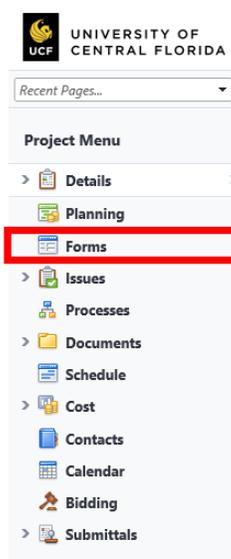
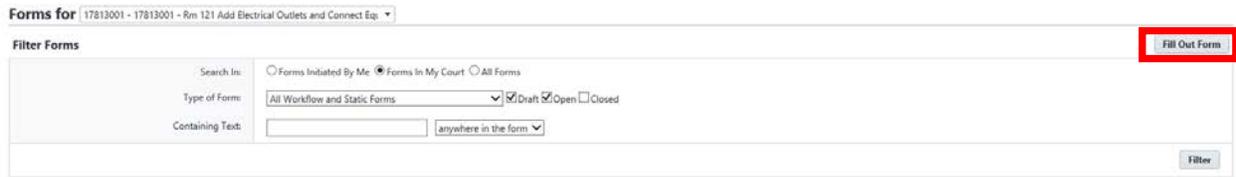


# Using the e-Builder Improvement Request Form

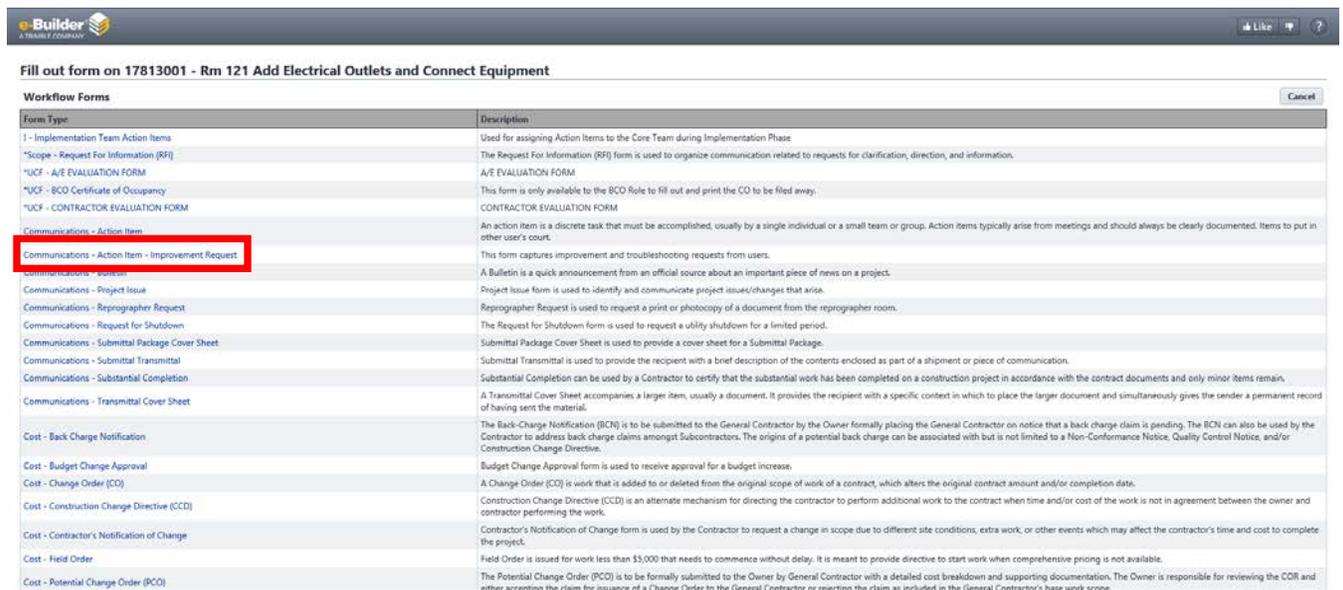
1) Inside the project related to your request, click on Forms.



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.



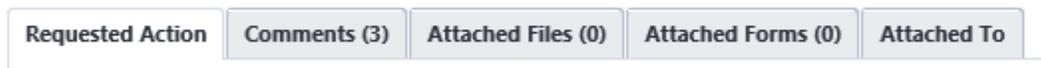
- 4) The Improvement Request form will open. This is where you can notify your e-Builder admin about specific issues, requests, and any other related e-Builder comments such as:
- Request the creation new process or form
  - Report a broken workflow or missing step actor
  - Request the addition of a 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 [eBuilderadmin@ucf.edu](mailto:eBuilderadmin@ucf.edu).**

- 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.



- 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.