PM4 + Partners Knowledge Articles

Viewing Subcontracts & Subcontract Related Documents for Subcontractors

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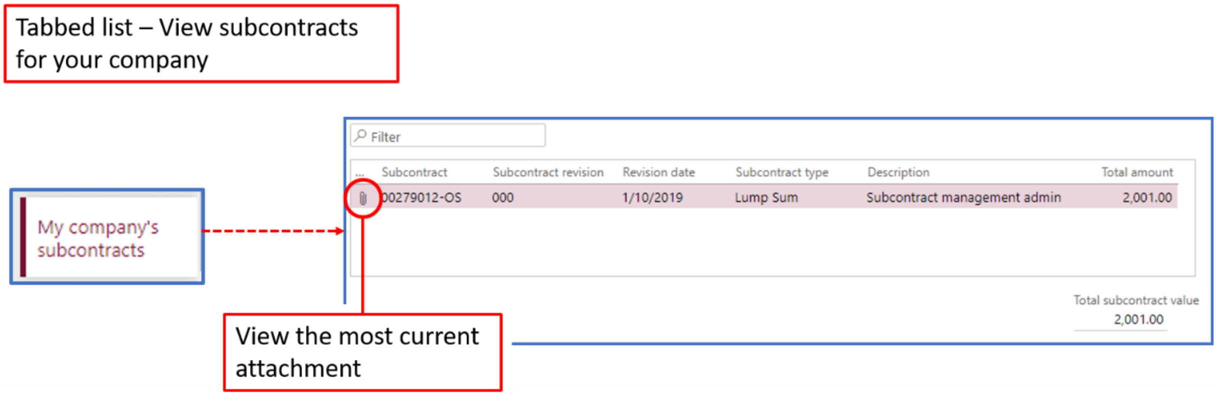
Viewing Subcontracts and Subcontract Related Documents

In PM4+, the log record holds the descriptive information for the subcontracts and the subcontract related documents (SRDs). You can view these logs through your workspace to see changes in your project. With an awareness of changes and how they affect your company's work on the project, you can respond quickly as needed.

Viewing Subcontracts

You can view the list of Subcontract records for your company by selecting the **My company's subcontracts** tabbed list in your workspace.



Viewing the Subcontract attachment

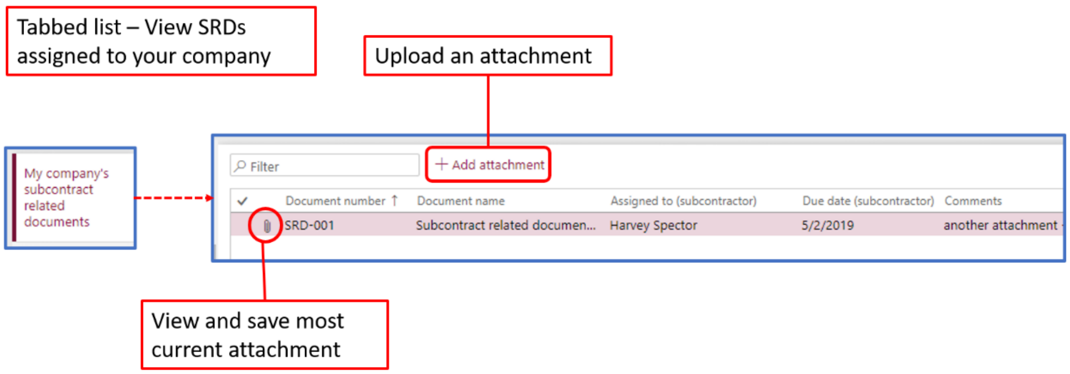
You can view the most current subcontract revision by downloading it:

1. From the Subcontractor workspace, open the **My company's subcontracts** tabbed list.
2. Select the paperclip icon (📎) for the subcontract you want to view.

   Depending on your browser, you are prompted to open or save the document; or it is downloaded to your **Downloads** folder with a link in the footer for the browser.
3. Save the document

Viewing Subcontract Related Documents

You can view the list of Subcontract related document records for your company by selecting the **My company's subcontract related documents** tabbed list in your workspace. The only information available is displayed on the log view. The instructions for the action required for the SRD are included in the email notification sent to you.



Viewing the attachment

You can view the most current attachment for the SRD by downloading it:

4. From the Subcontractor workspace, open the **My company's subcontract related documents** tabbed list.
5. Select the paperclip icon (📎) for the document you want to view.

   Depending on your browser, you are prompted to open or save the document; or it is downloaded to your **Downloads** folder with a link in the footer for the browser.
6. Save the document
7. Make any changes or updates as recommended in the email notification received from PCL.

Adding an attachment

Often, you are requested to update and then upload a revision of the attachment.

1. From the Subcontractor workspace, open the **My company's subcontract related documents** tabbed list.
2. Select **Add attachment** link.
3. **Browse** to the file to upload.

   The **File name** field fills in with the name for the file. You can update this field as needed.
4. (Optional) Add any **Comments** or notes.
5. Click **OK**