Using eClient V3
for
NAVFAC Supported Commanders

10 December 2015

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 V3

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)

eClient V3 Access

After receiving notification that your eClient account has been established:

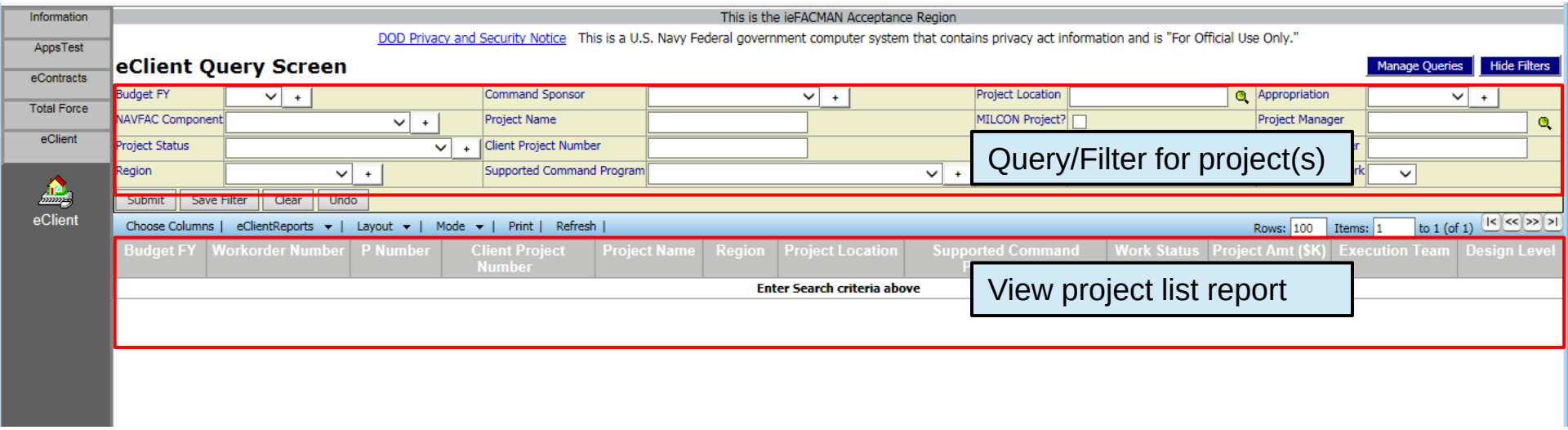
1. Navigate to ieFACMAN (link may be obtained by requesting it via an email to: eClient_Access_Help@navy.mil)

2. Click on the eClient "**Home**" icon to open the eClient Query Screen

Query Screen Layout

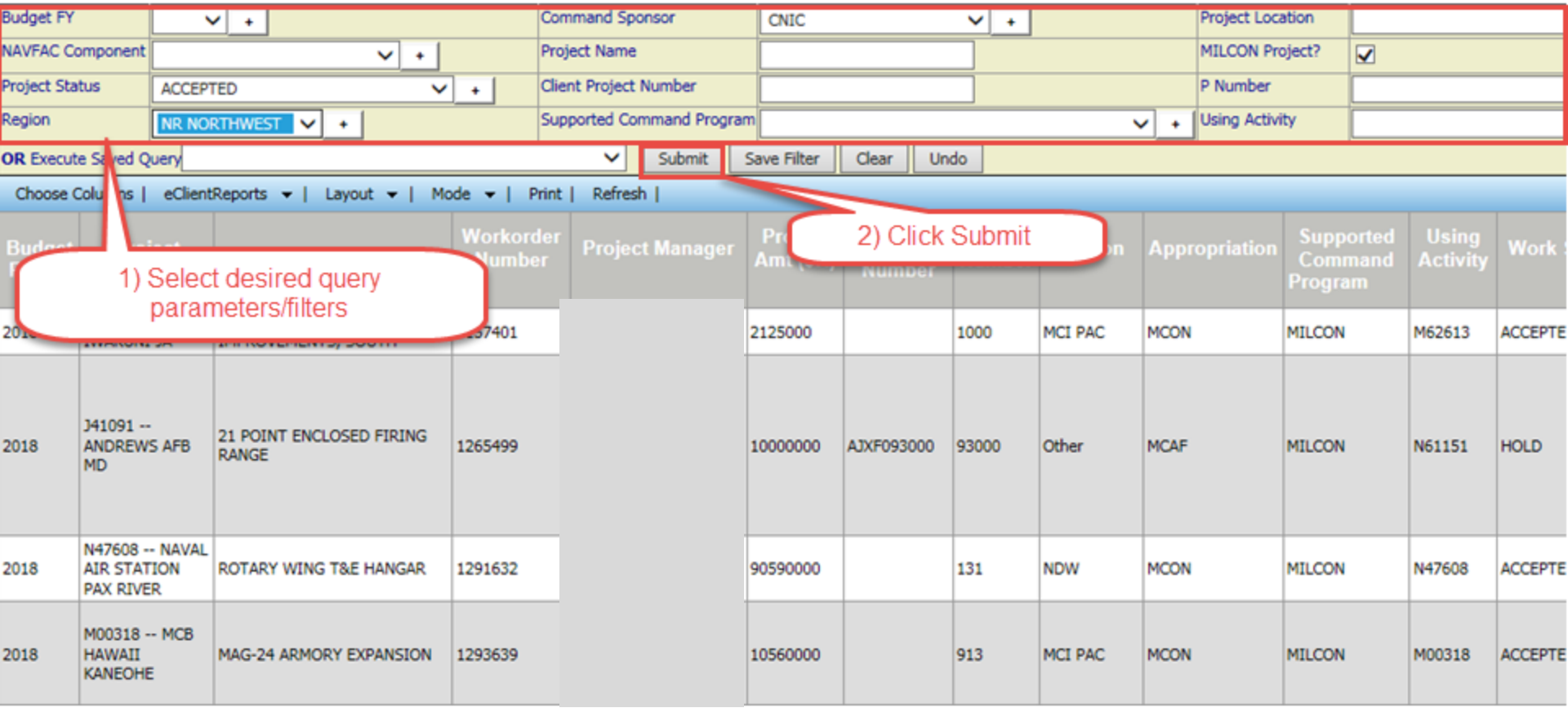
The eClient Query Screen has two sections

- 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



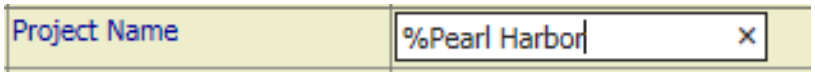
Running a Query

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

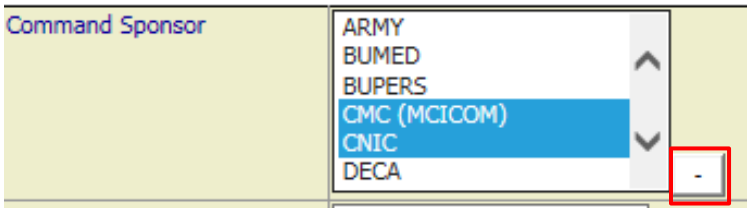


Querying Tips

- 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"**

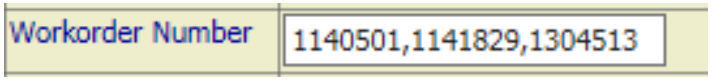


- A **select** box allows the user to select from a set list of values. Note that the select box has a plus (+) sign to the right. This give the user the ability to select multiple values.



