Website Tutorials: Request for Information (RFI)
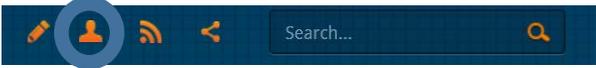
This tutorial will go over how to post and respond to an RFI and the features available to you:

Submit an RFI

Respond to an RFI

Subscribe to an RFI

- Access our WFAS Website by following the link
  below: http://washingtonfirechiefs.com/Sections/FireAdministrativeSupport.aspx

- Click on the person icon on the top right-hand side of the screen.

- Enter your log-in information.
  TIP: Your username and password typically follow this format:
  Username: [department email]
  Password: WFC00000 (the numbers represent your WFC Member number)
  If you have previously changed your password, or are still not able to log in, call the WFC office at 360-352-0161.

- Under Section Quick Links, click on Discussion Forum & RFI's.

Documents
Discussion Forum & RFI's
Member Directory
Photo Gallery
Ambassador Finder
Logo Wear

- Here you will find RFIs, divided by categories, that have previously been posted. You can browse, submit your own answers or add a 'New Thread.'

To Submit a New RFI

- Select the category you would like the RFI to be posted under.

- Click "New Thread."

- Here is your RFI form:

Forum: Shows the Category you have selected.

Subject: [Enter the title of your RFI] i.e. Classroom Use Policies

Text Box: [Enter the description of your RFI, and your contact information, if you wish. (Answers will be posted here, however.) Being as specific as possible will help others better answer your question or provide you with resources.]

Attachments: [If you have anything you would like to attach. i.e. an example of what you are looking for, or your current policy.]

Pinned: Please leave this blank, this would always pin your RFI to the top of the list. The most recent pins automatically go to the top of the list.

Notification: This will send you an email when you get responses to your RFI. It is highly suggested you check this box.

Locked: Do not check this box. This would disable the ability for people to provide responses.

Thread Status: You can leave this as "None Specified."
Submit: Click here to complete.

- You have now posted an RFI, as long as you checked the box, you will be notified when someone answers your question.

To Respond to an RFI

- Click on the RFI you wish to reply to.

- Click on "Reply."

- Enter your response. It is a good idea to include your email signature so members know who they are talking to.

- To attach document(s):
    - Click on the "Browse…" icon next to "Upload New Attachment." This will open a file explorer to find your document(s).
    - Once selected, click "Open."
    - If you would like to receive emails notifying you of further posts on this thread, check the box next to Notification.

- When finished, click "Submit."

To Subscribe to an RFI

This will send you email alerts any time an answer is posted to a given RFI. You can subscribe to any RFI, not just ones you have posted.

- Click on the RFI you wish to subscribe to.

- At the bottom right corner, check the box next to "Email me when this thread has replies."