

## e-Builder Training Issues and Questions Log

<i>Issue No.</i>	<i>Date</i>	<i>Section</i>	<i>Issue/ Question</i>	<i>Outcome</i>	<i>Status</i>
1-1	2/10/2012	Commitment Approval	Completion date, can we change to projected completion date? No Notice to proceed at this point?	I can just change field label on the form? Not sure how this affects the actual field	Closed
1-2	2/10/2012	Commitment Approval	GC Bond Cost and Sub Bond need to be mandatory	No Change on this	Closed
1-3	2/10/2012	Commitment Approval	Commitment Custom field- mandatory?	Not sure on this	Closed
1-4	2/10/2012	Commitment Approval	In the initiated by step- checklist is not mandatory, but is on DR review step?	Change start step to mandatory and not mandatory in DR review step	Closed
1-5	2/10/2012	Commitment Approval	On the FS step- cannot enter PSFA PO number that FS will get from SHARE?	Can't change page layout fields are not available	Closed
1-6	2/10/2012	Commitment Approval	Initiated by allows them to bypass RM review if they select RM and are not an RM. The "initiated by" field should be validated by the role.	Will look into revising	Pending
1-7	2/10/2012	Commitment Change	Initiated by DR, next step is RM review but roles are DR not RM for the RM review step. (WRONG ROLES ASSIGNED)	Changed to correct role in the workflow and republished	Closed
1-8	2/10/2012	Commitment Change	When returned to the DR for revisions, cannot revise! Cannot change amounts.	Need to give ability to change - Mike to double check this	Closed
1-9	2/10/2012	Commitment Change	The "initiated by" field should be validated by the role.	To look into removing conditional step.	Pending
1-10	2/10/2012	SOV	Need template location to download	Found Template	Closed
1-11	2/10/2012	SOV	What folder should SOV saved	Advised to use 07.03 CM - General Contractor	Closed
1-12	2/10/2012	Documents	PSCOC Application folder (misspelled) as PSOC	Not sure if we can change folder names. If we change the template how will it affect existing data when we reapply the template? Patricia to apply new template to priority projects	Closed
1-13	2/10/2012	Documents	PSCOC AWARDS- 04.01 MOU PA- Official (official spelled wrong)	Not sure if we can change folder names. If we change the template how will it affect existing data when we reapply the template?	Closed
1-14	2/10/2012	General	SFMA role needs to be changed to FC for all processes.	Will address this at a later time	Pending
1-15	2/10/2012	Vendor Invoice	FS Payment step should be sent to Financial Specialist and instead has actors as FS (Facilities Specialist)	Not sure why this was happening. Checked roles in the process and it was correct, checked user roles and was correct. Patricia was assisting during the training and may have caused/corrected)	Closed

