

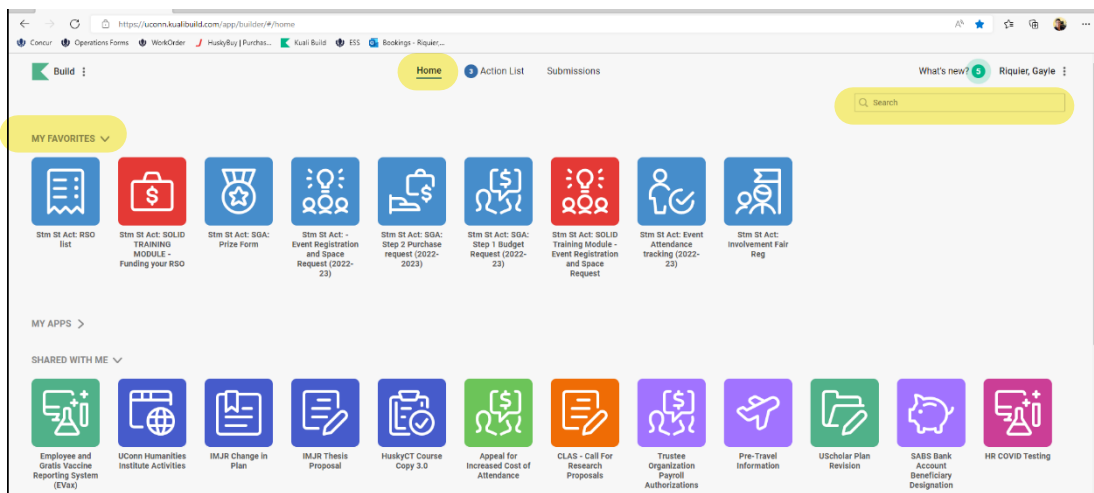
UConn

STAMFORD

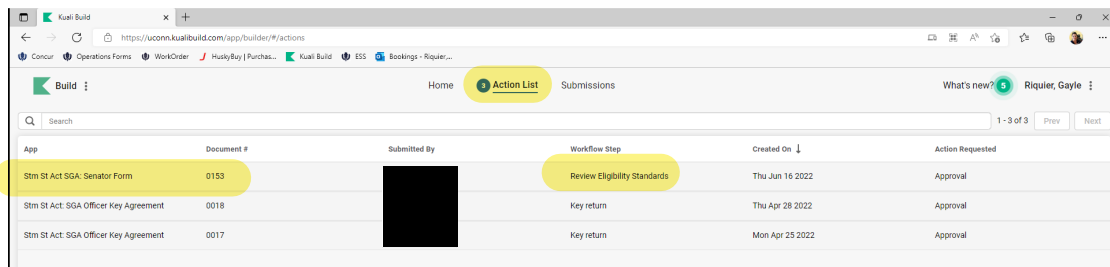
STUDENT ACTIVITIES

Kuali Build Tips/Tricks

- Log into Kuali Build: <https://uconn.kualibuild.com/app/builder/#/home>
- **Home**: will show you the icons for all the forms you have access to.



- **My Favorites**: each icon has a ♥ in the top left, select this to add to your favorites
 - **Search** (top left) : use “Stm St Act” to find the Stamford Student Activities forms more easily
- **Action List**: will show you items that need your attention/follow up.



- Click on any of the items on the list to review and resolve the step.
- Refresh the page to update the list.

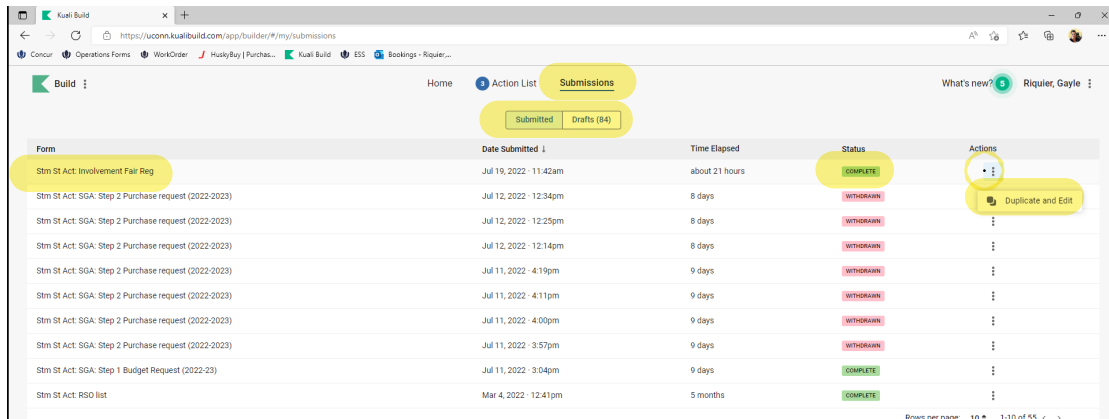
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STUDENT ACTIVITIES

Kuali Build Tips/Tricks

- **Submissions:** here you will find the forms you submitted, and drafts.



The screenshot shows the 'Submissions' page in the Kuali Build system. The page has a navigation bar with 'Home', 'Action List', and 'Submissions' (selected). Below the navigation bar are tabs for 'Submitted' and 'Drafts (84)'. The main content is a table with the following columns: Form, Date Submitted, Time Elapsed, Status, and Actions. The table lists several forms, including 'Stm St Act: Involvement Fair Reg' (Status: COMPLETE), 'Stm St Act: SGA: Step 2 Purchase request (2022-2023)' (Status: WITHDRAWN), and 'Stm St Act: SGA: Step 1 Budget Request (2022-23)' (Status: COMPLETE). The 'Actions' column for the first row shows a 'Duplicate and Edit' button.

Form	Date Submitted	Time Elapsed	Status	Actions
Stm St Act: Involvement Fair Reg	Jul 19, 2022 - 11:42am	about 21 hours	COMPLETE	⋮ Duplicate and Edit
Stm St Act: SGA: Step 2 Purchase request (2022-2023)	Jul 12, 2022 - 12:34pm	8 days	WITHDRAWN	⋮
Stm St Act: SGA: Step 2 Purchase request (2022-2023)	Jul 12, 2022 - 12:25pm	8 days	WITHDRAWN	⋮
Stm St Act: SGA: Step 2 Purchase request (2022-2023)	Jul 12, 2022 - 12:14pm	8 days	WITHDRAWN	⋮
Stm St Act: SGA: Step 2 Purchase request (2022-2023)	Jul 11, 2022 - 4:19pm	9 days	WITHDRAWN	⋮
Stm St Act: SGA: Step 2 Purchase request (2022-2023)	Jul 11, 2022 - 4:11pm	9 days	WITHDRAWN	⋮
Stm St Act: SGA: Step 2 Purchase request (2022-2023)	Jul 11, 2022 - 4:00pm	9 days	WITHDRAWN	⋮
Stm St Act: SGA: Step 2 Purchase request (2022-2023)	Jul 11, 2022 - 3:57pm	9 days	WITHDRAWN	⋮
Stm St Act: SGA: Step 1 Budget Request (2022-23)	Jul 11, 2022 - 3:04pm	9 days	COMPLETE	⋮
Stm St Act: RSO list	Mar 4, 2022 - 12:41pm	5 months	COMPLETE	⋮

- **Submitted forms:** you can see their status, and review where they are in the process. If a form has not been **completed**, you may **withdraw** the form.
- **Drafts:** are saved for you to complete at another time.
- Both Submissions/Drafts can be **duplicated**. This may be a handy function if you have multiple similar forms to submit. Be careful when using this function to update all fields as needed.