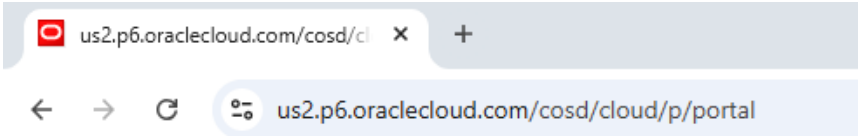
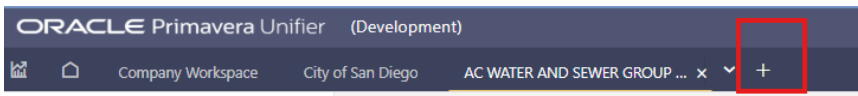
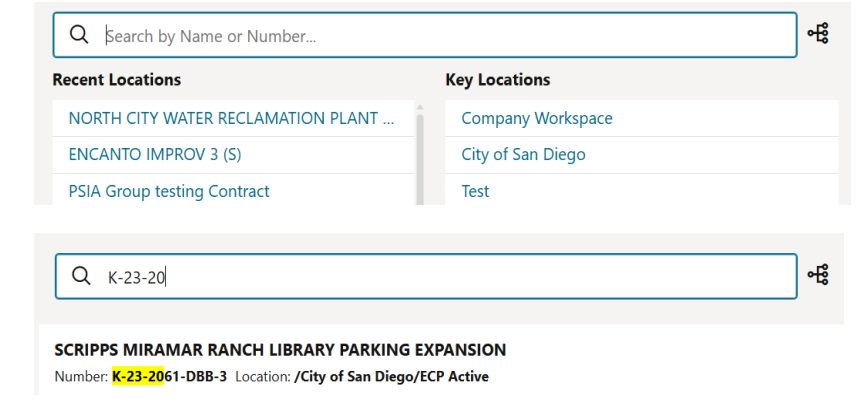
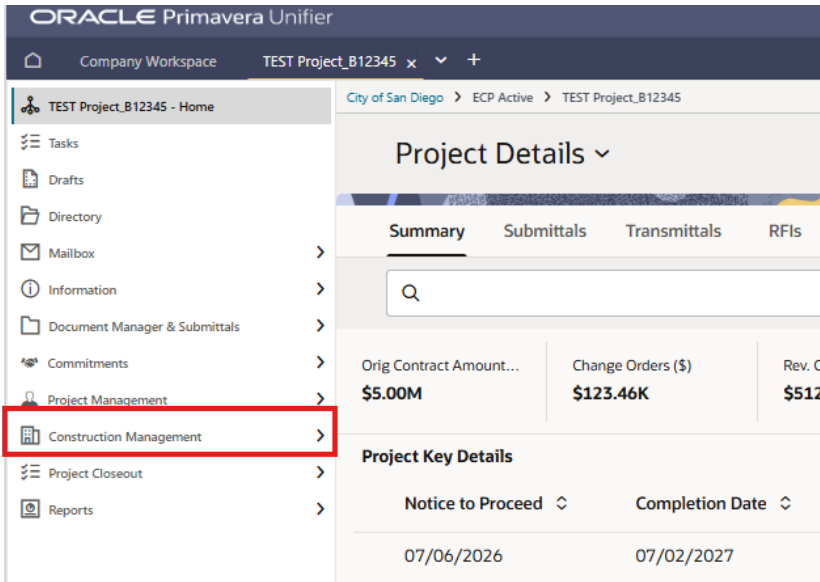
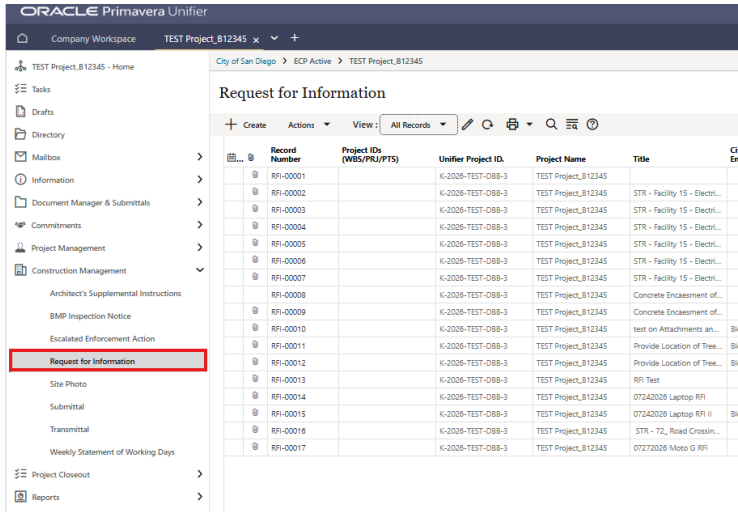
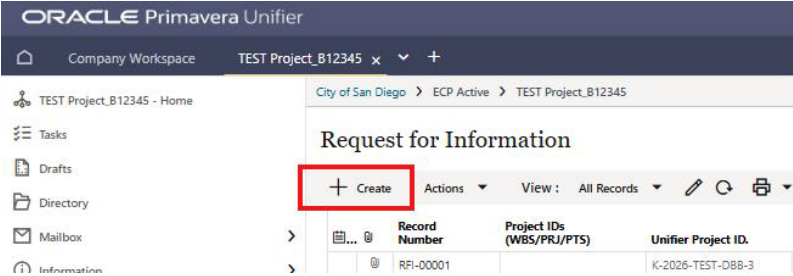
