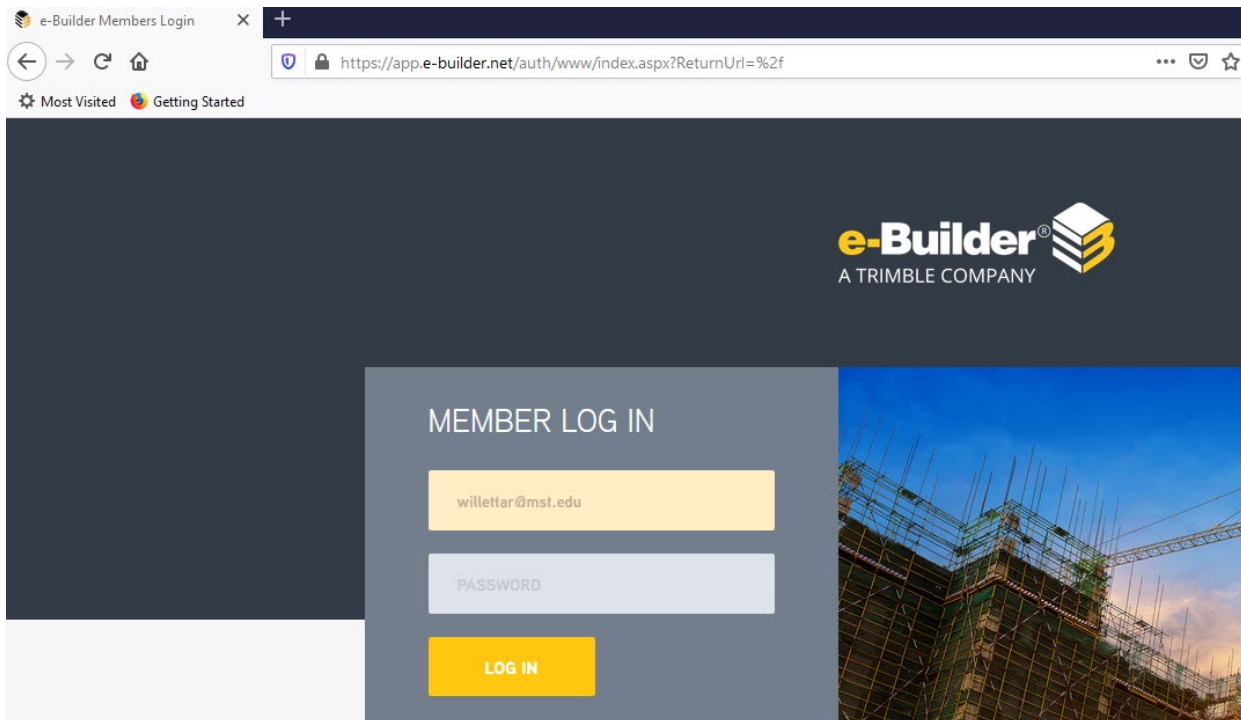


Where is my agreement or contract within the process?

