

# **BHITracker<sup>®</sup>**

## **for External Team Members**

### ***Projects Under Construction***

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**Description:** BHI developed BHITracker<sup>®</sup> 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<sup>®</sup> have shown proven advancements in communication and aided in document processing and record-keeping, saving our clients time and money. We first introduced BHITracker<sup>®</sup> 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.

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**Source:** Bohannon Huston Inc., Advanced Technologies

#### ***Additional Resources:***

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# 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](mailto: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](mailto: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](mailto: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.

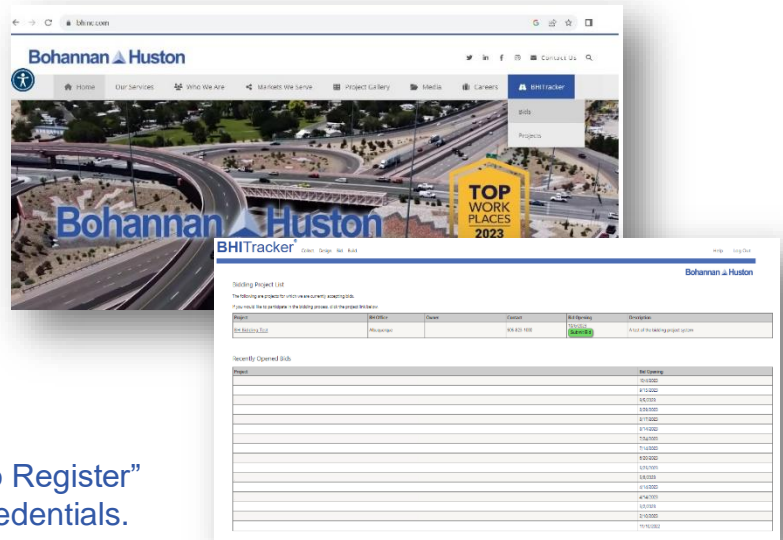
<https://bhitracker.bhinc.com>

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.

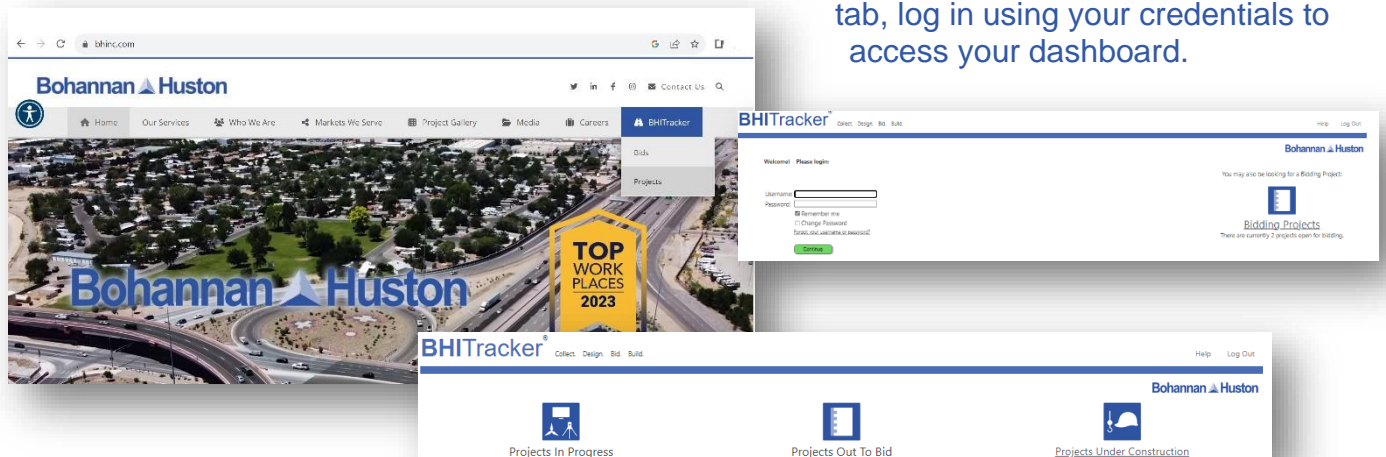
If you do not have a login yet:

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.

