

How to Complete an RFI in Lasso

Step 1: Create or Select an Existing Property

1. Select the “Properties” button on the left side of the screen.
2. Select “Add a New Building” or “Add New Site.” If you have submitted a property to a Lasso project in the past or your organization is a LOIS user, they will appear in the “Select from Existing Properties” list.
3. When selecting “Add a New Building” or “Add New Site,” complete only the required fields on the Basic Info > Name & Status section of the form.
4. Click “Save”. You are now ready to view and complete an RFI in Lasso.

Step 2: View and Complete an RFI

1. From the “Properties” tab in the Lasso project, select the property you just created.
2. Scroll down on the page to view the RFI questions.
3. Complete the RFI questions to the best of your ability and be sure to answer all questions marked as “required”.
4. Once the RFI is complete for your property, click the green “Submit Property” button, located in the upper-right corner of the screen. This will submit the property and its corresponding RFI responses to Lasso.