

BHITracker[®]

for External Team Members

Projects in Progress

Description: BHI developed BHITracker[®] to provide our clients a consistent and transparent document management platform. This web-based software acts as a central location for all project-related documents and is customizable and scalable. It is user friendly and can be accessed via username and password, allowing documents to be seen at any time by all members of the project team. Projects that use BHITracker[®] have shown proven advancements in communication and aided in document processing and record-keeping, saving our clients time and money. We first introduced BHITracker[®] for use on construction inspection projects. Since then, however, it has evolved and grown into a suite of modules that continues to span a project's lifecycle.

In this Document:

- Logging on to BHITracker[®]
 - BHITracker[®] Project Types
 - Projects in Progress
-

Source: Bohannon Huston Inc., Advanced Technologies

Additional Resources:

Logging on to BHITracker®

First Time Logging In

If you are part of a team and will be using BHITracker® for the first time, for **Projects in Progress or Projects Under Construction**, you must be invited onto a project by the Project Manager. You will receive an email from BHITracker@bhinc.com that provides a username, password and link to the site that looks like this:

BHITracker Login Information

You have been added as a participant on Bohannon Huston's BHITracker Website. On the site you will find items such as deliverables, design related documents, and project contact information. Please use this website to keep track of project activity.

Your username is: *(first initial, last name)*@bhinc.com

Your password is: *(password)*

To access the web site, [Click Here](#)

If you encounter issues with the site or need assistance, please send an email to BHITracker@bhinc.com.

If you already have a BHITracker® username and password, **for Projects in Progress or Projects Under Construction**, you will be invited onto a project by the Project Manager with an email from BHITracker@bhinc.com that looks like this:

Notification from BHITracker® for

(Project Name)

Added to Project

[Direct Link to \(Project Name\)](#)

Project Type:

(Project Type)

Project Manager:

(Project Manager Name)

BHITracker® Collect. Design. Bid. Build.

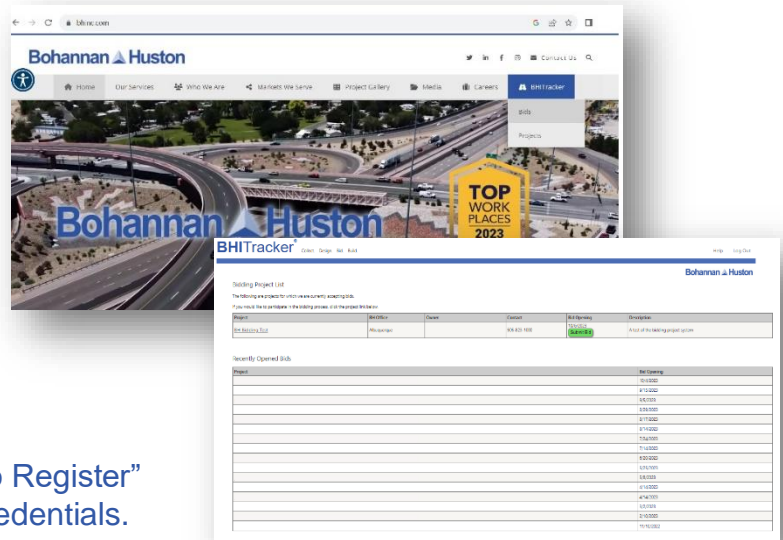
<https://bhitracker.bhinc.com>

For **Projects Out to Bid**, you can log yourself into any open, public projects from the Bidding Project List found at **bhinc.com**.

If you already have a login ID, you can use that for new, public, bidding projects.

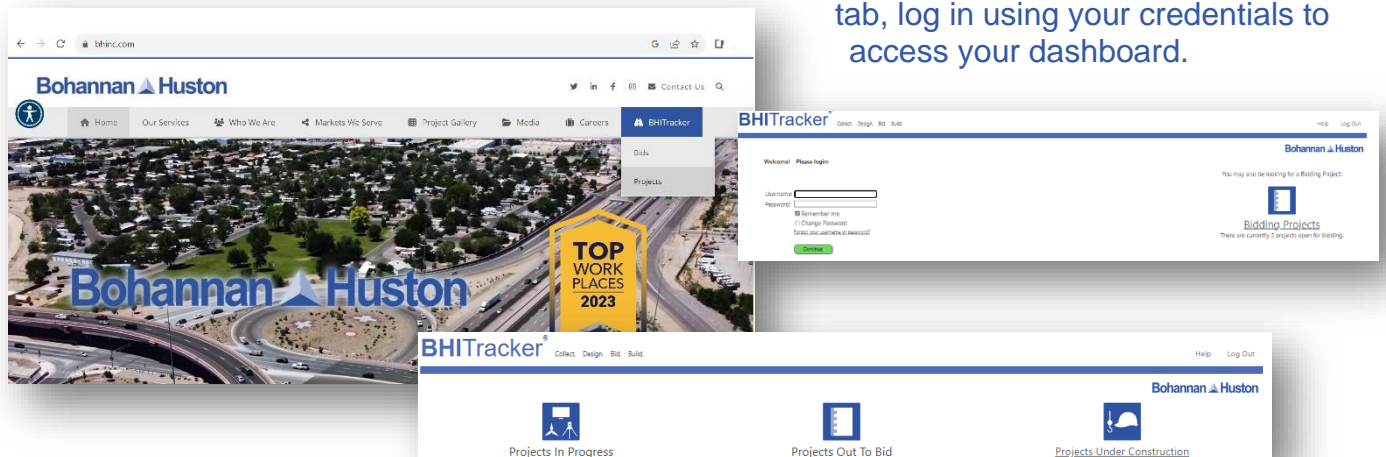
If you do not have a login yet:

