

PA Trimble Unity Construct (formerly e-Builder)

October 2025

User Access, Navigation, and Reports



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Introduction



This is an overview of **Trimble Unity Construct**, formerly eBuilder, the centralized platform used by the Port Authority for Engineering construction document control and records management. Trimble centralizes project data in one secure platform, and reduces reliance on email threads, minimizes version control issues, and helps teams stay aligned throughout the project.

In this session, we'll walk you through everything you need to get started with the system. We'll begin with how to request access and complete the login process. We'll explore the user interface, navigation tools, and where to find key functions. You'll also learn how to manage and complete assigned tasks, track document reviews, and collaborate with team members effectively.

Finally, we'll close with a Frequently Asked Questions (FAQ) section, where we'll cover some of the most common queries and tips for getting the most out of Trimble.

Trimble - Highlights



Cloud-Based Construction Management Software



One system for all construction projects



Great collaboration solution - all the players together – Contractors / Doc Control / Reviewers



Ability to process, track, and store files and reporting in Trimble Unity Construct



Not approved for protected information – all protected information is stored in Open Text (Livelink)



Requesting Access



Access at Project Inception

New Project Form - Project Team

- Filled out and verified by PM/PP/REO

NDA

- On file for any C / C&P documentation

User Credentials

- System email from Trimble

Access for Ongoing Projects

PAeBuilderSupport@panynj.gov

TCAP

- [TCAP - Home](#)

NDA

- On file for any C / C&P documentation

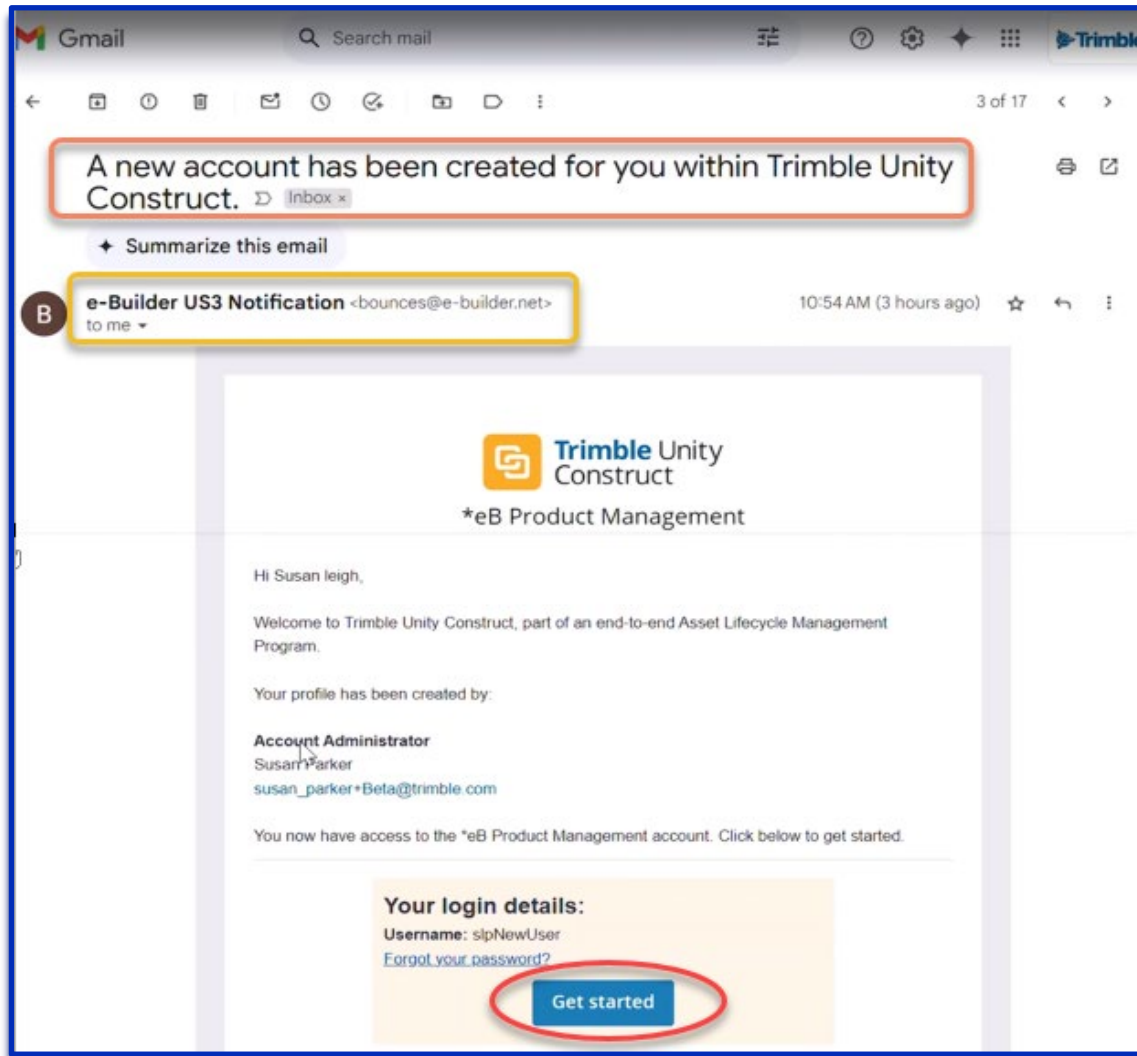
User Credentials

- Automatic email from Trimble

PANYNJ eBuilder Support:

- **CMD**
paebuildersupport@panynj.gov
- **MCP**
Robert Gutmann
rgutmann@panynj.gov
- **TCAP** Sanjeev Kapoor
skapoor@panynj.gov
- **To contact Trimble Support:**
Please call (888) 288-5717

New User Account



Receive	You will receive user account e-mail notification from bounces@e-builder.net
Watch	Watch New User Video
Check	Check – Spam/Junk folders in Outlook
Use	Use Google Chrome for e-Builder access



Trimble - *Log in Screen*



The screenshot shows a web browser window with the URL <https://gov.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f>. The page displays the Trimble logo and a "Log In" section with the following elements:

- Username:**
- Password:**
- Forgot password?** link
- Login** button

Instructional callouts on the left side of the screenshot include:

- Trimble in Government Cloud: <https://gov.e-builder.net/>
- Log in with your **Temporary** password
- Will be prompted to change the password
- If you do not remember your password, click the [Forgot password?] link
- Remember to use Google Chrome

At the bottom of the page, there is a footer with the text "Help | Privacy Notice" and "©1995 - 2024 e-Builder, Inc. All Rights Reserved" next to a small accessibility icon.

PANYNJ Trimble Accounts



If you have multiple accounts, select the appropriate one from the drop down

To switch accounts user must remember to log out from the existing account

Trimble Unity Construct

Log In

Select account to log into

Port Authority of NY & NJ

Please Select

LaGuardia Redevelopment Program

Port Authority of NY & NJ

Help | Privacy Notice

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Trimble Navigation



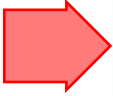
System Navigation



Trimble Unity Construct

My Home | Dashboard | Projects | Forms | Processes | Documents | Calendar | Contacts | Schedule | Reports | Setup | ...

My Court



Training Information



Events Monday, Dec 02, 2024

Announcements

Training
Follow the link for eBuilder University
<https://resources.e-builder.net/vimeo-all-videos>

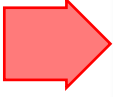
Go to training project for more materials under Documents:
Training - Major Capital - Port Authority of NY & NJ

Trimble Unity Field Mobile App:
Download the Trimble Unity Field mobile app to get the latest features.

To contact e-Builder Support:
Please call (888) 288 5717

PANYNJ eBuilder Support:
pabuildersupport@panynj.gov

Contact Information



Recent Pages

- Project - MFP-614.0044 WO#002 NJMT ...
- Project - PAT-784.169 Exchange Place S...
- Project - MFP-944.684 WO#31 APM Reh...
- Project - MFA-954.493 WO# 02 NCC #2 ...
- Project - MFP 664.001 WO#001 Rehab...

Welcome, Marina!