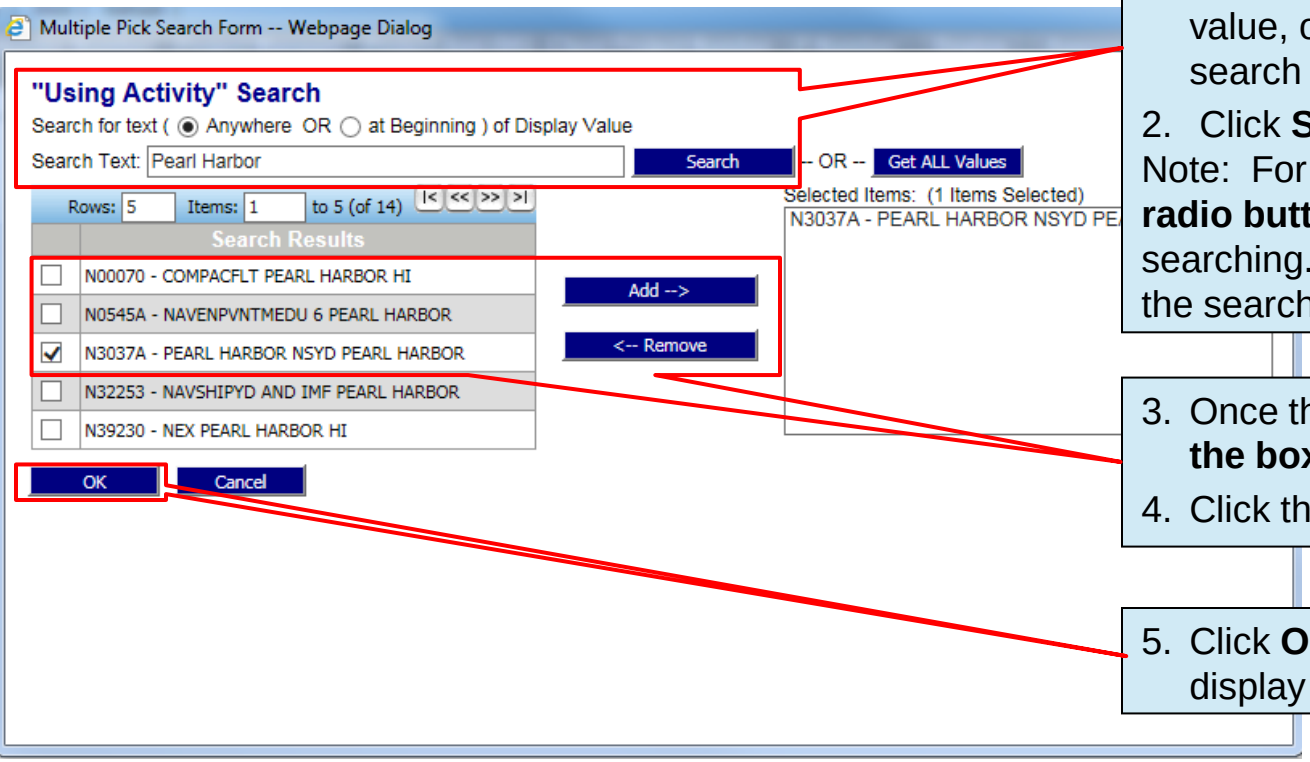
Clicking the **Plus** sign to the right of **Command Sponsor** expands the box and allows the user to select multiple values using the **CTRL key+Mouse** click combination

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



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.



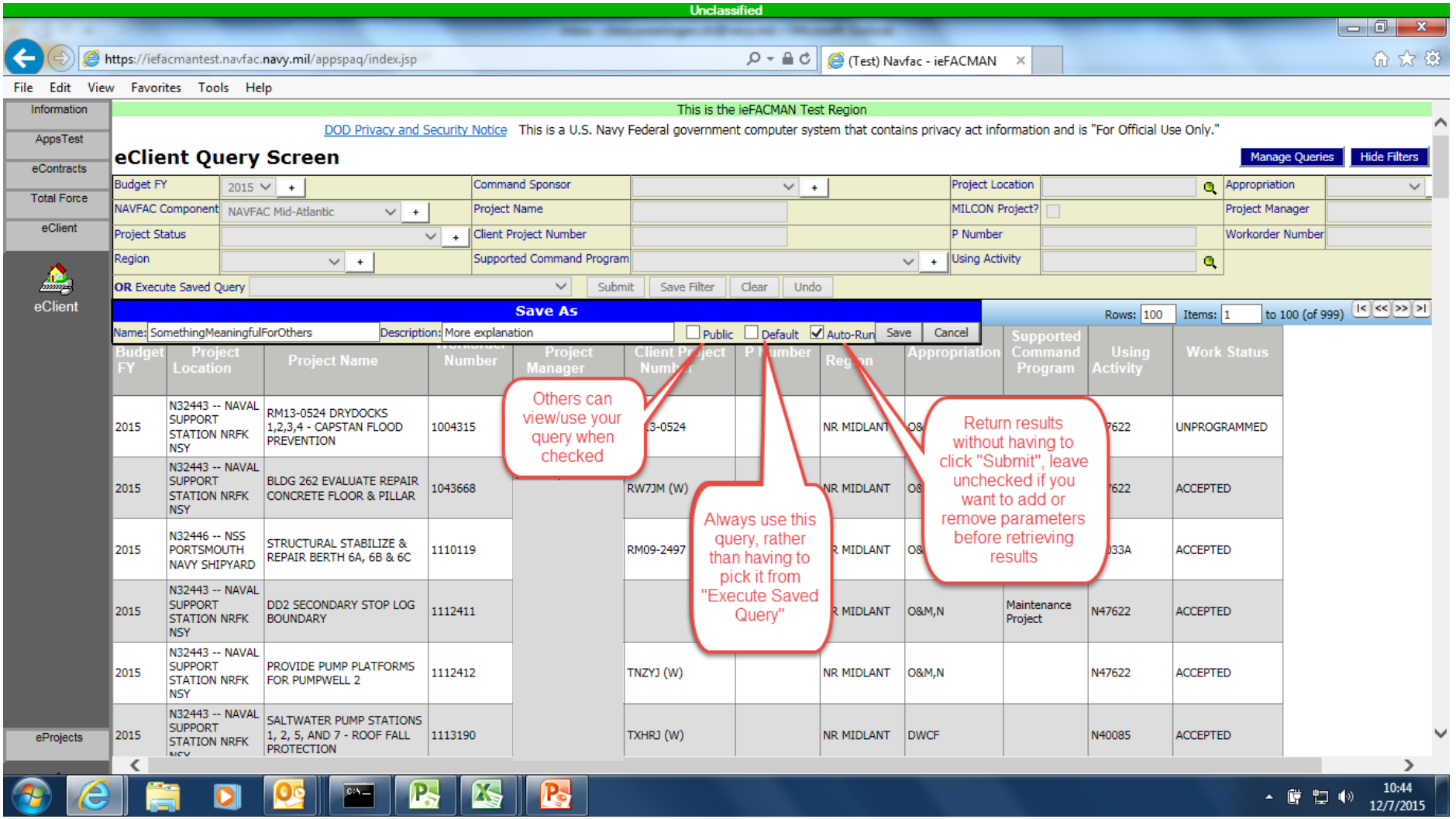
1. To search for and select a value, type the value, or a portion of the value in the search text box
2. Click **Search**

Note: For better search results, click the **radio button** next to **Anywhere** before searching. This is the wildcard function for the search/select box.

