   c. Click **Add**.
4. Click the **Numbering** tab and complete the **Numbering** page:
   a. Select **eMail Track Number** from the **Property** drop-down list.
   b. Select **Correspondence Track Number** from the **Numbering Configuration** drop-down list.
5. Click the **Records Management** tab and complete the **Records Management** page.

   You must leave the default options. Once you save the class you can return here and change the Records Management quick declare options.
6. Click **OK** to save your entries to the system.

Associate actions and dialogs

Expand the RFP class. You will see the folder Actions and Dialogs. Do the following:

1. Go to **Desktop** → **Actions and Dialogs** and select **RFP- Add** dialog.
2. Drag it to the folder under **RFP class.**
3. Repeat the procedure for **RFP - Modify** dialog.

Complete Desktop template with RFP objects

You need to configure the Default Template with the View and Search you have just created for RFP class.

In the Designer, open **Global - [Administrator]** as before, open the **Desktop**, and then click **Desktop template** to select it. You need to modify the defined templates. Follow these steps:

1. Select **Content Producers Template**. Click the **Modify** icon in the Designer title bar.
2. Select the **View Template** Tab.
   a. Add **RFP View** to the right list.
3. Select **Search Template** Tab.
   b. Add **RFP Search** to the right list.
4. Click **OK** to save your entries to the system.
5. Apply the same changes to **Admin Template** and **Viewers Template**.

Associate RFP states with the class

Expand the RFP class. You will see the folder **States**. Do the following steps:

1. Go to **Desktop** → **States** and select **Incoming** state.