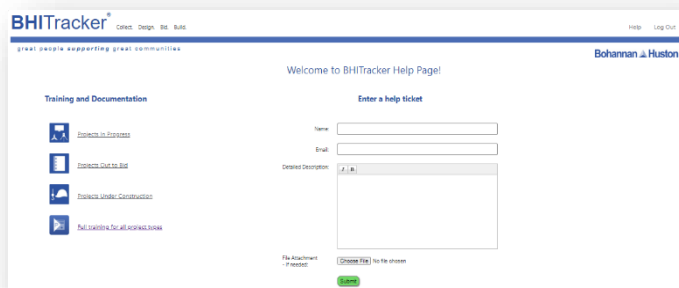


## Subsequent Log Ins

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 Under Construction*.

## Projects Under Construction

BHITracker® is used during construction as a central location for all material submittals/shop drawings, Requests for Information (RFI), Change proposals (CP), Design Revisions (DR), daily field reports, field and materials test reports, meeting minutes, change orders and pay applications, and other related documentation. RFI and material submittal logs can easily be printed for use at progress meetings. Using BHITracker® during the construction phase results in improved communication and processing such items as RFIs, the progress of which can be seen at any time by all members of the project team.

The projects listed under “Projects Under Construction” have four tabs:

- Submittals
- Construction Documents
- Project Documents
- Project Contracts

## Submittals

The Submittals Tab is further broken into 6 sub-tabs.

### Submittal Summary

The default page for Submittals that lists all submittals and RFIs for the project either active or closed status. If the project is accepting change proposals and pay applications those will also appear here.

The screenshot shows the 'Submittal Summary' page in BHITracker. It features a navigation bar with tabs for 'Submittals', 'Construction Documents', 'Project Documents', and 'Project Contracts'. Below the navigation bar, there are sub-tabs for 'Submittal Summary', 'Build Detail Report', 'Modify Submittal', 'Add Submittal', 'Required Specs', and 'Email Notifications'. A key indicates that green dots represent '2 Days or less since entered into BHITracker' and red dots represent 'Over 5 Days'. The main content is a table titled 'Submittals - Closed' with the following data:

Submittal #	Specification Number	Subject	Date Entered	Date Submitted	Status
S.#1	404	✓ Geotextile	6/20/2022	6/24/2022	Approved
S.#2	511	✓ Concrete Cure	6/20/2022	6/24/2022	Approved
S.#3	511	✓ Concrete Cure	6/20/2022	6/24/2022	Approved
S.#4	511	✓ Form Release	6/20/2022	6/24/2022	Approved
S.#5	511	✓ Water Proofing Membrane	6/20/2022	6/24/2022	Approved
S.#6	511	✓ 1" Expansion	6/20/2022	7/16/2022	Approved
S.#7	482	✓ Joint Sealant	6/20/2022	7/12/2022	Approved
S.#8	521	✓ Non Shrink Grout	6/20/2022	7/12/2022	Approved
S.#9	541A	✓ Pre Fabricated Pedestrian Bridge	6/30/2022	7/18/2022	Approved as Noted
S.#10	540	✓ Reinforcing Steel, Cut Off Wall Sec A, B.	7/12/2022	7/20/2022	Approved

### Build Detail Report

Used to run reports of submittals, RFIs, Change Proposals and Pay Applications for those projects that have them.

The screenshot shows the 'Build Detail Report' page in BHITracker. It features a navigation bar with tabs for 'Submittals', 'Construction Documents', 'Project Documents', and 'Project Contracts'. Below the navigation bar, there are sub-tabs for 'Submittal Summary', 'Build Detail Report', 'Modify Submittal', 'Add Submittal', 'Required Specs', and 'Email Notifications'. The main content is a form titled 'Build Detail Report' with the following fields:

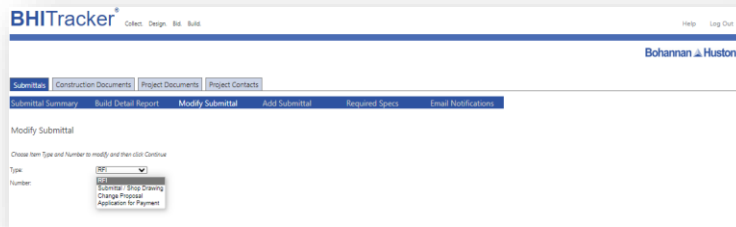
- Enter criteria for the report
- Submittal Type:  Subject / Comment:
- Submitted To:  Assigned To:
- Review Status:
- Problem Question:
- Suggested Resolution:
- Product Description:
- Final Notes/Resolution:
- Sort By:  Show:
- Print:
- Report:

