADD CM Vendors		01.15.2020	
ESB: Pit Buildout for SOM Cryo-EM Facility	Action Item #3	ADD CM Vendors		01.15.2020	
ESB: Pit Buildout for SOM Cryo-EM Facility	Action Item #7	ADD CM Vendors		01.15.2020	
ESB: Pit Buildout for SOM Cryo-EM Facility	Action Item #8	ADD CM Vendors		01.15.2020	
ESB: Pit Buildout for SOM Cryo-EM Facility	Action Item #5	ADD CM Vendors		01.15.2020	
FY21 LAW SCHOOL: FIRE ALARM SYSTEM REPLACEMENT	CA - 1	PO Request	Admin Correct Req		
*System Change Management	SCM - 16	Add step to BAC process	eB Admin Assessment		
Kirkland Hall-Suite 411: Renovate Suite	CA - 6	Test Commitment for issues with Company Contacts	Initiator Revise		

My first 10 tasks

Project	Task	Finish Date	%	Manager
There are no tasks				

Submittal items in your court

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

Items Pending Approval

Project	Item Type	Item #	Approval Requested By	Date Approval Requested	Amount
SC7-7862: INSTALL CARPET & PAINT	Invoice	WO# 20-018913	Stacey Crowhurst	01.15.2020	309.33

The highlighted tab at the top of the page lets you know you are on the HOME screen.

The ? Provides help for the page you are on

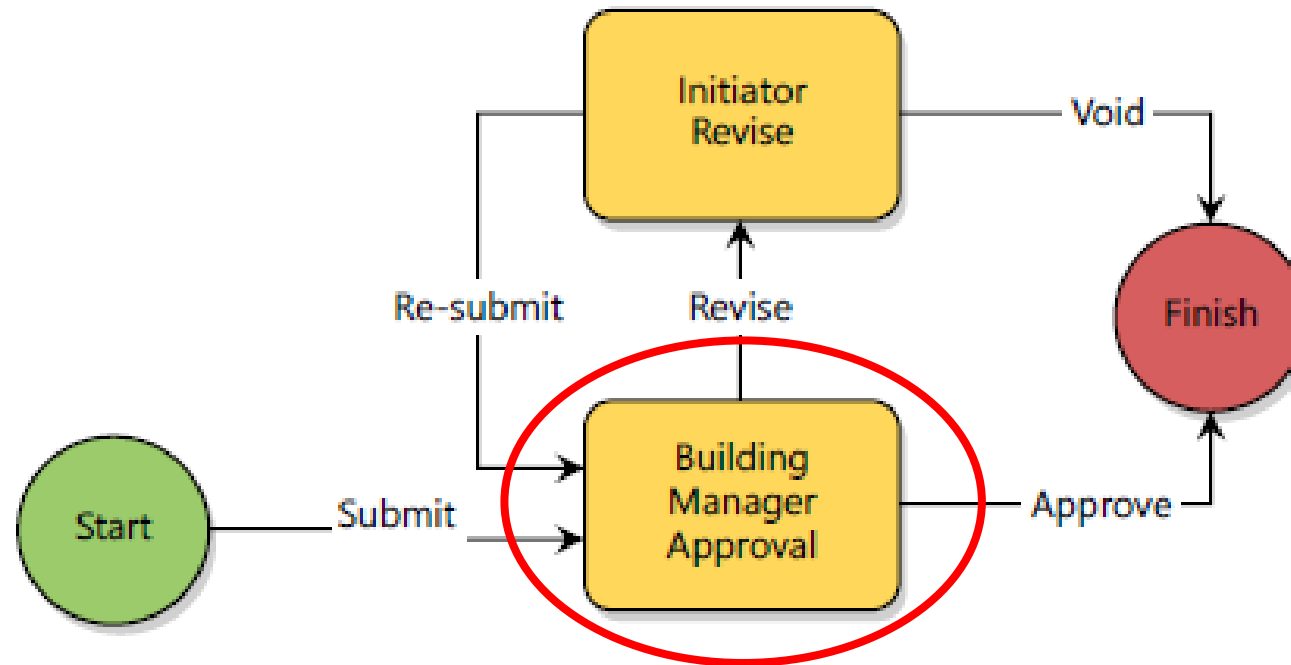
Announcements provides important information for users

Workflow in your court has items that you or someone in your role group need to act on.