My Processes

Project	Instance	Subject	Step	Date Due	Requested Comment
BT-254.192 WO#02- Truss 7 Strand Augmentation	CSR - 98	CTS 0086 999999E0001, 999999D0001 R000 Scaffold & SW Bridge (DDH Letters & Pull Test Results)	Contractor Revise		Yes
EWR-154.046 Newark Liberty International Airport - CCTV at Terminals B & C Frontages and Interior Passenger Pre-Screening Areas	CSR - 136	CTS 0136 999999A012 R000 Terminal B As-Built Drawings	Contractor Revise		Yes
GWB 603.003 WO#05 GWB Priority NJ Catch Basin Repairs	CSR - 12	CTS 0011 R000 Manhole Stop	Contractor Revise		Yes
JFK 1091 WO#02 High Pressure Water Pipe Repair at Building 76	CSR - 2	CTS 0002 03301000001 R001 Data Sheet Submittal For Pipe Epoxy Coating	Initiator Revise / Error Found		Yes
JFK 1093 WO#01 Yellow and Orange Garage Concrete and Joint Repairs	CSR - 22	CTS 0022 079200D0006 R000 MasterSeal NP 150	Contractor Revise		Yes
JFK-1093 WO#01 Yellow and Orange Garage Concrete and Joint Repairs	CSR - 60	CTS 0060 099100D0002 R001 Hi Solid	Contractor Revise		Yes
MF 100.544 WO#02 HT - SIGN STRUCTURES NJSL 8, NJSL 16, NJSL 18 & NJSL 73A - CORRODED STEEL BASES	CSR - 1	CTS 0001 099100D0001 R000 Sign Structure paint	Contractor Revise		Yes
MF-304 WO#03 BR Installation of Temporary Safety Fence	CSR - 1	CTS 0001 999999S0001 R000 H/ASP Temporary Fence Install at Dayonne Bridge	Contractor Revise		Yes
MFA-604.015 EWR and TER Immediate Repairs	CSR - 2	CTS 0002 999999S0001 R000 24-Hour Emergency Contact List	Contractor Revise		Yes
MFA 604.015 EWR and TER Immediate Repairs	CSR - 3	CTS 0003 01412850002R000 R000 Confined Space Entry Program	Contractor Revise		Yes

View: 10 25 50

Showing 1 to 10 of 22 results Previous 1 2 3 Next

My Schedule Tasks

Project	Sequence Number	WBS	Task	% Complete	Start Date	Finish Date
No matching records found						

View: 10 25 50

Previous Next



Trimble Training



1. [Trimble Learn](#) - video tutorials for Trimble Unity Construct
2. **Go to training project for more materials under Documents Training - Major Capital - Port Authority of NY & NJ**

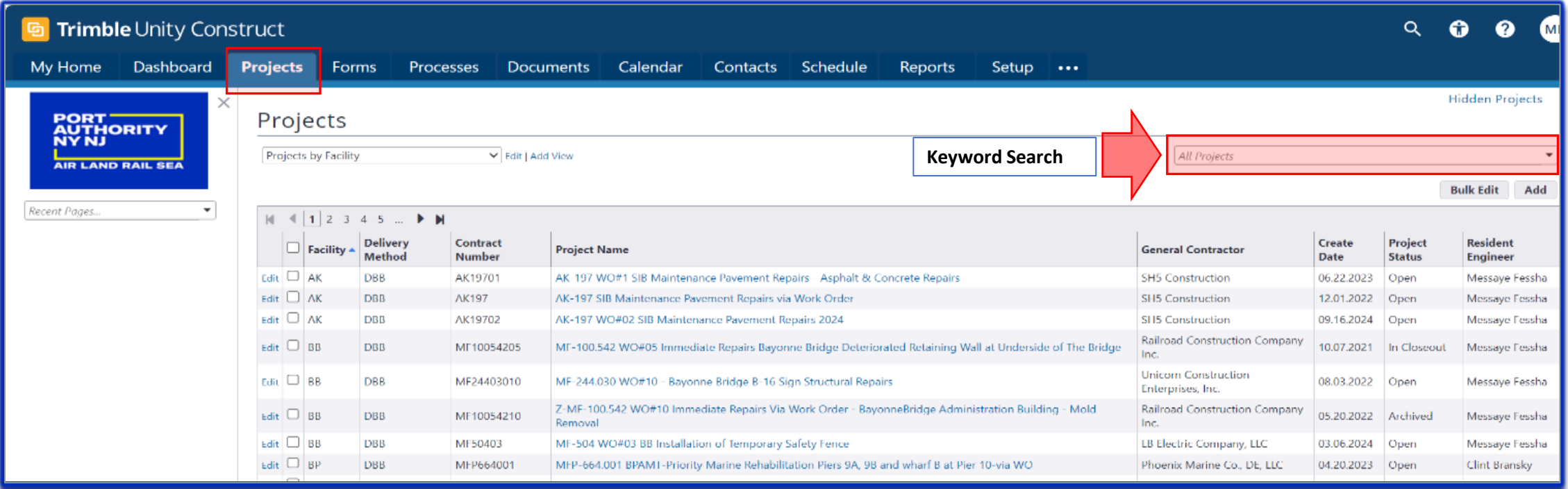
The screenshot displays the Trimble Unity Construct web application interface. The top navigation bar includes 'My Home', 'Dashboard', 'Projects', 'Forms', 'Processes', 'Documents', 'Calendar', 'Contacts', 'Schedule', 'Reports', and 'Setup'. The 'Documents' tab is active. On the left, a 'Project Menu' sidebar is visible, with 'Documents' highlighted in a red box. The main content area shows 'Project Documents' for a project named '***Training Project - ***Training - Major Capital - Port Authority of NY & NJ', which is also highlighted in a red box. Below this, a folder tree on the left shows 'Internal Training[32]' highlighted in a red box. The main pane displays a list of documents under the 'Internal Training' folder, including several PDF files and one MP4 video file.

Name	Version	Download	Send	Properties
eBuilder IDN Overview Session Recording_11-15-2024.mp4	(version 1)	Download (187.9MB)	Send	Properties
PA PLT Process_11-12-2024-Final.pdf	(version 1)	Download (1.8MB)	Redline Stamp	Compare With Send Properties
PA CWP Process_11-12-2024-Final.pdf	(version 1)	Download (3.2MB)	Redline Stamp	Compare With Send Properties
PA CSIR Process_11-12-2024-Final.pdf	(version 1)	Download (2.2MB)	Redline Stamp	Compare With Send Properties
PA OCT Process_11-14-2024-Final.pdf	(version 1)	Download (1.9MB)	Redline Stamp	Compare With Send Properties
PA IDN Knowledge Bar_November 2024.pdf	(version 1)	Download (2.4MB)	Redline Stamp	Compare With Send Properties

Project Access

To Access a Project

1. Click **Projects** from the top navigation bar.
2. Select a project from the **All Projects** menu.
3. Or use the **Keyword Search** feature.



Trimble Unity Construct

My Home Dashboard **Projects** Forms Processes Documents Calendar Contacts Schedule Reports Setup ...

PORT AUTHORITY NY NJ AIR LAND RAIL SEA

Recent Pages...

