

Completing RFI's

Some Work Orders will have RFI's associated that need to be performed at certain stages of the Work Order's life cycle. They can occur during Creation, Start Job, Stop Job and once the Work Order has been completed. Below is an example of an RFI:

Perform RFI

Building

(142)

Categories

Nº	Category	Status
1	Call-in	Pending

Answers

Nº	Question	Status
1	Description of Fault	Pending
2	Is the issue Affecting Trade?	Pending
3	Site access times	Pending

Description of Fault

Accept Clear Help

Answer

Submit

Cancel

All that is required is for the questions to be answered and, once they have all been answered, click "Submit" to proceed with the Work Order. If a mistake was made upon filling out the RFI then the User can then edit the RFI on the Work Order from the Agent Actions.