

This document is to aid in the creation of an RFI on Procore. Please reference the link below for a tutorial video on how to create an RFI. The following steps outline what we're looking for to be filled out.

https://support.procore.com/products/online/user-guide/project-level/rfi/videos#Create_an_RFI

Step 1. From the home page, navigate to the Project Tools dropdown menu and select RFIs

Step 2. In the top right corner, select Create

Step 3. Fill out the following line items

- Subject
- Received From (person associated with your school)
- Responsible Contractor (your school)
- Drawing Number (if applicable)
- Spec Section (if applicable)
- Location
- Question

Step 4. In the bottom right corner, select Send for Review