

Creating a New Event

You have three options for creating a new RFx document. Choosing which option depends on whether you need a completely new RFx, or if a template or existing RFx document will serve your purpose best.

RFx creation options

Display the screen shown at right by clicking **Create** from the Main Screen and then **RFx**. Then, select one of these RFx creation options.

1. Click **Using Blank Form** to start with a completely new RFx. This is ideal for new category reviews or a complex RFx.
2. Click **Use Template** to create an RFx from an existing template. If your campus has a preference for how an RFx is structured, please check to see if a template was developed.
3. Click **Copy Existing RFx** to create an RFx from a previously existing RFx. Copying the RFx will transfer over all of the information as well as the formatting. This is a good option for categories that are frequently out for review.

