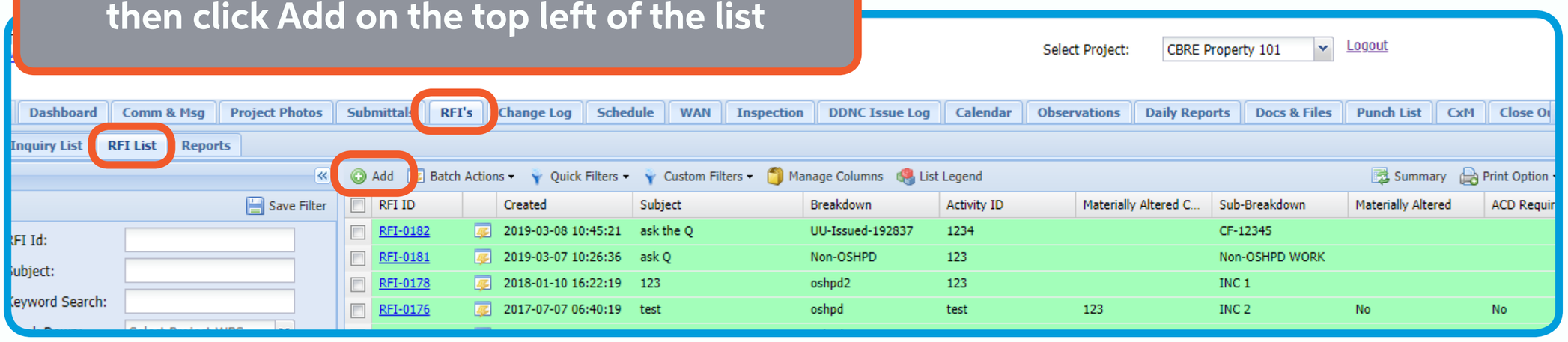
Quick Guide: RFI's and Inquiries

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

1

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



2

For in-depth guides, video guides, and support, visit help.inertia.systems

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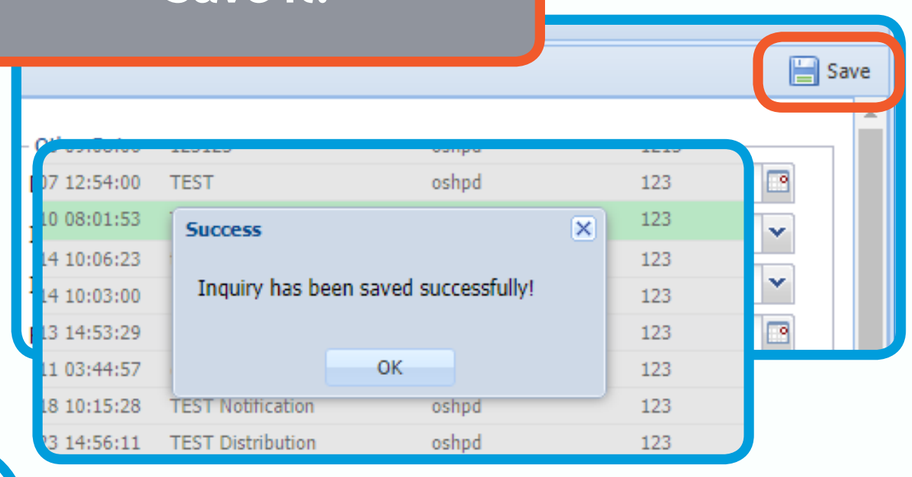
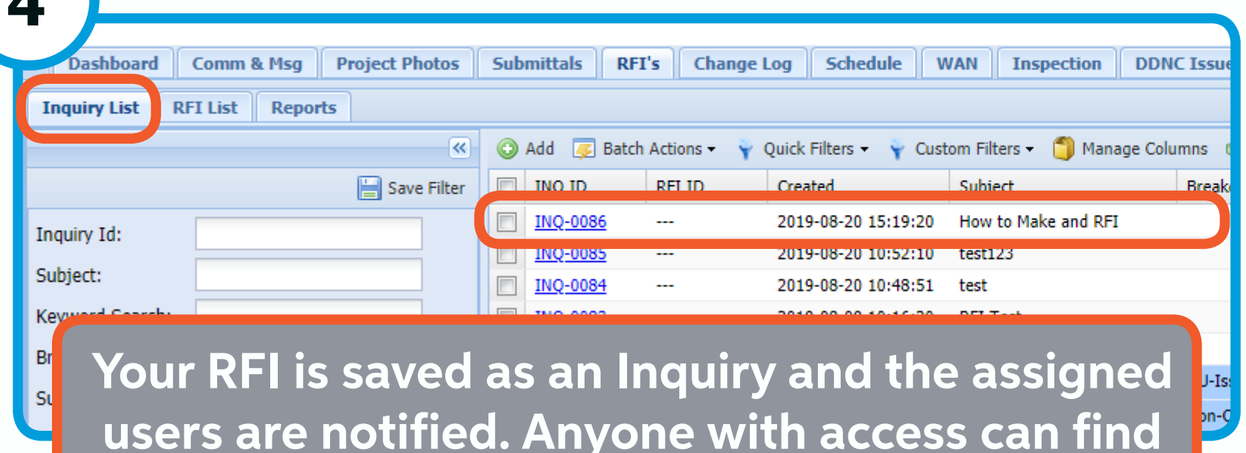
3