Select the **Name** and e-Builder will bring you to the screen to act.

If you see a checkmark in the Requested Comment column, this means that someone in the process has requested comment from you on the process.

BUDGET ESTIMATE PROCESS



BUILDING MANAGER REVIEW



Budget Estimate (BE) - 1

Workflow Override All Fields View Instructions

-- Please select an action -- Take Action Check Spelling Copy Save Cancel

Project:	Alpha Tau Omega: Chapter Room Renovation	Project Number:	20276
Process Document:	BE - 1 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	Building Manager Approval Show Workflow Diagram	Step Due Date:	
* Subject:	20276 - Alpha Tau Omega: Chapter Room Renovation		
Status:	Submitted		

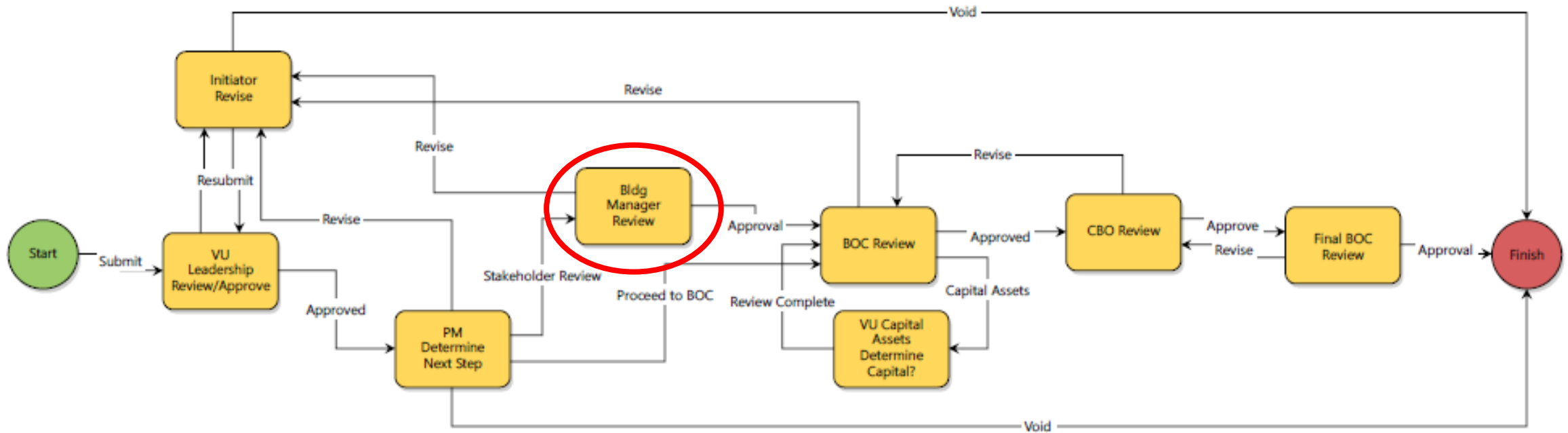
Details Comments (0) Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0) Attached Viewpoints (0)

Scope:	<p>Burns Services to furnish labor and materials to:</p> <ul style="list-style-type: none">• Install floor protection• demo display cabinets<ul style="list-style-type: none">◦ repair ceiling at display cabinets◦ Install VCT floor 2'x26'• Demo wood panel wall<ul style="list-style-type: none">◦ Remove electrical devices◦ Install electrical devices in wall◦ install drywall and finish◦ Paint wall◦ Repair ceiling◦ Install wood trim at ceiling and door◦ Install rubber base• Repair 5'x5' VCT floor behind bar• Clean up
Estimated Budget:	<p>Anticipated project cost: </p> <p>Contingency:</p> <p>Total Estimated Project Cost: </p>

-- Please select an action -- Take Action Check Spelling Copy Save Cancel

- Review all the information in the Budget Estimate including Attachments and Comments
- Select the dropdown action to **approve** or **revise**.
- Click **Take Action**.

