



Uploading an SOQ to the e-Builder Procurement Account

Georgia DOT P3 Division Program
September 2020



Overview

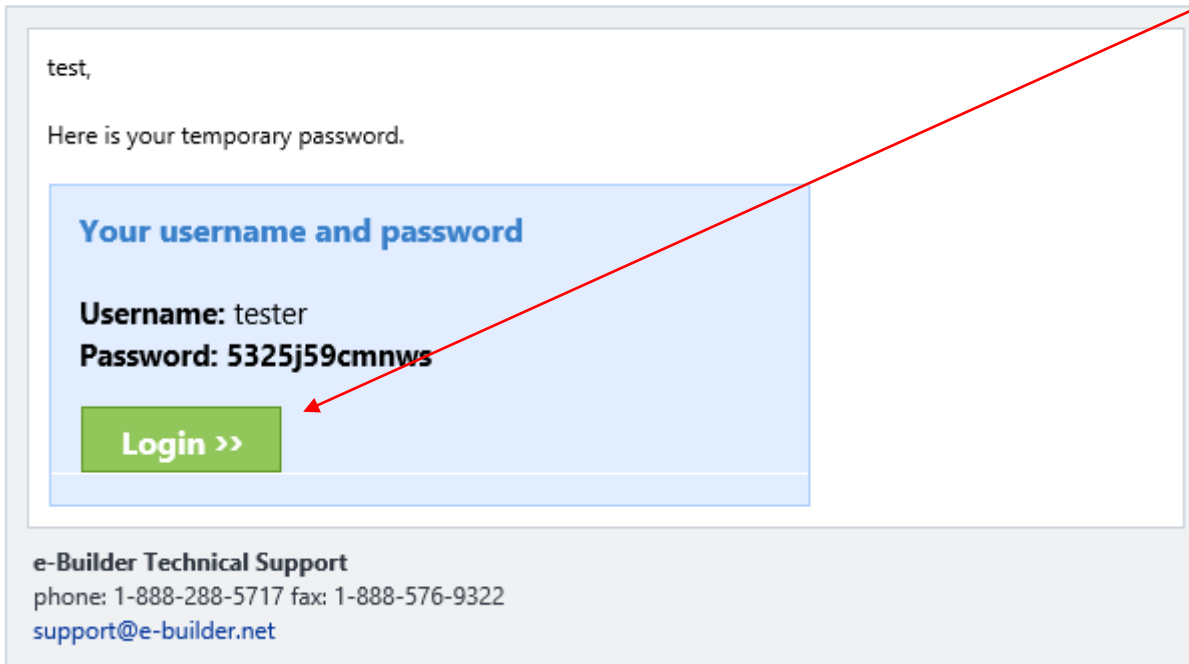
- Logging In
- Find the Project
- Open SOQ Folder
- Upload a File

Logging In

From: support@e-builder.net <support@e-builder.net>
Sent: Thursday, January 2, 2020 2:40 PM
To: lindarolfes@hotmail.com
Subject: Your e-Builder password has been reset

You'll be sent an email with your e-Builder credentials – click on the “Login” link in the email.

You'll be prompted to replace the password and set up some other basic information



Logging in

The next time you log in (not using the credentials setup link) – use this address:

<https://app-us3.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f>

NOTE that it is NOT e-Builder.net....



Logging In

Enter your username and password, then click the “Log In” button

e-Builder Members Login

app-us3.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f

e-Builder
A TRIMBLE COMPANY

MEMBER LOG IN

test

.....

LOG IN

Forgot your password?
Need help?

e-Builder v9.9.0.1401

Find the Project

Click on the "Documents" tab

The screenshot shows the e-Builder web application interface. The navigation menu at the top includes tabs for Home, Dashboard, Projects, Forms, Processes, Documents, Calendar, Contacts, Cost, Schedule, Reports, and Setup. The 'Documents' tab is highlighted with a red box and a red arrow pointing to it from the text above. The main content area displays a 'test test' section with a dropdown menu set to 'All Projects'. Below this is a 'Workflow in your court' section with a table showing no items. The table has columns for Project, Name, Subject, Step, Date Due, and Requested Comment. Below that is a 'My first 10 tasks' section with a table showing no tasks. The table has columns for Project, Task, Finish Date, %, and Manager. On the right side, there is an 'Announcements' section with a date of Tuesday, Mar 31, 2020, and a message: 'There are no events for today.' The bottom right corner shows a 'Calendar' link.