Has it been started – Has the contractor signed it – Who does it go to next

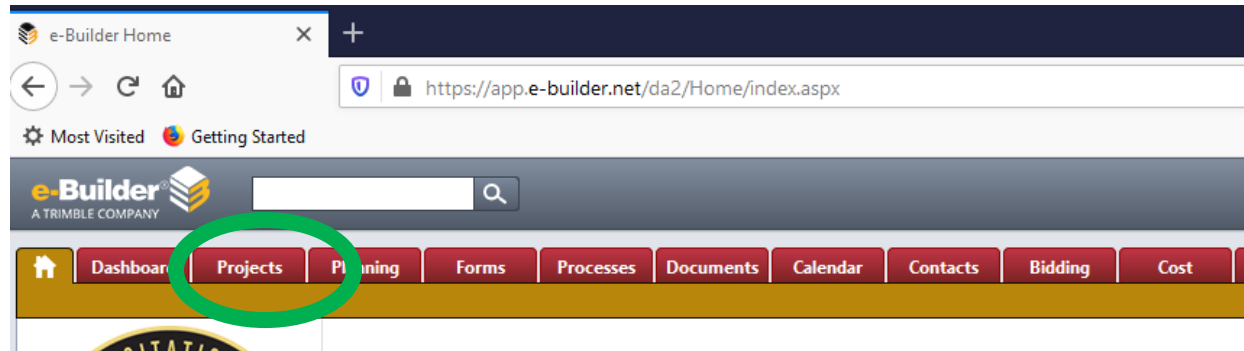
- Login To e-Builder



Keep in mind there are several ways to get to what you want. This is just one.

The **RED tabs** at the top run horizontal. They will show you “All” items. For example, the red “Projects” tab will provide you with a list of ALL PROJECTS, the red “Processes” tab will show you all open processes, ect.

- Select the red “Projects” tab



- Find and select your Project

You can search by “Project Name” in alphabetical order

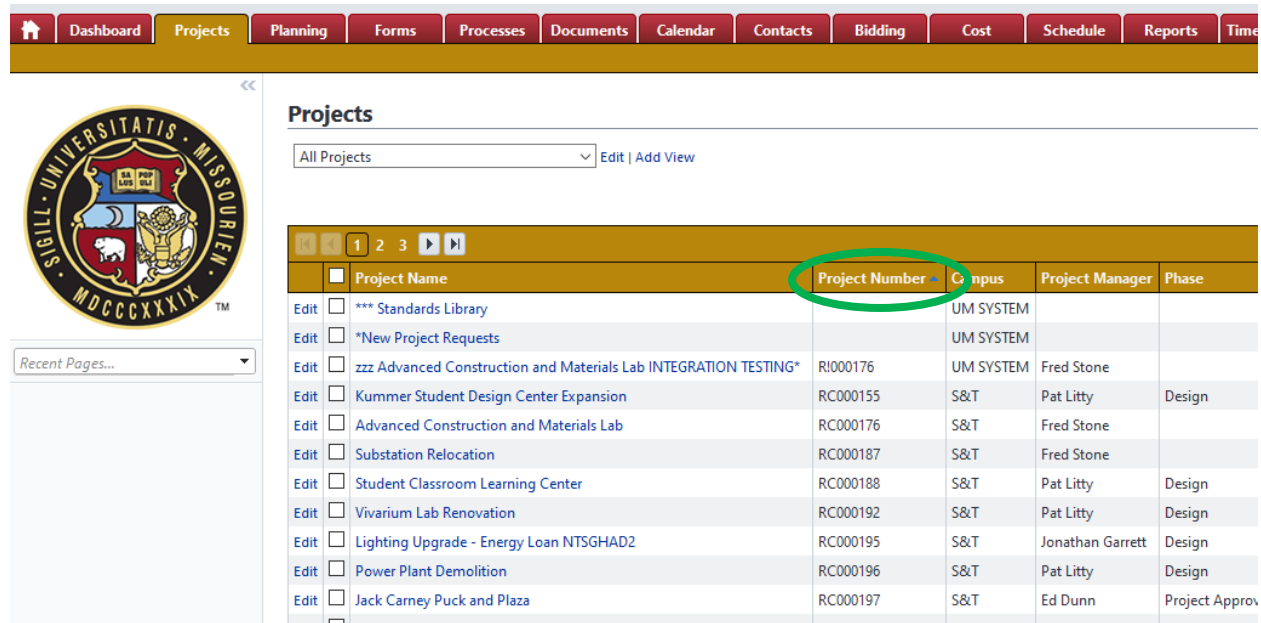
The screenshot displays the e-Builder software interface. At the top, there is a navigation bar with the e-Builder logo and a search bar. Below the navigation bar, there are several tabs: Dashboard, Projects, Planning, Forms, Processes, Documents, Calendar, Contacts, Bidding, Cost, Schedule, Reports, and Tim. The 'Projects' tab is currently selected.

