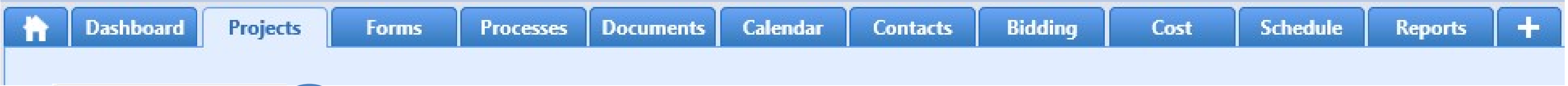
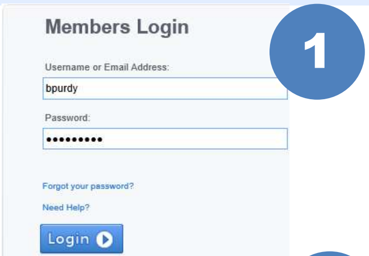
General Navigation – Getting Started

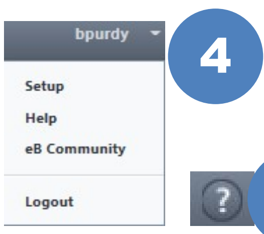




1. **LOGIN (https://www.e-builder.net/).** Enter user name and password. Select Login button.

2. In the standard header of e-Builder, at the top of the page, there is a 'Search' box. With this function you can search for almost anything in the product such as contacts, bidders, documents, etc.   Certain words are ignored (See e-Builder Help for more details). This searches both files and folders.

3. Use the Like and Dislike buttons to inform e-Builder about certain features your opinion. A popup will appear to provide additional comments.

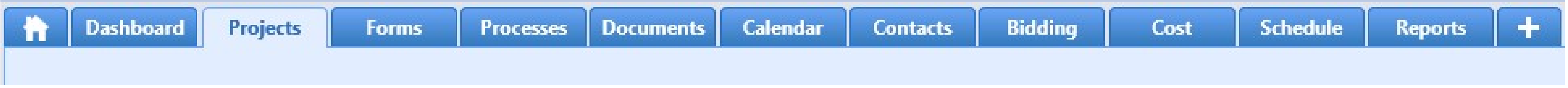


4. Select your login dropdown and navigate to the Setup/My Settings page, e-Builder Help, e-Builder Community website, or simply logout of e-Builder

5. As another option for Help, select the (?) question mark icon and launch the e-Builder Online User Assistance Help menu. View the Contents.

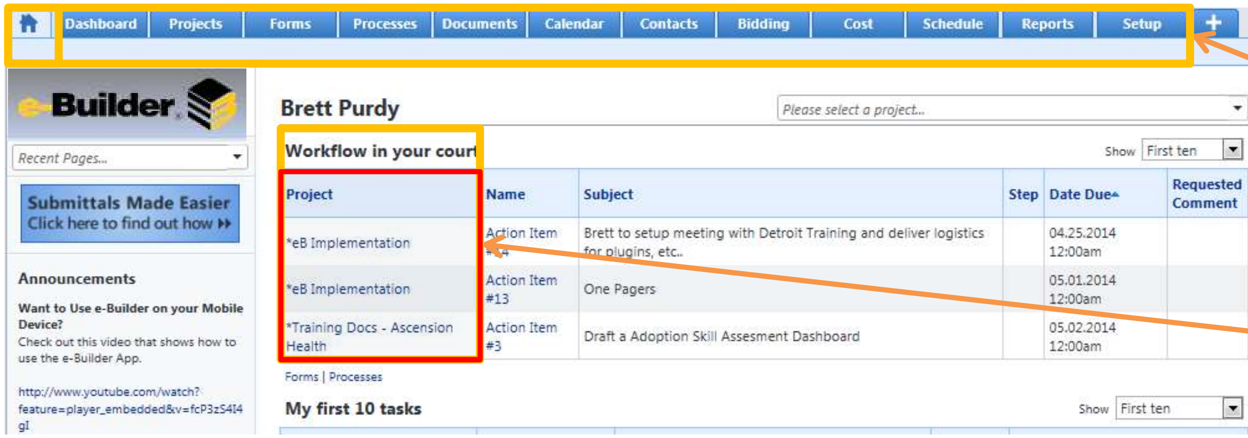
6. Click on the blue tabs to navigate and view Global Program Account information across your project portfolio.