BUDGET APPROVAL OR CHANGE (BAC) PROCESS



BUILDING MANAGER REVIEW

Budget Approval or Change (BAC) - 4

Workflow Override All Fields New

-- Please select an action -- Take Action Check Spelling Print Copy Save Cancel

Project: FY20 R&R-B QUAD STAPLETON (8E) BATHROOM REMODEL Project Number: 10132

Process Document: BAC - 4 Overall Due Date:

Current Workflow Step: Bldg Manager Review Show Workflow Diagram Step Due Date:

* Subject: Reallocation for removing wall heaters, Add Alt. 1

Status: Projected

Details Comments (0) Attached Documents (2) Attached Processes (0) Attached Forms (0) Attached To (0) Attached Viewpoints (0)

Attach Total Budget Not Change Amount Documentation

Description: Remove and dispose of existing electric heaters in 3113, 3125, 3227, 3215, 3315, and 3327
b. Remove circuit back to nearest junction box or panel.
c. Patch wall as needed. New to match close as possible, or be contrasting color selected by Housing.

Capitalization Determination:

Funding Source Information:

Budget Change Details

Status: Projected (Approval Requested)

* Reason Code: Reallocation (Changes)

* Date Of Change: 06.24.2020

Adjustment Amount: 7,728.00

Created: 06.24.2020 (Erin Fry)

Approval Requested: 06.29.2020 (Erin Fry)

Budget Change Custom Fields

There are no budget change custom fields.