1. Select the first project you would like to see.
2. From that login screen, “Click Here to Register” under the login to create your new credentials.
3. Use that to login for any more Bidding projects from the Bidding Project list.

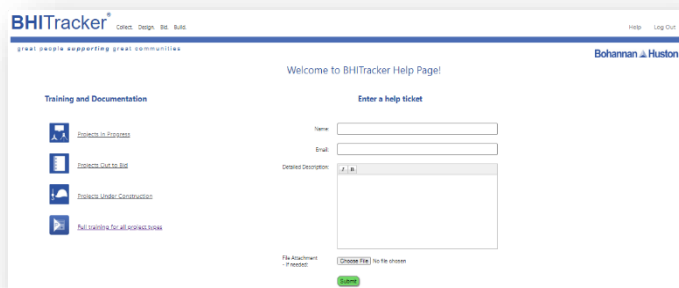


Subsequent Log Ins

If you already have a BHITracker® username, password, and have accessed the tool for **Projects in Progress, Projects Out to Bid or Projects Under Construction**, simply go to **bhinc.com** and under the projects tab, log in using your credentials to access your dashboard.



Along the top ribbon you can navigate to **Help** and **Log Out**. Help will get you to BHITracker® training and documentation. You can also enter a Help Ticket from the page.



While in BHITracker®, anytime you would like to get to your main project list, simply click on the BHITracker® logo.

BHITracker® Project Types

BHITracker® has three primary project types: *Projects in Progress*, *Projects Out to Bid*, and *Projects Under Construction*. This document covers *Projects in Progress*.

Projects in Progress

As part of BHI's initiative to work efficiently and communicate information effectively with project team members, the Projects in Progress piece of BHITracker® is a tool to track projects in the Design Phase or that consist of reports. It was created to collaborate and organize many of the key Project Management responsibilities (including Monitoring of Project Budget, and a Project log that tracks issues, changes, etc.) while also providing a central location to access files throughout a project's duration. Of importance to many of our clients, BHITracker® provides a single location of the deliverables for a project that allows team members to access the information at any point. BHITracker® is a helpful tool in sharing information provided by our clients, maintaining an up-to-date Contact List for the Project Team, as well as tracking the internal quality control process for each deliverable. Overall, BHITracker® has been utilized on numerous projects within BHI and found to be an effective method of providing project details both internally within BHI but more importantly with our clients and other key advocates on a project.

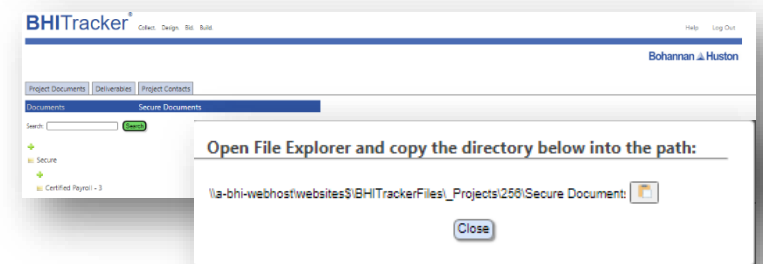
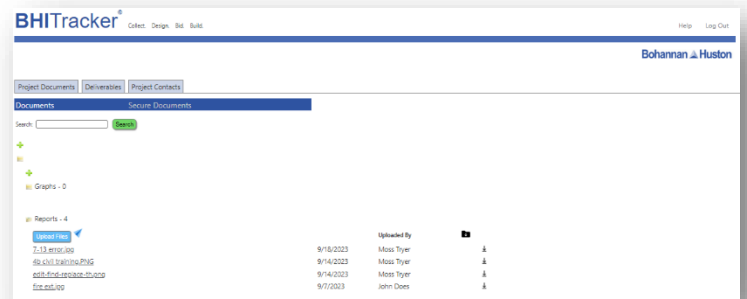
The projects listed under “Projects in Progress,” are projects that are in the design phase between BHI and their clients. These projects have three tabs:

- Project Documents
- Deliverables
- Project Contacts

Project Documents

Find documents related to the project in folder hierarchy. Click on the folder you're interested in. You can add a document by using the Upload button, view or download a document by clicking on the name of the document or down arrow. You can download the entire folder contents into a Zip file by selecting the file folder icon.

