

FACILITIES WEBSITE VU SIGN ON LINK

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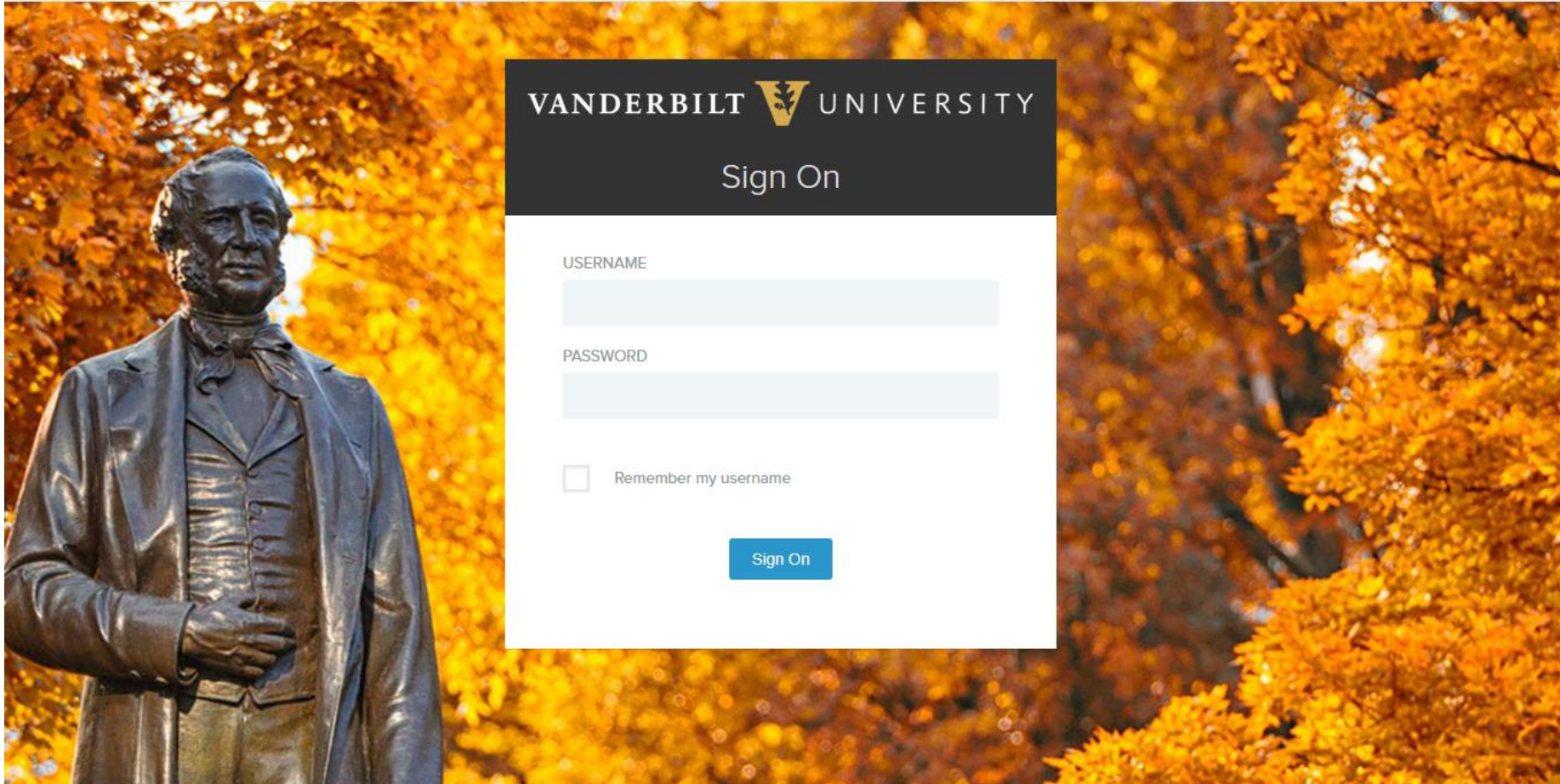
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Help

