



PM4 + Partners Knowledge Articles

Viewing Change Documents for Subcontractors

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Working with Change documents

In PM4+ the log record holds the descriptive information for the attached change document. It also provides a way to associate, within PM4+, other types of documents and activities required to support and facilitate the change. Timely awareness of project changes and how they affect your company's work on the project allows you to respond quickly as well if needed.



CONSTRUCTION LEADERS



Viewing Change documents

You can view the list of Change document records by selecting the tabbed list **Change documents** from within your workspace, or you can use the navigation pane path **Project Administration > Change document > Change document**

Tabbed list

Change ID	Rev	Document type	Document no	Description	Change document date	Issued date	Status	Action
CHG-00006	0	PCN	PCN -31	Door D128 & Ship Ladder Relocation	9/3/2018		Issued	Pricing o...
CHG-00007	0	PCN	PCN 007	Revisions to site communications con...	11/11/2018		Issued	Pricing o...

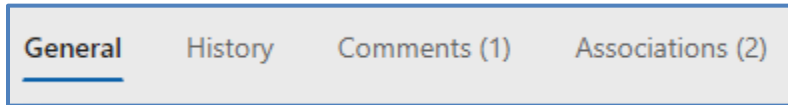
Navigation pane

Click the 'hamburger' icon to open the Navigation pane. Select Modules, the module, the page, then the log list item to open.

- Modules
 - Project administration
 - Change documents
 - Change document log

Viewing record details

To view the details of any log record, click the ID link and the details view will open. The change document details pane has four tabs:



Select the tab to view different details about the change document. A number beside the Comments and Associations labels indicates how many items are under each tab. Since this is restricted by security you may or may not be able to see all the items listed.

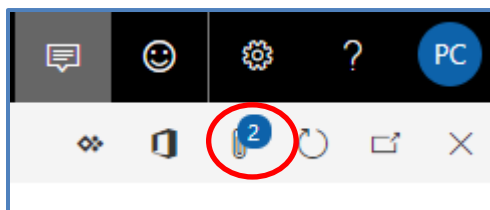
Tab	Displays...
General	Metadata about the change document.
History	Actions and status changes in reverse chronological order - with the latest item at the top of the list Can be sorted to change the order.
Comments	You will only be able to see comments with an external restriction applied.
Associations	Associations are links to records that exist in PM4+ that have a relationship with the record being viewed. The types of records that may be associated with the change document can be CRXs, RFQs, and RFIs. Note: You will be able to view any RFIs in the system but you will be unable to change them.

Viewing Attachments

Attachments are files that are directly linked to change document log record in PM4+.

From the details view when in the **General** tab for the change document, select the attachments icon (📎) in the action pane. The number beside the paperclip will indicate how many attachments there are. If you move to any other tab you will not be able to access the attachments.

Note: Comments are also included as attachments and can be viewed under the Comments tab as well.



In the Attachments pane that opens a list of attached files for the selected change document displays. This screen provides options for viewing and downloading the attachment only (all other options are greyed out). Select which attachment you want to view from the list displayed on the left.

When you select the **Open** command, the system will download the file to wherever your browser setting indicates. If you want to do a quick preview, then use the Preview fast tab and use the Pop-out icon to display to another browser window.