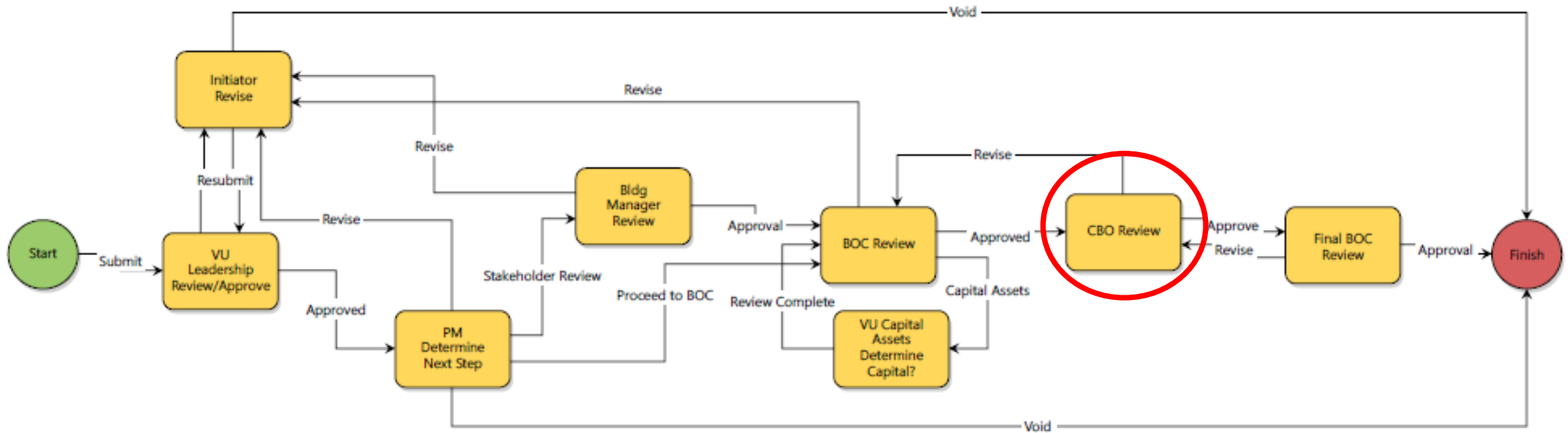
Budget Change Items

#	Description	Budget Line Item	Current Budget Amount	Change Amount	Net Budget Amount
001	Construction	02.CPCONSTRUCT.070			
002	Contingency	16.CPCNTNGNCY.480			
Total					

Cost Summary | Budget Details

- Review all the information in the BAC including Attachments and Comments
- Select the dropdown action to **approve** or **revise**.
- Click **Take Action**.

BUDGET APPROVAL OR CHANGE (BAC) PROCESS



CBO REVIEW

e-Builder
A TRIMBLE COMPANY

Budget Approval or Change (BAC) - 1

Accept Decline -- Please select an action -- Take Action Check Spelling Print Save Cancel

Project: KIRKLAND HALL-411: REPLACE LIGHTING IN MAIN AREA AND OFFICES ON LEFT SIDE Project Number: 10075

Process Document: BAC - 1 Overall Due Date:

Show History | Current Actors

Current Workflow Step: BOC Review Show Workflow Diagram Step Due Date:

* Subject: Original Budget

Status: Pending

Details Comments (5) Attached Documents (1) Attached Processes (0) Attached Forms (0) Attached To (0) Attached Viewpoints (0)

Remember to attach any approved budget memos or other supporting documentation.

Description: Replace 34 Lights in Suite 411 on left side (411 Common Area, 411A, 411B, 411C, 411D, Lobby, and Conference room). Add ceiling grid at existing 2x4 light locations and Vanderbilt provided ceiling tiles.

Budget Change Details

Status: Pending

* Reason Code: Budget Progression (Original)

* Date Of Change: 09.06.2019

Created: 09/06/2019 (Erin Fry)

Budget Change Custom Fields

There are no budget change custom fields.

Budget Change Items


Recalculate All Add All Line Items Add Item

	#	Description	Budget Line Item	Current Budget Amount	Projected Commitments	Formula	Change Amount	Net Budget Amount
Delete	001	Construction	02.CPCONSTRUCT.070	0.00	0.00	Add		
Delete	002	Contingency	16.CPCNTNGNCY.480	0.00	0.00	✓ Edit		
Delete	003	VU Plant Operations	08.CPINTRAUNIV.380	0.00	0.00	Add		
Total				0.00	0.00			

-- Please select an action -- Take Action Check Spelling Print Save Cancel

- Review all the information in the BAC including Attachments and Comments.
- Select the dropdown action to **approve** or **deny**
- Click **Take Action**.

REVIEW APPROVALS UNDER “SHOW HISTORY”

 Like ?

Budget Approval or Change (BAC) - 2

Project:	MoveVU: Walk and Roll
Process Document:	BAC - 2 Show History Current Actors
Current Workflow Step:	Finish Show Workflow Diagram
Subject:	Additional Funding Request - Schematic Design Services
Status:	Approved

Details | **Comments (0)** | **Attached Documents (2)** | **Attached Processes (0)** | **Attached Forms (0)** | **Attached To (0)** | **Attached Viewpoints (0)**

Attach Total Budget Not Change Amount Documentation

Description:	Additional Funding associated with fees for Schematic Design as indicated on the attached Memo from Associates, dated September 11, 2019. Additional money is being requested for miscellaneous items available, a Commitment will be initiated for Contract Approvals.
--------------	---

Budget Change Details

Status:	Approved
★ Reason Code:	Budget Progression (Original)
Created:	10.08.2019 (Julie Covington)

Budget Change Custom Fields

There are no budget change custom fields.