Projects

Projects by Facility Edit Add View

Keyword Search

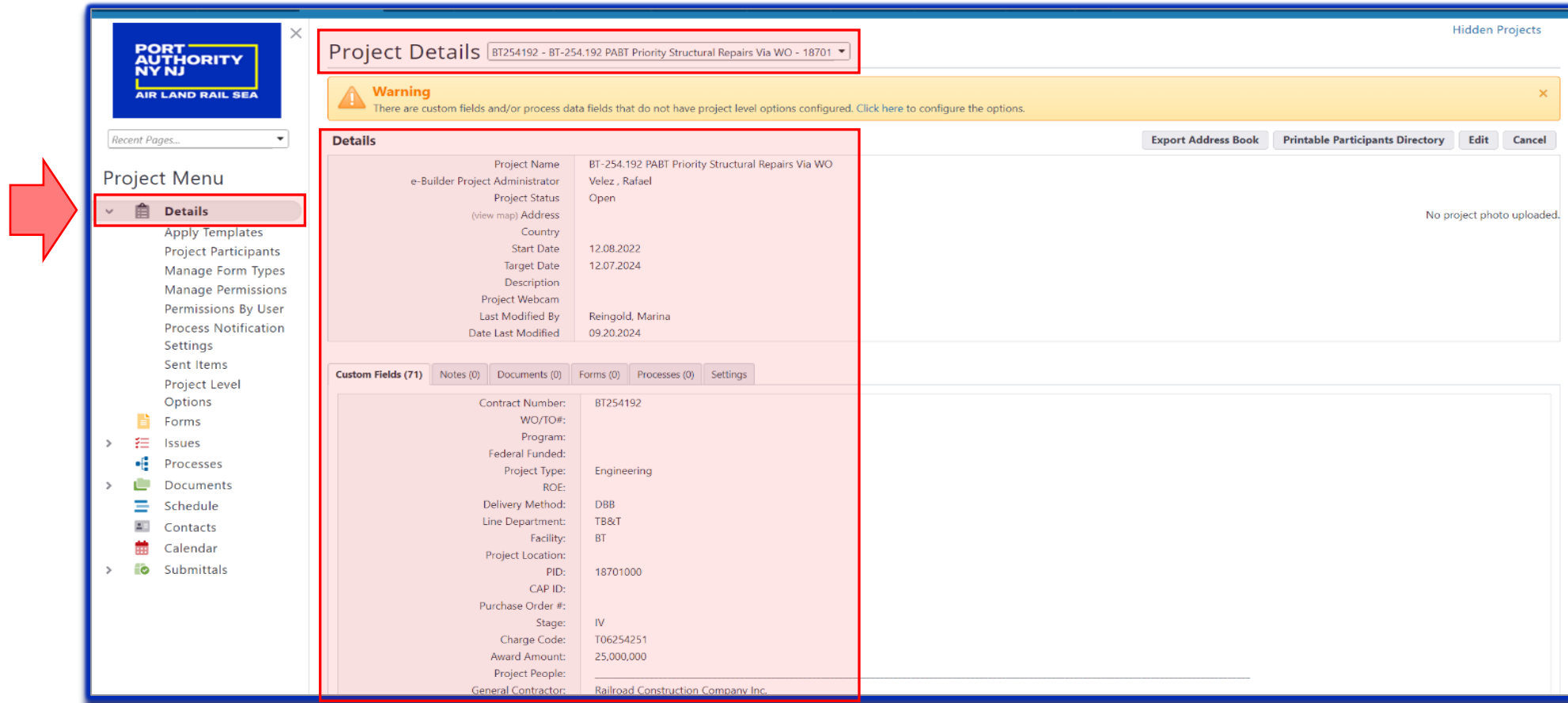
All Projects

Bulk Edit Add

	Facility	Delivery Method	Contract Number	Project Name	General Contractor	Create Date	Project Status	Resident Engineer
Edit	AK	DBB	AK19701	AK-197 WO#1 SIB Maintenance Pavement Repairs - Asphalt & Concrete Repairs	SH5 Construction	06.22.2023	Open	Message Fessha
Edit	AK	DBB	AK197	AK-197 SIB Maintenance Pavement Repairs via Work Order	SIIS Construction	12.01.2022	Open	Message Fessha
Edit	AK	DBB	AK19702	AK-197 WO#02 SIB Maintenance Pavement Repairs 2024	SIIS Construction	09.16.2024	Open	Message Fessha
Edit	BB	DBB	MF10054205	MF-100.542 WO#05 Immediate Repairs Bayonne Bridge Deteriorated Retaining Wall at Underside of The Bridge	Railroad Construction Company Inc.	10.07.2021	In Closeout	Message Fessha
Edit	BB	DBB	MF24403010	MF-244.030 WO#10 - Bayonne Bridge B-16 Sign Structural Repairs	Unicorn Construction Enterprises, Inc.	08.03.2022	Open	Message Fessha
Edit	BB	DBB	MF10054210	Z-MF-100.542 WO#10 Immediate Repairs Via Work Order - BayonneBridge Administration Building - Mold Removal	Railroad Construction Company Inc.	05.20.2022	Archived	Message Fessha
Edit	BB	DBB	MF50403	MF-504 WO#03 BB Installation of Temporary Safety Fence	LB Electric Company, LLC	03.06.2024	Open	Message Fessha
Edit	BP	DBB	MFP664001	MFP-664.001 BPAMI-Priority Marine Rehabilitation Piers 9A, 9B and wharf B at Pier 10-via WO	Phoenix Marine Co., DE, LLC	04.20.2023	Open	Clint Bransky

Project Details

Access the **Project Details** page through the **Project Menu** in the left navigation pane, then click **Details**. The Project Details page will then be displayed.



The screenshot displays the 'Project Details' page for a specific project. The left navigation pane shows the 'Project Menu' with 'Details' highlighted. The main content area includes a warning message, project details, and custom fields.

Project Details BT-254.192 - BT-254.192 PABT Priority Structural Repairs Via WO - 18701

Warning
There are custom fields and/or process data fields that do not have project level options configured. [Click here to configure the options.](#)

Details

Project Name	BT-254.192 PABT Priority Structural Repairs Via WO
e-Builder Project Administrator	Velez, Rafael
Project Status	Open
(view map) Address	
Country	
Start Date	12.08.2022
Target Date	12.07.2024
Description	
Project Webcam	
Last Modified By	Reingold, Marina
Date Last Modified	09.20.2024

Export Address Book Printable Participants Directory Edit Cancel

No project photo uploaded.

Custom Fields (71) Notes (0) Documents (0) Forms (0) Processes (0) Settings

Contract Number:	BT254192
WO/TO#:	
Program:	
Federal Funded:	
Project Type:	Engineering
ROE:	
Delivery Method:	DBB
Line Department:	TB&T
Facility:	BT
Project Location:	
PID:	18701000
CAP ID:	
Purchase Order #:	
Stage:	IV
Charge Code:	T06254251
Award Amount:	25,000,000
Project People:	
General Contractor:	Railroad Construction Company Inc.

Project Participants/Roles



The list of **Project Participants** can be accessed from the **Project Details** menu. Once opened, it displays a complete list of all project members, including user groups and their assigned roles.

The screenshot shows the Trimble Unity Construct interface. The 'Projects' menu is highlighted in the top navigation bar. The 'Project Participants' option is selected in the left sidebar. The main content area displays the 'Project Participants' for the project 'GWB60300308 - GWB-603.003 WO#08 GWB Refrigerated Storage Con'. The participants are listed in a table below the '02 - General Contractor' section.

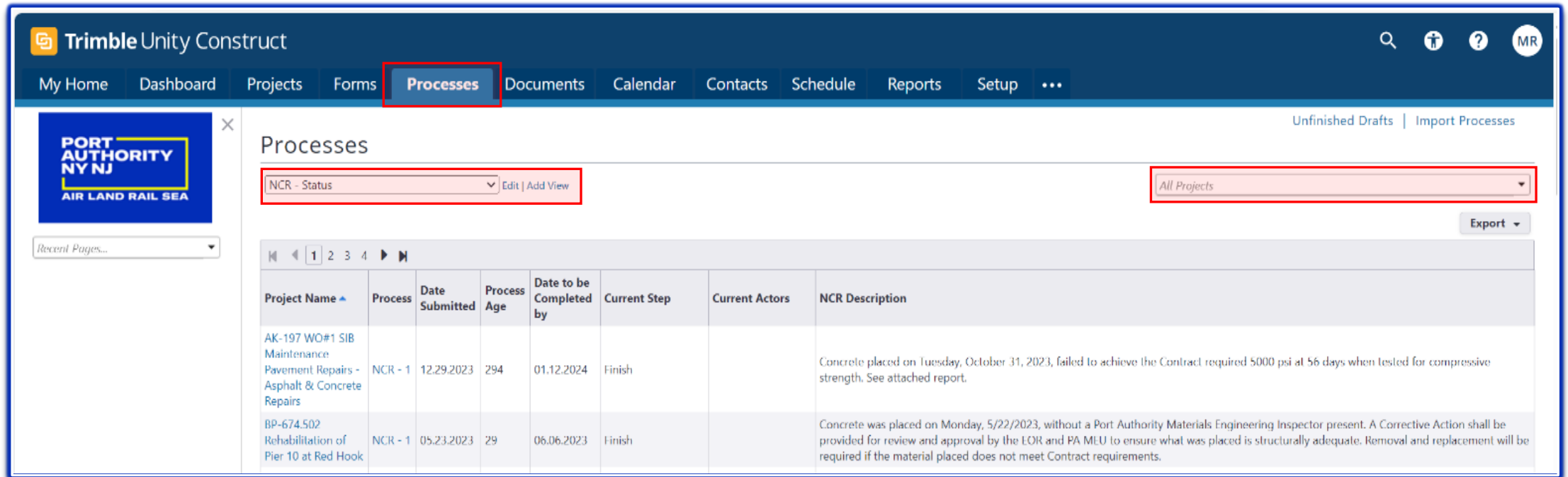
Name	User Name	Company Name	Account Role	Project Role
<input type="checkbox"/> James Belknap	jbelknap@ferreiraconstruction.com	Ferreira Construction Company, Inc		✓
<input type="checkbox"/> Derrick Davis	ddavis@ferreiraconstruction.com	Ferreira Construction Company, Inc		✓
<input type="checkbox"/> Jake Geiser	jgeiser@ferreiraconstruction.com	Ferreira Construction Company, Inc		✓
<input type="checkbox"/> Carmen Gonzalez	cgonzalez@ferreiraconstruction.com	Ferreira Construction Company, Inc		✓
<input type="checkbox"/> Joseph Kinsella	kinsella@ferreiraconstruction.com	Ferreira Construction Company, Inc		✓
<input type="checkbox"/> Santiago Loja	sloja@ferreiraconstruction.com	Ferreira Construction Company, Inc		✓
<input type="checkbox"/> Dan Nogueira	dnogueira@ferreiraconstruction.com	Ferreira Construction Company, Inc		✓
<input type="checkbox"/> Heidi Pina	hpina@ferreiraconstruction.com	Ferreira Construction Company, Inc		✓



Process View

Processes in Trimble are **automated workflows** that complete specific **business tasks** based on a **predefined set of rules**.

