Using the e-Builder Improvement Request Form

1) Inside the project related to your request, click on Forms.



2) On the Forms page, click on Fill Out Form.



3) A new window will open with an overwhelming number of form choices. You want the one called **Communications – Action Item – Improvement Request** near the top. Click on it.

Builder 🥪	(ALDR-19)
Fill out form on 17813001 - Rm 121 Add Electrical Ou	tlets and Connect Equipment
Workflow Forms	Cancel
Form Type	Description
1 - Implementation Team Action Items	Used for assigning Action Items to the Core Team during Implementation Phase
Scope - Request For Information (RFI)	The Request For Information (RFI) form is used to organize communication related to requests for clarification, direction, and information.
UCF - A/E EVALUATION FORM	A/E EVALUATION FORM
*UCF - 8CO Certificate of Occupancy	This form is only available to the BCO Role to fill out and print the CO to be filed away.
TUCE - CONTRACTOR EVALUATION FORM	CONTRACTOR EVALUATION FORM
Communications - Action Item	An action item is a discrete task that must be accomplished, usually by a single individual or a small team or group. Action items typically arise from meetings and should always be clearly documented. Items to put in other user's court.
Communications - Action Item - Improvement Request	This form captures improvement and troubleshooting requests from users.
ANTITITITITITITITITITI - DANEONI	A Bulletin is a quick announcement from an official source about an important piece of news on a project.
Communications - Project Issue	Project losue form is used to identify and communicate project issues/changes that arise.
Communications - Reprographer Request	Reprographer Request is used to request a print or photocopy of a document from the reprographer room.
Communications - Request for Shutdown	The Request for Shutdown form is used to request a ubity shutdown for a limited period.
Communications - Submittal Package Cover Sheet	Submittal Package Cover Sheet is used to provide a cover sheet for a Submittal Package.
Communications - Submittal Transmittal	Submittal Transmittal is used to provide the recipient with a brief description of the contents enclosed as part of a shipment or piece of communication.
Communications - Substantial Completion	Substantial Completion can be used by a Contractor to certify that the substantial work has been completed on a construction project in accordance with the contract documents and only minor items remain.
Communications - Transmittal Cover Sheet	A Transmittal Crow Sheet accompanies a larger item, usually a document. It provides the recipient with a specific context in which to place the larger document and simultaneously gives the sender a permanent record failing sent the material.
Cost - Back Charge Notification	The Back-Charge Notification (BCN) is to be submitted to the General Contractor by the Owner formally placing the General Contractor on notice that a back charge claim is pending. The BCN can also be used by the Contractor to address back charge claims amongst Subcontractors. The origins of a potential back charge can be associated with but is not limited to a Non-Conformance Notice, Quality Control Notice, and/or Constructor Owney Overetre.
Cost - Budget Change Approval	Budget Change Approval form is used to neceive approval for a budget increase.
Cost - Change Order (CO)	A Change Drider (CD) is work that is added to or deleted from the original scope of work of a contract, which alters the original contract amount and/or completion data.
Cost - Construction Change Directive (CCD)	Construction Change Directive (CCD) is an alternate mechanism for directing the contractor to perform additional work to the contract when time and/or cost of the work is not in agreement between the owner and contractor performing the work.
Cost - Contractor's Notification of Change	Contractor's Notification of Change form is used by the Contractor to request a change in scope due to different site conditions, extra work or other events which may affect the contractor's time and cost to complet the project.
Cost - Held Order	Field Order is issued for work less than \$5,000 that needs to commence without delay. It is meant to provide directive to start work when comprehensive prioring is not available.
Cost - Potential Change Order (PCO)	The Potential Change Order (PCO) is to be formally submitted to the Owner by General Contractor with a detailed cost breakdown and supporting documentation. The Owner is responsible for reviewing the COR and either accention the chaim for issuance of a Change Onder to the General Contractor we detailed on the General Contractor's base work screee.

- 4) The Improvement Request form will open. This is where you can notify your e-Builder admin about specific issues, requests, and any other related e-Builder comments such as:
 - Request the creation new process or form
 - Report a broken workflow or missing step actor
 - Request the addition of a new company or contact to the system
 - Request the deactivation of a user that is no longer employed by a vendor

General questions about how to use e-Builder tools ("How do I...?") are still best sent to <u>eBuilderadmin@ucf.edu</u>.

	Print Check Spelling Post Form Save Dualt 4
Project	17813001 - Rm 121 Add Electrical Outlets and Connect Equipment
Form Type:	Communications - Action Item - Improvement Request
Author	MatthewGreen
Counter Prefix:	
Priority:	Normal V
* Subject	
- Send To:	Green, Matthew-UCE (0115500)
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5) Fill out the form. Type your inquiry into the Action Requested box and upload any related files (these can be screenshots, e-mails from Outlook, documents, spreadsheets, etc.). When you're finished, click the Post Form button at the top of the window. The form window will close.



6) You will receive a reply to your form in your court on your e-Builder home page. Read the response in the Action Response box and, if necessary, reply further using the Initiator's Additional Comments box, and you can add more comments and files using the familiar e-Builder tabs.

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7) Continue to send the form back and forth until the issue has been resolved at which time e-Builder will close and archive the form. You will no longer see it in your court, but you can review it at any time in the Forms section of your project.