Below the form, there is a section for 'RFI #1' with the following details:

- Subject: Bridge Abutments Driven Piles
- Problem/Question: Do we have one clarification question to submit tied to the waive analysis report. The Engineer is asking to please confirm, is the nominal resistance of 150 kips detailed on drawing no. S-04 the same as the minimum, required ultimate capacity to which each production pile must be driven (i.e., in general, a relatively small load for pile size and hammer blow)?
- Review Status: Closed
- Date Entered: 6/16/2022
- Submitted By:
- Assigned To:
- Completion Date: 6/16/2022
- Comments: See Attached (6/16/2022)
- Final Notes/Resolution: Yes, 150 kips is the minimum required capacity. (6/16/2022)
- Submitted By:
- Needed By:

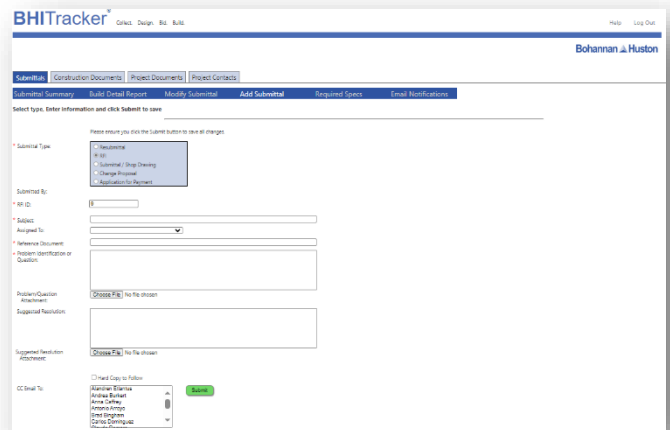
## Modify Submittal

Used to select an item to view or edit. You can also click the submittal number of the item to view or modify from the Submittal Summary tab.



## Add Submittal

Enter new RFIs, Submittals, Change proposals or applications for payment. Change proposals and Applications for Payment are optional for each project. Each request requires some basic information. It will then go into the system. The BHI PM or PA will assign the item, and you will receive email notifications when any action is taken on your entry. This includes assignment, comments, and when the item is resolved. It is important to note that when you select your submittal type, it will default to the next ID. Do not change the ID or add letters unless you have discussed this with the PM for the project.



## Required Specs

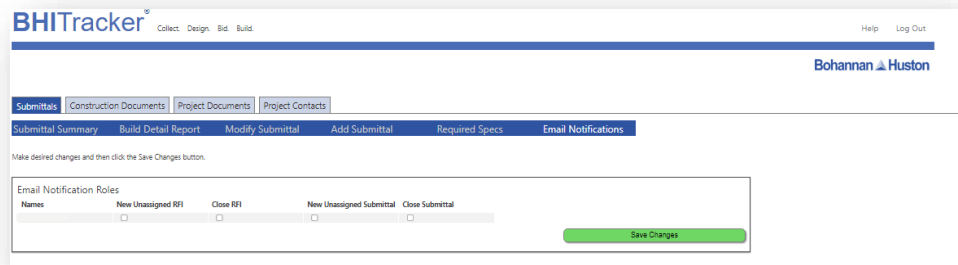
Allows you to see the status of required submittals for the project, if there are specifications uploaded.

RFI#	Name	COC	Submittals	Status
1016	Project Sign	Yes	20005	Under Review
1070	Field Engineering			
1310	Construction Schedules			
1378	Schedule of Values		20006	Under Review
1410	Testing Laboratory Services			
1571	Temporary Water Pollution/Discharge Control			
1576	Engineers Field Office			
1585	Project Bulletin Board			
1643	Equipment Testing and Startup			
1650	Treatment Facility Testing and Startup			
1768	Contract Closeout			
1710	Clearing			
1720	Project Record Documents			
1730	Operating and Maintenance Data			
2220	Excavation			
2221	Trenching			
2226	De-watering			
2500	Drilling			
2751	Wastewater Process Piping			
2820	Cham Link Pipes and Gates			
2825	Parasitic Basic Structures			
3100	Concrete Formwork		17071 17072 17074B	Re-use and Re-submit Under Review Under Review
3110	Mechanical Pipe Seals and Sleeves		20000	Under Review

## Email Notifications

Designate whether to be notified when there are certain actions that take place, for instance when any RFI is closed, not just the items that you enter.

