



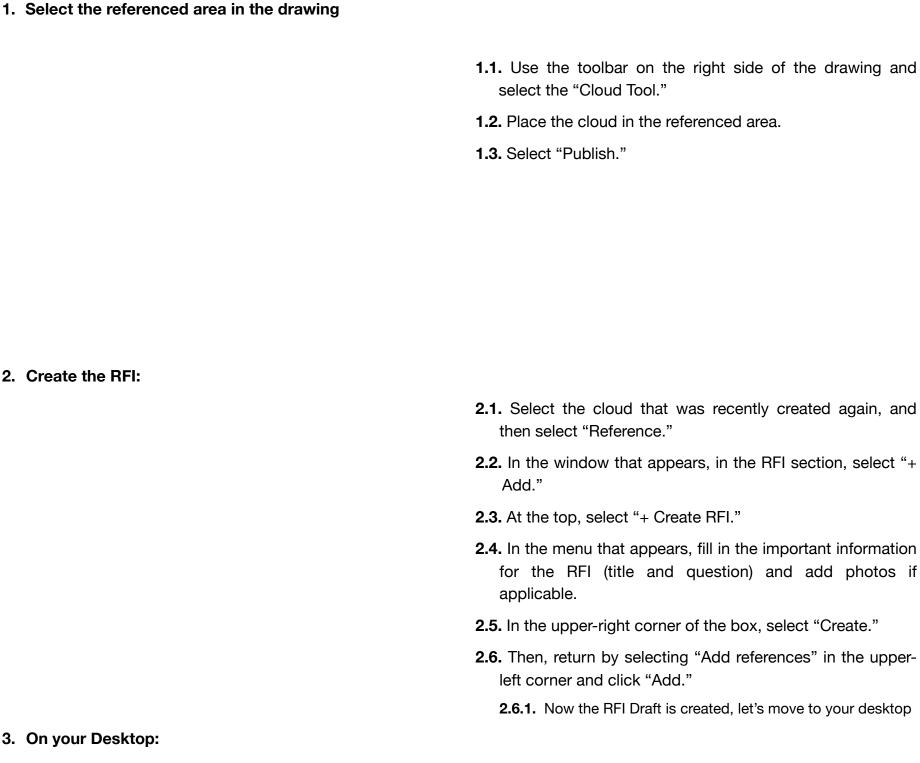


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- **3.1.** Go to the RFIs Module on the left side of ACC.
- **3.2.** Open the Draft RFI that you just created.
- **3.3.** Complete the remaining important information, such as the due date, cost/schedule impact, and any additional references.
- **3.4.** Click on "Submit for review" and select the people who will review and respond to the RFI.
- 3.5. Finally, click on "Submit."

Note: Once the RFI is marked as closed, the Arcaise team will process it by replacing the cloud markup with an RFI markup and adding any other locations referenced in the RFI.



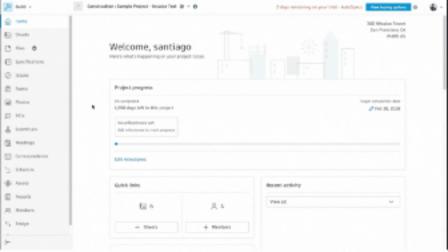


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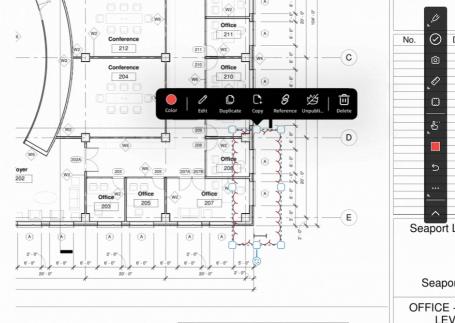


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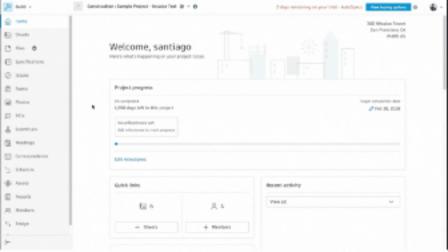
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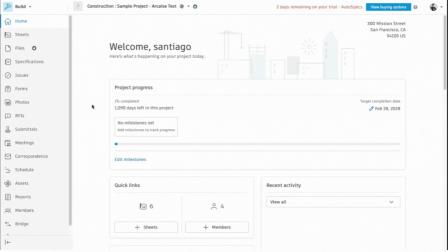
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Project 22041500 - ARC2416

Steps:

1. Select the referenced area in the drawing



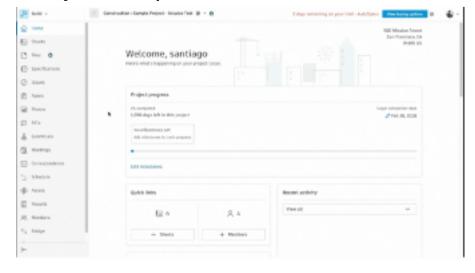
- **1.1.** Use the toolbar on the right side of the drawing and select the "Cloud Tool."
- 1.2. Place the cloud in the referenced area.
- 1.3. Select "Publish."

2. Create the RFI:



- **2.1.** Select the cloud that was recently created again, and then select "Reference."
- **2.2.** In the window that appears, in the RFI section, select "+ Add."
- 2.3. At the top, select "+ Create RFI."
- **2.4.** In the menu that appears, fill in the important information for the RFI (title and question) and add photos if applicable.
- 2.5. In the upper-right corner of the box, select "Create."
- **2.6.** Then, return by selecting "Add references" in the upper-left corner and click "Add."
 - 2.6.1. Now the RFI Draft is created, let's move to your desktop

3. On your Desktop:



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- **3.4.** Click on "Submit for review" and select the people who will review and respond to the RFI.
- 3.5. Finally, click on "Submit."

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