State of Maryland

Interagency Commission on School Construction

Business Management System

Initial User Guide

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This guide is available for download at iac.mdschoolconstruction.org

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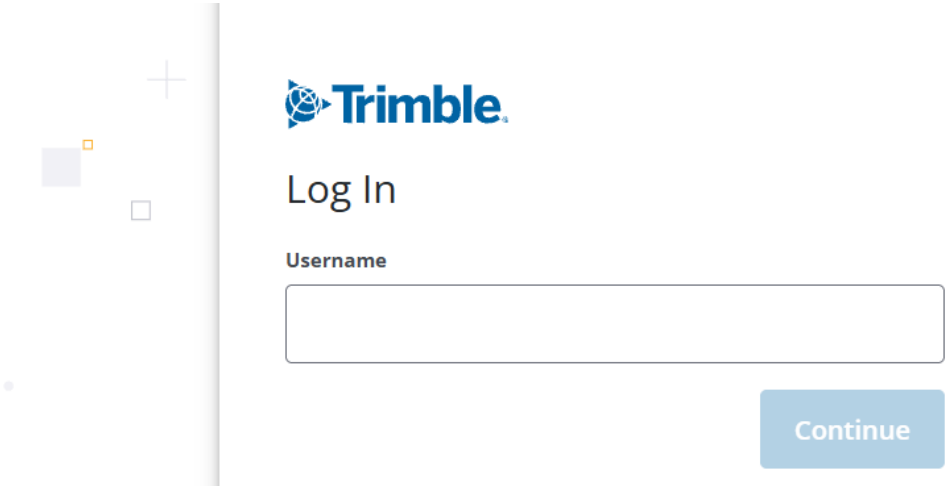
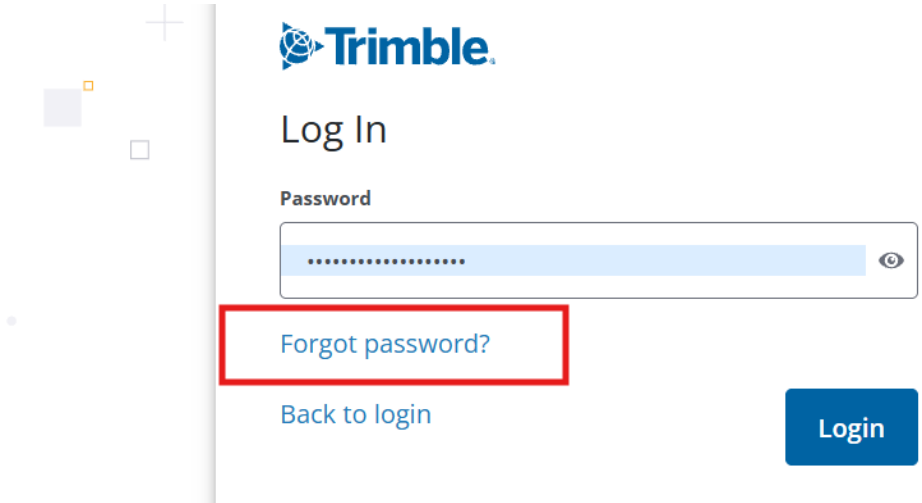
Getting Started

Logging In

- To log in, user this link to arrive at the Log In Screen https://gov.e-builder.net/
- Your Username will be your email address. Your password will have been set up ahead of time. If you have not set up your password, then please let your BMS administrator know at iac.pscp@maryland.gov and they can help you.



- If you have forgotten your password, there is a link on the login page that will allow you to reset it. You will need access to your email to complete the reset process.

