

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					

KUNTER CONVERSION STREET STREET

Update Project Details | Update or add any necessary projectnformation in the following sections:

Project Details						
Currer	nt Project Name:	MU PDC Transition to	eBuilder			
	ent Description:	Please limit the descrip	ption to 256 characters.			
cumentation and tasks related to the transition of M	U PDC to eBuilder				Project will be used to	track do
	~		Gu	ment Project Status	Design	
				Ourent Address	130 General Services B	uilding
				Current City:	Columbia	
					1.10	
		Cu	rr <u>ent 7ip / Postal Code</u> :	052111		
Current (Country:					
Current Sta	art Date: 09:01	.2023				
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After applying your edits<u>Take Action</u>"Completed" to send to the next step, or you can click os ave to finish later, or Cancel to end the process. If you <u>Take Action</u>"Completed" and you are in either the PM or CPM tole, the process will update the Project Detail Page and finishRemember, if you are in any other role than the PM or CPM for review/updates and approal.

In the PW CPMReview steps, they will be presented withs ame 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 <u>Take Action</u>"Completed" the process will update the Project Details Page and change the Status of the process to Closed.