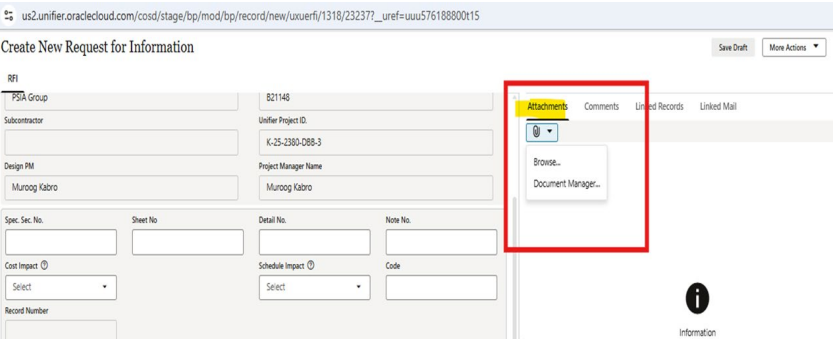
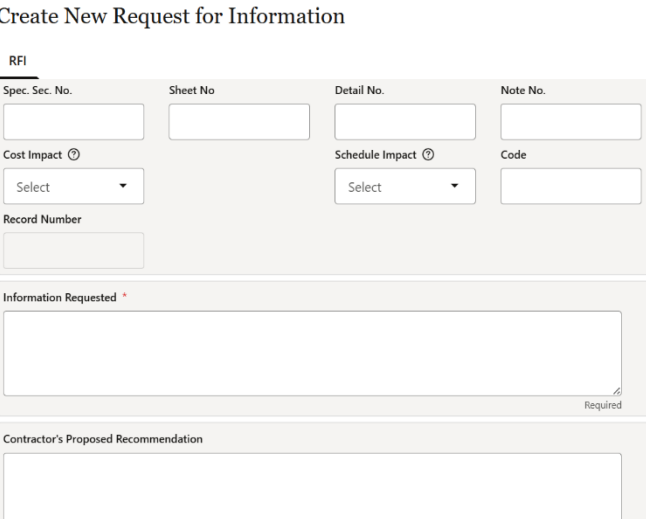
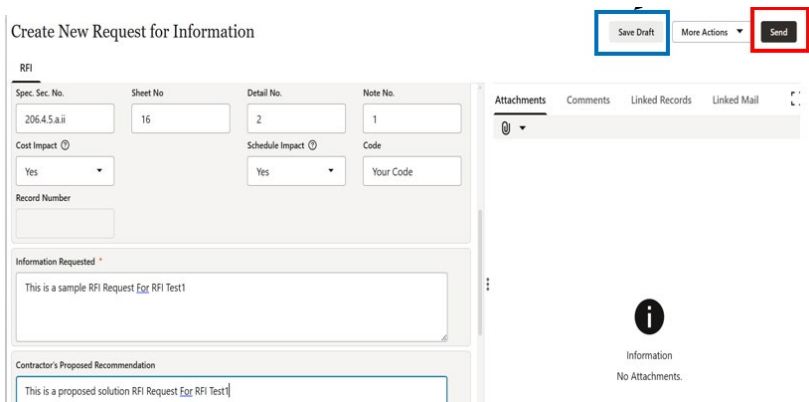
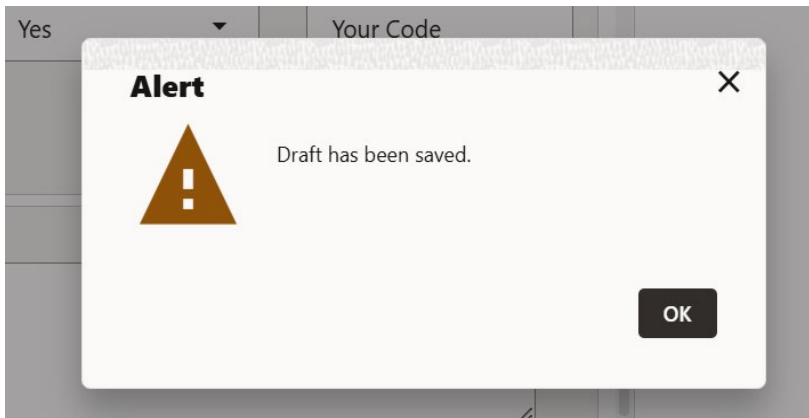
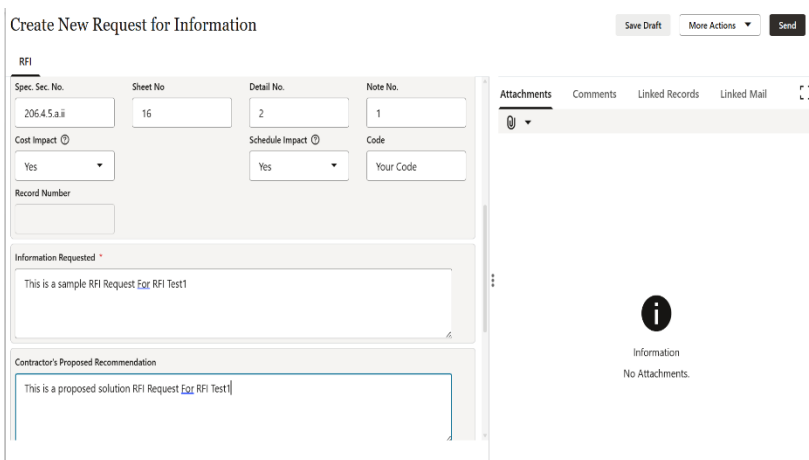