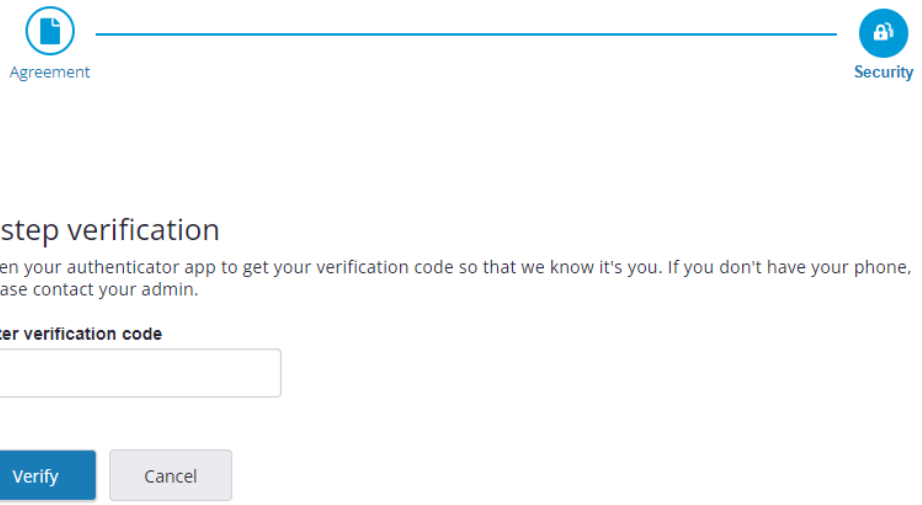


2-Step Verification

You will have to enter a verification code for the 2-Step verification.

- You will first have to set up an Authenticator Application on your mobile device.
- Please go to your provider's app store and download your Authenticator. A simple choice is Google Authenticator.
- On your first log in, you will be presented with a QR Code. This code is specific to your username.

- Using your mobile device's camera, scan the QR code, and this will prompt you to finish the set up.
- Once the Authentication is complete, you will be able to create the verification code to enable you to enter the BMS application.



Application Navigation

Home Screen

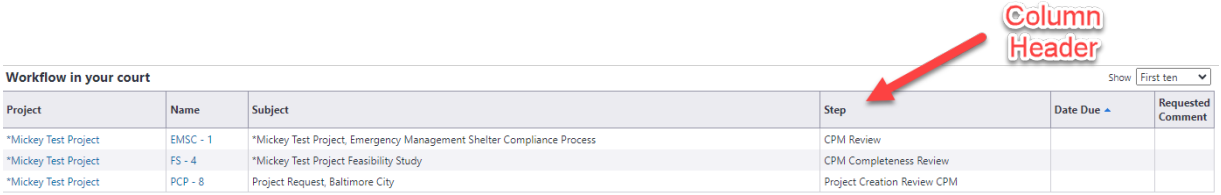
Workflow in your court

Once you have successfully logged in, you will be taken to the Home Screen. This screen is where you will be able to see any processes that are in your court, or that need your immediate attention.

Within the home screen you will see your processes in a list that will include:

- Project Name
- Process Name/Number
- Subject of Process
- Process Step
- Date Process is Due

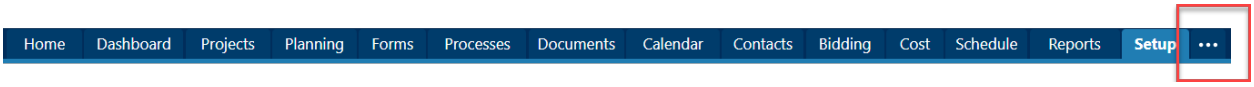
This list can be sorted easily by clicking on the header for each column. By clicking on the column header, the list will be sorted by the data within the column.



Application Tabs

You will notice across the top, there will be several tabs. These tabs allow you to navigate within the application. You are able to determine which tabs are shown. This will allow you to configure the tabs per your needs. To configure the tabs, please do the following.

- Click on the 3 dots tab. This will be the last tab on the right, in the row of tabs.



- Once clicked, you will see a vertical list of all of the tabs that are available.
- Highlight the ones that you will be using the most.
- Our suggestion would be to highlight the following tabs.
    - Home
    - Projects
    - Processes
    - Documents
    - Cost
    - Setup

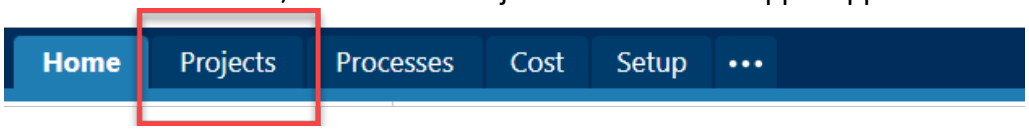
Selecting a Project

Although you will be presented with processes in your court on the home screen, there will be times when you will need to submit a process. To submit a process, you will need to enter into a project. You are not able to start a process unless you have navigated into a project.

Projects are specific to your specific LEA, so you will not have to search.

To select a project:

- From the home screen, choose the “Projects” tab from the upper application tabs.