To access your assigned processes, click **Processes** from the top navigation bar. The **Processes** view will display a list of all assigned items such as **CSR, RFI** etc.



Trimble Unity Construct

My Home Dashboard Projects Forms **Processes** Documents Calendar Contacts Schedule Reports Setup ...

Unfinished Drafts | Import Processes

Processes

NCR - Status Edit | Add View

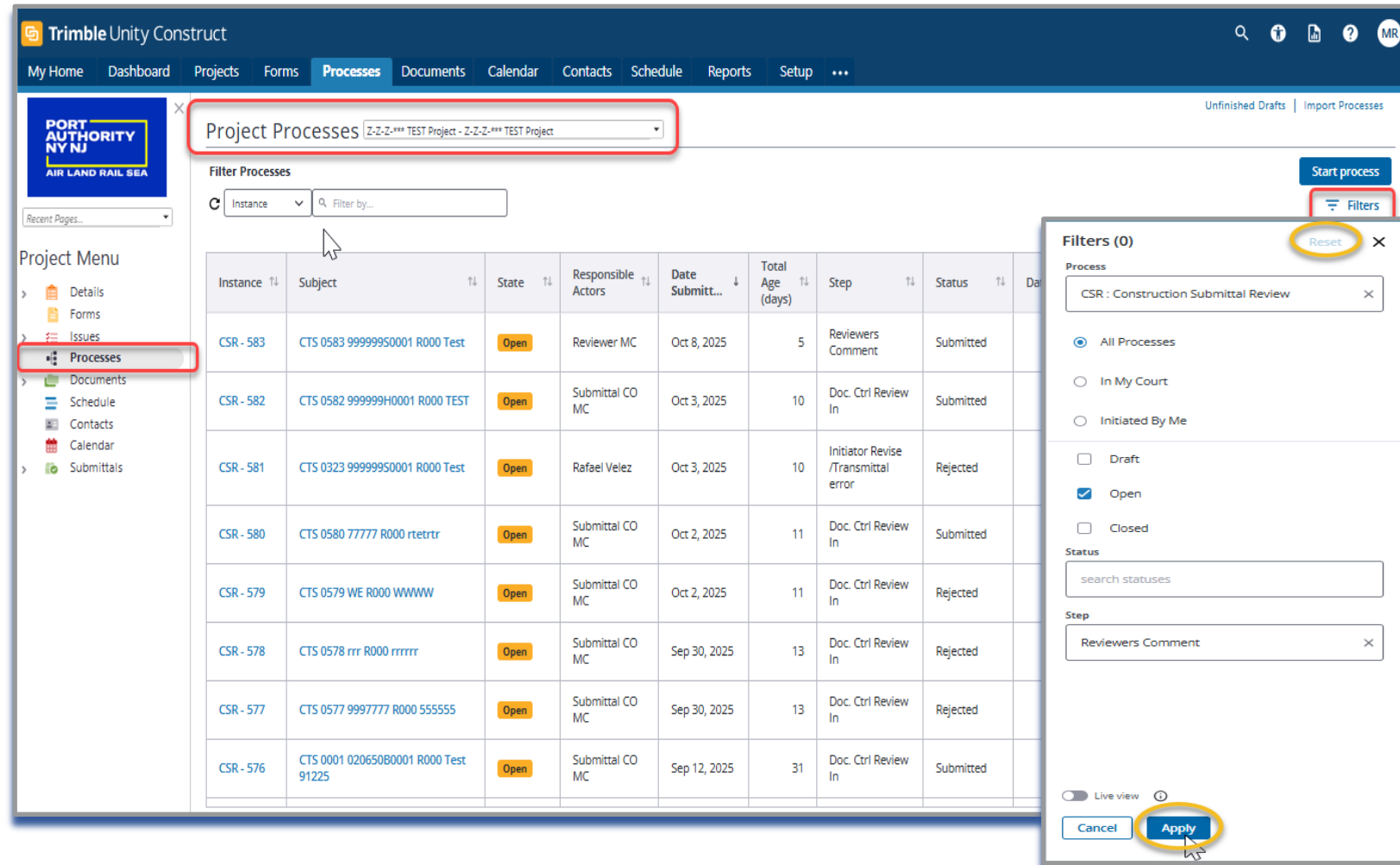
All Projects

Export

Project Name	Process	Date Submitted	Process Age	Date to be Completed by	Current Step	Current Actors	NCR Description
AK-197 WO#1 SIB Maintenance Pavement Repairs - Asphalt & Concrete Repairs	NCR - 1	12.29.2023	294	01.12.2024	Finish		Concrete placed on Tuesday, October 31, 2023, failed to achieve the Contract required 5000 psi at 56 days when tested for compressive strength. See attached report.
BP-674.502 Rehabilitation of Pier 10 at Red Hook	NCR - 1	05.23.2023	29	06.06.2023	Finish		Concrete was placed on Monday, 5/22/2023, without a Port Authority Materials Engineering Inspector present. A Corrective Action shall be provided for review and approval by the LOR and PA MEU to ensure what was placed is structurally adequate. Removal and replacement will be required if the material placed does not meet Contract requirements.

How to Find a Process

1. Open the selected project.
2. Select **Processes** from the right panel.
3. Use the **Filter** in the top left corner.
4. Select the process
 - a. (e.g., **CSR: Construction Submittal Review** or
 - b. **RFI: Request for Information**).
5. Set Check = **Open**.
6. Set Status = **Open**.
7. Set Steps = **Reviewer's Comment**.
8. Click **Apply**.



Trimble Unity Construct

My Home Dashboard Projects Forms **Processes** Documents Calendar Contacts Schedule Reports Setup ...

Project Processes Z-Z-Z-*** TEST Project - Z-Z-Z-*** TEST Project

Filter Processes

Instance State Responsible Actors Date Submitt... Total Age (days) Step Status

Instance	Subject	State	Responsible Actors	Date Submitt...	Total Age (days)	Step	Status
CSR - 583	CTS 0583 99999950001 R000 Test	Open	Reviewer MC	Oct 8, 2025	5	Reviewers Comment	Submitted
CSR - 582	CTS 0582 999999H0001 R000 TEST	Open	Submittal CO MC	Oct 3, 2025	10	Doc. Ctrl Review In	Submitted
CSR - 581	CTS 0323 99999950001 R000 Test	Open	Rafael Velez	Oct 3, 2025	10	Initiator Revise /Transmittal error	Rejected
CSR - 580	CTS 0580 77777 R000 rtetrt	Open	Submittal CO MC	Oct 2, 2025	11	Doc. Ctrl Review In	Submitted
CSR - 579	CTS 0579 WE R000 WWWW	Open	Submittal CO MC	Oct 2, 2025	11	Doc. Ctrl Review In	Rejected
CSR - 578	CTS 0578 rrr R000 rrrrrr	Open	Submittal CO MC	Sep 30, 2025	13	Doc. Ctrl Review In	Rejected
CSR - 577	CTS 0577 9997777 R000 555555	Open	Submittal CO MC	Sep 30, 2025	13	Doc. Ctrl Review In	Rejected
CSR - 576	CTS 0001 02065080001 R000 Test 91225	Open	Submittal CO MC	Sep 12, 2025	31	Doc. Ctrl Review In	Submitted

Filters (0)