The screenshot shows a web browser at the URL vanderbilt.edu/facilities/. The browser's address bar and the 'E-Builder' dropdown menu are circled in red. The dropdown menu contains the following items: Vanderbilt VUnetID, Vendor Sign On, and Resources. The main navigation bar includes links for Home, About Us, Requests, Projects, Newsletters, FutureVU, E-Builder, Maps, and Contact Us. The page header features the Vanderbilt University logo, a search bar, and an 'Explore VU' menu. The main content area displays 'Facilities Department' over a background image of a building.

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

LOG IN THROUGH SINGLE SIGN ON



E-BUILDER HOME SCREEN

The screenshot shows the e-Builder home screen for user Christina Fly. The navigation bar includes Home, Dashboard, Projects, Planning, Forms, Processes, Documents, Calendar, Contacts, Bidding, Cost, Schedule, Reports, and Setup. The main content area is divided into several sections:

- Workflow in your court**: A red circle highlights this link, which is circled in yellow in the original image. A yellow arrow points to the 'Name' column of the 'All Projects' table below.
- All Projects**: A table with columns: Project, Name, Subject, Step, Date Due, and Requested Comment.

Project	Name	Subject	Step	Date Due	Requested Comment
Branscomb: Munchie Market Renovation	Action Item #2	ADD AE Vendor names to project		01.09.2020	
Rand: Dining Servery Renovation	Action Item #1	Add Project Participants		01.09.2020	
FY20 R&R-B QUAD STAPLETON (8E) BATHROOM REMODEL	Action Item #2	Monthly Project Status Update		01.13.2020	
Kirkland Hall-Suite 411: Renovate Suite	CA - 6	Test Commitment for issues with Company Contacts	Initiator Revise		
*System Change Management	SCM - 16	Add step to BAC process	e8 Admin Assessment		
- My first 10 tasks**: A table with columns: Project, Task, Finish Date, %, and Manager. It shows "There are no tasks".
- Submittal items in your court**: A table with columns: Project, Title, #, Rev #, Package #, Status, Due Date, and Held By. It shows "There are no submittal items in your court".
- Items Pending Approval**: A table with columns: Project, Item Type, Item #, Approval Requested By, Date Approval Requested, and Amount. It shows "There are no items pending approval for the selection".

On the left sidebar, there is a Vanderbilt University logo, a "Recent Pages..." dropdown, an "Available Now DATA WAREHOUSE" banner, and a "Quick Start" list with items like Commitment Approval (CA), Action Item, System Change Management (SCM), Utility Outage Request, Budget Approval or Change (BAC), Change Order (CO), and Communications - Bulletin.

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.

REVIEW AND APPROVE

Review the process details, attachments, etc.

Then in the upper or bottom right corner of the page use the dropdown menu to make an action, and then click Take Action. If everything is accurate and there are no questions, select approve.

NOTE: This example is a Change Order, but all process approval steps are the same.

The screenshot displays the e-Builder interface for a Change Order (CO) - 1. The top navigation bar includes the e-Builder logo and user icons. The main content area is divided into two sections: a top summary section and a bottom details section. The top section contains fields for Project (Hawkins Field Turf Replacement 2019), Process Document (CO - 1), Current Workflow Step (BOC Review), Subject (Astroturf change orders #1-4), and Status (Submitted). A dropdown menu is open in the top right corner, showing options: Send to Vendor, Approve, BOC Approve, and Revise. The bottom section, titled 'Change Order Details', is circled in red and contains fields for Description of Change, Cumulative Time Impact (5), Type of Work (Both), General Procurement? (Yes), Change Order (CO#1-4.pdf), and Change Order Total (13,411). A red arrow points to the dropdown menu, and another red arrow points to the 'Change Order Details' section.