

RFI Manager Setup Document

Set up the software

a) BOQ

Go to Components and then click on BOQ.

You can upload the BOQ from the excel or add/edit item. You can later link these BOQ items to work items.

b) Activity

Create different type of activities in your projects. For e.g. - Main Carriageway, Side Carriageway, etc.

c) Side

This is in context of highway/rail such as LHS (Left hand side), RHS (Right hand side), Center (C), etc.

d) Layer

Just add all layer numbers the project has here. For e.g. embankment has 10 layers.

d) Work Items

Create work items for your project. Later these work items will be required to generate a RFI. You can also specify if work item has multiple layers and how many maximum layers this item can have. You can also map that this work item can be involved in which activity and side.

e) Layer Chart

Configure the layer chart of the project. Specify the number of layers for each work item in each section. You can do a bulk upload via excel sheet also.

f) Status

These are the different status which can be assigned to RFI. Approved and In Process status are already in built in the system. Apart from this you can add new status for the RFI here.

h) Grade

This is used to specify the grading of the work.

i) RFI Code

This is used for the naming scheme of the RFI numbers that are auto generated in the system.

j) Area Chart

This is used to specify the cross-sectional area of sections across the highway/canals/rails. This can be used to auto compute the quantity of work done and later generate the bills.

Set up the users

There are 2 type of users in the system. Users can have 2 roles. Admin or User. Admin user can change components in the system, create bills and create more users. Normal users can only add/edit a RFI.

RFI Workflow

a) Add RFI – Select activity, BOQ, Work item, section length details, side layer, issue date, inspection date

b) Edit RFI – In this section, you can search all previous RFI.

Also you select any RFI and the update the status, grade, inspection date of the RFI. You will need to enter the basic approval details (from and to length, breadth, depth, area, quantity).

You can also break the RFI in two if your rfi gets approved in multiple stages.

c) Import – This feature should be used one time only to upload all the RFI's of the project as a part of project setup. Once done, all activities should be carried out online.

Print RFI can be customized according to project needs.

Bar Charts

One of the most interesting features of the software is the capability to generate bar charts dynamically from the RFI.

a) Generate New Bar chart – Steps to generate a bar chart

- a) Select From and To chainage
- b) Select Activity
- c) Select all the work items which are required in the bar chart.
- d) Select the sides
- e) Click on Generate Barchart.

Bar chart will be displayed.

Gaps – You can also view the gaps in red color if the above layer rfi is created without below layer rfi.

You can give a name and click on Save Barchart, so that you can go to Saved Barchart section and easily view the bar chart again.

Billing

RFI Manager can auto generate the bills based on the RFI which are in approved status. Software can automatically detect the quantities that have been included in the previous bills and do the deduction in the current bill.

a) Prepare New Bill – In this section you can find all the RFI's which are in approved status and have not been billed. You can selectively choose the RFI's and add them to the current bill.

b) Check Prepared Bill – Once you have included all the RFI's in the bill, click on Check Prepared Bill to see the prepared bill. Then, you can click on Finalize button to freeze and generate the bill.

c) Bill Inbox – Here you can view all the previous bills of the project.