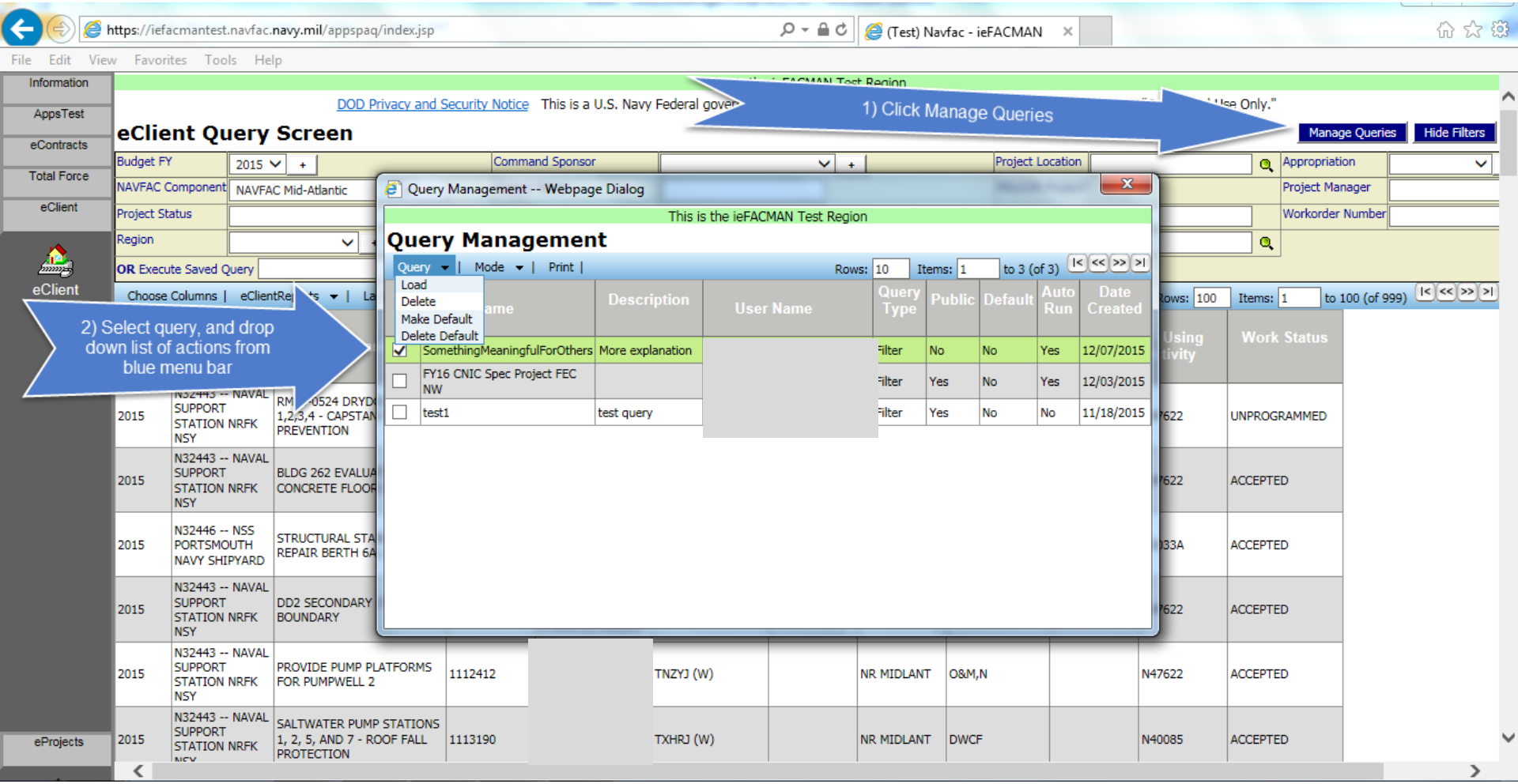
3. Once the search result(s) display, **check the box** next to the desired value(s)
4. Click the **Add** button