Pilot/ Albuquerque

Week 1 - Los Alamos	2-1	2/17/2012	Documents	Can DRs have permission to add meeting minutes to meeting minutes folder or create a separate on for District construction meetings that may not include GC or DP?	Give permission to RMs to add folders.	Closed
	2-2	2/17/2012	Documents	How do you know if you have documents checked out? Is there a notification or report?	No	Closed
	2-3	2/17/2012	Calendar	When printing meeting minutes, word comes out blank.	Awaiting response from e-Builder- logged as defect. E-Builder corrected 4/19/12.	Closed
	2-4	2/17/2012	Forms	Only the Action Item and Communication Log are available for the roles: GC, DP, and DR. Forms that should be available: Help Desk, Correction Notice, Notice to Surety, Recovery Schedule Request, Contractor Daily Job Report, Design Professional Field Report, etc.	Gave permission to view/start all forms, Mike will manage form types. To work with Pam to determine roles to initiate each form.	Pending
	2-5	2/17/2012	RFI	Step Initiator Clarify- Cannot see response box from DP requesting clarification.	Add field for DP response on clarification step. And map in spawn step.	Closed
	2-6	2/17/2012	ASI	Step GC Receives ASI- Receives is spelled wrong as receives	Correct spelling. Add MCR # to process	Closed
	2-7	2/17/2012	ADSR	Reason Code- Why would you use SOV? Can Increased Scope and Unknown Conditions?	(Setup area)- to add more reason codes.	Pending
	2-8	2/17/2012	ADSR	Merge Print Template not loaded- Will the PSFA form be available for print merge?	PSFA to look into for enhancements.	Pending
	2-9	2/17/2012	ADSR	Return for Price only- Where is the notification other than email that it is returned for price only?	Only step name and in email.	Closed
	2-10	2/17/2012	General	When two users are in the same form, comments do not get saved.	Unable to duplicate. Comments are saved from both users.	Closed
	2-11	2/17/2012	SOV	ALL ACTORS must approve on the step DP,DR,RM Review. Should be one for each role, can we add assignments when initiating?	Break step into three sequential steps, change status and combine RM review and RM SOV Import.	Closed
	2-12	2/17/2012		Can it be possible for a DP to submit an invoice to RM so RM does not have to do entry?	Allowed DP permission to initiate the VI.	Closed
	2-13	2/17/2012	Vendor Invoice	Saved draft does not allow you to change commitment before submitting.	To look into, logged as defect in tracking system.	Pending
	2-14	2/17/2012	Dashboards	The CO report on the dashboard for DP does not return data, yet it shows data for other users.	Chose a log report, only summary can be used in Dashboards.	Closed
	2-15	2/17/2012	General	Which Processes will require a wet signature?	No wet signatures - per Jeff	Closed
	2-16	2/17/2012	General	Private comments within a process- How should this be used and who can view them?	Private comments are for users within the same company. Still subject to Open Records Act.	Closed

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	2-17	2/17/2012	General	Can we add a Sample Construction Company and a Sample Architect Company—using the Sample Company for all the examples was confusing to users.	Setup additional training companies.	Closed
Week 2 - Roswell	3-1	2/24/2012	Calendar	Can calendar be used with Safari or other than Outlook?	Per Help manual- only with Outlook	Closed
	3-2	2/24/2012	Documents	DPs should have access to Const. Testing, Close-outs, Meeting Minutes	Changes made to the template and currently applied to all projects.	Closed
	3-3	2/24/2012	MCR	GC cannot see MCR that are pending or completed other than their own.	To look into.	Pending
	3-4	2/24/2012	Change Order	Message- The automated process failed, please contact e-Builder Admin.	MCR automated process cannot occur if MCR is not in the CO Approval step.	Closed
	3-5	2/24/2012	RFI	General Conditions indicates RFI is Request for Interpretation not Information	To review with Bob on next release of general conditions.	Pending
	3-6	2/24/2012	RFI	Spec Reference and Drawing Reference should be required fields	Made fields mandatory	Closed
	3-7	2/24/2012	ASI	Drop down reason- Can you change to Design "Interpretation"	Leave as Design (general)	Closed
	3-8	2/24/2012	SOV	Who changes SOV when CO processed?	The MCR would change the SOV and should be used to add additional scope line items to the SOV. When the MCR is approved then the additional line items would show up to bill against when filling out a Pay App against that contract. Keep in mind that in order for an MCR to be approved, it must be attached to a Change Order that will auto-approve the attached MCRs when the CO itself is approved.	Closed
	3-9	2/24/2012	SOV/Pay App.	Tax inclusive- Each line item is supposed to be inclusive, but statute calls for separate line item? Which is it?	Separate line item in SOV, for Tax lines and Taro tax	Closed
	3-10	2/24/2012	Pay App.	Output does not show who paid what amount?	e-Builder is working on this.	Pending
Week 3 - Gallup	4-1	3/1/2012	SOV	DP & DR cannot open attached SOV for step - DP, DR, RM Review	Changes made to the template and applied to all projects.	Closed
	4-2	3/1/2012	MCR	DR can only review but not request revision, what if 100% district funding scenario?	Added Revise step for DR to send back to DP.	Closed
	4-3	3/1/2012	RFI/ADSR	Cost not known until Price and Time, should this be a Yes, No, Maybe... or not mandatory until later in process.	Internal verification.	Pending
	4-4	3/1/2012	General	How are submittals going to be handled?	Documents folders.	Closed
	4-5	3/1/2012	ADSR	Can you adjust cost when sent back to DP?	To be tested	Pending
	4-6	3/1/2012	Pay App.	On DFS Process step, request revision should go to DR Review step instead of RM Review step, for 100% District Funding scenarios?	To change revisions to go back to DR rather than RM	Closed

