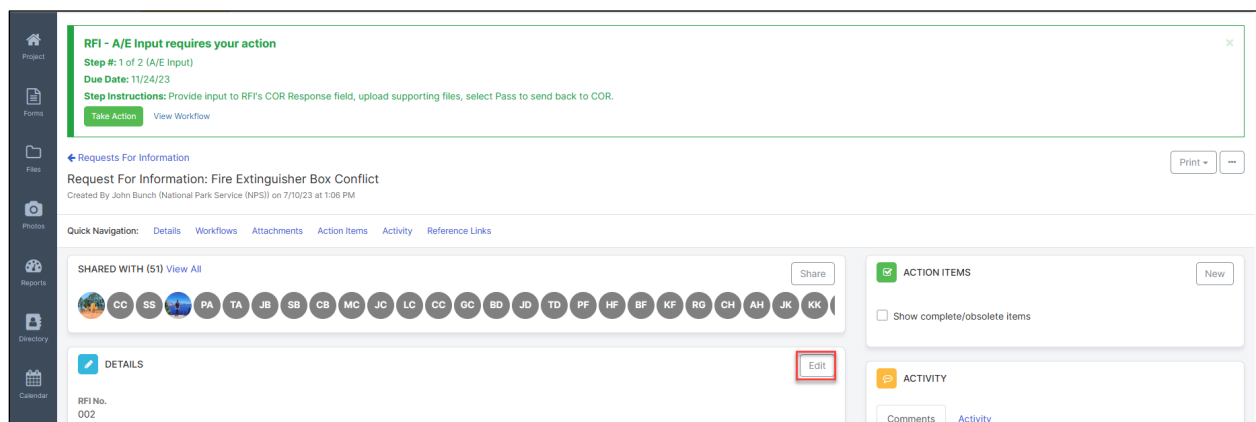# A/E Response to the RFI Workflow

This guide provides instructions for the Architect or Engineer for responding when input is requested via the RFI workflow.

The CMR, NPS PM and COR have access to start the RFI – A/E Input workflow but the process is for the CMR to start the workflow. When the workflow is started, it will be assigned to the Architect/Engineer for review. The Architect/Engineer will receive a notification via email.
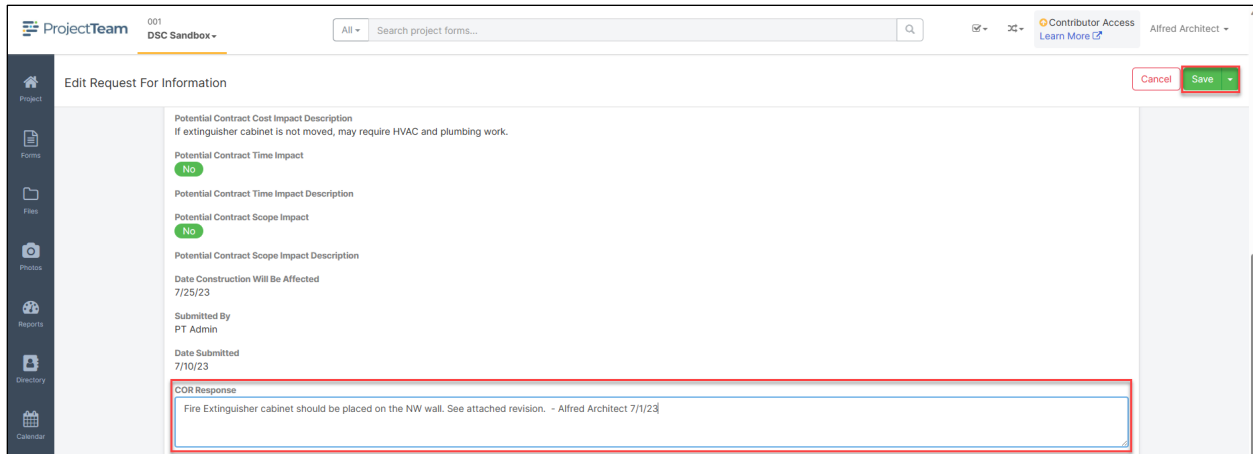
Architect/Engineer Response
View Workflow
Reports
Related Resources

