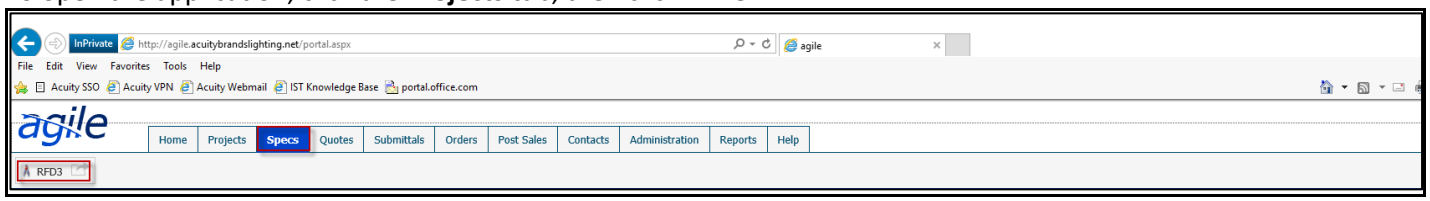
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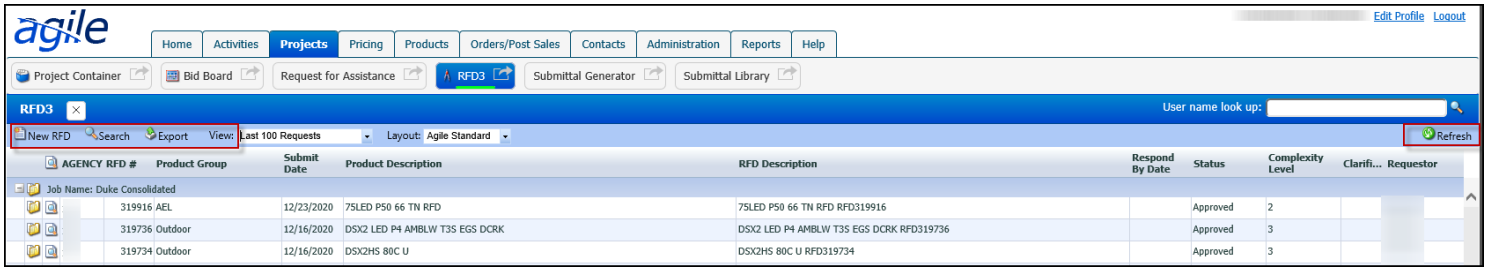
The RFD application provides an interface for Agents and PMDs to request and approve modified products. You can create RFD from a product line on a Quote or from the RFD Application. You cannot create RFD on non ABL Products

- To open the application, click the **Projects tab**, then click **RFD3**



Navigating the Dashboard

- **New RFD –** Create a new RFD
  Search – Multiple search criteria options available to search for a created RFD
- **Export** – Export your RFD
- **View**- Dropdown options:
  - My Requests
  - Last 100 Requests
  - Manage views – Create and name a view from a search
- **Export** – Export your RFD
- **View**- Dropdown options:
  - My Requests
  - Last 100 Requests
  - Manage views – Create and name a view from a search
- **Refresh –** Refreshes the dashboard

