



# Quick Guide: RFI's and Inquiries

How to create an RFI or Inquiry and submit it for review  
(Sub Contractor Guide)

1

Select the RFI tab and RFI List tab, then click Add on the top left of the list

RFI ID	Created	Subject	Breakdown	Activity ID	Materially Altered C...	Sub-Breakdown	Materially Altered	ACD Requir
RFI-0182	2019-03-08 10:45:21	ask the Q	UU-Issued-192837	1234		CF-12345		
RFI-0181	2019-03-07 10:26:36	ask Q	Non-OSHDP	123		Non-OSHDP WORK		
RFI-0178	2018-01-10 16:22:19	123	oshpd2	123		INC 1		
RFI-0176	2017-07-07 06:40:19	test	oshpd	test	123	INC 2	No	No

2

**Enter any necessary info and questions - some fields may be automatically filled or locked**

**Upload files**

Use the map to highlight any areas relevant to your Inquiry

Fill the required fields on the Add New Item tab with the correct information. Attach any desired files and indicate the location of the RFI on the map

3

Save it!

You're done!