*Be careful selecting this option on a big job; there will be many emails!*

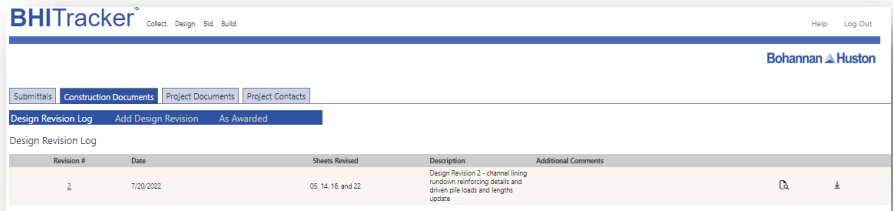


## Construction Documents

Construction documents is broken down into two tabs.

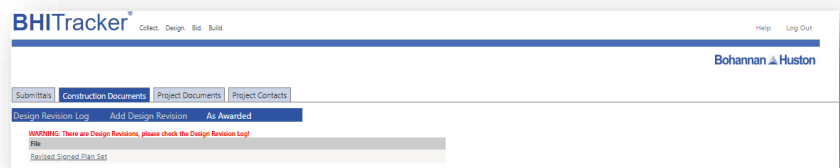
### Design Revision Log

Understand project design revisions and to view and download documents associated with them. *Only Internal Project Managers can Add Design Revisions.*



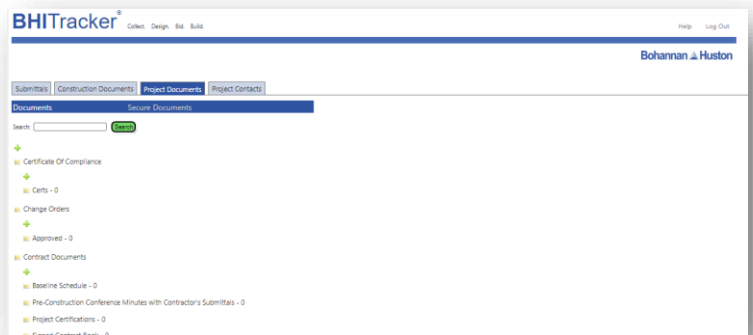
### As Awarded

Provides access to the original construction documents. Note the warning if revisions exist and consult the Design Revisions log.



## Project Documents

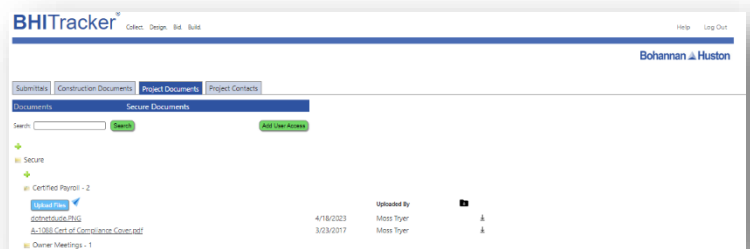
Find documents related to the project in folder hierarchy. Click on the folder you're interested in. You can add a document by using the Upload button, and view or download a document by clicking on the name or down arrow. You can download the entire folder contents into a Zip file by selecting the file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

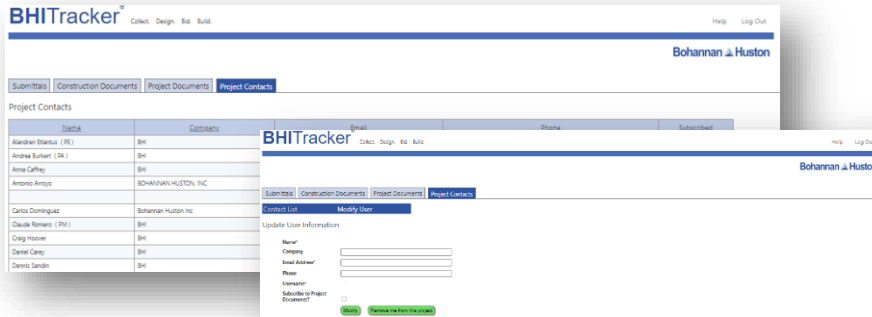
### Secure Documents

If you have been given privileges by the PM or PA, you will see a tab for Secure Documents.



## Project Contacts

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.



### **PM – Project Manager**

Can make additional changes to items in BHITracker®, 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.