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	4-7	3/1/2012	VI & Pay App.	FS and DFS Step, only 1 to push forward without allowing other to enter Check no. and date.	FS and DFS was broken into two separate steps.	Closed
Week 3 - Santa Rosa/ Albuquerque	4-8	3/1/2012	Cost Summary	Contingency Line Cost Summary – this is seen by GC. RMs say they never tell GC what amount of contingency money the project has. Also, some DPs aren't told either.	Changed view permissions	Closed
	4-9	3/1/2012	Roof Observation Report	Roof Observation Report Form – all required fields already in report – much duplicate entry and extra work. Why not like Punch list form?	Fields are mandatory so they are reportable or searchable.	Closed
	4-10	3/1/2012	Calendar	Calendar – Events default to Private for users – no option to make it public		Pending
	4-11	3/1/2012	RCIA	No "PVC" on Roof System Type dropdown menu, can we add option?	Awaiting verification.	Pending
	4-12	3/1/2012	RCIA	#7 RCI# there is no tool tip range number – what is the range?	Awaiting verification.	Pending
	4-13	3/1/2012	General	All Processes – none of them appear to have Comments tab on initiator steps. Two people mentioned they would like to have this available when they are starting a new process.	After submitting the process as the initiator, you can open the process and add comments at that point.	Closed
	4-14	3/1/2012	RCIA	Initial screen doesn't calculate RCI, but it does do it on next step. Why? And can this be changed on initial screen when entering scores?	e-Builder limitation	Closed
	4-15	3/1/2012	SOV	GC sees all the Commitments – they should only see their own commitment as other commitments are none of their business	Because the training users all belong to same company which all training commitments are under. Trainers to move users to different companies and test.	Closed
	4-16	3/1/2012	SOV	If the SOV is already attached to process (and in folder in e-Builder), why does the RM have to download to computer and then import to the process? Why can't import directly from file in process?	e-Builder to look into.	Pending
	4-17	3/1/2012	Cost Summary	Who sees what? Some don't need to see all the info for budgets etc...	Changed permissions for cost summary	Closed
	4-18	3/1/2012		GC Pay App – GC sees all commitments – should only see their own.	Because the training users all belong to same company which all training commitments are under.	Closed
	4-19	3/1/2012	Pay App.	GC Pay App – no separate # field like other processes	To add custom field for optional pay app number.	Pending
		5-1	3/8/2012	Contractor Daily Job Form	Precipitation field- can it be changed to text? If there is the need to do .5 system will not allow other than numerical.	Change field type

