

# Admin Contact User Guide for Approving a Request for Quotation Application (RFQ)

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## Accessing K2

Access to K2 is required before being able to submit an application. If you do not already have an account, please email [helpdesk@agrifutures.com.au](mailto:helpdesk@agrifutures.com.au)

Once you have received your login credentials, type the following URL in to your internet browser – we recommend that you use Chrome or Microsoft Edge -

<https://agrifutures.onk2.com/Runtime/Runtime/Form/Researcher.Dashboard/>

If you have forgotten your username and/or password, please email [helpdesk@agrifutures.com.au](mailto:helpdesk@agrifutures.com.au).



### Welcome

A screenshot of the AgriFutures login page. The page has a light gray background with a green header bar. In the center, there is a white login form. The form contains the text "If you are an existing user, please login below." followed by "Enter your Credentials". Below this, there are two input fields: "USER NAME:" with the placeholder text "yourname@demo.com" and "PASSWORD:". At the bottom of the form, there is a blue link "Forgot your Password?" and a green "Login" button.


## Researcher Dashboard

Once you have logged into K2 you will be taken to your Researcher Dashboard.


From here you can create new applications for research, view reports and change settings.

There are also three tables:


1. **My Tasks** – when you have a task to action, it will appear here. You will also receive an email notification advising you that there is a task for you to action.
2. **My Applications** – once you start an application, it will appear here and the status will be updated during the review/assessment and approval process so you can see where your application is up to.
3. **My Projects** - If you are successful in your application, once contracted, it will become an active project and will sit within this area.




Home



Add Application



Reports



Settings

**My Tasks**

Action Task Refresh

ACTIVITY NAME	FOLIO	ASSIGNED DATE TIME
Review Application	RFQ-019052	10 Dec 2020 10:31

<< < 1 > >>

**My Applications**

Refresh & Filter Open Application Additional User Filters

APPLICATION ID	NAME	STAGE CODE	CREATED BY	CREATED DATE	STATUS
No items to display.					

**My Projects**

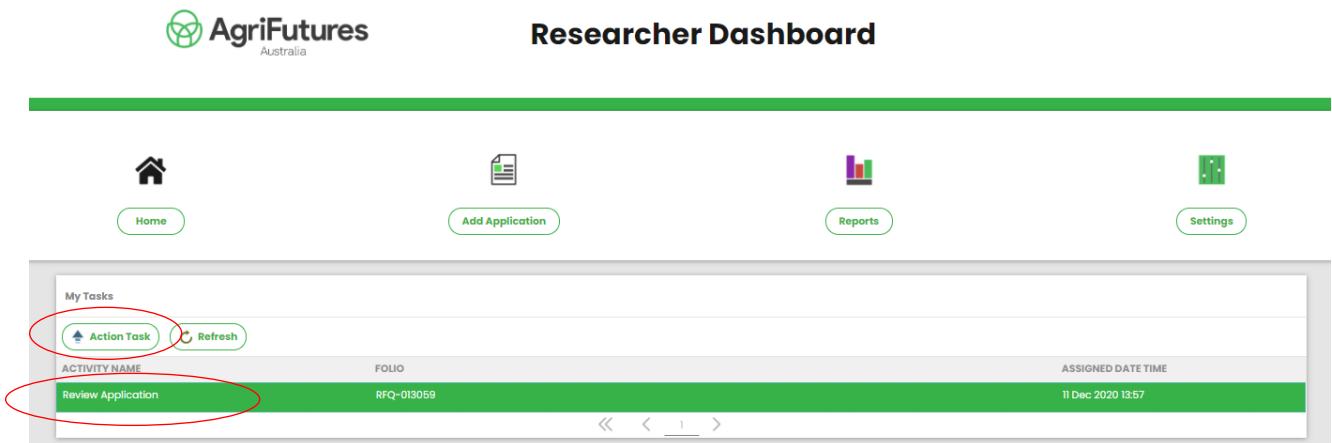
Refresh & Filter Open Project Additional Users Filters

PROJECT ID	NAME	STAGE CODE	CREATED BY	CREATED DATE	STATUS
No items to display.					