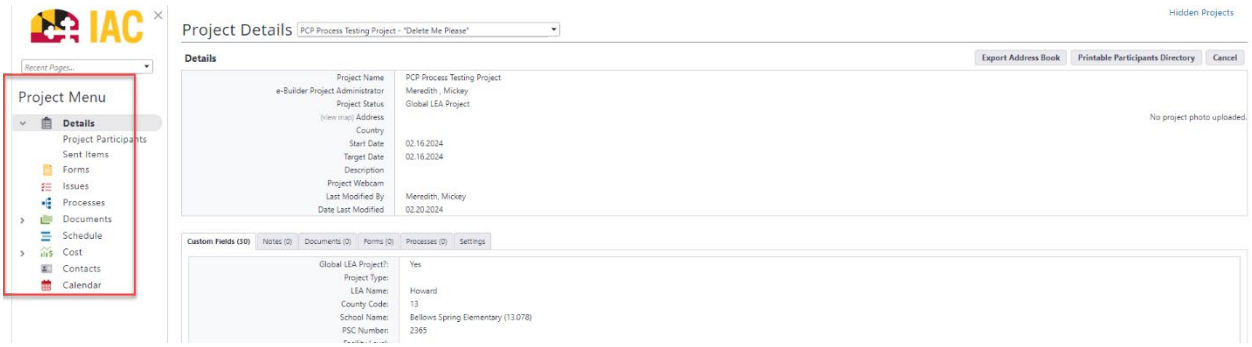


- You will be presented with a list of all projects that you have access to.
- You can enter a project by clicking on the “Project Name.”
- If the list is long and you don’t want to scroll through them all, you are able to search the project name within the “All Projects” dropdown.
- This is done by typing the first letters of the project name. The application will use the letters to filter for the name. Click on the project name and you will then enter the project.

Navigating the Project

To navigate within a project, you will use the Project menu tabs. This looks similar to the Account Menu” tabs, but these will show you information and details specific to the project you are in.

These tabs will be on the left side after you have entered the project.



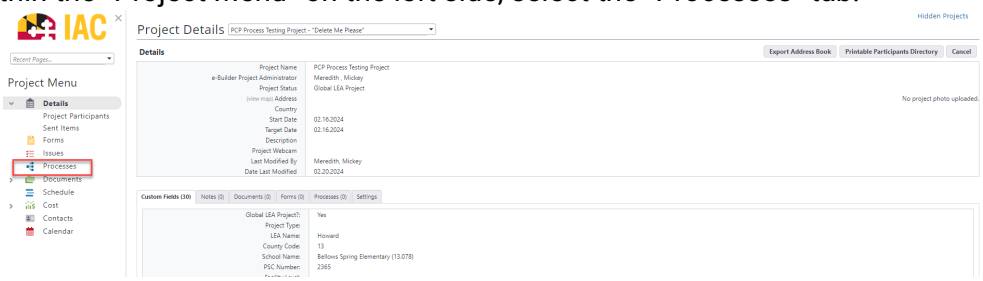
From this menu you will be able to navigate within your specific project.

Finding Processes that are not in your court

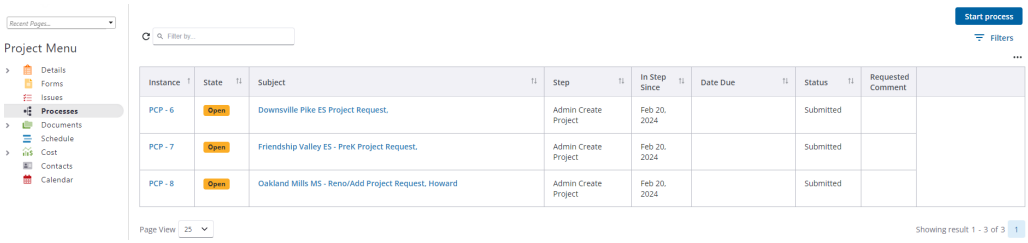
You may need to revisit a process that you have either submitted, or where you were an approver or reviewer for. Since you are within a project, the process list will only show you processes for that specific project.

To review or search project specific processes:

- Select the project using the instructions above.
- Within the “Project Menu” on the left side, select the “Processes” tab.



