# State of New Mexico
## Public School Facilities Authority

e-Builder.®

## Construction Information Management System
## 1st Time User setup Guide



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# Download Tools

**Overview**  e-Builder is certified compliant on the ***Internet Explorer*** browser. For the optimal use of e-Builder the following Internet Explorer adjustments and downloads will need to be made.

*e-Builder will operate on Apple Mac platform; however, there is approximately 90% functionality in comparison to IE on Windows operating system.

**Trusted Sites**  Add e-Builder's websites as trusted sites on of your computer. To add e-Builder's websites as a trusted site:

| Step | Action |
|------|--------|
| 1 | Open a browser window Internet Explorer. |
| 2 | Click on Tools / Internet Options |
| 3 | Select the Security tab |
| 4 | Click on the Trusted Sites icon; then the Sites button |
| 5 | Enter https://*.e-builder.net and click Add |
| 6 | Click Ok |

**Active X Settings**  Two Active X plugins need to be installed on your computer (on the downloads page) to achieve full functionality in e-Builder. Please verify that all ActiveX controls are set to Enable or Prompt using the following steps:

| Step | Action |
|------|--------|
| 1 | Open a browser window Internet Explorer. |
| 2 | Click on Tools / Internet Options |
| 3 | Select the Security tab |
| 4 | Click on the Custom Level button |
| 5 | Scroll through all the ActiveX controls and set them to Enable or Prompt |

# Download Tools, Continued

**Pop-up Blocker(s)**

The Windows XP version of Internet Explorer has a built in pop-up blocker. To disable it for the e-Builder sites:

| Step | Action |
|:---:|:---|
| 1 | Open a browser window Internet Explorer. |
| 2 | Click on Tools / Pop Up Blocker |
| 3 | Select Pop Up Blocker Settings |
| 4 | Enter https://*.e-builder.net and click Add |
| 5 | Click Close |

**Optimization Page**

Download the following tools on the e-Builder ***optimization page*** [http://www.e-builder.net/component/](http://www.e-builder.net/component/)

| Tool | Function |
|:---|:---|
| Navis Works Viewer | Collaborative review and markup of BIM models through this integrated viewer. |
| Multi-file Upload Tool | Drag and drop multiple files into e-Builder. |
| Redline/View Tool | View and mark up over 200 file types including AutoCAD drawings and pictures. |
| Adobe Acrobat Reader | View PDF documents. |