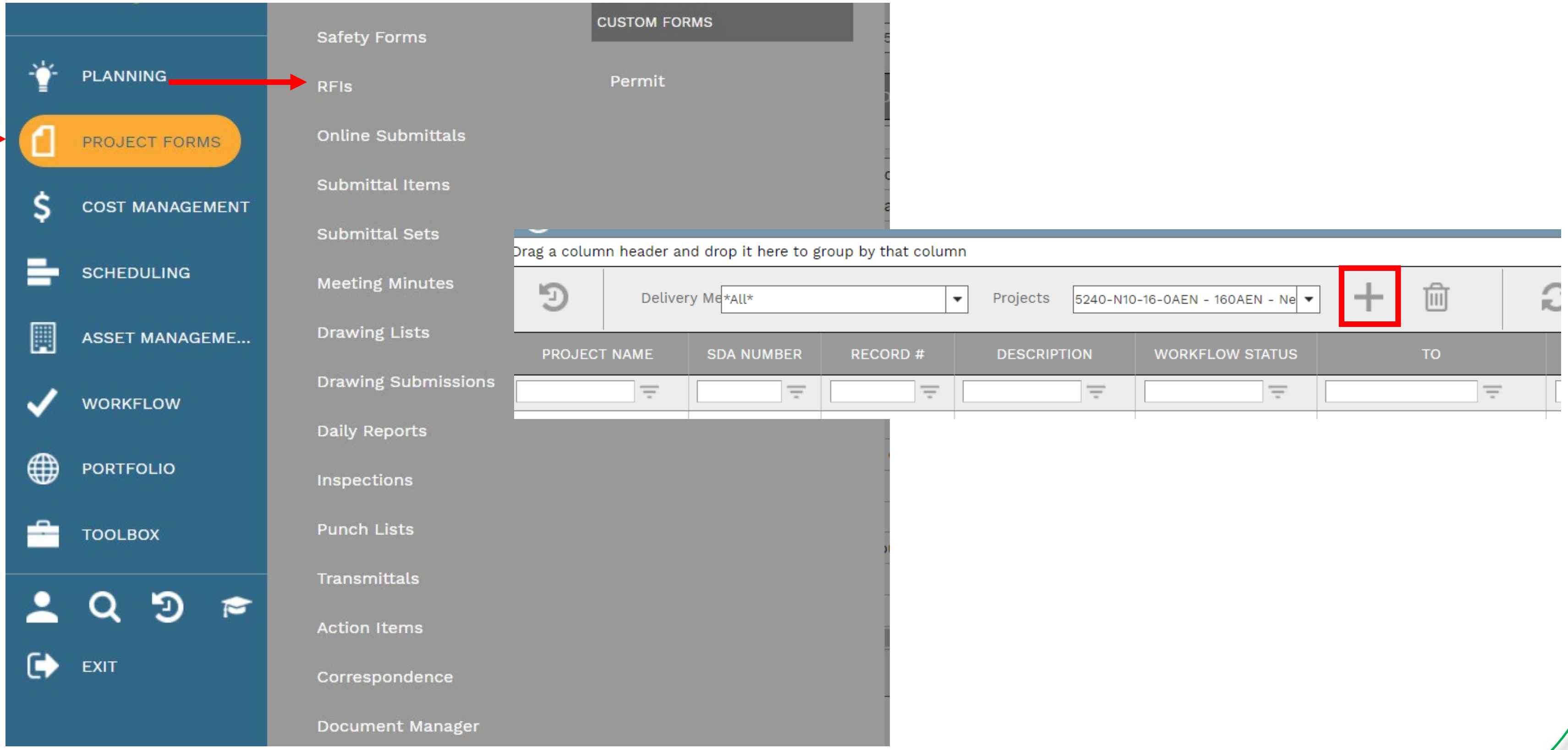
OPEN THE MODULE

- Choose **Project Forms -> RFIs**
- This displays the **Manager View** for the module and shows all records.
- To search for a document to modify, use the columns to filter for the data you need. For example, use the Record # column to search for a document.
- To add a new document, click the **Add** button