On the left side, there is a circular logo for the University of Missouri, with the text 'UNIVERSITATIS MISSOURIENSIS' and 'MDCCCXXXIX'. Below the logo is a 'Recent Pages...' dropdown menu.

The main content area is titled 'Projects' and features a dropdown menu set to 'All Projects' with 'Edit | Add View' options. Below this is a table of projects. The table has columns for 'Project Name', 'Project Number', 'Campus', 'Project Manager', and 'Phase'. The 'ARL Equipment Installation Projects' row is circled in green.

	Project Name	Project Number	Campus	Project Manager	Phase
Edit	*** Standards Library		UM SYSTEM		
Edit	*New Project Requests		UM SYSTEM		
Edit	710 University Dr. Data Cabling	RC000489	S&T	Jeff Harper	
Edit	Advanced Construction and Materials Lab	RC000176	S&T	Fred Stone	
Edit	Air pressure line for new NMR magnet installation - Schrenk Hall	RC000456	S&T	Curtis Alexander	
Edit	ARL Equipment Installation Projects	RD000019	S&T	Curtis Alexander	
Edit	Arrival District Preliminary Plan	RC000439	S&T	Fred Stone	
Edit	Arrival District Preliminary Plan	RD000020	S&T		
Edit	Auxiliary Services Warehouse Renovation for St. Pat's Board Storage	RC000458	S&T	Jeff Harper	
Edit	Baseball Field Renovations	RC000462	S&T	Jonathan Garrett	
Edit	Behavioral Studies Unit - Modular Facility Installation	RC000429	S&T	Jonathan Garrett	Design
Edit	Bertlesmeyer Projects	RC000466	S&T	Jeff Harper	

- Or you can search by “Project Number”, by clicking on the yellow “Project Number”.
 - This will list them in number order, smallest to largest ▲
 - Or largest to smallest ▼



The screenshot shows a web application interface with a navigation bar at the top containing tabs for Dashboard, Projects, Planning, Forms, Processes, Documents, Calendar, Contacts, Bidding, Cost, Schedule, Reports, and Time. The main content area is titled 'Projects' and features a dropdown menu set to 'All Projects' with 'Edit | Add View' options. On the left, there is a circular logo for the University of Missouri and a 'Recent Pages...' section. The central part of the interface is a table with the following columns: Project Name, Project Number, Campus, Project Manager, and Phase. The 'Project Number' column header is circled in green. The table contains several rows of project data, including '*** Standards Library', '*New Project Requests', 'zzz Advanced Construction and Materials Lab INTEGRATION TESTING*', 'Kummer Student Design Center Expansion', 'Advanced Construction and Materials Lab', 'Substation Relocation', 'Student Classroom Learning Center', 'Vivarium Lab Renovation', 'Lighting Upgrade - Energy Loan NTSGHAD2', 'Power Plant Demolition', and 'Jack Carney Puck and Plaza'.

	Project Name	Project Number	Campus	Project Manager	Phase
Edit	*** Standards Library		UM SYSTEM		
Edit	*New Project Requests		UM SYSTEM		
Edit	zzz Advanced Construction and Materials Lab INTEGRATION TESTING*	RI000176	UM SYSTEM	Fred Stone	
Edit	Kummer Student Design Center Expansion	RC000155	S&T	Pat Litty	Design
Edit	Advanced Construction and Materials Lab	RC000176	S&T	Fred Stone	
Edit	Substation Relocation	RC000187	S&T	Fred Stone	
Edit	Student Classroom Learning Center	RC000188	S&T	Pat Litty	Design
Edit	Vivarium Lab Renovation	RC000192	S&T	Pat Litty	Design
Edit	Lighting Upgrade - Energy Loan NTSGHAD2	RC000195	S&T	Jonathan Garrett	Design
Edit	Power Plant Demolition	RC000196	S&T	Pat Litty	Design
Edit	Jack Carney Puck and Plaza	RC000197	S&T	Ed Dunn	Project Approv

Once you are in your Project you will use the menu on the Left-hand side that runs vertical

- Select the “Processes” folder

The screenshot displays a web-based project management interface. At the top, a navigation bar includes tabs for Dashboard, Projects, Planning, Forms, Processes, Documents, Calendar, and Contact. The main content area is split into two columns. The left column features the Missouri University of Science and Technology logo, a 'Recent Pages...' dropdown, and a 'Project Menu' with various options. The 'Processes' option in the menu is circled in green. The right column shows 'Project Details For RC000467 - ARL Equipment Installation Projects', including a 'Details' table and a 'Custom Fields' section.

