

## e-Builder 7.6 Upgrade

Did you know that these upgrades are available to you as part of your subscription? Do you know how you can start accessing all of the great new (and old) features for a greater ROI?

### Focus on Construction Administration

Construction can be the most unpredictable and challenging phase in capital project execution. Fluid and transparent construction administration processes will improve execution and save valuable time. The Q3 e-Builder upgrade provides new ways to improve construction administration. Below is a summary of some of the new benefits:

#### NEW Meeting Minutes solution

We heard that a lot of you are managing meeting minutes tracking, review, and action item distribution using a combination of Word documents, email, and sometimes even paper. **You can cut this time in half** by using e-Builder's Meeting Minutes, which streamlines the process, centralizes information, and facilitates visibility for stakeholders.

##### *Feature Overview*

For each project calendar meeting, (1) invite attendees and mark those who attended, (2) create, track and share all of your meeting topics and documents in one easy-to-view screen, (3) carry forward old business from a previous meeting to the next meeting, (4) compile and distribute minutes for review with one click, (5) record actions, discussions, and decisions that are automatically linked to each meeting minute item, and (6) publish carbon copies to the appropriate team members for consumption.

### Submittals Process Enhancements

The submittals process can now be further streamlined to reduce the time to complete, and improve accountability.

##### *Feature Overview*

Using the Submittals functionality you can now enable "ball in court methodology" so that (1) contractor and architect coordinators can track response times from sub-consultants to ensure prompt responses and mitigate unnecessary delays. Owner project

managers can identify which packages are late and who's holding the process up to proactively address potential risks.

## **Document Management**

Faster document management and administration - administrative changes to folder permissions are now easier than ever, the document pane remembers the last document structure you viewed so when you re-visit you don't have to re-set it each time. In addition, you can leverage new settings to restrict email confirmations when 'email in' functionality is used.

## **Bidding**

Invitation to Bid updates - a new do not use (DNU) flag at the bidder level for bid managers to set to prevent accidentally inviting those bidders to future projects so you can avoid bid specifications being distributed to wrong parties. We've also automated updates to company details when new bidders request access, and have provided free training links for new bidders to access on the login page, which will make it easier for the bidder to understand how to access bid packages and associated plans and specs in e-Builder.

## **Cost management**

Last user to update a project's cashflow is now automatically shown, providing all cost users with visibility into who made the last update and when. Change order management improvements make it easier to define your approval matrix in a workflow. Entry of commitment invoices is now faster, and cost items managed in workflow can now be set to allow a user to change the process number to match the cost document number, saving you the time it takes to find the right cost document.



## **Forms**

Replying to a form now requires fewer clicks. When opening a form you now see it in an editable format automatically and the functional buttons are laid out in a way that makes it easier and more evident to take action.

## **Project and Schedule Date Configurations**

New way to line up project start and target dates automatically mirror the schedule start and finish, and project templates now account for project calendar settings creating less work for those administrators that create similar projects. Tasks flagged as milestones can now be defined in schedule templates to speed up the creation of new project schedules.

## **Faster Search**

The search results show faster if you start your search from within an e-Builder module (like cost, schedule, forms, etc.).