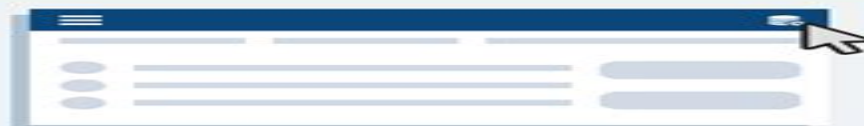


1 Opening the DFI Database

Opening the DFI Database

- 1 Find the IRISDocs databases in your Immerse Notes workspace.
- 2 Double-click the DFI database icon.



Navigation view in the DFI Database Welcome Screen

- 1 Click the **Navigation** button on your toolbar.
- 2 Select **DFI Navigator** in the drop down menu and click.

Important Tip: Before you use the DFI database, open and complete the project description, project contacts, and Specifications databases.

2 Creating a DFI Document and Transmittal

To create a DFI Document

- 1 Click the **New DFI Doc** button at the bottom of your navigation menu.
- 2 Complete all fields in the Request for Information, Transmitted Information, and Supplemental Information tables.

Important Tip: After you complete all fields, save to ensure future actions work properly.



To create a DFI Transmittal

- 1 Create the DFI Transmittal form by clicking Get new DFI Transmittal above the Supplemental Information table.
- 2 Select an option in the **Format of Transmittal Letter** dialog box that appears, and click **Next**.
- 3 Select an option in the **Select DFI Status** dialog box that appears, and click **Next** to view the form.
- 4 Fill out the form or upload your document and make sure to **Save**, or click **Close** to leave the DFI document.

Important Tip: The DFI status will automatically update after you create a DFI transmittal.

3 Navigating the DFI Database

You can view DFIs by:

- | | | | |
|---|---|---|--|
|  Number |  Due date from the architect |  Author |  Status |
|  Building Area |  Sub's DFI number |  Spec Section |  Drawing Type |
|  Status by Month |  Aged Status | | |



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