How to Submit an eBuilder Drawing and Design Plan Review Process (DDPR)

- 1. Log in to eBuilder
- 2. Access the project

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	Project Name	UCF Building Name	UCF Building Number	Department	Client	Project Status	Building Permit Number	Project Most Recent Note				
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3. Select "Processes" from project menu on left, Select Start Process

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4. Select Process 04-Drawing and Design Plan Review from the process menu.

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Start a process on 21051002 B0051	VAB Design and Construction of Exterior Storage Structure
Processes	Cancel
Process Name	Description
02 - Project Charter Process (PCP)	This process is for reviewing/approving project requests, identifying configurations in e-Builder, assigning participants (staffing), identify milestones, entering and approving the initial budget (ROM), etc.
03 - Vendor Selection Bid Review (BIDVS)	This process is for reviewing and approving the winning bid/vendor and encompass bidding/GS quotes, rotation, and justification.
04 - Drawing & Design Plan Review (DDPR)	Drawing and design plan review process.
04A - Panel Calculation Approval (PCA)	This process is used for the approval of Panel Calculations on any project dealing with any add of electrical load.

5. Select the review type from the drop-down. Upload the corresponding design drawings and any other required documents to the process. Select submit.

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04 - Drawing & Design Plan Review (DDPR)					Instr	uctions
Start Process		Print	Check Spelling	Submit Save	Draft	Cancel
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Schematic Design						
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