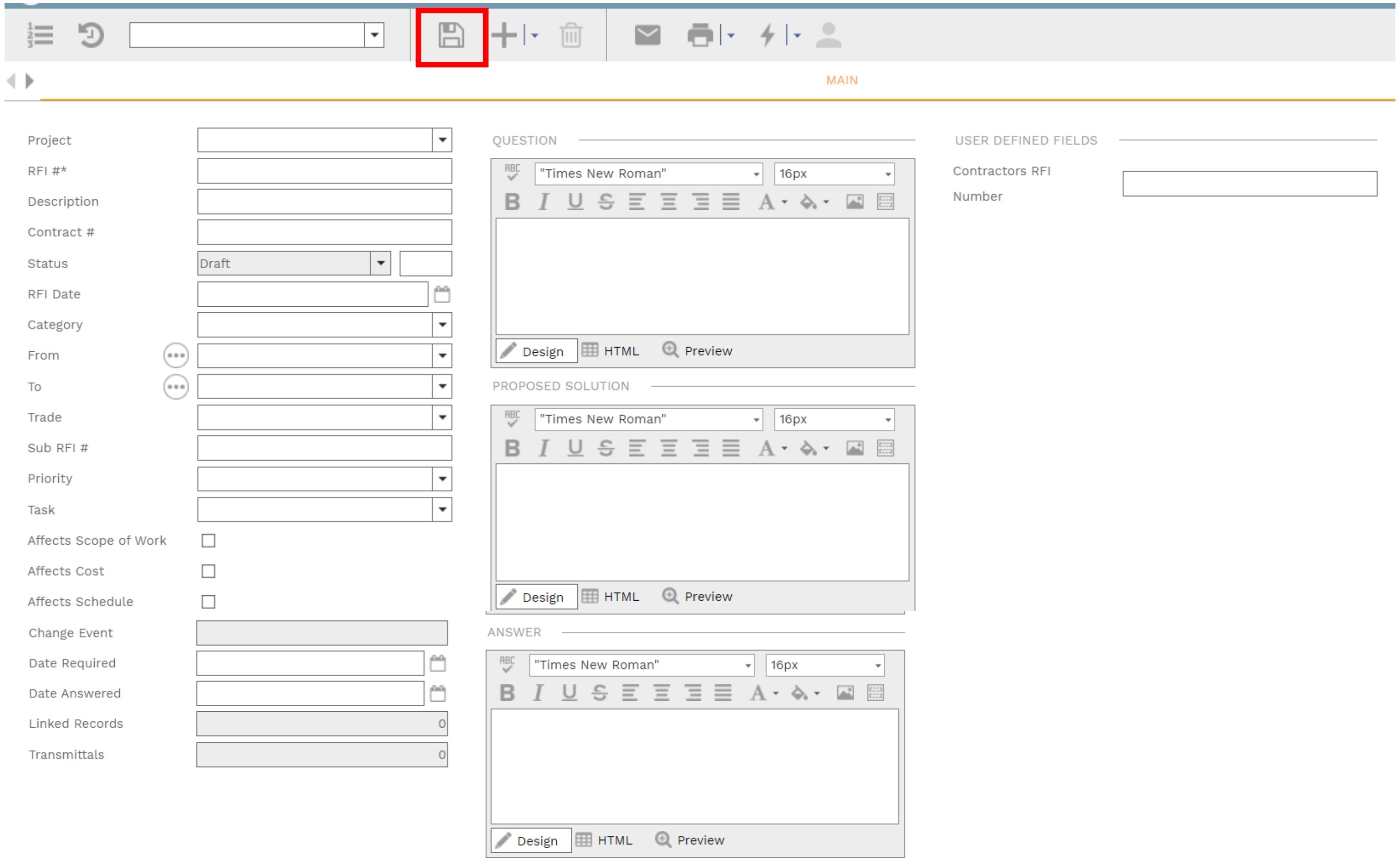


PMWeb

REQUEST FOR INFORMATION

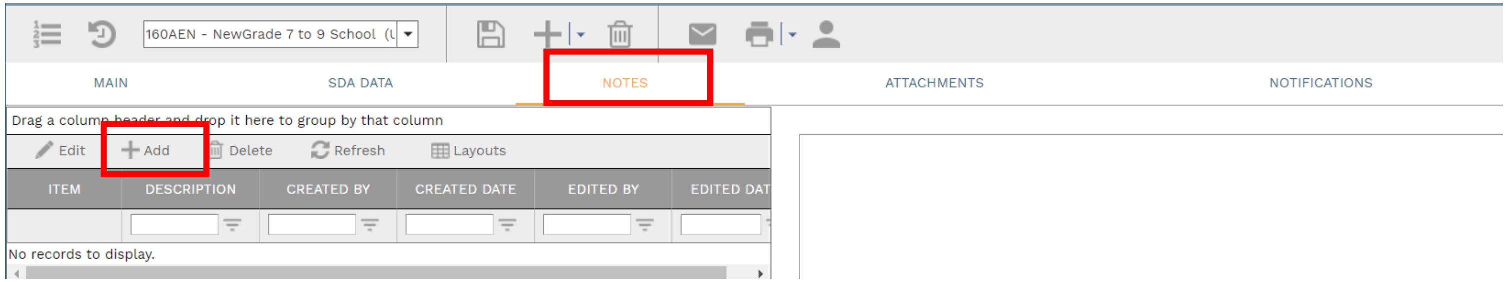
ADD A NEW RECORD

- Enter all relevant information in the **document**. Any field marked with an asterisk is a required field. Enter all relevant information in the **Details** section for the **Question** and **Proposed Solution**. The **Answer** section will be completed after review.
- If the Category field is unknown at the time of creation, it can be left blank. The SDA Project Officer will complete before submitting to workflow.
- Click the **Save** button when finished.



