# Document Control

The **Document Control** module consists of the five main project administration documents: **Drawings and Specifications, Meeting Minutes, Request for Information, Submittals**, and **Transmittals**. Along with the industry normal documents Prolog also offers additional documents for even better project control: **Closeout Log, Conversation Log, Drawing Packages, Hotlist (To-Do), Issues**, and **Submittal Register** and **Packages**. The **Document Control** enables you to reduce paperwork and review cycles. This will give you the ability to automate repetitive processes and time-consuming tasks.

Doc Control
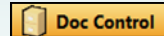
1. **Closeout Log -** Maintain log of items that need to be turned over at the end of your project.
2. **Conversation Log** - Maintain log of important information from project related conversations.
3. **Drawing Packages** - Link Drawings and Specifications to create Drawing Packages. The Packages can then be managed and linked to multiple records. Packages can be used to send the correct drawings to the correct subcontractors easily and quickly.
4. **Drawings and Specifications** - Enter every drawing and specification as a record. Easily add additional changes to drawings or specs by simply adding a row to the record. Drawing Packages will still keep in separate Packages giving you the ability to identify any drawing throughout the project.
5. **Hotlist (To-Do)** - Track follow-up items.
6. **Issues** - Create an issue history to record all information related to specific issues throughout the project. Link any item to the issue for easy reference.
7. **Meeting Minutes** - Prepare meeting agenda's and minutes. Add items then track with Due Date's and Responsible Party. Reduce problem resolution time by sharing meeting information more quickly.
8. **RFI** - Prepare RFI's quickly. Drop files from your computer (i.e. plans.pdf) for reference. Link PCO's and Issue's to RFI's to help manage your project. Reduce response time and impact on project schedule.
9. **Submittal Packages** - Combine your Submittal Register's into Packages in order to better track your submittals. Improve submittal response times.
10. **Submittal Register** - Identify submittals from specifications and contract and create a Register for each one. Easily create a new record with the same information with only one field changed with a click of a button. Link to Packages for review and tracking.

Many of the **Icons** on the **Main Toolbar** correspond with **Document Control** Records:

Create **Quick Transmittal**	Opens **Conversation Log**	**Distribution List**
Starts the **CC** and **Transmittal Queue Wizard.**	Opens **Hotlist**	Link to **Word Doc**
Opens the **Submittal Transmittals** form and creates a submittal transmittal for the active submittal package. This button is only available when the Submittal Packages form is open.	Set **Auto Alerts**	
	Opens **Issues**	**List Views**
		Quick Print
	Link an **External** file to the active record	Link to **Letter**