General Navigation - Project Menu



To display the Project Menu, you must select a project first. To select a project, follow any one of these steps:

1. **Home Tab:** Drill into the project from the Workflow in your court
2. As an alternative to access your project, select a Global Account Tab and ***Please select a project…*** *from dropdown.*



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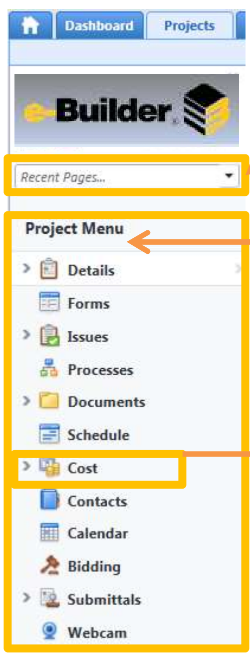
Please select a project… **dropdown is available on most Global Account Tabs**

2

Home tab and Workflow in your court project selection



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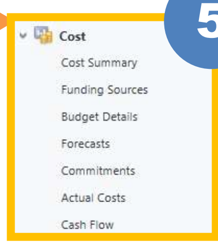
Project Menu pane. Navigate all modules under the Project Menu



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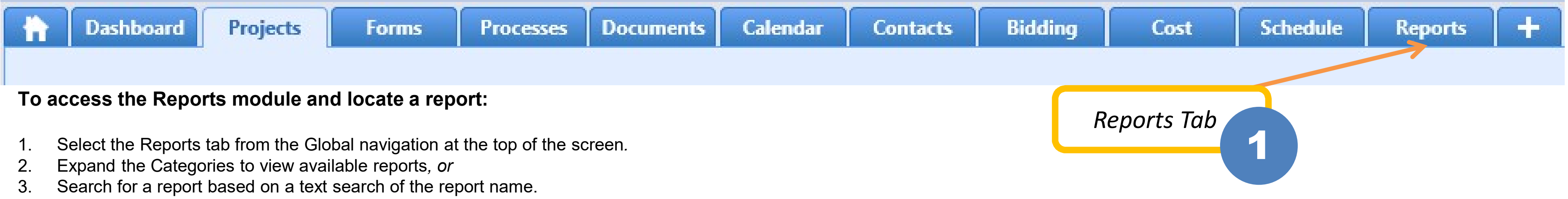
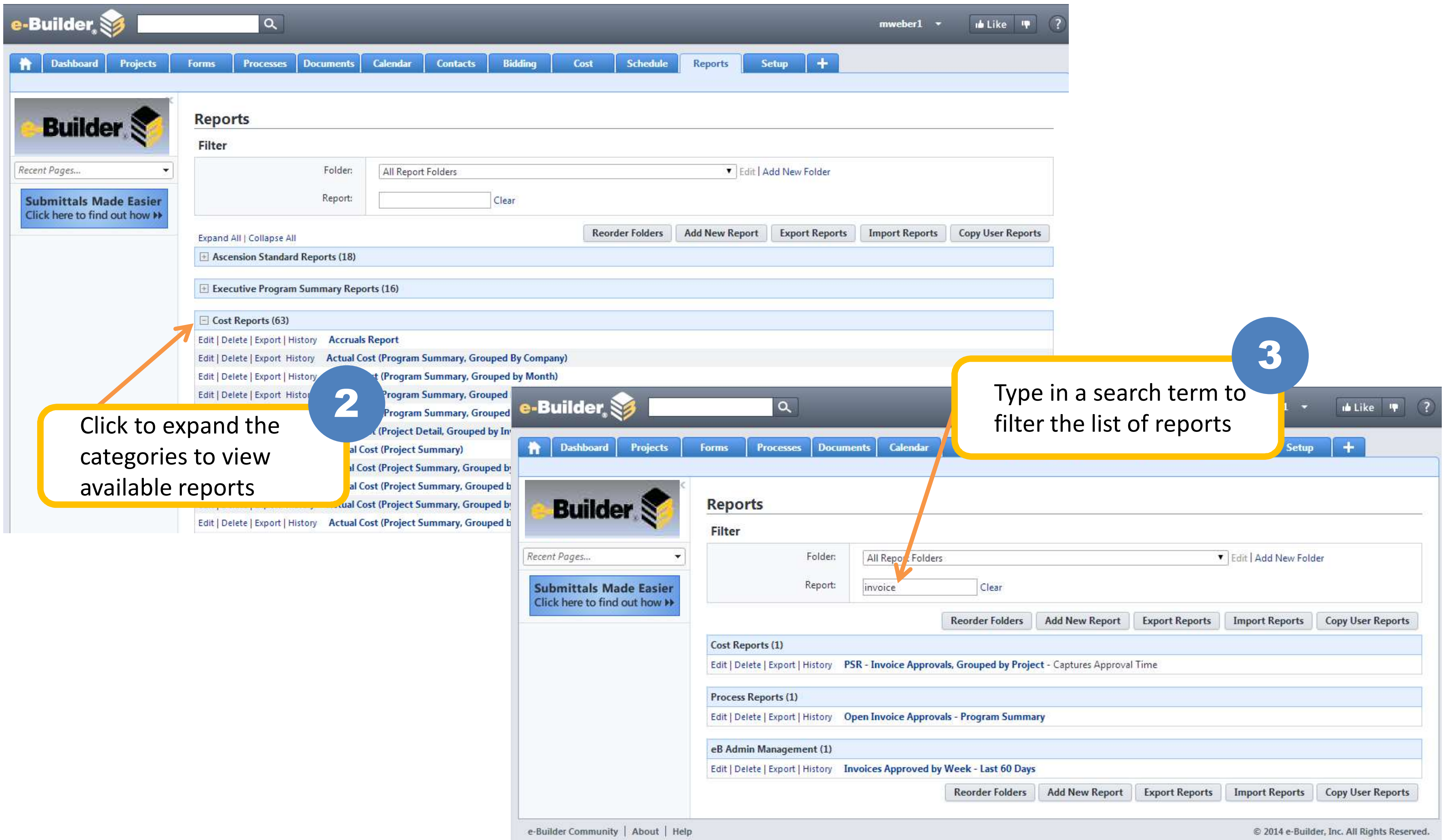
3. **Recent Pages:** Select the dropdown to view a list of recent e-Builder pages you have visited
4. **Project Menu** is displayed in the left menu of the screen.
5. Click on the arrow or the name of the module (i.e. Cost) to expand a module containing other sub feature selection options

General Navigation - Reports

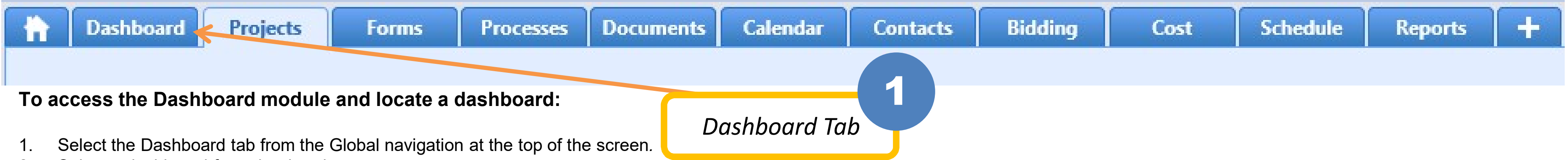


To access the Reports module and locate a report:

1. Select the Reports tab from the Global navigation at the top of the screen.
2. Expand the Categories to view available reports, *or*
3. Search for a report based on a text search of the report name.