5. Click **OK**. The selected values will now display in the query screen field.

Saving Queries

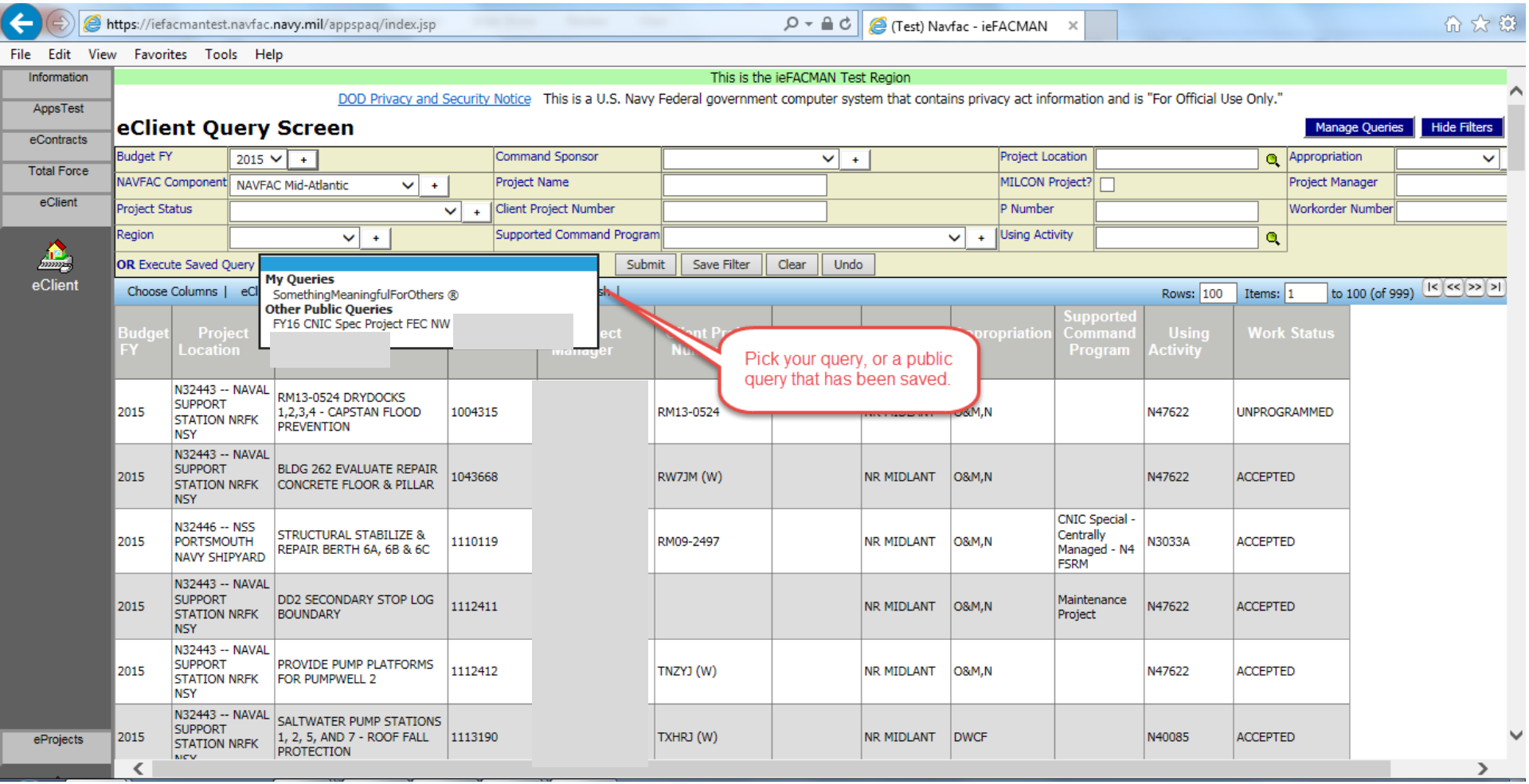


Managing Saved Queries



Query Screen Tips

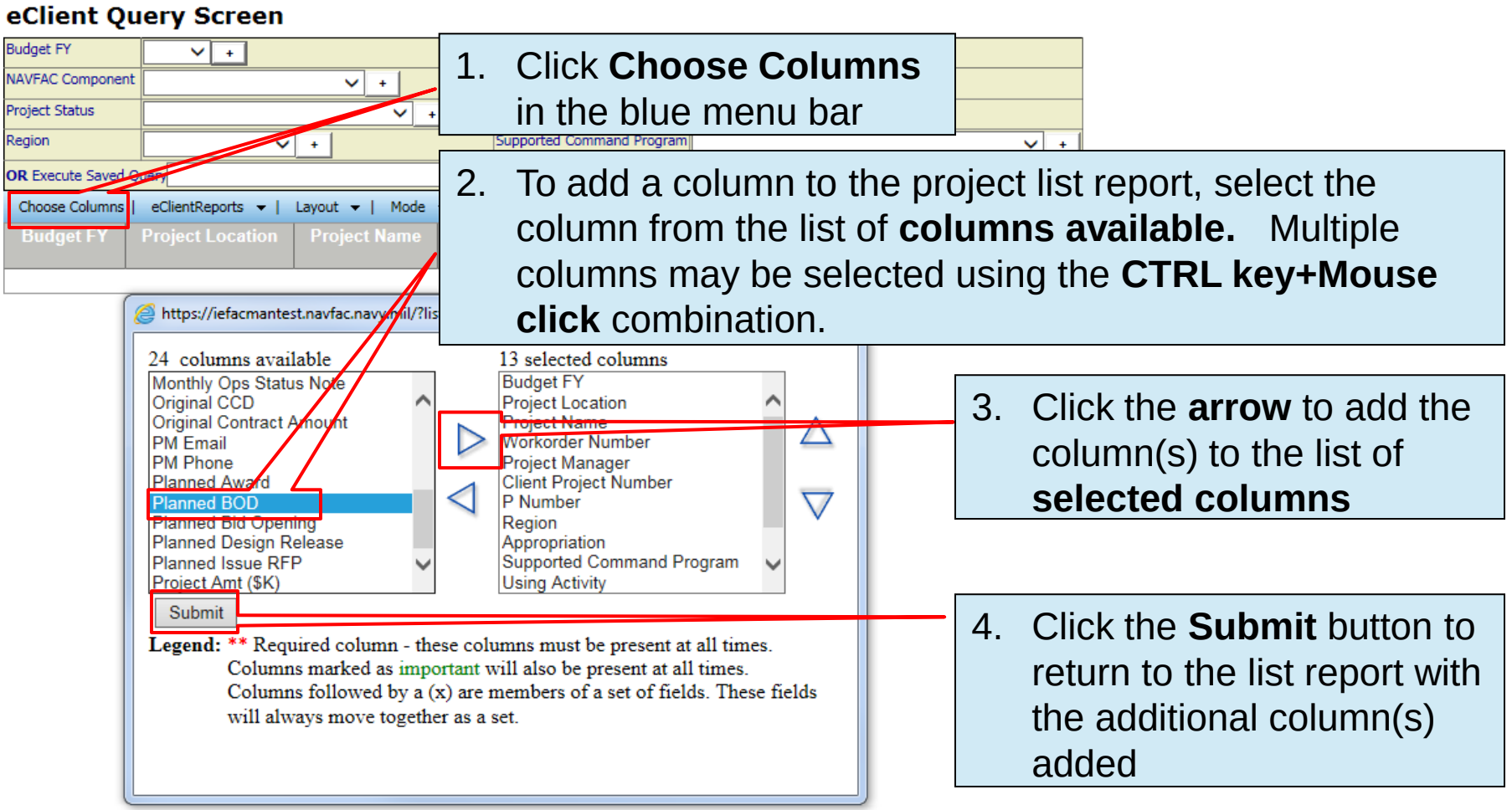
Using Saved Queries



Budget FY	Project Location						Appropriation	Supported Command Program	Using Activity	Work Status
2015	N32443 -- NAVAL SUPPORT STATION NRFK NSY	RM13-0524 DRYDOCKS 1,2,3,4 - CAPSTAN FLOOD PREVENTION	1004315		RM13-0524		O&M,N		N47622	UNPROGRAMMED
2015	N32443 -- NAVAL SUPPORT STATION NRFK NSY	BLDG 262 EVALUATE REPAIR CONCRETE FLOOR & PILLAR	1043668		RW7JM (W)	NR MIDLANT	O&M,N		N47622	ACCEPTED
2015	N32446 -- NSS PORTSMOUTH NAVY SHIPYARD	STRUCTURAL STABILIZE & REPAIR BERTH 6A, 6B & 6C	1110119		RM09-2497	NR MIDLANT	O&M,N	CNIC Special - Centrally Managed - N4 FSRM	N3033A	ACCEPTED
2015	N32443 -- NAVAL SUPPORT STATION NRFK NSY	DD2 SECONDARY STOP LOG BOUNDARY	1112411			NR MIDLANT	O&M,N	Maintenance Project	N47622	ACCEPTED
2015	N32443 -- NAVAL SUPPORT STATION NRFK NSY	PROVIDE PUMP PLATFORMS FOR PUMPWELL 2	1112412		TNZYJ (W)	NR MIDLANT	O&M,N		N47622	ACCEPTED
2015	N32443 -- NAVAL SUPPORT STATION NRFK NSY	SALTWATER PUMP STATIONS 1, 2, 5, AND 7 - ROOF FALL PROTECTION	1113190		TXHRJ (W)	NR MIDLANT	DWCF		N40085	ACCEPTED

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

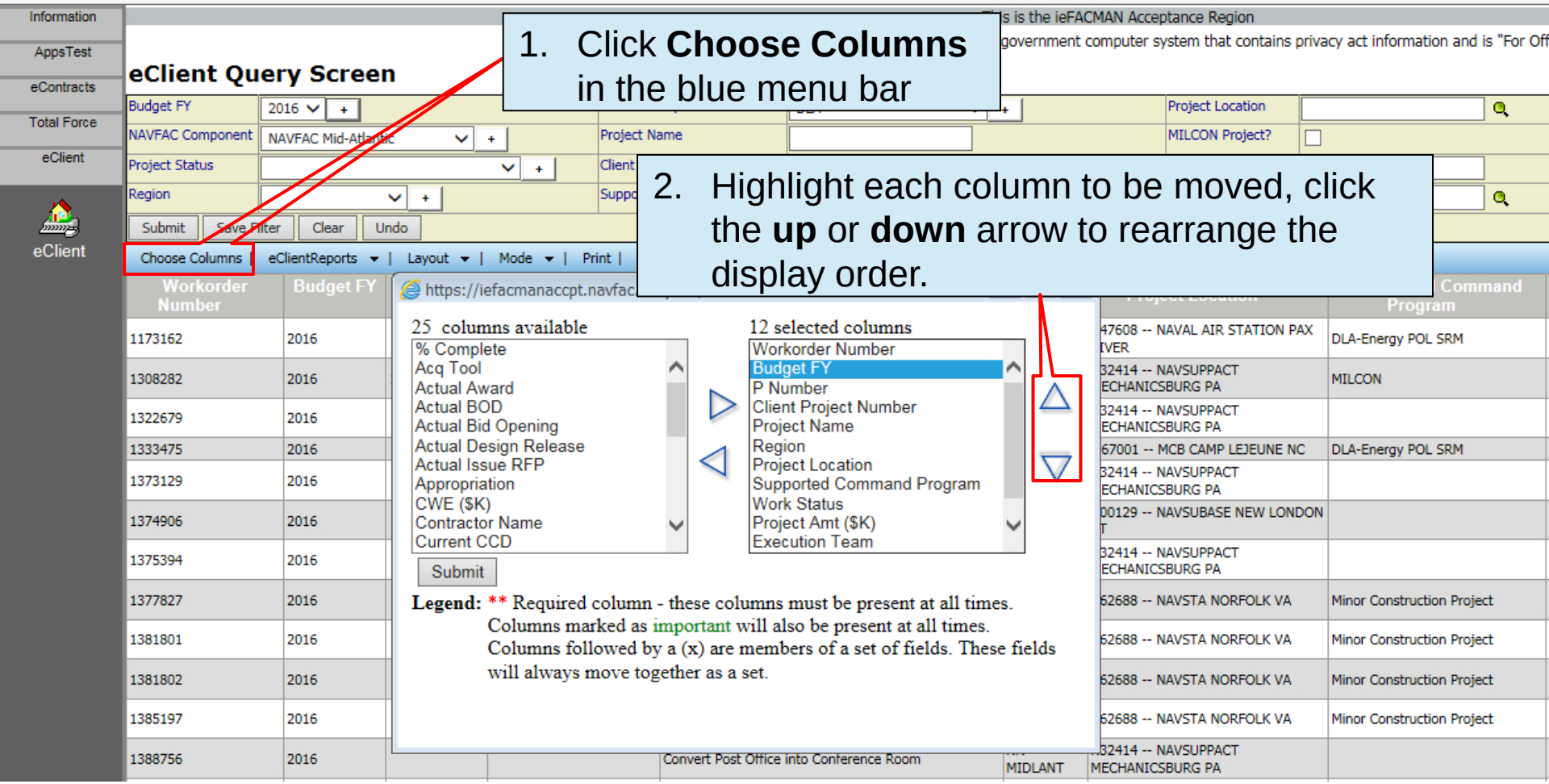
2. To add a column to the project list report, select the column from the list of **columns available.** Multiple columns may be selected using the **CTRL key+Mouse click** combination.