If you would like to notify another team member regarding the location of a document in BHITracker®, you can click on the blue arrow and send an email to any team member in the project contact list that will link them directly to the folder in BHITracker® where the document lives.



Secure Documents

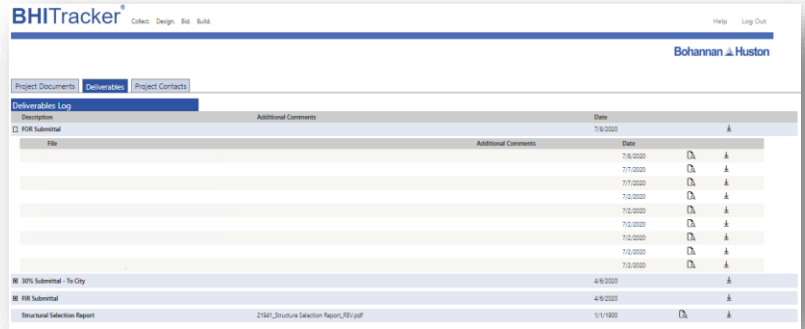
If you have been given privileges by the PM or PA, you will see a tab for Secure Documents. This is most used to share certified payroll between accounting and client.

Deliverables

View the various documents that make up deliverables throughout the life of the project.

The log represents all the deliverables that have been uploaded. The boxed symbol to the left of the Description means that it is an expandable/collapsible section.

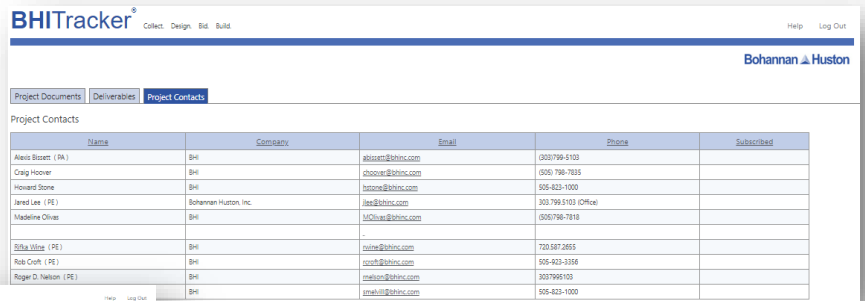
Expanding the section, will display more rows of documents. You can view and download individual documents using the magnifying glass or down arrow, respectively. Or, if you click on the on an expandable row, you can download a Zip file that contains all the documents in that section.



The screenshot shows the 'Deliverables Log' in BHI Tracker. It features a table with columns for Description, Additional Comments, and Date. A section for '100% Submittal' is expanded, showing a list of files with download icons (magnifying glass and down arrow). Below this, a '30% Submittal - To City' section is also expanded, showing a single document. At the bottom, a '100% Submittal' section shows a 'Structural Selection Report' document.

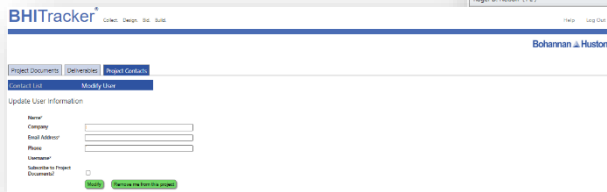
Project Contacts

Here you will find contact information for the people on the project. Your name will be underlined as a link. You can click on it to update your information if you wish. Certain users in the contact list have designators after their name, (PM), (PA), and (PE). Each of these users have an additional role on the project.



The screenshot shows the 'Project Contacts' list in BHI Tracker. It is a table with columns for Name, Company, Email, Phone, and Subscribed. The list includes several users with their roles indicated in parentheses next to their names.

Name	Company	Email	Phone	Subscribed
Alexis Bisset (PA)	BHI	abisset@bhinc.com	(505) 799-5103	
Craig Hoover	BHI	choover@bhinc.com	(505) 799-7835	
Howard Stone	BHI	hstone@bhinc.com	505-823-1000	
Jared Lee (PE)	Bohannon Huston, Inc.	jlee@bhinc.com	303 799 5103 (Office)	
Maddie Ollas	BHI	molllas@bhinc.com	(505) 799-7818	
...
Stacy Wilson (PE)	BHI	swilson@bhinc.com	720.587.2655	
Rob Craft (PE)	BHI	rcraft@bhinc.com	505-823-3356	
Roger D. Nelson (PE)	BHI	rnelson@bhinc.com	303 799 5103	
...
...



The screenshot shows the 'Update User Information' form in BHI Tracker. It includes input fields for Name, Company, Email Address, and Phone. There is a 'Submit' button and a 'Go Back to Project Documents' button.

PM – Project Manager
Can make additional changes to items in BHI Tracker®, and project questions should be directed to them.

PA – Project Administrator
Can also make changes, add contacts to the project, and should be contacted for general administration details.

PE – Project Engineer
Design related materials and questions should be directed to them.