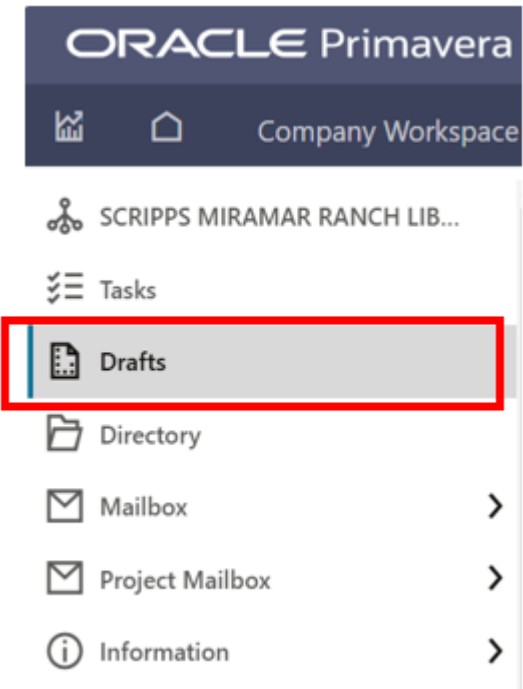
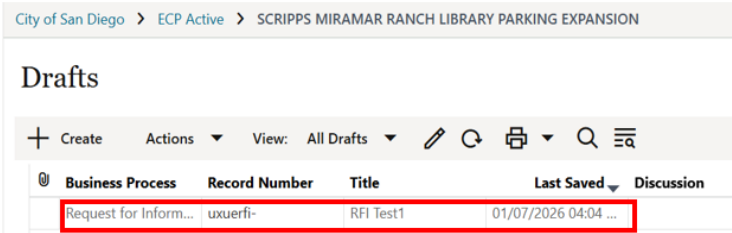
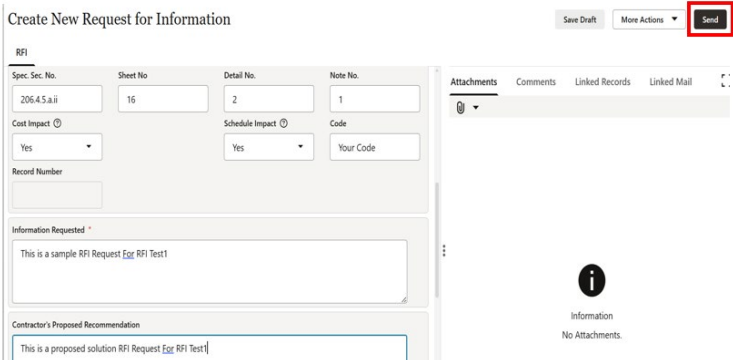
How To Create RFIs in Unifier (Contractor)