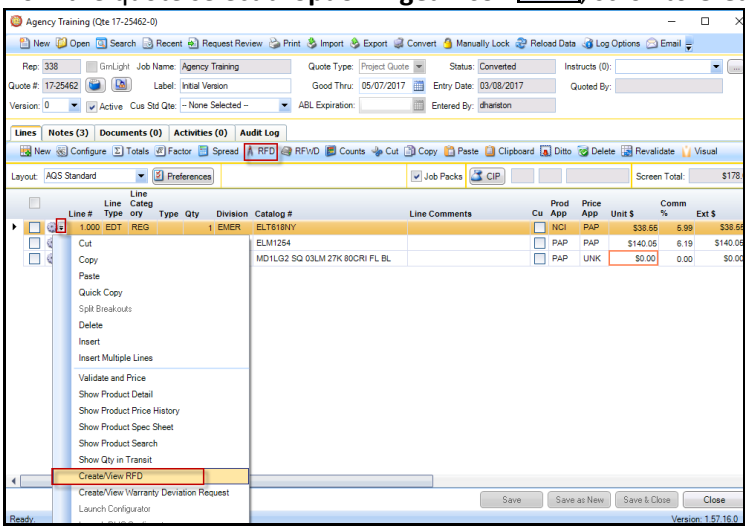


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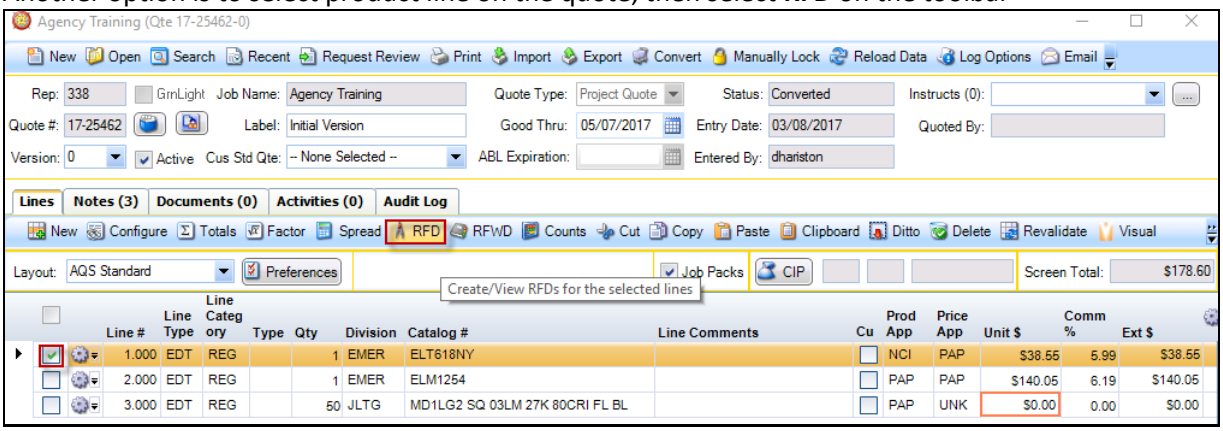
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Create RFD from a Quote

- From the quote select **dropdown gear icon** , scroll to **Create/View RFD**



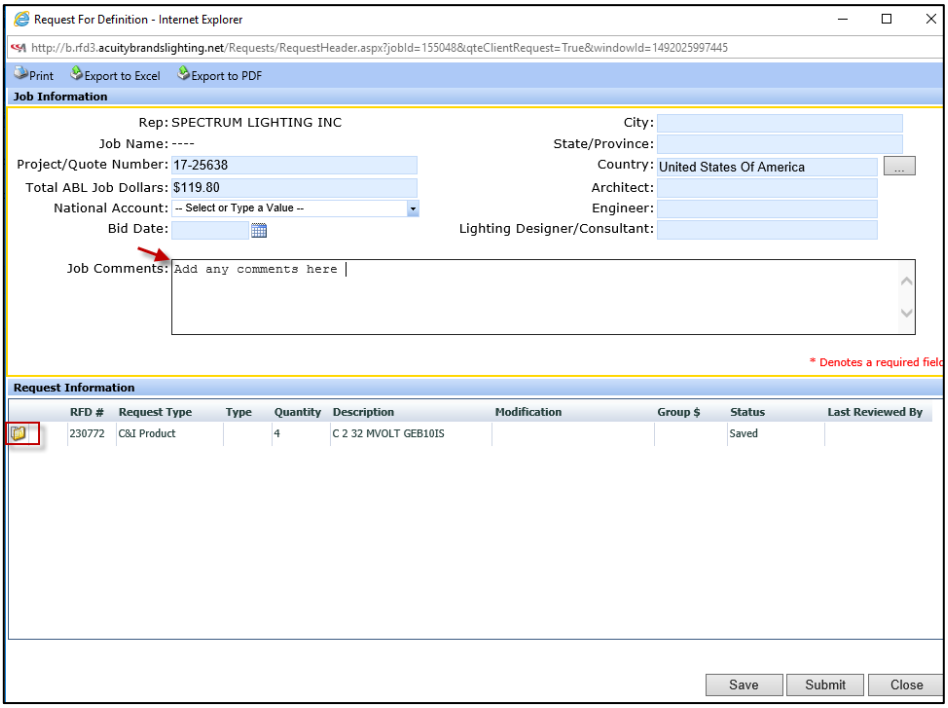
- Another option is to select product line on the quote, then select **RFD** on the toolbar