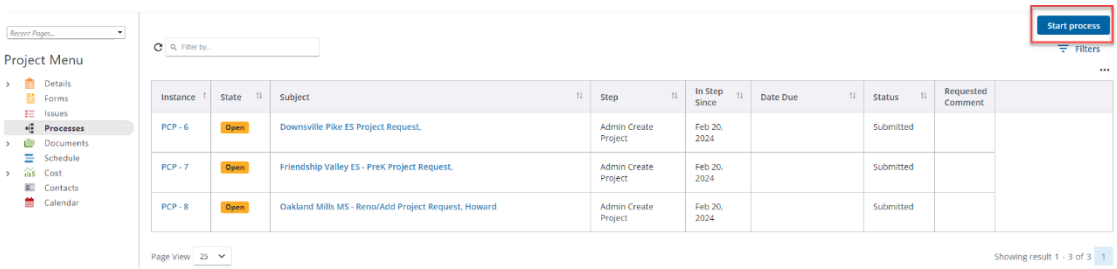
- Once you have selected the tab, you will be presented with the process list.
- From here you may review any processes that you have access to.



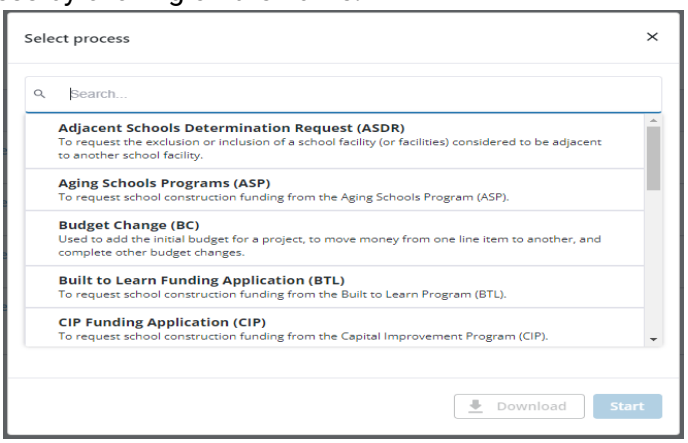
Starting a Process

You will be tasked with submitting or starting processes within the BMS. Each process submission will be from a specific project. You must be within a project in order to start or submit a process. This will be accomplished using the following steps.

- Navigate to the specific project.
- In the Project Menu, select the “Processes” tab.
- In the “Project Processes” home screen, click on the start process tab which is situated in the top right corner of the page.



- Once you have clicked the start process tab, you will be presented with a list of processes that you have access to start or submit.
- Choose the process by clicking on the name.

