

e-Builder 6.6 Upgrade

The following information summarizes the benefits available in this latest release, grouped by module:

Home

1. We've added an Items Pending Approval grid to the Home Tab that allows you to see immediately and in one screen what items (budgets, budget changes, contracts, purchase orders, change orders and/or invoices) require your attention.

Forms

1. New Auto Spell-check profile setting runs spell check upon submitting a form (post, comment, reply, and forward). This setting, which you can turn on/off in your user profile, lets you automatically spell-check your responses when posting, replying or forwarding a form so you don't have to think about it, and works like Microsoft Outlook.
2. To help you quickly route forms (e.g. Project Issue, RFI, CO, CCD, etc.) to the right individuals in situations where you may not remember a project participant's name, but you remember the company, we've added the company name of each project participant. This will help you ensure communications are handled efficiently and addressed to the right people anytime you fill out, reply, forward or comment in a form.
3. To track communication as it relates to a consultant, client or vendor, you can now attach any form to a company or contact, so you can quickly have at-a-glance information on their work history as it relates to your projects.

Documents

1. To help you associate different document types to contacts and/or companies, you can now attach documents or other supporting documentation directly to a contact or a company. This can be useful in cases where you want to quickly see insurance files, prequalification letters and warranty related documentation associated with different companies.
2. For our Canadian clients no longer are you required to use our international number for faxing in and out of e-Builder. You now can use the standard toll free 866 number (including faxes generated in Forms and Bid Module).
3. Brava Viewer Upgrade - Open more file types and expand your file sharing capabilities by exporting to PDF. This expanded toolset allows you to be able to open, view, and markup

complex files (e.g., CAD) without requiring that you have the native software installed on your computer. This upgrade includes the following added benefits:

Viewing and Marking Up New CAD Formats

1. View/markup AutoCAD Drawing (2D) DWG, AutoCAD DXF and AutoCAD Web Format DWF through version 2008.
2. View/markup MicroStation Drawing DGN through version 8.1, MicroStation Group IV CIT, and MicroStation Runlength RLE.
3. Capability to view other proprietary CAD formats such as CAD Overlay, MYRIAD 3D View Sets, Solid Edge Drawings 2D versions 8-18, and more.

Measuring

1. To facilitate the markup process, Snap feature automatically snaps to midpoints of line segments, and center points of arcs and circles, plus a new polyline measurement tool.
2. Vector (CAD) files are not converted to pixels (rasterized) and coordinates are not converted from real numbers (floating point) to integers.

Markup/Annotate

1. Ability to copy markups to all pages. When editing a markup, a user can select one or more markup instances to all pages of the multi-page document.
2. Select annotation/markup files from multiple reviewers to combine into a single file making consolidation easy and efficient.

Increased Navigation Options

1. A third mode has been added to the magnifier window. When selected, it allows the user to click on an area of the page that will stay "docked" in the magnifier window. If the user scrolls the current page, the view that's in the magnifier stays the same.
2. Scrollable paging added (for documents) via the mouse wheel or vertical scroll buttons when the document is at pan limits.
3. Term hit highlighting. All words specified in the Highlight Terms parameter are highlighted in yellow on all pages of the document. All instances of a search string are highlighted for quick identification.
4. Thumbnail support. A thumbnail panel can be opened by the user providing an alternative way to navigate the document. Jump right to the page you need without navigating the entire document/drawing set.
5. Accurately snap measurement points to end, mid and center coordinates in vector (CAD) files.

Added Export/Publish Capabilities

1. You can now export the file you are viewing as a PDF which gives you additional options (define security levels, e.g., define whether recipient may view, copy, print) for distribution.

Watermark

1. Easily add a watermark to one or all print outs for additional annotation options (e.g., Draft, Confidential, etc.)

Contacts

1. Import contacts faster than ever. If you are not an administrator, but have add/edit rights on contacts, you will now have the ability to bulk-upload contacts into e-Builder.
2. Export contact information to Excel with a couple of mouse clicks. You can now export key details such as their contracts, POs, projects they are participating in, etc. for reporting purposes using an export-to-Excel icon.
3. If you have another system of record for your vendors and other clients, you can now synchronize Contacts in e-Builder with external contact systems. You can also quickly re-import a new or updated contact list to e-Builder so that only new contacts are added.

Bid

1. Stop ITBs from not reaching vendors. Administrators can configure the delivery setting for all messages sent during the bid process to be sent via e-mail and fax simultaneously to ensure that no invitation, reminder, or addenda is lost in the exchange.
2. If you order prints for your vendors during the procurement process and have a local reprographer that subscribed to the integrated print order tool set, when you order prints for your vendors you can now start the process by selecting vendors first instead of starting with the bid documents.

Cost

1. Highlight cost summary columns using colors for added visibility into items you deem urgent. When reviewing your cost summaries you may find that you missed something irregular where it would have been helpful if you noticed it then. To improve visibility even further, administrators can color code entire columns or cells in the project cost summaries. For example, if it's important for your team to highlight the current budget,

current commitments and actuals-to-date you can color-code those columns. Or you might want to only show a red color for a dollar value if it exceeds a certain budget or commitment value.

2. To save you time when entering cost data, if one or more of your projects have only 1 funding source by default that funding source will be automatically selected in the invoice data entry screen.
3. Improved Forecasting Toolset - e-Builder's improved forecasting tool set can ensure that your forecasts are accurate, easy to maintain and update, and can be analyzed easily in your key project status reports and summaries. New improvements include:
 - a. New columns added to the project cost summary help users differentiate the forecast from pending commitments and project costs.
 - b. No need to zero out the variance when the budget is approved; the over/under (variance) is automatically calculated to be equal to the budget from the start.
 - c. Later in the project, when the project manager has a better idea of the uncommitted costs that are remaining, he/she may update this info through an easy-to-use screen to update the remaining costs, including any assumptions, so that the project over/under can reflect actual circumstances.
 - d. Easy to review the changes to the forecast over time; can refer to the forecast history at a transaction level.

Schedule

1. To speed up the Task-update process and make it even more efficient you can enter a specific note for each task being updated simultaneously when performing a mass update daily or weekly.

Reports

1. In e-Builder, administrators can now configure header and footer details that are automatically included in reports exported to Excel so you don't need to manually enter this information after the export.

Administration

1. When managing form types often times you might want to remove a field because it is no longer needed or you are consolidating fields based on use over time. In these cases when

you attempt to delete a field from a form type that is tied to a report or filled out on an existing form we will warn you before proceeding.

2. To help you ensure that your team members enter data in custom fields on your projects, you can define any custom field configured in e-Builder to be required so you can rest assured that you're capturing all the necessary data and receiving complete reports.
3. To reduce the steps required to share a report via email, you can now send an e-mail message right from the report output screen which will automatically include the report as an attachment in the email.