Using eClient V3
for
NAVFAC Supported Commanders
Overall Learning Objectives

• Understand how to access eClient

• Understand how to use the eClient Query Screen to retrieve project records and export the list of projects to excel

• Understand how to run the three eClient reports
eClient retrieves eProjects data for the following project types:

- **E2**: NAVFAC prepared design and engineering documents, and associated construction projects.
- **E9**: Non-NAVFAC (e.g., Marine Corps) prepared design documents such as plans and specifications and Design-Build RFPs.
- **O7**: Design, inspection, maintenance and repair of underwater cable facilities and systems
- **Expeditionary Business Line** projects performed by the NAVFAC Engineering and Expeditionary Warfare Center (EXWC)
After receiving notification that your eClient account has been established:

1. Navigate to ieFACMAN (link may be obtained by requesting it via an email to: eClient_Access_Help@navy.mil)

2. Click on the eClient “Home” icon to open the eClient Query Screen
The eClient Query Screen has two sections:

- The upper half is used to query/filter for project(s).
- The lower half provides a listing of the projects that meet the query parameters.

**Query Screen Layout**

**Running a Query**

**Query/Filter for project(s)**

**View project list report**
Running a Query

To run a query, first enter your query parameters, then click **Submit** to retrieve the results.
Querying Tips

• A **free form** text field uses the “%” symbol as a wildcard. Example: To search for a project with “Pearl Harbor” in the **Project Name**, type “%Pearl Harbor”

![Project Name field example]

• A **select** box allows the user to select from a set list of values. Note that the select box has a plus (+) sign to the right. This gives the user the ability to select multiple values.

![Command Sponsor select box example]

Clicking the **Plus** sign to the right of **Command Sponsor** expands the box and allows the user to select multiple values using the **CTRL key+Mouse** click combination.

• The **Workorder Number** (WON) field can be used retrieve multiple project records by listing multiple WONs separated by commas.

![Workorder Number example]
Querying Tips

- A search box allows the user to search for a value from a long list, then select the correct value. Below is the Using Activity search box that pops up when the magnifying glass for Using Activity is clicked.

1. To search for and select a value, type the value, or a portion of the value in the search text box.
2. Click Search.
   Note: For better search results, click the radio button next to Anywhere before searching. This is the wildcard function for the search/select box.
3. Once the search result(s) display, check the box next to the desired value(s).
4. Click the Add button.
5. Click OK. The selected values will now display in the query screen field.
### Saving Queries

#### eClient V3

**Query Screen Tips**

**Others can view/use your query when checked**

**Always use this query, rather than having to pick it from "Execute Saved Query"**

**Return results without having to click "Submit", leave unchecked if you want to add or remove parameters before retrieving results**

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**Save As**

<table>
<thead>
<tr>
<th>Budget FY</th>
<th>Project Location</th>
<th>Project Name</th>
<th>Number</th>
<th>Project Manager</th>
<th>Client Project Number</th>
<th>Status</th>
<th>Appropriation</th>
<th>Supported Command Program</th>
<th>Using Activity</th>
<th>Work Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>NAVAL SUPPORT STATION NYK</td>
<td>RN12-0394</td>
<td>12345</td>
<td>NR MIDLAND</td>
<td>123456</td>
<td>O123</td>
<td>1234</td>
<td>1234</td>
<td>1234</td>
<td>1234</td>
</tr>
<tr>
<td>2016</td>
<td>NAVAL SUPPORT STATION NYK</td>
<td>RN12-0394</td>
<td>65432</td>
<td>NR MIDLAND</td>
<td>65432</td>
<td>O123</td>
<td>6543</td>
<td>6543</td>
<td>6543</td>
<td>6543</td>
</tr>
</tbody>
</table>
Managing Saved Queries

1) Click Manage Queries

2) Select query, and drop down list of actions from blue menu bar
Using Saved Queries

Pick your query, or a public query that has been saved.
Adding/Removing List Report Columns

Columns may be added or removed from the project list report.

1. Click **Choose Columns** in the blue menu bar.

2. To add a column to the project list report, select the column from the list of **columns available**. Multiple columns may be selected using the **CTRL key+Mouse click** combination.