Process CSR: Construction Submittal Review

All Processes
In My Court
Initiated By Me

Draft
Open
Closed

Status search statuses

Step Reviewers Comment

Live view

Cancel Apply

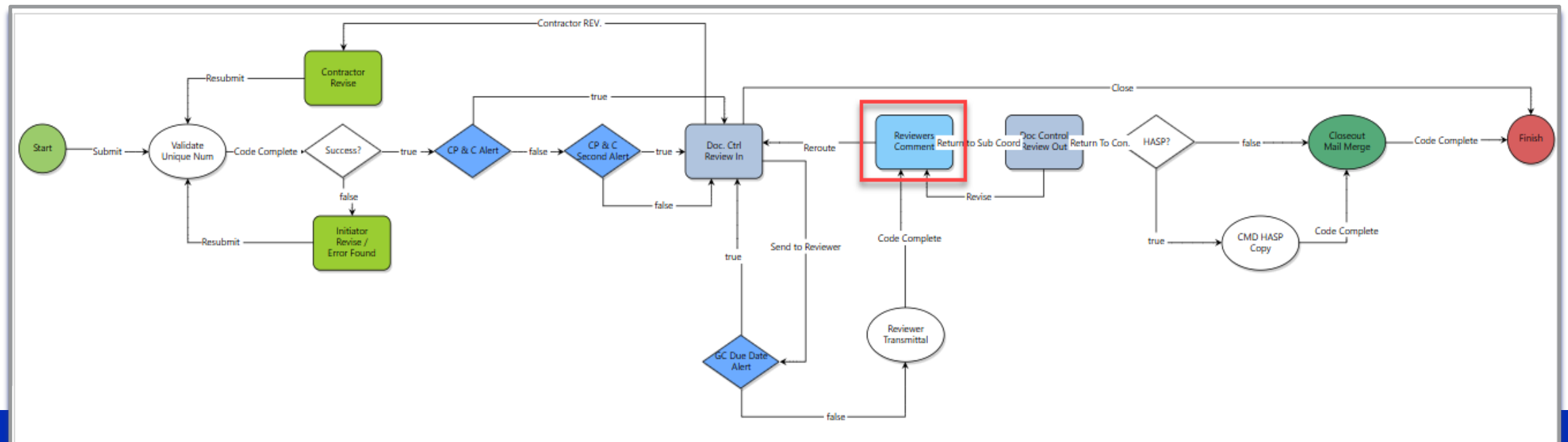
CSR Process – Workflow

Construction Submittal Review

The CSR process manages the scheduling and administrative review of all construction documents (shop drawings, samples, etc.) to ensure proper processing and compliance with project protocols.

Process Flow

1. The **General Contractor (GC)** initiates the process.
2. The **submittal proceeds through initial audit steps.**
3. **Document Control (DC)** assigns the submittal to a Reviewer.
4. **The Reviewer completes the review.**
5. **DC returns** the submittal to the GC after final audit.



CSR - Reviewer Tasks



A submittal reviewer is responsible for the following actions:

1. **Complete the review** of submittal items
2. Add **comments** as necessary
3. Select the **category** for the reviewed submittal within the CSR process in Trimble
4. **Upload** the reviewed and stamped copy within the CSR process in Trimble
5. **Return the CSR process** to the Submittal Coordinator

* Re-route the CSR process back to the Submittal Coordinator, if required.

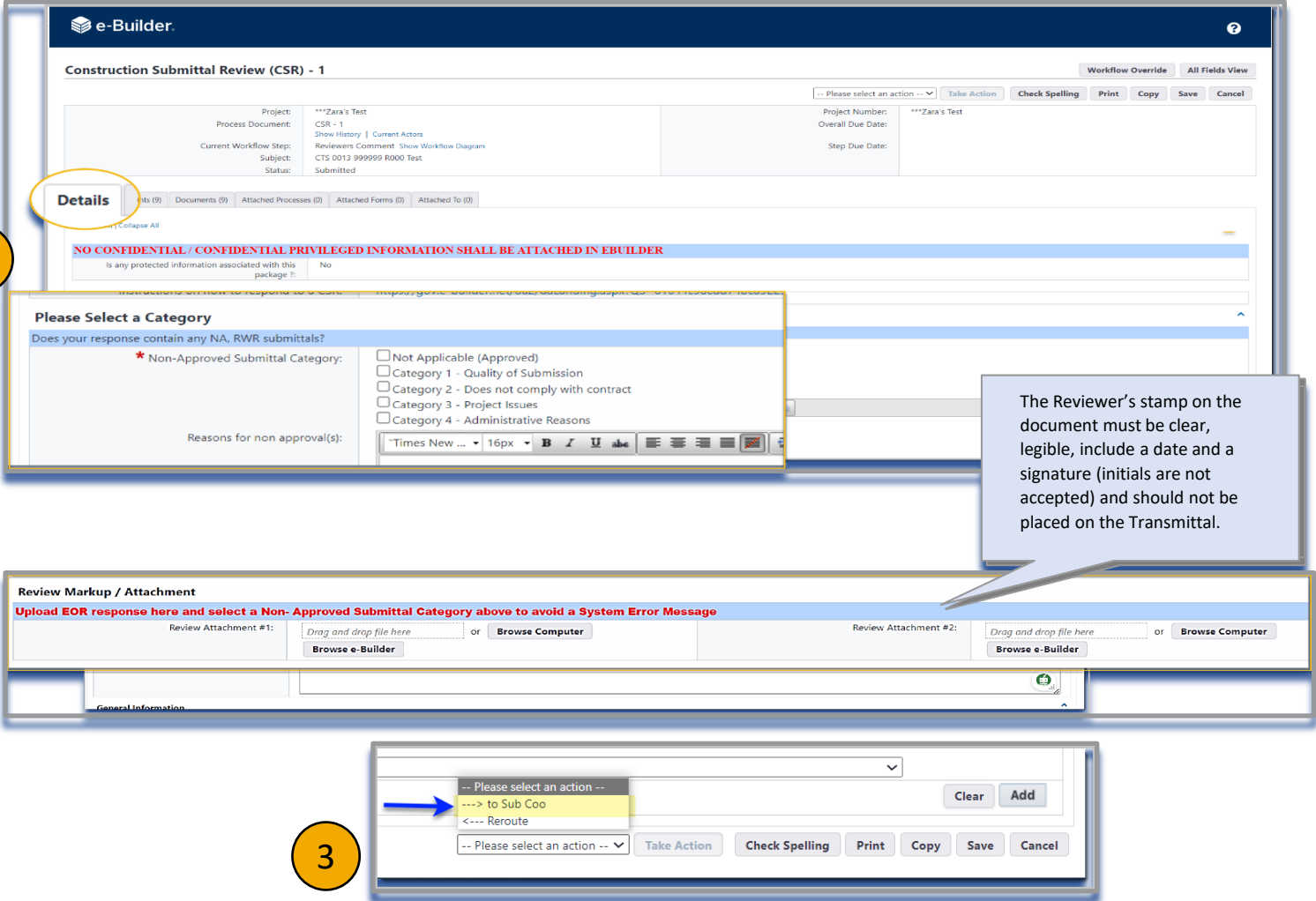
How to Respond to a CSR

Step 1 - On the Details tab, select a Category:

- for approved submittals, select **Not Applicable (Approved)**
- for not approved submittals, choose from **Categories 1-4.**

Step 2 - Upload the reviewed and stamped submittal in the Review Markup/Attachment section.

Step 3 - To return the Submittal - select "to Sub Co" from the Take Action option at the bottom (or top) of the screen.



1

2

3

The Reviewer's stamp on the document must be clear, legible, include a date and a signature (initials are not accepted) and should not be placed on the Transmittal.

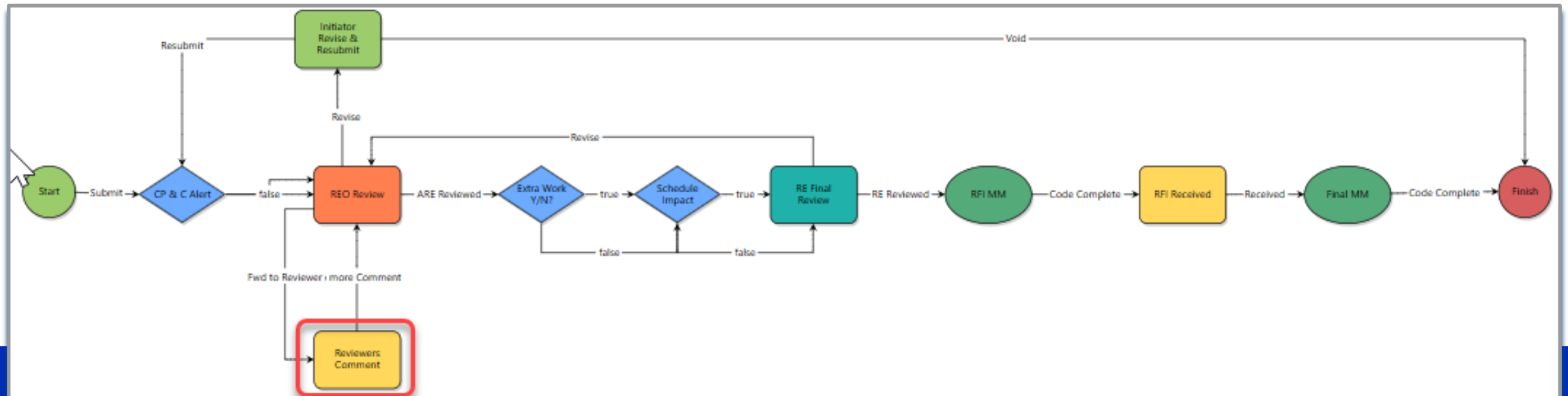
RFI Process - Workflow

(Request for Information)

The RFI process manages contractor requests for contract clarifications and provides official responses to prevent miscommunication with the Port Authority staff.