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

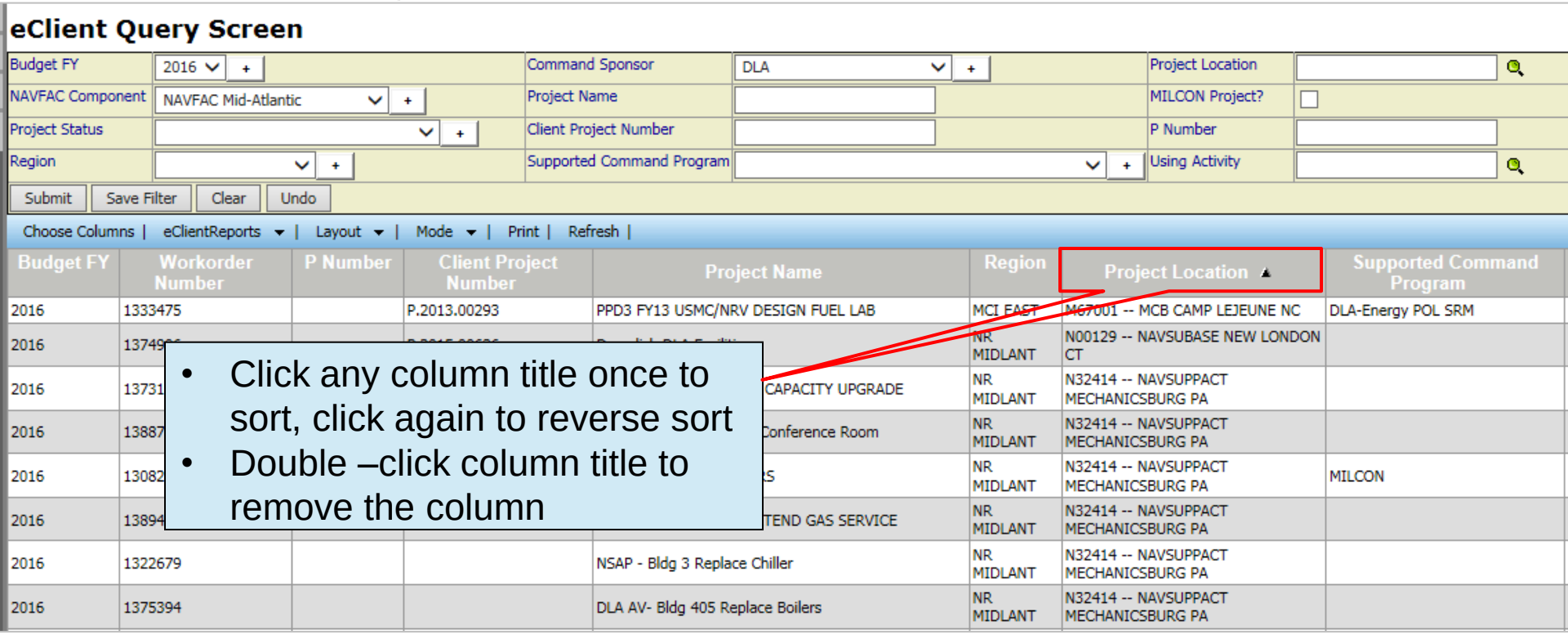
Moving List Report Columns

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



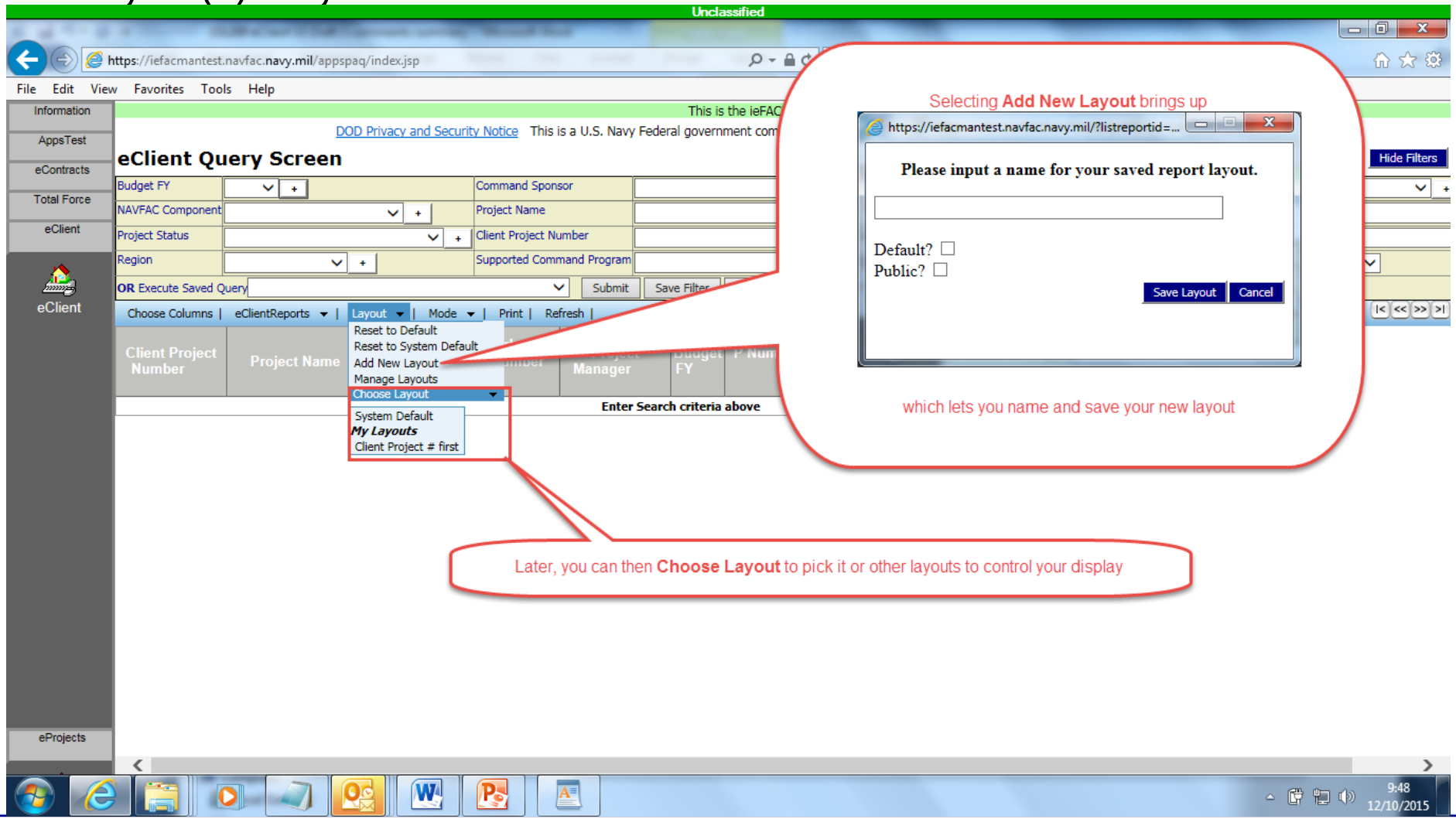
Sorting List Report Columns

- 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



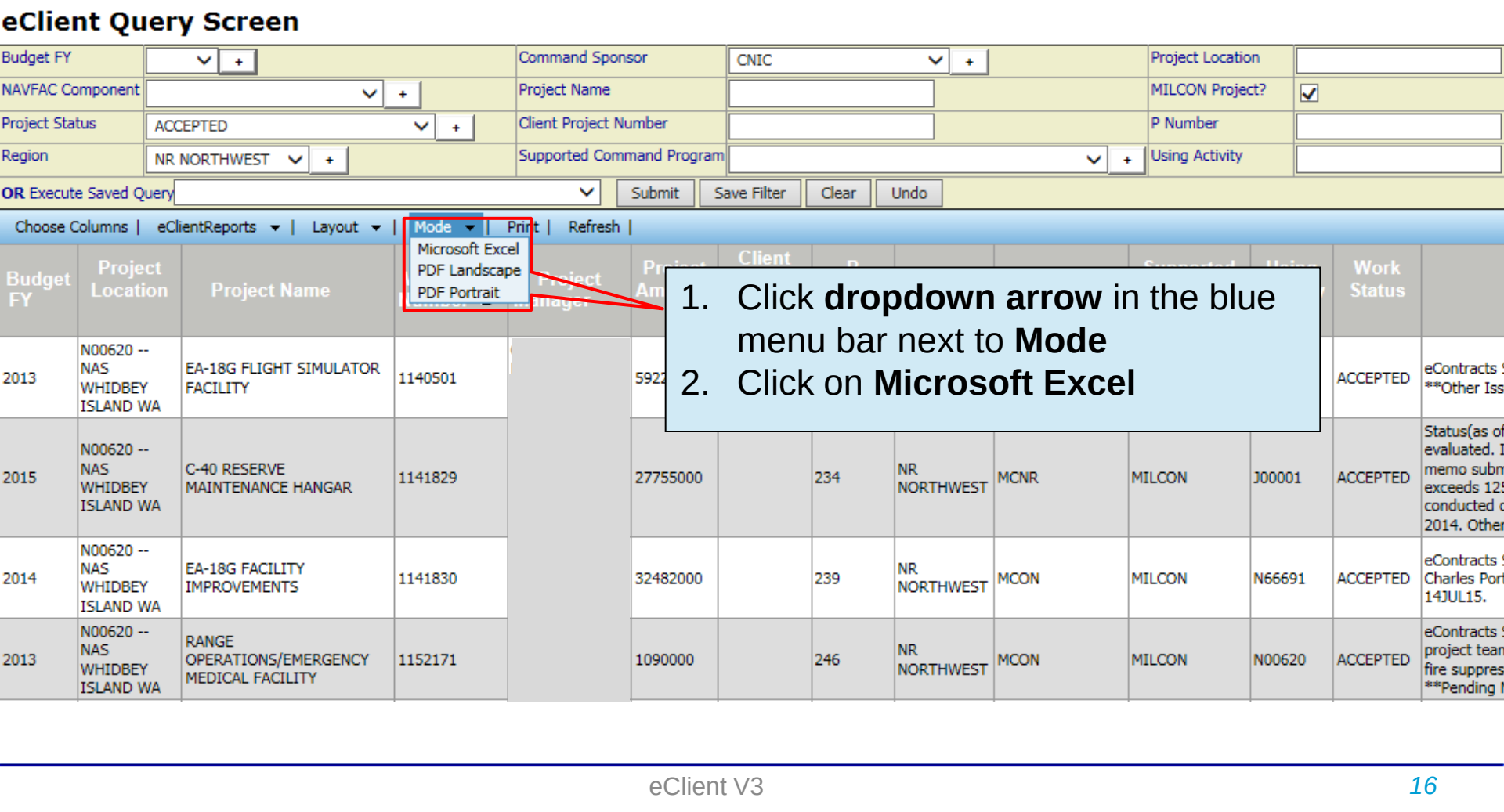
Saving List Report Layout

Layout(s) may be saved



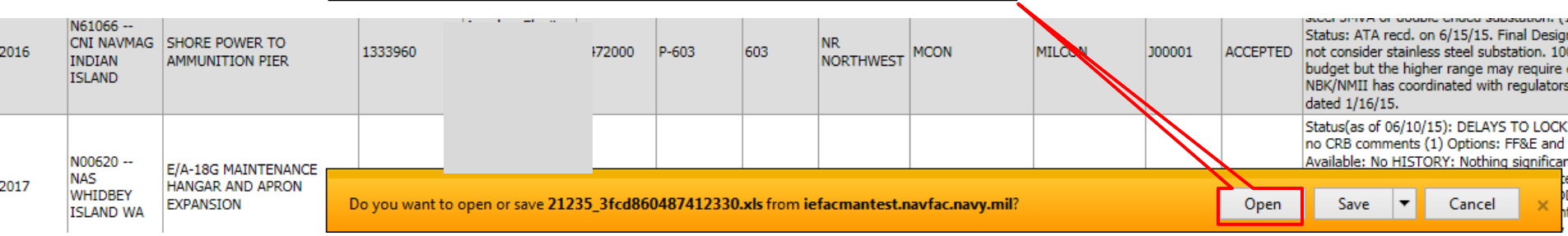
Exporting Project List to Excel

To export the project list to excel, use **Mode** in the blue menu bar

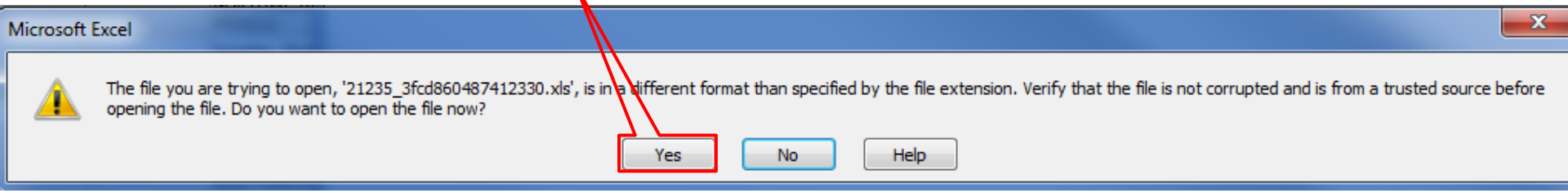


Exporting Project List to Excel

3. A bar will appear at the bottom of your screen. Click **Open**.

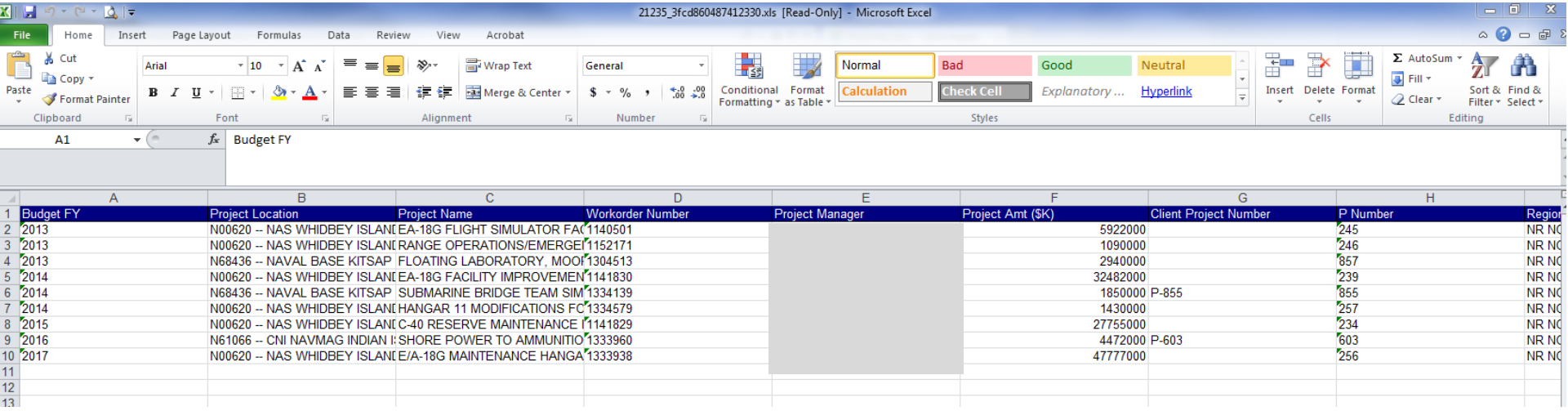


