

ENGINEERING RFI REVIEW

Document Control starts the applicable **Engineering Review Workflow(s)** which sends an email notification to the Engineer. The Engineer will review the Request for Information and provide the **Response** and then **Pass** the workflow.

To navigate this Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a specific section.

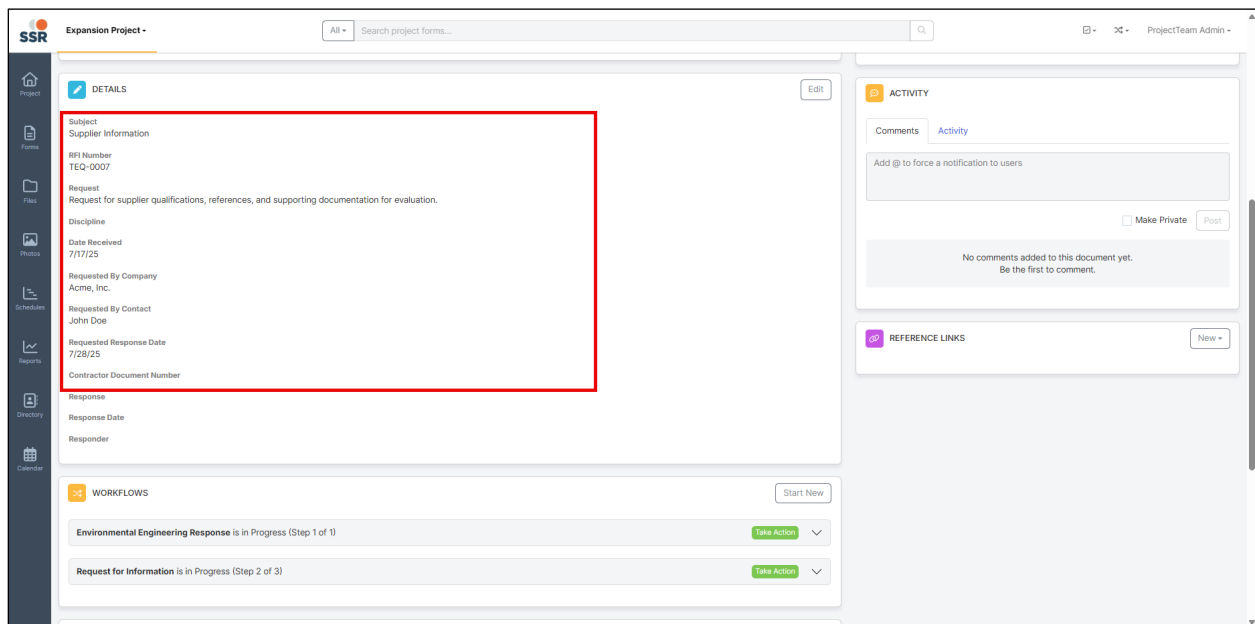
[Engineering RFI Review](#)

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[Additional Resources](#)

ENGINEERING RFI REVIEW

- 1) The email notification for the Engineering Review Workflow will contain a link that directs you to the RFI record in ProjectTeam. (If you are not already logged in, it will direct you to log in. If the correct page doesn't open automatically, you can click the link in the email again and it will open in a second browser tab.) Alternatively, if you are in ProjectTeam, you can navigate to Requests for Information and open the RFI from the log view.
- 2) Review the **RFIs Details**.



The screenshot displays the ProjectTeam interface for an 'Expansion Project'. The left sidebar contains navigation icons for Project, Files, Photos, Schedules, Reports, Directory, and Calendar. The main content area is divided into three sections: DETAILS, WORKFLOWS, and ACTIVITY. The DETAILS section is highlighted with a red box and contains the following information:

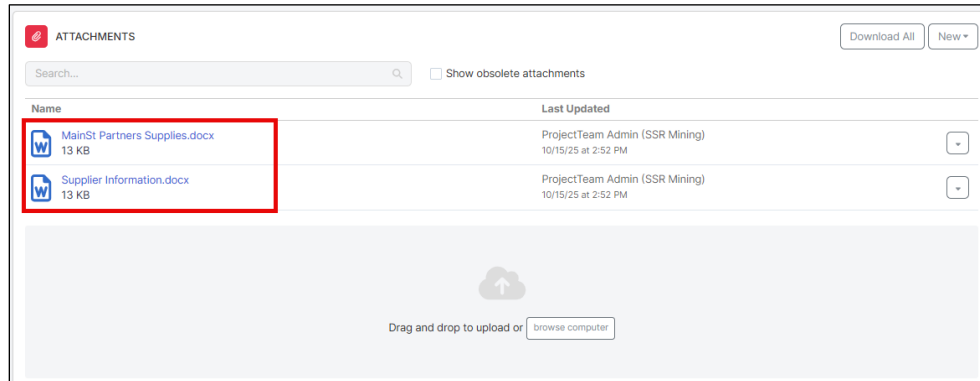
- Subject:** Supplier Information
- RFI Number:** TEQ-0007
- Request:** Request for supplier qualifications, references, and supporting documentation for evaluation.
- Discipline:**
- Date Received:** 7/17/25
- Requested By Company:** Acme, Inc.
- Requested By Contact:** John Doe
- Requested Response Date:** 7/28/25
- Contractor Document Number:**

