



PM4+

PM4 + Partners Knowledge Articles

Viewing the Document log for Subcontractors

R11

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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.

Document log					
<input type="text" value="Filter"/>					
✓	Document no ↑	Description	Latest revision	Latest revision document date	Discipline
	E100	Electrical-DRAWING LIST, LEG...	0	11/13/2019	Electrical
	E101	Electrical-ELECTRICAL SITE PL...	0	11/13/2019	Electrical
	E200	Electrical-BASEMENT LIGHTIN...	1	11/16/2019	Electrical
	E201	Electrical-FIRST FLOOR LIGHTI...	1	11/16/2019	Electrical
	E202	Electrical-SECOND FLOOR LIG...	1	11/17/2019	Electrical
	E300	Electrical-BASEMENT POWER ...	2	11/17/2019	Electrical
	E301	Electrical-FIRST FLOOR POWE...	1	11/16/2019	Electrical
	E302	Electrical-SECOND FLOOR PO...	0	11/13/2019	Electrical
	E310	Electrical-ENLARGED ROOMS...	0	11/13/2019	Electrical
	E400	Electrical-LUMINAIRE SCHED...	1	11/16/2019	Electrical
	E401	Electrical-SL DIAGRAM, MCC, ...	0	11/13/2019	Electrical
	E500	Electrical-FIRE ALARM RISER	0	11/13/2019	Electrical
	E501	Electrical-SECURITY DETAILS	0	11/13/2019	Electrical

View a document sheet record

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

E300 : Electrical-BASEMENT POWER PLAN		
Header	Revisions	Associations (1)
General		
CLASSIFICATION	LATEST REVISION	
Document no	Latest revision	
E300	2	
Description	Latest revision document date	
Electrical-BASEMENT POWER PLAN	11/17/2019	
Document URL		
https://pcldev.egnyte.com/dl...		
Discipline		
Electrical		

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.

Revision inquiry						
Filter	Discipline	Revision	Posting	Package	Package status	
✓ Document no ↑	Revision no	Description	Revision document date	Discipline	Package no	Package status
E201	0	Electrical-FIRST FLOOR LIGHTING PLAN	11/13/2019	Electrical	004	Issued to field
E201	1	Electrical-FIRST FLOOR LIGHTING PLAN	11/16/2019	Electrical	019	In PCL review
E201	2	Electrical-FIRST FLOOR LIGHTING PLAN	11/16/2019	Electrical	023	In PCL review
E201	2	Electrical-FIRST FLOOR LIGHTING PLAN	11/16/2019	Electrical	092	In PCL review
E202	0	Electrical-SECOND FLOOR LIGHTING PLAN	11/13/2019	Electrical	004	Issued to field
E202	1	Electrical-SECOND FLOOR LIGHTING PLAN	11/17/2019	Electrical	092	In PCL review
E300	0	Electrical-BASEMENT POWER PLAN	11/13/2019	Electrical	004	Issued to field
E300	1	Electrical-BASEMENT POWER PLAN	11/16/2019	Electrical	019	In PCL review
E300	2	Electrical-BASEMENT POWER PLAN	11/17/2019	Electrical	063	In PCL review
E301	0	Electrical-FIRST FLOOR POWER PLAN	11/13/2019	Electrical	004	Issued to field
E301	1	Electrical-FIRST FLOOR POWER PLAN	11/16/2019	Electrical	019	In PCL review
E302	0	Electrical-SECOND FLOOR POWER PLAN	11/13/2019	Electrical	004	Issued to field
E310	0	Electrical-ENLARGED ROOMS POWER & AUX LAYOUTS	11/13/2019	Electrical	004	Issued to field
E400	0	Electrical-LUMINAIRE SCHEDULE	11/13/2019	Electrical	004	Issued to field
E400	1	Electrical-LUMINAIRE SCHEDULE	11/16/2019	Electrical	019	In PCL review
E400	2	Electrical-LUMINAIRE SCHEDULE	11/16/2019	Electrical	022	Draft

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