PM4 + Partners
Knowledge Articles

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Viewing the Document log

In PM4+, the Document log provides a list of the most recent revision for the drawings, specifications and other contractual documents. They can be viewed by anyone who may be affected by updates to the documents and provides a list of documents under review.

**Important** The Document log lists the most recent revision for drawings and specifications – even those which have not been approved for construction yet. Best practice is to refer to the documents in the EPR as the source for construction activities.

**View the Document log**

- To view the Document log, use the navigation pane and go to:

  **External collaboration > Documents > Document log**

The list of published change packages and their sheets displays.
View a document sheet record

- Select a Document no link to open the details view record for that document sheet.

The following information can be viewed on the document details record:

**Header**
Displays general information about the document

**Revisions**
Lists revision information about the document including the most recent revision, the packages containing the revision, and the status for the package for each revision

**Associations**
Lists other records associated with the document record such as CRXs and RFIs
Viewing the Revision Inquiry

An alternate view for seeing the changes to the project documents listed on the Document log is to use the document revision inquiry. This report shows all the versions of the project change documents and where they are in the change management process.

1. To view the revision inquiry, use the navigation pane to go to:
   External collaboration > Inquiries and reports > Revision inquiry
   The list of documents displays.

2. To view the details for a specific revision, select the Document no link.