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Week 4 - Farmington	5-2	3/8/2012	Meeting Minutes	Can published meeting minutes be automatically saved to folder in documents for reference rather than going back to calendar event to view meeting minutes?	Email enable folder and then send to enabled folder	Pending
	5-3	3/8/2012	General	How much will a license cost and who do they contact?	Awaiting response from e-Builder.	Pending
	5-4	3/8/2012	Owner Design Review	Can the RM/DR step be split?	Will review process	Pending
	5-5	3/8/2012	Owner Design Review	Can you add a notification upon creation to the RM?	RM is notified in step.	Closed
	5-6	3/8/2012	SOV	How to handle level 2 Uniformat?	Bob to evaluate	Pending
	5-7	3/8/2012	SOV	GC should not be able to import, this is the RM function on the step RM Import.	Review process	Pending
	5-8	3/8/2012	SOV	RM Import step cannot see DP, DR Comment custom fields.		Pending
	5-9	3/8/2012	SOV	Should the DR & RM reviews go back to DP for revision rather than GC?		Pending
	5-10	3/8/2012	RFI	Spawn versus create on step name?		Pending
	5-11	3/8/2012	ADSR	Cannot add funding when sent back to revise.		Pending
	5-12	3/8/2012	GC Pay App.	RM cannot adjust funding split?		Pending
	5-13	3/8/2012	GC Pay App.	Can we add field for check amount to go along with check date and number?		Pending
	5-14	3/8/2012	GC Pay App.	How to bill against MCR price and proceed if a change order has not occurred?	Change order has to be initiated in order to bill against	Closed
	5-15	3/8/2012	MCR	The DP additional cost field can only be entered by GC and not modified by DP?		Pending
	:spanola	5-16	3/6/2012	Forms	Construction Managers have to fill out daily report. Similar to Contractor Daily Job Report form and Design Professional Field Report form, but different - what should they use?	Copy the DP Field Report and call it just the Field Observation Report. Consult with Rico on what fields would be needed for this form.
5-17		3/6/2012	Correction Notice Form	When the initiator starts the form there are several required fields (red). When responder gets it, those filled out fields are still red, while the fields that the responder are supposed to fill out are not. Shouldn't these fields be required for a response?	Only one page layout, so it cannot be changed based on the step.	Closed
5-18		3/6/2012	Documents	CDR3 cannot see any documents	There was no role attached -- attached user to DR role	Closed
5-19		3/6/2012	Change Order	Is there a way that the total days for the bundled MCRs can be automatically calculated?	No, because days could possibly overlap.	Closed
5-20		3/6/2012	Pay App	Is a notary needed, and if so how?	The users acceptance serves the same purpose.	Closed

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Week 4 - E	5-21	3/6/2012	Processes - DR role	DRs said that many times they have to wait on board approval.	If that part of the process needed board approval, they should add a comment (or request external comment from board) to that process and save it.	Closed
	5-22	3/6/2012	Reports	Can reports have photos in them?	I said during class that I didn't think so, but that possibly templates could be created to print out a form. In talking to Mike the photos are not fields so could not be included. Users could upload i.e. Roof Observation reports they do. Might want to check with e-builder. CANNOT have photos, since they are attachments and not a field.	Closed
	5-23	3/6/2012	Dashboards	Can you copy a dashboard to another user?	Per Mike checked the Admin guide and it is not possible	Closed
	5-24	3/6/2012	Processes	Submittals seem like they should be their own process.	Users are to upload submittal files into folder in documents section.	Closed
Week 5 - Albuquerque	6-1	3/13/2012	Owner Design Review	DP may not always no cost breakout, can RM enter or adjust?		Pending
	6-2	3/13/2012	FMP Process	Can it be predetermined where attachments are loaded for consistency?		Pending
	6-3	3/13/2012	Ed. Spec.	Can it be predetermined where attachments are loaded for consistency?		Pending
	6-4	3/13/2012	General	How do users request archive data from e-Builder?		Pending
	6-5	3/13/2012	ASI	When spawning MCR, a notification should be sent to all parties.	Notifications are sent when MCR submitted.	Closed
	6-6	3/13/2012	MCR	MCR number should not be mandatory, new projects won't have to enter their previous numbers.		Pending
	6-7	3/13/2012	Change Order	Current Substantial Completion- Can this be pulled from contract date? How does it track completion date after adding days from change orders?		Pending
	6-8	3/13/2012	Change Order	CO number should not be mandatory, new projects won't have to enter their previous numbers.		Pending
	6-9	3/13/2012	Pay App.	DP can edit submitted amount, this should only be editable by GC.		Pending
	6-10	3/13/2012	VI	Initiated by need to add DP/Consultant, and work this into the decision step.	Review initiated step, add DP to drop down	Closed
	6-11	3/13/2012	General	When changes occur in cost lines, history does not indicate previous values like the process fields do.		Pending
	6-12	3/13/2012	VI	Date received is mandatory, but if DP is completing it should be optional.	DP can just enter the date submitted, leave as is	Closed