The WORKFLOWS section shows two active workflows:

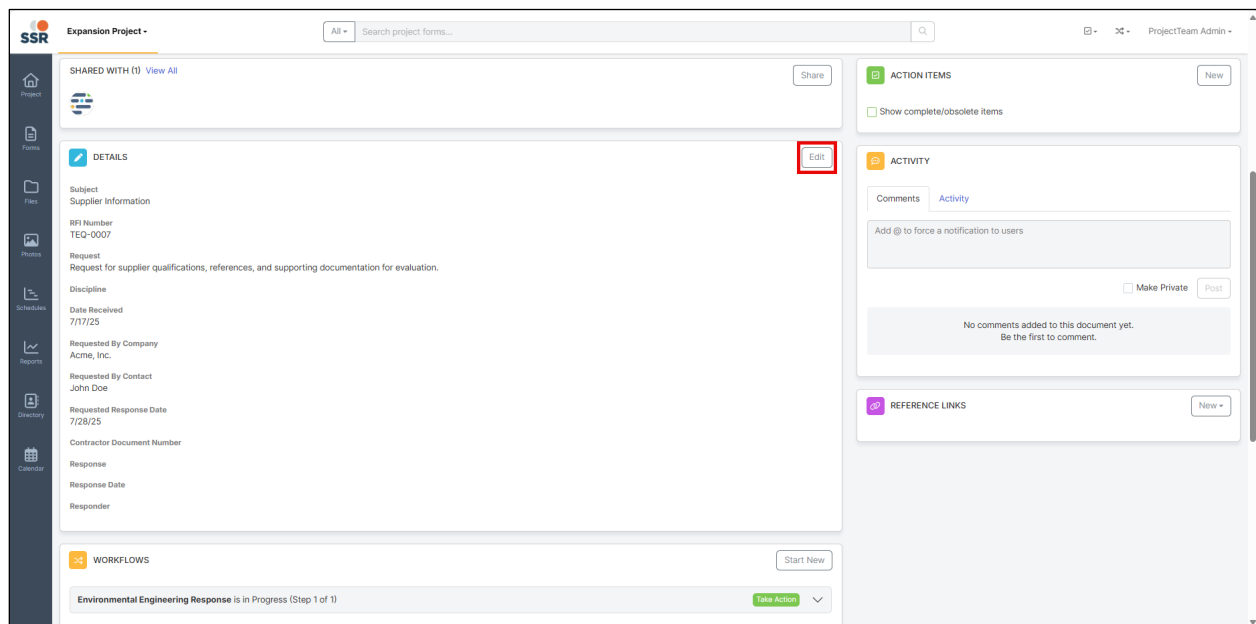
- Environmental Engineering Response** is in Progress (Step 1 of 1) with a 'Take Action' button.
- Request for Information** is in Progress (Step 2 of 3) with a 'Take Action' button.

The ACTIVITY section on the right shows a 'Comments' tab with a 'Post' button and a 'Make Private' checkbox. Below it, a 'REFERENCE LINKS' section is visible with a 'New' button.