4. A Microsoft Excel pop-up will appear. Click **Yes**.



Exporting Project List to Excel

5. The Excel file will open and the data may now be manipulated using Excel



	A	B	C	D	E	F	G	H	
1	Budget FY	Project Location	Project Name	Workorder Number	Project Manager	Project Amt ($K)	Client Project Number	P Number	Regior
2	2013	N00620 -- NAS WHIDBEY ISLANI	EA-18G FLIGHT SIMULATOR FAC	1140501		5922000		245	NR NC
3	2013	N00620 -- NAS WHIDBEY ISLANI	RANGE OPERATIONS/EMERGEI	1152171		1090000		246	NR NC
4	2013	N68436 -- NAVAL BASE KITSAP	FLOATING LABORATORY, MOOI	1304513		2940000		857	NR NC
5	2014	N00620 -- NAS WHIDBEY ISLANI	EA-18G FACILITY IMPROVEMEN	1141830		32482000		239	NR NC
6	2014	N68436 -- NAVAL BASE KITSAP	SUBMARINE BRIDGE TEAM SIM	1334139		1850000	P-855	855	NR NC
7	2014	N00620 -- NAS WHIDBEY ISLANI	HANGAR 11 MODIFICATIONS FC	1334579		1430000		257	NR NC
8	2015	N00620 -- NAS WHIDBEY ISLANI	C-40 RESERVE MAINTENANCE I	1141829		27755000		234	NR NC
9	2016	N61066 -- CNI NAVMAG INDIAN I	SHORE POWER TO AMMUNITIO	1333960		4472000	P-603	603	NR NC
10	2017	N00620 -- NAS WHIDBEY ISLANI	E/A-18G MAINTENANCE HANGA	1333938		47777000		256	NR NC
11									
12									
13									

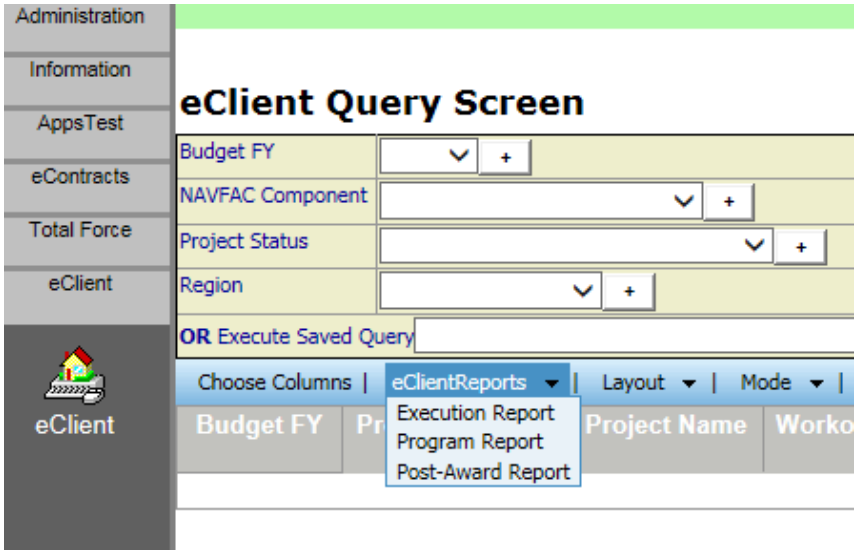
PDF Reports

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

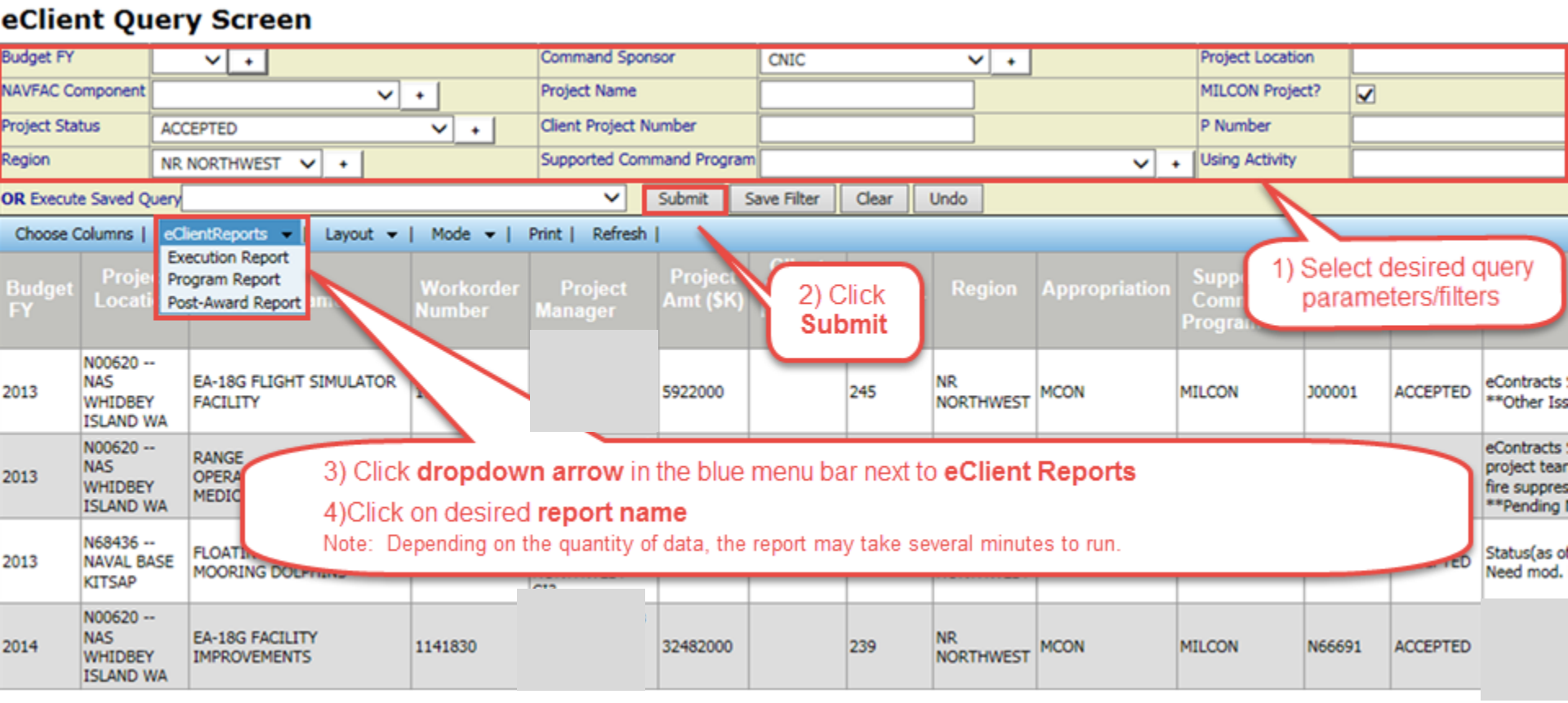
2. **Program Report**
   - Primarily pre-award milestone data and status notes
   - Three projects per page format