Details	
Project Name	ARL Equipment Installati
e-Builder Project Administrator	Stone, Fred
Project Status	Design
(view map) Address	
Country	
Start Date	11.20.2020
Target Date	11.20.2020
Description	
Project Webcam	
Last Modified By	Myers, Maria
Date Last Modified	12.11.2020

Custom Fields (96)	Notes (0)	Documents (7)	Forms (0)	Processes (0)
Project Number:		RC000467		
Campus:		S&T		
Full name of Campus:		Missouri University of S		
Division:				
Department:				
Location/Building:				
Suite Number / Room Number:				
Phase:				
Project Delivery Method:				
Project Manager:		Alexander, Curtis		
Prevailing Wage Required?:				
Consultant Firm Name:				
Scope of Work:				
Project Mo Code(s):				
Project Classification:				
Classification Sub-Type:				
Insurance Claim Number:				
Construction Firm Name:				

- From the Processes window you are going to filter for ALL Processes within your project
 - Search In: Click the **“All Processes”** radial button
 - Type of Process: Drop Down Menu to **“All Processes”** AND Check the Draft, Open, Finished boxes
 - Status: **“All Statuses”**
 - Containing Text: Leave Blank
 - Click the grey **“Filter”** button on the right-hand side

Process Filter: RC000467 - ARL Equipment Installation Projects - Alexander, Curtis

Filter Processes

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

Type of Process: All Processes Draft Open Finished

Status: All Statuses

Containing Text:

Start Process

Filter

Process	Subject	Step	In Step Since	Process Age	Status	Responsible Actors	Date Due
PA - 1	S&T RC000467 Project Budget- Voided by User	Finish	12.11.2020	10	Void		
PA - 2	S&T RC000467 Project Budget- Completed by Process	Finish	12.11.2020	0	Approved		
SCA - 1	S&T RC000467 SCA Approval for ROSS & BARUZZINI, INC.	Consultant Final Execution	02.12.2021	11	Pending	Jeffrey Crawford	

You should then see all processes that have been created for this project. The processes in grey are already completed.

Notice the **“Status”** and **“Responsible”** Actors

- Click on the blue unfinished Process name (ex. [SCA-1](#))

To see how many more steps the process must complete or who it goes to next

- Click on the blue [“Show Workflow Diagram”](#)

20.10 - Standard Consultant Agreement (SCA) - 1

Instruction

Print

Copy

Comment

Cancel

Project:	ARL Equipment Installation Projects	Project Number:	RC000467
Process Document:	SCA - 1	Overall Due Date:	
Current Workflow Step:	Consultant Final Execution Show History Current Actors	Step Due Date:	02.19.2021 12:30PM
Subject:	S&T RC000467 SCA Approval for ROSS & BARUZZINI, INC.		
Counter Prefix:			
Status:	Pending		



Details

Comments (1)

Attached Documents (3)

Attached Processes (0)

Attached Forms (0)

Attached To (0)

Attached Viewpoints (0)

The process is complete. If for some reason a change needs to be made to the information collected. Please contact an e-Builder administrator.

Executed Contract

Standard Consultant Agreement to be Executed in e-Builder:

This is the merged document that will be in DocuSign.



SCA-00001 - S&T RC000467 SCA Approval for ROSS & BARUZZINI, INC..pdf (version 1)

[Properties](#) | [Download \(455.1KB\)](#) | [Redline](#)

This is the entire workflow for a Standard Consulting Agreement

The current step will be outlined in blue.