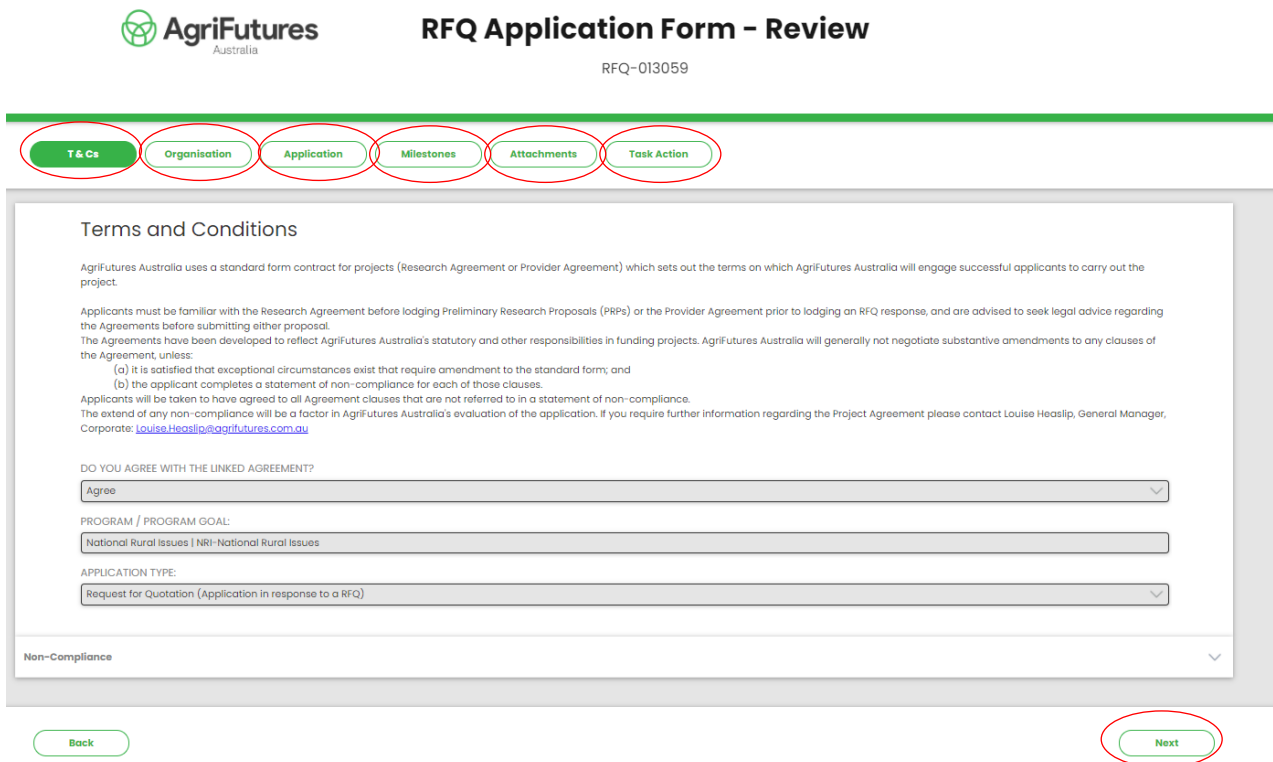
# Admin Approval - Request for Quotation Application (RFQ)

You will receive an email notification to advise you that an RFQ application has been submitted from within your organisation. As the Admin Contact you must review and approve the application before it can be sent to AgriFutures Australia for assessment.

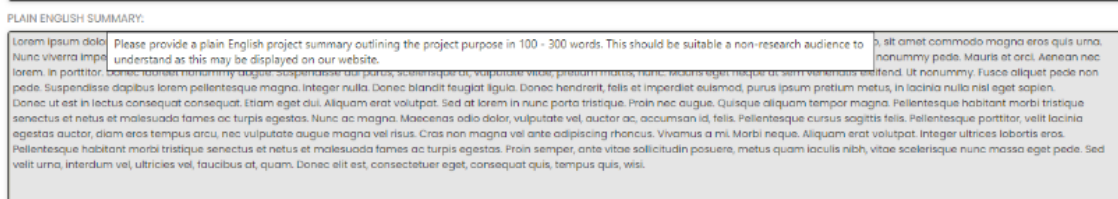
There will be a link within the email which will take you directly to the Application or alternatively you can login to K2 using your login credentials and select the application from within the 'My Tasks' table.



Select the application by clicking on the Activity Name. This will open the application for you to review. You can navigate through the application by clicking next or by clicking on the tabs at the top of the application.



Throughout the application, you can see the explanatory text for each text field by hovering your mouse over the text box or the heading.



Please ensure you review each page of the application carefully and complete the Task Action Page before submitting.

## Task Action Page

When you are satisfied that you have thoroughly reviewed the application, please navigate to the Task Action page. Here you will need to select from the dropdown. The options are:

- **Approve:** This will approve the application on behalf of your organisation and send the application to AgriFutures Australia for review and assessment.
- **Revision Requested:** If you choose this option you will need to supply a comment in the comment text box. This will send a notification to the applicant requesting they revise the application before it can be approved by your organisation.
- **Rejected:** If you choose this option you will need to supply a comments in the comment text box. This feedback will be sent back to the applicant to advise that you have rejected this application and the application will not be submitted to AgriFutures Australia.



## RFQ Application Form - Review

RFQ-013034

When you have finalised your choice and supplied all relevant feedback/notes in the comment text box, select **Submit**.

## Additional Notes

- We recommend you use Chrome or Microsoft Edge to get the most out of K2.
- You can navigate between the pages by selecting the button at the top of the application.
- If you would like to return to the home page of the Researcher Dashboard click the AgriFutures Australia logo at the top of each page.
- The submission period will close promptly at the advertised closing time. Applications will not be received after this point. Please allow sufficient time to review and approve the application. If for some reason you are not able to meet the deadline, you will need to advise the AgriFutures Australia contact of your circumstances and they can advise you of your options.
- Once the Admin Contact approval is complete, the application will be reviewed by AgriFutures Australia. If the application is approved by AgriFutures Australia, the application will be converted to a project and the contracting process will commence.
- If you require assistance please contact the Program Coordinator/Manager directly or alternatively email AgriFutures Australia HelpDesk at [helpdesk@agrifutures.com.au](mailto:helpdesk@agrifutures.com.au).