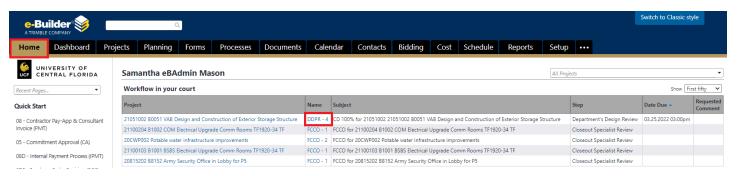# Department's Design Review Step Instructions for the eBuilder Drawing & Design Plan Review (DDPR)

Step 1: Log on to e-Builder. Navigate to https://fp.ucf.edu/, click the yellow e-Builder button, and enter your NID and NID password.

Step 2: Access the DDPR process in your court in the "Workflow in your court" section of your e-Builder home screen.

Step 3: Review the instructions in the "blue box."

Step 4: Review the drawings and any other provided attachments. You may review by selecting the blue highlighted document hyperlink or choose to download the document to your computer.

Step 5: Complete the "Add New Item for Plan Review Comments" section; including your name, your comment, drawing page # or Spec #, and then click the "Add" button. Repeat this step for each comment.

Step 6: Once you have added all of your comments, scroll to the top or bottom of the page. Select "Save" and click the "Take Action" button. Another screen will appear, select "Vote for Review Complete." This completes your review.