Save it!



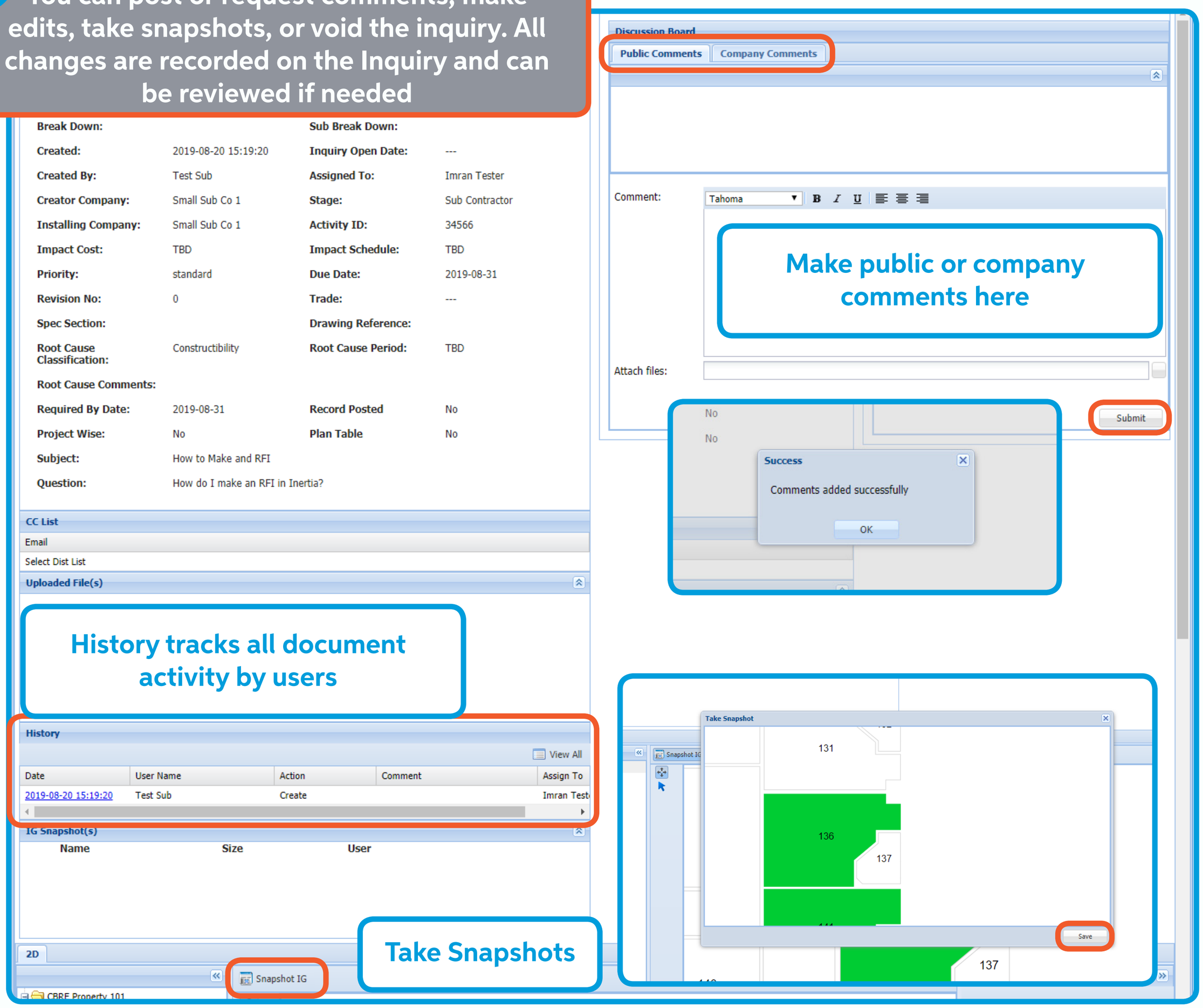
4



Your RFI is saved as an Inquiry and the assigned users are notified. Anyone with access can find your inquiry on the Inquiry List tab

5

You can post or request comments, make edits, take snapshots, or void the inquiry. All changes are recorded on the Inquiry and can be reviewed if needed



