

## PSSP – Using the RFI Log

June 09, 2016

**1) Can you set up a read receipt once a notification has been issued to a user?**

Unfortunately there is no way to setup read receipts.

**2) What if there is more than one EOR, example JPA, utilities?**

Simply add them to the EOR security group and when the RFI notification gets sent, it will go to all the people in that group. However, the application only accepts the response from the first respondent.

**3) Do the notifications go to the person's email or message notification in SharePoint?**

Notifications will go to the email address that is associated with their PSSP account, but they can also view any pending task they may have on PSSP.

**4) In D3, as the CEI, we are required to notify the FDOT project manager and construction engineer along with the EOR. What is the process in performing this requirement?**

When you check the box for the EOR, also check the boxes for the project manager and the construction engineer. They will get a notification just like the EOR and be able to enter comments as well.

**5) If the contractor delivers an RFI via email and the CSS submits the RFI thru PSSP, how does the contractor receive notice of the RFI in PSSP?**

RFI's cannot be emailed to a SharePoint list. RFI's will need to be created through PSSP on the project site. (Answer how to be notified.)

**6) Frequently the CEI generates its own CEI RFIs. Is there a process for that which won't be seen by the contractor?**

No.

**7) Is there a way to place deadlines in PSSP for responses?**

Yes there is a way to place a deadline on the responses but we are not currently utilizing this feature. If it is utilized it will have to be programmed into the workflow.

**8) If you are not logged in to PSSP and receive an email, do you need to log in if you click on a link within the email?**

Yes, you will need to login to validate yourself.

**9) Why would you just not use the RFI or RFM number instead of also having a CEI number?**

You can use the same number as the RFI or RFM number in the CEI field. It depends on how you manage your site.

**10) What if the contractor enters a RFM as an RFC is there a way to change?**

Yes. The project administrator will have to correct it whenever he goes to review it and send it to who it needs to go to.

**11) How does this information get sent to EDMS?**

It is part of the close out process.