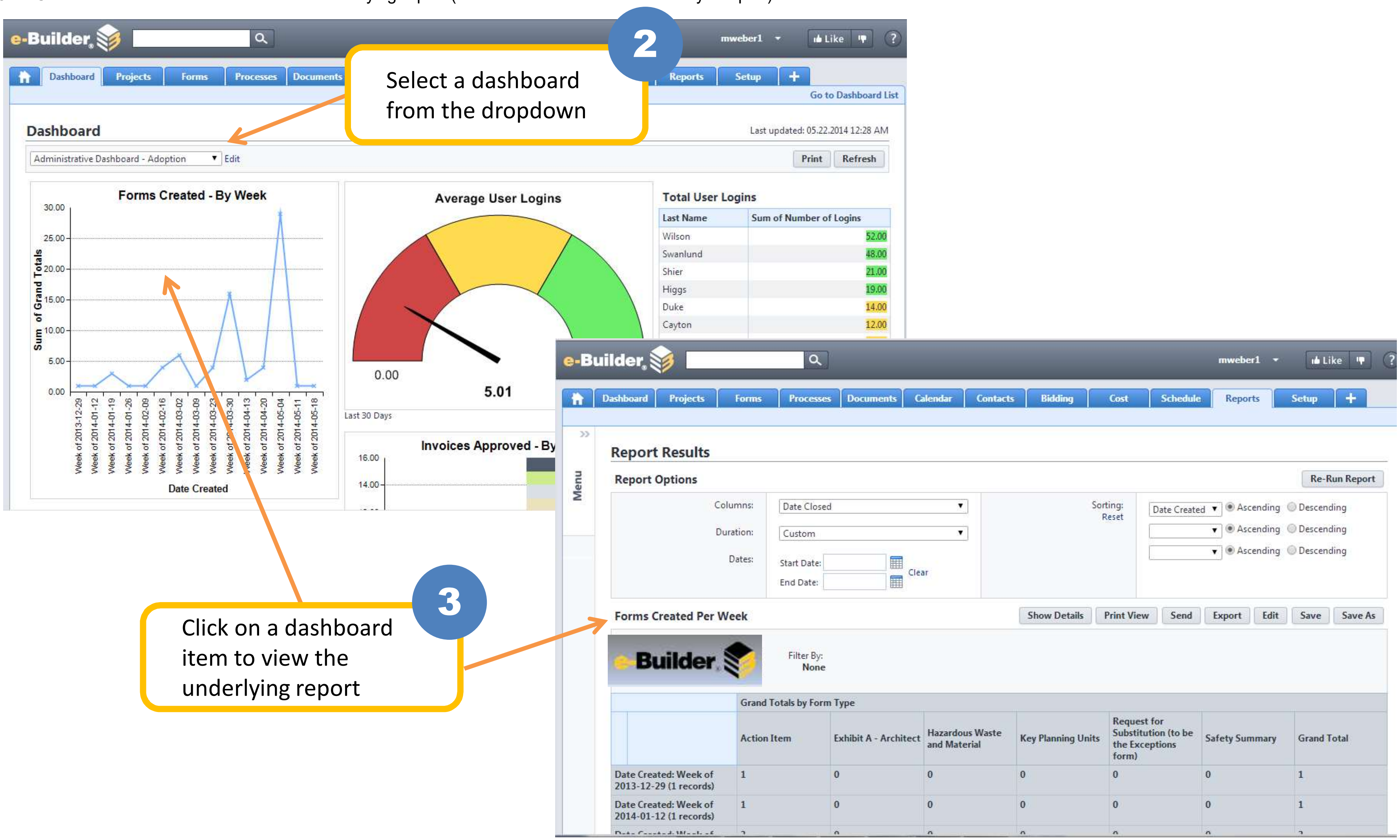


General Navigation - Dashboards

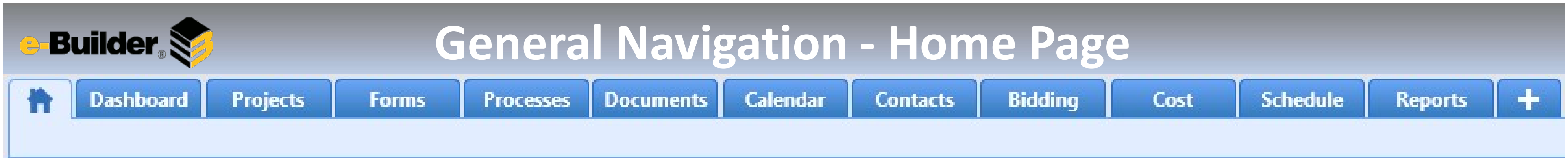


To access the Dashboard module and locate a dashboard:

1. Select the Dashboard tab from the Global navigation at the top of the screen.
2. Select a dashboard from the dropdown
3. Click on a dashboard item to view the underlying report (all dashboard items are driven by a report).