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Week 5 - Las Cruces	6-13	3/13/2012	MCR	\$0 MCR- In the RM step- only <i>Price and Proceed</i> are listed.		Pending
	6-14	3/13/2012	Documents	Can you delete a redline or change the name of it?		Pending
	6-15	3/13/2012	Calendar	Can you carry forward item marked closed after meeting minutes are published?	No. You can only carry forward items marked open.	Closed
	6-16	3/13/2012	Calendar	No agenda data in meeting minutes on Macs	Verify Mac capabilities...	Pending
	6-17	3/13/2012	Cost	Is there a threshold for budget overage i.e. will \$1 over "break the budget"?	No threshold	Closed
	6-18	3/13/2012	Cost	If a district fronts 100% of the design costs, how is this handled?	Over/Under participation will be handled through manual input by RM in the manage funding sections of e-Builder.	Closed
	6-19	3/13/2012	Documents	There is only one folder for submittals. Can we have additional folders for different types of submittals	RMs can add folders as needed: determined by RM.	Closed
	6-20	3/13/2012	SOV	Allowance field not showing on the Mac	Verify Mac capabilities...	Pending
	6-21	3/13/2012	RASC	Often times drawings are revised. Had issue where revised drawings had to be sent to CID for approval which delayed things. How are revised drawings to be handled?	Verify with Planning and Design Group	Pending
	6-22	3/13/2012	RFI	Error - valid integer in days field. Entered 45, then 5 and finally 0 which worked. Mac	Verify Mac capabilities...	Pending
	6-23	3/13/2012	ASI	DPs only see the ones they initiated - should be able to see all of them?		Pending
	6-24	3/13/2012	MCR	No cost -- didn't do bottom part of form and hit submit and it was no where to be found.		Pending
	6-25	3/13/2012	MCR	Can't add funding rule -- Error 403 Forbidden on Mac		Pending
	6-26	3/13/2012	MCR	How did we get two MCR-9 in system? Still there in Training Project C. When removed one from the CO roll-up it removed both.		Pending
	6-27	3/13/2012	Reports	GC and DP don't have CO Detail or All Project Management Reports		Pending
	6-28	3/13/2012	CMAR	How does the CMAR process work?		Pending
	6-29	3/13/2012	VI	Workflow in user guide incorrect	Corrected.	Closed
	6-30	3/13/2012	MCR	In GC Proposal step, if action "Accept no P/T" does not complete the process, it returns to GC Proposal step.		Pending
	7-1	3/20/2012	General	Is there a feature to send text messages from eB?	Will ask e-Builder	Pending
	7-3	3/20/2012	Documents	How is a form or process saved to the appropriate document folder?	Will reside on forms/processes. Can be pulled from reports. Document folders are mostly for attachments on forms/processes.	Closed