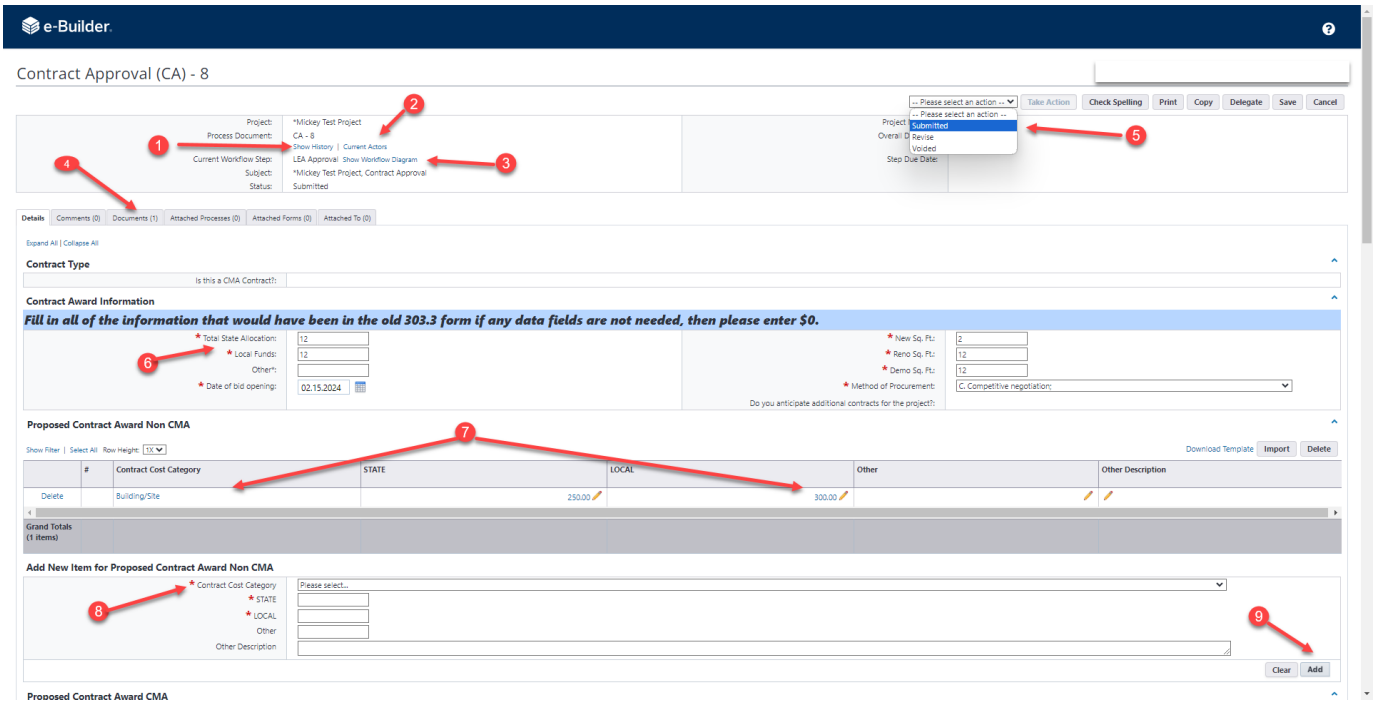


- You will then be presented with the initial step of the process.
- Fill out all pertinent information.
- Submit process using the “Submit” button which will be in the top right corner.

Anatomy of a Process

This will show the parts of a BMS process. All parts shown are typical to all process types and can be used by you as a user. Please see the numbered diagram below.

1. Show History: Will show the complete history of the process which will include all users that have worked on the process, as well as a time stamped report of all the data fields within the process. All users will have access to this history, and it is read only.
2. Current Actors: This will show who's court this process is currently in. All users will be able to see this, even if you are not the actor on this step.
3. Show Workflow Diagram: This will show the step that the process is currently represented in the actual workflow.
4. Documents tab: This tab allows you to drag and drop supporting documents for the process instance. There is no limit to the number of documents you are able to add, and there are currently no restrictions for the document type. You must click on the tab prior to dragging the document in.
5. Action Dropdown: by choosing one of the actions within the dropdown, this will route the process to the appropriate step within the workflow. This dropdown is specific to each process step and will not be seen unless you are the actor designated for that step. At any point while filling out the process you may save your work by clicking on the save button.
6. Required Field: The red asterisk denotes that this field is required, and you will not be able to take action on the process step without addressing the data field.
7. Dynamic Grid Table: Within a process you can create a table using data fields configured specific to the table. This is what a dynamic grid looks like when there is data added.
8. Dynamic Grid Data Fields: The data fields represented in the diagram are the fields that have been configured for this specific grid. As you can see by the red asterisk, you are not able to add a line within the grid, without filling out those fields. **even if the grid requires you to address the required fields to add a line within the grid, it does not require you to add a line within the grid**
9. Add button: Once all required fields have been addressed, click on this button to create the new line within the grid. You will have to fill the data fields out and click on the add button for all lines within the table.


e-Builder
Contract Approval (CA) - 8
-- Please select an action --
Take Action
Check Spelling
Print
Copy
Delegate
Save
Cancel
Project:
*Mickey Test Project
Process Document:
CA - 8
Show History | Current Actors
Current Workflow Step:
LEA Approval Show Workflow Diagram
Subject:
*Mickey Test Project, Contract Approval
Status:
Submitted
Submitted
Revise
Voided
Step Due Date:
Details
Comments (0)
Documents (1)
Attached Processes (0)
Attached Forms (0)
Attached To (0)
Expand All | Collapse All
Contract Type
Is this a CMA Contract?:
Contract Award Information
Fill in all of the information that would have been in the old 303.3 form if any data fields are not needed, then please enter $0.
Total State Allocation:
Local Funds:
Other*:
Date of bid opening:
02.15.2024
New Sq. Ft.:
Reno Sq. Ft.:
Demo Sq. Ft.:
Method of Procurement:
C. Competitive negotiation
Do you anticipate additional contracts for the project?:
Proposed Contract Award Non CMA
Show Filter | Select All Row Height: 1X
Download Template
Import
Delete
Contract Cost Category
STATE
LOCAL
Other
Other Description
Delete
Building/Site
250.00
300.00
Grand Totals
(1 items)
Add New Item for Proposed Contract Award Non CMA
Contract Cost Category
Please select...
STATE
LOCAL
Other
Other Description
Clear
Add
Proposed Contract Award CMA