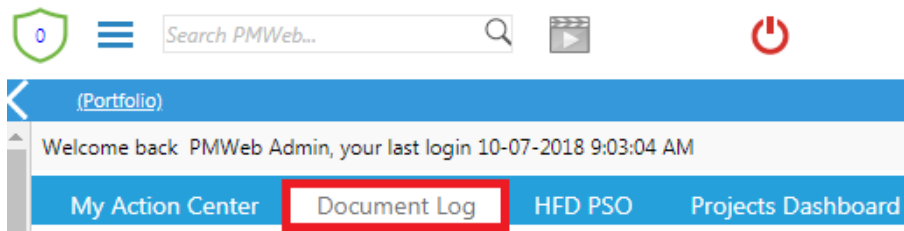


# Document Log PMWeb Guide

The PMWeb Document Log tool is designed to help you search for any project documents, and to help Project Managers, Project Team and Document Controllers keep track of the project documents.

## A- Accessing Document Log

You can access document log by clicking on the Document Log tab from the PMWeb home page.



## B- Using filters

You can search project documents using any of the below 18 filters below

**Document Filter**

<p>From Date 1 01/01/2018</p> <p>Gateway 5 All selected (8)</p> <p>Workflow Status 9 All selected (4)</p> <p>Originator Reference 13</p> <p>File Name 17</p>	<p>To Date 2 10/07/2018</p> <p>Forms 6 23 selected</p> <p>Departments 10 All selected (23)</p> <p>Category 14</p> <p>Created By 18</p>	<p>Delivery Manager 3 All selected (3)</p> <p>Document Type 7 All selected (112)</p> <p>Pending With 11</p> <p>From 15</p>	<p>Projects 4 All selected (66)</p> <p>Discipline 8 All selected (14)</p> <p>Subject 12</p> <p>To 16</p>
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- |                          |                 |                     |                 |
|--------------------------|-----------------|---------------------|-----------------|
| 1- From Date             | 2- To Date      | 3- Delivery Manager | 4- Project Name |
| 5- Gateway               | 6- Form Name    | 7- Document Type    | 8- Discipline   |
| 9- Workflow Status       | 10- Departments | 11- Pending with    | 12- Subject     |
| 13- Originator reference | 14- Category    | 15- From            | 16- To          |
| 17- File Name            | 18- Created By  |                     |                 |

Once you set the filters you will get the list of documents matching the set criteria.

## C- Document Log

Once you click on get report, you will have the report displayed on your screen with the below order:

- 1- Grouped By Project
- 2- Grouped By Document type
- 3- Documents list

Show  entries

### Documents Log

Record No.	Incoming Reference	Date	Subject	Workflow	Attachments	Pending With	Previous step workflow comments
			<b>Project Name</b>				
			<b>Document Type</b>				
			<b>Document Details</b>				
1	ASTAD-HMC-GEN-CN-053-2018	20/05/2018	ASTAD Representative	Withdrawn	Attachments	Fahim Khateeb(FKxhateeb1)	For Information only --Fahim Khateeb(FKxhateeb1)

## D- Modify Applied Filters

After applying your document filter you can go back to the filtering options by clicking on **Show/Hide Filters**

Show  entries

### Documents Log

Record No.	Incoming Reference	Date	Subject	Workflow	Attachments	Pending With	Previous co
<b>Commercial Correspondence ()</b>							

To search through filtered documents, you may type a search word in the search box below,

Documents Log

Search:

## E- Document Details

On the Document details you can see the below information:

1- Click on the status get the full **document Workflow action history**.

6	2018/0012829/5	04/07/2018	Plot Q Transport Department Offices- Request For Instruction- Reminder LT 12829	Submitted	Attachments	Ahmed Isam Farrag		View	Abdul.Mohsin Al-Rashid (ASHGHAL)	Hamad Al Khalifa (Hamad Medical Corporation )	Required	Reminder
Step #	Role Name	Action Date	Action Time	Action By	Action Type	Team Input Names	Comments	Pending Team Input From				
0		04-Jul-18	04:01 PM	Fahim Khateeb(FKhateeb1)	Submit							
1		04-Jul-18	04:01 PM	Ahmed Isam Farrag	Pending							

2- Click on Attachments to see the **list of attachments**.

6	2018/0012829/5	04/07/2018	Plot Q Transport Department Offices- Request For Instruction- Reminder LT 12829	Submitted	Attachments	Ahmed Isam Farrag	
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▼ Incoming (1)

Download

INCOMING

- ASHGHAL
  - 04 - Commercial
    - Letter
      - [040718 ASH GCGN12 Plot Q Transport Department Offices- Request For Instruction- Reminder LT 12829.pdf](#)

► Draft (0)

► Outgoing (0)

► Acknowledgement (0)

3- Go to **PMWeb record**

6	2018/0012829/5	04/07/2018	Plot Q Transport Department Offices- Request For Instruction- Reminder LT 12829	Submitted	Attachments	Ahmed Isam Farrag	
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