



September 27, 2013

Greetings,

In an effort to provide you greater job visibility, we recently went through a software update to Builder Project Tracking. The update was necessary to keep up with the technical demands of the industry and to better serve you. Now, as an Authorized Builder, you will have access to:

- Each milestone of your project
- Download drawings, both approval and final
- Get your job calculations
- Download and export a report of your project backlog

This feature will give you efficient and quick access to your project information without calling into the office. You will also notice your jobs have a phase designator and will have separate phases if your project is shipped at separate times.

What follows is a step-by-step guide to utilize the new system once you log-in. Remember you need to log-in with your new builder credentials (case sensitive).

If you have questions regarding your projects or the new system please do not hesitate to contact your Builder Service Representative or District Sales Manager.



Log-in Screen

Log-in using your ExpressPlus account information (case sensitive).

The screenshot shows the 'Project Tracking' login interface. At the top is the Mid-West Steel Building Company logo. Below it, the text 'Project Tracking' is displayed. There are three input fields: 'Customer Number:', 'Username:', and 'Password:'. A 'Login' button is located at the bottom right of the form area.

- All current projects show up under your individual builder number.
- Job Documents will appear on jobs from 2012 to current.

Project List

Select the Job Number (blue link) for the project you wish to view and any applicable documents for that phase. *Note: Names have been removed for confidentiality.*

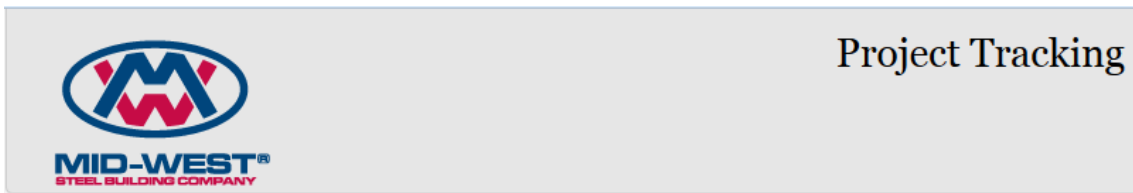
[Export to Excel](#)

12179		Builder Name Here	14-B-23469-01 APPROVAL
PROJECT:	<input type="text"/>	AB DATE:	
BUILDER SERVICE REP.:	MIDWEST SALES	DWG DATE:	
CITY, STATE:	HOUMA, LA	SHIPMENT WEEK:	TBD



Documents

Select the + sign next to expand the document type and view all pertinent documents to the specific project.



Expand All Collapse All Close

Project Information

- Job Documents
 - FIN-1
 - PER-1
 - ECals
 - BOMs

Key

APP = Approval Drawings
PER = Permit Drawings
FIN = Final Drawings
ECals = Calculations

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Reports

There is an “Export to Excel” functionality that allows you to export the scheduling information into a spreadsheet format. This will provide a backlog of all your unshipped orders.

[Export to Excel](#) 

119258 - ERNEST G BECK INC [14-B-21643-01](#) ACTIVE

PROJECT: CROWN EX E:

BUILDER SERVICE REP.: DWG DATE: 09/11/2013

CITY, STATE: RACELAND, LA SHIPMENT WEEK: 10/01/2013

119267 - PAUL JACKSON & SON INC [14-P-25260-01](#) ACTIVE

The following screenshot is a sample of the report that will be generated with your project’s status, drawing dates and shipment week. You can sort the report whichever you choose to quickly see the data you are most interested in reviewing.

PROJECT TRACKING MIDWEST STEEL BLDG CO										
Customer Id	Customer Name	Job Number	Status	Project	Builder Service Rep	Plant City, St	AB Date	Dwg Date	Shipment Week	
119258		14-B-21643-01	ACTIVE		JAY KEATING					
119267		14-P-25260-01	ACTIVE		MARIO ULLOA			09/11/2013	10/01/2013	TBD
119350		14-B-22181-01	ACTIVE		WILLIAM WASHER		09/11/2013	09/11/2013	10/15/2013	
119730		14-B-23057-01	ACTIVE		WILLIAM WASHER		09/10/2013	10/02/2013	10/21/2013	
121791		14-B-23469-01	APPROVAL		MIDWEST SALES					TBD
121815		14-B-20498-01	ACTIVE		ASTRID AZPEITA			09/25/2013	10/17/2013	
121815		14-B-23650-01	ACTIVE		ASTRID AZPEITA			09/12/2013	09/25/2013	
121815		14-B-23650-02	ACTIVE		ASTRID AZPEITA				09/25/2013	
122717		14-B-25032-01	ACTIVE		ASTRID AZPEITA			09/25/2013	10/08/2013	
122717		14-B-25032-02	ACTIVE		ASTRID AZPEITA				10/08/2013	
135428		14-B-24749-01	ACTIVE		WILLIAM WASHER		10/16/2013	11/07/2013	10/09/2013	
135587		14-B-23337-01	ACTIVE		WILLIAM WASHER		09/30/2013	09/30/2013	10/29/2013	
135587		14-B-23342-01	ACTIVE		WILLIAM WASHER		09/26/2013	09/26/2013	10/29/2013	
53279		14-P-11919-01	CANCELLED		MIDWEST SALES					TBD



Job Documentation

Once a job has shipped, documents can be accessed via the Job Documentation link that will be found on the Mid-West site ([click here to view](#)). You will be able to access projects up to 18-months after they have shipped.

The log-in page will look exactly like the one for Project Tracking. Again, use your ExpressPlus credentials to log-in (case sensitive).

The screenshot shows the Project Tracking login interface. At the top is the Mid-West Steel Building Company logo. Below the logo, the text "Project Tracking" is displayed in a large, bold font. The login form consists of three input fields: "Customer Number:" with the value "123954", "Username:" with the value "TAWBREY", and "Password:" with a masked password of seven dots. A "Login" button is located at the bottom right of the form.

Enter the job number that you are searching for the 22-B-xxxxx or 14-B-xxxxx format. You can also access P (parts) or S (shortage) documents from this link as well.

The screenshot shows the Project Tracking search results page. At the top left is the Mid-West Steel Building Company logo. At the top right, the text "Project Tracking" is displayed. Below the logo, the heading "Project Information" is shown. A message reads: "To locate Drawings, Bill of Materials or Engineering Calculations (E-Calcs), please enter a Job Number below. (Ex. 14-B-12345)". Below this message are four buttons: "Expand All", "Collapse All", "Close", and "Search". To the right of the "Close" button is a "Job Number:" input field. Below the buttons, a message box displays "Job Documents null" and "No Documents Found." with a folder icon.