

Roles in e-Builder

Name	Description
0 - eB Admin	Account Administrator - All access
0 - Implementation Core Team Member	Implementation Core Team Members during implementation process, this role will be deleted at Go-Live
0 - Manage Membership	Campus level role for personnel that manage/assign membership to individual construction projects.
0 - No Actor Role	Do not add any users to this role
1 - Accounting/BSS	Internal Accounting & Business Support Staff
1 - AHJ	Authority Having Jurisdiction
1 - Campus Code Reviewer	Campus plan code reviewer- reviews project drawings for code compliance. Personnel in this role must be authorized by the UM person cannot be the same person that created the project drawings to avoid a conflict of interest.
1 - Campus Fiscal Officer	
1 - Contract Administrator	Assistance in preparation of Contracts
1 - Contracting Officer - Campus	Authorized signatory for contracts and agreements
1 - Contracting Officer - System	Authorized signatory for contracts and agreements
1 - Design Staff	Campus (internal) Architects, Engineers, and Interior Designers performing project design and support.
1 - Director	Dept Directors for Signator Authority and Approvals of Workflows
1 - EHS	Environmental Health & Safety
1 - Executive Director	Executive Director role- for UMSL workflows.
1 - Facilities Management	Responsible for Facilities Management
1 - FPD A/E PM Review	A/E Review of Contracts and Review by Facilities Planning and Development
1 - FPD Contract Admin	FPD Contract Admin
1 - FPD Prevailing Wage	Prevailing Wage coordinator role at UM FPD.
1 - Inspector	Campus (internal) Inspectors performing plan code reviews, or building inspections.
1 - Interior Design	Interior Design Staff at the campus level.
1 - IT/IS	Information Technology Dept
1 - Manager	Manager, Construction Services
1 - Manager Design Services	Manager, Design Services
1 - Manager In-House Construction	Manager of In-House Construction
1 - NPR PM	New Project Request Project Manager - this is for only the NPR process. Operati ops Owners Agent for Permits is assigned via MOU agreement between the UM AHJ and the Campus Dir of Construct
1 - Owners Agent (Building Permits)	
1 - Project Assigner S & T	Role for assigning and vetting all new project requests at MS&T.
1 - Project Assigner UM System	Role for assigning and vetting all new project requests at UM FPD.
1 - Project Assigner UMKC	Role for assigning and vetting all new project requests at UMKC.
1 - Project Assigner UMSL	Role for assigning and vetting all new project requests at UMSL.
1 - Project Manager	Responsible for the Management of projects throughout design, construction and close-out
1 - S&T Staff	Used for code processes
1 - Schedule Manager User	Schedule Manager is needed for the NPR process, it should be the same as the project manager.
1 - Space Management	Space Planner - uses document review and project closeout.
1 - Supervisor	Project Supervisor
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Name	Description
99 - Access External Consultant	Limited document permissions for External Consultant Users
99 - Access External Contractor	Limited document permissions for External Contractor Users
99 - Access RO	Read only access for document folder permissions
Member	All users in Account - no permissions granted. Do not delete/edit this group
Process - Cost Exception Accountant	This role is a Project Role. Assign the Project Accountant to this role to assist in reconciling exceptions.
Process - Exception Accountant (C)	
Process - Exception Accountant (K)	
Process - Exception Accountant (R)	
Process - Exception Accountant (S)	
Process - Exception Accountant (U)	