Find the Project

Click on the project name

The screenshot shows the e-Builder web application interface. The top navigation bar includes the e-Builder logo, a search bar, and a 'Switch to Classic style' button. The main navigation menu contains links for Home, Dashboard, Projects, Forms, Processes, Documents, Calendar, Contacts, Cost, Schedule, Reports, and Setup. The 'Documents' section is active, displaying a table of projects. A red box highlights the 'Project Name' column, and a red arrow points to the project name '0001757 - SR 400 Express Lanes'.

Project Name	City	State / Province	Site Administrator
0001757 - SR 400 Express Lanes			Rolfes, Linda

Open SOQ Folder

Click on your SOQ folder to open it

The screenshot shows the e-Builder web application interface. The browser address bar displays the URL: `app-us3.e-builder.net/da2/Documents/Explorer.aspx?PortalID={ec5803dd-fc19-409e-9162-9b46b8b16200}`. The application header includes the e-Builder logo (A TRIMBLE COMPANY), a search bar, and a user profile for 'tester'. The main navigation menu contains: Home, Dashboard, Projects, Forms, Processes, Documents (highlighted), Calendar, Contacts, Cost, Schedule, Reports, and Setup. A 'Switch to Classic style' button is visible in the top right.

The main content area is titled 'Documents for 0001757 - SR 400 Express Lanes' and shows '0 Files Checked Out For Editing'. It features a 'Folders' pane on the left and a 'Documents' table on the right.

Folders

- Documents[0]
 - 10 All Shortlist Proposers[0]
 - 20 PROPOSER[0]
 - A Statement of Qualification[0]**

Documents

Name	Date Uploaded	Uploaded By	Company
There are no files in this folder.			

Project Menu (left sidebar):

- Details
- Forms
- Processes
- Documents

Upload a File

Drag in your file(s) to the Statement of Qualification folder

The screenshot illustrates the process of uploading a file to a specific folder in the e-Builder system. On the left, a Windows File Explorer window shows the 'Downloads' folder containing a file named 'My_SOQ.docx'. A red arrow originates from this file and points to a red-bordered box in the e-Builder web application. This box contains the text 'Drag and drop files here to upload, or browse.' The e-Builder interface shows the 'Documents' menu item selected, and a folder structure for '0001757 - SR 400 Express Lanes' with a sub-folder 'A Statement of Qualification[0]'. The interface also displays a table with columns for 'Name', 'Date Uploaded', 'Uploaded By', and 'Company', and a 'Project Menu' on the left side.

Upload a File

You'll see a "File Upload" mini-window popup, and the button will change to a blue "Done" button.

Click the "Done" button to actually upload the file.

The screenshot shows the e-Builder web application interface. The top navigation bar includes 'Home', 'Dashboard', 'Projects', 'Forms', 'Processes', 'Documents', 'Calendar', 'Contacts', 'Cost', 'Schedule', 'Reports', and 'Setup'. The 'Documents' tab is active. The main content area displays a folder structure for 'Documents for 0001757 - SR 400 Express Lanes'. A 'File Upload' popup window is open, showing a progress bar for 'My_SOQ.docx' (11 KB) and a 'Done' button at the bottom right, which is highlighted with a red box and a red arrow. The popup also includes a 'Description' field and a 'Close window' button.

Upload a File

- If you need to update the file, just drag it in again, and e-Builder will automatically display the most recent version
- To see previous versions, click the “Properties” link for the file and look at the “Versions” tab.

Documents for 0 Files Checked Out For Editing

Folders

Expand All | Collapse All | Refresh All

- Documents[0]
 - 10 All Shortlist Proposers[0]
 - 20 PROPOSER[1]
 - A Statement of Qualification[1]

Documents \ 00 Respondent A SOQ Show File Descriptions Show Thumbnails

Upload | Properties | Subscriptions | Copy To Clipboard: Private URL

	Name	Date Uploaded	Uploaded By	Company
Delete Move Copy Download Check Out Send Fill Out Form Compare Page 1 of 1 Show 25 per page				
	My_SOQ.docx (version 2) Download (11.7KB) Send Properties Edit	03.31.20 12:12PM	test test	asdf