

# PROLOG

Features offered in Document Management include:

<b>Feature</b>	<b>Benefit</b>
<b>Auto Alerts</b>	Receive automatic notification of critical items that require follow up
<b>Drawing Packages</b>	Track budgeted hours, quantities and dollars
<b>HotList</b>	Track follow-up items
<b>Drawings and Specifications</b>	Log and track revisions on all drawings and specifications
<b>Dunning Letters</b>	Stay on top of all issues, and reduce risk by maintaining an audit trail
<b>Issues</b>	Create an issue history to record all information related to specific issues
<b>Meeting Minutes</b>	Reduce problem resolution time by sharing meeting information more quickly
<b>Requests for Information</b>	Reduce response time and impact on project schedule
<b>Submittal Packages</b>	Improve submittal response times
<b>Submittal Register</b>	Track required submittals to improve timeliness
<b>Transmittal Queue</b>	Save time by scheduling transmittals to be sent to printer or fax
<b>Quick Edit</b>	Modify multiple records at one time
<b>Field Attributes</b>	Enforce the collection of consistent data