General Navigation - Home Page

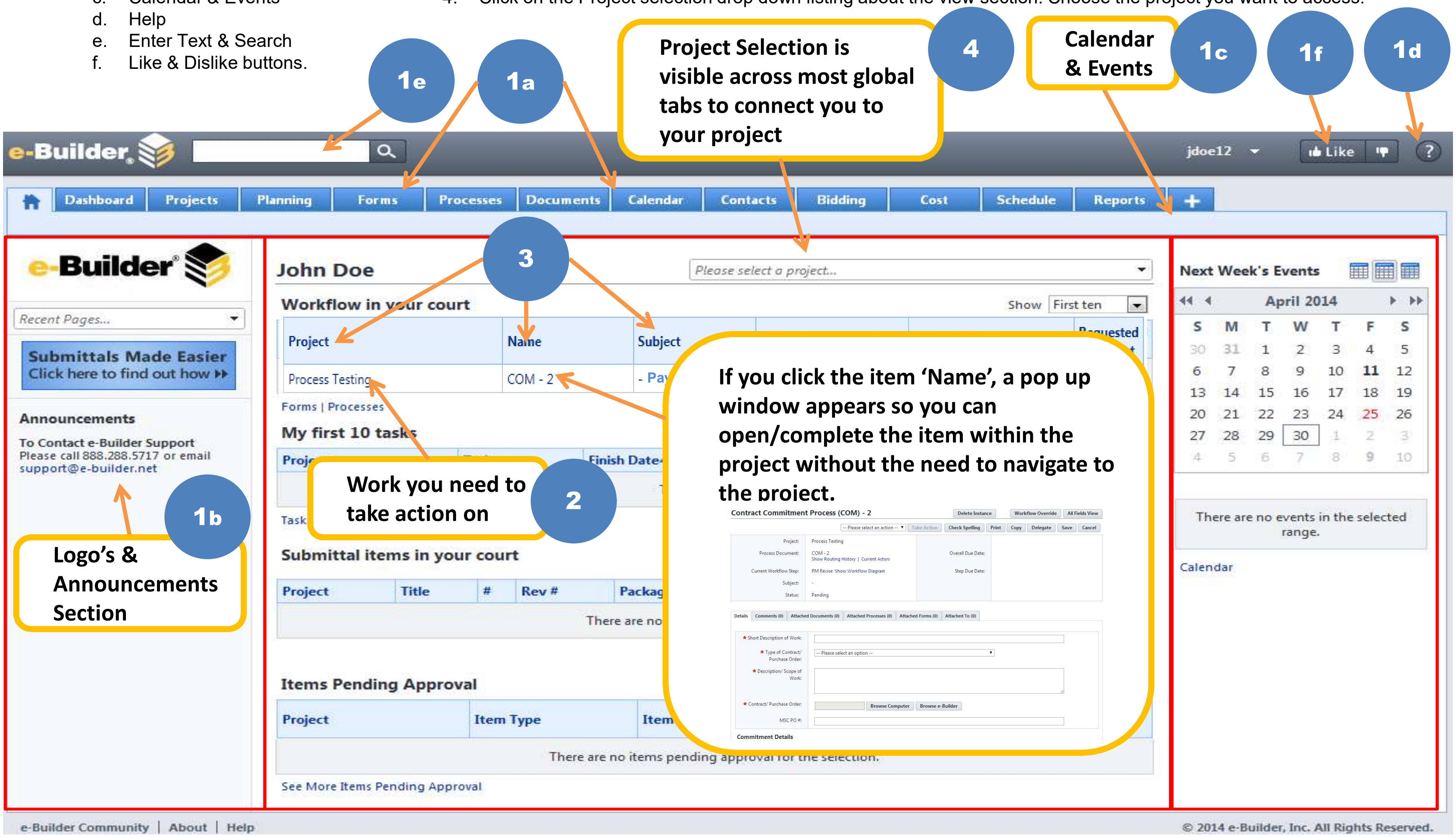


Home Screen:

1. Divided into specific areas that consist of
   a. Module Tabs
   b. Logo & Announcements Section
   c. Calendar & Events
   d. Help
   e. Enter Text & Search
   f. Like & Dislike buttons.

Home Screen (Continued):

2. **Work in your court:** Tells you what actions are needed by you to be addressed. You can click on the task listing in the Project section of "Workflow in your court"
3. **Work in your court:** To change the sort order, click on the header title you would like to sort on
4. Click on the Project selection drop down listing about the view section. Choose the project you want to access.



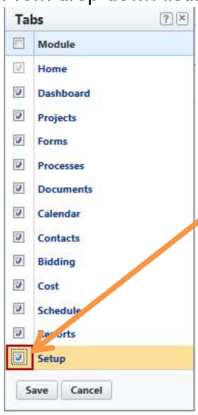
General Navigation - Settings – My Profile

Home Screen:

1. Change Module Listing by adding the Setup Module to the menu tab by Clicking the + sign depicted below.

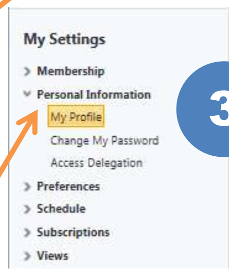
1

2. From drop down listing select Setup by clicking on the box next to it on the drop down.



Click in this box

2



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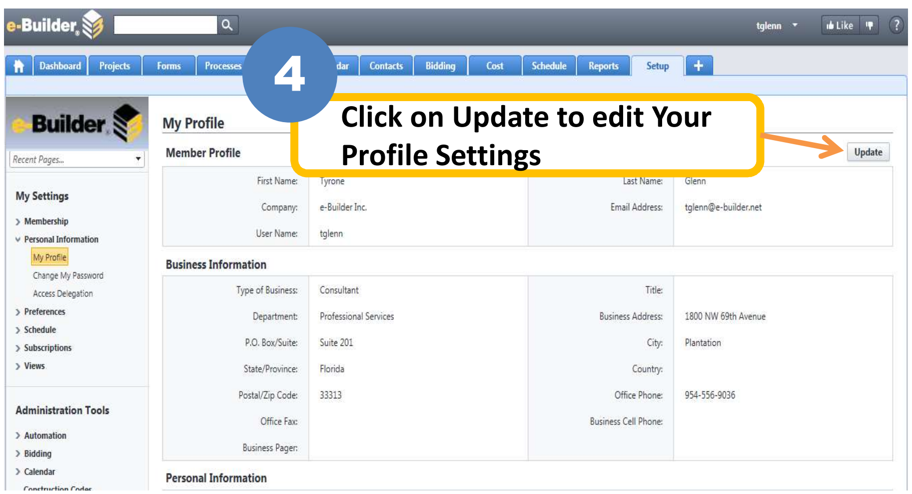
Click Personal Information/ My Profile to view and edit Your Profile Settings

My Settings:

3. Expand Personal Information and My Profile from the My Setting area and then select My Profile

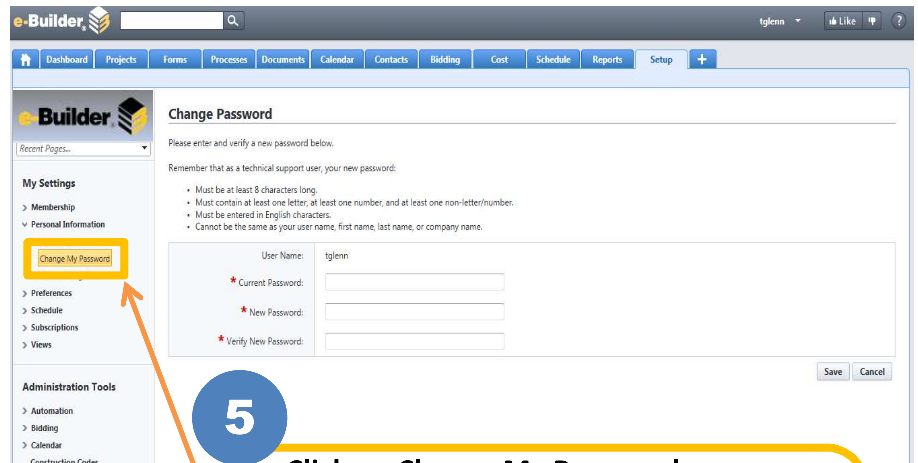
4. Update your **Member Profile** and **Business Information.** You can update your profile by clicking the **Update** box  and then Save 



4

Click on Update to edit Your Profile Settings

5. At Personal Information under **My Setting** area, select **Change My Password**.



5

Click on Change My Password.

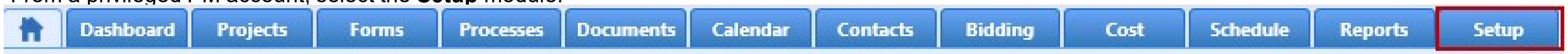
Enter your Current Password, New Password, and Verify New Password.

Click Save

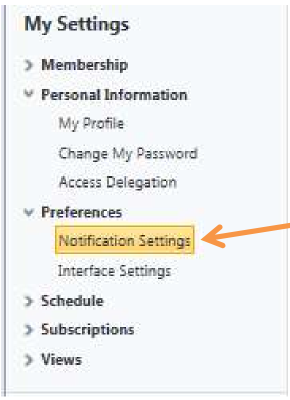
General Navigation - Settings - Notifications

1) Home Screen:

1. From a privileged PM account, select the **Setup** module.

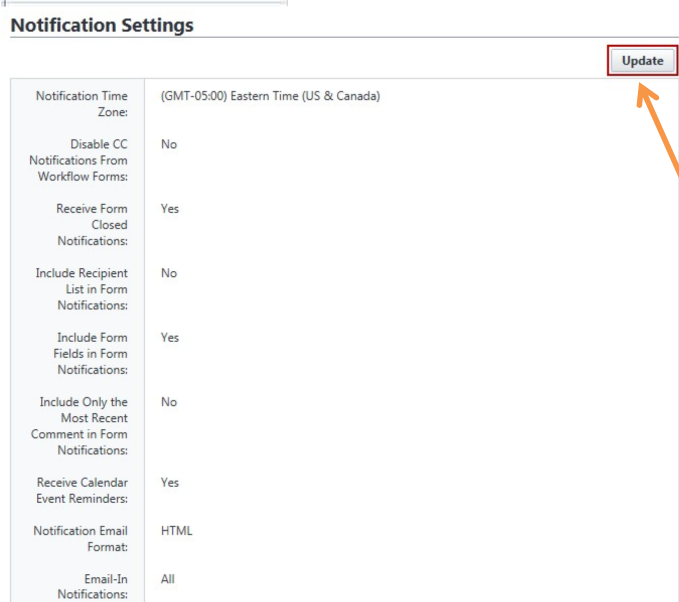


2. On the left side, select **Preferences/Notification Settings** from **My Settings**.



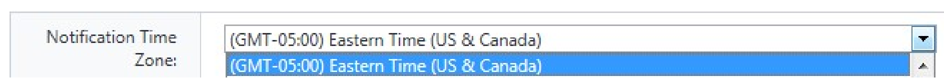
2 Click Preferences/Notification Settings to view and edit the Notification Time Zone

1 Click on Setup



3. Update your **Notification Time Zone** by clicking the **Update** box .

4. Select your specific **Notification Time Zone** from the dropdown:



4. Save  after selection of your **Notification Time Zone**

3 You can now set the time zone so email notifications sent to you will reflect your specific time zone.