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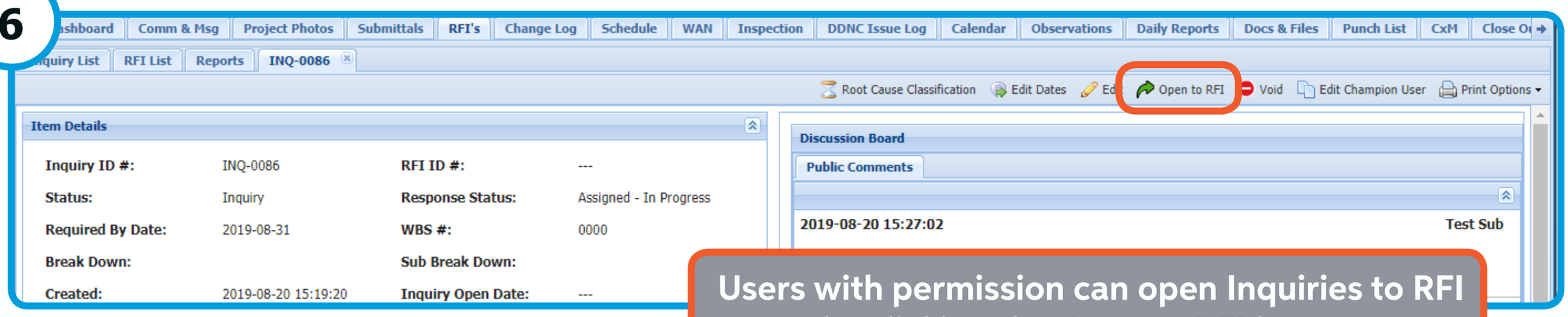
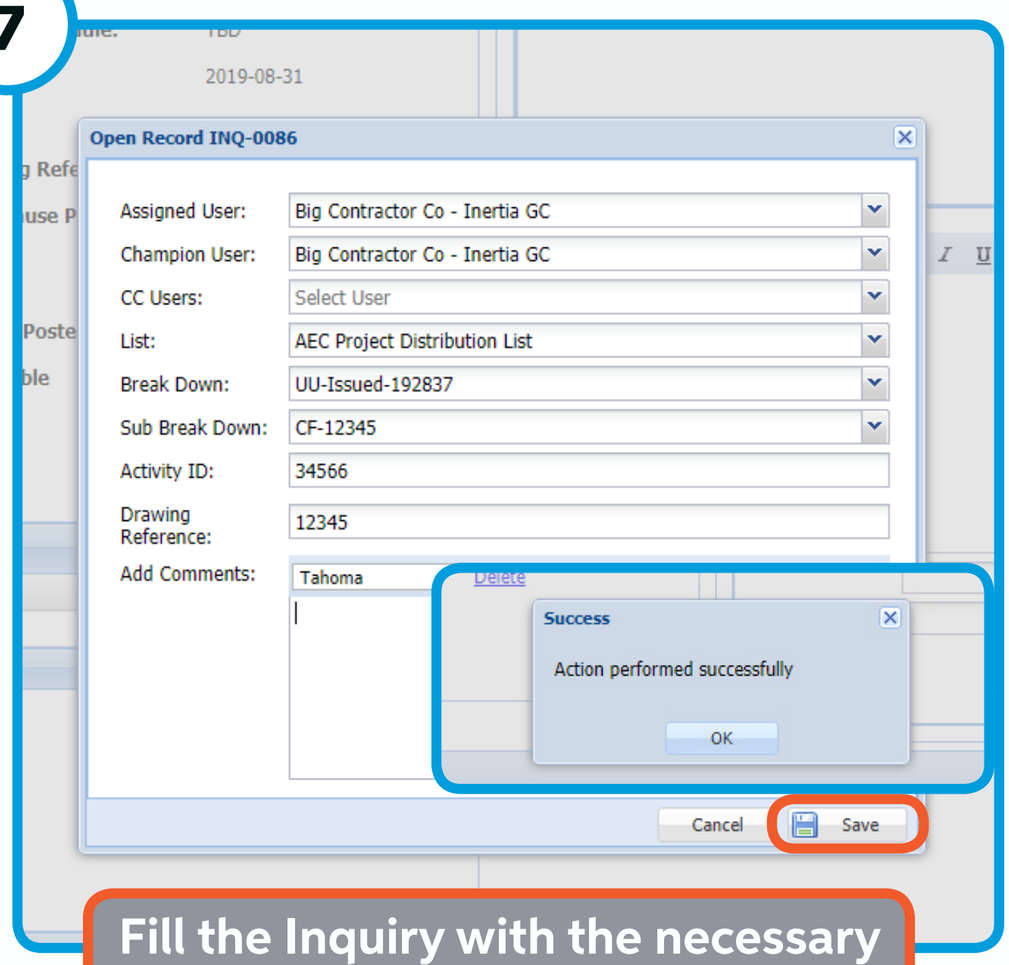