	Instruction	Images
1	Open Unifier from the Oracle Primavera Portal https://us2.p6.oraclecloud.com/cosd/cloud/p/portal	
2	Choose Unifier	
3	Click the "+" to see the projects list.	
4	Enter enough of the project name, the K-Number or project ID to become visible under "Recent Locations" or just choose a project under "Recent Locations" if you already see it there	

	Instruction	Images
5	Click the arrow just to the right of "Construction Management" in navigation area, on the bottom left side of the screen.	 The screenshot shows the Oracle Primavera Unifier interface. On the left, a navigation menu lists various project management functions. The 'Construction Management' item is highlighted with a red rectangular box. To its right, a small arrow icon is visible. The main content area displays 'Project Details' for 'TEST Project_B12345', including summary information like 'Orig Contract Amount' (\$5.00M) and 'Change Orders' (\$123.46K).
6	Then click where it says "Request for Information"	 The screenshot shows the 'Request for Information' screen in Oracle Primavera Unifier. On the left navigation menu, the 'Request for Information' item is highlighted with a red rectangular box. The main area displays a table of RFI records with columns for Record Number, Project IDs, Unifier Project ID, Project Name, and Title.
7	Click on the "Create" button	 The screenshot shows the 'Request for Information' screen. The '+ Create' button is highlighted with a red rectangular box. Below it, a table shows a single RFI record with Record Number RFI-00001 and Unifier Project ID K-2026-TEST-DBB-3.

	Instruction	Images
8	Be sure to input a Title. ----- *Tips and Tricks, Helpful Links: Title shall be clear to understand and describe components or circumstances that the contractor needs clarity on.	
10	Scroll down the form and fill in the Spec. Sec. No., Sheet No., Detail No., Note No., Cost Impact, Schedule Impact, Code Information Requested and Contractor's Proposed Recommendation. *You can add an attachment to your RFI by clicking on the drop-down list under Attachments on the right side. ----- *Tips and Tricks, Helpful Links: The more information that you can provide on the first entry will help the RE, CM, PM team to read, review and distribute questions to appropriate person(s). Failure to do so can cause the need for clarification by RE and back and forth communication to understand the problem.	 

	Instruction	Images
11	Click the "Send" button or click the "Save Draft" button if you still need to finish your RFI later. Note: When saving as draft, the draft is only available for you, other users do not see it!	
12	If you choose to "Save Draft", you will see the following screen if your save is successful. Then click the "OK" button to resume editing	
13	This will return you to the previous screen where you can resume editing or save as draft to leave this RFI to edit later.	

	Instruction	Images
14	If you choose to resume editing later, click on "Drafts".	
15	In "Drafts" click on your RFI and resume editing until it is finished	
16	Then click "Send" when you are done editing.	

	Instruction	Images
17	You'll see the system automatically pre-assigned the RE's Name to review this RFI, and CC the Core Project Team to receive an email notification for the submitted RFI.	