

Secondary Reviewer RFI Review Quick Reference Guide

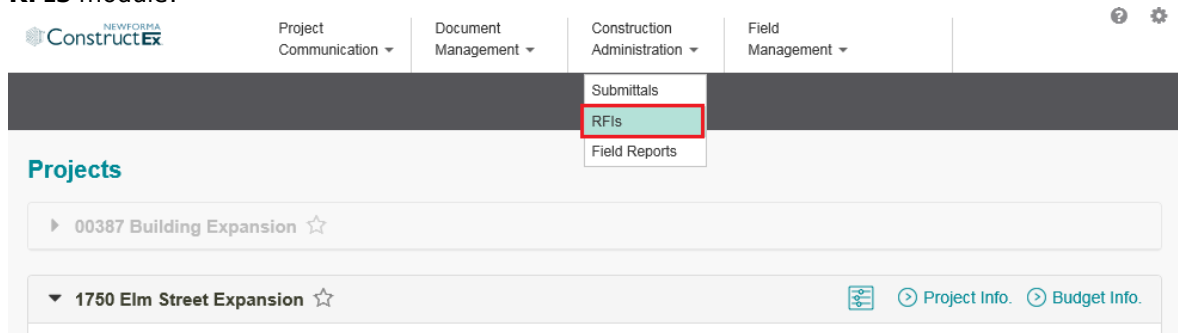
In-house architectural reviewers, consultants, owners and other secondary reviewers have the ability to review RFIs on the Newforma ConstructEx web-based platform in order to return the documentation to the design team leader. To review an RFI as a secondary reviewer, follow the steps below:

Arrive at the RFIs Module

1. Log into ConstructEx to access the **All Projects** page.

*The first time you log in you will be prompted to complete your profile information. Once your profile is complete you are directed to the **All Projects** page.*

2. Select the desired project by clicking the project name.
3. Expand the **Construction Administration** dropdown menu at the top of the page and select **RFIs** to open the **RFIs** module:



View Open RFIs

1750 Elm Street Expansion

Project Communication | Document Management | Construction Administration | Field Management

Search: keyword or number

RFIs

Results 1 - 4 of 4 | Results Per Page: 20

My Open (sorted by Issued)

Number	Title	Issued	Due	Returned
E-RFI-1351-00	Switch for Room O-112	11/12/2015	11/16/2015	(open)
E-RFI-1350-00	Outlet back to panel A	11/10/2015	11/16/2015	(open)

RFI LOGS

- My Open
- My Returned
- All Open
- All Returned
- All RFIs
- Create a Custom Log >

1. Select the **My Open** log from the **Logs** section in the right panel of the **RFIs** module.
2. Select the name of the RFI you want to open.

If you do not see the RFI you plan to review on the list, you have not yet been invited to review it.

Contact your Design Team leader (usually the architect or engineer) and ask them to forward the RFI to you.

Return an RFI

1. The **View RFI page** provides a synopsis of the RFI data. Scroll to the middle of the page and select **Return** when you are ready to return the RFI to the design team leader.

RFIs

Summary | Graphs

Return RFI

Number	E-RFI-1351-00
Title	Switch for Room O-112
Official Due Date	11/19/2015
Question	Office O-112 is missing a switch at the secondary door. Should there be a switch installed and, if so, to which fixture?
Suggestion	We suggest that a 3-way switch be installed to the overhead light similar to O-114
Subcontractor/Manufacturer	AI's Electrical

2. On the **Return RFI page**, review the contractor's **Suggestion**, if one is present.

Reviewer's Answer **7**

Return to Project Admin (Design) **6** RETURN

4 Drop files here or Browse...
Upload file types JPG, PDF, DWF, DWG, or TIF. Maximum file size is 100MB per attachment.

5 Existing Attachments

00348-A-000.pdf	11/12/2015	Project Admin (Contractor)...	Linked to A000...	ADD MARKUPS
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6 References

Construction Phase Docs	LINK	None
Design/Bid Packages	LINK	None
Sheets	LINK	None
Specifications	LINK	None
Reports	LINK	None
Submittals	LINK	None
RFIs	LINK	None
Field Reports	LINK	None
Meeting Minutes	LINK	None
Messages	LINK	None
Pay Applications	LINK	None

3 Answers

(pending)	Project Admin (Design) -
(pending)	Reviewer -

3. Scroll down to the **Answers** section to view answers left by other reviewers.
4. You can attach additional documents to the RFI before returning it to the design team leader. Drag and drop PDF(s) of the RFI documentation to the **Drop Files Here** section of the page to upload them. Alternately, you can select **Browse** to browse for the files. Some older browsers do not support drag and drop. If configured, the system automatically adds the project's cover sheet to the upload.

*In Chrome, **Browse** is replaced by **Choose File**.*

5. The **Existing Attachments** section includes any document uploaded to the RFI. Select **Add Markups** to view the design team markups or to add your markups. If the entire review team uses the markup tool, the result is a single marked-up document. All design team markups are flattened when the RFI is returned to the construction team. To view a brief video tutorial on using the markup tools, click [here](#).

To simply view the document with the information originally uploaded by the construction team, select the document name.

6. Cross reference any ConstructEx items as needed.
7. Enter your answer in the **Reviewer's Answer** field.
8. Select **Return** if you are ready to return the RFI to the design team leader. The design team leader is notified of the return of the RFI and it is now their responsibility to act on it as needed.

*Your markups and review comments are editable until the design team leader returns the RFI to the construction team. To edit your markups and review comments, open the RFI and select **Return** again.*