6



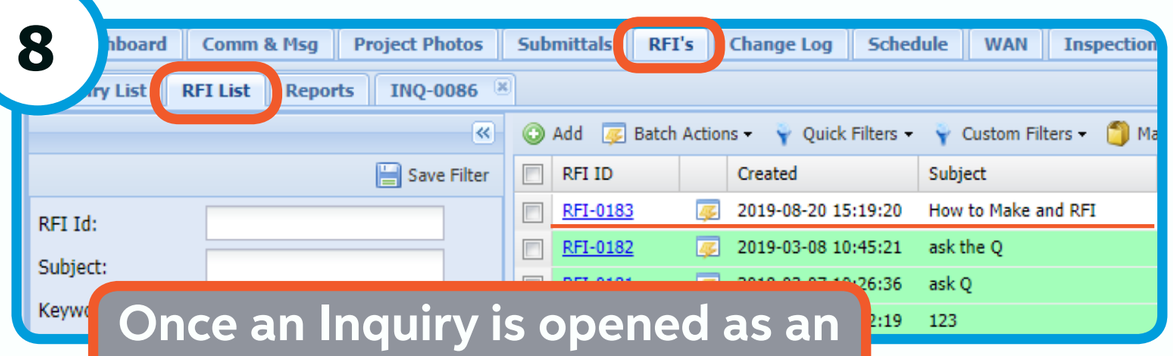
Users with permission can open Inquiries to RFI by clicking the Open to RFI button