Budget Change Items

#	Description	Budget Line Item	Current
001	Basic Services	01.CPARCHENGR.010	

Routing History

Routing History

History

Details

Show Workflow

Cancel

Name:

BAC - 2

Status:

Approved

Steps

#	Step Name	Actor	Action	Due Date	Completed	Age(d)	Status
1	Start	Julie Covington	Submit		10.08.2019 12:51 PM		Completed
2	VU Leadership Review/Approve	Keith Loiseau	Approved		10.08.2019 01:19 PM	0	Completed
3	BOC Review	Stacey Crowhurst	Approve		10.08.2019 04:48 PM	0.1	Completed
4	Stakeholder Review	Ally Sullivan	Approve		10.10.2019 09:42 AM	1.7	Completed
5	Finish						Finished

Data Fields (2)

Comments (0)

Attached Documents (2)

Attached Processes (0)

Attached Forms (0)

Attached Viewpoints (0)

Data Field	Edit User	Edit Date	Old Value	New Value
Subject	Julie Covington	10.08.2019		Additional Funding Request - Schematic Design Services
Description	Julie Covington	10.08.2019		Additional Funding associated with fees for Schematic Design as indicated on the

DOCUMENTS

The screenshot displays the e-Builder web application interface. At the top, a dark blue navigation bar contains the e-Builder logo, a search bar, and a 'Switch to Classic style' button. Below this is a horizontal menu with tabs for Home, Dashboard, Projects, Planning, Forms, Processes, Documents (highlighted), Calendar, Contacts, Bidding, Cost, Reports, and Setup. On the left side, a sidebar features the Vanderbilt University logo and a 'Project Menu' with options: Details, Planning, Forms, Issues, Processes, and Documents (circled in red). Below the menu is a 'Recent Pages...' dropdown. The main content area is titled 'Documents for 10004 - Kirkland Hall-Suite 411: Renovate Suite'. It shows a 'Folders' pane on the left with a tree structure of folders (e.g., 00 Email In[0], 01 Project Admin[0], etc.) and a 'Documents' pane on the right. The 'Documents' pane has a red circle around its header row, which includes columns for Name, Date Uploaded, Uploaded By, and Company. Below the header, a document titled '1X-XXXX-Project Bid Template' is listed with a download icon and a size of 24.2KB. Two yellow arrows point from the text annotations to the 'Documents' header and the document list.

Documents for 10004 - Kirkland Hall-Suite 411: Renovate Suite

0 Files Checked Out For Editing

Folders

Documents

Upload | Properties | Subscriptions | Copy To Clipboard: Private URL

Name	Date Uploaded	Uploaded By	Company
1X-XXXX-Project Bid Template Download (24.2KB) Redline Compare With Send Properties Edit	01:29:19 09:45AM	e-Builder Implementation	e-Builder, Inc.

In Documents, you can review all documents available. You can also upload information on the project to be stored for later use in processes or reference.

Documents are organized by topic

HELP

For help, you have 3 options:

1. Click the “?” at the top right corner of the screen to get help with basic navigation.
2. Contact e-Builder support at (888) 288-5717 or support@e-builder.net. You can also find this information under the “?” on the e-Builder Home page.
3. Contact your VU Facilities Project Manager or e-Builder Administrator.

The screenshot shows the e-Builder Vendor CM interface. The top navigation bar includes links for Dashboard, Projects, Planning, Forms, Processes, Documents, Calendar, Contacts, Bidding, Cost, Schedule, Reports, Setup, and a plus sign. The main content area is titled "Vendor CM" and displays several sections: "Workflow in your court", "My first 10 tasks", "Submittal items in your court", and "Items Pending Approval". Each section contains a table with headers and a message indicating no items are currently present. On the right side, there is an "Announcements" section with a message about contacting e-Builder support. A red circle and arrow point to a question mark icon in the top right corner of the interface.

Click the question mark at the top right for help navigating