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



"Execution" report (sample output)

NAVFAC Naval Facilities Engineering Command

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
LOCATION UIC/NAME: NAS WHIDBEY ISLAND WA/N00620
WO NUMBER: 1152171
CONSTR OFFICE: NW Whidbey PWD
MASTER PROJECT:
MILCON PROJECT ?: Yes
JOB ORDER #: 7G6150, 7E6110, 7X6020, 7G6020, 7E602

FIS AUTH #: 69509
P #: 246
P&S: E2
WORK CATEGORY: 1
COMMAND SPONSOR: CNIC
REGION: NR NORTHWEST
SUPPORTED COMMAND PROGRAM: MILCON

CLIENT #:

Program Information/Auths

BUDGET FY/APPROPRIATION: 2013/MCON
REGION/FEC 1391 AUTH:
FNL DOC DSG AUTH: 09/21/11
AUTH TO ADVERTISE: 07/12/13
DESIGN FISCAL YEAR: 2013
DESIGN AUTHORIZED AMT: $1,090,000.00
ECHELON IV INTEREST: 2013

Project Specific Information/Responsibilities

RESPONSIBLE COMPONENT: NAVFAC Northwest
EXECUTION COMPONENT: NAVFAC Northwest
RESPONSIBLE TEAM: NW Core
EXECUTION TEAM: NW Whidbey PWD
PROJECT MANAGER: Opdyke, Kenneth L
DESIGN MANAGER:
PM&E BRANCH HEAD:
CONTRACT SPECIALIST:
STATUS:

DESIGN AGENT: IH
DESIGN LEVEL: Design Build
ACQ TOOLS: MAC - 8A
ACQ METHOD: RFP - BVSS (One Step)
ACQ ADD'L INFO: FY 12
TOTAL TO DATE DIP % COMPLETE: 100%
PROJECT DIP VALUE: $967,920

EFOA ?: No

Lock Dates

DESIGN/RFP RELEASE TO AQ LOCK:
RFP/IFB ISSUED LOCK:
HQ LOCK DATE FOR AWARD:
DB DESIGN ACCEPTANCE LOCK:

HQ EXEC RPT 2013

Project Developmen

Regn/FEC Team Final 1391 WO

	Plan	% Complete
Site Appr	09/21/11	COMPLETE
Req DASN Appr		
Rcv DASN Appr		

Environmental Planning Categorical Exclusion

	Plan	% Complete
NEPA Completed	09/21/11	COMPLETE

on Prep/Design Schedule

	Plan	% Complete
Design Start	10/26/11	COMPLETE
FACD	11/17/11	COMPLETE
100% In	02/18/14	COMPLETE
100% Out	03/14/14	COMPLETE
Final In	03/25/14	COMPLETE
Dsg Release to AQ	03/28/13	COMPLETE

Project Solicitation Schedule

Task	Plan	% Complete
Rcv Auth to Adv	06/13/13	COMPLETE
Issue RFP	06/18/13	COMPLETE
Rcv Proposals	08/23/13	COMPLETE
TEB Started		
Bus Clearance		
Rcv Const Funds	09/12/13	COMPLETE
Award	09/30/13	COMPLETE
Fnl DB Dsg Appr	03/26/14	COMPLETE
BOD	01/21/15	COMPLETE
Const Duration	478	478

Budget Data

Congressional Authorized Amount: $1,090,000.00
Appropriation Amount: $1,090,000.00
Design Direct 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%
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%
Award Funding Requirement:
FR/PA:

Project Status

Project Status (as of 01/27/15): Final walkthrough 1/21/2015. Minor punch list created. Closeout documentation underway. Expect to close project 3/2/2015.

Monthly OPs Status Note (as of 01/08/14): Project on schedule. PAK meeting held 12NOV13. 65% design sumbitted and reviewed. 100% design submittal due 12FEB14.

"Program Report" (sample output)

CIBL Client Project Status Report

Naval Facilities Engineering Command

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

Criteria:

POAM Legend | Completed | <30 days | Outstanding

P/Client #: 234 **Project:** C-40 RESERVE MAINTENANCE HANGAR
WO#: 1141829-ACC **Loc UIC:** N00620 - NAS WHIDBEY ISLAND WA
Client UIC: J00001 - NONE
FY/Appropriation: 2015/MCNR **Acq Meth:** RFP - LP
Project Type: MILCON **Acq Tool:** SACC
Proj Mgr: **Dsgn Mgr:**
Proj Deliv FY: **Contr Oblig FY:**

Cont#/TO#: N4425515R6001
Exec Team: NAVFAC LANT Core
Command Sponsor: CNIC
Constr Mgr:

Project ($K): $27,755
Actual Constr Cost ($K):
Congr Add: No
Region: NR NORTHWEST
Special Area: N00620
Design: IH - DBB

% Design Completed: 100% **% Elapsed Time for Design:** 100% **% Constr Completed:** **% Elapsed Time for Constr:** 0%

Inducted	Design Start	Design Release	RFP/IFB Issued	Bid Open	Award	Dsgn Accpt	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)

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

NAVFAC Northwest

Hot List Report — **Friday, December 4, 2015**

Contract - N4425513C7005 - Construct new Operations/Emergency Medical Facility

Location UIC/Name: N00620 -- NAS WHIDBEY ISLAND WA

Budget FY: 2013 P#: 246 CUSTREF#:

SUPCOMPRGM: MILCON

COMSPONSOR: CNIC

Scope:

This project will construct a new approximately 2000 square foot building to accommodate the consolidation of Buildings 36 and 39 at Naval Weapons System Training Facility (NWSTF), 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 berthing spaces. The project includes all the necessary utility work to support the new construction, and the demolition/removal of Buildings 36 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

Monthly OPS Status Notes:

AS OF 09-JAN-15

Work in Progress

- Interior finishes, painting.

Discussions

- Fire alarm annunciation to be local to Boardman range.
- New building number to be 2996.

Contract Type: FP - Fixed Price

Contracting Vehicle:

AROICC/CM:

Eng Tech:

Contract Specialist:

Contract Specialist(ACO):

Customer:

A/E of Record:

Prime Contractor:

Design Level:

High Visibility Level:

Contract Data:

Award Date:

Current Contract Duration:

Elapsed Duration:

% Elapsed Time:

Original CCD:

Current CCD:

Planned BOD:

Actual BOD:

Award Price:

Modification Value:

Current Price:

Cost Growth:*

Schedule Growth:*

WIP to Date:

% WIP to Date:

Target OTI:

Actual OTI:

No. Mods

No. PCs

No. Outstanding PCs

Status Notes:

AS OF 07-JAN-15

Status of Schedule

- CCD scheduled for end of January 2015.
- NASWI project team have 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