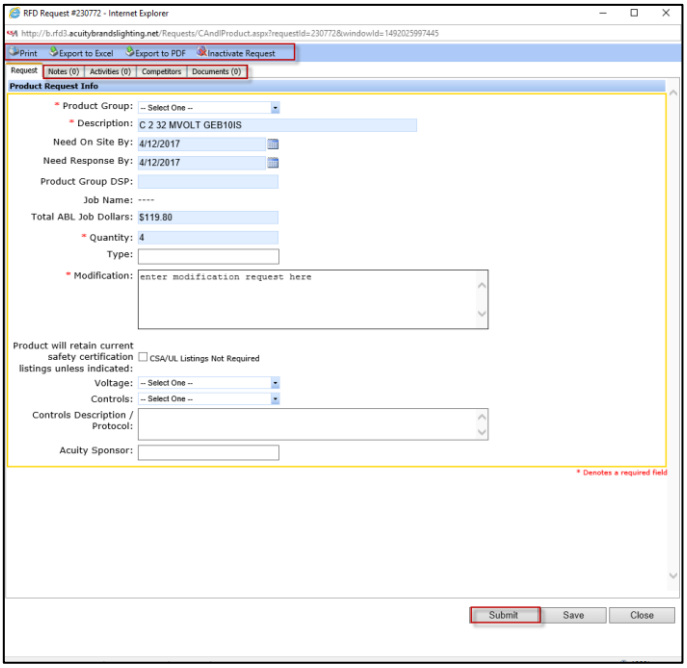
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- On the job information card, enter any job comments that are relevant to the RFD
- Select the Folder to open the RFD



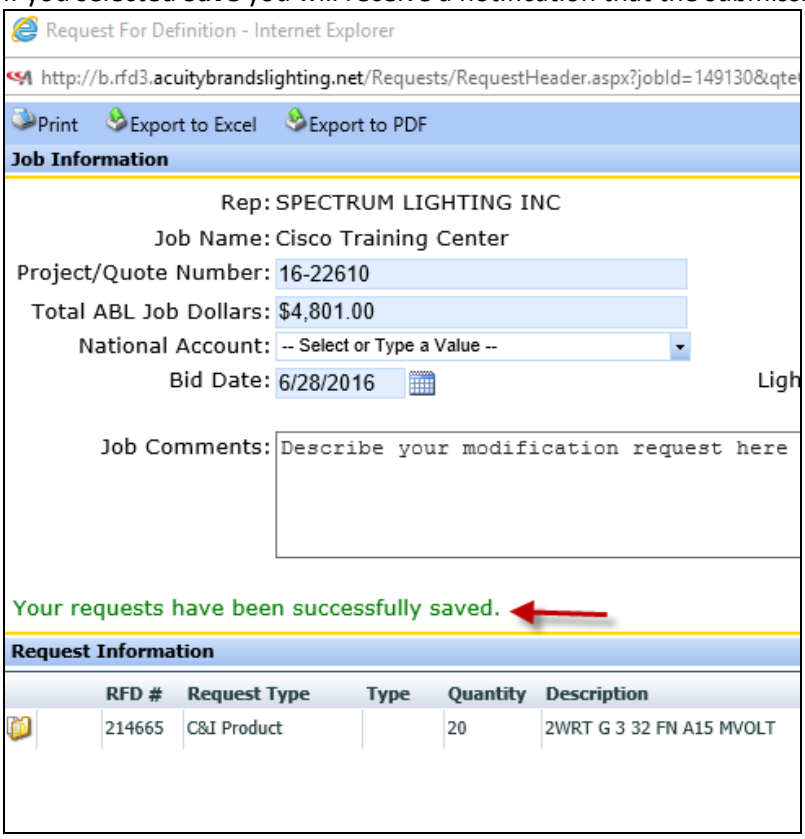
- Select the **Product Group**
- Complete categories on the information card (**Required fields** are denoted with *
- Add any **Notes**, **Activities**, **Competitors**, **Documents** on the corresponding tabs
- Select **Save or** Select **Submit** to send to product group
- From the toolbar, you can **Print**, **Export to Excel**, **Export to PDF** or **Inactivate Request**



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- If you selected **Save** you will receive a notification that the submission was successfully saved



- If you selected **Submit** you will receive validation message your request has submitted for review