3. Click the **arrow** to add the column(s) to the list of **selected columns**.

4. Click the **Submit** button to return to the list report with the additional column(s) added.
Moving List Report Columns

The order in which the columns are displayed on the project list report may be modified using the Choose Columns tool.

1. Click **Choose Columns** in the blue menu bar.

2. Highlight each column to be moved, click the **up** or **down** arrow to rearrange the display order.

Legend: **Required column** - these columns must be present at all times. Columns marked as **important** will also be present at all times. Columns followed by a (x) are members of a set of fields. These fields will always move together as a set.
Sorting List Report Columns

• The results provided in the list report columns may be sorted by clicking **once** on the column title to sort alphabetically A – Z, or **once** more to sort Z – A

• Double-clicking on a column title will remove the column

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**eClient Query Screen**

- **Budget FY**: 2016
- **Command Sponsor**: DLA
- **Project Name**: P.2013.0293
- **Client Project Number**: PPD3 FY13 USMC/NRV DESIGN FUEL LAB
- **Region**: MC EAST
- **Project Location**: N67001 -- MCB CAMP LEJEUNE NC DLA-Energy POL SRM

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- Click any column title once to sort, click again to reverse sort
- Double –click column title to remove the column
Saving List Report Layout

Layout(s) may be saved

Selecting Add New Layout brings up

Please input a name for your saved report layout.

Default? □
Public? □

Save Layout  Cancel

which lets you name and save your new layout

Later, you can then Choose Layout to pick it or other layouts to control your display
To export the project list to excel, use **Mode** in the blue menu bar.

1. Click **dropdown arrow** in the blue menu bar next to **Mode**
2. Click on **Microsoft Excel**
3. A bar will appear at the bottom of your screen. Click Open.

4. A Microsoft Excel pop-up will appear. Click Yes.
5. The Excel file will open and the data may now be manipulated using Excel.
PDF Reports

There are three PDF reports available from the eClient Query Screen

1. **Execution Report**
   - Pre-award milestone data and status notes
   - One project per page format
   - Note: MILCON projects display more milestones than O&M funded projects

2. **Program Report**
   - Primarily pre-award milestone data and status notes
   - Three projects per page format

3. **Post-Award Report**
   - Post-award primary construction contract data and status notes
   - One project per page format
Running a Report

To run a PDF report, run the desired query first and then use **eClient Reports** on the blue menu bar to select the report to run.

1) Select desired query parameters/filters

2) Click Submit

3) Click dropdown arrow in the blue menu bar next to eClient Reports

4) Click on desired report name

Note: Depending on the quantity of data, the report may take several minutes to run.
“Execution” report (sample output)

MONTHLY EXECUTION REPORT

This is a U.S. Navy Federal government computer system that contains privacy act information and is “For Official Use Only.”

Project Information

| PROJECT TITLE: | RANGE OPERATIONS/EMERGENCY MEDICAL FACILITY |
| FIS AUTH #: | 69509 |
| LOCATION UICNAME: | NAS WHIDBEY ISLAND WAIN0620 |
| WO NUMBER: | 1152171 |
| CONSTR OFFICE: | NW Whidbey PWD |
| MASTER PROJECT: | MILCON PROJECT: |
| YES | YES |
| JOB ORDER #: | T06150, T06110, T06200, T06220, T06520, T06562 |
| SUPPORTED COMMAND programs: | MILCON |

Program Information/Authors

| BUDGET FY/APPROPRIATION: | 2013/MCON |
| REGION/FECS 1391 AUTH: | PNL DOC 059 AUTH: 0091111 |
| AUTH TO ADVERTISE: | 07/24/2013 |
| DESIGN FISCAL YEAR: | 2013 |
| DESIGN AUTHORIZED AMT: | $1,090,000.00 |
| NAVFAC IV INTEREST: | 2013 |

Project Specific Information/Responsibilities

| RESPONSIBLE COMPONENT: | NAVFAC Northwest |
| RESPONSIBLE TEAM: | NW Core |
| EXECUTION TEAM: | NW Whidbey PWD |
| DESIGNER: | Opdyke, Kenneth L |
| TOTAL TO DATE DIF % COMPLETE: | 100% |
| PROJECT DIP VALUE: | $997,520 |

Lock Dates

| DESIGN/RFP RELEASE TO AQ LOCK: |
| RFP/RFI ISSUED LOCK: |
| HQ EXEC RPT: |
| 2013 |
| HQL LOCK DATE FOR AWARD: |
| DB DESIGN ACCEPTANCE LOCK: |