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Week 6 - Deming/Cobre	7-4	3/21/2012	COM	The GC was able to see the COM @ the DR step and able to make comments at RM step.	Review permissions for viewing processes based on role.	Pending
	7-7	3/21/2012	ADSR	Is the participation split required to be done in order to see the commitment line?	See 6-24	Pending
	7-8	3/21/2012	ADSR	If fields are not entered in sequence, left to right, any previous input is not saved. Have to re-enter.	Funding is specific to line item, therefor account code must be selected before funding rule applied.	Closed
	7-9	3/21/2012	MCR	The "not to exceed" line should not be a required field. Started as no cost, sent back for revision for cost. RM Review step has not to exceed.	Review with Rico/Pat	Pending
	7-10	3/21/2012	MCR	GC not able to see the MCR through the flow once it left their court.	Recreate to verify	Closed
	7-11	3/21/2012	CO	GC not able to see the attached MCRs on the CO; message read: hidden by permissions)	Recreate to verify	Closed
	7-12	3/21/2012	Processes	Why isn't there a field to populate "overall due date" and "step due date" when the process is initiated but it shows up in the first step after initiation?	Fields to be hidden?	Pending
	7-13	3/21/2012	GC Pay App.	When it gets to the FS/DFS the state check number and date paid shouldn't be required because if the DFS pays first, they can't move it forward because of the required field.	Check required fields in layouts	Pending
	7-14	3/21/2012	GC Pay App./VI	Can the FS/DFS step be split? (Would take care of 7-13)		Closed
	Week 6 - Hobbs	7-15	3/20/2012	COM	Was very slow. Closed and reopened and ended up with 2 instances that had the same COM-20 number	
7-16		3/20/2012	ASI	Misspelling of word "Recieves" in workflow diagram		Pending
7-17		3/20/2012	ADSR	When making a change to the amount and then checking the history, the old value is the new value. Doesn't show the new value.		Pending
7-18		3/20/2012	PAYAPP	Is there a way to see funding for each line item rather than having to click on funding link for each one? Could a column be added to show the funding percentage for each item?		Pending
7 - Alamogordo	8-1	4/3/2012	MCR	Can a due date field be added?	Verify with Pat/Rico	Pending
	8-2	4/3/2012	GC Pay APP	"Pay by the 10th" should be a required field. The General Conditions of the contract read "received by the 25th of the month will be paid by 10th of following month".	Verify with Pat/Rico	Pending
	8-3	4/3/2012	GC Pay APP	In the DP step can the "action" drop down be changed from certify to recommend.	need to review the general conditions. Verify with Bob.	Pending
	8-4	4/3/2012	General	Shouldn't the project number be on all processes	No, because the project number is in the naming convention of the project it will appear on all documents.	Closed

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Week	8-5	4/3/2012	VI	The DPs in the class asked if "schedule F" from their contract could be added like the SOV of the GC Pay App	Verify with Pat/Rico	Pending	
	8-6	4/3/2012	Reports	The DPs can't see anything to do with change orders in the Project Management Control section of reports.		Pending	
	8-7	4/3/2012	GC Pay APP	If a user utilizes the SOV worksheet does it carry over to the pay app?	To ask e-Builder	Pending	
Week 7 - Clovis	8-8	4/3/2012	SOV	Can you have \$ in SOV upload?	No, when \$ symbols added, it will not upload.	Closed	
	8-9	4/4/2012	MCR	Needs to have the Price and Price/Proceed options sooner in the process rather than having to go through 3 separate people's approval before getting to it. This will delay project timelines according to class attendees.	MCR Process will remain unchanged so that all parties can review.	Closed	
	8-10	4/4/2012	MCR	In current MCR, when there is a disagreement, they do a subset MCR. How do we handle this with current way?	Rob suggested that a second MCR created and attach the MCRs to one other so they are shown to be related along with Comments on both explaining the situation. NEED CLARIFICATION. Verifv with Rico	Pending	
	8-11	4/4/2012	MCR	When doing a no P/T MCR, when it got to the GC Proposal step and choose to add a P/T, instead of going to the upper part of the workflow (for P/T change), it would stay in the lower (no P/T) part of the workflow.	A cost amount was not entered, left as \$0, when a price is entered, takes correct route.	Closed	
	8-12	4/4/2012	RFI	There is no date showing when it was approved/accepted - need to know this information.	Approved date is indicated on log, Finish step (in step since date)	Closed	
	8-13	4/4/2012	RFI	Is there a way to send to a sub? The printout has hardly any information (no template).	Are we planning a template for this?	Pending	
	8-14	4/4/2012	Reports	GC cannot see CO Summary Report - this would be very useful for them.	Will be worked on.	Pending	
	8-15	4/4/2012	Reports	If a custom report is made, can we share with other users?	No, reports cannot be shared. However, PSFA can re-create a report you create and make it public for others.	Closed	
	Week 9 - Los Lunas	10-1	4/18/2012	RFI/MCR	The initiator is not able to see the MCR after it is spawned.		Pending
		10-2	4/18/2012	ASI/MCR	See 10-1		pending
10-3		4/18/2012	ADSR	Why is a proposal step needed?	Proposal step is needed for change in scope from initial estimate.	Closed	
10-4		4/18/2012	ADSR	Why is it necessary for the DP to enter the commitment change line item, this should be done by the DR or RM	See 4-3. RM/DR should be able to manage funding later in process.	pending	
10-5		4/18/2012	MCR	See 10-4	See 4-3. RM/DR should be able to manage funding later in process.	pending	
10-6		4/18/2012	CO/MCR	The DR can't see CO or MCR until it reaches the RM step.		Pending	

