

PIR Process for e-B Administrators

1) Open e-Builder

<https://app-us3.e-builder.net/>



2) Select Projects t

All Projects

3) Click on Add

Project Managers	Site Administrator
lands H	Implementation e-Builder

4) Add all the project details and save

5) Go back to projects and you will see your added project on your list

6) Click on the project and select left menu “Apply templates”

Apply Project Templates

Note These templates will be applied to the selected project(s), which will take a few minutes to process. For your convenience, an email will be sent to you when this process is complete. Please refrain from making changes to the templates during this time, as updates will not be reflected in the project(s) that have already been processed.

Project Name	Project Administrator	User Logins Allowed	Has Schedule
Engineering Services	Implementation, e-Builder	✓	✓

Select a project template	Select a custom field. <input type="button" value="Select a value"/>
Select a role template	<input type="button" value="Please select..."/>
Select a schedule template	<input type="button" value="Please select..."/>
Select a budget template	<input type="button" value="Please select..."/>
Select a cash flow template	<input type="button" value="Please select..."/>
Select a funding template	<input type="button" value="Please select..."/>

8) Fill all the required information. Select your school template, users, project groups, document folders, schedule template, budget template, cash flow template, funding template. Click “Apply Templates”