Process Flow

1. The **General Contractor (GC)** initiates the RFI process.
2. The **Resident Engineer's Office (REO)** reviews the submission and assigns it to a **Reviewer**.
3. The **Reviewer completes the review** and provides comments or required clarifications.
4. After the final review, the **Resident Engineer returns** the RFI to the **GC**.
5. The **GC acknowledges** the response.



RFI Reviewer Tasks



A RFI reviewer is responsible for the following actions:

- 1. Complete the review** of the submitted RFI question

- 2. Add comments** as necessary

- 3. Upload documents**, if required, within the RFI process in Trimble

- 4. Return the RFI process** to the REO Reviewer.

How to Respond to an RFI



Step 1 - On the [Details] tab, review the RFI details.

Step 2 - Add comments under the [Comments] tab, if needed.

The screenshot displays the Trimble Unity Construct interface for a Request For Information (RFI) - 573. The main view is the 'Details' tab, showing project information such as 'Project: Z-Z-Z-*** TEST Project', 'Process Document: RFI - 573', and 'Subject: Test - Steel Plates - RFI'. The status is 'Answered'. A red banner at the top states 'NO CONFIDENTIAL / CONFIDENTIAL & PRIVILEGED INFORMATION SHALL BE ATTACHED IN EBUILDER'. Below this, there are sections for 'Instructions on how to respond to an RFI', 'Request for Information' details, 'RFI Related Processes', 'RFI Response' (with radio buttons for 'Does this result in Extra Work?' and 'Does this request generate a schedule impact?'), and 'Reviewer Attachment'. A 'Comments (3)' tab is highlighted in the top navigation bar. An inset window shows the 'Add Comment' dialog box, where the 'Private' checkbox is checked, and a text area is provided for entering a comment. The dialog also includes 'Add Comment' and 'Cancel' buttons.

How to Respond to an RFI



Continued

Step 3 - Upload documents, if necessary, in the Reviewer Attachments section.

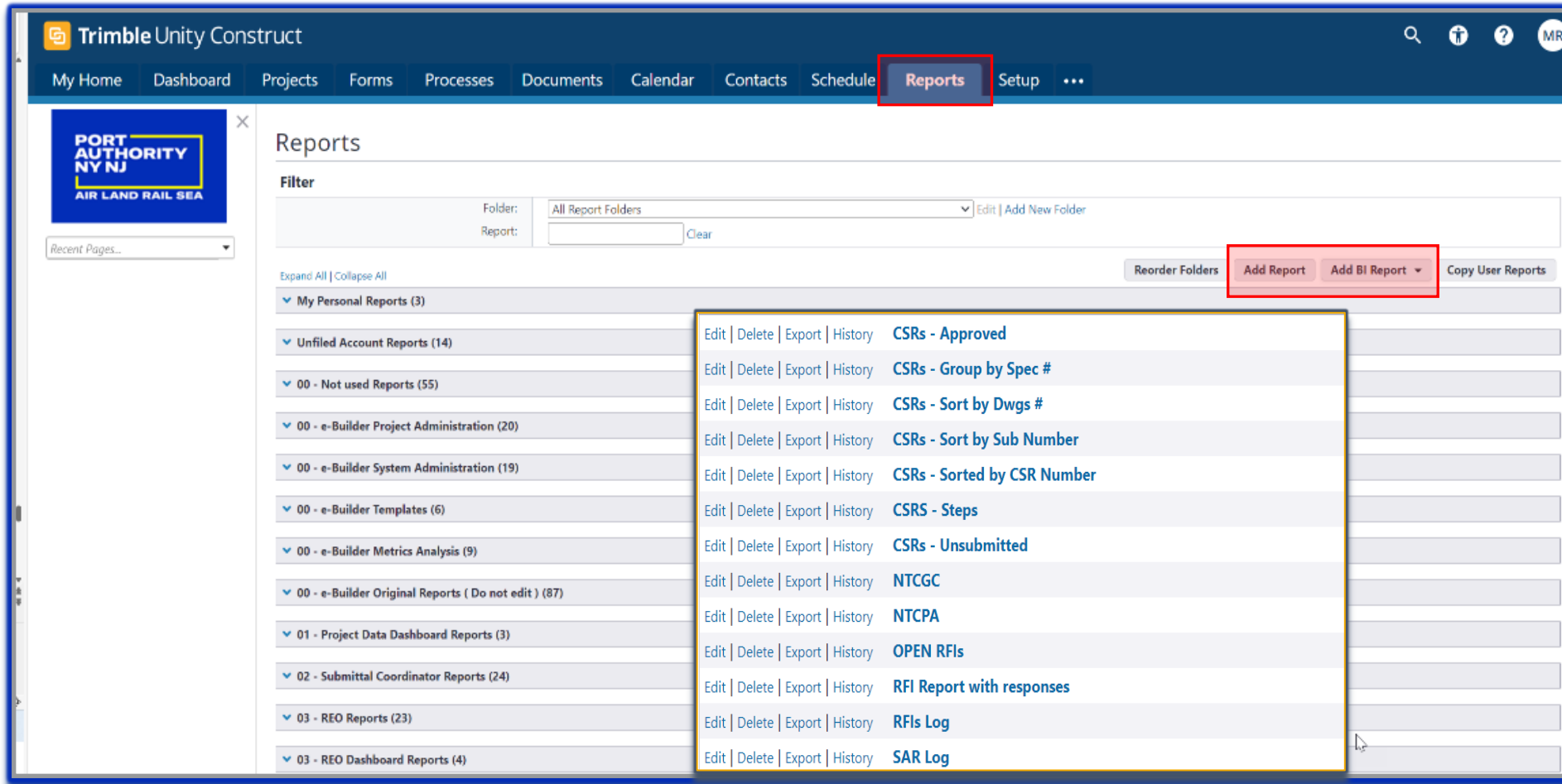
A screenshot of a software interface titled "Reviewer Attachment". It shows a table with one row. The first column is labeled "Reviewer Attachment #1:" and the second column contains the text "The GC does not have access to this file" highlighted in yellow. Below the text is an empty input field.

Step 4 - To return the RFI to the REO, select “No More Comments” from the Take Action option at the top or bottom of the screen.

A screenshot of the bottom of a software interface. It features a row of buttons: "Delete Instance", "Workflow Override", and "All Fields View". Below these is a row of buttons: "No more Comment" (circled in yellow), "Take Action", "Check Spelling", "Print", "Copy", "Save", and "Cancel".

Reports

Users can access available out of box reports or create their own reports



The screenshot displays the Trimble Unity Construct interface. The top navigation bar includes 'My Home', 'Dashboard', 'Projects', 'Forms', 'Processes', 'Documents', 'Calendar', 'Contacts', 'Schedule', 'Reports', and 'Setup'. The 'Reports' menu is highlighted. The main content area is titled 'Reports' and features a filter section with 'Folder: All Report Folders' and 'Report:'. Below the filter are buttons for 'Reorder Folders', 'Add Report', 'Add BI Report', and 'Copy User Reports'. The left sidebar shows a tree view of report folders, including 'My Personal Reports (3)', 'Unfiled Account Reports (14)', '00 - Not used Reports (55)', '00 - e-Builder Project Administration (20)', '00 - e-Builder System Administration (19)', '00 - e-Builder Templates (6)', '00 - e-Builder Metrics Analysis (9)', '00 - e-Builder Original Reports (Do not edit) (87)', '01 - Project Data Dashboard Reports (3)', '02 - Submittal Coordinator Reports (24)', '03 - REO Reports (23)', and '03 - REO Dashboard Reports (4)'. A context menu is open over the 'CSRs - Approved' report, listing options: Edit, Delete, Export, History, CSRs - Approved, CSRs - Group by Spec #, CSRs - Sort by Dwgs #, CSRs - Sort by Sub Number, CSRs - Sorted by CSR Number, CSRS - Steps, CSRs - Unsubmitted, NTCGC, NTCPA, OPEN RFIs, RFI Report with responses, RFIs Log, and SAR Log.