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V	10-7	4/18/2012	CO	At the "Auto Approve" code step if there is an "RM correct error" and an MCR is removed, the CO does not recalculate.		Pending
	10-8	4/18/2012	VI	The DP should not be able to enter commitment change should be done by DR or RM.		pending
Week 9 - Rio Rancho	10-9	4/18/2012	Meeting Minutes	Can't it automatically be added to the Meeting Minutes folder in the Document section of e-Builder when it is published?	You can print the Meeting Minutes as a PDF or save them as a Word document and then upload them to the folder.	Closed
	10-10	4/19/2012	MCR (and others)	In the Commitment Items area at the bottom, can the "Add Item" link to a button so that it is more obvious and won't be missed as easily when filling out the form.		Pending
	10-11	4/19/2012	MCR	Are there time limits for the MCR as to when the process needs to be completed.		Pending
	10-12	4/19/2012	ADSR	GC said that he should know there is one in process especially if there is MCR attached that he is working on. Would like some sort of notification to see how it impacts him.		Pending
	10-13	4/19/2012	CO	DRs want to see this. They don't see it when it is initiated.		Pending
	10-14	4/19/2012	PayApp	When payment is split, it has the wrong payer (FS or DFS) in the take action drop-down.		Pending
	10-15	4/19/2012	11 Month	DR says they should be involved in this process	They will get notified when this process is initiated and are able to see into it.	Closed
0 - Albuquerque	11-1	4/24/2012	ODR	In the DR step, the drop down says "RM Review" -- in past it has said "Review" like other processes		Pending
	11-2	4/25/2012	MCR	In the RM step, he cannot see the DP proposed cost amount field, but he can see the Y/N DP proposed cost field. Other steps show both fields.		Pending
	11-3	4/25/2012	Schedule	Will the DP be able to see the schedule in e-Builder? Who adjusts the critical path?	The RM would be responsible for adjusting the critical path and that much of the discussion various aspects of the schedule would be done during regular construction meetings.	Pending
	11-4	4/25/2012	SOV	NMSD does two SOVs - one for state and one for non-state. How to calculate different funding rules for each item.	Funding can be done by line item in e-Builder and that there would be one SOV for all the items.	Closed
	11-5	4/25/2012	PayApp	FS could open up and enter the District Paid Date and District Check number	The role was corrected.	Closed

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Week 1	11-6	4/25/2012	PayApp	After the DP step the zero dollar items disappear. Then they reappear a step later. Then at the DFS step they disappear again.		Pending
	11-7	4/25/2012	PayApp	Error in printing PayApp template. Word document would not even load.	e-Builder confirmed they were working on this template at the time of the class.	Pending
	11-8	4/25/2012	VI	How do we handle reimburseables like travel or reproduction costs?	Per the PSFA Contract, reimburseables are to be included in the original contract and are not paid separately by PSFA.	Closed
	11-9	4/25/2012	VI	When doing a 100% State VI, when the step got to FS, he could not approve it - the form was gray and no action item buttons.	Wrong role was in place here, switched to correct role of Financial Specialist.	Closed

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