Budget Data

| Congressional Authorized Amount: | $1,090,000.00 |
| Appropriation Amount: | $1,090,000.00 |
| Design Dated Amount: | $0.00 |

| Basic Construction Contract |
| SIOH: | 5.7% |
| Contract: |
| SIOH: | 5.7% |
| Contract: |
| SIOH: | 5.7% |
| Contract: |
| SIOH: | 5.7% |
| Contract: |
| SIOH: | 5.7% |
| PCAS - Design Review |
| PCAS - Construction Support |
| Subtotal CWE Construction: |
| Contingency %: | 5.0% |
### CIBL Client Project Status Report

This is a U.S. Navy Federal government computer system that contains privacy act information and is "For Official Use Only."

Criteria:

<table>
<thead>
<tr>
<th>POAM Legend</th>
<th>Completed</th>
<th>&lt;30 days</th>
<th>Outstanding</th>
</tr>
</thead>
</table>

#### P/Client #: 234  Project: C-40 RESERVE MAINTENANCE HANGAR

- **WO#:** 1141829-ACC  Loc UIC: N00620 - NAS WHIDBEY ISLAND WA
- **Client UIC:** J00001 - NONE

- **Cont#/TO#:** N4425515R6001
- **Actual Constr Cost ($K):** 27,755
- **Congr Add:** No
- **Region:** NR NORTHWEST
- **Special Area:** N00620
- **Design:** IH - DBB

- **Exec Team:** NAVFAC LANT Core
- **Command Sponsor:** CNIC
- **Constr Mgr:**

<table>
<thead>
<tr>
<th>FY/Appropriation:</th>
<th>Acq Meth:</th>
<th>Acq Tool:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/MCNR</td>
<td>RFP - LP</td>
<td>SACC</td>
</tr>
</tbody>
</table>

#### Proj Mgr:

- **Proj Deliv FY:**

<table>
<thead>
<tr>
<th>% Design Completed:</th>
<th>% Elapsed Time for Design:</th>
<th>% Constr Completed:</th>
<th>% Elapsed Time for Constr:</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Induced  Design Start  Design Release  RFP/IFB Issued  Bid Open  Award  Dsgn Acctp  BOD

| 16-JUN-11 | 03-DEC-13 | 08-DEC-14 | 30-DEC-14 | 25-FEB-15 | 31-DEC-15 | N/A | 15-DEC-17 |

**Status:** As of 01/05/15 (Status): Changed from N44255-14-R-5005, to 15-R-6001
**Post-Award Report**
(sample output)

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**NAVFAC Northwest**

**Hot List Report**

**Contract**: N4425513C7005 - Construct new Operations/Emergency Medical Facility

**Location**: NAS WHIDBEY ISLAND WA

**Budget FY**: 2013

**PR**: 248

**CUSTREFF**:

**SUPCOMP/RGM**: MILCON

**COMSPONSOR**: CNIC

**Scope**: This project will construct a new approximately 2000 square foot building to accommodate the consolidation of Buildings 38 and 39 at Naval Weapons System Training Facility (NWSSTF), Boardman, Oregon. The new facility will support range operations and emergency medical treatment with spaces for administration, briefing/training, medical treatment, storage, utilities, restrooms, showers, kitchen and duty berries spaces. The project includes all the necessary utility work to support the new construction, and the demolition/removal of Buildings 38 and 39. The new building is anticipated to be numbered as Building 43, and this RFP will use this designation to indicate the new building.

**Construction Photo**:

AS OF 12-NOV-14
File Name: roofing 5.jpg

**Award Price**: Modification Value:
- Current Price: Cost Growth*
- Schedule Growth:* WIP to Date:
- % WIP to Date:
- Target OTI:
- Actual OTI:

**Status Notes**: AS OF 07-JAN-15
- **Status of Schedule**:
  - CCD scheduled for end of January 2015.
  - NASW project team has scheduled a trip to punch the building on January 21.
- **Previous Modifications**:
  - Range fire suppression modification issued.
  - Modification issued to add functionality to medical facility gurney.
- **Pending Mods**:
  - None

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This is an official US Navy website

Source Data - IDS - ECCMSHotList

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