

# PCP - How to ... set up a document for a review

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You have a document (or drawing) which you want to be reviewed using the Present-Comment Process (PCP) in the pmodbase application.

I assume for the following that you are the owner or the author of that document (or drawing). This help text explains in detail which steps you need to take in order to add the document (or drawing) into the pmodbase database to be ready for a Present-Comment Process (PCP) within the pmodbase application.

- In the following, the document (or drawing) to be reviewed will be named 'PCP Subject' from hereon: A PCP Subject is either a document, a drawing, or any other item undergoing the Present-Comment Process.
- In order to perform the review, you need the following information on your PCP Subject:
  - Surely, your document or drawing has a Title.
  - Your document or drawing also has a unique document code for the document management system being used in your project. This document code will be referred to as the Project DMS ID.  
If more than one document management system is used in your project, use the code being used by both you and your commenting counterpart: This ensures that both of you will have access to the actual version of the document or drawing to be reviewed.
  - Furthermore, we need a document code for the release documents being created during the course of the PCP. This document code will be referred to as the Project DMS ID for PCP Report.
- The next important decision is the attribution of your PCP Subject to a specific PCP Category: When the PCP is set up, various PCP Categories should be defined, one of which should be used for the PCP of your PCP Subject. The definition of PCP Categories is a separate task (for more information, see the help on the PCP - The Present-Comment Process, PCP Categories and How to ... configure the PCP feature for your project).  
Although the PCP Category of your PCP Subject can be changed later (by the Owner (Presenting Group) or by the Deputy (Presenting Group) of the PCP Subject), things will be easier if you correctly assign the PCP Category right at the beginning.
- In order to add your PCP Subject into the pmodbase database, you will need an account for your project and the permission to add and modify PCP Subjects for your project group (specifically for the feature My PCP Subjects [69]).

- After you have signed on to the system, you should then find a button labelled My PCP Subjects (or use the previous link).
- Clicking on this button will lead you directly to a web page containing all PCP Subjects for which you have some responsibility:

### List of My PCP Subjects (by Category)

[ID]	Title/Description / Project DMS ID	Status	Code	Current Step	At Group	Action <input type="button" value="Y"/>
Internal Review COM Documents						
[1]	COM Document No 1 for Review	new	?	Initial Release	COM	<input type="button" value="Q"/> / <input type="button" value="-"/> <input type="button" value="+"/>

- Now you are ready to add your new PCP Subject: A click on any [+] button in the right-most column will lead you to a new form requesting input of information about your PCP Subject to be reviewed:

### Create new PCP Subject

[ID]

PCP Category

Select one:

Title/Description

Notes on this Subject

Project DMS ID

Project DMS ID for PCP Report

- Select a PCP Category, and fill in all other fields as applicable.
- The document codes - for both the document and the release report - must NOT include the version or release information: This information is added later as these will change while the PCP Subject is being reviewed.
- Click Add now to add your PCP Subject to the system. The page shown now contains the information you just entered plus some more:

Depending on the settings for the PCP Category you have chosen, a default deputy) for the presenting group (i.e. your group) as well as for the commenting group was added. You will see that you are still the owner of the PCP Subject.

- Further below, you find the Status of your PCP Subject to be new.
  - Below that, information regarding the current process step is listed: The Current Step is Initial Release which means that your PCP Subject still needs to be released to start the next step. See How to ... release a PCP Subject for the Initial Review Step for more information on how to perform this next step.
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