## **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

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Doc Control	B Meeting Minutes	6 HotList		Drawings and Specifications
	Meeting Set Number	Meeting Date Number	Create Date Subject	Number Title
Closeout Log	Owner/Architect/Contractor 🗾 004	• 9/26/2006 0001	10/19/2006 Request F	A01.0 Title Sheet
Conversation Log	Meeting Items Other Details Attendees/Courtesy (	Copies General Reso	olution	General Actual Documents
Drawing Packages	Add Row Insert Row Delete Row	Renumber Create Type	Category A	Add Row Insert Row Delete Row E Batch Upc
Drawings and Specifications		Follow-up	Request for Informa      1	
HotList	System Item No Description	Resp Importance	Status	Revision Revision Bulletin Percent Status Cat
Issues	1-1     1-1     Introduction of the team     1-3     1-3     A meeting must be sche	Llink	▼ In Progress ▼	8/1/2006         0         100.0000           8/12/2006         1         Addenc         100.0000
Meeting Minutes	Request For Information			🛿 Submittal Registor
Request For Information	Project RFI Number Subject	🧕 🖻 Drawing Packa	iges	Number Revision Description
Submittal Packages	001 Get Next Concrete strength for fo		Description	00003 0 Sanitary Sewage Sytem Materials
Submittal Register	General Notes Collaboration Impact Attachment	ts(0)	Architectural Bid Set	General
Submittal Transmittal	Date Created Discipline	Categor General Drawin	igs and Specs	Specification Section Spec Sub Section Responsible Corr
Transmittals and Corresponder	4/2/2007 Structural	Drawing     Add Link []	nsert Link   Edit   Delete Lin	Dug Construction
	Author Company Author RFI Number (	Question		Type Submittal Package/Item Notes
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		comes down to the des	Title Sheet Architectur 8/12/2006 1	Action Action Logged By
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Cost Control		Submittal Packages	Description	Schedule Link
Doc Control	Answer Company Date Answered	Answer 002 - DIV 2	Rev Description 0 Pipe, Fittings and Manhol	Task Name Type Task Date Calc Date
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Metric		Trade	Impo	8/30/2006 8/15/2006 15 8/21/2006
ě		BP #1 - Site Utility Work		
Edit Mode		1	Project Number: 00-2005 25-Nov-200	8 Period:06-03 19 Admin

- 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 <b>Icons</b> on the <b>Main Toolbar</b> correspond with <b>Document Control</b> Records:	Opens Conversation Log	Ð	Distribution List
Create Quick Transmittal           Starts the CC and Transmittal Queue Wizard.	Opens Hotlist Set Auto Alerts	W	Link to <b>Word Doc</b>
Opens the <b>Submittal Transmittals</b> form and creates a submittal transmittal for the active	Opens Issues	Ś	List Views
submittal package. This button is only available when the Submittal Packages form is open.	Link an <b>External</b> file to the active record	i 🚺	Link to <b>Letter</b>