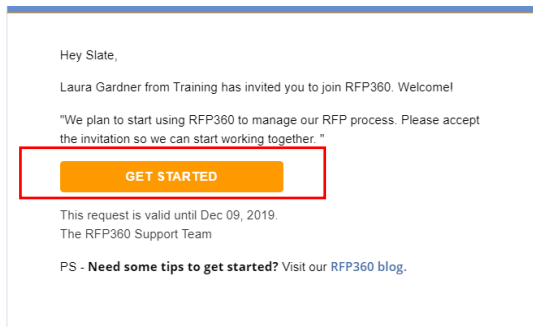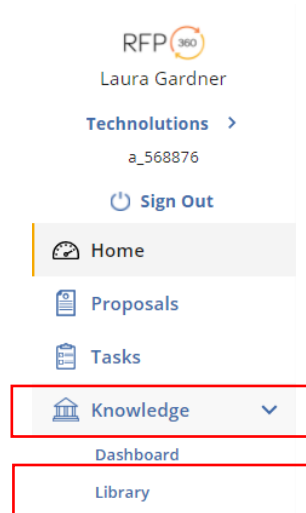# Updating RFP360 Knowledge Base Entries

To ensure we provide accurate information, update all assigned entries by June 30.

1. In the invitation email, click **Get Started** to create an RFP360 account. Log in via single sign-on.

Hey Slate,

Laura Gardner from Training has invited you to join RFP360. Welcome!

"We plan to start using RFP360 to manage our RFP process. Please accept the invitation so we can start working together."

GET STARTED

This request is valid until Dec 09, 2019.
The RFP360 Support Team

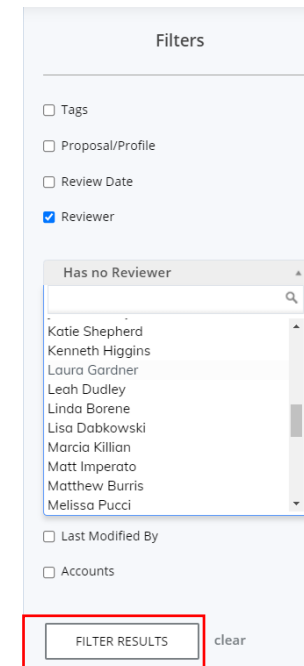PS - **Need some tips to get started?** Visit our RFP360 blog.

Questions about the review process? Contact Dan Pellegrini (dpellegrini@technolutions.com) or Laura Gardner (lgardner@technolutions.com).

2. On the left-hand pane, click **Knowledge** and click **Library**.

RFP360

Laura Gardner

Technolutions >

a_568876

(!) **Sign Out**

🔲 Home

📄 Proposals

📋 Tasks

🏛 Knowledge ⌄

Dashboard

Library

3. Inside the Knowledge Base, select **Reviewer** under **Filters** on the right-hand pane. Select your name and click **Filter Results**.

Filters

☐ Tags

☐ Proposal/Profile

☐ Review Date

☑ Reviewer

Has no Reviewer

🔍

Katie Shepherd
Kenneth Higgins
Laura Gardner
Leah Dudley
Linda Borene
Lisa Dabkowski
Marcia Killian
Matt Imperato
Matthew Burris
Melissa Pucci

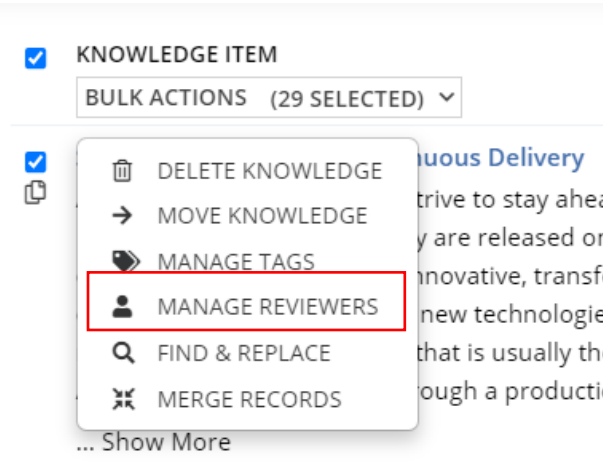☐ Last Modified By

☐ Accounts

FILTER RESULTS   clear

4. Click on a Knowledge Base entry to review. Click **Save Knowledge** when finished editing. Do not click **Mark Review Complete.**

Review the assigned entries by June 30.

Save Knowledge   Save & Add New   Mark Review Complete
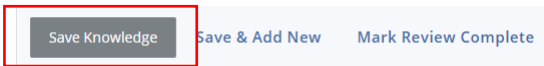
Additional help for using RFP360 is available at:
https://rfp360.force.com/help/s/

5. After reviewing all entries, filter on your name, select **Knowledge Items**, and click **Manager Reviewers.**

☑ KNOWLEDGE ITEM
BULK ACTIONS   (29 SELECTED) ▼

☑   🗑 DELETE KNOWLEDGE   uous Delivery
⧉   → MOVE KNOWLEDGE   trive to stay ahea
       🏷 MANAGE TAGS   y are released on
                                    novative, transfo
       👤 MANAGE REVIEWERS   new technologie
       🔍 FIND & REPLACE   that is usually the
       ✳ MERGE RECORDS   ough a productio
... Show More

6. Select Dan Pellegrini as the **Reviewer**, set the **Review Date** for the next business day, and indicate the review repeats every six months.

Dan is notified that you completed your updates.

Manage Reviewers   ✕

Manage your Knowledge Items by picking a Reviewer and/or Review Date. Choosing "None" will remove the reviewer from the Knowledge Item.

Reviewer   Dan Pellegrini   ✕ ▾

Review Date   06/03/2021

Repeats Every 6 Months   ▾

Setting Review Date without a reviewer, will default to the original creator.

UPDATE REVIEWERS   Cancel