



eBuilder User Guide

01.10–Project Status and Details Update (PJTUP)

Revision History			
Rev #	Reason	Date	Revised By
0	Initial Release	7/1/2024	Bill Copeland



Initiation/Start Step |

Navigate to the Process Module of the project, select 01.10Project Status and Details Update (PJTUP)process and clickStart. Depending on your role you will be presented with either of the two start screens

PM or CPMRoles

This screenshot shows the start screen for the PM or CPM Roles. It features a header with 'Project: Project to Test MLI PDC Processes' and 'Project Number: COLU1266'. Below this, there are sections for 'Expand All' and 'Collapse All'. A table is visible with columns for 'Details Need to be Updated?' and 'Details Need to be Updated?'. A red box highlights the 'Submit' button at the bottom right.

All Other Roles

This screenshot shows the start screen for All Other Roles. It features a header with 'Project: MLI PDC Processes' and 'Project Number: COLU1266'. Below this, there are sections for 'Expand All' and 'Collapse All'. A table is visible with columns for 'Details Need to be Updated?' and 'Details Need to be Updated?'. A red box highlights the 'Submit' button at the bottom right.

With either start screen, click “Submit.” This will start the process and pull all project detail information from your project and populate the next screen in the process to update. Once submitted, you will need to go back to the Process Module and open the process you just created.

Update Project Details |

Update or add any necessary project information in the following sections:

Project Details

Current Project Name:

MU PDC Transition to eBuilder

Current Description:

Please limit the description to 256 characters.

documentation and tasks related to the transition of MU PDC to eBuilder

Current Project Manager:

Current Address:

130 General Services Building

Current City:

Columbia

Current Zip / Postal Code:

29204

Current Country:

USA

Current Start Date:

09/01/2023

Current End Date:

09/30/2024

Current Project Number:

001M

Current Scope of Work:

Category

After applying your edits, click **Take Action** "Completed" to send to the next step, or you can click **Save** to finish later, or **Cancel** to end the process. If you click **Take Action** "Completed" and you are in either the PM or CPM role, the process will update the Project Detail Page and finish. Remember, if you are in any other role than the PM or CPM, the process will route to the appropriate PM or CPM for review/updates and approval.

In the PM/ CPMReview steps, they will be presented with same sections/screen above for their review. They will have the option to make edits to the submitted information or send it back to the initiator for Revision.

Finish|

Upon Take Action“Completed” the process will update the Project Details Page and change the Status of the process to Closed.