DEMO

FAQs



Question 1: How can I obtain Trimble access to the projects I am working on?

Answer: Please contact the assigned Contract Lead Engineer/Architect (LE/A) or Project Principal (PP). Once access is granted, we also recommend watching the [New Users Tutorial video](#), which will guide you through the setup process and introduce you to key features.

Question 2: Whom should I contact if I have a question regarding Trimble?

Answer: For assistance, please email the PA Trimble Support team at paebuildersupport@panynj.gov. This includes requests such as password resets.

Question 3: How can I access an CSR or RFI assigned to me?

Answer: You can access the assigned process either through the link provided in the notification email or directly within Trimble from your 'My Home' page.

Question 4: How can I review a Confidential (C) or Confidential Privileged (CP) Submittals / RFIs?

Answer: There are no C or CP documents stored in Trimble – to review/upload protected information use the provided link in Trimble to navigate to secure location in OpenText/Livelink. Access to OpenText/Livelink will be granted upon submission of an NDA. Please contact the contact Project Principal, EADD Task Lead, or Resident Engineer's Office for more details.

FAQs

Question 5: Are there instructions on how to respond to a CSR or an RFI?

Answer: Yes. Instructions and videos are available in Trimble e-Builder Project – link below:

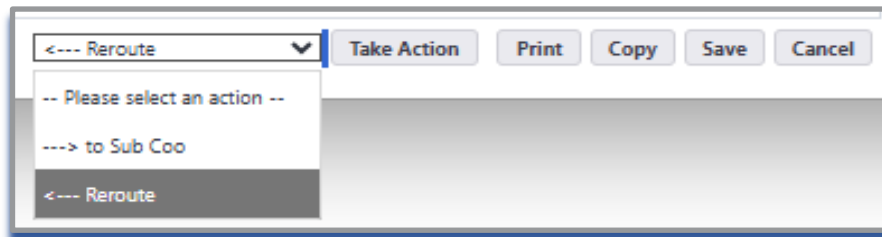
[Documents → Training → Major Capital – Port Authority of NY & NJ](#)

Specific Process PDFs and Videos can also be accessed directly via the links below:

- **CSR** - [PDF instructions](#) or [downloadable a video](#)
- **RFI** - [PDF instructions](#) or [downloadable a video](#)

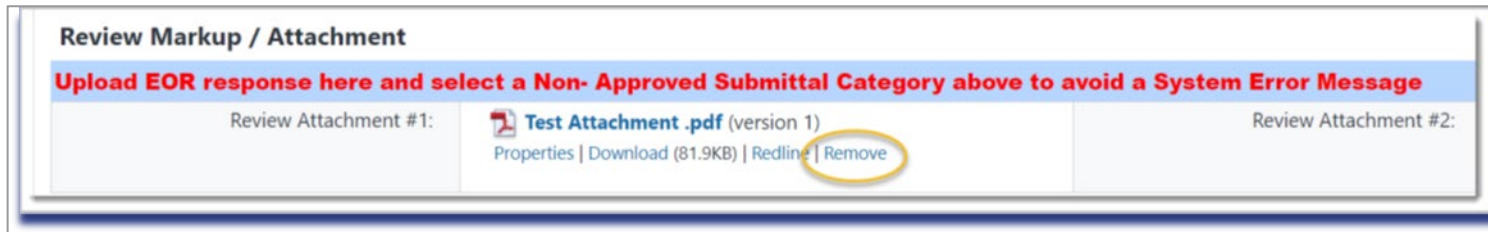
Question 6: What should I do if I am not the correct reviewer for an assigned Submittal?

Answer: If you are not the correct reviewer, please use the “**Reroute**” option within the CSR process. This will allow the Submittal Coordinator to assign the Submittal to the appropriate reviewer.

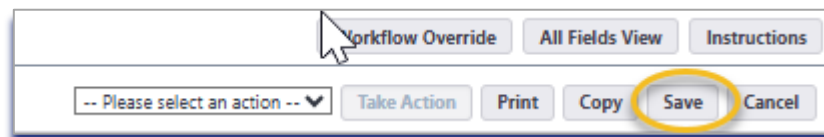


Question 7: How do I remove or replace a response from the **Review Markup/Attachment** field when reviewing a **CSR**?

Answer: 1. Remove the uploaded document from **Reviewer Attachment Field #1** by clicking **Remove**.



2. Upload the new document in **Reviewer Attachment Field #1** and click **Save** twice.



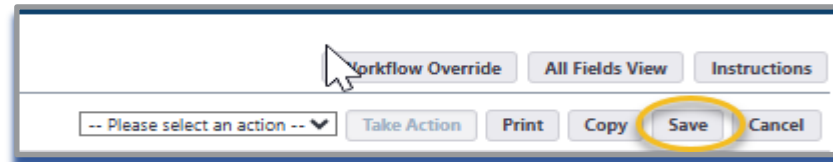
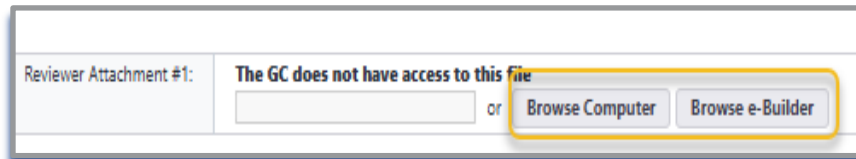
FAQs

Question 8: How do I remove or replace a response from the Reviewer Attachment Field when reviewing an RFI?

Answer: 1. Remove the uploaded document from **Reviewer Attachment Field #1** by clicking **Remove**.



2. Upload the new document in **Reviewer Attachment #1** field and click **Save** twice.



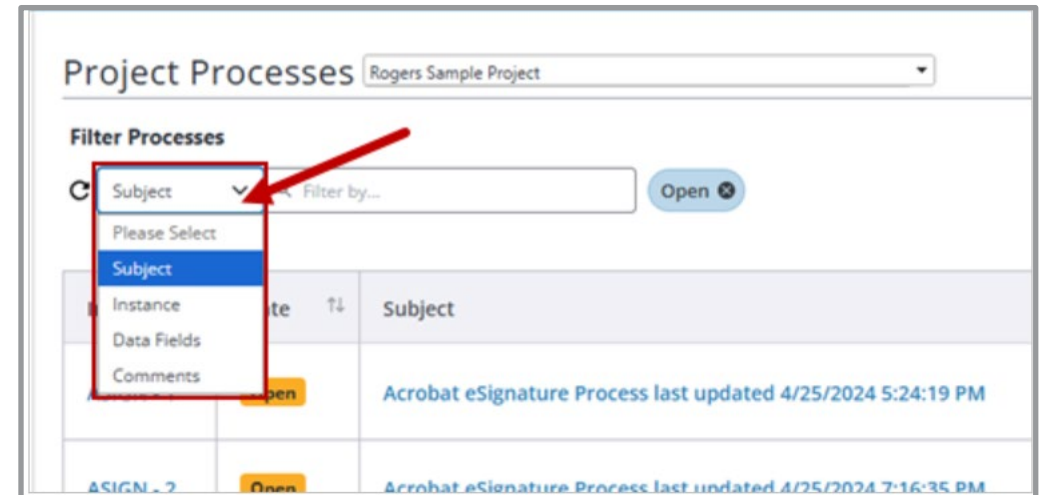
FAQs

Question 9: Can I search in Trimble?

Answer: Yes. Trimble has a full-text process search functionality that enables you to find process instances using one or more search criteria.