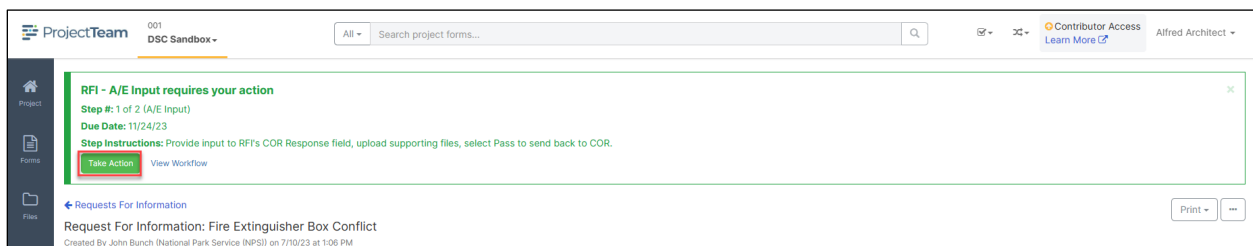## Architect/Engineer Response

1. Access the record from the link in the emailed notification or by opening ProjectTeam and navigating to the record.
2. Review the record and supporting Attachments (See the Adding Attachments QRG for more help).
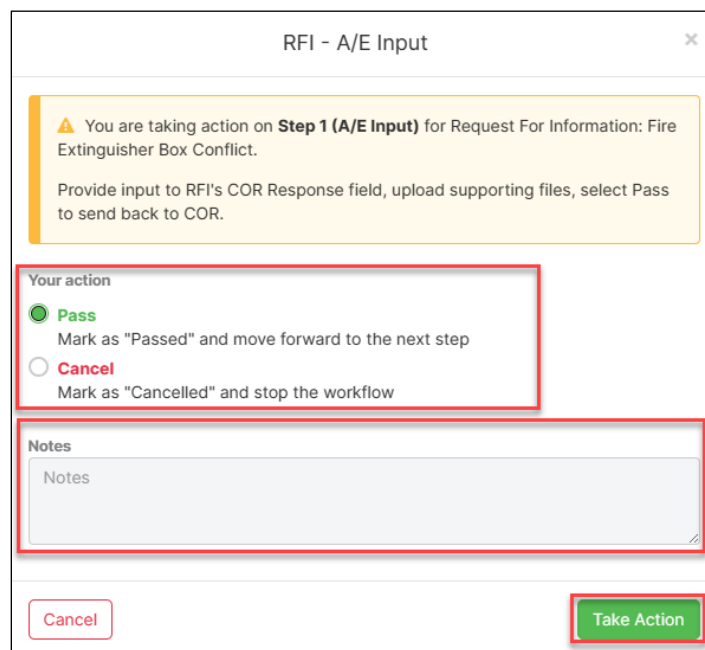3. Click **Edit** in the record's Details section.

4. Scroll to the bottom of the edit window and enter input in the COR Response field. It will be the only editable field.
5. Save the record.

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6. Upload any applicable supporting files to the Attachments section.
7. Click on the green **Take Action** button from the top or in the *Workflows* section.

8. Choose **Pass** to assign the next workflow step to the NPS COR.
9. Choose **Fail** to return the workflow to the CMR.
10. Enter **Notes**.
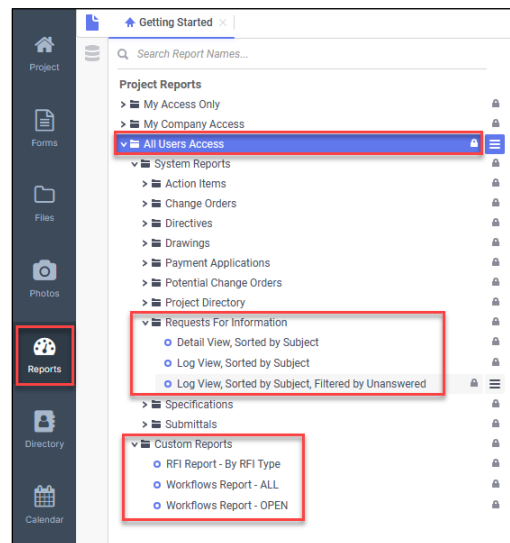11. Click the green **Take Action** on the bottom of window.

View Workflow

Once a user has been assigned a step in the workflow, the record is then shared with them. They can see where the record is in the workflow by clicking the down arrow on the right side of the workflow name in the *Workflows* section.

Reports

RFI and Workflow Reports can be run from under **All Users Access** in *Reports*. The report will include only records that have been shared with you.

Related Resources

1. **QRG**
   - Basic Navigation
   - Adding Attachments
   - Making Comments
   - Running Reports
   - RFI Review – CMR
   - RFI Review – COR

2. **Training Videos**
   - Basic Navigation
   - Adding Attachments
   - Making Comments
   - Running Reports
   - Creating an RFI
   - Responding to an RFI