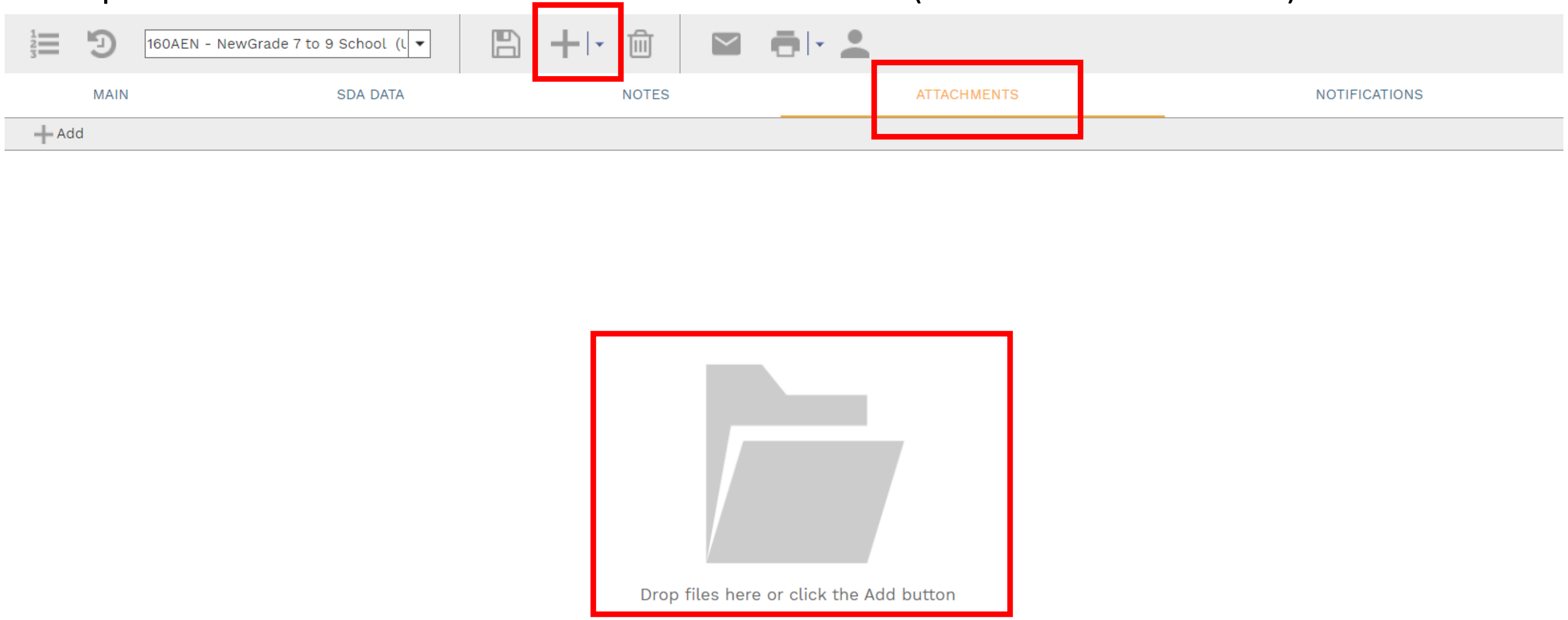
ADD ADDITIONAL NOTES

- Click **Add** on the **Notes tab** to add additional notes as needed. Click the **Save** button after each entry.



ADD ATTACHMENTS

- Drag and drop files on the **Attachments** tab to add attachments (or click the Add button). Click the **Save** button after each entry.



SUBMIT TO WORKFLOW

- Click the **Workflow** tab to start the workflow process. Enter the email information and any application comments, then click the **Submit** button to start the workflow approval process. You can return to this section to review the progress of the approvals.