In the **Filter Processes** section, use one of the following options from the drop-down:

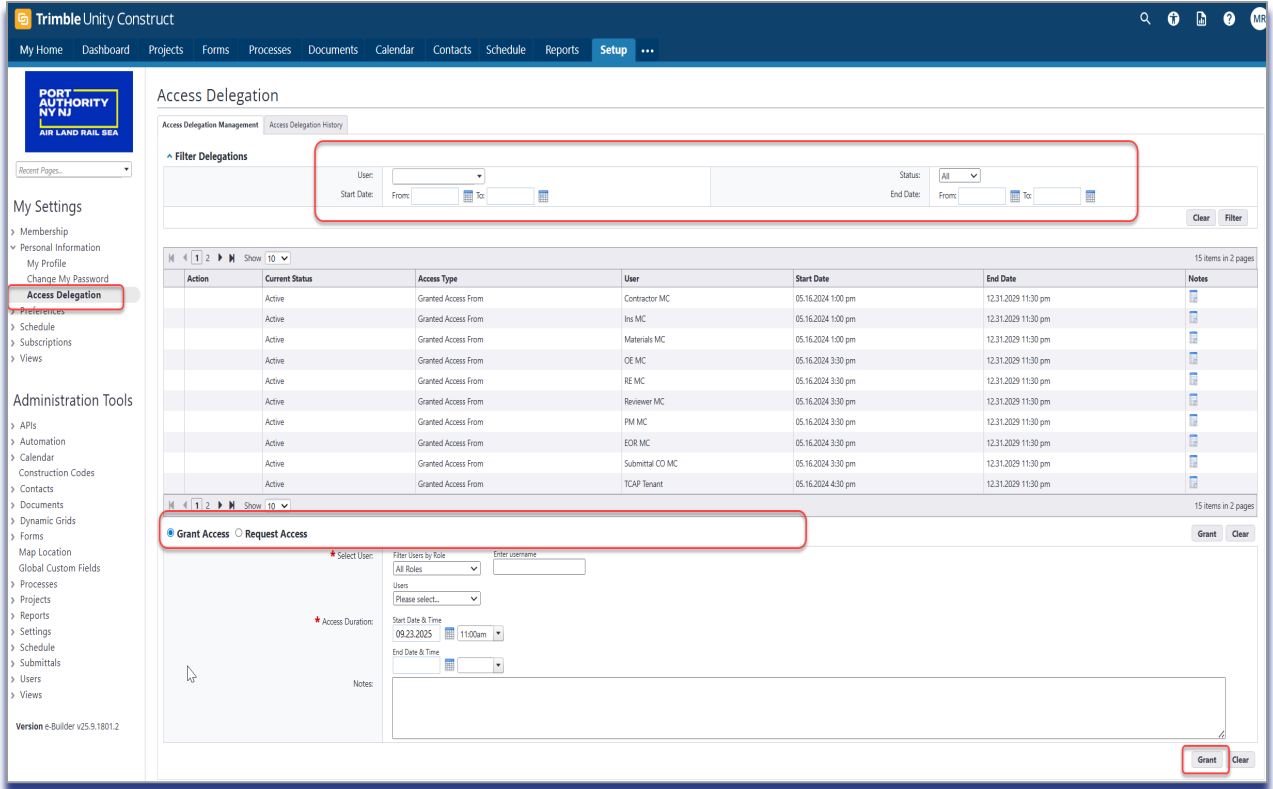
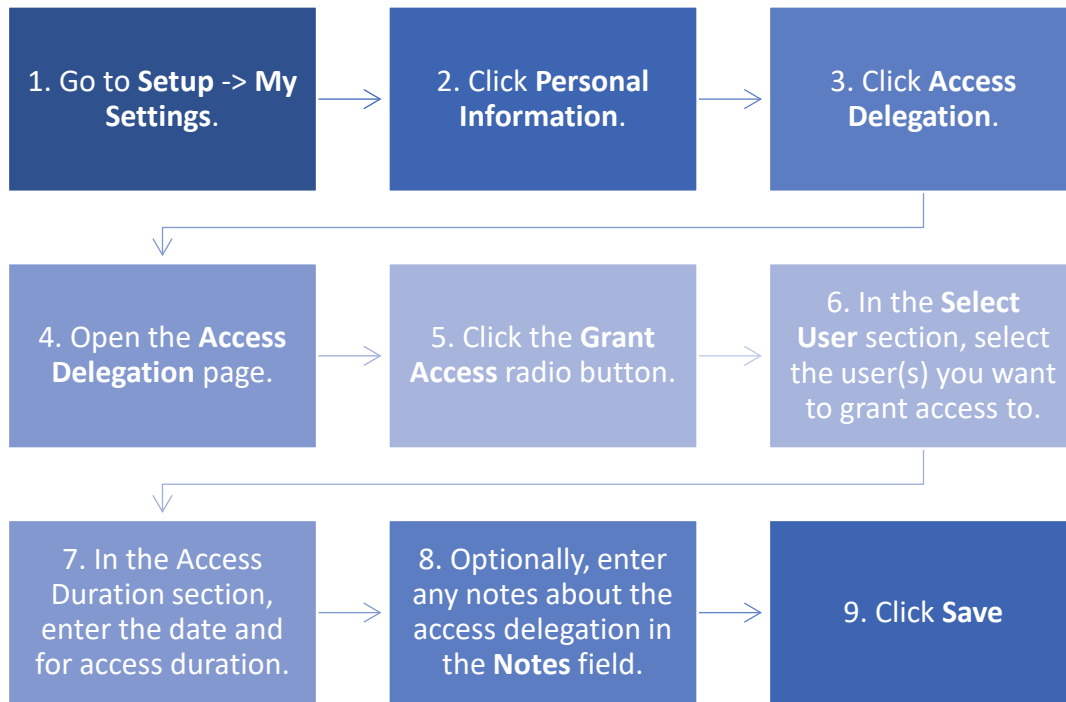
- **Subject:** Select this option to search for the specified criteria in the subject field of process instances.
- **Instance:** Select this option to search for the specified criteria in the process instance.
- **Data Fields:** Select this option to search for the specified criteria in process data fields.
- **Comments:** Select this option to search for the specified criteria in the comments on a process instance.



FAQs

Question 10: If I am out of the office, can I delegate my tasks in Trimble?

Answer: Yes. You may delegate your tasks by using the *Delegation* feature, as outlined in the instructions below.



Trimble Unity Construct

My Home Dashboard Projects Forms Processes Documents Calendar Contacts Schedule Reports Setup ...

PORT AUTHORITY NY NJ AIR LAND RAIL SEA

Access Delegation

Access Delegation Management Access Delegation History

Recent Pages...

My Settings

- Membership
- Personal Information
 - My Profile
 - Change My Password
 - Access Delegation**
 - Preferences
 - Schedule
 - Subscriptions
 - Views
- Administration Tools
 - APIs
 - Automation
 - Calendar
 - Construction Codes
 - Contacts
 - Documents
 - Dynamic Grids
 - Forms
 - Map Location
 - Global Custom Fields
 - Processes
 - Projects
 - Reports
 - Settings
 - Schedule
 - Submittals
 - Users
 - Views

Filter Delegations

User: [Dropdown] Status: All [Dropdown]

Start Date: From: [Calendar] To: [Calendar] End Date: From: [Calendar] To: [Calendar]

Clear Filter

Action	Current Status	Access Type	User	Start Date	End Date	Notes
	Active	Granted Access From	Contractor MC	05.16.2024 1:00 pm	12.31.2029 11:30 pm	
	Active	Granted Access From	Ins MC	05.16.2024 1:00 pm	12.31.2029 11:30 pm	
	Active	Granted Access From	Materials MC	05.16.2024 1:00 pm	12.31.2029 11:30 pm	
	Active	Granted Access From	OE MC	05.16.2024 3:30 pm	12.31.2029 11:30 pm	
	Active	Granted Access From	RE MC	05.16.2024 3:30 pm	12.31.2029 11:30 pm	
	Active	Granted Access From	Reviewer MC	05.16.2024 3:30 pm	12.31.2029 11:30 pm	
	Active	Granted Access From	PM MC	05.16.2024 3:30 pm	12.31.2029 11:30 pm	
	Active	Granted Access From	EOR MC	05.16.2024 3:30 pm	12.31.2029 11:30 pm	
	Active	Granted Access From	Submittal CO MC	05.16.2024 3:30 pm	12.31.2029 11:30 pm	
	Active	Granted Access From	TCAP Tenant	05.16.2024 4:30 pm	12.31.2029 11:30 pm	

Grant Access Request Access

Select User: Filter Users by Role [Dropdown] Enter username [Text]

Users [Dropdown]

Please select...

Access Duration: Start Date & Time: 09.23.2025 11:00am [Dropdown]

End Date & Time: [Dropdown]

Notes: [Text Area]

Grant Clear

Version e-Builder v25.9.1801.2

Contact Information



1. If you have any additional questions or need assistance, please contact paebuildersupport@panynj.gov.
2. For after-hours support, contact Trimble Support directly at 888-288-5717.

**PORT
AUTHORITY
NY NJ**

Thank You!

AIR LAND RAIL SEA