7



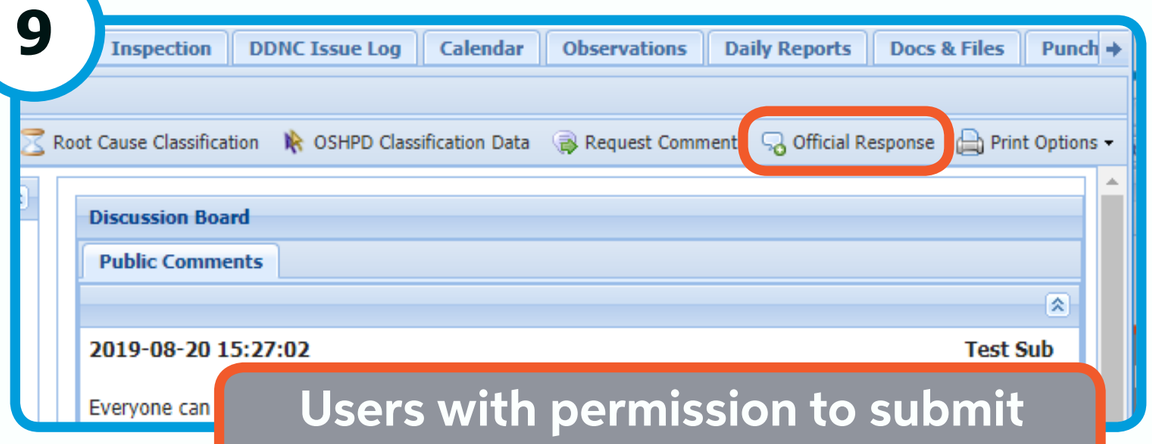
Fill the Inquiry with the necessary information and click Save to open it as an RFI

8



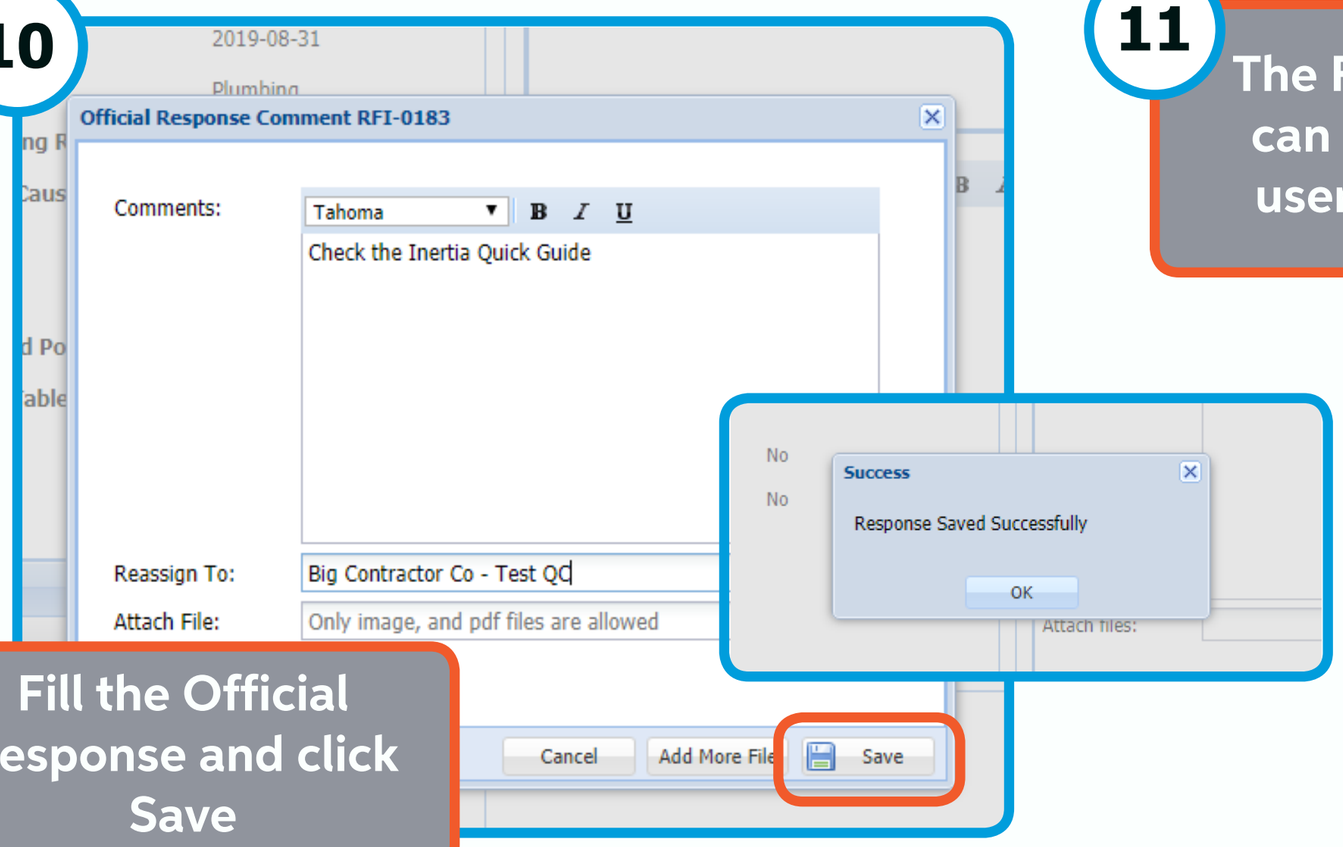
Once an Inquiry is opened as an RFI it moves to the RFI list. The assigned users will be notified