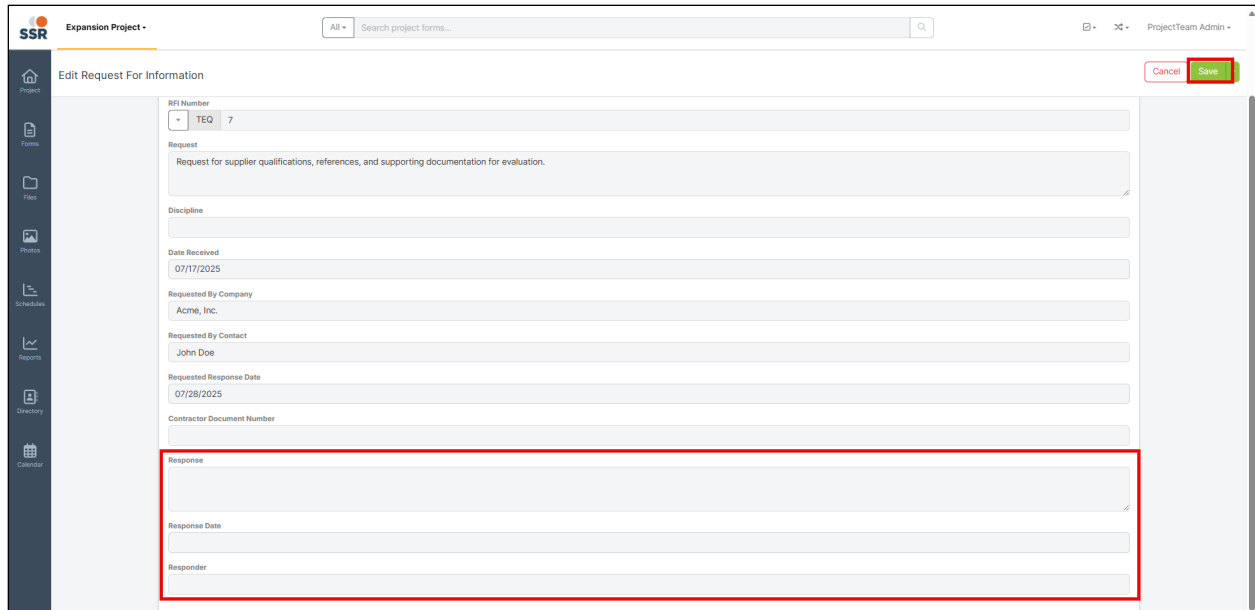
- 3) Scroll to the bottom and open and review the attached supporting documents(s). Make markups, as needed. **See [Add markup annotations to a file](#) for additional help.



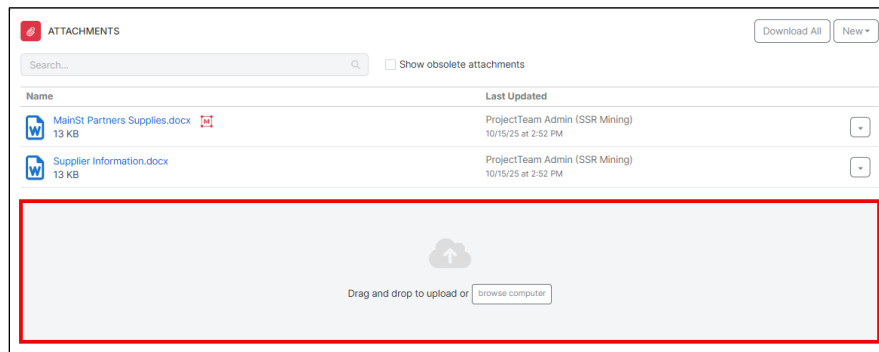
- 4) Click **Edit** at the top of the Details panel.



- 5) Complete the Response fields:
 - a. **Response:** Enter the response to the Request.
 - b. **Response Date:** Enter today's date.
 - c. **Responder:** Select your name from the picklist.
- 6) **Save.**

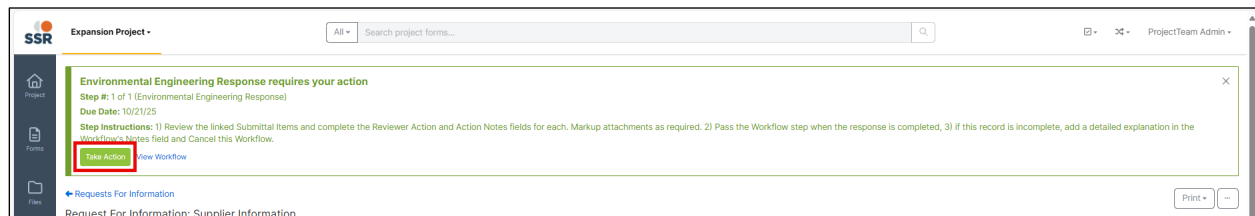


- 7) Drag & Drop any necessary documents to the **Attachments** panel of the saved record.
 - a. To upload new versions of a document already attached, click the arrow at the right side and select **Upload New Version**.



RETURN TO SSR

- 1) Click **Take Action** from the top of the Package form or from the Workflow panel of the Package.



- 2) Select **Pass**.

3) Take Action.

Environmental Engineering Response

⚠ You are taking action on **Step 1 (Environmental Engineering Response)** for Request For Information: Supplier Information.

1) Review the linked Submittal Items and complete the Reviewer Action and Action Notes fields for each. Markup attachments as required, 2) Pass the Workflow step when the response is completed, 3) If this record is incomplete, add a detailed explanation in the Workflow's Notes field and Cancel this Workflow.

Your action

☒ **Pass**
Mark as "Passed" and move forward to the next step (Workflow "Done").

☐ **Cancel**
Mark as "Cancelled" and stop the workflow

Notes

Notes

Days for next step to take action: ?

Due date for next step: ?

N/A

N/A

Cancel

Take Action

RELATED RESOURCES

Help Pages:

- [Viewing files and attachments](#)
- [Add markup annotations to a file](#)

Related QRGs:

- Create RFIs
- Process RFIs