



**BOWSER  
MORNER®**

**eReports**  
Electronic Reporting System  
Fast • Accurate • Secure

## A Quick Reference Guide to eReports

Clients with an established account can click <http://reports.bowser-morner.com> to login and begin using Bowser-Morner's eReports system for their construction materials laboratory and field testing reports. Simply enter your E-mail address and Password to get started.

**New clients** should request a credit application to begin establishing an account.

► **E-mail Notifications – The eReports system provides** four (4) types of e-mail notifications.

**1.) First Time, New User Notification:**

This e-mail contains a link to a page on the eReports web site that allows you to request a password creation / reset. Please follow this link and enter your e-mail address as your User Name and a password reset e-mail will be generated and sent to you. You will have 24 hrs to complete those instructions.

**2.) Password Reset Notification:**

This e-mail contains a link to a page on the eReports web site that allows you to enter a new password for your account. If you are unable to complete this action within 24 hrs, please visit <http://reports.bowser-morner.com> to restart the process.

**3.) E-mail Notification:**

Provides you with a PDF file attachment(s) of the project report(s) sent electronically at the end of business that day. A link to our eReports website <http://reports.bowser-morner.com> is also provided to allow you to view, print, download, or e-mail historical project reports.

**4.) Web Notification:**

Copies of reports are posted to our eReports web site as PDF files immediately after they are signed. An alert notification with a link to the web site <http://reports.bowser-morner.com> is sent to you at the end of business that day when new reports are available on the eReports web site. You have the option to turn off this notification once you are logged into the eReports web site if you desire.

Bowser-Morner's eReports system is intuitive and easy to use...

► **Step 1: Login to Web Site**

Visit <http://reports.bowser-morner.com> and enter your e-mail address as your user name and the password you created from the above instructions. If you have lost / forgotten your password then visit <http://reports.bowser-morner.com> and select the "Request New Password" item to begin the password reset process.

► **Step 2: Locate Projects**

You will see your list of Projects on the left hand side of the page. If you have more than 25 projects you will see navigation buttons below the list to page through them. Once you find your project, Click on the project and then click the report button to review all completed reports for that project. To open a report, simply click on the Report No. link to open the .PDF file.

Finally, you have the ability to do any of the following on the eReports web site:

- Select reports to EMAIL to others that are not identified on the project distribution list.
- DOWNLOAD all selected reports to your directory as individual PDF files.
- Select ALL REPORTS to VIEW in one PDF and save to your directory, CD, e-mail, or print out for your closeout package.

## Customer Service

Dayton Construction Materials Laboratory: Kelly Pryfogle at (937) 236-8805, ext. 333

Dayton Construction Field Services: Dodie Helton at (937) 236-8805, ext. 233

Toledo Field Services & Laboratory: Renee Korakas (419) 691-4800, ext. 245