9



Users with permission to submit final responses on RFI's can click the Official Response button.

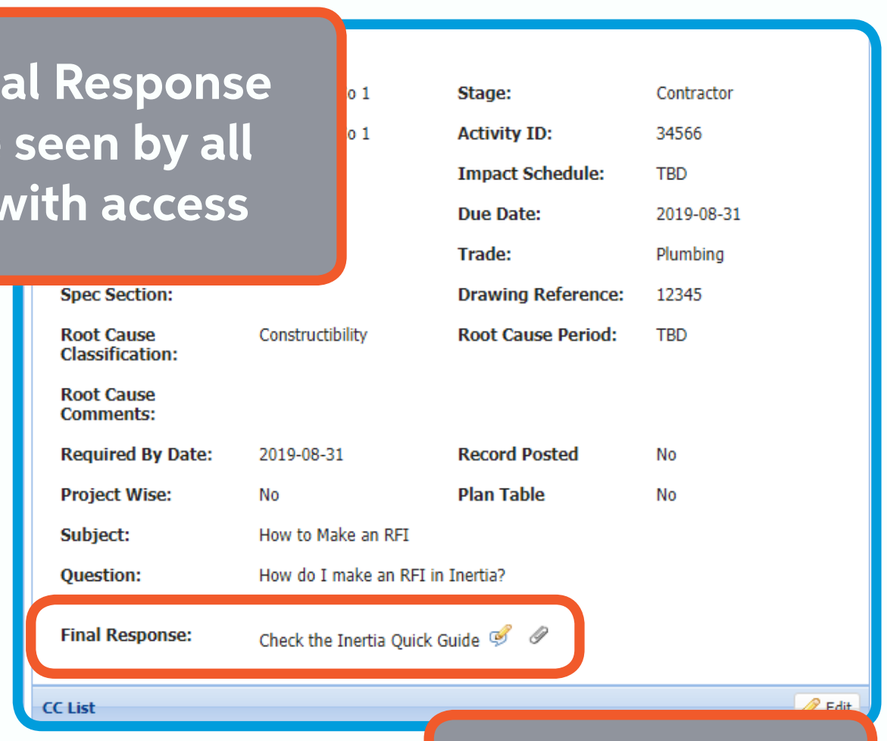
10



Fill the Official Response and click Save

11

The Final Response can be seen by all users with access



You're done!

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